

# Virtual TimeClock<sup>®</sup> Payroll Integration Guide

### Transmitting to QuickBooks Online<sup>®</sup>

Virtual TimeClock will allow you to transmit regular pay hours totals for linked employees directly to QuickBooks Online. You must complete a one-time setup in Virtual TimeClock to use this feature.



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

### **QuickBooks Online Integration Setup**

#### Add Employees

Please ensure that any employees using Virtual TimeClock are also added to your QuickBooks Online account. This will allow you to link QuickBooks Online employee accounts with their respective Virtual TimeClock user account.

Follow QuickBooks instructions on adding a new employee: Add your new employee to QuickBooks

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	Payroll			
V BOOKMARKS 🖉	Overview Employees Contrac	tors Payroll tax Workers	s' comp Benefits HR advisor Compl	iance
Bank transactions				1
V MENU 🖉	List Org chart			
Dashboards >				
Transactions >				Run payroll 🗸
Sales >				Next payroll due Sunday, 06/30/2024 Paycheck list
Expenses >				
Customers & leads				
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If you have previously added employees to QuickBooks Online but not to Virtual TimeClock, you can use the <u>import function</u> in the Virtual TimeClock payroll setup dialog to import users into Virtual TimeClock.

### Virtual TimeClock Integration Setup

### Connect Virtual TimeClock to your QuickBooks Online account

- 1. Open Virtual TimeClock and from the File menu, select Turn Administration On.
- 2. Choose Configure from the administration toolbar then choose Payroll Settings.
- 3. Select the QuickBooks Online Payroll Export and click Setup.

#### Login to your QuickBooks Online account

4. Press the Connect to QuickBooks button to open the QuickBooks Online Sign-in window

•••	E	Export Set Up	
	Not Connected Company name in Quickbooks Company Id in Quickbooks		Connect to Quickbooks
	Linked Users	Ur	linked Users
TimeClock Users	Quickbooks Users	TimeClock Users	Quickbooks Users
	Unlink	Auto Link	Manually Link Import

5. You will need to enter the QuickBooks Authorization Code and Realm ID for your QuickBooks account. You can obtain this information by clicking on Login to Quickbooks. This will direct you to the QuickBooks website, where you will use your QuickBooks credentials to log in and get your Authorization Code and Realm ID. Copy and paste these into the Virtual TimeClock Connect to Quickbooks window and press Grant Authorization.

Connect to Quickbooks	
Authorize Virtual TimeClock to Connect to Quickbooks Online Desse log in to QuickBooks from your web browser using the button below. After logging in, you'll be provided an Authorization Code and Realm ID into the fields below, then click the "Grant Authorization" button to allow Virtual TimeClock to connect to your company's QuickBooks account. Quickbooks Authorization Muthorization Code Realm ID Grant Authorization	Get OAuth 2.0 token from auth code         Attra the app receives the authorization code, it should exchange the authorization code for refresh and access tokens.         Authorization Code         mV9mHr/D6Ywq5pKp*Hyu3eaYVbGWMfliJHr/D6Y034p         Realm ID         111111111111         Cet tokens
Cancel Login to Quickbooks	

#### Import QuickBooks Users



**Note: Importing Users is not necessary** if you have already manually entered your users into Virtual TimeClock. If you have manually entered users into Virtual TimeClock and you wish to use the **Auto Link** feature, you must ensure that the first, middle, and last names are an exact match between QuickBooks Online and Virtual TimeClock.

6. Choose **Import** from the bottom right corner of the **Export Set Up** window.

• • •		Export Set Up	
Company Name:	Connected ABC Co. 9341452496370368		Disconnect Quickbooks
	Linked Users	Un	linked Users
TimeClock Users	Quickbooks Users	TimeClock Users	Quickbooks Users
		Alice Rigsdale	Alice Rigsdale
		Edward Doty	Edward Doty
		Elias Story	Elias Story
		John Howland	John Howland
		Mary Allerton	Mary Allerton
		Peter Browne	Peter Browne
		Roger Wilder	Rodger Wilder
		Rose Standish	Rose Standish
			Thomas English
	Unlink	Auto Link	Manually Link Import

 Select the checkbox next to each employee you want to import from QuickBooks into Virtual TimeClock. Importing employees from QuickBooks will automatically link their QuickBooks Online account to their Virtual TimeClock user account.

