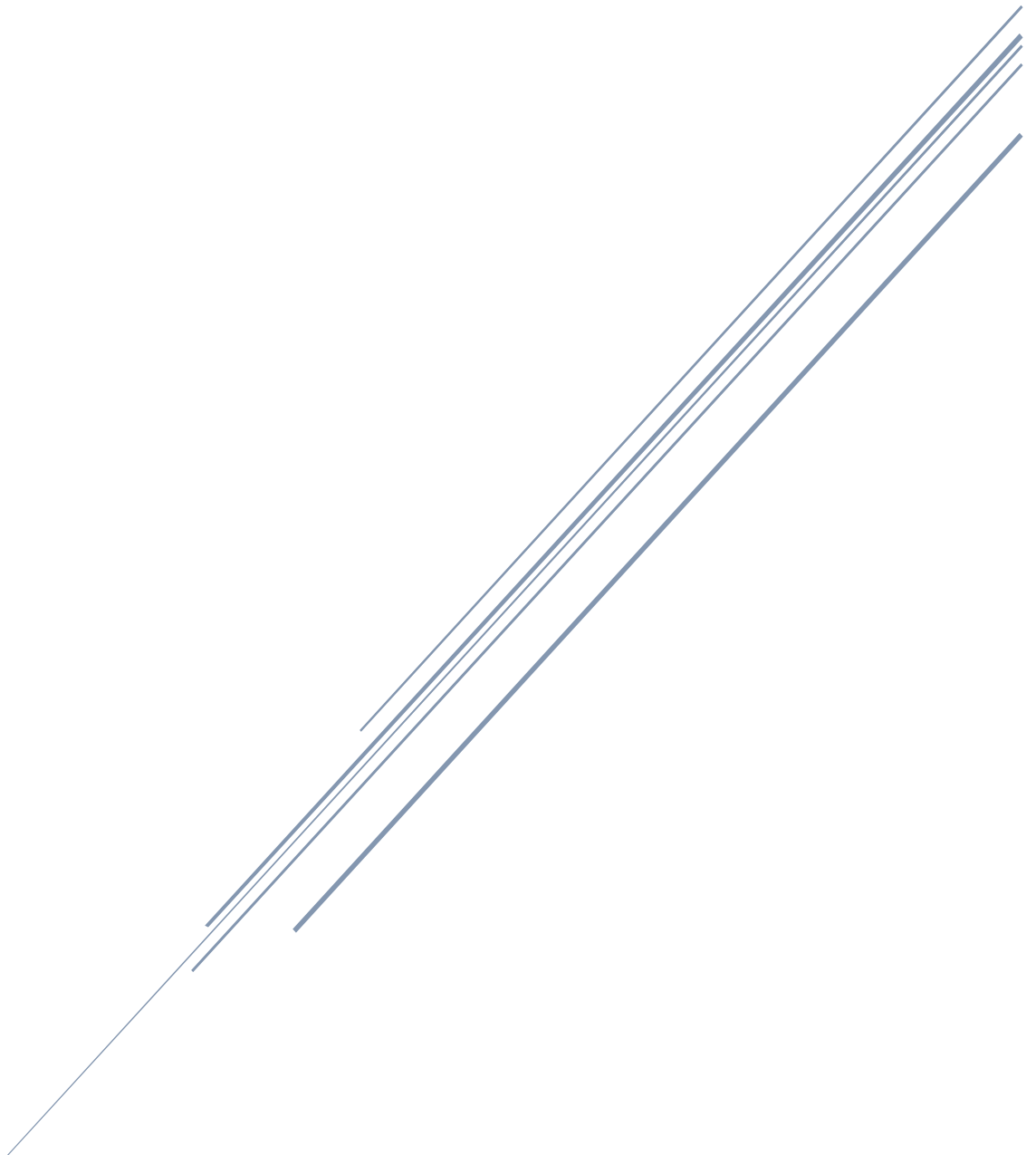


Account Sync Module 2016



Dolphin Worxs Pty Ltd
MYOB v19, MYOB AccountRight Live , Xero

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Disclaimer

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The manufacturer will provide corrective measures, which are limited, at manufacturer's option, to modification of the Software, or recommendation of a viable alternative application that will enable the user to work around any perceived failure in the software.

In no event shall manufacturer be liable for lost profits or any incidental or consequential damage caused by any perceived or real failure, regardless of whether manufacturer is advised of the possibility of damage.

Logging In

Click on the Account Sync shortcut on your desktop:



The login screen is almost identical to the Dolphin Login Screen, and you will use your Dolphin Login and password to access the Account Sync app.



The screenshot shows a window titled "Dolphin IV Sync" with a close button in the top right corner. On the left side of the window is the Dolphinworxs logo, which features a blue dolphin leaping over a stylized wave, with the text "dolphinworxs®" below it. On the right side, there is a login form with the following elements: a "UserName" field containing the text "John", a "Password" field with a small eye icon to its right, a button labeled "I've read and agree to the terms and conditions", a button labeled "I don't agree to the terms and conditions", a button labeled "Read the terms and conditions", and a button labeled "Preferences".

LOGIN FOR XERO SYNC

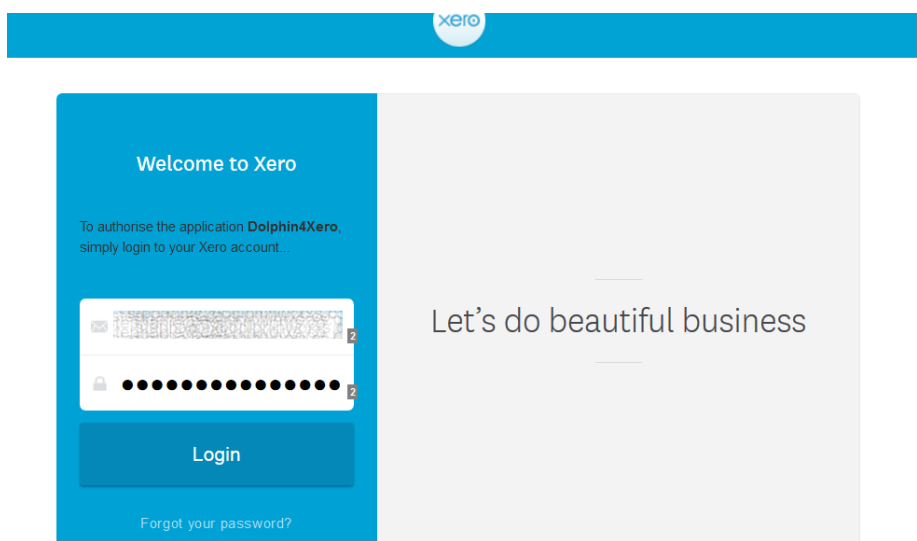
This section is for Xero only, for MYOB 19 and MYOB Account Right, you only need to login as per the above screenshot.

