

QuickBooks Interface



RentWorks to QuickBooks Interface

November 2012

Overview

RentWorks has an Export capability to transfer data from your rental contracts to the Accounts Receivable and General Ledger modules in QuickBooks.

To post to the General Ledger module, go to Reports->Management Reports->Accounting->**DBR – Posting** report and check select the option “Post to Financials”. The system will create a file to import into QuickBooks with the name: "**dbrrmddy_job_nnn.iif**", where *mmddy* is the date the DBR was run and *nnn* is the report job number.

The screenshot displays the RentWorks 4.0 Demo software interface. The window title is "RentWorks 4.0 Demo User: Jane Doe - (CS)". The main menu includes "File", "Help", "Run", and "Logout". The left sidebar contains a "Reports" tree with "Management Reports" expanded to "Accounting", where "DBR - Posting" is selected. Below the tree are "Favorites" and a vertical menu with icons for "File", "Admin", "Fleet", "Marketing", "Counter", "Inquiries", "Reports", "Mail", "Claims", "Time Clock", "Settings", and "Help". The main area is titled "Dashboard DBR - Posting" and contains several configuration fields: "Region" (dropdown with "Northeast" and "Southeast" options), "District" (dropdown with "NJ" and "NY" options), "City" (dropdown with "Dover" option), "Location" (dropdown with "Airport", "Downtown", "INDY", "Main", "Repairs", "RWMOBILE", and "UKLOCATION" options), and "Product" (dropdown with "Trucks" and "Vehicles" options). To the right of these fields are checkboxes for "Post to Financials" (checked), "Print Contract Details" (checked), and "Print Grand Totals Only" (unchecked). Under "Print Contract Details", there are sub-checkboxes for "Include Closed", "Include Open", "Include Voids", "Include Charged No-Shows", "Include Deposits", "Include Payments", "Include Rollovers", and "Include Revenue Split Details". A "Cutoff Date" field is set to "10/31/2012" with a calendar icon. An "Output Destination" dropdown is set to "File". A "Run Report" button is located at the bottom right of the configuration area.

Posting to Accounts Receivable can be done via either the Daily Business Report or the Invoice Report. The determination is made in System Settings. If the latter (invoice Report) is selected, a posting file of arinv.iif is created. There will be a line for every “Direct Bill” payment record.

Entries for both GL and AR are also created for **Cash Receipts** (payments on Direct Bills) in the dbr iif file.

If there were REVENUE SPLITS on the DBR, entries for both Accounts Receivable and Accounts Payable will automatically be created in the DBR posting file, using the A/R# and A/P# from the Location Table.

You can also export fleet data from RentWorks to General Ledger in QuickBooks. When you *post* any of the following reports, the corresponding **.iif** file is created. As with posting the DBR, these **.iif** files are overwritten each time you post:

