INTERTEC TimePro | Sales Invoice Integration with Xero

This guide will assist you in generating Sales Invoices from TimePro to Xero.

Checklist for Xero

- Setup Tracking Category Names and Tracking Options. (Optional)
- Setup Inventory Items. (Optional)

Tracking Categories are used in Xero for reporting purposes only and will not appear on printed or emailed invoices. When importing Sales Invoices from TimePro to Xero, *Tracking Category Names* are ignored if they do not exist in Xero, the invoice however is still generated. The *Tracking Category Option* will be generated if it does not already exist.

Inventory Items are displayed on printed and emailed invoices. When importing Sales Invoices from TimePro to Xero, *Inventory Items* will be automatically added if they do not exist in Xero.

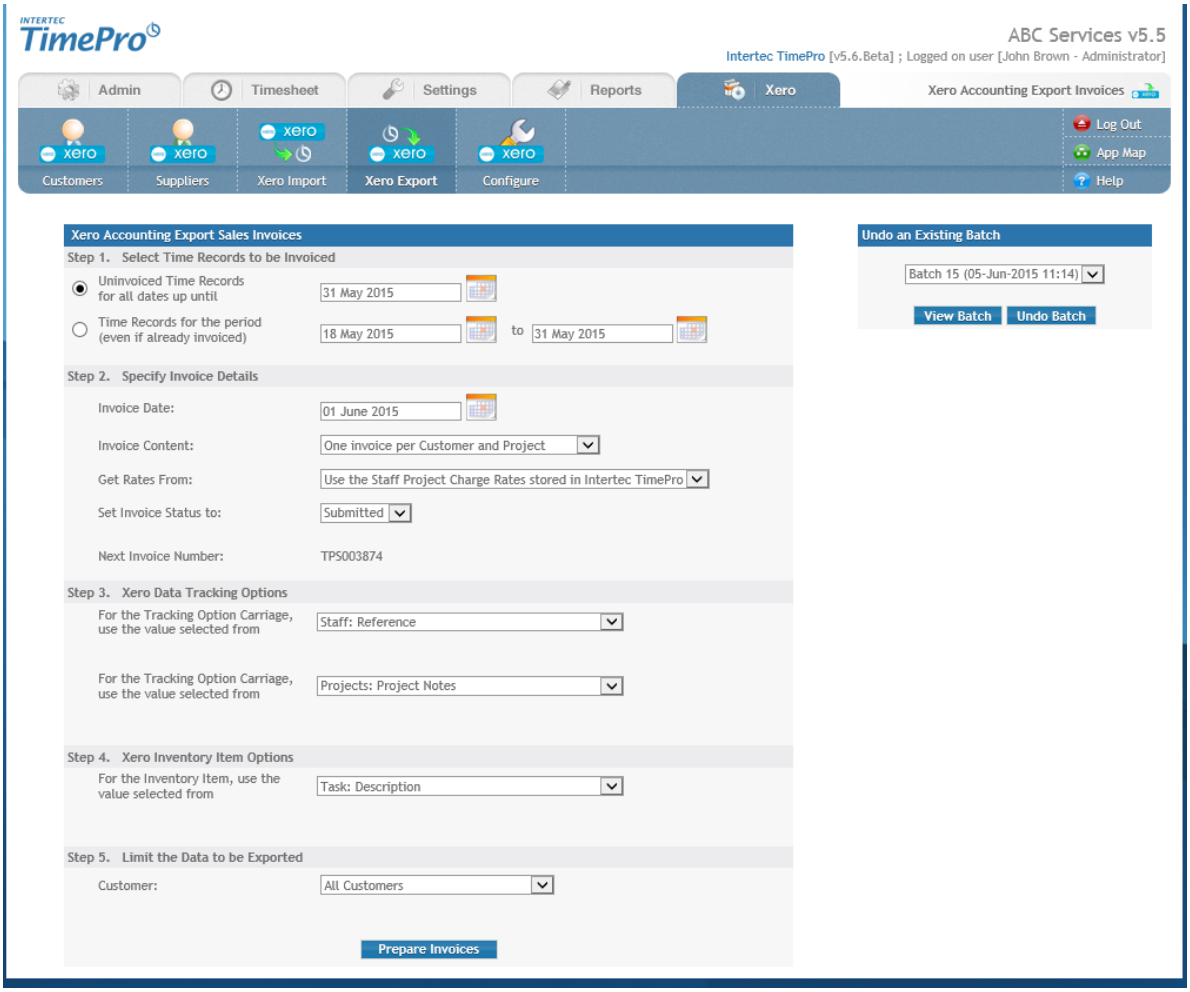
Checklist for TimePro

- Only completed timesheets are used when generating sales invoices in Xero.
- Ensure all Customer names in TimePro match Customer names in Xero. Differences will result in a new Customer being created in Xero.
- 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.
- Configure the invoice details through Xero -> Xero Configure -> Xero Sales.
    - Select the relevant 'Sales Account Number'.
    - Select the relevant 'Sales Tax Code'.
    - Define a 'Sales Invoice Prefix' for Sales Invoice numbers generated from TimePro.
    - The 'Sales Invoice Number Seed' defines the next consecutive invoice number to be generated.
    - Click 'Save Changes'

