This guide will assist you in generating Purchases Invoices from TimePro to Xero. Purchase invoices are generated from your Contractors' time and correspond to the invoices you receive from the Supplier of these Contractors.

Checklist for Xero

- o   Setup Tracking Category Names and Tracking Options. (Optional)

Tracking Categories are used in Xero for reporting purposes only and will not appear on printed or emailed invoices.

Note: When importing Purchases Invoices from TimePro to Xero, *Tracking Category Names* are ignored if they do not exist in Xero; the invoice however is still generated. *Tracking Category Options* that do not currently exist in Xero will be generated on import.

Checklist for TimePro

- o   Only completed timesheets are used when generating Purchases Invoices in Xero.
- o   Ensure all Supplier names in TimePro match Supplier names in Xero. Differences will result in a new Supplier being created in Xero.
- o   If you are using Tracking Categories, define the name of the Tracking Category under Xero | Xero Configure | Xero Common. Decide at which level the Option is to be derived from and populate it.
- o   Configure the invoice details through Xero -> Xero Configure -> Xero Purchases.
    - o   Select the relevant 'Purchases Account Number'.
    - o   Select the relevant 'Purchases Tax Code'.
    - o   Define a 'Purchases Invoice Number Prefix' for Purchases Invoice numbers generated from TimePro.
    - o   The 'Purchases Invoice Number Seed' defines the next consecutive invoice number to be generated.
   - o   Click 'Save Changes'.

Steps to Export Purchases Invoices to Xero

In TimePro go to Xero -> Xero Export -> Xero Purchases Invoices

- o   Select the correct period to export Purchases Invoices from.
- o   Set the Invoice Status to be either 'Draft', 'Submitted' or 'Authorised'.
- o   Enter an 'Invoice Date' and a 'Detail Date'.
- o   Select the breakdown of invoice required for example 'One Invoice per Supplier' or 'One Invoice per Supplier and Staff member'.
- o   Define where the Tracking Options are to be selected from. (Optional)
- o   Click 'Export'.
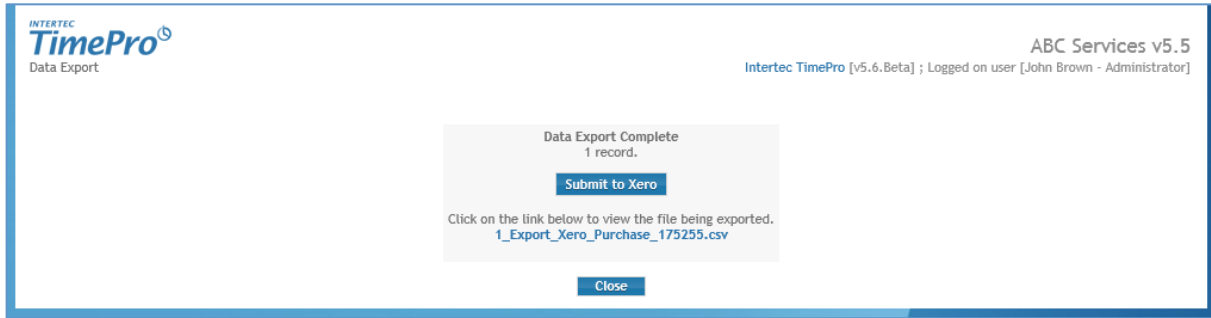
o Click 'Submit to Xero'.
o If you have not already logged into Xero you will be prompted to do so.
o The available Xero files will be listed. Choose the appropriate one and click 'Authorise'
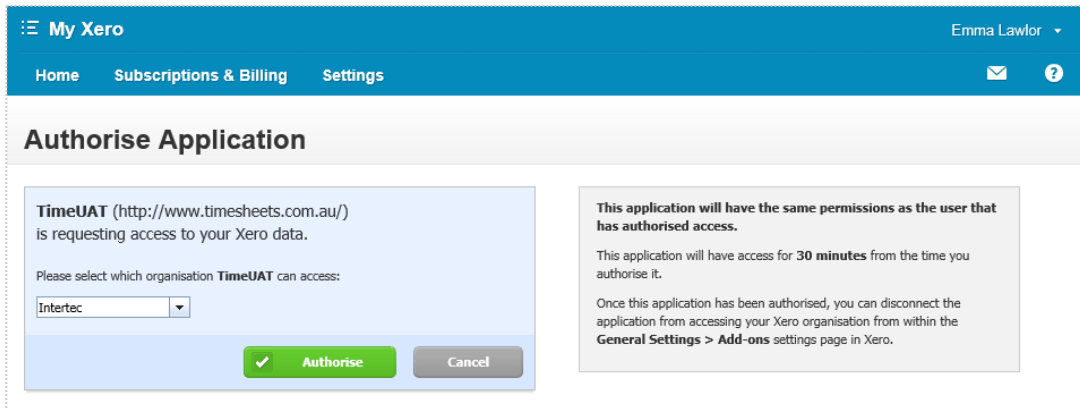
o A message will appear confirming the submission.
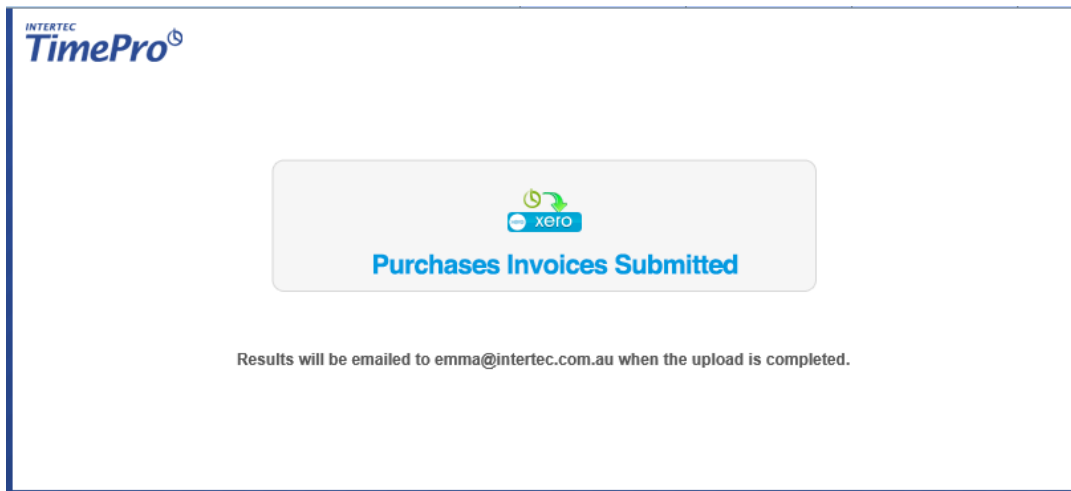
o An email is sent to the TimePro administrators email address with the results of the submission.

o   Your Purchases Invoices will now be available to view in Xero.