



Alloc8 User Guide

Xero Invoicing

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Xero Invoicing

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Overview

You can now export invoice line items, account code and ticket paperwork PDFs directly into Xero.

Adding a Xero contact to a company in Alloc8

For an invoice to be exported to Xero, it needs to be matched with one of your Contacts in Xero. To update this contact for a company, go to **Edit Company**. If you have Xero Integration set up you will see a new drop down field called 'Xero Contact'.

Here you can select from your contact list in Xero. Invoices for this company in Alloc8 will then be sent to whatever contact is selected from this drop down. This feature also enables you to invoice multiple companies in Alloc8 to a single company in Xero.

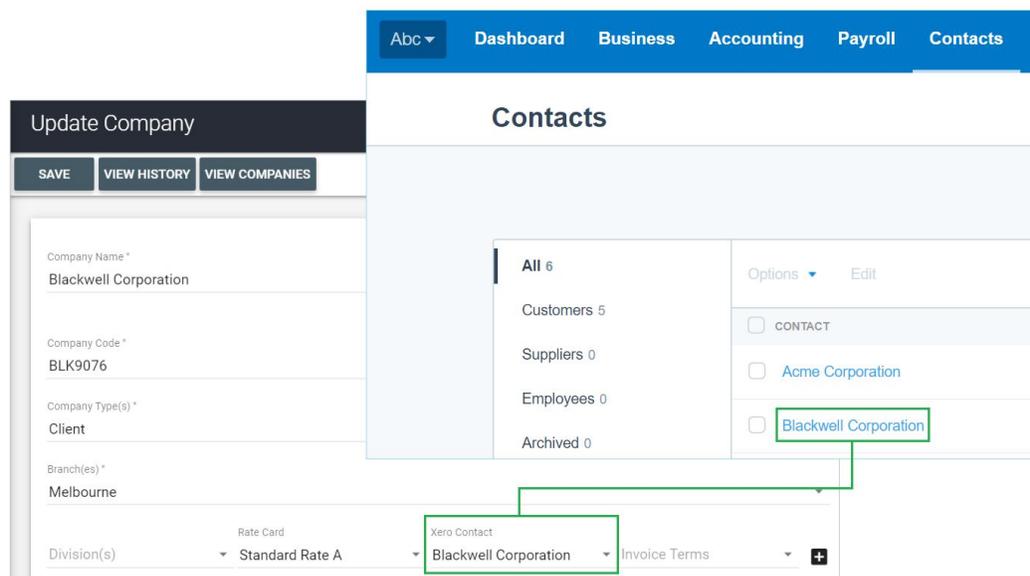


Fig. 1 Adding a Xero Contact to a company

Export Invoices to Xero

To begin exporting your invoices to Xero:

1. Click the Invoicing menu
2. Go to the Export Invoices page
3. Specify the date range of invoice, branches, and clients
4. Click the View Invoices button to show the list of all invoices based on the filters

