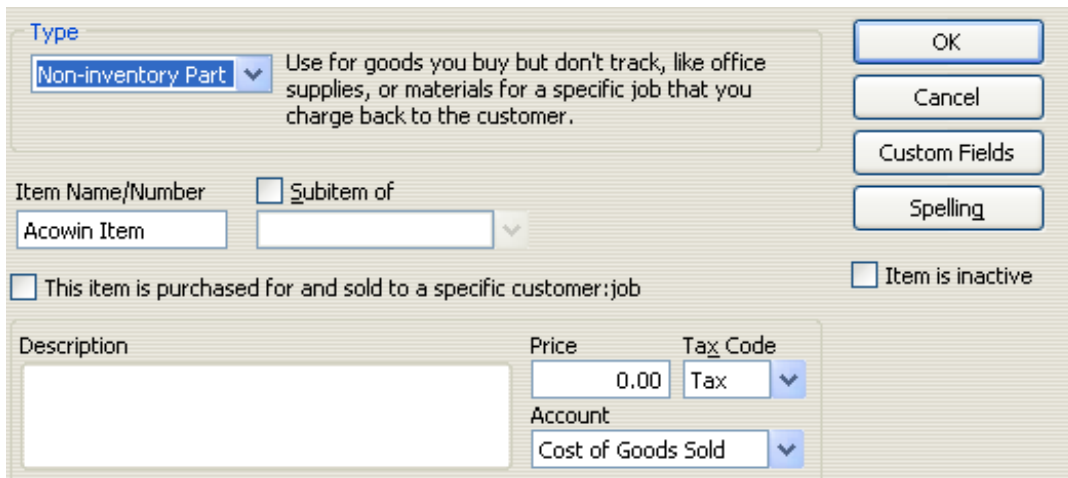


Introducing the Acowin Accounts Payable Module!

This quick reference sheet will help you get up and running with the new Acowin Accounts Payable system. For more detailed information about Accounts Payable, please refer to the Help screens within the Acowin program.

Requirements for Using Accounts Payable: You must be running QuickBooks Pro, Premiere, or Enterprise editions, version 2004 or higher, to use the Accounts Payable synchronization feature. Note that QuickBooks version 2003 is adequate for linking Accounts Receivable with Acowin, but you must have version 2004 or higher to link Accounts Payable.

Creating the “Acowin Item” in QuickBooks: You must add an item named “Acowin Item” to your QuickBooks Item List. The Item Type for this entry should be “Non-Inventory Part.” Any default General Ledger account can be selected - it doesn’t matter which account you choose. The Accounts Payable module will use this item when it builds A/P invoices in QuickBooks. Below is a screen shot of a properly constructed “Acowin Item” entry.

