
# Integration with Exact Online

## Get the best start…

This is a complete guide to setting up the integration between TimeLog Project and Exact Online as well as transferring customers, contacts, employee and invoice data.

# Index



2. edition
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# 1 Introduction

The integration between TimeLog Project and Exact Online consists of partial integrations that provide seamless cooperation between the two systems:

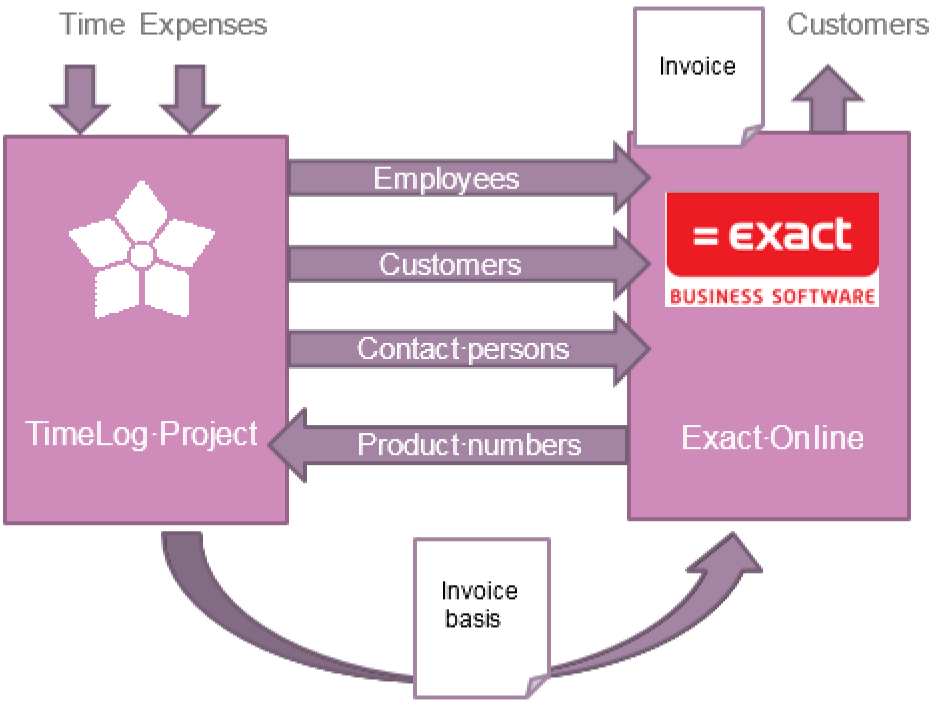
1. Automatic transfer of customers from TimeLog Project to Exact Online
2. Automatic transfer of contacts from TimeLog Project to Exact Online
3. Automatic update of customer and contact information in Exact Online
4. Synchronisation of product numbers between TimeLog Project and Exact Online
5. Automatic transfer of invoices from TimeLog Project to Exact Online
6. Invoice balancing between TimeLog Project and Exact Online

The classic way to integrate time tracking systems with financial systems is to transfer registered hours to the accounting system and create the invoices here. In this way, revenue and cost analyses are performed in the financial system; usually based on product numbers and financial accounts.

The interface between TimeLog Project and Exact Online is slightly different, as invoices are created in TimeLog Project before transferring the entire invoice including product lines to Exact Online. This offers a range of advantages:

1. TimeLog Project is more suited to draw up invoices based on time data
2. Financial analyses can be carried out in TimeLog Project with every available dimension (employee, project type, project category, department, etc.)
3. Project managers can retrieve all information related to invoicing in TimeLog Project and therefore do not need to access Exact Online

**Figure 1**
The integration between TimeLog Project and Exact Online




# 2 Setup

The integration setup is carried out in TimeLog Project and consists of the following steps:

1. Establishing a connection between TimeLog Project and Exact Online
2. Linking the invoice transfer from TimeLog Project to a sales journal in Exact Online
3. Linking of customer databases in TimeLog Project and Exact Online
4. Linking of product catalogues in TimeLog Project and Exact Online
5. Configuring product number routines in TimeLog Project

Only users with system administrator rights in TimeLog Project can configure the integration. Start by going to the System Administration and clicking **Standard Integrations** in the **Integration and API** group (Fig. 2 on the next page). Click **configuration and activation of integration** (Fig. 3on the next page).

**Figure 2**

Standard integrations is located below **Integration and API** in the system administration

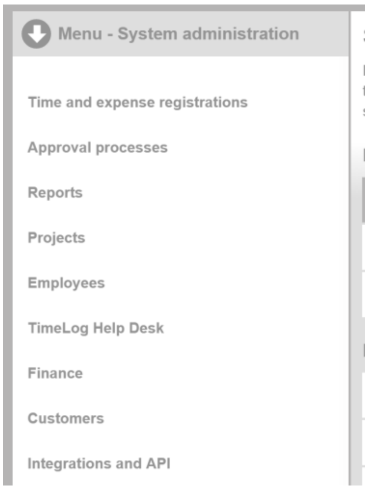
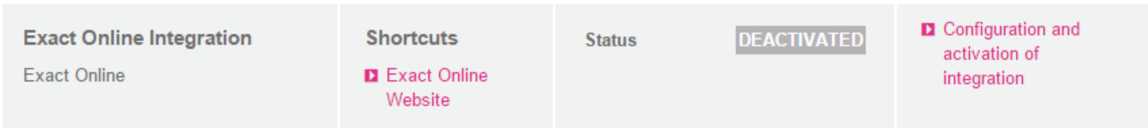



**Figure 3**

Standard integrations




**Please note!** Ensure that all steps of the setup are carried out before using the integration. In particular, the lack of linked customer databases can lead to customer duplicates in Exact Online, which require a great deal of time to delete.

## 2.1 Preconditions in Exact Online

**Item divisible:**

In order to successfully use the product items from Exact Online in TimeLog Project, you have to make sure that your item in Exact Online are divisible.

- Go to the **Item** in Exact Online and press **Edit**
- Check the checkbox **Divisible** under properties

Time in TimeLog Project is (usually) noted with decimals. This ensures that the decimals can be transferred to Exact Online.

**Sales journal currency**

TimeLog Project transfers the currency of the invoice to Exact Online. For this to succeed, the sales journal used for invoice transferal must have enabled variable currency.

To enable this, go to **Master Data -> Journals -> Sales journal** (if multiple, select the one used in TimeLog Project)

In the currency section mark the checkboxes **Variable: Currency** and **Variable: Exchange rate**.

**Exchange rates**
TimeLog Project does not create the currency in Exact Online if it does not exist. Therefore, make sure that all the currencies used in TimeLog Project are created in Exact Online. The invoice will not transfer if the currency is not present in Exact Online.

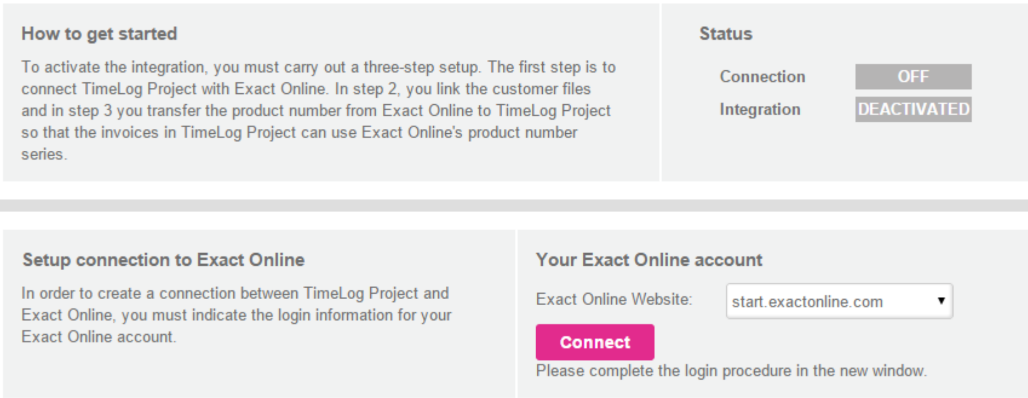
## 2.2 Connect to Exact Online

Choose the Exact Online site on which you have your account in the **Your Exact Online account** section (Fig. 4.1 on the next page) and click **Connect**. This opens a new window where you enter your Exact Online credentials (those you use when you normally log into Exact Online). The first time you log in, you will be asked to allow TimeLog Project access to your data. When successfully connected, you can close the pop-up and refresh TimeLog Project by pressing the **Standard Integrations menu** and re-enter the configuration (Fig. 4.2 on the next page).

As you connect to a sign-in page at Exact Online during the configuration, TimeLog Project is never in touch with your Exact Online credentials. TimeLog Project is granted an access token from Exact Online, and you can at any time remove TimeLog Projects permission to access your data.

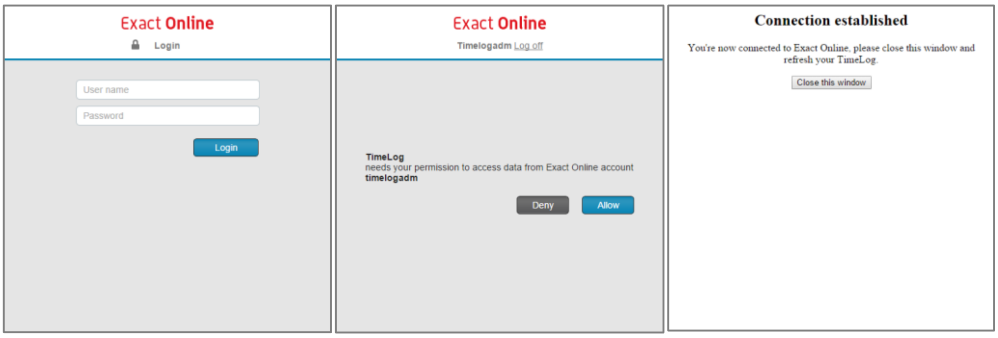
## Figure 4.1

Enter account information for Exact Online to connect




## Figure 4.2

Connection to Exact Online




When the connection is established, you need to set up the company/division you want TimeLog Project to connect to. You can see the companies in the drop-down. Select one and press **Save** (Fig. 5.1 on the next page).

