PAYROLLSOLUTIONS
Compensation Specialists+

EvoQ

Install & Use Instructions

Important: The EvoQ application will only export Evolution data to **[QuickBooks 2004](#)** and later versions.

QuickBooks must be open on the computer where EvoQ is running. In addition, the company that will receive the import data must be selected in QuickBooks, otherwise the import will fail.

The Evolution QuickBooks interface provides two distinct capabilities of exporting Evolution data into QuickBooks. They are:

- GL Export
- Checks Export

EvoQ Installation

1. Obtain the EvoQ setup files, **QuickBooks API Download** and **QuickBooks QBFC Library** from the Payroll Solutions Downloads web page at http://www.payrollmadeeasy.com/software-installers-user-guides/ and save to the workstation Desktop.

   Note: Also, please download the QBXMLRP2Installer.exe file from the Additional SDK Files link for QuickBooks 2004-2005.

2. Double-click the EvoQ- *x.x* -Setup.exe file and accept the defaults to install the utility.

   Note1: select the Desktop Icon checkbox to place an EvoQ icon on the desktop.

   Note2: on the initial installation of EvoQ, select the **Install QuickBooks client library (mandatory unless you already have it installed)** checkbox to load the QuickBooks client library.

   Note3: for QuickBooks 2004-2005 you will need to install QBXMLRP2Installer.exe file after EvoQ installation is done
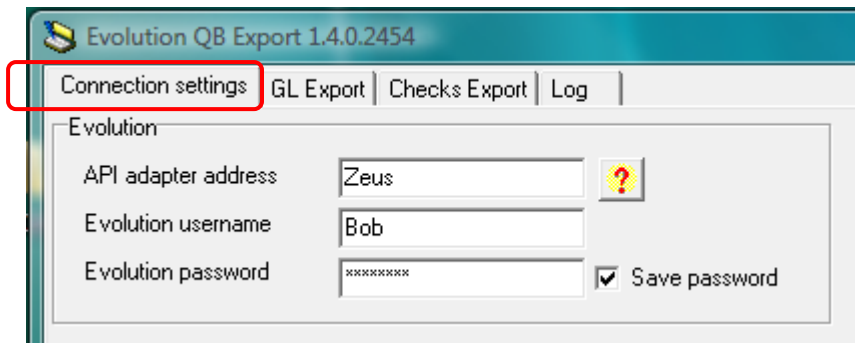
3. Either double-click the **Evolution GL Export** icon on the desktop or navigate to the following path to launch the utility: **Start / All Programs / iSystems / Evolution GL Export / Evolution GL Export**.

