

BARRINGTON SOFTWARE INCORPORATED

BSI Accounting Bridge

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Bridge

BSI ACCOUNTING BRIDGE

Users Manual 2/13/2006

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What is BSI Accounting Bridge?

The BSI Accounting Bridge is software that allows QuickBooks® users to save time by automatically sending to your QuickBooks® Company file information already available in another software program (CookenPro, BSI Inventory Control, or POS Store & Forward). The BSI Accounting Bridge adds bills, purchase orders, vendors, accounts, inventory items, and non-inventory sell items to your QuickBooks® Company file as well as reflecting ‘Sales Information’ in your QuickBooks® Company file. The application sends sales information that adjusts the inventory item ‘quantity on hand’ in your QuickBooks® company file, if one of the above mentioned BSI back-office systems are installed. A separate function maintains inventory counts and extensions, eliminating duplicate entry and allowing you to take advantage of the features unique to Barrington Software while still maintaining your inventory in QuickBooks.



Illustration 1 Switchboard

Security

Illustration 2 Each user will have a password. Only users with Administrator status will be allowed to go to this screen.

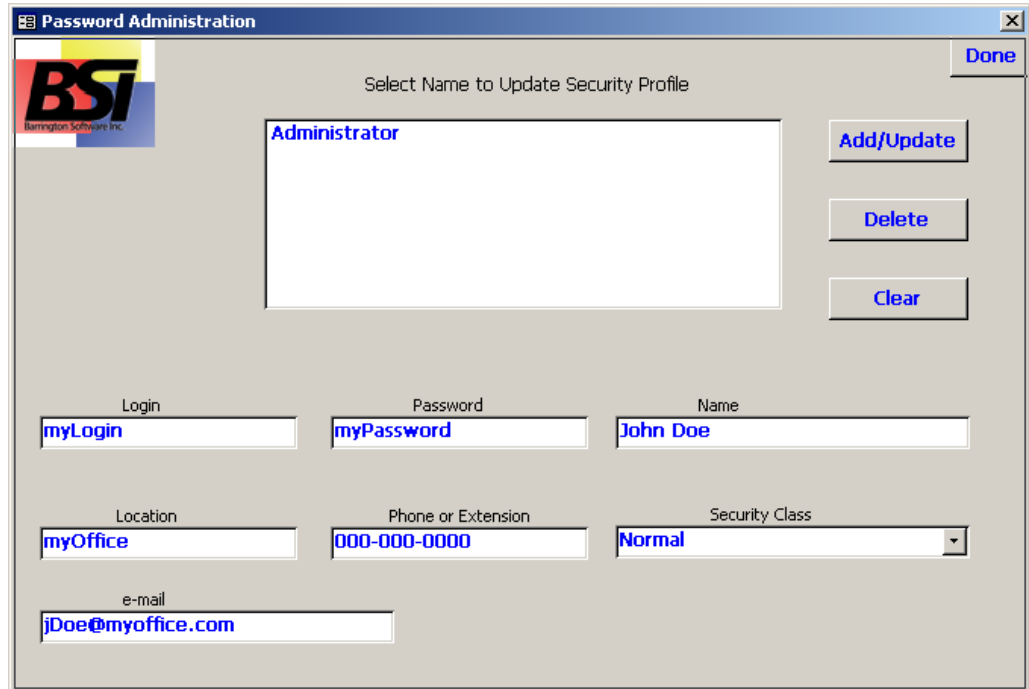


Illustration 1 Password Administration

Settings

BACKUP AND MAINTENANCE

Set up a time for Backup and Maintenance and browse to the folder where you want to store the backed up database. Your database will automatically be saved in this folder.

