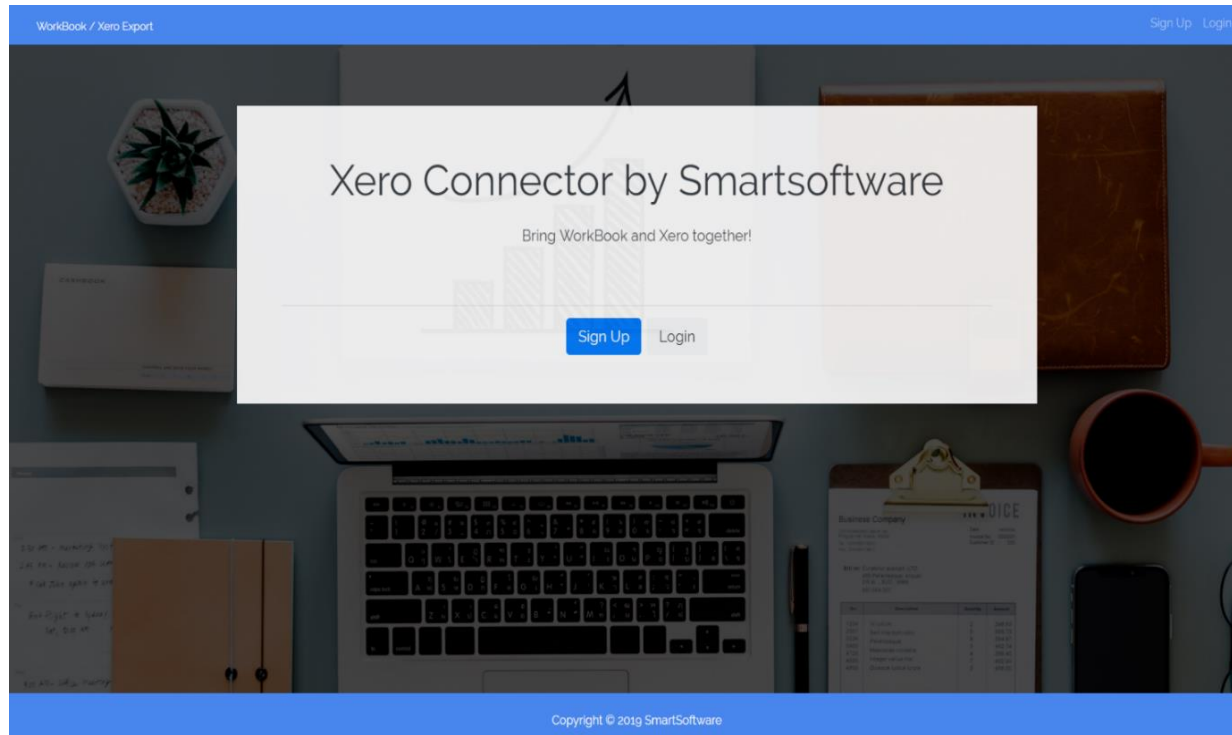


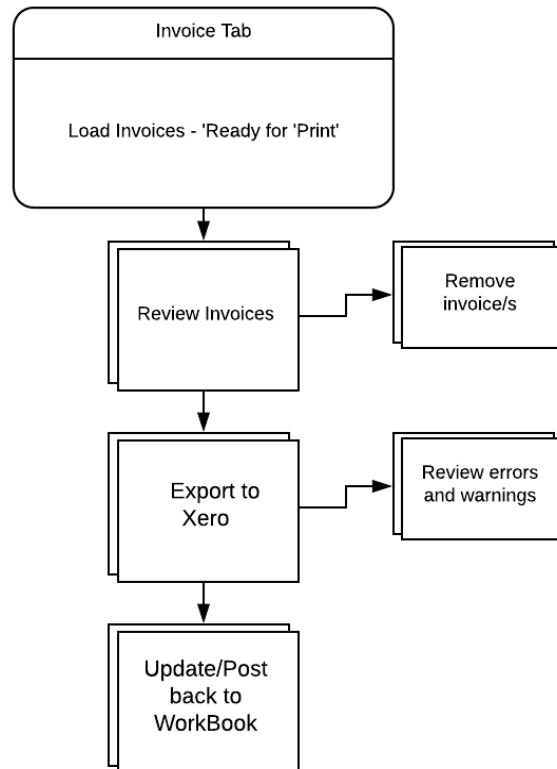
WorkBook to Xero Connector

Developed by smartsoftware, a Deltek partner, the WorkBook to Xero Connector is an online web application that securely connect your WorkBook system to Xero and manage:

- Sales Invoices
- Purchase Orders
- Creditor Invoices
- Expenses
- Receipt notification



Export Workflow Example



Invoices and Credit Notes in WorkBook that have a system status of **'Ready to Print'** are eligible for the export. In the web application, these will appear on the "ready to export" screen:

- **Review invoices, items removed from the list will not be considered for processing.**
- **Export to Xero, in either draft or approved, draft status will allow final approval to occur in Xero. Xero will report any errors or warnings.**
- **Update WorkBook. This will change all invoices from 'Ready to Print' to 'Finalized' in WorkBook.**

Processed invoices will not appear in the web application again unless their status is manually updated in WorkBook.

Invoice Capture – View from WorkBook

Workbook / Xero Export Xero: Connected

3 invoices ready for export

[Export to Xero](#) **Export invoices to Xero** [Update in WorkBook](#) **Update invoice status in WorkBook** **Connected status**

Export as: Draft Authorised

Draft Authorised ✕

Invoice	Client	Job	Total (AUD)	Issued	Due
6	DreamWorks Animation	1013 - Marketing & Promotion	\$275	11/04/2018	21/04/2018

Details

Description	Qty	Unit \$	Tax \$	Acc Code
Travel Expenses	1	\$250	\$25	14250

Draft Authorised ✕

Invoice	Client	Job	Total (AUD)	Issued	Due
3	EMU International	1007 - Prototype design	\$3674	13/03/2018	23/03/2018

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Invoice Capture – View from Xero

Dashboard Accounts **Projects** Reports Contacts Settings + 📁 📧 🔍 ?

Sales >

Invoices

No items selected
1 item | 18,389.16 USD

<input type="checkbox"/>	Number	Ref	To	Date	Due Date	Due
<input type="checkbox"/>	1234	1014 - Test Invoice Reporting	Corrs Support Services Trust	Nov 7, 2018	Nov 17, 2018	25,281.24 AUD

Draft Preview Email Print PDF Invoice Options

To: Corrs ...
Date: Nov 7, 2018
 Due Date: Nov 17, 2018
 Invoice #: 1234
 Reference: 1014 - Test Invoice Report

Currency: AUD Australian Dollar
 Exchange Rates: 1 USD = 1.37403 AUD (Nov 7, 2018)
 Amounts are: Tax Exclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Amount AUD
⋮	CMS Intergration	9.996	1,199.52		400 - Sales	Tax on Sales (0%)	11,990.40 ×
⋮	Testing	3.9984	799.68		400 - Sales	Tax on Sales (0%)	3,197.44 ×
⋮	Bug Fixes	5.9976	1,199.52		400 - Sales	Tax on Sales (0%)	7,194.24 ×
⋮	Project Management	4.998	499.80		400 - Sales	Tax on Sales (0%)	2,498.00 ×

Subtotal	24,880.08
Sales Tax	0.00
TOTAL	24,880.08 AUD



For further information about the features, pricing, and any other relevant details contact [smartsoftware](#)