

CyberQuick

CyberBOS to QuickBooks® Interface

TopShelf Systems, Inc.

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CyberBOS CyberQuick Interface

CyberQuick Setup

Before Exporting data to QuickBooks®, CyberQuick must be configured so the transactions will be placed in the desired accounts. The configuration is divided into three areas: Company, Departments and Vendors.

It is imperative that before Exporting data to QuickBooks®, the Prepare Database button must be selected to make adjustments to the CyberBOS database. Running this will take 5-30 minutes depending on the speed of the computer, network and size of the database.

This form includes default accounts for each of the account types. The available selections are based on the current configuration of QuickBooks®. Each set of accounts will include the default account (our suggestion) and all the accounts that are of the appropriate type. It would make no sense to allow a user to accidentally put Freight (*Cost Of Goods Sold*) into an asset account. If you have a specific account you want to use, select it. If you want to create an account to use, exit CyberQuick Setup, create the account in QuickBooks®, then restart CyberQuick Setup. The new account will be available in the drop down list.

If a default account is selected that does not already exist in QuickBooks®, the account will be created.

Company Configuration

QuickBooks Accounting Interface Version 5.0.16

Company | Departments | Vendors

Start Date: 8 /31/2006

Accounting Company: TopShelf Systems, Inc.

Company Class:

Accounts Receivable: Accounts Receivable: CyberBOS Cust

Cash Account: Cash Received

Received On Account: Cash Received

Service Charge Account: Service Charge

Shipping: Shipping

Cash Discrepancy - Under: Cash Discrepancies: Shortages

Cash Discrepancy - Over: Cash Discrepancies: Overages

Sales Tax Vendor: State Tax Authority

Default Vendor: Unknown

Bad Debt: Bad Debt

Forgiven: Forgiven Debt

Misc Deduction: Misc. Deductions

Discount: Discount

Purchases: Purchases

LayAway: Lay Away

Layaway Penalty: Lay Away Penalty

Credit Card: Cash Received

Store Transfer: Store Transfer

Purchase Discounts: Discounts Received

Taxes Paid: Taxes Paid

Freight: Freight

Transfer Customer Balance:

Transfer Purchases:

Transfer Credit Card Detail:

Save Cancel

The company configuration tab includes settings that are related to the company. This will determine which accounts will be used in most of the transactions.

- Accounting Company: This is the company name of the QuickBooks® account where the data is to be posted. Before data is posted to QuickBooks®, the company name is verified to insure the data is not posted to the wrong QuickBooks® company.
- Accounts Receivable: This is the account data is posted to for the customer accounts. Accounts Receivable data is posted in summary form (no customer detail) because the customer accounts are managed in CyberBOS. This is an *Accounts Receivable* account.
- Bad Debt: This account is posted to when a debt is forgiven or written off. This is an *Expense* account.
- Cash Account: This account is where cash deposits are placed. This is an *Income* account.
- Cash Discrepancy – Over: If when the cash drawer is closed there is a surplus, it is placed in this account. This is an *Income* account.

Cash Discrepancy – Under:	If and when the cash drawer is closed, there is a shortage; it is placed in this account. This is an <i>Income</i> account.
Credit Card:	When a purchase is made on a Credit Card, it is placed in this account. There is a separate account because of the delay incurred in actually receiving funds. If this delay is not significant, this may be set to the same account as the Cash Account. This is an <i>Other Current Asset</i> account.
Default Vendor:	This is the vendor that will be used for purchases if there is no valid vendor in a Purchase Order.
Discount:	When a discount is applied to a purchase, the discount is applied to this account. This is an <i>Expense</i> account.
Forgiven:	This account contains the debts that have been forgiven (distinct from a Bad Debt which is deemed uncollectible). This is an <i>Expense</i> account.
Freight:	This account contains the freight expenses for purchasing goods. This is a <i>Cost of Goods Sold</i> account.
Layaway:	This is an asset account to contain payments made for layaways until they are paid. When the layaway is paid, the amount is removed from this account to pay for the sale. This is an <i>Other Current Liability</i> account.
Layaway Penalty:	If the customer decided to cancel a layaway, any penalties are reported to this account. This is an <i>Income</i> account.
Misc. Deduction:	Miscellaneous deductions applied to payments. This is an expense account.
Post Purchases to Vendor:	This is a Yes/No check box. If this box is checked, purchases will be sent to QuickBooks® as a separate bill for each purchase order. If it is not checked, purchases are summarized and entered as GL transactions.
Purchases:	This account is the expense account used for purchases. This is an <i>Income</i> account.
Purchase Discounts:	These are discounts received from the vendor. This is a <i>Cost of Goods Sold</i> Account.
Received On Account:	This account is the payments for payments from customers with charge accounts. This is an <i>Income</i> account.
Sales Tax Vendor:	This liability account accumulates the sales taxes due to taxing authorities. This is an <i>Other Current Liability</i> account.
Service Charge Account:	This account accumulates the service charges as they are charged to charge customers. This is an <i>Income</i> account.
Store Transfer:	This account accumulates inter-store transfers. This is an <i>Other Current Liability</i> account.
Shipping:	This account contains the shipping charges. This is an <i>Income</i> account.
Taxes Paid:	This account contains the taxes paid when purchasing material. This is a <i>Cost of Goods Sold</i> account.

