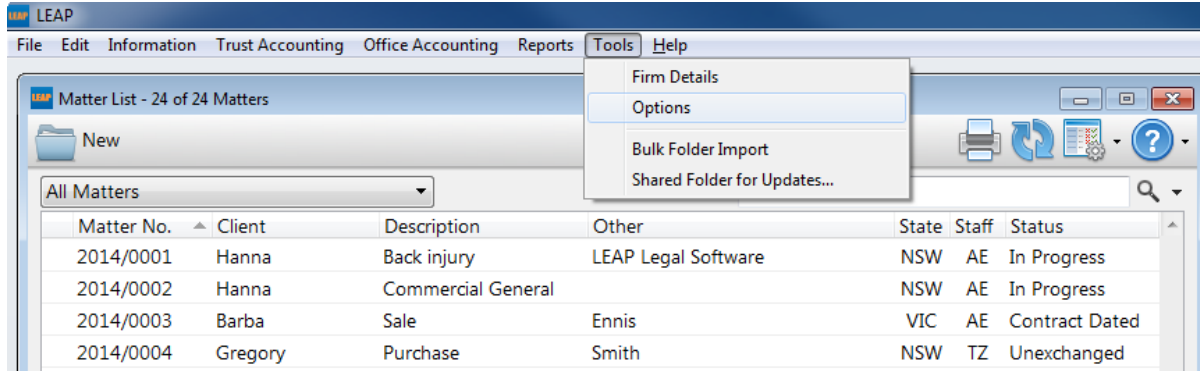
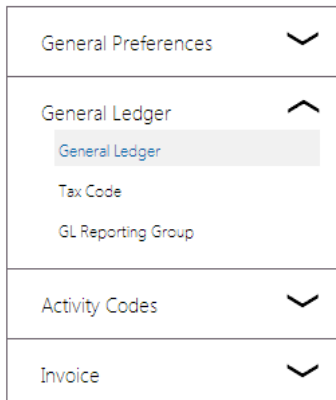


Setting up the Accounts for integration with Xero

Click on Tools in the top toolbar, then click on Options



Once on the options page, click on General Ledger on the left hand side, then General Ledger tab



On this page, you will need to set up the General Ledger account codes. These account codes will also need to be created in Xero

- General Preferences
- General Ledger
- General Ledger
- Tax Code
- GL Reporting Group
- Activity Codes
- Invoice
- Office & Trust Accounts
- Branch Offices
- Payment Types
- Staff Members
- Task Lists

General Ledger

GL Account Codes

Assets

LEAP Undeposited Funds:

LEAP Debtors Adjustment:

LEAP Debtors:

Income

LEAP Client Fees:

LEAP Cost Recoveries:

LEAP Payments Received:

LEAP Client Credits:

Expense/Cost of Sales

LEAP Office Payment:

LEAP Discounts Given:

LEAP Debtor Write Off:

LEAP Payments Write Off:

Client Credits

Tax Code:

Miscellaneous

Basis: **Accrual *Please call us if you want to change your GST basis**

Lock period date:

Financial year start date:

Save

Once this has been completed, contact the LEAP National Helpdesk on 1800 007 709 to finalise the LEAP/Xero integration setup