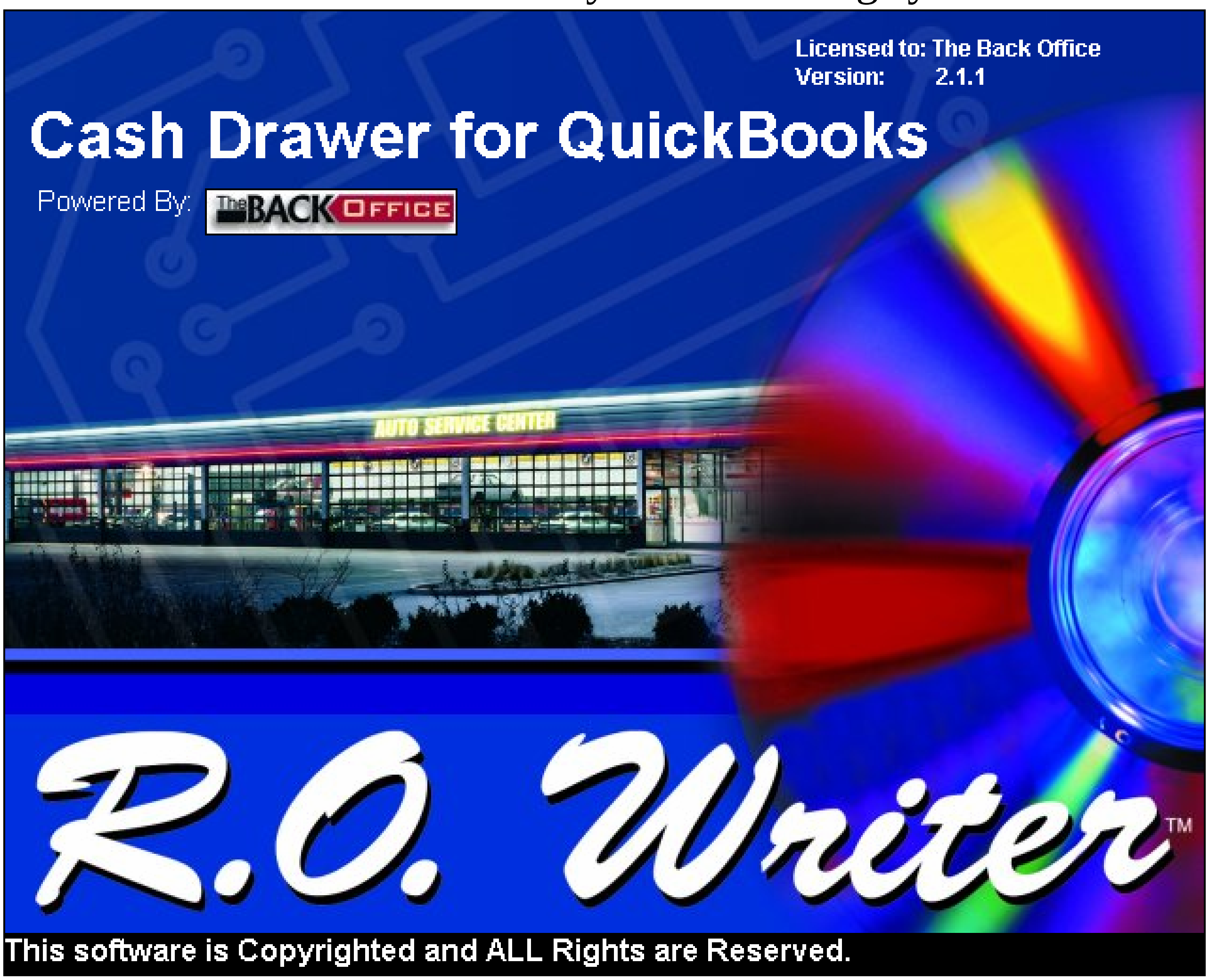
R.O. Writer™

CASH DRAWER and CASH DRAWER for QUICKBOOKS

Users Manual

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



Powered By:

The BACK OFFICE

CONTENTS

INTRODUCTION

Mission Statement – Our goal at The Back Office is to provide high quality, highly functional software that enables users to be more productive, more competitive, and most importantly more profitable. Keeping in mind that our software handles critical business functions, we at The Back Office design all our software to be flexible, stable and reliable. We stand behind our products and are confident they will meet or exceed expectations.

What is Cash Drawer?

Cash Drawer allows users to quickly and easily count down their cash drawer at the end of each business day or multiple times through out the business day if they choose to set up the shift option.

What is Cash Drawer for QuickBooks?

Cash Drawer for QuickBooks allows users to quickly and easily count down their cash drawer at the end of each business day or multiple times through out the business day if they choose to set up the shift option and transfer their information to QuickBooks with the click of a button.

Who is The Back Office, LLC?

The Cash Drawer was written by a CPA (the founder of The Back Office) and is supported by accounting professionals who have experience with automotive industry accounting issues. We pride ourselves on superior customer service and support and we will be with you to provide ongoing technical support.

What kind of support is offered with Cash Drawer?

THE BACK OFFICE prides itself on superior personalized customer support for all of our products. Installation, setup, and configuration will be provided by your *R.O. Writer*™ distributor. We will provide you with ongoing technical product support as you need it.

How can I reach The Back Office if I have questions?

We can be easily reached toll free at 1-866-964-9699. You can also email us at billf@tboffice.net , fax us at 515-964-5779 or check out our website at www.tboffice.net.

CHAPTER 1 – Basic CASH DRAWER Setup

There are four basic steps involved in the setup of Cash Drawer:

1) **Installing Cash Drawer**

2) **Registering Cash Drawer**

3) **Set up and configuration of Cash Drawer**

4) **Set up of additional users**

Installing Cash Drawer:

Put the Cash Drawer CD in the proper drive, the screen shown below will appear. Click on Cash Drawer for QuickBooks Full Install/Update to begin installing the program.

Note: If MDAC, Jet 4.0 and Visual Basic Runtime are not current the program will prompt you to install them. Once this is done it will make you restart the setup.

Next you will be prompted through several Cash Drawer install/setup screens. The following is a chronological list of those screens. See attached document for install/setup screens.

1. **Cash Drawer Setup –** This a welcome screen. Click Next to continue.

2. **License Agreement** – Click in the appropriate box if you agree to the terms of the agreement and then Next to continue.

3. **User Information** – Prompts you to enter your name and the company's name. Click Next after entering this information.

4. **Installation Folder –** the folder the program will be stored in. Click Next to continue.

5. **Shortcut Folder** – Shows where the shortcut to the program will be saved. Click in the appropriate box if you want the shortcut to be available to all users or just the current user. Click Next to continue.

6. **Ready to Install –** Click Install to begin the installation.

7. **Installing Cash Drawer –** The program will begin its installation. A progress indicator will be displayed as the program installs.

8. **Installation Complete –** Installation is done, click Finish to end.

<u>Registering Cash Drawer:</u>

In order to use Cash Drawer you must register it. Registering the product allows you to keep users up-to-date for support and maintenance purposes. To register, open Cash Drawer and go to the Help menu at the top of the screen and choose Register *(Figure 1.1)*.

To open the Cash Drawer program do one of the following:

a) Double click on the 

icon on your Windows desktop.

OR

b) Click on the 

button in the lower left corner of the screen.

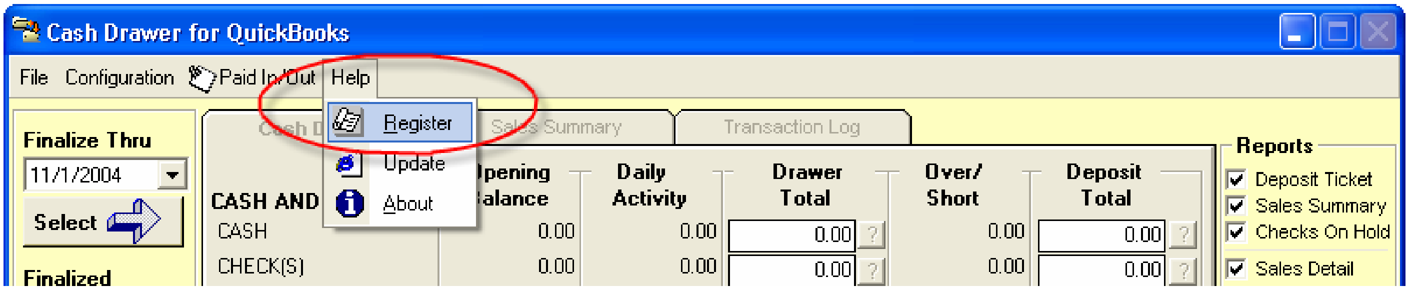
Click on the 

option in the Start menu.

Click on the 

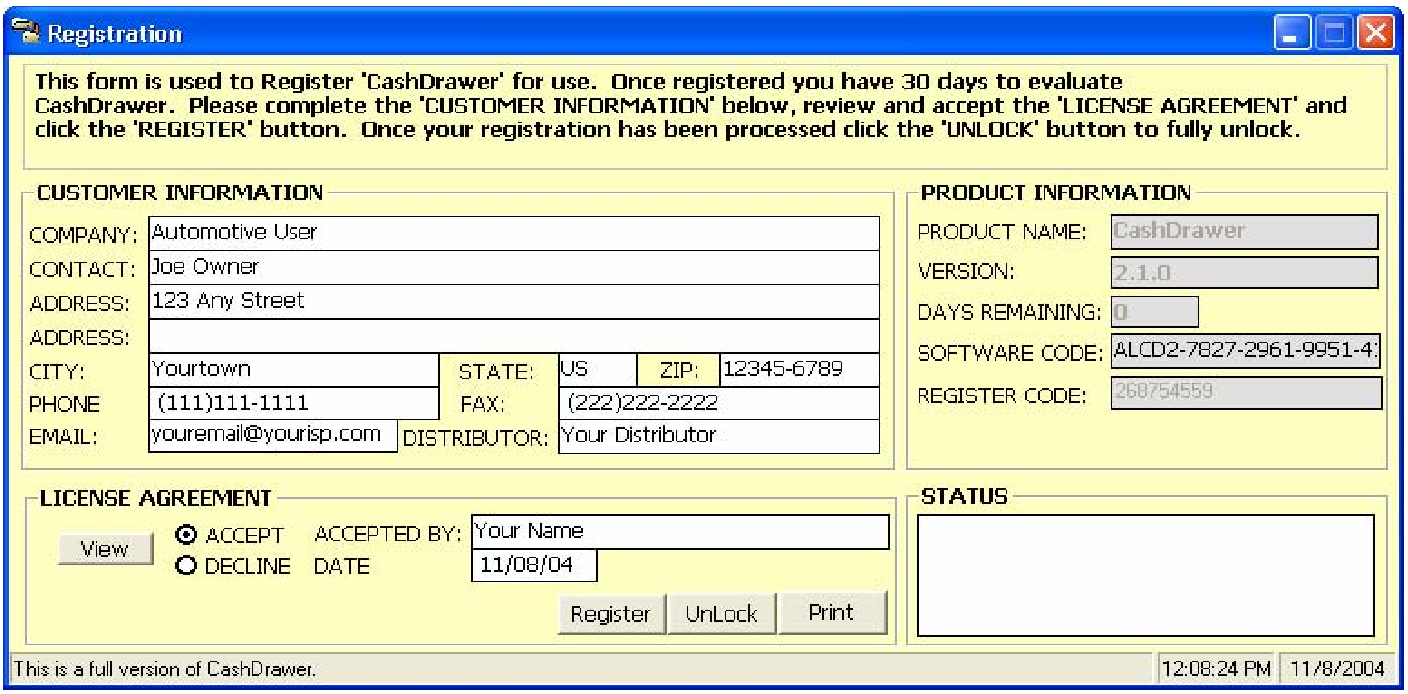
option in the Programs menu.

Click on the Cash Drawer option in the TBOffice menu.



(Figure 1.1)

The registration screen will appear *(Figure 1.2)*.



(Figure 1.2)

Enter all of the Company and Contact information in the appropriate fields, and then select the Accept option in the lower left corner of the screen. You can click on the View button to view the full license agreement. Fill in the "Accepted by" name and date. Make sure that you use a valid email address that you can check from the computer you are installing the program on.

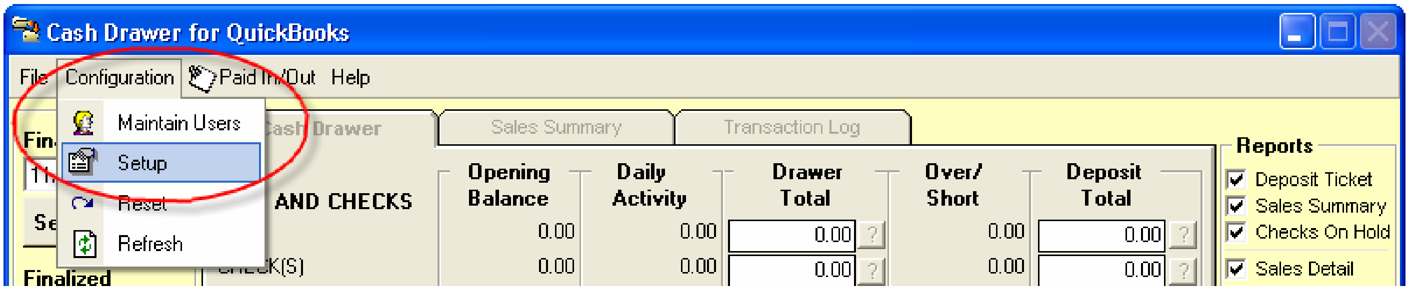
Verify that you are connected to the Internet and click the Register icon to send the registration information to **THE BACK OFFICE**. The Status screen will display the progress of the registration.

