# Connecting Buildxact with Xero

USER HELP GUIDE - 2020

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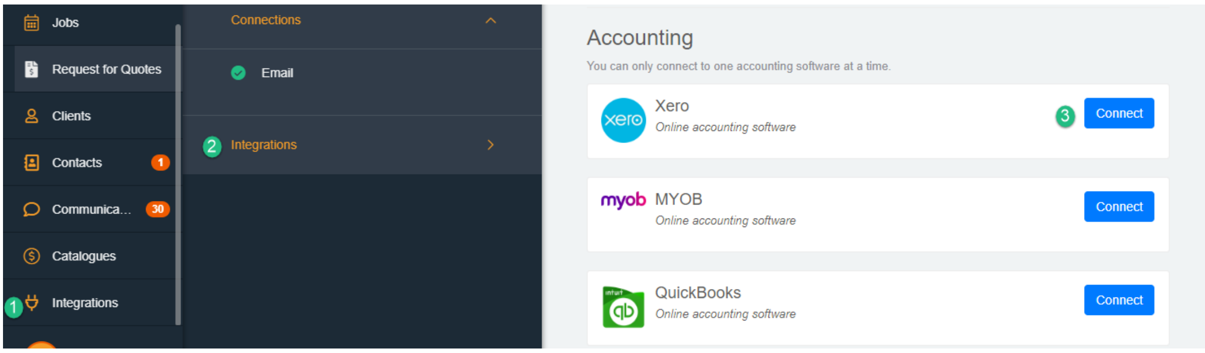
# Introduction

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.

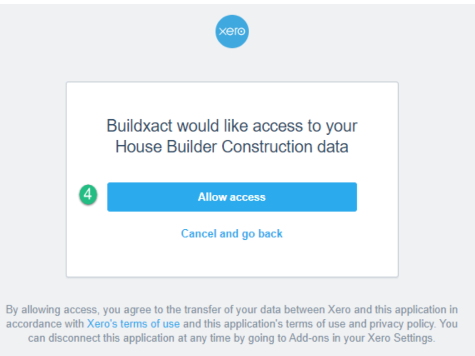
# Connecting

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).

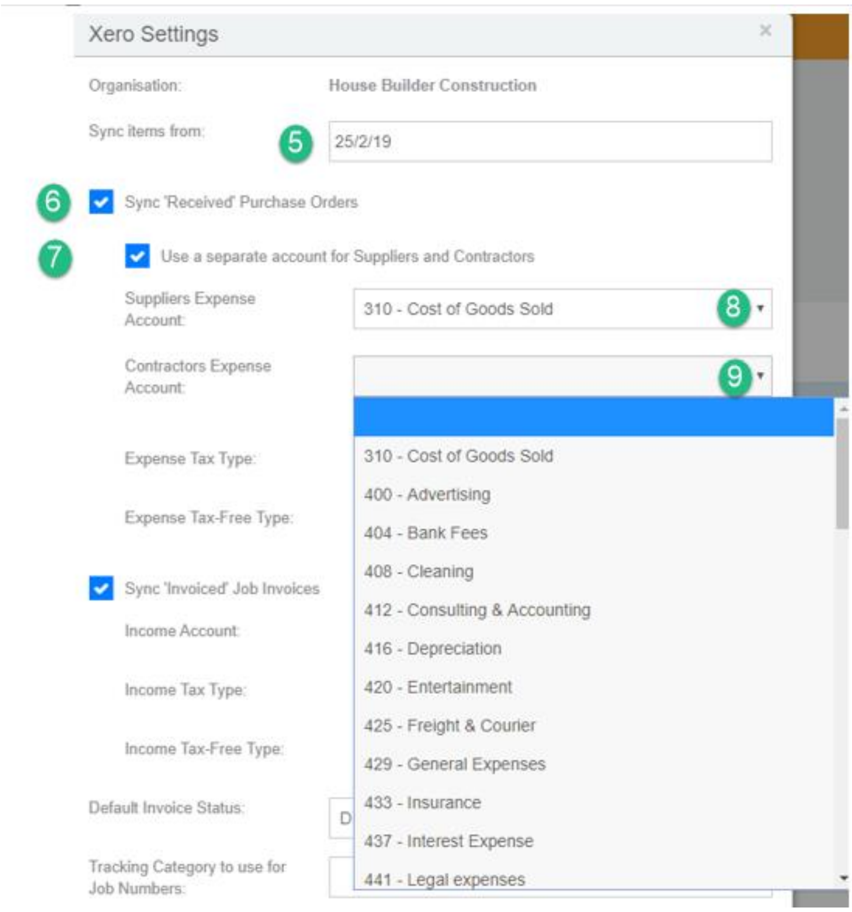
4. In the pop up, click “Allow access”




