



Integration with Exact Online

Getting started!



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.





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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:

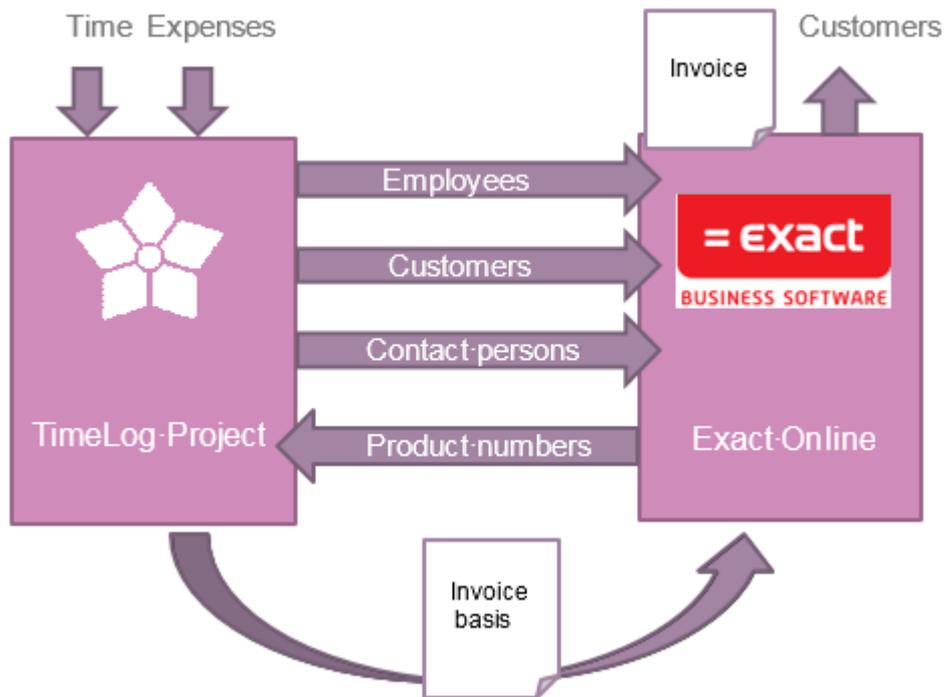
1. TimeLog Project is more suited to draw up invoices based on time data
2. Financial analyses can be carried out in TimeLog Project with every available dimension (employee, project type, project category, department, etc.)
3. Project managers can retrieve all information related to invoicing in TimeLog 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. 3 on the next page).





Figure 2

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

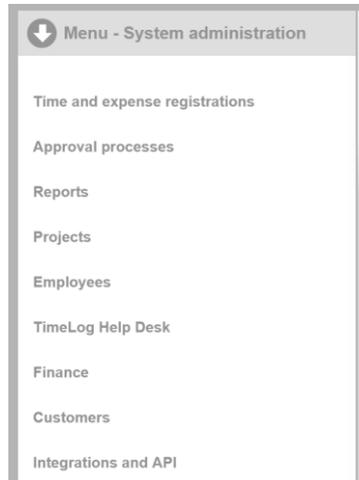


Figure 3

Standard integrations

Exact Online Integration	Shortcuts	Status	Configuration and activation of integration
Exact Online	Exact Online Website	DEACTIVATED	

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

How to get started

To activate the integration, you must carry out a three-step setup. The first step is to connect TimeLog Project with Exact Online. In step 2, you link the customer files and in step 3 you transfer the product number from Exact Online to TimeLog Project so that the invoices in TimeLog Project can use Exact Online's product number series.

Status

Connection **OFF**

Integration **DEACTIVATED**

Setup connection to Exact Online

In order to create a connection between TimeLog Project and Exact Online, you must indicate the login information for your Exact Online account.

Your Exact Online account

Exact Online Website:

Connect

Please complete the login procedure in the new window.

Figure 4.2

Connection to Exact Online

Exact Online Login

User name

Password

Login

Exact Online Timeiogadm Log.off

TimeLog needs your permission to access data from Exact Online account timeiogadm

Deny **Allow**

Connection established

You're now connected to Exact Online, please close this window and refresh your TimeLog.

