QuickBooks® Professional G/L Interface
for Club Office Accounting

Version 07.07.17a

Copyright 2007 by Club Data Corporation

QuickBooks® G/L Interface

Table of Contents

Software Interface Basics

Overview

A software interface is essentially a data converter. It converts data in a format from one software system into a format that a different system can use. An interface typically uses a configuration file (called a cross-reference or XREF file) that has common elements of both software systems that enables translation between the two.

While often being very powerful and easy to us, most retail accounting software packages cannot conveniently or efficiently perform or maintain the type and level of account detail required by membership-based organizations that incorporate custom and often one-of billing structures. Because Club Data's Club Office software is a fully-integrated membership-based club management system, it is specially designed with automated billing and member tracking activities that such organizations need. The interface provides data conversion services that translate detailed daily sales information from the Club Office system into daily, summarized G/L journal transactions for QuickBooks Professional. In so doing, the interface helps the end user merge the extensive flexibility and power of the Club Office membership system with the broad familiarity of QuickBooks Professional.

Converting Between Differing Data File Structures

QuickBooks Professional incorporates a highly structured file importing mechanism. A typical import file is called an "IIF" file because the import file name ends with the letters ".IIF" The interface analyzes Club Office sales data and creates an IIF file in the structured format that QuickBooks Professional can import. Complete details of the IIF file structure and import mechanism are included in the help files that are built into QuickBooks itself.

Cross Reference (XREF) Concepts

The naming conventions that accounting systems use to denote the elements of their charts of accounts vary widely, but they eventually fall into one of three categories:

- Numeric only
- Alphabetic only
- Alphanumeric (combinations of letters and numbers)

Club Office's G/L chart of accounts is organized numerically; account numbers can range from 1.000 to 99999.999, allowing for nearly 100 million accounts. Account numbers are unique; no two accounts can share the same account number.

QuickBooks Professional uses an alphanumeric naming convention for its chart of accounts, and while it includes a numbering capability, the number in merged into the beginning of the account name. Account names are unique; no two accounts can share the same account name.

The cross-reference (XREF) file provides a way to match the Club Office account number to the QuickBooks account name.

Note that it is also possible to assign multiple Club Office accounts to the same QuickBooks account name. For example, you may want member statements produced through Club Office to say "Breakfast–Main Dining Room" or "Dinner-Grill/Bar" while in your QuickBooks general ledger, you may want sales for both accounts to post to the "Income:Food" account.

Cross Reference "XREF"	
G/L Acct #	QuickBooks G/L Account Name
1030.000	ABC Bank Checking
1110.000	A/R - Members - From Club Office
2090.000	State Sales Tax
3010.000	Income:Member Dues
3100.000	Income:Golf Fees
3110.000	Income:Pool Fees
3300.000	Income:Tennis Fees
3310.000	Income:Food
3400.000	Income:Beverage

How it Works

As the interface summarizes transaction data for a Club Office G/L account, it links the Club Office G/L Account numbers to their respective QuickBooks general ledger account names. After all the data has been collected and stored in a temporary database, it creates the IIF export file that uses the QuickBooks account names, allowing the data to be subsequently imported into QuickBooks. In other words, because Club Office uses numerical G/L account numbers and Quick Books uses alphanumeric text for its G/L accounts, the interface essentially translates Club Office's numeric accounts into the names that QuickBooks can understand.

Account Naming Convention - Cautions

Because QuickBooks accounts are alphanumeric, they may contain combinations of numbers and other characters, *including blank spaces*. Because QuickBooks uses "text matching" to match an imported transaction to the designated G/L account, it is critically important that the spelling of the QuickBooks account in the interface be an EXACT match to the name of the account inside QuickBooks, *including blank spaces*. If the spelling is not an exact match, QuickBooks will likely create a new account (usually of the BANK type) and import the respective value to it. Note that UPPER or lower case is *NOT* important, while spelling *IS.*

> The most difficult items to catch are extra spaces and narrow characters such as i or l, or characters that either look alike or are adjacent to one another on the keyboard. Some screen fonts also make two characters appear identical, such as a capital I and a lower case l. *Be careful!*

Postage and Shipping
Postage and Shipping   (Notice the extra space before "Shipping")

Advertising and Printing
Advertising & Printing   ("and" and "&" are not the same thing to a computer)

Other Allocated Expense
Other Alocated Expense   (Notice Alocated has only one "l" instead of two)

Beverage Income
Beveraqe Incone   (Note the typo/spelling errors in both words)

QuickBooks Account Protections

Depending on your business model, QuickBooks automatically creates certain accounts if it senses that you'll need them. Many of these are also protected and during an import, QuickBooks may behave differently depending on the version of the QuickBooks being used – in some cases importing data may be allowed but in other cases, an error occurs. Some of the following information has been borrowed from the QuickBooks Professional built-in help and displays and should be helpful as you configure the interface.

