



Rental Car Manager™
SERIOUSLY SIMPLE SOFTWARE

Invoicing & Financial Integration Guide

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Introduction

This document explains how the Financial Integration feature in Rental Car Manager (RCM) is used, including instructions for set-up and creating invoices with XERO and MYOB from RCM reservations.

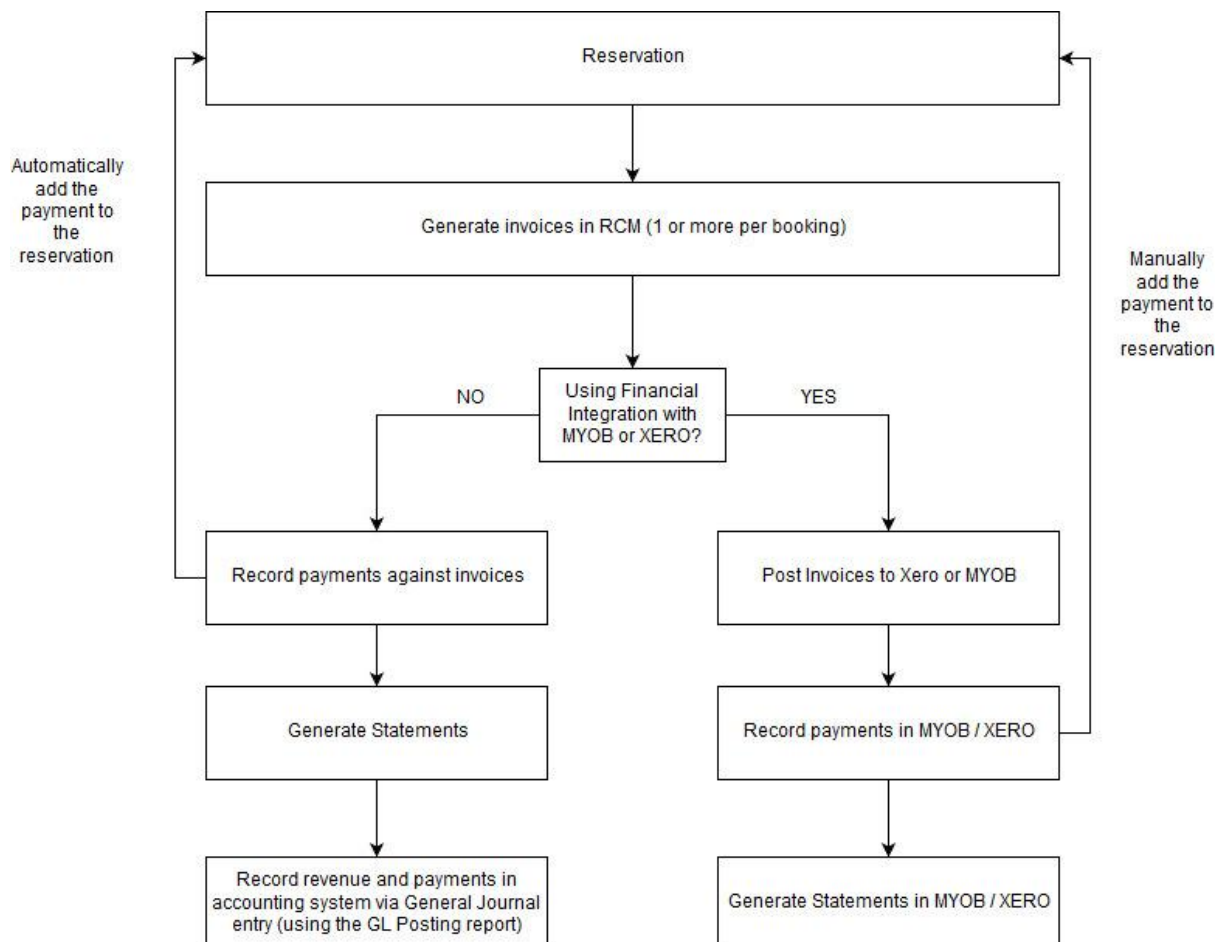
Important Rules / Concepts

Invoice Generation

Invoices are generated from a reservation first and then posted to an accounting system.