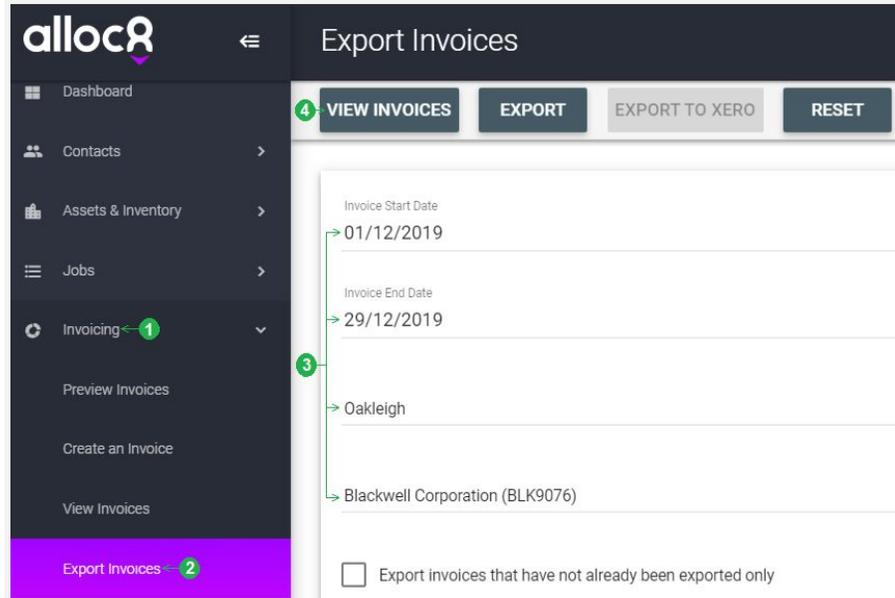


Fig. 2 Exporting Invoices to Xero (Step 1-4)

5. Tick the checkboxes next to the invoices that you want to export
6. Click the **Export to XERO** button

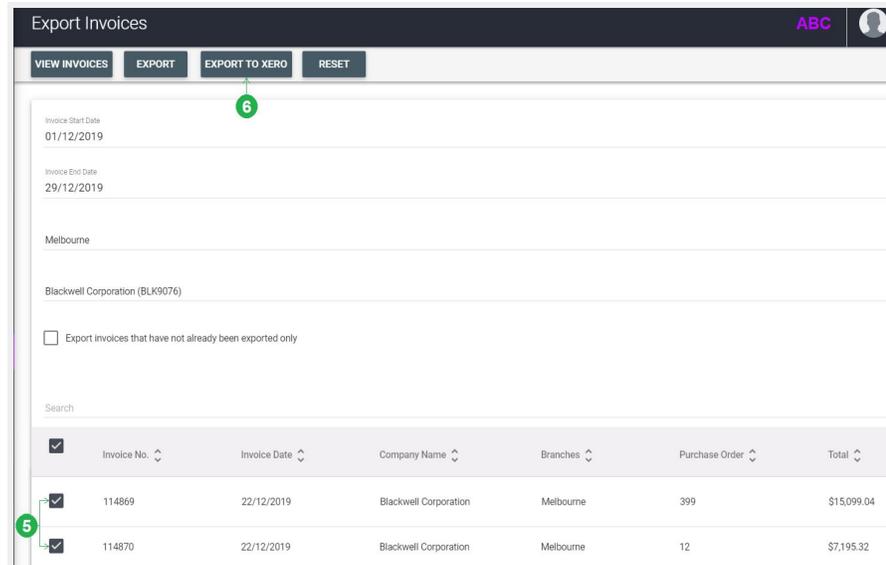


Fig. 3 Exporting Invoices to Xero (Step 5-6)

If there are errors with exporting to Xero, a dialog will be shown. Data with errors will not be exported into Xero. To proceed with exporting only the data with no errors, click the **Confirm and Export** button. Alternatively, click the **Cancel** button to review the errors (see 'Export Errors' for more information and troubleshooting).

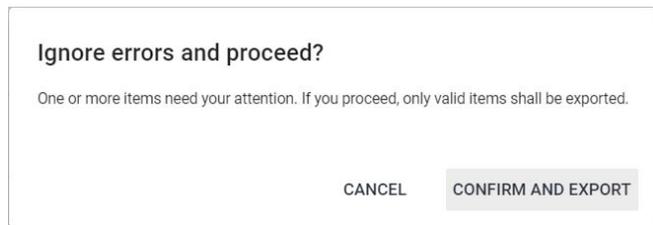


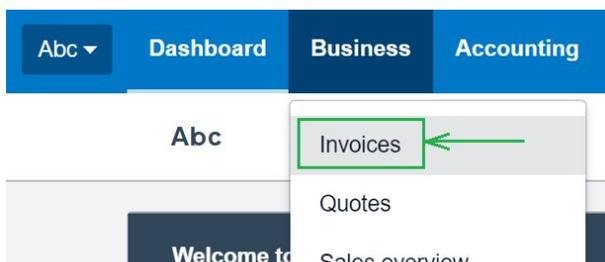
Fig.4 Ignore errors and proceed dialog

Successfully exported invoices have a  icon beside their invoice number and you will no longer be able to export these invoices to Xero again.