• • •		Export Set Up		•••		Export Set Up	
Status:	Connected			Status: Co	nnected		
Company Name: Realm ID:	ABC Co. 93414524§	The import source file contains the users below. Select the users you want to import into Virtual TimeClock.	Disconnect Quickbooks	Company Name: AB Realm ID: 93	C Co. 41452496370368		Disconnect G
	Linked Use	Alice Rigsdale	d Users	Lin	ked Users	U	nlinked Users
TimeClock Users	Qu	Edward Doty Elias Story	Quickbooks Users	TimeClock Users	Quickbooks Users	TimeClock Users	Quickbooks
		John Howland	Alice Rigsdale	Thomas English	Thomas English	Alice Rigsdale	Alice Rigsdal
		Mary Allerton	Edward Doty			Edward Doty	Edward Doty
		Peter Browne	Elias Story			Elias Story	Elias Story
		Rodger Wilder	John Howland			John Howland	John Howlan
		Rose Standish     Thomas English	Mary Allerton			Mary Allerton	Mary Allerton
			Peter Browne			Peter Browne	Peter Browne
		All None	Rodger Wilder			Roger Wilder	Rodger Wilde
			Rose Standish			Rose Standish	Rose Standis
		Cancel Import	Thomas English				
	Unlink	Auto Link Ma	inually Link Import		Unlink	Auto Link	Manually Link

#### Linking Users Automatically

8. Press the **Auto Link** button to automatically link users whose first, middle, and last names are an exact match from QuickBooks Online to Virtual TimeClock.

#### Linking Users Manually

 Under the Unlinked Users lists, select the user you would like to link from the TimeClock Users list then select their corresponding name from the QuickBooks Users list. Once both names are selected press the Manually Link button.



### Transmitting Regular Pay Hours from Virtual TimeClock to QuickBooks

**Note:** QuickBooks Online only allows for employees' regular pay hours to be transmitted for payroll processing, all other pay types need to be <u>entered in manually</u>.

1. Choose Payroll Approval from the Virtual TimeClock administrative toolbar.

2. Once all timecards have been reviewed, approved, and signed off, click Transmit.

Timecard	Review & Payro	ll Approval					
Current period: 6/16/24 to 6/30/24							(
Name	Regular	Overtime	Leave	Total	Salaried	Sign Of	ł
Alice Rigsdale			16.00	16.00	Yes	~	
Edward Doty	79.75	0.25	16.00	96.00		~	
Elias Story	80.25		16.00	96.25		~	
John Howland	80.00		16.00	96.00		~	
Mary Allerton	79.50	0.25	16.00	95.75		~	
Peter Browne	80.25		16.00	96.25		~	
Roger Wilder	79.75	0.25	16.00	96.00		~	
Rose Standish	80.00		16.00	96.00		~	
Thomas English			16.00	16.00	Yes	~	
Refresh			Me	ssaging	→ All 1	limecard	s
1 Review & Approve Hours 🔗				R	emove Si	ign Off	
2 Run a Payroll Hours Report					View Rep	ort	
3 Transmit Data to Quickbooks Online					Transr	nit	
4 Close Your Payroll Period					Close Pe	riod	



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

3. In the **Select Users** dialog, ensure the checkbox is checked next to every employee you want to transmit regular hours to QuickBooks for, then press **Export**.

	S	elect Users
	Users To Export	Export
	Alice Rigsdale	Quickbooks Online
	Edward Doty	
	Elias Story	
	John Howland	
	Mary Allerton	
	Peter Browne	
	Roger Wilder	Include workers with zero hours
	Rose Standish	
	Thomas English	
A	II None	Cancel Export

4. Once payroll hours have been transmitted you can view a results report for all payroll data that has been successfully transmitted.

