



MYADMINISTRATOR V3

User Guide

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INTRODUCTION

myAdministrator is a complete accounting integration package for Microsoft Retail Management System and Intuit Quickbooks. Manual data entry can be almost completely eliminated with the use of this package. Data fields in Microsoft RMS are mapped to accounts and items in Quickbooks and this allows for a consistent and accurate posting of data to Quickbooks.

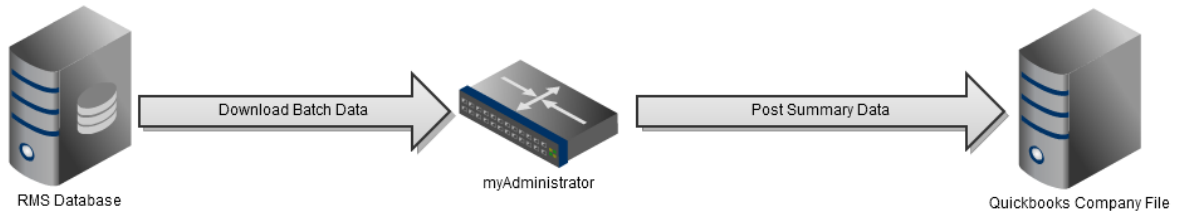
This package was designed from the ground up to handle multiple stores under a single corporation or each store with a separate Corporation (and Quickbooks company file).

Features:

1. Daily Sale Summaries. These are automatically downloaded and saved as Sales Receipts in Quickbooks:
 - a. Summarize Daily Sales, Tax, Layaways, Workorders and deposits.
 - b. Automatically post Paid-outs into the correct account based on reason-code in RMS
2. Inventory Adjustments:
 - a. Cost of Goods from Batches
 - b. Manual Inventory Adjustments posted to Quickbooks based on reason code.
 - c. Physical Inventory Audits
3. Receivables:
 - a. Copy Invoices including item detail from RMS to Quickbooks. Now you can bill your customers using professional invoices from Quickbooks instead of register receipts.
 - b. Payments made at the store are imported into Quickbooks.
 - c. Payments made in Quickbooks are posted to the customer's account at the store.
 - d. Stores will have an accurate picture of what the customer owes
 - e. Copy Customer contact information from RMS into Quickbooks.
4. Payables:
 - a. Download all of your purchase order receipts and inventory transfers into one easy to use interface
 - b. Split or merge item receipts.
 - c. Save incoming transfers or purchase order receipts as bills or Quickbooks item receipts.
 - d. Save outgoing transfers as vendor credits or customer invoices (to easily invoice other stores for transferring product).
 - e. Quickly copy vendor contact information from RMS into Quickbooks.

Processing data in myAdministrator is a four-step process:

1. Download batch data into myAdministrator where it is stored on your local PC.
2. Edit the data if necessary.
3. Submit the data for posting. Repeat for all data.
4. Post all submitted data to Quickbooks



Batch Data Downloaded:

- * Merchandise Sales
- * Seminar Sales
- * Cost of Goods Sold
- * AR Invoices
- * Layaways / Backorders
- * Paid Outs
- * AR Payments
- * Tender Totals
- * Manual Inventory Adjustments
- * Physical Inventory Audits
- * Purchase Orders Received
- * Transfers Received / Issued

Summary Information Posted:

- * Daily Sales Summary
- * Customer Invoices
- * Customer Payments
- * Vendor Bills
- * Vendor Credits
- * Item Receipts
- * Journal Entries

create and share your own diagrams at gliffy.com



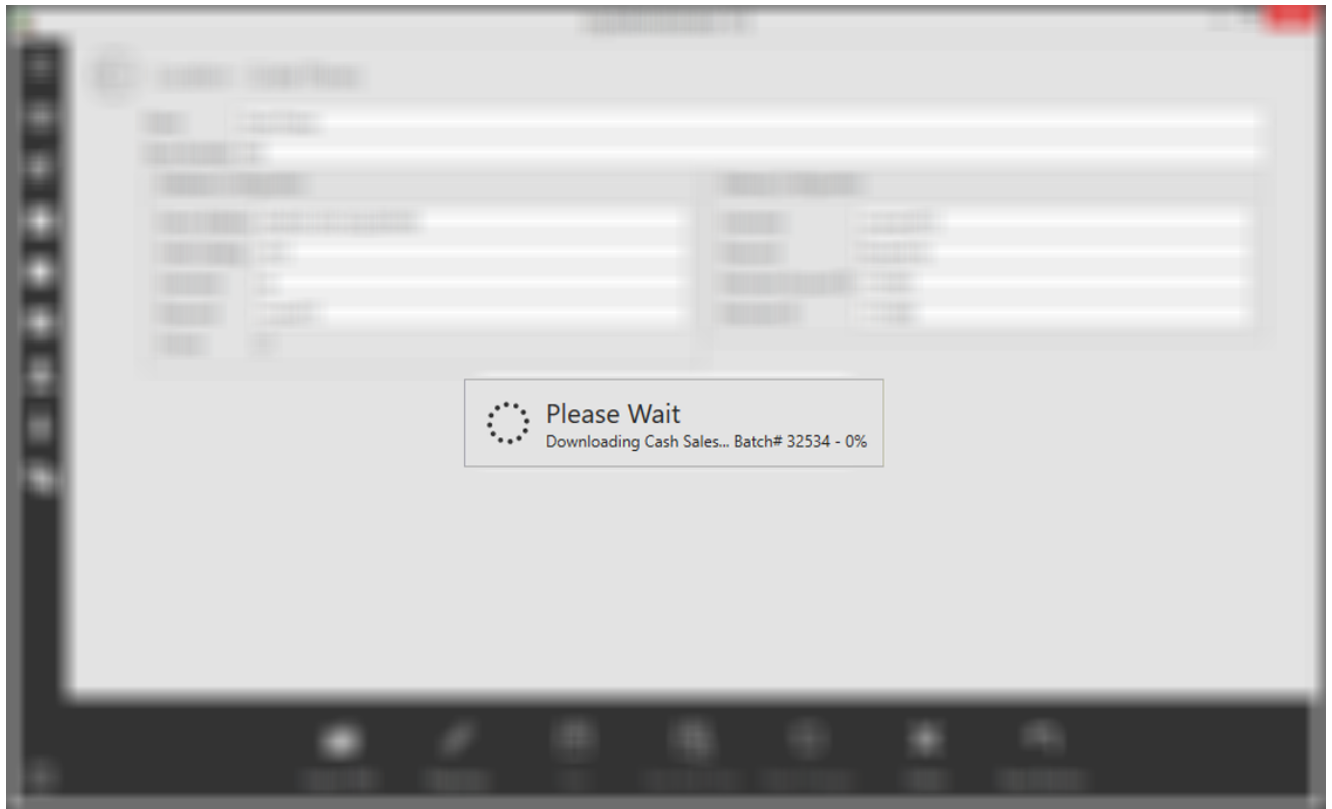
Date	Location	Name	Type	Reference	Total
2/1/2018	Grate Planes	Daily Sales	Sale Summary	Batch: 32477 32478 32477 32478	(\$2,181.60)
2/2/2018	Grate Planes	Daily Sales	Sale Summary	Batch: 32480 32479	(\$4,734.10)
2/4/2018	Grate Planes	Inventory Adjustments	Adjustment	Batch: 32483 32484	\$1,598.36
2/3/2018	Grate Planes	Daily Sales	Sale Summary	Batch: 32482 32481	(\$4,812.39)
2/1/2018	Grate Planes	Inventory Adjustments	Adjustment	Batch: 32477 32478 32477 32478	\$4,407.36
2/5/2018	Grate Planes	Saint Petersburg College	Customer Invoice	262913	\$1,394.99

myAdministrator was designed with a modern flat user interface:

1. A Workspace where your downloaded information will be displayed. The items in this user interface depend on what View is selected. For Example, if you select Inventory Transfers, you'll only see a list of those.
2. The Settings Menu housing setup and configuration tasks.
3. The "App Bar" with buttons specific to the view you are looking at

When myAdministrator starts up it automatically downloads unprocessed batches in RMS. The following information is downloaded and stored in myAdministrator for later processing:

1. Daily Sales Items: merchandise sales, sales-tax, seminar sales, gift cards sold, layaways/backorders, register paid-outs and tenders received.
2. Accounts Receivable invoices or credits
3. Payments made on account.
4. Purchase Orders and incoming transfers received.
5. Outgoing transfers issued.
6. Inventory adjustments: cost of goods sold, physical audits and manual adjustments



CHAPTER 1: DAILY SALES SUMMARIES

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Sales Summaries

Drag a column header here to group by that column

Location	Summary Date	Memo	Over/Short
Grate Planes	2/4/2018	Batch: 32483 32484	(\$5.94)
Grate Planes	2/5/2018	Batch: 32485 32486	(\$2,240.42)
Grate Planes	2/6/2018	Batch: 32488 32487	(\$10,653.67)
Grate Planes	2/7/2018	Batch: 32489 32490	(\$3,853.75)
Grate Planes	1/21/2018	Batch: 32455 32456	(\$4,171.56)
Grate Planes	1/22/2018	Batch: 32458 32457	(\$1,578.62)
Grate Planes	1/23/2018	Batch: 32460 32459	(\$5,600.87)
Grate Planes	1/24/2018	Batch: 32461 32462	\$23.52
Grate Planes	1/25/2018	Batch: 32463 32464	(\$2,709.79)
Grate Planes	1/26/2018	Batch: 32466 32465	(\$3,486.65)
Grate Planes	1/27/2018	Batch: 32468 32467	(\$6,740.83)
Grate Planes	1/28/2018	Batch: 32469 32470	(\$1,992.48)
Grate Planes	1/29/2018	Batch: 32472 32471	(\$5,264.98)
Grate Planes	1/30/2018	Batch: 32474 32473	(\$8,481.90)
Grate Planes	1/31/2018	Batch: 32475 32476	(\$4,721.28)

Count=15

Click to Edit the selected summary

Click to submit the selected item to the Dashboard

Click to submit all items to the Dashboard

Edit Delete Submit Submit All

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Sale Summary - Batch: 32483 32484

In Items		Out Items	
Description	Amount	Description	Amount
Taxable Sales	\$2,896.25	Layaway Closed	\$0.00
Sales Tax	\$197.14		
Gift Card Sold	\$0.00		
Seminar Sales	\$0.00		
Paid on Layaway	\$1,536.22		
Paid on A/R	\$0.00		

POS Closing Total

Amount entered by closer

Description	POS Amount	Closing Amount	Over Short
Cash	\$320.98	\$320.99	\$0.01
Amex Credit	\$4,302.68	\$4,302.68	\$0.00

