

TRADE ONLINE - CONNECTING TO XERO

Abstract

This document explains the steps involved in connecting Trade Online to Xero to receive invoices automatically.

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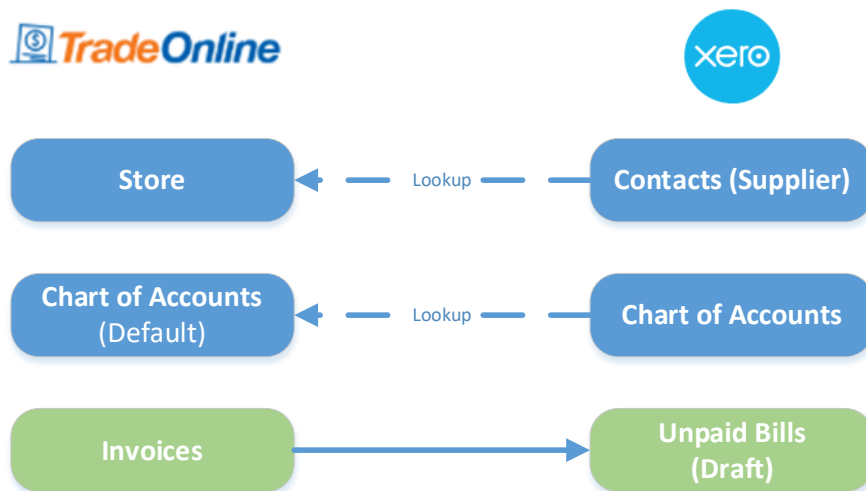
Introduction

Trade Online enables customers of participating Mitre 10 and Home Timber Hardware Stores to access their account information 24/7. This includes ability to view account balances, orders, invoices, statements and to make payments. If you have not registered to Trade Online already, please do so from www.tradeonline.com.au. Please note that we are in the process of rolling out Trade Online across Mitre 10 and Home Timber Hardware Stores. For a full list of Stores participating in Trade Online, please [click here](#).

Customers who use Xero as their accounting platform can now get Invoices delivered straight in to Xero from Trade Online. This means

- No more entering invoices manually in to Xero.
- Easy tracking of your bills and when to pay.
- A better way to manage your cash flow.

Diagram below depicts the high-level data flow.



[Click Here](#) to watch a video of how to connect Trade Online with Xero.

Setting up a Xero Connection with Trade Online

Setting up Xero Connection involves completing following steps in Trade Online.

- 1) Navigate to the Xero Connection Page
- 2) Login to Xero and grant access to publish invoices
- 3) Configure the Xero Connection parameters (Supplier, Chart of Accounts etc.)
- 4) Start receiving invoices to Xero automatically within 24-48 hours of the transaction.

Navigating to Xero Connect page

Connection with external applications (including Xero) can be set-up from the **Trade Sync** Menu in Trade Online.

- 1) You can access the Trade Sync page using following options.
 - By clicking the Trade Sync button on the dashboard
 - Using the Trade Sync option on left hand navigation menu

The screenshot shows the Trade Online Dashboard for 'Mr Dean Griffin'. On the left navigation menu, the 'Trade Sync' option is highlighted with a red box. On the dashboard header, the 'Trade Sync' button is also highlighted with a red box. The dashboard displays account information for 'Jake's Construction' and a donut chart for 'Account Balance'.

Category	Amount
Credit Limit	\$200,000.00
Account Balance	\$60,580.02
Available Credit	\$139,419.98

Invoice No.	Amount	Due Date	Status
4509113519	\$31.34	30/09/2019	Overdue
4509113410	\$107.38	30/09/2019	

- 2) Click on **Configure** button on screen.

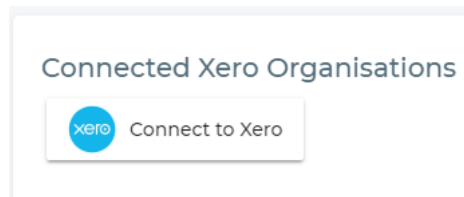
The screenshot shows the Trade Sync configuration page. It includes the TradeSYNC logo and a description of the service. Below the description, there is a list of applications that can be linked to Trade Online. The 'Connect to Xero' option is highlighted, and the 'Configure' button is highlighted with a red box.

Application	Description	Action
Connect to Xero	Accounting Software & Online Bookkeeping	Configure

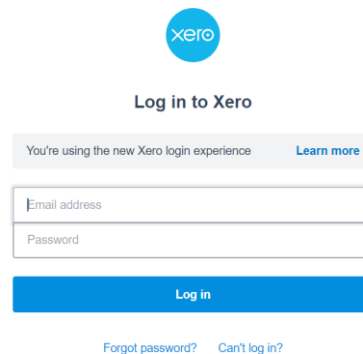
Login to Xero and Grant Access

Once you click the Configure button, the Xero Setup page opens.

- 1) Click on **Connect to Xero**.

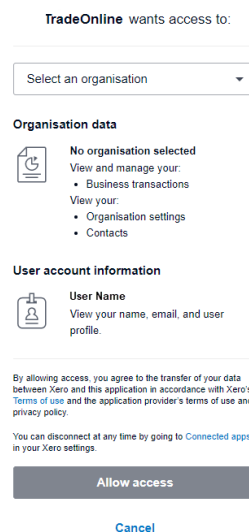


- 2) You will be redirected to Xero Login page. Login with your **Xero username and password**.



***If you do not see the Xero login page, check if your browser has blocked the popup.*

- 3) After successful login, you will be prompted to grant Trade Online access to your Xero Account. This includes access to.
 - a. View and Manage Business Transactions – So that Trade Online can publish invoices.
 - b. View organization settings – So that Trade Online can enable you to configure the correct Chart of Accounts when configuring the connection.
 - c. View contacts – So that Trade Online can enable selecting appropriate supplier (set up as Contacts in Xero) when configuring the connection.





