



**BUILDXACT**

# Connecting Buildxact with Xero



USER HELP GUIDE - 2018



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## Connecting Buildxact with Xero

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### Introduction

This document will show you how to connect Buildxact with XERO as well as what information looks like in XERO when transferred.

### Connecting

#### STEP 1

Login in Buildxact and go My account>Integration>XERO

#### STEP 2

You may need to enter your login details for XERO, if not ignore this step.

#### STEP 3

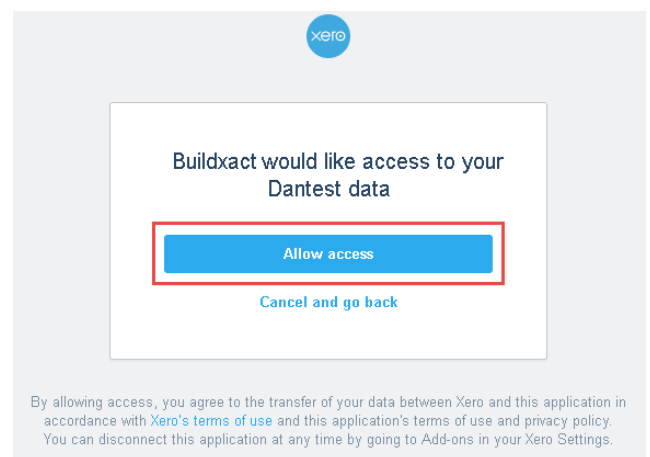
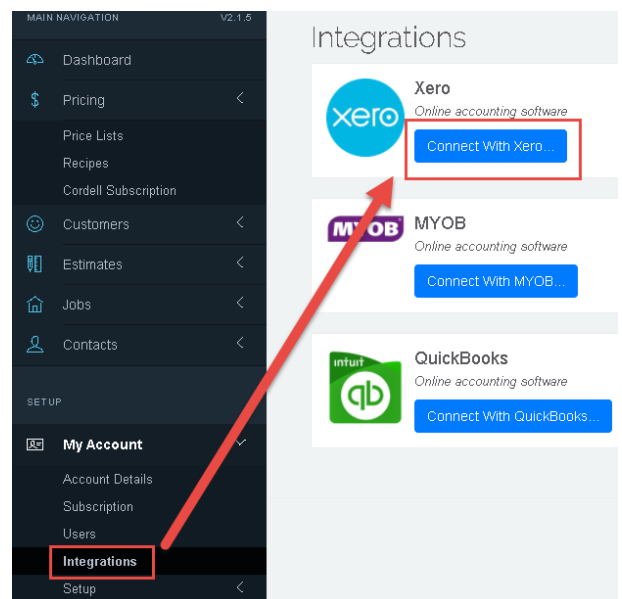
Click Allow Access to confirm you want to connect Buildxact and XERO.

#### STEP 4

Xero will then return you to Buildxact.

#### STEP 5

After that we just need to set a few things, highlighted items in the image below are ones you'll have to set. Items in a red box can be changed if needed, but you'll only need to change these if they are wrong.





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**TIP:** For help with anything in this section see the relevant section in this manual, we cover things like 'how do I know which account to choose' and 'how to track categories work'.

The screenshot shows the 'Xero Settings' dialog box for the organization 'Dantest'. The 'Sync items from' field is set to 'Thu, 17 Aug 2017'. The 'Sync Received Purchase Orders' checkbox is checked. The 'Use a separate account for Suppliers and Contractors' checkbox is also checked. The 'Suppliers Expense Account' is set to '453 - Office Expenses' and the 'Contractors Expense Account' is set to '412 - Consulting & Accounting'. The 'Expense Tax Type' is 'GST on Expenses' and the 'Expense Tax-Free Type' is 'GST Free Expenses'. The 'Sync Invoiced Job Invoices' checkbox is checked. The 'Income Account' is set to '200 - Sales', the 'Income Tax Type' is 'GST on Income', and the 'Income Tax-Free Type' is 'GST Free Income'. The 'Default Invoice Status' is 'DRAFT' and the 'Tracking Category to use for Job Numbers' is '(None)'. The dialog has 'Cancel' and 'Save and Close' buttons.

