Xero Integration for Employer on the GO

Effective 4/2/2021

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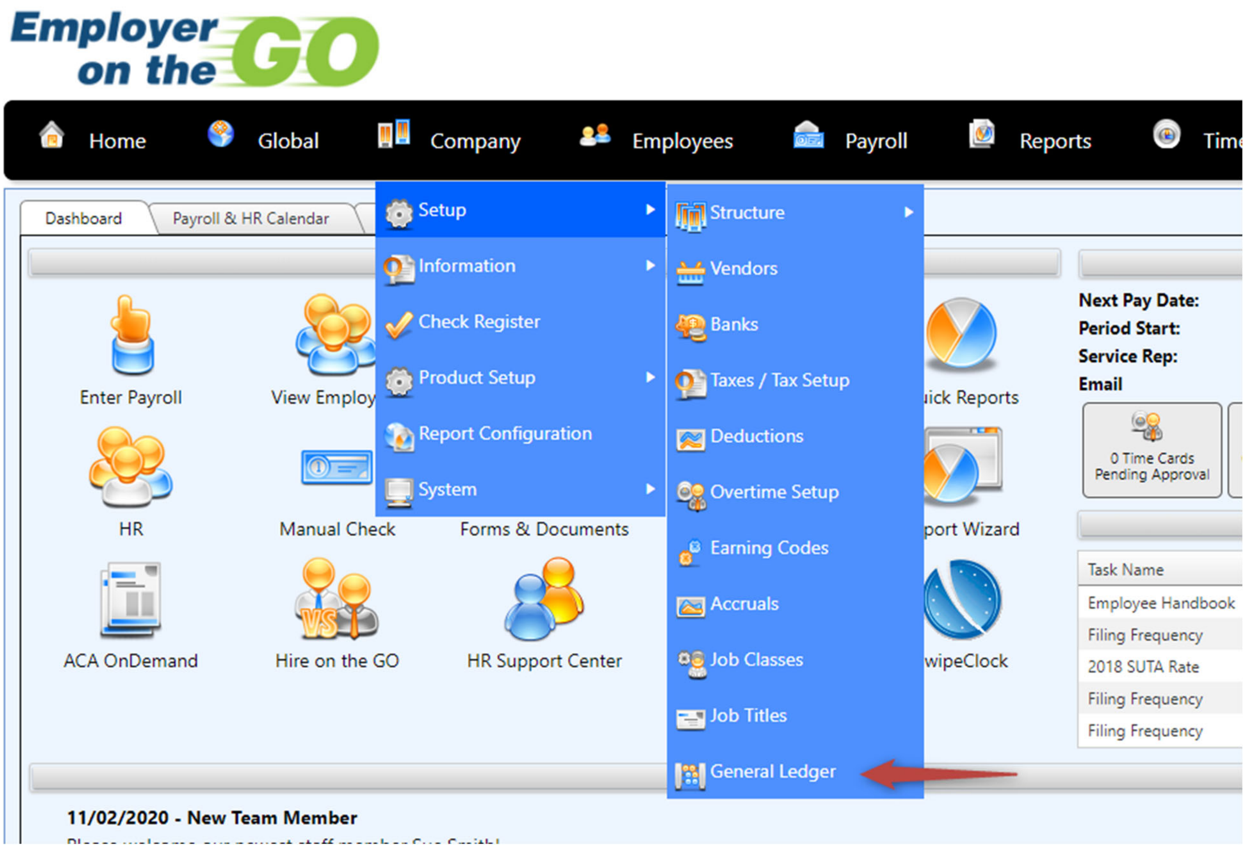
Human Capital Management

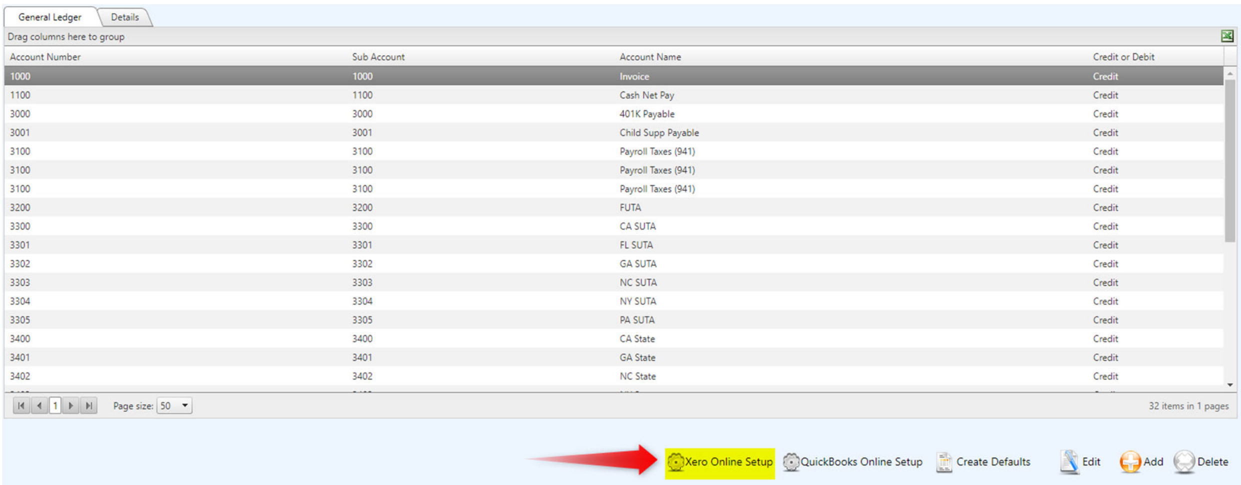
Getting Started

Any and all things regarding the General Ledger in Apex/Employer on the Go are found in the General Ledger Set up Screen. This can be found by Navigating the following path from the Employer on the Go home screen.

