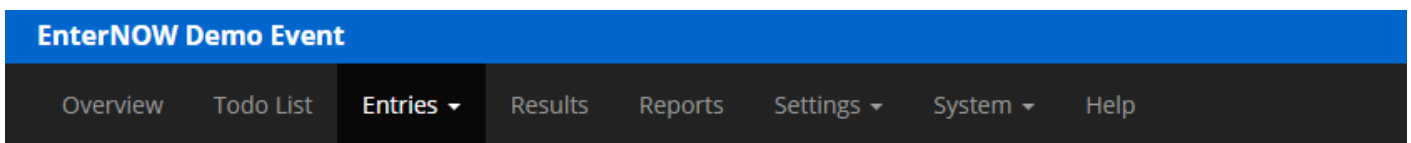


# Transferring Invoices to Xero

Open your entry form, and take **Entries > Send to Xero** from the menu

This screen will show all the entries that haven't been transferred yet.  
First you click on [**Connect to Xero**]

This step will take you to the Xero website, where you need to login, and will give EnterNOW 30mins access to transfer invoices to Xero



## Send to Xero

**Connect to Xero**

<input type="checkbox"/> Ref	Contact/Team	Phone/Event	Status
<input type="checkbox"/> E26516	alex ryder	testing	PAID
T25406	alex ryder	Guys Open (13-44yrs) - 10km	

Once you have connected, you will be back on the Send to Xero screen.  
At the top you can select the Account Code you want to use, and the due date.

If this is your first time, we suggest just ticking 1 invoice to transfer, otherwise, you can tick the box at the top and it will select the whole lot.

When you are ready click on the [Send to Xero] button, and you will see it start sending the invoices to xero. You need to leave this screen open until it has finished sending.

## Send to Xero

**Send to Xero (2)**

200 - Sales

3-Mar-2017

<input type="checkbox"/> Ref	Contact/Team	Phone/Event	Status	Total	Outst
<input checked="" type="checkbox"/> E26516	alex ryder	testing	PAID	\$2.00	
T25406	alex ryder	Guys Open (13-44yrs) - 10km			
<input checked="" type="checkbox"/> E26593	alex ryder	0210787328	PAID	\$2.00	
T25558	alex ryder	Guys Open (13-44yrs) - 10km			

Once it has finished, you can go into Xero and you will find your invoices under **Accounts > Sales > Draft Invoices**

You will need to check each invoice and approve it

The screenshot shows the Xero interface for managing invoices. The top navigation bar includes 'Dashboard', 'Accounts', 'Payroll', 'Reports', 'Adviser', 'Contacts', and 'Settings'. The 'Accounts' menu item is circled in red. Below the navigation bar, the 'Sales > Invoices' section is visible. There are buttons for 'New Invoice', 'New Credit Note', 'Send Statements', 'Import', and 'Export'. A filter bar shows 'All', 'Draft (27)', 'Awaiting Approval (0)', 'Awaiting Payment (9)', 'Paid', and 'Repeating'. The 'Draft (27)' filter is circled in red. Below the filter bar, there are buttons for 'Submit for approval', 'Approve', 'Delete', 'Print', 'Email', and 'Copy to...'. A summary bar shows 'No items selected' and '27 items | 31,756.00 NZD'. A table of invoices is displayed with columns for 'Number', 'Ref', 'To', 'Date', 'Due Date', and 'Due'. The 'To' field for the first invoice is circled in red.

Number	Ref	To	Date	Due Date	Due
INV-0064	E26516	alex ryder	2 Oct 2014	3 Mar 2017	2.00
INV-0065	E26593	alex ryder	6 Oct 2014	3 Mar 2017	2.00

Revision #2

Created 24 July 2020 05:48:24 by Alex

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