








<input type="checkbox"/>	Log Status	Sync History	From Record#	To Record#	Log Type	Note	Raw Data
<input type="checkbox"/>	✓ Uploaded	Show	101172	0305a43a-6381-4a78-a588-9a399a9285ff	Sales	Sales Uploaded in xero	
<input type="checkbox"/>	✓ Uploaded	Show	101171	355f2dc1-3dfo-4761-b44d-4159273c8c34	Sales	Sales Uploaded in xero	
<input type="checkbox"/>	✓ Uploaded	Show	101170	ec4c89c2-6d93-4c80-9a53-6a436834045e	Sales	Sales Uploaded in xero	
<input type="checkbox"/>	✓ Uploaded	Show	101169	ccb1a75a-afa9-4b58-95a0-34af9d83787c	Sales	Sales Uploaded in xero	
<input type="checkbox"/>	✓ Uploaded	Show	101168	805b1c1c-c2d3-4728-8e98	Sales	Sales Uploaded in xero	
<input type="checkbox"/>	✓ Uploaded	Show	101167	0305a43a-6381-4a78-a588-9a399a9285ff	Sales	Sales Uploaded in xero	
<input type="checkbox"/>	✓ Uploaded	Show	101166	355f2dc1-3dfo-4761-b44d-4159273c8c34	Sales	Sales Uploaded in xero	



Automatic Sync

ON ☒

## Select your plan according to volume of orders

**SyncTools.io**

**50**

ORDERS PER MONTH

**\$00**

FOREVER FREE

**2000**

ORDERS PER MONTH

**\$49**

PER MONTH OR

**\$490**

PER YEAR

**4000**

ORDERS PER MONTH

**\$79**

PER MONTH OR

**\$790**

PER YEAR

**10000**

ORDERS PER MONTH

**\$129**

PER MONTH OR

**\$1290**

PER YEAR

## Free Plan

### FOREVER FREE

- No Setup fees
- 50 Orders per Month

## Silver Plan

**\$49.00/mo**

**\$490.00/year**

**2 Months Free**

- 14 days Free Trial
- No Setup fees
- 2000 Orders per Month
- Email Support
- Live Chat Support (Skype)

## Gold Plan

**\$79.00/mo**

**\$790.00/year**

**2 Months Free**

- 14 days Free Trial
- No Setup fees
- 4000 Orders per Month
- Email Support
- Live Chat Support (Skype)

## Platinum Plan

**\$129.00/mo**

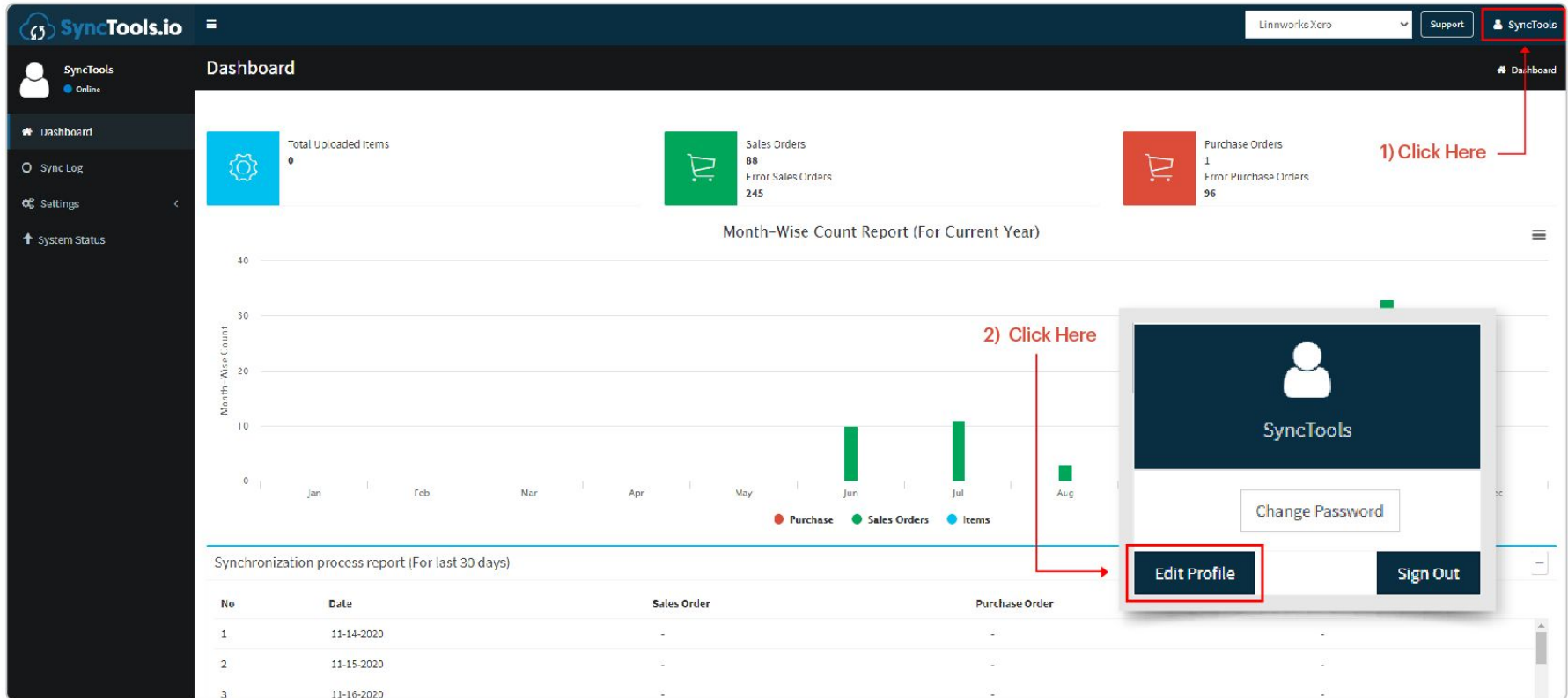
**\$1290.00/year**


**2 Months Free**

- 14 days Free Trial
- No Setup fees
- 10000 Orders per Month
- Email Support
- Live Chat Support (Skype)