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

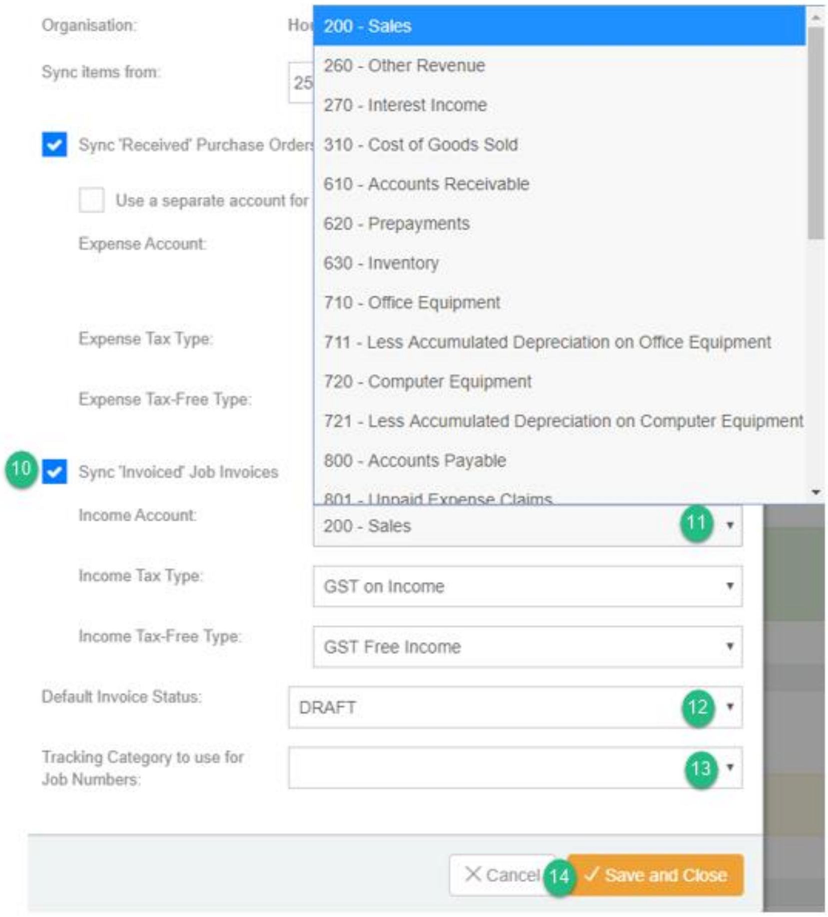
You will now be taken back to Buildxact where you will be prompted to set up the integration. See images below for instructions.

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.



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”



