

How to Use Accounting Mapping for Encore

The Accounting Mapping feature allows users to display and map their chart of accounts in MSPbots, and use it to create widgets, bots, and dashboards. Only users with a financial role can use this feature.

For the 19 Encore Metrics, we only need to map the following accounts:



- 1. Operating Income
- 2. COGS - Cost of Goods Sold
- 3. Operating Expenses
- 4. Amortization and Depreciation - Related to operations
- 5. Accounts Receivable - Related to Credit Sales

The Accounting Mapping feature requires data from the accounting integrations QuickBooks Online, QuickBooks On-Premise, and Xero.

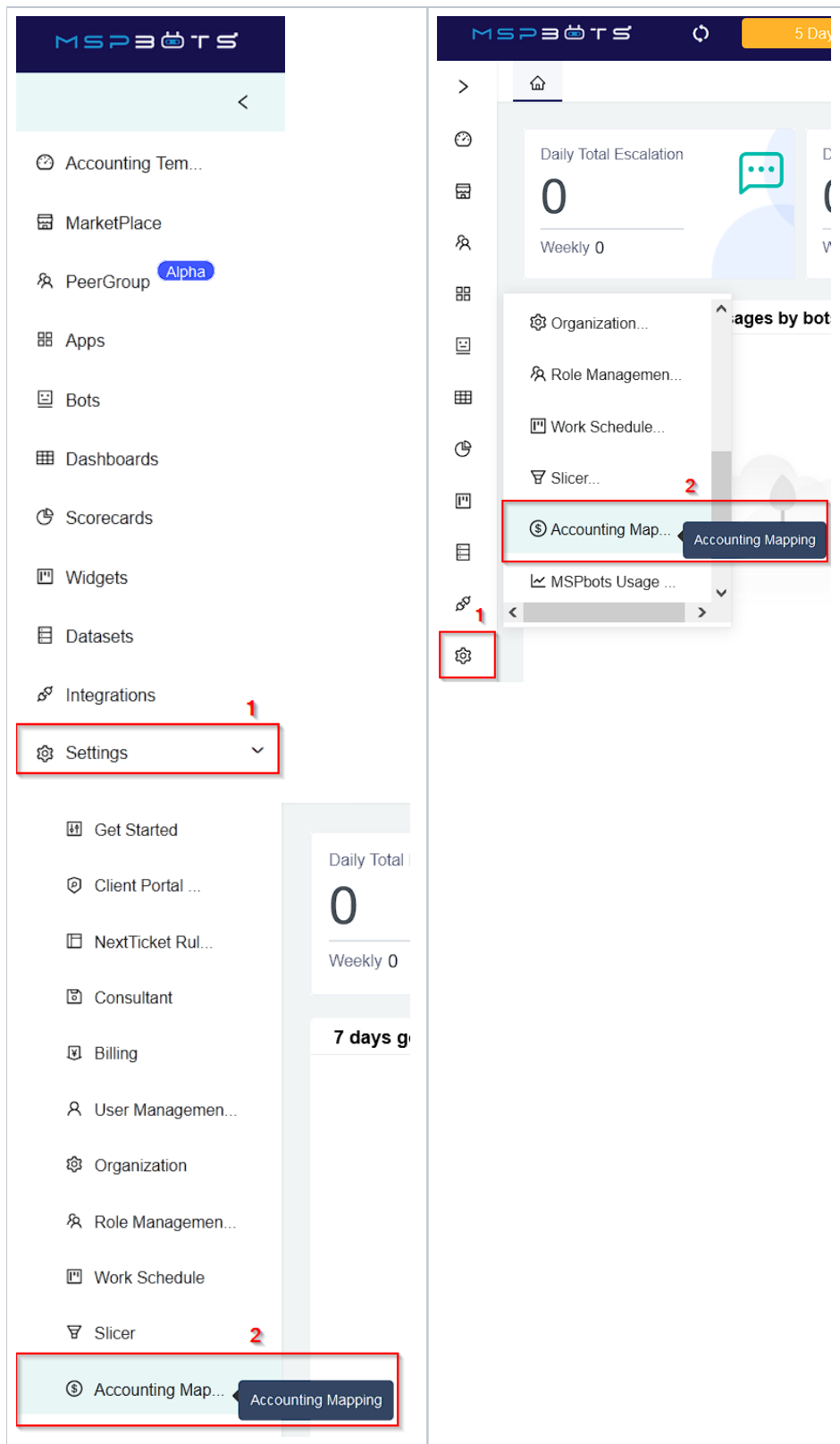
This article is a guide on how to:

