

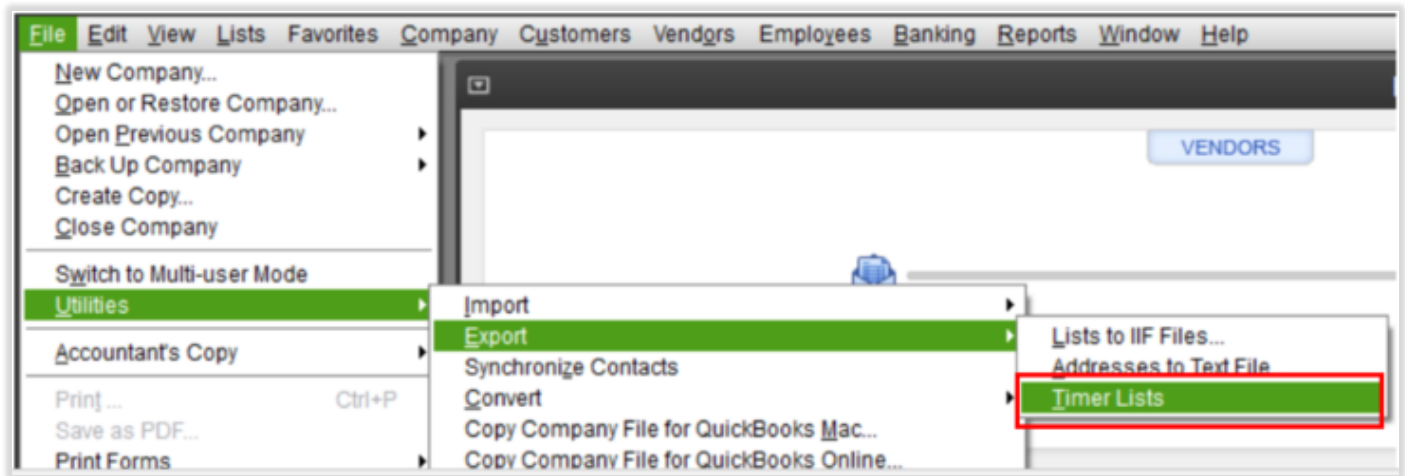
QuickBooks Integration for Time

Overview

The eSUB QuickBooks Integration allows users to export **Daily Report Date, Job Name, Employee Name, Labor Activity, Hours, and Payroll Items**. QuickBooks Online does not accept imports.

Step One: Send Timer List to eSUB Support

eSUB	QuickBooks
No actions	<ol style="list-style-type: none"> 1. Open QuickBooks 2. Go to File > Utilities 3. Go to Export > Timer List 4. Save the IFF file to your desktop 5. Email the file to support@esubinc.com



Step Two: Set up a User PIN

eSUB	QuickBooks
<ol style="list-style-type: none"> 1. Log into eSUB 2. Go to Navigate > Administration 3. Select the Edit (pencil) icon next to User who needs to approve Timecards 4. Enter Approval PIN and Approval PIN Confirmation 5. Select Save Data 	No actions

Step Three: Match eSUB Employees with QuickBooks Employees

eSUB	QuickBooks
<ol style="list-style-type: none"> 1. Go to Navigate > Administration > Employee Log 2. Select the Edit (pencil) icon on each Employee, or select Add Employee, and modify the eSUB Employee data to match QuickBooks 3. Select Save Data when finished with each Employee 	<ol style="list-style-type: none"> 1. Go to Employees > Employee Center 2. Match eSUB Employee data with the QuickBooks Employee data



Example 1: Employee Michael Smith in eSUB needs to be edited to “Mike Smith” to match data from QuickBooks.

QuickBooks Employee

Employees Transactions

Active Employees

NAME	ATTACH
Mike Smith	

eSUB Employee

ACTION	Employee No	Employee Name
	0001	Pinkman, Jessie
	00123	Smith, Michael
	1	Aaron, Richard

Note: A red arrow points from the 'Mike Smith' entry in the QuickBooks list to the 'Smith, Michael' entry in the eSUB table.

Example 2: Note how middle initials and suffixes are handled with Mary T Lincoln and John F Kennedy Jr.

QuickBooks Employee

LEGAL NAME: Mary T Lincoln

PRINT ON CHECKS AS: Mary T Lincoln

LEGAL NAME: Mr/Ms/J... John F Kennedy Jr.

