



Supported in RentalPoint Version 10.1.0.18 and later

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### How does RentalPoint Export to Quickbooks?

RentalPoint uses Intuit Interchange Format (.iif) files to export data from RentalPoint and import that data to QuickBooks. IIF files are ASCII text, CSV files that QuickBooks uses to import/export lists and to import transactions. The .iif import and export utilities are on the QuickBooks File / Utilities menu.

1. In RentalPoint you must:
  1. Tell RentalPoint you want to export to Quickbooks via the parameter file (see detailed instructions below)
  2. Ensure your GL Codes are set up correctly if exporting account numbers (see instructions below)
  3. Ensure your tax authorities are set up correctly numbers (see instructions below)
2. Every time you produce an invoice, credit memo, payment or payment reversal, RentalPoint will write the relevant postings to a temporary file. When you are ready to export these postings simply choose the 'Export Accounts' option via the Others → Import/Export menu option in RentalPoint. Then import the iif file produced into QuickBooks! **(See Before Importing your file to Quickbooks below)**



### QuickBooks Limitations

- You must be in single-user mode in QuickBooks to import or export data.
- Only the QuickBooks administrator can import or export data.
- You cannot enter numbers with leading zeros in Microsoft Excel when creating an IIF import file therefore you cannot have GL Code with leading zeros in RentalPoint A/C parameter 22 and expect to export them to Quickbooks.
- It is not possible to establish a history (link) between Invoice & Invoice Payment, Bill & Bill Payment, or Estimate & Invoice when using the IIF format to import the data.
- Be consistent in spelling customer names as FIRST LAST or LAST, FIRST in Quickbooks and RentalPoint. You can only use one format per customer. Terms will NOT be exported from rentalpoint in order to avoid possible errors if these terms do not Exactly match those set up in Quickbooks. Please be aware that the QuickBooks preference for how to represent first, last names applies to the employee list only.

### Is there a test I can run first?

- Import the RentalPointQBTestFile.iif to your TEST/Sample company file and examine the results. An Invoice, Credit Memo, Payment and Payment reversal will be imported to RPTest Company

