

# The Accounting Link Setup

## Introduction (Seminar 12)

There are a number of accounting links with the **ManuDyn** system and the extent to which they are integrated varies considerably. This seminar will examine the link to the system that has the highest level of integration almost to the point of seamlessness, namely **QuickBooks® Online**.

To begin we need to make sure that the two systems (*ManuDyn* and *QuickBooks®*) are both set up correctly before the link is established. Essentially, in *QuickBooks®* this means setting up the Tax Tables and the Chart of Accounts. In *ManuDyn*, it means defining the Customers, the Vendors, and the Material Items.

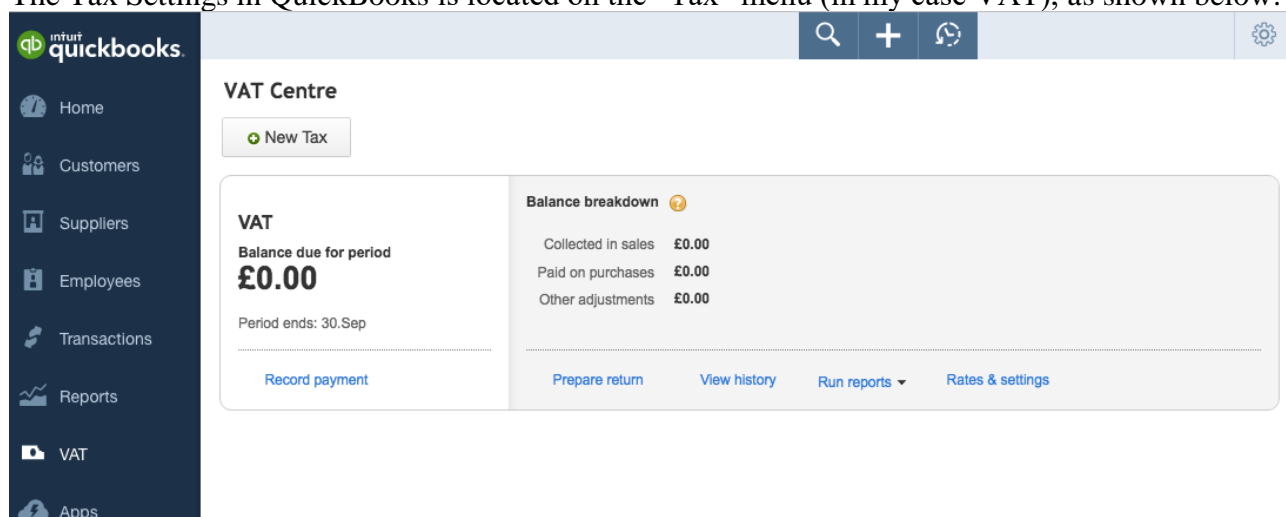
We will start with a clean system in each case and work through the set up and then the operational aspects of the system.

## Preparing for the Link

The initial preparation is done in *QuickBooks®* Online where we need to set up the Tax Table. This table will be automatically imported into *ManuDyn* when the link is initiated and any changes you make to the Tax Table in *QuickBooks®* after the link is established, will also need to be brought across.

**Note i.** When the link is established **ALL Tax Table setup has to be done in *QuickBooks***

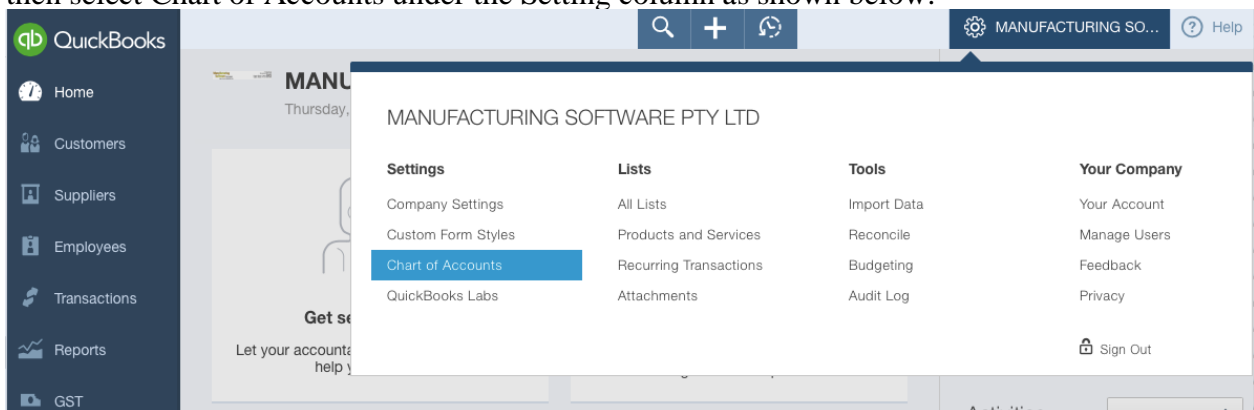
The Tax Settings in QuickBooks is located on the “Tax” menu (in my case VAT), as shown below:



Select the *Rates & Settings* option on the far right to examine the existing settings (see below) or select the New Tax button to set the tax information if it is not already present.

▼ VAT Rates		
Tax Name	Description	VAT on Sales Items
0.0% ECG	EC Goods Zero-rated	EC Sales of Goods Standard 0%
0.0% ECS	EC Services Zero-rated	EC Sales of Services Standard 0%
0.0% RC	Reverse Charge	
0.0% Z	Zero-Rated	VAT on Purchase Items
20.0% ECG	EC Goods Standard	Zero-Rated Purchase 0%
20.0% ECS	EC Services Standard	EC Purch of Goods Zero-Rated 0%
20.0% RC MPCCs	Reverse Charge Phones and computer chips	
20.0% RC SG	Reverse Charge Services	
20.0% S	Standard	
5.0% R	Reduced	
Exempt	Exempt From VAT	

The next thing that needs to be checked is the *Chart of Accounts*. To view the existing chart select the Set Up icon (a cog) adjacent to your Company name on the top right of the home screen, and then select Chart of Accounts under the Setting column as shown below:



This will recall the existing chart to allow you (or your accountant) to view and otherwise alter the existing chart to suit your needs.

QuickBooks

Home

Customers

Suppliers

Employees

Transactions

Banking

Sales

Expenses

Chart of Accounts

Reports

GST

MANUFACTURING SO...

Help

Chart of Accounts

All Lists

Run Report

New

Filter by name

NAME	TYPE ▲	DETAIL TYPE	GST RATE	QUICKBOOKS E	BANK BALANCE	ACTION
Cheque Account	Cash an...	Cash on...		3,847.69	6,849.00	Account history ▼
Savings	Cash an...	Savings		19.92	19.92	Account history ▼
Accounts receivable	Accounts re...	Accounts Re...		210.00		Account history ▼
Finished Goods	Current assets	Inventory		0.00		Account history ▼
Inventory	Current assets	Inventory		2,000.00		Account history ▼
Inventory Asset	Current assets	Inventory		0.00		Account history ▼

To see the accounts organized by category or type, select the “TYPE” column heading. You need to ensure that the items in the chart of accounts cover your requirements for Income (sales) and Expenses (Costs) and Balance Sheet items. The link with *ManuDyn* requires the follow items;

P & L Income Accounts

- At least one Income account – Sales Income
- A second (optional) Income account – Other Income
- A Freight Income account – Freight Received
- A Discount account – Discounts Given

P & L Expense Accounts

- At least one Expense account – Supplies & Materials (Cost of Goods – Materials)
- A second Expense account – Other Expenses
- A Freight Expense account – Freight Paid
- A Material Variance Account (Can be either the Cost of Goods Sold Account OR in addition to it).

