PayBiz – Xero Integration

21/09/2022

Contents

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Xero Integration

Paybiz integration with Xero to seamlessly link a tenant company in Xero with a Paybiz application company. This allows the interchange of Debtor (Xero Contact), Debtor Invoice (Xero Invoice) and Receipt (Xero Payment) information.

Paybiz behaves as the **MASTER** for Debtor, Contact and Invoice information.

- Debtor and Invoice information are sent from Paybiz to Xero.
- Payments received in Xero are returned to Paybiz and are automatically allocated.

The **General Ledger** optional module is required for Xero Integration.

Company Details – Configure the Connection to Xero

A Paybiz user needs to Authorise their Paybiz application to “Connect” to a Xero tenant company so the information can be exchanged.

This is controlled in the Xero tab of Company Details.

PayBiz main menu > File > Company > Company Details > Xero tab

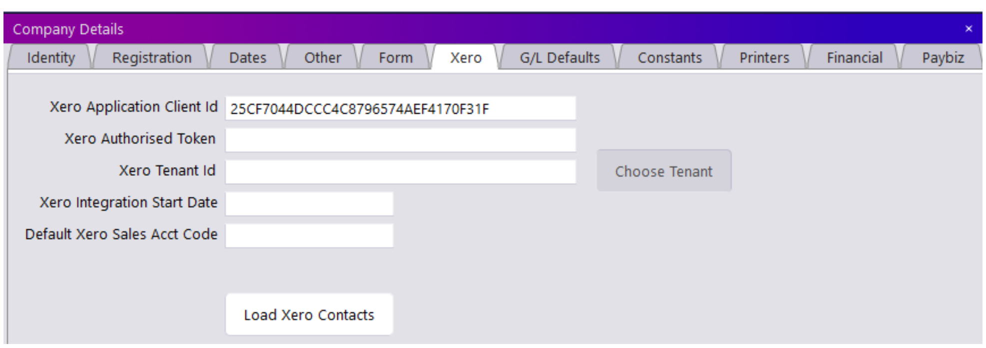


Figure 1: Company Details > Xero tab

The Client ID for Paybiz is:

25CF7044DCCC4C8796574AEF4170F31F

- Enter the Client ID into your Paybiz application and Save
- Double click or hit F8 in the Xero Authorised Token field to choose or add a token

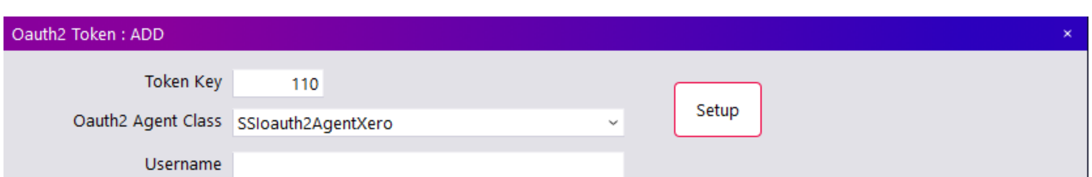
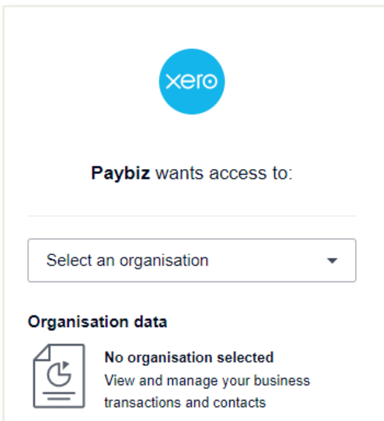
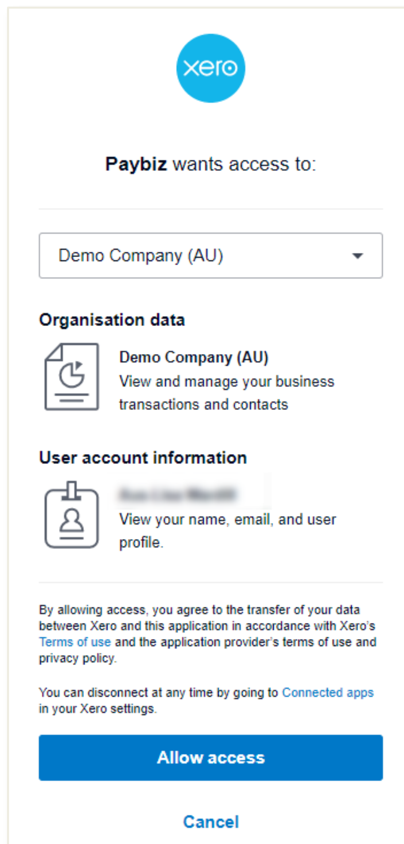


Figure 2: Xero Authority setup

- Choose a numeric identifier for the Token Key
- Select the **SSIoauth2AgentXero** option
- Click **Setup** to open a browser window at the Xero login screen
- Log in to Xero using your Xero credentials





- Choose the desired organisation from the **Select an organisation** drop box and click **Allow Access**
- Once communication between Xero and Paybiz is complete this message will display:

