

HOW DO I EXPORT ACCOUNTING DATA?

Procedures for Cyrious to QuickBooks

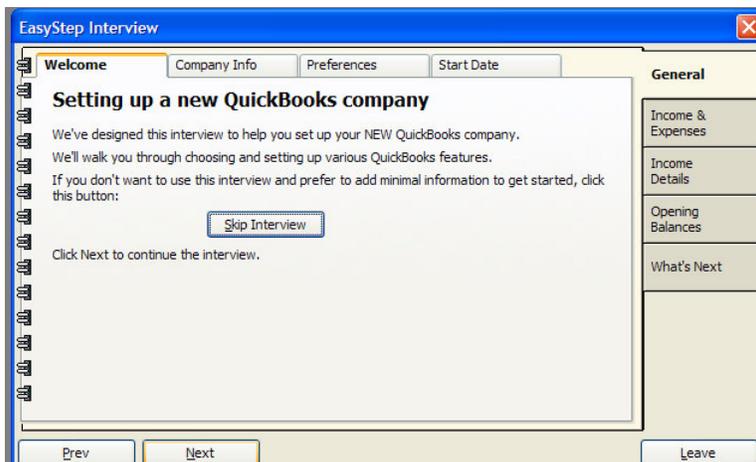
Step 1: New QuickBooks Company

Start with this step if your company has not been setup in QuickBooks. If you company exists in QuickBooks proceed to Step 2.

To setup your company in QuickBooks open the program and the following screen may appear. If the following screen does appear, then select the button labeled “Create a new company”. If the following screen doesn’t appear go to “File” and “New Company” to begin the EasyStep Interview process.



After you have selected “Create a new company” select “Next” (it will be necessary to select “Next” several times) until the following screen appears. Click the link saying “Skip Interview”.



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Complete the following form. Your accountant may need to guide you in specifying such fields as the first month for fiscal and income tax year as well as the company type.

Creating New Company

Please enter your company name, address, and the first month of your fiscal year.

Company Name

Legal Name

Address

Country

Phone #

FAX #

E-mail

Web Site

First month in your fiscal year

First month in your income tax year

Income Tax Form Used

Next

Cancel

Help

Next you must specify the type of business in order to create the desired Chart of Accounts. You may need the assistance of your Accountant to select the Company Type and associated Chart of Account template.

Creating New Company

QuickBooks can help you start your company with a preset chart of accounts. You'll be able to edit the accounts that are created.

Please select the company type which most closely matches yours.

Listed below are the accounts QuickBooks will create for the company type you have selected.

General Business

(No Type)

Accounting/CPA

Advertising/PR

Architecture

Construction/Contracting

Consulting

Farming/Ranching

Graphic Design/Printing

Healthcare: General

Insurance

Legal

Manufacturing

(No Accounts):

Next

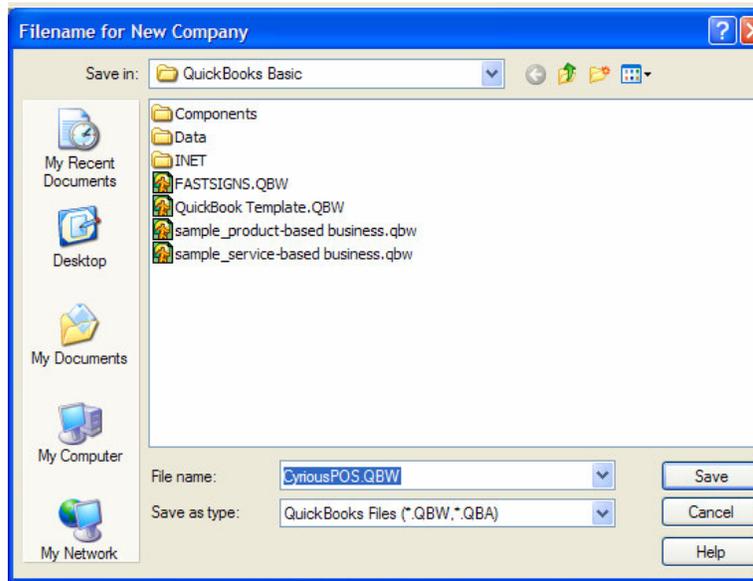
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Cancel

