XACT QUOTE TO CLOUD

Connecting QuoteWerks® and Xero®

User Manual

Version 2.3

XACT SOFTWARE SOLUTIONS

Contents

Setup Guide

Pre-requisite:

- QuoteWerks version 5.5 and newer
- Quote to Cloud installer
  Installer for both demo and full version can be downloaded at Quote to Cloud product page:
  www.xactsoftware.co.nz/xqc .

Quote to Cloud Installation and Configuration

1. Run the Setup application to install *Quote to Cloud* and follow through the setup process
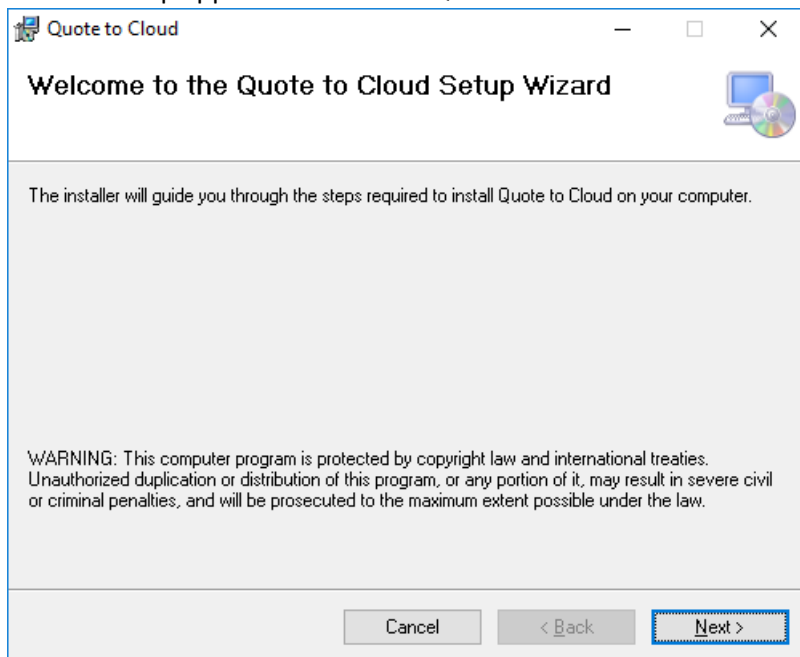
2. Open *Quote to Cloud* on the Desktop -or- from Windows (Start) menu, look for "*Quote to Cloud*".
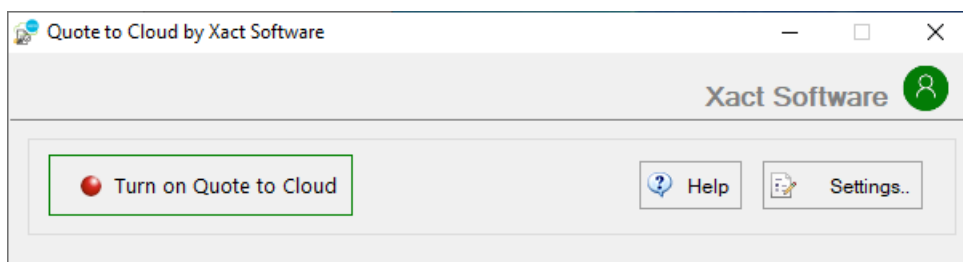
3. Choose *OK* to proceed.
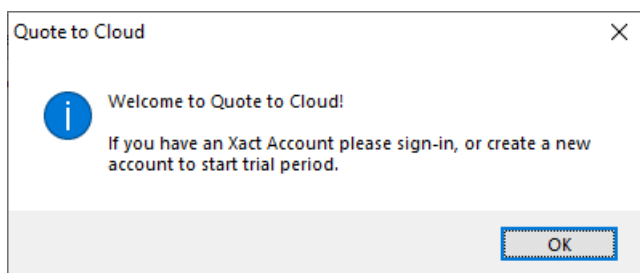
4. Sign-in to your Xact Account or create a new one.
   If this is your first time using *Quote to Cloud*, a demo subscription will be created.
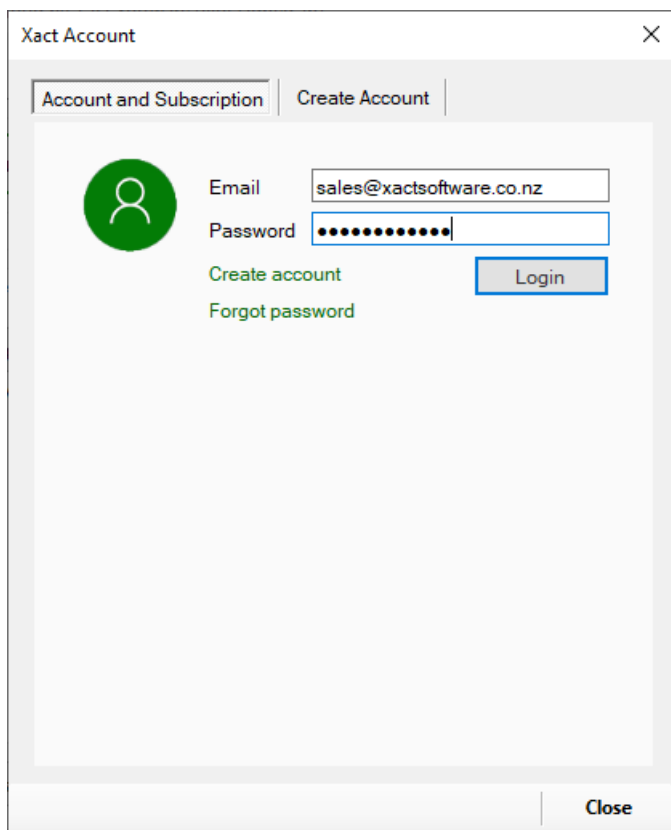
5. Connect to Xero by going into Settings – *Xero* tab – *Connect to Xero*.
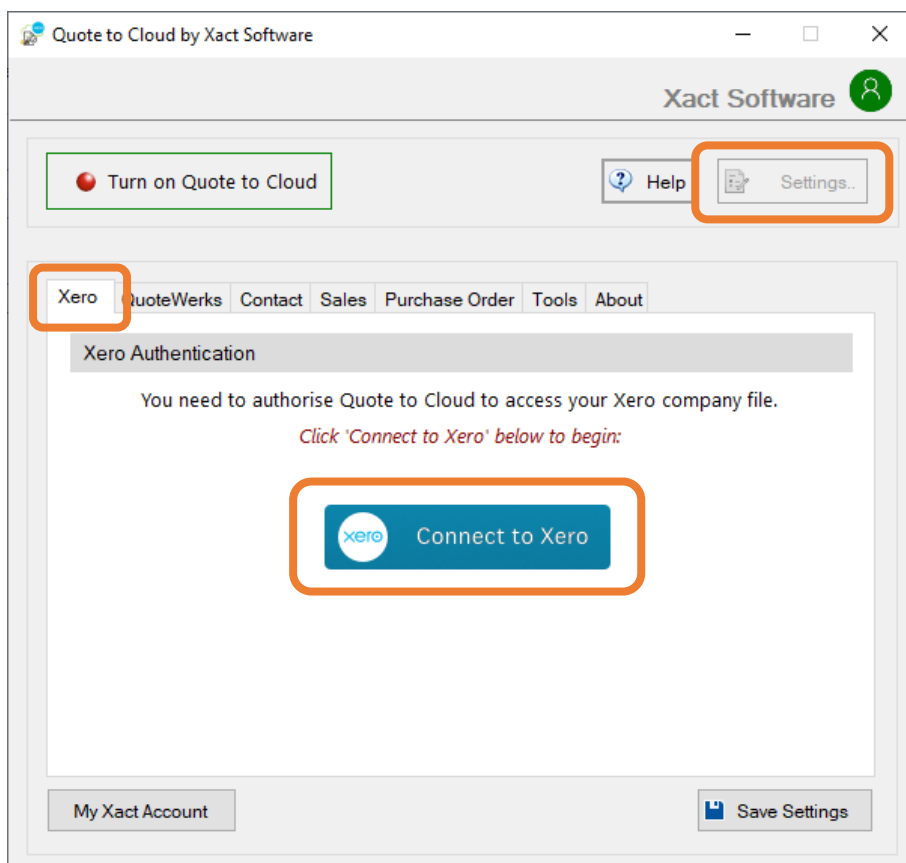
6. Login to Xero using a Xero account that has permission to allow third-party application to connect. If you already logged-in to Xero, then this step will not be displayed.
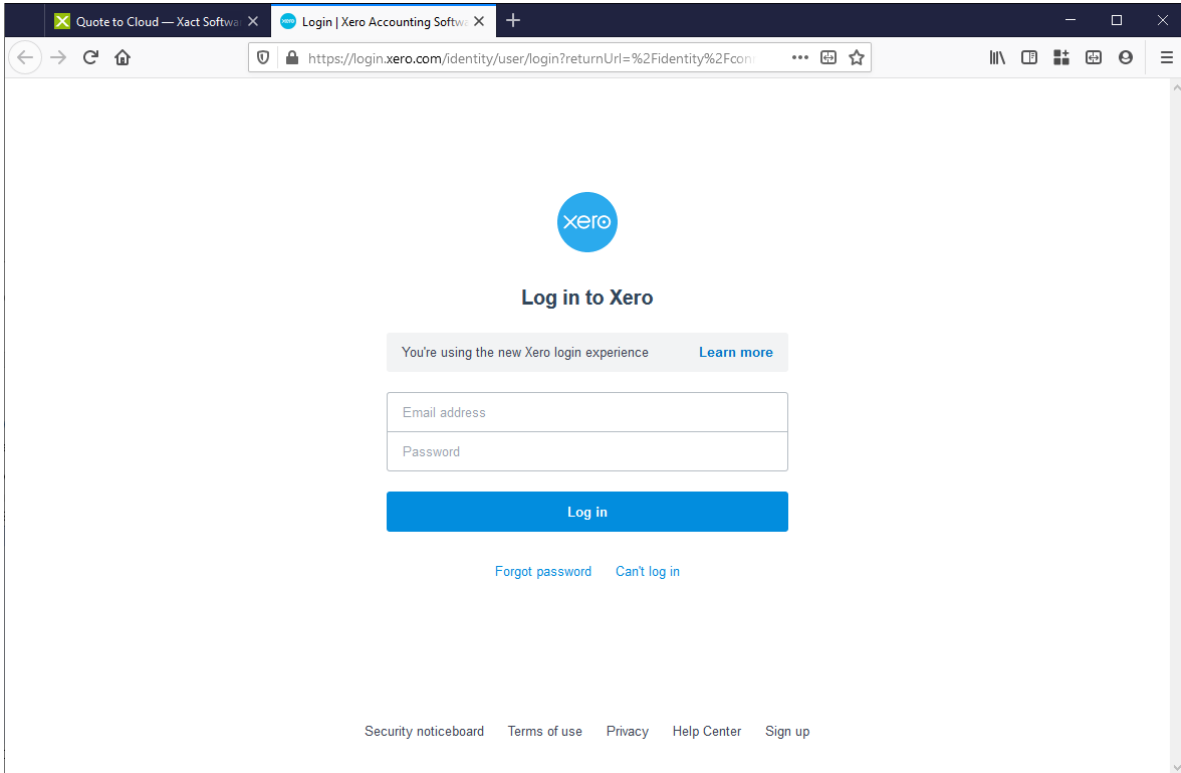
7. Choose *Allow Access* to proceed.
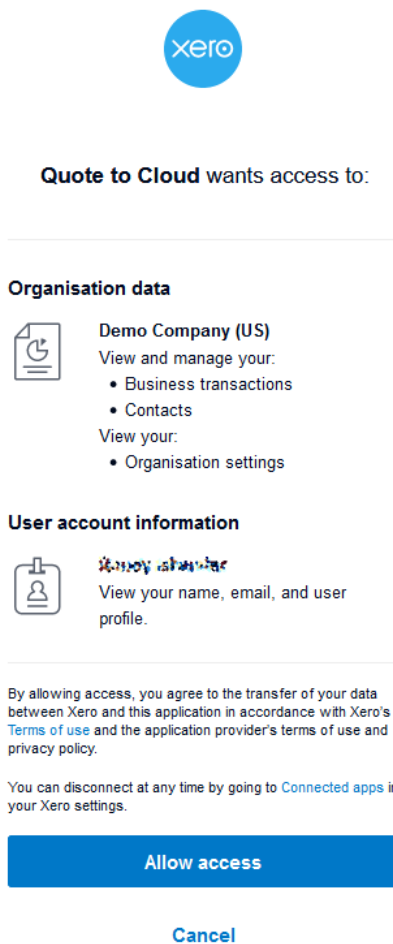
8. Connection is now authorised; switch back to *Quote to Cloud*.
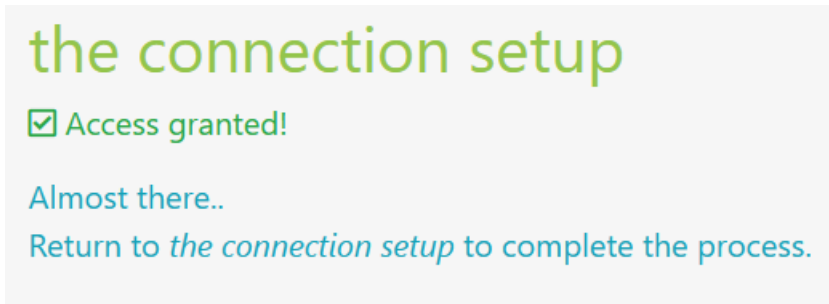
9. Quote to Cloud is now connected to Xero.
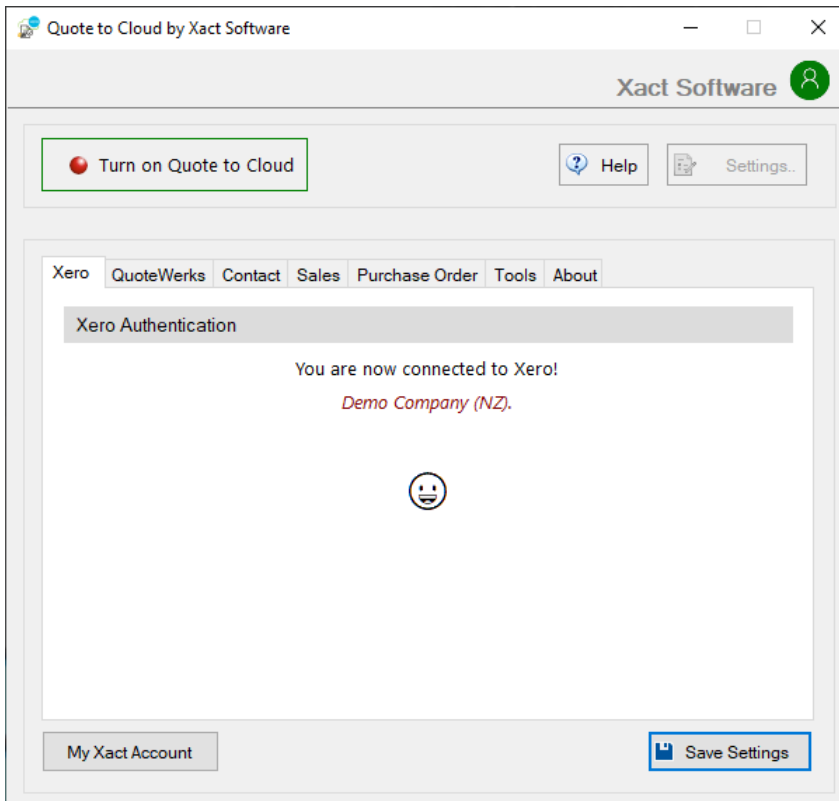
If the above is not displayed then click the "Try again" link;
Or to start over click the Connect to Xero button.

