WHMCS Exact Online: Userguide

Introduction

There are 2 modules of WHMCS Exact Online:

1. WHMCS Exact Online Integration Sales Module
2. WHMCS Exact Online Integration Purchase & Sales Module

Keeping track of your Sales and Purchases in WHMCS and Exact Online? Yes, it's possible! Thanks to our new upgraded WHMCS Exact Online Sales & Purchase Integration module. It provides a complete and user-friendly option to archive all your invoices within WHMCS as well as synchronises with your Exact Online account. Save time with this WHMCS module archiving your invoices with no effort, with a full insight on your expenses and incomes in a well-structured report, also downloadable in PDF. Moreover, the module offers a way to add suppliers and communicate with your WHMCS client list, syncing with Exact Online. Keeping administration has never been easier!

WHMCS Exact Online provides:
Convenient way to keep your invoices in the WHMCS system
Effortless syncronization of all your invoices with Exact Online in a single click
Extended report of your expenses and incomes, available in a PDF format
Timely update of your suppliers list and further upgrade of your purchase invoices
Full syncing possibilities with Exact Online as it comes to your clients and suppliers
Smooth administration processes

Functionality

WHMCS Exact Online Integration Sales Module

1. Synchronize sales invoices.
2. Synchronize customers and link customers automatically in Exact Online.
3. Powerful reports and PDF exports about your sales results.
4. Add VAT rules for domestic and foreign invoices.
5. Automatic recognition of foreign customers and ICP.
6. Manage ledger accounts directly from WHMCS.
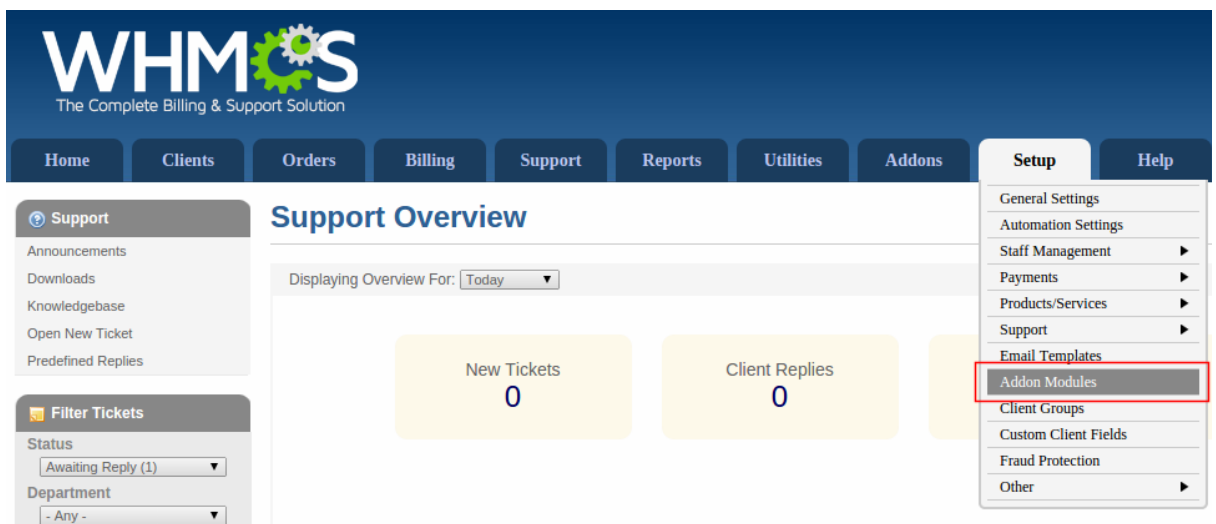7. Send your sales invoices with logo fully automatic, anywhere in the world at local cost by mail.

WHMCS Exact Online Integration Purchase & Sales

1. Synchronize sales invoices.
2. Synchronize customers and link customers automatically in Exact Online.
3. Recognize suppliers from the Exact Online database and add new suppliers.
4. Purchase module, where you can book all of your purchase invoices on the correct ledger.
5. Automatic VAT statement for tax declaration.
6. Enter declarations in accordance with rules of the tax authorities.
7. Powerful reports and PDF exports about your purchase and sales results.
8. Add VAT rules for domestic and foreign customers and ICP.
9. Automatically recognition of foreign customers and ICP.
10. Manage general accounts directly from WHMCS.
11. Send your invoices with logo, fully automatic, anywhere in the world, against local costs by mail.

