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SHORTCUTS XERO LINK

USER GUIDE

HOME &
MOBILE

BEAUTY


SHORTCUTS
SMARTER BUSINESS TECHNOLOGY
it suits you

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By Erin Lewis

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ABOUT THIS DOCUMENT

Shortcuts Xero Link saves you time when managing your finances by allowing you to upload your daily summaries from Shortcuts directly to Xero in just a few clicks. This document will guide you through the process of connecting to Xero, mapping your Shortcuts accounts to your Xero accounts, and uploading your daily summaries.

PLEASE NOTE: Shortcuts is not an accounting company and does not provide accounting advice. The accounts and mappings shown in this document are examples only. It is therefore important that once mappings have been set up in Xero Link that they are reviewed by a suitably qualified accountant.

INITIAL SETUP

CONNECT TO XERO

You won't need to complete all these steps every time you use Xero Link; this is just to establish the connection between Xero Link and your business Xero account.

1

Open the Shortcuts Xero Link application.

A

When you open Xero Link, you will notice that it says 'not connected' in the top application bar. You will need to connect to Xero before proceeding.

2

Click **connect to Xero**.

3

Click **login to Xero**. This will launch a web browser that will direct you to the Xero login page.

4

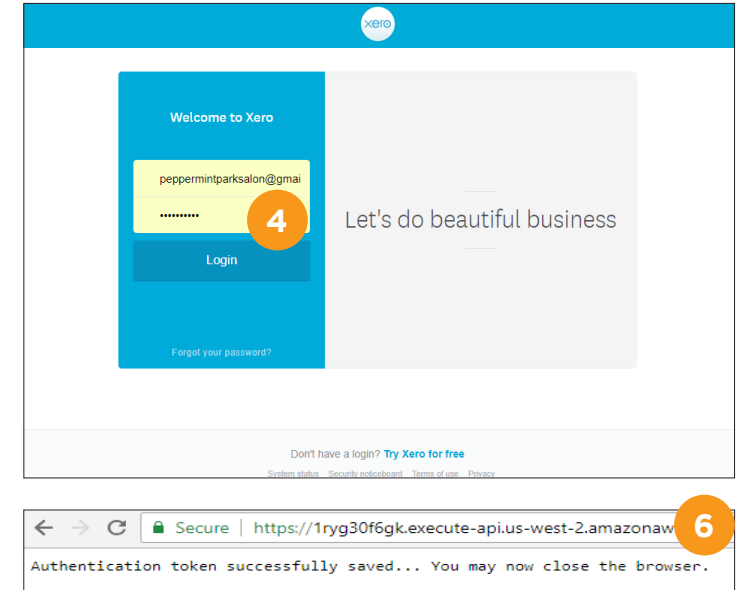
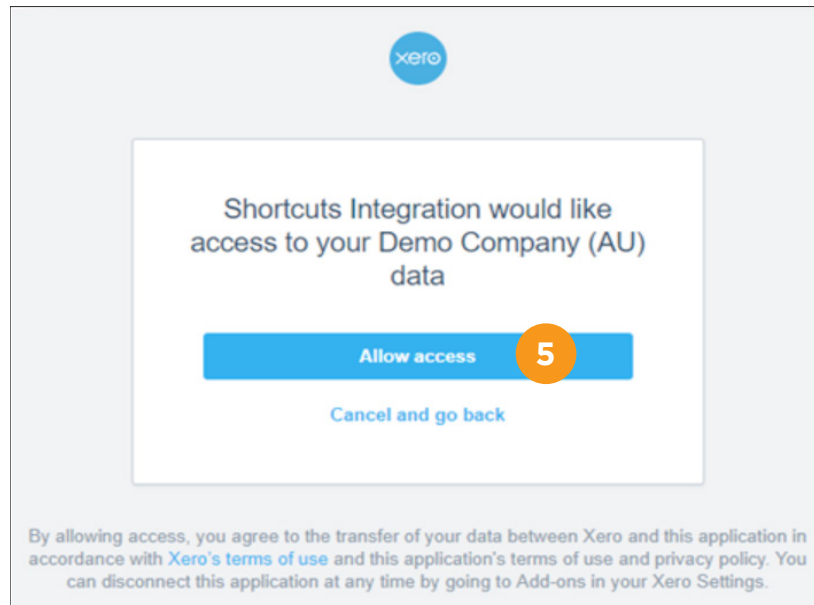
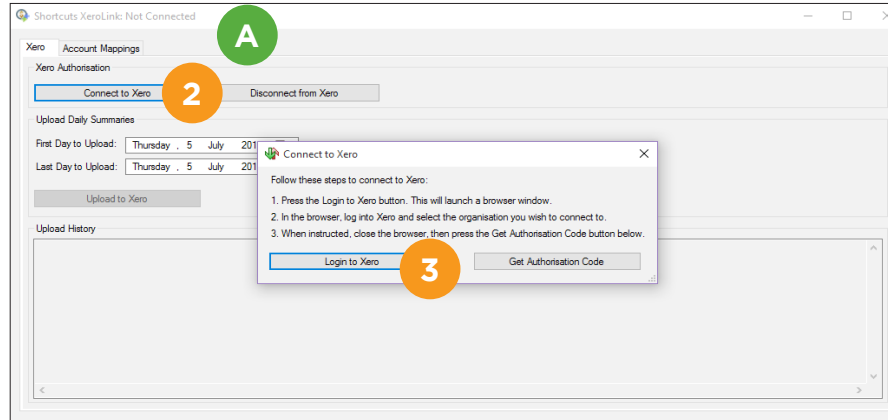
In the browser window, log into your Xero account.