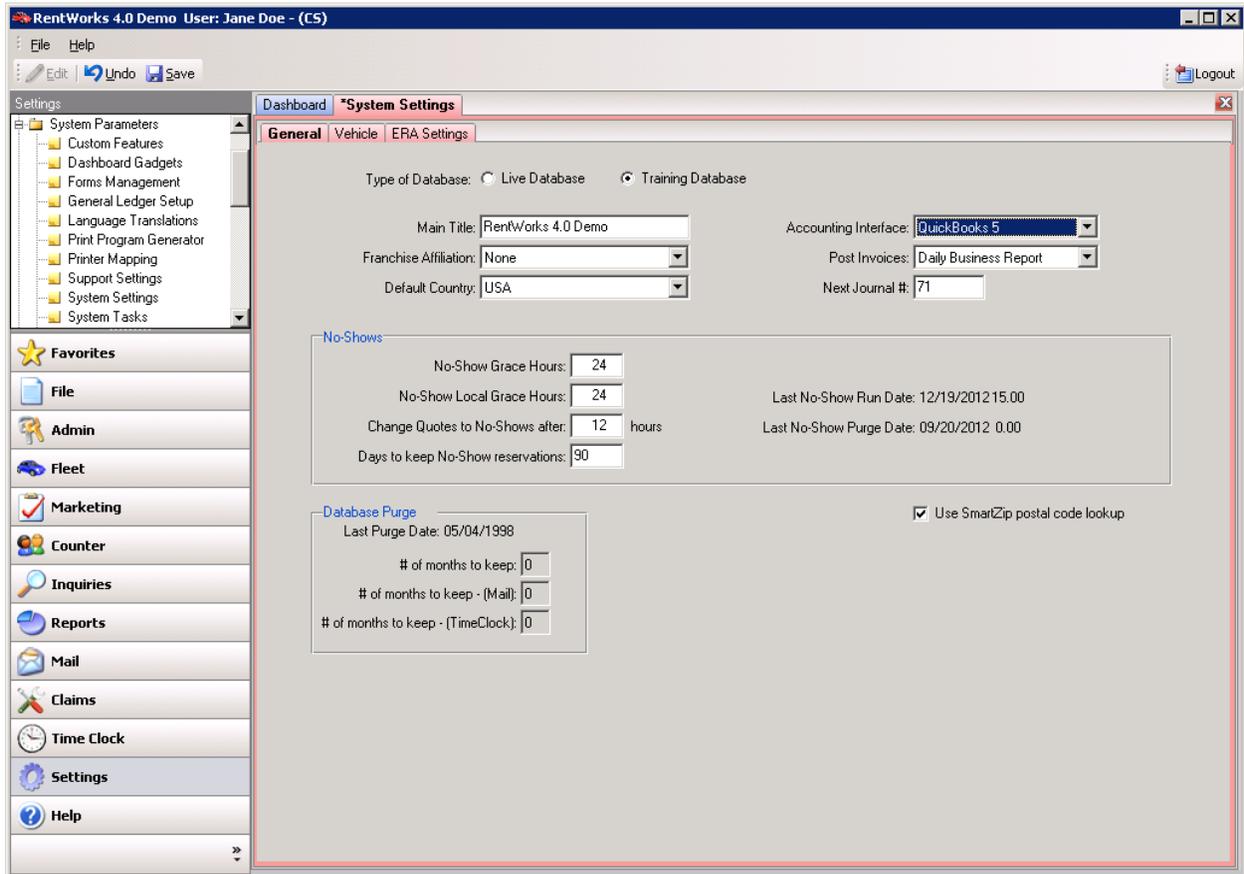
Fleet Additions Report: fltaddmmddyyyyjobnnn_job_nnn.iif. (Note: this will also pick up license renewal fees)

Fleet Depreciation Report: fltdeprmmddyyyyjobnnn_job_nnn.iif

Fleet Sales Report: fltsalesmmddyyyyjobnnn_job_nnn.iif

Setting up RentWorks

1. Go to Settings->System Parameters->System Settings and choose “QuickBooks” 5 as your accounting interface. Then select your Invoice Post Option: Daily Business Report or Invoice Report. If you do not want to post invoices at all, select “Don’t Post Invoices”.



- You must also set up your Chart of Accounts under System Parameters/General Ledger Setup in RentWorks with the same accounts that you are using in QuickBooks.

