

# Xero Accounting - Integration & Syncing

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**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 —

The screenshot shows the OrderTime Admin interface. The top navigation bar includes Home, Sales, Purchasing, Production, Warehouse, and Reports. The user is logged in as Ian Benoliel on Monday, December 2, 2019. The Admin section is active, with sub-sections for General, Settings, and Users & Roles. In the left sidebar, the 'Accounting Integration Guides' link is highlighted with a blue box. A 'Support' button is visible in the bottom right corner of the Admin area.

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[Support](#)

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

The screenshot shows the OrderTime Accounting Integration page. The breadcrumb trail is Admin > Accounting Integration. The page is divided into three columns: QuickBooks Desktop, QuickBooks Online, and Xero. The Xero column features a 'Connect to XERO' button highlighted with a blue box. The footer includes 'Powered by NumberCruncher', 'Terms of Use', and 'Privacy'.

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Start off by clicking the Connect To Xero button.



Order Time would like access to your  
Somerset Extreme PC data

Allow access

Cancel and go back

By allowing access, you agree to the transfer of your data between Xero and this application in accordance with [Xero's terms of use](#) and this application's terms of use and privacy policy. You can disconnect this application at any time by going to Add-ons in your Xero Settings.

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.

The screenshot shows the OrderTime web application interface. At the top, there's a navigation bar with 'Home', 'Sales', 'Purchasing', 'Production', 'Warehouse', and 'Reports'. The user is logged in as 'Somerset Extreme PC'. The main content area is titled 'Accounting Integration Settings' and has tabs for 'Items', 'Customers', 'Invoices', 'Vendors', 'Company', and 'Schedule'. Under the 'General' section, there are three options: 'Do not Sync Inventory' (selected), 'Post valuation entries', and 'Sync Inventory'. There are 'Save' and 'Cancel' buttons at the top right. A sidebar on the left shows 'Recent Records' with a list of items.

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

The screenshot shows the 'Accounting Integration' page in the OrderTime application. It features three columns: 'QuickBooks Desktop', 'QuickBooks Online', and 'Xero'. The 'Xero' column is active and shows the Xero logo, a 'Disconnect' button, and a 'Configure' button. Below the buttons, it displays 'Organisation: Somerset Extreme PC' and two links: 'View Sync Queue' and 'View Sync Jobs'.

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

