



# **Xero Integration**

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# Xero Integration Home

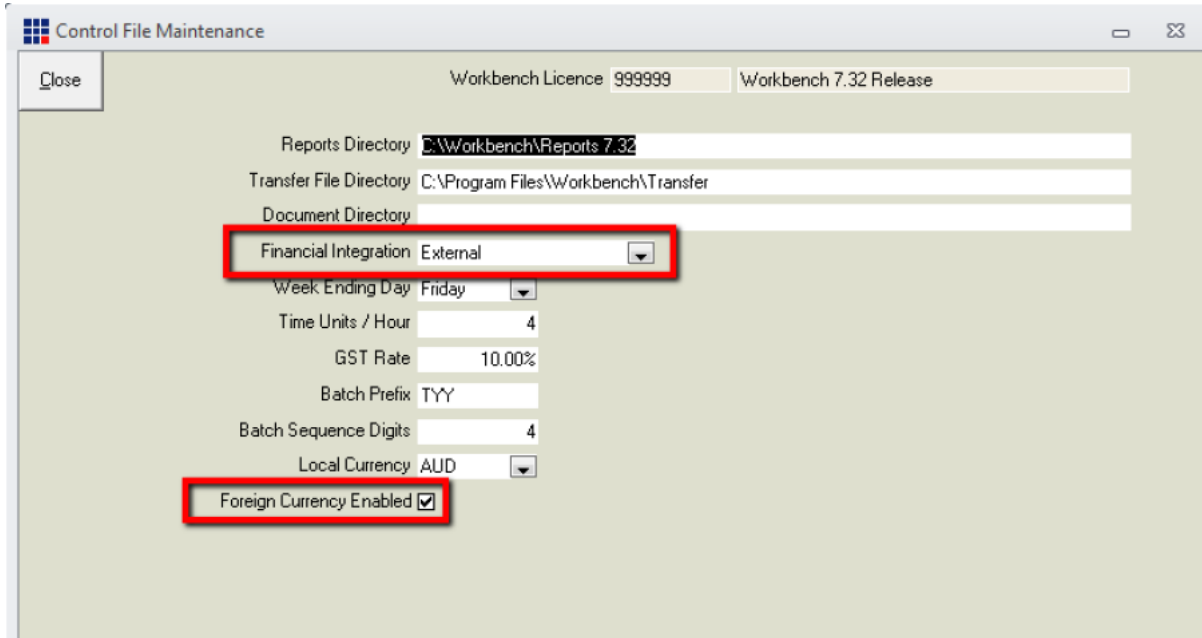
## Overview

The integration with Xero is a manual process of exporting batches from Workbench and importing them into Xero. The exporting process in Workbench creates a csv file (with a txt extension) in the format that Xero requires for importing. The files are then imported into Xero using the standard Xero import functions. The information we send to Xero is limited to what Xero will accept.

Xero imports all files as draft transactions and they must be approved in Xero. The only error that will stop a file being imported is a duplicate invoice number. Where other information can't be matched, the field will be left blank by the import and then it will require manual entry in Xero before approving the transaction.

## Setup

### Control File Maintenance

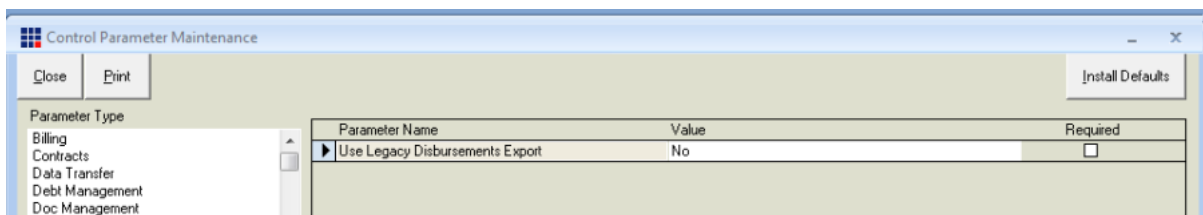


Financial Integration: External

Foreign Currency Enabled: Tick if foreign currency is enabled in Xero

Note: Xero will import all transaction amounts as local currency. If the amount is in foreign currency, the currency will have to be manually changed on the imported draft transaction within Xero.