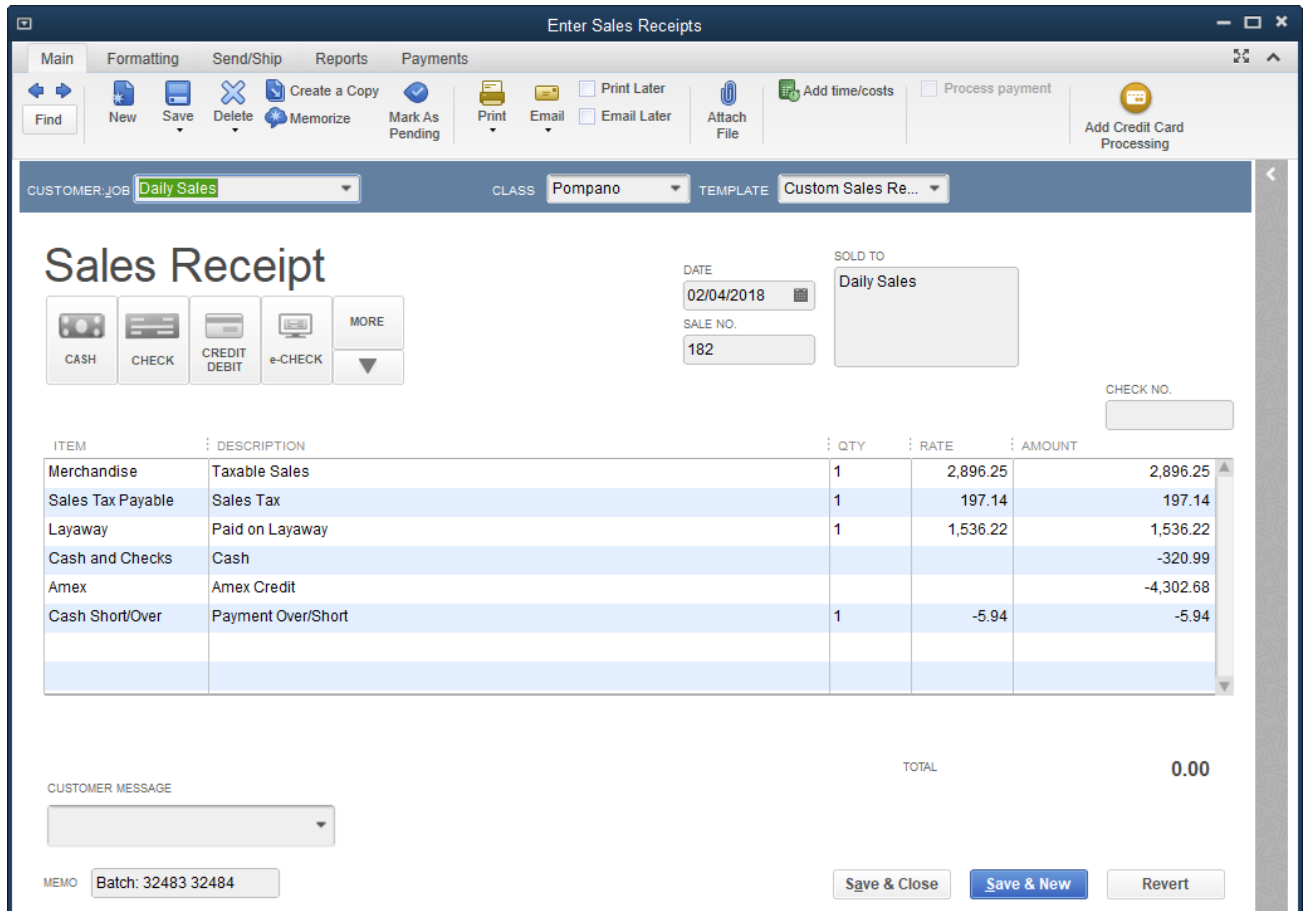
Memo Batch: 32483 32484

Over/Short: (\$5.94)

Save And Close Close Reset Changes

You can modify any of the active fields and any of the closing amounts before saving the summary.

In when the summary is posted to Quickbooks a Sales Receipt is generated:



Notes:

- Mappings dictate how RMS fields are posted to Quickbooks.
- Seminars and Gift Certificates are broken out of the Merchandise sales number.
- Unused Reason Codes in RMS can be mapped to the "Ask my Accountant" account so that if they are used at the register, they will be flagged in Quickbooks for review.
- Visa, Mastercard, Discover and Debit are consolidated appropriately based on your mappings.
- If any tender type is negative (i.e. you have given out more than you have posted), a Credit Memo is created instead of a Sales Receipt.

INVENTORY ADJUSTMENTS

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Adjustments

Drag a column header here to group by that column

Name	Date	Memo
Grate Planes	2/2/2018	Batch: 32480 32479
Grate Planes	2/3/2018	Batch: 32482 32481
Grate Planes	2/5/2018	Batch: 32485 32486
Grate Planes	2/6/2018	Batch: 32488 32487
Grate Planes	2/7/2018	Batch: 32489 32490
Grate Planes	1/21/2018	Batch: 32455 32456
Grate Planes	1/22/2018	Batch: 32458 32457
Grate Planes	1/23/2018	Batch: 32460 32459
Grate Planes	1/24/2018	Batch: 32461 32462
Grate Planes	1/25/2018	Batch: 32463 32464
Grate Planes	1/26/2018	Batch: 32466 32465
Grate Planes	1/27/2018	Batch: 32468 32467
Grate Planes	1/28/2018	Batch: 32469 32470
Grate Planes	1/29/2018	Batch: 32472 32471
Grate Planes	1/30/2018	Batch: 32474 32473
Grate Planes	1/31/2018	Batch: 32475 32476

Count=16

Click to Edit the selected adjustment

Click to submit the selected item to the Dashboard

Click to submit all items to the Dashboard

Edit Delete Submit Submit All

Inventory Transfers are posted to Quickbooks based on your Account Mappings. For Example, if you mapped the “Fix Inventory” reason code to your “Inventory Shortage” Account the following journal would be created:

Make General Journal Entries

Main Reports

Find New Save Delete Create a Copy Memorize Reverse Print Attach File

DATE: 03/05/2018 ENTRY NO. 112

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BIL...	CLASS
Cost of Goods Sold:COGS - Stock	1,162.17		Cost of Goods Sold Batch# 32543			Tampa
Inventory:512 Inventory		1,162.17	Inventory			Tampa
Cost of Goods Sold:COGS - Stock	748.88		Cost of Goods Sold Batch# 32542			Tampa
Operating Expenses:Inventory Shortage		16.50	Fix Inventory			Tampa
Operating Expenses:Supplies:Store supplies		28.22	Store Use			Tampa
Inventory:512 Inventory		704.16	Inventory			Tampa

Save & Close Save & New Revert

CHAPTER 2: ACCOUNTS RECEIVABLE

ADDING CUSTOMERS FROM POS TO QUICKBOOKS

Customers are cached in myAdministrator and it is best to add new customers to Quickbooks through myAdministrator.

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Customers Vendors

Account Number Name First Name Last Name Phone Email

Customer

Grate Planes

Account Number	Name	First Name	Last Name	Phone	Email
	Cost Adjustment	Jerry	Adjustment		
	Teknatool USA Inc.	Joe Brakhage		727-954-3433	joe.brakhage@tekn...
905539	JPW Industries - Jet	Reba Otto		800-934-0066	KMcClelland@JPWI...
	Woodcraft Supply LLC	JERRY		304-422-5412	jg_1996mu@yahoo...
	Apollo Sprayers International	Cheryl Voss X202		760-727-8300	order@hvp.com
005121857593	Saint Petersburg College	Laura	Sharp	7273988256	
1010538	Black & Decker Inc.	Chuck Hardin		800-235-2000	customerorder@b...
	SuperMax Tools - Use LAGUNA	Bill Schroeder		888-454-3401	LisaC@supermaxto...
	Laguna Tools (Supermax)	Benjamin Helshoj		800-234-1976 x9660	dealersales@lagun...
	Festool Tooltechnic	JIM MANOR		877-337-8665	dealer@festoolusa...
	PSI ,WOODWORKING PRODUCTS...	Todd Freeman		215-677-6374	mjs@psiwoodwork...
	Freud, Inc.	Mark McIntyre		800-334-4107	mmcintyre@freudt...
511	511 - Birmingham, AL			988-3600	
	Sawstop LLC	Amber Lacombe		570-3200	sales@sawstop.com
	Am Association Of Woodturners			484-9094	
	SAUERS & COMPANY	JEFF SAUERS		956-1200	jeff@sveneers.com
	Jessem Products Limited	Laura Smith		705-726-8233	patty@jessem.com
	Atlas Tools and Electric LLC	Steve Jackson		205-286-2004	
	RIKON Power Tools	Linda Taylor		877-884-5167	ltaylor@rikontools....
	Friction Coating	Mike Jones		586-731-0990	mikejones@friction...
	FLEXCUT TOOL COMPANY, INC.	Katie Hines		800-524-9077	khines@flexcut.com
	Kreg Tool Company	Gail Polich		800-447-8638	gail.polich@kregto...

Edit Delete

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Company - Jessem Products Limited

Customer Info

Name: Jessem Products Limited
 First Name: Laura Smith
 Last Name:
 Phone: 705-726-8233
 Email: pattyt@jessem.com

Account Number:
 Credit Limit: \$0.00
 Tax ID:
 Terms:
 Fax: 705-327-0295

Address1	Address2	City	State	Zip	Address Type	
61 Forest Plain Road	.	Orilla	ON	L3V 6H1	Mailing	Add Edit Delete

Count=1

After the data is entered, add to Quickbooks

Customer name must be unique in Quickbooks vendors/customers

Add Account Numbers, Terms etc. here

Add a shipping address to the customer.

Save And Close Reset Changes Delete Add to QB

POSTING AR INVOICES

AR Invoices are separated from the daily sales summary and posted to each customer account separately.

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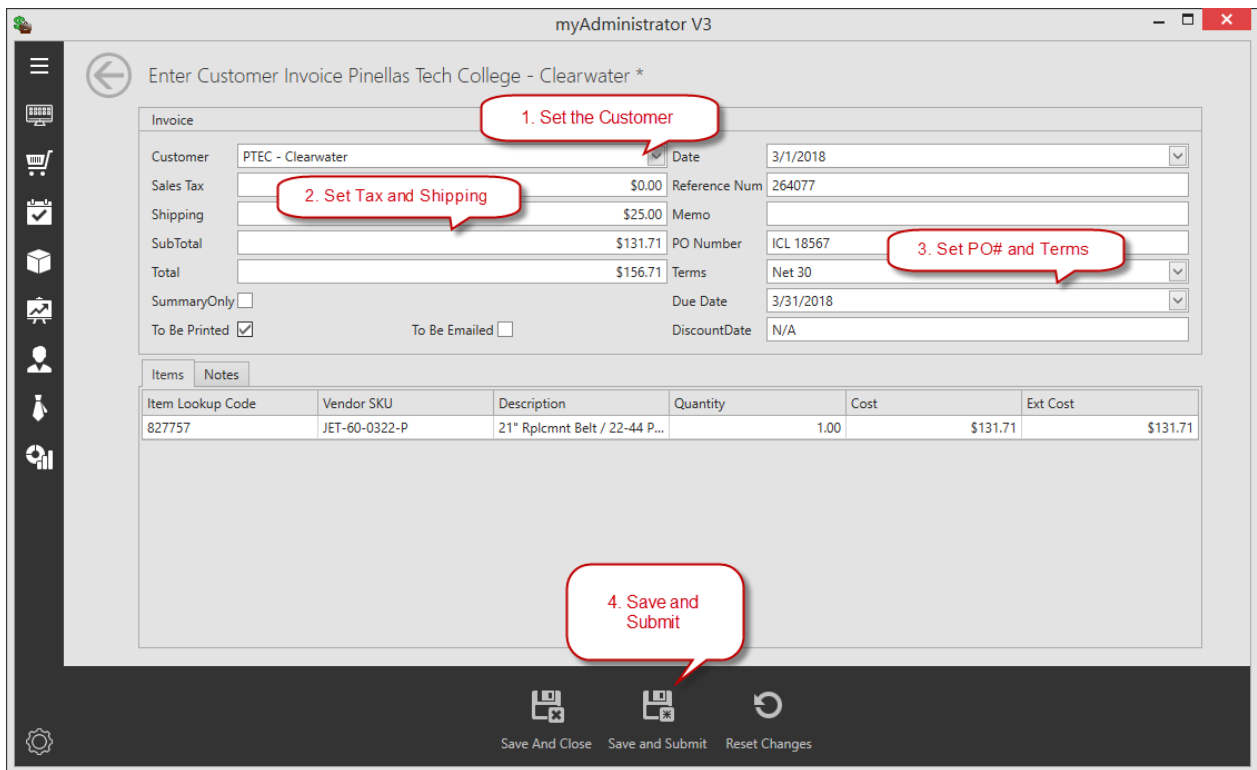
Receivables

