



XERO ACCOUNTING INTEGRATIONS

Table of Contents

ACCOUNTING INTEGRATIONS	1
CONFIGURE YOUR ACCOUNTING INTEGRATION.....	1
CONNECT	2
ACCOUNTING INTEGRATION SETTINGS	5
Select Posting Date.....	5
Map Departments and Classes	6
Assign Chart of Accounts	7
SUBMITTING YOUR JOURNAL ENTRY DATA	9
SUBMISSION AND ERROR MANAGEMENT	10
Delete Messages	11
DISCONNECT YOUR INTEGRATION	11
Reconnect Your Integration	11

Accounting Integrations

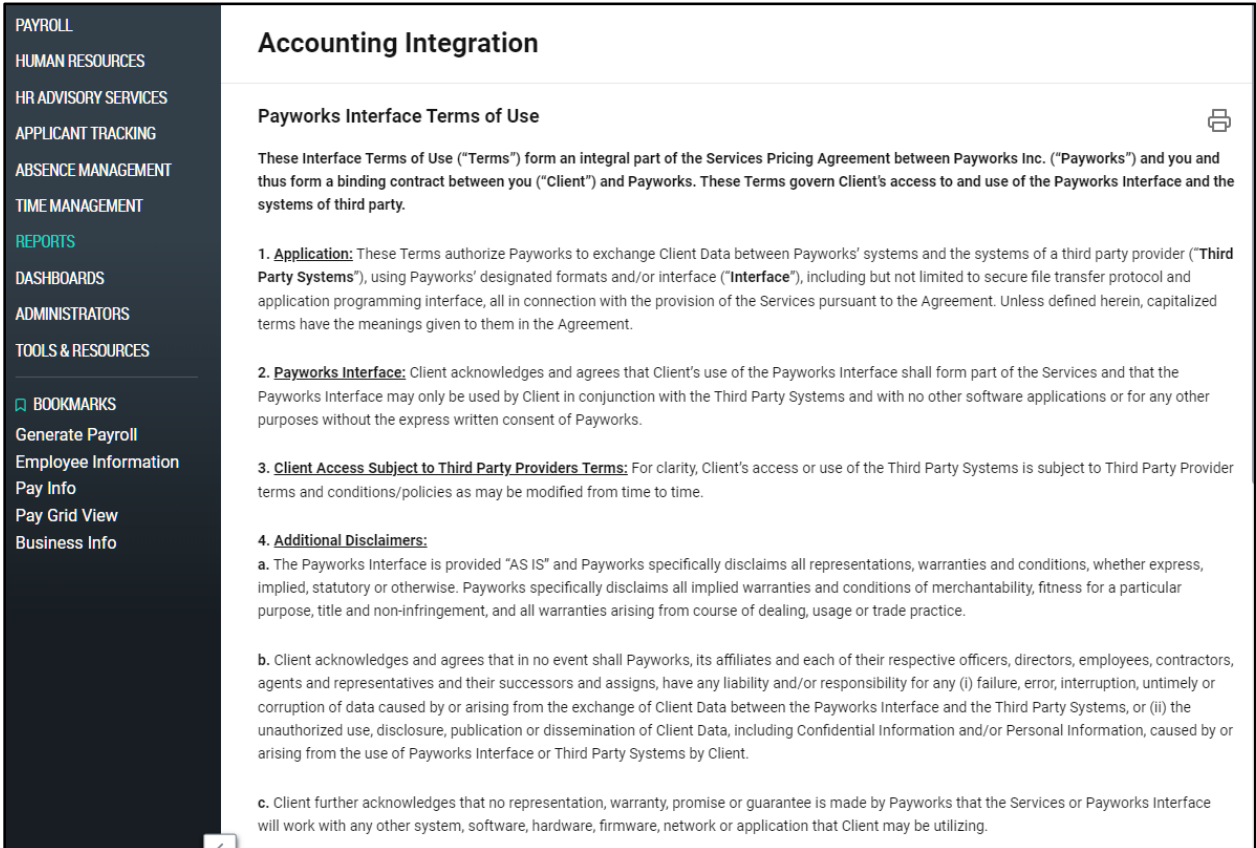
Payworks can send Journal Entry data with a single click to Payworks-supported accounting applications Xero through their Application Program Interfaces (APIs).

