

CompuTime101 can create an .IIF timer file that QuickBooks can import. This file contains the employees worked hours. QuickBooks uses this file to create timesheets that can be converted into employee pay checks. There are a few configuration settings required in QuickBooks and CompuTime101, as detailed in this guide.

### **CompuTime101 Settings and Configuration**

If CompuTime101 is installed on multiple computers, the QuickBooks export must be configured on each computer

Export File Location - The export file is named QBexport.iif and it will be created in the folder specified as the CompuTime101 export location. The default location is C:\CT101\Exports\ and it can be edited from File-->Software Utilities-->Advanced-->Change File Locations

Hour Types Setup - Several common hour types have been defined already. You can add to the list or edit the items from Edit-->Edit Hour Types. Reg and OT hour types are required, other types are optional. The hour type description in CompuTime101 must match the QuickBooks payroll item name for that hour type.

Export File Configuration - When the QuickBooks export is selected on the reports form, a configuration button will appear. Click the button to open the export configuration. The configuration items must be obtained from a Timer file exported from QuickBooks. See "Export Timer File" in the QuickBooks Settings and Configuration section.

### **QuickBooks Settings and Configuration**

Some of the following require that QuickBooks be opened in single-user mode

Time tracking must be enabled in the company preferences ([image 1](#))

Employees must be set to use time data to create pay checks ([image 2](#))

Employee names in QuickBooks and CompuTime101 must match EXACTLY. Payroll item names must match the hour type descriptions in CompuTime101. It doesn't matter which item is changed, as long as they match ([image 3](#))

Export Timer File - You must export the Timer Lists file to obtain some required configuration items ([image 4](#)). Save the timer file to a location where it will be easy to find. Once the timer file is created, open the file with notepad (double click the timer file, choose select the program from a list, select notepad, click ok). The items you need are the VER, REL, COMPANYNAME, and COMPANYCREATETIME ([image 5](#)). Use this information to configure the export in CompuTime101.

Import Export File - Once the QuickBooks export file is created by compuTime101, it must be imported into QuickBooks ([image 6](#)). QuickBooks will indicate if the import was successful. In QuickBooks you can now go to Employees-->Pay Employees. Select the pay period end date (which should be the same as the end date in CompuTime101) and press enter, then click YES to update the hours. From here you can edit the employee pay information and create your pay checks.

Image 1:

