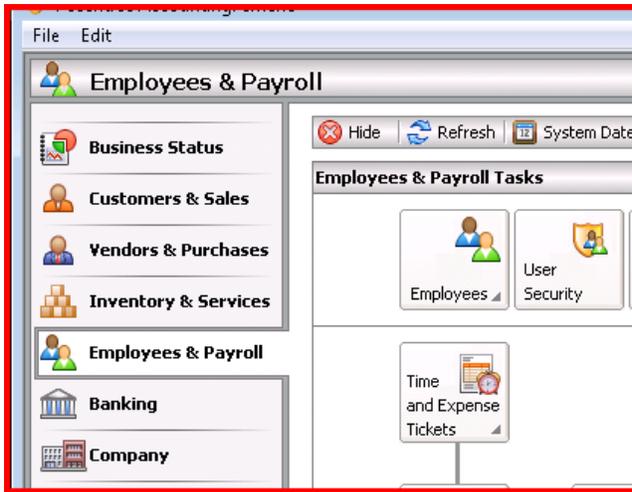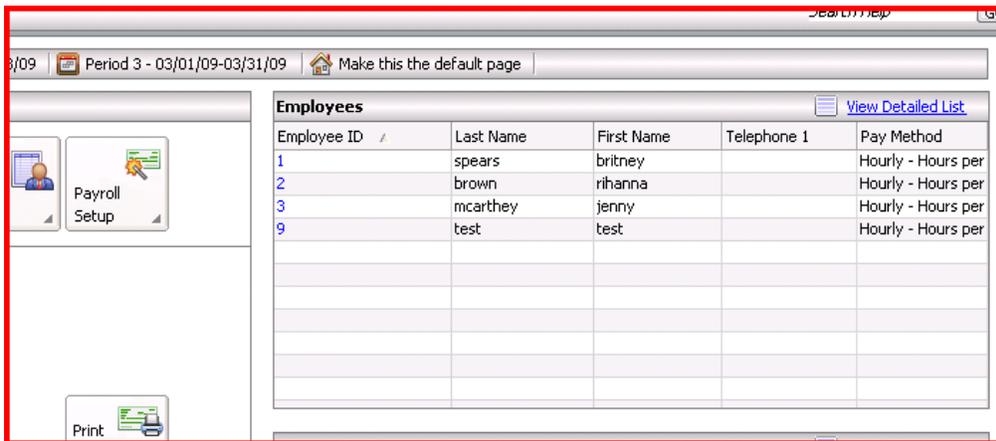# IMPORTING HOURS TO PEACHTREE 2011 from Time Guadian 5 / Plus / Pro
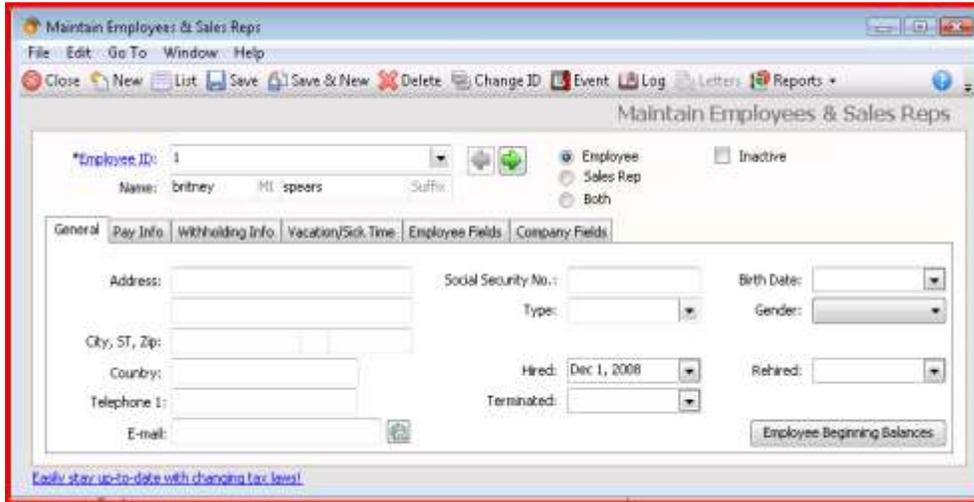
First, go to the Employee & Payroll page in Peachtree

Make sure that the Employee ID matches the Employee Number in Time Guardian's Payroll number or employee number

You can change the Employee ID by double clicking the employee and click on Change ID in the general tab or change the payroll/emp number in time guardian instead to match