Once you have completed these steps, a verification email will be sent from **THE BACK OFFICE** to the email address that was entered in the Registration screen. This email verifies that you have attempted to register the product. Once the order has been confirmed with the reseller you will receive email notification with instructions on how to unlock the product.

Set up and configuration of Cash Drawer:

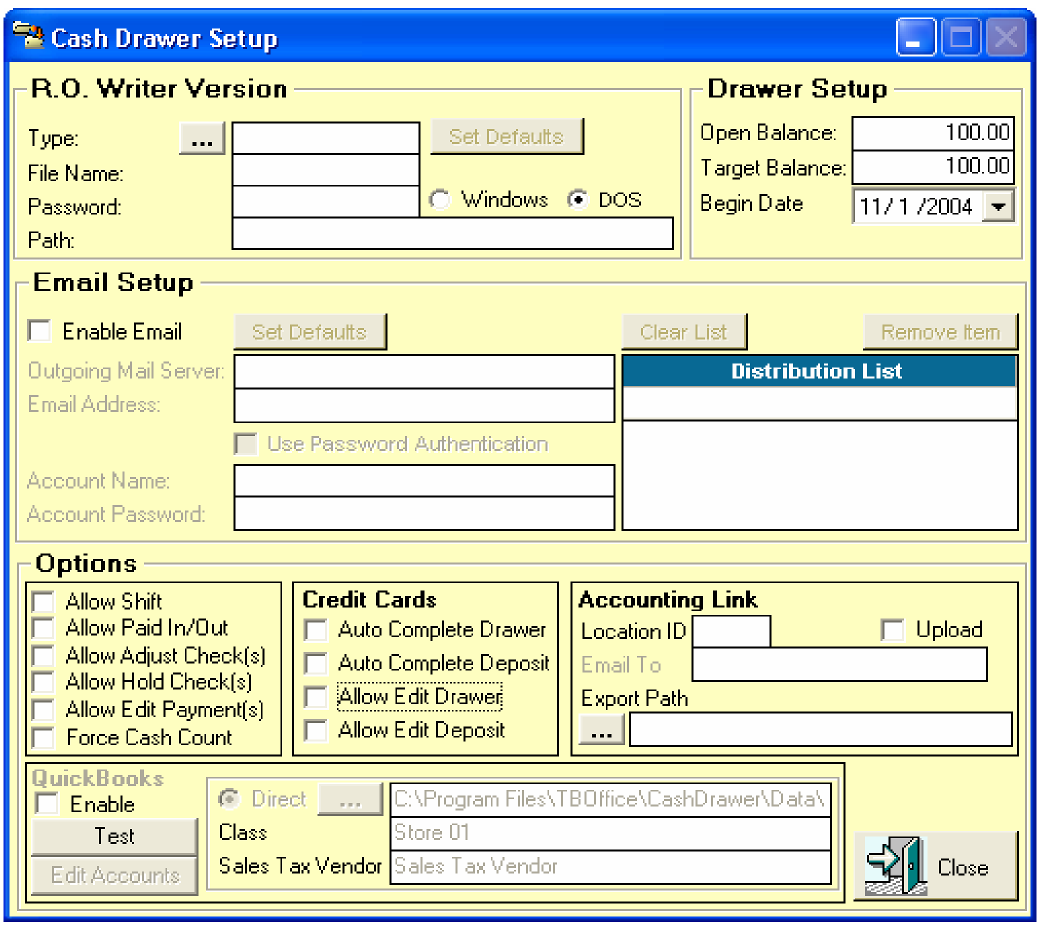
The following steps involve setting up your store information and configuring the product.

To begin, select the Configuration menu at the top of the screen (*Figure 1.3*). Select Setup from the list.



(*Figure 1.3*)

The Cash Drawer Setup Screen will appear (*Figure 1.4*).

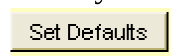


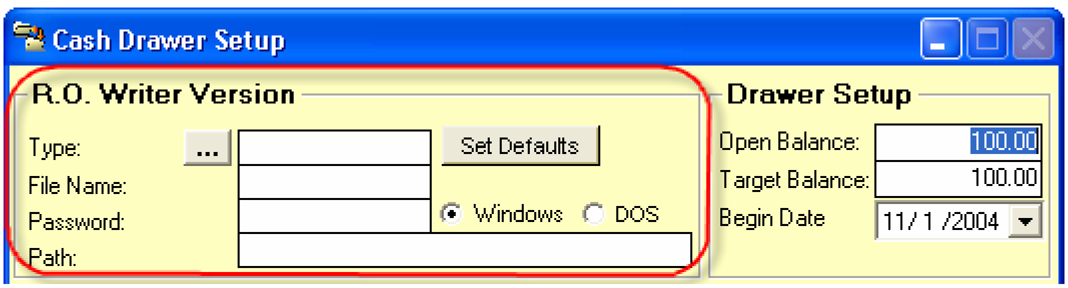
(*Figure 1.4*)

There are seven (if you are using Cash Drawer for QuickBooks) areas of configuration and setup.

1. *R.O. Writer* ™ Version

You need to direct Cash Drawer to read information from the current *R.O. Writer* ™ database you are using *(Figure 1.5)*..

By clicking on the  icon next to the Type: field you can browse to your *R.O. Writer* ™ database. If *R.O. Writer* ™ is already installed click on the  button and the program will go out and automatically find the *R.O. Writer* ™ database.

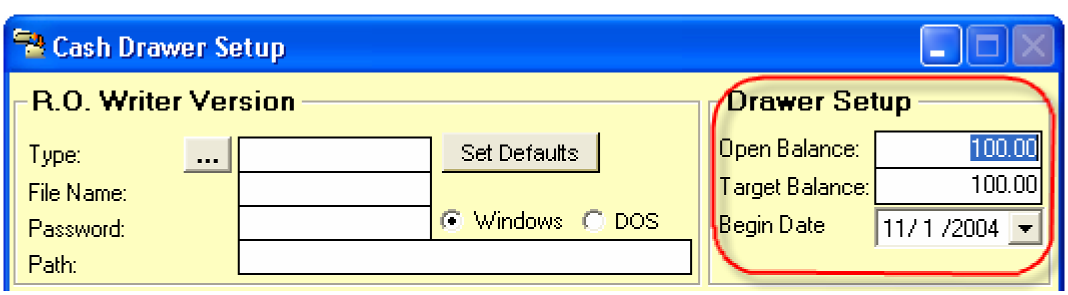


(Figure 1.5)

2. Drawer Setup

Next go to the Drawer Setup section to set your opening and target balances *(Figure 1.6)*.

- The Opening Balance is the amount in your cash drawer when you start using the product.
- Set the Target Balance to the amount usually left in the drawer to start the next day with (setting the target balance is simply a default value and can be adjusted daily).
- In addition, set the date you would like to begin processing data with the Cash Drawer.

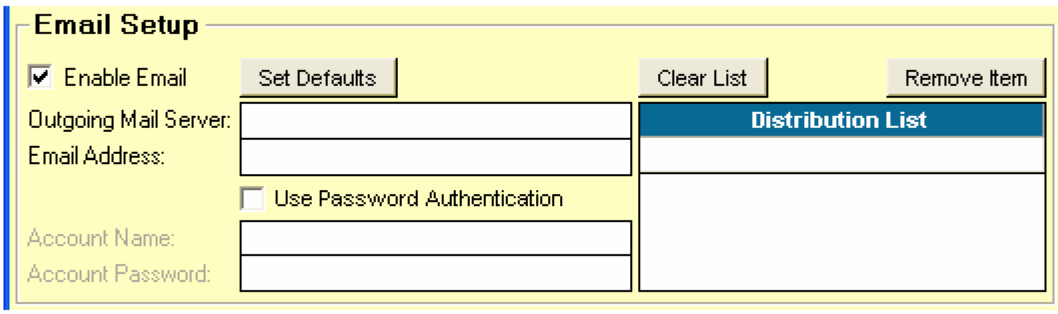


(Figure 1.6)

3. Email Setup

This section allows users to configure the Cash Drawer to send an email with the summary reports attached to a specified email address(s) *(Figure 1.7)*. If you click on the Set Defaults button the program will go out and find your outgoing mail server if you have email set up in *R.O. Writer*™ otherwise you will want to fill this information in.

Next you will want to fill in the distribution list; this is a list of all the people you wish to send the summary reports to.



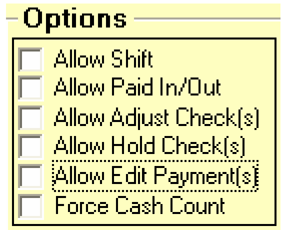
(Figure 1.7)

4. Options

The Options Section (*Figure 1.8)* allows users to choose different options to enable. Detailed procedures on how each option is used in daily processing can be found in Chapter 2 (Page 13).

- Allow Shift – Allows users to keep track of cash collected during different shifts throughout the day. Every time information is processed, a shift number will be attached.
- Allow Paid In/Out – Allows users to add paid in and paid out transactions.
- Allow Adjust Check(s) – Allows users to adjust the total amounts received via check.
- Allow Hold Check(s) – Allows users to hold checks in the drawer and thus keep them undeposited.
- Allow Edit Payment(s) - Allows users to edit payments.
- Force Cash Count – Forces users to count the amount of each type of bill and coin collected.

To enable any of these options, click the box next to the specified option.



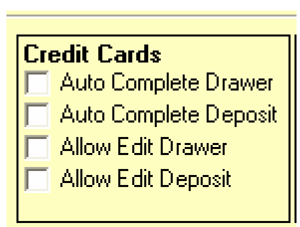
(Figure 1.8)

5. Credit Cards

The Credit Card options are related to payments received via credit cards and how they are treated in the Cash Drawer *(Figure 1.9)*.

- Auto Complete Drawer – Automatically adds the amount collected in credit cards to the Drawer Total.
- Auto Complete Deposit – Automatically adds the amount collected in credit cards to the Deposit Total.
- Allow Edit Drawer – Allows users to edit the amounts collected in credit cards.
- Allow Edit Deposit – Allows users to edit the amount of credit card charges deposited for the day.

To enable any of these options, click the box next to the specified option.

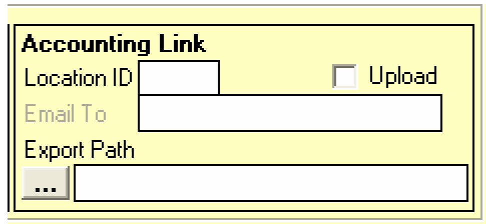


(Figure 1.9)

6. Accounting Link

This setup step is optional and will be set up by **THE BACK OFFICE.** Technical support is available to assist users with this step and can be reached at 1-866-964-9699. Users can configure Cash Drawer to interface with Accounting Link *(Figure 1.10)*. This can make keeping track of adjustments and petty cash in their accounting system easier.

The Location ID and Export Path boxes help you map information from the Cash Drawer to the Accounting Link. Click the ... button under Export Path to browse to the TBOffice\TBOLink\Data folder.



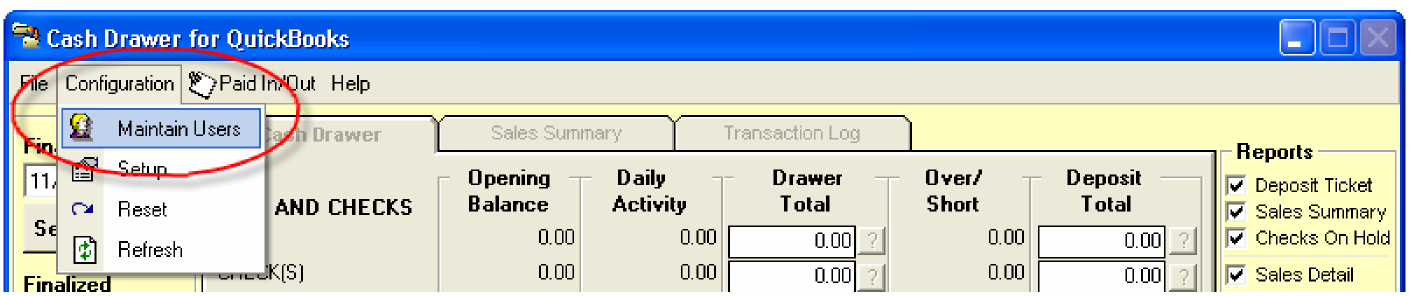
(Figure 1.10)

7. See <u>APPENDIX C</u> for set up of the QuickBooks section.

<u>Set up of Additional Users:</u>

The Cash Drawer allows for the setup of additional users and passwords.