Balance Sheet Perpetual Inventory Accounts

- A Goods Received Control account – Goods Received Control
- An Inventory (Current Asset) account – Inventory
- A Work-In-Progress (Current Asset) account – WIP Inventory
- A Finished Goods (Current Asset) account – Finished Goods Inventory

If you intend to run a Perpetual Inventory system including Labour you will also need the following:

P & L Expense Accounts

- A Cost of Goods Sold Labour account
- A Payroll Expense account

If any of these items are not listed in the Chart of Accounts then you should add them.

**Note i.** You don’t need to setup the entire Chart of Accounts before initiating the link as any items added later will be automatically transferred to *ManuDyn*. The list above is only the minimum requirement to affect the Link.

**Note ii.** At this point the items listed above are all that is necessary to make the link with *ManuDyn*. You could set up Customer and Vendors and Material Items in QuickBooks and these can be imported into ManuDyn, however this task is best performed in *ManuDyn* as we will see shortly.

Once the set-up is complete in *QuickBooks* the next step is to actually initiate the Link. This is best done through *ManuDyn* and when *Quick Books* is not active.


**Note i.** You need to **log out of *QuickBooks Online* before proceeding to the next step.**

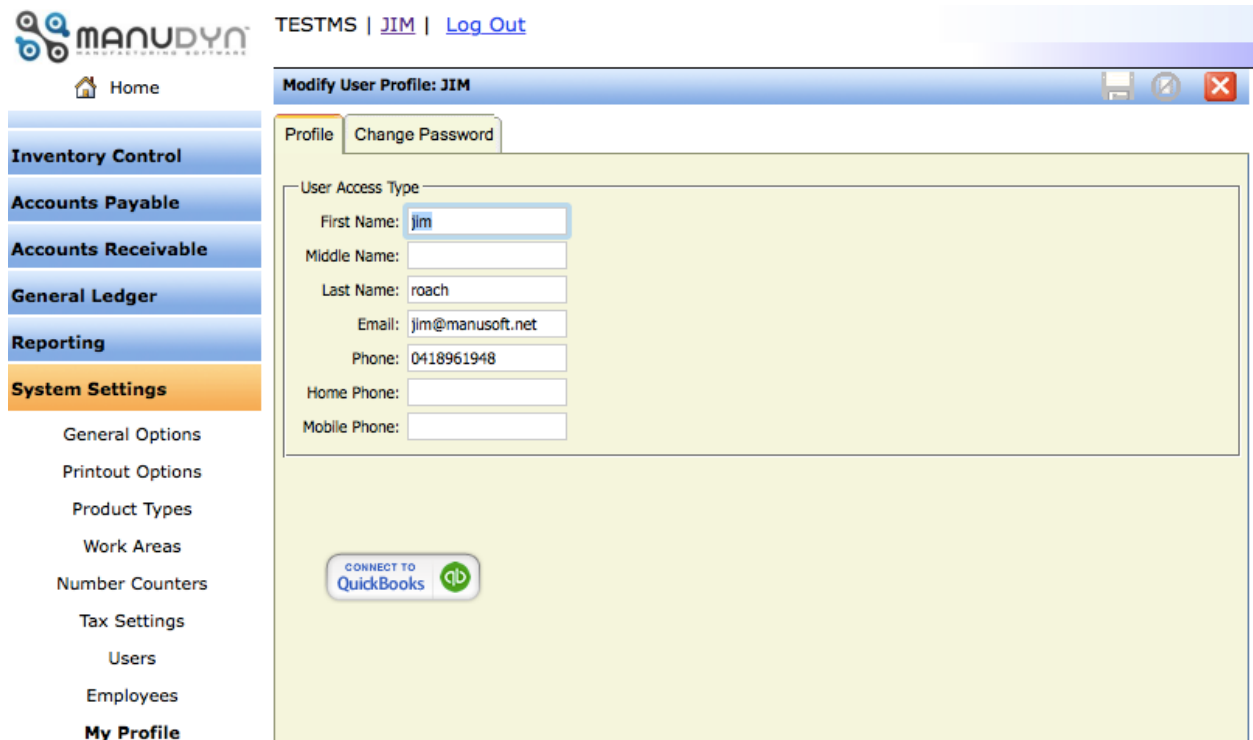
The final thing to do in the QuickBooks Setup is to ensure that if the Perpetual Inventory option is activated in ManuDyn then the “Track Stock Quantity on Hand” option in QuickBooks is disabled.

You do this from the *Setup Cog/Company Settings/Sales/Products and Services* selection in QuickBooks.

## Initiating the Link (from ManuDyn)

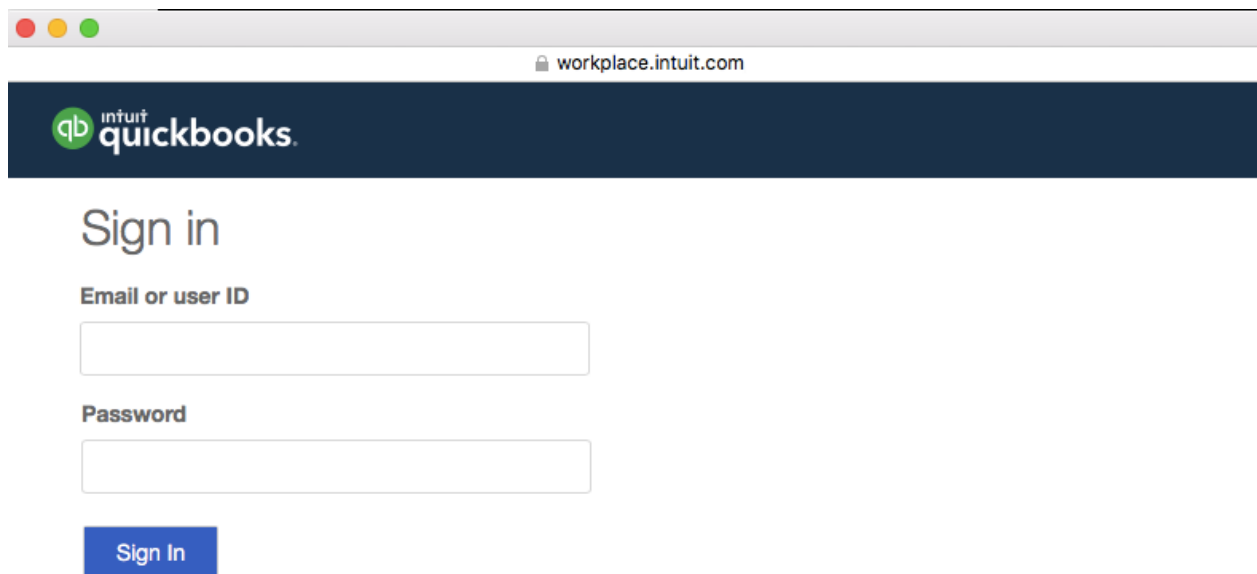
The link can be initiated from either QuickBooks or ManuDyn however it is best to initiate it from *ManuDyn*. The reason for this will become clear shortly. To initiate the Link from ManuDyn go to

System Settings/My Profile and select the  Icon as shown below:



The screenshot shows the ManuDyn web interface. On the left is a navigation menu with categories: Inventory Control, Accounts Payable, Accounts Receivable, General Ledger, Reporting, and System Settings (highlighted). Under System Settings are links for General Options, Printout Options, Product Types, Work Areas, Number Counters, Tax Settings, Users, Employees, and My Profile. The main content area is titled 'Modify User Profile: JIM' and has two tabs: 'Profile' (selected) and 'Change Password'. The 'Profile' tab contains a 'User Access Type' section with input fields for First Name (jim), Middle Name, Last Name (roach), Email (jim@manusoft.net), Phone (0418961948), Home Phone, and Mobile Phone. At the bottom of the profile section is a 'CONNECT TO QuickBooks qb' button.

