Web TimeSheet

Integration Manager for QuickBooks (XML)

Version 5.7

www.replicon.com

REPLICON INC

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Contact Information

Replicon, Inc.
830, 910 - 7th Ave. S.W.
Calgary, Canada T2P 3N8

Direct:
1-403-262-6519

Toll Free in North America:
1-877-737-5420

Toll Free in Europe:
00-800-7375-4266

Toll Free in Australasia:
011-800-7375-4266

Fax:
1-403-233-8046

http://www.replicon.com

info@replicon.com

The international toll free numbers may not work in some countries. If you experience problems, use the direct line to contact Replicon.

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Chapter 1 - What is WTS Integration Manager?

Introduction

The Web TimeSheet Integration Manager for QuickBooks (XML) allows users to transfer data from Web TimeSheet to QuickBooks easily and efficiently.

Before you can use the Integration Manager, you must complete the following:

- Install QuickBooks Pro 2003+, Web TimeSheet 5.7, DCOM, and QBDCOM
- Configure QBDCOM
- Obtain a valid license key to use the Web TimeSheet Integration Manager for QuickBooks
- Set up Web TimeSheet to access QuickBooks (involves identifying the QuickBooks server and specifying the QuickBooks file path and name).

Technical Requirements

The following items are required to successfully use the Web TimeSheet Integration Manager for QuickBooks (XML):

- Registered copy of Intuit QuickBooks Pro 2003 or higher (installed on Windows NT/2000/2003/XP)
- Web TimeSheet 5.7 (installed on Windows NT/2000/2003/XP)
- QBDCOM (available from Replicon Inc.)
- DCOM (installed by default on Windows NT/2000/2003/XP; also available free from Microsoft)
- Security settings for Windows NT/2000/2003/XP set to allow elevated user access (Power User or higher) – applies only during installation of Web TimeSheet and QBDCOM.

Constraints

- Data is uploaded only from Web TimeSheet to Intuit QuickBooks Pro 2003+
- Only data from approved timesheets/expense sheets is included in the upload

Technology

The Web TimeSheet Integration Manager for QuickBooks (XML) uses XML (eXtensible Markup Language) technology to transfer data from Web TimeSheet to Intuit QuickBooks Pro 2003 (or higher). Web TimeSheet uses DCOM (Distributed Component Object Module) to communicate with Intuit QuickBooks and upload data depending on specified criteria.

Note ...

If you are unsure whether DCOM is already installed, try running the *dcomcnfg.exe* utility.

Installation Requirements

This section describes the installation requirements for running the Web TimeSheet Integration Manager for QuickBooks (XML).

You must install QuickBooks 2003+ and Web TimeSheet version 5.7 (the installations do not have to exist on the same machine). The Web TimeSheet Integration Manager for QuickBooks (XML) is included in the Web TimeSheet 5.7 installation package. Refer to the Web TimeSheet 5.7 Installation Guide for complete instructions about installing Web TimeSheet.

You must also ensure that DCOM is installed on both the QuickBooks 2003+ machine and the Web TimeSheet machine (if they are on separate servers). If DCOM is not installed, you may obtain it on the Microsoft Web site by downloading the proper version for your operating system.

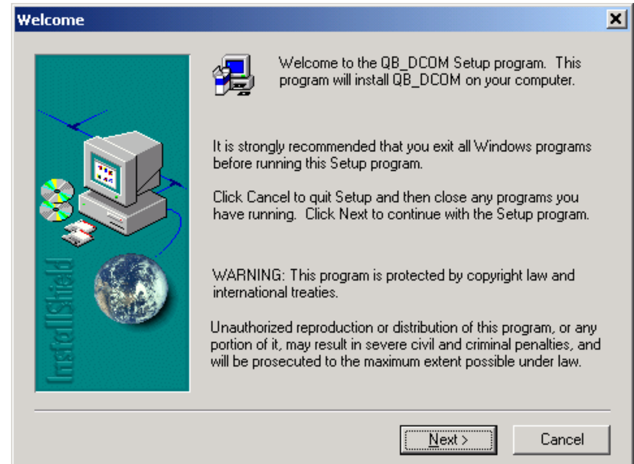
Last, you must install QBDCOM, which was provided with your purchase of the Web TimeSheet Integration Manager for QuickBooks (XML). QBDCOM must be installed on both the QuickBooks 2003+ machine and the Web TimeSheet machine (if they are installed on different machines).

