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Xero Integration

This document guides you through the steps required for successfully integrating your Xero account with your FastPay portal.

Configure Your Xero Account to Work with Your FastPay Portal

Once you have a Xero account set up at <https://go.xero.com>, you can add settings to integrate Xero with your FastPay portal.

Contacts require the following information for invoices to be imported into the FastPay portal:

- **Account Number**, which is equivalent to the DD Reference (for further information on DD Reference, please refer to the FastPay User Guide)
- **Bank Account Number**, in the format of six digits for the sort-code (without the hyphens), followed by a comma, followed by eight digits for the account number. Please ensure there are no spaces or other characters in this field (including after the account number).
- **Bank Account Name**
- **Invoice Theme**, for all customers that you wish to collect their invoices via Direct Debit, it is mandatory that the same theme is used. (For further information regarding creating invoice themes, please visit the following link: <https://tv.xero.com/detail/videos/featured/video/5127749161001?id=5114-invoice-branding-using-standard-themes>)

Add Details to a New Contact

[Contacts](#) >

Add Contact

Contact Information

Contact Name

Primary Person

Email

[Add another person](#)

Financial Details All defaults can be overridden on individual transactions

Sales Settings

(None) ⌵

Default account ⌵

Default Region ⌵

Purchase Settings

(None) ⌵

Default account ⌵

Default Region ⌵

VAT

EU Country ⌵ 000000000 ?

Default sales VAT ⌵

Default purchases VAT ⌵

Sales Discount %

0%

Currency

Default currency ⌵

Batch Payments

Bank Account Number Bank Account Name ?

Details

Invoice Theme

Standard ⌵ ?

Bills Due Date

Due of the following month ⌵

Invoices Due Date

Due of the following month ⌵

Xero Network Key

Add Details to an Existing Contact

[Contacts](#) > [View Contact](#) >

Edit Basket Case

Contact Information

Contact Name

Account Number

Primary Person

Email

[Add another person](#)

Financial Details All defaults can be overridden on individual transactions

Batch Payments

BA Name



Invoice Theme



Bills Due Date



Invoices Due Date

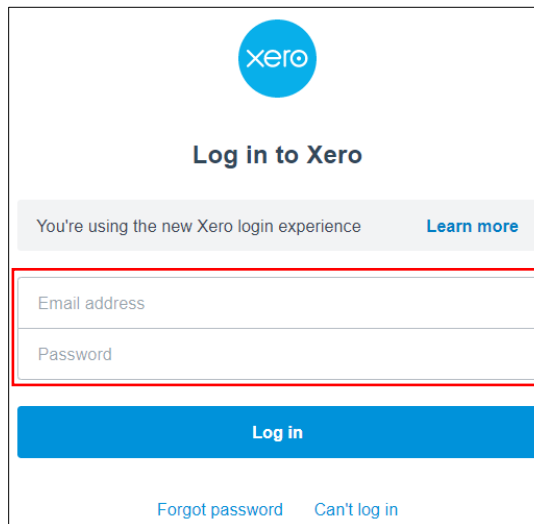


Xero Network Key

Create the Connection between Xero and the FastPay Portal

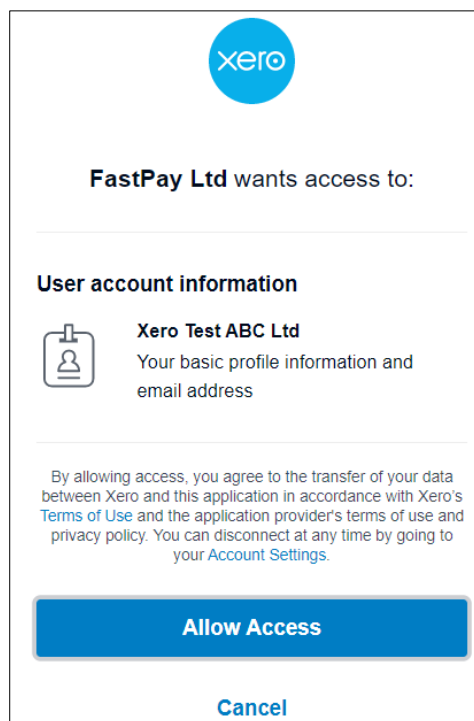
Once your Xero account is set up, you can create the connection between your Xero account and the FastPay Portal.

1. Click on **Import from Xero** and a Xero consent screen will come up. Once you have pressed **'Confirm and Connect'** the following screen should come up. You will need to enter your Xero login details in to the section highlighted below.



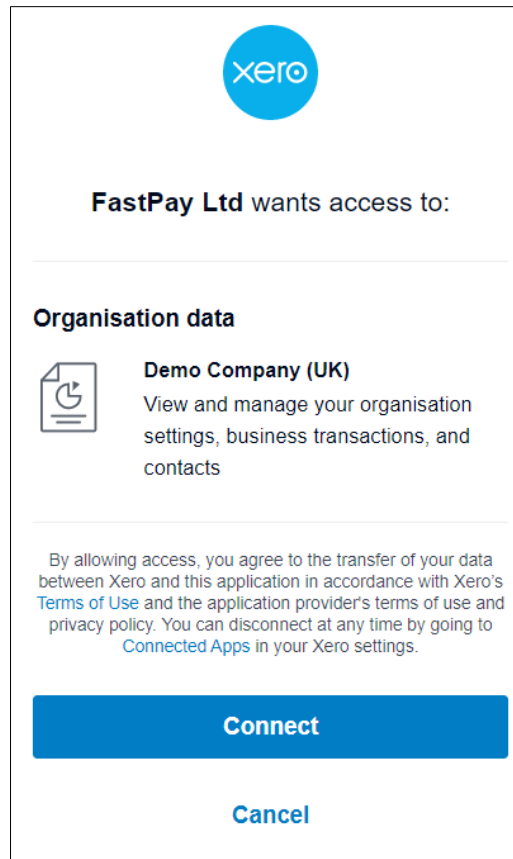
The image shows the Xero login interface. At the top is the Xero logo. Below it is the heading "Log in to Xero". A grey banner states "You're using the new Xero login experience" with a "Learn more" link. The login fields are highlighted with a red rectangle: "Email address" and "Password". Below these is a blue "Log in" button. At the bottom are links for "Forgot password" and "Can't log in".