This will recall the usual *QuickBooks Online* login screen:



The screenshot shows the QuickBooks Online login screen in a browser window. The address bar shows 'workplace.intuit.com'. The header features the 'intuit quickbooks' logo. Below the logo is the text 'Sign in'. There are two input fields: 'Email or user ID' and 'Password'. A blue 'Sign In' button is located below the password field.

And when you sign in the follow dialog will appear:

Welcome, Jim ([Not you?](#))

## Authorize the Sharing of Your Data Between ManuDyn Cloud 9 and Intuit



MANUFACTURING  
SOFTWARE PTY LTD




ManuDyn Cloud 9

By clicking Authorize, I allow Manufacturing Software USA Inc and Intuit to use my information\* in accordance with each company's respective terms of service and privacy policy; Manufacturing Software USA Inc's [Terms of Service](#) and [Privacy Policy](#). Additionally, where applicable, I give Manufacturing Software USA Inc limited access to my QuickBooks Payments account to provide me payments-related services. I authorize the sharing of data between Intuit and Manufacturing Software USA Inc. \*Information may include data from QuickBooks Online, QuickBooks Desktop and QuickBooks Payments.

No, thanks

Authorize

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The link has been found and now you need to authorize it. When you do you will notice a subtle change in the *ManuDyn* system screen - an Intuit Icon, () will be shown on the top right corner of the screen:

The screenshot shows the ManuDyn Cloud 9 interface. The top navigation bar includes the ManuDyn logo, user information (TESTMS | JIM | [Log Out](#)), and utility links (Tutorial, Help, and the Intuit icon). The main content area is divided into several sections: 'Outstanding' with a table of sales orders, 'Employee On Job %', 'Monthly Performance', and 'Alerts'. The left sidebar contains a list of system modules like Database Entry, Quoting, Sales Orders, etc.

To complete the initialization we need to go to *System Settings/General Options*. There are two tabs that need to be amended. The *Options Tab* to set the default tax assignments and the *Accounts Tab* to select the default general ledger assignments.

First let's look at the Options Tab where the Tax Defaults needs to be defined as shown below:

**General options for: TESTQBAUS**

Options | User-Defined Fields | Calendar | Schedule | Stock | Accounts | Currencies | Regional | Company Profile

Unit Price Quantity

Unit Price Quantity: 1  
Unit Price Quantity Description: Units

General Stock Settings

Relieve Stock At Job Issue: ☒  
Record Job cost during purchase receipt or return: ☐  
Material Valuation: ☒ Standard Cost ☐ Weighted Average Purchase Price

Job Cost Reporting

Labour valuation for job cost reporting: ☐ Employee pay rate ☒ Work Area rate

Taxation

Default Sales Tax Group: GST  
Default Purchase Tax Group: GST on non-capital  
Tax Type: ☐ Sales Tax ☒ Value Added Tax

**General Options**

- Printout Options
- Product Types
- Work Areas
- Number Counters
- Tax Settings
- Users
- Employees
- My Profile

Two defaults need to be defined, one for sales and one for purchases. In my example I have set the Tax Type to Value Added tax and the defaults accordingly. The precise Tax Group setting will vary from one country to another so you need to use the Lookup adjacent to the Tax Default field to select the appropriate tax code (see below).

**Tax Groups**

Code List | Details | Search | Show: Income

Find Code ?

Code	Description
0.0% ECG	0.0% ECG
0.0% ECS	0.0% ECS
0.0% RC	0.0% RC
0.0% Z	0.0% Z
20.0% S	20.0% S
5.0% R	5.0% R
Exempt	Exempt
No VAT	No VAT

Home Previous Next End OK Cancel

**Note i.** The “Tax Settings” menu item in *ManuDyn* is disabled as a result of the *QuickBooks* Link. Only transactions containing a valid QuickBooks tax group will be transferred into *QuickBooks* so all tax setup must now be done there.

This tab also sets the Material and Labour valuation options. That is, for the purposes of Job Costing and Perpetual Inventory valuations how “quantities” (of material and labour time) are turned into a monetary value. For materials this can be done either by Standard Cost or Weighted Average Purchase Price, and for labour the options are Employee Recovery Rate or Work Centre Recovery Rate.

We recommend that these options should be set to Standard Cost and Work Centre Recovery Rate as this is how the system generates a quoted price and as such the variance in Job Costing and Perpetual Inventory will be comparable.

The second tab to examine is the *Accounts Tab*. When the “Accounting Package” is set to QuickBooks the screen display will be similar to that shown below:

**General options for: TESTQBAUS**

Options | User-Defined Fields | Calendar | Schedule | Stock | **Accounts** | Currencies | Regional | Company Profile

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**General Ledger Export Settings**

General Ledger Export Enabled: ☒ Import Initial Data: ☐

Accounting Package: QuickBooks Online Advanced

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**Income and Expenses**

Default Income Account: <input type="text"/>	Default Expense Account: <input type="text"/>
Other Income Account: <input type="text"/>	Other Charges Account: <input type="text"/>
Freight Income Account: <input type="text"/>	Freight Charges Account: <input type="text"/>
Discount Given Account: <input type="text"/>	

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**Perpetual Inventory**

☐ Disable Perpetual Inventory Transfer

Goods Received Control Account: <input type="text"/>	Material Variance Account: <input type="text"/>
Inventory Asset Account: <input type="text"/>	
WIP Inventory Account: <input type="text"/>	
Finished Goods Account: <input type="text"/>	

☒ Add labor to the cost of manufactured items

Payroll Expense: <input type="text"/>	Cost of Goods Sold - Labor: <input type="text"/>
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**Import Data**

Import Data: Chart of Accounts Import

Once the “QuickBooks Online” Accounting Package is selected we need to define the Income, Expense, and Balance Sheet general ledger defaults. I will configure this setup to all of the accounts defined earlier. To do this I use the Lookup adjacent to each account, to select the required account code, as illustrated below:

General Ledger Accounts

Code List | Details | Search | Show All

Find Code ?

Code	Description	Account Type
1	Sales	Income
10	Bad debts	Expense
11	Bank charges	Expense
14	Dividend disbursed	Equity
15	Dividend Income	OtherIncome
2	Retained Earnings	Equity
20	Equipment Rental	Expense
21	Freight & Delivery - COS	CostofGoodsSold

Home Previous Next End OK Cancel

Note that the Chart of Accounts setup in *QuickBooks* Online has been copied over to *ManuDyn* and that *QuickBooks* has allocated a sequential Code number to each of the accounts displayed in the *ManuDyn* Lookup. This Code should be used to define the defaults here and elsewhere in the system where you can make specific general ledger assignments for Customers, Vendors or Material Items, which over-ride these defaults. We will look at this later; for now, however, we will keep it simple and work with these default assignments only.

