Kaseya

Xero Accounting Integration

Guide

April 27, 2018

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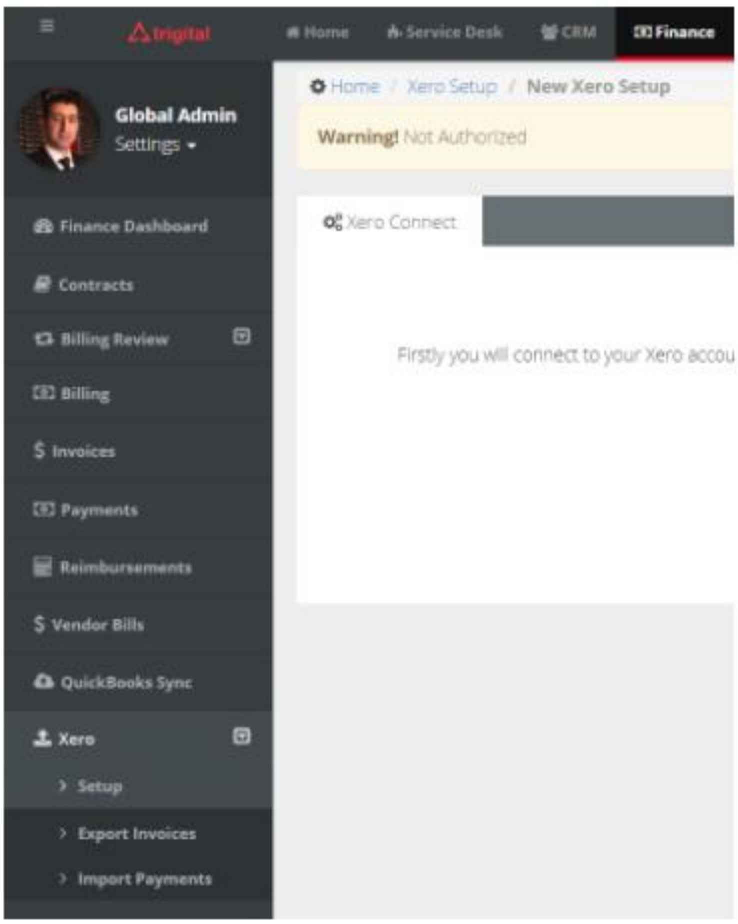
Contents

Introduction

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

This document will cover the following topics:

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

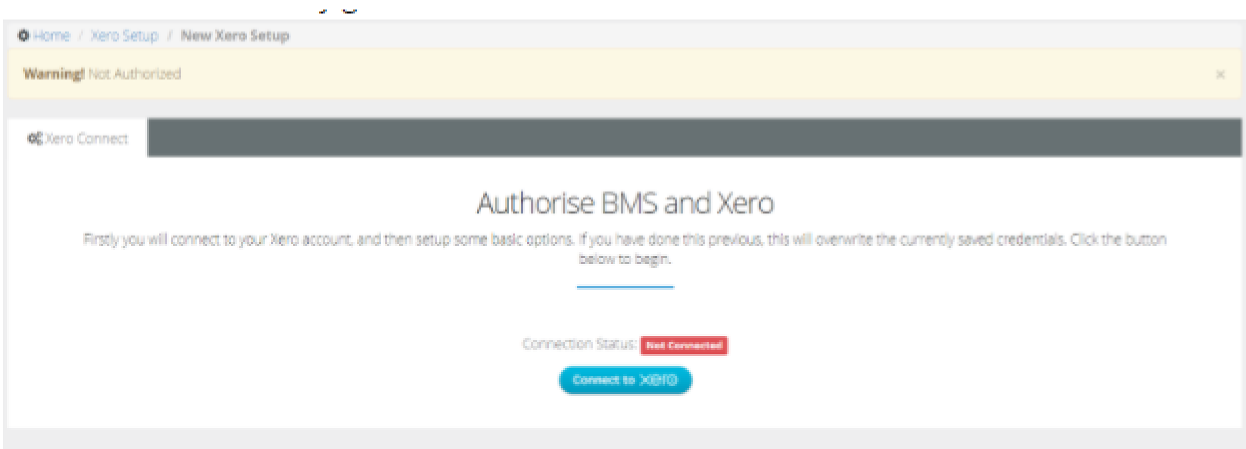


Xero Menu Items

Initial Setup

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

1. Login to Vorex™
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 Vorex™ 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 Vorex™ 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.