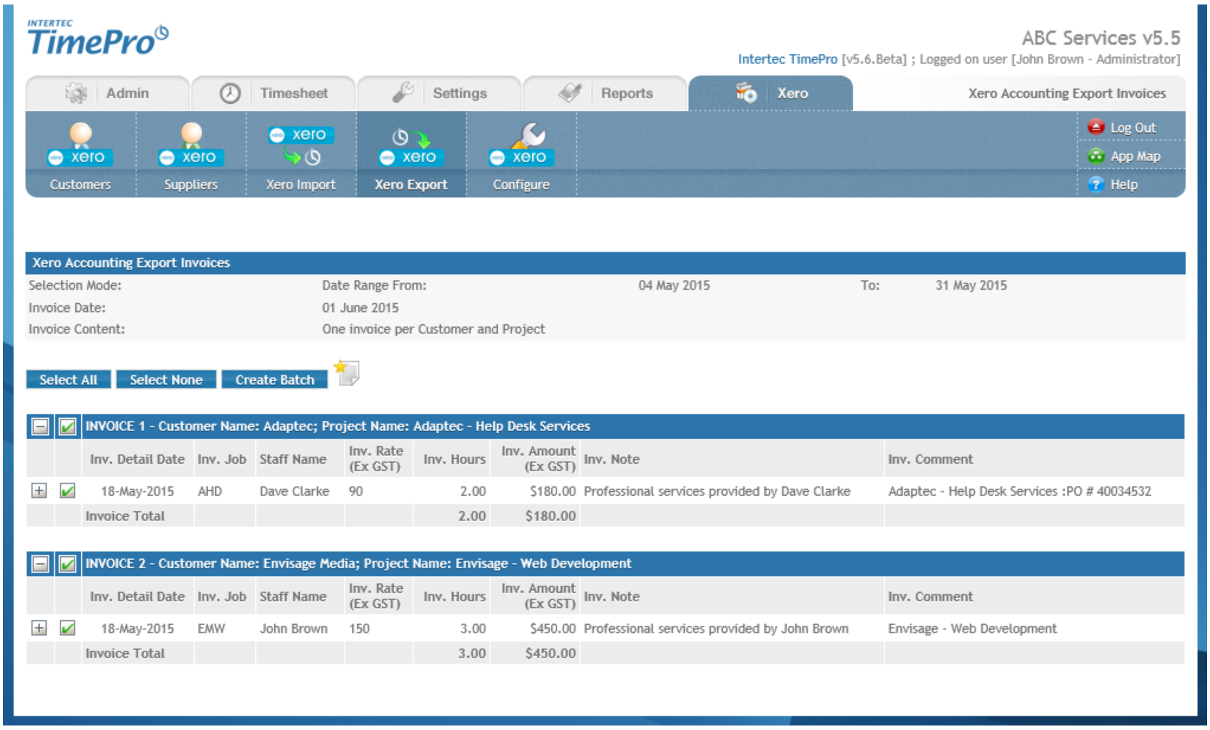
Steps to Export Sales Invoices to Xero

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

- Step 1. Select the time records to be imported.
    - Option 1 filters time records that have not already been invoiced up to the date specified.
    - Option 2 allows you to specify a date range from which the time records are to be selected whether or not they have already been invoiced.
- Step 2. Define the invoice details.
    - Specify the invoice date.
    - Specify how you would like to breakdown your invoices. For example 'One Invoice per Customer' or 'One Invoice per Customer and Project.'
    - Choose whether you would like to derive the charge rates from TimePro or choose to lookup the rate in Xero via the Inventory Item.
    - Set the invoice status so it appears in Xero as either 'Draft', 'Submitted' or 'Authorised'.
- Step 3. Define where the Tracking Options are to be derived from in TimePro. (Optional)
- Step 4. Define where the Inventory Items are to be derived from in TimePro. (Optional)
- Step 5. Select 'All Customers' or choose a single Customer to export.
- Click 'Prepare Invoices'.

