Xero Integration

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Xero Integration Home

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Overview

The integration with Xero is a manual of process on 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.

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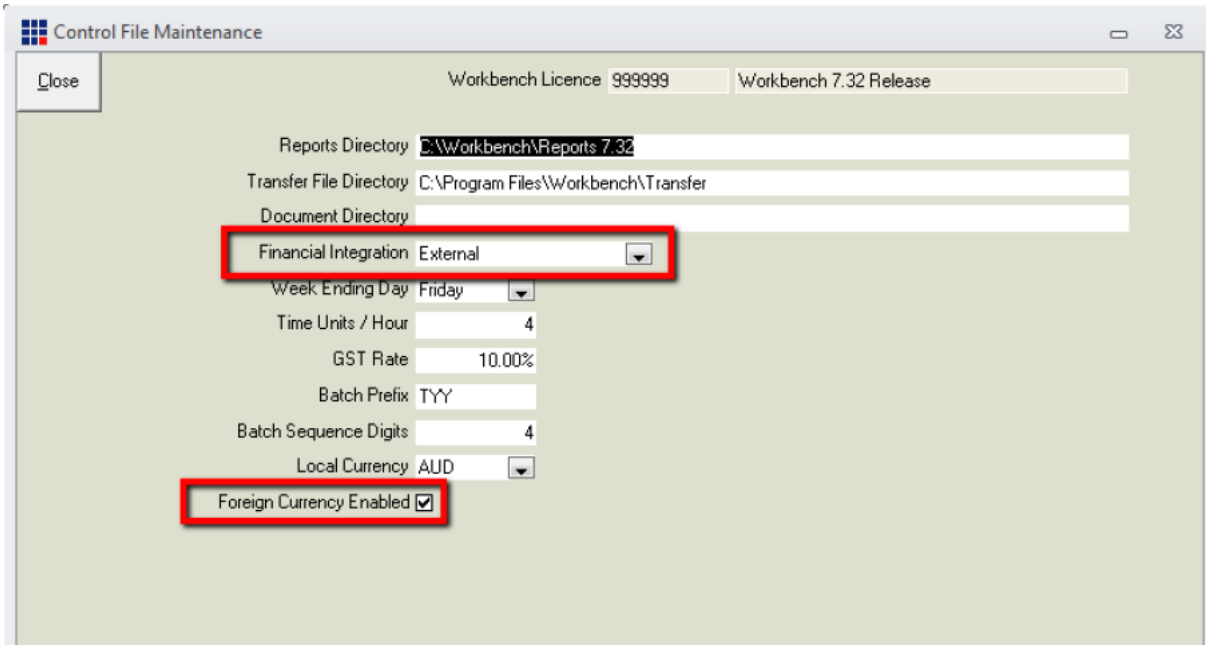
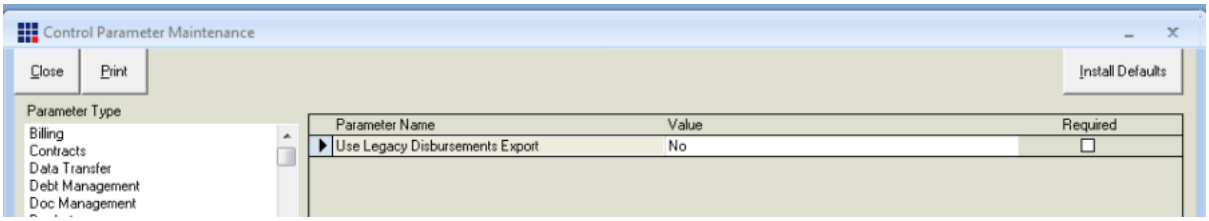
Setup

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%

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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 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.

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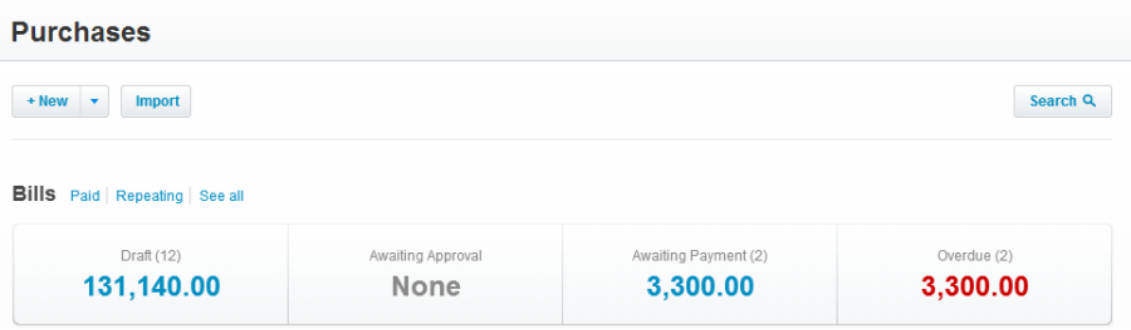
Purchases Import

