Office Timesheets

QuickBooks Online Integration Configuration and User's Guide

Contents

Overview: How the QuickBooks Online for Office Timesheets Sync Works

The Office Timesheet QuickBooks Online Sync is a hosted app that, when configured, connects your Office Timesheets database to your QuickBooks Online account and syncs Employee and Item data used for tracking time; and employee/contractor timesheets once submitted and approved.

Items used for tracking time

First, the Office Timesheets QuickBooks Online Sync collects the Employees, Contactors, Clients, Service Items, Classes and Locations you wish to use for tracking time and syncs them between Office Timesheets and QuickBooks Online.

All of these items, with the exception of Vendors/Contractors* are synced in both directions, and can thus be created and/or modified from either application and synced/updated to the other.

**Contractors/Vendors must be created and modified in QuickBooks Online and then synced/updated to Office Timesheets.*

Timesheet and Time Entry Synchronization

Second, your employees and contractors enter time and/or or time entries notes, submit their timesheets to an approving manager and, once approved, an admin simply presses QuickBooks Online Sync App button, and the entries are synced and/or updated (if modified after a previous sync) over to your QuickBooks Online account where the entries will be available for generating professional services invoices in QuickBooks.

Before you Start

Before you start configuration of the QuickBooks Online sync, you'll need to define element tracking levels in Office Timesheets for mapping to QuickBooks Online time tracking levels, if you haven't done so already. You'll need to define an equivalent tracking level inside your Office Timesheets account to each of the tracking levels inside of QuickBooks Online, which include:

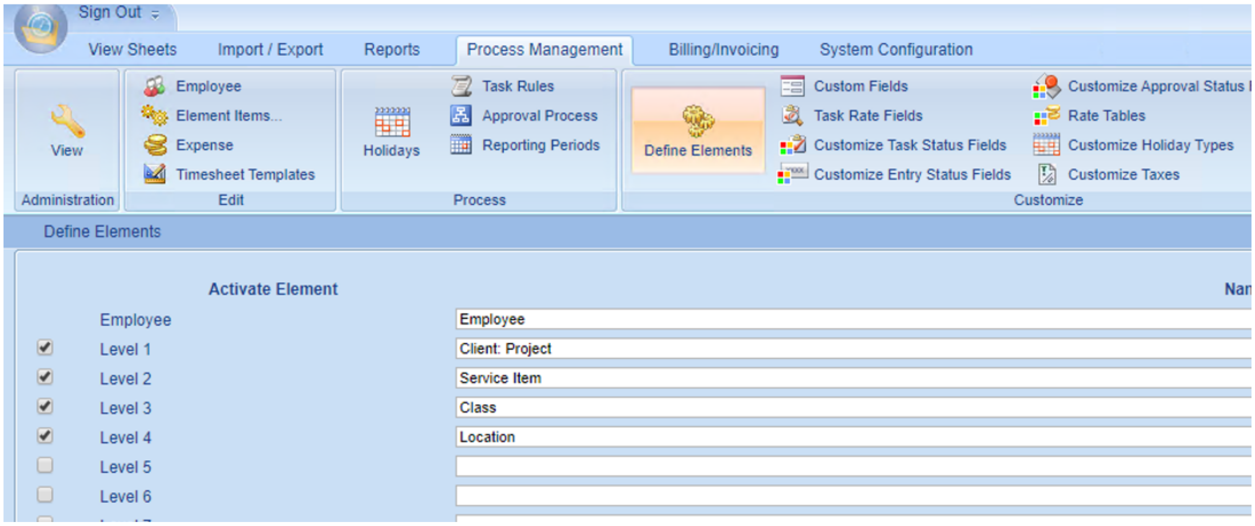
- Employee/Contractor/Vendor (Employees, Contractors and Vendors are all mapped to the same level in Office Timesheets)
- Customer
- Service Item
- Class
- Location

Each level must be mapped. However, you can turn off of the sync of items completely in your configuration's filter settings; or you may limit the sync of a particular level to only items you select.

To define tracking levels inside of Office Timesheets:

1. Click **Process Management -> Define Elements**…

2. Activate an equal number of tracking levels in Office Timesheets to that of QuickBooks Online (there should be a minimum of 4 active tracking levels in Office Timesheets, excluding the Employee level). In the example below, we've simply created 4 tracking levels, each with same name as the tracking levels in QuickBooks Online for simplicity…



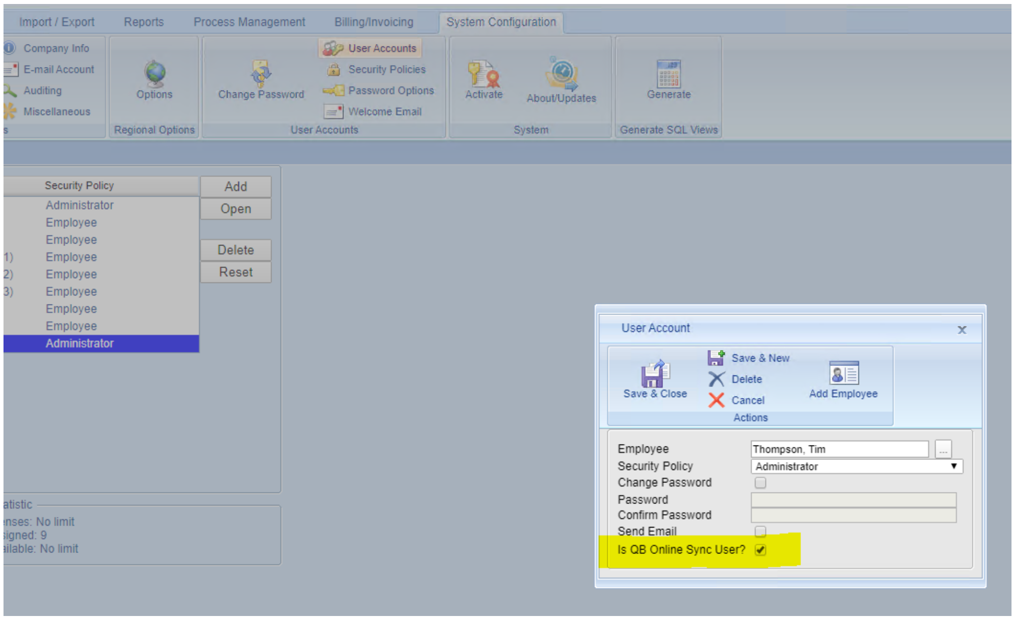
Setting up the QuickBooks Online Sync for Office Timesheets

While small modifications may likely be made from time to time, most of the setup and configuration of your QuickBooks Online Sync app is a one-time, set and then forget it effort. Follow the steps below to configure your QuickBooks Sync…

Step 1: Grant Access to the QuickBooks Online Sync App

The first step in setting up your sync configuration is to define which Office Timesheets users can access the QuickBooks Online Sync App for Office Timesheets. To do so:

1. Click System **Configuration -> Users Accounts**…
2. Select each user account you wish to grant access to the QuickBooks Online Sync App; and click the **Open** button…
3. Check the box **Is QB Online Sync User?**; and click **Save & Close**.
4. Repeat the above steps **2** and **3** for any other users you wish to grant access to the QuickBooks Online Sync App.



Step 2: Enable the QuickBooks Online Sync inside of your Office Timesheets interface and Create your Sync App Account

The second step in configuring the sync is to enable the QuickBooks Online Sync inside of your Office Timesheets Account; and to create a QuickBooks Online Sync App account along with the defined preferences for the sync to your Office Timesheets account database. To do so:

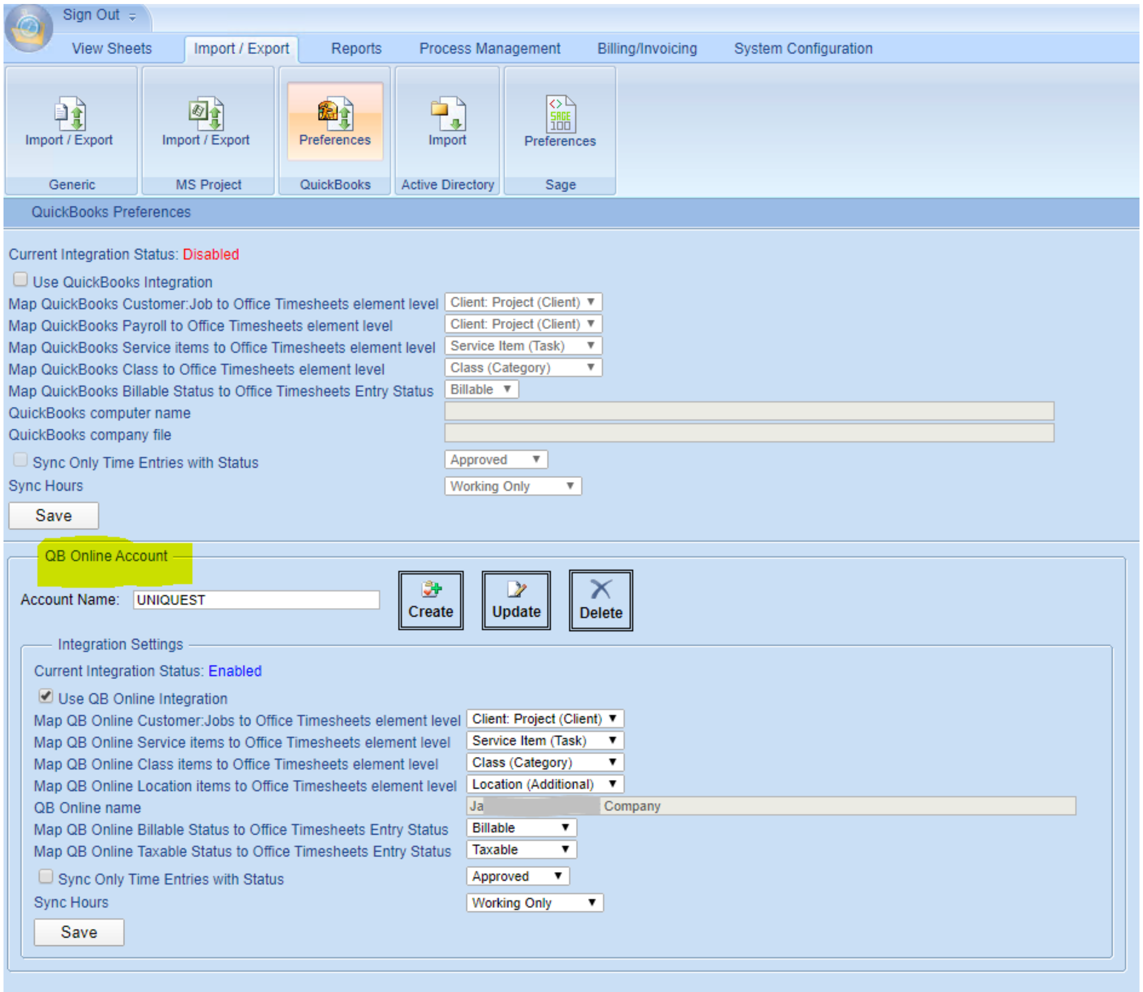
1. Click **Import/Export -> QuickBooks Preferences**…
2. From within the *QB Online Account* section, check the box **Use QB Online Integration**…
3. Next, enter a name for your sync app in the **Account Name** field; and then click the **Create** icon.