•	Quickbooks Online Result (Page 1 of 1)
	and the second s
	2004
	Wednesday, July 3, 2024 4:25 PM
	Quickbooks Online Data Sent Result
	Redcort Software Inc.
	PO Box 25764 Fresno CA 93729
	9/9 have been successfully sent to Quickbooks Online
Note: Only th	e regular hours will be sent. Please use the payroll report for other payroll categories.
Successful Users	Regular Hours Sent
Alice Rigsdale	160.37
Edward Doty	159.85
Elias Story	160.00
John Howland	160.00
Mary Allerton	159.70
Peter Browne	159.65
Roger Wilder	159.97
Rose Standish	160.00
Thomas English	160.47
	Note: Resending hours for successful users will result in duplicated hours.

**Note**: If payroll hours for any employees failed to transmit they will be noted on the report. You can retransmit any failed hours by following the previous steps. Pay careful attention not to select employees whose hours have already been successfully transmitted as doing so will resend their hours to QuickBooks, doubling their payroll hours. Follow <u>our instructions</u> on removing duplicate pay hours if necessary

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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## Appendix

#### Manually Adding Pay Hours to Different Pay Types

QuickBooks Online only allows for employees' regular pay hours to be transmitted for payroll processing, all other pay types need to be entered in manually.

- 1. Follow QuickBooks instructions on <u>Adding Sick or Vacation Time to Regular Paychecks</u> for QuickBooks Online.
- 2. In the Run Payroll window, you can add hours to any <u>custom pay item</u>, and then **Preview Payroll** or **Save for Later**.

un payroll: Every	month							0
r peried 6/01/2024 to 06/30/2024 - Add an employee	Pay date							ustomize
Name (9 of 9)	Salary	Regular pay	Holiday	Overtime	Total hrs	Gross pay	Memo	Action
Allerton, Mary Hourly Paper check V		\$10.50/hr	0h \$15.00/hr	0h \$15.75/hr	159.7h	\$1,676.85	+	:
Browne, Peter Hourly		③ 159.65h	0h	Oh	159.65h	\$2,035.54	+	:
Doty, Edward Hourly		(3) 159.85h	0h	Oh	159.85h	\$1,598.50	+	:
English, Thomas S6,000.00/month	\$6,000.00			Oh	173.33h	\$6,000.00	+	:
Howland, John Hourly		( 160h	0h	Oh	160h	\$1,800.00	+	:
Rigsdale, Alice \$3,000.00/month	\$3,000.00			Oh	173.33h	\$3,000.00	+	:
Standish, Rose Hourly		( 160h	Oh	Oh	160h	\$1,440.00	+	:
Story, Elias Hourly		( 160h	Oh	Oh	160h	\$2,440.00	+	:
Wilder, Roger Hourly		(3) 159.97h	0h	0h	159.97h	\$2,239.53	+	:
Total	\$9,000.00	1,119.17h	Oh	0h	1,465.83h	\$22,230.42		



**Note:** It is important not to edit any regular pay hours that have been transmitted from Virtual Timeclock<sup>®</sup> to QuickBooks<sup>®</sup> Online in this menu. Doing so will cause the number entered into the Regular Pay type to overwrite and ignore any time transmitted from Virtual TimeClock. Follow these instructions to re-sync hours with time activities if necessary.

un payroll: Every	month							0 ×
ıy period	Pay date							
06/01/2024 to 06/30/2024	✓ 07/01/2024	8						
+ Add an employee							944 C	ustomize
Name (9 of 9)	Salary			_	× ptal hrs	Gross pay	Memo	Action
Allerton, Mary Hourly			!		159.7h	\$1,676.85	+	:
Browne, Peter Hourly					i9.65h	\$2,035.54	+	:
Doty, Edward Hourly		Your timeshe of sync	et hours will	ut 39.85h	\$1,598.50	+	:	
English, Thomas	\$6,000.00	- If you save hours on th sync if any updates an	of /3.33h	\$6,000.00	+	:		
Howland, John Hourly		sync if any updates an Time.	e made to an employee	's timesheet or QB	160h	\$1,800.00	+	:
Rigsdale, Alice	\$3,000.00				73.33h	\$3,000.00	+	:
Standish, Rose			Car	ocel OK	160h	\$1,440.00	+	:
Story, Elias		() 160h	0h	0h	160h	\$2,440.00	+	:
Wilder, Roger Hourly		() 159.97h	Oh	Oh	159.97h	\$2,239.53	+	:
Total	\$9,000.00	1,119.17h	0h	Oh	1,465.83h	\$22,230.42		

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#### **Re-Syncing Payroll Hours With Time Activities**

If your employee's regular pay hours have become out of sync with their time activities use the following steps to re-sync.