- [How to access Accounting Mapping on the MSPbots app](#)
- [How to set up the Encore Accounting Mapping feature](#)
 - [1 Select your Accounting Software](#)
 - [2 Select Profit & Loss Statement](#)
 - [3 Select Map to Encore](#)
- [How to map accounts to Encore Account Mapping](#)
 - [1 Locate the appropriate accounts and drag them to the Encore template.](#)
 - [2 Alternatively, you can use the search bar to start mapping an account.](#)
 - [3 Make sure to click Save to complete the Encore Accounting Mapping.](#)
- [What are the Accounts to map for the 19 Encore Metrics?](#)
 - [Mapping Operating Income in Encore Mapping Template](#)
 - [Mapping Operating Expense in Encore Mapping Template](#)
 - [Mapping Cost of Goods Sold in Encore Mapping Template](#)
 - [Mapping Accounts Receivable in Encore Mapping Template](#)

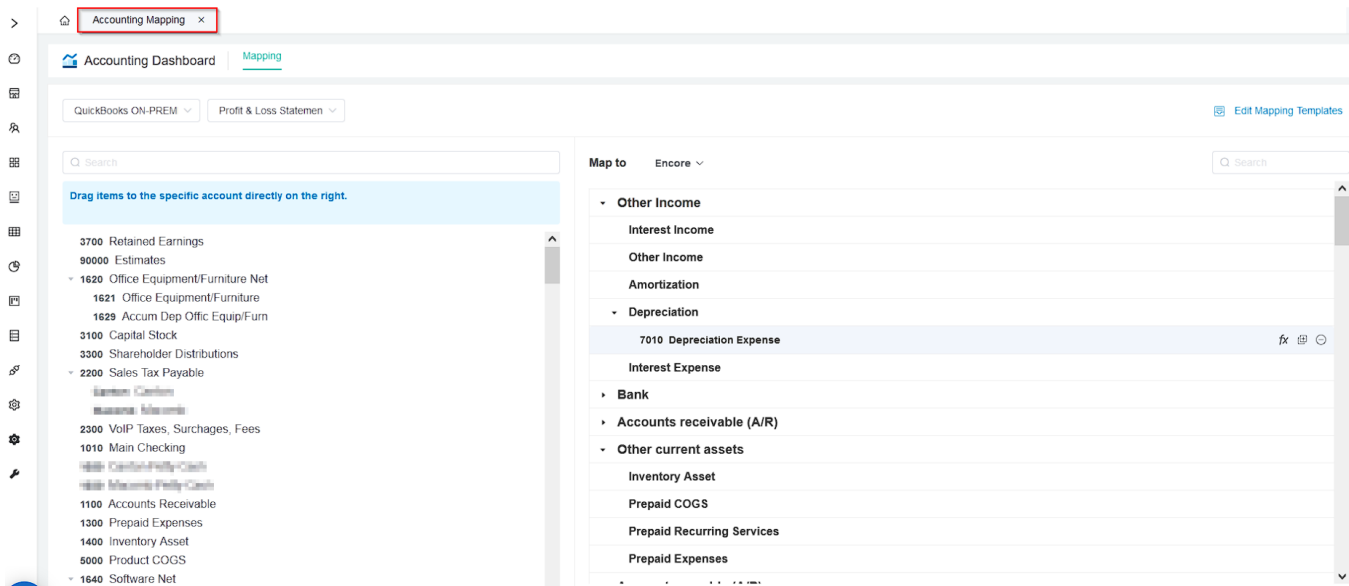
How to access Accounting Mapping on the MSPbots app

To access Accounting Mapping, go to the leftmost pane and click  **Settings** >  **Accounting Mapping**.

