XERO ACCOUNTING INTEGRATIONS

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Accounting Integrations

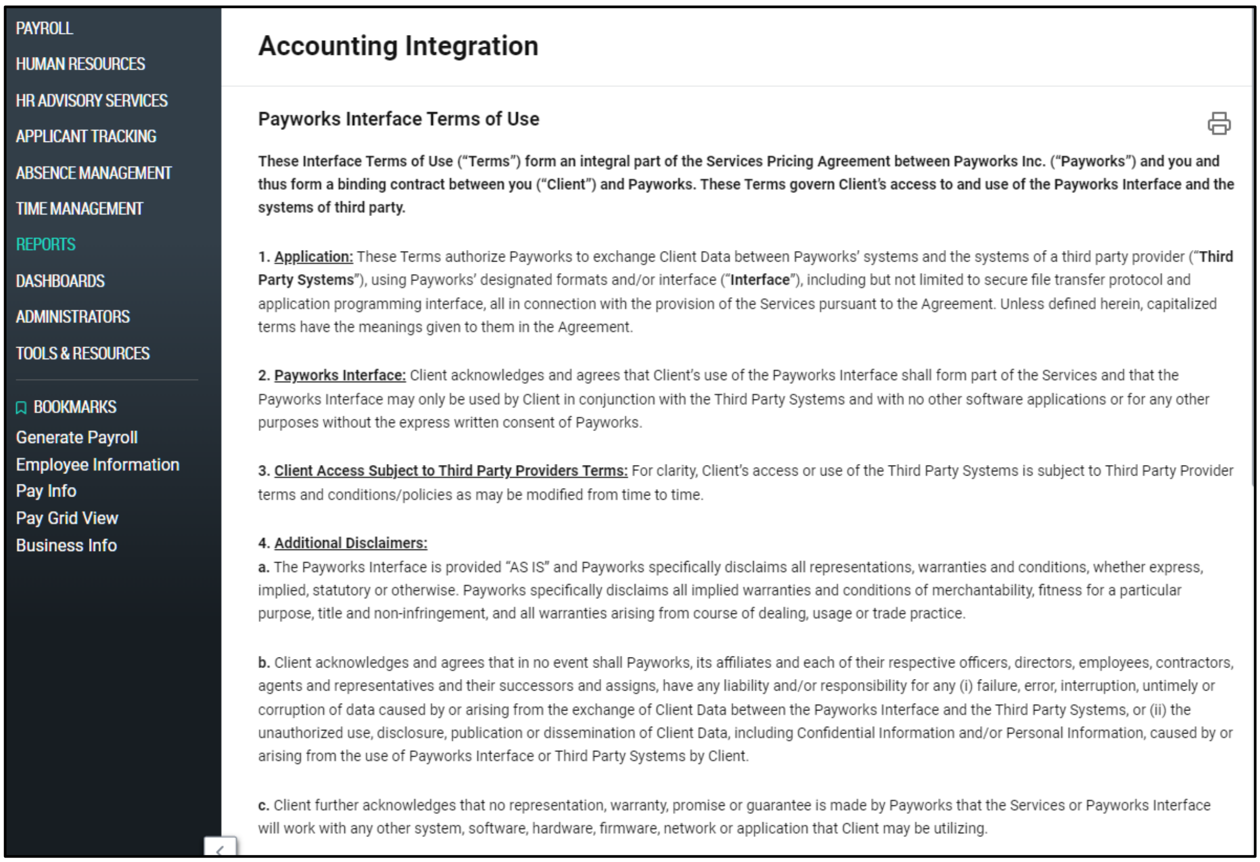
Payworks can send Journal Entry data with a single click to Payworks-supported accounting applications Xero through their Application Program Interfaces (APIs).

If you use **Control Numbers** or **Employee Number** as part of your Payworks GL account you will need ensure your GL Chart of Accounts in Xero has a matching account setup and is mapped. If not the journal submission will fail.

Configure Your Accounting Integration

To access the Accounting Integrations screen:

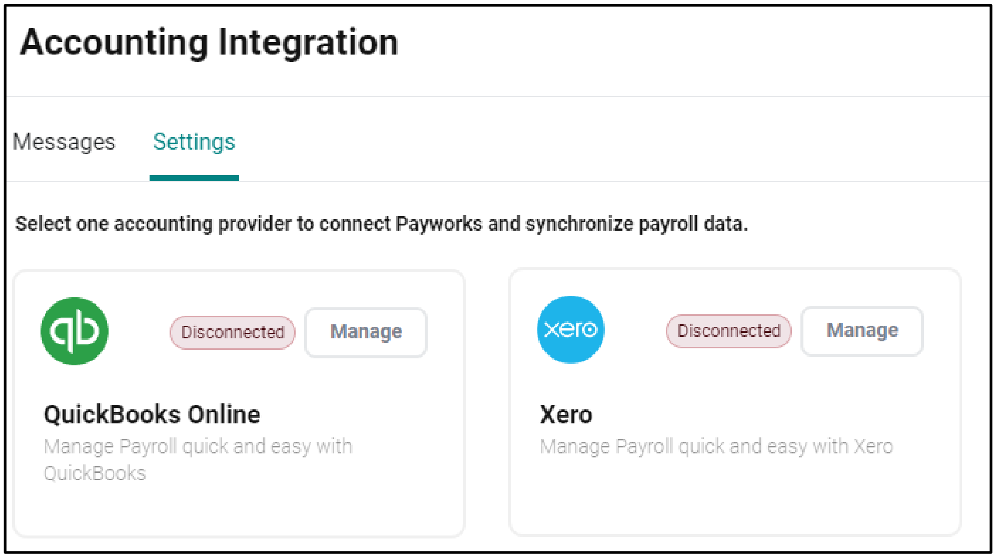
1. Select **REPORTS.**
2. Under INTEGRATIONS, select **Accounting.**
3. Accept the Terms and Conditions on the page.



