

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 [here](#).
- 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

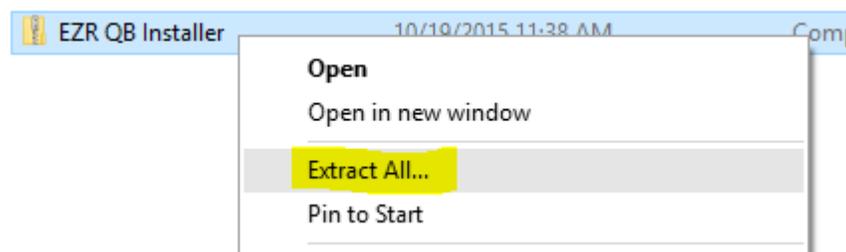
Hint: For a seamless installation process, it is recommended that you restart your PC before installing the **EZRentOut Sync** application.

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.

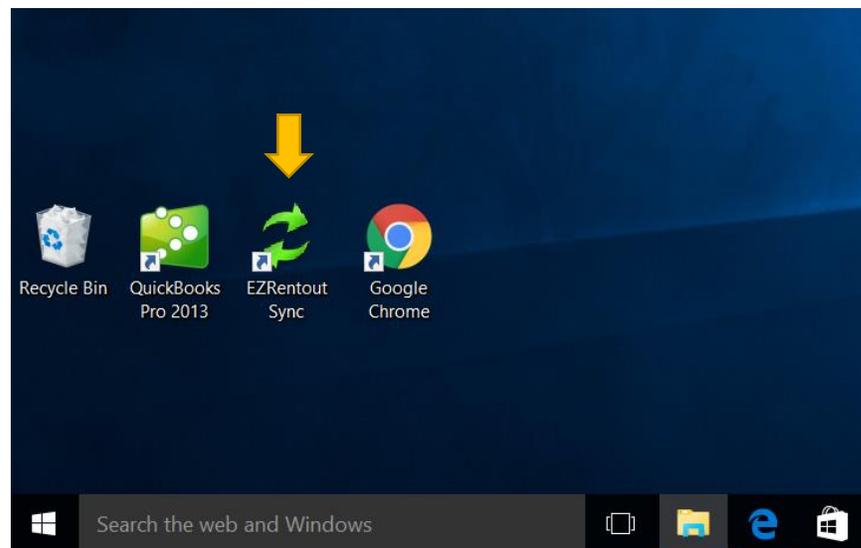
1. Click [here](#) to download the **EZRentOut Sync** application zip file.
2. Open the folder where you downloaded the zip file and extract its contents as shown below.

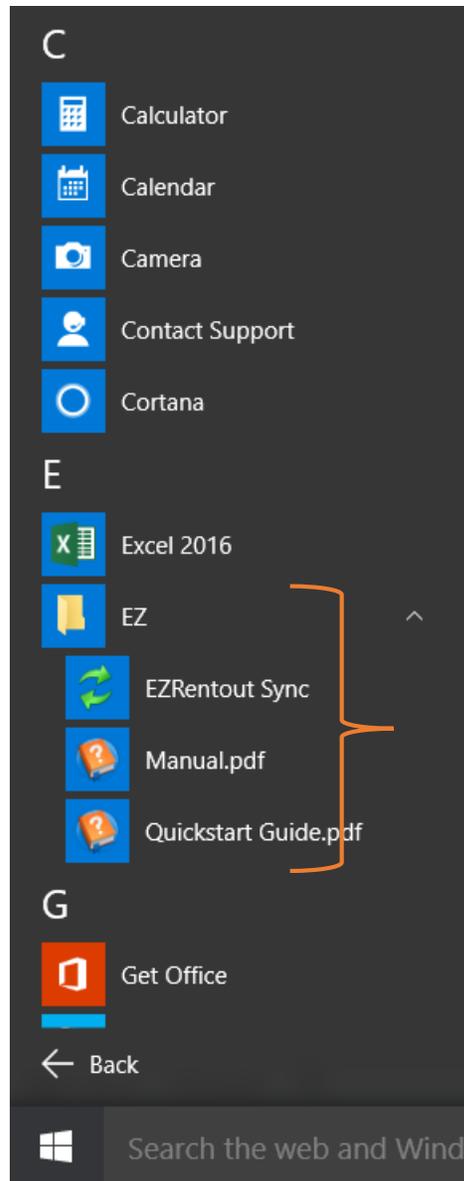


- Open the extracted folder and launch the **Setup.exe** file (highlighted in the image below)

Name	Date modified	Type	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

- 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)
- 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.



