



# Integrating with Intuit's QuickBooks

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This chapter contains the following sections:

- [Configuring Autologin for TimeCardView in QuickBooks, page 10](#)
- [Installing the TCVQBConnector on the QuickBooks Server, page 10](#)
- [Configuring QuickBooks to Allow TimeCardView Access, page 11](#)
  - [Verifying QuickBooks' Permissions for TimeCardView, page 11](#)
- [Configuring QuickBooks Payroll Items, page 12](#)
- [Payroll Server Configuration, page 12](#)
  - [QuickBooks Server Setup, page 13](#)
  - [Synchronization, page 13](#)

If you are using QuickBooks, do all the tasks in the checklist below in sequence.

Integration with QuickBooks enables TimeCardView to transfer data directly to your QuickBooks payroll server, thereby eliminating the errors associated with manual data input.



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**Note** If you use a different payroll application, TimeCardView can export timesheet data as a CSV file (comma-separated values) that you can then import into the other application. This is an operation that your Cisco Unity Express administrator does.

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TimeCardView can use the employee data already in QuickBooks to create TimeCardView users, and, in addition, Cisco Unity Express subscribers. This means that if you are deploying either of these Cisco products for the first time, it is not necessary to enter each employee's name individually, you simply import them from QuickBooks.

If you are using QuickBooks for the first time, you can use TimeCardView to export subscriber information from Cisco Unity Express to QuickBooks.

Integrating with QuickBooks requires completion of the following tasks:

Checklist	Checkoff
<a href="#">Configuring Autologin for TimeCardView in QuickBooks, page 10</a>	<input type="checkbox"/>
<a href="#">Installing the TCVQBConnector on the QuickBooks Server, page 10</a>	<input type="checkbox"/>
<a href="#">Configuring QuickBooks to Allow TimeCardView Access, page 11</a>	<input type="checkbox"/>
<a href="#">Configuring QuickBooks Payroll Items, page 12</a>	<input type="checkbox"/>
<a href="#">Payroll Server Configuration, page 12</a>	<input type="checkbox"/>
(Optional) To check whether the integration is successful, see “ <a href="#">Verifying QuickBooks’ Permissions for TimeCardView</a> ” on page 11.	
(Optional) <a href="#">Import Users, page 15</a>	<input type="checkbox"/>
(Optional) <a href="#">Export Users, page 16</a>	<input type="checkbox"/>

## Configuring Autologin for TimeCardView in QuickBooks

The following instructions apply to QuickBooks Enterprise Solutions Version 8.0. Consult QuickBooks online help if you do not have this version of QuickBooks.

In QuickBooks, set up an autologin for TimeCardView so that it can log in as a user with Time Tracking and Payroll Manager privileges.

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- Step 1** In QuickBooks, go to the menu item **Company**, and select **Users > Set Up Users and Roles**.
  - Step 2** In the **Users and Roles** window, on the **User List** tab, click the **New** button.
  - Step 3** In the **New User** window, enter a name for TimeCardView in the **User Name** field. Do *not* enter a password.
  - Step 4** From the **Available Roles** listbox, select **Payroll Manager** and click the **Add** button to move it to the list of **Assigned Roles** on the right.
  - Step 5** From the **Available Roles** listbox, select **Time Tracking** and click the **Add** button to move it to the list of **Assigned Roles** on the right.
  - Step 6** Click the **OK** button. The **Users and Roles** window reappears. Click the **Close** button.

For more detailed information on setting up the permissions and privileges in QuickBooks for TimeCardView, see the QuickBooks documentation.

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## Installing the TCVQBConnector on the QuickBooks Server

Your Cisco Unity Express administrator downloads the Connector executable file from the Cisco.com website. It enables TimeCardView to communicate with QuickBooks.

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- Step 1** Ensure that the QuickBooks server is up and running.
  - Step 2** Copy the TCVQB-Connector-Installer-*version*.exe to the desktop or a temporary directory on the QuickBooks server.
  - Step 3** Launch the executable by double-clicking it.