There is also an option to “Add Labour to the Cost of Manufactured Items”. If you select this option you will be adding Labour Cost to the Work-In-Progress account in *QuickBooks* as it is recorded as Job Cost in *ManuDyn* and this cost will be accrued to “Cost of Goods Sold – Labour” when the Sales Order is invoiced. You will need to also define the appropriate accounts in *manuDyn*.

Your screen display after the default accounts has been set should look something like this:



Home

Database Entry

Quoting

Sales Orders

Scheduling

Purchase Orders

Request For Quote

Purchase Orders

Print Purchase

Receive Purchases

Return Purchases

Print Return Authoristaion

Outstanding Purchases

Inventory Control

Accounts Payable

Accounts Receivable

General Ledger

Reporting

System Settings

General options for: TESTQBAUS

Options User-Defined Fields Calendar Schedule Stock Accounts Currencies Regional Company Profile

General Ledger Export Settings

General Ledger Export Enabled: ☒ Import Initial Data: ☐

Accounting Package: QuickBooks Online Advanced

Income and Expenses

Default Income Account: 1 Default Expense Account: 67

Other Income Account: 75 Other Charges Account: 60

Freight Income Account: 76 Freight Charges Account: 50

Discount Given Account: 61

Perpetual Inventory

☐ Disable Perpetual Inventory Transfer

Goods Received Control Account: 65 Material Variance Account: 66

Inventory Asset Account: 30

WIP Inventory Account: 63

Finished Goods Account: 64

☒ Add labor to the cost of manufactured items

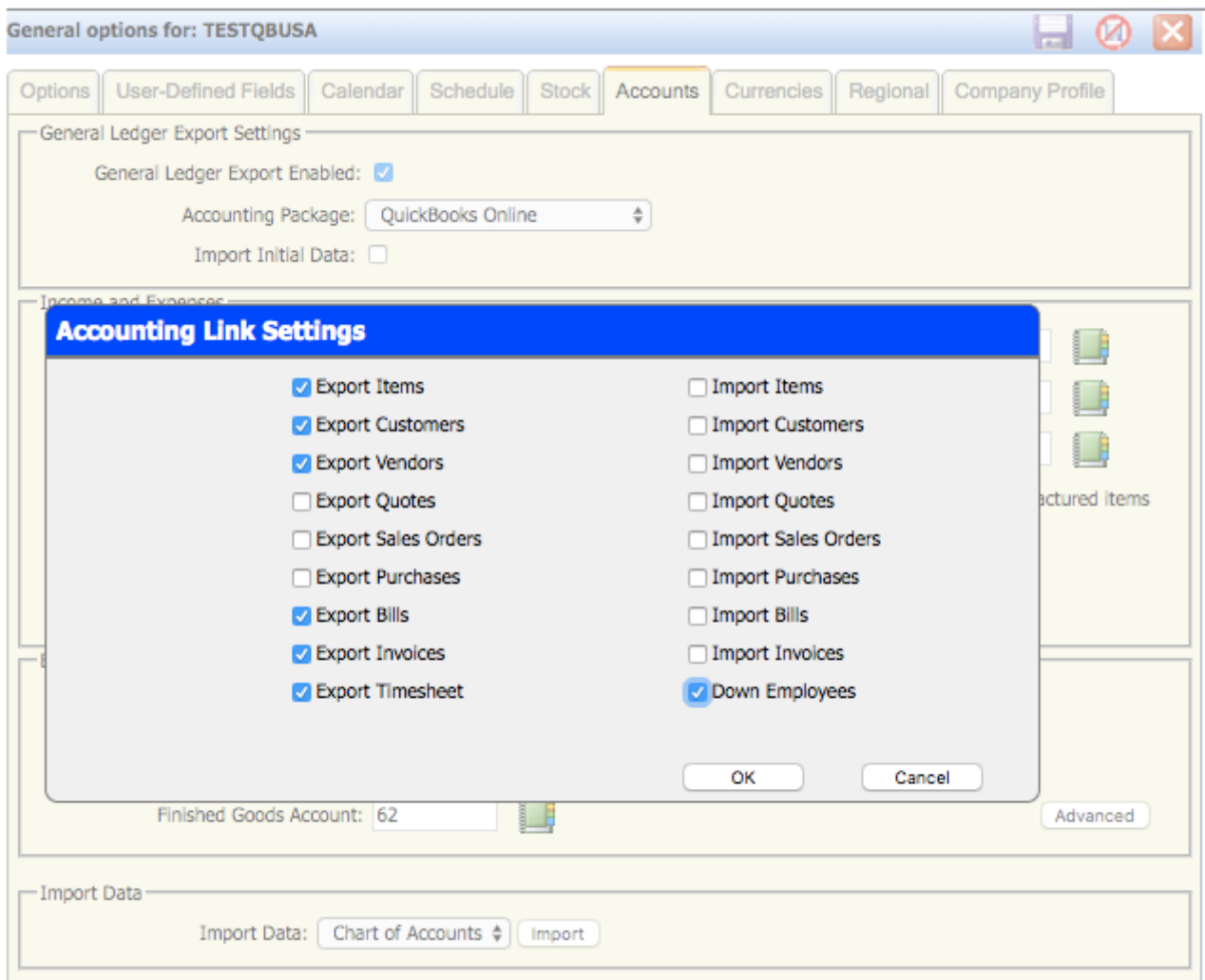
Payroll Expense: 68 Cost of Goods Sold - Labor: 69

Import Data

Import Data: Chart of Accounts Import

**Note i.** The system is designed to link ALL areas of accounting activity however you can selectively disable parts of the link by not assigning account defaults. For example, if you do not wish to maintain perpetual inventory updates then do not set the Balance Sheet defaults.

You should also take note of the Import Data option shown at the bottom of the screen. In the first instance the Chart of Account can be re-imported if a change has been made in QuickBooks that has not come across automatically. The other imports include Customers, Suppliers (Vendors) and Items as well as Invoices and Quotes however we won't go over that now. In fact it would best if we turned this import of these items off for now. We can do this by selecting the "Advanced" at the bottom right of the tab display show above.



The Advanced settings recommended are shown above. In this setup Items, Customers and Vendors are created in ManuDyn and transferred to QuickBooks Online as Debtors and Supplier Invoices are raised. If the Payroll is activated then the Employees are brought in from QuickBooks and ManuDyn passes the time sheet information to QuickBooks.

The other recommendation regarding the Link is;

***“Don’t try and do too much in one go”.***

I would recommend first initiating the Debtors system for Customer invoices (Income Accounts), and disabling the rest. When you have this part of the Link transferring to your satisfaction enable the Creditors side (Expense Accounts), for Purchasing and Supplier Invoices. Then once this is bedded down activate the Perpetual Inventory system (once you have examined the system thoroughly).

