

# QuickBooks Overview

## Overview

RezOvation allows users to export financial and transaction data into QuickBooks. This can be very helpful in eliminating manual entries into the QuickBooks system.

Before you attempt to export your data, please read the notes below and then carefully read the [QuickBooks Configuration guide](#) followed by the [QuickBooks Export guide](#).

## QuickBooks Version Support

We currently support exporting to the following QuickBooks versions:

2002 Pro  
2003 Pro or Premier  
2004 Pro or Premier

*Other versions may be compatible but are not officially supported.* The version you are using must have the ability to import IIF files.

## General Notes About the QuickBooks Export

- **The QuickBooks export works only with the accrual basis method of accounting.** Cash basis accounting is *not* supported. As a result any report in QuickBooks should be generated as an "Accrual" report instead of a "Cash" report.
- **For best results, you should create a new company in QuickBooks before attempting an export.** RezOvation can only match certain accounts with QuickBooks, namely your bank deposit and tax liability accounts. All other accounts, including **Income** accounts, will be created on the first export.
- **Information is exported as line items, not as a summary amount.** You can summarize the data yourself within QuickBooks or use one of the many reports included with RezOvation.
- **An income account is created in QuickBooks for each different income item** (e.g. POS items and individual units). Please see the [QuickBooks Export](#) topic for more details.
- **We recommend exporting data on a monthly basis.** This is typically done after all payments are received and other changes have been made to your RezOvation data. You may export data more frequently, but monthly exports are easier to understand.
- **It is highly recommended that you do all editing of customer transactions within RezOvation** for the month you wish to export, (Deleting reservations, editing payments, adding additional POS items, etc.) **before** you export data from RezOvation into QuickBooks. If you do this, you will not have to go back and correct entries exported to QuickBooks if you wait to do the export until any last minute changes are done in RezOvation.
- **You cannot export today's data** unless you have set the audit time in RezOvation to a time earlier than midnight. Unless you are exporting after this audit time, your export must be done through yesterday's date. Please see the section on [Configuration Settings](#) for more information on setting the audit time.
- **RezOvation cannot provide any support for QuickBooks beyond the export process.** Any

questions about how to interpret data and reports within QuickBooks should be directed to Intuit.

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**Related Topics**

[QuickBooks Configuration](#)

[QuickBooks Export](#)

# QuickBooks Configuration

## Important Notes

- **The QuickBooks export works only with the accrual basis method of accounting.** Cash basis accounting is *not* supported.
- **For best results, you should create a new company in QuickBooks before attempting an export.** RezOvation will only match certain accounts with QuickBooks, namely your bank deposit and tax liability accounts. All other accounts, including **Income** accounts, will be created on the first export.
- **Information is exported as line items, not as a summary amount.** You can summarize the data yourself within QuickBooks or use one of the many reports included with RezOvation.
- **An income account is created in QuickBooks for each different income item** (e.g. POS items and individual units). Please see the [QuickBooks Export](#) topic for more details.

## Configuring the QuickBooks Export

1. **Determine the name of your bank deposit and tax accounts.**

**If you are already using QuickBooks:** Before exporting any data from RezOvation, check your QuickBooks Chart of Accounts list for the accounts listed below. If they already exist, you will need to confirm that the account name and type matches the account names and types listed here. If they do not, you will need to first rename your current accounts in QuickBooks to a slightly different name or you will not be able to import a RezOvation export. If the account names already exist and the type matches, you do not need to change the names unless you want all new imported entries to go into an account different from the existing account.

<u>Account Name</u>	<u>Type</u>	<u>Subaccounts</u>
Your CC Bank	Bank	None
Your Other Bank	Bank	None
Account Receivable	Accounts Receivable	None
Advance Deposits	Other Current Liability	None
Sales Tax Payable	Other Current Liability	One for each tax

**If you are setting up a new account in QuickBooks:** Create your new business account in QuickBooks. **Do not create individual account names, they will be automatically created on the first import.** If the account names already exist and the account types are different the import will fail.

2. **Navigate go to the Reports Screen (F7) and click on File>QuickBooks>Configure.**

**Note:** *The configuration settings should not be changed once you have imported any RezOvation exported data into QuickBooks.* If you change tax payment agency names or bank account names after you have done previous export/imports, you will end up with duplicate accounts in QuickBooks with slightly different names.

3. You will see two date boxes as pictured below.

The **first box** on top establishes the last date that you want RezOvation to ignore when it begins transferring data into QuickBooks. (Example: You manually entered financial data into

QuickBooks for August of 2002. You do not want RezOvation to export data for August 2002. Consequently, you would enter a date of 8/31/2002 as the cutoff date. When you did an export of data for September, you would not get information for August. If you are using QuickBooks for the first time, pick a date that represents one day before you started entering reservations and financial data into RezOvation.

The **second box** shows the last date you did an export. You do not need to set and change anything in this box.

4. Enter the names of the agencies that you pay your sales taxes to in the Payment agencies grid. Type the actual names of the tax agencies on the right side of the screen. If two or more taxes are paid to the same agency, make sure that you enter them identically on each line. If you later add a new tax type, you will need to enter the agency name here before doing a new export.
5. Then enter the names of the bank accounts that will be used for recording payments. Important: **The names you use for bank accounts should match exactly what you created in QuickBooks.** There are two fields for bank accounts. Credit card transactions and a bank account for all non credit card transactions. If all your transactions go into the same account, make sure the two entries are the same and match exactly.

**Quickbooks Configuration**

Please see the Help file for information about exporting to Quickbooks. Do not change settings here before reading and understanding the Quickbooks export and import sections found in the help file. To show the help file, press F1.

