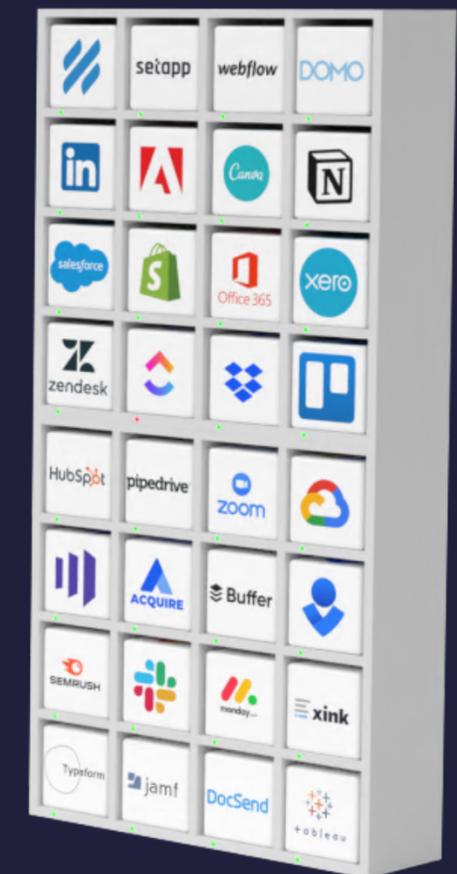




How to automate bookkeeping for your software subscriptions

# Connect Cledara to Xero and let your software bookkeeping run on autopilot

- ✓ Get all the info you need in Xero in real-time
- ✓ Reconcile transactions and invoices automatically
- ✓ Get the financial granularity you need for accurate reporting



**How it works**

For every application you manage with Cledara, Cledara will reconcile and sync the following to Xero in real-time:

1

### **Bank statements**

Receive/spend amounts

2

### **Transactions data**

Vendor names, dates, IDs, descriptions, Xero accounts, tax rates and tracking categories

3

### **Invoices**

Previously captured automatically by Cledara. Contact [support@cledara.com](mailto:support@cledara.com) if you haven't enabled the Gmail integration yet.

Here's how it will look →

Bank Accounts >  
**Acme, Inc.** ▾ 04-00-53-16002152


**Acme, Inc.** **55,079.08** **67,670.73**  
 Statement Balance Balance in Xero [Different balances?](#)
13 Oct 2022 [Reconciliation Report](#) [Manage Account](#) ▾

What's this? 🗨️

- [Reconcile \(38\)](#)
[Bank statements](#)
[Account transactions](#)

Showing **Statement lines** ▾ No transactions selected [Search](#)

<input type="checkbox"/>	Date	Type	Payee	Particulars	Code	Reference	Analysis Code	Spent	Received	Balance	Source	Status
<input type="checkbox"/>	13 Oct 2022	Card payment	DATADOG, INC.	DATADOG, INC., DATADOG, INC. NEW YORK NY, Computers Computer Peripheral Equipment Software, 134.39USD @0.9128	2025264	Datadog-#2025264		122.67		55,079.08	Bank Feed	Unreconciled
<input type="checkbox"/>	13 Oct 2022	Card payment	ABSTRACT STUDIO DESIGN LAS VEGAS	ABSTRACT STUDIO DESIGN LAS VEGAS, ABSTRACT STUDIO DESIGN LAS VEGAS NV, Computers Computer Peripheral Equipment Software, 63.72USD @0.8999	2027107	Abstract-#2027107		57.34		55,201.75	Bank Feed	Unreconciled
<input type="checkbox"/>	13 Oct 2022	Card payment	ABSTRACT STUDIO DESIGN LAS VEGAS	ABSTRACT STUDIO DESIGN LAS VEGAS, ABSTRACT STUDIO DESIGN LAS VEGAS NV, Computers Computer Peripheral Equipment Software, 32.00USD @0.8997	2026605	Abstract-#2026605		28.79		55,259.09	Bank Feed	Unreconciled
<input type="checkbox"/>	13 Oct 2022	Card payment	DOCSSEND BY DROPBOX	DOCSSEND BY DROPBOX, DOCSSEND BY DROPBOX +18882585951 CA, Computer Software Stores, 3.12USD @0.9135	2023968	DocSend-#2023968		2.85		55,287.88	Bank Feed	Unreconciled
<input type="checkbox"/>	13 Oct 2022	Card payment	INTUIT *QBooks Online	INTUIT *QBooks Online, INTUIT *QBooks Online 08081684238 GBR, Computer Software Stores	2023199	Quickbooks-#2023199		13.20		55,290.73	Bank Feed	Unreconciled
<input type="checkbox"/>				UK, PipedriveUK London	2018733	Pipedrive-#2018733		1,044.00		55,303.93	Bank Feed	Reconciled
<input type="checkbox"/>				PipedriveUK London	2017645	Pipedrive-#2017645		0.20		56,347.93	Bank Feed	Reconciled
<input type="checkbox"/>				HA +12103936251 NY, ftware Stores, 199.00USD	2017935	Lusha-#2017935		180.94		56,348.13	Bank Feed	Reconciled