Company → Setup → General Ledger



From Here, you will be greeted with the following screen that displays all the accounts currently set up in Employer on the GO as well as the various integration options that are available to you, including Xero.



Account Number	Sub Account	Account Name	Credit or Debit
1000	1000	Invoice	Credit
1100	1100	Cash Net Pay	Credit
3000	3000	401K Payable	Credit
3001	3001	Child Supp Payable	Credit
3100	3100	Payroll Taxes (941)	Credit
3100	3100	Payroll Taxes (941)	Credit
3100	3100	Payroll Taxes (941)	Credit
3200	3200	FUTA	Credit
3300	3300	CA SUTA	Credit
3301	3301	FL SUTA	Credit
3302	3302	GA SUTA	Credit
3303	3303	NC SUTA	Credit
3304	3304	NY SUTA	Credit
3305	3305	PA SUTA	Credit
3400	3400	CA State	Credit
3401	3401	GA State	Credit
3402	3402	NC State	Credit

Set Up Requirements

Before you start mapping the GL accounts to Xero, they must be set up manually in Apex/Employer on the GO. The same is to be said about the accounts in XERO. They must be set up prior to mapping the accounts. In summary, the accounts must exist on both sides in order for them to be mapped.

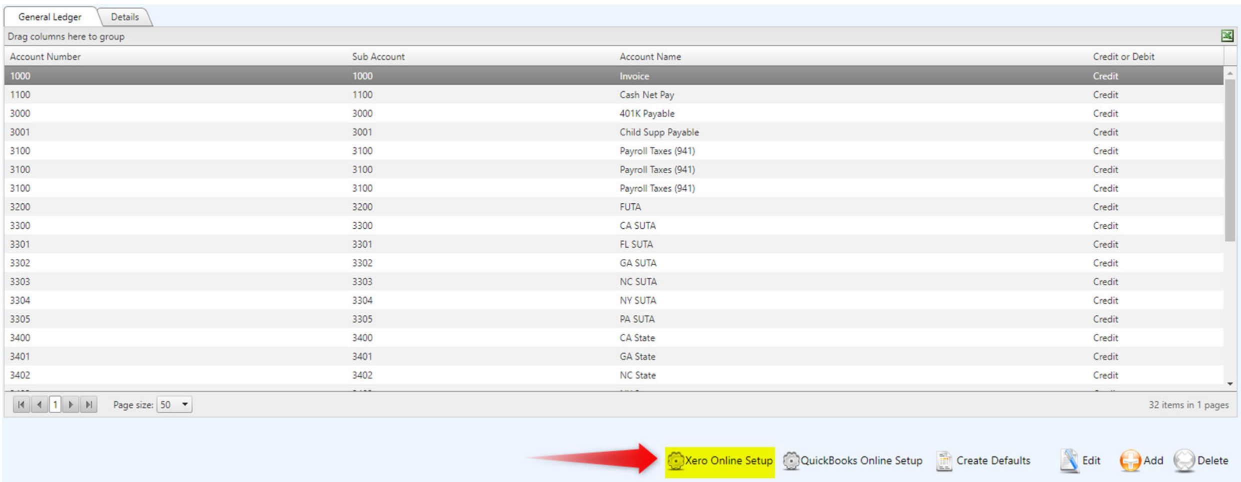
When you first attempt to connect to Xero, a pop up window is going to open up, so it is crucial that you turn your pop up blocker off.

You will also need to make sure that you have the necessary permissions on Xero side in order for the data to be pushed over. You can not have a "read only" or "view only" account, you must be able to make changes and post data.

If you are unable to navigate to the GL screen with in Employer on the Go, please contact your system administrator and ask to be granted the appropriate permissions.

Human Capital Management

Connecting to Xero



As shown in the image above, to connect to Xero, one must first click the “Xero Online Setup” button. This will direct you to the following page:

******* Note this is a Pop up Window. You must make sure your Pop Up Blocker is off********

Simply click the “connect to Xero” button, and you will then be directed to the next screen, which will ask you to enter your credentials. After entering your credentials, Xero is going to ask you for permission to share data with Apex HCM. The screen should look like the below.

Apex HCM wants access to:

Organisation data

Employer on the GO (Prod)

View and manage your:

- File library
- Employees
- Pay runs
- Payslips
- Timesheets
- Organisation settings
- Attachments
- Business transactions
- Fixed assets
- Contacts
- Payroll settings

View your:

- Reports
- General ledger

User account information

Joshua Johnston

View your name, email, and user profile.

