

Virtual TimeClock[®] Payroll Export Guide

Exporting to Quickbooks[®]

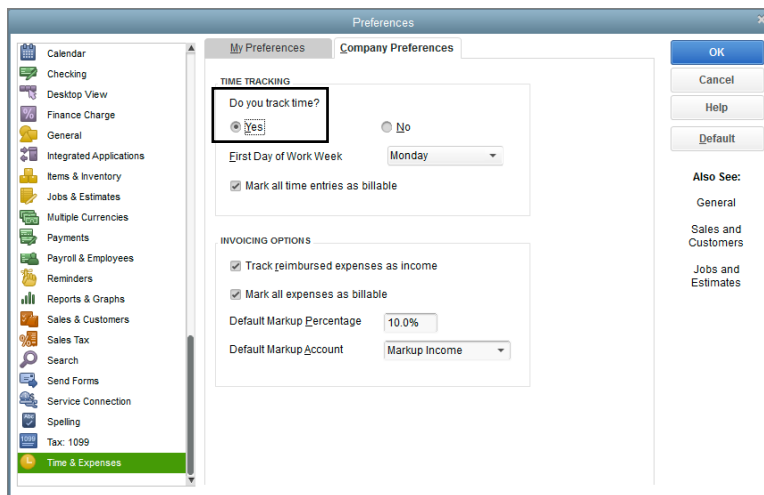
Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into QuickBooks[®] Pro for Windows. To import files, you must complete a one-time setup.



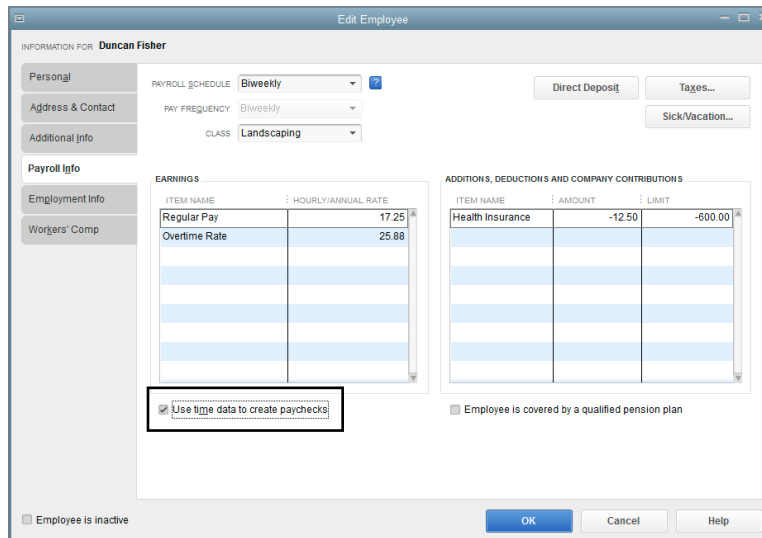
Need help with payroll integration? Contact us at 1-888-207-0005 or <http://www.redcort.com/support>.

QuickBooks[®] Integration Setup

1. Open your QuickBooks[®] preferences and enable time tracking. 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. Open the Employee Center and enable employees to use 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**.

