

## Virtual TimeClock® Payroll Export Guide

### Exporting to AccountEdge®

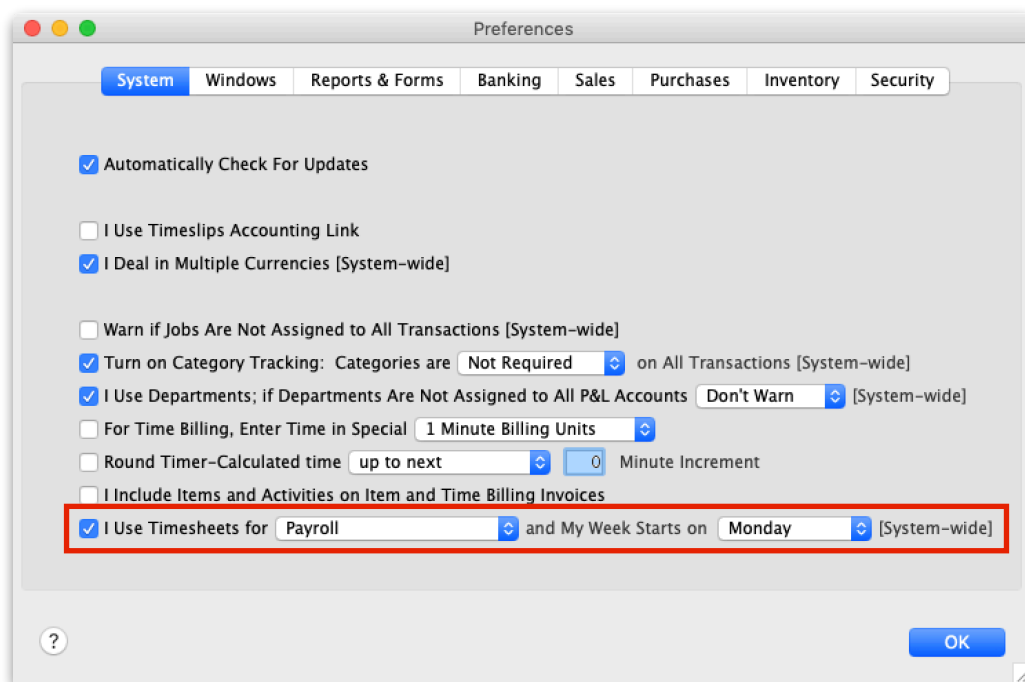
Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into AccountEdge® Timesheets. To import files, you must complete a one-time setup. If you're enrolled in AccountEdge® Full Service Payroll, please follow the payroll exporting steps in the integration guide for SurePayroll®.



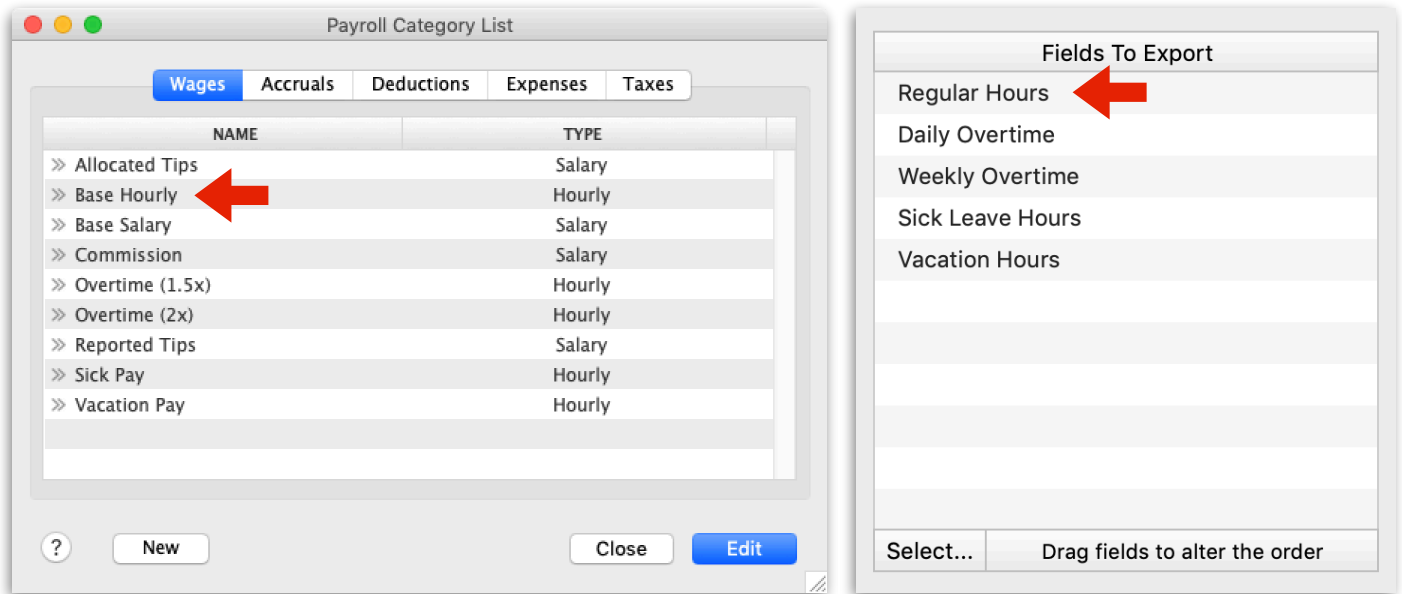
Need help with payroll integration? Contact us at 1-559-434-8544 or <http://www.redcort.com/support>.

