Connecting Buildxact with Xero

USER HELP GUIDE - 2019

CONTENTS

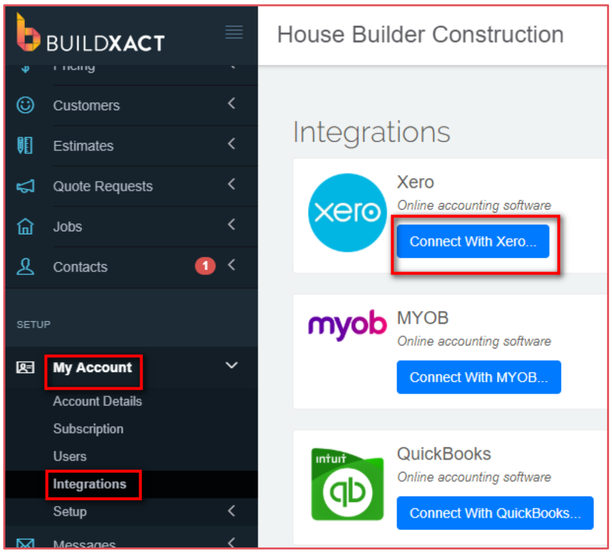
Introduction

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

STEP 1

In the Buildxact Navigation menu, under "My Account", "Integrations" click "Connect with XERO"

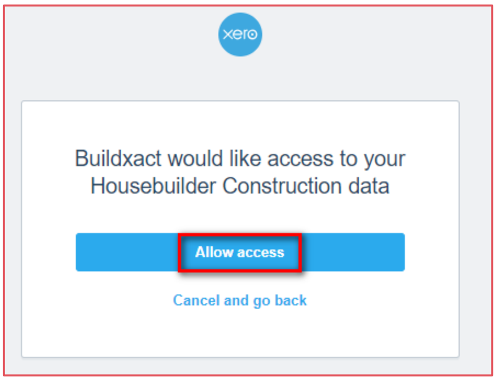


STEP 2

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

STEP 3

Click "Allow Access" to confirm you want to connect Buildxact and XERO.



STEP 4

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

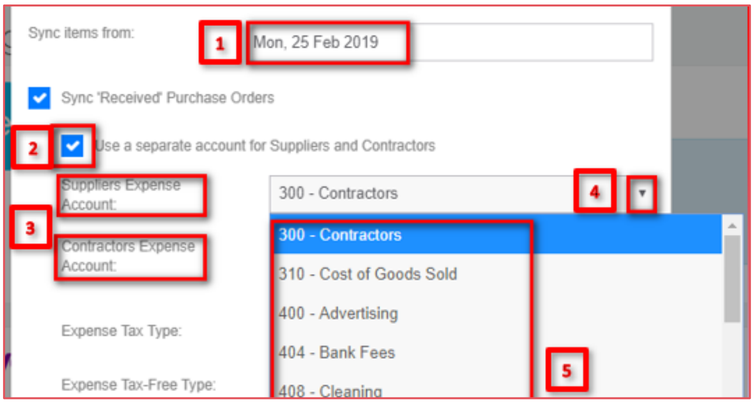
STEP 5

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

1. Choose the date that you would like all items to sync from

2. Tick this box if you have an expense account for Suppliers and another for Contractors in Xero. Leave unticked if you only want to apply one expense account here from Xero.

   <u>If you use this option, then please see the note on organising your contacts under "Important Notes"</u>



3. If the option in step 2 is ticked two types of expenses will show here, else only one will show

4. Click the drop down against the "Supplier Expense Account",

5. All the expense accounts from Xero will be listed – choose the account you wish all your expenses to go. Repeat this step with the "Contractor Expense Account" field if you ticked the option in step 2

