WinSen QuickBooks Interface

(QuickBooks is a registered trademark of Intuit)

Sentinel Systems Corporation

CREDITS

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Introduction

Overview

The WinSen QuickBooks Interface is a system that allows the operator of a facility running **WinSen Property Manager or Electronic Manager** to transfer bank deposit information from WinSen to QuickBooks (Version 5.0 or later). The configuration program gives the operator great flexibility in specifying how information is transferred between the two programs. The WinSen QuickBooks Interface runs only under Windows 95, Windows 98 and Windows NT.

System Requirements

The minimum PC computer requirements are as follows:

- Processor: 90 MHz Pentium or better is recommended.

- Memory: 16 MB of RAM is required. If you plan to operate multiple applications under Windows, more memory will improve performance.

- Monitor: 256 color VGA required. SVGA or better video recommended.

- Hard disk: 10 MB of available disk space for program files. Saved data files will require more space.

- Floppy disk drive: 3.5" 1.44 MB.

- Windows 95/98, Windows NT 4.0 or higher.

Manual Conventions

Example Keystrokes

When a key needs to be pressed, this manual will enclose the key description with angle brackets as shown:

< >

The brackets are for clarifying what key is to be pressed and are not part of the keystroke. For example, when you see something like:

Press the **<Enter>** key to continue

This would mean to press the **Enter** key. The angle brackets are only for clarification.

Example Commands

When a command needs to be typed, it will be shown in bold. For example, when you see something like:

Type **A:SETUP** then press <**Enter**>

This would mean to type in A:SETUP followed by pressing the Enter key.

Example Screens

The screen shots in this manual were taken on a computer running Windows 95. If your computer is running a different version of Windows, your screens may look slightly different.

Installation

1. Before installing the WinSen QuickBooks Interface, we highly recommend that you close all open applications.

2. If you are using WinSen Property Manager, and have not installed it yet, install it first. Installation instructions for WinSen Property Manager are found in the WinSen Property Manager Operations Manual.

3. Insert the #1 distribution disk into the source floppy drive (this will typically be your A: drive).

4. Point to the Start button to display the Start Menu. You can also bring up the Start Menu by pressing <**Ctrl+Esc**>. From the Start Menu, choose "Run".

5. You will be presented with a dialog box asking for the "Command Line". Type **A:SETUP** then press <**Enter**> or click OK. Type **B:SETUP** instead if you are installing from your B: drive.

6. The installation program displays an introductory message. When you are ready, choose Continue.

7. Verify the license information and click OK to proceed.

8. The installation program will allow you to select your preferred destination directory. The default installation folder is \WinSen. If necessary, choose your preferred installation folder. Then click Next to continue the installation.

9. Select the Program Group where you want the icons for the WinSen QuickBooks Interface to appear. The default group is WinSen. Then click Next to continue the installation.

10. Follow the prompts on your screen and the program files will be copied to your hard disk.

11. After installation, there will be icons for the WinSen QuickBooks Interface in the WinSen Program Group.
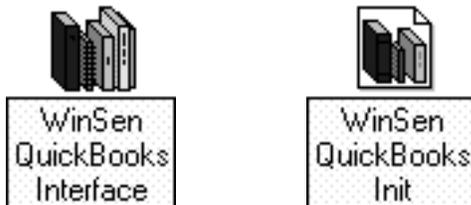
This concludes the installation.

Running the Program

To run WinSen QuickBooks Interface use one of the following methods:

1. If you are running WinSen Property Manager, select "QuickBooks Interface" from the "Special" menu of WinSen Property Manager (Special|QuickBooks Interface).

2. Select the appropriate option from the "WinSen" program group. This is done by pointing to the Start button, then Programs, then WinSen. At this point, select WinSen QuickBooks Interface or WinSen QuickBooks Init.

Special Documentation Help File

The WinSen QuickBooks Interface comes with a special documentation help file, called **QBREADME.HLP**. This file will contain changes made to the program since the manual was printed. To view the file, double-click the "WinSen QuickBooks Interface Readme" icon in the WinSen program group. This will launch Windows Help, displaying the file. You can then browse the file in the usual manner.

Configuration

Overview

The WinSen QuickBooks Interface Program allows the user to specify the following information:

1. The mapping of WinSen Accounts to QuickBooks accounts

2. The grouping of Payment methods (Cash / Check, MasterCard / Visa, etc.) into Deposit Groups in order to facilitate Bank statement reconciliation.

