





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.

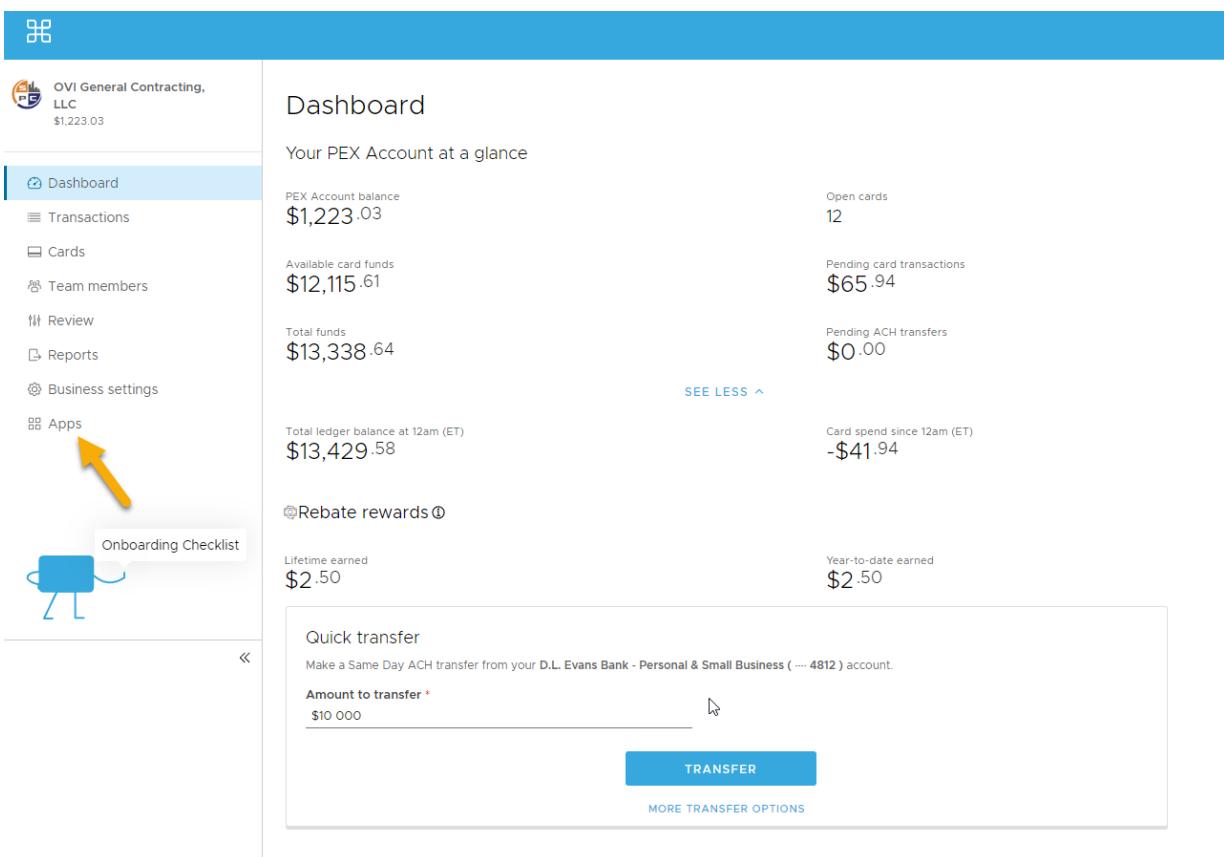
Steps to Synchronize PEX with Xero

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**.



