

WHMCS Exact Online: Userguide

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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 synchronization 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.

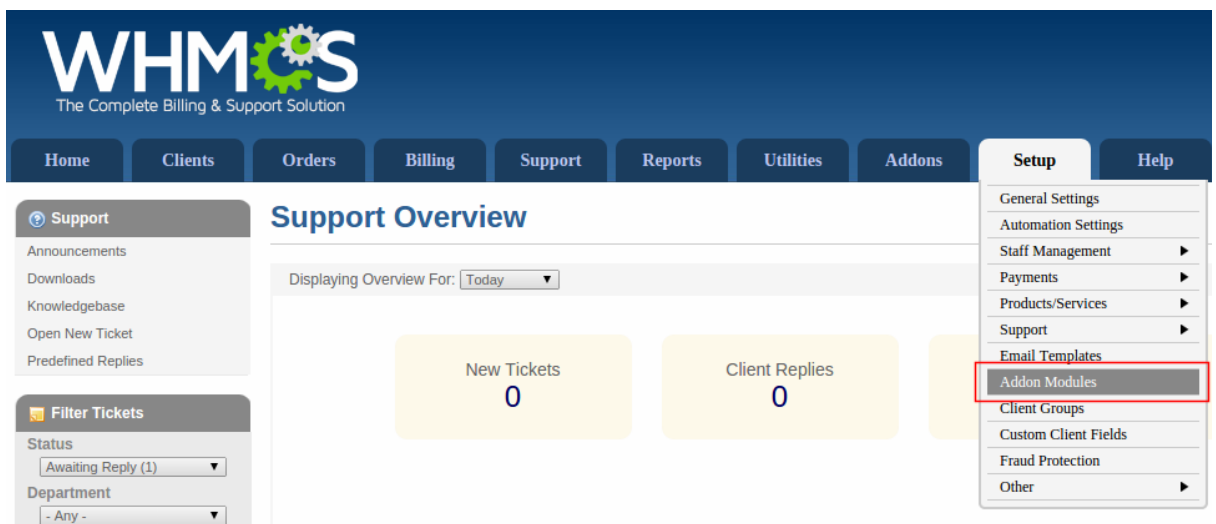
WHMCS Exact Online Integration Purchase & Sales

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.



Creating Connections

» 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)	<input checked="" type="checkbox"/>	Automatically create customer in Exact Online when the client is registered in WHMCS
AutoSync Supplier	<input checked="" type="checkbox"/>	Automatically create supplier in Exact Online when it is created in WHMCS
AutoSync Supplier Invoice	<input checked="" type="checkbox"/>	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: <input checked="" type="checkbox"/> Full Administrator <input type="checkbox"/> Sales Operator <input type="checkbox"/> Support Operator	

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

The screenshot shows the WHMCS Admin Summary page. The 'Addons' menu is open, showing 'Exact Online' and 'SSL Certificates'. The main content area displays 'Admin Summary' with a welcome message for 'Horbenko Oleksii'. Below this, there is a red dashed box containing 'Attention Items: 0 Ticket(s) Awaiting Reply - 0 Pending Cancellations'. A calendar for 'Today, 8th March 2016' is shown with 'No Events Scheduled'.

- 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 checkbox 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.



Settings Customers Customer Invoices VAT General Ledgers Suppliers Supplier Invoices Reports Declarations Rules

Addon Language: Dutch

Company Logo

Upload Logo: Browse... No file selected.

Payment Gateways: New payment 1

Buttons: Add New, Remove

Default Date From: [Date Picker]

Default Date To: [Date Picker]

Save

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.

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

14 Records Found, Page 1 of 1 Jump to Page: 1 - Go

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

Update

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

Code	Name	Short Name	Type	Sales/Purchase	Active
<input type="checkbox"/> 9415	Betalingsverschillen inkoop	Betalingsverschillen inkoop	Profit & Loss	both	ACTIVE
<input type="checkbox"/> 9410	Betalingsverschillen verkoop	Betalingsverschillen verkoop	Profit & Loss	both	ACTIVE
<input type="checkbox"/> 9405	Inkoopkortingen	Inkoopkortingen	Profit & Loss	both	ACTIVE
<input type="checkbox"/> 9400	Verkoopkortingen	Verkoopkortingen	Profit & Loss	both	ACTIVE
<input type="checkbox"/> 9300	Valutaverschillen	Valutaverschillen	Profit & Loss	both	ACTIVE
<input type="checkbox"/> 9275	Activa realisatie verlies	Activa realisatie verlies	Profit & Loss	both	ACTIVE
<input type="checkbox"/> 9270	Activa realisatie winst	Activa realisatie winst	Profit & Loss	both	ACTIVE

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

Product Name	Type	Ledger
Group Name: [blurred]		
<input type="checkbox"/> [blurred]	Other Product/Service (sslcertificates)	- Select Ledger -
<input type="checkbox"/> [blurred]	Other Product/Service (sslcertificates)	- Select Ledger -
<input type="checkbox"/> [blurred]	Other Product/Service (sslcertificates)	- Select 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.

