

RM Importer Setup Instructions

Overview. What RM Importer does

RM Importer transfers data from your RetailManager® Point of Sale shop file into your Xero® accounting system. It transfers:

- 1) New suppliers and edited supplier information.
- 2) Purchases you have entered in RetailManager® using Good Received or Goods Returned as a one line total value draft bill.
- 3) A summary of all the activity in your cash-up session as a zero value draft sales invoice in Xero. This includes the change in inventory value, sales value and the total amount taken in your various payment types.

If you are familiar with the way RetailManager® integrates with MYOB AccountRight® then you will find this integration very similar.

Setup – RetailManager® part

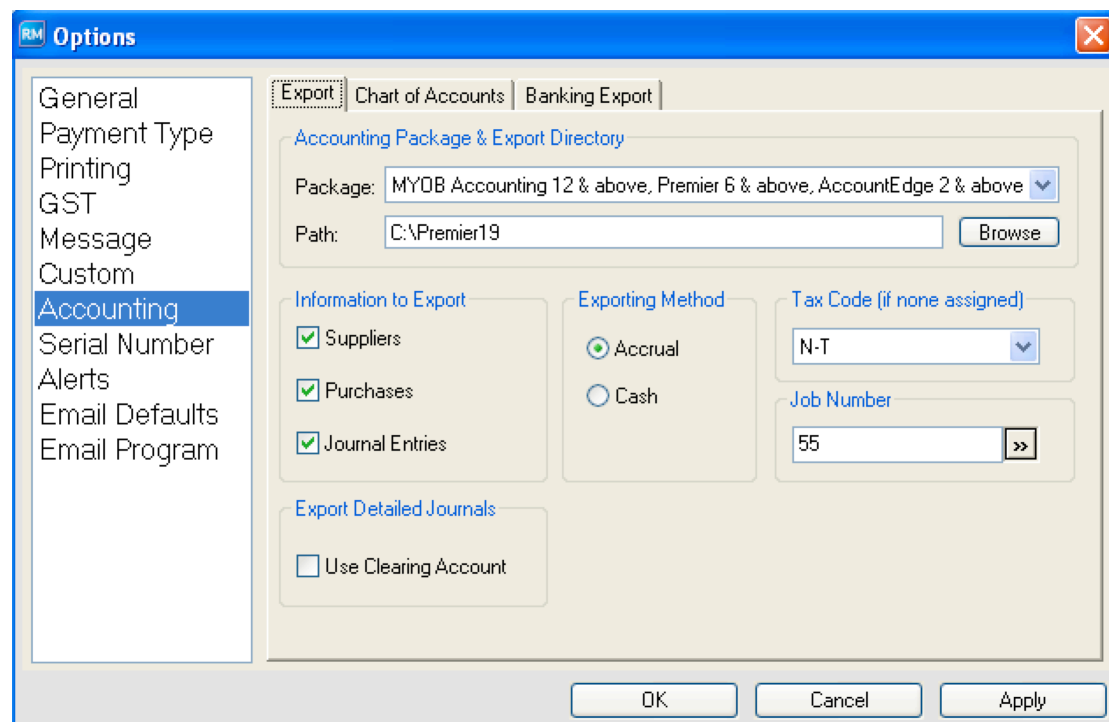
You set up RetailManager as you would for an Accounting Export to AccountRight. If you are not familiar with the accounting export settings in RetailManager there is additional information in appendix A of the RetailManager User Guide that supplement these instructions.

Here is a quick overview including details of some minor differences with RM Importer:

In RetailManager go to the **Setup** menu and choose **Options**:



On the left hand side choose **Accounting** and select the **Export** tab:



In this screen we need to set up your export settings.

For package choose **MYOB Accounting 12 & above, Premier 6 & above, AccountEdge 2 & Above**.

For the path, click the **Browse** button and choose a convenient place to put your export file. This is the location you will need to browse to in RM Importer to select your file to import. Make sure it is a convenient location and you know where it is.

You will usually want to select to export all the information, which includes new **suppliers**, goods received and goods returned **purchases** and **journal entries**. (These are actually imported into Xero as zero value draft sales invoices rather than journal entries.)

Be sure to select the correct export method. RetailManager can export its sales on a cash or on an accruals basis. If you are unsure on how you are registered for GST check with your tax accountant or BAS agent. It is very important to get this set correctly.

Tax code if none assigned should generally be **N-T** it should NOT be a GST code.

The job number is used if you have multiple stores with RetailManager databases reporting back to the same accounting file. If you have a multiple shop subscription for RM Importer your sales and purchases will be tagged with the associated tracking code. Contact Zilch Consulting if you do not have a multishop subscription and need this feature and we will organise an upgrade.