5

Click **allow access**.

6

A confirmation message will then appear in the browser. Simply close that tab/browser and return to Xero Link.



7

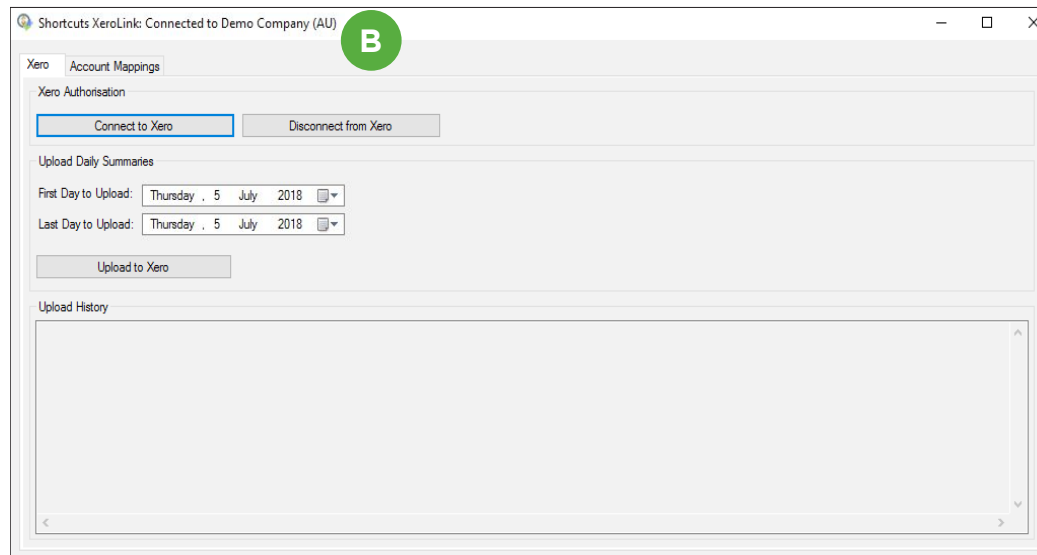
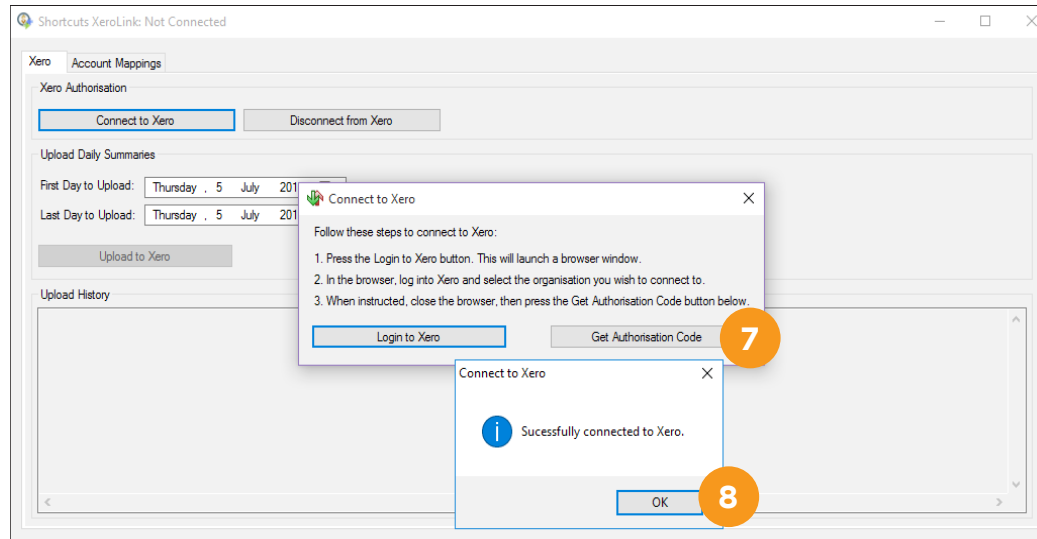
Within Xero Link, click **get authorisation code**.

