# TSM Xero Link

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The TSM Xero Link allows for the transfer of Invoices, Supplier Invoices, Cash Receipts, and COGS entries from TSM version 6 into the Xero online accounting package, eliminating the need for double handling of records when they are required in both packages.

This guide details how to use the link. Due to technical complexity, the program is generally installed and configured by a TSM Technician.

Configuring the Link

1. Once the program has been installed and the application activated in Xero, start the TSM Xero Link by using the shortcuts created by the installer.

2. Ok through any error messages indicating TSM or Xero is not accessible, and click Tools then Options.

3. Select TSM on the left pane, and enter the current TSM directory, username, and password (must be a supervisor within TSM).

4. Note: The TSM directory must be accessible using the current Windows credentials. Using a UNC path (\\server\dir) is recommended over a mapped drive path. Also, the TSM DLL must be registered correctly using this path on the current machine (see troubleshooting section for details).
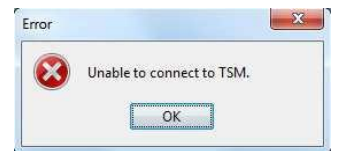
5. Select Xero on the left pane, and enter the Consumer Key and Consumer Secret obtained when registering the link with Xero. Also ensure the private key has been placed in the Link Installation directory.

6. Click Ok to save the settings, then close and reopen the Post.
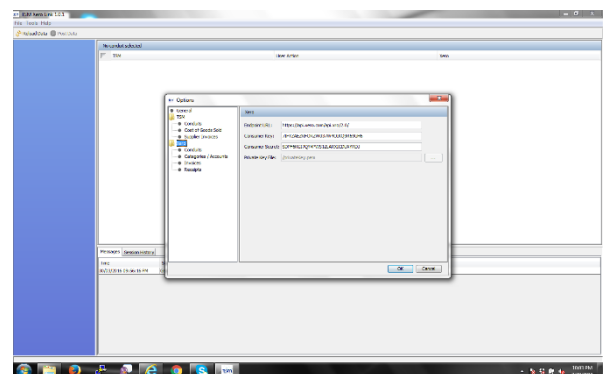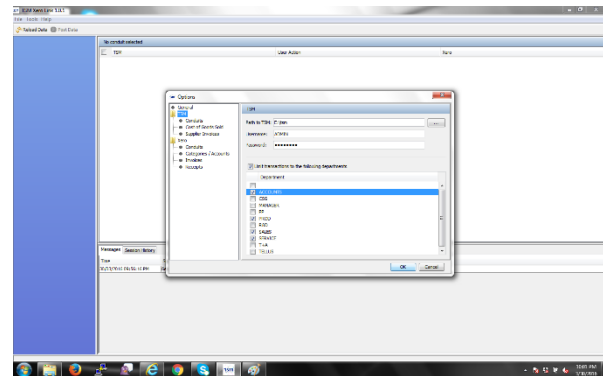
Configuring Data

When first setting up the Link, you will want to ensure Tax, Account, and Customer codes are correctly synchronised between the 2 packages.

For Tax Codes, it is recommended to simply import the existing Xero codes into TSM. To do this:

1. Click the Reload Data button in the link

2. Untick all the options except for Tax Codes, and click Ok.
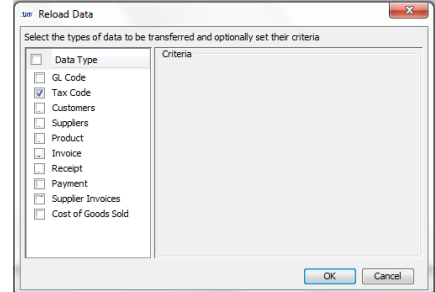
3. Tick all of the entries with the Tax Code in the right column, then click the Post Data button. This will transfer the Xero Codes to TSM.
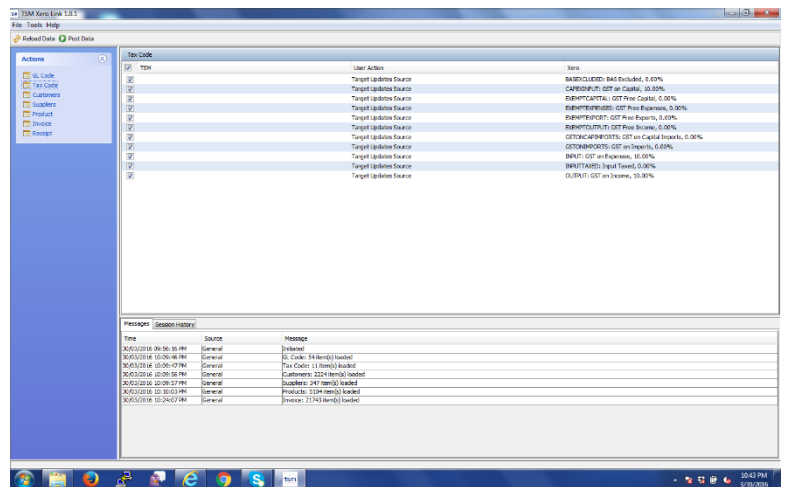
4. Within TSM, click Utilities-> Setup-> General-> Page 1 tab, and ensure the default tax codes are correct. The default sales tax code is called OUPUT in Xero, and the default purchase code is INPUT.

