This document describes the Execu/Tech interface to QuickBooks and includes Execu/Touch® point of sale when used with Execu/Suite® Hotel PMS. Execu/Touch stand-alone is excluded from this document. Hotels using Excu/Suite without Execu/Touch won't need the POS Administrator information.

DATA FLOW:

- Each Point of Sale outlet should be configured to send transactions to the hotel company, generally Company 01.
- All of your POS transactions will post to POS master folios and will be included in your Hotel charge and payment journals.
- During night audit, "Reorganize Files" closes the day and creates a temporary file containing your transactions for the day. NOTE: "Reorganize Files" is a separate function from POS End of Day and should be done after POS End of Day.
- Following "Reorganize Files" your night auditor will run "Create City Ledger/Gen Ledger Postings". This program creates the file which you import into QuickBooks.

SETUP FLOW:

Revenue (charges)

- 1. Each POS item points to a POS Revenue Department. POS Revenue Departments are set up in POS ADMINISTRATOR > Department Records.
- 2. Each POS Revenue Department points to a Hotel Charge Code. Enter the Hotel charge code in field 2, "Revenue (HOTEL charge) code". Do not fill in fields 4-6 with G/L information as this is for only POS stand-alone systems (without Execu/Suite).
- 3. Each Hotel Charge Code points to a General Ledger Debit account and a General Ledger Credit account. Both fields must be populated for each charge that should post to QuickBooks.
- 4. Each GL debit and credit account must correspond to a QuickBooks account. This is done in the file, MENUQUIC.FIL which is located in your Execu/Tech HOTEL folder and opens with Notepad.

Payments (receipts)

- 1. Each POS payment type points to a Hotel Payment Code. Enter the Hotel payment code in field 2, "HOTEL/GL payment code". Do not fill in fields 11-13 with G/L information as this is for only POS stand-alone systems (without Execu/Suite).
- 2. Each Hotel Payment Code points to a General Ledger Debit account and a General Ledger Credit account. Both fields must be populated for each payment that should post to QuickBooks.
- 3. Each GL debit and credit account must correspond to a QuickBooks account. This is done in the file, MENUQUIC.FIL which is located in your Execu/Tech HOTEL folder and opens with Notepad.



Other transactions- Store Record

- Discounts in POS should point to a HOTEL Charge Code. If all discounts correspond to the same charge code and G/L accounts, the Hotel charge code is typed in the Store Record in the Hotel settings. If various discounts should post to various Hotel charge codes, then enter those charge codes in the appropriate field in each discount code setup. This is done in POS ADMINISTRATOR > Discount Codes. Enter the Hotel Charge code in the field, "HOTEL/GL revenue code". Do not fill in fields 10-12 with G/L information as this is for only POS standalone systems (without Execu/Suite).
- 2. Tips, Taxes, and Gratuities also should point to HOTEL Charge Codes. When there are no active POS terminals, go to POS ADMINISTRATOR > Store Record. Click the Hotel Button. Enter the appropriate HOTEL charge codes in each applicable field.
- 3. When POS checks are closed to a guest folio (room charge) or master folio (account charge), a credit will post to the POS master folio just as any payment type, and a debit will post to the guest or master folio. These are clearing charges since they net zero. A charge code must exist for these transactions to post. This charge code is entered in the field "HOTEL Guest charge code". Examples are GIFT for gift shop and REST for restaurant.
- 4. A POS master folio should be set up in Execu/Suite for each company or outlet. The folio number should be entered in the field, "HOTEL POS master folio" in the Hotel settings of the Store Record in POS Administrator.
- 5. If you have more than one company, the field "HOTEL/AR Company no" should contain the company number to which transactions will post and the company containing the folios. This typically is Company 01, the Hotel company.

Once everything has been set up in Execu/Touch POS and in Execu/Suite Hotel, all transaction codes need to be entered in the QuickBooks interface configuration file, MENUQUIC.FIL. This file is located in the Execu/Tech Hotel folder. Right-click it and select "Open with" > Notepad.

The creation of the QuickBooks® Import file occurs during Execu/Suite® Night Audit "Create Direct Bill/General Ledger Postings" or during Execu/Touch® "End of Day Close". The QuickBooks interface import file is created either from Execu/Suite PMS or Execu/Touch POS but not both. The program should be run only once per day.

Once created, the file name is *EXECXX-YYYYMMDD.IIF* where XX is the Company number and YYYYMMDD is the date that the file is created. It might look like this: *EXEC01-20100215.IIF*. The file will be in your Execu/Tech Hotel folder. To import this file, run File > Import in QuickBooks. For details, see your QuickBooks Help File under the section Importing Data. Execu/Tech does not offer QuickBooks support.