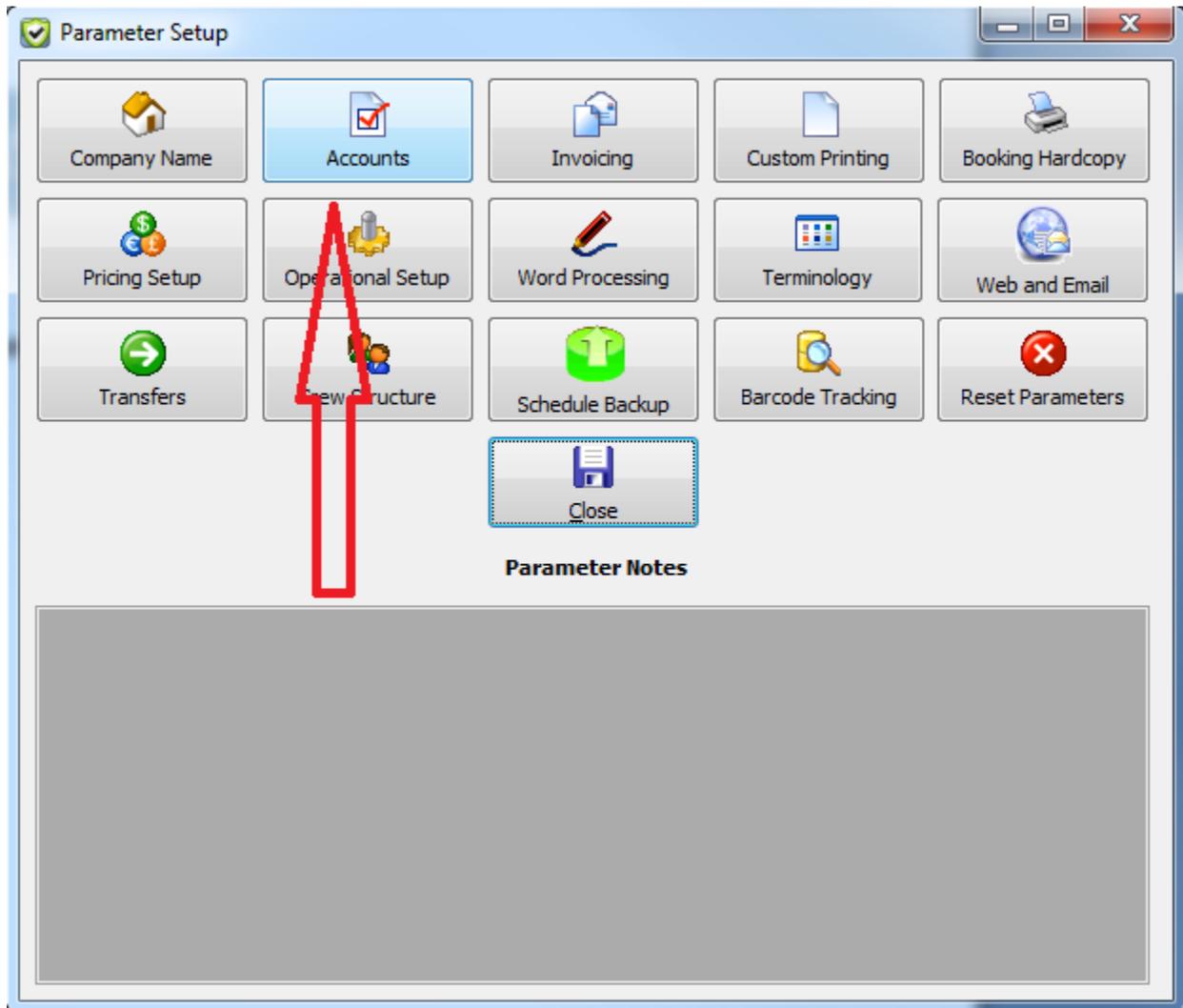
### Before Importing your IIF file to QuickBooks

- Import the RentalPointQBTestFile.iif to your TEST/Sample company file and examine the results. An Invoice, Credit Memo, Payment and Payment reversal will be imported to RPTest Company
- Quickbooks does not provide a preventative mechanism** to stop the same IIF from being imported multiple times. It is possible to repeatedly import the *same* IIF file, resulting in multiple entries of the same transactions.
- Create a backup of your data file** BEFORE importing. **There is no Undo on the import function.**
- Best practice would be to RENAME your .iif file AFTER you import it so that it is not mistakenly imported twice.**