   NOTE: the account should be a meaningful and easily memorized name as you will need to reference it in the future to log into your Sync App account.

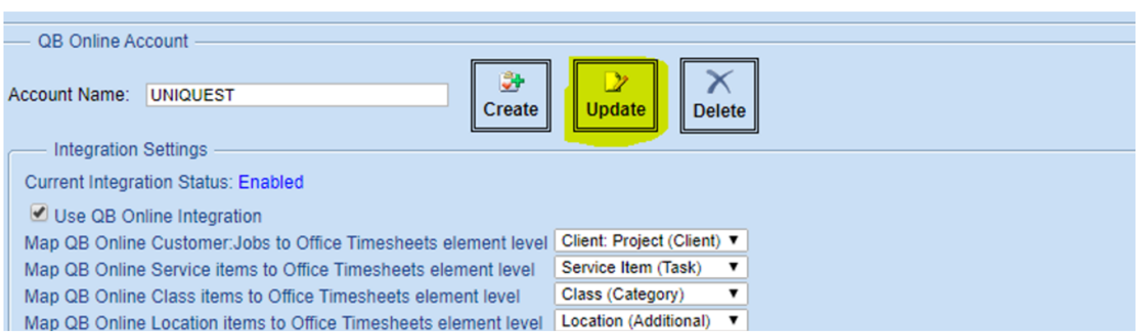
4. Next, using the dropdown field selectors, ensure each of the **Map QB Online…** fields are correct.
5. Ignore the **QB Online name** field as this will auto-fill with the initiation of your first sync.
6. Check the box **Sync Only Time Entries with Status** (Approved) if you only wish to sync manager approved timesheets.

   NOTE: If you don't select this checkbox then all time entries, regardless of approval status, will sync to QuickBooks Online with each sync.

7. Click the **Save** button.



8. Lastly, click the **Update** icon to update all settings to your QuickBooks Online Sync App account.



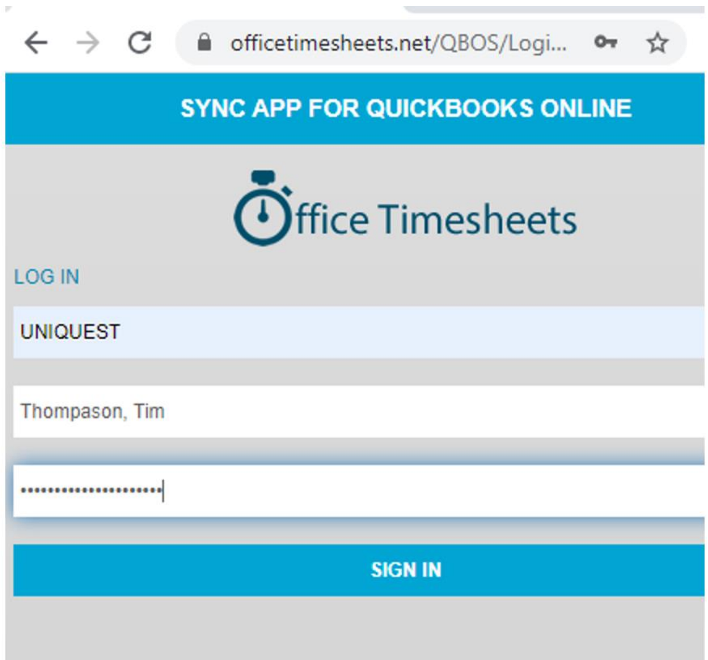
Step 3: Configure your QuickBooks Online Sync Application

Log into your Sync App following the steps below:

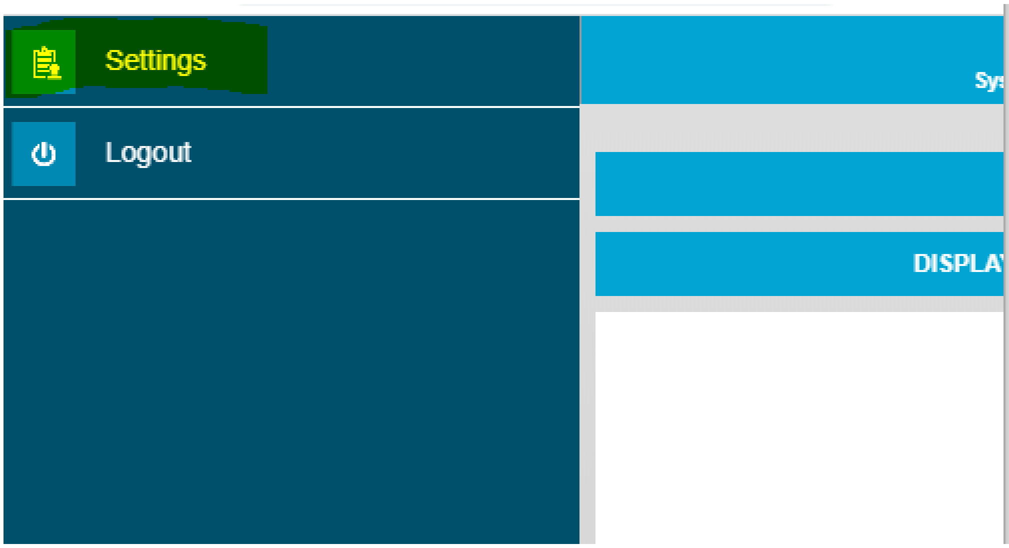
1. Open a web browser and browse to https://www.officetimesheets.com/QBOS
2. Enter your **Account Name**, **User Name** and **Password**; and click/press **SIGN IN**.

NOTE: To locate your account name simply look in Office Timesheets under Import/Export -> QuickBooks -> QuickBooks Online Account -> Account Name

Also, you'll want to bookmark the site https://www.officetimesheets.com/QBOS as you'll need to browse to this site to perform data syncs between Office Timesheets and your QuickBooks Online account, as well as modifying configuration data preferences for your sync.



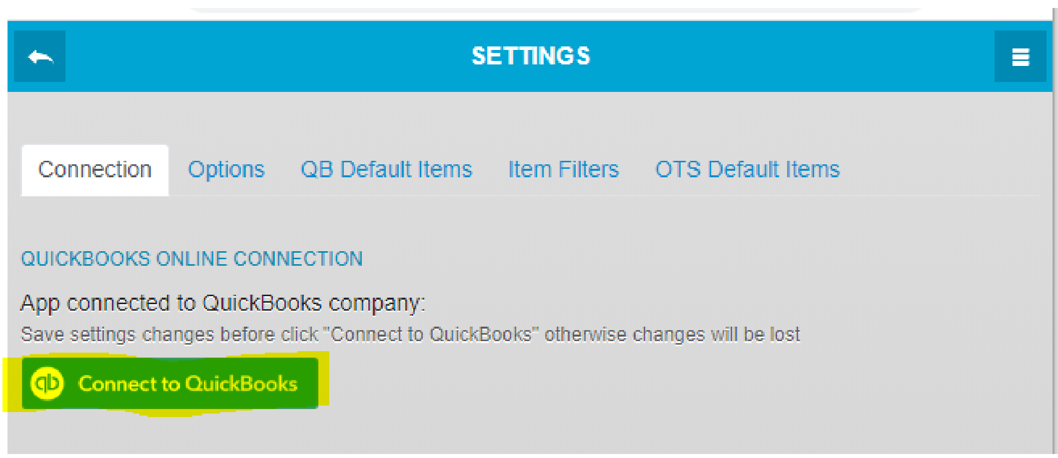
When you log into the QuickBooks Online Sync App for Office Timesheets the first screen you'll see is the sync screen. However, before you can begin syncing data between your QuickBooks Online and Office Timesheets Accounts you'll need to first perform some configuration. To open the configuration screens simply click on the menu selector in the top, right-hand corner of the app; and click **Settings**…



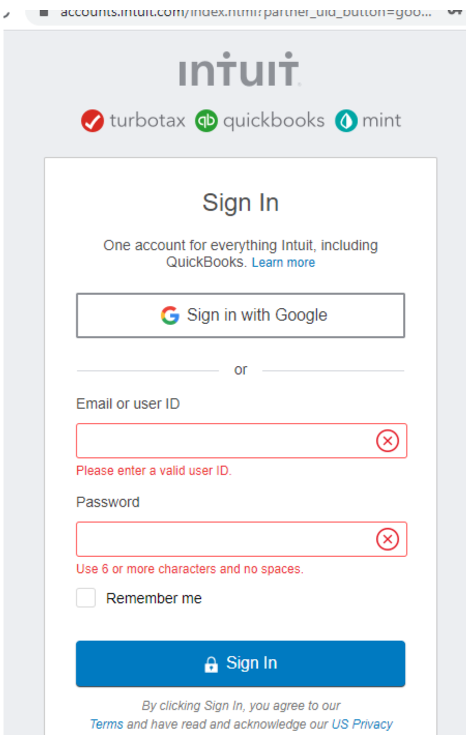
Enter your Connection Settings

There are two pieces to the connection puzzle: your QuickBooks Online Account and your Office Timesheets Accounts. The QuickBooks Online Sync App for Office Timesheets needs login details for both of these so it can access them and sync data between the two applications.