Expanded pane view	Collapsed pane view
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Sample:

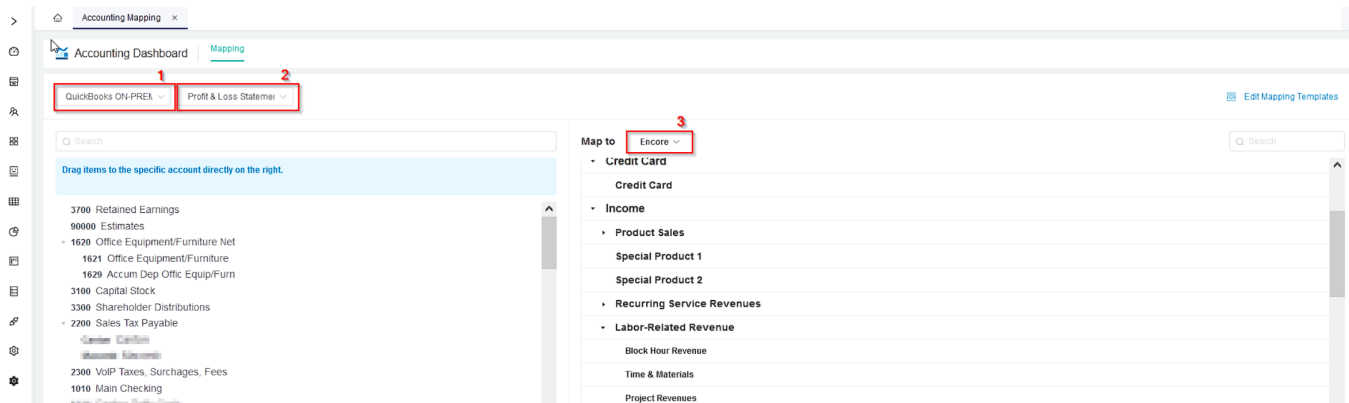


How to set up the Encore Accounting Mapping feature

To set up the Encore Accounting Mapping feature, navigate to Accounting Mapping on the MSPbots menu and do the following steps:

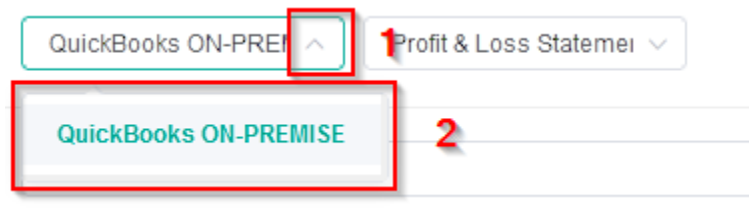
If you can't see the tab click [here](#) for instructions on [How to access Accounting Mapping?](#)

1. Select your Accounting Software
2. Select Profit & Loss Statement
3. Select Map to Encore



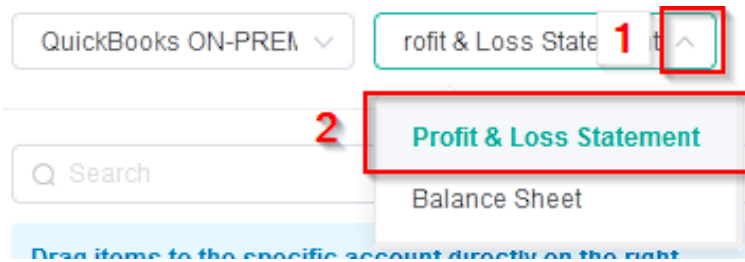
1 Select your Accounting Software

On the upper left section of the Accounting Mapping tab, hover over the dropdown for accounting software and select your software.



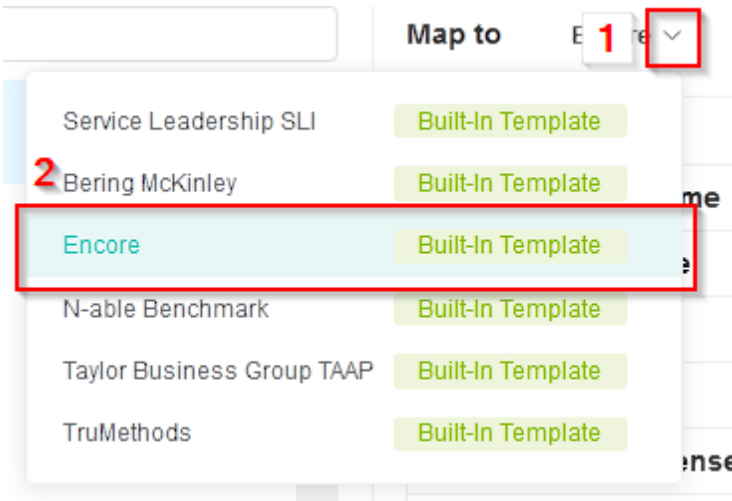
2 Select Profit & Loss Statement

On the same section, hover over the dropdown beside the accounting software dropdown list and select **Profit & Loss Statement**.



