



BUILDXACT

Connecting Buildxact with Xero



USER HELP GUIDE - 2020



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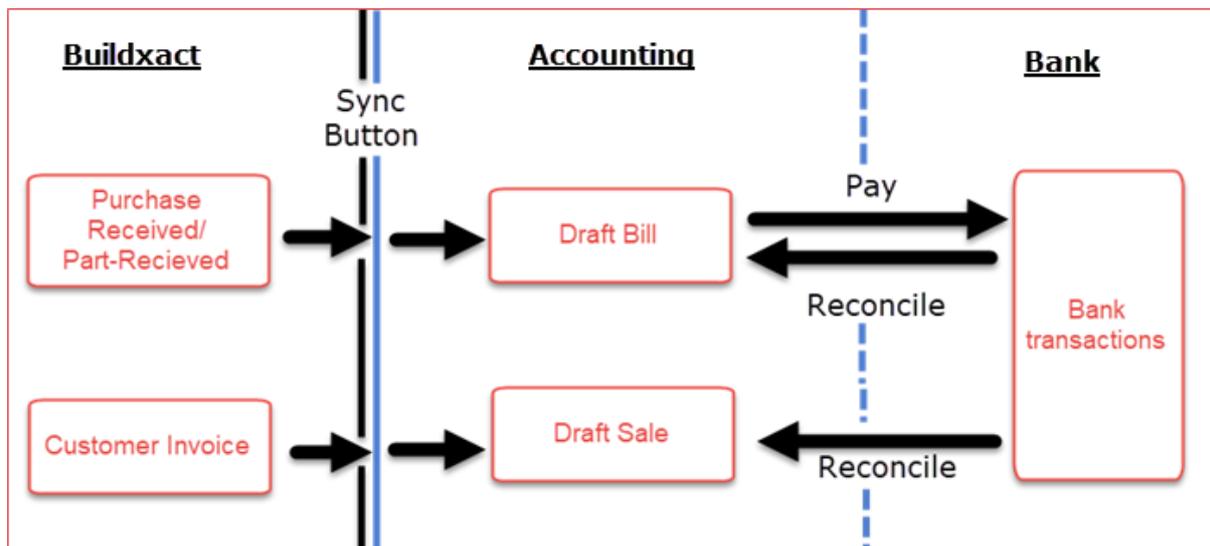
Introduction

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

Summary of the whole sync process

Below is a summary of the whole integration with Xero, we have included the bank in this as Xero connects with your bank for easy reconciling and payment of items.

In summary, users enter purchase and customer invoice information into Buildxact so that we can use that for effective tracking and reporting. To avoid users having to then enter that same information again into Xero, we push the information across into your Xero account when you prompt Buildxact to sync.



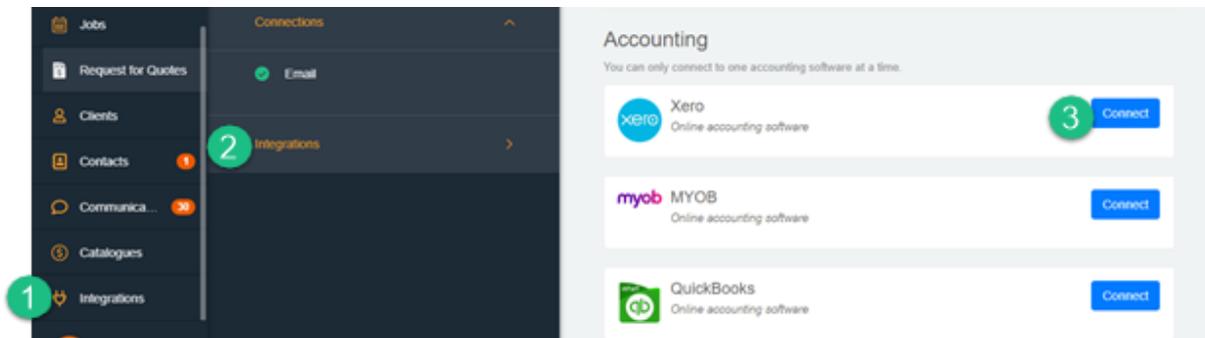


Connecting

This will take you through the initial connection and getting the settings right.

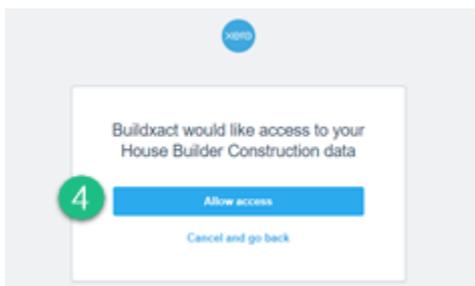
Initial Connection

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 this step will skip.