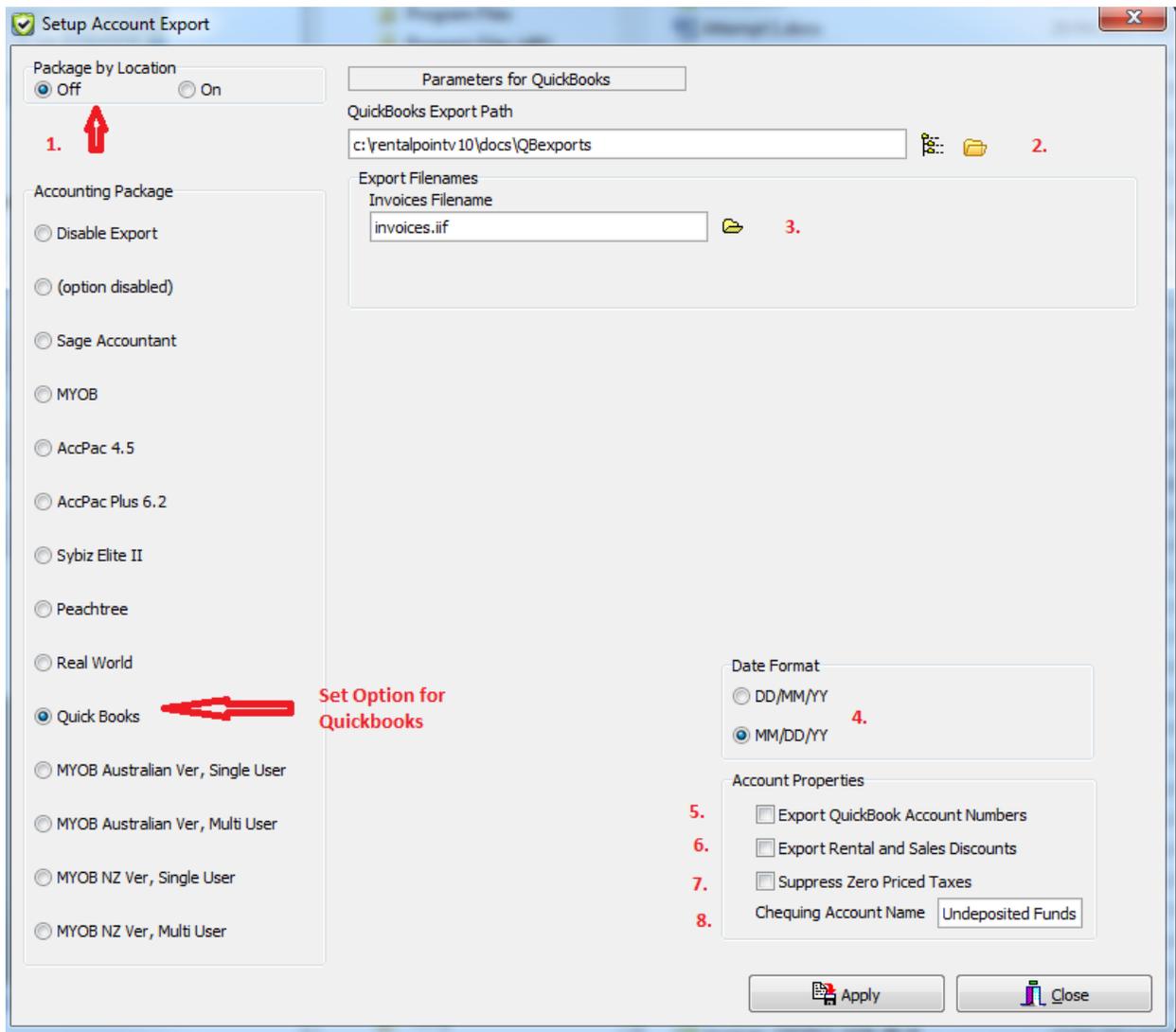
Eg: invoices123.iif -> invoices123\_imported.txt

