Introduction to Acowin Payroll

I. Configuring QuickBooks for Acowin Payroll 1
II. Acowin Payroll Setup 4
III. Payroll Linking 5
IV. Payroll Processing 7
V. Synchronizing Payroll to QuickBooks 9
VI. Employee Time Cards 10

This document will show you how to configure the Acowin Payroll system, introduced in Acowin version 4.7, and use it to process your weekly payroll. The hours totaled by the Acowin Payroll system are sent to QuickBooks, where they appear as weekly time sheets. Note that Acowin Payroll is processed **weekly**. If your technicians are paid biweekly, you will need to process Acowin Payroll one week at a time.

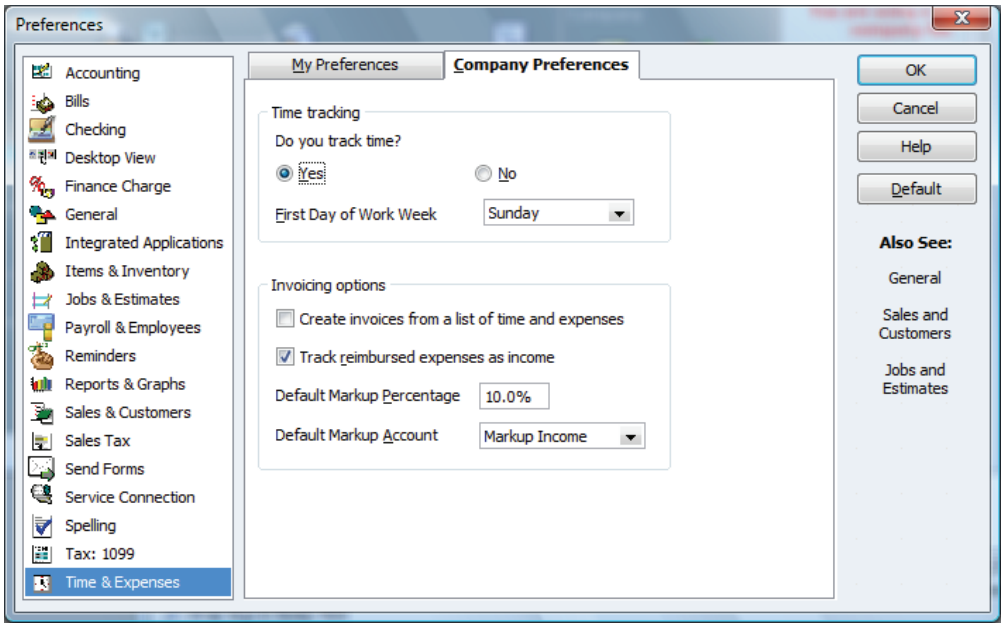
I. Configuring QuickBooks for Acowin Payroll

In order to use the Acowin Payroll system, you'll need to make sure a few things are set properly in QuickBooks.

1. You must switch QuickBooks into Single-User Mode to complete the following steps. To accomplish this, make sure all other users are logged out of QuickBooks. If the Acowin License Manager is connected to QuickBooks, restore it to full-screen mode and click the Break From QB button. After this is done, pull down the File menu in QuickBooks, and click **Switch To Single-User Mode**.

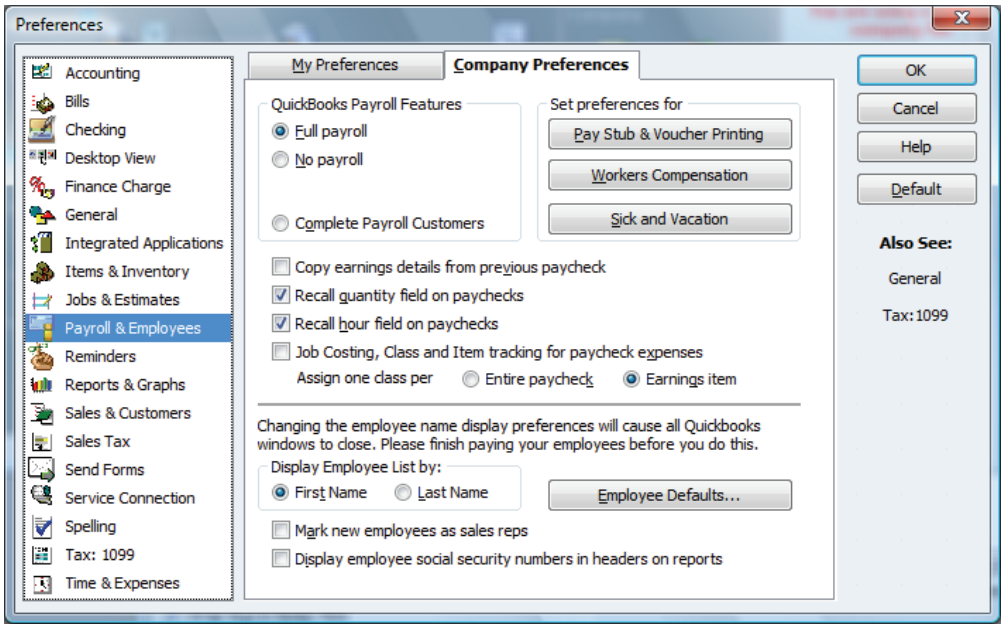
2. In QuickBooks, pull down the Edit menu and choose Preferences. Click on the **Time & Expenses** icon, then select the Company Preferences tab.

