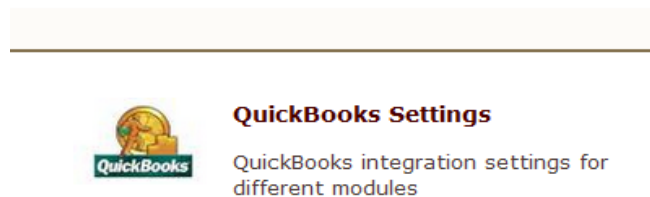


## Quick Books

Your Fuse5 can be integrated with Quick Books allowing you to more efficiently process data.

Quick Books Version Needed: Quick Books Pro, should be less than \$250. That's for a single PC, you can have multiple user access, just only one at a time.. If you want multi-user access you should explore more options. You can use Quick Books Pro for up to three concurrent users, but the cost is going to be somewhere below \$250 per user. Quick Books set up can be found under PERSONAL & ADMIN > SETTINGS > at the bottom right of the screen is the QUICKBOOK SETTINGS option.



Fuse5 does a lot in regards to managing your A/R. You take receivables on accounts and send out statements to your accounts / customers using Fuse5. Fuse5 does a daily push of all ROAs to Quick books which will impact your overall A/R account.

Fuse5 has functionality for doing an End of Day that allows you to account for all cash, checks, credit cards, and charge activity. Once completed and pushed to QB it will update your QB accounts. Specifically the cash, checks, and credit cards will be pushed as undeposited funds. Your sales accounts will be updated along with your A/R.

Fuse5 does NOT manage you business checking accounts. You select the accounts to deposit the undeposited funds to using QB.

You reconcile your vendor invoices in Fuse5 using the Vendor Invoice Reconciliation module. When you reconcile your invoices the information is passed to QB as outstanding accounts payable.

A net sum is maintained by vendor. All vendors are stored in both QB and Fuse5. If you create a vendor in Fuse5 it goes to QB. Payment terms are created in Fuse5 and shared with QB. Creating vendor terms is done in the Vendor Invoice Reconciliation module and can be done at the same time as a VIR or independently. (PRODUCT MANAGEMENT > VENDOR INVOICE RECONCILIATION LIST > CREATE VENDOR INVOICE RECONCILIATION LIST.

Once you have exported accounts and parts out of QB and put them in Fuse5 you shouldn't have to do anything with them again in QB, they are managed within Fuse5.

Everything NOT included in buying and selling parts is done in QB and NOT in Fuse5. Payroll,

## Fuse5 Training Materials

income taxes, payments on non-inventory assets are all done in QB. You write checks in QB including checks to vendors for Purchase Orders.

The integration between Fuse5 and QB will include a double-entry bookkeeping system which is a set of rules for recording financial information in a financial accounting system in which every transaction or event changes at least two different nominal ledger accounts.

In general the entries will create debits and credits in the following manner.

	<b>Debit</b>	<b>Credit</b>	
Asset	Increase	Decrease	
Liability	Decrease	Increase	
Income (revenue)	Decrease	Increase	
Expense	Increase	Decrease	
Capital	Decrease	Increase	

The Fuse5 / Quick Books Integration can be accomplished in conjunction between the user and the Fuse5 support team. In general the steps are as follows and are laid out in much more detail throughout this training document.

### Integration Checklist

1. Map the CoA in Fuse5 using the appropriate CoA mentioned by each line item and the exact NAME from Quick Books.
  - a. Ensure that EOD Memo types have been mapped in Fuse5 and are created in your QB.
  - b. Ensure that the Discrepancies have been mapped in the VIR section and exist in your QB.
2. Ensure Dummy Customer Account is set up under EOD Reconciliation section and exists in your QB – this is one of the most common issues with the integration.
3. Create the “items” in Quick Books
4. Create Invoice and Credit Memo Template.
5. Create sub accounts and map to Fuse5 if you have more than one location and want to track P&L separately.
6. Ensure that all of your accounts have the QB Profile Setting set to Company QB Settings.
7. Create a copy of your QB and hook up the web connector (notes below).
8. Once comfortable with data flow to your copy of QB, hook up web connector to your live QB (notes below).

## Steps for Integrating Quick Books and Fuse5

### 1. Map the CoA in Fuse5 using the appropriate CoA mentioned by each line item and the exact NAME from Quick Books.

You will need to go to PERSONAL & ADMIN > SETTINGS > Quick Books. Once in you will see that there are a number of lines for you to enter data. The first step is to match your CoA from QB to Fuse5 and / or create the appropriate CoA needed or the CoA that you are missing that will make the Fuse5 integration the most efficient.

Using the Chart of Accounts (CoA) from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB.

**Skip the Invoice Template and Credit Memo Template, these will be addressed later in the integration document.**

## Sales Order – Quick Books Integration

Merchandise Inventory (Other Current Asset CoA) - Using the chart accounts from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB. (example...Inventory Asset, Inventory In Stock, Parts Inventory). *Question....where is your inventory?*

Core Inventory (Other Current Asset CoA) - Using the chart accounts from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB. (example....Inventory Asset: INVENTORY – Cores, Core Inventory in Stock). *Question...do you track cores separately, or combine with inventory?*

Core Return Inventory (Other Current Asset CoA) - Using the chart accounts from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB. (example....Inventory Asset: INVENTORY – Cores, Core Inventory in Stock, Dirty Core Inventory). *Question...do you track cores separately, or combine with inventory?*

Defect Return Inventory (Other Current Asset CoA) - Using the chart accounts from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB. (ex. Defective Part Inventory)

## Fuse5 Training Materials

Warranty Return Inventory (**Other Current Asset CoA**) - Using the chart accounts from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB. (ex. Warranty Return Inventory)

QB Parts Cost Ledger (**Cost of Goods Sold CoA**) - Using the chart accounts from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB. (example.....Cost of Goods Sold, COGS Parts)

QB Core Cost Ledger (**Cost of Goods Sold CoA**) - Using the chart accounts from your Quick Books you tie them into Fuse5 by using the same account name and adding it to the appropriate category. You must ensure that the the “words” in your account match between Fuse5 and QB. (example.....Cost of Goods Sold, COGS Cores)

QB SO Merchandise Item (**Item of Income CoA**)- Under MAIN SO MERCHANDISE ITEM enter SO-PARTS. If you have more than one location you CAN map sub accounts under the item in the following format:

SO-PARTS

SO PARTS:Sales-Parts North Liberty

SO PARTS:Sales-Parts Tiffin

**\* Similar sub account mapping applies to QB SO Core Item, QB Tax Item, QB Freight Item, and QB Labor Item.**

QB SO Core Item (**Item of Income CoA**)- Under MAIN SO CORE ITEM enter SO-CORES

QB Tax Item (**Item of Income CoA**)- Under MAIN TAX ITEM enter SO-TAX

QB Freight Item (**Item of Income CoA**) – Under MAIN FREIGHT ITEM enter SO-FRT

QB Labor Item (**Item of Income CoA**) – Under MAIN LABOR ITEM enter SO-LAB

QB Miscellaneous Fee Item (**Item of Income CoA**) - This is where you choose the CoA that will be Increased (Credited) when a sales order is completed in Fuse5. (example Uncategorized Income, Finance Charge Income)

QB SO Merchandise CoA (**INCOME CoA** from QB) - This is where you choose the CoA that will be Increased (Credited) when a sales order is completed in Fuse5. (example Merchandise Sales, PARTS/RETAIL, Part Sales)

QB SO Core CoA (**INCOME CoA** from QB) - This is where you choose the CoA that will be Increased (Credited) when a sales order is completed in Fuse5. (example Merchandise Sales, PARTS/RETAIL, Core Sales)



## Fuse5 Training Materials

QB SO Tax CoA **(INCOME CoA from QB)**- This is where you choose the CoA that will be Increased (Credited) when a sales order is completed in Fuse5. (example Merchandise Sales: EXEMPT SALES, TAX INCOME)

QB SO Freight CoA **(INCOME CoA from QB)** - This is where you choose the CoA that will be Increased (Credited) when a sales order is completed in Fuse5. (example Merchandise Sales: EXEMPT SALES, SHIPPING AND DELIVERY INCOME, Customer Freight)

QB SO Labor CoA **(INCOME CoA from QB)**- This is where you choose the CoA that will be Increased (Credited) when a sales order is completed in Fuse5. (example Merchandise Sales, LABOR INCOME)

QB Inventory Manual Adjustment **(EXPENSE CoA)** – what expense CoA do you want impacted when making manual adjustments to your inventory. (example Inventory Adjustment)

LIFO Reserve **(OTHER CURRENT ASSET CoA)**

Gift Card/Deposit Liability **(OTHER CURRENT LIABILITY CoA)**. Map to the account you want to use to account for gift cards and deposits that are outstanding and have not been used. (ex. Deposit/Customer Liabilities, Deposit Liability, Deposits, Gift Cards & Deposits)

EOD Memo Items **(EXPENSE CoA)** – Need to map to an expense CoAs. User is able to create new memo type, which is 15 character text field, such as "Gas, Loan, RedBull" then for each type he creates, then needs to enter the expense CoA this memo type will push into. So when memo's push into QB, they will push against the expense account based on this table. These same Expense CoA are available when you create an adjustment for a charge account.

EOD Memo Items Note: Expense Chart of Account		<div>Finance charges pushing from A/R to Chart of Account.</div> <table><tr><td>Gas :</td><td>Gas Expense</td><td>Update</td><td>Delete</td></tr><tr><td>Paper :</td><td>Expense</td><td>Update</td><td>Delete</td></tr><tr><td>Red Bull :</td><td>Expense</td><td>Update</td><td>Delete</td></tr><tr><td colspan="4">+ Add Memo Type</td></tr></table>		Gas :	Gas Expense	Update	Delete	Paper :	Expense	Update	Delete	Red Bull :	Expense	Update	Delete	+ Add Memo Type			
Gas :	Gas Expense	Update	Delete																
Paper :	Expense	Update	Delete																
Red Bull :	Expense	Update	Delete																
+ Add Memo Type																			

Finance charges will push to Quick Books into the Chart of Account of your choosing. To select the CoA you wish to push finance charges to, go to Personal & Admin > Settings > Quick Books Settings > Sales Order - Quick Books Integration > EOD Memo Items, and then enter the CoA into the top provided field. Please ensure that the CoA is spelled exactly the same way in Fuse5 and QB.

## Account Payment – Quick Books Integration

A/R for Payment **(Accounts Receivable CoA)** - Need to map to a cash A/R account in QB. This is money you have taken in from customers that hasn't been deposited in the bank. May need to create an account. (ex. Accounts Receivable, CASH A/R)

Payment Method Name for Cash and Check– Cash (always just “Cash”)

Payment Method Name for CC – Recommend just using CC so you can distinguish from cash and check payments. If BLANK then CC payment amount will push with “Cash and Checks”.

Deposit To Account **(Other Current Asset CoA)** – Undeposited Funds (always “Undeposited Funds”)

## Store Transfer– Quick Books Integration

In Transit CoA **(Other Current Asset CoA)** – only used for multi store locations, holds the value of inventory when it is in transit between locations. (ex. Inventory In Transit)

## Vendor Invoice– Quick Books Integration

*When you receive Purchase Orders they will update QB real time in terms of Other Current Assets (Inventory). When you receive you will increase your inventory / accrued purchases. When you do an VIR you will increase the accounts payable for that specific vendor.*

Accrued Purchases **(Other Current Liability CoA)** – tie this to an A/P account in QB (example A/P – INVENTORY IN – TRANSIT, ACCRUED PURCHASES). This is used to hold the value of outstanding purchase orders (parts) prior to doing Vendor Invoice Reconciliation.

Accrued Freight **(Other Current Liability CoA)** – tie this to an A/P account in QB (example A/P – INVENTORY IN – TRANSIT, ACCRUED PURCHASES). This is used to hold the value of outstanding purchase orders (freight charges) prior to doing Vendor Invoice Reconciliation.

Accrued Duty **(Other Current Liability CoA)** - tie this to an A/P account in QB (example A/P – INVENTORY IN – TRANSIT, ACCRUED PURCHASES). This is used to hold the value of outstanding purchase orders (duty fees) prior to doing Vendor Invoice Reconciliation.

Merchandise Inventory **(Other Current Asset CoA)** – Should be the same CoAs as used in step 1. (example Inventory Asset)

Core Inventory **(Other Current Asset CoA)** – Should be the same CoAs as used in step 1. (example Inventory Asset:INVENTORY - Cores)

Freight Note **(Expense CoA)** - This is the expense chart of account that freight or shipping expenses

## Fuse5 Training Materials

added to a VIR would go to. (ex. Incoming Shipping)

Miscellaneous Note **(Expense CoA)** – This is an expense field that is only used if a vendor happens to charge you misc charges for some reason. (ex. Miscellaneous Expense)

Map Discrepancy **(Expense CoA)** – Allows you to set up specific expense accounts to map discrepancies found when doing Vendor Invoice Reconciliation.

Damage :	Damage Discrepancy	Update Delete
DiscType :	DiscCoA	Update Delete
Discount Type2 :	Purchase Discounts	Update Delete
Freight :	Freight	Update Delete
Lost Disc :	Lost Discrepancy	Update Delete
Rent :	RentExpenses	Update Delete
<b>+ Add Discrepancy Type</b>		

You can add additional discrepancies by clicking on the +Add Discrepancy Type button. Put in the Discrepancy Type (the name you will recognize when doing VIRs) and choose the appropriate Expense CoA. The name must be exactly the same as your QB CoA. Finally, click SAVE.

Discount Type2 :	Purchase Discounts	Update Delete
Freight :	Freight	Update Delete
Lost Disc :	Lost Discrepancy	Update Delete
Rent :	RentExpenses	Update Delete
<b>+ Add Discrepancy Type</b>		
Discrepancy Type	QB Account	
Friend Family	Purchase Discounts	
		Save Cancel

At this point you will see that your new discrepancy account is available in the QB Settings page and will show up as available when you do a VIR.

Damage :	Damage Discrepancy	Update Delete
DiscType :	DiscCoA	Update Delete
Discount Type2 :	Purchase Discounts	Update Delete
Freight :	Freight	Update Delete
Friend Family :	Purchase Discounts	Update Delete
Lost Disc :	Lost Discrepancy	Update Delete
Rent :	RentExpenses	Update Delete
+ Add Discrepancy Type		

\* Note – you may need to click on your F5 button to refresh the page.

**Process of RGN PO push to QB -** When you return parts/products to your vendors/suppliers do you want to push the credit directly to the appropriate accounts payable account? If yes, set this to “Push Return Purchase Order to Quick Books When Finalized”. If you would prefer to reconcile your returns to your vendors/suppliers just like you would reconcile an invoice and then push the credit after doing the reconciliation, then set this to “Push Return Purchase Order To Quick Books Through Vendor Invoice Reconciliation (VIR)”.

## EOD Reconciliation – Quick Books Integration

End of Day Reconciliation. You use the QB button on the end of day reconciliation to push Fuse5 data to QB. If the symbol is orange, it hasn't been pushed. If it's gray, it has been pushed.

When Fuse5 pushes your End Of Day (EOD) to QB it pushes to three categories to QB as invoices based on the invoice template you created:

1. Cash and checks (combined as one entry)
2. Credit cards
3. Charge Activity

Credit cards are auto deposited thorough your CCP (Credit Card Processor)

Charge activity pushes as a net increase to Net Revenue

Everything is pushed to an un-deposited fund

## Fuse5 Training Materials

### *Sample of the Push to Un-Deposited Funds*

04/30/2013	150			✓	1,558.00	0.00
	GENJRN Sales		to reverse entry from 2010			
05/16/2013	23			✓	1,558.00	1,558.00
	DEP CHASE 9050 (split)		To adj to return			
05/16/2013	150			1,558.00 ✓		0.00
	DEP CHASE 9050 (split)		to reverse entry from 2010			
06/24/2013	1pa0624 Fuse5 EOD Push				702.90	702.90
	PMT Accounts Receivable		EOD Payment, Date:2013-06-24, Location:Pompano Beach-1			
06/24/2013	1d0624				0.08	702.98
	GENJRN OVER/SHORT		EOD Discrepancy, Date:2013-06-24, Location:Pompano Beach-1			

Note: When you have a “memo” in EOD and push to QB, here is what happens...

1. Decrease to Income Account (Sales-Parts), Increase to Cash A/R
2. Decrease of Cash A/R, Increase in Undeposited Funds
3. Decrease of Undeposited Funds, Increase to Over/Short

It's important to understand that the initial Undeposited funds push will be the total of sales, regardless of whether or not you have memos.

Discrepancy Debit **(Other Current Asset CoA)** – Undeposited Funds. Should always be set to “Undeposited Funds”

Discrepancy Credit **(Expense CoA)** – Other Expenses:Cash Over and Short....may have something in QB, may not. Recommend “Over/Short” or something similar.

**Dummy Customer Account – Name it “Fuse5 EOD Push” or “Fuse5 Account”. You need to create this account in Quick Books....SKIP THIS FOR NOW, IT WILL BE ADDRESSED LATER IN THE TRAINING DOCUMENT.**

### *Sample of the push to the Fuse5 EOD Push account*

**Customer Information**

Company Name **Dummy Customer Account**

Full Name

Bill To **Fuse5 EOD Push**

[Map](#) | [Directions](#)

**Transactions** | **Contacts** | **To Do's** | **Notes**

SHOW **All Transactions** FILTER BY **All** DATE **All**

TYPE	NUM	DATE	AC
Invoice	1ch0624	06/24/2013	Acc
Payment	1pa0624	06/24/2013	Un

Cash & Check Invoices For EOD **(Account Receivable CoA)** - Cash A/R

Refund Check Invoices for EOD **(Other Current Liability CoA)** - For those of you who write Refund Checks to customers in conjunction with a Refund Sales Order and payment method = Check. Use this QB Settings field for Refund Check Expense. This will push that balance to that field in QB and allow you to post your checks against that same Chart of Account. This is the CoA in QB that you want to push refund checks that you write to customers in conjunction with a refunded sales order. It should be an Other Current Liability CoA and you should match the name of the CoA exactly with what you enter in Fuse5. (example: Refund Checks)

CC Invoices for EOD **(Account Receivable CoA)** - Credit Card A/R

Charge Invoices for EOD **(Account Receivable CoA)** - Accounts Receivable (usually)

**Note: You do NOT want to push Cash & Check Invoices For EOD and CC Invoices for EOD to the same place as you push Charge Invoices for EOD.**

## **2. Create a Dummy Customer Account in your QB and merge it with Fuse5.**

In your Quick Books create a Customer / Account. Name it whatever you want, but ensure that you remember it as it will be used to push EOD data to include sales and Receivables on Accounts. You do not need to update any information in the QB Customer record other than the name. Once you have set it up in QB map the name in Fuse5 in the "Dummy Customer Account" line under EOD

## Fuse5 Training Materials

Reconciliation-Quick Books Integration section of the Quick Books integration in Fuse5.

EOD Reconciliation - QuickBooks Integration	
Discrepancy Debit <small>Note: Other Current Asset Chart of Account</small>	Miscellaneous Corp <small>Settings when discrepancy is SHORT/NEGATIVE. In case of OVER/</small>
Discrepancy Credit <small>Note: Expense Chart of Account</small>	Miscellaneous Corp <small>Settings when discrepancy is SHORT/NEGATIVE. In case of OVER/</small>
Dummy Customer Account	Fuse5 Push <small>Required for moving AR to UF by EOD.</small>
Cash & Check Invoices For EOD <small>Note: Account Receivable Chart of Account</small>	Accounts Receivable

### 3. Create the “items” in Quick Books

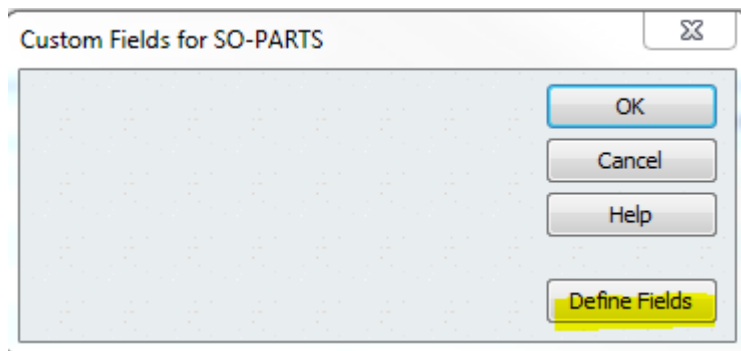
Before you can create an invoice, you must create items to be included on the invoice. You probably already have some in QB, but the following items must be created for the integration. Items are things that you sell.

In Quick Books Pro 2011 (all QB versions should be similar with some slight variation to access items)

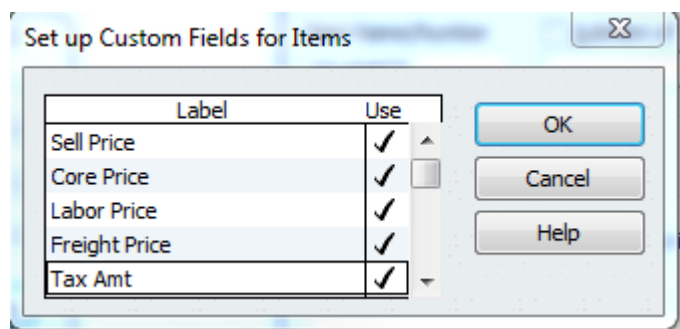
The screenshot shows the 'New Item' dialog box in QuickBooks Pro 2011. The 'Type' is set to 'Service'. The 'Item Name/Number' field contains 'SO-PARTS'. The 'Subitem of' checkbox is checked. The 'Unit of Measure' is set to 'None'. The 'Description' field is empty. The 'Rate' is set to '0.00'. The 'Account' is set to 'Sales-Parts'. The 'Item is inactive' checkbox is unchecked. Buttons for 'OK', 'Cancel', 'Next', 'Custom Fields', and 'Spelling' are visible on the right.

go to LIST > ITEM LIST > ITEM (drop down bottom left). Type SO-PARTS into the Item Name/Number field, associate the item name with the appropriate Income CoA, then click on the CUSTOM FIELDS button.

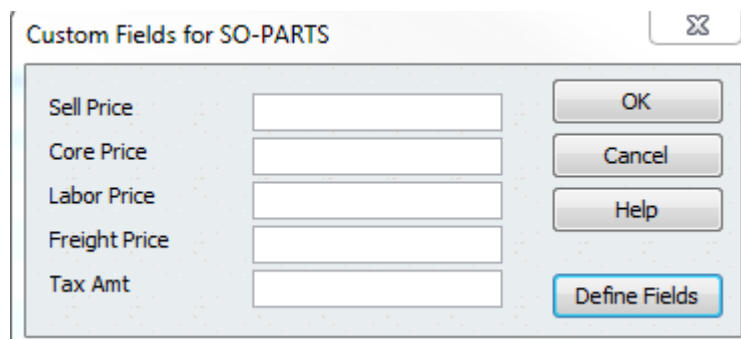
It will ask you to click on DEFINE FIELDS.



Enter the following custom fields and click on OK.



You should get a pop up that looks similar to this.....