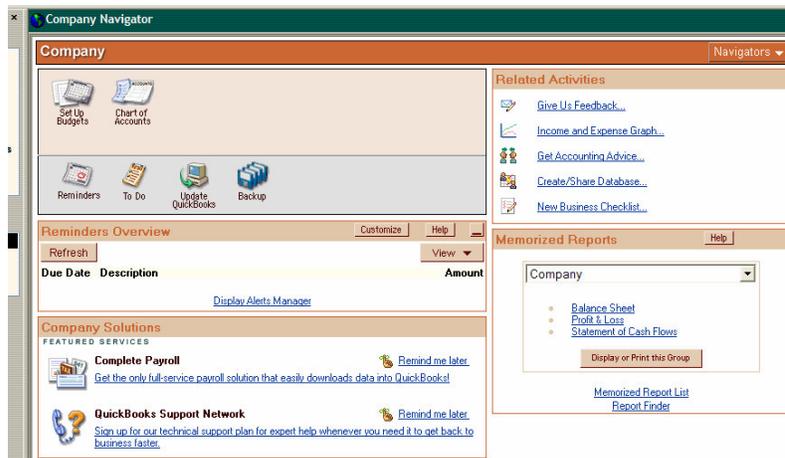
Help

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The system now wants you to define the “File Name” for your company. It is recommended that you name the company “CyriousPOS”.



After a few seconds the following screen will appear. Select the link labeled ”Chart of Accounts”.



After selecting “Chart of Accounts” the chart of accounts will appear based on the company type you selected. Print the “Chart of Accounts” by selecting “File” then “Print List”. Note that your actual accounts will be different from the sample printed below.

Name	Type	Balance
Payroll Liabilities	Other Current Liability	
Retained Earnings	Equity	
Payroll Expenses	Expense	

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Step 2: Existing QuickBooks Company

Begin here if you already have a QuickBooks company defined and you desire to modify the chart of accounts to facilitate importing of Cyrious accounting data.

Open your QuickBooks for your company and view the chart of accounts by choosing "List" then "Chart of Accounts". Print your chart of accounts by selecting "File" and "Print List". The following is a portion of a sample chart of accounts. This chart of accounts will be different than that of your company.

Name	Type	Balance
Bank	Bank	7,178.06
Savings	Bank	13,868.42
Cash Expenditures	Bank	0.00
Barter Account	Bank	0.00
Accounts Receivable	Accounts Receivable	76,610.00
Tools & Equipment	Other Current Asset	5,000.00
Employee Loans	Other Current Asset	0.00
Inventory Asset	Other Current Asset	23,102.54
Retainage	Other Current Asset	2,461.80
Undeposited Funds	Other Current Asset	36,982.34
Land	Fixed Asset	90,000.00
Buildings	Fixed Asset	325,000.00
Trucks	Fixed Asset	78,352.91
Computers	Fixed Asset	28,501.00
Furniture	Fixed Asset	7,325.00
Accumulated Depreciation	Fixed Asset	-121,887.78
Pre-paid Insurance	Other Asset	1,041.85
Accounts Payable	Accounts Payable	50,239.38
QuickBooks Credit Card	Credit Card	70.00
QBCC Dept #1	Credit Card	45.00
QBCC Dept #2	Credit Card	25.00
QBCC Dept #3	Credit Card	0.00
CalOil Card	Credit Card	5,071.02
Direct Deposit Liabilities	Other Current Liability	0.00
Payroll Liabilities	Other Current Liability	3,302.06
Sales Tax Payable	Other Current Liability	5,393.52
Bank of Anycity Loan	Long Term Liability	19,932.65
Equipment Loan	Long Term Liability	3,911.32
Note Payable	Long Term Liability	3,440.83
Truck Loan	Long Term Liability	50,162.38
Opening Bal Equity	Equity	403,590.82
Owner's Equity	Equity	19,000.00
Owner's Contribution	Equity	25,000.00
Owner's Draw	Equity	-6,000.00
Retained Earnings	Equity	
Mileage Income	Income	
Construction	Income	
Discounts given	Income	
Labor	Income	
Materials	Income	
Miscellaneous	Income	
Subcontractors	Income	
Uncategorized Income	Income	