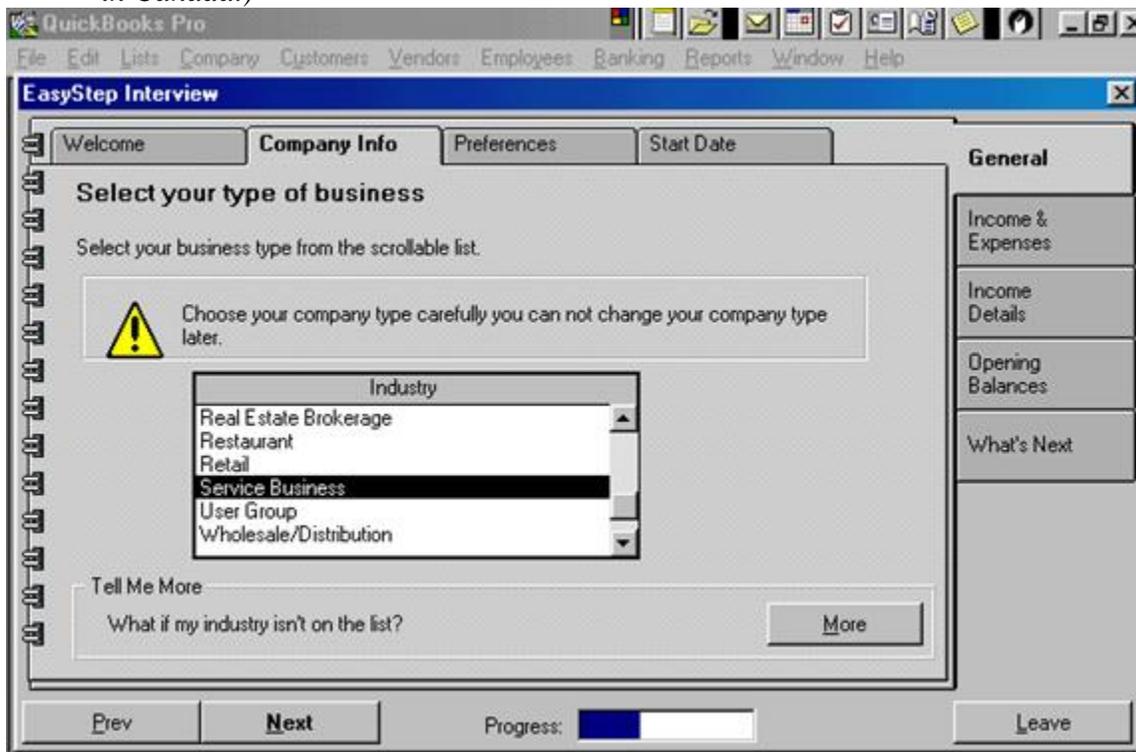
The screenshot shows the 'General Ledger Setup' window in RentWorks 4.0. The window title is 'RentWorks 4.0 Demo User: Jane Doe - (CS)'. The menu bar includes 'File' and 'Help'. Below the menu bar are buttons for 'Edit', 'Undo', 'Save', and 'Export', and a 'Logout' button in the top right corner. The left sidebar contains a 'Settings' tree with 'System Parameters' expanded to show 'General Ledger Setup'. Below this are 'Favorites' and a list of functional areas: File, Admin, Fleet, Marketing, Counter, Inquiries, Reports, Mail, Claims, Time Clock, Settings, and Help. The main content area has filters for 'Product', 'Category', and 'Class'. Below these filters is a table of accounts.