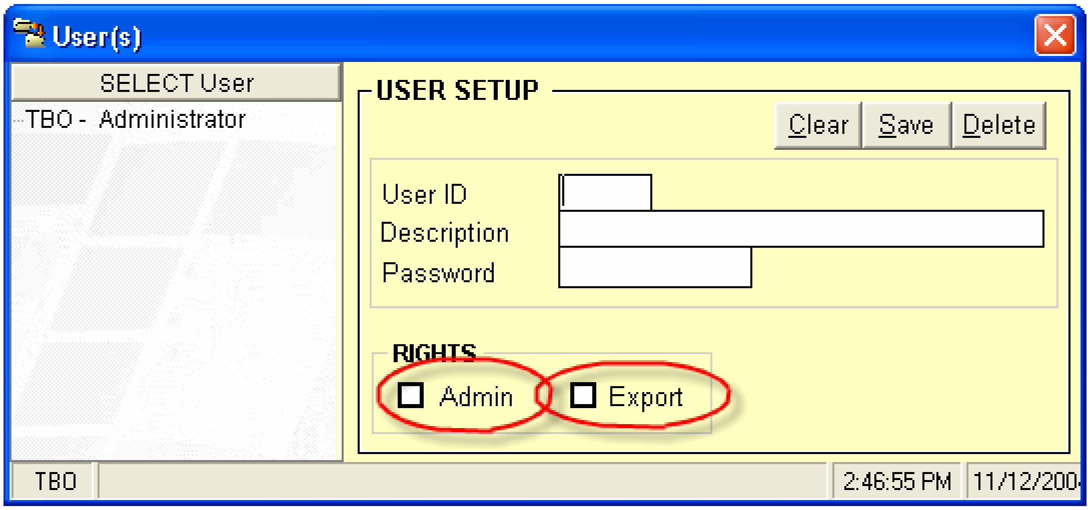
- From the Cash Drawer Main Screen, select Configuration, then select Maintain Users *(Figure 1.15)*.



(Figure 1.15)

The Users screen will appear *(Figure 1.16)* and you can begin adding additional users.

- Enter a User ID (three characters), Description and Password for the additional user.
- If you want the user to have Admin rights, click on the box next to Admin at the bottom of the screen. Users with Admin rights will have access to the configuration and setup screens while users without Admin rights will only have access to the Cash Drawer, Sales Summary, and Transaction Log screens.
- If you want the user to have exporting right, click on the box next to Export at the bottom of the screen. Users with Export rights will have access to export information from Cash Drawer to QuickBooks.



User(s)
SELECT User
TBO - Administrator
USER SETUP
Clear
Save
Delete
User ID
Description
Password
RIGHTS
Admin
Export
TBO
2:46:55 PM
11/12/200

(Figure 1.16)

CHAPTER 2 – Accessing CASH DRAWER

Opening Cash Drawer:

To open Cash Drawer do one of the following:

a) Click on the 

icon on your Windows desktop.

OR

b) Click on the 

button in the lower left corner of the screen.

Click on the 

option in the Start menu.

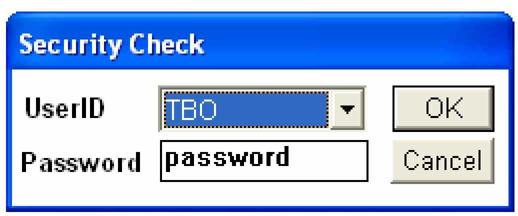
Click on the 

option in the Programs menu.

Click on the Cash Drawer option in the TBOffice menu.

Logging into Cash Drawer:

To open Cash Drawer you must enter a UserID and password in the "Security Check" screen that displays then the program starts *(Figure 2.1)*.



(Figure 2.1)

- Select a user from the drop down list next to "UserID"
- Type the correct password for that user in the text box labeled "Password".

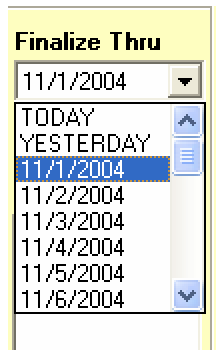
Note: The default UserID is "TBO" and the default password is "password". The default UserID cannot be deleted but the administrative password can be changed as needed.

CHAPTER 3 – Daily Transaction Processing

Daily Processing:

Select the date you would like to process from the Finalize Thru menu in the upper left corner, and click the 

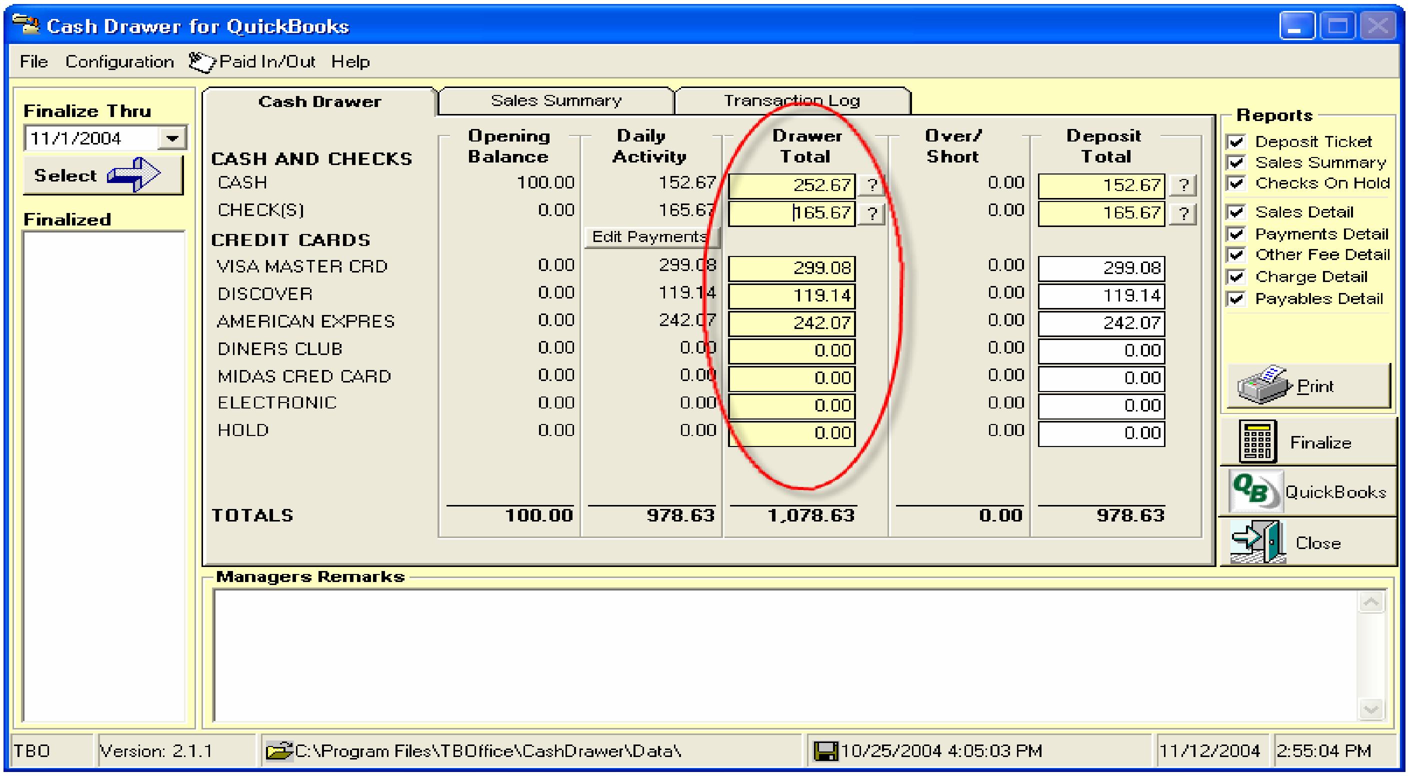
button. Selecting a day will gather information from *R.O. Writer* ™ regarding sales, payments collected and any payables incurred transactions for the selected day(s) *(Figure 3.1)*. You can either choose a specific date or you can choose today or yesterday depending on what date you are doing your reconciling.



(Figure 3.1)

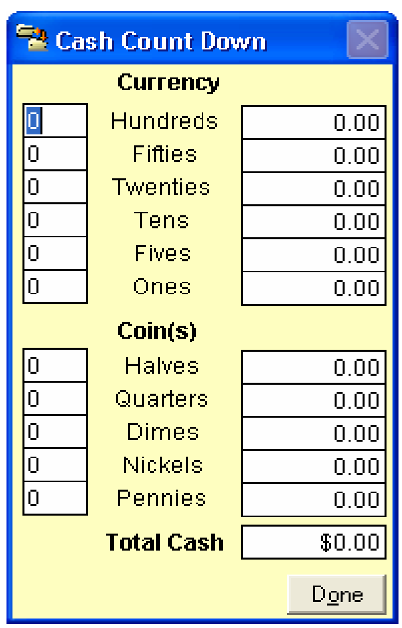
Viewing, Interpreting and Editing Information:

- The Cash Drawer screen shows users a summary of payment activity *(Figure 3.2)*
- The Opening Balance column represents the amount of Cash, Checks and Charge receipts that were in the drawer and undeposited at the beginning of the day.
- The Daily Activity column summarizes the amounts received from the various methods of payment as reported by *R.O. Writer* ™.
- The Drawer Total column is the amounts in the Opening Balance column plus the amounts in the Daily Activity column to represent what should be in your drawer at the end of the day. Any differences reflect an Over/Short variance.
- After counting the actual cash drawer down, enter the amounts of cash, verify checks, and credit card charges in the Drawer Total column. Any differences will be automatically calculated and reflected in the Over/Short column.
- Notice the user below has entered the drawer total for the cash, checks, and credit cards.



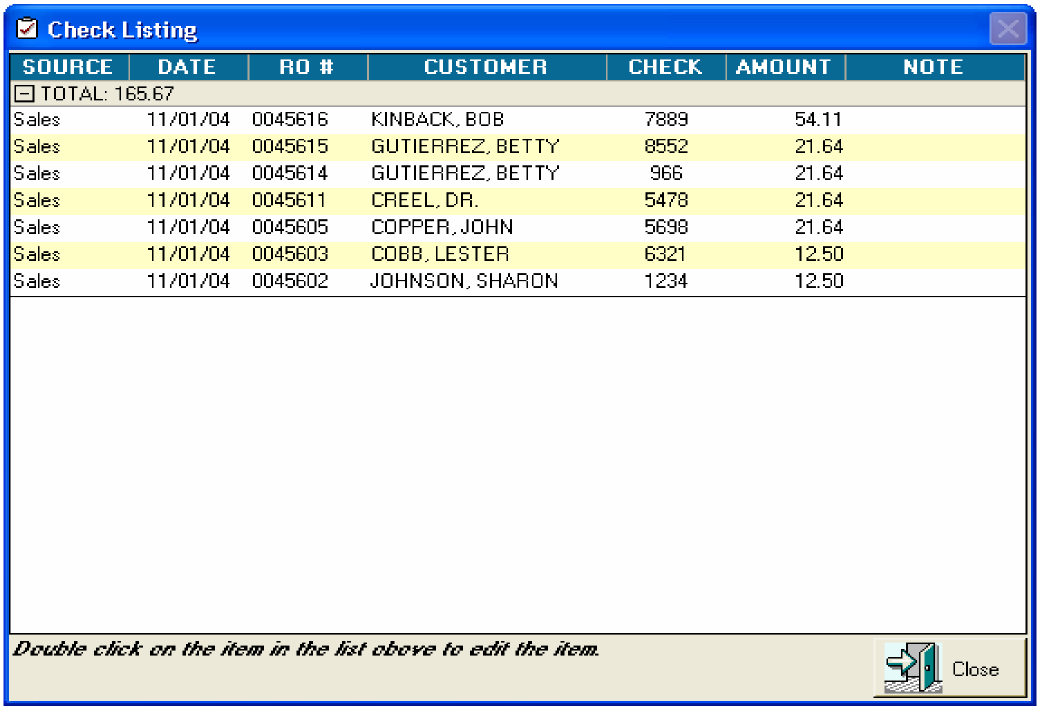
(Figure 3.2)

By clicking the [?] icon next to the cash amount in the Drawer Total column, the Cash Drawer will prompt users to count bills and coins by type and quantity *(Figure 3.3)*. Admin users can make this procedure mandatory by enabling the Force Cash Count option in the Setup menu.