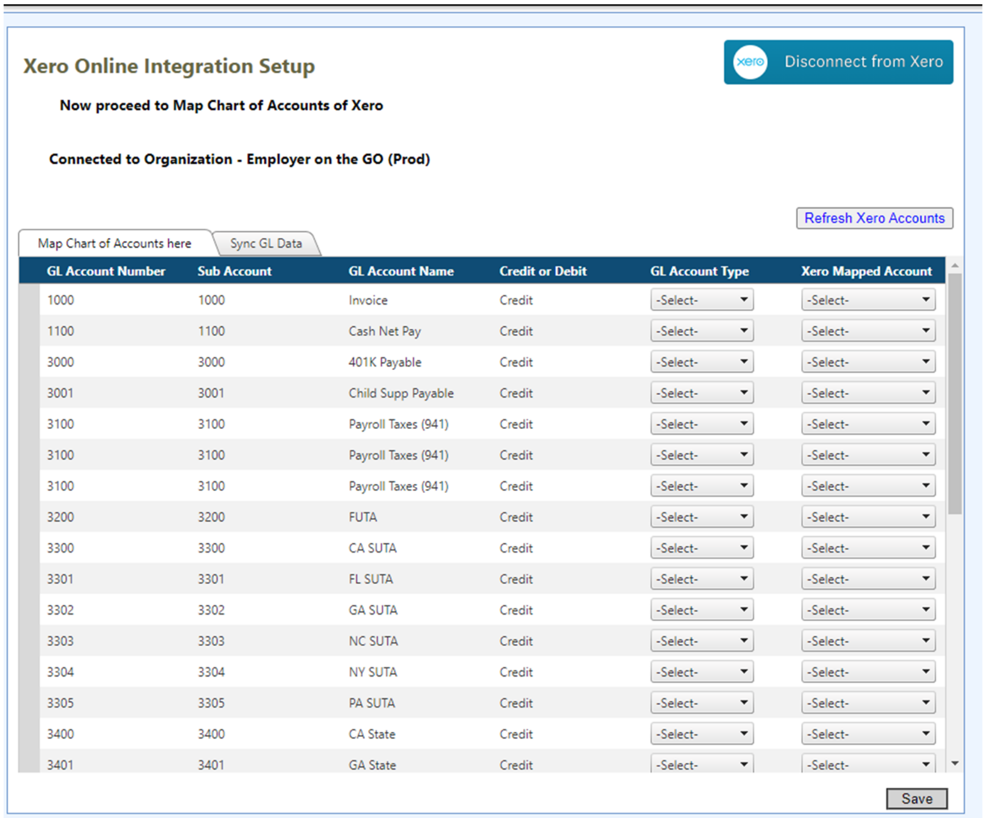
By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's Terms of use and the application provider's terms of use and privacy policy.

You can disconnect at any time by going to Connected apps in your Xero settings.

Allow access

Cancel

You will of course need to allow access in order to utilize the integration as well as the features built in. After you have done so, you will be taken to the Xero Online Integration Setup screen where you can begin mapping accounts. It should look like the below.



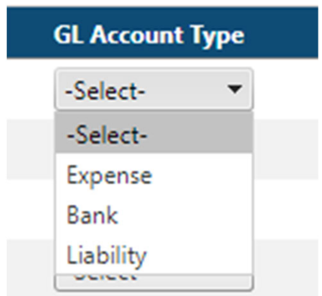
GL Account Number	Sub Account	GL Account Name	Credit or Debit	GL Account Type	Xero Mapped Account
1000	1000	Invoice	Credit	-Select-	-Select-
1100	1100	Cash Net Pay	Credit	-Select-	-Select-
3000	3000	401K Payable	Credit	-Select-	-Select-
3001	3001	Child Supp Payable	Credit	-Select-	-Select-
3100	3100	Payroll Taxes (941)	Credit	-Select-	-Select-
3100	3100	Payroll Taxes (941)	Credit	-Select-	-Select-
3100	3100	Payroll Taxes (941)	Credit	-Select-	-Select-
3200	3200	FUTA	Credit	-Select-	-Select-
3300	3300	CA SUTA	Credit	-Select-	-Select-
3301	3301	FL SUTA	Credit	-Select-	-Select-
3302	3302	GA SUTA	Credit	-Select-	-Select-
3303	3303	NC SUTA	Credit	-Select-	-Select-
3304	3304	NY SUTA	Credit	-Select-	-Select-
3305	3305	PA SUTA	Credit	-Select-	-Select-
3400	3400	CA State	Credit	-Select-	-Select-
3401	3401	GA State	Credit	-Select-	-Select-

At this point, you are connected to Xero and can begin mapping your accounts. Data will flow according to the diagram below. Should you ever need to disconnect from Xero for any reason, you can do so by clicking the "Disconnect from Xero" button in the top right corner of the screen. ***** If you do disconnect, it will erase all of the mapping that has been done, and it will not repopulate the mapping you currently have, upon your reconnection to Xero.****

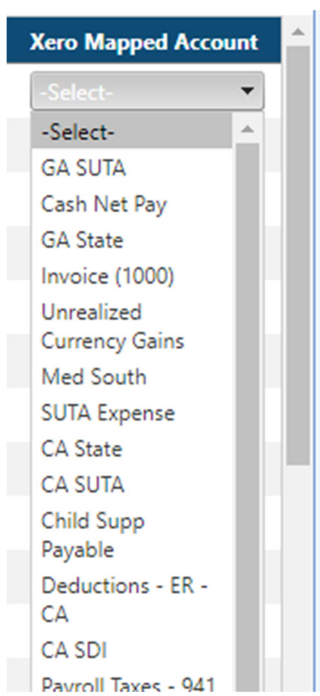
Mapping Basics

Upon establishing your connection to Xero, you are now ready to begin mapping all of the accounts that you have set up in Employer on the Go to accounts that exist in Xero. Before you jump in, there are a few things that you will need to be aware of.

In order for the accounts to populate in the drop down, you must first select the “GL Account Type” of the account you are looking to map to.



Upon selecting the account type, all accounts of that type will be pulled into the next drop down, which is titled “Xero Mapped Account”.



From here, you can select the account that you wish the GL account in Employer on the GO to map to in Xero.