PRINT ON CHECKS AS: John F Kennedy Jr.

eSUB Employee

Employee No: EMP010

First Name: Mary T

Last Name: Lincoln

Employee No: EMP011

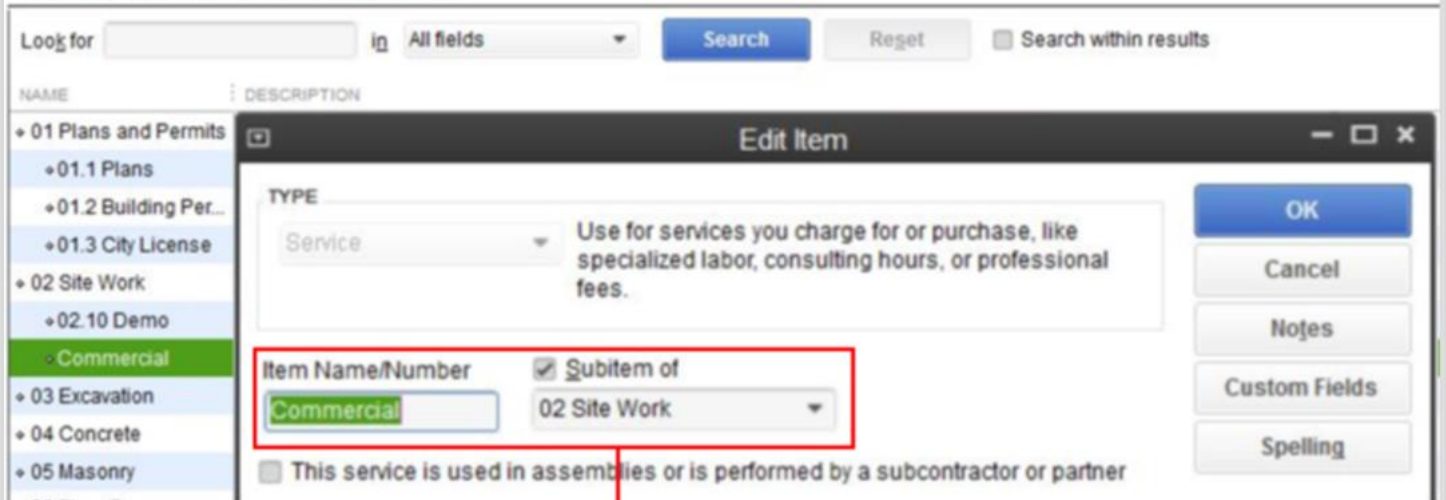
First Name: John F

Last Name: Kennedy Jr.

Step Four: Match eSUB Labor Activities with QuickBooks Service Items

eSUB	QuickBooks
<ol style="list-style-type: none"> Go to Navigate > Administration > Company Setup > Labor Activity Select the Edit (pencil) next to a Labor Activity Enter the Item:Sub Item path (Labeled as “Subitem of” and “Item Name/Number” in QuickBooks) Select Save Data 	<ol style="list-style-type: none"> Go to List > Item List Match eSUB with the data in QuickBooks

QuickBooks Item List Screen



Look for in **All fields** ☐ Search within results

NAME DESCRIPTION

- + 01 Plans and Permits
 - + 01.1 Plans
 - + 01.2 Building Per...
 - + 01.3 City License
- + 02 Site Work
 - + 02.10 Demo
 - + Commercial**
- + 03 Excavation
- + 04 Concrete
- + 05 Masonry

Edit Item

TYPE: Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Item Name/Number: **Commercial** Subitem of: 02 Site Work

☐ This service is used in assemblies or is performed by a subcontractor or partner

OK Cancel Notes Custom Fields Spelling

eSUB Edit Labor Activity Screen

QuickBooks Integration Configuration [\(click to expand\)](#)

Item:Sub Item: 02 Site Work:Commercial ?

Step Five: Set Project to Payroll Live

eSUB

1. Go to **Navigate > Select Project**
2. Select the **Edit** (pencil) icon next to the project name
3. Check **Payroll Live**
4. Select **Save Data**

QuickBooks

No actions

Payroll Live: ☒ ?

