



BMS Xero Accounting Integration

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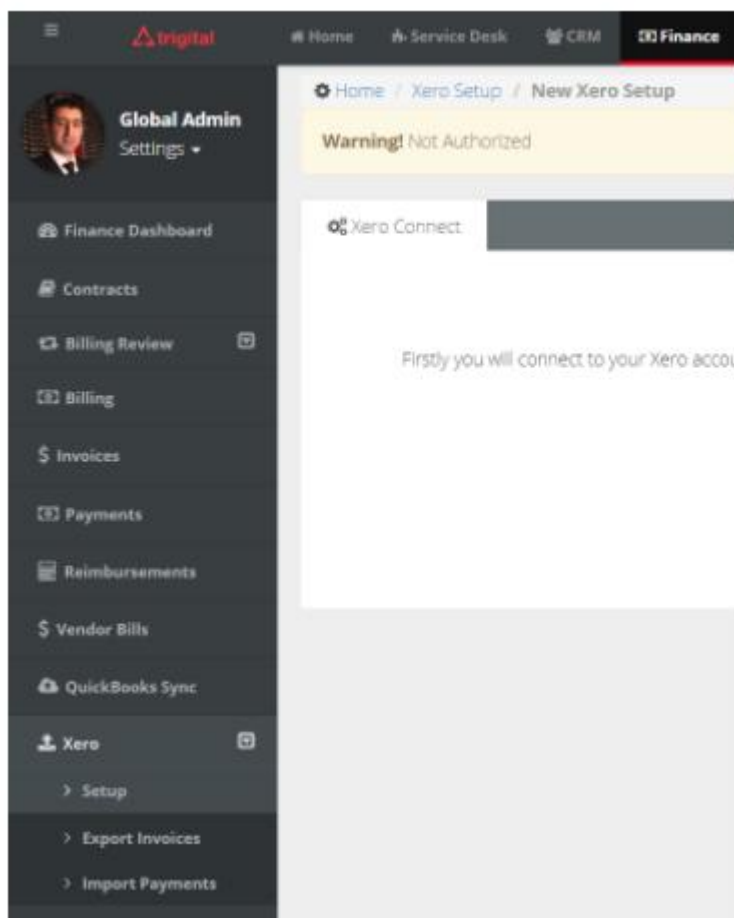
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Introduction

This guide is intended to document and explain how to setup and use the Xero Accounting Integration functionality in BMS.

This document will cover the following topics:

- Initial Setup and configuration
- Importing Data from Xero
- Exporting Data to Xero
- Exporting BMS Invoices
- Importing Xero Payments

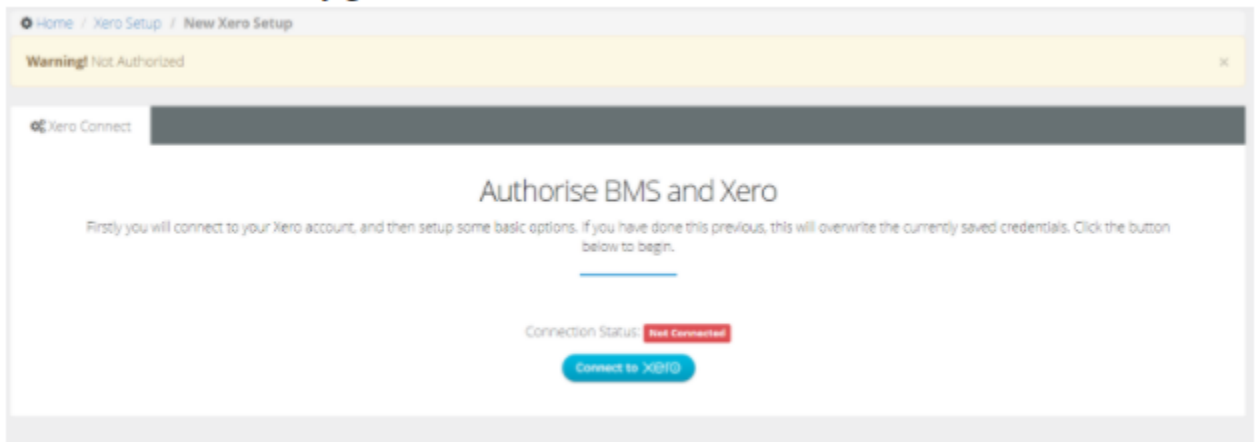


Xero Menu Items

Initial Setup

You should have an account in “Xero” to establish a connection.

