



GUIDE – Part One (ExpressTime Program)

First we will start with the set up information that needs to be done in the ExpressTime program and then cover the changes that need to be made in your QuickBooks program for this feature to work.

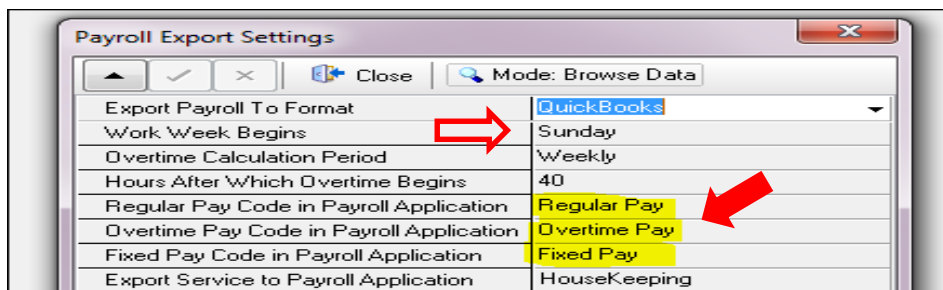
STEP 1 Verify that your Payroll Settings are set to the “QuickBooks” format under *Administration - Settings - Payroll Settings*. If they are not you will need to change “Export Payroll To Format” setting to “QuickBooks” and select the day of the week that your “Work Week Begins”* and “Hours After Which Overtime Begins.”

➡ *NOTE: With the new QuickBooks Export only the start dates Sunday thru Saturday or Monday thru Sunday should be chosen. Overtime will not calculate on other starting payroll dates.

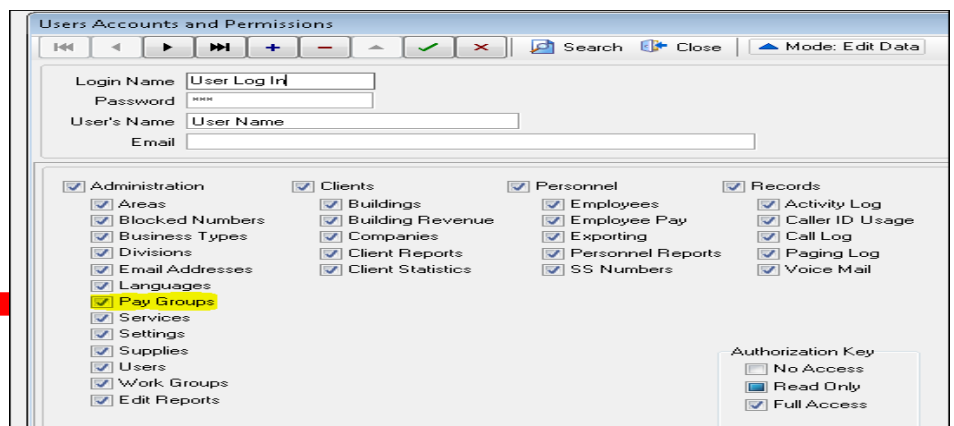
STEP 2 The following pay code types need to be set up in the *Administration - Settings - Payroll Settings* tab: Regular Pay, Overtime Pay and Fixed Pay. See the highlighted areas below. Set up on the QuickBooks side will be required as well. (the QuickBooks part is explained further in part “2” of this guide)

Exit program and return to refresh after changes have been made.

Administration - Settings - Payroll Settings



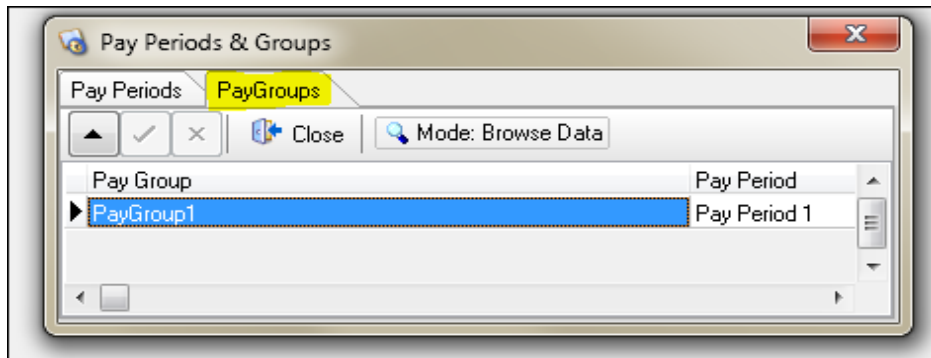
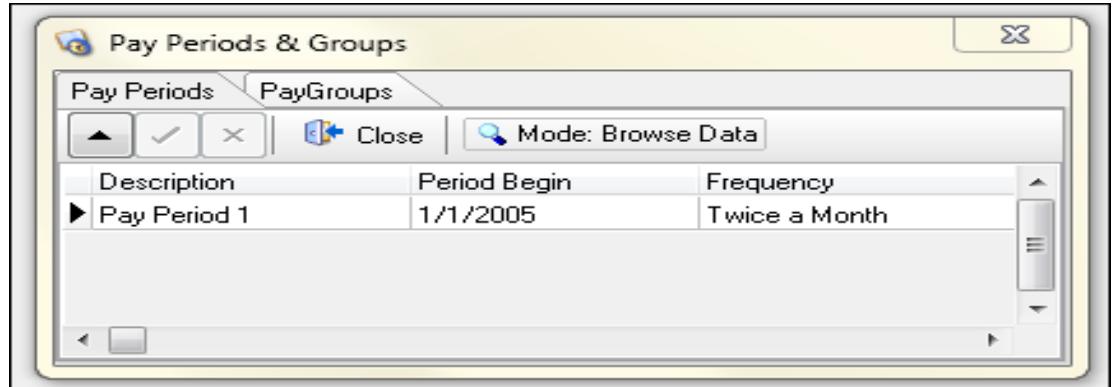
STEP 3 After getting out of the program and refreshing your screen you will need to go *Administration – Users* and check Pay Groups under the Administration heading for the payroll user setting up the QuickBooks Export.