# Fill out your info so that we can get in touch faster

SyncTools.io



 Edit Your Profile

<b>First Name *</b>	<b>Last Name *</b>
<input type="text" value="SyncTools"/>	<input type="text" value="Support"/>
<b>Email</b>	<b>Street Address *</b>
<input type="text" value="support@linnworkstools.com"/>	<input type="text" value="Ahmedabad"/>
<b>City *</b>	<b>State *</b>
<input type="text" value="Ahmedabad"/>	<input type="text" value="Gujarat"/>
<b>Country *</b>	<b>Zip Code</b>
<input type="text" value="India"/>	<input type="text" value="380001"/>
<b>Office Number</b>	<b>Mobile No</b>
<input type="text"/>	<input type="text" value="09898999899"/>

Important information to reach out to you fast

# How to do proper configuration?

**Step:1** - Login to your account > Settings > Connections

**Step:2** - Make sure the the on/off button is at off before the configuration is done.

**Step:3** - Then click on the configuration button

The screenshot shows the 'My Connections' page for a user named Katrina. The left sidebar contains a menu with 'Settings' and 'Connections' highlighted. The main area displays two connected services: LINNWORKS and xero. To the right of these are links for 'Configuration' and 'Advance Tax Setting', followed by an 'Off' button and an information icon. Red arrows and yellow callouts indicate the configuration steps: Step 1 points to the 'Settings' menu item; Step 2 points to a modal dialog showing the 'On' button with a red 'X' and the 'Off' button with a green checkmark; Step 3 points to the 'Configuration' link. A yellow box at the bottom states: 'Make sure the the on/off button is at off before the configuration is done.'

**Step: 1**

**Step: 2**

**Step: 3**

Make sure the the on/off button is at off before the configuration is done.

✓

Add Account To Xero

✓

Item configuration

✓

Sales configuration

✓

Purchase configuration

✓

Payment configuration

✓

Tax configuration

✓

Sync configuration

Choose which xero chart of account should be used for sales order and purchase order line items.

Default item sales account	→	<div>200-Sales</div>	<div>↺</div>
Default item purchase account	→	<div>310-Cost of Goods Sold</div>	<div>↺</div>
Default shipping account	→	<div>425-Postage, Freight &amp; Courier</div>	<div>↺</div>
To enable item code wise sync:	→	You need to import all linnworks items into xero as untracked items. make sure you select the correct sales and purchase account where you want to book revenue generated by item.	
Enable description only item creation:	→	<div>On</div>	<div>Enabling this feature will allow you to create invoice without importing all the products in xero. i.e. xero invoice line item's description field will contain sales order item name and SKU. and item code will be empty.</div>

Refresh All Account

Previous

Save and continue

# If Enable description only item creation button is 'ON'

Sales overview > Invoices >

## Invoice 101089

Paid

[Preview](#) [Email](#) [Print PDF](#) [Invoice Options](#)

To	Date	Due Date	Invoice #	Reference	Online Payments	Total
<a href="#">SyncTools</a> SyncTools, 601/c, ganesh meridian sg highway Birmingham UNITED KINGDOM <a href="#">Edit address</a>	12 Oct 2020	12 Oct 2020	101089	D1210203646	None. <a href="#">Get set up now</a>	100.00

When 'Description only' is kept on

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Amount GBP
	rs	1.00	83.3333	0.00	Sales	20% (VAT on Income)	north	83.33

Subtotal (includes a discount of 0.00) 83.33

Total VAT 20% 16.67

**TOTAL 100.00**

Less [Payment](#) 100.00  
12 Oct 2020



**SyncTools.io**

Awaiting Payment

Preview

Email

Print PDF

Invoice Options

To

SyncTools

SyncTools, 601/c, ganesh meridian

sg highway

Birmingham

UNITED KINGDOM

Edit address

Date

12 Oct 2020

Due Date

12 Oct 2020

Invoice #

101089

Reference

D1210203646

Online Payments

None. [Get set up now](#)

Total

234.00

When 'Description only' is kept Off

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Sales	Amount GBP
	Courier charge	1.00	10.00		Postage, Freight & Courier	Exempt Expenses			10.00
GB1-White	Golf balls - white single	40.00	4.67		Sales	20% (VAT on Income)			186.67
Subtotal									196.67
Total VAT 20%									37.33
Total Exempt									0.00
TOTAL									234.00



## Sync sales orders

On

SyncTools will download all orders from Linnworks and upload sales order to xero as invoice transaction.

## Sync Zero amount orders

Off

When set to ON then synctools will create invoice in xero even if linnworks orders amount is zero(0), Set to OFF will skip upload operation for linnworks orders with zero(0) total.

## Xero invoice status should be

Draft

Please note that when "Create Payment For Invoice" is enabled and sales order is paid then xero invoice status will be automatically set to paid.

## Use xero generated invoice number

Off

When set ON then SyncTools will use auto generated invoice number from xero.

Please note that when "Create Payment For Invoice" is enabled and sales order is paid then xero invoice status will be automatically set to paid. Only unpaid orders will use the selected status.

Xero invoice status should be

Draft

Draft

Awaited Approval

Awaited Payment

Sales overview >

### Invoices

New Invoice ▼ New Credit Note Send Statements Import Export Invoice

All Draft (7) Awaiting Approval (0) Awaiting Payment (0) Paid Repeating

In Xero:

Linnworks

	Order Id ^	Status	Order Date	Name	Processed ...	E
+	101172	Processed (Paid)	07 Jan 202...	Denisha 205	08 Jan 202...	