Installing QBDCOM

You will need to obtain the *QBDCOM.exe* file from Replicon Customer Support before you can install the application. Make sure you install QBDCOM on both the QuickBooks 2003+ machine and the Web TimeSheet machine, if they are installed on different servers.

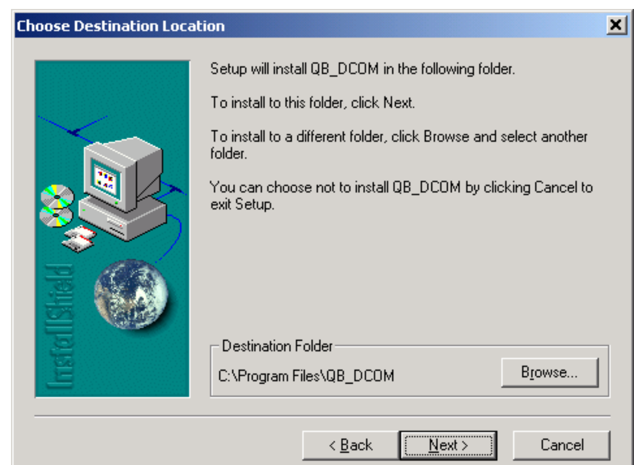
The Installation Wizard will guide you through the installation process.

1. Launch the *QBDCOM.exe* file. The Welcome screen is displayed. Select the Next button to proceed.

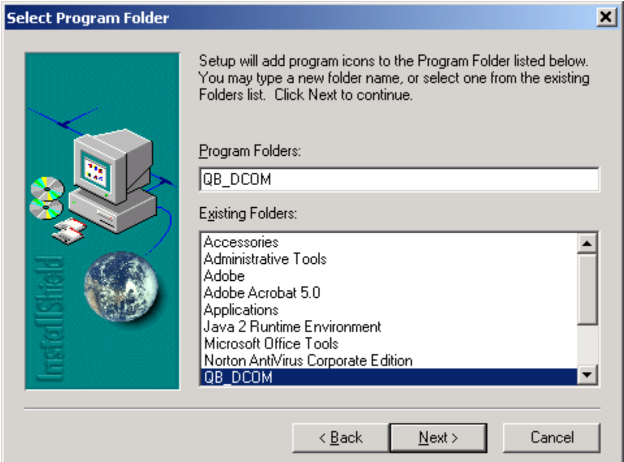


2. Next you will need to specify the directory where QBDCOM should be installed. Use the Browse button to locate the appropriate directory, if necessary.

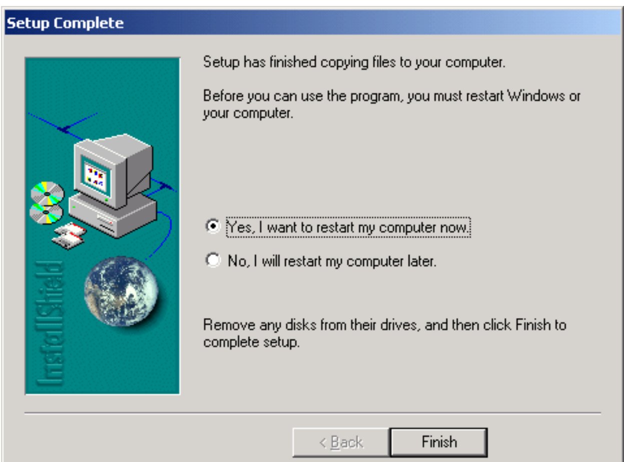
   Click the Next button to continue with the installation.



3. Now select the program folder where you want QBDCOM to appear. Click the Next button to begin the installation.



4. When the installation is complete, you will be prompted to restart your computer. You must restart the computer before you can configure QBDCOM.