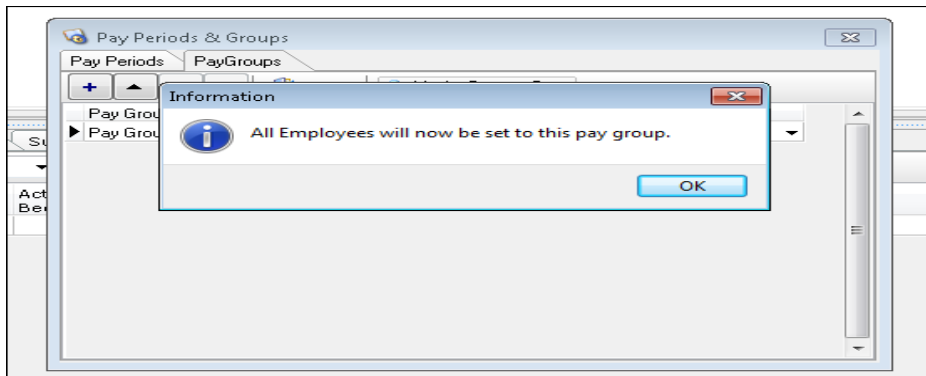
STEP 4 Go to *Administration – Pay Groups* and create a PayGroup and Pay Period. First create a “Pay Period” by inserting a description and selecting a frequency. “Period Begin” will default to Saturday 1/1/2005. If your pay period starts on a Sunday change the “Period Begin” date to 1/2/2005. There are two choices for “Frequency” – Twice a Month is for the pay periods done for the 1st – 15th and the 16th – the last day of the month. Every Other Week is calculated based on the “Work Week Begins” date chosen in the “Payroll Exports Settings.”

After adding the Pay Period you will need to create a PayGroup. Name it exactly the same as your Pay Period description and name the Pay Period – Pay Period 1

Administration – PayGroup



After creating a “Pay Group” and “Pay Period” click on “OK” and it will update your employee tables.



These steps will not need to be repeated once done.



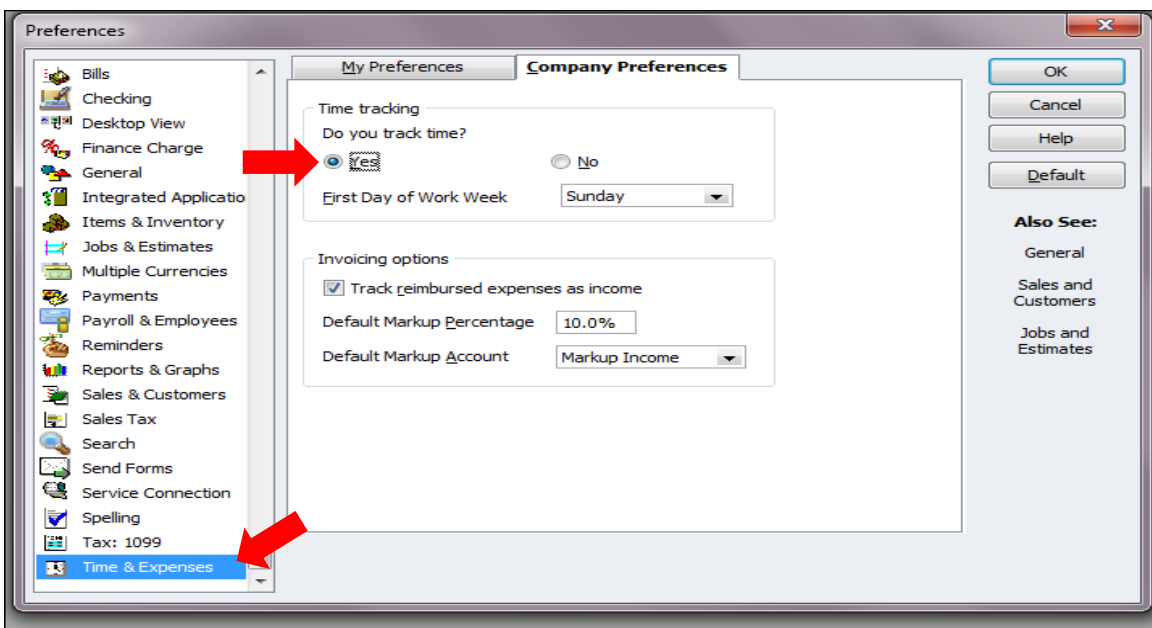
GUIDE – Part Two (QuickBooks Program)

YOU NEED TO BE IN “Single User” MODE PRIOR TO MAKING ANY OF THE FOLLOWING CHANGES IN QUICKBOOKS.

In order to export the ExpressTime data to QuickBooks, several key pieces of data must match between ExpressTime and QuickBooks. **It is imperative that everything matches exactly** or QuickBooks will create duplicates for each record not matching.

Please review the following:

- The **employee's full name** in ExpressTime must **match identically** with the employee's full name in QuickBooks. This is because QuickBooks uses the First Name, Last Name as key fields rather than SS Number. If you have John M. Doe entered in ExpressTime you will need to enter it identically in QuickBooks and vice versa.
 - QuickBooks does not accept/acknowledge double quotes or apostrophes such as *Jonathan “Johnny” Doe* or *Monet’ Miller* and will create duplicate records in your QuickBooks database.
 - Building/Customer names need to match exactly as well. QuickBooks will only accept 29 characters through the import anything longer will be truncated and a new Building/Customer will be created in your QuickBooks.
1. GO TO “EDIT”, “PREFERENCES” AND SELECT “TIME AND EXPENSES” THEN “COMPANY PREFERENCES.” SELECT “YES” WHERE IT SAYS “DO YOU TRACK TIME?”