3 Select Map to Encore

Locate the **Map to** section and select **Encore** from the dropdown list.



How to map accounts to Encore Account Mapping

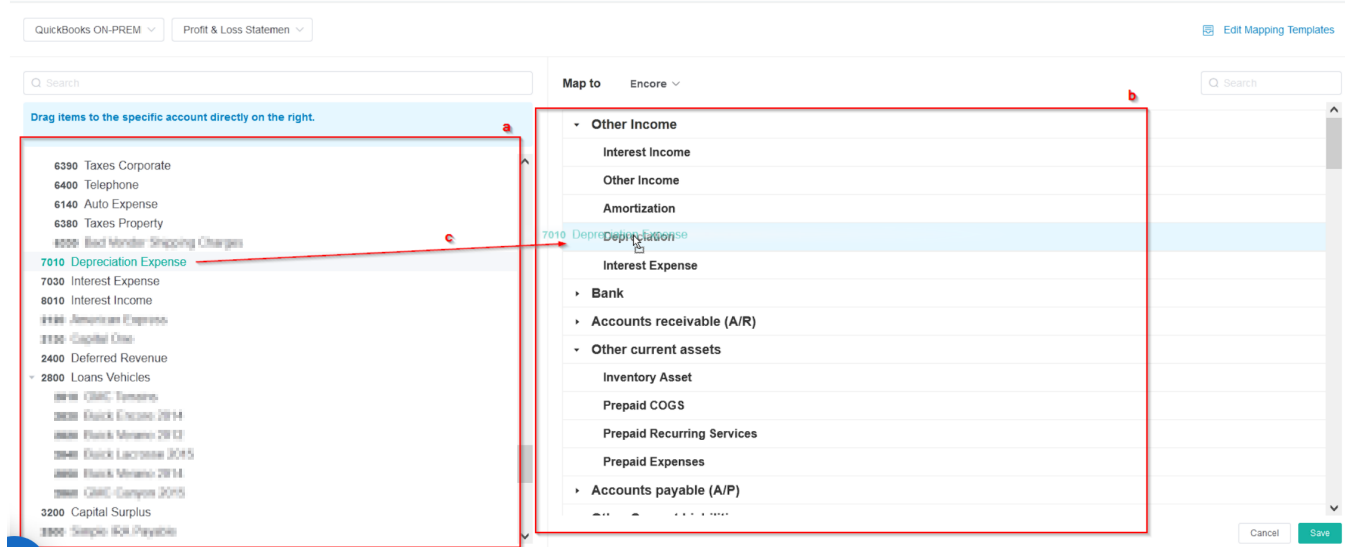
To arrange the mapping in MSPbots Accounting Mapping for Encore:

*Before you map your accounts in MSPbots Accounting Mapping for Encore, make sure that you're on the Accounting Mapping tab and that the setup for the **Encore** feature is selected. Please refer to the previous steps for a guide on [How to access Accounting Mapping](#) and [How to set up the Encore Accounting Mapping feature](#).*

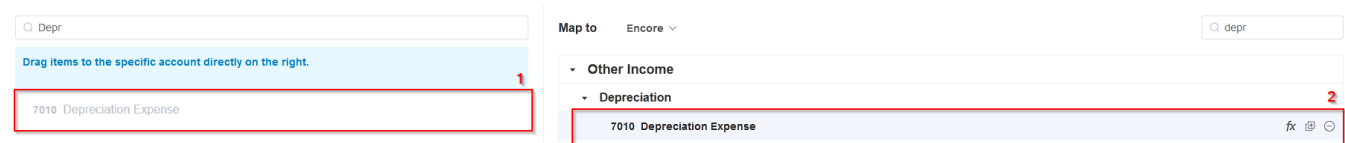
1 Locate the appropriate accounts and drag them to the Encore template.

- Browse the accounts available in your Accounting Software and locate the account that you wish to map in the MSPbots Encore feature.
- Locate the appropriate category in the Encore mapping template for your chosen account.

c. Drag the account and drop it to the top of the category.