If you are set up to sync to Xero, you will be prompted automatically to login and authorise the Dolphin Account Sync from your Xero Account.

The steps are as follows

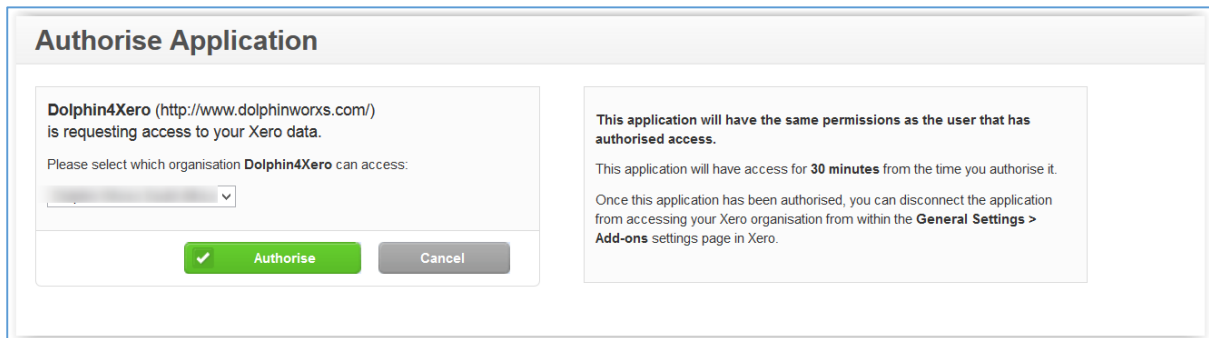
A login screen will open in your default browser on the Xero Website :

Login with your Xero credentials

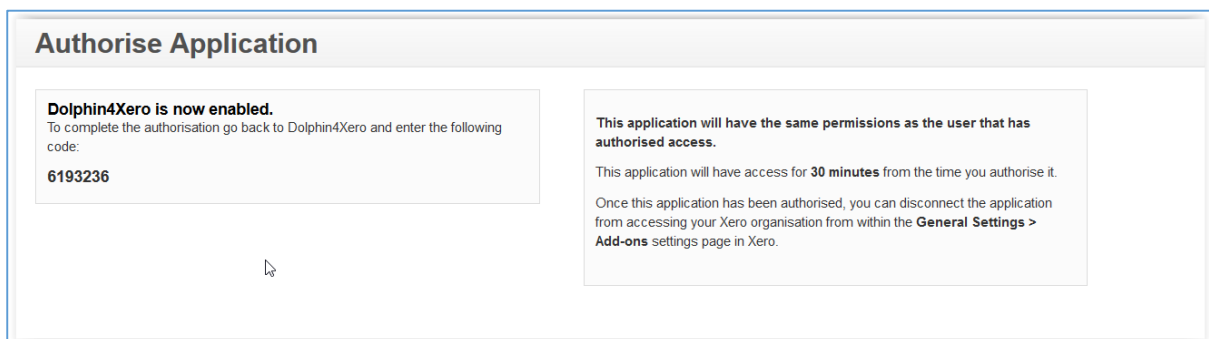


The screenshot shows the Xero login interface. At the top, there is a blue header bar with the "xero" logo. Below the header, the page is split into two main sections. The left section has a blue background and contains the text "Welcome to Xero" at the top. Below this, it says "To authorise the application Dolphin4Xero, simply login to your Xero account...". There is a white login form with a "username" field containing "johndoe@xero.com", a "password" field with a lock icon and a "Show/Hide" eye icon, and a blue "Login" button. At the bottom of this section, there is a link that says "Forgot your password?". The right section has a light grey background and contains the text "Let's do beautiful business" in a large, centered font.

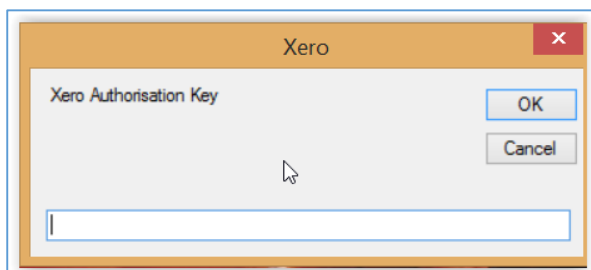
Confirm (or change your selection) for the company file in Xero that you wish to Sync with, and then click on the Authorise Button :



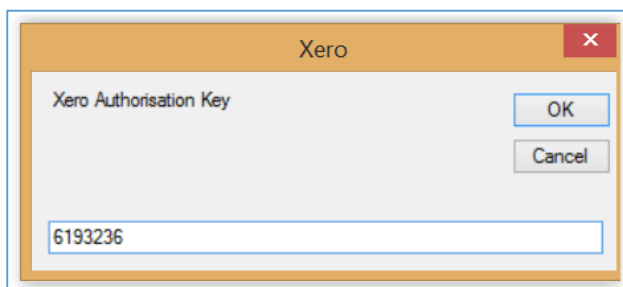
You will be given a code , copy this code or write it down



