



smart**biz**  
online



user guide

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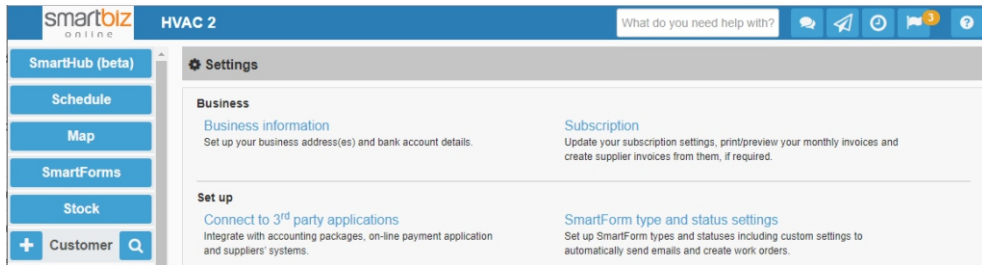
# integration with xero

## How to set up and maintain the integration with Xero

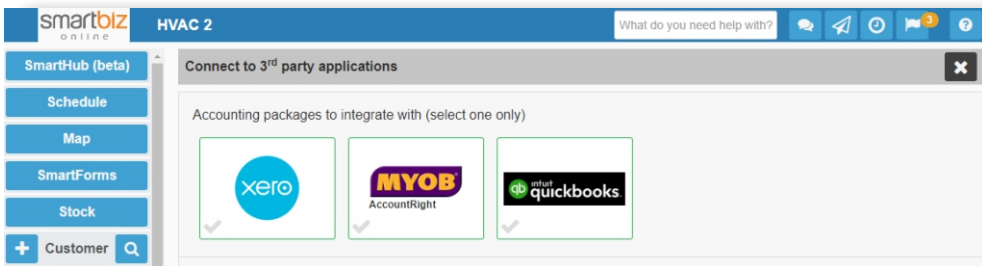
If you already use Xero as your accounting package you will be able to copy all of your customers and suppliers from Xero into SmartBiz Online. You will also be able to export all of your customer and supplier invoices from SmartBiz Online into Xero to eliminate entering them again into Xero.

This setup will only need to be done once when you first set up the interface between SmartBiz Online and Xero.

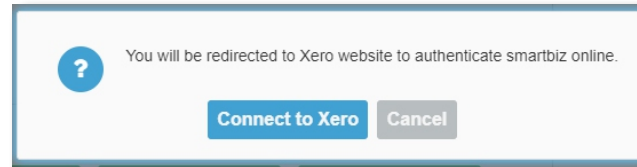
1. Go to the Sidebar menu
2. Click the  **Settings** option
3. Click the **Connect to 3rd party applications** link under **Set up**.