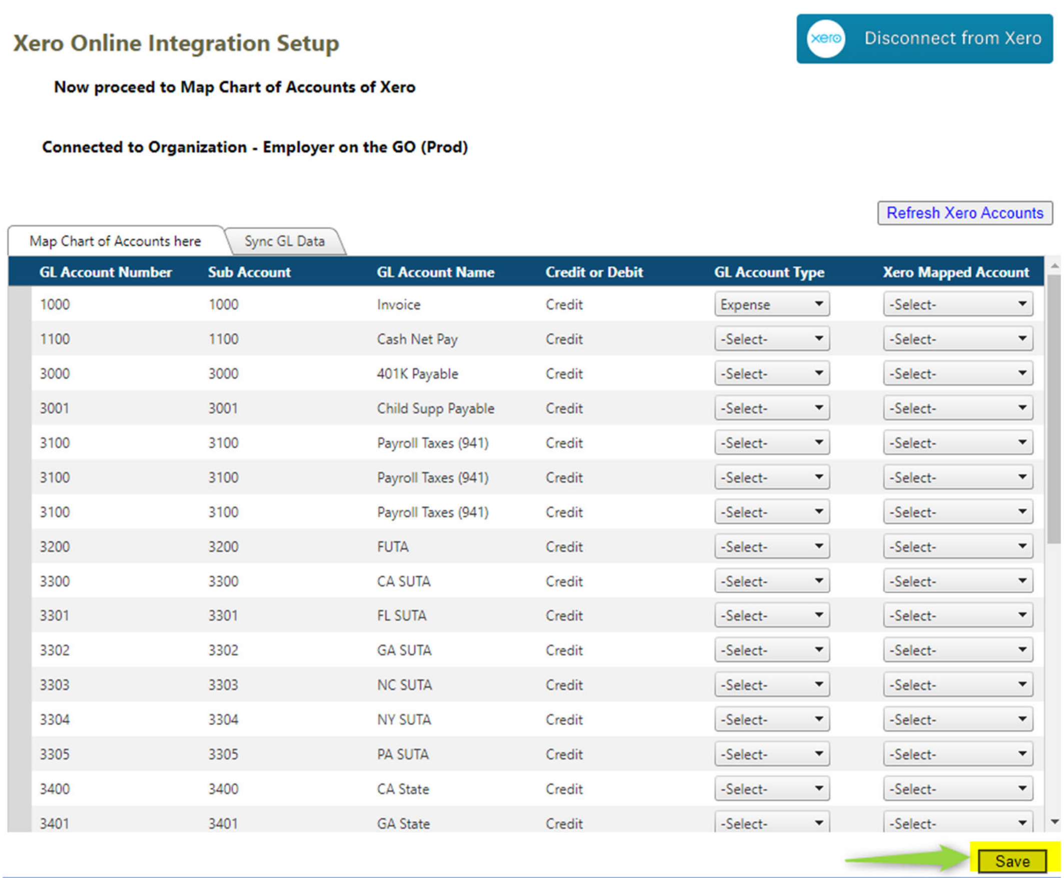
There are limitations in which accounts can be mapped to as well as what their set up has to include in Xero, which we will discuss now. Currently, you can only map to Xero accounts that have one of the types listed below:

- Expense
- Liability
- Asset

You do not have the ability to post directly to a cash account.

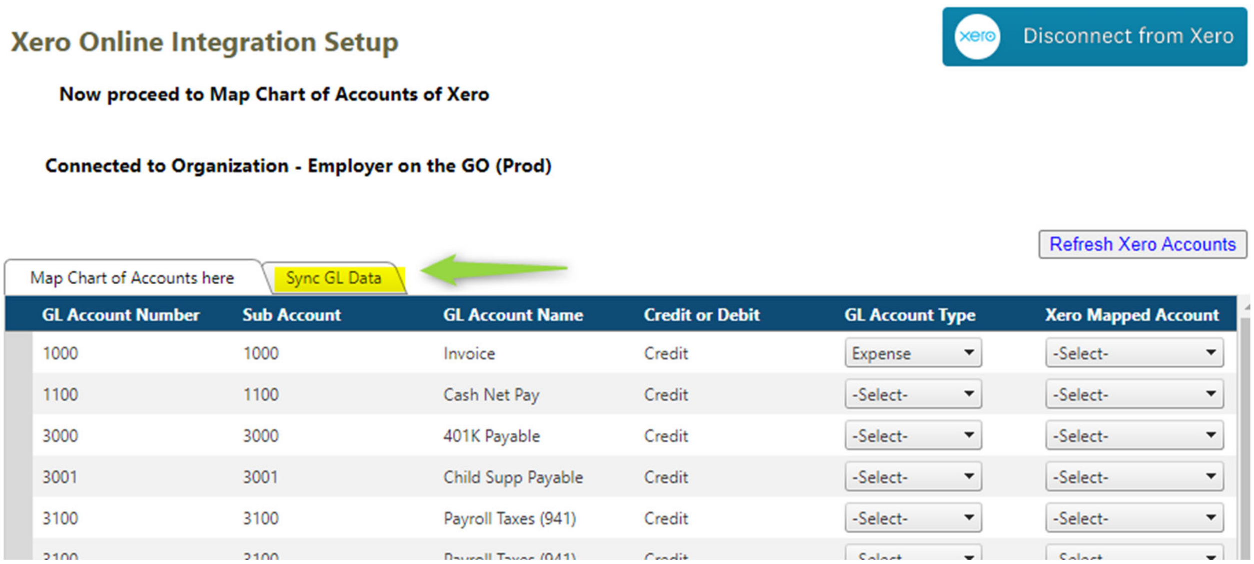
You will need to complete this process for each and every account in order to progress to the next step. Once you have done so, you will be able to move onto the “sync” page and select which pay date that you wish to have data pushed into Xero for.

One process that we would suggest, especially for those Setup with a large number of accounts, is to take advantage of the “Save” feature. This will save the accounts that are currently mapped should your screen freeze up, you accidentally navigating to another page, or the screen timing out as examples. The save button is located in the bottom right of the screen, shown below.