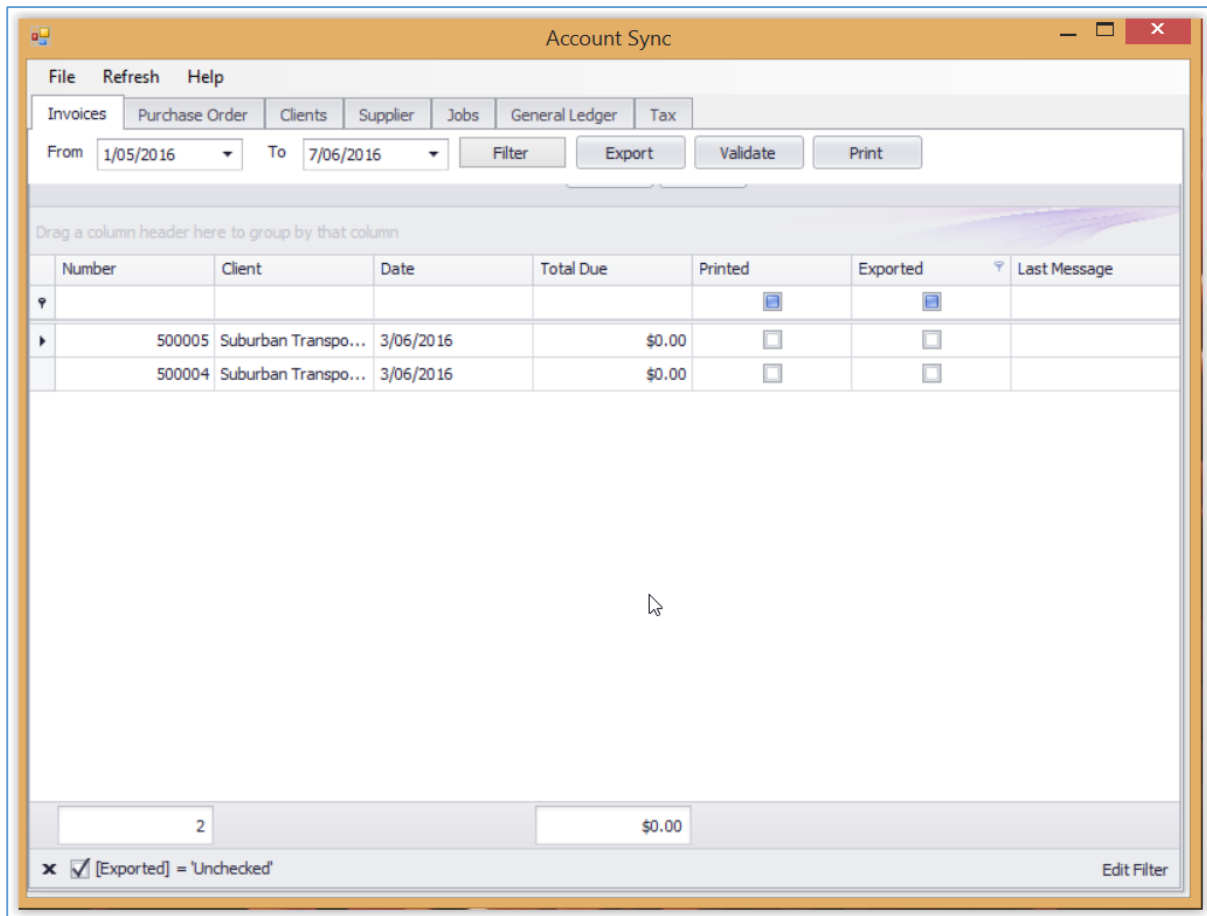
Go back to the Dolphin Login screen which will now look like this :



Enter the code, or paste it in (taking care to make sure that you haven't accidentally copied in extra spaces at the start or end of the number). Click on OK



The screen will close , and after a couple of seconds (while Xero validates the code and allows us access) the Account Sync program will open



You will have 30 minutes access to sync into your Xero account, after which you will need to re-authorise and obtain new code should you wish to continue working and syncing between Dolphin and Xero.

The 30 minute time limit is imposed by Xero for their public API.

Tabs

There are 7 tabs

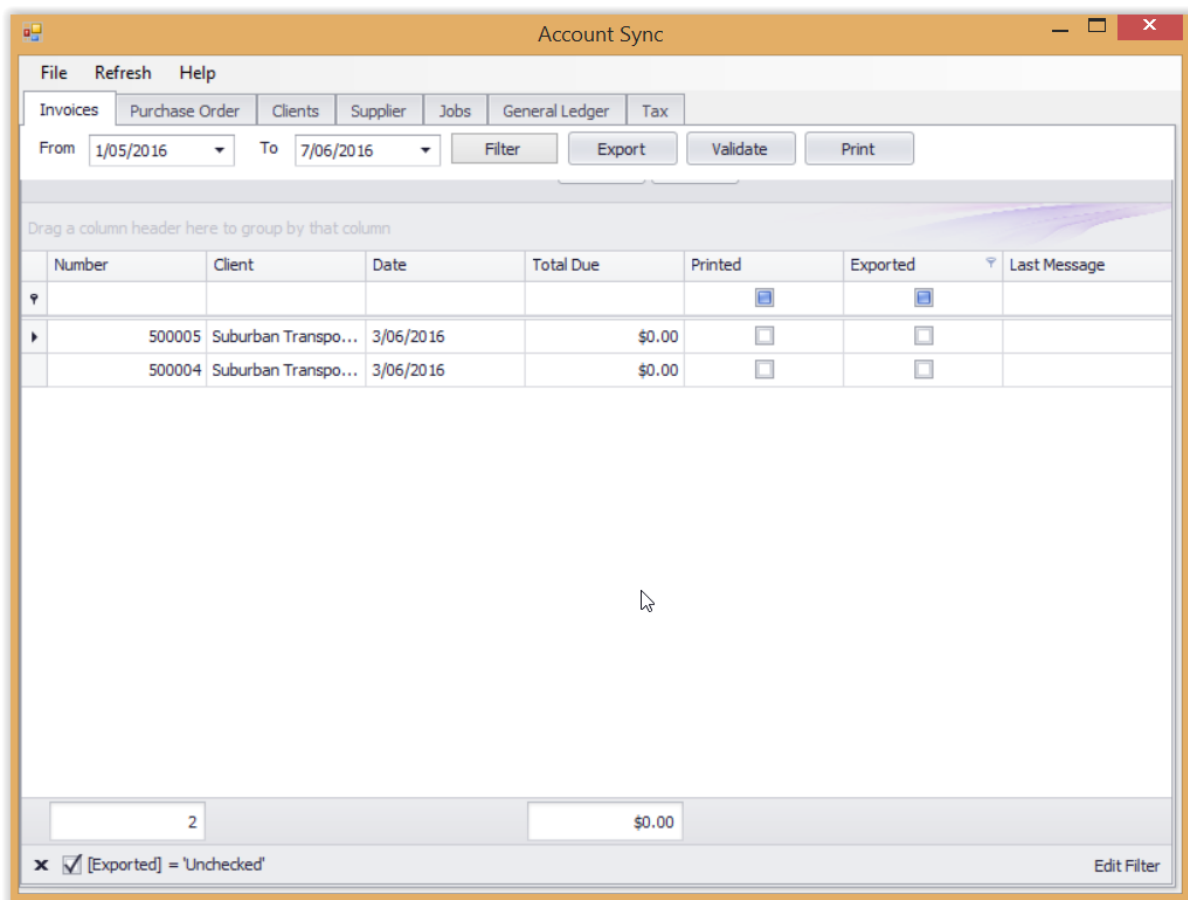
Invoices, Purchase Orders, Jobs, Clients, Suppliers, General Ledger, Tax

INVOICES

The Invoices tab will show you all invoices from Dolphin

The default filter when you open the app is for the current calendar Month
(First of the month to the 31st)

All Invoices that are not yet exported (see screenshot below)

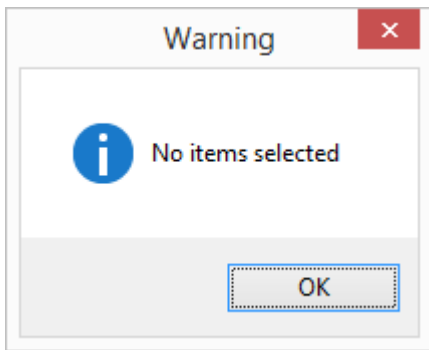


If you change the date range, you will need to click the **Filter** button so that the app can fetch the invoices for you to view on the screen.