Userguide

Installing and activating

1. Login at WHMCS
2. Unzip the **Exact Online Module** and upload it to your root directory: **<whmcs root directory>/modules/addons/**
3. Upload this folder into **modules/addons directory** of WHMCS installation.
4. Log in to the administrator area of your WHMCS.
5. Hover the menu item **Setup** and click the sub menu item **Addon Modules**.

6. Search for the addon you just uploaded and hit **Activate** button on the right side.
7. Choose the admin role groups to permit access to this module by clicking **Configure** button.

| » Exact Online | | 0.9 | Probegin | Activate | Deactivate | Configure |

License Key	123	Addon Activation License
Client Id	{0b864c0d-8e58-4690-989b-bbc7c1bcf9c2}	Exact Online client Id
Client Secret	ZWWfXVNEijjz	Exact Online client secret
Division	755848	Exact Online Division
Username	info@probegin.com	Exact Online Username
Password	••••••••••	Exact Online Password
AutoSync Customer (Client)	☑ Automatically create customer in Exact Online when the client is registered in WHMCS	
AutoSync Supplier	☑ Automatically create supplier in Exact Online when it is created in WHMCS	
AutoSync Supplier Invoice	☑ Automatically transfer supplier invoice to Exact Online upon its creation in WHMCS	
Access Control	Choose the admin role groups to permit access to this module: ☑ Full Administrator ☐ Sales Operator ☐ Support Operator	

8. Enter license key and your Exact Online account credentials in order to use all module's features.
9. Now check **Addons** tab and find module you've just installed.

10. Make modules/addons/???????????????????????????????/files directory writable.

Configuration settings

Synchronization with Exact Online Settings

You can set/unset **AutoSynchronization** option in Setup Addons Exact Online for :

- Customer (Client)
- Supplier
- Supplier Invoices

If the checkbo is checked, system should transfer any changes or new entries made in WHMCS to Exact Online.

Settings tab

Go to Addons Exact Online Integration Settings to change settings of the module. All changes will be applied only if you press a button "**Save**" on the bottom.

You can setup:

1. Change **Addon Language.** You can choose English or Dutch language.
2. **Upload corporate logo**. You can upload new logo or Remove it if needed.
3. Add/Remove **Payment Gateways.**
   *If you Add/Remove gateway but do not click the **Save** button, changes won't be saved.*
4. Set **Default Dates** From/To. This date will be shown after you press "Reset" button near datepicker on the tabs of the module.

VAT tab

Download the VAT list for the further work with module. You can do this on the "**VAT**" tab.

	VAT Code	Name	Tax Rate (%)	Sales/Purchase	Performace Type	Status
☐	20	BTW 0% (alleen grondslag)	0	both	ENABLED	ACTIVE
☐	12	BTW overige tarieven	12	both	ENABLED	ACTIVE
☐	11	BTW prive gebruik	21	both	ENABLED	ACTIVE
☐	10	Verwerving binnen de EU	21	both	ENABLED	ACTIVE
☐	9	Verwerving buiten de EU (invoer)	21	both	ENABLED	ACTIVE
☐	8	Installatie/televerkoop in de EU	0	both	ENABLED	ACTIVE
☐	7	Verkoop binnen de EU	0	both	ENABLED	ACTIVE
☐	6	Verkoop buiten de EU	7	both	ENABLED	ACTIVE
☐	5	BTW Verlegd	21	both	ENABLED	ACTIVE
☐	4	BTW hoog tarief, inclusief	21	both	ENABLED	ACTIVE
☐	3	BTW laag tarief, inclusief	6	both	ENABLED	ACTIVE
☐	2	BTW hoog tarief, exclusief	21	both	ENABLED	ACTIVE
☐	1	BTW laag tarief, exclusief	6	both	ENABLED	ACTIVE
☐	0	Geen BTW	0	sales	ENABLED	ACTIVE