Complete. Please return to the application. 27 January 2022, 10:50:15

- Close the browser and return to Paybiz
- The Oauth2 Token screen will now be populated with the integration details

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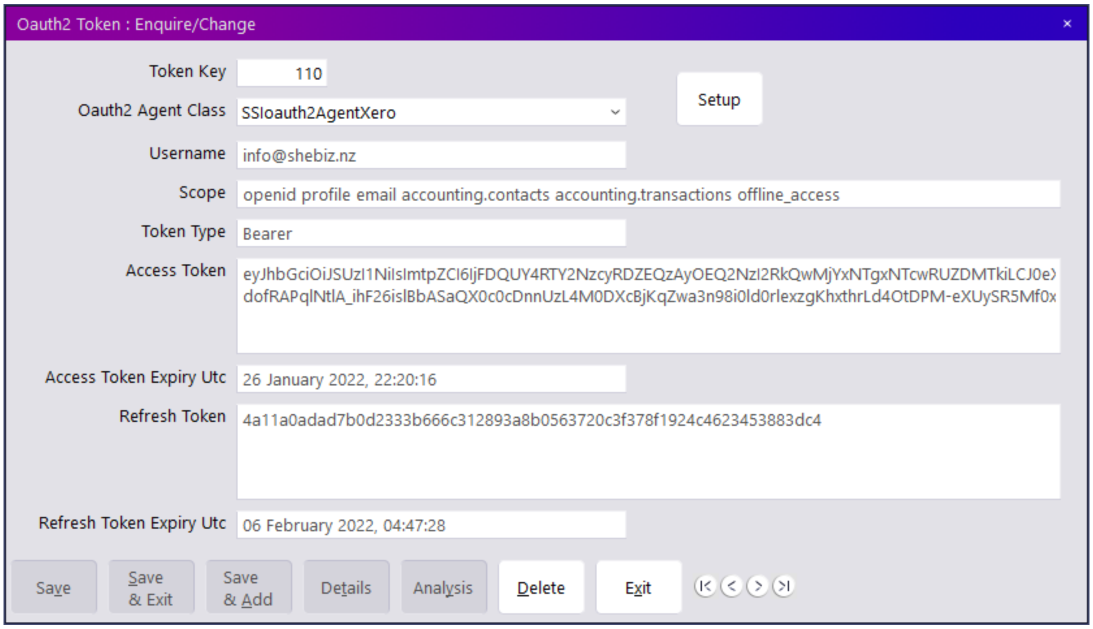

Figure 3: Example of a successful Paybiz connection to Xero

- Click **Exit**
- Click **Pick** to select the Oauth2 Token. The screen will return to the Xero tab of Company Details
- Click **Save** on the Company Details screen to save the Xero Authorised Token
- Click **Choose Tenant** and select the Xero Company to link with Paybiz
- Enter the date to start the Xero Integration
  Invoices and Payments before this date will not be transferred
- Enter the default Xero account code for invoice lines
  Generally this should be the Sales code in Xero (default = 200)
  This code will be used for any invoice lines that use a GL code missing an External Code
- Click **Save**