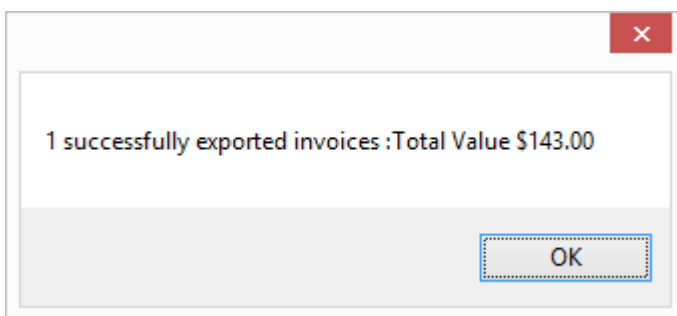
Select the invoice that you want to export, to select Multiple invoices , hold down the shift or CTRL keys and click the Invoices that you wish to export.

Click on the **Export** Button.

If nothing is selected you will see an error (No Items Selected)



When the export is done , you will see a small confirmation screen which shows the number of Invoices and the total value exported into MYOB

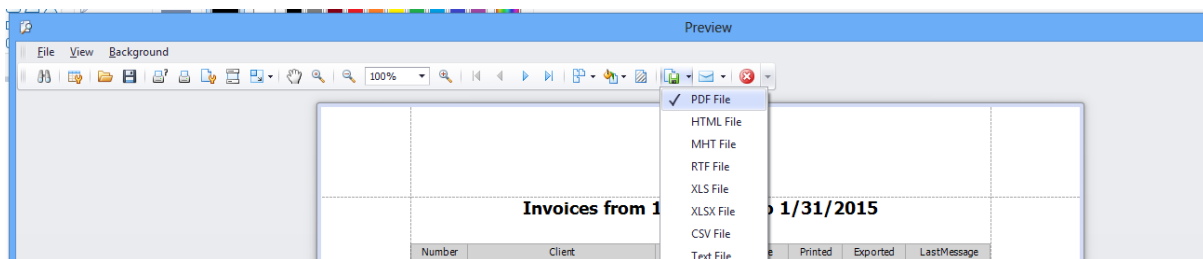


If any items failed to export a similar popup will show a summary of this and, the invoices will remain on the screen with the Last Message column will show the error message with the reason why the Invoice could not be exported.

The **Validate** Button can be used to check if the Account (Client) or the GL Account for the invoice are valid and exist in MYOB. The Last Message column will display a Valid or Invalid message as applicable for the Invoice.

The **Print** Button will open a preview screen showing all Invoices exported for the date range selected.

You can print this to hardcopy directly from the screen, or save to one of 8 different available formats.

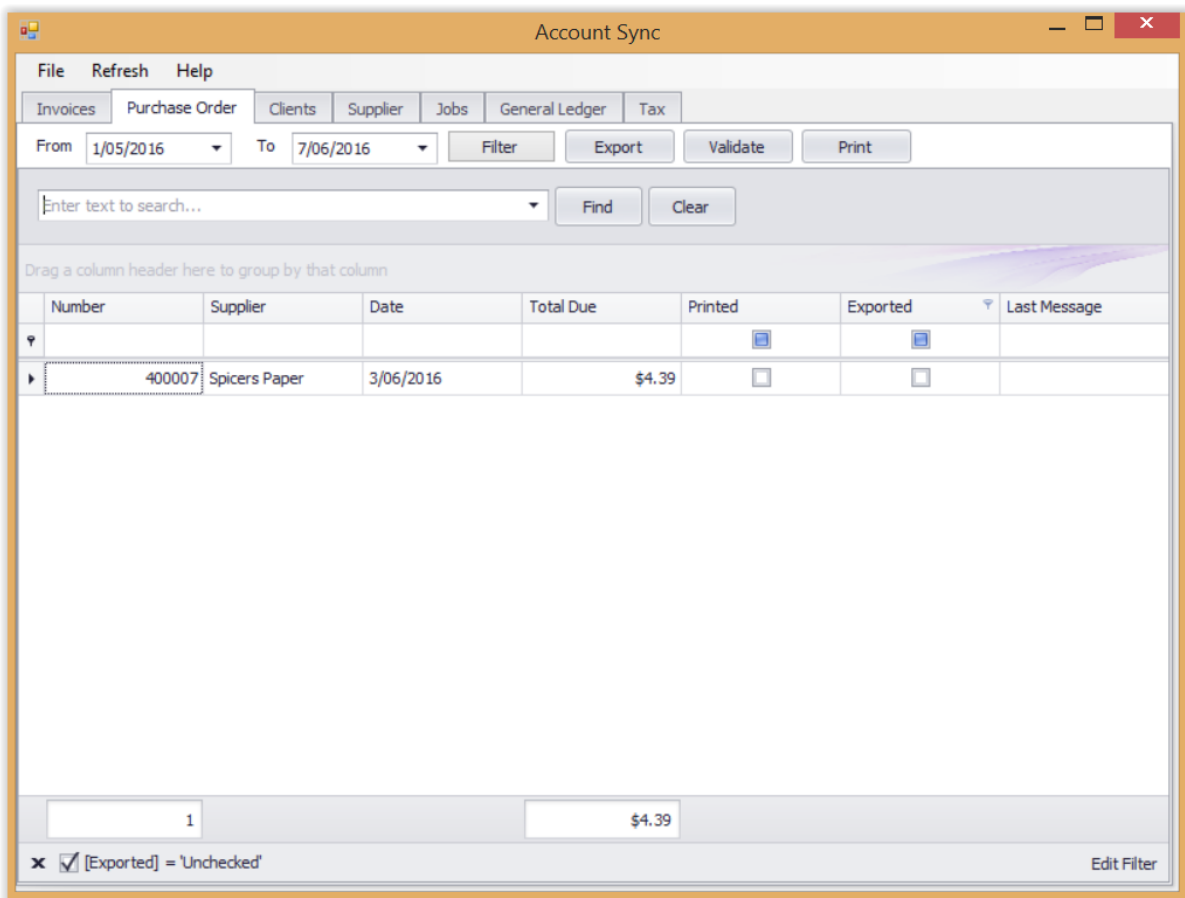


PURCHASE ORDERS

The Purchase Orders (PO's) tab will show you all purchases from Dolphin

The default filter when you open the app is for the current calendar Month (First of the month to the 31st)

All PO's that are not yet exported (see screenshot below)

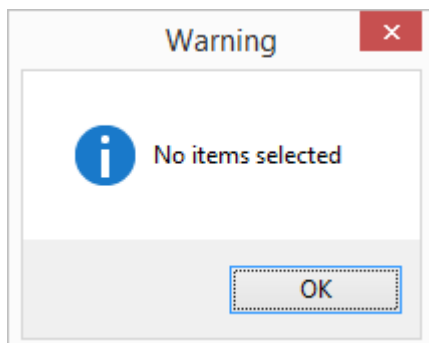


If you change the date range, you will need to click the **Filter** button so that the app can fetch the purchases for you to view on the screen.