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



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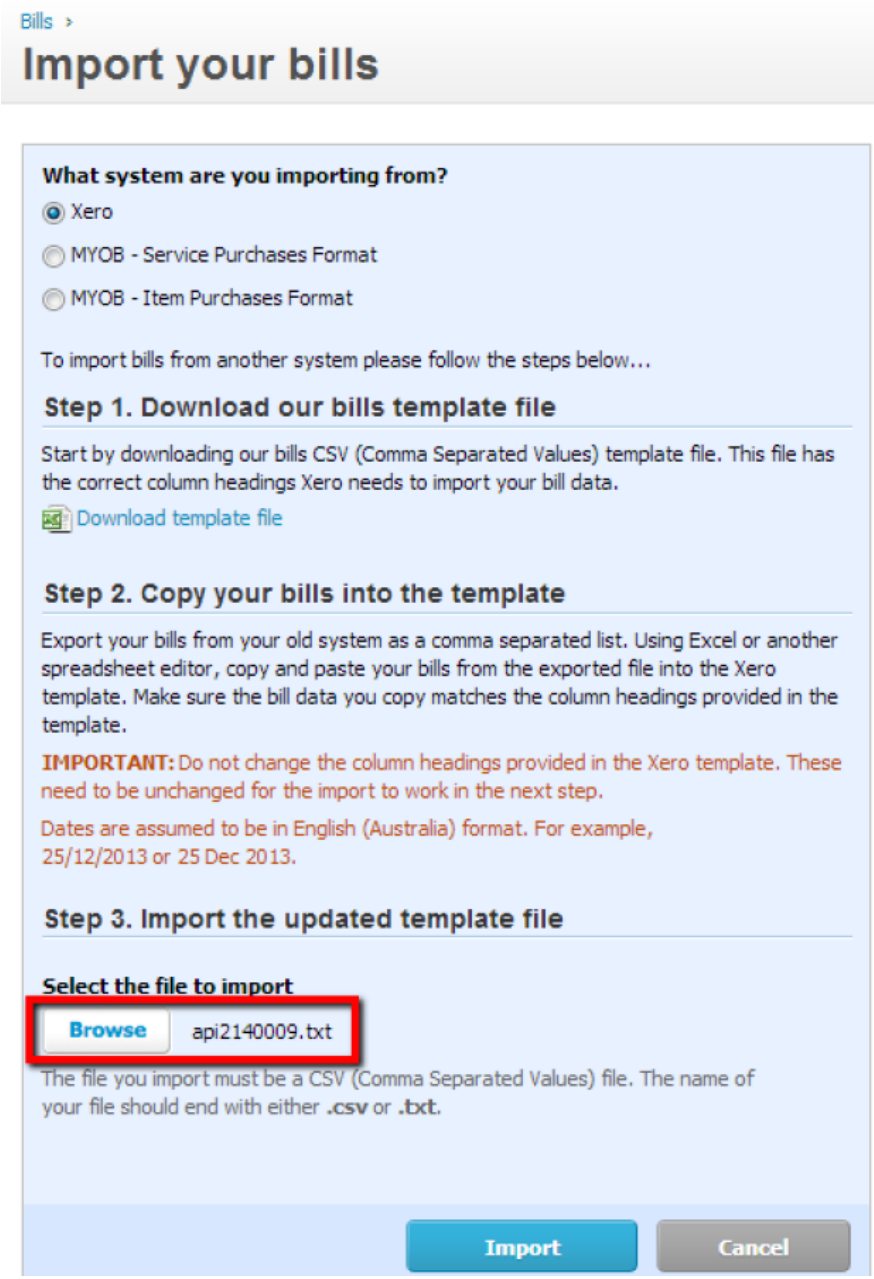

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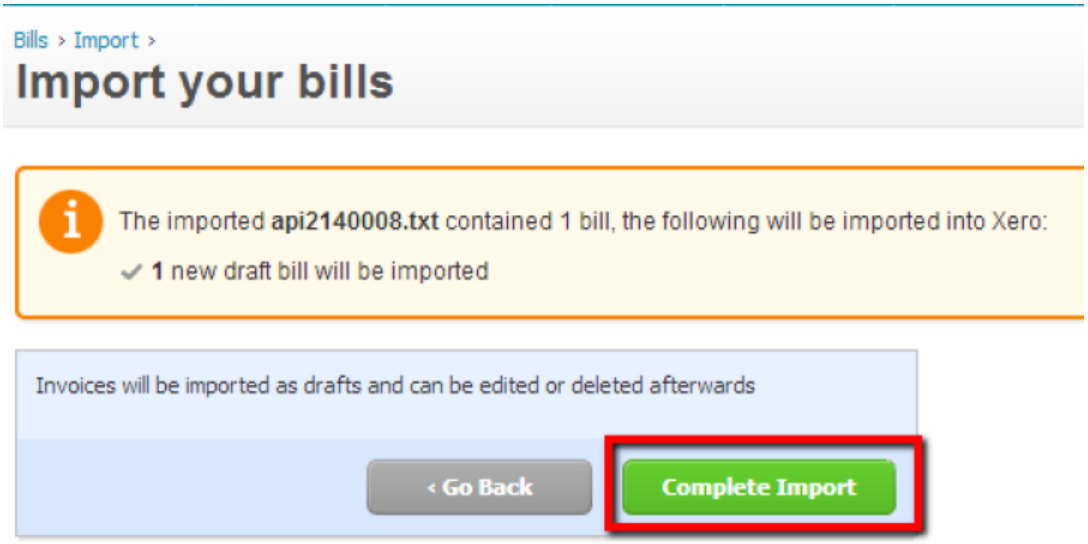

