



## **Rentec Direct Sync with Quickbooks®**

### **User Manual**

**v1.0**

# Introduction

Rentec Direct provides a simple, quick, and easy to learn management platform for managing your rental properties. Many tasks which are very time consuming in an accounting platform like Quickbooks are much easier to accomplish within Rentec Direct. While Rentec Direct is an industry leading property management platform, it is not a business accounting platform like Quickbooks. Because of the universal nature of Quickbooks, many CPAs, tax advisors, and business management professionals prefer to see data in a format they are familiar with such as Quickbooks. To facilitate this, Rentec Direct has produced a Quickbooks export utility which will take all the pertinent accounting data from the Rentec system and insert it into Quickbooks. This gives you many benefits including:

- One click export of all accounting data from Rentec Direct into your locally installed Quickbooks.
- One click import of all accounts, vendors, owners, and tenants from Rentec Direct into Quickbooks.
- Receive the full customizable reporting capabilities of Quickbooks for all of your Rentec data.
- Eliminate double entry.

This document assumes you are following the standard property management practices as recommended by Quickbooks [here](#) and have a moderate understanding of Quickbooks. The synchronization utility utilizes these best practice methods when synchronizing data into Quickbooks.

## **What the sync utility will do for you.**

- It will copy all financial transactions from Rentec Direct into Quickbooks.
- Provide your accountant with a commonly recognizable formatted document to prepare your taxes or send 1099s.
- It will copy all rental income and any other tenant payments into Quickbooks.
- It will copy all property income and expenses into Quickbooks.
- It will copy over all owner disbursements into Quickbooks.
- It will copy over all property management payments (when you pay yourself) into Quickbooks.
- You will be able to access all financial based reports in Quickbooks® based upon your data within Rentec Direct.
- You will be able to customize reports in Quickbooks to display the data retrieved from Rentec in all possible reports formats.

## **What it won't do.**

- Tenant invoices are not copied into Quickbooks, so AR based reports will not contain up to date data. Continue to use Rentec Direct's systems for all AR activity.
- It will sync one way (from Rentec Direct to Quickbooks). Any new transactions need to be entered into Rentec Direct first, then synchronized to Quickbooks.
- It will not automatically update edited transactions. If a transaction is edited (after it is synchronized) in Rentec, the same transaction must be edited in Quickbooks to keep the systems in sync.

## System Requirements

- The Quickbooks sync utility will run on any Windows XP or newer windows based computer.
- You should be running Quickbooks 2013 desktop edition or newer. Quickbooks online is not currently supported.
- The sync utility works with Rentec Pro and Rentec PM editions.

## Tips & Reminders

- When switching between Rentec Sync Utility and Quickbooks you can do this without closing either application. Use ALT-TAB or any of the other application switching technologies available within windows to save time.
- Backup! Backup! Backup! It's easier to restore a backup than it is to manually correct dozens, hundreds, or thousands of entries in Quickbooks. We recommend backing up Quickbooks before every sync. It's quick and easy, just go to File, Backup Company.
- All synchronized transactions must be affiliated with a tenant, bank, or property. Transactions within the Rentec Direct system not affiliated with one of these will not be transferred.
- Account names are limited to 31 characters in Quickbooks. Account names that are larger than 31 characters will be truncated, which can potentially lead to inaccuracies within your Quickbooks data. It is recommended to review your accounts within Rentec and shorten them to 31 characters or less before synchronizing.

## TESTING / SIMULATED SYNC

Before you use the Quickbooks Sync utility on your live Quickbooks data, we recommend you familiarize yourself with the system and how the import works by doing a simulated synchronization using the following steps.

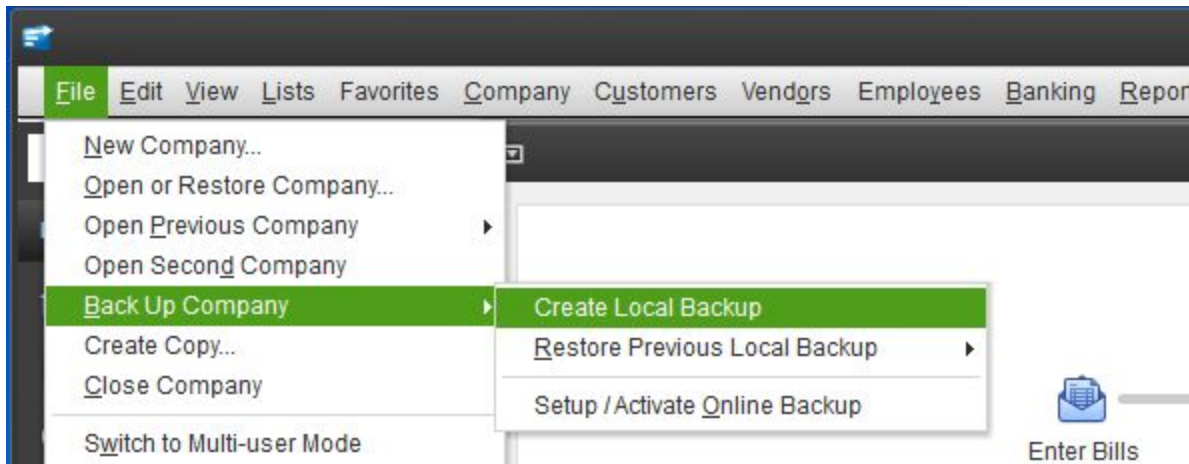
1. Start a brand new Quickbooks data file, OR make a copy of your existing Quickbooks data file.