The following might be useful to you if you're new to QuickBooks: http://support.quickbooks.intuit.com/support/pages/knowledgebasearticle/1003348



Execu/Tech Configuration:

EXECU/TOUCH® SETTINGS – POS ADMINISTRATOR

REVENUE:

	MENU ITEN	1 SET-UP			POS items should reference a POS Revenue Department.
	Exit				See the Execu /Touch Cetting Started Guide for
		Enter Item Code:	611 Q < > E>	KISTING ITEM	instructions in setting up POS.
	1.	Item description:	Fruit		
	2.	Kitchen description:			CORPARTMENT CODE SET - UP
	3.	(P)rod(S)erv(M)emo:	P 21. M	enu 1 Price: 2.95 (A/M): A	Evel .
	4.	Item Taxable?:	YNNN 22. M	enu 2 Price: 2.95 (A/M): A	Eventual Providence and Providence a
_	5	Item cost:	00 23. M	enu 3 Price: .00 (A/M):	
_	6.	Department code:	F 24. M	.enu 4 Price: 00 (A/M):	
	7.	Remote printer(s):	11 0 0 0 25. M	enu 5 Price: 00 (A/M):	Department code: P (m) (m)
	8.	Modifier sets (0-Z):	26. M	.enu 6 Price: .00 (A/M):	1 Developed developing
	9.	Auto mod window?:	27. M	.enu 7 Price: .00 (A/M):	1. Department description.
	10.	Kitchen dept (1-90):	0 28. M	enu 8 Price: 2.95 (A/M): A	2. Protection remains Protection
	11.	Cooking time (min):	0		Hereinde (Horizz, charge) code.
	12.	Cover item? (Y/N):	N 31. Cate	igory: 6	1 Data Ladour Account Dabit
	13.	Allow discount?:	32. Cate	igory:	A Gas Ladear Account Codit
	14.	Inventory #:	33. Cate	igory:	 Gan Ladear Journal Coder
	15.	Item in 86 List?:	34. Cate	igory:	6 Manuficenza (hotal) code: 8/0KFD
	16.	Exclude from tips?:	41.	Touch Button color: 0	 menurication forces cone.
	Yes Cancel Delete Another Notes				Yes Cancel Delete
			Set up in department record		Menu(1-8) < / > revenue code (optional-overrides terminal setting)

Each Department Code should correspond to a HOTEL charge code. If all terminals and menus have the same charge codes for the department, leave the fields for "HOTEL/GL interface-Terminal" blank and enter the one code in the field "Revenue (HOTEL charge) code". You must enter at least one Hotel charge code.

In the example above, terminal 23 points to Lounge Food (LFD) and terminal 32 points to Restaurant Food (RFD). At all terminals, menu 8 points to Breakfast Food (BKFD), indicated in field 6, which is optional. Fields 3-5 should be left blank unless you are setting up Stand-alone POS without Execu/Suite.

PAYMENTS:

PAYMENT CODE SET-UP	23
Exit	
	EXISTING PAYMENT
Payment Code:	
1. Description:	CASH
2. HOTEL/GL payment code:	CA
3. Credit Card?:	N
 Allow tip entry? (cash): 	N
5. Enter crd card Acct No?:	
6. Credit card discount %:	.00
Print check when closed?:	Y
 Open cash drawer?: 	
May pre-auth employees use?:	
10. Employee type allowed:	
11. Gen Ledger Account-Debit:	
12. Gen Ledger Account-Credit:	
13. Gen Ledger Journal Code:	
Yes Cancel Delet	0
Code for this	payment in HOTEL system

Each POS payment code should have a HOTEL payment code in field 2 as shown at left. Eexceptions are ROOM CHARGE and ACCOUNT CHARGE. Leave field 2 blank for those, as shown at right. Leave fields 11, 12, 13 blank for all.

· · · · · · · · · · · · · · · · · · ·					
Exit					
	EXISTING PAYMENT				
Payment Code	6 🔍 < >				
1. Description:	ROOM CHARGE				
2. HOTEL/GL payment code:					
3. Credit Card?:					
4. Allow tip entry? (cash):					
5. Enter crd card Acct No?:					
6. Credit card discount %:	.00				
Print check when closed?:					
8. Open cash drawer?:					
May pre-auth employees use?:					
10. Employee type allowed:					
11. Gen Ledger Account-Debit:					
12. Gen Ledger Account-Credit:					
13. Gen Ledger Journal Code:					
Yes Cancel Dele	te				
Code for this navment in HOTEL system					



OTHER TRANSACTION CODES:

	fiel.	CALTRO MICH AL
		Ensing enclose
	Discount Code	1 9. 6.3
	Description	Eviployee Disc
2	Discount type	E
2	Employee type allowed.	V
	(P)ercent or (Abnount	P
6	Default % or amount	50
6	Doceant by (Citrack or (Item:	F
2	Discourt sales tas?	Y
	HOTEL/GL revenue code:	DSE
8	Assigned Employee	3
0.	Gen Ledger Account-Credit	
1	Gen Ledger Account-Debit	
<u>.</u>	Gen Ledger Journal Code	