3. The date or range of dates to be processed.

4. Credit Card discount rates to be applied on a per deposit basis (typically American Express).

5. In a multi-site configurations there is an option to select all sites or each individual site for processing.

This interface currently will transfer only those transactions which impact bank balances (Cash Accounting).

Exporting Information from QuickBooks

The first step in the interface process is to define your accounts, payment methods and vendors in QuickBooks. We recommend that you spend some time considering what information you want to get out of QuickBooks and make sure that your account structure is detailed enough to provide the level of information that you desire. Payment methods allowed at the user's facility must also be defined in the QuickBooks database. At a minimum, there must be a "Cash" payment method and "Check" payment method. For payment methods involving credit cards, it is important to establish a payment method for each credit card type even if your bank combines them. The configuration program will allow you to group the payment methods together as described in "Payment Methods Section" on page 12. Lastly, you should have the vendors defined in QuickBooks. This information is needed because the interface program allows you to specify the vendor(s) that collect tax revenue.

We are now ready to export the account, vendor, and payment method information from QuickBooks. Start QuickBooks and select the export option from the File menu (File|Export). The following dialog will be displayed:
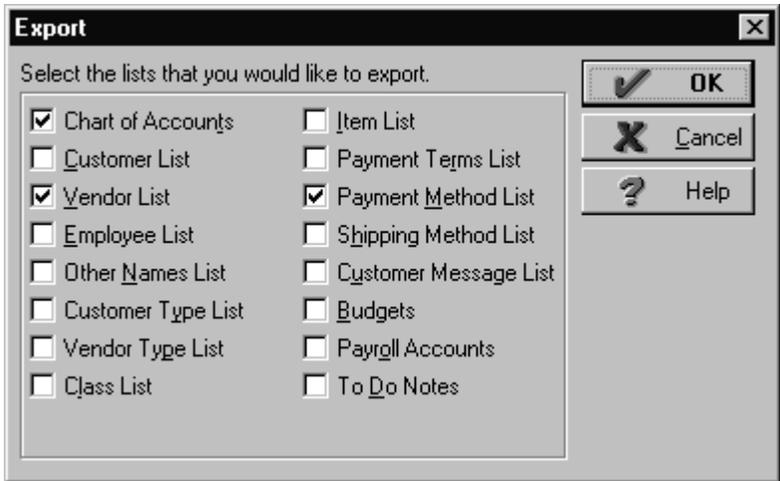
In the export dialog, check "Chart of Accounts", "Vendor List" and "Payment Method List". Then click OK. QuickBooks will then ask you where you want to save this information:
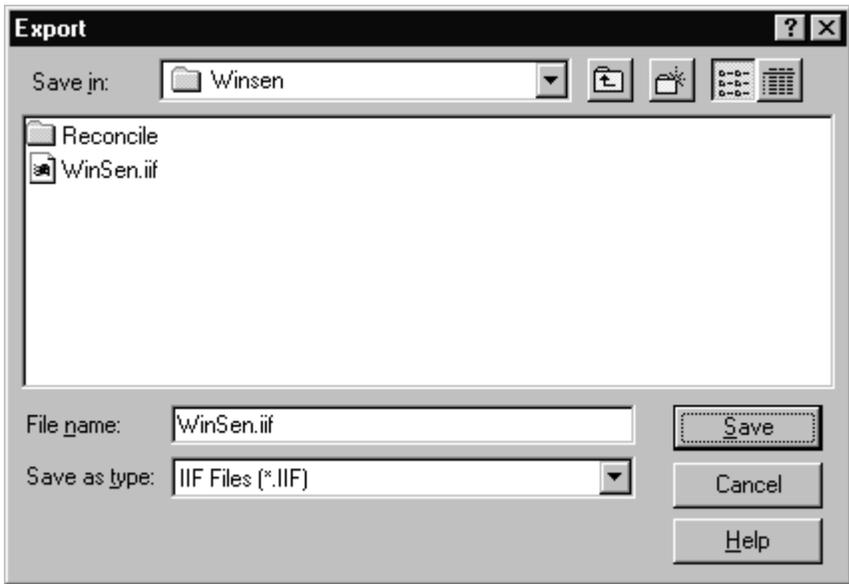
If **WinSen Property Manager or Electronic Manager** is installed on the same computer as QuickBooks, you should save the information in the WinSen directory with the filename "WinSen.iif". If QuickBooks and WinSen are not resident on the same system, save WinSen.iif to a floppy or other removable media and transfer it to the WinSen directory on the facility's computer. We are now ready to start the configuration process as explained in the next section.