For the remaining items you just need to create a new item, name it appropriately, and associate it with the appropriate Income CoA. You do NOT need to create the custom fields again. Ensure you have created the following items (remember that SO-PARTS should be done if you have followed the directions above).

Create 6 Items:

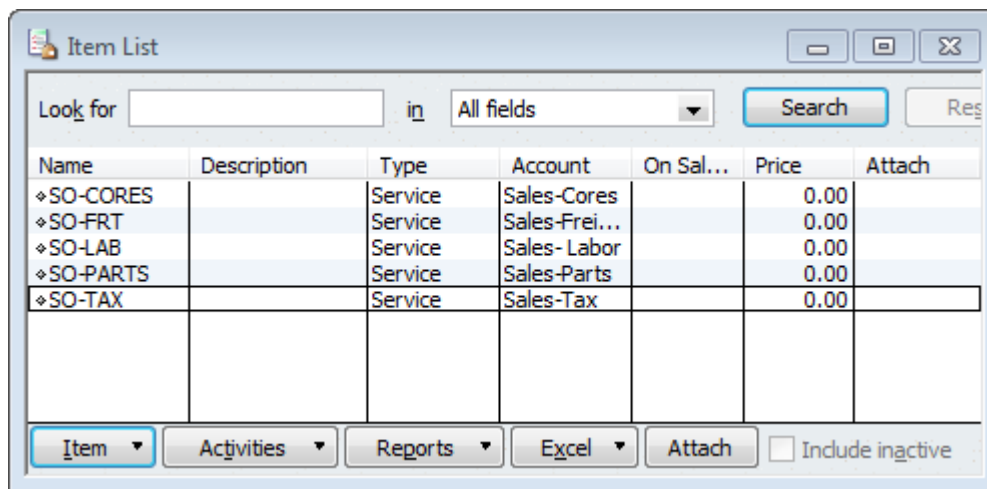
a. SO-PARTS



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- b. SO-CORES
- c. SO-FRT
- d. SO-LAB
- e. SO-TAX
- f. SO-MISC

Once you have created the items, your item list should at minimum contain the following (although you may have many other items that you sell).



Name	Description	Type	Account	On Sal...	Price	Attach
♦SO-CORES		Service	Sales-Cores		0.00	
♦SO-FRT		Service	Sales-Frei...		0.00	
♦SO-LAB		Service	Sales- Labor		0.00	
♦SO-PARTS		Service	Sales-Parts		0.00	
♦SO-TAX		Service	Sales-Tax		0.00	

Item ▾ Activities ▾ Reports ▾ Excel ▾ Attach ☐ Include inactive

## 4. Create two invoices in QB for Fuse5 to push data too

**Invoice Template** - In Quick Books you must set up an invoice template and a credit memo template, then tie their names in to Fuse5 with the first two sections of the QB set up.

You can access the invoices and edit them a number of different ways depending on your version of QB, but the end result is the same, the invoice and credit memo may be customized to look like the diagram below.

In Quick Books 2011 you can access the invoice and customize it using the following directions:

- a. Go to the Customers menu and click Create Invoices to open an invoice form.
- b. Select the template you want to use or start with the default
- c. Click the Customize drop-down arrow and then click Manage Templates. **Note:** You may need to re-size or maximize the window to see the Customize drop-down arrow.
- d. Choose to Customize Data Layout
- e. Click on Make a Copy if requested
- f. The ADDITIONAL CUSTOMIZATION window should pop up. Using the COLUMNS tab, make

changes to the SCREEN, PRINT and ORDER boxes to match the image below.

g. Once you have made your invoice match the image below, click on OK

h. Name the customer job / invoice **Fuse5 Invoice** and save it

[illegible]

Alternate directions to access customizing invoices: To do this in Quick Books go to Create Invoices (from the QB homepage) > Create > Customize > Manager Templates. Copy a current template and rename it “Fuse5 Invoice”. You will need to do Additional customization > columns (tab) and using our sample to copy the page (the check boxes on the left of the template). This name goes in line one of the Fuse5 Quick Book set up called INVOICE TEMPLATE.

**Credit Memo Template** - Next up is creation of the credit template. The process is similar to the invoice template above, however name this one “Fuse5 Credit Memo”.

In Quick Books 2011 you can access the invoice and customize it using the following directions:

- Go to Customers drop down from menu bar
- Select Create Credit Memos/Refunds
- Click the Customize drop-down arrow and then click Manage Templates. **Note:** You may need to re-size or maximize the window to see the Customize drop-down arrow.
- Choose to Customize Data Layout

- e. Click on Make a Copy if requested
- f. The ADDITIONAL CUSTOMIZATION window should pop up. Using the COLUMNS tab, make changes to the SCREEN, PRINT and ORDER boxes to match the image below.
- g. Once you have made your invoice match the image below, click on OK
- h. Name the customer job / invoice **Fuse5 Credit Memo** and save it

Alternate directions to access customizing invoices: You go to REFUNDS & RETURNS > Create > Customize > Manager Templates. This name goes in the second line of the Fuse5 Quick Books set up called CREDIT MEMO TEMPLATE.

**5. Create sub accounts in QB and Fuse5 if you have multiple locations and plan to manage the P&L separately.**

If you have multiple locations there are a number of the lines in Fuse5 that need to be mapped not only to the primary CoA, but to sub-accounts if desired. This is optional, and only used if you want to

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separate financial data by location. This is done with a few steps.

1. Create sub-accounts in your QB.
2. Map the sub-accounts to the appropriate line items in Fuse5. Note that when entering the sub-accounts in Fuse5 you must enter the parent account, then a colon, then the sub-account name.

Merchandise Inventory Note: Other Current Asset Chart of Account Used in both Sales Order and Store Transfer.	Main Chart of Account: Parts Inventory
	Sub Chart of Accounts: Parts Inventory:Part Inventory Seattle Parts Inventory:Part Inventory Tacoma Parts Inventory:Part Inventory Lynnwood Parts Inventory:Part Inventory Olympia Parts Inventory:Part Inventory Auburn

This must be done for any lines that you wish to ensure separation including those lines associated with the items that you create in Fuse5.

QB Freight Item Note: Item of Income Chart of Account	Main Freight Item: SO FRT
	Sub Freight Item: SO FRT:Customer Freight Seattle SO FRT:Customer Freight Tacoma SO FRT:Customer Freight Lynnwood SO FRT:Customer Freight Olympia SO FRT:Customer Freight Auburn SO FRT:Customer Freight Bellingham SO FRT:Customer Freight Bremerton

Enter each option on new line.

3. Ensure that the sub-accounts are mapped in your locations settings page. Go to PERSONAL & ADMIN > SETTINGS > COMPANY DETAILS > Choose a location. Ensure that all of the settings that have sub-accounts have the appropriate sub-account chosen for that location.

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SO Merchandise Inventory Chart of Account:	Parts Inventory:Part Inv▼ Note:Chart of Account Break Up is by Location	SO Core Inventory Chart of Account:	Parts Inventory:Part Inv▼ Note:Chart of Account Break Up is by Location
Core Return Inventory Chart of Account:	Dirty Core Inventory A▼ Note:Chart of Account Break Up is by Location	Defect Return Inventory Chart of Account:	Defective Part Inventor▼ Note:Chart of Account Break Up is by Location
Warranty Return Inventory Chart of Account:	Defective Part Inventor▼ Note:Chart of Account Break Up is by Location	Inventory Manual Adjustments Chart of Account:	Inventory Adjustment:I▼ Note:Chart of Account Break Up is by Location
QB Parts Cost Ledger:	COGS Parts:COGS Pa▼ Note:Chart of Account Break Up is by Location	QB Core Cost Ledger:	COGS Cores:COGS C▼ Note:Chart of Account Break Up is by Location
QB SO Merchandise Item:	SO PARTS:Sales Sea▼ Note:Item Break Up is by Location	QB SO Core Item:	SO Core:Core Sales S▼ Note:Item Break Up is by Location
QB Tax Item:	SO TAX▼ Note:Item Break Up is by Location	QB Freight Item:	SO FRT:Customer Fre▼ Note:Item Break Up is by Location
QB Labor Item:	SO LAB:Shop Sales S▼ Note:Item Break Up is by Location	QB Miscellaneous Fee Item:	▼ Note:Item Break Up is by Location
QB SO Merchandise Chart of Account:	Part Sales:Part Sales S▼ Note:Chart of Account Break Up is by Location	QB SO Core Chart of Account:	Core Sales:Core Sales▼ Note:Chart of Account Break Up is by Location
QB Tax Chart of Account:	Sales & Excise Tax Pa▼ Note:Chart of Account Break Up is by Location	QB Freight Chart of Account:	Customer Freight:Cus▼ Note:Chart of Account Break Up is by Location

## 6. Ensure that all of your accounts have the QB Profile Setting set to Company QB Settings.

SO General Comment Display Until	--
Add Shop Parts	No
Add misc SO Fee	
QB Profile Setting	Company QB Settings
Default SO Shop or Parts	Parts
ADN NATIONAL ACCOUNT ID	
ADN NATIONAL ACCOUNT STORE ID	
ADN MASTER MEMBER NUMBER	

## 7. Creating a copy and hooking up the web connector

Once all done with the integration, hit FILE and CREAT A COPY (in QB). Save a copy locally (on the desktop) and sink the copy to Fuse5 with the following steps. This copy of QB is tied to Fuse5 for testing / training.

To Copy the users QB: (These directions can vary based on your version of Quick Books)

1. Open your real Quick Books
2. Go to FILE
3. Create a Copy
4. Back Up Copy...next
5. Local Backup....next
6. Save It Now.....next
7. Give it a name and save to your desktop
8. Go To FILE
9. Restore Previous Local Backup.....locate the back up you just made and select it
10. Click Next on the "Open or Restore Company" pop up
11. Identify where you want to save it and name it again, then save it
12. Close QB
13. Open QB using the copy on your desktop
14. Go to the COMPANY tab
15. Company Information
16. Change the company name and the Legal Name.



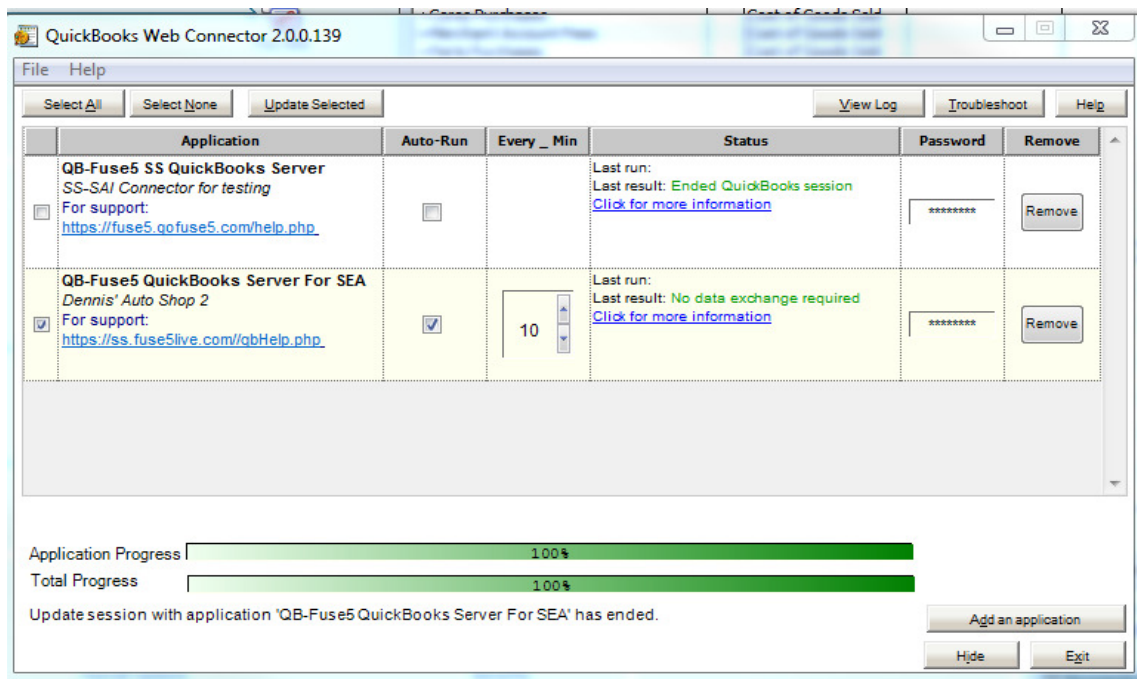
## Fuse5 Training Materials

17. You are now in your copy of QB and can access it from your desktop / wherever you saved it without impacting your actual QB.

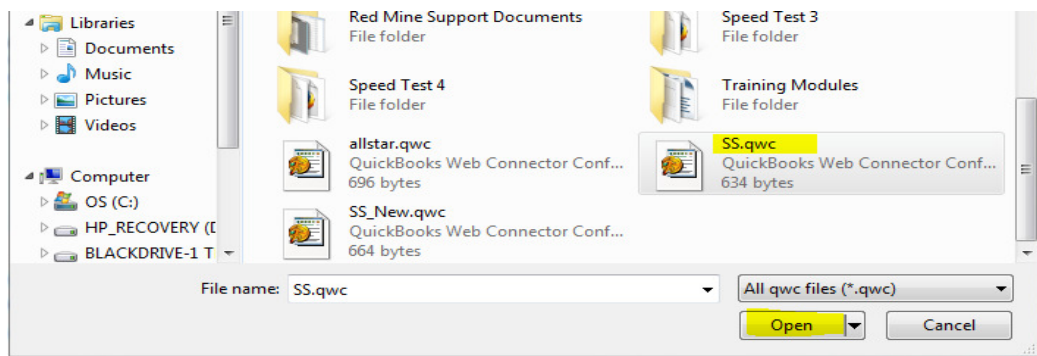
A web connection is made that ties Fuse5 and your copy of QB together. This connection is made with a QWC file. This is all done in QB.

To attach the web-link to QB:

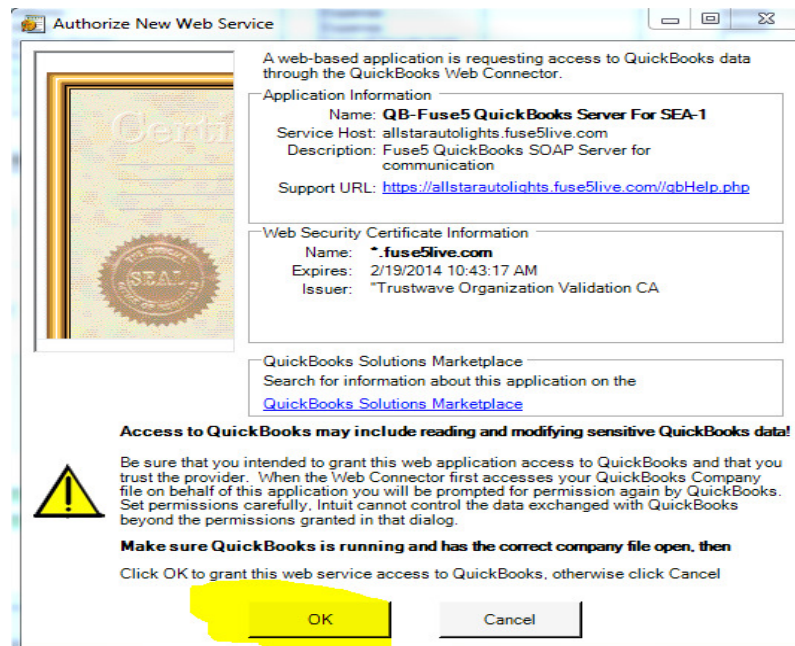
1. Use the back up copy of QB (try not to have it saved anywhere near the real version of QB to avoid confusion)
2. Restore backup
3. Get a web connector from either Fuse5 or by accessing at this website (<http://marketplace.intuit.com/webconnector/>) and save it to your desktop.
4. Locate "Update web services" in your QB. Depending on your version it may be somewhere different but on recent QB versions it can be found under FILE > UPDATE WEB SERVICES. You will get a pop up similar to this, although there will probably be NO applications showing.



- Click the Add An Application button, locate the QWC file on your computer and Click OPEN. It will not be named SS.qwc, rather it will be named whatever you named it when you downloaded or what was provided from Fuse5.



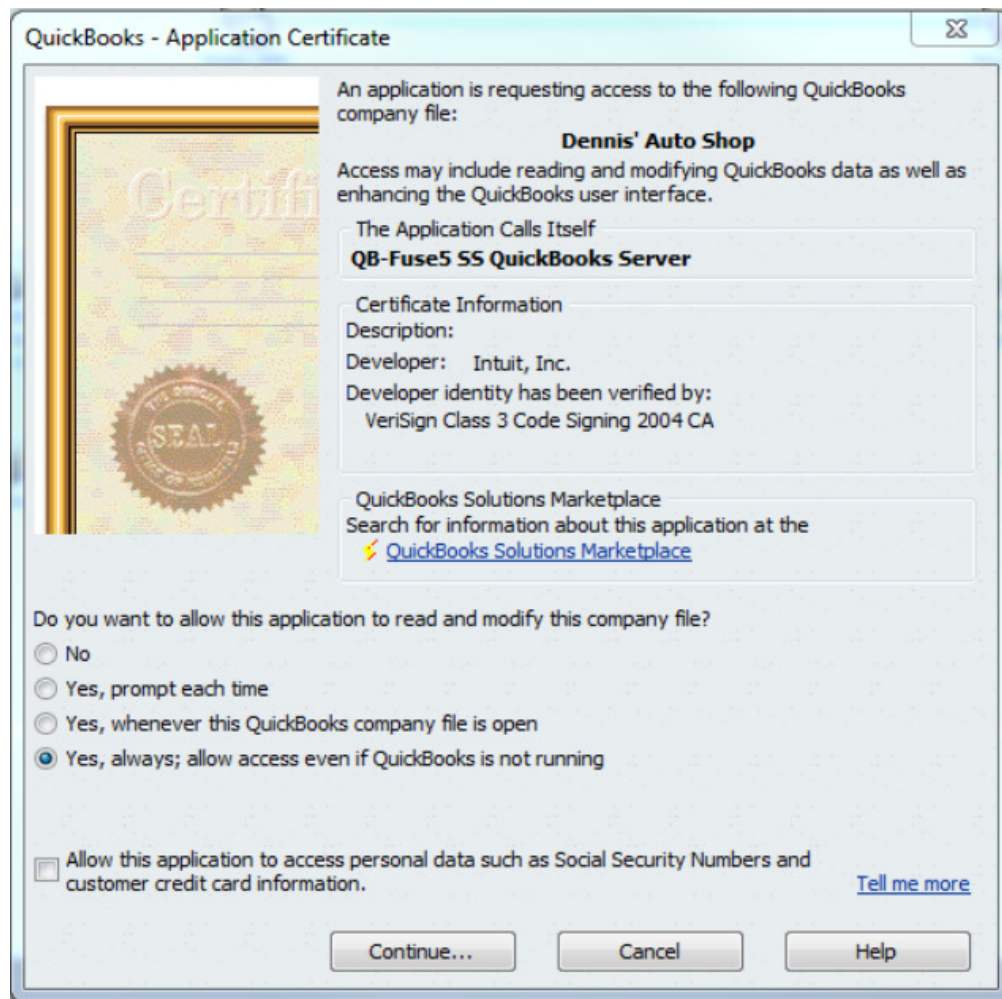
- You will get a pop up box asking you to Authorize New Web Services. Click OK.





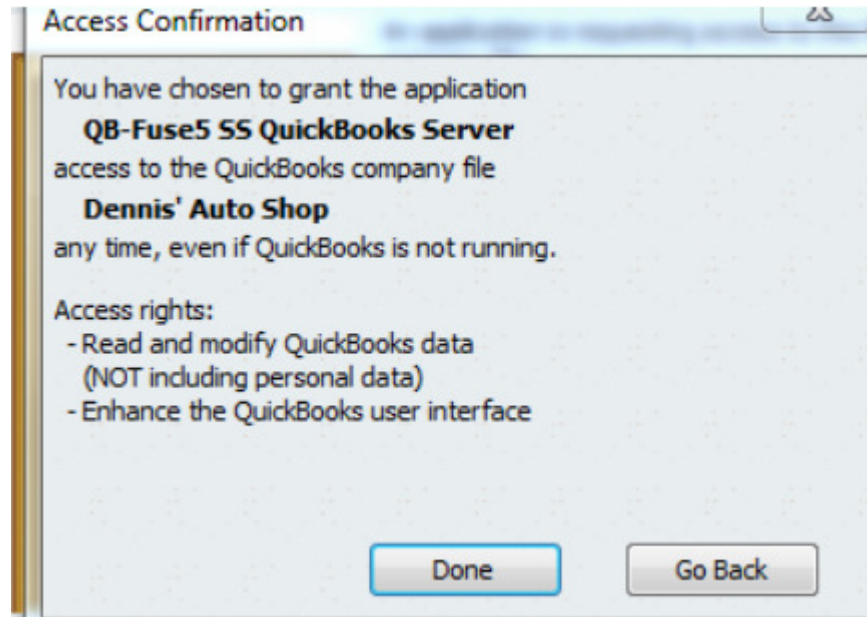
## Fuse5 Training Materials

7. You may get a pop up related to an Application Certificate. If so Choose Yes, always: allow access even if Quick Books is not running, then continue



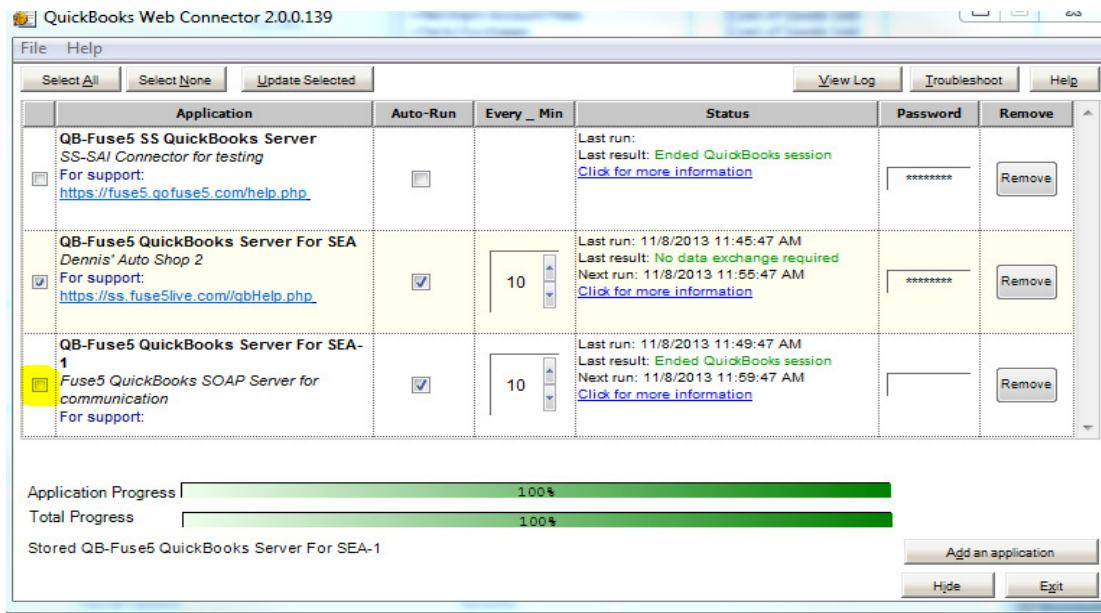
## Fuse5 Training Materials

8. You may then get an Access Confirmation. Choose DONE.



9. Type in the password (field off to right....Fuse5 password...comes with QWC file)
10. Click yes to save password.
11. Check mark next to the entry for QWC that comes across pop up.
12. If you have a hard time finding the web connector Go to your systems tray, which is the up arrow at bottom right of your computers bottom menu. Choose the one that looks like an orange cog in front of a notepad called "QuickBooks web connector".