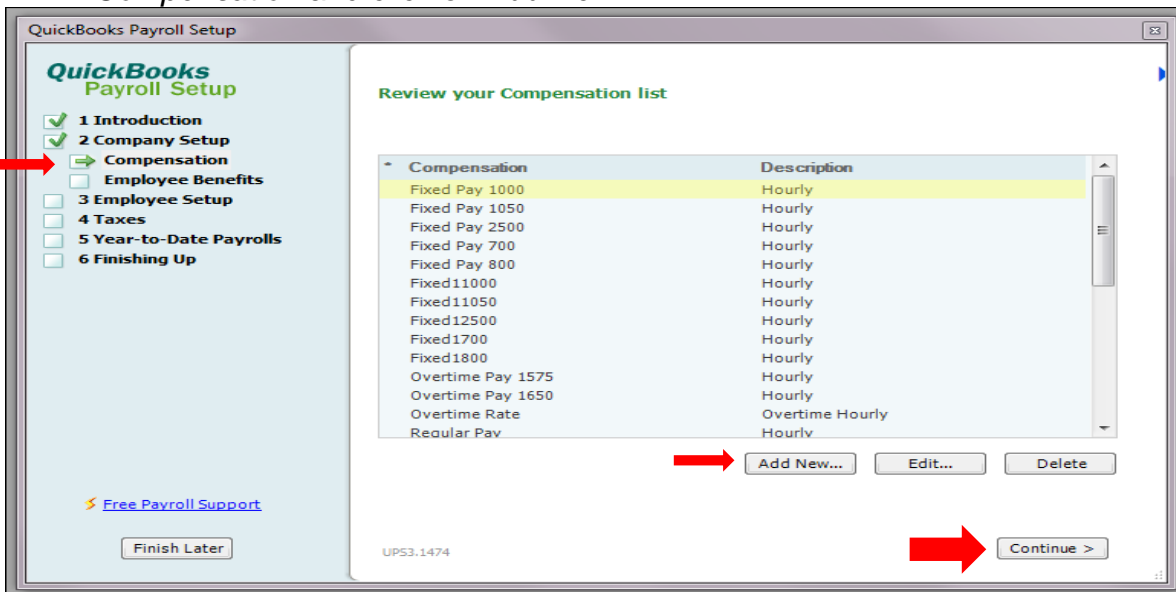


2. DEFAULT FOR EACH INDIVIDUAL PAY TYPE/ PAY RATE PAID NEEDS TO BE ADDED INTO THE QUICKBOOKS *EMPLOYEES - PAYROLL SETUP*. SEPARATE RATES NEED TO BE ADDED FOR EACH SPECIFIC PAY TYPE, REGULAR PAY, OVERTIME PAY AND FIXED PAY. A REPORT WITH THE VARIOUS PAY RATES IN EXPRESSTIME HAS BEEN ADDED TO HELP WITH THIS PROCESS. (PAY RATE LIST) THIS IS THE ONLY WAY QUICKBOOKS WILL ACKNOWLEDGE MULTIPLE RATES FROM THE EXPRESSTIME PROGRAM.

EACH PAY TYPE NEEDS TO BE LISTED AS REGULAR PAY, OVERTIME PAY AND FIXED PAY WITH A SPACE AND THEN THE PAY RATE TO FOLLOW WITH NO DECIMALS. (QUICKBOOKS IS CASE SENSITIVE SO EVERYTHING SHOULD MATCH YOUR EXPRESSTIME SETTINGS).

Example: Regular Pay 1050 Overtime Pay 1575
 Regular Pay 1075 Overtime Pay 1612
 Fixed Rate 2500 Fixed Rate 1950

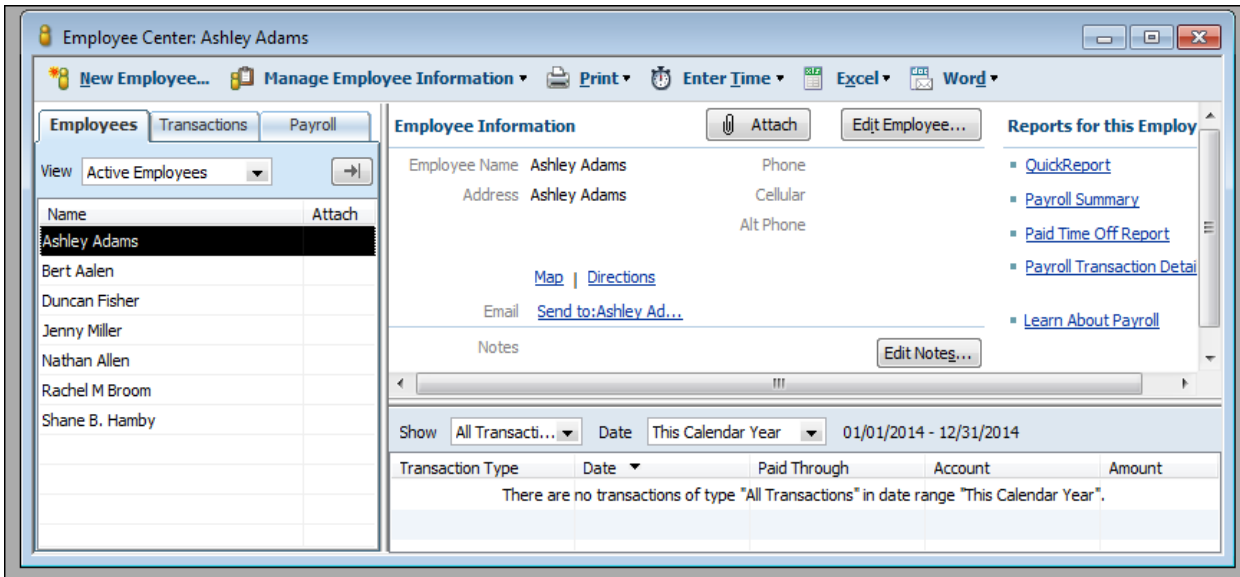
➤ To add these in QuickBooks go to - *Employees – Payroll Setup –Company Setup - Compensation* and click on *Add New...*