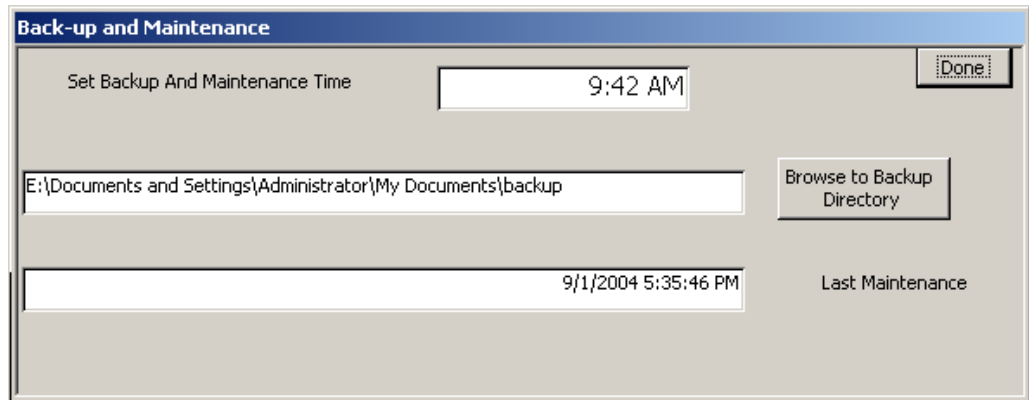


Illustration 2 Backup and Maintenance

ACCOUNTING METHODS

Select an accounting method. Extensions will be calculated according to the method selected. FIFO refers to the first in first out method and LIFO refers to the last in first out method.

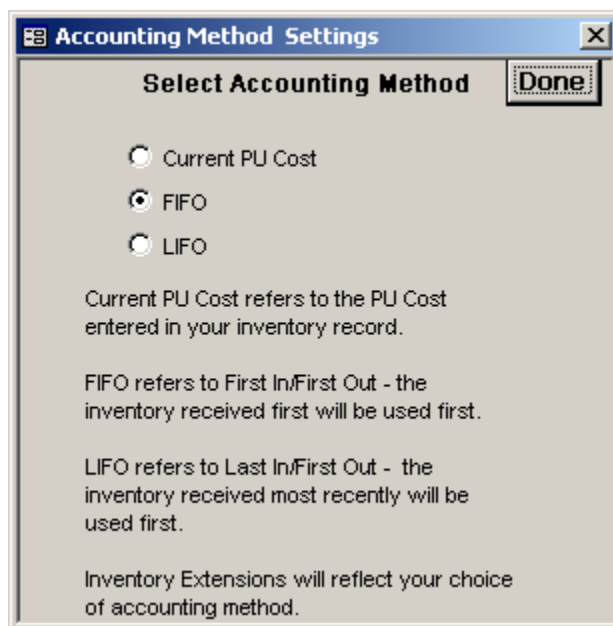


Illustration 3 Accounting Methods

ORGANIZATIONAL SETTINGS

BSI Accounting Bridge allows the user to make choices regarding what information will be sent to QuickBooks and how the information will be organized.

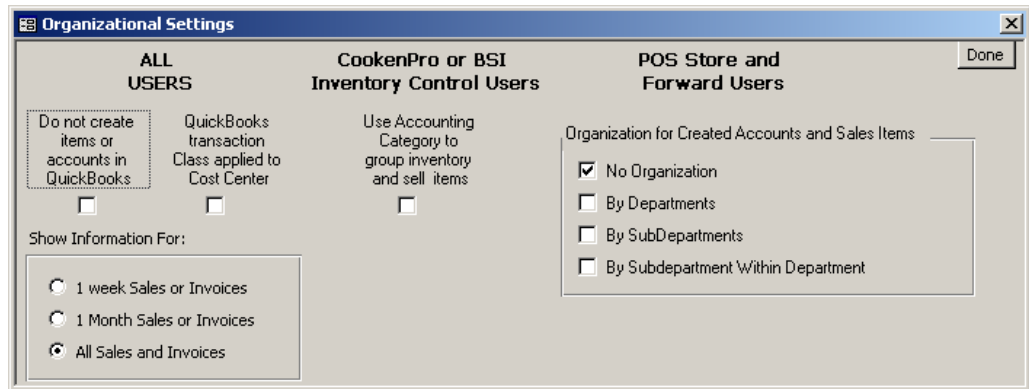




Illustration 3 Organizational Settings


All Users

 **Do not create items or accounts in QuickBooks.** Do you want items and accounts automatically created in QuickBooks when you send **invoices** and **sales information** or do you prefer to do this yourself? Sending ‘Initial Load’ or ‘Inventory Counts’ overrides this setting.