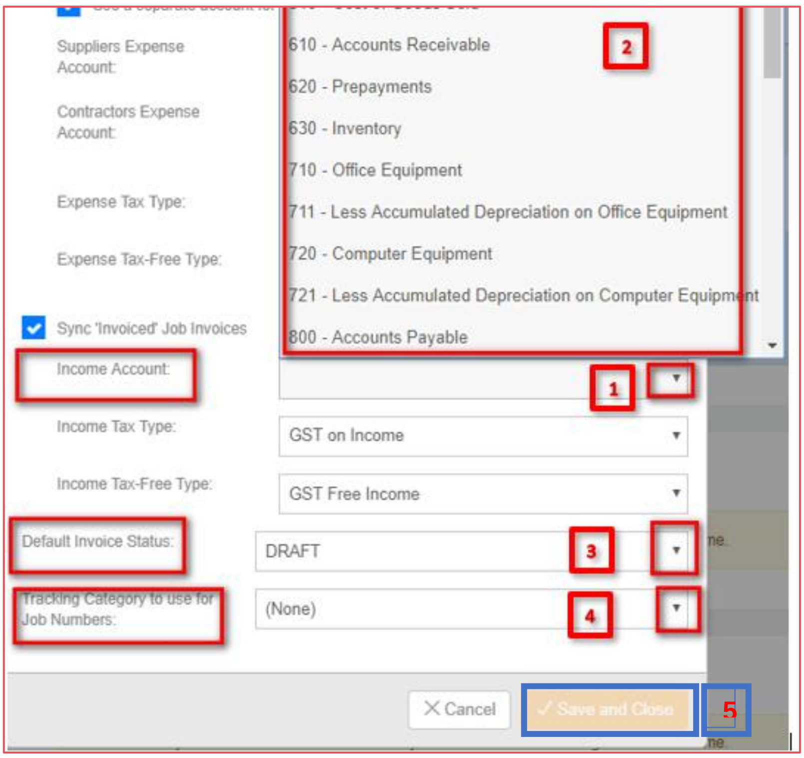
Use the same process to set up your income account.

1. Click the drop down against the "Income Account",

2. All the income accounts from Xero will be listed – choose the account you wish all your income to go.

3. Click the dropdown to choose which status you want items to be when landing in Xero.
   <u>We recommend DRAFT, as to allow you to make changes in Xero if needed</u>

4. If you have "Tracking Categories" set up in Xero to track jobs they will be listed here, click the dropdown to choose the category from the list



If you would like to know more about how to set up "Tracking categories" in Xero, the next section of the manual covers that

5. Click "Save and Close"

Using Tracking Categories

Using Tracking categories allows you to filter your reports by Buildxact job. See the screenshot below of a Profit and Loss report from Xero being split by the tracking categories.

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

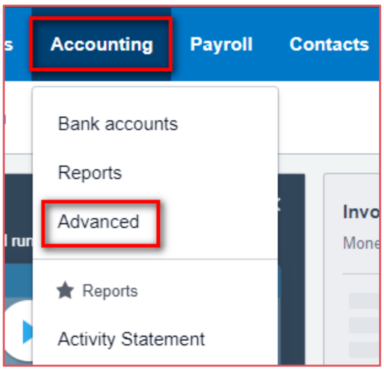
	J3473	J3481	J3491	J3502	J3507
Income					
Sales	0.00	2,507.89	11,607.77	21,130.77	20,732.86
Total Income	**0.00**	**2,507.89**	**11,607.77**	**21,130.77**	**20,732.86**
Less Cost of Sales					
Cost of Goods Sold	200.00	0.00	0.00	0.00	0.00
Total Cost of Sales	**200.00**	**0.00**	**0.00**	**0.00**	**0.00**
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)**

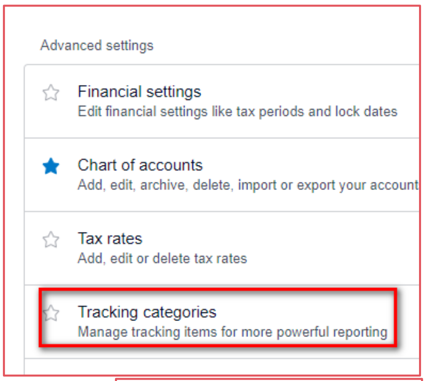
See below how to set up Tracking Categories in Xero and Buildxact.