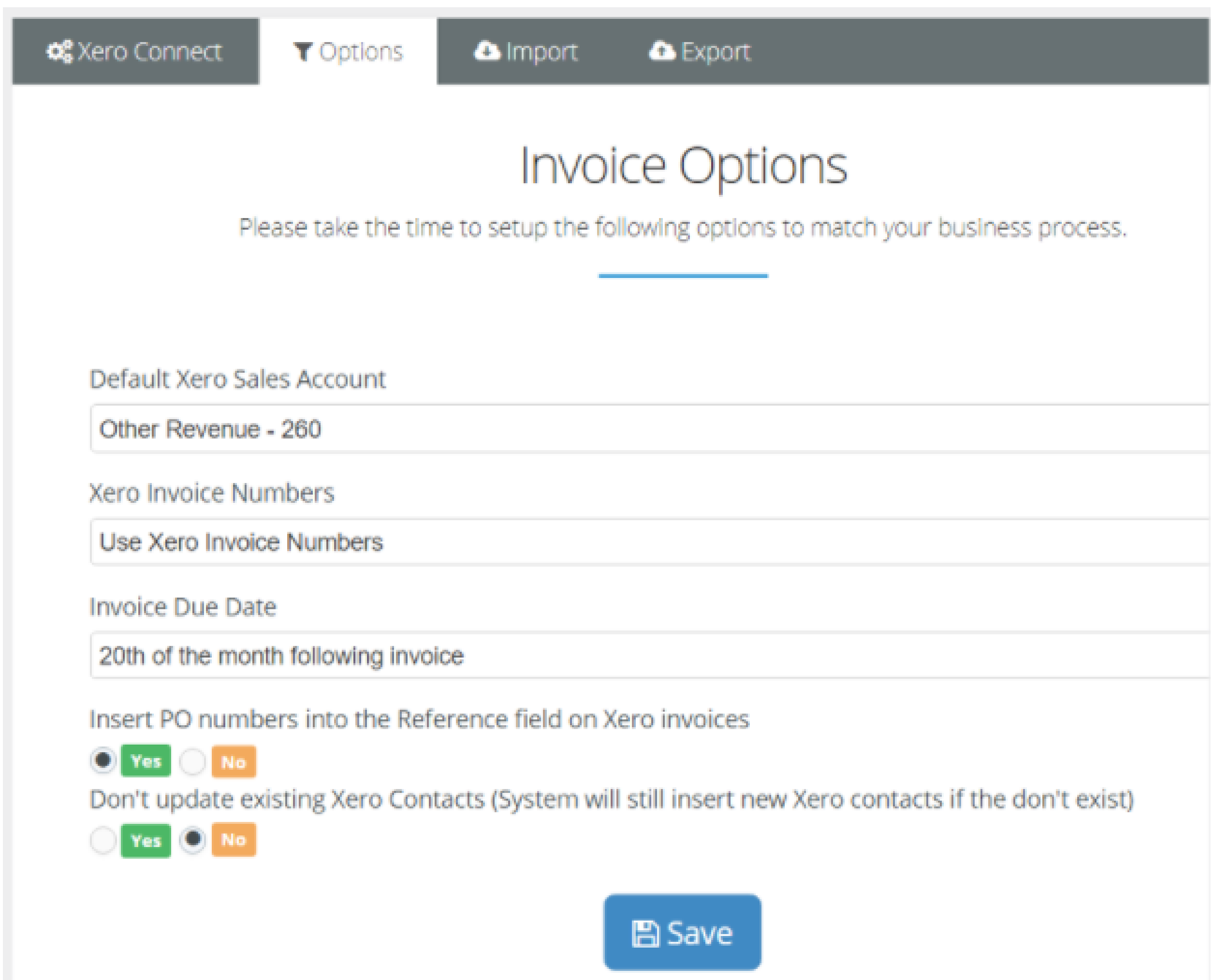


Xero - Not Connected Status

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 Vorex™ to Xero.



Xero - Invoice Options

Following is the list of options that we can set:

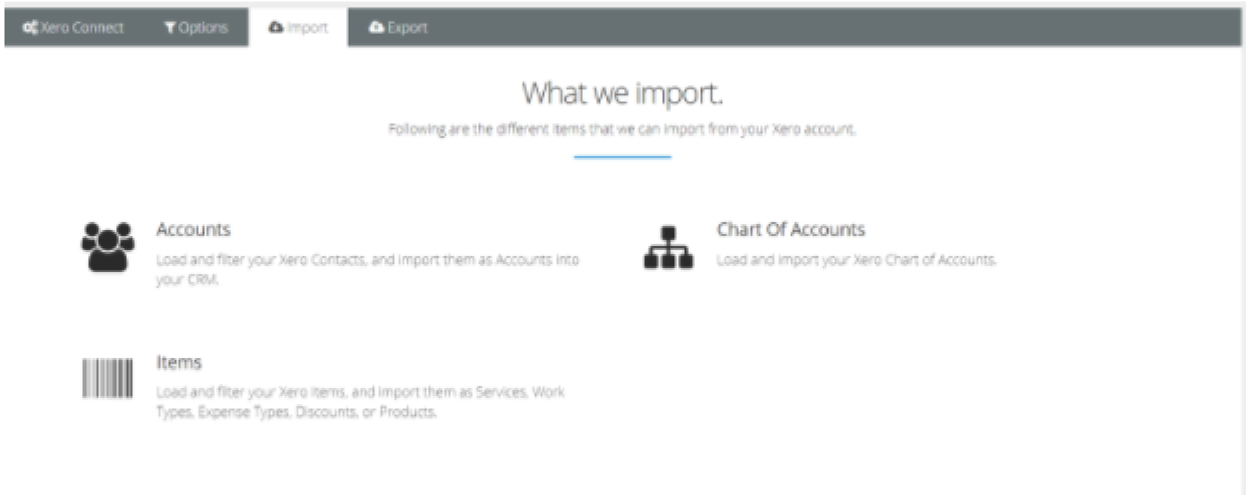
1. **Default Xero Sales Account:** This option will be relied on when exporting an invoice having items with no Income Account, the default sales account will be used instead.
2. **Xero Invoice Numbers:** This option will specify which invoice number will be used when the invoices are exported to Xero. There are three invoice options:
   a. Xero invoice numbers: This will follow the Xero incrementation scheme
   b. Invoice number: This will keep the same Invoice Number
   c. ID: This will use the 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. Due Date
   b. Invoice generated date
   c. 7 Days from invoice date
   d. 14 Days from invoice date
   e. 30 Days from 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 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 Vorex™, such as:

- Contacts
- Items

- Accounts from the Chart of Accounts



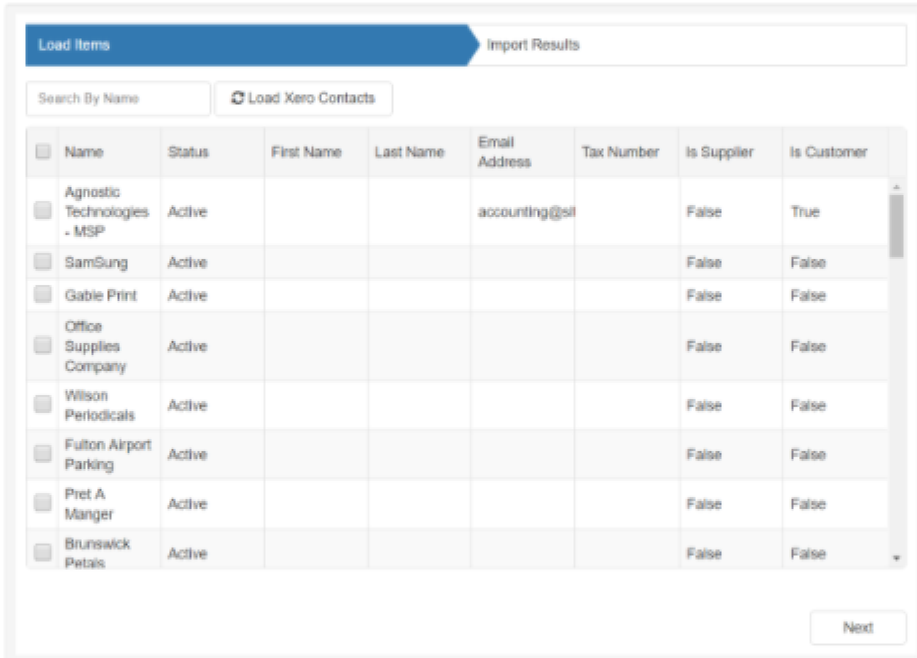
In the following sections we will cover the process of each.

