



Instructions

In this module, you can export your invoices either directly into Xero or as a CSV file that can be opened by many accounting and spreadsheet applications.

Find Invoice

1. Login to Bismos Apps on the Medent Medical website.
2. In Bismos Apps select *Bismos Invoice Export*.
3. a) If your account does not have access to export invoice, you will see the screen below



Please contact us if you want to have access to export invoices.

- b) If your account has access to export invoice,
 - Input Invoice date in "*From _ Till*" as DD/MM/YY.
 - If you do not want to see invoices previously exported, tick "*Not previously exported*". If you want to see the invoices that were previously exported, leave it blank.
 - Input "*Account code*". This code will import though into your account software so must be a code that already exists in your accounts system. You can leave it blank if you want. You can enter this manually into Xero later.
 - Press "*Find Invoices*".

A screenshot of the Medent Medical website showing the 'Invoice export' form. At the top left is a 'Log out' link. In the center is a stethoscope. To the right is the 'medent MEDICAL' logo. Below the logo is the text 'Sales Hotline 0800 263 3368'. A teal navigation bar contains links for 'Home', 'About Us', 'Products', 'My Orders', 'BISMOS', 'Bismos Apps', and 'Contact Us'. Below the navigation bar, the text 'Invoice export' is displayed in teal. The form contains the following fields:

- Date From:
- Date Till:
- Not previously exported:
- Account code: *This will import though into your account software so must be a code that exists in your accounts system.

A 'Find Invoices' button is located at the bottom left of the form.

4. You will see the invoices you need. For example

Invoice Number	Exported	Invoice Date	Due Date	Description	Quantity	Unit Amount (ex GST)	Line Total
16194	True	09/03/2015	20/04/2015	AMENDMENT FOR DEC 2014 REBATE, REF 113174	1	-\$27.12	-\$27.12
16386	True	04/05/2015	20/06/2015	Carriage	1	\$5.85	\$5.85
16386	True	04/05/2015	20/06/2015	MORGAN LENS	1	\$341.04	\$341.04
16579	False	25/06/2015	20/07/2015	Carriage	1	\$5.85	\$5.85
16579	False	25/06/2015	20/07/2015	CAVILON DURABLE BARRIER CREAM TUBE 92G 3355	1	\$20.65	\$20.65
16579	False	25/06/2015	20/07/2015	ADAPTIC NON ADHERENT 7.6 X 7.6CM (50'S) TULLE GRAS DRESSING	1	\$77.09	\$77.09

- a) "Exported-True" means this invoice was previously exported. It will not show if you have ticked "*Not previously exported*" above, "Exported-False" means this invoice has not been exported yet.
- b) "Unit Amount" is GST exclusive.

Export



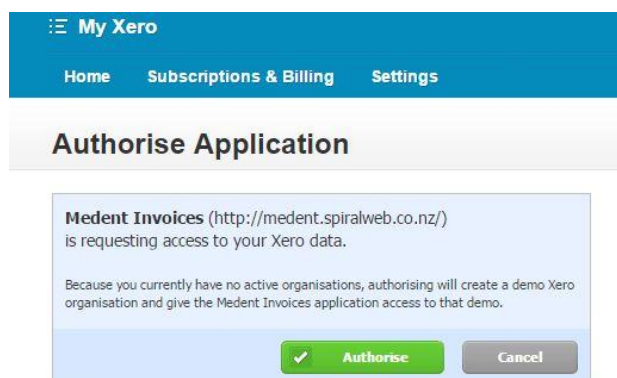
1. Export to Xero

Select "*Export to Xero*", the page will jump to Xero website automatically. Login your Xero account, and "*Authorise*" Medent Invoices.

Note All the invoices displayed after you select "*Find Invoices*" above will be exported to Xero even if they have been previously exported.

We recommend you check the "*Not previously exported*" box to avoid this.

Any exported invoices can be deleted from Xero before they are approved in Xero



Once Authorised the page will jump back to Medent website. Press, "*Mark invoices as exported*", the invoices will be marked as "Exported-True".

Press "*Back to search*" will leave the invoices' status as "Exported-False".

Log out



Sales Hotline 0800 263 3368



- Home
- About Us
- Products
- My Orders
- BISMOS
- Bismos Apps
- Contact Us

Invoice 16581 from MEDENT MEDICAL on 26/06/2015 12:00:00 a.m. for 6.62NZD

Mark invoices as exported Back to search

Go to your Xero, the exported data is placed in the draft area.

Purchases > Bills

No items selected
3 items | 525.40 NZD

Ref	From	Date	Due Date	Due
<input type="checkbox"/> 16579	<input type="checkbox"/> MEDENT MEDICAL	25 Jun 2015	20 Jul 2015	157.66
<input type="checkbox"/> 16386	<input type="checkbox"/> MEDENT MEDICAL	4 May 2015	20 Jun 2015	398.93
<input type="checkbox"/> 16194	<input checked="" type="checkbox"/> MEDENT MEDICAL	9 Mar 2015	20 Apr 2015	(31.19)

This data can be edited, checked and deleted before approval.

Purchases > Bills > Edit Bill 16579

Draft

From MEDENT MEDICAL
Date 25 Jun 2015
Due Date 20 Jul 2015
Reference 16579
Total 157.66

Currency NZD New Zealand Dollar
Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Region	Amount NZD
	Carriage	1.00	5.85	300 - Purchases	15% GST on Expenses		5.85
	CAVILON DURABLE BARRIER CREAM TUBE 92G 3355	1.00	20.65	300 - Purchases	15% GST on Expenses		20.65
	ADAPTIC NON ADHERENT 7.6 X 7.6CM (90'S) TULLE GRAS DRESSING	1.00	77.09	300 - Purchases	15% GST on Expenses		77.09
	SODIUM CHLORIDE IRRIGATION 0.9% 30ML 30'S	1.00	33.50	300 - Purchases	15% GST on Expenses		33.50
Subtotal							137.09
Total GST 15.00%							20.57
TOTAL							157.66

2. Mark as Exported

Once export is completed, exported invoices need to be marked as "Exported-True". If you did not press, "Mark invoices as exported" after you exported invoices to Xero, or you inputted the invoices in Xero manually, the exported invoices' status still show "Exported-False". You can select icon "Mark as Exported" to mark the exported invoices. This action cannot be reversed.

3. Export to CSV for your accounting system

If you are using another accounting system instead of Xero, you can select icon "[Export to CSV](#)" to download the invoice as CSV file and upload it to your accounting system.