

QuickBooks GL Account Setup in Store Operations

(Note: The below assumes you are using accounts for Tender Received, Tender Opening and Tender Closing)

Description	<u>Type of Debit Account</u>	<u>Type of Credit Account</u>	<u>Additional Details</u>
Inventory: Cost of Goods Sold	Cost of Goods Sold	Inventory	This is the total cost of items sold. Enter account numbers in these accounts if you want to track this as a total for all departments. If you wish to track this per department, then leave these accounts blank and enter your account numbers in the Dept XXXX: Cost.
Commission	Selling Expense	Other Current Liabilities	This is the commission payable to sales reps. Set this account up if you want to track this total for every department. If you wish to track this per department, then leave these accounts blank and enter your account numbers in the Dept XXXX: Commission.
Customer Deposit: Made		Other Current Liabilities	This is the total deposits made from work orders on customer accounts.
Customer Deposit: Redeemed	Other Current Liabilities		This is the total deposits redeemed when work orders are completed.
Layaway: Closed	Other Current Liabilities		This is the layaway amount closed when the customer received the goods. Store Operations will automatically credit the Sales and Tax accounts below to balance the posting.
Layaway: Paid		Other Current Liabilities	This is amount paid by customers on new or existing layaway items. Store Operations automatically debits the Payment Received accounts below to balance the posting.
Sales: Total		Sales	This is the total sales amount excluding tax. If this account is selected for posting then the Sales: Total + Tax account must not be selected to avoid redundant posting. Set this account up if you want to track this total for all departments and track taxes separately. If you wish to track this per department, then leave these accounts blank and enter your account numbers in the Dept XXXX: Sales.
Sales: Total + Tax		Sales	This is the total sales amount plus tax. If this account is selected for posting then the Sales: Total and all Tax Collected accounts must not be selected to avoid redundant posting. Only use this account if you do not track sales by department or sales taxes separately.

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Shipping Charge: Total		Other Income	This is the amount collected for shipping charges. It should be expensed out through the GL program.
Store Account: Paid On	Accounts Receivable		This reflects charges made to customer accounts. The offset is to Sales and Tax Collected.
Store Account: Paid To		Accounts Receivable	This reflects payments from customers to reduce their customer balance. The offset will be to tender received.
Surcharges: Cash Back		Other Income	This is the amount collected for fees charged to customers when receiving cash back on debit purchases. Any fees charged to you should be expensed out through the GL program.
Surcharges: Debit		Other Income	This is the amount collected for fees charged to customers when using their debit card for purchases. Any fees charged to you should be expensed out through the GL program.
Tax Collected: Total		Taxes Payable	This is the total amount collected for sales taxes for all departments. Tax Collected can be posted for the individual tax types or for the total tax collected. If the Tax Collected: Total account is selected for posting then the individual Tax Collected: xxxx accounts should not be selected to avoid redundant posting. Note that a Tax Collected: xxxx entry is created for each tax type in Store Operations. Therefore, each time a new tax type is added, this account must be updated to ensure correct posting.
Cash Dropped	Cash	Cash	This is the cash amount dropped during the cashiers' shifts (taken out of the cash drawers for deposit).
Cash Paid Out	Expenses	Cash	This is the cash amount paid out from the cash drawers (normally for minor miscellaneous expenses).
Tender Rounding Error	Cash		This is the rounding error that can occur when accepting multiple currencies, for example U.S. and Canadian dollars. This error can also occur if, for example, pennies are not included in transactions.
Tender Closing Amounts: XXXX	Cash or Other Assets	Cash or Other Assets	This is the total amount available when closing the cash drawers for a given tender type. Note that a Tender Closing Amounts entry is created for each tender type in Store Operations. Therefore, each time a new tender type is added, this account must be updated to ensure correct posting. See NOTES for more information.