Imported Bills

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

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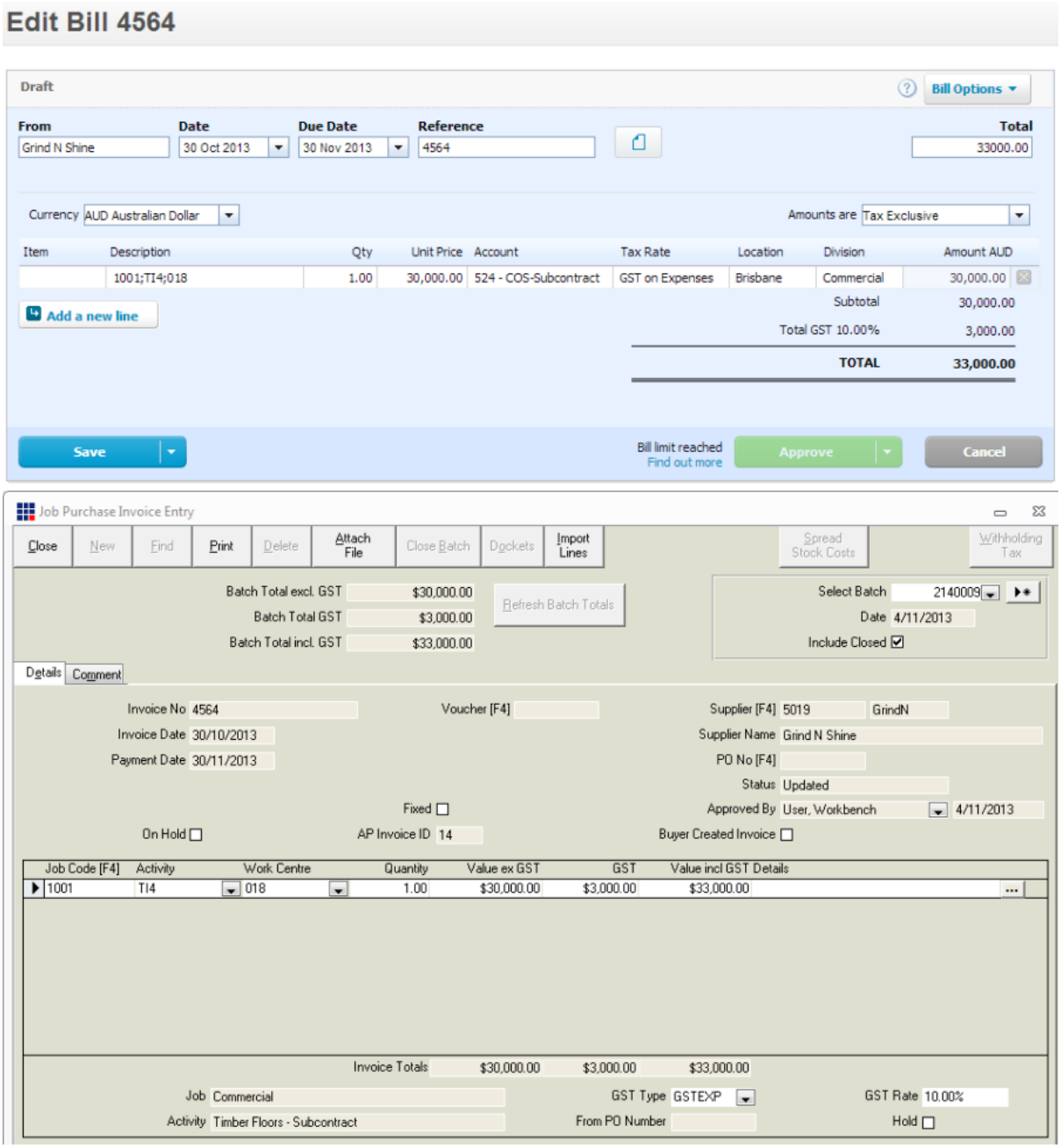


Note: where the import includes Retention; no tracking options will be imported against the retention line.

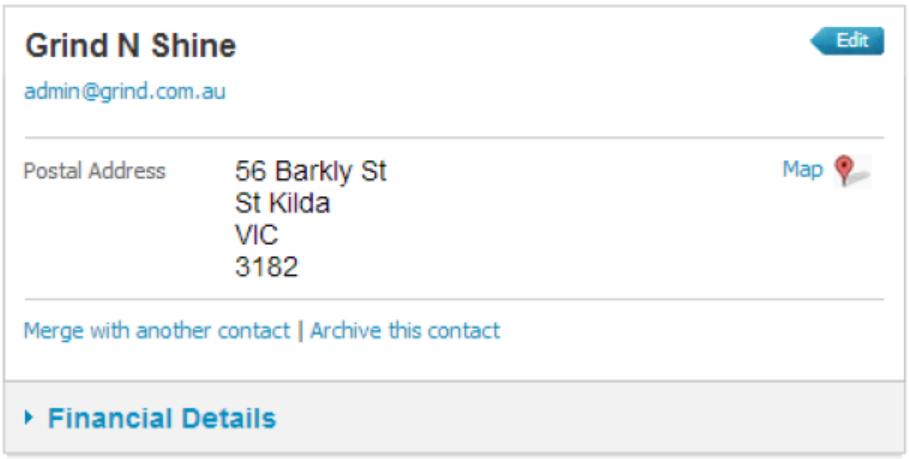
Supplier Information

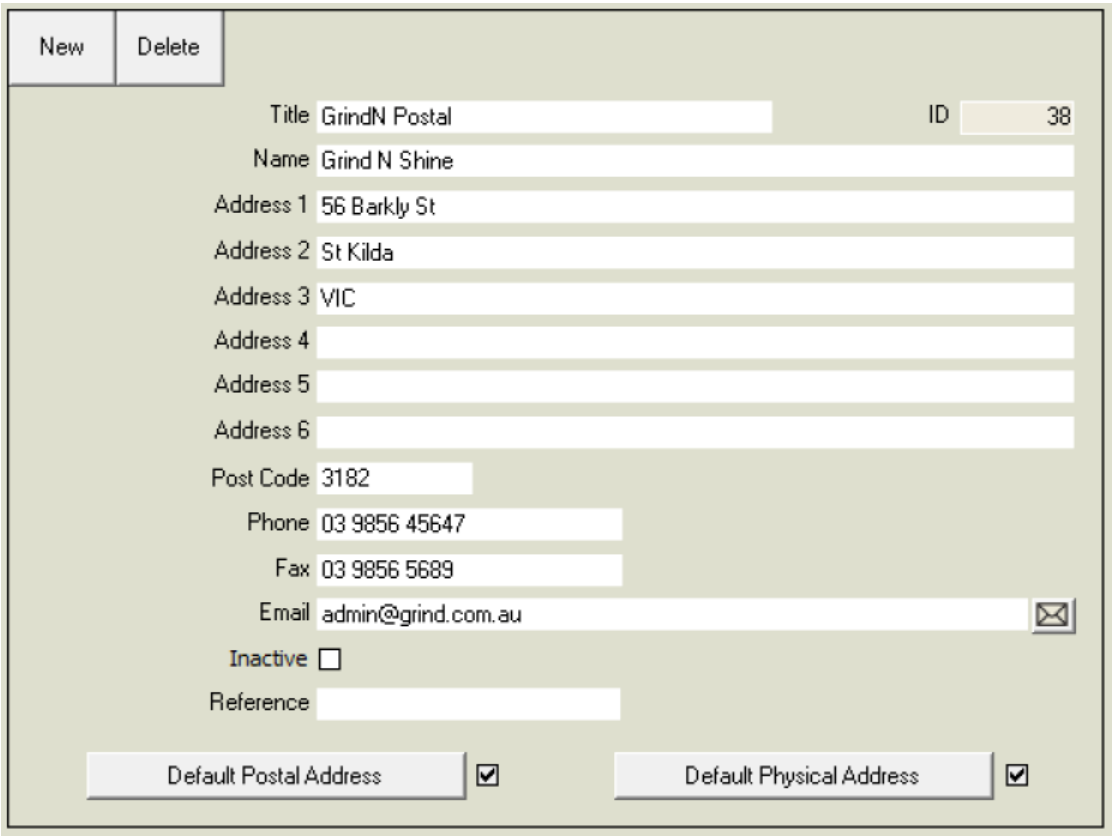
If Xero can't match the supplier name from Workbench with an existing supplier in Xero, a new supplier will be created.
Note: The names must match exactly in both systems, otherwise a new supplier will be created. Be careful not to have extra spaces at the end of names.
The Postal Address information 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

