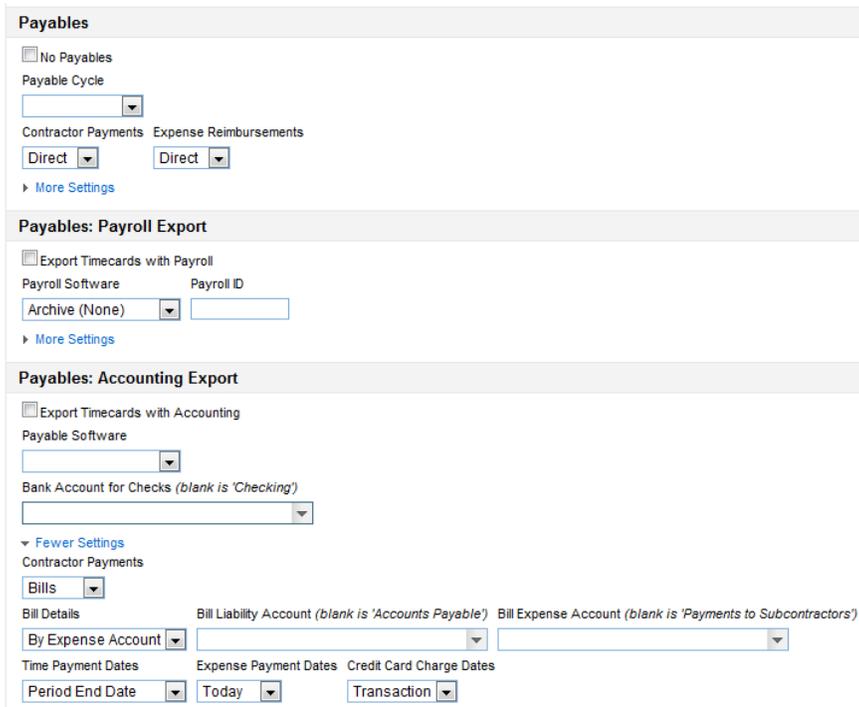**SpringAhead**

Configuring Payroll Export

With SpringAhead, you have the option to bring timecard information directly into your accounting software and also creating a file that can be uploaded or sent to a third party payroll provider. Using this guide, you will:

- Become familiar with the different settings
- Configure your payroll export

Reviewing The Options

1. Log in as an administrator
2. Click on **Settings**, then click **My Company**
3. Scroll down to the **Payables** section

4. Here is an overview of what the above settings mean:
   - No Payables
     - Check this box if you never want to export from the Payables area. This includes:
       - Time
       - Expense Reimbursements
         - Reimbursements are exported as either bills or checks
       - Vendor Payments for 1099 and Corp2Corp contractors
         - Vendor payments are exported as checks
   - Payables Cycle
     - This setting corresponds with your payroll cycle and can be overridden at the user level
   - Contractor Payments
     - Direct means payments will be exported to your accounting system as bills
     - Payroll means payment will be exported to your payroll provider as part of a CSV file
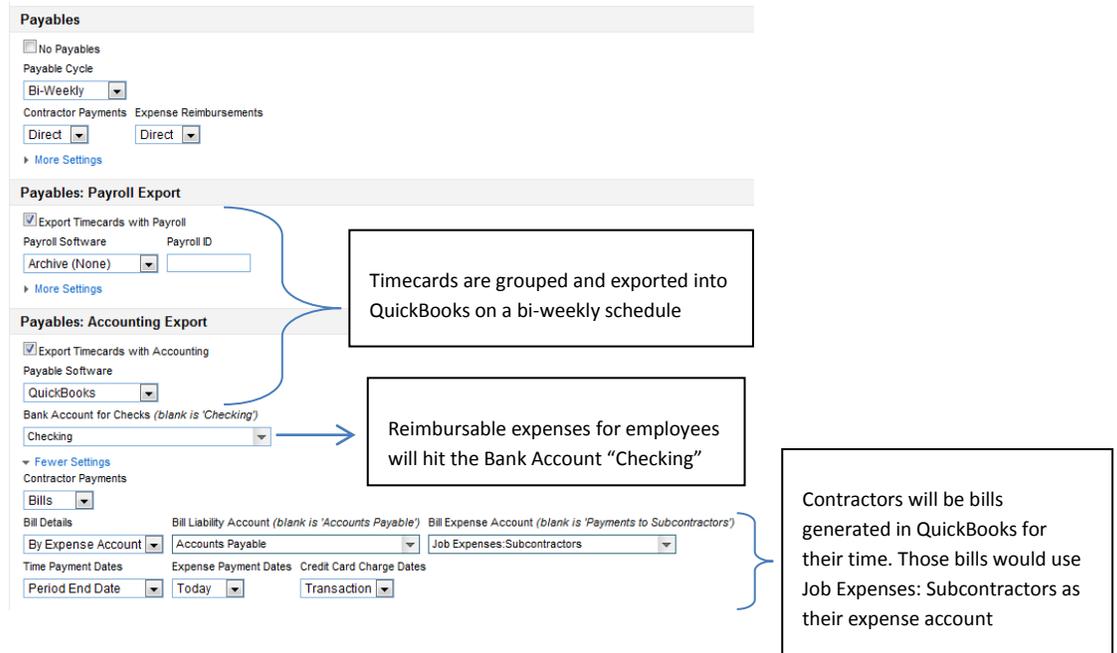   - Expense Payments

