Journyx Accountlink version 8.7.26

Journyx Accountlink User's Manual

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Overview

Introduction

Journyx offers a robust, bi-directional integration for Journyx Timesheet[TM] and Intuit's QuickBooks® – Journyx Accountlink[TM]. Accountlink 8.7.26 is available for Timesheet and ProjectXecute versions 8.x and higher. This document serves as both an installation/configuration guide to establish connectivity between the two applications, as well as the official user's guide for the Journyx/QuickBooks integration program.

A discussion of best practices or helpful tips is marked by a symbol.

For a high-level overview of how Accountlink works, please refer to the Accountlink Overview document. Your account representative will provide you with this overview, and you can also download it from the same location where you download the Accountlink installer file.

System Requirements

Journyx Accountlink 8.7.26 requires that a fully-functional Pro, Premier or Enterprise edition of QuickBooks (including Canadian and U.K. versions) be installed on a Windows machine within your organization. The QuickBooks version number must be included in the version list currently supported by Intuit. Accountlink and QuickBooks can be installed on a separate PC/server from your Journyx server. In fact, this is recommended for optimal performance.

The following sections outline the installation and configuration process for Accountlink.

 Please make sure you have downloaded and installed the latest updates from Intuit for QuickBooks. You may need to be logged in to your machine as an administrator to run QuickBooks updates.

1. Installation and Setup

This section assumes that your organization has already successfully installed or has SaaS access to Journyx Timesheet or ProjectXecute 8.x or higher, as well as a supported version of QuickBooks. If this is not the case, please refer to Journyx support (support@journyx.com) for help with Journyx installation or to Intuit support for assistance with QuickBooks.

 You must have administrator privileges for the Windows machine on which you will be installing Accountlink. If you do not, please contact your own IT department to arrange for these privileges. Without these privileges, the installation will fail due to Windows security settings. Journyx also recommends that you have administrator privileges in order to run Accountlink.

1. *Download Accountlink*

   Download the Accountlink.zip file from the Journyx download site. Your account representative will provide the download location. Your account representative should also provide you with an Accountlink-enabled license key for your Journyx installation. *You will not be able to run Accountlink without the Journyx license key.*

2. *Launch the JournyxAccountlink87xx.exe file that you have downloaded*

   If you have an older version of Accountlink installed on your PC, you will need to remove it before launching the new setup file. For most Windows PCs, you can do this by going to Control Panel >> Add/Remove Programs. Depending upon your system settings, you may be required to restart your PC.   Once you have removed the older version, you can launch JournyxAccountlink87xx.exe. The JournyxAccountlink87xx.exe file will install all necessary files for Journyx/QuickBooks integration.

   The Journyx Accountlink icon should appear on your desktop. Open your QuickBooks file and click on the desktop icon. You must have your QuickBooks company file open in order to launch Accountlink. You should be prompted by QuickBooks to verify that Accountlink should have access to employee payroll information. Please select "Allow this application to access Social Security Numbers ..." and click on Yes, Always.

   You must give Accountlink permission to access QuickBooks data in order to transfer information to Journyx. You can also edit these permissions in QuickBooks under the Edit >> Preferences >> Integrated Applications >> Company Preferences menu. For the moment, you may cancel the synchronization process.

   Congratulations! You have completed the installation process.

2. Running the Integration

2.1 Setting Up and Synchronizing Your QuickBooks File

This section provides the information necessary to configure your existing QuickBooks file for synchronization with Journyx, as well as a complete walk-through of the first synchronization. Steps 1, 2 & 3 assume that you are using QuickBooks to populate a new installation of Journyx. If you already have your data loaded into your Journyx system, please skip to Step 4.

Do not set up & populate the fields discussed in Steps 1 & 2 if you have already created your users/employees in Journyx. You must use the mapping tool discussed in Step 6 to establish the links between QuickBooks employees and existing Journyx users.)

ProjectXecute users must map QuickBooks Customer Jobs to existing Scheduled Projects in the Journyx system. Accountlink will only create new Customer Jobs as "unscheduled" Projects in the Journyx system.