Source	Description	Acct Type	Acct Sign	Control By	Acct Number	D/S
RA/Res	Accounts Payable	Liability	Credit		201002	Summary
RA/Res	Accounts Receivable	Asset	Debit	None	101002	Summary
RA/Res	A/R Cash Receipts	Asset	Debit		120000	Summary
RA/Res	Balance Offset Account	Liability	Credit		201000	Summary
RA/Res	Commissions	Expense	Debit		620400	Summary
RA/Res	Deposits	Liability	Credit	Customer ID	203300	Summary
RA/Res	T&M Discounts	Income	Credit		402000	Summary
RA/Res	Mileage Revenue	Income	Credit		401200	Summary
RA/Res	No-Show Charges	Income	Credit		401800	Summary
RA/Res	Posting Clearing Account	Asset	Debit		102600	Summary
RA/Res		Liability	Credit		202600	Summary
RA/Res	Foreign Revenue Receivable	Liability	Credit	None	500000	Summary
RA/Res		Liability	Credit	None	500000	Summary
RA/Res	Interbranch Revenue Receivable	Liability	Credit	None	500000	Summary
RA/Res	Interbranch Revenue Payable	Liability	Credit	None	500000	Summary
RA/Res	Foreign Revenue Payable	Liability	Credit	None	500000	Summary
RA/Res	Time Revenue	Income	Credit		402000	Summary
Maint		Expense	Debit	None	500100	Summary
Maint	Steve Inspection	Expense	Debit	None	500108	Summary
Maint	Oil Change	Expense	Debit	None	500109	Summary
Maint	Oil Change 3000	Expense	Debit	None	500101	Summary
Maint	Severe Damage	Expense	Debit	None	500101	Summary
Maint		Expense	Debit	None	500101	Summary
Maint		Expense	Debit	None	500101	Summary
Maint	Rotate Tires	Expense	Debit	None	500102	Summary
Maint	Ground	Expense	Debit	None	500103	Summary
Maint	Other	Expense	Debit	None	500104	Summary
Maint	Warranty Repair	Expense	Debit	None	500105	Summary
Maint	30 Day Inspection	Expense	Debit	None	500106	Summary
Maint	Ground vehicle	Expense	Debit	None	500107	Summary

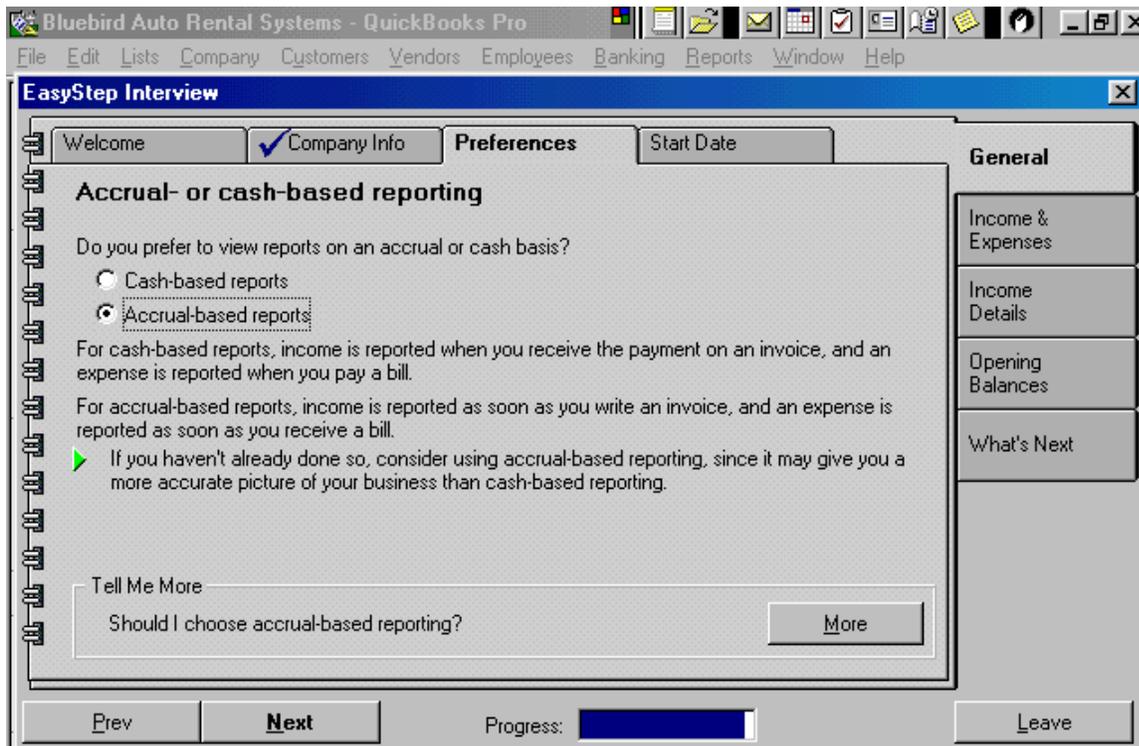
Setting up QuickBooks

1. Use the EasyStep Interview to setup your QuickBooks Company. Choose the type of business you are setting up as “Service Business”.

