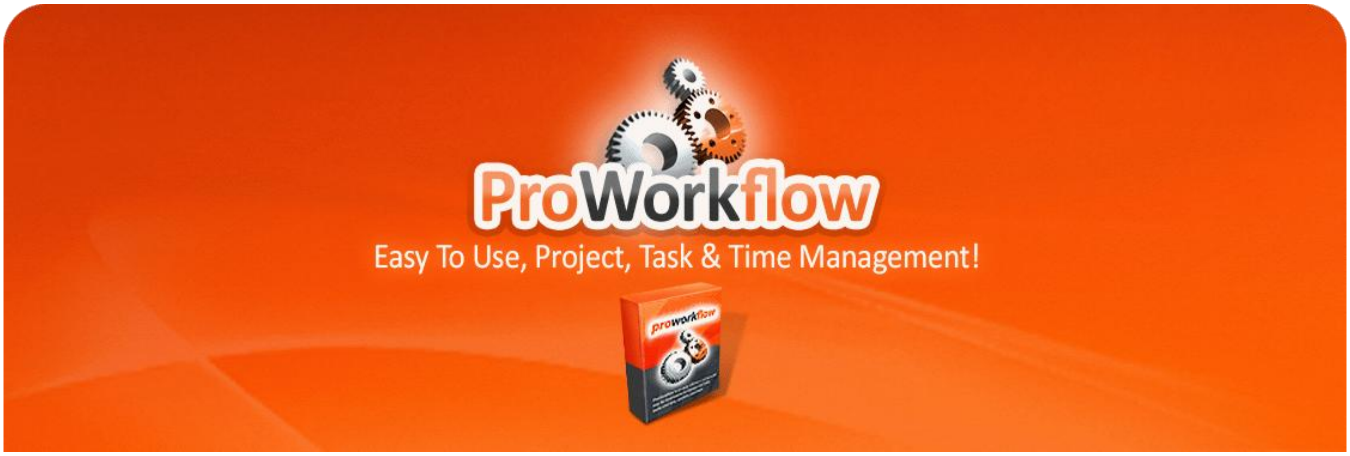


Integration Guide: XERO - http://www.xero.com

“XERO is a web based accounting application developed in New Zealand.”

Turning on Xero integration in ProWorkflow gives you the ability to send your invoices from your ProWorkflow account straight into your Xero account with the click of a button. This guide details how to turn on and use this integration.

If you turn on Xero Integration with the Xero “Demo Organization” you will need to get in touch with us whenever the demo resets to manually clear out logs. You will also have to get in touch if you want to change the Xero organization your ProWorkflow account is integrated with.

Important Information

The following is a list of important items to remember

- Xero requires unique invoice numbers, so when invoices go from ProWorkflow to Xero, the invoice ID is appended to the invoice number (in Xero).

Once an invoice has been sent to Xero

- It cannot be edited in ProWorkflow.
- It cannot be deleted until it is either deleted or voiced in Xero.
- It cannot be marked as paid until it is marked as paid in Xero.

Enabling XERO Integration

Before integration can be turned on in your ProWorkflow account you will need a “Xero Network” key for ProWorkflow.

1. Log into your ProWorkflow Account
2. Go into the **Settings** page for the “INVOICE Manager”
3. Scroll down to “INTEGRATION SETTINGS” and select the XERO option in the drop-down list, then click the *UPDATE* button.
4. Go into **XERO Settings** in “ADMINISTRATION”
5. Click “Connect to My Xero”.
6. Login to Xero
7. Select your organisation and click “Authorise”.
8. Copy the authorisation code.
9. Enter the code in ProWorkflow and click “Update”
10. Select the default Account you want to send invoices to and click “Update”

Using the Invoice Manager with XERO Integration

Turning on Xero integration gives you the ability to send invoices from ProWorkflow to Xero, this can be done on the **Project Details** Page, the **Create/View invoices** page & the **Past Invoices** page (depending on settings).

Select the invoices you want to send to Xero (using the check-box beside the invoice) then click the **Send to XERO** link, this will initiate the transfer from ProWorkflow to Xero and update the status when it has been completed (without the need for a page refresh).

Use the tick-boxes at the top of the list of invoices to select whether to show just invoices in ProWorkflow, just invoices in Xero, or all.

XERO Statuses

Once an invoice has been sent to Xero the status in Xero will be displayed beside the invoice in ProWorkflow. The status affects what you can do with the invoice, governing when you can mark it as paid & delete it.

- Unsent – The invoice hasn’t been sent to Xero yet.
- Draft – The invoice is currently in “Drafts” in your Xero account.
- Submitted – The invoice is currently “Awaiting Approval” in Xero.
- Unpaid – The invoice is currently “Awaiting Payment” in Xero.
- Paid – The invoice has been paid in Xero (and can now be marked as Paid in ProWorkflow)
- Voided – The invoice has been voided in Xero (and can now be deleted in ProWorkflow)
- Deleted – The invoice has been deleted in Xero (and can now be deleted in ProWorkflow)

To update the status of all invoices click the **(Update)** text below the XERO heading at the top of the list of invoices.