Transfer Customer Balance: This is a Yes/No check box that indicates if you want to transfer the AR balance to QuickBooks®. If you are using an existing QuickBooks® database, you will generally uncheck this box since you already have an AR balance. If you are using a new QuickBooks® database, this will enter the starting balance for AR. The account balance will be as of the Start Date at the top of this form.

Department Configuration

	Department	Cost of Goods Sold	Sales	Inv Qty	Inventory
1	Unknown	Cost Of Goods Sold	Sales:Unknown	<input type="checkbox"/>	Inventory
2	(94)Cell Phones	Cost Of Goods Sold	Sales:(94)Cell Phones	<input type="checkbox"/>	Inventory
3	(95)Pagers	Cost Of Goods Sold	Sales:(95)Pagers	<input type="checkbox"/>	Inventory
4	(96)(DO NOT USE Labor Com	Cost Of Goods Sold	Sales:(96)(DO NOT USE Labor Computer	<input type="checkbox"/>	Inventory
5	(97)(DO NOT USE Misc)	Cost Of Goods Sold	Sales:(97)(DO NOT USE Misc)	<input type="checkbox"/>	Inventory
6	(98)DO NOT USE	Cost Of Goods Sold	Sales:(98)DO NOT USE	<input type="checkbox"/>	Inventory
7	(99)(DO NOT USE)	Cost Of Goods Sold	Sales:(99)(DO NOT USE)	<input type="checkbox"/>	Inventory
8	(100)Hardware New - Access	Cost Of Goods Sold	Sales:(100)Hardware New - Accessorie	<input type="checkbox"/>	Inventory
9	(105)Hardware New - Cases	Cost Of Goods Sold	Sales:(105)Hardware New - Cases	<input type="checkbox"/>	Inventory
10	(110)Hardware New - CD RO	Cost Of Goods Sold	Sales:(110)Hardware New - CD ROMS	<input type="checkbox"/>	Inventory
11	(115)Hardware New - Comple	Cost Of Goods Sold	Sales:(115)Hardware New - Complete S	<input type="checkbox"/>	Inventory
12	(120)Hardware New - CPU'S	Cost Of Goods Sold	Sales:(120)Hardware New - CPU'S	<input type="checkbox"/>	Inventory
13	(125)Hardware New - Dish	Cost Of Goods Sold	Sales:(125)Hardware New - Dish	<input type="checkbox"/>	Inventory
14	(130)Hardware New - Hard D	Cost Of Goods Sold	Sales:(130)Hardware New - Hard Drive	<input type="checkbox"/>	Inventory
15	(135)Hardware New - Keyboa	Cost Of Goods Sold	Sales:(135)Hardware New - Keyboards	<input type="checkbox"/>	Inventory
16	(140)Hardware New - Memor	Cost Of Goods Sold	Sales:(140)Hardware New - Memory	<input type="checkbox"/>	Inventory
17	(145)Hardware New - Modem	Cost Of Goods Sold	Sales:(145)Hardware New - Modems	<input type="checkbox"/>	Inventory
18	(150)Hardware New - Monito	Cost Of Goods Sold	Sales:(150)Hardware New - Monitors	<input type="checkbox"/>	Inventory
19	(155)Hardware New - Mother	Cost Of Goods Sold	Sales:(155)Hardware New - Mother Boa	<input type="checkbox"/>	Inventory
20	(160)Hardware New - Networ	Cost Of Goods Sold	Sales:(160)Hardware New - Networking	<input type="checkbox"/>	Inventory
21	(160)Hardware New - Sound	Cost Of Goods Sold	Sales:(160)Hardware New - Sound Card	<input type="checkbox"/>	Inventory
22	(165)Hardware New - POS	Cost Of Goods Sold	Sales:(165)Hardware New - POS	<input type="checkbox"/>	Inventory

This tab determines account activity for each department. Each department can have separate Cost Of Goods Sold, Sales and Inventory accounts. By default, the Cost Of Goods Sold and Inventory accounts are common for all departments.