Step 3: Match Cyrious Chart-of-Accounts

Print the table below and in the column labeled "QuickBooks Accounts" fill in the name of the corresponding QuickBooks account. Most likely, you will not have existing accounts in QuickBooks for all of the accounts listed. You will need to create a new QuickBooks account for each entry in the list that did not have a match in QuickBooks. See Step 4 to create new QuickBooks accounts

If the account you wish to use is a sub-account (recommended for Sales Taxes, Sales, and Cost of Goods), write the text name as the parent account, a colon, and then the sub-account name (for instance, Sales:Core Products).

You can combine multiple Cyrious accounts into one QuickBooks account simply by entering the same QuickBooks Account name in each line. For example, you can combine the fields "Work-In-Progress Inventory", "Finished Goods Inventory", and "Orders Outstanding in WIP/FGI" into one QuickBooks account to combine these accounts. In this case, the result will always be zero, so nothing will export.

You may want different payment methods from those shown in the Comparison Chart. If so include them in the blank rows provided. Likewise, if you will not use one or more of

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the payment methods shown simply draw a line through them to show they will not be used within QuickBooks.

Comparison Chart

Cyrrious Accounts	QuickBooks Accounts	Already Exist in QuickBooks's		QuickBooks's Account Type
CURRENT ASSETS				
Payments-1100		Yes	No	Other Current Asset
Accounts Receivable-1200		Yes	No	Other Current Asset
Work-In-Progress Inventory-1250		Yes	No	Other Current Asset
Finished Good Inventory-1260		Yes	No	Other Current Asset
CURRENT LIABILITIES				
Orders Outstanding in WIP/FGI-2410		Yes	No	Other Current Liability
Customer Deposits- 2420		Yes	No	Other Current Liability
Customer Credit Balances-2430		Yes	No	Other Current Liability
State Taxes Owed-2501		Yes	No	Other Current Liability
County Taxes Owed-2502				
INCOME ACCOUNTS				
Sales @ Production Location 1-4001		Yes	No	Income
Sales @ Production Location 2-4002		Yes	No	Income
Sales @ Production Location 3-4003		Yes	No	Income
Credit Memos-4110		Yes	No	Income
Discounts Given-4120		Yes	No	Income
Shipping Revenue-4130		Yes	No	Income
Interest Charges Assessed-4140		Yes	No	Income
EXPENSE ACCOUNTS				
Credit Given to Customers-5100		Yes	No	Income or Expense
Bad Debt Write Off-5200		Yes	No	Expense
PAYMENT METHODS				
System-1100-000				Bank
Cash-1100-110		Yes	No	Bank
Checking-1100-111		Yes	No	Bank
MasterCard-1100-112		Yes	No	Bank
Visa-1100-113		Yes	No	Bank
AmEx-1100-114		Yes	No	Bank
Discover-1100-115		Yes	No	Bank
Direct Deposit-1100-116		Yes	No	Bank
Trade/Barter/1100-117		Yes	No	Bank

Step 4: Create New QuickBooks Accounts

Once the Comparison Chart is completed, open QuickBooks to begin creating new accounts. It is likely that you will need to create new accounts for all Current Assets (except Undeposited Funds), all Current Liabilities, all Income Accounts, and all Expense Accounts. The type of account to use is shown in the column labeled QuickBooks's Account Type in the Comparison Chart.