1. Login to BMS.
2. Navigate to Finance > Xero > Setup
3. Click “Connect to Xero”.
4. You will be redirected to “Xero” homepage where you can login and give access to BMS to access your Xero company data.
 - a. **Note:** Access is limited to 30 minutes only per session.
5. After successfully logging in, you will be redirected back to BMS Xero Setup page, where the connection status will be showing “Connected” as a result of a successful connection. Furthermore, a disconnect button will appear enabling your to disconnect at any given time.



Xero - Not Connected Status



Xero - Connected Status

Options

As a result of a successful connection with Xero, the Options tab will appear, enabling you to setup some basic rules and options to be referred to when exporting invoices from BMS to Xero.

The screenshot shows a software interface with a dark grey header bar containing four tabs: 'Xero Connect' (with a gear icon), 'Options' (with a dropdown arrow icon), 'Import' (with a cloud upload icon), and 'Export' (with a cloud download icon). The 'Options' tab is active. Below the header, the page title is 'Invoice Options'. A message reads: 'Please take the time to setup the following options to match your business process.' Below this, there are four configuration sections, each with a text input field:

- Default Xero Sales Account:** The input field contains 'Other Revenue - 260'.
- Xero Invoice Numbers:** The input field contains 'Use Xero Invoice Numbers'.
- Invoice Due Date:** The input field contains '20th of the month following invoice'.
- Insert PO numbers into the Reference field on Xero invoices:** This section has two radio buttons: 'Yes' (selected, green background) and 'No' (unselected, white background).
- Don't update existing Xero Contacts (System will still insert new Xero contacts if the don't exist):** This section has two radio buttons: 'Yes' (unselected, white background) and 'No' (selected, orange background).

At the bottom right of the form is a blue button with a floppy disk icon and the text 'Save'.

Importing Xero Data

Xero - Invoice Options

Following is the list of options that we can set:

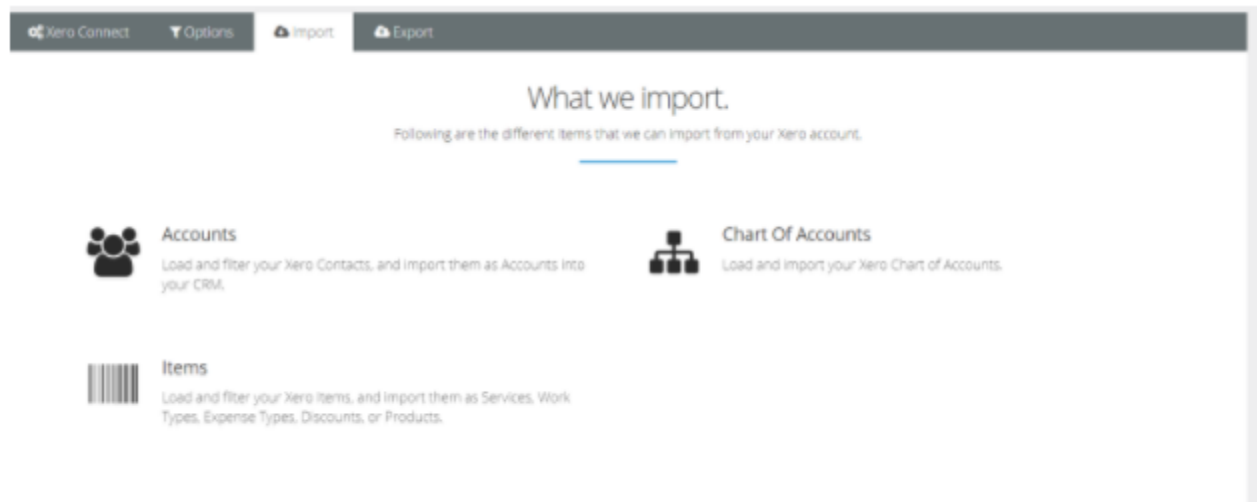
1. **Default Xero Sales Account:** This option will be relied on when exporting an invoice having items with no Income Account, the default sales account will be used instead.
 2. **Xero Invoice Numbers:** This option will specify which invoice number will be used when the invoices are exported to Xero. There are three invoice options:
 - a. Xero invoice numbers: This will follow the Xero incrementation scheme
 - b. BMS invoice number: This will keep the same BMS Invoice Number
 - c. BMS ID: This will use the BMS internal identifier.
 3. **Invoice Due Date:** This option will dictate how the Invoice Due Date will be set on the exported invoice in Xero.
 - a. BMS Due Date
 - b. BMS invoice generated date
 - c. 7 Days from BMS invoice date
 - d. 14 Days from BMS invoice date
 - e. 30 Days from BMS invoice date
 - f. 20th of the invoice month
 - g. 20th of the month following invoice month
 4. **Insert PO numbers into the Reference field on Xero invoices:** this option if enabled will allow the PO Number specified on the BMS Invoice to be transferred to the reference field on the Xero Invoice.
 5. **Don't update existing Xero Contacts (System will still insert new Xero contacts if they don't exist):** Setting this option to "No" will update the Xero contact, on the invoice, every time an invoice is exported. While setting it to "Yes" will only link the invoice to the intended contact without updating any of his information.
 - a. **Note:** Email and Postal Address info will be updated
 - b. In either cases, if the contact was not found in Xero, it will be created automatically.
-