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 screenshot shows a web interface with a dark sidebar on the left containing navigation options: PAYROLL, HUMAN RESOURCES, HR ADVISORY SERVICES, APPLICANT TRACKING, ABSENCE MANAGEMENT, TIME MANAGEMENT, REPORTS (highlighted in red), DASHBOARDS, ADMINISTRATORS, TOOLS & RESOURCES, BOOKMARKS, Generate Payroll, Employee Information Pay Info, Pay Grid View, and Business Info. The main content area is titled "Accounting Integration" and contains the "Payworks Interface Terms of Use". The terms include sections for Application, Payworks Interface, Client Access Subject to Third Party Providers Terms, and Additional Disclaimers.

Accounting Integration

Payworks Interface Terms of Use

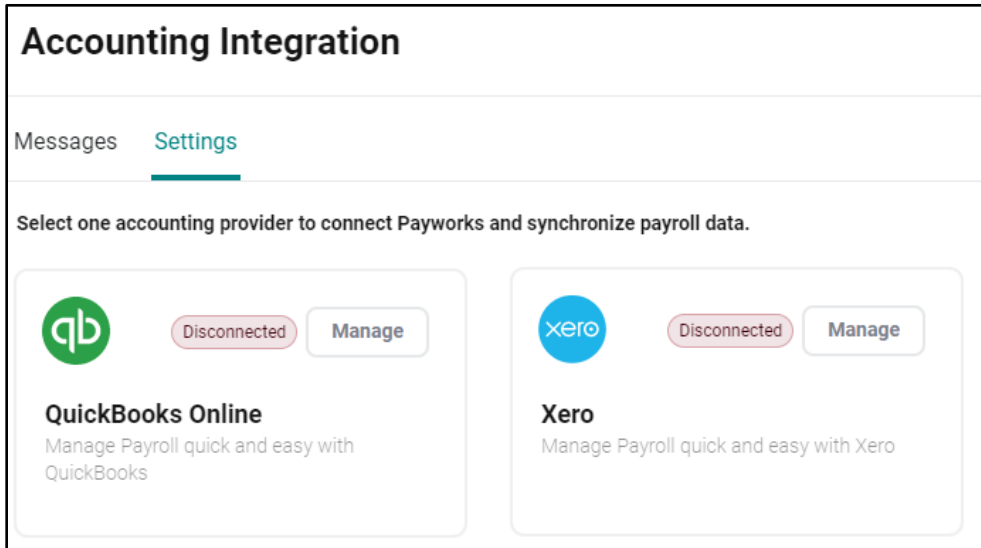
These Interface Terms of Use ("Terms") form an integral part of the Services Pricing Agreement between Payworks Inc. ("Payworks") and you and thus form a binding contract between you ("Client") and Payworks. These Terms govern Client's access to and use of the Payworks Interface and the systems of third party.

- 1. Application:** These Terms authorize Payworks to exchange Client Data between Payworks' systems and the systems of a third party provider ("Third Party Systems"), using Payworks' designated formats and/or interface ("Interface"), including but not limited to secure file transfer protocol and application programming interface, all in connection with the provision of the Services pursuant to the Agreement. Unless defined herein, capitalized terms have the meanings given to them in the Agreement.
- 2. Payworks Interface:** Client acknowledges and agrees that Client's use of the Payworks Interface shall form part of the Services and that the Payworks Interface may only be used by Client in conjunction with the Third Party Systems and with no other software applications or for any other purposes without the express written consent of Payworks.
- 3. Client Access Subject to Third Party Providers Terms:** For clarity, Client's access or use of the Third Party Systems is subject to Third Party Provider terms and conditions/policies as may be modified from time to time.
- 4. Additional Disclaimers:**
 - a. The Payworks Interface is provided "AS IS" and Payworks specifically disclaims all representations, warranties and conditions, whether express, implied, statutory or otherwise. Payworks specifically disclaims all implied warranties and conditions of merchantability, fitness for a particular purpose, title and non-infringement, and all warranties arising from course of dealing, usage or trade practice.
 - b. Client acknowledges and agrees that in no event shall Payworks, its affiliates and each of their respective officers, directors, employees, contractors, agents and representatives and their successors and assigns, have any liability and/or responsibility for any (i) failure, error, interruption, untimely or corruption of data caused by or arising from the exchange of Client Data between the Payworks Interface and the Third Party Systems, or (ii) the unauthorized use, disclosure, publication or dissemination of Client Data, including Confidential Information and/or Personal Information, caused by or arising from the use of Payworks Interface or Third Party Systems by Client.
 - c. Client further acknowledges that no representation, warranty, promise or guarantee is made by Payworks that the Services or Payworks Interface will work with any other system, software, hardware, firmware, network or application that Client may be utilizing.

