

Task...	Action(s)...
Open General Ledger	Click on General Ledger <ul style="list-style-type: none"> Once open, click on Pending Interface Runs Select Accounting File (if more than 1 accounting file defined)
Verify Items to Send	Choose the items from the list <ul style="list-style-type: none"> Payments Received (Income) Bills to Pay/Checks (Expenses) Other Transactions (Various PropertyBoss Transactions)
View PropertyBoss Transactions	All PropertyBoss Transactions being sent will show <ul style="list-style-type: none"> Verify transactions being sent Using Actions, mark transactions that are: <ul style="list-style-type: none"> Already Sent Need to be removed from the interface run Verify and maintain batch information Usually all transactions should be selected
View Transactions going to QuickBooks	Verify Deposits and Expense totals <ul style="list-style-type: none"> Check Details for specific information Make corrections by clicking select PropertyBoss source transactions
Send to QuickBooks	When all information is verified, click Send to send information to the selected QuickBooks company file
Print Reports	Print recap and interface reports <ul style="list-style-type: none"> Click View Previous Interface Runs and select the correct dates Click Reports and choose the specific reports desired