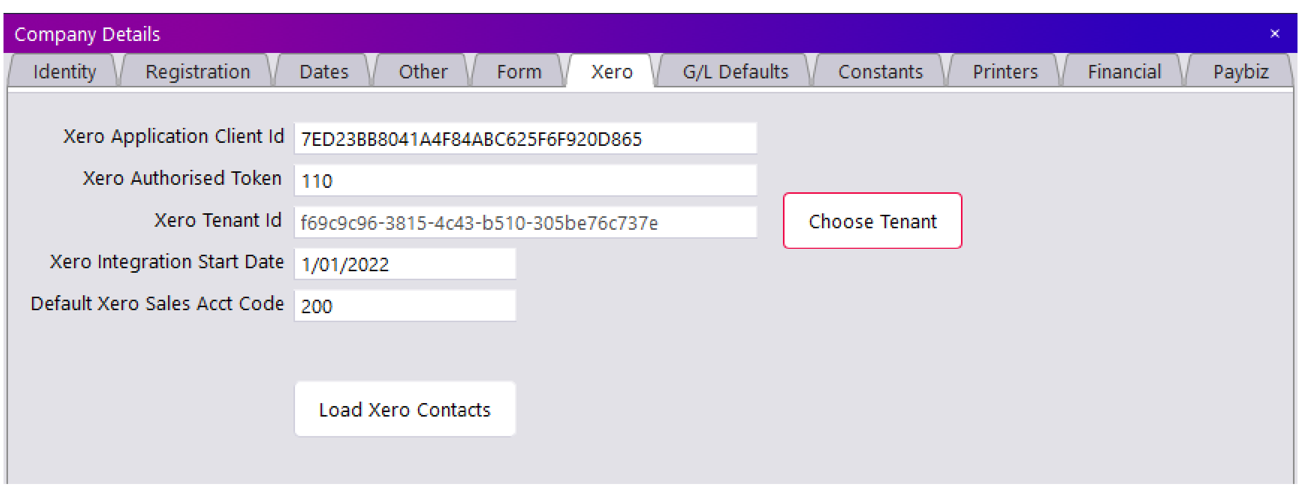

Figure 4: Completed Xero Configuration

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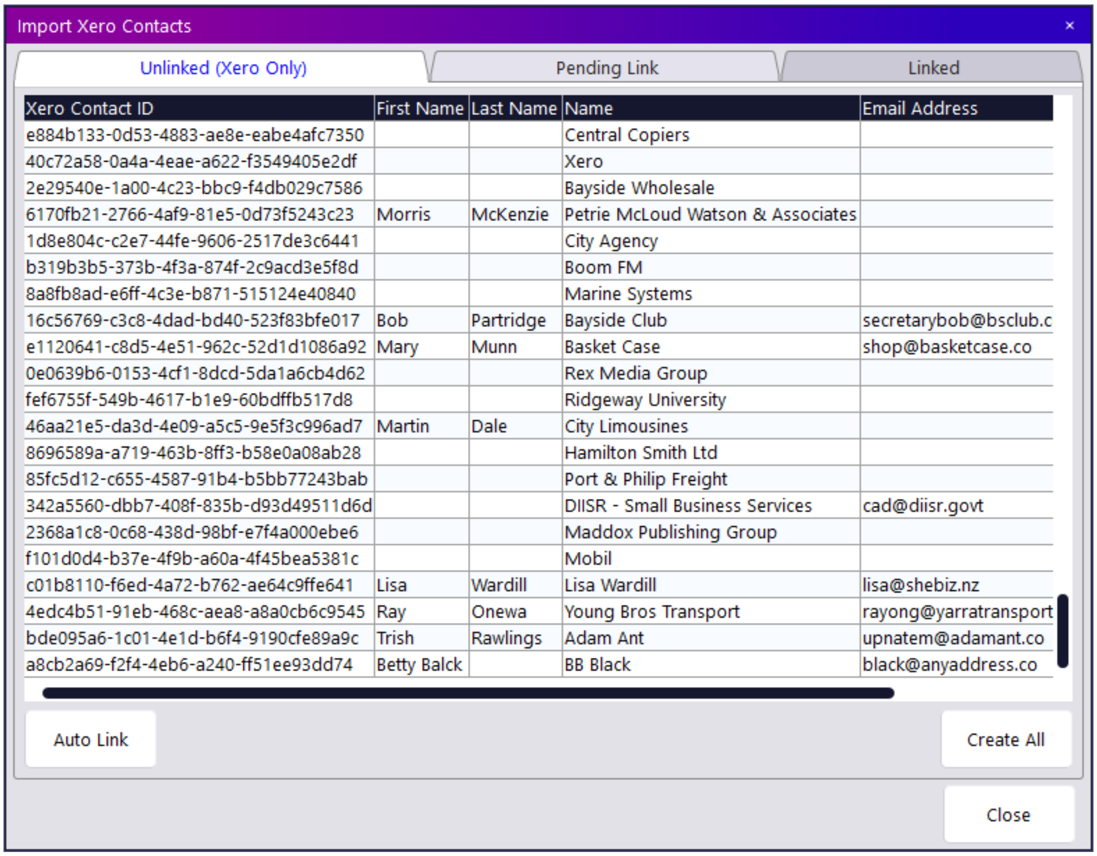
Load/Link Xero Contacts - Onboarding

During the initial setup, there is the option to link Contacts from Xero to Debtors in Paybiz.
You can also create new Paybiz Debtors for Xero Contacts

Click the **Load Xero Contacts** button on the Xero tab of Company Details



Xero Contact ID	First Name	Last Name	Name	Email Address
e884b133-0d53-4883-ae8e-eabe4afc7350			Central Copiers	
40c72a58-0a4a-4eae-a622-f3549405e2df			Xero	
2e29540e-1a00-4c23-bbc9-f4db029c7586			Bayside Wholesale	
6170fb21-2766-4af9-81e5-0d73f5243c23	Morris	McKenzie	Petrie McLoud Watson & Associates	
1d8e804c-c2e7-44fe-9606-2517de3c6441			City Agency	
b319b3b5-373b-4f3a-874f-2c9acd3e5f8d			Boom FM	
8a8fb8ad-e6ff-4c3e-b871-515124e40840			Marine Systems	
16c56769-c3c8-4dad-bd40-523f83bfe017	Bob	Partridge	Bayside Club	secretarybob@bsclub.c
e1120641-c8d5-4e51-962c-52d1d1086a92	Mary	Munn	Basket Case	shop@basketcase.co
0e0639b6-0153-4cf1-8dcd-5da1a6cb4d62			Rex Media Group	
fef6755f-549b-4617-b1e9-60bdffb517d8			Ridgeway University	
46aa21e5-da3d-4e09-a5c5-9e5f3c996ad7	Martin	Dale	City Limousines	
8696589a-a719-463b-8ff3-b58e0a08ab28			Hamilton Smith Ltd	
85fc5d12-c655-4587-91b4-b5bb77243bab			Port & Philip Freight	
342a5560-dbb7-408f-835b-d93d49511d6d			DIISR - Small Business Services	cad@diisr.govt
2368a1c8-0c68-438d-98bf-e7f4a000ebe6			Maddox Publishing Group	
f101d0d4-b37e-4f9b-a60a-4f45bea5381c			Mobil	
c01b8110-f6ed-4a72-b762-ae64c9ffe641	Lisa	Wardill	Lisa Wardill	lisa@shebiz.nz
4edc4b51-91eb-468c-aea8-a8a0cb6c9545	Ray	Onewa	Young Bros Transport	rayong@yarratransport
bde095a6-1c01-4e1d-b6f4-9190cfe89a9c	Trish	Rawlings	Adam Ant	upnatem@adamant.co
a8cb2a69-f2f4-4eb6-a240-ff51ee93dd74	Betty Balck		BB Black	black@anyaddress.co