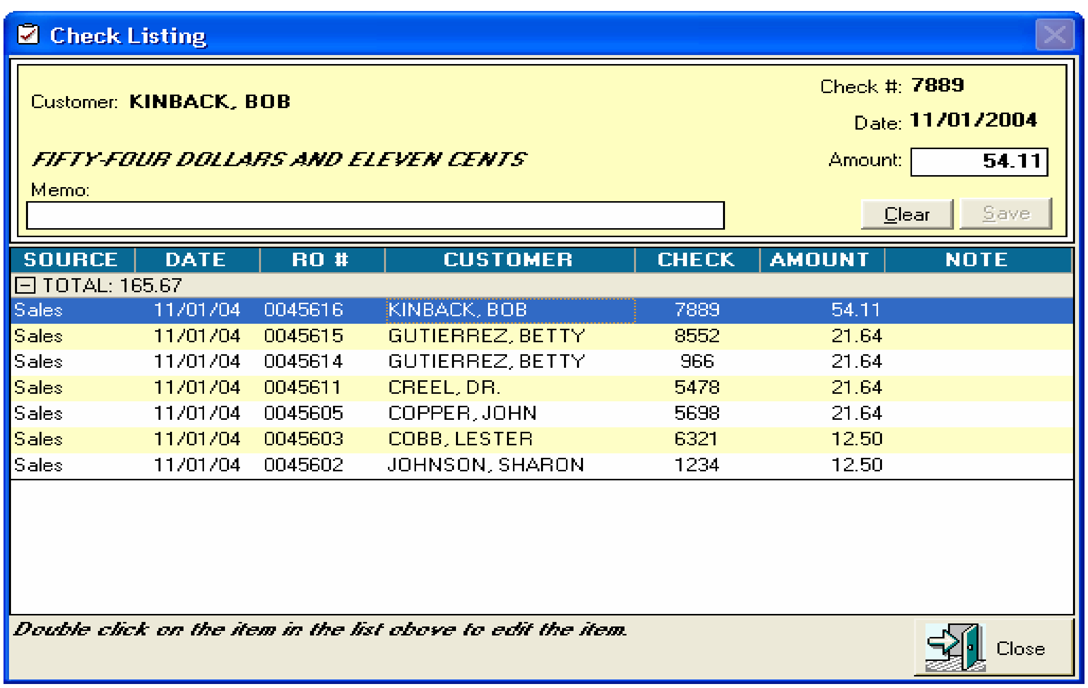
(Figure 3.3)

By clicking the  icon next to the check(s) amount in the Drawer Total column, the Cash Drawer will allow you to see all the checks entered for that day and make any adjustments needed *(Figure 3.5).*



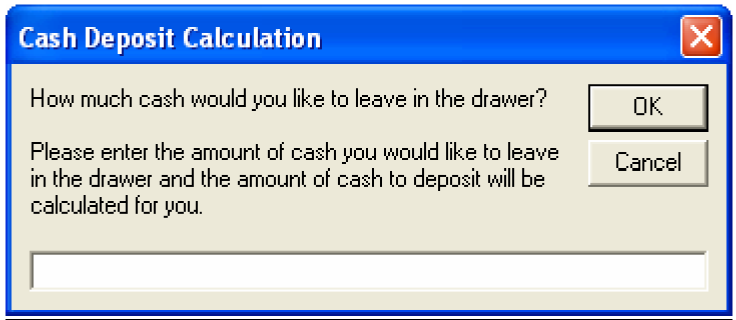
(Figure 3.5)

By double clicking on a specific line item you can make adjustments to the check amount (*Figure 3.6).*



(Figure 3.6)

By clicking the [?] icon next to the cash amount in the Deposit Total column, the Cash Drawer will ask how much cash you would like to leave in the register to begin the next day with *(Figure 3.4)*. The program will then calculate the deposited amounts automatically.

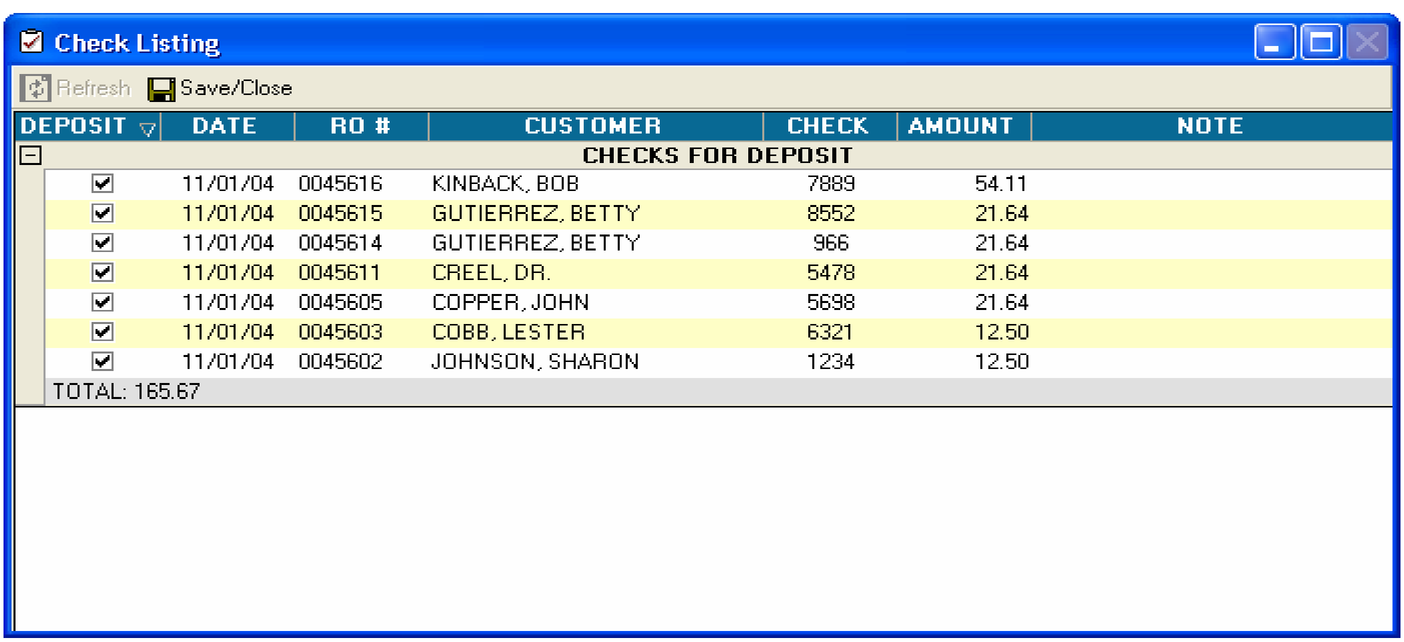


(Figure 3.4)

Held Checks:

The Cash Drawer allows users to hold checks from being deposited. Admin users can enable the Hold Checks option from the Setup menu.

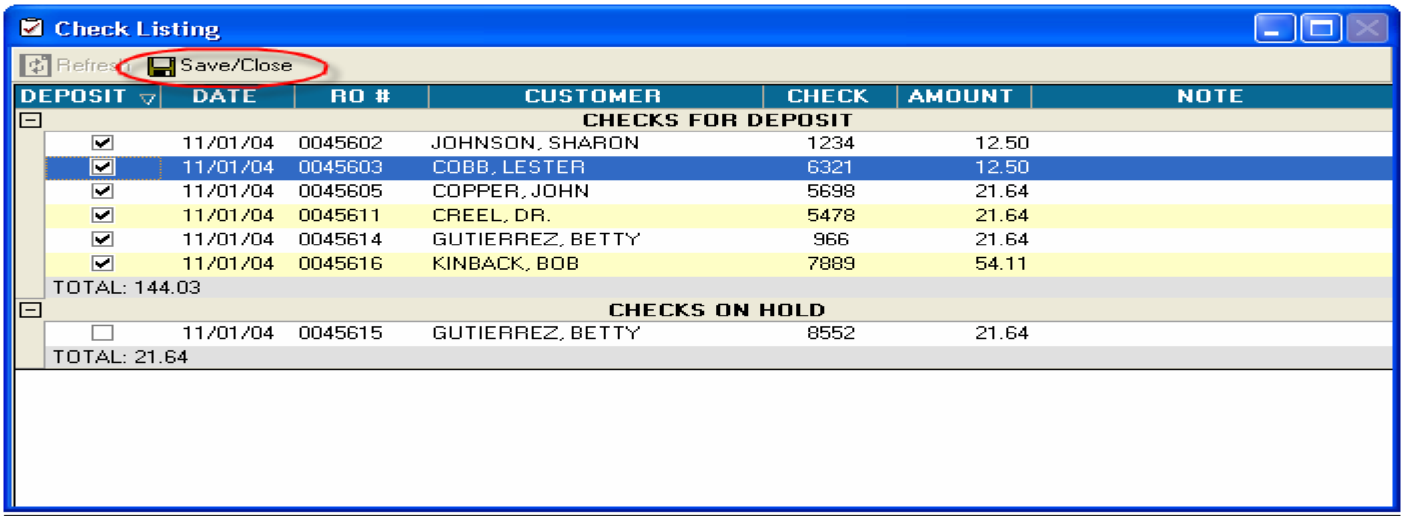
By clicking the [?] icon next to the check(s) amount in the Deposit Total column, the Cash Drawer will allow you to hold a check *(Figure 3.7)*. The check will continue to be on hold until it is marked to be deposited at a future date. A list of all checks for the day(s) will appear with the R.O.#, the customers name, the check # and the amount *(Figure 3.7)*.



DEPOSIT	DATE	RO #	CUSTOMER	CHECK	AMOUNT	NOTE
CHECKS FOR DEPOSIT						
☑	11/01/04	0045616	KINBACK, BOB	7889	54.11	
☑	11/01/04	0045615	GUTIERREZ, BETTY	8552	21.64	
☑	11/01/04	0045614	GUTIERREZ, BETTY	966	21.64	
☑	11/01/04	0045611	CREEL, DR.	5478	21.64	
☑	11/01/04	0045605	COPPER, JOHN	5698	21.64	
☑	11/01/04	0045603	COBB, LESTER	6321	12.50	
☑	11/01/04	0045602	JOHNSON, SHARON	1234	12.50	
TOTAL: 165.67						

(Figure 3.7)

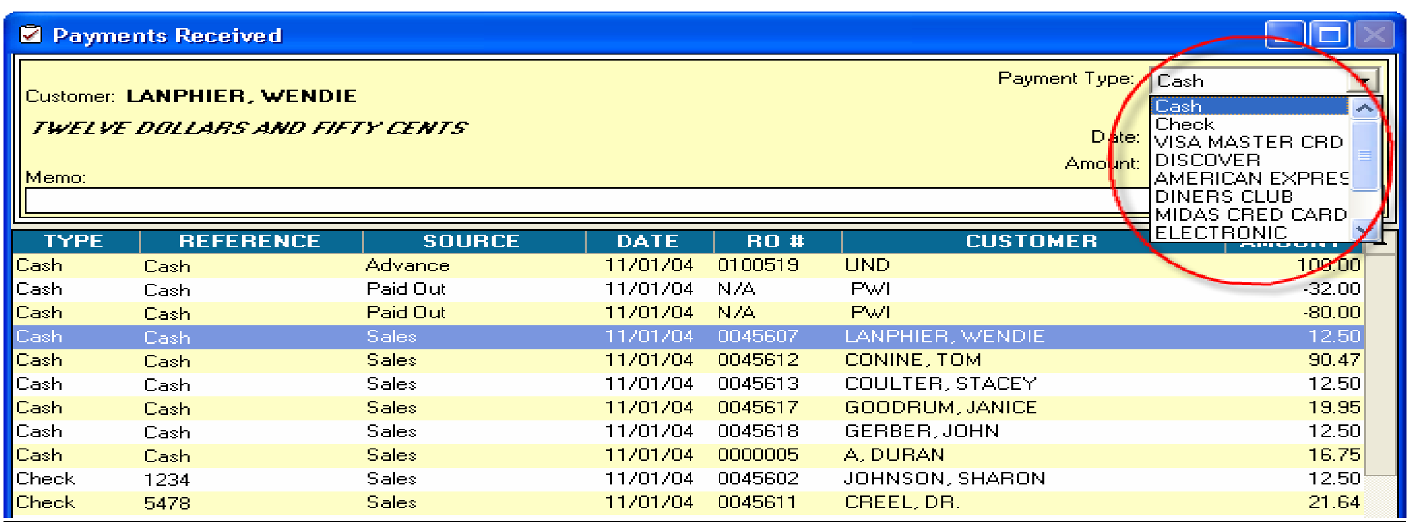
To put a check on hold simply uncheck the box next to the check(s) you wish to hold back from the deposit. This will leave the specified check(s) out of the amount deposited for the day. When you have selected the check(s) you would like to put on hold click the Refresh icon at the top of the screen. All checks on hold will appear at the bottom of the screen *(Figure 3.8)*. Click the Save/Close button at the top of the screen to save changes and exit this screen.



(Figure 3.8)

Edit Payments:

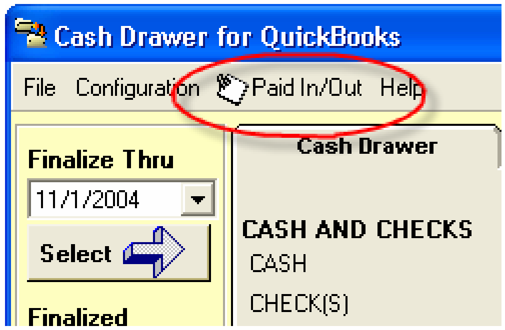
By clicking the Edit Payments icon in the Daily Activity column, the Cash Drawer allows you to change the payment type of a payment received. You can do this by double clicking on a specific line item (*Figure 3.10)*.



(Figure 3.10)

Paid In/Out:

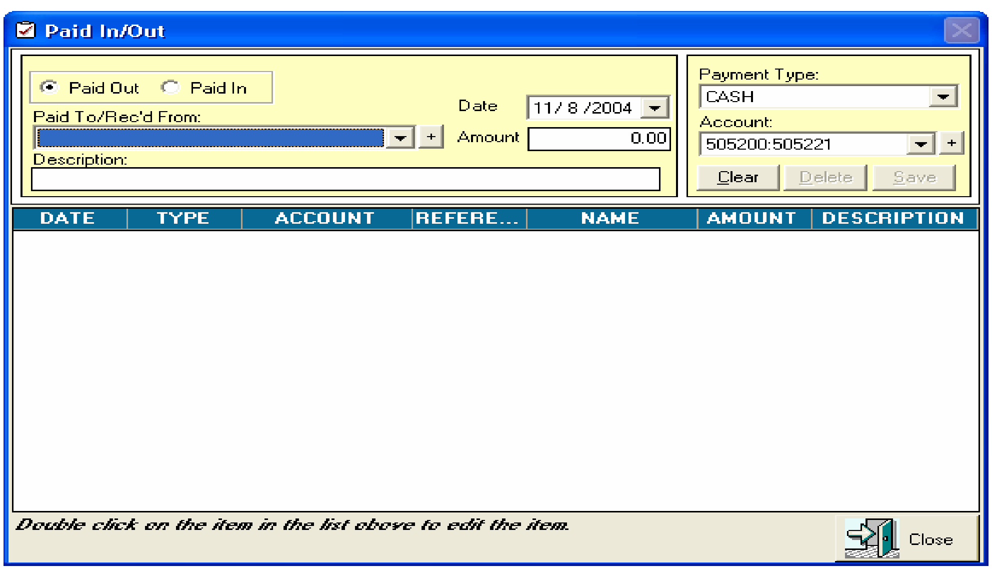
To access the Paid In/Out screen (*Figure 3.11)* click on the Paid in/out menu option at the top of the main screen in the Cash Drawer.