Dashboard

Your PEX Account at a glance

PEX Account balance
\$1,223.03

Available card funds
\$12,115.61

Total funds
\$13,338.64

Open cards
12

Pending card transactions
\$65.94

Pending ACH transfers
\$0.00

Total ledger balance at 12am (ET)
\$13,429.58

Card spend since 12am (ET)
-\$41.94

SEE LESS ^

Rebate rewards

Lifetime earned
\$2.50

Year-to-date earned
\$2.50

Quick transfer

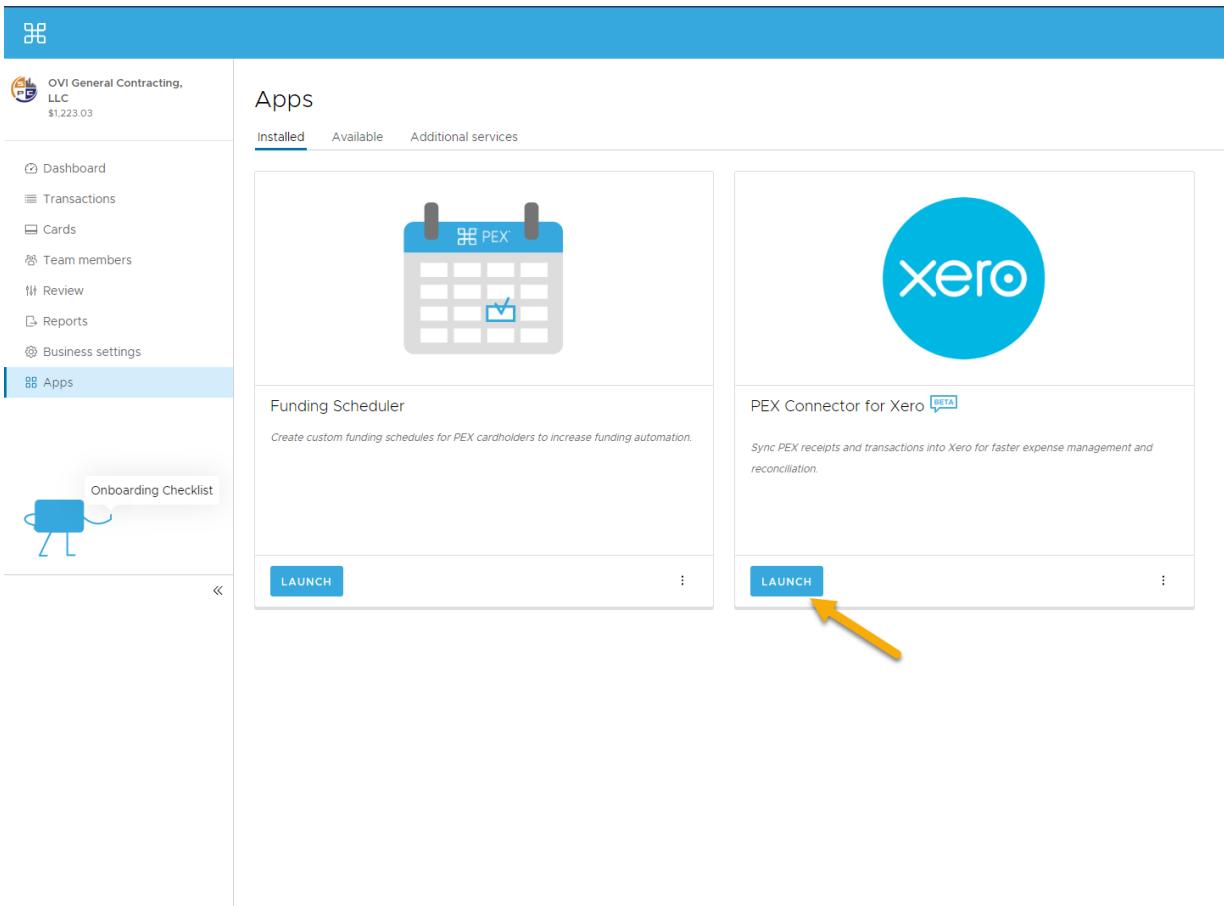
Make a Same Day ACH transfer from your D.L. Evans Bank - Personal & Small Business (.... 4812) account.

Amount to transfer *

\$10 000

TRANSFER

MORE TRANSFER OPTIONS



Apps

Installed Available Additional services

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.