3. The Time & Expenses screen is pictured below. Be sure to select YES for the answer to **Do you track time?** Also, use the pull-down menu to set the **First Day of Work Week.** This should be the same day you will choose on the Acowin Payroll Setup screen.



4. Select the **Payroll & Employees** icon on the Preferences screen, and accept the offer to save the changes you made to the Time & Expenses screen.

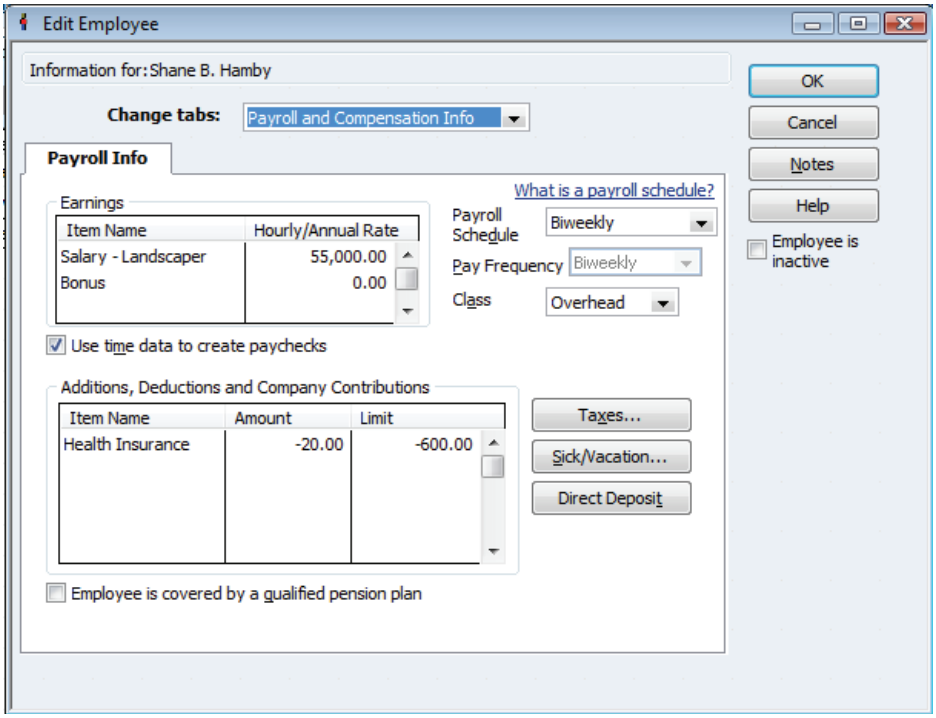
5. Choose the Company Preferences tab of Payroll & Employees. On this screen, which is pictured below, be sure to select the **Full Payroll** option. Under the **Job Costing, Class and Item Tracking** heading, choose the option to assign one class per **Earnings Item**. This is very important, because Acowin will send over different Classes based on the Distribution Codes used with each Call Slip. Click OK to save your changes and close the Permissions window when done.



6. You can now return to Multi-User Mode in QuickBooks. This is done by pulling down the File menu and clicking **Switch to Multi-User Mode.** You can reconnect the Acowin License Manager to QuickBooks when this is done, and allow other users to log into QuickBooks.

7. Open the QuickBooks **Employee Center.** Double-click on the first employee who works as a technician, and will therefore receive hours from Acowin Payroll. (Note that you don't have to perform the following procedure for *every* Employee – just the ones who work on Call Slips in Acowin.)

8. The Edit Employee screen will appear. Pull down the **Change Tabs** menu at the top of the screen, and select **Payroll and Compensation Info.** This causes the screen to change to the layout pictured below.



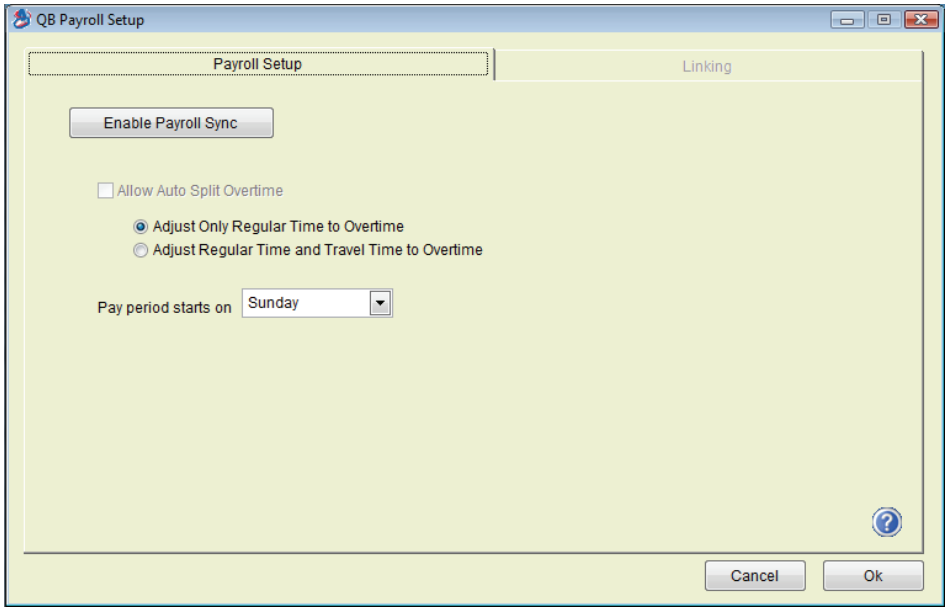
9. On the Payroll and Compensation Info screen, check off the option called **Use Time Data To Create Paychecks.** Also, be sure the correct Earnings items, hourly rates, and Deductions are present. You should have set up the Earnings and Deductions when you configured QuickBooks payroll, of course. Click OK to save your changes when done.

