Bepoz Xero
Help Guide

Contents

How the data flows

Below shows what data is sent from Bepoz and what part of xero it is sent to. Sales generated through Bepoz are sent to Xero as Invoices, Stock movements create a Manual Journal in Xero and finally purchases made by the business are sent to Xero as Bills.

Sales from Bepoz	→	Xero Invoices
Stock records from Bepoz	→	Xero Manual Journal
Purchases in Bepoz	→	Xero Bills
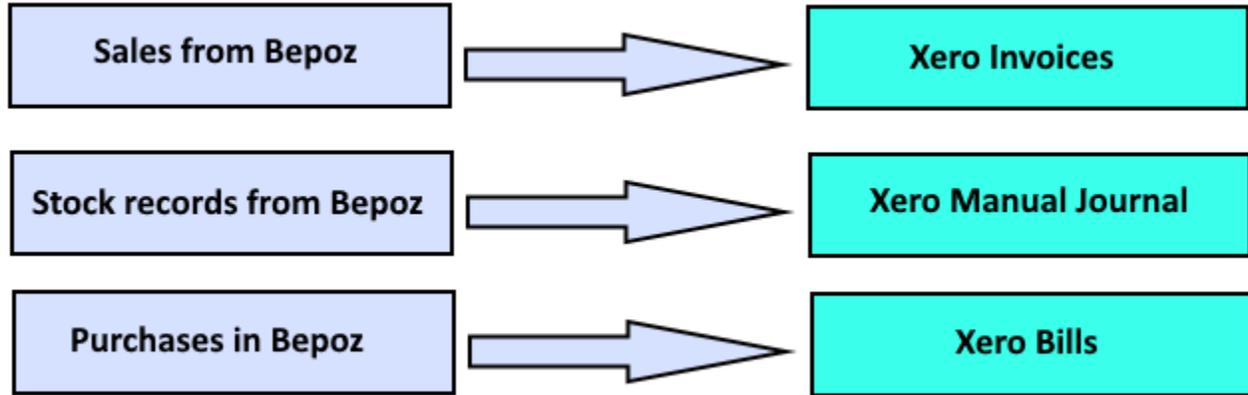
Sales Data

Data relating to sales and if selected can include sales revenue, tender amounts such as cash and discounts and other charges that make up your daily revenue. This data is sent in a variety of different ways based on the user's selection. The sales are added to Xero as invoices.

Below is a sample sales invoice, this invoice contains all the sales revenue data along with the payment lines, surcharges, service & handling fees, discounts, and open tables.

To	Date	Due Date	Invoice #	Reference
POS System	17 Jan 2021	27 Jan 2021	Sample Sales - 17/01/2021	

AUD Australian Dollar | Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Amount AUD	
	Beverage - Sales	1.00	16,873.64		41002 - Bepoz -Alcohol	GST on Income	16,873.64	×
	Beverage - Discounts	1.00	-5,736.36		41002 - Bepoz -Alcohol	GST on Income	-5,736.36	×
	Food - Sales	1.00	4,915.45		41004 - Bepoz - Food	GST on Income	4,915.45	×
	Food - Discounts	1.00	-210.45		41004 - Bepoz - Food	GST on Income	-210.45	×
	Service Charge - Sales	1.00	25.45		41010 - Bepoz - Service Charge	GST on Income	25.45	×
	Function Food - Sales	1.00	7,984.09		41006 - Bepoz - Sortgroup 5	GST on Income	7,984.09	×
	Cash	1.00	-1,065.00		11005 - Bepoz - Cash	BAS Excluded	-1,065.00	×
	Cash Variance	1.00	18.50		51003 - Bepoz - Till Variance	BAS Excluded	18.50	×
	EFTPOS	1.00	-9,390.79		11006 - Bepoz - Eftpos	BAS Excluded	-9,390.79	×
	EFTPOS Variance	1.00	205.07		51003 - Bepoz - Till Variance	BAS Excluded	205.07	×
	Manual Eftpos	1.00	-161.50		11006 - Bepoz - Eftpos	BAS Excluded	-161.50	×
	Manual Eftpos Variance	1.00	-244.00		51003 - Bepoz - Till Variance	BAS Excluded	-244.00	×
	Account Charges	1.00	-15,009.00		11013 - Bepoz-Debtors	BAS Excluded	-15,009.00	×
	Room	1.00	-243.00		11009 - Bepoz - Other Cards	BAS Excluded	-243.00	×
	Tips	1.00	60.00		21001 - Bepoz - Tips	BAS Excluded	60.00	×
	Handling Fees	1.00	82.72		41011 - Bepoz - Card Handling Fee	BAS Excluded	82.72	×
	Open Tables	1.00	-490.00		11004 - Bepoz-Open Tables	BAS Excluded	-490.00	×