Next, select the Exact Online journal you use for sales invoices. All the available journals from your Exact Online will be available in the dropdown. Select one and press **Save** (Fig. 5.2 on the next page).

**Figure 5.1**

When the connection is established, the status indicator turns green. The integration status indicator will stay yellow, until configuration is completed.

First, select the division/company you want your TimeLog to connect to

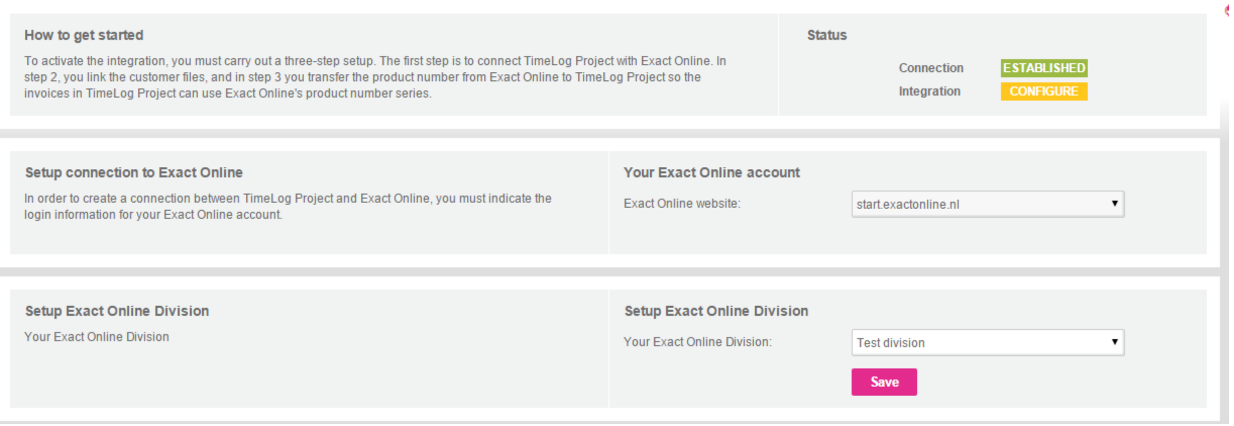
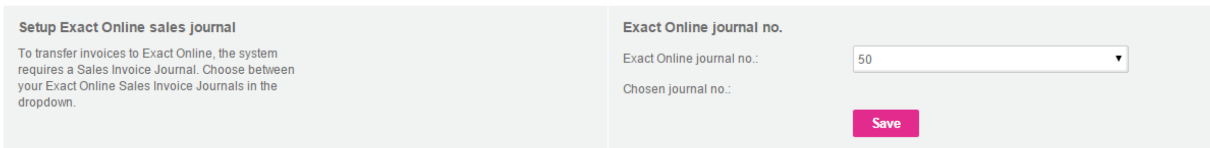



**Figure 5.2**

Select the sales journal to transfer your invoices to




## 2.3 Linking customer databases

To transfer invoices to Exact Online, the customer listed on the invoice must be available in Exact Online. When the integration is in use, the transfer of new customer data and updates of existing customer data are carried out automatically. Before the integration is in use, however, it is necessary to link the two customer databases.

The linking process depends on the status of the operational situation before the integration. Here are the most typical scenarios:

1. No customer data in Exact Online or TimeLog Project
2. Customer data in Exact Online, but none in TimeLog Project (new TimeLog customer)
3. Customer data in TimeLog Project, but none in Exact Online (new Exact Online customer)
4. Customer data in TimeLog Project and Exact Online

The four scenarios are described in details below.

TimeLog Project contains a wizard to simple linking of customer databases in connection with the integration.

Click **Link customers**. This opens a wizard for linking customers (Fig. 6 on the next page). The wizard divides Exact Online customers in three types:

- **One match**: Customer pairs which are readily recognisable
- **More matches**: Exact Online customers with several matches in TimeLog Project
- **No match**: Exact Online customers with no matches in TimeLog Project

Each type is shown in a separate tab (Fig. 7 on the next page).

**Please note**! To transfer customers from TimeLog Project to Exact Online and link customer pairs, the customer number in TimeLog Project must only consist of numbers. Exact Online does not accept special characters in customer numbers.

**Figure 6**

Linking customer databases

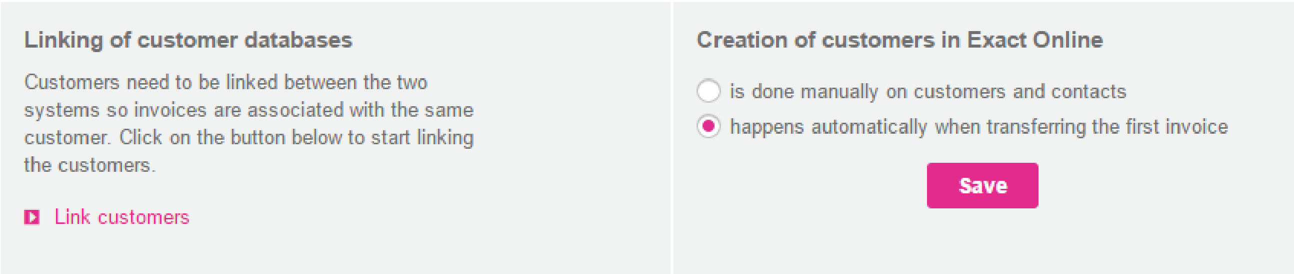
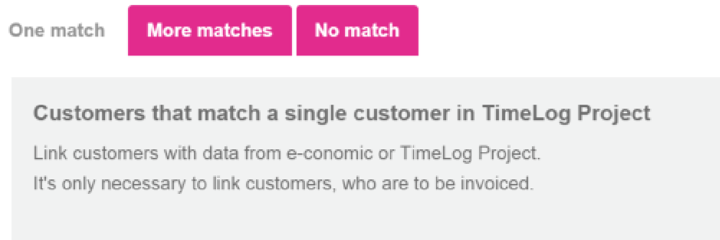



**Figure 7**

The **Link customers** wizard




### 2.3.1 Scenario 1

**No customer data in Exact Online or TimeLog Project**

In this case, linking customer databases is not necessary, so you can skip this step. Customers will be created continuously in Exact Online by linking with the TimeLog Project customer database or in connection with invoicing. Go to 2.4 How and when to create customers in Exact Online on page 16.

### 2.3.2 Scenario 2

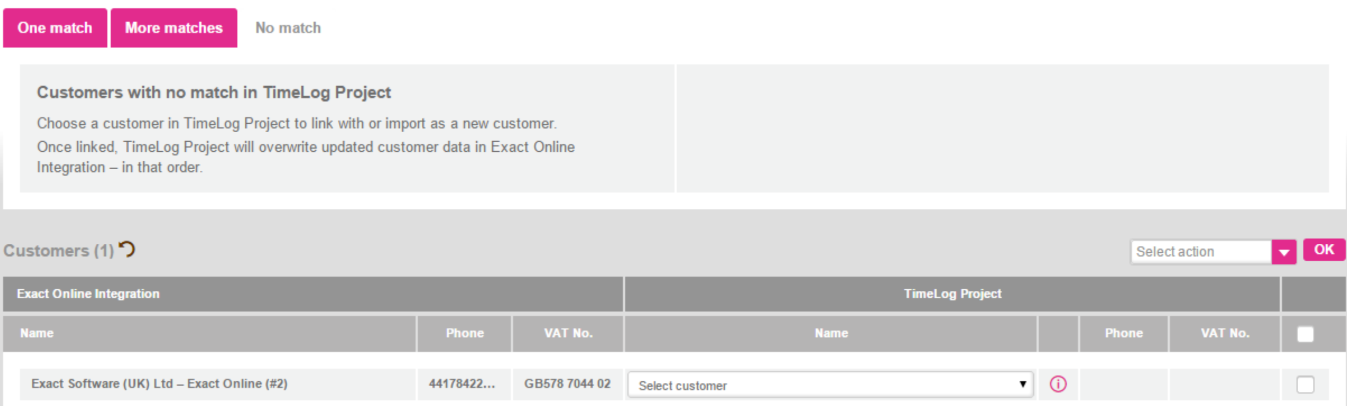
**Customer data in Exact Online, but none in TimeLog Project**

Begin by transferring the relevant Exact Online customers to TimeLog Project. The **One match** and **More matches** suggestions tabs will be empty, so you can skip them. All Exact Online customers are shown in the **No match**. Select the clients you wish to create in TimeLog Project and select **Import as a new customer** in TimeLog Project. Click **OK**.

The customers are now created in TimeLog Project and linked to their matches in the Exact Online customer database.

**Figure 8**

Linking customers in the **No match** tab




### 2.3.3 Scenario 3

**Customer data in TimeLog Project, but none in Exact Online**

In this case, linking customer databases is not necessary, so you can skip this step. Customers will be created continuously in Exact Online, by linking with the TimeLog Project customer database or in connection with invoicing. Go to 2.4 How and when to create customers in Exact Online.