Note that if you use the default QuickBooks account for Accounts Receivable you will likely get an error when trying to import a file from Cyrious into QuickBooks. Therefore, it is recommended that you create new account for the Accounts Receivable. Specifically, the new Accounts Receivable account must be named differently than the default account, and the new Accounts Receivable must be defined with a Type of "Other Current Asset" rather than account Type of "Accounts Receivable" associated with the default Accounts Receivable account.

Note that QuickBooks will NOT allow you to import sales tax data directly into the default sales tax liability account within QuickBooks. This is a special account that QuickBooks uses to automatically track sales taxes. You will have to create new accounts for the State and County Taxes Owed from Cyrious.

New accounts are added in QuickBooks by selecting "Edit" and "New Account". Note the use of "Parent" and Sub Accounts". In the following chart of accounts "Parent" accounts appear left justified and "Sub Accounts" (where they exist) are indented below the "Parent" account.

After you have created the new accounts, print the modified Chart of Accounts by selecting "File" then "Print List". The following Chart of Accounts illustrates those accounts required by Cyrious as well as the recommended naming of those accounts. Note the existence of three "Parent" accounts (Sales Taxes, Sales, and Cost of Goods). Each of these "Parent" accounts have two or more "Sub Accounts".

Name	Type	Balance
•Checking	Bank	0.00
•Savings	Bank	0.00
•System Transfer	Bank	0.00
•Trade Barter	Bank	0.00
•Accounts Receivable	Accounts Receivable	0.00
•Inventory WIP	Other Current Asset	0.00
•Inventory WIP/Built	Other Current Asset	0.00
•Undeposited Funds	Other Current Asset	0.00
•Customer Credits	Other Current Liability	0.00
•Customer Deposits	Other Current Liability	0.00
•Orders Outstanding	Other Current Liability	0.00
•Payroll Liabilities	Other Current Liability	0.00
•Sales Taxes	Other Current Liability	0.00
•County Owed	Other Current Liability	0.00
•State Owed	Other Current Liability	0.00
•Opening Bal Equity	Equity	0.00
•Retained Earnings	Equity	
•Sales	Income	
•Core Products	Income	
•Digital Products	Income	
•Sub Contract Products	Income	
•Sales Credit Memo	Income	
•Sales Discounts	Income	
•Sales Interest Charges	Income	
•Cost of Goods	Expense	
•Credits	Expense	
•Payroll Expenses	Expense	

STEP 5: Enter QuickBooks Account Information in Cyrious

Once you have your accounts setup in QuickBooks, open Cyrious and go to MGMT>Accounting>Setup>Account Codes. Below is an image of the Cyrious Account Codes. The column listed "Export Number/Description" is where you enter the correct account name as it appears in QuickBooks for that account. Be sure that the account names in Cyrious match EXACTLY with the corresponding account in QuickBooks. For example, if you have a QuickBooks account named **Discounts Given**, the account in Cyrious must be **Discounts Given**, not **Dis. Given**. If the account names do not match then the account cannot be imported into QuickBooks.

If you use account numbers in QuickBooks, ignore the numbers and use only the account name. You must reference the entire account name (without the number) in order to assure a match in QuickBooks during an import.

Ignore Payments in this window, more on Payments in Step 6.