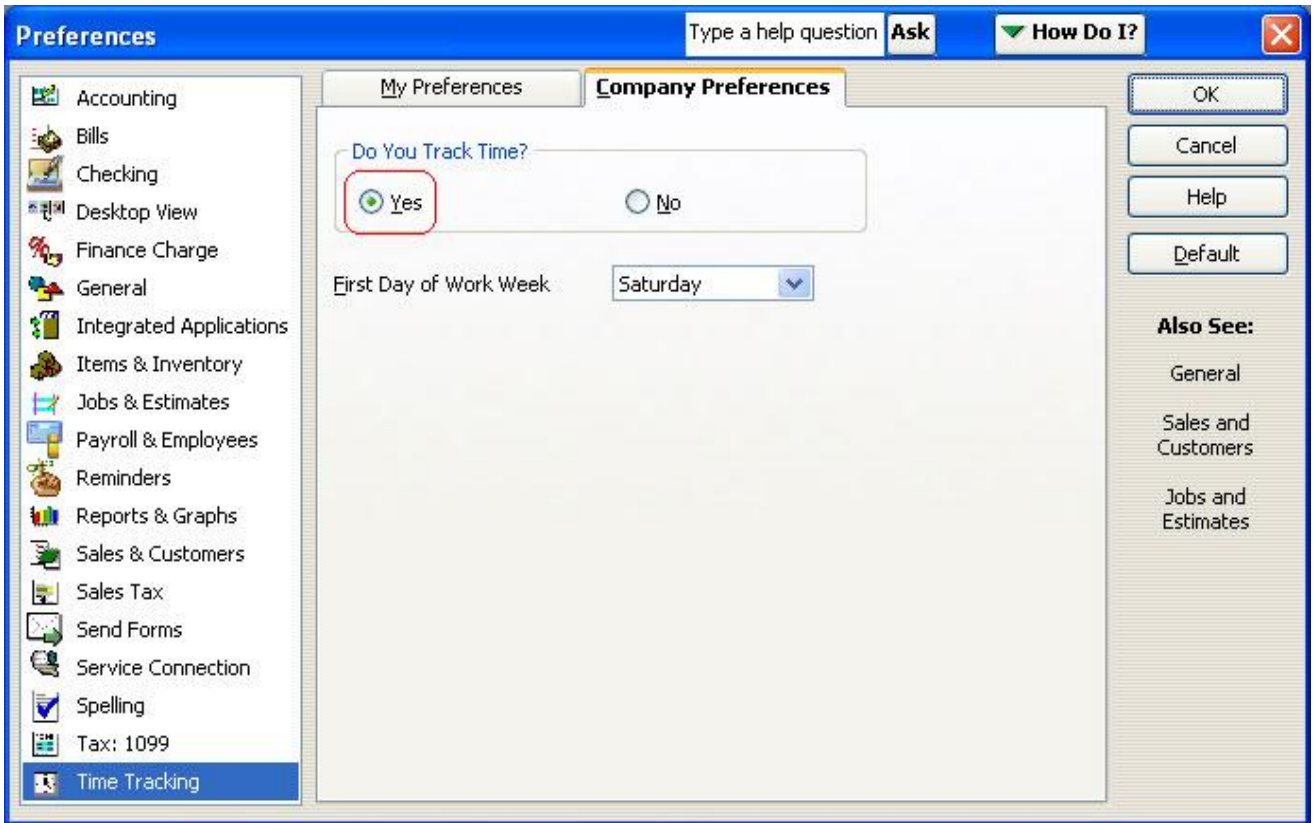


Image 2:

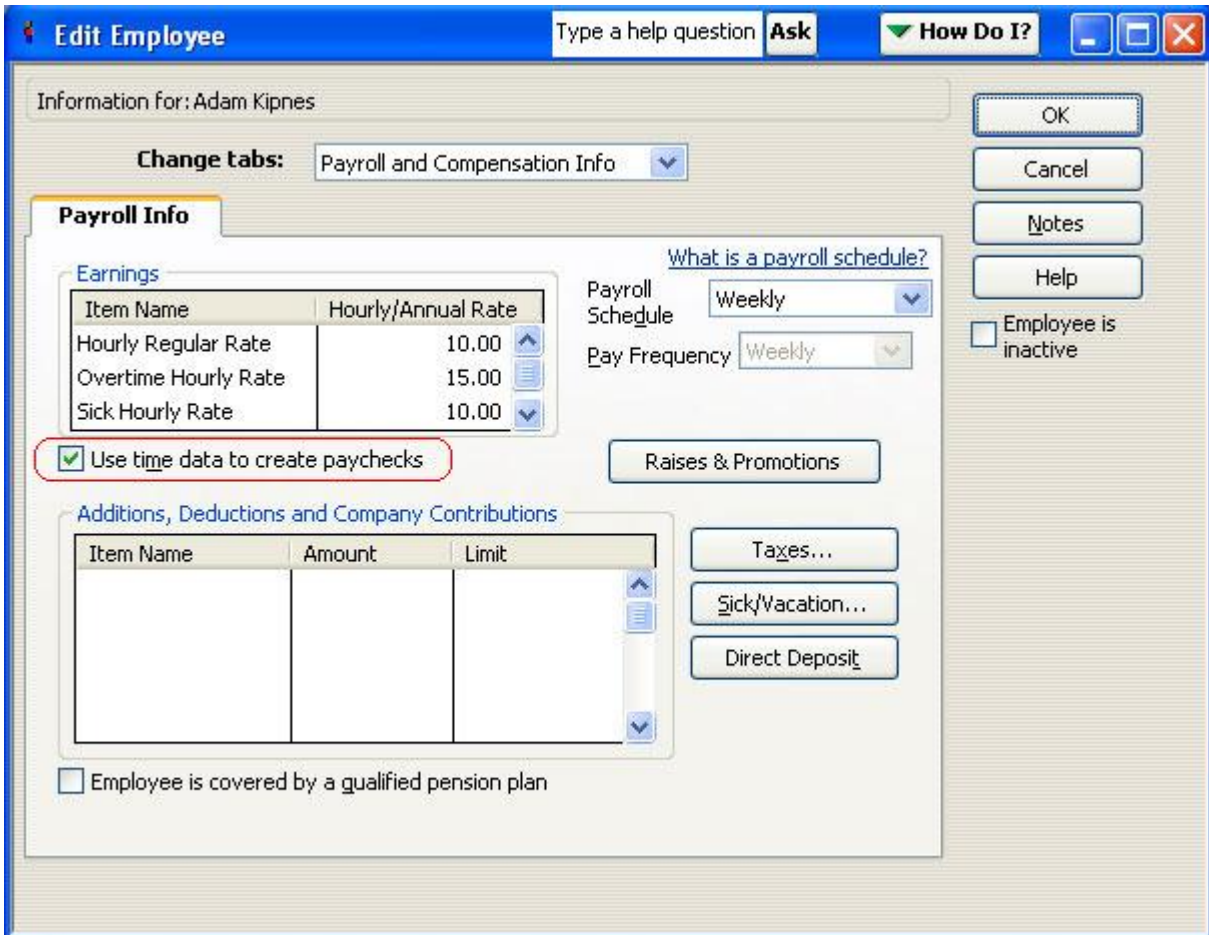


Image 3:

Payroll Item List

Type a help question **Ask** **How Do I?**

Item Name	Type	Amount	Annu...	Tax Trac...	Payable To	Account ID
Salary	Yearly Salary			Compens...		
Sick Salary	Yearly Salary			Compens...		
Vacation Salary	Yearly Salary			Compens...		
Holiday	Hourly Wage			Compens...		
<b>Hourly Regular Rate</b>	<b>Hourly Wage</b>			<b>Compens...</b>		
Overtime Hourly Rate	Hourly Wage			Compens...		
Reg	Hourly Wage			Compens...		
Sick Hourly Rate	Hourly Wage			Compens...		
Vacation Hourly Rate	Hourly Wage			Compens...		

Payroll Item Activities Reports  Include inactive

Image 4:

File

- New Company...
- Open or Restore Company...
- Open Previous Company ▶
- Save Copy or Backup...
- Close Company/Logoff

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Switch to Multi-user Mode

Utilities ▶

- Import ▶
- Export ▶
  - Lists to IIF Files...
  - Addresses to Text File...
  - Timer Lists**
- Synchronize Contacts
- Configure ODBC
- Convert ▶
- Copy Company File for QuickBooks Online Edition..

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Convert Accountant's Copy to Company file (QBW)...

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Host Multi-User Access...

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Verify Data

Rebuild Data

Clean Up Company Data...

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Remote Access

Image 5:

timer.IIF - Notepad

File Edit Format View Help

TIMERHDR	VER	REL	COMPANYNAME	IMPORTEDBEFORE	FROMTIMER	COMPANYCREATETIME
TIMERHDR	8	0	"COMPUMATIC TIME RECORDERS, INC."		N	N 123456789

Image 6:

File

- New Company...
- Open or Restore Company...
- Open Previous Company ▶
- Save Copy or Backup...
- Close Company/Logoff

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Switch to Multi-user Mode

Utilities ▶

- Import ▶
- Export ▶
  - Excel Files...
  - IIF Files...
  - Web Connect Files...
  - Timer Activities**
- Synchronize Contacts
- Configure ODBC
- Convert ▶
- Copy Company File for QuickBooks Online Edition..

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Convert Accountant's Copy to Company file (QBW)...

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Remote Access