This is how far back Buildxact will look for items to send to Xero

Do you want Buildxact to send your purchases to Xero?

Do you want to have 1 or 2 default accounts for your purchases

These are the two (you can just have one) default accounts for my purchase. Purchases made to contractors go to one, and purchases made to suppliers go to the other.

Do you want Buildxact to send your invoices to Xero?

This is the default account for my invoices when they go to Xero

In what state do you want the items to land. They can be as a draft and need to be approved (RECOMMENDED), they can land and be submitted, or land and be authorised.

If you want the Buildxact job ID to be used as a tracking category, set it up here

## STEP 6

After that we Check everything is working properly by performing a sync. Head to the "Syncing with XERO" section in this manual to learn more about doing this.

## Help selecting the right XERO accounts

This section will help aid your decision in selecting the right to accounts (in XERO) for your purchase and client invoice information.



## Expense account (where your Buildxact purchase orders go)

You need to select an account with the type “expense” or “direct cost”. You can find a list of the suitable expense accounts within your Xero account here.

The screenshot shows the Xero 'Chart of Accounts' page. The 'Settings' tab is selected in the top navigation bar. A red arrow points from the 'Settings' tab to the 'Expenses' category in the account list. The 'Expenses' category is highlighted with a red box. Below the category list, a table displays the following accounts:

<input type="checkbox"/>	Code	Name	Type	Tax Rate	YTD
<input type="checkbox"/>	310	Cost of Goods Sold Cost of goods sold by the business	Direct Costs	GST on Expenses	0.00
<input type="checkbox"/>	400	Advertising Expenses incurred for advertising while trying to increase sales	Expense	GST on Expenses	0.00

## Revenue account (where your Buildxact client invoices go)

You need to select an account with the type “revenue”. You can find a list of the suitable revenue accounts within your Xero account here.



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Dashboard Accounts Payroll Reports Contacts **Settings** + [Folder] [Envelope] [Search] [Help]

General Settings >  
**Chart of Accounts** Hide Help

Categorise every transaction in Xero with our full [Chart of Accounts](#)  
Financial reports draw on each account to show how your business is performing  
[Learn more](#) about customizing the chart of accounts

+ Add Account + Add Bank Account Print PDF Import Export

All Accounts Assets Liabilities Equity Expenses **Revenue** Archive

What's this?

Delete Archive Change Tax Rate No accounts selected Search

<input type="checkbox"/>	Code	Name	Type	Tax Rate	YTD
<input type="checkbox"/>	200	<b>Sales</b> Income from any normal business activity	Revenue	GST on Income	0.00
<input type="checkbox"/>	260	<b>Other Revenue</b> Any other income that does not relate to normal business activities and is not recurring	Revenue	GST on Income	0.00

## Help with tracking categories

We've had a few people ask of late how they can send more information from Buildxact to Xero to enable better reporting and filtering of financial information, specifically being able to break up Xero per job for reports.

The way we recommend doing this is to make the most of Xero's tracking category function and the way we can plug in to it.

Here's how to set it up.....

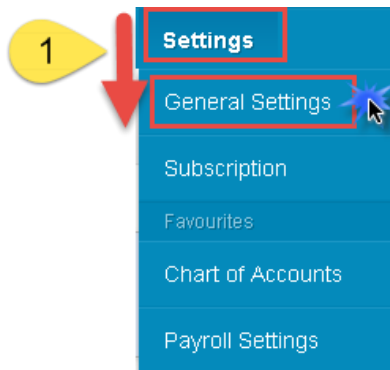
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### STEP 1

