

# Virtual TimeClock® Payroll Integration Guide

## Transmitting to QuickBooks Online®

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.



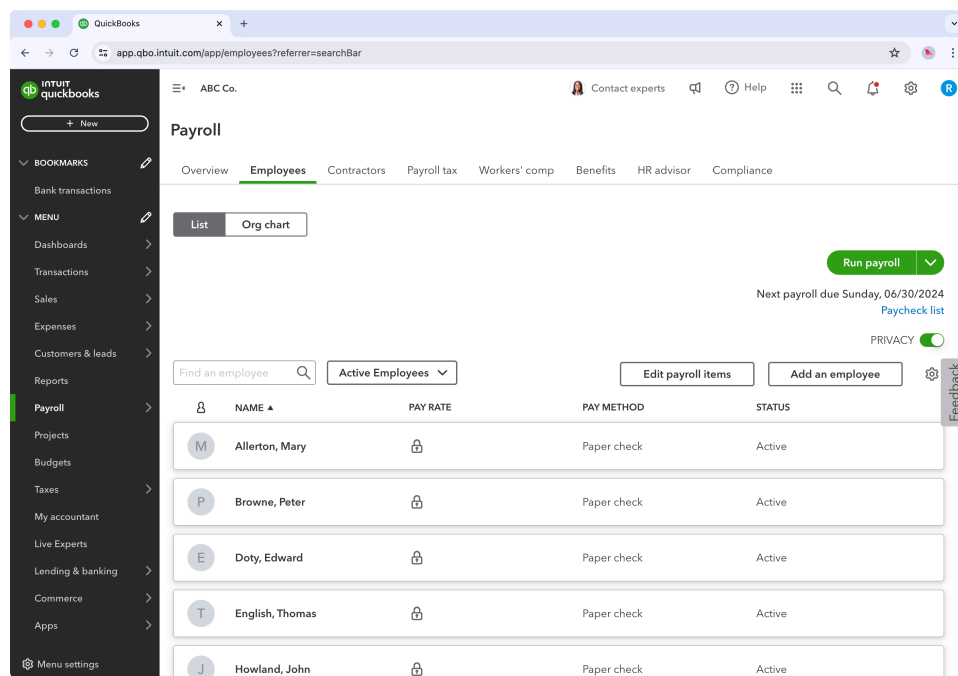
Need help with payroll integration? Contact us at [\(559\) 434-8544](tel:5594348544) or <http://www.redcort.com/support>.

## 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](#)



If you have previously added employees to QuickBooks Online but not to Virtual TimeClock, you can use the [import function](#) in the Virtual TimeClock payroll setup dialog to import users into Virtual TimeClock.