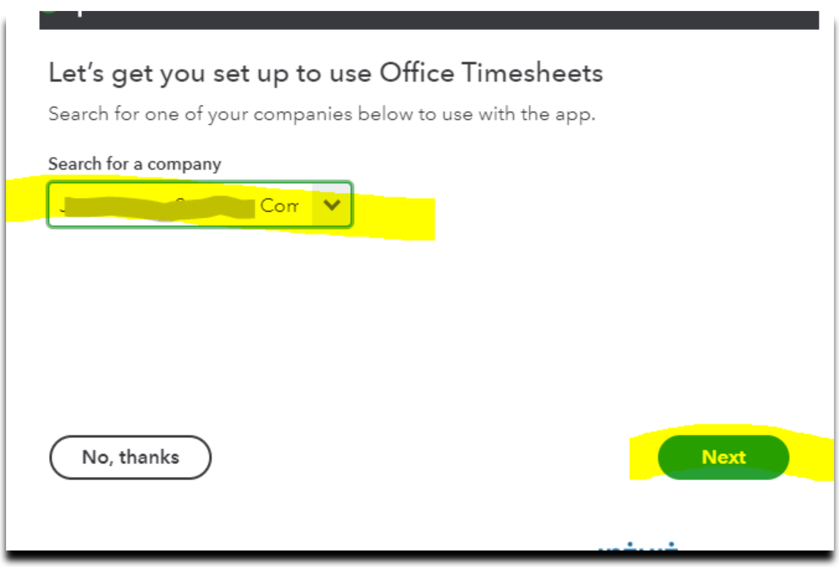
Start with the *QuickBooks Online Connection* by clicking the **Connect to QuickBooks** icon…



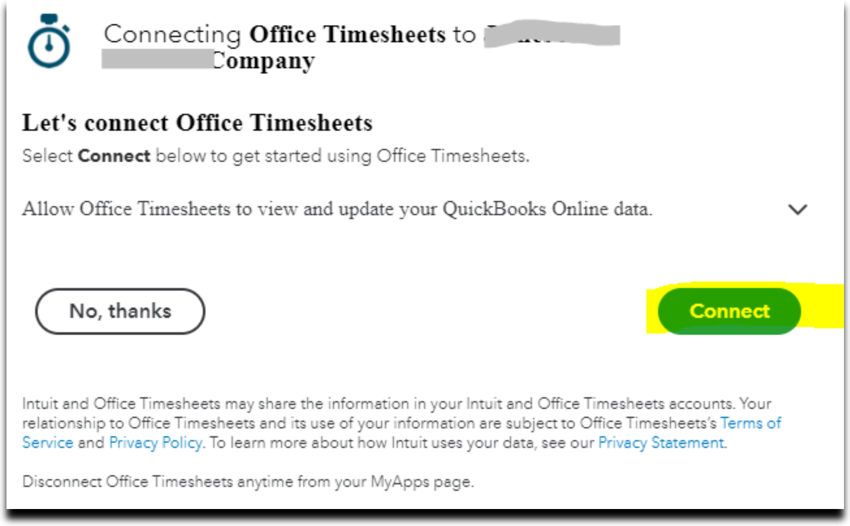
Your *Intuit Account Sign In* form will appear. Enter your **User ID** and **Password** and click the **Sign In** button…



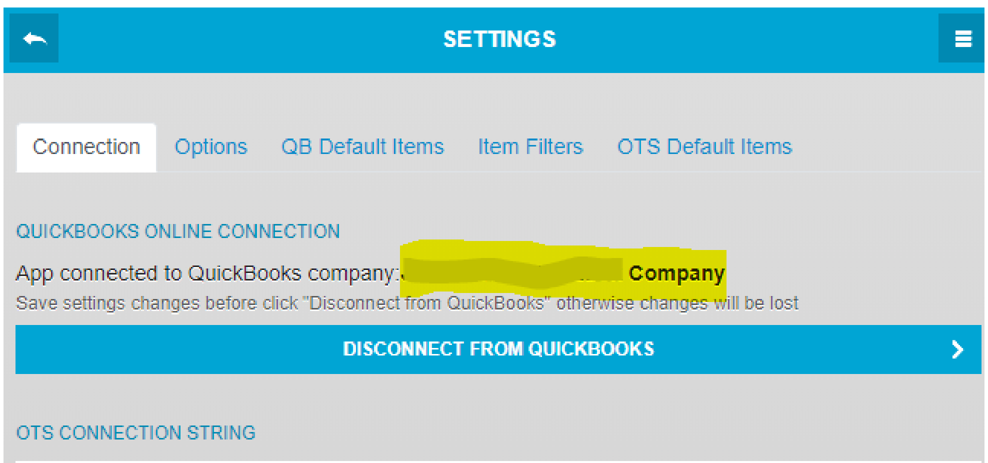
Next, click on the **Search for a company** dropdown box, select the company you wish to connect to; and click **Next**…



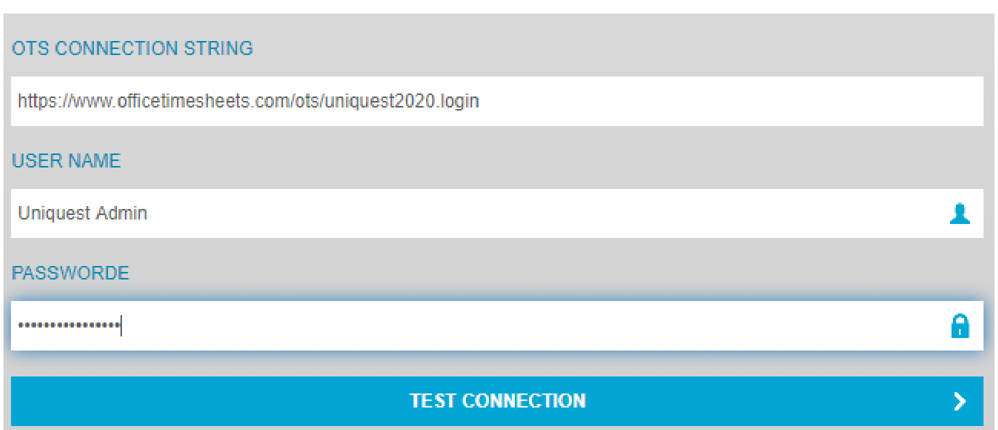
Next, confirm your details and click the **Connect** button…



Once your QuickBooks Online connection is completed you'll be returned back to the *Settings* screen and will now see your company name selected in the *QuickBooks Online Connection* area…



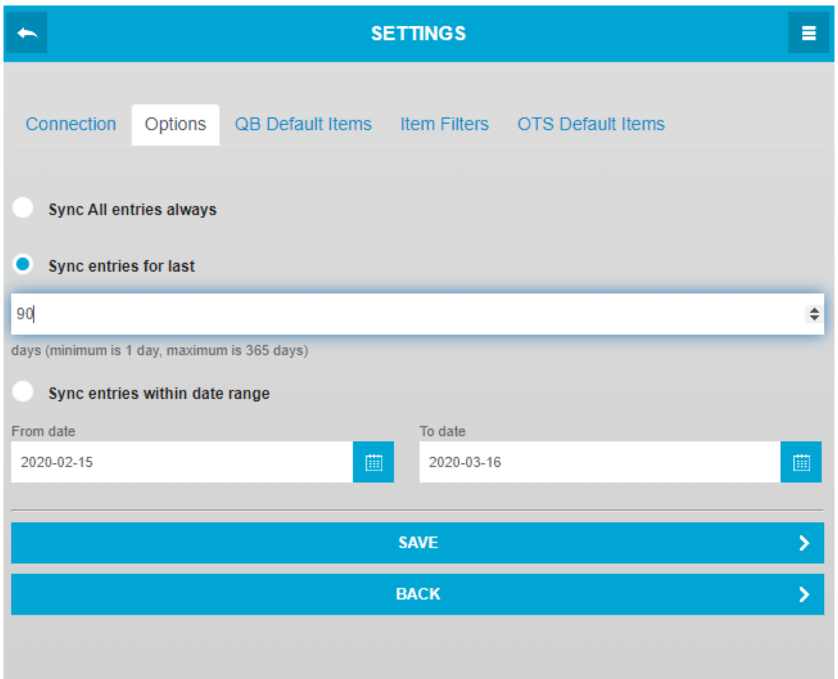
Next, enter your **Office Timesheets Account URL**, **User Name** and **Password** and click the **Test Connection** button…



Once you've successfully connected both your QuickBooks Online and Office Timesheets accounts; click the **Save** button; and click on the **Options** tab…

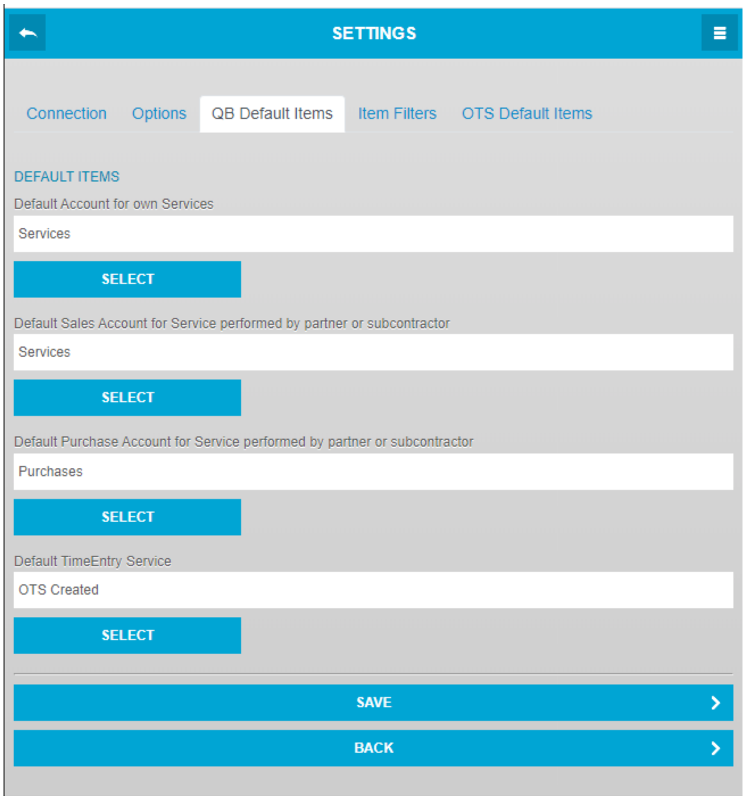
Enter your Options Settings

The Office Timesheets QuickBooks Online Sync App *Options* settings let you determine what range of time entries you wish to sync. By default, the App is set to **Sync All** entries, regardless of date. However, if you have a large number of users, then you'll incur longer sync times as time progresses. The recommend *Options* settings is to sync entries for the last **90 days**. Choose your *Options* settings; click the **Save** button; and then click on the **QB Default Items** tab…



Enter your QuickBooks Default Items Settings

When an item is first created in Office Timesheets and then synced to QuickBooks Online it requires a properly linked QuickBooks account. Thus, for each item type, you must select a default account to be selected for each item when created in QuickBooks by Office Timesheets. Select a default account for each item type; click the **Save** button; and then click on the **Item Filters** tab…

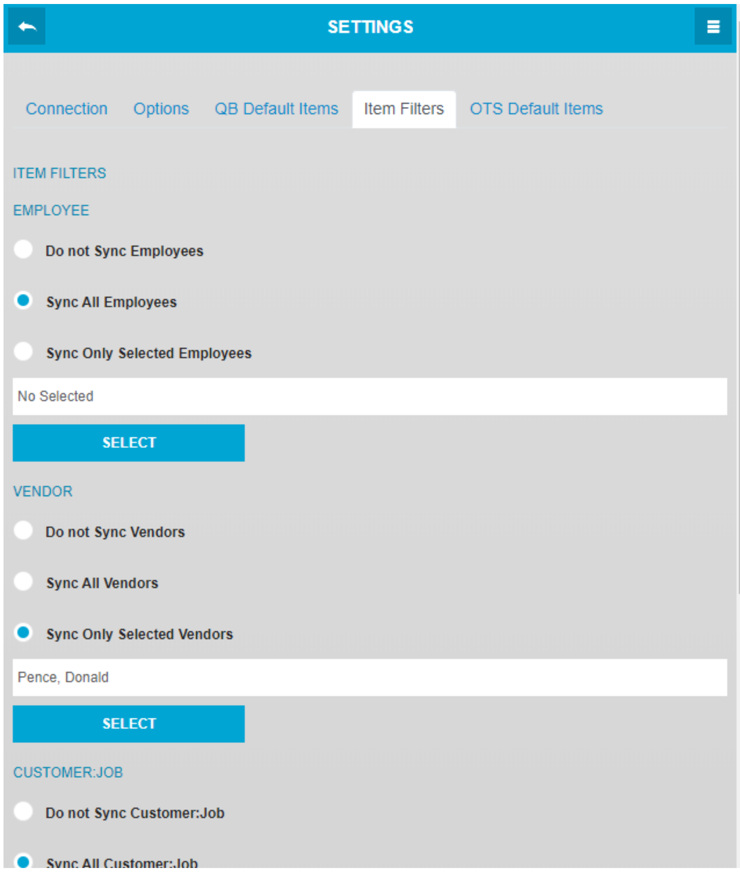


Enter your Item Filters Settings

Item filters let you choose the items at each level you wish to sync or not sync.