When you are happy with your settings click **Apply** and switch to the **Chart of Accounts** tab:

The screenshot shows the 'Options' dialog box with the 'Chart of Accounts' tab selected. The left sidebar lists various settings, with 'Accounting' highlighted. The main area is divided into several sections for entering account numbers:

Asset	Cost of Sales	Liability
Bank Account 11110	Cost of Goods 51000	Credit Notes Issued 21400
Inventory 11200	Last Cost Variance 55000	Deposits Received 21500
Trade Debtors 11300	Cost of Freight 56000	Gift Vouchers Issued 21600
Pre-Paid GST 12000		Lay-by Payments 21700
		Sales Order Payments 21800

Income	Expense	Clearing Account
Sales 41100	Account Sales Discount 62200	RM Clearing Account 61000
Freight on Sales 43000	Till Shortage 67600	

At the bottom of the dialog are buttons for 'OK', 'Cancel', and 'Apply'.

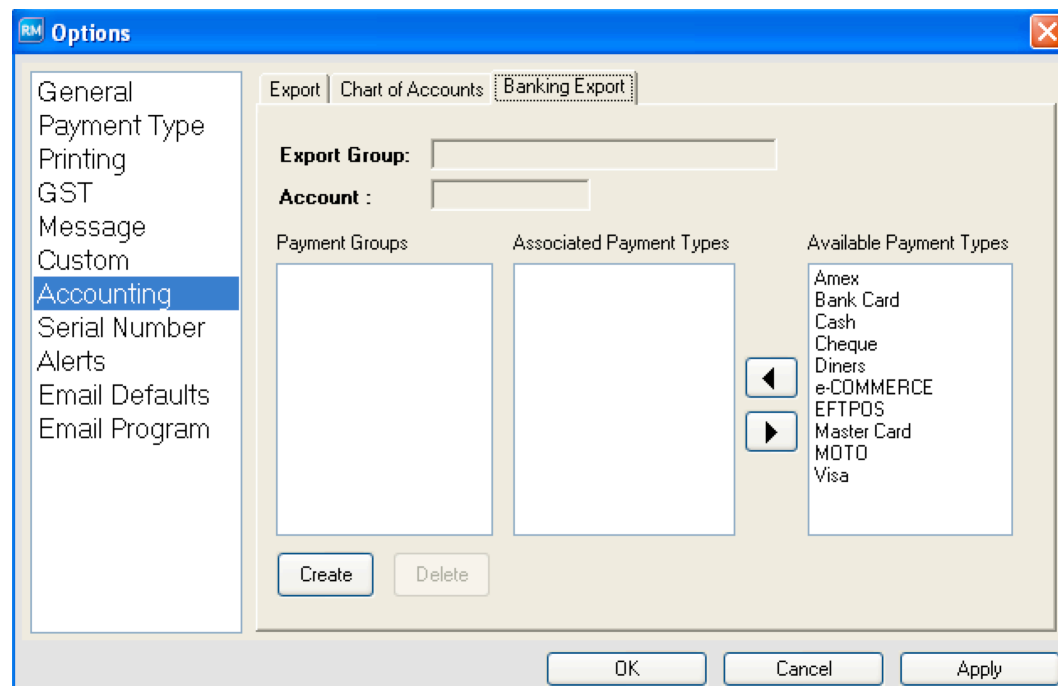
Here is where you enter the account numbers of your accounts in Xero. We recommend you use five digit account numbers in Xero for all accounts related to RetailManager and the regular three-digit account number for all other accounts. That way your RetailManager accounts can be easily identified in your Xero chart of accounts. You may like to just add '00' to the end of the appropriate Xero codes to make five digits. Alternatively you may choose to use the same chart of accounts as you had used previously in AccountRight. That is what we have done in this example.

It is very important that you are careful not to make changes to these account numbers or make postings to them in Xero that may lead to the RetailManager and Xero account values being out of balance. For example do not post directly to the Inventory account in Xero. If you do your inventory balance in RetailManager will not match your balance in Xero. If you need to adjust inventory it should be done in RetailManager and exported. The Xero account for inventory should be of type "Current Asset" and NOT of type "Inventory" as Xero does not allow posting to accounts of this type.

The bank account in this screen is only used for payment types not grouped in the next (Banking Export) screen. This should usually be a clearing account and not a Xero bank account per se. There are more details on this on the next screen. As you cannot post directly to a bank account in Xero make sure this is NOT of type bank. "Current asset" is the recommended type of this account.

Likewise the Xero Accounts Receivable account cannot be posted to as Xero insists on keeping this account balanced. We recommend you create a separate account called "RetailManager Debtors" of type "Current Asset".

When you are happy with your settings click **Apply** and choose the **Banking Export** tab.