### 2.3.4 Scenario 4

**Customer data in TimeLog Project and Exact Online**

This is the most time consuming scenario, as you need to link the customers manually. Luckily, the wizard helps finding customers that match.

The wizard looks for similarities in:

- Central business reg. no. / VAT no.
- Phone number
- Company name

Based on this, the wizard will divide the Exact Online customer database into the before mentioned three types.

**Type 1: One match**

The **One match** tab shows you a list of customer pairs for which the wizard has found a single match between TimeLog Project and Exact Online (Fig. 9 on the next page).

Before pairing the customer pairs, it is important to review the suggestions to avoid erroneous customer pairs. If the suggestion in TimeLog Project is incorrect, you can select a different customer from the dropdown menu or skip the row entirely.

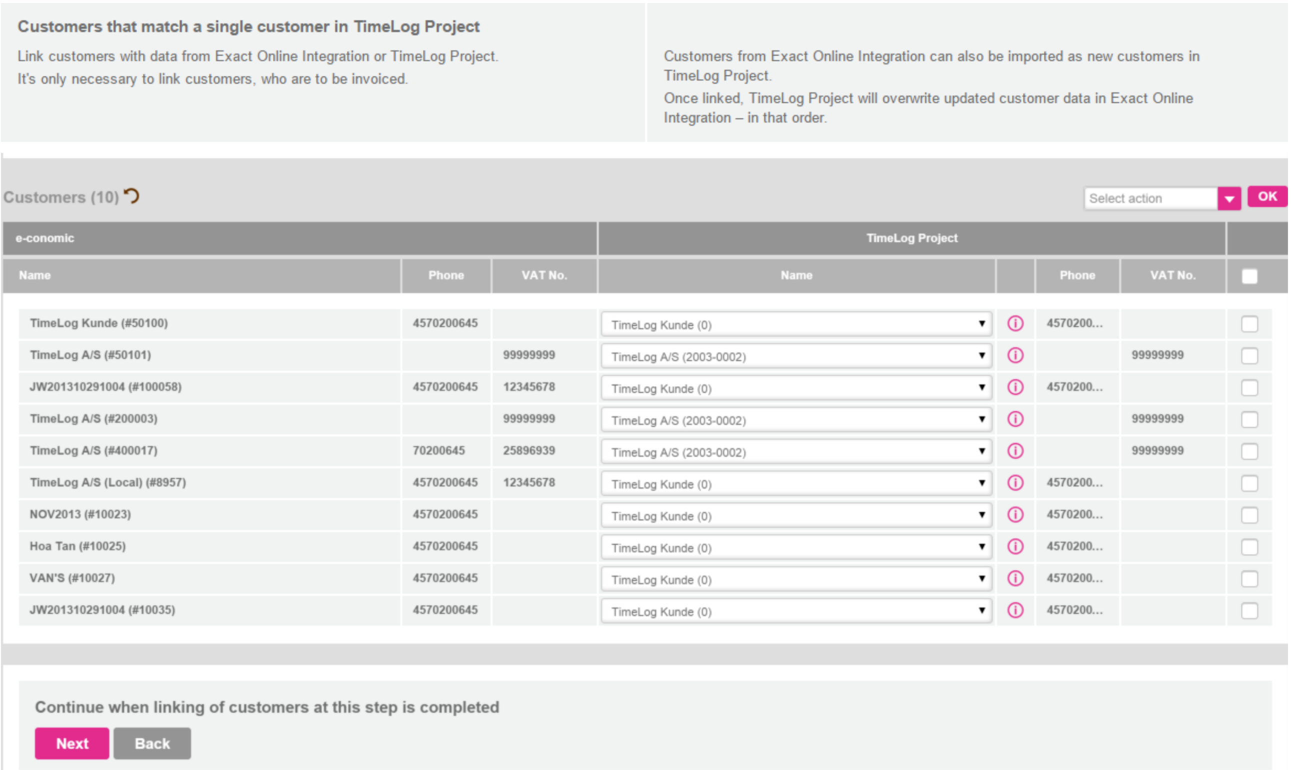
For each correct customer pair, tick the **check box** to the far right in the row. Once all customer pairs to be linked have been selected, select one of the following actions in the **Select Action** drop-down menu:

- **Transfer and use Exact Online data**: This action links customer pairs, and overwrites customer data in TimeLog Project with those of Exact Online. Fields left empty in Exact Online will not be transferred
- **Transfer and use TimeLog Project data**: This action links customer pairs, and overwrites customer data in Exact Online with those of TimeLog Project. Fields left empty in TimeLog Project will not be transferred
- **Import as a new customer in TimeLog Project**: This action creates a new customer in TimeLog Project based on Exact Online data. Click **OK**

Click **Next** to proceed to the next step.

## Figure 9

Linking customers in the **One match** tab



**Customers that match a single customer in TimeLog Project**

Link customers with data from Exact Online Integration or TimeLog Project.
It's only necessary to link customers, who are to be invoiced.

Customers from Exact Online Integration can also be imported as new customers in TimeLog Project.
Once linked, TimeLog Project will overwrite updated customer data in Exact Online Integration – in that order.

Customers (10)

Select action | OK

| e-conomic | | | TimeLog Project | | | | |
|---|---|---|---|---|---|---|---|
| Name | Phone | VAT No. | Name | | Phone | VAT No. | |
| TimeLog Kunde (#50100) | 4570200645 | | TimeLog Kunde (0) | | 4570200... | | |
| TimeLog A/S (#50101) | | 99999999 | TimeLog A/S (2003-0002) | | | 99999999 | |
| JW201310291004 (#100058) | 4570200645 | 12345678 | TimeLog Kunde (0) | | 4570200... | | |
| TimeLog A/S (#200003) | | 99999999 | TimeLog A/S (2003-0002) | | | 99999999 | |
| TimeLog A/S (#400017) | 70200645 | 25896939 | TimeLog A/S (2003-0002) | | | 99999999 | |
| TimeLog A/S (Local) (#8957) | 4570200645 | 12345678 | TimeLog Kunde (0) | | 4570200... | | |
| NOV2013 (#10023) | 4570200645 | | TimeLog Kunde (0) | | 4570200... | | |
| Hoa Tan (#10025) | 4570200645 | | TimeLog Kunde (0) | | 4570200... | | |
| VAN'S (#10027) | 4570200645 | | TimeLog Kunde (0) | | 4570200... | | |
| JW201310291004 (#10035) | 4570200645 | | TimeLog Kunde (0) | | 4570200... | | |

**Continue when linking of customers at this step is completed**

Next | Back

**Please note**! If an incorrect customer pair is created, you can always remove the link on the customer card in the TimeLog Project customer database

**Type 2: More matches**

The **More matches** tab shows a list of Exact Online customers for which the wizard has found multiple matching customers in TimeLog Project. This may occur if several TimeLog Project customers have the same central business reg. no., telephone number, etc., as an Exact Online customer (Fig. 10).

Therefore, you need to consider which of the matching customers you want to pair with the customers in Exact Online. The dropdown menu under the **Select a customer** with matching data group includes the TimeLog Project customers which match the Exact Online customer. If none of these are correct, you can select one of the other customers from the **Select another customer** group.

For each correct customer pair, tick the **check box** to the far right in the row.

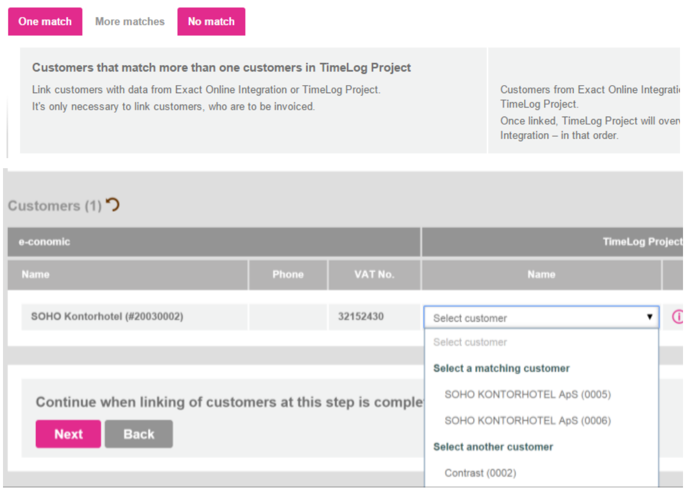
Once all customer pairs to be linked have been selected, select one of the following actions in the **Select Action** drop-down menu:

- **Transfer and use Exact Online data**: This action links customer pairs, and overwrites customer data in TimeLog Project with those of Exact Online. Fields left empty in Exact Online will not be transferred
- **Transfer and use TimeLog Project data**: This action links customer pairs, and overwrites customer data in Exact Online with those of TimeLog Project. Fields left empty in TimeLog Project will not be transferred
- **Import as a new customer in TimeLog Project**: This action creates a new customer in TimeLog Project based on Exact Online data. Click **OK**

Click **Next** to proceed to the next step.

**Figure 10**

Linking customers in the **More matches** tab



**Type 3: No match**

The **No match** tab includes a list of Exact Online customers with no matching TimeLog Project customers (Fig. 11).

