

# Execu/Tech – QuickBooks® Interface Guide

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 folder. To import this file, run File > Import in QuickBooks. For details, see your QuickBooks Help File under the section Importing Data.

The following might be useful to you if you’re new to QuickBooks:

<http://support.quickbooks.intuit.com/support/pages/knowledgebasearticle/1003348>

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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:

- Field 1 = T
- Field 2 = the two-character “G/L Journal Code” as defined in the Execu/Suite Charge or Payment Code Setup or the Execu/Touch Revenue Department or Payment Code. 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.
- Field 3 = Comment or Memo. NOTE: The QuickBooks Transaction Type is hard-coded into the interface as GENERAL JOURNAL.

- (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:

- Field 1 = A
- Field 2 = Debit or credit General Ledger account codes as defined in Execu/Tech 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.
- Field 3 = QuickBooks Account Name (ACCNT). This must match exactly your QuickBooks account name, including spaces and punctuation.
- Field 4 – Customer or Vendor Name (NAME). This is optional.

[www.execu-tech.com/userguides.aspx](http://www.execu-tech.com/userguides.aspx)



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## 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:

Description:

Gen ledger acct -DR:

Gen ledger acct -CR:

G/L Journal Code:

Sample Execu/Suite PMS Charge Code

Enter payment code:

Description:

Gen ledger acct -CR:

Gen ledger acct -DR:

G/L Journal Code:

Sample Execu/Suite PMS Payment Code

Department code:

Department description:

Gen Ledger Account-Debit:

Gen Ledger Account-Credit:

Gen Ledger Journal Code:

Sample Execu/Touch POS Revenue Dept. Code

Payment Code:

Description:

Gen Ledger Account-Debit:

Gen Ledger Account-Credit:

Gen Ledger Journal Code:

Sample Execu/Touch POS Payment Code