Add a new line | Assign item to a project

Subtotal	-2,385.18
Total GST 10.00%	2,385.18
TOTAL	**0.00**

Sample Sales Invoice in Xero

Stock Movements

Movements such as transfers, stock sold, stock losses, stock takes, stock adjustments, and stock re-initialisations are combined and sent to Xero in a Manual Journal. Stock Journals do not include purchases.

Manual Journals ›
Posted Manual Journal #1

| Posted | | | Print PDF | | Journal Options ▼ |

Narration
Bepoz Stock Summary - 17/01/2021

Date
17 Jan 2021

Accrual and cash basis

Amounts **do not include Tax**

Description	Account	Tax Rate	Debit AUD	Credit AUD
Inventory -	11001 - Bepoz-Inventory Beverage	BAS Excluded		363.50
Cost of Sales -	51007 - Bepoz - Cost Of Goods Sold	BAS Excluded	363.50	
Transfers In -	11001 - Bepoz-Inventory Beverage	BAS Excluded		129.09
Inventory -	11001 - Bepoz-Inventory Beverage	BAS Excluded		255.43
Cost of Sales -	51007 - Bepoz - Cost Of Goods Sold	BAS Excluded	255.43	
Inventory -	11001 - Bepoz-Inventory Beverage	BAS Excluded		843.41
Cost of Sales -	51007 - Bepoz - Cost Of Goods Sold	BAS Excluded	843.41	
Inventory -	11001 - Bepoz-Inventory Beverage	BAS Excluded		741.13
Cost of Sales -	51007 - Bepoz - Cost Of Goods Sold	BAS Excluded	741.13	
Transfers Out -	11001 - Bepoz-Inventory Beverage	BAS Excluded	129.09	
		Subtotal	2,332.56	2,332.56
		TOTAL	**2,332.56**	**2,332.56**

History & Notes ⑦

Sample Manual Journal of Stock Movements

Stock Purchases

Supplier Purchases entered into Bepoz are sent to Xero as Bills. The line-by-line details of the invoice is sent to provide greater detail.


Sample Bill in Xero

Getting Started

To be able to sync your Bepoz data with Xero you first need to allow Bepoz to access your Xero data and then configure the mapping of your Xero accounts to the various Bepoz functions. You must contact support@bepoz.com.au first to install the software and assist in guiding you through the process of mapping the two systems.

It is also recommended that you see some sample data from the integration and do your own internal testing prior to using live data, to ensure that the software meets your requirements.

Requirements

To start getting things setup you will need

- **Correct User Access** – To be able to successfully send data the user connecting the systems should have "Standard" access to Xero, to check you have the correct access browse to https://go.xero.com/Settings/Users and click your username and ensure that under the Business and accounting section you are set up to be Standard.
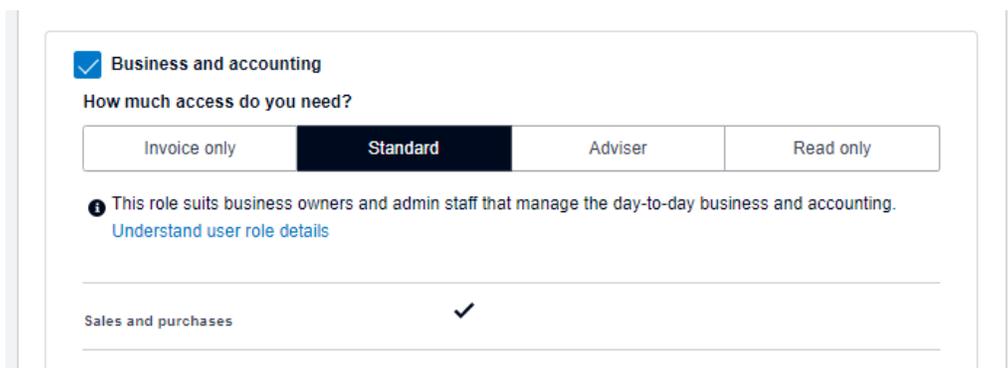
- **GL Accounts** - You may be required to configure some additional accounts in Xero. Bepoz has a large range of data that can be sent to Xero, GL accounts may need to be added to your Xero even if you are not using a feature in Bepoz e.g., Cash out or loyalty points. We ask for these accounts to be created to future proof any possible changes in the business, these changes can result in the integration failing as they are not mapped correctly. Bepoz Support will provide you with the required GL accounts that need to be created in Xero.

