How to setup payroll for One Aspire but more than one accounting system/company.

These instructions are for clients that have 2 or more branches set up in Aspire and each branch has its own Accounting system/Company. Employees are adding hours in 1 Aspire. One employee could be working for more than one company.

1. Identify each company that will have employees entering hours into Aspire
2. Create branches in Aspire for each company.
3. One company can have more than one branch.

In Aspire, each property and opportunity will be assigned to a branch/company.

- As employee's are working in Aspire their hours will be added to work tickets.
- Hours will be exported weekly per branch.
- If a company has more than one branch, all those branches can be on one export.
- Each export will be sent/imported into the payroll service to process the hours for that branch/company.

QUICKBOOKS Desktop Payroll

There are 2 options for processing payroll from Aspire to QuickBooks desktop payroll:

One Aspire employee setup can only export to one instance of QuickBooks.

OPTION 1 – To be able to export hours to all instances of QuickBooks, one employee will need to be set up in Aspire multiple times

If an employee works for more than 1 company, that employee be entered in Aspire more than once. If there are 2 companies, an employee will need to be entered twice. That employee will have 2 different pin numbers & 2 different employee #'s. There can be NO duplicate employee #'s in any QuickBooks file that will be accepting employee's hours from Aspire.

When that employee is working for 1 company that employee will clock in with 1 pin. When that same employee is working for the 2nd company they will clock in with the 2nd pin.

Make sure all Aspire branch, division and pay codes match classes and payroll items in QuickBooks each QuickBooks.

- Company 1 branch or branches employee hours can be exported to QuickBooks 1.
- Company 2 branch or branches employee hours can be exported to QuickBooks 2.

Create separate Pay Schedules for each company. For example, if there is an "Hourly" Pay Schedule, create two. Hourly-QBA and Hourly-QBB

This will give the ability to filter to just 1 branch & 1 Pay Schedule to see if an Employee from QBA has hours in a branch for QBB.

OPTION 2 – To be able to setup one employee only once in Aspire

If an employee is in Aspire only once, their hours can only be exported to 1 instance of QuickBooks. Any hours that need to be added to a 2nd instance of QuickBooks will have to be entered into QuickBooks manually.

- Company branch or branches employee hours can be exported to QuickBooks 1. (If that company is setup to sync with Aspire.)
- Company branch or branches employee hours for the 2nd QuickBooks will be entered manually into QuickBooks 2.

IPS Payroll

- Employees will be setup once in Aspire.
- All the companies will have a separate IPS payroll company.
- Since IPS syncs employee information from IPS to Aspire, each employee will have a main IPS payroll company that will sync that employee's information into Aspire. If that employee works for the other companies, that employee information sync from IPS will need to be turned off.
- Make sure all the Branch, Division, Localities and Pay Codes are the same in Aspire and IPS.

  - Company 1 branch or branches employee hours can be export to IPS payroll company 1.
  - Company 2 branch or branches employee hours can be export to IPS payroll company 2.

Outside Payroll Services

- Employees will be setup once in Aspire.
- All the companies will have a separate outside payroll service company.
- Make sure all the Branch, Division, Localities and Pay Codes are the same in Aspire and all payroll services.

  - Company 1 branch or branches employee hours can be export to Payroll Service company 1.
  - Company 2 branch or branches employee hours can be export to Payroll Service company 2.