

Virtual TimeClock® Payroll Integration Guide

QuickBooks® for Windows

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.

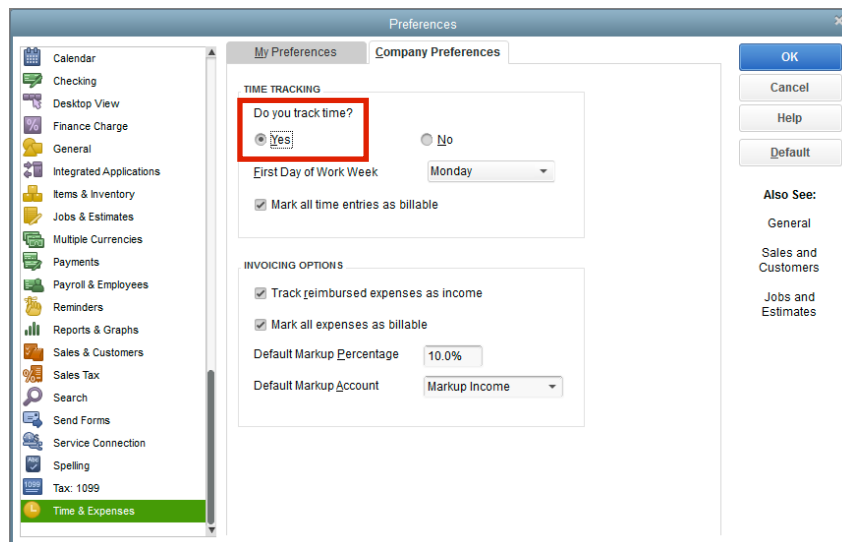


Need help with payroll integration? Contact us at [\(559\) 434-8544](tel:5594348544) or <http://www.redcort.com/support>.

QuickBooks Integration Setup

Enable Time Tracking

1. Open QuickBooks and go to the **Edit** menu and select **Preferences > Time & Expenses**.
2. Click the **Company Preferences** tab and select **Yes** for **Do You Track Time?**
3. Press **OK**.

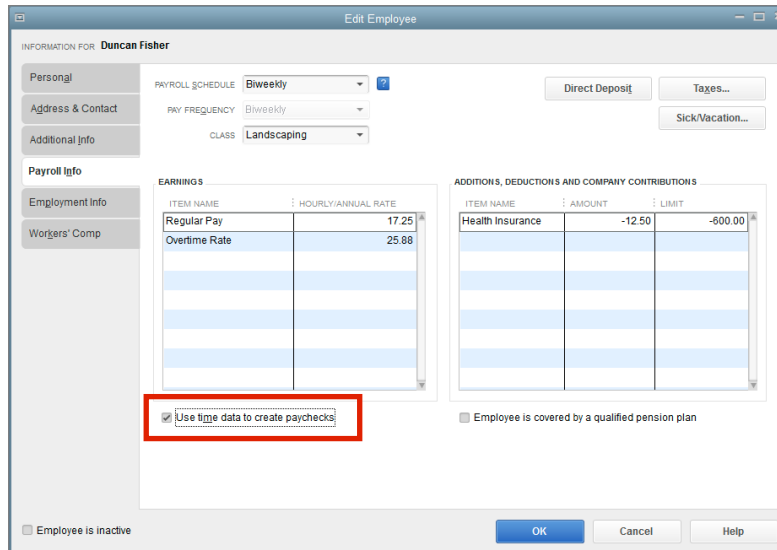


You must switch to single-user mode in order to export or import files to QuickBooks

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Enable Time Data to Create Paychecks

