Protean Software

Protean & Xero Integration Guide





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Setup

During installation, there are five Scheduled Tasks and five Export Routines that should be created, which are as follows:

- 1. Xero Customers Export
- 2. Xero Suppliers Export
- 3. Xero Sales Invoices Export
- 4. Xero Purchase Invoices Export
- 5. Xero Nominal Postings Export

These Scheduled Tasks are initially set to run once a day by default and in a 'On Hold' status. The status needs setting to 'Ready' when you require the generation of Xero export files to run automatically.

Please be aware that due to the Xero imports limitations, export files may have to be split when the maximum number of lines is reached.

Recommendation:

We would highly recommend running the various exports on a regular basis to avoid reaching the limitations mentioned above.

These limitations are as follows:

• Customers & Suppliers – 1000 records

Exports only those records modified between the runs.

• Sales & Purchase Invoices – 500 records

Splitting Exception – export routine will never split one document apart, therefore if Sale/Purchase invoice with over 500 lines are created, max records limit has to be exceeded.

• Nominal Postings – 300 records

Splitting Exception – export routine will never split one batch apart to make sure that the balance is always zero, therefore if Batch Update is not run frequently enough and bigger batches are created, max records limit has to be exceeded.

Each Export Routine produces one file. If there are records not captured due to the limitations, these will be exported with the next run.

If you notice that you produce more export information a day than fits in one file, please contact Protean Support for advice on how to amend the automation.

It is advised that after installation, to repeatedly run all export routines manually until each one no longer produces csv files.

Further Notes:

- Files are normally setup to go into the following folder location: Protean/ImportExport/Xero.
- You just leave the accounts system as 'Paper, do not select the CSV export option, as this would double up and also try to export in a non-Xero format.
- Then (once the Xero exports are available) you do a batch update in Protean (could be scheduled to just happen) this populates all the posting info in the background.
- Then when the exports run (can be scheduled to happen) the export files will be available for the customer to import into Xero.



Fieldspopulated in export templates/files

Below is a list of all the fields that are populated in each export template / file:

Customers Export (Invoice Accounts only)

- ContactName Name
- AccountNumber Alpha
- EmailAddress Email Accounts
- FirstName Accounts Contact First Name
- LastName Accounts Contact Las Name
- POAttentionTo Name
- POAddressLine1 Address 1
- POAddressLine2 Address 2
- POCity Address 3
- PORegion Address 4
- POPostalCode PostCode
- POCountry Country Name
- SAAttentionTo Name
- SAAddressLine1 Address 1
- SAAddressLine2 Address 2
- SACity Address 3
- SARegion Address 4
- SAPostalCode PostCode
- PhoneNumber Phone
- TaxNumber VAT Reg No
- Website Web General 'http://' prefix is added if doesn't exist

Suppliers Export (Invoice Accounts only)

- ContactName Name
- AccountNumber Alpha
- EmailAddress Email Accounts
- POAttentionTo Name
- POAddressLine1 Address 1
- POAddressLine2 Address 2
- POCity Address 3
- PORegion Address 4
- POPostalCode PostCode



v1.2 POCountry – Country Name

- SAAttentionTo Name
- SAAddressLine1 Address 1
- SAAddressLine2 Address 2
- SACity Address 3
- SARegion Address 4
- SAPostalCode PostCode
- PhoneNumber Telephone
- FaxNumber Fax
- TaxNumber VAT Reg No
- Website Web General 'http://' prefix is added if doesn't exist

Sales Invoices Export

- ContactName Customer Name
- InvoiceNumber
- Reference
- InvoiceDate
- DueDate
- Description
- Quantity
- UnitAmount
- AccountCode
- TaxType
- TaxAmount
- Currency

Purchase Invoices Export $V_{1.2}^{1.2}$

- ContactName Supplier Name
- InvoiceNumber
- InvoiceDate
- DueDate
- Description
- Quantity
- UnitAmount
- AccountCode
- TaxType
- TaxAmount
- Currency

Nominal Postings Export

- Narration
- Date
- Description
- Account
- TaxRate
- Amount





Haw **y**o import the information into Xero:

Below are some step by step guides on how to import the various spreadsheets / files into the Xero system. Further information on how to import the various spreadsheets into Xero can be found at this website link: https://central.xero.com/s/article/Import-data-in-to-Xero

Importing Invoices into Xero:

1. In the Business menu, select Invoices:



2. Then click on Import:

ness	Accounting	Payroll	Projects Contacts		
	Sales o Inve	oices		_	_
	New	v Invoice 👻	New Credit Note	Send Statements	t xport • Invoice Reminders: Off
	All	Draft (2)	Awaiting Approval (0)	Awaiting Payment (14)	Paid Repeating

3. Then click on Browse and select your saved CSV file:

Select the h	ile to impo			
Browse	No file	ected		
your file shou	ld end with	a CSV (Comma So ther .csv or .txt.	eparated Values) file. The name of
Would you like	e to update o all address o	ntact address deta Italis	ils?	
Yes, updat	te contacts v	th imported addres	s details	
Is the UnitAm Tax Exclus	ount field ta	nclusive or exclusiv	e?	
O	ione.			