## How do I Tell RentalPoint To Export to Quickbooks?

1. From the main menu choose setup→ parameters, then choose accounts parameters



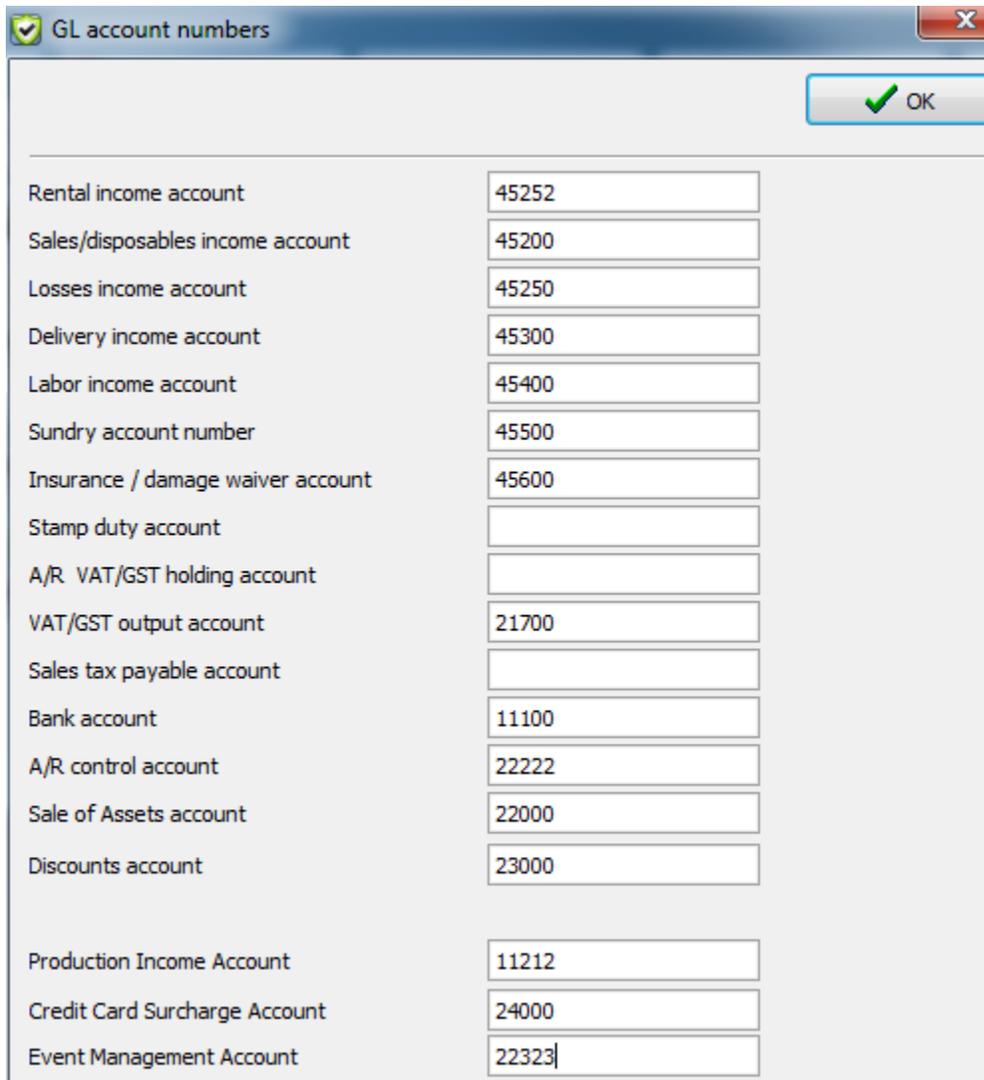
1. Go to Accounts parameters 21 and set the option for QuickBooks. (See next page for more details)



### Accounts Parameter 21 Setup for Quickbooks Continued

1.	If using multi locations you can set a different accounting package for each location otherwise ignore 'package by location' as it will be set to 'off'
2.	Set your directory path to where you would like the iif files to go when created by RentalPoint in ' <b>Quickbooks Export Path</b> '
3.	Set the naming convention for your iif file in ' <b>Export Filenames</b> '
4.	Set the <b>date format</b> to whatever date format you are using in QuickBooks. Quickbooks gets the date format from your PC. Ensure you are using two digits for day and month as the import file will not like single digit format
5.	<p><b>Export QuickBook account numbers.</b> Check this option if you want to export the GL codes (accounts parameter 22) along with the chart of account names to Quickbooks.</p> <ul style="list-style-type: none"> <li>○ These codes will need to match what you have set up in Qcuikbooks.</li> <li>○ Avoid using special characters or leading zeros as this will cause problems in the iif file. (including hyphens which can cause the field to be interpreted as a date when opening the csv file in Excel for any review and or modifications)</li> </ul>
6.	<b>Export Rental and Sales Discounts.</b> Check this option if you want Rental and Sales discounts exported to Quickbooks. If it is NOT checked then the postings will balance as the NET rental and NET sales are posted.
7.	<b>Suppress Zero Priced Taxes.</b> Check this option if you do NOT want zero priced taxes to be exported to QuickBooks. <u>CAUTION if you have 'Sales Tax Preferences ON' in Quickbooks then you MUST NOT suppress zero priced taxes here. This record is needed in order for the iif file to be processed without errors.</u>
8.	<b>Chequing Account Name:</b> This is the Other Current Asset account name used to post payments to . It is usually set to 'Undeposited Funds' to be compatible with the" Use Undeposited Funds as a default deposit to account" Sales company preference.