NOTE: Contractors in QuickBooks Online will appear in the Vendors item filters in the Item Filters below.

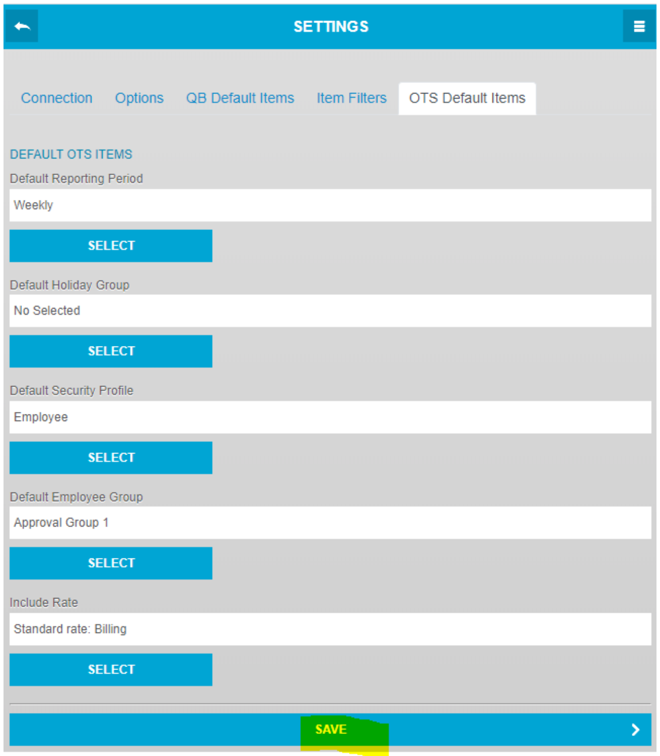
Choose the filter settings you want for each item type (Employees, Vendors/Contractors, Customers, Service Items, Classes and Locations); click the **Save** button; and then click on the **OTS Default Items** tab…



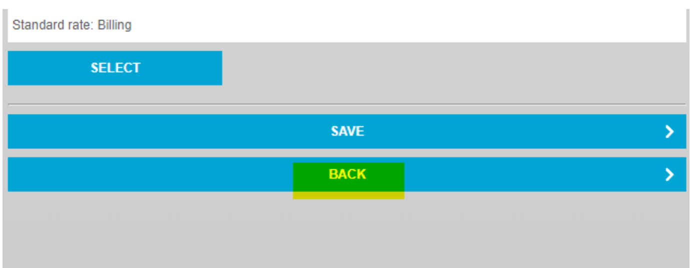
Enter your Office Timesheets Default Items Settings

When a new employee is synced over to Office Timesheets from QuickBooks Online, several items not defined in QuickBooks can be setup for you by default. Default item setup is not required, but highly recommended as it will save you additional time. Default item selections include:

1. **Reporting Period** – the frequency at which an employee submits a timesheet for approval. This can be weekly, bi-weekly, semi-monthly, monthly or even a custom period.
2. **Holiday Group** – each employee in Office Timesheets can be assigned to a group of holidays that can be shown and blocked off on the employee's timesheets.
3. **Security Policy** – the security policy that will be assigned to a new employee when the sync over to Office Timesheets by QuickBooks Online.
4. **Employee Group** – default employee group in which to place new employees added to Office Timesheets from QuickBooks Online.
5. **Include Rate** – while QuickBooks Online contains one employee rate, Office Timesheets contains multiple employee rates. Here, you can choose which Office Timesheets rate field to which you wish to sync QuickBooks Online's Employee Billing Rate.
6. Press the **Save** button to save your settings.



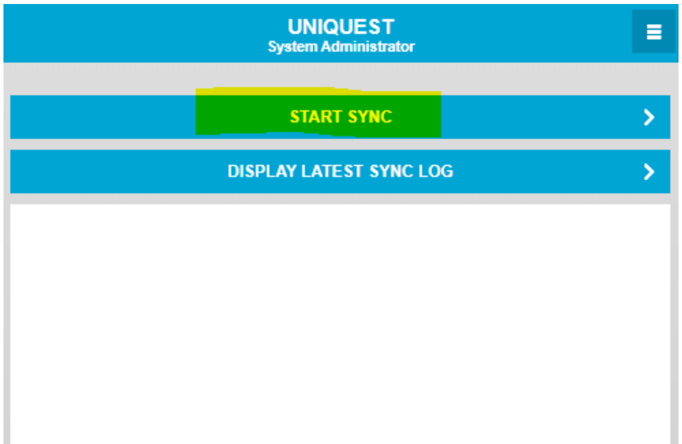
7. Once you've saved all your settings press the **Back** button to return to the main screen.



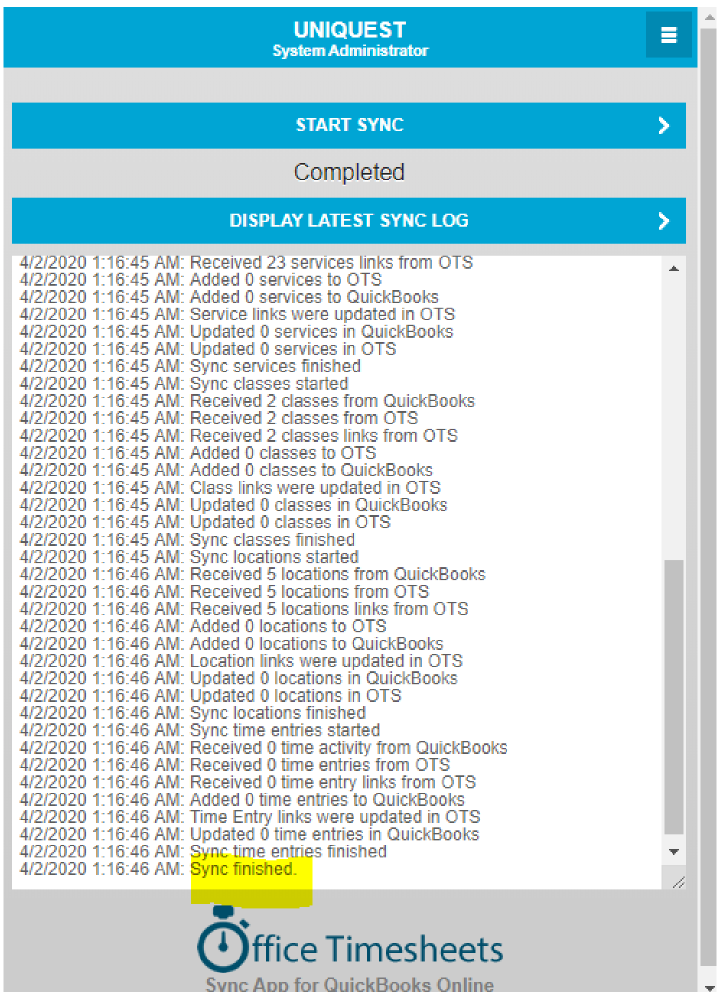
Running the Sync

Anytime you wish to Sync any new Employees, Contractors, Clients, Service Items, Classess, Locations or times entries simply press the **START SYNC** button…

Let's start your first sync…



You'll see logging of the sync as it progresses in the log Windows and, when the sync is completed, the last line item of the log should read "**Sync finished**".



Employee and Element Item Syncing

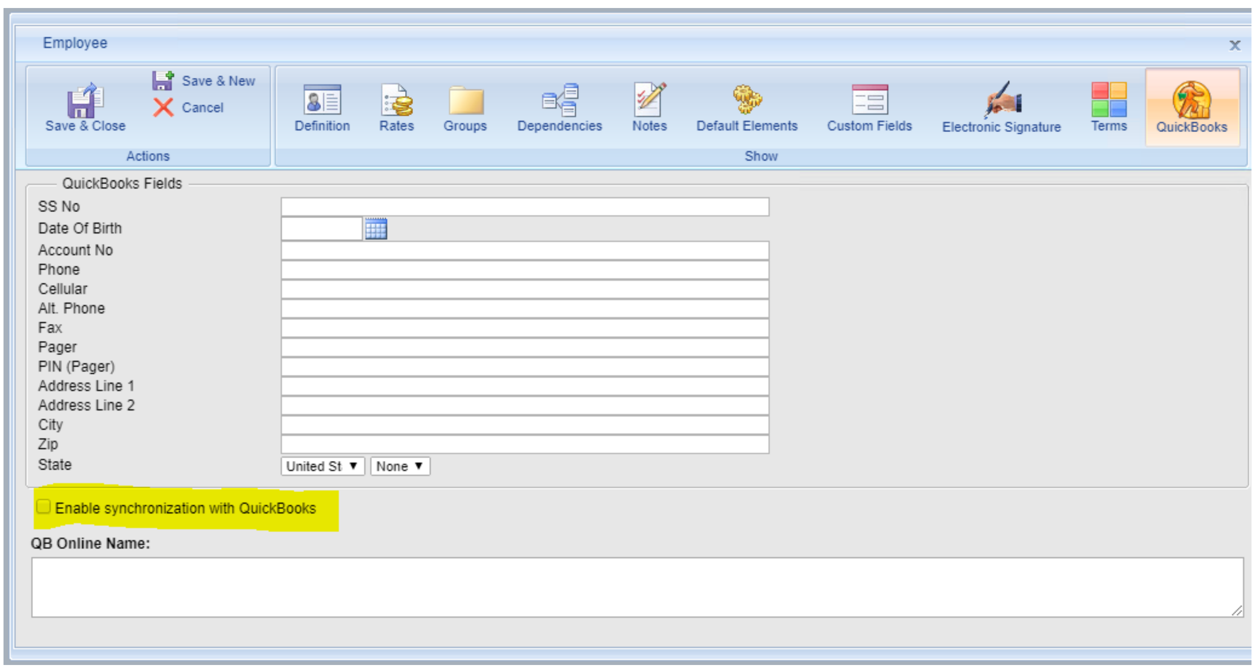
Employees & Contractors

Employees

Office Timesheets has the ability to sync Employees with QuickBooks Online. While we recommend adding employees in QuickBooks first, and then syncing the employee over to Office Timesheets, you can add an employee in Office Timesheets and sync the employee information over to QuickBooks.

What if I want to track time for an Employee in Office Timesheets, but don't want the employee and/or employee's data to sync to QuickBooks?