You should have clearing accounts setup in Xero for each of the groupings of payment types that get deposited together as a group into your bank account. Most businesses would have the follow:

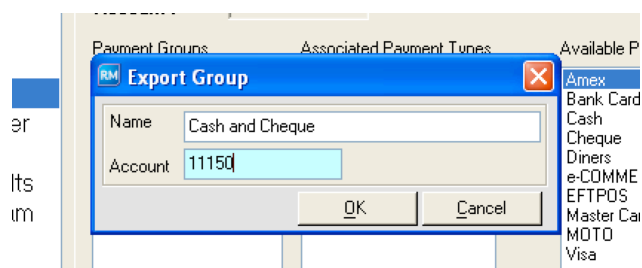
Cash and Cheques	Deposited manually over the counter at a branch on a regular or perhaps ad hoc basis.
EFTPOS Visa and Mastercard	Deposited automatically overnight via the EFTPOS unit that is settled at the end of the day.
American Express if accepted	Deposited automatically overnight as a separate amount but less a merchant fee.

In this example you will need three clearing accounts in Xero:

- Undeposited Cash and Cheques
- Undeposited EFTPOS Visa Mastercard
- Undeposited American Express

As you cannot post directly to a bank account in Xero make sure these accounts are NOT of type bank. "Current asset" is the recommend type of these accounts.

To create the payment grouping in RetailManager click the **Create** button:



Enter a name for the group and the account in Xero where you want this group of payments to go and click **OK**. Select the payment types you want to group in the right columns and click the arrow to move them into the middle column:

RM Options

Export | Chart of Accounts | Banking Export

Export Group: Cash and Cheque

Account : 11150

Payment Groups	Associated Payment Types	Available Payment Types
Cash and Cheque	Cash Cheque	Amex Bank Card Diners e-COMMERCE EFTPOS Master Card MOTO Visa

Create Delete

OK Cancel Apply

Repeat for the other payment groups.

RM Options

Export | Chart of Accounts | Banking Export

Export Group: EFTPOS Visa MC

Account : 11160

Payment Groups	Associated Payment Types	Available Payment Types
Cash and Cheque EFTPOS Visa MC Amex	Bank Card e-COMMERCE EFTPOS Master Card MOTO Visa	Diners

Create Delete

OK Cancel Apply

When you see a transaction on your bank feed you should create a transaction for a receive money from the associated clearing account. You can setup rules in Xero to automate this.

You should check these clearing accounts from time to time to make sure that the money that is coming in from your cash ups is going out to your bank account. These clearing accounts should be zero or just contain one or two amounts that are yet to be deposited.

RetailManager also needs to have linked accounts setup for its tax codes. To do this go to the **Admin** menu and choose **Set Tax Codes**:

Tax Code*	Description*	Tax Type*	Rate*
FRE	GST Free	Goods & Services Tax	0.00%
GNR	GST (Non-Registered)	Goods & Services Tax	0.00%
GST	Goods & Services Tax	Goods & Services Tax	10.00%
N-T	No Tax	Goods & Services Tax	0.00%

New Tax Code - F5 Default Tax Code for Purchases: GST

Print Tax Codes List Default Tax Code for Freight: GST

Default Tax Code for Sales: GST

Select an item from the list to edit, or select 'New Tax Code' to create Close

Double click each tax code and choose an account for GST in Xero.