STEP 1

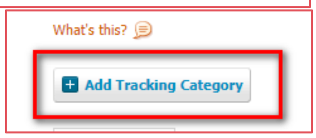
Set up Tracking categories in Xero

1. In Xero, click on the "Accounting" menu, then click on "Advanced" from the dropdown menu
2. In the new screen choose "Tracking categories from the list

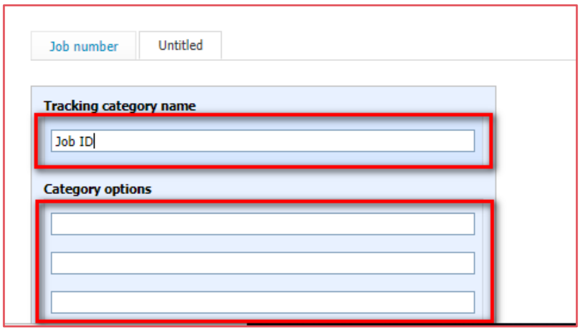




3. In the new screen choose "Add Tracking Category"



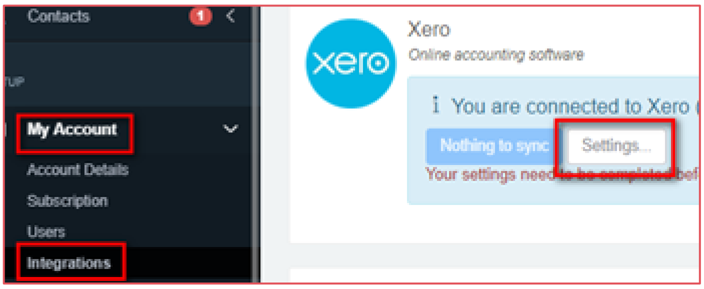
4. A pop up will appear. In the "Tracking category name" field you may type in a name of your choice, it should have a reference to "jobs" as this is the information that will be collected by Xero from Buildxact.
   The three fields underneath the name can be left blank



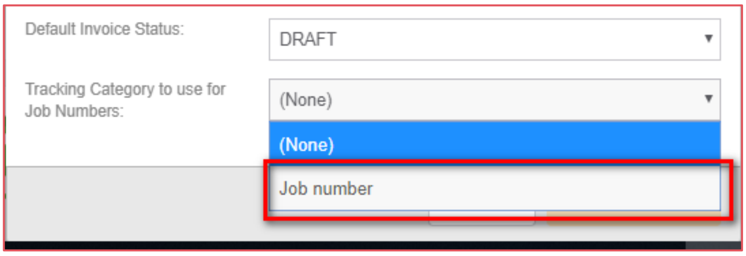
STEP 2

Set up Tracking categories in Buildxact

1. In the Buildxact Navigation menu, under "My Account", "Integrations" click "Settings" in XERO



2. In the pop up that appears, click on the drop down "Tracking Category to use for Job Numbers" the Tracking Category you set up in Xero will appear, choose this from the list. Click "Save and Close"



All items that sync from Buildxact to Xero will now have the Job number as a tracking category, which can allow you to report at job level in Xero reports.

Syncing with XERO

This section will show you the two ways 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. Supplier/Contractor purchase orders which are marked as "Part Received" or "Received",
2. Customer invoices marked as "Invoiced" (or "Received")

See screen shot below of PO in ''Received'' status and Invoice in ''Invoiced'' status

Job	Supplier/Assigned	Created	Required	Total (Ex)	Status
J3481 - 43 Kerferd St, Malvern East	Bunnings Frankston	Aug 22, 2017	Aug 23, 2017	$907.53	Received

Description	Job	Job Customer	Invoiced	Due	Total (Ex)	Status
Deposit	J3507 - Demo job	Dan	Sep 6, 2017	Sep 20, 2017	$20,732.86	Invoiced

When items are ready to be sent to Xero the "Sync" icon at the top right of your screen will show how many items are ready to be sent.

