XERO INTEGRATION

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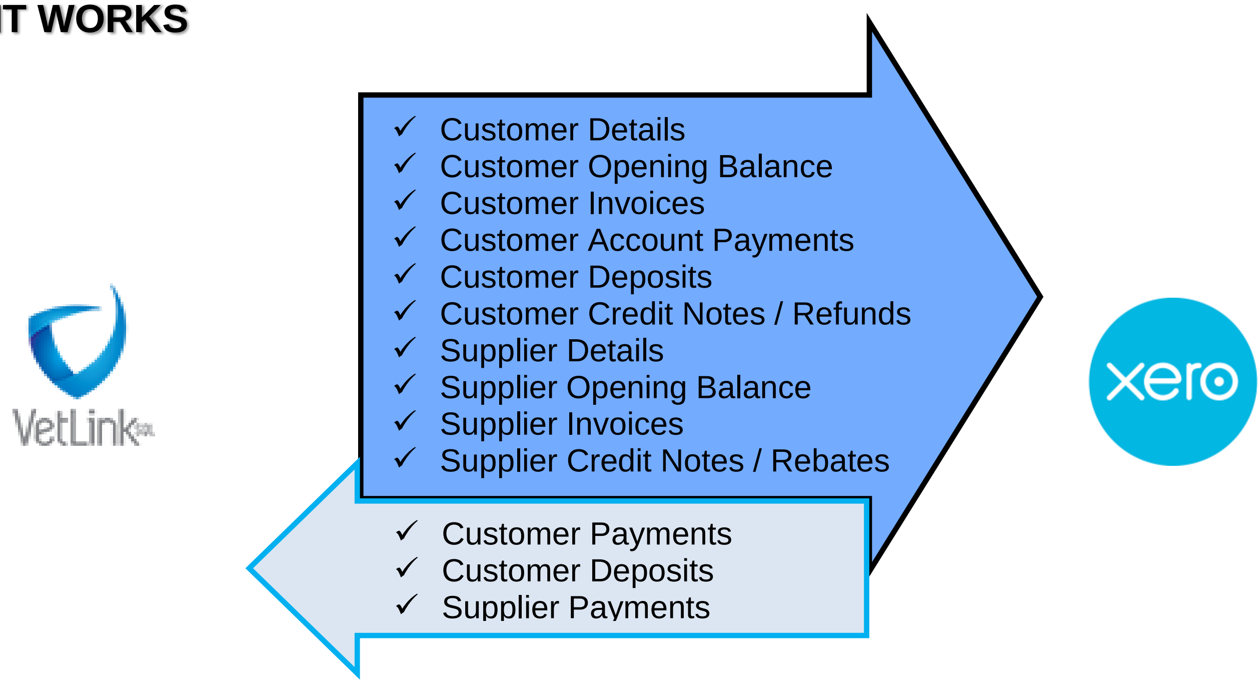
Option 2...39

VetlinkPRO integration to XERO streamlines the process of data exchange to save you time and enhance the accuracy and efficiency of your business.

HOW IT WORKS



The main tool for data exchange process is the Integration Application. This is a separate program which is used as a bridge that allows exchanges of information between VetlinkPRO and XERO.

The data exchange process is time scheduled and runs automatically once a day. The architecture allows for more frequent synchronisation in the future.

To initiate the process from VetlinkPRO the <u>End of Day function must be completed</u>. If you are using the Multi-Till function in VetlinkPRO, you will need to complete End of Day for each Till.

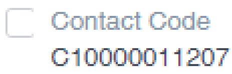
WHAT DATA WILL SYNC TO XERO

Contacts

Customer contact details

Customers are linked between VetlinkPRO and XERO via the Contact Code in XERO; this is a 12-character code starting with 'C' and followed by an 11-digit number.

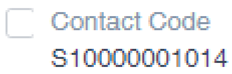
For example,



Supplier contact details

Suppliers are linked between VetlinkPRO and XERO via the Contact Code in XERO; this is a 12-character code starting with 'S' and followed by an 11-digit number.

For example,



If you are an existing XERO user, all the current customers' and suppliers' records which you work with in XERO must be replaced by the appropriate records imported from VetlinkPRO.

All new contacts must be created in VetlinkPRO only, and then transferred into XERO through a routine data exchange process. Only these will be used for the all transactions being transferred.

An initial upload of Contacts and balances can be exported from VetlinkPRO (Balances will be as of the last completed End of Month).

Note: For multi-branch companies - clients' and suppliers' opening balances will be allocated to a main branch in Xero

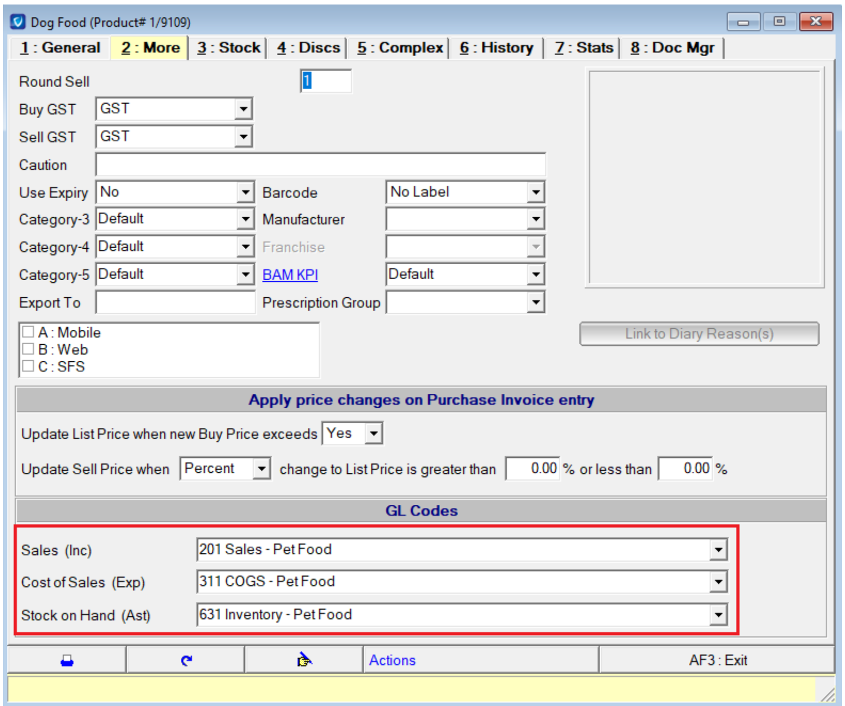
For every sale you record in VetlinkPRO, there will be an Accounts Receivable invoice created in XERO. The line items will correspond to the Sales GL Codes assigned to each item sold and are tax inclusive amounts.

Debtor Transactions

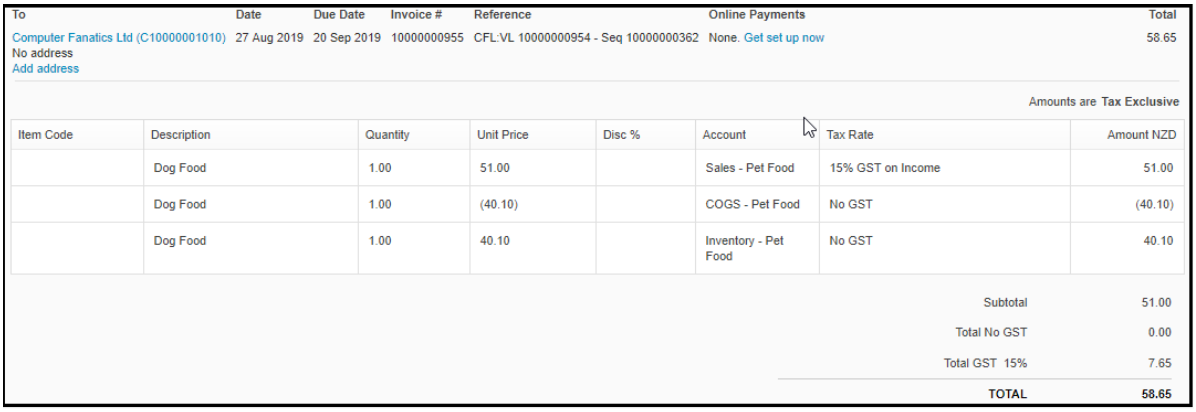
On Account Sales (Debtor Charges)

For products with cost associated, two additional lines will be posted for each item to update COGS and inventory asset accounts; these are tax exclusive amounts.

For example, in VetlinkPRO the product GL codes are set up as shown below.



An example of the invoice uploaded to XERO is shown below.



To	Date	Due Date	Invoice #	Reference	Online Payments	Total
Computer Fanatics Ltd (C10000001010) No address Add address	27 Aug 2019	20 Sep 2019	10000000955	CFL:VL 10000000954 - Seq 10000000362	None. Get set up now	58.65

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount NZD
	Dog Food	1.00	51.00		Sales - Pet Food	15% GST on Income	51.00
	Dog Food	1.00	(40.10)		COGS - Pet Food	No GST	(40.10)
	Dog Food	1.00	40.10		Inventory - Pet Food	No GST	40.10

Subtotal	51.00
Total No GST	0.00
Total GST 15%	7.65
TOTAL	58.65

The following transactions will be posted in XERO for the invoice shown above:

Account	Dt	Cr
Sales (Revenue)		51.00
GST		7.65
Accounts Receivable	58.65	
COGS – Cost of Goods Sold (Expenses)	40.1	
Inventory – Stock on Hand (Current Asset)		40.1

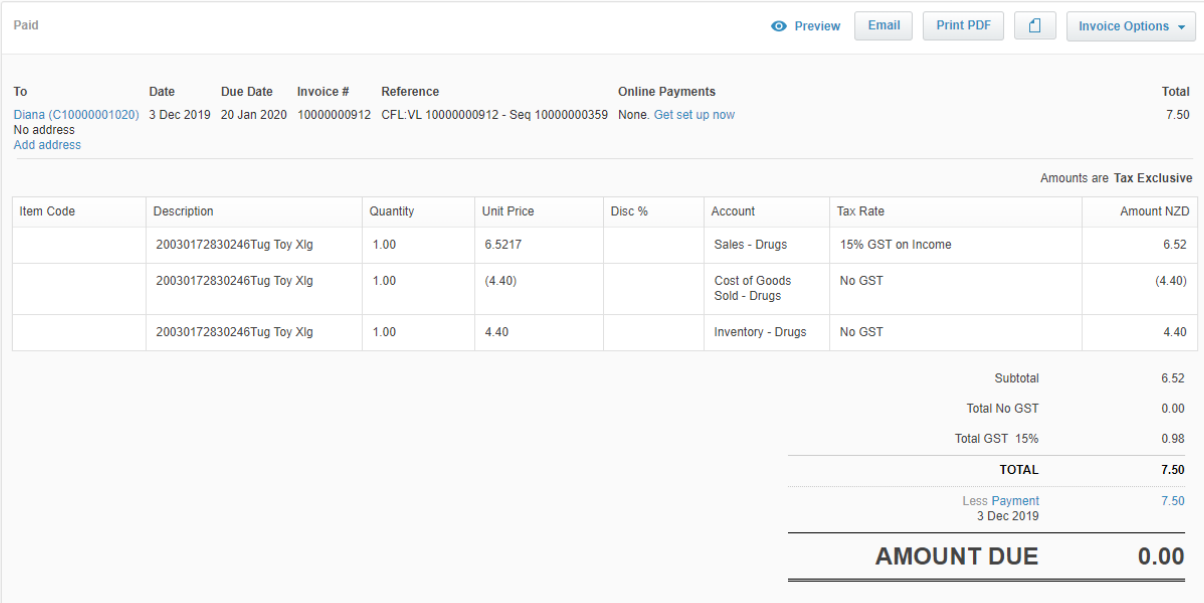
Cash Sales

For every sale where a payment is receipted in VetlinkPRO, there will be an Accounts Receivable invoice created in XERO. The line items will correspond to the GL Codes assigned to each item sold and are tax inclusive amounts.

For products with cost associated, two additional lines will be posted for each item to update COGS and inventory asset accounts; these are tax exclusive amounts.

Payments will be created and applied to the Receivables invoice to match the payment(s) made in VetlinkPRO. All payments are made into Clearing Accounts, not directly into the bank account.

An example of a cash sale transaction is shown below:



Paid — Preview | Email | Print PDF | Invoice Options

To	Date	Due Date	Invoice #	Reference	Online Payments	Total
Diana (C10000001020) No address Add address	3 Dec 2019	20 Jan 2020	10000000912	CFL:VL 10000000912 - Seq 10000000359	None. Get set up now	7.50

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount NZD
	20030172830246Tug Toy Xlg	1.00	6.5217		Sales - Drugs	15% GST on Income	6.52
	20030172830246Tug Toy Xlg	1.00	(4.40)		Cost of Goods Sold - Drugs	No GST	(4.40)
	20030172830246Tug Toy Xlg	1.00	4.40		Inventory - Drugs	No GST	4.40

Subtotal	6.52
Total No GST	0.00
Total GST 15%	0.98
TOTAL	**7.50**
Less Payment 3 Dec 2019	7.50
AMOUNT DUE	**0.00**

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Receivable								
3 Dec 2019	Receivable Payment	Payment: Diana (C10000001020)	CFL:VL 10000000912 - Seq 10000000359	-	7.50	(7.50)	(7.50)	-
3 Dec 2019	Receivable Invoice	Diana (C10000001020)	CFL:VL 10000000912 - Seq 10000000359	7.50	-	-	7.50	-
Total Accounts Receivable				**7.50**	**7.50**	-	-	-
Cash Payment Method								
3 Dec 2019	Receivable Payment	Payment: Diana (C10000001020)	CFL: VL 10000000912 - Seq 10000000359	7.50	-	7.50	7.50	-
Total Cash Payment Method				**7.50**	-	**7.50**	**7.50**	-
Cost of Goods Sold - Drugs								
3 Dec 2019	Receivable Invoice	Diana (C10000001020) - 20030172830246Tug Toy Xlg	CFL:VL 10000000912 - Seq 10000000359	4.40	-	4.40	4.40	-
Total Cost of Goods Sold - Drugs				**4.40**	-	**4.40**	**4.40**	-
GST on Sales								
3 Dec 2019	Receivable Invoice	Diana (C10000001020)	CFL:VL 10000000912 - Seq 10000000359	-	0.98	0.98	0.98	-
Total GST on Sales				-	**0.98**	**0.98**	**0.98**	-
Inventory - Drugs								
3 Dec 2019	Receivable Invoice	Diana (C10000001020) - 20030172830246Tug Toy Xlg	CFL:VL 10000000912 - Seq 10000000359	-	4.40	(4.40)	(4.40)	-
Total Inventory - Drugs				-	**4.40**	**(4.40)**	**(4.40)**	-
Sales - Drugs								
3 Dec 2019	Receivable Invoice	Diana (C10000001020) - 20030172830246Tug Toy Xlg	CFL:VL 10000000912 - Seq 10000000359	-	6.52	6.52	7.50	0.98
Total Sales - Drugs				-	**6.52**	**6.52**	**7.50**	**0.98**
Total				**19.40**	**19.40**	-	**15.98**	**0.98**

NOTE: There may be multiple payment types per sales transaction. For example, a customer can pay some in Cash then the remainder by Credit Card. In that case, multiple payments will be created and applied to the invoice.

