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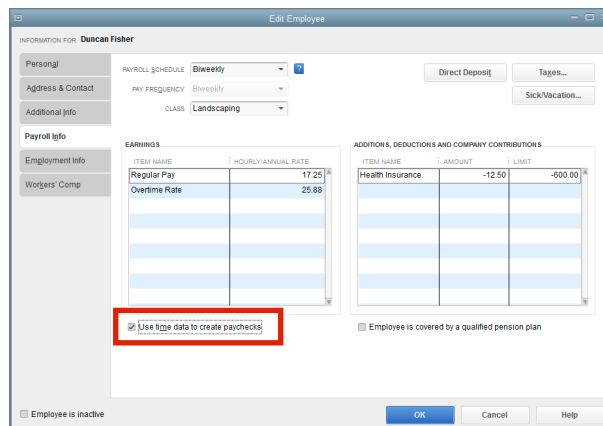
Need help with payroll integration? Contact us or see our Support page.

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?**
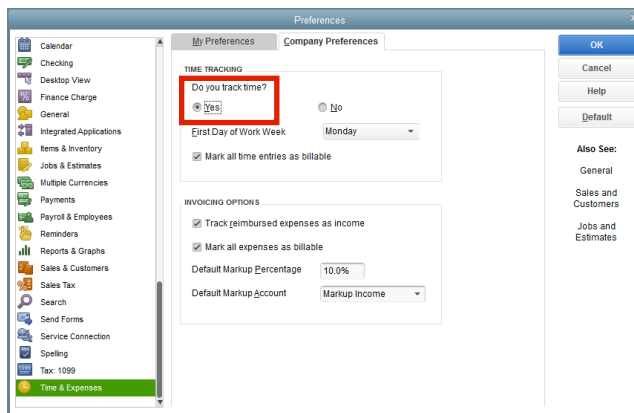

2. **Enable time data to create paychecks.** Go to the **Employees** menu and select **Employee Center**. Select an employee and go to the **Edit** menu, select **Edit Employee** and then **Payroll Info**. Check **Use time data to create paychecks**. Repeat for each employee.
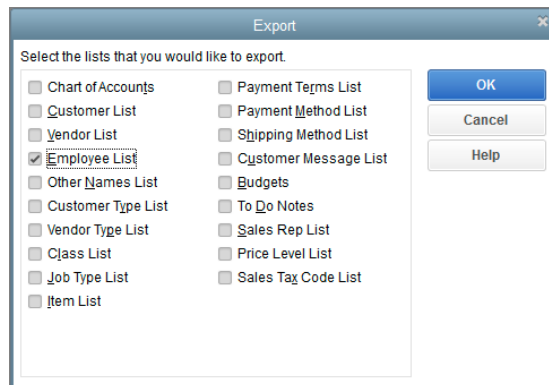

Quickbooks is the registered trademark of Intuit, Inc. Redcort Software is not affiliated with Intuit, Inc. in any way.

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.
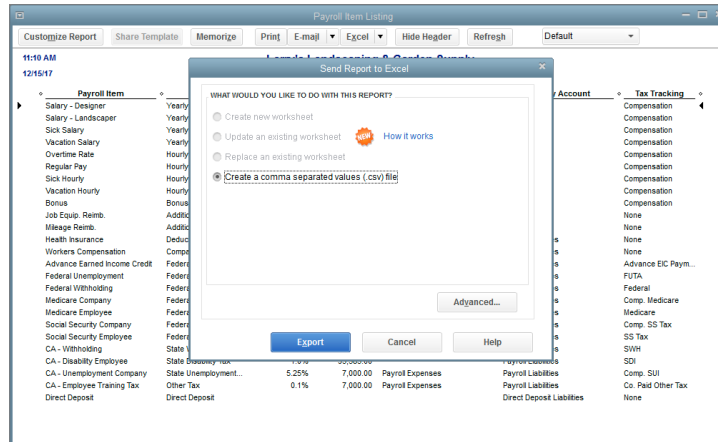

5. **Export your QuickBooks® employees.** Go to the **File** menu and select **Utilities > Export > Lists to IIF Files**. Check **Employee List** and **OK**. You may need to replace the * with a file name, but you must keep the .IIF extension (ex: Employee List.IIF). Be sure to note the location of the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

Quickbooks is the registered trademark of Intuit, Inc. Redcort Software is not affiliated with Intuit, Inc. in any way.