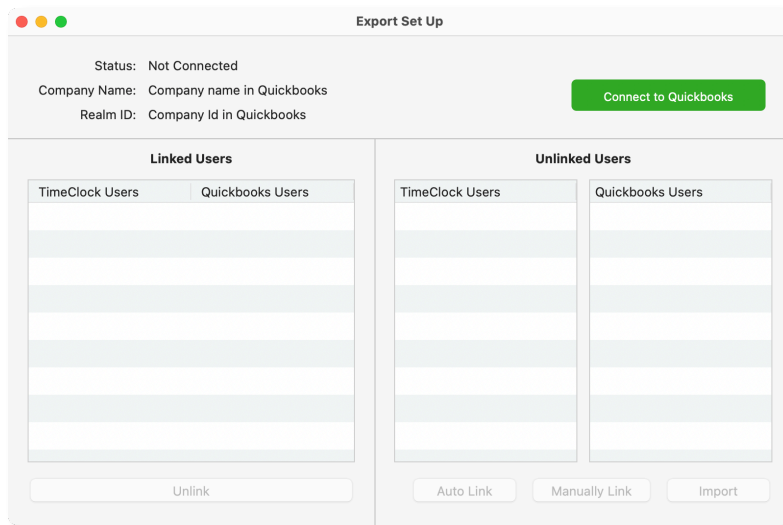
# Virtual TimeClock Integration Setup

## Connect Virtual TimeClock to your QuickBooks Online account

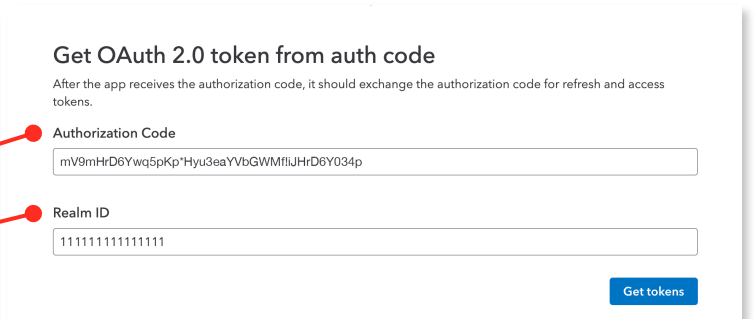
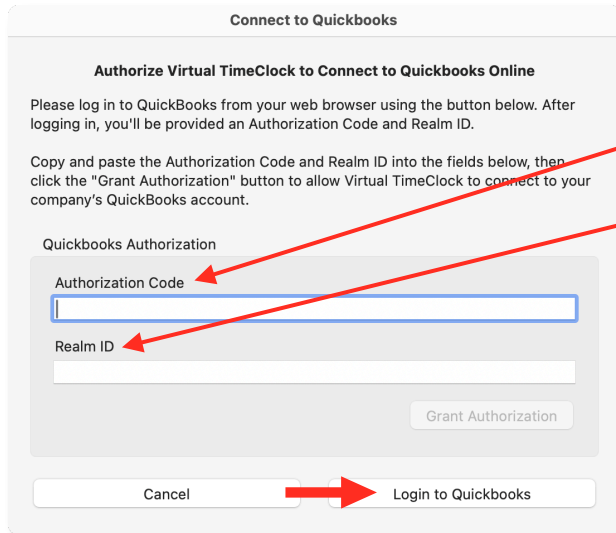
1. Open Virtual TimeClock and from the **File** menu, select **Turn Administration On**.
2. Choose **Configure** from the administration toolbar then choose **Payroll Settings**.
3. Select the **QuickBooks Online** Payroll Export and click **Setup**.

## Login to your QuickBooks Online account

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



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**.



## 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.

Linked Users		Unlinked 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
		Rodger Wilder	Rodger Wilder
		Rose Standish	Rose Standish
			Thomas English

7. 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.

The import source file contains the users below.  
Select the users you want to import into Virtual TimeClock.

<input type="checkbox"/>	Alice Rigsdale
<input type="checkbox"/>	Edward Doty
<input type="checkbox"/>	Elias Story
<input type="checkbox"/>	John Howland
<input type="checkbox"/>	Mary Allerton
<input type="checkbox"/>	Peter Browne
<input type="checkbox"/>	Rodger Wilder
<input type="checkbox"/>	Rose Standish
<input checked="" type="checkbox"/>	Thomas English

Linked Users		Unlinked Users	
TimeClock Users	Quickbooks Users	TimeClock Users	Quickbooks Users
Thomas English	Thomas English	Alice Rigsdale	Alice Rigsdale
		Edward Doty	Edward Doty
		Elias Story	Elias Story
		John Howland	John Howland
		Mary Allerton	Mary Allerton
		Peter Browne	Peter Browne
		Rodger Wilder	Rodger Wilder
		Rose Standish	Rose Standish

## 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.

The screenshot shows the 'Export Set Up' window with the following details:

- Status: Connected
- Company Name: ABC Co.
- Realm ID: 9341452496370368
- Disconnect Quickbooks button

Linked Users		Unlinked Users	
TimeClock Users	Quickbooks Users	TimeClock Users	Quickbooks Users
Alice Rigsdale	Alice Rigsdale	Roger C Wilder	Rodger Wilder
Edward Doty	Edward Doty		
Elias Story	Elias Story		
John Howland	John Howland		
Mary Allerton	Mary Allerton		
Peter Browne	Peter Browne		
Rose Standish	Rose Standish		
Thomas English	Thomas English		

Buttons: Unlink, Auto Link, Manually Link, Import

## 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 [entered in manually](#).

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

The screenshot shows the 'Timecard Review & Payroll Approval' window with the following details:

- Current period: 6/16/24 to 6/30/24

Name	Regular	Overtime	Leave	Total	Salaried	Sign Off
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	✓

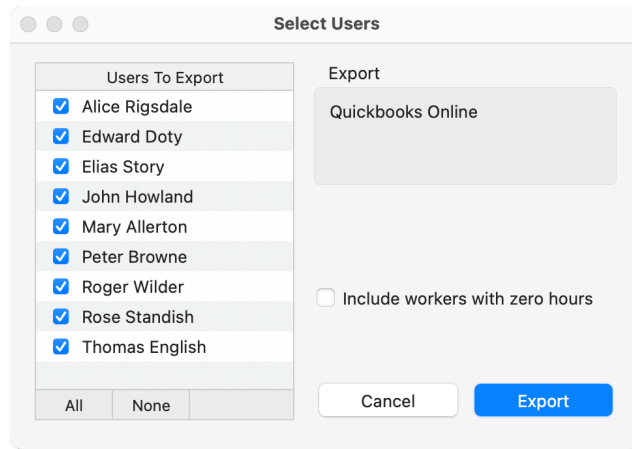
Buttons: Refresh, Messaging..., All Timecards

- Review & Approve Hours ✓
- Run a Payroll Hours Report
- Transmit Data to Quickbooks Online
- Close Your Payroll Period

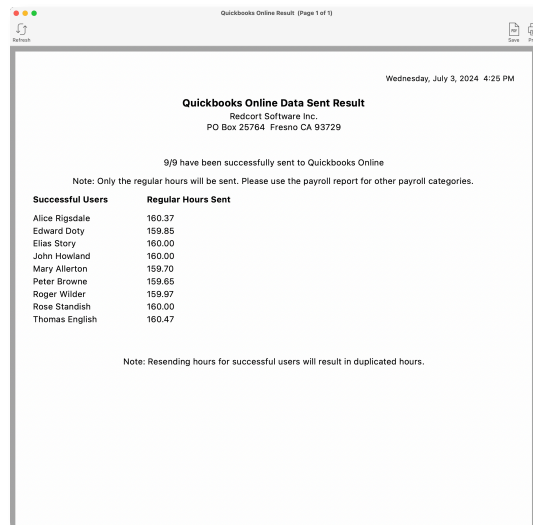


**Note:** If a timecard has not been signed off, it will not be transmitted.

- 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**.



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



**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 [our instructions](#) 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.

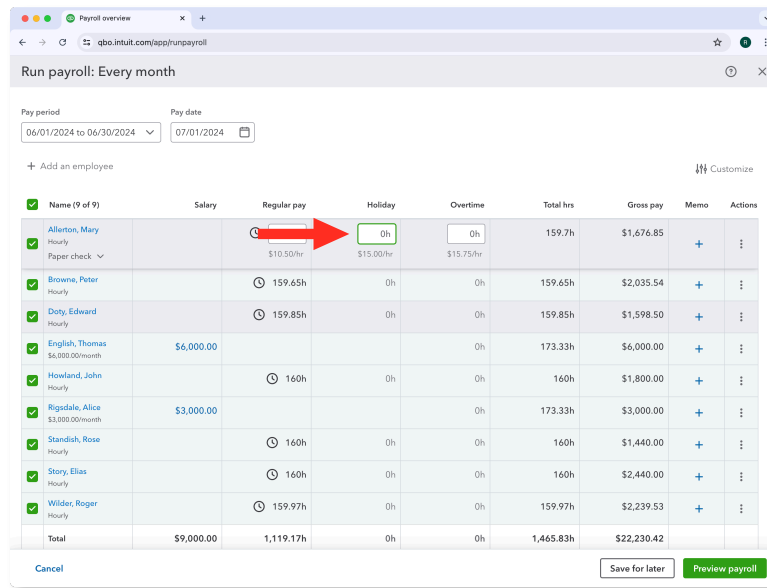
Copyright 1986-2024 Redcort Software Inc. All Rights Reserved. Virtual TimeClock and Virtual TimeClock Pro are registered trademarks of Redcort Software Inc. All other names mentioned are trademarks or registered trademarks of their respective holders in the United States and other countries.