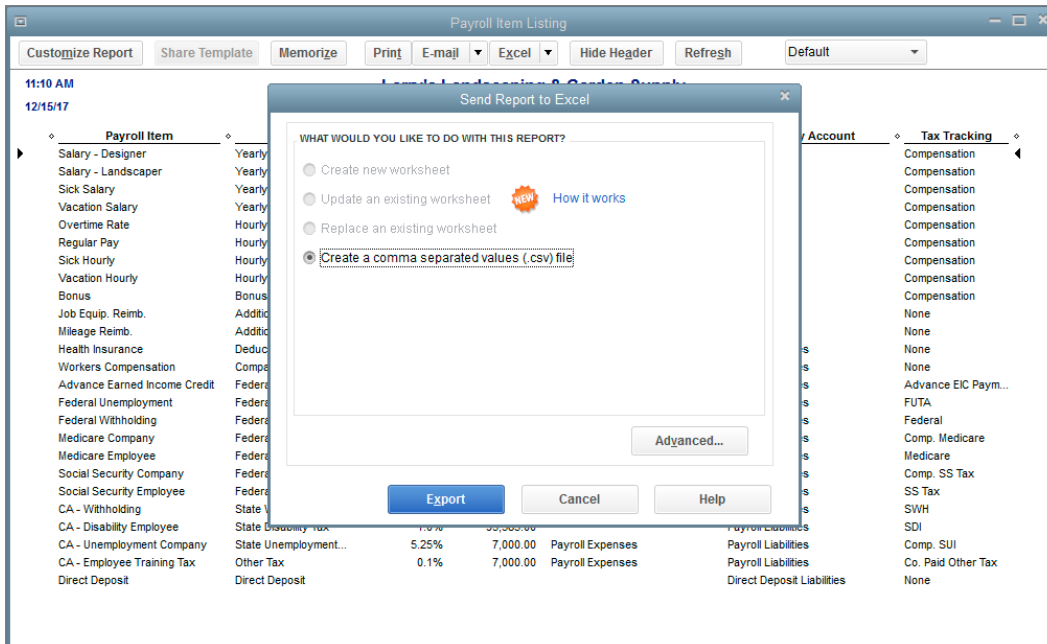


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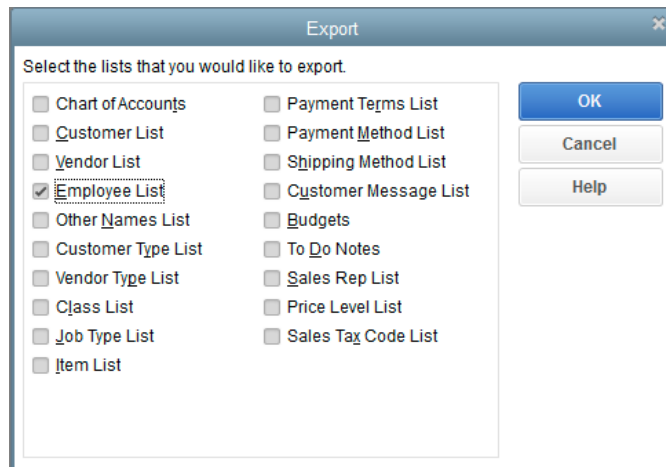


You must switch to single-user mode in order to export or import files to QuickBooks®.

- 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.
- Export your Payroll Items. 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.