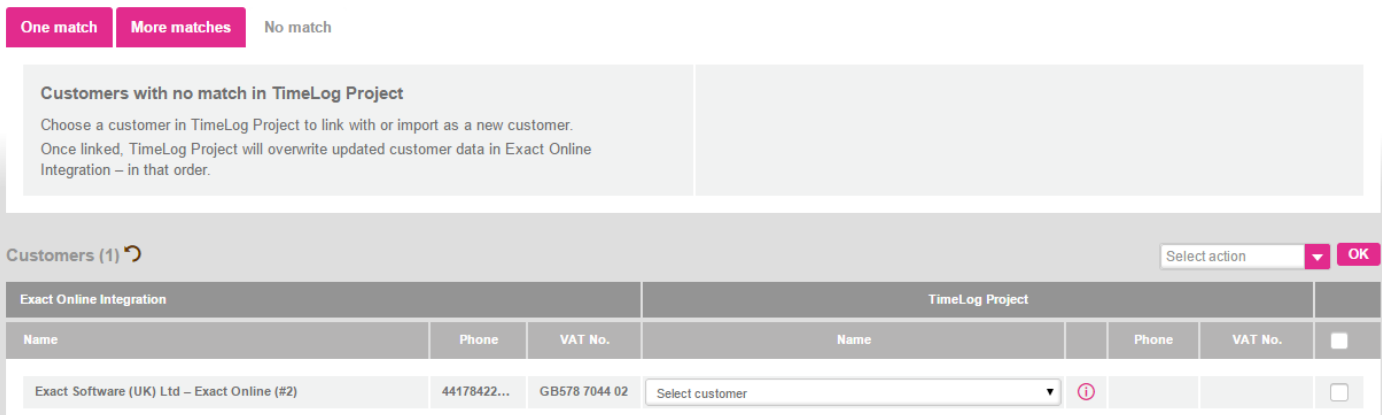
Next, select the customers you wish to create in TimeLog Project and select one of the following actions in the **Select Action** drop-down menu.

- **Transfer and use Exact Online data**: This action links customer pairs, and overwrites customer data in TimeLog Project with those of Exact Online. Fields left empty in Exact Online will not be transferred
- **Import as a new customer in TimeLog Project**: This action creates a new customer in TimeLog Project based on Exact Online data. Click **OK**

Click **Close**. This process creates the customers in TimeLog Project and links all customer pairs.

**Figure 11**

Linking customers in the **No match** tab



## 2.4 How and when to create customers in Exact Online

With Exact Online being the company's financial system, managing how and when to create customers in the software is key.

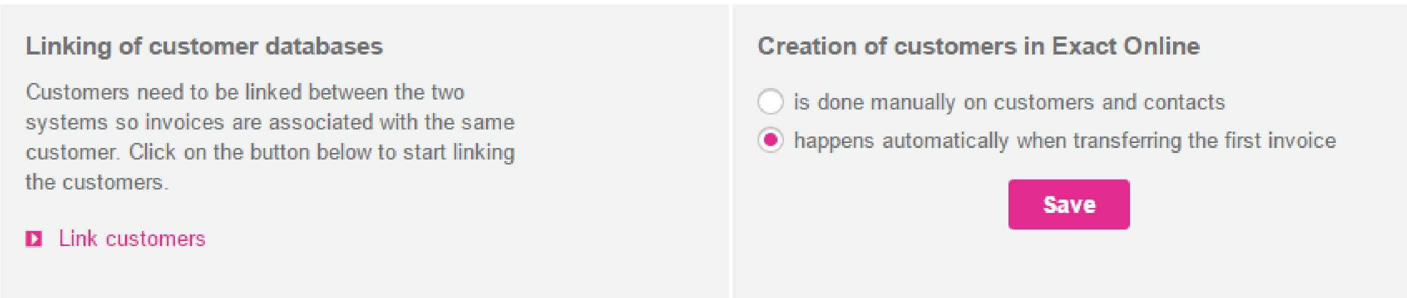
Typically, you will prefer to create customers in Exact Online in two scenarios; When transferring an invoice to a new customer, and when using TimeLog Project to transfer a customer from the database. However, when using the integration for the first time, creating customers in Exact Online only may be the best solution if requested from within the customer database, while automatic creation in connection with transferring invoices is not desirable.

In the Exact Online integration setup, TimeLog Project can be configured to employ one of the following principles:

- Customers are created manually from customers and contacts
- Customers are created automatically upon transferring the first invoice. Additionally, customers can be created manually from customers and contacts

Select your preferred method and press **Save**.

**Figure 12**
Creating customers in Exact Online



## 2.5 Importing product numbers from Exact Online

An important aspect of the integration between TimeLog Project and Exact Online is the creation of a product number catalogue in TimeLog Project. Exact Online, and financial systems in general, requires that each invoice line includes a product number stating how to enter the invoice line into the accounts for purposes of VAT and revenue statistics.

The product number setup is made in TimeLog Project and consists of the following steps:

1. Importing product numbers from Exact Online
2. Configuring a product number principle for various TimeLog Project data types
3. Configuring default product numbers for various TimeLog Project data types

The integration may work despite the product number principle and default standard numbers not being completed. If this is the case, manually select a number for each invoice line when creating an invoice in TimeLog Project.

### 2.5.1 Importing product numbers from Exact Online

Begin by clicking on the **Import product numbers** link in the Exact Online integration setup (Fig. 13 on the next page). A list of active part numbers in Exact Online is retrieved (Fig. 14 on the next page). Then select the product numbers on the list to be used in TimeLog Project. Select the **Activate action** and click **OK**.

The product numbers are now available in TimeLog Project.

**Figure 13**

Import of product numbers

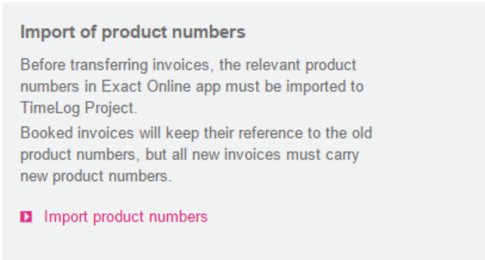
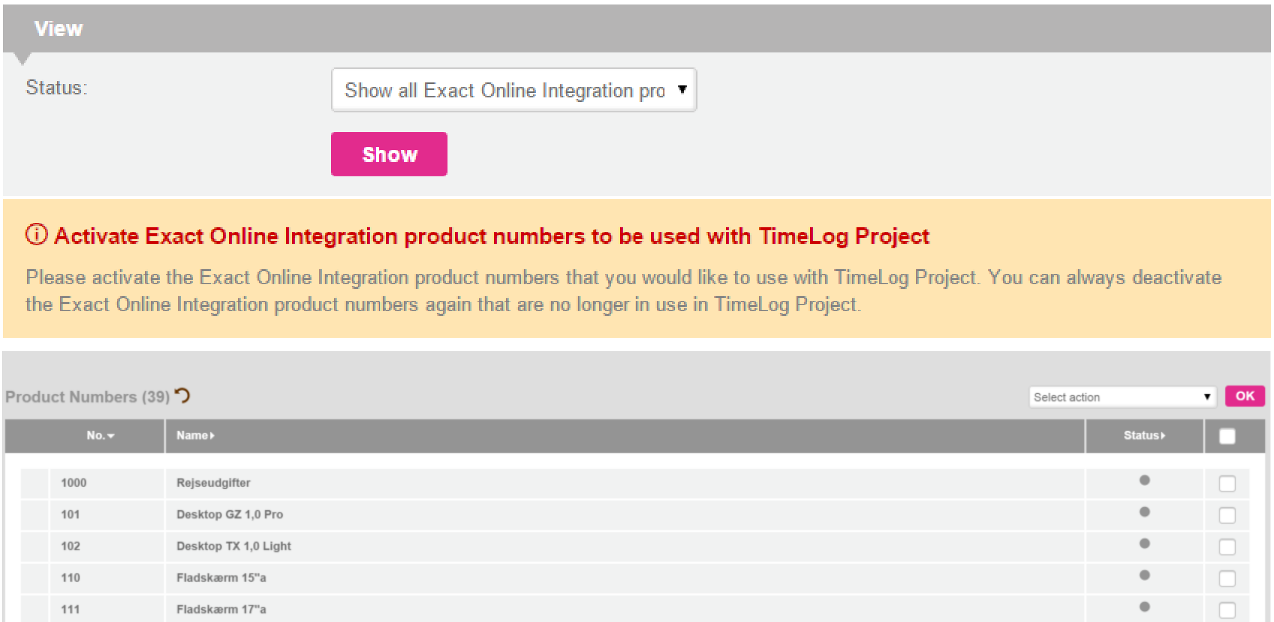



**Figure 14**

Enabling the product numbers feature



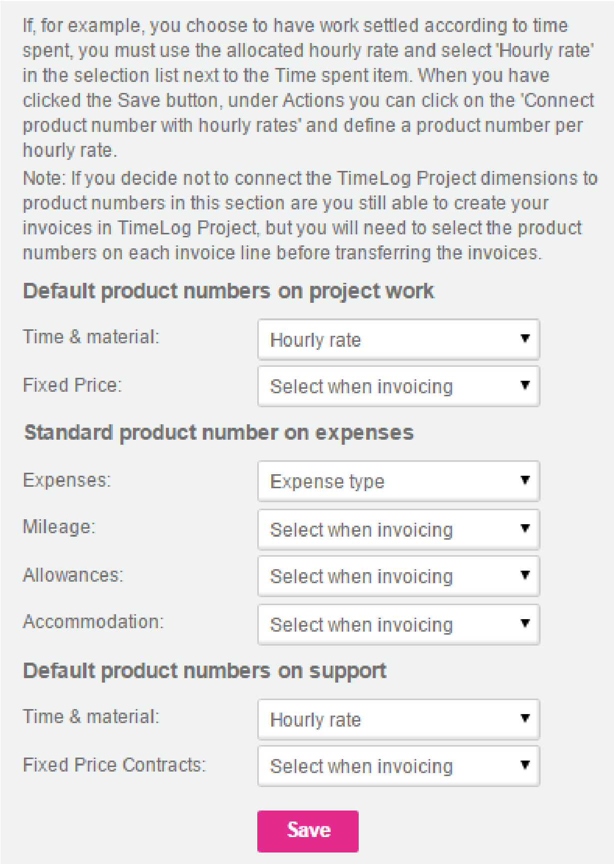

2.5.2 Configuring a product number principle for TimeLog Project data types

To expedite invoicing, you can configure TimeLog Project to suggest product numbers for invoice lines based on the data to be invoiced. For example, hourly rates in TimeLog Project might have independent product numbers in Exact Online, or the project type might determine which product number is used for a given invoice line. Both examples include suggestions, which can be deselected during invoicing.

