ReportWare

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How to Use ReportWare's QuickBooks Interface Functions

1. ReportWare's QuickBooks interface functions let you take employee times input in ReportWare and convert them into an export file which can then be imported into QuickBooks. This file passes every shift worked and hours worked each shift. It does mark any time as overtime and, due to QuickBooks limitations, cannot pass information on tips earned/declared.
2. Prior to using this for the first time, you must make sure your settings in ReportWare match up to settings for the company in QuickBooks that will receive timekeeping information. From ReportWare's Main Menu, go to Preferences>Payroll and select QuickBooks as your payroll service. Next, click on the button for "Special Settings for QuickBooks".

3. Type in your company name exactly as it appears in QuickBooks and put in the Company Create Time QuickBooks uses (you may obtain this information by having QuickBooks export a Timer File, then examining that file with Excel): Put in the exact terms you use for Regular Hours and Overtime Hours. Once this initial setup is correct, you won't need to repeat it.

4. You're now ready to send timekeeping data to QuickBooks. In ReportWare, be sure all Employee Times are correctly entered for the pay period. From ReportWare's Main Menu, select Pay Menu and put in the starting date of your pay period and number of weeks to pay (just as you have been doing). Click to Import Timekeeping. In the lower part of this screen, click Set Start and End Dates based on above. You may print or preview reports as desired. Next, click the "Export to Payroll Service" button.
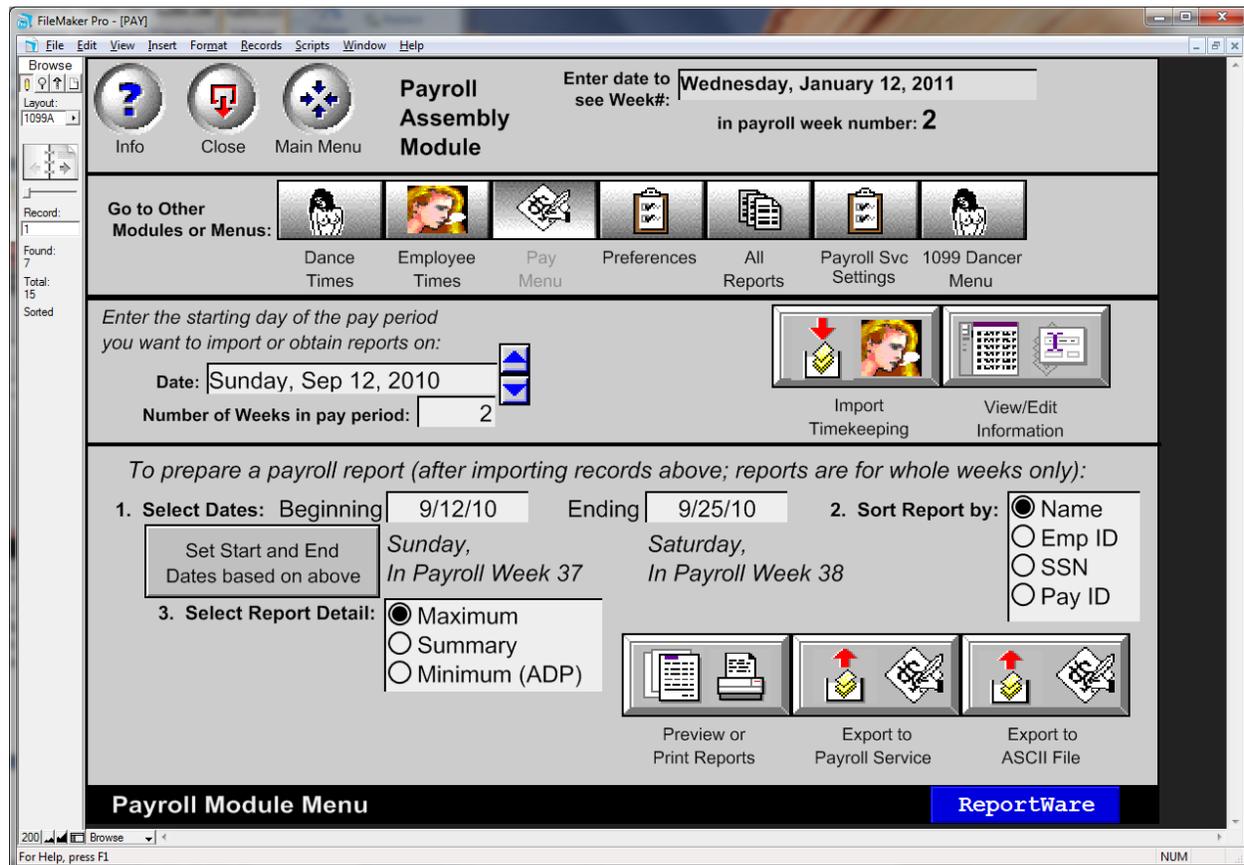
5. This will create an IIF formatted export file of the data for this period and place it at C:\RWTemp\QB_xxx_xxxxxx.IIF. The file name will be in the format: QB_[3 letter company identifier used by ReportWare]_[beginning date of this payroll export, formatted as yymmdd].

6. You're now finished with ReportWare and may exit the program or go to the Main Menu, as you please.

7. Open your QuickBooks company and log in as necessary. In QuickBooks go to the File pulldown menu and select Utilities>Import>Timer Activities. You may see a splash screen which you may dismiss. Guide QuickBooks to open the above IIF file you just created in C:\RWTemp\

8. QuickBooks will import all timekeeping entries, using employee names to match times in ReportWare to employees in QuickBooks. If those names don't exactly match up, you'll wind up with new employees created in QuickBooks and possible problems.

9. Check over the entries in QuickBooks, make any needed edits, and add tip data.