Select the purchase order that you want to export, to select multiple purchases, hold down the shift or CTRL keys and click the records that you wish to export.

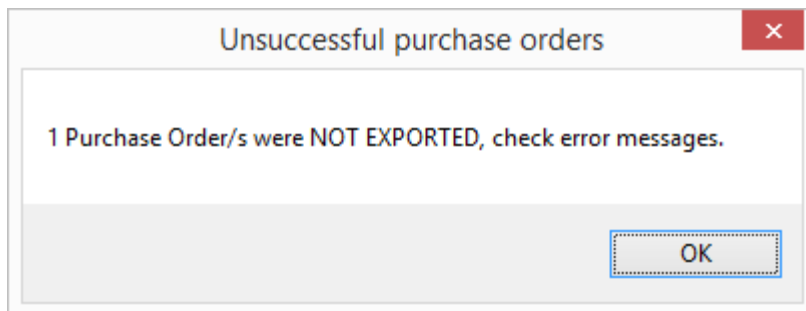
Click on the **Export** Button.

If nothing is selected you will see an error (No Items Selected)



When the export is done, you will see a small confirmation screen which shows the number of documents and the total value exported into MYOB

If any items failed to export, a similar popup screen will confirm the details and the documents will remain on the screen and the Last Message column will show the error message with the reason why the purchase order could not be exported.



The **Validate** Button can be used to check if the Account (Client) or the GL Account for the invoice are valid and exist in MYOB. The Last Message column will display a Valid or Invalid message as applicable for the Invoice.

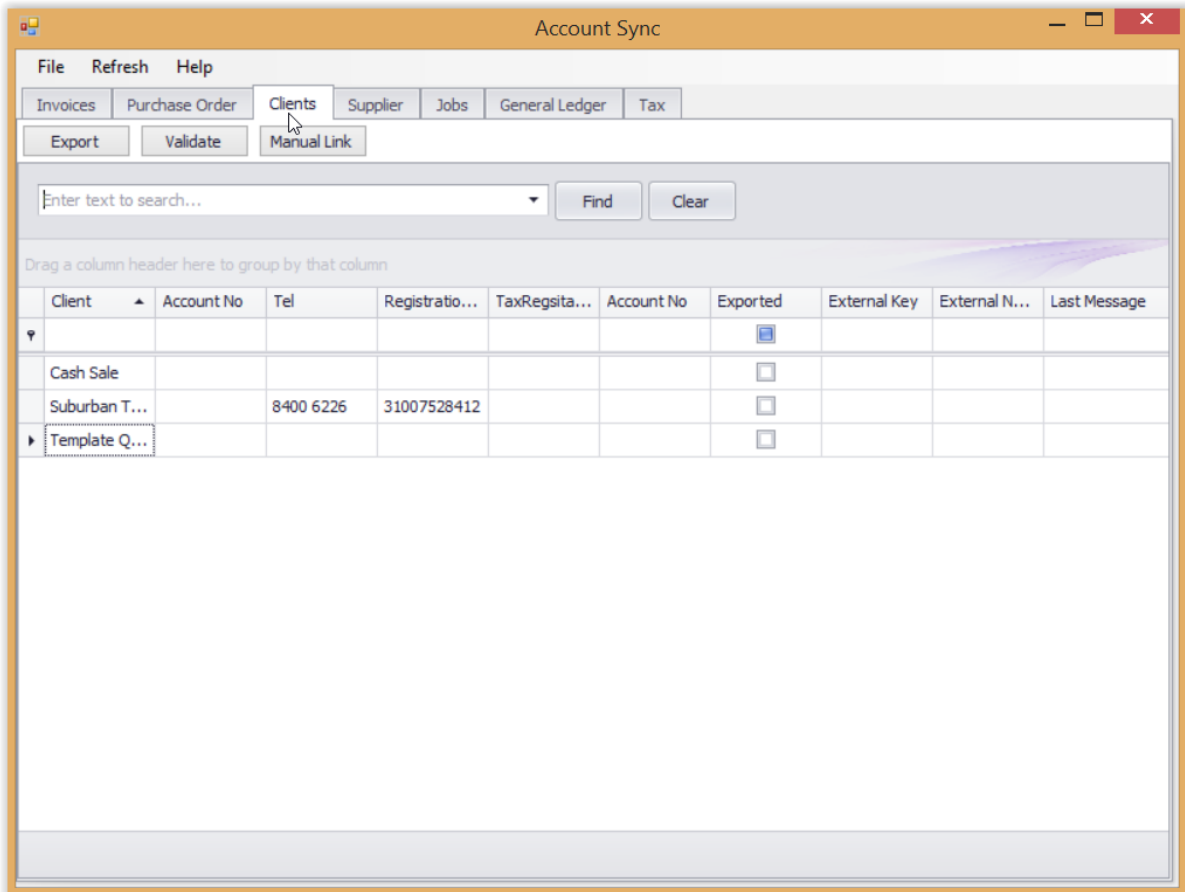
The **Print** Button will open a preview screen showing all Purchase Orders exported for the date range selected.

You can print this to hardcopy directly from the screen, or save to one of 8 different available formats in the same way as the Invoices Report.

CLIENTS

The clients tab shows all clients in Dolphin with some key information such as their Account number, Telephone number and Exported status.

You can use the Search box to find a specific client.



Select the Client that you want to export, to select multiple client records, hold down the shift or CTRL keys and click the records that you wish to export.