- Step 4** Follow the wizard's instructions. While you are doing this, QuickBooks informs you that TimeCardView is requesting access to a company file. To respond, follow the instructions in [“Configuring QuickBooks to Allow TimeCardView Access” on page 11](#).

## Configuring QuickBooks to Allow TimeCardView Access

While you are installing the TCVQB-Connector, QuickBooks informs you that TimeCardView is requesting access to a company file.

The following instructions apply to QuickBooks Enterprise Solutions Version 8.0. See QuickBooks online help if you do not have this version of QuickBooks.

- Step 1** In the **QuickBooks - Application with No Certificate** dialog, select the **Yes, always; allow access even if QuickBooks is not running** radio button.
- Step 2** From the **Login as** listbox, select the name you configured in **Step 3** of [“Configuring Autologin for TimeCardView in QuickBooks” on page 10](#).



**Note** It is not necessary to select the **Allow this application to access personal data...** checkbox.

- Step 3** Click **Continue**.
- Step 4** When the **Confirm to Proceed** dialog informs you that the application is not signed with a digital certificate, click **Yes** to allow this access.
- Step 5** When the **Access Confirmation dialog** lists the TimeCardView application and the file to be accessed, confirm by clicking **Done**. The Connector appears (with any custom name you have assigned) in the list of integrated applications in QuickBooks.
- Step 6** Enable the option to allow the timesheet data to be used to generate paychecks.

## Verifying QuickBooks' Permissions for TimeCardView

Although this procedure is not usually necessary, it is useful for troubleshooting, for example, when synchronization is unsuccessful.

The following instructions apply to QuickBooks Enterprise Solutions Version 8.0. Consult QuickBooks online help if you do not have this version of QuickBooks.

- Step 1** In QuickBooks, on the menu bar, go to **Edit > Preferences...** From the list to the left of the tabs, selected **Integrated Applications**.
- Step 2** On the **Company Preferences** tab, ensure the **Don't allow any applications to access this company file** checkbox is *not* ticked, because TimeCardView *does* need to access it.
- Step 3** On the **Company Preferences** tab, from the list of **Applications that have previously requested access to this company file**, select TimeCardView or the name you gave the application when you configured an autologin for it (see [“Configuring Autologin for TimeCardView in QuickBooks” on page 10](#)). Click the **Properties** button.

**Step 4** In the **Properties - TimeCardView** dialog, on the **Access Rights** tab, check the **Allow this application to read and modify this company file** checkbox.

**Step 5** On the same tab, check the **Allow this application to log in automatically** checkbox. From the listbox below, chose its autologin name.



**Note** It is not necessary to check the **Allow this application to access Social Security Numbers, customer credit card information, and other personal data** checkbox. TimeCardView does not need this information.



**Note** If you check the **Details** tab, you will note that TimeCardView does not have a certificate. This is expected behavior.

**Step 6** Click the **OK** button in the **Properties - TimeCardView** dialog.

## Configuring QuickBooks Payroll Items

TimeCardView must drop its data into specific Payroll Items for the employees in QuickBooks' company file, and you must manually create those items in QuickBooks.

The following instructions apply to QuickBooks Enterprise Solutions Version 8.0. Consult QuickBooks online help if you do not have this version of QuickBooks.

**Step 1** In QuickBooks, go to **Employees > Manage Payroll Items > New Payroll Item**.

**Step 2** In the **Add new payroll item** dialog, select the **EZ Setup** radio button and click **Next**.

**Step 3** Select the **Compensation** radio button and click **Next**.

**Step 4** In the **Add New** dialog, select the **Hourly wage and overtime** checkbox and click the **Next** button.

1. In the **Tell us about hourly compensation** dialog, in the **hourly wage** field, enter the word "Regular" (without quotation marks, but with the capital "R" at the beginning).