Drag a column header here to group by that column

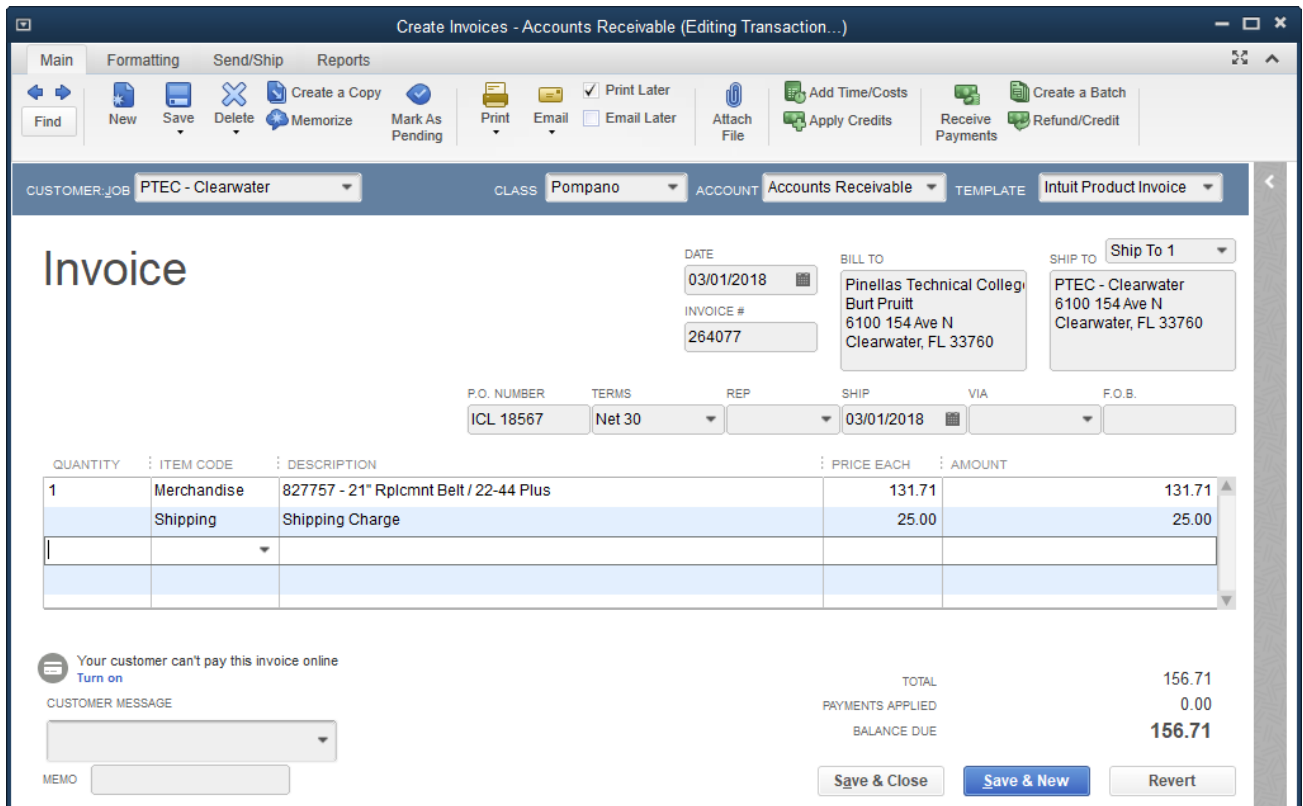
Location	Date	Customer	Customer Contact	PO Number	Total	Adjustments	Notes
Grate Planes	3/1/2018	Pinellas Tech College...		ICL 18567	\$131.71	\$0.00	
Grate Planes	3/1/2018	Pinellas Tech College...			(\$131.71)	\$0.00	

Count=2

Edit Delete



The Quickbooks customer Invoice would be posted as:



Notes:

- Detail items are posted using your Merchandise sales account
- Sales Tax is included as a line item using your sales tax account.
- If the cashier enters the Purchase Order number using the “Comments” field of the transaction, the purchase order is automatically transferred from RMS. The “Comments” field is found by pressing Shift + F9 when ringing up the customer’s transaction at POS.

PAYMENTS ON ACCOUNT

When you initially setup myAdministrator you will create an “AR Clearing Account”. This is a bank account in Quickbooks that is used to clear payments made on account at the register. When you receive a payment on account at the point of sale, the customers check (or any other tender), is deposited into your bank account along with the other checks received that day. When myAdministrator posts your daily sale summary, it posts the total of all payments received as a payment to your AR Clearing account. When you post the AR Payments to the customer’s accounts, they will be posted as deposits in your AR Clearing account. The result is that the AR clearing account should always have a balance of zero.

Example:

1. You receive two payments on account for separate customers for \$150.00 each.
2. When you post your daily sales summaries, you will see a payment for \$300 in your clearing account.
3. When you post the individual payments to the customer’s accounts you will then see two deposits for \$150 each in that account.
4. The net result is that the balance in that account is 0.00.

Status	Location Name	Company Name	Payment Date	Reference Num	Amount	Memo
✓	Grate Planes	Pinellas Tech College - Clearwater	3/20/2019	1332	600.00	
!	Grate Planes	Clearwater High School	3/28/2019	1333	20.98	

Count=2

If your payment shows a check mark in the status field, use the “Submit” or “Submit All” button to add the payment to your dashboard. Otherwise Edit the payment to add the invoice/credit mappings before posting.

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Payment - Grate Planes

Company: Clearwater High School

Amount: \$20.98

Memo:

Payment Date: 3/28/2019

Reference Num: 1333

Amount Collected

Invoice Details

Credits applied to this invoice

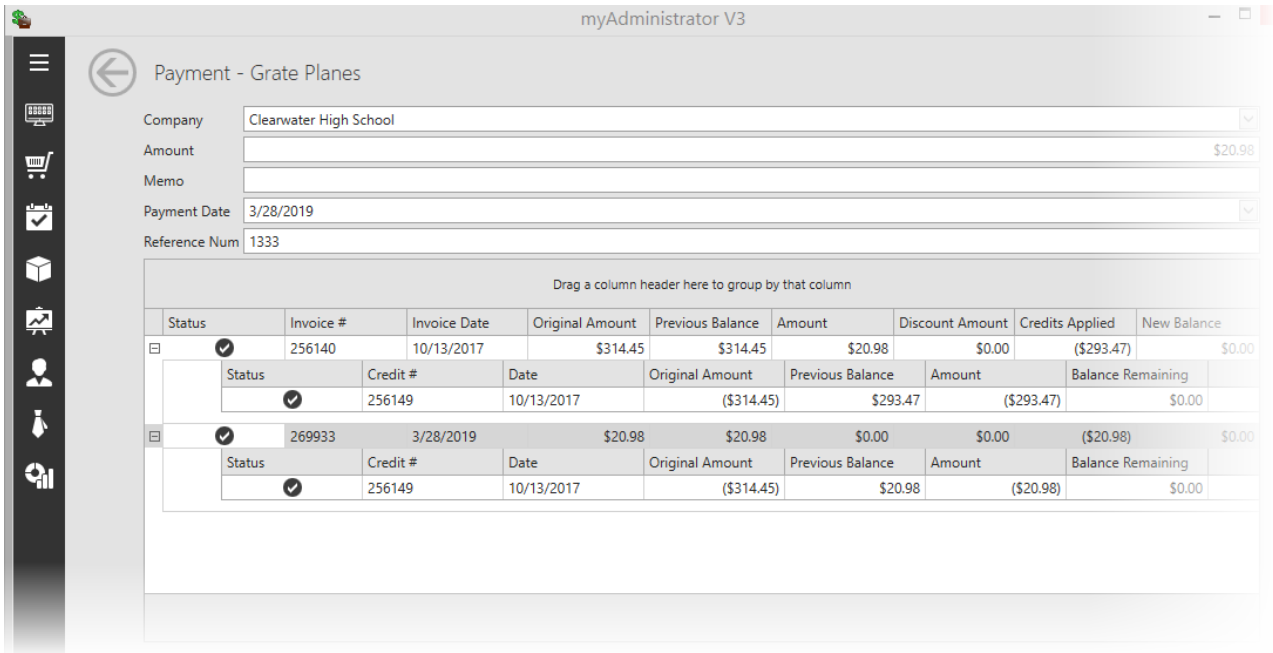
Connect to Quickbooks to download Invoice/Credit mappings.