Importing Xero Data

Once connected to Xero, you will be able to load and import Xero data to BMS, such as:

- Contacts
- Items

- Accounts from the Chart of Accounts



In the following sections we will cover the process of each.

Accounts (Contacts)

In this section you will be able to load contacts defined in a Xero account, and import them as Accounts to BMS.

Account data can be imported from Xero to BMS.

1. Under the Xero > Setup Page
2. Go to Import > Accounts.
3. Click on “Load Xero Contacts”, with or without filtration text.
4. The Xero Contacts will be loaded into the grid to select from.
5. Select the desired contacts to be imported and hit “next” to process this Job.
6. The following screen will show you status information about the import job created and when done you will be able to get more information about the import results.
7. A “Show Transaction” button will show. Once you click it, a summary of events will appear.
8. You can verify that the contacts have been successfully added to BMS by going to CRM>Accounts.

Importing Xero Data

The screenshot shows a software interface with two tabs: 'Load Items' (active) and 'Import Results'. Below the tabs is a search bar labeled 'Search By Name' and a button 'Load Xero Contacts'. A table displays a list of contacts with columns for Name, Status, First Name, Last Name, Email Address, Tax Number, Is Supplier, and Is Customer. A 'Next' button is located at the bottom right of the table area.

| <input type="checkbox"/> | Name | Status | First Name | Last Name | Email Address | Tax Number | Is Supplier | Is Customer |
|--------------------------|-----------------------------|--------|------------|-----------|---------------|------------|-------------|-------------|
| <input type="checkbox"/> | Agnostic Technologies - MSP | Active | | | accounting@st | | False | True |
| <input type="checkbox"/> | SamSung | Active | | | | | False | False |
| <input type="checkbox"/> | Gable Print | Active | | | | | False | False |
| <input type="checkbox"/> | Office Supplies Company | Active | | | | | False | False |
| <input type="checkbox"/> | Wilson Periodicals | Active | | | | | False | False |
| <input type="checkbox"/> | Fulton Airport Parking | Active | | | | | False | False |
| <input type="checkbox"/> | Pret A Manger | Active | | | | | False | False |
| <input type="checkbox"/> | Brunswick Petals | Active | | | | | False | False |

Xero - Import Contacts

Import Xero Contacts
Load and import contacts from your Xero account as BMS Accounts.