### Control Parameter Maintenance



Confirm that 'Use Legacy Disbursements Export' is No.

### GST Types Maintenance

The tax codes in Xero use a name only, rather than a name and description. Therefore all the Workbench export files use the GST Type Description, rather than GST Type Code. If Xero can't match the tax description when importing a file, the tax code is left blank and must be completed before being able to approve the transaction.

Below is a list of the standard tax codes used in Xero.

Description	Tax Rate
BAS Excluded	0.00%
GST on Expenses	10.00%

GST on Income	10.00%
GST on Capital	10.00%
GST Free Capital	0.00%
GST Free Expenses	0.00%
GST Free Exports	0.00%
GST Free Income	0.00%
GST on Imports	0.00%
Input Taxed	0.00%

## Tracking Options

Xero allows the use of 2 user definable tracking categories. The use of these is optional. Each tracking category is given a name and a list of valid options. The options for each category must be mapped from Workbench using a field out of the Jobs table or Description from the JobTypes table.

Where tracking options are being used the following control parameters must be completed, to determine the mapping.

Parameter Name	Valid Value
XERO TrackingName1	Must be exactly the same as the Tracking Name of Category 1 in XERO
XERO TrackingName2	Must be exactly the same as the Tracking Name of Category 2 in XERO
XERO TrackingOption1	Must be a valid field name on the Jobs or JobTypes Table. Must Prefix Jobs fields with j. and JobTypes fields with t.
XERO TrackingOption2	Must be a valid field name on the Jobs or JobTypes Table. Must Prefix Jobs fields with j. and JobTypes fields with t.

Where the tracking name or tracking option provided can't be matched the field is left blank and must be selected manually in Xero.

## Purchases Import

Both purchase invoices and credits are imported using the Purchase Import function. Xero will automatically recognise credits as they are imported as negative values.

### Import to Xero

#### Purchases

[+ New](#) [Import](#) [Search](#)

**Bills** [Paid](#) | [Repeating](#) | [See all](#)

Draft (12) <b>131,140.00</b>	Awaiting Approval <b>None</b>	Awaiting Payment (2) <b>3,300.00</b>	Overdue (2) <b>3,300.00</b>
---------------------------------	----------------------------------	---	--------------------------------

Bills >

## Import your bills


### What system are you importing from?

- Xero
- MYOB - Service Purchases Format
- MYOB - Item Purchases Format

To import bills from another system please follow the steps below...

### Step 1. Download our bills template file

Start by downloading our bills CSV (Comma Separated Values) template file. This file has the correct column headings Xero needs to import your bill data.

 [Download template file](#)

### Step 2. Copy your bills into the template

Export your bills from your old system as a comma separated list. Using Excel or another spreadsheet editor, copy and paste your bills from the exported file into the Xero template. Make sure the bill data you copy matches the column headings provided in the template.

**IMPORTANT:** Do not change the column headings provided in the Xero template. These need to be unchanged for the import to work in the next step.

Dates are assumed to be in English (Australia) format. For example, 25/12/2013 or 25 Dec 2013.

### Step 3. Import the updated template file

#### Select the file to import

api2140009.txt

The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either `.csv` or `.txt`.



