



BUILDXACT

Connecting Buildxact with Xero



USER HELP GUIDE - 2020



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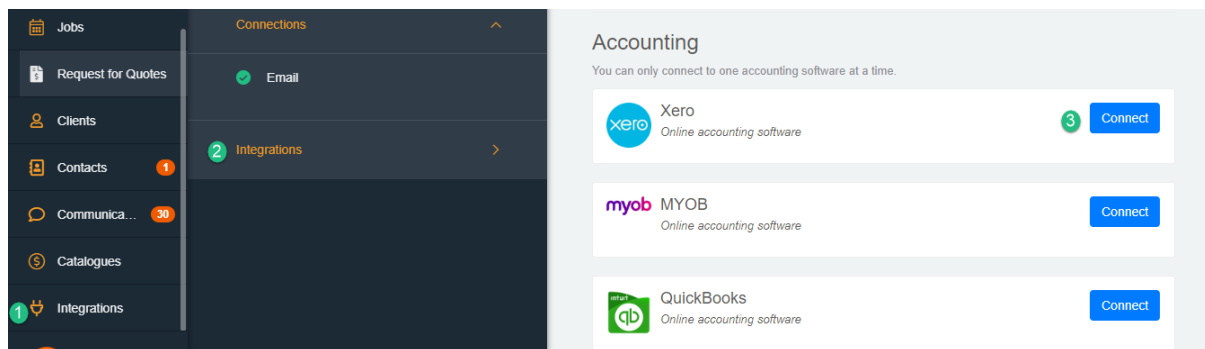


Introduction

This document will guide you through the initial connection with XERO as well as detail how the connection works to get as much as possible from integrating these two software systems.

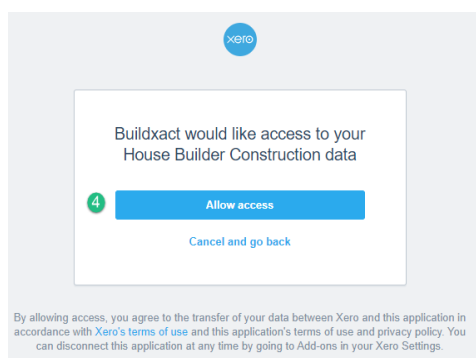
Connecting

1. In the Buildxact Navigation menu, click “Integrations”
2. Click “Integrations” in the sub menu
3. Click “Connect” beside Xero



When the Xero log in page opens, enter your log in details. (if you are currently logged into Xero, skip this step).

4. In the pop up, click “Allow access”



Xero will then return you to Buildxact. The two systems are now integrated.



You will now be taken back to Buildxact where you will be prompted to set up the integration. See images below for instructions.

5. Choose the date that you would like all items to sync from
6. Tick if you want to sync PO's from Buildxact to Xero.
7. Tick this box if you have a separate expense account for Suppliers and Contractors in Xero. Leave unticked if you only want to apply one expense account from Xero for all expenses, and there will be only one field to map – “Expense Account”
8. Click the drop down against the “Suppliers Expense Account”, all expense accounts from Xero will be listed – choose the account you wish all your Supplier expenses to go (eligible accounts must have a numeric pre-fix).
9. Repeat this step with the “Contractor Expense Account” field if you have chosen to have two expense accounts.

Xero Settings

Organisation: House Builder Construction

Sync items from: 25/2/19

Sync 'Received' Purchase Orders

Use a separate account for Suppliers and Contractors

Suppliers Expense Account: 310 - Cost of Goods Sold

Contractors Expense Account:

Expense Tax Type:

Expense Tax-Free Type:

Sync 'Invoiced' Job Invoices

Income Account:

Income Tax Type:

Income Tax-Free Type:

Default Invoice Status: D

Tracking Category to use for Job Numbers:

- 310 - Cost of Goods Sold
- 400 - Advertising
- 404 - Bank Fees
- 408 - Cleaning
- 412 - Consulting & Accounting
- 416 - Depreciation
- 420 - Entertainment
- 425 - Freight & Courier
- 429 - General Expenses
- 433 - Insurance
- 437 - Interest Expense
- 441 - Legal expenses



Use the same process to set up your income account.

