



## The TimePilot system: QuickBooks Pro Export

Here's how to export the payroll data collected by the TimePilot system into QuickBooks Pro:

Before you start, please take these three steps:

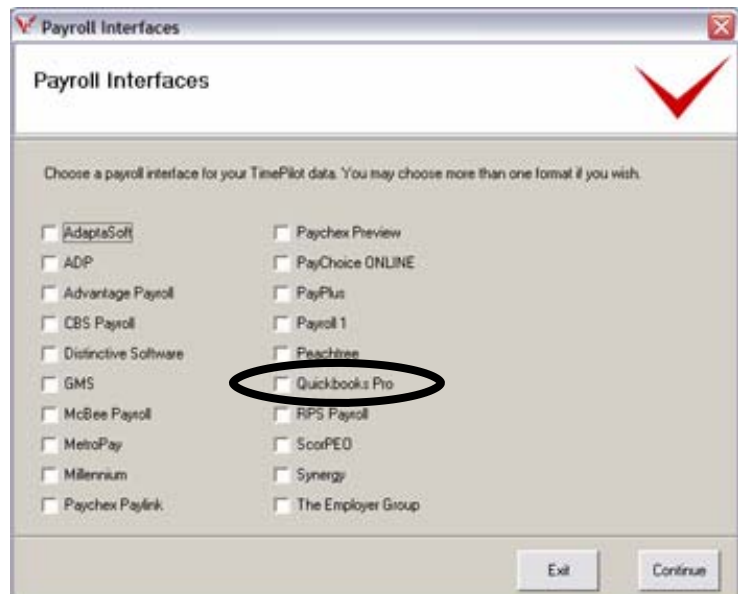
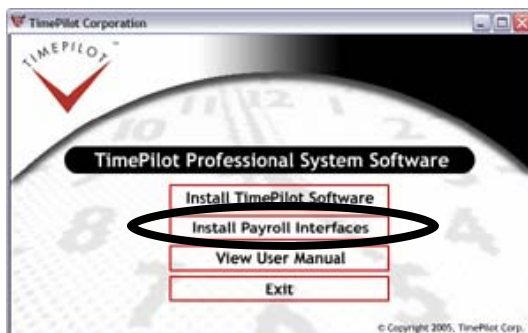
### 1. Make sure you have installed TimePilot's export software for QuickBooks.

Here's how to check to see if the software has been installed:

- A. Start TimePilot's Transaction Manager.
- B. Open an extracted pay period. (Periods > Open Pay Period)
- C. Click the File menu. If you see a menu item called "Export Payroll Software," put your cursor on that item to expose the Payroll Interfaces submenu.
- D. If you see QuickBooks Pro in that submenu, the software is installed. If you don't see QuickBooks Pro (or if you don't see the "Export Payroll Software" menu item), it's not. See the instructions below to install the software.

If you need to install the software, here's how:

- A. Put your TimePilot CD in the Computer's CD drive. When the software's opening screen appears, click the "Install Payroll Interfaces" button.
- B. Click the box next to "QuickBooks Pro" to put a checkmark in it.
- C. Click "Continue." The software will install.



**Please note: The TimePilot system has been tested to work only with QuickBooks Pro  
--not any of QuickBooks' other versions.**



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2. Make sure that the names of the “Holiday Schedule,” “Pay Type” and “Overtime Policy” in TimePilot exactly match their names in QuickBooks Pro’s Payroll Item List. If they don’t match, rename them in TimePilot.

**Make sure that the names of your "Holiday Schedule," "Pay Type" and "Overtime Policy" in the TimePilot system exactly match their corresponding entries in QuickBooks Pro's Payroll Item List.**

**TimePilot Tip:** This information is used when employees are paid for holidays or when they are eligible for overtime pay when they work on a holiday.

**TimePilot Tip:** A pay type is a combination of the policies you've set up in the Configuration Manager. You set up each employee and assign him or her a pay type.

**TimePilot Tip:** Many companies have different overtime policies for different groups of workers. The system can handle as many as 99 different policies.

**Bob's Company - QuickBooks Pro Edition 2003**

File Edit View Lists Company Customers Vendors Employees

Invoice Cust Item MemTx Vend Check Bill

**Payroll Item List**

Item Name
Salary
Sick Salary
Vacation Salary
Bartender Overtime
Bartender Regular
Holidays
Hourly Rate
Overtime Hourly Rate
Sick Hourly Rate
Vacation Hourly Rate
Advance Earned Income Credit
Federal Unemployment
Federal Withholding
Medicare Company
Medicare Employee
Social Security Company

Hourly--supervisor  
Hourly--employee  
Hourly Rate

Holidays

Overtime Hourly Rate



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### 3. Make sure that each employee's name is entered in TimePilot's "Personal (Optional)" screen and that the names exactly match those in QuickBooks.