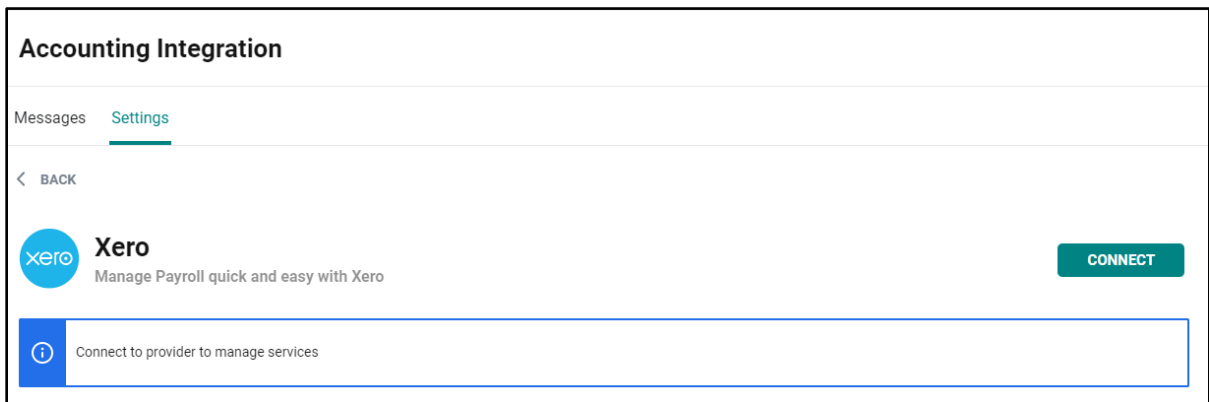
The Accounting Integration screen displays.

Connect

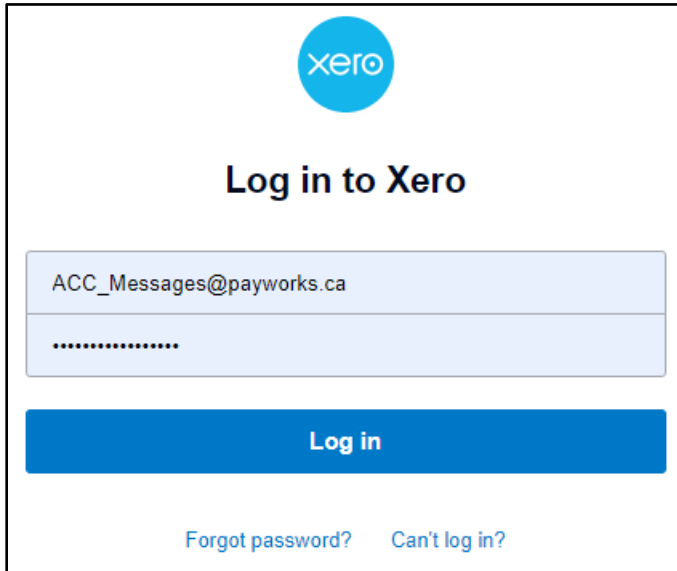
1. On the Xero Online tile, click **Manage**.