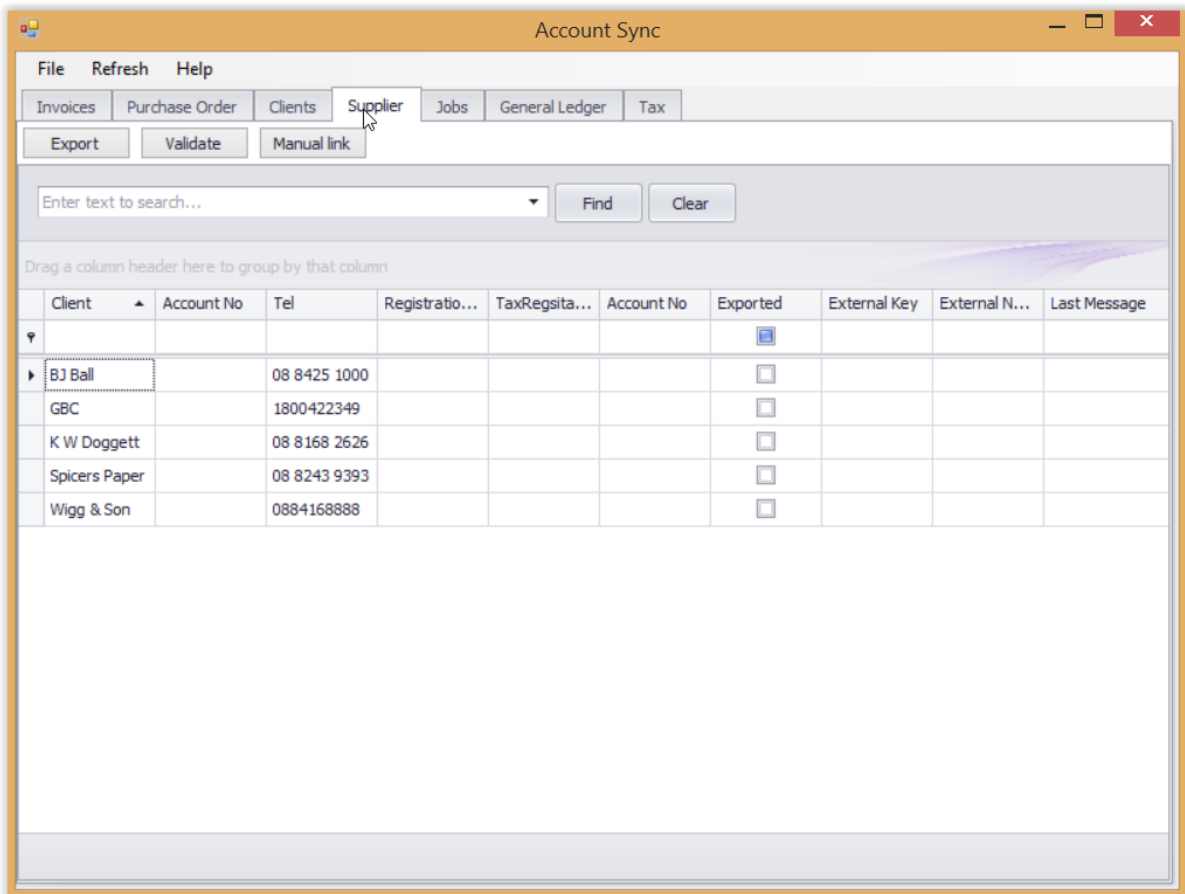
Click on the **Export** Button.

If the client failed to export, the reason (error message) will be displayed in the Last Message Column.

SUPPLIERS

The suppliers tab shows all suppliers in Dolphin with some key information such as their Account number, Telephone number and Exported status.

You can use the Search box to find a specific supplier.



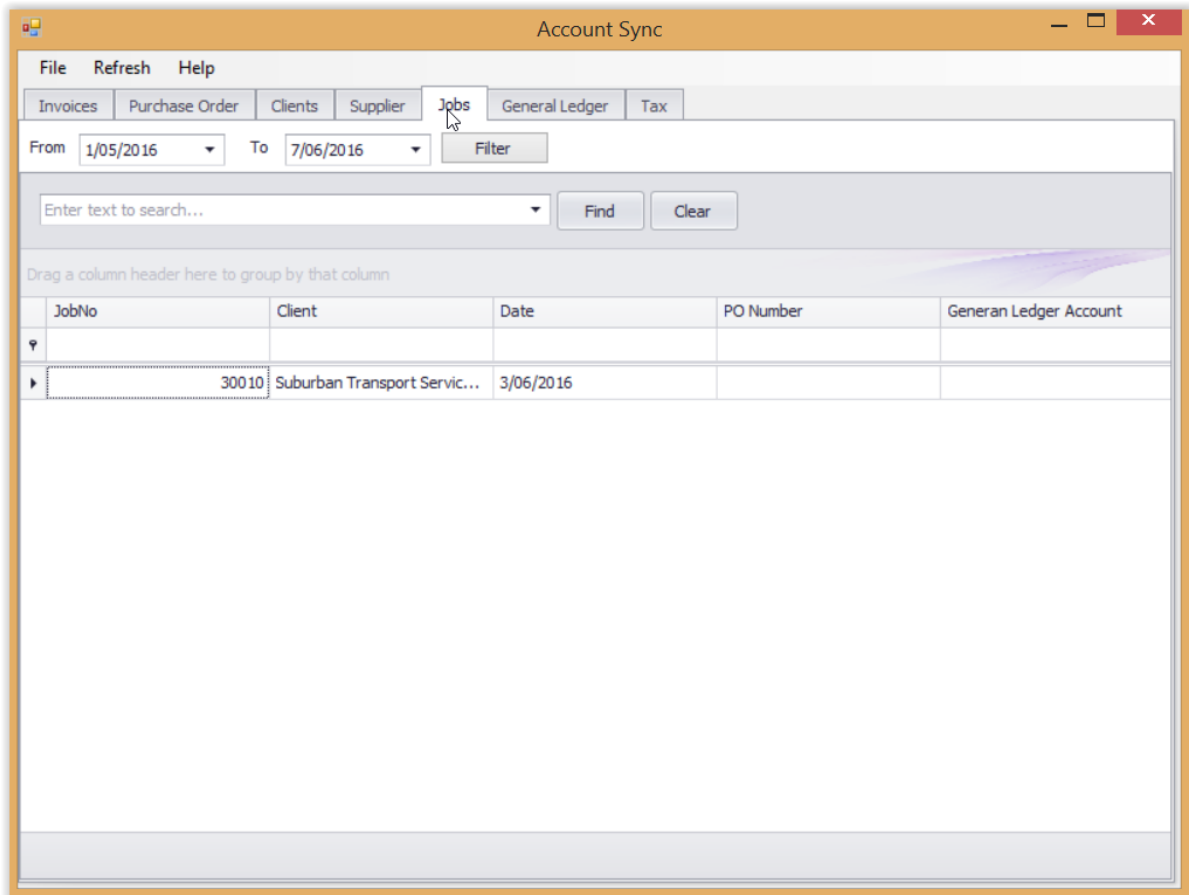
Select the supplier that you want to export, to select multiple supplier records, hold down the SHIFT or CTRL keys and click the records that you wish to export.

Click on the **Export** Button.

If the client failed to export, the reason (error message) will be displayed in the Last Message Column.

