Protean Software

Protean & Xero Integration Guide

Contents

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.

Fields populated 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

- 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

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

Nominal Postings Export

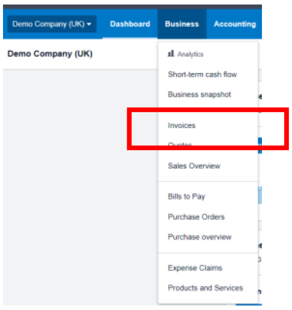
- Narration
- Date
- Description
- Account
- TaxRate
- Amount

How to import the information into Xero:

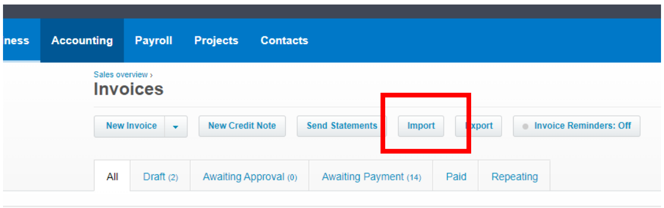
Below are some step by step guides on how to import the various spreadsheets / files into the Xero system. Further information on how to import the various spreadsheets into Xero can be found at this website link: https://central.xero.com/s/article/Import-data-in-to-Xero

Importing Invoices into Xero:

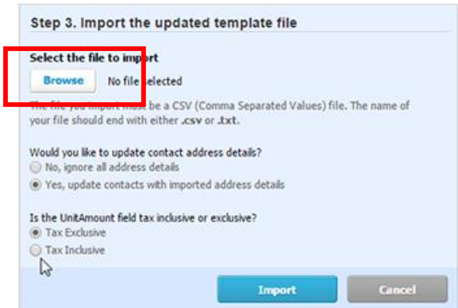
1. In the **Business** menu, select **Invoices**:



2. Then click on **Import**:



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



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:

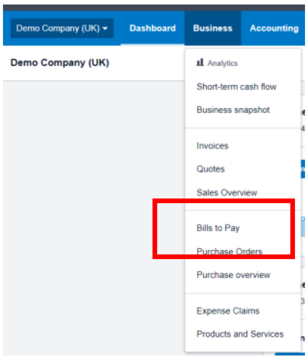
We would highly recommend moving the files to a different location once they've been used, to avoid them being re-imported again by mistake. Maybe consider setting up an additional folder called "Archive" for example and moving them into it once they've been used.

What's next?

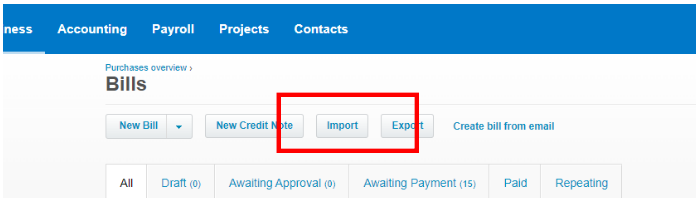
Once you've imported your invoices into Xero, you'll need to go through and approve them.

Importing Supplier Invoices into Xero:

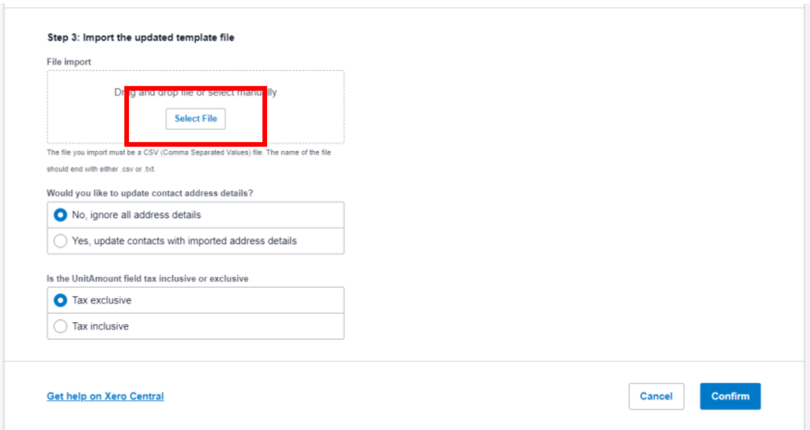
1. In the **Business** menu, select **Bills to pay**:



2. Then click on **Import**.



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



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.

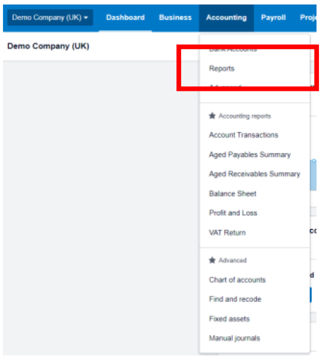
What's next?

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

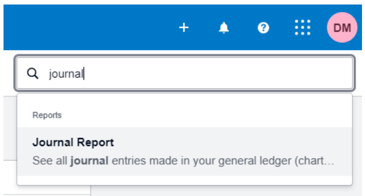
Importing Journals into Xero:

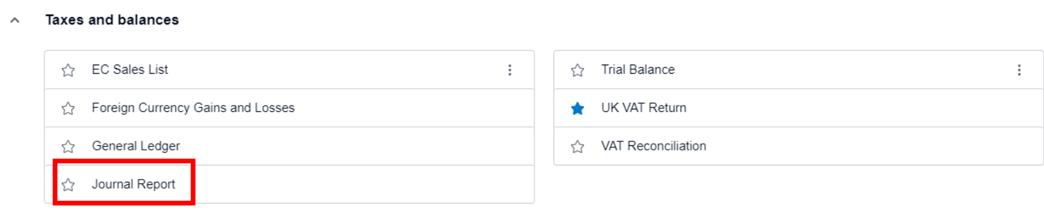
Create the manual journal template file, then import it into Xero. You can have up to 300 lines in your import file.