You can create employees in Office Timesheets that you wish to keep separate from QuickBooks Online by clicking on the **QuickBooks** icon panel of the *Employee* record; and unchecking the **Enable synchronization with QuickBooks** checkbox (highlighted below). If this option is unchecked, the specified employee record and none of the Employee's time data will sync to QuickBooks.

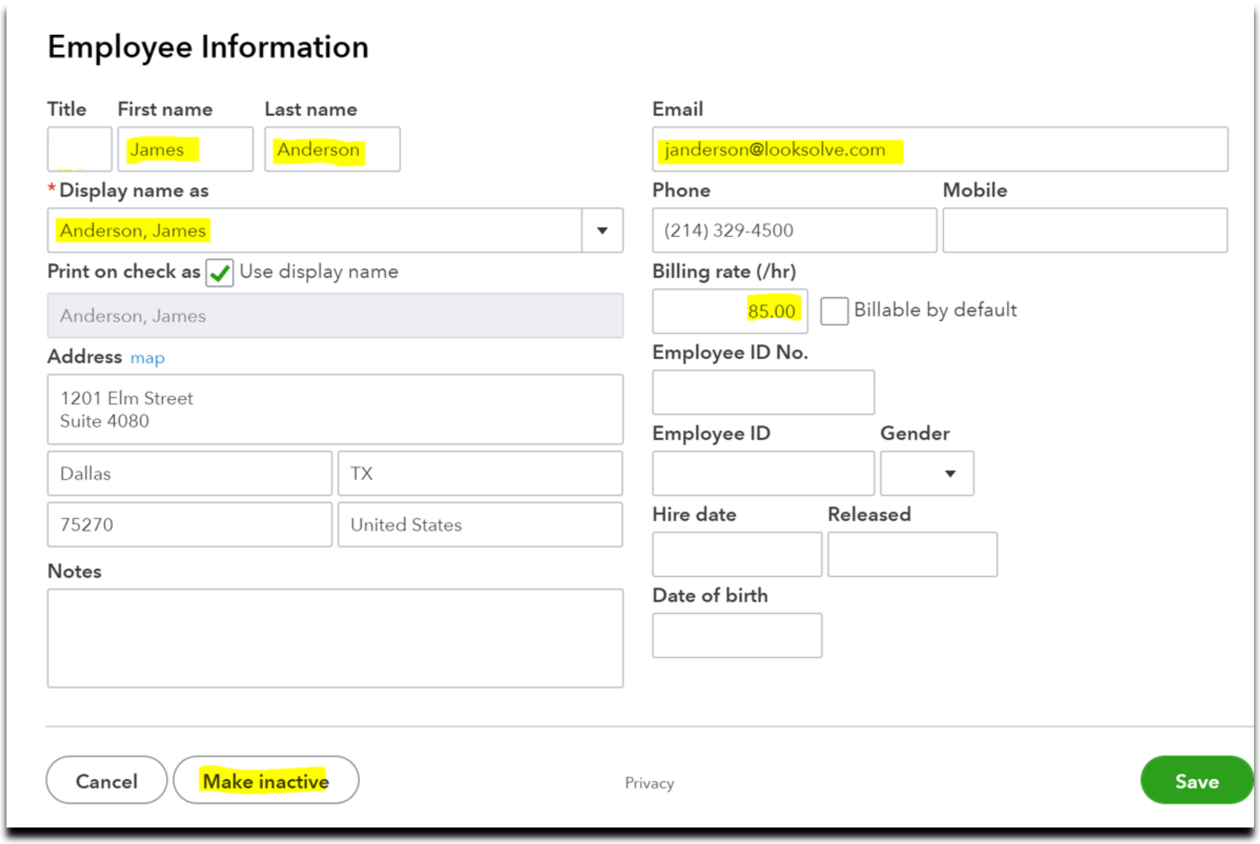


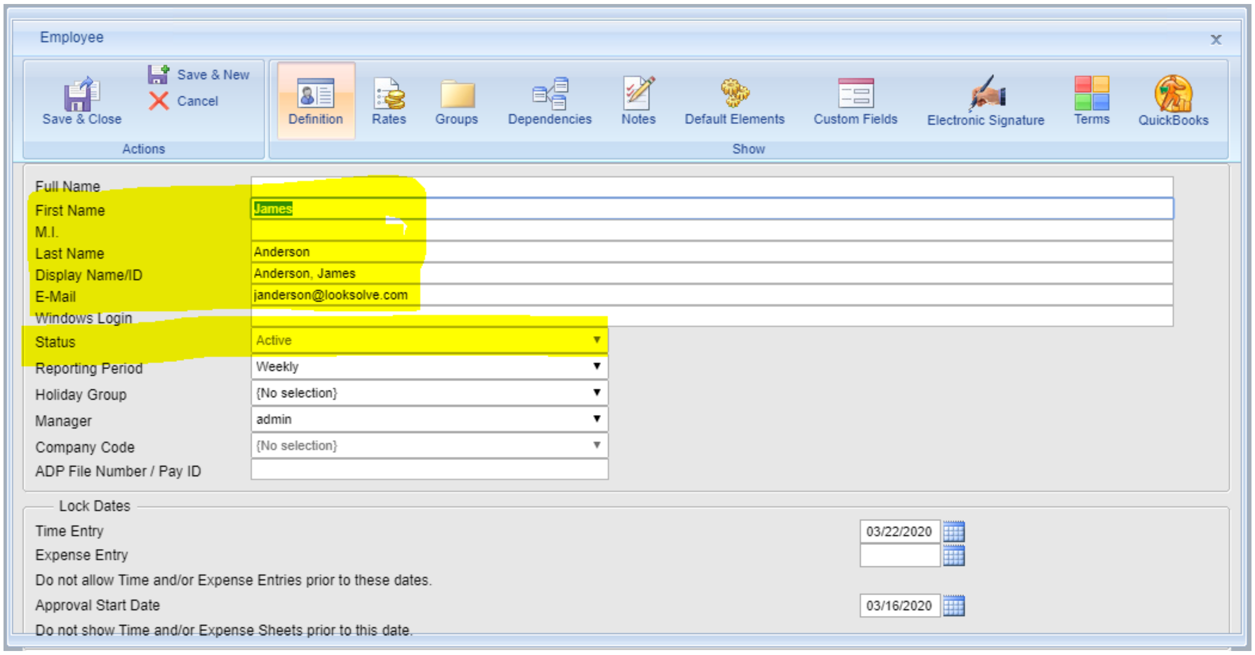
What employee data syncs between Office Timesheets and QuickBooks Online?

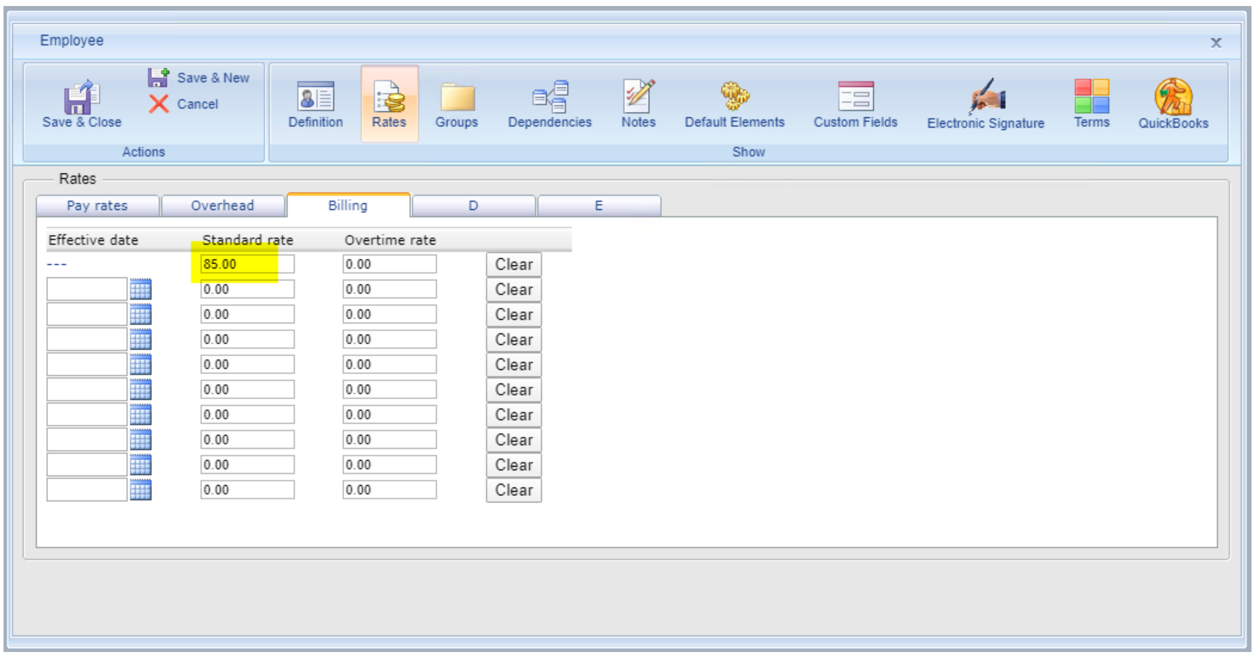
The primary employee field records that sync from QuickBooks to Office Timesheets, and vice-versa are as follows:

- **First Name** - automatically mapped to **First Name** field in Office Timesheets' Employee record.
- **Last Name** - automatically mapped to **Last Name** field in Office Timesheets' Employee record.

- **Display name as** - automatically mapped to **QB Online Name** field in Office Timesheets' Employee (QuickBooks panel) record.
- **Email** – automatically mapped to **E-mail** field in Office Timesheets' Employee record.
- **Billing Rate** (Optional Mapping) – mapped to any of Office Timesheets 5 Employee rate field tabs.







IMPORTANT NOTES: 1. Employee rate sync only occurs with initial/first sync of an employee's record. This allows you to update the rate independently/separately from QuickBooks. 2. If an employee is first added to Office Timesheets and synced to QuickBooks, then the employee's rate will not sync to QuickBooks Online.