### AccountEdge® Payroll Integration Setup

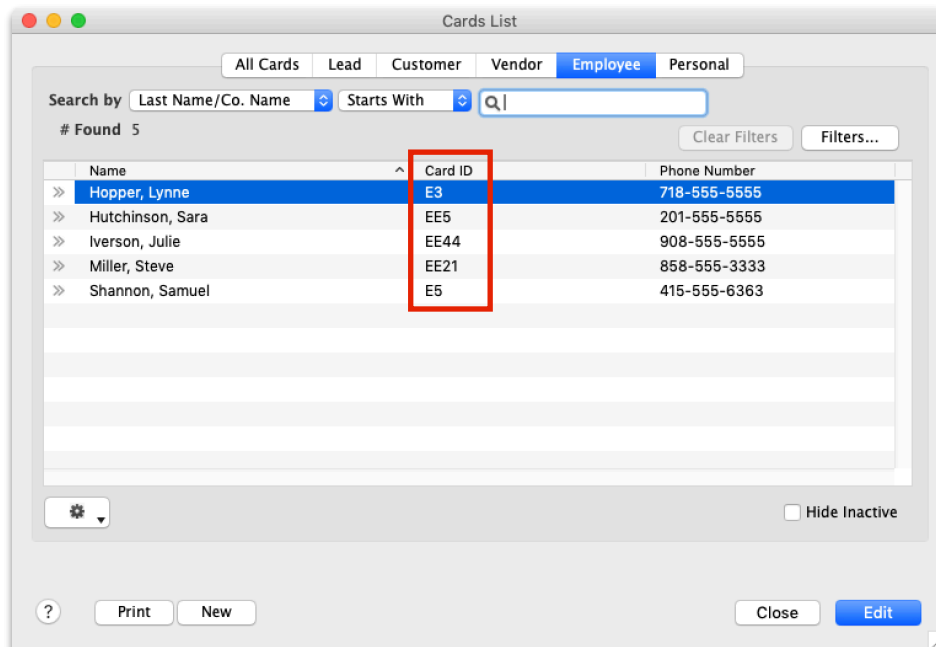
1. **Setup your company for time clock integration.** Select **Preferences** from the **AccountEdge Pro** menu and click the **System** tab. Enable the **I Use Timesheets for Payroll** checkbox. Click **OK**.



2. **Edit your payroll category names.** Select the **Payroll** tab and click **Payroll Categories**. You will need to edit the payroll category names to match the Virtual TimeClock field names you will be exporting. Select a category name and choose **Edit** to modify the name. For example, *Base Hourly* must be changed to *Regular Hours*, and so on. Common Virtual TimeClock fields to export are displayed below.



