

*R.O. Writer™*

# ACCOUNTING LINK

## Quick Reference Guide

Increase your back office efficiency and accuracy by integrating *R.O. Writer™* with your accounting system.

**Professional Version**

Licensed to: Demo Company  
Version: 3.2.23

# Accounting Link

Powered By: **The BACK OFFICE**

# R.O. Writer™

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Powered By:



# Quick Reference Guide

## DAILY TRANSACTION PROCESSING

1. Select your date to process. If you have multiple locations you will also need to pick the correct store.

**Quick Prepare**

Exit Refresh Deposit Setup

**R.O. Writer™**

Store 01

Summary Details Export

**Dates to Process**

DATE
11/2/2004
11/3/2004
11/4/2004
11/5/2004

Select

**Dates Processed**

DATE
11/1/2004

**SALES SUMMARY**

	Taxable	Non Tax	Discount	Total
Parts	1,238.06	0.00	-10.00	1,228.06
Labor	855.30	0.00	-5.00	850.30
Sublet	0.00	0.00	0.00	0.00
<b>Subtotal</b>	<b>2,093.36</b>	<b>0.00</b>	<b>-15.00</b>	<b>2,078.36</b>

**COST OF PARTS**

Stock	526.26
Non Stock	69.56
<b>Total</b>	<b>595.82</b>

**PAYMENTS RECEIVED**

Cash	152.67
Checks	165.67
Credit Cards	199.08
Visa/Master C	100.00
Discover	119.14
American Exp	242.07
<b>Total</b>	<b>978.63</b>

**OTHER SUMMARY**


Shop Supplies	0.00
Sales Tax	102.10
GST Tax	0.00
Other Fees	0.00
Other Discounts	0.00
Advance Payment	200.00
Previous Advance	0.00
Credit Card Fees	0.00
Credit Charges	0.00


**RECEIVABLES/PAYABLES**

AR Charges	1,289.83
AR Payments	0.00
AR Adjustments	0.00
AR Finance Chrg	0.00
AP Invoices	3,248.88
AP Inv. Payment	0.00
AP Manual Check	0.00
AP C.Card Charge	530.00

Print

TBO 1:15 PM 11/24/2004

Select the date you would like to process from the “Dates to Process” list in the upper left corner, and click the  button. Selecting a day will gather information from *R.O. Writer™* to allow you to reconcile that day. If you have multiple stores to process you will also want to pick a store in the upper right corner.

A financial summary will be displayed on the screen here if you would want to verify your information that was pulled over from *R.O. Writer™*. You should have in front of you a Summary Report from *R.O. Writer™* and the batch slips from the credit card machine, which you can use to compare your sales, payments received receivables/payables and the other summary section in Accounting Link. If you wish to print the summary from Accounting Link you may do so now by clicking on the  button in the bottom right corner.

# Quick Reference Guide

## DAILY TRANSACTION PROCESSING

(Optional) If you need to make any changes you will want to do so by clicking on the “Details” tab. Here you can view all of your information by journal entry. By double clicking on any one of the line items you will be able to make changes to that entry.

### 2. Post your deposit.

The screenshot shows the 'Deposit' window with the following details:

- Buttons:** Close, Post (circled in red), Print
- Fields:** Deposit Date: 11/01/04; Deposit Account: Checking Account; Deposit Location: Store 01; Location: (All); Type: (All); Process Credit Card Fees:
- Buttons:** Select All (circled in red), Clear
- Table:**