For payments made in VetlinkPRO towards "On Account" sales, Payments will be created and allocated in the order of the oldest unpaid invoice to the most recent.

Bill Payments

All payments are made into a Clearing Account, not directly into the bank account. Please see below for an example of a Received Money transaction generated in XERO for a payment made in VetlinkPRO by Credit Card and the General Ledger report.

Chart of Accounts › Credit Card Payment Method ›

Transaction: Payment

What's this? | Options

Payment Date	Reference
27 Aug 2019	CFL: VL 10000000954 - Seq 10000000362

Contact	Inv #	Date	Due Date	Total	Payment Amount
Computer Fanatics Ltd (C10000001010)	10000000955	27 Aug 2019	20 Sep 2019	58.65	58.65

Total 58.65

General Ledger Summary
Test_VL
From 1 August 2019 to 31 August 2019

Account	Debit	Credit	Net Movement
051 - Cash Payment Method	146.60	0.00	146.60
053 - Credit Card Payment Method	632.95	0.00	632.95
090 - Bank Account	153.00	0.00	153.00
201 - Sales - Pet Food	0.00	308.47	(308.47)
202 - Sales - Materials	0.00	82.17	(82.17)
204 - Sales - Pet Care Products	0.00	213.91	(213.91)
260 - Other Revenue	0.00	49.57	(49.57)
278 - Rounding Adjustments	0.00	0.05	(0.05)
311 - COGS - Pet Food	160.40	0.00	160.40
429 - General Expenses	558.25	0.00	558.25
430 - General Expense - Pet Food	75.15	0.00	75.15
610 - Accounts Receivable	752.30	932.55	(180.25)
631 - Inventory - Pet Food	713.07	235.55	477.52
632 - Inventory - Materials	0.00	558.25	(558.25)
800 - Accounts Payable	0.00	820.03	(820.03)
820 - GST On Sales	106.96	98.13	8.83
Total	**3,298.68**	**3,298.68**	**0.00**

XERO does not support Incentive Discounts. Account payments with Incentive Discounts must be processed through VetlinkPRO. A Credit Note will be generated for the Incentive Discount amount. Similarly, with Bonus Points (Loyalty Points).

An example of an Invoice with Bonus Points applied is shown below:

Bill

Paid

Preview | Email | Print PDF | Invoice Options

To	Date	Due Date	Invoice #	Reference	Online Payments	Total
Rickerby Breen (C10000001010) No address Add address	6 Dec 2019	20 Jan 2020	10000000947	CFL:VL 10000000947 - Seq 10000000365	None. Get set up now	437.10

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount NZD
	4XLA 20ltr Base & Activator	1.00	385.6522		Sales - Drugs	15% GST on Income	385.65
	4XLA 20ltr Base & Activator	1.00	(339.00)		Cost of Goods Sold - Drugs	No GST	(339.00)
	4XLA 20ltr Base & Activator	1.00	339.00		Inventory - Drugs	No GST	339.00
	Bonus Points	1.00	(5.5652)		BP Used - Lbl	15% GST on Expenses	(5.57)

Subtotal	380.08
Total No GST	0.00
Total GST 15%	57.02
TOTAL	**437.10**
Less Payment 6 Dec 2019	437.10
AMOUNT DUE	**0.00**

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Receivable								
6 Dec 2019	Receivable Payment	Payment: Rickerby Breen (C10000001010)	CFL:VL 10000000947 - Seq 10000000365	-	437.10	(437.10)	(437.10)	-
6 Dec 2019	Receivable Invoice	Rickerby Breen (C10000001010)	CFL:VL 10000000947 - Seq 10000000365	437.10	-	-	437.10	-
Total Accounts Receivable				**437.10**	**437.10**	-	-	-
BP Used - Lbl								
6 Dec 2019	Receivable Invoice	Rickerby Breen (C10000001010) - Bonus Points	CFL:VL 10000000947 - Seq 10000000365	5.57	-	(5.57)	(6.40)	(0.83)
Total BP Used - Lbl				**5.57**	-	**(5.57)**	**(6.40)**	**(0.83)**
Cash Payment Method								
6 Dec 2019	Receivable Payment	Payment: Rickerby Breen (C10000001010)	CFL: VL 10000000947 - Seq 10000000365	437.10	-	437.10	437.10	-
Total Cash Payment Method				**437.10**	-	**437.10**	**437.10**	-
Cost of Goods Sold - Drugs								
6 Dec 2019	Receivable Invoice	Rickerby Breen (C10000001010) - 4XLA 20ltr Base & Activator	CFL:VL 10000000947 - Seq 10000000365	339.00	-	339.00	339.00	-
Total Cost of Goods Sold - Drugs				**339.00**	-	**339.00**	**339.00**	-
GST on Sales								
6 Dec 2019	Receivable Invoice	Rickerby Breen (C10000001010)	CFL:VL 10000000947 - Seq 10000000365	-	57.02	57.02	57.02	-
Total GST on Sales				-	**57.02**	**57.02**	**57.02**	-
Inventory - Drugs								
6 Dec 2019	Receivable Invoice	Rickerby Breen (C10000001010) - 4XLA 20ltr Base & Activator	CFL:VL 10000000947 - Seq 10000000365	-	339.00	(339.00)	(339.00)	-
Total Inventory - Drugs				-	**339.00**	**(339.00)**	**(339.00)**	-
Sales - Drugs								
6 Dec 2019	Receivable Invoice	Rickerby Breen (C10000001010) - 4XLA 20ltr Base & Activator	CFL:VL 10000000947 - Seq 10000000365	-	385.65	385.65	443.50	57.85
Total Sales - Drugs				-	**385.65**	**385.65**	**443.50**	**57.85**
Total				**1,218.77**	**1,218.77**	-	**931.22**	**57.02**

When using Xero Integration, the ability to include Account Payment on the same transaction (invoice) as a sale is not permitted.

Any account payment done on VetlinkPRO will post onto a clearing account on Xero as a credit note.

An example of an account payment will be shown below:

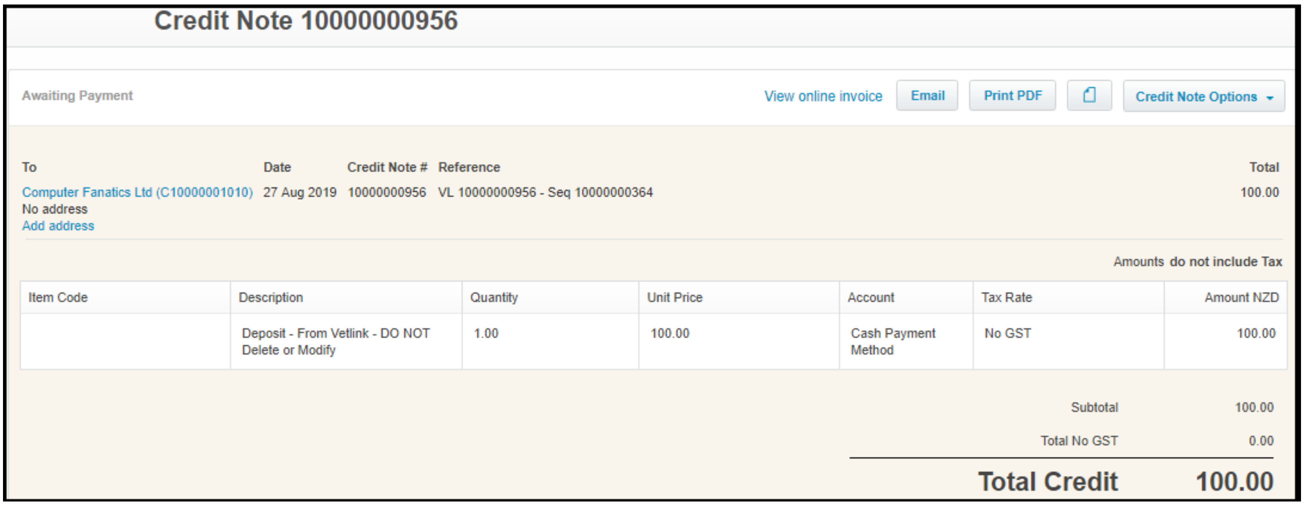
Accounts Payment / Overpayment / Prepayment

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Receivable								
6 Dec 2019	Receivable Credit Note	Madonna (C10000001039)	VL 10000000953 - Seq 10000000366	-	400.00	(400.00)	(400.00)	-
Total Accounts Receivable				-	**400.00**	**(400.00)**	**(400.00)**	-
Cash Payment Method								
6 Dec 2019	Receivable Credit Note	Madonna (C10000001039) - Deposit - From Vetlink - DO NOT Delete or Modify	VL 10000000953 - Seq 10000000366	400.00	-	400.00	400.00	-
Total Cash Payment Method				**400.00**	-	**400.00**	**400.00**	-
Total				**400.00**	**400.00**	-	-	-

Deposits

In the case where a payment is made when there are no open invoices, the payment will be treated as a Deposit. A Credit Note will be created for the deposit in Xero (we don't use Prepayment feature in XERO as this complicates the tracking of customer balances).

An example of a deposit posted as a credit note is shown below:



Credit Note 10000000956

Awaiting Payment

View online invoice | Email | Print PDF | Credit Note Options

To	Date	Credit Note #	Reference	Total
Computer Fanatics Ltd (C10000001010) No address Add address	27 Aug 2019	10000000956	VL 10000000956 - Seq 10000000364	100.00

Amounts do not include Tax

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount NZD
	Deposit - From Vetlink - DO NOT Delete or Modify	1.00	100.00	Cash Payment Method	No GST	100.00

Subtotal 100.00

Total No GST 0.00

Total Credit 100.00

For every refund you record in VetlinkPRO, there will be an Accounts Receivables refund invoice created in XERO. The line items correspond to the GL Codes assigned to each item refunded and are tax inclusive amounts.

For products with cost associated, two additional lines will be posted for each item to update COGS and inventory asset accounts; these are tax exclusive amounts.

On Account Refunds (Debtors Refund)

An example of an On Account Refund Invoice done on VetlinkPRO then transferred onto Xero is shown below:

Sales › Invoices ›

Credit Note 10000000903

Awaiting Payment — View online invoice | Email | Print PDF | Credit Note Options

To	Date	Credit Note #	Reference	Total
Diana (C10000001020) No address Add address	2 Dec 2019	10000000903	VL 10000000903 - Seq 10000000356	79.65

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount NZD
	7 IN 1 ULTRAFILTERED	1.00	69.26	Sales - Drugs	15% GST on Income	69.26
	7 IN 1 ULTRAFILTERED	1.00	(59.00)	Cost of Goods Sold - Drugs	No GST	(59.00)
	7 IN 1 ULTRAFILTERED	1.00	59.00	Inventory - Drugs	No GST	59.00

Subtotal	69.26
Total No GST	0.00
Total GST 15%	10.39
Total Credit	**79.65**

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Receivable								
2 Dec 2019	Receivable Credit Note	Diana (C10000001020)	VL 10000000903 - Seq 10000000356	-	79.65	(79.65)	(79.65)	-
Total Accounts Receivable				-	**79.65**	**(79.65)**	**(79.65)**	-
Cost of Goods Sold - Drugs								
2 Dec 2019	Receivable Credit Note	Diana (C10000001020) - 7 IN 1 ULTRAFILTERED	VL 10000000903 - Seq 10000000356	-	59.00	(59.00)	(59.00)	-
Total Cost of Goods Sold - Drugs				-	**59.00**	**(59.00)**	**(59.00)**	-
GST on Sales								
2 Dec 2019	Receivable Credit Note	Diana (C10000001020)	VL 10000000903 - Seq 10000000356	10.39	-	(10.39)	(10.39)	-
Total GST on Sales				**10.39**	-	**(10.39)**	**(10.39)**	-
Inventory - Drugs								
2 Dec 2019	Receivable Credit Note	Diana (C10000001020) - 7 IN 1 ULTRAFILTERED	VL 10000000903 - Seq 10000000356	59.00	-	59.00	59.00	-
Total Inventory - Drugs				**59.00**	-	**59.00**	**59.00**	-
Sales - Drugs								
2 Dec 2019	Receivable Credit Note	Diana (C10000001020) - 7 IN 1 ULTRAFILTERED	VL 10000000903 - Seq 10000000356	69.26	-	(69.26)	(79.65)	(10.39)
Total Sales - Drugs				**69.26**	-	**(69.26)**	**(79.65)**	**(10.39)**
Total				**138.65**	**138.65**	-	**(169.69)**	**(10.39)**

Cash refunds will be recorded on Xero in a similar way to On Account Refunds. However, an extra line will be recorded in the Cash Payment Method clearing account since the transaction was handled using cash.