3. **Locate Card ID numbers.** When importing timecard hours, Virtual TimeClock Employee Numbers must correspond to AccountEdge Card IDs. Open the **Card File** tab click **Card List**. Now select the **Employee** tab to view Card IDs. In the next step you will need to match employee Card IDs to Virtual TimeClock Employee Numbers.



## Virtual TimeClock Integration Setup

1. **Match employee ID numbers.** In order for timecard hours to properly sync in AccountEdge, you will need to make sure Virtual TimeClock employee IDs match the AccountEdge Card IDs exactly (see the step above). With Administration Mode enabled, choose **Users** from the **Configure** menu. Select

a user and click the Employment tab to view the modify the **Employee #** field. Repeat for each

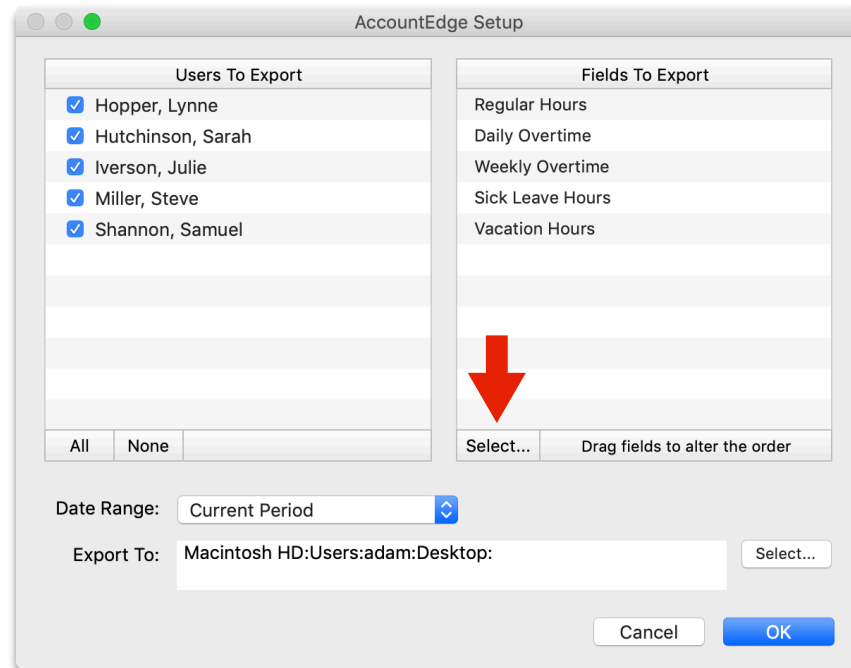
The screenshot shows the 'Configure Users' window with the 'Employment' tab selected. The user 'Lynne Hopper' is selected from the list on the left. The 'Employee #' field is highlighted with a red box and contains the value 'E3'. Other fields include Name, Address, Email, Phone, Mobile, Birthday, Social, Emergencies, Hire Date, Full/Part time, Wage, Add or Deduct, Department, Overtime, and Extension. The 'Hourly Burden' is 17.31. The 'Revert' and 'Apply' buttons are at the bottom right.

employee. If employee numbers do not match exactly, hours will not be imported.

2. **Setup your export defaults.** Select **Payroll Settings** from the **Configure** menu. Under Payroll Export, select the **AccountEdge®** from the pop up menu. Click **Setup** to select desired export fields.

