



Accounting with Motorcentral

Introduction to the accounting export module for Xero API

This document is provided "as-is". Information in this document, including URL and other Internet Web site references, may be subject to change without notice.

Any examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

This document does not provide you with any legal rights to any intellectual property of the Motorcentral product. You may copy and use this document for your internal, reference purposes.

Copyright © 2015 Limelight Software Limited. All rights reserved.

Table of Contents

Table of Contents	2
A. Obtain licence	3
B. Activate Xero in Motorcentral	3
C. Configure accounting.....	8
D. Export from Motorcentral	10
E. Xero Tracking.....	12
F. Connecting Different Dealerships to Different Xero Accounts.....	16

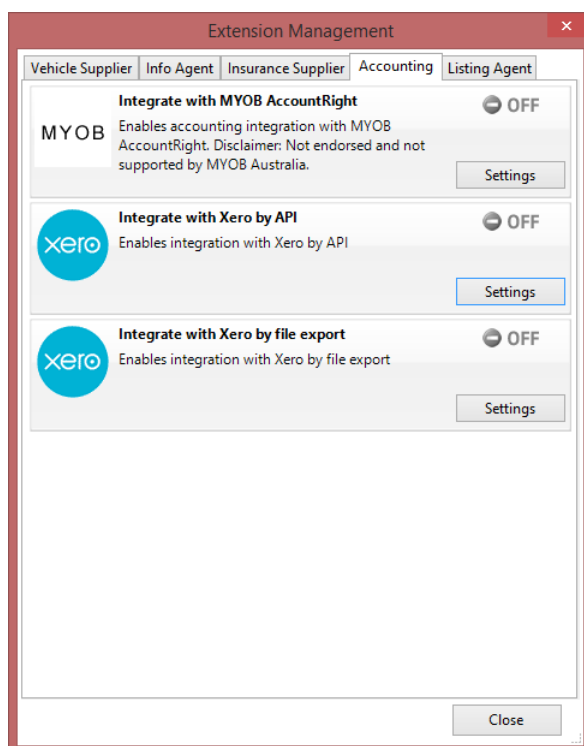
A. Obtain licence

Please contact Motorcentral to obtain a licence to the accounting export module

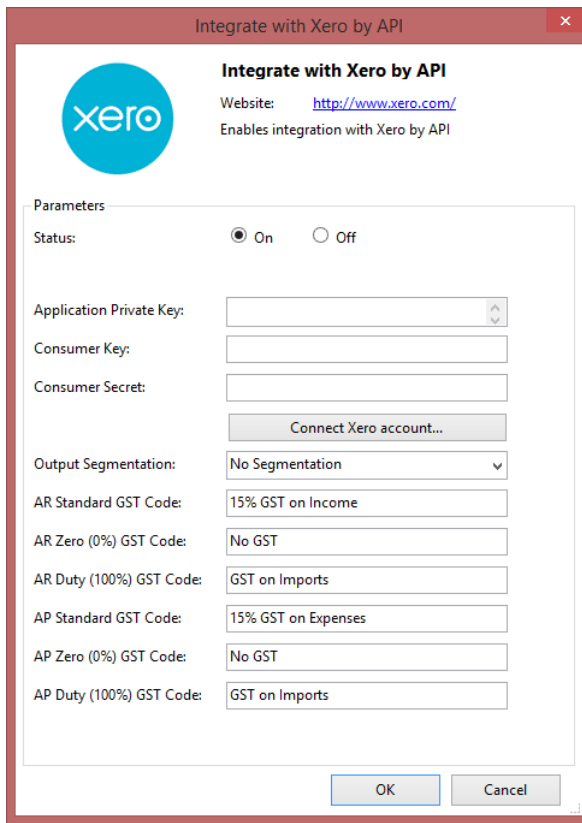
B. Activate Xero in Motorcentral

Xero can be activated as follows:

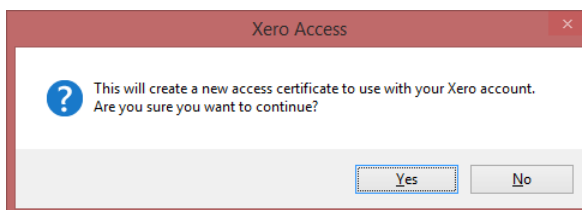
1. Go to *Tools – Extensions*
2. Go to the *Accounting* tab and click on the *Xero API Settings* button



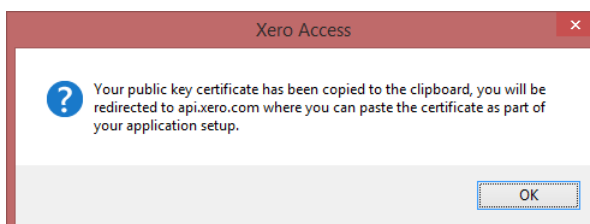
3. The Xero API settings screen will appear
4. Set *Status* to *On*