An example of a cash refund invoice done on VetlinkPRO then transferred onto Xero is shown below:

Cash R

Sales › Invoices ›

Credit Note 10000000905

Paid — View online invoice | Email | Print PDF | Credit Note Options

To	Date	Credit Note #	Reference	Total
Mark Adamson (C10000001053) No address Add address	3 Dec 2019	10000000905	VL 10000000905 - Seq 10000000358	7.50

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount NZD
	20030172830246Tug Toy Xlg	1.00	6.5217	Sales - Drugs	15% GST on Income	6.52
	20030172830246Tug Toy Xlg	1.00	(4.40)	Cost of Goods Sold - Drugs	No GST	(4.40)
	20030172830246Tug Toy Xlg	1.00	4.40	Inventory - Drugs	No GST	4.40

Subtotal	6.52
Total No GST	0.00
Total GST 15%	0.98
Total Credit	**7.50**
Less Cash Refund 3 Dec 2019	7.50
Remaining Credit	**0.00**

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Receivable								
3 Dec 2019	Receivable Credit Note	Mark Adamson (C10000001053)	VL 10000000905 - Seq 10000000358	-	7.50	(7.50)	(7.50)	-
3 Dec 2019	Receivable Credit Note Refund	Payment: Mark Adamson (C10000001053)	VL 10000000905 - Seq 10000000358	7.50	-	-	7.50	-
Total Accounts Receivable				**7.50**	**7.50**	-	-	-
Cash Payment Method								
3 Dec 2019	Receivable Credit Note Refund	Payment: Mark Adamson (C10000001053)	CFL:VL 10000000905 - Seq 10000000358	-	7.50	(7.50)	(7.50)	-
Total Cash Payment Method				-	**7.50**	**(7.50)**	**(7.50)**	-
Cost of Goods Sold - Drugs								
3 Dec 2019	Receivable Credit Note	Mark Adamson (C10000001053) - 20030172830246Tug Toy Xlg	VL 10000000905 - Seq 10000000358	-	4.40	(4.40)	(4.40)	-
Total Cost of Goods Sold - Drugs				-	**4.40**	**(4.40)**	**(4.40)**	-
GST on Sales								
3 Dec 2019	Receivable Credit Note	Mark Adamson (C10000001053)	VL 10000000905 - Seq 10000000358	0.98	-	(0.98)	(0.98)	-
Total GST on Sales				**0.98**	-	**(0.98)**	**(0.98)**	-
Inventory - Drugs								
3 Dec 2019	Receivable Credit Note	Mark Adamson (C10000001053) - 20030172830246Tug Toy Xlg	VL 10000000905 - Seq 10000000358	4.40	-	4.40	4.40	-
Total Inventory - Drugs				**4.40**	-	**4.40**	**4.40**	-
Sales - Drugs								
3 Dec 2019	Receivable Credit Note	Mark Adamson (C10000001053) - 20030172830246Tug Toy Xlg	VL 10000000905 - Seq 10000000358	6.52	-	(6.52)	(7.50)	(0.98)
Total Sales - Drugs				**6.52**	-	**(6.52)**	**(7.50)**	**(0.98)**
Total				**19.40**	**19.40**	-	**(15.98)**	**(0.98)**

An Invoice will be posted to the client account to reflect the amount refunded.

An example of a deposit refund is shown below:

Deposit Refu

Account Transactions

VetLinkSQL
For the period 1 December 2019 to 31 December 2019

Description contains goran
Reference contains 000926

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Receivable								
5 Dec 2019	Receivable Invoice	Goran (C10000001046)	VL 10000000926 - Seq 10000000362	250.00	-	250.00	250.00	-
Total Accounts Receivable				**250.00**	-	**250.00**	**250.00**	-
Cash Payment Method								
5 Dec 2019	Receivable Invoice	Goran (C10000001046) - 13208 From Vetlink - DO NOT Delete or Modify	VL 10000000926 - Seq 10000000362	-	250.00	(250.00)	(250.00)	-
Total Cash Payment Method				-	**250.00**	**(250.00)**	**(250.00)**	-
Total				**250.00**	**250.00**	-	-	-

Bills, Invoices and Payments must only be reversed (refunded) in VetlinkPRO if required. Any transactions unreconciled, voided or deleted in XERO will not reverse transactions in VetlinkPRO.

NOTE: Credit Notes must be allocated to invoices manually.

Please follow the link below to find more information of how to allocate Credit Notes

https://central.xero.com/s/article/Allocate-a-credit-note-to-a-sales-invoice#Applyexistingcredittoaninvoice

Write Off Bad Debt

Bad debts written off in VetlinkPRO will be posted into Xero in 3 accounts. Accounts Receivable will be credited while GST on Sales and Bad Debt Write Off will be debited.

An example of a bad debt write off is shown below:

VL 10000000914 - Seq 10000000359

4 Dec 2019	Receivable Credit Note	Madonna (C10000001039)	-	297.50	(297.50)	-	Accounts Receivable	Asset
4 Dec 2019	Receivable Credit Note	Madonna (C10000001039) - Write Off Bad Debt	258.70	-	(297.50)	(38.80)	Bad Debt Write Off	Revenue
4 Dec 2019	Receivable Credit Note	Madonna (C10000001039)	38.80	-	(38.80)	-	GST on Sales	Liability
Total VL 10000000914 - Seq 10000000359			**297.50**	**297.50**	**(633.80)**	**(38.80)**		

When a bad debt write off is undone, the amounts posted to the accounts in Write Off will be reversed, ie. Accounts Receivable will be debited, GST on sales and Bad Debt Write Off will be credited with the note saying ‘Undo Write Off Debt’.

An example of this is shown below:

Undo Bad Debt Write-Off

CFL:VL 10000000915 - Seq 10000000359

4 Dec 2019	Receivable Invoice	Madonna (C10000001039)	297.50	-	297.50	-	Accounts Receivable	Asset
4 Dec 2019	Receivable Invoice	Madonna (C10000001039)	-	38.80	38.80	-	GST on Sales	Liability
4 Dec 2019	Receivable Invoice	Madonna (C10000001039) - Undo Write Off Debt	-	258.70	297.50	38.80	Bad Debt Write Off	Revenue
Total CFL:VL 10000000915 - Seq 10000000359			**297.50**	**297.50**	**633.80**	**38.80**		

For every purchase you record in VetlinkPRO, there will be an Accounts Payable invoice created in XERO. The line items will correspond to the Asset GL Codes assigned to each item purchased and are tax inclusive amounts. The Supplier Invoice Date will be used as the purchase invoice date in Xero.

Creditor Transactions

Purchase Invoices

An example of a purchase invoice is shown below:

From	Date	Due Date	Reference	Total
Food Supplier Ltd (S10000001026) No address Add address	21 Aug 2019	12 Sep 2019	10000000149	558.10

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount NZD
	Dog Food	1.00	485.30	Inventory - Pet Food	15% GST on Income	485.30

Subtotal	485.30
Total GST 15%	72.80
TOTAL	**558.10**

Supplier Payments must be done in XERO. These will then be imported into VetlinkPRO to mark invoices as “paid” (Supplier Payments created in VetlinkPRO will not be transferred to XERO).

Supplier payment can be made on Xero by clicking on the Bills that need to be paid, on the bottom of the page, there will be an option to add payment like so:

Purchases overview › Bills to pay ›

Bill 10000000132

Awaiting Payment — Print PDF — Bill Options

From	Date	Due Date	Reference	Total
Animal Health Limited (S10000001031) No address Add address	3 Dec 2019	3 Dec 2019	10000000132	241.50

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount NZD
	Accent 1gm	1.00	210.00	Inventory - Drugs	15% GST on Income	210.00

Subtotal	210.00
Total GST 15%	31.50
TOTAL	**241.50**

Make a payment

Amount Paid	Date Paid	Paid From	Reference	
241.50				Add Payment

After payment has been made, it can be traced back in VetlinkPRO by going into Supplier | History | Payment. (Refer to page 16)

For every purchase refund you record in VetlinkPRO, Payable Credit notes will be created for Accounts Payable, GST, and Sales in Xero .

An example of a refund for a purchase invoice is shown below:

Purchase In

Account Transactions

VetLinkSQL
For the period 1 December 2019 to 31 December 2019

Description contains Agvax
Reference contains 000153

Date	Source	Description	Reference	Debit	Credit	Running Balance	GST	Account Type
Accounts Payable								
4 Dec 2019	Payable Credit Note	Agvax Developments Ltd (S10000001016)	10000000153	17.40	-	(17.40)	-	Liability
Total Accounts Payable				**17.40**	-	**(17.40)**	-	
GST on Sales								
4 Dec 2019	Payable Credit Note	Agvax Developments Ltd (S10000001016)	10000000153	-	2.27	2.27	-	Liability
Total GST on Sales				-	**2.27**	**2.27**	-	
Inventory - Drugs								
4 Dec 2019	Payable Credit Note	Agvax Developments Ltd (S10000001016) - Acetone 500ml	10000000153	-	15.13	(15.13)	(2.27)	Asset
Total Inventory - Drugs				-	**15.13**	**(15.13)**	**(2.27)**	
Total				**17.40**	**17.40**	-	**(2.27)**	

Creditors Rebate (credited to account)

A supplier rebate is an incentive (discount) given by suppliers when a certain quantity is purchased from the supplier. This will be recorded as a Payable credit note on Xero.

An example of this is shown below:

Account Transactions

VetLinkSQL
For the period 1 December 2019 to 31 December 2019

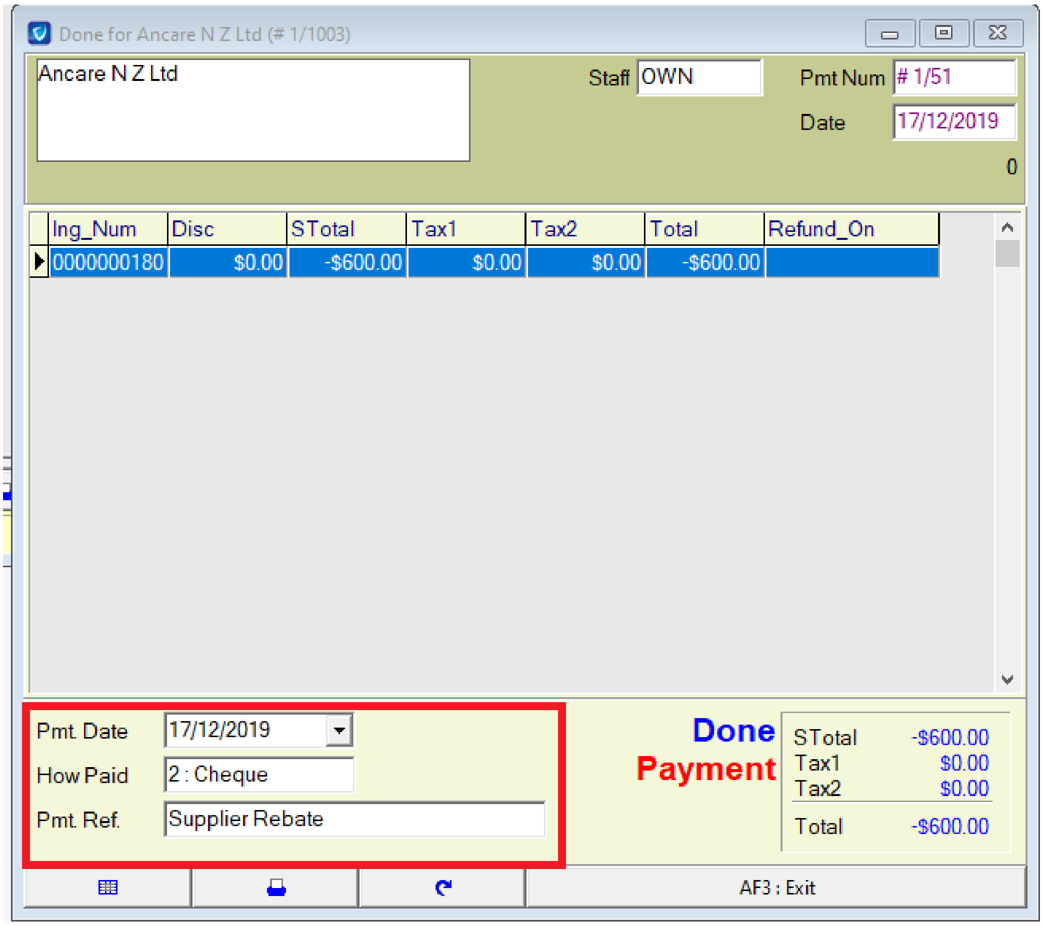
Reference contains 162

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Payable								
13 Dec 2019	Payable Credit Note	Agvax Developments Ltd (S10000001016)	10000000162	200.00	-	(200.00)	(200.00)	-
Total Accounts Payable				**200.00**	-	**(200.00)**	**(200.00)**	-
General Expenses								
13 Dec 2019	Payable Credit Note	Agvax Developments Ltd (S10000001016) - Rebate	10000000162	-	200.00	(200.00)	(200.00)	-
Total General Expenses				-	**200.00**	**(200.00)**	**(200.00)**	-
Total				**200.00**	**200.00**	-	**(400.00)**	-

Since suppliers payments cannot be processed on VetlinkPRO, cash rebates payment recorded on VetlinkPRO will not be uploaded Xero. Hence, cash rabate will be recorded like an On Account Rebate on Xero (see above). Payment will be shown in VetlinkPRO with a 'Supplier Rebate' reference.

Creditors Rebate (paid by cheque)

An example of a cash rebate payment will be shown below:



Note: Since these are supplier payments, all payments have to be processed on Xero.