For each data type and settlement form in TimeLog Project, you can select a principle for default product numbers (Fig. 15 on the next page).

**Figure 15**

Selecting default product numbers for TimeLog Project data types




**Project work based on time and material**

Product numbers can be suggested based on:

- The hourly rate
- The task type
- The project type
- The project category
- A fixed product number for all time and material registrations

**Project work at a fixed price**

Product numbers can be suggested based on:

- The project type
- The project category.
- A fixed product number for all payments

**Purchases/expenses**

Product numbers can be suggested based on:

- The expense type of the purchase
- A fixed product number for all expenses

**Mileage**

Product numbers can be suggested based on:

- A fixed product number for all mileage registrations

**Allowances**

Product numbers can be suggested based on:

- A fixed product number for all allowance registrations

**Accommodation**

Product numbers can be suggested based on:

- A fixed product number for all accommodation registrations

**Support based on time and material**

Product numbers can be suggested based on:

- Hourly rate for support case
- Support type for support case
- A fixed product number for all support cases

**Support: Subscription or multiple case contract**

Product numbers can be suggested based on:

- A fixed product number for all support contracts

Select default product numbers and click **Save**.

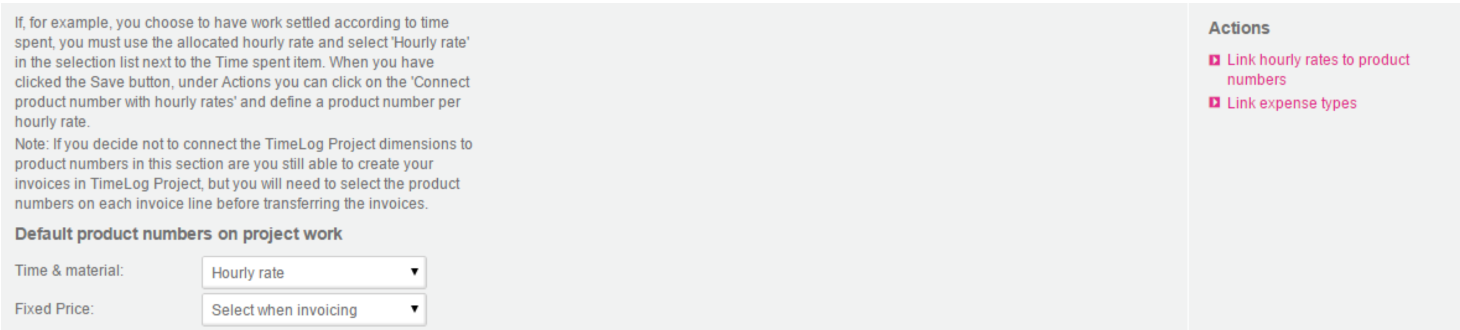
### 2.5.3 Configuring default product numbers for TimeLog Project data types

When you have selected the principles for your default product numbers, you can move on to select which product numbers should suggest which data. For example, if you have selected to suggest the product number for time and material project work in connection with hourly rates, you must now specify the default product number for each hourly rate in TimeLog Project.

Next, click the first Link **[Data type]** to product numbers link in the **Actions section**. Please note that the options available depend on your choices in the previous section (Fig. 16).

**Figure 16**

Setting the product number dimension for the TimeLog Project data types

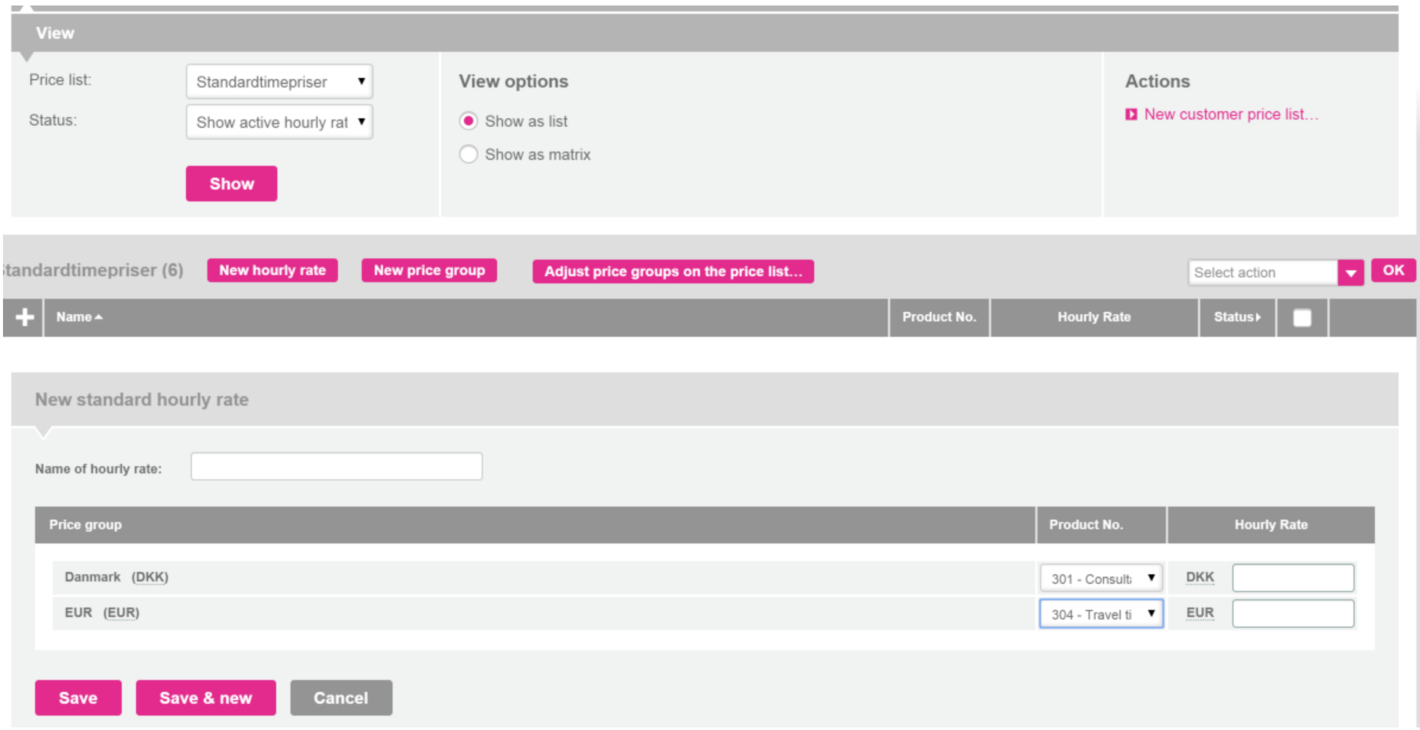



For example, click **Link hourly rates to product numbers**. In **Hourly Rates**, you will find the product number column. Click on the name of an hourly rate, or click **Edit** and select a product number. The same product number can be used for multiple hourly rates. If you cannot select a single product number for an hourly rate, simply omit it and select a product number in connection with invoicing (Fig. 17 on the next page).

When you have finished configuring the product numbers of a data type, continue with the next data type until all product numbers are completed.

**Figure 17**

Linking product numbers to hourly rates




# 3 Using the integration

## 3.1 Transferring and updating customers automatically

A customer who has not yet been created in Exact Online can be transferred manually from the TimeLog Project customer card. In the integration setup, you can select to transfer the client to Exact Online automatically when transferring an invoice to this customer.

When the customer is transferred to Exact Online, a permanent link is created between the customer in TimeLog Project and in Exact Online. Subsequent corrections of customer data in TimeLog Project will result in the customer's data also being updated in Exact Online.

