

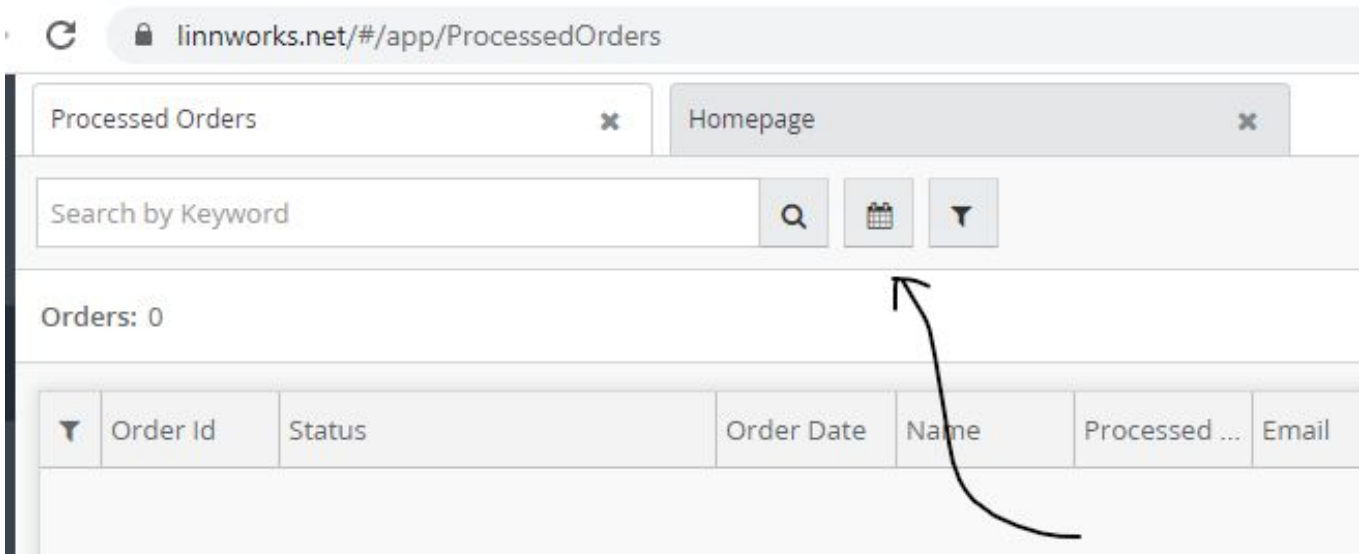
## How to track orders in Linnworks which are grouped under one invoice in Xero by SyncTools? 1

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## How to track orders in Linnworks which are grouped under one invoice in Xero by SyncTools?

How to start?

- Open Linnworks
- Orders > Processed Orders
- If daily orders are getting grouped then select the date for which you want to track orders ie, Of 6th Jan, 2021. And same for other options. (Weekly, Monthly)
- Orders are grouped based on processed dates, not the order date.