Accounts (Contacts)

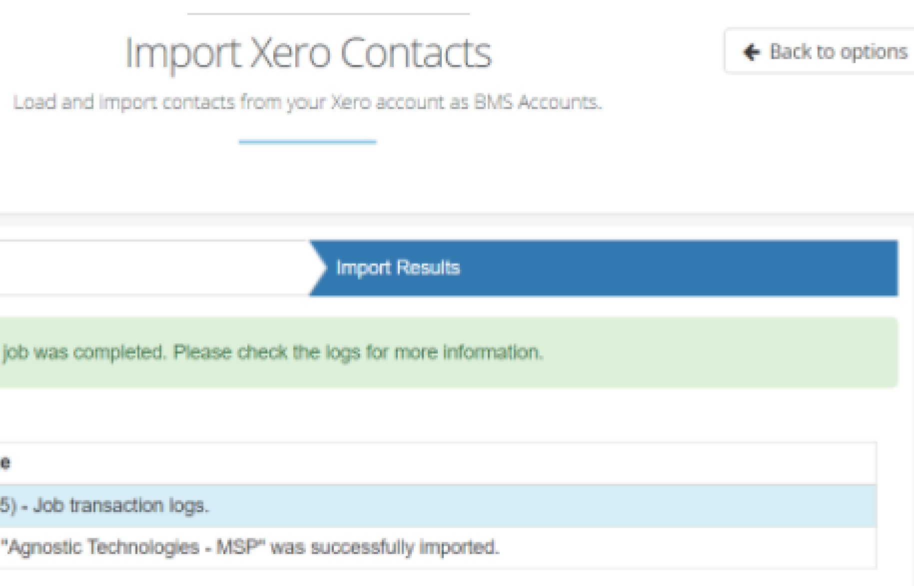
In this section you will be able to load contacts defined in a Xero account, and import them as Accounts to Vorex™.

Account data can be imported from Xero to Vorex™.

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 Vorex™ by going to CRM>Accounts.



Xero - Import Contacts



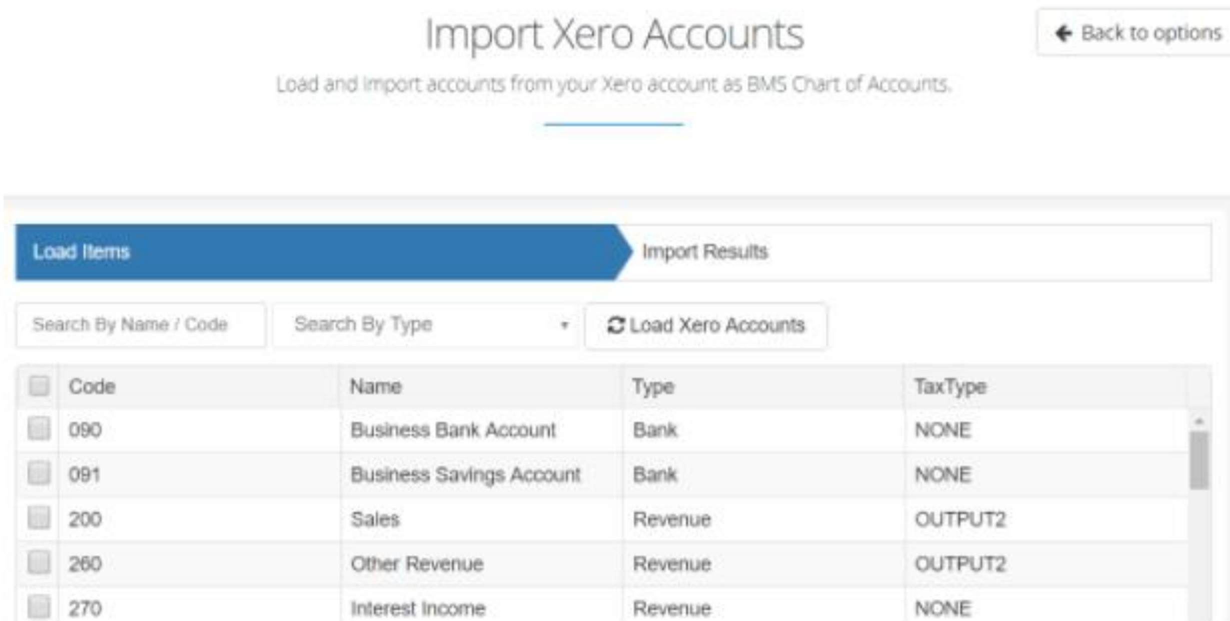
Xero - Job Processing Import Results

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 Vorex™ 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)