If you copy your existing Quickbooks Data file, we recommend the following procedure:

- a. Open your Quickbooks File.
  - b. Go to File, Backup Company, Create a Local Backup.
  - c. Save a backup to a location on your computer that you will remember.
  - d. Once the backup completes, go to File, Open or Restore Company
  - e. Choose "Restore a backup copy", then choose "Local backup"
  - f. Browse to the location you saved your backup (if necessary), and then click the Backup you just saved, and choose Open. Click Next.
  - g. On the "Save Company File as" screen, save the file with the word TESTING in it. So if your filename originally was "My Company.qbw", call this "My Company TESTING.qbw" so it's easy to recognize as a test file. CAREFUL: Do not overwrite your existing company file at this step.
2. Proceed with the instructions below using your TESTING version of the Quickbooks file.
  3. If at any time you want to start over from scratch, you can restore the backup you made in step 1 back to the "My Company TESTING.qbw" file and you will be back to square one with your quickbooks file. To reset the sync utility in Rentec Direct, login and visit Settings, Utilities, Quickbooks Sync. Now press the "Reset Sync Data" link. You can now re-import as if it was the first time again.

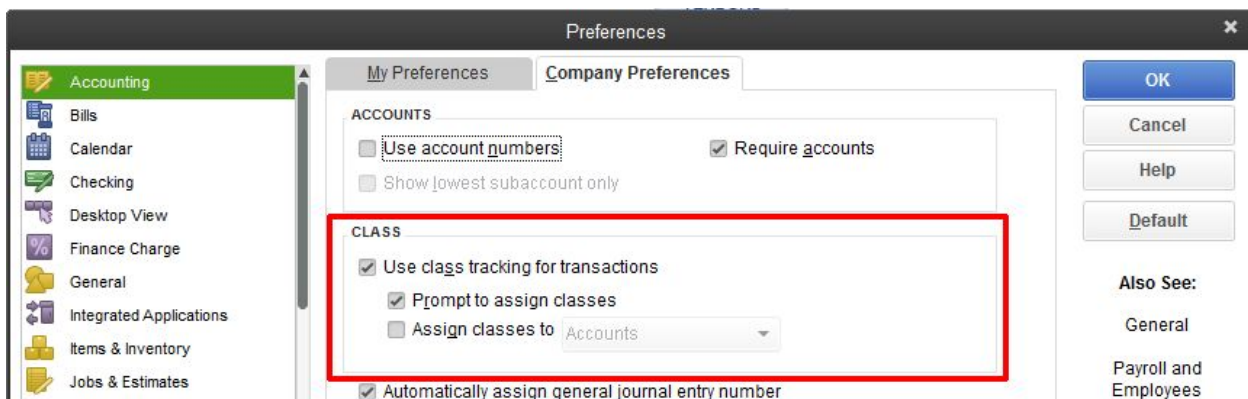
# Getting Started

1. **Enable Quickbooks Sync in Rentec Direct.** Login to your account, and click Settings, Utilities. Click "Quickbooks Sync" and select the "Enable Quickbooks Sync" checkbox to enable the feature. *(You must be the primary account holder in order to access this setting. Once enabled, sub-accounts can use Quickbooks Sync with the properties/accounts they have permissions for.)*
2. **It is strongly recommended you backup your quickbooks data file prior to doing any synchronization. You can backup Quickbooks by opening Quickbooks and going to File, Backup Company.**



3. **Enable class tracking in quickbooks.**

Each property will be assigned a unique class (or sub-class in the case of sub-units) within Quickbooks for enhanced reporting capabilities. To enable class tracking in Quickbooks go to Edit, Preferences. Then choose "Accounting" on the left menu, and select the "Company Preferences" tab. Check the box which says "Use class tracking for transactions". We also recommend enabling "Use account numbers" also at this time (although, not required).



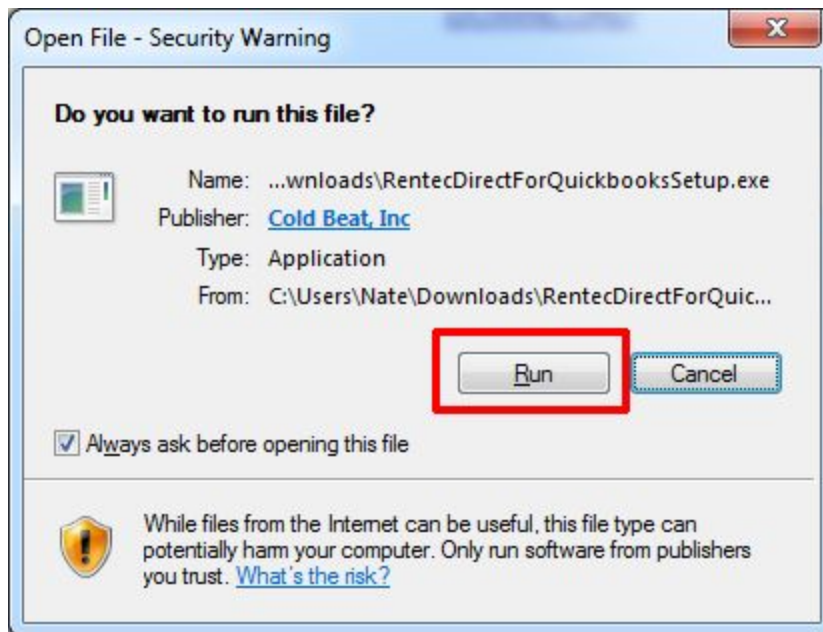
4. **Verify that you have at least one bank account, one income account, and one item configured within Quickbooks.**
  - a. To add a bank account (such as your Operating Account), in Quickbooks click Lists, then Chart of Accounts. Select the Account dropdown and choose New. Follow the prompts to create a new bank account.
  - b. To add an income account, follow the same steps as adding a bank account, only select "Income" when prompted for the account type. Everybody will need a "Rental Income" account if you do not already have that setup in Quickbooks, now is a great time to add that.