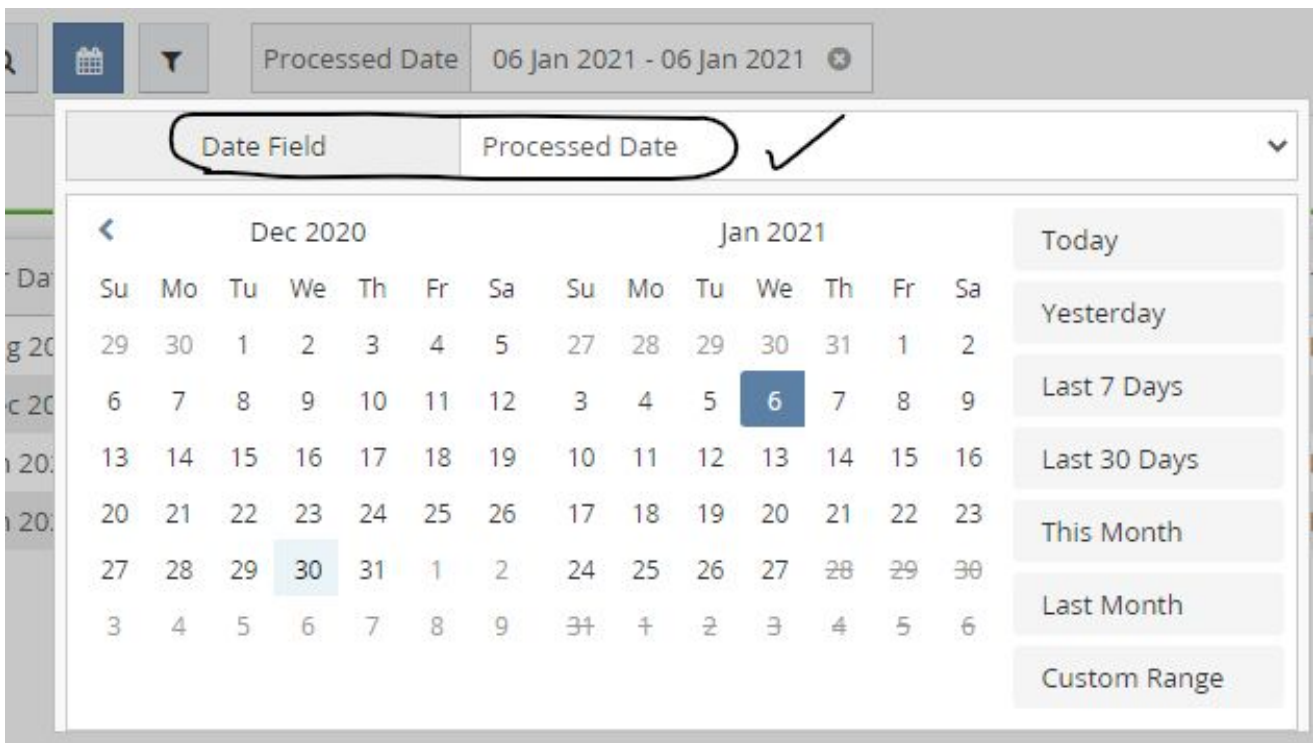
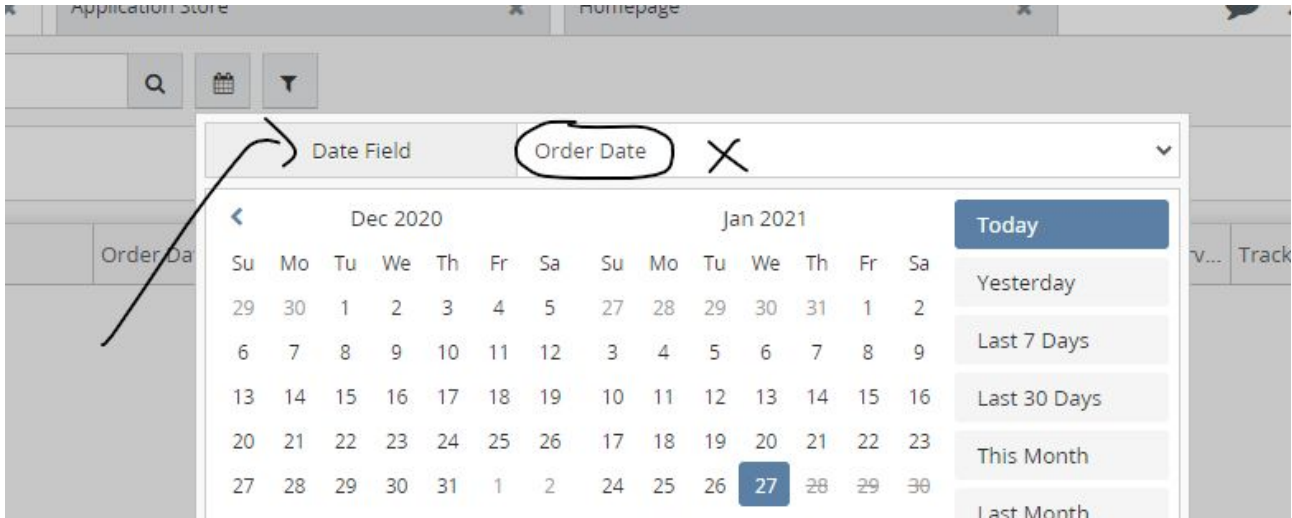


Processed Orders x Homepage x

Search by Keyword Q [Calendar] [Dropdown]

Orders: 0

Order Id	Status	Order Date	Name	Processed ...	Email
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### 1) If grouping is done - Source wise