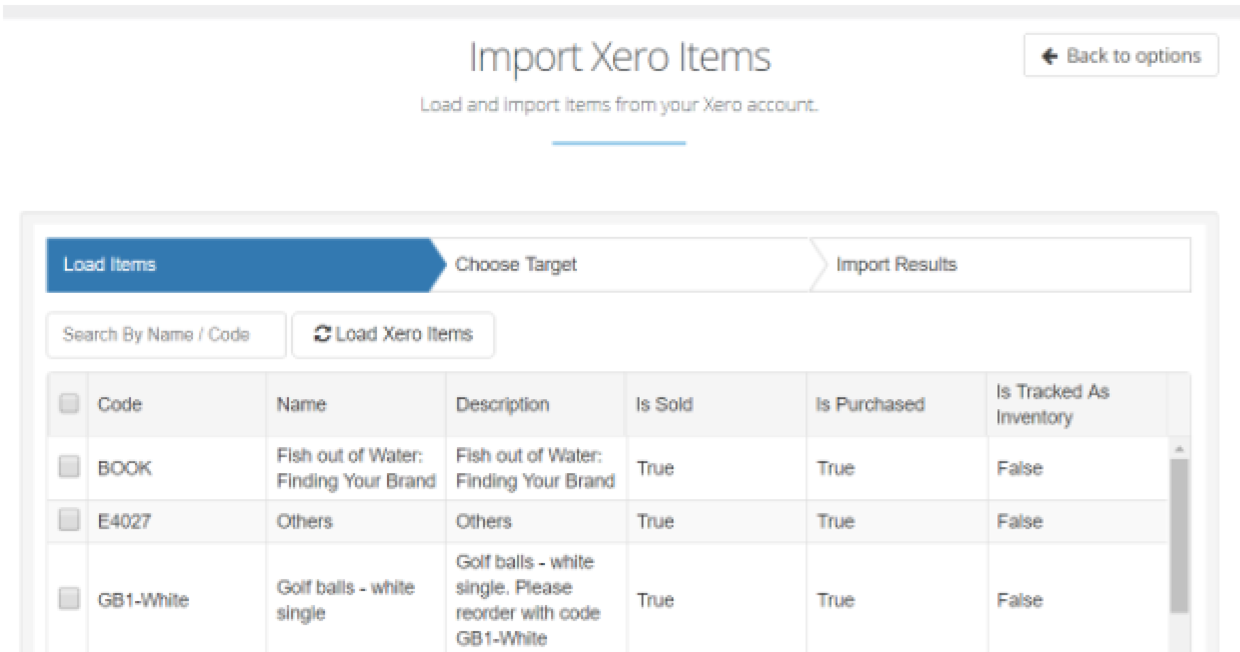
Items

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

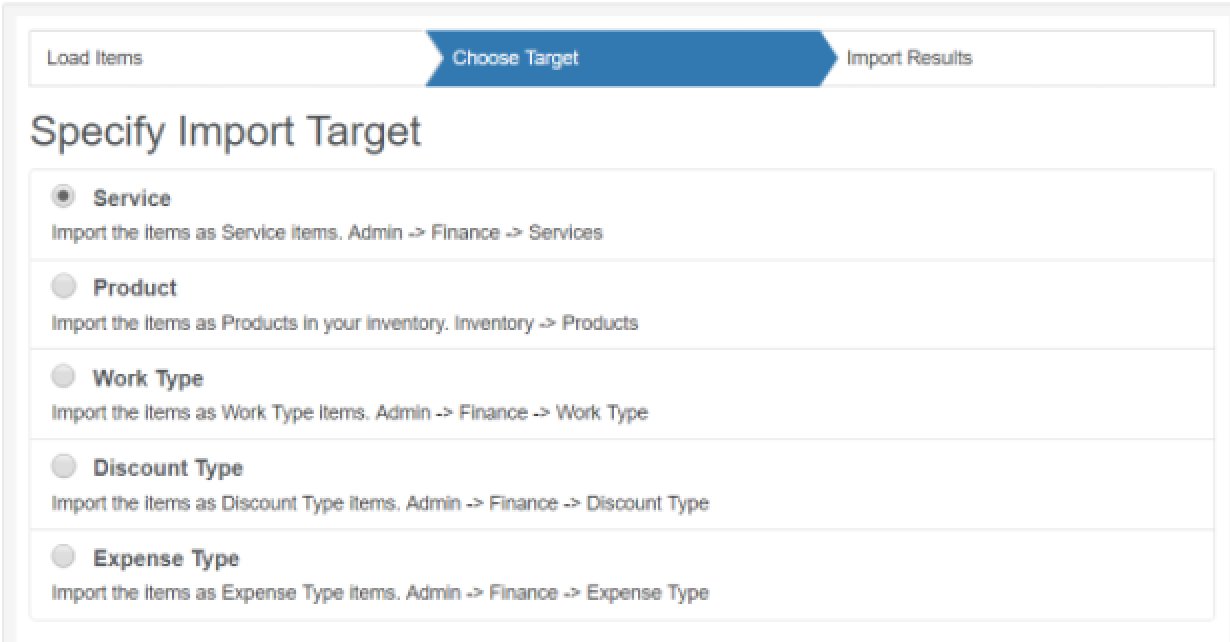
- Work Types
- Services
- Products
- Discount Types
- Expense Type

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.
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.



Xero - Importing Items



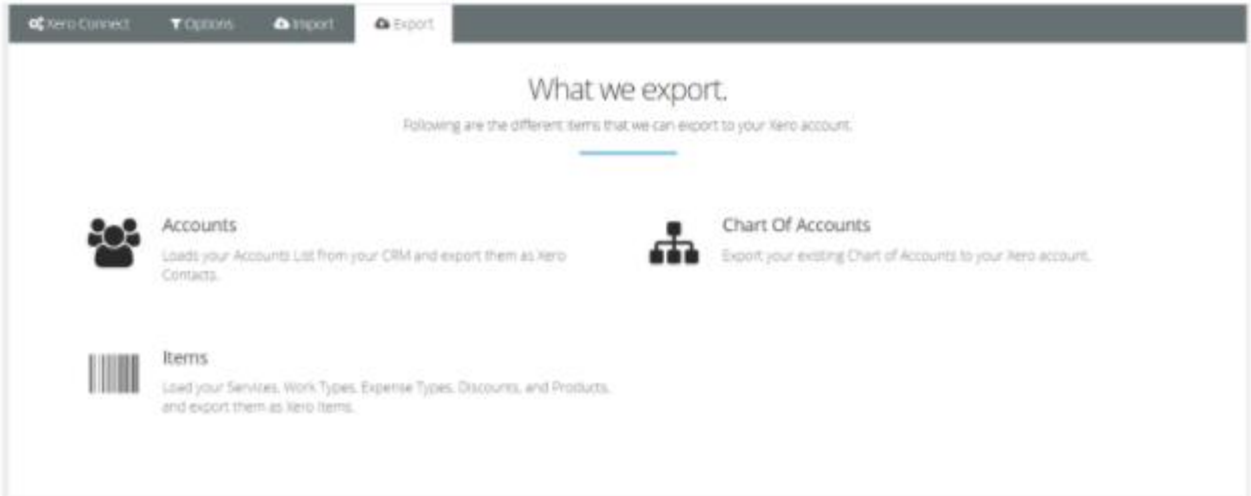
Xero - Import Items Target

Exporting BMS Data

Data can also be transferred from Vorex™ 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.