8

A message will then appear saying 'successfully connected to Xero'. Press **OK** to return to the main Xero Link window.

B

You will notice that the top application bar now says 'Shortcuts Xero Link: Connected to [company name]'.



MAP YOUR ACCOUNTS

You won't need to complete these steps every time you use Xero Link; you only need to map your accounts once before you can upload daily summaries. The only other time you will need to update your mappings is when changes occur e.g. a new account is in use.

- 1

Click on the **account mappings** tab.
- A

Your Shortcuts accounts are in the left column, and your Xero accounts are in the right column.
- 2

Map each Shortcuts account to the corresponding Xero account by selecting the relevant account from each drop-down list.
- !

Tips:

A) If there are any required Xero accounts which aren't listed in the drop-down list, you will need to set up these accounts in Xero prior to mapping them. You will then need to press the **refresh chart of accounts** button in Xero Link to see the new account in the drop-down list.

B) You can leave any Shortcuts accounts that you don't use unmapped i.e. leave the Xero account blank.

C) If you accidentally map an account and wish to unmap it, simply select the blank entry at the top of the drop-down list.

Shortcuts XeroLink: Connected to Demo Company (AU)

Xero / Account Mappings

Xero Authorisation

Connect to Xero

Disconnect from Xero

Upload Daily Summaries

First Day to Upload: Thursday, 5 July 2018

Last Day to Upload: Thursday, 5 July 2018

Upload to Xero

Upload History

Shortcuts XeroLink: Connected to Demo Company (AU)

Xero / Account Mappings

Refresh Chart of Accounts

Shortcuts Accounts	Xero Accounts
Revenue: Miscellaneous	
Revenue: Service	
Revenue: Product	
Revenue: Sundry	
Revenue: Surcharge	
Revenue: Membership Purchases	
Revenue: Date Surcharge	
Revenue: Payment Type Surcharge	
Revenue: Program	
Revenue: Cancellation Fee	
Liability: Gift Certificate	
Liability: Series	
Liability: Booking Prepayment	
Liability: Membership	
Liability: Member Program Payment	
Liability: Gift Card	

Shortcuts XeroLink: Connected to Demo Company (AU)

