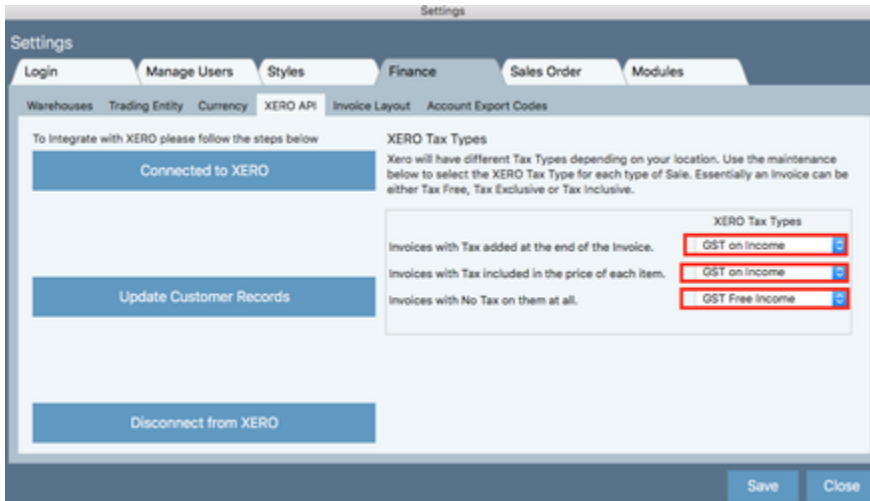


Connecting Indigo8 Lite with Xero

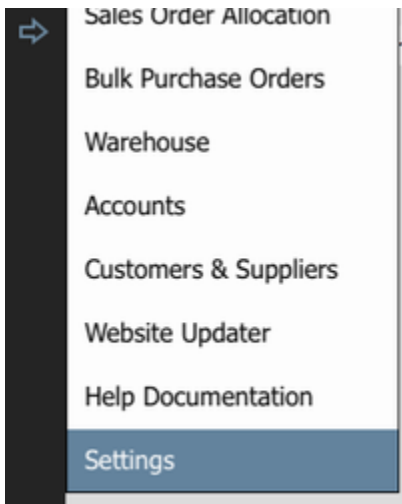
Indigo8 Lite allows you to connect to your Xero account so that you are able to send invoices and payments to Xero with a click of the mouse.

Note you may be prompted to enter your tax types. For an Australian business you should enter the following selections:

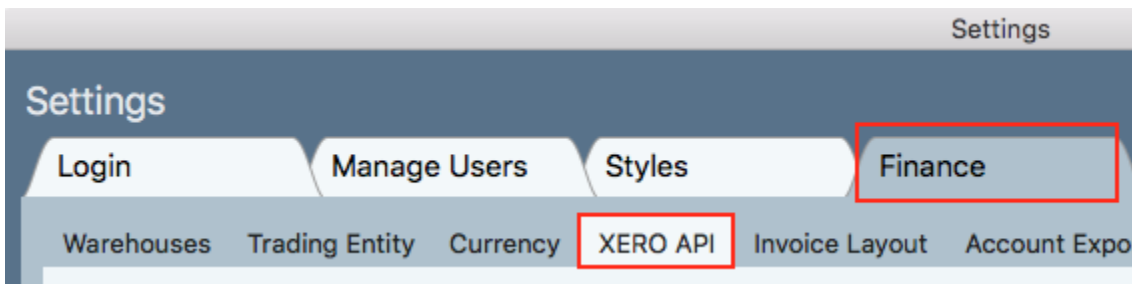


Step-by-step guide

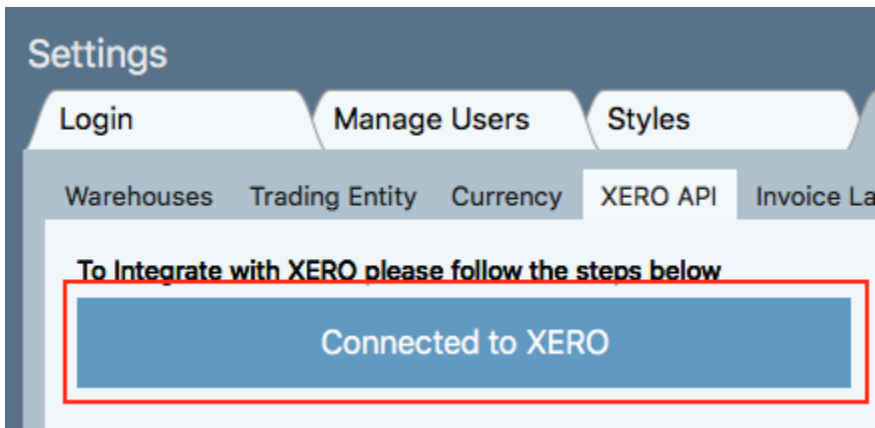
1. Click on the arrow in the menu bar, and select **Settings**