You may need to re-authorise in the future, such as when *Quote to Cloud* is not used for an extended period of time.

QuoteWerks Configuration

To use Xero as the contact lookup in QuoteWerks (optional):

1. Make sure *Use Xero for contact lookup* option is enabled in *Settings – Contact* tab
2. In QuoteWerks, go to *Contacts – Setup Contacts Manager…*
3. Select *None**
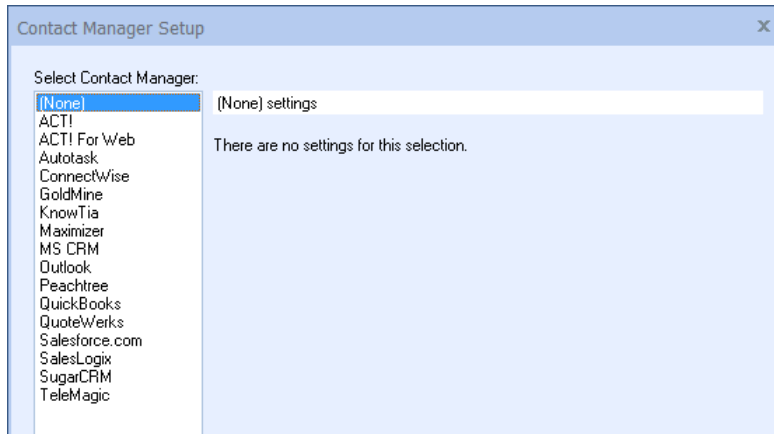
4. Click *Ok* to save

* You can keep using the existing Contact Manager but certain functions such as contact search and lookup may show multiple prompts.


Data Flow

A general overview of how the flow of data is used for integration between QuoteWerks and Xero.

QuoteWerks		Xero
Contacts	→	Contacts
Document (Quote, Order, Invoice)	→	Quote / Invoice
Document (Quote, Order, Invoice)	→	Purchase Order

Getting Started

For connecting to Xero and setting up QuoteWerks, see previous section "Setup Guide".

Once *Quote to Cloud* is installed, a new shortcut is created on the desktop and in the Start menu (*Xact Software – Quote to Cloud*).
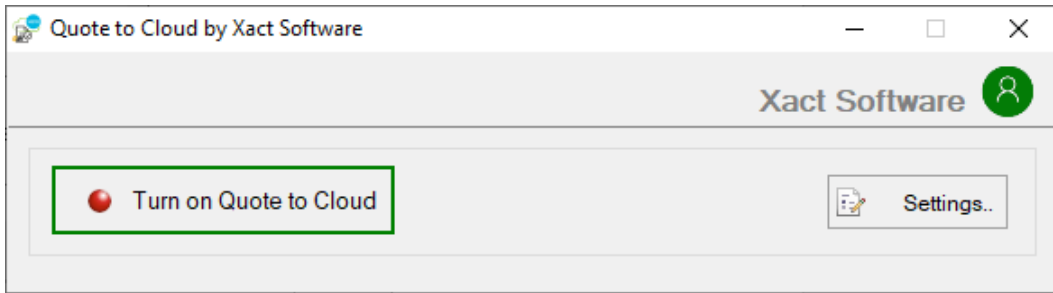

QuoteWerks must be open before turning on Quote to Cloud.

Turn on Quote to Cloud to enable the integration.

A prompt may appear when running this for the first time:
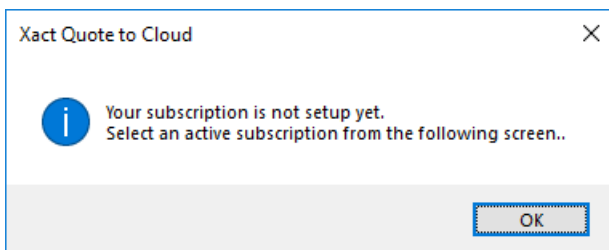
You will need to login to an Xact Account.
If you have never used this product before, a 14 days trial subscription will be automatically issued.