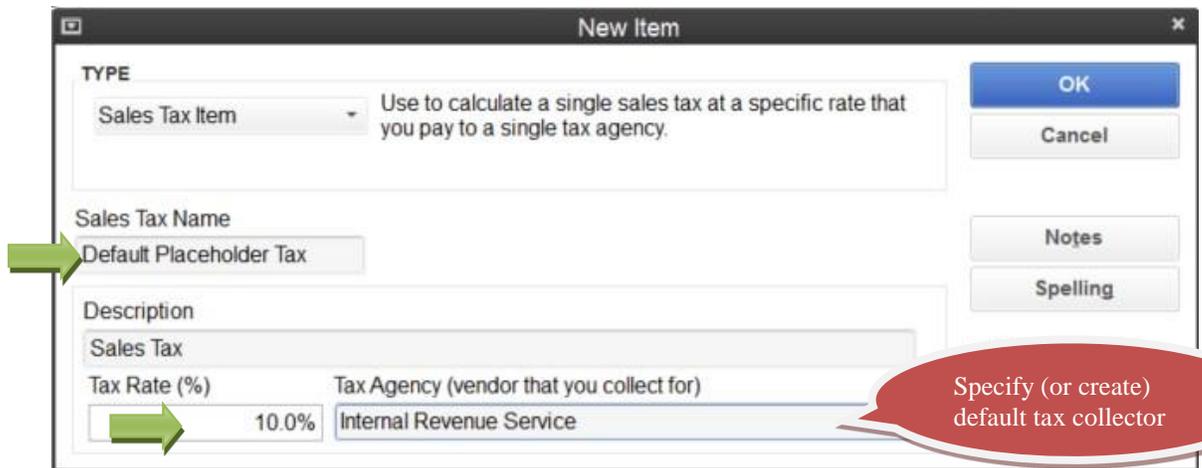
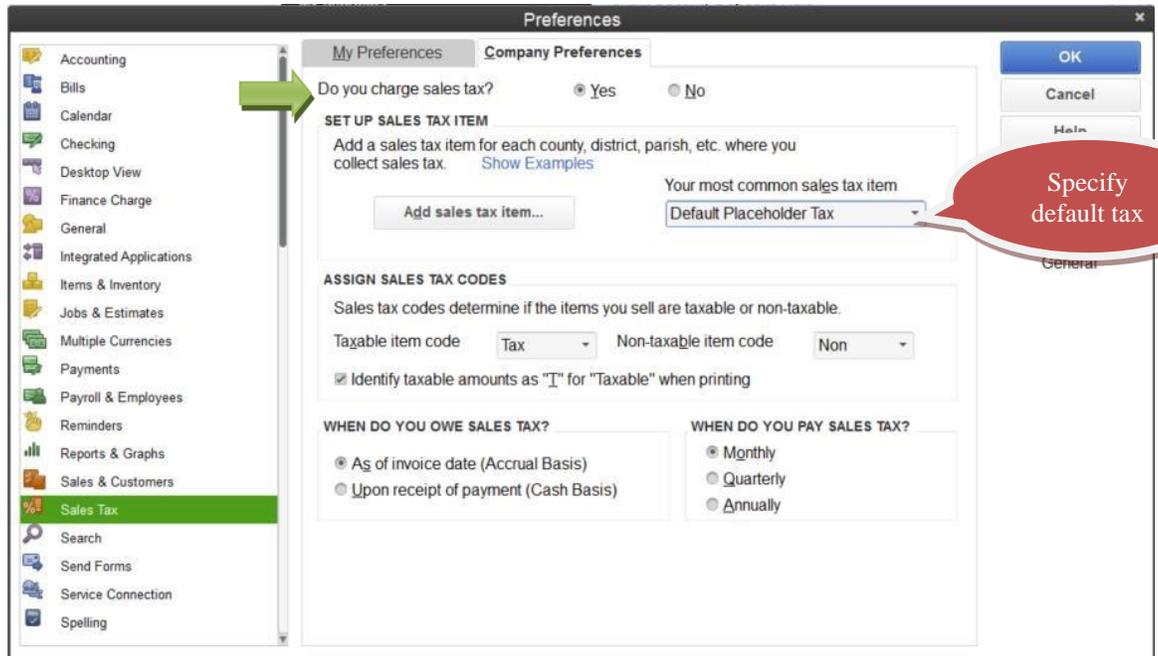


Hint: You may simply click on either the shortcut on the desktop or launch **EZRentOut Sync** from Start -> Programs Menu.