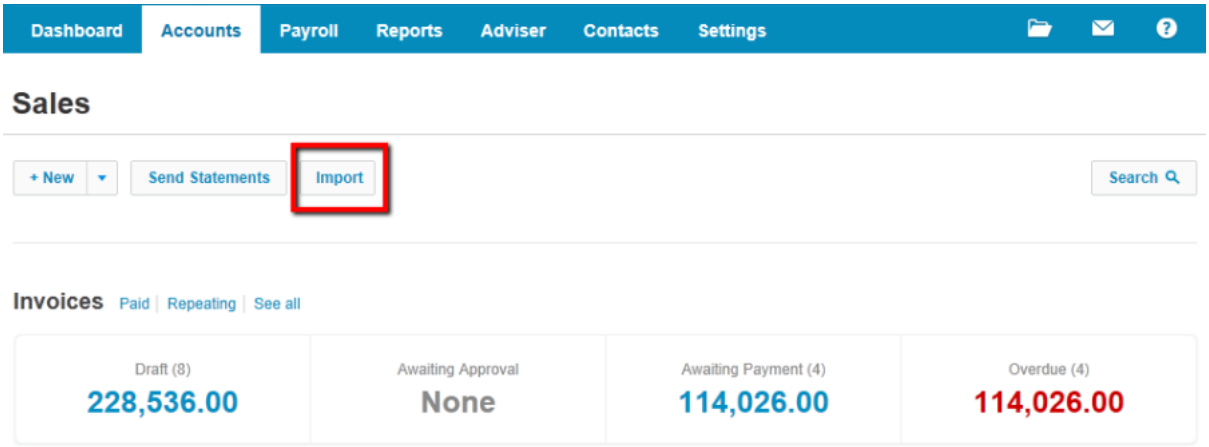




Sales Import

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



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.

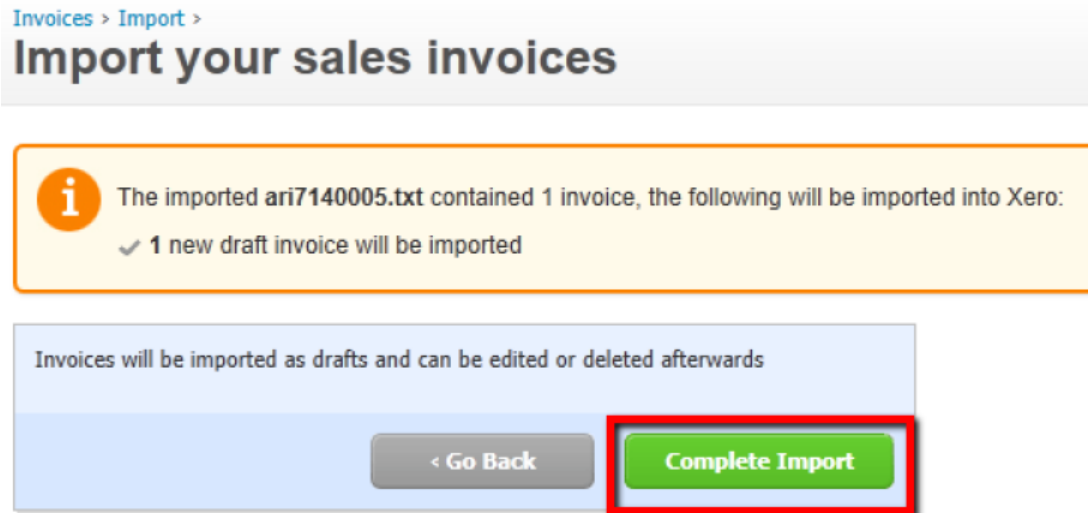
Step 3. Import the updated template file

Select the file to import

Browse | 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**.