4. From the **Connection Settings** tab, enter the following values: **(Example 1a)**
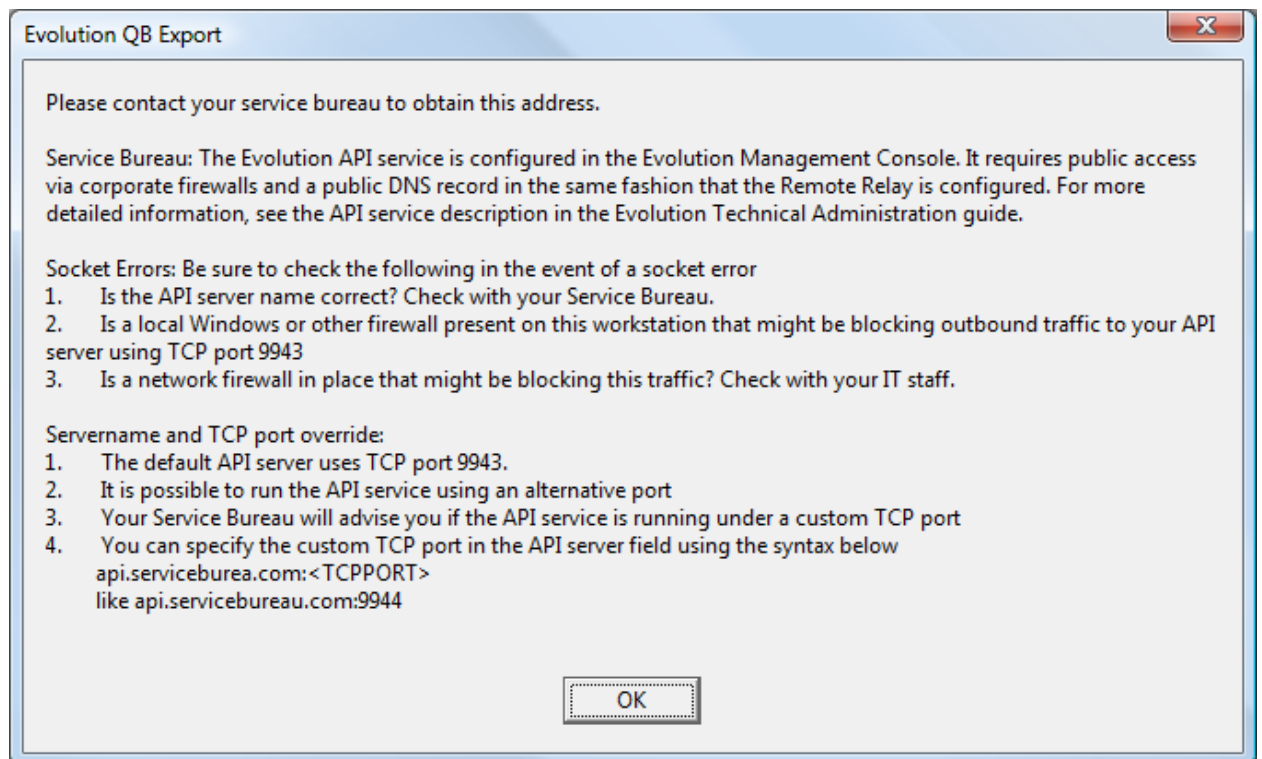
Note: select the question button, , to display additional help information. **(Example 1b)**

API adapter address: IT defined
Evolution Username: Evolution userid
Evolution Password: Evolution password
Save password checkbox: check to save password for future logins

Example 1a –Connection Settings

Example 1b – Help Information

Important: QuickBooks must be open on the computer where EvoQ is running. In addition, the company that will receive the import data must be selected in QuickBooks, otherwise the import will fail.

Export Evolution GL to QuickBooks

Parsing the GL Tag field of GL Export

The GL Tag must contain either the **Account Numbers** or **Account Full Names** depending on the **Treat Evolution GL Tags as** setting **(Example 2)**. If an account is a subaccount of another account, its full name appears as **ParentAccountName:SubAccountName**. The account hierarchy may have more than two levels and full names would appear as **GrandParentAccountName:ParentAccountName:SubAccountName**, depending on the number of levels.

The **Assign Class** option allows the user to export a QuickBooks Class field and to define the **Delimiter** that distinguishes the Class and Account. In this instance, the Evolution GL tags must be formatted as follows:

<class>< delimiter ><account>

where <account> is an account number or account full name and <class> is a class full name.

If a class is a subclass of another class, its full name would appear as:

ParentClassName:ClassName OR

GrandParentClassName:ParentClassName:ClassName or longer, depending on the number of levels in the class hierarchy.

Example:

BR20:DP20-DT5 is an example of the Evolution GL Tag format string that generates GL tags in the form of **<ParentClass>:<Class>-<Account>**.

For importing the GL tags, the user should check the **Assign Class** checkbox and set the delimiter to **-.**

1. Navigate to the **GL Export** tab and select one of the following options: **(Example 3a or 3b)**

   Direct Connection: permits the creation of a QuickBooks GL export directly from Evolution.

   - Select the **Direct connection** tab.
   - Optionally, define the **Check Date Period** range to filter selected payrolls within a date range.
   - In the **QuickBooks Treat Evolution tags as** area, select the **Account Full Names** or **Account Numbers** button to define how Evolution GL tags are to be processed. **(Example 2)**

     ### Example 2 – Evolution GL Tags

   - Select the **Get / Refresh Evolution payroll list** button to populate a list of clients, companies and payrolls.
   - Select the client and company. Select a single payroll by selecting it or multiple payrolls by holding the **Ctrl** key and selecting the payrolls of choice.