The Accounting Integration screen displays.

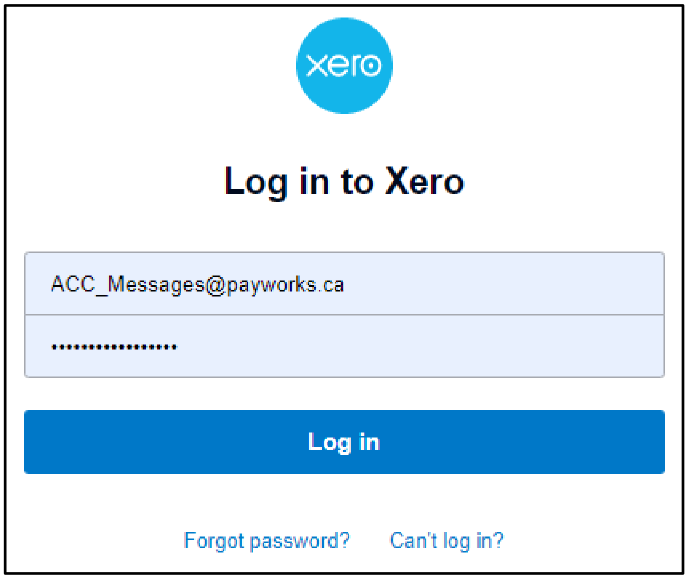
Connect

1. On the Xero Online tile, click **Manage**.

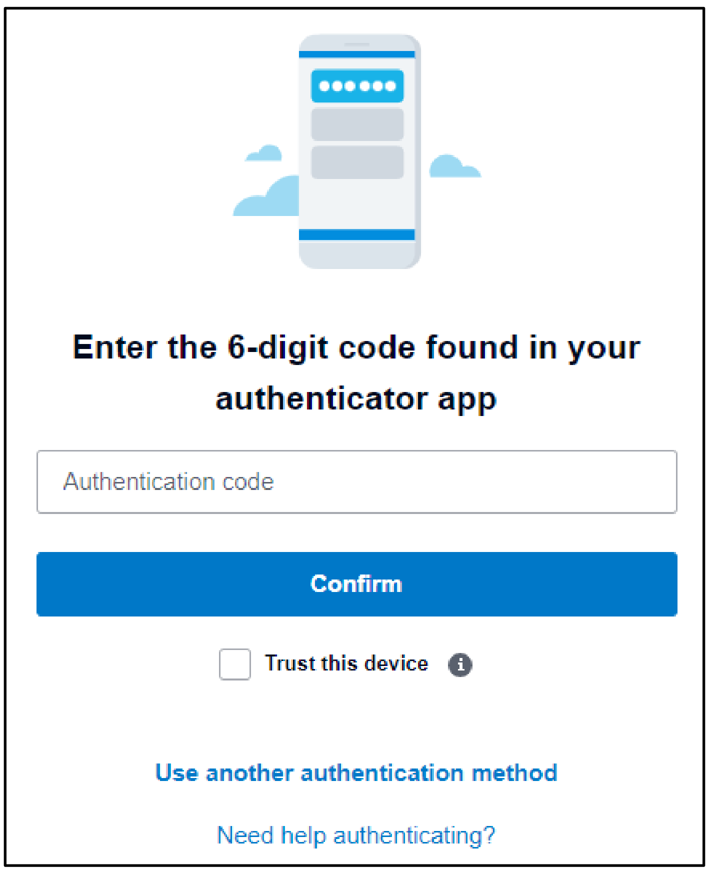


2. Click **CONNECT.**

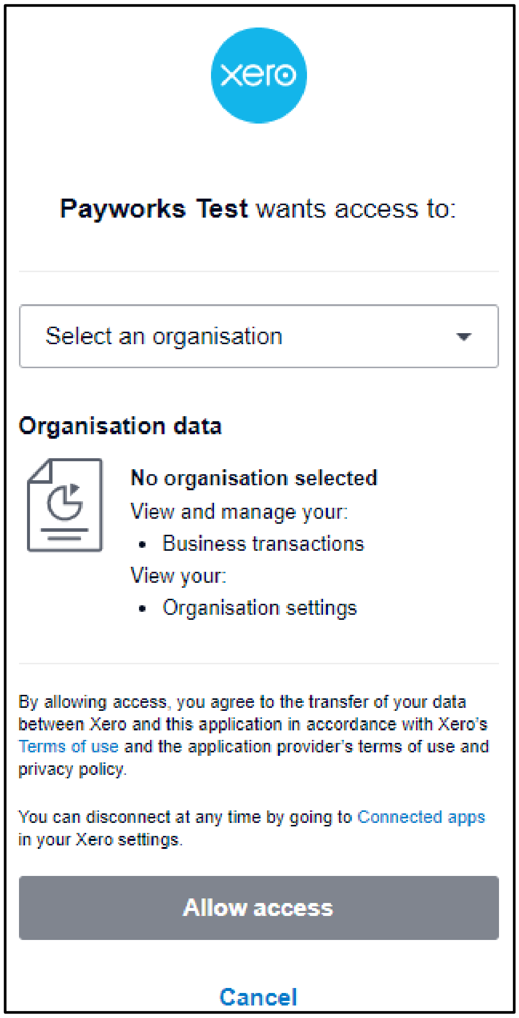
3. Log into your Xero account.