What to do next:

- See *How to – Perform Xero Contact lookup* to retrieve and populate invoice contact details from Xero.
- See *How to – Create Xero Invoice from QuoteWerks*

How to

Perform Xero Contact lookup

To perform a contact lookup from Xero contacts simply click the 'search contact' button (magnifying glass)

(Alternatively, for a quicker search, enter a company name into the company field and click "Retrieve Current Contact" button.)
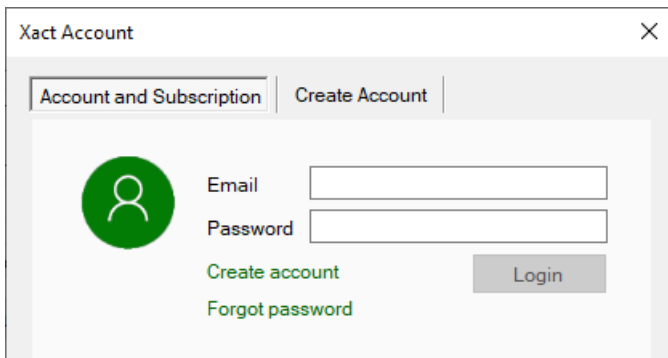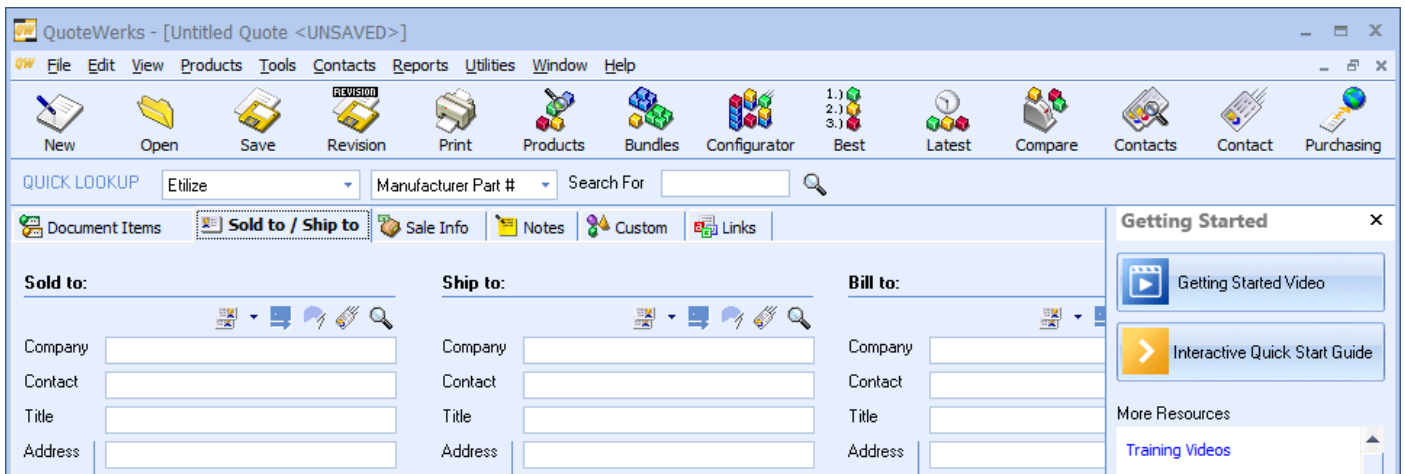

Type-in to search the company name, contact name, or email, and hit enter.
You may enter partial name for company name; search is not case sensitive.
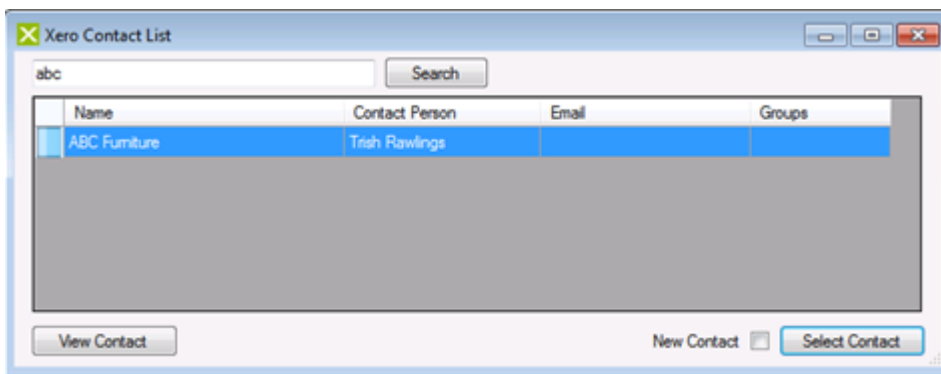
To see contact record details click *View Contact*.
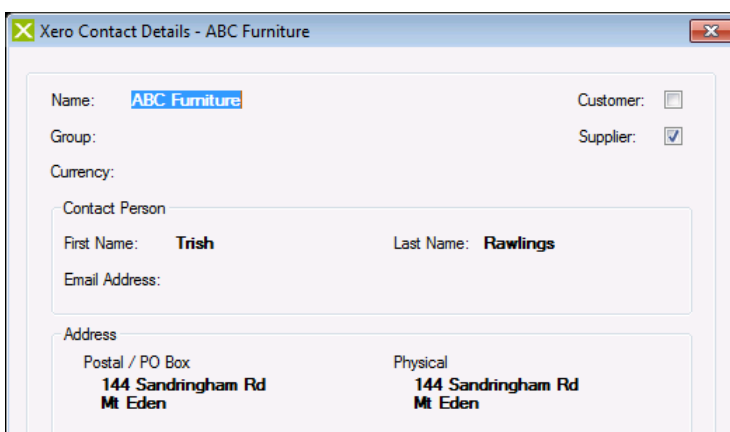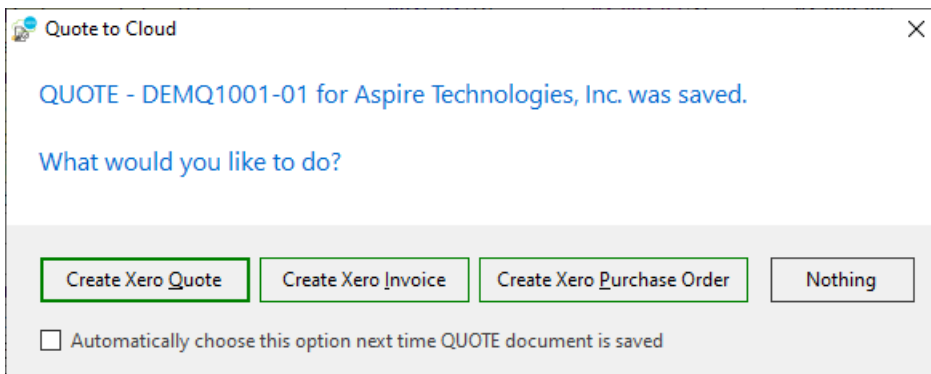
Choose *Select Contact* to proceed back to QuoteWerks.

Create Xero Invoice from QuoteWerks

Quote to Cloud must be connected to your Xero account, see *Getting Started* section.

To create Xero Invoice simply **Save** the QuoteWerks document and you will be prompted to choose an action:
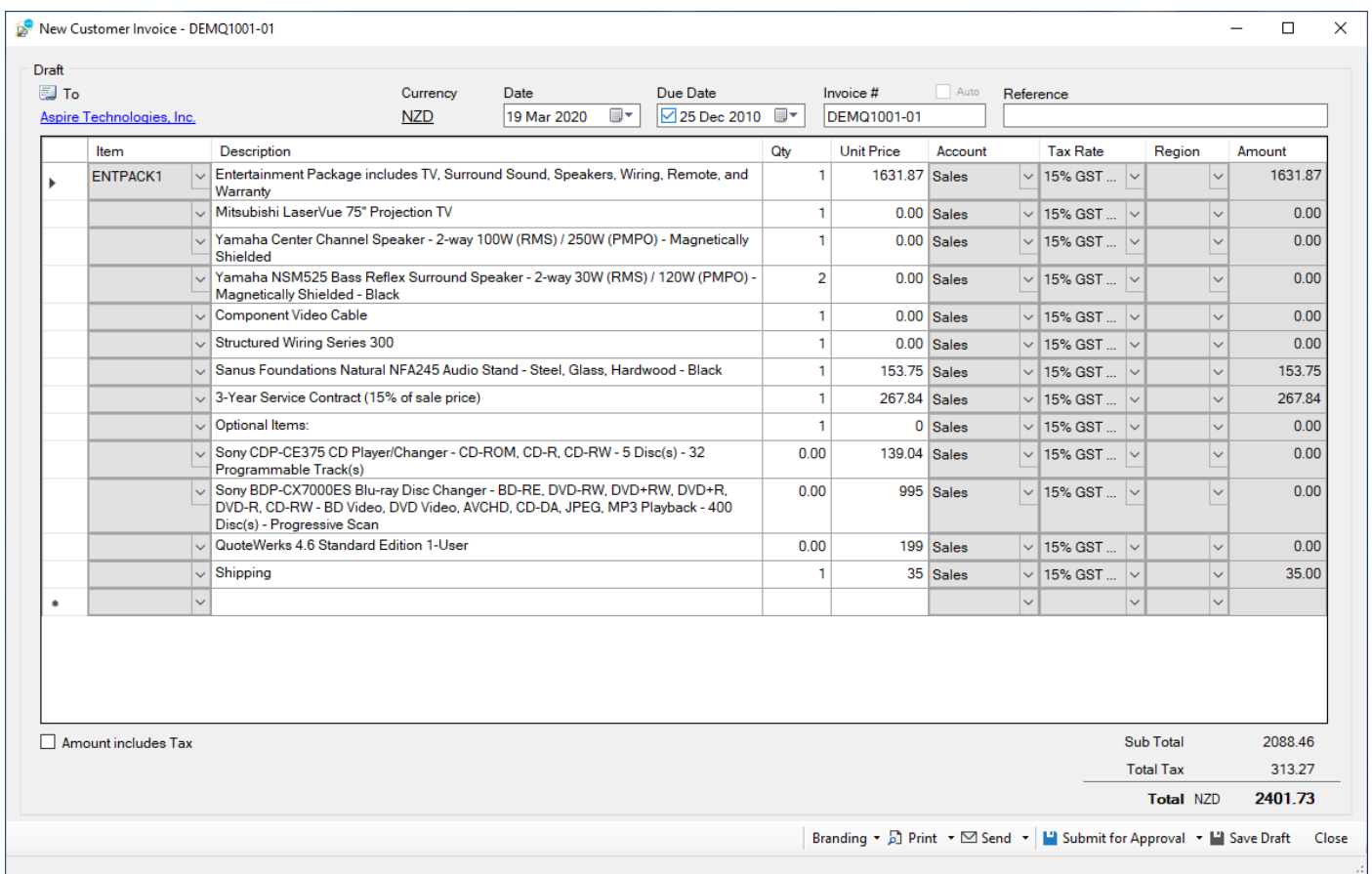
Select *Create Xero Invoice*.

