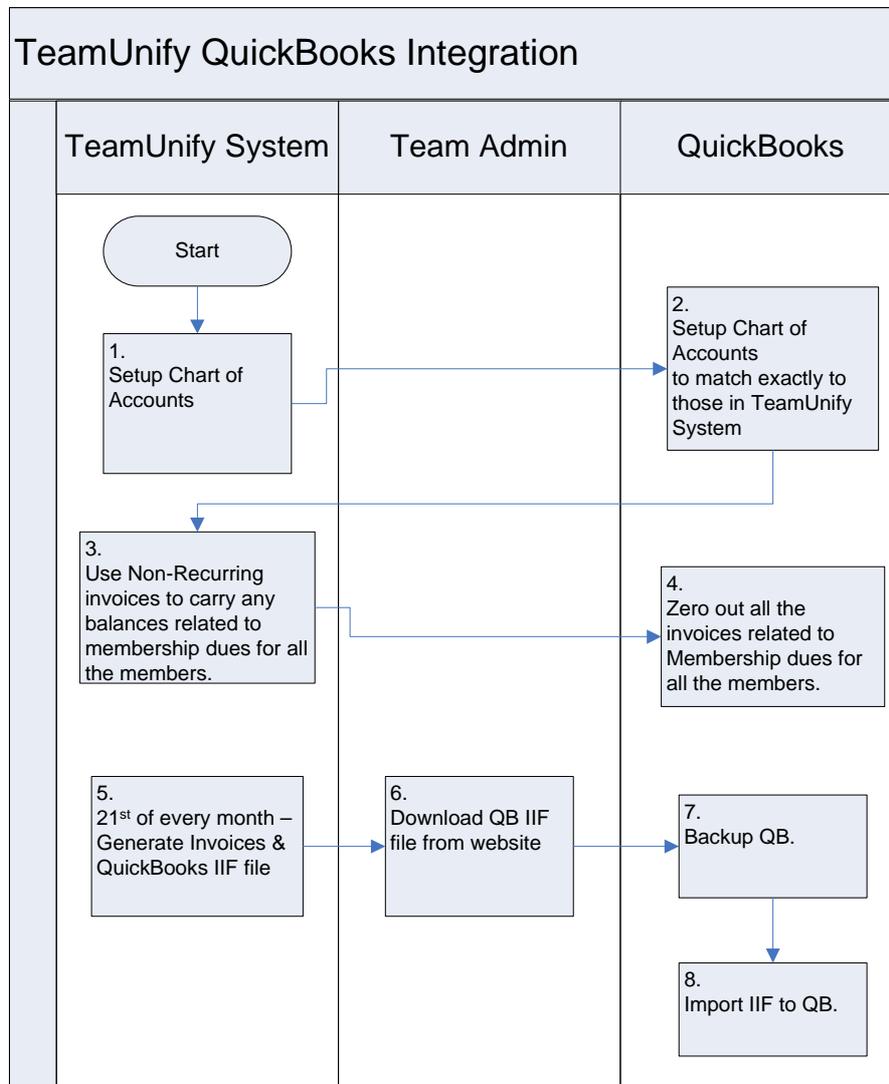


## TeamUnify QuickBooks Integration (v2) Quick Start Guide



1. Setup Chart of Accounts on the TeamUnify system.
2. Setup Chart of Accounts on QuickBooks. Please make sure the spelling (case sensitive) and spacing are exactly the same between TeamUnify system and QuickBooks when setting up Chart of Accounts.
3. Create Non-Recurring invoices to carry over any balances related to membership dues for all members.
4. Zero out all the invoices related to membership dues for all the members. 3. and 4. are necessary since you are going to generate invoices and post payments on the TeamUnify system; you have to carry over the balances to the new system.

5. Every 21<sup>st</sup> of the month, the TeamUnify system closes the current month and generates new invoices for the new month. At the same time, TeamUnify system also generates an IIF file, which can be imported to QuickBooks.
6. Team Admin can click on “\$ QuickBooks Import” button to access to the QB import file. The filename is in this format: QB-Inv-CoA-**yyyy-mm**.iif. Please click on the latest IIF file and save to your local disk.
- 7. Backup your QB before importing any IIF files to your QB so you can revert to the pre-imported state. Select “File – Save Copy or Backup...” (QuickBooks 2007 version).**
8. Open QuickBooks and select “File – Utilities – Import – IIF Files...” (QuickBooks 2007 version). Navigate to the directory storing the IIF you just downloaded from the website and click “Open” to start the import process. **VERY IMPORTANT: Please do NOT import the same IIF twice into QuickBooks. Duplicate transactions will be created in QB if you do so.**
  - a. This IIF file uses your teams’ team abbreviation with “Website” appended at the end as the “fake” Customer name for QB. E.g., if your team’s abbreviation is “ABCD”, the Customer name will be “ABCD Website”. This Customer name is just for you to identify easily that the transactions are coming from the TeamUnify system.
  - b. There are 2 sections in the IIF file.
    - i. The first section is an invoice totaling the balances of ALL the members. Chart of Accounts are further breaking download into split items (see below). Please note that the “Invoice #” is always formatted “**Cyyyy-mm**”, i.e., every month, you will have one invoice with a different Invoice #. If you open the Chart of Accounts list, you should see that the “Accounts Receivable” will have a total of “\$9,450.00” under the “Balance Total” column.

