Overview

Synchronizing an existing connector from PEX to Xero ensures that financial data flows seamlessly between the two platforms, enabling efficient expense management and accounting processes. This guide provides step-by-step instructions to synchronize your PEX account with Xero.

Prerequisites

Before you begin, ensure you have the following:

1. **PEX Account**: Ensure you have an active PEX account with the necessary permissions to configure integrations.
2. **Xero Account**: Ensure you have an active Xero account with the necessary permissions to configure integrations.
3. **Administrator Access**: Ensure you have administrator access to both PEX and Xero accounts.
4. **Signed into Xero**: Sign into your Xero account in a separate web browser. This will simplify the authentication steps between PEX and Xero.

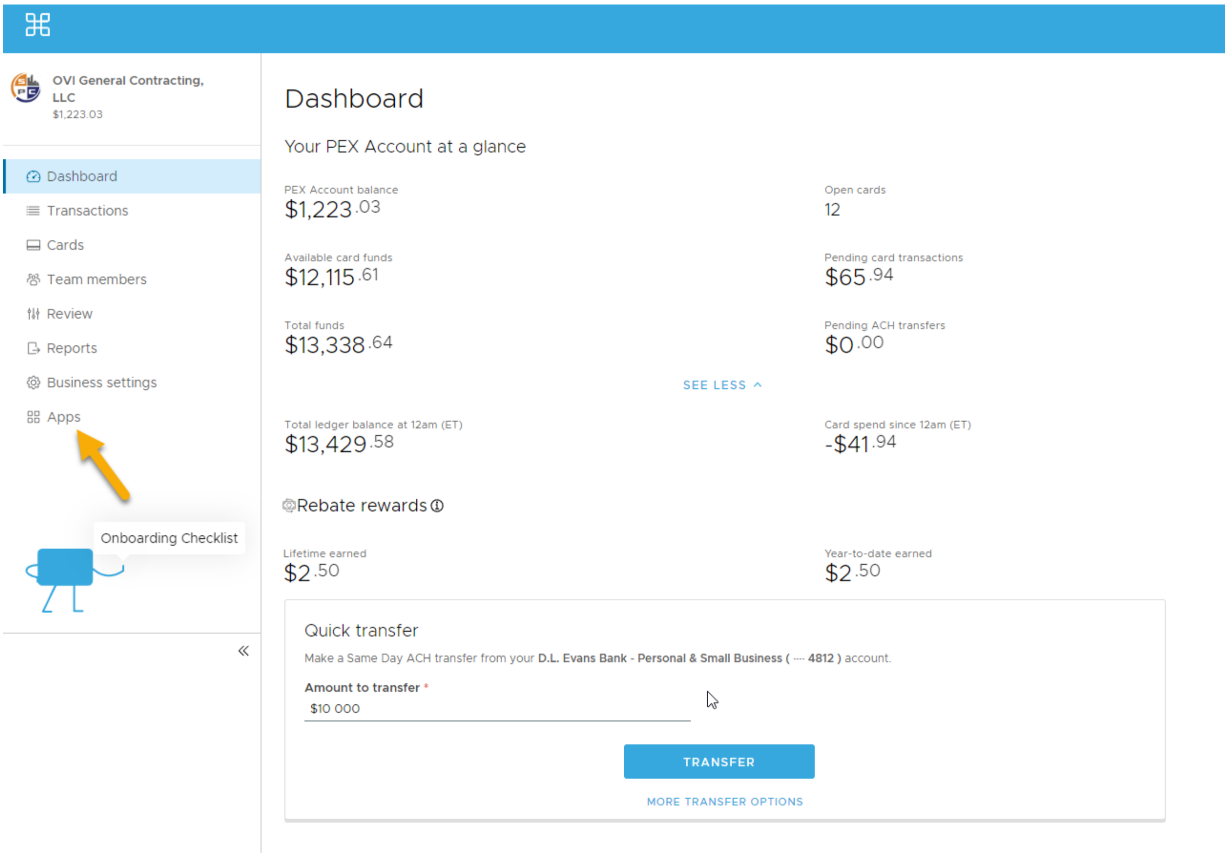
Steps to Synchronize PEX with Xero

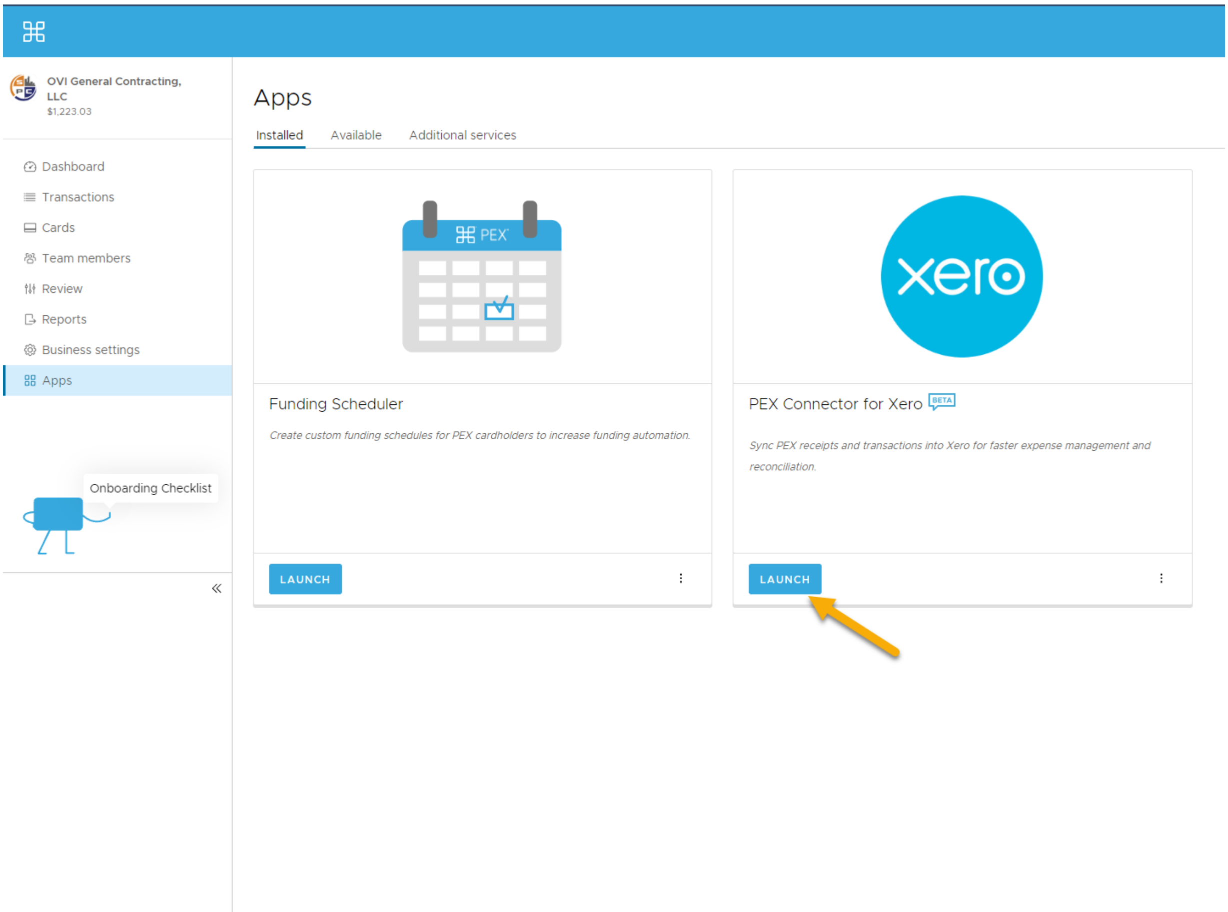
Step 1: Log in to Your PEX Account

1. Open your web browser and go to the PEX login page.
2. Enter your credentials (username and password) and click "Login".