1. *Define Fields for "JX Login" and "JX Role" for Selected Employees/Vendors*

    Accountlink requires the presence of these two custom-defined fields for each QuickBooks employee/vendor that you intend to add to the Journyx system. Adding this information allows the selected employees and vendors (i.e., contractors) to track time and/or expenses in Journyx. All selected employees/vendors must have a value placed in both of these fields in order to be transferred properly to Journyx (Journyx will ignore employees/vendors that do not have values in these two fields unless they are being mapped to users that already exist in Journyx.). The values for these columns are discussed below in *Step 2*. You can create these fields by performing the following:

    a. Open your QuickBooks file.
    b. In QuickBooks, click on Employees (in either the bar across the top or down the left side).
    c. Click on Employee List.
    d. Click on an employee that will be transferred to Journyx.
    e. Under Personal Info, click on the Additional Info tab.
    f. Click on the Define Fields button and create 2 fields: one named JX Login and the other named JX Role.
    g. Enable the 2 new fields for employees and vendors, then click OK.

    These fields must be named JX Login and JX Role, including the spaces. However, any capitalization may be used.

    If a user is created in Journyx prior to the initial synchronization of your QuickBooks file, you will be able to link the existing users to QuickBooks employees using the Accountlink Mapper. See *Step 6* below for more information about the mapper.

    ALL employees who will be tracking time must have the "Use time data to create paychecks" setting enabled for time to be transferred from Journyx to

QuickBooks. This setting is located under the Payroll and Compensation Info section of the Employee profile in QuickBooks. This setting must be enabled at all times for employees who will be tracking time in Journyx. It CANNOT be enabled and disabled as a means to control when time gets transferred. This will lead to errors.

If you want to transfer reimbursable expenses from Journyx to QuickBooks, you must set up Vendor accounts for users who will be entering expenses in Journyx. More information about mapping vendors to expense users and setting up reimbursable sources is included below.

2. *Enter "JX Login" and "JX Role" Values for Each Employee/Vendor*

Each employee/vendor that you want to add to Journyx during the synchronization process must have values for these two new fields (JX Role and JX Login). These values must also be in place for each employee/vendor during any and all subsequent synchronizations. For JX Login, enter the login name each employee/vendor in question will use when accessing the Journyx system (jsmith, johns, etc). For JX Role, simply enter the role each employee/vendor in question will have in the Journyx system. The default roles available in Journyx are:

    a. user
    b. manager
    c. project manager
    d. reporter

If your organization is using the Timekeeper role or Custom Roles, you will be able to enter "timekeeper" or the name of one of your custom roles in this field as well. You can use any capitalization, but the name of the role must match an existing role in Journyx. Multiple roles can be assigned to one employee by separating the roles with a | symbol.

Accountlink *will not* allow you to create an employee whose role is Administrator. To create an administrator account, you must do so in the Journyx system. Journyx has limited this functionality to maintain strict system security for our customers. Additionally, Accountlink will not transfer employees who are set to "Owner" types in QuickBooks because these employees are not permitted to track time and expenses in QuickBooks.

3. *Choose Specific Items to Exclude from Synchronization with Journyx (optional)*

Customers and/or Jobs (as well as Employees, Vendors and Service Items*) are excluded from transfer to Journyx by creating a custom field in QuickBooks. The field must be named "Exclude from jtime" (no quotes, include spaces, any capitalization). Setting the exclude field to yes for a Customer will also exclude all Jobs created for that Customer. To exclude only specific Jobs, set the exclude field to yes under the specific Job information. You can create the Exclude from jtime field by performing the following:

    a. Open your QuickBooks file.
    b. In QuickBooks, click on Customers (in either the bar across the top or down the left side).

     c.   Click on Customer List.
     d.   Click on a customer/job that will be excluded from transfer to Journyx.
     e.   Click on the Additional Info tab.
     f.   Click on the Define Fields button and create the Exclude from jtime field.
     g.   Enable the field for Customers (or Employees, Vendors, Service Items), then click OK

The exclude field can be set up for customers, jobs, employees and vendors OR service items. But it cannot be used for all 5 types because QuickBooks will not allow you to set up custom fields with duplicate names. If you decide to exclude service items, you will not be able to use the exclude option for customers, jobs, employees or vendors, and vice versa.