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



You will now be taken back to Buildxact where you will be prompted to set up the integration settings. This is continued on the next page.



Settings

These settings will need to be setup initially and can be changed at any point.

General settings

1. You have the option to sync information relating to purchases made (Received Purchase Orders) and/or customer invoices (Invoiced Job Invoices). This option simply selects if you want to sync one or both into Xero.
2. The sync item date indicates how far back Buildxact will look for items to sync. It can be useful as a "line in the sand" when changing from another program. This date will use the "Received Date" on purchase orders and the "Invoiced Date" on customer invoices to work out whether an item should sync.

"To" accounts - Expenses

You can further customise where we send things in Xero via the "How does Xero know which account to use?" section in this document.

3. This is the default account for all purchases made where the contact used on that order is set as a "Supplier" in your contacts section.
4. This is the default account for all purchases made where the contact used is set as a Contractor in your contacts section.

Expense Tax types for our old tax settings

Old tax settings relate to jobs linked to estimates created prior to Nov/2020

5. This will generally be pre-set. For purchases where there is tax being added, we need to tell Xero which tax type to use.
6. This will generally be pre-set. For purchases where there is no tax being added, we need to tell Xero which tax type to use.

Expense Tax types for our new tax settings

New tax settings relate to jobs linked to estimates created after Nov/2020

7. This will generally be pre-set. For purchases where there is tax being added, we need to tell Xero which tax type to use.
8. This will generally be pre-set. For purchases where there is no tax being added, we need to tell Xero which tax type to use.

The screenshot shows the 'XERO SETTINGS' page. It is divided into several sections. The first section, 'Choose what gets synced to Xero', has two checkboxes: 'Sync 'Received' Purchase Orders' (checked) and 'Sync 'Invoiced' Job Invoices' (checked). Below this is a date field 'I want to sync items from:' with the value '01/04/2016'. The second section, 'For Purchase Orders that have been received by suppliers and contractors', has two dropdown menus: 'Expense account for suppliers' (set to '273 - Material Purchases') and 'Expense account for contractors' (set to '270 - Subcontractors'). The third section, 'For Default Xero Expense Tax type:', has a dropdown set to 'GST on Expenses (10%)'. The fourth section, 'For Default Xero Expense Tax Free type:', has a dropdown set to 'GST Free Expenses (0%)'. The fifth section, 'For GST-EX use Xero tax type:', has a dropdown set to 'GST on Expenses (10%)'. The sixth section, 'For EXM-EX use Xero tax type:', has a dropdown set to 'GST Free Expenses (0%)'. Information icons are present next to the tax type dropdowns.



"To" account - Income

9. This is the account in Xero where we will send all customer invoices

Invoice Default Status

10. This is the default status for all invoices being pushed into Xero. The idea is that they will land in a Draft status and need to be approved. You can update this once you are comfortable to allow the invoices to land in Xero already approved.

Income Tax types for our old tax settings

Old tax settings relate to jobs linked to estimates created prior to Nov/2020

11. This will generally be pre-set. For invoices where there is tax being added, we need to tell Xero which tax type to use.
12. This will generally be pre-set. For invoices where there is no tax being added, we need to tell Xero which tax type to use.

Expense Tax types for our new tax settings

New tax settings relate to jobs linked to estimates created after Nov/2020

13. This will generally be pre-set. For invoices where there is tax being added, we need to tell Xero which tax type to use.
14. This will generally be pre-set. For invoices where there is no tax being added, we need to tell Xero which tax type to use.

Tracking Categories

15. 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 the Tracking Categories section in this manual for more info)

All done. Click Save Settings and Close.