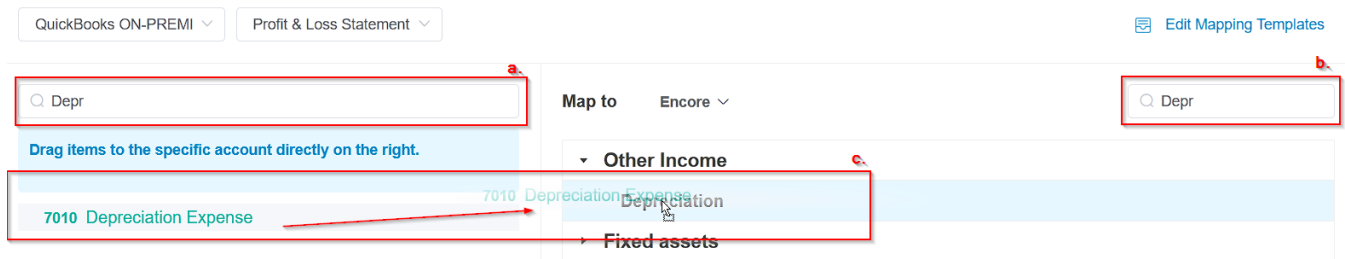


The mapped account will grey out in the Accounting Software section and be visible below the Encore account category.

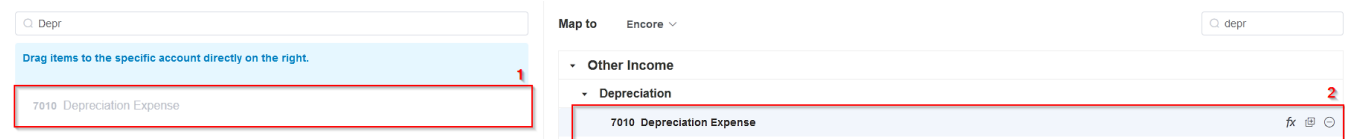


2 Alternatively, you can use the search bar to start mapping an account.

- Browse the column for your accounting software for the accounts that you wish to map to the MSPbots Encore feature.
- Search for the appropriate category in the Encore mapping template.
- Select the account and drag it on top of the appropriate category.



The mapped account will grey out in the Accounting Software column and be visible below the Encore account category.



3 Make sure to click Save to complete the Encore Accounting Mapping.

The Save button for the Encore feature is located on the lower right part of the Accounting Mapping tab

Accounting Dashboard

Mapping

QuickBooks ON-PREMI

Profit & Loss Statement

Edit Mapping Templates

Q Search

Drag items to the specific account directly on the right.

3700 Retained Earnings

90000 Estimates

1620 Office Equipment/Furniture Net

1621 Office Equipment/Furniture

1629 Accum Dep Offic Equip/Furn

3100 Capital Stock

3300 Shareholder Distributions

2200 Sales Tax Payable

Current Liabilities

Basic Assets

2300 VoIP Taxes, Surcharges, Fees

1010 Main Checking

1000 Carlson Petty Cash

1000 McDonalds Petty Cash

1100 Accounts Receivable

1300 Prepaid Expenses

Map to

Encore

Q Search

Bank

Accounts payable (A/P)

Other Current Liabilities

Credit Card

Other Income

Income

Equity

COGS - Cost of Goods Sold

Expenses

Other current assets

Fixed assets

Accounts receivable (A/R)

Click Save

Cancel

Save

What are the Accounts to map for the 19 Encore Metrics?

For the 19 Encore Metrics, we only need to map the following accounts:

1. Amortization and Depreciation - Other Income Sub-category
2. Income
3. COGS and Expenses
4. Accounts Receivable

Please disregard the mapping for the following accounts:

1. Bank
2. Accounts payable
3. Other Current Liabilities
4. Credit Card
5. Non-operating income & expense
 - Interest Income
 - Other Income
 - Interest Expense
6. Equity
7. Other current assets
8. Fixed Assets

Map to Encore ▾

▸ Credit Card

▾ Other Income

Interest Income

Other Income

Amortization

1

Depreciation

Interest Expense

▸ Income

2

▸ Equity

▸ COGS - Cost of Goods Sold

3

▸ Expenses

▸ Other current assets

▸ Fixed assets

▸ Accounts receivable (A/R)

4

Mapping Depreciation and Amortization in the Encore Mapping Template

In the section for the Encore mapping template, select the expand button ▸ corresponding to the main category **Other Income** to show the Amortization and Depreciation.

You can also use the [search bar](#) option above as an alternative.

