SETTING UP XERO INTEGRATION

Qunote will only begin exporting invoices for Xero when you enable Xero integration within the **Invoicing** settings page in the **Admin dashboard**.

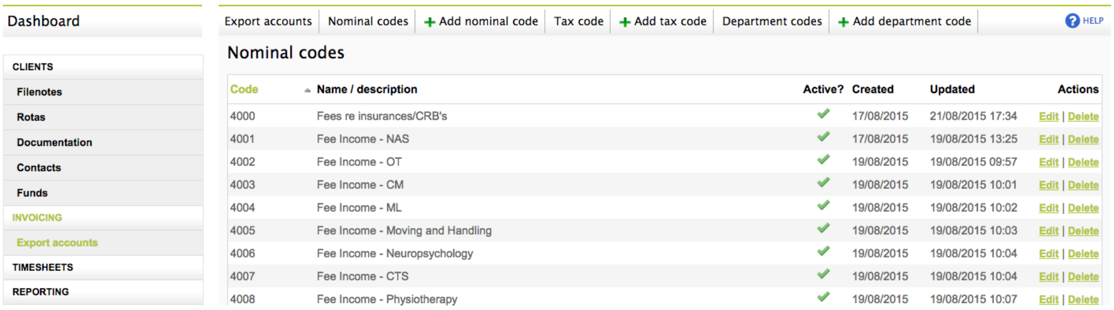
Before enabling Xero integration, it is important that you follow the steps in this guide to ensure your system is fully prepared to enable integration.

1. SETTING UP THE NECESSARY FIELDS

For Qunote to integrate with Xero you must set up the necessary fields in Qunote (Nominal/Account Codes, Tax Codes and the Customer Accounts). These need to correspond to your existing settings in Xero so that they are valid when you run the Xero import. Other Data which is imported into Xero is not validated and, although any data could be transferred, care should be taken by users when entering data into Qunote.

The majority of the data tables which need validation are set up in the Admin dashboard as follows:

- Go to **Admin dashboard (**one of your quicklinks)
- Under **INVOICING** select **EXPORT ACOUNTS.**



Code	Name / description	Active?	Created	Updated	Actions
4000	Fees re insurances/CRB's	✔	17/08/2015	21/08/2015 17:34	Edit | Delete
4001	Fee Income - NAS	✔	17/08/2015	19/08/2015 13:25	Edit | Delete
4002	Fee Income - OT	✔	19/08/2015	19/08/2015 09:57	Edit | Delete
4003	Fee Income - CM	✔	19/08/2015	19/08/2015 10:01	Edit | Delete
4004	Fee Income - ML	✔	19/08/2015	19/08/2015 10:02	Edit | Delete
4005	Fee Income - Moving and Handling	✔	19/08/2015	19/08/2015 10:03	Edit | Delete
4006	Fee Income - Neuropsychology	✔	19/08/2015	19/08/2015 10:04	Edit | Delete
4007	Fee Income - CTS	✔	19/08/2015	19/08/2015 10:04	Edit | Delete
4008	Fee Income - Physiotherapy	✔	19/08/2015	19/08/2015 10:07	Edit | Delete

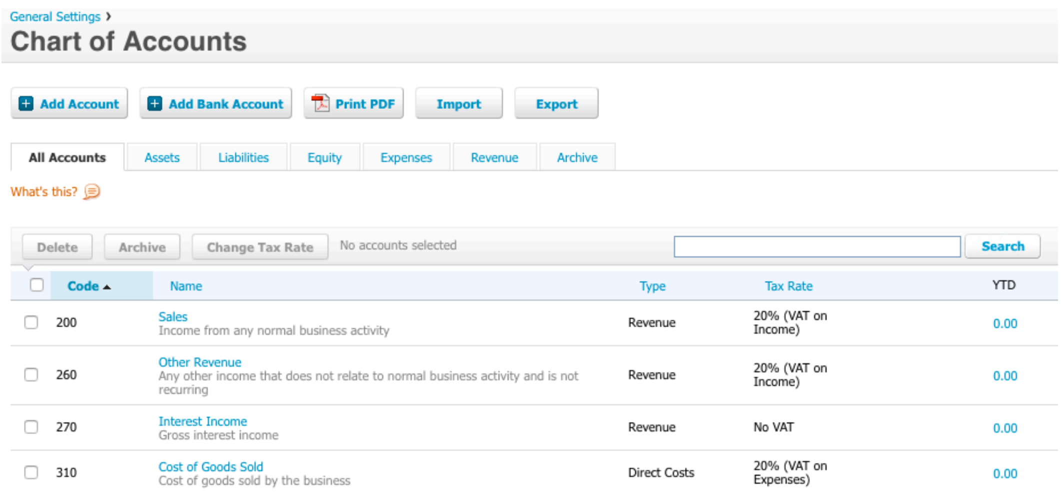
The necessary fields for Xero differ in name compared to Sage. In Qunote, the admin fields are named to co-ordinate with Sage, however when you 'Export Accounts' into Excel, these fields will be named according to the Xero requirements. The name changes, which appear in the exported Excel sheet, are listed below:

- Nominal Codes = **Account Codes**
- Tax Code = **Tax Type**
- Account Reference (in Client Details) = **Contact Name**
- The Department Code had **no** impact on a Xero export.

2. NOMINAL CODES/ACCOUNT CODES

Firstly, Account Codes already exist on the Xero system. These account codes can be edited and deleted based on how you would like your system to operate. If you need to set up your different Account (Nominal Codes) in Xero, go to Settings → General Settings → **Chart of Accounts**

Select a Code using the tick box on the right-hand side. Then you can either **Delete** or **Change the Tax Rate. The Tax Rate for each Account Code is the default setting if you are entering data manually.** When importing the data from Qunote, the Tax Rate will change to those assigned in Qunote if they differ from the default.



Code	Name	Type	Tax Rate	YTD
200	Sales Income from any normal business activity	Revenue	20% (VAT on Income)	0.00
260	Other Revenue Any other income that does not relate to normal business activity and is not recurring	Revenue	20% (VAT on Income)	0.00
270	Interest Income Gross interest income	Revenue	No VAT	0.00
310	Cost of Goods Sold Cost of goods sold by the business	Direct Costs	20% (VAT on Expenses)	0.00

- The Nominal Codes in Qunote should match the Account Codes in Xero. The file that is sent to Xero is validated by Xero so it is important that only nominal codes that exist in Xero are included here. The descriptions of each nominal code are not validated and although it is possible that different descriptions could be used here, we suggest that you keep them consistent with those in Xero.

- In Qunote, go to **Admin dashboard**. Under **INVOICING** select **EXPORT ACOUNTS**
- If you click on **Nominal codes** you will see a list of any Nominal sales codes that have been set up. At the right-hand side are options to edit or delete these nominal codes.
- To add a new nominal code, click on **+ nominal code** and ensure that as you enter each one you make it active.

3. TAX CODES/TAX TYPE

Tax Types can be created, but not edited, in Xero. Settings → General Settings → **Tax Rates**

A new Tax Rate can be added using **+New Tax Rate**.

General Settings ›

Tax Rates

+ New Tax Rate

Delete No items selected

Name ▲	Tax Rate	Accounts using this Tax Rate
20% (VAT on Expenses)	20%	26
20% (VAT on Income)	20%	3
5% (VAT on Expenses)	5%	1
5% (VAT on Income)	5%	0
EC Acquisitions (20%)	0%	0
EC Acquisitions (Zero Rated)	0%	0
Exempt Expenses	0%	4
Exempt Income	0%	0
No VAT	0%	53

- VAT Tax Codes in Qunote should match the Tax Types in Xero. The file which is sent to Xero is validated by Xero so it is important that only VAT Tax Types which exist in Xero are included here. We suggest that the descriptions of each VAT tax code are kept consistent.
- In Qunote, f you click on **TAX CODES** you will see listed any VAT Tax Codes that may have been set up already. At the right-hand side are options to edit or delete these nominal codes.
- To add a new tax code, click on **+ Tax Code** and as you enter each one you make sure it is active.
- Rather than using the Tax Rates set up by default in Xero, you'll need to set up Tax Rates with names that match the short Tax Codes you enter when creating Tax Rates in Qunote. Here is an example from Qunote:

Tax code

Code ▲	Rate	Name / description	Active?	Created	Updated	Actions
T0	0%	Zero rated transactions	✔	20/08/2015		Edit | Delete
T1	20%	Standard rate transactions	✔	20/08/2015		Edit | Delete
T2	0%	Exempt transactions	✔	20/08/2015		Edit | Delete
T3	0%	VAT included	✔	22/09/2015		Edit | Delete
T4	0%	Sales to customers in the EC	✔	22/09/2015		Edit | Delete
T5	0%		✔	22/09/2015		Edit | Delete
T6	0%		✔	22/09/2015		Edit | Delete
T7	0%	Zero rated purchases from suppliers in EC	✔	22/09/2015		Edit | Delete
T8	0%	Standard rated purchases from suppliers in EC	✔	22/09/2015		Edit | Delete
T9	0%	Non vatable tax code	✔	22/09/2015		Edit | Delete

4. ACCOUNT REFERENCE

- The Account Reference (Sage), within the Case Details section of each client, must be filled in order to be translated into the Contact Name (required field) for Xero integration. The Account Reference should match exactly the Contact Name you have entered for the Account within Qunote. This is imperative to ensuring that sales transactions can be posted to the correct account within Xero when you import the data.

Case details

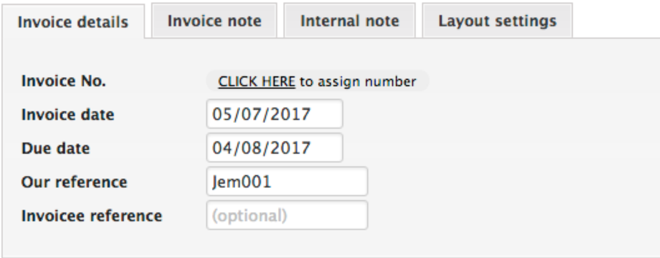
Our reference *	Jem001
Invoice client directly	☑
Copy invoices to	None
Invoicee reference	Invoicee reference
Acc. reference (Sage) *	001

5. INVOICE DESCRIPTION

- Each item/line of the invoice must have a description as this is a required field for Xero integration.

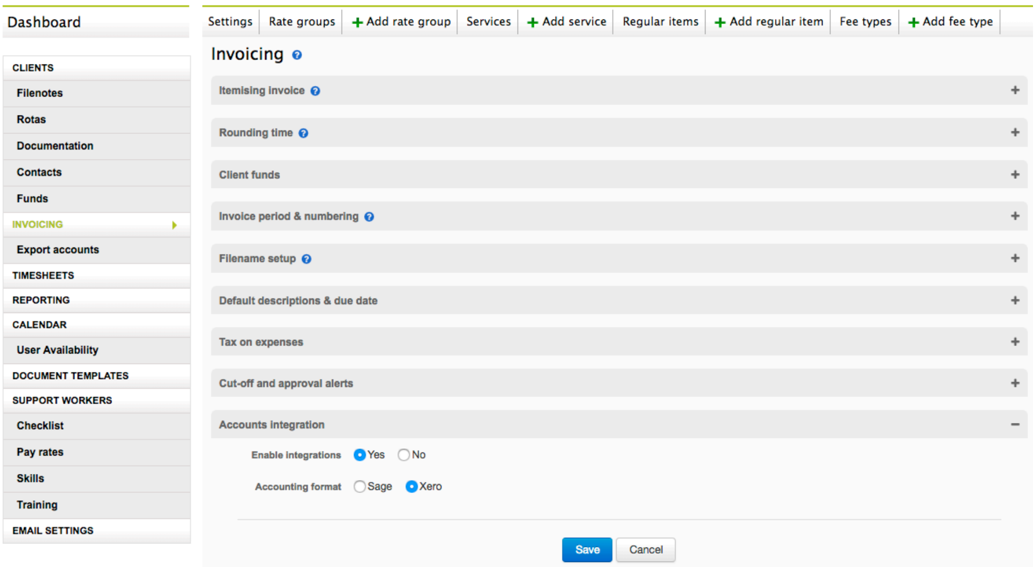
6. INVOICE NUMBER

- Assigning an Invoice Number, within Qunote, is another required field for Xero integration. The invoice number can be chosen based on your preference.