Figure 5: Import Xero Contacts

Button/Action	Description
Auto Link	Attempt to automatically link the Xero contacts with existing Paybiz Debtors. Use the email address to identify any matches. If matches are found, they will be moved to the **Pending Link** tab for review.
List of Xero Contacts	Double click on any row to view the Xero Contact details. Double click on the **Debtor** field on the **Link Xero Contact** window to pick a Paybiz Debtors and click **Link** to manually link the selected contact to the chosen Paybiz Debtor (see below).
Create All	Click to import all the unlinked contacts from Xero and create them as new Debtors in Paybiz.

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Manually Link Xero Contact

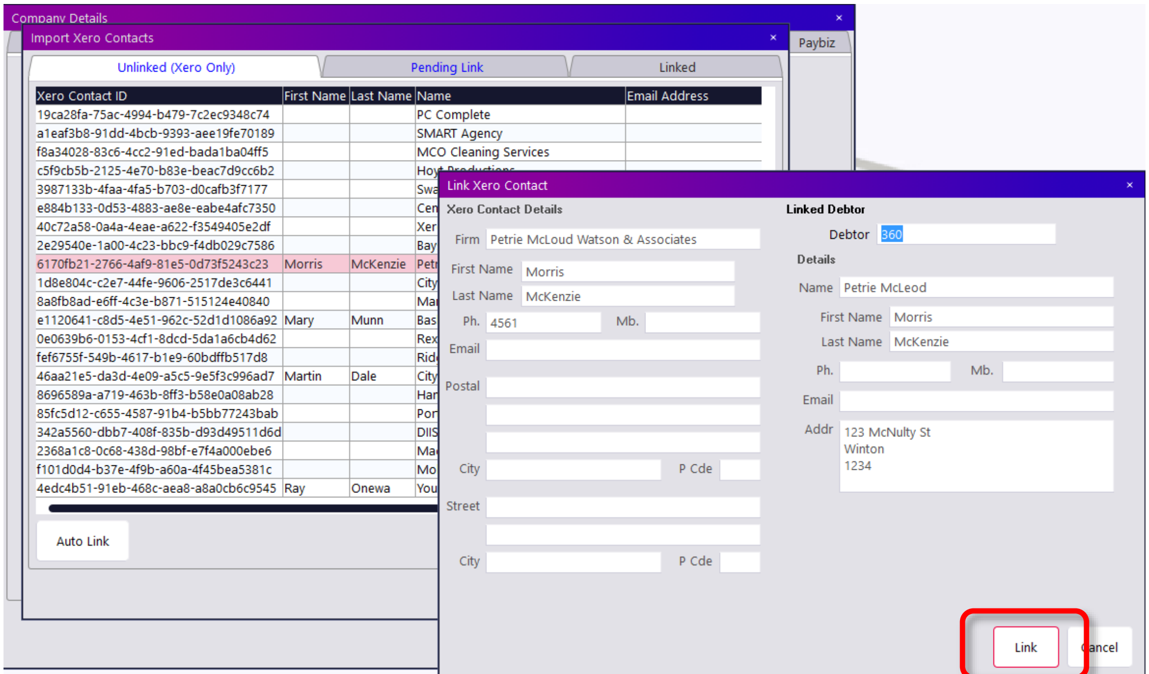

Figure 6: Manually link Xero Contact to Paybiz Debtor

Process Pending Links

Click **Apply All** on the **Pending Link** tab to create links between the Xero Contacts and Paybiz Debtors.

The rows will move to the **Linked** tab and the Xero Contact ID will be set as the **External ID** on the Paybiz Debtor record.