(Figure 3.11)

The paid in/out screen will appear *(Figure 3.12)*. Choose Paid In or Paid Out and a supplier from the Paid To/Rec'd From window, enter the amount, the date, a description, the payment type, and the "Account" they would like the transaction changed to. Click Save to record the adjustment. A log of adjustment transactions will be kept in this screen so users can view them. The effect of the transaction will be added to the daily summary totals in the main Cash Drawer screen.

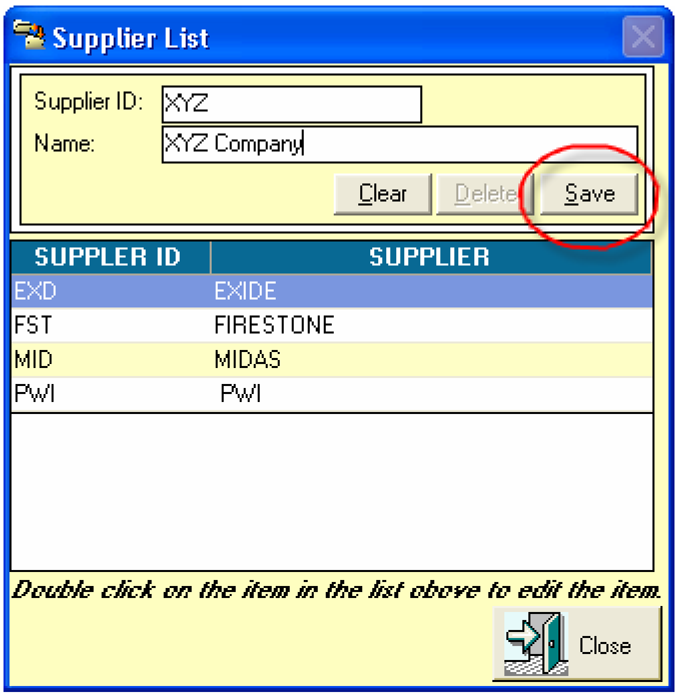
Note: After making adjustments users will be required to process the day again so any changes made will be reflected.



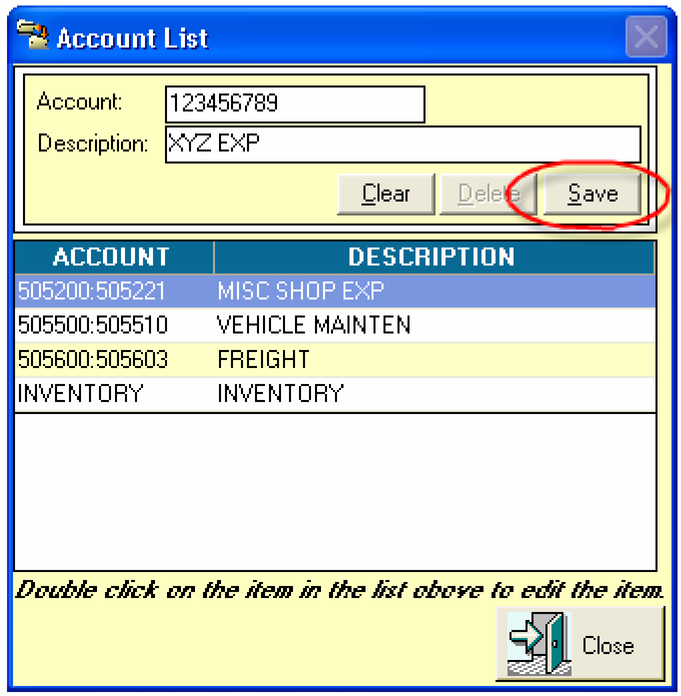
(Figure 3.12)

You can add a new supplier in the Paid In/Out option by clicking the + icon next to the Paid To/Rec'd From box. The Supplier List screen will appear *(Figure 3.13)*. Type in a supplier ID, this is a short abbreviation to identify the supplier, next type in the supplier name, click save and then close and you have just added a new supplier for your Paid In/Outs.

You can also add a new account in the Paid In/Out option by clicking the + icon next to the Account box. The Account List screen will appear *(Figure 3.14)*. Type in an account ID, this is the account number to identify the account, next type in a description of the account, click save and then close and you have just added a new account for your Paid In/Outs.



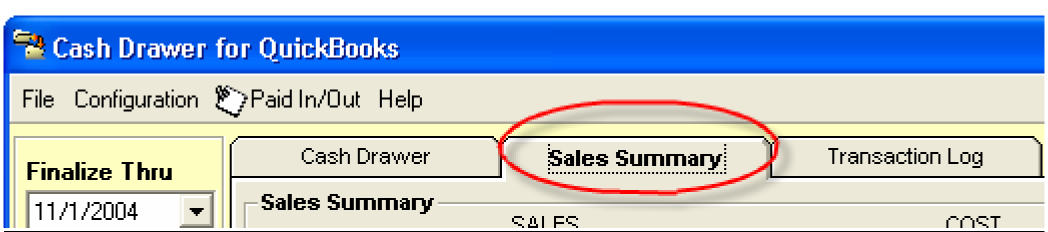
(Figure 3.13)



(Figure 3.14)

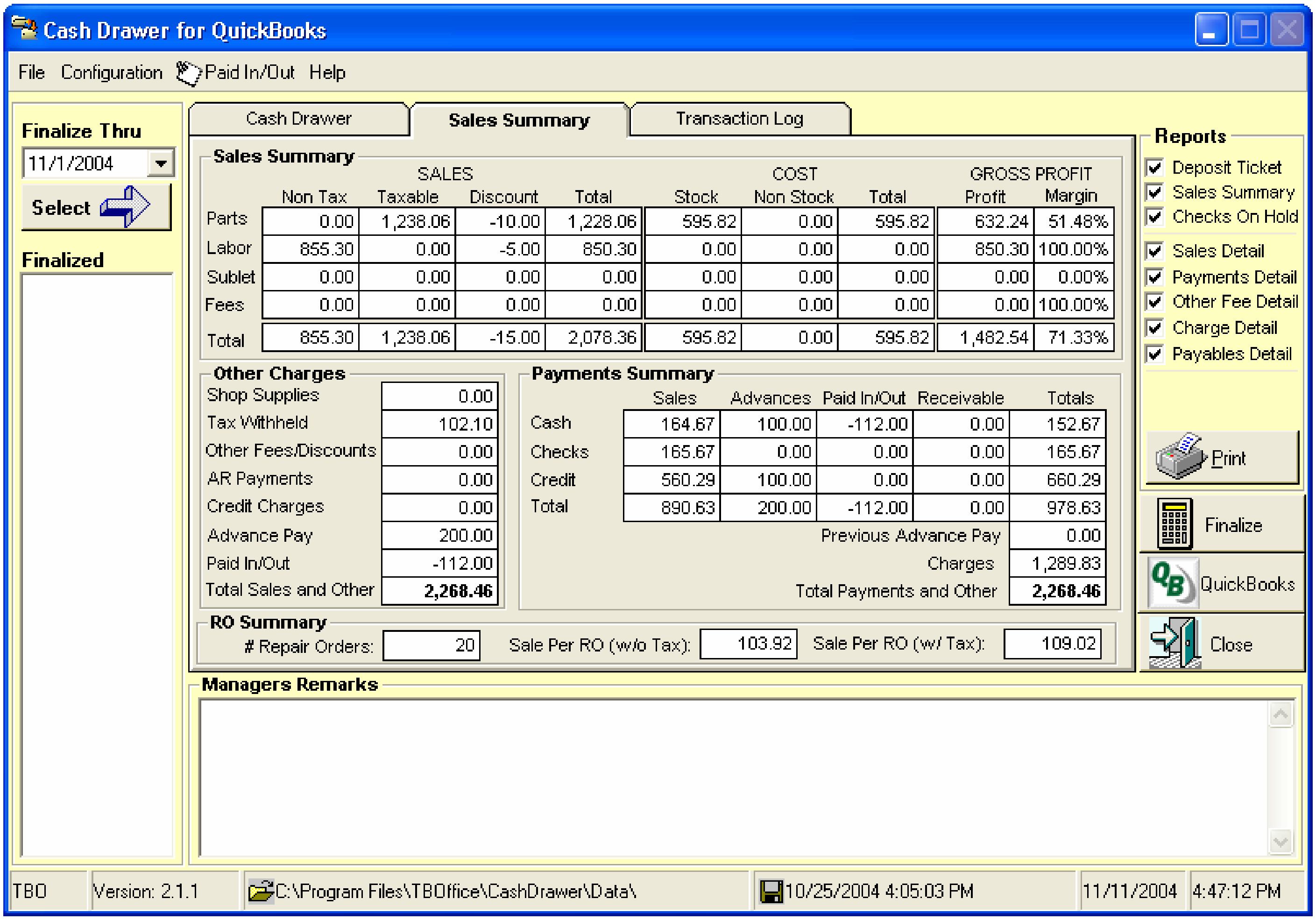
Sales Summary Screen:

The Sales Summary screen can be accessed by clicking the Sales Summary tab in the main screen of the Cash Drawer *(Figure 3.15)*.



(Figure 3.15)

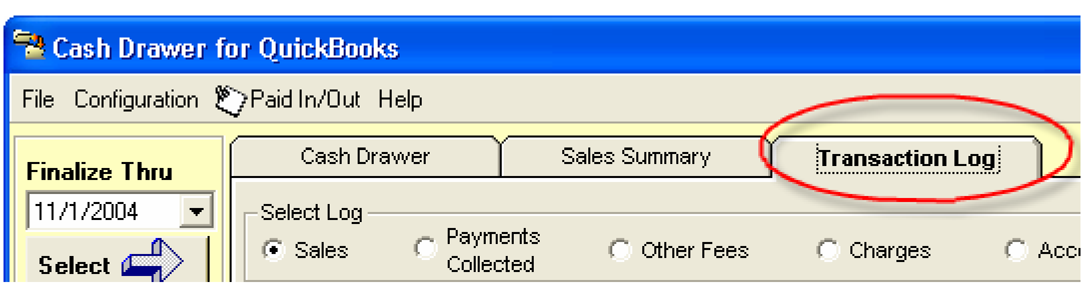
The Sales Summary screen *(Figure 3.16)* allows users to see information regarding Sales, COGS, Profit, A/R, A/P and other activity as reported by ***R.O. Writer***™ for the day(s) selected.



(Figure 3.16)

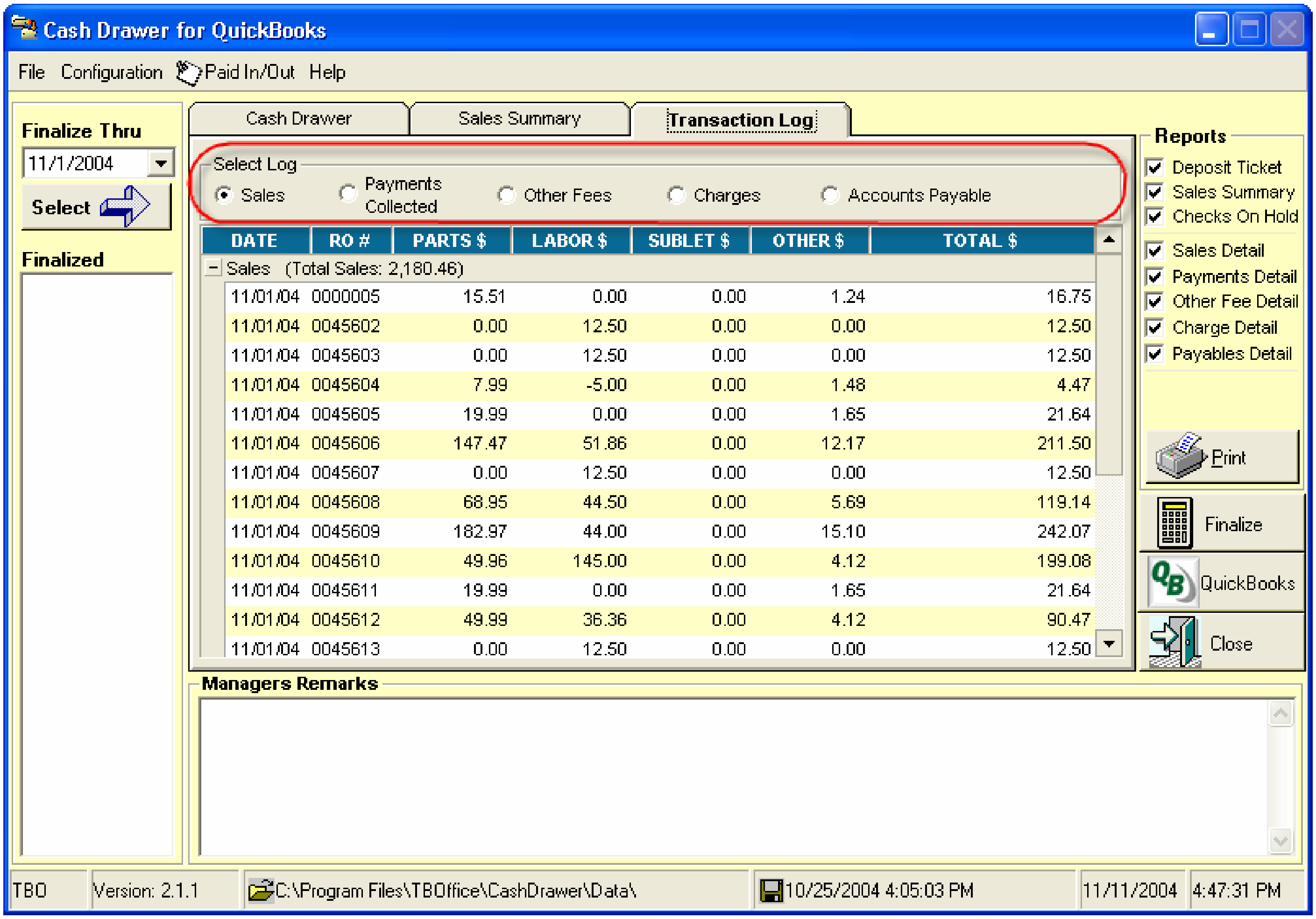
Transaction Log Screen:

The Transaction Log *(Figure 3.17)* screen can be accessed by clicking the Transaction Log tab on the top of the screen.