## Disconnecting the Link

The Link can be disconnected from either the ManuDyn or the QuickBooks end. If you look once again at the *System Setting/My Profile* menu option used to initiate the link you will note that the Intuit Icon has been replaced with a Disconnect Icon as shown below:

ManuDYN TESTMS | [JIM](#) | [Log Out](#)

Home

**Accounts Receivable**

**General Ledger**

**Reporting**

**System Settings**

- General Options
- Printout Options
- Product Types
- Work Areas
- Number Counters
- Tax Settings
- Users
- Employees
- My Profile**

**Modify User Profile: JIM**

Profile Change Password

User Access Type

First Name:

Middle Name:

Last Name:

Email:

Phone:

Home Phone:

Mobile Phone:

**Disconnect QuickBooks**

Selecting the “Disconnect QuickBooks” will terminate the connection as shown below:

ManuDYN TESTMS | [JIM](#) | [Log Out](#)

Home

**Database Entry**

**Quoting**

**Sales Orders**

**Scheduling**

**Purchase Orders**

**Inventory Control**

**Accounts Payable**

**Accounts Receivable**

**General Ledger**

**Reporting**

**System Settings**

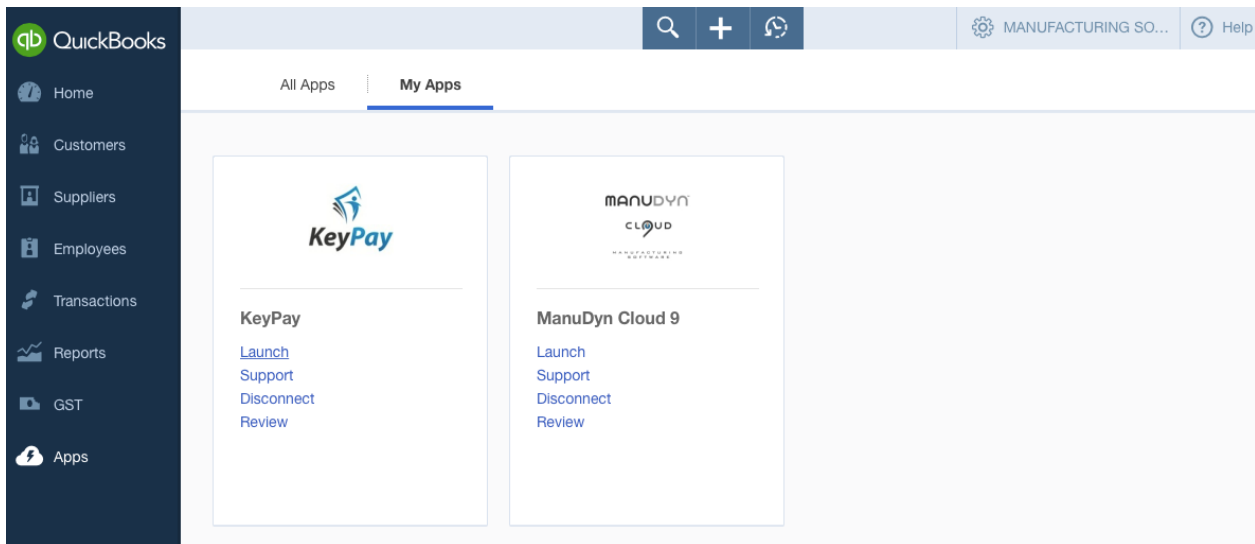
**QuickBooks Integration Disconnected**

Your Intuit account has been disconnected from your ManuDyn Cloud 9 account. It can be reconnected at any time by going opening the "My Profile" page ("System Settings" - "My Profile") and clicking the "Connect To QuickBooks" icon.

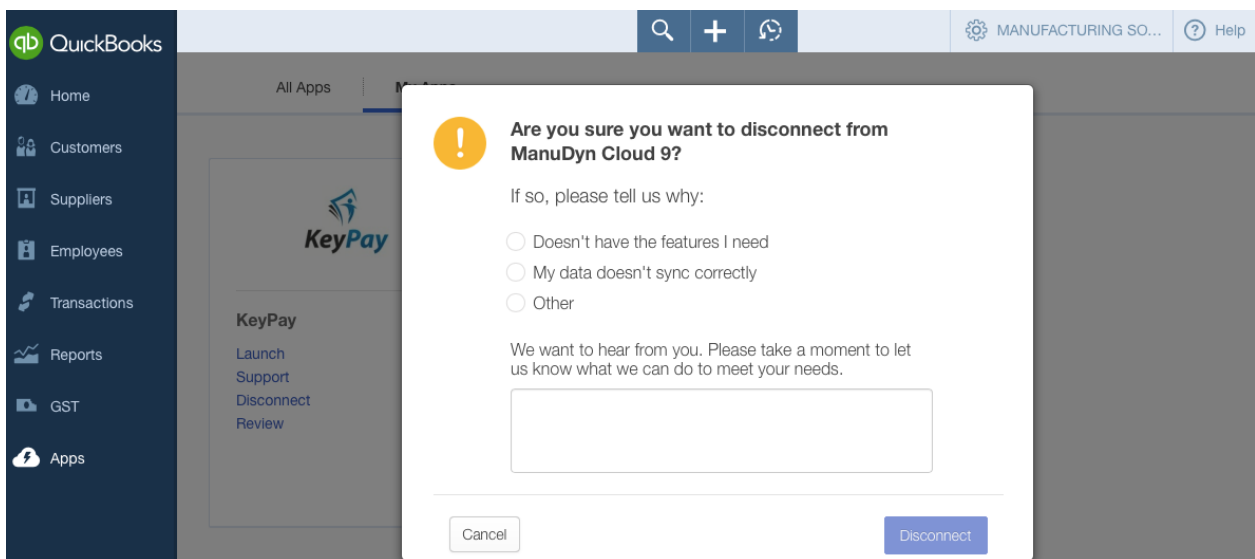
CONNECT TO QuickBooks qb

The connection can be restored by either selecting the “Connect to QuickBooks” option show above or by returning to *System Setting/ My Profile* to repeat the connection procedure described earlier.

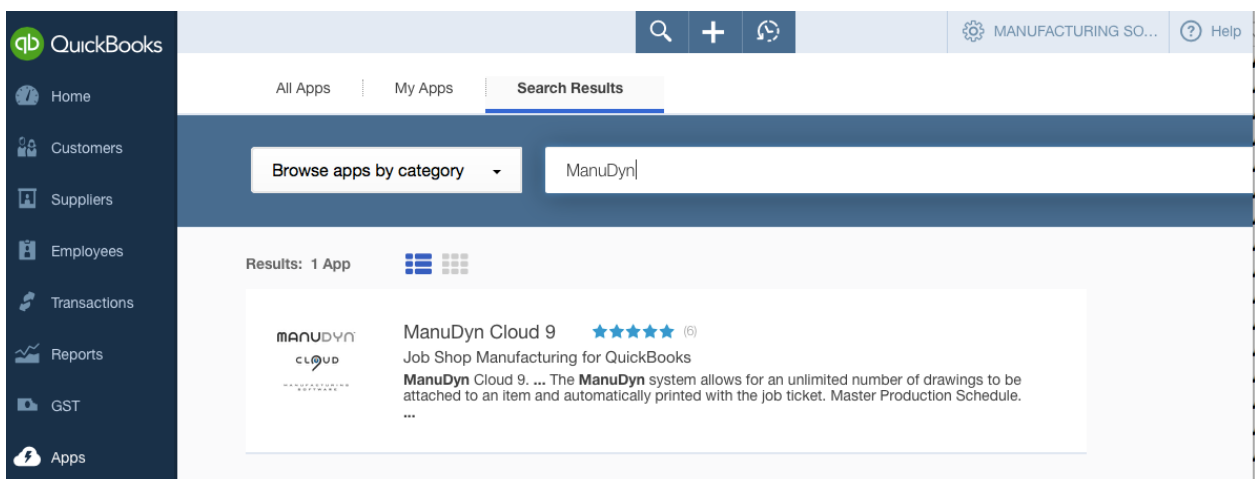
The Link can also be Disconnected from QuickBooks by going to the *Apps* menu item and selecting the *My Apps tab* as shown below:



Selecting the “Disconnect” option will cause the following dialog to be displayed:



Finally, the Link can be reactivated (after disconnection) from QuickBooks as well as *ManuDyn*. In QuickBooks you select the *Apps* menu option and search for *ManuDyn*. The following screen will be displayed and you can get the Link by selecting the “ManuDyn Cloud 9” Icon:



## Preparation in ManuDyn (Customers, Vendors & Items)

This is good time to examine one of the major points of difference between ManuDyn and QuickBooks, and that is in reference to “Codes”.