2

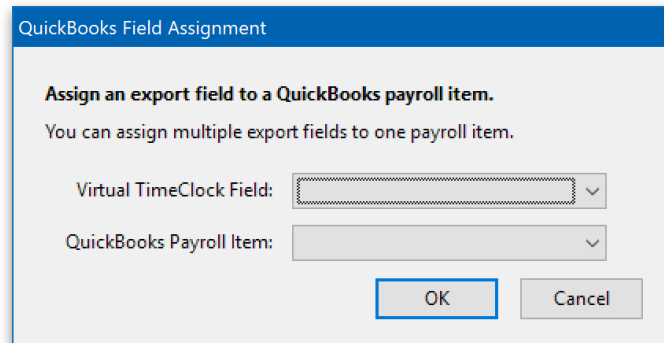# Virtual TimeClock Integration Setup

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**.
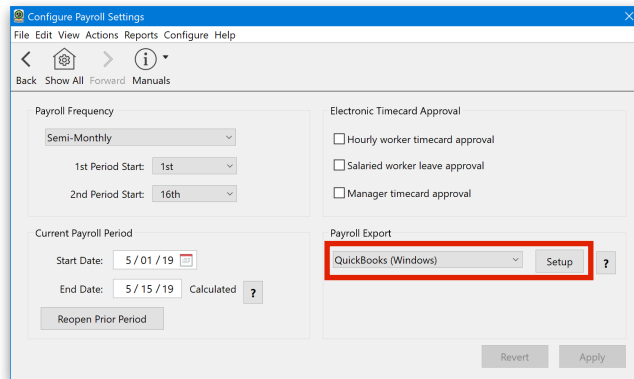
2. **Import your Timer Lists and Payroll Items files.** Click each **Select** button and choose the corresponding file that was created under the QuickBooks Integration Setup section above.
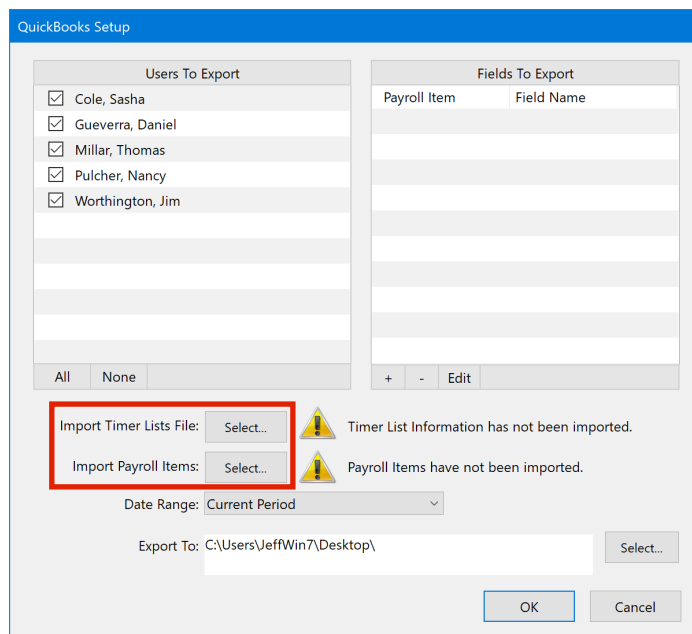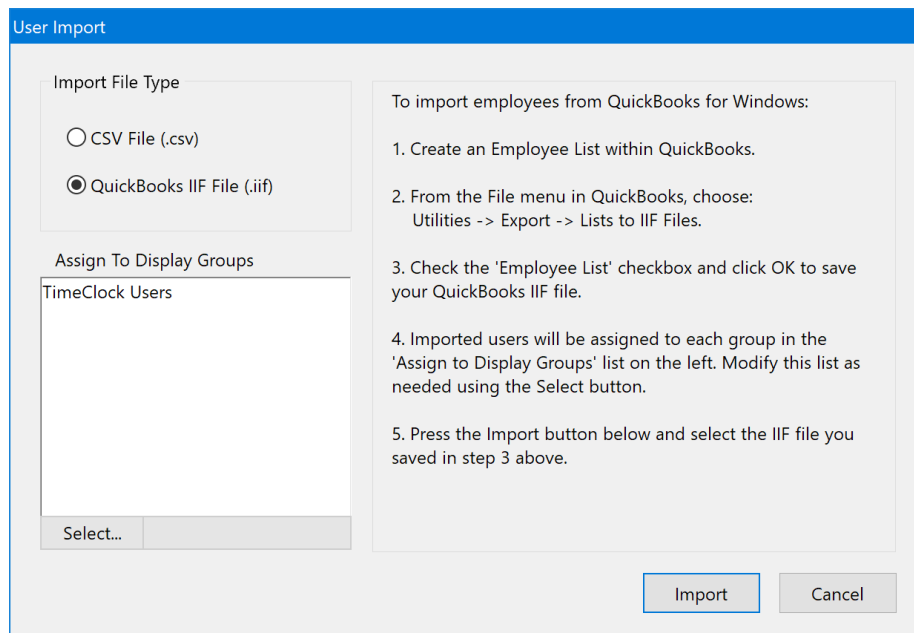
Under the **Fields To Export** list, click the **+** button and assign a Virtual TimeClock export field to a QuickBooks payroll item. You can assign multiple export fields to one payroll item. **Note**: All Virtual TimeClock Fields must be assigned to a QuickBooks Payroll Item, even if you do not use them.

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.

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

1. 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.
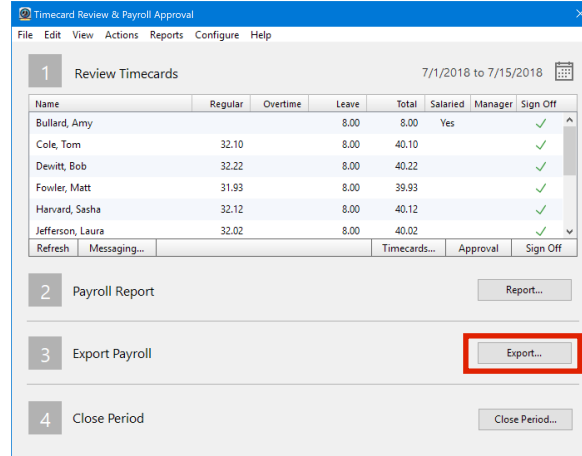
Importing Payroll Hours in QuickBooks

1. 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.
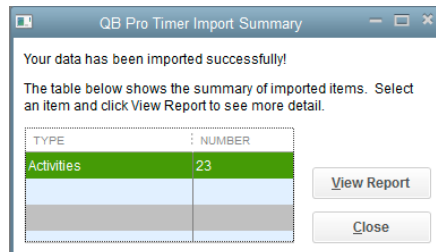
Time clock integration will only import employee hours for payroll processing. Customers, Jobs, and Service Items can be attached to imported hours in the QuickBooks Weekly Timesheet. Go to the **Employees** menu, select **Enter Time** and then **Use Weekly Timesheet**.