Xero

Invoice date should be??

Received date

Received date

Processed date

Date	Due Date	Invoice #	Reference	B
7 Jan 2021	7 Jan 2021	INV-0021	D0701212956	S

Date	Due Date	Invoice #	Reference	E
05 8 Jan 2021	7 Jan 2021	INV-0020	D0701212956	S

orders with zero total

Which type of linnworks orders, do you want to sync?

- ☒ Paid Order
- ☒ UnPaid Order
- ☒ Pending Order

And (+)

Which type of linnworks order status, do you want to sync?

- Processed only
- Open only
- Processed only**

Linnworks status	Type of order selected	Result
Processed only	Paid checked Unpaid unchecked Pending unchecked	Only PROCESSED orders which are PAID will get synced.
Processed only	Paid unchecked Unpaid checked Pending unchecked	Only PROCESSED orders which are UNPAID will get synced.
Processed only	Paid checked Unpaid checked Pending unchecked	Only PROCESSED orders which are PAID/ UNPAID will get synced.
Processed only	Paid checked Unpaid checked Pending unchecked	Only PROCESSED orders which are UNPAID/PENDING will get synced.
Processed only	Paid checked Unpaid checked Pending checked	All the PROCESSED orders whether PAID/ UNPAID/PENDING will get synced.

Linnworks status	Type of order selected	Result
Open only	Paid checked Unpaid unchecked Pending unchecked	Only OPEN orders which are PAID will get synced.
Open only	Paid unchecked Unpaid checked Pending unchecked	Only OPEN orders which are UNPAID will get synced.
Open only	Paid checked Unpaid checked Pending unchecked	Only OPEN orders which are PAID/ UNPAID will get synced.
Open only	Paid checked Unpaid checked Pending unchecked	Only OPEN orders which are UNPAID/PENDING will get synced.
Open only	Paid checked Unpaid checked Pending checked	All the OPEN orders whether PAID/ UNPAID/PENDING will get synced.

Please contact the support team for these three options as in some cases duplication may occur.  
[invoice gets created in Xero once as unpaid and then as paid when (if) the payment status is changed in Linnworks].

### How would you like to create customer in xero ?

Use linnworks order customer name+billing address to create customer in xero

**Use linnworks order customer name+billing address to create customer in xero**

Use linnworks order source as customer name

Use linnworks order sub source as customer name

Use linnworks order source-subsource as customer name

Use linnworks order source-country as customer name

Use linnworks order source-subsource-country as customer name

Use linnworks order country as customer name

Use linnworks order country and currency as customer name



# Most suitable (to generate invoice for every customer)

How would you like to create customer in xero ?

Use linnworks order customer name+billing address to create customer in xero

## SHIPPING ADDRESS

Mayur  
SyncTools  
Synctools, 601/c, ganesh meridian  
sg highway  
Birmingham  
United Kingdom

Linnworks  
order

## BILLING ADDRESS

Same as shipping address.

To

[SyncTools](#)  
Synctools, 601/c, ganesh meridian  
sg highway  
Birmingham  
UNITED KINGDOM  
[Edit address](#)

Date

12 Oct 2020

Due Date

12 Oct 2020

Xero invoice

# Most suitable (if you want to create grouped invoice)

How would you like to create customer in xero ?

Use linnworks order source-country as customer name

To	Date	Due
DIRECT-United Kingdom	29 Sep 2020	29 :
No address		
Add address		

How would you like to create customer in xero ?

Use linnworks order country and currency as customer name

To	Date	Due Date
-United Kingdom-GBP	29 Sep 2020	29 Sep 2020
No address		
Add address		

How would you like to create customer in xero ?

Use linnworks order source as customer name

To	Date	Due Date	Invoice #
DIRECT	29 Sep 2020	29 Sep 2020	INV-
No address			
Add address			

How would you like to create customer in xero ?

Use linnworks order country as customer name

To	Date	Due Date	Invoice #
-United Kingdom	29 Sep 2020	29 Sep 2020	INV-0009
No address			
Add address			

Etc for remaining options.

Please map xero invoice reference number field with Linnworks sales order

Reference Number
-- Select One --
Reference Number
External Reference
Secondary Reference (Channel Reference)
Order Number

Please map xero invoice reference number field with Linnworks sales order

Reference Number
-- Select One --
Reference Number
External Reference
Secondary Reference (Channel Reference)
Order Number

# 101174 Linnworks

Date	Reference Number
Jan 18 2021 15:48	D1801212119
Location	External Reference
Default	-

# 101174 Linnworks

Date	Reference Number
Jan 18 2021 15:48	D1801212119
Location	External Reference
Default	-

Xero

Date	Due Date	Invoice #	Reference
18 Jan 2021	18 Jan 2021	101174	D1801212119

Mayurr  
601-c  
ganesh meredian  
sg highway  
london  
UNITED KINGDOM  
[Edit address](#)

Xero

Date	Due Date	Invoice #	Reference
18 Jan 2021	18 Jan 2021	INV-0001	Linn-101174

Mayurr  
601-c  
ganesh meredian  
sg highway  
london  
UNITED KINGDOM  
[Edit address](#)

Sync sales orders for selected channel only

☐

Off

Orders from every channel will get synced.

Sync sales orders for selected channel only

☒

On

Orders from selected channels will get synced.

if you want to sync linnworks sales orders from only certain channels and not from all channels then this feature is useful, additionally you can map the tracking category for each source and subsorce

Source	SubSource	Xero Tracking Category <a href="#">[Learn more]</a>	Xero Tracking Category Option
<input checked="" type="checkbox"/> Direct		Brand	DIRECT
<input checked="" type="checkbox"/> SHOPIFY		Brand	SHOPIFY
<input type="checkbox"/> AMAZON			
<input type="checkbox"/> AMAZON FBA			

Only orders created manually in Linnworks or from Shopify source will be synced by SyncTools. No order from Amazon and Amazon FBA source will be synced.