- **Bepoz Version** – Some versions of Bepoz are not supported with the Xero integration, most versions 4.6.x and above will be supported. If required support staff can assist if your Bepoz version is not supported.

- **Mapping Suppliers** – To be able to send purchases to Xero the two systems suppliers need to be mapped. In Bepoz for each supplier the **Export Code 1 or 2** fields need to be mapped to the Xero **Account number** or alternatively you can map the **Supplier Number** field in Bepoz to the **ABN** number in Xero.

Connecting to Xero

To connect the systems, you must have access to Bepoz Back office and have the correct permissions to access system setup.

1. Login to Bepoz Back Office and select **System Setup → Scheduled Jobs**
2. Press **Add Job** from the top tool bar.
   - Set the **Job Name**
   - The **Job Type** should be set to **External DLL**
   - The **DLL Name** should be **JobLinks.dll**
   - Class Name should be set to **XeroSales or XeroPurchases**

Bepoz Back Office Sales Job Set Up

   - When sending sales, tick the **Send Sales** and if required **Send Stock** flags.
   - Set the **Settings File Path,** a good example is
     C:\Bepoz\Programs\Xero_Settings.xml
3. Press **OK** to save, this step is required as they Job has yet to be assigned an ID yet.
4. Find the new job you created in the list of jobs and double click.
5. Press the **Additional Settings** button.

6. If you have not connected to Xero previously you will be prompted to login to Xero. Enter your Xero user credentials and press **Login.** If required complete any Two factor authentication.
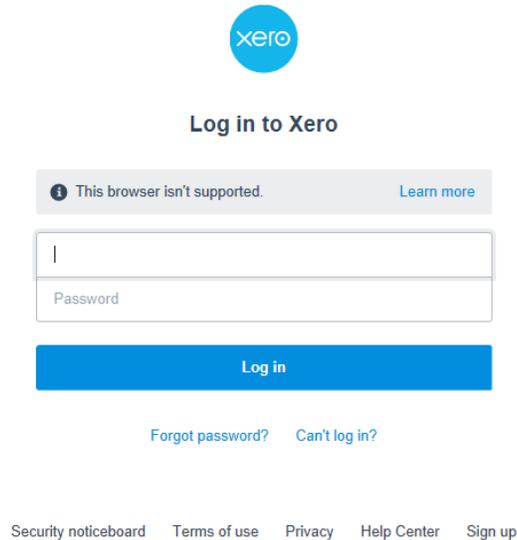
Xero Login Screen

7. If happy to do so, click **Allow Access.** This will connect Bepoz to Xero.
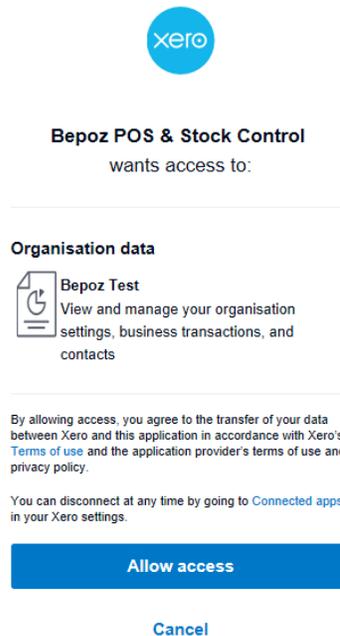

Allowing Bepoz access to the Xero Data

8. Click **Additional Settings** again to commence mapping Bepoz functions to Xero.
9. It is recommended that support staff guide you through this part of the configuration.