Import | Cancel



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

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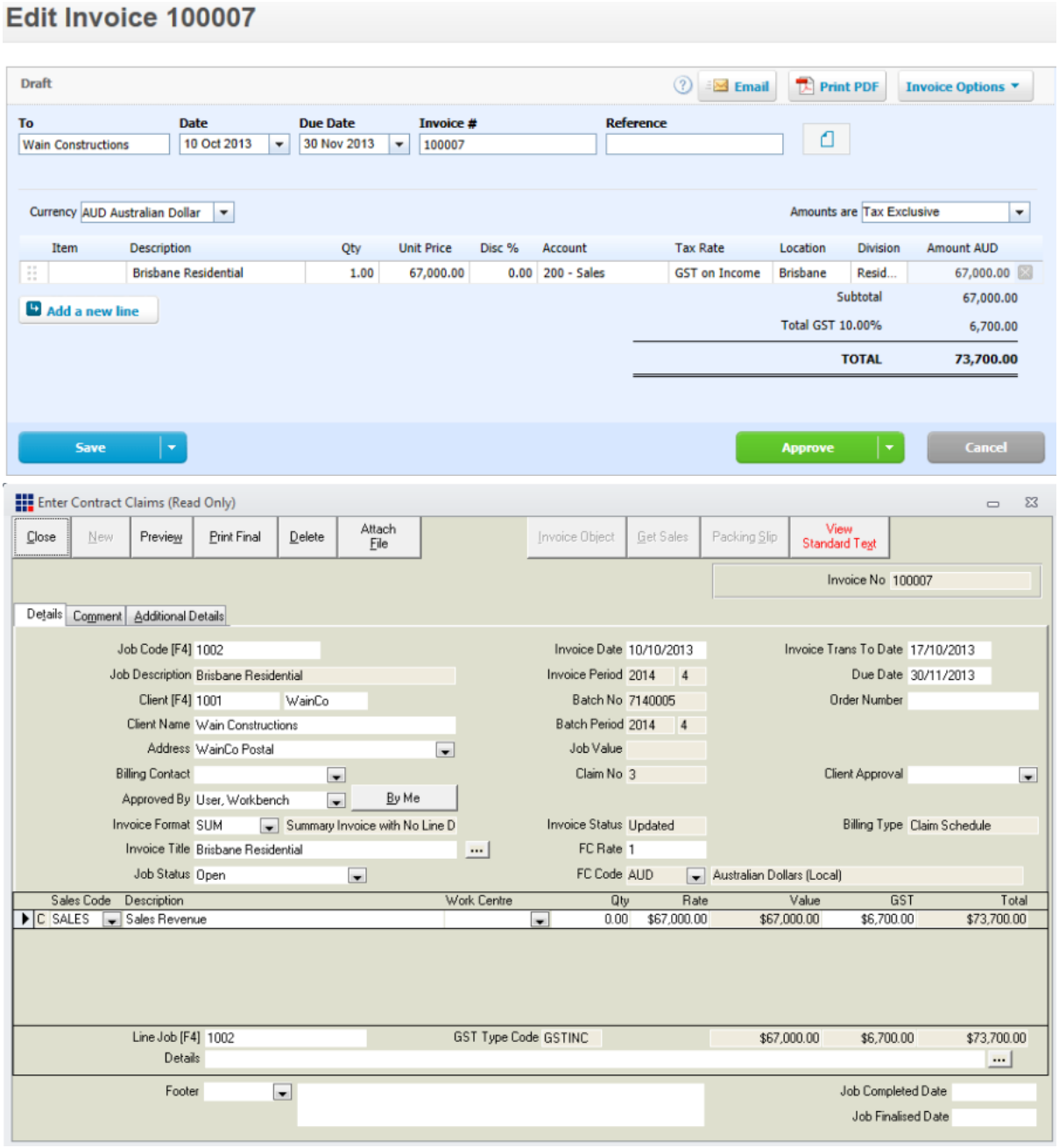


Note: where the import includes Retention; no tracking options will be imported against the retention line.

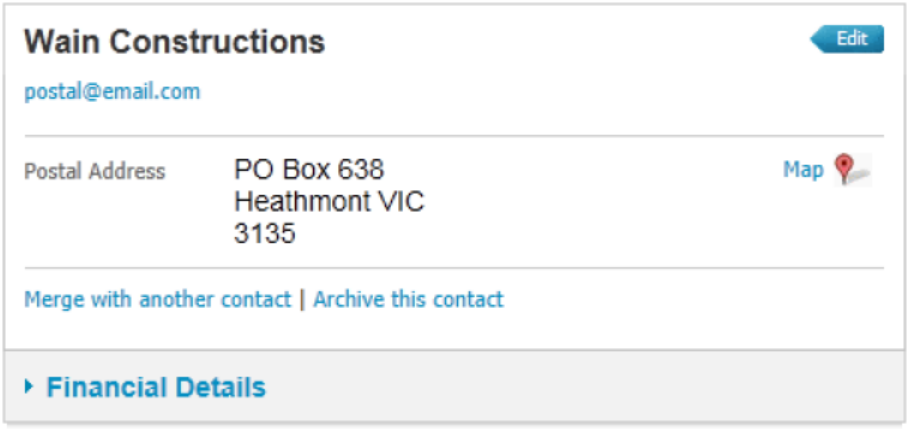
Customer Information

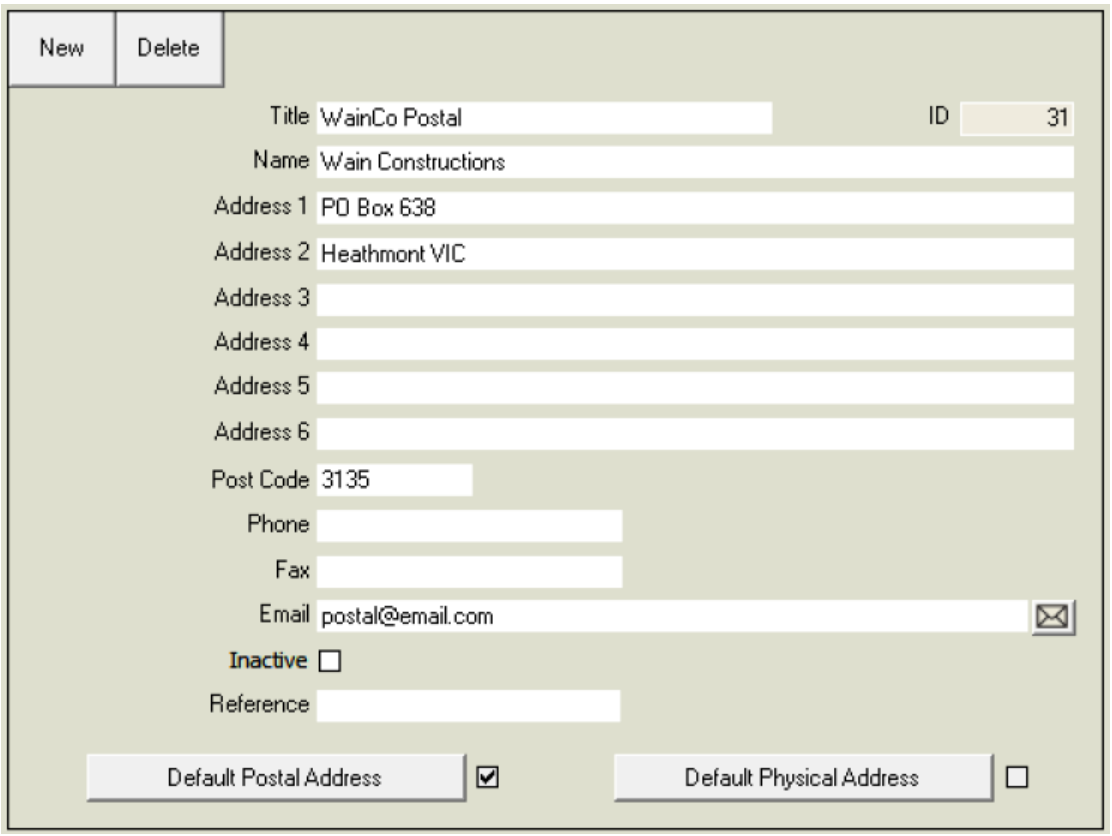
If Xero can't match the customer name from Workbench with an existing customer in Xero, a new customer will be created.
Note: The names must match exactly in both systems, otherwise a new supplier will be created. Be careful not to have extra spaces at the end of names.
The Postal Address information 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