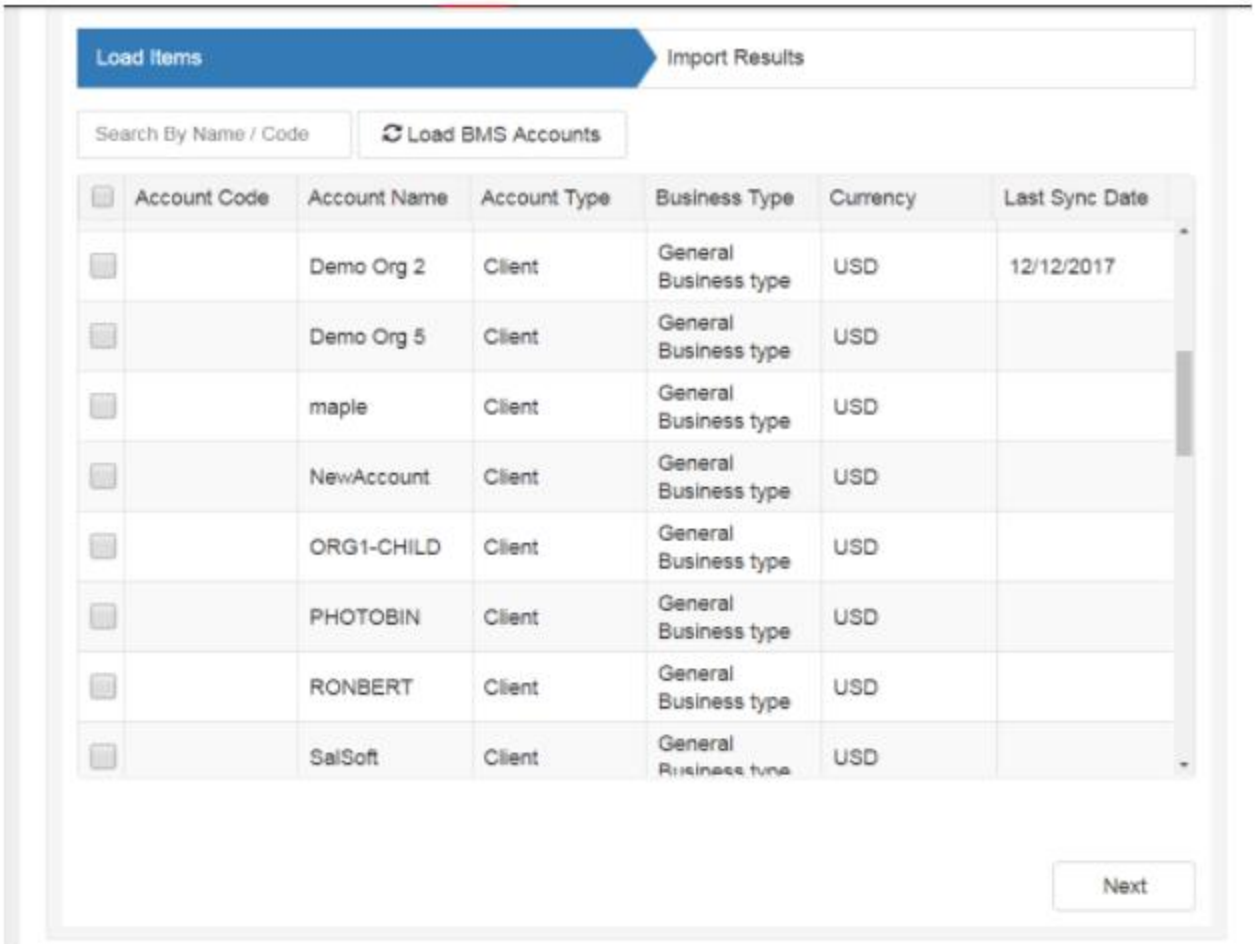
Export Information from Vorex to Xero

Accounts (Contacts)

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

To do that follow these steps:

1. Under the Xero > Setup Page
2. Go to Export>Accounts
3. Load the accounts with or without filtration on Name/Code.
4. Select the 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 Vorex™ to Xero by logging in to Xero and going to Contacts.