- 1. Go to Payroll, then Employees.
- 2. Select Run payroll.
- 3. Select your desired payroll schedule, then **Continue**.
- 4. Select any employee whose Regular Pay hours are not synchronizing, uncheck the box next to their name, and press **Save For Later**.

Run pa	ayroll: Every n	nonth						
	024 to 06/30/2024 an employee	Pay date 07/01/2024						٩٩
🗖 Na	me (8 of 9)	Salary	Regular pay	Holiday	Overtime	Total hrs	Gross pay	Mem
	erton, Mary Irly							
Bro Hou	owne, Peter urly		() 159.65h	Oh	Oh	159.65h	\$2,035.54	+
	ty, Edward irly		() 159.85h	Oh	Oh	159.85h	\$1,598.50	+
	glish, Thomas 000.00/month	\$6,000.00			Oh	173.33h	\$6,000.00	+
Hor Hou	wland, John <sup>urly</sup>		() 160h	Oh	Oh	160h	\$1,800.00	+
	sdale, Alice 000.00/month	\$3,000.00			Oh	173.33h	\$3,000.00	+
Sta Hou	ndish, Rose <sub>urly</sub>		() 160h	Oh	0h	160h	\$1,440.00	+
Sto Hou	ry, Elias Irly		() 160h	Oh	0h	160h	\$2,440.00	+
	lder, Roger Irly		() 159.97h	Oh	Oh	159.97h	\$2,239.53	+
Tot	al	\$9,000.00	959.47h	0h	0h	1,306.13h	\$20,553.57	

5. Exit the Run Payroll window and Select Run Payroll to re-enter the Run Payroll window, check the box for any employees who were unchecked in the previous step. This will re-sync the Regular Pay hours with the employee's Time Activities.

#### Deleting Duplicate Pay Activities in QuickBooks Online

If you notice that an employee's transmitted hours are greater than what they should be, it could be because that employee's hours have been transmitted more than once. Use the following steps to confirm if any employee has duplicate hours that have been transmitted and delete any duplicates.

1. From the Payroll Overview page use the search bar to search for "Time Activities by Employee Detail" and select this report from the results list.

• • • Ø Expenses	x +	~
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	Don't miss out - Buy Payroll today and save Subscribe now	
Intuit quickbooks	Ξ· ABC Co.	愈 <b>R</b>
+ New	Payroll	
$\vee$ bookmarks $\mathcal{G}$	Overview Employees Contractors Payroll tax Workers' comp Benefits HR advisor Compliance	
Bank transactions	7 Reports	
Dashboards	NewY Wet 202	×
Transactions Sales	Standow     Jee wink you make and spend     Link your accounts     Link your accounts     Link your accounts	~
Expenses		
Customers & leads	Time Activities by Employee Detail	$\sim$
Reports	Standard Custom reports Management reports	
Payroll		
Projects	* Favorites	Ĩ
Budgets	* Favorites	
Taxes	> Accounts receivable aging summary 🔶 :	
My accountant	Recent/Edited Time Activities 🔶 🔶	
Live Experts	Time Activities by Employee Detail	$\sim$
Lending & banking		ήΠ
Commerce		
Apps	<ul> <li>Business overview</li> </ul>	
🕄 Menu settings	AuditLog	

