Virtual TimeClock[®] Payroll Export Guide

IMPORTANT NOTE:

Quickbooks Desktop 2022 is not currently supported. Intuit removed longtime support for importing time via timer activities. We are exploring alternatives for importing.

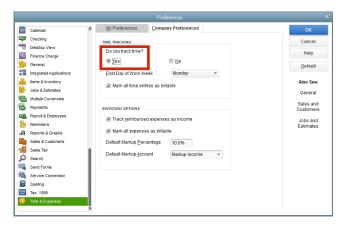
Exporting to Quickbooks[®]

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into QuickBooks[®] Pro for Windows. To import files, you must complete a one-time setup.

Need help with payroll integration? Contact us or see our Support page.

QuickBooks[®] Integration Setup

1. Enable time tracking. Open QuickBooks[®] and go to the Edit menu. Select Preferences and then Time & Expenses. Click the Company Preferences tab and select Yes under Do You Track Time?



 Enable time data to create paychecks. Go to the Employees menu and select Employee Center. Select an employee and go to the Edit menu, select Edit Employee and then Payroll Info. Check Use time data to create paychecks. Repeat for each employee.

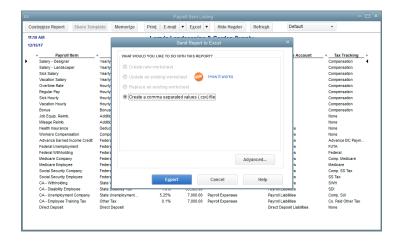
Person <u>a</u> l	RAYROLL SCHEDULE	Biweekly +	?		Direct Deposit	Ta <u>x</u> es
Address & Contact	PAY FREQUENCY	Biweekty -				Sick/Vacation
Additional Info	CLASS	Landscaping -				
Payroll Info	EARNINGS			ADDITION S, DEDUCTIO	ONS AND COMPANY CONTR	RIBUTIONS
Employment Info	ITEM NAME	HOURLY/ANNUA	L RATE	ITEM NAME	AMOUNT	LIMIT
Workers' Comp	Regular Pay		17.25	Health Insurance	-12.50	-600.00
workers Comp	Overtime Rate		25.88			
	☑ Use time data to create paychecks		Employee is co	vered by a qualified pen	sion plan	

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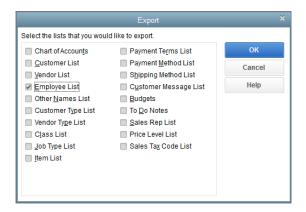


You must switch to single-user mode in order to export or import files to QuickBooks®.

- 3. Export your Timer Lists file. Go to the File menu and select Utilities > Export > Timer Lists. You may need to replace the * with a file name, but you must keep the .IIF extension (ex: Timer Lists.IIF). Be sure to note the location of the saved file.
- 4. Export your Payroll Items file. Go to the Reports menu and select List > Payroll Item Listing. Click the Excel button, and then click Create New Worksheet. Select Create a comma separated values (CSV) file and click Export. You may need to replace the * with a file name, but you must keep the .CSV extension (ex: Payroll Item Listing.CSV). Be sure to note the location of the saved file.



 Export your QuickBooks[®] employees. Go to the File menu and select Utilities > Export > Lists to IIF Files. Check Employee List and OK. You may need to replace the * with a file name, but you must keep the .IIF extension (ex: Employee List.IIF). Be sure to note the location of the saved file.



Virtual TimeClock Integration Setup

1. Set up your export defaults. Open Virtual TimeClock and select Turn Administration On from the *File* menu. Choose Configure from the administration toolbar and choose Payroll Settings. Select the QuickBooks (Windows) export and click Setup.

K I Forward Manuals	
Payroll Frequency Semi-Monthly ~ 1st Period Start: 1st ~ 2nd Period Start: 16th ~	Electronic Timecard Approval Hourly worker timecard approval Salaried worker leave approval Manager timecard approval
Current Payroll Period Start Date: 5/01/19 End Date: 5/15/19 Calculated ? Reopen Prior Period	Payroll Export QuickBooks (Windows) Y Setup ?

2. **Import your Timer Lists and Payroll Items files.** Click each **Select** button and choose the corresponding file that was created under the QuickBooks Integration Setup section above.

