Welcome to TimeCamp Help!

Xero

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Xero is online accounting software for your business, which connects you to your bank, accountant, bookkeeper, and other business apps. TimeCamp integration allows you to log hours spent working for a particular client and then automatically turn the data into an invoice. The document can be easily exported to Xero, so you keep all your papers in order.

Overview

The integration will be enabled to the entire account, so **all users will be able to track time on imported tasks**. The integration will be connected to the Xero account of the person who enabled the integration.

All contacts from your Xero account will be imported as tasks under the Xero project Additionally, if you enabled the Invoicing module in your TimeCamp account, the list of contacts will be also imported to the Clients section. The list of clients can be simply applied while creating a new invoice in TimeCamp.

We don't provide an option to select contacts that should or should not be imported from Xero to TimeCamp. After the integration is enabled all contacts the owner of integration has access to, will be imported to the Projects module in TimeCamp.

> It is not possible to edit the structure of imported items in TimeCamp.

After the integration is created and the Xero contacts are imported as tasks, **all users will be automatically assigned to the Xero project and tasks as Regular users**. You can manually change their roles in this project and unassign selected users from the entire project or add them only to certain tasks. If users are assigned to the main project Xero they will be able to track time to all tasks under the Xero project structure. If users are assigned only to certain tasks, they will be able to track time only to these tasks and subtasks under the tasks' structure.

We don't provide an option to export tracked time from TimeCamp to Xero account. You can create an invoice based on your tracked time directly in TimeCamp and next export this invoice to your Xero account.

Contacts that are marked as archived in Xero will be automatically moved to the list of Archived tasks in TimeCamp. These contact still will appear on your Clients list in TimeCamp. **If you create a new contact in Xero it will be automatically imported to TimeCamp within 1 hour**. To immediately synchronize the integration and update newly added items use the "Force synchronization" option on TimeCamp web Timesheet. Synch will be executed within a few seconds.
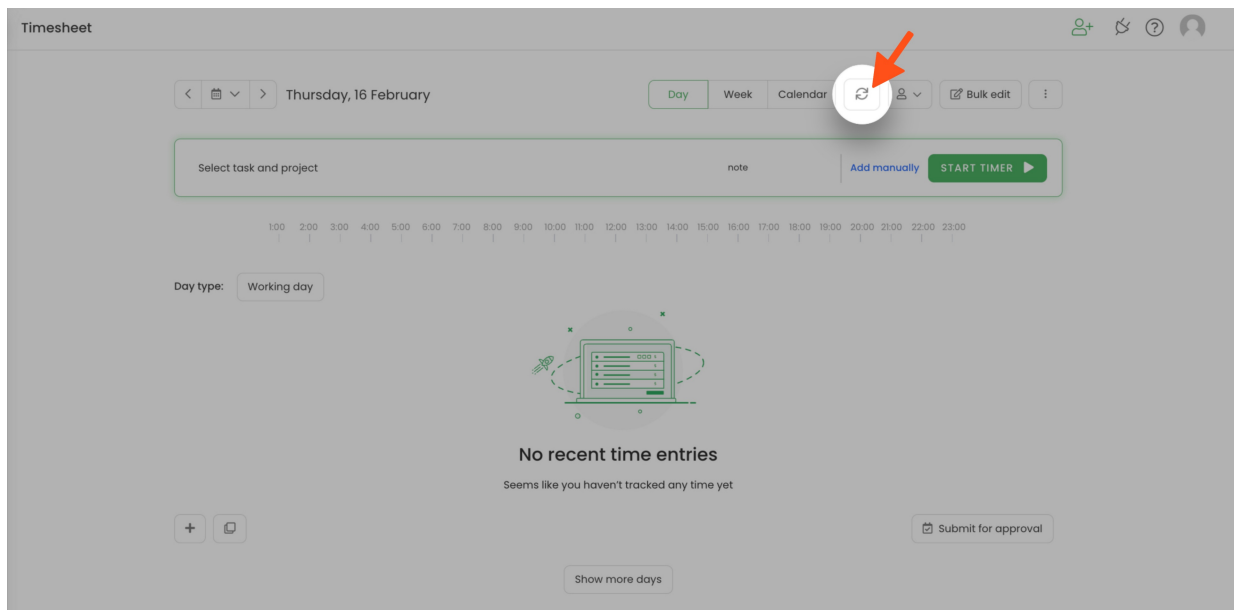

If the user who enabled the integration is not a part of your account anymore, we recommend reenabling the integration.

