

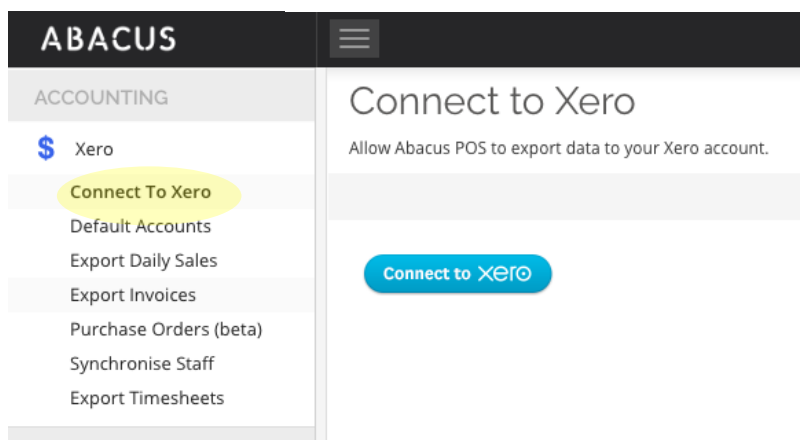
ABACUS Integration with Xero

This document will detail:

- 1) Setup of default chart of accounts in Abacus
- 2) Assign individual product codes in Abacus to map to revenue/expense accounts in Xero
- 3) Export daily sales reports to Xero
- 4) Export sales invoices to Xero
- 5) Export purchase orders to Xero
- 6) Financial reports and reconciliation with Xero

Note that the integration with Xero is not automatic (i.e. you need to login to Abacus, connect to Xero and export required information each time you want data to synchronise). In addition, the synchronisation is way one – Abacus posts information to Xero, but Xero does not post to Abacus,

To connect to Xero, in Abacus go to Add-ons (black menu bar), then Xero (left hand side)



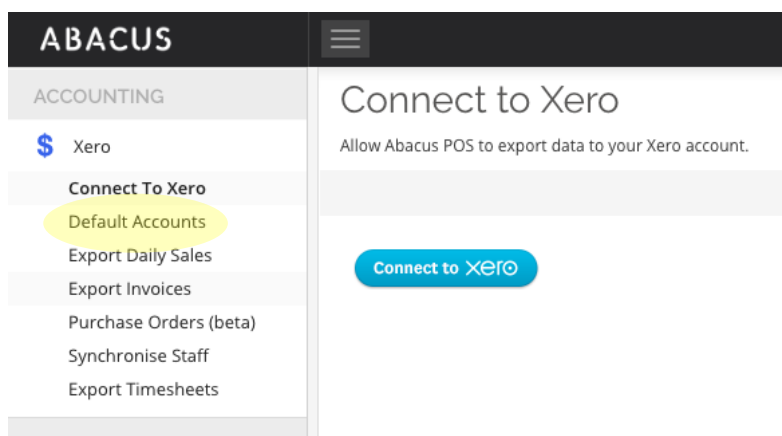
1) Setup of default chart of accounts in Abacus

To enable Abacus to post transactions to the correct accounts in Xero, mapping needs to occur prior to the first export. You will already need to have your Xero account created. Connect to this account as noted in the introduction of this document.

It is suggested that you review and refine the chart of accounts in Xero, ensuring that the correct tax codes are selected. If you note during this mapping stage that you need to create new accounts do this in Xero, then “Load Accounts from Xero” to refresh the list in Abacus.

Please note, if you change your chart of accounts in Xero, the export of data from Abacus will fail as it will no longer know where to post transactions. If you get an error in Abacus when trying to export, check you default chart of account mapping to see if complete. Resolve any mapping omissions, save, then export again.

To complete this mapping, in Abacus to go:



This will open the “Default Accounts” screen. Using the drop down arrow next to each category, select the Xero account that you want transactions posted to. Continue until complete.