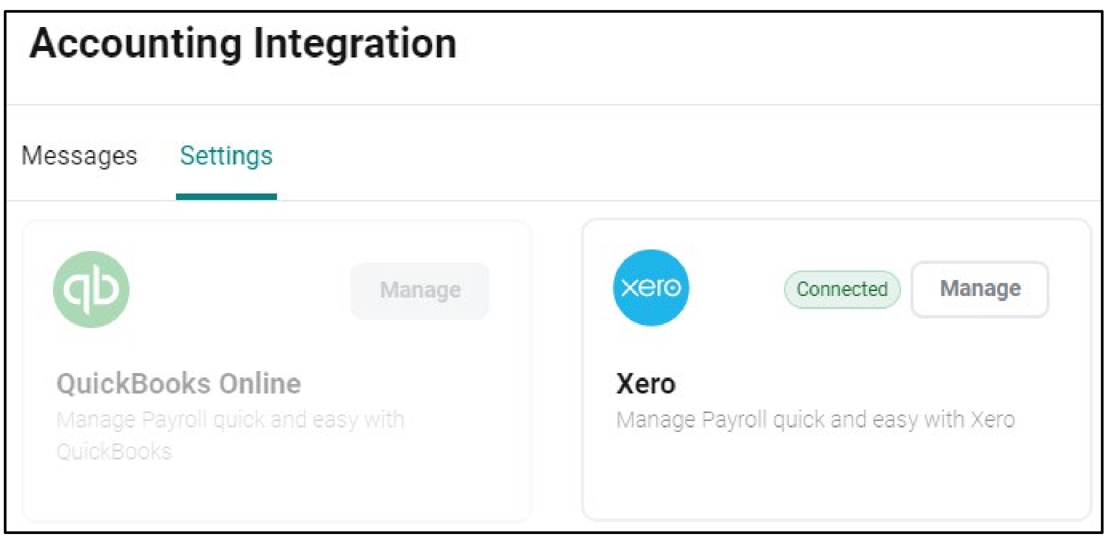
4. Type in your authentication code.



5. Select your company from the dropdown list, and click **Allow access**.



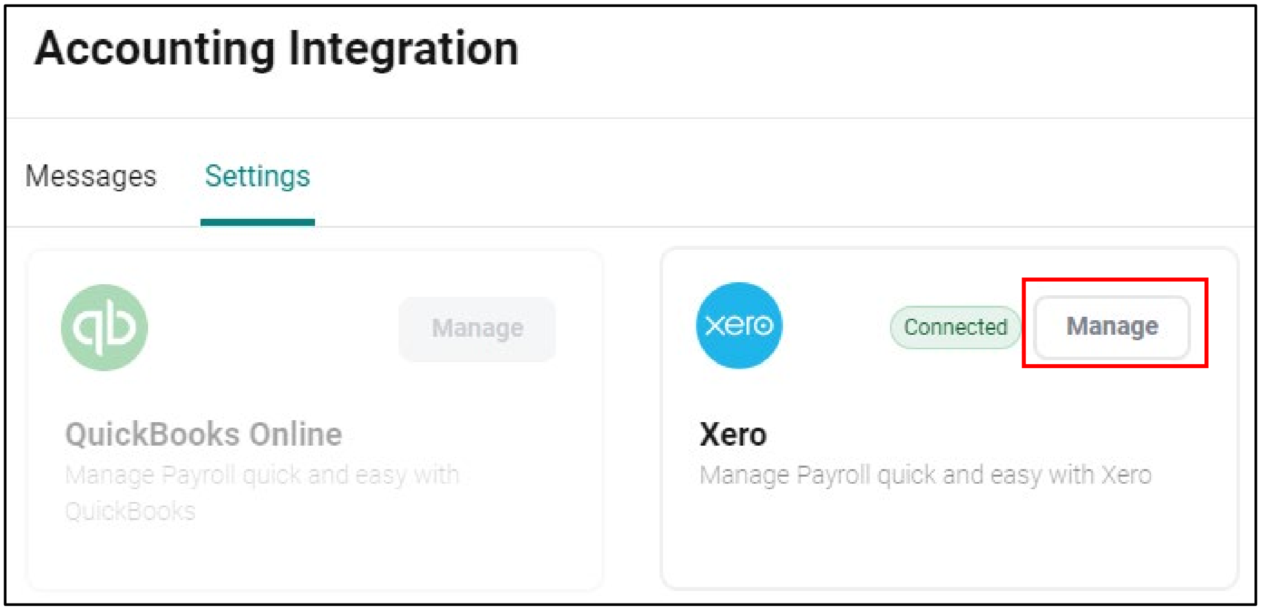
Xero is now connected.



