Xero Accounting - Integration & Syncing

Last Modified on 12/31/2020 9:16 am EST

Xero Accounting is a cloud-based accounting system that offers anytime, anywhere access to your books and is supported by an army of accounting professionals worldwide.

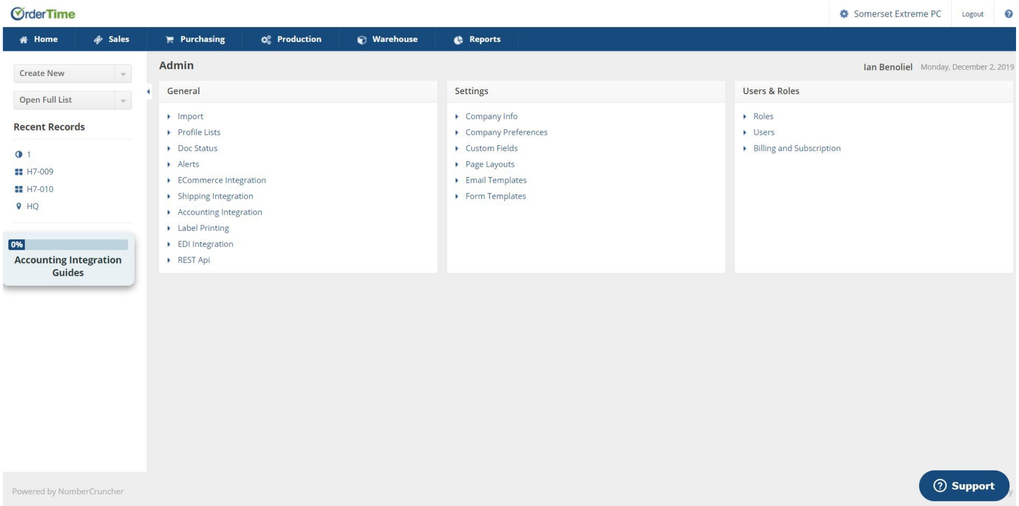
Order Time offers efficiency by integrating with your accounting system. With an accounting integration, transactions can be automatically posted avoiding duplicate effort and transposition errors.

Before you set up your Accounting Integration you should review the following topics:

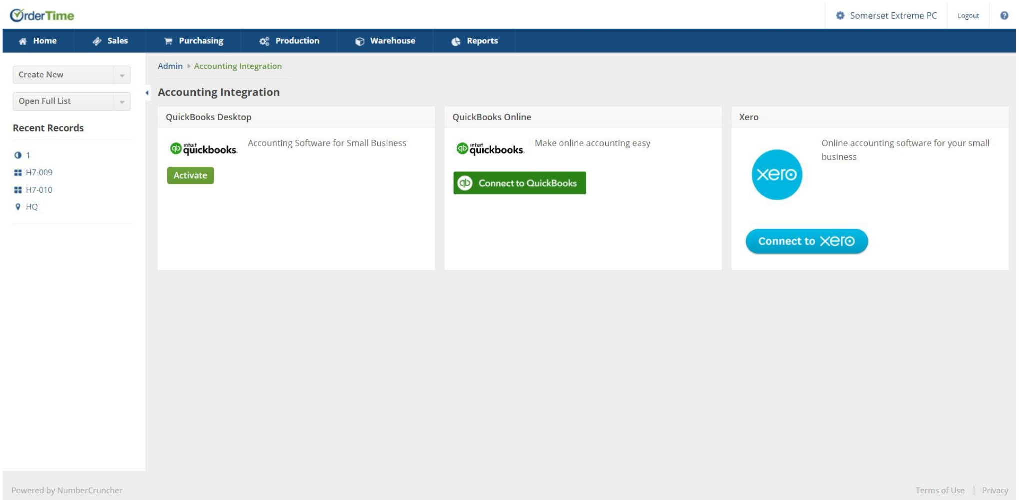
- **What data is synchronized:** Not all data contained in your books will be synchronized to Order Time and likewise Order Time will not sync everything to your books. The following **table** will provide guidance as to what data is integrated with Order Time inventory.
- **When data is synchronized:** Data can be synchronized on demand by creating a new *Sync Job* or you can set up a scheduled synchronization in your **settings**.
- **How to manage** the **Sync Queue** and monitor **Sync Jobs**.

There are a number of lists in Xero that cannot be managed through their API, so we do not show their profile lists. They are account, sales tax code, sales tax item, customer type and vendor type which collectively are contact types in Xero