[← Back to options](#)

The screenshot shows the 'Import Results' tab active. A green message box states: '✓ (Job#325) - Your requested job was completed. Please check the logs for more information.' Below this is a table with two columns: 'Date/Time' and 'Message'.

| Date/Time | Message |
|------------|--|
| - | (Job#325) - Job transaction logs. |
| 4:27:36 PM | Contact "Agnostic Technologies - MSP" was successfully imported. |

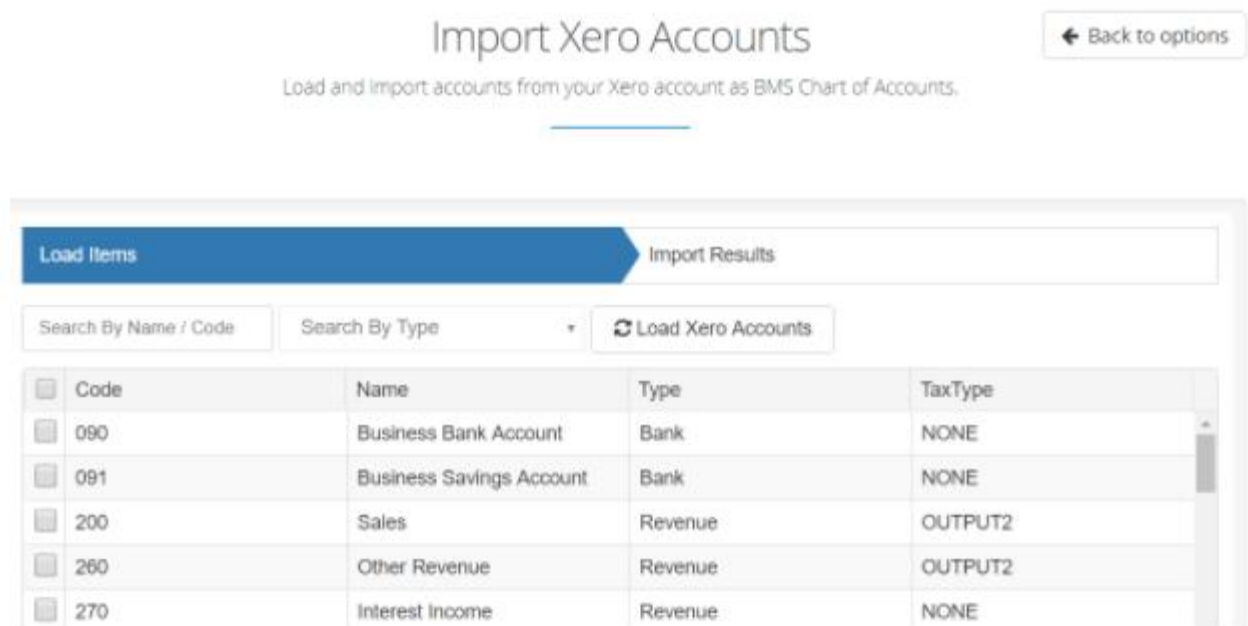
Xero - Job Processing Import Results

Chart of Accounts

In this section you will be able to load accounts defined in a Xero Chart of Accounts, and import them as Account Codes to BMS Chart of Account.

1. Under the Xero > Setup Page
2. Go to Import > Chart of Accounts.

3. Click on “Load Xero Accounts”, with or without filtration text.
4. The Xero Chart of accounts will be loaded into the grid to select from.
5. Select the desired accounts to be imported and hit “next” to process this Job.
6. The following screen will show you status information about the import job created and when done you will be able to get more information about the import results.
7. A “Show Transaction” button will show. Once you click it, a summary of events will appear.
8. You can double check that the Chart of accounts were imported by going to Admin> Finance >Account Codes.



Xero - Import Accounts (COA)

Items

In this section you will be able to load accounts defined in a Xero Inventory Items, and import them BMS as:

- Work Types
 - Services
 - Products
 - Discount Types
 - Expense Type
1. Under the Xero > Setup Page
 2. Go to Import > Items.
 3. Click on “Load Xero Items”, with or without filtration text.
 4. The Xero Inventory Items List will be loaded into the grid to select from.
 5. Select the desired items to be imported and hit “next” to process this Job.

Importing Xero Data

6. You will be presented with a list of destination options to specify where the selected items will be imported.
7. The following screen will show you status information about the import job created and when done you will be able to get more information about the import results.
8. A “Show Transaction” button will show. Once you click it, a summary of events will appear.
9. You can double check that the items were imported into the selected destination.
 - a. For example: Services can be checked under Admin > Finance > Services.

Import Xero Items

Load and Import Items from your Xero account.