Enable integration

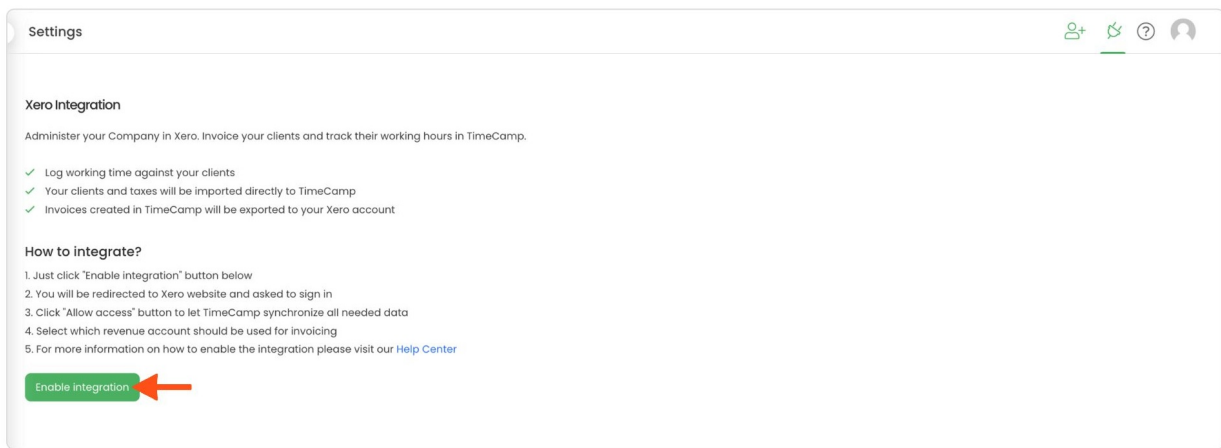Only the Administrator of the account can enable the integration.