For job invoices that have been invoiced to clients

Use Xero income account

9 200 - Sales

Xero default invoice status

10 DRAFT

For Default Xero Income Tax type: i

11 GST on Income (10%)

For Default Xero Income Tax Free type: i

12 GST Free Income (0%)

For GST-IN use Xero tax type: i

13 GST on Income (10%)

For EXM-IN use Xero tax type: i

14 GST Free Income (0%)

Xero tracking category to use for job numbers:

15 Job ID

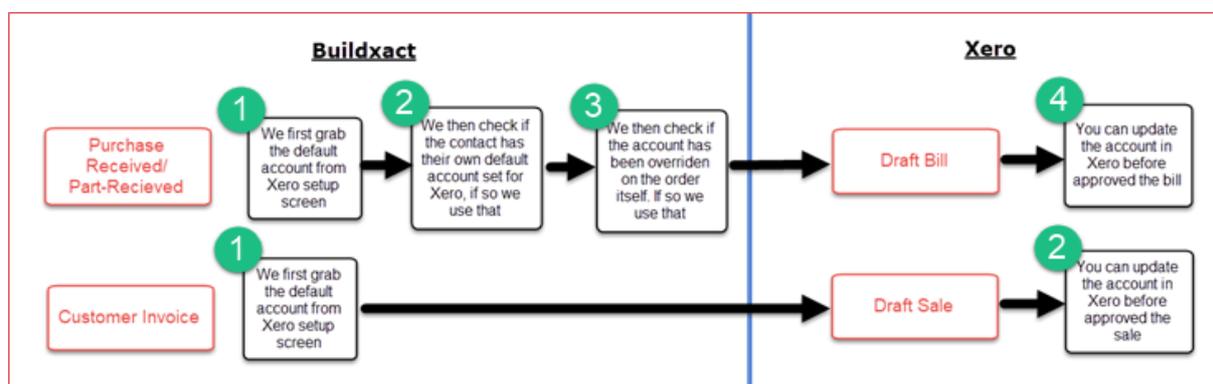
Cancel Save Settings and Close



How does Xero know which account to use?

When we send a purchase or invoice to Xero, we also send the “to” account which controls which account in Xero the item lands in. 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.

1 Item							Total (Inc) \$275.00
Description	Notes	Qty	Unit Cost (Ex)	UOM	Total Cost (Ex)	Actuals Category	
Nails		5	\$50.00	Ea	\$250.00	Framing	
Thursday, 14 February 2019 - 1562151 5 @ \$50.00 = \$250.00							
Sub Total						\$250.00	
Delivery/Freight						\$0.00	
GST						\$25.00	
Order Total (Inc)						\$275.00	
Account						429 - General Expenses	



Changing the account in Xero

You can change the account for either Bills or Sales 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

Using Tracking Categories

Using Tracking categories allows you to filter your reports by Buildxact job. See the screenshot 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)

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

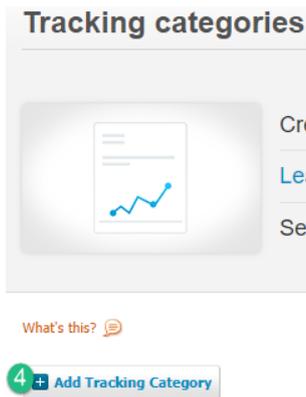
The screenshot shows the Xero Accounting menu with the following structure:

- Accounting (1)
 - Bank accounts
 - Reports
 - Advanced (2)
 - Reports
 - Account Transactions
 - Activity Statement
 - Aged Payables Summary
 - Aged Receivables Summary
 - Balance Sheet

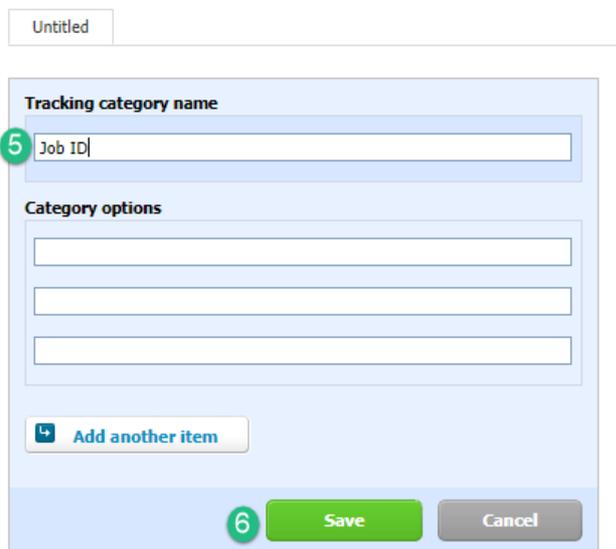
On the right side, the 'Advanced settings' menu is visible:

- Financial settings (Edit financial settings like tax periods and lock dates)
- Chart of accounts (Add, edit, archive, delete, import or export your account)
- Tax rates (Add, edit or delete tax rates)
- Tracking categories (3) (Manage tracking items for more powerful reporting)

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”