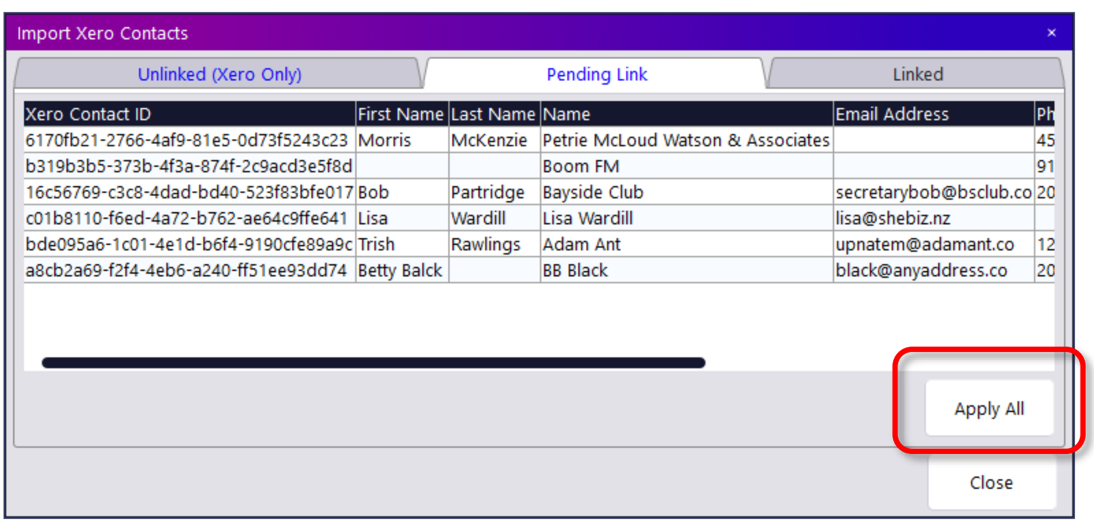

Figure 7: Pending Links

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Debtor Setup

PayBiz main menu > Debtors > Debtors > Xero tab

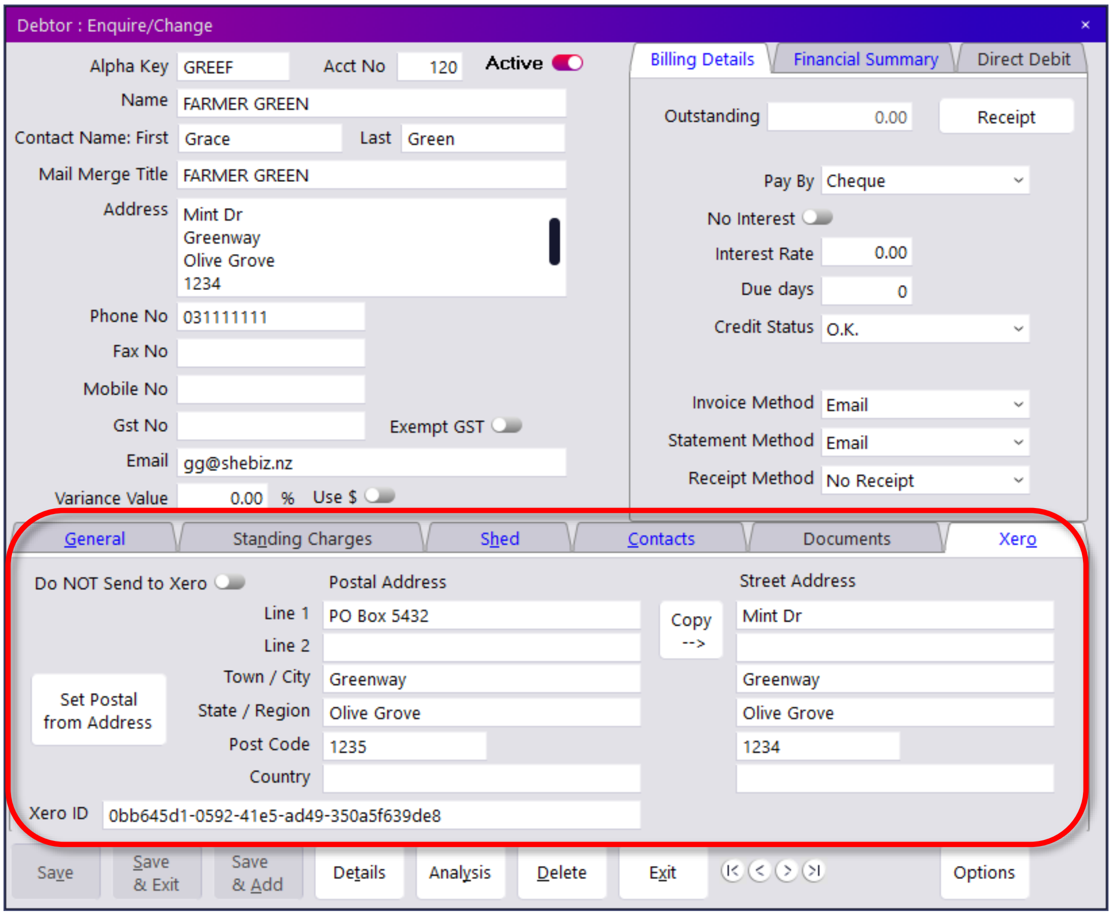

Figure 8: Xero tab on Debtor Screen

Field	Description
Do NOT send to Xero	Set to exclude this Debtor, their contacts and invoices from being sent to Xero
Postal Address Street Address	) Address details to send to Xero)
Set Postal from Address	Click to attempt to populate the Postal Address from the free text address above
Copy -->	Click to copy the Postal Address to the Street Address
Xero ID	The Xero Client ID returned from Xero when this Debtor is linked/created in Xero Removing this will unlink the Debtor. The Debtor will be re-linked when the next synchronisation occurs.