## Synchronization Log

Total orders downloaded : 22

Total orders uploaded : 18

Total orders Not uploaded : 4

Following table shows orders which are having warning and error.

Reference No	Processing Warnings	Type	Status
<a href="#">100962</a>	Source (AMAZON) is not enabled in order filter, so system has skipped creating invoice on xero.	Sales	Warning
<a href="#">100951</a>	Source (AMAZON) is not enabled in order filter, so system has skipped creating invoice on xero.	Sales	Warning
<a href="#">100966</a>	Source (AMAZON) is not enabled in order filter, so system has skipped creating invoice on xero.	Sales	Warning
<a href="#">100964</a>	Source (AMAZON) is not enabled in order filter, so system has skipped creating invoice on xero.	Sales	Warning

<input type="checkbox"/>		<a href="#">Show</a>	100950	<a href="#">96eecb38-42bc-4395-9910-be01f16514e0</a>	Sales	Sales Uploaded in xero	
<input type="checkbox"/>		<a href="#">Show</a>	100964	<a href="#">err</a>	Sales	Source (AMAZON) is not enabled in order filter, so system has skipped creating invoice on xero.	
<input type="checkbox"/>		<a href="#">Show</a>	100947	<a href="#">8f78740c-98f6-4059-9f6a-ab443aa120a3</a>	Sales	Sales Uploaded in xero	

Order from Amazon and Amazon FBA

Order from shopify or manually created

Sync sales orders for selected channel only

On

Can also be used to track the source of the order as per SS

if you want to sync linnworks sales orders from only certain channels and not from all channels then this feature is useful, additionally you can map the tracking category for each source and subsource

Source	SubSource	Xero Tracking Category <a href="#">[Learn more]</a>	Xero Tracking Category Option
<input checked="" type="checkbox"/> Direct		Region	north
<input checked="" type="checkbox"/> MAGENTO	<input checked="" type="checkbox"/> http://satvasolutions.com/magento	Region	east

Xero invoice

Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Amount GBP
composite main	5.00	10.00	0.00	Sales	20% (VAT on Income)	north	50.00
Shipping Charge	1.00	343.00		Other Revenue	No VAT	north	343.00

- Most suitable when you have monthly orders more than 7k.
- Instead of creating invoice for every single customer, you can create one invoice source wise/ country wise/ subsource wise/ Tax wise.

### Grouping: Country wise

**Enable grouping of sales order**

☒ On

Sales order group on Daily basis into a single Invoice transaction

**Group on sales order by**

- ☐ Source
- ☐ Sub Source
- ☒ Country
- ☐ Tax%

**Options**

- Daily
- Daily**
- Weekly
- Monthly

All the orders for every country for every day will be counted as one individual invoice.



Same will happen for the other countries from which orders are received.

This invoice is only for the orders which were placed on 23rd sep 2020.

[Sales overview](#) > [Invoices](#) >  
**Invoice INV-0009**

Awaiting Payment

[Preview](#) [Email](#) [Print PDF](#) [Invoice Options](#)

To	Date	Due Date	Invoice #	Online Payments	Total
United Kingdom_GBP No address <a href="#">Add address</a>	23 Sep 2020	24 Sep 2020	INV-0009	None. <a href="#">Get set up now</a>	1,027.01

All the orders from UK country are counted as one total and instead of 251 invoices individually, only 1 invoice on the name of that country is created.

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount GBP
	-United Kingdom: Total Items: 251	1.00	855.8366		Sales	20% (VAT on Income)	855.84
Subtotal							855.84
Total VAT 20%							171.17
<b>TOTAL</b>							<b>1,027.01</b>



							Amounts are Tax Exclusive
Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount GBP
	-Switzerland: Total Items: 6	1.00	23.48		Sales	Zero Rated Income	23.48
Subtotal							23.48
Total Zero Rated							0.00
<b>TOTAL</b>							<b>23.48</b>

Amounts are Tax Exclusive						
Item Code	Description	Quantity	Unit Price	Disc %	Account	Amount GBP
	-Vietnam: Total Items: 3	1.00	7.26		Sales	7.26
Subtotal						7.26
Total Zero Rated						0.00
<b>TOTAL</b>						<b>7.26</b>

### Enable grouping of sales order

On

Sales order group on

Daily

basis into a single

Invoice

transaction.

### Group on sales order by

☒ Source

☐ Sub Source

☐ Country

☐ Tax%

Daily one invoice will be created in Xero, for every source with total amount from that source.

Example: for 5 Oct, only 4 invoices will be created instead of every individual invoice:

Amazon (total items, total amount)  
eBay (total items, total amount)

Shopify (total items, total amount)  
Magento (total items, total amount)

## Enable grouping of sales order

On

Sales order group on

Daily

basis into a single

Invoice

transaction.

### Group on sales order by

☐ Source

☒ Sub Source

☐ Country

☐ Tax%

Daily one invoice will be created in Xero, for every subsource with total amount from that sub-source.

Example: for 5 Oct, only 8 invoices will be created instead of every individual invoice:

Amazon Uk(total items, total amount)  
Shopify (total items, total amount)  
eBay UK (total items, total amount)  
Magento (total items, total amount)

Amazon AU (total items, total amount)  
Amazon germany (total items, total amount)  
eBay Aus (total items, total amount)  
eBay USA (total items, total amount)

## Enable grouping of sales order

On

Sales order group on

Daily

basis into a single

Invoice

transaction.

### Group on sales order by

☐ Source

☐ Sub Source

☐ Country

☒ Tax%

Daily one invoice will be created in Xero, for every Tax rate with total amount from that Tax %.