## Fuse5 Training Materials



13. Click button at top that says UPDATE SELECTED.

14. If green message, it worked. If red message, it didn't work. If you get a red error message it will probably include information about a specific CoA, invoice, item, or account that you have not set up correctly. You should then go back to review your previous work in an effort to find the issue.

Once you have confirmed that the feed from Fuse5 to your copy of QB is working. The same process for attaching the web-link is followed to your live QB. The web connector runs real time (usually updating every 10 minutes) all day long. The only thing that the user must push to QB manually is the EOD (End of Day). A series of entries will be made in QB, some will be GL (General Ledger) entries, some will be in the form of invoices.

### Q&A / Additional Information

1. Fuse5 does NOT deal with bank accounts....Fuse5 pushes income across as undeposited funds.
2. What if the subscriber wants to update their QB Cost Ledger in Fuse5 and QB, what is the process?

## Fuse5 Training Materials

He / She changes it to what she wants in QB CoA (CoAs).  
Then in the Fuse5 QB settings page, you change it to match.  
Then you need to go into the location settings and update that as well.

### 3. How does data flow from Fuse5 to QB?

All cash from sales is deposited into Undeposited Funds as Income. We push 1 set that is debit income, credit cash a/r, then a second to debit cash a/r and credit undeposited funds (for sales)

Deposits from customers are deposited into Undeposited Funds as an Accrued Expense. for deposits we debit accrued expenses, credit cash a/r, then debit cash a/r and credit undeposited funds.

### 4. How do you move the undeposited funds to your bank account?

Go to the 'deposits' page of QB and a pop-up should come showing one line for each of what was pushed into undeposited funds.

### 5. How do you handle credit card companies that charge a fee for deposits?

What about credit card companies (such as American Express) that charge their fee with each deposit? Prior to depositing from QB into your bank account you would need to reduce the undeposited funds in QB and increase your "Credit Card Processing Fee" CoA to offset it. You would debit undeposited funds, and credit the credit card processing fee.

### 6. Can you merge accounts within QB, such as inventory accounts?

Yes, Fuse5 doesn't care if you merge accounts.

7. When a sale is made in QB you will see a debit to income, and a credit to cash A/R. Additionally, a credit to inventory and a debit to COGS (Cost of Goods Sold). Once EOD is pushed to QB you will see this become a debit to cash A/R and a credit to undeposited funds.

8. When you receive in Fuse5, you will see a debit to inventory and a credit to accrued purchases.

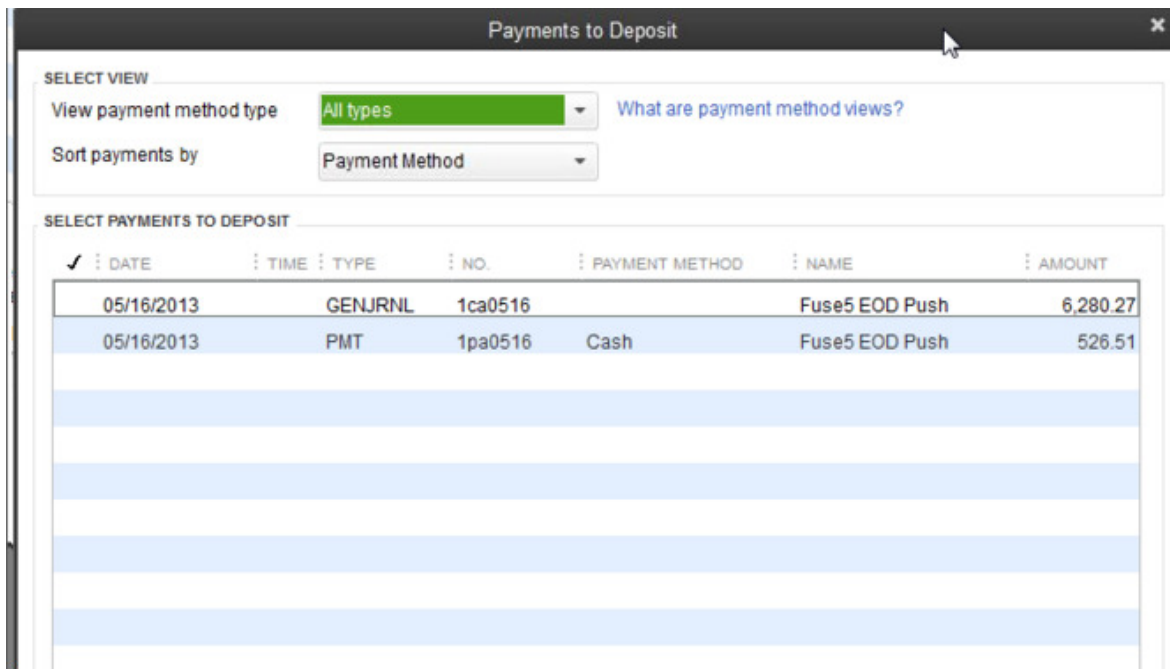
9. Outstanding A/R for charge accounts is stored as a lump sum in QB. Individual account A/R is managed within Fuse5.

10. I have ROAs that are not pushing through for some accounts, why would that happen?

Ensure that the account setting for QB Profile Setting is set to Company QB Settings.

11. Example of an EOD push from Fuse5 to QB.....

The first line is the General Journal entry for the sales for that day. (ex. Total is \$6280.27) The second entry is a Payment based on an ROA that was processed on the same EOD.



✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
	05/16/2013		GENJRNL	1ca0516		Fuse5 EOD Push	6,280.27
	05/16/2013		PMT	1pa0516	Cash	Fuse5 EOD Push	526.51

12. If we change the name of an account in Quick Books (Example, PDX FREIGHT COSTS), then change the name in the Fuse5 QB settings, will the web connector continue to synchronize the two accounts, or do we need to do something in addition to these two things?

**Comment:-** There is nothing to change with web connector, whatever changes you make to the CoA in QB you'll have to make the same changes on the "Fuse5 QB Setting" page and location based 'Company Details' page (If the changes are related to a location based CoA). The web connector will continue to synchronize all entries.

13. Example of a VIR push to QB.....

This is what the VIR looks like:

Fuse5 Training Materials

TR456 - Vendor Invoice Reconciliation List Information																	
Updated today (26 Sep 2013)																	
Vendor / Invoice Information																	
Vendor Name									Vendor Invoice Number								
Training									TR456								
Receipt Numbers									PO Numbers								
22									P1202								
Reconciliation Date									Vendor Term								
09-26-2013									Net 30								
PRODUCT		FROM RECEIVING						FROM INVOICE						RECONCILIATION			
LINE CODE	PRODUCT #	PO NUMBER	QTY RCVD	RCVD COST	CORE RCVD	CORE COST	TOTAL LINE	PO NUMBER	QTY SHIP	BILL COST	CORE SHIP	CORE COST	FRT COST	TOTAL LINE	PRODUCT VARIANCE	CORE VARIANCE	OTHER VARIANCE
TRN	Part1	P1202	1	\$11.000	0	\$0.000	\$11.000	P1202	1	\$11.000	0	\$0.000	\$0.000	\$11.000	\$0.000	\$0.000	\$0.000
TOTAL DOLLARS RECEIVED							\$11.000	TOTAL DOLLARS BILLED						\$11.000	\$0.000	\$0.000	\$0.000
								COST VARIANCE						\$0.000			
								QTY VARIANCE						\$0.000			
								DISCOUNT DOLLARS AMOUNT						\$0.000			
								NET DOLLARS BILLED						\$11.000			

This is what the bill looks like in QB:

Transactions					Contacts	To Do's	Notes	
SHOW		All Transactions	FILTER BY	All	DATE	This Fiscal Year	10/01/2012 - 09/30/2013	
TYPE		NUM	DATE	ACCOUNT	AMOUNT (CAD)			
Bill		TR456	09/26/2013	1999 - Accounts Payable - H				-11.00

# Data Flow from Fuse5 to QB

## **Table of Content:**

1. Sales Data Flow to QB when EOD is done
  - a. Sales – Parts
  - b. Sales – Cores
  - c. Sales – Taxes
  - d. Sales – Freight
  - e. Sales – Labor
  - f. Returns – Parts
    - I. Normal Return
    - II. Warranty Return
    - III. Defect Return
  - g. Returns - Cores
2. Push A Charge Sale through EOD
3. Push A Cash Sale through EOD
4. Push A Check Sale through EOD
5. Push A Credit Card Sale through EOD
6. Push a Cash ROA through EOD
7. Push a Check ROA through EOD
8. Push a Credit Card ROA through EOD
9. Push a Refund through ROA module through EOD
10. Process an ADJ (Adjustment) for an account
11. Process a Deferment for an account
12. Received a Purchase Order
13. Complete a VIR
  - a. Cost / Quantity Variance
  - b. Freight Expense
  - c. Misc Expense
14. Make a Manual Adjustment to Inventory
15. Create a Store Transfer
16. Create a Deposit at the Point of Sale and Push through EOD
17. Create a Gift Card at the Point of Sale and Push through EOD
18. Push an EOD Cash or Check Memo through EOD
  - a. Cash or Check
  - b. Credit Card
19. Push a negative discrepancy through EOD
20. Push a positive discrepancy through EOD
21. Finalize a return PO (RGN)

**1. Sales Data Flow to QB when EOD is done:** When you push an EOD to QB, all sales activity will be reflected in the appropriate “Sales” CoA, in the appropriate inventory account if necessary, and in the Cost Of Goods Sold CoA. Additionally, if the sale was paid for with cash, check, or credit card you will see entries in your Deposit to Account CoA

**a. Sales – Parts:** There is \$600 worth of parts sold to charge accounts. The first entry of \$25 for Cash A/R is based on a check sale. The \$15 MasterCard entry is based on a credit card sale that included \$10 for parts and \$5 for shop fees. The \$25.22 Cash A/R entry is based on a parts sale of \$20.22 + \$5 in shop fees. These entries are based on the sell price of the parts.

Account QuickReport

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates: This Fiscal Year-to-date From 01/01/2013 To 11/04/2013 Sort By Default

9:29 AM  
11/04/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis  
January 1 through November 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Sales-Parts</b>						
Invoice	09/17/2013	1	Bob Jones		Accounts Re...	10.00
Invoice	09/17/2013	2	Fuse5 Invoice		Accounts Re...	0.00
Credit Memo	09/17/2013	3	Fuse5 Credit Memo		Accounts Re...	0.00
Invoice	10/24/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	51.99
Invoice	10/24/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	25.00
Invoice	10/25/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	24.99
Invoice	10/25/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	15.00
Invoice	10/28/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	6.88
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	25.00
Invoice	11/04/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	15.00
Invoice	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	600.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	25.22
<b>Total Sales-Parts</b>						<b>799.08</b>
<b>TOTAL</b>						<b>799.08</b>

Merchandise Inventory decreased by \$2400 to account for the two charge sales (\$2400 being the current cost of the parts), \$100 for a check sale, \$10 for a credit card sale, and \$2.77 for a cash sale. This decrease is based on the current cost of the parts.



## Fuse5 Training Materials

Merchandise Inventory

Go to... Print... Edit Transaction QuickReport

Date	Ref	Account	Payee	Memo	Decrease	✓	Increase	Balance
11/04/2013	24	GENJRNL	Parts Purchases	Cost of goods in SO: 1ca1104	100.00			140,271.59
11/04/2013	26	GENJRNL	Parts Purchases	Cost of goods in SO: 1cc1104	10.00			140,261.59
11/04/2013	27	GENJRNL	Parts Purchases	Cost of goods in SO: 1ch1104	2,400.00			137,861.59
11/04/2013	29	GENJRNL	Parts Purchases	Cost of goods in SO: 1ca1104	2.77			137,858.82
11/04/2013	Ref	Payee			Decrease		Increase	
		Account		Memo				

Splits

Ending balance 137,858.82

1-Line

Sort by Date, Type, Number/...

Record Restore

The QB Parts Cost Ledger (Cost of Goods Sold CoA for Parts/Merchandise) increased based on the selling of parts. This increase is based on the current cost of the parts.

Account QuickReport

Modify Report... Memorize... Print... E-mail... Export... Hide Header Refresh

Dates This Fiscal Year-to-date From 01/01/2013 To 11/04/2013 Sort By Default

9:37 AM

11/04/13

**Dennis' Auto Shop 2**

**Account QuickReport**

Accrual Basis January 1 through November 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Parts Purchases</b>						
General Journal	10/24/2013	1		Cost of good...	Merchandise...	313.61
General Journal	10/24/2013	2		Cost of good...	Merchandise...	670.83
General Journal	10/24/2013	3		Cost of good...	Merchandise...	100.00
General Journal	10/24/2013	8		Cost of good...	Merchandise...	200.00
General Journal	10/24/2013	9		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	10		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	15		Cost of good...	Merchandise...	10.00
General Journal	10/28/2013	23		Cost of good...	Merchandise...	1.99
General Journal	11/04/2013	24		Cost of good...	Merchandise...	100.00
General Journal	11/04/2013	26		Cost of good...	Merchandise...	10.00
General Journal	11/04/2013	27		Cost of good...	Merchandise...	2,400.00
General Journal	11/04/2013	29		Cost of good...	Merchandise...	2.77
<b>Total Parts Purchases</b>						<b>4,009.20</b>
<b>TOTAL</b>						<b>4,009.20</b>

For a cash transaction you will see an increase and decrease in your Cash & Check Invoices for EOD CoA (often called Cash A/R) to account for the cash collected. If this were a charge sale it would go to your Charge Invoices for EOD CoA, often called Accounts Receivable. If it is a charge sale you will see only an increase to the Charge Invoices for EOD CoA.

## Fuse5 Training Materials

Cash A/R

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
Type	Description	Class	Billed Date	Due Date			
11/05/2013	1ca1105	Fuse5 Push					133.13
	GENJRL	EOD Cash and Check, Date:2013-11-05, Location:Bora Bora					
11/06/2013	1ca1106	Fuse5 Push				28.23	
	INV						11/06/2013
11/06/2013	1ca1106	Fuse5 Push				30.00	
	INV						11/06/2013
11/06/2013	1ca1106	Fuse5 Push					28.23
	GENJRL	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					
11/06/2013	1ca1106	Fuse5 Push					30.00
	GENJRL	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					

11/06/2013 Number Customer Item Qty Rate Amt Chrg

Description Class

☐ 1-Line ☐ Show open balance Ending balance 171.54

Sort by Date, Type, Number/...

Record Restore

The final entry you will see for a cash sale is to the Deposit to Account CoA (often called Undeposited Funds). You will see an increase to account for the cash transaction. You will not see any entries in this account for charge sales. From the Deposit to Account CoA you would manually push the money to your bank accounts within QB.

Undeposited Funds

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/05/2013	1di1105		400.00			-364.10
	GENJRL	Over/Short Adjustment				
		EOD Discrepancy, Date:2013-11-				
11/05/2013	1di1105		4.13			-368.23
	GENJRL	Over/Short Adjustment				
		EOD Discrepancy, Date:2013-11-				
11/05/2013	1pa1105	Fuse5 Push	8.71			-376.94
	GENJRL	Accounts Receivable				
		EOD Refund cash, Date:2013-11-				
11/06/2013	1pa1106	Fuse5 Push			49.00	-327.94
	PMT	Accounts Receivable				
		EOD Cash and Check Payment, D				
11/06/2013	1ca1106	Fuse5 Push			28.23	-299.71
	GENJRL	Cash A/R				
		EOD Cash and Check, Date:2013-				
11/06/2013	1ca1106	Fuse5 Push			30.00	-269.71
	GENJRL	Cash A/R				
		EOD Cash and Check, Date:2013-				

**b. Sales – Cores:** There was \$5 worth of core sales pushed as cash / checks and \$120 worth of cores sold on credit to charge accounts. This is pushed to your QB SO Core Chart of Account. The value is based on the sell price of the core, which in this case is called Sales-Cores. Be aware that when you create sales orders for parts without cores, you will see an entry in this CoA for \$0. This is based on the invoice pushing sales for parts, cores, taxes, freight, and labor. If there is no charge for one of these items it will push to the appropriate CoA with no dollar value.

9:21 AM  
11/04/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
January 1 through November 4, 2013

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
<b>Sales-Cores</b>						
Invoice	09/17/2013	2	Fuse5 Invoice		Accounts Re...	0.00
Credit Memo	09/17/2013	3	Fuse5 Credit Memo		Accounts Re...	0.00
Invoice	10/24/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/24/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	0.00
Invoice	10/25/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	5.00
Invoice	10/25/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	10/28/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	0.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	5.00
Invoice	11/04/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	120.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
<b>Total Sales-Cores</b>						<b>130.00</b>
<b>TOTAL</b>						<b>130.00</b>

Core Inventory was reduced by the same \$125 total based on the sales referenced above. In this case, the core cost and core sell price is the same. If the core cost was different than sale price, you would see the appropriate reduction in the core inventory. This entry is based on the core cost in the product record.

## Fuse5 Training Materials

Date	Ref	Type	Account	Payee	Memo	Decrease	✓	Increase	Balance
11/01/2013	20	GENJRNL	Inventory In Transit	Store Transfer:TRN4				22.00	-30,956.00
11/04/2013	25	GENJRNL	Core Purchases	Cost of goods in SO:		5.00			-30,961.00
11/04/2013	28	GENJRNL	Core Purchases	Cost of goods in SO:		120.00			-31,081.00
11/04/2013		Ref	Payee	Account	Memo	Decrease		Increase	
Ending balance									-31,081.00

The QB Core Cost Ledger (Cost of Goods Sold CoA for Cores) increased based on the sale of the core. This is based on the core cost from the part record.

Type	Date	Num	Name	Memo	Split	Amount
<b>Core Purchases</b>						
General Journal	10/25/2013	16		Cost of good...	Core Inventory	5.00
General Journal	11/04/2013	25		Cost of good...	Core Inventory	5.00
General Journal	11/04/2013	28		Cost of good...	Core Inventory	120.00
<b>Total Core Purchases</b>						<b>130.00</b>
<b>TOTAL</b>						<b>130.00</b>

For a cash transaction you will see an increase and decrease in your Cash & Check Invoices for EOD CoA (often called Cash A/R) to account for the cash collected. If this were a charge sale it would go to your Charge Invoices for EOD CoA, often called Accounts Receivable. If it is a charge sale you will see only an increase to the Charge Invoices for EOD CoA. Keep in mind that in this account part and core sales totals are combined.

## Fuse5 Training Materials

Cash A/R

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
Type	Description		Class			Billed Date	Due Date
11/05/2013	1ca1105	Fuse5 Push					133.13
	GENJRL	EOD Cash and Check, Date:2013-11-05, Location:Bora Bora					
11/06/2013	1ca1106	Fuse5 Push				28.23	
	INV						11/06/2013
11/06/2013	1ca1106	Fuse5 Push				30.00	
	INV						11/06/2013
11/06/2013	1ca1106	Fuse5 Push					28.23
	GENJRL	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					
11/06/2013	1ca1106	Fuse5 Push					30.00
	GENJRL	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					
11/06/2013		Number	Customer	Item	Qty	Rate	Amt Chrg
		Description		Class			

☐ 1-Line
 ☐ Show open balance
 Ending balance 171.54

Sort by Date, Type, Number/...

Record Restore

The final entry you will see for a cash sale is to the Deposit to Account CoA (often called Undeposited Funds). You will see an increase to account for the cash transaction. You will not see any entries in this account for charge sales. From the Deposit to Account CoA you would manually push the money to your bank accounts within QB. Keep in mind that in this account part and core sales totals are combined.

Undeposited Funds

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/05/2013	1d1105		400.00			-364.10
	GENJRL	Over/Short Adjustment				
11/05/2013	1d1105		4.13			-368.23
	GENJRL	Over/Short Adjustment				
11/05/2013	1pa1105	Fuse5 Push	8.71			-376.94
	GENJRL	Accounts Receivable				
11/06/2013	1pa1106	Fuse5 Push			49.00	-327.94
	PMT	Accounts Receivable				
11/06/2013	1ca1106	Fuse5 Push			28.23	-299.71
	GENJRL	Cash A/R				
11/06/2013	1ca1106	Fuse5 Push			30.00	-269.71
	GENJRL	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora				



**c. Sales – Taxes:** There were taxes of \$1.75, \$1.06, and \$1.75 pushed on 11/4 which all show up in your Sales -Taxes CoA. These taxes will be part of the combined totals added to the Cash & Check Invoices for EOD, CC invoices for EOD, or Charge Invoices for EOD depending on the payment type selected on the sales order. If it was a cash, check, or credit card sale it will also show up as part of the total in the Deposit to Account CoA (Undeposited Funds).

Type	Date	Num	Name	Memo	Split	Amount
<b>Sales-Tax</b>						
Invoice	09/17/2013	2	Fuse5 Invoice		Accounts Re...	0.00
Credit Memo	09/17/2013	3	Fuse5 Credit Memo		Accounts Re...	0.00
Invoice	10/24/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/24/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	1.75
Invoice	10/25/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/25/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	1.06
Invoice	10/28/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	0.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	1.75
Invoice	11/04/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	1.06
Invoice	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	1.75
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
<b>Total Sales-Tax</b>						<b>7.37</b>
<b>TOTAL</b>						<b>7.37</b>

**d. Sales – Freight:** There were two sales orders with freight pushed via EOD. One in the amount of \$99 and one in the amount of \$12.99. These freight charges will be part of the combined totals added to the Cash & Check Invoices for EOD, CC invoices for EOD, or Charge Invoices for EOD depending on the payment type selected on the sales order. If it was a cash, check, or credit card sale it will also show up as part of the total in the Deposit to Account CoA (Undeposited Funds).

Company: Getting Started

Account QuickReport [Min] [Max] [Close]

Modify Report... 
 Memorize... 
 Print... 
 E-mail ▾ 
 Export... 
 Hide Header 
 Refresh

Dates: This Fiscal Year-to-date 
 From: 01/01/2013 
 To: 11/04/2013 
 Sort By: Default

9:56 AM  
 11/04/13  
**Dennis' Auto Shop 2**  
**Account QuickReport**  
 Accrual Basis  
 January 1 through November 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Sales-Freight</b>						
▶ Invoice	09/17/2013	2	Fuse5 Invoice		Accounts Re...	0.00 ◀
Credit Memo	09/17/2013	3	Fuse5 Credit Memo		Accounts Re...	0.00
Invoice	10/24/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/24/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	18.00
Invoice	10/25/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/25/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	10/28/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	0.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	99.00
Invoice	11/04/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	12.99
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Total Sales-Freight						129.99
<b>TOTAL</b>						<b>129.99</b>

◊ Cores Purchases Cost of Goods Sold

Account ▾ 
 Activities ▾ 
 Reports ▾ 
 Attach 
 ☐ Include inactive

Reminders & Alerts

**e. Sales – Labor:** There were two sales orders with labor pushed via EOD. One in the amount of \$75 and one in the amount of \$23. These labor charges will be part of the combined totals added to the Cash & Check Invoices for EOD, CC invoices for EOD, or Charge Invoices for EOD depending on the payment type selected on the sales order. If it was a cash, check, or credit card sale it will also show up as part of the total in the Deposit to Account CoA (Undeposited Funds).