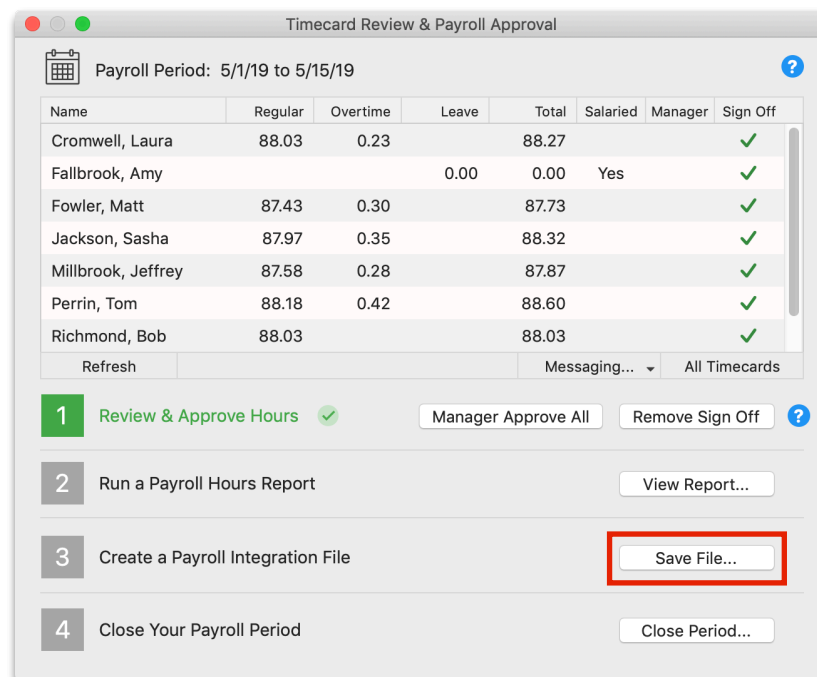
The screenshot shows the 'Configure Payroll Settings' window. The 'Payroll Export' section is highlighted with a red box, showing 'AccountEdge' selected in the dropdown menu. The 'Setup' button is next to it. Other sections include 'Payroll Frequency' (Semi-Monthly), 'Electronic Timecard Approval' (Manager timecard approval checked), and 'Current Payroll Period' (Start Date: 4/1/2018, End Date: 4/15/2018). The 'Reopen Prior Period' button is at the bottom left. The 'Revert' and 'Apply' buttons are at the bottom right.

- Under the **Fields To Export** list, click the **Select** button. Click on a field name to include the field in the payroll export.



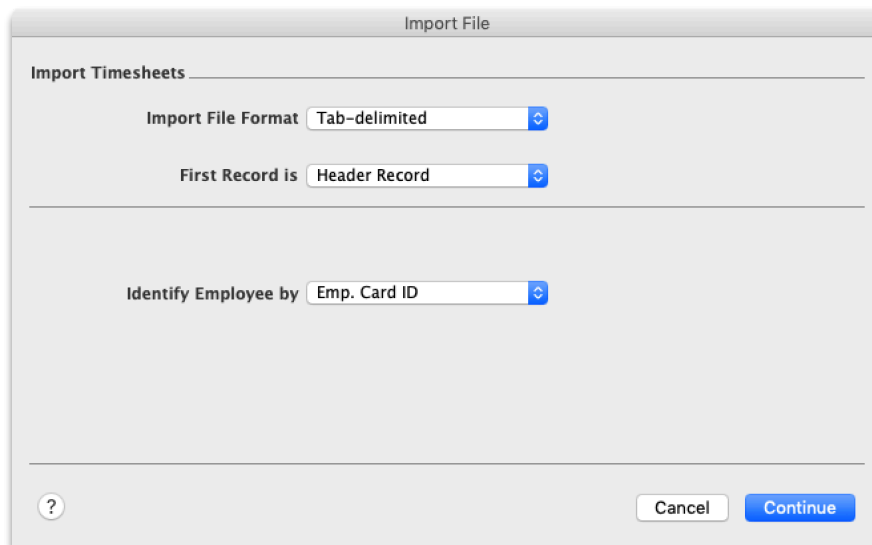
## Exporting Payroll Hours from Virtual TimeClock

- Choose **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 **Save File**. If a timecard is not approved, it will not be exported.