QuickBooks' "Automatically created accounts"

Depending on business models used in QuickBooks, various accounts may be created automatically by QuickBooks. Many of these are postable, i.e. can accept imported data while others are protected or illogical as destination accounts for data importing.

<div align="center">

Accounts Payable
Accounts Receivable
Opening Bal Equity
Payroll Expenses
Payroll Liabilities
Purchase Orders
Retained Earnings
Sales Tax Payable
Uncategorized Expense
Uncategorized Income
Undeposited Funds
Cost of Goods Sold
Inventory Asset

</div>

Protected Accounts that Cannot Be Used

Attempting to import data to the following accounts produces an error message and prevents the importing of any data into QuickBooks:

<div align="center">

Accounts Receivable
Accounts Payable

</div>

- **Suggested procedure #1:** Create a QuickBooks "other current asset" and name it "**A/R from Club Office**." Then set the interface to assign the Club Office G/L Acct for A/R to the "A/R from Club Office" account in QuickBooks.

- **Suggested procedure #2:** Create a QuickBooks "other current liability" account and name it "**A/P from Club Office**." Then set the interface to assign the Club Office G/L Acct for A/P to the "A/P from Club Office" account in QuickBooks.

- **Suggested procedure #3:** Do not use any of the automatically created accounts from the list above as destinations in the interface. Instead, create "other" accounts of the same type as in the two suggestions above.

- When a QuickBooks importing error occurs, our testing has indicated that none of the data is imported even though QuickBooks may provide a message that indicates the import was completed. For example, we received the following confusing sequence of messages when we tried to import directly to the QuickBooks Accounts Receivable or Accounts Payable accounts:
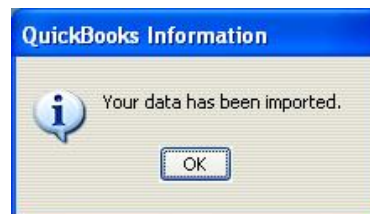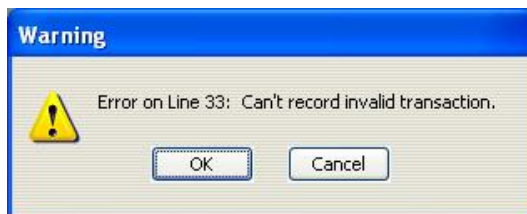
Protected Accounts that Should Not Be Used

QuickBooks' Retained Earnings account is a special automatically created account that does not have a transaction register. Because it is illogical to assign a transaction to it, you should not use it in the interface. Note however that setting the interface to post to it will not generate an error nor will it cause the import to fail, but the import value will not appear in QuickBooks.

- **Suggested procedure**: do not use this account. It is illogical to manually post anything to the retained earnings account.

Protected Accounts - Use with Caution

Some QuickBooks accounts may provide a warning and a message box to select whether to include the value in the import, such as:

Payroll Liabilities

The following QuickBooks message may appear when importing data to this account:
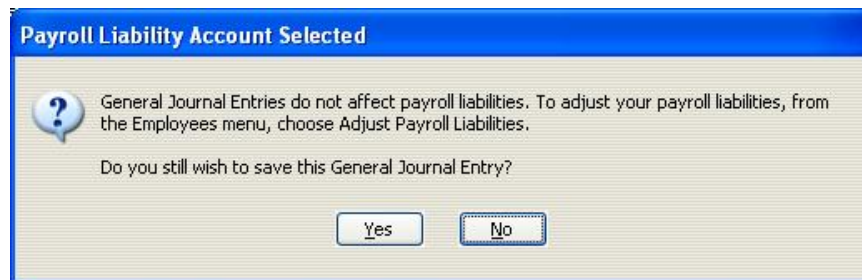
- **Suggested procedure**: The only Club Office sales item to likely be categorized as a payroll liability is automatic service charges such as might be applied to food and/or beverage purchases that are ultimately paid to employees. Create a QuickBooks "other current liability" account and name it "S/C Payable from Club Office." Then set the interface to post the Club Office G/L Acct: AR service charges to the "S/C Payable from Club Office" account in QuickBooks.