Example: for 5 Oct, only 3 invoices will be created instead of every individual invoice:

No VAT (total items, total amount)  
5% VAT on income (total items, total amount)  
20% VAT on income (total items, total amount)

All the orders with 20% tax rate will be grouped under 1 invoice with their total amount and Same for other 2 examples.

## Enable grouping of sales order

On

Sales order group on

Daily



basis into a single

Invoice



transaction.

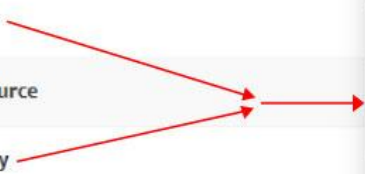
### Group on sales order by

☒ Source

☐ Sub Source

☒ Country

☐ Tax%



<u>DIRECT_India</u>	8 Sep 2020
<u>DIRECT_United Kingdom</u>	14 Feb 2020
<u>DIRECT_Falkland Isl., Malvinas</u>	13 Feb 2020
<u>DIRECT_India</u>	17 Jan 2020
<u>DIRECT_United Kingdom</u>	17 Jan 2020

Showing 5 items per page

Step 4

Add Account To Xero

Item configuration

Sales configuration

Purchase configuration

Payment configuration

Tax configuration

Sync configuration

How would you like to sync linnworks purchase order ?

Purchase Order

Bill

Off

Purchase order or Bill  
(You can select the type)

You can keep it off too,  
if not needed.

System will create Purchase Order in Xero. System will create Purchase order line item as description only.

Select Sync Status

Awaited Approval

Default discount account

200-Sales

Refresh All Account

Previous

Save and continue

If kept on as purchase order

Select Sync Status

Awaited Approval
Draft
<b>Awaited Approval</b>
Approved

Purchases overview >

## Purchase Orders

+ New Purchase Order

All Draft (0) Awaiting Approval (0) Approved (0) Billed (0)

If kept on as Bill

Select Sync Status

Awaited Approval
Draft
<b>Awaited Approval</b>
Approved

Purchases overview >

## Bills

New Bill ▼ New Credit Note Import Export Create bill from email ?

All Draft (0) Awaiting Approval (0) Awaiting Payment (0) Paid Repeating

Default discount account
466-Special Discount



If you have any discount account.



# Select xero chart of account according to payment method

Create payment for invoice

On

When set to ON, SyncTools will create receive payment entry in Xero. this entry will be linked to invoice.

If kept off, SyncTools will create every invoice as unpaid

If kept on, SyncTools will map the payments too according to the xero chart of account selected in front of the payment method.

## Payment method mapping.

### Linnworks payment method

### Xero chart of account

Default



Primary business checking acco



Current



Primary business checking acco



Savings



Primary business checking acco



cash



1236454 test bank



paypal



1236454 test bank



# If the Create payment for invoice is kept ON

As per settings in previous page

All the paid invoices with payment method:  
Cash/ Paypal in linnworks will make a payment  
entry in this account

All the paid invoices with payment method:  
Default/ Current/ Savings in linnworks will  
make a payment entry in this account

## test bank

12-34-16-12345641

### No transactions imported

[Import a bank statement to get started](#)

Balance in Xero	2,565.00
Statement balance	0.00

## Primary business checking acco

12-34-56-132132

### No transactions imported

[Import a bank statement to get started](#)

Balance in Xero	16,167.00
Statement balance	0.00

### Channel wise payment reference number configuration

**Linnworks channel**

Direct

MAGENTO

Which value should be used in zero invoice payment reference number and date

External Reference

Reference Number

External Reference

Secondary Reference (Channel I

Order Number

ProcessedDate

ProcessedDate

Note: Please map zero invoice payment referer s field, so that bank reconciliation can easily match with

Refresh All Account

Previous

Save and continue

## If the Create payment for invoice is kept ON - 3a

Payment received on - 24th Dec  
Order processed on - 6th Jan

Channel wise payment reference number configuration

Linnworks channel	Which value should be used in zero invoice payment reference number and date	
Direct	Order Number	ProcessedDate
MAGENTO	External Reference	ReceiviedDate
		ProcessedDate

Note: Please map zero invoice payment reference number with following linnworks field, so that bank reconciliation can easily match with linnworks order payment.

Unreconciled

Payment Date	Reference
24 Dec 2020	Linn_d26cc89d-75b4-439d-95d2-a9de65a

Payment Date	Reference
6 Jan 2021	Linn_d26cc89d-75b4-439d-95d2-a9de65aed0bb

1) If you only have one tax rate to work with, select that from the dropdown option

The screenshot shows a configuration interface with a progress bar at the top containing the following steps: Account To Xero, Item configuration, Sales configuration, Purchase configuration, Payment configuration, Tax configuration, and Sync configuration. The 'Tax configuration' step is currently active and highlighted in blue. Below the progress bar, the section is titled 'Default sales order tax'. It contains two rows of configuration options:

Default sales order tax			
Taxable tax for sales order	→	20% (VAT on Income)	↻
Non-taxable tax for sales order	→	No VAT	↻

At the bottom of the configuration area, there is a link labeled 'Advance Tax Setting' with an external link icon.

2) If you have more than one tax rate to work with, go to advance tax setting

The screenshot displays a configuration interface with a progress bar at the top containing seven steps: 'Account To Xero', 'Item configuration', 'Sales configuration', 'Purchase configuration', 'Payment configuration', 'Tax configuration', and 'Sync configuration'. The 'Tax configuration' step is currently active, indicated by a blue checkmark and a blue triangle below it. Below the progress bar, the section 'Default sales order tax' contains two rows of settings. The first row, 'Taxable tax for sales order', has a dropdown menu set to '20% (VAT on Income)'. The second row, 'Non-taxable tax for sales order', has a dropdown menu set to 'No VAT'. Each dropdown menu has a blue circular refresh icon to its right. At the bottom of the configuration area, there is a link labeled 'Advance Tax Setting' with an external link icon.