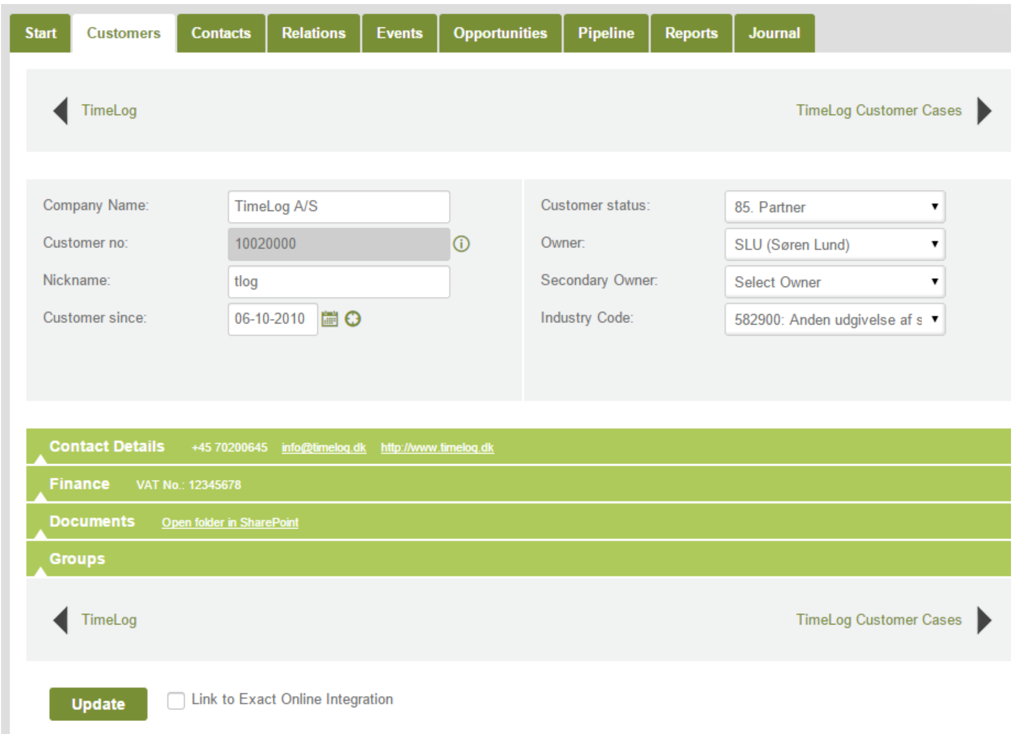
To transfer a customer and create a link to Exact Online, tick the **Link to Exact Online** check box and click **Refresh** (Fig. 18 on the next page).

You can always remove a link by ticking the **Remove link to Exact Online** check box and clicking **Refresh** (Fig. 19).

**Please note**! If customer data are edited in Exact Online, the changes will be overwritten when the data are updated in TimeLog Project. Consequently, all changes should be made in TimeLog Project, after which they will be transferred to Exact Online automatically.

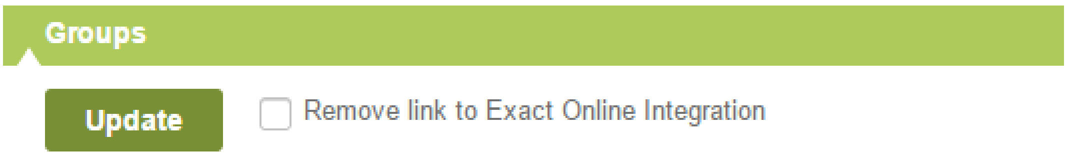
## Figure 18

Transferring and linking customers




## Figure 19

Removing the link between a customer in TimeLog Project and one in Exact Online



## 3.2 Transferring and updating contacts automatically

A contact who has not yet been created in Exact Online, can be transferred manually from the contact card in TimeLog Project, but will also be transferred automatically if an invoice including that contact is used.

Create a link on the contact card in TimeLog Project by ticking the **Link to Exact Online** check box and clicking **Refresh** (Fig. 20).

**Figure 20**

Transferring and linking contacts

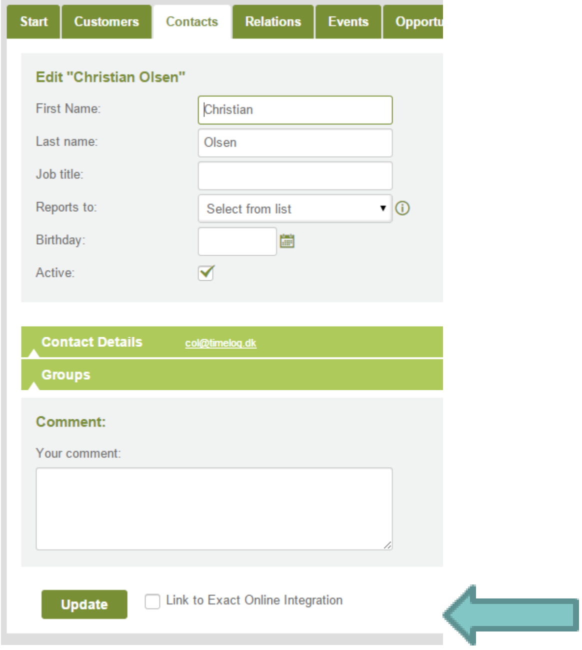
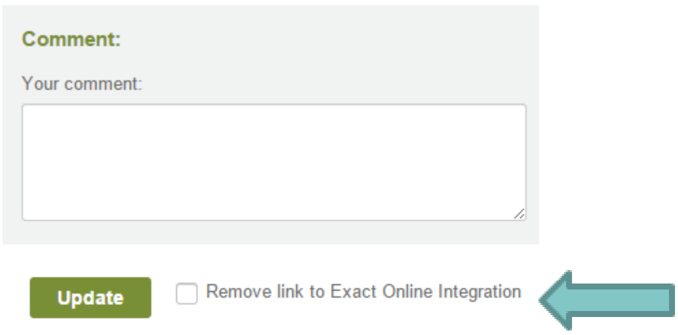



**Figure 21**

Removing the link between a contact in TimeLog Project and one in Exact Online. Note that removing the link will not delete the contact in either applications



The first time data on the contact is transferred, a contact link between TimeLog Project and Exact Online is created. This link is based on the contact's first and last name. Subsequent changes in contact data in TimeLog Project are transferred instantly to Exact Online.

You can remove a link on the contact card in TimeLog Project by ticking the **Remove link to Exact Online** check box and clicking **Refresh** (Fig. 21 on the previous page).

## 3.3 Transferring invoices and credit notes

You can transfer an unlimited number of invoices and credit notes from TimeLog Project to Exact Online in one go.

Here is an example of a typical invoicing process:

1. The project manager/finance function builds an invoice using the TimeLog Project invoice template
2. For each product line, TimeLog Project suggests a product number based on the data in the line
3. If a line contains several product numbers, the user must choose the correct one, or split the product line into multiple lines
4. The project manager leaves the invoice in draft mode
5. The finance function approves the invoice and books it in TimeLog Project
6. The finance function transfers all remaining invoices to Exact Online, where they are created in draft mode and can be found under **Sales -> Sales invoices -> Change**
7. If needed, you can here add additional product lines to the invoice in Exact Online or modify existing lines

**Please note!** If customer data are edited in Exact Online, the changes will be overwritten when the data are updated in TimeLog Project. Consequently, all changes should be made in TimeLog Project, after which they will be transferred to Exact Online automatically.

### 3.3.1 Creating an invoice

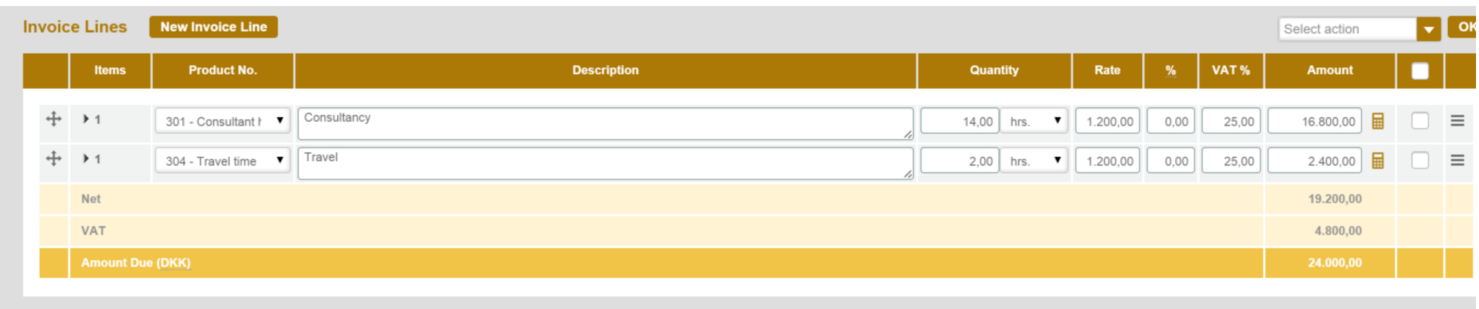
When the Exact Online integration is enabled, the invoices are created in TimeLog Project and transferred to Exact Online as a draft. When creating an invoice line in TimeLog Project, you must specify a product number. To make things easy for you, TimeLog Project offers a routine for suggesting product numbers based on data types. These product numbers can be suggested based on:

- Hourly rates
- Project types
- Project categories
- Task types
- Expense types
- Support types (with TimeLog Help Desk)
- Support contracts (with TimeLog Help Desk)

Or simply as a fixed product number for all items of a given type (work, expenses, etc.). This routine is configured in the integration setup (see 2.3.5 Configuring default product numbers for TimeLog Project data types).