Map to Encore ▾

1 ▾ Other Income

Interest Income
Other Income 2
Amortization
Depreciation
Interest Expense

Mapping Operating Income in Encore Mapping Template

In the section for Encore mapping template, select the expand button ▸ beside the main category **Income** to show Sales, Operating Revenues, Return & Allowances, and Miscellaneous Income.

You can also use the [search bar](#) option above as an alternative.


<ol style="list-style-type: none"> 1. Select ▸ Expand button for Main Category Income 2. Encore mapping accounts for: <ul style="list-style-type: none"> - Special Product 1 - Special Product 2 - VOIP Revenue - Hardware As A Service Revenue - Miscellaneous Income - Returns & Allowances 3. ▸ Expand button for Parent Category: <ul style="list-style-type: none"> - Product Sales - Recurring Service Revenue - Labor-Related Revenue 	<p>Map to Encore ▾</p> <p>1 ▾ Income</p> <p>3 ▸ Product Sales 2</p> <table border="1"> <tr><td>Special Product 1</td></tr> <tr><td>Special Product 2</td></tr> </table> <p>3 ▸ Recurring Service Revenues</p> <p>3 ▸ Labor-Related Revenue 2</p> <table border="1"> <tr><td>VOIP Revenue</td></tr> <tr><td>Hardware As A Service Revenue</td></tr> <tr><td>Miscellaneous Income</td></tr> <tr><td>Returns & Allowances</td></tr> </table>	Special Product 1	Special Product 2	VOIP Revenue	Hardware As A Service Revenue	Miscellaneous Income	Returns & Allowances
Special Product 1							
Special Product 2							
VOIP Revenue							
Hardware As A Service Revenue							
Miscellaneous Income							
Returns & Allowances							
<ol style="list-style-type: none"> 1. Select ▸ Expand button for Main Category Income 2. Select ▸ Expand button for Parent Category Product Sales <ul style="list-style-type: none"> - Hardware & Software - Cloud Resale 	<p>Map to Encore ▾</p> <p>1 ▾ Income</p> <p>2 ▾ Product Sales 3</p> <table border="1"> <tr><td>Hardware & Software</td></tr> <tr><td>Cloud Resale</td></tr> </table>	Hardware & Software	Cloud Resale				
Hardware & Software							
Cloud Resale							

<ol style="list-style-type: none"> 1. Select ▶ Expand button for Main Category Income 2. Select ▶ Expand button for Parent Category Recurring Service Revenue 3. Encore mapping accounts for: <ul style="list-style-type: none"> - Managed Services - BCDR (Business Continuity and Disaster Recovery) - Security 	<div> Map to Encore ▼ <div> 1 <div>Income</div> <div>▶ Product Sales</div> <div>Special Product 1</div> <div>Special Product 2</div> 2 <div>Recurring Service Revenues</div> <div> 3 Managed Services BCDR Security </div> </div> </div>
<ol style="list-style-type: none"> 1. Select ▶ Expand button for Main Category Income 2. Select ▶ Expand button for Parent Category Labor-Related Revenue 3. Encore mapping accounts for: <ul style="list-style-type: none"> - Block Hour Revenue - Time & Materials - Project Revenues 	<div> Map to Encore ▼ <div> 1 <div>Income</div> <div>▶ Product Sales</div> <div>Special Product 1</div> <div>Special Product 2</div> <div>▶ Recurring Service Revenues</div> 2 <div>Labor-Related Revenue</div> <div> 3 Block Hour Revenue Time & Materials Project Revenues </div> </div> </div>

Mapping Operating Expense in Encore Mapping Template


In the section for the Encore mapping template, select the expand button ▶ beside the main category **Expenses** to show Operating Expenses.

You can also use the [search bar](#) option above as an alternative.


1. Select  Expand button for Main Category Expenses


2. Encore mapping accounts for:

- Accounting
- Advertising
- Automobile Expense
- Bank Charges
- Books and Publications
- Computer and Internet
- Continuing Education
- Contributions
- Dues and Subscriptions
- Employee Benefits
- Insurance
- Legal and Professional
- Licenses and Permits
- Meals & Entertainment
- Miscellaneous
- Office Expense
- Officer Salaries
- Postage and Delivery
- Printing
- Rent
- Repairs and Maintenance
- Salaries - Admin
- Telephone
- Travel
- Utilities
- Website