When you are ready, click the Finish button to close the Installation Wizard.

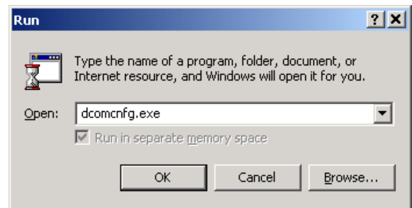
Configuring QBDCOM

Configure QBDCOM on the QuickBooks machine (running on Windows NT/2000/XP) by following the steps below.

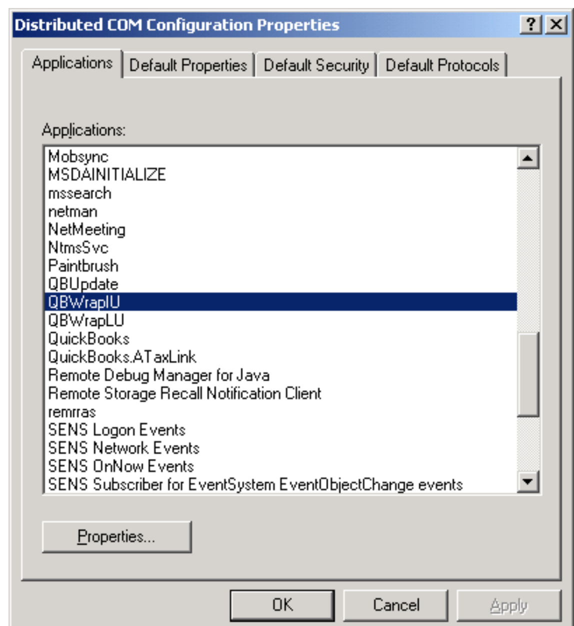
Running on Windows NT/2000/2003

You must be logged in as an administrator to perform these steps:

1. Click the Start button in your Windows task bar and select **Run** from the menu. Enter *dcomcnfg.exe* in the provided field and click the OK button.



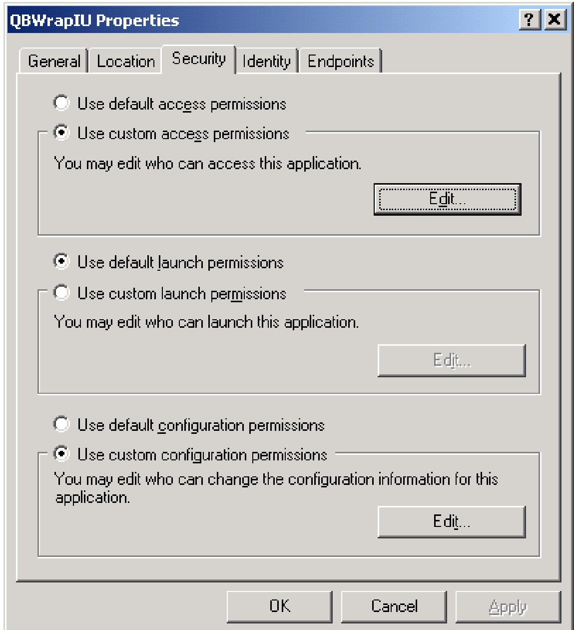
2. On the **Distributed COM Configuration Properties** window, click on the **Application** tab and select “QBWrapIU” from the list.



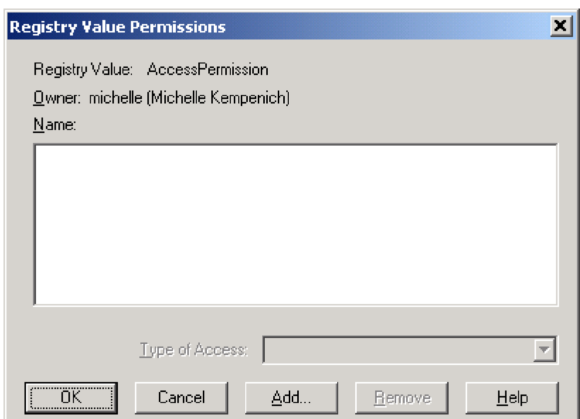
Note ...