1. Press the **Download/Refresh VAT list** button to pull out the "VAT Code" and "Name" data from Exact Online.
2. Press the **Download/Refresh detailed VAT list** button to pull out the full list of VAT settings from Exact Online (VAT Code, Name, Tax Rate, Performance Type, Status).
3. With the drop-down on the bottom you can apply action to certain VAT line. You can choose few lines by selecting a checkbox on the line that you want to change. Available actions are:
   - Update VAT. You can change a tax rate in the table and press Update to save this change.
   - Activate/Deactivate VAT. If VAT is deactivated, it won't be shown on the Customer Invoices tab.
   - Delete VAT by selecting line in the table and clicking the button "Apply to Selected".

- Choose the action to which apply **VAT**: **Purchase**, **Sales** or **Both**. **Sales** VAT code can be applied to Supplier Invoices, **Purchase** VAT code can be applied to Customer Invoices.
- Enable/Disable **Performance Type.** If it is enabled, you will be able to choose performance type for an invoice on the "Customer Invoices" tab.

4. **Sort table data** by different columns: VAT Code, Name, Tax Rate, Sales/Purchase, Performance Type.

General Ledgers Tab

General Ledger

1. Press the **Download/Refresh Ledger List** button to pull out "Ledger Code" and "Name" data from Exact Online.
2. Press the **Download/Refresh detailed Ledger List** button to pull out full list of Ledger settings from Exact Online (Ledger Code, Name, Short Name, Type, Performance Type, Status).
3. With the dropdown on the bottom you can apply action to certain General Ledger line. You can choose few lines by selecting a checkbox on the line that you want to change. Available actions are:
   - Activate/Deactivate Ledger. If Ledger is deactivated, it won't be shown on the Customer Invoices tab.
   - Delete General Ledger by selecting line in the table and clicking the button "Apply to Selected".
   - Choose the action to which apply **VAT**: **Purchase**, **Sales** or **Both**. **Sales** VAT code can be applied to Supplier Invoices, **Purchase** VAT code can be applied to Customer Invoices.
4. **Sort table data** by different columns: Code, Name, Short Name, Type, Sales/Purchase or Status.

Product Ledger

1. Set **Ledger** for each product by choosing it from the dropdown list.
2. Press **Update Selected** button at the bottom to apply changes to the selected products.

Rules tab

You can set **Rules** for certain conditions to simplify process of invoice updating. **Rules** can be applied to Country or Tax Exempt.

You can create rule based on **Country**.

1. Choose operator for the Rule: Equal or Not Equal.
2. Choose country (or few countries) for the Rule.
3. Choose Default Value of VAT and General Ledger for the chosen Countries.
4. Press **Save Changes** button to create the Rule.

You can create rule based on **Tax Exempt**.

1. Choose Tax Exempt: Yes or No.
2. Choose Default Value of VAT and General Ledger for the Tax Exempt.
3. Press **Save Changes** button to create the Rule.