- c. To add an item in Quickbooks, go to Lists, Item List. Select Item menu, and choose New. Specify a name for the item such as "Rental Income", and select the appropriate Account. If you have not already created a Rental Income account to tie the item to, you can type in "Rental Income" in the Account field and Quickbooks will prompt you to create the Income account.

## 5. Install the Rentec Direct Quickbooks Sync Client

Visit <https://www.rentecdirect.com/qbSyncInstall> in your web browser. Click the DOWNLOAD link to download the utility. This will save a file called RentecDirectForQuickbooks.exe on your computer (usually in the Downloads folder, but this depends on your web browser settings). Launch the file by either clicking on it within your browser download window, or navigating to the folder where it was saved and double-clicking on the file.

Select "Run" at the first prompt:

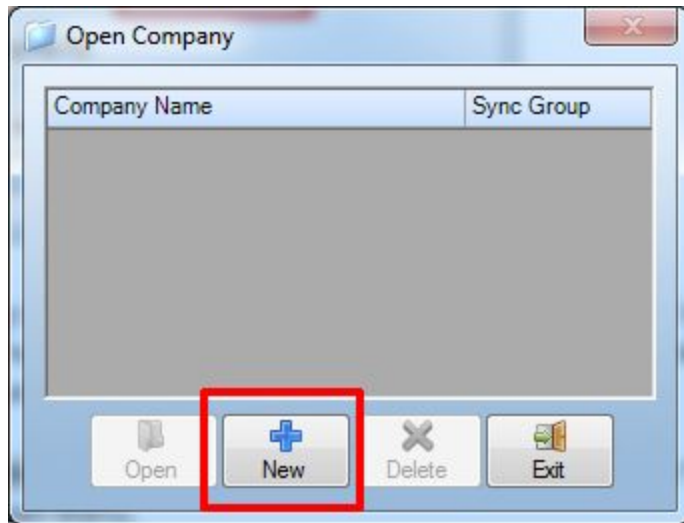


Click Next on the following screen, agree to the terms of the software agreement by reading through it by scrolling to the bottom, and click Next again. It is recommended to leave the installation folder as the default, click Next, and then click Install.

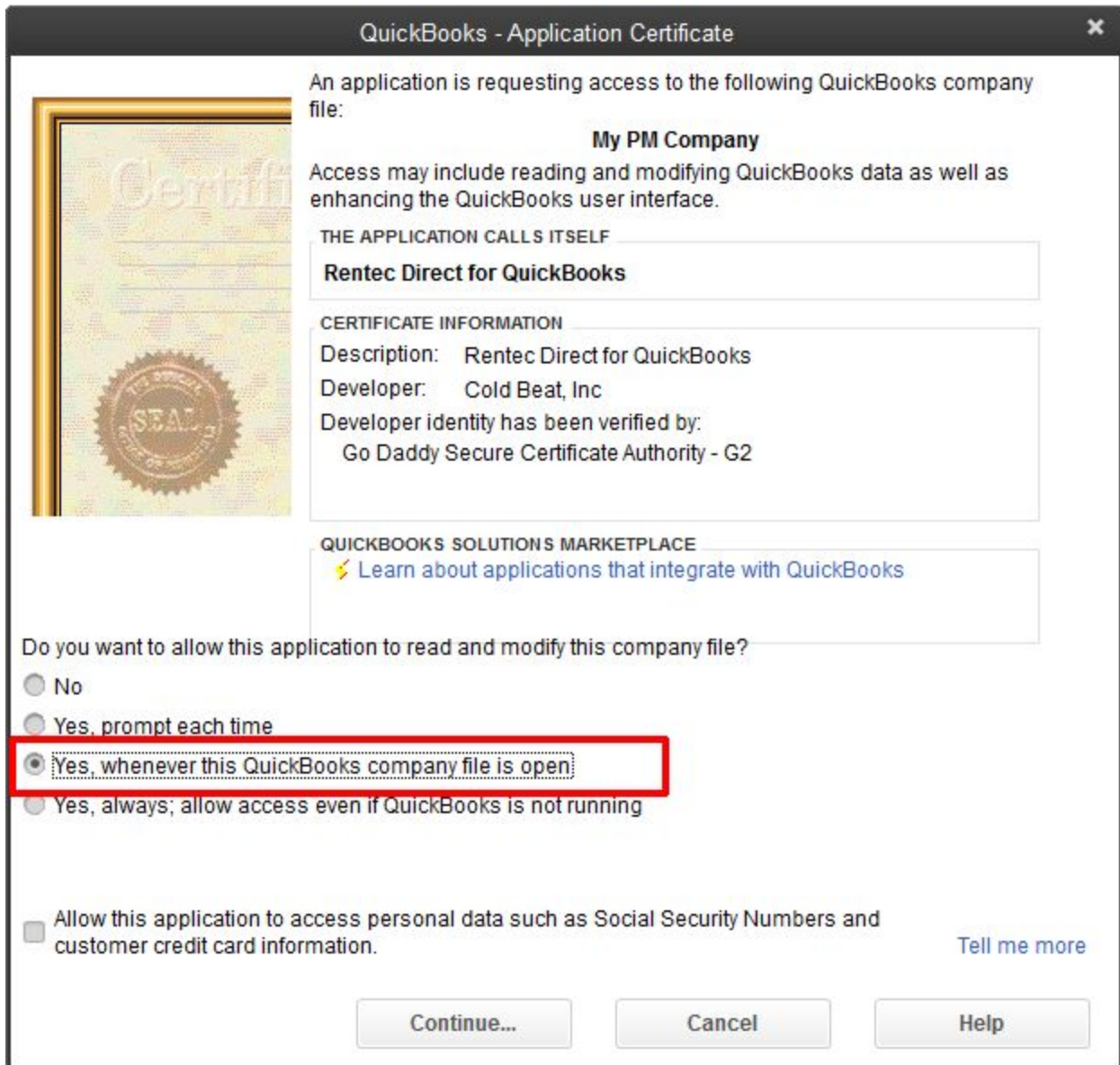
When the installer completes, you can choose "Run Rentec Direct for Quickbooks" or launch the application from the Start Menu.

