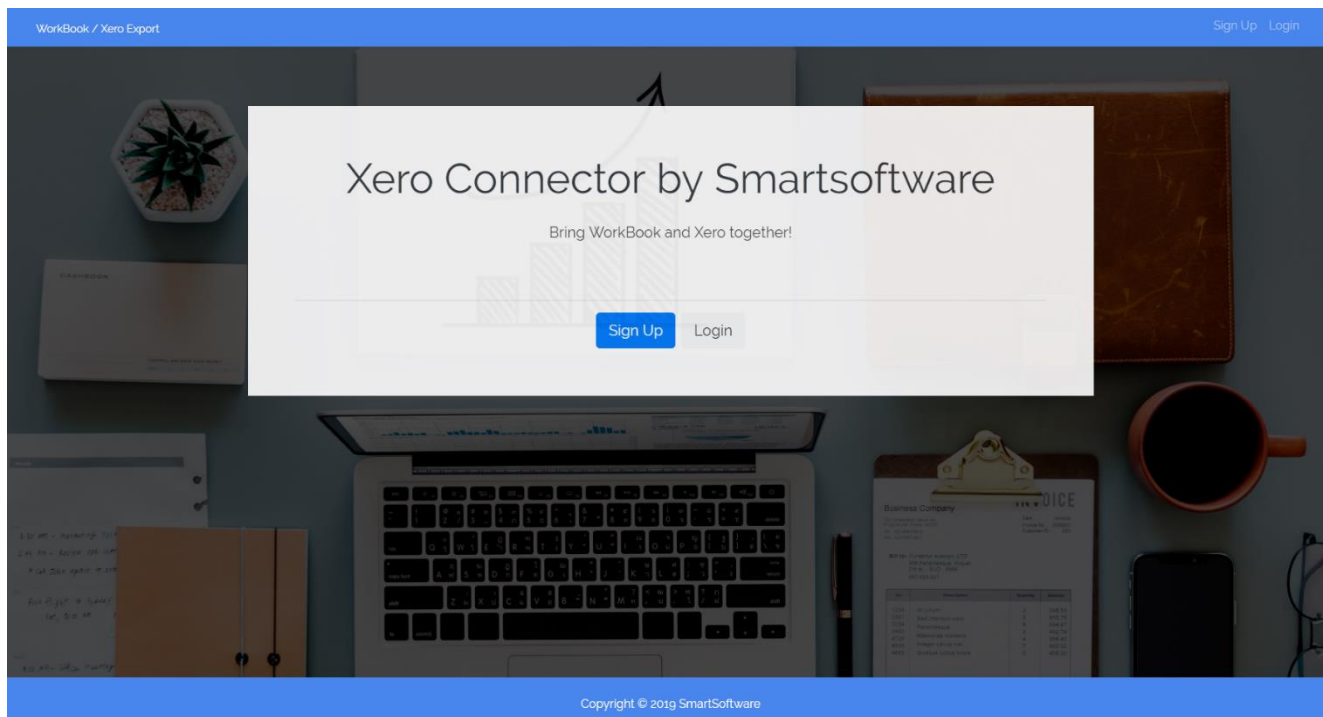


WorkBook to Xero Connector

The WorkBook to Xero Connector is an online web application which runs in any Web Browser. Clients can create user accounts where they can safely and securely connect their WorkBook system to Xero, to manage Sales Invoices, Purchase Orders, Creditor Invoices, Receipts and Expenses.



Settings and Xero Connection

After creating an account, users will need to enter their WorkBook login credentials into their settings. This is used to fetch data.

Go Back

Edit Profile

* - required fields

Jimmy

A unique handle for your profile URL. Your full name, company name, nickname

http://workbook.smartsoftware.com.au:90

Must put Workbook URL

admin

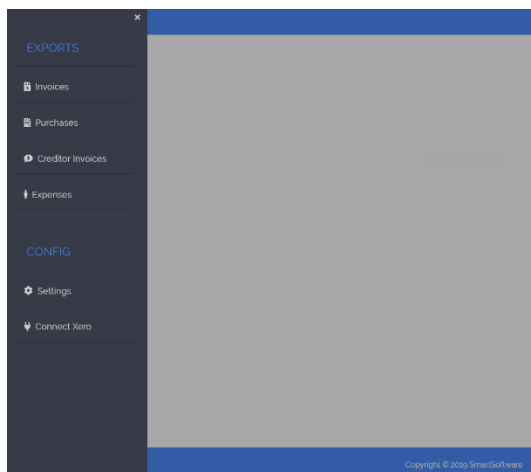
Must put Workbook User Name

....