 **QuickBooks transaction Class applied to Cost Center.** Do you use QuickBooks transaction Classes?

 **Show Information For: 1 week Sales or Invoices, 1 Month Sales or Invoices, or All Sales and Invoices.** How far back do you want to go when sending sales and invoices? If your sales information applies to multiple cost centers for an extended period, this setting helps to filter the information displayed, making the response faster and amount of information easier to manage.

CookenPro or BSI Inventory Control Users

 **Use Accounting Category to Group Inventory and Sell Items.** Do you want your items organized by Accounting Category? BSI Accounting Bridge will establish inventory items in QuickBooks with each item’s accounting category as the parent reference. Advanced cost analysis features available in both CookenPro and BSI Inventory Control will determine inventory item costs.

POS Store & Forward

 Organization for Created Accounts and Sales Items: No Organization, By Departments, by SubDepartments, or By SubDepartment Within Department. How do you want your sales and Chart of Accounts organized? Organization can **OPTIONALLY** be by Department, Sub Department, or Sub Department within Department. The level of organization you choose determines how accounts and sell items are established for you. Sell items are established as inventory items with a sell price that comes from your register and a cost that is easily entered in POS Store & Forward, thus providing sales revenue and your cost of goods and services as determined by you.

Connect to QuickBooks®

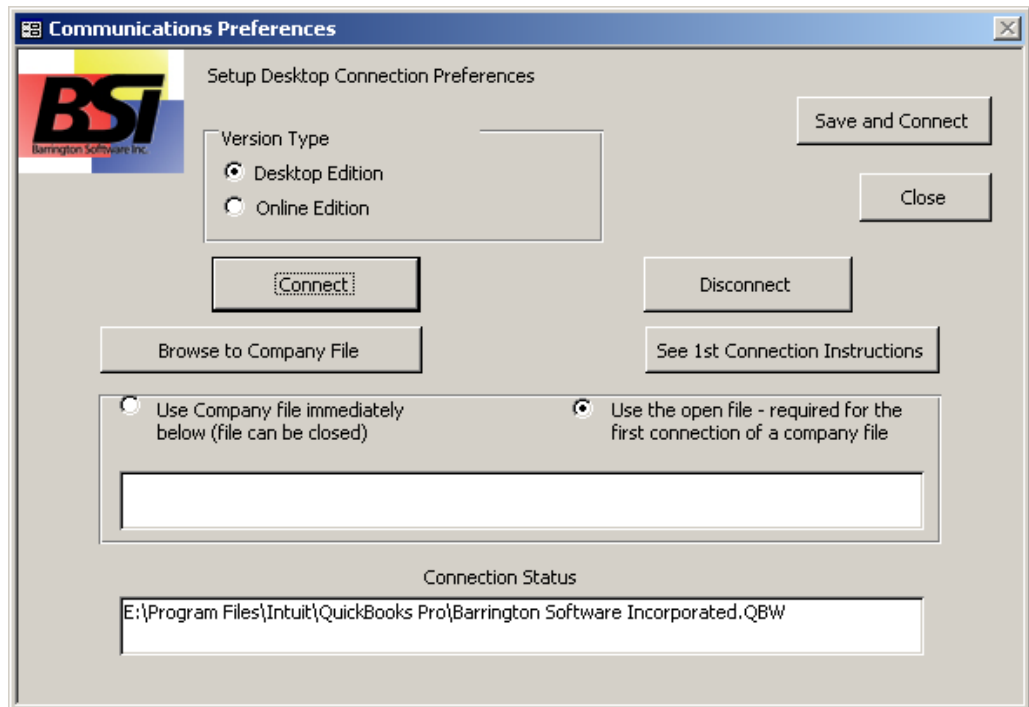




Illustration 3 Connect to your QuickBooks® Company File

Go to Programs-> Barrington Software Incorporated-> BSI Accounting Bridge to open the application. The BSI Accounting Bridge Switchboard appears. The first time you connect to a particular QuickBooks® Company file:

- ✚ The QuickBooks® file must be open in Multi-User (Go To File->Switch to Multi-User Mode in QuickBooks)
- ✚ Click 'Communication Preferences' on the toolbar and select 'Use whatever file is open'. Click 'Connect to QuickBooks'
- ✚ Select 'Yes, Always' to allow the BSI Accounting Bridge to access this Company File. With QuickBooks 2006, the connection is completed at this point. With older version of QuickBooks, continue to the next step.
- ✚ Click 'Disconnect From QuickBooks'
- ✚ In QuickBooks, Go to File-> Switch to Single-User Mode
- ✚ In QuickBooks, Go to Company-> Modify Service Access-> Select the 'Company Preferences' Tab and 'Integrated Applications' on the left. Select

Barrington Software Interface and click 'Properties' on the right. Select 'Allow this application to log in automatically'. Click 'OK' and close QuickBooks.