Status	Invoice #	Invoice Date	Original Amount	Previous Balance	Amount	Discount Amount	Credits Applied	New Balance
!	256140	10/13/2017	\$314.45	\$314.45	\$20.98	\$0.00	(\$293.47)	\$0.00
!	256149	10/13/2017		(\$314.45)	\$293.47		(\$293.47)	\$0.00
!	269933	3/28/2019	\$20.98	\$20.98	\$0.00	\$0.00	(\$20.98)	\$0.00
!	256149	10/13/2017		(\$314.45)	\$20.98		(\$20.98)	\$0.00

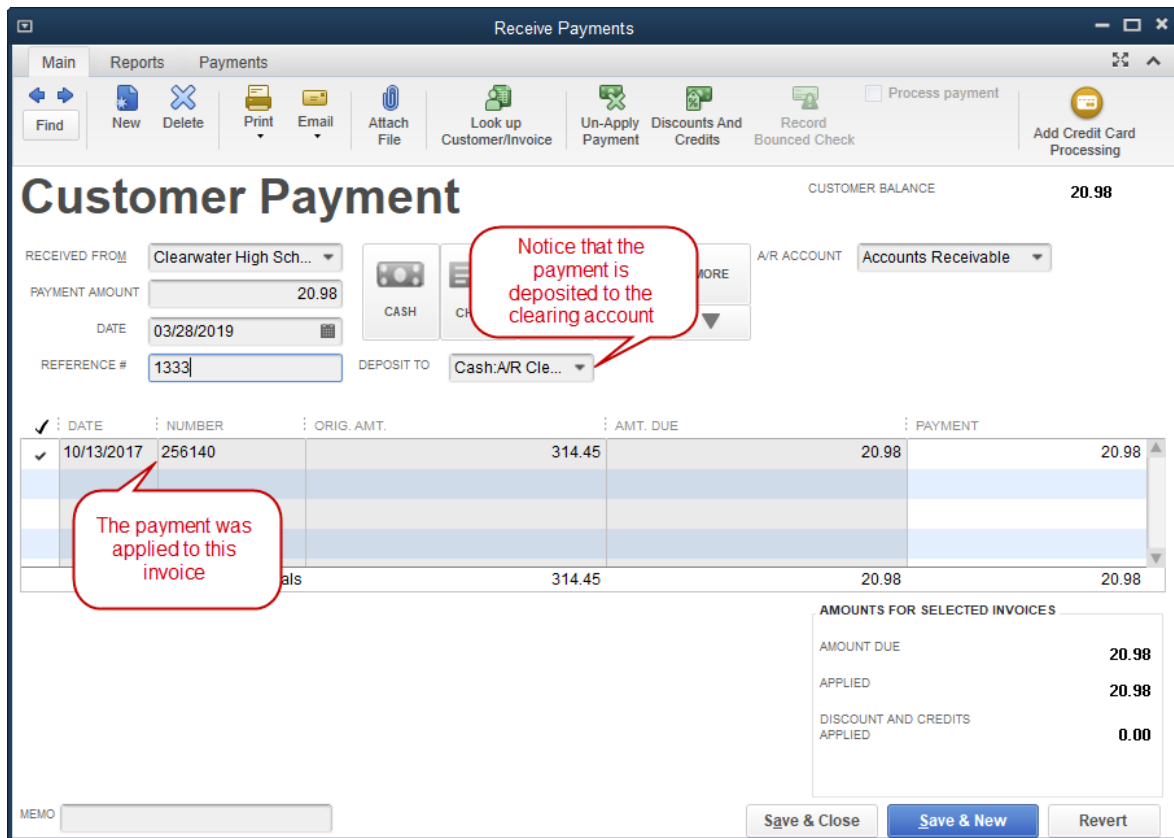
Fix Payment Save Save And Close Reset Changes Delete

- If any of your invoices or credits show a “!” in the status field, it means that myAdministrator was unable to automatically map the invoice/credit from RMS to the Quickbooks invoices.
- Click on the “Fix Payment” button and it will automatically log into Quickbooks, download the correct invoices and map them to this payment
- If you have manually deleted any of the invoices or credits in Quickbooks, it will not be able to match those invoices.
- You can manually add a missing invoice or credit to Quickbooks and myAdministrator will find it based on transaction number.

If myAdministrator was able to find all of the invoices and credits in Quickbooks:



The customer payment in Quickbooks:



Credits Applied

Apply Credits

INVOICE

Customer:Job	Clearwater High School	Amount Due	20.98
Number	269933	Discount Used	0.00
Date	03/28/2019	Credits Used	20.98
Original Amt.	20.98	Balance Due	0.00

Credits

AVAILABLE CREDITS

DATE	CREDIT NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
Totals				
		0.00	0.00	0.00

Of all the credits issued to this customer, only unused credits applicable to this specific invoice are displayed above.

PREVIOUSLY APPLIED CREDITS

DATE	CREDIT NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
10/13/2017	256149	20.98	20.98	0.00
		20.98	20.98	0.00

Applied Credit

Apply Credits

INVOICE

Customer:Job	Clearwater High School	Amount Due	293.47
Number	256140	Discount Used	0.00
Date	10/13/2017	Credits Used	293.47
Original Amt.	314.45	Balance Due	0.00

Credits

AVAILABLE CREDITS

DATE	CREDIT NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
Totals				
		0.00	0.00	0.00

Of all the credits issued to this customer, only unused credits applicable to this specific invoice are displayed above.

PREVIOUSLY APPLIED CREDITS

DATE	CREDIT NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
10/13/2017	256149	293.47	293.47	0.00
		293.47	0.00	

Applied Credit

CHAPTER 3: ACCOUNTS PAYABLE

ADDING VENDORS FROM POS TO QUICKBOOKS

Quickbooks vendors are cached in myAdministrator and it is best to add new vendors from myAdministrator.

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Customers Vendors

Account Number	Name	First Name	Last Name	Phone	Email
Customer					
Vendor					
Grate Planes					
	Cost Adjustment				
	Teknaool USA Inc.	Joe Brakhage		727-954-3433	joe.brakhage@tekn...
905539	JPW Industries - Jet	Reba Otto		800-934-0066	KMcClelland@JPW...
	Woodcraft Supply LLC	JERRY		304-422-5412	jg_1996mu@yahoo...
	Apollo Sprayers International	Cheryl Voss X202		760-727-8300	order@hvp.com
1010538	Black & Decker Inc.	Chuck Hardin		800-235-2000	customerorder@b...
	SuperMax Tools - Use LAGUNA	Bill Schroeder		888-454-3401	LisaC@supermaxto...
	Laguna Tools (Supermax)	Benjamin Helshoj		800-234-1976 x9660	dealersales@lagun...
	Festool Tooltechnic	JIM MANOR		877-337-8665	dealer@festoolusa...
	PSI WOODWORKING PRODUCTS...	Todd Freeman		215-677-6374	mjs@psiwoodwork...
	Freud, Inc.	Mark McIntyre		800-334-4107	mmcintyre@freudt...
511	511 - Birmingham, AL			205-988-3600	
	Sawstop LLC	Amber Lacombe		503-570-3200	sales@sawstop.com
	Am Association Of Woodturners			651-484-9094	
	SAUERS & COMPANY	JEFF SAUERS		336-956-1200	jeff@sveneers.com
	Jessem Products Limited	Laura Smith		705-726-8233	pattyt@jessem.com
	Atlas Tools and Electric LLC	Steve Jackson		205-286-2004	
	RIKON Power Tools	Linda Taylor		877-884-5167	ltaylor@rikontools...
	Friction Coating	Mike Jones		586-731-0990	mikejones@friction...
	FLEXCUT TOOL COMPANY, INC.	Katie Hines		800-524-9077	khines@flexcut.com
	Kreg Tool Company	Gail Polich		800-447-8638	gail.polich@kregto...

Open the Vendor List for the Store

Select the POS entity you wish to add to Quickbooks

Edit Delete

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Company - SAUERS & COMPANY

Customer Info

Name SAUERS & COMPANY Account Number

First Name JEFF SAUERS Credit Limit \$0.00

Last Name Tax ID

Phone 336-956-1200 Terms

Email jeff@sveneers.com Fax 336-956-1201

Address1	Address2	City	State	Zip	Address Type	Add
363 Dixon Street		Lexington	NC	27292	Mailing	Edit
						Delete

Count=1

Vendor name must be unique in Quickbooks vendors/customers

Add Account Numbers, Terms etc. here

Add a shipping address to the customer.

After the data is entered, add to Quickbooks

Save And Close Reset Changes Delete Add to QB

MANAGING PURCHASE ORDERS AND TRANSFERS

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Transfers

Drag a column header here to group by that column

Location	Vendor	Date	Transfer Number	Transfer Type	Transfer Status	Total	Adjustments	Notes
Grate Planes	PSI ,WOODWORKING PRODUCTS INC.	1/22/2018	512-00010794	Local Purchase...	Closed	\$85.00	\$0.00	
Grate Planes	Festool Tooltechnic	1/24/2018	512-00010811	Local Purchase...	Closed	\$390.55	\$0.00	
Grate Planes	SuperMax Tools - Use LAGUNA	1/24/2018	512-00010844	Local Purchase...	Closed	\$193.50	\$0.00	
Grate Planes	SuperMax Tools - Use LAGUNA	2/6/2018	512-00010845	Local Purchase...	Closed	\$2,098.50	\$0.00	
Grate Planes	SuperMax Tools - Use LAGUNA	1/23/2018	512-00010845	Local Purchase...	Closed	\$133.50	\$0.00	
Grate Planes	Atlas Tools and Electric LLC	1/26/2018	512-00010848	Local Purchase...	Closed	\$2,330.70	\$0.00	
Grate Planes	Laguna Tools (Supermax)	1/24/2018	512-00010863	Local Purchase...	Closed	\$195.00	\$0.00	
Grate Planes	Laguna Tools (Supermax)	1/22/2018	512-00010866	Local Purchase...	Closed	\$9,010.96	\$0.00	
Grate Planes	Laguna Tools (Supermax)	1/29/2018	512-00010866	Local Purchase...	Closed	\$6,723.29	\$0.00	
Grate Planes	JPW Industries - Jet	2/1/2018	512-00010867	Local Purchase...	Closed	\$652.79	\$0.00	
Grate Planes	JPW Industries - Jet	2/1/2018	512-00010867	Local Purchase...	Closed	\$652.79	\$0.00	
Grate Planes	Sawstop LLC	1/24/2018	512-00010870	Local Purchase...	Closed	\$7,883.20	\$0.00	
Grate Planes	Festool Tooltechnic	1/22/2018	512-00010873	Local Purchase...	Closed	\$1,722.25	\$0.00	
Grate Planes	SAUERS & COMPANY	1/24/2018	512-00010874	Local Purchase...	Closed	\$142.78	\$0.00	
Grate Planes	Festool Tooltechnic	1/24/2018	512-00010879	Local Purchase...	Closed	\$578.00	\$0.00	
Grate Planes	JPW Industries - Jet	1/25/2018	512-00010880			\$2,101.14	\$0.00	
Grate Planes	JPW Industries - Jet	1/30/2018	512-00010880			\$1,804.79		
Grate Planes	Teknatool USA Inc.	1/29/2018	512-00010882			\$4,021.48		
Grate Planes	Apollo Sprayers International	2/3/2018	512-00010883			\$75.54		

CTRL-Click on multiple transfers to light up the merge button.

Actions are lit up based on the type of transfer selected

Vendor Credit Bill Invoice Customer Credit Journal Entry Merge Split Delete

INCOMING INVENTORY

Incoming transfers and Purchase Orders Received can be posted to Quickbooks as:

1. Vendor Bills
2. Customer Credits
3. Journal Entries

OUTGOING INVENTORY

Outgoing transfers can be posted to Quickbooks as:

1. Vendor Credits
2. Customer Invoices
3. Journal Entries

To keep track of Inventory invoiced, you can split one or more items off of a transfer or merge multiple transfers into a single one.

