QuickBooks Setup for

Series2k

Version Build Version TBA

Check out our web site:

www.series2k.com

And the update for this manual

www.series2k.com/QuickbooksSetup.pdf

QuickBooks Setup for SERIES2K

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QuickBooks Setup for **SERIES2K**

Setting up and running the **Series2k** interface for QuickBooks has to be planned out correctly before we start. Normally the **Series2k** team will do your setup for you but it is important that you understand how the system works and maps to QuickBooks.

Basic Overview

With the **Series2k** to **QUICKBOOKS** Interface we are able to post and sync the following items:

1) Chart of Accounts
2) Vendors from QuickBooks
3) Customer from QuickBooks
4) Fuel Invoices
5) Fuel and Other Sales
6) Receipts (From the Reconciliation Screen i.e.Credit cards, Bank Safe Drop etc)
7) Other Invoices with details
8) Accounts Receivable
9) EFT Detail (Only when using the **Series2k** Web System)
10) General ledger charges using only one detail line per item

We will now describe each option in detail:

Chart of Accounts

Syncing the QUICKBOOKS Chart of Accounts with Series2k:

Once you have entered all your accounts in **QuickBooks** (see the next section on setting up advice) you will need to sync **QuickBooks** chart of accounts with **Series2k**. To do this open the Batch Posting to QuickBooks icon button and select the " Sync QuickBooks Chart of Accounts" option (you must have your current QuickBooks company open.
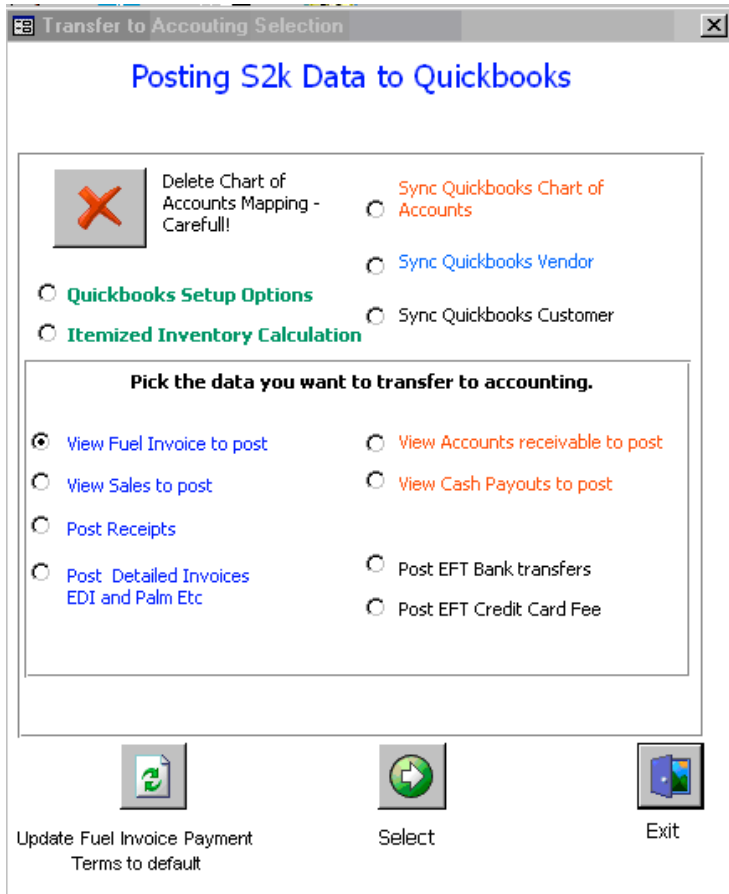
After clicking on this icon select the "Select icon" the following approval screen will show:
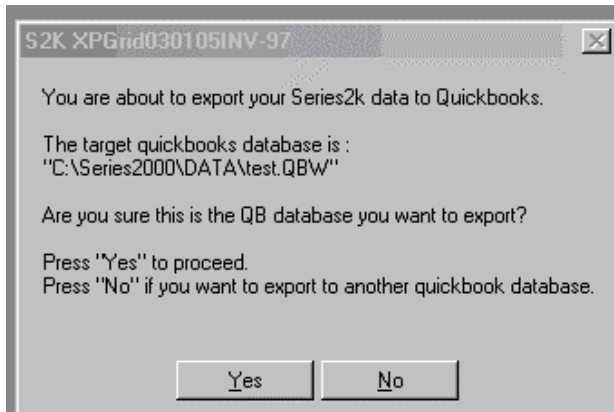
It is VERY important to make certain that the open or selected **QuickBooks** account is correct otherwise cancel the process. If the **QUICKBOOKS** database is correct click Yes. This process will take anywhere from a few seconds to upto 2 – 3 minutes depending on how many accounts you have.