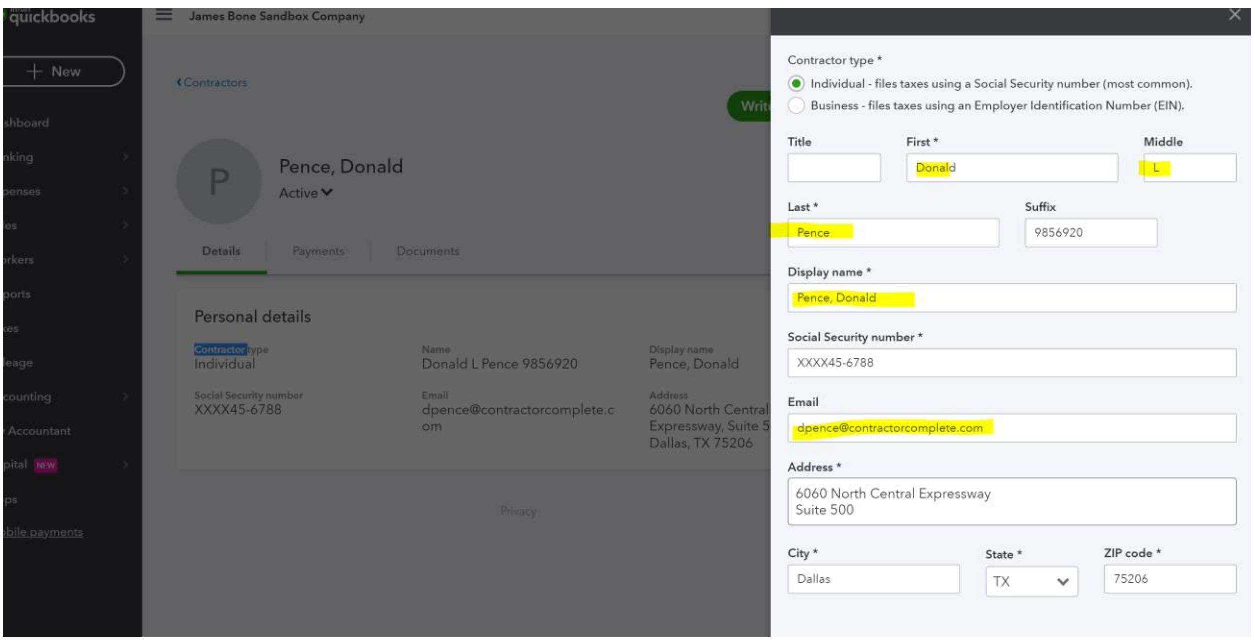
Vendors/Contractors

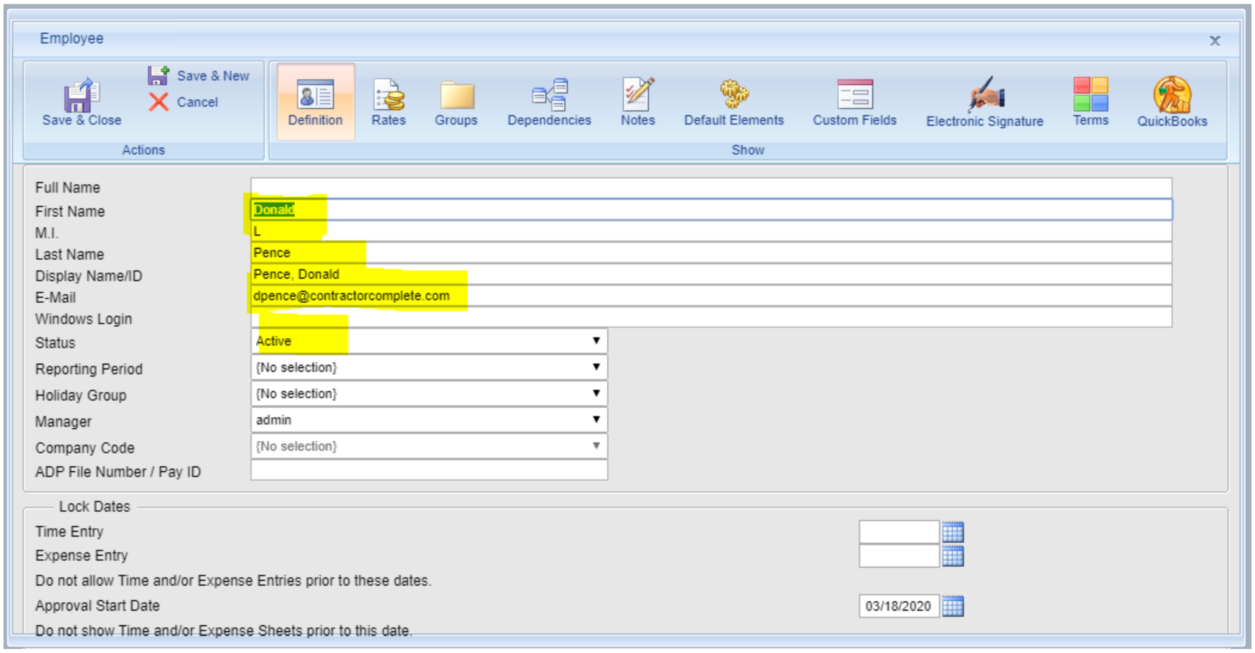
Vendors and/or Contractors in QuickBooks Online can be synced over to the Office Timesheets Employee list so that timesheets can be completed by the vendor/contractor. However, vendors and/or contractors can't be created in Office Timesheets and synced to QuickBooks Online. Thus, you must create vendor and/or contractor records in QuickBooks Online first, and then sync them over to Office Timesheets.

*With the exception of **Default Rate** data, **Default Items** do not apply to vendors and/or contractor that are added as employees in Office Timesheets from QuickBooks Online. Thus, you must set the appropriate Reporting Period, Group Assignments, User Account and Security Policy manually for each vendor and/or contractor added to Office Timesheets by QuickBooks Online.

The primary Contractor field records that syncs from QuickBooks Online to Office Timesheets are as follows:

- **First** - automatically mapped to **First Name** field in Office Timesheets' Employee record.
- **Middle** - automatically mapped to **M.I.** field in Office Timesheets' Employee record.
- **Last** - automatically mapped to **Last Name** field in Office Timesheets' Employee record.
- **Display name** - automatically mapped to **QB Online Name** field in Office Timesheets' Employee (QuickBooks panel) record.
- **Email** - automatically mapped to **E-mail** field in Office Timesheets' Employee record.
- **Billing Rate** (Optional Mapping) – mapped to any of Office Timesheets 5 Employee rate field tabs.