**Figure 22**

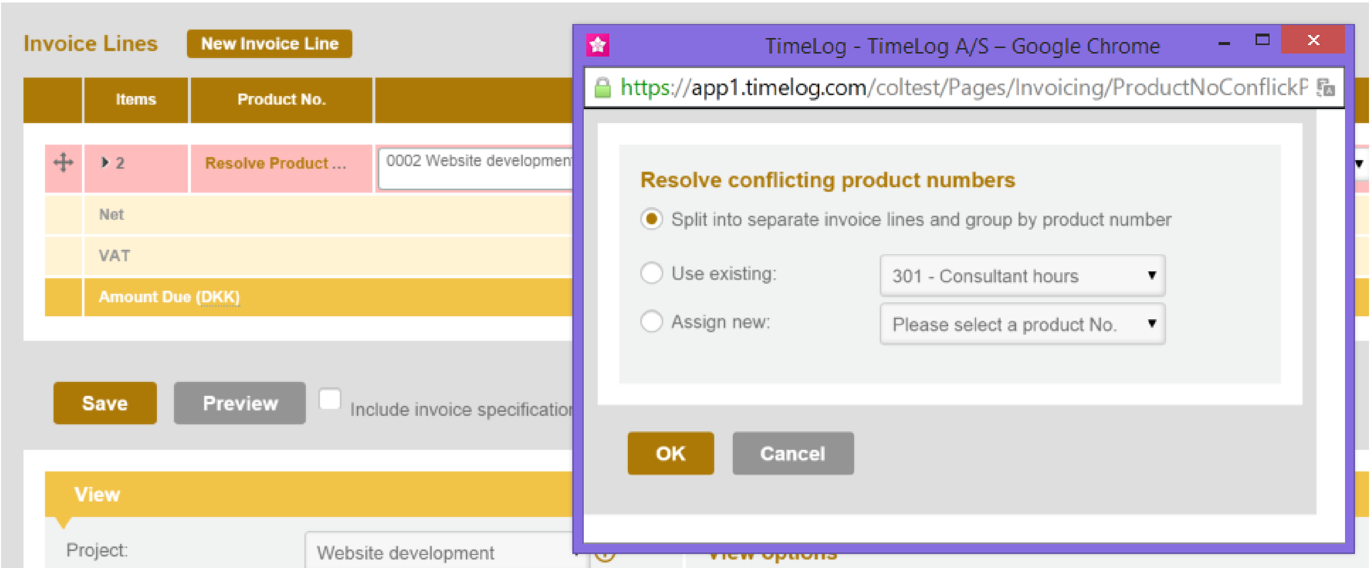
Product numbers in invoice lines



If you attempt to collect data with different product numbers on a single invoice line, a conflict occurs, which the user will be prompted to resolve.

**Figure 23**

Conflict of product numbers on an aggregated invoice line

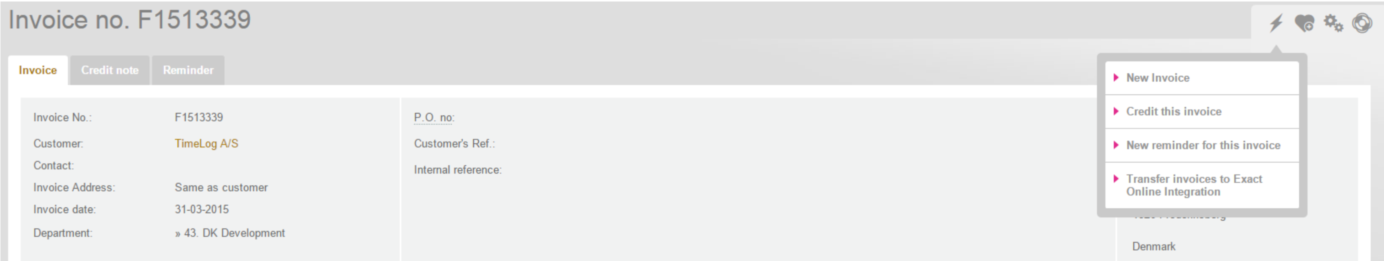


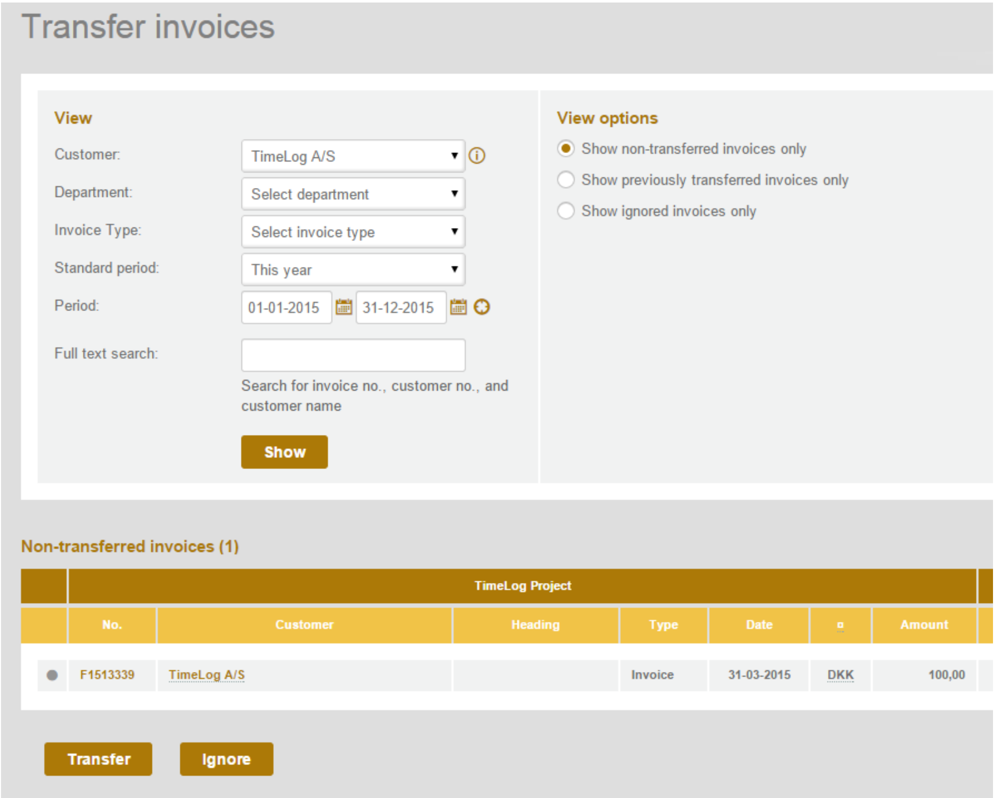

### 3.3.2 Transferring an invoice

When an invoice is booked, you can transfer it to Exact Online, either individually during bookkeeping or collectively, e.g. during monthly invoicing. To transfer the newly booked invoice, click the **Transfer invoices to Exact Online** shortcut (Fig. 24 on the next page). This opens the current invoice selected in advance (Fig. 25 on the next page). As the invoice is already selected, simply click **Transfer**.