Vendors and customers from QuickBooks Syncing

Use the same process to get all your vendors and customers from **QuickBooks** to **Series2k** except select the appropriate option from the posting menu.

Chart of Accounts Setup

It is very important to setup QuickBooks Chart of Accounts correctly and here are some basic recommendations to start with:

1) Do not enter any sales, inventory or cost of goods (COGS) accounts in **QUICKBOOKS** unless these are already created. If you already have these setup please send this list to **Series2k** to get assistance and advice on compatibility with **Series2k**.
2) Setup your main accounts like Bank accounts, Expenses and other standard accounts that are not included in 1 above. You can ask **Series2k** for help or check with your accountant.
3) Review your reconciliation page in **Series2k** to make certain all items that are to be sent to **QUICKBOOKS** have an account to be posted to in **QUICKBOOKS**. Please review the following screen:

Reconciliation/Receipts Setup

Here is a typical Reconciliation Screen – note you can have, as many as you like but the initial ones are set by the POS system and should not be changed – additional items can be anything you like.

✓ Description	🕭	Amount	SendQB?	QB Acct.
Open Cash		-294.150		
CreditCard		13,094.870	☑	(Not defined)
Debit Card		873.460	☑	(Not defined)
CashBack		91.000	☑	(Not defined)
LotteryPd		74.050	☑	(Not defined)
Charge		320.000	☑	(Not defined)
Cash Added		-64.000	☑	(Not defined)
Cash Drop		9,867.000	☑	(Not defined)
Check Drop		0.000	☑	(Not defined)
Paid Out		0.000	☑	(Not defined)
Over/Short		78.610	☑	(Not defined)
Close Cash		760.090		(Not defined)
■ Total Receipts		**24,800.930**		
Fuel and Shop Sales Total		24,800.930		
Cash Over/Short		**0.000**		

As can be seen from the above screen we have a balanced day but NOTHING is defined to go to **QuickBooks** yet. Please remember that if you try to post receipts to **QUICKBOOKS** and the item has a dollar amount in it and a "(Not defined)" in the **QUICKBOOKS** Acct an error will occur. To fix that, create the account in **QUICKBOOKS** first (if not already there) and then use the following option from the **QUICKBOOKS** menu in the main **QUICKBOOKS** menu section in **Series2k**:

Setup Quickbooks Mapping to Receipts
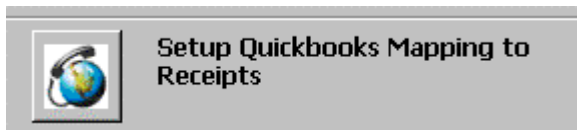
The following menu will then need setting up – you must remember to Sync **QUICKBOOKS**'s with **Series2k** before doing this:

Use this form to setup your Receipts and which account they should be posted to Quickbooks. If you do not see the Quickbooks Chart of Accounts here you will need to re-sync the QuickBooks Chart of Accounts to the Series2k. Go to Post Data to QuickBooks and select the Sync Chart of Accounts Button - top right in that menu.

	StationID	PlusOrMinus	ReceiptType	QB Account Mapping - Sync TO QB FIRST	Send QB?	Seq
▶	4847	Negative Number	Cash Added		☑	6
	4847	Negative Number	Cash Drop		☑	7
	4847	Positive Number	CashBack		☑	3
	4847	Positive Number	Charge		☑	5
	4847	Negative Number	Check Drop		☑	8
	4847	Negative Number	Close Cash		☑	100
	4847	Positive Number	CreditCard		☑	1
	4847	Positive Number	Debit Card		☑	2
	4847	Negative Number	LotteryPd		☑	4
	4847	Negative Number	Paid Out		☑	9
	4847	Positive Number	Over/Short		☑	99
✱		Positive Number			☐	0

Please make certain to use "100" as the display sequence for CLOSING CASH if you want today' s closing cash to be tomorrow's opening cash

Seq is used to setup the display sequence when the data is shown on the screen and the QB mapping is whether you want the data sent to your Quickbooks Accounting System and if so to which Chart of Accounts do you want to send it to.