QuickBooks Setup			
Users To Export	Fields To Export		
Cole, Sasha	Payroll Item Field Name		
Gueverra, Daniel			
Millar, Thomas			
Pulcher, Nancy			
☑ Worthington, Jim			
All None			
All None	+ - Edit		
Import Timer Lists File: Select	Timer List Information has not been imported.		
Import Payroll Items: Select	Payroll Items have not been imported.		
Date Range: Current Period	~		
Export To: C:\Users\JeffWin7\De	Desktop\ Select		
	OK Cancel		

Under the **Fields To Export** list, click the **+** button and assign a Virtual TimeClock export field to a QuickBooks payroll item. You can assign multiple export fields to one payroll item. **Note**: All Virtual TimeClock Fields must be assigned to a QuickBooks Payroll Item, even if you do not use them.

QuickBooks Field Assignment						
Assign an export field to a QuickBooks payroll item.						
You can assign multiple expo	rt fields to one payroll item.					
Virtual TimeClock Field:	<u> </u>					
QuickBooks Payroll Item:	~					
	OK Cancel					

3. Import QuickBooks[®] users. Choose Configure from the administrative toolbar and open the Users control panel. At the bottom of the User List, click Add > Import Users and follow the instructions for importing a QuickBooks file.

User Import	
Import File Type O CSV File (.csv)	To import employees from QuickBooks for Windows: 1. Create an Employee List within QuickBooks.
QuickBooks IIF File (.iif)	2. From the File menu in QuickBooks, choose: Utilities -> Export -> Lists to IIF Files.
Assign To Display Groups TimeClock Users	 3. Check the 'Employee List' checkbox and click OK to save your QuickBooks IIF file. 4. Imported users will be assigned to each group in the 'Assign to Display Groups' list on the left. Modify this list as needed using the Select button.
Select	5. Press the Import button below and select the IIF file you saved in step 3 above.
Select	Import Cancel



If you don't import your QuickBooks[®] users before performing your first time clock export, QuickBooks[®] may create blank or duplicate employee records if it doesn't find a name with an exact match.

Exporting Payroll Hours from Virtual TimeClock

 Choose Payroll Approval from the Virtual TimeClock administrative toolbar to enter the Timecard Review & Payroll Approval dashboard. Once all timecards have been approved and signed off, click Export. If a timecard is not signed off, it will not be exported.

1 Review Timecards				7	/1/2018 to 3	7/15/2018
Name	Regular	Overtime	Leave	Total	Salaried Mar	nager Sign Off
Bullard, Amy			8.00	8.00	Yes	\checkmark
Cole, Tom	32.10		8.00	40.10		\checkmark
Dewitt, Bob	32.22		8.00	40.22		\checkmark
Fowler, Matt	31.93		8.00	39.93		\checkmark
Harvard, Sasha	32.12		8.00	40.12		\checkmark
Jefferson, Laura	32.02		8.00	40.02		~
Refresh Messaging				Timecards	Approv	al Sign Off
2 Payroll Report 3 Export Payroll						Report Export
3 Export Payroll						Export

Importing Payroll Hours in QuickBooks

- Go to the File menu of QuickBooks[®] and select Utilities > Import > Timer Activities. Choose the export file that was created in the Exporting Payroll Hours section above. You don't have to view the report to complete the import.
- 2. Open the **Payroll Center** and click **Start Scheduled Payroll**. You must have a defined payroll schedule in order for the hours to appear in the **Enter Payroll Information** window.

💶 🛛 QB Pro Timer Import Summary 🚽 🗖 🗙						
Your data has been imported successfully!						
The table below shows the summary of imported items. Select an item and click View Report to see more detail.						
TYPE	NUMBER					
Activities	23	View Depart				
		View Report				
		Close				



Time clock integration will only import employee hours for payroll processing. Customers, Jobs, and Service Items can be attached to imported hours in the QuickBooks Weekly Timesheet. Go to the **Employees** menu, select **Enter Time** and then **Use Weekly Timesheet**.

Disclaimer: Redcort Software attempts to accurately describe and facilitate the process of integrating Virtual TimeClock with various payroll service providers. Redcort Software, due to factors outside of its control, makes no guarantee, stated or implied, that this integration guide will result in a successful import of time clock or payroll data to any other program or payroll system.

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