## 6. Connect to your Quickbooks File

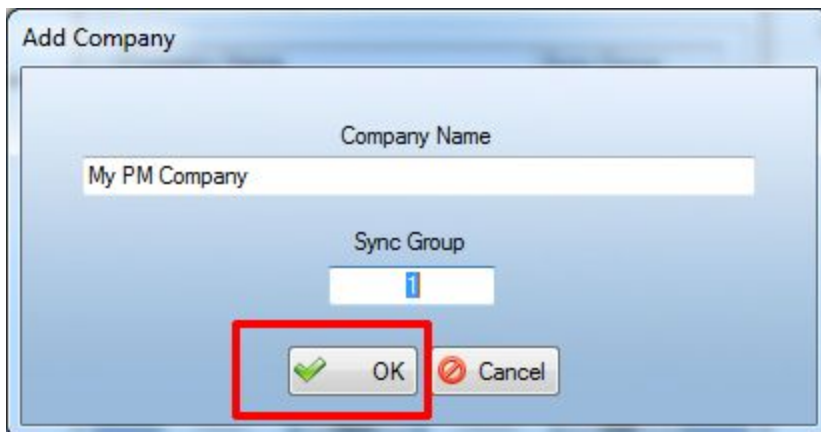
Click "New" on the Open Company Screen



Open up Quickbooks on your workstation with the company file you plan to synchronize. (Important! Don't forget to backup your quickbooks data **before** performing this operation).  
Once you click "Next" at the prompt, you will be prompted in Quickbooks to allow access to the Sync Utility. Select the third option labelled "Yes, whenever this QuickBooks company file is open" and press "Continue...". You will be prompted again to confirm your selection where you should select "Done"



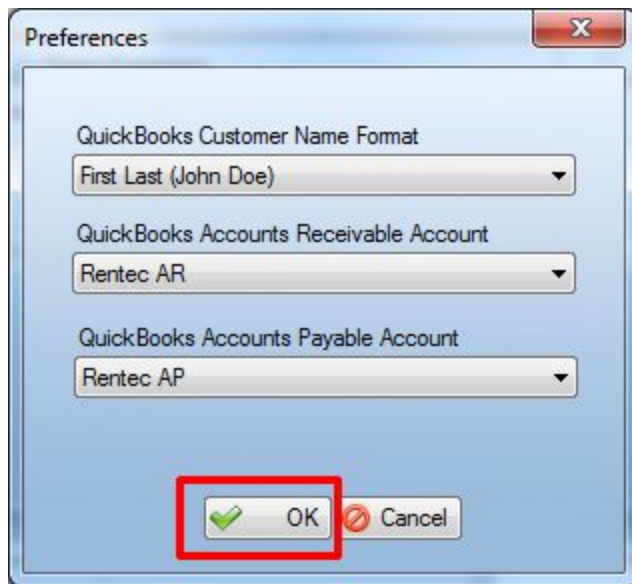
You will be prompted for a Company Name and Sync Group. It is recommended to leave these options at their defaults and click OK.



You will now be prompted for the customer naming format, and the AR and AP accounts to use. By default the sync utility will create a "Rentec AR" and a "Rentec AP" account where all incoming and outgoing funds flow through. These accounts will always have a zero balance within Quickbooks but they can be referenced



any time or reported upon to identify amounts that are imported via Rentec Direct.