Discounts: If POS discounts should go to more than one HOTEL charge code, enter each charge code in field 8 as shown at left when you set up the Discount. If only one charge code is needed, leave field 8 blank and enter the code in the Store Record as snown at right. Other codes: HOTEL charge codes should be entered for all applicable POS postings as shown at right. To access these, go to the Store Record and click the HOTEL button. NOTE: "HOTEL Guest charge code" is not revenue but rather a clearing code.

Exit	
HOTEL POS master folio:	819
HOTEL Sales tax 1 charge cd:	FTAX
HOTEL Sales tax 2 charge cd:	FTX2
HOTEL Sales tax 3 charge cd:	FTX3
HOTEL Sales tax 4 charge cd:	FTX4
HOTEL Tip charge code:	FTIP
HOTEL Gratuity charge code:	GRAT
HOTEL Discount charge code:	DISC
HOTEL Guest charge code:	REST
HOTEL/AR Company no:	01

EXECU/SUITE® SETTINGS – MANAGER/SETUP

👙 СНА	RGE CODE SET-UP	X				
Exit						
		EXISTING CHARGE				
	Enter charge code:	RFD Q <>				
1.	Description:	RESTAURANT FOOD				
2.	Gen ledger acct -DR:	GSL				
3.	Gen ledger acct -CR:	RFD				
4.	G/L Journal Code:	RE				
5.	Fixed amount:	.00				
6.	Tax codes:					
7.	AM Report line no:	435				
8.	AM Report Format(opt):					
9.	AM Rep summary target:	0				
10.	Print items?:					
11.	Display item?:					
12.	Allow comment entry?:					
13.	Include in deposit?:					
14.	Auto post? (Y/N):					
15.	Tax exempt codes-opt:					
16.	Optional usage code:					
	Yes Cancel	Delete Tax Codes General ledger account code to credit				

Each POS Revenue Department should point to a valid HOTEL Charge code.

Other POS charges such as tips and taxes must also point to a HOTEL charge code. The clearing codes such as REST do not need GL accounts as they should net zero.

In Execu/Suite to to Manager/Setup > Hotel Control Files Setup > Charge Codes. Enter GL codes in fields 2, 3, and 4. These codes are user-defined and may be alpha or numeric.

In the example shown at left, the GL debit represents GUEST LEDGER and the credit represents RESTAURANT FOOD. You may enter any code you wish. These codes will match up to your QuickBooks accounts after you edit the MENUQUIC.FIL file. This will be covered beginning on Page 5.



😻 PAYMENT CODE SET-UP	X						
Exit							
	EXISTING PAYMENT						
Enter payment code:	CA (>)						
1. Description:	CASH PAYMENT						
2. Gen ledger acct -CR:	CFB						
3. Gen ledger acct -DR:	GSL						
4. G/L Journal Code:	CA						
5. Credit limit amount:	.00						
6. Limit per Stay/Day:	1						
7. Credit card? (Y/N):							
8. Master folio no:	0						
9. Central resv code:							
10. Include in deposit?:	Y						
11. City ledger account:							
12. Allow comment entry?:							
13. Display item?:	•						
Yes Cancel	Delete General ledger account code to credit						
1							

Each POS Payment type should point to a valid HOTEL Payment code.

POS Payments ROOM CHARGE and ACCOUNT CHARGE go to "clearing" charge codes such as REST and do not need GL accounts as they should net zero.

In Execu/Suite to to Manager/Setup > Hotel Control Files Setup > Payment Codes. Enter GL codes in fields 2, 3, and 4. These codes are userdefined and may be alpha or numeric.

In the example shown at left, the GL credit represents GUEST LEDGER and the debit represents CASH-FIRST BANK. You may enter any code you wish. These codes will match up to your QuickBooks accounts after you edit the MENUQUIC.FIL file. See below for instructions.

Go to Manager/Setup > Print charge/ payment/ misc codes. Select Charge Codes and select Payment Codes. Use these printouts as your guide in editing MENUQUIC.FIL. You also will need your QuickBooks chart of accounts printout.