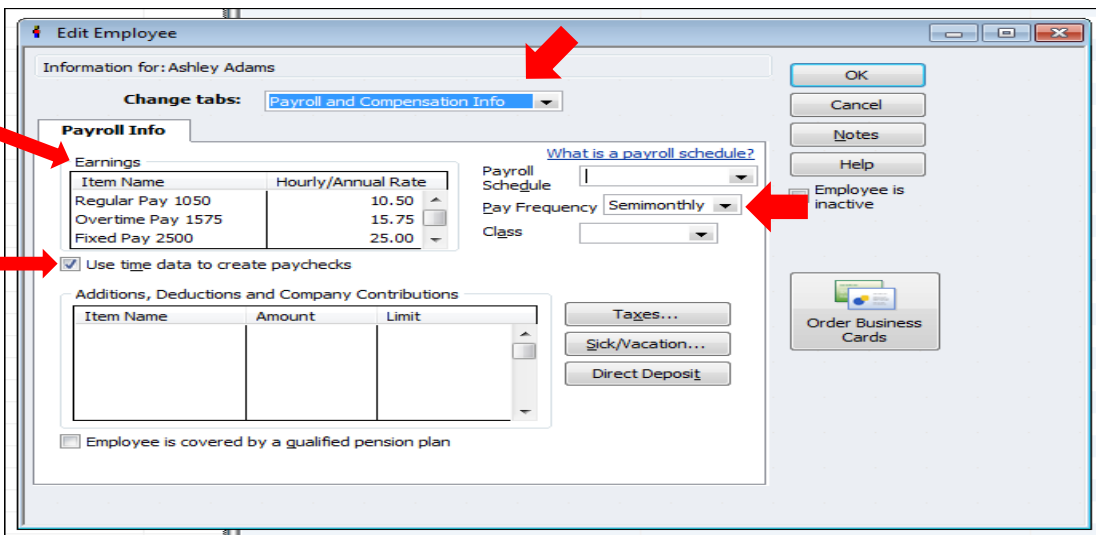
- The following box will appear. Put a check in the box marked “Hourly wage and overtime” and then click “Next >” at the bottom of the screen.

- Since you are not using “QuickBooks Payroll” specifically to track all time and you are importing from ExpressTime these two options need to be set to “NO”. Click “Finish” at the bottom when you are done.

3. After adding the default pay rates to the *Employees - Payroll Setup - 2 Company Setup - Compensation* page you will need to add each corresponding pay rate to every employee record. To add these pay rates go to *Employees – Employee Center*.



- Select an employee by double clicking or go to the “Edit Employee...” button. Go to “Change tabs:” and select then *Payroll and Compensation Info* and add the corresponding pay rates under *Earnings*.



- Make sure to check the box “Use time data to create paychecks.”
- Make sure you use the default Payroll Schedule you should have already setup in your initial QuickBooks setup.
- Check to make sure your Pay Frequency matches your default in ExpressTime. (Note: Currently only Semimonthly and Biweekly are supported in ExpressTime)

- ❖ **These steps will not need to be repeated again. However if a pay rate has changed for an employee it will need to be added to the employee record prior to exporting.**
- ❖ **If an employee receives a raise during part of the pay period, each rate must appear in the employee record in QuickBooks.**

EXPORTING TO QUICKBOOKS WITH OVERTIME, MULTIPLE PAY RATES AND FIXED PAY RATES

TEST FIRST -We strongly recommend you test your export well in advance before attempting to run actual payroll from an export. When testing the export, it is advised that you back up your payroll/accounting software so you can restore it after testing if corrections need to be made. When you are ready to test or to run actual payroll, follow the steps below for Exporting to Payroll. **NOTE: When creating backups or restoring you need to be in "Single User" mode. (ALL OTHER USERS MUST BE LOGGED OUT OF QUICKBOOKS)**

IMPORTING INTO PAYROLL APPLICATIONS - Please keep in mind that ExpressTime exports to the fields designated for the format you are exporting to. Our programmers have no control over the required specifications of the format we export to. We will do our best to assist you if you have a question about exporting, but we cannot support your payroll/accounting program.

PREPARING TO EXPORT FOR PAY PERIOD

1. Clean up your times- by making sure you have a Begin Time and End Time for each time an employee serviced a building. Reports Suggestion - Building Services - Edited Services.
2. Another good report to use is Building Services by Employee for Payroll 2. **HINT**: Print the report, close it, make edits under Customers/ Buildings/ Scheduling tab. Review the clock in and clock out times and Pay Amounts in case a Pay Rate or Pay Method needs to be adjusted.