2. Click **CONNECT**.

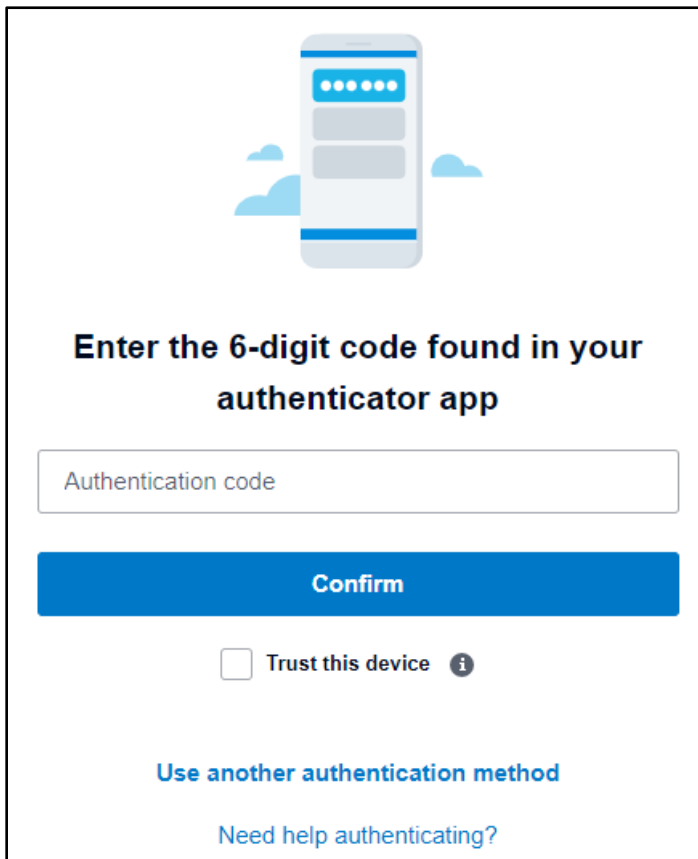


3. Log into your Xero account.



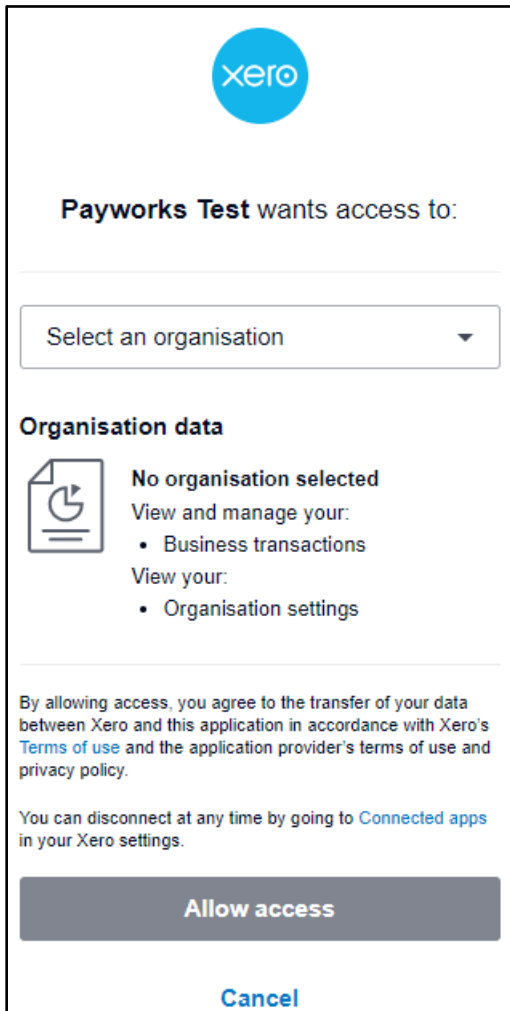
The image shows the Xero login interface. At the top center is the Xero logo, a blue circle with the word 'xero' in white. Below the logo is the heading 'Log in to Xero'. There are two input fields: the first contains the email address 'ACC_Messages@payworks.ca' and the second contains a series of dots representing a password. Below the input fields is a large blue button with the text 'Log in'. At the bottom of the form, there are two links: 'Forgot password?' and 'Can't log in?'.