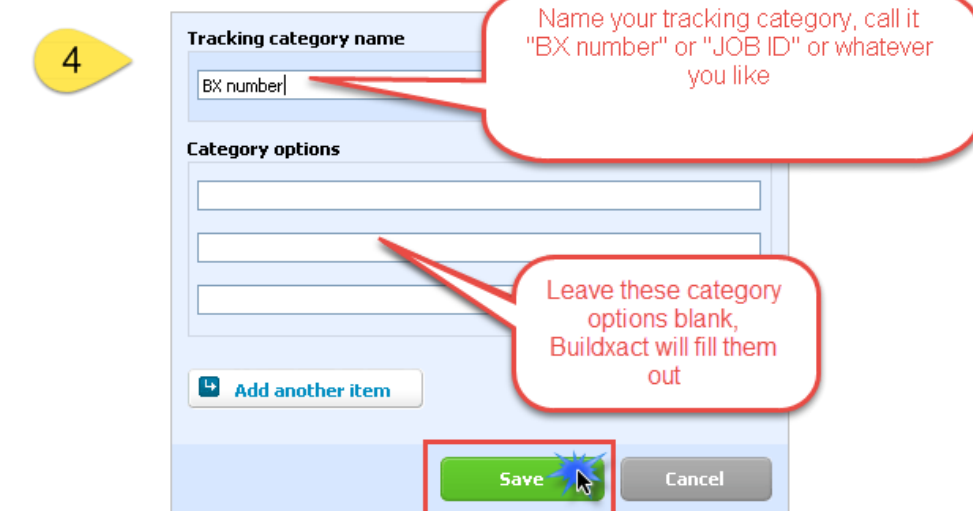
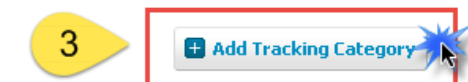
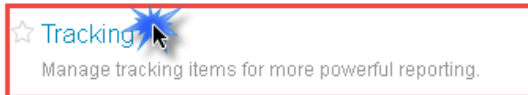
Head to your Xero and create a tracking category.



### 2 Reports

#### ★ Chart of Accounts

Add, edit, archive, delete, import or export your accounts.



## Connecting Buildxact with Xero

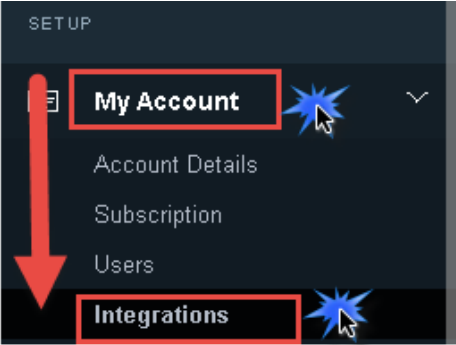
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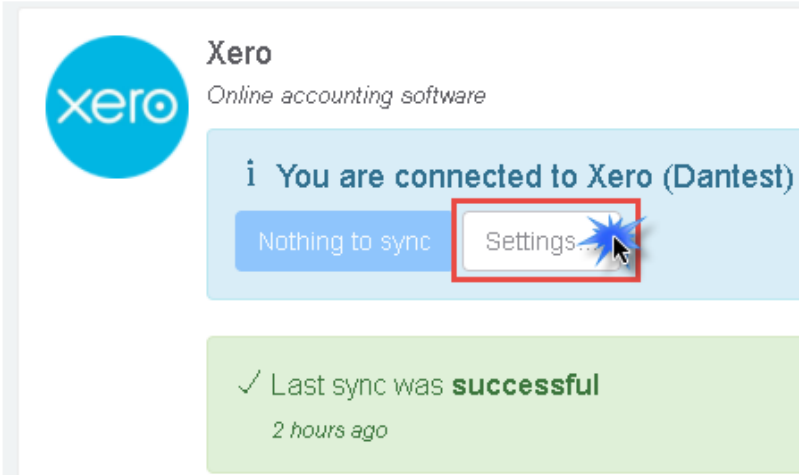
### STEP 2

Head to Buildxact and tell it to send the job ID numbers to your tracking category.

**1**



**2**



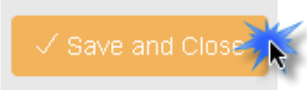
**3**

Tracking Category to use for Job Numbers:

Job ID
(None)
<b>BX number</b>

You may have called yours something else

**4**







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### STEP 3

All done - all items that now sync from Buildxact to Xero will have this extra info.