An invoice preview is generated and displayed on the screen:

At this point the invoice has not been created in Xero.

This allows you to confirm and modify the invoice before saving it to Xero.

To create the Invoice in Xero click *Save Draft* or *Submit for Approval*.

Note: To have item code automatically selected on the "Item" column, the item code in Xero must match **exactly** the "*Manufacturer Part #*" in QuoteWerks.

Updating Xero Invoice from QuoteWerks

To update an existing Xero Invoice from a QuoteWerks document simply save the document in QuoteWerks; *Quote to Cloud* will then try to find the corresponding Invoice in Xero.

To activate this feature, either:

1. Choose "*Let Xero assign*" option in Sales Options (see *Settings – Sales*)
   - or -
2. Enable "*Store Xero quote number in QW document field*" option and select a QW field in the drop down list.

Create Xero contact from QuoteWerks

Quote to Cloud will automatically create a new Xero contact when a QuoteWerks document is saved as a Xero invoice. This will be done if there is no matching company / contact name in Xero already.

You can turn this feature off and allow you to select an existing Xero contact.
See *Quote to Cloud Settings – Contact tab* section below for more info.

Convert document (File - "Convert to")

When converting a document to Quote or Invoice, you will need to **Save** the document to initiate *Quote to Cloud*.
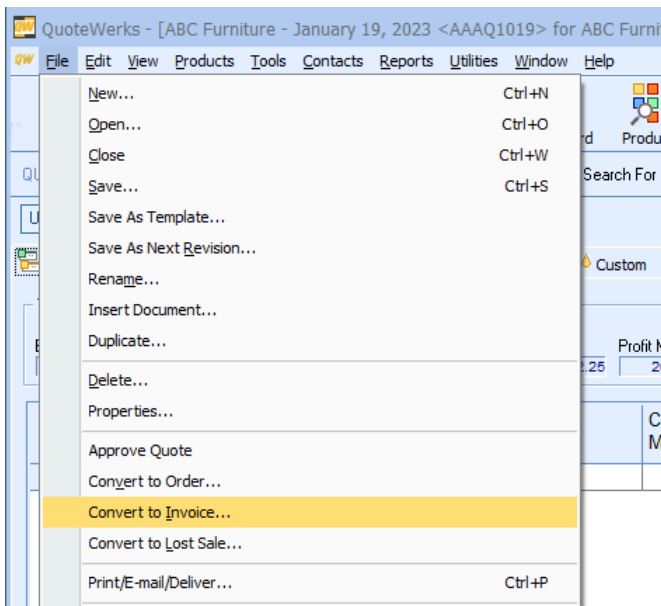
After a successful save, the following options will be prompted:
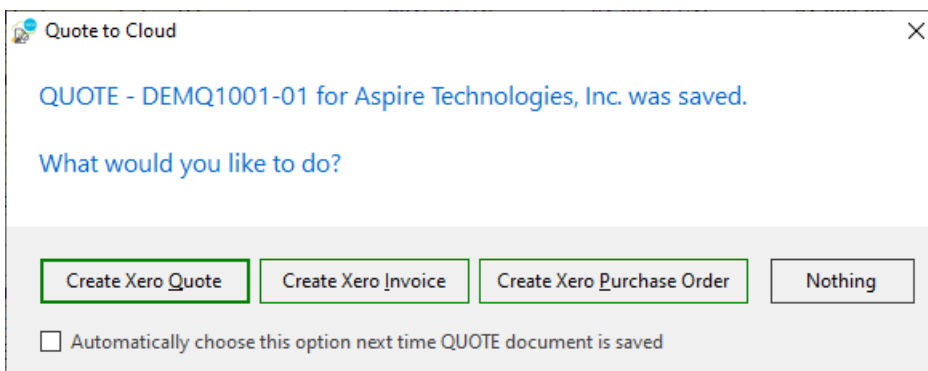
Enable multiple invoices (partial invoicing)

Quote to Cloud can help with creating multiple invoices by storing the invoice number in the line-item. When this option is enabled, the next time a QuoteWerks document is invoiced Quote to Cloud will automatically excludes the previously invoiced lines.

Enabling this option will also changes how Xero invoice is updated from QuoteWerks, see next section on updating invoice with partial invoicing.

To enable partial invoicing, open *Settings – Sales*, scroll to *Invoice* section, check *Enable partial invoicing* and select a custom field from the drop-down.
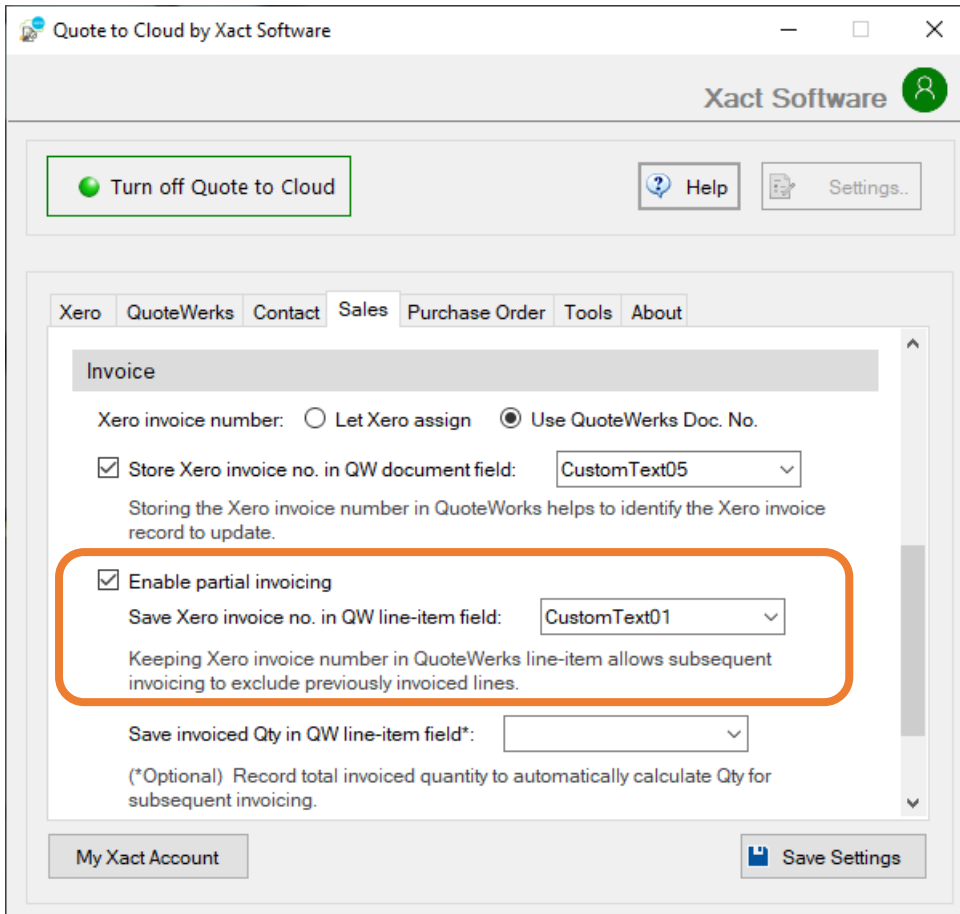
Note, keep this field exclusively for keeping the Xero invoice number; when invoicing Quote to Cloud will simply exclude any line-item with non-empty value stored in this field (except when '*Save invoiced Qty in line-item field*' option is used).

Click *Save Settings* to apply changes.

Enable invoiced quantity tracking (partial invoicing)

Use this option in conjunction with '*Save Xero invoice no. in QW line-item field*', see previous section.
Partial invoicing feature can be enabled without this option.
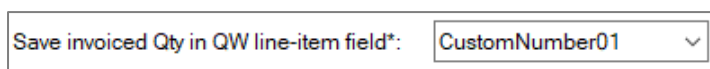
Select a custom field from the drop-down; *Quote to Cloud* supports both numeric and text custom field.

With quantity tracking enabled, *Quote to Cloud* will use the value stored in this field to calculate the un-invoiced quantity. After the Xero invoice (of any stage: *Draft, Approved,* or otherwise) is successfully created, the entered quantity will be combined and stored back into QuoteWerks.
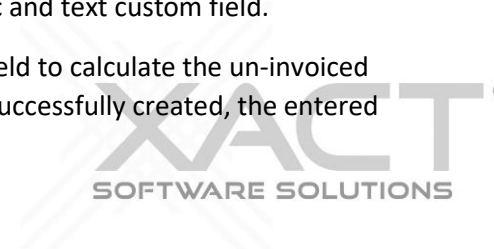
Create and update partially invoiced document

See previous section on how to enable partial invoicing, and also *Create Xero Invoice from QuoteWerks* section for the basics.

With the QuoteWerks document open, perform **Save** to activate Quote to Cloud; and if prompted, select *Create Xero Invoice*.

Two additional columns are provided to select line-item to invoice, and another showing invoice number if it has been invoiced.
Use the *(Un) check 'To Invoice'* to deselect all items.

Select the line-items to invoice and Save the invoice to return to QuoteWerks.

