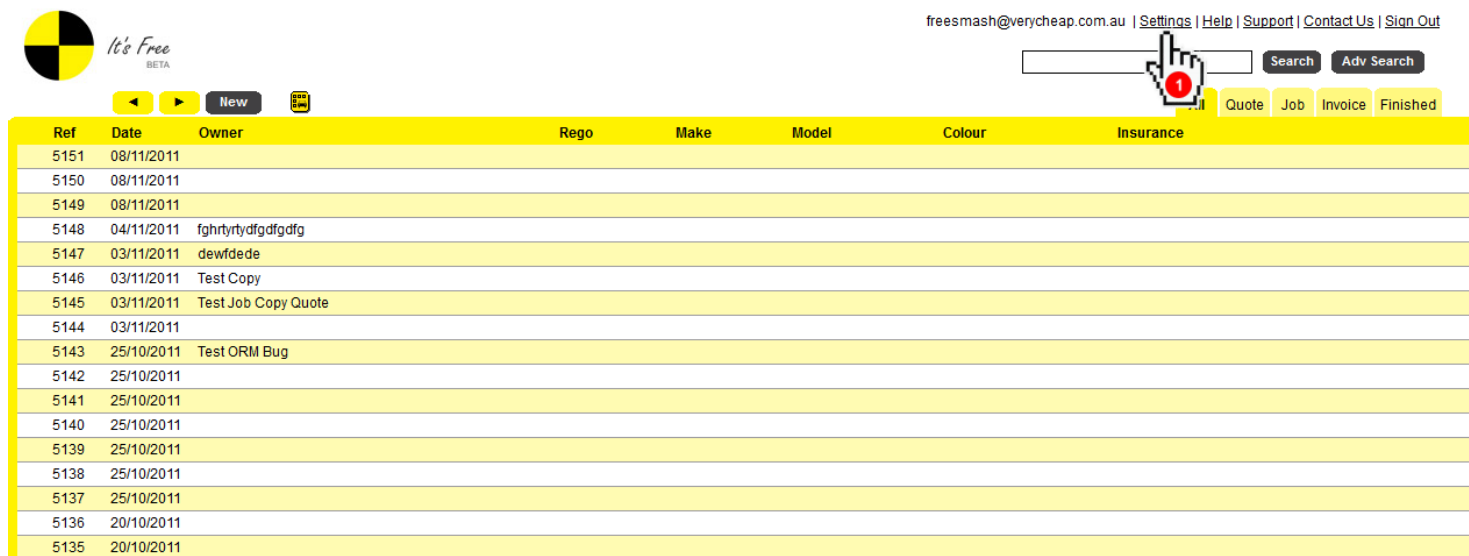


CZ Xero User Manual

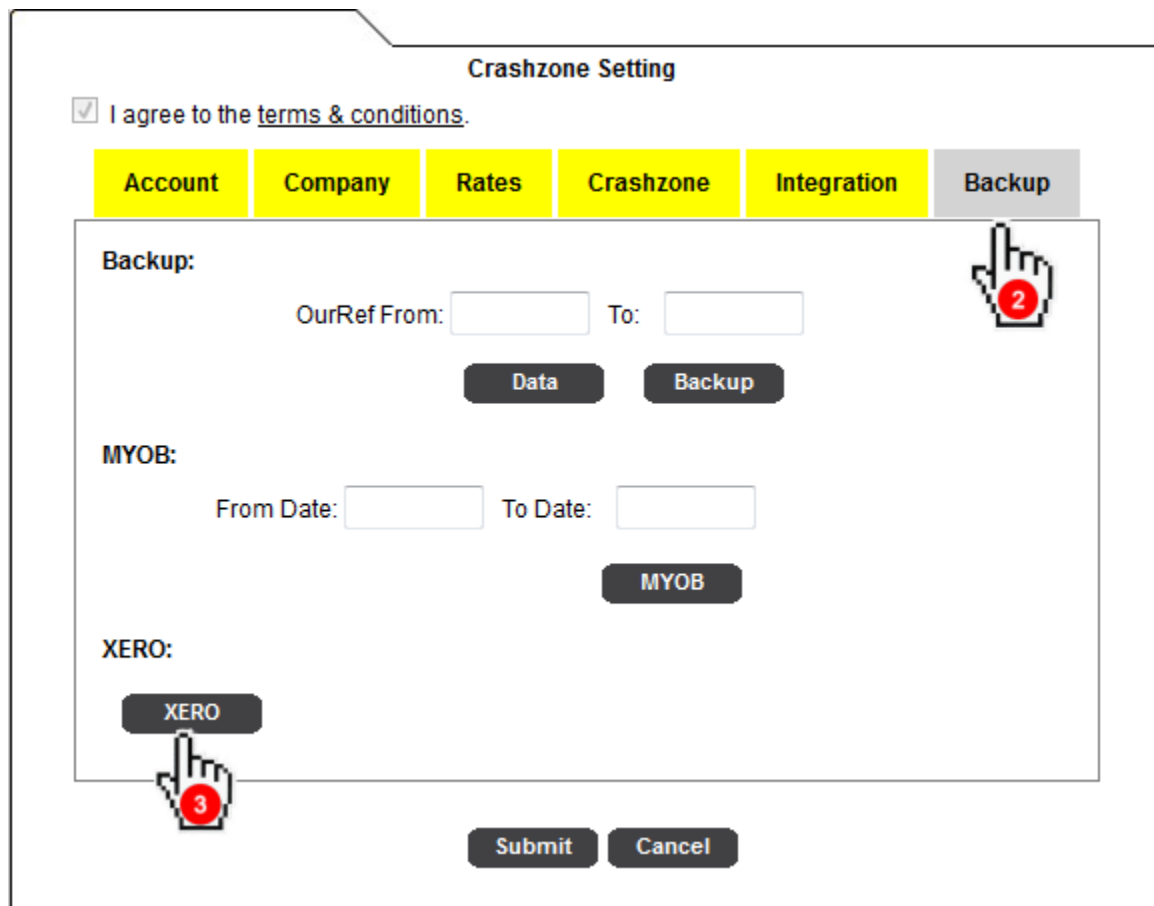
Run CZ Xero from main page

1. Click on Settings
2. Click on tab Backup
3. Click on XERO



The screenshot shows the top navigation bar with the logo 'It's Free BETA' on the left and the email 'freesmash@verycheap.com.au' with links for 'Settings', 'Help', 'Support', 'Contact Us', and 'Sign Out' on the right. Below the navigation bar is a search bar with 'Search' and 'Adv Search' buttons. A yellow bar contains navigation tabs: 'Quote', 'Job', 'Invoice', and 'Finished'. Below this is a table with columns: Ref, Date, Owner, Rego, Make, Model, Colour, and Insurance. The table contains 15 rows of data.

Ref	Date	Owner	Rego	Make	Model	Colour	Insurance
5151	08/11/2011						
5150	08/11/2011						
5149	08/11/2011						
5148	04/11/2011	fghrtyrtydfgdfgdfg					
5147	03/11/2011	dewfdede					
5146	03/11/2011	Test Copy					
5145	03/11/2011	Test Job Copy Quote					
5144	03/11/2011						
5143	25/10/2011	Test ORM Bug					
5142	25/10/2011						
5141	25/10/2011						
5140	25/10/2011						
5139	25/10/2011						
5138	25/10/2011						
5137	25/10/2011						
5136	20/10/2011						
5135	20/10/2011						



The screenshot shows the 'Crashzone Setting' form. At the top, there is a checkbox labeled 'I agree to the terms & conditions.' Below this are six tabs: 'Account', 'Company', 'Rates', 'Crashzone', 'Integration', and 'Backup'. The 'Backup' tab is selected. Inside