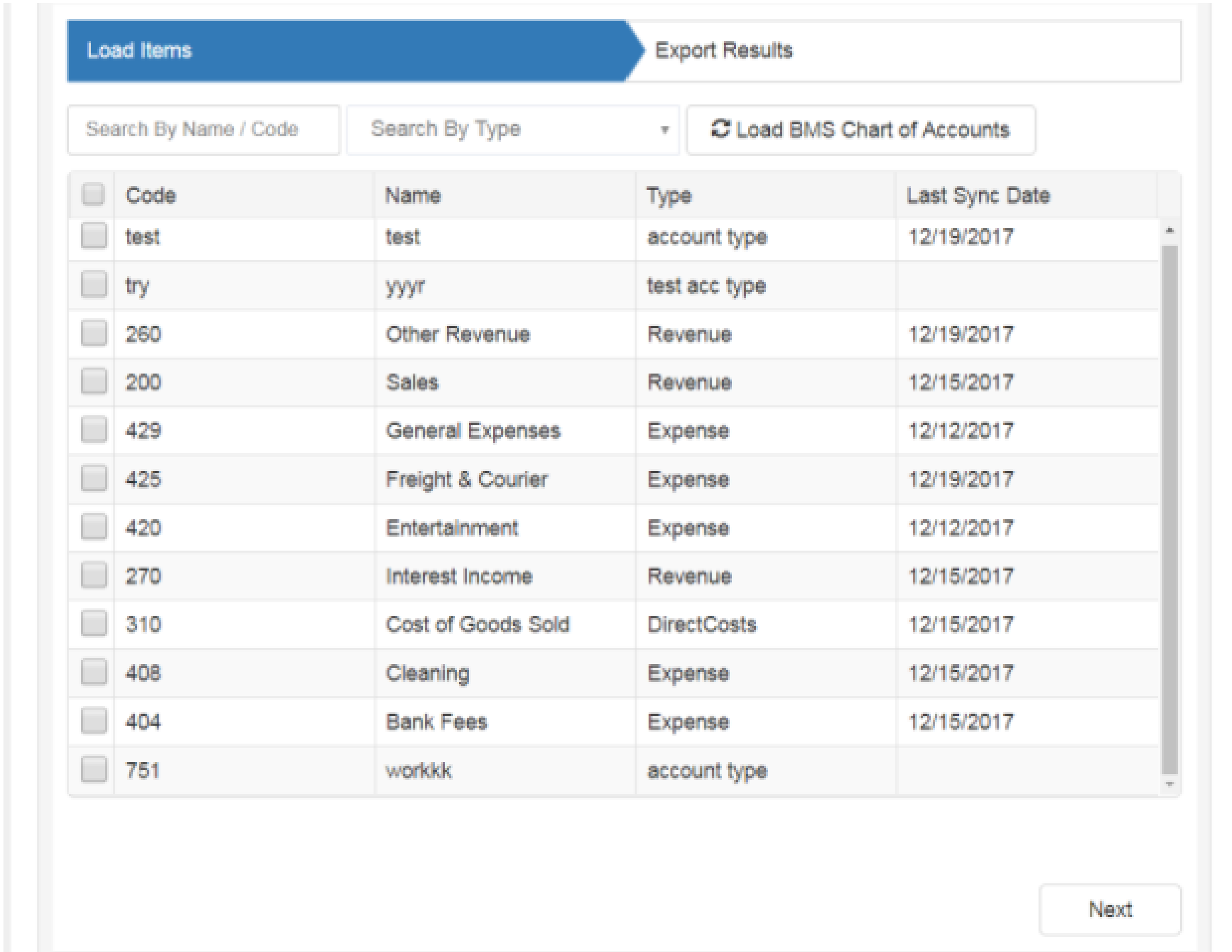


Xero- Export Accounts to Xero

Chart of Accounts

As in importing, you can load the account codes defined in Vorex™ 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 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.



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

Export Chart of Accounts from Vorex to Xero

Items

For the items, you will be able to export different type of items from Vorex™ 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.

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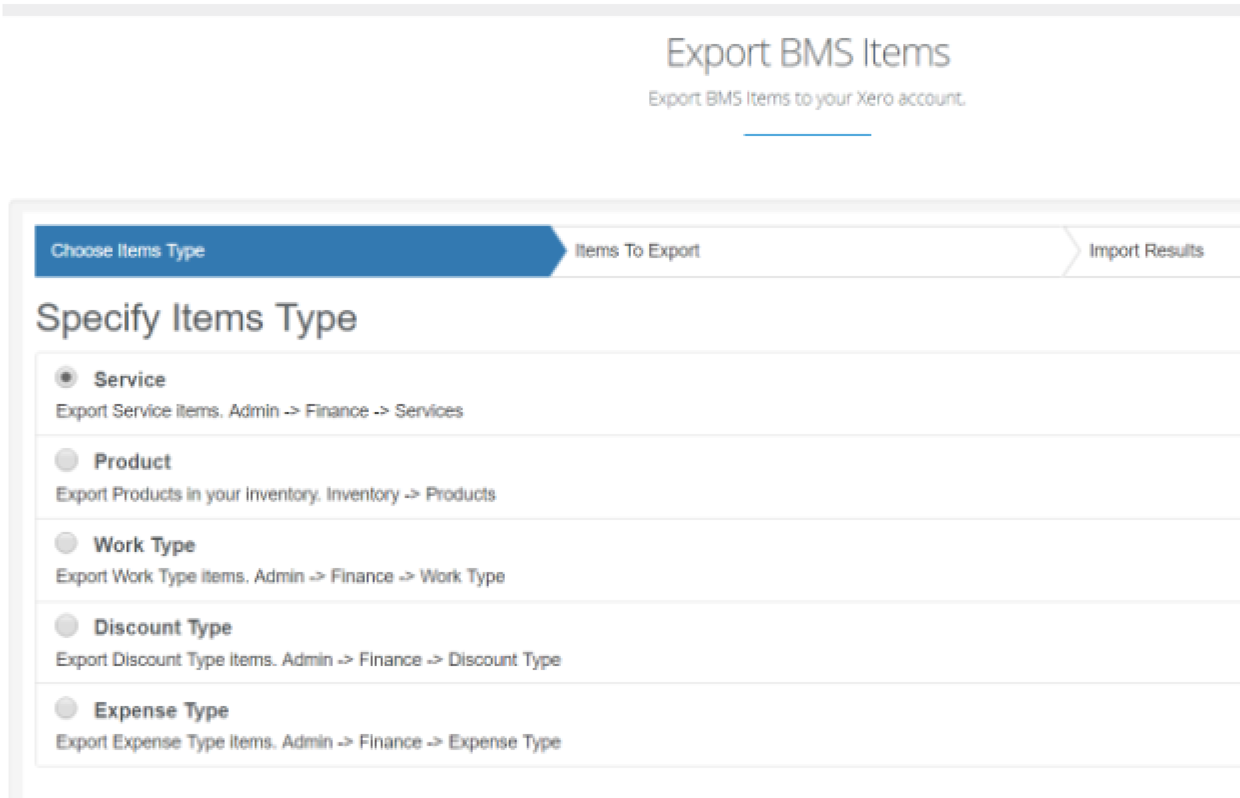