To view the saved invoice, or to invoice the next lot, perform **Save** again, choose *Create Xero Invoice* if prompted.

Quote to Cloud will automatically check all the line items that has not been previously invoiced.

Additionally, invoice(s) that was created earlier can also be viewed (and updated) by opening the link in the *Invoiced* column.

Create Xero Purchase Order(s)

Quote to Cloud can quickly create multiple PO from an invoice (and other document types) by grouping all line items that belongs to the same vendor.

To enable Purchase Order, open *Settings – QuoteWerks*.
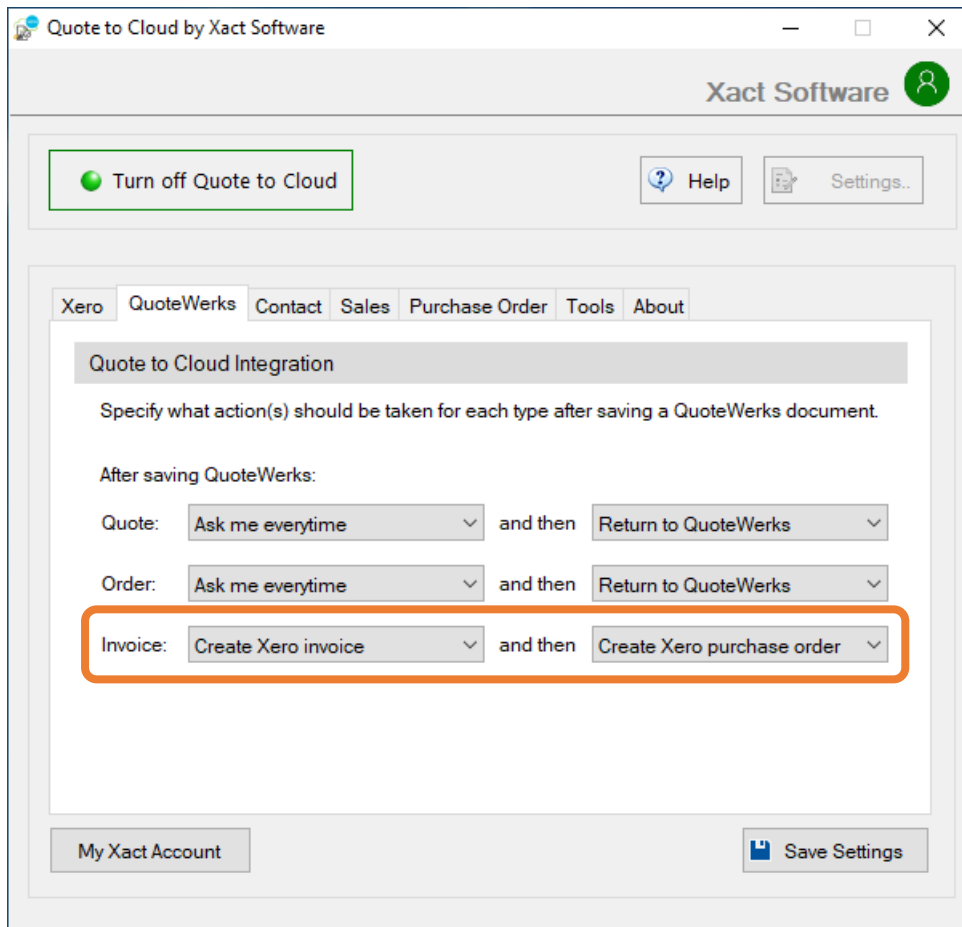
In the example above, Quote to Cloud is configured to create/update a Xero invoice (after saving a QuoteWerks invoice document) and then create Xero purchase order(s).

Make sure to *Save Settings* to apply changes.

To create purchase order, follow the procedure to create Xero Invoice as demonstrated in the previous section.

When purchase order is enabled, three additional columns will appear next to the Amount column.

This allows us to choose which line items we would like to order, indicated by 'Create PO' checkbox, and from which supplier to order from, as entered in 'Supplier' column.

Note, supplier name must match exactly the contact name in Xero.
Also, changes to the supplier name will not be brought back to the original QuoteWerks document.

The last column, 'PO No & Date' corresponds to "PO number" and "Order Date" columns in QuoteWerks, this column is read-only.

To create the purchase order(s), simply Save (draft, submit, or approve) the invoice.

After the invoice is saved successfully, one or more purchase order forms will be displayed.
Alternatively, you can also create purchase order by using '*Create Purchase Order only*' button; this will display purchase order forms without creating the invoice.
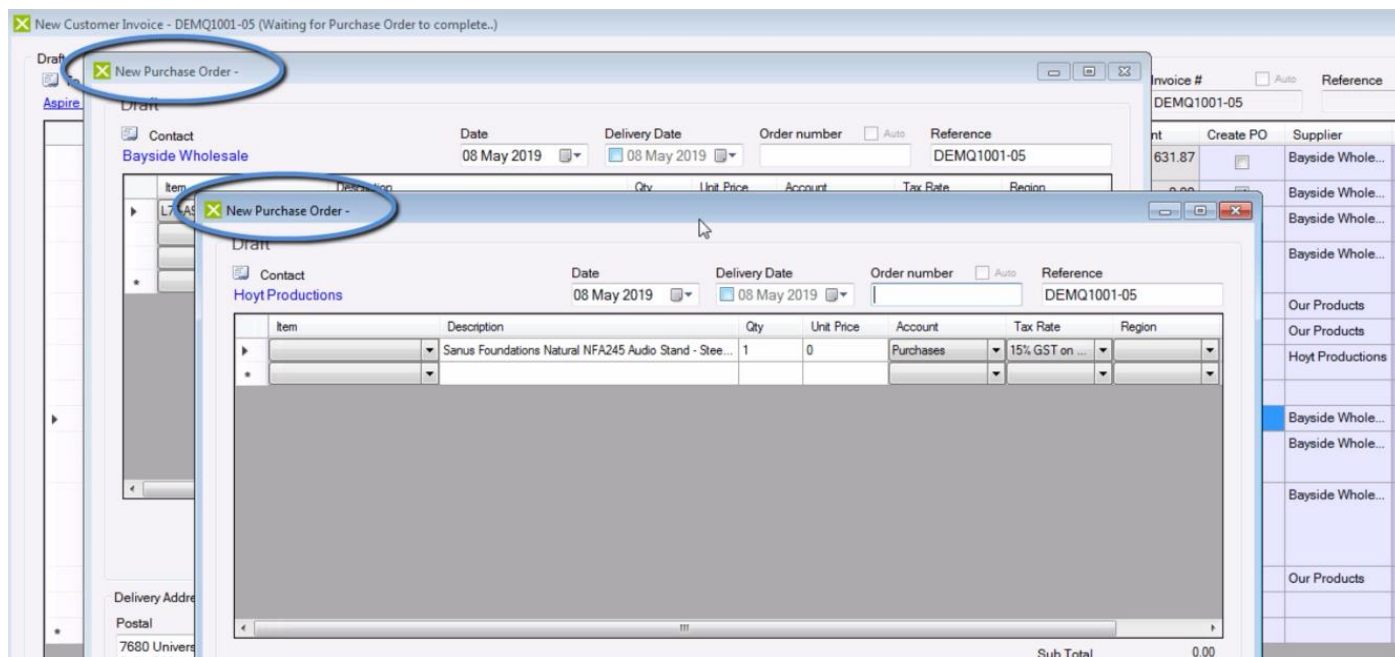
At this point the purchase order documents have not been created in Xero allowing any modifications you need to make.

Upon successful submission to Xero, the PO number and order date will be recorded in the original QuoteWerks document.

Vendor	Manufacturer	Tax	PST Tax	GST Tax	Shipping Cost	PO Number	Order Date	SO Number	Ticket Number
		$106.08	$106.08	$0.00	$0.00				
Bayside Wholesale	Mitsubishi	$39.81	$39.81	$0.00	$0.00	PO-0016	5/8/2019		
	Yamaha	$7.56	$7.56	$0.00	$0.00	PO-0016	5/8/2019		
	Yamaha	$46.80	$46.80	$0.00	$0.00	PO-0016	5/8/2019		
Our Products	ABC Stereo	$7.48	$7.48	$0.00	$0.00				
Our Products	ABC Stereo	$10.01	$10.01	$0.00	$0.00				
Hoyt Productions	Sanus Systems	$9.99	$9.99	$0.00	$0.00	PO-0015	5/8/2019		
		$116.07	$116.07	$0.00					
		$0.00	$0.00	$0.00					
		$116.07	$116.07	$0.00					
Bayside Wholesale	Sony Corporation	$9.04	$9.04	$0.00	$0.00				
Bayside Wholesale	Sony Corporation	$64.68	$64.68	$0.00	$0.00				
Our Products	Aspire	$0.00	$0.00	$0.00	$0.00				

Run Quote to Cloud Automatically

Quote to Cloud can be configured to automatically run when QuoteWerks is opened.