If the account you want to map to is not there, then create this in Xero and “load accounts from Xero”. This will pull through the new accounts. We recommend you create the new accounts from Xero so it is easily to see what account codes you have available.



Notes on account mapping:

- **Sales.** This is the overarching revenue account. There is the option to assign individual products to their own revenue codes if required (discussed later in this document). If an account has not been specifically assigned to a product it will post to this default sales account.
- **Credit Account Top Up.** This is where credit account transactions need to be posted. The credit account charge and top up payment will net off to give you balance of customer credit. This balance of this account should be reconciled from Xero to Abacus (Sales > Credit Account Transactions)
- **Cash/Credit Card (i.e. payment types).** Clearing accounts are used for the different payment types (eg Cash Clearing Account. EFT Clearing Account). Please create these as current asset accounts in Xero and it is suggested you keep cash separate from credit cards to assist in reconciliation process. You would create a bank rule in Xero to post actual receipts against these clearing accounts (ie sales invoice DR, cash deposit CR to clearing account = \$0.)
- **Variance.** This is for any till discrepancies (overs and unders). Create an expense account in Xero.
- **Cash in/out.** This records any cash added or taken out of the till (e.g money taken to pay for milk). This can be created as an expense account and you can add a note manually on the sales invoice as to what expense was for.
- **Wages and Salaries.** Is required to be mapped to Wages and Salaries expense account but does not actually post to this account.

Once complete, press Save at top of list.

Any daily sales that are exported from this point will be posted to Xero based on this mapping.

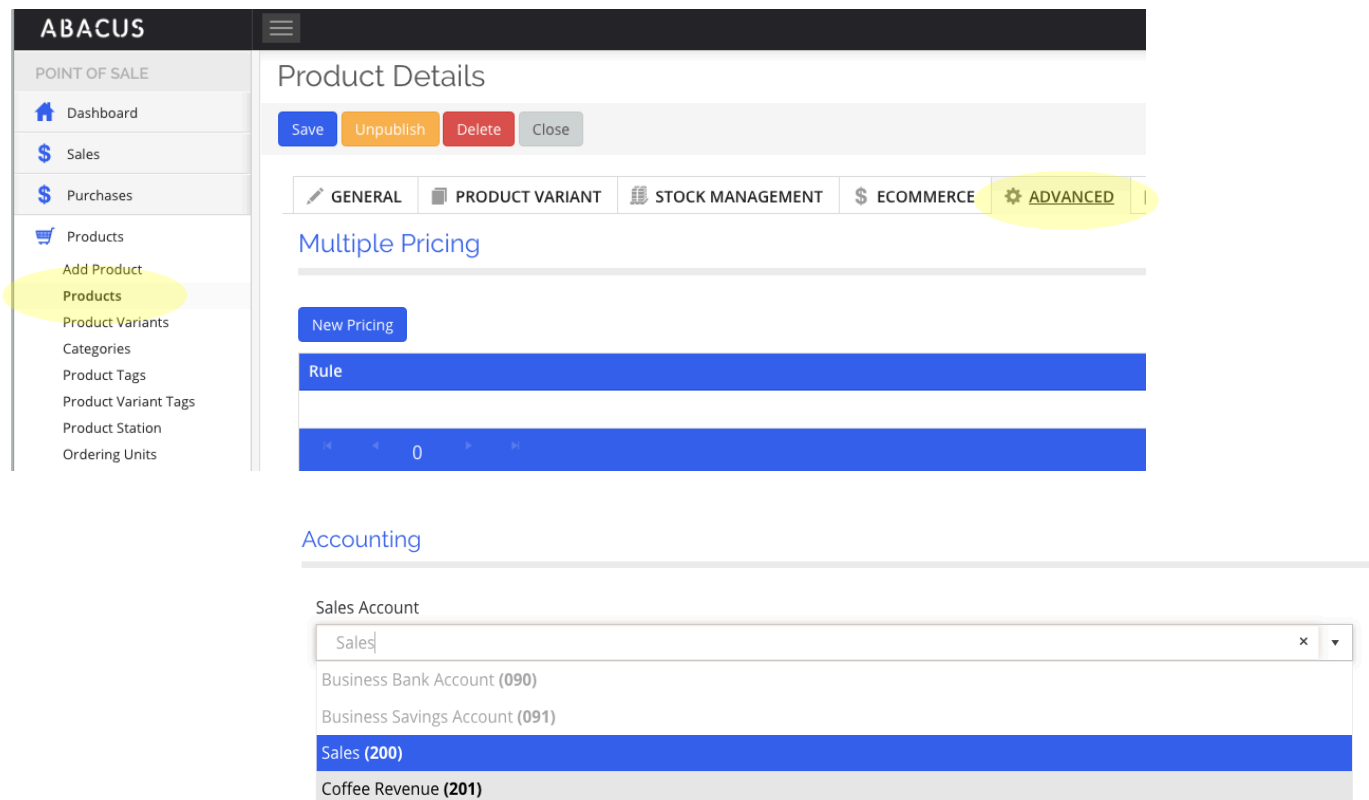
2) Assign individual product coded in Abacus to map to revenue/expense accounts in Xero