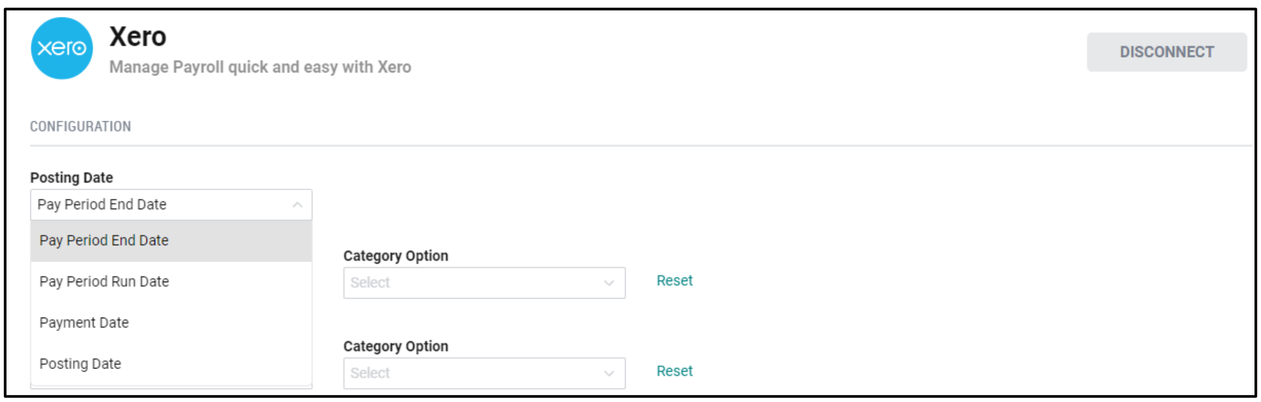
Accounting Integration Settings

Select Posting Date

1. Click **Manage** on the Accounting Integration screen.



2. Select the Posting Date from the dropdown list.

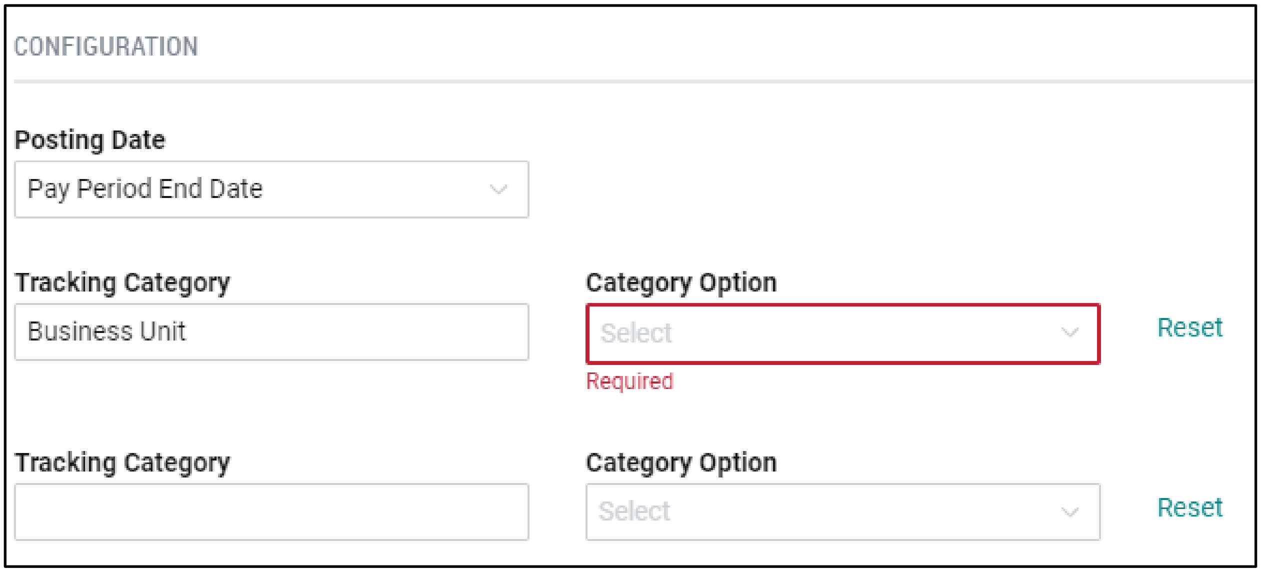


Pay Period End Date	The posting date will be the pay period end date.
Pay Period Run Date	The posting date will be the date that the payroll ran.
Payment Date	The posting date will be the payment date of the pay period.
Posting Date	The posting date will be the date that you submit the file to Xero Online.