4. Type in your authentication code.



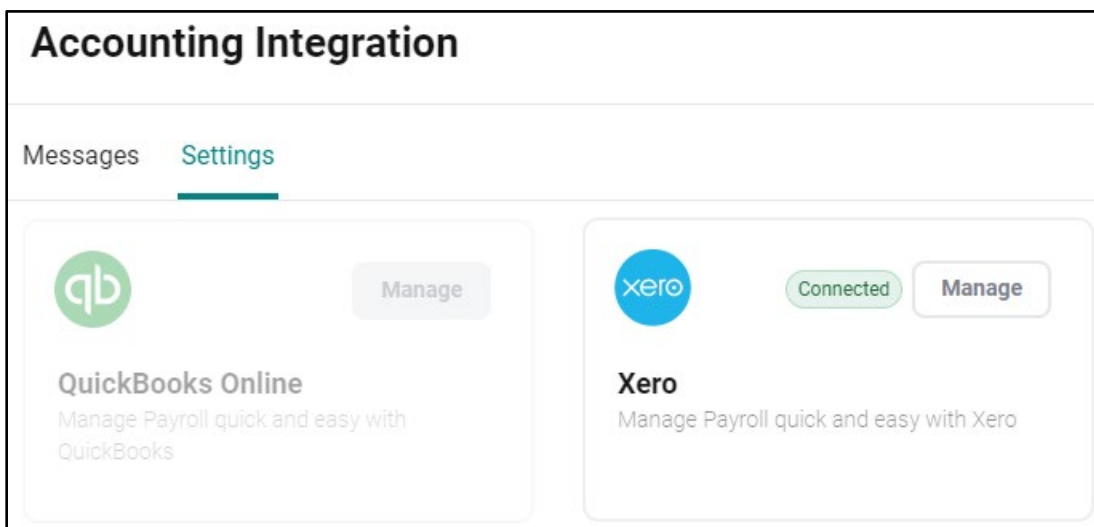
The image shows the Xero authentication code screen. At the top center is an illustration of a smartphone with a blue bar at the top containing six dots, representing an authentication code. Below the illustration is the heading 'Enter the 6-digit code found in your authenticator app'. There is a text input field with the placeholder text 'Authentication code'. Below the input field is a large blue button with the text 'Confirm'. Below the button is a checkbox with the text 'Trust this device' and an information icon (a small 'i' in a circle). Below this is a link 'Use another authentication method' and another link 'Need help authenticating?'.

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



The screenshot shows a modal dialog box for Xero authorization. At the top is the Xero logo. Below it, the text reads "Payworks Test wants access to:". A dropdown menu is labeled "Select an organisation". Underneath, the "Organisation data" section shows a document icon with a pie chart and the text "No organisation selected". It lists "View and manage your:" with a bullet point for "Business transactions" and "View your:" with a bullet point for "Organisation settings". A paragraph of text states: "By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's Terms of use and the application provider's terms of use and privacy policy." Below this, it says "You can disconnect at any time by going to Connected apps in your Xero settings." At the bottom, there are two buttons: "Allow access" (a dark grey button) and "Cancel" (a blue link).

Xero is now connected.