   Note1: Select the **Clear** check box to set the transaction status in QuickBooks to *clear*.

   Note2: Once processing has completed, the **Print Journal** and **Print Log** buttons become active.

   - Continue to **Step 2**.

Example 3a – GL Export Tab – Direct Connection

File: permits the creation of a QuickBooks GL export directly from a fixed length text file, saved with a **.txt** extension, or a **.csv** file.

> **Note:** The txt or csv export file can be created by running the Evolution General Ledger Rapid Export (S348) report. The report must be run by the Service Bureau on an Evolution client that does not have EvoRemote installed in their environment.

- Select the **File** tab from **Export** tab.
- In the **QuickBooks Treat Evolution tags as** area, select the **Account Full Names** or **Account Numbers** button to define how Evolution GL tags are to be processed. **(Example 2a)**
- Select the **Open** button and navigate to the location of the file. When located, select the **Open** button.

> **Note1:** Select the **Clear** check box to set the transaction status in QuickBooks to *clear*.

> **Note2:** Once processing has completed, the **Print Journal** and **Print Log** buttons become active.
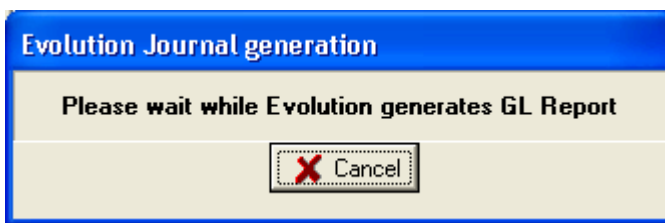
- Continue to **Step 2**.

Example 3b – GL Export Tab – File
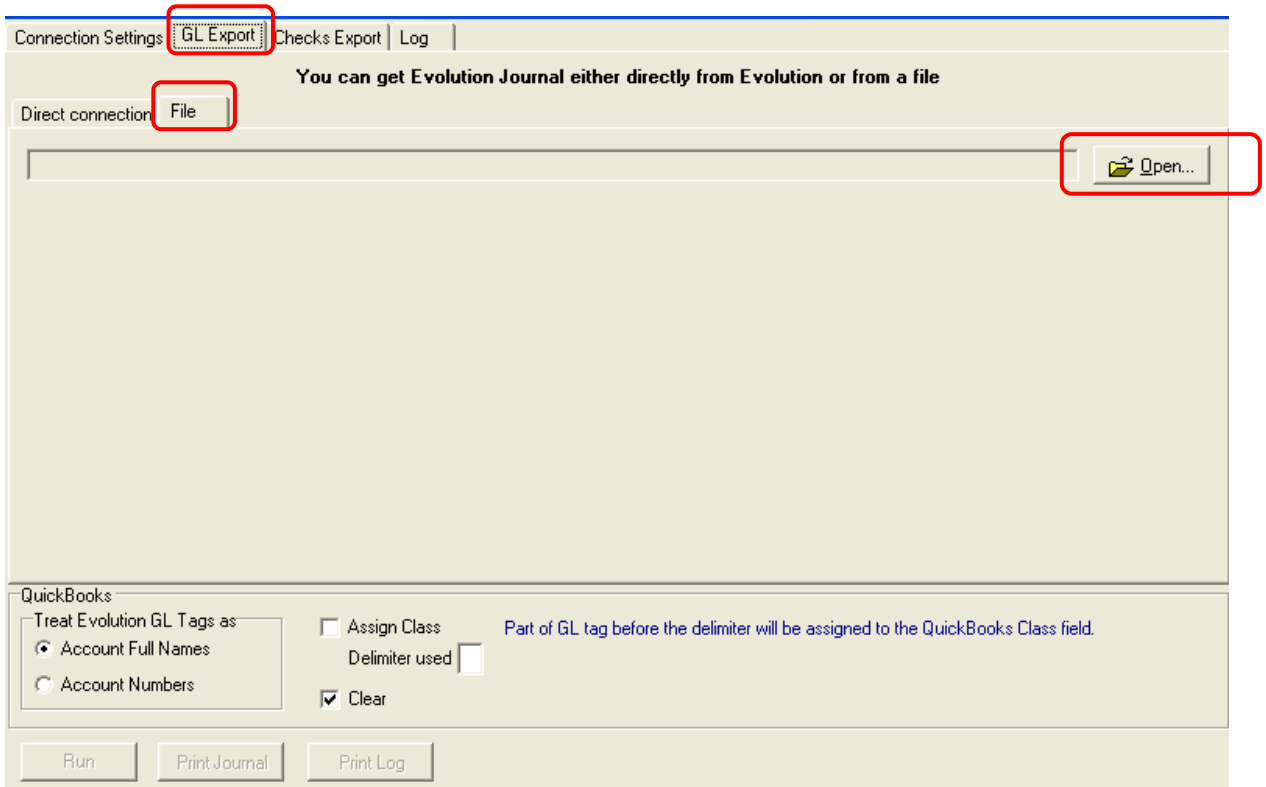
2. If not already completed, open the company in QuickBooks.