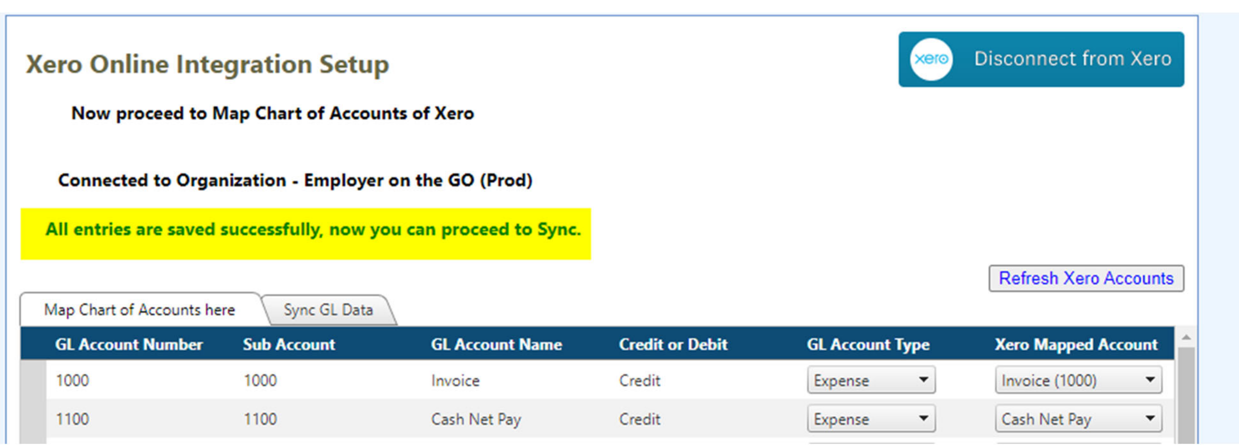


GL Account Number	Sub Account	GL Account Name	Credit or Debit	GL Account Type	Xero Mapped Account
1000	1000	Invoice	Credit	Expense	-Select-
1100	1100	Cash Net Pay	Credit	-Select-	-Select-
3000	3000	401K Payable	Credit	-Select-	-Select-
3001	3001	Child Supp Payable	Credit	-Select-	-Select-
3100	3100	Payroll Taxes (941)	Credit	-Select-	-Select-
3100	3100	Payroll Taxes (941)	Credit	-Select-	-Select-
3100	3100	Payroll Taxes (941)	Credit	-Select-	-Select-
3200	3200	FUTA	Credit	-Select-	-Select-
3300	3300	CA SUTA	Credit	-Select-	-Select-
3301	3301	FL SUTA	Credit	-Select-	-Select-
3302	3302	GA SUTA	Credit	-Select-	-Select-
3303	3303	NC SUTA	Credit	-Select-	-Select-
3304	3304	NY SUTA	Credit	-Select-	-Select-
3305	3305	PA SUTA	Credit	-Select-	-Select-
3400	3400	CA State	Credit	-Select-	-Select-
3401	3401	GA State	Credit	-Select-	-Select-

Once every account is mapped, you will be able to move onto the Sync GL Data Tab after you save your work.

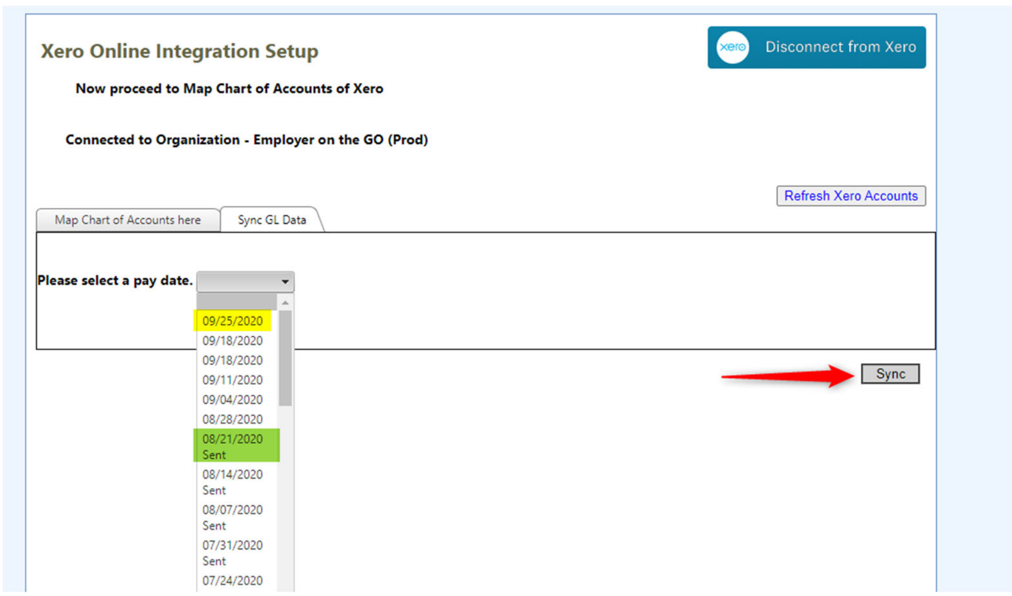


Upon Successfully mapping all of the accounts and hitting save, you will be greeted with the below message:

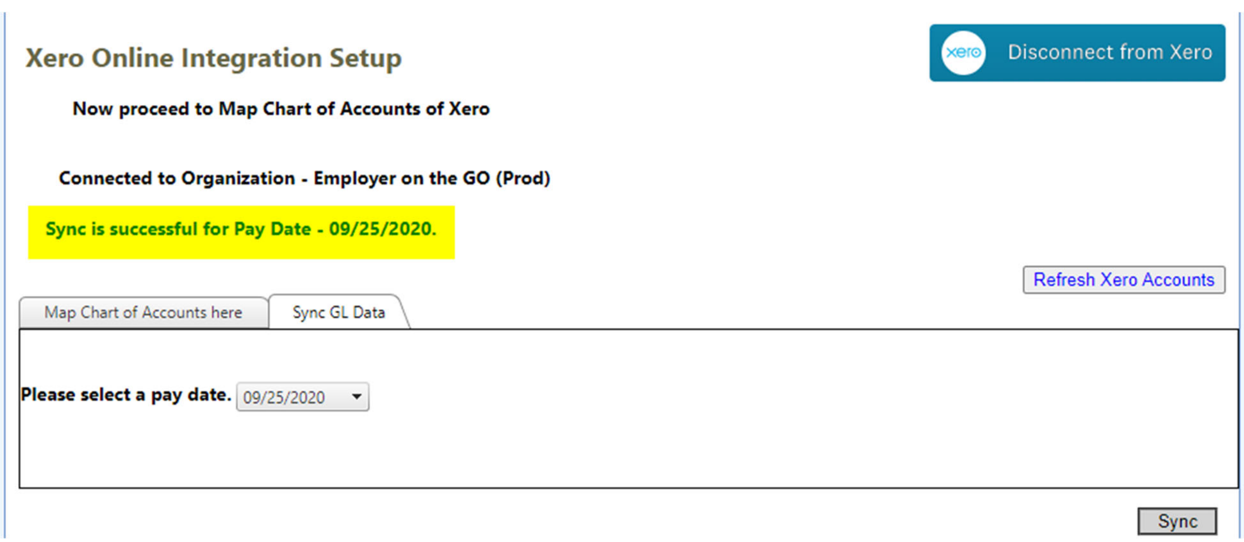


At this point, you can move to the sync GL data tab mentioned prior. Upon moving to the tab, you will then be prompted to pick a pay date to sync.

You may notice in the image below that there are two dates highlighted. The one highlighted yellow, is a date that has yet to be synced. The one highlighted green, is a date that has already been synced. One should also notice that, once a date has been synced, its date in the dropped down is followed by "Sent". This serves to help you make sure that you are picking the right paydate and not sending the same dates over again causing duplicate entries to show up in Xero.



After you select your pay date, you will need to hit the "sync" button in order for the data to move. Please be patient with the system as it pushes all the journal entries over into Xero. Upon completion of the data movement, you will have a message pop up like the one below. This indicates that the sync was successful.

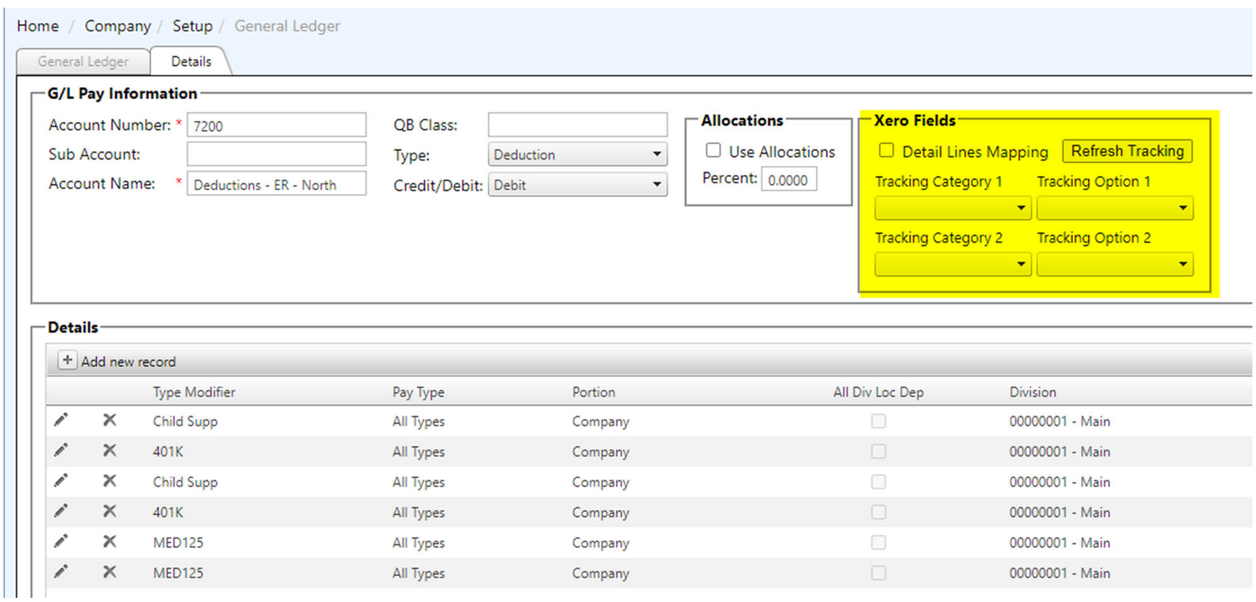


Advanced Mapping Set Up

Outside of what was just covered, there are additional features and functionalities that can be used in order to tag or push data at a more granular level. These features are as follows:

- Detail Line Mapping
- Tracking Code 1
- Tracking Code 2

These features are "tagged" in the Employer on the GO GL Account Setup screen. From the same screen that you initiate the connection to Xero, you can also choose to edit an account instead. You can do this, by clicking on the account to highlight it, and hitting edit in the bottom right hand corner. You will then be taken to a screen as the one below.



The highlighted area is where we are going to focus our attention now. First, we will talk about the "Detail Line Mapping" and then move onto the tracking categories.

Detail Line mapping is an option that allows you to more granularly push data into specific accounts. For example, we see that there are six(6) detail lines that are specifying what data is to be pulled into this account. If you have need to map the detail lines to different accounts, that can be done by checking the "Detail Lines Mapping" box before going into the Xero setup screen. This will result in the setup screen below.