the 'Backup' section, there are two rows of input fields. The first row has 'OurRef From:' and 'To:' followed by two text boxes. Below these are two buttons: 'Data' and 'Backup'. The second row has 'MYOB:' followed by 'From Date:' and 'To Date:' followed by two text boxes. Below these is a button labeled 'MYOB'. At the bottom of the form is a button labeled 'XERO'. At the very bottom of the form are two buttons: 'Submit' and 'Cancel'. Hand icons with numbers 1, 2, and 3 point to the 'Backup' tab, the 'Backup' button, and the 'XERO' button respectively.

After clicking XERO from mainpage will redirect to CZ Xero page

CZ Xero features



Invoice sheet

Date from 18/10/2011 to 18/11/2011 1
Invoice from to 2

4

- 1 Search by date
- 2 Search by InvNo
- 3 Result
- 4 Click "Export to Xero" to export invoices normally

Ref	Date	Insurance	ClaimNo	Insured	Rego	InvNo	Amount	GST	Total
5151	08/11/2011					5112	136	13.6	\$149.60
5143	03/11/2011			Test ORM Bug		5110	200	0	\$200.00
5142	25/10/2011					5107	200	0	\$200.00
5141	25/10/2011					5104	0	0	\$0.00
5128	25/10/2011			Testing email		5108	200	0	\$200.00
5128	25/10/2011			Testing email		5109	650	85	\$735.00
5082	25/10/2011			John Hunter		5103	200	0	\$200.00
5080	25/10/2011	PRIVATE		JOHN SMITH	dddddrrrr	5085	42.5	4.25	\$46.75
5079	25/10/2011			johjgfuikyufjytjygdjgftkfkutkukkuikyfykyfyiutftkfkutkufiutjtutufitufuyfiu	abcwww	5106	0	0	\$0.00
5075	25/10/2011			John Hunter		5105	697	69.7	\$766.70