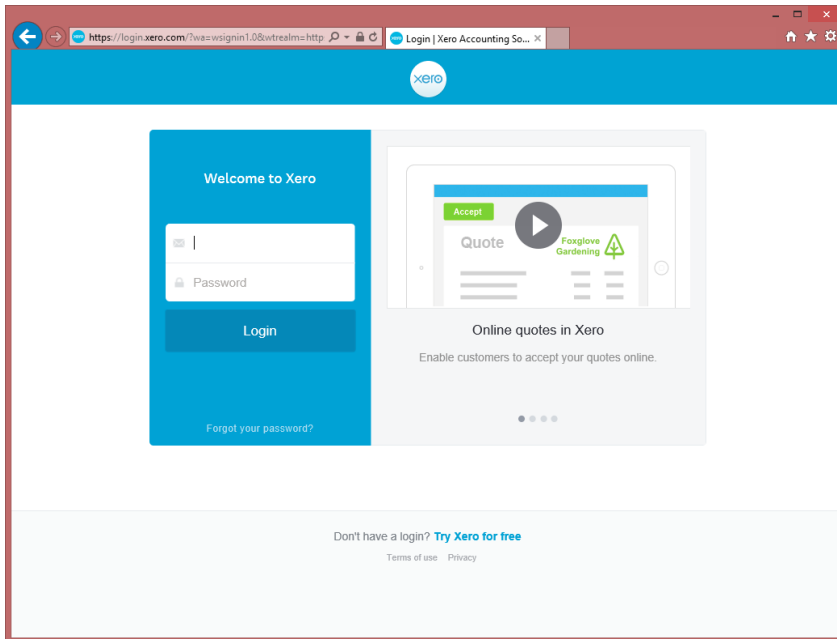
5. First you need to establish a connection between Motorcentral and your Xero account, start that process by clicking on *Connect Xero Account*
6. Motorcentral will inform you that a new access certificate will be generated that will override any previous access certificate, click *Yes* to proceed



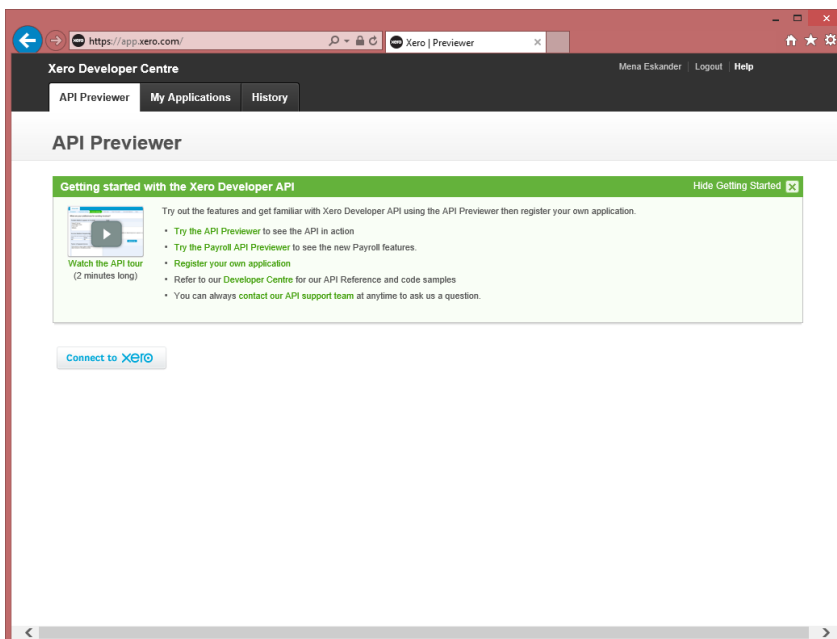
7. Motorcentral has now created a new access certificate, there are two parts to that certificate, one part is stored in Motorcentral and the other part is stored in Xero, this is how Motorcentral will be allowed to connect to Xero. Motorcentral will copy into the clipboard part of the certificate that will later need to be pasted into Xero (step 14).



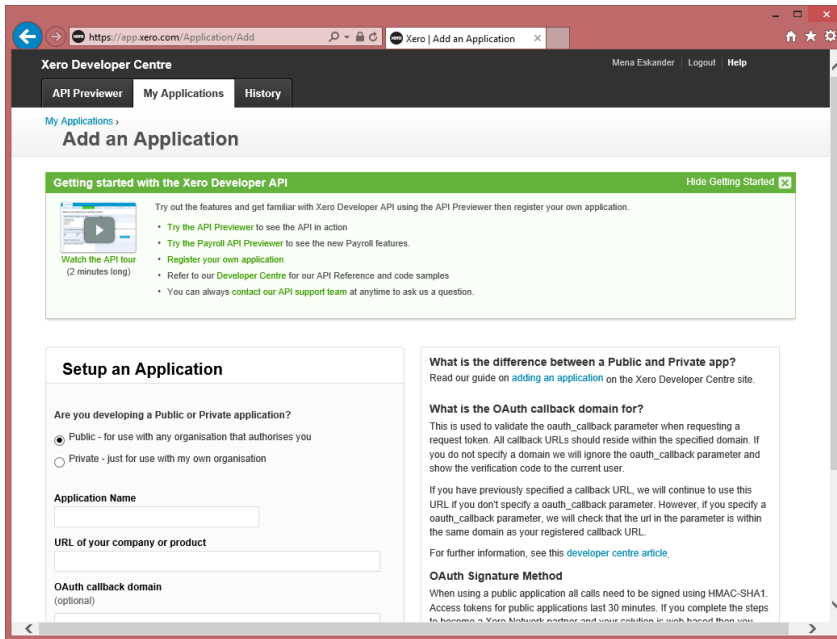
8. Motorcentral will redirect you to <https://api.xero.com>