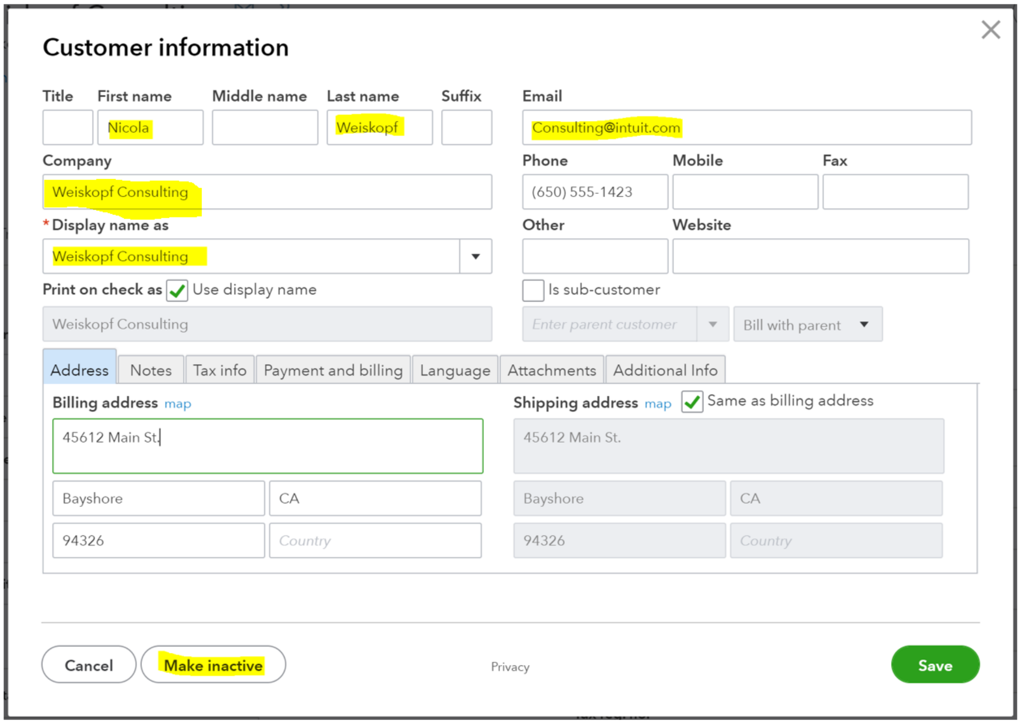


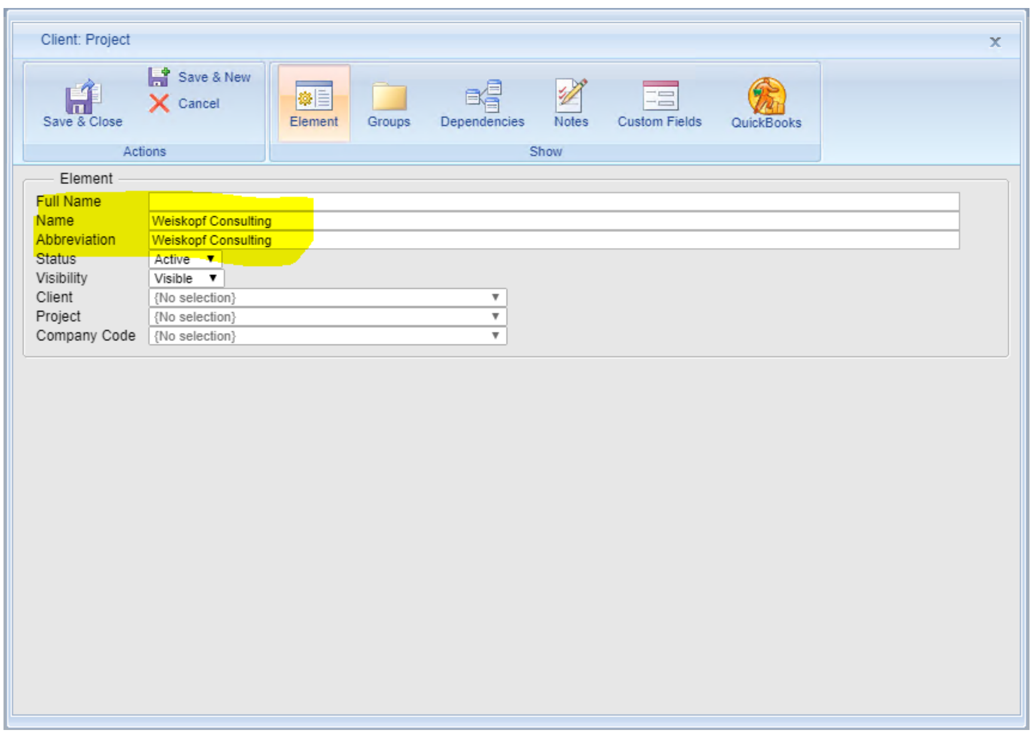
Customers

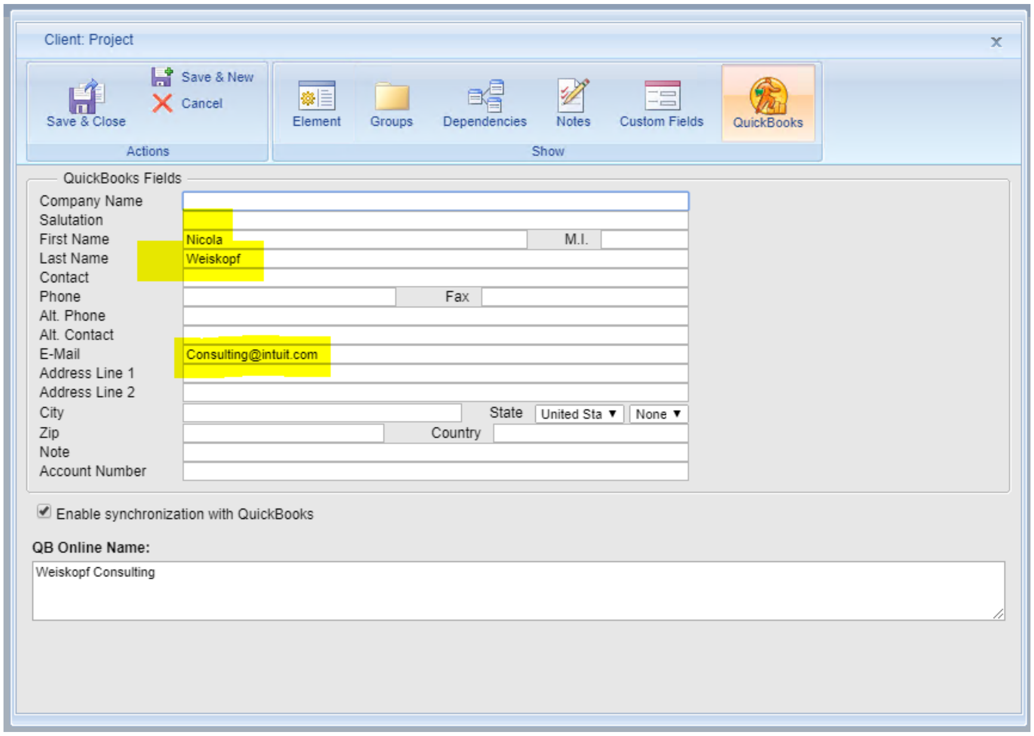
Customers in QuickBooks Online can be synced over to the Office Timesheets Mapped Customer list. Also, customer records created in Office Timesheets' Mapped Customer list can be synced from Office Timesheets to QuickBooks Online.

The primary Customer field records that sync from QuickBooks Online to Office Timesheets are as follows:

- **Company** – automatically mapped to both **Name** and **Abbreviation** field in Office Timesheets' mapped element item record.
- **Display name** - automatically mapped to **QB Online Name** field in Office Timesheets' Mapped Element Item (QuickBooks panel) record.
- **First name** - automatically mapped to **First Name** field in Office Timesheets' Mapped Element Item (QuickBooks panel) record.
- **Last name** - automatically mapped to **Last Name** field in Office Timesheets' Mapped Element Item (QuickBooks panel) record.
- **Email** - automatically mapped to **E-Mail** field in Office Timesheets' Mapped Element Item (QuickBooks panel) record.


Customer information
Title
First name
Middle name
Last name
Suffix
Email
Nicola
Weiskopf
Consulting@intuit.com
Company
Phone
Mobile
Fax
Weiskopf Consulting
(650) 555-1423
* Display name as
Other
Website
Weiskopf Consulting
Print on check as
Use display name
Is sub-customer
Weiskopf Consulting
Enter parent customer
Bill with parent
Address
Notes
Tax info
Payment and billing
Language
Attachments
Additional Info
Billing address map
Shipping address map
Same as billing address
45612 Main St.
Bayshore
CA
94326
Country
Cancel
Make inactive
Privacy
Save


Client: Project
Save & New
Cancel
Save & Close
Actions
Element
Groups
Dependencies
Notes
Custom Fields
QuickBooks
Show
Element
Full Name
Name
Weiskopf Consulting
Abbreviation
Weiskopf Consulting
Status
Active
Visibility
Visible
Client
{No selection}
Project
{No selection}
Company Code
{No selection}

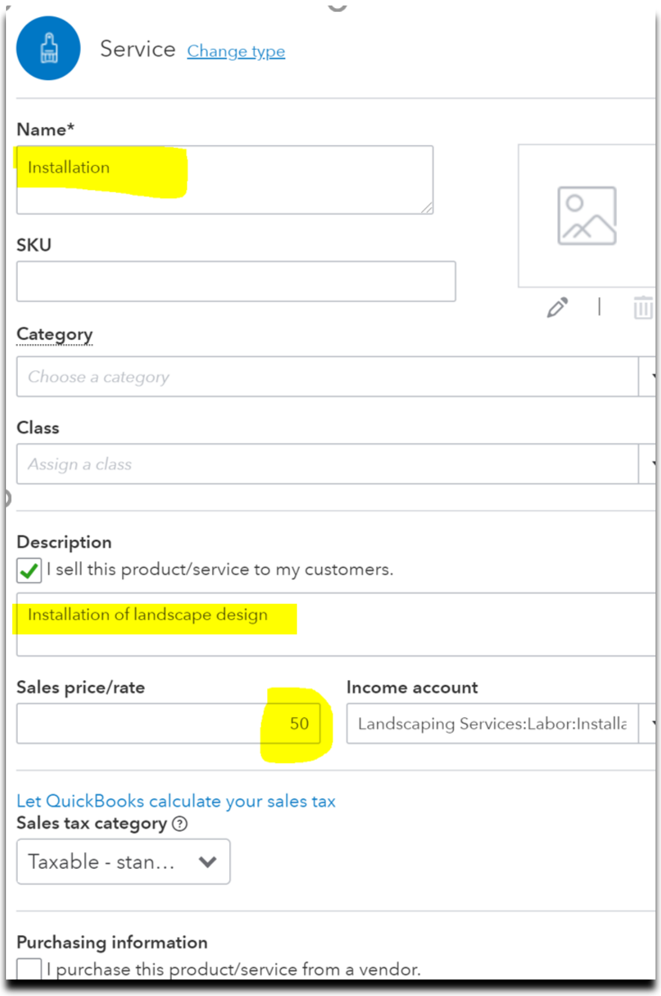


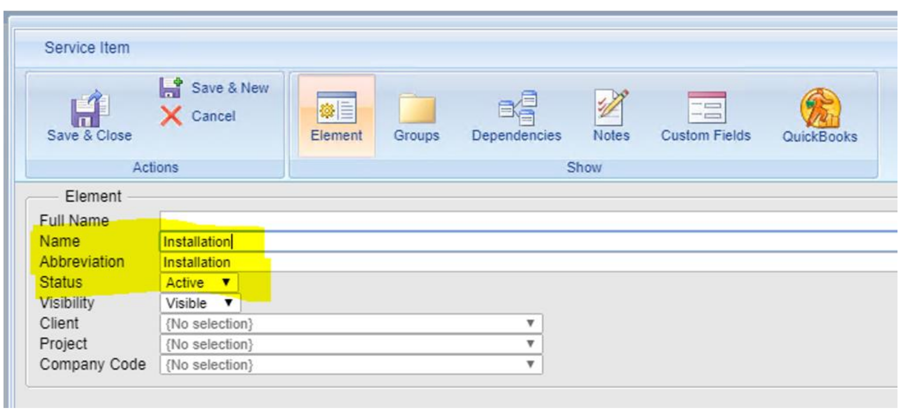
Service Items

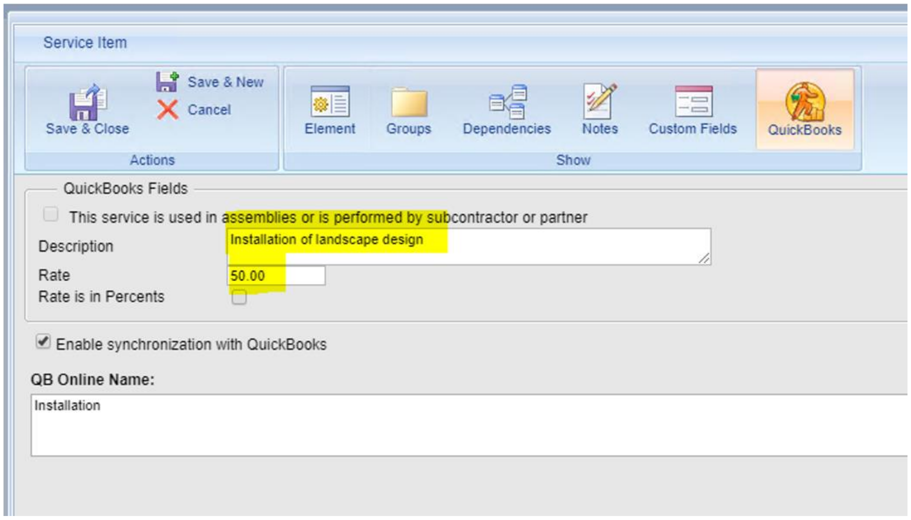
Service Items in QuickBooks Online can be synced over to the Office Timesheets Mapped Service Items list. Also, Service Item records created in Office Timesheets' Mapped Service Item list can be synced from Office Timesheets to QuickBooks Online.

The primary Service Item field records that sync from QuickBooks Online to Office Timesheets are as follows:

- **Name** – automatically mapped to both **Name** and **Abbreviation** field in Office Timesheets' mapped element item record.
- **Description** - automatically mapped to **Description** field in Office Timesheets' Mapped Element Item (QuickBooks panel) record.
- **Rate** - automatically mapped to **Rate** field in Office Timesheets' Mapped Element Item (QuickBooks panel) record.


Service Change type
Name*
Installation
SKU
Category
Choose a category
Class
Assign a class
Description
I sell this product/service to my customers.
Installation of landscape design
Sales price/rate
50
Income account
Landscaping Services:Labor:Installa
Let QuickBooks calculate your sales tax
Sales tax category
Taxable - stan...
Purchasing information
I purchase this product/service from a vendor.