Step 2: Access the Integration Settings

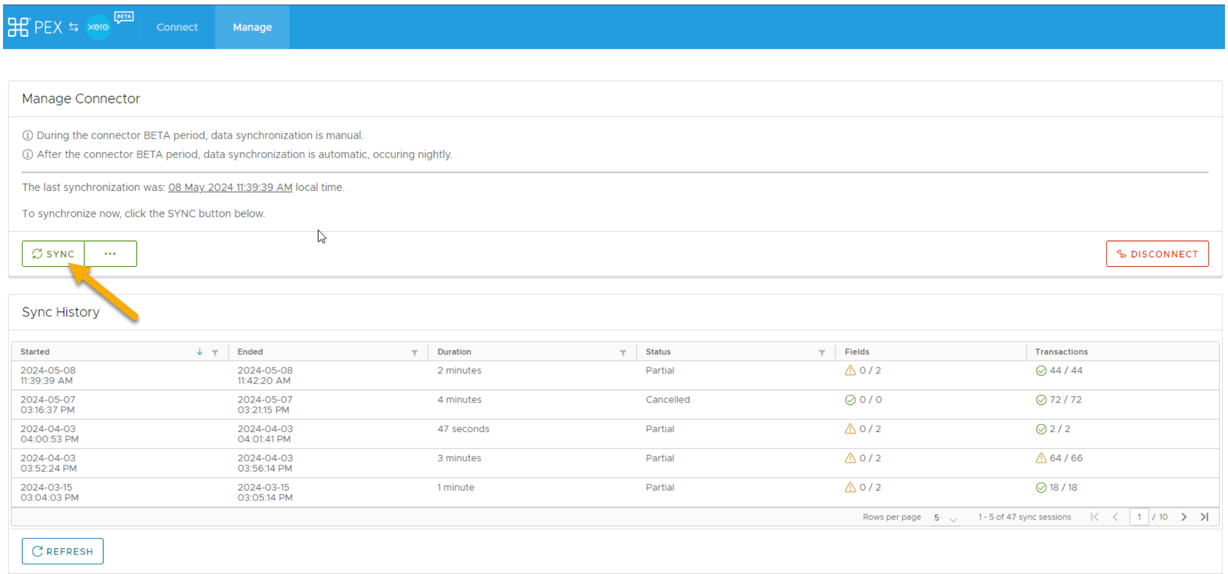
1. Once logged in, navigate to the **Apps** icon located at the bottom of the navigation menu on the left side of the page.
2. On the **Apps** page, find the **PEX Connector for Xero** app and select **Launch**.


OVI General Contracting, LLC
$1,223.03
Dashboard
Transactions
Cards
Team members
Review
Reports
Business settings
Apps
Onboarding Checklist
Dashboard
Your PEX Account at a glance
PEX Account balance
$1,223.03
Open cards
12
Available card funds
$12,115.61
Pending card transactions
$65.94
Total funds
$13,338.64
Pending ACH transfers
$0.00
SEE LESS
Total ledger balance at 12am (ET)
$13,429.58
Card spend since 12am (ET)
-$41.94
Rebate rewards
Lifetime earned
$2.50
Year-to-date earned
$2.50
Quick transfer
Make a Same Day ACH transfer from your D.L. Evans Bank - Personal & Small Business (···· 4812) account.
Amount to transfer *
$10 000
TRANSFER
MORE TRANSFER OPTIONS


OVI General Contracting, LLC
$1,223.03
Dashboard
Transactions
Cards
Team members
Review
Reports
Business settings
Apps
Onboarding Checklist
Apps
Installed
Available
Additional services
PEX
Funding Scheduler
Create custom funding schedules for PEX cardholders to increase funding automation.
LAUNCH
xero
PEX Connector for Xero
BETA
Sync PEX receipts and transactions into Xero for faster expense management and reconciliation.
LAUNCH

Step 3: Run Sync

1. Select the **SYNC** option on the left side of the page.
2. **Important**: Stay on this page until the synchronization operation completes. Leaving the page will cancel the sync. Refreshing the page will cancel the sync.
3. You can return at any time to run the sync operation again.



Note: Sometimes the amount of data that will be moved from PEX to Xero is large enough that the sync operation will time out. If you go into Xero and don't see all the transactions, then go back to PEX and run the sync operation again.

How to Re-Initialize the PEX to Xero Connector

Sometimes the connector between PEX and Xero will time out, requiring the credentials between PEX and Xero to be refreshed. This section will walk you through the steps to reinitialize an existing connector. It helps if you are already logged into Xero before starting this operation.

Prerequisites

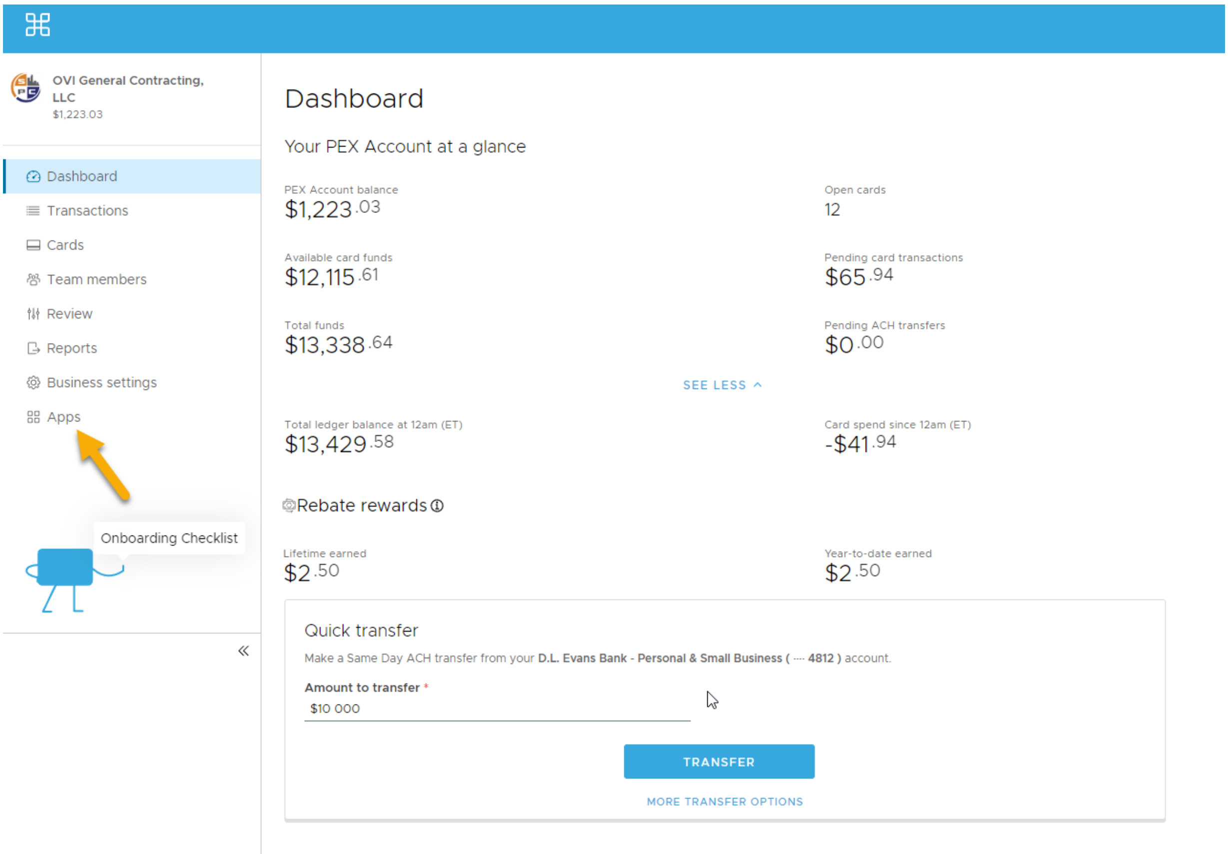
Ensure you are signed into your Xero account in a separate web browser tab to simplify the authentication steps between PEX and Xero.