If you want to map specific product categories to revenue/expense accounts in Xero then this is done at the individual product level. For example, you may want all coffee products to map to “201 Coffee Revenue” account in Xero.

Note that you will be able to use Abacus reports to get detailed analysis of top selling products, sales by category or sales activity etc so it isn’t necessary to replicate this in Xero. We advise to keep things as simple as possible in Xero as this is used for financial reporting, while Abacus is for detailed operational reports.

Navigate to Products>Products. Search and open a product. You will note there is a tab called “Advanced”. Click into here and scroll down to “Accounting”.

You will note that we have two options here in Sales mapping – either the default sales account or our customised 201 Coffee Revenue account. If you choose not to individually assign a product code it will post to the Sales account as determined under the “Default Chart of Accounts”.



The screenshot displays the ABACUS software interface. On the left is a navigation menu with 'Products' and 'Add Product' highlighted. The main area shows 'Product Details' with tabs for GENERAL, PRODUCT VARIANT, STOCK MANAGEMENT, ECOMMERCE, and ADVANCED (highlighted). Below the tabs is the 'Multiple Pricing' section with a 'New Pricing' button and a 'Rule' section. The 'Accounting' section is visible below, showing a dropdown menu for 'Sales Account' with the following options: Sales, Business Bank Account (090), Business Savings Account (091), Sales (200) (highlighted), and Coffee Revenue (201).

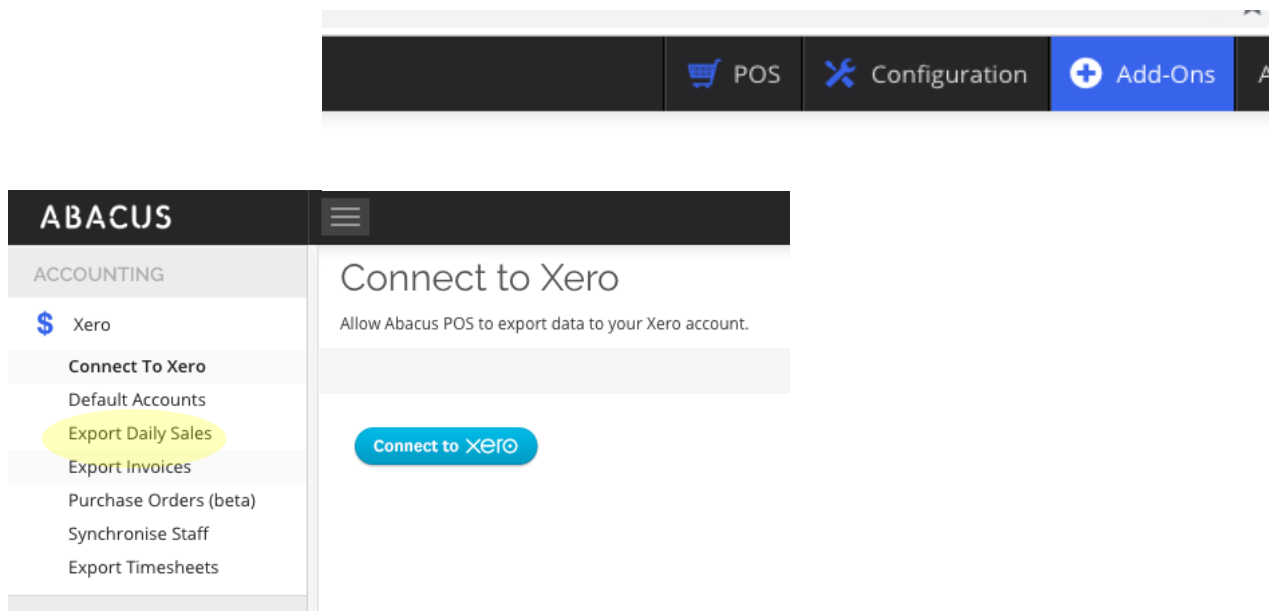
Assigning of product codes can be done in bulk using the Abacus/Excel template. Please contact us for further instruction.