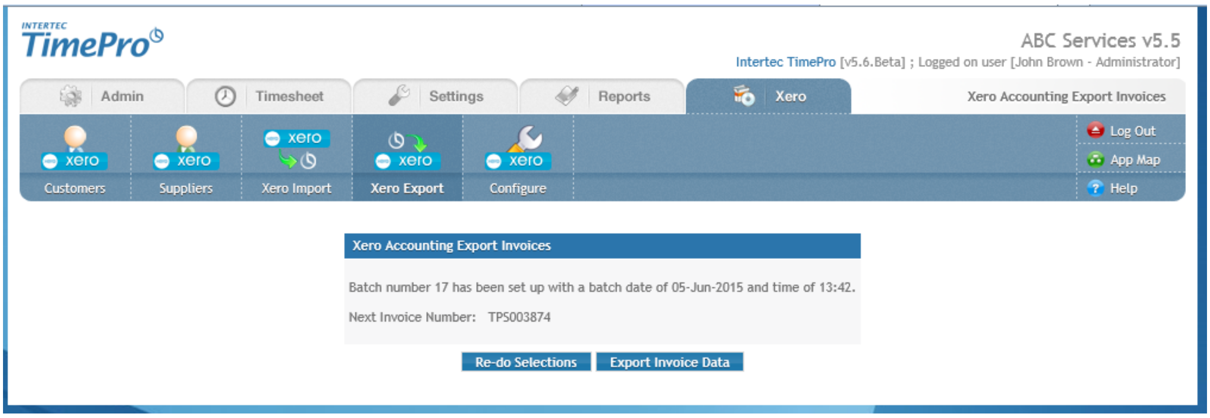


- A summary of all the invoices to be generated will be displayed.

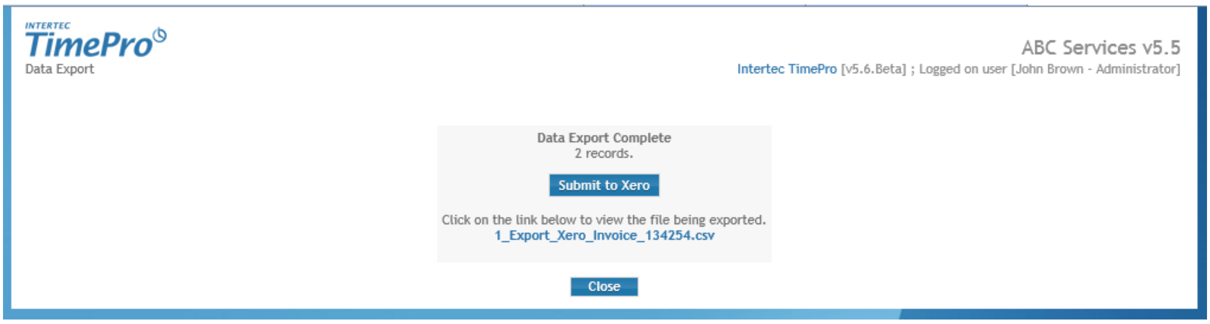


- Click on the plus sign to drill-down to the detailed time records for the invoice.

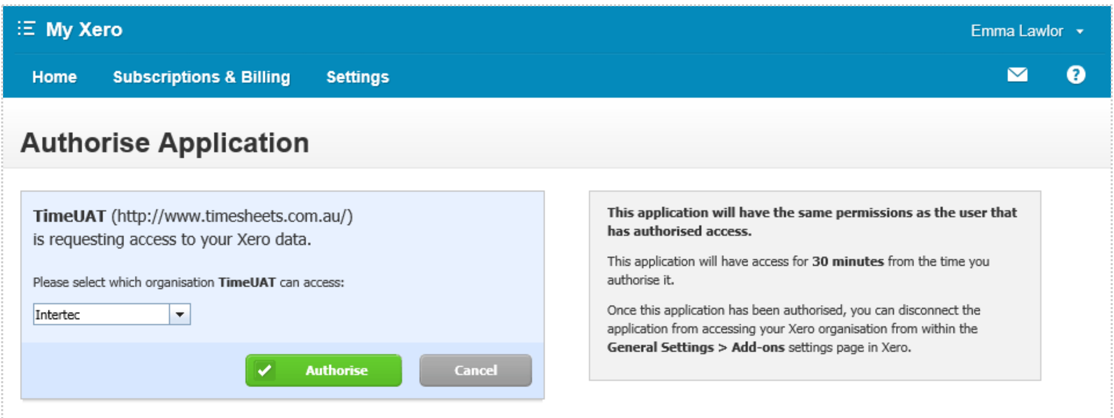
- You can de-select any of the lines on the invoice or you can de-select an entire invoice if you do not wish to include it in this batch.
- Once you have reviewed the invoices to be batched click 'Create Batch'.