Starting the Configuration program

Start the WinSen QuickBooks Init program as explained in "Running the Program" on page 5. The system will display a common dialog so that you may select the file created in "Exporting Information from QuickBooks" on page 7.

After clicking the "Open" button, the system will display the following form so that you may begin creating the translation database.

The form is divided into 4 sections: QuickBooks Accounts, Deposit Groups, Payment Methods, and Account Translation. Each of the sections is explained in more detail below.

When you have completed all entries in all sections, click the "OK" button. The system will validate your entries and display error messages if appropriate. You may also click the "Cancel" button to abort the process. On-line help is available by clicking on the "Help" button or pressing **F1**.

QuickBooks Accounts Section

The QuickBooks Accounts section contains a table of valid QuickBooks accounts from the WinSen.iif file. The table lists the account name, type and number. This table is used to select Quicken accounts to supply information for the other sections. It may be navigated by using the arrow keys, the vertical scroll bar on the right side of the table or the navigation controls immediately above the table. The selected account is marked by a } symbol.
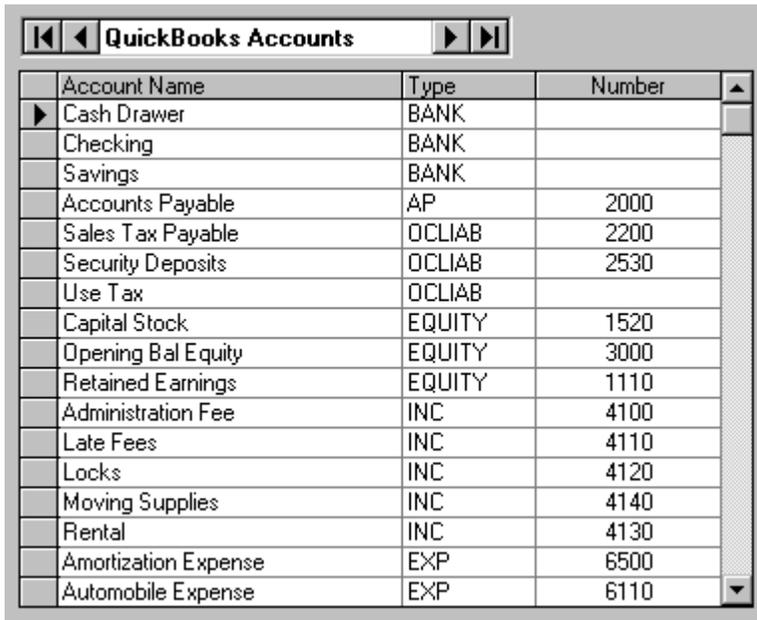
| Account Name	Type	Number
Cash Drawer	BANK	
Checking	BANK	
Savings	BANK	
Accounts Payable	AP	2000
Sales Tax Payable	OCLIAB	2200
Security Deposits	OCLIAB	2530
Use Tax	OCLIAB	
Capital Stock	EQUITY	1520
Opening Bal Equity	EQUITY	3000
Retained Earnings	EQUITY	1110
Administration Fee	INC	4100
Late Fees	INC	4110
Locks	INC	4120
Moving Supplies	INC	4140
Rental	INC	4130
Amortization Expense	EXP	6500
Automobile Expense	EXP	6110

Deposit Groups Section

The Deposit Groups section is used to provide information that defines a deposit group. A deposit group is made up of one or more payment methods which comprise a single amount that would appear on a bank statement. The most commonly specified deposit group is Checks and Cash. Typically cash and checks are lumped together on one deposit slip and appear on your bank statement as a single entry. Another common deposit group for folks with online credit card processing is MasterCard and Visa.
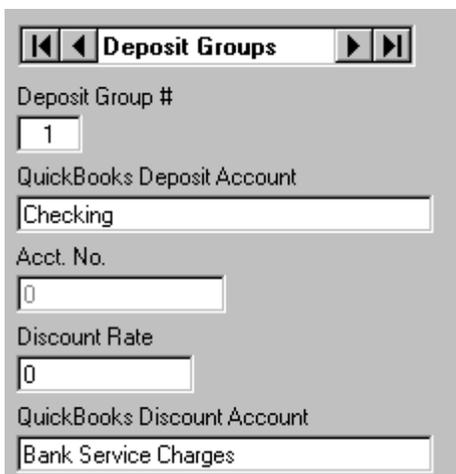
Deposit Group #
1

QuickBooks Deposit Account
Checking

Acct. No.
0

Discount Rate
0

QuickBooks Discount Account
Bank Service Charges

If you do not want to use the deposit group feature, you may simply create a deposit group for each payment method you use (Cash, Check, Visa, etc.).