Refresh Xero Accounts

Map Chart of Accounts here | Sync GL Data

3402	3402	NC State	Credit	Expense	NC State
3403	3403	NY State	Credit	Expense	NY State
3404	3404	PA State	Credit	Expense	PA State
3500	3500	CA SDI	Credit	Expense	CA SDI
7000	7000	Gross Pay	Debit	Expense	Gross Pay
7100	7100	SUTA Expense	Debit	Expense	SUTA Expense
7100	7100	FUTA Expense	Debit	Expense	FUTA Expense
7101	7100	Payroll Taxes (941)Employer	Debit	Expense	Payroll Taxes (941)E
7200	7200	Advance	Credit	Expense	Advance
7200		Deductions - ER - North	Debit	Expense	
7200		Deductions - ER - South	Debit	Expense	Deductions - ER - S
7200		Deductions - ER - CA	Debit	Expense	Deductions - ER - C
7201	7201	REIM	Credit	Expense	REIM
7202	7202	MED125	Credit	Expense	MED125
7401	7401	Invoice	Debit	Expense	Invoice (7401)
7599		Tips	Credit	Expense	Cash Net Pay

Save

You will notice that there is now a drop down arrow next to the account that has Detail Line mapping enabled. You will need to select the GL Account Type for this account, so that they correct accounts can be mapped. Its worth pointing out that when selecting the GL account type, you are doing so for all the detail lines at once, so if you need different account types, they must be in different accounts in EOG.

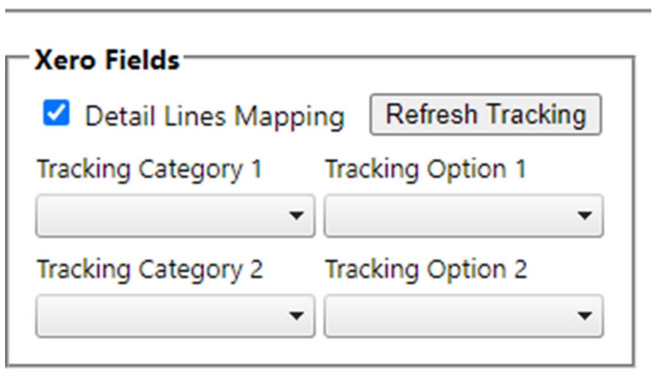
7200 | Deductions - ER - North | Debit | Expense

Type Modifier	Portion	Department	Credit or Debit	GL Account Type	Xero Mapped Account
Child Supp	Company	00000001 - PA	Debit		-Select-
401K	Company	00000001 - NY	Debit		-Select-
Child Supp	Company	00000001 - NY	Debit		-Select-
401K	Company	00000001 - PA	Debit		-Select-
MED125	Company	00000001 - NY	Debit		-Select-
MED125	Company	00000001 - PA	Debit		-Select-

In the image above, you can see that you now have the option to select an individual account for each detail line that is included in the GL Account. Each user would have their own reasons for using this functionality. As an example, any user might want to tag all of these to the same tracking category, but need different GL accounts. In this scenario, this could be done. It might also be used just as a way to speed up the set up of accounts in EOG, though this would be discouraged.

****Note, if you do select Detail Line Mapping for one account, you must do so for all accounts in order for it to sync. This update for this limitation will be released shortly.****

Tracking Categories are available in order to tag the data to specific places in Xero. Its up to the user how they have their categories set up in Xero, but the most common example would be that of tagging accounts to locations and departments. You will notice that there are four(4) fields regarding tracking categories available to each account. This is done to allow you to specify which type of tracking category you want to use and then pick from the values of the category from Xero.

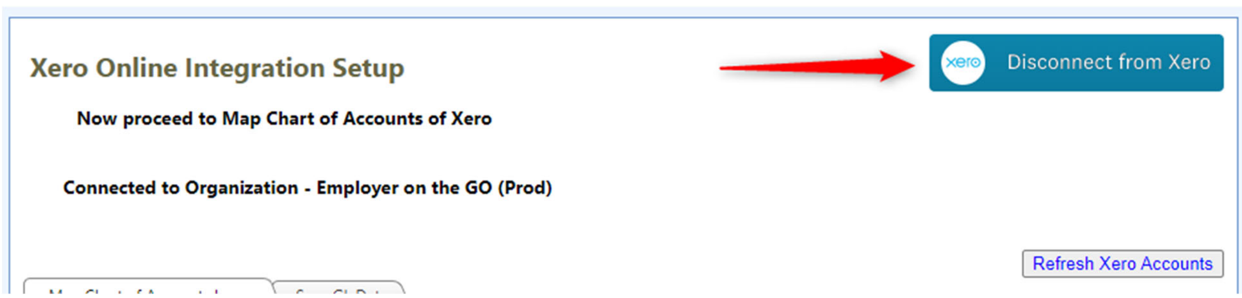


The user can select the values from the ones currently available in Xero, by populating the values into the fields shown above. In the example being previously described(tagging locations and departments), the detail lines would all be set to only pull data from a specific department or maybe group of departments. This would allow all of those lines to be tagged with the appropriate categories. When combined with the detail lines mapping, you could then put different detail lines into different accounts, but have them all display the same tracking categories. This scenario is an example of why you would need to think through how you set up the General Ledger and the Accounts with Employer on the GO carefully, before you start creating them. You may find that depending on the route you choose to go, you could be doing a lot of repetitive work.

Frequently Asked Questions

Q: How do I disconnect from Xero?

A: You can Disconnect from Xero by simply clicking the “Disconnect from Xero” button in the top right hand corner of the Xero setup screen. You should note, that if you need to disconnect, that all of the mapping you currently have set up will be removed and should you reconnect the company, you will have to start over. Disconnecting, does not delete accounts in either system, just simply removes the integration and the mapping.



Q: What happens to my account mapping when I disconnect?

A: All the account mapping is “Forgotten”. Should you reconnect, you will need to map each account again.

Q: What type of accounts are available in your integration?