Things to watch for:

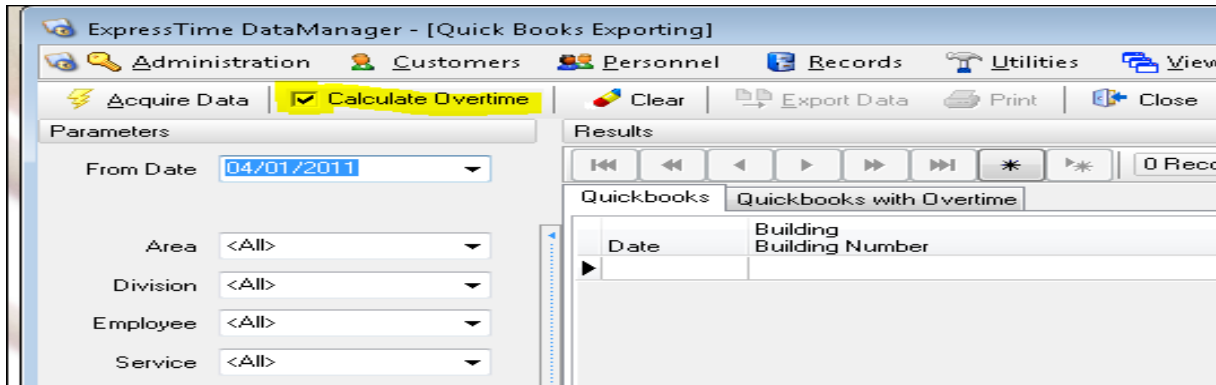
- Begin Time but no End Time appears -when this occurs go to Scheduled Services for the Employee and the Building and the day that is missing a time.
- Begin Time and End Time only 1 minute apart-This usually means the employee forgot to clock in, and after servicing the building had to clock in, then immediately call back to clock out. To fix this, go to Scheduled Services for the Employee and the Building and the day it occurred. Follow the User Guide instructions on page 6 for Manually Editing Time.
- Missing employee time
- Incorrect employee pay amount -Go to Scheduled Services, select the building and the date the service was performed. Look at the Pay Method and Pay Rate for the employee whose Pay Amount is incorrect. Correct the Pay Method, or Pay Amount, whichever is applicable. It will reflect correctly the next time the report is generated.

Example: An employee is supposed to work 1.5 hours at a Fixed Pay Method of \$25, but the Pay Method in Scheduled Services selected is Hourly. The report will reflect an incorrect Pay Amount of \$37.50. If the Pay Method is changed to Fixed in Scheduled Services for the day the service occurred, the report will reflect a \$25 Pay Amount.

Watch for Unscheduled Services-When an unscheduled employee clocks in, ExpressTime pulls the Pay Rate from the Employee Record. This may not be the Pay Rate intended for the service. The Building Services Exceptions Report reflects a comment of Unscheduled Services for a quick reference of which services were not scheduled.

EXPORTING OUT OF EXPRESSTIME

- To export your payroll in ExpressTime, go to *Personnel - Time Exporting*.
- Check the box next to “Calculate Overtime” and then enter the beginning date of your pay period in the “From Date” drop list. (Current pay period should be defaulted.)



- Click “Acquire Data.” A progress bar will appear while compiling the data. This may take a few minutes. Then the following screen will appear.
- ❖ The payroll overtime export report will break down each employee into work weeks to show the overtime owed for each week.

Date	Building	Paybase	Service	Pay Rate	Original Hours	Hours	Previous Hours	Note	Pay Amount
04/14/2011	1 Twothreefour Place-997	F	HouseKeeping	\$7.00	1.00	1.00	0.00	Bert Aalen - 000006754	\$7.00
						4.00			\$36.00
						12.13			\$179.25
Employee : Adams, Ashley (\$761.25, 71.00)									
Work Week : 04/01/2011 - 04/02/2011 (\$89.25, 8.00)									
04/01/2011	ADT-406	H	HouseKeeping	\$10.50	8.00	7.00	33.00	Ashley Adams - 123456789	\$73.50
04/01/2011	ADT-406	OT	HouseKeeping	\$15.75	8.00	1.00	40.00	Ashley Adams - 123456789	\$15.75
						8.00			\$89.25
Work Week : 04/03/2011 - 04/09/2011 (\$451.50, 42.00)									
04/04/2011	ADT-406	H	HouseKeeping	\$10.50	9.00	9.00	0.00	Ashley Adams - 123456789	\$94.50
04/05/2011	ADT-406	H	HouseKeeping	\$10.50	7.00	7.00	9.00	Ashley Adams - 123456789	\$73.50
04/06/2011	ADT-406	H	HouseKeeping	\$10.50	8.00	8.00	16.00	Ashley Adams - 123456789	\$84.00
04/07/2011	ADT-406	H	HouseKeeping	\$10.50	11.00	11.00	24.00	Ashley Adams - 123456789	\$115.50
04/08/2011	1 Twothreefour Place-997	H	HouseKeeping	\$10.50	7.00	5.00	35.00	Ashley Adams - 123456789	\$52.50
04/08/2011	1 Twothreefour Place-997	OT	HouseKeeping	\$15.75	7.00	2.00	40.00	Ashley Adams - 123456789	\$31.50
						42.00			\$451.50
Work Week : 04/10/2011 - 04/15/2011 (\$220.50, 21.00)									
04/11/2011	1 Twothreefour Place-997	H	HouseKeeping	\$10.50	7.00	7.00	0.00	Ashley Adams - 123456789	\$73.50
04/13/2011	1 Twothreefour Place-997	H	HouseKeeping	\$10.50	8.00	8.00	7.00	Ashley Adams - 123456789	\$84.00
04/15/2011	1 Twothreefour Place-997	H	HouseKeeping	\$10.50	6.00	6.00	15.00	Ashley Adams - 123456789	\$63.00
						21.00			\$220.50
						71.00			\$761.25
Employee : Allen, Nathan (\$290.00, 83.00)									