3. Select the **Run** button to proceed with the export. An interim message box appears. **(Example 4)**

Example 4 – Processing Message Box

4. On successful completion, a message box appears stating **Export completed** or a message box appears displaying a detailed error message. If an error message appears, navigate to the **Log** tab **(Example 9)**, correct the error and run the export again.

> **Note:** once the **Log** tab is selected, select the error message to view details of the error message.

Export Evolution Payrolls to QuickBooks

Important: QuickBooks must be open on the computer where EvoQ is running. In addition, the company that will receive the import data must be selected in QuickBooks, otherwise the import will fail.

1. Navigate to the **Checks Export** tab and select either the **Direct connection** or the **File** tab following options: **(Example 6a or 6b)**

   Direct Connection: permits the creation of a QuickBooks check export directly from Evolution.

   - Select the **Direct connection** tab.
   - Define the **Check Date Period** range to filter selected payrolls within a date range.
   - Select the **Get / Refresh Evolution payroll list** button to populate a list of clients, companies and payrolls.
   - Select the client and company. Select a single payroll by selecting it or multiple payrolls by holding the **Ctrl** key and selecting the payrolls of choice.
   - Select the check type to export, **Employee Checks**, **Agency Checks** or **All Checks**. **(Example 5)**
   - Select the **Get Account list** button to populate the QuickBooks **Cash Account** and **Liability Account** types. Select the cash and/or liability account to export into. **(Example 5)**
   - Check any or all of the following options: **(Example 5)**
     - o Create Direct Deposit Checks.
     - o Include Payee Names. This option can only be used if the employee name appears in the QuickBooks employee list.
     - o Clear to set the transaction status in QuickBooks to *clear*.

   Note: once processing has completed, the **Print Checks** and **Print Log** buttons become active.

   - Continue to **Step 2**.

   Example 5 – Check Export Options

Example 6a – Check Export Tab – Direct Connection

Example 6b – Check Export Tab – File

File: permits the creation of a QuickBooks check export directly from a fixed length text file, saved with a **.txt** extension, or a **.csv** file. **(Example 8)**

> **Note:** A csv export file can be created by running the Evolution EvChecks EE Export (S1910) or the Evolution EvChecks Agency Export (S1911) report. The reports must be run by the Service Bureau on an Evolution client that does not have EvoRemote installed in their environment.