Open *Settings* and select *Tools* tab.
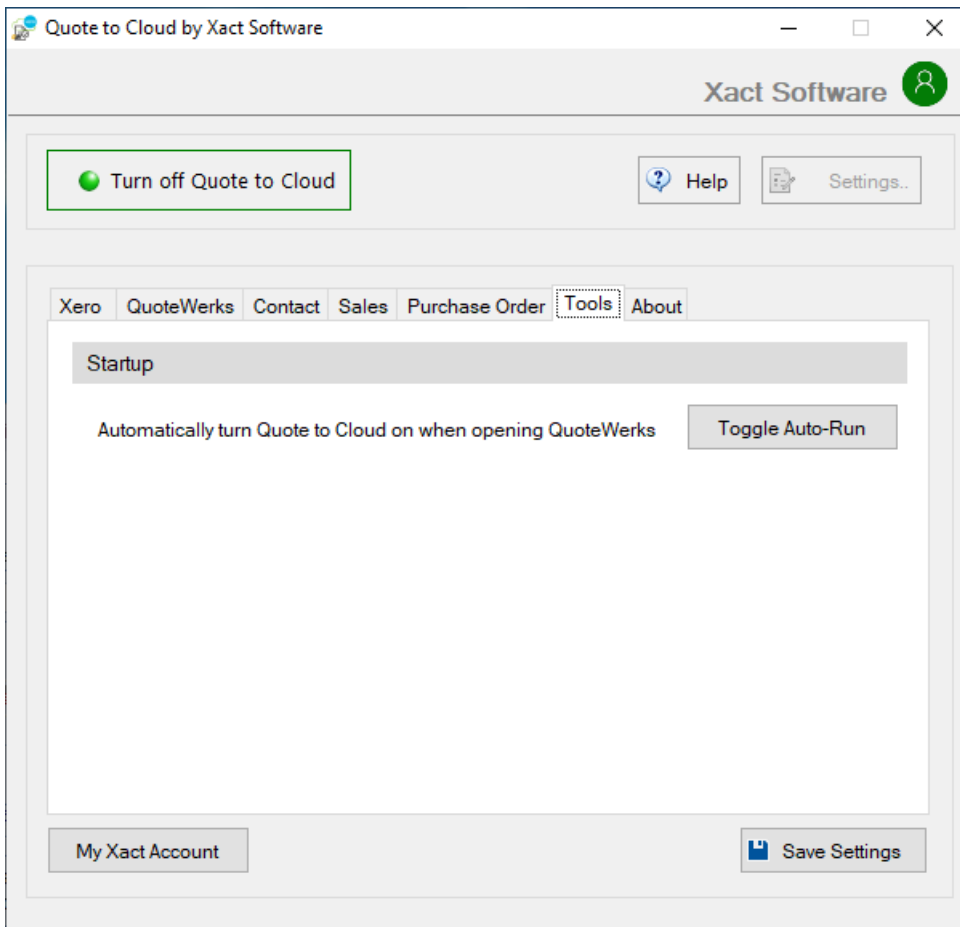
Click *Toggle Auto-Run*
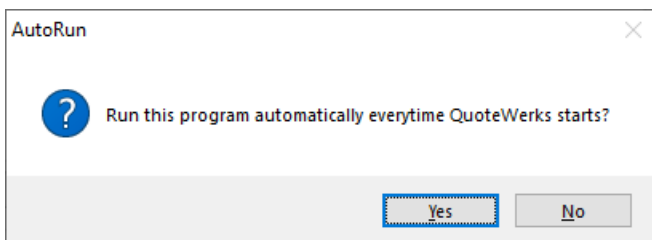
Click *Yes* to proceed.
A dialog box will confirm if setup was successful.

Purchase Product Subscription

See Settings – My Xact Account below.

Quote to Cloud Settings

Click *Settings* to access Quote to Cloud settings.

Note: Some settings will be disabled while Quote to Cloud integration is active.

Xero tab
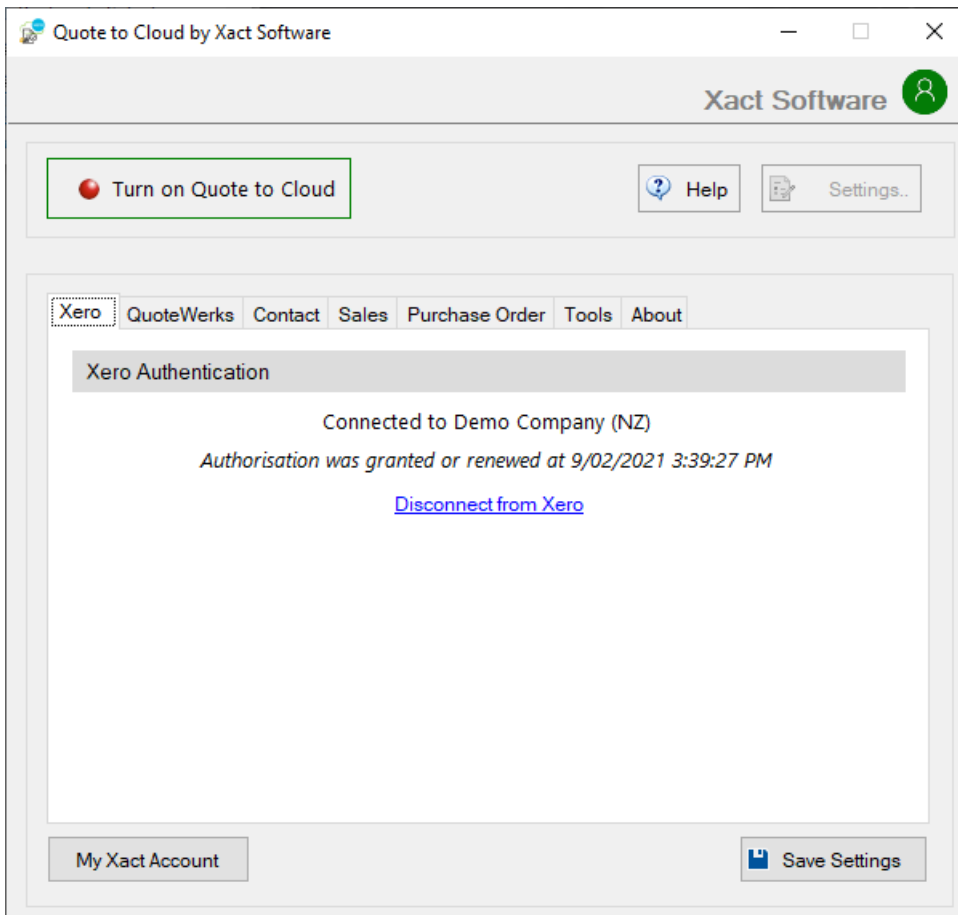
- *Connect to Xero* (shown if not connected)
  Authorise Quote to Cloud to access your Xero company file.

- *Disconnect from Xero*
  Revoke Quote-to-Cloud's access to your Xero account.

QuoteWerks tab
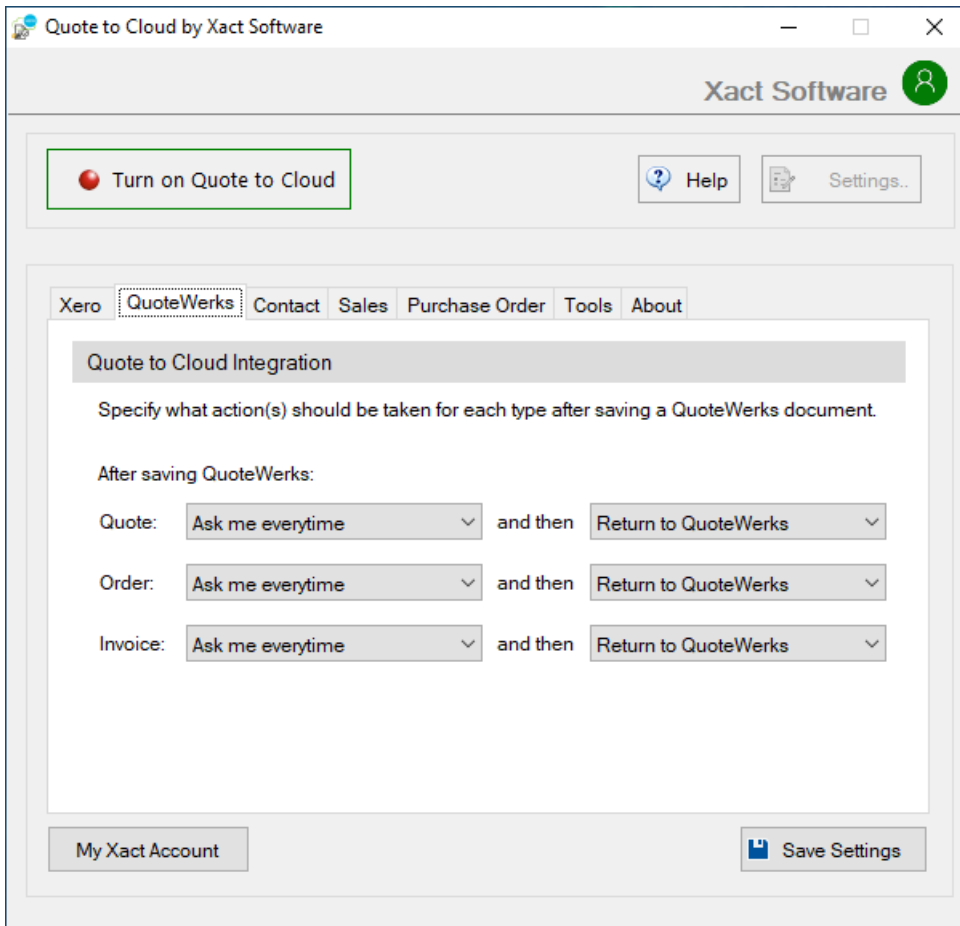
This tab allows you to configure how Quote to Cloud integrates with QuoteWerks.

- *Quote*
  Specifies which Xero transaction to do when QuoteWerks document of type "Quote" is saved.
- Order
  Specifies which Xero transaction to do when QuoteWerks document of type "Order" is saved.
- Invoice
  Specifies which Xero transaction to do when QuoteWerks document of type "Invoice" is saved.

To disable any action or prompt, select "*Do nothing*".

The following prompt will be displayed when "*Ask me everytime*" is selected.
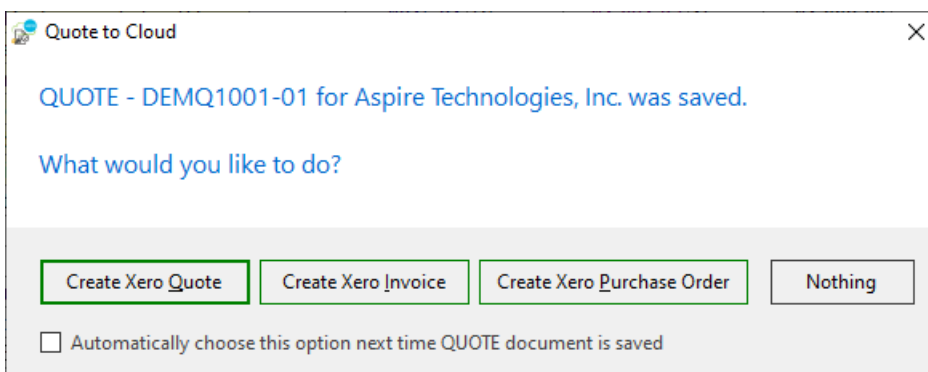
Check "*Automatically choose (…)*" option to always select a particular transaction type.