10. Repeat steps 7, 8, and 9 for each employee that will receive Payroll hours from Acowin. You should then be ready to proceed with Acowin Payroll Setup. Be sure you have switched QuickBooks back into Multi-User Mode and reconnected the Acowin License Manager!

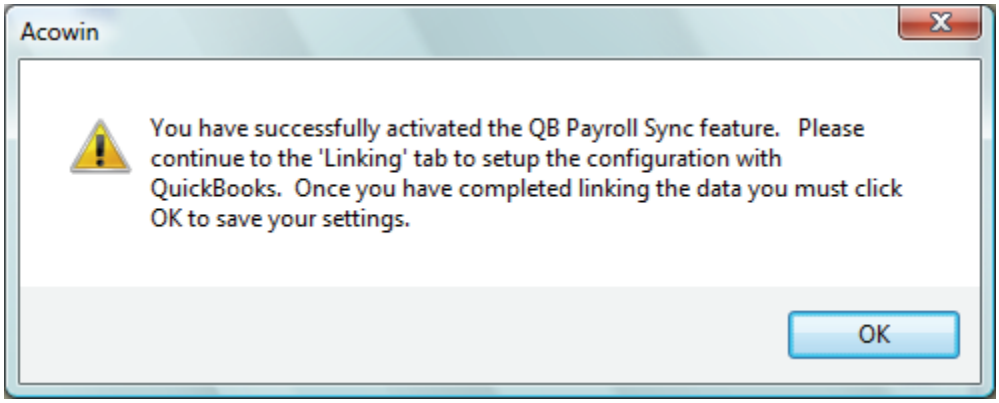
II. Acowin Payroll Setup

To set up the Acowin Payroll system, open Accounting Setup, then click the QB Payroll Setup button, pictured above. You'll find this button in the bottom right corner of the Accounting Setup menu.

The Payroll Setup menu is very simple. You only need to Enable Payroll Sync, select a few options for dealing with overtime pay, and indicate which day of the week begins your weekly payroll period. You will then be ready to move on to the Linking tab, where you will link your Acowin Employees to their QuickBooks counterparts. The Payroll Setup screen is pictured below:



Click the **Enable Payroll Sync** button to activate the link between Acowin and QuickBooks Payroll. After you click the button, a message will appear, informing you that you have successfully activated Payroll and can proceed to the Linking screen when ready:

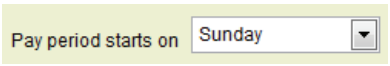


The Payroll Setup screen controls how the system will deal with overtime pay. If you place a check mark in the **Auto Split Overime** box, the system will automatically move hours into overtime, when the total number of hours for the week exceeds the regular time limit. The bulleted options beneath this check box control how the regular time limit is calculated:

Adjust Only Regular Time to Overtime: Witth this option selected, the system will subtract the number of Travel Time hours worked from 40. The result is the total of Regular Time that must be reached before Overtime begins. The system will switch Regular Time hours to Overtime when they exceeed this limit. Travel Time hours will never be changed into Overtime, no matter how many Travel Time hours are worked. For example, if the technician has 11 hours of Travel Time on file for the week, the system would begin changing Regular Time into Overtime when the Regular Time total exceeded 29 hours.

Adjust Regular Time and Travel Time to Overtime: This option will cause the system to begin switching both Travel Time and Regular Time to Overtime, when their combined total exceeds 40 hours.