Step 2: Configure QuickBooks

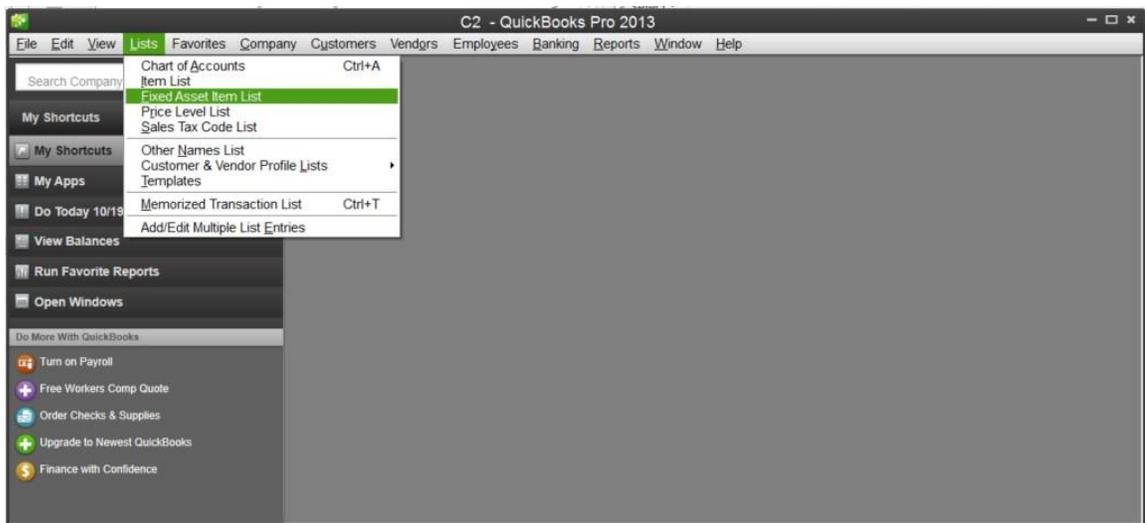
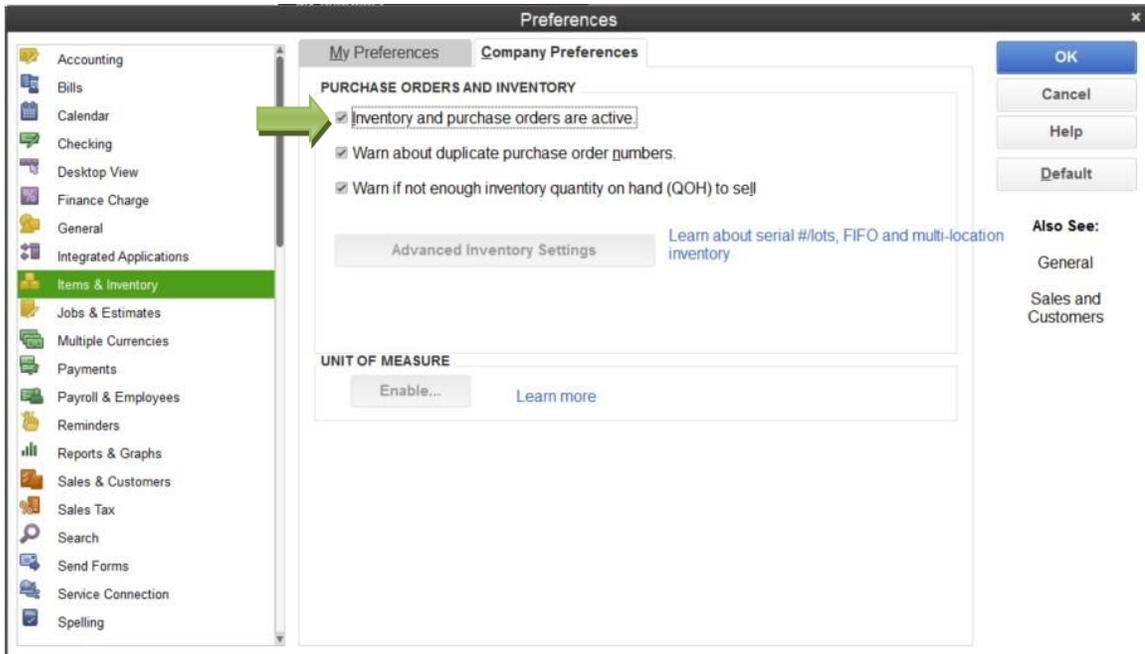
Before performing your first sync there are a few quick checks that you need to perform in QuickBooks to ensure that it is configured properly.

