

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[®].

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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.



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.

😑 😑 Payroll Ca	ategory List	
		Fields To Export
Wages Accruals Ded	uctions Expenses Taxes	Regular Hours
NAME	TYPE	Daily Overtime
» Allocated Tips	Salary	Weekly Overtime
» Base Hourly	Hourly	
» Base Salary	Salary	Sick Leave Hours
» Commission	Salary	Vacation Hours
» Overtime (1.5x)	Hourly	
» Overtime (2x)	Hourly	
» Reported Tips	Salary	
» Sick Pay	Hourly	
» Vacation Pay	Hourly	
? New	Close Edit	Select Drag fields to alter the order

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.

•				Cards	s List		
Saa	reh hu (Last Name)	All Cards	Lead C	ustomer	Vendor	Employee	Personal
sea	ren by Last Name/	Co. Name	Starts w	/ith 💟	QI		
#	Found 5				_		Clear Filters Filters
	Name			Card ID			Phone Number
\gg	Hopper, Lynne			E3			718-555-5555
\gg	Hutchinson, Sara			EE5			201-555-5555
\gg	lverson, Julie			EE44			908-555-5555
\gg	Miller, Steve			EE21			858-555-3333
\gg	Shannon, Samuel			E5			415-555-6363
	¢. –						🗌 Hide Inactive
?	Print Ne	w					Close Edit

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	ne Employee # field. Repeat for each

	(Configure Users	
く合う	R		(i)
Back Show All Forward	Groups		Manuals
Active Only			
Hopper, Lynne	Name:	Lynne Hopper	
Hutchinson, Sarah	Address:	336 Pinenut Avenue	
Iverson, Julie	Email:		
Miller, Steve	Phone	456-9812	
Shannon, Samuel	Mobile:		
	Birthday:	400 45 0700	
	Social:	123-45-6783	
	Emergencies:	707-9825	Edit
		Access Employment	Notes
	Hire Date:	5/23/2006	
	Full/Part time:	Full Time ᅌ	
	Wage:	1500.00 Salary 🗘	per payroll period
	Add or Deduct:	30 Minutes Deduction	Hourly Burden: 17.31
	Department:	Production 🗘	Used to estimate wages for Activity and Departmental
	Overtime:	Weekly Only	job costing reports.
	Employee #:	E3	
	Extension:	112	
Add Delete Show			Revert Apply

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.

Configure P	ayroll Settings j 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: 4/ 1/2018 C End Date: 4/15/2018 C ? Reopen Prior Period	Payroll Export AccountEdge Setup ?
	Revert Apply

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

Account	ntEdge Setup
Users To Export	Fields To Export
Hopper, Lynne	Regular Hours
Hutchinson, Sarah	Daily Overtime
🗹 Iverson, Julie	Weekly Overtime
Miller, Steve	Sick Leave Hours
Shannon, Samuel	Vacation Hours
All None	Select Drag fields to alter the order
Date Range: Current Period	②
Export To: Macintosh HD:Users:adam:	Desktop: Select
	Cancel OK

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.

	Contract Con						
Payroll Period: 5/1/19 to 5/15/19							
Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Cromwell, Laura	88.03	0.23		88.27			 I
Fallbrook, Amy			0.00	0.00	Yes		~
Fowler, Matt	87.43	0.30		87.73			~
Jackson, Sasha	87.97	0.35		88.32			~
Millbrook, Jeffrey	87.58	0.28		87.87			~
Perrin, Tom	88.18	0.42		88.60			~
Richmond, Bob	88.03			88.03			~
Refresh				Mes	saging	▼ All T	imecards
1 Review & Approve Hours 🧹 Manager Approve All					All	emove Sig	gn Off 🤇 💡
2 Run a Payroll Hours Report View Report					ort		
3 Create a Payroll Integration File Save File							
4 Close Your Payr	oll Period				(Close Peri	od

Importing Payroll Hours into AccountEdge® Pro

 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.

Import File					
Import Timesheets					
Import File Format	Tab-delimited	0			
First Record is	Header Record	0			
Identify Employee by	Emp. Card ID	6			
?			Cancel Continue		

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

Import Data					
First click an Import Field, then click the matching AccountEdge Field.					
IMPORT FIELDS	ACCOUNTEDGE FIELDS	MATCHING IMPORT FIELD			
Date	^ Emp. Co./Last Name:				
Emp. Card ID	Emp. First Name:				
Payroll Category	* Payroll Category: Payroll Category				
Units	Job:				
	Cust. Co./Last Name:				
Cust. First Name:					
	Notes:				
	Date:	Date			
	* Units:	Units			
(* = Required Field: Must Have a Valid Matching Import Field)					
(^ = Conditional Field: One or More Fields Must Have a Valid Matching Import Field)					
? Automatch Match All Unmatch All Cancel Import					

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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