

Buy Now Pay Later

Table of Contents

Configuration and Setup	2
Payment Method Setup for Charging Bill	2
Payment Method Setup for Receipting Payment	2
Setup GL Codes if required	3
Product Category Setup	4
VetPay Fees Product	4
Putting it all together.....	5
Charge Bill to Account for Payment Service to Pay Later.....	5
Take off the Payment Service Fee (Non Xero Integration)	6
End of Day Reconciliation (Non Xero Integration).....	7
End of Day Cashup.....	7
End of Day Sales Summary	7
Buy Now Pay Later Reconciliation in Xero	8
Option 1 - Receipt Buy Now Pay Later Payment and Fee in Xero	8
Option 2	9
Create Buy Now Pay Later Fee in VetlinkPro	9
Use Buy Now Pay Later Fee to Remove Due from Invoice	9

Configuration and Setup

Payment Method Setup for Charging Bill

Create your payment method to charge bill to Payment Service.

1. Log into VetlinkPRO in the main branch.
2. Go to **Options > Setup > log in with username and password > Bill button > 7.Payments tab**
3. Click **F5: Add Last** to add new payment
4. Set Payment Details
5. Set name, **eg. VetPay Charge**
6. Set unique key that's not already used by any other payment method.
7. Set **Type** as **Charge**
8. Set **Status** to **Active**
9. Set **Slips** to number of till rolls for that payment to be printed at EOD.
- 10. Save**
11. Change **Till** at top of page to setup for 2nd / 3rd branch etc... You will need to select payment method then click change and change status to Active and save.
12. Save and exit setup

Payment Method Setup for Receipting Payment

Create your payment method to charge bill to Payment Service.

1. Log into VetlinkPRO in the main branch.
2. Go to **Options > Setup > log in with username and password > Bill button > 7.Payments tab**
3. Click **F5: Add Last** to add new payment
4. Set Payment Details
5. Set name, eg. **VetPay Receipt**
6. Set unique key that's not already used by any other payment method.
7. Set **Type** as **Direct Credit**
8. Set **Status** to **Active**
9. Set **Slips** to number of till rolls for that payment to be printed at EOD.
- 10. Save**
11. Change **Till** at top of page to setup for 2nd / 3rd branch etc... You will need to select payment method then click change and change status to Active and save.
12. Save and exit setup

Billing Setup

1: Master / Branch | 2: Master / Branch | 3: Profile | 4: My PC | 5: Messages
6: Till Categories | **7: Payments** | 8: Batch Mode | 9: Vouchers | 10: Checklists

Select Till: Demo

Key	Name
	Acct Payment
	Float
	Suspense A/C
D	Direct Credit
T	Direct Debit
	Voucher Sold
	Debtors W/O
	Debtors C/F
	Journal Ent.
	Creditors C/F
	Import Payments
	External Payments
F	Farmlands Card
	Paid on Bill
	Instalment Payment
	Insurance Payment
Z	Vetpay Charge
Y	Vetpay Receipt

Payment Settings

Name: Vetpay Charge
Key: Z
Type: Charge

Settings for Till: Demo

Status: Active
Slips: 1
Num: 27 Rsvd: 0
Ord: 1

F4: Change | F9: Move Item | F5: Add Last | F8: Delete Item

Till Payments Configuration

Setup GL Codes if required

If you use GL codes in your VetlinkPRO you also need to go to **Options > Picklist Setup > Financials > Till Payments (Banks)** and assign a bank for “Vet Pay” payment methods. If you don’t have the General Ledger enabled ignore this section.

Note: If you use GL / Xero contact the VetlinkPRO team to add your accounts receivable accounts to the Charge payment you created.

Pick Lists and Abbreviations

Select a Pick List

- > Client
- > Animal
- > Staff
- > Product
- > Bill
- > History
- > Diary
- > Supplier
- > Reports
- > Misc
- > **Financials**
 - My Bank Accounts
 - General Ledger Codes
 - Till Payments (Banks)
 - Vouchers Sold Here (GL Codes)
 - External Vouchers (GL Codes)
 - View Till Payment (GL Codes)
 - Loyalty Schemes

ESC: Close

Till Payments

Set Bank Accounts for Payments

Select Branch to Set up: Auckland

Pmt Method	Banks for Debtors	Bank for Creditors
Third Party Voucher	SRVS Ltd Cheque : 3-683-0154577-0	SRVS Ltd Cheque : 3-683-0154577-0
Conversion	SRVS Ltd Cheque : 3-683-0154577-0	SRVS Ltd Cheque : 3-683-0154577-0
Q Card	SRVS Ltd Cheque : 3-683-0154577-0	SRVS Ltd Cheque : 3-683-0154577-0
Import Payments		
Newone		
External Payments		
Farmlands Card		
Visa		
Vetpay		

Cancel Changes | F12: Save Changes | Exit

Product Category Setup

Create a product category for the payment service fees – this will make reporting clearer.