## 2. Set GL Account Numbers in Accounts Parameter 22



Account Name	GL Account Number
Rental income account	45252
Sales/disposables income account	45200
Losses income account	45250
Delivery income account	45300
Labor income account	45400
Sundry account number	45500
Insurance / damage waiver account	45600
Stamp duty account	
A/R VAT/GST holding account	
VAT/GST output account	21700
Sales tax payable account	
Bank account	11100
A/R control account	22222
Sale of Assets account	22000
Discounts account	23000
Production Income Account	11212
Credit Card Surcharge Account	24000
Event Management Account	22323

- If exporting Account numbers to Quickbooks the above numbers are used. Should eliminate dashes in account number field which cause the field to be interpreted in DATE format by Excel.
- If using Pricing Parameter 28 'Event Management Surcharge' you will need to set a GL Code for Event Management Account

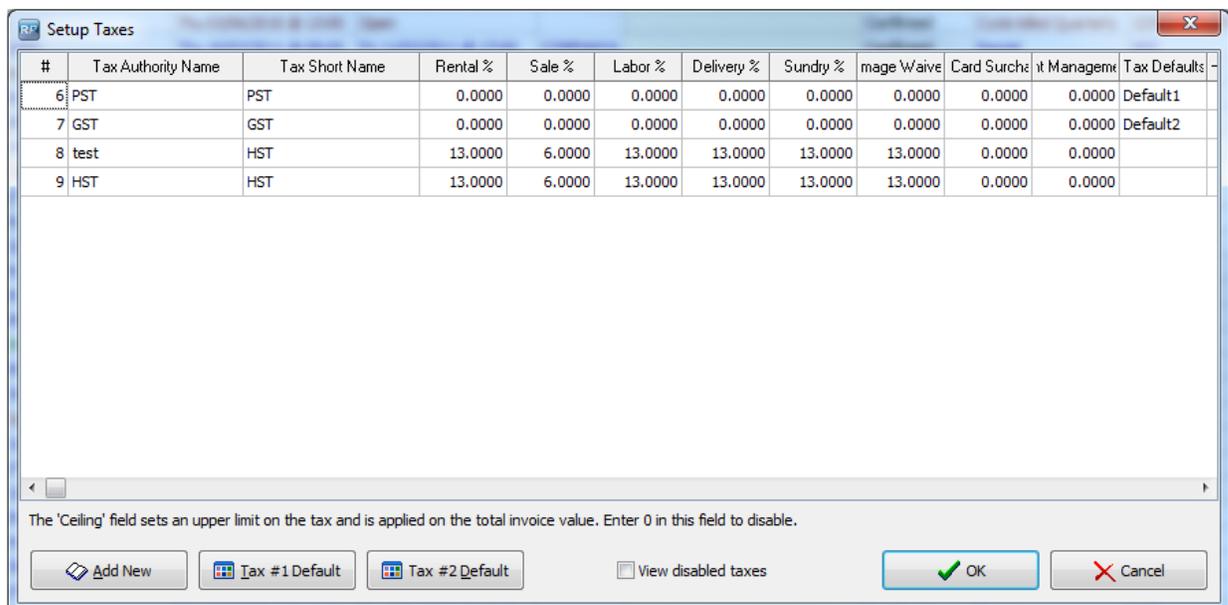
- Ensure your RentalPoint Sales Tax Payable Account is NOT your main Sales Tax Payable account in Quickbooks.