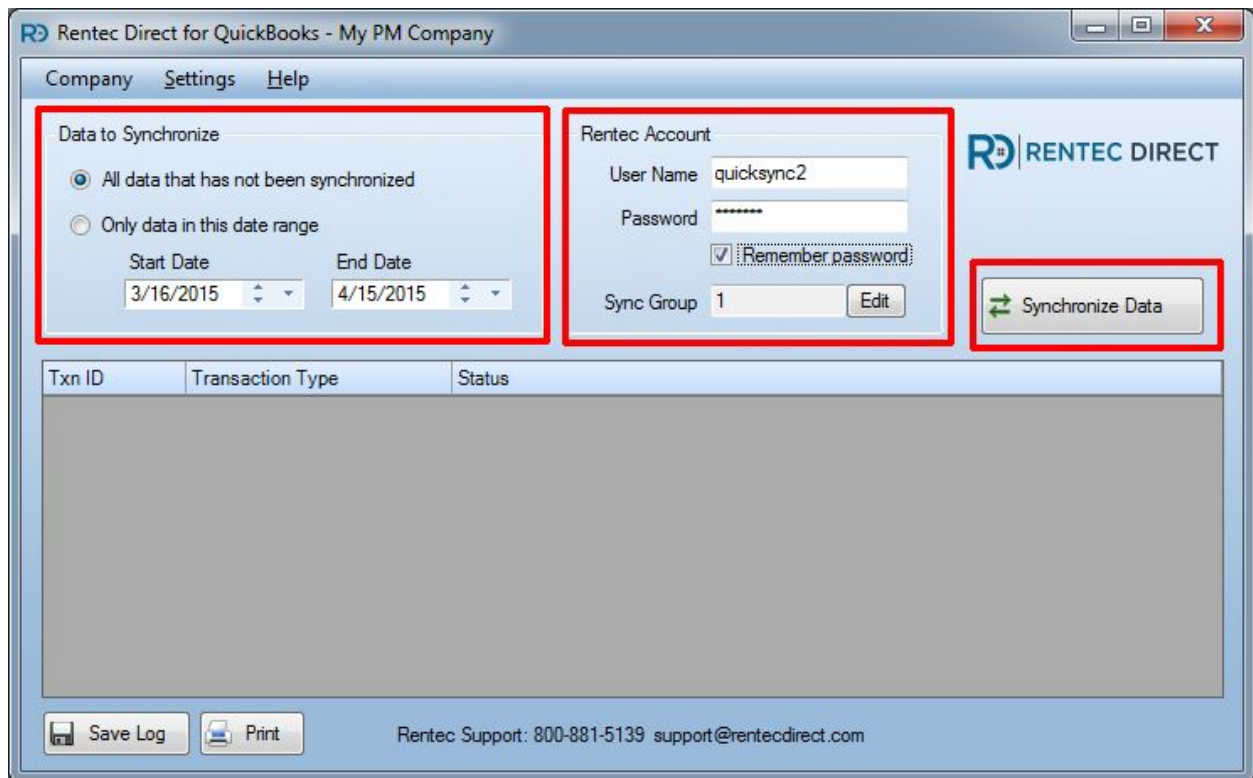
## 7. **Your first synchronization.**

During the first synchronization you will be prompted to identify and match all your accounts, categories, and items. If you have a lot of these items, expect this to be a somewhat time consuming process, but the good news is you only have to do it once. We'll walk you through this process next.

Select the date range you wish to synchronize, then enter your Rentec Direct username and password into the sync application.

If you are using this for the first time, decide if you want to sync all historical data or begin at a specific date. If you wish to sync all historical data, leave the selection on "All data that has not been synchronized". If you prefer to only sync this year's data for example, set the start date to 01/01/2015 (replace 2015 with the current year), and set the end date for today's date.

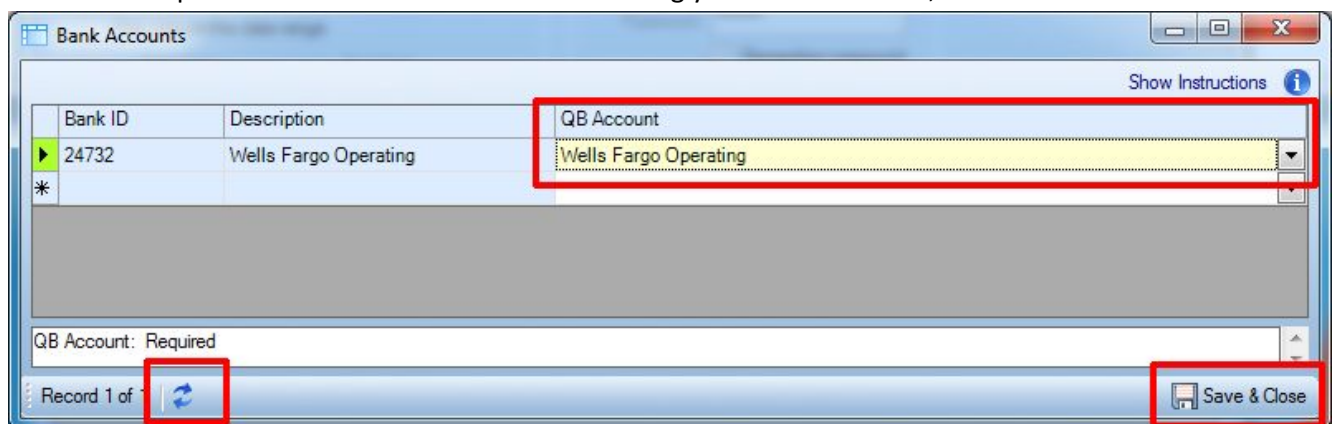
When ready, click the "Synchronize Data" button.



## Translating Bank Accounts

Any bank accounts used within Rentec Direct that are not already translated to a Quickbooks account will trigger a notice to fill in the accounts translation table. In the Description column you will see the name of the account in the Rentec Direct system. To the right of each account, select the matching Quickbooks bank account. Do this for each account.

If you need to create new bank accounts in Quickbooks to match the Rentec Direct accounts, you can do that now. Just switch over to your Quickbooks application, add the bank account(s), then return to the Sync utility translation screen and click the refresh button (lower-left). Your new accounts in Quickbooks will now show within the dropdown menus. When finished translating your bank accounts, click Save & Close.