*NOTE: You must have at least the "Hired" box filled in

Go to the "Pay Info" tab make sure that the Regular and Overtime are selected and the account is set for one of your accounts and that there is a Hourly Pay Rate filled in and then SAVE
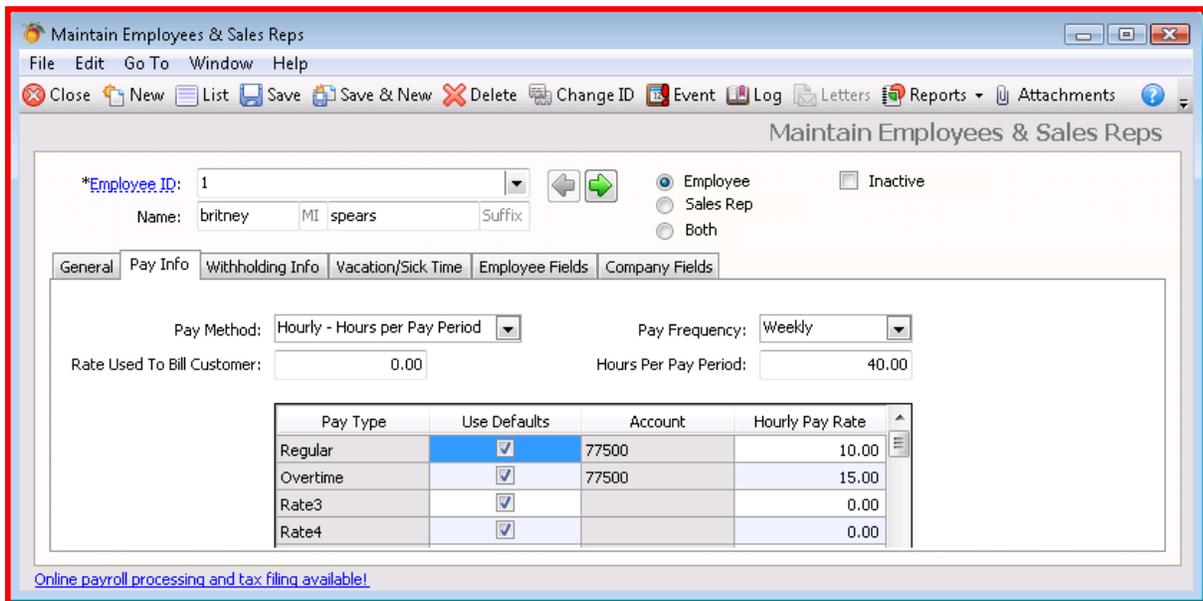

NOTE: there is no need to create time tickets, since it will be created automatically after importing your hours

To setup the Activity Item in Peachtree, go to the Maintain tab from the main page and go to Inventory Items.
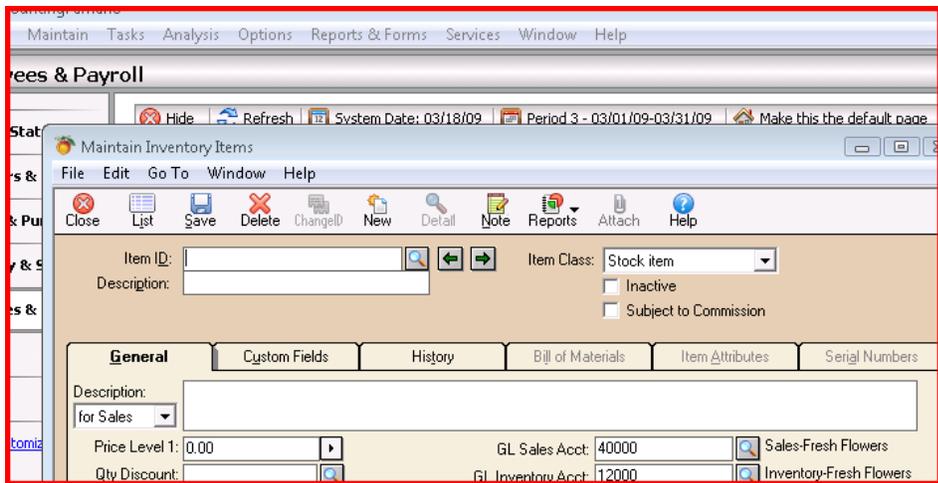
Click on New and create the Activity Item for each Departments in Time Guardian, Item ID & description must be exactly the same as the department name in time guardian. In the Item Class box, make sure that Activity Item is selected and then save.
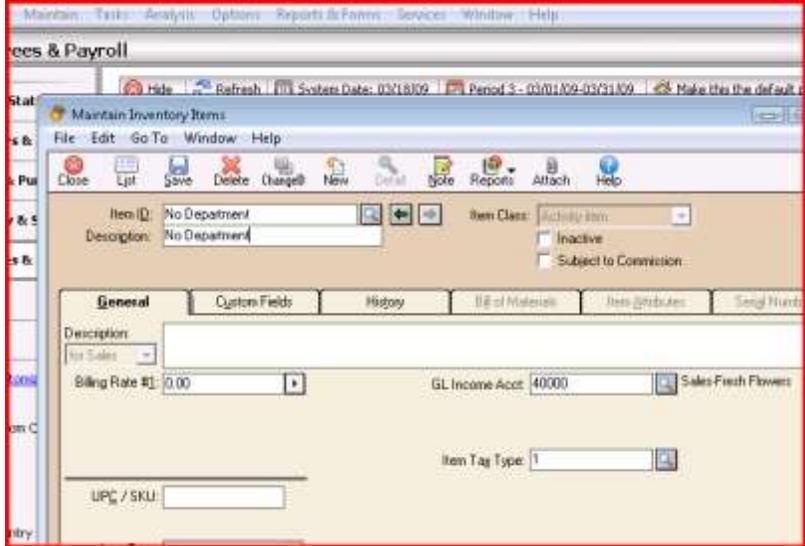
In time guardian, go to output – payroll
Open and edit or create the peachtree interface, in the general tab