When you invoke WinSen QuickBooks Init for the first time, it is assumed that you will be using 1 deposit group per payment method. These deposit groups are numbered sequentially starting with 1. The deposit group number or index is shown in the field labeled Deposit Group #. You may navigate through the deposit groups using the navigation bar at the top of the Deposit Groups section. Complete the following steps for each deposit group:

1. Using the navigation bar, scroll to the deposit group you wish to specify.

2. From the QuickBooks Accounts section, locate the QuickBooks account to which this deposit group will be deposited (typically a bank checking account) and select the account by clicking on the account name, type or number.

3. Go to the QuickBooks Deposit Account field in the Deposit Groups section and double-click in the field. The field should now contain the QuickBooks Account you selected in step 2. The Acct No. Field in the Deposit Groups section should be filled in with the selected QuickBooks account number. You may also press <**Enter>** when the cursor is in the Deposit Account field to transfer the account information.

4. The remaining empty fields in the Deposit Groups section (Discount Rate and QuickBooks Discount Account) only need to be filled out if a discount is applied prior to depositing the funds. The most common situation this practice occurs with is online credit card processing, most notably American Express. If the deposit group you're defining is not discounted prior to deposit, you're done with this entry.

5. If the funds represented by the deposit group are discounted prior to deposit, enter the discount rate in the Discount Rate field. Note that this is the discount rate, not a percentage and typically has a value in the range .01 - .05.

6. From the QuickBooks Accounts section, locate the QuickBooks account to which this deposit group's discount will be charged (typically a credit card expenses account) and select the account by clicking on the account name, type or number.

7. Go to the QuickBooks Discount Account field in the Deposit Groups section and double-click in the field. The field should now contain the QuickBooks Account you selected in step 6. You may also press <**Enter**> when the cursor is in the Discount Account field to transfer the account information.

Payment Methods Section

The Payment Methods section is used to assign each payment method to a deposit group. You may navigate through the payment methods using the navigation bar at the top of the Payment Methods section. Each payment method is initially assigned to deposit group #0 (unassigned).
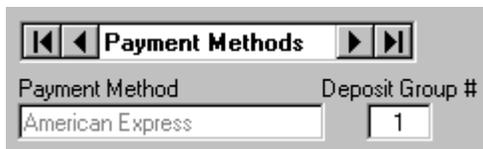
Repeat the following steps for each payment method:

1. Navigate to the payment method you wish to assign a deposit group.

2. Go to the Deposit Groups section and navigate to the deposit group which will used for this payment method.

3. Return to the Payment Methods section and double-click in the Deposit Group # field. This will now take on the value of the deposit group selected above. You may also press <**Enter**> when the cursor is in the Deposit Group # field to transfer the group number.

The payment methods which are currently supported:

Method	Valid names (case is ignored)	Example
Cash	*cash*	cash, CaSh
Check	*check* or *cheque*	Checks, cheques
American Express	*American* or *Amex*	Amex Card
Diner's Club	*Diner, club* or *DC*	Diners Club
JCB	*JCB* or *Barclay*	Barclay's Card
MasterCard	*Master* or *MC*	MasterCard, MC Card
Novus	*Novus, Discover* or *Bravo*	Discover Card
Visa	*Visa*	VISA Card

The WinSen QuickBooks Init program will display an error message if it detects an unrecognized payment method.

Account Translation Section

The Account Translation section is used to set up the mapping between WinSen accounts and QuickBooks accounts. You may navigate through WinSen accounts using the navigation bar at the top of Account Translation section.

Repeat the following steps until all desired account translations are defined:

1. Navigate to the WinSen account for which you want to provide a mapping.

2. In the QuickBooks Accounts section select the QuickBooks account to which you wish to map the WinSen account.

3. Return to the Account Translation section and double-click in the QuickBooks Account Name field. The QuickBooks account name and account number will be filled in. You may also press <**Enter**> when the cursor is in the QuickBooks Account Name field to transfer the account information.