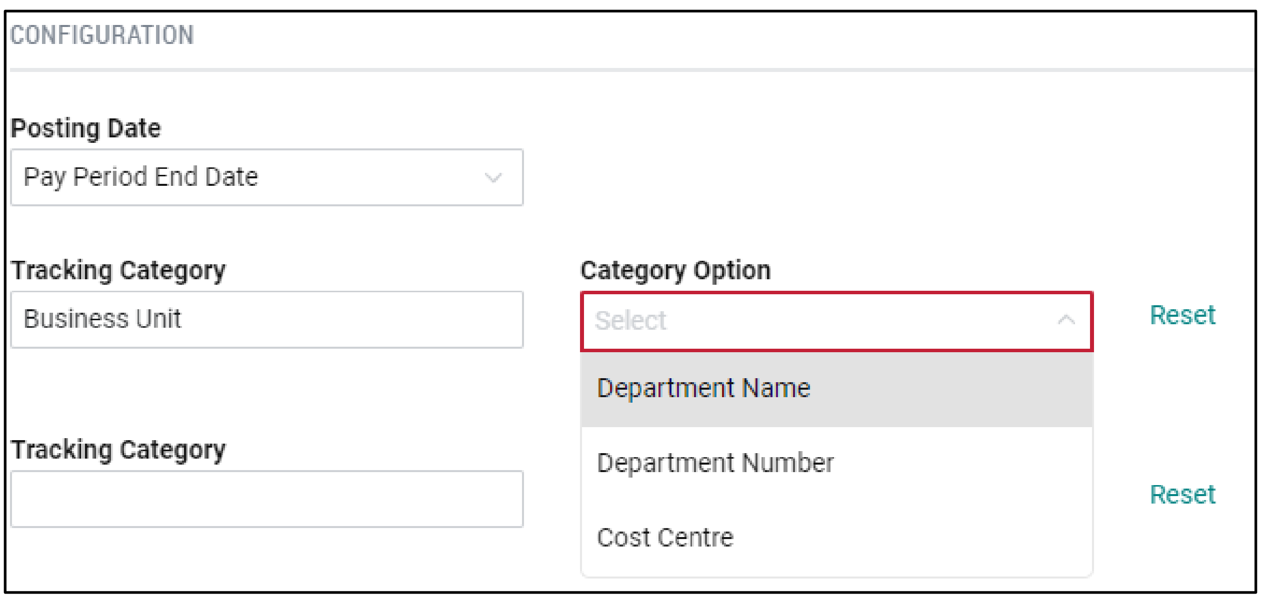
Map Departments and Classes

In Xero if you use tracking categories to represent your departments or cost centres, you can map the respective Department Name, Department Number, or Cost Centre from Payworks to tracking categories that your type in, which should match those entered into Xero.

As soon as you start to type in a Tracking Category, a Category Option is required.



Select a Category Option from the dropdown list.



Click **Reset** clear your selections.

Assign Chart of Accounts

The Payworks Accounts Number column is populated with account numbers entered in the Journal Entry Setup screen (Payroll > Company Setup >Journal Entry Setup).