Sending the Data

Data can be sent to Xero either manually using Bepoz Back office or automatically via a scheduled job that runs as frequently as you require. If you require the data to be sent automatically, please inform support staff when the integration is being configured. Below shows how the data can be sent manually.

Sending Sales to Xero

1. Login to Bepoz Backoffice
2. From the left side of the screen select **Xero Accounting → Xero Sales Export.** If you are not seeing these options available in your Bepoz Backoffice please contact support.
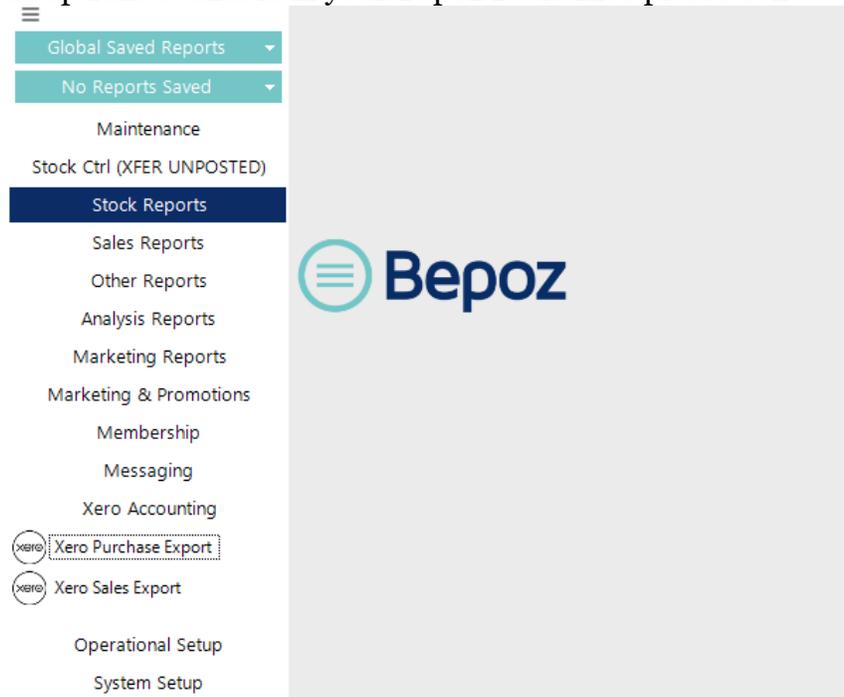

Bepoz Back Office with Xero Accounting

3. Choose the date that you want to send to Xero and press **Export**. The process will commence to send the data to Xero. Based on your settings this can take some time, so please be patient, you will be notified when the sales have been sent. Options **Send Sales** and **Send Stock** can be changed if you require to re-send just sales or just stock if data in Bepoz changes.
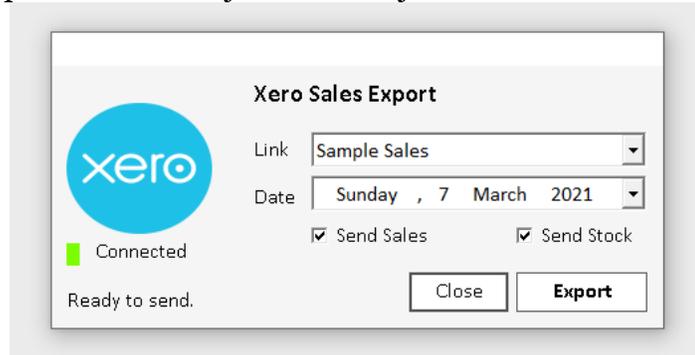
Bepoz Back Office Send Sales to Xero Screen