How to sync

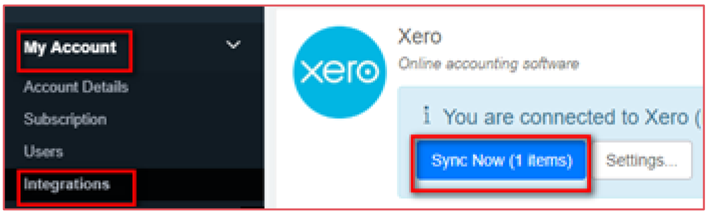
There are two ways to do this:

Option 1

Click the sync icon

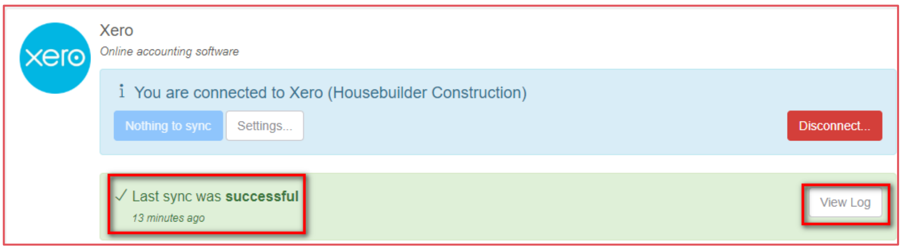
Option 2

In the Buildxact Navigation menu, under "My Account" "Integrations", within the Xero link click "Sync now''.



Using either method, a message will appear and a sync (the posting of data to Xero) will occur within five minutes.

Once the sync is completed a message appears notifying the last successful sync of data. Click "View Log" to see a list of sync history