Here's how to get to the Personal (Optional) screen:

- A. Start TimePilot's Configuration Manager.
- B. Call up the employee's personal profile by double-clicking on his or her name. If you're adding an employee to TimePilot, click "Setup" in the Menu Bar, then Employee > Add.
- C. Click on the Personal (Optional) tab.



**It's essential that each employee's name on the "Personal (Optional)" screen exactly matches their name in QuickBooks.**

The screenshot shows the 'Employee Setup' window with the 'Personal (Optional)' tab selected. The 'First Name', 'M.I.', and 'Last Name' fields are highlighted with a black oval. Below these fields are 'Address Line #1' and 'Title' fields. The 'Address Line #2' and 'Date Hired' fields are partially visible at the bottom.



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### Export instructions:

1. Start QuickBooks Pro.
2. Click File > Timer > Export Lists for Timer. This step will place a file called QuickBooks.iif with your QuickBooks information on your hard drive. We suggest you save the file as X:\TimePilot\TA\Export\Quickbooks.iif. (With X as the drive where your TimePilot data is stored.) Click OK.
3. Exit QuickBooks Pro.
4. Start the TimePilot software and open Transaction Manager.
5. Open an extracted pay period by clicking Periods > Open Pay Period, choose the pay period you wish to export and click OK.

### Can't find Timer?

If "Timer" does not appear in QuickBooks' File menu, here's how to install it:

1. In QuickBooks Pro 2005, click Edit > Preferences ...
2. In the left panel of icons, scroll down to "Time Tracking" and click the icon.
3. Click the "Company Preferences" tab.
4. Click the "Yes" button in the "Do You Track Time" box.
5. Select the first day of your work week in the drop-down menu.
6. Click OK.

*(Instructions continue on next page)*



## The TimePilot system: QuickBooks Pro Export

**Export your payroll data to  
Quickbooks Pro**

'Export Lists for Timer' File  
C:\QBTIMER\quickbooks.IIF

This file was created on:  
10-07-2002

QuickBooks Company Name  
Bob's Company

QuickBooks Employees  
Grabow, Linda  
Hanlon, Mike  
Jarzembowski, Joseph  
Marsh, Douglas F  
McClish, Ryan

TimePilot Employees  
Hanlon, Mike  
Jarzembowski, Joseph  
Marsh, Douglas F  
McClish, Ryan

**Make sure the names that appear in both columns are an exact match.**

Cancel Next >>

6. Click File > Export To Payroll Software > QuickBooks Pro. You'll see a screen (shown above) that lists the employees set up in QuickBooks and the employees set up in TimePilot. Make sure that the names that appear in both columns are exactly the same (for instance, Hanlon, Mike in one column and Hanlon, Michael in the other column do not match). If any don't match, use the TimePilot Configuration Manager to change the name and repeat the above steps. Click "Next." (If the path shown in the "Export Lists for Timer File" field doesn't match the location you specified in Step 2, then



## The TimePilot system: QuickBooks Pro Export


Version 2.0.0

Export your payroll data to  
**QuickBooks Pro**

Make sure that these entries exactly match the codes you use in QuickBooks

Vacation Pay Code:

Sick Time Pay Code:

QuickBooks Time Data export file:  
 

Make a note of this file's location

Close      Export >>

click the folder button to navigate to the file.)

7. In this screen (shown above), enter the codes you use in QuickBooks. At the bottom of the box is a field labeled “QuickBooks Time Data Export File” that tells you where the file created by TimePilot (timepivot.iif) will be saved. Write down this location—you’ll need it for Step 10. Click “Export.” You will see a pop-up box that indicates that the data has been exported successfully.
8. Exit TimePilot and start QuickBooks Pro.
9. Click File > Timer > Import Activities from Timer.
10. Navigate to the timepivot.iif file you saved in Step 7.
11. Follow the instructions in QuickBooks to complete the process.

**Note:** Steps 1 through 3 need only be performed once, unless your company adds or removes employees. If that happens, repeat Steps 1-3 to update your TimePilot software with the new QuickBooks.iif file.