

BusinessWorks Initial POS Setup

In order to use AccuPOS Point of Sale and have it update BusinessWorks for inventory and accounting purposes, a BusinessWorks company file must be set up beforehand and the location on the local network, or computer, of the company file must be known in order for AccuPOS to connect and update the company file.

If this is the first time installing BusinessWorks, please consult your BusinessWorks advisor or Sage customer support with questions pertaining to accounting issues while setting up the new company. AccuPOS support staff will only support issues regarding BusinessWorks that affect the integration with AccuPOS Point of Sale.

This guide is also under the assumption that the network is setup and all software installed according to the AccuPOS Network Setup Guide. The AccuLink Adapter, AccuPOS Management, and AccuPOS Point of Sale must be installed on the network or computer.

Part I – BusinessWorks Configuration.

1. SALES TAX

Using the AR module of BusinessWorks set up your sales tax jurisdictions and rates. You may need more than one jurisdiction if, for example, you collect both city and state sales tax.

To set up taxes, go to **Accounts Receivable> Utilities> Sales Taxes> Maintain:**

	M - T - D	Q - T - D	Y - T - D
Total sales	787.90	987.90	1587.90
Taxable sales	687.90	687.90	687.90
Taxes collected	34.40	34.40	34.40



Even if your state does not require you to charge sales tax or the type of customers you service are tax-exempt, (in which case you should set your Sales Tax rate to 0% (zero) you are required to activate sales tax in BusinessWorks.

2. TENDER SUMMARY ACCOUNT

Using the BusinessWorks GL Module you need to create a **"Posting"** account class that will act as a wash account; AccuPOS Retail will post all tendering totals from the Point Of Sale (in lump sums) to this account and then will automatically transfer by tender type summary via journal entries to your account of choice

- To create a Tender Summary account:
 - a. Go To **GL -> Accounts -> Maintain Chart of Accounts.**
 - b. Create an Account of Type **"Posting"** and named **"Tender Summary"**
 - c. Assign an Account Number. Save when done.

The screenshot shows the 'Maintain Chart of Accounts' window. The 'Account #' field contains '1500.000'. The 'Status' dropdown is set to 'Active'. The 'Description' field contains 'Tender Summary'. The 'Account class' dropdown is set to 'Posting' and the 'thru' field contains '0.000'. The 'Account type' dropdown is set to 'Current Assets' and the 'Subtype' dropdown is set to 'None'. There are buttons for 'Balances...' and 'Notes...'.

- Setup the **"Multiple Cash Accounts"**.
 - a. Go To **AR -> Utilities -> Maintain AR Parameters – Posting Accounts.**
 - b. Check the **"Multiple Cash Accounts"** box.

The screenshot shows the 'Maintain A/R Parameters - Posting Accounts' window. The 'Months to keep history' is set to 24. The 'Last month of fiscal year' is set to December. The 'Length of aging periods' is set to 30. The 'Allow future posting' is set to Yes. The 'Default customer pricing' is set to Absolute. The 'Calculate early pay discounts' are checked for 'On freight' and 'On tax'. The 'Monthly finance charge rate' is 1.500, the 'Minimum finance charge amount' is 1.00, and the 'Grace period, in days' is 0. The 'Minimum balance for Dunning messages' is 0.00. The 'Cash Accounts' section has 'Allow multiple cash accounts' checked. The 'Statements' section has 'Print company heading' and 'Print aging information' checked. The 'Credit Cards' section has 'Enable settlement process' unchecked. The 'Posting Type' table is as follows:

Posting Type	Account Description	Account #
Accounts receivable	Trade Receivables	1210.000
Miscellaneous income	Miscellaneous Income	8100.000
Discounts	Sales Discounts	6200.000
Freight charges	Freight_Sales	7100.010
Finance charges	Finance Charge Income	8000.000
Sales adjustments	Sales Returns	6150.000
Bad debt	Bad Debt	7515.000
Deposits	Customer Deposits	3030.000

- c. Click **OK** when done.

- Specify the “**Cash Account**”
 - a. Go To **CM Module -> Accounts -> Maintain Cash Accounts**.
 - b. Assign the account number you used for “**Tender Summary**” to “**Cash Account 9.**”
 - c. Check the box to set it as “**AR Defaults**”. Save when done.



Cash Account #9 MUST be on line number 9 (See example below)

Cash Account Number	Description	General Ledger Account Number	Next Check Number	Track Wasted Checks	AP Default	AR Default	PR Checks	PR Tax Deposits
1	Sunset Bank 1107-3298	1050.000	2071	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Life Savings Bank 1298	1150.000	2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Petty Cash	1010.000	121	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Cash Account #4	1.000	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Cash Account #5	1210.000	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Cash Account #6	1300.000	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Cash Account #7	1301.000	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Cash Account #8	1400.000	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Cash Account #9	1500.000	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. CASHSALES CUSTOMER

Create a “**CASHSALES**” Customer. This customer will be used by AccuPOS Retail when reporting sales that has no customers assigned to the transaction at the time of the sale.