Record: ◄◄ ◄ 1 ► ►► ►✱ of 11

In the above screen you can add, edit or map each of your receipt types as follows:

1) Select the stationID
2) Select if the number imported or entered needs to change from a positive number to negative number – this option allows you to change imported or entered numbers to make it easier to enter. SO if a number is always negative and you want to enter or import the number as positive simply change this option to negative and **Series2k** will take care of the rest. This is for correct over/short calculations.
3) Enter the ReceiptType (DO NOT CHANGE THESE FOR IMPORTED FROM POS ITEMS) – you can add as many receipts types as you like.
4) Now from the drop down list select the account that you want this item to go to. Review the following form after it has been correctly setup:

StationID	PlusOrMinus	ReceiptType	QB Account Mapping - Sync TO QB FIRST	Send QB?	Seq
4847	Negative Number	Cash Added	Station Cash Reconcilia...y Series2k)-4847:Cash In	✔	6
4847	Negative Number	Cash Drop	Your Main Bank	✔	7
4847	Positive Number	CashBack	Station Cash Reconcilia...es2k)-4847:Cash Paid Out	✔	3
4847	Positive Number	Charge	Station Cash Reconcilia...es2k)-4847:House Account	✔	5
4847	Negative Number	Check Drop	Your Main Bank	✔	8
4847	Negative Number	Close Cash	Station Cash Reconcilia...y Series2k)-4847:Cash In	☐	100
4847	Positive Number	CreditCard	Station Cash Reconcilia...4847:Credit Card Account	✔	1
4847	Positive Number	Debit Card	Station Cash Reconcilia...4847:Credit Card Account	✔	2
4847	Negative Number	LotteryPd	Station Cash Reconcilia...)-4847:Lottery Paid Out	✔	4
4847	Negative Number	Paid Out	Station Cash Reconcilia...es2k)-4847:Cash Paid Out	✔	9
4847	Positive Number	Over/Short	Station 4847:Over Short	✔	99
	Positive Number			☐	0

Now remember that if the account is not in the drop down list, create in **QUICKBOOKS** and then sync and try again.

5) Send **QUICKBOOKS**? = DO you want to send this item to **QUICKBOOKS**
6) Seq = allows you to change the display order in the reconciliation screen to make it easier to enter and review items.

Now when you review the reconciliation screen the following will be displayed:

Click below to change displayed view

○ Fuel Sales   ○ Fuel Reconciliation   ○ Other Sales   ● Cash Reconciliation   Batch Update profit

✓	Description	◇	Amount	SendQB?	QB Acct.
	Open Cash		-294.150		
	CreditCard		13,094.870	✔	Station Cash Reconcilia...4847:Credit Card Account
	Debit Card		873.460	✔	Station Cash Reconcilia...4847:Credit Card Account
	CashBack		91.000	✔	Station Cash Reconcilia...es2k)-4847:Cash Paid Out
	LotteryPd		74.050	✔	Station Cash Reconcilia...)-4847:Lottery Paid Out
	Charge		320.000	✔	Station Cash Reconcilia...es2k)-4847:House Account
	Cash Added		-64.000	✔	Station Cash Reconcilia...y Series2k)-4847:Cash In
	Cash Drop		9,867.000	✔	Your Main Bank
	Check Drop		0.000	✔	Your Main Bank
	Paid Out		0.000	✔	Station Cash Reconcilia...es2k)-4847:Cash Paid Out
	Over/Short		78.610	✔	Station 4847:Over Short
	Close Cash		760.090		Station Cash Reconcilia...y Series2k)-4847:Cash In
	Total Receipts		**24,800.930**		
	Fuel and Shop Sales Total		24,800.930		
	Cash Over/Short		**0.000**		

And as you can see all items are now mapped correctly. Then go to the **QUICKBOOKS** Posting icon and try posting a day.

Post Fuel Invoice to **QUICKBOOKS**:

We can send and auto pay all fuel invoices over to QuickBooks and also track any prepaid sales tax and even create a dollar amount for items not invoiced by setting up your **SERIES2K** correctly. In the example below we have defined in the Supplier screen for this vendor the default **QUICKBOOKS** accounts (A/P Account = 1141 – click to review and FuelEFT are the payment terms auto entered by default provided they are setup in the supplier screen).

Added Expenses in the Fuel Invoice that are not Invoiced:

Many fuel invoices do not include some items that affect the fuel margin but are not included in the Fuel Invoice from the Fuel vendor.

An example of this is the underground sales tax as charged but never invoiced in California. In the following example the user is charged a 1.2 cents of underground sales tax per gallon but that is never invoiced but simply paid at then end of each month/quarter. Please remember we also use the NET gallons to calculate true invoice cost, in some states this is reversed as the dealer is actually invoiced on Gross gallons not Net. In that case you MUST use the Gross gallons from your invoice as NET gallons in the **SERIES2K** invoice program. Here is a typical Fuel Invoice:

Now in this example you can see that the 2 red dollar amounts do no match. The reason for this with this particular customer is fine, here is what happens:

1) These fuel invoices are auto imported from the Oil companies web site so we always use their default sales price and then auto adjusts this using the add-on. The add-on can be positive or negative. If the cost per gallon is manually entered you enter the base price which is shown on the invoice. This makes it easy for you to enter each day.