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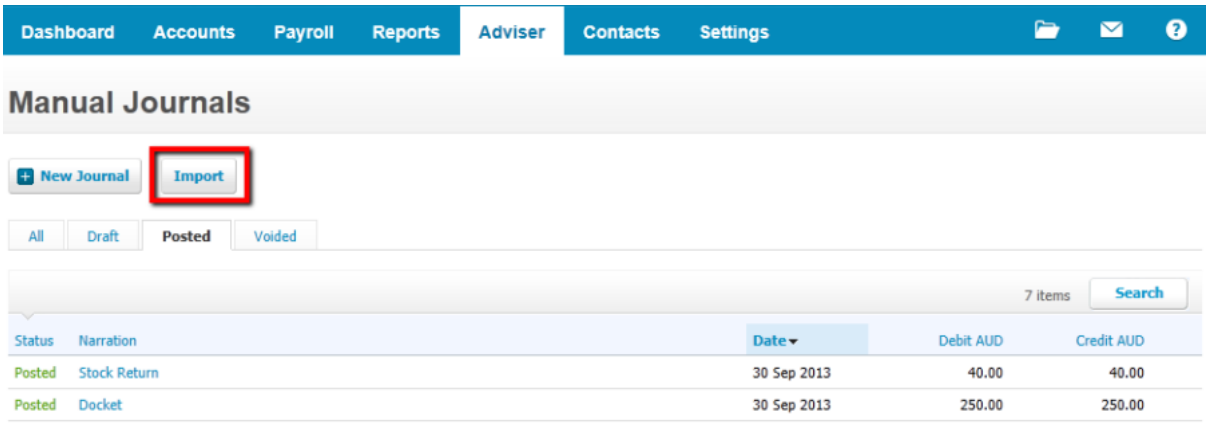
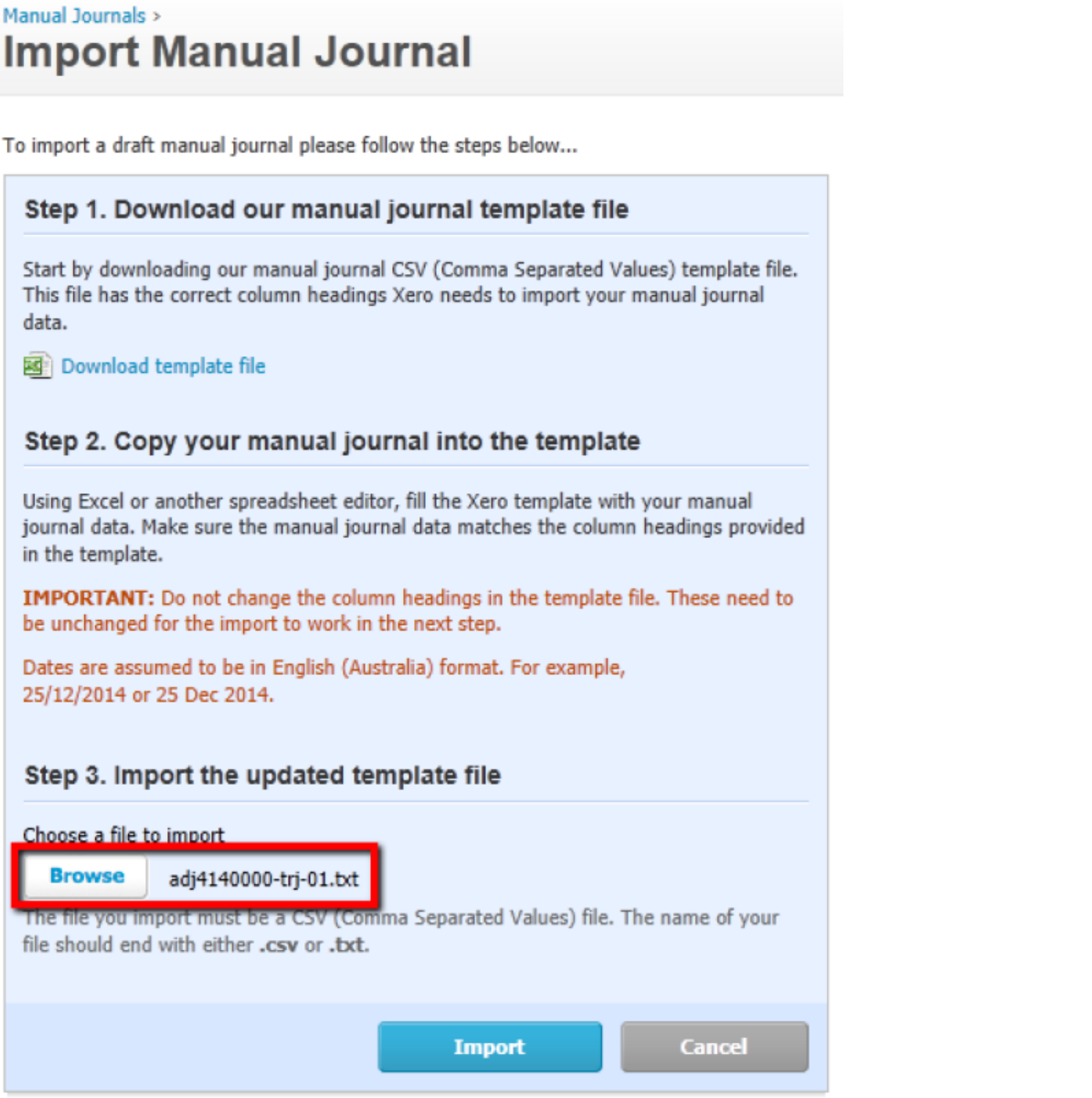
Manual Journals Import