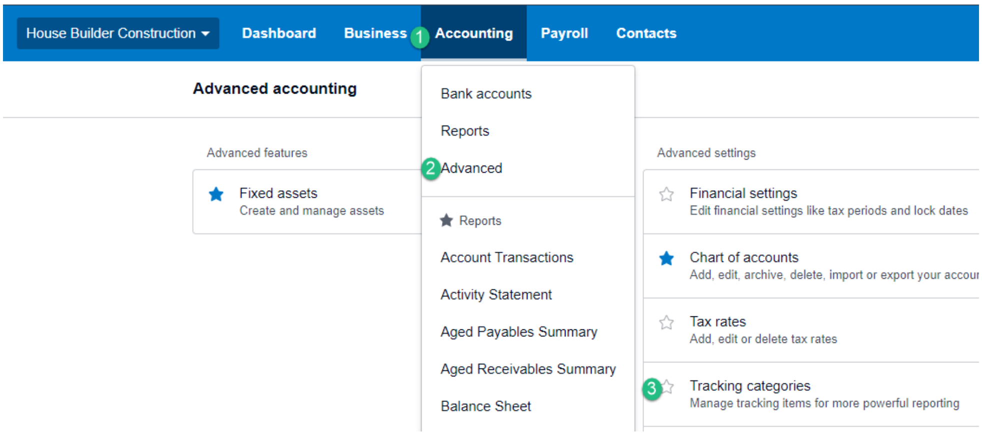

If you would like to know more about how to set up “Tracking Categories” in Xero, see Page 6 for information.

# Using Tracking Categories

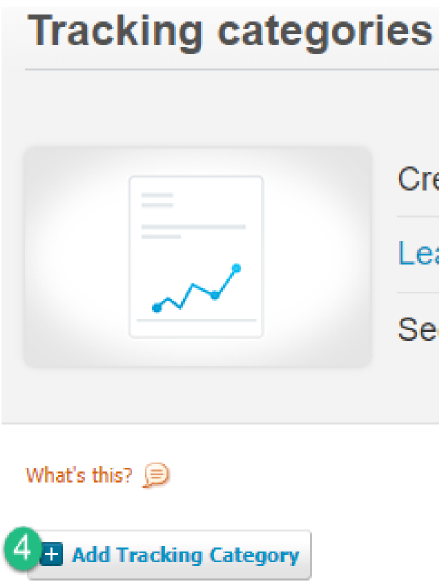
Using Tracking categories allows you to filter your Xero account by job, and useful for splitting reports by job.
See below how to set up and link Tracking Categories in Xero and Buildxact.

Set up Tracking categories in Xero

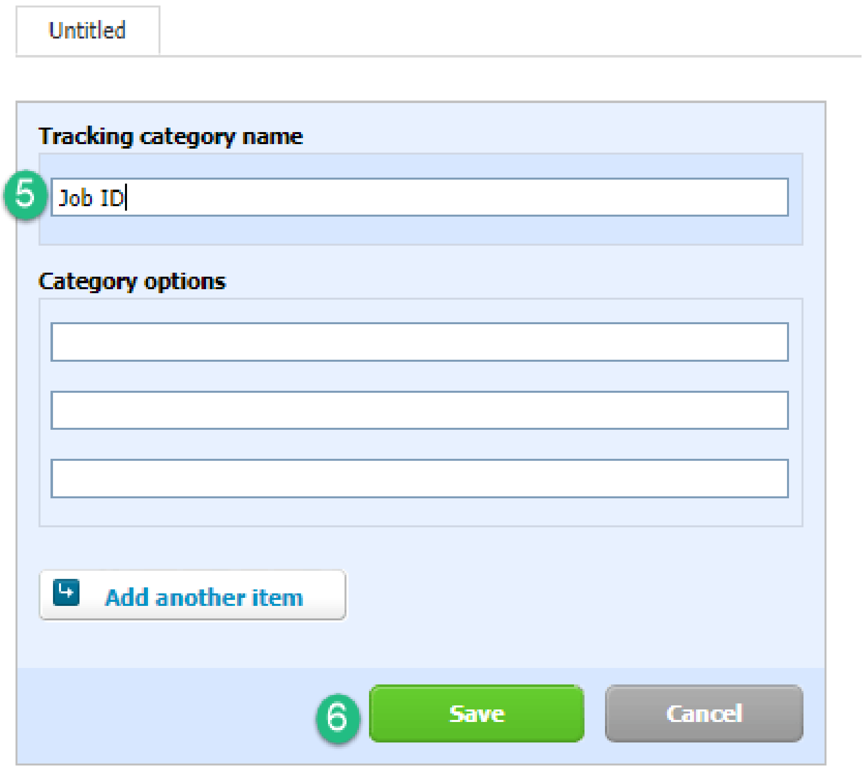
1. In Xero, click on the "Accounting'' menu,
2. Choose "Advanced" from the dropdown menu
3. Click on "Tracking categories" from the list that appears