Step 1

To enable the Xero integration, please navigate to the plugin icon and select the**Integrations** option. Next, find the **Xero** integration on the list and click the **Enable** button.
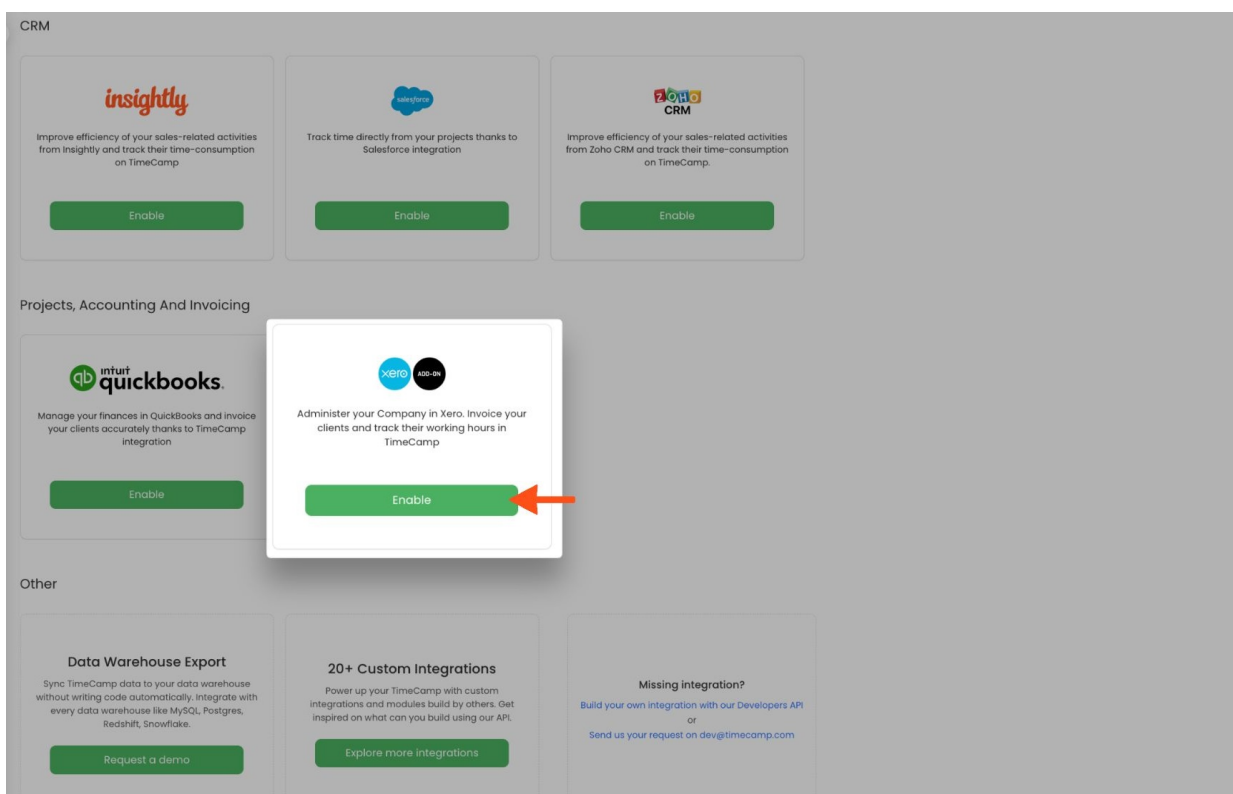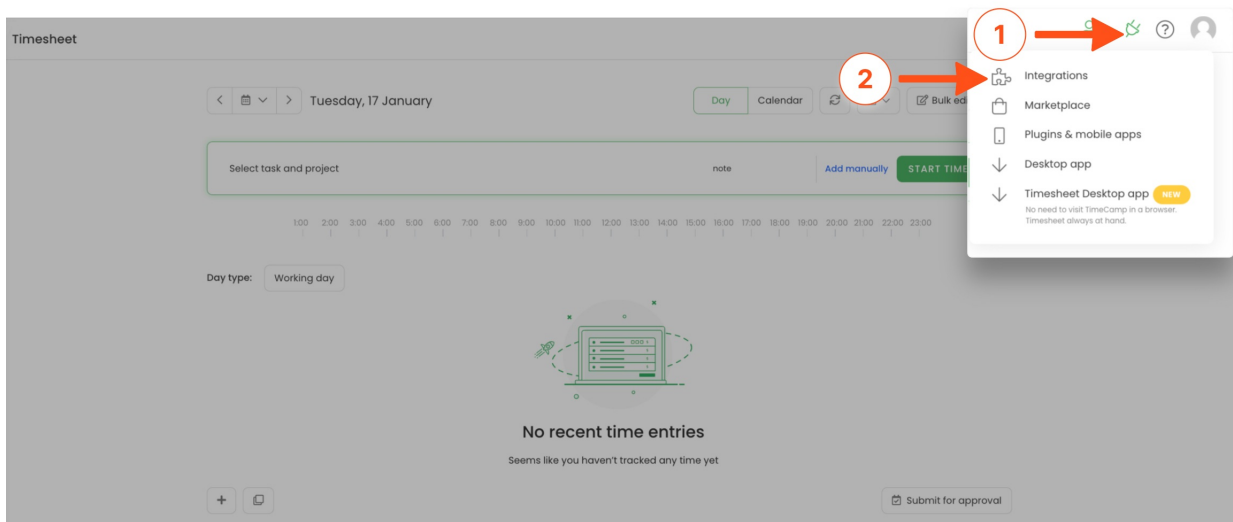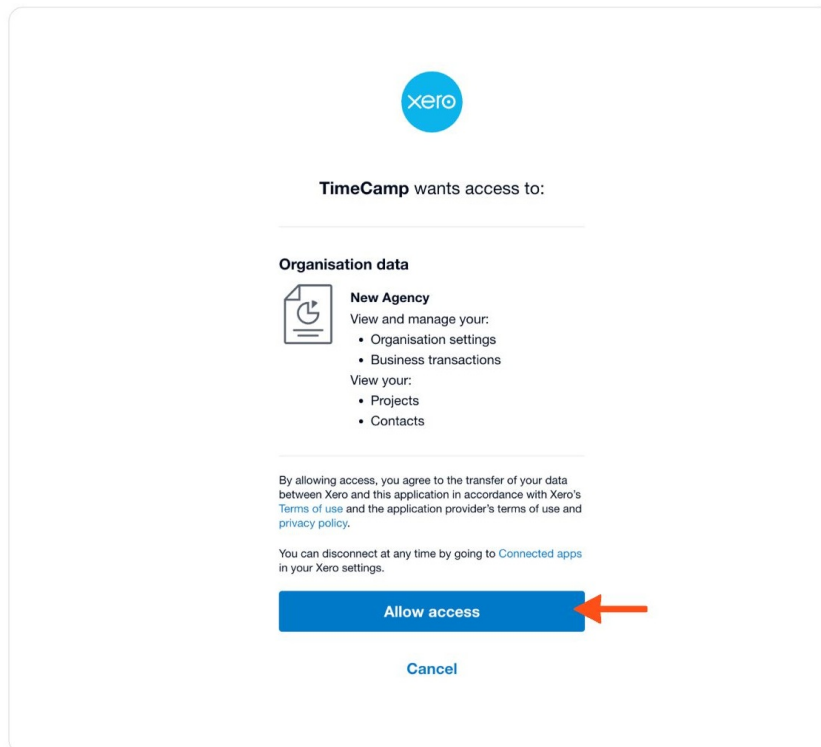
Step 2