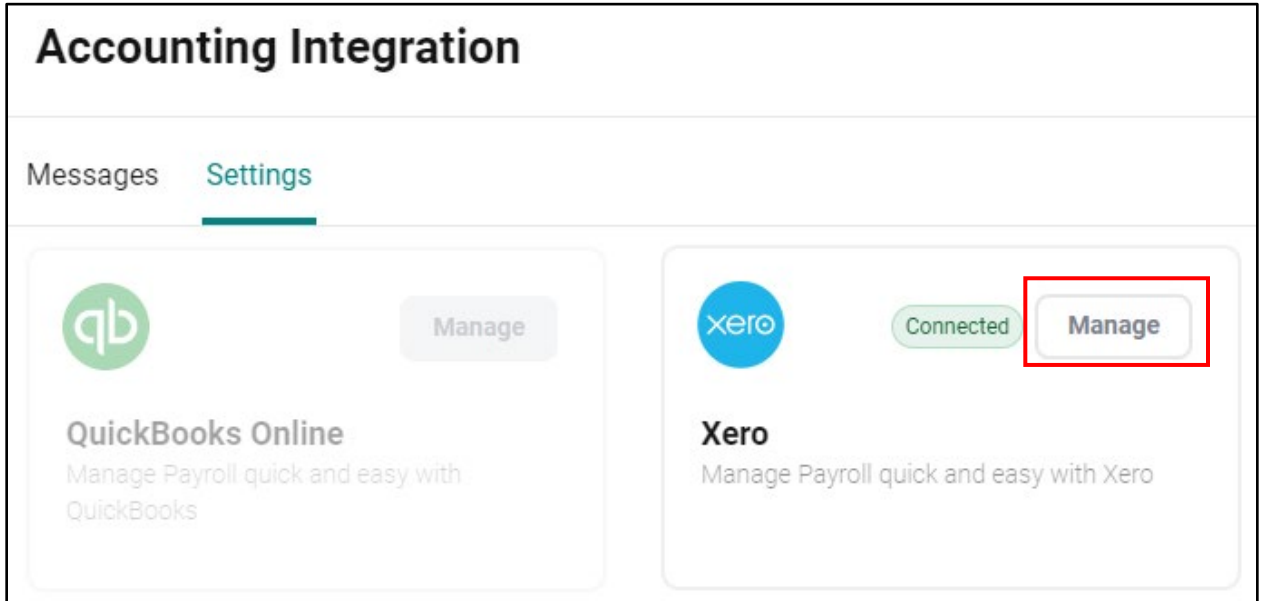


The screenshot shows the "Accounting Integration" settings page. It has two tabs: "Messages" and "Settings", with "Settings" being the active tab. There are two integration cards. The first card is for "QuickBooks Online" with a green "qb" logo and a "Manage" button. The second card is for "Xero" with a blue "xero" logo, a green "Connected" status indicator, and a "Manage" button. Below each logo is the name of the integration and a short description: "Manage Payroll quick and easy with QuickBooks" and "Manage Payroll quick and easy with Xero".

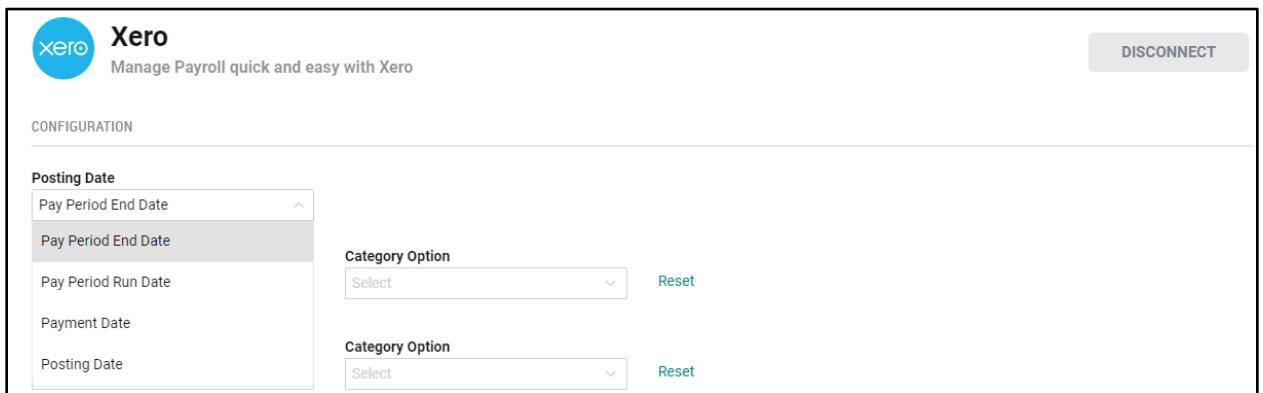
Accounting Integration Settings

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.

CONFIGURATION

Posting Date
Pay Period End Date

Tracking Category
Business Unit

Category Option
Select
Required

Reset

Tracking Category

Category Option
Select

Reset

Select a Category Option from the dropdown list.

CONFIGURATION

Posting Date
Pay Period End Date

Tracking Category
Business Unit

Category Option
Select
Department Name
Department Number
Cost Centre

Reset

Tracking Category

Reset

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 <input type="text" value="All Departments"/>	
Payworks Name	Payworks Account Number	Chart of Accounts	
Payment to Payworks	1040	-	<input type="text"/>
Vacation Accrual %	2050	-	<input type="text"/>
Vacation Dollars		-	<input type="text"/>
AD&D ER	2232	-	<input type="text"/>
Life ER	2232	-	<input type="text"/>
Dependent Life ER	2235	-	<input type="text"/>
EAP ER	2237	-	<input type="text"/>
RRSP ER	2230	-	<input type="text"/>
Extended Health ER	2233	-	<input type="text"/>
Dental ER	2234	-	<input type="text"/>
Advance		-	<input type="text"/>
AD&D	2232	-	<input type="text"/>
Life Insurance	2232	-	<input type="text"/>
LTD	2231	-	<input type="text"/>
EAP	2237	-	<input type="text"/>
RRSP	2230	-	<input type="text"/>
Dental	2234	-	<input type="text"/>