The first entry, Unknown, is the default department used when a department is unidentified for an item. This is the case when an item is not properly set up.

- Department: The department grouping of inventory items.
- Cost Of Goods Sold: This is the account used when an inventory item is sold. This is a *Cost of Goods Sold* account.
- Sales: This is the sales account used when a sale is made. This is an *Income* account.
- Inv Qty: This is a Yes/No check box that indicates if the current inventory is to be transferred. If the box is checked, the beginning inventory will be transferred to the QuickBooks® account. If the box is not checked, the initial inventory will not be transferred.
- Inventory: This is the account where goods will be placed when purchased. This is an *Other Current Asset* account.

Vendor Configuration

	CyberBos Vendor	QuickBooks Vendor
1	Acis Computers	Acis Computers
2	Allen Noland	Allen Noland
3	Atlas Communications	Atlas Communications
4	Audio Exchange USA	Audio Exchange USA
5	Best Buy	Best Buy
6	Circuit City	Circuit City
7	Cosumer Depot	Cosumer Depot
8	Dalco Electronics	Dalco Electronics
9	Dell Computer	Dell Computer
10	eBay	eBay
11	G & M Office Supplies	G & M Office Supplies
12	Instruments & Equipment	Instruments & Equipment
13	Office Depot	Office Depot
14	Office Max	Office Max
15	Perfect 10 Satellite	Perfect 10 Satellite
16	Petra	Petra
17	Quill	Quill
18	Russell Scritchfield	Russell Scritchfield
19	Sam's Wholesale	Sam's Wholesale
20	Smash Productions	Smash Productions
21	Walmart	Walmart
22	Wireless Connection	Wireless Connection

This tab allows setting up the vendors. Most likely, you will want to keep the vendors separate in order to handle payments in QuickBooks®. Default vendors are suggested that match (within text length limits) the CyberBOS vendor name. If the vendor is already set up in QuickBooks® with a slightly different name, you can select the name in the pull-down list.

CyberBOS Vendor: The name of the vendor in CyberBOS
 QuickBooks® Vendor: The QuickBooks® vendor to apply the purchases to.

CyberQuick Transactions

Bad Debt:

Debit: Bad Debt
Credit: Accounts Receivable

Forgiven:

Debit: Forgiven
Credit: Accounts Receivable

Layaways (Cancellation):

Debit: Layaway
Credit: Cash
Credit: Layaway Penalty

Layaways (Payments):

Debit Cash
Credit Layaway

Layaways (Sales):

Debit: Layaway
Credit: Cash

Misc. Deduction:

Debit: Misc Deductions
Credit: Accounts Receivable

Paid Out:

Debit: Cash Discrepancy – Under
Credit: Cash Account

Payments:

Debit: Received on Account
Credit: Accounts Receivable

Purchases (*Post Purchases to Vendor* not selected):

Debit: Department Inventory
Debit: Taxes Paid
Debit: Freight
Credit: Purchases
Credit: Discounts Received

Purchases (*Post Purchases to Vendor* selected):

Debit: Freight
Debit: Inventory (by department)

Debit: Taxes paid
Credit: Discounts Received
Credit: Accounts Payable (for Vendor)

Sales:

Debit: Accounts Receivable
Debit: Cash
Debit: Discount
Credit: Sales (by Department)
Credit: Sales Tax Vendor
Credit: Shipping

Debit: Cost Of Goods Sold (by Department)
Credit: Inventory (by Department)

Service Charges:

Debit: Accounts Receivable
Credit: Service Charge Account

Transfer (Inter-store)

Debit Store Transfer
Credit Inventory (by Department)

Voided Invoices:

Debit: Sales (by Department)
Debit: Sales Tax Vendor
Debit: Shipping
Credit: Accounts Receivable
Credit: Cash
Credit: Discount

Debit: Inventory (by Department)
Credit: Cost Of Goods Sold (by Department)

CyberBOS To QuickBooks® Reference

What Makes Up These Transactions?

Components of a Transaction

When examining transactions in QuickBooks®, the following list will document the source of the transactions. Each QuickBooks® transaction contains all the activity for one day. Several transactions may be summarized in one entry (for example, Accounts Receivable will not allow multiple entries in one transaction, so all activity is summarized).