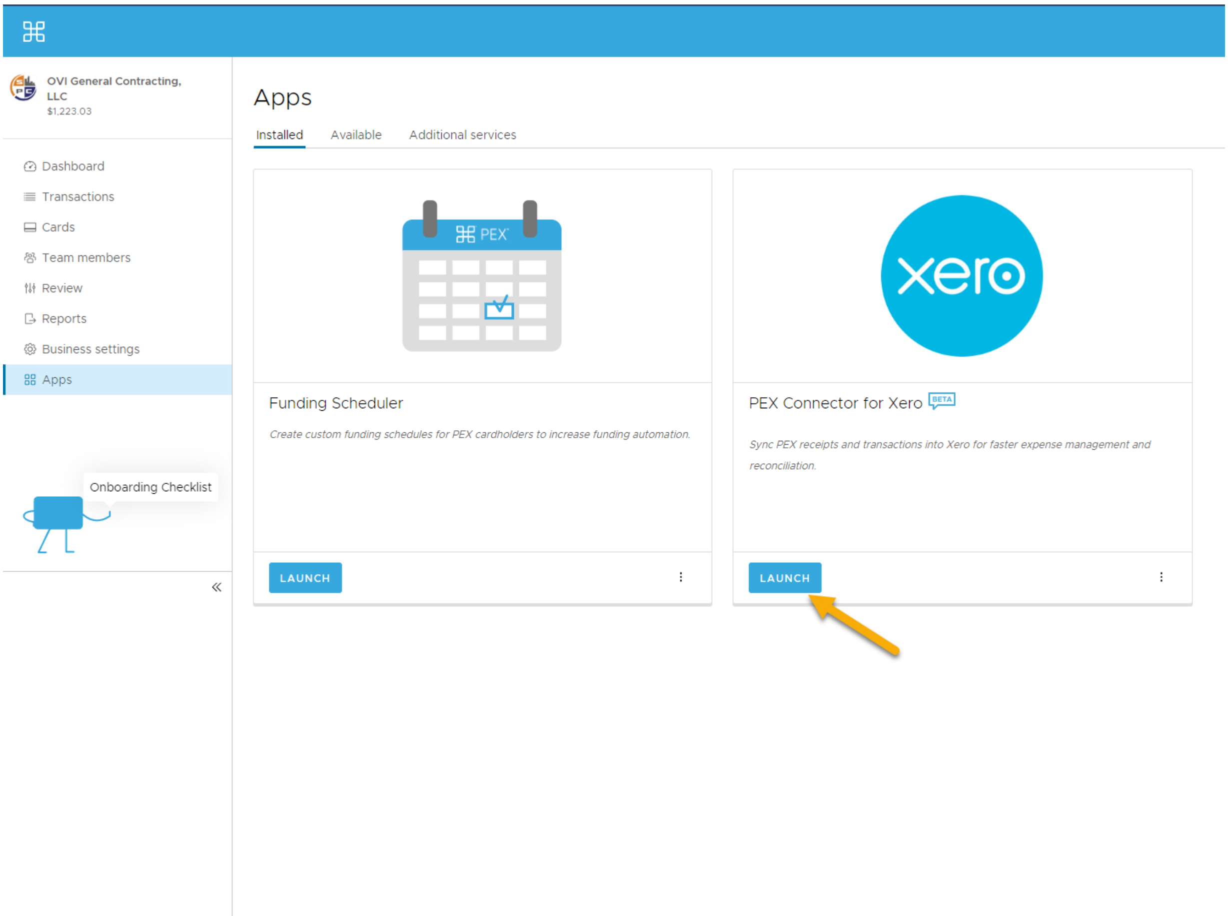
Step 1: Log in to Your PEX Account

1. Open your web browser and go to the PEX login page.
2. Enter your credentials (username and password) and click "Login".

Step 2: Access the Integration Settings

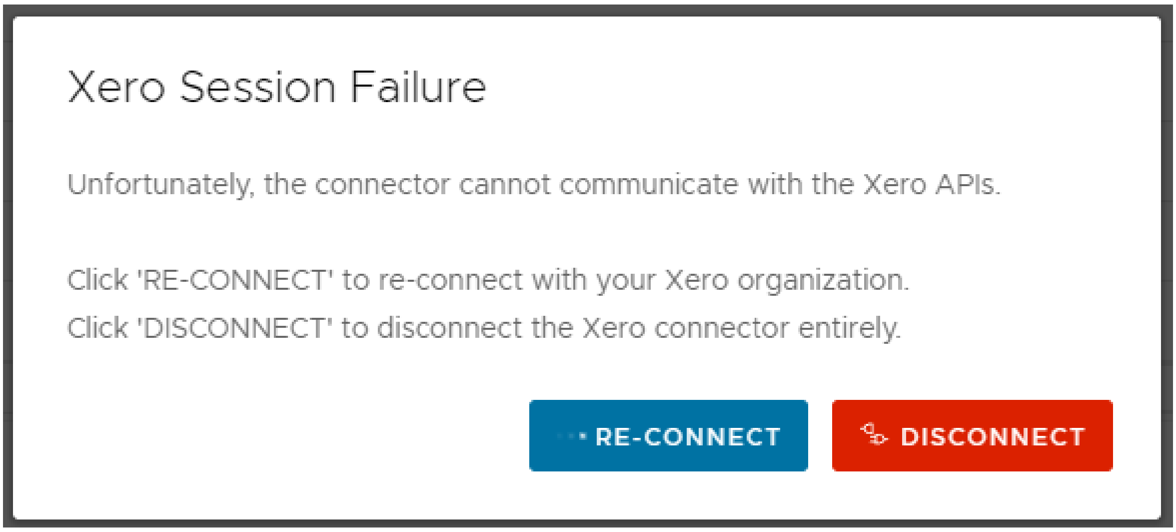
1. Once logged in, navigate to the **Apps** icon located at the bottom of the navigation menu on the left side of the page.
2. On the **Apps** page, find the **PEX Connector for Xero** app and select **Launch**.