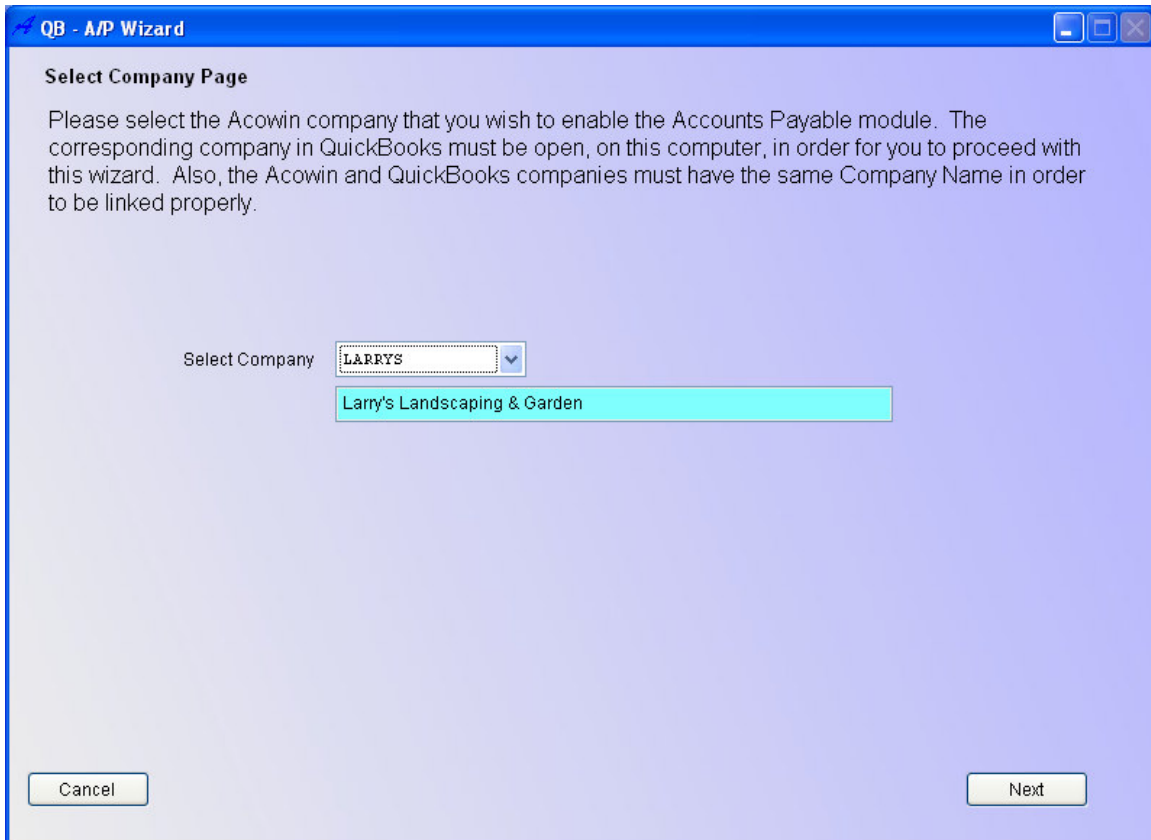


The screenshot shows the 'Item Setup' dialog box in QuickBooks. The 'Type' dropdown is set to 'Non-Inventory Part' with a description: 'Use for goods you buy but don't track, like office supplies, or materials for a specific job that you charge back to the customer.' The 'Item Name/Number' field contains 'Acowin Item'. The 'Subitem of' checkbox is unchecked. The 'This item is purchased for and sold to a specific customer; job' checkbox is unchecked. The 'Item is inactive' checkbox is unchecked. The 'Description' field is empty. The 'Price' field is set to '0.00'. The 'Tax Code' dropdown is set to 'Tax'. The 'Account' dropdown is set to 'Cost of Goods Sold'. On the right side, there are buttons for 'OK', 'Cancel', 'Custom Fields', and 'Spelling'.

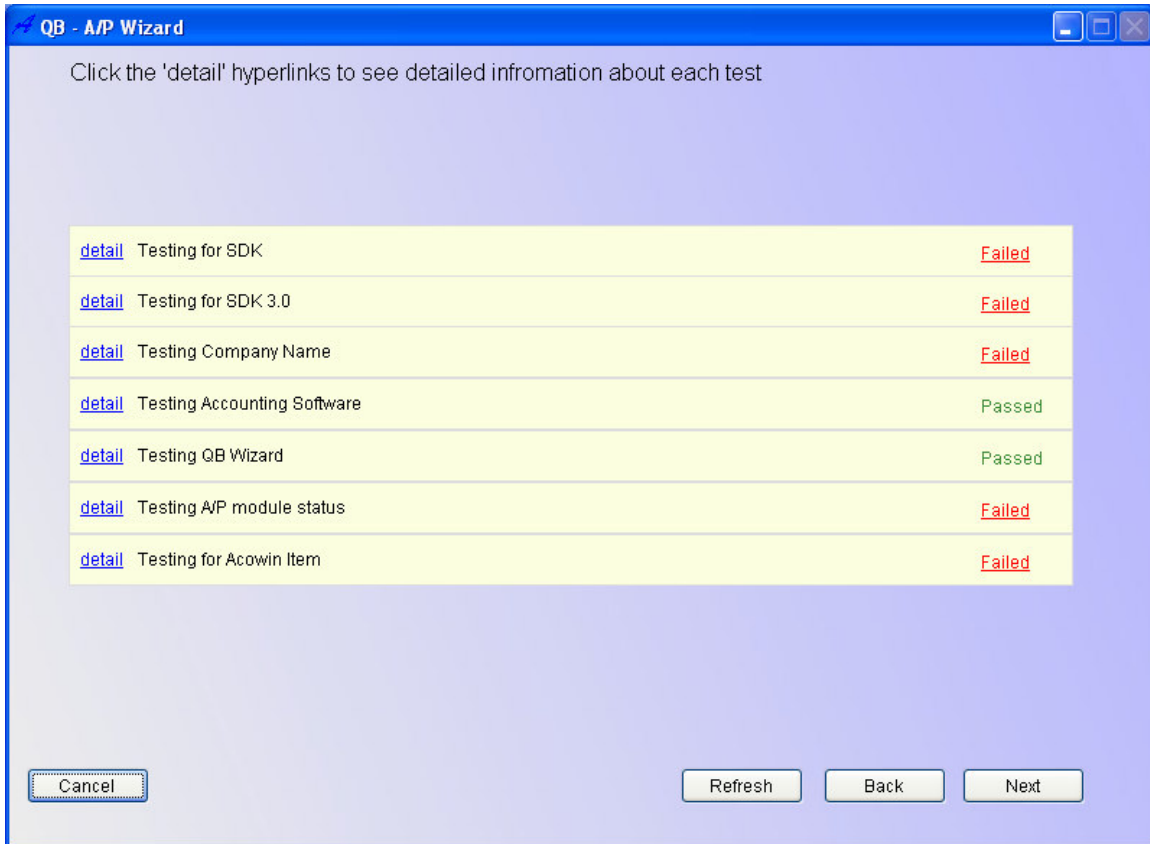
Running the A/P Setup Wizard: Before you can use the Accounts Payable module, you must complete the short “wizard” that links Acowin Accounts Payable to QuickBooks. This QB Wizard for A/P is found on the Acowin Quick Launch screen, which you can access by clicking Start / Programs / Acowin / Quick Launch. The Quick Launch screen is pictured below.