1. Go to **Options > Picklist Setup > Product > Category 1**
2. Click **+** to add category.
3. Type payment service name into new Category, **eg VetPay fees**.

VetPay Fees Product

Create a new product for VetPay Fees, we'll use this to keep track of the commissions we give write off, e.g. when the client owes \$500 and VetPay give us \$450, "Vet Pay Fees" will allow us to write off the \$50 fees/commission of VetPay charges.

The basic setup will require;

- Name = Vet Pay Fees
- Class = Fee
- Category = Vet Pay Fees
- Sell price = \$0 (so it can vary at billing time).
- Depending on your setup you may also need to define the GL codes on tab #2. You should also make the product available at the relevant store(s).

Vet Pay Fees (Product# 1/12903)

1 : General 2 : More 3 : Stock 4 : Discs 5 : Complex 6 : History 7 : Stats 8 : Doc Mgr

Name: Vet Pay Fees

Size:

Class: Service

Printed Name:

Category-1: FEESE

Category-2: Default

Ann Types: *ALL*

Action: None

Rem Type:

Label Typ: No Label

Def. Label:

Restricted:

Pref. Supplier:

Status: Active

User Code: VPF

Complex: Not Cplx

Certificate:

Handout:

Reporting: No

Pack Prices (Exc Tax)

Price Scheme: RRP

List Price: \$0.000

Buy Discount 1: 0.000 % = \$0.000

Buy Discount 2: 0.000 % = \$0.000

Buy Discount 3: 0.000 % = \$0.000

Buy Size: 1

Net Cost: \$0.000

Cost: \$0.000

Prices (Inc Tax)

Units:

Unit Cost: \$0.00

Unit Sell: \$0.000

Pack Sell Price: \$0.000

Dose Size: 1

Dose Cost: \$0.00

Dose Sell: \$0.000

Variable Price

List Price: \$0.000

Markup: 50.000 %

Sell Price: \$0.000

Margin: 0.000 %

Ctrl+N

By_Number

AF3: Exit

Putting it all together

Charge Bill to Account for Payment Service to Pay Later

1. Here is Willy Wonka who owes \$500 who has been passed to VetPay for debt collection.
2. This can be charged to the clients account with the **VetPay Charge** payment method.

The screenshot shows the VetlinkPRO interface for a client named Willy Wonka. The top navigation bar includes tabs for General, More, Marketing, Financial, Info, History, Doc Mgr, and Contacts. The 'General' tab is active, displaying personal and contact information. Below this, a payment summary for May 2020 is shown, including a table of invoices and a closing balance.

Inv#	Date	Type	Details	3 Mth+	2 Mth	1 Mth	Current	Total	Acc Paid	Credit	Balance
1/628884	28/05/2020	Tax Invoice	Inv# - 1/628884	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00
Closing Balance				\$0.00	\$0.00	\$0.00	\$500.00		\$0.00		\$500.00

Receipt a Payment from Payment Service (Non Xero Integration)

Whether the payment service pays you in instalments, or all at once, the process in VetlinkPRO is the same. For example, VetPay have collected \$50 from Willy who still owes \$500, they're keeping \$5 as fee and transfer \$45 to your account. The overall balance Willy owes in VetlinkPRO needs to come down to \$450.

1. First do an account payment to pay off the \$45 VetPay have given you using **VetPay Receipt** as the payment method.
2. To do this, from the client record click **Actions > Make a Payment >** change the amount to be credited to \$45 and accept.
3. Next Click **Payment** and select **VetPay Receipt** as the payment method.

The screenshot shows the 'Account Payment for Willy Wonka' window. It displays a payment summary with a total owing of \$500.00. Below this, a table shows the allocation of the payment to the current invoice. The 'Amount to Pay' is \$45.00, and the 'Amount Allocated' is \$45.00. The window also includes buttons for 'F12: Accept' and 'ESC: Cancel'.

Date	Desc	Total	Due	Allocation
28/05/20	Invoice# 1/628884	\$500.00	\$500.00	\$45.00

Take off the Payment Service Fee (Non Xero Integration)

Now to deal with the \$5 fee. In effect, it's a reduction in sales so we make a client refund against Willy's account.