Customer: Job  
 ABCD Website

Template: Intuit Service Invoice  
 Print Preview

Date: 08/01/2007  
 Invoice #: C2007-08

### Invoice

Bill To

P.O. No. Terms

Item	Quantity	Description	Rate	Amount
	1	Dues - Gold	3,128.00	3,128.00
	1	Dues - Silver	2,345.00	2,345.00
	1	Dues - Bronze	3,452.00	3,452.00
	1	Late Dues	480.00	480.00
<b>Total</b>				<b>9,405.00</b>

Customer Message

To be printed  
 To be e-mailed

Add Time/Costs... Apply Credits... Payments Applied: 0.00  
 Balance Due: 9,405.00

Memo

[Let QuickBooks help you get your Invoice paid online by credit card.](#)

Save & Close Save & New Revert

Chart of Accounts Type a help question Ask How Do I?

Name	Type	Balance Total
Accounts Receivable	Accounts Receivable	9,405.00
Undeposited Funds	Other Current Asset	0.00
Payroll Liabilities	Other Current Liabi...	0.00
Opening Bal Equity	Equity	0.00
Perm. Restricted Net Assets	Equity	0.00
Temp. Restricted Net Assets	Equity	0.00
Unrestricted Net Assets	Equity	
Dues - Bronze	Income	
Dues - Gold	Income	
Dues - Silver	Income	
Late Dues	Income	
Payroll Expenses	Expense	

Account Activities Reports Include inactive

- ii. The second section is Payments made in the “current” month. Every payment method (Check, Cash, Credit Card) has its own payment transaction. I.e., if the members paid \$5,000.00 in Check and \$256.00 in Cash, this section will have 2 payment transactions. All the payments are posted to the “Undeposited Funds” Chart of Account. This is the screen shot of the Chart of Accounts after the

payments are imported. Please note that “Accounts Receivable” is decreased by the payment amount (\$5,256.00).

Name	Type	Balance Total
↳ Accounts Receivable	Accounts Receivable	4,149.00
↳ Undeposited Funds	Other Current Asset	5,256.00
↳ Payroll Liabilities	Other Current Liabi...	0.00
↳ Opening Bal Equity	Equity	0.00
↳ Perm. Restricted Net Assets	Equity	0.00
↳ Temp. Restricted Net Assets	Equity	0.00
↳ Unrestricted Net Assets	Equity	0.00
↳ Dues - Bronze	Income	
↳ Dues - Gold	Income	
↳ Dues - Silver	Income	
↳ Late Dues	Income	
↳ Payroll Expenses	Expense	

## Frequently Asked Questions (FAQ)

1. After importing the IIF file to QuickBooks, the “Account Type” of the Chart of Account is set to “Bank”, which is not what I want.
  - A. **This IIF import always defaults the “Account Type” of the Chart of Account to “Bank”, which is not always correct. After a successful IIF import, please go to “Lists – Chart of Accounts” to check if the Account Type of the CoA is correct. You can click on a particular CoA and use a mouse right-click to bring up a menu to “Edit Account”.**
    - i. Click the drop down of the Account Type.
    - ii. Select the correct Account Type.
    - iii. Click “Save & Close”

2. In QuickBooks, I need to record my deposit as I make them, generally 2-3 times per week. If I go into the Make Deposit screen and try to tell it to put the credit to Undeposited Funds (since that is where the IIF file from TeamUnify will put the payments ) QB will not allow me . So hence how do I record the deposit without waiting till once a month till I get the IIF file?
- A. Since you do not have Undeposited Fund during the month in QB, you cannot use the "Make Deposit" in QB to record the real deposits. This is the recommended procedure:**
- i. **Make the deposit in the bank and save the deposit receipts.**
  - ii. **Use the "Payments Detail" report to go against the bank receipts during the month.**
  - iii. **Import IIF at the end of the month.**
  - iv. **Use "Make Deposit" in QB to go against Undeposited Fund.**