Account QuickReport

Modify Report... Memorize... Print... E-mail... Export... Hide Header Refresh

Dates: This Fiscal Year-to-date From 01/01/2013 To 11/04/2013 Sort By Default

9:58 AM  
11/04/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis  
January 1 through November 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Sales- Labor</b>						
Invoice	09/17/2013	2	Fuse5 Invoice		Accounts Re...	0.00
Credit Memo	09/17/2013	3	Fuse5 Credit Memo		Accounts Re...	0.00
Invoice	10/24/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/24/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	12.00
Invoice	10/25/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/25/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	10/28/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	0.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	23.00
Invoice	11/04/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	75.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
<b>Total Sales- Labor</b>						<b>110.00</b>
<b>TOTAL</b>						<b>110.00</b>

☐ Cores Purchases
 ☐ Cost of Goods Sold
 ☐

Account Activities Reports Attach ☐ Include inactive



## Fuse5 Training Materials

**f. Returns – Parts:** There were three parts returned with a sell price of \$25 each, totaling \$75. One was a normal return, one a warranty, return and one a defect return. All three of these types of returns will decrease your QB SO Merchandise CoA which in this case is named Sales-Parts.

Account QuickReport

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates: This Fiscal Year-to-date From 01/01/2013 To 11/04/2013 Sort By Default

10:41 AM  
11/04/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis  
January 1 through November 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Sales-Parts</b>						
Invoice	09/17/2013	1	Bob Jones		Accounts Re...	10.00
Invoice	09/17/2013	2	Fuse5 Invoice		Accounts Re...	0.00
Credit Memo	09/17/2013	3	Fuse5 Credit Memo		Accounts Re...	0.00
Invoice	10/24/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	51.99
Invoice	10/24/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	25.00
Invoice	10/25/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	24.99
Invoice	10/25/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	15.00
Invoice	10/28/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	6.88
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	25.00
Invoice	11/04/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	15.00
Invoice	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	600.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	25.22
Credit Memo	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	-75.00
Total Sales-Parts						724.08
<b>TOTAL</b>						<b>724.08</b>

I. Normal Return – you will see an increase to your Merchandise Inventory CoA.

Merchandise Inventory

Go to... Print... Edit Transaction QuickReport

Date	Ref	Type	Account	Payee	Memo	Decrease	Increase	Balance
11/01/2013	21	GENJRL	Inventory In Transit:Inventory In 1	Store Transfer:TRN42719, Main Inv		480.00		140,371.59
11/04/2013	30	GENJRL	Parts Purchases	Cost of goods in SO: 1ch1104			100.00	140,471.59
11/04/2013	32	GENJRL	Parts Purchases	Cost of goods in SO: 1ch1104			100.00	140,571.59
11/04/2013	24	GENJRL	Parts Purchases	Cost of goods in SO: 1ca1104		100.00		140,471.59
11/04/2013	26	GENJRL	Parts Purchases	Cost of goods in SO: 1cc1104		10.00		140,461.59
Ending balance								138,058.82

Splits

1 Line

Sort by Date, Type, Number/...

Record Restore

## Fuse5 Training Materials

Also when doing a normal return, you will see a decrease to your QB Parts Cost Ledger, Cost of Goods Sold CoA.

Account QuickReport

Modify Report... Memorize... Print... E-mail... Export... Hide Header Refresh

Dates This Fiscal Year-to-date From 01/01/2013 To 11/04/2013 Sort By Default

11:13 AM  
11/04/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis January 1 through November 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Parts Purchases</b>						
General Journal	10/24/2013	1		Cost of good...	Merchandise...	313.61
General Journal	10/24/2013	2		Cost of good...	Merchandise...	670.83
General Journal	10/24/2013	3		Cost of good...	Merchandise...	100.00
General Journal	10/24/2013	8		Cost of good...	Merchandise...	200.00
General Journal	10/24/2013	9		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	10		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	15		Cost of good...	Merchandise...	10.00
General Journal	10/28/2013	23		Cost of good...	Merchandise...	1.99
General Journal	11/04/2013	24		Cost of good...	Merchandise...	100.00
General Journal	11/04/2013	26		Cost of good...	Merchandise...	10.00
General Journal	11/04/2013	27		Cost of good...	Merchandise...	2,400.00
General Journal	11/04/2013	29		Cost of good...	Merchandise...	2.77
General Journal	11/04/2013	1r1104		EOD Defect ...	Defect Return...	-100.00
General Journal	11/04/2013	1r1104		EOD Warran...	Warranty Ret...	-100.00
General Journal	11/04/2013	30		Cost of good...	Merchandise...	-100.00
General Journal	11/04/2013	32		Cost of good...	Merchandise...	-100.00
Total Parts Purchases						3,609.20
<b>TOTAL</b>						<b>3,609.20</b>

## Fuse5 Training Materials

II. Warranty Return - you will see an increase to your Warranty Return Inventory CoA.

The screenshot shows the 'Warranty Return Inventory' window. It has a menu bar with 'Go to...', 'Print...', 'Edit Transaction', and 'QuickReport'. Below is a table with columns: Date, Ref, Payee, Decrease, Increase, and Balance. The first row shows a transaction on 11/04/2013 with Ref 1r1104, Payee GENJRNL, and a memo 'Parts Purchases EOD Warranty Return'. The 'Increase' column shows 100.00, and the 'Balance' column shows 100.00. Below the table are buttons for 'Splits', '1-Line', 'Sort by' (set to 'Date, Type, Number/...'), 'Record', and 'Restore'. The 'Ending balance' is shown as 100.00.

Date	Ref	Payee	Decrease	Increase	Balance
Type	Account	Memo			
11/04/2013	1r1104	GENJRNL		100.00	100.00
11/04/2013	Ref	Payee	Decrease	Increase	
		Account			
		Memo			

Ending balance: 100.00

Also when doing a warranty return, you will see a decrease to your QB Parts Cost Ledger, Cost of Goods Sold CoA.

The screenshot shows the 'Account QuickReport' window for 'Dennis' Auto Shop 2'. The report is for the period 'January 1 through November 4, 2013' on an 'Accrual Basis'. The table lists transactions with columns: Type, Date, Num, Name, Memo, Split, and Amount. The transactions are categorized under 'Parts Purchases' and include various 'General Journal' entries and 'EOD Warranty Return' entries. The 'Amount' column shows values ranging from 100.00 to 313.61. The 'TOTAL' is 3,609.20.

Type	Date	Num	Name	Memo	Split	Amount
Parts Purchases						
General Journal	10/24/2013	1		Cost of good...	Merchandise...	313.61
General Journal	10/24/2013	2		Cost of good...	Merchandise...	670.83
General Journal	10/24/2013	3		Cost of good...	Merchandise...	100.00
General Journal	10/24/2013	8		Cost of good...	Merchandise...	200.00
General Journal	10/24/2013	9		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	10		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	15		Cost of good...	Merchandise...	10.00
General Journal	10/28/2013	23		Cost of good...	Merchandise...	1.99
General Journal	11/04/2013	24		Cost of good...	Merchandise...	100.00
General Journal	11/04/2013	26		Cost of good...	Merchandise...	10.00
General Journal	11/04/2013	27		Cost of good...	Merchandise...	2,400.00
General Journal	11/04/2013	29		Cost of good...	Merchandise...	2.77
General Journal	11/04/2013	1r1104		EOD Defect ...	Defect Return...	-100.00
General Journal	11/04/2013	1r1104		EOD Warran...	Warranty Ret...	-100.00
General Journal	11/04/2013	30		Cost of good...	Merchandise...	-100.00
General Journal	11/04/2013	32		Cost of good...	Merchandise...	-100.00
Total Parts Purchases						3,609.20
TOTAL						3,609.20

III. Defect Return – You will increase your Defect Return Inventory CoA.

The screenshot shows the 'Defect Return Inventory' window. It has a menu bar with 'Go to...', 'Print...', 'Edit Transaction', and 'QuickReport'. Below is a table with columns: Date, Ref, Type, Account, Payee, Memo, Decrease, Increase, and Balance. A transaction is entered for 11/04/2013 with Ref 1r1104, Type GENJRN, Account Parts Purchases, Payee EOD Defect Return, and a balance of 100.00. The 'Increase' column is highlighted in yellow. At the bottom, there are buttons for 'Splits', '1-Line', 'Sort by' (set to Date, Type, Number/...), 'Record', and 'Restore'. The ending balance is shown as 100.00.

Date	Ref	Type	Account	Payee	Memo	Decrease	Increase	Balance
11/04/2013	1r1104	GENJRN	Parts Purchases	EOD Defect Return, Da			100.00	100.00

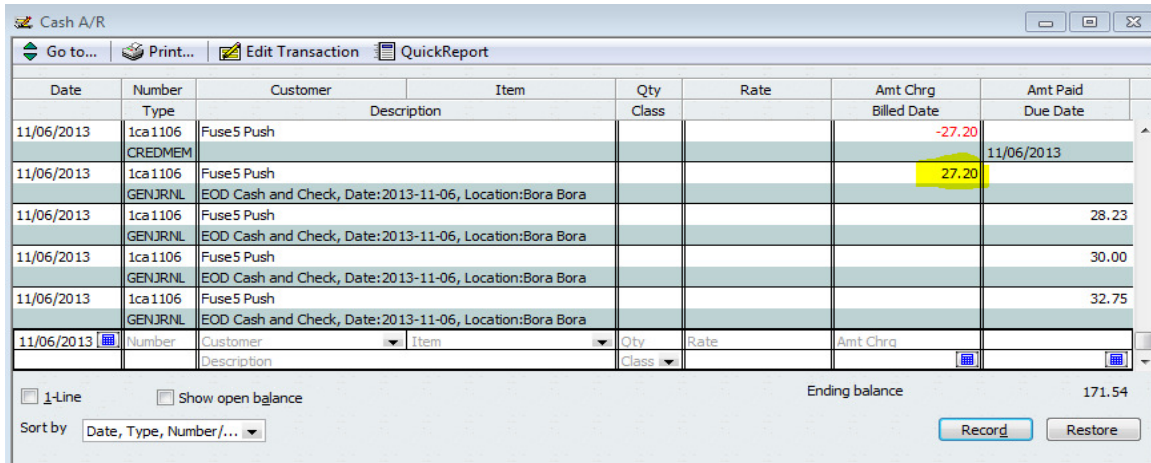
Also when doing a defect return, you will see a decrease to your QB Parts Cost Ledger, Cost of Goods Sold CoA.

The screenshot shows the 'Account QuickReport' window for 'Dennis' Auto Shop 2'. It displays a list of transactions from January 1 through November 4, 2013. The report is on an accrual basis. The table includes columns for Type, Date, Num, Name, Memo, Split, and Amount. A transaction for 11/04/2013 is highlighted in yellow, showing a decrease of -100.00 for 'Defect Return...'. The total for 'Parts Purchases' is 3,609.20, and the overall total is 3,609.20.

Type	Date	Num	Name	Memo	Split	Amount
General Journal	10/24/2013	1		Cost of good...	Merchandise...	313.61
General Journal	10/24/2013	2		Cost of good...	Merchandise...	670.83
General Journal	10/24/2013	3		Cost of good...	Merchandise...	100.00
General Journal	10/24/2013	8		Cost of good...	Merchandise...	200.00
General Journal	10/24/2013	9		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	10		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	15		Cost of good...	Merchandise...	10.00
General Journal	10/28/2013	23		Cost of good...	Merchandise...	1.99
General Journal	11/04/2013	24		Cost of good...	Merchandise...	100.00
General Journal	11/04/2013	26		Cost of good...	Merchandise...	10.00
General Journal	11/04/2013	27		Cost of good...	Merchandise...	2,400.00
General Journal	11/04/2013	29		Cost of good...	Merchandise...	2.77
General Journal	11/04/2013	1r1104		EOD Defect ...	Defect Return...	-100.00
General Journal	11/04/2013	1r1104		EOD Warran...	Warranty Ret...	-100.00
General Journal	11/04/2013	30		Cost of good...	Merchandise...	-100.00
General Journal	11/04/2013	32		Cost of good...	Merchandise...	-100.00
Total Parts Purchases						3,609.20
TOTAL						3,609.20

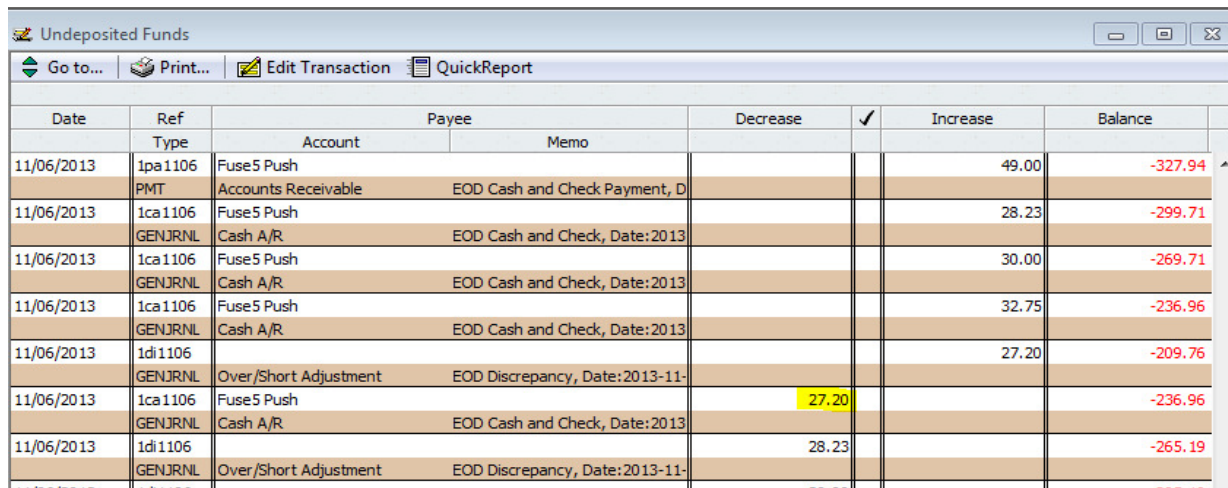
## Fuse5 Training Materials

When you do a return (any type) the appropriate Cash & Check Invoices for EOD, CC Invoices for EOD, and Charge Invoices for EOD will also show entries reflecting the return.



Date	Number	Customer	Item	Qty	Rate	Amt Chrg Billed Date	Amt Paid Due Date
11/06/2013	1ca1106	Fuse5 Push				-27.20	
	CREDMEM						11/06/2013
11/06/2013	1ca1106	Fuse5 Push				27.20	
	GENJRN	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					
11/06/2013	1ca1106	Fuse5 Push					28.23
	GENJRN	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					
11/06/2013	1ca1106	Fuse5 Push					30.00
	GENJRN	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					
11/06/2013	1ca1106	Fuse5 Push					32.75
	GENJRN	EOD Cash and Check, Date:2013-11-06, Location:Bora Bora					
11/06/2013	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description		Class			
						Ending balance	171.54

The final entry you will see when doing returns is in the Deposit to Account CoA (for cash, credit card, or check returns only).



Date	Ref	Payee	Decrease	✓	Increase	Balance
11/06/2013	1pa1106	Fuse5 Push			49.00	-327.94
	PMT	Accounts Receivable				
11/06/2013	1ca1106	Fuse5 Push			28.23	-299.71
	GENJRN	Cash A/R				
11/06/2013	1ca1106	Fuse5 Push			30.00	-269.71
	GENJRN	Cash A/R				
11/06/2013	1ca1106	Fuse5 Push			32.75	-236.96
	GENJRN	Cash A/R				
11/06/2013	1di1106				27.20	-209.76
	GENJRN	Over/Short Adjustment				
11/06/2013	1ca1106	Fuse5 Push	27.20			-236.96
	GENJRN	Cash A/R				
11/06/2013	1di1106		28.23			-265.19
	GENJRN	Over/Short Adjustment				

**g. Returns – Cores:** When a part is returned that includes a core, or if a core is returned, your SO Core CoA, which in this case is named Sales-Cores, will be decreased.

## Fuse5 Training Materials

Account QuickReport

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates This Fiscal Year-to-date From 01/01/2013 To 11/04/2013 Sort By Default

10:59 AM  
11/04/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis January 1 through November 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Sales-Cores</b>						
Invoice	09/17/2013	2	Fuse5 Invoice		Accounts Re...	0.00
Credit Memo	09/17/2013	3	Fuse5 Credit Memo		Accounts Re...	0.00
Invoice	10/24/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Invoice	10/24/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	0.00
Invoice	10/25/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	5.00
Invoice	10/25/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	10/28/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	0.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	5.00
Invoice	11/04/2013	1cc1...	Fuse5 Push	EOD CC, Da...	MasterCardC...	0.00
Invoice	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	120.00
Invoice	11/04/2013	1ca1...	Fuse5 Push	EOD Cash a...	Cash A/R	0.00
Credit Memo	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	-20.00
Credit Memo	11/04/2013	1ch1...	Fuse5 Push	EOD Charge...	Accounts Re...	-6.00
Total Sales-Cores						104.00
<b>TOTAL</b>						<b>104.00</b>

## Fuse5 Training Materials

Your Core Inventory CoA will be increased based on the value of cores returned to you.

Date	Ref	Type	Account	Payee	Memo	Decrease	Increase	Balance
11/04/2013	33	GENJRNL	Core Purchases	Cost of goods in SO:			6.00	-30,944.00
11/04/2013	25	GENJRNL	Core Purchases	Cost of goods in SO:	5.00			-30,949.00
11/04/2013	28	GENJRNL	Core Purchases	Cost of goods in SO:	120.00			-31,069.00
11/04/2013	Ref		Payee		Decrease	Increase		
			Account					
Ending balance								-31,069.00

Your QB Core Cost Ledger, Cost of Goods Sold CoA, will also be decreased by the value of the core based on the sales order.

Type	Date	Num	Name	Memo	Split	Amount
<b>Core Purchases</b>						
General Journal	10/25/2013	16		Cost of good...	Core Inventory	5.00
General Journal	11/04/2013	25		Cost of good...	Core Inventory	5.00
General Journal	11/04/2013	28		Cost of good...	Core Inventory	120.00
General Journal	11/04/2013	1r1104		EOD Core R...	Return Invent...	-15.00
General Journal	11/04/2013	31		Cost of good...	Core Inventory	-5.00
General Journal	11/04/2013	33		Cost of good...	Core Inventory	-6.00
<b>Total Core Purchases</b>						<b>104.00</b>
<b>TOTAL</b>						<b>104.00</b>

When you do a return (any type to include cores) the appropriate Cash & Check Invoices for EOD, CC Invoices for EOD, and Charge Invoices for EOD will also show entries reflecting the return. The final entry you will see when doing returns is in the Deposit to Account CoA (for cash, credit card, or check



## Fuse5 Training Materials

returns only). See images above for normal returns for an example. Keep in mind that if a core is with a part it will be included in the total entry and not separated from the part.

**2. Push a Charge Sale through EOD:** When you push an EOD to QB, any charge sales will be pushed to the Accounts Receivable CoA. Below is the charge sale in the EOD.

CC Discrepancy		€ 0.00
Charge Sales		
<input type="checkbox"/> Don't Push Charge Section		
SO #	Customer	Recorded Amount
1-217027	ROBERT T SUGGS JR.	€ 56.75
Charge Totals		€ 56.75
Notes :		

This is the charged sale as it shows up in Accounts Receivable.

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description		Class		Billed Date	Due Date
10/24/2013	1pa1024	Fuse5 Push					210.00
	PMT	EOD Cash and Check Payment, Date					
10/24/2013	1ch1024	Fuse5 Push				1,405.53	
	INV						10/24/2013
10/24/2013	1ch1024	Fuse5 Push				56.75	
	INV						10/24/2013
10/24/2013		Number	Customer	Item	Qty	Rate	Amt Chrg
		Description		Class			
						Ending balance	1,212.28
1-Line		Show open balance					
Sort by		Date, Type, Number/...					
				Record		Restore	

**3. Push a Cash Sale through EOD:** When you push an EOD to QB, any cash sales will push through as an increase to your Discrepancy Debit CoA (usually called Undeposited Funds).



## Fuse5 Training Materials

### Cash Sale in Fuse5 EOD:

Total Amount of Cash Sales			\$ 25.42
Cash Sales			
	SO #	Customer	Amount
<input type="checkbox"/>	1-217045	DCS MOTORS INC	\$ -19.62
<input checked="" type="checkbox"/>	1-217025	ZEAGLER AUTO SERVICE, INC.	\$ 25.42
<input checked="" type="checkbox"/> Push checked line items only			Total of Cash Invoices \$ 25.42
Cash Discrepancy			\$ 0.00

### Cash Sale in QB Discrepancy Debit CoA:

Undeposited Funds							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee	Decrease	✓	Increase	Balance	
11/04/2013	1ca1104	Fuse5 Push			153.75	701.79	
	GENJRNL	Cash A/R					
11/04/2013	1cc1104	Fuse5 Push			16.06	717.85	
	GENJRNL	MasterCardCoA					
11/04/2013	1ca1104	Fuse5 Push			25.42	743.27	
	GENJRNL	Cash A/R					
11/04/2013	Ref	Payee	Decrease		Increase		
		Account					
Splits						Ending balance	743.27
1-Line							
Sort by Date, Type, Number/...							
						Record	Restore

You will also see double entries in the appropriate entry in the Cash and Check Invoices for EOD CoA (here it's called Cash A/R):

Cash A/R							
Go to... Print... Edit Transaction QuickReport							
Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description		Class		Billed Date	Due Date
11/04/2013	1ca1104	Fuse5 Push				25.42	
	INV						11/04/2013
11/04/2013	1ca1104	Fuse5 Push					153.75
	GENJRNL	EOD Cash and Check, Date:2013-11-04, Location:Bora Bora					
11/04/2013	1ca1104	Fuse5 Push					25.42
	GENJRNL	EOD Cash and Check, Date:2013-11-04, Location:Bora Bora					
11/04/2013	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description		Class			
1-Line						Ending balance	100.00
Show open balance							
Sort by Date, Type, Number/...							
						Record	Restore

## 4. Push a Check Sale through EOD: When you push an EOD to QB, any check

## Fuse5 Training Materials

sales will push through as an increase to your Discrepancy Debit CoA (usually called Undeposited Funds).

