Execu/Suite – QuickBooks Interface

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.

Execu/Suite – QuickBooks Interface

Other transactions- Store Record

1. 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 stand-alone 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:

POS items should reference a POS Revenue Department. See the Execu/Touch Getting Started Guide for instructions in setting up POS.

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:

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.

Execu/Suite – QuickBooks Interface

OTHER TRANSACTION CODES:

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.

EXECU/SUITE® SETTINGS – MANAGER/SETUP

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.

Execu/Suite – QuickBooks Interface

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 user-defined 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
```

Execu/Suite – QuickBooks Interface

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`

- o Field 1 = T
- o 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"
- o 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`

- o Field 1 = A
- o 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.
- o Field 3 = QuickBooks Account Name (ACCNT). This must match exactly your QuickBooks account name, including spaces and punctuation. The example is Miscellaneous Charges.
- o Field 4 – Customer or Vendor Name (NAME). This is optional.

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

Execu/Suite – QuickBooks Interface

Sample MENUQUIC.FIL
Enabled=Yes T,BK,Breakfast T,RC,Room Charge T,RT,Room Tax T,CA,Cash Payment T,CK,Check T,AX,American Express A,CFB,Capital First Bank A,TXS,State Sales Tax A,RMR,Room Revenue A,RFD,Restaurant Revenue A,MSC,Miscellaneous Income A,GSL,Guest Ledger

Sample Charge/Revenue and Payment Code Setup				
Description	Charge/Revenue/Payment Code	GL Account (DR/CR)	GL Account (DR/CR)	G/L 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	BK
Restaurant Rev.	RFD	GSL	RFD	RE
Cash Payment	CA	GSL	CFB	CA
AmEx	AX	GSL	CFB	AX

Enter charge code: RC

Description: ROOM CHARGE
Gen ledger acct -DR: GSL
Gen ledger acct -CR: RMR
G/L Journal Code: RC

Sample Execu/Suite PMS Charge Code

Enter payment code: CA

Description: CASH PAYMENT
Gen ledger acct -CR: GSL
Gen ledger acct -DR: CFB
G/L Journal Code: CA

Sample Execu/Suite PMS Payment Code

Department code: F

Department description: RESTAURANT FOOD

Gen Ledger Account-Debit: GSL
Gen Ledger Account-Credit: RFD
Gen Ledger Journal Code: RE

Sample Execu/Touch POS Revenue Dept. Code

Payment Code: 3

Description: CASH

Gen Ledger Account-Debit: CFB
Gen Ledger Account-Credit: GSL
Gen Ledger Journal Code: CA

Sample Execu/Touch POS Payment Code