Expenses from suppliers will be recorded in Xero as a credit to Accounts Payable, Debit to the Expense account and GST.

This is an example of an Expense (Freight and Courier) and a purchase recorded in Xero:

Ex

Account Transactions

VetLinkSQL

For the period 1 December 2019 to 31 December 2019

Reference contains 000133

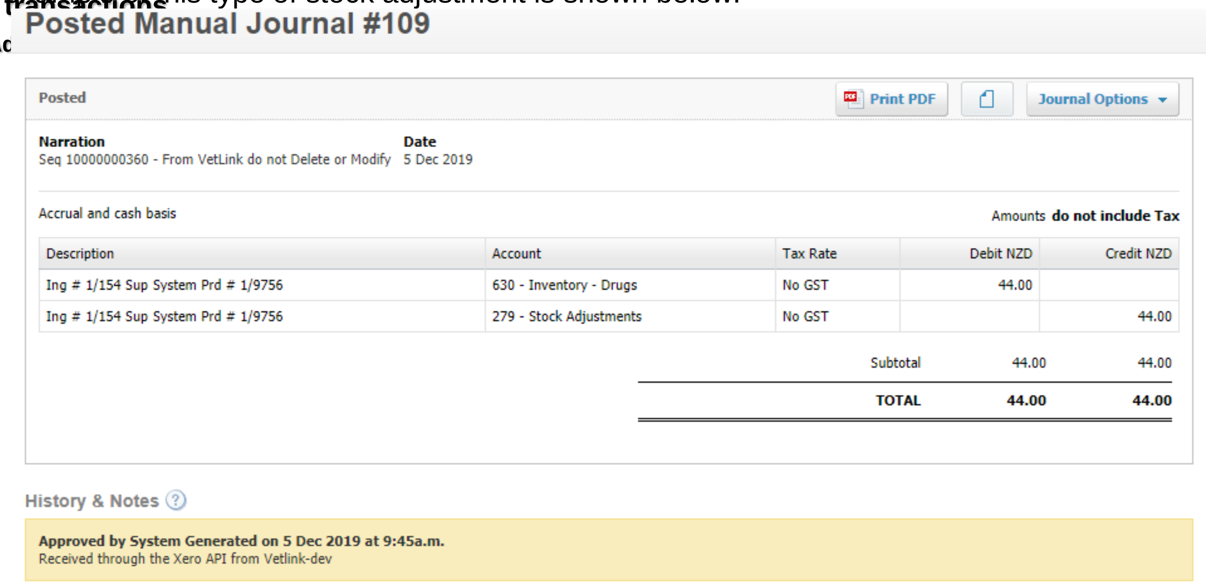
Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Accounts Payable								
3 Dec 2019	Payable Invoice	Bomac Laboratories Ltd (S10000001008)	10000000133	-	287.50	287.50	287.50	-
Total Accounts Payable				-	**287.50**	**287.50**	**287.50**	-
Freight & Courier								
3 Dec 2019	Payable Invoice	Bomac Laboratories Ltd (S10000001008)	10000000133	100.00	-	100.00	115.00	15.00
Total Freight & Courier				**100.00**	-	**100.00**	**115.00**	**15.00**
GST on Sales								
3 Dec 2019	Payable Invoice	Bomac Laboratories Ltd (S10000001008)	10000000133	37.50	-	(37.50)	(37.50)	-
Total GST on Sales				**37.50**	-	**(37.50)**	**(37.50)**	-
Inventory - Drugs								
3 Dec 2019	Payable Invoice	Bomac Laboratories Ltd (S10000001008) - Acceptrone	10000000133	150.00	-	150.00	172.50	22.50
Total Inventory - Drugs				**150.00**	-	**150.00**	**172.50**	**22.50**
Total				**287.50**	**287.50**	-	**537.50**	**37.50**

Stock Transactions

Stock Ac

When a stock adjustment is carried out and the stock on hand (SOH) amount is less than the Stock Count amount, this will be recorded as a debit in the Inventory account and a credit in Stock Adjustment Account on Xero.

An example of this type of stock adjustment is shown below:



Posted Manual Journal #109

Posted | Print PDF | Journal Options

Narration Seq 10000000360 - From VetLink do not Delete or Modify
Date 5 Dec 2019

Accrual and cash basis — Amounts **do not include Tax**

Description	Account	Tax Rate	Debit NZD	Credit NZD
Ing # 1/154 Sup System Prd # 1/9756	630 - Inventory - Drugs	No GST	44.00	
Ing # 1/154 Sup System Prd # 1/9756	279 - Stock Adjustments	No GST		44.00
		Subtotal	44.00	44.00
		TOTAL	**44.00**	**44.00**

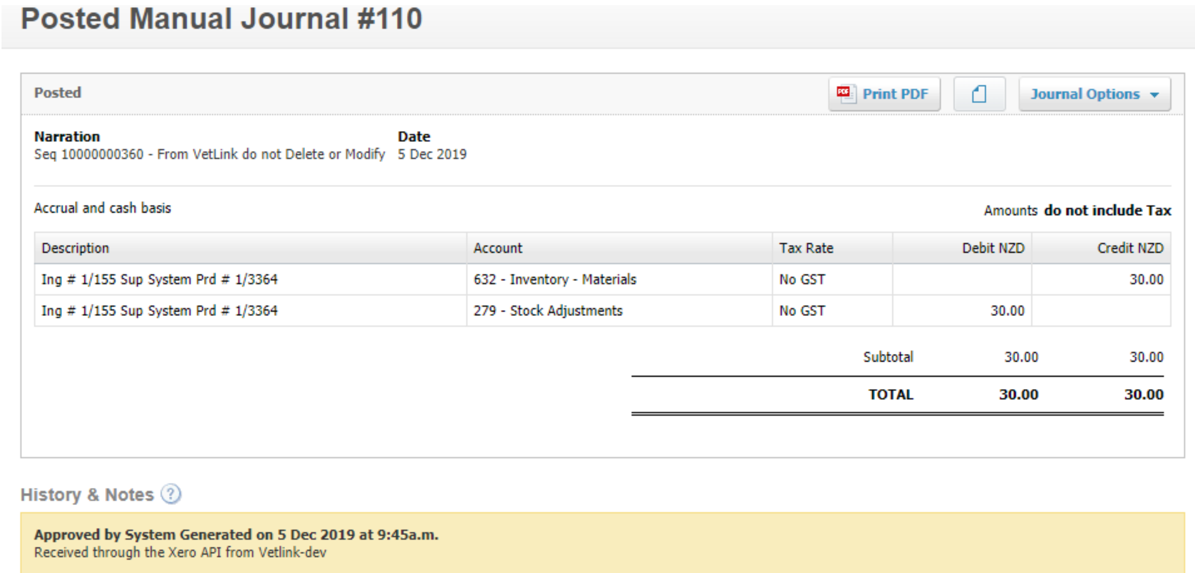
History & Notes

Approved by System Generated on 5 Dec 2019 at 9:45a.m.
Received through the Xero API from Vetlink-dev

Stock Adjustment (negative)

When a stock adjustment is carried out and the stock on hand (SOH) amount is greater than the Stock Count amount, this will be recorded as a credit in the Inventory account and a debit in the Stock Adjustments Account in Xero.

An example of this type of stock adjustment is shown below:



Posted Manual Journal #110

Posted | Print PDF | Journal Options

Narration Seq 10000000360 - From VetLink do not Delete or Modify
Date 5 Dec 2019

Accrual and cash basis — Amounts **do not include Tax**

Description	Account	Tax Rate	Debit NZD	Credit NZD
Ing # 1/155 Sup System Prd # 1/3364	632 - Inventory - Materials	No GST		30.00
Ing # 1/155 Sup System Prd # 1/3364	279 - Stock Adjustments	No GST	30.00	
		Subtotal	30.00	30.00
		TOTAL	**30.00**	**30.00**

History & Notes

Approved by System Generated on 5 Dec 2019 at 9:45a.m.
Received through the Xero API from Vetlink-dev

An Inhouse/Breakage will be recorded as a debit in the Inhouse/Breakages Account and a credit in the corresponding Inventory Account in Xero.

This is an example of a Breakage:

Manual Journals ›

In-h

Posted Manual Journal #108

Posted — Print PDF — Journal Options

Narration
Seq 10000000360 - From VetLink do not Delete or Modify

Date
4 Dec 2019

Accrual and cash basis

Amounts **do not include Tax**

Description	Account	Tax Rate	Debit NZD	Credit NZD
Inv-# 1/919 4XLA & 4L Base & 4L Activator In-house Client	262 - Breakage	No GST	112.00	
Inv-# 1/919 4XLA & 4L Base & 4L Activator In-house Client	630 - Inventory - Drugs	No GST		112.00
		Subtotal	112.00	112.00
		TOTAL	**112.00**	**112.00**

This is an example of an In-house:

Manual Journals ›

Posted Manual Journal #107

Posted — Print PDF — Journal Options

Narration
Seq 10000000360 - From VetLink do not Delete or Modify

Date
4 Dec 2019

Accrual and cash basis

Amounts **do not include Tax**

Description	Account	Tax Rate	Debit NZD	Credit NZD
Inv-# 1/918 Acetamide 100grams In-house Client	264 - Inhouse	No GST	0.65	
Inv-# 1/918 Acetamide 100grams In-house Client	630 - Inventory - Drugs	No GST		0.65
		Subtotal	0.65	0.65
		TOTAL	**0.65**	**0.65**

The transactions of BP gained and expired should be entered in XERO manually once a month after the completion of the End of Month in VetlinkPRO.

WHAT DATA WILL NOT SYNC TO XERO

Bonus Points accrued (gained), expired

To find the value of the Bonus Points gained and expired you can use the **'Bonus Points Summary'** report in VetlinkPRO (Reports | Reports/Lists | Misc | Bonus Points Summary).

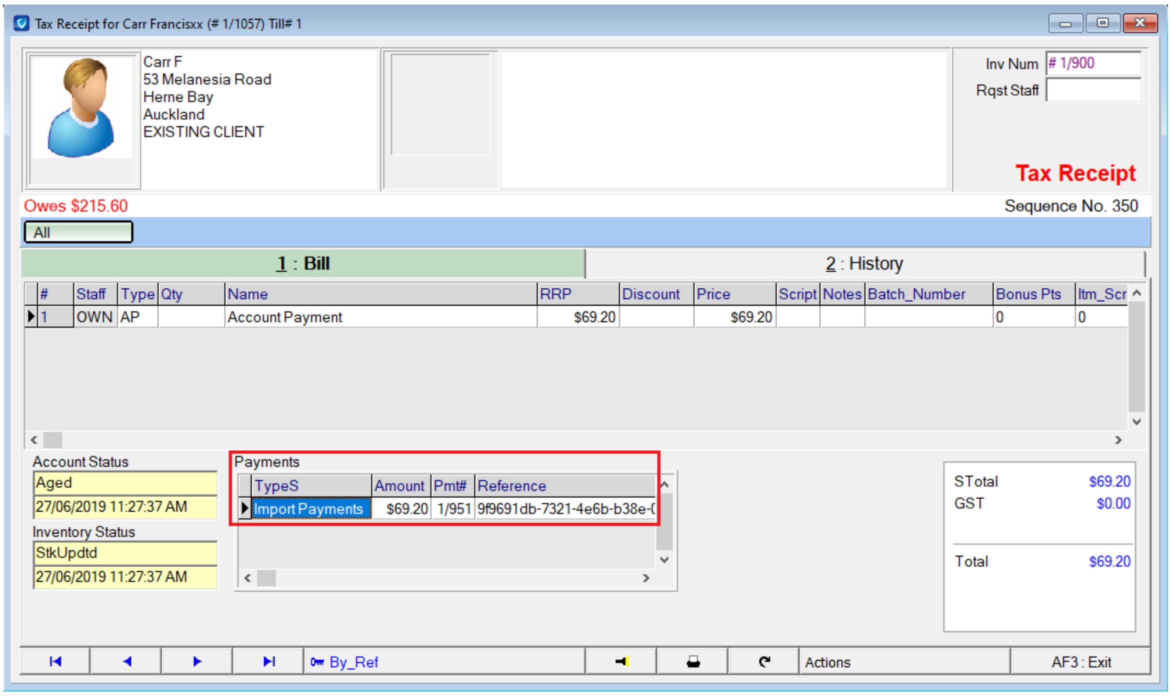
WHAT WILL SYNC FROM XERO

Debtors Bill Payments and Debtors Deposits

Debtors Payments reconciled in XERO are assigned to the appropriate client by the VetlinkPRO client code (e.g. C10000001057) and has a unique reference number generated in XERO.

The payment type of the transactions is 'Import Payments'.