4. In the new screen choose "Add Tracking Category"



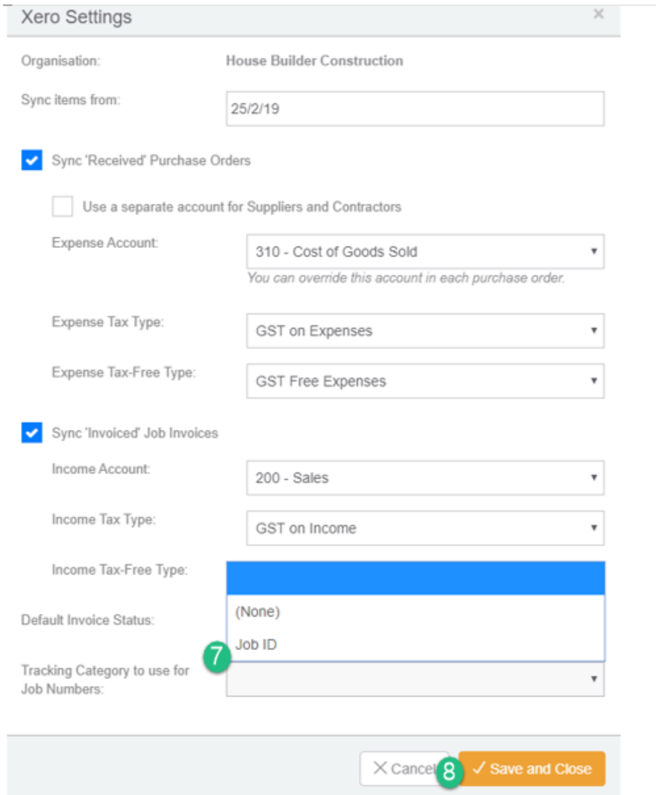
5. Name the tracking category with a reference to jobs, as this is the data that will be transferred from Buildxact to Xero (the "Category Options" underneath stay blank)
6. Click "Save"