Note: For an existing TSM installation, you will need to update the codes in TSM against Jobs and POs for transactions you want to go across to Xero. Please contact TSM Support if this needs to be done in bulk.

The GL Codes/Accounts which transactions are sent to are usually defined within the link itself. You only need to enter these codes into TSM if you have the requirement to send individual items to accounts different from the rest of the Job or PO.

The Link will display a list of TSM Departments for you to define account codes for (the departments are set under Utilities-> Advanced -> Codes Setup-> Department within TSM).
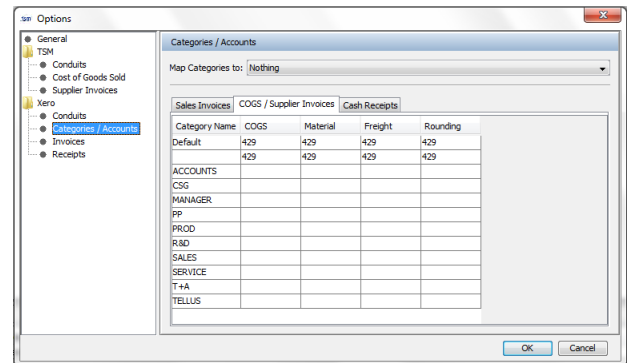
To set the Accounts:

1. Click Tools-> Options-> Xero-> Categories/Accounts

2. For each department, enter the appropriate Xero account codes to use when posting Invoices, Supplier Invoices, COGS records, and Cash Receipts. The specific
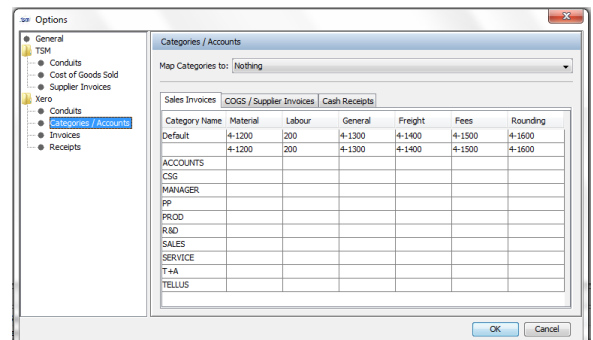
accounts to use for each transaction type need to be identified by each customer's accountant. Clicking the dropdown will display the Account Code list directly from Xero.

Under the Sales Invoices tab, Material sets the Sales Income account for Parts Used on a Job, Labour is the Sales account for Timesheets, General is used for Invoices from Contract Jobs (and user fields set to Job Total), Fees are from a Job's Service Fee, and Rounding is populated from any difference between the line items and Invoice total.

Under COGS/ Supplier Invoices, the COGS account is used if recording Cost of Sale from Parts Used records, Material defines the Inventory Asset account used when purchasing stock, Freight records shipping costs from Purchase Orders, and Rounding is populated from any difference between Supplier Invoice line items and the total.

The Cash Receipts tab defines which asset account funds are to be deposited into when receiving payments.
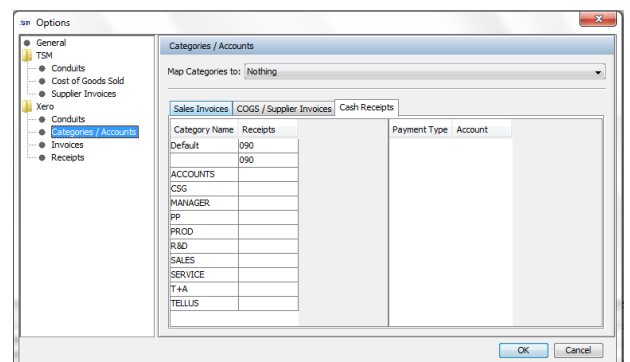
Important: If the accounts for specific departments are left blank, the accounts defined in the default line will be used instead (these will also be used when posting a transaction with no department set). The default accounts set here can be overridden by defining an account code on any transaction in TSM. For any given transaction, if there is no account set in TSM against the department or on the default line, the transaction will fail to post.