Must put Workbook Password

Submit

Users will need to connect to Xero using OAuth authentication. Clicking 'Connect to Xero' will ask the user to log into their Xero system. They will be then linked to their Xero system for 30 minutes.



Welcome to Xero

Email address

Password

Log in

Forgot your password?

Can't log in?

Let's do beautiful business

Invoice, Purchases, Creditor Invoices and Expense Export Workflow

- 1) Items that have a system status in WorkBook which corresponds with the table below (fig 1) are eligible for export.
- 2) If an item is not yet ready to be exported, the item can easily be removed it from the list, it will not be considered for processing.
- 3) Once items have been reviewed, the user may then export them to Xero under a 'Draft' or 'Approved' status. Draft status is used if further approval is required in Xero.
- 4) Xero will report any errors or warnings for each item back to the user post export. The user can use this to amend any item before proceeding for a re-export.
- 5) Once the items are exported into Xero, the user can then update ALL items that were processed at the click of a button. This will change all items original status to a status corresponding with the table below (fig 1) in WorkBook.
- 6) Processed items will not appear in the web application unless their status is manually updated in WorkBook.

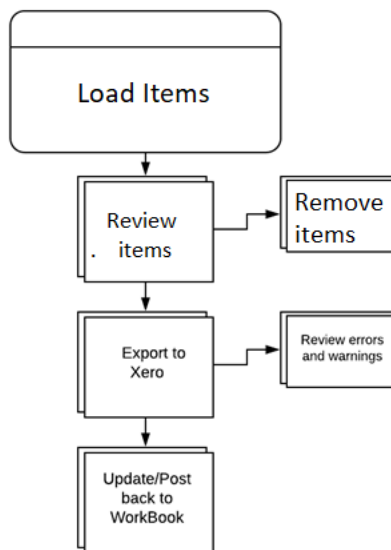


Fig 1

	Before Export Status	Post Export Status
Sales Invoice	Ready for Print	Finalized
Purchase	Approved	Ordered
Creditor Invoice	For booking	Booked
Expense	For Booking	Booked

Fields for export

Invoice

Description	WorkBook	Xero
Invoice	Invoice Number	Invoice Number
Client	Debtor Name	Customer Name
Reference	Job Number – Job Name	Ref
Issued	Invoice Date	Date
Due	Due Date	Due Date
Currency	Job/Invoice Currency Code	Currency

Invoice Items

Description	WorkBook	Xero
Description	Invoice Line Item Description	Invoice Item Description
Qty	Invoice Line Item Qty	Invoice Item Qty
Unit	Invoice Line Item Unit Amount	Invoice Item Unit Price
Acc Code	Invoice Line Item Revenue Acc	Invoice Item Account

- *Tax is applied for each item in Xero. Xero calculated this by matching what the correct tax percentage is from each line item Account.*

Purchase Orders

Description	WorkBook	Xero
PO	Purchase Number	Number
Supplier	Creditor External Code	Supplier Id
Reference	Job Number – Job Name	Reference
Issued	Purchase Date	Date raised
Delivery Date	Delivery Date	Delivery Date

Purchase Items

Description	WorkBook	Xero
Description	Purchase Line Item Description	Purchase Item Description
Qty	Purchase Line Item Qty	Purchase Item Qty
Unit	Purchase Line Item Unit Amount	Purchase Item Unit Price
Tax	Invoice Line Item Tax Amount	Invoice Item Tax Rate
Acc Code	Invoice Line Item Revenue Acc	Invoice Item Account

- *Tax is applied for each item in Xero. Xero calculated this by matching what the correct tax percentage is from each line item Account.*