Acquire Data Calculate Overtime Clear Export Data Print Close

Parameters

From Date 06/01/2011

Area <All>

Division <All>

Employee <All>

Service <All>

Results

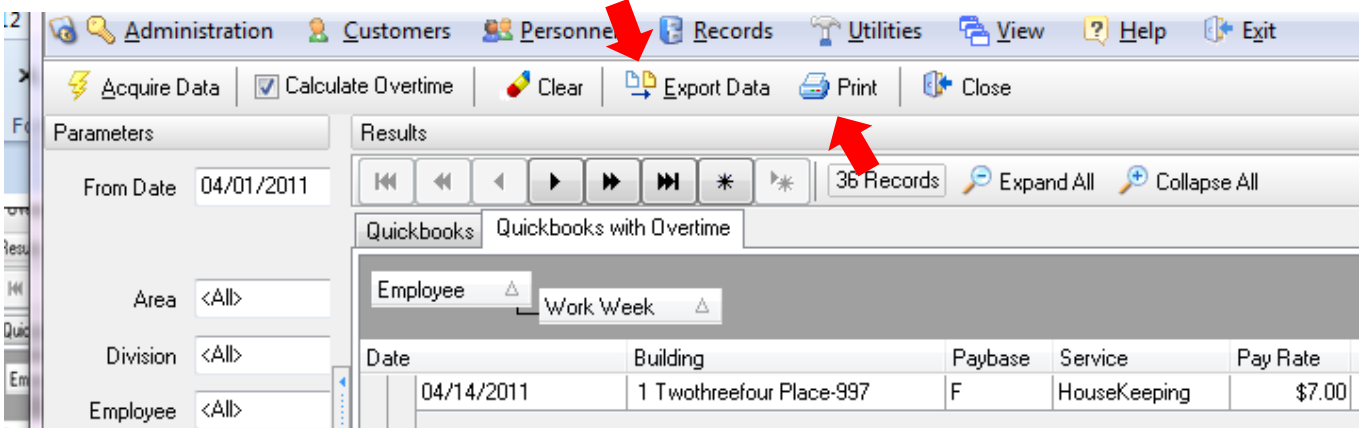
99 Records Expand All Collapse All

Quickbooks Quickbooks with Overtime

Employee Work Week

Date	Building	Service	Paybase	Pay Rate	Original Hours	Hours	Previous Hours	Note	Pay Amount
Employee : Aalen, Bert (\$256.00, 19.00)									
Work Week : 06/01/2011 - 06/04/2011 (\$256.00, 19.00)									
06/01/2011	CFY - 52 Bond St.:1022	Housekeeping	H	\$10.50	9.00	9.00	30.00	Bert Aalen - 123-12-3123	\$94.50
06/02/2011	CFY - 52 Bond St.:1022	Housekeeping	H	\$10.50	9.00	1.00	39.00	Bert Aalen - 123-12-3123	\$10.50
06/02/2011	CFY - 52 Bond St.:1022	Housekeeping	OT	\$15.75	9.00	8.00	40.00	Bert Aalen - 123-12-3123	\$126.00
06/03/2011	CFY - 52 Bond St.:1022	Housekeeping	F	\$25.00	21.00	1.00	48.00	Bert Aalen - 123-12-3123	\$25.00
						19.00			\$256.00
						19.00			\$256.00
Employee : Adams, Ashley (\$879.00, 72.00)									
Work Week : 06/01/2011 - 06/04/2011 (\$336.75, 27.00)									
06/01/2011	CFY - Carter's Hill Place:1023	Housekeeping	H	\$10.50	9.00	9.00	18.00	Ashley Adams - 000-11-1222	\$94.50
06/02/2011	CFY - Carter's Hill Place:1023	Housekeeping	H	\$13.50	9.00	9.00	27.00	Ashley Adams - 000-11-1222	\$121.50
06/03/2011	CFY - Carter's Hill Place:1023	Housekeeping	H	\$10.50	9.00	4.00	36.00	Ashley Adams - 000-11-1222	\$42.00
06/03/2011	CFY - Carter's Hill Place:1023	Housekeeping	OT	\$15.75	9.00	5.00	40.00	Ashley Adams - 000-11-1222	\$78.75
						27.00			\$336.75
Work Week : 06/05/2011 - 06/11/2011 (\$542.25, 45.00)									
06/06/2011	CFY - Carter's Hill Place:1023	Housekeeping	H	\$10.50	9.00	9.00	0.00	Ashley Adams - 000-11-1222	\$94.50
06/07/2011	CFY - Carter's Hill Place:1023	Housekeeping	H	\$10.50	9.00	9.00	9.00	Ashley Adams - 000-11-1222	\$94.50
06/08/2011	CFY - Carter's Hill Place:1023	Housekeeping	H	\$10.50	15.00	15.00	18.00	Ashley Adams - 000-11-1222	\$157.50
06/09/2011	CFY - Carter's Hill Place:1023	Housekeeping	H	\$13.50	12.00	7.00	33.00	Ashley Adams - 000-11-1222	\$94.50
06/09/2011	CFY - Carter's Hill Place:1023	Housekeeping	OT	\$20.25	12.00	5.00	40.00	Ashley Adams - 000-11-1222	\$101.25
						45.00			\$542.25
						72.00			\$879.00

❖ A report with this information can be printed by clicking on “Print.”