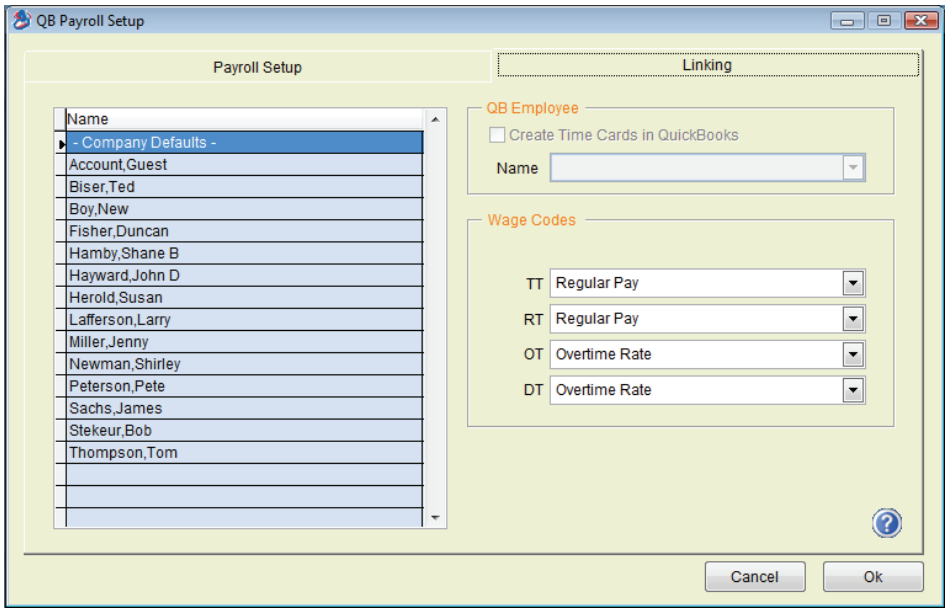
If you leave the Auto Split Overtime box un-checked, the system will not switch any hours to Overtime automatically, unless they were already designated as Overtime on the Call Slips. Payroll will read and display all hours exactly as they appear on the Call Slips. You can manually change hours between Regular and Overtime during Payroll processing, no matter which option you choose here.



Use this pull-down menu to set the starting day for your payroll week. This should be set to the **same day** you selected in QuickBooks, on the Edit / Preferences / Time & Expenses / Company Setup screen.

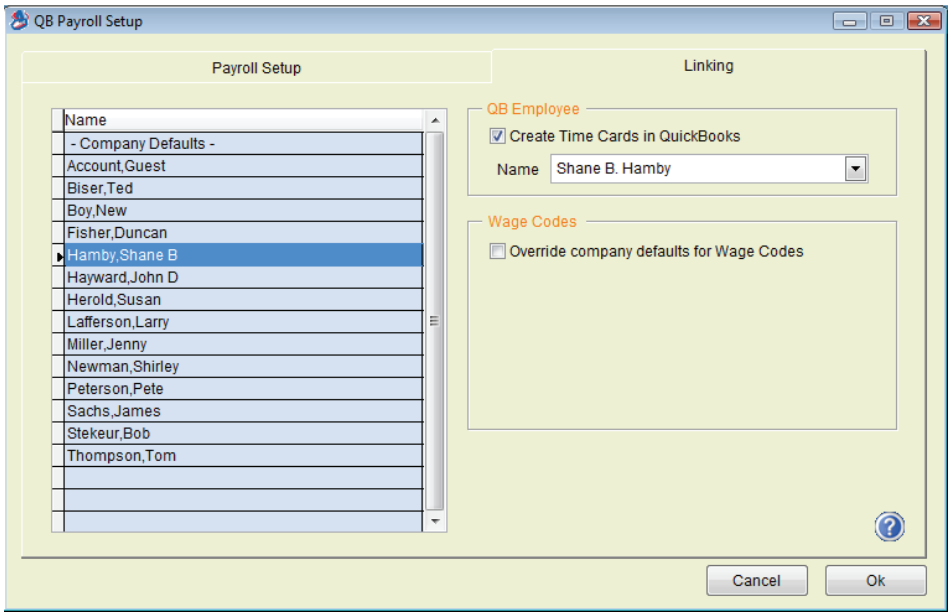
III. Payroll Linking

This screen is accessed by clicking the **Linking** tab at the top of the Payroll Setup screen. When you click the Linking tab, there will be a pause as Acowin requests employee data from QuickBooks. The screen will then populate with a list of employees, as they appear in the Employee Center of QuickBooks. The initial appearance of the Linking screen is pictured below.



The top entry on the Linking screen is named **Company Defaults**. When this entry is selected, the right side of the screen provides pull-down menus to select the standard QuickBooks payroll items for Travel Time (TT), Regular Time (RT), Overtime (OT), and Double Time (DT). It is possible to link more than one Acowin pay category to the same payroll item in QuickBooks, as you can see from the example screen above, where Travel and Regular Time are both linked to a QuickBooks item called "Regular Pay," and both Overtime and Double Time categories are linked to "Overtime Rate." Be sure to link all four Acowin pay categories to QuickBooks payroll items.

Once the Company Defaults have been set, you can click on an employee in the list of names, then link the employee to their corresponding entry in QuickBooks. Remember that you only need to link the *technicians* to QuickBooks – that is, the employees who are dispatched to Call Slips, applying their labor to service or Job Costing projects. To link an employee to QuickBooks, place a check mark in the box named **Create Time Cards in QuickBooks.** This enables you to pull down the **Name** list, and select the name of the matching employee entry in QuickBooks. In the example pictured below, we have selected an employee named Hanby, Shane B, checked the "Create Time Cards in QuickBooks" box, and used the Name pull-down menu to select the matching "Shane B. Hamby" entry in QuickBooks.