4. *Create a QuickBooks Admin Account in Your Journyx Installation*

Accountlink requires the presence of at least one QuickBooks Admin account in any Journyx installation that will be synchronized with QuickBooks. You must create this QuickBooks Admin account in Journyx in the same way that you create any other user. This process is outlined below and is discussed further in the Timesheet and ProjectXecute Help Documentation. Please note that this must be a *separate* account from the Journyx Administrator and may not be assigned any additional role aside from QuickBooks Admin.

     a.   Login to Journyx as an Administrator
     b.   Go to Management>>Users>>Manage Users
     c.   Enter the login ID and name information for the new account
     d.   Select QuickBooks Admin as the role for the new account
        Please Note: The QuickBooks Admin user role is license key enabled. If you do not see this user role in the list of available roles, please contact Journyx to acquire a license key that enables this role. Do not worry about selecting approval templates for this account. QuickBooks Admins do not interact directly with Journyx and will never enter time, mileage or expenses. Therefore, they do not need approval processes.
     e.   Click on the Save button

5. *Create Fields in Journyx for Tracking Class Information from QuickBooks (optional)*

Class information from QuickBooks can be included in the time and expense records created in Journyx if class tracking fields are set up in the Journyx system. Class information for time records can be tied to the user, the project/customer job, or any other select list on your time entry screens. Class information for expense records can be tied to the user, the project/customer job, or any select list on your expense entry screens with the exception of the currency list.

If you want to track classes with your time and/or expense entries, go to Configuration→Custom Fields to set up your class tracking fields. For example, select Project from the list in the low right corner of the screen and click on Create to set up a field for tracking class information by project/customer job. The field must be named QuickBooks Time Class. It must be a string field (Data Type) and a

selection list (Element Type). The next time you sync with QuickBooks, Accountlink will populate this field with your class list. If desired, you can then go back to this field and set a default by clicking on Manage Selection Values link. After the list has been populated, you will need to edit each of your projects/customer jobs to reflect the correct class value.

The process for setting up tracking of classes for expenses is the same as described above for time except that the field name must be QuickBooks Expense Class.

6. *Create Custom Fields in Journyx for Transfer from QuickBooks* *(optional)*

Any custom User field in Journyx that matches the name of an Employee or Vendor field in QuickBooks will be populated with the QuickBooks value. Likewise, any custom Project field in Journyx that matches the name of a Customer Job field in QuickBooks will be populated with the QuickBooks value. You can set up or rename custom fields in Journyx by going to Configuration→Custom Fields. You can also set up custom fields in QuickBooks by clicking on the Define Fields button while editing employees/vendors/customer jobs. The only fields that are not supported for transfer from QuickBooks to Journyx are multi-line text fields. Journyx does not currently support multi-line text fields.

Some of the existing employee/vendor/custom job fields in QuickBooks have different names in the product database than what appears on the QuickBooks screen. For these few fields, you must use the database field name when defining matching custom fields in Journyx. The list of database field names that do not match the QuickBooks screen names is as follows:

Customers and Jobs

Type (on Additional Info tab) = Customer Type (in database)

Address (on Payment Info tab) = Credit Card Address (in database)

Zip Code (on Payment Info tab) = Credit Card Zip Code (in database)

Start Date (on Job Info tab) = Job Start Date (in database)

End Date (on Job Info tab) = Job End Date (in database)

The Cc, Preferred Send Method, and Project End fields are not supported in the QuickBooks API and cannot be transferred. However, you could create a custom field in QuickBooks (i.e., Project End 2), populate with the same information and then transfer it to Journyx.

Employees and Vendors

Address (1st line) = Address1

Address (2nd line) = Address2

7. *Create Employee Accrual Balances for Transfer to Journyx* *(optional)*

Please read this section carefully if you would like to use QuickBooks to automate sick and vacation tracking for your Journyx users. Accountlink can be used to create and maintain employee sick and vacation accruals in Journyx if you are using a U.S. version of QuickBooks. The balances must be defined in QuickBooks prior to synchronization. In order to transfer accrual balances from QuickBooks to Journyx, you must select the Sync Sick & Vacation Accrual Data checkbox in the Accountlink sync window. The first time you sync the accrual balances, they will be set up in Journyx for each employee. These balances are set up as "hard" accruals in Journyx, which means that the employees will not be able to exceed the allotted balances in terms of time taken on their time entry screens.

Once your initial synchronization has created the accruals, you should not sync accrual balances again until after you have run payroll. QuickBooks does not adjust employee balances for time taken during each period until payroll is run. Journyx, however, always deducts time taken from balances as soon as it is entered. As a result, if you sync accrual balances before payroll has been run, you may end up with the wrong current balances in Journyx (because QuickBooks has not yet deducted the time taken). If you do not use QuickBooks for payroll processing, the Journyx Professional Services team can show you how to run a "fake" payroll to update these balances.