- Select the **File** tab from **Export** tab.
- Select the check type to export, **Employee Checks**, **Agency Checks** or **All Checks**. **(Example 7)**
- Select the **Get Account list** button to populate the QuickBooks **Cash Account** and **Liability Account** types. Select the cash and/or liability account to export into. **(Example 7)**
- Check any or all of the following options: **(Example 7)**
    - o Include Create Direct Deposit Checks.
    - o Include Payee Names.
    - o Clear to set the transaction status in QuickBooks to *clear*.
- Select the **Open** button and navigate to the location of the file. When located, select the **Open** button.
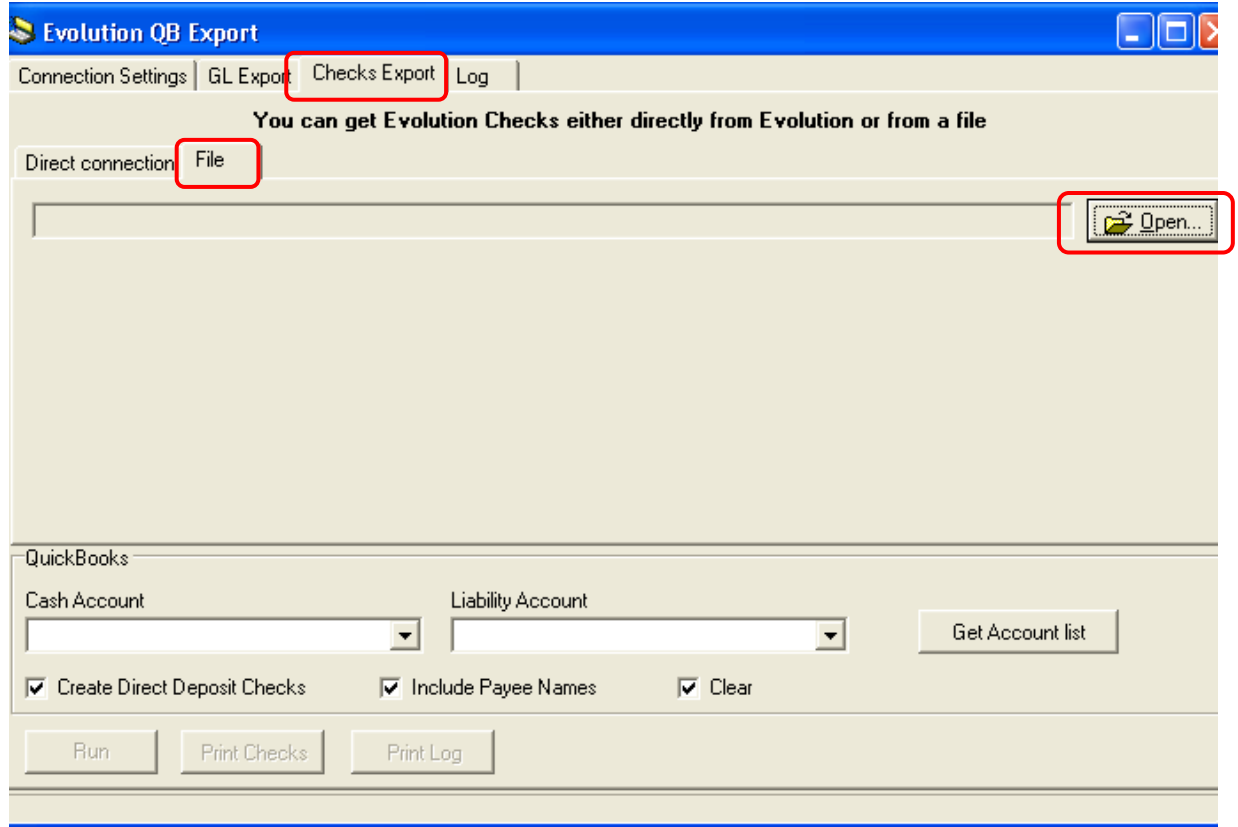
> **Note:** once processing has completed, the **Print Checks** and **Print Log** buttons become active.

- Continue to **Step 2**.

Example 7 – Check Export Options

Example 8 – Check Export Tab – File

2. If not already completed, open the company in QuickBooks.

3. Select the **Run** button to proceed with the export. An interim message box appears advising that the Check Export Report is being generated.

4. On successful completion, a message box appears stating **Export completed** or a message box appears displaying a detailed error message. If an error message appears, navigate to the **Log** tab **(Example 9)**, correct the error and run the export again.