3) Export daily sales reports to Xero

Once the register has been closed at the end of the day on the POS, Abacus will collate this data and create a daily sales report ready for export to Xero. This is done on an individual register basis.

Please note, register data cannot be edited in Abacus so if an error has occurred (e.g. incorrect counting of cash) this needs to be remedied in Xero.

You will need to “Connect to Xero” and click on “Export Daily Sales”.



This will show you a list of all register closures that have not yet been posted to Xero. Once they have been posted then they are removed from this list:

Export Daily Sales

Export each daily sales invoice to Xero. This is suitable for hospitality businesses.

Ref	Device Name	Store	Total Sales	Open Time	Close Time	
ABA-000064	Supercharger POS 2	Cloud Atlas Café	\$4.20	24 Jan 2017 4:11 PM	27 Jan 2017 10:07 AM	
ABA-000062	Supercharger POS 2	Cloud Atlas Café	\$70.00	20 Jan 2017 3:40 PM	23 Jan 2017 3:17 PM	
ABA-000059	Supercharger POS 2	Cloud Atlas Café	\$12.50	17 Jan 2017 3:48 PM	17 Jan 2017 5:10 PM	

Click on the “cloud”  to push data to Xero.



This posts a *draft sales invoice* to Xero and splits out totals as per your default chart of account mapping. You will note that the reference in Xero is an ABA number which allows you to track this transaction in Abacus (discussed further in “reporting”).

Draft [Preview](#) [Email](#) [Print PDF](#) [Invoice Options](#)

To: Date: Due Date: Invoice #: Reference: Branding:

Add last items

AUD Australian Dollar Amounts are

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Region	Amount AUD
::	POS Sales	1.00	361.80		200 - Sales	GST on Income		361.80
::	Cash Received	1.00	-160.00		080 - Cash Clearing Account	BAS Excluded		-160.00
::	Credit Card Received	1.00	-200.00		081 - Credit Card Clearing Account	BAS Excluded		-200.00
::	Cash Out - Milk	1.00	-1.80		429 - General Expenses	GST on Expenses		-1.80

[Add a new line](#)

Subtotal 0.00
Includes GST 10.00% 32.73
TOTAL 0.00

By posting as a draft sales invoice in Xero it allows you to correct any errors. For example, if cash was counted incorrectly you may have a large variance being posted to “402 Till Discrepancies”. You can edit this and then approve invoice.