Creditor Invoice

Description	WorkBook	Xero
Creditor Invoice	Creditor Invoice Number	Invoice Number
Supplier	Supplier Name	Supplier Name
Reference	Comments	Ref
Issued	Creditor Invoice Date	Date
Due	Due Date	Due Date
Currency	Creditor Invoice Currency Code	Currency

Creditor Invoice Items

Description	WorkBook	Xero
Description	Creditor Invoice Line Item Description	Invoice Item Description
Qty	Creditor Invoice Line Item Qty	Invoice Item Qty
Unit	Creditor Invoice Line Item Unit Amount	Invoice Item Unit Price
Acc Code	Creditor Invoice Line Item Revenue Acc	Invoice Item Account

- Tax is applied for each item in Xero. Xero calculated this by matching what the correct tax percentage is from each line item Account.

Expense

Description	WorkBook	Xero
Expense	Creditor Invoice Number	Invoice Number
Resource	Resource Name	Contacts
Reference	Comments	Ref
Issued	Creditor Invoice Date	Date
Due	Due Date	Due Date

Expense Items

Description	WorkBook	Xero
Description	Creditor Invoice Line Item Description	Invoice Item Description
Qty	Creditor Invoice Line Item Qty	Invoice Item Qty
Unit	Creditor Invoice Line Item Unit Amount	Invoice Item Unit Price
Acc Code	Creditor Invoice Line Item Revenue Acc	Invoice Item Account
Description	Creditor Invoice Line Item Description	Invoice Item Description

- Tax is applied for each item in Xero. Xero calculated this by matching what the correct tax percentage is from each line item Account.

Invoice Capture – View from Web Application

WorkBook / Xero Export Xero: Connected Logout

3 invoices ready for export

Export to Xero → **Export invoices to Xero** **Update in Workbook** → **Update invoice status in Workbook** **Connected status**

Export as: Draft Authorised

Invoice details →

Invoice	Client	Job	Total (AUD)	Issued	Due
6	DreamWorks Animation	1013 - Marketing & Promotion	\$275	11/04/2018	21/04/2018

Invoice line items →

Description	Qty	Unit \$	Tax \$	Acc Code
Travel Expenses	1	\$250	\$25	14250

Delete invoices from list →

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Invoice Capture – View from WorkBook

Approved | Ready for print | Finalized | Drafts | Electronic delivery | Jobs ready for invoicing

Search

Choose	Job no.	Job name	Debtor name	Invoice no.	In
<input type="checkbox"/>	1014	Test Invoice Reporting	Corrs Support	1234	11

Invoice Capture – View from Xero

Dashboard Accounts Projects Reports Contacts Settings
+ 📁 ✉️ 🔍 ?

Sales > **Invoices**

New Invoice ▾ New Credit Note Send Statements Import Export 🕒 Invoice reminders off

All Draft (1) Awaiting Approval (0) Awaiting Payment (0) Paid Repeating

Submit for approval Approve Delete Print Email Copy to... No items selected 1 item | 18,389.16 USD Search

<input type="checkbox"/>	Number	Ref	To	Date ▾	Due Date	Due
<input type="checkbox"/>	1234	1014 - Test Invoice Reporting	<input type="checkbox"/> Corrs Support Services Trust	Nov 7, 2018	Nov 17, 2018	25,281.24 AUD

Draft 👁️ Preview Email Print PDF Invoice Options ▾

To	Date	Due Date	Invoice #	Reference
Corrs ... x	Nov 7, 2018 ▾	Nov 17, 2018 ▾	1234	1014 - Test Invoice Report

AUD Australian Dollar ▾ 1 USD = 1.37403 AUD (Nov 7, 2018) [Exchange Rates](#) Amounts are Tax Exclusive ▾

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Amount AUD
::	CMS Intergration	9.996	1,199.52		400 - Sales	Tax on Sales (0%)	11,990.40 ×
::	Testing	3.9984	799.68		400 - Sales	Tax on Sales (0%)	3,197.44 ×
::	Bug Fixes	5.9976	1,199.52		400 - Sales	Tax on Sales (0%)	7,194.24 ×
::	Project Management	4.998	499.80		400 - Sales	Tax on Sales (0%)	2,498.00 ×