Draft Print PDF Bill Options

From: John's Electrics Date: 6 Sep 2017 Due Date: 20 Sep 2017 Reference: J3507/PO0607 Total: 9285.10

Currency: AUD Australian Dollar Tax: Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Job ID	Amount AUD
	Quote elec	1.00	8,441.00	412 - Consulting & Accounting	GST on Expenses	J3507	8,441.00
						Subtotal	8,441.00
						Total GST 10.00%	844.10
						<b>TOTAL</b>	<b>9,285.10</b>

Buttons: Save, Approve, Cancel

## Why use tracking categories?

It allows you to filter your Xero account by job much more easily, and is especially useful if you're interested in splitting your reports by job.

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

	J3473	J3481	J3491	J3502	J3507
<b>Income</b>					
Sales	0.00	2,507.89	11,607.77	21,130.77	20,732.86
<b>Total Income</b>	<b>0.00</b>	<b>2,507.89</b>	<b>11,607.77</b>	<b>21,130.77</b>	<b>20,732.86</b>
<b>Less Cost of Sales</b>					
Cost of Goods Sold	200.00	0.00	0.00	0.00	0.00
<b>Total Cost of Sales</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>(200.00)</b>	<b>2,507.89</b>	<b>11,607.77</b>	<b>21,130.77</b>	<b>20,732.86</b>
<b>Less Operating Expenses</b>					
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
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>5,907.53</b>	<b>19,428.38</b>	<b>7,500.00</b>	<b>49,408.00</b>
<b>Net Profit</b>	<b>(200.00)</b>	<b>(3,399.64)</b>	<b>(7,820.61)</b>	<b>13,630.77</b>	<b>(28,675.14)</b>



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## Syncing with XERO

This section will show you the two different ways to prompt Buildxact to sync with XERO, how to know if it is ready to sync, and how to know the results of a sync.

### When does Buildxact need to sync?

Buildxact will want to sync (send information to XERO) when there are purchase orders which are marked as received, or invoices marked as invoiced (or received) which have not previously been synced (sent across).

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

You'll know Buildxact have items ready to sync if you see the sync icon at the top of your screen. When there you'll also be given the number of items ready to sync in a blue circle. See below for a preview.



### How to sync?

There are two ways to do this:

#### OPTION 1

Click the sync icon (the number is how many items are ready to sync).





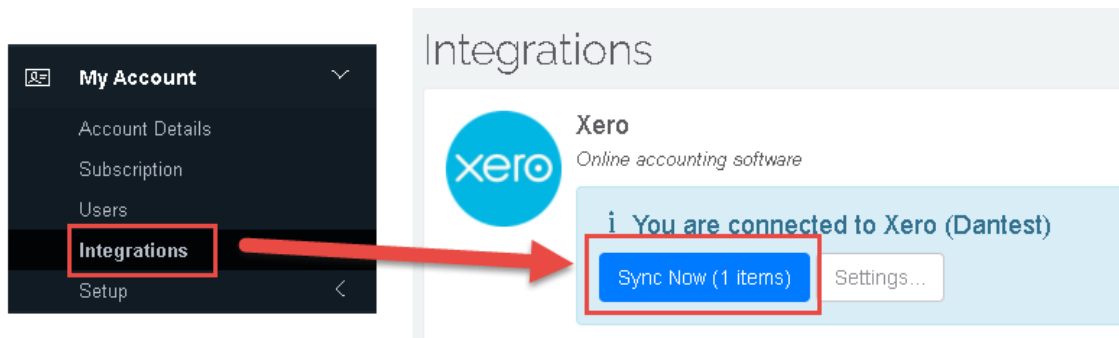
## Connecting Buildxact with Xero

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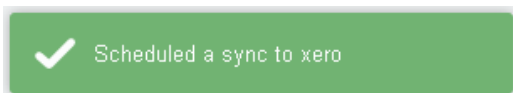
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### OPTION 2

Within My Account>Integration click the sync now button.



Either way you'll be given this message and a sync (send of information) will occur in the next five minutes.



### How do I know whether my sync has worked?

Within My Account>Integration you can see a summary of the last sync or download a report of all.