9. Login to your Xero account using your normal Xero login details



10. You will now see the application setup screen, click on *My Applications* tab

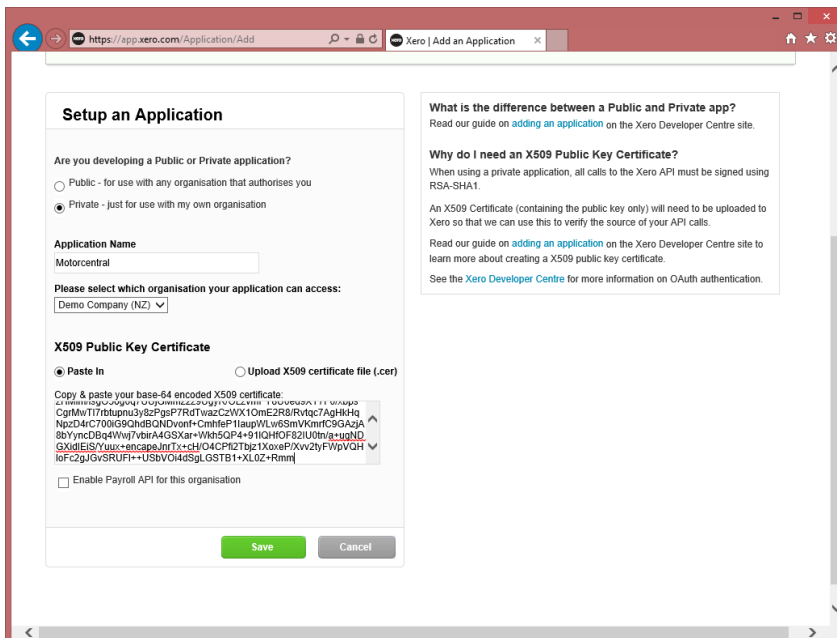


11. Proceed to fill the *Setup an Application* screen

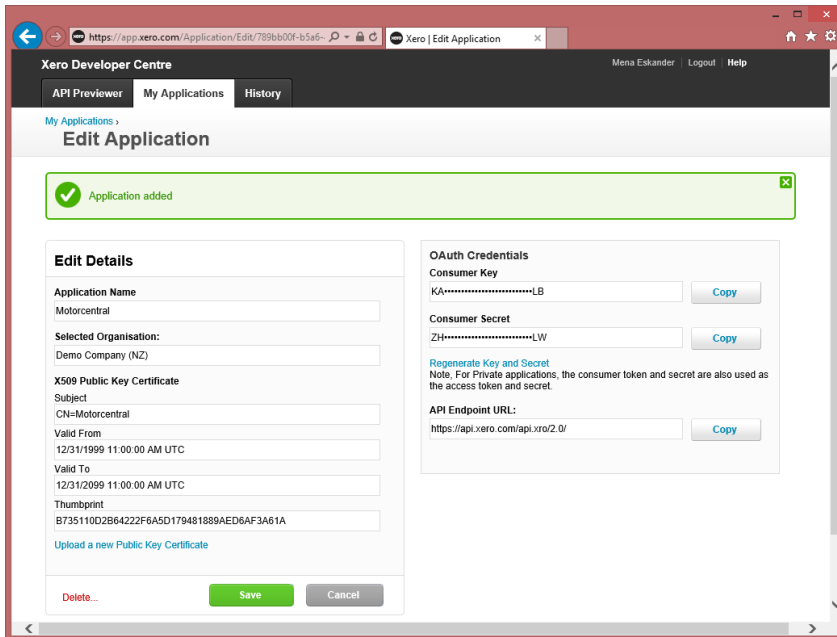
12. Indicate to Xero that this is a *Private* application