(Figure 3.17)

The Transaction Log screen *(Figure 3.18)* shows users individual transactions in 5 different categories, Sales, Payments Collected, Other Fees, Charges, and Accounts Payable. This screen allows users to see in greater detail how totals in the Cash Drawer and Sales Summary screens were calculated.



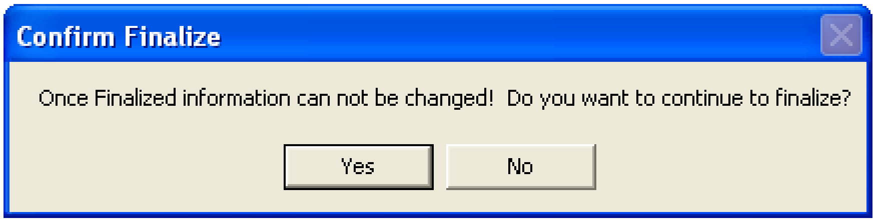
(Figure 3.18)

<u>Finalizing Daily Activity:</u>

Once you have looked over the Summary and Transaction Log screens and or made any adjustments you are ready to finalize the day. If you have configured the Cash Drawer to interface with the Accounting Link any amounts adjusted in the Cash Drawer will show up as adjusting journal entries in the Accounting Link.

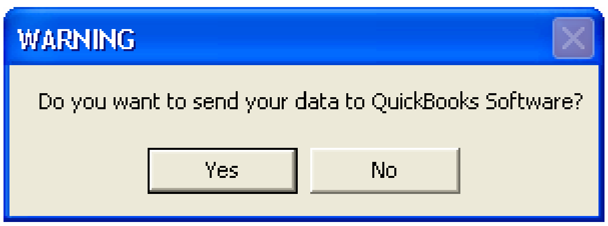
To finalize, select the 

icon. You will be reminded that once finalized, information can't be changed for the selected day(s) *(Figure 3.19)*.



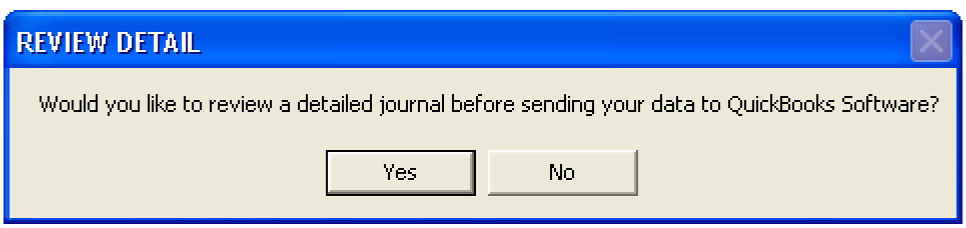
(Figure 3.19)

If you are using Cash Drawer for QuickBooks and you set up the QuickBooks configuration in the setup menu the system will ask you if you wish to send your data to QuickBooks software *(Figure 3.20)*. Choose "Yes" and the information will be transferred from Cash Drawer to QuickBooks.



(Figure 3.20)

Cash Drawer will then ask you if you wish to review a detailed journal before sending your data to QuickBooks *(Figure 3.21)*. This is optional but if you choose to do so then click "Yes".

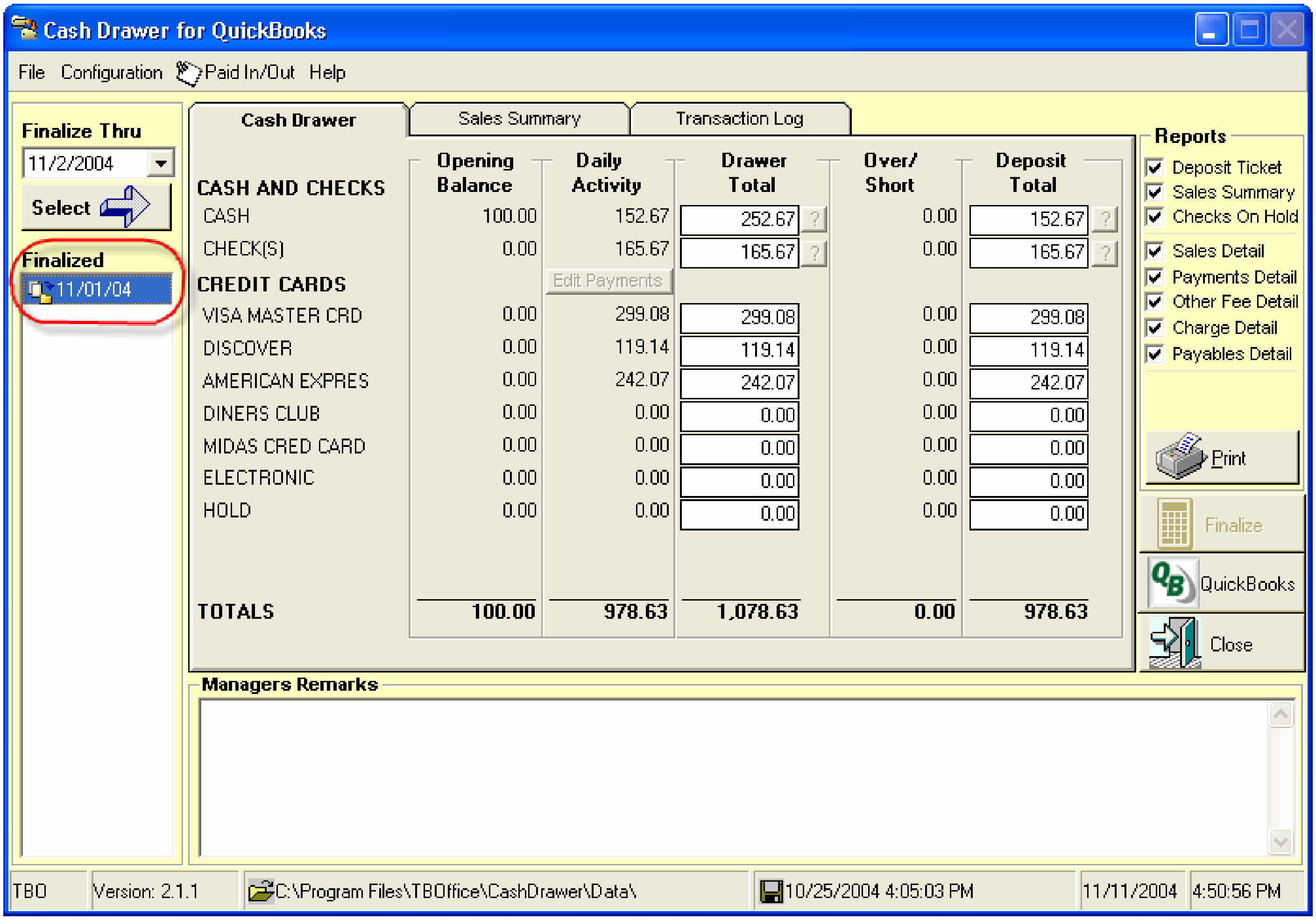


(Figure 3.21)

If you choose "Yes" the system will allow you to review the journal by line item to find any mistakes that may have been made. When you close the reports the system will ask you if you wish to send your data to QuickBooks software *(Figure 3.20)* above.

If you choose "No" the system will build your deposit and allow you to print a preprinted deposit slip right from your computer. It also allows you to review and print reports.

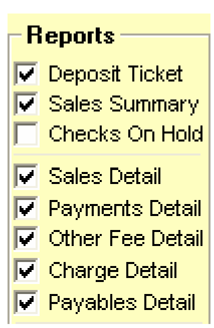
After Finalizing you can still view that day(s) data but you won't be allowed to edit it. To view, select the day(s) from the Finalized and that days data can be viewed in the Cash Drawer, Sales Summary, and or Transaction Log screens *(Figure 3.22)*.



(Figure 3.22)

Printing Reports from the Cash Drawer:

The Cash Drawer allows users to print up to seven different reports regarding the day(s) transactions. The Reports option is located on the right side of the screen *(Figure 3.23)*.



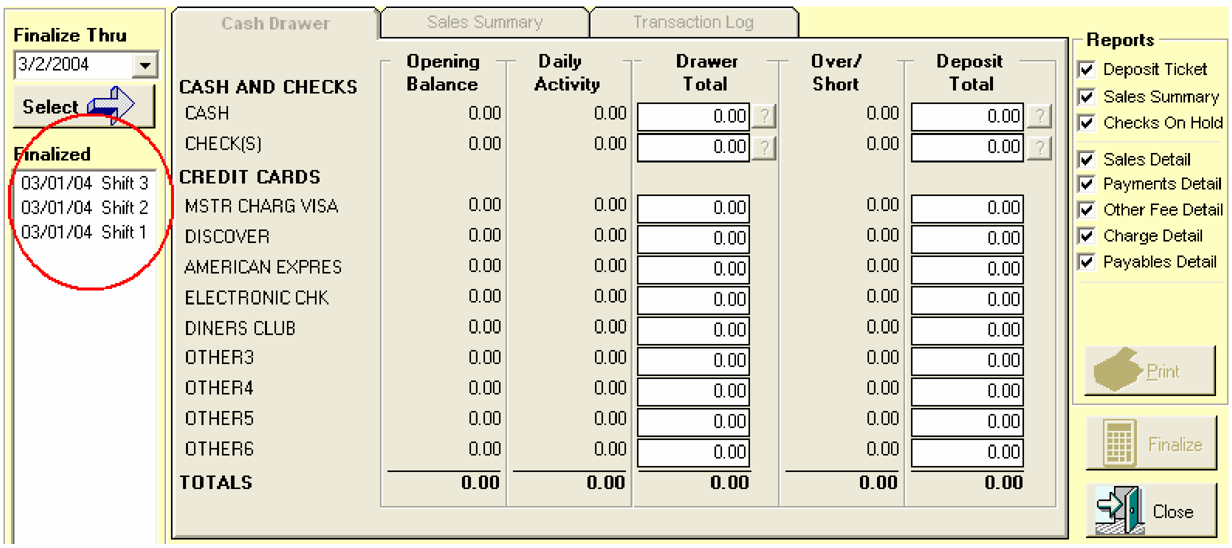
(Figure 3.23)

- **<u>Deposit Ticket</u> –** This report allows users to print a deposit slip representing all the funds that were selected for deposit for the day. Users can even get QuickBooks pre printed deposit slip forms that match up to this report thus eliminating the need to manually write out a deposit slip.
- **<u>Sales Summary</u> –** This report will display all the information from the Sales Summary Tab in a printer friendly format.
- **<u>Checks on Hold</u> –** This report will display all the checks that were placed on hold while processing the specific day(s) activity.
- **<u>Sales Detail</u> –** This report prepares a list of all the individual sales for the day. It displays customer names, R.O. numbers, and the sales totals for each customer.
- **<u>Payments Detail</u> –** This report displays information for all payments collected for the day. Different payment sources are grouped together and information about the source, R.O. number, customer and amounts received are also displayed.
- **<u>Other Fee Detail</u> –** This report displays other fees such as tire disposal and other fee types that were added to an R.O. Writer ticket.
- **<u>Charge Detail</u> –** This report displays all charges that were charged on account by customer.
- **<u>Payables Detail</u> –** The payables detail report displays information about accounts payable transactions for the day whether they are payables incurred or checks written to vendors for payables. The report groups transactions into two groups, invoices and checks. The date, supplier, reference number (usually a check#), P.O. number and amount are shown.

CHAPTER 4 – Frequently Asked Questions

How can Cash Drawer accommodate for counting down several times per day?

Users can go to the Configuration menu, select Setup and enable the Allow Shift option (see Chapter 1 for more information). Enabling this option will attach a shift number to the date every time finalization occurs. If you count down your cash drawer multiple times everyday, the allow shift option will assign a shift number each time the information is finalized. Using this option allows users to accurately track information over different shifts throughout the day.