1. 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).



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

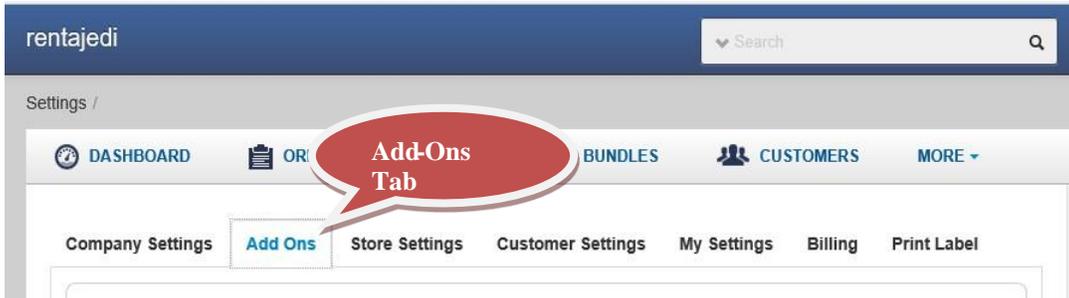
2. **(Optional)** If you are interested in tracking and viewing Fixed Assets synced from EZRentOut, enable the '*Items and Inventory*' setting by going to **Edit >> Preferences >> Items and Inventory** as shown below.



STEP 3: Enable Syncing on your EZRentOut Account

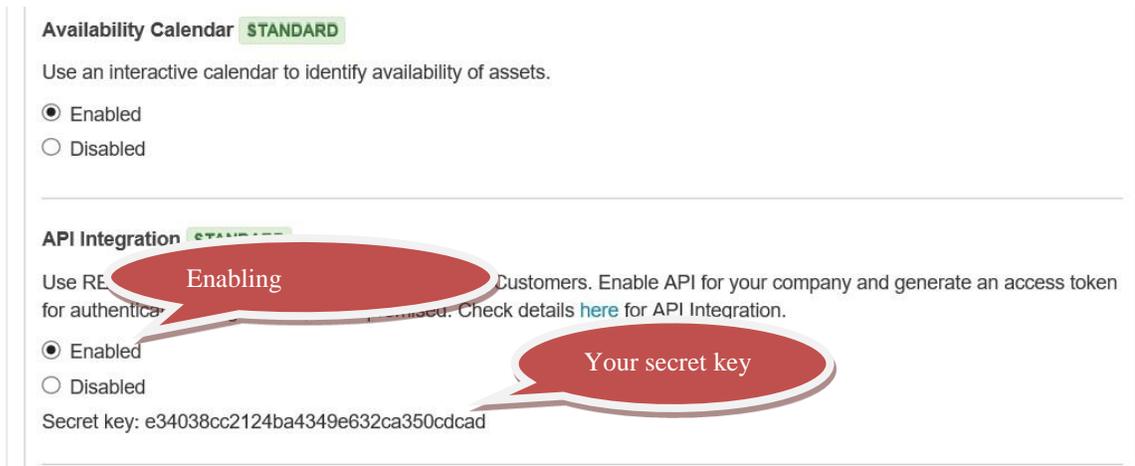
This step ensures that your account in the EZRentOut's web application is ready for exchanging data with QuickBooks in a secure and private manner.

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



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.



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.