1. Go to Billing > Special > Refund > Client Refund. Select Willy Wonka then select which period you want to apply the credit to. Usually you'd write off the oldest debt first.
2. On the invoice pick S (for service) and select "Vet Pay Fees", manually setting the price to \$5.
3. For Payment select Charge or To Account
4. Say **Yes** to **Apply Credit to Outstanding invoices** prompt and choose the Vet Pay invoice the fee relates to.

Refund Bill for Wonka Willy (# 1/1122)

Wonka Willy
21 Barrys Point Road
Takapuna
Auckland 0622
EXISTING CLIENT

Date: 28/05/2020
Num: # 1/1205
Referral:
Rqst Staff:

All Add

1: Bill

#	Staff	Type	Qty	Name	RRP	Discount	Price	Script	Notes	Bonus Pts
1	DC	S	1	1>Vet Pay Fees	\$5.00		\$5.00			0

2: History

Payments for Bill # 1/1205

Total on Bill # 1/1205: \$5.00

Owes \$455.00

Type	Amount	Reference
3 - Charge	\$5.00	

F8 Old Bill F11 Save/Ex SF9 Disc Bill Ctrl-N Notes SF6 Rqst Sta
F9 New Bill F12 Payment SF10 Cancel F4 Drug Lbl SF7 Rebook

Refund Bill State **Open** Owes \$500.00

Notes for this Client

Balance to Pay \$5.00 Rounding Adjustments: \$0.00
Bonus Points Used: \$0.00

F12: Finish ESC: Cancel

Please enter the amount for .

End of Day Reconciliation (Non Xero Integration)

When you do the EOD the Payment Services' payments and fee's are spilt so you can easily report on them

End of Day Cashup

The Payment Services payment now shows as a payment method in daily reporting.

End of Day Sales Summary

The Payment Services Fees are shown in their own category. This also enables fees to be tracked throughout the financial year. It will always be a negative amount as it's a reduction in sales.

End of Day Cash up

End of Day Cash up for Till #1
Sequence #13, Starting on 13/10/2004

Payment Method	Amount	Counted	Variance
Cash	\$850.10	\$850.10	\$0.00
Charge	-\$5.00	-\$5.00	\$0.00
Eftpos	\$328.19	\$328.19	\$0.00
Rounding Adj.	\$0.01	\$0.01	\$0.00
Acct Payment	-\$45.00	-\$45.00	\$0.00
Vetpay Charge	\$500.00	\$500.00	\$0.00
Vetpay Receipt	\$45.00	\$45.00	\$0.00
	\$1,673.30	\$1,673.30	\$0.00

Total Sales Recorded **\$1673.30** ☒ Always Print Blank Form on Entry
Less Variance to Suspense Account **\$0.00** ☒ Always Print Finished Form
Float in Till From Last Day **\$0.00**
Plus Account Payment **\$45.00**
Total Funds Collected From Till **\$1718.30** Eftpos and credit card settlement
Float Left in Till for Next Day **\$0.00**
Less Charges Payment **\$495.00** Continue with End of Day Procedure
Less Vouchers Payment **\$0.00**
Total Taking Today **\$1223.30** Abort End Of Day to Correct Transactions if any Reconciliation Errors Found
Banking Today **\$850.10**

Note: Cash in the grid includes all the cash you received plus the float in till from last day

CFL Veterinary Hospital
21 Barry's Point Road, Takapuna, Auckland.
Ph: (09) 489-2280

End of DAY Sales Summary (Till 1)
Seq = #13, 13/10/2004 1:59:14 pm to 19/05/2022 10:13:06 am Done by OWN for - Computer
Fanatics Veterinary Hospital

Product Category	Cost	Sales(exc.)	GST	Total(inc.)
ADMIN	0.00	15.56	1.95	17.51
CALFEED	14.25	16.26	2.44	18.70
DRUG	1.49	6.57	0.85	7.42
Default	0.00	482.61	72.39	555.00
FEE	0.00	7.04	0.96	8.00
MATSA	75.00	110.05	16.51	126.56
OTC	128.24	170.49	22.26	192.75
PET	15.60	21.87	2.73	24.60
PETFOOD	576.51	634.74	93.02	727.76
VetPay Fees	0.00	-4.35	-0.65	-5.00
Total Categories: 10	811.09	1,460.84	212.46	1,673.30

Payment	Amount
Cash	850.10
Eftpos	328.19
Rounding Adj.	0.01
Vetpay Receipt	45.00
Sub Total	1,223.30
Acct Payment	-45.00
Charge	-5.00
Vetpay Charge	500.00
Grand Total	1,673.30