Check sale in Fuse5 EOD:

Check Sales					<input type="checkbox"/> Don't Push Check Section
CK #	SO #	Customer	Recorded Amount	Actual Drawer Amount	
3242	1-217041	ROBERT T SUGGS JR.	\$ 153.75	\$ 153.75	
Received Check Total				\$ 153.75	
Received Checks Counted Total				\$ 153.75	
Refund Check Total				\$ 0.00	
Refund Checks Counted Total				\$ 0.00	
Check Discrepancy				\$ 0.00	

CC Sales					<input type="checkbox"/> Don't Push CC Section
----------	--	--	--	--	--

Check Sale in QB Discrepancy Debit CoA:

Undeposited Funds							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Account	Payee	Memo	Decrease	Increase	Balance
10/25/2013	1cc1025	Fuse5 Push				16.06	548.04
	GENJRL	MasterCardCoA	EOD CC, Date:2013-10-25, Location				
11/04/2013	1ca1104	Fuse5 Push				153.75	701.79
	GENJRL	Cash A/R	EOD Cash and Check, Date:2013-1				
11/04/2013	1cc1104	Fuse5 Push				16.06	717.85
	GENJRL	MasterCardCoA	EOD CC, Date:2013-11-04, Location				
11/04/2013	Ref	Payee			Decrease	Increase	
		Account		Memo			
Ending balance							717.85

Splits

☐ 1-Line

Sort by Date, Type, Number/...

Record Restore

You will also see double entries in the appropriate entry in the Cash and Check Invoices for EOD CoA (here it's called Cash A/R):

Cash A/R								
Go to... Print... Edit Transaction QuickReport								
Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid	
Type	Description		Class			Billed Date	Due Date	
10/25/2013	1ca1025	Fuse5 Push						29.99
	GENJRL	EOD Cash and Check, Date:2013-10-25, Location:Bora Bora						
11/04/2013	1ca1104	Fuse5 Push				153.75		
	INV						11/04/2013	
11/04/2013	1ca1104	Fuse5 Push						153.75
	GENJRL	EOD Cash and Check, Date:2013-11-04, Location:Bora Bora						
11/04/2013	Number	Customer	Item	Qty	Rate	Amt Chrg		
		Description		Class				
Ending balance								100.00

☐ 1-Line ☐ Show open balance

Sort by Date, Type, Number/...

Record Restore

**5. Push a Credit Card Sale through EOD:** When you push an EOD to QB, any credit card sales will push through as an increase to your Discrepancy Debit CoA (usually called Undeposited Funds).

Credit Card Sale in Fuse5 EOD:

CC Sales		<input type="checkbox"/> Don't Push CC Section	
SO #	Customer	Recorded Amount	Actual Drawer Amount
1-217038	THE SERVICE CENTER	\$ 16.06	\$ 16.06
CC Totals			\$ 16.06
CC Batch Total			\$ 16.06
CC Discrepancy			\$ 0.00

Credit Card Sale in QB Discrepancy Debit CoA:

Undeposited Funds							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee	Decrease	✓	Increase	Balance	
Type	Account	Memo					
10/25/2013	1cc1025	Fuse5 Push			16.06	548.04	
	GENJRNL	MasterCardCoA EOD CC, Date:2013-10-25, Location					
11/04/2013	1ca1104	Fuse5 Push			153.75	701.79	
	GENJRNL	Cash A/R EOD Cash and Check, Date:2013-11-04, Location					
11/04/2013	1cc1104	Fuse5 Push			16.06	717.85	
	GENJRNL	MasterCardCoA EOD CC, Date:2013-11-04, Location					
11/04/2013	Ref	Payee	Decrease		Increase		
		Account					
Ending balance						717.85	

Splits

☐ 1-Line

Sort by Date, Type, Number/...

Record Restore

You will also see double entries in the appropriate entry in the CC Invoices for EOD CoA (here it's called MasterCardCoA):

## Fuse5 Training Materials

The screenshot shows the MasterCardCoA application window. It features a menu bar with 'Go to...', 'Print...', 'Edit Transaction', and 'QuickReport'. Below the menu is a table with columns: Date, Number, Customer, Item, Qty, Rate, Amt Chrg, and Amt Paid. The table contains several rows of transaction data, including 'Fuse5 Push' and 'EOD CC' entries. A yellow highlight is placed over the '16.06' value in the 'Amt Chrg' column for the transaction dated 11/04/2013. At the bottom of the window, there are checkboxes for '1-Line' and 'Show open balance', a 'Sort by' dropdown menu, and buttons for 'Record' and 'Restore'.

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
10/25/2013	1cc1025	Fuse5 Push					16.06
	GENJRNL	EOD CC, Date:2013-10-25, Location					
11/04/2013	1cc1104	Fuse5 Push				16.06	
	INV						11/04/2013
11/04/2013	1cc1104	Fuse5 Push					16.06
	GENJRNL	EOD CC, Date:2013-11-04, Location					

When you push a sales order through the EOD, not only will you see an adjustment to the appropriate Cash & Check Invoices for EOD (Accounts Receivable CoA) or Charge Invoices for EOD, but you will also see an adjustment to the Merchandise Inventory CoA based on a reduction in value based on the current cost of the parts sold.

**6. Push a Cash ROA through EOD:** When you push an EOD to QB, any cash ROAs will be pushed to the A/R for Payment CoA (usually an Accounts Receivable CoA. Below is the cash ROA in the EOD.

Total Amount of Cash Sales			\$ 112.00
Cash Sales			
SO #	Customer	Amount	
ROA:2013-11-05	ROBERT T SUGGS JR.	\$ 112.00	
Total of Cash Invoices			\$ 112.00
Cash Discrepancy			\$ 0.00

The A/R for Payment CoA is decreased based on cash payments.

## Fuse5 Training Materials

Accounts Receivable

Go to...Print...Edit TransactionQuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description		Class		Billed Date	Due Date
10/24/2013	1ch1024	Fuse5 Push				56.75	
	INV						10/24/2013
10/28/2013	1ch1028	Fuse5 Push				6.90	
	INV						10/28/2013
11/04/2013	1ch1104	Fuse5 Push				809.74	
	INV						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				0.74	
	INV						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				-98.50	
	CREDMEM						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				-30.99	
	CREDMEM						11/04/2013
11/05/2013	1pa1105	Fuse5 Push					129.00
	PMT	EOD CC Payment, Date:2013-11-05, Location:Bora Bora					
11/05/2013	1pa1105	Fuse5 Push					112.00
	PMT	EOD Cash and Check Payment, Date:2013-11-05, Location:					
11/05/2013	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description		Class			

☐ 1-Line

☐ Show open balance

Ending balance63.64

Sort byDate, Type, Number/...

RecordRestore

The Deposit to Account CoA (Undeposited Funds) is increased.

Undeposited Funds

Go to...

Print...

Edit Transaction

QuickReport

Date	Ref	Payee	Memo	Decrease	✓	Increase	Balance
Type	Account						
11/05/2013	1pa1105	Fuse5 Push				129.00	-327.73
	PMT	Accounts Receivable	EOD CC Payment, Date:2013-11-05				
11/05/2013	1pa1105	Fuse5 Push				112.00	-215.73
	PMT	Accounts Receivable	EOD Cash and Check Payment, Date:2013-11-05				
11/05/2013	1di1105			400.00			-615.73
	GENJRN	Over/Short Adjustment	EOD Discrepancy, Date:2013-11-05				
11/05/2013	Ref	Payee		Decrease		Increase	
		Account	Memo				

Splits

Ending balance -615.73

1-Line

Sort by Date, Type, Number/...

Record

Restore

**7. Push a Check ROA through EOD:** When you push an EOD to QB, any check ROAs will be pushed to the A/R for Payment CoA (usually an Accounts Receivable CoA. Below is the check ROA in the EOD.

## Fuse5 Training Materials

Check Sales <span style="float: right;"><input type="checkbox"/> Don't Push Check Section ?</span>					
	CK #	SO #	Customer	Recorded Amount	Actual Drawer Amount
<input checked="" type="checkbox"/>	4245	ROA:2013-11-05	ROBERT T SUGGS JR.	\$ 102.50	\$ 102.50

[+ Add Memo/Additional Check](#)

<b>Received Check Total</b>	\$ 102.50
<b>Received Checks Counted Total</b>	\$ 102.50
<b>Refund Check Total</b>	\$ 0.00
<b>Refund Checks Counted Total</b>	\$ 0.00
<input type="checkbox"/> <b>Push checked line items only ?</b>	<b>Check Discrepancy</b>
	\$ 0.00

The A/R for Payment CoA is decreased based on check payments.

Accounts Receivable

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description	Class			Billed Date	Due Date
10/28/2013	1ch1028	Fuse5 Push				6.90	10/28/2013
	INV						
11/04/2013	1ch1104	Fuse5 Push				809.74	11/04/2013
	INV						
11/04/2013	1ch1104	Fuse5 Push				0.74	11/04/2013
	INV						
11/04/2013	1ch1104	Fuse5 Push				-98.50	11/04/2013
	CREDMEM						
11/04/2013	1ch1104	Fuse5 Push				-30.99	11/04/2013
	CREDMEM						
11/05/2013	1pa1105	Fuse5 Push					129.00
	PMT	EOD CC Payment, Date:2013-11-05, Location:Bora Bora					
11/05/2013	1pa1105	Fuse5 Push					112.00
	PMT	EOD Cash and Check Payment, Date:2013-11-05, Location:!!					
11/05/2013	1pa1105	Fuse5 Push					102.50
	PMT	EOD Cash and Check Payment, Date:2013-11-05, Location:!!					
11/05/2013							
	Number	Customer	Item	Qty	Rate	Amt Chrg	
	Description		Class				
						Ending balance	-38.86

☐ 1-Line    ☐ Show open balance    Sort by Date, Type, Number/...

Record Restore

The Deposit to Account CoA (Undeposited Funds) is increased.

Undeposited Funds

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/05/2013	Ipa1105	Fuse5 Push			112.00	-215.73
	PMT	Accounts Receivable				
11/05/2013	Ipa1105	Fuse5 Push			102.50	-113.23
	PMT	Accounts Receivable				
11/05/2013	Idi1105		400.00			-513.23
	GENJRN	Over/Short Adjustment				
		EOD Discrepancy, Date:2013-11-05				
11/05/2013	Ref	Payee	Decrease		Increase	
		Account				
		Memo				

Splits Ending balance -513.23

☐ 1-Line

Sort by Date, Type, Number/...

Record Restore

**8. Push a Credit Card ROA through EOD:** When you push an EOD to QB, any credit card ROAs will be pushed to the A/R for Payment CoA (usually an Accounts Receivable CoA. Below is the credit card ROA in the EOD.

CC Sales		<input type="checkbox"/> Don't Push CC Section	
SO #	Customer	Recorded Amount	Actual Drawer Amount
ROA:2013-11-05	ROBERT T SUGGS JR.	\$ 129.00	\$ 129.00
CC Totals			\$ 129.00
CC Batch Total			\$ 129.00
CC Discrepancy			\$ 0.00

The A/R for Payment CoA is decreased based on credit card payments.



## Fuse5 Training Materials

Accounts Receivable

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description	Class			Billed Date	Due Date
10/24/2013	1pa1024	Fuse5 Push					120.00
	PMT	EOD CC Payment, Date:2013-10-24, Location:Bora Bora					
10/24/2013	1ch1024	Fuse5 Push				56.75	
	INV						10/24/2013
10/28/2013	1ch1028	Fuse5 Push				6.90	
	INV						10/28/2013
11/04/2013	1ch1104	Fuse5 Push				809.74	
	INV						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				0.74	
	INV						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				-98.50	
	CREDMEM						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				-30.99	
	CREDMEM						11/04/2013
11/05/2013	1pa1105	Fuse5 Push					129.00
	PMT	EOD CC Payment, Date:2013-11-05, Location:Bora Bora					
11/05/2013		Number Customer Item Qty Rate Amt Chrg					
		Description Class					
						Ending balance	175.64

☐ 1-Line ☐ Show open balance

Sort by: Date, Type, Number/...

Record Restore

The Deposit to Account CoA (Undeposited Funds) is increased.

Undeposited Funds

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
	Type	Account Memo				
11/04/2013	1di1104	Over/Short Adjustment	400.00			-456.73
	GENJRL	EOD Discrepancy, Date:2013-11-04				
11/05/2013	1pa1105	Fuse5 Push			129.00	-327.73
	PMT	Accounts Receivable EOD CC Payment, Date:2013-11-05				
11/05/2013	1di1105	Over/Short Adjustment	400.00			-727.73
	GENJRL	EOD Discrepancy, Date:2013-11-05				
11/05/2013		Ref Payee Account Memo Decrease Increase				
						Ending balance
						-727.73

☐ 1-Line

Sort by: Date, Type, Number/...

Record Restore



**9. Push a Refund through ROA module through EOD:** When you push an EOD to QB, any refunds processed through the ROA module will be pushed to the Refund Check Invoices For EOD CoA (Other Current Liability CoA).

<b>Total Amount of Cash Sales</b>			\$	-8.71
<b>Cash Sales</b>				
	SO #	Customer	Amount	
<input type="checkbox"/>	1-217045	DCS MOTORS INC	\$ -19.62	
<input type="checkbox"/>	1-217046	ROBERT T SUGGS JR.	\$ 152.75	
<input type="checkbox"/>	ROA:2013-11-05	ROBERT T SUGGS JR.	\$ 11.00	
<input checked="" type="checkbox"/>	Refund:2013-11-05	ROBERT T SUGGS JR.	\$ -8.71	
<input checked="" type="checkbox"/> Push checked line items only			<b>Total of Cash Invoices</b>	\$ -8.71
			<b>Cash Discrepancy</b>	\$ 0.00

<b>Check Sales</b>					<input type="checkbox"/> Don't Push Check Section
	CK #	SO #	Customer	Recorded Amount	Actual Drawer Amount
<input checked="" type="checkbox"/>	2545	Refund:2013-11-05	ROBERT T SUGGS JR.	\$ -71.54	\$ -71.54
					<a href="#">+ Add Memo/Additional Check</a>
<b>Received Check Total</b>					\$ 0.00

A cash or credit card refund will cause an increase in the A/R for Payment CoA.

Accounts Receivable							
Go to... Print... Edit Transaction QuickReport							
Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description	Class			Billed Date	Due Date
11/04/2013	1ch1104	Fuse5 Push				809.74	
	INV						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				0.74	
	INV						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				-98.50	
	CREDMEM						11/04/2013
11/04/2013	1ch1104	Fuse5 Push				-30.99	
	CREDMEM						11/04/2013
11/05/2013	1pa1105	Fuse5 Push					129.00
	PMT	EOD CC Payment, Date:2013-11-05, Location:Bora Bora					
11/05/2013	1pa1105	Fuse5 Push					112.00
	PMT	EOD Cash and Check Payment, Date:2013-11-05, Location:!					
11/05/2013	1pa1105	Fuse5 Push					102.50
	PMT	EOD Cash and Check Payment, Date:2013-11-05, Location:!					
11/05/2013	1pa1105	Fuse5 Push				8.71	
	GENJRNL	EOD Refund cash, Date:2013-11-05, Location:Bora Bora					
11/05/2013							
Ending balance							-30.15
Sort by Date, Type, Number...							
Record Restore							

## Fuse5 Training Materials

And a decrease in the Deposit to Account CoA.

Undeposited Funds

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/05/2013	1pa1105	Fuse5 Push			102.50	-113.23
	PMT	Accounts Receivable				
11/05/2013	1di1105	EOD Cash and Check Payment, Dat	400.00			-513.23
	GENJRN	Over/Short Adjustment				
		EOD Discrepancy, Date:2013-11-05				
11/05/2013	1pa1105	Fuse5 Push	8.71			-521.94
	GENJRN	Accounts Receivable				
		EOD Refund cash, Date:2013-11-05				
11/05/2013	Ref	Payee	Decrease		Increase	
		Account				
		Memo				

Splits

Ending balance -521.94

☐ 1-Line

Sort by Date, Type, Number/...

Record Restore

A check refund will cause an increase to your Cash & Check Invoices for EOD.

Cash A/R

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
Type	Description	Class	Billed Date	Due Date			
11/04/2013	1ca1104	Fuse5 Push					153.75
	GENJRN	EOD Cash and Check, Date:2013-11-04, Location:Bora Bora					
11/04/2013	1ca1104	Fuse5 Push					25.42
	GENJRN	EOD Cash and Check, Date:2013-11-04, Location:Bora Bora					
11/05/2013	1pa1105	Fuse5 Push				71.54	
	GENJRN	EOD Refund check, Date:2013-11-05, Location:Bora Bora					
11/05/2013	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description	Class				

☐ 1-Line ☐ Show open balance

Ending balance 171.54

Sort by Date, Type, Number/...

Record Restore

And an increase in the Refund Checks CoA.

Date	Ref Type	Payee Account	Memo	Increase	Decrease	Balance
10/24/2013	1pa1024	Fuse5 Push		100.00		100.00
	GENJRNL	Cash A/R	EOD Refund check, Da			
11/05/2013	1pa1105	Fuse5 Push		71.54		171.54
	GENJRNL	Cash A/R	EOD Refund check, Da			
11/05/2013	Ref	Payee		Increase	Decrease	
		Account	Memo			
Ending balance						171.54

Buttons: Splits, 1-Line, Sort by (Date, Type, Number/...), Record, Restore

**10. Process an ADJ (Adjustment) for an account:** When you process an Adjustment for an account you are given the option to choose the CoA that you want to allocate the adjustment to. In this scenario I have chosen a memo type of “Wrong Payment Type” which is tied in to an Expense CoA called “Over/Under Account Payment”.

Save (F2) Save & Apply To SO (F3) Sa

Note For Adjustment:  
 - Positive amount for adjustment will raise (increase) customer balance (Total Owed).  
 - Negative amount for adjustment will lower (decrease) customer balance (Total Owed).

**ROA or ADJ Information**

Transaction Type	ADJ
User	admin
Account Name	ROBERT T SUGGS JR.
	A/R Type: Open Item
	Account Balance: \$788.24 [Last Archive Statement] (\$ 471.54)
	PO BOX 159 1
	WHITE OAK, NC
	Add Multiple Accounts
Account Number	000304
Amount	.17
	New Balance: \$ 788.41
Unapplied Amount	0.17
Memo Type	Wrong Payment Amount
	Add Memo Type

## Fuse5 Training Materials

Once your web connector is updated you will see a decrease to the account you have mapped the memo to, if the adjustment was an increase to the customers account balance. (If you are reducing the amount with an adjustment, you would see an increase to the expense account).

### Decrease

Account QuickReport

11:25 AM  
11/06/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis  
January 1 through November 6, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Over/Under Account Payment</b>						
General Journal	11/06/2013	adjm...	Fuse5 Push	ADJ Memo: ...	Accounts Re...	-0.17
Total Over/Under Account Payment						-0.17
<b>TOTAL</b>						<b>-0.17</b>

### Increase

Account QuickReport

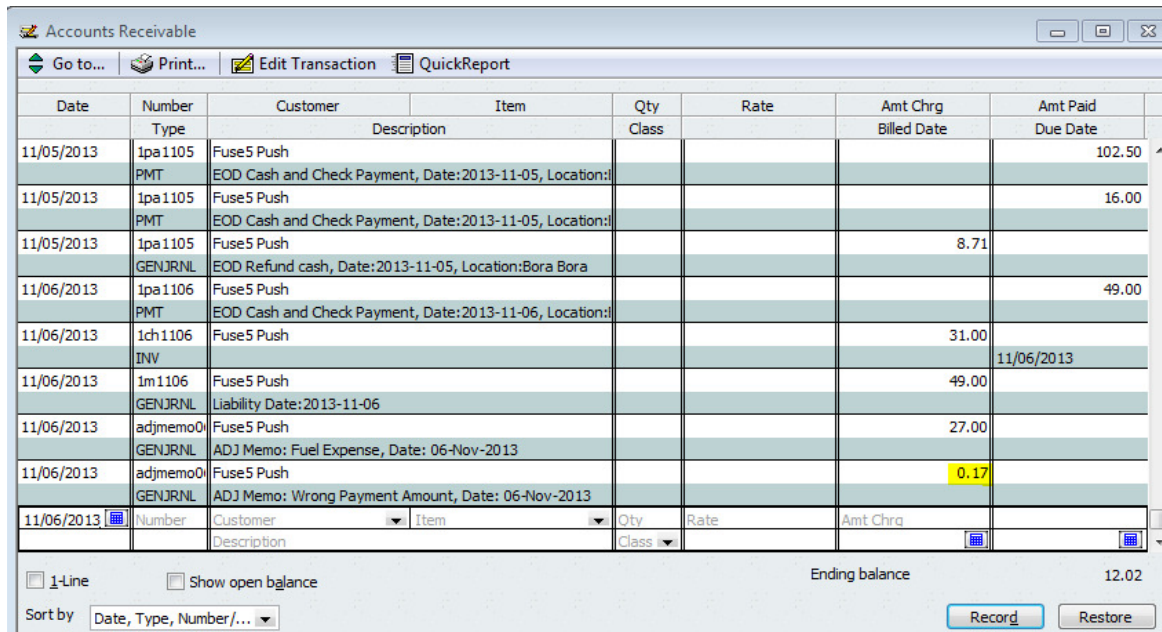
10:12 AM  
11/07/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis  
January 1 through November 7, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Over/Under Account Payment</b>						
General Journal	11/06/2013	adjm...	Fuse5 Push	ADJ Memo: ...	Accounts Re...	-0.17
General Journal	11/07/2013	adjm...	Fuse5 Push	ADJ Memo: ...	Accounts Re...	12.99
Total Over/Under Account Payment						12.82
<b>TOTAL</b>						<b>12.82</b>

## Fuse5 Training Materials

And an increase to your A/R for Payment CoA. (Again, if you were reducing the amount they owed you, this would show as a decrease to your A/R for Payment CoA).



The screenshot shows the 'Accounts Receivable' window with a table of transactions. The table has columns for Date, Number, Customer, Item, Qty, Rate, Amt Chrg, and Amt Paid. The transactions are as follows:

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description	Class			Billed Date	Due Date
11/05/2013	1pa1105	Fuse5 Push					102.50
	PMT	EOD Cash and Check Payment, Date:2013-11-05, Location:...					
11/05/2013	1pa1105	Fuse5 Push					16.00
	PMT	EOD Cash and Check Payment, Date:2013-11-05, Location:...					
11/05/2013	1pa1105	Fuse5 Push				8.71	
	GENJRN	EOD Refund cash, Date:2013-11-05, Location:Bora Bora					
11/06/2013	1pa1106	Fuse5 Push					49.00
	PMT	EOD Cash and Check Payment, Date:2013-11-06, Location:...					
11/06/2013	1ch1106	Fuse5 Push				31.00	
	INV						11/06/2013
11/06/2013	1m1106	Fuse5 Push				49.00	
	GENJRN	Liability Date:2013-11-06					
11/06/2013	adjmemo0	Fuse5 Push				27.00	
	GENJRN	ADJ Memo: Fuel Expense, Date: 06-Nov-2013					
11/06/2013	adjmemo0	Fuse5 Push				0.17	
	GENJRN	ADJ Memo: Wrong Payment Amount, Date: 06-Nov-2013					
11/06/2013							

At the bottom of the window, there are checkboxes for '1-Line' and 'Show open balance', a 'Sort by' dropdown menu set to 'Date, Type, Number/...', and buttons for 'Record' and 'Restore'. The 'Ending balance' is shown as 12.02.