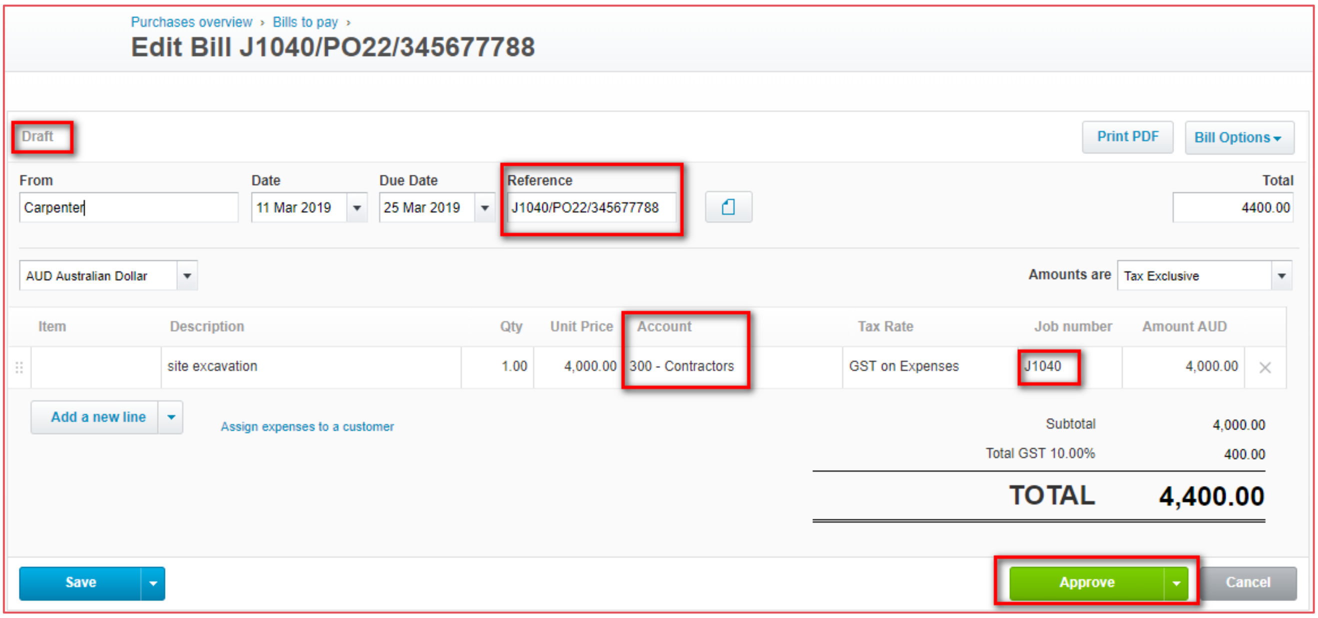


What the data looks like in XERO

Supplier and Contractor Purchase Orders

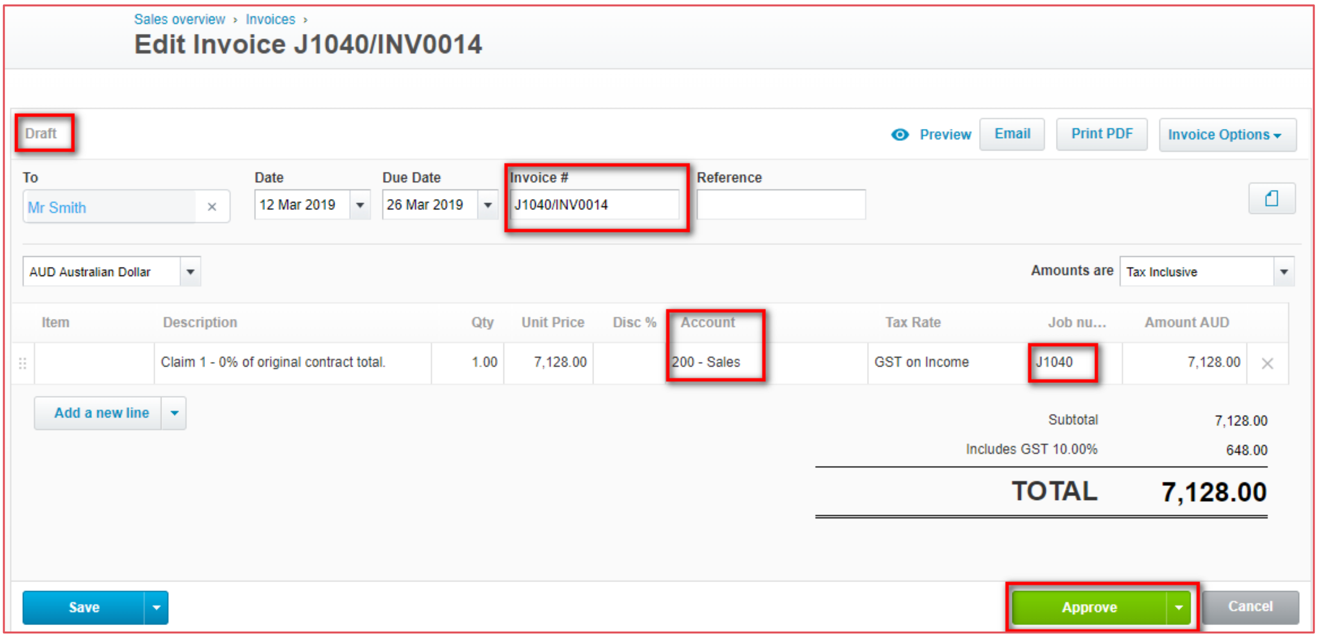
A purchase order in Buildxact will become a draft bill within Xero.

Note: the “Reference” number is the job number, purchase order number and reference number entered at the time of receipting the PO in Buildxact.



Client invoices

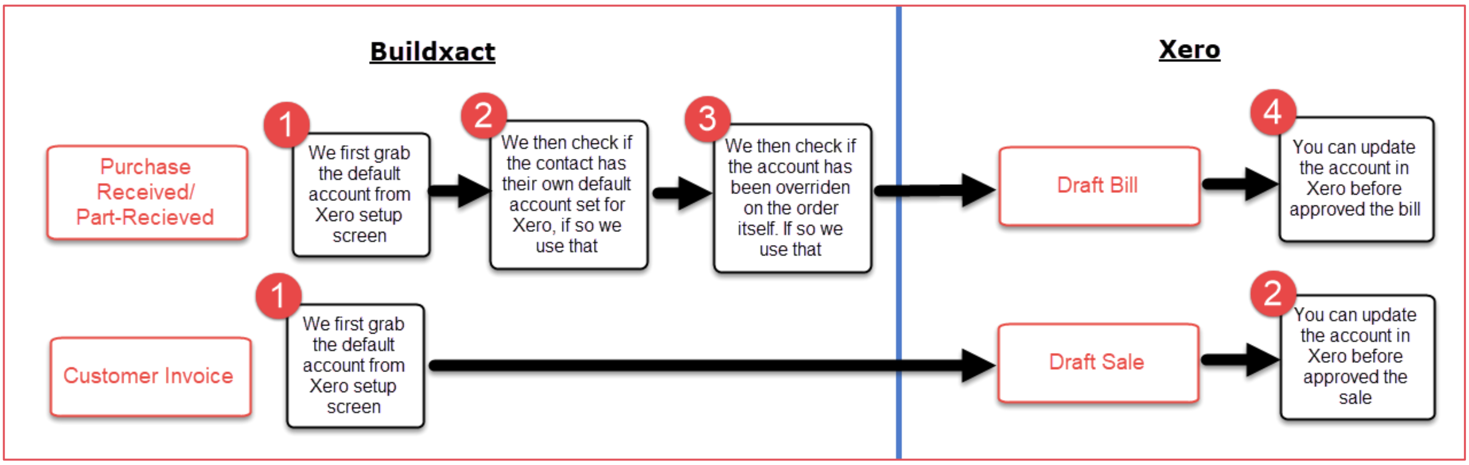
A client invoice within Buildxact will become a draft sale within Xero.