For example,



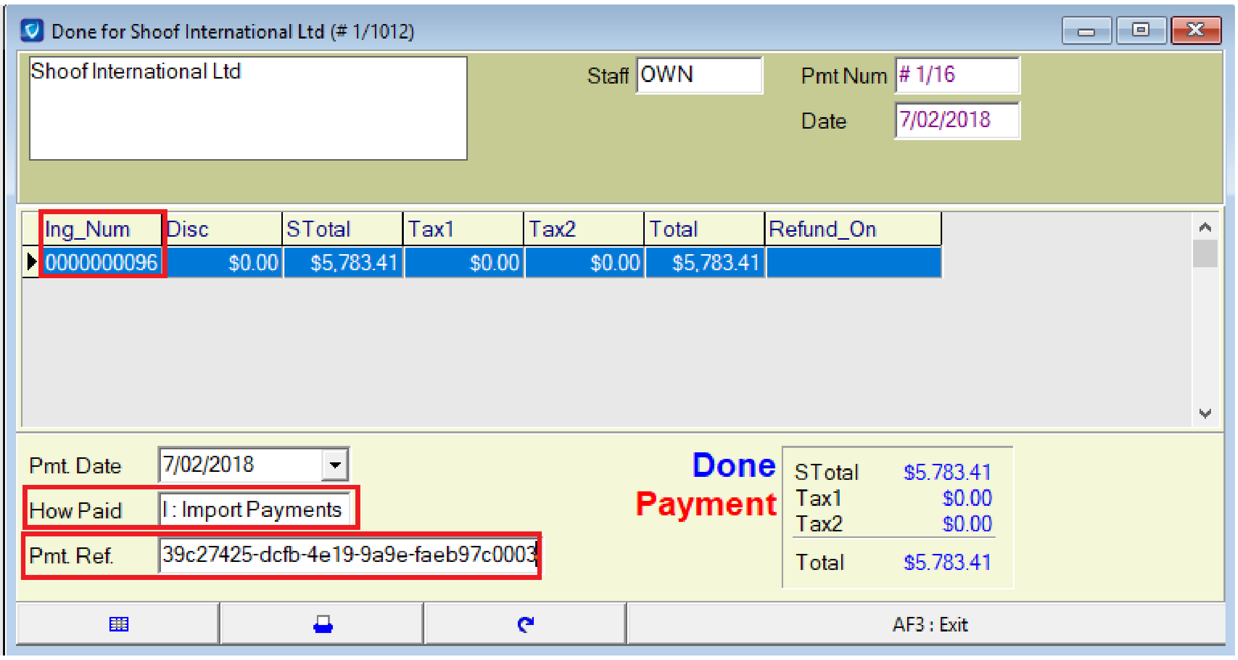
To find out a list of payments downloaded from XERO you can run the **'List Invoices by Pmt Method'** report in VetlinkPRO (Reports | Reports/Lists | Billing | List Invoices by Pmt Method). The report should be filtered by the 'Import Payments' payment method.

Creditors' Payments reconciled in XERO are transferred into VetlinkPRO with the paid invoice number and a unique reference number generated by the system. Creditor payments are assigned to the appropriate supplier by the VetlinkPRO supplier code (e.g. S10000001012).

The payment method of the transactions is 'Import Payments'.

Supplier Invoice Payments

For example,



GETTING STARTED

Please complete the following steps before enabling the Integration.

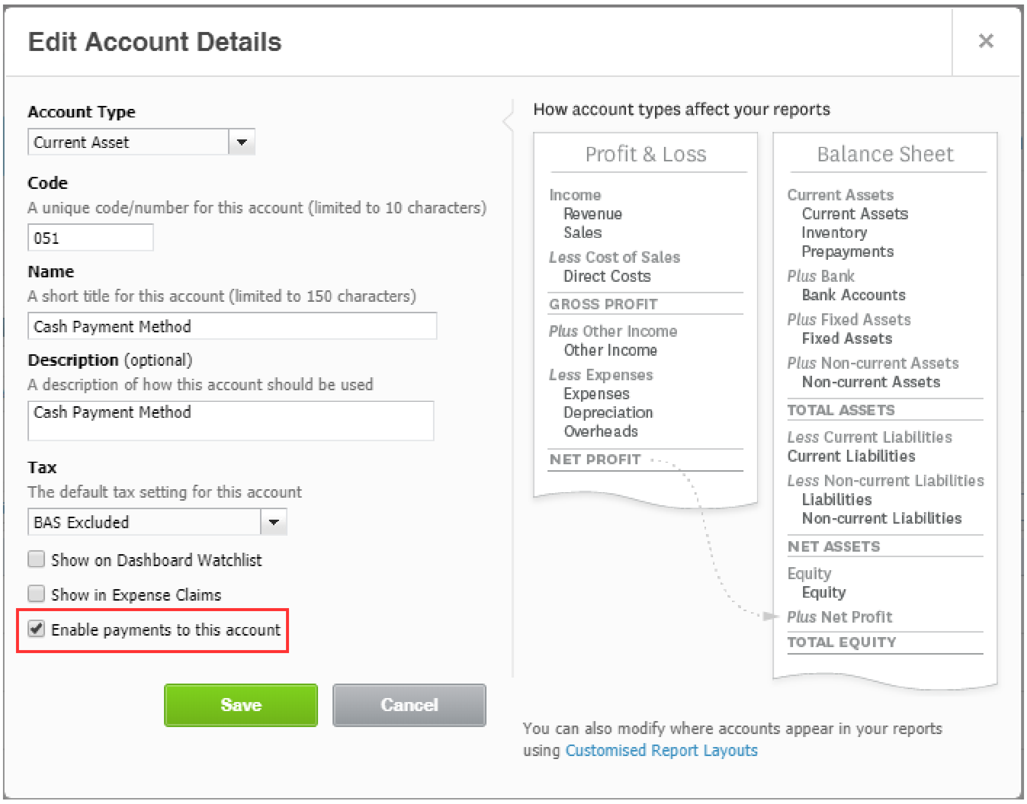
1. Make sure you have completed the reconciliation in XERO, and everything is balanced.
2. Make sure you have exactly the same Chart of Accounts in both VetlinkPRO and XERO.
3. Set up **payment Clearing Accounts** (see the details below).
4. Set up **Stock on Hand Accounts** (see the details below).

Note: In order for VetlinkPRO to post correct financial transactions into the GL and then transfer them into Xero, the System GL codes must be set up properly.

Setting up Clearing Accounts

You will need to set up a **Clearing Account** in your **Chart of Accounts** for each Payment Method you accept. This will need to be setup in VetlinkPRO as well as in XERO.

In XERO, these accounts must have the property **'Enable Payments to this account'** enabled, as shown below:

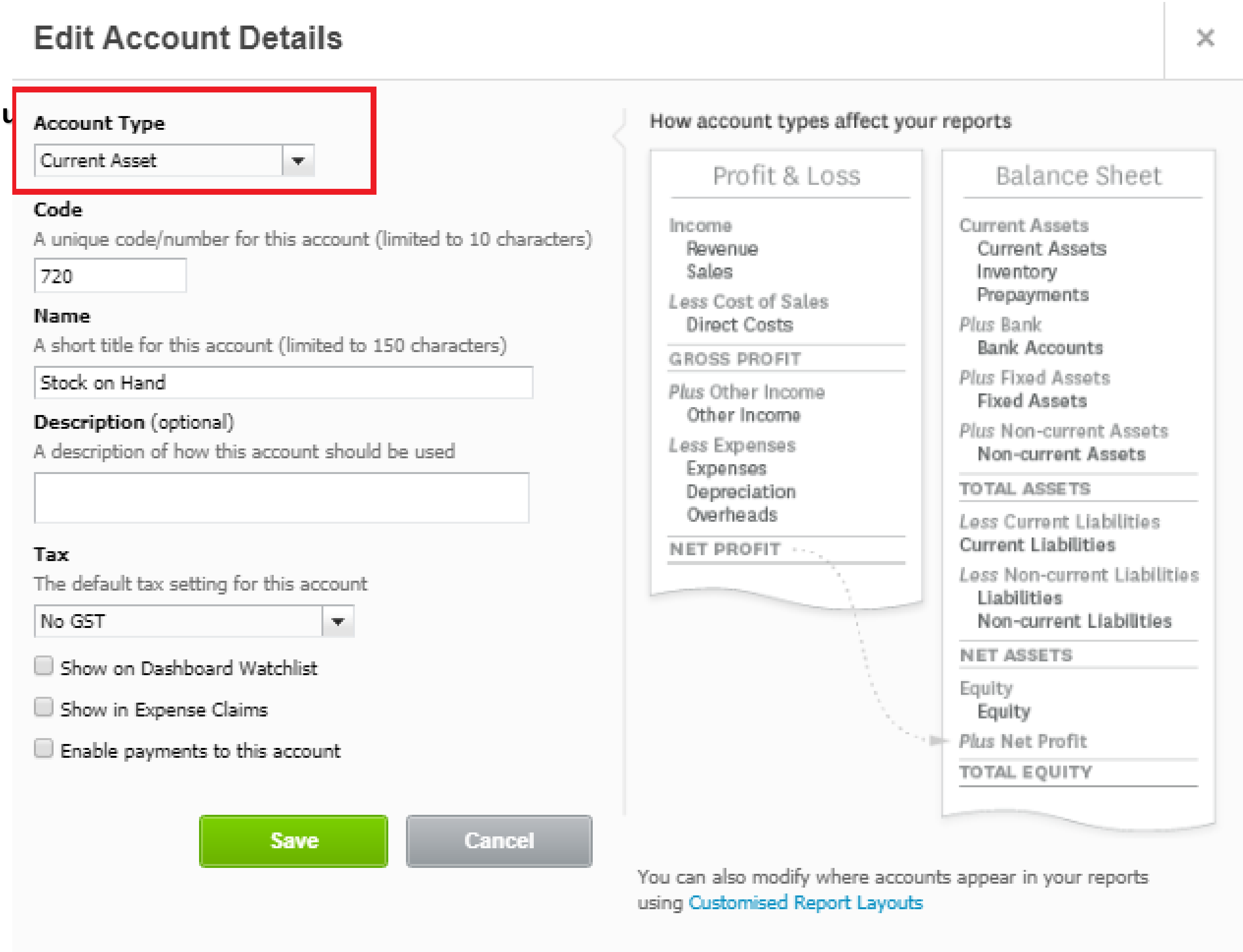


NOTE: If you operate multiple Tills and wish to keep the transactions separated in XERO, you will need to create payments methods for each Till.

In VetlinkPRO a payment method is linked to a Bank Account which in turn is linked to a GL Code.

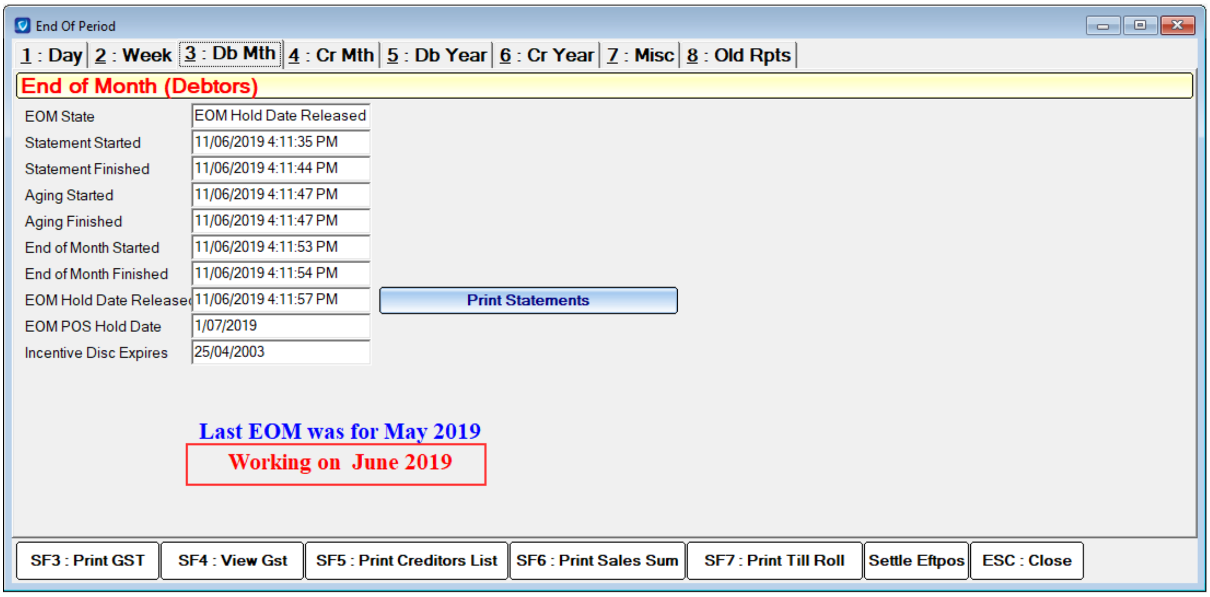
Any Stock On Hand account used must NOT be set up as an **'Inventory'** account type in XERO but a **'Current Asset'** account type instead. An example is shown below

Set u



1. **End of Day** must be completed for each active Till configured in VetlinkPRO
2. **End of Month** for both **Debtors** and **Creditors** must be up to date, and current working month must be the current calendar month. You can check this by going to **Utilities | End Of Period | 3:Db Mth** (for Debtors) or **4:Cr Mth** (for Creditors).

End of Period



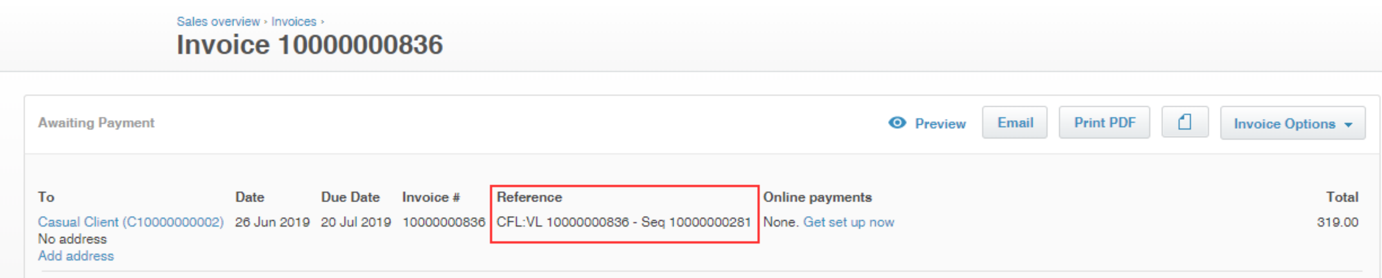
Transfer Client and Supplier opening balances

To transfer Client and Supplier Balances, go to **Setup | Finance | Accounting | click Send Contacts & Balances**.

This is a once only action and cannot be repeated. Before transferring: You must be sure that Client and Supplier balances are correct in VetlinkPRO.