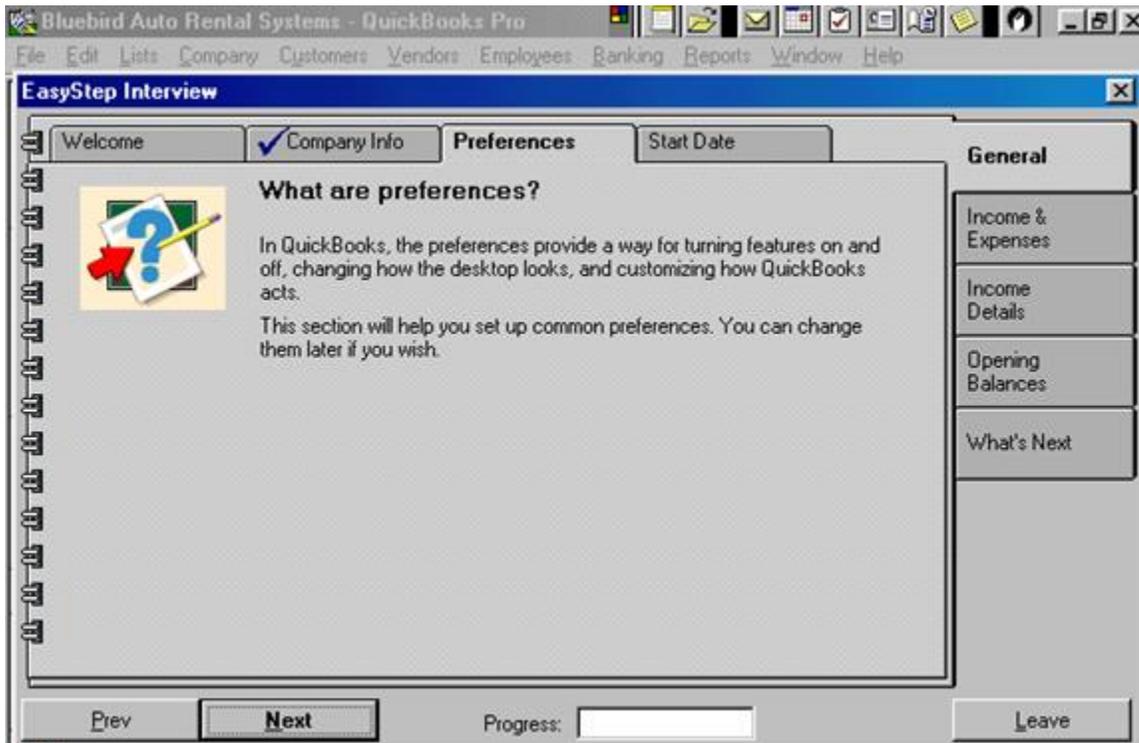
*Note: On the Rentworks Release CD, there is a file called "BLUEBIRD.QBW". This is a sample Company Control File for QuickBooks. (It also resides in \\Supportsvr\c\AM2 PSA Library\Accounting Interfaces\Quickbooks). You can use this "as is". However, it should **not** be used if you have already been using QuickBooks in real time, nor should it in Canada.)*