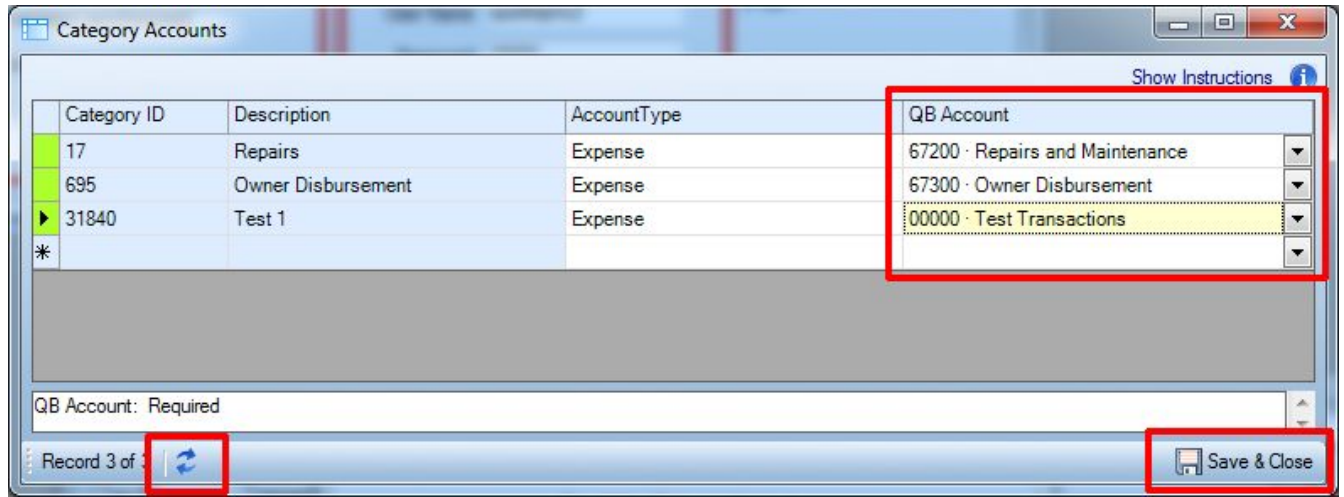


## Translating Categories

Next you will be prompted to translate your Rentec categories to their matching Quickbooks accounts. A similar screen will be displayed showing you the categories in use within Rentec and their type (Income,

Expense, or Other). In the right column, select the matching Quickbooks Account.

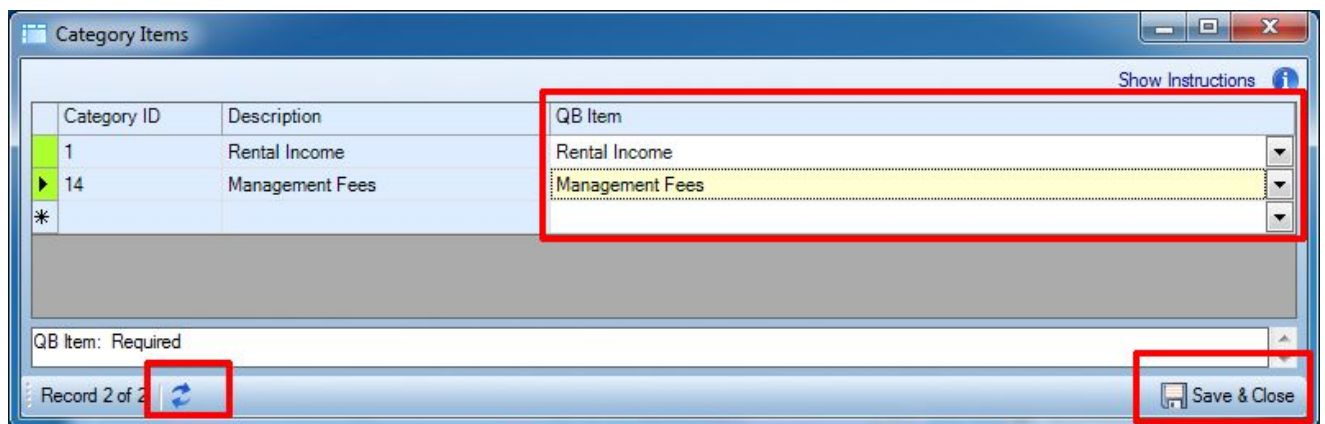
Remember, if the proper account does not already exist in Quickbooks, you can switch to Quickbooks, add it, then return to the sync utility and click the refresh button (lower-left). Once you have finished translating categories, click Save & Close.



## Translating Items

Next you will be prompted to translate Items. In Quickbooks, items are what show up on an invoice and they are typically linked to income or expense accounts. You will get a similar translation screen showing you the items in Rentec Direct that need to be matched to items in Quickbooks.

