



EZRentOut – QuickBooks Sync

Quick Start Guide

Getting Started

EZRentOut Sync enables you to quickly and effortlessly sync EZRentOut data (Assets, Inventory, Asset Stock, Customers, Orders & Payments) with QuickBooks (desktop). EZRentOut Sync is a Windows application that runs on your PC side by side with QuickBooks (desktop). This guide will walk through the process of installing and configuring **EZRentOut Sync** in a few easy steps. We will have you syncing your data with QuickBooks in no time!

Prerequisites

You will need the following to successfully install and run **EZRentOut - QuickBooks Sync**.

- An active https://ezo.io/ezrentout/ (subscription/trial) account. If you don't have a subscription or trial account, register https://ezo.io/ezrentout/ (subscription/trial) account. If you don't have a subscription or trial account, register https://ezo.io/ezrentout/ (subscription/trial) account. If you don't have a subscription or trial account, register https://ezo.io/ezeentout/ (subscription/trial) account.
- A PC with Windows 7 (all versions), Windows 8 (all versions) or Windows 10 (all versions).
- A PC with QuickBooks 2012 (or later) installed. All desktop versions of QuickBooks are supported such as:
 - QuickBooks Standard
 - QuickBooks Pro
 - QuickBooks Pro Plus
 - QuickBooks Premier
 - QuickBooks Enterprise

Hint: For a seamless installation process, it is recommended that you restart your PC before installing the **EZRentOut Sync** application.

Important: If you do not have QuickBooks installed on your computer, it is important that you install it before attempting to install **EZRentOut Sync**.

STEP 1: Install EZRentOut Sync Application

Hint: Due to known QuickBooks issues, it is recommended that you restart your PC before installing the **EZRentOut Sync** for a seamless installation process.

- 1. Click <u>here</u> to download the **EZRentOut Sync** application zip file.
- 2. Open the folder where you downloaded the zip file and extract its contents as shown below.

🔋 EZR QB Installer	10/10/2015 11-38 AM	Comp
	Open	
	Open in new window	
	Extract All	
	Pin to Start	

3. Open the extracted folder and launch the **Setup.exe** file (highlighted in the image below)

Name	~	Date modified	Туре	Size
# _EZR		11/2/2015 5:32 PM	Windows Installer Packa	3,566 KB
_QBFC13_0Installer		10/6/2015 4:45 PM	Application	9,723 KB
🐔 Setup		11/2/2015 5:32 PM	Application	359 KB

- 4. The installer will now launch and install the QBFC components followed by **EZRentOut Sync** application. (**Important**: Please make sure QuickBooks is not running in the background while the installation takes place)
- 5. The setup will install the EZRentOut Sync app and place application shortcut on the desktop and Programs Folder/Start Menu. The following screen shows the shortcut as they appear on a computer running Windows 10.





Hint: You may simply click on either the shortcut on the desktop or launch **EZRentOut Sync** from Start -> Programs Menu.

Step 2: Configure QuickBooks

Before performing your first sync there are a few quick checks that you need to perform in QuickBooks to ensure that it is configured properly.

 If you collect taxes on orders in EZRentOut, it is required that Sales Tax should be enabled in QuickBooks as well. To do so, launch QuickBooks, load your company file and go to Edit >> Preferences >> Sales Tax (see image below).