Contact tab
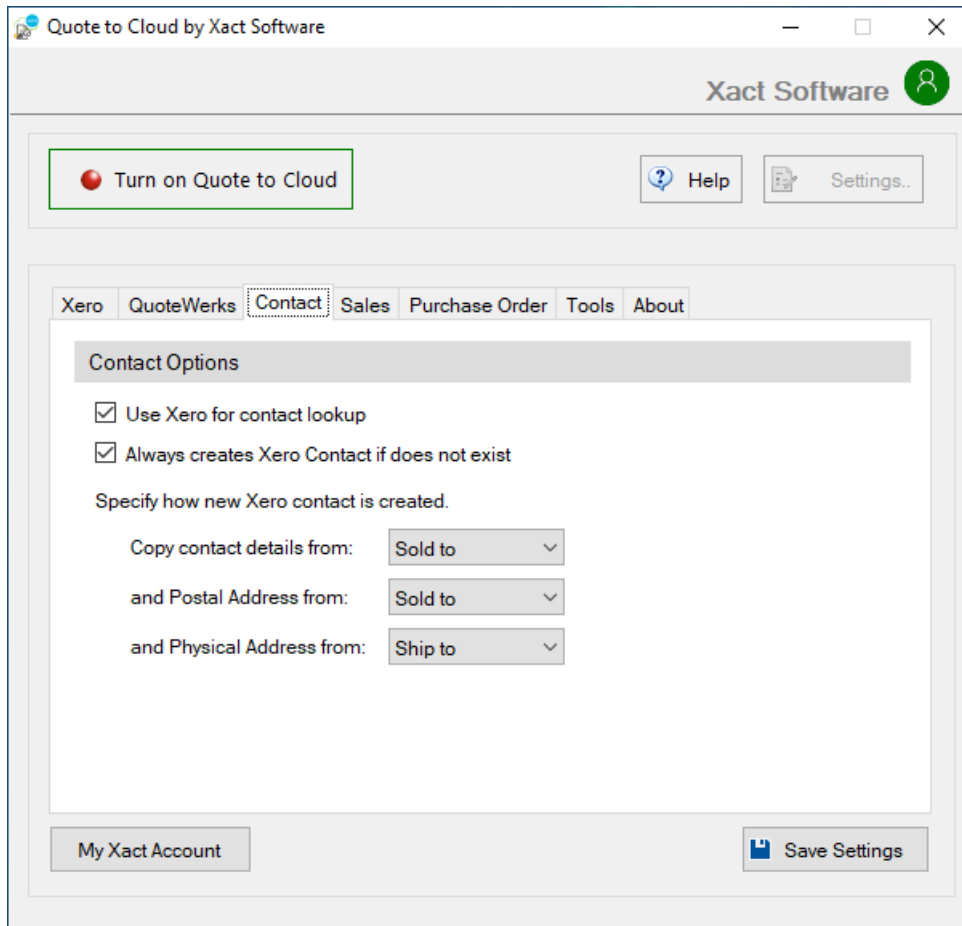
- *Use Xero for contact lookup*
  Enabling this option allows Xero contact lookup from inside QuoteWerks.
  Also see *Setup Guide – QuoteWerks Configuration*.

- *Always creates Xero Contact if does not exist*
  Enable this option to automatically create a new Xero contact if the contact does not exist in Xero.
  Quote for Cloud will try find match by company name, contact name or email before creating a new contact record in Xero.

- *Create Xero Contact Options*
  You can specify how contact record is copied from QuoteWerks to Xero, when creating a new Xero contact from a QuoteWerks document.

Sales tab

- *Default Xero sales account code*
  Choose an account code for quotes and sales invoices if it not specified in Xero "Product and Services" item or Xero contact.

- *Xero item code for shipping*
  Specify item code (from Xero products and services) for shipping charges.

- *Append item description from QW document field*
  Custom field in QuoteWerks line item that holds additional item's description/notes. When specified, it will be appended below the item's description.

- *Xero quote/invoice number*
  Specify how Xero Invoice and Quote number is assigned.
  By default, *Use QuoteWerks Doc. No.* is selected. When this option is checked, Xero invoice/quote number will be the same as QuoteWerks document number.
  If *Let Xero decide* is selected, Xero will automatically assign the next available number.

- *Store Xero quote/invoice number in QW document field*
  By storing the Xero quote/invoice number, Quote to Cloud can open the corresponding Xero document.
  It is important not to use this field for anything else.

  This option is not necessary when "*Use QuoteWerks Doc. No.*" is enabled (that is, *QuoteWerks' Doc. No* and *Xero quote/invoice number* are the same).

- *Enable partial invoicing*
  Facilitate raising multiple Xero invoices from a single QuoteWerks document.
  When a line item is invoiced, the Xero invoice number is stored in QuoteWerks for identification and allows editing on subsequent invoicing (presented as a link in the Quote to Cloud invoice form).
  It is important not to use this field for anything else.

  If *Use QuoteWerks Doc. No.* option is used, you will need to amend or assign a new invoice number for subsequent invoicing, for example by adding "-01", "02", etc. Quote to Cloud will display a warning if there is an existing Xero invoice number.

  Optionally, another line-item field can be selected to enable 'invoiced quantity tracking'.
  Select a custom field from the drop-down for *Save invoiced Qty in QW line-item field* option. Text and numeric types are supported.

- *Xero quote/invoice 'Reference'*
  Populate quote or invoice "Reference" from either: QuoteWerks' "Cust PO #" *-or-* Doc. No.

- *Use 4 decimal place for unit price*
  Enable up to 4 decimal places for invoice line unit price, default is enabled. When disabled, unit price will be rounded to 2 decimal places by Xero.

Purchase Order tab

- *Default Xero purchase account code*
  Choose an account code used for purchasing. See Xero manual for more information.

- *Default Xero supplier name*
  The name of Xero contact to order from if the Vendor field/column is not specified. Contact name must match exactly.

- *Purchase order number*
  Specifies how Xero Purchase Order number is assigned.

  When "*Use QuoteWerks Doc. No.*" is selected, a letter suffix will be appended to the document number.

- *Store Xero order number and date in QW line 'PO number' and 'Order Date'*
  Quote to Cloud will record the purchase order details in the QuoteWerks document after the corresponding Xero purchase order(s) is successfully saved.

  By recording PO number, Quote to Cloud will automatically exclude this line item in subsequent purchase order from this invoice.

- *Default Ship-To*
  Specify where delivery details are copied from.
  To always ship-to an address, select '*Specified address below'* from the selection and fill in the address details.

Tools tab
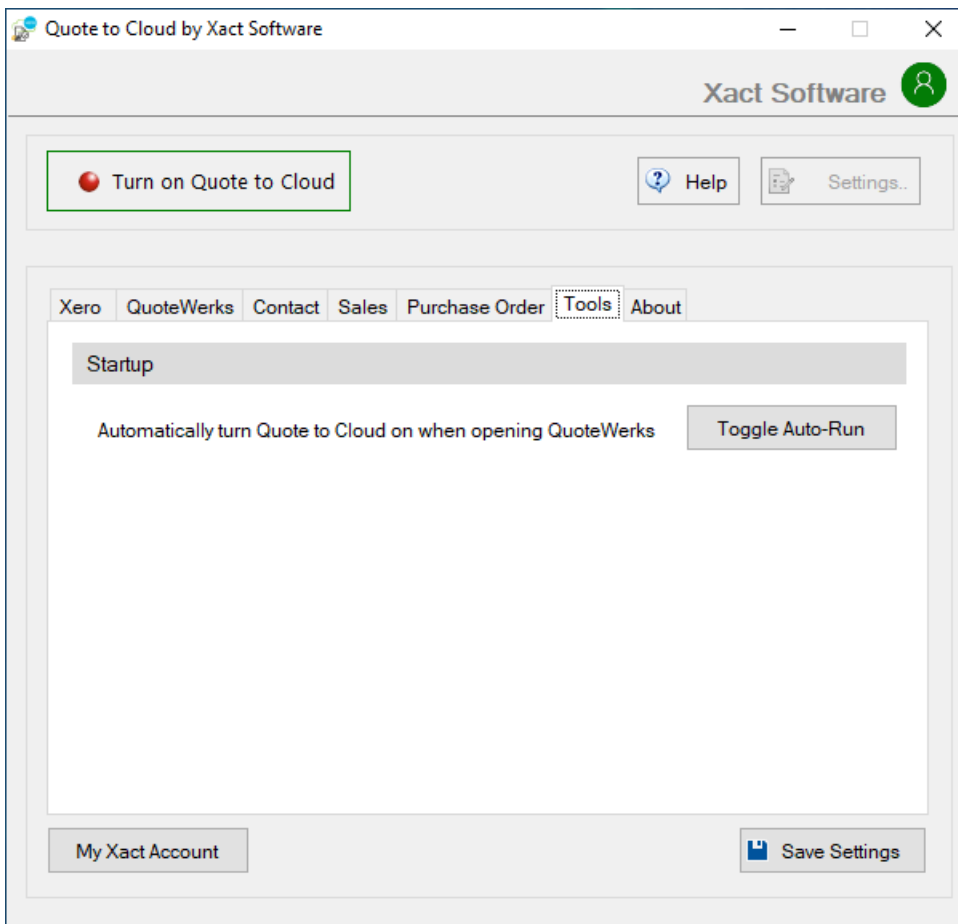
- *Toggle Auto-Run*
  Use this to have *Quote to Cloud* application automatically run when QuoteWerks is opened.
  Make sure QuoteWerks is running before turning this feature on/off.