Any transactions originating from VetlinkPRO will have a reference in Xero containing the Transaction number and the End of Day Sequence number as in the example below

Fin

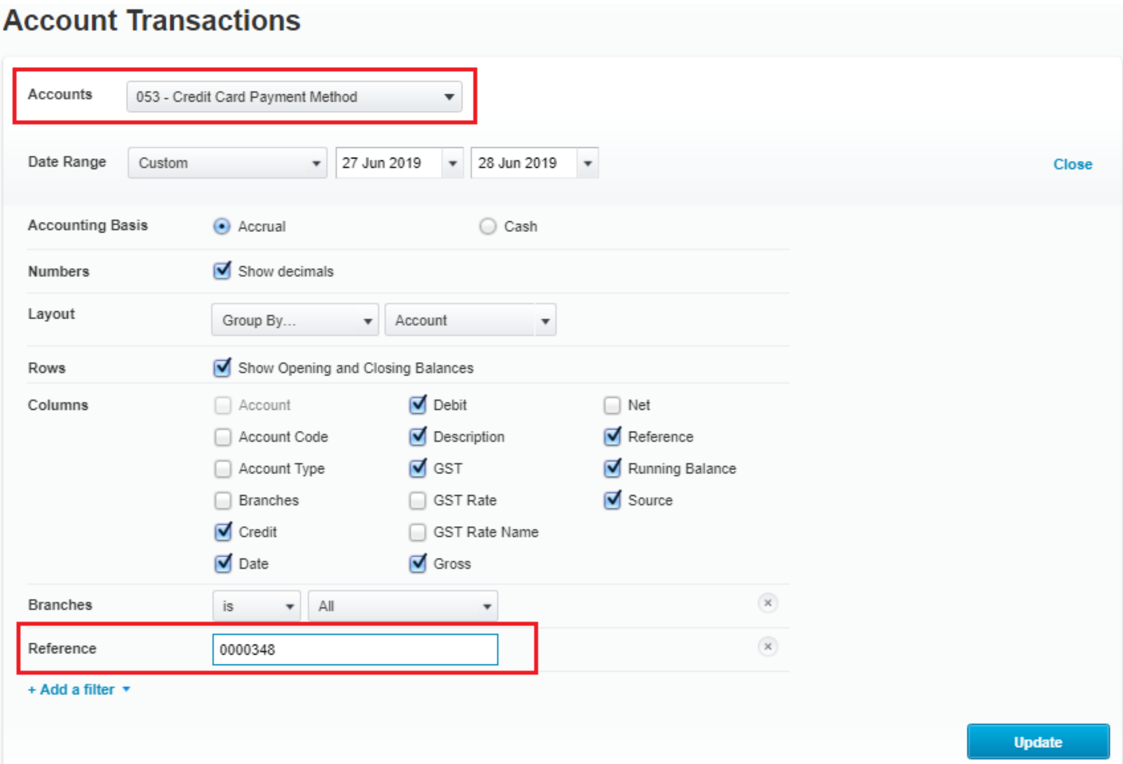


The Account Transaction Report can be used to look up your daily taking per payment method.

To run the report:

1. Click **Accounting**
2. Click **Reports**
3. Under the **Accounting** Section, click **Account Transactions**
4. Enter the Date Range and select the Account (s)
5. Click **Report Settings**, this is to refine the results
6. Add a filter for the End of Day Sequence: click **Add Filter** -> select **Reference** from the list -> type the sequence number proceeding it with several 0's such as "000346".

For example,



7. Click Update to run the report.

This will display the transactions for that day as shown in the example below

Credit Card Payment Method Transactions

TestXero

For the period 27 June 2019 to 27 June 2019

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Credit Card Payment Method								
Opening Balance				-	-	-	-	-
27 Jun 2019	Receivable Payment	Payment: Casual Client (C10000000002)	CFL: VL 10000000863 - Seq 10000000348	200.00	-	200.00	200.00	-
27 Jun 2019	Receivable Payment	Payment: Casual Client (C10000000002)	CFL: VL 10000000864 - Seq 10000000348	2.20	-	202.20	2.20	-
27 Jun 2019	Receivable Payment	Payment: Roger Leslie Boud (C10000001055)	CFL: VL 10000000862 - Seq 10000000348	190.00	-	392.20	190.00	-
27 Jun 2019	Receivable Payment	Payment: Maya Angelou (C10000001042)	CFL: VL 10000000868 - Seq 10000000348	132.00	-	524.20	132.00	-
27 Jun 2019	Receivable Credit Note	Michael Pfeiffer (C10000001044) - Deposit - From Vetlink - DO NOT Delete or Modify	VL 10000000870 - Seq 10000000348	50.00	-	574.20	50.00	-
27 Jun 2019	Receivable Payment	Payment: Mark Adamson (C10000001053)	CFL: VL 10000000867 - Seq 10000000348	12.45	-	586.65	12.45	-
27 Jun 2019	Receivable Payment	Payment: Michael Jordan (C10000001043)	CFL: VL 10000000869 - Seq 10000000348	110.00	-	696.65	110.00	-
27 Jun 2019	Receivable Payment	Payment: Keith Blythe (C10000001054)	CFL: VL 10000000879 - Seq 10000000348	4,035.00	-	4,731.65	4,035.00	-
27 Jun 2019	Receivable Credit Note Refund	Payment: Casual Client (C10000000002)	CFL:VL 10000000866 - Seq 10000000348	-	2.20	4,729.45	(2.20)	-
27 Jun 2019	Receivable Credit Note	Mark Adamson (C10000001053) - Deposit - From Vetlink - DO NOT Delete or Modify	VL 10000000867 - Seq 10000000348	58.19	-	4,787.64	58.19	-
27 Jun 2019	Receivable Credit Note	Tom Cruise (C10000001126) - Deposit - From Vetlink - DO NOT Delete or Modify	VL 10000000883 - Seq 10000000348	24.59	-	4,812.23	24.59	-
27 Jun 2019	Receivable Payment	Payment: Mark Adamson (C10000001053)	CFL: VL 10000000867 - Seq 10000000348	179.36	-	4,991.59	179.36	-
27 Jun 2019	Receivable Credit Note Refund	Payment: Albert Gore (C10000001002)	CFL: VL 10000000884 - Seq 10000000348	-	136.91	4,854.68	(136.91)	-
27 Jun 2019	Receive Money	Bank - Credit Card payments	seq #348	-	4,854.68	-	(4,854.68)	-
Total Credit Card Payment Method				**4,993.79**	**4,993.79**	-	-	-
Closing Balance				-	-	-	-	-
Total				**4,993.79**	**4,993.79**	-	-	-

Bank reconciliation should be carried out regularly.

For more information on reconciling transactions and payments between Xero and your bank account, click on the link below
https://central.xero.com/s/article/Bank-reconciliation-in-Xero

BANK RECONCILIATION IN XERO

All payments for a previous month must be reconciled in XERO before completing the EOM in VetlinkPRO. Any payments reconciled in XERO after the completion of the EOM in VetlinkPRO won't be transferred to VetlinkPRO due to the closed period.

	Once a payment is reconciled it must not be changed in XERO. This will cause the transactions to transfer again into VetlinkPRO duplicating the payment. All corrections must be done in VetlinkPRO.

Reconciling Clearing Accounts

All payments are made to Clearing Accounts and not directly to Bank Accounts.

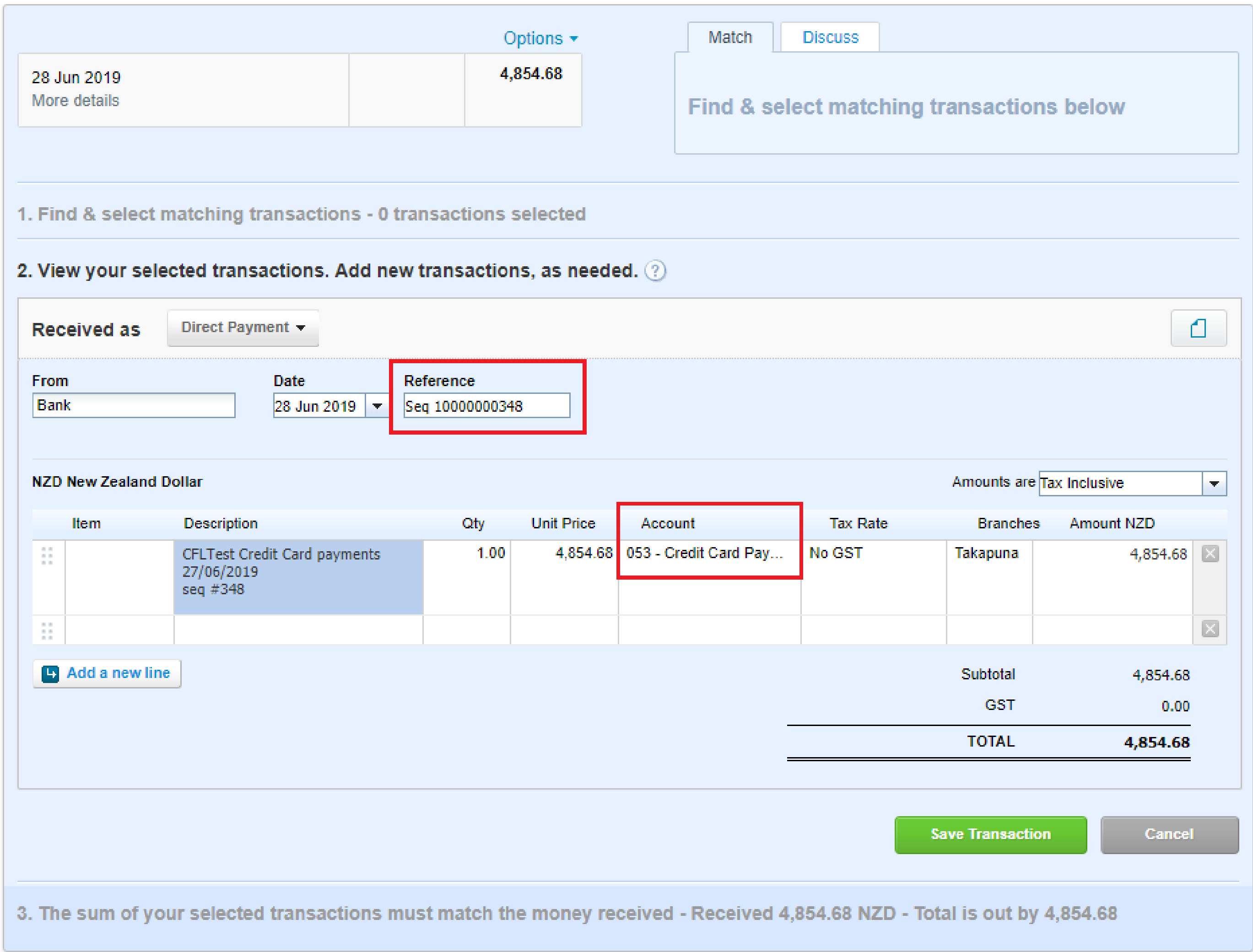
When doing a bank reconciliation, an additional Received or Spend money transaction should be entered to move the balance from the clearing account to the bank account.

To reconcile payments and update the bank balance:

1. On the bank reconciliation screen, next to the bank statement line you want to reconcile, select the **Create** tab.
2. Click **Add details** to enter details:
   - **From** – this may be the bank name.
   - **Date**.
   - **Reference** – using the VetlinkPRO EOD sequence number as a reference will simplify tracking of clearing account transactions in the **Account Transaction Report** (see **Finding transactions in Xero** above).
   - **Account** – this is the clearing account you want to reconcile.
3. Click **Save Transaction** to save the details.
4. Click **OK** to create the transaction and then click **Reconcile**.

	NOTE: To simplify bank reconciliations you can create bank rules. For more information on creating and using bank rules, click on the link below (https://central.xero.com/s/article/Create-a-bank-rule).

The following is an example of creating a 'Received Money' transaction for reconciling Credit Card payments uploaded from VetlinkPRO.



After the bank reconciliation, there must be a balance of $0.00 in clearing accounts.

See an example on the next page.

Credit Card Payment Method Transactions

TestXero
For the period 27 June 2019 to 28 June 2019
Reference contains 0000348

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross
Credit Card Payment Method							
27 Jun 2019	Receivable Payment	Payment: Casual Client (C10000000002)	CFL: VL 10000000863 - Seq 10000000348	200.00	-	200.00	200.00
27 Jun 2019	Receivable Credit Note	Michael Pfeiffer (C10000001044) - Deposit - From Vetlink - DO NOT Delete or Modify	VL 10000000870 - Seq 10000000348	50.00	-	250.00	50.00
27 Jun 2019	Receivable Payment	Payment: Roger Leslie Boud (C10000001055)	CFL: VL 10000000862 - Seq 10000000348	190.00	-	440.00	190.00
27 Jun 2019	Receivable Payment	Payment: Casual Client (C10000000002)	CFL: VL 10000000864 - Seq 10000000348	2.20	-	442.20	2.20
27 Jun 2019	Receivable Payment	Payment: Maya Angelou (C10000001042)	CFL: VL 10000000868 - Seq 10000000348	132.00	-	574.20	132.00
27 Jun 2019	Receivable Payment	Payment: Mark Adamson (C10000001053)	CFL: VL 10000000867 - Seq 10000000348	12.45	-	586.65	12.45
27 Jun 2019	Receivable Payment	Payment: Michael Jordan (C10000001043)	CFL: VL 10000000869 - Seq 10000000348	110.00	-	696.65	110.00
27 Jun 2019	Receivable Payment	Payment: Keith Blythe (C10000001054)	CFL: VL 10000000879 - Seq 10000000348	4,035.00	-	4,731.65	4,035.00
27 Jun 2019	Receivable Credit Note Refund	Payment: Casual Client (C10000000002)	CFL:VL 10000000866 - Seq 10000000348	-	2.20	4,729.45	(2.20)
27 Jun 2019	Receivable Credit Note	Mark Adamson (C10000001053) - Deposit - From Vetlink - DO NOT Delete or Modify	VL 10000000867 - Seq 10000000348	58.19	-	4,787.64	58.19
27 Jun 2019	Receivable Credit Note	Tom Cruise (C10000001126) - Deposit - From Vetlink - DO NOT Delete or Modify	VL 10000000883 - Seq 10000000348	24.59	-	4,812.23	24.59
27 Jun 2019	Receivable Payment	Payment: Mark Adamson (C10000001053)	CFL: VL 10000000867 - Seq 10000000348	179.36	-	4,991.59	179.36
27 Jun 2019	Receivable Credit Note Refund	Payment: Albert Gore (C10000001002)	CFL: VL 10000000884 - Seq 10000000348	-	136.91	4,854.68	(136.91)
28 Jun 2019	Receive Money	Bank - CFLTest Credit Card payments 27/06/2019 seq #348	Seq 10000000348	-	4,854.68	-	(4,854.68)
Total Credit Card Payment Method				**4,993.79**	**4,993.79**	-	-
Total				**4,993.79**	**4,993.79**	-	-

All clearing accounts should be reviewed regularly.