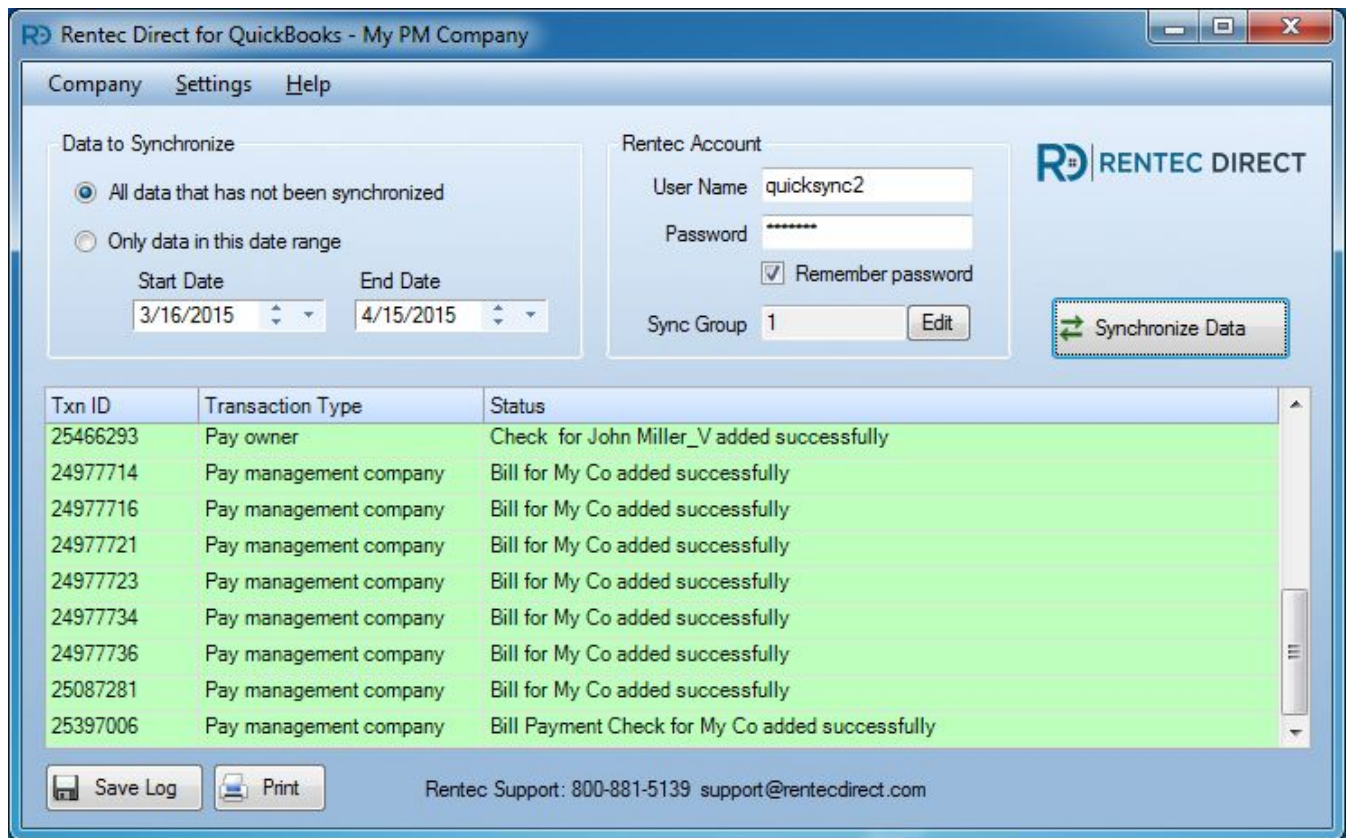
If the item does not already exist in Quickbooks, you can use the same method listed above to add it into quickbooks and refresh this screen.



## Finishing Up

Once all the bank accounts, categories, and items have been translated the system will proceed to download all the transactions from the Rentec Direct system and insert them into Quickbooks. When

done, you will be presented with a screen indicating all the transactions imported.



## Data Flow

Each item in Rentec Direct is entered into Quickbooks according to [Quickbooks published best practices](#).

Rentec Direct	Quickbooks
Property Owners	Customers & Vendors* <i>Customer is named OwnerName_O</i> <i>Vendor is named OwnerName_V</i>
Tenants	Customer:Job
Properties	Class
Vendors	Vendors

\* Quickbooks requires the property owners be setup as both Customers (for recording tenant payment income, etc) and as a Vendor for recording owner distributions. To differentiate the two, owners as customers have an '\_O' appended to the end of their name, while owners as vendors have a "\_V" appended to the end of their name.

Quickbooks handles processes differently than Rentec Direct. For example, in Quickbooks you may have 4 or 5 steps or transactions to create to pay a bill, whereas in Rentec it's a single step. Because of differences like this, the data will all get translated into Quickbooks according to Quickbooks best practices. We outline the different translation methods below.