Then specific payroll settings- select separate records by day and department name.

Then map the paycodes

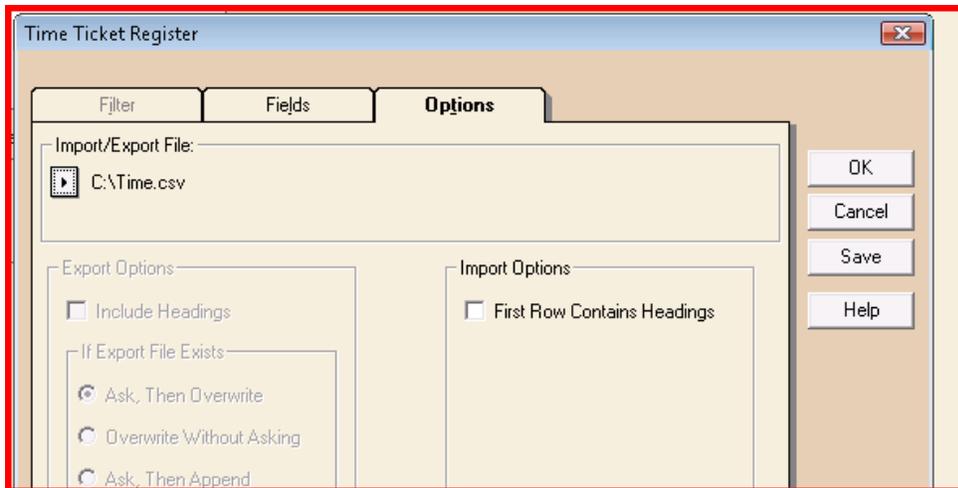Then go to breaks column and include department
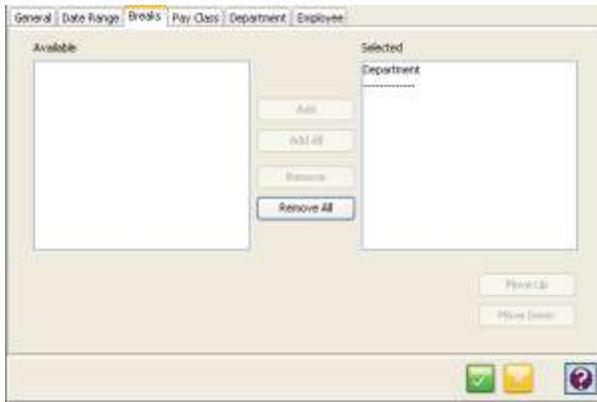
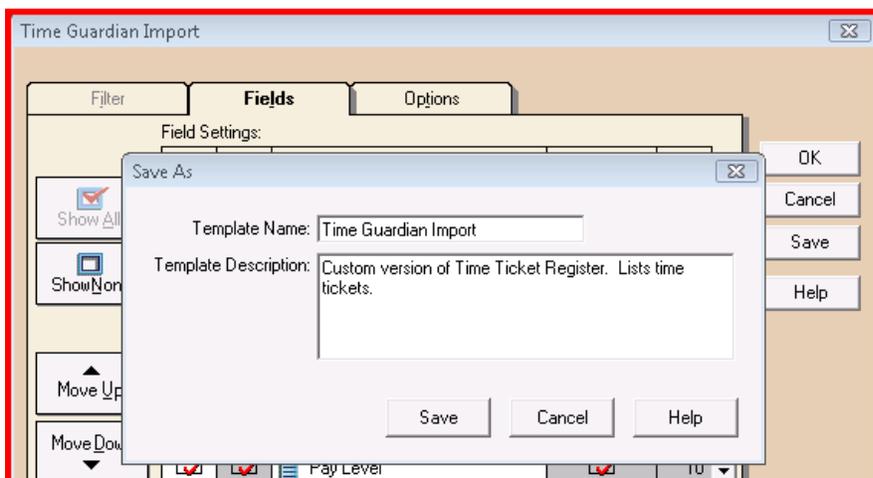From Peachtree, go to File and Select Import/Export.