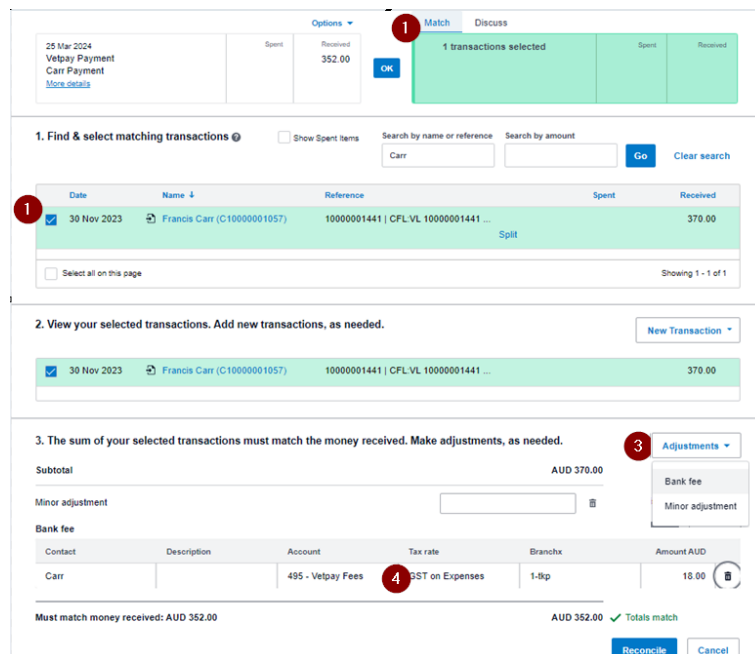
Number of Transactions	Amount
Bills	9
Refunds	2
Total	11

Buy Now Pay Later Reconciliation in Xero

If you have Xero integration Buy Now Pay Later payments can be reconciled in a couple different ways.

Option 1 - Receipt Buy Now Pay Later Payment and Fee in Xero

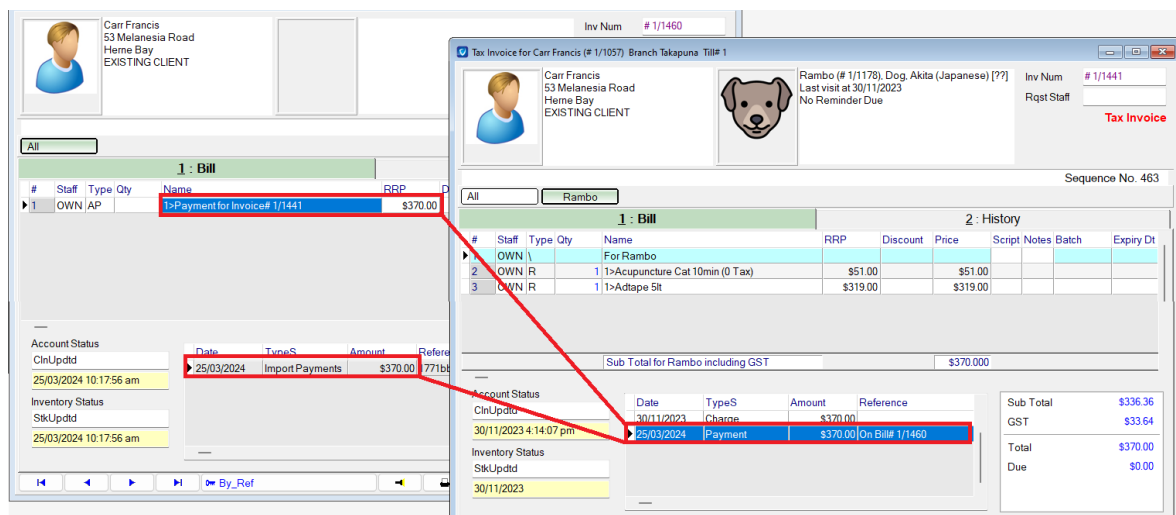
1. **Find** and **Match** the Buy Now Pay Later payment in your Bank reconciliation in Xero
2. The payment will exclude the Buy Now Pay Later fee, so you can do an adjustment.
3. Click **Adjustments** and Choose **Bank Fee**
4. Enter details and choose your Buy Now Pay Later Fees account
5. **Reconcile**
6. Payment will then download to VetlinkPRO to pay invoice there as well.



This screenshot shows the Xero Bank Reconciliation interface. At the top, a summary box shows a payment of 352.00. The main area is divided into three steps: 1. Find & select matching transactions, 2. View your selected transactions, and 3. The sum of your selected transactions must match the money received. In step 1, a transaction from 30 Nov 2023 for 370.00 is selected. In step 3, a bank fee of 10.00 is added to the reconciliation, bringing the total to 380.00. The interface includes search filters, a table of transactions, and buttons for 'Match', 'Adjustments', and 'Reconcile'.

