Journyx Accountlink Overview

Journyx Accountlink - How It Works

QuickBooks® provides great financial management tools for small businesses. Companies with employees who must report time on a number of projects from various locations need a way to automate the transfer of employee time and expenses into QuickBooks. Journyx TimesheetTM provides an intuitive employee interface for entering time and expenses via the Web. The Journyx integration for QuickBooks - Journyx AccountlinkTM - provides you with a way to transfer data between Timesheet and QuickBooks quickly and easily. This document will briefly describe how the Accountlink data interchange works.

QuickBooks includes data input options for time-related information such as Employee Names, Vendor Names, Customer Jobs, Service Items, Payroll Items, Billing Status and Vacation/Sick Time Balances. The Customers area includes one level of hierarchy for individual Jobs under each Customer. QuickBooks also includes a feature for adding custom defined fields that can contain information relevant to the integration with Journyx Timesheet.

When integrating the two applications using Accountlink, QuickBooks maps data to Timesheet fields in the following way:

QuickBooks Data	Timesheet Data
Employees/Vendors*/Other Names	Users
Customer Jobs	Projects
Service Items	Tasks
Payroll Items	Pay Types
Billing Status	Bill Types
Vacation & Sick Leave*	Accrual Balances*

*This data is only available in U.S. versions of QuickBooks

If you are starting with a clean installation of Timesheet, you can use QuickBooks data to populate your Timesheet installation with the information listed above. The first time you run an Accountlink synchronization, the QuickBooks data will be transferred to Timesheet. For Employees and Vendors, only those with values for a Journyx Login and Role will be automatically set up in Timesheet. Additionally, specified Customers and/or Customer Jobs, Employees, Vendors and Service Items can be excluded if they are set up to be ignored by Accountlink. Specific configuration instructions can be found in the Accountlink User Manual.

If you are already using both Timesheet and QuickBooks in a production environment, you can use the Accountlink mapping tool to match existing data in both programs. The first time you run an Accountlink synchronization, you must establish the relationship between QuickBooks and Timesheet data. You may also transfer new data that doesn't already exist in Timesheet. Once you have established the relationships, no further mapping will be required unless new data is added to Timesheet.

Timesheet Users can be connected to QuickBooks Employees/Vendors in one of two ways. You can create custom fields in QuickBooks for Employees and Vendors. If an Employee/ Vendor has two fields - Jx Login and Jx Role - with corresponding Timesheet values in them, the Employee/Vendor will automatically be created in Timesheet during synchronization. Alternatively, you can use the Accountlink mapping tool to link the QuickBooks Employee/Vendor to the Timesheet User. The mapping tool can also be used to link QuickBooks Other Names to Timesheet Users.

QuickBooks Customers and their corresponding Jobs maintain their hierarchical relationship when set up in Timesheet.

Using the mapping tool, it is possible to include additional levels of Customer/Job hierarchy in Timesheet while rolling up the time and expense totals to the "high-level" list in QuickBooks. It is also possible to exclude selected Customers and Jobs automatically. Jobs with the custom field "Exclude from jtime" set to yes will not be transferred to Timesheet. Likewise, if a Customer has this field set to yes, the Customer and all related Jobs will not be transferred. The same applies to Employees, Vendors and Service Items.

All employee time that is logged against Projects, Tasks, etc. with mapping to QuickBooks data can be transferred back to QuickBooks for invoicing and payroll processing. Only time that has been approved in Timesheet is transferred. Time from previous periods (i.e., Timesheet Prior Period Corrections), as well as the current period, may be included in the synchronization provided that it has been approved since the last synchronization and has not already been transferred.

Reimbursable expenses can be transferred from Timesheet back to QuickBooks for easy processing of reimbursement checks. Provided that the employee enters expense data for a Project and Expense Code with mapping back to a QuickBooks Job and Expense Account, all approved expenses flagged as "reimbursable" will be set up as vendor payments in QuickBooks.

In U.S. versions of QuickBooks you can automate the management of vacation and sick leave totals by setting up Timesheet accruals using QuickBooks balances. QuickBooks allows you to reset and/or populate annual accrual balances. Timesheet displays these balances on the employee's timesheet and automatically deducts time taken. After each payroll cycle, QuickBooks adjusts the balances in Timesheet for any changes due to resetting or additional hours accrued.

Journyx Accountlink is currently available to the public. If you are interested in evaluating Accountlink, please contact your account representative at sales@journyx.com, call 1-800-755-9878.