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**My Account**

- Account Details
- Subscription
- Users
- Integrations**
- Setup

**Integrations**

Xero  
Online accounting software

**i** You are connected to Xero (Direct)

Sync Now (1 items) Settings... Disconnect...

✓ Last sync was **successful**  
3 hours ago

View Log

**Sync Log**

Connecting to xero...  
Updated Organisation, Account List and Tax Rates...  
Found 7 purchase order(s) to sync.  
Generated XERO Invoice for Buildxact Order 0591 - 1businessname for \$220.00  
Generated XERO Invoice for Buildxact Order 0610 - Tiles R Us for \$13,069.00  
Generated XERO Invoice for Buildxact Order 0608 - AJ Plumbing for \$10,890.00  
Generated XERO Invoice for Buildxact Order 0606 - John's Electrics for \$4,963.20  
Generated XERO Invoice for Buildxact Order 0604 - Architect John for \$495.00  
Generated XERO Invoice for Buildxact Order 0607 - John's Electrics for \$9,285.10  
Generated XERO Invoice for Buildxact Order 0605 - Bunnings Collingwood for \$137.50

Print log from: 12/08/17 to: 11/09/17 **Print...**

Close

This shows details of the most recent sync

Click print to see details of every sync ever made

## What does my info look like in XERO?

### Purchasing items

A purchase order in Buildxact will become a bill within Xero. If you wish to change the account in which the purchase order goes into within Xero, simply change it here before approving it.



## Connecting Buildxact with Xero

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[Purchases](#) > [Bills](#) >

### Edit Bill J3489/PO614/48965

Draft [Bill Options](#) ▾

<b>From</b>	<b>Date</b>	<b>Due Date</b>	<b>Reference</b>	<b>Total</b>
Thompson Concreting	11 Sep 2017 ▾	25 Sep 2017 ▾	J3489/PO614/48965	2358.18

AUD Australian Dollar Amounts are Tax Exclusive ▾

Item	Description	Qty	Unit Price	Account	Tax Rate	Job ID	BX num...	Amount AUD	
⋮	concrete	11.91	180.00	310 - Cost of Goods Sold	GST on Expenses	J3489		2,143.80 ×	
								Subtotal	2,143.80
								Total GST 10.00%	214.38
<b>TOTAL</b>								<b>2,358.18</b>	

[Add a new line](#) ▾ [Assign expenses to a customer](#)

[Save](#) ▾ [Approve](#) ▾ [Cancel](#)

*Note: this is because i set up my tracking categories*

*If you use the supplier reference field in Buildxact, it will be added to the reference here*

## Client invoice items

A client invoice within Buildxact will become a sale within Xero. If you wish to change the account in which the client invoice goes into within Xero, simply change it here before approving it.

[Sales](#) > [Invoices](#) >

### Edit Invoice J3430/INV0281

Draft [Preview](#) [Email](#) [Print PDF](#) [Invoice Options](#) ▾

<b>To</b>	<b>Date</b>	<b>Due Date</b>	<b>Invoice #</b>	<b>Reference</b>
	11 Sep 2017 ▾	24 Sep 2017 ▾	J3430/INV0281	

[Add last items](#)

AUD Australian Dollar Amounts are Tax Inclusive ▾

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Job ID	BX num...	Amount AUD
⋮	Fixing Stage - 20% of original contract total.	1.00	8,984.51		200 - Sales	GST on Income	J3430		8,984.51 ×
								Subtotal	8,984.51
								Includes GST 10.00%	816.77
<b>TOTAL</b>								<b>8,984.51</b>	

[Add a new line](#) ▾

[Save](#) ▾ [Approve](#) ▾ [Cancel](#)

*Note: this is because i set up my tracking categories*



## Frequently Asked Questions (IMPORTANT)

Q: If I update a purchase order in Buildxact once I have already synced it to my account does it re-sync?

A: If you sync an item (either purchasing or invoicing) and then change that item within Buildxact, the item **DOES NOT UPDATE** within your accounting, you will need to update it within your accounting software. This is the case because we don't know what has been done with the original sync data and re-sending it may lead to double ups.

### Further assistance

Please contact Buildxact on 1800 965 597.