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Debtor Contacts

PayBiz main menu > Debtors > Debtors > Contacts tab

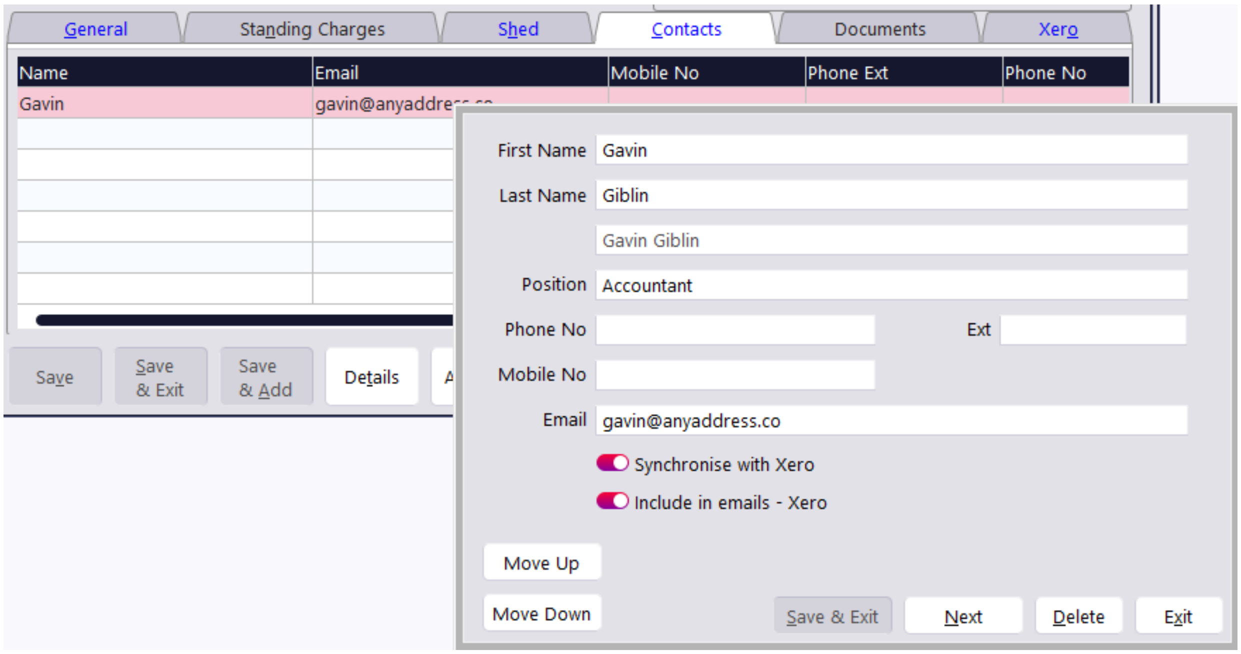

Figure 9: Debtor Contact

- Paybiz Contacts create Contact Persons in Xero
- Debtor Contacts can be used to sent multiple email addresses to Xero
- You must use a separate contact for each additional email address
- **Include in emails - Xero** – Matches the setting in Xero for Contact Persons and is used to identify recipients for Xero Emailed Invoices if **Request Invoice Emails** is set in the Xero synchronization schedule
- Only **First Name, Last Name** and **Email** are sent to Xero
  The other fields are only used in Paybiz

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Debtor Invoices

PayBiz main menu > Debtors > Debtor Invoices

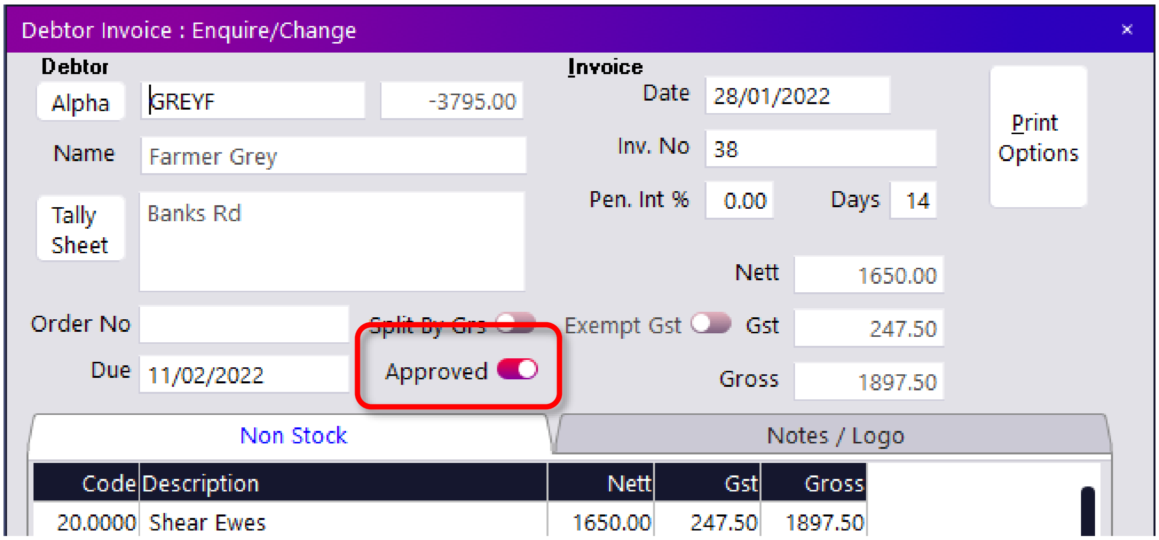

Figure 10: Debtor Invoice - Approved

- Invoices are sent as 'Authorised' to Xero
  This is determined by the **Approved** slider on the Debtor Invoice screen

