





# Adding Projects to PEX & Xero

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## Overview

When adding a new project, the project name and project number are determined by the values established in **Buildertrend**. To ensure integrations between Buildertrend, PEX, and Xero work correctly, it is crucial that these values are formatted correctly and remain consistent across all platforms.

There is no configuration displayed here between Buildertrend and Xero because the integration has already been established. Artifacts for new projects, such as customer invoices or subcontractor bills, will be transmitted from Buildertrend to Xero using the existing connections.

Our company utilizes **Xero** for accounting purposes and **PEX** for credit card services. To ensure accurate cost tracking and seamless integration between these systems, follow the procedure outlined below when adding a new project.

## Step-by-Step Guide

### Step 1: Login to Xero

1. Navigate to the **Accounting** tab at the top.
2. Select **Tracking Categories**. Tracking categories in Xero help to track specific aspects of your business, such as projects, departments, or regions.
3. Go to **PROJECTS**. This section allows you to manage and organize your various projects for better financial oversight.
4. Click on **Add Another Option**. Here, you will add a new tracking option that corresponds to your new project.
5. Save your changes.



Ensure that the name of the tracking category matches the tag created in PEX. Consistency between Xero and PEX is crucial because once the tag has been assigned to a transaction, it cannot be changed.

## Step 2: Login to PEX

1. Go to **Business Settings**. This is where you can configure various settings for your PEX account.
2. Select **Tag Manager**. The Tag Manager allows you to create and manage tags used to categorize transactions.
3. Click the pencil icon next to **PROJECTS**. This will enable you to edit the projects list.
4. Choose **Add a New Option**. Add the new project here, ensuring it matches the tracking category name in Xero.
5. Update and save your changes.



The "Option Value" in PEX must exactly match the "Category Option" defined in Xero. The PEX "Option Value" cannot be updated or changed once saved; it can only be deactivated. Accuracy is essential because a typo in the tag Option Value will prevent transactions from synchronizing to Xero.

## Why This Procedure is Important

- **Consistency and Accuracy:** Ensuring that the project names (tags) in PEX match exactly with the tracking categories in Xero guarantees that all expenses and transactions related to a project are accurately tracked and reported.
- **Efficient Cost Tracking:** By following this procedure, you can efficiently manage and track the costs associated with each project, leading to better financial oversight and decision-making.

## Troubleshooting

- **Synchronization Issues:** If you encounter issues with transactions not synchronizing between PEX and Xero, double-check that the tag names in both systems are identical and free of typos.
- **Deactivating Tags:** If a mistake is made in the tag Option Value, deactivate the incorrect tag and create a new one with the correct information. Remember, once saved, the Option Value in PEX cannot be changed.

By adhering to these steps, you can successfully add and manage Buildertrend projects within PEX and Xero, ensuring smooth synchronization and accurate tracking of transactions.

For any further assistance or queries, please contact our support team.

## Document Control

This document is controlled and maintained by OVI General Contracting's compliance department.



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