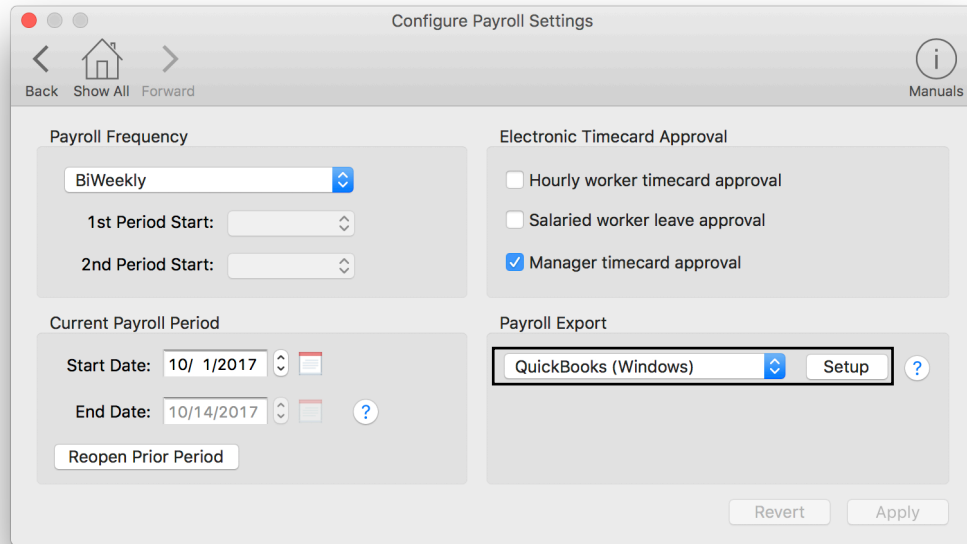


- Export your QuickBooks® employees. Go to the **File** menu and select **Utilities, Export, Lists to IIF Files**. Check **Employee List** and **OK**. You may need to replace the * with a file name, but you must keep the .IIF extension (Ex: Employee List.IIF). Be sure to note the location of the saved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

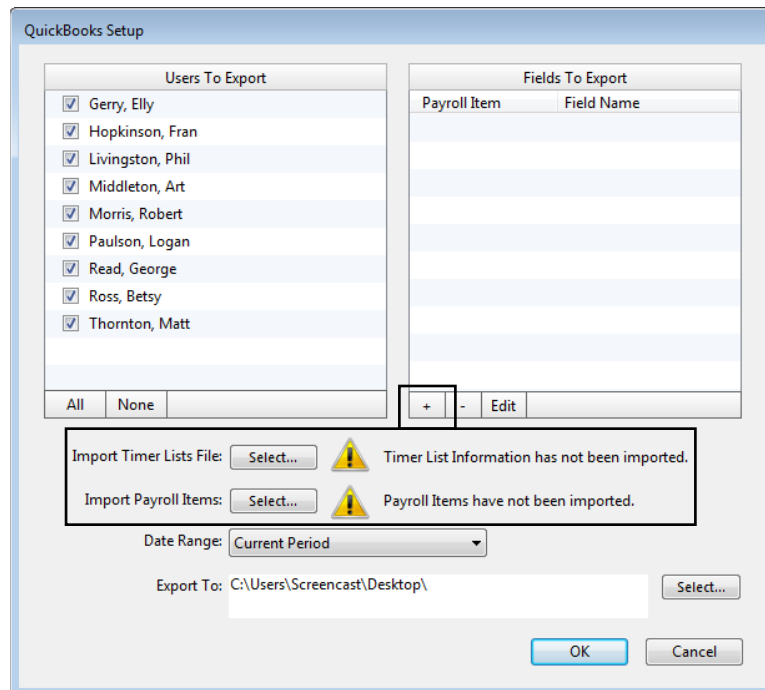


Virtual TimeClock Integration Setup

1. Set up your export defaults. Choose **Configure** from the administration toolbar, then select **Payroll Settings**. Select the **QuickBooks® (Windows)** export format and click **Setup**.

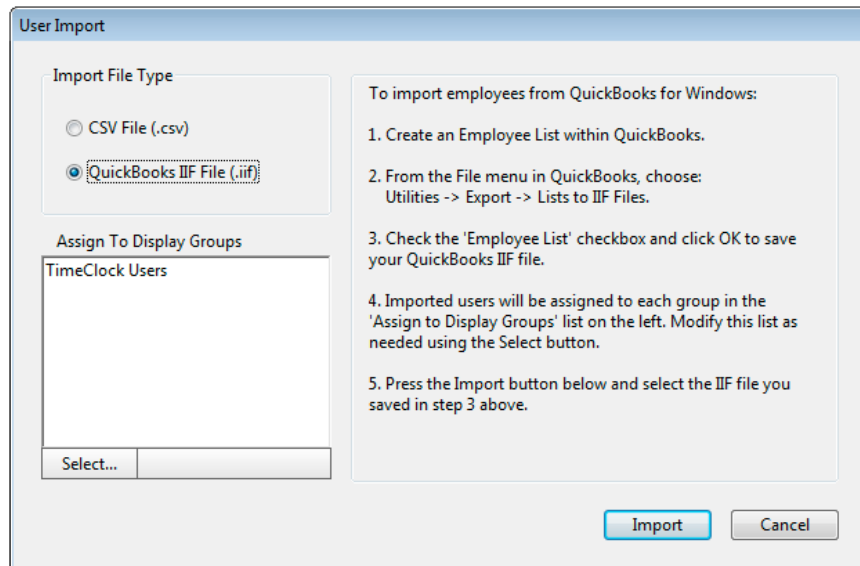


2. Import your Timer Lists and Payroll Items files. Click each **Select** button and choose the corresponding file that was created under the QuickBooks® Integration Setup section above. Under the **Fields To Export** list, click the **+** button and assign a Virtual TimeClock export field to a QuickBooks® payroll item. You can assign multiple export fields to one payroll item.