Click the **QB Wizard for A/P** button to launch the Accounts Payable setup wizard. You must ensure that Acowin and the Acowin Server program are **closed**, and QuickBooks is **running** with the correct company open, before you can complete the A/P Wizard. The first screen of the Wizard asks you to select the Acowin company that you will be linking to QuickBooks, as pictured below.



When you click the Next button, the wizard will perform a series of tests to ensure your Acowin and QuickBooks software is properly configured to allow Accounts Payable to be linked. If any of these tests are failed, they will be marked with a red "Failed" hyperlink, which you can click for an explanation of how the test was failed, and what steps you can take to correct the problem. The test screen is pictured below.



Finally, the wizard will ask you to link the Accounts Payable General Ledger accounts from Acowin to QuickBooks. In addition to the Accounts Payable liability account, Acowin will also set up an account for "offsetting amounts", the difference between the total price of a Purchase Order and the amount actually billed by the vendor, in cases where these amounts disagree. If you haven't created General Ledger account numbers for the A/P accounts in Acowin yet, you can click the blue "Suggest" link to have the wizard create a suitable account number for you automatically.

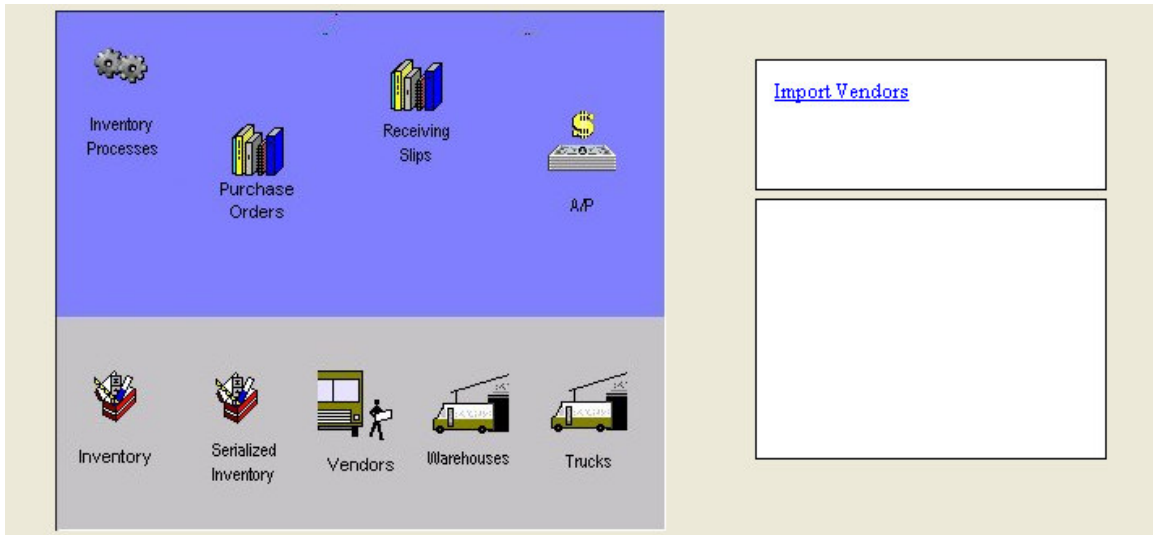
QB - A/P Wizard

Match Accounts Screen

Please enter the account number and select the matching Quickbooks name for each of the accounts below.