	Preferences	*
Accounting	My Preferences Company Preferences	ок
Bills	Do you charge sales tax?	Cancel
Calendar	SET UP SALES TAX ITEM	Hala
Checking	Add a sales tax item for each county, district, parish, etc. where you	
Desktop View	Your most common sales tax item	Specify
Finance Charge	Add sales tax item Default Placeholder Tax	default tax
General		
Integrated Applications	ASSIGN SALES TAX CODES	General
lobe & Estimator	Sales tax codes determine if the items you sell are taxable or non-taxable.	
Multiple Currencies	Taxable item code	
Payments	In the second se	
Payroll & Employees	✓ Identify taxable amounts as "I" for "Taxable" when printing	
🥌 Reminders	WHEN DO YOU OWE SALES TAX? WHEN DO YOU PAY SALES TAX?	
III Reports & Graphs	As of invoice date (Accrual Basis)	
Sales & Customers	Upon receipt of payment (Cash Basis) Quarterly	
Sales Tax	◎ <u>Annually</u>	
Search		
Send Forms		
Service Connection		
Spelling	U Contraction of the second se	
I	New Item	,
TYPE		ок
Sales Tax Item	 Use to calculate a single sales tax at a specific rate that you pay to a single tax agency 	
	you puy to a single tax agency.	Cancel
Sales Tax Name		Netes
Default Placeholder T	lax .	Notes
Description		Spelling
Sales Tax		
Tax Rate (%)	Tax Agency (vendor that you collect for)	becify (or create)
		(01 01 01 01 0)

Note: If no tax previously exists, QuickBooks will force you to create a 'default tax' and a 'default Tax Agency' (as shown above)

10.0% Internal Revenue Service

2. (Optional) If you are interested in tracking and viewing Fixed Assets synced from EZRentOut, enable the '*Items and Inventory*' setting by going to Edit >> Preferences >> Items and Inventory as shown below.

default tax collector

			Preferences		×
1	Accounting	My Preferences	Company Preferences	5	ок
	Bills	PURCHASE ORDERS	AND INVENTORY		Cancel
**	Calendar	Inventory and pu	rchase orders are active		
P	Checking	Warn about dun	licate purchase order nur	mbers	Help
-	Desktop View	wan abou dep	icute parentise order flar		Default
幣	Finance Charge	Warn if not enou	igh inventory quantity on f	hand (QOH) to sell	
2	General			Learn about serial #/lots_EIEO and multi-location	Also See:
21	Integrated Applications	Advanced	Inventory Settings	inventory	General
*	Items & Inventory				O la se d
	Jobs & Estimates				Sales and Customers
	Multiple Currencies				
5	Payments	UNIT OF MEASURE			
	Payroll & Employees	Enable	Learn more		
20	Reminders				
dt	Reports & Graphs				
37	Sales & Customers				
%	Sales Tax				
Q	Search				
	Send Forms				
-	Service Connection				
	Spelling				
		×			



STEP 3: Enable Syncing on your EZRentOut Account

This step ensures that your account in the EZRentOut's web application is ready for exchanging data with QuickBooks in a secure and private manner.

- 1. Login to<u>https://ezo.io/ezrentout/</u> using your admin username and password.
- Go to Menu on top-right of the page >> Settings >> Add Ons (see below).

rentajedi				✓ Search			Q
Settings /							
O DASHBOARD	ORI ORI	Add-Ons Tab	BUNDLES	😃 CUS	TOMERS	MORE -	
Company Settings	Add Ons	Store Settings	Customer Settings	My Settings	Billing	Print Label	

- 3. Scroll down to the section titled 'API Integration' and enable it as shown below:
 - a. Select the **Enabled** option and click the **Save** button at the bottom of the page.
 - b. The system will generate a secret key and display it for you (as shown in the image below).
 - c. You will need this key later on to configure and authorize the **EZRentOut Sync** app to exchange data with your EZRentOut account.

Hint: You could copy/paste the key into your favorite text editor to use later.

,	
Use an interactive cale	endar to identify availability of assets.
Enabled	
O Disabled	
A PL Integration STAT	
API Integration error Use RE Enal for authentice	Customers. Enable API for your company and generate an access token Customers. Enable API for your company and generate an access token
API Integration error Use RE Enal for authenticar	Customers. Enable API for your company and generate an access token Customers. Enable API for your company and generate an access token Check details here for API Integration. Your secret key
API Integration error Use RE Enal for authenticer Enabled Disabled Secret key: e34038cc2	Customers. Enable API for your company and generate an access token Your secret key

STEP 4: Performing Sync for the First Time

- 1. Having followed Steps 1 through 3, at this point:
 - EZRentOut Sync application should be installed successfully on your PC
 - QuickBooks should be installed and configured (as described in the previous section)
- 2. Now launch QuickBooks and open the desired company file. (This is important, as QuickBooks needs to be running so that the **EZRentOut Sync** app can exchange data with it during the syncing process).