QuickBooks allows you to designate the tax agency to which you submit sales and use tax receipts as a QuickBooks vendor. Sales and/or use tax that you collect will accumulate as a payable to the

designated vendor. To take advantage of this feature, use the sales tax and use tax vendor fields to select the vendor name you designated in QuickBooks.

When you have completed all entries in all sections, click the "OK" button. The system will validate your entries and display error messages if appropriate. You may also click the "Cancel" button to abort the process. On-line help is available by clicking on the "Help" button or pressing **F1**.

Day to Day Operation

Overview

Once the interface information has been configured using the WinSen QuickBooks Init program, the next step is running the WinSen QuickBooks Interface program (WinSenQB) on a regular basis to produce the QuickBooks IIF files which will be imported into QuickBooks to record your bank deposits.

For purposes of discussion, we will document the procedure to be followed by storage facilities that prepare bank deposits on a daily basis. You may also transfer information on a different schedule as long as you do not overlap the dates that are processed.

Entering Credit Card Transactions in WinSen

In order to efficiently process credit card transactions through the system, it is necessary to fill in the credit card number in the WinSen "Paid By" form. The credit card number allows WinSenQB to determine the type of credit card used.

Daily operation of WinSenQB

WinSenQB is run at the end of the operating day at the same time the WinSen daily close is done. WinSenQB may be run before or after running the daily close. It is recommended that WinSenQB be run prior to the daily close in conjunction with the proof edit process. By running WinSenQB prior to closing, you will have an opportunity to modify WinSen transactions or record missing transactions.

Starting the Interface program

Start the WinSen QuickBooks Interface program as explained in "Running the Program" on page 5.

If you are using **WinSen Electronic Manager** and processing multiple sites at your location, the first dialog that will appear is shown below:


This dialog allows you to select all sites or a set of individual sites to be processed for this deposit. When you're done selecting the sites you wish to process, click the "Done" button.

Special Processing

WinSenQB will now begin processing. If WinSenQB encounters a transaction where it doesn't have sufficient information, it will query you for that information. Currently there are two types of transactions where this may occur.

1. Credit card transactions were the type of credit card was not specified.

2. Move out transactions with a credit balance - WinSenQB will query you as to whether a refund was issued and, if so, what method of payment was used (cash, credit card, etc.).

The dialog that will come up in case of an unspecified credit card type is shown below:
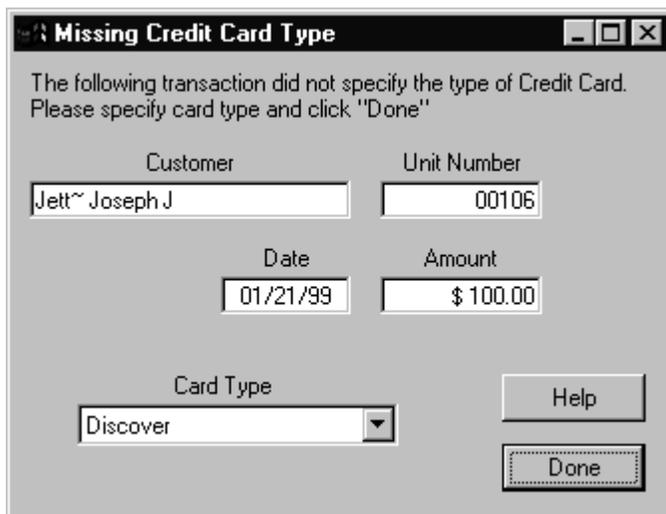
Simply select the credit card type from the card type list and click the "Done" button. This form will come up for every transaction where the credit card type was not specified.

In the case of a move out transaction with a credit balance the following form will come up:

If a refund was not issued, click the "Refund Not Issued" button and this transaction will not affect your bank deposit amount.

If a refund was issued select the method of payment from the "Refund Payment Method" list and click "Refund Issued". The amount of the refund will reduce the amount of the bank deposit for the deposit group that includes the refund payment method.

If your facility does not issue rent refunds directly to the tenant at the time they moved out, you will always click the "Refund Not Issued" button in response to this form.

This form will come up for every move out transaction with a credit balance.