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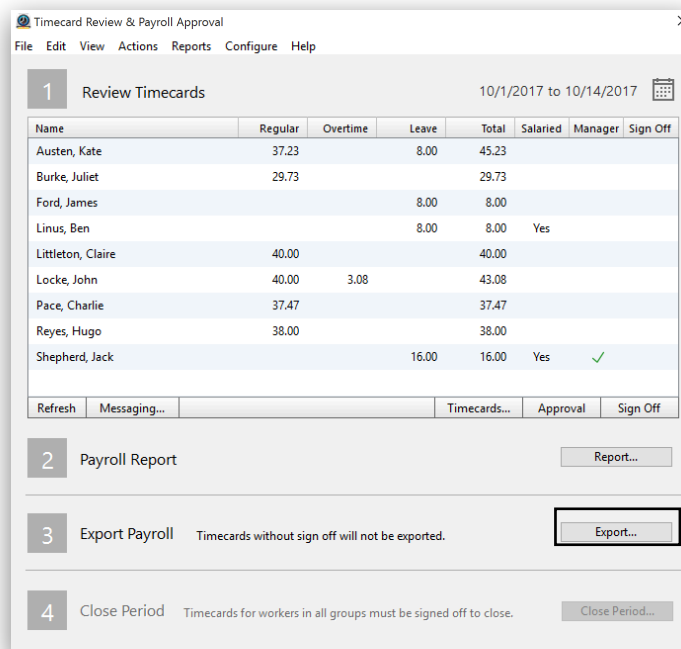
3. Import your QuickBooks® users. Choose **Configure** from the administrative toolbar and open the **Users** control panel. Click **Add**, then **Import Users** and follow the instructions for importing a QuickBooks® IIF File.



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.

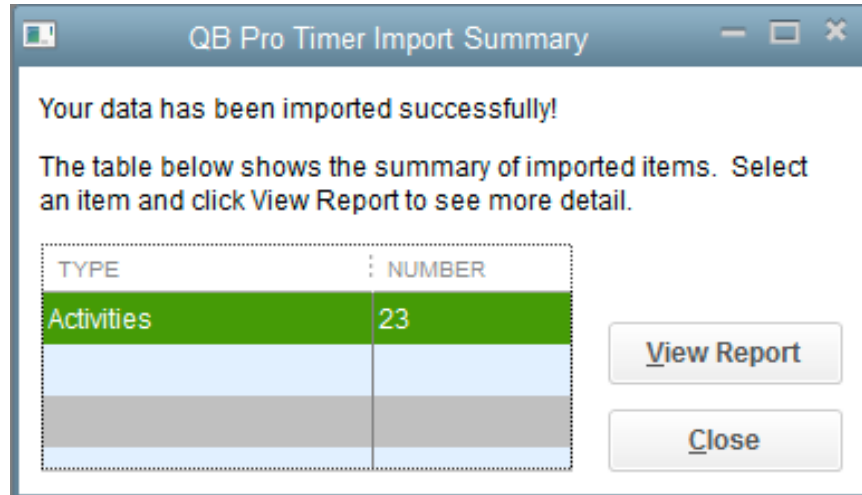
Exporting Payroll Hours

1. Choose **Payroll Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click **Export**. If a timecard is not approved, it will not be exported.



Importing Payroll Hours

1. Go to the **File** menu of QuickBooks® and select **Utilities, Import**, and then **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**.

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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