2) The add-on for this user breaks down as follows:
   California Underground Tax: 1.2 cents (not for Diesel)
   Volume Incentive Program: - 1.095 cents per gallon for fuel
   Total Fuel add-on: -. 00105
   Diesel is simply a straight add on no underground tax and no incentive so we add 0.01319 to the oil companies base price.
3) California Pre-paid sales tax is 0.095 for fuel and 0.075 for diesel.
4) Now when this invoice is posted to QuickBooks the following transaction is created:

Now as can be seen we have created all automatically the following items (due to the **QUICKBOOKS** display screen the Account is not fully displayed):

$ 5,594.75 is the Supreme Inventory Added
$ 279.87 is the Supreme Prepaid Sales Tax
$ 3,917.92 is the Diesel Inventory Added
$ 176.25 is the Diesel Prepaid Sales Tax
$ 5.849.68 is the Unleaded Inventory Added
$ 312.36 is the Unleaded Prepaid Sales Tax
- $ 232.63 is the FuelInvoice Adj. that has been added to **QUICKBOOKS**.

5) The FuelInvoice Adj. Number is the difference between the actual fuel invoice amount and the itemized amount. In this dealers case this number includes the following items:

   1) The Underground Tax
   2) The Volume incentive program.

   So when the dealer writes the check for the Underground tax he will offset this charge from the FuelInvoice Adj. ledger account and the remaining balance is the Volume incentive program which can be manually transferred to a different ledger account. By using this method the correct fuel margin is retained in the **SERIES2K** and we also track the other expenses/income that can then be easily offset in QuickBooks.

Below we can now view a Balance Sheet that shows the above data – note the prepaid sales tax by grade (PP87 is prepaid sales tax for 87 grade):

Balance Sheet
As of February 28, 2003

	Feb 28, 03	

ASSETS

  Current Assets

    Checking/Savings

      Station Cash Reconciliation

        CASH(Used By Series2k)-4847

Fuel Payments	-15,898.20	
Total CASH(Used By Series2k)-4847		-15,898.20
Total Station Cash Reconciliation		-15,898.20
Total Checking/Savings		-15,898.20
Total Current Assets		-15,898.20
Other Assets		
Inventory - Fuel		
Inventory - F87S	5,849.68	
Inventory - F92S	5,594.75	
Inventory - FDS	3,917.92	
Inventory - FuelInvoice Adj.	-232.63	
Total Inventory - Fuel		15,129.72
Total Other Assets		15,129.72
TOTAL ASSETS		**-768.48**

LIABILITIES & EQUITY

  Liabilities

    Current Liabilities

      Other Current Liabilities

Sales Tax Payable - PP87	-312.36
Sales Tax Payable - PP92	-279.87
Sales Tax Payable - PPD	-176.25
Total Other Current Liabilities	-768.48
Total Current Liabilities	-768.48
Total Liabilities	-768.48
TOTAL LIABILITIES & EQUITY	**-768.48**

Auto Paying Fuel Invoices in QUICKBOOKS Posting:

A major advantage of the **Series2k** is the Auto Paying of invoices that do not need checks cut from **QUICKBOOKS**. To make this happen you will need to setup the Supplier Defaults as shown below:

The 2 items that need to be set are the "Payment Terms" this dictates how this supplier is paid and also "Default Payable Acct" dictates which accounts payable account is going to be used in **QUICKBOOKS**.

Once these are setup you will need to map the Payment Terms from **Series2k** to **QUICKBOOKS**.

Mapping Payment Terms from **Series2k** to **QUICKBOOKS**:

Locate the **QUICKBOOKS** Menu Icon and click on the "Edit Types of Payment Mapping" and the following will be displayed:

To make any payment term auto pay select the account from which that payment term will be paid against. You will need to have one account that is NOT mapped so you can use **QUICKBOOKS** to pay non-paid bills from **QUICKBOOKS**. That is usually the Credit account. If you use multi checking accounts simple create another payment term for that account. Now every time an invoice is posted to **QUICKBOOKS** with the selected payment method it will be auto paid like the Fuel Invoice shown above. Here is the invoice that was paid from this fuel invoice:

Some very useful features have also been included in this posting:

1) The Ref Number has (check number) has been auto entered from **Series2k** – in this case the EFT ref was used in **Series2k** so the owner knows which EFT this was paid against.

2) The Fuel Invoice Ref No has the stationID added to the Invoice number (4847-618449965) very useful if you have multi stations, just by looking at the invoice number you immediately know to which station this invoice refers.

