

Importing Aspire Payroll into QuickBooks (Aspire v2.5)

This article assumes a basic understanding of how to export payroll records from Aspire. It focuses on how to import those records into QuickBooks using the QuickBooks Web Connector based on changes implemented in an Aspire v2.5 update on July 7, 2016.

1. Approve and export payroll as you normally would.
2. The export will show an 'Exporting' Progress Bar

10.00	10.00	10.00	16.00
10.00	10.00	10.00	16.00
10.00	10.00	10.00	16.00
10.00	10.00	<div style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block;"> <div style="text-align: center; font-size: 8px;">Exporting</div> <div style="text-align: center;"> <div style="width: 33%; height: 10px; background-color: blue; margin-bottom: 2px;"></div> 33% </div> </div>	16.00
10.00	10.00	10.00	16.00

3. When it reaches 100%, it will show that payroll has been exported and is ready for you to run the QuickBooks Web Connector.

	10.00	10.00	16.00
1	10.00	10.00	16.00
	10.00	10.00	16.00

✕
i

The data has been queued to be transferred to quick books desktop next time it is synced.

4. If you click into 'View Sync Summary' before running the QuickBooks Web Connector...

Weekly Time Review
🔍 📄 🔄
🔗

Search Weekly Time Entries...

Default Search [System]

View Sync Summary

12/23/15

Select Branches...

Select Pay Schedules...

		Sunday 12/20	Monday 12/21	Tuesday 12/22	Wednesday 12/23	Thursday 12/24	Friday 12/25	Saturday 12/26	Total	OT
📄	🗑									
+	📄	Johnny Test								
	Exported	0.00	10.00	10.00	10.00	16.00	10.00	0.00	56.00	6.00
+	📄	Jose Field								
	Exported	0.00	10.00	10.00	10.00	16.00	10.00	0.00	56.00	6.00

5. ...the *Time Entry Sync Summary* will show the batch or batches that were exported. It will provide the *Batch Block* number for each batch. The *Process Block* number which is set after later after running the QuickBooks Web Connector will be 0.

Time Entry Sync Summary

Search Time Entry Sync Summary: [Search] Default (System)

Drag a column header and drop it here to group by that column

Employee Count	Total Row Count	Minimum Time Entry Date	Maximum Time Entry Date	Created Date	Sync Errors	Batch Block	Processed Block	Resent Date
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 03:27:45	No	636026452637343	0	

6. If you don't see the current batch, go to the gear and adjust the filter settings. The number of batches created depends on how large the payroll is being exported. Maximum batch size is 500 time entry records (multiple records per employee).
7. If you click into 'View Sync Summary' after running the QuickBooks Web Connector you will see a Processed Block Number for each batch.
8. You will also see if there are any Sync Errors.

Time Entry Sync Summary

Search Time Entry Sync Summary: [Search] Default (System)

Drag a column header and drop it here to group by that column

Employee Count	Total Row Count	Minimum Time Entry Date	Maximum Time Entry Date	Created Date	Sync Errors	Batch Block	Processed Block	Resent Date
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 03:27:45	No	636026452637343	636026455301750	
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 03:34:03	Yes	636026456425757	636026457108895	

9. To get the detail of the batch and to see any errors, you will need to drill into the batch line by clicking it.
10. This screen will show a description of any errors.

Time Entry Sync Log

Search Time Entry Sync Log: [Search] Payroll Error (System) [Resend Export Errors]