10. Tick if you want to sync customer invoices from Buildxact to Xero
11. Click the drop down against the “Income Account”, all income accounts from Xero will be listed – choose the account you wish all your Client Invoices to go (eligible accounts must have a numeric pre-fix).
12. In the drop down, choose the status of your invoices once in Xero. **We recommend DRAFT** – to easily move to another account once it is in Xero
13. If you have “Tracking Categories” set up in Xero to track jobs they will be listed here, click the dropdown to choose the category. (see page 6 how to set up Tracking Categories in Xero)
14. Click “Save and Close”

Organisation: Hor

Sync items from: 25

Sync 'Received' Purchase Orders

Use a separate account for

Expense Account:

Expense Tax Type:

Expense Tax-Free Type:

Sync 'Invoiced' Job Invoices

Income Account: 200 - Sales 11

Income Tax Type: GST on Income

Income Tax-Free Type: GST Free Income

Default Invoice Status: DRAFT 12

Tracking Category to use for Job Numbers: 13

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If you would like to know more about how to set up “Tracking Categories” in Xero, see Page 6 for information.



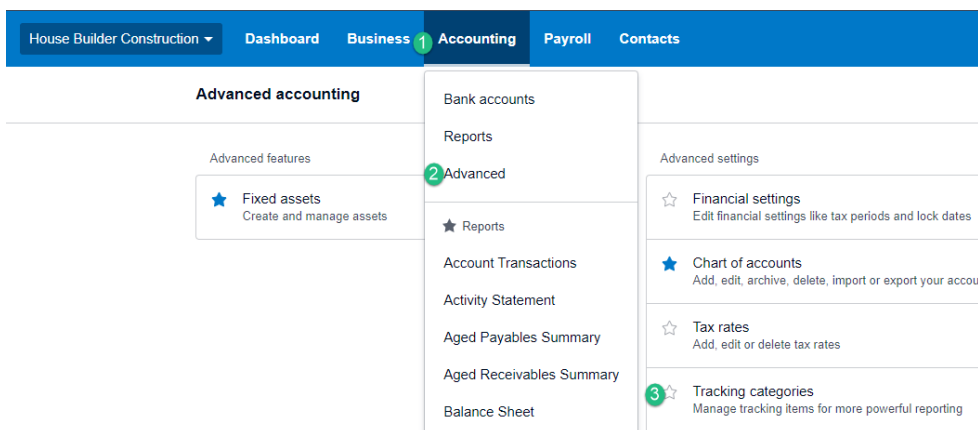
Using Tracking Categories

Using Tracking categories allows you to filter your Xero account by job, and useful for splitting reports by job.

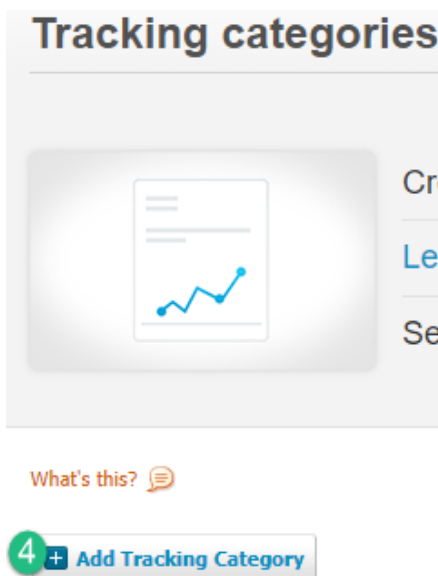
See below how to set up and link Tracking Categories in Xero and Buildxact.

Set up Tracking categories in Xero

1. In Xero, click on the “Accounting” menu,
2. Choose “Advanced” from the dropdown menu
3. Click on “Tracking categories” from the list that appears



4. In the new screen choose “Add Tracking Category”





5. Name the tracking category with a reference to jobs, as this is the data that will be transferred from Buildxact to Xero (the “Category Options” underneath stay blank)
6. Click “Save”

Untitled

Tracking category name

5 Job ID

Category options

[Add another item](#)

6 **Save** **Cancel**



Set up Tracking categories in Buildxact

If you have not connected to Xero, follow steps from Page 3 - 5 of this manual.