 Return to BSI Accounting Bridge, browse to the file from the 'Communication Preferences Screen, and click OK. Clicking OK saves the preferences. **This process must occur for the first connection of each Company file.**

 If this is not the first time connecting, browse to your QuickBooks® Company file, (.QBW), which will be in your Intuit Installation Directory, and select 'Use this company file' or open your QuickBooks® Company file in multi-user mode and select 'Use Whatever file is open' to connect. If you want to change the file to which you are currently connected, click Disconnect and browse to the new Company file.

Send Initial Load To Accounting

Click 'Inventory/Sell Items to Accounting' on the BSI Accounting Bridge Switchboard. This brings up the 'Select initial load to Accounting Information Form'. You can select from: 'All inventory with no assigned location', 'All inventory with an assigned location', 'non-inventory sell items', or Cost Centers by name when sending to your QuickBooks® Company file. You can select to send only certain locations within a Cost Center. Selection of each has the following implications.

- 'All Inventory with no assigned location' sends inventory with no assigned location and sets the counts and valuations to zero.
- 'All inventory with an assigned location' sends inventory that has been assigned a location. The total aggregate counts across all Cost Centers are sent to the QuickBooks® Company file. This is used if you are interested in maintaining a Company File that consists of all Cost Center aggregates.
- Selection of non-inventory sell items sends items that are set up as sell items in CookenPro or BSI Inventory Control that do not have a corresponding entry in inventory.
- Selection of a specific Cost Center or locations within a cost center causes only inventory that has been assigned to that Cost Center/location to be sent to your QuickBooks® Company File. Aggregate counts and valuations for inventory assigned to the selected Cost Center are

sent. This is used if you want to do Cost Center accounting in QuickBooks® that corresponds to your CookenPro or BSI Inventory Control accounting.