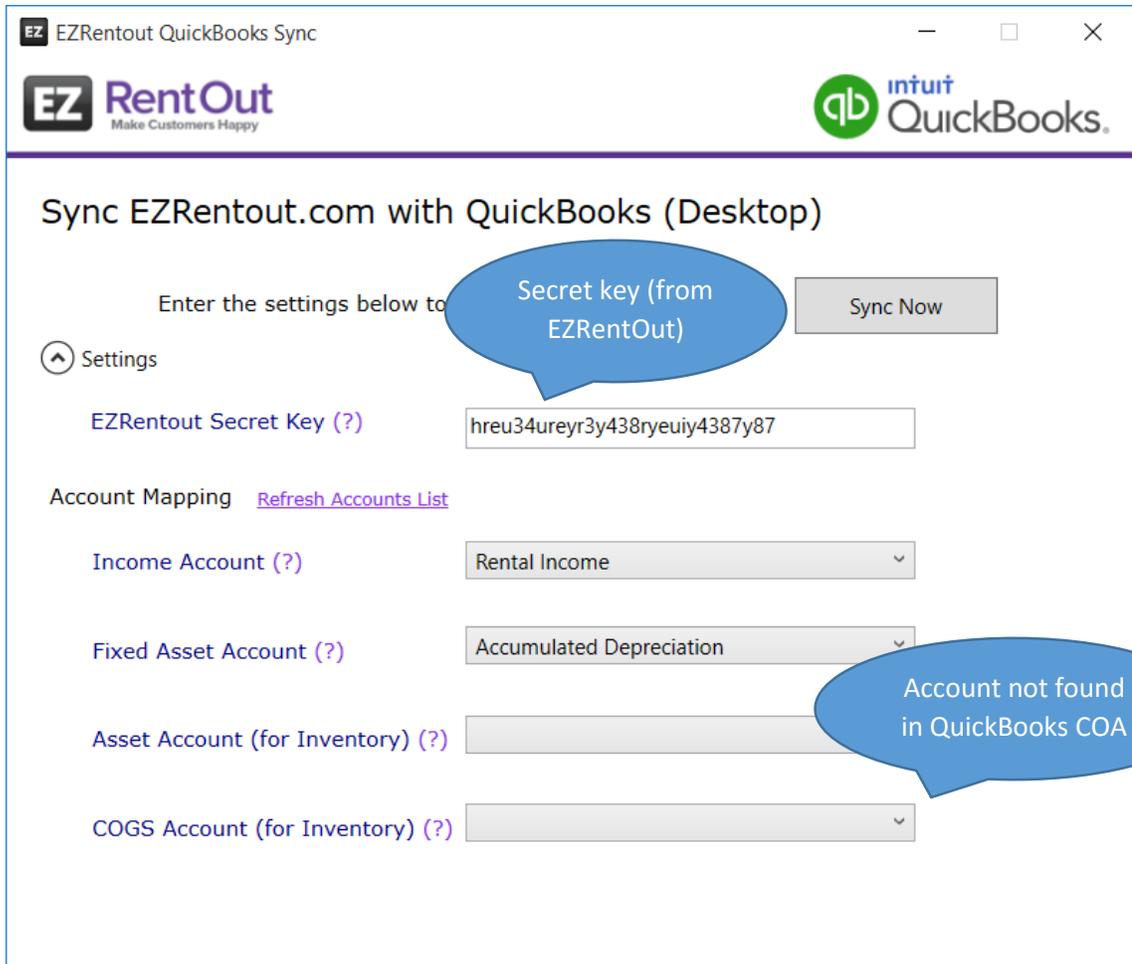
4. Ignore the warning shown below, this is caused by the fact that the **EZRentOut Sync** isn't assigned a digital signature yet since this is an early access release version of the application. This warning will go away in a subsequent update of the app.



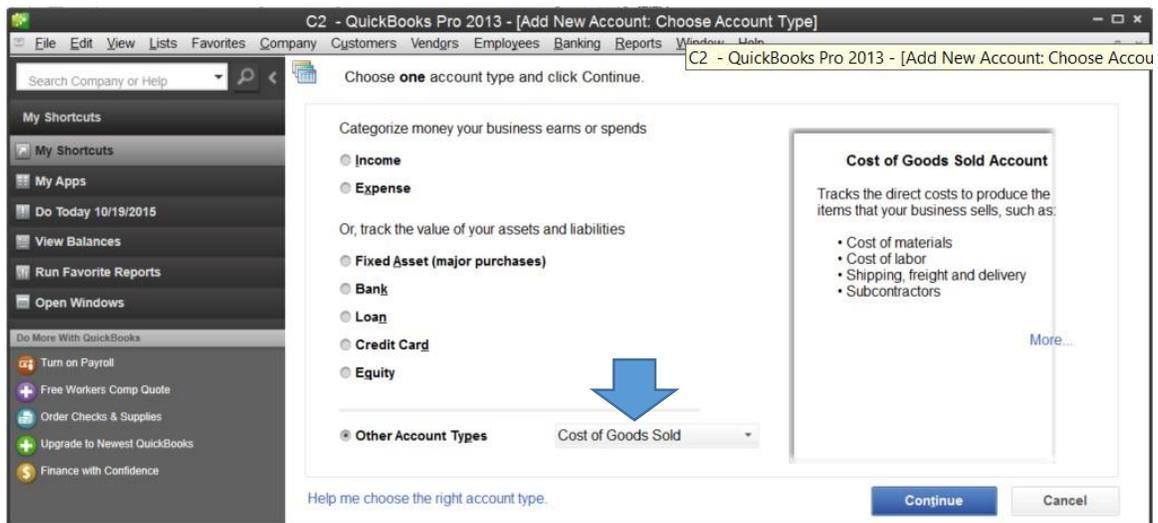
5. This will launch the **EZRentOut Sync** application (see image below).
 - In the **Settings** section, enter your Secret Key generated in Step 3.
 - In the **Account Mapping** section, select the QuickBooks account that you want to associate to your data in QuickBooks.