Date	Name	Reference	Spent	Received
30 Nov 2023	Francis Carr (C10000001057)	10000001441 CFL VL 10000001441 ...	370.00	

Contact	Description	Account	Tax rate	Branch	Amount AUD
Carr		495 - Vetpay Fees	GST on Expenses	1-8p	10.00



This screenshot shows the VetlinkPRO interface with a tax invoice for Carr Francis and a payment record. The invoice details include the client's name, address, and a list of services with their respective prices. The payment record shows a payment of 370.00 on 25/03/2024. Red boxes and arrows highlight the connection between the payment in VetlinkPRO and the invoice it is paying.

#	Staff	Type	Qty	Name	RRP	Discount	Price	Script	Notes	Batch	Expiry Dt
1	OWN	R	1	For Rambo							
2	OWN	R	1	Acupuncture Cat 10min (0 Tax)	\$51.00		\$51.00				
3	OWN	R	1	Adtape 5lt	\$319.00		\$319.00				

Date	TypeS	Amount	Reference
25/03/2024	Import Payments	\$370.00	771b
25/03/2024	Payment	\$370.00	On Bill# 1/1460

Option 2

The second option is to take care of the Buy Now Pay Later fee on VetlinkPro. This is the method clinics would use if they didn't have Xero integration. It will still work if option1 is not followed however.

Create Buy Now Pay Later Fee in VetlinkPro

1. Create item with class = Fee, name can be "Buy Now Pay Later Fee" and price = \$0.
2. Under More tab set sales account to your Buy Now Pay Later fee account and COGs and Service evaluation or normal for fee items.

The screenshot shows the 'Vetpay Fees' form in VetlinkPro. The 'General' tab is selected, displaying various fields for item creation. The 'Class' is set to 'Fee'. The 'More' tab is also visible, showing additional settings like 'Round Sell', 'Buy GST', 'Sell GST', 'Cautions', 'Use Expiry', 'Category-3', 'Category-4', 'Category-5', 'Export To', and 'GL Codes'.

Use Buy Now Pay Later Fee to Remove Due from Invoice

1. **Find** and **Match** the Buy Now Pay Later payment in your Bank reconciliation in Xero
2. The payment will be less the Buy Now Pay Later fee so you can reconcile a part payment.
Eg. In Xero use split option when reconciling.
3. The part payment will download to VetlinkPro, but the Fee amount will still be owing.

The screenshot displays the VetlinkPro interface. On the left, a client record for 'Carter Jr. James Earl' is shown with a balance of \$2.00. On the right, a 'Tax Invoice' is displayed for the same client, showing a payment of \$49.00 and a balance of \$2.00. The invoice includes details like 'Caldonia (# 1/1023)', 'Cat. American Wirehair', and 'Last visit at 5/12/2023'.

4. To offset the fee in Vetlink you can do client refund using Buy Now Pay Later fee product.
5. Open **Client record** -> go to actions -> **Refund bill**.
6. Continue with period to refund to, usually just **F2: Refund Bill**

7. Add Buy Now Pay Later Fees item to bill for amount of the fee.
8. Go to Payment and **Charge** to Account
9. At Prompt **to Apply Credit to outstanding Invoices** select **yes**.
10. Choose invoice with outstanding Buy Now Pay Later fee.


 Carter Jr. James Earl
 A/29 Shakespeare Road
 Parnell
 EXISTING CLIENT

Date: 25/03/2024
Num: # 1/1462
Rqst Staff: _____

1: Bill				2: History			
#	Staff	Type	Qty	Name	RRP	Discount	Price
1	OWN	S	1	1>Velpay Fees	\$2.00		\$2.00

Refund Bill State **Open** **Owes \$2.00** **Cred**

Payments for Bill # 1/1462
 Total on Bill # 1/1462: \$2.00 **Owes \$2.00**

Type	Amount	Reference
3: Charge	\$2.00	

Balance to Pay: \$2.00 Rounding Adjustments: \$0.00
 Bonus Points Used: \$0.00

Confirm


 Apply Credit to outstanding invoices?

edit for Carter Jr. James Earl

Owed On Last Statement: \$0.00
 Charged Since: \$0.00
 Paid Since: -\$457.39

Credit To Apply: 2.00

Date	Desc	Total	Due	Allocation
5/12/2023	Invoice 1449	\$51.00	\$2.00	\$2.00

Invoices on open payments are excluded from the list

Credit Remaining: \$0.00 Credit Applied: \$2.00