Accounts Receivable: CyberBOS Customers
Debit: Sales
Debit: Service Charges
Credit: Forgive or write-off debt
Credit: Payments
Credit: Voided Invoices

Bad Debt
Debit: Forgive or write-off debt

Cash Discrepancies: Over

Cash Discrepancies: Under
Debit: Paid Out

Cash Received:
Debit: Layaway Payment
Debit: Sales
Credit: Layaway Cancellation
Credit: Layaway Sale
Credit: Paid Out
Credit: Voided Invoices

Cost Of Goods Sold
Debit: Sales
Credit: Voided Invoices

Discount

Debit: Sales
Credit: Voided Invoices

Forgiven

Credit: Payments

Freight

Debit: Purchases

Inventory

Debit: Purchases
Debit: Voided Invoices
Credit: Sales
Credit: Inter-Store Transfer

Layaway

Debit: Layaway Cancellation
Debit: Layaway Sale
Credit: Layaway Payment

Layaway Penalty

Credit: Layaway Cancellation

Misc. Deduction

Debit: Payments

Purchase Discounts

Credit: Purchases

Purchases

Credit: Purchases (*Post Purchases to Vendor* not selected)

Received On Account

Debit: Payments

Sales

Credit: Sales
Debit: Voided Invoices

Service Charge

Credit: Service Charge

Shipping

Debit: Voided Invoices
Credit: Sales

State Tax Authority

Debit: Voided Invoices

Credit: Sales tax Vendor

Store Transfer

Debit: Inter-Store Transfer

Taxes Paid: Debit: Purchases

Vendor

Credit: Purchases (*Post Purchases to Vendor* selected)

Determining Transaction Detail

When reviewing the QuickBooks® transactions, it is reasonable to ask, “What is the detail for this?” This section will look at the components of the transactions and how to use the CyberBOS reports to view them.

QuickBooks® Account	CyberBOS Report/Column
Accounts Receivable	Charge Account Activity Report/Grand Total
Bad Debt	Charge Account Activity Detail Report/Summary Write Off
Cash Account	Charge Account Activity Report/Total Cash
Cash Discrepancy – Over	
Cash Discrepancy – Under	Cash Drawer Balancing Report/Total Paid Out From Drawer
Credit Card	Cash Drawer Balancing Report/Total Credit Card
Cost Of Goods Sold	Cash & Charge Sales By Department/Total Cost + Store Transfer Report/Total Cost
Discount	Cash & Charge Sale Master/Discount + Charge Account Activity Report/Discount + Charge Account Activity Report/Srv Cr + Charge Account Activity Report/Disc Cr
Forgiven	Charge Activity Detail Report/Summary Forgiven
Freight	Purchases By Department/Total Shipping
Inventory	Purchases By Department/Total Cost - Cash & Charge Sales By Department/Total Cost
Layaway	Tickets On Layaway/Total Deposit
Misc. Deductions	Charge Account Detail Report/Summary Misc. Ded
Layaway Penalty	
Purchase Discounts	Purchases By Department/Discount

Purchases	Purchases By Department/Total Cost
Received On Account	Cash Drawer Balancing Report/Total payments On Account
Sales	Cash & Charge Sales By Department/Total Retail
Sales Tax Vendor	Cash & Charge Sales By Department/Total Tax + Store Transfer Report/Tax
Service Charge Account	Charge Account Activity Report/Total Srv Chrg
Shipping	Cash & Charge Sale Master/Total Shipping
Store Transfer	Store Transfer Report/Grand Total Cost
Taxes Paid	Purchases By Department/Total Tax

Trouble Shooting

QuickBooks Accounting Interface Version 5.0.16

Company Departments Vendors

Start Date: 8/31/2006

Accounting Company: TopShelf Systems, Inc.