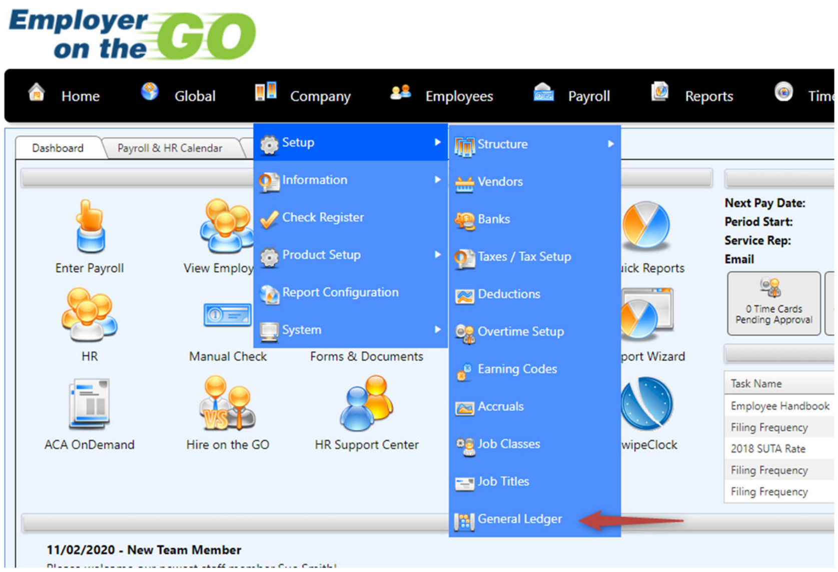
A: Assets, Liabilities, and Expenses

Q: Is the data sync automatic or manual?

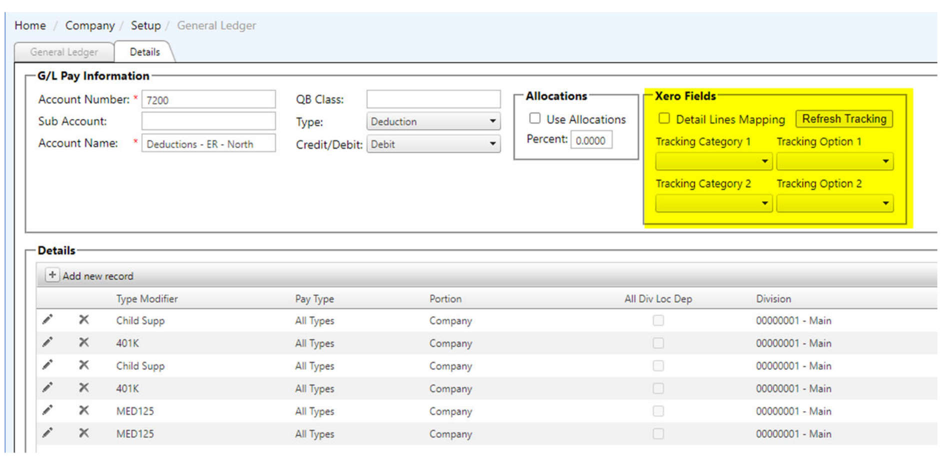
A: The data sync is manual. You will have to login to the integration each time that you want data synced and navigate to the “Sync GL Data” tab, select the pay date that you want to sync and hit the sync button.

Q: How do I map and tag Tracking Categories?

A: Mapping and tagging tracking categories is done in Employer on the GO. To map them, you would need to navigate to the GL Setup Screen by following the path: Company → Setup → General Ledger



Once there, you need to highlight the account that you want to add tracking categories to by clicking on it and then clicking edit in the bottom right hand corner of the page. Your screen will look like the image below.



You simply need to populate the highlighted drop downs to tag the account to the appropriate tracking categories. If you ever add tracking categories in Xero and need to map to them, simply hit the "Refresh Tracking" button and the system will pull in whatever new values that have been added.

Q: Do you have any best practices on how the GL should be set up in your system in order to cleanly integrate?

A: Unfortunately, there is not one right way to set up the GL in the system. Each company has its own unique needs that must be considered in order to determine what method is best. In general, first you need to think about if you need to utilize tracking categories. If so, how you create your GL accounts in Employer on the GO should be based around grouping similarly tagged items together. From there you need to consider what type of account each line would need to map to and then separate the above mentioned groups based on the GL account types. From there it is really up to you. You could put all the deductions into a single GL account and use detail mapping to map to different accounts, just as you could put all the deductions with the same tracking codes into one account, and then use detail mapping to map to the correct accounts.

Its really up to you to determine the best way, but if you would like some general guidance on GL set up as well as some tips and tricks, we would suggest visiting the Apex community and viewing our articles around GL Setup or viewing one of our videos.

Q; If I realize I've made a mistake in the mapping of data that has already been synced, can I call it back? Can I sync it again after I have corrected the mapping?

A: You can not recall data that has been synced, not can you delete data out of Xero from within the Apex system. If you realize that you have made a mistake, you can either correct the manual journal entry, or delete all data from the import out of Xero and then correct the mapping and sync again. The system will not stop you from syncing the data twice, but it will warn you before it lets you proceed.

Q: Is the sync capable of deleting data out of Xero?

A: No

Q: How are live checks pushed into Xero?

A: Live Checks will be sent to Xero using the Bills feature.

<u>NOTE: This feature is under development*****</u>**

Q: Do I have to map every account in order for it to sync?

A: Yes you do. Each account can be mapped differently, but each one must be mapped.

Q: Does my GL have to balance in Employer on the Go for the sync to work?

A: Yes it does. If a general ledger doesn't balance within the system, that most likely means that some payroll data is being left out and thus would not post in xero. With out a balanced data push, you can cause the company to be out of balance in Xero and cause the accounting team to spend lots of time trying to reconcile. A warning will be displayed if you try to sync data that is not in balance.