[← Back to options](#)

Load ItemsChoose TargetImport Results

| <input type="checkbox"/> | Code | Name | Description | Is Sold | Is Purchased | Is Tracked As Inventory |
|--------------------------|-----------|---------------------------------------|---|---------|--------------|-------------------------|
| <input type="checkbox"/> | BOOK | Fish out of Water: Finding Your Brand | Fish out of Water: Finding Your Brand | True | True | False |
| <input type="checkbox"/> | E4027 | Others | Others | True | True | False |
| <input type="checkbox"/> | GB1-White | Golf balls - white single | Golf balls - white single. Please reorder with code GB1-White | True | True | False |

Xero - Importing Items

Load Items Choose Target Import Results

Specify Import Target

- Service**
Import the Items as Service items. Admin -> Finance -> Services
- Product**
Import the Items as Products in your inventory. Inventory -> Products
- Work Type**
Import the Items as Work Type items. Admin -> Finance -> Work Type
- Discount Type**
Import the Items as Discount Type items. Admin -> Finance -> Discount Type
- Expense Type**
Import the Items as Expense Type items. Admin -> Finance -> Expense Type

Xero - Import Items Target

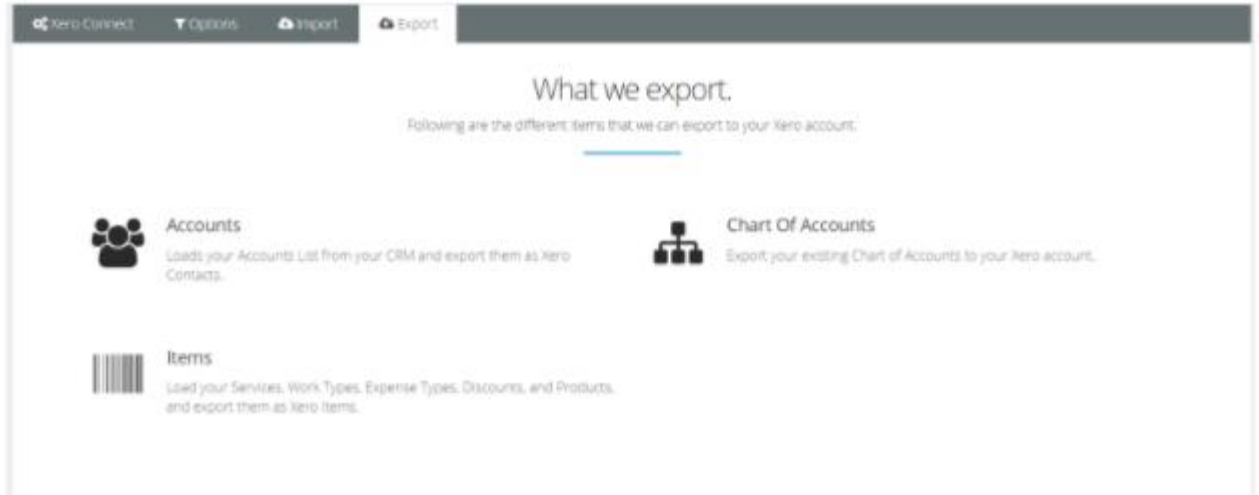
Exporting BMS Data

Data can also be transferred from BMS to Xero. The following information will be exported:

- Accounts (Contacts)
- Accounts from the Chart of Accounts
- Items from:
 - Service
 - Work types
 - Products
 - Discount types
 - Expense types

In the following sections we will discuss the steps followed in each.

Exporting BMS Data



Export Information from BMS to Xero

Accounts (Contacts)

In this section you will be able to transfer accounts and account data from BMS to Xero as Contacts.

To do that follow these steps:

1. Under the Xero > Setup Page
2. Go to Export>Accounts
3. Load the BMS accounts with or without filtration on Name/Code.
4. Select the BMS accounts you wish to export and click "Next"
5. Click on "Show Transaction logs" to view the export result.
6. You can make sure the Accounts were successfully exported from BMS to Xero by logging in to Xero and going to Contacts.