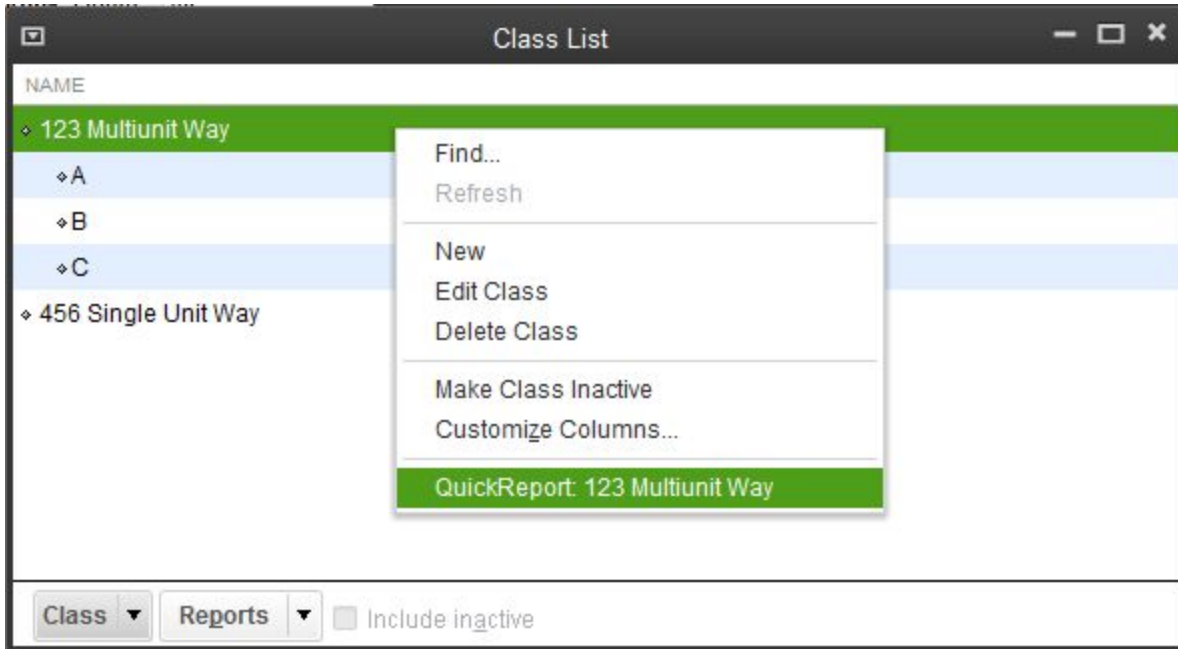
Item	Rentec	Quickbooks
Rental Income	Shown within the tenant ledger as a credit transaction within the "Rental Income" category.	Rental income is posted to the Customer:Job (OwnerName_O:TenantName) ledger.
Rental Charges/ Invoices	Shown within the tenant ledger.	Invoices are not imported into Quickbooks. The utility automatically creates a matching invoice for each tenant payment within Quickbooks at the time the payment is posted.
Property Expenses	Shown as a debit to the property.	Posted as a payment to a vendor from the affiliated bank account. Linked to the property using the property class. Linked to the property owner as the Customer of Owner_O.
Owner Disbursement	Shown as a debit to the property and/or owner.	Posted as a payment to the Owner_V. Linked to the property using the property class. Linked to the property owner as the Customer of Owner_O.
Management Fees*	Fees are shown as debits to the property/owner.  Payment to PM Company is shown as a debit to the affiliated bank account.	Posted as a Bill Payment to the affiliated bank account. Each component of the bill is the individual fees charged to the property/owner.

\* This feature requires that you use the "[Pay Property Manager](#)" functionality within Rentec Direct. If a custom method is used, the resulting import of management fees will be unpredictable.

# Reports in Quickbooks

## Filter by class to report by property or multi-unit property

By using class tracking in Quickbooks you can create and filter reports to display data for only certain properties or multiplex units within Rentec Direct. A quick example of this is to go to Lists, Classes. Here you will see all your properties. Right-click on a property or multi-unit property and choose QuickReport. Additionally, most any report in Quickbooks can be customized to include or exclude classes by clicking on Customize Report button within the report and selecting the Filter tab.



## Using customer based reports to filter by owner income

Customer and Job based reports, such as "Profit & Loss by Job" report will break down your income and expenses based upon the Customer (owner) and Job (tenant).

Profit & Loss by Job

Customize Report   Share Template   Memorize   Print   E-mail   Excel   Hide Header   Collapse   Refresh

Dates All   From   To   Columns Customer:Job   Sort By Default

4:18 PM  
04/15/15

**My PM Company**  
**Profit & Loss by Job**  
All Transactions

Accrual Basis

	Jane Smith ◊ (John Miller...	John Miller_... ◊ (John Miller...	Total John M... ◊ Total John M...	Franny Smith ◊ (Self Self_O)	Self Self_O -... ◊ (Self Self_O)	Total Self Se... ◊ Total Self Se...	TOTAL ◊ TOTAL
▼ Ordinary Income/Expense							
▼ Income							
Rental Income	1,222.00	0.00	1,222.00	1,000.00	0.00	1,000.00	2,222.00
Total Income	1,222.00	0.00	1,222.00	1,000.00	0.00	1,000.00	2,222.00
▼ Expense							
00000 · Test Transactions	0.00	55.00	55.00	0.00	0.00	0.00	55.00
66800 · Property Management Fees	0.00	50.00	50.00	0.00	450.00	450.00	500.00
67200 · Repairs and Maintenance	0.00	199.00	199.00	0.00	99.00	99.00	298.00
67300 · Owner Disbursement	0.00	600.00	600.00	0.00	0.00	0.00	600.00
Total Expense	0.00	904.00	904.00	0.00	549.00	549.00	1,453.00
Net Ordinary Income	1,222.00	-904.00	318.00	1,000.00	-549.00	451.00	769.00
Net Income	1,222.00	-904.00	318.00	1,000.00	-549.00	451.00	769.00

## How to Reconcile

It's important to know that your data is coming over correctly and completely. Use these reports to verify the integrity of your data. On reports, each income/expense category should match, as should the totals. On ledgers, totals should be equal on any given date. When using reports, be sure that the dates selected within Rentec Direct for the report and Quickbooks match.

<b>Item</b>	<b>Rentec</b>	<b>Quickbooks</b>
Property Balances	Financial Reports Select Property or All Income/Expense Statement	Reports Company & Financial Profit & Loss by Class
Owner Balances	Financial Reports Select Owner Income/Expense Statement	Reports Company & Financial Profit & Loss by Job
Bank Account Balance	Accounts Open Bank Account Ledger	Lists Chart of Accounts Open Bank Account Ledger