Bills > Import >

## Import your bills



The imported `api2140008.txt` contained 1 bill, the following will be imported into Xero:

✓ 1 new draft bill will be imported

Invoices will be imported as drafts and can be edited or deleted afterwards

< Go Back

Complete Import

### Imported Bills

Xero Field	Workbench Field
From :	Supplier Name
Date :	InvoiceDate
Due Date :	Payment Date
Reference :	Invoice No
Description :	Job Code; Activity code; Work Centre Code
Unit Price :	Value ex GST
Account :	Dr GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)
Total GST:	GST, where the GST is not 10% the difference will show as an Adjustment to TAX

## Edit Bill 4564

Draft ? Bill Options

From	Date	Due Date	Reference	Total
Grind N Shine	30 Oct 2013	30 Nov 2013	4564	33000.00

Currency: AUD Australian Dollar Amounts are: Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Location	Division	Amount AUD
	1001;T14;018	1.00	30,000.00	524 - COS-Subcontract	GST on Expenses	Brisbane	Commercial	30,000.00
Subtotal								30,000.00
Total GST 10.00%								3,000.00
<b>TOTAL</b>								<b>33,000.00</b>

[Add a new line](#)

Save
Bill limit reached Find out more
Approve
Cancel

Job Purchase Invoice Entry

Close New Find Print Delete Attach File Close Batch Dockets Import Lines
Spread Stock Costs Withholding Tax

Batch Total excl. GST: \$30,000.00 Refresh Batch Totals
Select Batch: 2140009

Batch Total GST: \$3,000.00 Date: 4/11/2013

Batch Total incl. GST: \$33,000.00 Include Closed:

Details Comment

Invoice No: 4564 Voucher [F4]: Supplier [F4]: 5019 GrindN

Invoice Date: 30/10/2013 Supplier Name: Grind N Shine

Payment Date: 30/11/2013 PD No [F4]: Status: Updated

On Hold:  Fixed:  Approved By: User, Workbench 4/11/2013

AP Invoice ID: 14 Buyer Created Invoice:

Job Code [F4]	Activity	Work Centre	Quantity	Value ex GST	GST	Value incl GST	Details
1001	T14	018	1.00	\$30,000.00	\$3,000.00	\$33,000.00	...

Invoice Totals: \$30,000.00 \$3,000.00 \$33,000.00

Job: Commercial GST Type: GSTEXP GST Rate: 10.00%

Activity: Timber Floors - Subcontract From PD Number: Hold:

Note: where the import includes Retention; no tracking options will be imported against the retention line.

## Supplier Information

If Xero can't match the supplier name from Workbench with an existing supplier in Xero, a new supplier will be created.

Note: The names must match exactly in both systems, otherwise a new supplier will be created. Be careful not to have extra spaces at the end of names.

The Postal Address information from Workbench will update the Postal Address information against the supplier in Xero, each time a bill is imported for that supplier. This will happen regardless of whether the bill is for a new supplier or an existing supplier.

Xero Field	Workbench Field
Email Address :	Email
Street Address :	Address 1 + Address 2 + Address 3

Town/City :	Address 4
State/Region :	Address 5
Postal/Zip Code :	Post Code

Note: the following Workbench fields will not be imported  
 Address 6  
 Phone  
 Fax  
 Reference

**Grind N Shine** Edit

[admin@grind.com.au](mailto:admin@grind.com.au)

---

Postal Address **56 Barkly St** Map   
**St Kilda**  
**VIC**  
**3182**

---

[Merge with another contact](#) | [Archive this contact](#)

[▶ Financial Details](#)