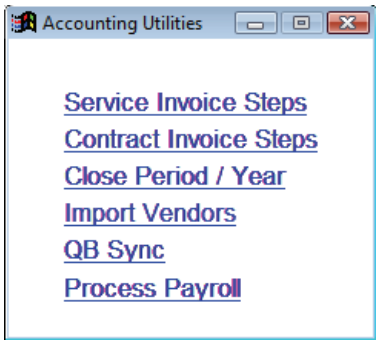


The right side of the Linking screen also includes an option called **Override Company Defaults for Wage Codes.** If you check this option, the screen will change, allowing you to change the QuickBooks payroll items linked to Travel, Regular, Over, and Double Time for this technician. This could be helpful for special technicians who don't use the standard QuickBooks payroll items you selected as the Company Defaults.

Click OK after you have linked your technicians to their QuickBooks payroll entries. You can revisit the Linking screen whenever you add new employees to QuickBooks and Acowin, to link them together. New employees should be added to *both* Acowin and QuickBook, then joined together with the Linking screen.

IV. Payroll Processing

At the end of each pay week, when you are ready to process payroll, click the **Accounting Utilities** button on the Acowin Main Menu, then choose **Process Payroll**.

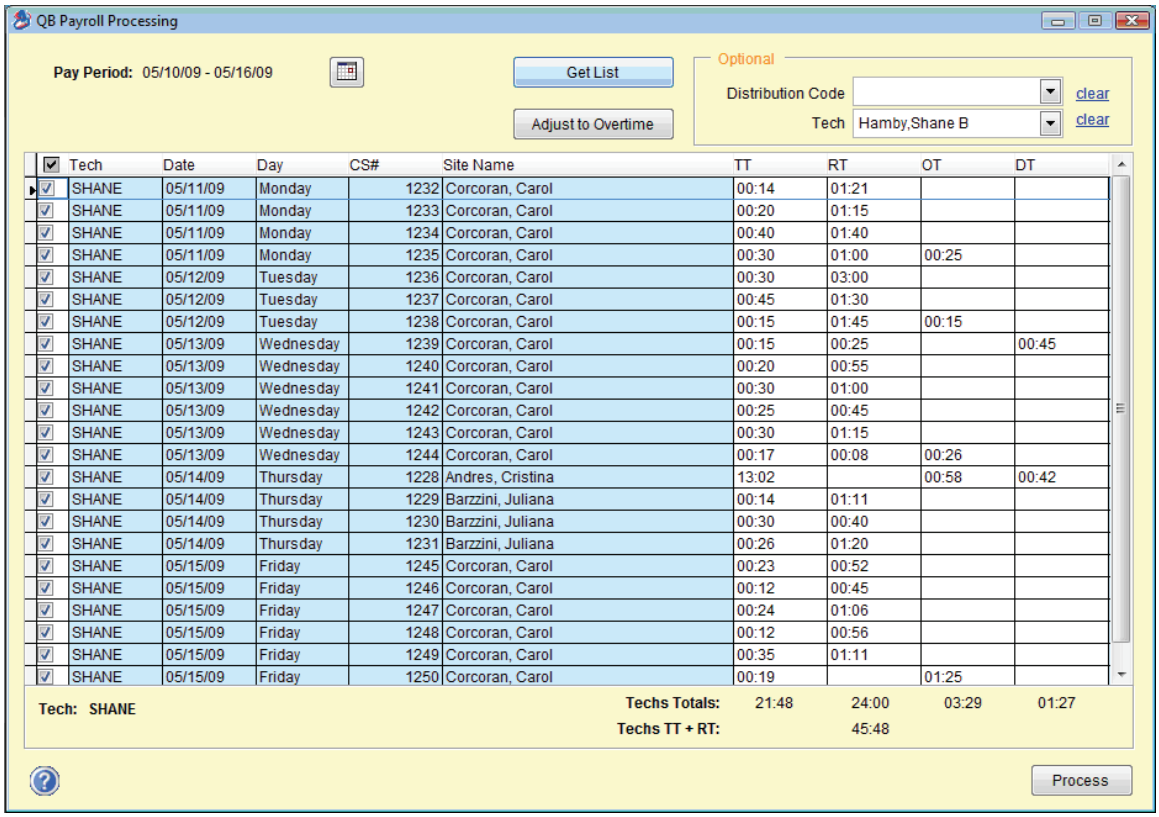


The Payroll Processing screen is pictured below. Notice how the Pay Period dates have been set automatically – the system looks at the current date, works back to the day you

specified in Payroll Setup as the first day of the payroll week, and sets the dates accordingly. If you want to change the starting date for the current payroll run, you can click the **Calendar** button next to the dates.

You can use the **Distribution Code** and **Tech** pull-down menus to limit the results that appear on the Payroll Processing screen. If you leave these pull-down menus blank, labor from all technicians and Distribution Codes will be pulled onto the screen. Totals for each technician will still be provided.

When you're ready to begin working on payroll, click the **Get List** button.