Customer and Suppliers synchronization

Customers synchronization

1. **Search** for customer by Name or Register Date.
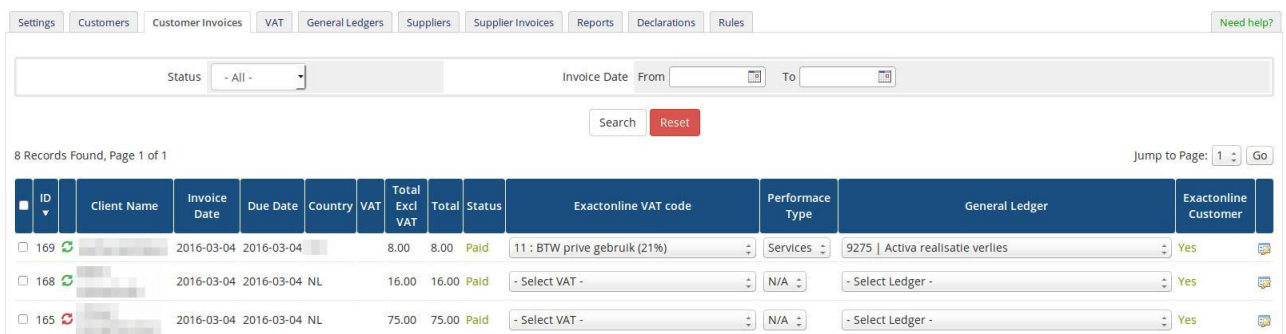
2. Make **Linking with Customer in Exact Online** - choose from the list on the column Exact Online Customer for each customer.
3. Choose whom to **synchronize.** You can choose all customers per page or mark separate customers.
4. **Edit** customer information by clicking on icon. This action will lead you to client profile.
5. Press the **Update** button to save Exact Online account linking value.
6. Discard changes that were made previously by clicking **Reset** button.
7. Use the button **Suggest** to find matching accounts in WHMCS and Exact Online. This action will show matching customers by First Name, Last Name.
8. **Sort table** data by different columns: ID, Company Name, First Name, Last Name, Email, Postcode, Phone or Tax Exempt.
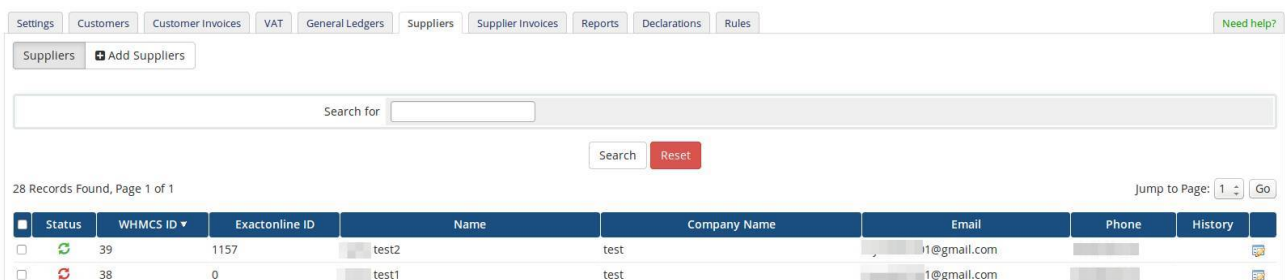
Customer invoices synchronization

1. **Filter** items by **status**: Any, Paid, Unpaid, Overdue, Cancelled, Refunded, Collections.
2. Choose **date range** / Reset (default can be set in **Settings**)
3. **Set** Exact Online VAT Code, Performance Type and General Ledger information for the invoice. Select checkbox near the invoice, set values and press button **Update Selected** at the bottom.
4. There is also possibility to **change one item** of the invoice (if there are more than one item) by clicking **Edit** button. You can set Exact Online VAT Code, Performance Type or General Ledger for this specific item and click the **Save** button. This will automatically update information and user may not press Update button at the bottom.
5. Choose **what to be synchronized.** You can choose all customer invoices per page or mark separate customers.
   - *Note: you need to link WHMCS Client with the Exact Online Customer to make client's invoices appear on this page.*
6. Discard changes that were made previously by clicking **Reset** button.
7. **Sort table data** by different columns: ID, Client Name, Invoice Date, Due Date, Country, VAT, Total Excl VAT, Total or Status.

Note: you need to link WHMCS Client with the Exact Online Customer to make client's invoices appear on this page.

Supplier synchronization

Suppliers tab

1. **Search** for the item.
2. **Edit** Supplier information by pressing on icon in the row of the supplier.
   - Press **Save Supplier** button to save changes
   - Press **Cancel** to return to **Suppliers** tab
3. Check Supplier invoices by clicking on icon in the **History** column. If there is no invoices created for this supplier, there won't be any icon.

4. Choose **whom to be synchronized**: you can choose all suppliers per page or mark separate customers.
5. Press the **Sync** button to save changes that were made previously.
6. Press the **Remove** button to remove supplier from the list in WHMCS.
7. Press the **Download/Refresh** button to download list of suppliers from Exact Online account.
8. **Sort table data** by different columns: WHMCS ID, Exact Online ID, Name Company Name, Email, Phone.