13. Select the organisation you want to connect Motorcentral to

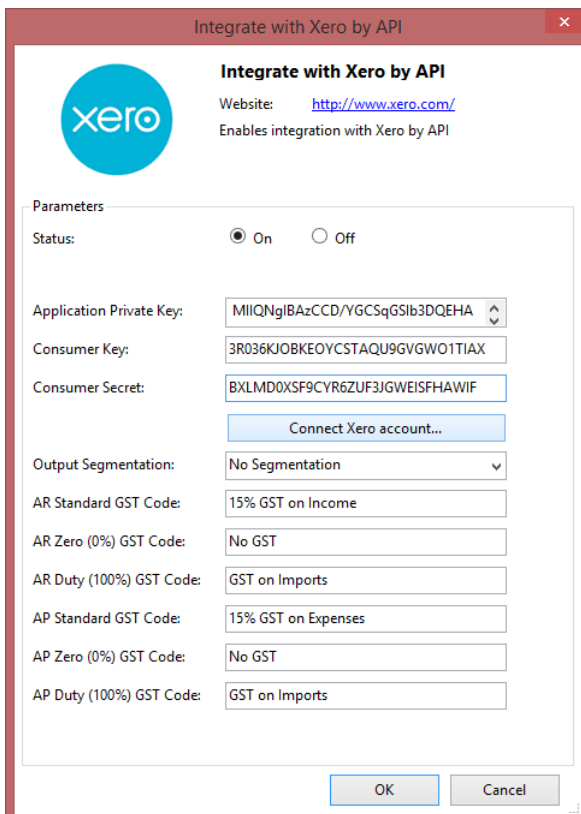
14. Now paste the Xero part of the access certificate generated by Motorcentral in earlier (step 7), you can place your cursor in the X509 Public Key Certificate field and use Ctrl-V to paste



15. Click *Save* to commit your changes
16. On the right hand side of the screen you will be able to see a *Consumer Key* and a *Consumer Secret*, each with a *Copy* button next to it



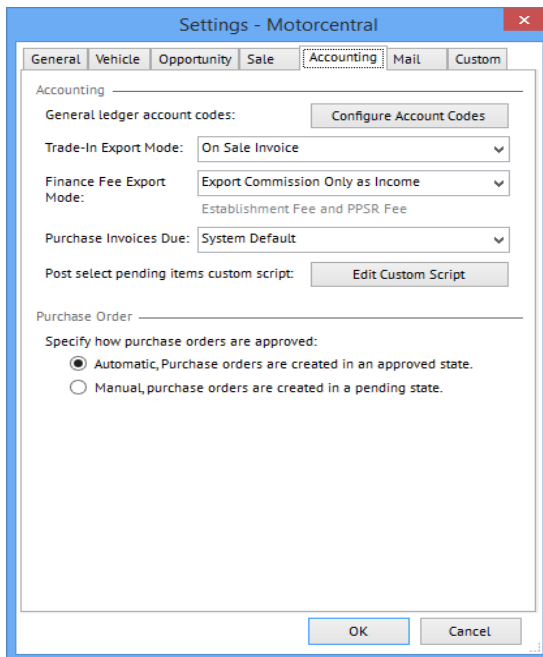
17. Copy each of the *Consumer Key* and a *Consumer Secret* to the respective fields in the Xero settings screen in Motorcentral.
18. Click *Ok* on the Xero settings screen in Motorcentral to commit your change, you have now connected Motorcentral to your Xero account.



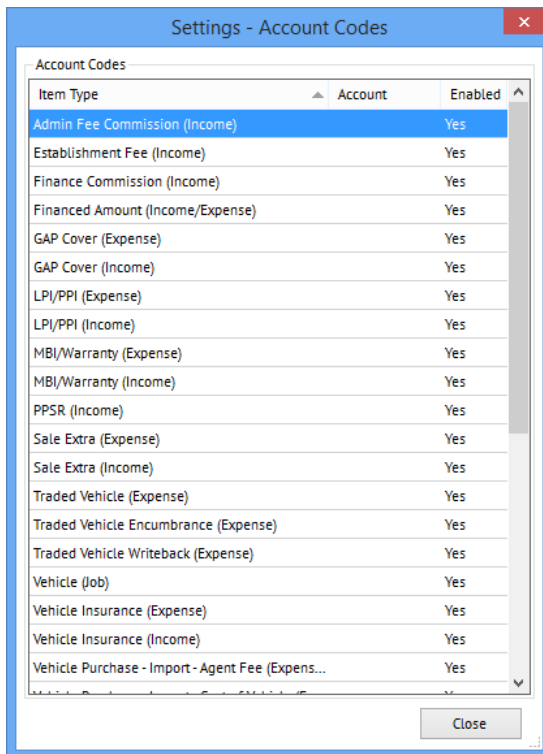
C. Configure accounting

You need to tell Motorcentral how to map transactions to your COA and select other preferences, you can do that as follows:

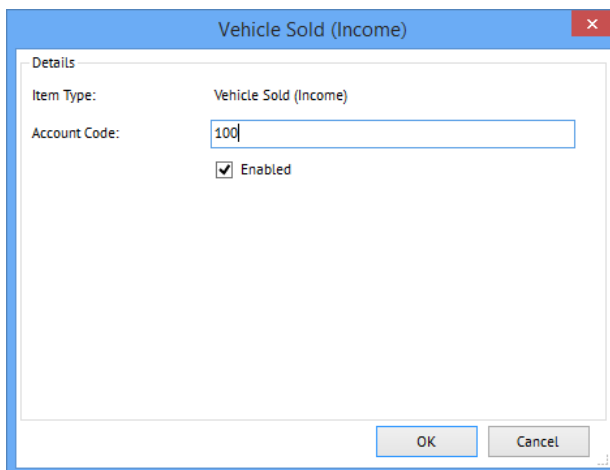
1. Go to *Tools – Settings*
2. Go to the *Accounting* tab