Xero - Exporting Vorex Items - Specify What items to Export

Exporting Invoices to Xero

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

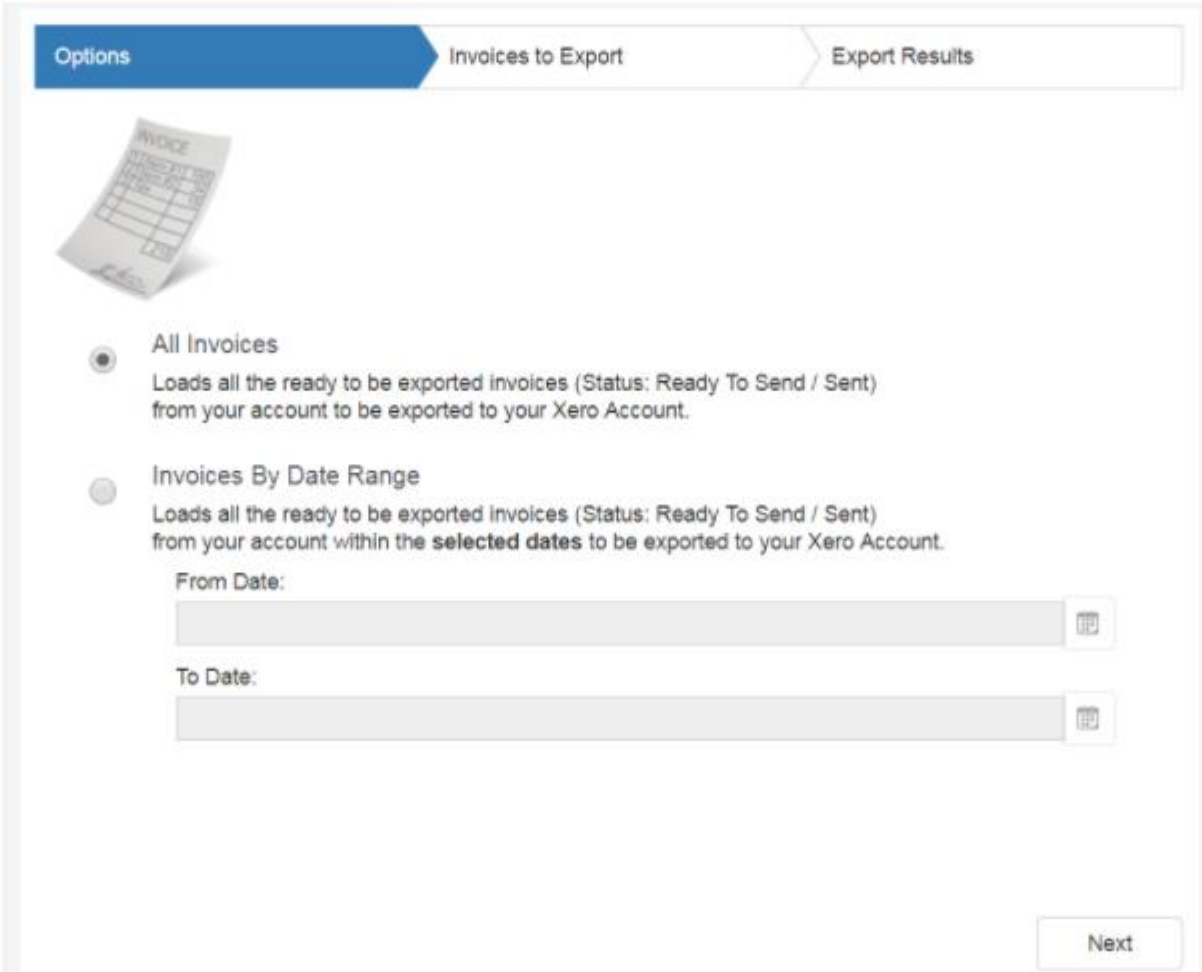
Please note that, the invoices displayed for exporting has to be in the statuses "Ready to Send" or "Sent", and not already exported to Xero before.

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.

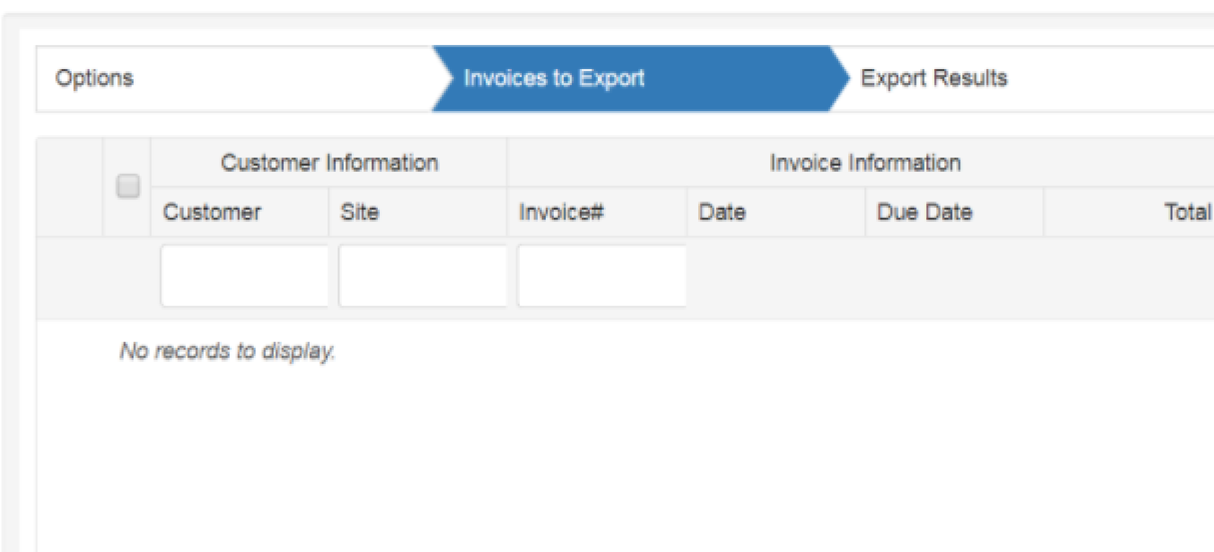
Furthermore, the tool will validate the availability of the tax rate specified on the invoice in Vorex™ and the items in the details of the invoice, then either link to those items or create new ones.

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.