**Bank statements**  
 Accounting > Bank Statements tab

Bank Accounts >

Acme, Inc. 04-00-53-16002152



Acme, Inc. 55,079.08 Statement Balance

67,670.73 Balance in Xero

Different balances?

13 Oct 2022 Reconciliation Report

Manage Account

What's this?

Reconcile (38)

Bank statements

Account transactions

+ New Transaction

Remove & Redo

No items selected

Search

<input type="checkbox"/>	Date	Description	Reference	Payment Ref	Spent	Received	Balance	Bank Transaction Source	Status
<input type="checkbox"/>	13 Oct 2022	Datadog Inc	Datadog-#2025264	Datadog-#2025264	122.67		67,670.73		Unreconciled
<input type="checkbox"/>	13 Oct 2022	DocSend	DocSend-#2023968	DocSend-#2023968	2.85		67,793.40		Unreconciled
<input type="checkbox"/>	13 Oct 2022	Intuit Quickbooks	Quickbooks-#2023199	Quickbooks-#2023199	13.20		67,796.25		Unreconciled
<input type="checkbox"/>	12 Oct 2022	Pipedrive UK	Pipedrive-#2018733	Pipedrive-#2018733	1,044.00		67,809.45	Bank Feed	Reconciled
<input type="checkbox"/>	12 Oct 2022	Pipedrive UK	Pipedrive-#2017645	Pipedrive-#2017645	0.20		68,853.45	Bank Feed	Reconciled
<input type="checkbox"/>	12 Oct 2022	Lusha Systems, Inc.	Lusha-#2017935	Lusha-#2017935	180.94		68,853.65	Bank Feed	Reconciled
<input type="checkbox"/>	11 Oct 2022	Postmark	Postmark-#2011318	Postmark-#2011318	145.80		69,034.59	Bank Feed	Reconciled
<input type="checkbox"/>	11 Oct 2022	Bamboo HR	Bamboo HR-#2010499	Bamboo HR-#2010499	344.03		69,180.39	User	Reconciled
<input type="checkbox"/>	11 Oct 2022	Google Ireland	Google Ads-#2005242	Google Ads-#2005242	3,175.14		69,524.42	Bank Feed	Reconciled
<input type="checkbox"/>	11 Oct 2022	Xero (UK) Limited	Xero-#2010784	Xero-#2010784	49.20		72,699.56	Bank Feed	Reconciled
<input type="checkbox"/>	11 Oct 2022	Calendly	z Calendly -#2009860	z Calendly -#2009860	4.38		72,748.76	Bank Feed	Reconciled
<input type="checkbox"/>				Slack-#2002118	433.72		72,753.14	Bank Feed	Reconciled
<input type="checkbox"/>				01671	109.99		73,186.86	Bank Feed	Reconciled
<input type="checkbox"/>				GSuite-#1995958	1.59		73,296.85	Bank Feed	Reconciled
<input type="checkbox"/>				Atlassian-#1995877	163.80		73,298.44	Bank Feed	Reconciled
<input type="checkbox"/>				LinkedIn-#1993953	66.66		73,462.24	Bank Feed	Reconciled