Step 3: Reconnect the Xero Integration

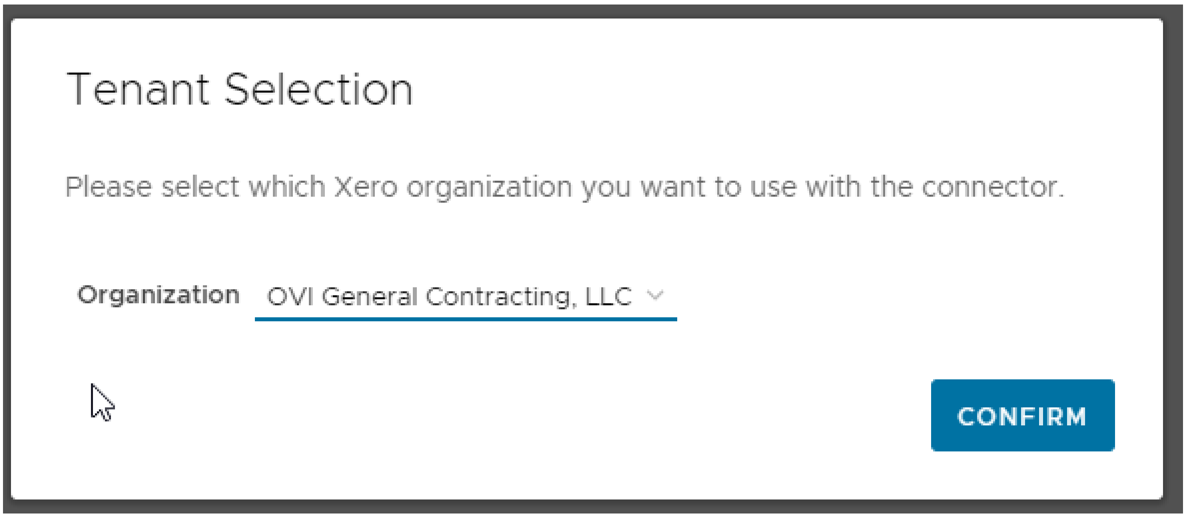
1. If the connector has timed out, you will automatically be prompted to reconnect with the following notification:



2. Click on the **Reconnect to Xero** button. You will be redirected to the Xero login page.
3. Enter your Xero credentials and authorize PEX to access your Xero account.
4. Once authorized, you will be redirected back to the PEX integration settings page.

Step 4: Reconfigure Sync Settings

1. In the PEX integration settings page, reconfigure the settings as follows:
    - **Select Xero Organization**: Choose the Xero organization you want to sync with.
    - **Accept Default Mapping Accounts**: Ensure PEX expense categories are correctly mapped to Xero accounts. Accept the existing mappings.



PEX Connector wants access to:

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Organisation data

OVI General Contracting, LLC

View and manage your:

- Attachments
- Business transactions
- Contacts

View your:

- Organisation settings

User account information

Marcus Downing

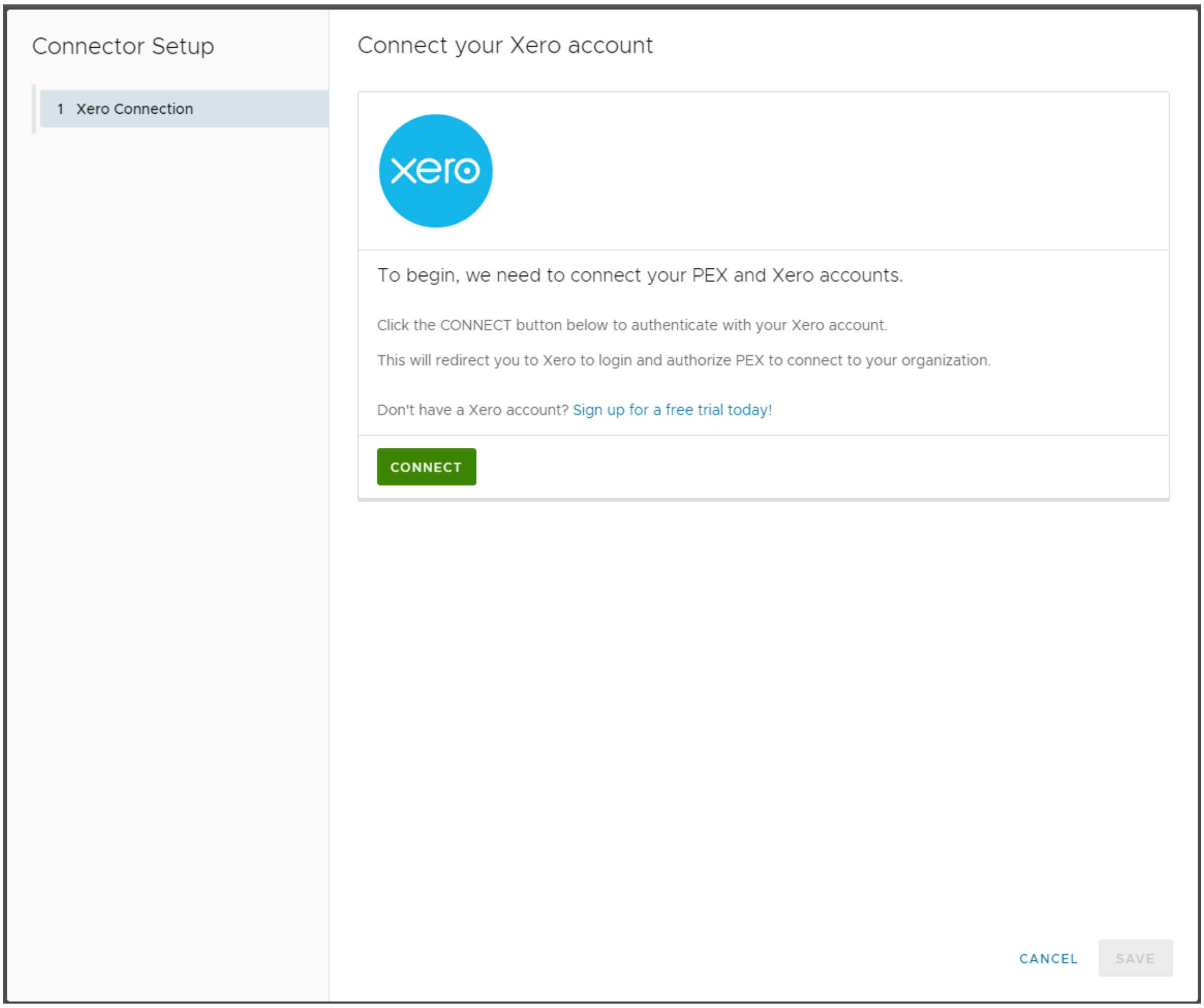
View your name, email, and user profile.