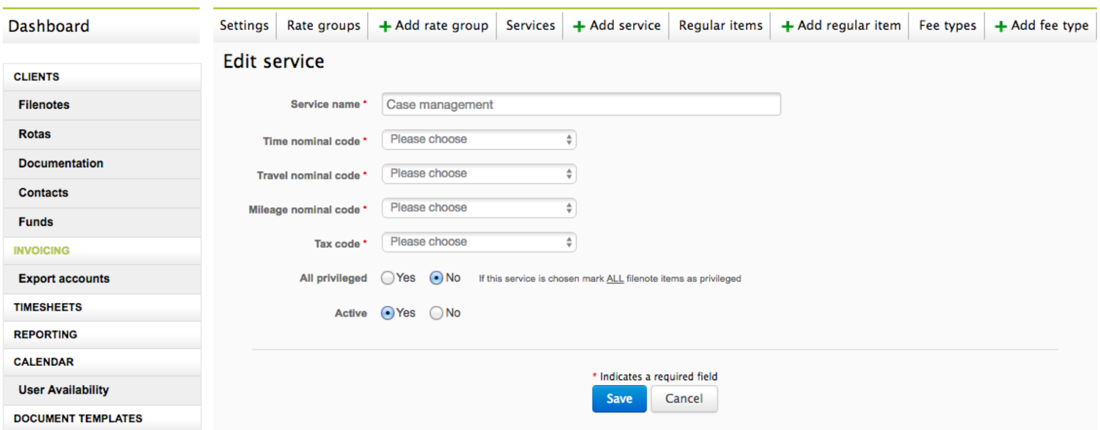
7. ENABLING XERO INTEGRATION

You are now ready to enable Xero integration. To do this, go to the **Admin dashboard** and select **Invoicing** from the side menu. At the bottom of the page, you will see the heading **Accounts Integration**, with an option beneath to **Enable Xero Integration**. Select **Yes** to enable integration and select Xero as your accounting package, then click **Save**. Integration is now enabled.



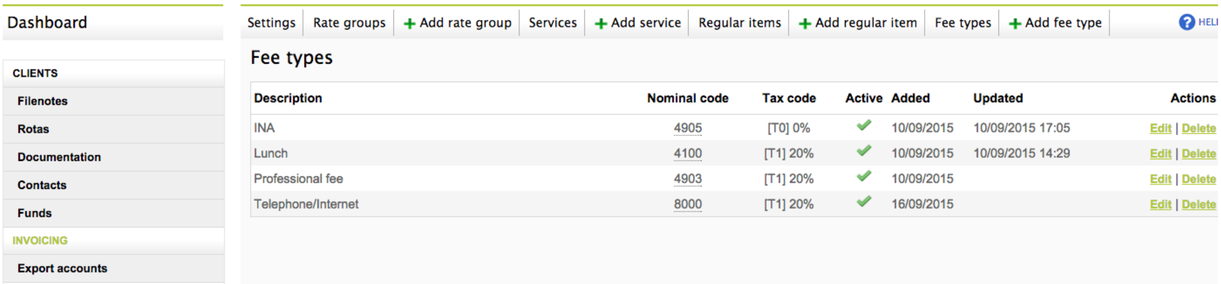
8.ASSIGNING NOMINAL CODES AND TAX CODES TO SERVICES

Once Xero integration is enabled, you now need assign the Nominal Codes (Account Codes) and Tax Codes (Tax Types) you have created to services. To do this go the **Invoicing** section of the Admin dashboard. Select the **Services** tab at the top, and the **Edit** button on the line of the service you wish to assign codes to. In the Edit Service page, proceed to choose your Nominal Codes and Tax Code from the drop-down fields and then click save. Repeat this for each service.