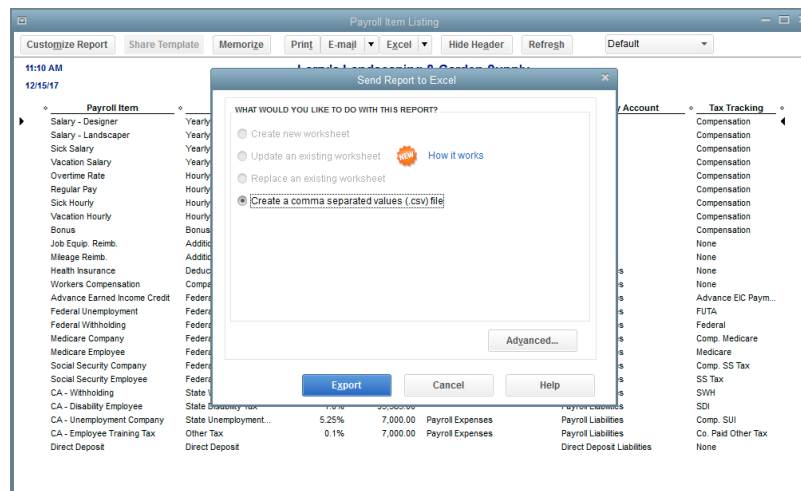
4. Go to the **Employees** menu and select **Employee Center**.
5. Select an employee and go to the **Edit** menu, select **Edit Employee > Payroll Info**.
6. Check **Use time data to create paychecks**. Repeat for each employee.



Export your Payroll Items File

7. Go to the **Reports** menu and select **List > Payroll Item Listing**.
8. Click the **Excel** button, and then click **Create New Worksheet**.
9. 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.*

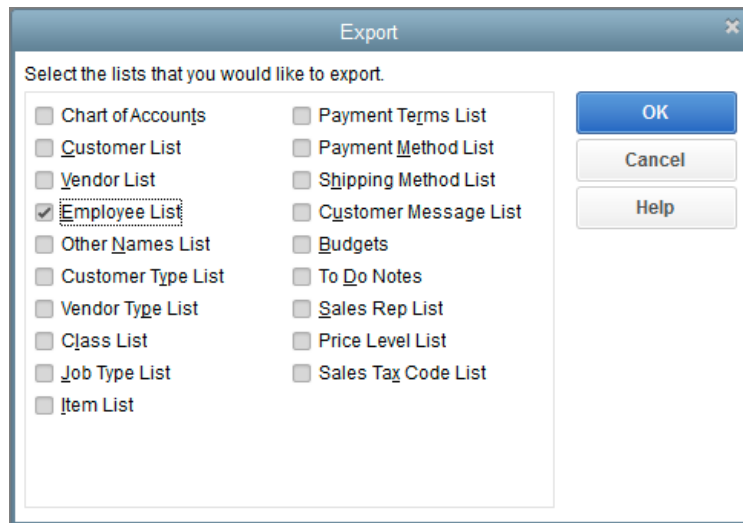


Export Your Employees From QuickBooks

10. Go to the **File** menu and select **Utilities > Export > Lists to IIF Files**.

11. Check **Employee List** and press **OK**.

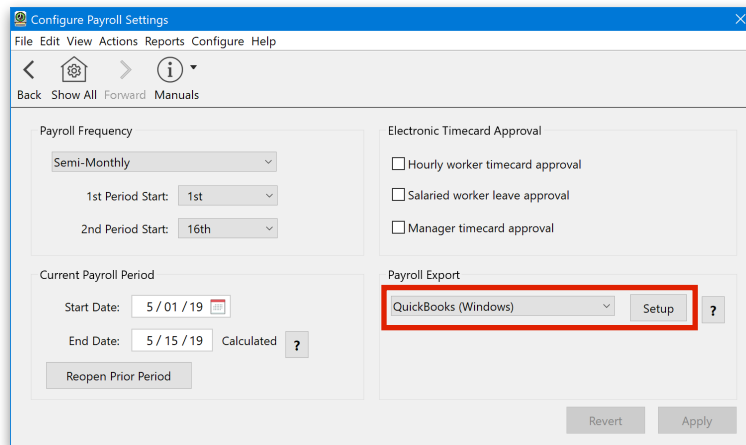
You may need to replace the * with a file name, but you must keep the .IIF extension (ex: Employee List.IIF). *Be sure to note the location of the saved file.*