Xero / Account Mappings

Refresh Chart of Accounts

Shortcuts Accounts	Xero Accounts
Revenue: Miscellaneous	Revenue: 260 - Other Revenue
Revenue: Service	Revenue: 200 - Sales
Revenue: Product	Revenue: 200 - Sales
Revenue: Sundry	Revenue: 200 - Sales
Revenue: Surcharge	Revenue: 260 - Other Revenue
Revenue: Membership Purchases	Expense: 485 - Subscriptions
Revenue: Date Surcharge	Expense: 489 - Telephone & Internet
Revenue: Payment Type Surcharge	Expense: 493 - Travel - National
Revenue: Program	Expense: 494 - Travel - International
Revenue: Cancellation Fee	Expense: 497 - Bank Revaluations
Liability: Gift Certificate	Expense: 498 - Unrealised Currency Gains
Liability: Series	Expense: 499 - Realised Currency Gains
Liability: Booking Prepayment	Expense: 505 - Income Tax Expense
Liability: Membership	Liability: 800 - Accounts Payable
Liability: Member Program Payment	Liability: 801 - Unpaid Expense Claims
Liability: Gift Card	Liability: 803 - Wage Payables
	Liability: 804 - Wages Payable - Payroll
	Liability: 805 - Accrued Liabilities
	Liability: 820 - GST
	Liability: 825 - PAYG Withholdings Payable
	Liability: 826 - Superannuation Payable
	Liability: 830 - Income Tax Payable
	Liability: 835 - Revenue Received in Advance
	Liability: 840 - Historical Adjustment
	Liability: 850 - Suspense
	Liability: 855 - Clearing Account
	Liability: 860 - Rounding
	Liability: 877 - Tracking Transfers
	Liability: 880 - Owner A Drawings
	Liability: 881 - Owner A Funds Introduced
	Liability: 900 - Loan
	Liability: L01 - SC Payments
	Revenue: 200 - Sales
	Revenue: 260 - Other Revenue
	Revenue: 270 - Interest Income

UPLOAD DAILY SUMMARIES TO XERO

Once you have completed the initial setup steps, you will be able to upload daily summaries to Xero in just a few clicks.

1

Open the Shortcuts Xero Link application.

2

When you open Xero Link, you will notice that it says 'not connected' in the top application bar. You will need to connect to Xero before proceeding. Click **connect to Xero**.

3

Select the date range you want to upload for.

4

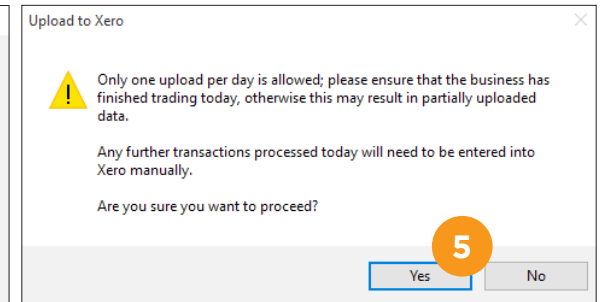
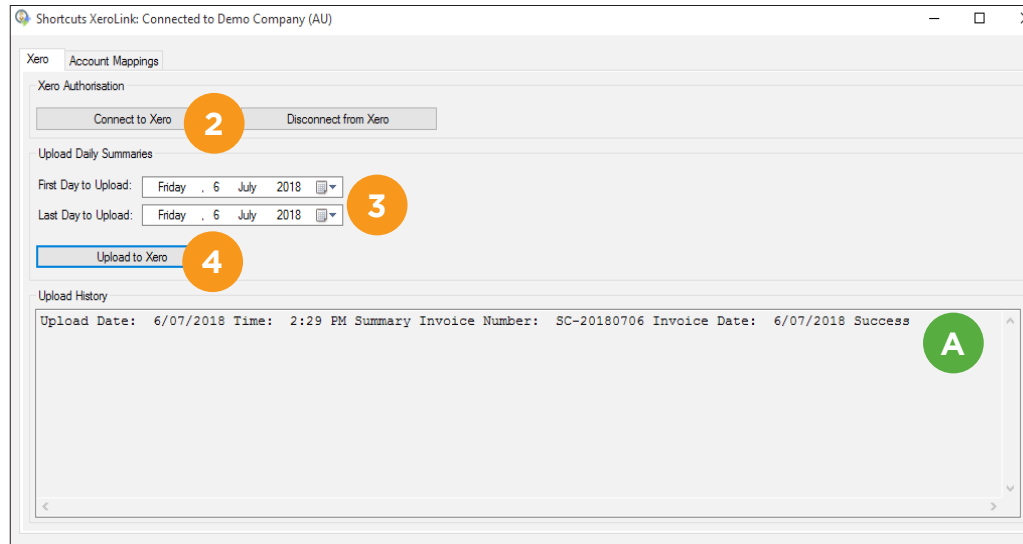
Click **upload to Xero**.