POSTING A VENDOR BILL

After selecting the transfer, select the “Bill” Button”:

myAdministrator V3

Enter Vendor Bill PSI ,WOODWORKING PRODUCTS INC. *

Bill

Vendor: PSI Woodworking Products Date: 1/19/2018

Sales Tax: \$0.00 Reference Num: 1234-IN

Shipping: \$0.00 Memo: 512-00010794

SubTotal: \$85.00 PO Number: 512-00010794

Total: \$85.00 Terms: Net 30

Summary Only Create Adjustment? Due Date: 1/22/2018

Print? Email? DiscountDate:

Item Lookup Code	Vendor SKU	Description	Quantity	Cost	Ext Cost
857449	PSI-PKPENXXCH	Slimline Pro Gel Click Chro...	20.00	\$4.25	\$85.00

Save And Close Save and Submit Adjust Transfer Reset Changes

Notes:

1. Sometimes your vendor invoice does not match the cost received at POS. Use the adjust transfer button to apply the difference to a cost of goods account. This keeps your Quickbooks inventory and POS inventory in close sync.
2. If you are adding a bill for a vendor that does not yet exist in Quickbooks, use the process described at the beginning of this chapter to add the vendor.
3. The “Save and Submit” Button will stage the item for later posting to Quickbooks in your dashboard.

ADJUSTING COSTS

Item costs in RMS, once posted cannot be easily or accurately adjusted. The simplest way of handling incorrect costs on Purchase orders is with a manual posting to Cost of Goods Sold. After the item is sold, and you force your Quickbooks inventory to match your RMS inventory, this incorrect cost goes away.

The screenshot shows the 'Add Adjustment' form. At the top, there is a table with columns for 'Reference Num' (1234-IN), 'Memo' (512-00010794), and 'PO Number' (613-00010794). Below this is the 'Add Adjustment' section with the following fields:

Account	Cost of Goods Sold:COGS ADJ
Original Total	\$85.00
New Total	\$85.00
Adjustment Amount	\$0.00
Memo	

At the bottom of the form are two buttons: 'Save' and 'Don't Save'.

You can either enter the correct total for the invoice or the cost difference to be posted.

Enter an amount in the “New Total” field and myAdministrator will calculate the cost adjustment to Quickbooks.

Enter an amount in the “Adjustment Amount” field to post to Cost of goods sold.

Note that you can change the posting account to another account For Example, Freight or Paint Care.

CREATING TRANSFERS WHEN ADJUSTING COSTS

This feature is not intended to be used when you have received a Purchase Order with incorrect costs. When your costs in RMS are incorrect simply select “No” for the “Create Transfer for Difference” option.

There are two scenarios when you would want to select “Yes” to “Create Transfer for the Difference” in myAdministrator when adjusting the cost on an invoice:

1. You have received LESS than the vendor is billing you for and the vendor has promised to send you a credit for the difference.
2. You have received MORE than the vendor is billing you for and you expect to receive an invoice for the difference. Note that the best way to handle the scenario is to use the “Split” function to split the items out into two separate transfers and adding the bill only for the items received. The method of creating a transfer from the Adjust Payable screen is less desirable as it creates additional posting entries to your inventory account.

Both of these scenarios can be handled using the Adjust Payable screen by checking the box next to “Create Adjustment” in the Bill Window:

The screenshot shows the 'Bill' window. The 'Vendor' is 'PSI Woodworking Products'. The 'Total' is \$95.00. The 'Create Adjustment?' checkbox is checked and circled in red. Below the form is a table with columns for 'Item Lookup Code', 'Vendor SKU', 'Description', and 'Quantity'.

Item Lookup Code	Vendor SKU	Description	Quantity
857449	PSI-PKPENXXCH	Slimline Pro Gel Click Chro...	

The Transfer created will have either one of two types (neither of which are ever created in RMS, they only exist in myAdministrator):

1. **Received Short:** This type of transfer is created when you have received less than you were invoiced for and you are expecting a credit.
2. **Received Over:** This type of transfer is created when you have received more than you were invoiced for and you are expecting an invoice for the difference.

Transfers

Drag a column header here to group by that column

Location	Vendor	Date	Transfer Number	Transfer Type	Transfer Sta...	Total	Adjustments	Notes
Grate Planes	Default Lumber Vendor	2/19/2019	306-03069727	Local Purchase Order	Closed	\$652.50	\$0.00	
Grate Planes	Woodcraft Supply LLC	1/3/2019	306-03070188	Received Short	Closed	(\$24.60)	\$0.00	
Grate Planes	Black & Decker Inc.	1/28/2019	306-03070230	Local Purchase Order	Partial	\$105.33	\$0.00	
Grate Planes	Kreg Tool Company	2/18/2019	306-03070243	Local Purchase Order	Closed	\$3,103.60	\$0.00	
Grate Planes	Woodcraft Supply LLC	1/17/2019	306-03070256	Received Short	Closed	(\$9.90)	\$0.00	
Grate Planes	Laguna Tools (Supermax)	2/5/2019	306-03070287	Local Purchase Order	Partial	\$4,385.15	\$0.00	
Grate Planes	FLEXCUT TOOL COMPANY, INC.	2/14/2019	306-03070301	Local Purchase Order	Closed	\$260.14	\$0.00	
Grate Planes	Woodcraft Supply LLC	2/6/2019	306-03070302	Received Short	Closed	(\$22.67)	\$0.00	
Grate Planes	Edison Creation	2/8/2019	306-03070311	Local Purchase Order	Closed	\$153.05	\$0.00	

The Quickbooks invoice will appear as shown below:

Enter Bills - Accounts Payable

Main Reports

Find New Save Delete Create a Copy Memorize Print Attach File Clear Splits Recalculate Pay Bill

Bill Credit A/P ACCOUNT Accounts Payable Bill Received

Bill

VENDOR: PSI Woodworking Products DATE: 01/19/2018

ADDRESS: PSI Woodworking Products, 9900 Global Road, Philadelphia, PA 19115 REF. NO.: 1234-IN

AMOUNT DUE: 95.00 BILL DUE: 02/18/2018

TERMS: Net 30 DISCOUNT DATE: MEMO: 512-00010794

Expenses \$10.00 Items \$85.00

ITEM	DESCRIP...	QTY	COST	AMOUNT	CUSTOMER.JOB	BILL...	CLASS
512 Inventory		1	85.00	85.00			Pompano

Save & Close Save & New Revert

Items Tab contains Inventory Received at POS

Expenses Tab contains Cost adjustments

POSTING VENDOR CREDITS

myAdministrator V3

Enter Vendor Credit PSI ,WOODWORKING PRODUCTS INC.

Vendor Credit

Vendor: PSI Woodworking Products Date: 1/19/2018

Sales Tax: \$0.00 Reference Num: 1234-IN

Shipping: \$0.00 Memo: 512-00010794

SubTotal: \$10.00 PO Number: 512-00010794

Total: \$10.00 Print?

Summary Only Create Adjustment? Email?

Items Expenses Notes

Description	Memo	Amount	Add
Cost of Goods Sold:COGS ADJ		10.00	Edit

Delete

Save And Close Save and Submit Adjust Transfer Reset Changes

POSTING A CUSTOMER INVOICE

myAdministrator V3

Enter Customer Invoice 511 - Birmingham, AL *

Invoice

Customer: Shiela, LLC Date: 1/23/2018

Sales Tax: \$0.00 Reference Num: 10894

Shipping: \$0.00 Memo: 512-00010894

SubTotal: \$53.72 PO Number: 512-00010894

Total: \$53.72 Terms: Net 30

Summary Only Due Date: 1/23/2018

Print? Email? DiscountDate:

Item Lookup Code	Vendor SKU	Description	Quantity	Cost	Ext Cost
846929	JWW-Heat Lock Qt	HL Iron-on Veneer GL...	2.00	\$26.86	\$53.72

Settings Save And Close Save and Submit Reset Changes

Notes:

- See Chapter 2 for instructions on how to add a customer into Quickbooks.
- Enter the customer's purchase order number to appear on the customer invoice.
- Enter your reference number for the invoice.
- Uncheck the "summary only" box for invoices so that you can have detailed line information in your invoices.
- Check the "Print" box to print the invoice after adding to Quickbooks

SPLITTING A TRANSFER

Incoming and outgoing transfers can be split to allow you to post some items to Quickbooks while saving others for later processing. Here is an example of splitting a transfer:

1. Your associate receives two separate shipments from a vendor on the same day.
2. The shipments are for the same purchase order, but the vendor Invoiced you separately for each shipment
3. Only one invoice has arrived from the vendor and you want to enter it so that you can take advantage of the early payment terms.
4. Split the PO into the items for each shipment so that you can verify the separate invoices before posting them to Quickbooks

myAdministrator V3

Inventory Transfer - 512-00010886

Item Lookup Code	Vendor SKU	Description	Quantity	Cost	Ext Cost
127243	FRE-LU87R010	10 X 24 X 5/8 Atb Thin Kerf	1.00	\$28.62	\$28.62
825745	FRE-99-036	2pc Adj T & G Bit Set 1/2SH	2.00	\$51.43	\$102.86
828656	FRE-04-100	DF Strt Bit 1/8D 3/8L 1/4SH	1.00	\$8.12	\$8.12
828697	FRE-22-122	Dovetail 8deg 1/2D 1/4SH	1.00	\$10.50	\$10.50
828716	FRE-36-108	Beading Bit 3/16R 1/4SH	1.00	\$17.10	\$17.10
828735	FRE-42-116	Flush Trim Bit 1/2D 2CL 1/2...	1.00	\$16.53	\$16.53
828737	FRE-44-108	FlushTrimBit 1/2D 1.5CL 1/2...	1.00	\$21.26	\$21.26
828738	FRE-50-102	Pattern Bit 1/2D 1CL 1/4SH	1.00	\$13.70	\$13.70
828746	FRE-62-XXX	Asst Ball Bearing Set 4pcs	3.00	\$14.94	\$44.82
828805	FRE-04-096	DF Strt Bit 1/16D 1/4CL 1/4...	2.00	\$8.12	\$16.24
828874	FRE-38-502	Classic Bold Cove n Rnd 1/4...	1.00	\$23.28	\$23.28
828879	FRE-38-622	Classic Cove n Rnd Bit 1/4SH	1.00	\$20.43	\$20.43
828892	FRE-50-103	Pattern Bit 5/8D 9/16CL 1/4...	1.00	\$13.92	\$13.92
828903	FRE-80-572	Triple Beading Bit 1/8R 1/2SH	1.00	\$33.43	\$33.43
828916	FRE-99-018	Canoe Joint Bead 1/8R 1/2SH	1.00	\$30.96	\$30.96
828934	FRE-99-516	\$62.75	\$62.75
829416	FRE-82-11	\$37.32	\$37.32
829436	FRE-32-52	\$34.40	\$34.40
830674	FRE-82-11	\$21.46	\$21.46
830675	FRE-82-11	\$24.07	\$24.07
830676	FRE-82-11	\$24.81	\$24.81
834236	FRE-12-152	...	1.00	\$12.46	\$12.46

Split Split Quantity Reset Changes

Asst Ball Bearing Set 4pcs

Total Quantity

Quantity A

Quantity B

MERGING TWO OR MORE TRANSFERS

Incoming or outgoing transfers can be merged prior to processing. Here is an example of merging a transfer:

1. Your Associate receives all the items from a shipment but one.
2. You have verified that the missing item was physically received in the store.
3. Your associate then proceeds to receive the missing item on the PO.
4. You can merge the two receivers so that you can match it to the invoice.