	Invoice No. 	Invoice Date 	Company Name 	Branches 	Purchase Order 	Total 
 	114869	22/12/2019	Blackwell Corporation	Melbourne	399	\$15,099.04
 	114870	22/12/2019	Blackwell Corporation	Melbourne	12	\$7,195.32

→ Invoice already exists in Xero. It will not be exported

Fig. 5 Successfully exported invoices to Xero



To view the exported invoices to Xero, simply click **Invoices** under the **Business** menu.

Fig. 6 Navigating to the exported invoices in Xero

All exported invoices from Alloc8 are visible on this page. If paperwork has also been exported, you will see a  icon in the Sent column. Click this to open and download the paperwork.

Number	Ref	To	Date	Due Date	Paid	Due	Status	Sent
114870	Job# 3996, PO# 12	Blackwell Corporation	22 Dec 2019	5 Jan 2020	0.00	7,185.72	Draft	
114865	Job# 3984, PO# N/A	Blackwell Corporation	27 Dec 2019	10 Jan 2020	0.00	800.00	Draft	

Fig. 7 Xero Invoices

Export Errors

Below is a list of common errors that will display when trying to export invoices to Xero.

	Invoice No.	Invoice Date	Company Name	Branches	Purchase Order	Total
▼ ⚠	114851	22/12/2019	Acme Corporation	Melbourne		\$2,945.81
1 →	Company not found in Xero					
▼ ⚠	114869	22/12/2019	Blackwell Corporation	Melbourne	399	\$15,099.04
2 →	Missing or incorrect GL Code 4201 for Equipment Movements in the Rate Card Standard Rate A					
▼ ⚠	114794	22/12/2019	Blackwell Corporation	Melbourne		\$6,836.74
3 →	Invoice already exists in Xero. It will not be exported Invoice paperwork not found or could not be exported earlier into Xero due to file size. Click here to retry					

Fig. 8 Export to Xero Errors

1. Company not found in Xero

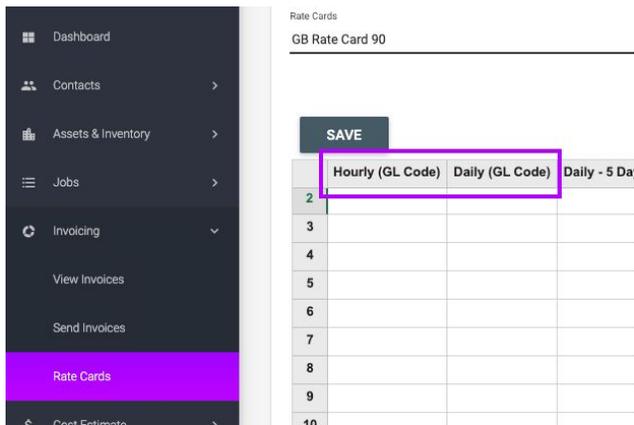
This error is encountered if there is no Xero Contact selected for the company

How to fix it: Navigate to *Companies > Edit Company* for that specific company, and assign a Xero Contact.

2. Missing or incorrect [GL Code] for [Item] in the [Rate Card]

This error is encountered if the GL Code of the item in the rate card does not exist or does not match with the GL Code in Xero.

How to fix it: Navigate to Invoicing > Rate Cards. Select the rate card that is being used on the invoice. Update the GL code columns in the 'Pricing' tab on the rate card.



3. Invoice already exists in Xero. It will not be exported.

The invoice has already been exported to Xero.

4. Invoice paperwork not found or could not be exported earlier into Xero due to file size. Click here to retry

This error is encountered if the invoice has already been exported but has paperwork which was not exported to Xero due to its large file size.

How to fix it: Click the *Click here to retry* link to try re-exporting the paperwork again