# Appendix

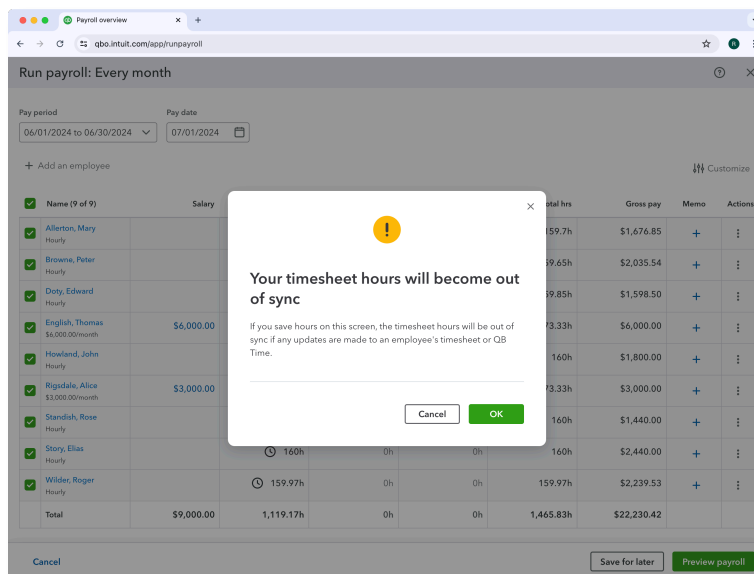
## Manually Adding Pay Hours to Different Pay Types

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 [Adding Sick or Vacation Time to Regular Paychecks](#) for QuickBooks Online.
2. In the Run Payroll window, you can add hours to any [custom pay item](#), and then **Preview Payroll** or **Save for Later**.



**Note:** It is important not to edit any regular pay hours that have been transmitted from Virtual Timeclock® to QuickBooks® 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.



## 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 payroll: Every month

Pay period: 06/01/2024 to 06/30/2024 | Pay date: 07/01/2024

+ Add an employee | Customize

Name (8 of 9)	Salary	Regular pay	Holiday	Overtime	Total hrs	Gross pay	Memo	Actions
<input type="checkbox"/> Allerton, Mary Hourly								
<input checked="" type="checkbox"/> Browne, Peter Hourly		159.65h	0h	0h	159.65h	\$2,035.54	+	⋮
<input checked="" type="checkbox"/> Doty, Edward Hourly		159.85h	0h	0h	159.85h	\$1,598.50	+	⋮
<input checked="" type="checkbox"/> English, Thomas \$6,000.00/month	\$6,000.00			0h	173.33h	\$6,000.00	+	⋮
<input checked="" type="checkbox"/> Howland, John Hourly		160h	0h	0h	160h	\$1,800.00	+	⋮
<input checked="" type="checkbox"/> Rigsdale, Alice \$3,000.00/month	\$3,000.00			0h	173.33h	\$3,000.00	+	⋮
<input checked="" type="checkbox"/> Standish, Rose Hourly		160h	0h	0h	160h	\$1,440.00	+	⋮
<input checked="" type="checkbox"/> Story, Elias Hourly		160h	0h	0h	160h	\$2,440.00	+	⋮
<input checked="" type="checkbox"/> Wilder, Roger Hourly		159.97h	0h	0h	159.97h	\$2,239.53	+	⋮
<b>Total</b>	<b>\$9,000.00</b>	<b>959.47h</b>	<b>0h</b>	<b>0h</b>	<b>1,306.13h</b>	<b>\$20,553.57</b>		