Tax Code : GST Export Tax Code : GST

Description : Goods & Services Tax

Tax Type : Goods & Services Tax

Rate (%) : 10

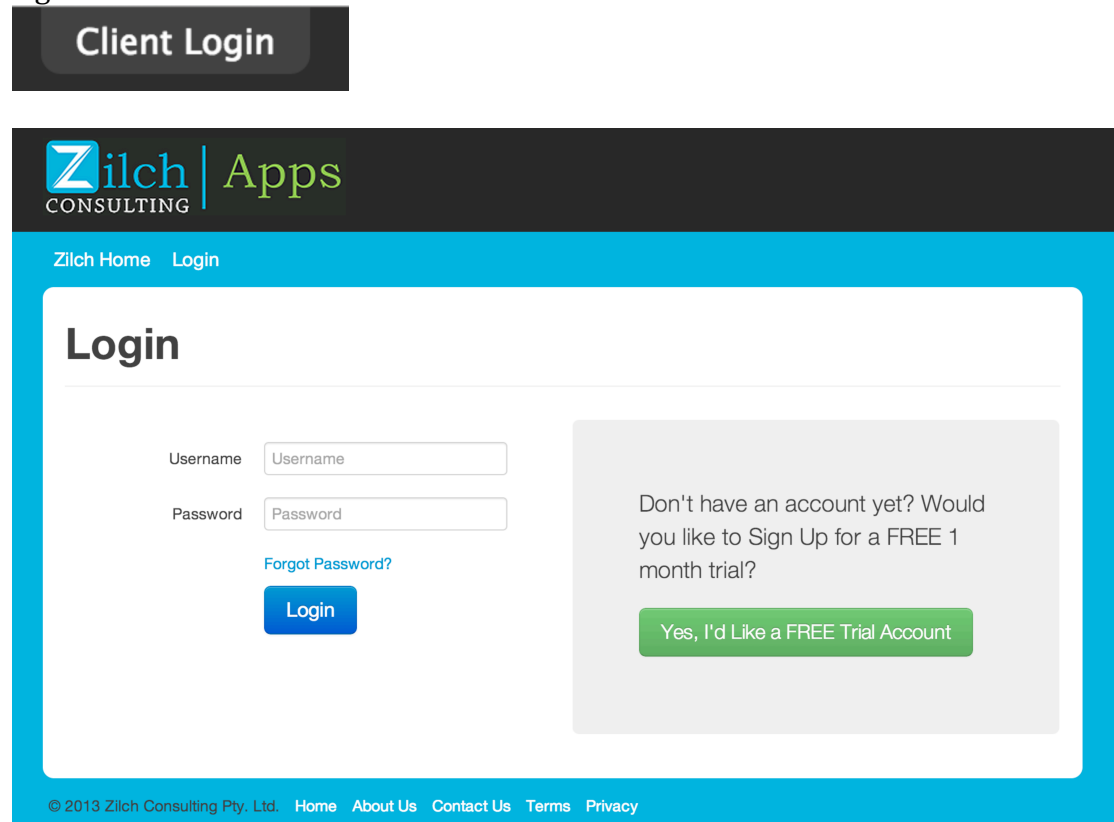
A/C for tax on Sales : 21330

Delete Code Cancel Commit - F10

Please be aware if you have imported your Chart of Accounts from MYOB AccountRight that Xero only has one GST account and not two. Make sure that the account number you enter here exists in Xero.

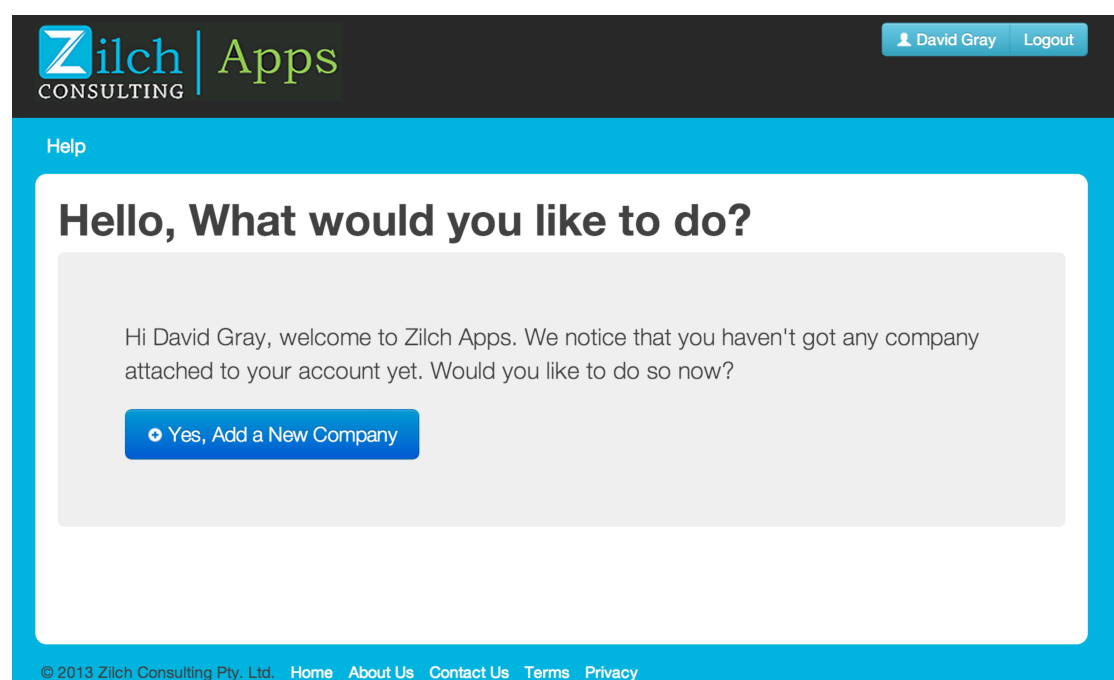
Setup – RM Importer part

Go to www.zilchconsulting.com and click the **Client Login** button at the top right:



The screenshot shows the Zilch Apps Client Login page. At the top, there is a dark header with the Zilch Consulting logo and the word 'Apps' in green. Below the header, a blue navigation bar contains 'Zilch Home' and 'Login'. The main content area is white and titled 'Login'. It features a login form with fields for 'Username' and 'Password', a 'Forgot Password?' link, and a blue 'Login' button. To the right of the form, a gray box contains the text: 'Don't have an account yet? Would you like to Sign Up for a FREE 1 month trial?' and a green button that says 'Yes, I'd Like a FREE Trial Account'. At the bottom, a blue footer bar contains the copyright notice '© 2013 Zilch Consulting Pty. Ltd.' and links for 'Home', 'About Us', 'Contact Us', 'Terms', and 'Privacy'.