Close this window

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

The screenshot shows a user interface with the following sections:

- How to get started:** A text box explaining the three-step setup process for connecting TimeLog Project with Exact Online.
- Status:** A section showing 'Connection' with a green 'ESTABLISHED' indicator and 'Integration' with a yellow 'CONFIGURE' indicator.
- Setup connection to Exact Online:** A section with a text box and a dropdown menu for 'Exact Online website' set to 'start.exactonline.nl'.
- Setup Exact Online Division:** A section with a text box and a dropdown menu for 'Your Exact Online Division' set to 'Test division', with a pink 'Save' button below.

Figure 5.2

Select the sales journal to transfer your invoices to

The screenshot shows a configuration section with the following elements:

- Setup Exact Online sales journal:** A text box explaining that a Sales Invoice Journal is required for transferring invoices.
- Exact Online journal no.:** A section with a dropdown menu for 'Exact Online journal no.' set to '50' and a label 'Chosen journal no.:', with a pink 'Save' button below.

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

Linking of customer databases

Customers need to be linked between the two systems so invoices are associated with the same customer. Click on the button below to start linking the customers.

Link customers

Creation of customers in Exact Online

is done manually on customers and contacts

happens automatically when transferring the first invoice

Save

Figure 7

The **Link customers** wizard

One match **More matches** No match

Customers that match a single customer in TimeLog Project

Link customers with data from e-economic or TimeLog Project.
It's only necessary to link customers, who are to be invoiced.

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**.

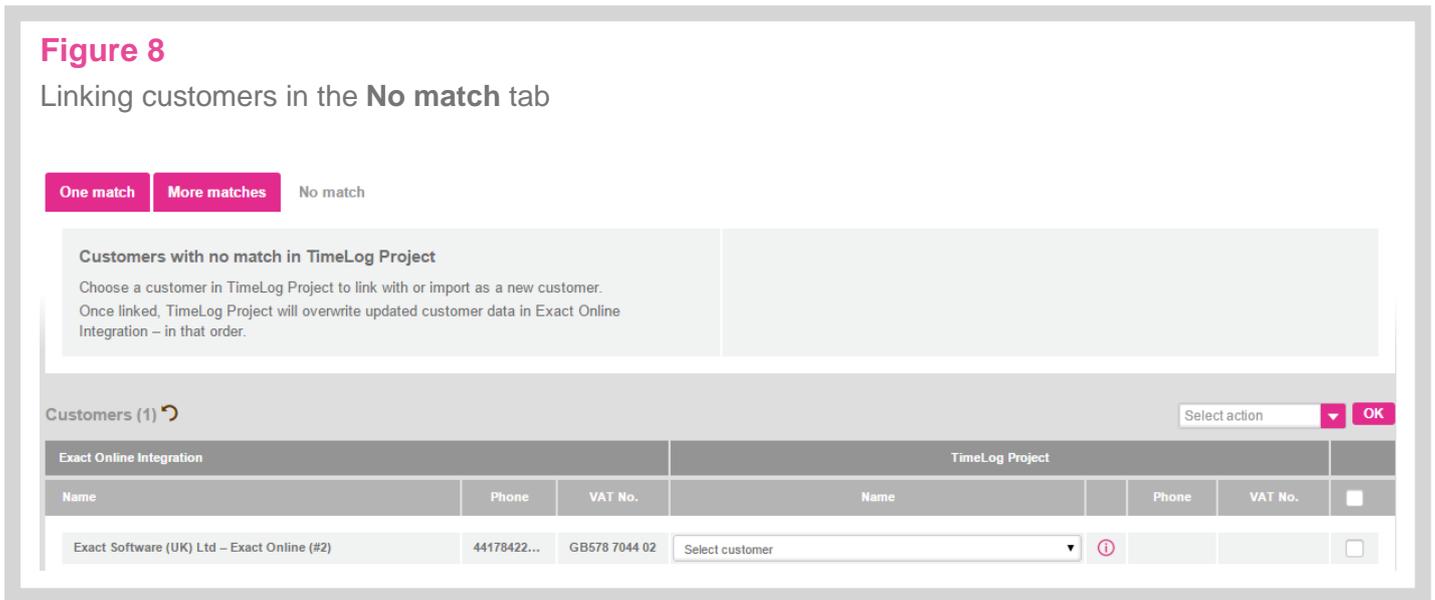
The customers are now created in TimeLog Project and linked to their matches in the Exact Online customer database.