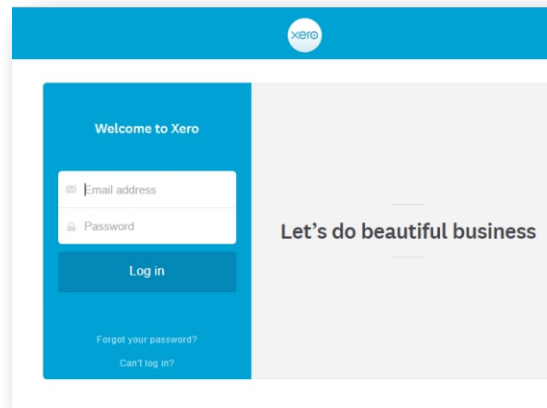
4. Click the Xero icon



5. The following message will be displayed. Click the **Connect to Xero** button.

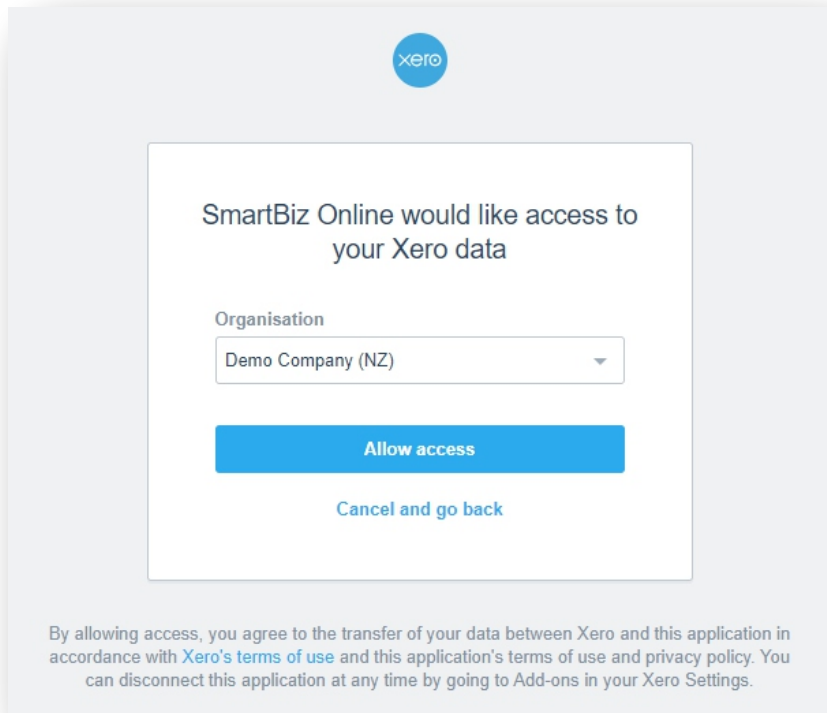


6. Log into your Xero account as you usually do. Enter your email address, password and click the **Login** button.

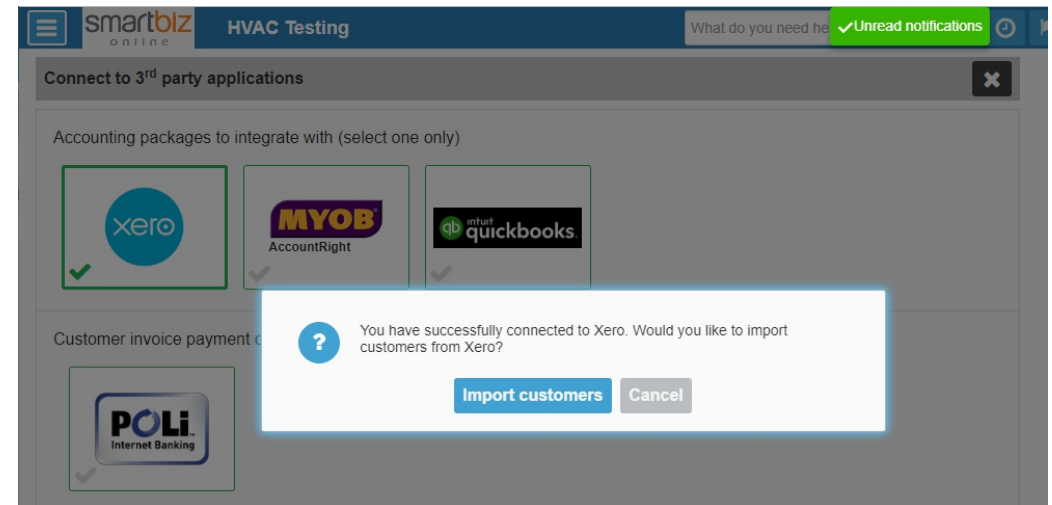


# integration with xero

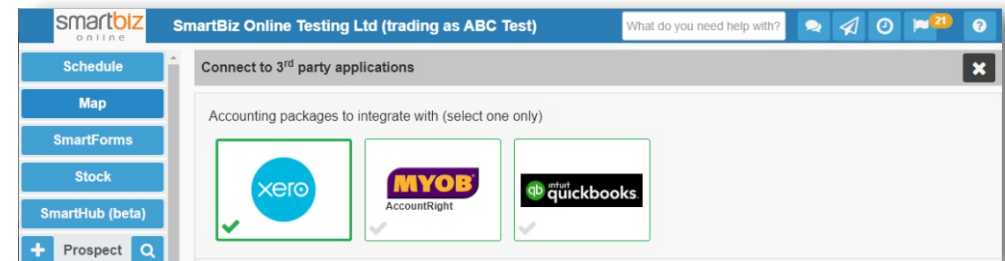
7. Choose the organisation you want to integrate SmartBiz Online with, then click the **Allow access** button. This will link your Xero account to SmartBiz Online and you will be returned to SmartBiz Online.



8. Now you are back in SmartBiz Online and you are given the opportunity to import all your Xero customers into SmartBiz Online. If you choose to not do it now, it can be done later at a more convenient time.




