

Task...	Action(s)...
Define QuickBooks Account	Name the company file in PropertyBoss that describes how this file will be used <ul style="list-style-type: none"> <li>Extremely important when more than 1 accounting file is used</li> </ul>
Determine Application	Determine the type of accounting used <ul style="list-style-type: none"> <li>Cash (transactions sent when paid) – Can be defined two ways: <ul style="list-style-type: none"> <li>Simple – Sends over Deposits, Bills to Pay, and Checks to be written</li> <li>Detail – Sends the above plus journal entries. All PropertyBoss transactions will be mapped to the QuickBooks chart of accounts</li> </ul> </li> <li>Accrual (transactions sent when charged) – Sends Invoices, Credit Memos, Payments, Bills, Checks and Journal Entries</li> </ul>
Describe Use	Describe how this accounting file will be used <ul style="list-style-type: none"> <li>Determine a prefix (3 characters) that will be used when sending batches to QuickBooks</li> </ul>
Locate File	Locate the file on the drive or network <ul style="list-style-type: none"> <li>If QuickBooks is located on a network drive, you must use a mapped drive for the location</li> <li>If found on remote site, see the Remote Settings below</li> </ul>
Determine File Settings	Determine the setting for the interface with QuickBooks <ul style="list-style-type: none"> <li>Utilize Classes (if used in QuickBooks)</li> <li>Utilize Vendor creation in PropertyBoss</li> </ul>
Remote Setup	Determine settings for a remote site <ul style="list-style-type: none"> <li>Send Method – Save file and email</li> <li>Import – From file or email inbox</li> <li>Determine the location for the file (located on the local machine)</li> </ul>
Retrieve Information from QuickBooks	Retrieve various information to establish setup in PropertyBoss <ul style="list-style-type: none"> <li>Chart of Accounts</li> <li>Classes (if used)</li> <li>Vendors – Master list is found in QuickBooks. All edits to information should be made there.</li> </ul>
Accounting File Use	All properties and Owners associated with the accounting file will be listed <ul style="list-style-type: none"> <li>Select from the Accounting Override dropdown on the Property Notebook if using more than 1 accounting file</li> <li>Select from the Accounting Override dropdown on the Owner Notebook → Statement tab, if using more than 1 accounting file</li> </ul>
Define Transaction Set	Each PropertyBoss Transaction will be mapped to a particular account in the QuickBooks Chart of Accounts <ul style="list-style-type: none"> <li>Select the appropriate account from the dropdown</li> <li>New transactions will need to be mapped before sending to QuickBooks</li> <li>Transactions marked with a red 'X' still need to be mapped</li> </ul>
Import from QuickBooks	Information related to QuickBooks that PropertyBoss will utilize will be imported <ul style="list-style-type: none"> <li>General Ledger Settings – Chart of Accounts, Vendors, and other setup values from the General Ledger</li> <li>Check Numbers – Check Numbers and Date Paid for Checks and Bills sent to QuickBooks</li> </ul>