Location	Vendor	Date	Transfer Number	Transfer Type	Transfer Status	Total	Adjustm...	Notes
Grate Planes	SuperMax Tools - Use LAGUNA	2/6/2018	512-00010845	Local Purchase Order	Closed	\$2,098.50	\$0.00	
Grate Planes	SuperMax Tools - Use LAGUNA	1/23/2018	512-00010845	Local Purchase Order	Closed	\$133.50	\$0.00	
Grate Planes	Atlas Tools and Electric LLC	1/26/2018	512-00010848	Local Purchase Order	Closed	\$2,330.70	\$0.00	
Grate Planes	Laguna Tools (Supermax)	1/24/2018	512-00010863	Local Purchase Order	Closed	\$195.00	\$0.00	
Grate Planes	Laguna Tools (Supermax)	1/22/2018	512-00010866	Local Purchase Order	Closed	\$9,010.96	\$0.00	
Grate Planes	Laguna Tools (Supermax)	1/29/2018	512-00010866	Local Purchase Order	Closed	\$6,723.29	\$0.00	
Grate Planes	JPW Industries - Jet	2/1/2018	512-00010867	Local Purchase Order	Closed	\$652.79	\$0.00	
Grate Planes	JPW Industries - Jet	2/1/2018	512-00010867	Local Purchase Order	Closed	\$652.79	\$0.00	
Grate Planes	Sawstop LLC	1/24/2018	512-00010867	Local Purchase Order	Closed	\$7,883.20	\$0.00	
Grate Planes	Festool Tooltechnic	1/22/2018	512-00010867	Local Purchase Order	Closed	\$1,722.25	\$0.00	
Grate Planes	SAUERS & COMPANY	1/24/2018	512-00010867	Local Purchase Order	Closed	\$142.78	\$0.00	
Grate Planes	Festool Tooltechnic	1/24/2018	512-00010867	Local Purchase Order	Closed	\$578.00	\$0.00	
Grate Planes	JPW Industries - Jet	1/25/2018	512-00010867	Local Purchase Order	Closed	\$2,101.14	\$0.00	
Grate Planes	JPW Industries - Jet	1/30/2018	512-00010880	Local Purchase Order	Closed	\$1,804.79	\$0.00	
Grate Planes	Teknatool USA Inc.	1/29/2018	512-00010882	Local Purchase Order	Closed	\$4,021.48	\$0.00	
Grate Planes	Apollo Sprayers International	2/3/2018	512-00010883	Local Purchase Order	Closed	\$75.54	\$0.00	
Grate Planes	Jessem Products Limited	1/24/2018	512-00010884	Local Purchase Order	Closed	\$266.65	\$0.00	
Grate Planes	Freud, Inc.	1/22/2018	512-00010886	Local Purchase Order	Closed	\$833.45	\$0.00	
Grate Planes	Black & Decker Inc.	1/29/2018	512-00010887	Local Purchase Order	Closed	\$933.59	\$0.00	

- If the transfers have the same PO# that number will be used for the reference and all line items will be included in the merged transfer.
- If the transfers have different P.O. numbers, the reference number of the resulting transfer will be "Merged." Line items will be consolidated to one line per merged transfer. Each line will have the merged transfer # as its description/memo. Save the merged transfer to Quickbooks with the "Summary Only" box unchecked to get the PO numbers in the memo field.

POSTING JOURNAL ENTRIES

When posting a transfer to a Journal entry it is essential to understand how Quickbooks inventory is affected by Credits and Debits.

- If Inventory is transferred out of RMS or is decreasing, CREDIT your inventory account in Quickbooks.
- If Inventory is transferred into RMS or is increasing, DEBIT your inventory account in Quickbooks.

Drag a column header here to group by that column

Vendor	Date	Transfer Number	Transfer Type	Transfer Status	Total
511 - Birmingham, AL	1/24/2018	512-00010896	Local Transfer Out	Closed	(\$118.83)
Cost Adjustment	2/1/2018	512-00010898	Local Transfer Out	Closed	(\$25,533.00)
Cost Adjustment	2/1/2018	512-00010898	Local Transfer Out	Closed	(\$25,533.00)
Black & Decker Inc.	2/5/2018	512-00010900	Local Purchase Order	Closed	\$0.00
Woodcraft Supply LLC	2/2/2018	512-00010902	Local Purchase Order	Closed	\$5,926.38

Convert to Journal Entry - 512-00010941

Account:

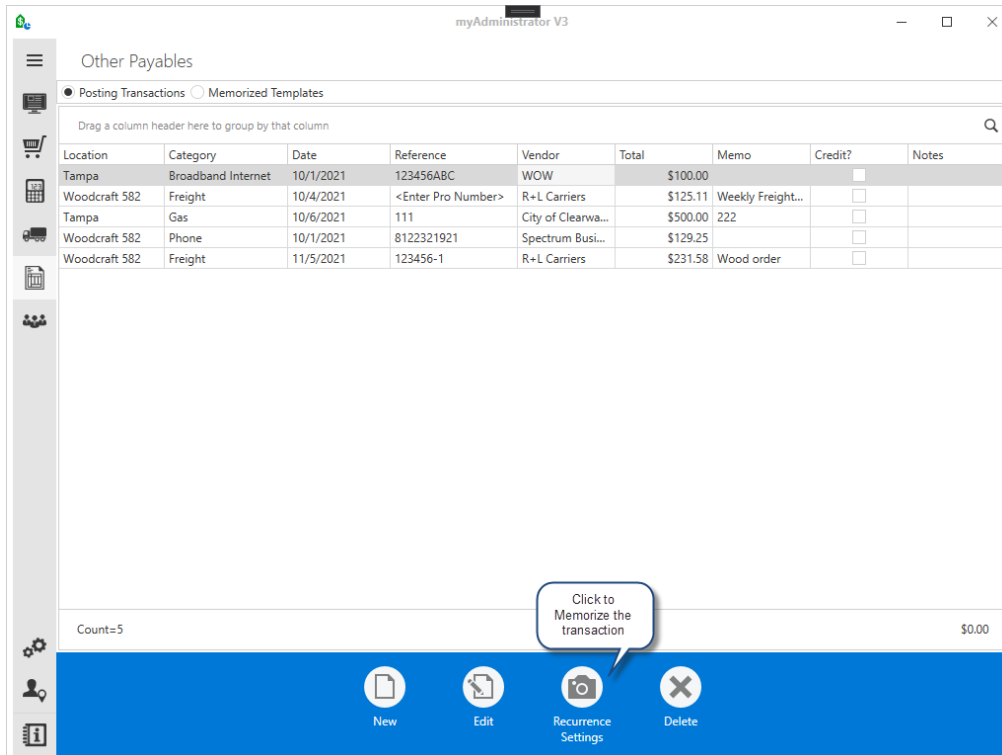
Item Total:

Memo:

Woodcraft Supply LLC	2/2/2018	SU512-00737	Local Purchase Order	Partial	\$137.72
Woodcraft Supply LLC	1/26/2018	SU512-00737	Local Purchase Order	Partial	\$66.82
Woodcraft Supply LLC	2/2/2018	SU512-00738	Local Purchase Order	Closed	\$109.41
Woodcraft Supply LLC	1/26/2018	SU512-00738	Local Purchase Order	Closed	\$28.78

CHAPTER 4: NON-INVENTORY TRANSACTIONS

myAdministrator allows you to add vendor bills and credits for items that were not received through your POS system. Examples are Utilities, Rent, Advertising (bills and credits) etc. These can be ad-hoc (for just one bill) or can be recurring. You can setup a recurrence schedule that will automatically add the items to myAdministrator. Once the bills come in from the vendor, you edit the transaction in myAdministrator and submit to the dashboard for posting to Quickbooks.



Notes:

- The other payables screen consists of two types of transactions: Posting Transactions and Memorized Templates.
- Posting transactions are edited when the bill from the vendor arrives and are added to the dashboard for later adding to Quickbooks.
- The recurrence settings keep track of how often to add Posting Transactions to Quickbooks (the “how often” to add to Quickbooks).
- Memorized Templates are single copies of the transactions that are copied into myAdministrator as a posting transaction when we are past the next recurrence date (the “what” to add to Quickbooks).

ADDING A NEW NON-INVENTORY TRANSACTION

← Add New Bill

Entry Type

Bill Credit

Bill

Location	Tampa	BillDate	11/6/2021
BillCategory	Electric	ReferenceNum	43215678
Quickbooks Vendor	Duke Energy	Memo	Electric Bill
Quickbooks Terms	Net 25	DueDate	12/1/2021
Total	\$0.00	DiscountDate	N/A

Expenses Notes

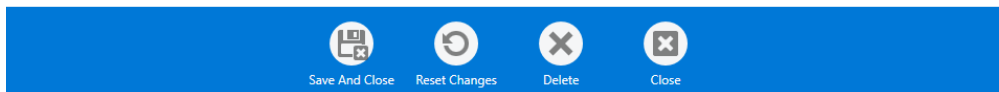
Description	Memo	Amount	
			New
			Edit
			Delete
			Refresh

After filling out the header information for the bill (location, vendor, terms etc.), we need to add the line items that are on the bill by clicking on the “New” button:

← Enter Expense Line Operating Expenses:Uniforms

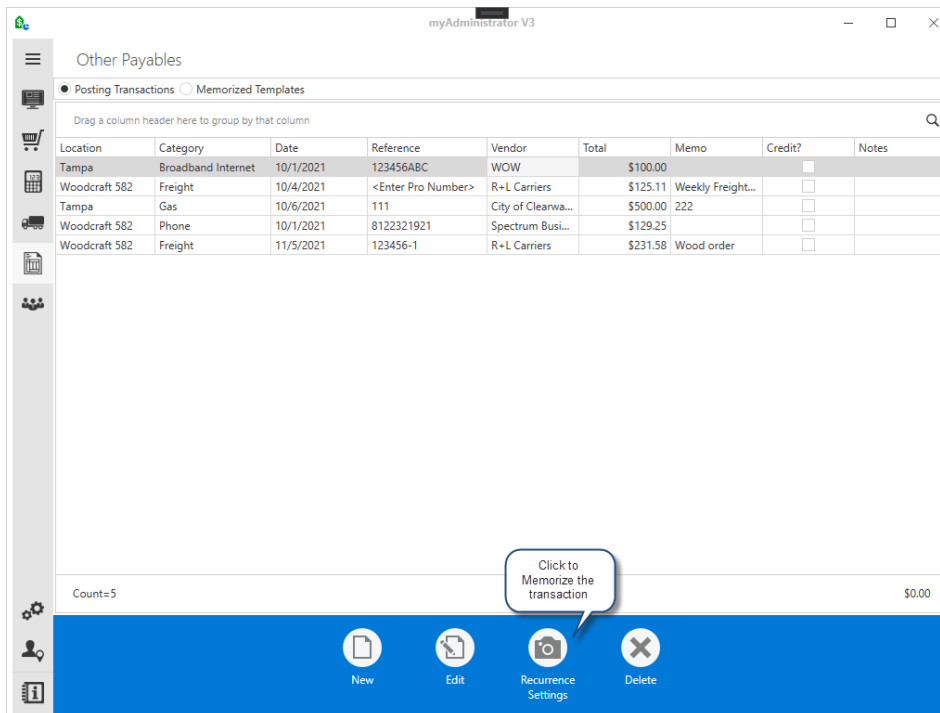
Expense Entry

Account	Operating Expenses:Utilities:Electricity
Amount	\$878.00
Memo	



CREATING A RECURRING TRANSACTION

Once a Posting Transaction is created, click on the “Recurrence Settings” to create a new Memorized Template copied from posting transaction:



The 'Memorize Transaction' dialog box is shown. It has the following fields and options:

- Description: Monthly Electric Bill
- Most Recent Entry: 11/6/2021
- Recurrence Pattern:
 - Daily
 - Weekly
 - Monthly
 - Yearly
- Recurrence End:
 - No end date
 - End after: 1 occurrences
 - End by: 11/6/2021

Buttons: Save, Don't Save

Callouts:

- Description of Memorized Transaction
- Last date the bill was entered into Quickbooks

Notes:

- Enter a description for the bill
- Select the most recent date the bill was entered into Quickbooks
- The recurrence pattern can be set as frequently as daily or as infrequently as annually.
- An end date is optional. Note that myAdministrator will keep your memorized transaction in its list but just won't add any new ones after the end date

APPENDIX A: SETUP AND INSTALLATION

INSTALLATION

The myAdministrator application consists of two separate applications: myAdministrator and QBEventListener. The myAdministrator application is the main application which you will interact with on a daily basis. The QBEventListener runs in the background and waits for payments received for AR Invoices in Quickbooks. It captures that data and stores them for later posting. When myAdministrator is restarted it posts those payments to the store. The myAdministrator application can be installed from:

<http://mywoodcraft.com/software/myadministrator3/myadmin.zip>

After the program has been installed, you need to subscribe it to listen to events from Quickbooks. You will need to launch Quickbooks and then go to Start Menu/Programs/myWoodcraft.com/Subscribe to Events. Quickbooks will prompt you to allow access to the application. We recommend that you select “Yes, Even if Quickbooks is not running”. This will prevent you from seeing this message every time QBEventListener posts payments to Quickbooks from myAdministrator.

SET UP ACCOUNTS IN QUICKBOOKS

MyAdministrator places no restrictions on how your accounts are setup; it just needs to map your accounts and items from RMS to Quickbooks. You will need to create the following (or note down existing) accounts and corresponding items in your Quickbooks installation:

1. Merchandise Sales
2. Seminar Sales
3. Sales Tax
4. Gift Cards
5. Gift Certificates
6. Layaways
7. Backorders
8. Paid outs. Look at the paid out reason codes in Microsoft RMS and decide how you will map these to Quickbooks.
9. Accounts Receivables. Create a bank account that will be called “AR Clearing” and this will be used as a clearing account for Payments received at the stores. The balance of the account will always be zero after the payments are imported into Quickbooks. Do not use an actual bank account as the account will have transactions in it, even though the balance will be zero.
10. Manufacturers Coupons
11. WSC Coupons
12. Inventory Adjustment Accounts. For Manual inventory adjustments and physical inventory audits
13. Cost of Goods Sold Accounts: COGS from your daily batches.

SET UP MATCHING ITEMS IN QUICKBOOKS.

myAdministrator saves daily sales summaries as Sales Receipts or Credit Memo's (if you give out more than you receive in any tender type). You will need to create the Items that map to the accounts found on your daily sales summary:

1. Merchandise
2. Sales Tax
3. AR Pass Through (temp bank account)
4. Layaways/Backorders
5. Paid outs. These will be mapped by reason code, so you will need to look at the reason codes and come up with appropriate items.
6. Tenders: Payment Items need to be created for each tender you use in Quickbooks. For example, if you deposit Cash and Checks together as on deposit, you need to create a single item for this.
7. Cost of Goods Sold for merchandise sales.

Bills, Item Receipts, Invoices and Credit Memos all use Quickbooks items. You need to create the following items:

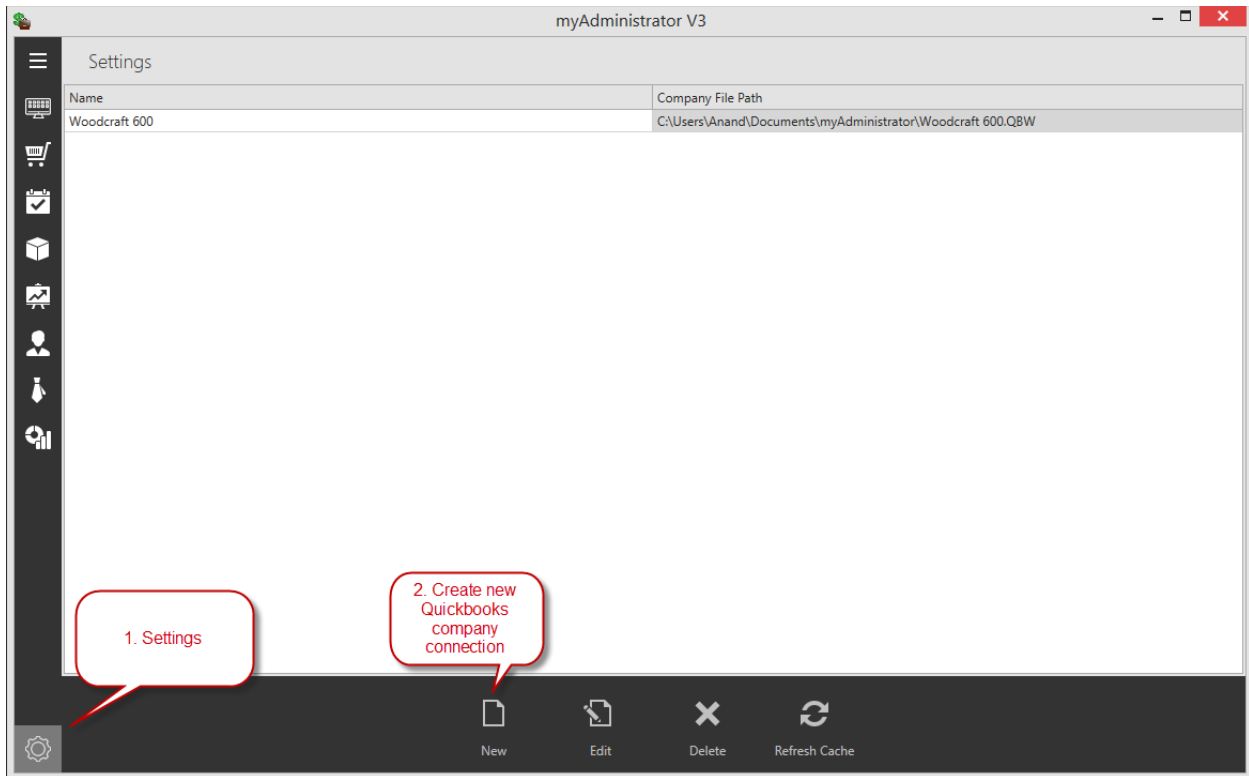
1. Inventory
2. Freight (for incoming freight)
3. Shipping (for items shipped to customers)

CREATE A DAILY SALES CUSTOMER

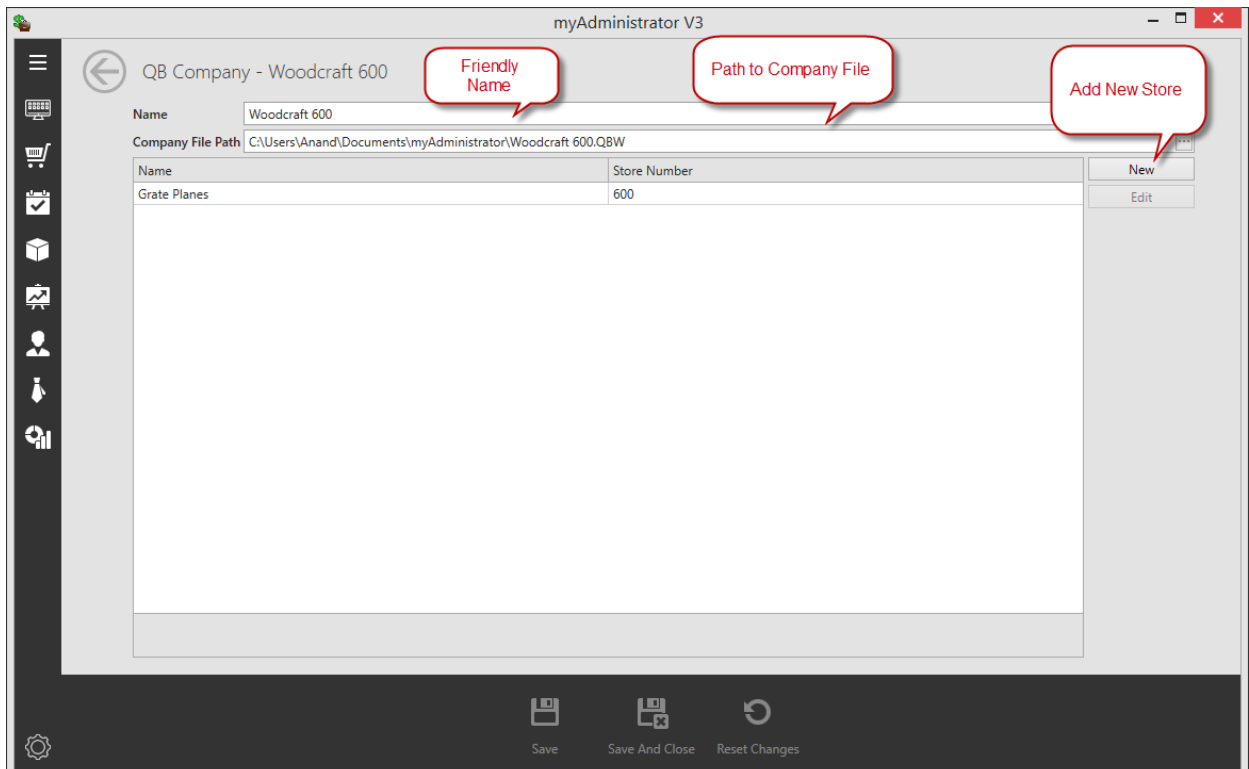
Sales Receipts and Credit Memo's require a Customer to be tied to. Create a Customer called "Daily Sales Summaries". This customer will always have a zero balance.