In order to synchronize accruals correctly, you will need to make sure that all of your employees in QuickBooks have at most 1 vacation-type Payroll Item assigned to them, and at most 1 sick-type Payroll Item assigned to them. This restriction is due to the fact that accruals in Journyx can only be associated with a single Pay Type. Also, for accruals to synchronize in Journyx, the vacation and sick QuickBooks Payroll Items must be created in Journyx. Alternatively, you can map existing Journyx Pay Types to the QuickBooks vacation or sick Payroll Items.

8. *Launch Accountlink* - **CRITICAL STEP – PLEASE READ CAREFULLY****
Before running Accountlink, make sure your QuickBooks file is open. Click on the Accountlink icon on your desktop or navigate to it using the Start menu (Start>>Programs>>Journyx Accountlink). The synchronization window will open. Please verify that the box displays version **8.7.xx** in the upper right corner. If you have any earlier version, please contact your account representative for the download location of the current version.

The window will ask you for the following information:

a. URL to the Journyx server
    The Web address for your Journyx server may be entered either as a standard
    name-based path, DNS or as an actual IP address (i.e.,
    Journyx.company.com or 123.123.123.123). This is the same hostname and
    site name that you use to login to your Journyx installation. Where the web
    address of your Journyx install likely has "/jtime" at the end of it, "/jtime"
    should not be included in Accountlink's "Journyx Server" field. If your URL
    includes an "s" in the "https" (This includes anyone using the a Journyx SaaS
    site.), you will need to include the https:// before your site name.
b. Port number for the Journyx service
    The port number that the actual Journyx service is running on. If your
    organization is running Journyx on a specific port, enter that port number
    here; otherwise enter the default port value of 80. If your URL includes an
    "s" in the "https", use port 443.

c. User name (login ID) of the QuickBooks Admin account
   Enter the login ID of the QuickBooks Admin account who will be performing this synchronization. The QuickBooks Admin account was created above in *Step 4*. Login IDs and passwords are case-sensitive in Journyx.

d. Password for the QuickBooks Admin account
   Enter the password for the QuickBooks Admin account who is performing this sync. Initially, the password is the same as the login ID (i.e., if the user name is QBSync1 then the initial password will also be QBSync1) unless you designated a specific password when you created the account in Journyx. Login IDs and passwords are case-sensitive in Journyx. At the time of the initial synchronization if you did not designate a password when you created the account, Journyx will indicate that the password has expired and request that it be changed* for the QuickBooks Admin user. Please do so when this is requested.

e. Other Options
   The Transfer actuals from Journyx to QuickBooks? checkbox should be enabled when you want to transfer approved time and expenses from Journyx back to QuickBooks. You can disable this setting when you are synchronizing to make adjustments and do not want to check for/transfer actuals.

   If you have previously used a method other than Accountlink for importing Journyx time and expense records into QuickBooks (this includes hand-entering records, and Journyx Quicklink), you will need to set the "Ignore Records From Before:" option. When this option is checked, Accountlink will ignore time and expense records prior to the date specified in the selection boxes.

    Ignored records will be marked as synchronized, and will therefore NEVER be imported into QuickBooks during subsequent Accountlink sessions. Note: the date option refers to the date on which the records are logged, not the date on which the records were entered.

   The Synch Sick & Vacation Accrual Data checkbox should be enabled when you want to create/update employee sick and vacation balances. Please see *Step 5* above (#5 in Section 2.1) for details on how and when to synch accruals balances.

Once you have entered the required information and option selections, you can either click on the Preview button to review the summary counts of what will be transferred or skip the preview and Synchronize. After clicking on the Synchronize button, you will see the Accountlink Mapper screen. Depending upon the size of the file, it may take a few minutes until you see the next screen.

* Password change upon initial login will be required unless you have changed the default product settings to disable this feature or have designated a password when setting up the account in Journyx.

2.2 The Accountlink Mapper

The Accountlink Mapper will be displayed next. The mapper is used to establish links between QuickBooks items and existing Journyx items. During the initial synchronization it

is not necessary to set any mapped values unless you want some of the existing data in your Journyx installation to be linked to QuickBooks items being transferred. If your employees are also set up as vendors for the purpose of expense reimbursement, you will need to define the vendor/expense map for each employee. You do this by selecting the employee in the Unmapped or Mapped User List, and then selecting the correct vendor from the QuickBooks Vendor Maps select list. To create additional maps, click on the tabs for the various items across the top of the mapper.

Some of the tabs in the mapper window have a checkbox labeled "Send QuickBooks data to Journyx." This option is checked by default. When checked, QuickBooks objects will be created in Journyx. If you have already manually entered your QuickBooks data into Journyx, you should uncheck this box.