    4. Once you have set all required accounts, click OK and close the program to commit the changes.

    5. To send account codes to TSM, click the Reload Data button in the link, untick all the options except for GL Code, and click Ok. Tick all Account Codes you wish to send to TSM (only send those you need to manually define), and click the Post Data button.
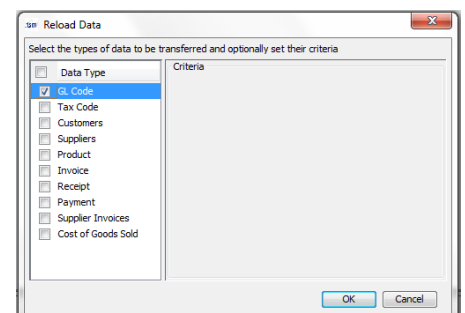
Customer and Suppliers in TSM match to Customers and Suppliers in Xero based on the TSM Customer ID field and the Xero Contact ID field. Contacts entered into Xero will not have this ID specified, so we recommend all new customers be entered in TSM.

Setting up the initial synchronisation depends on what data already exists. If the customer list is in TSM, and Xero is blank, then all you need to do is load and post all Customer and Supplier records from TSM to Xero using the link.

If the customer list is in Xero and TSM is blank, you need to load and post all Customer records from Xero to TSM, then export a list of suppliers from Xero, and use the TSM Import Utility to correctly flag them as suppliers in TSM.

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If customers exist in both Xero and TSM, then please contact TSM Support for assistance.

Posting Transactions

Before attempting to transfer any data, please ensure TSM has been backed up and the TSM Xero Link has been correctly configured.
In general use, you would only want Invoice, Receipt, Supplier Invoice, and COGS (if required) to be transferred (new Customer and Supplier records are automatically sent across when posting associated Invoices). To disable loading of other records, click Tools-> Options-> General and untick them.
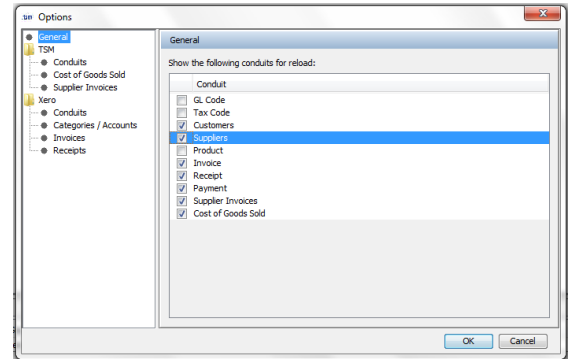
To transfer data between TSM and Xero:

1. Click the top Reload Data button, and tick the Data Types to transfer. After clicking OK, all unposted transactions will load from TSM. Records loaded from TSM to be posted to Xero will appear in the left column. Any data from Xero to be posted to TSM will appear in the right column.
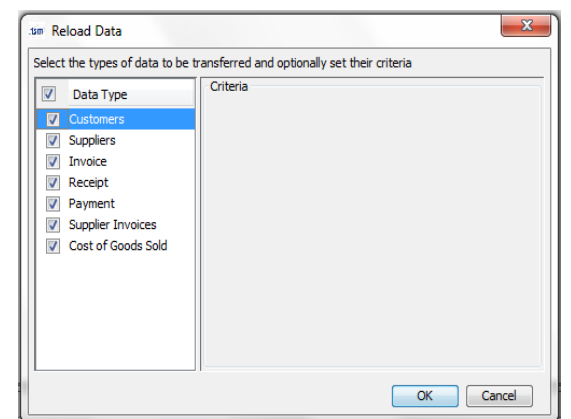
2. For all transactions you wish to transfer, tick the left checkbox next to the record in the main grid (or use the top checkbox to select all current entries). If you do not wish to transfer a particular record, and want it to no longer appear in the transaction queue, click the middle User Action dropdown and choose Mark as Updated, and tick the left checkbox.

3. Once all records you wish to process have been ticked, click the Post Data button. A record of all transactions made will appear in the bottom Session History tab. If any specific record is unable to Post, an error message will appear in the bottom Messages tab indicating the cause of the failure.