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

e-economic			TimeLog Project				
Name	Phone	VAT No.	Name		Phone	VAT No.	<input type="checkbox"/>
TimeLog Kunde (#50100)	4570200645		TimeLog Kunde (0) <input type="text" value="TimeLog Kunde (0)"/>	<input type="button" value="D"/>	4570200...		<input type="checkbox"/>
TimeLog A/S (#50101)		99999999	TimeLog A/S (2003-0002) <input type="text" value="TimeLog A/S (2003-0002)"/>	<input type="button" value="D"/>		99999999	<input type="checkbox"/>
JW201310291004 (#100058)	4570200645	12345678	TimeLog Kunde (0) <input type="text" value="TimeLog Kunde (0)"/>	<input type="button" value="D"/>	4570200...		<input type="checkbox"/>
TimeLog A/S (#200003)		99999999	TimeLog A/S (2003-0002) <input type="text" value="TimeLog A/S (2003-0002)"/>	<input type="button" value="D"/>		99999999	<input type="checkbox"/>
TimeLog A/S (#400017)	70200645	25896939	TimeLog A/S (2003-0002) <input type="text" value="TimeLog A/S (2003-0002)"/>	<input type="button" value="D"/>		99999999	<input type="checkbox"/>
TimeLog A/S (Local) (#8957)	4570200645	12345678	TimeLog Kunde (0) <input type="text" value="TimeLog Kunde (0)"/>	<input type="button" value="D"/>	4570200...		<input type="checkbox"/>
NOV2013 (#10023)	4570200645		TimeLog Kunde (0) <input type="text" value="TimeLog Kunde (0)"/>	<input type="button" value="D"/>	4570200...		<input type="checkbox"/>
Hoa Tan (#10025)	4570200645		TimeLog Kunde (0) <input type="text" value="TimeLog Kunde (0)"/>	<input type="button" value="D"/>	4570200...		<input type="checkbox"/>
VAN'S (#10027)	4570200645		TimeLog Kunde (0) <input type="text" value="TimeLog Kunde (0)"/>	<input type="button" value="D"/>	4570200...		<input type="checkbox"/>
JW201310291004 (#10035)	4570200645		TimeLog Kunde (0) <input type="text" value="TimeLog Kunde (0)"/>	<input type="button" value="D"/>	4570200...		<input type="checkbox"/>

Continue when linking of customers at this step is completed

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

12

Value your time...



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).

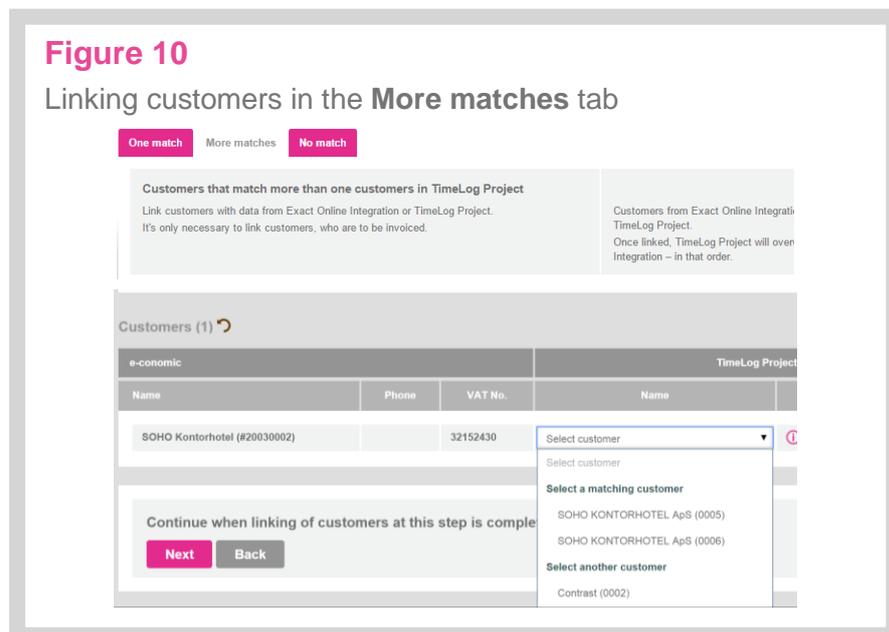
Therefore, you need to consider which of the matching customers you want to pair with the customers in Exact Online. The dropdown menu under the **Select a customer** with matching data group includes the TimeLog Project customers which match the Exact Online customer. If none of these are correct, you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