The screenshot shows the 'Manage Connector' interface. At the top, there are tabs for 'PEX', 'xero', 'Connect', and 'Manage'. The 'Manage' tab is active. Below the tabs, there is a note about the connector BETA period and the last synchronization time (08 May 2024 11:39:39 AM). A 'SYNC' button is highlighted with a yellow arrow. The main area is titled 'Sync History' and contains a table with columns: Started, Ended, Duration, Status, Fields, and Transactions. The table lists several sync sessions with their details. At the bottom of the sync history section is a 'REFRESH' button.

Started	Ended	Duration	Status	Fields	Transactions
2024-05-08 11:39:39 AM	2024-05-08 11:42:20 AM	2 minutes	Partial	0 / 2	44 / 44
2024-05-07 03:16:37 PM	2024-05-07 03:21:15 PM	4 minutes	Cancelled	0 / 0	72 / 72
2024-04-03 04:00:53 PM	2024-04-03 04:01:41 PM	47 seconds	Partial	0 / 2	2 / 2
2024-04-03 03:52:24 PM	2024-04-03 03:56:14 PM	3 minutes	Partial	0 / 2	64 / 66
2024-03-15 03:04:03 PM	2024-03-15 03:05:14 PM	1 minute	Partial	0 / 2	18 / 18

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.

