

Using ClickTime with QuickBooks

ClickTime is the ideal time-tracking component when using QuickBooks for your accounting. When you track your employees' time with ClickTime, you can bring that data into QuickBooks for billing, payroll, or both.

There are two methods for integrating ClickTime with QuickBooks:

Method A:

Import time into QuickBooks

This option is best for: Companies who use ClickTime data to generate paychecks through QuickBooks, or those who have been using QuickBooks' built-in timesheet function to gather time for billing purposes.

How it works: ClickTime will format its time data to resemble QuickBooks' own timesheet tool. In doing so, it provides a much more powerful and flexible alternative to using the built-in timesheet function. Plus, you can use the time data for any function that QuickBooks offers (requires the "Pro" edition of QuickBooks).

Method B:

Import Invoices into QuickBooks

This option is best for: Companies using ClickTime's advanced billing-rate options, or those who use time tracking solely to generate invoices on QuickBooks.

How it works: ClickTime uses your billing rate information (by person, project, etc.) to calculate invoice line-items, then exports complete invoices for each client you choose. When you bring this data into QuickBooks, you will see this information appear on your standard QuickBooks invoices, ready for printing. When using this option, ClickTime's Professional Services team will customize your data from ClickTime to reflect your company's unique QuickBooks classes and revenue categories.

System Requirements

ClickTime data is compatible with QuickBooks Pro versions 2005-2010 for Windows (U.S. Editions only). Other versions and platforms are not supported by ClickTime, but may work.

Pricing

QuickBooks time export is included at no extra charge with all Basic and Corporate accounts. For invoice export options, **contact sales@clicktime.com for more information or phone us at 888-746-8227 and ask for ClickTime Sales.**