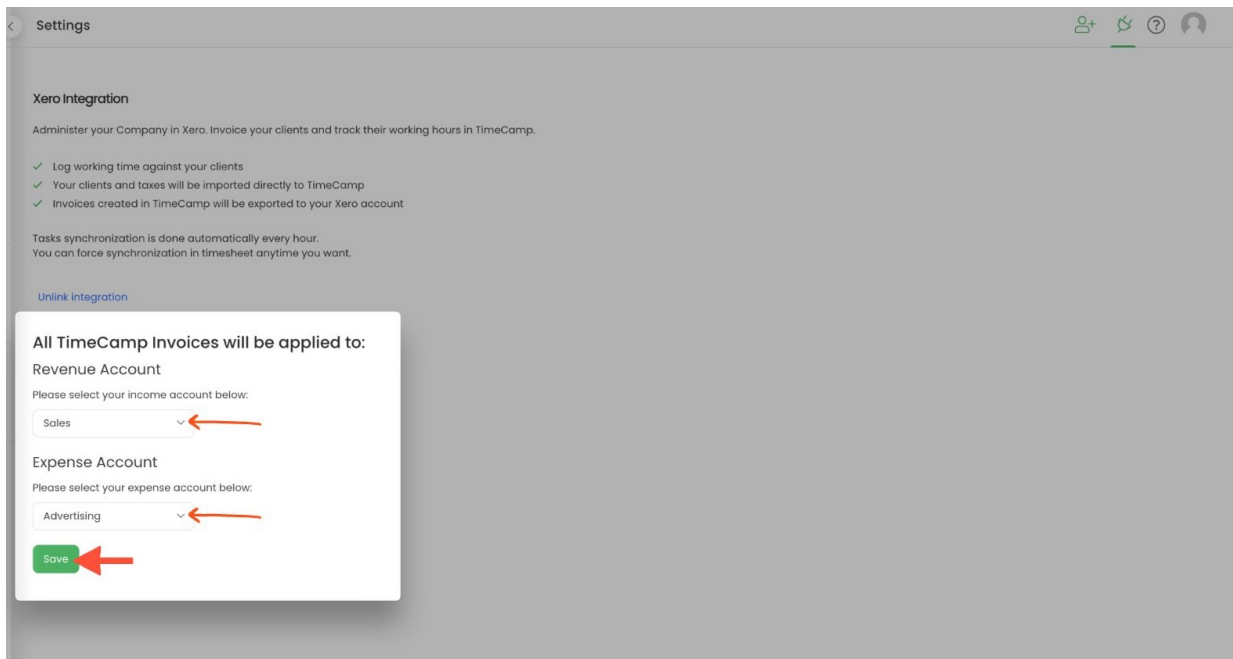Next, click on the green **Enable integration** button.