## Figure 24 and 25

Transferring an invoice



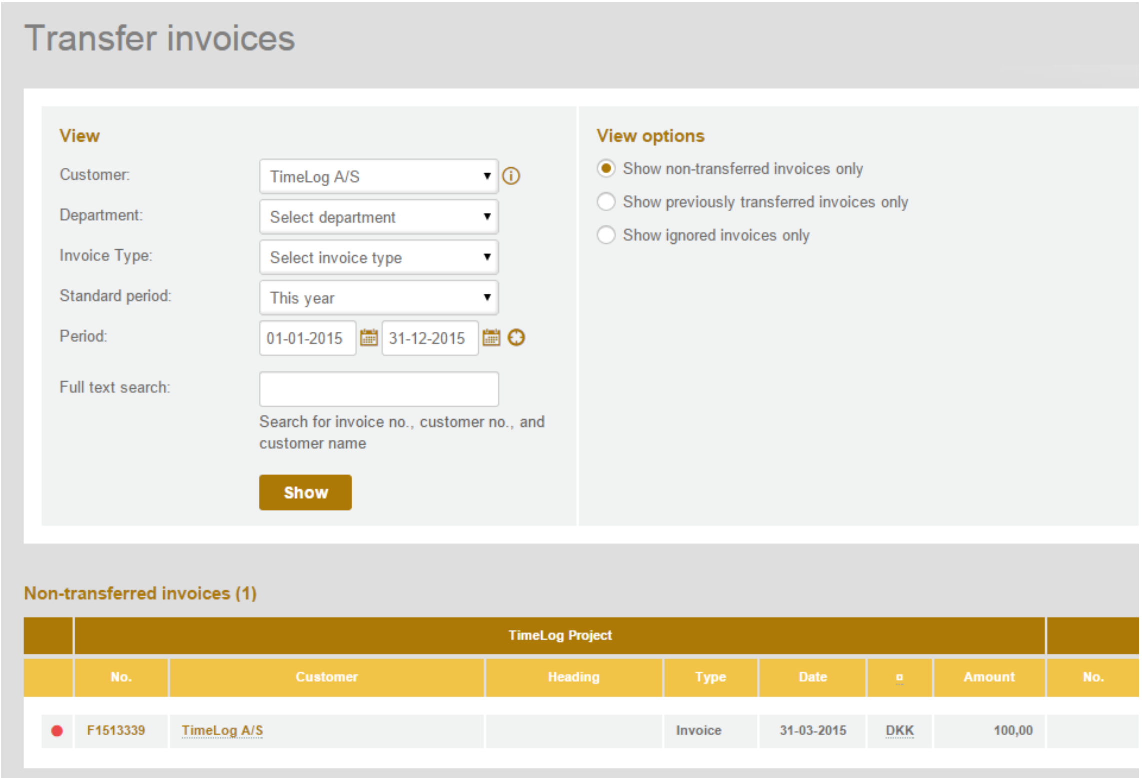



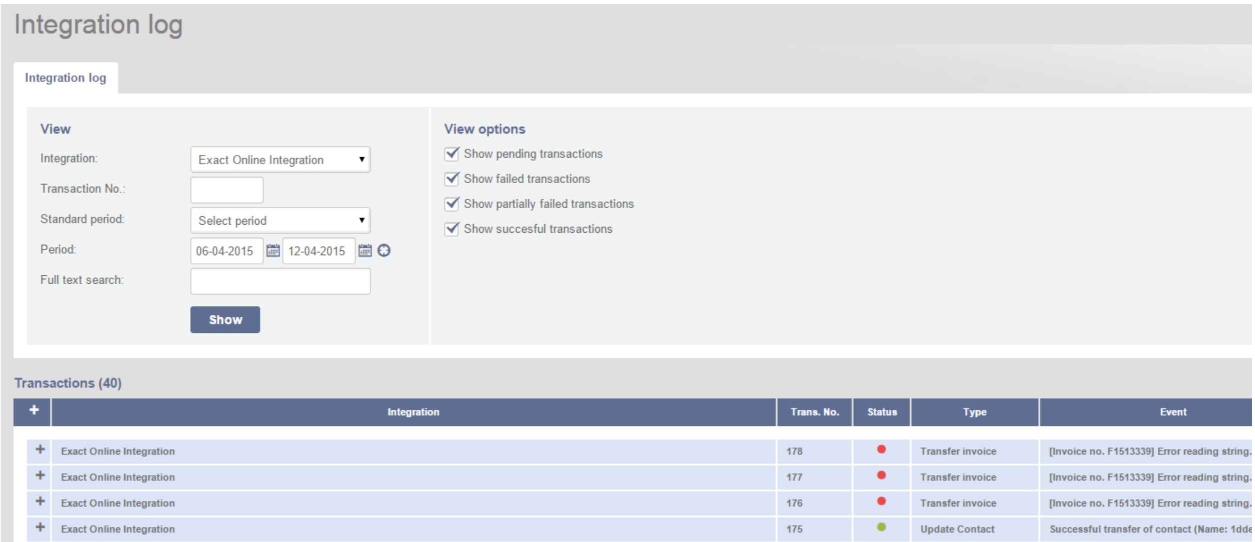

**Please note**! View options **Show non-transferred invoices only** or **Show previously transferred invoices only**; Use the latter if you need to transfer an already transferred invoice again. Monitor progress by sliding the radio button and clicking **Show** until the list below non-transferred invoices is empty.

If a transfer fails, e.g. because a product number in TimeLog Project is not available in Exact Online, the invoice remains in the list of non-transferred invoices and is highlighted with a red background and a red indicator to the left. Click the **indicator** to open the integration log and identify the problem to take proper measures (Fig. 26 on the next page).

## Figure 26

Invoice transfer error



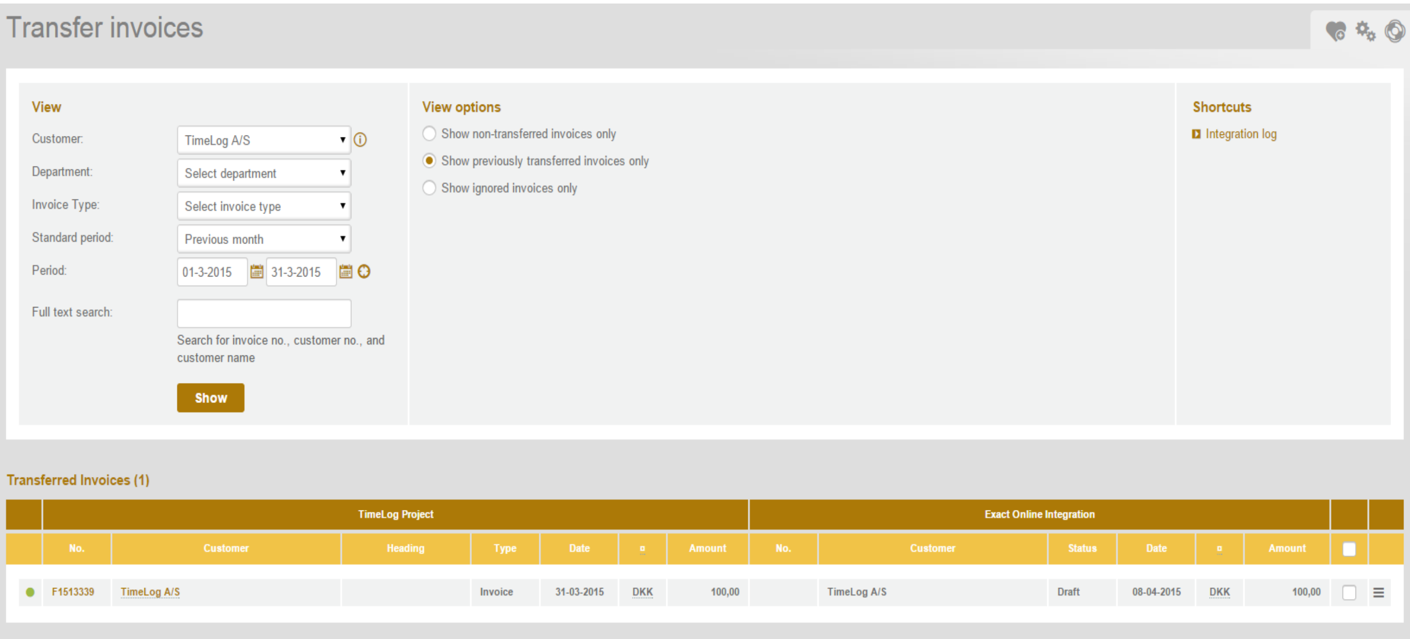



When the invoices are transferred to Exact Online, you can view all previously transferred invoices (Fig. 27). All booked invoices in TimeLog Project within the selected view are shown to the left. On the right-hand side is the corresponding invoice in Exact Online. This makes it possible to balance the invoice amount, currency, status and invoice numbers. This is also the view which makes it easy to locate the original invoice in TimeLog Project on which the Exact Online invoice is based.

If you have accidentally deleted an invoice in Exact Online, this is also where you re-transfer it from TimeLog Project.

## Figure 27

Balancing invoices

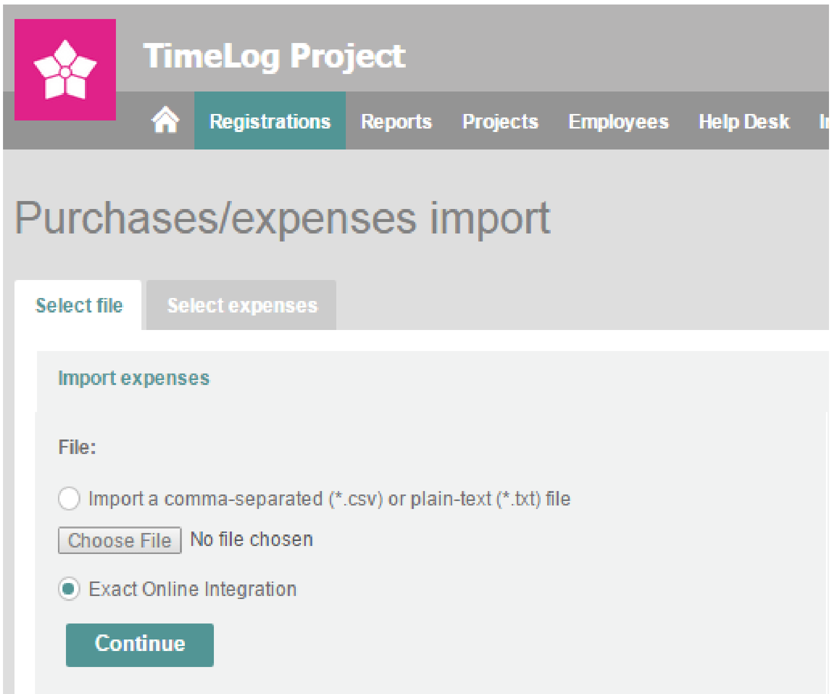


## 3.4 Import expenses

With the Exact Online integration you can import your expenses into TimeLog Project.

From the **Registration** menu you can import your expenses created in Exact Online.
Select that you will import you expenses from the integration instead of from a file. (Fig. 28)

**Figure 28**
Import expenses
.




Select the period from which you want to import expenses. You will get a list of all the expenses registered in Exact Online within the selected period. If the expenses are missing some information needed to register them in TimeLog Project, they will be marked with red, and the information must be entered before the expense can be imported (Fig. 29 on the next page).

If an expense has already been imported, it will not be show in the import list again.

**Figure 29**

You can choose which expense type, project and employee the expense belongs to and it is easily changed, if you want it on e.g. another project when importing it, as you see below

.

Select action OK

| ¤ | Exchange rate | Amount incl. VAT | VAT | Expense Type | Project | Employee | |
|---|---|---|---|---|---|---|---|
| | | | | Select expense | Select project | COL (Christian ( | |
| EUR | 746 | 89,34 | 15,51 | Administration | _TIM - Administr | COL (Christian ( | ☑ |
| EUR | 746 | 326,45 | 56,66 | Select expense | Select project | Select employee | |
| EUR | 746 | 150,00 | 0,00 | Books | _TIM - Administr | COL (Christian ( | ☑ |
| EUR | 746 | 89,34 | 15,51 | Select expense | Select project | Select employee | |
| EUR | 746 | 89,34 | 15,51 | Select expense | Select project | Select employee | |
| EUR | 746 | 1.500,00 | 0,00 | Select expense | Select project | Select employee | |
| EUR | 746 | 2.253,17 | 391,05 | Select expense | Select project | Select employee | |
| EUR | 746 | 89,34 | 15,51 | Select expense | Select project | Select employee | |
| EUR | 746 | 89,34 | 15,51 | Select expense | Select project | COL (Christian ( | |