## 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”




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)** |

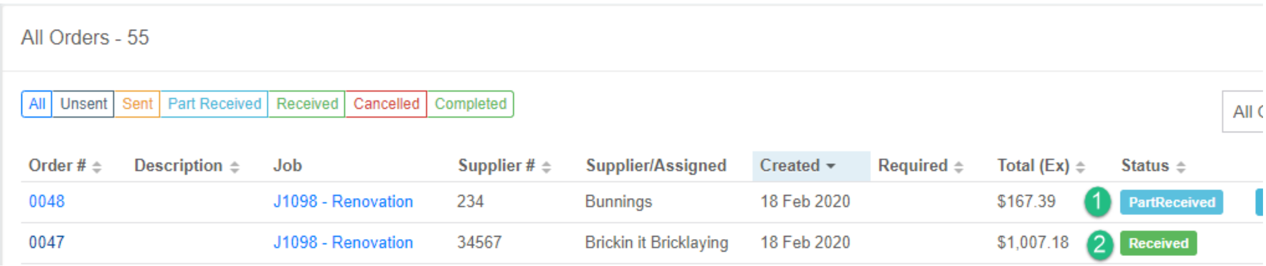
# Syncing with XERO

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

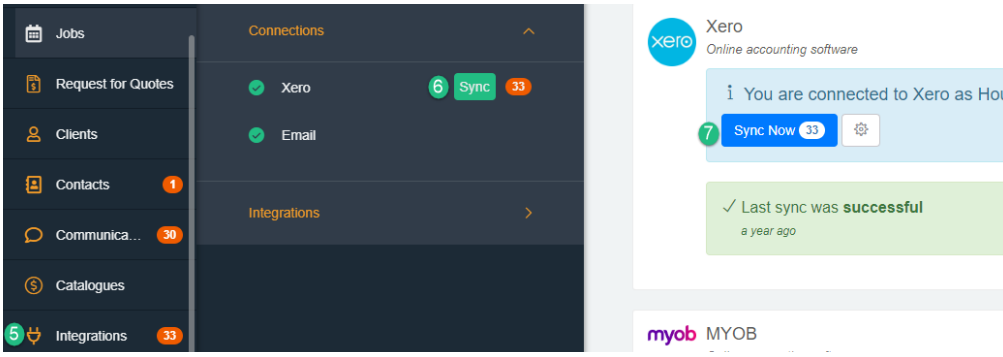
1. Purchase Orders marked "Part Received
2. Purchase Orders marked as "Received"



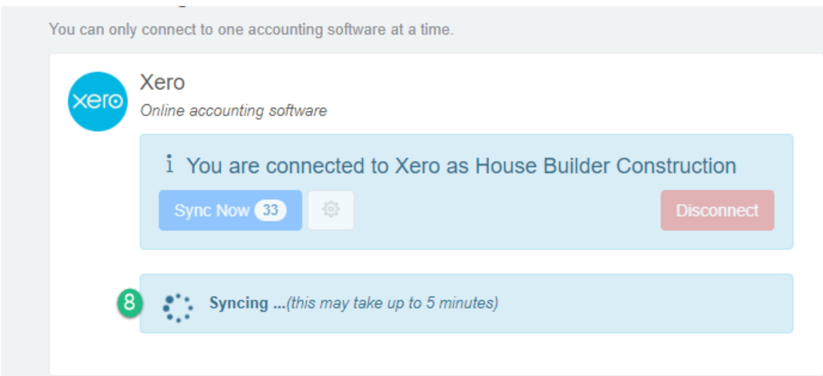

3. Customer invoices marked as "Invoiced"
4. Customer invoices marked as "Received"

## How to sync

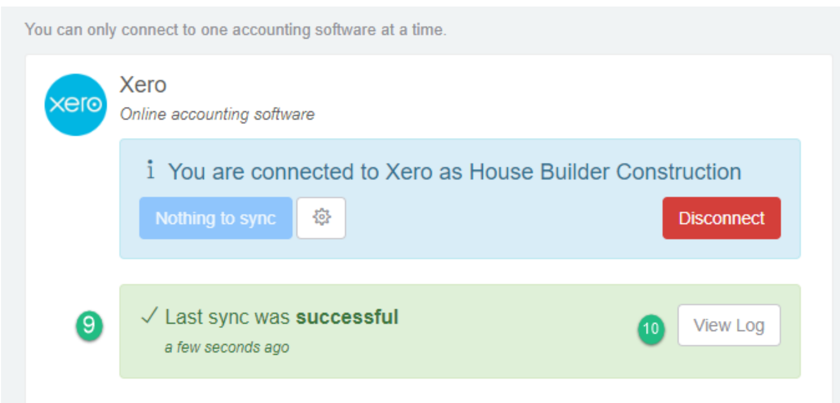
5. The “Integrations” tab will have the number of items to sync
6. Click the green “Sync” button, or
7. Click the blue “Sync now” button on the integrations screen