Mileage: per unit Cost Code:

Mileage Over Fed: per unit Cost Code:

Per Diem Pay: per day Cost Code:

Cartage: Cost Code:

Other: Cost Code:



Step Six: Set the QuickBooks Pay IDs

eSUB	QuickBooks
<ol style="list-style-type: none"> 1. Go to Navigate > Administration > Company Setup > Company Preferences > Accounting 2. Select the Pay ID Default: <ol style="list-style-type: none"> a. By Project (Default) – QuickBooks Pay IDs will be mapped on a per Project basis and be used for all Employees and all Activities in that Project. b. By Employee – QuickBooks Pay IDs will be mapped on a per Employee basis and be used for all Activities in every Project. c. By Activity – QuickBooks Pay IDs will be mapped on a per Activity basis and be used for all Employees and all Projects. 3. Leave the Enable QuickBooks Connector box unchecked (Unless directed otherwise) 4. Leave the Display Percent of Efficiency Costs field selected to No (Unless directed otherwise) 5. Select Save Data 	No actions

Input Forms

Financial Package:

?

QuickBooks Company Name:

?

QuickBooks Company Create Time:

?

Pay ID Default:

☒ By Project (Default) ?
☐ By Employee ?
☐ By Activity ?

Enable QuickBooks Connector:
☐ ?

Display Percent Of Efficiency Costs:
☐ Yes ☒ No ?

! Company Preferences affect all Projects and should only be changed after careful consideration of the possible impact to each Project



Step Seven: Setup Project/Employees/Labor Activities with QuickBooks

eSUB	QuickBooks
1. Go to Navigate > Select Project 2. Select a project from the Select Project page 3. Go to Project > Configure > Advanced Setup > Project Preferences	No actions
Follow the steps in row A, B, or C based upon the selection made for Step 4 in the previous section (Step Six: Set the QuickBooks Pay ID):	
By Project 4. Copy and paste the following fields from QuickBooks to eSUB: A Parent Customer Name, Parent Customer Name:Job Name, Standard Time Payroll Item Name, Overtime (1.5x) Payroll Item Name, Double Time (2.0x) Payroll Item Name (Leave Account Name and Items blank) 5. Select Save Data	
By Employee 4. Copy and paste the following fields from QuickBooks to eSUB: Parent Customer Name, Parent Customer Name:Job Name (Leave Account Name and Items blank) 5. Select Save Data B 6. Go to Navigate > Administration > Employee Log 7. Select the Edit (pencil) icon on each applicable Employee and complete the Standard Time Payroll Item Name, Overtime (1.5x) Payroll Item Name, and Double Time (2.0x) Payroll Item Name fields 8. Select Save Data 9. Repeat steps 7 and 8 for all applicable Employees	
By Labor Activity 4. Copy and paste the following fields from QuickBooks to eSUB: Parent Customer Name, Parent Customer Name:Job Name (Leave Account Name and Items blank) 5. Select Save Data C 6. Go to Navigate > Administration > Company Setup > Labor Activity 7. Select the Edit (pencil) icon on each applicable Labor Activity and complete the Standard Time Payroll Item Name, Overtime (1.5x) Payroll Item Name, and Double Time (2.0x) Payroll Item Name fields 8. Select Save Data 9. Repeat steps 7 and 8 for all applicable Labor Activities	

Example 1: Reference eSUB to QuickBooks terms using the table below

eSUB Term	QuickBooks Term
Parent Customer Name	Customer
Parent Customer Name:Job Name	Customer:Job Name
Standard Time Payroll Item Name	Your regular time
Overtime (1.5x) Payroll Item Name	Your time-and-a-half
Double Time (2.0x) Payroll Item Name	Your double-time



Step Eight: Create Backup of QuickBooks

eSUB	QuickBooks
No actions	<ol style="list-style-type: none"> 1. Go to File > Create Copy 2. Select Backup Copy, select Next, select Local Backup 3. Select Browse, find a location to save your copies 4. Select OK 5. Select Save it Now, select Next, select Save

Step Nine: Open Backup Copy of QuickBooks

eSUB	QuickBooks
No actions	<ol style="list-style-type: none"> 1. Go to File > Open or Restore Company 2. Select Restore a backup copy, select Next 3. Select where the backup is stored, select Next 4. Select the backup copy, select Open 5. Select Next 6. Select the file location and Save