Tech	Date	Day	CS#	Site Name	TT	RT	OT	DT
SHANE	05/11/09	Monday	1232	Corcoran, Carol	00:14	01:21		
SHANE	05/11/09	Monday	1233	Corcoran, Carol	00:20	01:15		
SHANE	05/11/09	Monday	1234	Corcoran, Carol	00:40	01:40		
SHANE	05/11/09	Monday	1235	Corcoran, Carol	00:30	01:00	00:25	
SHANE	05/12/09	Tuesday	1236	Corcoran, Carol	00:30	03:00		
SHANE	05/12/09	Tuesday	1237	Corcoran, Carol	00:45	01:30		
SHANE	05/12/09	Tuesday	1238	Corcoran, Carol	00:15	01:45	00:15	
SHANE	05/13/09	Wednesday	1239	Corcoran, Carol	00:15	00:25		00:45
SHANE	05/13/09	Wednesday	1240	Corcoran, Carol	00:20	00:55		
SHANE	05/13/09	Wednesday	1241	Corcoran, Carol	00:30	01:00		
SHANE	05/13/09	Wednesday	1242	Corcoran, Carol	00:25	00:45		
SHANE	05/13/09	Wednesday	1243	Corcoran, Carol	00:30	01:15		
SHANE	05/13/09	Wednesday	1244	Corcoran, Carol	00:17	00:08	00:26	
SHANE	05/14/09	Thursday	1228	Andres, Cristina	13:02		00:58	00:42
SHANE	05/14/09	Thursday	1229	Barzzini, Juliana	00:14	01:11		
SHANE	05/14/09	Thursday	1230	Barzzini, Juliana	00:30	00:40		
SHANE	05/14/09	Thursday	1231	Barzzini, Juliana	00:26	01:20		
SHANE	05/15/09	Friday	1245	Corcoran, Carol	00:23	00:52		
SHANE	05/15/09	Friday	1246	Corcoran, Carol	00:12	00:45		
SHANE	05/15/09	Friday	1247	Corcoran, Carol	00:24	01:06		
SHANE	05/15/09	Friday	1248	Corcoran, Carol	00:12	00:56		
SHANE	05/15/09	Friday	1249	Corcoran, Carol	00:35	01:11		
SHANE	05/15/09	Friday	1250	Corcoran, Carol	00:19		01:25	
Tech: SHANE				Techs Totals:	21:48	24:00	03:29	01:27
				Techs TT + RT:		45:48		

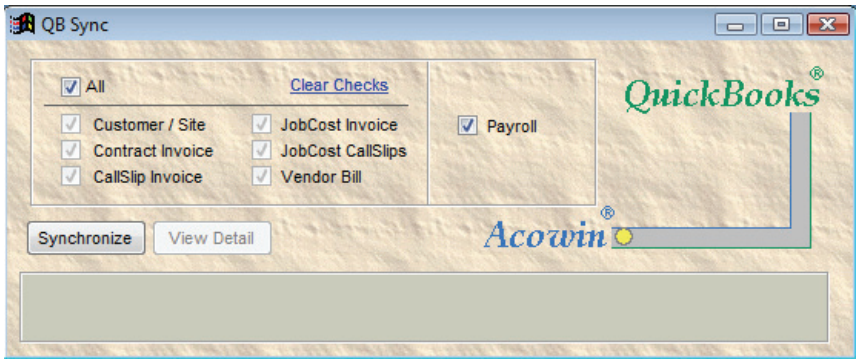
The screen will initially be populated with hours read directly from your Call Slips. Each line specifies the technician, work date, day of the week, Call Slip number, and Site Name for each line of labor. The hours worked are then divided into Travel Time (TT), Regular Time (RT), Over Time (OT) and Double Time (DT) columns. You can freely adjust the hours in these columns, to agree with time sheets submitted by the technicians. Of course, if the Call Slips were filled out accurately, it should not be necessary to make too many adjustments. Any hours you adjust manually on the Payroll Processing screen will turn **green.**

If you checked off the option to "Allow Auto Split Overtime" in Payroll Setup, you can click the **Adjust to Overtime** button at the top of the screen, to prompt the system to automatically move hours worked beyond 40 into the Overtime column. Any hours pushed into Overtime by the system will turn **red.**