10. After finishing the integration, the Settings page will show that Xero is integrated with a green border and tick.



# setting up accounting preferences

## How to set up and maintain your accounting preferences

1. Go to the Sidebar menu
2. Click the  **Settings** option
3. Click the **Preferences** link
4. Click the **Accounting** accordion.
5. Accounting preferences:
  - A.** Choose how you want a person type customer to be displayed.
  - B.** Choose whether you want the Account Number in Xero to be updated with the customer/supplier's Payer reference when exporting customers and suppliers.
  - C.** Choosing this option will update Xero with any new or any changes to existing customers, suppliers and contractors every six hours.
  - D.** Default Invoice Item and Order Item Account Codes-  
A default Income Account code (Invoice Item Code) and a default Expenses Account code (Order Item Code) must be set up to be able to export invoices  
By default, these codes will be pulled from Xero in the Accounting preferences and you will need to select one to be used for all items that don't have a code recorded directly on the item. See page 6 for more details.
  - E.** Use Xero tracking categories (SBO cost centers) to see how different areas of your business are performing. See page 7 for more details.
  - F.** Choose what information do you want stored in the Xero Reference for all invoices, click the plus icon to see the options. You can select one or all four options.
  - G.** Choose what status you would like the customer and supplier Invoices to have when they are added into Xero.

You are currently connected to Xero -

Person customer name format used in Xero

☐ **Last name + First name** ☐ **First name + Last name**

☐ **No** Update the Xero Account number with customer/supplier's Payer reference from smartbiz online?

☐ **No** Update Xero every 6 hours with new and updated customers, suppliers and contractors.

Select the Income Account code to be used as a default if the exported line item has no account code.

With tax  Without tax

Select the Expenses Account code to be used as a default if the exported line item has no account code.

With tax  Without tax

Select the Xero tracking category to be used with the invoice's cost center when exporting invoices.

Select the Xero tracking category to be used with the supplier invoice's cost center when exporting invoices.

What information do you want stored in the Reference for all invoices?

+

Select an invoice status to use when exporting customer invoices

☐ **Draft** ☐ **Approved** ☐ **Submit for approval**

Select an invoice status to use when exporting supplier invoices

☐ **Draft** ☐ **Approved** ☐ **Submit for approval**


**Job#**  
**Job Description**  
**Customer reference**  
**Job location**

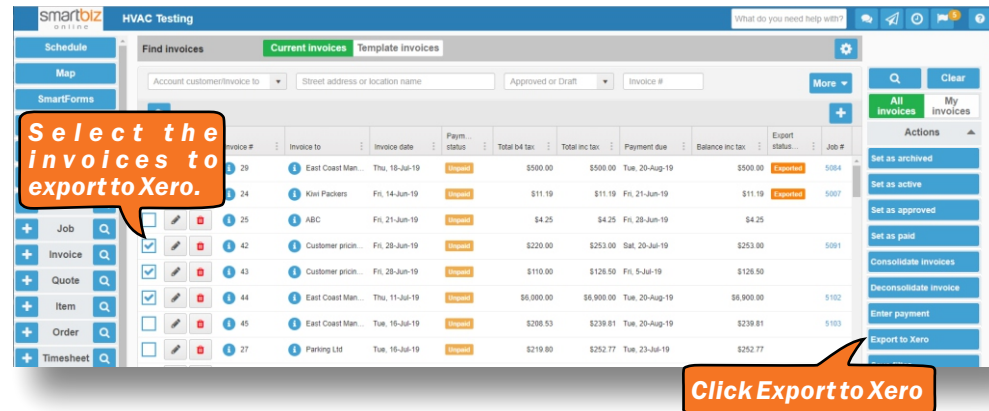


# exporting to xero

## How to export customer or supplier invoices from SmartBiz Online to Xero

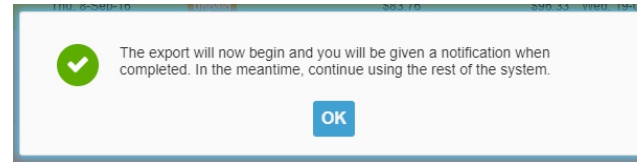
It is very straightforward to export customer or supplier invoices from SmartBiz Online into Xero. The examples below are for customer invoices but the process is the same for supplier invoices.