7. Choose the Tracking Category set up in Xero
8. Click "Save and Close"

The screenshot shows the 'Xero Settings' dialog box. It is titled 'Xero Settings' and has a close button (X). The 'Organisation' is 'House Builder Construction'. 'Sync items from' is set to '25/2/19'. There are two main sections: 'Sync 'Received' Purchase Orders' and 'Sync 'Invoiced' Job Invoices'. In the 'Sync 'Received' Purchase Orders' section, 'Use a separate account for Suppliers and Contractors' is unchecked. 'Expense Account' is '310 - Cost of Goods Sold', 'Expense Tax Type' is 'GST on Expenses', and 'Expense Tax-Free Type' is 'GST Free Expenses'. In the 'Sync 'Invoiced' Job Invoices' section, 'Income Account' is '200 - Sales', 'Income Tax Type' is 'GST on Income', and 'Income Tax-Free Type' is '(None)'. The 'Default Invoice Status' is 'Job ID'. The 'Tracking Category to use for Job Numbers' dropdown is highlighted with a green circle and the number 7. At the bottom, there are two buttons: 'Cancel' (with a green circle and the number 8) and 'Save and Close'.

All items that sync from Buildxact to Xero will have the Job number, which can allow you to report at job level in Xero reports. See screen shot from Xero below.

Profit & Loss
Dantest
All Job IDs
1 July 2017 to 30 September 2017

	J3473	J3481	J3491	J3502	J3507
Income					
Sales	0.00	2,507.89	11,607.77	21,130.77	20,732.86
Total Income	0.00	2,507.89	11,607.77	21,130.77	20,732.86
Less Cost of Sales					
Cost of Goods Sold	200.00	0.00	0.00	0.00	0.00
Total Cost of Sales	200.00	0.00	0.00	0.00	0.00
Gross Profit	(200.00)	2,507.89	11,607.77	21,130.77	20,732.86
Less Operating Expenses					
Consulting & Accounting	0.00	5,000.00	15,000.00	7,500.00	49,283.00
Office Expenses	0.00	907.53	4,428.38	0.00	125.00
Total Operating Expenses	0.00	5,907.53	19,428.38	7,500.00	49,408.00
Net Profit	(200.00)	(3,399.64)	(7,820.61)	13,630.77	(28,675.14)



Syncing with XERO

This section will show you how to sync data from Buildxact to Xero, how to know if it is ready to sync, and the results of a sync.

When does Buildxact need to sync?

Buildxact will want to send data (sync) to XERO when there are

1. Purchase Orders marked “Part Received
2. Purchase Orders marked as “Received”

All Orders - 55

[All](#) [Unsent](#) [Sent](#) [Part Received](#) [Received](#) [Cancelled](#) [Completed](#)

Order #	Description	Job	Supplier #	Supplier/Assigned	Created	Required	Total (Ex)	Status
0048		J1098 - Renovation	234	Bunnings	18 Feb 2020		\$167.39	1 PartReceived
0047		J1098 - Renovation	34567	Brickin it Bricklaying	18 Feb 2020		\$1,007.18	2 Received

3. Customer invoices marked as “Invoiced”
4. Customer invoices marked as “Received”

Invoices - 113

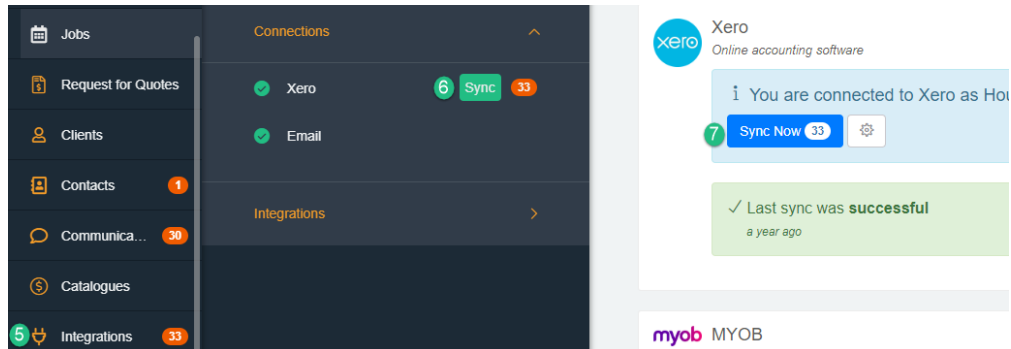
[All](#) [Pending](#) [Invoiced](#) [Part Received](#) [Received](#)

Invoice #	Description	Job	Job Customer	Invoiced	Due	Total (Inc)	Status
0036	claim 1	J1097 - Renovation	John Smith	6 Feb 2020	20 Feb 2020	\$3,182.91	3 Invoiced
0035	Refundable Deposit	J1102 - Renovation	John Smith	4 Feb 2020	18 Feb 2020	\$939.76	4 Received