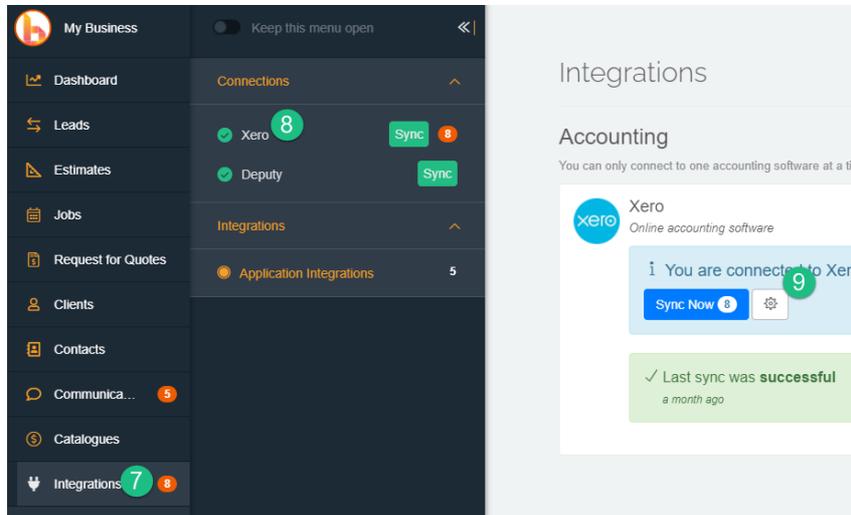


Finishing the setup of Tracking categories in Buildxact

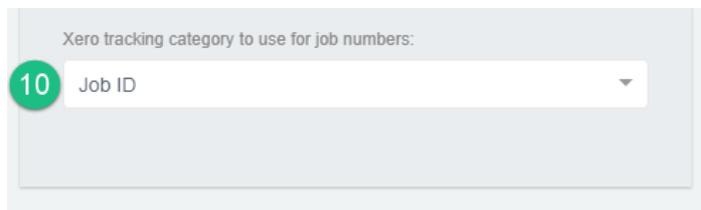
7. To finish the process head back to Buildxact and click on Integrations
8. Then Xero
9. Then the settings button



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10. The Xero tracking categories will be listed down the bottom, click the dropdown to choose the category.



Cancel **Save Settings and Close**

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.

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

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

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



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

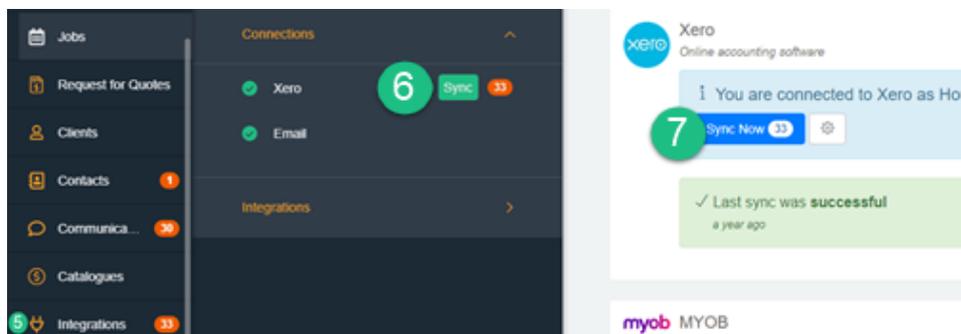
Invoices - 113

All Pending Invoiced Part Received Received

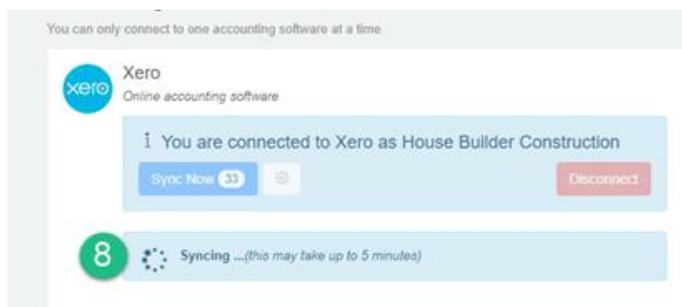
Invoice #	Description	Job	Job Customer	Invoiced	Due	Total (Inc)	Status
0036	claim 1	J1097 - Renovation	John Smith	6 Feb 2020	20 Feb 2020	\$3,182.91	Invoiced
0035	Refundable Deposit	J1102 - Renovation	John Smith	4 Feb 2020	18 Feb 2020	\$939.76	Received