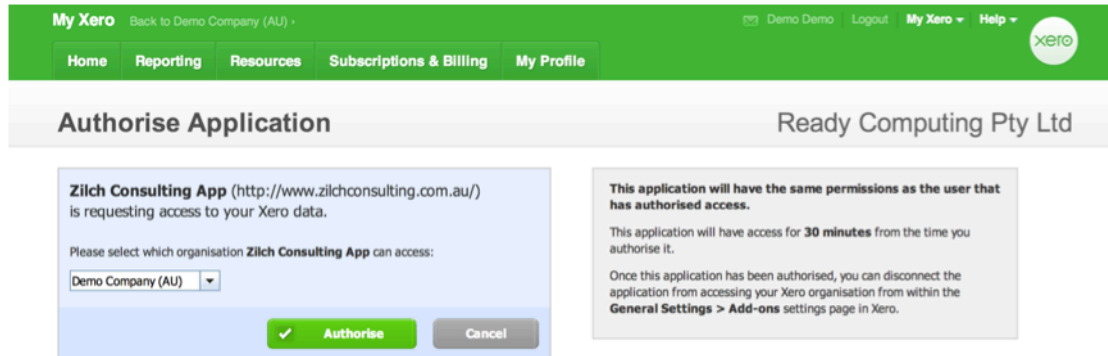
Enter the login details you have been given for your account and click **Login**. If you do not have a login click the green button to set up a trial account and follow the instructions.



The screenshot shows the Zilch Apps user dashboard. At the top, there is a dark header with the Zilch Consulting logo and the word 'Apps' in green. On the right side of the header, a blue button displays the user's name 'David Gray' and a 'Logout' link. Below the header, a blue navigation bar contains the word 'Help'. The main content area is white and titled 'Hello, What would you like to do?'. It features a gray box with the text: 'Hi David Gray, welcome to Zilch Apps. We notice that you haven't got any company attached to your account yet. Would you like to do so now?' and a blue button that says 'Yes, Add a New Company'. At the bottom, a blue footer bar contains the copyright notice '© 2013 Zilch Consulting Pty. Ltd.' and links for 'Home', 'About Us', 'Contact Us', 'Terms', and 'Privacy'.

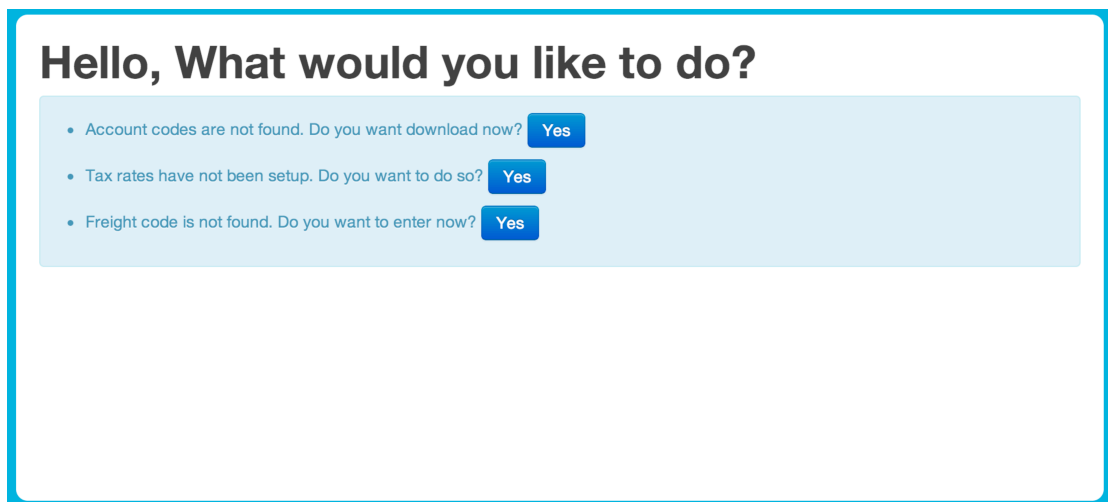
Before you start setting up your account you need to give RM Importer authority to link to your Xero organisation. To do this click the **Yes, Add a New Company** button.