8. A message appears, as the sync occurs



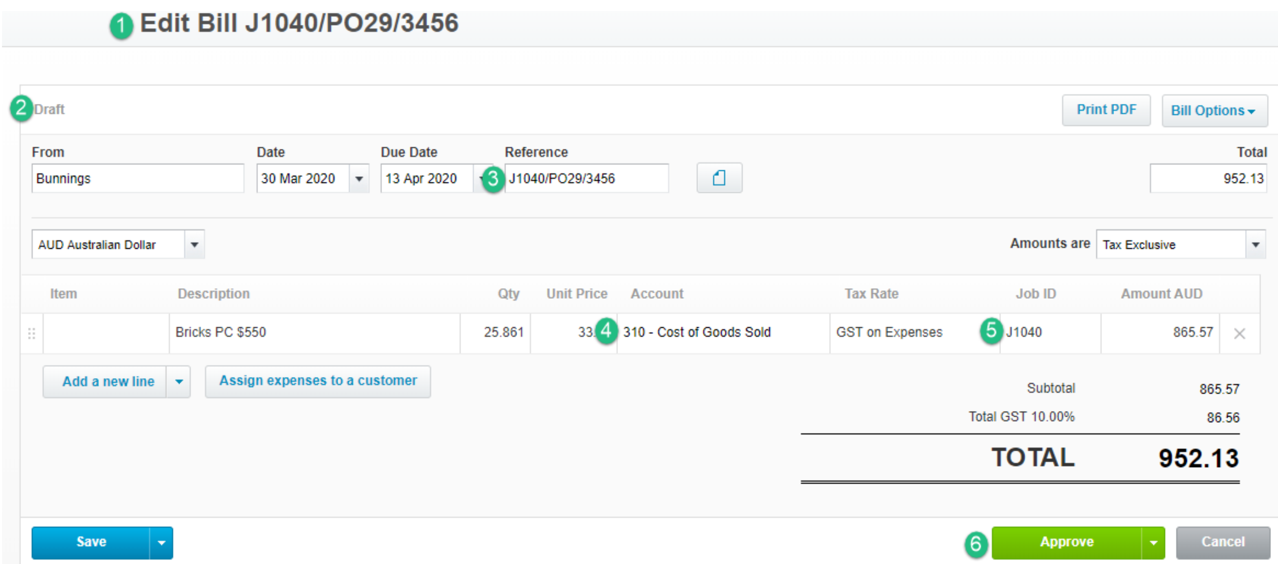

9. Once sync is completed a message appears notifying the last successful sync
10. Click “View Log” if you want to see a list of the sync history



# What the data looks like in XERO

## Supplier and Contractor Purchase Orders

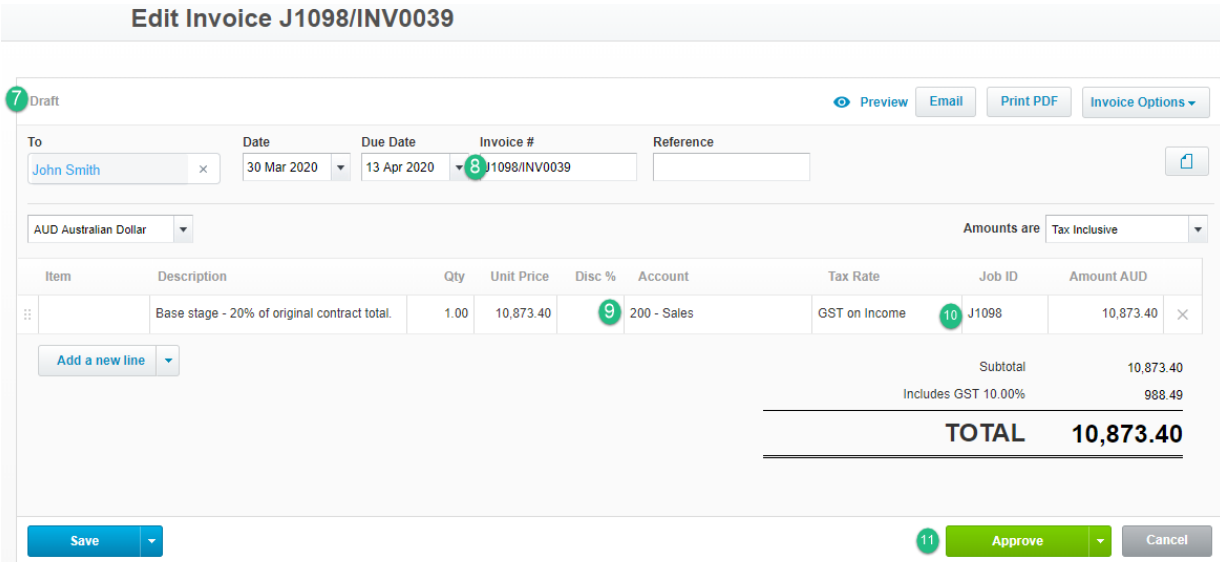
1. A PO in Buildxact will become a “Bill” within Xero.
2. It will have a “Draft” status allowing it to be easily moved to another account.
3. The “Reference” number is the combined Buildxact job number, purchase order number and Supplier reference number entered at the time of receipting the PO in Buildxact.
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



## 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




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.