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

Payworks Name	Payworks Account Number	Department
Net Pay	2213	All Departments
Service Fees	2214	000000
GST	2214	Management
HST		Executive
PST		Hourly

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**.

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		
2222	Life Insurance		7.42		

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.

Payworks

BI-WEEKLY
PP #17 Ending 2022-08-14
Final

JOURNAL ENTRY

PRINT
NEW POP-UP
SUBMIT JOURNAL ENTRY

Payworks

TW - QBO Test - MM copy

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

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		7.42

Confirmation that the Journal entry was successfully submitted displays.

Success

The Journal entry has been submitted. Please review error/success message on the Accounting Integration screen.

Submission and Error Management

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

Error

We encountered an error submitting your Journal Entry. Please consult the Accounting Integration messages and/or contact Support

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

Accounting Integration

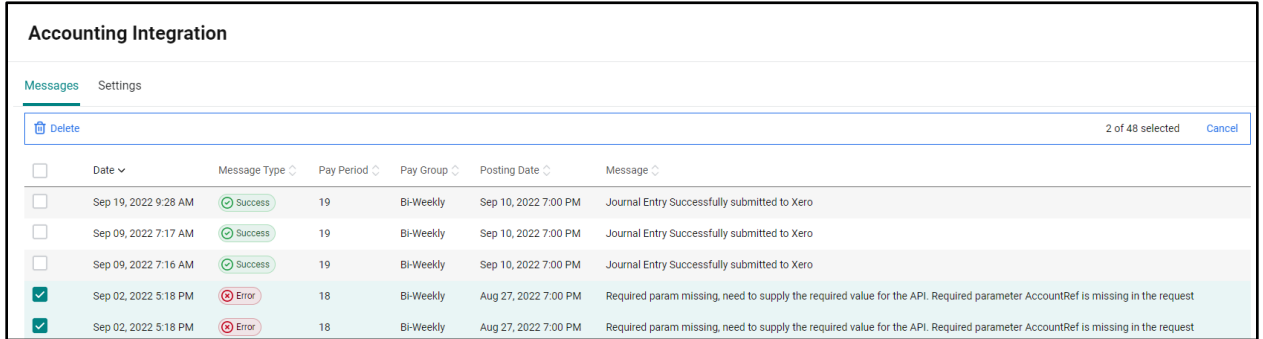
Messages Settings

Search

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

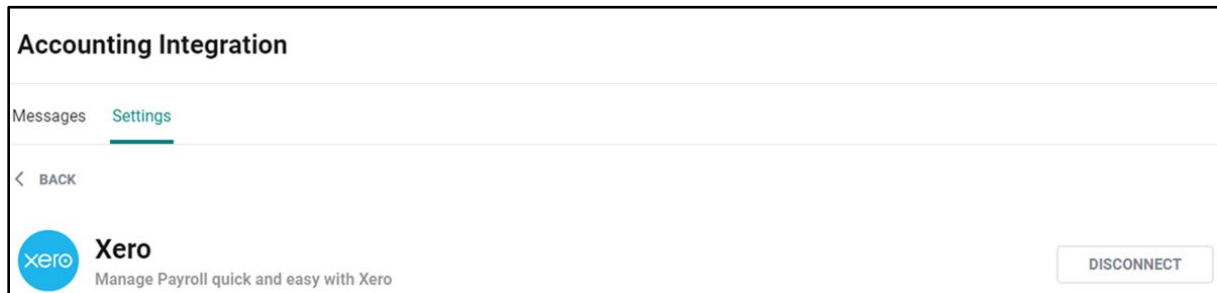
1. Click **Messages** on the Accounting Integration screen.
2. Click the checkbox to the left of the item to delete. The action bar will display at the top of the section.



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.