

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 ACCOUNTS**.

Dashboard	Export accounts	Nominal codes	+ Add nominal code	Tax code	+ Add tax code	Department codes	+ Add department code	HELP
CLIENTS								
Filenotes								
Rotas								
Documentation								
Contacts								
Funds								
INVOICING								
Export accounts								
TIMESHEETS								
REPORTING								

Nominal codes						
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.

General Settings >

Chart of Accounts

What's this?

No accounts selected

<input type="checkbox"/>	Code	Name	Type	Tax Rate	YTD
<input type="checkbox"/>	200	Sales Income from any normal business activity	Revenue	20% (VAT on Income)	0.00
<input type="checkbox"/>	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
<input type="checkbox"/>	270	Interest Income Gross interest income	Revenue	No VAT	0.00
<input type="checkbox"/>	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 ACCOUNTS**
- 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

<input type="checkbox"/> Name ▲	Tax Rate	Accounts using this Tax Rate
<input type="checkbox"/> 20% (VAT on Expenses)	20%	26
<input type="checkbox"/> 20% (VAT on Income)	20%	3
<input type="checkbox"/> 5% (VAT on Expenses)	5%	1
<input type="checkbox"/> 5% (VAT on Income)	5%	0
<input type="checkbox"/> EC Acquisitions (20%)	0%	0
<input type="checkbox"/> EC Acquisitions (Zero Rated)	0%	0
<input type="checkbox"/> Exempt Expenses	0%	4
<input type="checkbox"/> Exempt Income	0%	0
<input type="checkbox"/> 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, if 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 *

Invoice client directly

Copy Invoices to

Invoicee reference

Acc. reference (Sage) *

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.

Invoice details	Invoice note	Internal note	Layout settings
Invoice No.	CLICK HERE to assign number		
Invoice date	<input type="text" value="05/07/2017"/>		
Due date	<input type="text" value="04/08/2017"/>		
Our reference	<input type="text" value="Jem001"/>		
Invoice reference	<input type="text" value="(optional)"/>		

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.

Dashboard	Settings	Rate groups	+ Add rate group	Services	+ Add service	Regular items	+ Add regular item	Fee types	+ Add fee type
CLIENTS	Invoicing								
Filenotes	Itemising Invoice +								
Rotas	Rounding time +								
Documentation	Client funds +								
Contacts	Invoice period & numbering +								
Funds	Filename setup +								
INVOICING	Default descriptions & due date +								
Export accounts	Tax on expenses +								
TIMESHEETS	Cut-off and approval alerts +								
REPORTING	Accounts integration -								
CALENDAR	Enable integrations <input checked="" type="radio"/> Yes <input type="radio"/> No								
User Availability	Accounting format <input type="radio"/> Sage <input checked="" type="radio"/> Xero								
DOCUMENT TEMPLATES									
SUPPORT WORKERS									
Checklist									
Pay rates									
Skills									
Training									
EMAIL SETTINGS									
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>								

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.

Dashboard	Settings	Rate groups	+ Add rate group	Services	+ Add service	Regular items	+ Add regular item	Fee types	+ Add fee type
CLIENTS	Edit service								
Filenotes	Service name * <input type="text" value="Case management"/>								
Rotas	Time nominal code * <input type="text" value="Please choose"/>								
Documentation	Travel nominal code * <input type="text" value="Please choose"/>								
Contacts	Mileage nominal code * <input type="text" value="Please choose"/>								
Funds	Tax code * <input type="text" value="Please choose"/>								
INVOICING	All privileged <input type="radio"/> Yes <input checked="" type="radio"/> No <small>If this service is chosen mark ALL filenote items as privileged</small>								
Export accounts	Active <input checked="" type="radio"/> Yes <input type="radio"/> No								
TIMESHEETS									
REPORTING									
CALENDAR									
User Availability									
DOCUMENT TEMPLATES									
	* Indicates a required field								
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>								

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 file note.