11. Process a Deferment for an account: Deferments create no entries in Quick Books.

**12. Received a Purchase Order:** When you receive a purchase order in Fuse5 your Merchandise Inventory CoA will increase, as will your accrued purchases.

Increase (Debit) to the Merchandise Inventory CoA (As well as your Core Inventory CoA if applicable)

Merchandise Inventory

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
	Type	Account				
10/24/2013	8154				1,000.00	1,000.00
	GENJRN	Accrued Purchases				
		RECEIPT NUMBER: 8154				
10/24/2013	1		313.61			686.39
	GENJRN	Parts Purchases				
		Cost of goods in SO: 1ca1024				
10/24/2013	2		670.83			15.56
	GENJRN	Parts Purchases				
		Cost of goods in SO: 1ch1024				
10/24/2013	3		100.00			-84.44
	GENJRN	Parts Purchases				
		Cost of goods in SO: 1ch1024				
Ending balance						-84.44

Splits

1-Line

hunderbird Date, Type, Number/...

Record Restore

Increased (Credit) to the Accrued Purchases CoA

Accrued Purchases

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Increase	✓	Decrease	Balance
	Type	Account				
10/24/2013	8154		1,000.00			1,000.00
	GENJRN	Merchandise Inventor				
		RECEIPT NUMBER: 8154				
10/24/2013	TestDenQ	UNI-SELECT USA (10)			1,250.00	-250.00
	BILL	Accounts Payable				
		INVOICE NUMBER: Tes				
10/24/2013	1234	Watts Road			15.00	-265.00
	BILL	Accounts Payable				
		INVOICE NUMBER: 123				
10/24/2013	Ref	Payee	Increase		Decrease	
		Account				
		Memo				
Ending balance						-265.00

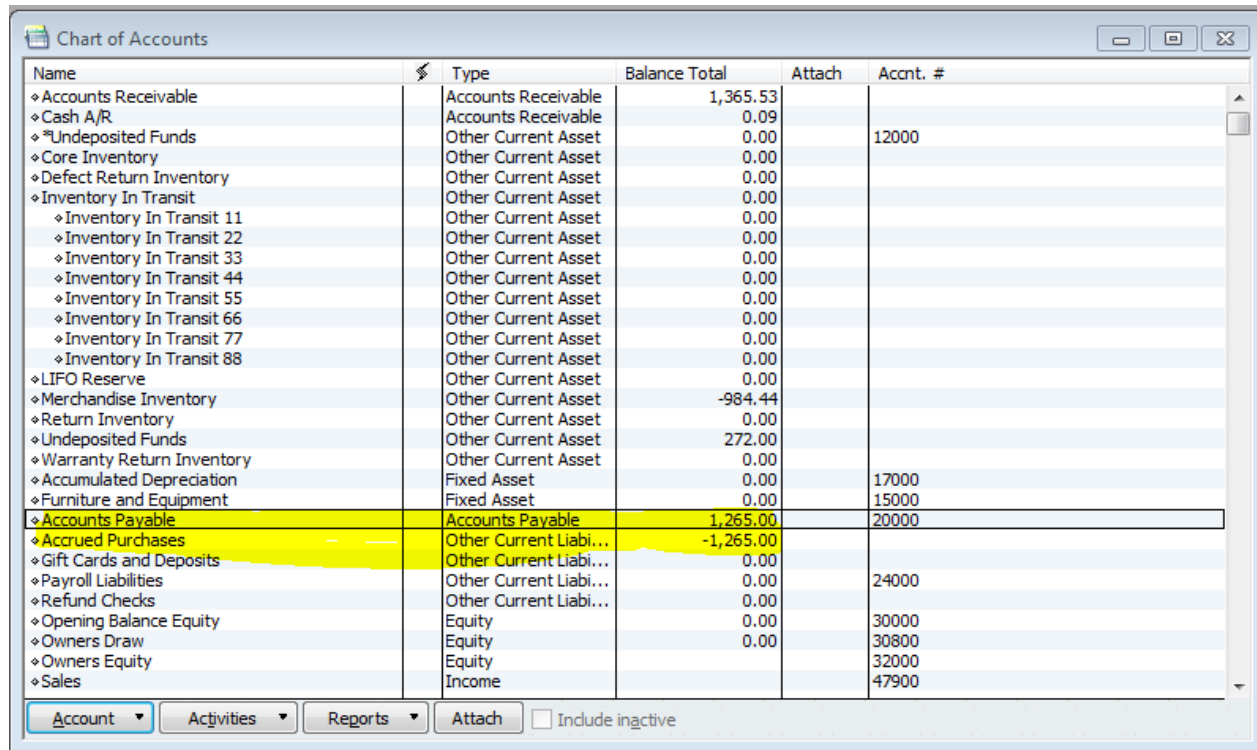
Splits

1-Line

Sort by Date, Type, Number/...

Record Restore

**13. Complete a VIR:** When you complete a VIR in Fuse5 it will decrease (Debit) the Accrued Purchases CoA and increases (Credit) your Accounts Payable CoA which does not need to be directly mapped in Fuse5.



Name	Type	Balance Total	Attach	Acct. #
Accounts Receivable	Accounts Receivable	1,365.53		
Cash A/R	Accounts Receivable	0.09		
Undeposited Funds	Other Current Asset	0.00		12000
Core Inventory	Other Current Asset	0.00		
Defect Return Inventory	Other Current Asset	0.00		
Inventory In Transit	Other Current Asset	0.00		
Inventory In Transit 11	Other Current Asset	0.00		
Inventory In Transit 22	Other Current Asset	0.00		
Inventory In Transit 33	Other Current Asset	0.00		
Inventory In Transit 44	Other Current Asset	0.00		
Inventory In Transit 55	Other Current Asset	0.00		
Inventory In Transit 66	Other Current Asset	0.00		
Inventory In Transit 77	Other Current Asset	0.00		
Inventory In Transit 88	Other Current Asset	0.00		
LIFO Reserve	Other Current Asset	0.00		
Merchandise Inventory	Other Current Asset	-984.44		
Return Inventory	Other Current Asset	0.00		
Undeposited Funds	Other Current Asset	272.00		
Warranty Return Inventory	Other Current Asset	0.00		
Accumulated Depreciation	Fixed Asset	0.00		17000
Furniture and Equipment	Fixed Asset	0.00		15000
Accounts Payable	Accounts Payable	1,265.00		20000
Accrued Purchases	Other Current Liab...	-1,265.00		
Gift Cards and Deposits	Other Current Liab...	0.00		
Payroll Liabilities	Other Current Liab...	0.00		24000
Refund Checks	Other Current Liab...	0.00		
Opening Balance Equity	Equity	0.00		30000
Owners Draw	Equity	0.00		30800
Owners Equity	Equity	0.00		32000
Sales	Income	47900		

Within your Accounts Payable CoA you will see each entry as an Accrued Purchase and the associated vendor.



## Fuse5 Training Materials

Accounts Payable

Go to... Print... Edit Transaction QuickReport

Date	Number	Vendor	Due Date	Billed	✓	Paid	Balance
Type	Account	Memo					
10/24/2013	TestDenQ	UNI-SELECT USA (10)	11/23/2013	1,250.00			1,250.00
BILL	Accrued Purc	INVOICE NUM					
10/24/2013	1234	Watts Road	12/23/2013	15.00			1,265.00
BILL	Accrued Purc	INVOICE NUM					
10/24/2013	Number	Vendor	Due Date	Billed		Paid	
	Account	Memo					

Splits Ending balance 1,265.00

☐ 1-Line ☐ Show open balance

Sort by Date, Type, Number/...

Record Restore

Once the accrued purchase is in Accounts Payable a bill will be created for that vendor. If you go to Pay Bills within Quick Books you will see the bills that have been pushed across for Accounts Payable purposes.

Pay Bills

Select Bills to be Paid

Show bills ☐ Due on or before 11/03/2013 ☒ Show all bills

Filter By All vendors

Sort By Due Date

<input checked="" type="checkbox"/>	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
<input type="checkbox"/>	11/23/2013	UNI-SELECT USA...	TestDe...		1,250.00	0.00	0.00	0.00
<input type="checkbox"/>	12/23/2013	Watts Road	1234		15.00	0.00	0.00	0.00
Totals					1,265.00	0.00	0.00	0.00

Select All Bills

Discount & Credit Information for Highlighted Bill

Vendor Bill Ref. No. Terms Sugg. Discount 0.00 Number of Credits 0 Total Credits Available 0.00

Go to Bill Set Discount Set Credits

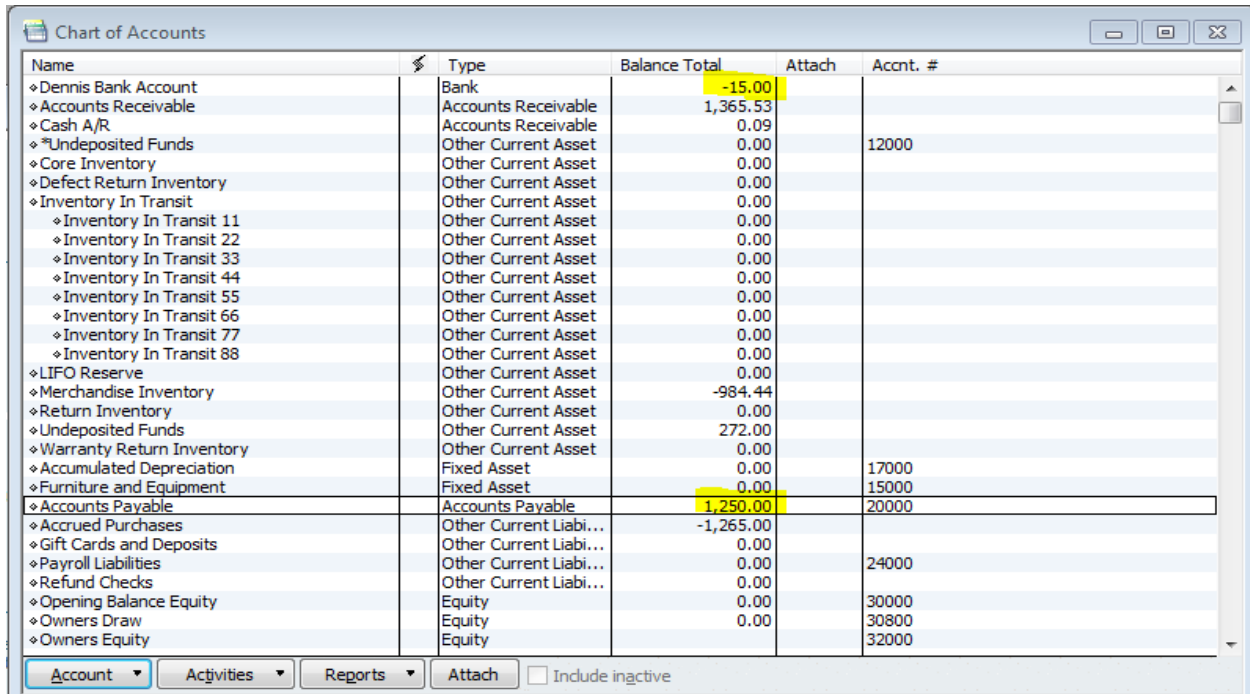
Payment

Date 10/24/2013 Method Check ☒ To be printed ☐ Assign check number Account Dennis Bank Account Ending Balance 0.00

Pay Selected Bills Cancel

## Fuse5 Training Materials

When you pay the bill the Accounts Payable will decrease and you will see the change reflected in the bank account that you use to pay the bill. In the image below you will see that accounts payable was reduced from \$1265 to \$1250 and Dennis Bank Account shows a -\$15.00 balance based on having paid the bill.



Name	Type	Balance Total	Attach	Acct. #
♦ Dennis Bank Account	Bank	-15.00		
♦ Accounts Receivable	Accounts Receivable	1,365.53		
♦ Cash A/R	Accounts Receivable	0.09		
♦ *Undeposited Funds	Other Current Asset	0.00		12000
♦ Core Inventory	Other Current Asset	0.00		
♦ Defect Return Inventory	Other Current Asset	0.00		
♦ Inventory In Transit	Other Current Asset	0.00		
♦ Inventory In Transit 11	Other Current Asset	0.00		
♦ Inventory In Transit 22	Other Current Asset	0.00		
♦ Inventory In Transit 33	Other Current Asset	0.00		
♦ Inventory In Transit 44	Other Current Asset	0.00		
♦ Inventory In Transit 55	Other Current Asset	0.00		
♦ Inventory In Transit 66	Other Current Asset	0.00		
♦ Inventory In Transit 77	Other Current Asset	0.00		
♦ Inventory In Transit 88	Other Current Asset	0.00		
♦ LIFO Reserve	Other Current Asset	0.00		
♦ Merchandise Inventory	Other Current Asset	-984.44		
♦ Return Inventory	Other Current Asset	0.00		
♦ Undeposited Funds	Other Current Asset	272.00		
♦ Warranty Return Inventory	Other Current Asset	0.00		
♦ Accumulated Depreciation	Fixed Asset	0.00		17000
♦ Furniture and Equipment	Fixed Asset	0.00		15000
♦ Accounts Payable	Accounts Payable	-1,250.00		20000
♦ Accrued Purchases	Other Current Liab...	-1,265.00		
♦ Gift Cards and Deposits	Other Current Liab...	0.00		
♦ Payroll Liabilities	Other Current Liab...	0.00		24000
♦ Refund Checks	Other Current Liab...	0.00		
♦ Opening Balance Equity	Equity	0.00		30000
♦ Owners Draw	Equity	0.00		30800
♦ Owners Equity	Equity	0.00		32000

**a. Cost / Quantity Variance** – You have the ability to map variances on your VIR based on changes in the invoice cost vs. what was expected when you received the parts. In the example below we have received a vendor invoice and upon reconciling it we realized that we only were being billed for 9 parts rather than the 10 that we thought we would be billed for. Because the parts have a current cost of \$100 each, our invoice is only for \$900 rather than the \$1000 that we expected. By reducing the quantity on the invoice and mapping the discrepancy to “Wrong Quantity” we are able to make the appropriate adjustments. “Wrong Quantity” is mapped to our QB Parts Cost Ledger (Cost of Goods Sold CoA).

## Fuse5 Training Materials

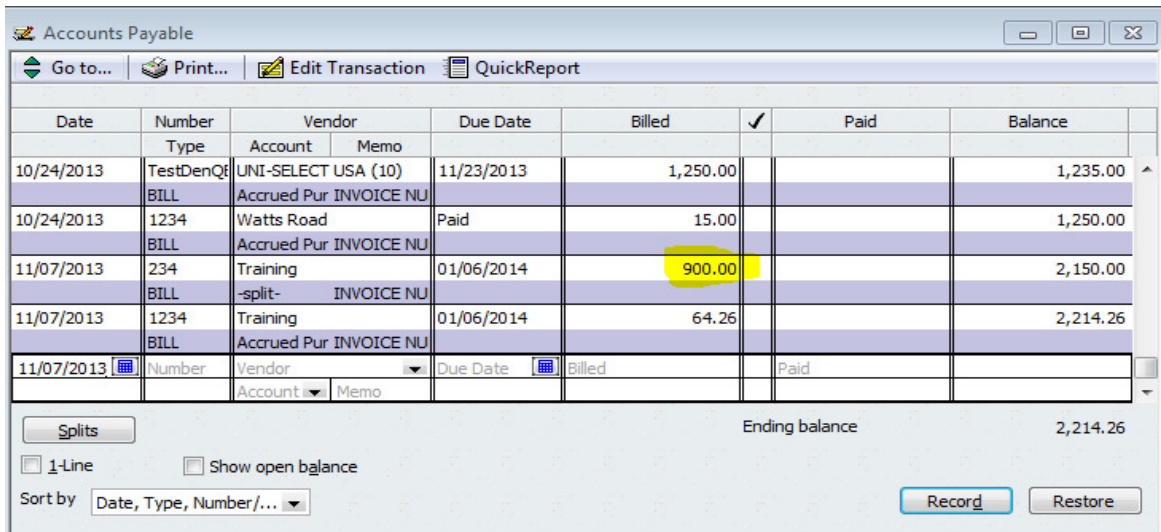
			RECONCILIATION		
( \$ )	FRT COST	TOTAL LINE	PRODUCT VARIANCE	CORE VARIANCE	OTHER VARIANCE
	\$0.00 <input type="checkbox"/> Distribute FRT Cost	\$900.000	\$-100.000	\$0.000	\$0.000
TOTAL DOLLARS BILLED			\$1000.000	\$-100.000	\$0.000
COST VARIANCE			\$0.000	Push Discrepancy To QB Account (If any) + Add Discrepancy Type ?	
QTY VARIANCE			\$-100.000	Push Discrepancy To QB Account (If any) Wrong Quantity + Add Discrepancy Type ?	
TOTAL DOLLARS AMOUNT			\$0.000	+ Add Discount Type ?	
NET DOLLARS BILLED			\$900.000	QB Class for discount	

Once the VIR is finalized we see a decrease of \$100 to our COGS CoA.

Account QuickReport						
Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh						
Dates This Fiscal Year-to-date From 01/01/2013 To 11/07/2013 Sort By Default						
10:32 AM 11/07/13 Accrual Basis						
Dennis' Auto Shop 2 Account QuickReport January 1 through November 7, 2013						
Type	Date	Num	Name	Memo	Split	Amount
Parts Purchases						
General Journal	10/24/2013	1		Cost of good...	Merchandise...	313.61
General Journal	10/24/2013	2		Cost of good...	Merchandise...	670.83
General Journal	10/24/2013	3		Cost of good...	Merchandise...	100.00
General Journal	10/24/2013	8		Cost of good...	Merchandise...	200.00
General Journal	10/24/2013	9		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	10		Cost of good...	Merchandise...	100.00
General Journal	10/25/2013	15		Cost of good...	Merchandise...	10.00
General Journal	10/28/2013	23		Cost of good...	Merchandise...	1.99
General Journal	11/04/2013	24		Cost of good...	Merchandise...	100.00
General Journal	11/04/2013	26		Cost of good...	Merchandise...	10.00
General Journal	11/04/2013	27		Cost of good...	Merchandise...	2,400.00
General Journal	11/04/2013	29		Cost of good...	Merchandise...	2.77
General Journal	11/04/2013	1r1104		EOD Defect ...	Defect Return...	-100.00
General Journal	11/04/2013	1r1104		EOD Warran...	Warranty Ret...	-100.00
General Journal	11/04/2013	30		Cost of good...	Merchandise...	-100.00
General Journal	11/04/2013	32		Cost of good...	Merchandise...	-100.00
General Journal	11/04/2013	34		Cost of good...	Merchandise...	0.36
General Journal	11/05/2013	41		Cost of good...	Merchandise...	86.52
General Journal	11/06/2013	45		Cost of good...	Merchandise...	100.00
General Journal	11/06/2013	47		Cost of good...	Merchandise...	15.00
General Journal	11/06/2013	49		Cost of good...	Merchandise...	25.00
General Journal	11/06/2013	50		Cost of good...	Merchandise...	15.00
General Journal	11/06/2013	52		Cost of good...	Merchandise...	15.00
General Journal	11/06/2013	54		Cost of good...	Merchandise...	-15.00
Bill	11/07/2013	234	Training	INVOICE NU...	Accounts Pa...	-100.00
Total Parts Purchases						3,751.08
TOTAL						3,751.08

## Fuse5 Training Materials

The Accounts Payable CoA will be increased by the amount of the actual payment, meaning the \$100 in this scenario will NOT show up in the Accounts Payable, only the \$900 you need to pay the vendor.



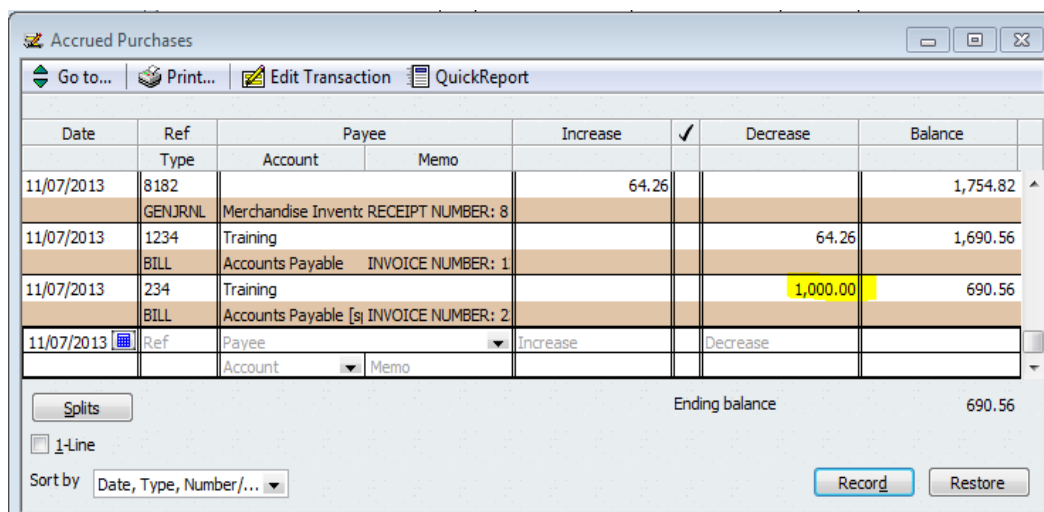
Date	Number	Vendor	Due Date	Billed	✓	Paid	Balance
Type	Account	Memo					
10/24/2013	TestDenQ	UNI-SELECT USA (10)	11/23/2013	1,250.00			1,235.00
	BILL	Accrued Pur INVOICE NU					
10/24/2013	1234	Watts Road	Paid	15.00			1,250.00
	BILL	Accrued Pur INVOICE NU					
11/07/2013	234	Training	01/06/2014	900.00			2,150.00
	BILL	-split- INVOICE NU					
11/07/2013	1234	Training	01/06/2014	64.26			2,214.26
	BILL	Accrued Pur INVOICE NU					
11/07/2013	Number	Vendor	Due Date	Billed		Paid	
		Account	Memo				

Ending balance 2,214.26

Sort by Date, Type, Number/...

Buttons: Splits, 1-Line, Show open balance, Record, Restore

Finally, your Accrued Purchases CoA will decrease by the total amount of the expected payment, meaning that the \$900 you intend to pay your vendor and the \$100 reduced from the COGS are combined as a decrease to your Accrued Purchases as you have accounted for it with a payment and and adjustment to the COGS.