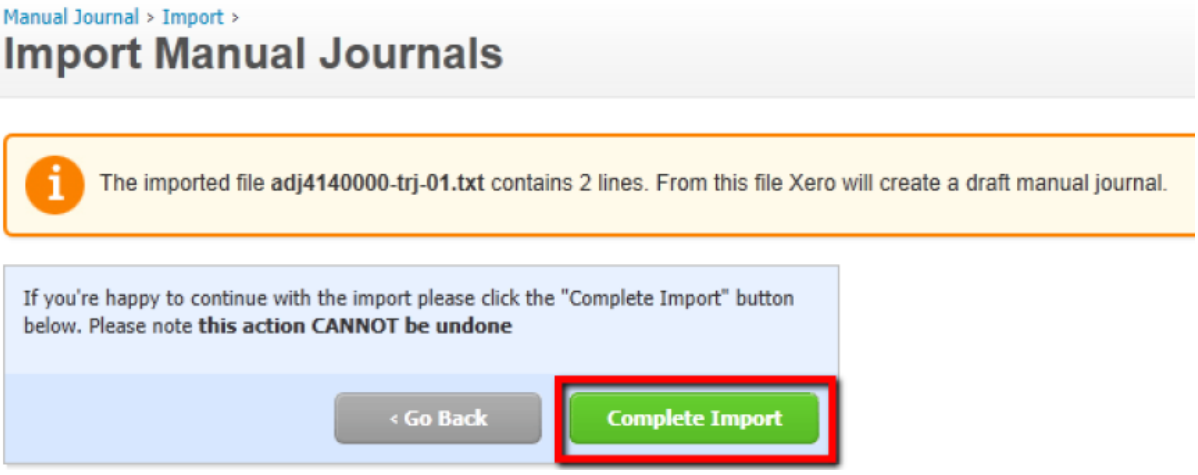
The Manual Journals Import is used for the following Workbench batch types:

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

Import to Xero

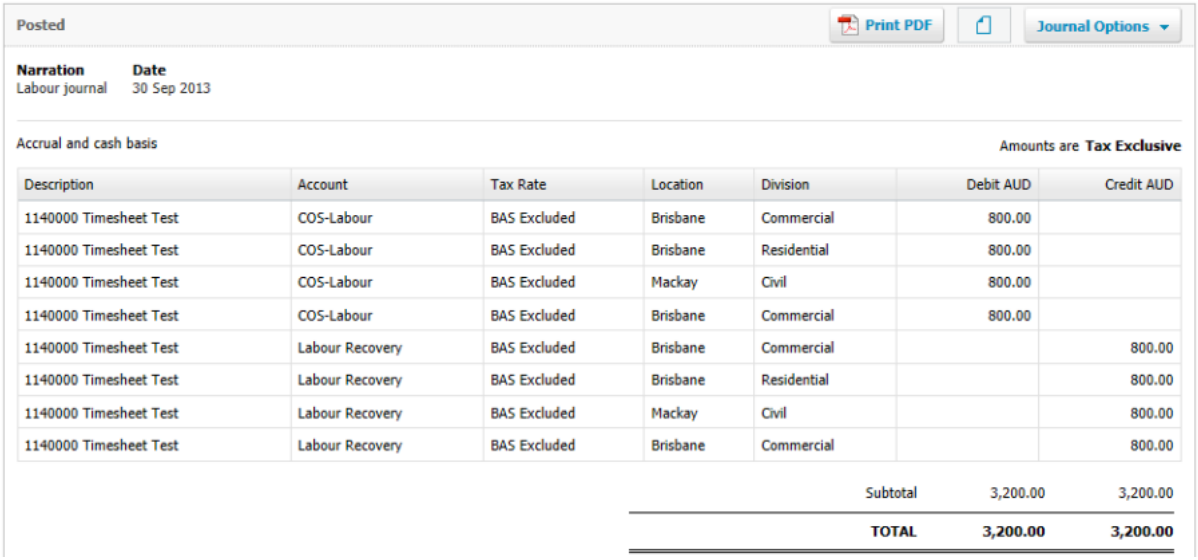



Manual Journals >
Import Manual Journal
To import a draft manual journal please follow the steps below...
Step 1. Download our manual journal template file
Start by downloading our manual journal CSV (Comma Separated Values) template file. This file has the correct column headings Xero needs to import 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 Labour journal

Date 30 Sep 2013

Accrual and cash basis

Amounts are **Tax Exclusive**

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
				TOTAL	**3,200.00**	**3,200.00**

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)

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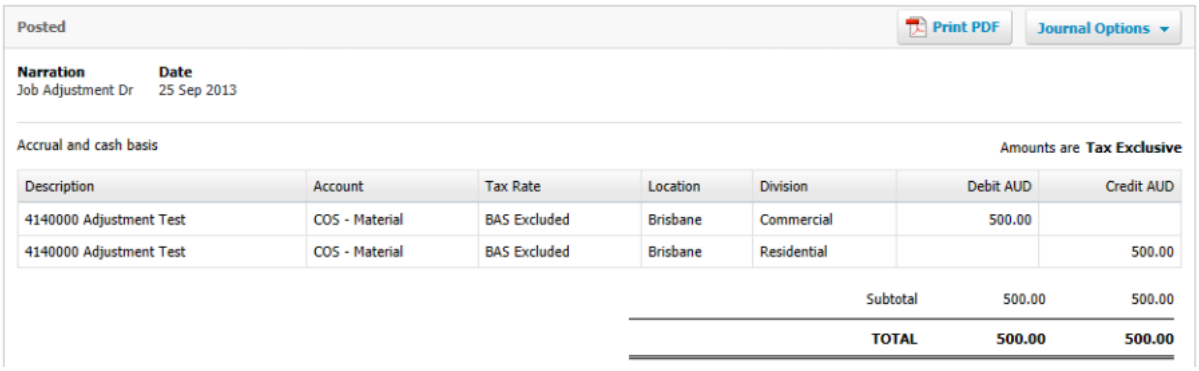
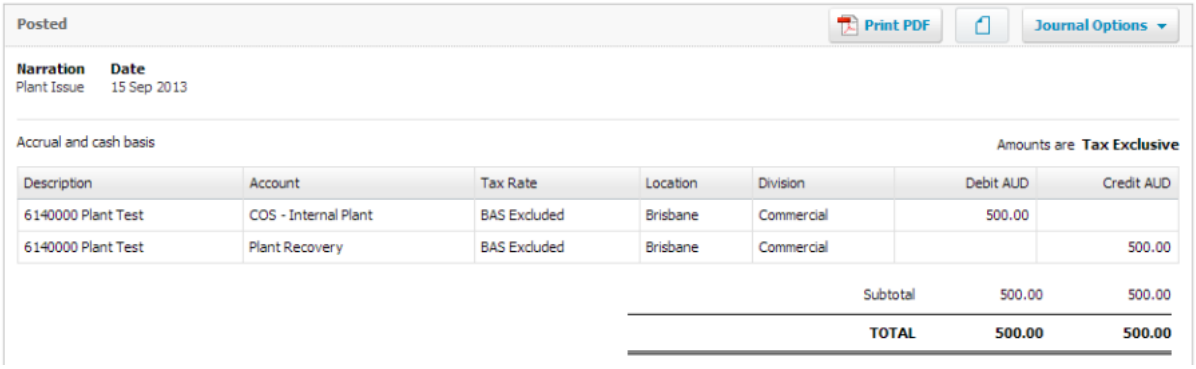