Virtual TimeClock Integration Setup

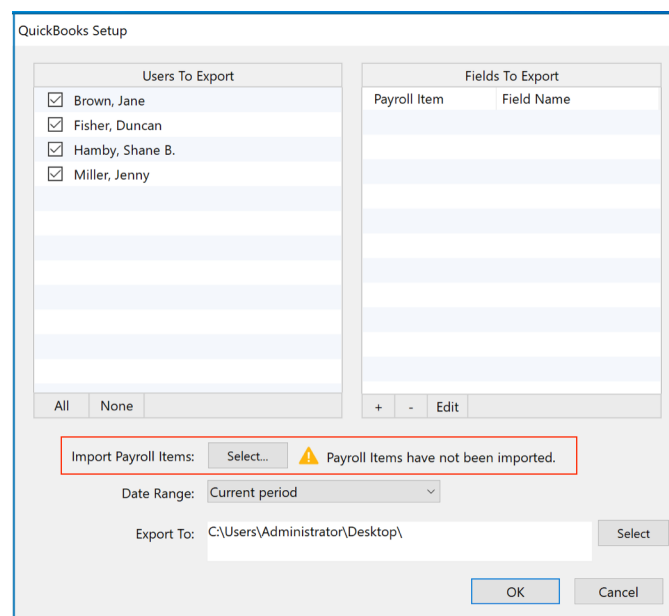
Setup Your Export Defaults

12. Open Virtual TimeClock and from the **File** menu, select **Turn Administration On**.
13. Choose **Configure** from the administration toolbar and choose **Payroll Settings**.
14. Select the **QuickBooks (Windows)** Payroll Export and click **Setup**.



Import Payroll Items File

15. Press the **Select** button for **Import Payroll items** and select the Payroll Items file that was exported from QuickBooks in step 9 above.



16. In the **Fields To Export** list, click the **+** button.

17. Assign a Virtual TimeClock export field to a QuickBooks payroll item. You can assign multiple export fields to one payroll item.



Important 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 export fields to one payroll item.

Virtual TimeClock Field: [dropdown]

QuickBooks Payroll Item: [dropdown]

OK Cancel

Import QuickBooks Users



Importing Users is not necessary if you have already manually entered your users into Virtual TimeClock. If you manually enter users into Virtual TimeClock, you must ensure that the first and last names are exactly the same between QuickBooks and Virtual TimeClock.

18. Choose **Configure** from the administrative toolbar and open the **Users** control panel.

19. 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

CSV File (.csv)

QuickBooks IIF File (.iif)

Assign To Display Groups

TimeClock Users

Select...

To import employees from QuickBooks for Windows:

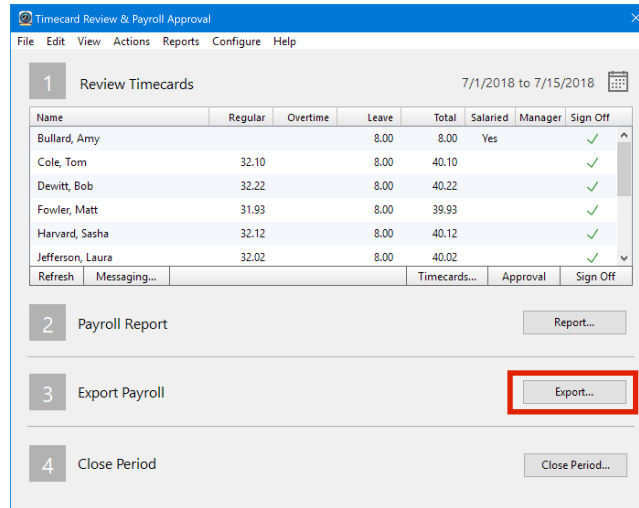
1. Create an Employee List within QuickBooks.
2. From the File menu in QuickBooks, choose: Utilities -> Export -> Lists to IIF Files.
3. Check the 'Employee List' checkbox and click OK to save your QuickBooks IIF file.
4. Imported users will be assigned to each group in the 'Assign to Display Groups' list on the left. Modify this list as needed using the Select button.
5. Press the Import button below and select the IIF file you saved in step 3 above.

Import Cancel

Exporting Payroll Hours from Virtual TimeClock

1. Choose **Payroll Approval** from the Virtual TimeClock administrative toolbar.
2. Once all timecards have been reviewed, approved and signed off, click **Export**.

Note: If a timecard has not been signed off, it will not be exported.



Importing Payroll Hours into QuickBooks

1. Go to the **File** menu of QuickBooks and select **Utilities > Import > IIF Files**.
2. Locate the export file (created in the Exporting Payroll Hours #2 above) and press **OK**.

If the import is unsuccessful, please see the 'File Not imported' troubleshooting help for QuickBooks located on the [QuickBooks website](#).

3. Once the import is successful, you'll see the numbers of lists and transactions imported. Press **Done**.
4. 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**.

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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