QBDCOM must be configured on the machine where QuickBooks is installed.

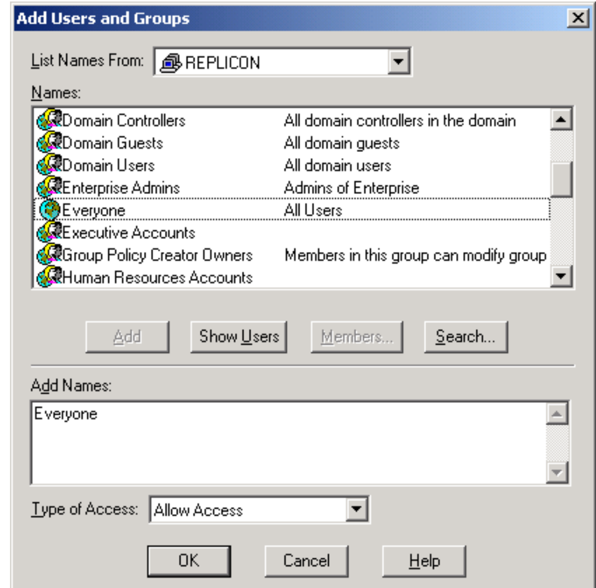
3. Click the Properties button. On the **Properties** window, click on the **Security** tab and select “Use custom access permissions” at the top of the screen.



4. Click the Edit button. On the **Registry Value Permissions** window, click the Add button.



The **Add Users and Groups** window is displayed.



5. Click the Show Users button. Grant access to everyone by selecting the appropriate user account and clicking the Add button to allow access.

6. Click the OK button to save your changes and close the window.

7. Click the OK button on the **Registry Value Permissions** window.

8. On the **QBWrapIU Properties** window, select “Use custom launch permissions” at the top of the screen and click the Edit button. Repeat steps 5-8 above.

9. When you are finished, click the OK button on the **QBWrapIU Properties** window.

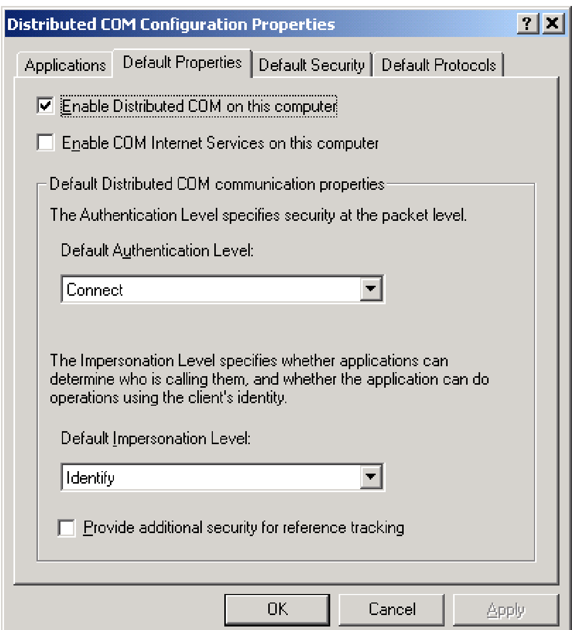
10. On the **Distributed COM Configuration Properties** window, select "QBWrapLU" from the list and repeat steps 3-8 above.

11. When you are finished, click the OK button on the **QBWrapLU Properties** window.

12. Now select "QuickBooks" from the list on the **Distributed COM Configuration Properties** window (only required if QuickBooks is installed on the server). Repeat steps 3-8 above.

13. When you are finished, click the OK button on the **QuickBooks Properties** window.

14. Select the **Default Properties** tab on the **Distributed COM Configuration Properties** window. Select the "Enable Distributed COM on this computer" check box.



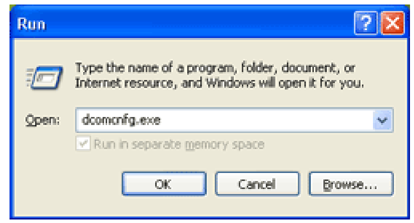
15. Click the OK button on the **Distributed COM Configuration Properties** window.