How can I be sure the Cash Drawer is pulling all current transactions over from *R.O. Writer*™?

When the Cash Drawer program is opened it automatically pulls over all current information recorded in *R.O. Writer*™. Users can also go to the Configuration menu and click the Refresh option. This will bring over all the current transactions entered in *R.O. Writer*™. Also compare *R.O. Writer*™ sales reports to the reports before finalizing.

Can I finalize multiple days at once?

Yes, in the Finalize Thru drop down box you can select today or yesterday and it will pull all dates with activity prior to yesterday or today or you can select the most current date to today and it will do the same thing.

How do I contact technical support?

If you need technical support regarding the Accounting Link please contact:

THE BACK OFFICE, LLC

Phone (515)-964-8261 or 1-866-964-9699

Fax (515)-964-5779

Email support@tboffice.net

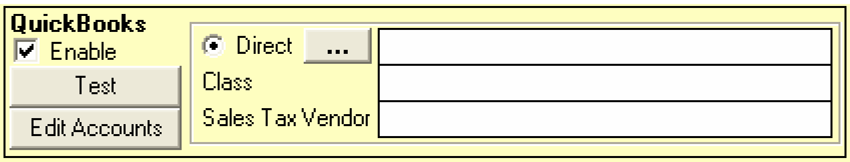
What kind of maintenance is required?

THE BACK OFFICE charges an annual maintenance fee for its products. Included with the purchase of Cash Drawer is one year of free maintenance and support. After the 1st year **THE BACK OFFICE** will send the customer an "Annual Support Agreement". This annual maintenance fee includes telephone and or electronic support for **THE BACK OFFICE** products as well as product updates.

APPENDIX A: "CASH DRAWER FOR QUICKBOOKS SETUP"

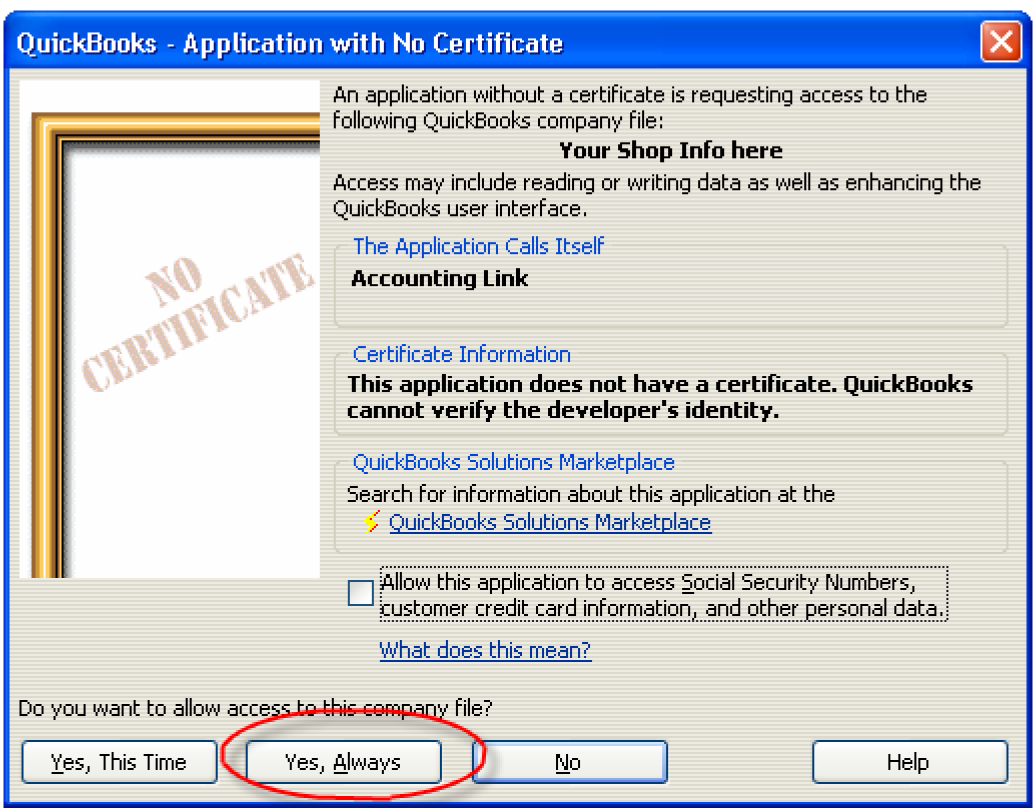
Setting up the QuickBooks feature:

Users can configure Cash Drawer for QuickBooks to send your information to QuickBooks with the click of a button. In the Cash Drawer set up menu go to the QuickBooks section *(Figure A.1).*



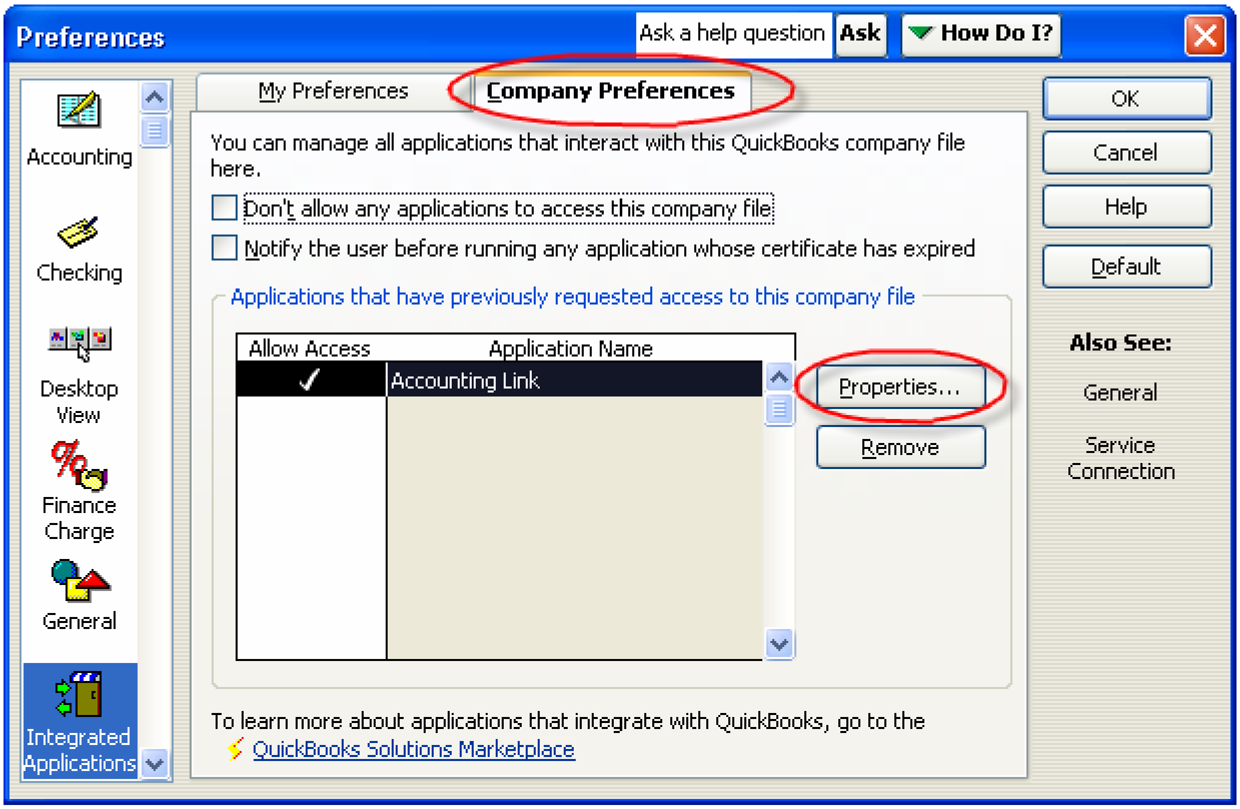
(Figure A.1)

You will need to direct Cash Drawer to send information to your QuickBooks Company. You can do this by clicking on the ... icon next to the "Direct" field. Once you browse and select your QuickBooks Company you will need to then open your QuickBooks Company in QuickBooks and then click on the Test button. You will be prompted by QuickBooks to allow access to it's data *(Figure A.2)* choose "Yes, Always".



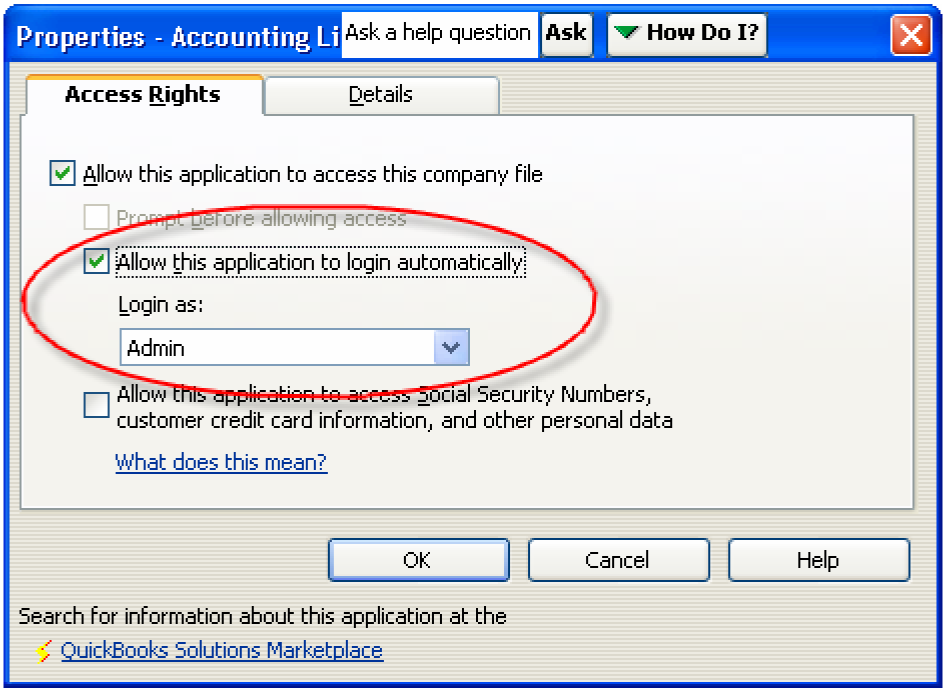
(Figure A.2)

A “Confirm to Proceed” box will pop up and ask you if you are sure you want to allow this access, say “Yes” here. In Cash Drawer say “Ok” to Connection was SUCCESSFUL! This will test to be sure that you are pointing to the correct QuickBooks Company. In QuickBooks login as Admin in single user mode. Go to edit, preferences, click on Integrated Applications on the left hand side. Next you will want to click on the Company Preferences tab *(Figure A.3)*. Select Accounting Link and click “Properties” to the right.



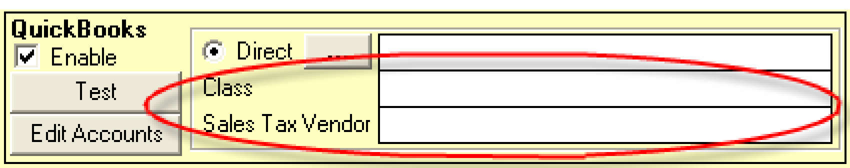
(Figure A.3)

In “Properties” the first box should be checked *(Figure A.4)*, if it is not checked, check it now. Check the box “Allow this application to login automatically”, the “Login as:” box will fill in with “Admin”. Click OK to save your properties. This will take you back to the “Preference” screen; click OK to save your preferences. Switch back to Multi user mode in QuickBooks.



(Figure A.4)

Finally you will want to enter your QuickBooks class and your Sales Tax Vendor (*Figure A.5*).

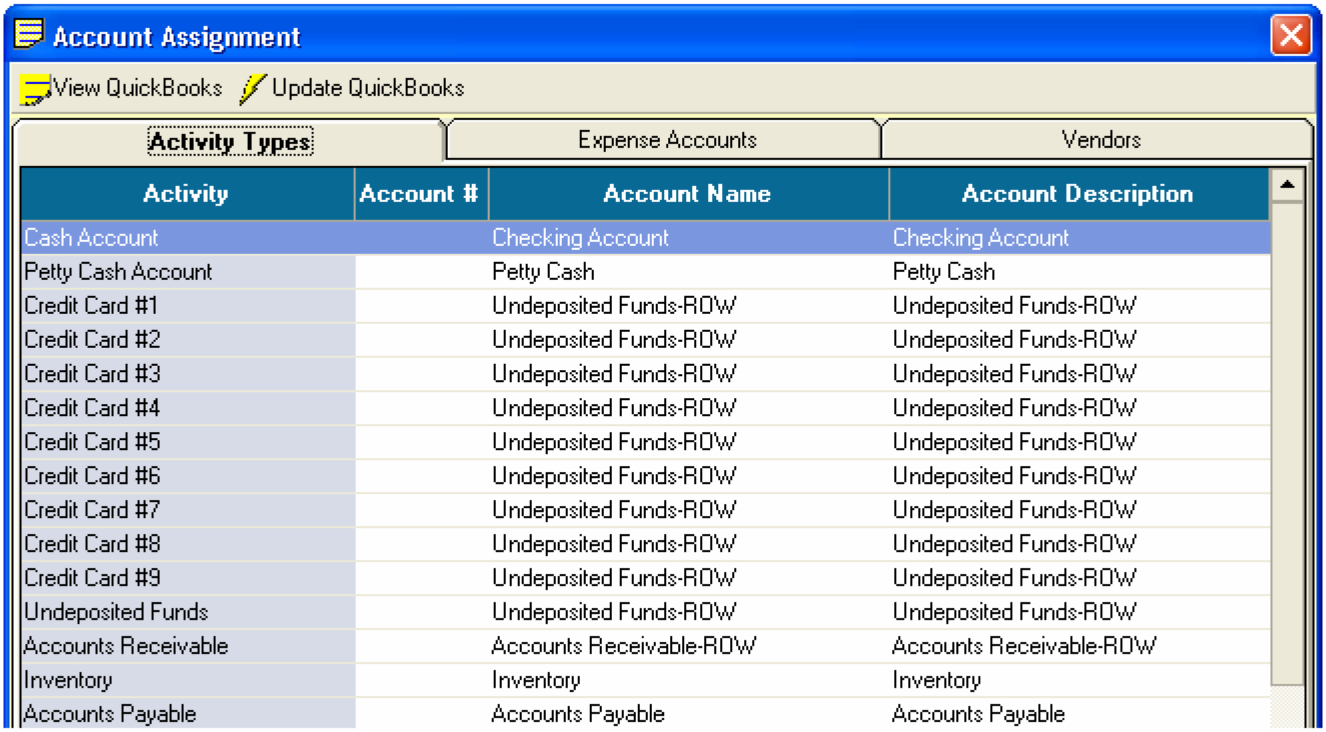


(*Figure A.5*)

Edit Accounts:

When you click on the 

button the Account List (*Figure A.6)* will come up. Here you can either click on View QuickBooks if you already have a chart of accounts or click on Update QuickBooks to have QuickBooks updated to include all accounts in the account list.