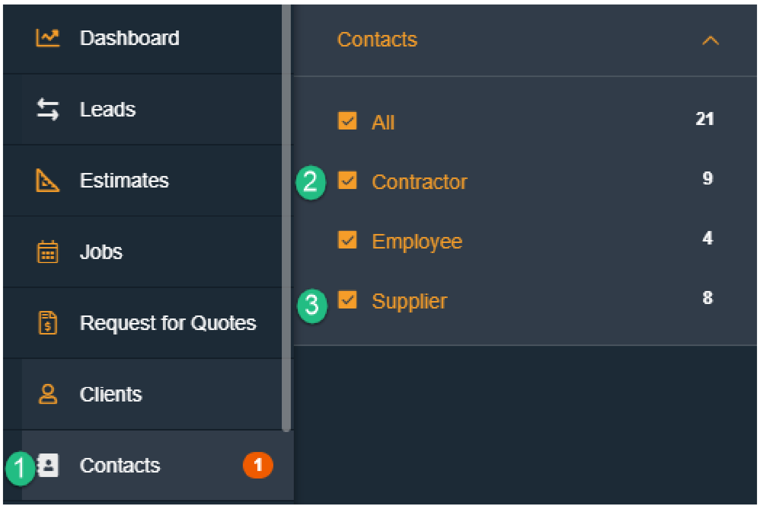
# Understanding the account set up

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.

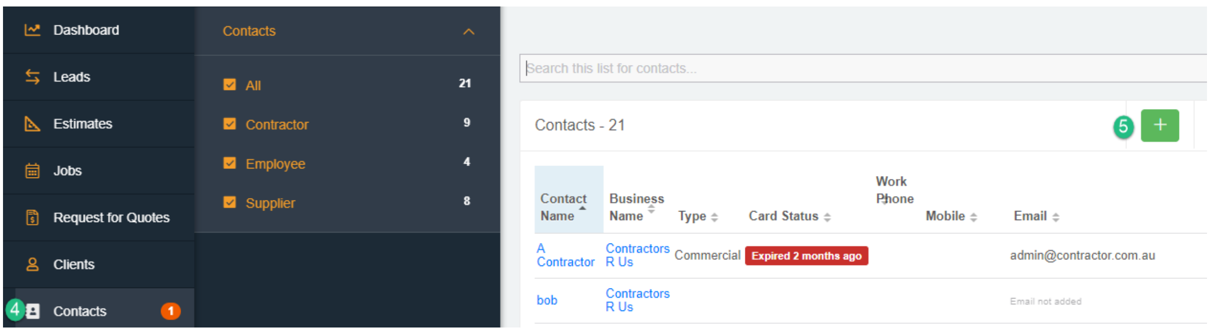
In this scenario, if you have chosen two accounts, received PO’s will go to the account that is determined by the “Contact Group” your Contacts are set up as.

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



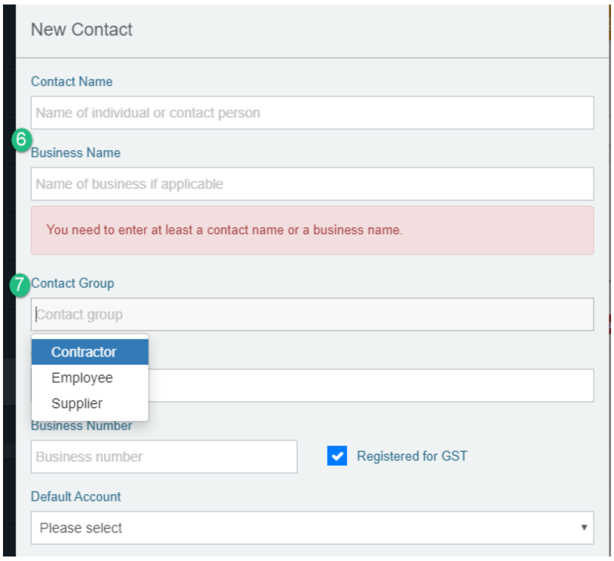

The contacts are put into these groups at the time they are entered into the system.