Handling QuickBooks Subaccounts

When defining subaccounts in QuickBooks, it's not readily apparent what the full account names of the subaccounts are because QuickBooks hides them from the Chart of Accounts display:

QuickBooks subaccount names are actually a combination of the primary name and the subaccount name separated by a colon. In the above example, the full account names are:

Income:Member Dues
Income:Golf Program
Income:Tennis Program
Income:Food
Income:Beverage

Printing the Interface XREF List

Click the XREF Report button to review the current configuration. It's a good idea to carefully compare this report against your QuickBooks chart of accounts for correctness.

Adding/Editing/Deleting an XREF Item

Prerequisites: Before the interface can be configured, suitable level-1 general ledger detail accounts must be created in the Club Office G/L system. These are created in the main, G/L configuration module; the procedure for creating them is included in the Club Office configuration guide and operation manual.

Adding an XREF item:

1. Click ADD ACCOUNT. A new line will appear in the grid with an * just to the left of the first column. Position the cursor in the open cell in the first column and type the Club Office G/L account number:

G/L Acct #	QuickBooks G/L Account Name
2090.000	State Sales Tax
3010.000	Income:Member Dues
3100.000	Income:Golf Fees
3110.000	Income:Pool Fees
3300.000	Income:Tennis Fees
3310.000	Income:Food
3400.000	Income:Beverage
3500.000	Income:Unused Minimums
3650	

   Cross Reference "XREF"

   To review a list of available G/L account numbers, click the G/L Lookup button. A Club Office G/L account number may be used only once, i.e. you may not assign the same Club Office G/L account to multiple QuickBooks accounts. (However, you may assign multiple Club Office G/L accounts to the same QuickBooks account.)

2. Press the TAB, right-arrow key to move the cursor to the second column or click on it with the mouse. Type the corresponding QuickBooks account name:

3400.000	Income:Beverage
3500.000	Income:Unused Minimums
3650.000	Income:Other

   Add Account   **Save Changes**

3. Click the Save Changes button to save the XREF item. Alternately, you may use the up or down arrow keys to move to a different line in the XREF grid, which also "saves" the item.

3400.000	Income:Beverage
3500.000	Income:Unused Minimums
3650.000	Income:Other

   Add Account   **Save Changes**   **XREF Report**   **Synchronize**

4. Click the Synchronize button (if it appears) to validate the new XREF item. Synchronizing ensures that the XREF item refers to a valid detail account inside Club Office.

Note that the same QuickBooks account name may be used for multiple Club Office G/L accounts, thereby allowing further consolidation of data into QuickBooks. Example: you may have breakfast, lunch and dinner G/L accounts in Club Office but wish to consolidate them into the same QuickBooks account, as below where Club Office G/L accounts 3310, 3655 and 3660 are being sent to the QuickBooks **Income:Food** account:

3110.000	Income:Pool Fees
3300.000	Income:Tennis Fees
3310.000	Income:Food
3400.000	Income:Beverage
3500.000	Income:Unused Minimums
3650.000	Income:Other
3655.000	Income:Food
3660.000	Income:Food

Editing an XREF item:
1. Use the scroll bar to locate the XREF item you wish to change.
2. Double-click on the account to enable editing in the grid.
3. Make the appropriate change.
4. Click Save Changes.
5. Click the Synchronize button to sync the XREF item to the Club Office G/L.

Deleting an XREF item:
1. Use the scroll bar to locate the XREF item you wish to change.
2. Double-click on the small arrow to the left of the G/L Acct # column to enable deletion. This will highlight the entire row. (The entire row must be selected.)
3. Press the DELETE key on your keyboard.
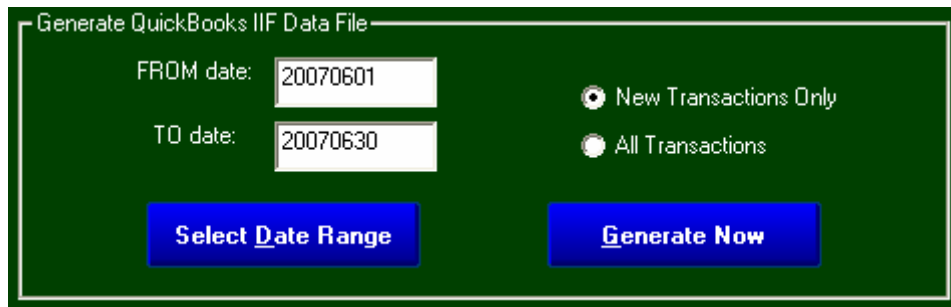4. Confirm the deletion in the message box that appears to delete the item.