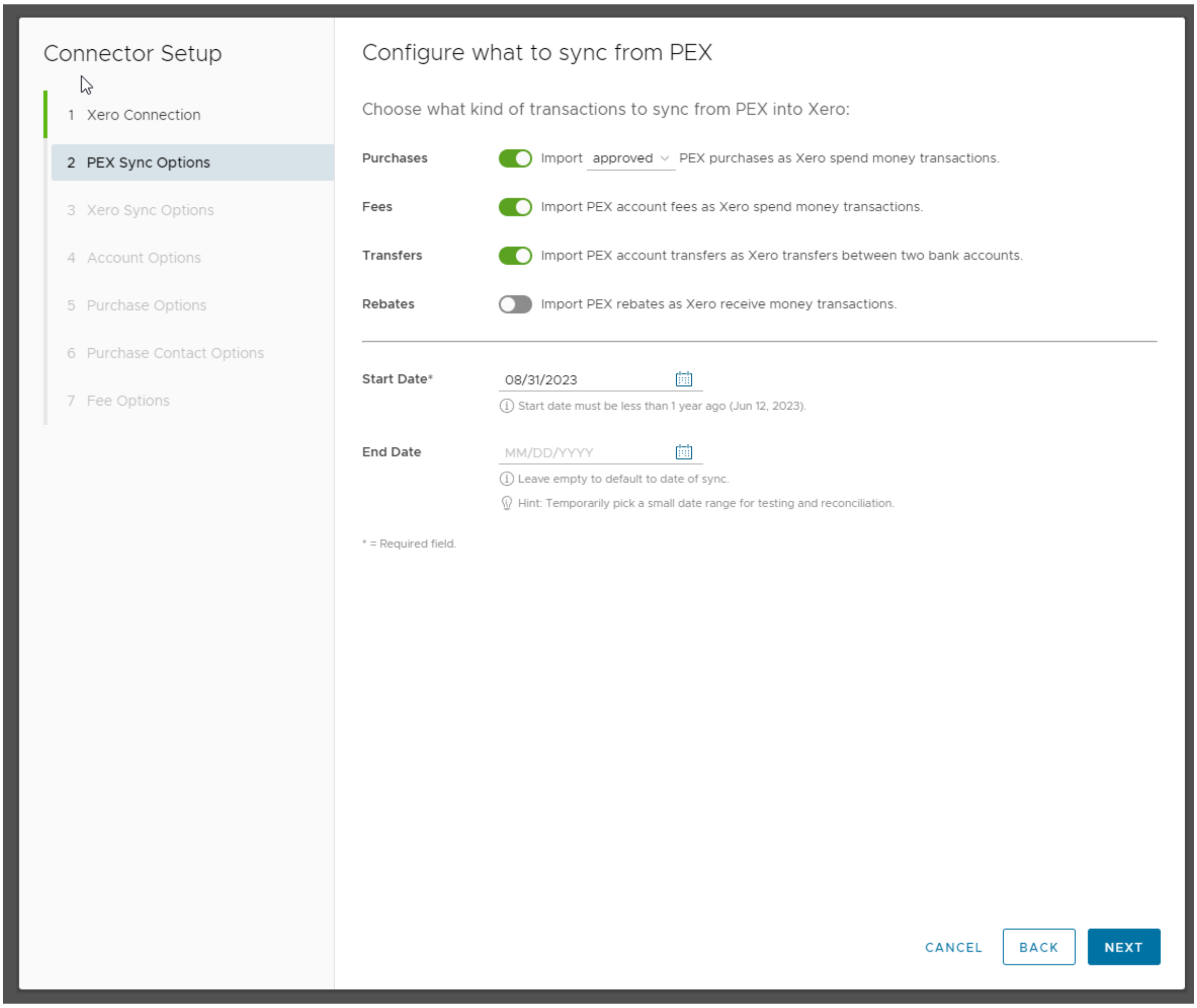
By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's Terms of use and the application provider's terms of use and privacy policy.

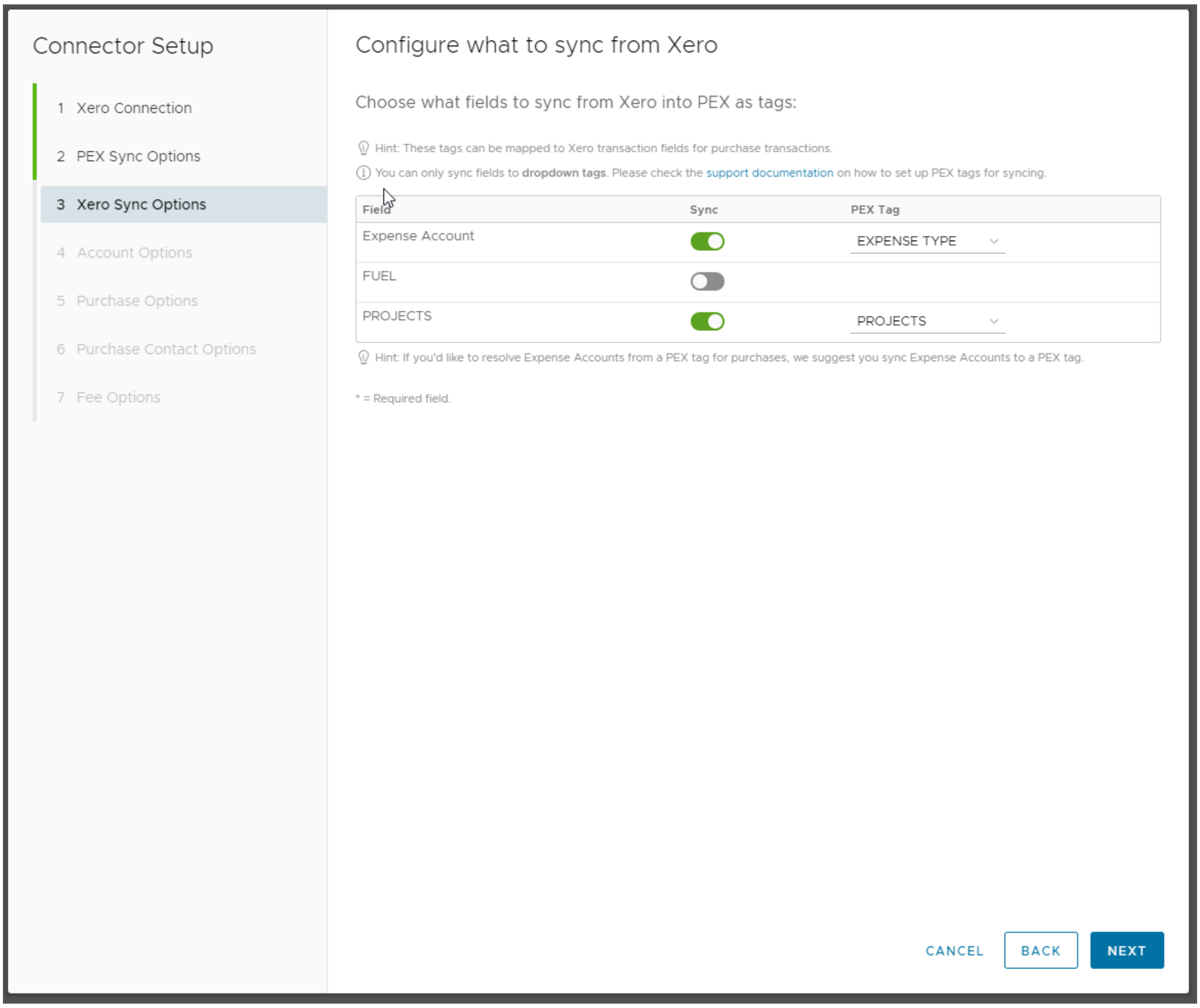
You can disconnect at any time by going to Connected apps in your Xero settings.