The financial integration system in Rental Car Manager has been created to make it easier and quicker for users to generate invoices in an accounting system from rental data in Rental Car Manager. Once an invoice has been created it is not synchronised with the booking or with the invoice in the accounting system. Therefore if you modify a booking or MYOB/XERO invoice after the invoice was generated and posted in RCM, there is no guarantee that the RCM invoice will match the booking or MYOB / XERO invoice.

Invoice generation workflow:



Cash / Standard Rentals

A cash / standard rental will only be available for invoicing if:

- a. The reservation has not already been invoiced, and
- b. The reservation has been returned.

On Account Rentals

An "On Account" rental will only be available for invoicing if:

- a. The reservation has not already been invoiced, and
- b. The payment type of "On Account" has been selected for the reservation, and
- c. The reservation has been returned.

Standing Hire Rentals

An "On Account" rental will only be available for invoicing if:

- a. The reservation has not already been invoiced, and
- b. The payment type of "Standing Hire" has been selected for the reservation, and
- c. The reservation has been returned.

Invoices for standing hire reservations can be generated for any period during the booking. For example, a booking from 5 January to 20 April can have invoices for 5/1 to 31/1, 1/2 to 28/2, 1/3 to 31/3, 1/4 to 20/4. Once a standing hire reservation has been invoiced in full, the reservation will be closed, marked as invoiced and cannot be reopened for editing.

Standing Hire rentals must have a company assigned to the booking and the company must have a valid FI Customer Account.

When generating invoices for standing hire rentals, the reservation will be invoiced from the last date invoiced (or the pickup date if it hasn't previously been invoiced) to the date that you select. If the selected date is after the return date, then the reservation will be invoiced up to the return date.

Example:

Reservation from 6/May/2017 10:00am to 15/Jun/2017 2:00pm.

Invoice Up To date = 31/May/2017

Invoice will be generated for 6/May/2017 10:00am to 31/May/2017 10:00am (25 days)

Invoice Up To date = 30/Jun/2017

Invoice will be generated for 31/May/2017 10:00am to 15/June/2017 2:00pm (15 days + 4 hours). Note: the actual amount invoiced will depend on your RCM setup. The final invoice will be the balance of the reservation not yet invoiced.

Getting Started with Financial Integration

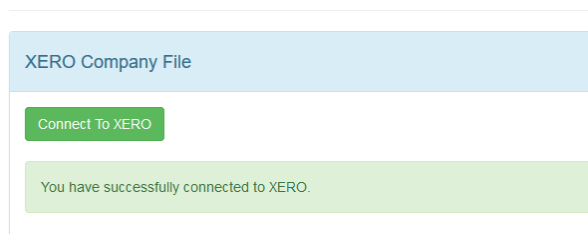
Connecting to XERO

Please Note: All users that want to connect to XERO from RCM must have either Standard or Adviser level permissions. If you don't have the required permission level then please contact your XERO administrator to have your permission level changed before attempting to connect to XERO. For more information, go to: <https://developer.xero.com/faq/permissions/app-permissions>

To verify that you can establish a connection to XERO:

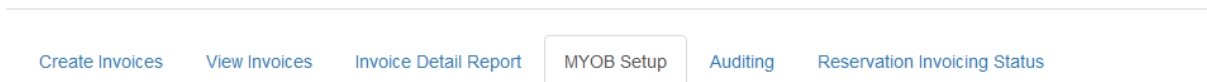
1. In Rental Car Manager, go to Financial Integration -> XERO setup.
2. Click "Connect To XERO". You will be redirected to a XERO login page. After you have logged in, you will be redirected back to RCM. Click "Continue To Setup"
3. From the XERO setup page, click "Connect To XERO" again. You should now see this message:

XERO Integration Setup

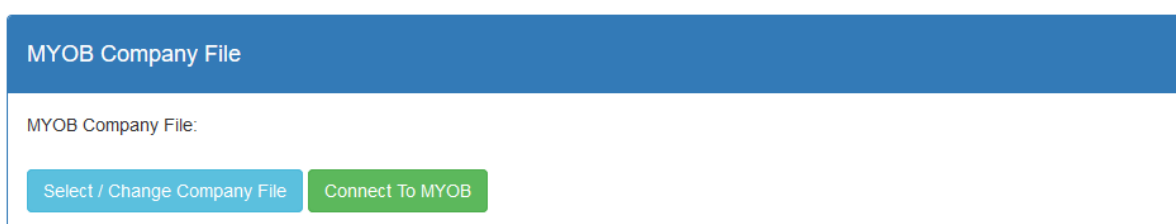


Connecting to MYOB

To connect to MYOB, go to Financial Integration and click the MYOB Setup tab. Click Connect To MYOB.