### 3. Set up Tax Authorities

RentalPoint uses the Tax Short Names from your Tax Authorities to post to OCLIB tax accounts. These names should NEVER be the same as your main tax payable account in QuickBooks. RentalPoint will add 'Payable' to the end of each tax shortname and will post taxes to that account.

Example of OCLIB accounts in Quickbooks if the following table is used. Notice #8 and #9 will go to the SAME OCLIB account in Quickbooks as the SAME tax shortname was used in the Setup Taxes table.

- #6 = PST Payable
- #7 = GST Payable
- #8 = HST Payable
- #9 – HST Payable



#	Tax Authority Name	Tax Short Name	Rental %	Sale %	Labor %	Delivery %	Sundry %	Image Waive	Card Surcharge	Item Management	Tax Defaults
6	PST	PST	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Default1
7	GST	GST	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Default2
8	test	HST	13.0000	6.0000	13.0000	13.0000	13.0000	13.0000	0.0000	0.0000	
9	HST	HST	13.0000	6.0000	13.0000	13.0000	13.0000	13.0000	0.0000	0.0000	

The 'Ceiling' field sets an upper limit on the tax and is applied on the total invoice value. Enter 0 in this field to disable.

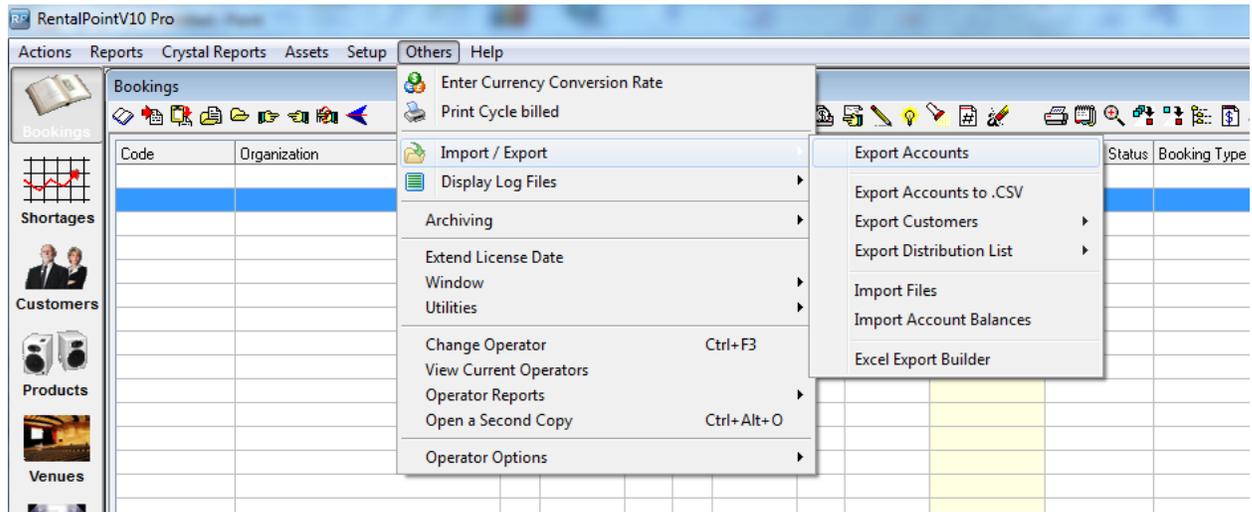
View disabled taxes

### 9. What Accounts does RentalPoint use in Quickbooks

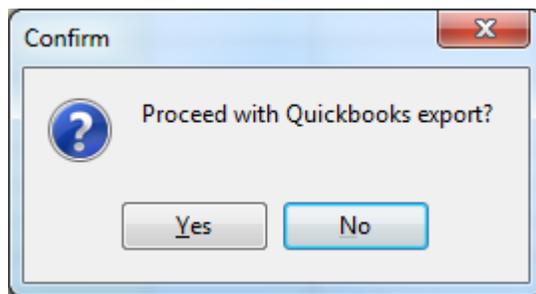