If you are not logged in to Xero, you will be asked to log in. You will then see:

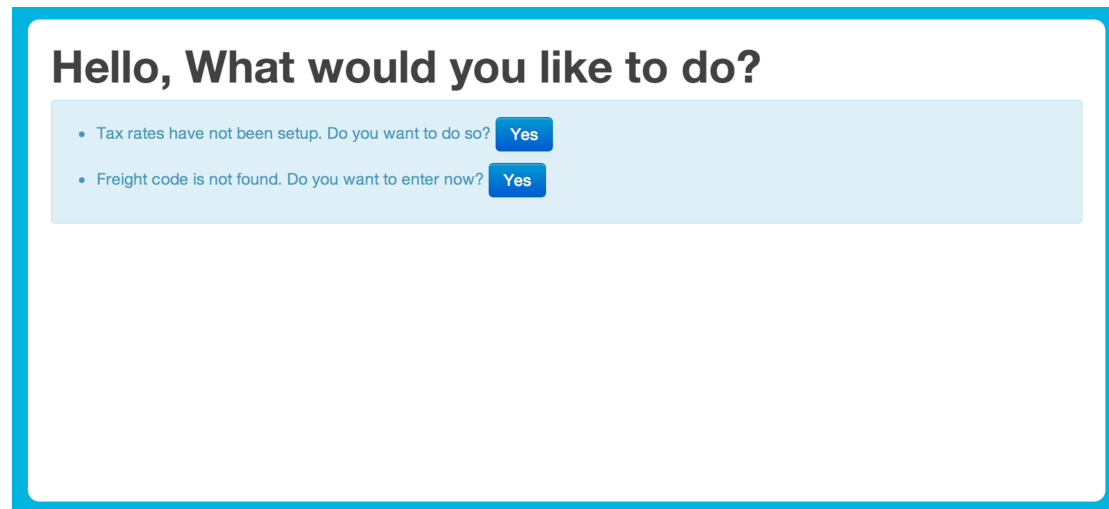


Choose your company file and click **Authorise**. This link will be maintained as long as you use RM Importer at least once every three months. If you wish to revoke the authorisation you can do it inside Xero in the Settings menu in the Add-ons section.

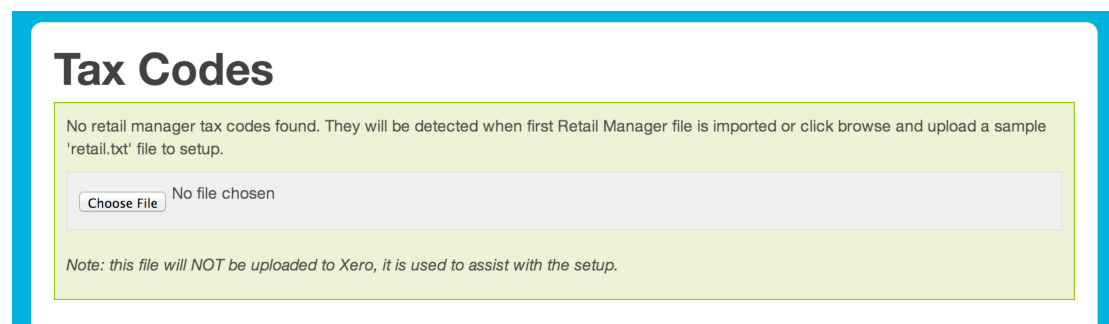
On the first run you will see three setup questions on your screen:



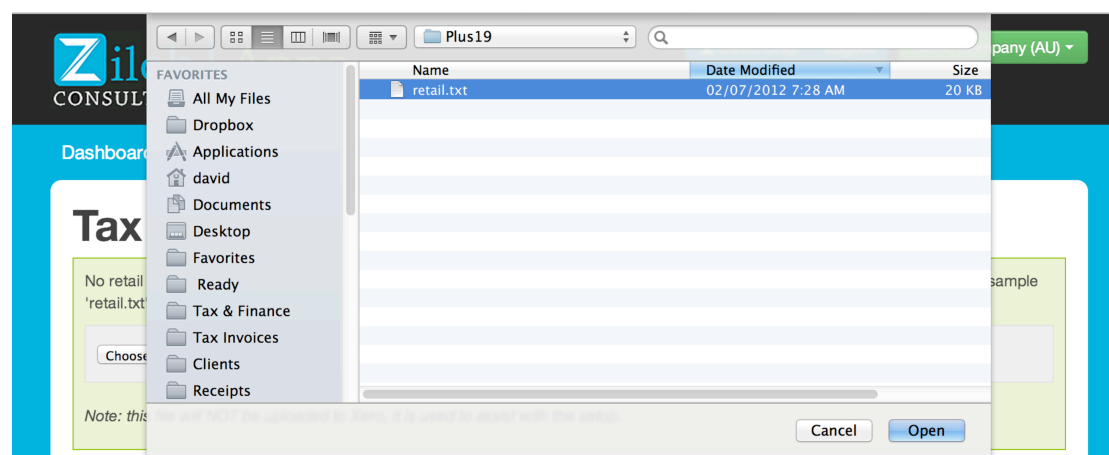
Click the first **Yes** to download your Xero account codes into RM-Importer.



Click **Yes** to the Tax rate question to setup the RM Importer tax code mapping.



Choose a retail.txt file from your RetailManager accounting export. This step just has a look at the tax codes you are using. It does NOT import anything.