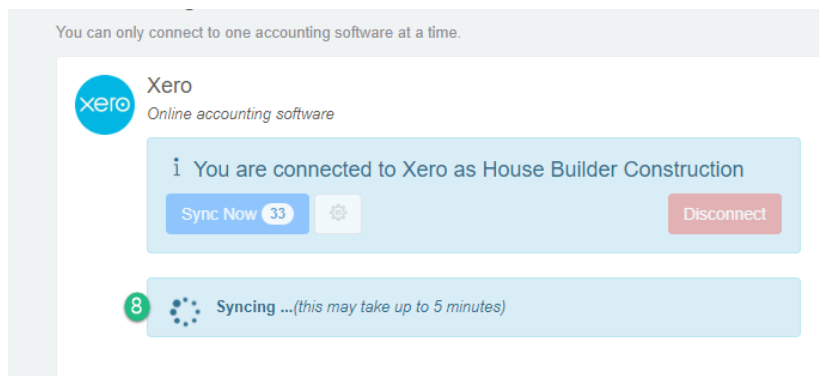


How to sync

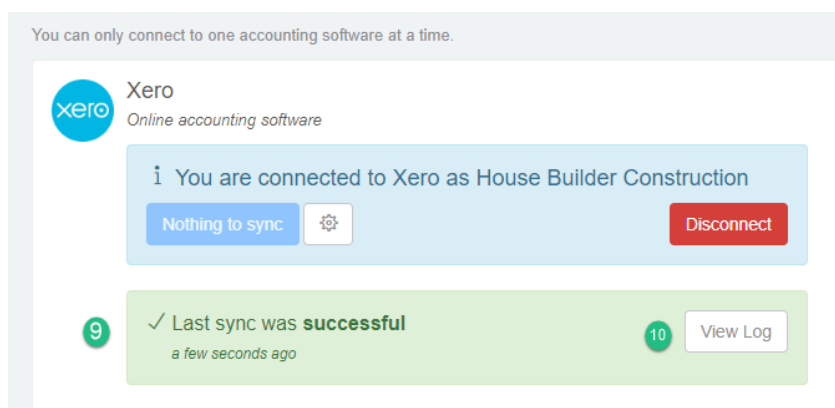
5. The “Integrations” tab will have the number of items to sync
6. Click the green “Sync” button, or
7. Click the blue “Sync now” button on the integrations screen



8. A message appears, as the sync occurs



9. Once sync is completed a message appears notifying the last successful sync
10. Click “View Log” if you want to see a list of the sync history





What the data looks like in XERO

Supplier and Contractor Purchase Orders

1. A PO in Buildxact will become a “Bill” within Xero.
2. It will have a “Draft” status allowing it to be easily moved to another account.
3. The “Reference” number is the combined Buildxact job number, purchase order number and Supplier reference number entered at the time of receipting the PO in Buildxact.
4. Click on the dropdown to apply this bill to another expense account
5. The job number appears if “Tracking Categories” have been set up
6. Click “Approve” to submit the expense

1 Edit Bill J1040/PO29/3456

2 Draft Print PDF Bill Options

From: Bunnings Date: 30 Mar 2020 Due Date: 13 Apr 2020 Reference: **3** J1040/PO29/3456 Total: 952.13

AUD Australian Dollar Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Job ID	Amount AUD
	Bricks PC \$550	25.861	4 33	310 - Cost of Goods Sold	GST on Expenses	5 J1040	865.57

Add a new line Assign expenses to a customer

Subtotal: 865.57
Total GST 10.00%: 86.56
TOTAL 952.13

Save **6** Approve Cancel



Client invoices

A client invoice within Buildxact will become a “Sale” within Xero.

1. It will have a “Draft” status allowing it to be easily moved to another account.
2. The “Reference” number is the combined Buildxact job number and invoice number generated at the time of invoicing in Buildxact.
3. Click on the dropdown to apply this sale to another income account
4. The job number appears if “Tracking Categories” has been set up
5. Click “Approve” to submit the expense

Edit Invoice J1098/INV0039

7 Draft Preview Email Print PDF Invoice Options

To: John Smith × Date: 30 Mar 2020 Due Date: 13 Apr 2020 Invoice #: J1098/INV0039 Reference:

Currency: AUD Australian Dollar Amounts are: Tax Inclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Job ID	Amount AUD
	Base stage - 20% of original contract total.	1.00	10,873.40	9	200 - Sales	GST on Income	J1098	10,873.40
Subtotal								10,873.40
Includes GST 10.00%								988.49
TOTAL								10,873.40

11 Save Approve Cancel

The Buildxact “Job number” appears in both PO’s and Invoices when “Tracking Categories” is activated.