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

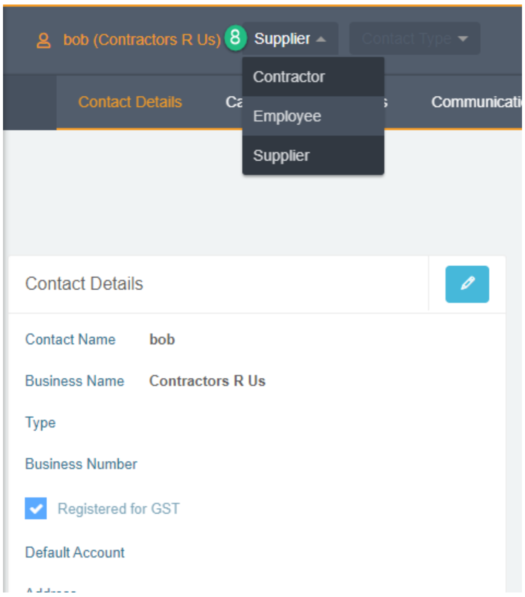


There are two mandatory fields in the Contact set up

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



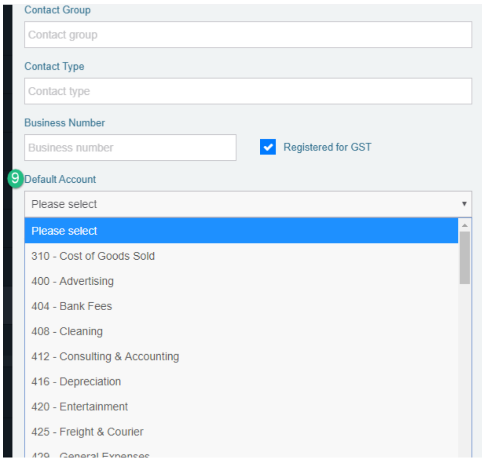

8. You can also nominate the group for existing Contacts by opening the card and changing the status at the top of the card.




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.

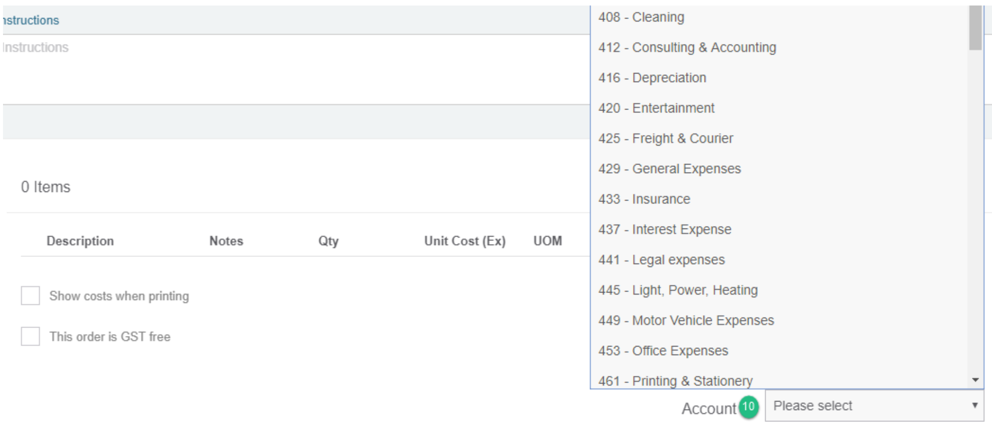
The second hierarchy allows you to choose Xero accounts per Contact

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**.