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

Customers with no match in TimeLog Project

Choose a customer in TimeLog Project to link with or import as a new customer. Once linked, TimeLog Project will overwrite updated customer data in Exact Online Integration – in that order.

Customers (1) Select action OK

Exact Online Integration			TimeLog Project			
Name	Phone	VAT No.	Name	Phone	VAT No.	
Exact Software (UK) Ltd – Exact Online (#2)	44178422...	GB578 7044 02	Select customer			<input type="checkbox"/>





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

Linking of customer databases

Customers need to be linked between the two systems so invoices are associated with the same customer. Click on the button below to start linking the customers.

 [Link customers](#)

Creation of customers in Exact Online

- is done manually on customers and contacts
- happens automatically when transferring the first invoice

Save





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

Import of product numbers

Before transferring invoices, the relevant product numbers in Exact Online app must be imported to TimeLog Project.

Booked invoices will keep their reference to the old product numbers, but all new invoices must carry new product numbers.

[Import product numbers](#)

Figure 14

Enabling the product numbers feature

View

Status: ▼

[Show](#)

ⓘ Activate Exact Online Integration product numbers to be used with TimeLog Project

Please activate the Exact Online Integration product numbers that you would like to use with TimeLog Project. You can always deactivate the Exact Online Integration product numbers again that are no longer in use in TimeLog Project.

Product Numbers (39) ↻ OK

No. ▼	Name ▶	Status ▶	<input type="checkbox"/>
1000	Rejsoudgifter	●	<input type="checkbox"/>
101	Desktop GZ 1,0 Pro	●	<input type="checkbox"/>
102	Desktop TX 1,0 Light	●	<input type="checkbox"/>
110	Fladskærm 15"a	●	<input type="checkbox"/>
111	Fladskærm 17"a	●	<input type="checkbox"/>

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

If, for example, you choose to have work settled according to time spent, you must use the allocated hourly rate and select 'Hourly rate' in the selection list next to the Time spent item. When you have clicked the Save button, under Actions you can click on the 'Connect product number with hourly rates' and define a product number per hourly rate.

Note: If you decide not to connect the TimeLog Project dimensions to product numbers in this section are you still able to create your invoices in TimeLog Project, but you will need to select the product numbers on each invoice line before transferring the invoices.

Default product numbers on project work

Time & material: ▼
Fixed Price: ▼

Standard product number on expenses

Expenses: ▼
Mileage: ▼
Allowances: ▼
Accommodation: ▼

Default product numbers on support

Time & material: ▼
Fixed Price Contracts: ▼

Save

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

If, for example, you choose to have work settled according to time spent, you must use the allocated hourly rate and select 'Hourly rate' in the selection list next to the Time spent item. When you have clicked the Save button, under Actions you can click on the 'Connect product number with hourly rates' and define a product number per hourly rate.

Note: If you decide not to connect the TimeLog Project dimensions to product numbers in this section are you still able to create your invoices in TimeLog Project, but you will need to select the product numbers on each invoice line before transferring the invoices.

Default product numbers on project work

Time & material:

Fixed Price:

Actions

- Link hourly rates to product numbers
- Link expense 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

The screenshot shows the 'View' section with 'Price list' set to 'Standardtimepriser' and 'Status' set to 'Show active hourly rat'. The 'View options' section has 'Show as list' selected. The 'Actions' section contains a 'New customer price list...' button. Below this is a table header for 'standardtimepriser (6)' with columns for 'Name', 'Product No.', 'Hourly Rate', and 'Status'. The 'New standard hourly rate' form includes a 'Name of hourly rate' field and a table for linking product numbers to hourly rates.