Anything leftover in the clearing accounts after a bank reconciliation must be reviewed and resolved.

WARNINGS

- **Do NOT Delete** ANY transactions sent from VetlinkPRO.
- **Do NOT Void** ANY transactions sent from VetlinkPRO.
- **Do NOT Modify** ANY transactions sent from VetlinkPRO.
- **Do NOT Remove & Redo** ANY transactions from VetlinkPRO.

Any transactions made in VetlinkPRO but found to be missing in XERO and visa verse should be reported to CFL immediately, and no attempt should be made to recreate them in VetlinkPRO or XERO. Any other anomalies should be also reported to CFL.

Q: Why is Tax not calculated correctly?

A: Make sure the Tax Rate is correct in the Account properties in XERO. XERO will calculate Taxes based on the account settings.

Q & A

Q: Our Xero account types are set up for either Current Asset, Fixed Asset, Inventory and non-current Asset. For any account types that VL2 says 'Asset', I have set it up as 'current asset' - is that correct?

A: Yes

Q: For Liability accounts Xero is set up for Current Liability, Liability and Non-current liability so for the codes that VL2 says Liability I have just set them up as 'Current Liability'. – Is that correct?

A: Yes

Q: We already have expense accounts for our VL2 categories but these are set up as a 'direct cost' rather than 'expense'. Is that ok?

A: Yes

Q: Why do we have 1-3 cent discrepancy between Xero and Vetlink on some invoices?

A: The reason for this is because Xero calculates the GST. When Xero calculates GST on each item it rounds the GST to 2 decimal place, whereas Vetlink is rounding to 3 decimal place to calculate GST.

Unfortunately, we don't have control over the GST calculation, it is controlled by Xero, so we can't change anything at this stage.

Q: There is no current value associated with Bonus Points gained - this is a liability that ideally we need to be able to see in our financials

A: Neither accrued nor expired bonus points are transferred to Xero from Vetlink. These transactions should be manually entered in Xero, e.g. once a month after the completion of the EOM in Vetlink.

To find the value of the BP gained and expired you can use the Bonus Points Summary report (Reports | Reports/Lists | Misc | Bonus Points Summary).

Problem: Duplicate payments in VetlinkPRO.

Reason: the payment was reallocated in Xero.

How to fix: reverse of the payment in VetlinkPRO (this must have the 'import payment' payment method, so a credit note won't be sent to Xero)

COMMON ERRORS

Problem: Duplicate payments in both VetlinkPRO and Xero.

Reason: the same payment was made twice (in Vl2 and in Xero)

How to fix: reverse a payment made using the real payment method (not import payment) in Vetlink. After that a credit note will be sent to Xero to reverse the payment there as well.

Problem: a client / supplier balance was fixed in VetlinkPRO using 'Init client/ supplier balance' transactions, but the balance is still the same in Xero, nothing was uploaded.

Reason: Init client/ supplier balance transactions are never synced.

How to fix: fix the balance manually in Xero. Next time use the correct transactions in VetlinkPRO.

Problem: Payments reconciled in Xero after completing EOM not updated properly in VetlinkPRO which prevents the EOD completion

Reason: The period has been closed in VetlinkPRO.

For example, In VetlinkPRO the EOM for November was completed. Then a payment in Xero was reconciled with a November date, so when it got synced to VetlinkPRO it went to an error as that period has been closed.

How to fix: Call CFL and they will change the payment date to the 1 day of the open period.

To prevent this situation in future: before completing an EOM in VetlinkPRO make sure that all payments are reconciled in Xero. This will also ensure all statements sent from VetlinkPRO are correct, as there won't be any missing payments, and any EOM reports from VetlinkPRO will be correct as well.

Problem: Payments made against supplier Initial Balances in Xero not downloaded to VetlinkPRO.

Reason: An invoice of supplier Initial Balance has the supplier number as a reference number instead of a real invoice number, so this payment can't be allocated to any existing invoice in VetlinkPRO.

How to fix: adjust the supplier balance using an 'Init supplier balance' transaction (this won't be sent to Xero).

Problem: Client Balance in VetlinkPRO doesn't match their Xero balance.

Reason: The client may have a balance on the Prepayment Suspense Account in Xero.

How to check: Run the Contact Transactions – Summary report in Xero with include prepayments option enabled.

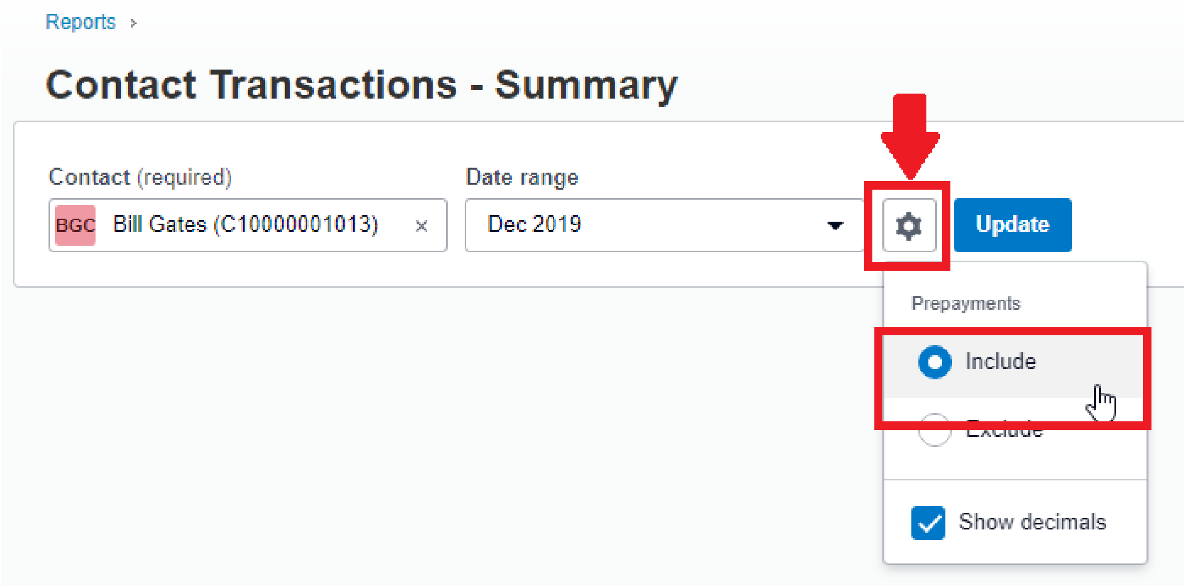

Reports ›
Contact Transactions - Summary
Contact (required)
BGC Bill Gates (C10000001013) ×
Date range
Dec 2019
Update
Prepayments
Include
Exclude
Show decimals

Table 1 – List of Accounts Required for GL Settings

GL Code Description	GL Code Group	Description
Buy Gst	Asset (GST Out)	This must be different to the Buy GST code
Sell Gst	Liability (GST In)	This is the GST code using in Xero
Debtors Control	Asset	This is the Accounts Receivable code
Creditors Control	Liability	This is the Accounts Payables code
Misc Sales	Income (Miscellaneous)	This is used as the Sales code for goods being sold if one has not been assigned
Misc Cost of Sales	Expenses (General Cost of Sales)	This is used as the Cost of Sales code if one has not been assigned.
Misc Stock on Hand	Asset (General Stock on Hand)	This is used as the Stock on Hand (Evaluation/Asset) code if one has not been assigned. This must NOT be set up as an ‘Inventory’ account type in XERO but a ‘Current Asset’ account type instead
Misc Service Evaluation	Expense	This is used as the valuation code for services if one has not been assigned
Misc Fees	Income (General Fees)	This is used as the Sales code for services being provided if one has not been assigned
Misc Purchases	Expense (General Purchases)	This is used as the Purchase code (Evaluation/Asset) on expenses if one has not been assigned
Misc Assets	Asset	This is used as the Stock OH Asset code (Evaluation/Asset) if one has not been assigned
Account Fees	Income	This is used for Account Fees
Account Interest	Income	This is used for Account Interest
Incentive Discount	Expense	This is used for Incentive Discounts given
End of Day Variance	Expense	This is used for Variances found after EOD cash up
End of Day Float	Asset	This is used for Float handling
Rounding Adjustments	Expense	This is used for handling rounding adjustments made in billing
Purchase Discount	Income	This is used for any purchase discounts received
Breakages	Expense	This is used to track value of stock used in clinic
In-house Usage	Expense	This is used to track value of stock used in clinic

Stock Take/Adjustment	Expense	This is used for allocating differences in stock on hand and stock take count.
Debtors Historical Balance	Liability (Historical)	This is used to facilitate Initialising Client Balance (Journal Entry). Note that this should not be the same as Debtors Control Account
Creditors Historical Balance	Asset (Historical)	This is used for handling adjustments made to creditors' balances. Note that this should not be the same as Creditors Control Account
Bad Debt Write Off	Expense (Bad Debt)	This is used for handling bad debts written off
Credit Write Off	Expense	This is used for handling credit written off
Freight Purchases	Expense (Freight)	This is used for freight on purchases

Ta

GL Code Description	GL Code Group	Description
Vouchers Sold	Liability	This is used for Vouchers sold ‘Enable payments to this account’ property must be enabled on Xero
External Vouchers Redeemed	Assets	This is used for vouchers redeemed but not sold through the business (third party vouchers)

Note: Set up Vouchers sold as a product on VetlinkPRO to assign GL codes to it.

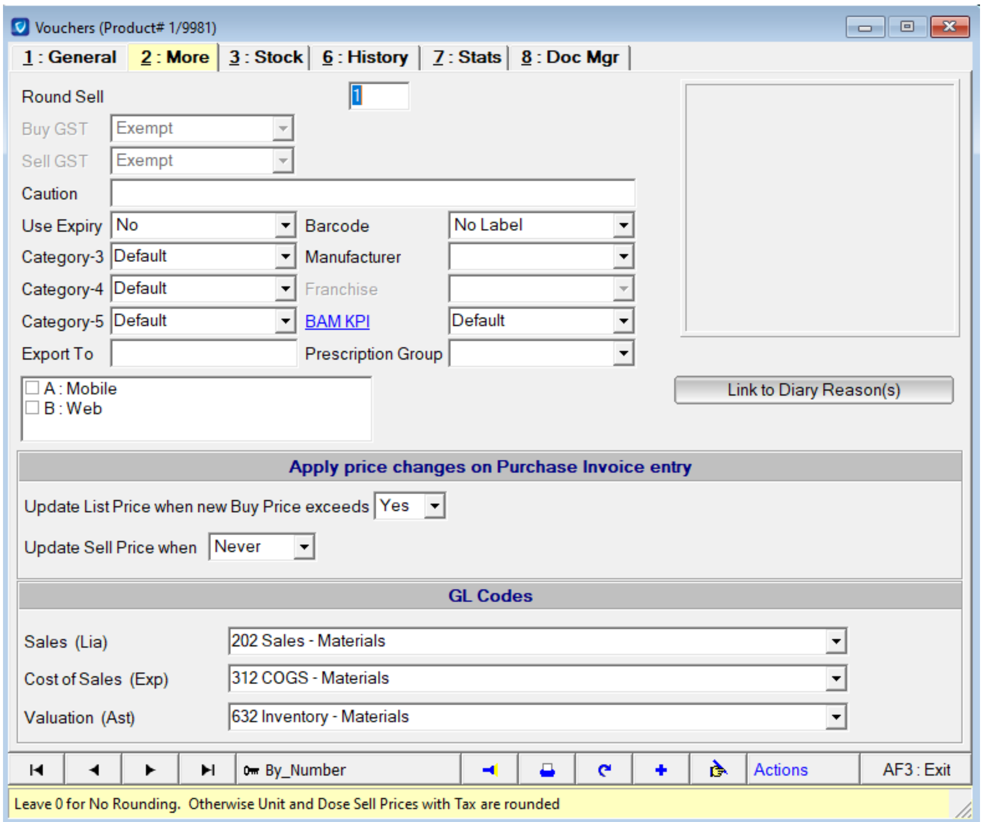


Table 3 – Clearing Account Codes

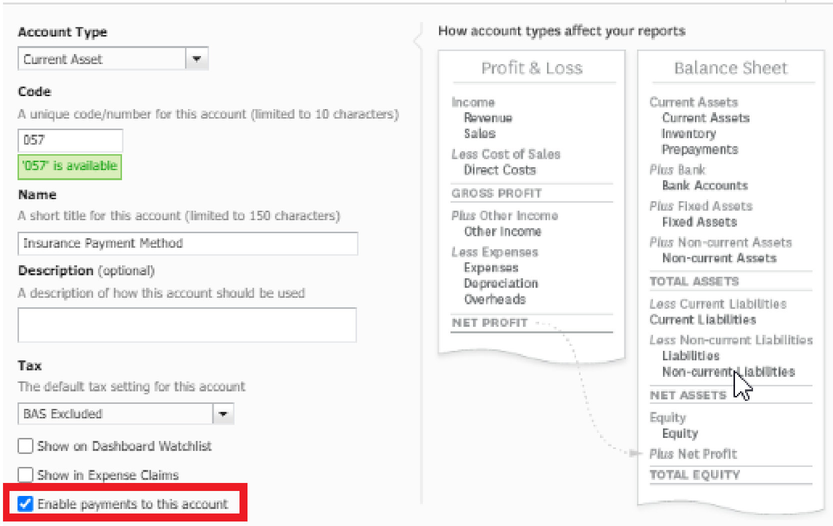
GL Code Description	GL Code Group	Description
Cash Payment Method	Asset	Clearing account for Cash Payment Method. The property 'Enable Payments to this account' must be enabled in Xero
Eftpos Payment Method	Asset	Clearing account for Eftpos Payment Method. The property 'Enable Payments to this account' must be enabled in Xero
Credit Card Payment Method	Asset	Clearing account for Credit Card Payment Method. The property 'Enable Payments to this account' must be enabled in Xero
Direct Credit Payment Method	Asset	Clearing account for Direct Credit Payment Method. The property 'Enable Payments to this account' must be enabled in Xero

APPENDIX 2 - GAPONLY INSURANCE PAYMENTS WITH XERO INTEGRATION

With GapOnly integration with VetlinkPro the payment from GapOnly automatically downloads to VetlinkPro to Pay off the outstanding bill. This will then upload to Xero to pay invoice in Xero as well. However as GapOnly will also pay the approved amount into your bank you will also see the payment in your bank reconciliation in Xero. Because the payment will also upload from Vetlink apply apply to the bill you won't be able to reconcile it to the original invoice. Instead you will need to reconcile it to your Insurance Payment Method Account. To set this up and do reconciliation see steps below.