16. Reboot the computer.

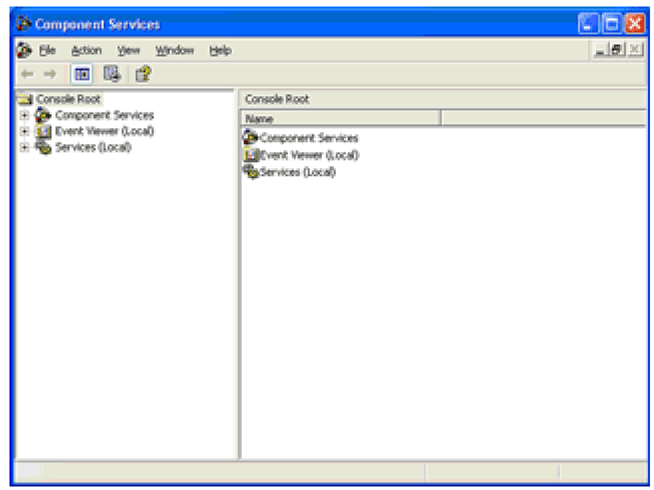
Running on Windows XP

You must be logged in as an administrator to perform these steps:

1. Click the Start button in your Windows task bar and select **Run** from the menu. Enter *dcomcnfg.exe* in the provided field and click the OK button.



2. On the **Component Services** window, select "Component Services".

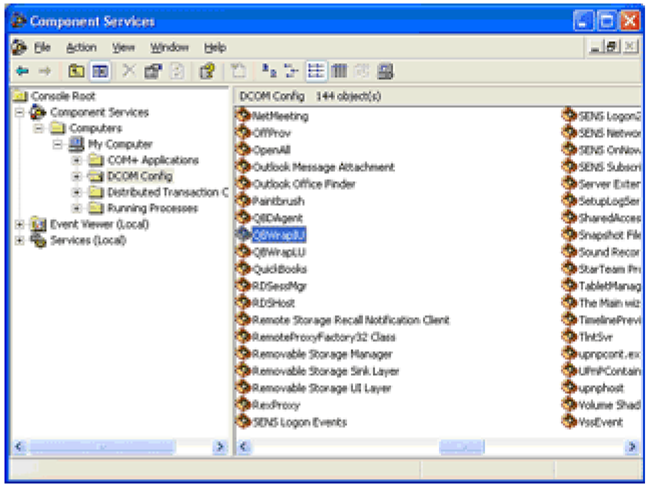


Now select "Computers", then "My Computer" to expand the list of available services.

3. Select "DCOM Config". From the list, locate "QBWrapIU" and click on it using the right mouse button.

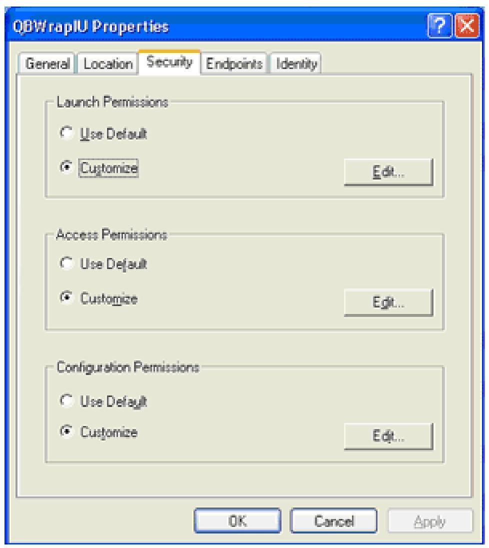
Note ...

If Intuit QuickBooks has been installed recently (without restarting the machine), you may need to open the Intuit QuickBooks application to see "QuickBooks" in the list on the **Distributed COM Configuration Properties** window.