The Mapper has a button labeled View Report. Clicking this button will generate a tab-separated text file that lists all of the existing mappings in the Mapper. Clicking the View Report button once will run the report for every tab of the Mapper and display the report automatically in your default text editor.

a. Mapping For Time Record Import:

You will need to establish mappings between QuickBooks Billing Status codes and Journyx Bill Types in order to transfer time back to QuickBooks. QuickBooks only provides two types of Billing Status (Billable/Not Billed and Not Billable); the QuickBooks user cannot modify these types. However, you can map these two types to as many Bill Types in Journyx as you wish.

The Projects, Tasks and Pay Types tabs (names may differ depending upon your Journyx configuration) of the mapper have checkboxes labeled "Leave the ____ field blank in time records." If you would like to leave a field blank in time records that are created in QuickBooks, check this option. You may want to use this option if you have a column hidden on your timesheets in Journyx or if you do not use that column on your QuickBooks timesheets. If you choose to leave a given field blank, Accountlink will disregard that column in Journyx when it retrieves time records.

 If you choose to leave both the Customer and Service Item fields blank in time records, QuickBooks will automatically mark the records as "Not Billable."

The same tabs have a checkbox labeled "Change names in Journyx to match QuickBooks names" that allows you to choose whether or not you want the names in both systems to match or differ from one another. If this setting is enabled, the Journyx name will be changed any time the corresponding QuickBooks name is changed. If the setting is disabled, name changes in either system will remain independent.

The Projects tab also includes an option to transfer the QuickBooks Customer Job status to the Project status in Journyx. QuickBooks status option "In Progress" creates a Project in Journyx that is "Loggable and Reportable" (users can track time and expenses against it). All other QuickBooks Job status options create Projects in Journyx that are "Reportable Only" (previously entered records appear in reports, but no new records can be added for the project).

b. Mapping For Expense Records Import:

The Projects and Expense Codes tabs (names may be different depending on your Journyx configuration) of the mapper have checkboxes labeled "Leave the ____ field blank in bills." If you would like to leave a field blank in bills that are created in QuickBooks, check this option. You may want to use this option if you have a column hidden on your expense sheets in Journyx or if you do not use that column on your QuickBooks bills. The field will be disabled for the "Expense Codes" tab if your QuickBooks file has the "Require Accounts" company preference checked. See your QuickBooks documentation for information on this preference.

The Expense Codes mapper determines whether an expense record from Journyx will be created as an Expense Bill or an Item Bill in QuickBooks. To create expenses as an Expense Bill, map the appropriate Expense Codes to QuickBooks Expense Accounts. To create expenses as an Item Bill, map the appropriate Expense Codes to QuickBooks Items.

The Expense Code tab also has a checkbox labeled "Change names in Journyx to match QuickBooks names" that allows you to choose whether or not you want the names in both systems to match or differ from one another. If this setting is enabled, the Journyx name will be changed any time the corresponding QuickBooks name is changed. If the setting is disabled, name changes in either system will remain independent.

There is a tab in the mapper for Sources (name may be different depending on your Journyx configuration.) The Sources mapper provides an alternate Vendor map in QuickBooks. **Expenses logged against a mapped Source will be billed to the Source Vendor map, rather than the User Vendor map**. For example: You have a Source in Journyx called "Corporate Credit Card", and you would like all expenses logged to Corporate Credit Card to bill to the vendor called "Gold Card" in QuickBooks. To accomplish this, you would use the Sources mapper to map "Corporate Credit Card" to "Gold Card." If you have a user (User1) who is mapped to a QuickBooks vendor ("User1 – Expense"), any expense records User1 entered against "Corporate Credit Card" will be billed to "Gold Card", rather than "User1 – Expense." All other expenses – those not entered against "Corporate Credit Card" -- that User1 entered will be billed to "User1 – Expense."

On the Expense Codes tab, there are options to summarize expense records when they're transferred from Journyx to QuickBooks. You can choose to create a bill in QuickBooks for every individual expense entry/record, for each Source (when Sources are mapped to Vendors), or for each User and Source (when Users are mapped to Vendors). For the latter two options, the expenses are first grouped by reporting period.

Once you have completed all your mappings, click on Continue Synch. The Journyx Integration Progress window will be displayed next. This window provides information regarding the pending synchronization process, including the following:

1. Number of Employees
2. Number of Customers
3. Number of Items
4. Number of Payroll Items
5. Number of Expense Accounts

The progress bars in the Accountlink window will change to indicate the percentage of the process that has been completed. Once the progress bars all reach 100%, the synchronization has been completed. The Close button will be available for use to close the status screen when the synch is complete.