- Debtor Invoices in Paybiz are **Approved** by default
  This behaviour can be changed in **Company Details > Constants tab**

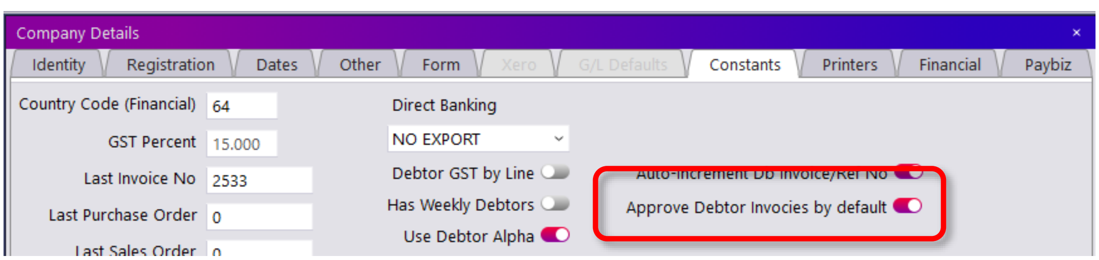

Figure 11: Setting on Company Details to Approve Db Invoices by default

- The Nett for each invoice line is sent. The GST Status is determined from the General Ledger Code associated with the invoice line

- Once an Invoice has been sent to Xero it cannot be edited in Paybiz

- Invoices can be removed in Paybiz by un-invoicing a job/tally sheet
  If this is done you will need to manually delete the invoice in Xero otherwise a duplicate invoice will be generated in Xero when the job/tally sheet is invoiced again

- Invoices that have been sent to Xero will have an External Identifier – this comes back from Xero when a Sales invoice is created
  This column can be added to the Debtor Invoice lookup screen if desired to easily identify invoices that have been sent

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General Ledger Setup

PayBiz main menu > Ledger > Analysis Codes

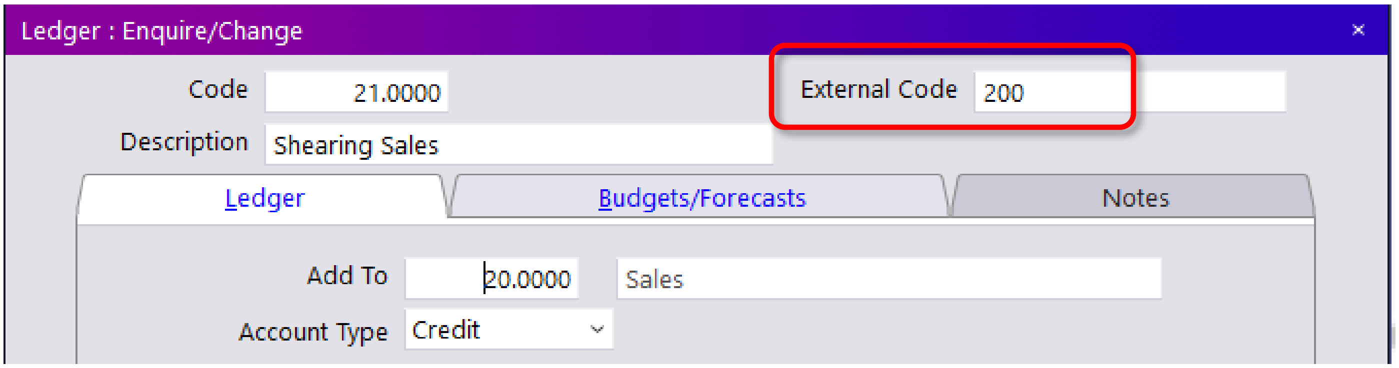

Figure 12: GL Analysis Code Setup for Xero

- For any GL codes that will be used on an invoice, you need to set the External Code to the corresponding code in the Xero Chart of Accounts.
- If the External Code is missing, the Default Xero Sales Account Code defined on the Xero tab of Company Details will be used.