ProWorkflow Invoices in XERO

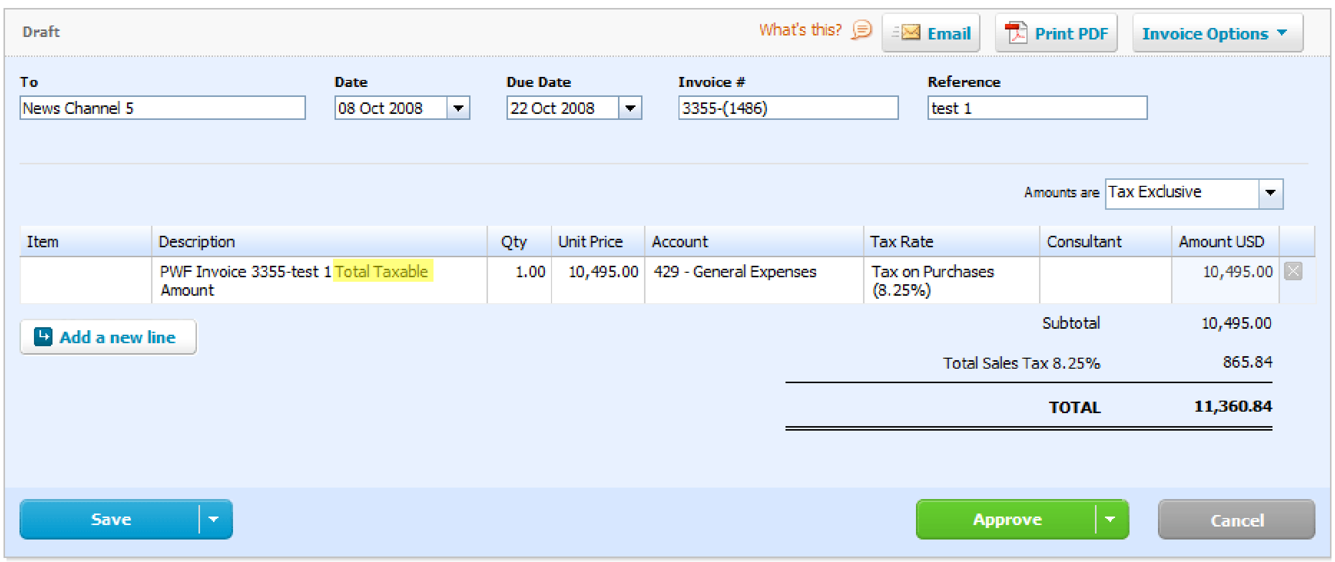
When you send an invoice from ProWorkflow to Xero it will appear in the **Draft** section of **Accounts Receivable** in your Xero account (accessible in the **Accounts** tab).

- Invoice number - The ProWorkflow invoice number with the ProWorkflow invoice ID appended to the end.
- Ref – The Project name in ProWorkflow
- To – The contact in ProWorkflow (see the Contact Matching section of this guide)
- Invoice Date – The date the invoice was created in ProWorkflow.
- Due Date – The due date of the invoice in ProWorkflow

Invoices in Xero respect the taxable settings in ProWorkflow, so if you have the invoice set to Tax Exempt in ProWorkflow then in Xero the “Include Tax” option will be set to no on the invoice.

Each line item follows the naming convention of “{PWF Invoice} {PWF Invoice #}-{PWF Project Name}” then appended onto the end is whether the line item is the taxable or non-taxable total.

Per each line item you need to select the correct tax rate and (optionally) the Consultant. Ensure you select tax exempt for the “Total Non-Taxable Amount” line item, and select a tax rate for the “Total Taxable Amount” so that the invoice total in Xero matches the total in ProWorkflow.



Company Matching

Once you have sent one invoice from ProWorkflow to Xero we bring all your Xero contacts into the company matching section of **XERO Settings** in the “ADMINISTRATION” section of ProWorkflow.

This is where you can match the companies in Xero with the companies in ProWorkflow, companies with the same names are automatically linked together for you. If a company is in ProWorkflow but not Xero then it is automatically created in Xero when you first send an invoice over.

If a company has already been matched but you want to change the matching then click the “Change” link, select a different company, then click the Update button. This won’t affect any invoices that have already been sent from ProWorkflow to Xero.

If a company is in Xero but not in ProWorkflow then you can either select the correct company using the “Select Company” link or you can create a new company in ProWorkflow using the “Add New” link (and the new company is automatically linked for you).