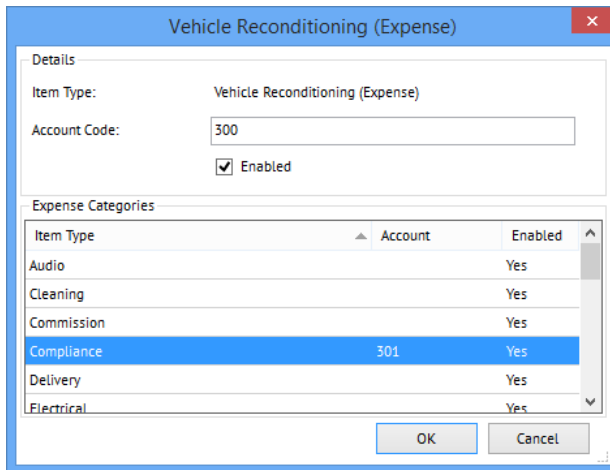
3. *Trade-In Export Mode* is used to control whether trade-in transactions are exported as a negative value line on the sale (*On Sale Invoice*) or as a separate purchase from the customer (*On Purchase Invoice*).
4. *Finance Fee Export Mode* is used to control whether finance fees are exported as separate purchase and sale invoices (*Export Income and Expense Lines*) or combined as commission only (*Export Commission Only as Income*).
5. *Purchase Invoice Due* is used to control the due date of purchase and sale invoices, you can use Sale Settlement Date and Expense Date (*System Default*) or 20th of the Following Month (*20th of the Following Month*)
6. *General ledger account codes* is used to map the COA to Motorcentral transactions, click on *Configure Account Codes* to open the Account Codes screen



- For each type of Transaction, double click to open it and then set whether Motorcentral should export this type of transaction to Xero (*Enabled*) and set the *appropriate Account Code* in your COA.



- Vehicle Reconditioning* transactions can be mapped in more detail. The header Account Code is the default account code for any reconditioning transaction but each category of reconditioning can be assigned its own Account Code.

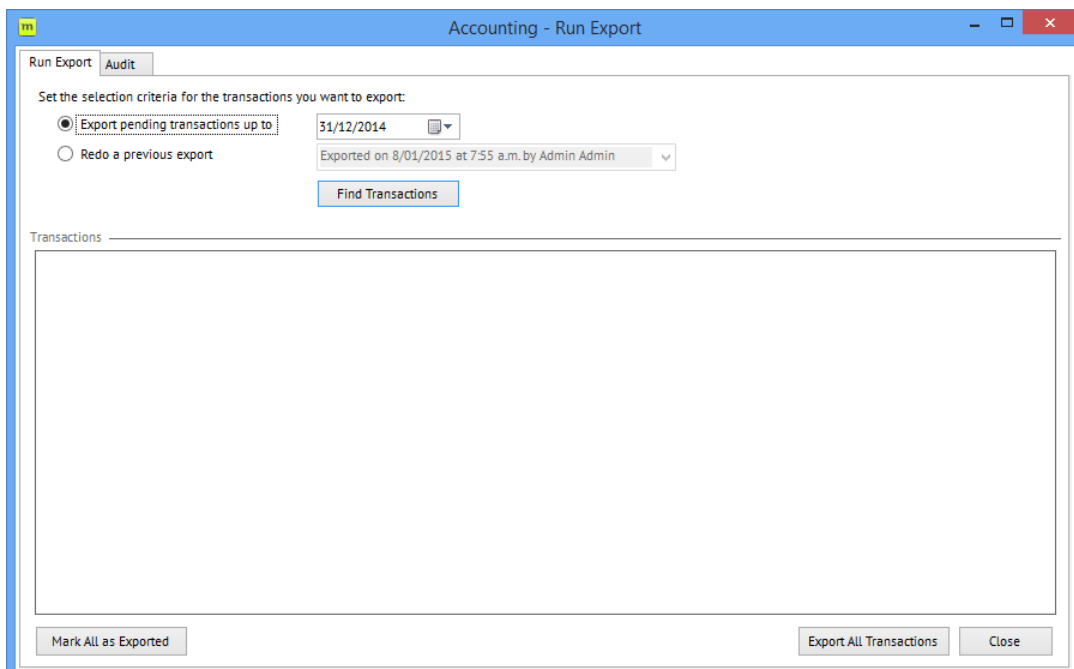


In the example above all reconditioning transactions will be using the account code 300 but compliance reconditioning transactions override that with the account code 301.

