

Alloc8 User Guide

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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.

ndate Company	Contacts	
pdate company	001111010	
AVE VIEW HISTORY VIEW COMPANIES		
Company Name 1		
Blackwell Corporation	All 6	Options 🝷 Edit
· · · · · · · · · · · · · · · · · · ·	Customers 5	
Company Code *		CONTACT
BLK9076	Suppliers 0	Acme Corporation
Company Type(s) *	Employees 0	
Client		Blackwell Corporation
	Archived 0	
Melbourne		

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

a	lloc <mark>8</mark>	€	Export Invoices
-	Dashboard		VIEW INVOICES EXPORT EXPORT TO XERO RESET
**	Contacts		
ŵ	Assets & Inventory		Invoice Start Date
≣	Jobs		Invoice End Date
o	Invoicing <		⇒ 29/12/2019
	Preview Invoices		→ Oakleigh
	Create an Invoice		
	View Invoices		L> Blackwell Corporation (BLK9076)
	Export Invoices 2		Export invoices that have not already been exported only

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

IEW INVOI	CES EXPORT	EXPORT TO XERO RESE	ET				
		6					
01/12/20	19						
Invoice End Da	te 19						
Melbourne							
Blackwell (Corporation (BLK9076)						
Blackwell (Corporation (BLK9076) t invoices that have not alr	Iready been exported only					
Blackwell C	Corporation (BLK9076)	Iready been exported only					
Blackwell C	Corporation (BLK9076)	Iready been exported only					
Blackwell C Expor	Invoices No. 🗘	ready been exported only	Company Name 🗘	Branches 🗘	Purchase Order 🗘	Tot	al 🗘
Blackwell C Expor	Invoices that have not air	ready been exported only Invoice Date 💲 22/12/2019	Company Name 🛟	Branches 🗘 Melbourne	Purchase Order 🗘 399	Tot	al 🗘

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).

Ignore errors and proceed?	
One or more items need your attention. If you proceed, only	valid items shall be exported.
CANCEL	CONFIRM AND EXPORT

Fig.4 Ignore errors and proceed dialog

Successfully exported invoices have ^{exp} 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 ex	kists in Xero. It will no	t 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 on the Sent column. Click this to open and download the paperwork.

Abc 🕶	Dashboard Bus	ness	Accounting Payroll	Contacts				÷	Q	٠	?	
	Sales overview >											
	New Invoice 👻	Ne	ew Credit Note Send Stater	nents Import Export	t 🕥 Invoice	reminders off						
	All Draft (40)	Av	vaiting Approval (0) Awaiti	ng Payment (0) Paid	Repeating							
									40 itoms			
Number	Ref		То	Date ▼	Due Date	Paid	Due	1	Status	Seat	cn	٦
114870	Job# 3996, PO# 12		Blackwell Corporation	22 Dec 2019	5 Jan 2020	0.00	7,185.72		Draft		1	
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
6	ightarrow Company not four	nd in Xero				
- 🔺	114869	22/12/2019	Blackwell Corporation	Melbourne	399	\$15,099.04
6	ightarrow Missing or incorre	ect GL Code <u>4201</u> for	<u>Equipment Movements</u> in t	he Rate Card <u>Standa</u>	rd Rate A	
- 🔺	114794	22/12/2019	Blackwell Corporation	Melbourne		\$6,836.74
6	\rightarrow Invoice already ex Invoice paperwork	ists in Xero. It will no a not found or could n	t be exported ot be exported earlier into 2	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.

			Rate Ca	irds		
	Dashboard		GB R	ate Card 90		
**	Contacts	>				
f	Assets & Inventory	>		SAVE		4
=	Jobs	,		Hourly (GL Code)	Daily (GL Code)	Daily - 5 Da
			2			12
o	Invoicing	~	3			
			4			
	View Invoices		5			
			6			
	Send Invoices		7			
	Rate Cards		8			
			9			
	Cost Estimate		40			

- **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