Sending Purchases to Xero

1. Login to Bepoz Backoffice
2. From the left side of the screen select **Xero Accounting → Xero Purchase Export.** If you are not seeing these options available in your Bepoz Backoffice please contact support.
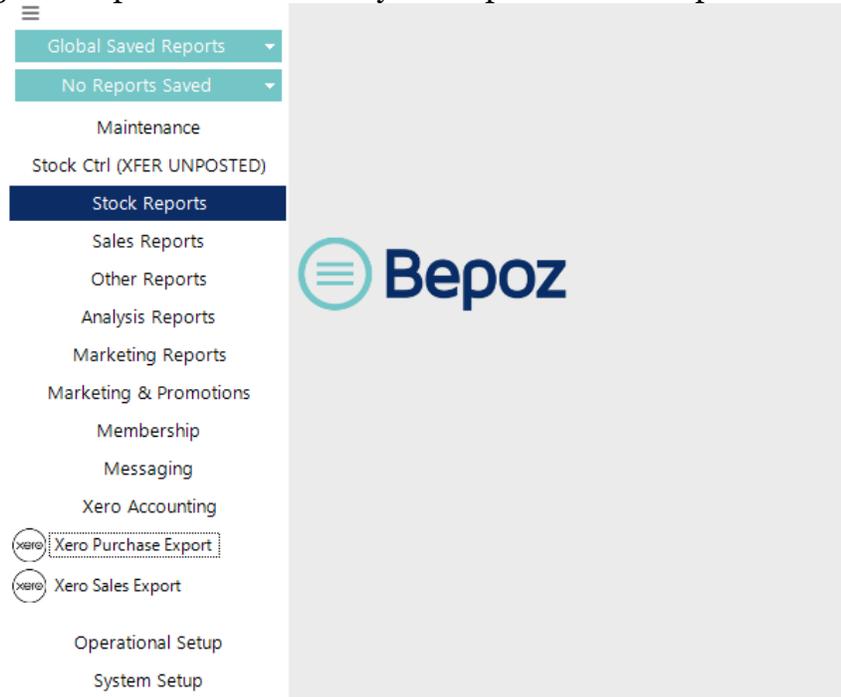
Bepoz Back Office with Xero Accounting

3. Invoices that have not been sent previously to Xero will be listed, to send all these invoices, tick **Select All** and press **Export.** If you require to resend an invoice that has already been sent to Xero, select the date range and tick **Show invoices already exported** and press **Display.** Tick the invoices you want to send and press **Export.**

Purchase Export Dialog

FAQ

- **How do I disconnect Bepoz and Xero?**

  In Back office choose **System Setup → Scheduled Jobs** and look for the Xero Sales or Xero Purchases listed. Click **Edit Job** and then click **Additional Settings.** Once the settings screen appears click **Disconnect from Xero**

- **How can I check the settings and mapping with Xero?**

  In Back office choose **System Setup → Scheduled Jobs** and look for the Xero Sales or Xero Purchases listed. Click **Edit Job** and then click **Additional Settings**

- **Purchases are reporting they are failing to send, what should I do?**

  Check that the Bepoz suppliers are mapped correctly to the suppliers in Xero. Support can enable a feature that will email further details if a mapping error occurs. If all mapping is correct, please contact support for further assistance.

- **Data is not displaying correctly in Xero, why is this happening?**

  Most times when data from Bepoz is not displaying correctly in Xero is caused by changes to the Bepoz configuration, such as new payment types being added, that are not updated in the settings. Contact support to help you find what is causing the problem.

- **Why does the invoice not balance by a few cents at times?**

  Xero rounds specific fields differently to Bepoz, while best efforts have been made to make it balance it has been found that sometimes it can be out by cent or two. We are continuing to work with Xero to get a resolution to this problem. If you are not balancing by more than a few cents, contact support as it most likely is a configuration problem.

- **The data is not sending how I want it, can it be changed?**

  Firstly, check with support as we may already have way to achieve what you require. We are dedicated to making the Xero integration work for all our customers, if there is something particular you require, we will consider all queries and aim to accommodate where possible.

- **How to I find more information if something is not working?**

  To assist development and support staff all API calls are logged to a Xero.log file located in the C:\Bepoz\Programs\ folder.

Further Help

To get further help or training please contact support, support@bepoz.com.au or call 1300 832 876 and dial 2 for Support.