MYOB Integration Setup



If you are not already logged in to MYOB then you will be prompted to login. Follow the prompts and you will be redirected back to Rental Car Manager when finished.

Setup

General RCM System Settings for XERO

From the XERO Integration Setup page, scroll down to the General RCM System Settings and enter the item codes from XERO for the extra kms, fuel cost, extra fees and rental revenue.

For integration with XERO, we actually use the item code instead of the general ledger code.

- Extra kms GL Code – item code used for extra km charges on bookings
- Fuel cost GL Code – item code used for fuel charges on bookings
- Other Extra GL Code – item code used as the default for extra fees and for stamp duty charges on bookings. This item code will be used if an item code hasn't been selected for an individual extra fee
- Rental Revenue GL Code – the default item code used for rental charges on bookings.

General RCM System Settings

(these settings must have valid values for the integration with XERO to work)

Setting	Value	
Extra kms GL Code	200	Edit
Fuel Cost GL Code	200	Edit
Other Extra GL Code	200	Edit
Rental Revenue GL Code	200	Edit

General RCM System Settings for XERO

From the MYOB Setup page, scroll down to the General RCM System Settings and enter the general ledger codes from MYOB for the extra kms, fuel cost, extra fees and rental revenue.

General RCM System Settings

(these settings must have valid values for the integration with MYOB to work)

Setting	Value	
Extra kms GL Code	4-1020	Edit
Fuel Cost GL Code	4-1010	Edit
Other Extra GL Code	4-1010	Edit
Rental Revenue GL Code	4-1010	Edit

Creating Invoices

Reservations will show up on the Create Invoices page under the following circumstances:

Cash / Standard Rentals

- The rental status has been marked as returned.
- The rental is a revenue booking.
- The balance owing is zero.

On Account Rentals

- The rental status has been marked as returned.
- The rental is a revenue booking.
- The booking hasn't previously been invoiced in full*.
- The payment method for the booking has been set to "On Account"

Standing Hire Rentals

- The rental status has been marked as either hired or returned.
- The rental is a revenue booking.
- The payment method for the booking has been set to "Standing Hire"
- The booking hasn't previously been invoiced in full*.

* an invoice is "invoiced in full" when invoices have been generated for the entire period of the booking.

Cash / Standard Rentals

1. To create invoices for cash / standard rentals, go to Financial Integration -> Create Invoices. By default, the "Cash Rentals" tab is already selected at the top:

The screenshot shows a software interface with a blue header bar containing four icons: a calendar for 'Reservations', a document for 'Reports', a car for 'Vehicle Maintenance', and a gear for 'System Settings'. Below the header, there are three tabs: 'Cash Rentals' (which is selected and highlighted in blue), 'On Account Rentals', and 'Standing Hire Rentals'. The main content area has a blue title bar that reads 'Cash / Standard Rentals To Be Invoiced'. Underneath this title bar is a search bar with a downward arrow and the text 'Filter Reservations'. Below the search bar is a section for 'Invoice Date:' with a text input field containing 'Tue, Aug 8, 2017'. At the bottom of this section is a green button labeled 'Create Invoices'.

2. Click "Filter Reservations" and select the filter criteria or leave the criteria as the default and click "Apply Filter".
3. You will see a list of reservations ready to be invoiced.
4. For each reservation that you want to invoice, click the check box in the last column.

First Name	Last Name	Reservation Total	Balance
JOHN	SMITH	\$1,408.03	\$0.00

5. Select the Invoice Date and click “Create Invoices”.
6. An invoice will be created for each selected reservation and you will be redirected to the Financial Integration menu.

To view the invoices that you created, go to Financial Integration -> Invoices. By default, only the invoices with an invoice date equal to today’s date will show when the page opens. Click the “Filter Invoices” to view more invoices.

On Account Rentals

Following the same procedure used to create cash / standard rentals.