# Transaction data

Accounting > Account transactions tab

Search

Payment Ref	Spent	Received	Balance	Bank Transaction Source	Status	
Datadog-#2025264	122.67		67,670.73		Unreconciled	1
DocSend-#2023968	2.85		67,793.40		Unreconciled	1
Quickbooks-#2023199	13.20		67,796.25		Unreconciled	1
Pipedrive-#2018733	1,044.00		67,809.45	Bank Feed	Reconciled	1
Pipedrive-#2017645	0.20		68,853.45	Bank Feed	Reconciled	1
Lusha-#2017935	180.94		68,853.65	Bank Feed	Reconciled	1
Postmark-#2011318	145.80		69,034.59	Bank Feed	Reconciled	1
Bamboo HR-#2010499	344.03		69,180.39	User	Reconciled	1
Google Ads-#2005242	3,175.14		69,524.42	Bank Feed	Reconciled	1
			72,699.56	Bank Feed	Reconciled	1
			72,748.76	Bank Feed	Reconciled	1
			72,753.14	Bank Feed	Reconciled	1

3

# Invoices

Accounting > Account transactions tab

Bank Accounts  
**Acme, Inc.** 04-00-53-66266002 ▾

**Acme, Inc.** **55,079.08** **67,670.73**  
Statement Balance Balance in Xero - [Different balances?](#)

13 Oct 2022  
[Reconciliation Report](#) [Manage Account](#) ▾

[What's this?](#)

Reconcile (38) Bank statements Account transactions Compact view

[What's this?](#)

Review your bank statement lines...

...then match with your transactions in Xero

	Spent	Received
1 Sep 2022 DataDog Inc., DataDog Inc. DATADOG Datadog-#1795430 <a href="#">More details</a>	122.67	

OK

Match Create Transfer Discuss [Find & Match](#)

Who  What

Why

Department ▾ Location ▾ Tax Rate ▾ [Add details](#)

	Spent	Received
1 Sep 2022 Pipedrive: PipedriveUK London GB PIPEDRIVE Pipedrive-#1795420 <a href="#">More details</a>	219.16	

OK

Match Create Transfer Discuss [Find & Match](#)

Who  What

Why

Department ▾ Location ▾ Tax Rate ▾ [Add details](#)

5 Sep 2022 JotForm LT JotForm LT JotForm-# <a href="#">More details</a>		
---	--	--

**This is how it will look**  
Bank statements, transactions and invoices will be bundled together for you to give the final OK to reconcile

[Find & Match](#)

[Add details](#)

# What Finance teams say

**The integration with Xero is really smooth and easy to use.**

Tuuli from Arex Markets

**You can push everything to Xero right away, so it makes things a lot easier on the bookkeeping side.**

Eric from tru.ID

**It makes our work so much easier. We don't need to do anything.**

Demet from IMMO Capital

**How to set it up**

## Connect Accounts

**Automatically import your Cledara transactions**

Connect your accounts by logging in to your financial institution.

[Skip](#)[Login & Connect Accounts](#) ↗

1

## Add your Cledara bank account to Xero

Log in to Xero and go to Accounting > Bank Account > Add bank account > Cledara

# Integrations

XERO



Xero

Your account is not connected

Connect

2

## Turn on the integration in Cledara

Log in to Cledara and go to Settings > Integrations > Connect Xero and follow the steps

- 1 Select "Yes" to send Datadog's bank statements (spend/receive amounts) to Xero.
- 2 Select "Yes" to send Datadog's transactions (information on each money movement: provider, date, ID, invoice) to Xero.
- 3 Select the appropriate Xero account, contact, tax rate and tracking categories (the latter two are optional) to assign the subscription to
- 4 Select "Yes" to send all items to Xero in a unique line of information. We highly recommend to select "No" for easier troubleshooting and better accuracy.