D. Export from Motorcentral

Motorcentral is now ready to export accounting information for Xero, this works as follows:

1. Go to *Accounting – Run Export*



2. Select the date you want to export accounting transactions to, such as the end of the month. Click on Find Transactions to invoke Motorcentral to search for all matching transactions, Motorcentral will find all transactions that have not yet been exported with fall up to and including the date you specify.

- a. Reconditioning transactions will only be exported if they are set to *Exact Amount*, transactions which are set to *Estimated Only* will not be exported.
- b. Sale transactions will only be exported if the *Sale Status* is set to *Finalised*.
- c. Find Transactions will find all reconditioning transactions added which falls on any date prior to the date specified, regardless of accounting period.
- d. This does not include changes to transactions already exported, those changes can be found under the *Audit* tab instead.
- e. If you want to re-export any batches of transactions already exported in the past you can do so by ticking *Redo a previous export*, select the export you want then click on *Find Transactions*.

Accounting - Run Export

Run Export **Audit**

Set the selection criteria for the transactions you want to export:

Export pending transactions up to 10/01/2015

Redo a previous export

Find Transactions

Transactions

Date	Type	Reference	Description	Party	Short Code	Dealership	Account	Amount	Tax Amount
10/01/2015	Purchase Invoi...	Stock #1426 - FE...	Standard Expense - Stock ...	Compliance ...		AC	301	250.00	32.61
10/01/2015	Purchase Invoi...	Stock #1426 - FE...	Fuel - Stock #1426 - FEZ9...	BP		AC	300	80.00	10.43

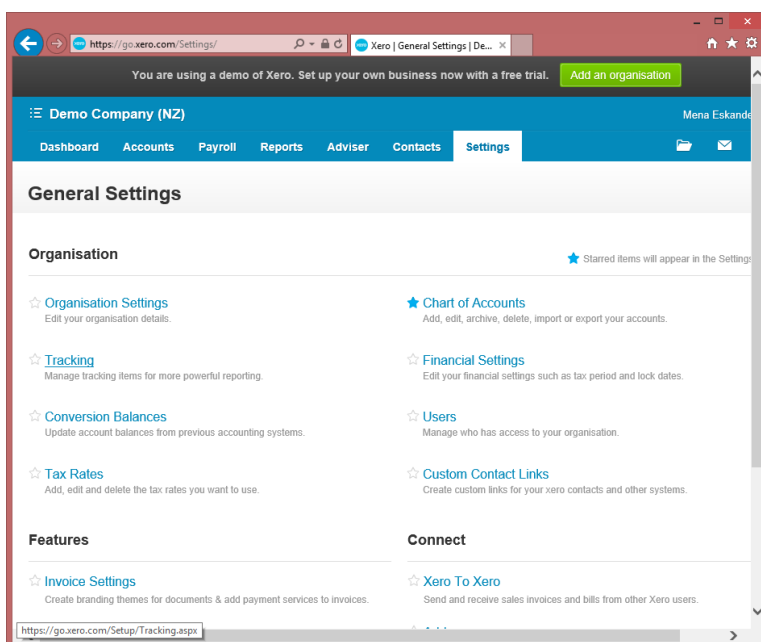
Mark All as Exported Export All Transactions Close

3. Once Motorcentral finds the transactions that qualify for export, click *Export All Transactions* to create the Xero export files, these will be created in the *Output Folder* specified under the *Extension Setting* for Xero.
4. The export operation creates the following records in Xero:
 - a. Contacts, can be found under Contacts > All Contacts
 - b. Draft Purchase Invoices, can be found under Accounts > Purchases > Drafts
 - c. Draft Sale Invoices, can be found under Accounts > Sales > Drafts
5. You can now review and process the draft invoices

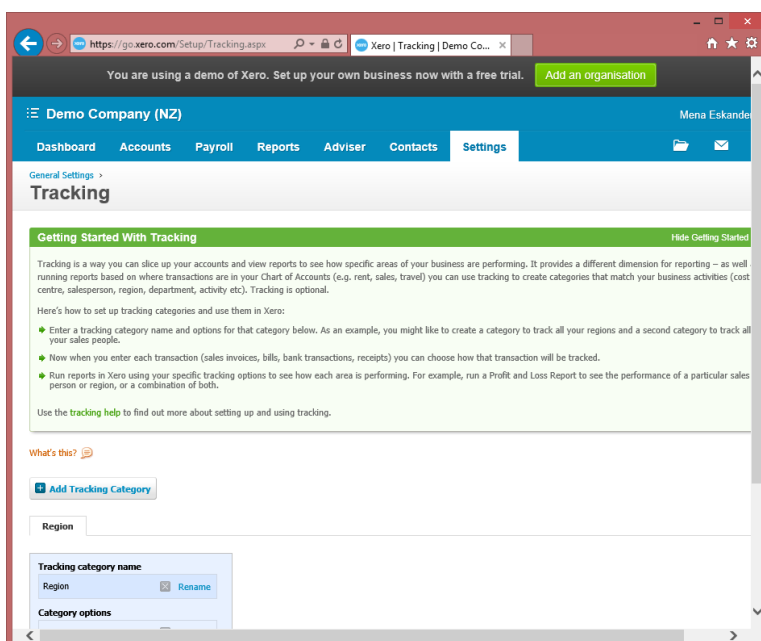
E. Xero Tracking

Motorcentral sends tracking information for Xero to track purchases and sale based on dealership of vehicle. In order to get this working you need to set up the tracking in Xero. Please follow the following steps to complete the process.