Price group	Product No.	Hourly Rate
Danmark (DKK)	301 - Consult	DKK
EUR (EUR)	304 - Travel ti	EUR

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

Start Customers **Contacts** Relations Events Opportunities Pipeline Reports Journal

TimeLog TimeLog Customer Cases

Company Name: TimeLog A/S Customer status: 85. Partner
Customer no.: 10020000 Owner: SLU (Søren Lund)
Nickname: tlog Secondary Owner: Select Owner
Customer since: 06-10-2010 Industry Code: 582900: Anden udgivelse af s

Contact Details +45 70200645 info@timelog.dk http://www.timelog.dk
Finance VAT No.: 12345678
Documents Open folder in SharePoint
Groups

TimeLog TimeLog Customer Cases

Update Link to Exact Online Integration

Figure 19

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

Groups

Update Remove link to Exact Online Integration





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

Start Customers **Contacts** Relations Events Opportu

Edit "Christian Olsen"

First Name:

Last name:

Job title:

Reports to: ⓘ

Birthday: ⓘ

Active:

Contact Details col@timelog.dk

Groups

Comment:

Your comment:

Update Link to Exact Online Integration

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

Comment:

Your comment:

Update Remove link to Exact Online Integration





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

Items	Product No.	Description	Quantity	Rate	%	VAT %	Amount
+ ▶ 1	301 - Consultant t	Consultancy	14,00 hrs.	1,200,00	0,00	25,00	16,800,00
+ ▶ 1	304 - Travel time	Travel	2,00 hrs.	1,200,00	0,00	25,00	2,400,00
Net							19,200,00
VAT							4,800,00
Amount Due (DKK)							24,000,00