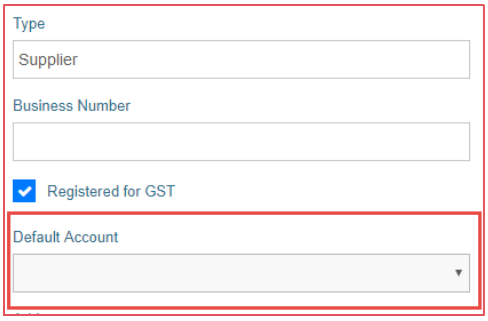
How does Xero know which account to use?

This is part of the information Buildxact sends to Xero. This is quite a flexible process meaning you can change the account an item will go to within Xero at several points.

See the process below, the red numbers indicate each possible place the account can be set/altered before the final bill/sale is approved in Xero.

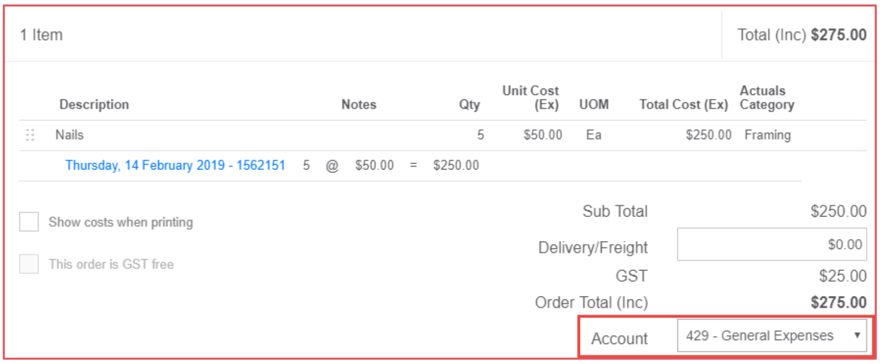


Setting a default account on a contact



If you want to change the default account for a contact, head to the contact itself and there is an area where you can set this. This is good if every time you use a supplier they need to go to an account **different to the main default account.**

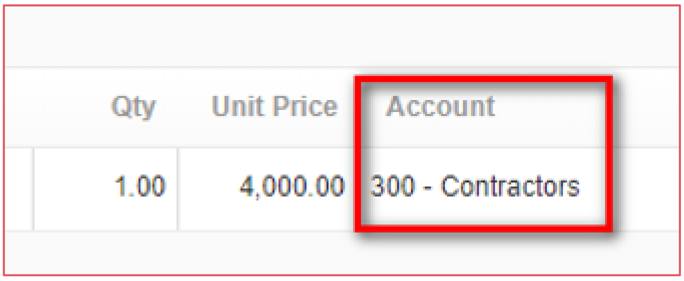
Changing the account on the order itself



Changing the account on the order itself is good for exceptions, or when you want to change the account at the last second.