Step Ten: Approve Timecards

eSUB	QuickBooks
<ol style="list-style-type: none"> 1. Go to Navigate > Select Project 2. Select the Time Management (Tm) icon next to the project 3. Select Default System 4. Go to Utilities > Approve Timecards 5. Enter the desired search criteria and select the Select button 6. Review the data and enter your PIN in the Approval PIN field 7. Select Approve 	No actions

Tm Approve Timecards

[Printer Version](#)

Select: Select to Approve Timecards






From: To: or Week Ending: 04/15/2017

Employee: All Employees


Project: All Projects
 0301—Western test
 123—MS Glass
 123456—Hi Hats Restaurant Renovation
 451—Southern Hills College

SELECT


Timecards for Week Ending 04/15/2017

ACTION	Number	Employee	Date	Project	System	Phase	Hours 1x	Hours 1.5x	Hours 2x	Expenses	APPROVED
	EMP012	Grello, Will	4/10/2017 Monday	Jefferson High School (Sample Project)	Building 1	Floor 1	8.00	0.00	0.00	\$0.00	<input checked="" type="checkbox"/>
	EMP012	Grello, Will	4/11/2017 Tuesday	Jefferson High School (Sample Project)	Building 1	Floor 1	8.00	0.00	0.00	\$0.00	<input checked="" type="checkbox"/>
	EMP012	Grello, Will	4/12/2017 Wednesday	Jefferson High School (Sample Project)	Building 1	Floor 1	8.00	0.00	0.00	\$0.00	<input checked="" type="checkbox"/>
	EMP012	Grello, Will	4/13/2017 Thursday	Jefferson High School (Sample Project)	Building 1	Floor 1	8.00	0.00	0.00	\$0.00	<input checked="" type="checkbox"/>
	EMP012	Grello, Will	4/14/2017 Friday	Jefferson High School (Sample Project)	Building 1	Floor 1	8.00	0.00	0.00	\$0.00	<input checked="" type="checkbox"/>
Subtotal for Grello, Will							40.00	0.00	0.00	\$0.00	
Grand Total							40.00	0.00	0.00	\$0.00	
Approval PIN: <input type="text"/>											
APPROVE											

Before Timecard Approval

ACTION	Number	Employee	Date	Project	System	Phase	Hours 1x	Hours 1.5x	Hours 2x	Expenses	APPROVED
	EMP012	Grello, Will	4/10/2017 Monday	Jefferson High School (Sample Project)	Building 1	Floor 1	8.00	0.00	0.00	\$0.00	<input checked="" type="checkbox"/>

After Timecard Approval

ACTION	Number	Employee	Date	Project	System	Phase	Hours 1x	Hours 1.5x	Hours 2x	Expenses	APPROVED
	EMP012	Grello, Will	4/10/2017 Monday	Jefferson High School (Sample Project)	Building 1	Floor 1	8.00	0.00	0.00	\$0.00	4/14/2017

Step Eleven: Save Export File to Local Drive

eSUB

1. Go to **Navigate > Select Project**
2. Select the **Time Management (Tm)** icon next to the project
3. Select **Default System**
4. Go to **Utilities > Export Payroll Data**
5. Enter the desired Export criteria
6. Select **Export**
7. Make selections on which employees to export and select **Export Timecard Payroll Data**
8. Select the **View Export** (green arrow) icon on the newly created export file
9. **Save** the file to your computer

QuickBooks

No actions

[e](#)
[Navigate](#)
[Timecard](#)
[Create](#)
[Logs](#)
[Utilities](#)
[Reports](#)
eSUB Tech Support

eSUB
built by subs

Export Payroll Data

Payroll Export File: NEW

Export File No:

Financial Package: QuickBooks by Intuit

Project(s):





Pay Period:

Starting Date:

Ending Date:

EXPORT

Current Payroll Export Files

ACTION	Export File No	Pay Period	Starting Date	Ending Date	Amount
 	1	Weekly	3/26/2017	4/1/2017	\$0.00
 	2	Weekly	3/1/2017	3/31/2017	\$0.00

Step Twelve: Import to QuickBooks

eSUB	QuickBooks
No actions	<ol style="list-style-type: none"> 1. Go to File > Utilities 2. Go to Import > Timer Activities 3. Select File > Open 4. Select OK > View Report

Complete!

Repeat steps **Ten**, **Eleven**, and **Twelve** for weekly or bi-weekly payroll purposes.