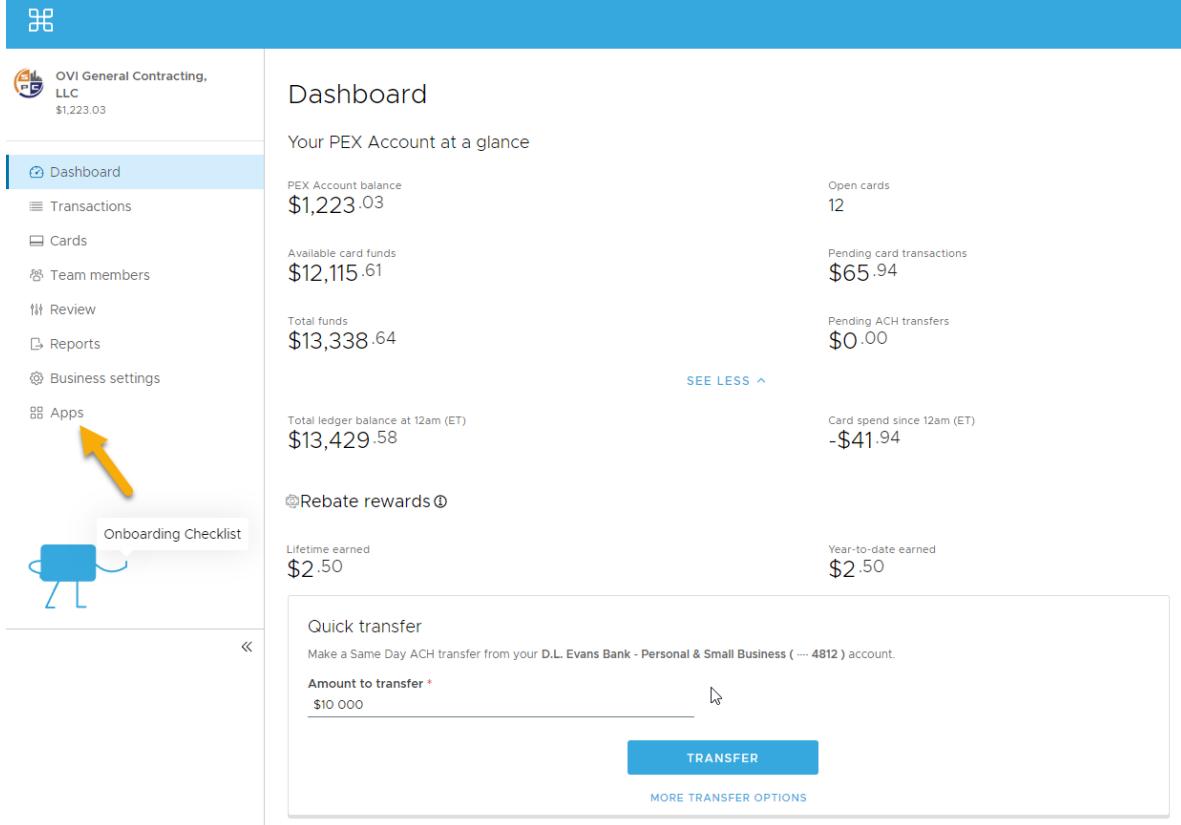
Step 1: Log in to Your PEX Account

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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**.



The screenshot shows the PEX app dashboard. On the left, a sidebar menu is open, with the 'Apps' icon highlighted by a yellow arrow. The main dashboard area displays various financial metrics and a 'Quick transfer' section.

Dashboard

Your PEX Account at a glance

PEX Account balance	Open cards
\$1,223.03	12

Available card funds	Pending card transactions
\$12,115.61	\$65.94

Total funds	Pending ACH transfers
\$13,338.64	\$0.00

SEE LESS ^

Total ledger balance at 12am (ET)	Card spend since 12am (ET)
\$13,429.58	-\$41.94

Rebate rewards

Lifetime earned	Year-to-date earned
\$2.50	\$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

Apps

Installed Available Additional services

PEX

Funding Scheduler

Create custom funding schedules for PEX cardholders to increase funding automation.

LAUNCH

PEX Connector for Xero (BETA)

Sync PEX receipts and transactions into Xero for faster expense management and reconciliation.

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:

Xero Session Failure

Unfortunately, the connector cannot communicate with the Xero APIs.

Click 'RE-CONNECT' to re-connect with your Xero organization.

Click 'DISCONNECT' to disconnect the Xero connector entirely.

RE-CONNECT

DISCONNECT

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.

Tenant Selection

Please select which Xero organization you want to use with the connector.

Organization OVI General Contracting, LLC ▾

 CONFIRM



PEX Connector wants access to:



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	Connect your Xero account
<p>1 Xero Connection</p> <div style="text-align: center;"><p>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!</p><p>CONNECT</p></div>	
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* 
 ⓘ Start date must be less than 1 year ago (Jun 12, 2023).

End Date 
 ⓘ 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	Configure what to sync from Xero
------------------------	----------------------------------

1 Xero Connection

2 PEX Sync Options

3 Xero Sync Options

4 Account Options

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6 Purchase Contact Options

7 Fee Options

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	<input checked="" type="checkbox"/>	EXPENSE TYPE
FUEL	<input type="checkbox"/>	
PROJECTS	<input checked="" type="checkbox"/>	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**



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

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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".