Plant Issue

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)

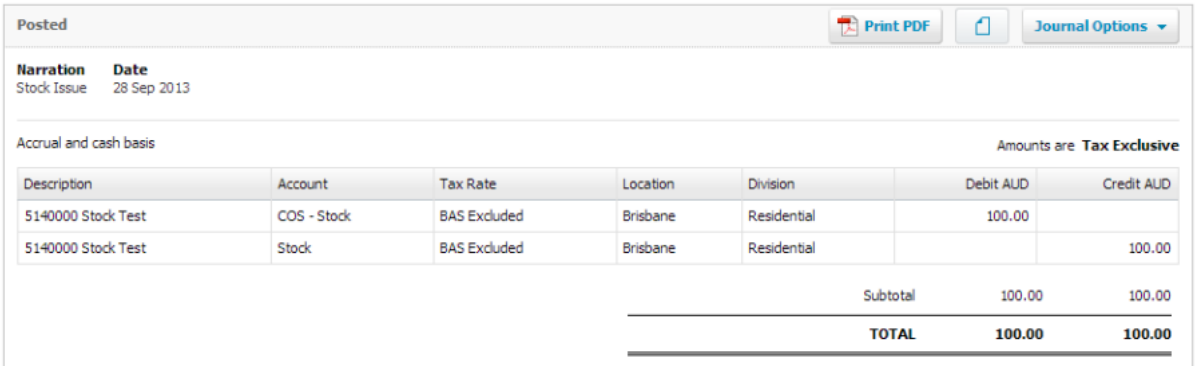


Tracking for recovery lines, same as job being costed

Stock Issue

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

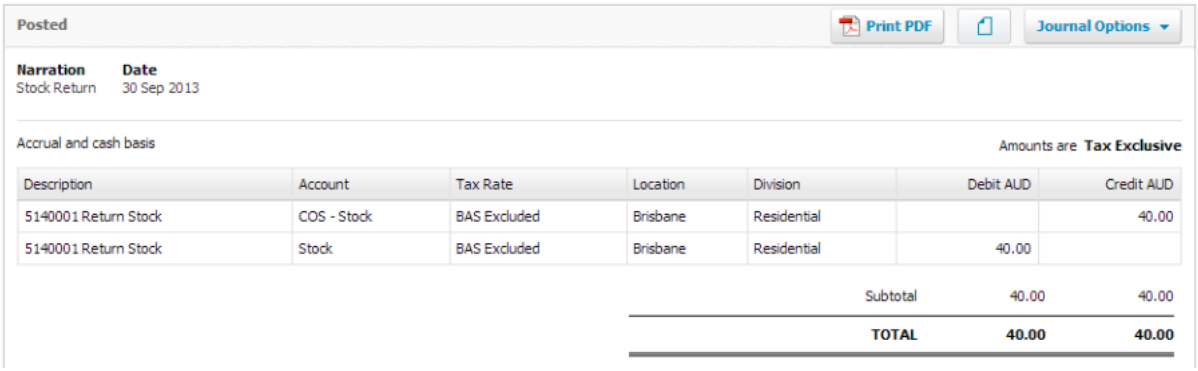
Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer to section on setup)
Division :	Example for Tracking Option 2 (refer to section on setup)



Tracking for stock entry, same as job being costed

Stock Return

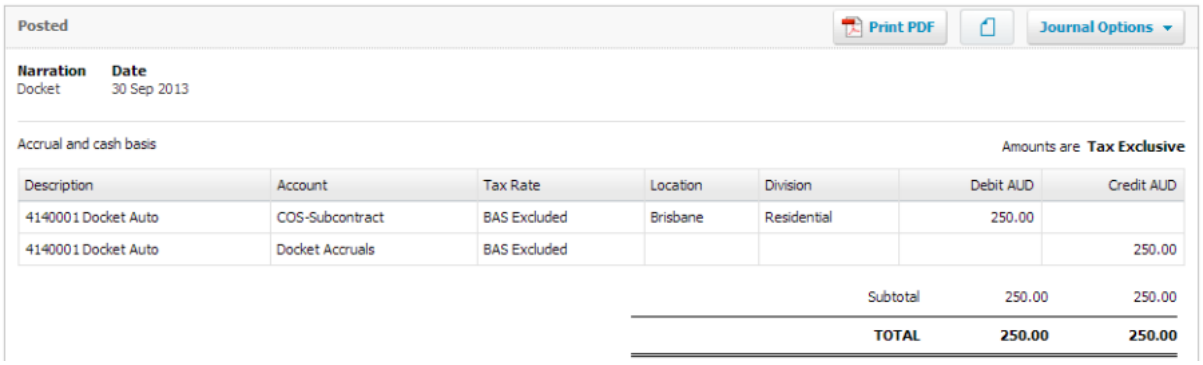
Xero Field	**Workbench Field**
Narration :	"Stock Return"
Date :	Batch Date
Description :	Batch No + Batch Reference
Account :	GL Account from activity code selected (refer to section on setup)
Tax Rate :	GST Type Description (refer to section on setup)
Location :	Example for Tracking Option 1 (refer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



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)



There is no tracking for docket accrual line.