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



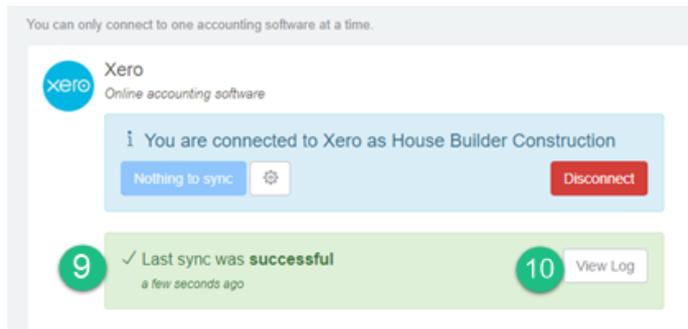
8. A message appears, as the sync occurs



9. Once sync is completed a message appears notifying the last successful sync



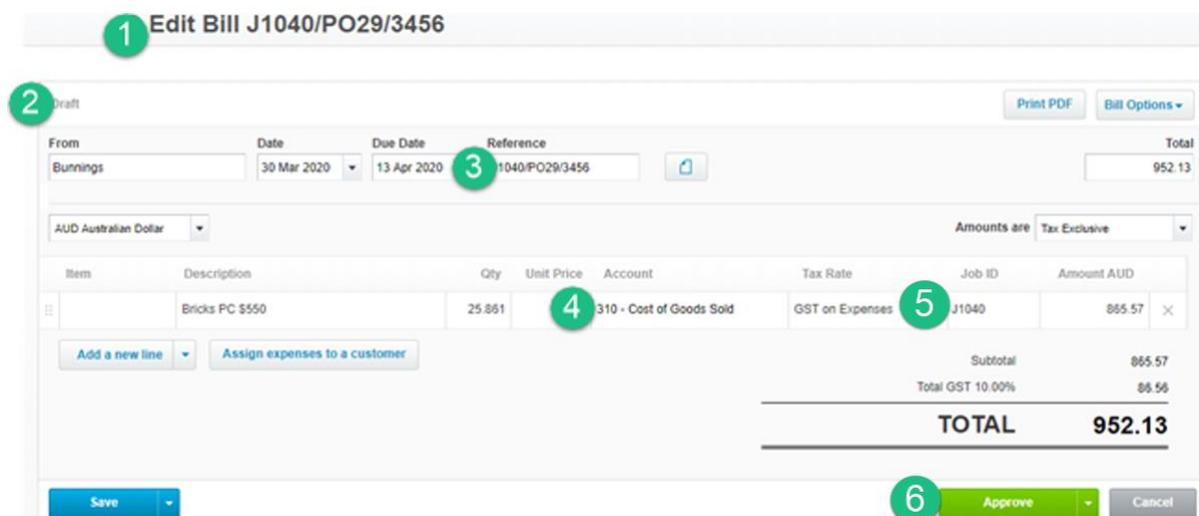
10. Click “View Log” if you want to see a list of the sync history



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 receiving the PO in Buildxact.
4. Click on the dropdown to shift this bill to another expense account
5. If you are using tracking categories (see the section in this manual on tracking categories for more info) they will show up here
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 shift this sale to another income account
4. If you are using tracking categories (see the section in this manual on tracking categories for more info) they will show up here
5. Click “Approve” to submit the expense

Edit Invoice J1098/INV0039

1 Draft Preview Email Print PDF Invoice Options

To: John Smith Date: 30 Mar 2020 Due Date: 13 Apr 2020 Invoice #: 098/INV0039 Reference:

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		200 - Sales	GST on Income	J1098	10,873.40

Subtotal: 10,873.40
Includes GST 10.00%: 988.49
TOTAL 10,873.40

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.

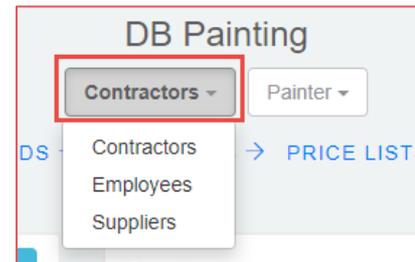
Fixing mistakes

Since items only sync once from Buildxact to Xero, mistakes will need to be fixed in both Xero and Buildxact.



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 your contacts as shown.



General business overheads

As Buildxact is very job focused we often get the question of where overheads such as phone bills/car lease/office lease are best entered. In our opinion these are best to enter directly into Xero as they are very difficult to fit into any one job.

Further assistance

Please contact Buildxact on 1800 965 597.