Daily Totals

When WinSenQB has completed processing the daily transactions the following form will come up:

This form displays a summary, by deposit group, of your daily bank deposit. Please note that the amounts displayed in this form do not reflect any discounts that may be applied before the funds are deposited.

If the numbers displayed in the form for each deposit group properly reconcile, clicking the "OK" button will produce the QuickBooks IIF file and close the form.

If the numbers are not correct, click the "Cancel" button. You may then review your daily transactions to determine the source of the discrepancies. When you have made the necessary adjustments, run WinSenQB again to produce the QuickBooks IIF file.

The resulting QuickBooks file will be named "wsmmddyy.iif" where mmddyy is the month, day and year of the end date as it appears in the form. The IIF file generated in the sample form above would be ws012299.iif. The IIF file will be in a folder named "reconcile" located in the WinSen folder (for example - C:\winsen\reconcile).

Date Selection

When WinSenQB runs it will automatically select a date range that starts from the date of the last daily close plus 1 day to today's date. For example if your last daily close was run on July 15 and today is July 18, WinSenQB will set the start date at July 16 and the end date to July 18. Please note the dates that WinSenQB works from are closing dates, not the actual date of the transaction.

If the date range automatically selected by WinSenQB is not the date range you wish to process you may enter new start and/or end dates and click the "Use New Date" button to have WinSenQB calculate the bank deposits for that date range.

Please note that if the specified date range has any portion that falls after the last daily close all currently "Open" transactions will also be processed. You may prevent this from happening by running WinSenQB immediately after your daily close.

Importing into QuickBooks

We are now ready to import the bank deposit information into QuickBooks. Start QuickBooks and select the import option from the File menu (File|Import). The following dialog will be displayed:
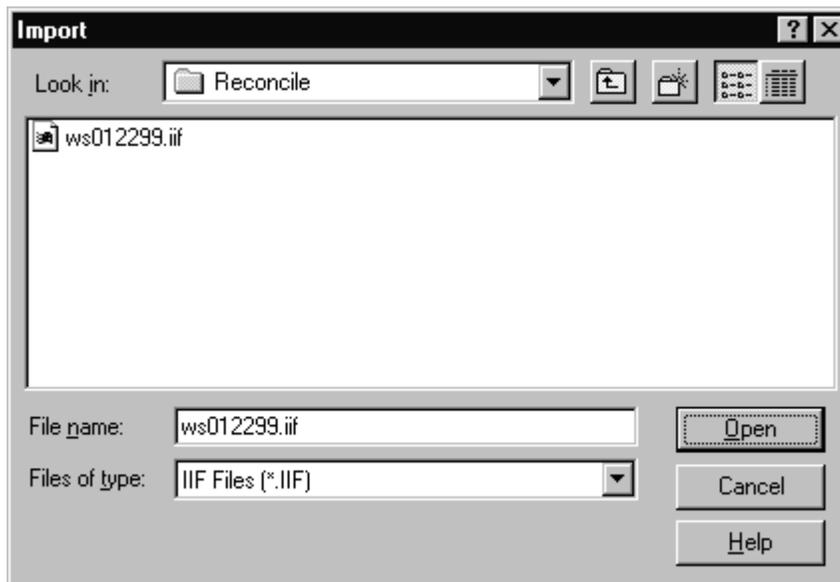
Select the file that was just created and click the "Open" button. QuickBooks will read the information into its database. You may need to copy the IIF file to the computer that is used to run QuickBooks before using the import option.

Note: QuickBooks does not allow you to import DEPOSIT type transactions which are Negative. Negative "deposits" happen most frequently when your overall daily tally for a particular type or credit card is negative due to refunds issued to customers. To work around this problem negative deposits are exported from WinSenQB as QuickBooks PAYMENT transactions. As a result, the bank deposits are adjusted properly; however, the transaction will not show up in the QuickBooks Deposit Report(s).

Glossary of Terms

Discount Rate

Amount charged a merchant by the bank that processes the credit card transaction. It is usually a percentage of the transaction amount. The rate is typically based on the total transaction volume, the average transaction amount and the information that is transmitted to the processor.

Deposit Group

A deposit group is made up of one or more payment methods which comprise a single amount that would appear on a bank statement. Typically cash and checks are lumped together on one deposit slip and appear on your bank statement as a single entry. Deposit amounts for credit cards may also be lumped together or they may show up on the statement individually by type.

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