Find one of your retail.txt files and click **Open**.

Tax Codes

No retail manager tax codes found. They will be detected when first Retail Manager file is imported or click browse and upload a sample 'retail.txt' file to setup.

Name
retail

[Scan for Tax Codes](#)

Note: this file will NOT be uploaded to Xero, it is used to assist with the setup.

Click **Scan for Tax Codes**.

The codes you use in RetailManager will then be displayed:

Tax Codes

[Refresh](#)

Retail Manager Tax Code	Xero Tax Code For Purchases	Xero Tax Code For Sales
FRE	GST Free Expenses	GST Free Income
GNR	GST Free Expenses	GST Free Income
GST	GST on Expenses	GST on Income
INT	BAS Excluded	BAS Excluded
N-T	BAS Excluded	BAS Excluded

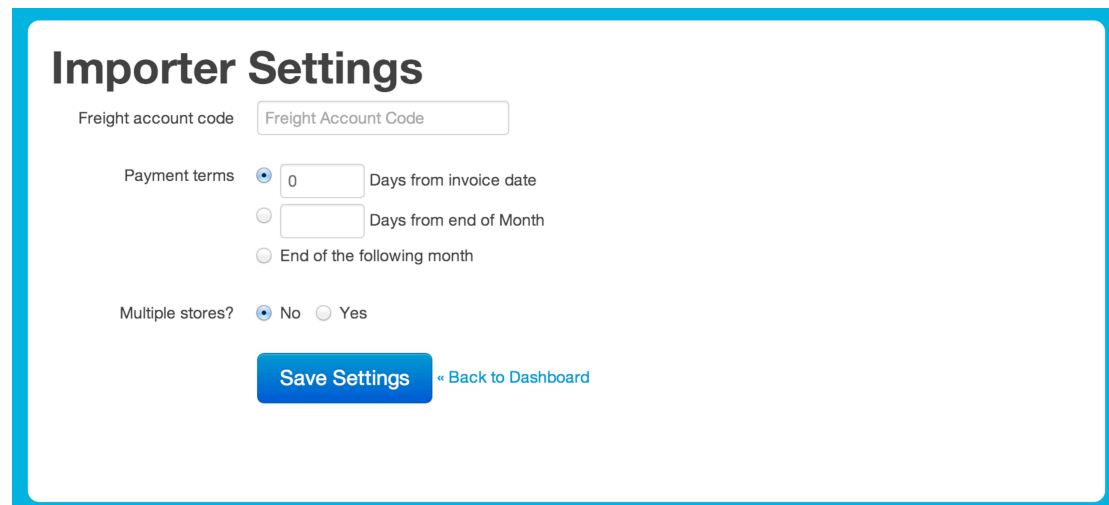
[Save](#) [« Back to Dashboard](#)

Map them to the correct Xero tax codes. If you later create new tax codes in Xero you can come back to this screen and click the refresh button at the top to load in the new options. When you are happy with the settings click **Save**. Then click **Back to Dashboard**.

Hello, What would you like to do?

- Freight code is not found. Do you want to enter now? [Yes](#)

Click **Yes** to the freight code question.



Importer Settings

Freight account code

Payment terms ☒ 0 Days from invoice date
☐ Days from end of Month
☐ End of the following month

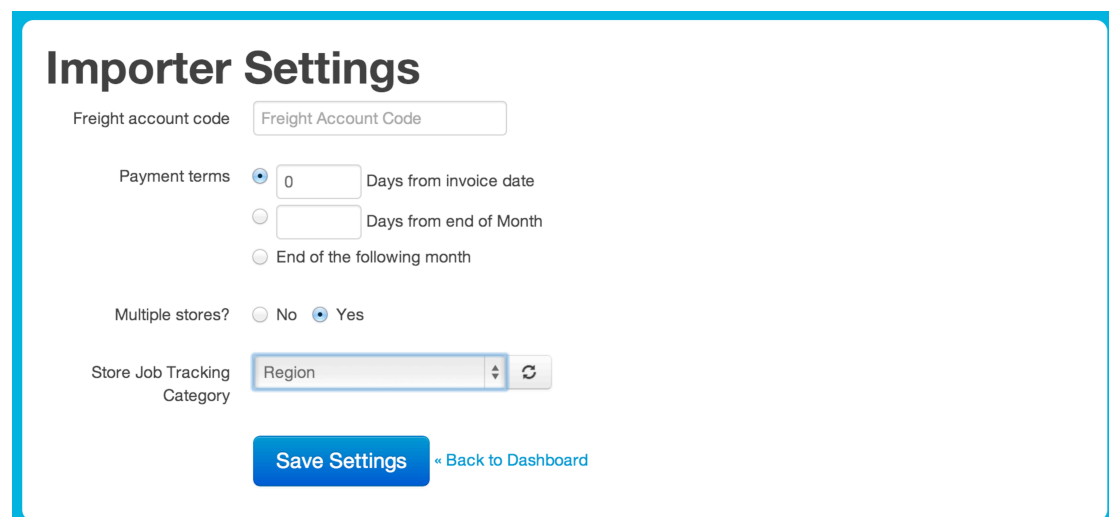
Multiple stores? ☒ No ☐ Yes

[Save Settings](#) [« Back to Dashboard](#)

This is where you enter the freight code to be used on purchases and some other miscellaneous settings.