2. Select the date range for the appropriate payroll period and press **Run Report**.

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← → Ơ 🔩 qbo.intu	it.com/app/reportv2?token=TIME_	ACTIVITIES&show_logo=false&act	date_macro=thismonth	itodate&low_actdat	e=07/01/20	24&high_acto	date=07/05/2	024&e	☆ (	
		Don't miss out - Buy Payroll	today and save   Su	bscribe now						
ญ เกาบเา quickbooks	≡• ABC Co.		A	Contact experts	¢	(?) Help	₩ Q	¢	礅	R
+ New	Payroll									
V BOOKMARKS	Overview Employees	Contractors Payroll tax	Workers' comp	Benefits HI	R advisor	Compliar	nce			
Bank transactions	Back to report list									
Dashboards		Employee Detail Re	port							
Transactions	Time Activity Date	06/01/2024 to 0	5/30/2024			Cu	stomize	Save cus	tomizatio	
Sales >	Rows/columns									
Expenses >	Group by Employee	Run report								
Customers & leads >										^
Reports	Sort ▼ Add no							<b>-</b> ~		
Payroll >	Sort V Add no	tes						L4 - 83		
Projects			ABC C	.o.						
Budgets			Time Activities by Er	nployee Detail						
Taxes >			Activity: July 1							
My accountant			This report does not c							
Live Experts			Friday, July 5, 2024 04	:36 PM GMT-07:00						
Lending & banking >										
Commerce >										
Apps >										
🕼 Menu settings										

3. Duplicate Time Activities will appear on the report grouped under the name of each employee that has more than one Time Activity that has been transmitted for them. Click the Activity Date for the duplicate Time Activity.

• • • Time Activities by Employee : X +											
🗧 🔆 C 🛱 qbo.intuit.com/app/reportv2?token=TIME_ACTIVITIES&show_logo=false&actdate_macro=iastmonth&low_actdate=06/01/2024&high_actdate=06/30/2024&customi 🖈 🗶 👔											
Don't miss out - Buy Payroll today and save   Subscribe now											
untuit quickbooks	≡•	ABC Co.			🔒 Contact ex	perts 🗖	Help III	Q D	ø R		
+ New		Sort  Add notes						⊠ 6 6•	<b>(</b> )		
∨ BOOKMARKS Ø	>				ABC Co.						
Bank transactions											
V MENU 🖉	>	Time Activities by Employee Detail Activity: June 2024									
Dashboards >	>	ACTIVITY DATE	CUSTOMER	PRODUCT/SERVICE	MEMO/DESCRIPTION	RATES	DURATION BILLABLE	AMOUNT	_		
Transactions >	>								r I		
Sales >		06/30/2024		Hours			160:22 No				
Expenses >		Total for Alice Rigsdale		Hours			160:22 No 320:44		1 1		
Customers & leads	,	<ul> <li>Edward Doty 06/30/2024</li> </ul>					159:51 No				
Reports		Total for Edward Doty		Hours			159:51 No		1 1		
Payroll >	>	<ul> <li>Elias Story 06/30/2024</li> </ul>		Hours			160:00 No				
Projects		Total for Elias Story John Howland					160:00		1		
Budgets		06/30/2024		Hours			160:00 No				
Taxes >	>	Total for John Howland Mary Allerton					160:00				
My accountant		06/30/2024		Hours			159:42 No				
Live Experts		Total for Mary Allerton + Peter Browne					159:42				
Lending & banking	,	06/30/2024		Hours			159:39 No		. 1		
Commerce >	,	Total for Peter Browne Rodger Wilder					159:39				
		06/30/2024		Hours			159:58 No				
Apps >		Total for Rodger Wilder Rose Standish					159:58				
Ø Menu settings		06/30/2024		Hours			160:00 No				

4. Review the Time Activity details and make sure that they are for the correct employee, pay period, and hours that need to be deleted. Once a Time Activity has been deleted it cannot be recovered. If everything is correct and you have confirmed that these are the duplicate hours that need to be deleted, use the **Delete** button at the bottom of the page.

• • • • Time Activity × +					
← → C t; qbo.intuit.com/app/timeactivity?t=s&id=36					) ÷
① Time Activity			¢	? Help	$\times$
Date     06/30/2024       Name     Alice Riguidale     ▼       Select pay item     Pay items unavailable     ▼       Customer     Choose a customer     ▼       Service     Hours     ▼	Time Description	Enter Start and End Times 160.22			
Billable (/hr)	Summary	160 hours 22 minutes			
		Prescy			
Cancel		Delete	Save Sa	ve and new	-

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