Company Class:

Accounts Receivable: Accounts Receivable: CyberBOS Cust

Cash Account: Cash Received

Received On Account: Cash Received

Service Charge Account: Service Charge

Shipping: Shipping

Cash Discrepancy - Under: Cash Discrepancies: Shortages

Cash Discrepancy - Over: Cash Discrepancies: Overages

Sales Tax Vendor: State Tax Authority

Default Vendor: Unknown

Bad Debt: Bad Debt

Forgiven: Forgiven Debt

Misc Deduction: Misc. Deductions

Discount: Discount

Purchases: Purchases

Layaway: Lay Away

Layaway Penalty: Lay Away Penalty

Credit Card: Cash Received

Store Transfer: Store Transfer

Purchase Discounts: Discounts Received

Taxes Paid: Taxes Paid

Freight: Freight

Transfer Customer Balance:

Transfer Purchases:

Transfer Credit Card Detail:

Save Cancel

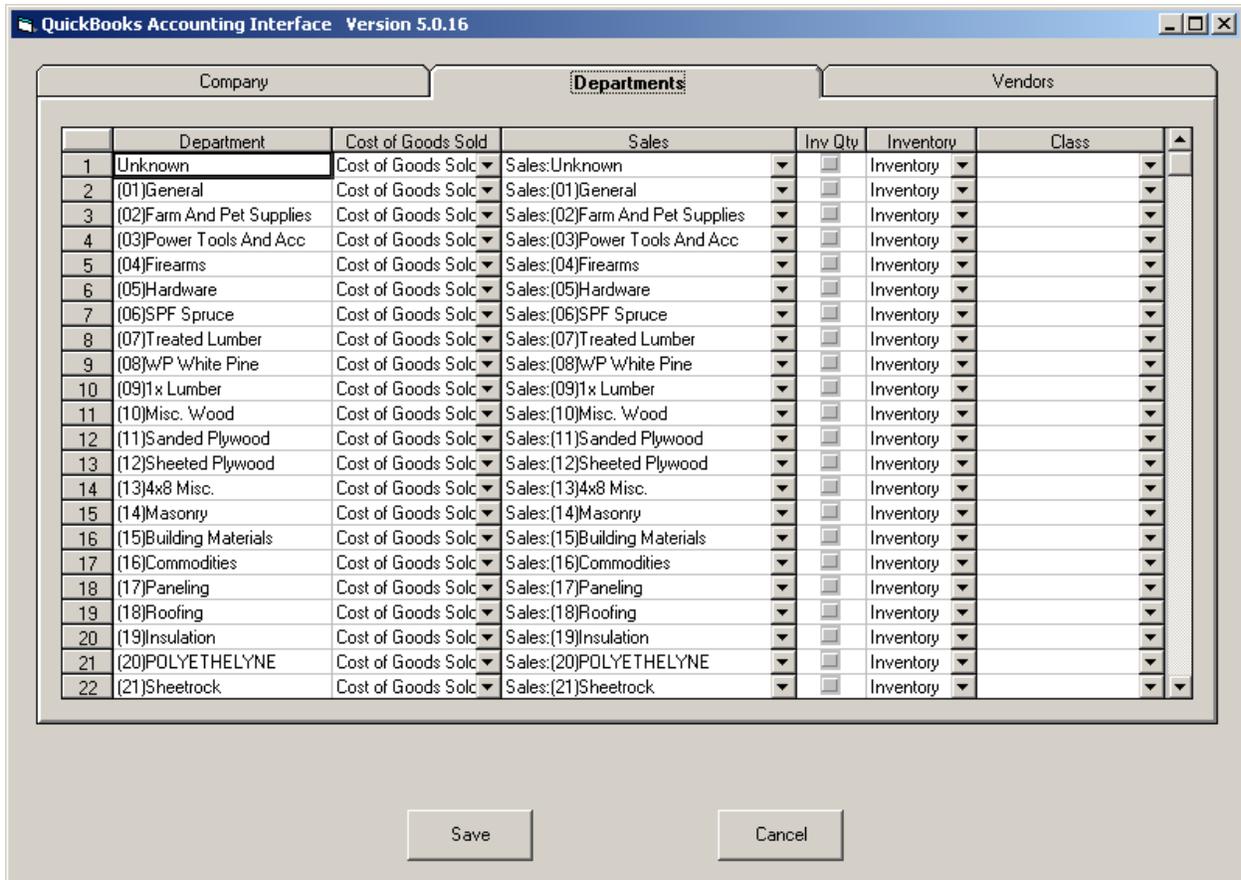
First Step in trouble shooting CyberQuick problems, is going into CyberQuick Setup and checking the following:

- 1) Make sure the three check box are NOT checked
- 2) Make sure all on the first tab are have values with the exception of "Company Class"

NOTE! You can avoid errors by following this rule of thumb:

Anytime you add a Department to CyberBOS, Run Setup in CyberQuick

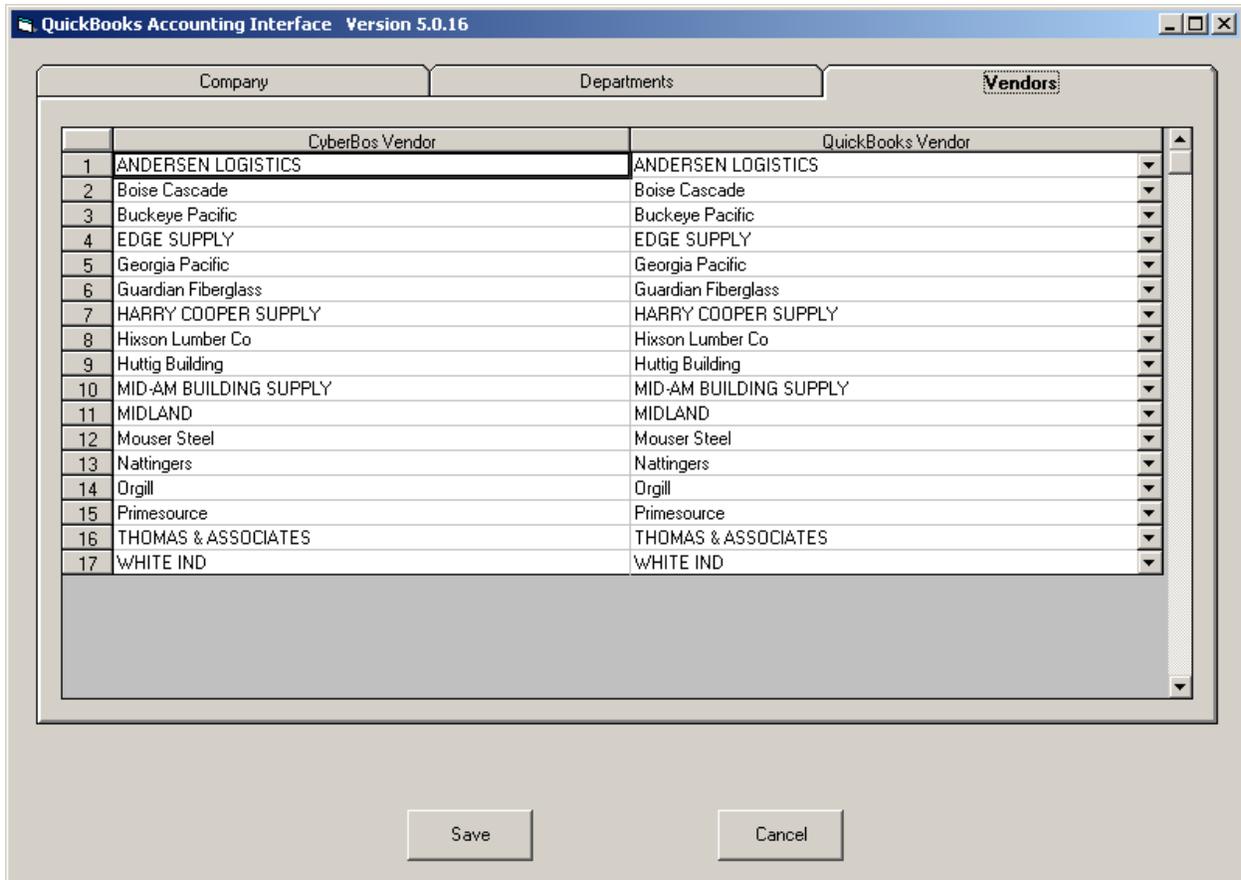
Anytime you add a vendor to CyberBOS, Run Setup in CyberQuick, CyberQuick will add them into QuickBooks for you automatically.



Make sure all the departments are populated and the correct categories are selected for department

Make sure the Sales column is populated and the correct categories are selected.

The Inventory class column is left blank intentionally



Make sure the vendors on the right mach the vendors EXACTLY on the left. DONOT change the Left to match the right, instead use the arrow to the right of the combo box and select the vendor to match the vendor on the left.

Click on Save and CyberQuick will add in all new vendors and departments to QuickBooks. This process is slow because QuickBooks is analyzing every entry.

NOTE! When you click the Save Button QuickBooks checks to make sure that CyberQuick has permission to write this data to it's database. If you haven't given QuickBooks permission or if something has changed since the last time you gave it permission, you will get a QuickBooks is NOT responding! You must go to QuickBooks and give CyberQuick permission. There could be several prompts generated by QuickBooks, be sure to answer YES to allow CyberQuick Access to QuickBooks.