Important Reminders:
The importance of properly and accurately and completely defining XREF items, as well as keeping the XREF up to date cannot be overemphasized.

It is sometimes quite difficult for a human to visually distinguish between some characters on a video screen while the computer has no trouble whatsoever in noticing the difference. The single, most common annoyance that occurs is that because of a typo or spelling error in the XREF, a new account is created inside QuickBooks' chart of accounts, usually as a BANK type account (an asset). And once created with transaction data associated with it, our experience has been that while QuickBooks allows "deactivating" the account, it is quite unfriendly in allowing the account's deletion.

It's also extremely important that the interface XREF contain *every* account in the Club Office G/L that will carry sales transaction values be related to its respective QuickBooks counterpart, *lest some of the sales data not be transferred to QuickBooks at all.* When two systems exist that are *interfaced* instead of *integrated,* it is relatively easy to create disparity between the two: accounts may be added to one system but not to the other or the accounts may be added to both system but the interface is not configured to translate the data between them. Care must be taken to keep Club Office, QuickBooks and the interface up-to-date and in sync with one another.

Generating the IIF Data File


Select Date Range:

Upon starting up, the FROM and TO date boxes will display the starting day of the currently active month through either the current date or last day of the active billing month. This is the preferred setting as it will always pick up transactions that have been pre-dated (Club Office provides entering transactions to a prior date if the date is still in the current billing month.) Alternately, you may wish to select a single date by setting the FROM and TO dates to the same date. Click the Select Date Range button to change the date setting. Note that Club Office uses the international date format (YYYYMMDD) and you may either enter all 8 characters or just MMDD and have the software fill in the current year.

New Transactions Only:

This is the default (and preferred) option as it prevents duplicating journal entries. As sales transactions are summarized, they are marked as having been used. The "new transactions only" setting ignores sales transactions that have already been used by the interface, thereby helping to prevent duplicated data to flow into QuickBooks, which would obviously be problematic.

All Transactions:

This option provides a way to recreate a data file that ignores whether the transactions have already been processed: *it includes them again.* This option is provided for those who wish to reload transaction data or who are implementing a new QuickBooks data set and wish to import prior month sales from Club Office. *CAUTION:* Using this option can easily cause duplicate or overlapping sales data in your QuickBooks system. Before you create and import a data file using this option be sure that you have a good backup of your QuickBooks data. Choosing this option causes the following message to appear:
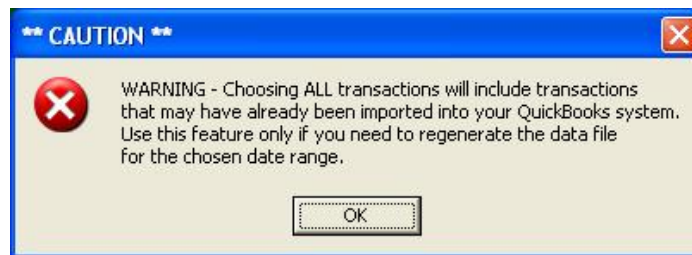

Generate Now:

This option displays a common, Windows file dialogue box that allows choosing the name of the export file as well as the destination location on your computer or network where you want the file to be created. The default destination location is always the Club Office data area and cannot be changed.