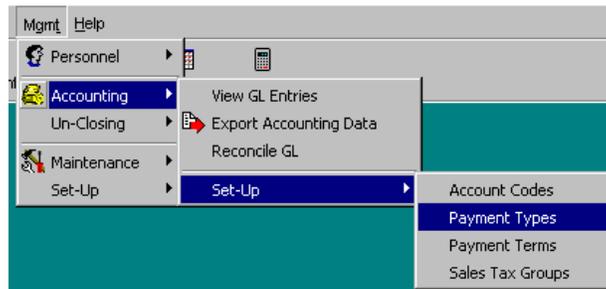
	CYRIOUS GENERAL LEDGER	
Internal ID	Internal No.	Export Description/No.
Payments	1100	Undeposited Funds
ARs	1200	Accounts Receivable
WIP	1250	Inventory WIP
Built	1260	Inventory WIP/Built
OrdersOutstanding	2410	Orders Outstanding
CustomerDeposits	2420	Customer Deposits
CustomerCredits	2430	Customer Credits
StateTaxesOwed	2501	Sales Taxes:State Owed
CountyTaxesOwed	2502	Sales Taxes:County Owed
SalesProdLoc1	4001	Sales:Core Products
SalesProdLoc2	4002	Sales:Digit Products
SalesProdLoc3	4003	Sales:Sub Contract Products
CreditMemo	4110	Sales Credit Memo
DiscountAmount	4120	Sales Discounts
SalesShipping	4130	Sales Shipping
InterestCharges	4140	Sales Interest Charges
Credits	5100	Cost of Sales:Credits
WriteOffs	5200	Cost of Sales:Bad Debt

STEP 6: Enter Payment Export Information in Cyrious

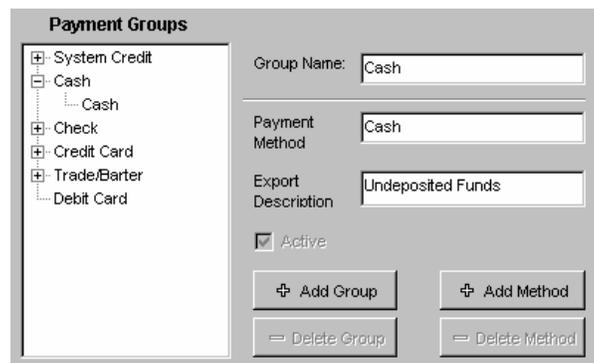
Now that the Account Names are filled in correctly, you then need to fill in the export Account Names for the various Payment Methods.

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Open Cyrious by selecting MGMT>Accounting>Setup>Payment Types. This step is illustrated as follows:



The following screen of Payment Groups and Methods will appear. The Payment Groups in your system may be slightly different.



On each Payment Method, you need an export description which is the QuickBooks Account Name. Select the plus (+) sign next to the group, and then select the Payment Method. Enter in the matching name you created in QuickBooks to correspond with the Export Description.

Cyrious recommends that you use Undeposited Funds for the “Cash Related” Payment Methods. The QuickBooks Account Name for System Transfer and Trade/Barter should be “System Transfer” and “Trade Barter” respectively. The reason for doing so is that this is the only way you can use the reconciliation function of QuickBooks to reconcile your cash deposits with your bank statement at month end. You are allowed only one Undeposited Funds to import into QuickBooks. QuickBooks will accept other account names, but you will not be able to use the reconciliation feature in QuickBooks.

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The following chart illustrates the likely combination of Payment Methods within Cyrious and the corresponding QuickBooks Account name to be used.

	CYRIOUS GENERAL LEDGER	
Internal ID	Internal No.	Export Description/No.
System	1100-000	System Transfer
Cash	1100-110	Undeposited Funds
Check	1100-111	Undeposited Funds
MasterCard	1100-112	Undeposited Funds
Visa	1100-113	Undeposited Funds
AmEx	1100-114	Undeposited Funds
Discover	1100-115	Undeposited Funds
Direct Deposit	1100-116	Undeposited Funds
Trade/Barter	1100-117	Trade Barter

STEP 7: Export Setup.