Add Supplier

Fill in fields in the next sections:

1. General Info
2. Supplier Address
3. Bank Details
4. Other Info
5. Set Posting Rules

Posting Rules

Currency	- Select Currency -
Description	

Lines

Remove

Description		Ledger Code	- Select Ledger -
Project		VAT Code	- Select VAT -

Add New Line

    a. Select currency from the dropdown list.
    b. Enter Description
    c. **Add New Line** with:
- Description
- Project Name
- Select Ledger Code
- Select VAT Code

    a. **Remove** field by clicking on the link **Remove**.
       There is possibility to add as many lines as user want.

6. Press **Save Supplier** button to save information about user.
7. Press **Cancel** button to return to **Suppliers** tab

Supplier invoices synchronization

Invoices Tab

1. Choose **date range** / Reset to default (Default can be set in "Settings").
2. **Edit** Invoice's information by pressing on icon in the row of the invoice.
   - Press **Save Invoice** button to save changes
   - Press **Cancel** to discard all changes and return to "Invoices" tab
3. Choose **what to synchronize**: you can choose all supplier invoices per page or mark separate customers (last column).
4. Press **Synchronize Selected** button to save changes that were made.
5. Press **Remove** button to delete supplier invoice from the list in WHMCS.
6. **Sort table** data by different columns: WHMCS ID, Transaction Number, Invoice Number, Supplier Name, Invoice Name, Due Date or Amount.
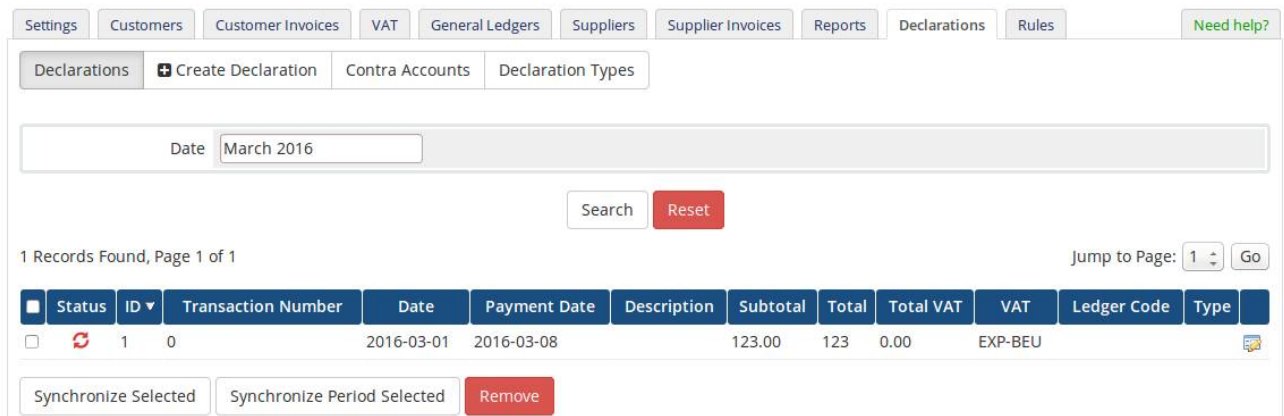
Add Invoice

1. **Fill in** fields for Supplier Invoice. WHMCS ID and Exact Online ID should be filled automatically if you enter existing Supplier name. Supplier should be synchronized with Exact Online in order to get his ID.

| Settings | Customers | Customer Invoices | VAT | General Ledgers | Suppliers | Supplier Invoices | Reports | Declarations | Rules | Need help? |

Supplier Invoices   ➕ Add Invoices

Supplier *		Twinfield ID	
WHMCS ID			
Invoice Date *		Currency	- Select Currency -
Amount * (Incl. VAT)	0.00	Invoice Number	
Payment Term	- Manual Due Dat	Due Date *	
Description		Files	Browse... No file selected.
Payment Date		Payment Gateway	

Invoice Lines

Description	Amount	VAT	VAT Amount	Ledger Code
		- Select VAT	0.00	- Select Le
	0.00	**Total VAT**	0.00	