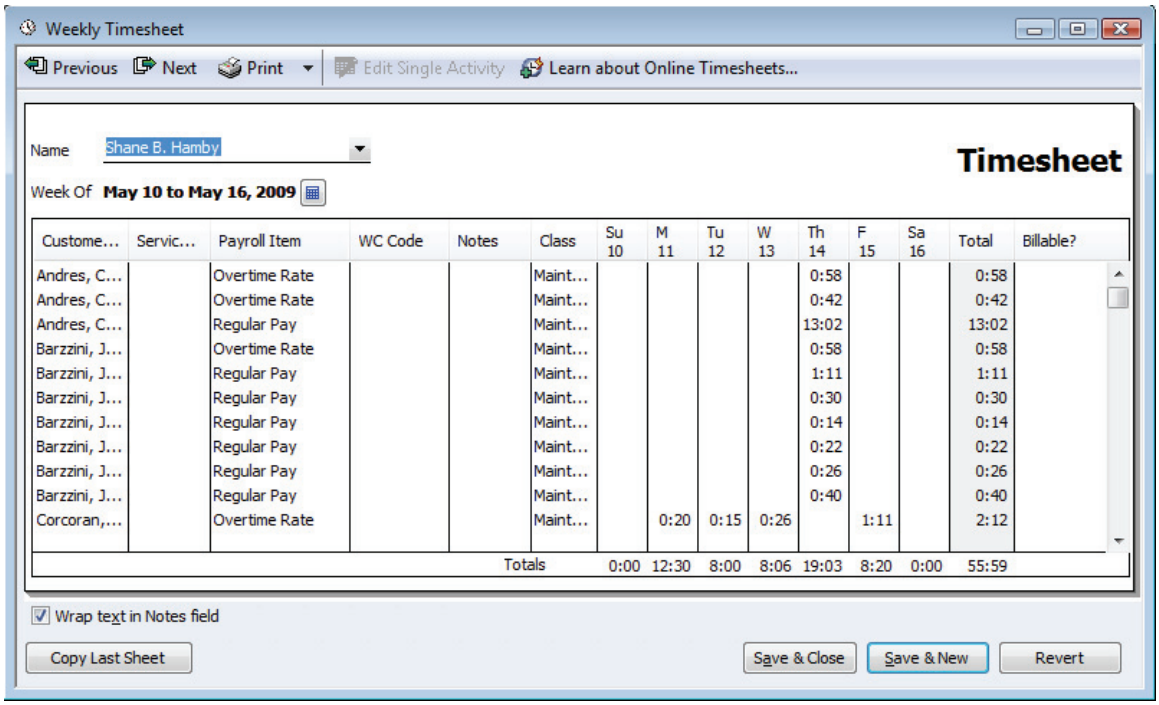
When the Payroll Processing screen accurately reflects the hours you wish to pay the technician, click the **Process** button at the bottom of the screen. This creates the Employee Time Cards, and sets the hours to be synchronized with QuickBooks. Clicking the Process button clears the screen. If you're processing one technician at a time, you're ready to select the next technician, and click Get List to begin working on his hours.

V. Synchronizing Payroll to QuickBooks

Payroll hours are sent to QuickBooks by running the QB Sync process, which you can find on the **QB Sync** menu at the top of the Acowin screen. From the QB Sync menu, select **Synchronize**. The Synchronize program has a separate check box for Payroll processing. Place a check mark in this box, then click the Synchronize button, as pictured below.



When the QB Sync is complete, you will be able to see the hours from Acowin by pulling down the **Employees** menu in QuickBooks, and choosing **Enter Time >> Use Weekly Time Sheet.** On the Weekly Time Sheet screen, select one of your technicians with the **Name** pull-down menu, then use the Calendar button to select any date that fell within the pay period you just synchronized from Acowin. For example, if you processed Acowin payroll for the week of May 10 to May 16, 2009, you could select any date between May 10 and May 16 2009 to see the hours for the chosen technician. Below is an example of Weekly Timesheet hours sent over from Acowin to QuickBooks.

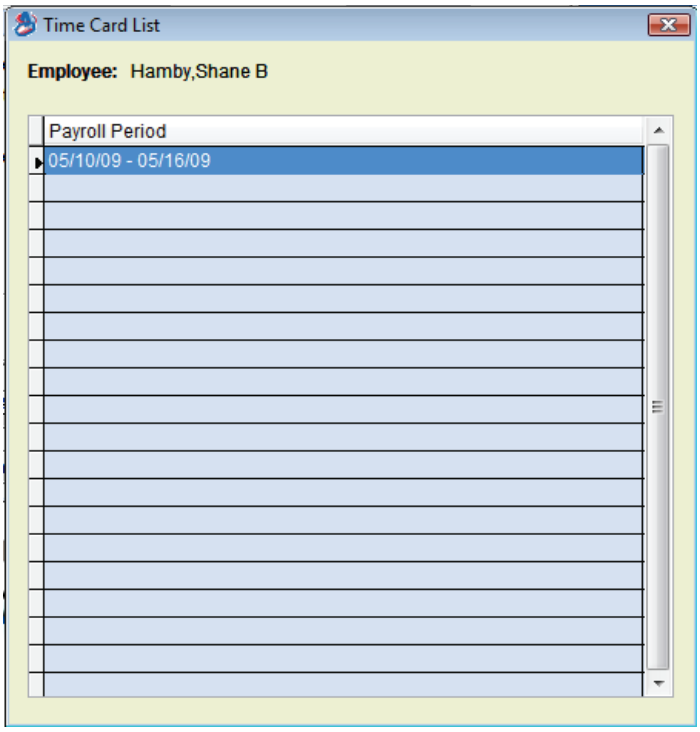


You may now follow the normal procedure for completing payroll in QuickBooks. Please refer to the QuickBooks help system, documentation, or on-line training resources if you need any help with the QuickBooks payroll procedure.