Account Desc: Accounts Payable	Account Number: <input type="text" value="2000"/> suggest	QuickBooks Account Name: <input type="text" value="Accounts Payable"/>
Account Desc: Inventory	Account Number: <input type="text" value="1200"/> suggest	QuickBooks Account Name: <input type="text" value="Inventory Asset"/>
Account Desc: Vendor Paid Tax	Account Number: <input type="text"/> suggest	QuickBooks Account Name: <input type="text" value="Cost of Goods Sold"/>
Account Desc: Vendor Bill Offset	Account Number: <input type="text" value="2020"/> suggest	QuickBooks Account Name: <input type="text" value="QuickBooks Credit Card"/>

Importing Your Vendors: Acowin version 3.2 rearranges the essential files from the Main Menu into a series of Navigators. The Inventory Navigator includes a tool for importing your QuickBooks vendors into Acowin. The Navigator looks like this:





You can click the “Import Vendors” link on the side of the Inventory Navigator to pull over your vendors from QuickBooks. This will open a screen listing any

Vendors you have already set up in Acowin. Click the Import button at the bottom of the screen to fill the lower half of the screen with vendors from QuickBooks. There will be a slight pause as the QuickBooks vendor list is read. The Vendor Import screen looks like this:

This wizard will update the vendors in Acowin with the information from QuickBooks. Click Import to begin. This may take several minutes.

Acowin Vendors Select the QB Vendor for the vendors listed below

Name: Imperial Plumbing Parts & Supply	QB: Imperial Plumbing Supply	clear
Name: Rush Messenger Service	QB: Rush Messenger Service	clear
Name: Ambience Kitchen Remodeling	QB:	clear

Use these arrows to scroll through each vendor  

QuickBooks Vendors Click the import checkbox next to the vendors you wish to add to Acowin

Import	Vendor Name	Vendor Address
<input type="checkbox"/>	Bank of Anycity	Lisa Holzhauser
<input type="checkbox"/>	Bayshore CalOil Service	771 S. Larimore
<input type="checkbox"/>	Bayshore Water	P.O. Box 61
<input type="checkbox"/>	Brown Equipment Rental	33 Old Bayshore Rd
<input type="checkbox"/>	Cal Gas & Electric	P.O. Box 5037
<input type="checkbox"/>	Cal Telephone	P.O. Box 1100

You can use the pull-down menu next to each existing Acowin vendor to link them to QuickBooks vendors. In the above example, two of the Acowin vendors have been linked to their existing entries in QuickBooks. In the lower half of the screen, place a check mark next to each new QuickBooks vendor that you would like to import into Acowin. A new entry will be produced in the Acowin Vendor File for each of these vendors. When you're finished linking existing Acowin vendors to QuickBooks, and selecting new QuickBooks vendors to pull over into Acowin, click the Save button.


Creating an Accounts Payable Invoice: Click the A/P icon on the Inventory Navigator to produce a new Accounts Payable invoice. A screen will appear, asking you to select a Vendor and choose whether this invoice corresponds to a Purchase Order or a Receiving Slip. You can also enter the Invoice Date, Invoice Number, tax amount, and total amount of the invoice, as seen below:

Vendor Bill Wizard

Select Vendor

Create Bill from Receiving Slip
 Create Bill from Purchase Order

Bill
 Credit

Invoice Date 

Invoice #

Enter Tax Amount

Enter Total Amount of Bill

When you click Next, you'll be asked to select the exact Purchase Order the invoice will apply to. The pull-down menu will include only Purchase Orders from the selected vendor. When this is done, click the Finish button.