Now you're ready to configure the interface settings. Here a portion of a sample MENUQUIC.FIL:

Enabled=Yes T, RC, Room Charge Income T,RT,Room Tax T,ST,Sales Tax T, CL, Clothing Income T, MI, Miscellaneous Income T, LF, Lounge Food T, LB, Lounge Beverage T,RF,Restaurant Food T, RB, Restaurant Beverage T,CA,Cash T,MC,MC T,VS,VS T, DB, Accounts Receivable A, RMR, Room Revenue A, LR, Lounge Revenue A, LFD, Lounge Food A, LBV, Lounge Alcoholic Beverage A, RFD, Restaurant Food A, RBV, Restaurant Alcoholic Beverage A, MSC, Miscellaneous Charges A, OTX, Occupancy Tax A,STX,Sales Tax A, CFB, Cash-First Bank A, GSL, Guest Ledger A, AR, Accounts Receivable



The existence of the file "MENUQUIC.FIL" activates the QuickBooks interface for Execu/Suite and Execu/touch. This is a text file and may be edited with Notepad or WordPad.

Three record types are used:

- (1) The first record type in the file must contain: Enabled=Yes
- (2) The second record type is a "T" record. This defines the *type* of record posted. You usually will have one T record for each charge/revenue and payment record in the Execu/Tech system.

For type T records:

Example: T,RC,Room Charge Income

- \circ Field 1 = T
- Field 2 = the two-character "G/L Journal Code" as defined in Field 4 of the the Execu/Suite Charge or Payment Code Setup. The "G/L Journal Code" in the charge/revenue or payment code in Execu/Tech must match Field 2 of the T record in MENUQUIC.FIL. In the example shown above, it is "RC"
- Field 3 = Comment or Memo. NOTE: The QuickBooks Transaction Type is hard-coded into the interface as GENERAL JOURNAL. In the example shown, it is "Room Charge Income"

NOTE: Each field should be separated by a comma and no spaces.

(3) The third record type is an "A" record. This record is used to cross-reference debit and credit accounts as defined in Execu/Tech to the corresponding account names in QuickBooks. You will have one "A" record for each General Ledger account.

For type A records:

Example: A,MSC,Miscellaneous Charges

- \circ Field 1 = A
- Field 2 = Debit or credit General Ledger account codes as defined in Field 3 or 4 of the Execu/Suite Charge/Revenue or Payment Code Setup. This is defined by you and can be alpha or numeric. Each G/L debit and credit account as defined in the charge/revenue or payment screen must match what you put in the A record. Each charge or payment code must have both a debit and credit account code and each of these codes must correspond to an A record. In the above example, MSC is Field2 in the A record and is the code from Field 2 in the Charge Code setup for Miscellaneous Charges.
- Field 3 = QuickBooks Account Name (ACCNT). This must match exactly your QuickBooks account name, including spaces and punctuation. The example is Miscellaneous Charges.
- Field 4 Customer or Vendor Name (NAME). This is optional.

NOTE: Each field should be separated by a comma and no spaces.



Sample MENUQUIC.FIL							
Enabled=Yes	Enabled=Yes						
T,BK,Breakfast							
T,RC,Room Charge							
T,RT,Room Tax							
T,CA,Cash Payment							
T,CK,Check							
T,AX,American Expr	T,AX,American Express						
A,CFB,Capital First I	Bank						
A,TXS,State Sales Ta	X						
A,RMR,Room Reven	ue						
A,RFD,Restaurant R	evenue						
A,MSC,Miscellaneou	s Income						
A,GSL,Guest Ledger							
	Sample Charge/Rev	venue	and Payment Co	ode Setup			
Description	Charge/Revenue/Payment Code		GL Account	GL Account	G/L Journal Code		
Description			(DR/CR)	(DR/CR)	ay if journal code		
Room Charge	RC	GSL		RMR	RC		
Fax Charge	FAX	GSL		MSC	FX		
State Sales Tax	RT1	GSL		TXS	RT		
Breakfast	BK	GSL		BKF	ВК		
Restaurant Rev.	RFD	GSL		RFD	RE		
Cash Payment	СА			CFB	CA		
AmEx	AX	GSL		CFB	AX		
Enter oberge code:	RC Q C S						
Litter charge code.			Enter payment code	e: CA 🔍 < >			
D 111	POOM CHARGE						
Description:			Description: CASH PAYMENI				
Gen ledger acct -DR:			Gen ledger acct -CR: JGSL				
Gen ledger acct -CR:	RMR	Gen ledger acct -DR: CA					
G/L Journal Code:	RC						
Sample Execu/Suite	PMS Charge Code	Sample Execu/Suite PMS Payment Code					
Department code:	Department code: F 🔍 < >			Payment Code: 3 🔍 < >			
Department description: RESTAURANT FOOD			Description: CASH				
Gen Ledger Account-Debit: GSL			Gen Ledger Account-Debit: CFB				
Gen Ledger Account-Credit: IKFU			Gen Ledger Account-Credit: GSL				
Gen Ledger Journal Code: CA Gen Ledger Journal Code:							
Sample Execu/Touc	h POS Revenue Dept. Code	Sample Execu/Touch POS Payment Code					