Please note that Steps 3 & 4 are to be performed just once.

3. Launch **EZRentOut Sync**:

You will be presented with the screen shown below. This screen enables you to grant permission to the **EZRentOut Sync** application to exchange data with QuickBooks. Proceed by selecting the options shown as shown below.

	QuickBooks - Application	n with No Certificate	×
CERTIFICATE	An application without a certificate is QuickBooks company file: Acme F Access may include reading and mo enhancing the QuickBooks user inte THE APPLICATION CALLS ITSELF EZRentOut Quickbooks Sync	s requesting access to the follow Rental Inc C odifying QuickBooks data as wel rface.	ing I as
	CERTIFICATE INFORMATION This application does not have a the developer's identity.	certificate. QuickBooks cannot	verify
	QUICKBOOKS SOLUTIONS MARKET Search for information about this a Intuit App Center	PLACE pplication at the	
Do you want to allow the No	his application to read and modify this	company file?	
 Yes, whenever this 	QuickBooks company file is open		
• Yes, always; allow a	access even if QuickBooks is not runni		
Allow this application credit card information	on to access personal data such as So tion.	ocial Security Numbers and custo	omer Tell me more
	Continue	Cancel	Help

4. Ignore the warning shown below, this is caused by the fact that the **EZRentOut Sync** isn't assigned a digital signature yet since this is an early access release version of the application. This warning will go away in a subsequent update of the app.



- 5. This will launch the **EZRentOut Sync** application (see image below).
 - In the Settings section, enter your Secret Key generated in Step 3.
 - In the **Account Mapping** section, select the QuickBooks account that you want to associate to your data in QuickBooks.

Account Title	QuickBooks	Description
	Account Type	
Income Account	Income	An account of type 'Income' to be
		associated with rental and sales
		income etc.
Fixed Asset Account	Fixed Asset	An account of type 'Fixed Asset'
		Associated with fixed assets to be
		imported from EZRentOut.
Asset Account (for	Other Asset	An account of type 'Other Asset' used
Inventory)		to record and track the value of current
		inventory items.
COGS Account (for	Cost of Goods Sold	An account of type 'Cost of Goods
Inventory)		Sold' used to record the purchase cost
		of inventory.

Note: EZRentOut Sync application searches the QuickBooks **Chart of Accounts** (COA) and presents you with best matched options. If, however an account of a certain type does not exist in the COA, you will need to create it in QuickBooks. In the example below, the last setting is empty because no account of type **'Cost of Goods Sold'** exists in the COA.

EZ EZRentout QuickBooks Sync	- 🗆 X
EZ RentOut Make Customers Happy	QuickBooks.
Sync EZRentout.com with Qu	iickBooks (Desktop)
Enter the settings below to Settings	Secret key (from EZRentOut) Sync Now
EZRentout Secret Key (?)	u34ureyr3y438ryeuiy4387y87
Account Mapping Refresh Accounts List	
Income Account (?)	ntal Income
Fixed Asset Account (?)	cumulated Depreciation Account not found
Asset Account (for Inventory) (?)	in QuickBooks COA
COGS Account (for Inventory) (?)	~

6. The following screens walk through the process of creating such (missing) accounts in QuickBooks.
 Go to Home >> Chart of Accounts >> Account >> New.
 Note: You can safely skip this and the next step if these accounts already exist in your case.