Date	Ref	Payee	Increase	✓	Decrease	Balance
Type	Account	Memo				
11/07/2013	8182		64.26			1,754.82
	GENJRN	Merchandise Inven: RECEIPT NUMBER: 8				
11/07/2013	1234	Training			64.26	1,690.56
	BILL	Accounts Payable INVOICE NUMBER: 1				
11/07/2013	234	Training			1,000.00	690.56
	BILL	Accounts Payable [s] INVOICE NUMBER: 2				
11/07/2013	Ref	Payee	Increase		Decrease	
		Account	Memo			

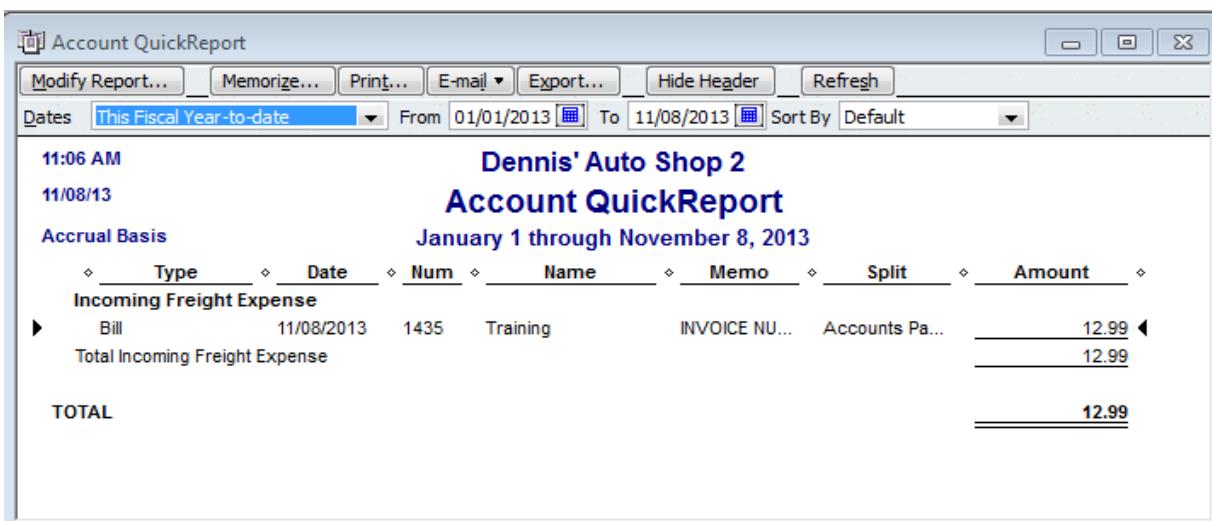
Ending balance 690.56

Sort by Date, Type, Number/...

Buttons: Splits, 1-Line, Record, Restore

The CoA that you map discrepancies during VIR really depends on how you manage your accounting. Some users map to the COGS CoA, others map to Expense CoAs.

**b. Freight Expense** – You have the ability to map freight expenses added to your VIR. This is done by adding another line item to the VIR using the FRT line code. It might be called “shipping” or “freight” or whatever you want to name it for VIR purposes, but it must use the FRT line code. Directions for adding freight to the VIR are available in a help file on the VIR screen. If you add freight it will push through to the CoA that you have mapped to Freight (Expense CoA) in the VIR section of your QB integration page. In this case it's called Incoming Freight Expense.



**Account QuickReport**

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates: This Fiscal Year-to-date From: 01/01/2013 To: 11/08/2013 Sort By: Default

11:06 AM  
11/08/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis  
January 1 through November 8, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Incoming Freight Expense</b>						
Bill	11/08/2013	1435	Training	INVOICE NU...	Accounts Pa...	12.99
<b>Total Incoming Freight Expense</b>						<b>12.99</b>
<b>TOTAL</b>						<b>12.99</b>

This freight charge will be included in the Accounts Payable entry that is made for the vendor invoice, but will not show up as part of the decrease in Accrued Purchases.

**C. Misc Expense** – You have the ability to map miscellaneous expenses added to your VIR. This is done by adding another line item to the VIR using the MSC line code. It might be called “misc” or “additional fee” or whatever you want to name it for VIR purposes, but it must use the MSC line code. If you add Misc it will push through to the CoA that you have mapped to Miscellaneous (Expense CoA) in the VIR section of your QB integration page. In this case it's called Misc Vendor Expenses.

**Account QuickReport**

11:21 AM  
11/08/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
Accrual Basis  
January 1 through November 8, 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>Misc Vendor Expense</b>						
Bill	11/08/2013	64253	Training	INVOICE NU...	Accounts Pa...	1.02
<b>Total Misc Vendor Expense</b>						1.02
<b>TOTAL</b>						1.02

This misc charge will be included in the Accounts Payable entry that is made for the vendor invoice, but will not show up as part of the decrease in Accrued Purchases.

**14. Make a Manual Adjustment to Inventory:** When you make a manual adjustment to your inventory you will see two entries. One will be in Merchandise Inventory and it will increase or decrease appropriately. The other will be in the Inventory Adjustment account and will also increase or decrease as appropriate.

\$700 increase to the Merchandise Inventory based off of manual increase of the inventory. You will see similar entries in your Core Inventory CoA if the parts include cores.

## Fuse5 Training Materials

Merchandise Inventory

Go to...

Print...

Edit Transaction

QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
	Type	Account	Memo			
10/24/2013	8154				1,000.00	1,000.00
	GENJRNL	Accrued Purchases	RECEIPT NUMBER: 8154			
10/24/2013	qoh1024				700.00	1,700.00
	GENJRNL	Inventory Adjustment	Update QoH, Date:2013-10-24, Loc			
10/24/2013	1			313.61		1,386.39
	GENJRNL	Parts Purchases	Cost of goods in SO: 1ca1024			
10/24/2013	2			670.83		715.56
	GENJRNL	Parts Purchases	Cost of goods in SO: 1ch1024			
Ending balance						615.56

Splits

1d line

\$700 decrease to the Inventory Adjustment account to balance the \$700 increase to Merchandise Inventory. If cores are included, the core cost will be included in the part cost.

Account QuickReport						
Modify Report... Memorize... Print... E-mail... Export... Hide Header Refresh						
Dates This Fiscal Year-to-date From 01/01/2013 To 10/24/2013 Sort By Default						
2:12 PM						
10/24/13						
Dennis' Auto Shop 2						
Account QuickReport						
Accrual Basis January 1 through October 24, 2013						
Type	Date	Num	Name	Memo	Split	Amount
Inventory Adjustment						
General Journal	10/24/2013	qoh1...		Update QoH...	Merchandise...	-700.00
Total Inventory Adjustment						-700.00
TOTAL						-700.00



**15. Create a Store Transfer:** When you create a store transfer (and are using an Inventory in Transit CoA), you will see an increase in the Inventory In Transit account at the TO location. In this example you are seeing a part with a current cost of \$100 and a core with a core cost of \$6.

Date	Ref	Type	Account	Payee	Memo	Decrease	✓	Increase	Balance
10/27/2013	13							1,100.00	1,100.00
		GENJRL	Merchandise Inventory		Store Transfer:TRN42713, Main Inve				
11/04/2013	37							100.00	1,200.00
		GENJRL	Merchandise Inventory		Store Transfer:TRN42721, Main Inve				
11/04/2013	38							6.00	1,206.00
		GENJRL	Core Inventory		Store Transfer:TRN42721, Core Inve				
11/04/2013	Ref								
			Account		Memo				

Ending balance 1,206.00

This entry in the Inventory In Transit CoA will be offset with decreases in both your Merchandise Inventory and Core Inventory CoAs if applicable.

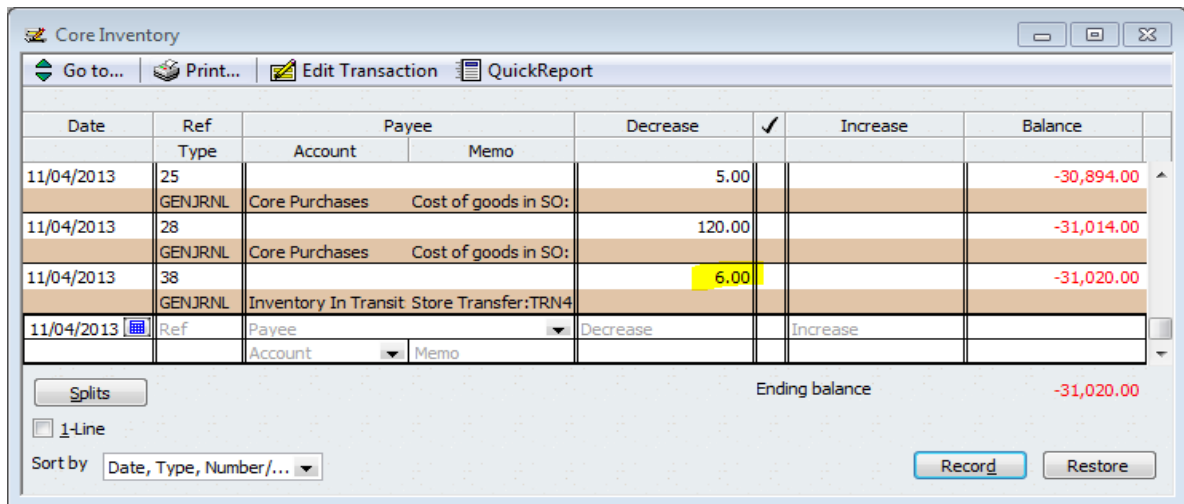
Here is the reduction in the Merchandise Inventory CoA.

Date	Ref	Type	Account	Payee	Memo	Decrease	✓	Increase	Balance
11/04/2013	27					2,400.00			138,121.59
		GENJRL	Parts Purchases		Cost of goods in SO: 1ch1104				
11/04/2013	29					2.77			138,118.82
		GENJRL	Parts Purchases		Cost of goods in SO: 1ca1104				
11/04/2013	34					0.36			138,118.46
		GENJRL	Parts Purchases		Cost of goods in SO: 1ch1104				
11/04/2013	37					100.00			138,018.46
		GENJRL	Inventory In Transit:Inventory In T		Store Transfer:TRN42721, Main Inv				
11/04/2013	Ref								
			Account		Memo				

Ending balance 138,018.46

## Fuse5 Training Materials

And the entry in the Core Inventory CoA.

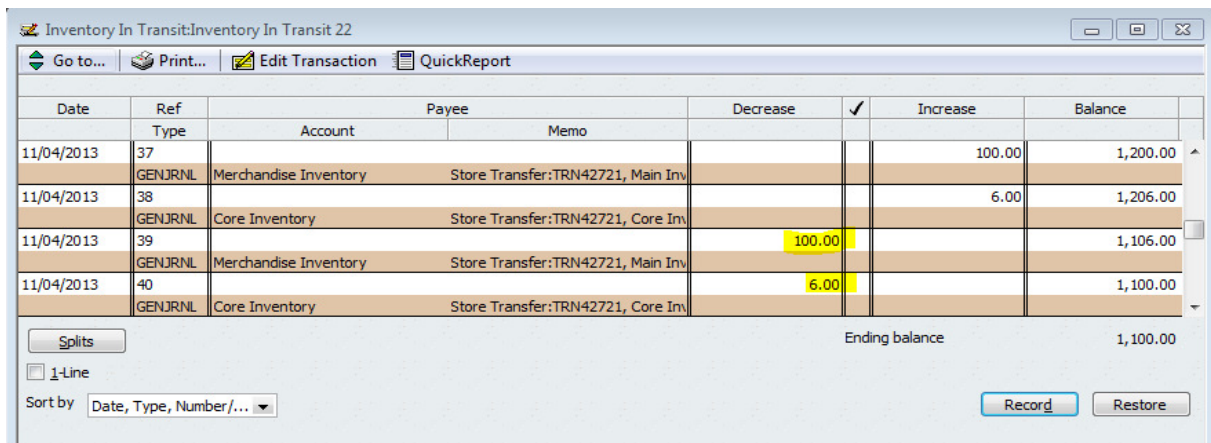


Date	Ref	Payee	Decrease	✓	Increase	Balance
	Type	Account	Memo			
11/04/2013	25	GENJRNL	Core Purchases	Cost of goods in SO:	5.00	-30,894.00
11/04/2013	28	GENJRNL	Core Purchases	Cost of goods in SO:	120.00	-31,014.00
11/04/2013	38	GENJRNL	Inventory In Transit	Store Transfer:TRN4	6.00	-31,020.00
11/04/2013	Ref	Payee	Decrease		Increase	
		Account				
Ending balance						-31,020.00

Splits  
☐ 1-Line  
Sort by Date, Type, Number/...  
Record Restore

Once the store transfer is received in the TO location, these entries will be reversed. The Inventory In Transit CoA will decrease and your Merchandise and Core Inventory CoAs will increase.

## Inventory In Transit Reversal



Date	Ref	Payee	Decrease	✓	Increase	Balance
	Type	Account	Memo			
11/04/2013	37	GENJRNL	Merchandise Inventory	Store Transfer:TRN42721, Main Inv	100.00	1,200.00
11/04/2013	38	GENJRNL	Core Inventory	Store Transfer:TRN42721, Core Inv	6.00	1,206.00
11/04/2013	39	GENJRNL	Merchandise Inventory	Store Transfer:TRN42721, Main Inv	100.00	1,106.00
11/04/2013	40	GENJRNL	Core Inventory	Store Transfer:TRN42721, Core Inv	6.00	1,100.00
Ending balance						1,100.00

Splits  
☐ 1-Line  
Sort by Date, Type, Number/...  
Record Restore

## Merchandise Inventory Reversal

## Fuse5 Training Materials

Merchandise Inventory

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/04/2013	30	GENJRNL Parts Purchases			100.00	140,471.59
		Cost of goods in SO: 1ch1104				
11/04/2013	32	GENJRNL Parts Purchases			100.00	140,571.59
		Cost of goods in SO: 1ch1104				
11/04/2013	35	GENJRNL Inventory In Transit:Inventory In 1			60.00	140,631.59
		Store Transfer:TRN42708, Main Inv				
11/04/2013	39	GENJRNL Inventory In Transit:Inventory In 1			100.00	140,731.59
		Store Transfer:TRN42721, Main Inv				
11/04/2013	24	GENJRNL Parts Purchases	100.00			140,631.59
		Cost of goods in SO: 1ca1104				
Ending balance						138,118.46

Splits

☐ 1-Line

Sort by Date, Type, Number/...

Record Restore

## Core Inventory Reversal

Core Inventory

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/04/2013	11104	GENJRNL LIFO Reserve			1.00	-30,950.00
		Net effect in Core Co				
11/04/2013	33	GENJRNL Core Purchases			6.00	-30,944.00
		Cost of goods in SO:				
11/04/2013	36	GENJRNL Inventory In Transit			55.00	-30,889.00
		Store Transfer:TRN4				
11/04/2013	40	GENJRNL Inventory In Transit			6.00	-30,883.00
		Store Transfer:TRN4				
11/04/2013	25	GENJRNL Core Purchases	5.00			-30,888.00
		Cost of goods in SO:				
11/04/2013	28	GENJRNL Core Purchases	120.00			-31,008.00
		Cost of goods in SO:				
11/04/2013	38	GENJRNL Inventory In Transit	6.00			-31,014.00
		Store Transfer:TRN4				
11/04/2013	Ref	Payee	Decrease		Increase	
	Account	Memo				
Ending balance						-31,014.00

Splits

☐ 1-Line

Sort by Date, Type, Number/...

Record Restore

### 16. Create a Deposit at the Point of Sale and Push through EOD:

When you create a sales order, take a deposit, and save the sales order as pending, the deposit will be available to push when doing your EOD.

## Fuse5 Training Materials

Total Amount of Cash Sales			\$ 45.00
Cash Sales			
<input checked="" type="checkbox"/>	SO #	Customer	Amount
<input checked="" type="checkbox"/>	Deposit:2014-03-01	Cash - Bora Bora	\$ 45.00
<input type="checkbox"/> Push checked line items only ?			Total of Cash Invoices \$ 45.00
Cash Discrepancy			\$ -245.00

The deposit will show up as an increase to your Gift Card / Deposit Liability CoA.

Gift Cards and Deposits							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee	Increase	✓	Decrease	Balance	
	Type	Account	Memo				
02/24/2014	1m0224	Fuse5 Push	100.43			-134.48	
	GENJRN	Accounts Receivable	Liability Date:2014-02-24				
02/24/2014	1m0224	Fuse5 Push	58.50			-75.98	
	GENJRN	Accounts Receivable	Liability Date:2014-02-24				
02/24/2014	1m0224	Fuse5 Push	13.00			-62.98	
	GENJRN	Accounts Receivable	Liability Date:2014-02-24				
03/01/2014	1m0301	Fuse5 Push	70.00			7.02	
	GENJRN	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	1m0301	Fuse5 Push	45.00			52.02	
	GENJRN	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	Ref	Payee	Increase		Decrease		
		Account					
Splits						Ending balance	52.02
<input type="checkbox"/> 1-Line							
Sort by Date, Type, Number/...							
						Record	Restore

It will show as an increase & decrease (dual entry) in your A/R for Payment CoA. This is just meant to

## Fuse5 Training Materials

show the transaction in Quick Books.

Accounts Receivable

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description		Class		Billed Date	Due Date
02/24/2014	1m0224	Fuse5 Push				13.00	
	GENJRL	Liability Date:2014-02-24					
02/24/2014	1m0224	Fuse5 Push					10.00
	GENJRL	Liability Date:2014-02-24					
02/24/2014	1m0224	Fuse5 Push					6.99
	GENJRL	Liability Date:2014-02-24					
02/24/2014	1m0224	Fuse5 Push					13.00
	GENJRL	Liability Date:2014-02-24					
03/01/2014	1pa0301	Fuse5 Push					70.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1pa0301	Fuse5 Push					45.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1m0301	Fuse5 Push				70.00	
	GENJRL	Liability Date:2014-03-01					
03/01/2014	1m0301	Fuse5 Push				45.00	
	GENJRL	Liability Date:2014-03-01					
03/01/2014	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description		Class			

☐ 1-Line
 ☐ Show open balance
 Ending balance 120,314.29

Sort by Date, Type, Number/...

Finally, it will show an increase to your Deposit to Account CoA (Undeposited Funds) CoA to account for the fact that you are going to deposit the money.

## Fuse5 Training Materials

Undeposited Funds							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee		Decrease	✓	Increase	Balance
Type	Account	Memo					
02/24/2014	1pa0224	Fuse5 Push				220.00	11,380.73
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
02/24/2014	1pa0224	Fuse5 Push				58.50	11,439.23
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
02/24/2014	1pa0224	Fuse5 Push				13.00	11,452.23
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
02/24/2014	1ca0224	Fuse5 Push				12.12	11,464.35
	GENJRN	Cash A/R	EOD Cash and Check, Date:2014-0				
02/24/2014	1ca0224	Fuse5 Push				112,446.90	123,911.25
	GENJRN	Cash A/R	EOD Cash and Check, Date:2014-0				
02/24/2014	1cc0224	Fuse5 Push				1,224.18	125,135.43
	GENJRN	MasterCard A/R	EOD CC, Date:2014-02-24, Locati				
02/24/2014	1cc0224	Fuse5 Push		70.29			125,065.14
	GENJRN	Pay Pal A/R	EOD CC, Date:2014-02-24, Locati				
03/01/2014	1pa0301	Fuse5 Push				70.00	125,135.14
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
03/01/2014	1pa0301	Fuse5 Push				45.00	125,180.14
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
03/01/2014	Ref	Payee		Decrease		Increase	
		Account	Memo				

When you push a sales order through EOD that included the use of a deposit as part of the payment method.....

Payment Method			
TOTAL PAYMENT MADE : \$ 216.00			
Payment Type		Payment Amount	
CHARGE TO ACCOUNT		\$ 171.00	
DEPOSIT		\$ 45.00	

..... you will see a decrease in the Gift Card / Deposit Liability CoA.



## Fuse5 Training Materials

Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee		Increase	✓	Decrease	Balance
Type	Account	Memo					
02/24/2014	Im0224	Fuse5 Push		13.00			-62.98
	GENJRNL	Accounts Receivable	Liability Date:2014-02-24				
03/01/2014	Im0301	Fuse5 Push				45.00	-107.98
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	Im0301	Fuse5 Push		70.00			-37.98
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	Im0301	Fuse5 Push		45.00			7.02
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	Im0301	Fuse5 Push		25.00			32.02
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	Ref	Payee		Increase		Decrease	
		Account					
Splits Ending balance							32.02
1-Line							

And as a decrease to your A/R for Payment CoA of cash

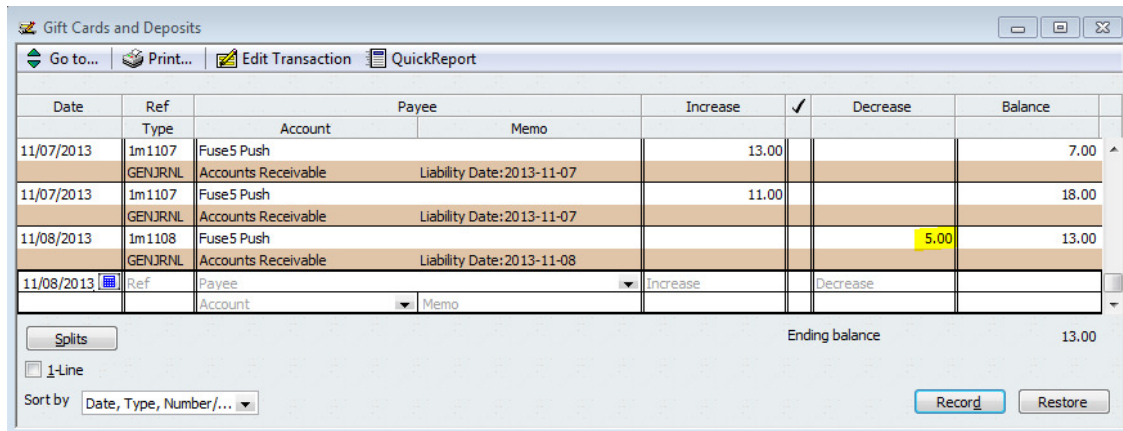
Go to... Print... Edit Transaction QuickReport							
Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
Type	Description			Class		Billed Date	Due Date
03/01/2014	1pa0301	Fuse5 Push					70.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1pa0301	Fuse5 Push					45.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1pa0301	Fuse5 Push					25.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1ch0301	Fuse5 Push				216.00	
	INV						03/01/2014
03/01/2014	Im0301	Fuse5 Push				70.00	
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	Im0301	Fuse5 Push				45.00	
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	Im0301	Fuse5 Push				25.00	
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	Im0301	Fuse5 Push					45.00
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description		Class			
1-Line Show open balance Ending balance							120,485.29
Sort by Date, Type, Number /... Record Restore							



## Fuse5 Training Materials

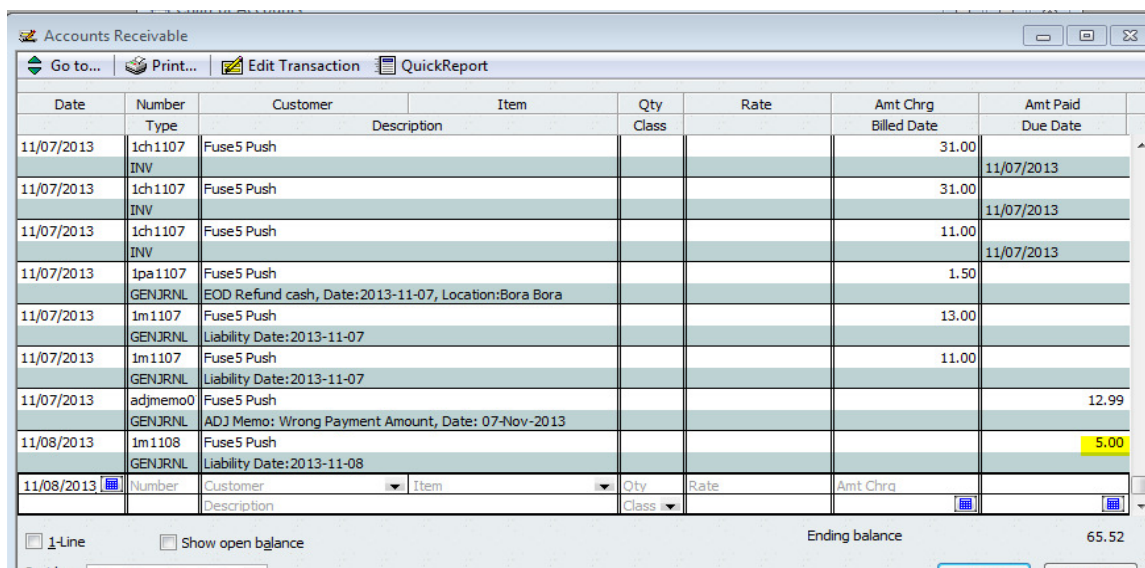
When pushing a sales order in which part of the payment was applying the old deposit, you will not see any entry in the Deposit to Account CoA (Undeposited Funds) CoA as no money is actually changing hands.