1. Ensure the integration between SmartBiz and Xero has been set up (this only needs to be done once).
2. Open the Sidebar menu
3. Click the search icon next to Invoice  to open the Find Invoices window.
4. The Find Invoices window is opened allowing you to filter and choose which customer invoices you want to export.
5. Once you have ticked all the invoices you want to export, click the **Export to Xero** option in the Actions menu

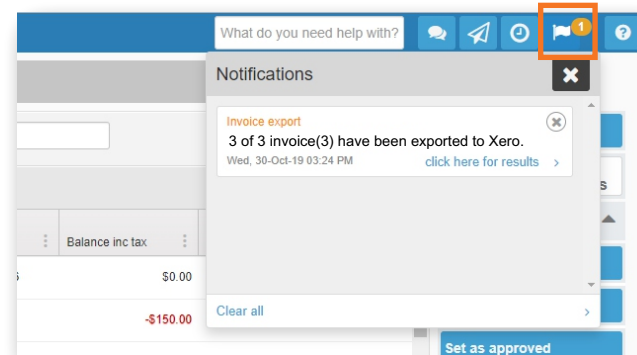


The screenshot shows the SmartBiz Online interface with the 'Find Invoices' window open. The window displays a table of invoices with columns for Invoice #, Invoice to, Invoice date, Paym. status, Total b4 tax, Total inc tax, Payment due, Balance inc tax, Export status, and Job #. Several invoices are listed, and the 'Export status' column shows 'Exported' for some. A callout bubble points to the search icon next to 'Invoice' with the text 'Select the invoices to export to Xero.' Another callout bubble points to the 'Export to Xero' button in the Actions menu with the text 'Click Export to Xero'.

6. When you click the export button you will get the following message.



7. When the export has finished you will receive a **Notification** with the results of the export.



# setting up accounting codes

The accounting codes (Invoice Item Codes and Order Item Codes) are used to determine which account in the Xero Chart of account an item is exported to.

Xero links the accounting codes to the Chart of Accounts.

Invoice Item Codes are set up as chart of accounts type of “Revenue”

Order Item Code set up as chart of accounts type of “Direct Costs”

The Invoice Item Code cannot be the same as the Order Item Code

## Xero Chart of Accounts

Advanced accounting >

### Chart of accounts

+ Add Account + Add Bank Account Print PDF Import Export

All Accounts Assets Liabilities Equity Expenses Revenue Archive

What's this? Delete Archive Change Tax Rate No accounts selected Search

Code	Name	Type	Tax Rate	YTD
200	Sales Income from any normal business activity	Revenue	15% GST on Income	0.00
201	Sales no tax	Revenue	No GST	0.00
260	Other Revenue Any other income that does not relate to normal business activities and is not recurring	Revenue	15% GST on Income	0.00
270	Interest Income Gross interest income (i.e. before deducting Residential Withholding Tax), such as bank interest	Revenue	No GST	0.00
310	Cost of Goods Sold Cost of goods sold by the business	Direct Costs	15% GST on Expenses	0.00
311	CoG Sold no tax	Direct Costs	No GST	0.00
400	Advertising Expenses incurred for advertising while trying to increase sales	Overhead	15% GST on Expenses	0.00

By default, the accounting codes will be pulled from Xero in the Accounting preferences and you will just need to select one as a default to be used for all items that don't have an accounting code recorded directly on the item.

smartbiz HVAC Testing

Preferences

Accounting

You are currently connected to Xero - Fred's Plumbing

Person customer name format used in Xero  
Last name + First name First name + Last name

☒ Update the Xero Account number with customer/supplier's Payer reference from smartbiz online?  
☐ Update Xero every 6 hours with new and updated customers, suppliers and contractors.

Select the Income Account code to be used as a default if the exported line item has no account code.  
With tax: 200 (Sales) Without tax: 201 (Sales no tax)

Select the Expenses Account code to be used as a default if the exported line item has no account code.  
With tax: 310 (Cost of Goods Sold) Without tax: 311 (CoG Sold no tax)

Select the Xero tracking category to be used with the invoice's cost center when exporting invoices.  
Division

If you want to separate items into different accounts in Xero you need to set up invoice or order item codes to match the account numbers in Xero's chart of accounts. In SBO got to **Settings > Accounting Codes > Click the plus icon to add a new code.**

## In SBO

## In Xero

### Chart of accounts

+ Add Account + Add Bank Account Print PDF Import Export

All Accounts Assets Liabilities Equity Expenses Revenue Archive

What's this? Delete Archive Change Tax Rate No accounts selected Search

Code	Name	Type
200	Sales Income from any normal business activity	Revenue
201	Sales no tax	Revenue
260	Labour	Revenue
310	Cost of Goods Sold Cost of goods sold by the business	Direct Costs
311	CoG Sold no tax	Direct Costs
312	Sub- Contractor	Direct Costs





# setting up for invoice tracking in xero

Invoice Tracking in Xero is a way you can slice up your accounts and view reports to see how specific areas of your business are performing. It provides a different dimension for reporting – as well as running reports based on where transactions are in your Chart of Accounts (e.g. rent, sales, travel) you can use tracking to create categories that match your business activities (division, region, department, activity etc.).