JOBS

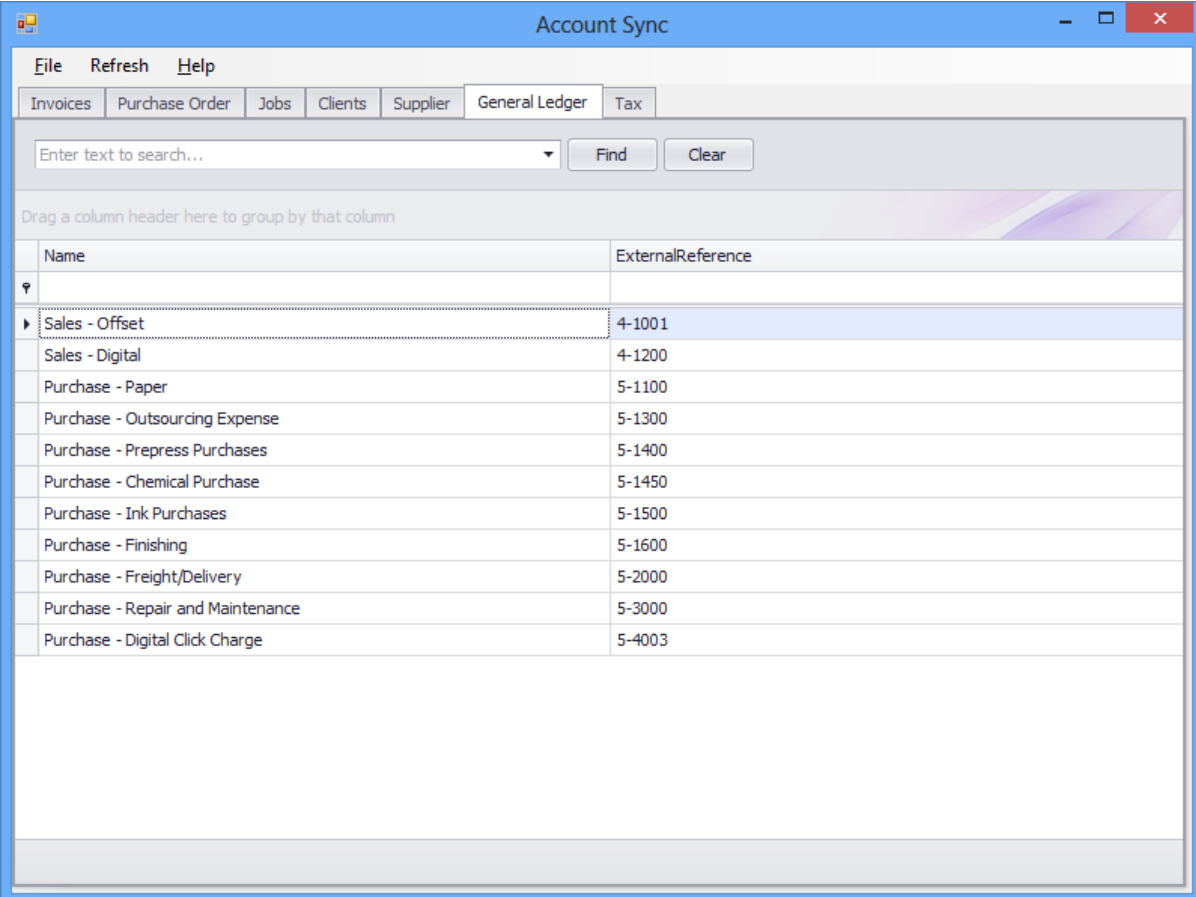
The Jobs tab is for reference, you are not able to export or work with the Job details in this App.



JobNo	Client	Date	PO Number	Generan Ledger Account
30010	Suburban Transport Servic...	3/06/2016		

GENERAL LEDGER

The General Ledger Tab is for reference only, and shows the GL accounts as they appear in Dolphin.



Name	ExternalReference
Sales - Offset	4-1001
Sales - Digital	4-1200
Purchase - Paper	5-1100
Purchase - Outsourcing Expense	5-1300
Purchase - Prepress Purchases	5-1400
Purchase - Chemical Purchase	5-1450
Purchase - Ink Purchases	5-1500
Purchase - Finishing	5-1600
Purchase - Freight/Delivery	5-2000
Purchase - Repair and Maintenance	5-3000
Purchase - Digital Click Charge	5-4003

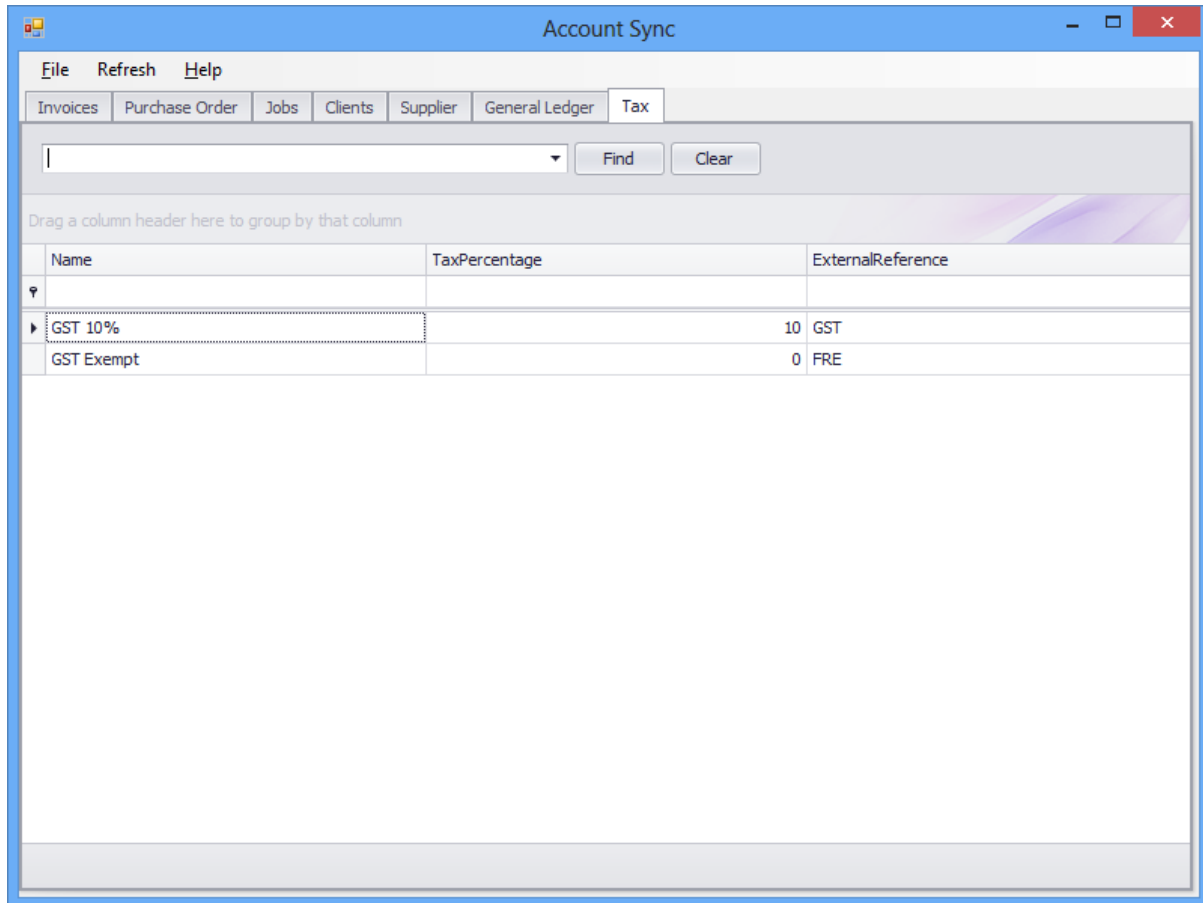
The External Reference is the Account code from MYOB (as captured and saved in Dolphin).