In ManuDyn we need to define an abbreviated reference for Companies and Material Items in order to create transactions that can be displayed in a clear and efficient manner. So Customers and Vendors have a detailed *Company Name* but are referred to throughout the system by their abbreviated *Code*. In QuickBooks Customers and Vendors are primarily referred to by their *Company Name* and this name occurs on all documentation.

Similarly with Items, *ManuDyn* refers to them by an abbreviated code whereas *QuickBooks* uses the full *Item Description*. Once again it is best to initiate these items in ManuDyn.

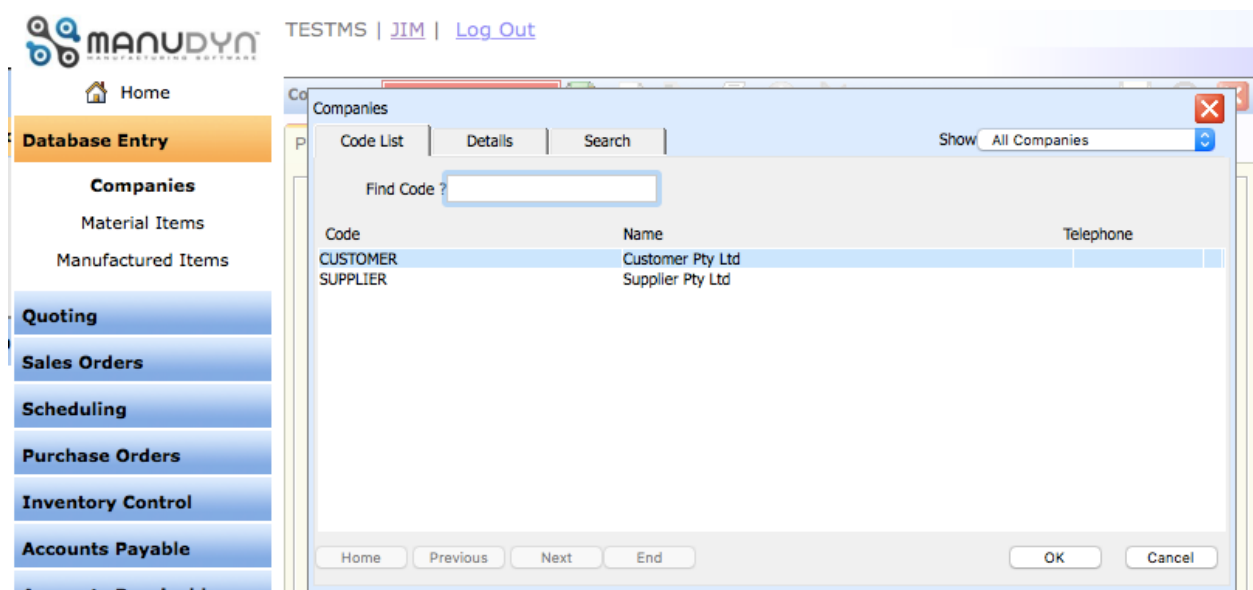
**Note i.** It should be noted that the transfer of Companies and Items created in ManuDyn over to QuickBooks does not occur until such time as a transaction is raised. That is, an Accounts Receivable Invoice (in ManuDyn this is a Sales Order Invoice) or an Accounts Payable Invoice (in ManuDyn this is a Supplier Invoice usually associated with the Receipt of Goods from a Purchase Order).

To illustrate the Link in operation let’s start by creating some Companies (a Customer and a Vendor) and raise some invoices for them.

### Companies

Customers and Vendors should be created in ManuDyn so that “you” can assign their *Code*. If you create them in QuickBooks then the *Display Name* in QuickBooks becomes the *Code* in ManuDyn which may potentially be very messy. If you create companies in ManuDyn then the Company Name becomes the *Display Name* in QuickBooks – which is what you want.

To see the effect here let’s create two Companies; a customer call ***Customer Pty Ltd*** and a Vendor called ***Supplier Pty Ltd*** as shown in the lookup below:



The full details should be created including Contacts and Addresses (both Delivery and Invoice addresses). The delivery address in particular for the Customer is the point at which the tax settings are defined.

Company: CUSTOMER

Profile | **Contacts** | Address | Accounts | Other | Notes | Attachments

Contact Details

#	First Name	Initial	Last Name	Position	Telephone	Mobile Phone	Email
1	Jim		Roach	Manager	02 9542 3066	0418 961 948	jim@manusoft.net

Company: CUSTOMER

Profile | **Contacts** | **Address** | Accounts | Other | Notes | Attachments

Address Information

#	Type	Addressee	Street	Suburb	State	Postcode	Country
1	I		57 Oak Road	Kirrawee	NSW	2232	Australia
2	D		57 Oak Road	Kirrawee	NSW	2232	Australia

The Tax Setting for the Company is defined by selecting the item in the Address grid shown above to display the dialog below:

Company: CUSTOMER

Address Number: 2

Address Type: Delivery ☐ Disabled

Addressee:


Street:

Suburb:

State:  Postcode:

Country:

Comments:

Tax Group ID:  

Shipped Via:

F.O.B.:

PREPAID or COLLECT:

Third Party Billing:

Delete Move Record Before: 2 - 1 The back La  Move OK Cancel

The “Tax Group ID” is recalled from the default setting defined earlier. You can use the Lookup to select an alternative Tax Group ID which will over-ride the default on a Customer by Customer (delivery address) basis.

Once the Customer information is set you should created the Supplier and indicate the tax setting for that vendor. The Contacts and Addresses need to be defined.

Where Value Added Tax is applied to purchases you need to set the Tax Setting for the Company in the system that is "YOU". In my system this is "TESTQBUK" and the setting is as shown below:

The screenshot shows the ManuDyn software interface. On the left is a navigation menu with sections: Database Entry (Companies, Material Items, Manufactured Items, Item Configurator, Item Routing Sheet, Indented Bill Of Material, Item Schematic Explosion), Quoting, Sales Orders, Scheduling, Purchase Orders, Inventory Control, Accounts Payable, and Accounts Receivable. The main window is titled 'TESTQBUK | JIM | Log Out'. The 'Company' dropdown is set to 'TESTQBUK'. The 'Address Number' is 1. The 'Address Type' is 'Delivery & Invoice'. The 'Addressee' is 'testqbuk'. The 'Street' is '57 Oak Road'. The 'Suburb' is 'Kirrawee'. The 'State' is 'nsw' and the 'Postcode' is '2232'. The 'Country' is set to Australia. The 'Tax Group ID' is '20.0% S'. The 'Shipped Via' and 'F.O.B.' fields are empty. The 'PREPAID or COLLECT' field is empty. The 'Third Party Billing' field is empty. At the bottom, there are buttons for 'Delete', 'Move Record Before: 1 - 57 Oak Road', 'Move', 'OK', and 'Cancel'.