In the example below, the user has created a QBDATA folder either on the computer or network specifically for the exported data files. Having a dedicated folder for these files is a good idea.
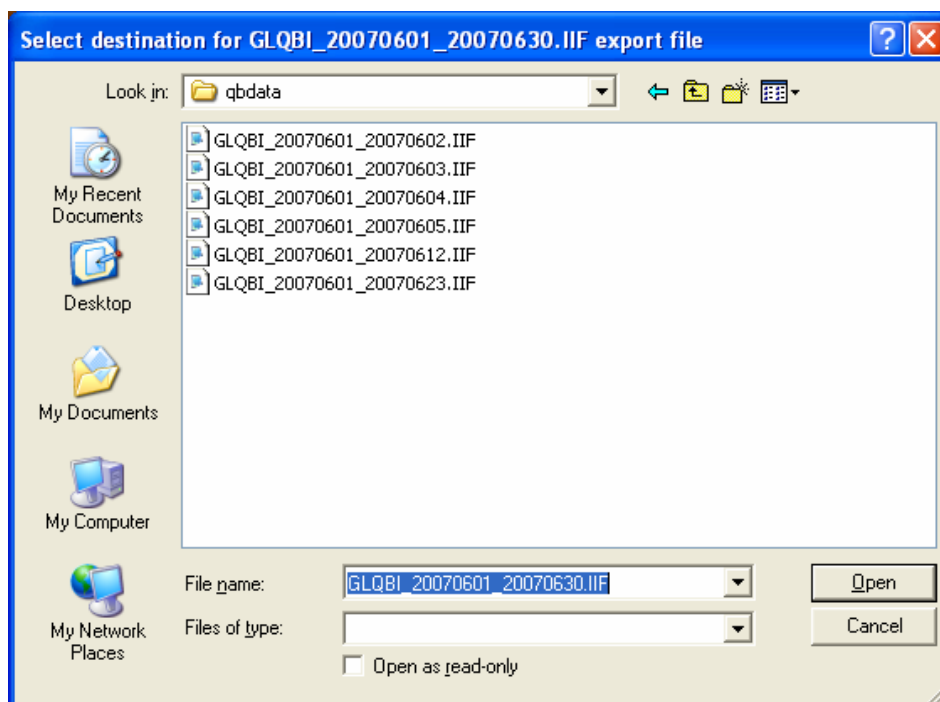

The default file name includes the FROM and TO dates for easy verification of the data to be imported. *Caution:* If you choose your own file names, be sure to name them appropriately to prevent accidentally importing the same data more than once, resulting in the overstatement of sales and A/R values in your QuickBooks system. Note: QuickBooks' IIF import utility is pre-set to look for "IIF" type files -- those with the **.IIF** file extension. Do not change the last part of the file name or QuickBooks won't be able to locate it as easily when you elect to import it.

Click the OPEN button to "open" that file name for exporting. The interface will warn if a file exists having the same name; however, the interface will allow overwriting the original if you choose:
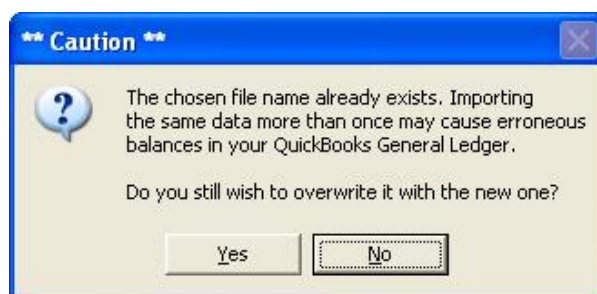
Finally, a confirmation box appears immediately prior to exporting the data; click YES to export; NO to cancel the export (Note that NO is the default):
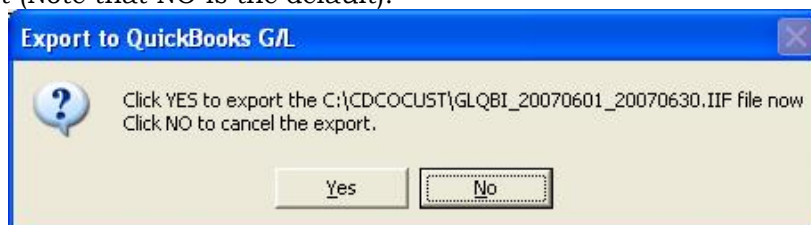
What happens next...

As the interface collates and summarizes the sales data for the chosen range of dates and builds the export file, the dark gray helpwindow at the bottom of the screen will flicker with account information. When complete, the word "DONE" will appear in the helpwindow. However, if the interface discovers that all the transactions for the range of dates have already been exported, the following screen appears:

Testing the Interface

Testing any data translation utility usually involves a certain amount of trial-and-error testing. And because QuickBooks generally does not allow for the deletion of imported transactions or general ledger accounts that show activity, testing the interface virtually mandates that a safety backup be made prior to importing test transactions so that QuickBooks can be restored to its original state should the test not be successful. QuickBooks Professional includes handy backup and restore options and should the values not be imported in the desired way, your QuickBooks data can be easily restored from the backup. You may need to repeat the import and restore operations multiple times until you are satisfied that the interface is properly configured to the desired accounts inside QuickBooks.