**Datadog**  
Approved

Overview Payments Notes & Attachments Change history Compliance Xero settings

Xero settings [Edit](#)

1	Push bank statements to Xero	Yes
2	Push transactions to Xero	Yes
3	Xero account	8201-Subscriptions
	Xero contact	Datadog Inc
	Xero tax rate	No VAT - 0%
	Tracking category - Department	Tech
	Tracking category - Location	--
4	Reconcile transaction in xero?	No

3

## Select what information to sync to Xero

In Cledara navigate to any application and click "Xero Settings" and choose your preferred settings for every app you wish to reconcile in Xero.

# Important note

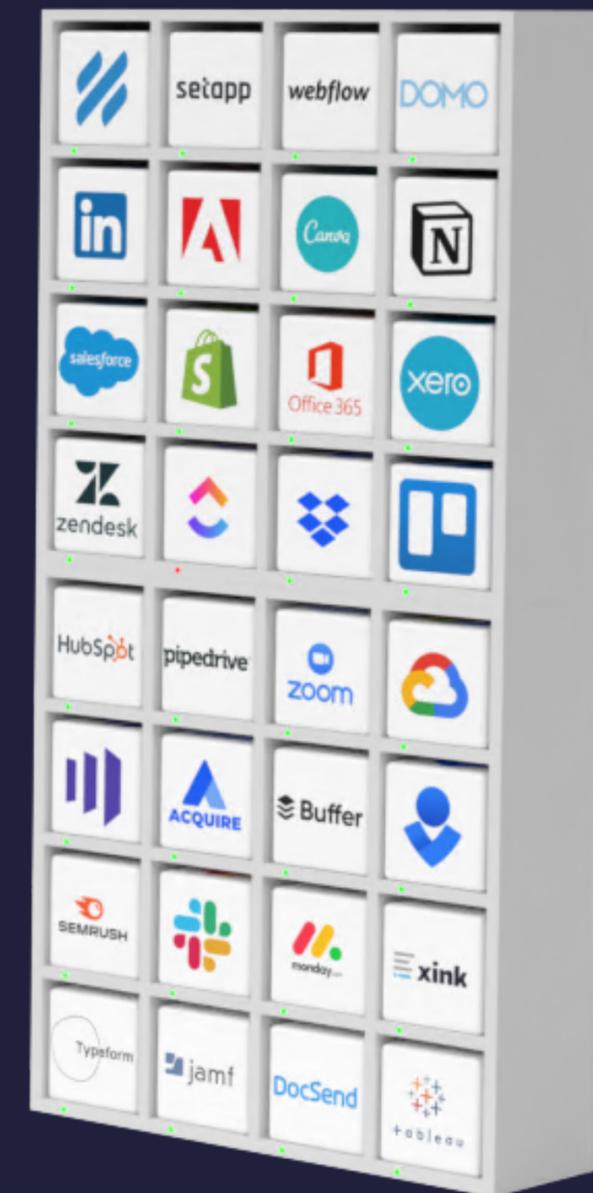
**Set up your criteria in Xero first** as the items you see in your Cledara account mirror those of your Xero account.

For example: to assign a 10% tax rate, you'd create that tax rate in Xero first. After that, when clicking the Xero tax rate dropdown in Cledara, you'll be able to select the 10% option. Same with accounts, contacts and tracking categories.

# Any questions?

If you have any questions or suggestions you can always reach us via the app chat or at [support@cledara.com](mailto:support@cledara.com).

Thank you for using Cledara.





Cledara

+