- To Create a **CASHSALES** customer:
 - a. Go To **AR Module -> Customers -> Maintain Customers**. (Maintain Customers Window will be displayed)
 - b. Press **Ctrl + N**.
 - c. Create a new customer called “**CASHSALES**”.
 - d. No additional information is required in this customer (only Customer ID)
 - e. Save and Close the “**Maintain Customer**” window.

4. I/C PARAMETERS

Before entering parts, you will need to set the I/C Parameters.

- To set the parameters:
 - a. Go To IC Module -> Utilities -> Maintain I/C Parameters.
 - b. Set the **“Decimal places for costs”** to **“4”**
 - c. Set the **“Decimal places for prices”** to **“4”**
 - d. Check the **“Allow fractional quantities for non-stock items”** box.
 - e. Check the **“Allow fractional costs for non-stock items”** box.
 - f. Create two new Product Categories: **TYPE** and **CHOICES**. It does not matter which Product Category number you use.

5. PARTS LIST

We know that setting up items for the first time can be a time consuming task, the good news is that you will only have to do it once. Later we will show you how to transfer the parts from BusinessWorks® to AccuPOS Retail.

- a. If your inventory items are bar-coded, scan the barcode number in the Part # field in BusinessWorks® (it is recommended that you scan the part number using a scanner to avoid human errors). If your items are not bar-coded, assign item codes manually.
- b. When you set Pricing Levels in BusinessWorks, columns A, B, C, D and E will be used as Price Levels 1, 2, 3, 4 and 5 in AccuPOS Retail. We do not use the Base price directly.
- c. Check the “**Fractional qty**” and “**Fractional cost/price**” boxes.

The screenshot shows the 'Maintain Parts' window with the following fields and options:

- Part #: 1001
- Status: Active
- Description: 26 inch bicycle, boy's
- Product line: STANDARD
- U/M: each
- Ship weight: 0.00
- Unit cost: 71.2500
- Base price: 79.9500
- Promo: None
- Warehouse: STORE 1
- Bin/Location: (empty)
- Comments: We're running low - we need to check stock (3/5)

Options on the right side:

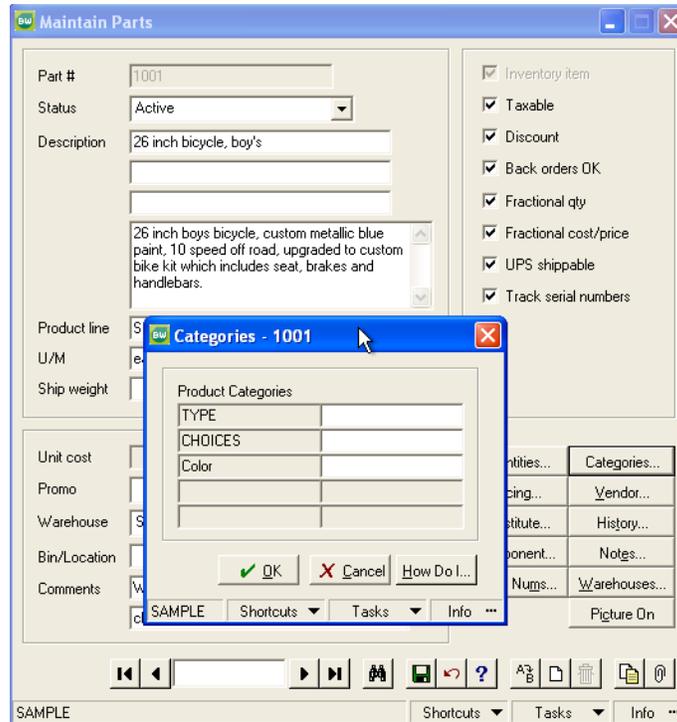
- Inventory item
- Taxable
- Discount
- Back orders OK
- Fractional qty
- Fractional cost/price
- UPS shippable
- Track serial numbers

Buttons on the right side:

- Quantities...
- Categories...
- Pricing...
- Vendor...
- Substitute...
- History...
- Component...
- Notes...
- Serial Nums...
- Warehouses...
- Picture On

Bottom status bar: SAMPLE Shortcuts Tasks Info

The Categories we defined earlier are accessible under the “Categories” button on the “Maintain Parts” screen.