Filter on which invoices to transfer to Xero



Invoices to export to Xero

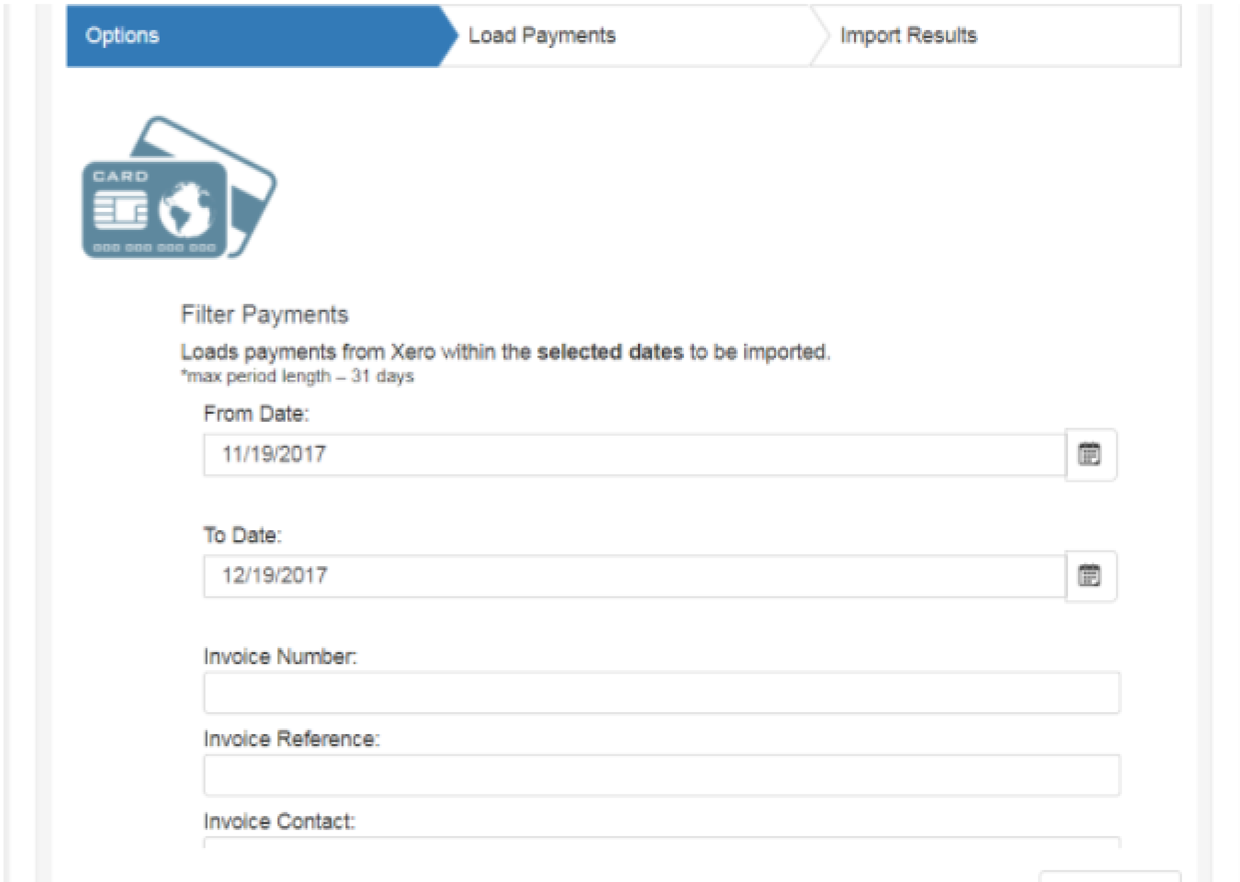
Importing Xero Payments

Following the export of invoices from Vorex™ 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 Vorex™ to Xero, which will update the status of the invoices in Vorex™, the balance due and the related payments.

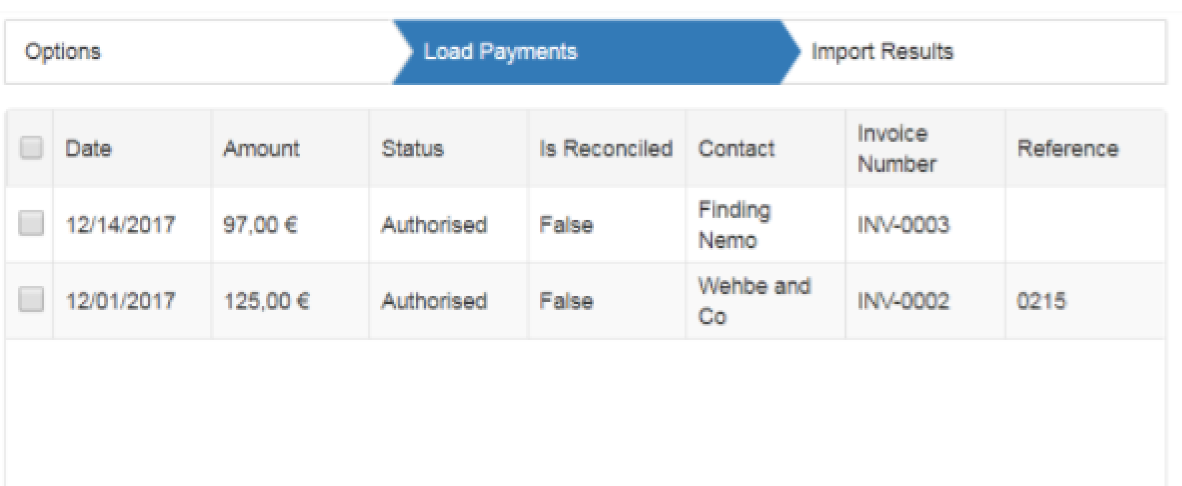
Similarly to the import process explained in the previous sections, the process is fairly straight forward as follow:

1. Go to Vorex™> 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 Vorex™ to Xero, will fail to be exported with a message indicating so.



Filter Payments



	Date	Amount	Status	Is Reconciled	Contact	Invoice Number	Reference
	12/14/2017	97,00 €	Authorised	False	Finding Nemo	INV-0003	
	12/01/2017	125,00 €	Authorised	False	Wehbe and Co	INV-0002	0215

Payments to import from Xero to Vorex