**Step 5** In the **overtime at a "time-and-a-half"** field, enter the word "Overtime" (without quotation marks, but with the capital "O" at the beginning).

**Step 6** Click **Next** and **Finish**.

## Payroll Server Configuration

This section contains the following subsections:

- [QuickBooks Server Setup, page 13](#)
- [Synchronization, page 13](#)
  - [Synchronization Schedule, page 13](#)
  - [Unscheduled Synchronization \("Manual"\) Synchronization Using Synchronize Now, page 14](#)

## QuickBooks Server Setup

To set up TimeCardView to communicate with the QuickBooks payroll server, you must:

- Ensure that the QuickBooks server and the Cisco Unity Express server have IP connectivity. The network administrator can do this.
- Note the QuickBooks server's hostname or IP address. Your network administrator can do this.
- Verify that the TCVQB-Connector uses its default port, 57343. You can do this by right-clicking the TCVQB-Connector icon in the system tray on the bottom right of the screen of the machine running QuickBooks. From the right-click the menu, choose **View Log**, and the line with the item **PortID** displays the port number.  
If the TCVQB-Connector does not use its default port, the Cisco Unity Express administrator must change the port that Cisco Unity Express/TimeCardView is using to match whatever port the Connector is listening on.

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- Step 1** Choose **Cisco Unity Express - Administration > TimeCardView > Payroll Server > Configuration**.
- Step 2** In the **Hostname** field, enter the IP address or hostname of the QuickBooks server.
- Step 3** In the **Port** field, enter the port number that the TCVQB-Connector is using to listen for requests from TimeCardView. Its default is 57343.
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## Synchronization

Synchronizing entails TimeCardView and QuickBooks comparing their timesheet information: date, regular hours, and overtime hours for each user ID. Both applications take the newest version of each timesheet.

The time and date of the last synchronization appear in the purge notification emails (see [“Purge Settings” on page 6](#)) and in the trace logs, to which the Cisco Unity Express administrator has access.

This section contains the following:

- [Synchronization Schedule, page 13](#)
- [Unscheduled Synchronization \(“Manual”\) Synchronization Using Synchronize Now, page 14](#)

## Synchronization Schedule

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- Step 1** Choose **Cisco Unity Express - Administration > TimeCardView > Payroll Server > Configuration**.
- Step 2** Use the **Day of week** listbox to select the day of the week on which synchronization between TimeCardView and QuickBooks is to take place. This probably depends on when you review and approve timesheets (see [“Reviewing, Editing, and Approving Timesheets” on page 21](#)).
- Step 3** In the **Time of day** field, use the 24-hour clock to set the time at which the synchronization takes places. Choose a time when there is little or no activity in the TimeCardView system, because synchronization is a resource-intensive process.
- Step 4** From the **Included Time Sheets** listbox, select either **All** or **Approved Only**. For more information on this, see [“Reviewing, Editing, and Approving Timesheets” on page 21](#).
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## Unscheduled Synchronization (“Manual”) Synchronization Using Synchronize Now

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- Step 1** From the **Cisco Unity Express - Administration > TimeCardView > Payroll Server > Configuration** window, click **Synchronize Now**.  
TimeCardView synchronizes its data with QuickBooks. If there is no timesheet data, an error message tells you that there are no timesheets to update to the payroll server. See [“Reviewing, Editing, and Approving Timesheets” on page 21](#) to set up the time period for the timesheets.



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**Note** TimeCardView users must exist in QuickBooks before their timesheets can be synchronized.

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- Step 2** (Optional) After synchronizing, you can check to see if QuickBooks has new employees who have not yet been made TimeCardView users. See [Step 2 in “Import Users” on page 15](#).
- Step 3** (Optional) After synchronizing, you can check to see if TimeCardView has new users who have not yet been entered into QuickBooks. See [Step 2 in “Export Users” on page 16](#).
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