About tab
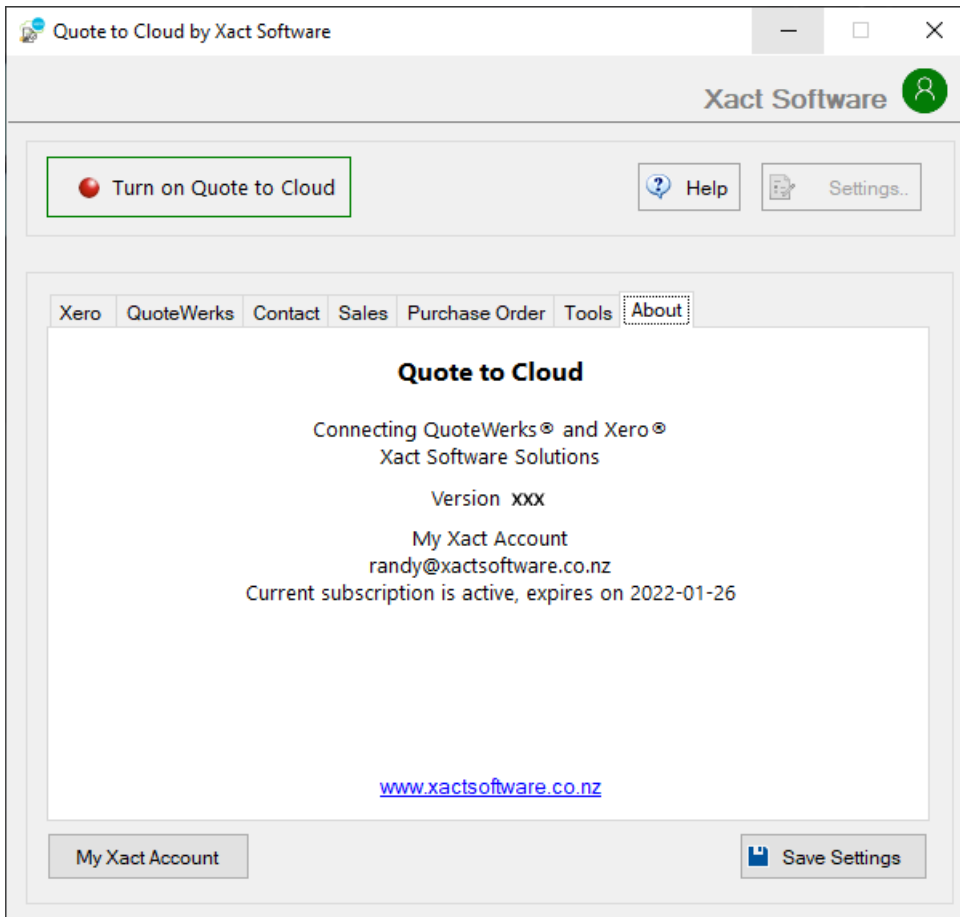
This page shows subscription info and application version.

My Xact Account

Manage your account details and purchase product subscription from "My Xact Account"

To use the product, you must login to an Xact Account.

Select *Create Account* tab to register a new account; you can login immediately after validating the email address.
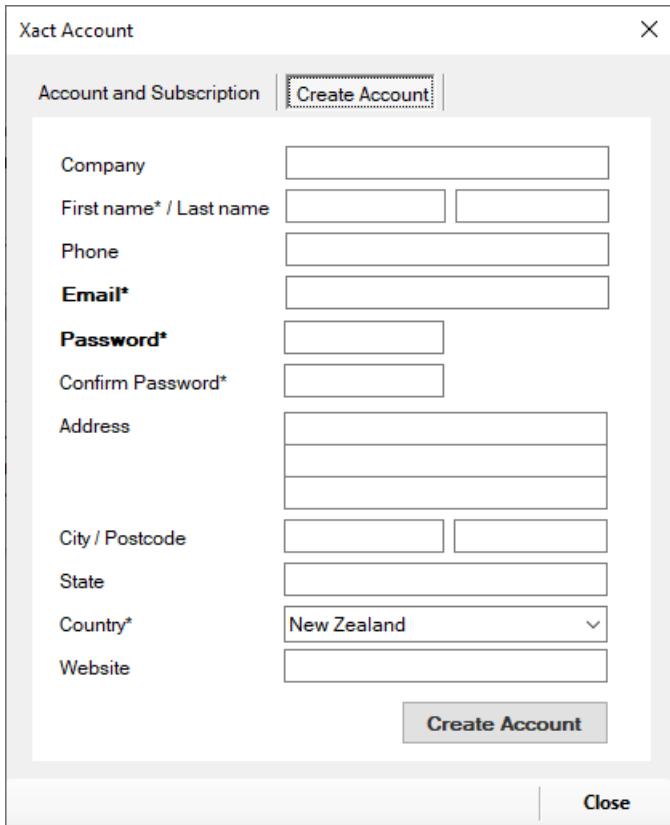
When logged in for the first time, a 14-days evaluation subscription will be created.

Purchasing Subscription

Purchasing is done from the subscription screen within Quote to Cloud app; open the subscription screen by clicking Xact Software at the top of the app.

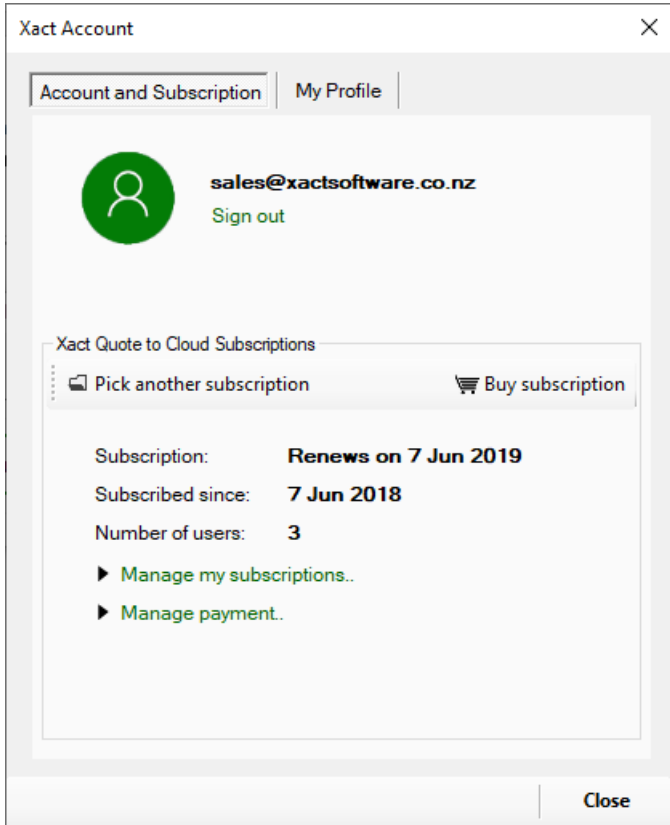Click *Buy Subscription* to open a checkout page in the web-browser. You must be signed-in for the buy option to appear.

After completing the checkout process, you need to activate the newly purchased subscription by clicking on *Pick another subscription* and selecting the new subscription.
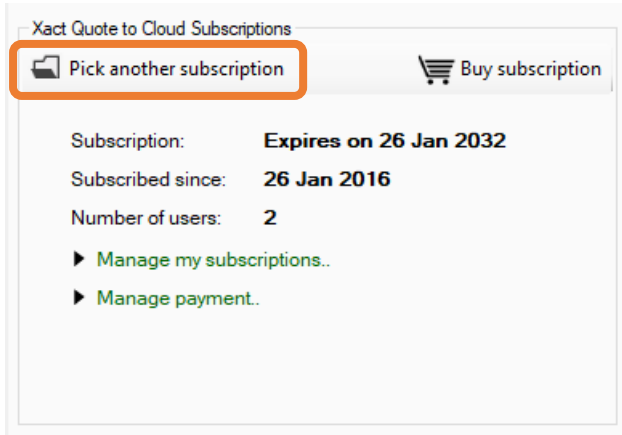
Frequently Asked Questions

How do I disconnect from Xero?

To revoke *Quote to Cloud* access to your Xero account, open *Settings – Xero* tab and choose "Disconnect from Xero" link. See *Quote to Cloud Settings* section for more details.

How to create Xero contact from QuoteWerks contact?

Upon saving a QuoteWerks document, the details in *Sold to / Ship to* tab is used to match existing contact in Xero, or a prompt will be displayed to automatically create a new Xero contact if there is no match.

I have (access to) multiple Xero company file, how to choose the one I want?

During *Connect to Xero* process, you will be presented with a list of company to grant access to.
To connect to a different company, you will need to first disconnect from Xero, and then perform *Connect to Xero* process.
Quote to Cloud only support connecting to one company at a time.

The invoice (or quote) created from QuoteWerks have all/some blank line item -or-
How to automatically select the correct product item in Xero invoice (or quote) when saving a QuoteWerks document to Xero?

Make sure the item "*Manufacturer Part #*" in QuoteWerks document matches the **item code** in Xero products and services.

Xero invoice is not created when creating or converting QuoteWerks quote/invoice

Make sure Quote to Cloud is running and turned on (green light).

QuoteWerks document must be saved to 'activate' Quote to Cloud; an invoice form will be displayed after clicking the save menu or button in QuoteWerks, additionally, Approve, Submit, or Save Draft to create the Xero invoice.

Lastly, make sure "*Do nothing*" is not selected in the Quote to Cloud *Settings - QuoteWerks* tab.

How to purchase the app subscription?

Purchasing is done from the subscription screen within Quote to Cloud app; open the subscription screen by clicking Xact Software at the top of the app, click *Buy Subscription* button to open a checkout page in the web-browser. You must be signed-in to an Xact account for the buy button to appear.

After completing the checkout process, you need to activate the newly purchased subscription by clicking on *Pick another subscription* and selecting the new subscription.