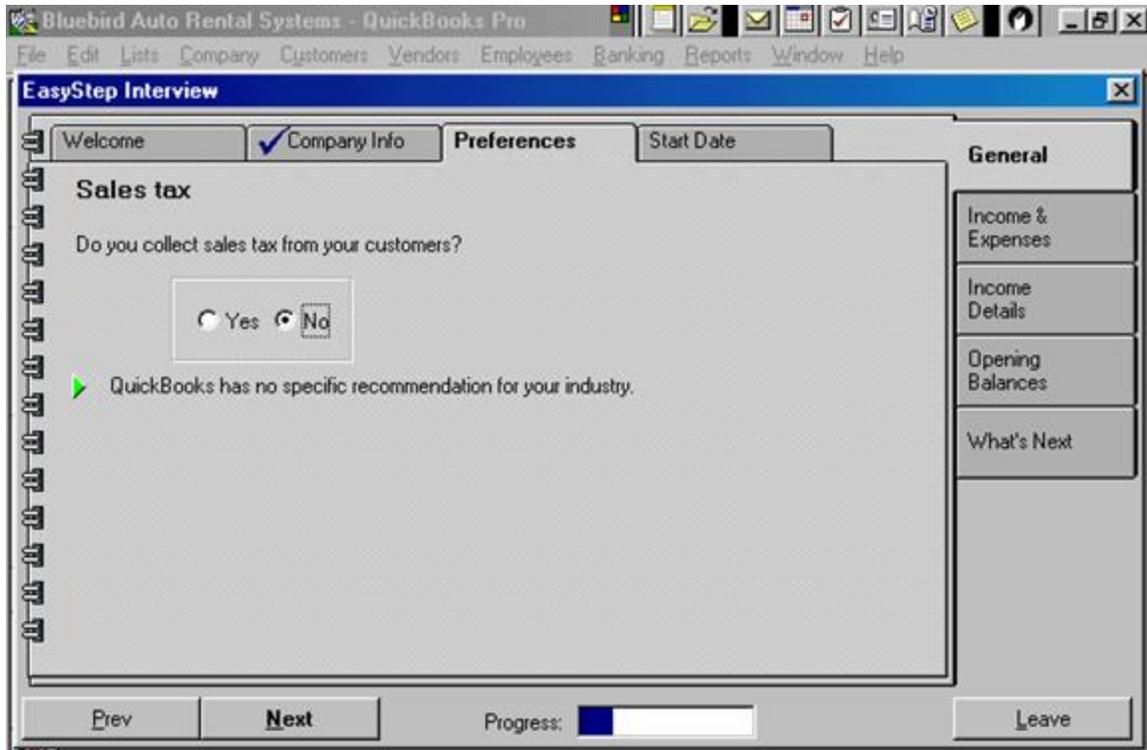
2. Make sure to set up QuickBooks as Accrual type accounting so it will work properly with RentWorks.