*You will note that sales revenue has been recognised and the payment method has been posted to a clearing account. When you reconcile actual cash or credit card money received you must ensure you post these to the clearing accounts. **Do not post to the revenue account or your income will be overstated.** Your clearing accounts should be checked on a regular basis to ensure they are as close to \$0 as possible (bearing in mind timing differences between cash deposits and merchant settlements).*



4) Export sales invoices to Xero

(for more detailed instruction refer to “Customer Setup and Credit Accounts” help guide)

If you need to create a sales invoice for customers through Abacus (eg if wholesale or “on account” customers) this can be done using Sales > Invoices.

You will need to have the customer set up in the system first (Customers>New Customers). Mandatory fields are name and email address. *If you do not select a customer it will be sent to Xero as “Cash” which makes it very difficult to manage collection.*

The process to generate a sales invoice is:

- Sales>Invoices>New Invoice
- Use drop down to select “Customer”
- “Add Item” to populate the order. Use drop down under item
- Edit the unit price and quantity by clicking into the fields. Check to ensure tax correct (tax rate is set at the product level)

Invoice Details

Save Mark As Paid More Close

Invoice Information

Invoice Number Created On Customer
Currency Location Payment Method
Total Amount Pax Purchase Order
Reference Number (Amadeus) Reference Id (API)

Ordered Items

Add Item

Item Code	Item	Description	Unit Price	Quantity	Tax	Discount	Subtotal
	almond		\$0.00	1	\$0.00	\$0.00	\$0.00
166666	Almonds						Discount
EB10160	Almond + Sea Salt Choc						Surcharge
							Freight

- Complete the discount and freight sections as applicable.
- Scroll to top and “Save”
- You can also choose “More” create PDF or email invoice.



Invoice Details

Save Mark As Paid More Close

Invoice Information

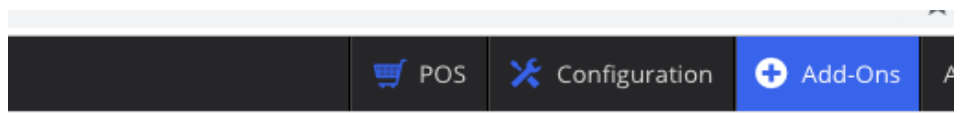
Invoice Number: 1201906121-WD

Currency: Australian Dollar - AUD

- Create PDF (With Tax)
- Create PDF (Without Tax)
- Send Email
- Send PDF As Email
- Invoice Delivery
- Create Purchase Order
- Delete

These sales transactions will be included in the Abacus “Sales Activity” report for the day.

To post these sales invoices to Xero, connect and choose “export invoices”.



ABACUS

ACCOUNTING

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- Default Accounts
- Export Daily Sales
- Export Invoices
- Purchase Orders (beta)
- Synchronise Staff
- Export Timesheets

Connect to Xero

Allow Abacus POS to export data to your Xero account.

Connect to XERO

Export Invoices - Demo Company (AU)

Export invoices to Xero. Suitable for retail and service businesses.

Export Invoices

Created From: 3/07/2019 To: 10/07/2019 Stocked In: Show All

#	Customer	Created By	Created On	Store	Tax	Total	Source	Payment
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Source: Backend

Please ensure you use the “Source” drop down and select **Backend**. You do not want to select POS as this will push every sale transaction from your POS which you do not want (will duplicate revenue as these sales are recognised in Export Daily Sales).



Once exported, these will be posted to Xero as a draft sales invoice, under the customer/contact name. Note that the Abacus reference number is shows as invoice number in Xero. This assists in tracing the invoice and makes it clear in Xero where the invoice originated.

Sales overview > Invoices >
Edit Invoice 1201906121-WD

Draft Preview Email Print PDF Invoice Options

To: Jane Smith x Date: 12 Jun 2019 Due Date: 19 Jun 2019 Invoice #: 1201906121-WD Reference: Branding: Standard

AUD Australian Dollar Amounts are: Tax Inclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Region	Amount AUD
166666: Almonds	Almonds	5.00	10.00		260 - Other Revenue	GST on Income		50.00

Add a new line

Subtotal: 50.00
Includes GST 10.00%: 4.55
TOTAL 50.00

Save Approve Cancel

Review and approve, then it will sit in “Awaiting Payment”.