	C2 - QuickBooks Pro 2013 - [Add New Account: Choose Accoun	t Type] – 🗆 ×
Search Company or Help	C2 - Quick C2 - Quick C2 - Quick C2 - Quick	Books Pro 2013 - [Add New Account: Choose Account
My Shortcuts My Shortcuts My Apps More and the second seco	Categorize money your business earns or spends Income Expense Or, track the value of your assets and liabilities Fixed <u>Asset (major purchases)</u> Bank Loan Credit Card Equity Cost of Goods Sold	Cost of Goods Sold Account Tracks the direct costs to produce the items that your business sells, such as • Cost of materials • Cost of labor • Subpoing, freight and delivery • Subcontractors
Finance with Confidence	Help me choose the right account type.	Conținue

2	C2 - QuickBoo	ks Pro 2013 - [Add New Account]	- 🗆 ×
Eile Edit View Lists Favorites Company	Cystomers Vendors Emp	ployees Banking Reports Window Help	C2 - QuickBooks Pro 2013 - [Add New Accour
Search Company or Help 🔹 🔎 < 🎹	Account Type Co	st of Goods Sold *	
My Shortcuts			
My Shortcuts	Account Name	Inventory Cost	Select from Examples
III My Apps		Subaccount of	
II Do Today 10/19/2015			
View Balances	Description		
III Run Favorite Reports			
Open Windows			
Do More With QuickBooks	Note		
🔐 Turn on Payroll	Tax-Line Mapping	<unassigned> + How</unassigned>	v do I choose the right tax line?
Free Workers Comp Quote			
Order Checks & Supplies			
Upgrade to Newest QuickBooks			
Finance with Confidence			
-			
e c2	- QuickBooks Pro 2013	- [Add New Account: Choose Account	Type] - C X
Eile Edit View Lists Favorites Company	Cystomers Vendors Em	ployees Banking Reports MC2 - Quicke	Rooks Pro 2013 - [Add New Account: Choose Accou
Search Company or Help 🔹 🖉 < 懂	Choose one account ty	pe and click Continue.	SOOKS FTO 2013 - [Aud New Account. Choose Accou
My Shortcuts	Categorize money your b	usiness earns or spends	
My Shortcuts	Income		Other Asset Account
III My Apps	© Expense		Tracks the value of things that are
II Do Today 10/19/2015			neither Fixed Assets nor Other Current
	Or, track the value of your	assets and liabilities	Assets, SUCH as:

Other A

Fixed Asset (major purchases)

Bank

O Loan

Eguity

Credit Card

Other Account Types

Help me choose the right account type.

Run Favorite Reports

🔛 View Balances

Open Windows

Turn on Payroll

Do More With QuickBooks

Free Workers Comp Quote Order Checks & Supplies

Upgrade to Newest QuickBooks S Finance with Confidence

Account Name	Inventory Value	
	Subaccount of	¥
OPTIONAL		
<u>D</u> escription		
Account No.		
Tax-Line Mapping	<unassigned></unassigned>	How do I choose the right tax line?
	Enter Opening Balance	Should I enter an opening balance?

Goodwill
 Long-term notes receivable
 Security deposits paid

Conținue

More...

Cancel

7. After creating the accounts in QuickBooks, refresh the accounts list by clicking on '**Refresh Accounts List**'. The account list will be reloaded as shown below.

EZ EZRentout QuickBooks Sync		– 🗆 X	
RentOut Make Customers Happy		QuickBooks.	
Sync EZRentout.com with QuickBooks (Desktop)			
Enter the settings below to get started		Sync Now	
Settings			
EZRentout Secret Key (?)	hreu34ureyr3y438ryeuiy4387y87		
Account Mapping Refresh Accounts List			
Income Account (?)	Rental Income	~	
Fixed Asset Account (?)	Accumulated Depreciation	~	
Asset Account (for Inventory) (?)	Inventory Value		
COGS Account (for Inventory) (?)	Inventory Cost	~	

8. Click on the **Settings** section to hide the settings (optional) and click the **Sync Now** button to launch sync (shown in the image below).



9. Upon completion, you shall see the following on the application screen (indicating a successful sync session).

EZ EZRentout QuickBooks Sync		- 🗆 X	
EZ RentOut Make Customers Happy		QuickBooks.	
Sync EZRentout.com with QuickBooks (Desktop)			
Last successfull sync on:	11/3/2015 1:57:29 PM	Sync Now	

Important: Since the application will remember all the settings, you will only need to launch the application and click the **Sync Now** button for subsequent sync operations.