Step 3

You'll be redirected to Xero and asked to authorize TimeCamp access to your Xero account. Click on the blue **Allow access** button.

Step 4

Next, select the **Revenue** and **Expense Accounts** you wish to integrate with TimeCamp and click on the green **Save** button.

The list of your Clients will be automatically imported to TimeCamp, both for time tracking and invoicing purposes. All imported items will be accessible for you to track time using TimeCamp's timesheets, mobile, desktop application, or browser plugin.

Track time on imported items

There are a few ways of tracking time in TimeCamp. After the integration is created and all your tasks are imported, you can simply select the desired task (client) from the list and start your timer. Below you can find examples of all available ways of tracking time.

Web Timesheet. Simply select a task using a search box or the drop-down list and run the timer. Learn more

Desktop app. Click on the "No task" option in a task widget or use the option "Start a task" from the desktop app menu and use a search box or the drop-down list to find the target task. The task widget will be automatically synchronized with your web Timesheet. Learn more

Mobile app. Go to your Timesheet in the mobile app and click on the "Add" button if you want to create an entry manually or on the "Start" button if you prefer to track time in real time. Next use a search box or the drop-down list to find the target task and start tracking. Learn more

Browser plugin. If you installed the browser plugin and logged in to your TimeCamp account, just click on the plugin icon next to the URL address. Start the timer and select task without leaving the website you're working on. When you finished tracking just click on the red "Stop tracking" button. The browser plugin will be automatically synchronized with your web Timesheet. Learn more
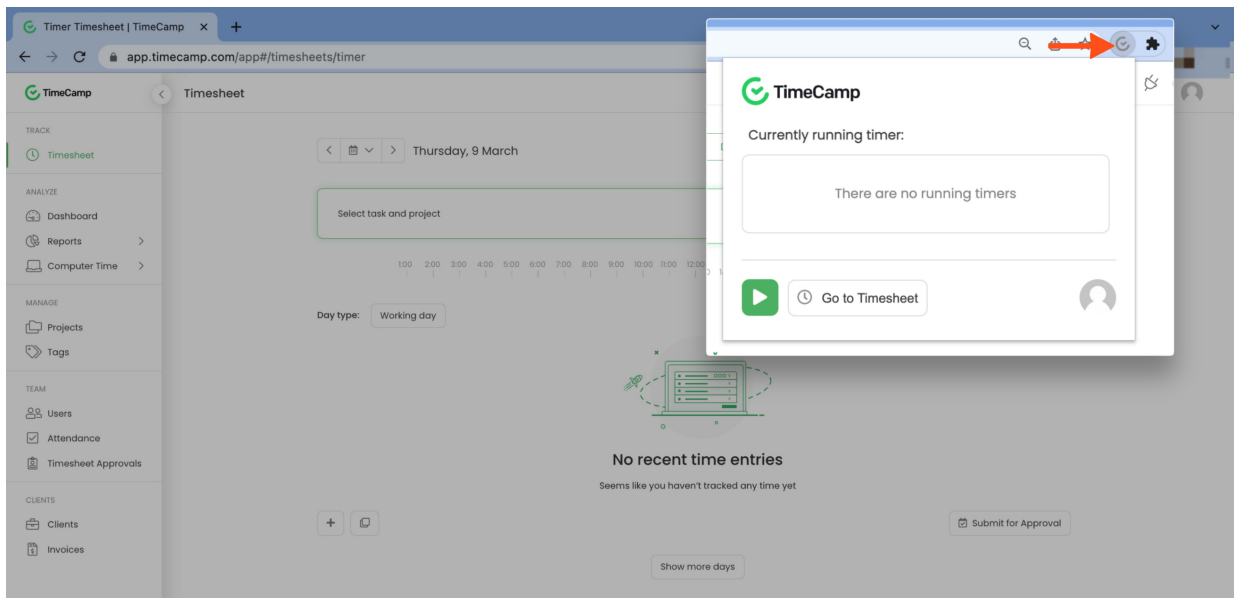
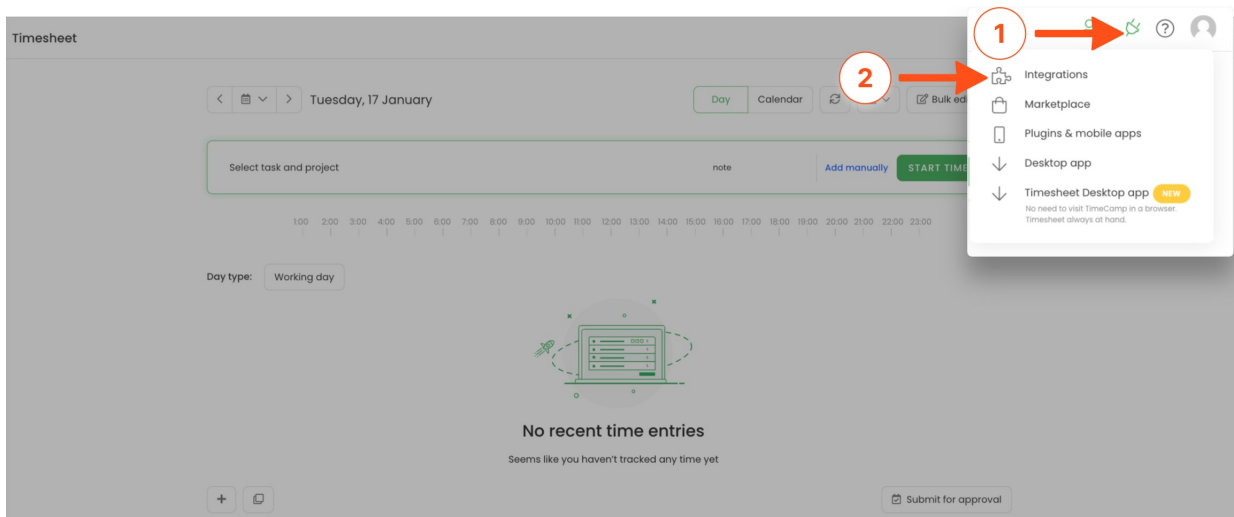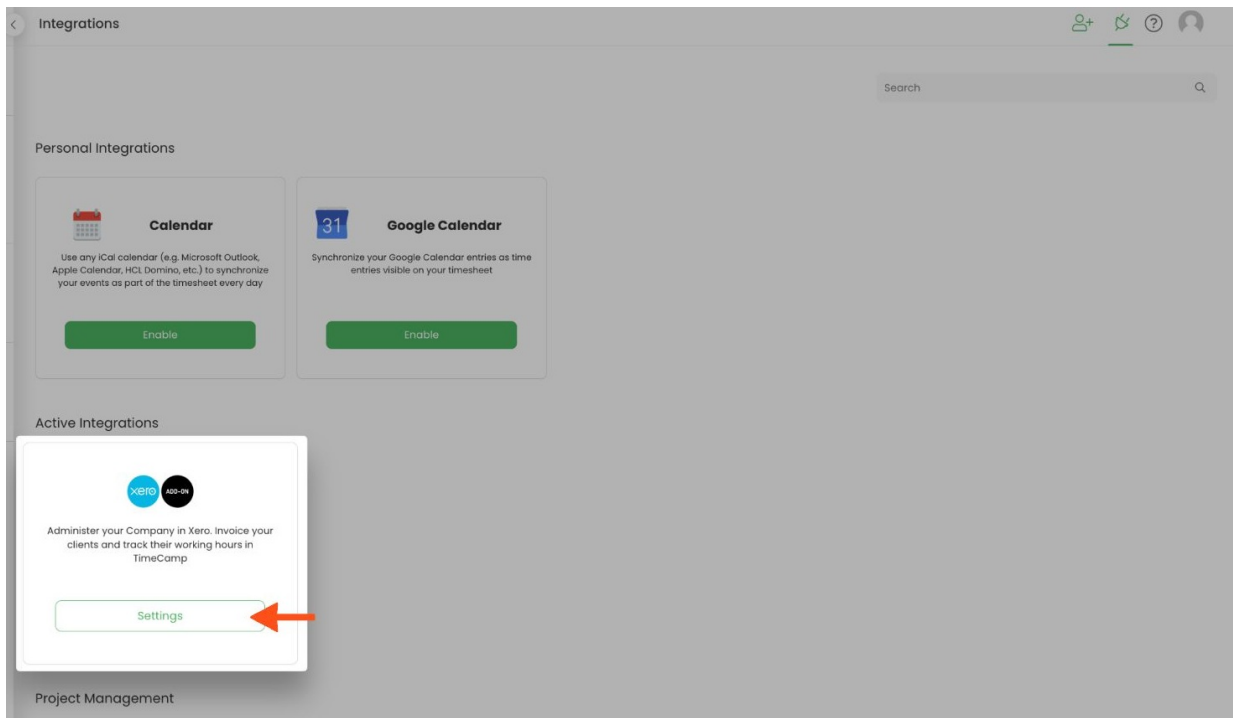## Disable integration