Account To Xero ✓ Item configuration ✓ Sales configuration ✓ Purchase configuration ✓ Payment configuration ✓ Tax configuration ✓ Sync configuration ✓

Default sales order tax

Taxable tax for sales order → 20% (VAT on Income) ↻

Non-taxable tax for sales order → No VAT ↻

[Advance Tax Setting](#)

### Advance Tax Setting

Apply tax rules based on following parameters

- 1. ☒ Channel wise
- 2. ☐ Country wise
- 3. ☐ Region wise
- 4. ☐ Linnworks tax-rate wise

**Update** [Manage Tax Rules](#)

1) check the appropriate option  
2) click on update button  
3) click on manage tax rules

### Add Tax Setting

Channel

Nothing selected

Direct  
MAGENTO

Xero tax rate selection  
15% (VAT on Capital Purchases)

Xero Shipping selection  
200-Sales

Xero Shipping tax rate selection  
15% (VAT on Capital Purchases)

**Save**

Tax rate will be according to channel: I.e. for amazon - 15% VAT on income, For eBay - 20% VAT on income, etc.

### Advance Tax Setting

Apply tax rules based on following parameters

- ☐ Channel wise
- ☒ Country wise
  - ☐ Billing address
  - ☒ Shipping address
- ☐ Region wise
- ☐ Linnworks tax-rate wise

**Update** [Manage Tax Rules](#)

1) check the country wise option and select one of further option: tax according to billing address of order or according to shipping address of order

2) click on update button

3) click on manage tax rules

4) click on add button on right side of next screen

### Add Tax Setting

**Country**  
United Kingdom

**Xero tax rate selection**  
20% (VAT on Income)

**Xero Shipping selection**  
200-Sales

**Xero Shipping tax rate selection**  
15% (VAT on Capital Purchases)

**Save**

Tax rate will be according to country: Orders with UK location, will have this tax rate and for other countries we can map another tax rate according to law.

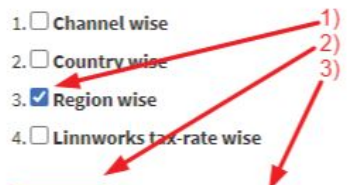


### Advance Tax Setting

Apply tax rules based on following parameters

- 1. ☐ Channel wise
- 2. ☐ Country wise
- 3. ☒ Region wise
- 4. ☐ Linnworks tax-rate wise

[Update](#) [Manage Tax Rules](#)



### Add Tax Setting


Region  
california

Xero tax rate selection  
No VAT

Xero Shipping selection  
200-Sales

Xero Shipping tax rate selection  
15% (VAT on Capital Purchases)

[Save](#)



Tax rate will be according to region/ state: For orders from california, invoice will have this tax rate and for other states we can map another tax rate according to law. And same for UK locations.

### Advance Tax Setting

Apply tax rules based on following parameters

- 1. ☐ Channel wise
- 2. ☐ Country wise
- 3. ☐ Region wise
- 4. ☒ Linnworks tax-rate wise

**Update** Manage Tax Rules

### Add Tax Setting

Linnwork TaxRate

Xero tax rate selection

Xero Shipping selection

Xero Shipping tax rate selection

**Save**

### Advance Tax Setting

Linnwork TaxRate	TaxRate Name
0	No VAT
5	5% (VAT on Income)
20	20% (VAT on Income)
15	15% (VAT on Capital Sales)

If linnworks order will have '0' tax rate then in xero invoice will be created with no VAT

## Advance Tax Setting

Apply tax rules based on following parameters

1. ☒ Channel wise
2. ☒ Country wise
  - ☐ Billing address
  - ☒ Shipping address
3. ☐ Region wise
4. ☐ Linnworks tax-rate wise

Update

[Manage Tax Rules](#)

## Add Tax Setting

Channel

Nothing selected

Country

Nothing selected

Xero tax rate selection

15% (VAT on Capital Purchases)

Xero Shipping selection

200-Sales

Xero Shipping tax rate selection



15% (VAT on Capital Purchases)

Save

Example: For Amazon UK we can map tax rate as 20% VAT on income and for eBay UK we can map tax rate as 5% VAT on income and so on according to the need.

You can select one tax rate for the purchase orders/ Bills. It will be default tax rate. SyncTools will apply this tax rate on all the purchase orders/ Bills.

Default purchase order tax

Taxable tax for purchase order	→	<input type="text" value="20% (VAT on Expenses)"/>	
Non-taxable tax for purchase order	→	<input type="text" value="No VAT"/>	

Select carefully! If initially 09/13/2020 is selected and we start the sync. We can not sync orders from 09/12/2020 or before afterwards. Only orders dated on (& from) 09/13/2020 will be under sync

The screenshot shows a configuration interface for SyncTools.io. At the top, a progress bar consists of eight steps: 'Add Account To Xero', 'Item configuration', 'Sales configuration', 'Purchase configuration', 'Payment configuration', 'Tax configuration', and 'Sync configuration'. Each step has a green checkmark above it, and the 'Sync configuration' step is highlighted with a blue checkmark. Below the progress bar, a red-bordered box contains the text 'Pick a date from which you would like to start sync' and a date input field with the value '09/13/2020'. A red arrow points from a yellow callout box to the date input field. The callout box contains the text 'SyncTools will start the sync from orders dated since selected date.' Below the date input field, the text 'Format: mm/dd/YYYY' is displayed. At the bottom right of the form, there are two buttons: 'Previous' (disabled) and 'Save' (active).

Pick a date from which you would like to start sync

09/13/2020

Format: mm/dd/YYYY

SyncTools will start the sync from orders dated since selected date.