3) If a mistake is made you can correct the mistake in **Series2k** and repost to **QUICKBOOKS** and this will auto correct the error.

4) The bank account is auto selected from the Payment terms (In this case we used the Fuel Payments account)

View Sales to Post

To post the Sales click on the Post to QuickBooks from the main menu and select the Post Sales option and the following screen will be displayed. This will show ALL UNPOSTED days only. Now simply click on the day or days you want to post (Multi days can be selected using the shift key) and then "Post Selected Transactions". This will post the selected days.

StationID	SalesDate	TotalRevenue
4847	3/7/2003	25897.02
4847	3/6/2003	23819.1
4847	3/5/2003	18760.37
4847	3/4/2003	19184.35
4847	3/3/2003	21860.9
4847	3/2/2003	21370.42
4847	3/1/2003	24807.68
4847	2/27/2003	19014.57
4847	2/26/2003	20684.87
4847	2/25/2003	17892.36
4847	2/24/2003	18873.02

Record: 1 of 241

Sales Batch Posting

Batch Posting from Series2k to Quickbooks

Drag a column header here to group by that column.

Options ○ Posted Record ● UnPosted Record

We suggest you backup BOTH your QuickBooks Database and the Series2k Database before proceeding with this operation !

Unselect All **Post Selected Transactions** **Done**

If you want to re-post any item click on the "Posted Record" and pick which item you want to post and then post it again. **SERIES2K** will automatically remove the previous entry and reenter the data.

Custom Mapping to QuickBooks:

To assist users that are already using QuickBooks we will need to map the **SERIES2K** to QuickBooks in order to send all the data to the correct Chart of Accounts in QuickBooks. The procedure to do this is as follows:

1) Make certain all your Chart of Accounts are set up in QuickBooks for the 3 main areas, inventory, cost of goods and sales
2) Create the necessary expense and bank accounts in QuickBooks to receive any of the Cash Reconciliation items you want to post to QuickBooks. Please remember that items like Credit Cards, ATM etc need a "false" bank account in QuickBooks so we can pay and reconcile these accounts.
3) Sync the Chart of Accounts with **SERIES2K**

4) Manually select which items need to changed from default settings

Customize S2k Account Mapping to Quickbooks when default mapping needs changing
☐ Show Stock Items

Item Number △	Description △	Inventory Account	Sales Account	COGS Account
− C-Store				
Auto	Auto	Inventory - C-Store:Inventory - Auto	Sales - C-Store:Sales - Auto	1053
Beer	Beer	Inventory - C-Store:Inventory - Beer	Sales - C-Store:Sales - Beer	1057
Beverage	Beverage Dept	Inventory - C-Store:Inventory - Beverage	Sales - C-Store:Sales - Beverage	1060
Candy	Candy	Inventory - C-Store:Inventory - Candy	Sales - C-Store:Sales - Candy	1063
CarWash	CarWash	Inventory - Car Wash:Inventory - CarWash	Sales - Car Wash:Sales - CarWash	1068
Cigarettes	Cigarettes	Inventory - C-Store:Inventory - Cigarettes	Sales - C-Store:Sales - Cigarettes	1072
CRV	CRV	Inventory - C-Store:Inventory - CRV	Sales - C-Store:Sales - CRV	1075
Dairy	Dairy	Inventory - C-Store:Inventory - Dairy	Sales - C-Store:Sales - Dairy	1078
Detail	Detailing	Inventory - Car Wash:Inventory - Detail	Sales - Car Wash:Sales - Detail	1124
Groc NonTax	Groc NonTax	Inventory - C-Store:Inventory - Groc NonTax	Sales - C-Store:Sales - Groc NonTax	1096
Groc Tax	Groc Tax	Inventory - C-Store:Inventory - Groc Tax	Sales - C-Store:Sales - Groc Tax	1099
Haba	Haba	Inventory - C-Store:Inventory - Haba	Sales - C-Store:Sales - Haba	1102
Juice	Juice	Inventory - C-Store:Inventory - Juice	Sales - C-Store:Sales - Juice	1105
Lottery	Lottery Dept	Inventory - Lottery:Inventory - Lottery	Sales - Lottery:Sales - Lottery	1110
OilChange	OilChange		Sales - Service:Sales - OilChange	
99	Shop Sales Tax	906	949	875
Snacks	Snacks	Inventory - C-Store:Inventory - Snacks	Sales - C-Store:Sales - Snacks	1116
Soda	Soda	Inventory - C-Store:Inventory - Soda	Sales - C-Store:Sales - Soda	1119
+ Fuel				
+ Non-Stock				

5) Manually change the items in **Series2k** to point to the correct accounts in QuickBooks.