Standing Hire Rentals

Follow the same procedure used to create cash / standard rentals with one exception: when creating invoices for standing hire rentals you need to select the date that you are invoicing “up to”.

Standing hire invoices are invoiced from the date of the last invoice (or the pickup date if invoices have not been generated for the selected reservation) up to the date that you select.

Deleting Invoices

The default behaviour is that invoices cannot be deleted after being posted to a financial accounting system. There is a system setting that allows you to override this behaviour and allow invoices to be deleted at any time.

Deleted invoices are not actually deleted. They are simply hidden. You can view deleted invoices at any time by going to the invoices page and selecting “Yes” in the Filter Invoices window. The full log for the invoice is retained, included the details of when it was deleted.

Filter Invoices

Reservation #:

Company:

Batch:

Date range: From: To:

Location:

Posted?: Yes No Either

Deleted?: Yes No Either

Posting Invoices to XERO

To post invoices to XERO:

1. Go to Financial Integration -> Invoices
2. By default, only invoices with today's date as the invoice date will show in the list. Click the Filter Invoices link to find invoice not displayed in the list.
3. Select the invoices that you want to post and click "Post Selected Invoices to XERO"

RCM Invoice No	Reservation No	Invoice Date	Company	Hirer	Reservation Total	Invoice Total	Invoice Period	Batch	Posted [2]	FI Invoice No [3]
<input checked="" type="checkbox"/> 11 +	10325	31-Dec-2017		NICHOLAS STEVENS	\$10,785.12	\$4,355.44	05-Dec-2017 to 05-Jan-2018	20171201092717		
<input checked="" type="checkbox"/> 12 +	10325	31-Jan-2018		NICHOLAS STEVENS	\$10,785.12	\$3,020.00	05-Jan-2018 to 05-Feb-2018	20171201091248		
<input type="checkbox"/> 13 +	10325	28-Feb-2018		NICHOLAS STEVENS	\$10,785.12	\$3,020.00	05-Feb-2018 to 05-Mar-2018	20180129165631		
<input type="checkbox"/> 14 +	10325	31-Mar-2018		NICHOLAS STEVENS	\$10,785.12	\$389.68	05-Mar-2018 to 08-Mar-2018	20180129133015		
					\$10,785.12					

4. If the invoices have been successfully posted to XERO, you will see a tick in the Posted column and the XERO invoice number in the FI Invoice No column.

RCM Invoice No	Reservation No	Invoice Date	Company	Hirer	Reservation Total	Invoice Total	Invoice Period	Batch	Posted [2]	FI Invoice No [3]
<input type="checkbox"/> 11 +	10325	31-Dec-2017		NICHOLAS STEVENS	\$10,785.12	\$4,355.44	05-Dec-2017 to 05-Jan-2018	20180130115845	✓	ORC1042
<input type="checkbox"/> 12 +	10325	31-Jan-2018		NICHOLAS STEVENS	\$10,785.12	\$3,020.00	05-Jan-2018 to 05-Feb-2018	20180130115845	✓	ORC1043
<input type="checkbox"/> 13 +	10325	28-Feb-2018		NICHOLAS STEVENS	\$10,785.12	\$3,020.00	05-Feb-2018 to 05-Mar-2018	20180129165631		
<input type="checkbox"/> 14 +	10325	31-Mar-2018		NICHOLAS STEVENS	\$10,785.12	\$389.68	05-Mar-2018 to 08-Mar-2018	20180129133015		
					\$10,785.12					

5. If you don't see the invoice number and tick then something has gone wrong. Click the "View Log" link for an explanation. Contact support@rentalcarmanager.com if you need help.