Congratulations! You have completed your first Journyx/QuickBooks synchronization.

2.3 Ongoing Synchronizations

After you have made changes in/added data to QuickBooks and/or Journyx, you can continue to run synchronizations by clicking on the Accountlink icon on your desktop. The process for mapping new items will be the same as described above.

3. Terminology: Journyx vs. QuickBooks Data Fields

Journyx Project: Child Project = QB Customer: Job
Journyx User = QB Employee/Vendor/Other Name
Journyx Task = QB Item (i.e., Service Item)
Journyx Pay Type = QB Payroll Item
Journyx Bill Type = QB Billing Status
Journyx Comment: Project Notes = QB Notes/Memo
Journyx Expense Code = QB Expense Account, or QB Item
Journyx Source = QB Vendor (optional)

4. General Notes

- Hours/expenses **must** be committed (or approved, if workflow approval process is being used) in Journyx before they will be transferred back to QuickBooks during a synch. Hours/expenses are approved via approval/project approval plans assigned to the users. Records must be FULLY approved (both period and project approved) if you have the System Setting enabled for taking project approvals into account. See Configuration>>System Settings>>Third Party Software. If you do not use workflow approval plans, hours/expenses can be committed by editing time records under Management>>Users>>Records on a Manager's or Administrator's Administration screen.
- Journyx writes synch info to an .xml file with the same name as the QuickBooks file. **Please Note:** If you move your QuickBooks file to a new location, you *must* move the .xml file with it. If you do not move the .xml file, Accountlink will treat it as a new ("unregistered") QuickBooks file.
- Accountlink is designed to automate reimbursable expenses. If your employees will be tracking both reimbursable and non-reimbursable expenses in Journyx, you will need to designate which Sources in Journyx are reimbursable for transfer to QuickBooks. You do this by setting the Reimbursable Status extra field for the Source column on the expense entry screen to "Reimbursable". For example, if the Source item "Employee" is set to "Reimbursable", all approved expense records containing that Source will be transferred to QuickBooks. You can set the Reimbursable Status field for each Source by going to Management>>Entry Columns>>Sources. You then select the Source items you want to modify and click on the item names to edit. Mileage records entered in Journyx are not transferred back to QuickBooks.
- It is highly recommended that Accountlink users login to QuickBooks using an administrator account. Since non-administrator accounts do not always have access to all company data, running Accountlink while logged in as a non-administrator can cause problems.
- The Activity tab on the Accountlink mapper screen includes a "hidden" setting for switching the QuickBooks Service Item name with the Service Item description when creating Tasks in Journyx. In the event the end users would not understand the names of QB Service Items, the descriptions can be used to populate the Task name field in Journyx. To use this setting, go to the Tasks tab on the mapper and click CTRL+J to expose the checkbox setting.
- Some QuickBooks users close out their books at the end of a fiscal year. If you need to make a copy of your QuickBooks file for this, or any other, reason, you will need to also copy the .xml file that Accountlink created. For example, if you previously ran Accountlink for the QuickBooks file "MyCompany2003.qbw", you will have a file named "MyCompany2003.ini". If you make a copy of MyCompany2003.qbw and call

it "MyCompany2004.qbw", you will also need to rename your MyCompany2003.ini file to be called "MyCompany2004.ini". Doing so will allow Accountlink to recognize that MyCompany2004 contains the same data as MyCompany2003, which has been registered with Journyx. **Note: Once you copy/rename a QuickBooks file, you should no longer run Accountlink with the old file. All subsequent synchronizations should be run with the new file.**

- Due to a QuickBooks error, Accountlink may be unable to add time records for newly created QuickBooks employees. To get around this problem, you will need to edit the new QuickBooks employees. Right click on the new employee in the QuickBooks Employee List, and switch to the Payroll and Compensation Info tab. Set the "Use time data to create paychecks" checkbox for the new employee and click OK. Then edit the employee one more time, unset the "Use time data to create paychecks" checkbox, and click OK. You should then be able to use Accountlink to add time records for the new employee.

- You must have QuickBooks open and a company file loaded before you can run Accountlink. If you do not have QuickBooks running, you may see the QuickBooks "Remote Data Sharing" configuration screen. If this screen loads when you run Accountlink, hit cancel, open your company file in QuickBooks, and re-run Accountlink.