If payment is made through direct deposit then “find and match” as per usual Xero reconciliation processes.

This payment will need to be manually updated in Abacus (ie not automatic). Go back into Sales>Invoices – open invoice then “mark as paid”.

Invoice Details

Save Mark As Paid More Close

Invoice Information

Invoice Number
1201906121-WD

Currency

On a regular basis you should run a report in Abacus (Sales>Invoices) and filter by “unpaid”. These transactions should be reconciled against those Abacus invoices in Xero to ensure both systems as aligned.



Invoices

[New Invoice](#) [Reload](#) [Send Email](#) [Settings](#) [Export](#) [Delete](#)

Created From

15/05/2019 12:00 AM

Created To

16/06/2019 12:00 AM

Customer

Display

Show All

Paid

Unpaid

Deleted

Show All

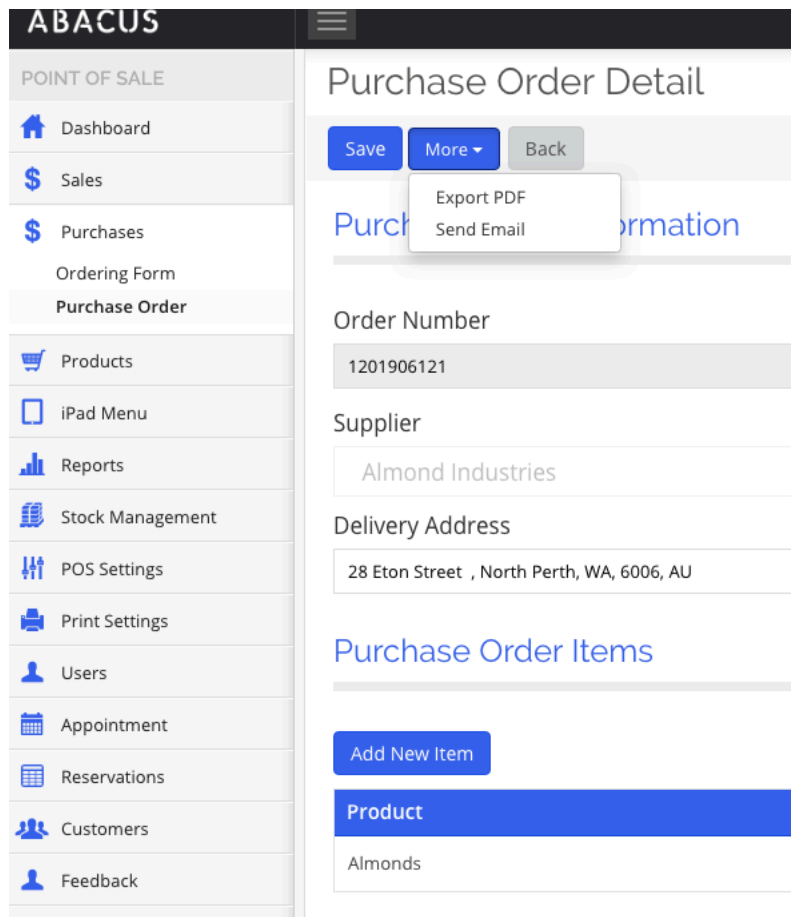
<input type="checkbox"/>	Invoice Number	Customer
<input type="checkbox"/>	1201906121-WD	Jane Smith


5) Export purchase orders to Xero

Products can be ordered directly from Abacus (i.e. emailed to supplier, “received” so that stock levels and product costs are updated) and these orders exported to Xero, where they are saved as a draft Purchase Order. These can be matched to the invoice once it is received and amendments made (eg delivery costs) prior to payment and reconciliation in Xero.







The process to order stock is:

- Purchases>Purchase Order
- Select Supplier from drop down list (needs to be created first in Stock Management>Suppliers)
- Save
- “Add New Item” – populate the order, and add freight charge or discounts if known (if not, this can be added in Xero)
- Save
- More – allows you to send directly to supplier.