Add a new line ▾

Subtotal	24,880.08
Sales Tax	0.00
TOTAL	24,880.08 ^{AUD}

Purchase Order Capture – View from Web Application

3 purchases ready for export

Export purchases to Xero

Update purchase status in WorkBook

Connected status

Export purchases as: Draft Authorised

Purchase details

Invoice line items

Delete purchases from list

PO#	Issued	Delivery Date	Total	Job
2030	09/09/2018	08/11/2018	\$1000	Job 1076 - New package

Details:

Description	Qty	Unit \$	Acc code
Photography	1	\$1000	11110

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Purchase Capture – View from WorkBook

PO no.	Client	Title	Job	Activity type	PO amt.	Cost price	Sales price	Order date	Sup
Status: 20 - For approval (1 items)									
22	DreamWorks Animation	Job 1007 - Costs	Purchase Job	AUD 320 - Media_Production	390	390.00	429.00	11/16/2018	

Purchase Capture – View from Xero

Dashboard Accounts Projects Reports Contacts Settings + 📁 ✉️ 🔍 ?

Purchases >

Purchase Orders

+ New Purchase Order

All **Draft (1)** Awaiting Approval (0) Approved (0) Billed (0)

Submit for approval Approve Print Send Delete 1 item | 390.00 USD Search

<input type="checkbox"/>	Number	Reference	Supplier	Date raised	Delivery date	Amount
<input type="checkbox"/>	22	Job 1007 - Costs	Channel9	Nov 15, 2018	Nov 16, 2018	390.00

Dashboard Accounts Projects Reports Contacts Settings + 📁 ✉️ 🔍 ?

Purchases > Purchase Orders >

Edit Purchase Order 22

Draft Send Print 📄 Options

Contact Channel9 **Date** Nov 15, 2018 **Delivery Date** Nov 16, 2018 **Order number** 22 **Reference** Job 1007 - Costs

USD United States Dollar Amounts are Tax Exclusive

Item	Description	Quantity	Unit price	Disc %	Account	Tax rate	Amount USD
⋮	Print Media	3.00	130.00		41110 - Default Costs	Tax on Purchases (0%)	390.00

+ Add a new line

Subtotal 390.00

Total 390.00

Creditor Invoice Capture – View from Web Application

1 creditor invoices ready for export

Export to Xero **Export creditor invoices to Xero** Update in Workbook **Update creditor invoice status in Workbook** Xero: Connected Logout

Export creditor invoices as: Draft Authorised

Creditor Invoice details

Creditor Invoice	Client	Reference	Total (AUD)	Issued	Due
inv123	Snap Print	Snap Print/inv123	\$1100	20/11/2018	20/12/2018

Creditor Invoice line items

Description	Qty	Unit \$	Tax \$	Acc Code
Snap Print/inv123	1	\$1000	\$100	11110

Delete creditor invoices from list

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Creditor Invoice Capture – View from Workbook

Voucher no.	File	Creditor	Invoice number	Invoice date	Total amount	Description	Due date	Posting date
50	C1022	7 - Snap Print	12321	11/02/2019	AUD 133.00	Snap Print/12321	13/03/2019	11/02/2019
50	C1027	2207 - Chanel Nine	119987	07/03/2019	AUD 550.00	Chanel Nine/119987	17/03/2019	07/03/2019

PO no.	Job	Activity	Finance account	Description	Net amount	Cost amount	GST amount	Total am
2082 - Job 1078 - New gift Card	1078 - New gift Card - Pink	312 - Print		Chanel Nine/119987	500.00	500.00	50.00	5

Creditor Invoice Capture – View from Xero

[Purchases overview >](#)
Bills

[New Bill](#) ▾
 [New Credit Note](#)
[Import](#)
[Export](#)
[Create bill from email ?](#)

[All](#)
[Draft \(0\)](#)
[Awaiting Approval \(0\)](#)
[Awaiting Payment \(0\)](#)
[Paid](#)
[Repeating](#)