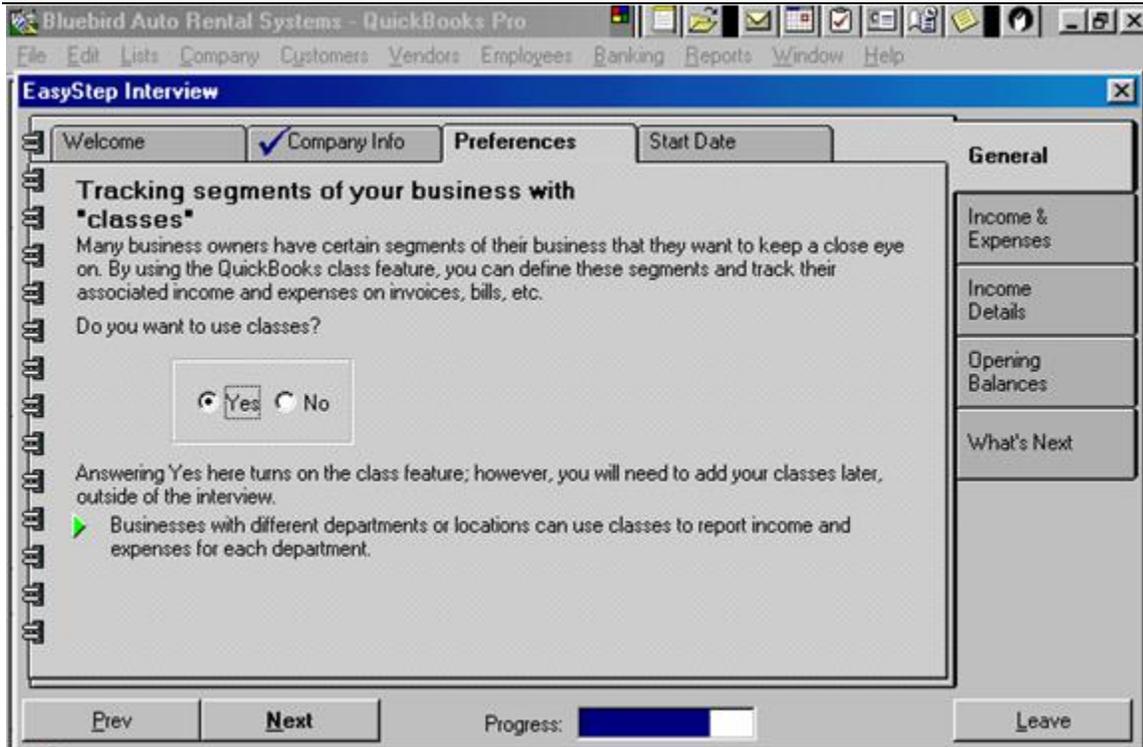
3. Under Preferences, it is not necessary to setup Inventory, Repair Sections, Service items, Non-inventory parts, and other charges. This information is updated and tracked in RentWorks.



- Verify that you have QuickBooks set up to **NOT** calculate Sales Tax, as it is pre-calculated for you in RentWorks. If you currently have your company setup, you can change Sales Tax by going in to Edit, then Preferences. Choose the “Sales Tax” icon on the left (you may have to enlarge the icon area). Click on the “Company Preferences” tab. Make sure that the radio button “Do you charge sales tax?” is set to NO.



- Setup Classes in QuickBooks. Classes are also known as Profit Centers. These are used to view or track revenue by location. The Class Number in QuickBooks must match the Profit Center Number located in the location record of RentWorks.



6. When setting up company *names* in Accounts Receivable in QuickBooks, use the **exact same** 30-character *name* from RentWorks that you use in the Local Company record. If you don't, the dbr iif file that is created by RentWorks will not post your open item invoices when you post your DBRs. NOTE: the Bill-To address in RentWorks will always *replace* the address in QuickBooks, so make sure that it is correct. If the local company doesn't already exist in QuickBooks, it will be created **automatically** upon importing the DBR from RentWorks!

8. Set up your Chart of Accounts in QuickBooks, noting the following:
 - Accounts in QuickBooks should not have sub-accounts.
 - If your Bank and Accounts Receivable accounts have their own section in setup, do not add them into general account setup.
 - Be sure that the account being used for Direct Bill payments has the type "Accounts Receivable".
 - Set the "Sales Tax Payable" account as a liability type account.

Frequently Asked Questions

Balance Offset Account: If the DBR is out of balance, the amount of the discrepancy will be posted to this account. For example, if a contract is opened at one location, but the contract is closed and payment is received at another location, the offset amount will go to this account.

Revenue Split Offset Account: Any A/P amount from a contract involving a revenue-split will go to this account.

Posting Clearing Account: When you CLOSE a Direct Bill contract, the Revenue account is credited and the A/R via this Posting Clearing Account is **debited**. After you **Post and Import** the contract to QuickBooks, A/R Open Items is debited and the Posting Clearing Account is **credited**. Once you have imported into QuickBooks, this account should always be zero.

The following Custom Features exist for the QuickBooks interface:

P1001- For A/R invoices, prefix the invoice number with renting location.

P1002- Suppress Company Export

P1011- For A/R invoices, use RA# invoice# instead of RentWorks invoice#.