## Material Items

In addition to setting up these two Companies we will also set up two Non-Stock Material Items so that we can show the Link in its simplest form. The two Items to be created are **Consultancy Services** (to be used as an Other Income Item), and **Subcontract Work** (used for the purchase of outside labour services)

The screenshot shows the ManuDyn software interface. On the left is a navigation menu with sections: Database Entry (Companies, Material Items, Manufactured Items, Item Configurator, Item Routing Sheet, Indented Bill Of Material, Item Schematic Explosion), Quoting, and Sales Orders. The main window is titled 'TESTMS | JIM | Log Out'. The 'Item Code' is 'CONSULTANCY'. The 'Attributes' tab is selected. The 'Item Specification' section has 'Manufactured Item' and 'Disabled' checkboxes. The 'Revision' field is empty. The 'Customer' field is empty. The 'Description' is 'Consultancy Services'. The 'Stock Holding Specification' section has 'Units Of Measure' set to 'hours'. The 'Non Stock Item' checkbox is checked. The 'Re Order Level' and 'Re Order Quantity' fields are empty. The 'Enable Serial Tracking' and 'Enable Lot Tracking' checkboxes are unchecked. The 'Shelf Life' field is empty. The 'Barcode' field is empty. The 'Standard Cost' is '100'. The 'Format' is 'Code39'. There is a 'Refresh Costs' button.



The first Item, CONSULTANCY, is set at a Standard Cost of \$100/hour as shown above. This is a “Non-Stock” Item as we keep no inventory and as such the supplier field can be left blank.

The second item Code is SUBCONTRACT and it also is a “Non-Stock” Item. In this case the Units of Measure are “units” and the price is set to zero (because it’s going to vary each time we use this code):

As the Subcontract Item has to be purchased we will need a supplier. This is done on the Supplier Tab in the usually way. The supplier we select should be the one we setup earlier.

We also need to set a specific general ledger assignment for this non item as when “goods are received” and reconciled against a supplier invoice we do not want them going into Inventory but rather to the specific GL assignment. I have selected Cost of Goods Sold – Direct Expenses for this purpose as shown below:

#	Supplier	Supplier Item Code	Price (£)	UOM	Conversion Factor	Lead Time
1	SUPPLIER		1.0000	units	1	0

OK – so that’s the preparation – now let’s see what happens when we raise some invoices. First, lets look at the Accounts Receivable Invoice:



## Accounts Receivable Invoice

To raise and invoice go to *Accounts Receivable/Invoices* and select the New Icon (which assigns the next invoice number in the list) and then use the Lookup to recall the Customer. The screen display is shown below:

TESTQBUK | JIM | [Log Out](#)

Home

**Database Entry**

**Quoting**

**Sales Orders**

**Scheduling**

**Purchase Orders**

**Inventory Control**

**Accounts Payable**

**Accounts Receivable**

**Invoices**

Print Invoice

Credits

Print Credit

Receive Payments

Print Deposit Slip

Debtor Statement

Aged Balance Report

**General Ledger**

**Reporting**

**System Settings**

Invoice Number: 0000002

Despatch Advice Invoice

Invoice Details Other Notes Attachments

Invoice Details

Sales Order:

Customer: CUSTOMER

Contact:

Currency: Pound Sterling

Customer Order Number:

Invoice Date: 07/09/2016

Delivery Address: 1 The back Lane

Invoice Address: - 1 the Street

Currency Conversion: 1

Tax Group ID: 20.0% S

Department:

#	Item Code	Quantity	Unit Price	Other Charges	Freight	Discount %

Invoice Comment:

Tax Name	Tax Rate	Amount
SS-20.0	20.0000	0

Total Invoice Amount: £0

Last Emailed:

Last Modified:

OK Cancel

You should note that the default tax group is going to be applied. If you wish to change this it should be done here by selecting the Lookup adjacent to the tax field.

**Note i.** As shown in the screen display above some *ManuDyn* menu items under the *Accounts Receivable* button have been disabled as a result if the QuickBooks Link. You will no longer be able to finalize Invoices in *ManuDyn* through *Receive Payments*, or *Print Deposit Slips*, *Debtors Statements* or *Aged Balance Reports*. These accounting functions must now be performed only in QuickBooks.

To complete the invoice, select the Item Grid which recalls the Item Transaction dialog; use the Lookup to recall the CONSULTANCY Item Code and enter the number of hours to be billed. In my case I have entered 4 hours. The screen display at this point should be similar to that below:

Invoice Number: 0000001

Despatch Advice Invoice

Item #: 1

Sales Order:  Sales Order Item #:

Item Code:

Description:

From Store:  Batch #:

Quantity:  hours

Unit Price:  hours

Other Charges:

Freight:

Discount Rate:  Discount:

Taxable Item: ☒ Tax Rate:  Tax Amount:

Weight:  Gross weight:  Class:

Item Comment:

Serial Numbers:

Move Record Before:

Select the OK button to save the invoice item. You can save the invoice by selecting the OK button at the bottom of the screen OR as I have done, select the Invoice button on the Tool Bar which saves and prints the Invoice Advice.

A sample of the Invoice is shown below.

Print Preview



**Invoice**

**Customer:** Customer Pty Ltd  
**Invoice Address:**  
 1 the Street  
 Suburb State

**Date:** 07/09/2016  
**Terms:** Due on receipt  
**Deliver To:**  
 1 The back Lane  
 Suburb State

Invoice Number: 0000001	Quantity	Price	Total Price
Item Number: 1			
Our Item Code: CONSULTANCY	4	£ 100.00	£ 400.00
Description: Consultancy billed by the hour			
		<b>Total All Items</b>	<b>£ 400.00</b>
		SS-20.0	£ 80.00
		<b>Total All Items (inc tax)</b>	<b>£ 480.00</b>

If we now go into QuickBooks and select the Customers menu item we can see that **Customer Pty Ltd** has been brought across along with the invoice transaction.

If we look at the Profit and Loss and Balance Sheet reports (see below) you can see that the net invoice value (gross less tax) has been accrued to income in the P&L and in the Balance Sheet the Debtors and Tax Control account has been adjusted.

## Manufacturing Software UK Limited

### PROFIT AND LOSS

1 January - 15 September, 2016

	TOTAL
Income	
Sales	400.00
<b>Total Income</b>	<b>£400.00</b>
Cost of Sales	
Cost of Sales - Direct Expenses	0.00
<b>Total Cost of Sales</b>	<b>£0.00</b>
<b>Gross Profit</b>	<b>£400.00</b>
Expenses	
<b>Total Expenses</b>	
<b>Net Operating Income</b>	<b>£400.00</b>
<b>Net Income</b>	<b>£400.00</b>

## Manufacturing Software UK Limited

### BALANCE SHEET

As of September 15, 2016

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Current Assets	
Finished Goods Stock	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
Debtors	
Debtors	480.00
<b>Total Debtors</b>	<b>£480.00</b>
<b>Net current assets</b>	<b>£480.00</b>
Creditors: amounts falling due within one year	
Current Liabilities	
VAT Control	80.00
<b>Total Current Liabilities</b>	<b>£80.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£80.00</b>
<b>Net current assets (liabilities)</b>	<b>£400.00</b>
<b>Total assets less current liabilities</b>	<b>£400.00</b>
<b>Total net assets (liabilities)</b>	<b>£400.00</b>
Capital and Reserves	
Retained Earnings	
Profit for the year	400.00
<b>Total Capital and Reserves</b>	<b>£400.00</b>

Now let's look at an Accounts Payable Invoice.