RentalPoint Accounts Parameter 22	Quickbooks Chart of Accounts	QuickBooks Item List	QuickBooks Item Type
Rental Income account	Rental Income	Rental Income	SERV
Sales and Disposable Income account	Sales and disposables income	Sales Item	PART
Losses income account	Losses & breakages invoiced	Losses & Breakages	PART
Delivery Income account	Freight and delivery	Freight and Delivery	SERV
Labor income account	Labor	Labor	SERV
Sundry account number account	Sundry income	Sundry income	PART
Insurance / damage waiver account	Insurance / damage waiver	Insurance / damage waiver	SERV
Stamp duty account	NOT USED BY QB		
A/R VAT/GST holding account	NOT USED by QB		
Sales tax payable account	<Tax Authority Short Names used> + 'Payable'		COMPTAX
Bank account	Set by parameter 21	Set by parameter 21	
A/R control account	Accounts Receivable	Accounts receivable	
Sale of Assets account	Sale of assets	Sale of assets	PART
Discounts account	Discounts	Discounts	SERV
Production Income account	NOT USED by QB		
Credit Card Surcharge	Credit Card Surcharge	Credit Card Surcharge	SERV
Event Management Account	Set in Terminologies Parameter	Set in Terminologies	SERV

### 10. Exporting Accounts from RentalPoint (Step by Step)

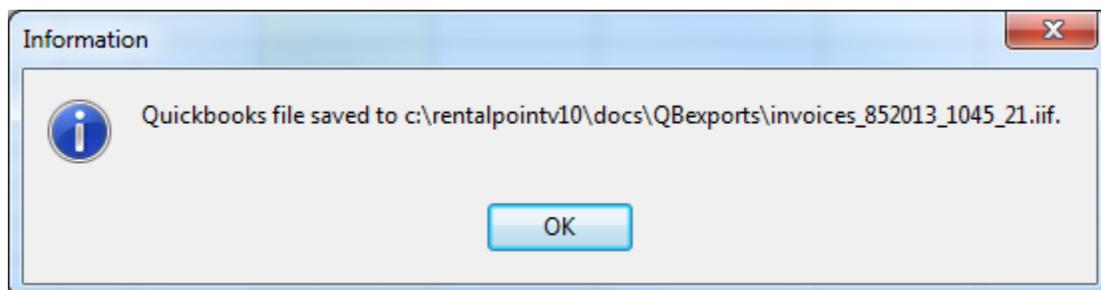
1. Choose option in RentalPoint to export accounts