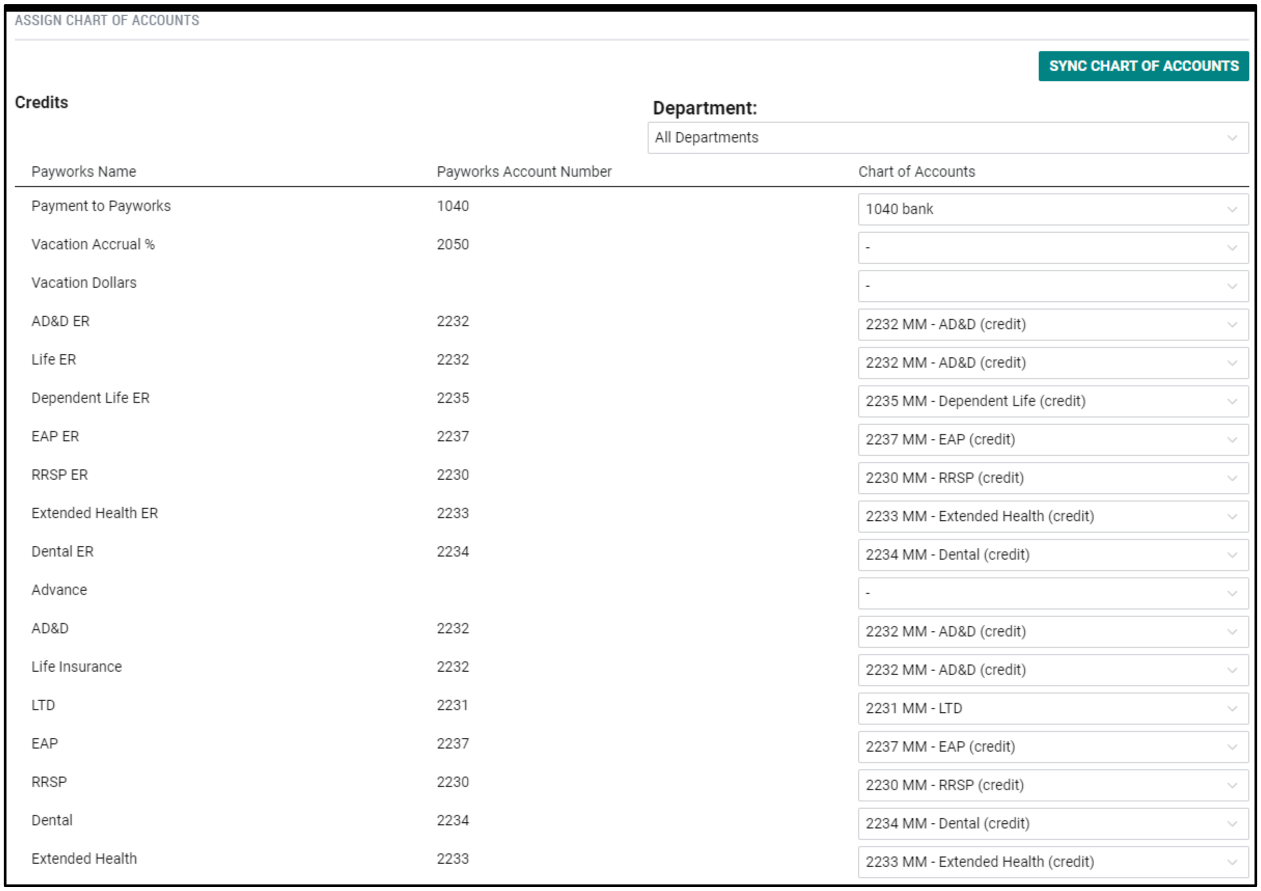
SYNC CHART OF ACCOUNTS

Credits

Department: All Departments

Payworks Name	Payworks Account Number	Chart of Accounts
Payment to Payworks	1040	-
Vacation Accrual %	2050	-
Vacation Dollars		-
AD&D ER	2232	-
Life ER	2232	-
Dependent Life ER	2235	-
EAP ER	2237	-
RRSP ER	2230	-
Extended Health ER	2233	-
Dental ER	2234	-
Advance		-
AD&D	2232	-
Life Insurance	2232	-
LTD	2231	-
EAP	2237	-
RRSP	2230	-
Dental	2234	-

Click **SYNC CHART OF ACCOUNTS** to populate the Chart of Accounts from Xero.


ASSIGN CHART OF ACCOUNTS

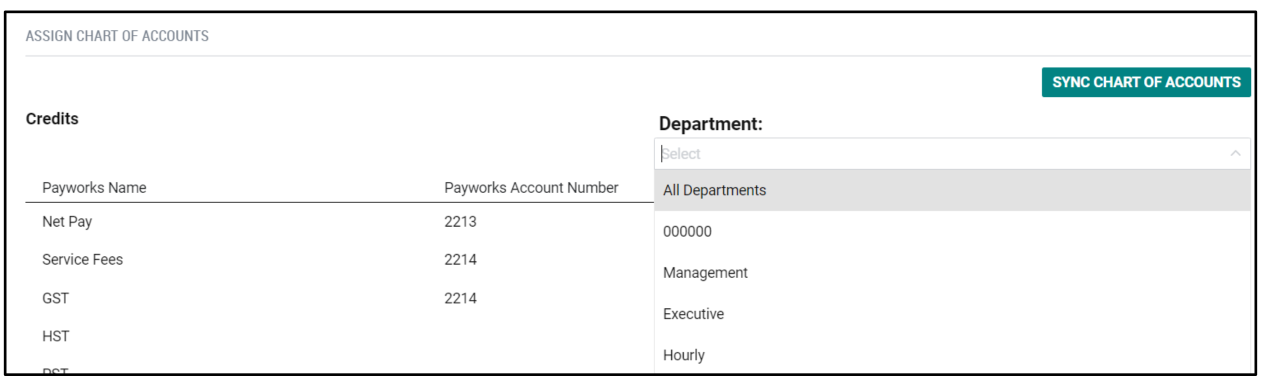
SYNC CHART OF ACCOUNTS

Credits

Department: All Departments

Payworks Name	Payworks Account Number	Chart of Accounts
Payment to Payworks	1040	1040 bank
Vacation Accrual %	2050	-
Vacation Dollars		-
AD&D ER	2232	2232 MM - AD&D (credit)
Life ER	2232	2232 MM - AD&D (credit)
Dependent Life ER	2235	2235 MM - Dependent Life (credit)
EAP ER	2237	2237 MM - EAP (credit)
RRSP ER	2230	2230 MM - RRSP (credit)
Extended Health ER	2233	2233 MM - Extended Health (credit)
Dental ER	2234	2234 MM - Dental (credit)
Advance		-
AD&D	2232	2232 MM - AD&D (credit)
Life Insurance	2232	2232 MM - AD&D (credit)
LTD	2231	2231 MM - LTD
EAP	2237	2237 MM - EAP (credit)
RRSP	2230	2230 MM - RRSP (credit)
Dental	2234	2234 MM - Dental (credit)
Extended Health	2233	2233 MM - Extended Health (credit)

If Department level GL coding is in place on the Journal Entry Setup screen, the same logic would need to be applied when synchronizing your chart of accounts.