- Click on the filter button

Search by Keyword

Processed Date 06 Jan 2021 - 06 Jan 2021

Orders: 4

<input type="button" value="Filter"/>	Order Id	Status	Order Date	Name	Processed ...	Email	Country
<input type="button" value="Expand"/>	101047	Processed (Paid)	31 Aug 202...	Denisha 1	06 Jan 202...		India
<input type="button" value="Expand"/>	101151	Processed (Paid)	24 Dec 202...	Mark henrey	06 Jan 202...	mbakers@...	United Kin...
<input type="button" value="Expand"/>	101154	Processed (Paid)	05 Jan 202...	Denisha 2	06 Jan 202...		India
<input type="button" value="Expand"/>	101155	Processed (Paid)	05 Jan 202...	Denisha 3	06 Jan 202...		India

- Select the source you want to track

Processed Date 06 Jan 2021 - 06 Jan 2021

Name	Processed ...	Email	Country	Source	Sub
Filter by N...	Filter by P...	Filter by E...	Filter by C...	Direct	Filter
Denisha 1	06 Jan 202...		India	DIRECT	Der
Mark henrey	06 Jan 202...	mbakers@...	United Kin...	DIRECT	May
Denisha 2	06 Jan 202...		India	DIRECT	Der
Denisha 3	06 Jan 202...		India	DIRECT	

- Calculate the total or Download the csv file and then check the invoice accordingly.

Source	SubSource	Postal Serv...	Tracking N...	Total
Direct	Filter by S...	Filter by P...	Filter by T...	Filter by T...
DIRECT	Denisha 1	Other 24 H...		1,267.00
DIRECT	Mayur	Default		918.10
DIRECT	Denisha 2	Other 24 H...		5,373.00
DIRECT		Other 24 H...		11,211.00

## 2) If grouping is done - Sub-source wise

- Same steps as the first option, but only in the Linnworks filter you need to select Sub-source instead of Source.

Processed Date 06 Jan 2021 - 06 Jan 2021

Processed ...	Email	Country	Source	SubSource
Filter by P...	Filter by E...	Filter by C...	Filter by S...	Filter by S...
06 Jan 202...		India	DIRECT	Denisha 1
rey 06 Jan 202...	mbakers@...	United Kin...	DIRECT	Mayur
! 06 Jan 202...		India	DIRECT	Denisha 2
! 06 Jan 202...		India	DIRECT	


- Click on the filter button
- Select the subsorce you want to track

- Calculate the total or Download the csv file and then check the invoice accordingly.

### 3) If grouping is done - Country wise

- Same steps as the first option, but only in the Linnworks filter you need to select Country instead of Source.

Processed Date 06 Jan 2021 - 06 Jan 2021 ✕



Processed ...	Email	Country	Source
... Filter by P...	Filter by E...	Filter by C...	Filter by S...
06 Jan 202...		India	DIRECT
ey 06 Jan 202...	mbakers@...	United Kin...	DIRECT
06 Jan 202...		India	DIRECT
06 Jan 202...		India	DIRECT

- Click on the filter button
- Select the country you want to track
- Calculate the total or Download the csv file and then check the invoice accordingly.

### 4) If grouping is done - Tax wise

- There are no direct steps for this option and the process will be very complex.
- It is suggested that grouping should not be done only on the tax rate basis. Because there is no direct way to filter orders based on the tax rate from the processed orders tab.

- If the grouping option involves Tax option too then the user should prepare the query which gives the data to differentiate the date according to the tax rate.

### 5) If grouping is done - Source + Subsource wise

- Click on the filter button
- Select the source and subsource you want to track

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Country	Source	SubSource ^
Filter by C...	Filter by S...	Filter by S...

- Calculate the total or Download the csv file and then check the invoice accordingly.

### 6) If grouping is done - Source + country wise

- Click on the filter button
- Select the source and country you want to track

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Country	Source	SubSource ^
Filter by C...	Filter by S...	Filter by S...

- Calculate the total or Download the csv file and then check the invoice accordingly.

### 7) If grouping is done - Subsource + country wise

- Click on the filter button
- Select the subsource and country you want to track

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Country	Source	SubSource ^
Filter by C...	Filter by S...	Filter by S...

- Calculate the total or Download the csv file and then check the invoice accordingly.

## 8) If grouping is done - Source + Subsource + country wise

- Click on the filter button

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Country	Source	SubSource ^
Filter by C...	Filter by S...	Filter by S...

- Select the source and subsource you want to track
- Calculate the total or Download the csv file and then check the invoice accordingly.