If you return a deposit to a customer (doesn't have to be part of a sales order, but must be pushed as part of the EOD) you will see a decrease in the Gift Card/Deposit Liability CoA.



Date	Ref	Type	Account	Payee	Memo	Increase	Decrease	Balance
11/07/2013	Im1107	Fuse5 Push				13.00		7.00
	GENJRN	Accounts Receivable			Liability Date:2013-11-07			
11/07/2013	Im1107	Fuse5 Push				11.00		18.00
	GENJRN	Accounts Receivable			Liability Date:2013-11-07			
11/08/2013	Im1108	Fuse5 Push					5.00	13.00
	GENJRN	Accounts Receivable			Liability Date:2013-11-08			
11/08/2013	Ref	Payee				Increase	Decrease	
		Account			Memo			
Ending balance								13.00

You will also see a decrease in the A/R for Payment CoA.



Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description	Class			Billed Date	Due Date
11/07/2013	1ch1107	Fuse5 Push				31.00	
	INV						11/07/2013
11/07/2013	1ch1107	Fuse5 Push				31.00	
	INV						11/07/2013
11/07/2013	1ch1107	Fuse5 Push				11.00	
	INV						11/07/2013
11/07/2013	1pa1107	Fuse5 Push				1.50	
	GENJRN	EOD Refund cash, Date:2013-11-07, Location:Bora Bora					
11/07/2013	Im1107	Fuse5 Push				13.00	
	GENJRN	Liability Date:2013-11-07					
11/07/2013	Im1107	Fuse5 Push				11.00	
	GENJRN	Liability Date:2013-11-07					
11/07/2013	adjmemo0	Fuse5 Push					12.99
	GENJRN	ADJ Memo: Wrong Payment Amount, Date: 07-Nov-2013					
11/08/2013	Im1108	Fuse5 Push					5.00
	GENJRN	Liability Date:2013-11-08					
11/08/2013	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description		Class			
Ending balance							65.52

## 17. Create a Gift Card at the Point of Sale and Push through EOD:

When you sell a gift card the transaction will be available to push when doing your EOD. It pushes to Quick Books in essentially the same manner as a deposit.

Check Sales						<input type="checkbox"/> Don't Push Check Section ?
<input checked="" type="checkbox"/>	CK #	SO #	Customer	Recorded Amount	Actual Drawer Amount	
<input checked="" type="checkbox"/>	56456	Gift Card:2014-03-01	Cash - Bora Bora	\$ 25.00	\$ 25.00	
					<b>+ Add Memo/Additional Check</b>	
Received Check Total					\$	25.00
Received Checks Counted Total					\$	25.00

The transaction will be pushed as an increase to your Gift Card/Deposit Liability (Other Current Liability CoA).

Gift Cards and Deposits							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee		Increase	✓	Decrease	Balance
	Type	Account	Memo				
02/24/2014	1m0224	Fuse5 Push		58.50			-75.98
	GENJNL	Accounts Receivable	Liability Date:2014-02-24				
02/24/2014	1m0224	Fuse5 Push		13.00			-62.98
	GENJNL	Accounts Receivable	Liability Date:2014-02-24				
03/01/2014	1m0301	Fuse5 Push		70.00			7.02
	GENJNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	1m0301	Fuse5 Push		45.00			52.02
	GENJNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	1m0301	Fuse5 Push		25.00			77.02
	GENJNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	Ref	Payee		Increase		Decrease	
		Account	Memo				
Splits							Ending balance 77.02

It will also be pushed as an increase to your Deposit to Account CoA (Other Current Asset CoA).

## Fuse5 Training Materials

Undeposited Funds							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee	Decrease	✓	Increase	Balance	
Type	Account	Memo					
02/24/2014	1pa0224	Fuse5 Push			58.50	11,439.23	^
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
02/24/2014	1pa0224	Fuse5 Push			13.00	11,452.23	
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
02/24/2014	1ca0224	Fuse5 Push			12.12	11,464.35	
	GENJNL	Cash A/R	EOD Cash and Check, Date:2014-0				
02/24/2014	1ca0224	Fuse5 Push			112,446.90	123,911.25	
	GENJNL	Cash A/R	EOD Cash and Check, Date:2014-0				
02/24/2014	1cc0224	Fuse5 Push			1,224.18	125,135.43	
	GENJNL	MasterCard A/R	EOD CC, Date:2014-02-24, Location				
02/24/2014	1cc0224	Fuse5 Push	70.29			125,065.14	
	GENJNL	Pay Pal A/R	EOD CC, Date:2014-02-24, Location				
03/01/2014	1pa0301	Fuse5 Push			70.00	125,135.14	
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
03/01/2014	1pa0301	Fuse5 Push			45.00	125,180.14	
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
03/01/2014	1pa0301	Fuse5 Push			25.00	125,205.14	
	PMT	Accounts Receivable	EOD Cash and Check Payment, Dat				
03/01/2014	Ref	Payee	Decrease		Increase		
		Account					

And finally as a dual entry to increase and decrease your A/R for Payment CoA.

Accounts Receivable

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
Type	Description	Class				Billed Date	Due Date
02/24/2014	1m0224	Fuse5 Push					6.99
	GENJNL	Liability Date:2014-02-24					
02/24/2014	1m0224	Fuse5 Push					13.00
	GENJNL	Liability Date:2014-02-24					
03/01/2014	1pa0301	Fuse5 Push					70.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1pa0301	Fuse5 Push					45.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1pa0301	Fuse5 Push					25.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1m0301	Fuse5 Push			70.00		
	GENJNL	Liability Date:2014-03-01					
03/01/2014	1m0301	Fuse5 Push			45.00		
	GENJNL	Liability Date:2014-03-01					
03/01/2014	1m0301	Fuse5 Push			25.00		
	GENJNL	Liability Date:2014-03-01					
03/01/2014	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description	Class				

☐ 1-Line

☐ Show open balance

Ending balance120,314.29

Sort byDate, Type, Number/...

RecordRestore

Once the gift card is used to make a purchase, and you push the related sales orders through the EOD

## Fuse5 Training Materials

you will be able to clearly identify sales orders that were paid with a gift card by going into the finalized sales order and viewing the payment method.

Payment Method			
TOTAL PAYMENT MADE : \$ 34.14			
	Payment Type	Payment Amount	
	CHARGE TO ACCOUNT	\$ 9.14	
	GIFT CARD	\$ 25.00	

Once pushed through the end of day you will see a decrease in your Gift Card/Deposit Liability (Other Current Liability CoA).

Gift Cards and Deposits							
Go to... Print... Edit Transaction QuickReport							
Date	Ref	Payee		Increase	✓	Decrease	Balance
	Type	Account	Memo				
03/01/2014	1m0301	Fuse5 Push				45.00	-107.98
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	1m0301	Fuse5 Push				25.00	-132.98
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	1m0301	Fuse5 Push		70.00			-62.98
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	1m0301	Fuse5 Push		45.00			-17.98
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	1m0301	Fuse5 Push		25.00			7.02
	GENJRNL	Accounts Receivable	Liability Date:2014-03-01				
03/01/2014	Ref	Payee		Increase		Decrease	
		Account	Memo				
Splits							Ending balance 7.02

And finally as an decrease to your A/R for Payment CoA.

## Fuse5 Training Materials

Accounts Receivable							
Go to... Print... Edit Transaction QuickReport							
Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description		Class		Billed Date	Due Date
03/01/2014	1pa0301	Fuse5 Push					25.00
	PMT	EOD Cash and Check Payment, Date:2014-03-01, Location:Bora					
03/01/2014	1ch0301	Fuse5 Push				216.00	
	INV						03/01/2014
03/01/2014	1ch0301	Fuse5 Push				34.14	
	INV						03/01/2014
03/01/2014	1m0301	Fuse5 Push				70.00	
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	1m0301	Fuse5 Push				45.00	
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	1m0301	Fuse5 Push				25.00	
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	1m0301	Fuse5 Push					45.00
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	1m0301	Fuse5 Push					25.00
	GENJRNL	Liability Date:2014-03-01					
03/01/2014	Number	Customer	Item	Qty	Rate	Amt Chrg	
	Description		Class				

**18. Push a memo through EOD:** When you create a memo when doing the EOD, you are allowed to select the CoA that you want to push the memo too. The available CoAs can be set up ahead of time in the Quick Books integration page by going to **PERSONAL & ADMIN > SETTINGS > QUICKBOOK SETTINGS**. You assign the CoA and give the memo reason a name. They do NOT need to match. The important thing is that you as the user has a list of potential reasons why cash would have been removed from your drawer and then understand the CoA that they expense is mapped to.

**EOD Memo Items**

Note: Expense Chart of Account

Leave blank to push to the Location's default QB Class, or select a single location to push all finance

Bill :	BillAcc	Update Delete
Employee Meals :	Employee Meals	Update Delete
<b>Fuel Expense :</b>	<b>Fuel Expense</b>	Update Delete
Gas :	GasAcc	Update Delete
Office Supplies :	Office Supplies	Update Delete
Tes :	Tes2	Update Delete
Wrong Payment Amount :	Over/Under Account Payment	Update Delete
<b>+ Add Memo Type</b>		

### a. Cash or Check

In this scenario we have a receipt for \$12.99 from one of our drivers putting gas in their vehicle and taking money out of the register to do it.

## Fuse5 Training Materials

<b>Memo 1 : Gas for delivery van - Fuel Expense</b>		<b>Additional Cash 1</b>	<b>\$ 12.99</b>
		<b>Total Cash</b>	<b>\$ 30.99</b>
		<b>Starting Drawer</b>	<b>\$ 0.00</b>
		<b>Sub Total</b>	<b>\$ 30.99</b>
		<b>Total Amount of Cash Sales</b>	<b>\$ 31.00</b>
<b>Cash Sales</b>			
<b>SO #</b>	<b>Customer</b>	<b>Amount</b>	
<b>1-217086</b>	ROBERT T SUGGS JR.	\$ 31.00	
		<b>Total of Cash Invoices</b>	<b>\$ 31.00</b>
		<b>Cash Discrepancy</b>	<b>\$ -0.01</b>

When pushed to QB through the EOD you will see an increase in the appropriate Expense CoA, in this case Fuel Expense.

Account QuickReport

Modify Report...Memorize...Print...E-mailExport...Hide HeaderRefresh

DatesThis Fiscal Year-to-dateFrom 01/01/2013To 11/07/2013Sort By Default

2:58 PM

11/07/13

Dennis' Auto Shop 2

Account QuickReport

Accrual Basis

January 1 through November 7, 2013

Type	Date	Num	Name	Memo	Split	Amount
Fuel Expense						
General Journal	11/06/2013	adjm...	Fuse5 Push	ADJ Memo: ...	Accounts Re...	-27.00
General Journal	11/07/2013	1m11...	Fuse5 Push	Gas for deliv...	Cash A/R	12.99
Total Fuel Expense						-14.01
TOTAL						-14.01

You will see similar results if you push a memo based on writing a check, meaning if you write a check with the intent that it come out of petty cash for employee meals, and account for it on the EOD you will see an entry with an increase to the appropriate expense account.



## Fuse5 Training Materials

Account QuickReport

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates This Fiscal Year-to-date From 01/01/2013 To 11/07/2013 Sort By Default

3:32 PM  
11/07/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
January 1 through November 7, 2013

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
Employee Meals						
General Journal	11/07/2013	1m11...	Fuse5 Push	lunch for the...	Cash A/R	4.56
Total Employee Meals						4.56
TOTAL						4.56

When you do a memo for either cash or a check you will also see a decrease in the Cash & Check Invoices for EOD CoA.

Cash A/R

Go to... Print... Edit Transaction QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description	Class			Billed Date	Due Date
11/07/2013	1pa1107	Fuse5 Push				1.23	
	GENJRN	EOD Refund check, Date:2013-11-07, Location:Bora Bora					
11/07/2013	1ca1107	Fuse5 Push					51.00
	GENJRN	EOD Cash and Check, Date:2013-11-07, Location:Bora Bora					
11/07/2013	1ca1107	Fuse5 Push					31.00
	GENJRN	EOD Cash and Check, Date:2013-11-07, Location:Bora Bora					
11/07/2013	1m1107	Fuse5 Push					12.99
	GENJRN	Gas for delivery van, Memo Cash, Bora Bora					
11/07/2013	1m1107	Fuse5 Push					4.56
	GENJRN	lunch for the team, Memo Check, Bora Bora					
11/07/2013	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description	Class				

Ending balance 173.22

Sort by Date, Type, Number/...

Record Restore



Account QuickReport

Modify Report... Memorize... Print... E-mail... Export... Hide Header Refresh

Dates: [This Fiscal Year-to-date] From: 01/01/2013 To: 11/07/2013 Sort By: Default

3:34 PM

11/07/13

**Dennis' Auto Shop 2**

**Account QuickReport**

**January 1 through November 7, 2013**

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
<b>Office Supplies</b>						
General Journal	11/07/2013	1m11...	Fuse5 Push	office suppl...	A/R - Credit C...	8.27
<b>Total Office Supplies</b>						<b>8.27</b>
<b>TOTAL</b>						<b>8.27</b>

A/R - Credit Cards

Go to...
Print...
Edit Transaction
QuickReport

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
Type	Description		Class	Billed Date		Due Date	
11/07/2013	1m1107	Fuse5 Push				8.27	
	GENJRNL	office supplies, Memo CC, Bora Bora					
11/07/2013	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description	Class				

☐ 1-Line
 ☐ Show open balance
 Ending balance -8.27

Sort by Date, Type, Number/...
Record
Restore

## Fuse5 Training Materials

You will see a decrease to the Cash & Check Invoices for EOD CoA.

Date	Number	Customer	Item	Qty	Rate	Amt Chrg	Amt Paid
	Type	Description	Class			Billed Date	Due Date
11/07/2013	1pa1107	Fuse5 Push				18.00	
	GENJRL	EOD Refund check, Date:2013-11-07, Location:Bora Bora					
11/07/2013	1pa1107	Fuse5 Push				1.23	
	GENJRL	EOD Refund check, Date:2013-11-07, Location:Bora Bora					
11/07/2013	1ca1107	Fuse5 Push					51.00
	GENJRL	EOD Cash and Check, Date:2013-11-07, Location:Bora Bora					
11/07/2013	1ca1107	Fuse5 Push					31.00
	GENJRL	EOD Cash and Check, Date:2013-11-07, Location:Bora Bora					
11/07/2013	1m1107	Fuse5 Push					12.99
	GENJRL	Gas for delivery van, Memo Cash, Bora Bora					
11/07/2013		Number	Customer	Item	Qty	Rate	Amt Chrg
		Description		Class			

☐ 1-Line ☐ Show open balance Ending balance 177.78

Sort by Date, Type, Number/... Record Restore

**19. Push a negative discrepancy through EOD:** When you push EOD and there is a shortage of cash, checks, or credit card receipts you will see an entry in your Discrepancy Credit CoA. This discrepancy is used to offset the double entry that will appear in your Cash & Check Invoices for EOD or CC Invoices for EOD CoA.

Here we have a \$.01 shortage.

Total Amount of Cash Sales		\$ 31.00
Cash Sales		
SO #	Customer	Amount
1-217086	ROBERT T SUGGS JR.	\$ 31.00
Total of Cash Invoices		\$ 31.00
Cash Discrepancy		\$ -0.01
Check Sales <input type="checkbox"/> Don't Push Check Section		

This \$.01 will show up as an increase to the Discrepancy Credit CoA, in this case called Over/Short Adjustment.

Account QuickReport

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates This Fiscal Year-to-date From 01/01/2013 To 11/07/2013 Sort By Default

3:11 PM  
11/07/13

**Dennis' Auto Shop 2**  
**Account QuickReport**  
January 1 through November 7, 2013

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
<b>Over/Short Adjustment</b>						
General Journal	11/04/2013	1di11...		EOD Discrep...	Undeposited ...	400.00
General Journal	11/04/2013	1di11...		EOD Discrep...	Undeposited ...	400.00
General Journal	11/04/2013	1di11...		EOD Discrep...	Undeposited ...	400.00
General Journal	11/05/2013	1di11...		EOD Discrep...	Undeposited ...	400.00
General Journal	11/05/2013	1di11...		EOD Discrep...	Undeposited ...	4.13
General Journal	11/06/2013	1di11...		EOD Discrep...	Undeposited ...	28.23
General Journal	11/06/2013	1di11...		EOD Discrep...	Undeposited ...	30.00
General Journal	11/06/2013	1di11...		EOD Discrep...	Undeposited ...	-27.20
General Journal	11/07/2013	1di11...		EOD Discrep...	Undeposited ...	-1.50
General Journal	11/07/2013	1di11...		EOD Discrep...	Undeposited ...	0.01
Total Over/Short Adjustment						1,633.67
<b>TOTAL</b>						<b>1,633.67</b>

**20. Push a positive discrepancy through EOD:** When you push EOD and there is an overage of cash, checks, or credit card receipts you will see an entry in your Discrepancy Debit CoA (Undeposited Funds). This discrepancy is used to offset the double entry that will appear in your Cash & Check Invoices for EOD or CC Invoices for EOD CoA.

This will appear as an increase to the Discrepancy Debit CoA

## Fuse5 Training Materials

Undeposited Funds

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/07/2013	1pa1107	Fuse5 Push			11.00	-274.19
	PMT	Accounts Receivable				
		EOD Cash and Check Payment, Dat				
11/07/2013	1di1107	GENJRL			1.50	-272.69
		Over/Short Adjustment				
		EOD Discrepancy, Date:2013-11-07				
11/07/2013	1ca1107	Fuse5 Push			51.00	-221.69
	GENJRL	Cash A/R				
		EOD Cash and Check, Date:2013-1				
11/07/2013	1ca1107	Fuse5 Push			31.00	-190.69
	GENJRL	Cash A/R				
		EOD Cash and Check, Date:2013-1				
11/07/2013	1di1107	GENJRL			0.06	-190.63
		Over/Short Adjustment				
		EOD Discrepancy, Date:2013-11-07				
11/07/2013	1di1107	GENJRL	0.01			-190.64
		Over/Short Adjustment				
		EOD Discrepancy, Date:2013-11-07				
11/07/2013	1m1107	GENJRL	13.00			-203.64
		Gift Cards and Deposits				
		Liability Date:2013-11-07				
11/07/2013	1m1107	GENJRL	11.00			-214.64
		Gift Cards and Deposits				
		Liability Date:2013-11-07				
11/07/2013	1pa1107	Fuse5 Push	1.50			-216.14
	GENJRL	Accounts Receivable				
		EOD Refund cash, Date:2013-11-0				
11/07/2013	Ref	Payee	Decrease		Increase	
		Account				
		Memo				
Ending balance						-216.14

Splits

1-Line

Sort by Date, Type, Number/...

Record Restore

**21. Finalize a return Purchase Order (RGN):** When you finalize a return purchase order to one of your vendors you will see a decrease in your Merchandise Inventory CoA. You will also see a decrease in your Return Inventory CoA for the value of the core. Finally, you will see a decrease in your Accounts Payable CoA.

This is the value of the part on the RGN

Merchandise Inventory

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance
Type	Account	Memo				
11/26/2013	8197				2.20	137,843.26
	GENJRL	Accrued Purchases				
		RECEIPT NUMBER: 8197				
11/26/2013	rpo1202	Training	14.99			137,828.27
	BILLCRED	Accounts Payable [split]				
		PO# RGN-33068, Normal Return, D				
11/27/2013	8205	GENJRL			150.00	137,978.27
		Accrued Purchases [split]				
		RECEIPT NUMBER: 8205				
11/27/2013	8204	GENJRL			7.41	137,985.68
		Accrued Purchases				
		RECEIPT NUMBER: 8204				
11/27/2013	8202	GENJRL			357.16	138,342.84
		Accrued Purchases				
		RECEIPT NUMBER: 8202				
Ending balance						138,623.55

Splits

1-Line

Sort by Date, Type, Number/...

Record Restore

## Fuse5 Training Materials

This is the value of the core on the RGN

Return Inventory

Go to... Print... Edit Transaction QuickReport

Date	Ref	Payee	Decrease	✓	Increase	Balance	
	Type	Account	Memo				
11/04/2013	Ir1104				15.00	15.00	
	GENJRN	Core Purchases	EOD Core Return, Dab				
11/20/2013	rpo1127	Training	6.00			9.00	
	BILLCRED	Accounts Payable [spli PO# RGN-33062, Core					
11/26/2013	rpo1202	Training	5.99			3.01	
	BILLCRED	Accounts Payable [spli PO# RGN-33068, Core					
11/26/2013	Ref	Payee	Decrease		Increase		
		Account	Memo				
Splits						Ending balance	3.01
<input type="checkbox"/> 1-Line Sort by Date, Type, Number/...							<input type="button" value="Record"/> <input type="button" value="Restore"/>

Decrease to Accounts Payable

Accounts Payable

Go to... Print... Edit Transaction QuickReport

Date	Number	Vendor	Due Date	Billed	✓	Paid	Balance	
	Type	Account	Memo					
11/15/2013	rpo1115	UNI-SELECT USA (10)				20.00	3,104.27	
	BILLCRED	Merchandise PO# RGN-33						
11/15/2013	rpo1115	UNI-SELECT USA (10)				120.00	2,984.27	
	BILLCRED	Merchandise PO# RGN-33						
11/20/2013	rpo1127	Training				21.00	2,963.27	
	BILLCRED	-split- PO# RGN-33						
11/26/2013	rpo1202	Training				20.98	2,942.29	
	BILLCRED	-split- PO# RGN-33						
11/26/2013	Number	Vendor	Due Date	Billed		Paid		
		Account	Memo					
Splits							Ending balance 2,942.29	
<input type="checkbox"/> 1-Line <input type="checkbox"/> Show open balance Sort by Date, Type, Number/...								<input type="button" value="Record"/> <input type="button" value="Restore"/>