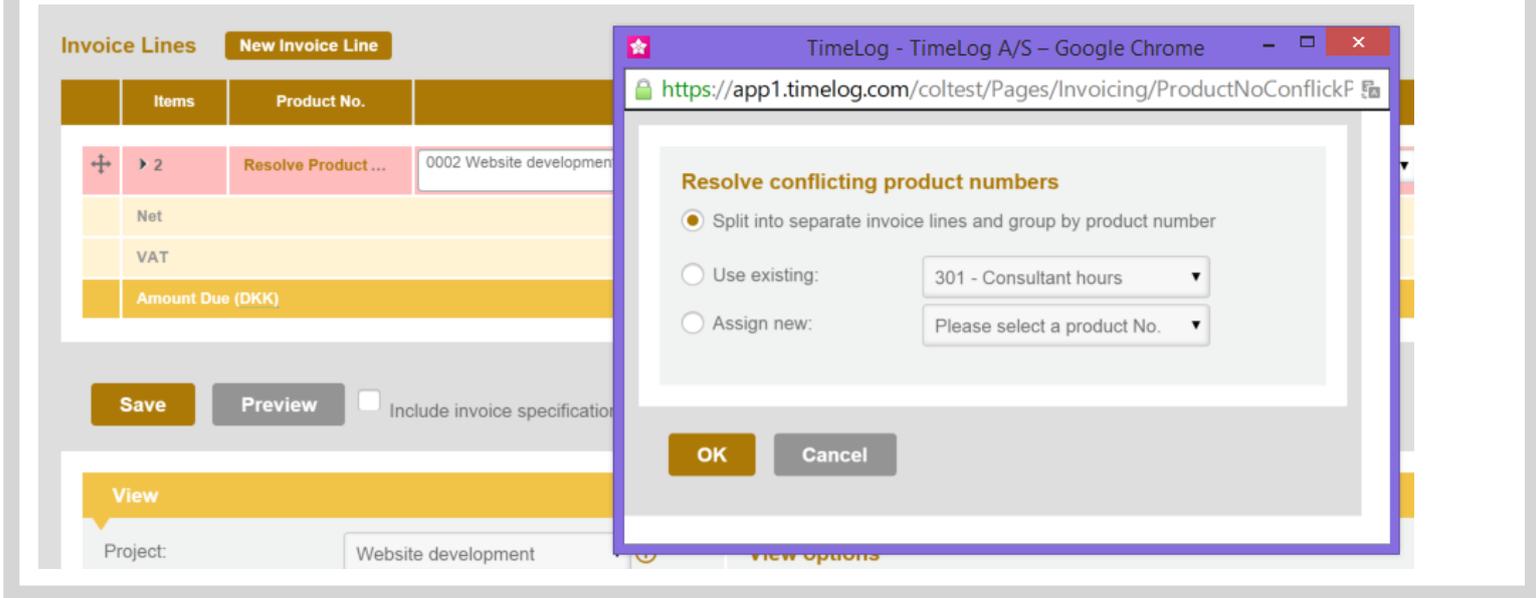




If you attempt to collect data with different product numbers on a single invoice line, a conflict occurs, which the user will be prompted to resolve.

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

Invoice no. F1513339

Invoice | Credit note | Reminder

Invoice No.:	F1513339	P.O. no.:	
Customer:	TimeLog A/S	Customer's Ref.:	
Contact:		Internal reference:	
Invoice Address:	Same as customer		
Invoice date:	31-03-2015		
Department:	» 43. DK Development		

- New invoice
- Credit this invoice
- New reminder for this invoice
- Transfer invoices to Exact Online Integration

Denmark

Transfer invoices

View

Customer: TimeLog A/S ⓘ

Department: Select department

Invoice Type: Select invoice type

Standard period: This year

Period: 01-01-2015 31-12-2015

Full text search:

Search for invoice no., customer no., and customer name

Show

View options

- Show non-transferred invoices only
- Show previously transferred invoices only
- Show ignored invoices only

Non-transferred invoices (1)

TimeLog Project							
No.	Customer	Heading	Type	Date	¤	Amount	
<input checked="" type="radio"/> F1513339	TimeLog A/S		Invoice	31-03-2015	DKK	100,00	

Transfer **Ignore**

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

Transfer invoices

View

Customer: ⓘ

Department:

Invoice Type:

Standard period:

Period: ⓘ ⓘ ⓘ

Full text search:

Search for invoice no., customer no., and customer name

Show

View options

Show non-transferred invoices only

Show previously transferred invoices only

Show ignored invoices only

Non-transferred invoices (1)

TimeLog Project								
No.	Customer	Heading	Type	Date	α	Amount	No.	
● F1513339	TimeLog A/S		Invoice	31-03-2015	DKK	100,00		

Integration log

Integration log

View

Integration:

Transaction No.:

Standard period:

Period: ⓘ ⓘ ⓘ

Full text search:

Show

View options

Show pending transactions

Show failed transactions

Show partially failed transactions

Show successful transactions

Transactions (40)

+	Integration	Trans. No.	Status	Type	Event
+	Exact Online Integration	178	●	Transfer invoice	[Invoice no. F1513339] Error reading string.
+	Exact Online Integration	177	●	Transfer invoice	[Invoice no. F1513339] Error reading string.
+	Exact Online Integration	176	●	Transfer invoice	[Invoice no. F1513339] Error reading string.
+	Exact Online Integration	175	●	Update Contact	Successful transfer of contact (Name: fdde





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

The screenshot shows the 'Transfer invoices' interface. It includes a 'View' section with filters for Customer (TimeLog A/S), Department, Invoice Type, Standard period (Previous month), and Period (01-3-2015 to 31-3-2015). There are also 'View options' for showing non-transferred, previously transferred, or ignored invoices, and a 'Shortcuts' section with an 'Integration log' link. Below the filters is a table titled 'Transferred Invoices (1)' with columns for TimeLog Project and Exact Online Integration details.