Changing the account in Xero

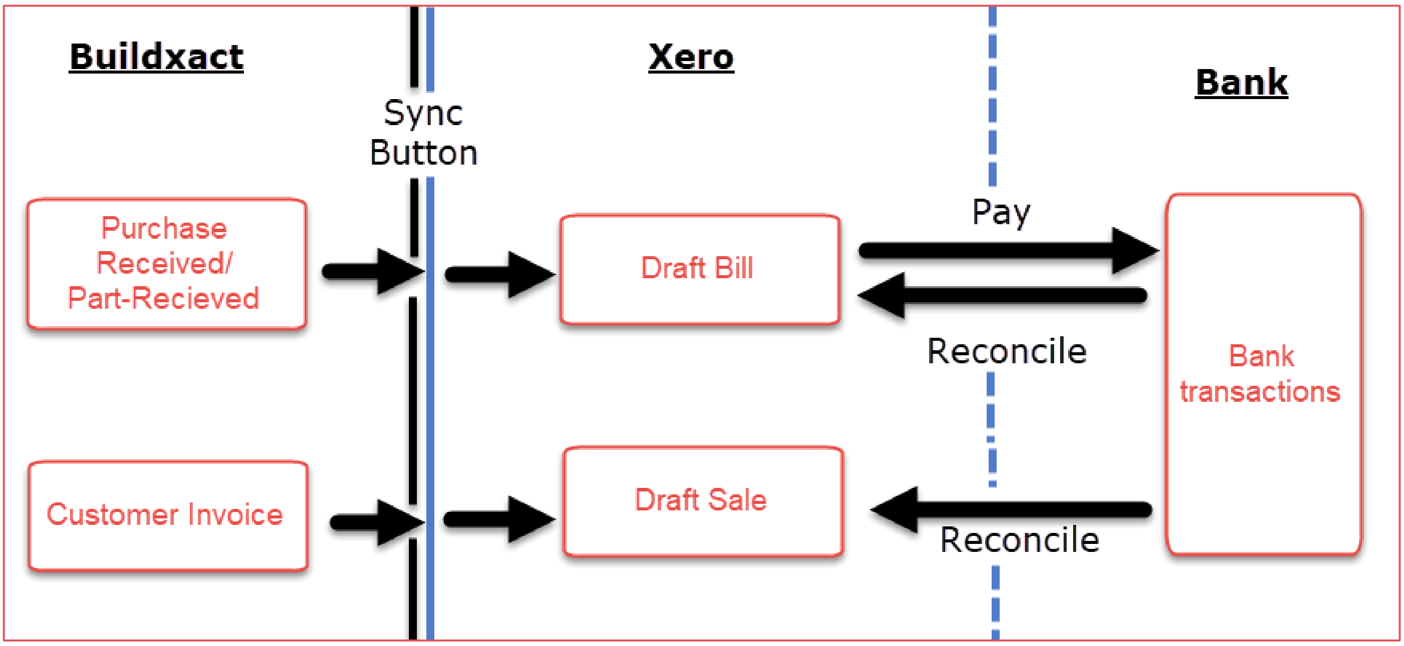
You can change the account for either Bills (Purchases in Buildxact) or Sales (Customer invoices in Buildxact) before approving it. Each separate line on a Bill/Sale can be assigned to a separate account in this way.



Qty	Unit Price	Account
1.00	4,000.00	300 - Contractors

Summary of the whole sync process

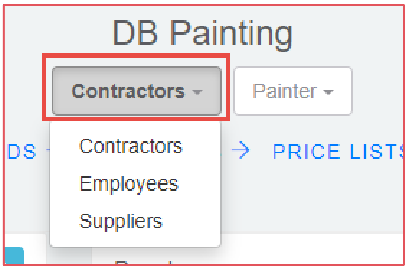
Below is the whole process in summary, we've included the bank in this as Xero connects well with your bank for easy reconciling and payment of items.



Important Notes

- **Resyncing 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. Once an item has been sent across, it will not send again, even after changes, as re-sending may lead to duplicates.

- **Sorting of contacts**
  If you want Buildxact to send items to a Supplier Expense account and a Contractor Expense account in Xero, then we must know which of your contacts are Suppliers and which are Contractors. Please be doubly sure to have this set right for all of your contacts as shown.



Further assistance

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