ASSIGN CHART OF ACCOUNTS

SYNC CHART OF ACCOUNTS

Credits

Department: Select

All Departments
000000
Management
Executive
Hourly

Payworks Name	Payworks Account Number
Net Pay	2213
Service Fees	2214
GST	2214
HST	

Submitting Your Journal Entry Data

After clicking RUN FINAL on the Generate Payroll screen and the payroll completes processing, there are two ways to submit your journal:

Method 1:

1. On the **GENERATE PAYROLL** screen, select the Finalized tab.
2. Select the Payroll Run. The payroll information displays.
3. Click **VIEW REPORTS.**
   A new window opens displaying the report.
4. Select **JOURNAL ENTRY** from the side menu.
   The **SUBMIT JOURNAL ENTRY** button is now available.
5. Click **SUBMIT JOURNAL ENTRY.**

Method 2:

1. Select **REPORTS.**
2. Under PAYROLL REPORTS, select **View Standard Payroll Reports.**

   The Reports screen displays.
3. Select **JOURNAL ENTRY**.
4. Click **View Selected Reports.**

Payworks

v2.0

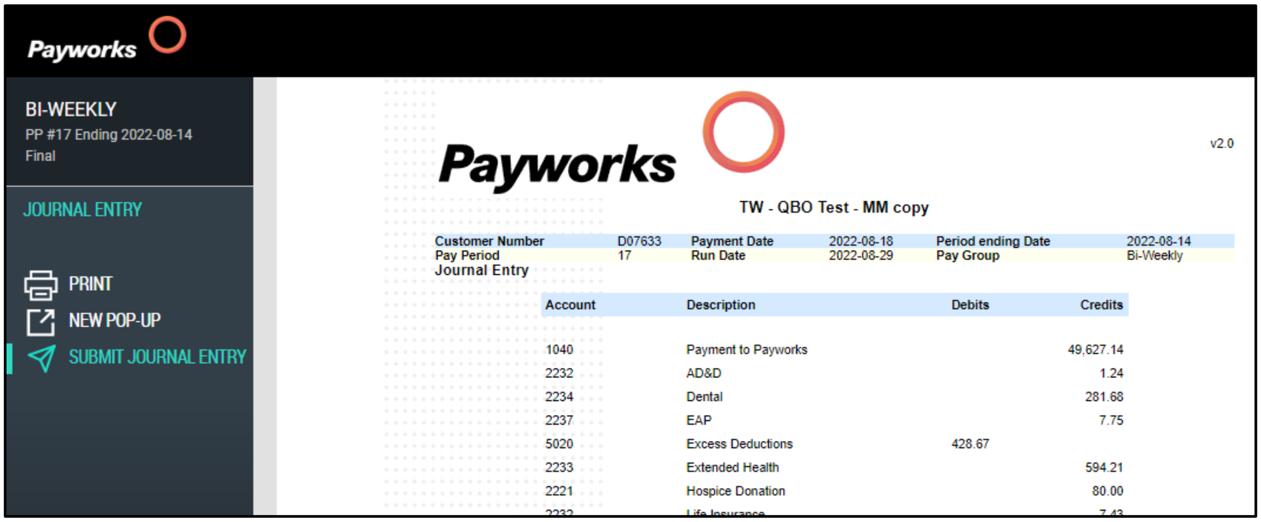
TW - QBO Test - MM copy

Customer Number	D07633	Payment Date	2022-08-18	Period ending Date	2022-08-14
Pay Period	17	Run Date	2022-08-29	Pay Group	Bi-Weekly

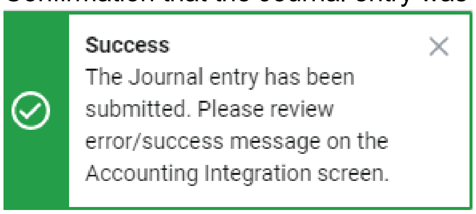
Journal Entry

Account	Description	Debits	Credits
1040	Payment to Payworks		49,627.14
2232	AD&D		1.24
2234	Dental		281.68
2237	EAP		7.75
5020	Excess Deductions	428.67	
2233	Extended Health		594.21
2221	Hospice Donation		80.00
2232	Life Insurance		7.43

5. Review the report information.
6. Click **SUBMIT JOURNAL ENTRY** to send your data to the accounting application configured in the Configure Your Accounting Integration section.

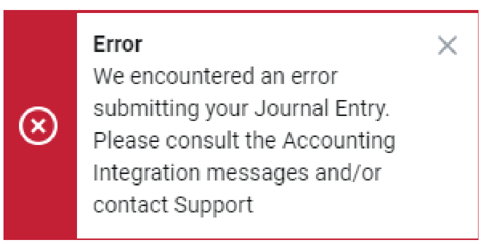


Confirmation that the Journal entry was successfully submitted displays.



Submission and Error Management

If there was an error when submitting the journal entry data, the following message will display:



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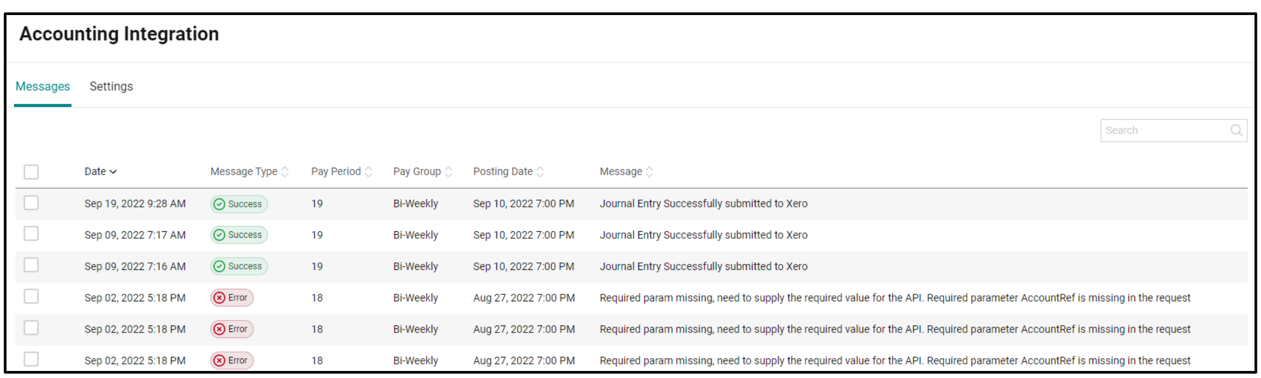
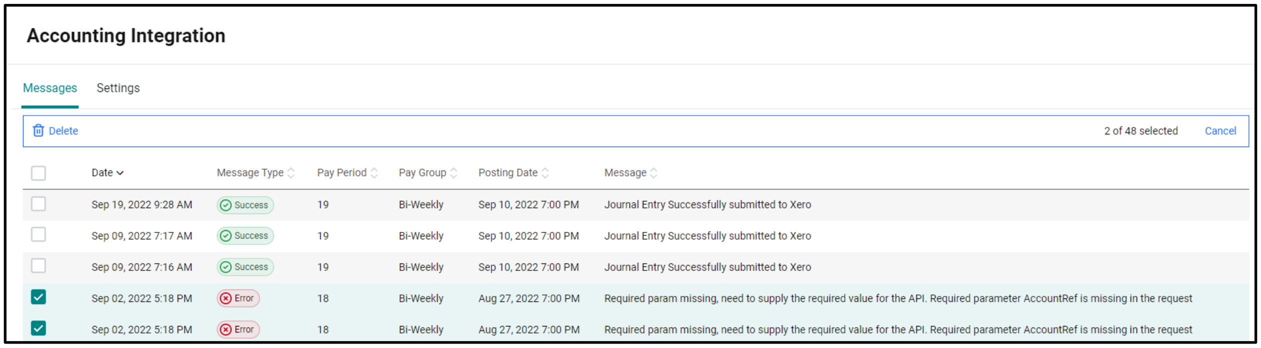
As well, error message will display on the Messages tab.



Date	Message Type	Pay Period	Pay Group	Posting Date	Message
Sep 19, 2022 9:28 AM	Success	19	Bi-Weekly	Sep 10, 2022 7:00 PM	Journal Entry Successfully submitted to Xero
Sep 09, 2022 7:17 AM	Success	19	Bi-Weekly	Sep 10, 2022 7:00 PM	Journal Entry Successfully submitted to Xero
Sep 09, 2022 7:16 AM	Success	19	Bi-Weekly	Sep 10, 2022 7:00 PM	Journal Entry Successfully submitted to Xero
Sep 02, 2022 5:18 PM	Error	18	Bi-Weekly	Aug 27, 2022 7:00 PM	Required param missing, need to supply the required value for the API. Required parameter AccountRef is missing in the request
Sep 02, 2022 5:18 PM	Error	18	Bi-Weekly	Aug 27, 2022 7:00 PM	Required param missing, need to supply the required value for the API. Required parameter AccountRef is missing in the request
Sep 02, 2022 5:18 PM	Error	18	Bi-Weekly	Aug 27, 2022 7:00 PM	Required param missing, need to supply the required value for the API. Required parameter AccountRef is missing in the request

Delete Messages

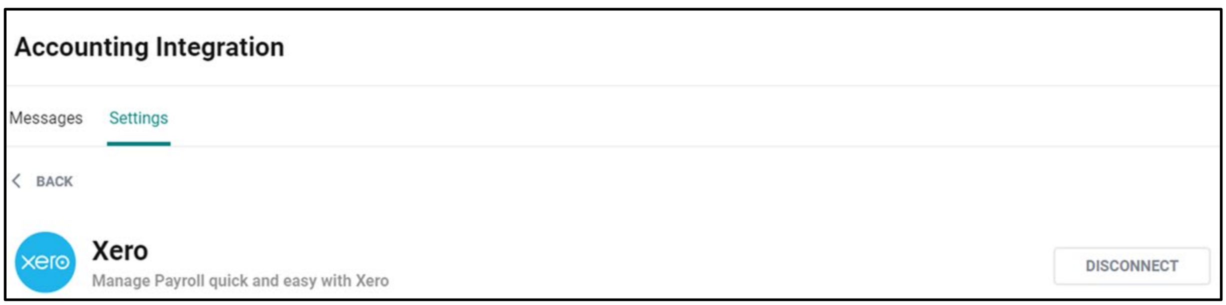
1. Click **Messages** on the Accounting Integration screen.
2. Click the checkbox to the left of the item to delete. The action bar will display at the top of the section.



3. Click the **Delete** icon.
4. Click **DELETE** again to confirm the deletion.

Disconnect Your Integration

If you need to disconnect your integration, click the disconnect button at the top of the screen.



A message displays asking you to confirm disconnecting, click **OK** to disconnect or CANCEL to return to the Accounting Integration screen.

Reconnect Your Integration

For security purposes, your authentication may last for a specific time. If that time expires, you will be required to re-enter your credentials for your accounting software.