

Parex Bridge for Xero & BigCommerce

By Parex Technologies

SETTINGS GUIDE

The core purpose of this app is to sync your orders from BigCommerce to Xero as Invoices.

While doing this, there are also other elements that need to be synced along with the orders, such as Products, Customers, Shipping lines, taxes, etc. The app does this mostly in the automated mode.

However, to enable the app to do this smoothly, there is a need to setup the app correctly as per your requirements. This document will guide you through the setup process as well as explain the key functionality of the app.



Tab 1 – Order Settings

Account No : 006710-005409

Dashboard Pending (Unsynced) Orders Seller Contacts Contact Us

parextest Sandbox Store

View Store Home Search

Orders Products Customers Storefront Marketing Analytics Channel Manager NEW Apps Store Setup Advanced Settings NEW Server Settings Account Settings My Profile Change Store

Help Support PIN: 83609223

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This is the very first step in the Settings.

- Xero Prefix** – This is a prefix that will be put before the Invoice Reference number sent from BigCommerce to Xero. This is done primarily to differentiate the sales from BigCommerce and other sources – such as in person, Amazon, etc. You also have an option to Disable this prefix with the check box below but we suggest you use the prefix.
- Date of Sync start** – This is the date of Order in BigCommerce from when you want to your orders to sync. Most often, it is either today, beginning of the current month or beginning of the current financial year. For higher volume stores, please select the date for current month. If you want to sync orders beyond the allowed date, please contact our support team at apps@parextech.com or from the Contact Us page in the app. There might be additional one-time charges for backdated orders beyond a certain period or above a certain volume.
- Xero Customer Creation for Order Sync**
Most stores prefer to use the actual customer details for an Invoice. Please use the option “**Unique Customer Every Order**”. This will use the customer’s name in BigCommerce and create/use the name in Xero. Few stores only need to know their total sales in Xero for accounting perspective irrespective of who placed the order. Those customers select “**Same Customer Every Order**”. With this option, you can either use a Customer available in your account or create a new one.

Tab 2 – Product Settings

This is the page for Product Settings.

1. Xero Account for Sales

This is the account in your Xero where you want to book your sales from the BigCommerce Store.

You would already have a few accounts but if you want to use a new Account, you can create one from the Add New button next to this field. This is the account under which the new products will be created. If a product is already existing in Xero, or if you change the account for the new created product, sales for that product will show under the relevant account.

2. Xero Product Creation for Order Sync

Most stores prefer to use the correct product for every order. For them, keep the field as “Unique Product Every Order”. With this setting, the Invoice created in Xero will have the actual product details in the line items.

Few stores only need to know their total sales in Xero for accounting perspective irrespective of what product is sold. Those stores select “Same Product Every Order”. With this option, you can either use a product available in your account or create a new one.

3. Matching Criteria

You can choose whether you want to match using the SKU or the Name. The SKU option will match the SKU from BigCommerce products to the Item Code in Xero. The Name matching will match the product name from BigCommerce with the Name of the Item in Xero.

4. **Xero Account for Shipping**

This is the account in your Xero where you want to book your Shipping revenues from the BigCommerce Store.

You would already have a few accounts but if you want to use a new Account, you can create one from the Add New button next to this field. This is the account under which the new products will be created. If a product is already existing in Xero, or if you change the account for the new created product, sales for that product will show under the relevant account.

5. **Xero Shipping Product Creation for Order Sync**

Most stores prefer to use the correct shipping product for every order. For them, keep the field as “Unique Product Every Order”. With this setting, the Invoice created in Xero will have the actual product details in the line items.

Few stores only need to know their total sales in Xero for accounting perspective irrespective of what product is sold. Those stores select “Same Product Every Order”. With this option, you can either use a product available in your account or create a new one.

Tab 3 – Bank & BigCommerce Payments Settings

This is the page for Order Payment Settings.

1. Xero Account for Payment Deposit

This is your bank account. This is when you receive the funds either from BigCommerce or directly from your customers. Even if you do not receive the funds from BigCommerce in this, you can use this as the default account for payments received.

All the other fields on this page are optional and are important only if you use multiple payment methods.

1. Xero Account for PayPal Payments

This is the accounts receivable or Bank account where you receive the Payments for orders paid by PayPal. You can Add a new one from the Add New button if you are new to Xero and do not have a PayPal Account created in Xero.

If you connect your PayPal account as a bank feed, the payment made through this mode will auto match to an entry in the PayPal account and will be very helpful in bank reconciliation.

2. Add More Payment Gateways

This button is useful to track the payments from methods other than PayPal & BigCommerce Payments. This can either be Cash payment, bank transfer or any other mode. You can add accounts for multiple payment methods here.

Tab 4 –Tax Settings

This page contains the details for Tax Settings. The bottom part of this page might differ based on the country.

The screenshot displays the 'Tax Settings' page in the BigCommerce admin interface. The page is titled 'Xero Sync Settings' and shows a progress bar with four steps: 'Order Settings', 'Products Settings', 'Bank & Bigcommerce Payments', and 'Tax Settings'. The 'Tax Settings' section includes a 'Tax Exempt' checkbox, a 'Sales TaxCode' dropdown menu (currently showing '8.8750 rate - 8.8750'), an 'Add New' button, a 'Zero TaxCode' dropdown menu (currently showing 'Tax Exempt - 0.0000'), and an 'Add More Tax' button. Below this is a 'Shipping TaxCode' dropdown menu (currently showing '-- Select Shipping Tax Type --'). A red warning message states: 'The following Tax Configuration is mandatory for Canada stores charging differential tax rates based on the customer province. If you do not select a Tax Rate for specific province, the rate selected above will be used as Default.' Below the warning is a button labeled 'Provincial Tax Rates for Canada'. At the bottom of the page are 'Previous' and 'Finish' buttons, and a 'Disconnect Demo Company (Global)' button.

For most stores, there are only two types of tax rates that are collected.

One is the normal tax rate for sales based on their country/province/jurisdiction. The other one is for exempt or zero-rated products where no tax is collected.

1. Xero Sales TaxCode

This is the Taxcode for normal products (non-zero rated). This will be based on the Country/Province/State that the business is registered in.

2. Xero Zero TaxCode

This is the TaxCode name for the products or orders that do not have any taxes applied to them. This field usually is Zero rated field or Exempt field.

3. Add More TaxCodes

If there are more than 2 TaxCodes that are required to be configured for other Tax rates, please use the “Add More Tax” button to add the other rates. We will match the tax rate charged by BigCommerce with these other rates. If we find a match, we will use the relevant

TaxCode. If we do not find the right match, we will use the default tax code set in Point 1 above.

Canada Province Taxes

If your store is based in Canada and you charge taxes as per Canadian laws, most businesses are supposed to collect taxes for Province based on the Delivery address of the order. You can setup the default rates with Points 1 & 2 above. For other Provinces, please use the “Provincial Tax Rates for Canada” button to configure the rates for other states. If this is left empty for one or more states, the default rate in Point 1 will be applied to that order.