Previous Save

## Now let's test some of the orders before automatic sync


The screenshot displays the 'My Connections' interface. On the left, a sidebar contains navigation links: 'Dashboard', 'Sync Log' (highlighted with a red box and a yellow callout '2) Click Here'), 'Settings', and 'System Status'. The main content area shows two columns of connections. The first column lists two 'LINNWORKS' connections, each with a green checkmark. The second column lists two 'xero' connections, each with a green checkmark. To the right of these connections are 'Configuration' toggles, each set to 'Off' and highlighted with a red box and a yellow callout '1) This button will start auto-sync, so it will be better to keep it off till the sync is tested.'.


© 2020 - synctools


Click on the download button in sync log

### Sync Log


**Search**

**Log Date**  
 08/01/2020 - 08/31/2020

**Log Status**  
--Select Status-- 

**Log Type**  
Sales 

[Download](#)



Click on this button

No log found.

This pop-up will open then select the log type and then click on the Download button

### Download

Log Type

select ▼

Download

### Download

Log Type

select ▼












Purchase

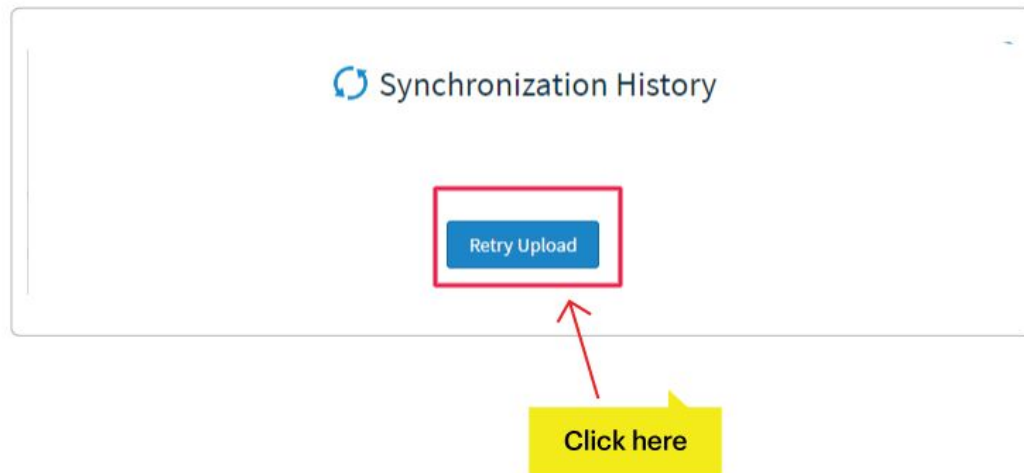
Sales

After selecting one of them, Click on the Green 'Download' button



Once orders are downloaded, click on the show button of 1st order

<input type="checkbox"/>	Log Status	Sync History	FromRecord #	ToRecord #	Log Type	Note	Raw Data
<input type="checkbox"/>	⌚ Downloaded	Show	115994		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	115784		Sales		
<input type="checkbox"/>	⌚ Downloaded		114804		Sales		
<input type="checkbox"/>	⌚ Downloaded		113081		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	115219		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	114941		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	115718		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	115875		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	115828		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	115969		Sales		
<input type="checkbox"/>	⌚ Downloaded	Show	115618		Sales		



## Verify created invoice by clicking on link under ToRecord #

Download

Showing 1 to 5 of 5 entries

<input type="checkbox"/>	Log Status	Sync History	FromRecord #	ToRecord #	Log Type	Note
<input type="checkbox"/>	✓ Uploaded	<a href="#">Show</a>	101079	7fac6f45-d285-4993-b51f-7dcd08e8044b	Sales	Sales Uploaded in xero
<input type="checkbox"/>	✓ Uploaded	<a href="#">Show</a>	101078	9508e6c0-7124-436b-8d05-5ba1246e8a2f	Sales	Sales Uploaded in xero
<input type="checkbox"/>	✗ Error	<a href="#">Show</a>	101071	7e962f51-891a-4457-	Sales	Invoice # must be unique,-

Link for Created Xero Invoice

## A: Demo order in Linnworks (For reference only)

# 101174

Paid

381.00 GBP

Current

Date	Reference Number	Mayur
Jan 18 2021 15:48	D1801212119	# D1801212119
Location	External Reference	Folders
Default	-	-

Discount	£0.00
Shipping	£2.00
Shipping (ex. Tax)	£2.00
Tax	£63.17
Subtotal	£315.83

CUSTOMER

sync@clrmail.com

Royal Mail 24 (LL) Recorded - CRL

No Tracking Information

Item	Discount	Tax Rate	Total
1 x Custom development SKU: - Unit Cost: £250.00	0.00%	20.00%	£250.00
1 x Sync Xero Invoices SKU: - Unit Cost: £129.00	0.00%	20.00%	£129.00

Type	Packaging
Default	Default
Weight	
0	

## B: Created invoice in Xero for the demo linnworks order

Paid

Preview

Email

Print PDF

Invoice Options

To

Date

Due Date

Invoice #

Reference

Branding theme

Online Payments

Total

Mayurr  
601-c  
ganesh meredian  
sg highway  
london  
UNITED KINGDOM  
[Edit address](#)

18 Jan 2021

18 Jan 2021

INV-0001

Linn-101174

Standard

None. [Get set up now](#)

381.00

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Amount GBP
	Custom development	1.00	208.3333	0.00	Sales	20% (VAT on Income)	West	208.33
	Sync Xero invoices	1.00	107.50	0.00	Sales	20% (VAT on Income)	West	107.50
	Shipping Charge	1.00	2.00		Postage, Freight & Courier	Exempt Expenses	West	2.00

Subtotal (includes a discount of 0.00)