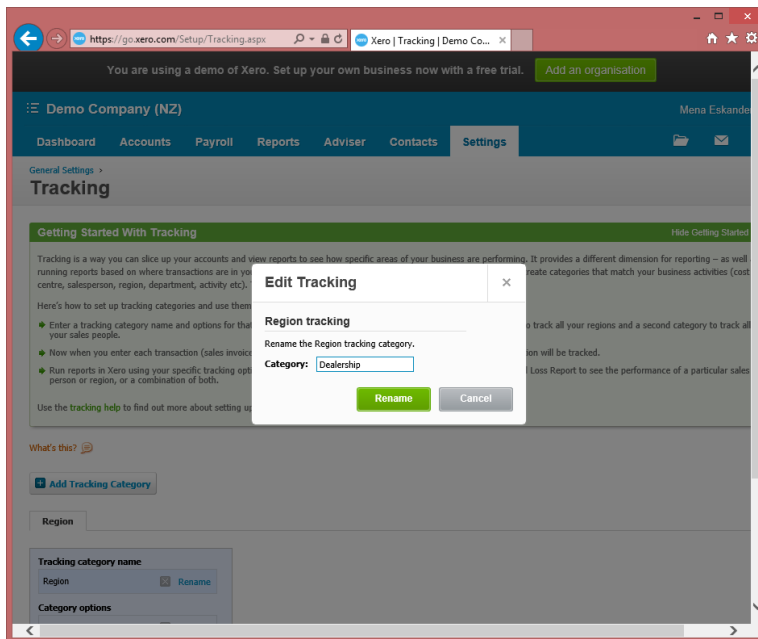
1. Login to your Xero account
2. Click on the *Settings* tab



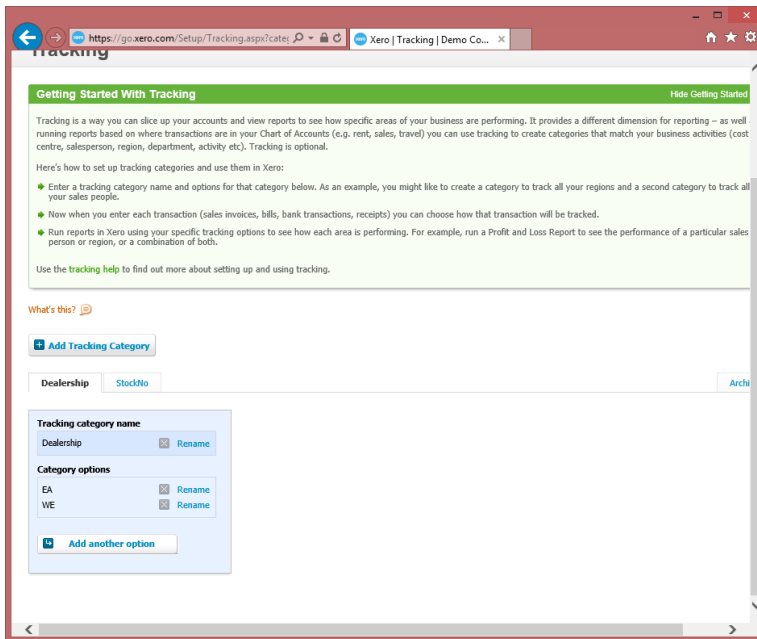
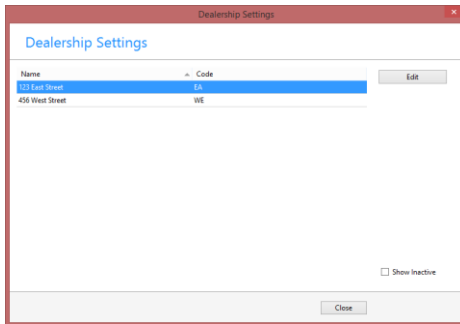
3. Click on *Tracking*