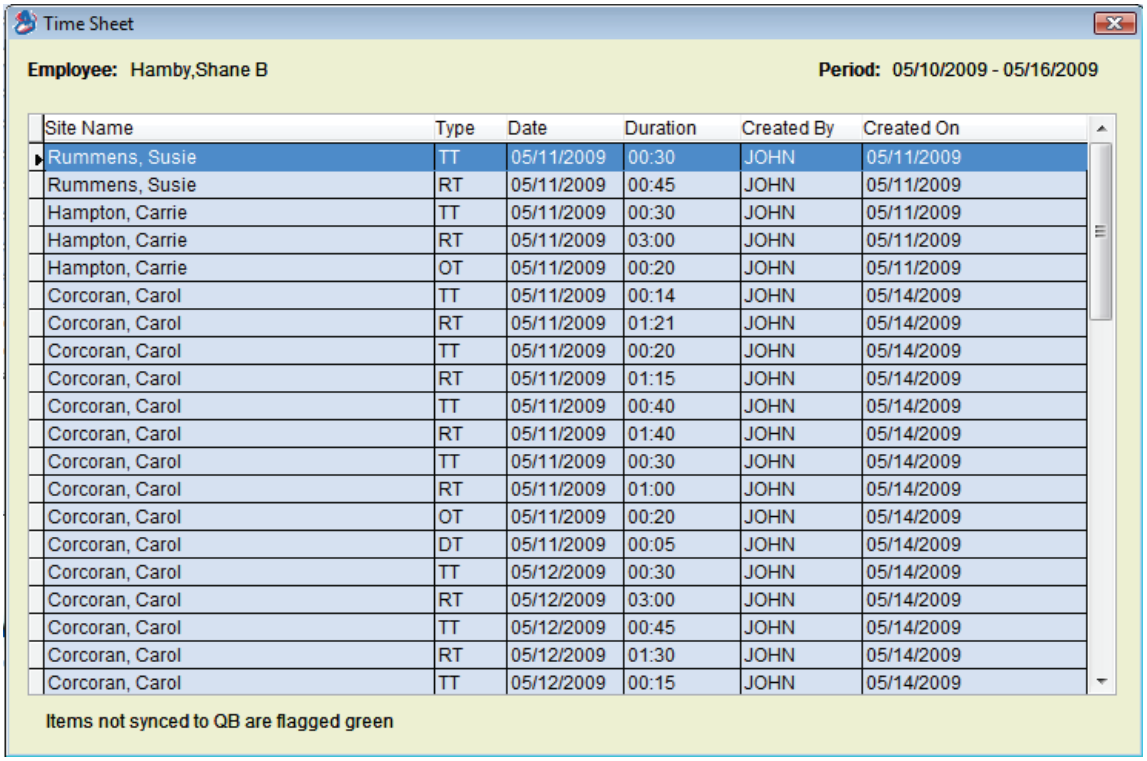
VI. Employee Time Cards

After you create payroll with the Payroll Processing screen, the hours will be stored in Time Card records, which can be accessed from the Acowin Employee File.

Once you locate the desired employee in the Employee File, click the **Time Cards** button in the lower-left corner of the screen. A window will appear, listing all of the weekly Time Cards that have been compiled for the employee.



You can **double-click** on any of the listed Time Cards to see a full display of the employee's hours for the week. If any of these hours have not been synchronized to QuickBooks yet, they will be shaded **green.**



Site Name	Type	Date	Duration	Created By	Created On
Rummens, Susie	TT	05/11/2009	00:30	JOHN	05/11/2009
Rummens, Susie	RT	05/11/2009	00:45	JOHN	05/11/2009
Hampton, Carrie	TT	05/11/2009	00:30	JOHN	05/11/2009
Hampton, Carrie	RT	05/11/2009	03:00	JOHN	05/11/2009
Hampton, Carrie	OT	05/11/2009	00:20	JOHN	05/11/2009
Corcoran, Carol	TT	05/11/2009	00:14	JOHN	05/14/2009
Corcoran, Carol	RT	05/11/2009	01:21	JOHN	05/14/2009
Corcoran, Carol	TT	05/11/2009	00:20	JOHN	05/14/2009
Corcoran, Carol	RT	05/11/2009	01:15	JOHN	05/14/2009
Corcoran, Carol	TT	05/11/2009	00:40	JOHN	05/14/2009
Corcoran, Carol	RT	05/11/2009	01:40	JOHN	05/14/2009
Corcoran, Carol	TT	05/11/2009	00:30	JOHN	05/14/2009
Corcoran, Carol	RT	05/11/2009	01:00	JOHN	05/14/2009
Corcoran, Carol	OT	05/11/2009	00:20	JOHN	05/14/2009
Corcoran, Carol	DT	05/11/2009	00:05	JOHN	05/14/2009
Corcoran, Carol	TT	05/12/2009	00:30	JOHN	05/14/2009
Corcoran, Carol	RT	05/12/2009	03:00	JOHN	05/14/2009
Corcoran, Carol	TT	05/12/2009	00:45	JOHN	05/14/2009
Corcoran, Carol	RT	05/12/2009	01:30	JOHN	05/14/2009
Corcoran, Carol	TT	05/12/2009	00:15	JOHN	05/14/2009