View the Log File

The Log file is viewed by selecting the **Log** tab.

To view details of a message contained in the **Log**, select the message and view the content in the **Details** and **Context** section of the log.

Send debug log by e-mail button: select this option to create an email message which attaches the log file to the email. The email will be sent, with AES encryption, to Andrei Babyuk of iSystems for further analysis of the error.

Pack debug log and open folder button: select this option to compress the log file and save to a **To Send** subdirectory, with AES encryption, underneath the location of the respective iSystems utility being run for later analysis of the log file.

> **Note:** Packed Log files are located in the following locations of the user's computer:
> - C:\Users\<user name>\AppData\Local\iSystems\Evolution QB Export\To Send\EvoQ-log-<*datetime*>.7z (Windows Vista)
> - C:\Documents & Settings\<user name>\ Local Settings Application Data\\iSystems\Evolution QB Export\To Send\EvoQ-log-<*datetime*>.7z (Windows XP)

Example 9 – Log Tab

Notes

Notes
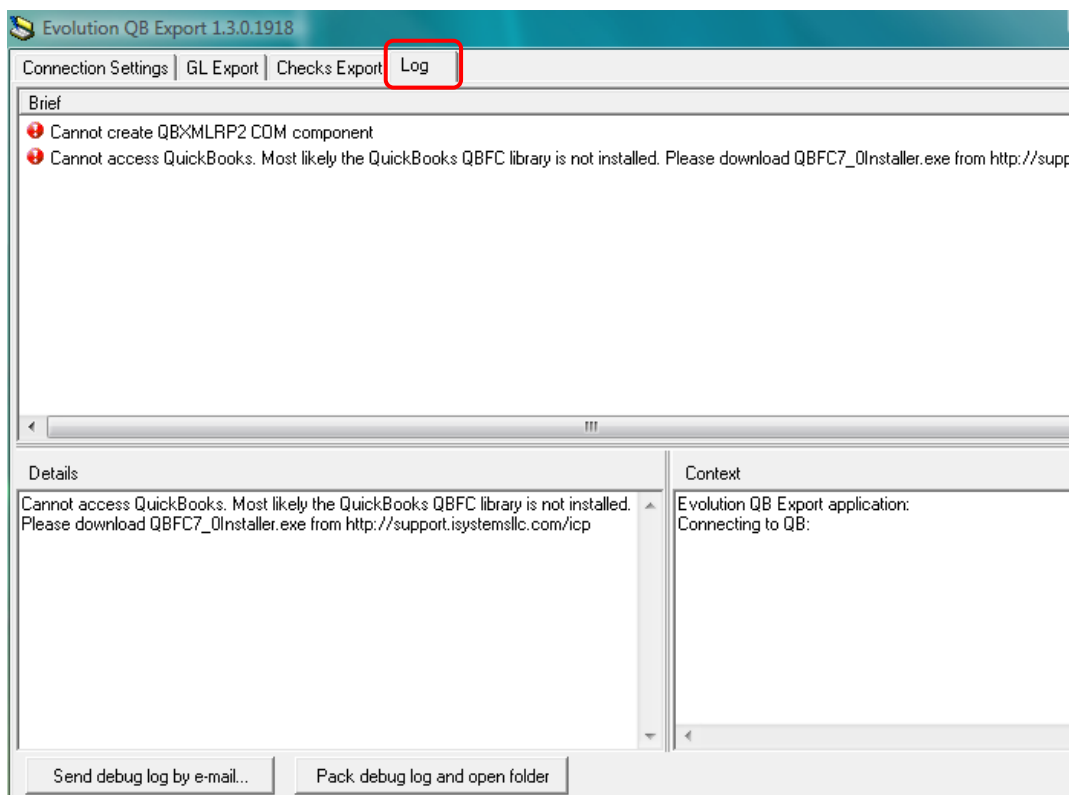
Payroll Solutions Contact Information

Payroll Solutions Inc
6425 Old Plank Road, Suite 111
High Point, NC 27265

336-885-5056

www.payrollmadeeasy.com

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