

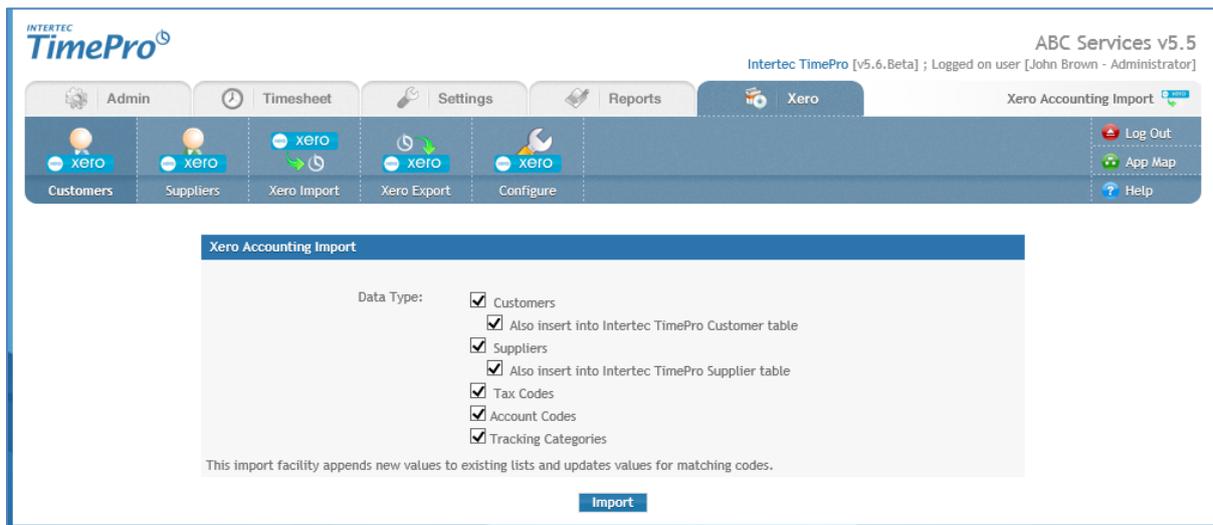
TimePro allows you to import and synchronize Customers, Suppliers, Tax Codes, Account Codes and Tracking Categories from Xero.

### Checklist for Xero

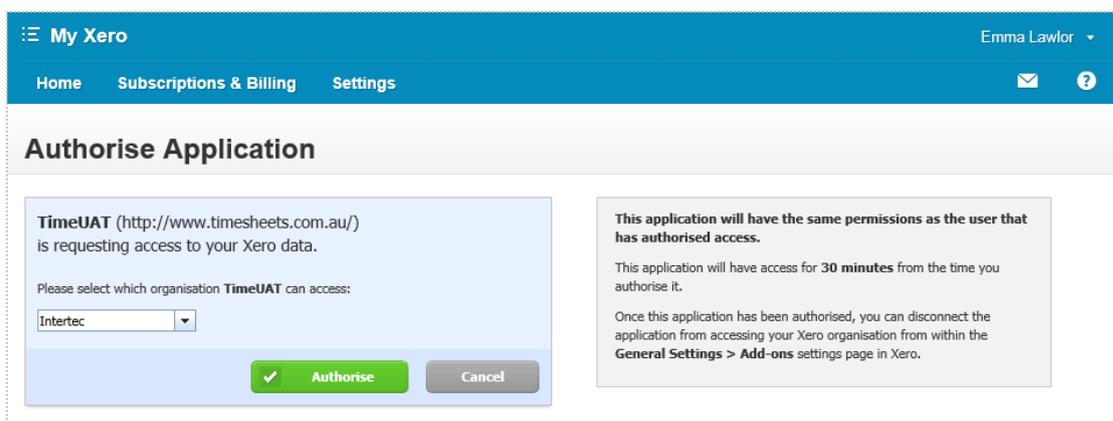
- Ensure that you have added all the Customers and Suppliers to your Contact list.
- Create any additional Tax Codes and Account Codes required.

### Steps to Import

- In TimePro, go to Xero -> Xero Import.
- All the Data Type checkboxes are selected by default.



- Click the 'Import' button.
- If you have not already logged into your Xero file you will be prompted to do so.
- The Xero files which you are permitted to access will be listed. Choose the appropriate file and click the 'Authorise' button.



- Once the import has completed, the results page will provide a summary of the records read, inserted and updated for each Data Type.

The screenshot displays the Intertec TimePro v5.5 interface. The top navigation bar includes 'Admin', 'Timesheet', 'Settings', 'Reports', and 'Xero'. The 'Xero' tab is active, showing 'Xero Accounting Import'. The main content area displays the following results:

The information from Xero has been processed, with the results:

- Customer Records read: 28
- Xero Customer Records added to the database: 0
- Xero Customer Records already in the database: 28
- Customer Records added to the database: 0
- Customer Records already in the database: 28
- Supplier Records read: 25
- Xero Supplier Records added to the database: 0
- Xero Supplier Records already in the database: 25
- Supplier Records added to the database: 0
- Supplier Records already in the database: 25
- Tax Code Records read: 13
- Tax Code Records added to the database: 0
- Tax Code Records already in the database: 13
- Account Code Records read: 57
- Account Code Records added to the database: 0
- Account Code Records already in the database: 57
- Tracking Category Records read: 2
- Tracking Category Records added to the database: 0
- Tracking Category Records already in the database: 2

At the bottom of the results, there is a button labeled 'Another Import'.

- Note: Records that already exist will be retained and any new records will be inserted.