SETTING UP MYADMINISTRATOR FOR THE FIRST TIME

Click on the Settings button and then “New” to create a new Quickbooks Company:



Adding new a Company

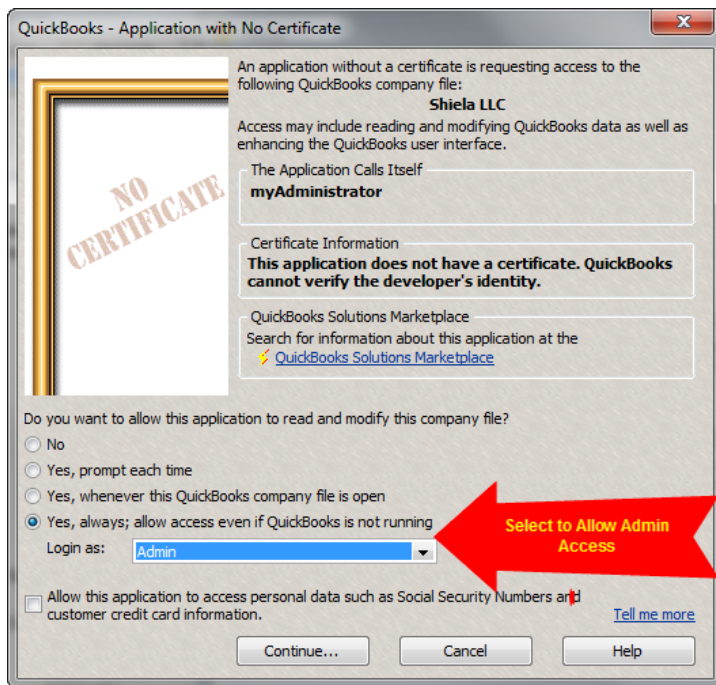


Enter a descriptive name for your company. When you click on the open folder button, you will be prompted to search for your Quickbooks company file on your hard disk.

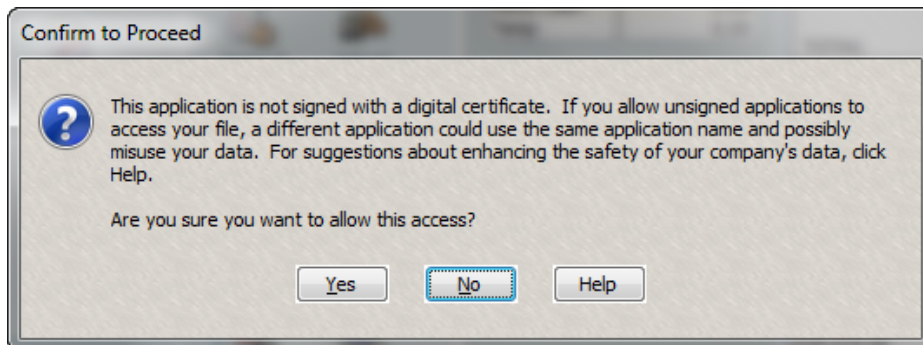
GRANT MYADMINISTRATOR PERMISSION TO ACCESS QUICKBOOKS

Once you have located the file, you will be prompted to login to Quickbooks as the Admin user and also, switch to multi-user mode in Quickbooks

After you login to Quickbooks and switch to multi-user mode, click OK on this Windows so that it will attempt to connect to your Quickbooks company file. In Quickbooks, you will be prompted with a Window similar to this one:



You will be prompted to confirm that this is what you want to do:



ADDING A NEW STORE TO YOUR COMPANY

Click on the “New” Button after you have Saved your Quickbooks Company and connected to Quickbooks

The screenshot shows the 'myAdministrator V3' application window. The title bar reads 'Location - Grate Planes *'. The main area contains configuration fields for a new store:

- Name: Grate Planes
- Store Number: 600
- Database Configuration:
 - Server Address: ANAND-DEV\SQLSERVER
 - Initial Catalog: s512
 - Username: sa
 - Password: SooperSecret
 - OnLine:
- Gateway Configuration:
 - Username: wcanand600
 - Password: EvenMoreSecret
 - Merchant Account ID: 1751001
 - Merchant ID: 1751000

At the bottom, there is a toolbar with icons for 'Import XML', 'Mappings', 'Save', 'Save And Close', 'Reset Changes', 'Delete', and 'Reset Batches'. Two red callout boxes point to the 'Import XML' and 'Mappings' icons, with text: 'Import from myAdministrator V2' and 'Create/Edit Mappings' respectively.

Open the Mappings Wizard to create default mappings:

The screenshot shows the 'Location - Grate Planes *' window displaying the 'Welcome to the Mappings Wizard' screen. A progress bar at the top indicates 100% completion. Below the progress bar, the text reads: 'Create Mappings Complete. Press Next to Continue..'. At the bottom right, there are two buttons: 'Next >' and 'Cancel'. A red callout box points to the 'Next >' button with the text: 'Click Next after default mappings are created'.

LOCATION DEFAULT MAPPINGS

These are defaults specific to the location in Quickbooks.

Location - Grate Planes *

Location Default Mappings
These Default mappings are specific to each location.

Class:

Daily Sales Customer:

Summarize Receivables:

Default AR Account:

Default AP Account:

Default AR Terms:

Default AP Terms:

ITEM MAPPINGS

These are Items in Quickbooks used on Sales Receipts for daily sales, Customer Invoices and Vendor Bills

Location - Grate Planes *

Item Mappings
These map to Items in Quickbooks.

Kind	Description	Quickbooks Item
Item	Taxable Sales	Merchandise
Item	Non-Taxable Sales	Merchandise
Item	Sales Tax	Sales Tax Payable
Item	Gift Card Sold	Gift Card Sold
Item	Seminar Sales	Seminars & Classes
Item	Paid on Layaway	Layaway
Item	Paid on A/R	Accts Rec
Item	Paid on Backorder/Special Order	Layaway
Item	Paid Out	Postage paid out
Item	Layaway Closed	Layaway
Item	Charged To A/R	Accts Rec
Item	Backorder/Special Order Picked Up	Layaway
Item	Payment Over/Short	Cash Short/Over
Item	Freight	Freight
Item	Cost of Goods Sold	Cost of Goods Sold
Item	Inventory	512 Inventory
Item	Shipping	Shipping
Item	Default Item. e.g. Ask My Accountant	Ask My Accountant
Item	Customer Satisfaction	Cust Satisfaction paid out
Item	Contest Winners	Ask My Accountant
Item	Miscellaneous	Ask My Accountant

EXPENSE MAPPINGS

Expense Mappings are used in Journal Entries for Inventory Adjustments, Vendor Bills and Customer Invoices.

Location - Grate Planes *		
Expense Mappings		
These map to Accounts in Quickbooks.		
Kind	Description	Quickbooks Account
Expense	Inventory	Inventory
Expense	Cost of Goods Account	Cost of Goods Sold:COGS - Stock
Expense	Freight	Cost of Goods Sold:Freight in
Expense	Shipping	Operating Expenses:Shipping
Expense	Ask My Accountant	Ask My Accountant
Expense	AR Clearing Account	Cash:A/R Clearing
Expense	Cost of Goods Adjustments	Cost of Goods Sold:COGS ADJ
Expense	Store Use	Operating Expenses:Supplies:Store supplies
Expense	Class Use	Operating Expenses:Seminar:Seminar Materials
Expense	Defective Merchandise	Operating Expenses:Inventory Damage
Expense	Write Off Slow/NonMoving	Operating Expenses:Inventory Write-off
Expense	Fix Inventory	Operating Expenses:Inventory Shortage
Expense	Store Purchase With Check	Ask My Accountant
Expense	Physical Inventory - Audit Variance	Operating Expenses:Inventory Shortage
Expense	Package Break	Cost of Goods Sold:COGS ADJ
Expense	Merchandise Shortage	Operating Expenses:Inventory Shortage
Expense	Donation - Inv Adj	Charitable Contributions
Expense	Club Use	Ask My Accountant
Expense	Cost Adjustment	Cost of Goods Sold:COGS ADJ

TENDER MAPPINGS

Quickbooks items used on Sales Receipts for Daily Sales

Location - Grate Planes *		
Tender Mappings		
These map to Items in Quickbooks.		
Kind	Description	Quickbooks Item
Tender	Check	Cash and Checks
Tender	Cash	Cash and Checks
Tender	CC Backup	Visa/Mastercard
Tender	Employee Layaway	Layaway
Tender	WC Coupon	WSC Coupon Credit
Tender	Gift Certificate	Gift Cert Sold
Tender	Store Account	Accts Rec
Tender	Check Refund	Accts Rec
Tender	Apropos GC	Gift Cert Sold
Tender	Debit Card	Visa/Mastercard
Tender	Gift Card	Gift Card Redeemed
Tender	Misc Charge	Accts Rec
Tender	Credit Card	Visa/Mastercard

SOMETHING MAPPINGS

Quickbooks items mapping POS tender to Gateway tenders.

Location - Grate Planes *

Gateway Mappings

These are three-way maps from tender to gateway code to quickbooks item.

Description	POS Tender Code	Quickbooks Item
Amex Credit	Credit Card	Amex
Bank Checking	Credit Card	Visa/Mastercard
Bank Debit	Credit Card	Visa/Mastercard
Bank Savings	Credit Card	Visa/Mastercard
Discover Credit	Credit Card	Visa/Mastercard
Discover Debit	Credit Card	Visa/Mastercard
General Gift	Credit Card	Gift Card Redeemed
Master Card Credit	Credit Card	Visa/Mastercard
Master Card Debit	Credit Card	Visa/Mastercard
Master Card Prepaid	Credit Card	Visa/Mastercard
Visa Credit	Credit Card	Visa/Mastercard
Visa Debit	Debit Card	Visa/Mastercard
Visa Prepaid	Debit Card	Visa/Mastercard
Voyager	Debit Card	Visa/Mastercard
Fleet	Debit Card	Visa/Mastercard

< Back Finish Cancel

APPENDIX B: MONTH END CHECKLIST

The following items should be verified at the end of each month:

1. Your AR Clearing account should have a \$0.00 balance. Be sure that you have posted all payments from myAdministrator into Quickbooks. If you still have payments in myAdministrator you should have a negative balance in this account.
2. Verify that your Taxable Sales in Quickbooks = Total Merchandise Sales from Sales Summary Report.
3. Double check seminar sales: Seminar sales from the Sales Summary report should match Quickbooks
4. Double check Gift Cards: In Quickbooks under the Edit Menu, select Find->Advanced Find. Search for all "Gift Card Sold" items for the month. The total should match the number on the Sales Summary Report
5. Create a Journal Entry:
 - a. Debit (Taxable Sales)
 - b. Credit (Non-Taxable Sales) for the amount of Non-Taxable Sales from the Sales Summary Report.
6. Double check the new "Sales Tax Payable" Liability Account. The balance on the first day of the new month should be just last month's sales tax total.
7. Verify your COGS in Quickbooks: run your P&L and compare the COGS account to the Sales Summary Report. The numbers should be close, with any manual adjustments or bills posted directly to COGS being the difference.
8. With the myAdministrator, your month end inventory in Quickbooks should be very close to RMS. Any differences will probably be due to invoice dates versus receiver date.
9. Verify that your "Ask my Accountant" account has no transactions in it.

APPENDIX C: JOURNAL ENTRY CHECKLIST

When using the General Journal Entry feature to post item receipts or transfers to Quickbooks use the following rules:

1. If you are posting a Transfer OUT (inventory amount is negative) then you want to CREDIT your inventory account
2. If you are posting a Purchase order or Transfer IN (inventory amount is positive) then you want to DEBIT your inventory account

SUGGESTED CONTRA ACCOUNT LIST

Reason	Contra Account
Fix Inventory	Inventory Shrink or Cost of Goods Sold Adjustment
Store Use	Store Supplies
Class Use	Seminar Materials
Cost Adjustment	Cost of Goods Adjustment
Package Break	Cost of Goods Adjustment

***Please check with your accountant to verify that these are appropriate for your company.**