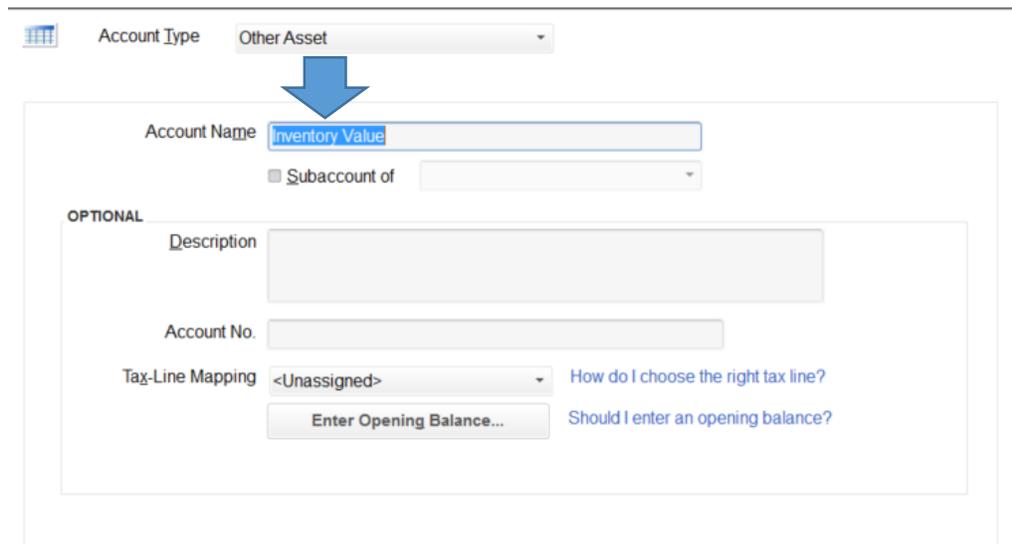
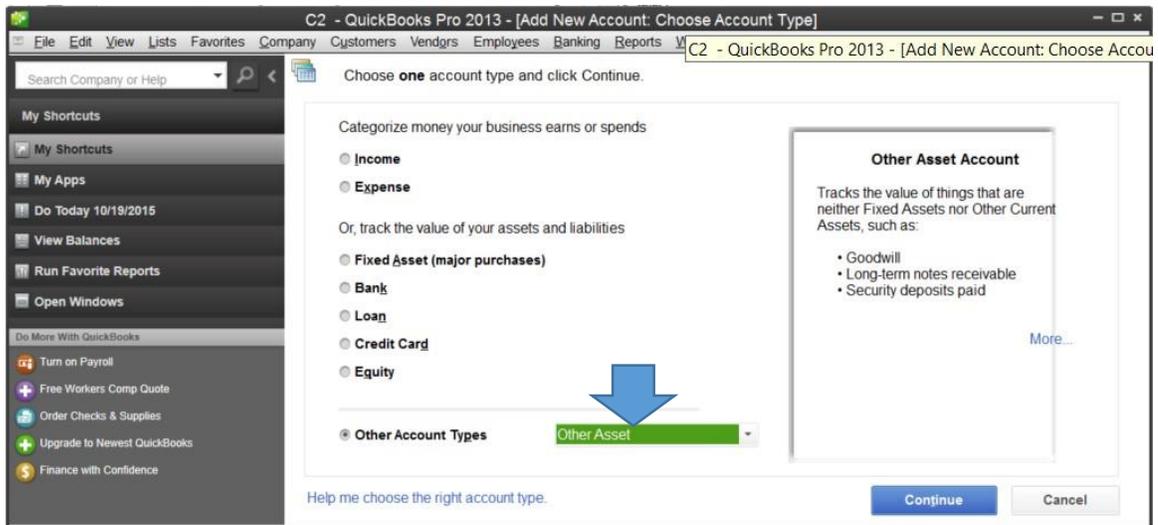
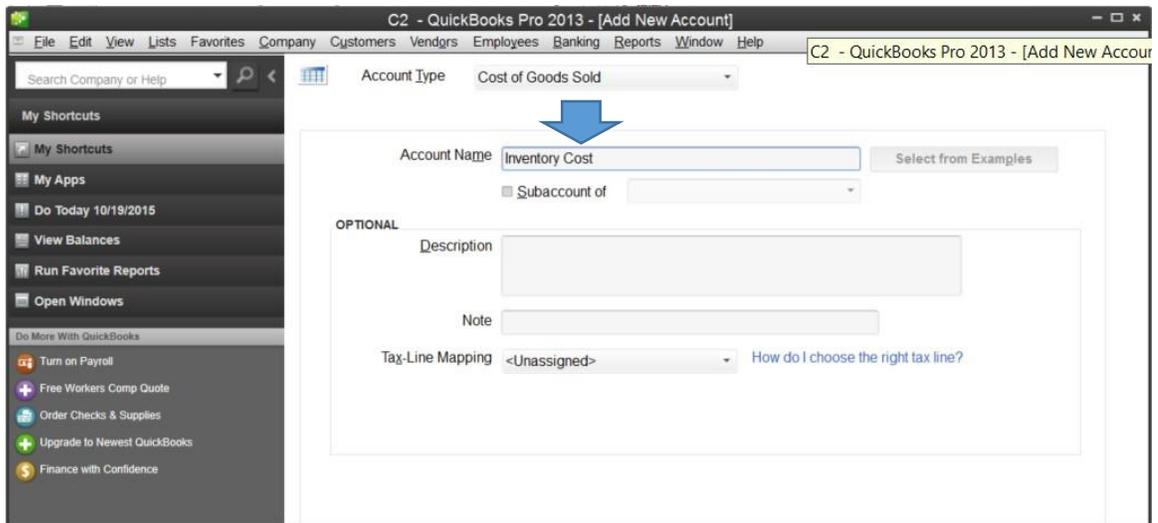
Account Title	QuickBooks Account Type	Description
Income Account	<i>Income</i>	An account of type ' Income ' to be associated with rental and sales income etc.
Fixed Asset Account	<i>Fixed Asset</i>	An account of type ' Fixed Asset ' Associated with fixed assets to be imported from EZRentOut.
Asset Account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



