

Quickstart - Linking CrewTraka to your Xero Organisation

Written by CrewTraka

This guide will help you connect CrewTraka to your Xero Organisation.

Connecting CrewTraka to Xero

If you are using Xero for your business in Australia, you can quickly connect CrewTraka to your Xero Organisation.

Before getting started

In **CrewTraka** - ensure you have:

1. a Manager or System Administrator level of access to your CrewTraka business

In **Xero** - ensure you have:

1. at least one active Organisation within Xero AU
2. a Payroll Admin or higher level of access to your Xero Organisation
3. Configured your Xero payroll settings (<https://central.xero.com/s/article/Prepare-for-payroll>)

Establishing the connection to Xero

Connections to any payroll provider are made from a CrewTraka Location. The easiest way to connect is:

Within the CrewTraka **Dashboard**:

1. Choose "**Settings**" from the top right hand corner
2. From the **Xero Integration tab**, click "**Connect to Xero**"
3. Sync your onboarded employees between CrewTraka and Xero
4. (you may need enable pop-ups in your browser)

Next steps

Now that you have established a connection to Xero, you may want to:

1. Learn about exporting to Xero for [Australia](#)
2. Read more about [Award interpretation for Xero Australia](#)