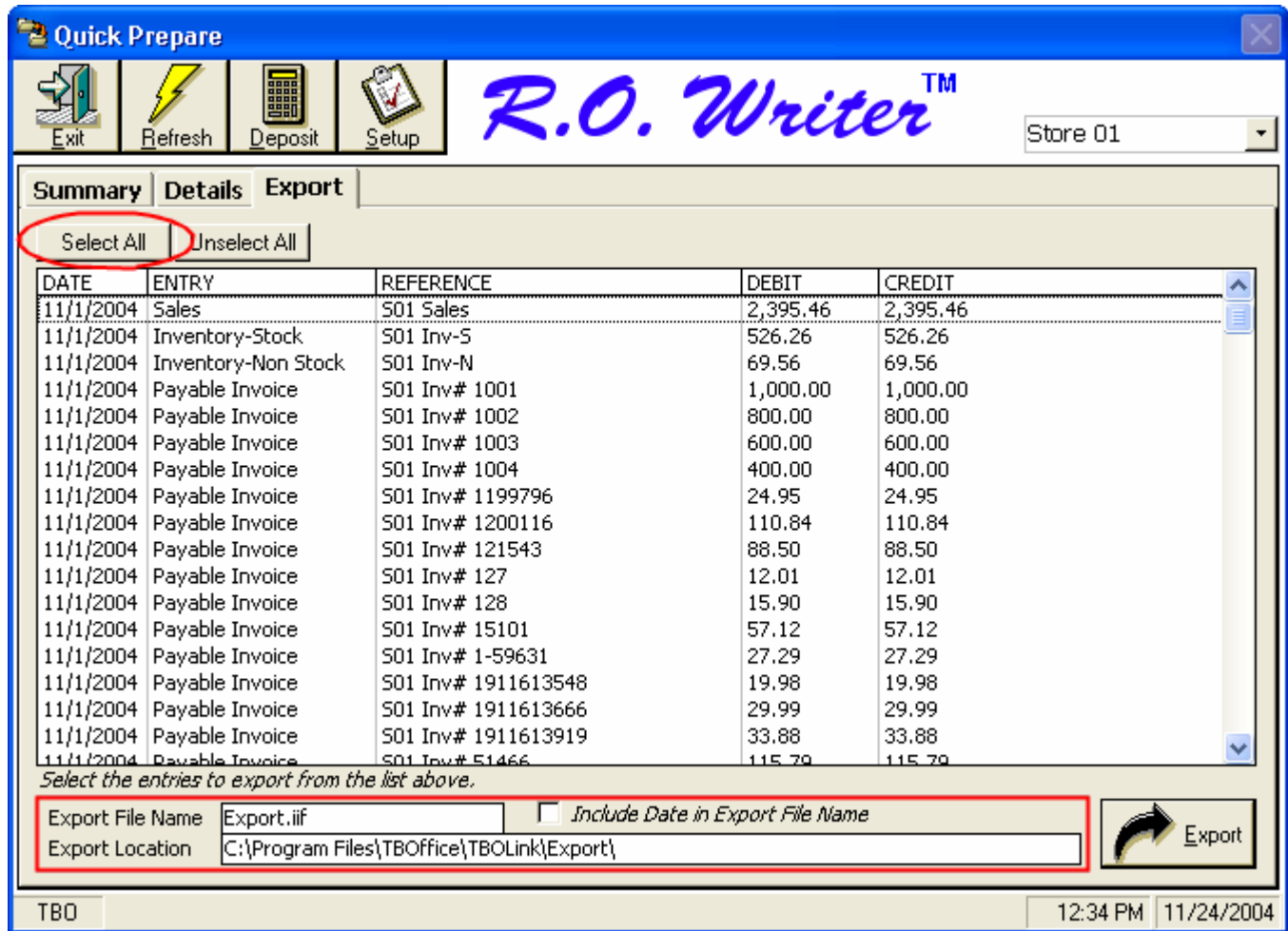
Select	Location	Date	Pmt Meth	Reference	Name	Amount	Deposited	Petty Cash	Over/Short
<input checked="" type="checkbox"/>	S01	11/01/04	Cash	Cash		152.67	152.67	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	Check	966	GUTIERREZ, BETTY	21.64	21.64	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	Check	8552	GUTIERREZ, BETTY	21.64	21.64	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	Check	7889	KINBACK, BOB	54.11	54.11	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	Check	6321	COBB, LESTER	12.50	12.50	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	Check	5698	COPPER, JOHN	21.64	21.64	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	Check	5478	CREEL, DR.	21.64	21.64	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	Check	1234	JOHNSON, SHARON	12.50	12.50	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	CCard	VISA MASTER CR		100.00	100.00	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	CCard	DISCOVER-004561	GRAY, NANCY	119.14	119.14	0.00	0.00
<input checked="" type="checkbox"/>	S01	11/01/04	CCard	AMERICAN EXPRE	DAN HUTSON	242.07	242.07	0.00	0.00
- Summary Tables (circled in red):**

<b>Cash</b>	152.67
<b>Check(s)</b>	165.67
<b>Credit Card(s)</b>	461.21
<b>Deposit Total</b>	<b>779.55</b>

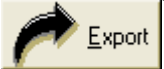
<b>Deposit Subtotal</b>	<b>779.55</b>
<b>Over/Short Total</b>	0.00
<b>Petty Cash Total</b>	0.00
<b>Deposit Total</b>	<b>779.55</b>
- Status Bar:** TBO | 11:25 AM | 11/24/2004

If you have any changes to make to your deposit you would want to do it here. To make changes click on the item you wish to change in the “Deposited” column and change the amount to reflect what you are depositing. If you need to hold a check until a future date you would not select that check and it would continue to be held until you tell the system to deposit it. If you do not have any changes to make you would click “Select All” and then verify that your cash, checks, and credit cards match and then click on “Post”. The system will ask you if you want to post this deposit, say “YES”. The deposit is now posted and ready for export.

3. Export your information to your accounting system.



Now you are ready to send your information to your accounting system. In the “Export” tab you will see a list of all the journal entries that were created by Accounting Link, click on “Select All” and the program will highlight all the journal entries. You will want to look at your “Export File Name” and the “Export Location” so when you are ready to import it into your accounting system you will know where to look and

what to look for. Next you will want to click on the  button, the system will tell you that the file already exists, do you want to replace say “YES” to this message. The system will then tell you where the journal entries have been exported to, say “OK” here. You are now ready to import your information into your accounting system.