Ref	From	Date ▾	Due Date
C10022	Cards	Mar 19, 2018	Mar 29, 2018

[Purchases overview >](#) [Bills to pay >](#)
Bill C10022

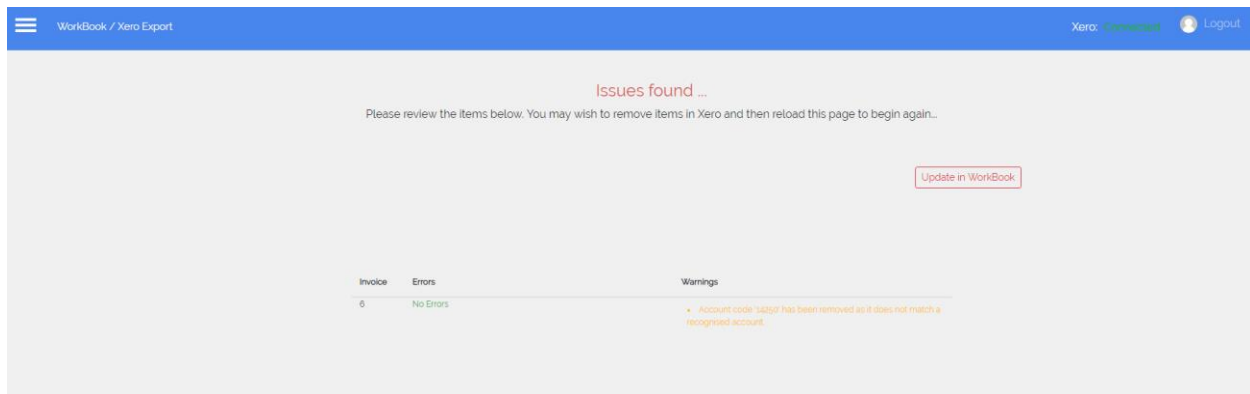
Paid [Print PDF](#) [Share](#) [Bill Options ▾](#)

From	Date	Due Date	Reference	Total
Cards	Mar 19, 2018	Mar 29, 2018	C10022	2,000.00
No address Add address				

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Amount USD
	First PO	10.00	100.00	Cost of Goods Sold	Tax Exempt	1,000.00
	Second PO	10.00	100.00	Cost of Goods Sold	Tax Exempt	1,000.00
Subtotal						2,000.00
Total No Tax 0%						0.00
TOTAL						2,000.00
Less Payment Mar 7, 2019						1,000.00
Less Payment Mar 7, 2019						1,000.00
AMOUNT DUE						0.00

Error / Warning Review



Important information regarding Customers and Suppliers

Invoices

If a debtor in WorkBook does not match a Customer name in Xero exactly, a new Customer will be created in Xero with the imported sales invoice.

Purchases

Each supplier in Xero must have its unique ID number entered against a creditor in WorkBook. This will go in the 'External Code' field. Without this, a purchase will not export and you will be given an error.

Creditor Invoices

Each supplier in Xero must have its unique ID number entered against a creditor in WorkBook. This will go in the 'External Code' field. Without this, a creditor invoice will not export and you will be given an error.

Expenses

Each user in WorkBook must match the name of a contact in Xero

Enable Invoice Payments:

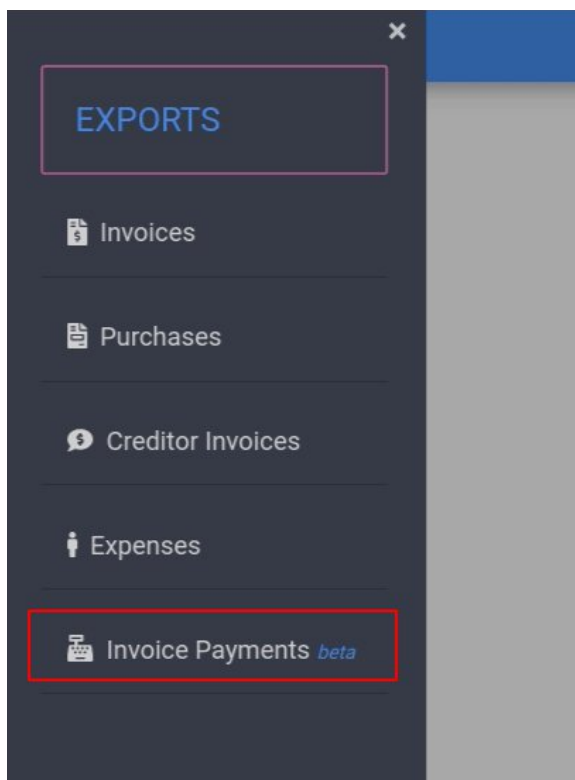
First you will need to enable Invoice Payments in your Xero Connector Settings, by checking the Radio Button "Select if you are using Invoice Payments".