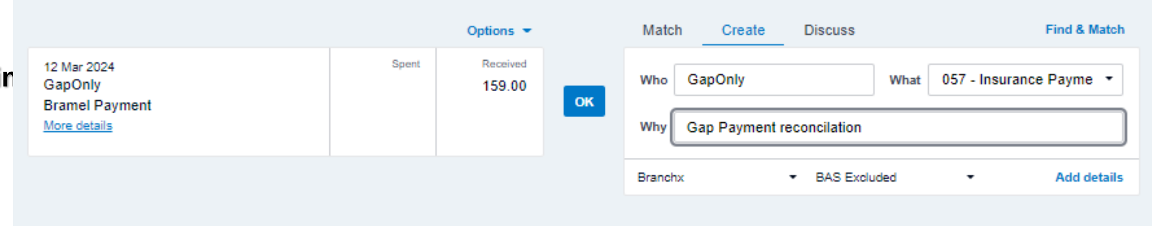
Xero Insurance Payment Account Setup

1. Create a Insurance Payment Method Asset account in Xero and make sure you tick Enable Payments to this Account.
2. Let VetlinkPro know the account name and Code you have created so it can be added into VetlinkPro.



1. Find payment in in your bank reconciliation
2. Click create option.
3. Fill in who and why and set What to your insurance payment account

Reconcilin



4. Click OK and Reconcile.
5. A entry will be made to the Insurance Payment Account to offset the payment uploaded from VetlinkPro.

Insurance Payment Method Transactions

Reorder columns

VLAUS01
For the period 1 March 2024 to 31 March 2024

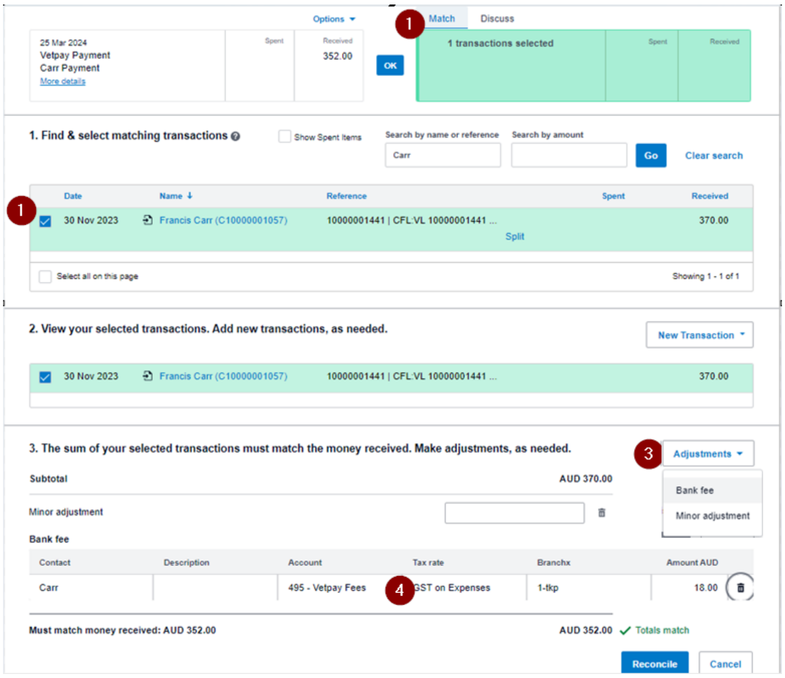
Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Insurance Payment Method								
Opening Balance				-	-	-	-	-
12 Mar 2024	Receive Money	GapOnly - Gap Payment reconcilation		-	159.00	(159.00)	(159.00)	-
12 Mar 2024	Receivable Payment	Payment: Noel Bramel (C10000001008)	CFL: VL 10000001458 - Seq 10000000475	159.00	-	-	159.00	-
Total Insurance Payment Method				**159.00**	**159.00**	-	-	-
Closing Balance				-	-	-	-	-
Total				**159.00**	**159.00**	-	-	-

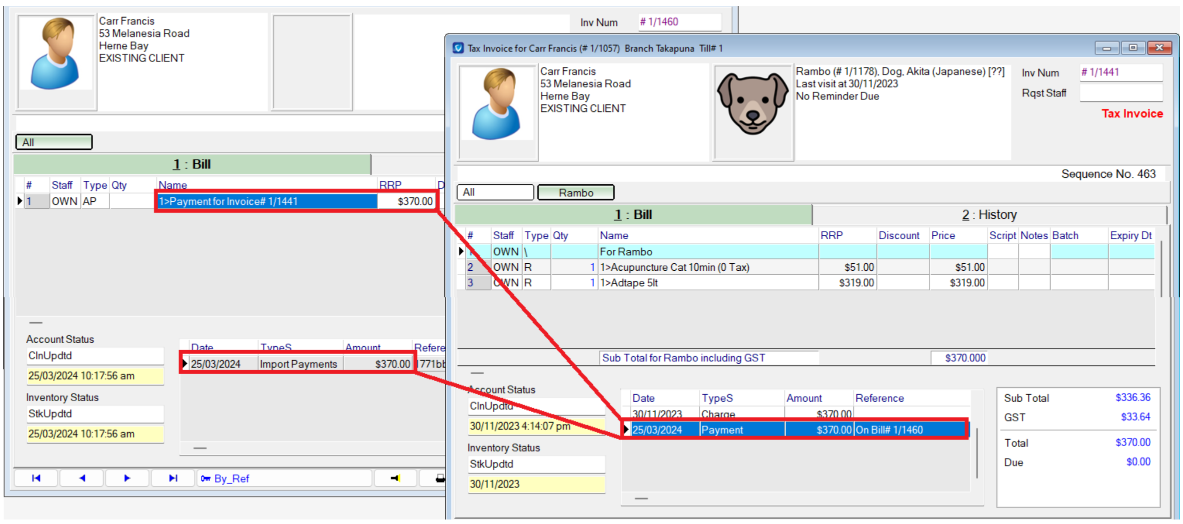
If you have Xero integration, Buy Now Pay Later payments can be reconciled in a couple different ways.

APPENDIX 3- BUY NOW PAY LATER RECONCILIATION IN XERO

Option 1

1. Find and Match the Buy Now Pay Later payment in your Bank reconciliation in Xero
2. The payment will exclude the Buy Now Pay Later fee, so you can do an adjustment.
   a. Click Adjustments and Choose Bank Fee
   b. Enter details and choose your Buy Now Pay Later Fees account
3. Reconcile
4. Payment will then download to VetlinkPRO to pay invoice there as well.

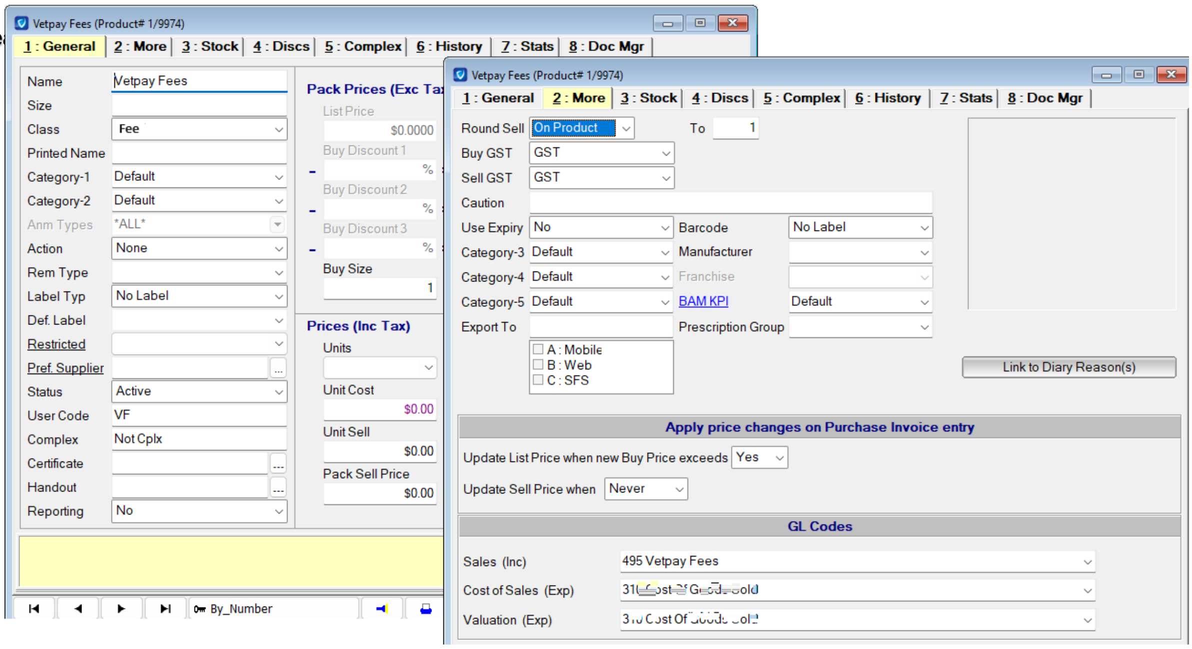




The second option is to take care of the Buy Now Pay Later fee on VetlinkPro. This is the method clinics would use if they didn't have Xero integration. It will still work if option1 is not followed however.

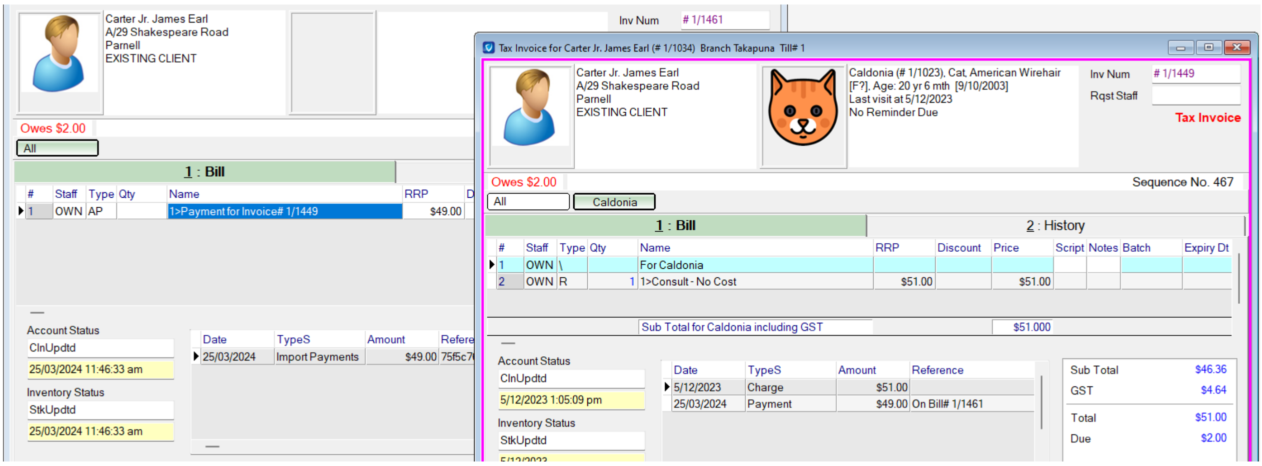
Option 2

Create item with class = Fee, name can be "Buy Now Pay Later Fee" and price = $0.
Under More tab set sales account to your Buy Now Pay Later fee account and COGs and Service evaluation or normal for fee items.



Use Buy Now Pay Later Fee to Remove Due from Invoice

1. Find and Match the Buy Now Pay Later payment in your Bank reconciliation in Xero
2. The payment will be less the Buy Now Pay Later fee so you can reconcile a part payment.
   Eg. In Xero use split option when reconciling.
3. The part payment will download to VetlinkPro, but the Fee amount will still be owing.



4. To offset the fee in VetlinkPro you can do client refund using Buy Now Pay Later fee product.
    a. Open client record -> go to actions -> Refund bill.
    b. Continue with period to refund to, usually just F2: Refund Bill
    c. Add Buy Now Pay Later Fees item to bill for amount of the fee.
    d. Go to Payment and Charge to Account
    e. At Prompt to Apply Credit to outstanding Invoices select yes.
    f. Choose invoice with outstanding Buy Now Pay Later fee.