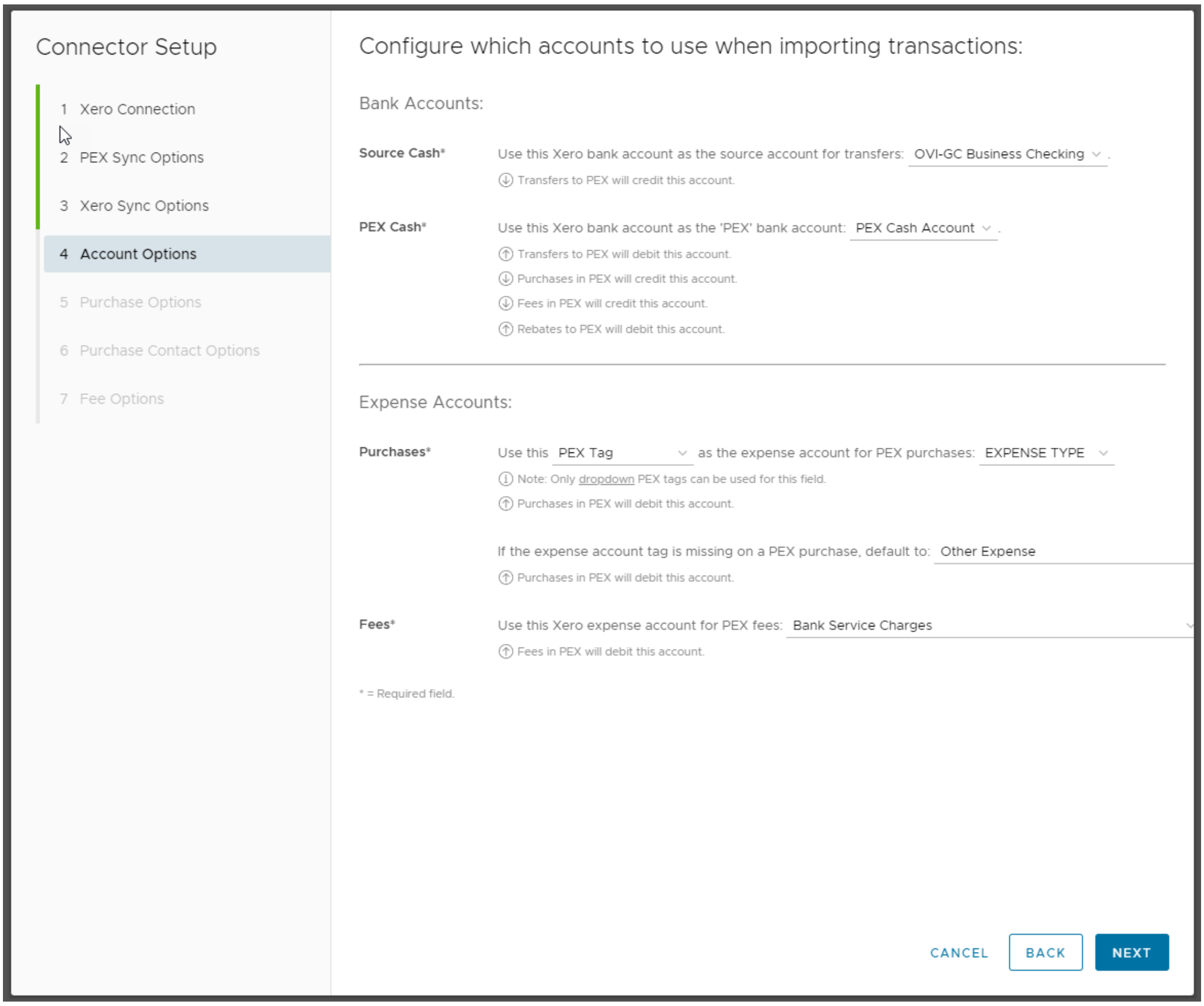
Allow access

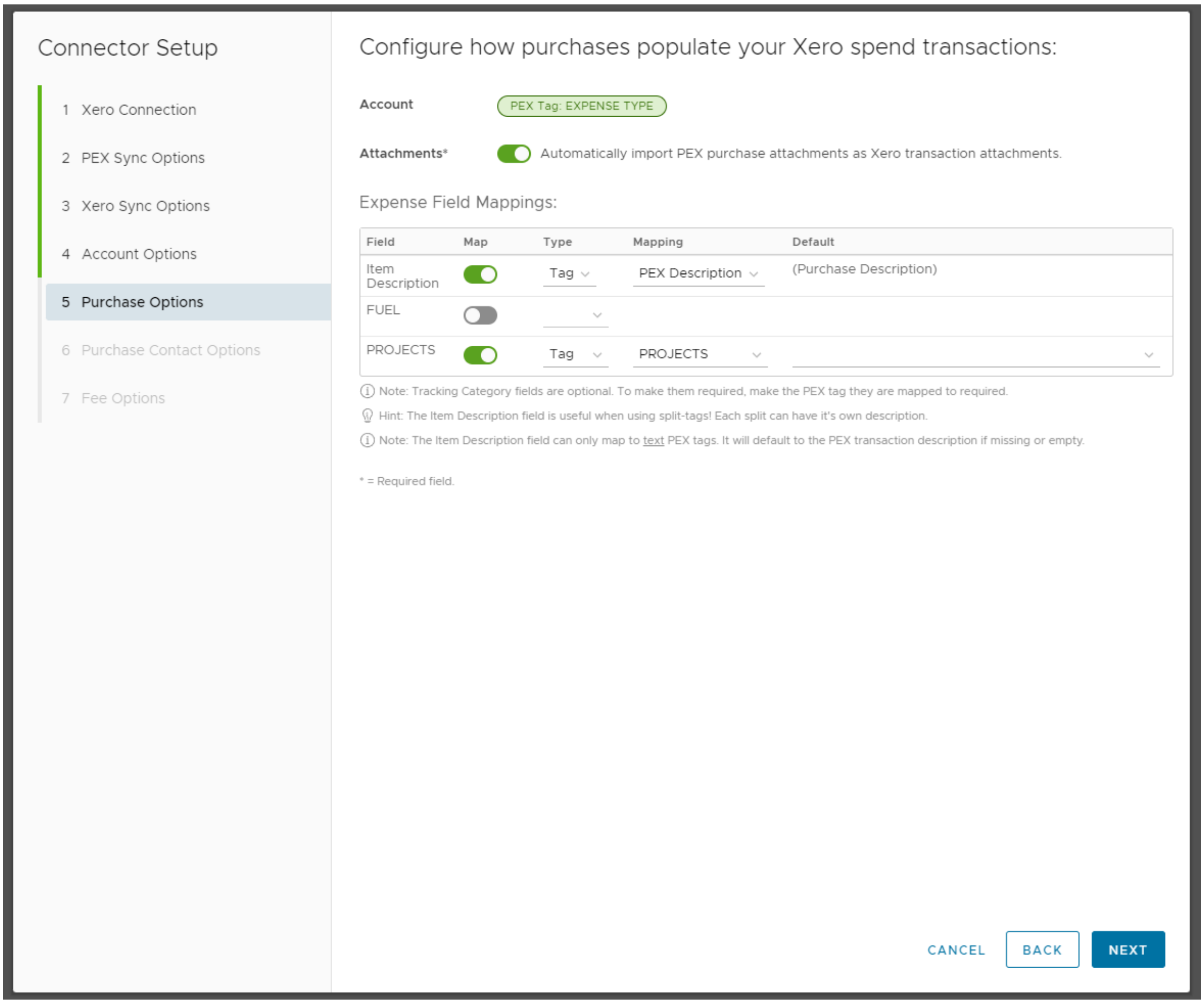
Cancel

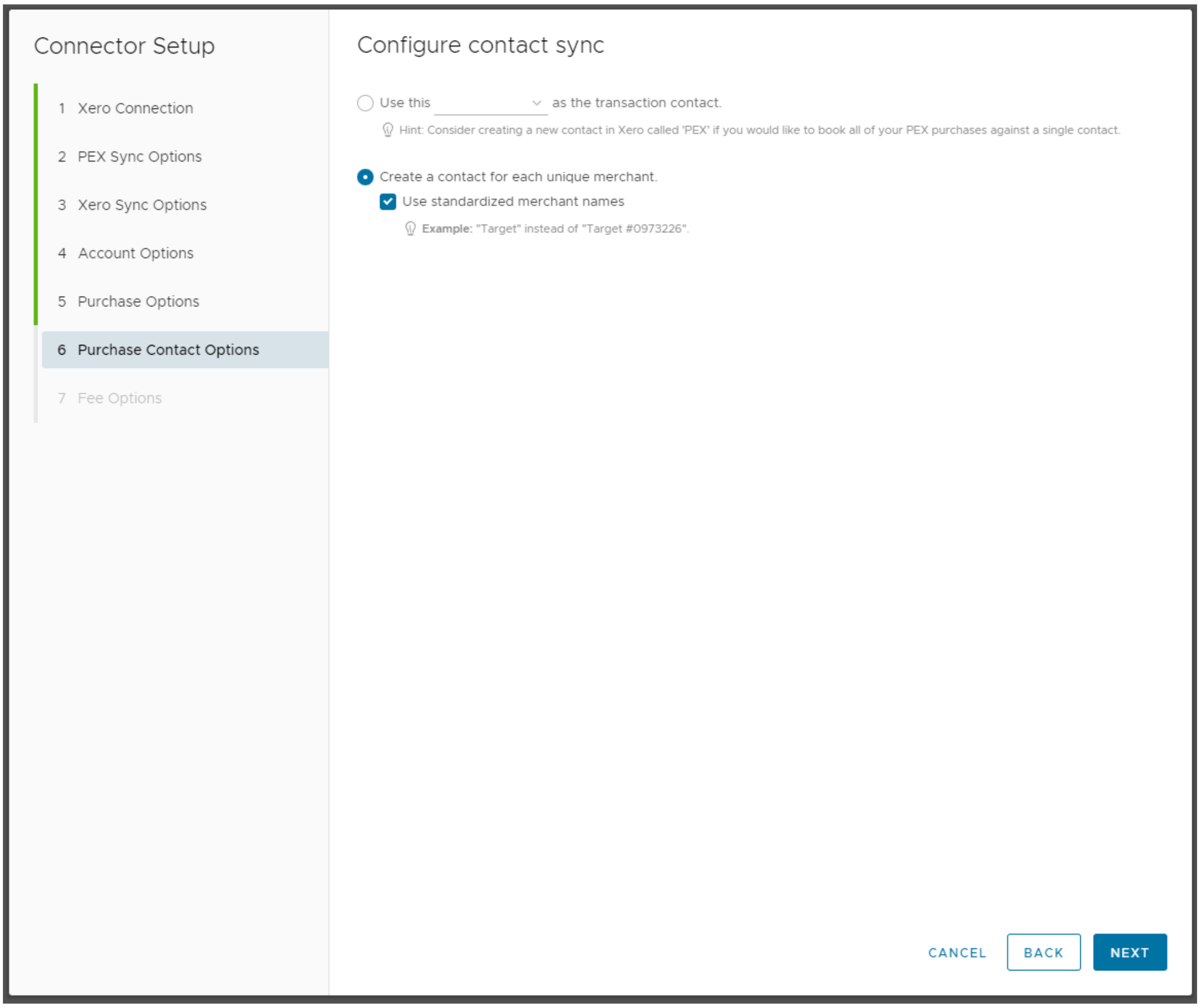

Connector Setup
1 Xero Connection
Connect your Xero account
xero
To begin, we need to connect your PEX and Xero accounts.
Click the CONNECT button below to authenticate with your Xero account.
This will redirect you to Xero to login and authorize PEX to connect to your organization.
Don't have a Xero account? Sign up for a free trial today!
CONNECT
CANCEL
SAVE


Connector Setup
1 Xero Connection
2 PEX Sync Options
3 Xero Sync Options
4 Account Options
5 Purchase Options
6 Purchase Contact Options
7 Fee Options
Configure what to sync from PEX
Choose what kind of transactions to sync from PEX into Xero:
Purchases
Import approved PEX purchases as Xero spend money transactions.
Fees
Import PEX account fees as Xero spend money transactions.
Transfers
Import PEX account transfers as Xero transfers between two bank accounts.
Rebates
Import PEX rebates as Xero receive money transactions.
Start Date*
08/31/2023
Start date must be less than 1 year ago (Jun 12, 2023).
End Date
MM/DD/YYYY
Leave empty to default to date of sync.
Hint: Temporarily pick a small date range for testing and reconciliation.
* = Required field.
CANCEL
BACK
NEXT