Vendor Bill Wizard

Vendor

Select PO

The Accounts Payable Invoice screen will list all of the items ordered from the selected vendor and Purchase Order, with the quantities and extended costs. This will help you to verify that the vendor has billed you for the correct amount. If the vendor's invoice is different from the Purchase Order total, you can click the "Calculate Offset" box to compute the difference and apply it to the Offset account. The Detail button on each line item can be used to adjust the General Ledger debit account, which defaults to either the Inventory asset account or the Cost of Goods account from the associated Call Slip, depending on whether the item was purchased for Inventory or a Call Slip. There is also a Notes field for adding notes to the invoice. The A/P Invoice screen is pictured below.

Vendor Bill Bill Credit

Vendor: Imperial Plumbing	Invoice Date: 11/22/2005	Status: 	Notes: <div style="border: 1px solid black; height: 20px;"></div>
PO Num: 1	Invoice Number: 540198	Mark to Transfer to A/R: <input type="checkbox"/>	
Terms: 	Bill Total: 22.50	Hold: <input type="checkbox"/>	

Keycode	Description	Vend Part #	Qty	Cost	Extended	Detail
FAU001	faucet assembly 3948		1	22.50	22.50	▢

A/P Account: 2000 Tax Account: 4200 Offset Account: 2020	Subtotal: 22.50 Tax: 0.00 Offset: 0.00 <input type="checkbox"/> Calculate Offset Grand Total: 22.50
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Add Wizard
General
Status Change

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Posting A/P Invoices and Synchronizing With QuickBooks: When the A/P invoice is complete, click the Save button to save your work, then click Status Change. Click the Add Mark button beneath the Transfer to A/R flag, then click Post Vendor Bill when it lights up. The invoice is now posted and ready to be sent to QuickBooks.

Status Change

Current Status: Invoiced

<input type="checkbox"/> QB Sync complete	Transfer to A/P Flag <input checked="" type="checkbox"/>
---	--

Post Vendor Bill	Remove Mark
UnPost Vendor Bill	Mark to ReSync

Add Mark

Close

Unlike Accounts Receivable invoices, A/P invoices don't have a "transfer" process - they are ready to go to QuickBooks as soon as you click the Post Vendor Bill button on the Status Change window, and will be synchronized the next time you run the QB Sync process.

Un-Posting A/P Invoices: Accounts Payable invoices can be "un-posted" after you send them to QuickBooks. The invoice must be **deleted** from QuickBooks first - the Un-Post function will fail if the invoice is found within QuickBooks. To un-post an A/P Invoice, click the Status Change button, then click the "UnPost Vendor Bill" button. You can then make changes to the invoice and re-post it, or even delete it with the Delete ("X") button on the Toolbar.

Re-Synchronizing A/P Invoices: If an Accounts Payable invoice is accidentally deleted from QuickBooks, you can re-create it. Look up the invoice in Acowin and click the Status Change button, then click Mark to Re-Sync. This button can only be clicked if the invoice is truly missing from QuickBooks. When you run your next QB Sync, the invoice will be recreated in QuickBooks.

Acowin A/P Invoices in QuickBooks: After you post an Accounts Payable invoice and run the QB Sync, it will appear in QuickBooks, ready for payment to be applied. You can view these invoices from the Vendor List in QuickBooks. RIGHT-click on the vendor with an open invoice, then choose the Open Balance Report. When the report appears on-screen, you can double-click an invoice to view more details. Acowin invoices will look like this:

The screenshot shows the 'Enter Bills' window in QuickBooks. The window title is 'Enter Bills' and it includes a search bar and a 'How Do I?' button. The main area shows a 'Bill' form for vendor 'Chris Markley' with a date of 11/17/2005 and a bill due date of 12/17/2005. The amount due is 81.92. Below the form is a table of items with columns for Item, Description, Qty, Cost, Amount, Customer:Job, and Class. The table shows two items: 'Acowin Item' with description 'toolset, hvac std', quantity 2, cost 19.85, and amount 39.70. The total amount is \$79.40. At the bottom, there are buttons for 'Select PO', 'Receive All', 'Show PO', 'Clear Splits', 'Recalculate', 'Save & Close', 'Save & New', and 'Revert'.

Item	Description	Qty	Cost	Amount	Customer:Job	Class
Acowin Item	toolset, hvac std	2	19.85	39.70		
Acowin Item	toolset, hvac std	2	19.85	39.70		

For more details about the Acowin Accounts Payable module, please refer to the Help system in Acowin.