Tracking is optional.

## In Xero

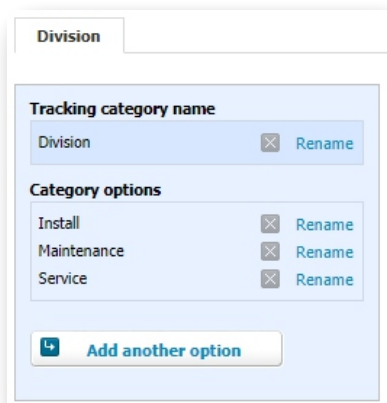
Set up the Tracking Categories in Xero first.

In the **Accounting** menu, select **Advanced**, then click **Tracking categories**.

Click + **Add Tracking Category**.

Under **Tracking category name**, enter the name of the tracking category. Enter your tracking option names under **Category options**.

Click **Save**.

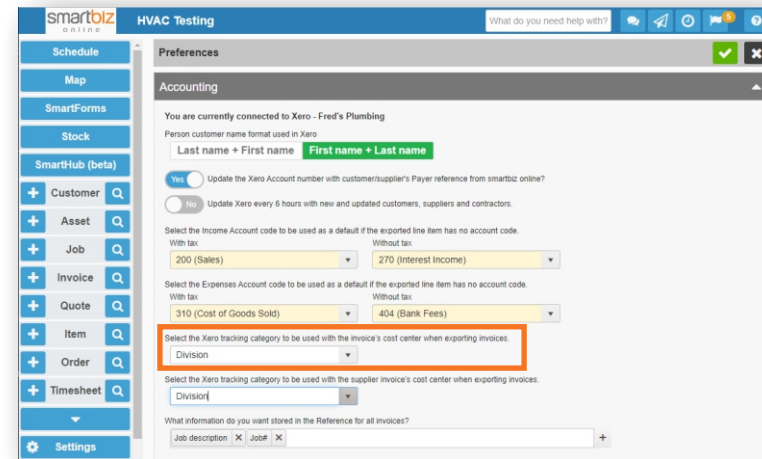


The screenshot shows the Xero 'Add Tracking Category' form. At the top, there's a tab labeled 'Division'. Below it, the 'Tracking category name' field contains 'Division' with a 'Rename' button. Under 'Category options', there are three entries: 'Install', 'Maintenance', and 'Service', each with a 'Rename' button. At the bottom, there is an 'Add another option' button.

## In SmartBiz Online

After the Tracking Categories have been set up in Xero.

In **Settings** > **Preferences** > **Accounting** select the category you wish to use in SBO.

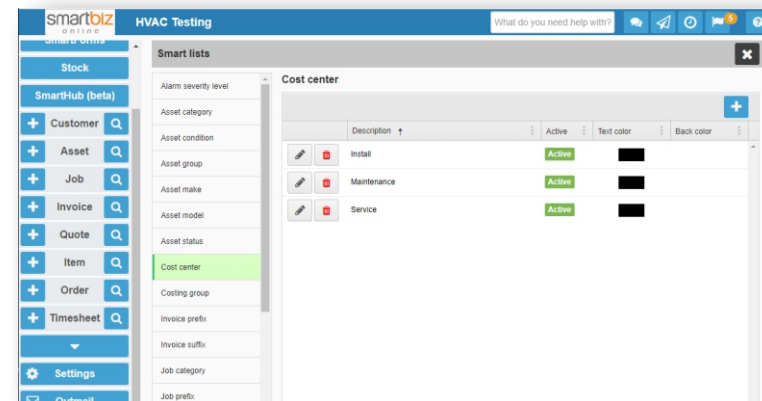


The screenshot shows the SmartBiz Online 'Accounting' preferences form. It's titled 'HVAC Testing'. The 'Accounting' section is active. It shows the current connection to 'Xero - Fred's Plumbing'. There are options to update the Xero account number and to update Xero every 6 hours. Below these are dropdowns for 'Income Account code' (200 (Sales) selected) and 'Expenses Account code' (310 (Cost of Goods Sold) selected). A red box highlights the 'Select the Xero tracking category to be used with the invoice's cost center when exporting invoices' dropdown, which is currently set to 'Division'. There are also options for 'What information do you want stored in the Reference for all invoices?' with checkboxes for 'Job description' and 'Job#'.