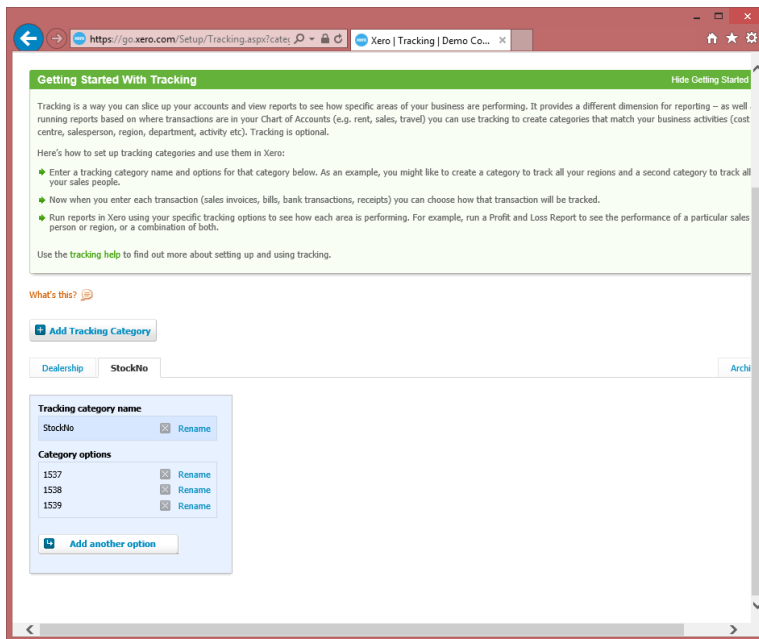
4. Xero may have some default tracking options, you can delete or rename them.
5. The first tracking category must be called *Dealership*



6. Now set the category options to match your dealership codes in Motorcentral, you can find the dealership codes in Motorcentral under Tools > Dealerships



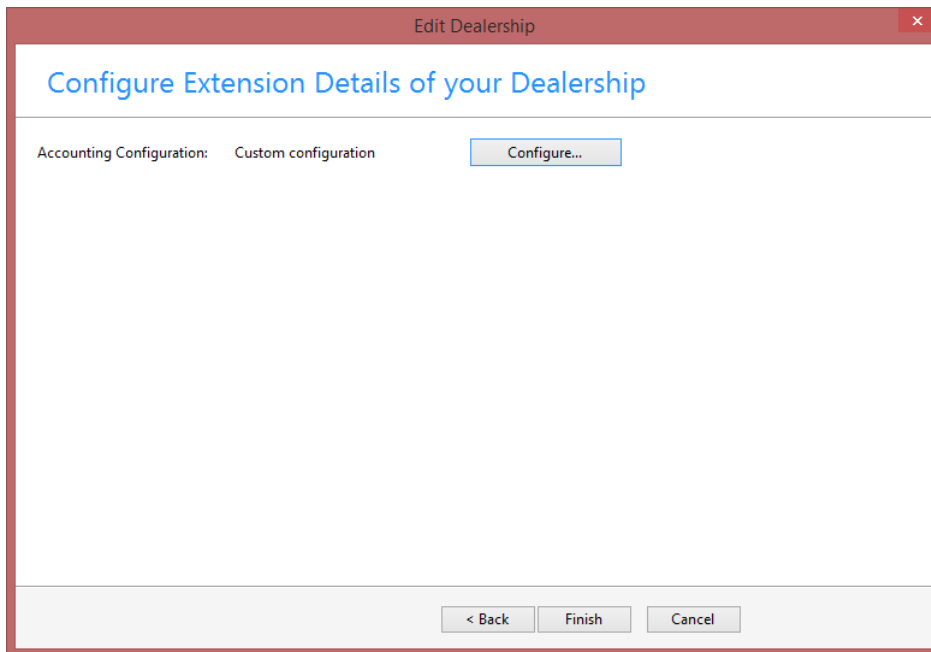
7. Next, you can optionally set the second tracking category, this will need to be named *StockNo*. Similarly you need to add each vehicle stock number as a possible tracking option. Unfortunately there is no way currently for these to be created automatically.



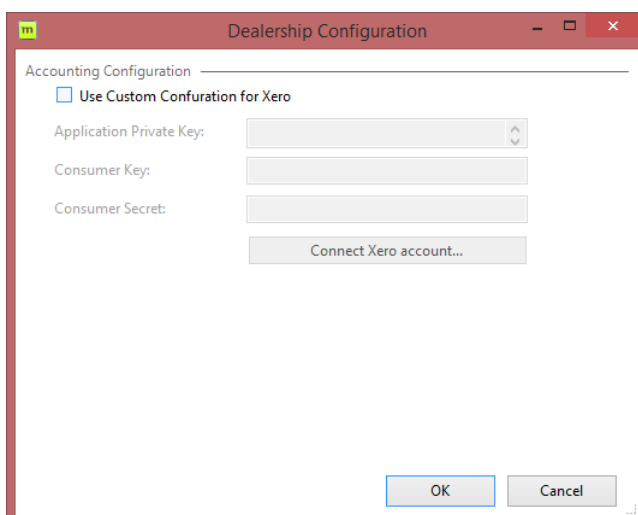
F. Connecting Different Dealerships to Different Xero Accounts

If you have more than one dealership and wish to connect them to different dealership accounts, follow the following steps:

1. In Motorcentral go to Tools > Dealerships
2. Select the dealership you want to connect
3. Click Next until you get to the screen titled Configure Extension Details of your Dealership



4. Click *Configure*



5. Tick the check box *Use Custom Configuration for Xero*
6. Click on *Connect Xero Account*
7. Follow the steps in this documents under *B. Activate Xero in Motorcentral*, start from step 5