Quickbooks© Overtime Export Report

A & B Express Products, LLC

Printed: 06/30/2011 04:29 pm

Page 1 of 4

Aalen, Bert

06/01/2011 - 06/04/2011

Date	Building	Pay Code	Pay Rate	Hours	Pay
06/01/2011	1022 - CFY - 52 Bond St.	H	\$10.50	9.00	\$94.50
06/02/2011	1022 - CFY - 52 Bond St.	H	\$10.50	1.00	\$10.50
Pay Code Totals:				10.00	\$105.00
06/02/2011	1022 - CFY - 52 Bond St.	OT	\$15.75	8.00	\$126.00
Pay Code Totals:				8.00	\$126.00
06/03/2011	1022 - CFY - 52 Bond St.	F	\$25.00	1.00	\$25.00
Pay Code Totals:				1.00	\$25.00
Work Week Totals:				19.00	\$256.00
Employee Totals:				19.00	\$256.00

Adams, Ashley

06/01/2011 - 06/04/2011

Date	Building	Pay Code	Pay Rate	Hours	Pay
06/01/2011	1023 - CFY - Carter's Hill Place	H	\$10.50	9.00	\$94.50
06/02/2011	1023 - CFY - Carter's Hill Place	H	\$13.50	9.00	\$121.50
06/03/2011	1023 - CFY - Carter's Hill Place	H	\$10.50	4.00	\$42.00
Pay Code Totals:				22.00	\$258.00
06/03/2011	1023 - CFY - Carter's Hill Place	OT	\$15.75	5.00	\$78.75
Pay Code Totals:				5.00	\$78.75
Work Week Totals:				27.00	\$336.75

06/05/2011 - 06/11/2011

Date	Building	Pay Code	Pay Rate	Hours	Pay
06/06/2011	1023 - CFY - Carter's Hill Place	H	\$10.50	9.00	\$94.50
06/07/2011	1023 - CFY - Carter's Hill Place	H	\$10.50	9.00	\$94.50
06/08/2011	1023 - CFY - Carter's Hill Place	H	\$10.50	15.00	\$157.50
06/09/2011	1023 - CFY - Carter's Hill Place	H	\$13.50	7.00	\$94.50
Pay Code Totals:				40.00	\$441.00
06/09/2011	1023 - CFY - Carter's Hill Place	OT	\$20.25	5.00	\$101.25
Pay Code Totals:				5.00	\$101.25
Work Week Totals:				45.00	\$542.25
Employee Totals:				72.00	\$879.00

Allen, Nathan

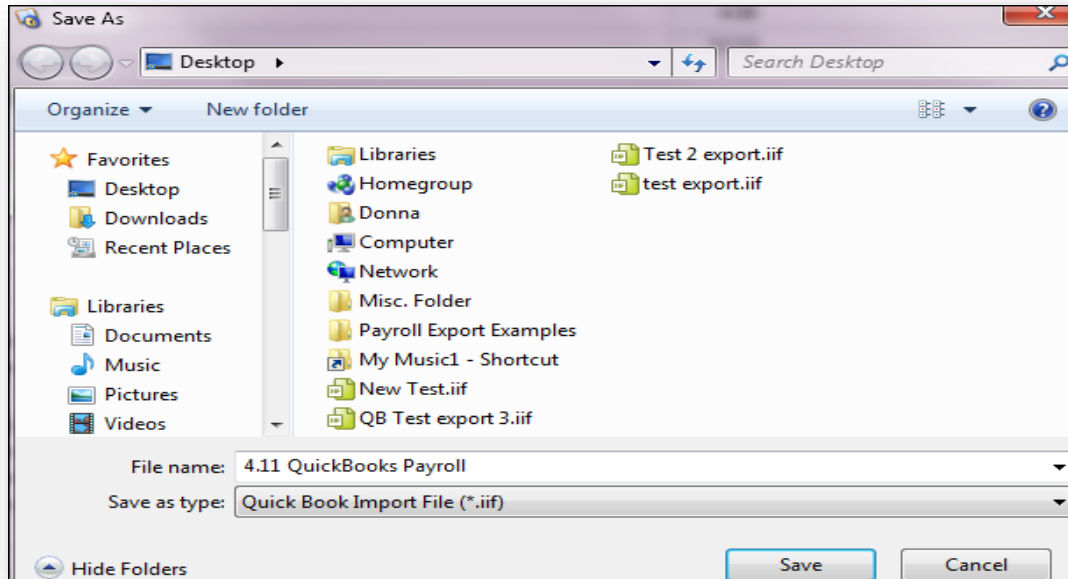
06/01/2011 - 06/04/2011

Date	Building	Pay Code	Pay Rate	Hours	Pay
06/01/2011	1021 - CFY-261 Duckworth St.	H	\$11.00	3.00	\$33.00
06/02/2011	1021 - CFY-261 Duckworth St.	H	\$11.00	15.00	\$165.00
Pay Code Totals:				18.00	\$198.00
Work Week Totals:				18.00	\$198.00

06/05/2011 - 06/11/2011

Date	Building	Pay Code	Pay Rate	Hours	Pay
06/06/2011	1021 - CFY-261 Duckworth St.	H	\$11.00	15.00	\$165.00
06/07/2011	1021 - CFY-261 Duckworth St.	H	\$11.00	15.00	\$165.00
06/08/2011	1021 - CFY-261 Duckworth St.	H	\$11.00	10.00	\$110.00
Pay Code Totals:				40.00	\$440.00
06/08/2011	1021 - CFY-261 Duckworth St.	OT	\$16.50	5.00	\$82.50
Pay Code Totals:				5.00	\$82.50
Work Week Totals:				45.00	\$522.50
Employee Totals:				63.00	\$720.50