Posting Invoices to MYOB

To post invoices to MYOB:

1. Go to Financial Integration -> Invoices
2. By default, only invoices with today's date as the invoice date will show in the list. Click the Filter Invoices link to find invoice not displayed in the list.
3. Select the invoices that you want to post and click "Post Selected Invoices to MYOB"

RCM Invoice No	Reservation No	Invoice Date	Company	Hirer	Reservation Total	Invoice Total	Invoice Period	Batch	Posted [2]	FI Invoice No [3]
<input type="checkbox"/> 19 +	10341	28-Feb-2018		NICHOLAS STEVENS	\$29,883.28	\$9,574.95	30-Jan-2018 to 28-Feb-2018	20180126180252	✓	00000069
<input type="checkbox"/> 20 +	10341	31-Mar-2018		NICHOLAS STEVENS	\$29,883.28	\$2,340.00	28-Feb-2018 to 28-Mar-2018	20180126181022	✓	00000070
<input type="checkbox"/> 21 +	10341	30-Apr-2018		NICHOLAS STEVENS	\$29,883.28	\$2,355.00	28-Mar-2018 to 28-Apr-2018	20180126181022	✓	00000071
<input type="checkbox"/> 22 +	10341	30-Apr-2018		NICHOLAS STEVENS	\$29,883.28	\$2,350.00	28-Apr-2018 to 28-May-2018	20180126181022	✓	00000072
<input type="checkbox"/> 23 +	10341	30-Jun-2018		NICHOLAS STEVENS	\$29,883.28	\$2,355.00	28-May-2018 to 28-Jun-2018	20180126181022	✓	00000073
<input type="checkbox"/> 24 +	10341	31-Jul-2018		NICHOLAS STEVENS	\$29,883.28	\$2,350.00	28-Jun-2018 to 28-Jul-2018	20180126181022	✓	00000074
<input type="checkbox"/> 25 +	10341	31-Aug-2018		NICHOLAS STEVENS	\$29,883.28	\$2,355.00	28-Jul-2018 to 28-Aug-2018	20180126181125	✓	00000075
<input type="checkbox"/> 26 +	10341	30-Sep-2018		NICHOLAS STEVENS	\$29,883.28	\$2,355.00	28-Aug-2018 to 28-Sep-2018	20180126181141	✓	00000076
<input type="checkbox"/> 27 +	10341	31-Oct-2018		NICHOLAS STEVENS	\$29,883.28	\$2,350.00	28-Sep-2018 to 28-Oct-2018	20180126181141	✓	00000077
<input checked="" type="checkbox"/> 28 +	10341	26-Jan-2018		NICHOLAS STEVENS	\$29,883.28	\$1,498.33	28-Oct-2018 to 17-Nov-2018	20180126181022		
					\$29,883.28					

- If the invoices have been successfully posted to MYOB, you will see a tick in the Posted column and the MYOB invoice number in the FI Invoice No column.

RCM Invoice No	Reservation No	Invoice Date	Company	Hirer	Reservation Total	Invoice Total	Invoice Period	Batch	Posted [2]	FI Invoice No [3]	View Log
19 +	10341	28-Feb-2018		NICHOLAS STEVENS	\$29,883.28	\$9,574.95	30-Jan-2018 to 28-Feb-2018	20180126180252	✓	00000069	View Log
20 +	10341	31-Mar-2018		NICHOLAS STEVENS	\$29,883.28	\$2,340.00	28-Feb-2018 to 28-Mar-2018	20180126181022	✓	00000070	View Log
21 +	10341	30-Apr-2018		NICHOLAS STEVENS	\$29,883.28	\$2,355.00	28-Mar-2018 to 28-Apr-2018	20180126181022	✓	00000071	View Log
22 +	10341	30-Apr-2018		NICHOLAS STEVENS	\$29,883.28	\$2,350.00	28-Apr-2018 to 28-May-2018	20180126181022	✓	00000072	View Log
23 +	10341	30-Jun-2018		NICHOLAS STEVENS	\$29,883.28	\$2,355.00	28-May-2018 to 28-Jun-2018	20180126181022	✓	00000073	View Log

- If you don't see the invoice number and tick then something has gone wrong. Click the "View Log" link for an explanation. Contact support@rentalcarmanager.com if you need help.

Auditing

Audit 1

This audit list show all reservations that have been marked as invoiced in full, but the reservation total does not equal the invoice total. This can happen when you change a reservation after it has been invoiced and posted to a financial accounting system.

Once you have reconciled the difference, you can mark the reservation as "Reconciled" so that it doesn't show up again in the list. You can view the reconciled reservations at any time by clicking the "Show Reconciled" button.

Audit 2

This audit allows you to view a list of reservations that have not been invoiced up to a specified date. For example, if you want to make sure that you have invoiced all bookings up to 30th June, then select 30th June as the invoice date and click submit.