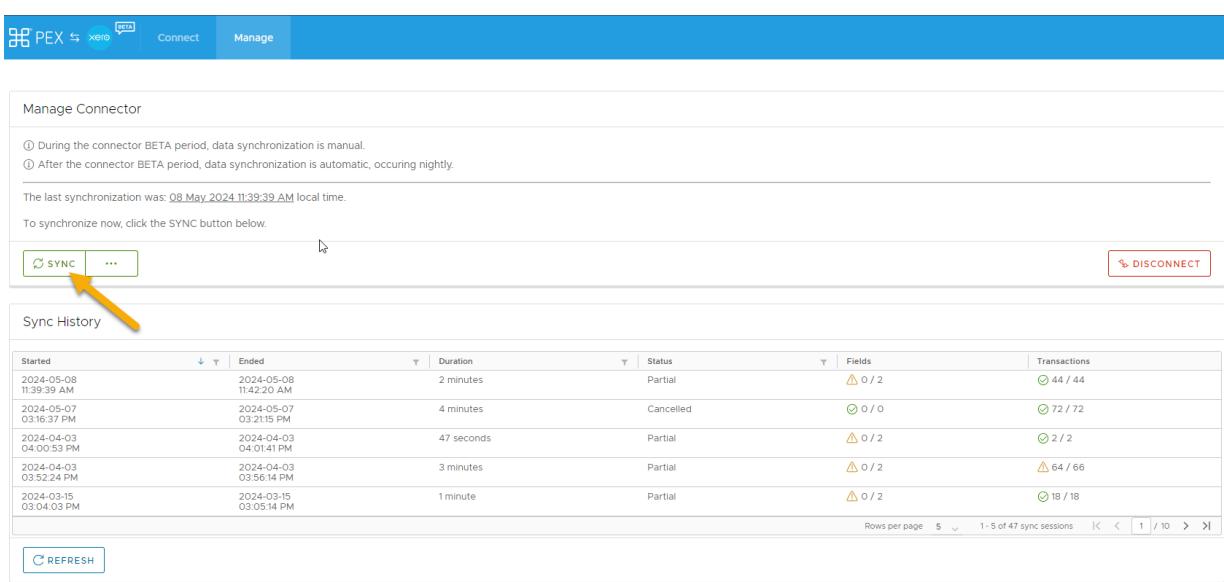
CANCEL BACK NEXT



<p>Connector Setup</p> <p>1 Xero Connection</p> <p>2 PEX Sync Options</p> <p>3 Xero Sync Options</p> <p>4 Account Options</p> <p>5 Purchase Options</p> <p>6 Purchase Contact Options</p> <p>7 Fee Options</p>	<p>Configure how fees populate your Xero spend transactions:</p> <p>Account Bank Service Charges</p> <p>Contact* PEX TX FEES <small>Hint: We suggest creating and using a single 'PEX' Xero contact for all fees.</small></p> <p>Expense Field Mappings:</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left; padding: 2px;">Field</th><th style="text-align: left; padding: 2px;">Map</th><th style="text-align: left; padding: 2px;">Type</th><th style="text-align: left; padding: 2px;">Mapping</th></tr></thead><tbody><tr><td style="padding: 2px;">FUEL</td><td style="padding: 2px;"><input checked="" type="checkbox"/></td><td style="padding: 2px;">Static</td><td style="padding: 2px;"><input type="text"/></td></tr><tr><td style="padding: 2px;">PROJECTS</td><td style="padding: 2px;"><input checked="" type="checkbox"/></td><td style="padding: 2px;">Static</td><td style="padding: 2px;"><input type="text"/></td></tr></tbody></table> <p><small>* = Required field.</small></p> <p style="text-align: right;">CANCEL BACK SAVE</p>	Field	Map	Type	Mapping	FUEL	<input checked="" type="checkbox"/>	Static	<input type="text"/>	PROJECTS	<input checked="" type="checkbox"/>	Static	<input type="text"/>
Field	Map	Type	Mapping										
FUEL	<input checked="" type="checkbox"/>	Static	<input type="text"/>										
PROJECTS	<input checked="" type="checkbox"/>	Static	<input type="text"/>										

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.
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The screenshot shows the PEX Xero Connect interface. At the top, there are navigation tabs: PEX, xero, Connect, and Manage. The Manage tab is selected. Below the tabs, a message states: "During the connector BETA period, data synchronization is manual. After the connector BETA period, data synchronization is automatic, occurring nightly." It also notes the last synchronization was on 08 May 2024 at 11:39:39 AM local time. A green "SYNC" button is highlighted with a yellow arrow. To the right of the SYNC button is a "DISCONNECT" button. Below these buttons is a "Sync History" section. The Sync History table has columns: Started, Ended, Duration, Status, Fields, and Transactions. The table lists several sync sessions with the following data:

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2024-03-15 03:04:03 PM	2024-03-15 03:05:14 PM	1 minute	Partial	0 / 2	18 / 18

At the bottom of the Sync History section, there are buttons for "REFRESH" and "DISCONNECT".

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.