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.



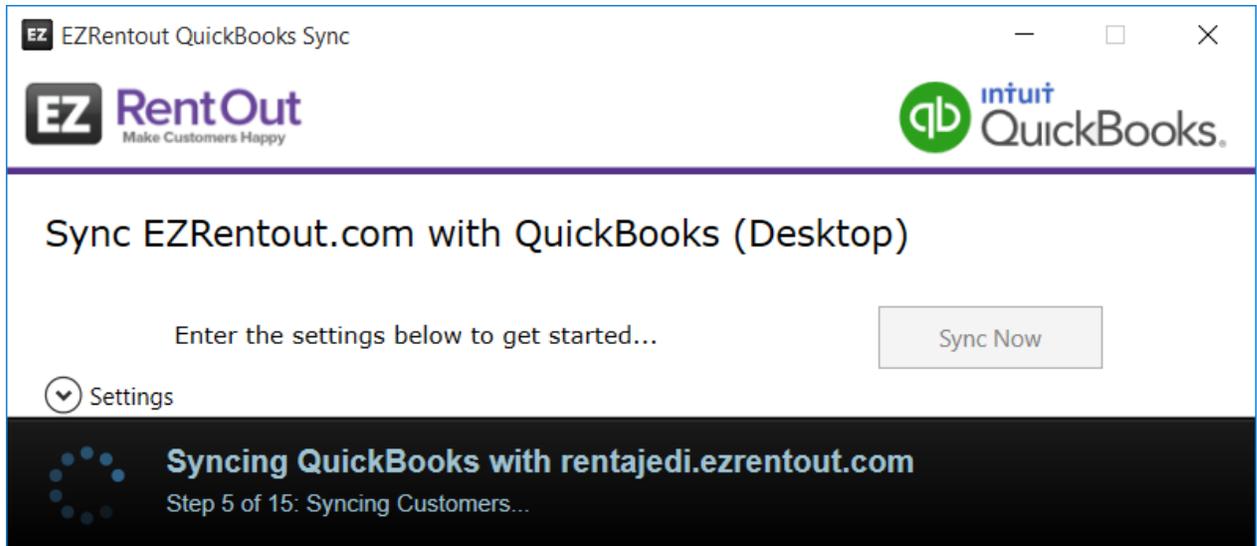


7. After creating the accounts in QuickBooks, refresh the accounts list by clicking on '**Refresh Accounts List**'. The account list will be reloaded as shown below.

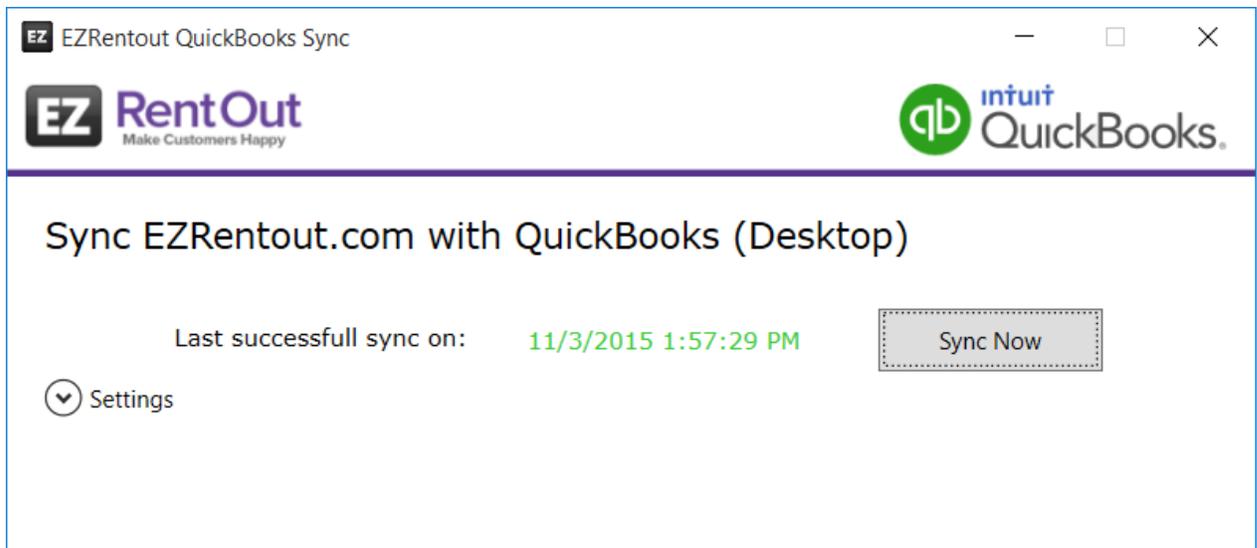
The screenshot shows a web browser window titled "EZRentout QuickBooks Sync". The interface includes the EZRentout logo (with the tagline "Make Customers Happy") and the Intuit QuickBooks logo. The main heading is "Sync EZRentout.com with QuickBooks (Desktop)". Below this, there is a prompt "Enter the settings below to get started..." and a "Sync Now" button. A "Settings" section is expanded, showing the following fields:

- EZRentout Secret Key (?)**: A text input field containing the value "hreu34ureyr3y438ryeuiy4387y87". A blue arrow points down from this field to the "Refresh Accounts List" link.
- Account Mapping**: A section header with a link to "[Refresh Accounts List](#)".
- Income Account (?)**: A dropdown menu with "Rental Income" selected.
- Fixed Asset Account (?)**: A dropdown menu with "Accumulated Depreciation" selected.
- Asset Account (for Inventory) (?)**: A dropdown menu with "Inventory Value" selected. A blue arrow points to this dropdown.
- COGS Account (for Inventory) (?)**: A dropdown menu with "Inventory Cost" selected. A blue arrow points to this dropdown.

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).



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.