317.83

Total VAT 20%

63.17

Total Exempt

0.00

TOTAL

381.00

Less Payment  
18 Jan 2021

381.00

AMOUNT DUE

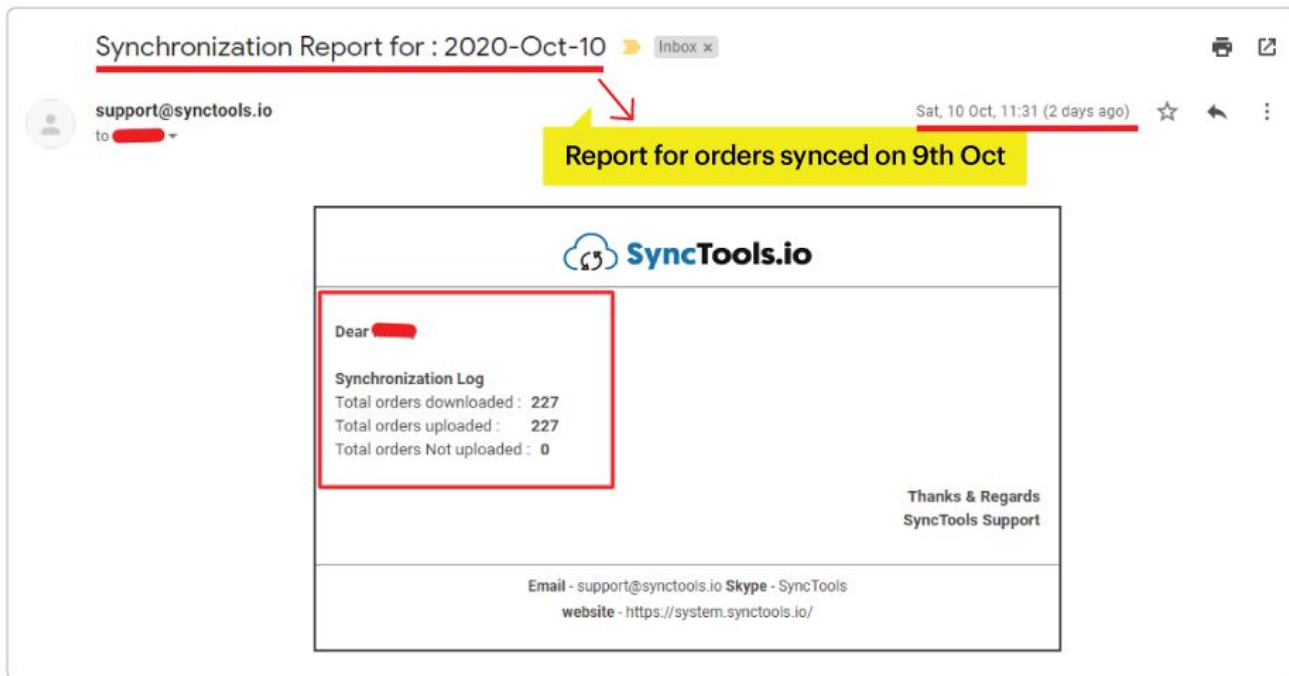
0.00

If all looks fine then go to Setting > Connection and turn on the on/off button and your orders will start syncing automatically.

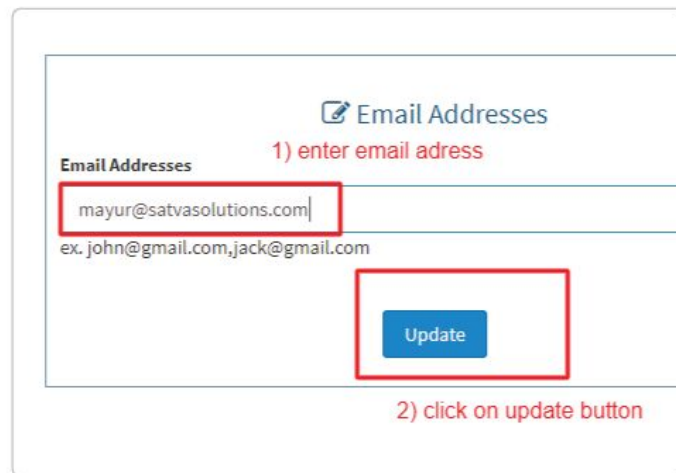
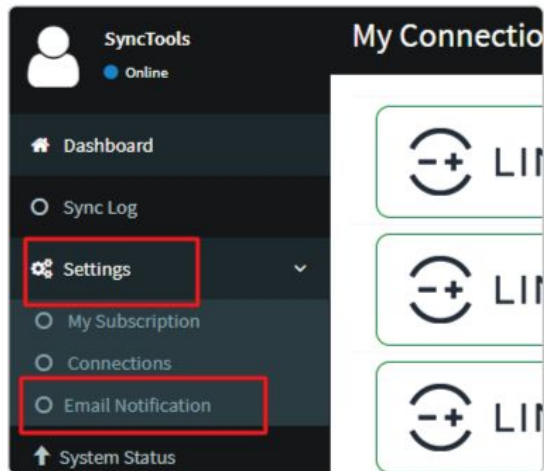
If you face any difference or any concern is there then feel free to email us [support@synctools.io](mailto:support@synctools.io) or call us at +44 7380328797 .

The screenshot shows the 'My Connections' dashboard in the SyncTools.io interface. The left sidebar contains a 'Settings' menu item, which is highlighted with a red box. Below it, the 'Connections' menu item is also highlighted with a red box. The main content area displays three connections: Linnworks, Xero, and QuickBooks. Each connection has a 'Configuration' toggle switch. A red arrow points from the text above to the 'Advance Tax Setting' toggle switch, which is currently 'Off'. Another red arrow points to the 'Off' toggle switch with the text 'Turn this on if all looks perfect and correct.'

You will receive an email daily with the report of previous day's sync!



Want to receive such emails at 2 different email addresses?  
Settings > email notification







THANK YOU