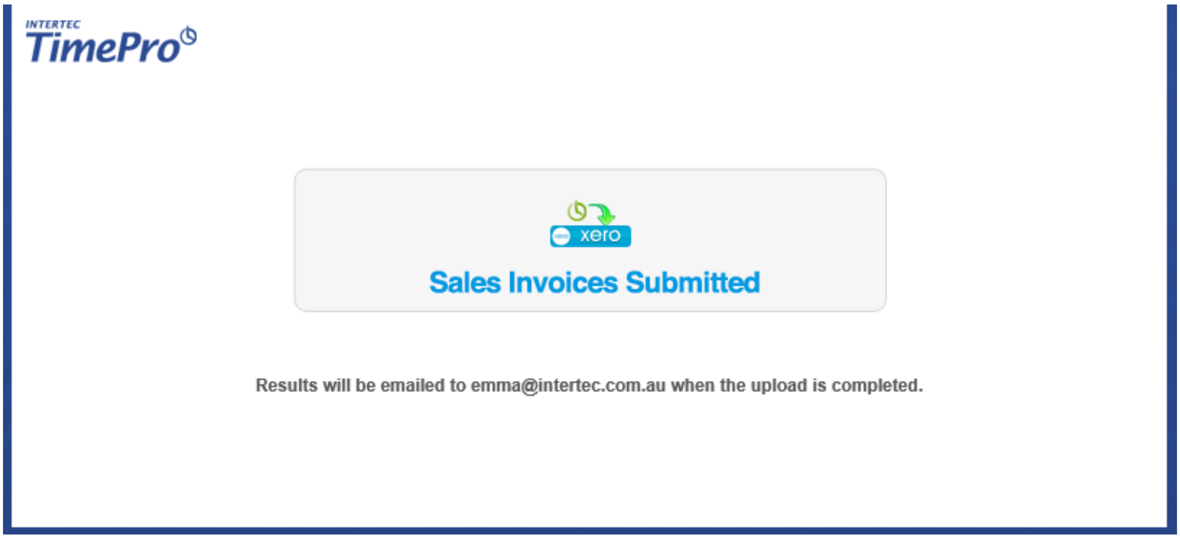
- A dialog will display the details of the batch.
- Click 'Export Invoice Data'.



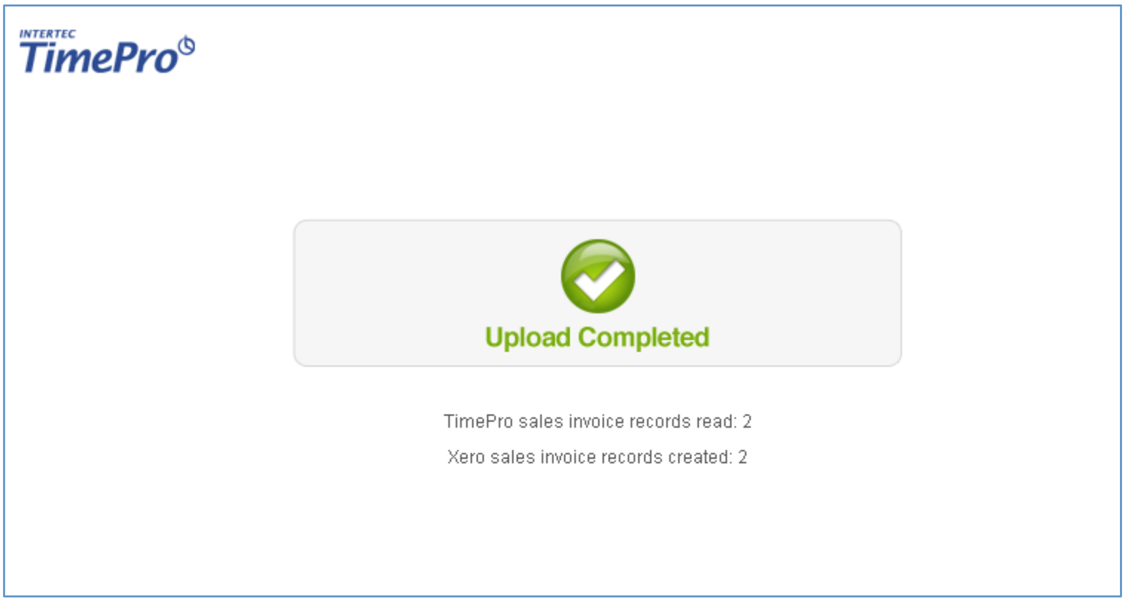
- Click 'Submit to Xero'.
- If you have not already logged into Xero you will be prompted to do so.
- The available Xero files will be listed. Choose the appropriate one and click 'Authorise'.



- A message will appear confirming the submission.



- An email is sent to the TimePro administrator's email address with the results of the submission.



- Your Sales Invoices will now be available to view in Xero.