Add New Line

Save Invoice   Cancel

2. **Add New Line** to Invoice. Fill in fields:
   - Description
   - Amount
   - Select VAT
   - Select Ledger Code
3. Press **Save changes** button to create Invoice.
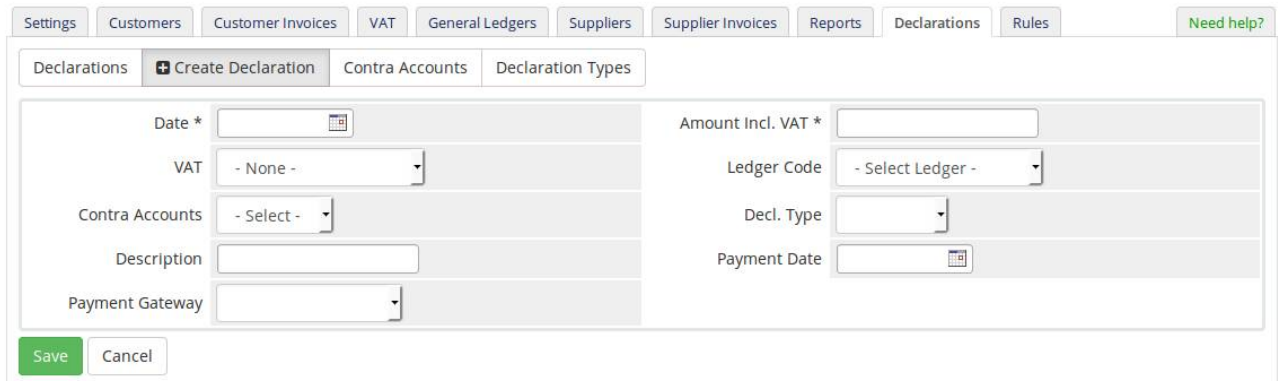4. Press **Cancel** button to discard Invoice and return to the list of Invoices.

Declarations

| Settings | Customers | Customer Invoices | VAT | General Ledgers | Suppliers | Supplier Invoices | Reports | Declarations | Rules | Need help? |

Declarations   ➕ Create Declaration   Contra Accounts   Declaration Types

| Date | March 2016 |

Search   Reset

1 Records Found, Page 1 of 1   Jump to Page: 1 ⇕ Go

	Status	ID ▼	Transaction Number	Date	Payment Date	Description	Subtotal	Total	Total VAT	VAT	Ledger Code	Type	
☐	🔄	1	0	2016-03-01	2016-03-08		123.00	123	0.00	EXP-BEU			📝

Synchronize Selected   Synchronize Period Selected   Remove

1. Choose **date range** (month and year). You can reset field to current month by pressing button **Reset**.
2. **Edit** declaration's information by pressing on icon in the row of the declaration.

3. Choose **what to be synchronized.** You can choose all supplier invoices per page or select few declarations.
4. Press the **Synchronize Period Selected** button to save changes that were made previously for Selected period.
5. Press the **Synchronize Selected** button to save changes that were made previously.
6. Press the **Remove** button to delete declaration from the list in WHMCS.
7. **Sort table data** by different columns: ID, Date, Payment Date, Description, Subtotal, Total, Total VAT, VAT Type, Ledger Code or Type.

Create declaration

1. **Fill in** fields for Declaration:
2. Press **Save** button to create declaration.
3. Press **Cancel** button to discard entries and return to the "**Declaration**" tab.

Contra Accounts

1. **Edit** Contra Accounts.
   - Change **Title**
   - Change **Balance Ledger Code**
2. Press **Remove** Contra Account to delete it
3. Press **Add New** Contra Account to add a new account
4. Press the **Save** button to save changes

Declaration Types

1. Press **Add New** declaration type to create a new type
2. Press **Remove** declaration type to delete it

Reports generation

You can generate report with specific filters.

1. Choose **Invoice Date range**
2. Choose **Payment Date range**
3. Choose **Status**
4. Select **Country**
5. Choose **Payment Gateway** for Customers
6. Choose **Payment Gateway** for Suppliers
7. Press **Change** to show details of the report
8. After report is shown, you can **Export it to PDF**.