1. In the **Accounting** menu, select **Reports:**

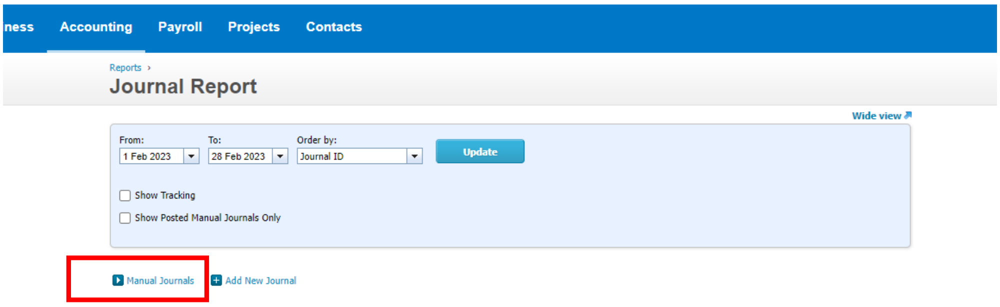


2. Find and open the **Journal Report**. You can use the search field in the top right corner:

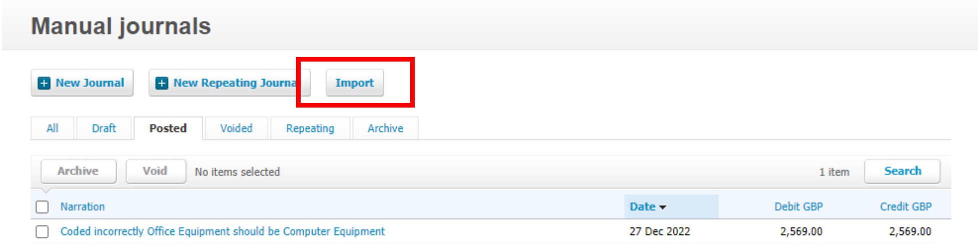




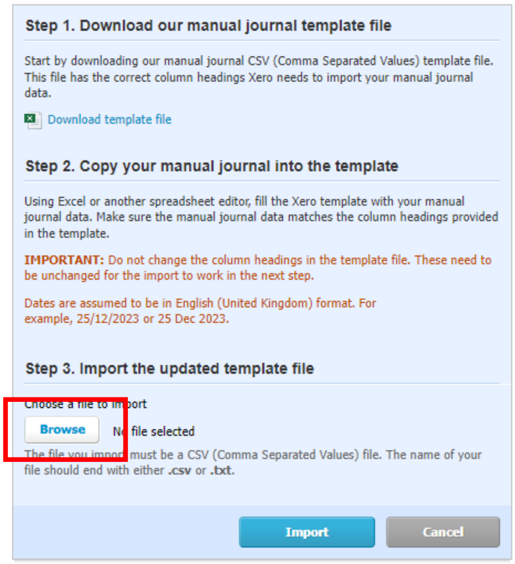
3. Click **Manual Journals**:



4. Then click **Import**:



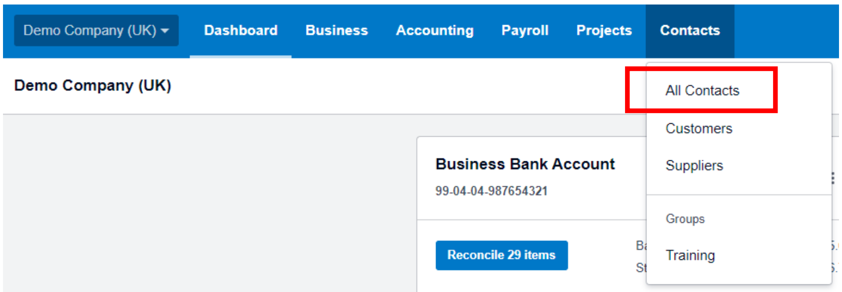
5. Click **Browse**, then select the file.



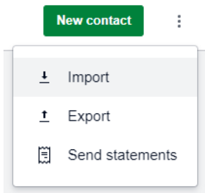
6. Click **Import**, review the message, then click **Complete Import**.

Import Customers & Suppliers into Xero:

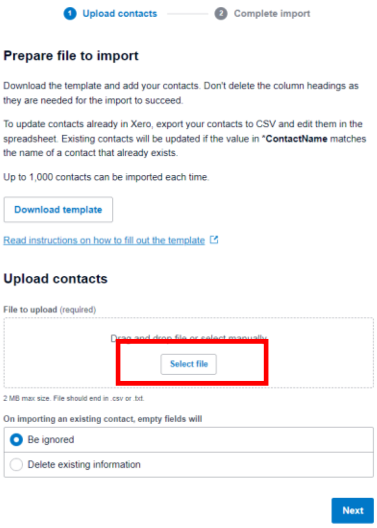
1. In the **Contacts** menu, select **All contacts:**



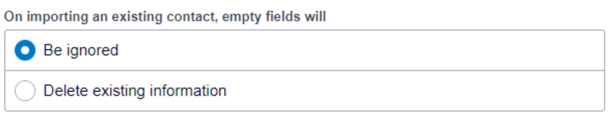
2. At the top right corner of the screen, click on the menu icon and select **Import**.



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



4. Under **On importing an existing contact, empty fields will**, select **Be ignored**:



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.

Version Control

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