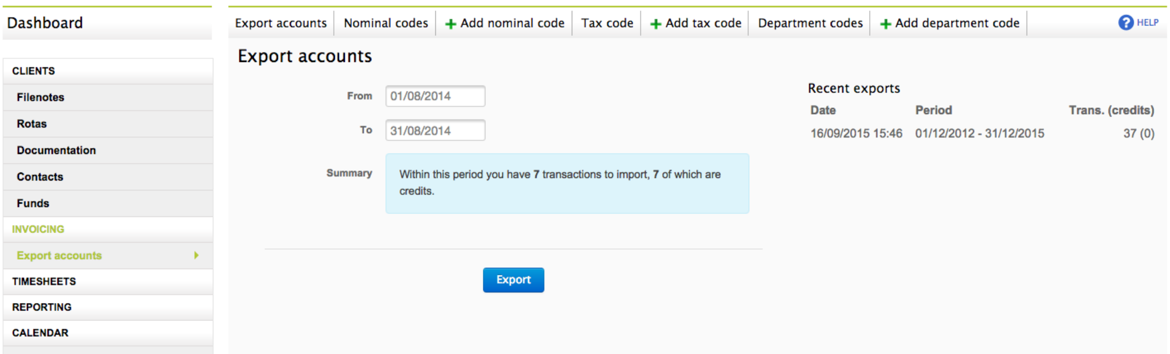
9.ADDING FEE TYPES

- Currently when invoicing in Qunote you are able to add expense charges in freeform. When using Qunote integrated with Xero, you will need to give invoiced charges a valid VAT and Nominal codes. These freeform charges are now described as Fee types and must come from a predefined table.
- To enter a Fee type, in the **Admin Dashboard**, go to **INVOICING** and select **+ Fee type**. Enter the description of the type of additional charge you wish to add and select a nominal code and Tax code from each of the drop-down lists. The regular items within Qunote now need to be assigned a Fee Type so they have a Nominal Code (Account Code) and Tax Code (Tax Type) for the Xero export. Once your fee type has been set up, you will then have the option to select this when creating an expense in a filenote.



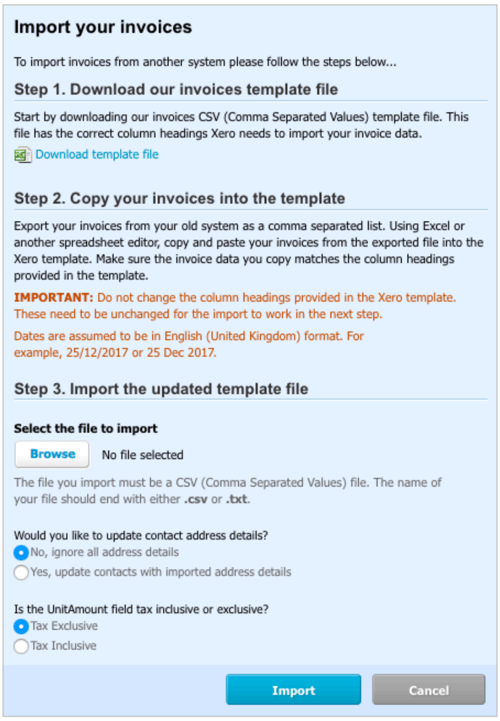
10. EXPORTING FROM QUNOTE

- The Accounting Export routine is designed to generate data for Xero and any other accounts systems which will accept data in a Xero type format, go to **Admin Dashboard** and select the **EXPORT ACCOUNTS** tab.
- Export data is only generated by pressing the Export button and running the Export Accounts routine.
- You are presented with a pair of dates for the start and end of the period for which you wish to export data. Enter the dates you require. It would be usual to set the "from date" to a date earlier than the beginning of the current accounting period so as to 'sweep up' any invoices raised after the last period end but dated prior to the previous month end. There is no danger of picking up the same invoice twice since as an invoice is exported a flag is set on it to identify that it has already been exported.
- Set the 'To date' as the last date up to and including which you want to post invoices to Xero.
- Press Export and a file of type ".csv" is generated which will automatically be downloaded to your computer. Ensure you know where your default download folder is on your PC.



11. IMPORTING INTO XERO

- The next stages are carried out in Xero.
- Firstly, ensure that you have a backup of your **Xero Data** in case anything goes wrong.
- Secondly ensure there are no other users on your multiuser system.
- Once logged into Xero you will first see the Dashboard page. This presents you with graphs summarizing your various balances. It is probably worth now checking the gross total of all balances and recording the figure.
- To import the .csv file produced by Qunote, go to Accounts → Sales → **Import**. From here you can browse for the excel sheet exported from Qunote (.csv file) and, if all the fields in the excel sheet are complete, **Import**. There is **no** need to download the template file in Step 1 or copy the invoices into the template in step 2.
- Ensure that 'Would you like to update contact address detail?' is set to 'No', and the 'Is the UnitAmount field tax inclusive or exclusive?' is set to Tax Exclusive. As shown below:



- The imported invoices will be presented under the **Draft** heading and can be identified by **To** (Contact Name/Account Reference) and the **Number** (Invoice Number). You can view each invoice and edit the fields, such as the description, if required. Once you're happy, each invoice can be approved, which presents the invoice as awaiting payment.