New
Delete

Title 
ID

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Address 6

Post Code

Phone

Fax

Email

Inactive

Reference

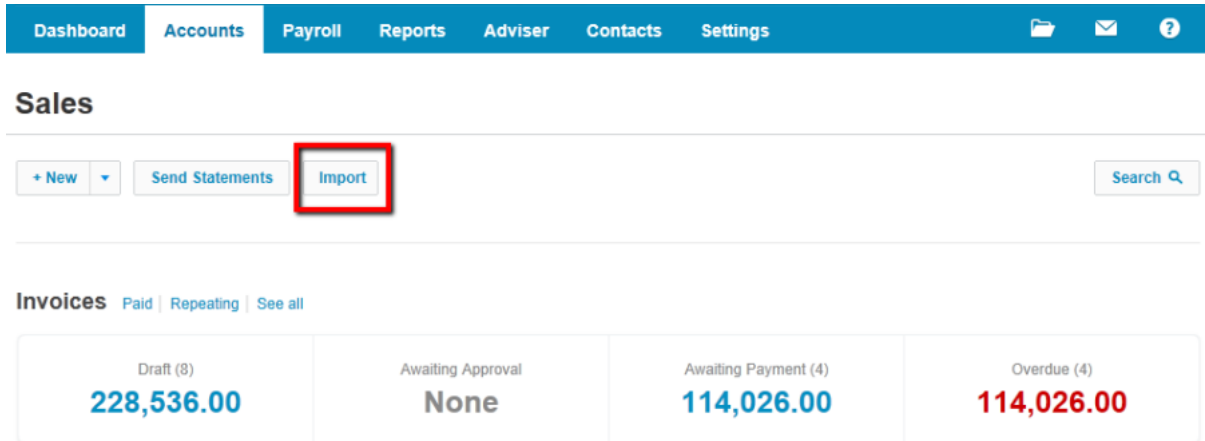
Default Postal Address

Default Physical Address

## Sales Import

Both sales invoices and credits are imported using the Sales Import function. Xero will automatically recognise credits as they are imported as negative values.

## Import to Xero



The screenshot shows the 'Accounts' section of the Workbench software. The 'Sales' sub-section is active, displaying a navigation bar with 'Dashboard', 'Accounts', 'Payroll', 'Reports', 'Adviser', 'Contacts', and 'Settings'. Below this, there are buttons for '+ New', 'Send Statements', and 'Import' (highlighted with a red box), and a 'Search' button. Underneath, the 'Invoices' section is visible, showing a summary table with four columns: Draft (8) with a value of 228,536.00, Awaiting Approval with a value of None, Awaiting Payment (4) with a value of 114,026.00, and Overdue (4) with a value of 114,026.00.

Category	Count	Value
Draft	8	228,536.00
Awaiting Approval		None
Awaiting Payment	4	114,026.00
Overdue	4	114,026.00

Invoices >

## Import your sales invoices


### What system are you importing from?

- Xero
- MYOB - Service Sales Format
- MYOB - Item Sales Format

To import invoices from another system please follow the steps below...

### Step 1. Download our invoices template file

Start by downloading our invoices CSV (Comma Separated Values) template file. This file has the correct column headings Xero needs to import your invoice data.

 [Download template file](#)

### Step 2. Copy your invoices into the template

Export your invoices from your old system as a comma separated list. Using Excel or another spreadsheet editor, copy and paste your invoices from the exported file into the Xero template. Make sure the invoice data you copy matches the column headings provided in the template.

**IMPORTANT:** Do not change the column headings provided in the Xero template. These need to be unchanged for the import to work in the next step.

Dates are assumed to be in English (Australia) format. For example, 25/12/2014 or 25 Dec 2014.

### Step 3. Import the updated template file

#### Select the file to import

ari7140001.txt

The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .csv or .txt.

Invoices > Import >

## Import your sales invoices



The imported ari7140005.txt contained 1 invoice, the following will be imported into Xero:

✓ 1 new draft invoice will be imported

Invoices will be imported as drafts and can be edited or deleted afterwards

< Go Back

Complete Import

### Imported Invoices

Xero Field	Workbench Field
To :	Client Name
Date :	Invoice Date
Due Date :	Due Date
Invoice # :	Invoice No
Description :	Job Description
Unit Price :	Value ex GST
Account :	GL Account from sales code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)
Total GST:	GST, where the GST is not 10% the difference will show as an Adjustment to TAX

## Edit Invoice 100007

Draft ? Email Print PDF Invoice Options

To: Wain Constructions    Date: 10 Oct 2013    Due Date: 30 Nov 2013    Invoice #: 100007    Reference:

Currency: AUD Australian Dollar    Amounts are: Tax Exclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Location	Division	Amount AUD
	Brisbane Residential	1.00	67,000.00	0.00	200 - Sales	GST on Income	Brisbane	Resid...	67,000.00
Subtotal									67,000.00
Total GST 10.00%									6,700.00
<b>TOTAL</b>									<b>73,700.00</b>

[Add a new line](#)

Enter Contract Claims (Read Only) Close New Preview Print Final Delete Attach File Invoice Object Get Sales Packing Slip View Standard Text

Invoice No: 100007

Details Comment Additional Details

Job Code [F4] 1002    Invoice Date 10/10/2013    Invoice Trans To Date 17/10/2013  
 Job Description Brisbane Residential    Invoice Period 2014 4    Due Date 30/11/2013  
 Client [F4] 1001 WainCo    Batch No 7140005    Order Number   
 Client Name Wain Constructions    Batch Period 2014 4  
 Address WainCo Postal    Job Value   
 Billing Contact     Claim No 3    Client Approval   
 Approved By User, Workbench      
 Invoice Format SUM    Summary Invoice with No Line D    Invoice Status Updated    Billing Type Claim Schedule  
 Invoice Title Brisbane Residential    FC Rate 1  
 Job Status Open    FC Code AUD    Australian Dollars (Local)

Sales Code	Description	Work Centre	Qty	Rate	Value	GST	Total
C SALES	Sales Revenue		0.00	\$67,000.00	\$67,000.00	\$6,700.00	\$73,700.00

Line Job [F4] 1002    GST Type Code GSTINC    Value \$67,000.00    GST \$6,700.00    Total \$73,700.00

Footer     Job Completed Date   
 Job Finalised Date

Note: where the import includes Retention; no tracking options will be imported against the retention line.

## Customer Information

If Xero can't match the customer name from Workbench with an existing customer in Xero, a new customer will be created.

Note: The names must match exactly in both systems, otherwise a new supplier will be created. Be careful not to have extra spaces at the end of names.

The Postal Address information from Workbench will update the Postal Address information against the customer in Xero, each time an invoice is imported for that customer. This will happen regardless of whether the invoice is for a new customer or an existing customer.

Xero Field	Workbench Field
Email Address :	Email
Street Address :	Address 1 + Address 2 + Address 3

Town/City :	Address 4
State/Region :	Address 5
Postal/Zip Code :	Post Code

Note: the following Workbench fields will not be imported  
 Address 6  
 Phone  
 Fax  
 Reference

**Wain Constructions** Edit

[postal@email.com](mailto:postal@email.com)

---

Postal Address **PO Box 638  
Heathmont VIC  
3135** Map

---

[Merge with another contact](#) | [Archive this contact](#)