6) To test your mapping, do a backup of **Series2k** AND **QUICKBOOKS** and post and if successful all is ok, if not restore BOTH **Series2k** and **QUICKBOOKS** and re-try.

Posting Palm Pilot and EDI invoices to QuickBooks

Series2k allows you to import regular detailed invoices from your approved major vendor like Coremark using the Import Electronic Invoices from the Invoice System) Palm and EDI). Once you have setup or imported an invoice you will have an invoice similar to the following screen:

The first thing to review in this screen is the way the supplier is setup – let's review the setup of this test supplier:

Review the Payment Terms, and also the Default Payable Acct. Both are these are setup to map to **QuickBooks**. Now any supplier that is entered to **QUICKBOOKS** will default to these terms. You can see in the first screen shot that EFT is mapped to Your Main Bank. The Default Payable Acct is also shown but as a reference number (873).

Now in the above example it is very important that ALL items entered into the invoice meet the following criteria:

1) The item is a know item from the inventory table
2) The cross-referenced department is a legitimate department or category code otherwise **Series2k** cannot post this invoice correctly.
3) The invoice balances – in the above example there is an itemized total discrepancy of $ 1.03. You can handle that in 2 ways.

   A) Leave it and it will show up as a C-Store Store Adjustment in inventory
   B) Apply it to a department using the standard formula – as an example if we apply the $ 1.03 to the department Cigarettes first add a new item from the drop down list (Cigarettes) then in the quantity take the 1.03 and divide it by the cost for that department (1.03 / .88 = 1.1705) – remember each box has a simple calculator built in:

Adding the Cigarettes Dept to offset the 1.03 difference:

After the Calculation is done:

Also before posting remember to update the cost and retail using the following button – if you do not want to update the retail in the inventory table remove the tick from "Click here to Update Sell Price?:
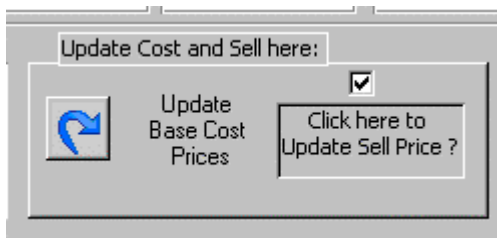
New Balance Sheet After Posting Invoice:

Now this invoice balances and can be posted to **QUICKBOOKS**. Here is the new balance sheet after posting:

Balance Sheet
As of February 28, 2003

	Feb 28, 03
Station Cash Reconciliation	
CASH(Used By Series2k)-4847	
Fuel Payments	-15,898.20
Total CASH(Used By Series2k)-4847	-15,898.20
Total Station Cash Reconciliation	-15,898.20
Your Main Bank	-3,162.98
Total Checking/Savings	-19,061.18
Total Current Assets	-19,061.18
Other Assets	
Inventory - C-Store	
Inventory - Auto	44.10
Inventory - C-Store Adj.	-0.03
Inventory - Candy	441.23
Inventory - Cigarettes	2,217.40
Inventory - Dairy	134.80
Inventory - Groc NonTax	77.45
Inventory - Groc Tax	63.54
Inventory - Haba	118.81
Inventory - Juice	8.63
Inventory - Snacks	57.05
Total Inventory - C-Store	3,162.98

As you can see the invoice was auto paid from "My Main Bank for $ 3,162,98 and here is how the invoice was posted to **QuickBooks** – all 381 itemized SKU's posted to their respective department:

And this invoice was auto paid as shown below:

Note that the No 1 can be set in **Series2k** to any reference (EFT ref or a check ref) you require and also this test invoice number has the stationID prefixed so you can easily identify the station to which it belongs: 4847-3520400.

Setting Up Accounts Receivable to post to QuickBooks

Series2k has created a very easy and unique way to post "house charges" to **QUICKBOOKS**. You must follow the following simple steps:

1) Create an inventory item as follows noting normally **Series2k** will set this up for you – NB you must use an item number exactly as shown i.e. **acrecitem** with a cost and sell of $ 1.00:

2) Setup in **Series2k** your customer list or import from your existing **QUICKBOOKS**'s.

3) Now in your Cash Reconciliation screen you will need a "House" account field (noting the length of this field should not exceed 10 characters):

IN the above example we have used the name Charge and this day we have a charge of $ 320.00.