1. Search by date
2. Search by invoice number
3. Search results
4. Click "Export to Xero" to import export invoices

Xero Login Window

Login | Xero Accounting Software & Xero Personal - Mozilla Firefox

xero.com https://login.xero.com/?applicationToken=60d7aa4f28874609bbf849bee41d5edd&redirectCount=0&oauth_token=TRH7BYONFX

xero FEATURES PRICING FIND ADVISORS ADD-ONS SUPPORT

Welcome to Xero

i To authorise the application **Crashzone**, simply login to your Xero account...

Email Password

[Forgot your password?](#) [Login](#)

1. After clicking “**Export to Xero**” button, the Xero login window pops up
2. Enter email and password to login Xero

Xero Authorise application

My Xero Back to Demo Company (Global) > Trung Truong Logout **My Xero** Help

Home Subscriptions & Billing My Profile

Authorise Application

Crashzone (<http://www.crashzone.com.au/>) is requesting access to your Xero data.

Please select which organisation **Crashzone** can access:

Demo Company (Global) ▾

✓ Authorise Cancel

When authorised, you will be sent back to the application, which will then be able to take the following actions on your behalf:

Read all...

- Invoices
- Contacts
- Credit Notes
- Journals
- Inventory Items
- Tax Rates
- Currency Rates Subscribed To
- Accounts
- Reports
- Spend & Receive Money transactions

Create/Update all...

- Invoices
- Credit Notes
- Draft Manual Journals
- Inventory Items
- Payments
- Contacts
- Spend & Receive Money transactions

This application will have access for **30 minutes** from the time you authorise it.

Once this application has been authorised, you can disconnect the application from accessing your Xero organisation from within the **Xero Network** settings page in Xero.

1. After login Xero, select organisation and click **Authorise**

Xero exporting features

Demo Company (AU) Auto Integrity Logout My Xero Help

Dashboard Accounts Reports Adviser Contacts Settings

Accounts Receivable > Draft >

Edit Invoice 70000

Draft Email Print PDF Invoice Options

To AAA Insurance **Date** 15 Nov 2011 **Due Date** 15 Dec 2011 **Invoice #** 70000 **Reference** AB39002 **Branding** Standard


Currency AUD Australian Dollar Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Consultant	Amount AUD
	Proceed to Assess damage to NISSAN X-TRAIL WEQ896 Adjust repair quotation Repairs Authorised Supply photographs Travel	1.00	100.00	200 - Sales	GST on Income	Oliver Gray	100.00
Subtotal							100.00
Total GST 10.00%							10.00
TOTAL							110.00

Add a new line Save Approve Cancel

1. Xero Invoice to: Insurance company
2. Xero Invoice Date: CZ Invoice Date
3. Xero Invoice Due Date: 1 more month from CZ Invoice Date
4. Xero Invoice Number: CZ Invoice Number (If CZ Invoice number is duplicated, put additional number like 70000.1, 70000.2)
5. Xero Reference: Claim Number of job
6. Xero Consultant: Assessor Name (only if assessor name is already in the list of consultants)

Exported invoices in Xero account

Demo Company (AU) Auto Integrity Logout My Xero Help 

[Dashboard](#) [Accounts](#) [Reports](#) [Adviser](#) [Contacts](#) [Settings](#)

Accounts Receivable

[+ New Invoice](#) [+ New Credit Note](#) [Send Statements](#) [Import](#)

[Summary](#) [AI](#) [Draft \(2\)](#) [Awaiting Approval \(1\)](#) [Awaiting Payment \(13\)](#) [Paid](#) [Repeating](#)

[Submit for approval](#) [Approve](#) [Delete](#) [Print](#) [Email](#) No items selected 2 items | 759.22 AUD [Search](#)

<input type="checkbox"/>	Number	Ref	To	Date	Due Date	Due
<input type="checkbox"/>	70000	AB39002	AAA Insurance	15 Nov 2011	15 Dec 2011	110.00
<input type="checkbox"/>	69998	RP20032	Right Price Insurance	15 Nov 2011	15 Dec 2011	649.22

Exported Invoices in Draft list of Xero account