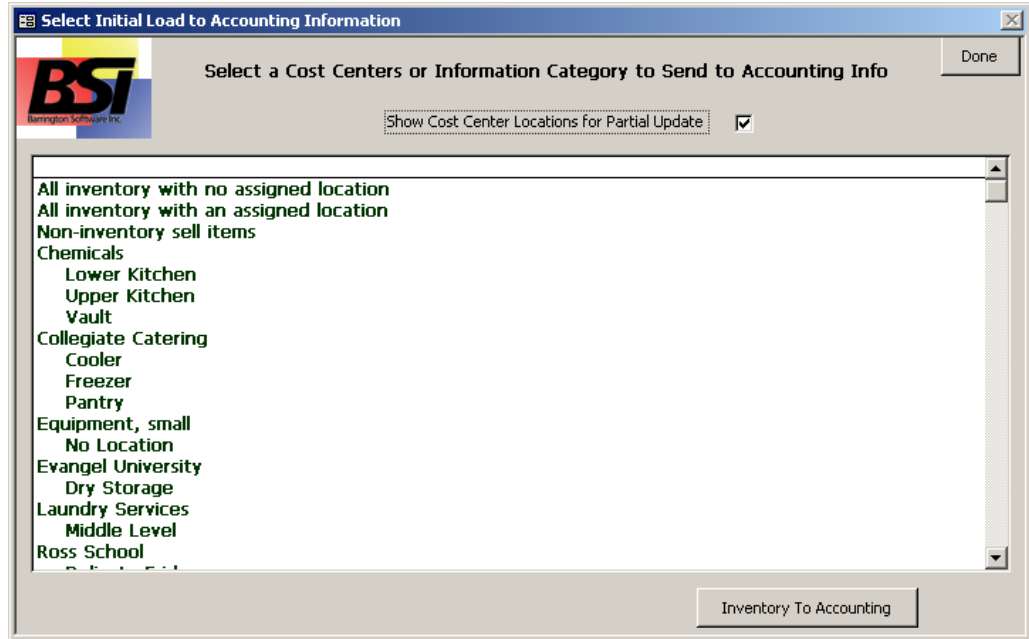


Illustration 4 Send Inventory to your QuickBooks Company File

Initial Load From Accounting

Initial Load From Accounting is used to transfer inventory from your QuickBooks® Company File to CookenPro or BSI Inventory Control. The obvious use of this is to avoid inventory double entry by taking advantage of inventory that is already established. This function can be initiated by clicking 'Inventory from Accounting' on the BSI Accounting Bridge Switchboard. This is a minimal data transfer, populating the item description, identification, and purchase unit cost. This data is not complete enough for either application and must be completed to use the inventory functions. Check the appropriate box if you would like the accounting category to be sent with each item. When the 'Accounting Category' is sent it establishes an entry in the QuickBooks Inventory List for that Accounting Category with each item assigned that category listed under the category.

Establish Accounts

Users can click 'Account Defaults' on the toolbar to set account defaults for All Cost Centers or for specific Cost Centers. Select a cost center from the

dropdown list or type in “All Cost Centers.” If (custom) default accounts are not specified, QuickBooks® normal default accounts are used. Inventory will be reflected as COGS Account – ‘Cost of Goods Sold’, Asset Account – ‘Inventory Asset’, Income Account – Sale’. If custom default accounts are defined, these are automatically established in QuickBooks® for you.

Establish Bills, Items and Vendors

Users who have created a purchase order in CookenPro or BSI Inventory Control and converted that PO to an Invoice can send it to their QuickBooks® Company file, creating a ‘Bill’ in QuickBooks. **If the Items on the Invoice are not already entered as QuickBooks® Items, the ‘Items’ will be created in QuickBooks unless ‘Do Not Create Items or Accounts in QuickBooks’ is checked. In that case, new items will not automatically be added. See Organizational Settings.** If the vendor is not in QuickBooks, the **Interface will establish the vendor** from the information in the CookenPro or BSI Inventory Control invoice.

Note: There is a 400 item per invoice limit. If an invoice has more than 400 items, the transfer will not be made. Invoices can be sent in summary form by accounting category for those that exceed this limit.

Go to Programs->Barrington Software Incorporated->BSI Accounting Bridge to open the application. The BSI Accounting Bridge Switchboard appears. Click ‘Invoices to Accounting’. Select the invoice that you want to send to your QuickBooks® Company File. Click ‘Send To QuickBooks’. Review the ‘Event Log’ for details of the transaction.