4. Make any changes necessary to the erroneous transactions or setup, and reload and repost all entries until the queue is clear.
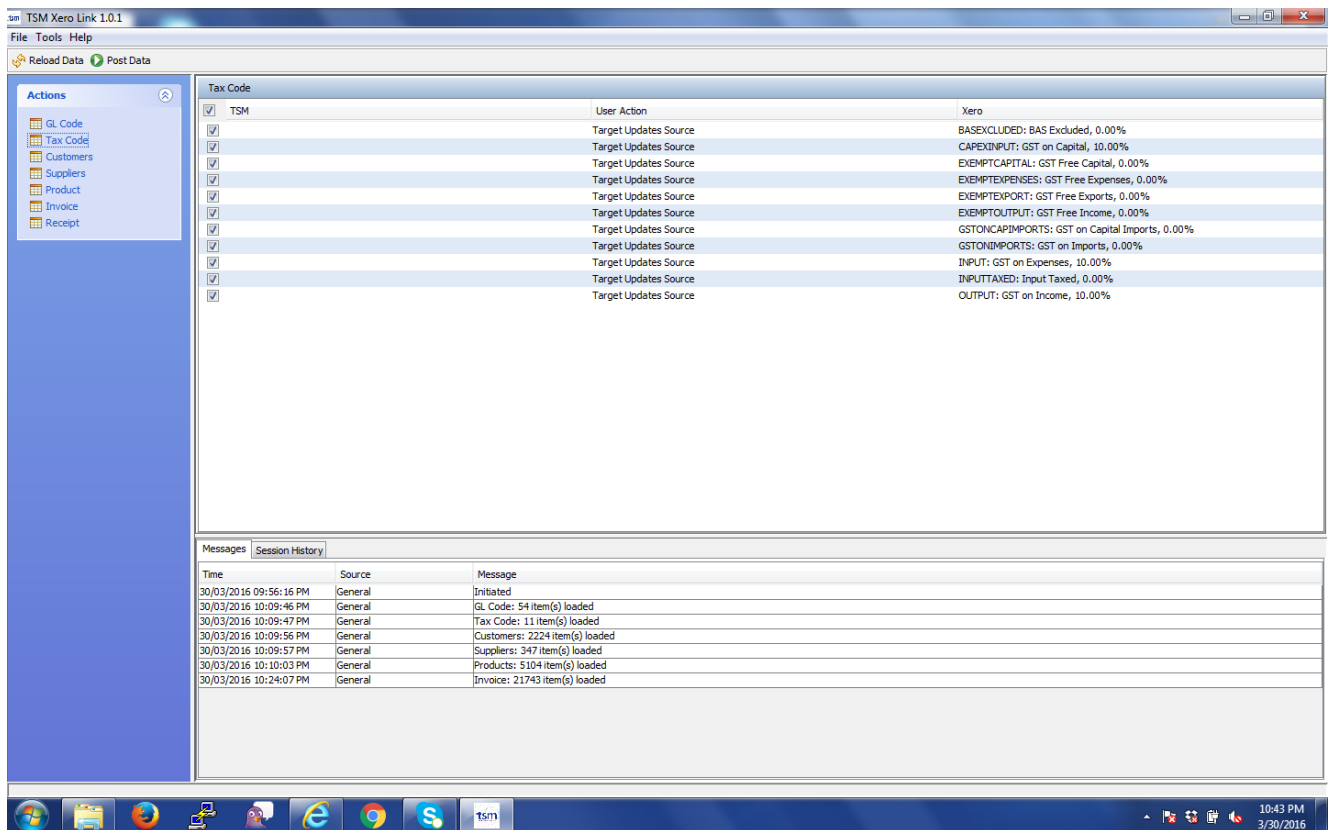
Troubleshooting

The shortcut cannot find the TSM Xero Post:
This problem can occur on certain 64-bit systems when Java is not installed in the default directory. To resolve, right-click on the Post shortcut, select Properties, and on the Shortcut tab change the target to point to the current Java system executable (e.g. C:\WINDOWS\SysWOW64\javaw.exe).

The Post will not start:
This may be due to incorrect Java installation. Ensure 32-bit Java is correctly installed on the current machine.
The problem may also be with the installation of the Jacob DLL. Download the appropriate version from http://sourceforge.net/projects/jacob-project/ and copy it to the Post installation directory.

Error regarding TSM version mismatch:
To run correctly, the TSM DLL must be registered in Windows. Only one TSM DLL can be registered at a time, so if multiple TSM installations exist on the same machine, all copies must be kept the exact same version. To re-register the TSM DLL, open a command prompt with 'Run as Administrator' and type "regsvr32 c:\tsmdir\tsm.dll" (replace tsmdir with you current TSM directory).