Display Order

Conditions

Country Equal ▼

European Union

Netherlands

Afghanistan

Aland Islands

Algeria

Tax Exempt -- Select Tax Exempt -- ▼

Default Values

VAT -- Do not change -- ▼

General Ledger -- Do not change -- ▼

Save Changes
Cancel Changes

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

Exact Online

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

Search for Register date From To

Search
Reset

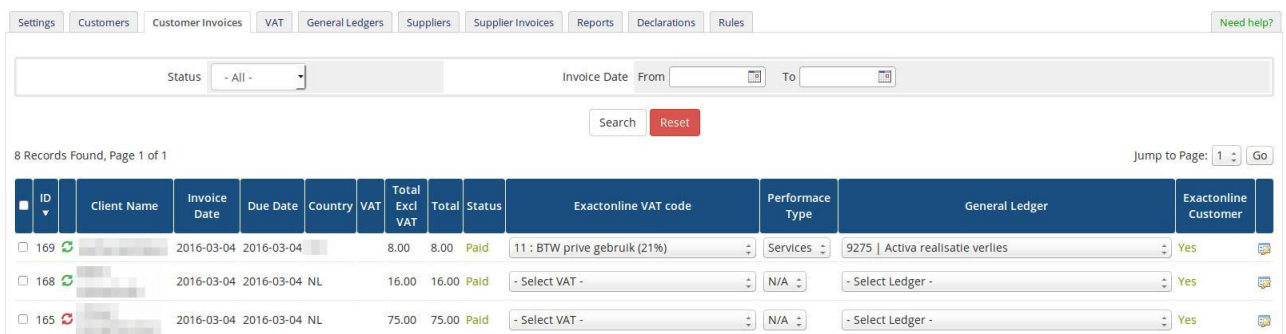
13 Records Found, Page 1 of 1 Jump to Page: Go

ID	Company Name	First Name	Last Name	Email Address	Post code	Phone Number	Tax Exempt	Exactonline Customer
<input type="checkbox"/> 16	test							<input type="text" value=""/>
<input type="checkbox"/> 15	test							<input type="text" value=""/>
<input type="checkbox"/> 14	test							<input type="text" value=""/>
<input type="checkbox"/> 13	sdf							<input type="text" value=""/>

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

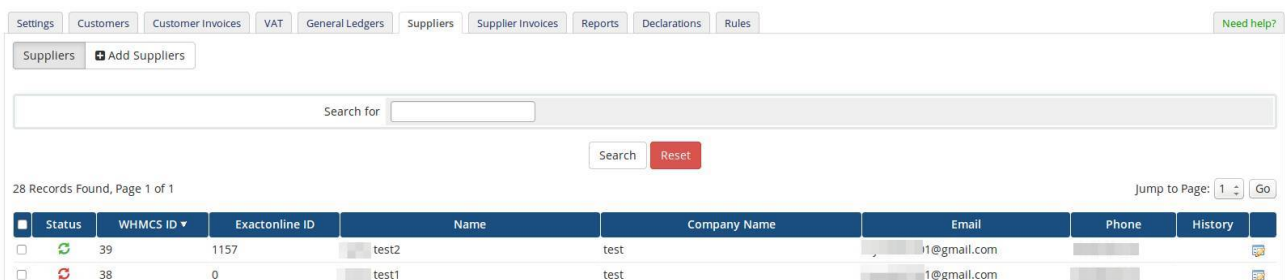


The screenshot shows the 'Customer Invoices' tab in the software. It features a navigation bar with tabs for Settings, Customers, Customer Invoices, VAT, General Ledgers, Suppliers, Supplier Invoices, Reports, Declarations, and Rules. A search bar is present with a 'Status' dropdown set to '- All -' and 'Invoice Date' filters. Below the search bar, it indicates '8 Records Found, Page 1 of 1'. The main table has columns: ID, Client Name, Invoice Date, Due Date, Country, VAT, Total Excl VAT, Total, Status, Exactonline VAT code, Performance Type, General Ledger, and Exactonline customer. Three rows of invoice data are visible, each with a checkbox and an 'Update Selected' button.

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



The screenshot shows the 'Suppliers' tab in the software. It features a navigation bar with tabs for Settings, Customers, Customer Invoices, VAT, General Ledgers, Suppliers, Supplier Invoices, Reports, Declarations, and Rules. A search bar is present with a 'Search for' field. Below the search bar, it indicates '28 Records Found, Page 1 of 1'. The main table has columns: Status, WHMCS ID, Exactonline ID, Name, Company Name, Email, Phone, and History. Two rows of supplier data are visible, each with a checkbox and an 'Add Suppliers' button.