Mark all transactions through entered date as exported: 01/23/2004 [v] Mark Exported

Last export date: 01/23/2004 [v]

Taxes cannot be modified here. Only the Agency that the tax is paid to may be modified here. To modify your taxes, exit this dialog and click on the Tools menu and choose Unit Setup.

Description	Agency this tax is paid to
State	
City	
County	
Lodg1	
Lodg2	

Enter the bank account name used for credit card deposits: Credit Card Bank

Enter the bank account used to deposit all other transactions: Cash and Checks Bank

Close

### Configuration Notes

- RezOvation adds all payments to the Advance Deposits account. Each invoice line item as processed on the date for that line item and the value of the line item plus the value of taxes for that line item are deducted from the advance deposit account.
- If line items from RezOvation transactions are exported into QuickBooks, and you have not received payments for those items within RezOvation, a discrepancy will exist in the advance deposit account in QuickBooks. Make sure all items in a time period have had a payment recorded in RezOvation before exporting data into QuickBooks. If you do not collect payment until a rental

has been completed then do not export a time period that would include any portion of that rental. If payment is collected prior to rental, you may export at any time.

**Bottom Line: Make all changes to past reservations, transactions, payments, etc. within RezOvation, prior to exporting data into QuickBooks. If you need to change a POS item price or a rental day price, you must do so prior to exporting.**

- **Final Note:** Once you set your cutoff date in step one, you will not need to come back into this screen each time you export data into QuickBooks. RezOvation will automatically keep track of your last export date and only export data from that date until the last date of export that you select when you actually export data.

To export data, go to the Reports screen and choose **File>QuickBooks>Export** and enter the last date that you want to have included in the export file. You cannot export today's data. Only yesterday's date and earlier are allowed.

**Remember to make a backup of your QuickBooks data and RezOvation Data before doing any export.**

#### **Related Topics**

[QuickBooks Overview](#)

[QuickBooks Export](#)

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# QuickBooks Export

## Important Notes

- Remember to make a [backup](#) of your QuickBooks data and RezOvation data before doing any export.
- The QuickBooks export works only with the accrual basis method of accounting. Cash basis accounting is *not* supported. As a result any report in QuickBooks should be generated as an "Accrual" report instead of a "Cash" report.
- For best results, you should create a new company in QuickBooks before attempting an export. RezOvation will can only match certain accounts with QuickBooks, namely your bank deposit and tax liability accounts. All other accounts, including **Income** accounts, will be created on the first export.
- We recommend exporting data on a monthly basis. This is typically done after all payments are received and other changes have been made to your RezOvation data. You may export data more frequently, but monthly exports are easier to understand and less prone to error.
- It is highly recommended that you do all editing of customer transactions within RezOvation for the month you wish to export, (deleting reservations, editing payments, adding additional POS items, etc.) **before** you export data from RezOvation into QuickBooks . If you do this, you will not have to go back and correct entries exported to QuickBooks if you wait to do the export until any last minute changes are done in RezOvation.
- Information is exported as line items, not as a summary amount. You can summarize the data yourself within QuickBooks or use one of the many reports included with RezOvation.
- An income account is created in QuickBooks for each different income item (e.g. POS items and individual units). Please see the "Accounts Created by the Export" section below for more details.
- You cannot export today's data unless you have set the audit time in RezOvation to a time earlier than midnight. Unless you are exporting after this audit time, your export must be done through yesterday's date. Please see the section on [Configuration Settings](#) for more information on setting the audit time.

## Accounts Created by the Export

The following accounts will automatically be created when you do your first import from RezOvation.

<u>Account Name</u>	<u>Type</u>	<u>Subaccounts</u>
Your CC Bank	Bank	None
Your Other Bank	Bank	None
Account Receivable	Accounts Receivable	None
Advance Deposits	Other Current Liability	None
Sales Tax	Other Current Liability	None
Sales Tax Payable	Other Current Liability	One for each tax
Your Unit Groups	Income	One for each unit group you have defined Plus sub accounts for Cancel Fees, POS and Rental Plus sub-sub accounts for each POS

## item and each rental unit

A property that has 2 unit groups, 4 units each, and 4 POS items which are sold at both properties would appear as follows in QuickBooks:

- Unit Group A
  - Cancel Fees
  - POS
    - Breakfast
    - Gift Basket
    - Liquor
    - Postcard
  - Rental
    - Unit 1
    - Unit 2
    - Unit 3
    - Unit 4
- Unit Group B
  - Cancel Fees
  - POS
    - Breakfast
    - Gift Basket
    - Liquor
    - Postcard
  - Rental
    - Cabin 1
    - Cabin 2
    - Cabin 3
    - Cabin 4

## Exporting Financial Data into QuickBooks

**Warning:** It is critical to complete the [QuickBooks Configuration](#) process before you attempt to export data from RezOvation for the first time.

1. Navigate to the Reports screen within RezOvation (F7), and choose: **File>QuickBooks>Export**. Enter the **last date** that you want to have included in the export file. (Example: 8/31/2002). You will then be exporting data between the data of your last data transfer and the date you choose here. To see the date of your last export into QuickBooks see: [QuickBooks Configuration](#). The file you create will be saved in the **C:\Program Files\RezOvation folder on your computer**. The file should look something like: **2003Jun30RezOvationInn.iif**.
2. Open QuickBooks, and go to File>Utilities>Import and browse to the file that is stored in the RezOvation folder on your hard drive.

**Note:** Export files will be named YYYYMMDDBusinessName.IIF where YYYY is the year of the end date of the export data, MMM is the three character month name, DD is the Day and Business Name is your business name as entered in the Tools>Configuration area. IIF is the QuickBooks export/import file extension. (Example: **2003Jun30RezOvationInn.iif**)

### Related Topics

[QuickBooks Overview](#)

[QuickBooks Configuration](#)

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