Any changes to these GL Accounts must be made in the GL Accounts Screen of Dolphin and setup into your Quotes and Jobs through the modules applicable in the Dolphin Interfaces.

TAX

The Tax tab shows the taxes as setup in Dolphin.

This is for reference only, and any changes to these codes must be made by an Administrator/ Super User in Dolphin.



The screenshot shows a software window titled "Account Sync" with a menu bar containing "File", "Refresh", and "Help". Below the menu bar is a navigation bar with tabs for "Invoices", "Purchase Order", "Jobs", "Clients", "Supplier", "General Ledger", and "Tax". The "Tax" tab is active. Below the navigation bar is a search area with a text input field, a "Find" button, and a "Clear" button. Below the search area is a message: "Drag a column header here to group by that column". Below this message is a table with the following data:

Name	TaxPercentage	ExternalReference
GST 10%	10	GST
GST Exempt	0	FRE

Export Details

MYOB V19

Mapped Fields

Client / Suppliers

The Account sync will create a new client/supplier in MYOB for you with the following details

Dolphin Field	MYOB Field	Notes
Company Name	CoLastName	
Postal	Address1	
Telephone	Address1Phone1	
Fax	Address1Fax	
Email	Address1Email	
Physical	Address2	
ABN	ABN	

Invoice Fields

Dolphin Field	MYOB Field	Notes
Client Postal	Address	If no Client postal address exists, then we use the Physical Address in Dolphin
Invoice Number	Invoice Number	
Invoice Date	Sale Date	
Client PO Number	Customers number	
<i>Quantity x Invoice Detail Description</i>	Description	Example in Dolphin the quantity = 500 and the description is "Business cards" then in MYOB the description will read "500 x Business cards"
<i>Quantity x Invoice Detail Description</i>	Memo	This description is repeated in the Memo field in MYOB
Total	Ex Tax Amount	
Due Line Amount	Inc Tax Amount	
Tax Amount	GST Amount	
Rep First Name	Sales person First name	
Rep Last Name	Sales Person Last Name	
Contact Name	Name on Card	
Job Number	Comment	
Item GI Account	Account Number	
Job Number	Job	

Purchase Order Fields

Dolphin Field	MYOB Field	Notes
Supplier Postal	Address	If no supplier postal address exists , then we use the supplier Physical Address in Dolphin
Purchase Order Number	Purchase Number	
Purchase Order Date	Purchase Date	
<i>Quantity x Purchase order detail description</i>	Description	Example in Dolphin the quantity = 500 and the description is "Business cards" then in MYOB the description will read "500 x Business cards"
<i>Quantity x Purchase order detail description</i>	Memo	This description is repeated in the Memo field in MYOB
Total	Ex Tax Amount	
Due Line Amount	Inc Tax Amount	
Tax Amount	GST Amount	
Contact Name	Name on Card	
Item GI Account	Account Number	

MYOB ACCOUNTRIGHT LIVE (CLOUD MYOB)

Mapped Fields

Client / Suppliers

The Account sync will create a new client/supplier in MYOB cloud for you with the following details

Dolphin Field	MYOB Field	Notes
Company Name	Company Name	
Postal	Address1	
Telephone	Address1Phone1	
Fax	Address1Fax	
Email	Address1Email	
Physical	Address2	
ABN	ABN	

Invoice Fields

Dolphin Field	MYOB Field	Notes
Client Postal	Ship To	If no Client postal address exists, then we use the Physical Address in Dolphin
Invoice Number	Invoice Number	
Invoice Date	Date	
Client PO Number	Customers Purchase Order number	
<i>Quantity x Invoice Detail Description</i>	Description	Example in Dolphin the quantity = 500 and the description is "Business cards" then in MYOB the description will read "500 x Business cards"
Due Line Amount	Total	
Tax Amount	GST Amount	
Rep First Name + Rep Last Name	Sales Person	
Item GI Account	Account	
Dolphin Tax Code	Tax Code	
Notes on Invoice details	Journal Memo (header)	

Purchase Order Fields

Dolphin Field	MYOB Field	Notes
Purchase Order Number	Purchase Number	
Purchase Order Date	Date	
<i>Quantity x Purchase order detail description</i>	Description	Example in Dolphin the quantity = 500 and the description is "Business cards" then in MYOB the description will read "500 x Business cards"
Due Line Amount	Total	
Item GI Account	Account	
Dolphin Tax Code	Tax Code	

XERO

Mapped Fields

Client / Suppliers

TIF a client / supplier does not exist, then Xero creates a new record for you with the following details

Dolphin Field	Xero Field	Notes
Company Name	Contact	Xero refers to company accounts as Contacts. It is not the same a Dolphin Contact , which is a person at a company
Tax number (ABN or VAT)	Tax Number	
Postal	Postal Address	
Physical	Physical Address	

Invoice Fields

Dolphin Field	Xero Field	Notes
Invoice Number	Invoice Number	
Customer	Contact	This is the contact/Customer on the actual invoice
Invoice Date	Invoice Date	
Client PO Number	Customers number	
<i>Quantity x Invoice Detail Description</i>	Description	Example in Dolphin the quantity = 500 and the description is "Business cards" then in Xero the description will read "500 x Business cards" on the invoice line
<i>Quantity x Invoice Detail Description</i>	Memo	This description is repeated in the Memo field in MYOB
	Quantity	We always default this to 1
Due Line Amount (inc Tax)	Unit Amount	
Item GL Account	Account Code	

Purchase Order Fields

Dolphin Field	Xero Field	Notes
Purchase Order Number	Purchase Number	
Supplier Name	Contact	
Purchase Order Date	Purchase Date	
<i>Quantity x Purchase order detail description</i>	Description	Example in Dolphin the quantity = 500 and the description is "Business cards" then in Xero the description will read "500 x Business cards"
	Quantity	This will always default to 1
Due Line Amount (inc Tax)	Unit Amount	
Item GI Account	Account Code	