4) You will also need to specify whether this type of account is a customer or a supplier. To do this go to the Setup Icon on the top line of the **Series2k** main menu, and the following screen will be shown:

Please select a station to change the setup:	▼	Go to Setup		To create a new station click here	New Station	Edit Station

Main Setup Form	Description	Completed	First Revised:	Last Revised:
▶		☐		

This table is used to set the look-up type to either customer or vendor in the daily sales recon screen cash recon detail section

ReceiptType		RowSQL	
▶ Cash Added	▼	Customer	▼
Cash Drop	▼	Customer	▼
Charge	▼	Customer	▼
Check Drop	▼	Customer	▼
Close Cash	▼	Supplier	▼
CreditCard	▼	Customer	▼
Debit Card	▼	Customer	▼
LotteryPd	▼	Customer	▼
Paid Out	▼	Supplier	▼
✳	▼		▼

Record: ◄◄ ◄ [1] ► ►► ►✳ of 1   Record: ◄◄ ◄ [1] ► ►► ►✳

from the screen on the left select the Receipt Type and in the RowSql select whether this is a customer or supplied type of item. In this case we are dealing with suppliers so you can see we have selected **Customer** for the **Charge** type. Once this is done return to the Cash Reconciliation screen and click on the Charge line where the $ 320.00 is shown in our example, You will then get a screen which allows you to select which customer and what was the charge amount and reference number:

StationID	4847	
SalesDate	3/20/2003	
Shift	EOD	
ReceiptType	Charge	☑ Send Receipt Amount to QuickBooks
ReceiptAmount	**$320.00**	

Edit the above number to reflect changes to the cash over/short and below ONLY if you want to store the details of the Receipt Amount shown above. Numbers do NOT have to be entered in the screen below.

Drill Down Details:

Total Itemized:	$320.00

Customer/Supplier	GL Account	Tran Type	Amount	Ref	Tran Type
▶ My Customer ▼	▼	Acct Rec ▼	$320.00	Their	Charge
✳ ▼	▼	▼			

Now complete the following steps:

1) From the drop down list select the customer this charge is for (My Customer)
2) Enter the Acct Rec. from the Tran Type (nothing is needed in the GL Account)
3) The amount of the charge
4) Their ref can be an invoice number, a vehicle number etc
5) Charge should be automatically entered

5) You can put as many accounts receivable items as you like here to add up to the total amount. Once that is done go the Posting to **QuickBooks** screen and select the item "View Accounts Receivable to Post" – then select the ones to post and post them. They will then show up as invoices in **QUICKBOOKS** and you either send these to your customer or simply print out a statement as shown below:

Statement

test

Date
1/1/2000

To:
My Customer 1234 Main Street My Town, Ca 99999 USA

Amount Due	Amount Enc.
$320.00	

Date	Transaction	Amount	Balance
12/31/2000	Balance forward		0.00
03/20/2003	INV #2. Due 03/25/2003 . Charges made at station #4847 for PO #Their. --- acrecitem, 320 @ $1 = 320.00	320.00	320.00

The details found under the Transaction in this statement can we turned on and off in **QUICKBOOKS**. We cannot change the 320 @ $ 1 = $ 320.00 as remember we do not know what they actually purchased and this sale has already been accounted for in our main sales posting. The balance sheet will look this now for this transaction:

Balance Sheet
As of March 20, 2003

	Mar 20, 03
ASSETS	
Current Assets	
Checking/Savings	
Station Cash Reconciliation	
CASH(Used By Series2k)-4847	
Fuel Payments	-15,898.20
CASH(Used By Series2k)-4847 - Other	92,388.72
Total CASH(Used By Series2k)-4847	76,490.52
Total Station Cash Reconciliation	76,490.52
Your Main Bank	-3,162.98
Total Checking/Savings	73,327.54
Accounts Receivable	
Accounts Receivable	320.00
Total Accounts Receivable	320.00
Total Current Assets	73,647.54

Now you can use the standard **QUICKBOOKS** system for receiving payments and making statements etc.

Cost of Goods to QuickBooks

The cost of goods going to QuickBooks has to be understood very carefully. We have 2 different methods of getting the costs of goods:

Costs of Goods Using Series2k Scanned Items

When items are scanned and you want to get accurate cost of goods in **Series2k** and **QUICKBOOKS** then your costing PER item must be accurate. If your cost of goods per item is not accurate we recommend going to the next option.