Dashboard		Settings	Rate groups	+ Add rate group	Services	+ Add service	Regular items	+ Add regular item	Fee types	+ Add fee type	HELP																																			
CLIENTS Filenotes Rotas Documentation Contacts Funds INVOICING Export accounts		Fee types <table border="1"> <thead> <tr> <th>Description</th> <th>Nominal code</th> <th>Tax code</th> <th>Active</th> <th>Added</th> <th>Updated</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>INA</td> <td>4905</td> <td>[T0] 0%</td> <td>✓</td> <td>10/09/2015</td> <td>10/09/2015 17:05</td> <td>Edit Delete</td> </tr> <tr> <td>Lunch</td> <td>4100</td> <td>[T1] 20%</td> <td>✓</td> <td>10/09/2015</td> <td>10/09/2015 14:29</td> <td>Edit Delete</td> </tr> <tr> <td>Professional fee</td> <td>4903</td> <td>[T1] 20%</td> <td>✓</td> <td>10/09/2015</td> <td></td> <td>Edit Delete</td> </tr> <tr> <td>Telephone/Internet</td> <td>8000</td> <td>[T1] 20%</td> <td>✓</td> <td>16/09/2015</td> <td></td> <td>Edit Delete</td> </tr> </tbody> </table>										Description	Nominal code	Tax code	Active	Added	Updated	Actions	INA	4905	[T0] 0%	✓	10/09/2015	10/09/2015 17:05	Edit Delete	Lunch	4100	[T1] 20%	✓	10/09/2015	10/09/2015 14:29	Edit Delete	Professional fee	4903	[T1] 20%	✓	10/09/2015		Edit Delete	Telephone/Internet	8000	[T1] 20%	✓	16/09/2015		Edit Delete
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Telephone/Internet	8000	[T1] 20%	✓	16/09/2015		Edit Delete																																								

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.

Dashboard		Export accounts	Nominal codes	+ Add nominal code	Tax code	+ Add tax code	Department codes	+ Add department code	HELP						
CLIENTS Filenotes Rotas Documentation Contacts Funds INVOICING Export accounts		Export accounts <div style="display: flex; justify-content: space-between;"> <div> From: <input type="text" value="01/08/2014"/> To: <input type="text" value="31/08/2014"/> </div> <div> Recent exports <table border="1"> <thead> <tr> <th>Date</th> <th>Period</th> <th>Trans. (credits)</th> </tr> </thead> <tbody> <tr> <td>16/09/2015 15:46</td> <td>01/12/2012 - 31/12/2015</td> <td>37 (0)</td> </tr> </tbody> </table> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Summary Within this period you have 7 transactions to import, 7 of which are credits. </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Export"/> </div>								Date	Period	Trans. (credits)	16/09/2015 15:46	01/12/2012 - 31/12/2015	37 (0)
Date	Period	Trans. (credits)													
16/09/2015 15:46	01/12/2012 - 31/12/2015	37 (0)													

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:

Import your invoices

To import invoices from another system please follow the steps below...

Step 1. Download our invoices template file

Start by downloading our invoices CSV (Comma Separated Values) template file. This file has the correct column headings Xero needs to import your invoice data.

 [Download template file](#)

Step 2. Copy your invoices into the template

Export your invoices from your old system as a comma separated list. Using Excel or another spreadsheet editor, copy and paste your invoices from the exported file into the Xero template. Make sure the invoice data you copy matches the column headings provided in the template.

IMPORTANT: Do not change the column headings provided in the Xero template. These need to be unchanged for the import to work in the next step.

Dates are assumed to be in English (United Kingdom) format. For example, 25/12/2017 or 25 Dec 2017.

Step 3. Import the updated template file

Select the file to import

No file selected

The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .csv or .txt.

Would you like to update contact address details?

No, ignore all address details
 Yes, update contacts with imported address details

Is the UnitAmount field tax inclusive or exclusive?

Tax Exclusive
 Tax Inclusive

- 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.