- 4. Choose whether you want to update your contacts' address details or not.
- 5. Choose that the prices in the Unit Amount field / column are Tax Exclusive.
- 6. Click Import.
- 7. Review the import message in Xero. If there are errors in the file, click **Go Back**, fix the errors, then import the file again. Otherwise, click **Complete Import**.

Recommendation:

We would highly recommend moving the files to a different location once they've been used, to avoid them being re-imported again by mistake. Maybe consider setting up an additional folder called "Archive" for example and moving them into it once they've been used.

What's next?

Once you've imported your invoices into Xero, you'll need to go through and approve them.

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Protean Xero Integration Guide

Importing Supplier Invoices into Xero:

1. In the **Business** menu, select **Bills to pay**:



2. Then click on Import.

ness	Accounting	Payroll	Projects Cont	acts			
	Purchase	es overview >					
	New	Bill 👻	New Credit Note	Import Expc t Create	bill from er	nail	
	All	Draft (0)	Awaiting Approval	(0) Awaiting Payment (15)	Paid	Repeating	

3. Drag and drop the saved CSV file or click Select File:

File import				
Di g and drop the or select manually Select File				
The file you import must be a CSV (Comma Separated Values) file. The name of should end with either .cov or .th.	f the file			
No, ignore all address details				
Yes, update contacts with imported address details				
Is the UnitAmount field tax inclusive or exclusive				
O Tax exclusive				
C Tax inclusive				

- 4. (Optional) If you've entered contact emails and addresses that you want to change when you import this file, select **Yes, update contacts with imported address details**.
- 5. Choose that the prices in the Unit Amount field / column are Tax Exclusive.
- 6. Click **Confirm**.
- 7. Review the import message in Xero. If there are errors in the file, you can go back to the file, fix them, then import the file again. Otherwise, click **Complete import**.
- 8. You can always enter individual bills or credit notes, which aren't successfully imported, afterwards.

What's next?

Bills are imported into Xero as drafts, so you'll need to approve them.



Importing Journals into Xero:

Create the manual journal template file, then import it into Xero. You can have up to 300 lines in your import file.

1. In the Accounting menu, select Reports:



2. Find and open the **Journal Report**. You can use the search field in the top right corner:



Taxes and balances

☆ EC Sales List :	රු Trial Balance :
\swarrow Foreign Currency Gains and Losses	👷 UK VAT Return
☆ General Ledger	$\zeta_{\mathcal{I}}^{h}$ VAT Reconciliation
☆ Journal Report	

3. Click Manual Journals:

э.		ness Accounting Payroll Projects Contacts	
		Reports · Journal Report	
			Wide view 🖉
		From: To: Order by: 1 Feb 2023 ▼ 28 Feb 2023 ▼ Journal ID ▼ Update	
		Show Tracking Show Posted Manual Journals Only	
		Manual Journals	
4.	Then click Import :	Manual journals	
		New Journal New Repeating Journa Import	
		All Draft Posted Voided Repeating Archive	

Archive Void No items selected		1 item	Search
Narration	Date 🗸	Debit GBP	Credit GBP
Coded incorrectly Office Equipment should be Computer Equipment	27 Dec 2022	2,569.00	2,569.00





6. Click Import, review the message, then click Complete Import.

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Import Sustomers & Suppliers into Xero:

- V1.Z
 - 1. In the **Contacts** menu, select **All contacts**:

Demo Company (UK) 🗸	Dashboard	Business	Accounting	Payroll	Projects	Contacts
Demo Company (UK)					E	All Contacts
						Customers
	Business Bank Account		ccount	Suppliers		
		33-04-04-301034321			Groups	
			Recon	cile 29 items	E	^{le} Training

2. At the top right corner of the screen, click on the menu icon and select Import.

_	New contact
<u>+</u>	Import
t	Export
₿	Send statements

3. Click **Select file** and select your saved file:

Upload contacts	
Prepare file to import	
Download the template and add your contacts. Don't delete the column headings as they are needed for the import to succeed.	
To update contacts already in Xero, export your contacts to CSV and edit them in the spread/hete: Existing contacts will be updated if the value in "ContactName matches the name of a contact that already exists.	
Up to 1,000 contacts can be imported each time.	
Download template	
Read instructions on how to fill out the template 13	
Upload contacts	
File to upload (required)	
Select file	
2 MB max size. File should end in .csv or .txt	
On importing an existing contact, empty fields will Be ignored	
Delete existing information	
Next	
4 Under On importing an existing contact empty	On importing an existing contact, empty fields will
4. Onder On importing an existing contact, empty	O Be ignored
lielas will, select be ignored.	Delete existing information

- 5. Click Next.
- 6. Review the information you're importing, then click **Complete Import**.

Notes:

You can always update an individual contact's details after you've imported them.

Imported contacts are automatically categorised into the **All** contact group when first created. Once you've entered an invoice, bill or credit note transaction for a contact, Xero will automatically assign them into the **Customers** or **Suppliers** contact group. It's not possible to manually move contacts between the default groups, but you can create a new contact group.



Versi2n Control

Version	Comments	User	Date	Approver
1.0	Initial guide created	DM	11/01/2023	DM
1.2	After review, additional comments and	DM	15/02/2023	JD
	recommendations added as required.			