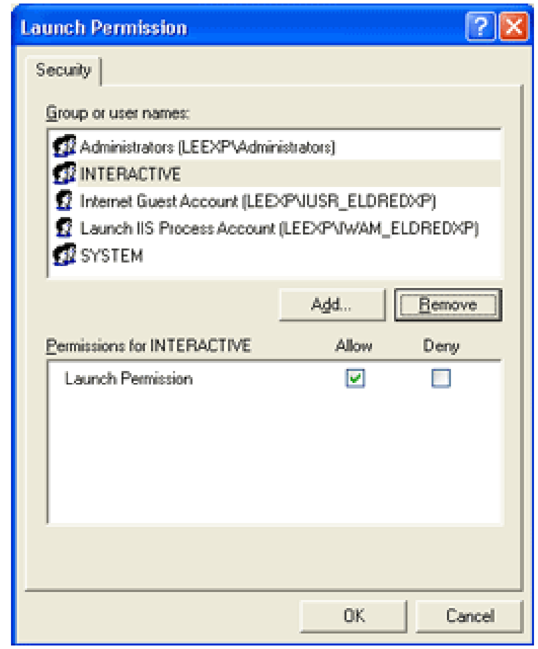


Select “Properties” from the drop-down list.

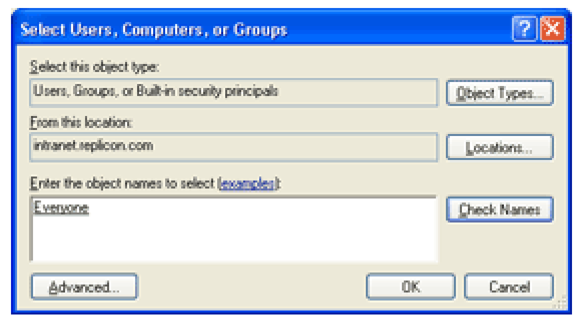
4. On the **Properties** window, click on the **Security** tab. In the Launch Permissions section, select “Customize”.



5. Now click the corresponding Edit button. On the **Launch Permission** window, click the Add button.



6. On the **Select Users, Computers, or Groups** window, grant access to everyone by selecting the appropriate location and typing “Everyone” in the field at the bottom of the window.



You may wish to click the Check Names button to validate the information (ensuring that both the location and name are correct). Click the OK button when you are finished.

7. Click the OK button on the **Launch Permission** window.

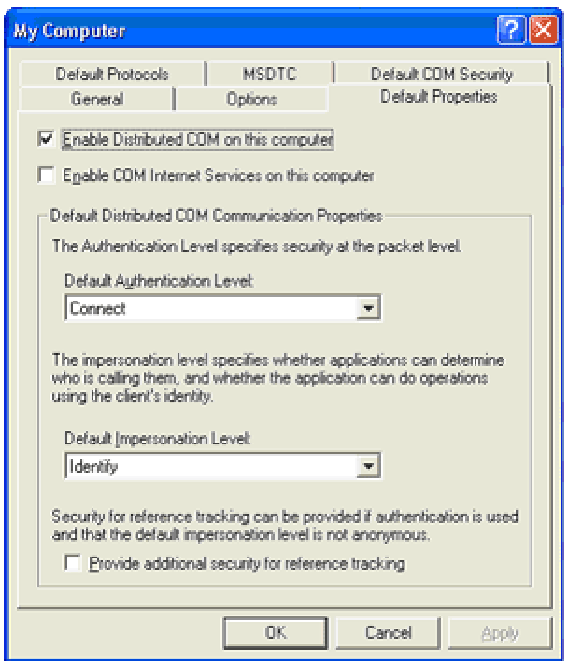
8. On the **QBWrapIU Properties** window, select “Customize” in the Access Permissions section. Repeat steps 5-7 above.

9. When you are finished, click the OK button on the **Properties** window.

10. On the **Component Services** window, right click on “QBWrapLU” and select “Properties” from the drop-down list. Repeat steps 4-9 above.

11. Now right click on “QuickBooks” in the list on the **Component Services** window (only required if QuickBooks is installed on installed on the server). Select “Properties” from the drop-down list and repeat steps 4-9 above.

12. Click the “Configure My Computer” icon on the **Component Services** window. On the **My Computer** window, select the “Enable Distributed COM on this computer” check box.