Drag a column header and drop it here to group by that column

Employee Name	Employee Number	Time Entry Date	Work Ticket Number	Created Date	Sync Error	Processed Block
Johnny Test	38	12/21/15 06:00:00	12080	06/28/16 03:34:03	There is an invalid reference to QuickBooks Payroll Item Wage "A-Hourly" in the TimeTracking. QuickBooks error message: Invalid argument. The specified record does not exist in the list.	636026457108895
Johnny Test	38	12/21/15 06:00:00	12081	06/28/16 03:34:04	There is an invalid reference to QuickBooks Payroll Item Wage "A-Hourly" in the TimeTracking. QuickBooks error message: Invalid argument. The specified record does not exist in the list.	636026457108895
Johnny Test	38	12/21/15 06:00:00	12082	06/28/16 03:34:04	There is an invalid reference to QuickBooks Payroll Item Wage "A-Hourly" in the TimeTracking. QuickBooks error message: Invalid argument. The specified record does not exist in the list.	636026457108895
Johnny Test	38	12/22/15 06:00:00	12080	06/28/16 03:34:04	There is an invalid reference to QuickBooks Payroll Item Wage "A-Hourly" in the TimeTracking. QuickBooks error message: Invalid argument. The specified record does not exist in the list.	636026457108895

11. If the errors can be fixed in QuickBooks, make corrections or changes in QuickBooks.
12. Click 'Resend Export Errors'

Time Entry Sync Log

Search Time Entry Sync Log: Payroll Error (System) Resend Export Errors

Drag a column header and drop it here to group by that column

Employee Name	Employee Number	Time Entry Date	Work Ticket Number	Created Date	Sync Error	Processed Block	Resent Date	Batch Block
Johnny Test	38	12/25/15 06:00:00	12081	06/29/16 01:29:46		0		636027245855167
Johnny Test	38	12/25/15 06:00:00	12082	06/29/16 01:29:46		0		636027245855167
Mike L Crew	Mike	12/25/15 06:00:00	12081	06/29/16 01:29:46		0		636027245855167
Mike L Crew	Mike	12/25/15 06:00:00	12082	06/29/16 01:29:46		0		636027245855167
Paulino Rodriguez-Deal-Monte	A100	12/25/15 06:00:00	12081	06/29/16 01:29:46		0		636027245855167
Paulino Rodriguez-Deal-Monte	A100	12/25/15 06:00:00	12082	06/29/16 01:29:46		0		636027245855167

13. This message will show

15 06:00:00	12081	06/28/16
15 06:00:00	12082	06/28/16
15 06:00:00	12081	06/28/16

The errored items have been resent. Note: Each item may only be resent once. Resending previously resent batches has no effect.

14. Aspire will create another row at 'View Sync Summary', the previous export line with the errors will now show a Re-sent Date.

15. The new line with '0' Processed Block is the resent data.

Time Entry Sync Summary

Search Time Entry Sync Summary: Default (System)

Drag a column header and drop it here to group by that column

Employee Count	Total Row Count	Minimum Time Entry Date	Maximum Time Entry Date	Created Date	Sync Errors	Batch Block	Processed Block	Resent Date
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 02:34:43	No	0	636027229208335	
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 03:27:45	No	636026452637343	636026455301750	
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 03:34:03	Yes	636026455425757	636026457108895	06/28/2016 11:21:20 PM
1	16	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 04:04:49	No	636026474877366	636027232718451	
1	16	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 04:04:50	No	636026474893147	636027232600476	
1	16	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 04:05:43	No	636026475423343	636027232463998	
1	16	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 04:05:45	No	636026475438499	636027232209243	
3	36	12/21/15 06:00:00	12/25/15 06:00:00	06/28/16 23:21:19	No	636027168774100	636027233054106	
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/29/16 00:34:25	No	636027212642028	636027214213634	
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/29/16 01:14:11	No	636027236504262	636027240572305	
6	94	12/21/15 06:00:00	12/25/15 06:00:00	06/29/16 01:24:30	Yes	636027242693278	636027244577656	06/29/2016 01:29:46 AM
3	6	12/25/15 06:00:00	12/25/15 06:00:00	06/29/16 01:29:46	No	636027245855167	0	

16. Run the QuickBooks Web Connector

17. Check the new row to see if there are any errors

18. If there are still outstanding errors, repeat the steps starting at #7 to fix any errors, resend data until there are no errors.