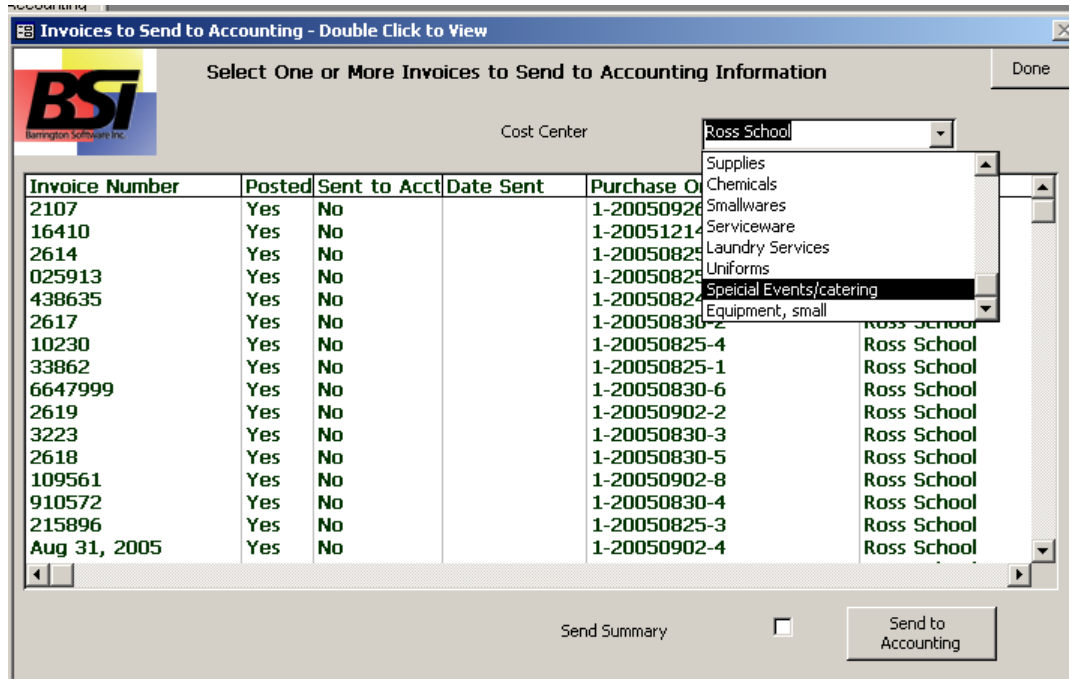


Illustration 5 Use this form to send Invoices

Multi-Currency Vendor Bills

If you purchase from vendors who bill you in more than one currency, you can use the following procedure to manage your inventory and accounts payables. When you receive an invoice into CookenPro or BSI Inventory Control, convert the invoice to dollars (USD or CDN), depending on your country. You must have the proper currency set on your PC from the Control Panel->Regional and Language Options. It is necessary that goods be received in a single currency. When you post the invoice, the back-office system uses the receiving price to calculate periodic costs.

Create a QuickBooks® company file that you use only to pay vendors in a specific currency. Turn multi-currency on (Preferences-Accounting->Company Preferences->multi-currency) and select your vendors' currency from the drop down list as your home currency. Check 'foreign item currency' and select the currency, which should match your native dollar currency. You can download exchange rates on a daily basis. On the same day that you receive your goods or services, download the day's exchange rate and post the invoice to vendor payables. Your vendor bill should be accurately created and your vendor account set up for you in your company file. Your invoice is still available to post to another company file in which you keep all of your normal accounting.

Maintain Inventory Counts, Extensions

The 'Inventory Counts to Accounting' function, available from the BSI Accounting Bridge Switchboard maintains inventory Counts and Extensions in QuickBooks®. The items must already be in QuickBooks (See Initial Load). You can send your inventory counts and extensions for one or more Cost Centers or for specified locations within a Cost Center. If you are updating, for the first time, before you have completely counted your inventory, you can filter to exclude items with a 0 quantity.

The inventory counts and extensions come from CookenPro or BSI Inventory Control and one of these two programs must be installed in order to have this function work. Both of these programs maintain inventory by Purchase Units and Inventory Units. In order for this feature to work properly, each inventory item must be set up completely and accurately, including the "IU/PU" entry, which is the number of Inventory Units that are contained in each Purchase Unit.

The BSI Accounting Bridge converts the number of Inventory Units to the proper Purchase Unit decimal equivalent when maintaining counts in your QuickBooks® Company File. When "Extensions" are sent to your QuickBooks® Company File where they are viewed as "Valuations", they are calculated on a FIFO, LIFO, or Current PU cost basis according to your settings.

A FIFO (first in first out) setting calculates on the assumption that the oldest item purchased is the first used, a LIFO (last in last out) setting calculates on the assumption that the most recently purchased is the first used, and a Current PU Cost Setting assumes that a "Valuation" is arrived at by multiplying current quantity by current Purchase Unit cost.

The purpose of maintaining a Company File with all Inventory Items is to aggregate information across multiple Cost Centers. Cost Center information can also be maintained in separate company files.