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Tender Opening Amounts: XXXX	Cash or Other Assets	Cash or Other Assets	This is the total amount available when opening the cash drawers for a given tender type. Note that a Tender Opening Amounts entry is created for each tender type in Store Operations. Therefore, each time a new tender type is added, this account must be updated to ensure correct posting. See NOTES for more information.
Tender Over/Short: XXXX		Cash or Other Assets	This is the amount by which the tender type is over or short at the end of the batch. It reflects the errors, if any, made by the cashiers during the tender/change process. Note that a Tender Over/Short entry is created for each tender type in Store Operations. Therefore, each time a new tender type is added, this account must be updated to ensure correct posting. If you are using this account, then the Tender Over and Tender Short accounts should be blank to avoid redundant posting.
Tender Over: XXXX		Cash or Other Assets	This is the amount by which the tender type is over at the end of the batch. It reflects the errors, if any, made by the cashiers during the tender/change process. Note that a Tender Over entry is created for each tender type in Store Operations. Therefore, each time a new tender type is added, this account must be updated to ensure correct posting. If you are using this account in addition to the Tender Short, then the Tender Over/Short account should be blank to avoid redundant posting.
Tender Received: XXXX	Cash		This is the total amount received for a given tender type. This is calculated by taking the Closing Amount - Opening amount - Tender Dropped - Tender Paid. Note that a Tender Received entry is created for each tender type in Store Operations. Therefore, each time a new tender type is added, this account must be updated to ensure correct posting. See NOTES for more information.
Tender Short: XXXX		Cash or Other Assets	This is the amount by which the tender type is short at the end of the batch. It reflects the errors, if any, made by the cashiers during the tender/change process. Note that a Tender Short entry is created for each tender type in Store Operations. Therefore, each time a new tender type is added, this account must be updated to ensure correct posting. If you are using this account along with the Tender Over, then the Tender Over/Short account should be blank to avoid redundant posting.
Tax Collected: XXXX		Taxes Payable	This is the total amount collected for sales taxes for each department. Tax Collected can be posted for the individual tax types or for the total tax collected. Enter account numbers in these accounts if you want to track this separately for each sales tax. If you wish to track taxes as a total, then leave these accounts blank and enter your account numbers in the Tax Collected: Total. Note that a Tax Collected: xxx entry is created for each tax type in Store Operations. Therefore, each time a new sales tax type is added, this account must be updated to ensure correct posting.
Dept. XXXX: Cost	Cost of Goods Sold	Inventory	This is the cost of items sold per department. Enter account numbers in these accounts if you want to track this separately for all departments. If you wish to track this as a total, then leave these accounts blank and enter your account numbers in the Inventory: Cost of Goods Sold.
Dept. XXXX: Commission	Selling Expense	Other Current Liabilities	This is the commission payable to sales reps by department. Set this account up if you want to track this separately for every department. If you wish to track this as a total, then leave these accounts blank and enter your account numbers in the Commission account.

Description	<u>Type of Debit Account</u>	<u>Type of Credit Account</u>	<u>Additional Details</u>
Dept. XXXX: Sales		Sales	This is the sales amount excluding taxes for the department. If this account is selected for posting then the Sales: Total + Tax or Sales : Total account must not be selected to avoid redundant posting. Set this account up if you want to track sales and taxes for each department separately. If you wish to track this as a total, then leave these accounts blank and enter your account numbers in the Sales: Total + Tax or Sales: Total.
Department Tax Rounding		Cash	This is the rounding error that can occur when calculating tax per department in a VAT system. Only use this if using VAT.

Note: For the tender accounts to post correctly to your accounting system, you must be entering opening and closing amounts in the Point of Sale for each batch.

Note: If you are using the Tender Received Account, and not the Tender Opening and Tender Closing Amounts, you must::

- (1) Set credit and debit accounts for both Tender Dropped and Tender Paid out;
- (2) Leave each Tender Opening/Tender Closing Amount blank; and
- (3) Set debit amount for Tender Received.

Note: If you are using the Tender Opening/Tender Closing Amounts, and not the Tender Received Account, you must:

- (1) Set debit accounts for both Tender Dropped and Tender Paid out and leave their credit accounts blank;
- (2) Set a Credit account for Tender Opening Amounts: Cash;
- (3) Set Debit accounts for each Tender Closing account; and
- (4) Leave Tender Received blank.