The tracking category options need to be set up as Cost Centers in Smart Lists.

Go to **Settings** > **Smart Lists** > **Cost Center** and click on the plus icon to add a cost center.

Note the cost center must match exactly the category option you have set up in Xero.



The screenshot shows the SmartBiz Online 'Smart Lists' form, specifically the 'Cost center' section. It has a table with columns: 'Description', 'Active', 'Text color', and 'Back color'. There are three rows: 'Install', 'Maintenance', and 'Service'. All three are marked as 'Active' with a green 'Active' label. The 'Text color' is black and the 'Back color' is black for all three.

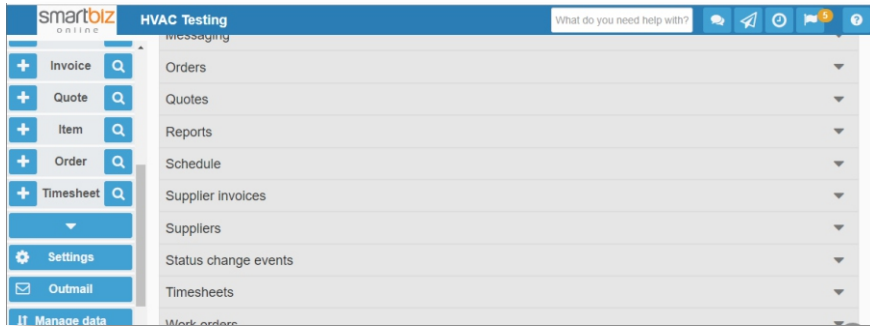




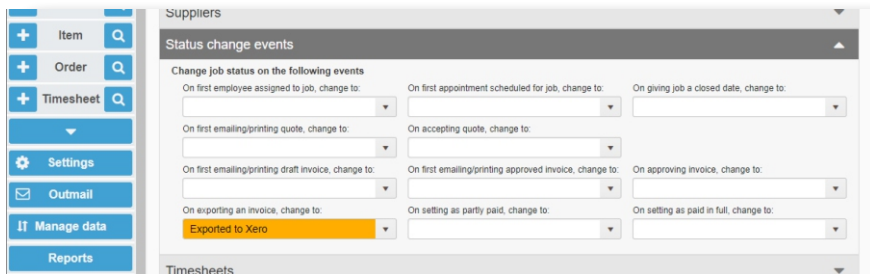
# changing the job status

You can set up SmartBiz Online to change the job's status when a customer's invoice is exported to Xero.

To set up the preference go to **Settings > Preferences Status Change Events**



Select or add a new status to use when an invoice is exported to Xero, if the this field is blank the status will not change.



# frequently asked questions

## Can I export supplier orders from SmartBiz Online to Xero?

No, purchase orders cannot be exported to Xero.

## Can I export my "draft" Invoices from SmartBiz Online to Xero?

No, only "approved" SmartBiz Online invoices can be exported to Xero.

## Can I export payments entered in SmartBiz Online to Xero?

No, payments can be entered into SmartBiz Online but the payments are not exported to Xero.

## Can I import payments entered in Xero to SmartBiz Online?

No, if you want the payment details in SmartBiz Online, the payments have to be entered into SmartBiz Online.

## How is the data synced to Xero.

You select the customer and supplier invoices you want to export and manually start the export procedure, (see page 5). In SmartBiz Online preferences you can set up an option that will update Xero with any new customers or changes to existing customers, suppliers and contractors every six hours, (see page 4).

## How do I disconnect from Xero?

Go to **Settings > Connect to 3rd party applications** click on the Xero icon and that will disconnect SmartBiz Online from Xero.

## What in data is integrated with Xero?

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online



Customers and Suppliers



Contacts

Regions or Divisions



Tracking Categories

Items



Items

Chart of Accounts



Chart of Accounts

Customer Invoices



Invoices

Supplier Invoices



Unpaid Bills

If you have any questions or need help please contact our support team.

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online

AU phone 1800 350 495    NZ phone 0800 327 943  
support@smartrade.biz



xero user guide

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