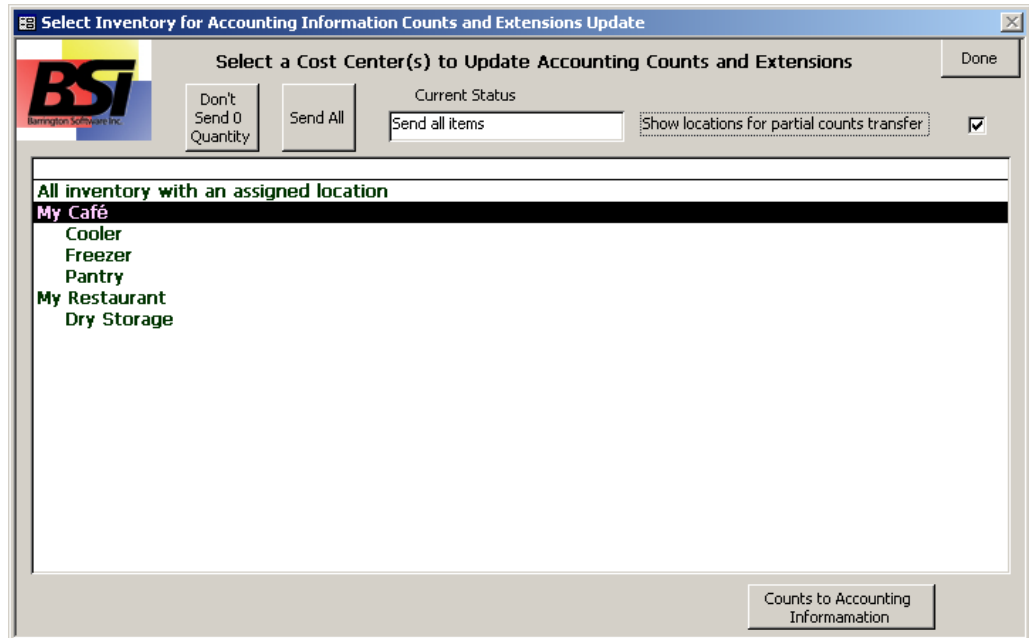


Illustration 6 Send Inventory Counts and Extension to QuickBooks

Establish Items From Sales Information

1. Click 'Sales to Accounting' from The BSI Accounting Bridge Switchboard.
2. Check the source of your sales information: 1) CookenPro, 2) BSI Inventory Control, or 3) POS Store & Forward. A checkbox for each will show only if it is installed on your computer.

What *Sales Source* should you select?

If you want to **Capture Sales** and **Cost of Sales**, select **POS Store & Forward**.

If you want to **Capture Sales** and **Cost of Sales** and additionally **Maintain Inventory**, select **CookenPro** or **BSI Inventory Control**.

 If *Sales Source* is CookenPro or BSI Inventory Control:

Turn on 'Units of Measure' in your QuickBooks® file.

For complex assemblies, use the 'Inventory Counts to Accounting' to maintain your QuickBooks® Company File Accounts.

If 'Do Not Create Items or Accounts in QuickBooks' is checked, new items will not automatically be added. **See Organizational Settings**

 If *Sales Source* is POS Store & Forward

Sell Items will be established as Inventory Items.

Inventory Items can be assigned - By Department/Sub Department within Chart Of Accounts, depending on your Settings.

Inventory Items will be assigned - To Standard **COGS, Asset, and Income Accounts**

If 'Do Not Create Items or Accounts in QuickBooks' is checked, new items will not automatically be added. **See Organizational Settings**

3. Select one or more sales batches.

If you want only a 'Sales Summary', check this box. A 'Sales Summary' is a total of each posting with a calculated 'Average Price. Click 'Send To QuickBooks'. Review the log for details of the transaction.

If you have modified sell items (cost, description, etc.) in POS Store & Forward and want to refresh items in QuickBooks, check 'Refresh Sell Items to QB'.

The 'Sales Information' will be reflected in your QuickBooks:

 Profit and Loss Statement

 Balance Statement

 Cash Flow Forecast

 Sales Reporting

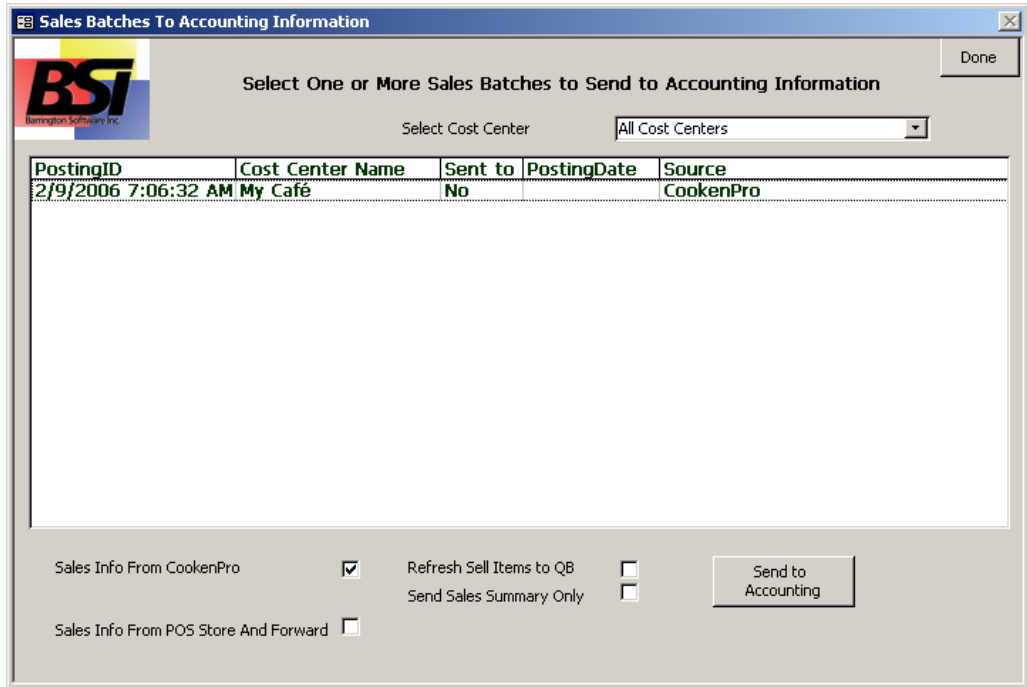


Illustration 7 Send sales information to QuickBooks.

Event Log

BSI Accounting Bridge provides an extensive Event Log that tracks all your activity. This information remains for 30 days and can be emailed for support purposes.

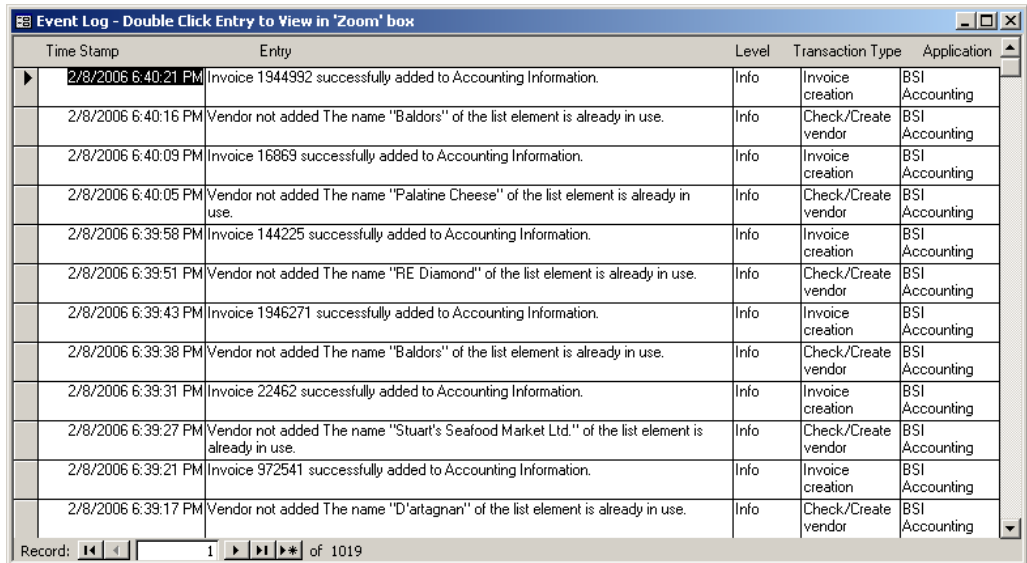


Illustration 8 Event Log

Automated Database Inspection

Install the maintenance server that was shipped with your program. This program follows the directions the user enters in the Settings – Backup and Maintenance functions, referred to previously and available from the toolbar.

Recovery

In the event of any problem with your QuickBooks® database, you can uninstall and reinstall the BSI Accounting Bridge without data loss because the source of all information is external to the BSI Accounting Bridge.

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