These fields are optional, but in certain cases you will want to use them. For example, you must fill in **"TYPE"** if you are planning do one of the following at the Point Of Sale:

- Percentage Discounts by type

AccuPOS Retail will enable you to apply a percentage discount by type for a user-defined period of time.
- Quantity Pricing

AccuPOS Retail will enable you to create X for N pricing on an item type. For example, you can set certain types of items that are being sold for \$4.00 (when only one or two are being sold) to be sold for a total of \$10.00 if 3 are sold in the same transaction.
- Alternate Taxing

AccuPOS Retail will enable you to set different Sales Tax rates on different types of items. For example if an item is consumed in house or is considered a luxury item it can be set to be automatically sold at a higher or lower sales tax rate.
- Customized Reports

Using AccuPOS Retail existing reports or by generating reports using Microsoft Access, you may filter items sold by type.
- Food Stamps

AccuPOS Retail now can accept Food Stamps for items you specify.
- Remote Printing

If you have orders that are filled somewhere other than at the Point of Sale, you can specify items to print at that location directly.

6. POSTING DATE

Make sure that all the Modules are up to date.

To verify that the Modules are up to date:

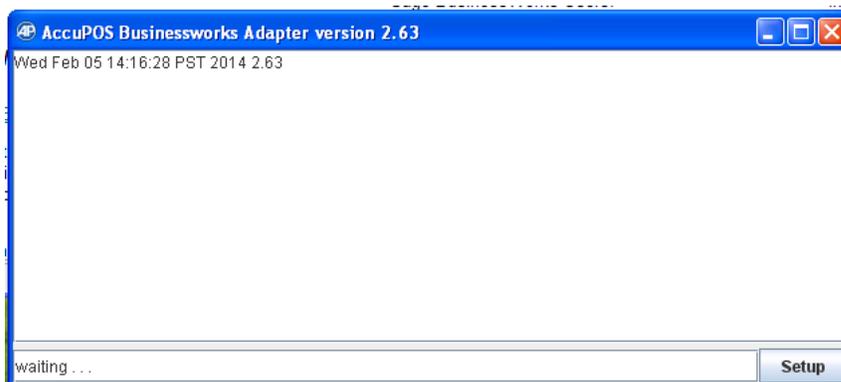
- Go to **Utilities -> Company Close**



Part II – AccuLink Adapter Setup

This guide assumes that the AccuLink Adapter is already installed on the computer where BusinessWorks is installed. The AccuLink Adapter can be downloaded from the AccuPOS Website, under Downloads – Software Update.

1. Start the AccuLink Adapter.
2. Click on Setup.



3. The AccuPOS BWaccess configuration will be displayed
4. Set the BWGACCESS.EXE path.
5. Enter the BusinessWorks Company ID that you would like AccuPOS to integrate.
6. Enter the MANAGER Password, under Database Login. Leave blank if BusinessWorks MANAGER User does not have a password assign.
7. Click "Use Sales Order" if using Sales order in BusinessWorks. Uncheck if using Invoice.

8. Click Save to save the settings.

Part III – AccuPOS Setup

Items must be imported to AccuPOS before you can perform any transactions in AccuPOS Point of Sale.

1. Import Inventory

To Import Inventory

- Open AccuPOS Management.
- In AccuPOS Management, under the “**BACK END**” section, click the “**Import Inventory**”.



NOTES

Adapter must be running to import inventory.

2. Setup the Sales Tax.

- To Setup Taxes
 - a. Click “**Setup**” -> “**Sales Taxes**”
 - b. Select “**POS TAX**” under “**Tax Code Table**”
 - c. Enter the “**Tax Authority**” under the “**Authorities ID**”.



NOTES

The Tax Authority must match the ID that was created in Sage Business Works, including the GL Account. See Part I – BusinessWorks Configuration.

- d. Click “**Save & Close**” when done.

3. Define GL Accounts for Tendering Codes

Now you must indicate what accounts you would like each Tender Type to post to.

- To Define GL Account
 - a. In AccuPOS Management, Click **“Manage”** -> **“Tendering Codes”**
 - b. From the List of Current Tender Type, select the Tender Codes one by one and assign the **“GL Account”** you would like to post to in BusinessWorks when sales are exported.



NOTES

The **“GL Account”** number must be setup in BusinessWorks as a Current Assets Type Account.

4. Define Tender Summary Account

- To Define Tender Summary Account
 - a. In AccuPOS Management, Click **“Setup”** -> **“Company Information”**.
 - b. Enter the Tender Summary Account number that was created in BusinessWorks.

AccuPOS Company Setup
Use this screen to edit your company's basic information

Next Transaction Number

Next Invoice Number

Sales Tax Code

Tender Summary Account

Class for Sales Exports

Site Name
for AP Integrator multi-company import/export

Credit Card Slip Limit

Default Price Level

Reprice on Customer Selection

Price Limit
Maximum price on an individual item

Quantity Limit
Maximum quantity of an individual item

Gratuity Handling

Send Tips To Accounting

Automatic Archive Time

Automatically include gratuity in groups of or more

Serial Number
Step 1: [Click here](#) and read the AccuPOS Terms & Conditions
Step 2: Check Agreement box: I agree to the AccuPOS Terms & Conditions.
Step 3: Enter your serial number:

- c. Click **Save & Close**.