Each day as items are scanned and imported from the POS to **Series2k** we analysis the profitability of ONLY the items sold that day. Then we apply that profitability % to the department sales total for that specific department. Here is typical day profitability number:

Date:	Dept:	Dollars Sold:	% Profit:	Profit $:	COGS:
03/20.2003	Cigarettes	$ 494.29	7.01%	$ 34.647	$ 459.64
03/19/2003	Cigarettes	$ 468.03	6.16%	$ 29.958	$ 438.07

So when these days are posted to **QUICKBOOKS** using the itemized system you will get the following Balance Sheet and Profit and Loss:

Day shown is only for 3/20/2003:

Profit & Loss
March 20, 2003

	Mar 20, 03		
Total Sales - acreitem	0.00		

Cost of Goods Sold

Sales - C-Store		COG - C-Store	
Sales - Auto	100.32	COG - Auto	55.09
Sales - Beer	228.60	COG - Beer	174.15
Sales - Beverage	246.14	COG - Beverage	159.42
Sales - Candy	118.41	COG - Candy	75.21
Sales - Cigarettes	494.29	COG - Cigarettes	459.64
Sales - CRV	16.48	COG - CRV	16.48
Sales - Dairy	40.30	COG - Dairy	29.26
Sales - Groc NonTax	184.18	COG - Groc NonTax	95.77
Sales - Groc Tax	59.62	COG - Groc Tax	43.83
Sales - Haba	34.54	COG - Haba	20.62
Sales - Juice	40.18	COG - Juice	24.99
Sales - Snacks	124.38	COG - Snacks	81.93
Sales - Soda	164.88	COG - Soda	113.08
Total Sales - C-Store	**1,852.32**	**Total COG - C-Store**	**1,349.47**

You can now see exactly what was posted to **QUICKBOOKS**. The balance sheet will look like this for inventory:

Other Assets	
Inventory - C-Store	
Inventory - Auto	-55.09
Inventory - Beer	-174.15
Inventory - Beverage	-159.42
Inventory - Candy	-75.21
Inventory - Cigarettes	-459.64
Inventory - CRV	-16.48
Inventory - Dairy	-29.26
Inventory - Groc NonTax	-95.77
Inventory - Groc Tax	-43.83
Inventory - Haba	-20.62
Inventory - Juice	-24.99
Inventory - Snacks	-81.93
Inventory - Soda	-113.08
Total Inventory - C-Store	**-1,349.47**

Now obviously as items have not been purchased to increase the inventory in stock the current Balance Sheet will show a negative inventory until items are purchased to off set the sales.

The problem with this approach is if YOU do not keep accurate costs on ALL your items then obviously **Series2k** will not accurately calculate the profitability. To overcome the necessity to keep really accurate costing in **Series2k** we allow you to send over sales with NO COGS (Cost of goods) nor inventory reductions. To change this option in **Series2k** go to the Batch Posting To QuickBooks option and select the QuickBooks Setup Options and click or unclick the option shown as "Do not send COGS sold to QuickBooks". This will create the following Profit and loss:

Profit & Loss
January 1, 2001 through March 7, 2005

◇ Jan 1, '01 - Mar 7, 05 ◇

Income	
Sales - acreitem	0.00
Sales - C-Store ▶	1,852.32 ◀
Sales - Car Wash	424.29
Sales - Fuel	19,824.25
Sales - Lottery	271.00
Sales - Service	788.68
Total Income	23,160.54
Gross Profit	23,160.54
Expense	
Station 4847	78.61
Total Expense	78.61
Net Income	**23,081.93**

The above is a collapsed view but you can see no COGS was added to this P and L. To correct this you will need to do the following:

When items are purchased you can enter them as COGS by their department and at the end of each month do a retail inventory and adjust your inventory on hand in each dept to the inventory just taken. This will now give a fairly accurate Profit and Loss.

This is not the best method but is much easier to administer along with less data going into **QuickBooks**'s from **Series2k**.

Setting Up Cash Paid Outs to Post to QuickBooks (coming soon)

Another feature **Series2k** offer for posting to **QUICKBOOKS** is a quick posting of cash paid outs from the Cash Reconciliation screen to **QUICKBOOKS** general ledger only – this does not include any details and only allows one GL line item per entry. To use this feature you must follow the steps – very similar to sending Accounts Receivable to **QUICKBOOKS**:

You will also need to specify whether this type of account is a customer or a supplier. To do this go to the Setup Icon on the top line of the **Series2k** main menu, and the following screen will be shown:

And as this is for **Paid Out's** use the **Supplier** ref in the RowSql.

Once that is done go to the cash reconciliation screen in **Series2k** and double click the Paid Out item (or whatever you have setup for cash paid outs) and enter the details as shown below:

If you have one invoice which needs to be posted to different accounts in **QUICKBOOKS** then split the transaction up to one line per entry. Once this is done go to the Batch Post to QuickBooks and post the Cash Paid Outs to **QUICKBOOKS**.

Conclusion

That concludes the **QuickBooks** portion of our manual – any questions please email us as **support@serieSeries2k.com**

Thank you for using **Series2k**