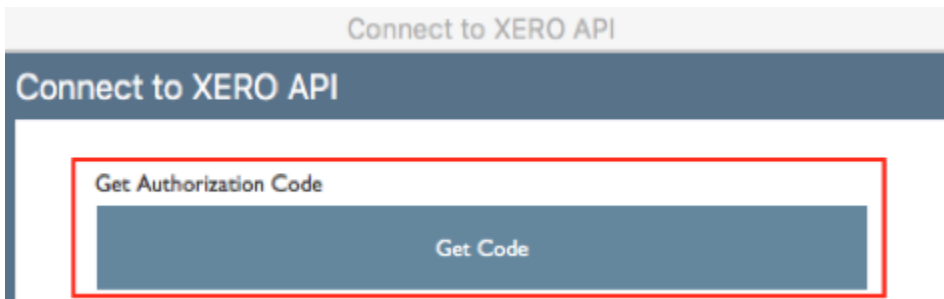
2. Go to **Finance** tab, and click on the **XERO API** tab within it



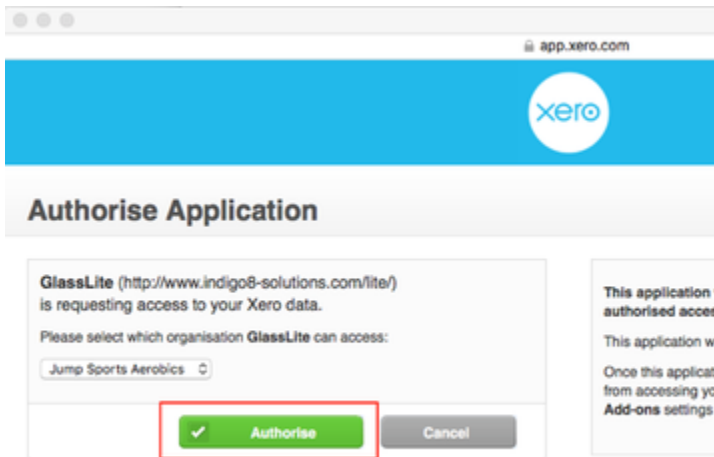
3. Click **Connect to XERO** Button



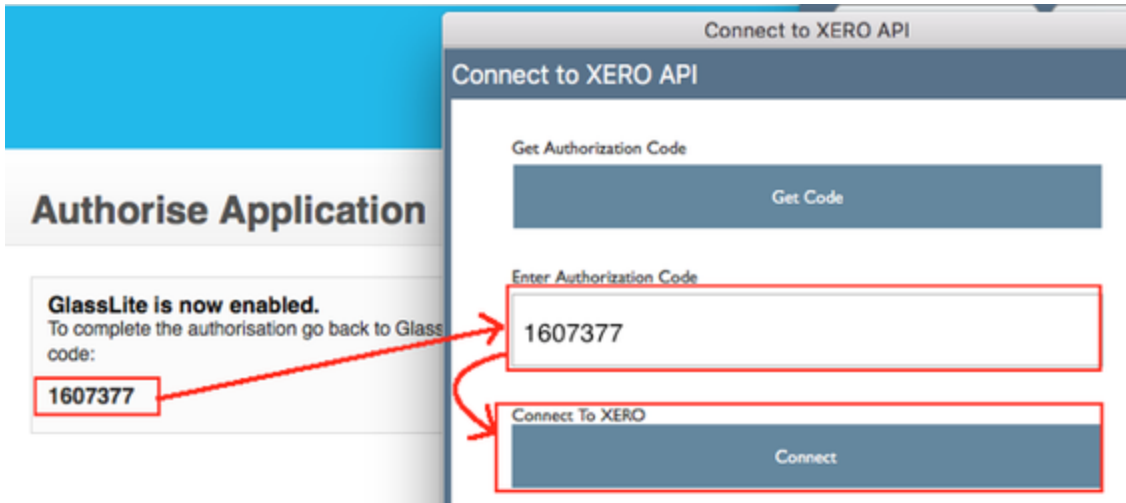
4. A new window will open, click **Get Code**



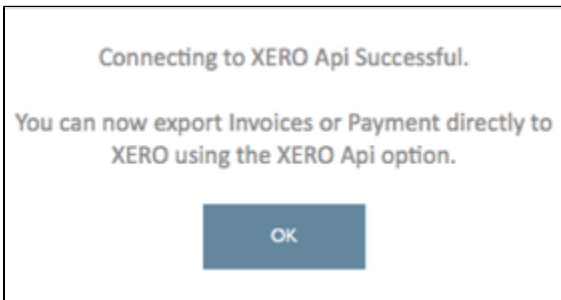
6. A web browser window will open in the background. Click the green **Authorise** button



7. Xero will generate a code, you will need to type the code into the field in Indigo8 Lite 'Enter Authorisation Code' and click **Connect** button



8. A pop up should appear that the connection was successful. Click **OK**



Important

Note: Once the connection between Indigo8 Lite and Xero has been established it will stay connected so long as there is not a period longer than 30 minutes of inactivity. If you leave your computer for 30 minutes, or are not using Indigo8 Lite over that period of time, you will need to reconnect by repeating the above process.

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