Only the Administrator of the account can unlink or re-enable the integration.
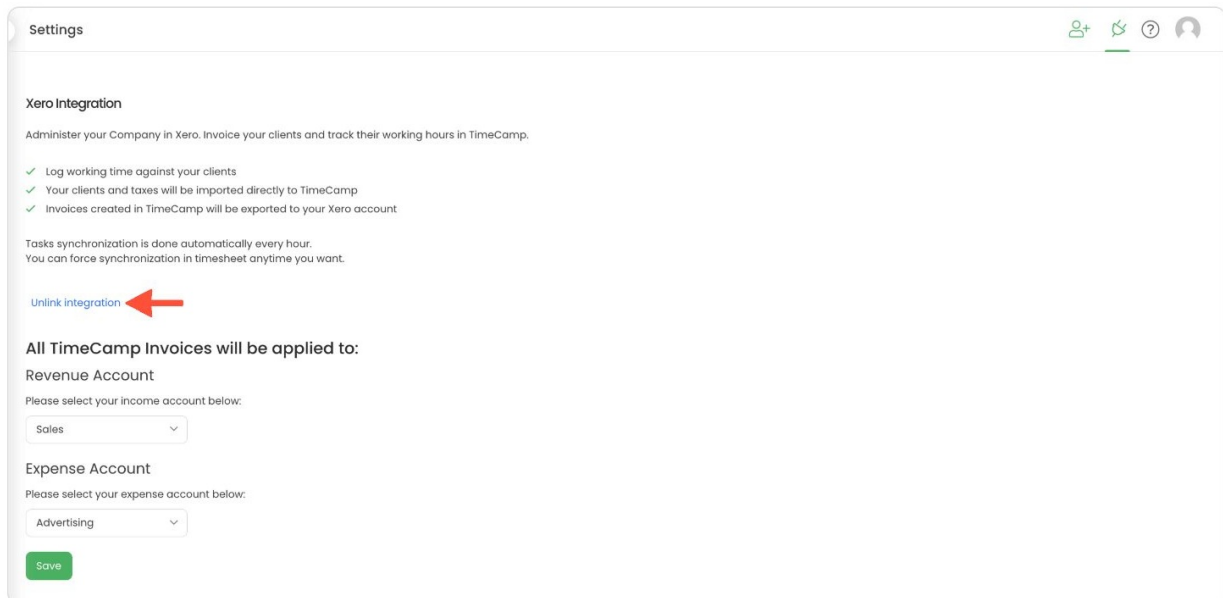
Step 1

If for some reason you would like to reenable or unlink the integration please navigate to the plugin icon and select the **Integrations** option. Next, find the **Xero** integration on the list of active integrations and click on its **Settings**.

Step 2

Next, to unlink the integration simply click on the **Unlink integration** button.

To re-enable the integration first, **unlink it,** and next click on the **Enable integration** button and proceed with the authorization. Select Revenue and Expense Accounts you wish to integrate with TimeCamp and click on the green **Save** button. The list of your active clients imported to TimeCamp will be updated immediately.

If you're facing any issues with re-enabling the integration, we recommend additionally disconnecting the TimeCamp app in Xero. To do that, navigate to the "Manage connections" tab and click on the

"Disconnect" option next to TimeCamp.