Payroll, Payables, Inventory, Fixed Assets, etc.

This interface is designed to translate Club Office A/R transaction data into summary general ledger transactions for QuickBooks Professional. It is not designed to translate inventory, payroll, payables or any other Club Office G/L-related activity into data files that may be imported into QuickBooks. However, the detailed general ledger transaction reports from the various Club Office modules can certainly be used as source information for creating manual QuickBooks general ledger entries.

Troubleshooting

In troubleshooting a data problem, always realize that there is a flow to the data – that a "domino principle" is almost always in effect. A problem that shows up at the end (i.e. in a QuickBooks report) may have been caused many steps earlier -- sometimes way back at the base configuration level when an individual sales account in the Club Office G/L was first created and configured. Or the problem could be anywhere in between as the values are translated.

Most interface problems fall into one or more of the following categories:
- **Typo or spelling errors when defining XREF items.** (Examples already cited earlier)
- **The omission of one or more accounts inside Club Office.** Example: having a QuickBooks account for "Guest Fee Revenue" but not having a corresponding sales account inside Club Office for guest fee sales.
- **The omission of one or more accounts inside QuickBooks.** Example: Creating an XREF QuickBooks setting for "Beer Sales" but not including "Beer Sales" in the QuickBooks chart of accounts.
- **The omission of XREF items that translate between Club Office and QuickBooks.** Example: having "Wine Sales" assigned to the Club Office G/L account # 3340, having "Wine

Sales" in the QuickBooks chart of accounts, but having no entry in the XREF that links Club Office's account #3340 to QuickBooks' "Wine Sales" account.
- **Assigning a Club Office account to the wrong QuickBooks account in the XREF.** Example: assigning a Club Office account for "guest fees" to the QuickBooks account for "sales tax."

Other issues that can also affect data interfacing between Club Office and QuickBooks:
- **Improperly linking SQLPos inventory items to Club Office sales accounts.** Example: linking a food inventory item to a beverage sales account; the resulting sales of that food item would show in the Club Office beverage account, therefore inflating beverage sales and understating food sales, which when transferred to QuickBooks would likely create inaccurate totals there as well.
- **Improperly linking a Club Office sales account to service charges and/or sales tax**. Example: setting dues (which are often taxable) to a G/L account that has sales tax set to 0%. This is a particularly insidious example because the problem isn't a sales tax account problem – it's a configuration problem involving the G/L account where dues is configured to post inside Club Office. If the dues G/L account isn't set to apply sales tax, no tax will be generated and therefore the sales tax total won't match what you'd expect it to be.
- **Improperly linking a Club Office member account to the proper dues or special interest structure and/or a billing schedule.** Three examples, any one of which can cause sales values to be inaccurate: setting a member's account to the wrong dues classification code; setting a dues code to the wrong monthly billing code structure; setting the billing code to the wrong monthly values.
- **Improperly marking a Club Office member account as being exempt from tax.** This can cause a red flag when the tax collected for taxable sales is less than what it mathematically ought to be. Tracking down the reason tax collected is understated can waste a lot of time and effort, not to mention the missed sales tax revenue that the facility is obligated to pay even though it was never collected.
- **Changing a configuration setting in Club Office but not propagating the change to the interface.** Example: changing the G/L sales account for a POS inventory item to a G/L account that has never been used before and therefore is also not included in the interface XREF.

Credits/Obtaining Support/Disclaimers

QuickBooks Professional is a copyrighted software program manufactured and supported by Intuit, Inc. Club Office Accounting and SQLPos POS are a copyrighted software programs manufactured and supported by Club Data Corporation.

Intuit, Inc. bears no responsibility in supporting software products manufactured by Club Data Corporation. In like fashion, Club Data Corporation bears no responsibility in supporting software products manufactured by Intuit, Inc.

This interface is a component of Club Office Accounting, a software product manufactured and supported by Club Data Corporation who offers no guarantees or warranties whatsoever concerning the performance of this product or the fitness for its use. The responsibility for using this software product likes solely with the end-user, and by using this product, the end user agrees to hold harmless Intuit, Inc., Club Data Corporation and their respective employees from any losses, pecuniary or otherwise, that may arise out of the use of this software product.

Club Data Corporation
6440 Flying Cloud Drive
Eden Prairie, MN 55344
(952) 941-0855
(952) 941-7514 fax