PO’s and Invoices posted to Xero in Draft status allow you to change the account they go in Xero to before approving them.



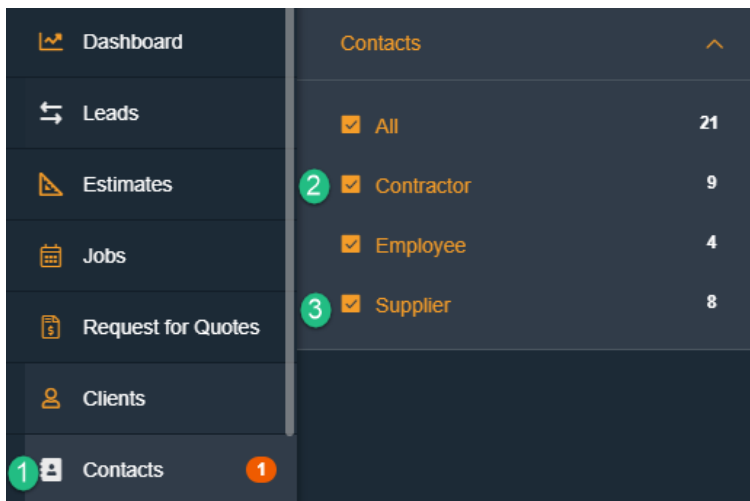
Understanding the account set up

When choosing which accounts in Xero your expenses go to, the set-up works in a hierarchy fashion.

The first hierarchy is in the initial integration, where you can choose one expense account all expenses go to, or choose to have two separate accounts, one for Contractor expenses and another for Supplier expenses.

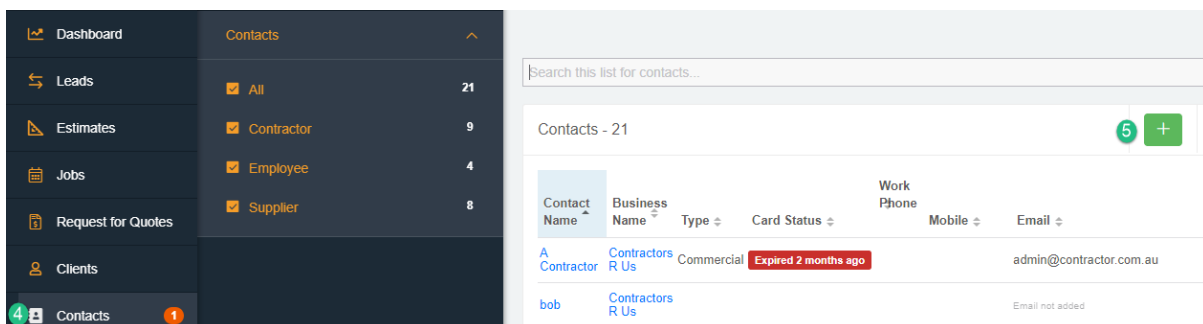
In this scenario, if you have chosen two accounts, received PO's will go to the account that is determined by the "Contact Group" your Contacts are set up as.

1. Click on the Contacts tab
2. In the sub-menu are the Contractors
3. And Suppliers



The contacts are put into these groups at the time they are entered into the system.

4. Click the Contacts tab in the Navigation menu
5. Click the green "+" button to add a new contact.





There are two mandatory fields in the Contact set up

6. Either “Contact Name” or “Business Name”
7. “Contact Group” – Supplier, Contractor, or Employee

8. You can also nominate the group for existing Contacts by opening the card and changing the status at the top of the card.

Selecting a “Contact Group” will determine if the receipted PO’s go to either “Contractor” or “Supplier” expense accounts as per the initial Xero integration set up.



The second hierarchy allows you to choose Xero accounts per Contact

9. Open the “Contact” card. In the “Default Account” field, the Xero accounts appear. Choose the account you want this Contacts receipted PO’s to sync to.

The third hierarchy is in the Purchase Order.

10. When creating a Purchase Order, the Xero account the receipt will go to can be chosen from the dropdown menu at the bottom right of the PO.

An Important Note

You can only post items once to Xero. If you sync an item to Xero, and then make subsequent changes to that item within Buildxact, the item **DOES NOT UPDATE** within Xero. The item will need to be manually updated in Xero as well. This is because re-sending may lead to duplicates.

Further assistance

Please contact Buildxact on **1800 965 597**.