## Accounts Payable Invoice

A Supplier Invoice in *ManuDyn* is raised through the *Accounts Payable/Receive Invoices* menu item. Use the Lookup to select our supplier and then either select the New Icon (which assigns the next invoice number in the list), or enter the supplier invoice number as shown on the suppliers invoice (usual procedure). The screen display is shown below:

ManuDyn TESTQBUK | JIM | Log Out

Home

**Database Entry**

**Quoting**

**Sales Orders**

**Scheduling**

**Purchase Orders**

**Inventory Control**

**Accounts Payable**

**Receive Invoices**

Receive Credits

Make Payments

Print Remittance

Aged Balance Report

Reconcile Transactions

Supplier Code: SUPPLIER Invoice #: 20160908

Supplier Invoice Other Notes

Invoice details

Purchase Order: Invoice Date: 08/09/2016

Currency: Pound Sterling Currency Conversion: 1

Tax Group ID: 20.0% S Department:

Line Items for Invoice

Date	Delivery Docket	Item Code	Type	Line Amount	Freight	Other

Comments:

Tax Name	Tax Rate	Amount
SP-20.0	20.0000	0

Total Invoice Amount £ 0

Last Modified:

OK Close

You should note that the item specific tax group is applied automatically, rather than the default. If you wish to change this it should be done here by selecting the Lookup adjacent to the tax field.

**Note i.** Once again the screen display above shows that some *ManuDyn* menu items under the *Accounts Payable* button have been disabled as a result if the QuickBooks Link. You will no longer be able to finalize Supplier Invoices in *ManuDyn* through the *Make Payments*, menu item, or *Print Remittances* advices, or *Aged Balance Reports*. These accounting functions must now be performed only in QuickBooks.

To complete the invoice select the Item Grid which recalls the Item Transaction dialog; use the Lookup to change the Account Code assignment to a specific expense account (in my case "Subcontractors" which was account 36)?

Item #: 1

Type: Invoice Line Item

☒ Taxable Item Tax Rate: 0

Item Code: SUBCONTRACTORS

Line Total (ex): 500

Other Charges:

Shipping:

Class:

Account Code 36

Account Code 34

Account Code 33

Record Comment:

Delete Move Record Before: 1 Move OK Cancel

Enter the value of the invoice (exclusive of tax) and a comment if necessary. The screen display at this point should be similar to that above). Select the OK button to save detail dialog. A sample of the Invoice is shown below.

Vendor Code:  Invoice #:

Vendor Bill | Other | Notes

Invoice details

Purchase Order:  Invoice Date:

Currency:  Currency Conversion:

Tax Group ID:  Department:

Line Items for Invoice

Date	Delivery Docket	Item Code	Type	Line Amount	Shipping	Other
2016-11-16		SUBCONTRACTORS		500		

Comments:

Tax Name	Tax Rate	Amount

Total Invoice Amount \$ 500

Last Modified:

You can save the invoice by selecting the OK button at the bottom of this screen.

If we now go into QuickBooks and select the Suppliers menu item we can see that **Supplier Pty Ltd** has been brought across along with the supplier invoice transaction.

Intuit quickbooks

Home | Customers | Suppliers | Employees | Transactions | Reports | VAT | Apps

Suppliers

Unbilled Last 365 Days: £0 (0 PURCHASE ORDER)

Unpaid Last 365 Days: £240 (1 OPEN BILL)

Paid: £0 (0 OVERDUE)

£0 (0 PAID LAST 30 DAYS)

Batch actions | Find a supplier or company

SUPPLIER	COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	Supplier Pty Ltd			£240.00	Make payment

< First Previous 1-1 Next Last >

Selecting the Supplier will show the details of the transaction in QuickBooks as shown below:

**Supplier Pty Ltd**  
 Supplier Pty Ltd | 1 the Street, Suburb, State  
*No notes available. Please click to add notes.*

Edit
New transaction ▾

£240.00

OPEN

£0.00

OVERDUE

Transaction List

Supplier Details

Batch actions ▾

Filter ▾

DATE ▾

TYPE

NO.

PAYEE

CATEGORY

TOTAL BEFORE VAT

VAT

TOTAL

ACTION

08/09/2016

Bill

2016...

Supplier Pty Ltd

Repair an ▾

£200.00

£40.00

£240.00

Make payment ▾

If we look at the Profit and Loss report (see below) you can see that the net amount of the supplier invoice (gross less tax) has been accrued to the “Cost of Goods – Direct Expenses” account.

### Manufacturing Software UK Limited

#### PROFIT AND LOSS

1 January - 15 September, 2016

	TOTAL ▾
<b>Income</b>	
Sales	400.00
<b>Total Income</b>	<b>£400.00</b>
<b>Cost of Sales</b>	
Cost of Sales - Direct Expenses	200.00
<b>Total Cost of Sales</b>	<b>£200.00</b>
<b>Gross Profit</b>	<b>£200.00</b>
<b>Expenses</b>	
Total Expenses	
<b>Net Operating Income</b>	<b>£200.00</b>
<b>Net Income</b>	<b>£200.00</b>

### Manufacturing Software UK Limited

#### BALANCE SHEET

As of September 15, 2016

	TOTAL ▾
<b>Fixed Asset</b>	
Total Fixed Asset	
<b>Current Assets</b>	
Finished Goods Stock	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
<b>Debtors</b>	
Debtors	480.00
<b>Total Debtors</b>	<b>£480.00</b>
<b>Net current assets</b>	<b>£480.00</b>
<b>Creditors: amounts falling due within one year</b>	
Current Liabilities	
VAT Control	40.00
<b>Total Current Liabilities</b>	<b>£40.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£40.00</b>
<b>Net current assets (liabilities)</b>	<b>£440.00</b>
<b>Total assets less current liabilities</b>	<b>£440.00</b>
<b>Total net assets (liabilities)</b>	<b>£440.00</b>
<b>Capital and Reserves</b>	
Retained Earnings	
Profit for the year	200.00
<b>Total Capital and Reserves</b>	<b>£200.00</b>

And in the Balance Sheet the Trade Creditors account has been adjusted as too has the VAT Control account. In my example the latter has been reduced in accordance with the amount of the Input Credit (the tax amount on the supplier invoice).

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## Concluding Remarks

This concludes the initial seminar dealing with initiating the QuickBooks Online Link with **ManuDyn**. In the next seminar we will look at a complete operation overview in connection with the Perpetual Inventory Link to **QuickBooks® Online**.

For now however let us just summarize what you need to do to initiate the Link

**1) Complete *QuickBooks* setup;**

- a) Ensure the Tax settings are fully configured.
- b) Add Inventory, Expense and Inventory Asset accounts and Control accounts required by ManuDyn if they are not already present in the Chart of Accounts.
- c) Disable Track Quantity on Hand (*Setup Cog, Company Settings/Sales/Product & Services*) so Perpetual Inventory can be progressed from ManuDyn.
- d) Ensure the “Track Stock Quantity on Hand” option is disabled if you intend to run Perpetual Inventory.

**2) Finalise setup in *ManuDyn*;**

- a) Set **Default Tax Groups** for Sales & Purchases and set the **Tax Type** (*System Setting/General Options-Option tab*)
- b) Set **Income, Expenses & Balance Sheet defaults** (*System Setting/General Options-Accounts tab*). Activate the “Add Labour Cost to Manufactured Items” is operating Perpetual Inventory. If you leave an account category “blank” it will be disabled.
- c) Check Advance settings to disable the parts of the link you don’t want to transfer between the systems.