Service Item
Save & New
Cancel
Save & Close
Actions
Element
Groups
Dependencies
Notes
Custom Fields
QuickBooks
Show
Element
Full Name
Name
Installation
Abbreviation
Installation
Status
Active
Visibility
Visible
Client
{No selection}
Project
{No selection}
Company Code
{No selection}

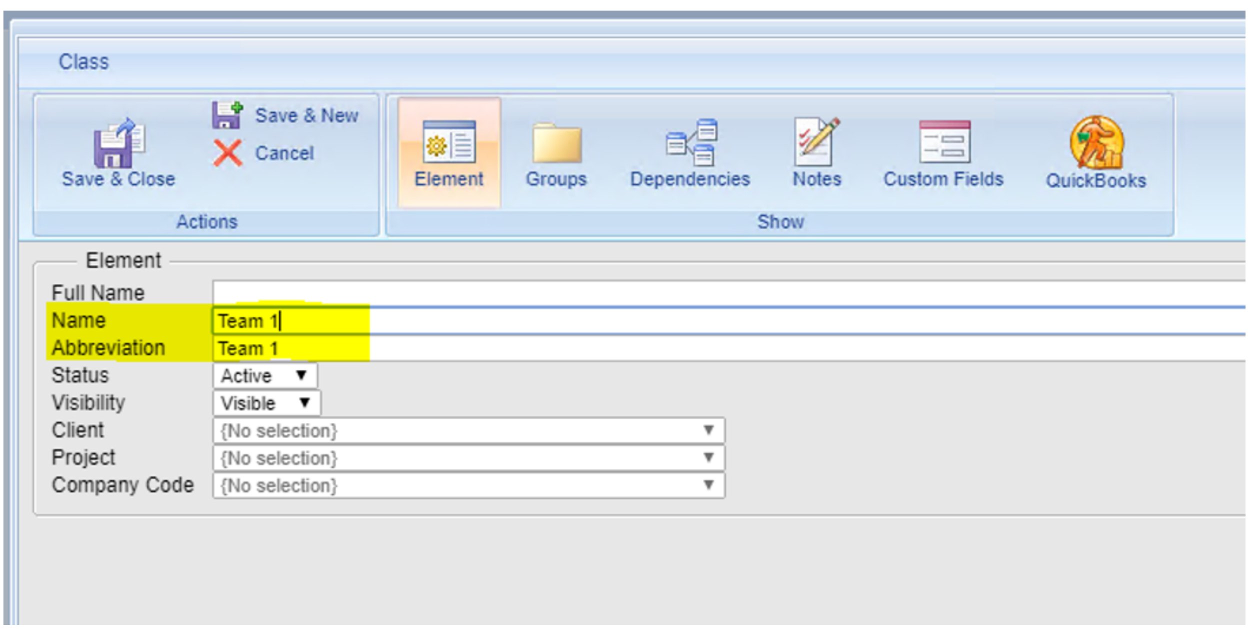


Classes

Classes in QuickBooks Online can be synced over to the Office Timesheets Mapped Class Items list. Also, Class records created in Office Timesheets' Mapped Class list can be synced from Office Timesheets to QuickBooks Online.

The primary Class field records that sync from QuickBooks Online to Office Timesheets are as follows:

- **Name** – automatically mapped to both **Name** and **Abbreviation** field in Office Timesheets' mapped element item record.

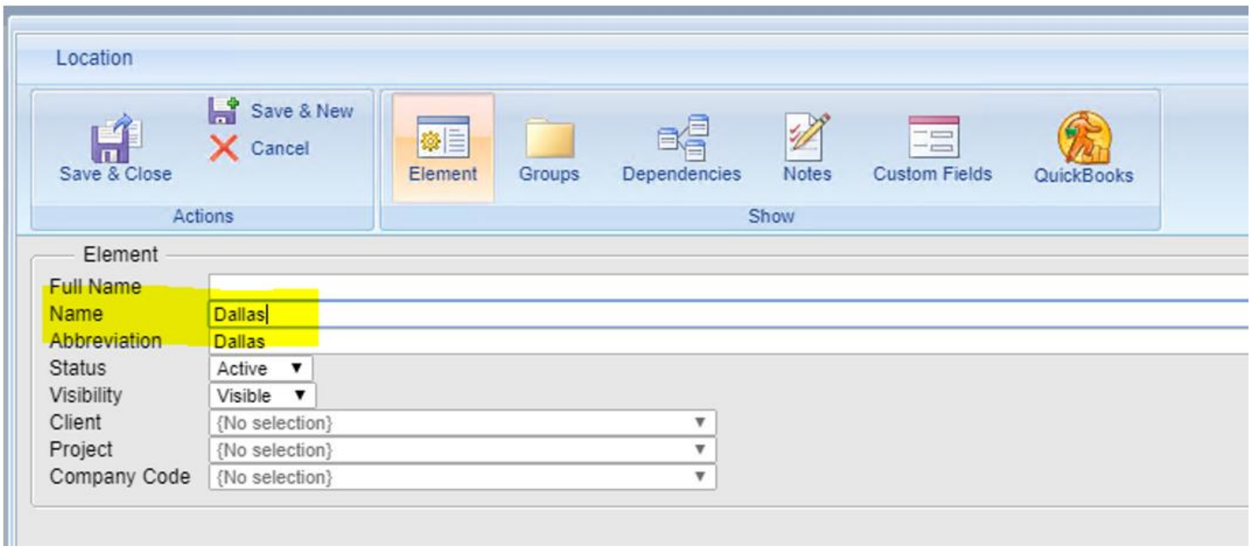


Locations

Locations in QuickBooks Online can be synced over to the Office Timesheets Mapped Location list. Also, Location records created in Office Timesheets' Mapped Location list can be synced from Office Timesheets to QuickBooks Online.

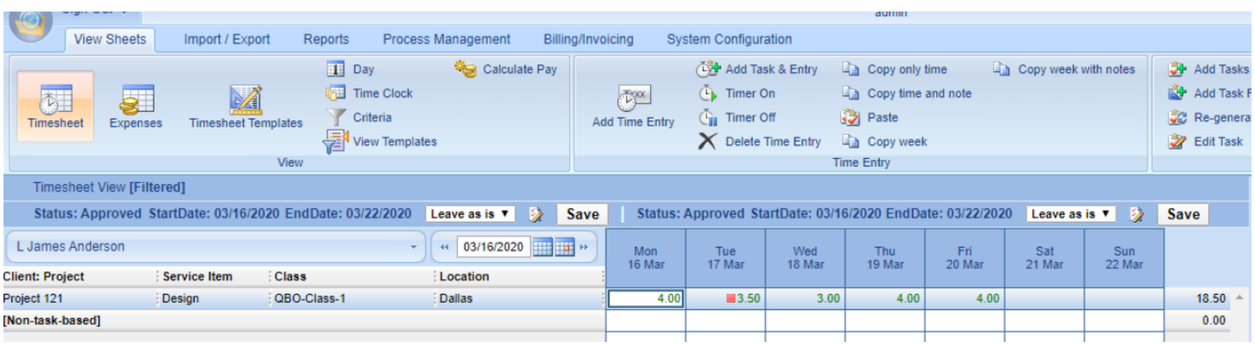
The primary Location field records that sync from QuickBooks Online to Office Timesheets are as follows:

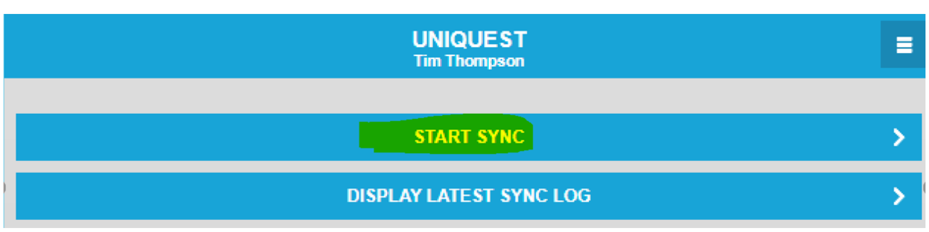
- **Name** – automatically mapped to both **Name** and **Abbreviation** field in Office Timesheets' mapped element item record.



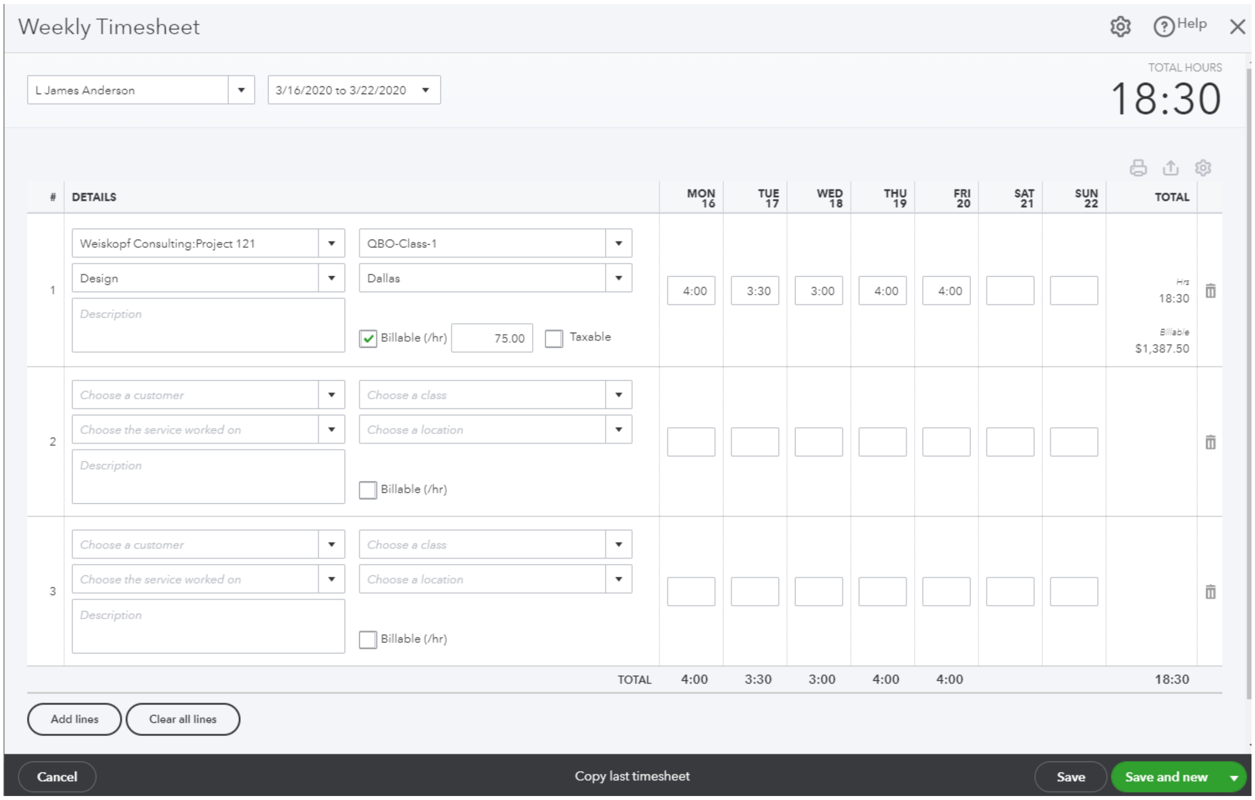
Syncing Time Entries

Once a timesheet has been completed and approved, log into the Office Timesheets QuickBooks Online Sync App and press the Start Sync button…





When the sync is completed, next log into your QuickBooks Online Account and check the employee timesheet. You'll see all the timesheet data has been synced over to your QuickBooks Online account.



Items of Note

Syncing Payroll Items

Unfortunately, Intuit does not currently make payroll time tracking elements (Payroll Items) available to 3rd party developers with their API. Thus, Office Timesheets cannot be used to track time against Payroll items like with QuickBooks desktop version.

Entry Billing Rates in QuickBooks

The rate that is always synced to entries in QuickBooks Online from Office Timesheets is the time entry rate in Office Timesheets. There are many options to auto-populate the entry/billing rate in Office Timesheets using defaults and multi-conditional billing rate rules.

If you update a time entry/billing rate after the initial sync of a time entry, the updated rate will sync to the linked entry in QuickBooks on subsequent syncs.

Entry sync is one-way: entries sync from Office Timesheets to QuickBooks. Any updates/modifications to time entries should be made in Office Timesheets and then synced to QuickBooks. Office Timesheets will update the entry without creating duplicate entry items.