5

A warning message will appear. Ensure that all transactions (including any necessary refunds and voids) are processed correctly prior to uploading your summary, as you can only upload one summary per date. Click **yes** to proceed.

A

Each time you upload a daily summary, details of the upload will be recorded in the upload history section within Xero Link.



B

After the upload is complete, you will see a new sales invoice within Xero. Shortcuts invoices will appear with a reference number in the format 'SC-YYYYMMDD' for each day that has been uploaded.

C

After the upload is complete, you will also see relevant payments within Xero, marked as 'unreconciled'. There will be a single line item per account for each day (e.g. Payment Type: EFTPOS, Payment Type: Cash).

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Dashboard Accounts Payroll Projects Reports Adviser Contacts Settings +

Sales > **Invoices**

New Invoice New Credit Note Send Statements Import Export Invoice reminders off

All Draft (4) Awaiting Approval (1) Awaiting Payment (10) Paid Repeating

Number	Ref	To	Date	Due Date	Paid	Due	Status	Sent
SC-20180706		Shortcuts POS	6 Jul 2018	6 Jul 2018	209.85	0.00	Paid	
ORC1039	GB1-White	Bayside Club	25 Jun 2018	13 Jul 2018	0.00	234.00	Awaiting Payment	
ORC1038	Ref MK815	Marine Systems	25 Jun 2018	1 Jul 2018	0.00	396.00	Awaiting Payment	
ORC1036		Basket Case	25 Jun 2018	5 Jul 2018	0.00	914.55	Awaiting Payment	Sent
ORC1032		Cube Land	24 Jun 2018	1 Jul 2018	0.00	495.00	Awaiting Payment	Sent

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Dashboard Accounts Payroll Projects Reports Adviser Contacts Settings +

Bank Accounts > **Business Bank Account** 306-234-12345678

bankwest 4,242.62 (8,871.73)
Statement Balance Balance in Xero

24 Jun 2018 Reconciliation Report Manage Account

What's this?

Reconcile (28) Cash coding Bank statements **Account transactions**

+ New Transaction

Date	Description	Reference	Payment Ref	Spent	Received	Balance	Bank Transaction Source	Status
6 Jul 2018	Payment: Shortcuts POS	SC-20180706	Payment Type: EFTPOS		100.00	(8,871.73)		Unreconciled
6 Jul 2018	Payment: Shortcuts POS	SC-20180706	Payment Type: Cash		109.85	(8,971.73)		Unreconciled
24 Jun 2018	Payment: Swanston Security			75.90		(9,081.58)	Imported	Reconciled



it suits you

AUSTRALIA AND ASIA

166 Knapp Street
Fortitude Valley
QLD 4006
Tel: +61 7 3834 3232

www.shortcuts.com.au

UK AND EUROPE

Dalton House
Dane Road, Sale
Cheshire M33 7AR
Tel: +44 161 972 4900

www.shortcuts.co.uk

NORTH AMERICA

7711 Center Avenue
Suite 650
Huntington Beach CA 92647
Tel: +1 714 622 6682

www.shortcuts.net

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