Go to Time/Expense and select the "Time Ticket Register" then select IMPORT
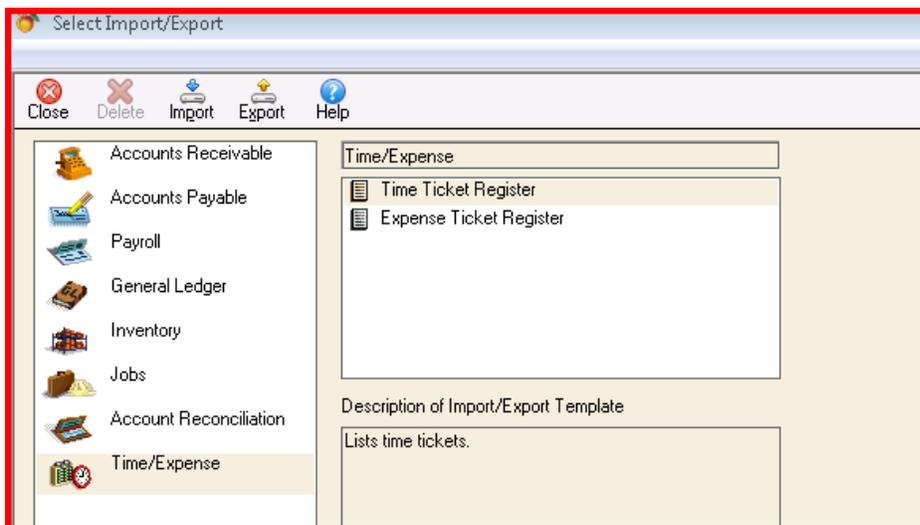
Go to the Options tab and browse to the output file that you setup in Time Guardian.
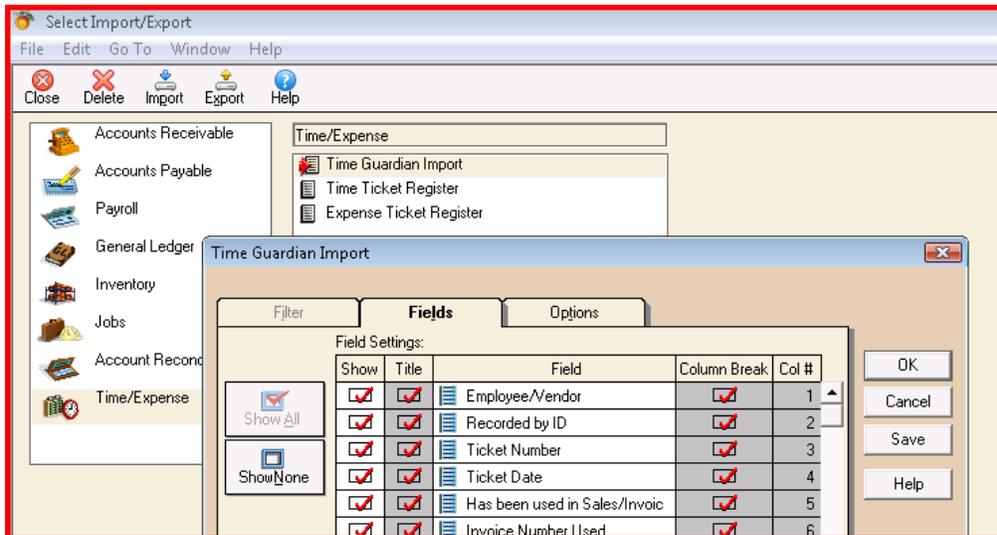
Go to the Fields Tab and make sure All are selected then "Save" and give it a name, then Save again and then OK.
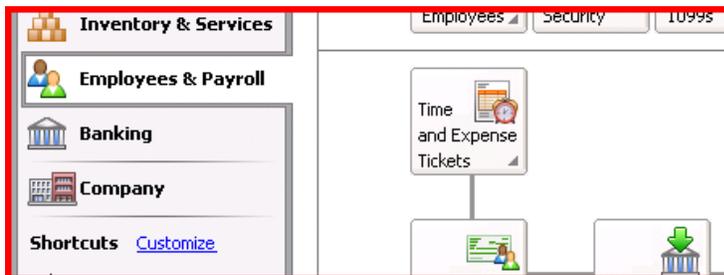

Select the Time/Expense you just created and then select IMPORT then OK.

This will run the output file from Time Guardian.

To check that the hours came over, go to Time and Expense Tickets Icon and select New Weekly Time Sheet.

Select an Employee ID and the week and you should see the Hours that imported from Time Guardian