13. Click the OK button on the **My Computer** window.

14. Reboot the computer.

Obtaining and Adding A License Key

You will need to purchase a valid license key to use the Web TimeSheet Integration Manager for QuickBooks (XML). You can obtain a license key by contacting the Replicon Sales team:

Toll free in North America:	1-877-737-5420, ext. 2
Toll free in Europe:	00-800-7375-4266 , ext. 2 (800-REPLICON)
Toll free in Australasia:	011-800-7375-4266, ext. 2 (800-REPLICON)
All other areas:	+1-403-262-6519, ext. 2

Online: http://www.replicon.com

E-mail: sales@replicon.com

Once you have obtained a valid key, follow the steps below to add the license key to Web TimeSheet:

1. Log into Web TimeSheet as an administrator.
2. Click on the **Admin** button at the top of the screen and select **About Web TimeSheet** from the side menu.
3. Select the License Keys tab and click the Add button to add a new license key.
4. Paste the new license key in the field provided and click the Save button. The new key will be added to the list of license keys.

Note ...

If Intuit QuickBooks has been installed recently (without restarting the machine), you may need to open the Intuit QuickBooks application to see “QuickBooks” in the list on the **Component Services** window.

Note:

You will need to enter the QuickBooks server and file name/location ONLY the first time you access the Integration Manager.

If the server or file name/location changes, you will need to update the Integration Manager accordingly by clicking the Settings button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.

The first time you connect to a QuickBooks file using the Integration Manager, the file must be open in Intuit QuickBooks.

Intuit QuickBooks will notify you that Web TimeSheet is attempting to access this file and will ask you if you want to allow the connection. Select "Yes, Always" to allow access.

Accessing the Integration Manager

To access the Web TimeSheet Integration Manager for QuickBooks (XML), follow the steps below:

1. Log in to Web TimeSheet and click on the **Integration** button at the top of the screen.
2. Select **QuickBooks** from the side menu.
3. Click the Settings button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.
4. Enter the QuickBooks server and the name/location of the QuickBooks file (on the QuickBooks server) that will be updated using the Integration Manager. The server is necessary only if QuickBooks and Web TimeSheet are installed on different machines.

   Note that the file location is the *local* path name of the QuickBooks file (the location on the actual server); UNC path names are not valid.

   For example, entering the UNC path will not work (e.g., \\QBServer\quickbooks\filename.qbw); the *local* server path is required (e.g., C:\Program Files\Intuit\QuickBooks Pro\filename.qbw).
5. Click the Save button to return to the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.

The first time you connect to a QuickBooks file using the Integration Manager, the file must also be open in Intuit QuickBooks. Intuit QuickBooks will notify you that Web TimeSheet is attempting to access this file and will ask you if you want to allow the connection. Select "Yes, Always" to allow access.

Preparing to Upload the Data

The following requirements must be met before you can successfully upload data from Web TimeSheet to Intuit QuickBooks:

- Employees must be previously set up in Intuit QuickBooks. The employees' full names in QuickBooks must match their full names in Web TimeSheet (middle initials are part of the full name in QuickBooks)
- Employees MUST NOT be set up to use time tracking information for their paychecks (Intuit QuickBooks)
- Expense account names must be previously set up in Intuit QuickBooks (Web TimeSheet expense code names are mapped to Intuit QuickBooks expense account names)

Once the above requirements are met, you can set up the data for upload. Initially you will need to set up options to ensure that the proper data is uploaded and the field mapping meets your needs. Later you can perform regular uploads based on the setup options you selected (or you can redefine your setup, if necessary).

Filter Data

First you will need to select any filters you would like to use to limit the data being uploaded. You can upload all data, or only data that has not been previously uploaded.

Select Data to Upload

Specify whether you wish to export timesheet data, expense data, and/or time off data.

For timesheet and/or time off data, you must select the QuickBooks account to which the data will be exported. Note that time off hours are identified as non-billable in QuickBooks. For expense data, select the appropriate Accounts Payable account.