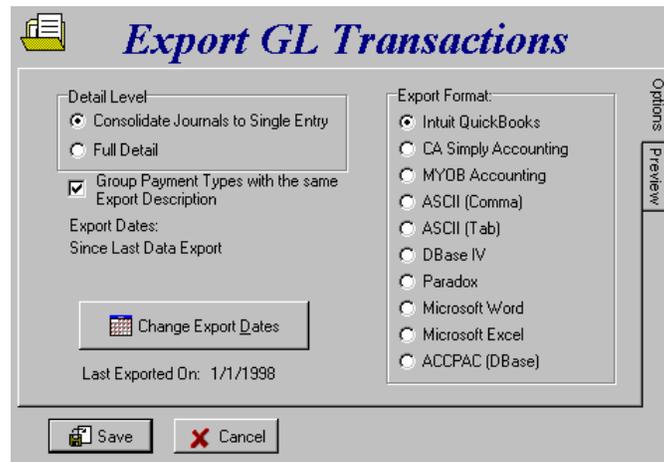
Before exporting, you must perform the following preliminary steps:

1. Make a backup of the QuickBooks data.
2. On the computer with Cyrious, double click My Computer, then select the appropriate drive letter for the Cyrious data base (P if a network or C if a standalone), then select the POS folder.
3. From the menu bar, select File>New>New Folder. Name the Folder "QB Imports".
During the course of a year, the number of exported files will be significant. Therefore, to make it easier to find export files you may consider creating sub-folders inside the QB Imports folder. The recommended naming method for the sub-folders is to create a sub-folder for each calendar month. To create sub-folders select the "QB Imports" then add a new folder (inside QB Imports) for each month. The suggested name for the January sub-folder is "Jan – Imports".

Step 8: Daily Export

It is strongly recommended that a daily export be done at the end of each business day. The export is best done after you have reconciled cash receipts and after you have successfully printed all end of day reports.

To perform daily a daily export begin by opening Cyrious and from the menu bar select File>Export>Export Accounting Data. The export window will open.



Within the Export GL Transactions screen begin by following the steps below:

1. Check the box labeled “Consolidate Journals to Single Entry”. The option labeled “Full Detail” can not be chosen because it is not supported by QuickBooks.
2. Remove the Check beside the phrase labeled “Group Payment Types with the same Export Description”. If the check mark is not removed only a single entry for all payments will be exported rather than individual export records for the various Payment Methods.
3. Listed at the bottom of the screen is the date of the last export. If for any reason you want to export from a different date/time, select the Change Export Dates and choose the date/time desired.
4. Once the export date is correct, verify the Export Format is “Intuit QuickBooks”.
5. Select “Preview” to view the export results and to observe if the Export is in balance. If the export is “Out of Balance”, do not proceed and call Cyrious Software Technical Support for assistance.
6. If the Export is In Balance start the export by clicking the “Save” button. In the dialog box asking where to save the export, select the folder and appropriate sub-folder for the location where the file will be saved.
7. Cyrious uses “GLyymmdd” as the naming structure for exported files. The naming convention is “yy” for current year, “mm” for current month, and “dd” for the current day (actual day the export is being done). If the “dd” in the file name is different than the day for the business day being exported, change the day in the “GLyymmdd” structure to reflect the correct business year-month-day, then click “save”.
8. The system will ask you if you want to update the “Last Export Date”. Respond “Yes”, or, if you do not want to change the last export date, respond “No” to the query to complete the export process.

Step 9: QuickBooks Import.

To import the Cyrious data into QuickBooks begin by opening QuickBooks and opening your company.

Select the file to be imported by choosing, from the menu bar, File>Import>IIF Files. Locate the correct folder containing the file to be imported. For example, the folder may be named “QB Imports” and the sub-folder may be named “Jan – Import”. Select the file name from the list of files within the folder chosen, then select “Open”.

The import should take only a few seconds. If the import completed successfully, there will be a message saying something like “Import Completed Successfully”. If any errors occurred during the import, there will be a message saying there was an error. Contact Cyrious Tech Support if there was an error that you can not resolve on your own.

If there was an error it is best not to attempt any subsequent imports until the problem has been resolved.