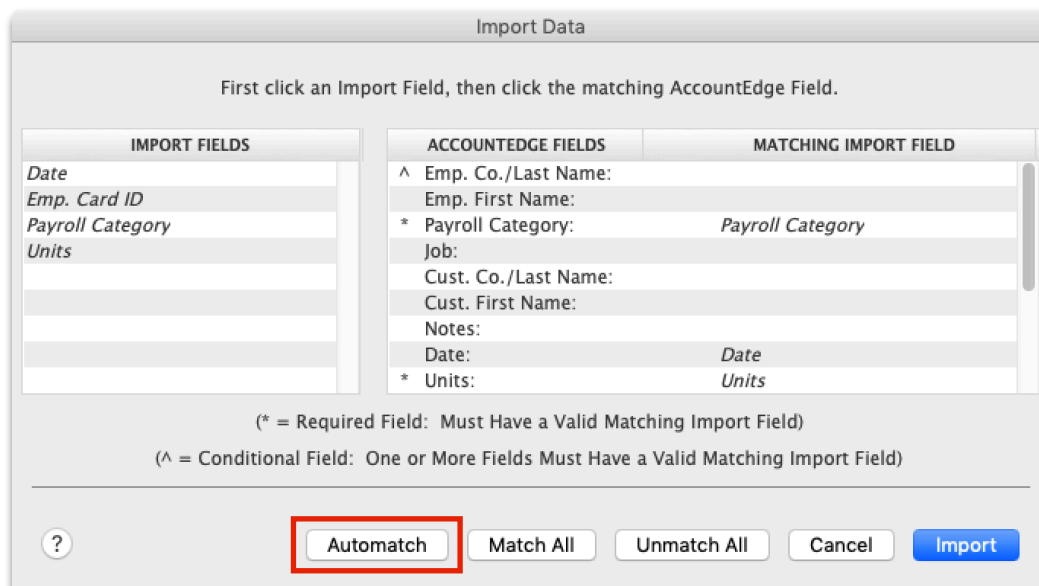


## Importing Payroll Hours into AccountEdge® Pro

1. **Upload your time clock export file.** Go to the **File** menu, choose **Import Data** and then **Timesheets**. From the **Import File Format** drop-down list, select **Tab-delimited**. From the **First Record is** drop-down list, select **Header Record**. From the **Identify Employee by** drop-down list, select **Emp. Card ID**. Click **Continue**.

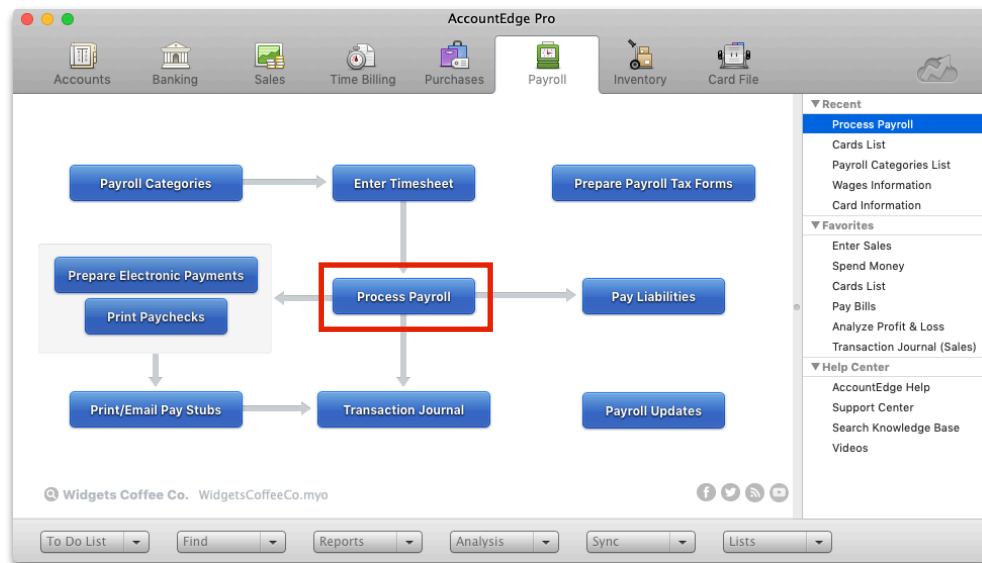


2. Click **Automatch** and then **Import** to import your time clock file into AccountEdge® Timesheets.



A message will indicate that timesheets have been imported. If any records were skipped, review the Import Log at the specified path to troubleshoot why records were not imported.

3. Open the **Payroll** tab and click **Process Payroll** to review, edit and approve your payroll hours.



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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