Account Assignment

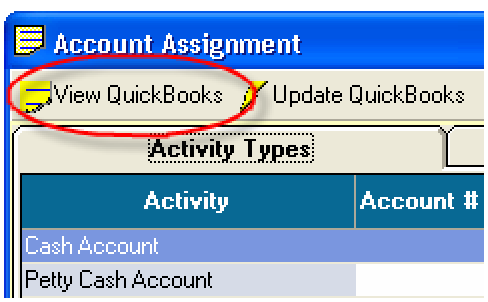
View QuickBooks | Update QuickBooks

Activity Types | Expense Accounts | Vendors

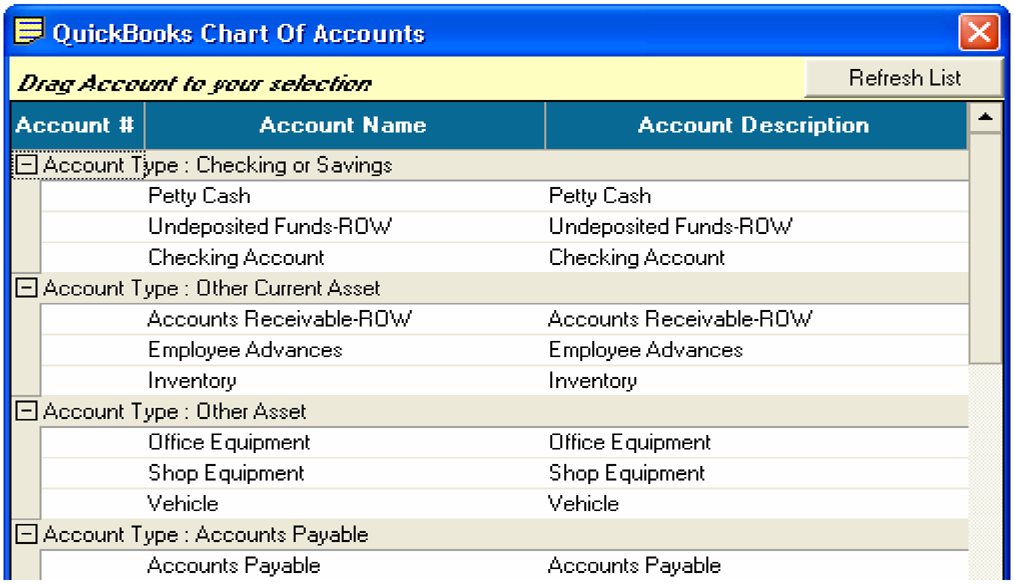
Activity	Account #	Account Name	Account Description
Cash Account		Checking Account	Checking Account
Petty Cash Account		Petty Cash	Petty Cash
Credit Card #1		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #2		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #3		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #4		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #5		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #6		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #7		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #8		Undeposited Funds-ROW	Undeposited Funds-ROW
Credit Card #9		Undeposited Funds-ROW	Undeposited Funds-ROW
Undeposited Funds		Undeposited Funds-ROW	Undeposited Funds-ROW
Accounts Receivable		Accounts Receivable-ROW	Accounts Receivable-ROW
Inventory		Inventory	Inventory
Accounts Payable		Accounts Payable	Accounts Payable

(Figure A.6)

If you click on the View QuickBooks menu *(Figure A.7)* it will bring your current QuickBooks chart of accounts into view. Click the Refresh List button to pull over your chart of accounts from QuickBooks *(Figure A.8)*. Here you will be able to assign you chart of accounts by dragging and dropping your current accounts from QuickBooks into the Cash Drawer "Activity List".

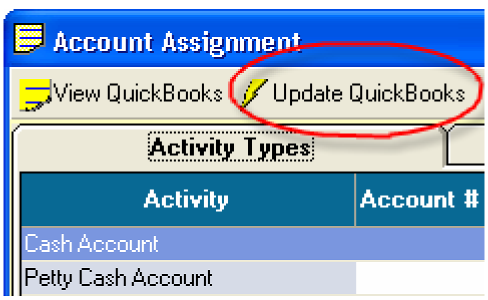


(Figure A.7)



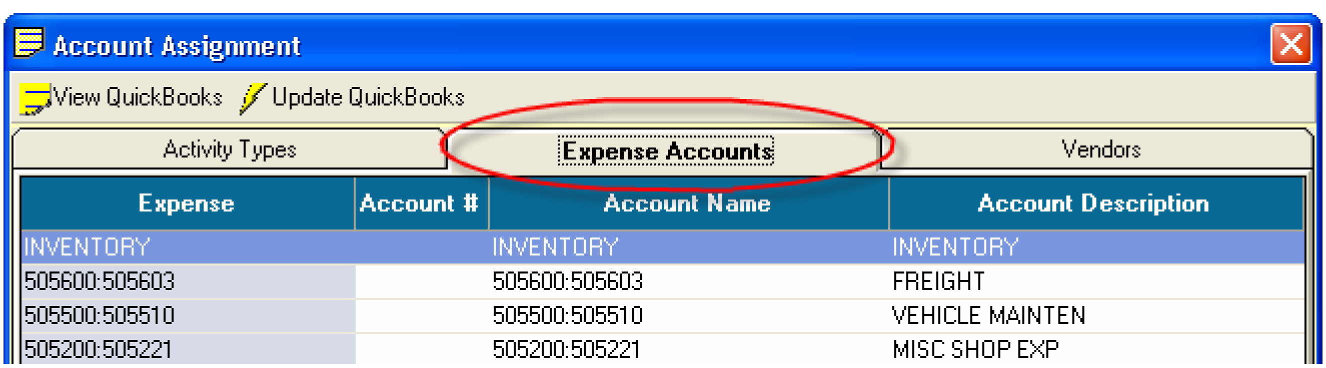
(Figure A.8)

If you do not already have a chart of accounts set up in QuickBooks then you click the Update QuickBooks menu *(Figure A.9)* to update the chart of accounts in QuickBooks.



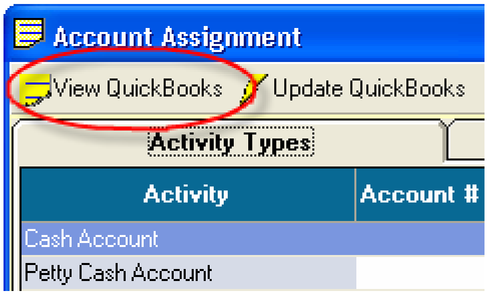
(FigureA.9)

You can map your expense accounts to QuickBooks by clicking on the Expense Accounts tab *(Figure A.10)*.



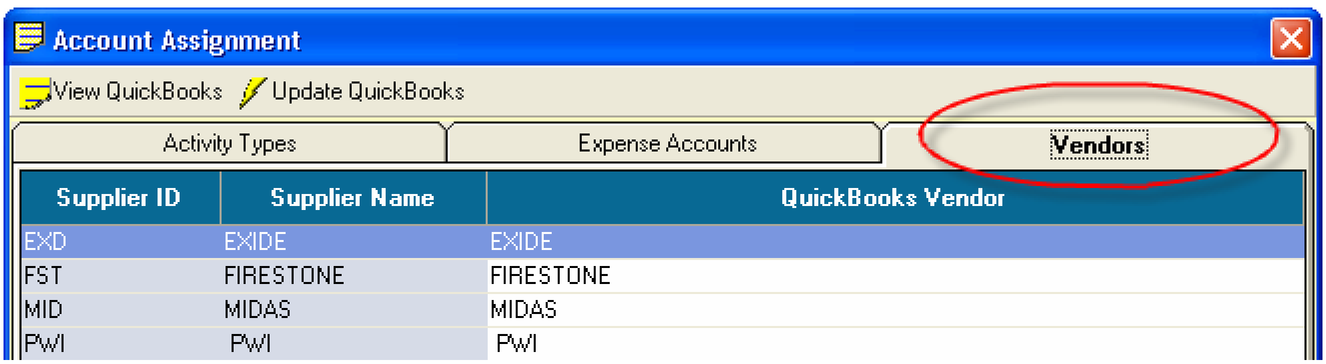
(Figure A.10)

If you click on the View QuickBooks menu option *(Figure A.11)* it will bring up your chart of accounts and you can drag and drop your expense accounts to match your expense accounts already set up in ***R.O. Writer***™.



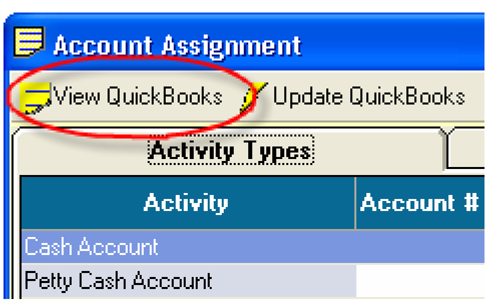
(Figure A.11)

You can map your vendors to QuickBooks by clicking on the Vendors tab *(Figure A.12*).



(Figure A.12)

If you click on the View QuickBooks menu option *(Figure A.13)* it will bring up your chart of accounts and you can drag and drop your vendors to match your vendors already set up in ***R.O. Writer***™.



(Figure A.13)

You have just successfully set up Cash Drawer for QuickBooks to automatically send your information from Cash Drawer to your QuickBooks Company with the click of a button.

APPENDIX B: "LICENSE AGREEMENT"

IMPORTANT: Please read the following License Agreement thoroughly. If you Accept the agreement, click on the Accept button. To cancel the installation, click on the Decline button.

This is a legal agreement between Licensee and THE BACK OFFICE, LLC. ("THE BACK OFFICE"). THE BACK OFFICE is willing to license this software to you only upon the condition that you accept all of the terms and conditions contained in the following license agreement. Please read the terms and conditions carefully as continuing with the setup procedure will indicate your acceptance of all of the terms and conditions of the license agreement ("agreement"). If you do not agree to the terms and conditions, THE BACK OFFICE is unwilling to license the software to you.

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By continuing the setup procedure, Licensee acknowledges that Licensee has read this agreement, understands it, and agrees to be bound by its terms and conditions. Licensee further agrees that this is the complete and exclusive statement of the agreement between us, which supercedes any proposal or prior agreement, oral or written, and any other communications between us relating to the subject matter of this agreement.

This Agreement will be governed by the laws of the Iowa, USA.

If you Accept the agreement, click on the Accept button. To cancel the installation, click on the Decline button.

APPENDIX C: "SUPPORT AGREEMENT"

The Back Office shall provide support and updates for the above referenced Software subject to the following conditions:

Remote Support:
The Back Office agrees to make available to Licensee telephone and or electronic support during The Back Office's normal business hours (8:00am to 5:00pm Central time, Monday through Friday, excluding holidays). Licensee must have Internet connection and a working copy of PCAnywhere (or other acceptable remote desktop sharing software) for use in diagnosing problems.

Fees:
Licensee agrees to pay The Back Office an annual fee for support in accordance with the charges referenced above. All fees are payable in advance at the time of signature of this agreement.

Malfunction Correction:
The Back Office will provide a reasonable resolution or 'fix' to Software malfunctions, errors or problems in a timely manner. The Licensee must provide adequate information and documentation to enable The Back Office to recreate the malfunction, error or problem.

General:
The Back Office shall have no responsibility for hardware or software which has been subject to improper use, accident, neglect or modification. It is beyond the scope of support provided by The Back Office to train and/or Support software not manufactured buy us, including but not limited to Microsoft Windows, Microsoft Internet Explorer and PCAnywhere.

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The Back Office may from time to time, at its discretion, issue Enhancements, Releases and Database Updates to improve functionality and useful of the Software. Licensee will receive (via internet) at no charge all Updates to the Software issued by The Back Office during the term of this agreement. Such Updates will be distributed to the Licensee within 12 months after The Back Office has made it available to Licensee, The Back Office will have no further obligation to provide support on those parts of the Software updated by such update.