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:

Settings
Customers
Customer Invoices
VAT
General Ledgers
Suppliers
Supplier Invoices
Reports
Declarations
Rules

Suppliers
+ Add Suppliers

General Info

Name * Website

Supplier Address

Company Name Postcode

First Name Country

Last Name Phone

Email Fax

Address Line 1 VAT Number

Address Line 2 Chamber of Commerce

City

Bank Details

Account holder *

Account Number *

Bank Name

BIC code

IBAN

Other Info

Number of due days VAT Code

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

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

Supplier Invoices + Add Invoices

Invoice Date From To Search for

Search Reset

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

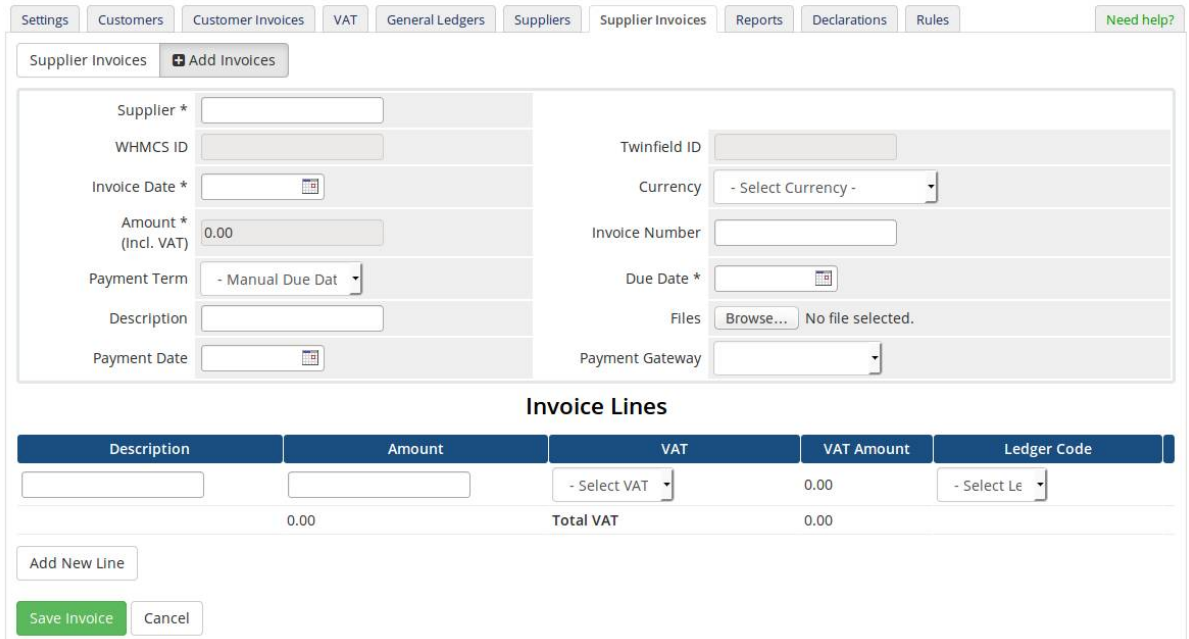
<input type="checkbox"/>	Status	WHMCS ID	Transaction Number	Invoice Number	Supplier Name	Invoice Date	Due Date	Amount	Files
<input type="checkbox"/>	↻	3	15600004	2		2015-12-22	2015-12-22	1	
<input type="checkbox"/>	↻	2	15600004	123		2015-12-22	2015-12-22	456.96	
<input type="checkbox"/>	↻	1	15600004	12		2015-12-21	2015-12-21	1	

Synchronize Selected Remove

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.

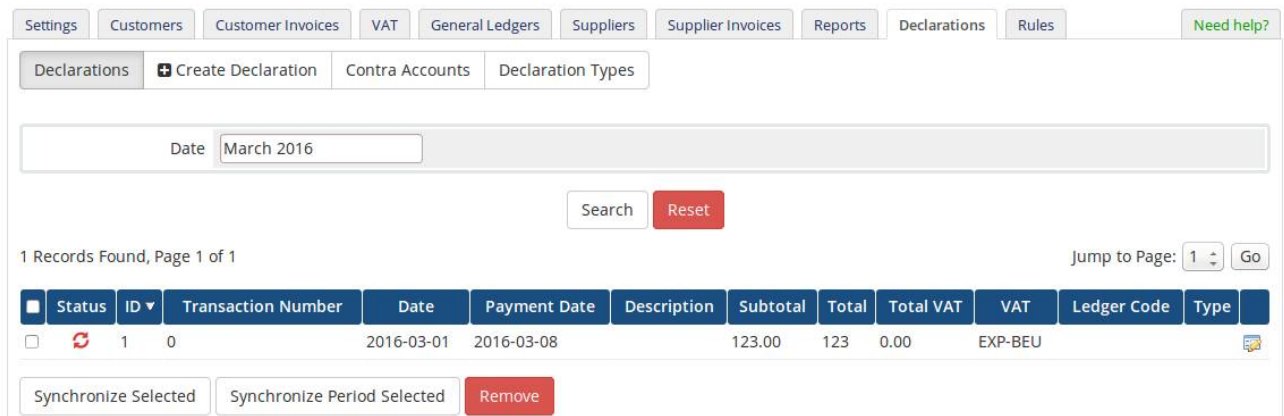
Add Invoice

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.