- Once the order has arrived at the location, then you can “receive” . Check the quantity, then “Stock In”. This will update stock levels in Abacus.



Store	Tax	Total	
Cloudifi Cafe HQ	\$75.00	\$825.00	     
	Total: \$75.00	Total: \$825.00	

Quantity	Unit	Stock In	
50		<input type="text" value="50.00"/>	
Subtotal (Excluding Tax)			\$750.00
Tax			\$75.00
Total Amount			\$825.00

Purchase Order - Stock In

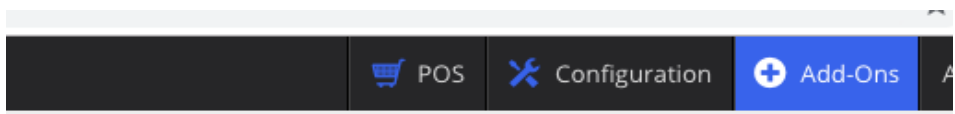
[Stock In](#) [Back](#)

Purchase Order Information

Order Number

1201906121

Purchase orders are ready for posting to Xero once they have been created (i.e. don't have to wait for stock to be received).



ABACUS

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- Synchronise Staff
- Export Timesheets

Connect to Xero

Allow Abacus POS to export data to your Xero account.

[Connect to XERO](#)



Export Purchase Orders (beta) - Demo Company (AU)

Export purchase orders to Xero. Suitable for retail and service businesses.

Export Purchase Orders

Created From: 5/06/2019 To: 12/06/2019

Purchase Order Number	Supplier	Created On	Total
1201906121	Almond Industries	12 Jun 2019 10:47 AM	\$825.00

Once exported to Xero it is saved as a draft purchase order, with the same reference number as in Abacus to allow for traceability.

Purchases overview > Purchase Orders >

Edit Purchase Order 1201906121

Draft Send Print Options

Contact: Almond Industries | Date: 12 Jun 2019 | Delivery Date: | Order number: 1201906121 | Reference: | Theme: | Currency: AUD Australian Dollar | Amounts are: Tax Exclusive

Item	Description	Quantity	Unit price	Disc %	Account	Tax rate	Region	Amount AUD
...	Almonds	50.00	15.00		300 - Purchases	GST on Expenses		750.00

+ Add a new line

Subtotal: 750.00
Total GST 10.00%: 75.00
Total: 825.00

Delivery Address

Attention: | Telephone: | Delivery Instructions: 500

Save | Approve | Cancel

History & Notes



6) Financial reports and reconciliation with Xero

Abacus has reports to assist you with reconciling transactions in Xero.

Daily Sales Reconciliation Reports

Under the Reports menu, scroll down to “Register”.

Register

Cash Register


Cash Pay In / Out

Open Drawer History

Tender Report

Tender Sheet Report

The reports that are most useful are:

Cash Register – Provides a summary of all daily sales reports for each register. The ID will match to the ABA reference in Xero so you can trace sales invoices. At the end of the row of the transaction you are looking at, you can click on  to get detailed information. This provides a sales summary, cash balance movement reconciliation and any credit account transactions.

Cash Pay In/Out – details any transactions for money that has been added or removed from the till. Use this if you want to post to a specific Xero account (eg milk expense if cash has been used to buy).

Tender Report – show a breakdown of the different payment types. Can be done by day, week or month. Helpful to check how much cash has been received, but not yet deposited.

Purchase Order Reconciliation

It is also encouraged that Purchase Orders are checked for goods received in Abacus prior to payment of bills in Xero. This can be done from the Purchases>Purchase Order screen. The “receive” button will no longer be available once “stock in” has been selected so this is a visual review.

Sales Order Reconciliation

As noted in section 4 *Export sales invoices to Xero*, please reconcile unpaid sales invoices between Abacus and Xero to ensure accuracy of debtors.