- o Direct means payments will be exported to your accounting system as either checks or bills
- o Payroll means payments will be exported to your payroll provider as part of a CSV file
- Payables: Payroll Export
    - o Checking this box brings hourly and salary timecards into your accounting system
        - ▪ Note: If you are exporting to a third party payroll provider, do not check this box
- Payroll Software
    - o Generally, this is where you will be sending your timecards. If you are using QuickBooks or QuickBooks Online Edition, you will want to select *Archive (None)*. Selecting "QuickBooks" will create a journal entry
- Payroll ID
    - o If using a third party payroll provider, enter your company ID number here.
- Payables: Accounting Export
    - o Checking this box brings 1099 Contractor time cards into your accounting system
- Payroll Software
    - o Generally, this determines where you send your timecards
- Bank Account For Checks
    - o If reimbursing expenses through your accounting system, this is the bank account that reimbursable checks would hit
- If you will be paying your vendors through your accounting system, click **More Settings**
    - o Contractor Payments
        - ▪ Sets up these transactions to export to your account system as bills
    - o Bill Details
        - ▪ By Expense Account
            - Bill Liability Account is generally Accounts Payable
            - Bill Expense Account is where you select which expense account you have set up for contractor time payments (e.g. payments for subcontractors)
        - ▪ By Item
            - Bill Liability Account is generally Accounts Payable
            - Bill Expense Account is left blank
            - Below is an image of creating an item in QuickBooks to be used for contractor payments (Note that both the expense and income accounts are defined)
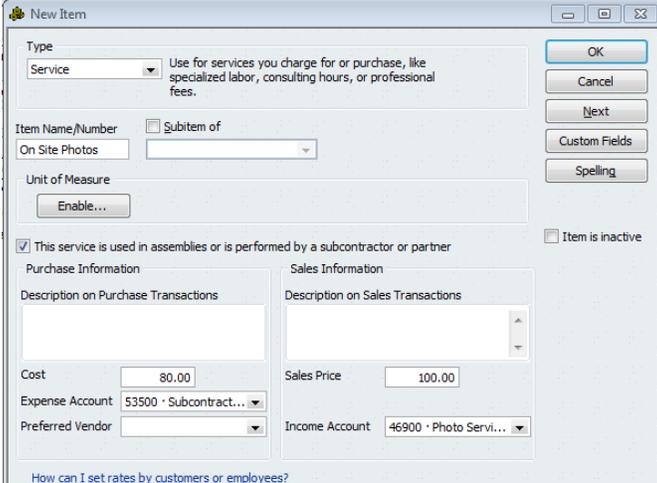
![SpringAhead]

- In the example below, these settings are defined:

Payables

☐ No Payables
Payable Cycle
[Bi-Weekly ▾]
Contractor Payments   Expense Reimbursements
[Direct ▾]   [Direct ▾]
▸ More Settings

Payables: Payroll Export

☑ Export Timecards with Payroll
Payroll Software   Payroll ID
[Archive (None) ▾]   [   ]
▸ More Settings

> Timecards are grouped and exported into QuickBooks on a bi-weekly schedule

Payables: Accounting Export

☑ Export Timecards with Accounting
Payable Software
[QuickBooks ▾]
Bank Account for Checks *(blank is 'Checking')*
[Checking ▾]

> Reimbursable expenses for employees will hit the Bank Account "Checking"

▾ Fewer Settings
Contractor Payments
[Bills ▾]
Bill Details   Bill Liability Account *(blank is 'Accounts Payable')*   Bill Expense Account *(blank is 'Payments to Subcontractors')*
[By Expense Account ▾] [Accounts Payable ▾]   [Job Expenses:Subcontractors ▾]
Time Payment Dates   Expense Payment Dates   Credit Card Charge Dates
[Period End Date ▾]   [Today ▾]   [Transaction ▾]

> Contractors will be bills generated in QuickBooks for their time. Those bills would use Job Expenses: Subcontractors as their expense account

- This setup will export a CSV file for a third party payroll provider
  - This file will be exported to your desktop
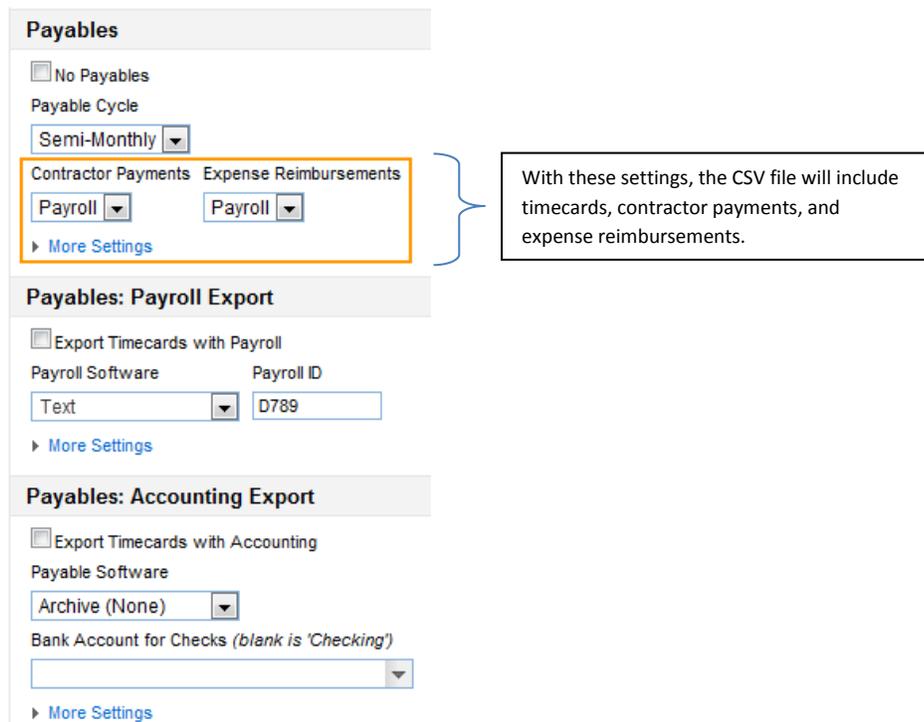
Payables

☐ No Payables
Payable Cycle
[Semi-Monthly ▾]

Contractor Payments   Expense Reimbursements
[Payroll ▾]   [Payroll ▾]
▸ More Settings

> With these settings, the CSV file will include timecards, contractor payments, and expense reimbursements.

Payables: Payroll Export

☐ Export Timecards with Payroll
Payroll Software   Payroll ID
[Text ▾]   [D789]
▸ More Settings

Payables: Accounting Export

☐ Export Timecards with Accounting
Payable Software
[Archive (None) ▾]
Bank Account for Checks *(blank is 'Checking')*
[▾]
▸ More Settings