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.

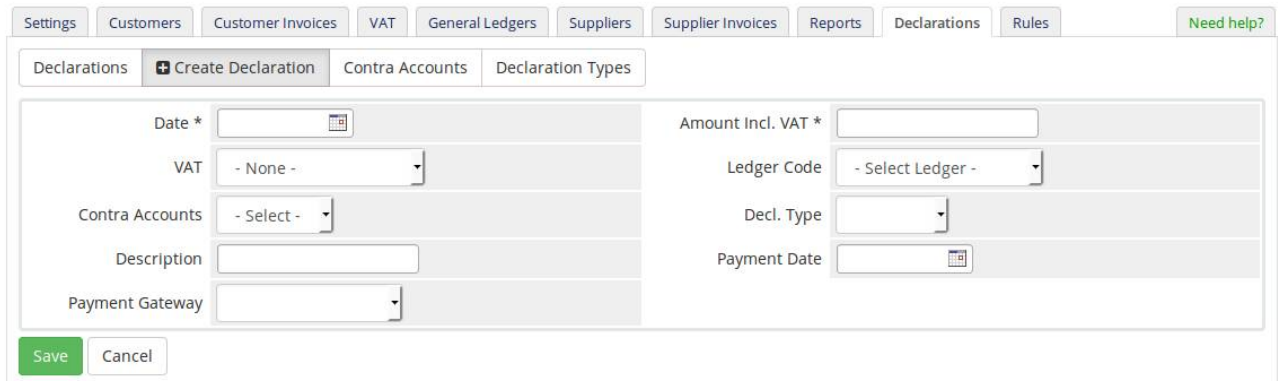
Declarations



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



The screenshot shows the 'Create Declaration' form with the following fields:

- Date *
- VAT: - None -
- Contra Accounts: - Select -
- Description
- Payment Gateway
- Amount Incl. VAT *
- Ledger Code: - Select Ledger -
- Decl. Type
- Payment Date

Buttons: Save, Cancel

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



#	Title	Balance Ledger Code
1	New Ledger	2900 Tussenrekening beginbala
2	New Ledger 2	2300 Deferred revenue

Buttons: Add New, Save

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

Settings Customers Customer Invoices VAT General Ledgers Suppliers Supplier Invoices Reports Declarations Rules [Need help?](#)

Declarations [+ Create Declaration](#) Contra Accounts Declaration Types

Declaration Types

Type 1

Type 2

[Add New](#) [Remove](#)

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.

Settings Customers Customer Invoices VAT General Ledgers Suppliers Supplier Invoices Reports Declarations Rules [Need help?](#)

Invoice Month From To

Payment Date From To

Status

Country

Payment Gateway (Customers)

Payment Gateway (Suppliers)

[Search](#) [Reset](#) [Export to PDF](#)

Sales

ID ▲	Date	Payment Date	Customer Name	Phone	Country	Subtotal	VAT	VAT %	Total	Status	Payment Gateway	Exactonline ID
103	2016-02-15	0000-00-00 00:00:00			NL	0.00	0.00	0.00	0.00	Draft	banktransfer	0
143	2016-03-03	2016-03-03 12:27:59			NL	8.00	0.00	0.00	8.00	Paid	banktransfer	0
145	2016-03-03	2016-03-03 12:49:35			NL	8.00	0.00	0.00	8.00	Paid	banktransfer	0
147	2016-03-03	2016-03-03 13:19:22			NL	8.00	0.00	0.00	8.00	Paid	banktransfer	0
150	2016-03-03	2016-03-03 14:08:41			NL	95.00	0.00	0.00	95.00	Paid	banktransfer	0
165	2016-03-04	2016-03-04 13:15:46			NL	75.00	0.00	0.00	75.00	Paid	banktransfer	0
168	2016-03-04	2016-03-04 12:21:13			NL	16.00	0.00	0.00	16.00	Paid	banktransfer	12
169	2016-03-04	2016-03-04 13:35:06				8.00	0.00	0.00	8.00	Paid	banktransfer	10361252
Totals												
PAID		218.00										
Unpaid		0.00										
Subtotal		218.00										
Total Sales		218.00										

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**.