

Importing Sycle Records to QuickBooks Pro

QuickBooks Synchronizer 2.0
User Guidelines

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1. Download

1. Download the import tool by typing the following address in your web browser...

www.sycle.net/freecvs/qb/bin/sycle_qb2.zip

2. Open the folder and extract the three files named...

Interop.QBXMLRPLib.dll

QBInstanceFinder.log

sycle_qb2.exe

3. Save all three files in the *same* folder

You may wish to save to a new folder in Program Files named
Sycle QuickBooks

You may wish to make a shortcut to this file on your desktop

4. Run the program called sycle_qb2.exe

2. Setup

- You must have a high-speed internet connection
- Open your QuickBooks company file from an Admin or 'Unrestricted Access' login
 - Must be open for every import
- Enter your assigned Username and Password to the Sycle QuickBooks Synchronizer V2.0
 - You must have admin privileges in Sycle to import to QuickBooks
- Map your accounts and classes
- If changes are made to your mapped accounts in QuickBooks you will be required to map again

2a. Account Setup

- All accounts from Sycle must be mapped to your chart of accounts in QuickBooks before you can import
- Accounts must be mapped to matching account types
- To map your accounts...
 1. Click 'account setup...' button
 2. Select the appropriate account from the drop down menu
 3. If you do not see the account desired click the 'add...' button
 1. Rename the account, or select 'ok' to keep the default name
 2. The new account will be added to your QuickBooks chart of accounts
 4. After all accounts have been mapped click 'save', then close the Account Setup screen
- Consult your accounting professional for advice

2b. Class Setup

- All clinics from Sycle must be mapped to your class list in QuickBooks before you can import
- You must have Class tracking turned on to see this feature
- To map your clinics to the class list...
 1. Click 'class setup...' button
 2. Select the appropriate class from the drop-down menu
 3. If you do not see the class desired, click the 'add...' button to import the clinic name in to the class list
 4. After all clinics have been mapped click 'save', then close the Class Setup screen

3. How it works

Import tool works with QuickBooks Pro 2003 and later

You must have QuickBooks company file open to import

Sycle transactions are imported as general journal entries

Imported transactions are dated according to the transaction date in Sycle (accrual method)

3a. Transactions

- Items imported from Sycle include...
 1. Sales receipts
 2. Sales tax liability
 3. Payments
 4. Returns
 5. Credits (refunds)
 6. Exchanges (return and a new sales receipt)
 7. Write-offs
 8. Edits (if transaction was previously imported)
 9. Deletes (if transaction was previously imported)

3b. Lists

- ◆ In addition to mapping to the chart of accounts and class list, Sycle will import...
 1. Sycle patient names to the customer list
 2. Sales tax name to the vendor list
 3. Memo fields for Sycle transactions to the Memo field

4. Results in QuickBooks

- Transaction history by customer and clinic
- Sales tax and refund liabilities easy to track
- Utilize “built-in” features of QuickBooks
- Eliminates double-entry of data

4a. Using imported data within QuickBooks

- If you mapped to these “built-in” accounts...
 1. Undeposited Funds
 - Use ‘Make Deposits’ to post deposits to your cash account
 2. Accounts Receivable
 - ◆ Use ‘Receive Payments’, ‘Set Discounts and Credits’, then ‘Apply Credits’
 - ◆ Keep your QuickBooks AR reports tidy
 3. Sales Tax Payable
 - ◆ Must have preference selected in QuickBooks
 - ◆ ‘Pay Sales Tax’ to write check to a single tax agency
 - ◆ Shouldn’t be used if you are paying to multiple agencies
 - ◆ Payment issued from different liability account mapped to Sales Tax Payable

These accounts must be setup in QuickBooks before mapping them with the import tool

5. Reminders

Always backup your QuickBooks Company file prior to importing data

Sycle allows forward and back dating of transactions

- Set a close date on your QuickBooks company file

- Transactions before the close data will create an error

Errors during importing display on the Synchronizer's main screen

- All errors must be manually reviewed and released

- Always notify support@sycle.net any time you receive an error message while importing

Sycle allows edits and deletes

- Line item changes to sales receipts may result in Sales Tax liability variations

- Possibility of creating multiple journal entries for the same transaction

6. Transition Plan

- Determine a feasible start date to begin importing transactions into QuickBooks and notify Sycle
 - Records prior to 9/1/2005 are not available for import
 - Back-dated transactions prior to the start date will not import
- Notify Sycle you wish to begin importing data in to QuickBooks
- Complete the account setup worksheet with the help of your accounting professional

6a. Current QuickBooks Users

- ◆ Enter all QuickBooks transactions prior to the start date
- ◆ Begin using the import tool at the end of the first business day after your start date
- ◆ Sycle patients will be imported with each transaction
 - Do not combine with the QuickBooks customer by changing the Sycle name, instead, change the QuickBooks name

6b. New QuickBooks Users

- ◆ Enter historical Accounts Receivable transactions in QuickBooks if you will be receiving payment for them in Sycle
- ◆ “Built-in” QuickBooks accounts must be activated prior to mapping them
- ◆ Edits, deletes, and transactions dated before the import start date will not be imported in to QuickBooks

Account Setup Worksheet

Cycle Account	Type	QuickBooks Account (select one or add)
Accounts Receivable	AccountsReceivable	<input type="text" value=""/> ▾ []
Undeposited Funds	OtherCurrentAsset	<input type="text" value=""/> ▾ []
Bad Debt	Expense	<input type="text" value=""/> ▾ []
Discount / Contra-Income	Income	<input type="text" value=""/> ▾ []
Fee Income	Income	<input type="text" value=""/> ▾ []
Cancelled Sales	Income	<input type="text" value=""/> ▾ []
Refunds Payable	OtherCurrentLiability	<input type="text" value=""/> ▾ []
Sales Tax Payable	OtherCurrentLiability	<input type="text" value=""/> ▾ []
Hearing Aid Income	Income	<input type="text" value=""/> ▾ []
Service Income	Income	<input type="text" value=""/> ▾ []
Battery Income	Income	<input type="text" value=""/> ▾ []
Warranty Income	Income	<input type="text" value=""/> ▾ []
Repair Income	Income	<input type="text" value=""/> ▾ []
Earmold Income	Income	<input type="text" value=""/> ▾ []
Accessory Income	Income	<input type="text" value=""/> ▾ []