Notes

- The General Ledger module is required for Xero integration
- The Debtor Account No is sent from Paybiz to Xero and stored against the Xero Contact
  The Xero Client ID is returned from Xero to Paybiz and stored against the Paybiz Debtor
- Only the first email on the Debtor is sent to Xero
- Use the Debtor Contacts to create Contact Persons in Xero so the invoice can be sent to multiple email addresses in Xero
- Invoices are sent as ‘Authorised’ to Xero
- The Nett for each invoice line is sent. The GST Status is determined from the General Ledger Code associated with the invoice line
- Once an Invoice has been sent to Xero it cannot be edited in Paybiz
- Invoices can be removed in Paybiz by un-invoicing a job/tally sheet
  If this is done you will need to manually delete the invoice in Xero otherwise a duplicate invoice will be generated in Xero when the job/tally sheet is invoiced again

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Xero Interface Synchronisation

PayBiz main menu > File > System > System Functions

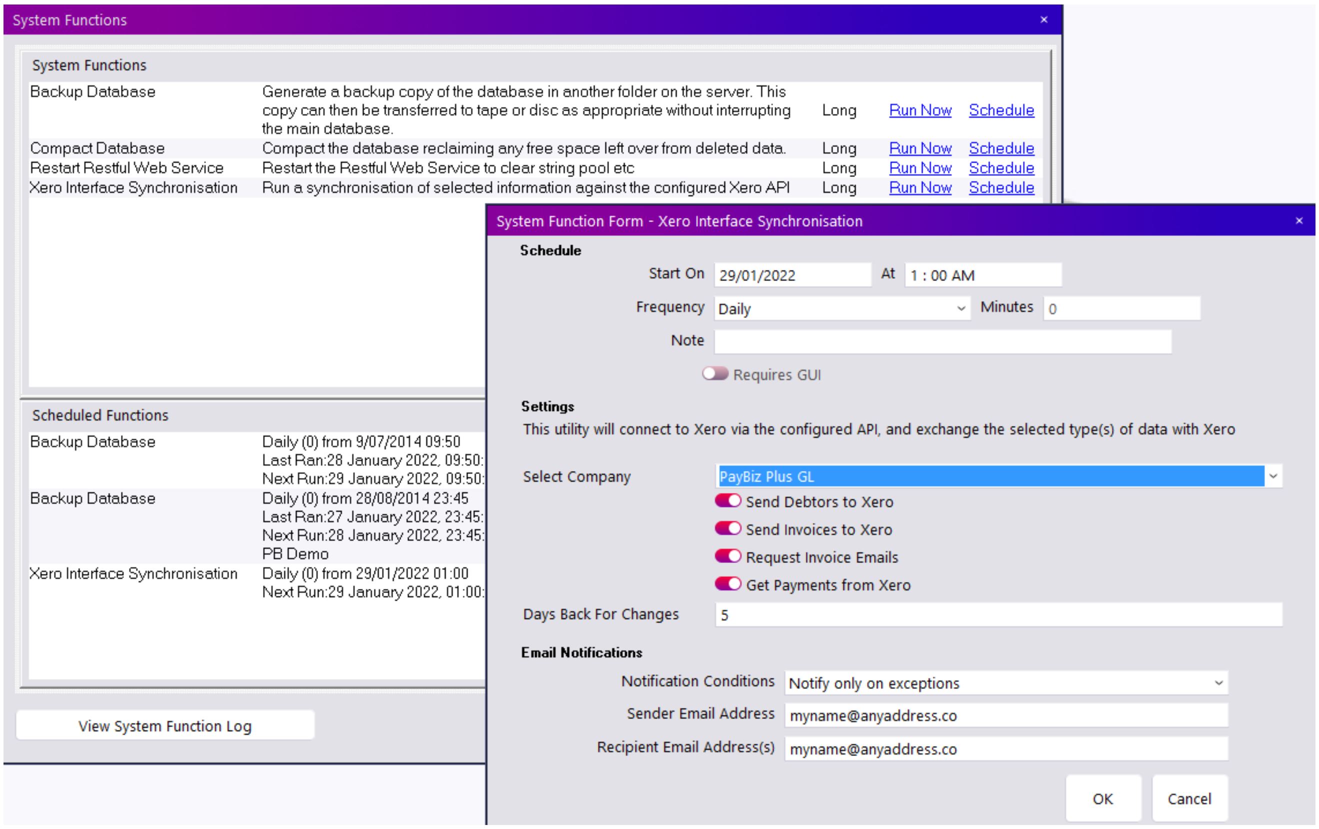

Figure 13: Xero Interface Synchronisation example

Field	Description
Start On At Frequency Minutes Note Requires GUI	) Enter the schedule frequency details) Enter any relevant notes Leave NOT set
Select Company Send Debtors to Xero	Select the Paybiz company. Multi-company systems will need to create a separate schedule for each company. New Debtors will create new Contacts in Xero New Debtor Contacts will create new Contact Persons in Xero Changes to Debtors or Debtor Contacts will update the linked Contact in Xero

Continued…

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Field	Description
Send Invoices to Xero	New Debtor invoices in Paybiz will create new Invoices in Xero
Request Invoice Emails	Instructs Xero to send Invoice Emails for the new invoices
Get Payments from Xero	Retrieve payments entered into Xero and allocate to the linked invoices in Paybiz
Days Back for Changes	The number of days to look back for invoices in Paybiz and receipts in Xero
Email Notifications	Select the desired emailing notifications and the email address for these