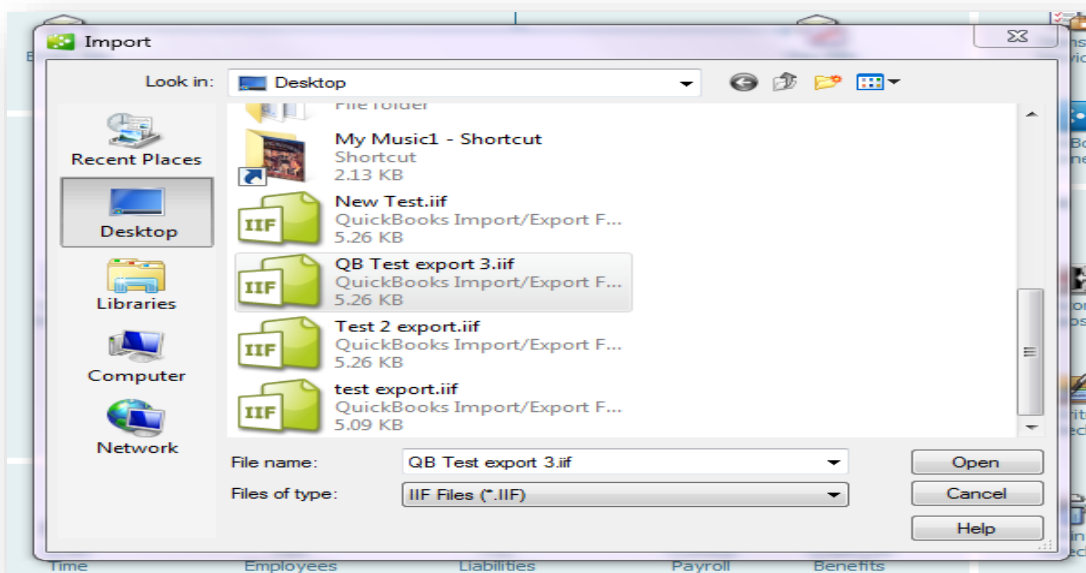
- After reviewing your time for accuracy you will need to export your data into an “.iif” file. Click on the “Export Data” button and a dialog box will appear. Name the export file and save to a dedicated folder on your computer and make a note of the name and location, as it will be imported into your QuickBooks program in the next step.



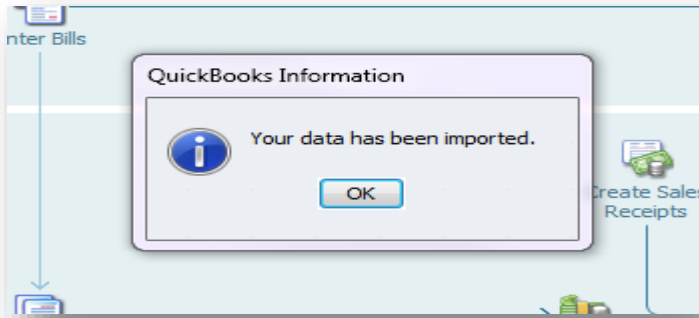
IMPORTING INTO QUICKBOOKS

NOTE: When importing you need to be in “Single User” mode.

- To import your payroll into QuickBooks go to *File – Utilities – Import – .IIF Files* and select the file you saved in the prior step and open.

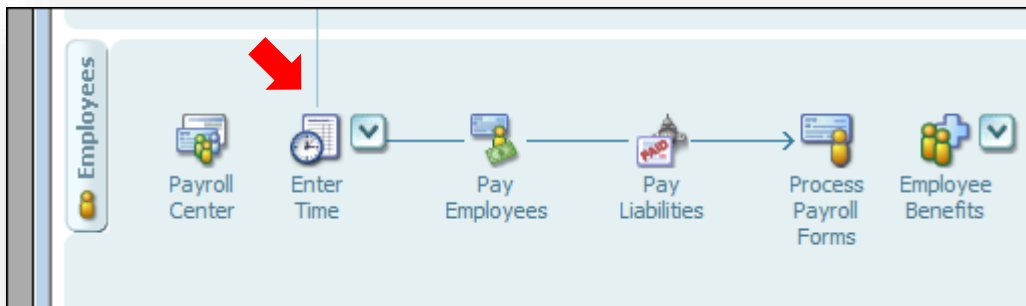


If your import was successful the following dialog box will appear.



➤ If you receive other popup boxes indicating either an employee, pay code or job code was not setup to match existing records in QuickBooks. **IF YOU RECEIVE THIS IT IS RECOMMENDED TO RESTORE A BACKUP, MAKE CHANGES IN QUICKBOOKS AND THEN REPEAT THE PAYROLL IMPORT.**

➤ After importing your time, go to “Enter Time” on your QuickBooks Home page and choose the “Use weekly time sheet” option and review your employee times and proceed with your payroll as you normally would. {see QuickBooks Help file for more information}



Weekly Timesheet

Previous Next Print Edit Single Activity Let Your Employees Enter Time...

Name: Ashley Adams

Week Of: Sep 28 to Oct 4, 2014

Customer:Job	Service Item	Payroll ...	WC C...	Notes	Su 28	M 29	Tu 30	W 1	Th 2	F 3	Sa 4	Total	Billable?
ADT-406	HouseKeeping	Overtime...		Ashley Adams - 123456789				1:00				1:00	<input type="checkbox"/>
ADT-406	HouseKeeping	Overtime...		Ashley Adams - 123456789				1:00				1:00	<input type="checkbox"/>
ADT-406	HouseKeeping	Regular ...		Ashley Adams - 123456789				7:00			9:00	16:00	<input type="checkbox"/>
ADT-406	HouseKeeping	Regular ...		Ashley Adams - 123456789				7:00			9:00	16:00	<input type="checkbox"/>
Totals					0:00	0:00	0:00	16:00	0:00	0:00	18:00	34:00	

Wrap text in Notes field

Copy Last Sheet Save & Close Save & New Revert