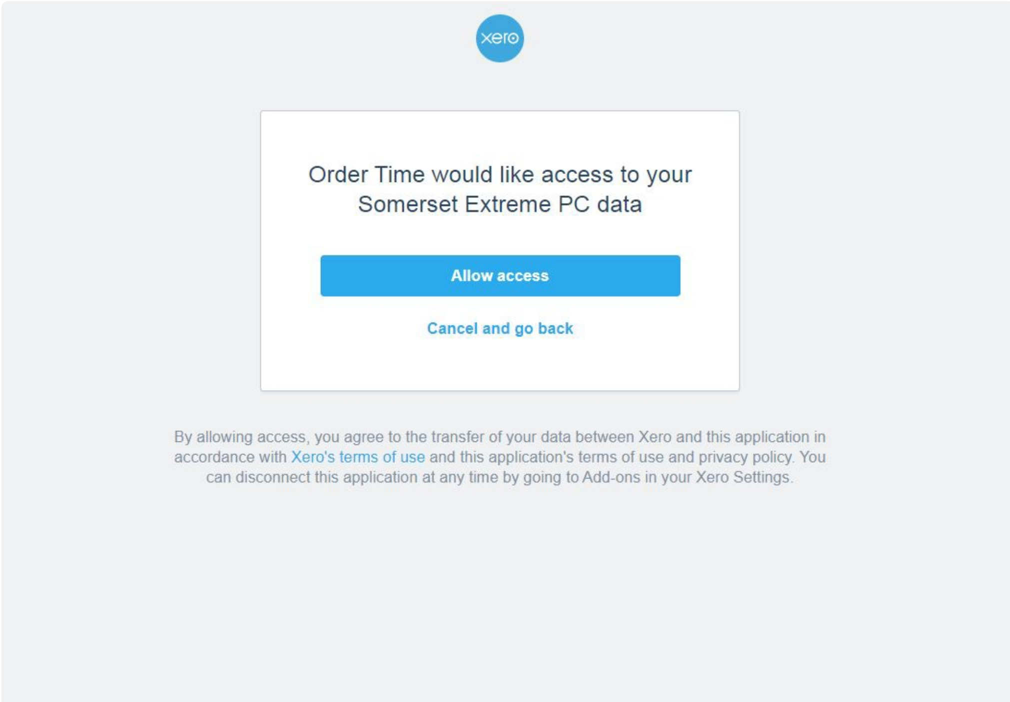
To setup your integration —



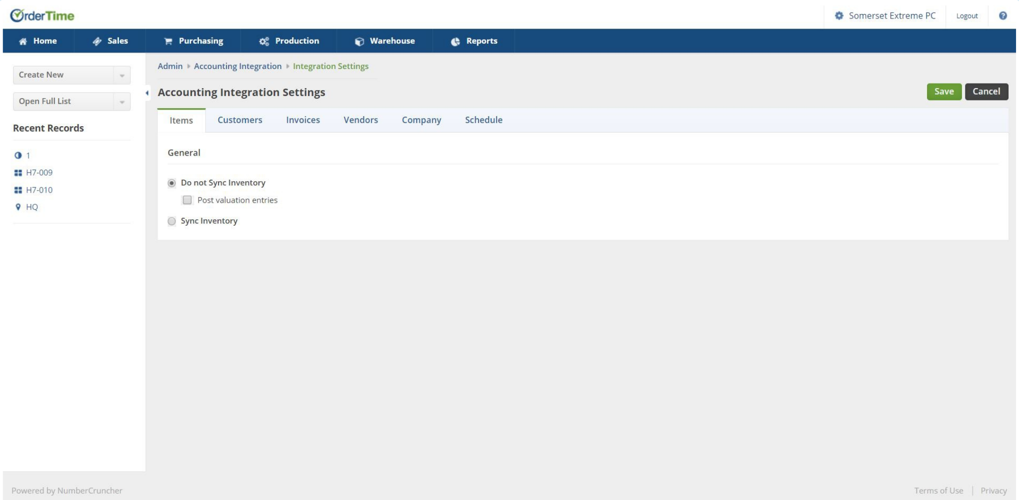
Navigate to the Admin section of Order Time, then click on Accounting Integration.



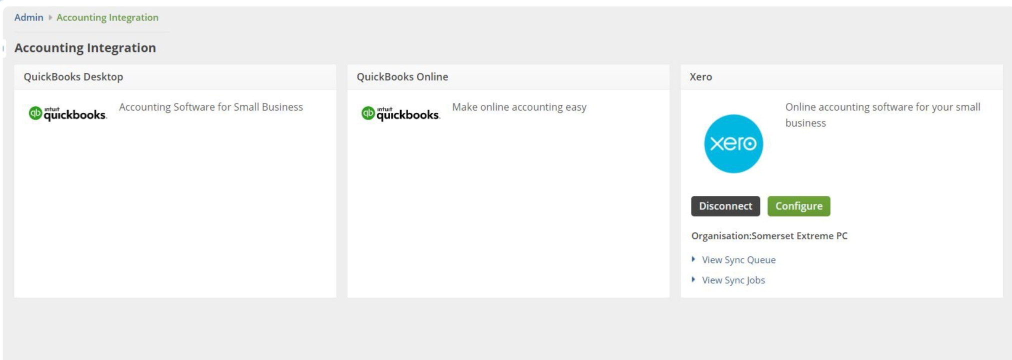
Start off by clicking the Connect To Xero button.



If not already logged in to Xero enter your login credentials.
Authorize Xero to securely share your data to Order Time by clicking the Connect button.



Once authorized you will be redirected to the [Accounting Integration Settings](#).
Learn more about those by click the link above.



Next you'll want to click View Sync Jobs and then Create a New Sync Job.