**▶ Financial Details**

New
Delete

Title 
ID

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Address 6

Post Code

Phone

Fax

Email

Inactive

Reference

Default Postal Address

Default Physical Address



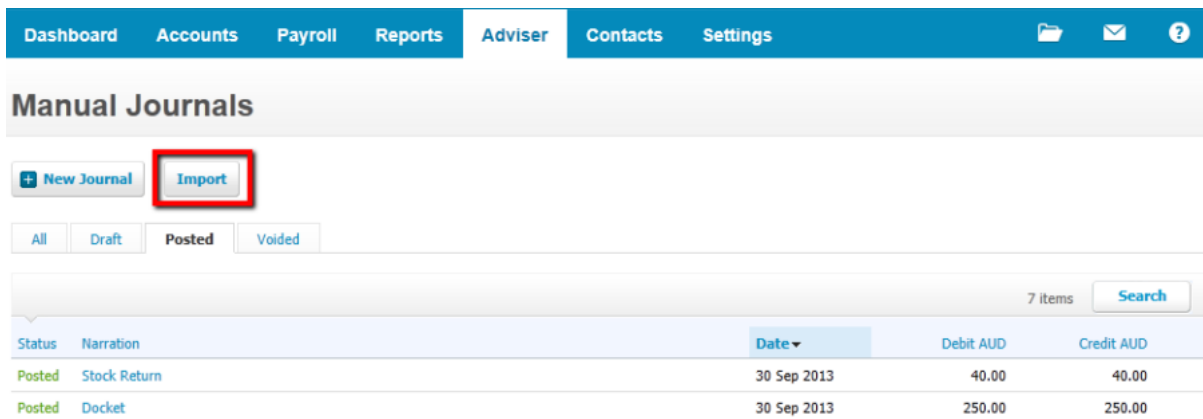


## Manual Journals Import

The Manual Journals Import is used for the following Workbench batch types:

- Labour Journal
- Adjustment Journal
- Plant Issue
- Stock Issue
- Stock Return
- Docket Accrual

## Import to Xero



Dashboard Accounts Payroll Reports Adviser Contacts Settings

### Manual Journals

+ New Journal **Import**

All Draft **Posted** Voided

7 items

Status	Narration	Date	Debit AUD	Credit AUD
Posted	Stock Return	30 Sep 2013	40.00	40.00
Posted	Docket	30 Sep 2013	250.00	250.00


Manual Journals >

## Import Manual Journal

To import a draft manual journal please follow the steps below...

### Step 1. Download our manual journal template file

Start by downloading our manual journal CSV (Comma Separated Values) template file. This file has the correct column headings Xero needs to import your manual journal data.

 [Download template file](#)

### Step 2. Copy your manual journal into the template

Using Excel or another spreadsheet editor, fill the Xero template with your manual journal data. Make sure the manual journal data matches the column headings provided in the template.

**IMPORTANT:** Do not change the column headings in the template file. These need to be unchanged for the import to work in the next step.

Dates are assumed to be in English (Australia) format. For example, 25/12/2014 or 25 Dec 2014.

### Step 3. Import the updated template file

Choose a file to import

[Browse](#)

adj4140000-trj-01.txt

The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .csv or .txt.

[Import](#)

[Cancel](#)

Manual Journal > Import >

## Import Manual Journals



The imported file adj4140000-trj-01.txt contains 2 lines. From this file Xero will create a draft manual journal.



If you're happy to continue with the import please click the "Complete Import" button below. Please note **this action CANNOT be undone**

[< Go Back](#)

[Complete Import](#)

## Labour Journal

Xero Field	Workbench Field
Narration :	"Labour journal"
Date :	Batch Date
Description :	Batch No + Batch Reference
Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)

Posted							 Print PDF		Journal Options ▾
Narration	Date								
Labour journal	30 Sep 2013								
Accrual and cash basis							Amounts are <b>Tax Exclusive</b>		
Description	Account	Tax Rate	Location	Division	Debit AUD	Credit AUD			
1140000 Timesheet Test	COS-Labour	BAS Excluded	Brisbane	Commercial	800.00				
1140000 Timesheet Test	COS-Labour	BAS Excluded	Brisbane	Residential	800.00				
1140000 Timesheet Test	COS-Labour	BAS Excluded	Mackay	Civil	800.00				
1140000 Timesheet Test	COS-Labour	BAS Excluded	Brisbane	Commercial	800.00				
1140000 Timesheet Test	Labour Recovery	BAS Excluded	Brisbane	Commercial		800.00			
1140000 Timesheet Test	Labour Recovery	BAS Excluded	Brisbane	Residential		800.00			
1140000 Timesheet Test	Labour Recovery	BAS Excluded	Mackay	Civil		800.00			
1140000 Timesheet Test	Labour Recovery	BAS Excluded	Brisbane	Commercial		800.00			
					Subtotal	3,200.00	3,200.00		
					<b>TOTAL</b>	<b>3,200.00</b>	<b>3,200.00</b>		

Tracking for recovery lines, same as job being costed

## Adjustment Journal

Xero Field	Workbench Field
Narration :	"Job Adjustment Dr"
Date :	Batch Date
Description :	Batch No + Batch Reference
Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)