- 4) Select Organisation that you would like to receive invoices against and click **Allow Access**


Configure Xero Connection Parameters

Once you grants access, Trade Online will open up the setup page to capture additional details to complete the configuration. Alternatively, you can click [Configure New Connection](#) button to access this page.

Xero

Store Group *  Tait Mitre 10

Store Account # *  Jake's Construction
Account #:114181

Organisation (Xero) *  Jake's Construction





Supplier (Xero) *  Tait Mitre 10 - Tooronga

Chart of Accounts (Xero) *  Purchase

Start Date *  1/1/2020

[Create new Account in Xero](#)
[Account code - 462](#)

Status ☒ Xero Connected

 Connect another Xero Organisation

Cancel Save Delete


- Select the **Store Group** and **Account** that you are trying to link to Xero.
- Choose the **Xero Organisation** that you would like to receive the invoices against. (Important if you have multiple organisations configured in Xero)
- Select **Supplier** in Xero corresponding to the Store selected.
- Select **Chart of Accounts** in Xero against which you would like to post the invoices.
- Start Date** from which you want the invoices published. You can choose to publish invoices from up to 60 days in past.

Receive invoices within 24-48 hours of the transaction

Once configured, relevant invoices will automatically be published within 24-48 hours from when the transaction is completed and will include Summary (e.g. Invoice Number, Total Amount, Due Date etc.) and Line level details (Items, Quantities and Unit Price). Invoices will be published in **Draft** Status.

You can click on [Go to TradeOnline](#) button to view the invoice details in Trade Online including item details, Proof of Delivery etc.

[Purchases overview](#) > [Bills to pay](#) > **Edit Bill 4509365271**

Draft [Go to TradeOnline](#)  [Print PDF](#) [Bill Options](#)

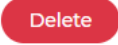
From Tait Mitre 10 - Tooronga Date 1 Dec 2020 Due Date 31 Jan 2021 Reference 4509365271 Total 288.49

[Add last items](#)



AUD Australian Dollar Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Region	Amount AUD
11	TREATED PINE 138X18 PRIMED H3 5.4M	10.80	6.8185	462 - Purchase	GST on Expenses		73.64
11	TREATED PINE 138X18 PRIMED H3 1.8M	1.80	6.8167	462 - Purchase	GST on Expenses		12.27
11	MAKITA TCT SAW BLADE 165MM X 20 X 20T	1.00	23.32	462 - Purchase	GST on Expenses		23.32
11	CHEMSET 101 380ML CARTRIDGE RAMSET	1.00	24.36	462 - Purchase	GST on Expenses		24.36
11	CHEMSET ANCHOR STUD M10X130MM BOX 10 RAMSET	1.00	10.36	462 - Purchase	GST on Expenses		10.36

Disconnecting Xero Connection

If you no longer want to receive invoices from a particular Store Account, you can **Delete** the connection entry using the  button.

Store Accounts Connected to Xero

Store Group	Store Account #	Organisation (Xero)	Supplier (Xero)	Account (Xero)	Start Date	Status	
Tait Mitre 10	114181 - Jake's Construction	Jake's Construction	Tait Mitre 10 - Tooronga	462 - Purchase	01/11/2020	Xero Connected	 


If the connection being deleted is the last one, Trade Online will prompt whether you wish to revoke the access granted to your Xero Account. If you choose Yes, then Trade Online will disconnect completely and you will need to authenticate and grant access again if you need to establish a new connection in future.

Trade Online access to your Xero Account


Looks like you are deleting/disconnecting the last remaining Xero Connection from Trade Online. Trade Online was previously granted access to view your Xero Account (e.g. Contacts, Accounts etc). Click "Yes - Remove Xero Access" to remove this access. This means you will need to authenticate again if you wish to establish another connection in future. Alternatively click "No - Retain Xero Access"

Yes

No

Trade Online also lets you disconnect any of the connected organisations. You can achieve this by clicking the Disconnect button  against the organisation. Note that by disconnecting the organisation you will also be removing any Xero connections that references the organisation.

Connected Xero Organisations

 Connect another Xero Organisation

Demo Company (AU) 

Frequently Asked Questions

What if I have multiple accounts in Mitre 10/Home Timber Hardware Stores?

You will need to repeat the configuration for each Store account using the option. Please ensure you choose the Supplier correctly when configuring the connection.



What if I have multiple organisations in Xero?

If you have multiple organisations in Xero you can connect same using button in the Xero Connection Set up Page. Note that you will only be able to publish invoices for a given Store Account to one Organisation at a time.



What if I stop seeing invoices coming through to Xero after it is set up?

Once the connection is established, Xero requires Trade Online to periodically refresh the access. While we have made best efforts for this to happen automatically, certain scenarios might require users to reconnect Trade Online to Xero. All you need to do is to log in to Trade Online and complete configure the connection again and invoices (including the pending ones) will flow through the following day.

What if I want to modify the configurations once it is set up?

Once Xero Integration is set up, a list of active connections can be accessed by clicking the



button in your Trade Online Dashboard. You can use the



option

to make changes. If you want to stop receiving the invoices automatically please click the button against the relevant connection.



Who can I contact in case of issues?

Any problems with the actual invoices (e.g. claims etc.) needs to be raised with the Store directly. If you are facing issues establishing the Xero connection or not seeing invoices coming through, you can email the details to tradeonline@mitre10.com.au. Please include the Store Name, Account Number and Invoice Number (if applicable) when sending your enquiry. One of our team members will contact you after reviewing the request.