Load Items
Import Results

| <input type="checkbox"/> | Account Code | Account Name | Account Type | Business Type | Currency | Last Sync Date |
|--------------------------|--------------|--------------|--------------|-----------------------|----------|----------------|
| <input type="checkbox"/> | | Demo Org 2 | Client | General Business type | USD | 12/12/2017 |
| <input type="checkbox"/> | | Demo Org 5 | Client | General Business type | USD | |
| <input type="checkbox"/> | | maple | Client | General Business type | USD | |
| <input type="checkbox"/> | | NewAccount | Client | General Business type | USD | |
| <input type="checkbox"/> | | ORG1-CHILD | Client | General Business type | USD | |
| <input type="checkbox"/> | | PHOTOBIN | Client | General Business type | USD | |
| <input type="checkbox"/> | | RONBERT | Client | General Business type | USD | |
| <input type="checkbox"/> | | SalSoft | Client | General Business type | USD | |

Xero- Export BMS Accounts to Xero

Chart of Accounts

As in importing, you can load the account codes defined in BMS Chart of Accounts and export them to the chart of accounts of Xero.

1. Under the Xero > Setup Page
2. Go to Export> Chart of Accounts.
3. Click on "Load BMS Chart of Accounts".
4. You can filter by Account/ Code or filter by Type.
5. Select the COAs you wish to export and click "Next".
6. You can view the export results by clicking on "Show Transaction logs".
7. To double check if the COAs were successfully exported login to your Xero Account then go to Settings> Chart of Accounts.

Exporting BMS Data

| <input type="checkbox"/> | Code | Name | Type | Last Sync Date |
|--------------------------|------|--------------------|---------------|----------------|
| <input type="checkbox"/> | test | test | account type | 12/19/2017 |
| <input type="checkbox"/> | try | yyyr | test acc type | |
| <input type="checkbox"/> | 260 | Other Revenue | Revenue | 12/19/2017 |
| <input type="checkbox"/> | 200 | Sales | Revenue | 12/15/2017 |
| <input type="checkbox"/> | 429 | General Expenses | Expense | 12/12/2017 |
| <input type="checkbox"/> | 425 | Freight & Courier | Expense | 12/19/2017 |
| <input type="checkbox"/> | 420 | Entertainment | Expense | 12/12/2017 |
| <input type="checkbox"/> | 270 | Interest Income | Revenue | 12/15/2017 |
| <input type="checkbox"/> | 310 | Cost of Goods Sold | DirectCosts | 12/15/2017 |
| <input type="checkbox"/> | 408 | Cleaning | Expense | 12/15/2017 |
| <input type="checkbox"/> | 404 | Bank Fees | Expense | 12/15/2017 |
| <input type="checkbox"/> | 751 | workkk | account type | |

Export Chart of Accounts from BMS to Xero

Items

For the items, you will be able to export different type of items from BMS to Xero, and that includes Services, Work Types, Expense Types, Discount Types and Products. The items exported will end up as Inventory items under the Xero account.

1. Under Xero >Setup
2. Go to Export > Items
3. Choose the item types from which you want to export. You can select one of the following item types :
 - a. Service
 - b. Product
 - c. Work Type
 - d. Discount type
 - e. Expense Type

4. Click “Next”. The types of the items selected earlier will be displayed.
5. Choose the items to be exported and click “Next”.
6. You will be directed to a page showing that the export is being processed.
7. You can click on “Show Transaction Logs” to review the steps performed in the process of export.
8. You can make sure your data was successfully exported by logging to Xero > Inventory.

The screenshot displays the 'Export BMS Items' interface. At the top, it says 'Export BMS Items' and 'Export BMS Items to your Xero account.' Below this is a progress bar with three steps: 'Choose Items Type' (highlighted in blue), 'Items To Export', and 'Import Results'. The main section is titled 'Specify Items Type' and contains five radio button options:

- Service**
Export Service Items. Admin -> Finance -> Services
- Product**
Export Products in your Inventory. Inventory -> Products
- Work Type**
Export Work Type Items. Admin -> Finance -> Work Type
- Discount Type**
Export Discount Type Items. Admin -> Finance -> Discount Type
- Expense Type**
Export Expense Type Items. Admin -> Finance -> Expense Type

Xero - Exporting BMS Items - Specify What items to Export

Exporting Invoices to Xero

Invoices are from the most important parts of the BMS/Xero integration, the ability of exporting invoices from BMS to Xero, allows you to process invoices in BMS based on the work process in place, export

Exporting Invoices to Xero

those invoices once ready to Xero, and then handle the accounting process against those invoices in Xero accounting system.

