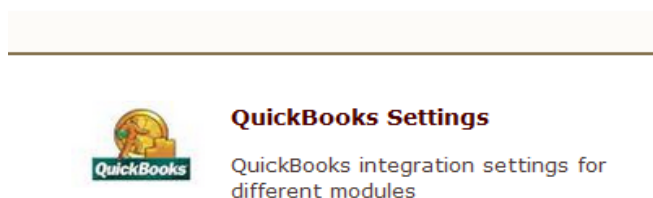


QuickBooks: Step 1: Mapping your CoA in to Fuse5

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 and will show up as a bill for the appropriate vendor.

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, 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.

	Debit	Credit	
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 the QuickBooks training documents.

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. Create sub accounts and map to Fuse5 if you have more than one location and want to track P&L separately.
3. 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.
4. Create the “items” in Quick Books
5. Create Invoice and Credit Memo Template.
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.
8. Once comfortable with data flow to your copy of QB, hook up web connector to your live QB.

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....what CoA do you use to track your product / part 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 core inventory 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) *Question....do you track defect inventory separately, or combine with product inventory?*

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) *Question....do you track warranty return inventory separately, or combine with product 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) *Question...what CoA do you use to track product cost of goods sold?*

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) *Question...what CoA do you use to track core cost of goods sold? Do you track it in the parts COGS account or separately?*

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. These items will be created in QuickBooks during the integration process, but for now you are simply entering the names that should be used to match the item names created in QB.**

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) *Question...what CoA do you use to track income from product / 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) *Question...what CoA do you use to track income from core sales?*

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) *Question...what CoA do you use to track income from tax sales?*

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) *Question...what CoA do you use to track income from freight sales?*

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) *Question...what CoA do you use to track income from labor sales?*

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**) Map to the CoA you want to use to account changes in inventory valuation based on LIFO accounting. When importing parts (assuming you are basing inventory dollars on LIFO with the appropriate custom setting) Fuse5 will debit location inventory (other current asset), and credit "LIFO RESERVE" account.

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	
Finance charges pushing from A/R to Chart of Account.	
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.

It is important to note that if you have chosen an account for “Finance charges pushing from A/R to Chart of Account” and you create a memo during the End of Day process you must choose an appropriate memo type.

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 a VIR (Vendor Invoice Reconciliation) you will increase the accounts payable for that specific vendor and relieve the accrued purchase CoA.

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 received 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 received 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 received 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). 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....what CoA do you use to track your product / part inventory?*

Core Inventory **(Other Current Asset CoA)** – Should be the same CoAs as used in step 1. (example Inventory Asset:INVENTORY – Cores) 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 core inventory separately, or combine with inventory?*

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

Map Discrepancy
Note: Expense Chart of Account

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
+ Add Discrepancy Type		

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
+ Add Discrepancy Type		
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.
- Note – many Fuse5 users set up a discrepancy for CC Change (current cost) and Qty Change (Quantity Change) and map it to their inventory CoA. This results in the discrepancy leading to an increase / decrease to your inventory CoA.

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 use this option and a vendor /supplier fails to issue a credit or changes the amount of the credit you will need to make a manual adjustment to your Accounts Payable CoA in QuickBooks. 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)”.

Account Payment – Quick Books Integration

A/R for Payment **(Accounts Receivable CoA)** - Need to map to your Charge Account Receivable CoA in QB. This is money you have taken in from customers through the Received On Account (ROA) module intended to pay charge accounts. (ex. Accounts Receivable).

Payment Method Name for Cash and Check– Cash (always just “Cash”). This is the identifier in QuickBooks that allows you to distinguish between cash, check and credit card payments. Cash and checks push together while you can push credit cards separately with the next setting.

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”). Although it is recommended that you use Undeposited Funds, you must map this to the CoA that you use to push all cash, checks, and credit cards received for either sales or as ROA payments. In QuickBooks you will then go to this account and direct the income to the appropriate bank account.

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

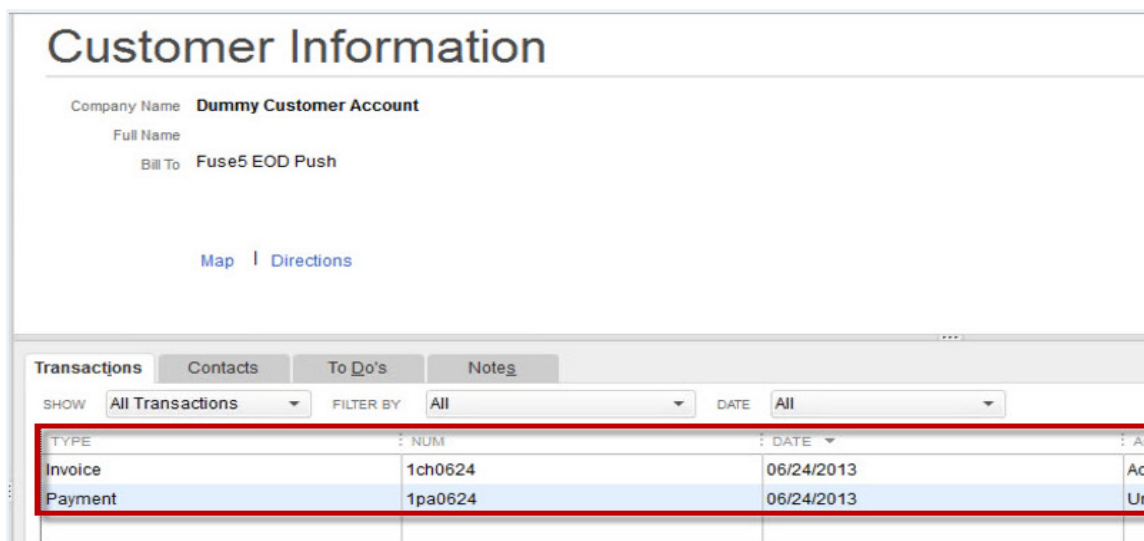
Everything is pushed to the Deposit To Account CoA selected above.

Discrepancy Debit **(Other Current Asset CoA)** – Undeposited Funds. Should always be set to “Undeposited Funds”. Although it is recommended that you use Undeposited Funds, you must map this to the CoA that you use to push all cash, checks, and credit cards received for either sales or as ROA payments. In QuickBooks you will then go to this account and direct the income to the appropriate bank account.

Discrepancy Credit **(Expense CoA)** – Other Expenses:Cash Over and Short....may have something in QB, may not. Recommend “Over/Short” or something similar. If your End Of Day results in a shortage of money, this is the CoA to which it will push.

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



The screenshot shows the 'Customer Information' page in QuickBooks. The company name is 'Dummy Customer Account' and the bill-to name is 'Fuse5 EOD Push'. Below this, there are tabs for 'Transactions', 'Contacts', 'To Do's', and 'Notes'. The 'Transactions' tab is selected, showing a list of transactions for the date 06/24/2013. The transactions are highlighted with a red border.

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: Although it is possible to push Cash & Check Invoices For EOD and CC Invoices for EOD to the same place Accounts Receivable you push Charge Invoices for EOD it is not recommended. Cash, check, and credit card invoices will created a dual entry in the selected A/R account and should always balance to \$0. Keeping them in a separate A/R CoA helps to keep your charge A/R account free from data that may not be useful when examining charge account activity.