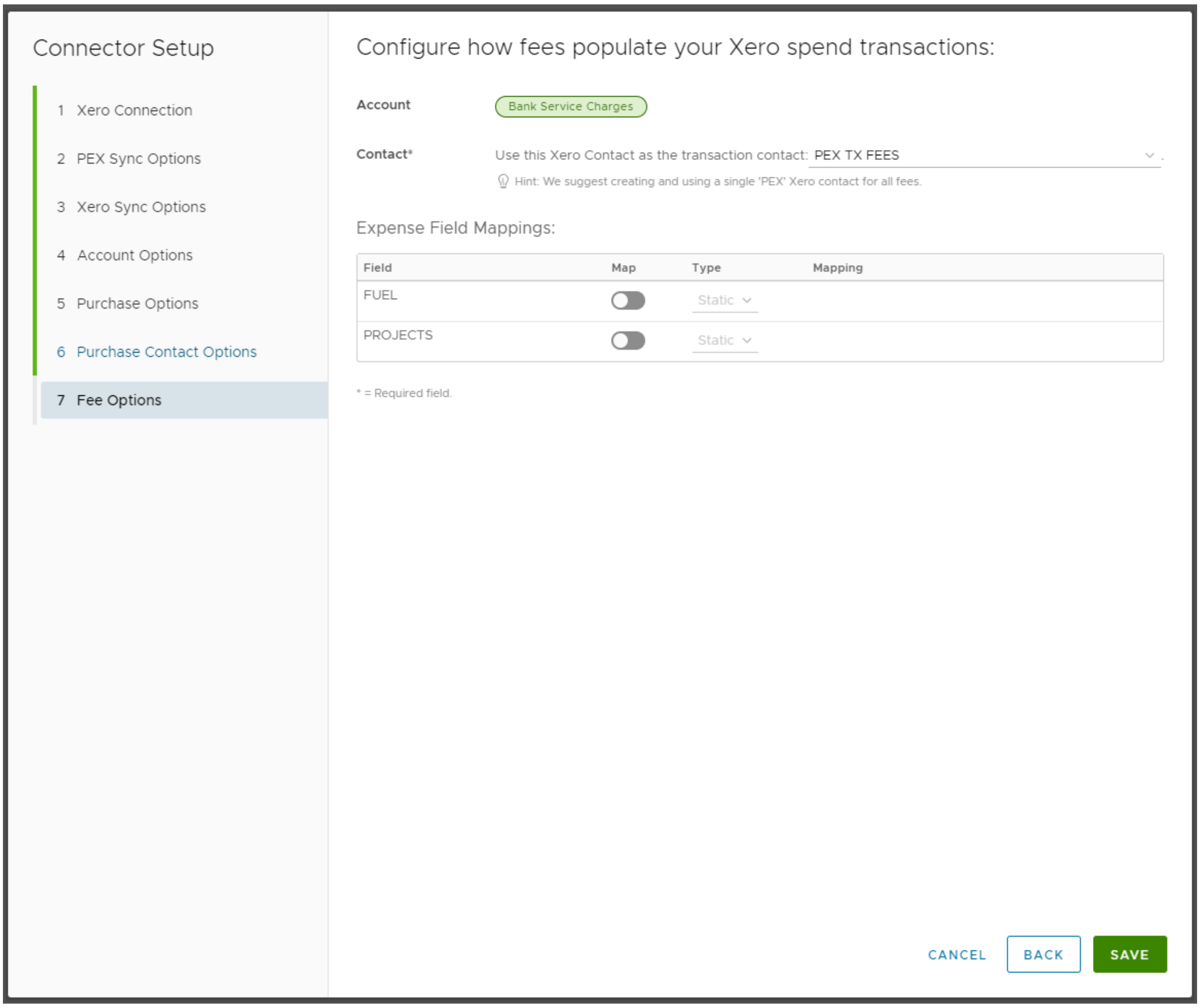

Connector Setup
1 Xero Connection
2 PEX Sync Options
3 Xero Sync Options
4 Account Options
5 Purchase Options
6 Purchase Contact Options
7 Fee Options
Configure what to sync from Xero
Choose what fields to sync from Xero into PEX as tags:
Hint: These tags can be mapped to Xero transaction fields for purchase transactions.
You can only sync fields to dropdown tags. Please check the support documentation on how to set up PEX tags for syncing.
Field
Sync
PEX Tag
Expense Account
EXPENSE TYPE
FUEL
PROJECTS
PROJECTS
Hint: If you'd like to resolve Expense Accounts from a PEX tag for purchases, we suggest you sync Expense Accounts to a PEX tag.
* = Required field.
CANCEL
BACK
NEXT


Connector Setup
1 Xero Connection
2 PEX Sync Options
3 Xero Sync Options
4 Account Options
5 Purchase Options
6 Purchase Contact Options
7 Fee Options
Configure which accounts to use when importing transactions:
Bank Accounts:
Source Cash*
Use this Xero bank account as the source account for transfers: OVI-GC Business Checking
Transfers to PEX will credit this account.
PEX Cash*
Use this Xero bank account as the 'PEX' bank account: PEX Cash Account
Transfers to PEX will debit this account.
Purchases in PEX will credit this account.
Fees in PEX will credit this account.
Rebates to PEX will debit this account.
Expense Accounts:
Purchases*
Use this PEX Tag as the expense account for PEX purchases: EXPENSE TYPE
Note: Only dropdown PEX tags can be used for this field.
Purchases in PEX will debit this account.
If the expense account tag is missing on a PEX purchase, default to: Other Expense
Purchases in PEX will debit this account.
Fees*
Use this Xero expense account for PEX fees: Bank Service Charges
Fees in PEX will debit this account.
* = Required field.
CANCEL
BACK
NEXT


Connector Setup
1 Xero Connection
2 PEX Sync Options
3 Xero Sync Options
4 Account Options
5 Purchase Options
6 Purchase Contact Options
7 Fee Options
Configure how purchases populate your Xero spend transactions:
Account
PEX Tag: EXPENSE TYPE
Attachments*
Automatically import PEX purchase attachments as Xero transaction attachments.
Expense Field Mappings:
Field
Map
Type
Mapping
Default
Item Description
Tag
PEX Description
(Purchase Description)
FUEL
PROJECTS
Tag
PROJECTS
Note: Tracking Category fields are optional. To make them required, make the PEX tag they are mapped to required.
Hint: The Item Description field is useful when using split-tags! Each split can have it's own description.
Note: The Item Description field can only map to text PEX tags. It will default to the PEX transaction description if missing or empty.
* = Required field.
CANCEL
BACK
NEXT

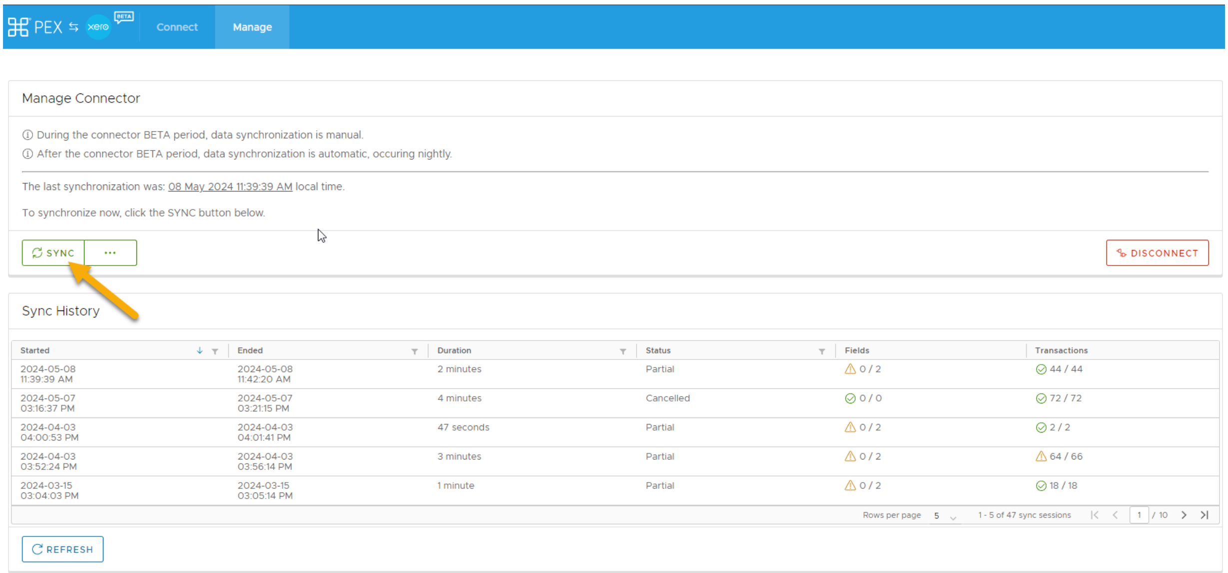


Connector Setup
1 Xero Connection
2 PEX Sync Options
3 Xero Sync Options
4 Account Options
5 Purchase Options
6 Purchase Contact Options
7 Fee Options
Configure contact sync
Use this as the transaction contact.
Hint: Consider creating a new contact in Xero called 'PEX' if you would like to book all of your PEX purchases against a single contact.
Create a contact for each unique merchant.
Use standardized merchant names
Example: "Target" instead of "Target #0973226".
CANCEL
BACK
NEXT



Step 5: Run Initial Sync

1. Select the **SYNC** option on the left side of the page.
2. **Important**: Stay on this page until the synchronization operation completes. Leaving the page will cancel the sync. Refreshing the page will cancel the sync.
3. You can return at any time to run the sync operation again.
4. Note: Sometimes the amount of data that will be moved from PEX to Xero is large enough that the sync operation will time out. If you go into Xero and don't see all the transactions, then go back to PEX and run the sync operation again.



By following these steps, you can successfully reinitialize the connector between PEX and Xero, ensuring that your financial data continues to flow seamlessly between the two platforms. writing writing