The process is fairly straight forward, and follows the same process as exporting items described above.

1. Go to BMS> Finance> Xero> Export Invoices.
2. There are two options on which you can filter the invoices to be exported: All invoices with statuses "Ready to send" or "Sent" or invoices whose due date falls between specific ranges.
Note: The date range is limited to thirty days.
3. Click "Next". You can perform a filter on the result on these fields: Customer, site, or Invoice number . Once the invoices to export are chosen, click next.
4. The request will be processed and a message showing the status of the export will be displayed.
5. To check the exported invoices in Xero, sign in to your Xero account.
6. Go to Accounts> Sales> Invoices.

Please note that, the invoices displayed for exporting has to be in the statuses "Ready to Send" or "Sent", and not already exported to Xero before.


While exporting an invoice, the process will validate the availability of the items on the invoice starting by the customer. If the customer (Matching happens on the customer name) was found in Xero, then the invoice will link to it. If not found, then the sync tool will create the customer with the invoice.

Furthermore, the tool will validate the availability of the tax rate specified on the invoice in BMS and the items in the details of the invoice, then either link to those items or create new ones.

Note: it is recommended to always check the transaction logs after the Job has completed, to review which invoices were exported successfully and which failed, and for what reason.

Also it is recommended to note the Job Number (Job#) of the job being processed in case of any issue, so the support team can track the job and the transactions that were processed.

Options
Invoices to Export
Export Results



All Invoices
Loads all the ready to be exported invoices (Status: Ready To Send / Sent) from your account to be exported to your Xero Account.

Invoices By Date Range
Loads all the ready to be exported invoices (Status: Ready To Send / Sent) from your account within the **selected dates** to be exported to your Xero Account.

From Date:

To Date:

Next

Filter on which invoices to transfer to Xero

Options
Invoices to Export
Export Results

| | Customer Information | | Invoice Information | | | |
|-------------------------------|---|---|---|------|----------|-------|
| <input type="checkbox"/> | Customer | Site | Invoice# | Date | Due Date | Total |
| | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | | | |
| <i>No records to display.</i> | | | | | | |

Invoices to export to Xero

Importing Xero Payments

Following the export of invoices from BMS to Xero, the accounting process might include receiving payments against those invoices. Such process happens on Xero side, and in order to keep both systems in sync, it is important to have the ability to import any payment that happened against an invoice exported from BMS to Xero, which will update the status of the invoices in BMS, the balance due and the related payments.

Similarly to the import process explained in the previous sections, the process is fairly straight forward as follow:

1. Go to BMS> Finance> Xero> Import Payments.
2. You will be directed to a page which performs a filter on Payments related fields. There are fields on which you can filter the payments to import.
 - a. From and To Date
 - b. Invoice Number
 - c. Invoice Reference
 - d. Invoice Contact
3. Click "Next" to load the payments.
4. Select the payments you want to import and click "Next".
5. Your request will be processed.
6. Check the transaction logs to determine if the import was successful.
7. To view the imported payments, go to Finance> Payments.

Please **note** that, payments which are not related to invoices that were originally exported from BMS to Xero, will fail to be exported with a message indicating so.

Options | **Load Payments** | Import Results

CARD

Filter Payments
Loads payments from Xero within the **selected dates** to be imported.
*max period length - 31 days

From Date: 11/19/2017

To Date: 12/19/2017

Invoice Number:

Invoice Reference:

Invoice Contact:

Filter Payments

Options | **Load Payments** | Import Results

| <input type="checkbox"/> | Date | Amount | Status | Is Reconciled | Contact | Invoice Number | Reference |
|--------------------------|------------|----------|------------|---------------|--------------|----------------|-----------|
| <input type="checkbox"/> | 12/14/2017 | 97,00 € | Authorised | False | Finding Nemo | INV-0003 | |
| <input type="checkbox"/> | 12/01/2017 | 125,00 € | Authorised | False | Wehbe and Co | INV-0002 | 0215 |

Payments to import from Xero to BMS

Importing Xero Payments