2. Choose 'Yes' to proceed with export to Quickbooks

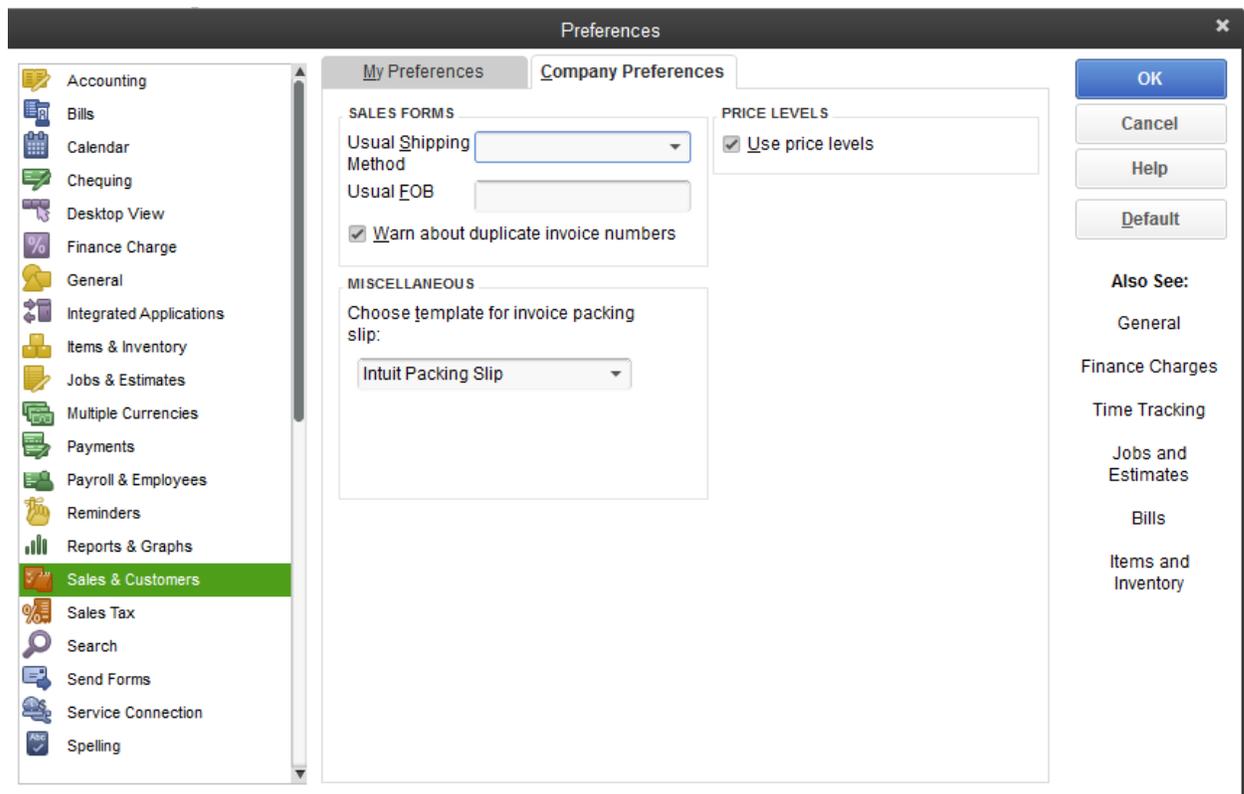


3. Take note of filename transactions were exported to, this is the file you will import to Quickbooks. Remember to take a backup of your Quickbooks Database first as quickbooks does not have an 'undo' option.



## 11. Duplicate Invoice Numbers in Quickbooks

Duplicate invoice numbers are permitted in Quickbooks however the import file will warn you about these numbers and ask you if you still want to import the record. You may have duplicate numbers in your iif file if you choose to use the same number for invoices and credit memos OR if you choose to keep the same number when re-invoicing a client in RentalPoint (this feature is new to versio 10.1.0.18). If you do not want to have to answer this question for each duplicate invoice number in your iif file then you can set Quickbooks to NOT warn for duplicate numbers. See the 'Warn about duplicate invoice numbers' below.



## 12. How payments are recorded in Quickbooks

IIF file will import the payment postings, one for the bank account and one for the accounts receivable

You need a GL Posting to produce from the import the exact same result as if you had received the Payment in QuickBooks.

The postings below result from Receiving a Payment in QuickBooks and an imported payment produces the same results, which makes it correct.

Next step is to open the imported payment in QB, apply to the relevant invoice(s), then select Banking / Make Deposits and deposit to Bank (will credit Undeposited Funds and Debit the selected Bank)



Customer Transaction

Type	Num	Date	Account	Amount	Open Balance
Payment	123	05/22/2013	12000 - Undeposited Funds	100.00	100.00

Transaction Journal

All Transactions									
Trans #	Type	Date	Num	Name	Memo	Account	Class	Debit	Credit
124	Payment	05/22/2013	123	John Q Customer		12000 - Undeposit...		100.00	
				John Q Customer		11000 - Accounts...			100.00
								100.00	100.00