3.  Expand button for Parent Category Taxes mapping to:

- Tax - Business
- Tax - Payroll

Map to Encore 

1  Expenses

2

Accounting

Advertising

Automobile Expense

Bank charges

Books and publications

Computer and Internet

Continuing Education

Contributions

Dues and Subscriptions

Employee Benefits

Insurance

Legal and Professional

Licenses and Permits

Meals & Entertainment

Miscellaneous

Office Expense

Officer Salaries


Postage and Delivery

Printing

Rent

Repairs and Maintenance

Salaries - Admin

3  Taxes

2


Telephone

Travel



















Utilities


















Website

Mapping Cost of Goods Sold in Encore Mapping Template


In the section for the Encore mapping template, select the expand button  beside the main category **COGS - Cost of Goods Sold** to show Costs and Sales Expenses.

You can also use the [search bar](#) option above as an alternative.

<div>1. Select  Expand button for Main Category COGS - Cost of Goods Sold</div> <div>2. Encore mapping accounts for:<ul style="list-style-type: none">- VOIP Cost- Hardware As A Service Cost</div> <div>3.  Expand button for Parent Category:<ul style="list-style-type: none">- Product COGS- Recurring Service COGS- Labor Cost- Sales Expense</div>	<div>Map to Encore </div> <div><div>1  COGS - Cost of Goods Sold</div><div><div>3  Product COGS</div><div><div>3  Recurring Service COGS</div><div><div>3  Labor Costs</div><div><div>2 VOIP Costs</div><div>Hardware As A Service Costs</div></div><div>3  Sales Expense</div></div></div></div></div>
<div>1. Select  Expand button for Main Category COGS</div> <div>2. Select  Expand button for Parent Category Product COGS</div> <div>3. Encore mapping accounts for:<ul style="list-style-type: none">- Hardware & Software Costs- Cloud Resale COGS- Special Product 1- Special Product 2</div>	<div>Map to Encore </div> <div><div>1  COGS - Cost of Goods Sold</div><div><div>2  Product COGS</div><div><div>3 Hardware & Software Costs</div><div>Cloud Resale COGS</div><div>Special Product 1</div><div>Special Product 2</div></div></div></div>
<div>1. Select  Expand button for Main Category COGS</div> <div>2. Select  Expand button for Parent Category Recurring Service COGS</div> <div>3. Encore mapping accounts for:<ul style="list-style-type: none">- Managed Services Costs- BCDR- Security Costs</div>	<div>Map to Encore </div> <div><div>1  COGS - Cost of Goods Sold</div><div><div>Product COGS</div><div>2  Recurring Service COGS</div><div><div>3 Managed Services Costs</div><div>BCDR</div><div>Security Costs</div></div></div></div>

<ol style="list-style-type: none"> 1. Select  Expand button for Main Category COGS 2. Select  Expand button for Parent Category Labor Cost 3. Encore mapping accounts for: <ul style="list-style-type: none"> - Technician Salaries - Technician Payroll Taxes - Technician Benefits - Project Cost 	<div> Map to Encore  </div> <div> 1  COGS - Cost of Goods Sold </div> <div>  Product COGS </div> <div>  Recurring Service COGS </div> <div> 2  Labor Costs </div> <div> 3  <div> Technician Salaries Technician Payroll Taxes Technician Benefits Project Costs </div> </div>
<ol style="list-style-type: none"> 1. Select  Expand button for Main Category COGS 2. Select  Expand button for Parent Category Sales Expense 3. Encore mapping accounts for: <ul style="list-style-type: none"> - Salaries - Commissions - Marketing - Travel and Lodging - Training - Other 	<div> Map to Encore  </div> <div> 1  COGS - Cost of Goods Sold </div> <div>  Product COGS </div> <div>  Recurring Service COGS </div> <div>  Labor Costs </div> <div> VOIP Costs </div> <div> Hardware As A Service Costs </div> <div> 2  Sales Expense </div> <div> 3  <div> Salaries Commissions Marketing Travel and Lodging Training Other </div> </div>


Mapping Accounts Receivable in Encore Mapping Template

In the section for the Encore mapping template, select the expand button  beside the main category **Accounts receivable (A/R)** to show Accounts receivable.

You can also use the [search bar](#) option above as an alternative.

1. Select  Expand button for Main Category Accounts receivable (A/R)
2. Encore mapping accounts for:
 - Accounts receivable

Map to

Encore 

 Search

 Accounts receivable (A/R) ¹

Accounts receivable ²