Posted							Print PDF	Journal Options	
<b>Narration</b>		<b>Date</b>							
Job Adjustment Dr		25 Sep 2013							
Accrual and cash basis							Amounts are <b>Tax Exclusive</b>		
Description	Account	Tax Rate	Location	Division	Debit AUD	Credit AUD			
4140000 Adjustment Test	COS - Material	BAS Excluded	Brisbane	Commercial	500.00				
4140000 Adjustment Test	COS - Material	BAS Excluded	Brisbane	Residential		500.00			
					Subtotal	500.00	500.00		
					<b>TOTAL</b>	<b>500.00</b>	<b>500.00</b>		

## Plant Issue

Xero Field	Workbench Field
Narration :	"Plant Issue"
Date :	Batch Date
Description :	Batch No + Batch Reference
Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)

Posted							Print PDF	Journal Options	
<b>Narration</b>		<b>Date</b>							
Plant Issue		15 Sep 2013							
Accrual and cash basis							Amounts are <b>Tax Exclusive</b>		
Description	Account	Tax Rate	Location	Division	Debit AUD	Credit AUD			
6140000 Plant Test	COS - Internal Plant	BAS Excluded	Brisbane	Commercial	500.00				
6140000 Plant Test	Plant Recovery	BAS Excluded	Brisbane	Commercial		500.00			
					Subtotal	500.00	500.00		
					<b>TOTAL</b>	<b>500.00</b>	<b>500.00</b>		

Tracking for recovery lines, same as job being costed

## Stock Issue

Xero Field	Workbench Field
Narration :	"Stock Issue"
Date :	Batch Date
Description :	Batch No + Batch Reference

Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)

Posted						
<b>Narration</b>		<b>Date</b>				
Stock Issue		28 Sep 2013				
Accrual and cash basis <span style="float: right;">Amounts are <b>Tax Exclusive</b></span>						
Description	Account	Tax Rate	Location	Division	Debit AUD	Credit AUD
5140000 Stock Test	COS - Stock	BAS Excluded	Brisbane	Residential	100.00	
5140000 Stock Test	Stock	BAS Excluded	Brisbane	Residential		100.00
Subtotal					100.00	100.00
<b>TOTAL</b>					<b>100.00</b>	<b>100.00</b>

Tracking for stock entry, same as job being costed

## Stock Return



<b>Xero Field</b>	<b>Workbench Field</b>
Narration :	"Stock Return"
Date :	Batch Date
Description :	Batch No + Batch Reference
Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)

Posted						
<b>Narration</b>		<b>Date</b>				
Stock Return		30 Sep 2013				
Accrual and cash basis <span style="float: right;">Amounts are <b>Tax Exclusive</b></span>						
Description	Account	Tax Rate	Location	Division	Debit AUD	Credit AUD
5140001 Return Stock	COS - Stock	BAS Excluded	Brisbane	Residential		40.00
5140001 Return Stock	Stock	BAS Excluded	Brisbane	Residential	40.00	
Subtotal					40.00	40.00
<b>TOTAL</b>					<b>40.00</b>	<b>40.00</b>

Tracking for stock entry, same as job being costed

## Docket Accrual

Xero Field	Workbench Field
Narration :	"Docket"
Date :	Batch Date
Description :	Batch No + Batch Reference
Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)

Posted							 Print PDF		Journal Options ▾	
<b>Narration</b>	<b>Date</b>									
Docket	30 Sep 2013									
Accrual and cash basis							Amounts are <b>Tax Exclusive</b>			
Description	Account	Tax Rate	Location	Division	Debit AUD	Credit AUD				
4140001 Docket Auto	COS-Subcontract	BAS Excluded	Brisbane	Residential	250.00					
4140001 Docket Auto	Docket Accruals	BAS Excluded				250.00				
					Subtotal	250.00	250.00			
					<b>TOTAL</b>	<b>250.00</b>	<b>250.00</b>			

There is no tracking for docket accrual line.