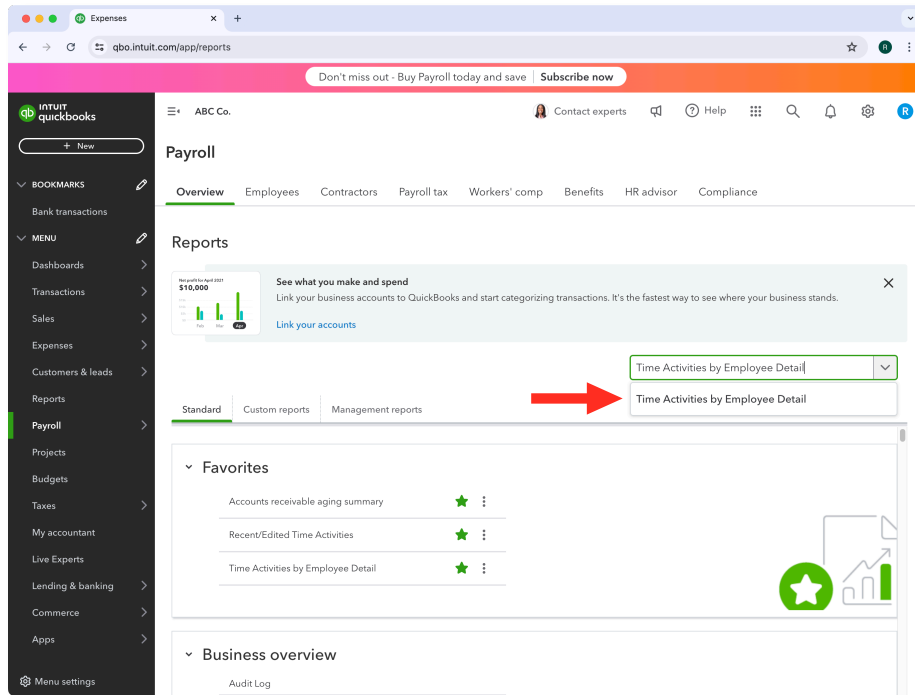
Cancel | Save for later | Preview payroll

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.

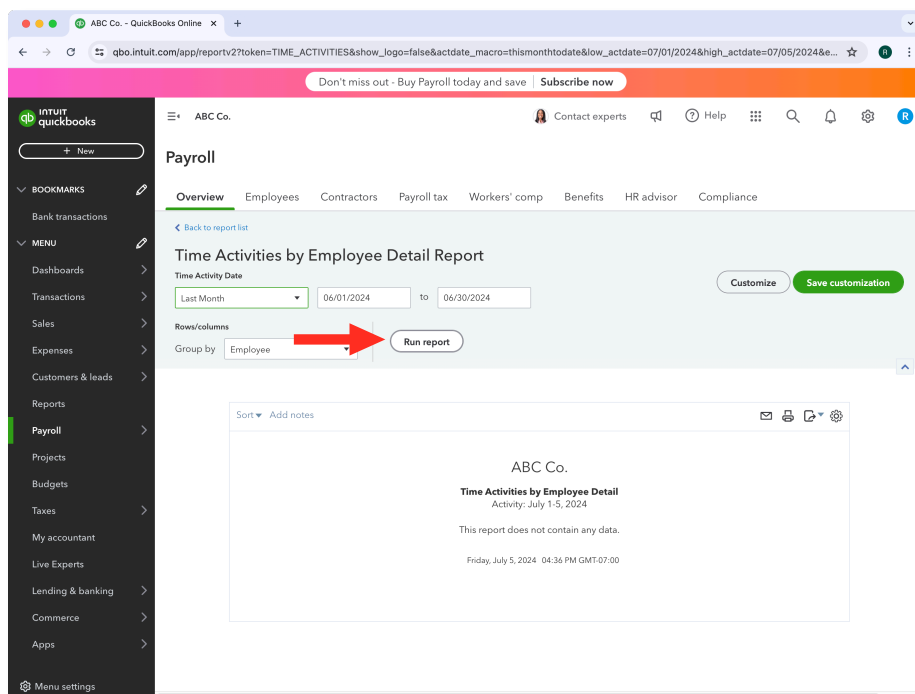
## Deleting Duplicate Pay Activities in QuickBooks Online

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.