TimeLog Project							Exact Online Integration						
No.	Customer	Heading	Type	Date	¤	Amount	No.	Customer	Status	Date	¤	Amount	
F1513339	TimeLog A/S		Invoice	31-03-2015	DKK	100,00		TimeLog A/S	Draft	08-04-2015	DKK	100,00	



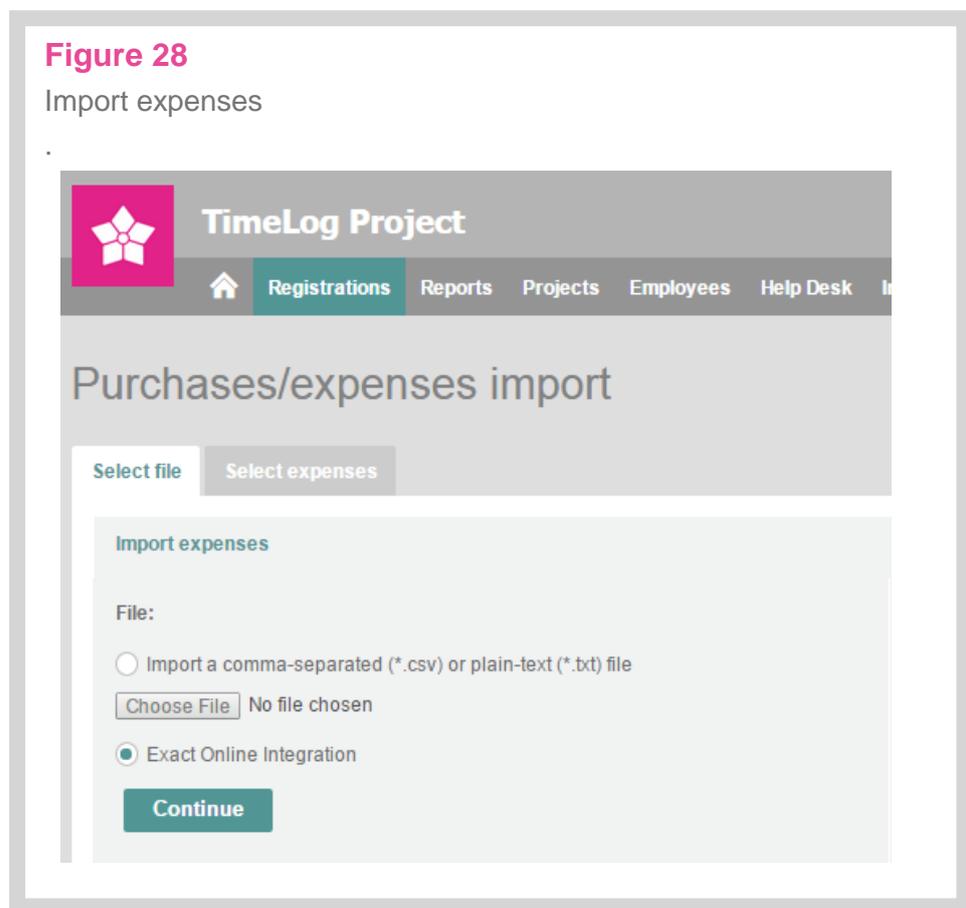


3.4 Import expenses

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)



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 C ▼	<input type="checkbox"/>	
EUR	746	89,34	15,51	Administration ▼	_TIM - Administr ▼	COL (Christian C ▼	<input checked="" type="checkbox"/>	
EUR	746	326,45	56,66	Select expense ▼	Select project ▼	Select employee ▼	<input type="checkbox"/>	
EUR	746	150,00	0,00	Books ▼	_TIM - Administr ▼	COL (Christian C ▼	<input checked="" type="checkbox"/>	
EUR	746	89,34	15,51	Select expense ▼	Select project ▼	Select employee ▼	<input type="checkbox"/>	
EUR	746	89,34	15,51	Select expense ▼	Select project ▼	Select employee ▼	<input type="checkbox"/>	
EUR	746	1.500,00	0,00	Select expense ▼	Select project ▼	Select employee ▼	<input type="checkbox"/>	
EUR	746	2.253,17	391,05	Select expense ▼	Select project ▼	Select employee ▼	<input type="checkbox"/>	
EUR	746	89,34	15,51	Select expense ▼	Select project ▼	Select employee ▼	<input type="checkbox"/>	
EUR	746	89,34	15,51	Select expense ▼	Select project ▼	COL (Christian C ▼	<input type="checkbox"/>	