Fill in the freight account you use for the freight component of your Goods Received and a default terms for paying your invoices. As RetailManager does not provide a due date for your purchases you can use this option to set an appropriate default. If necessary make a change to invoices that have other terms before approving them in Xero.

If you have multiple stores, for an extra fee, you can have data from multiple RetailManager stores imported into the same Xero company and use tracking categories to report on each one. If this is the case, click **Yes**.



Importer Settings

Freight account code

Payment terms ☒ 0 Days from invoice date
☐ Days from end of Month
☐ End of the following month

Multiple stores? ☐ No ☒ Yes

Store Job Tracking Category

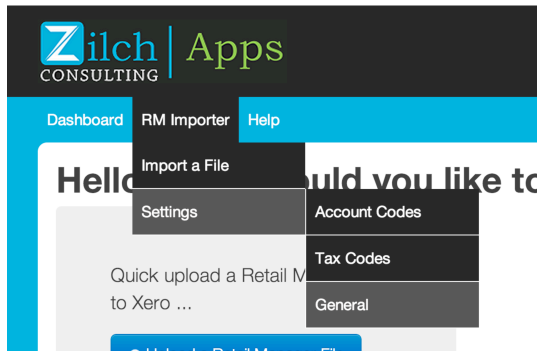
[Save Settings](#) [« Back to Dashboard](#)

If you have tracking categories in Xero you will either have one or two tracking categories. You need to choose the one that is to be used to track your various stores. In Xero you need to make sure that you have all the category options set in this tracking category for all the job codes you have assigned to the stores in RetailManager.

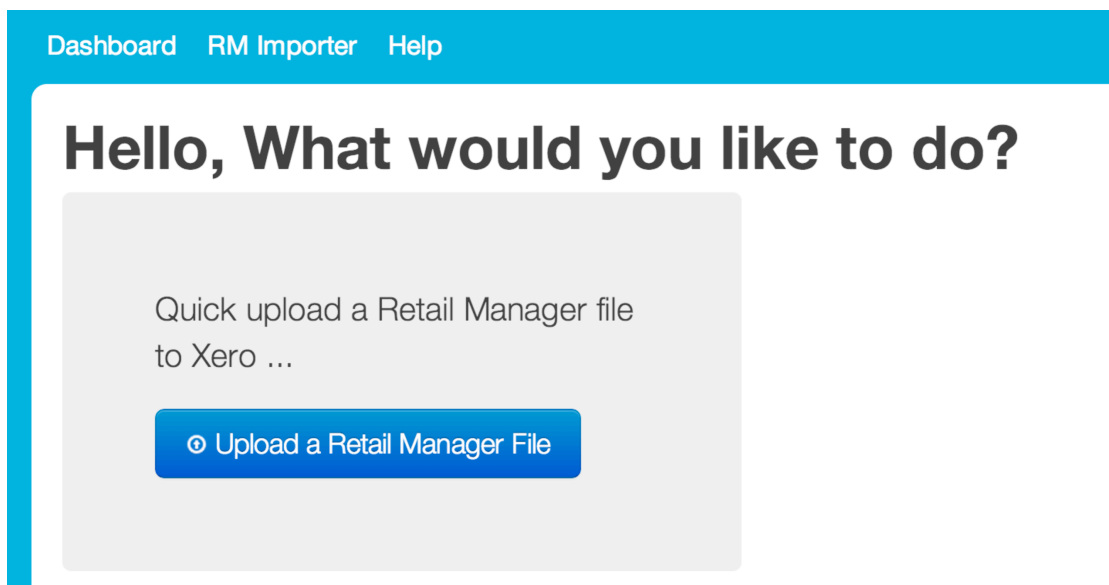
If you change the tracking categories in Xero you can refresh the list with the refresh button to the right of the drop down.

When you have finished, click **Save**. Then click **Back to Dashboard**.

If you need to change these options you can get back to them from the menu:



Your setup is now complete and you are ready to import.



A video demonstration and user instructions for importing are on the Zilch Consulting website at: <http://zilchconsulting.com/> under the **Help** menu.

It is recommended that, at least initially, you keep a copy of the retail.txt files you import. Perhaps rename them with the date. That way if you have any issues you can send the file to us and we can troubleshoot it for you.

If you require extra assistance our contact details are also on our web site: <http://zilchconsulting.com/>