See example below:

The screenshot shows the 'Edit Profile' interface. On the left sidebar, the 'EXPORTS' section is highlighted with a pink box. The main content area contains the following fields and options:

- Go Back** (link)
- Edit Profile** (title)
- * = required fields** (note)
- * Profile Handle** (input field)
- A unique handle for your profile URL. Your full name, company name, nickname
- * Workbook URL** (input field)
- Must put Workbook URL
- * Workbook User Name** (input field)
- Must put Workbook User Name
- * Workbook Password** (input field)
- Must put Workbook Password
- Company ID** (input field)
- Only use this if you have multiple companies in WorkBook!
- Select if you are using Invoice Payments** (radio button, highlighted with a red arrow)
- Submit** (button)

You will now see Invoice Payments appear in your sidebar menu. See example below:



How Payments Work

Let's say we have an unpaid invoice in Workbook that has previously been exported to Xero.

The screenshot shows the 'Invoice' tab in the Deltek Workbook interface. The invoice is titled '#INV159 - Invoice on account' and is associated with job '3158 - Website'. The status is 'Not paid', which is highlighted with a red box and a red arrow. The invoice details include:

- Type of invoice: Invoice on account
- Invoice title: Invoice on account
- Headline: Job 3158 - Website
- Invoice no: INV159
- Invoice date: 6/2/2020
- Language: English - Australia
- Responsible: Admin @ADM
- Accounts receivable: 306716 - Pink Elephant - Madagascar
- Invoice att. person: Madagascar
- Delivery address, debtor: 306716 - Pink Elephant - Madagascar
- Internal document:

Now we set the invoice to Paid (in full) within Xero:

The screenshot shows the Xero Invoices page. The invoice is now listed as 'Paid'. The 'Paid' status is highlighted with a red box and a red arrow. The invoice details are as follows:

Number	Ref	To	Date	Paid Date	Paid	Sent
INV159	#vb3158	Pink Elephant	6 Feb 2020	11 Feb 2020	1,080.00	

The invoice will now appear within the Xero Connector under the Invoice Payments module we enabled earlier:

1 Invoice Payments ready to update

[Update in WorkBook](#) ← Click to update the paid status of the invoice in WorkBook

Client	Job	WB Total (AUD)	Xero Paid Total	WB Issued	Xero Paid Date
Pink Elephant	Job 3158 - Website	AUD \$1080	AUD \$1080	6/2/2020	11/2/2020

Clicking the 'Update in WorkBook' button in the Xero Connector App will update the invoice status in WorkBook to 'Paid':

3158 - Website
Pink Elephant | Package Design | SS | In progress | EZ | 16/2/20

Header Phases Lines Comments Approval #INV159 - Invoice on account

Paid ←

Type of invoice: Invoice on account
Invoice title: Invoice on account
Headline: Job 3158 - Website

Invoice no: INV159
Invoice date: 31 6/2/2020
Introductory notes:

Language: English - Australia
Responsible: Admin @ADM
Final comments:

Accounts receivable: 306716 - Pink Elephant - Madagascar
Australia
Madagascar
Pink Elephant - Madagascar
Client PO title:

Invoice att. person: Madagascar
Client account number:

Delivery address, debtor: 306716 - Pink Elephant - Madagascar
Internal document

Considerations:

- The invoice in Xero MUST be set to fully paid. The WorkBook Sales Invoice 'Paid Status' does not take into account for part or multiple payments.
- The invoice in Xero must have a Paid Date of 60 days or less in order for the Xero Connector App to pick it up.