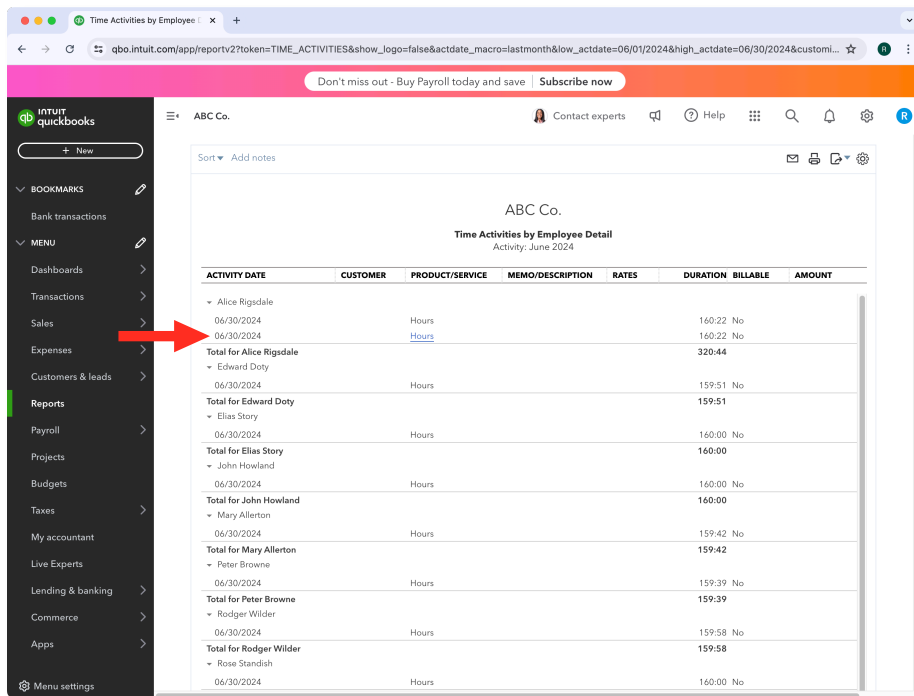


2. Select the date range for the appropriate payroll period and press **Run Report**.

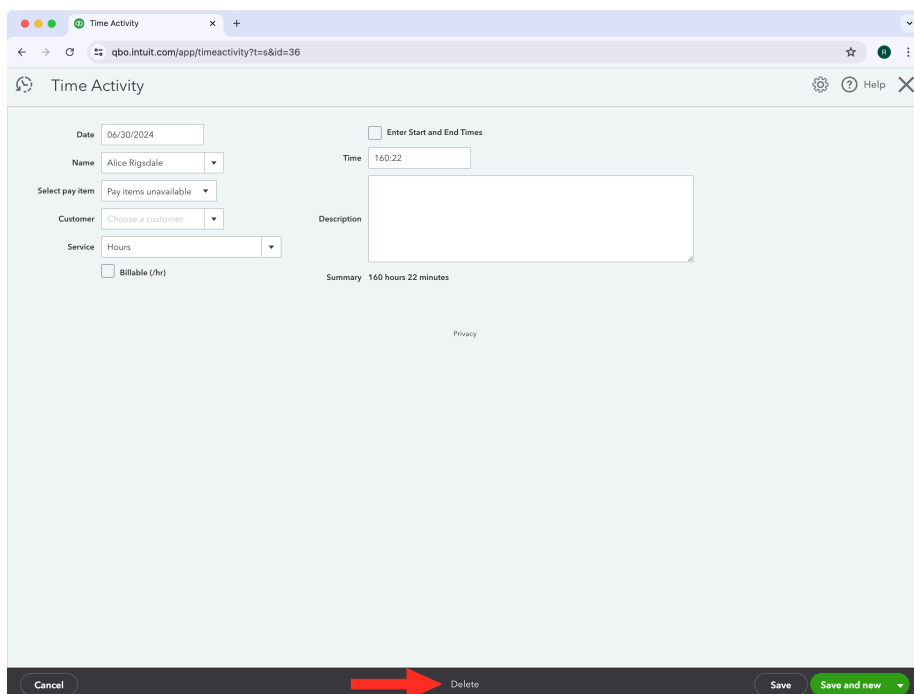




- Duplicate Time Activities will appear on the report grouped under the name of each employee that has more than one Time Activity that has been transmitted for them. Click the Activity Date for the duplicate Time Activity.



- 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.



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.

Copyright 1986-2024 Redcort Software Inc. All Rights Reserved. Virtual TimeClock and Virtual TimeClock Pro are registered trademarks of Redcort Software Inc. All other names mentioned are trademarks or registered trademarks of their respective holders in the United States and other countries.

Version 24.1

Revised 10.01.24