If you are exporting timesheet data, you must specify which information will appear in the Item field in QuickBooks. You may map any of the following fields to the QuickBooks Item field:

- Project
- Task
- Project/Task (full path name)
- Role

Advanced Options

You can use the advanced options to further customize the data upload. Advanced options allow you to:

- create client invoices
- identify vendors
- map client specific user defined fields to Intuit QuickBooks.

To select advanced upload options:

1. Click the Advanced button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.
2. Customize the upload options:

   Upload time to QuickBooks as ...
   Specify whether you would like to upload time data to QuickBooks as QuickBooks Time (default) or as a client invoice. If you select QuickBooks Time, you can still create a client invoice manually from within Intuit QuickBooks.

   Include expenses in client invoice
   Select this check box if you would like to create a client invoice that includes expense data. If you include the expenses in a client invoice, the expenses will still be uploaded to vendor bills.

   Identify Vendors
   If you have specific Web TimeSheet employee types that should be considered vendors in Intuit QuickBooks, you can select those employee types here. Select the Web Timesheet employee types click the >> button to add those employee types to the vendor list.

   To remove an employee type from the vendor list, select the employee types in the list box (Employee Types that Identify Vendors) and click the << button.

   The time data for any selected employee types will be uploaded as vendor bills (instead of QuickBooks Time) in Intuit QuickBooks. If you have selected to upload data as a client invoice, vendor data will be included in the client invoice (where appropriate). You cannot upload data as both a client invoice and vendor bill.

   Specify Vendor Transaction Accounts
   These are the accounts that will be credited/debited for the vendor transactions (employee types selected above). The credit account is the liability account from Intuit QuickBooks.

   The debit account is selected from the user defined fields for Web TimeSheet employee types. To select a debit account, you must set up one employee type user defined field containing this information. You can then select a field from the Debit Account drop-down list.

   Map Fields
   You may wish to map client specific user defined fields to client information in Intuit QuickBooks. You cannot repeat field mapping - meaning, you can map one user defined field to one field in Intuit QuickBooks.
3. Click the Save button to save your settings and return to the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.

View Selected Upload Options

You can view a summary of your upload options at the bottom of the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen. The Options Selected list box contains a complete list of all options you have selected, including the following:

- Filters
- Type of data being uploaded
- Selected upload option (time/vendor bill vs. client invoice)
- Selected vendors (employee types)
- Mapped fields.

Note ...

If you are uploading timesheet and/or time off data, be aware that only approved timesheets will be uploaded to Intuit QuickBooks.

Time off hours are identified as non-billable when uploaded to Intuit QuickBooks.

Intuit QuickBooks does not allow a name to be used in more than one list. Please make sure you do not use the same name for customers (client name in Web TimeSheet), vendors (expense description), or items (project name, task name, role).

Uploading Data to QuickBooks

Once you have set up the data, you are ready to upload the data to Intuit QuickBooks. To upload the data, simply click the Upload button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.

If you prefer to preview the data before uploading it to QuickBooks, click the Preview button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen. A report containing all the data being uploaded will be displayed at the bottom of the screen. Note that any items highlighted with red text indicate that the item does not currently exist in QuickBooks and will not be uploaded.

Only data for approved timesheets/expense sheets will be included in the upload.

Chapter 3 - Field Relationships

The following table specifies which Web TimeSheet fields can be uploaded to Intuit QuickBooks. The data type refers to the type of data selected for upload.

Data Type	Web TimeSheet Field	Intuit QuickBooks Field
Timesheet	Entry Date	Date
Timesheet	Client/Project	Customer: Job
Timesheet	User Name	Employee
Timesheet	Optional Project/Task/Role	Item
Timesheet	Duration	Duration
Timesheet	Billable	Billable
Timesheet	Comments	Note
Expense	Expense Sheet Date	Bill Date
Expense	Expense Sheet Description	Vendor
Expense	Expense Code Name	Expense Account
Expense	Client/Project	Customer: Job
Expense	Amount	Amount
Expense	Expense Line Description	Memo
Time Off	Entry Date	Date
Time Off	User Name	Employee
Time Off	Time Off Name	Item
Time Off	Duration	Duration
Time Off	Comments	Note

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