2. Once you have entered your Xero log in details, the following screen will come up. You will need to click **'Allow Access'**. This will enable our portal to communicate with your Xero account.



The image shows the Xero consent screen. At the top is the Xero logo. Below it is the heading "FastPay Ltd wants access to:". Underneath is a section titled "User account information" with a clipboard icon. It lists "Xero Test ABC Ltd" and "Your basic profile information and email address". A paragraph of text explains that by allowing access, the user agrees to the transfer of data between Xero and the application, in accordance with Xero's Terms of Use and the application provider's terms of use and privacy policy. It also states that the user can disconnect at any time by going to their Account Settings. At the bottom are two buttons: "Allow Access" and "Cancel".

- The following screen will then come up, and you will need to click '**Connect**'.



- Once you have connected, you will get a message on our portal telling you the Xero Authentication has been successful for your organization.

Xero Portal Settings

After configuring your Xero connection, you need to configure some of your Xero settings in the FastPay portal.

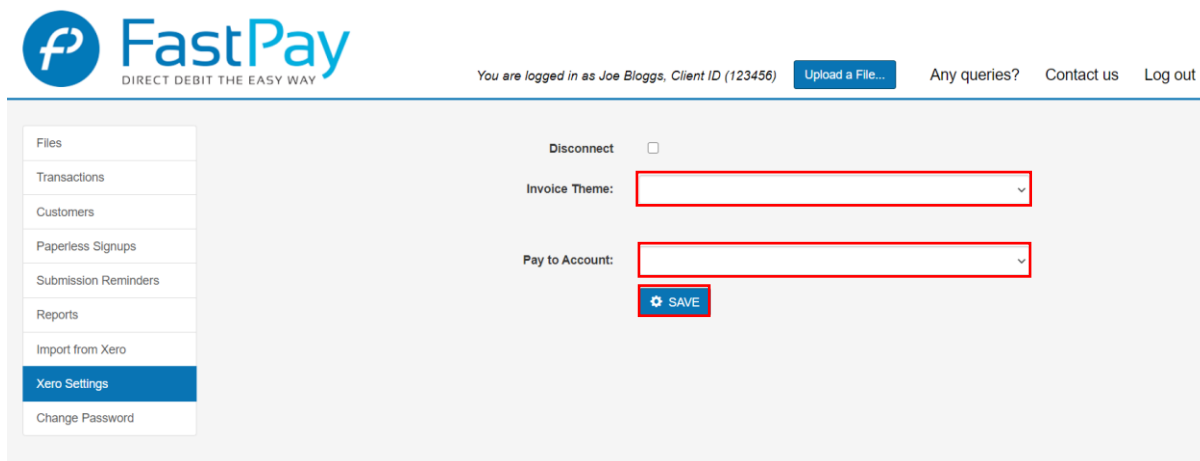
- On the FastPay portal, click **Xero Settings**.
- Enter your preferred **Invoice theme** from the drop down menu.

Note: Only customers with this theme will be imported into your FastPay portal. It is crucial for the spelling to match in your Xero account and your FastPay portal.

- Enter your **Pay to account** from the drop down menu.

Note: Your payments will be made into the account you specify here when reconciling invoices in your FastPay portal. It is crucial for the spelling to match in your Xero account and your FastPay portal.

4. Click **Save**.



Import from Xero

Once your settings are in place, you can begin importing invoices from Xero in to your FastPay portal.

1. Go to the FastPay Web Portal and Click **Import from Xero** on the left hand side.
2. Tick the invoices you want to submit to FastPay. When navigating from page to page, invoices ticked on previous pages will remain selected. (See Point 6 below if you would like to collect multiple invoices from the same customer as one transaction)

*Note: Upon submitting your invoices, they are removed from the list; however, upon re-opening the Portal page, they will reappear. These invoices will show until FastPay have processed your file. **Do not resubmit these invoices.***

3. If relevant, include a **Collection Date** and/or **Comments** (highlighted in screenshot below).

*Note: If the Collection Date is left blank, the date will default to the invoice due date or 5 working days later, whichever is the later date.
When files are submitted with multiple Collection Dates, each Collection Date will be charged as a separate file.*

4. Click **Submit**. Your invoices are submitted to FastPay for processing.

Files
Transactions
Customers
Paperless Signups
Import from Xero
Xero Settings
Change Password

Collection Date:
Comments:

DD Ref	Account Name	Amount	Xero Invoice #	<input type="checkbox"/>
MSA14010269		130.00		<input type="checkbox"/>
MSA14010269		20.60	INV-0046	<input type="checkbox"/>
MSA14010269		234.00	INV-0048	<input type="checkbox"/>
1235656testreft	testett	15.00	INV-0061	<input checked="" type="checkbox"/>
1235656testreft	testett	5.60	INV-0063	<input type="checkbox"/>
0063THO	baName	500.00	INV-0066	<input checked="" type="checkbox"/>
0063THO	baName	250.00	INV-0067	<input type="checkbox"/>
0063THO	baName	32.00	INV-0069	<input type="checkbox"/>
0063THO	baName	32.00	INV-0070	<input type="checkbox"/>
0063THO	baName	32.00	INV-0071	<input type="checkbox"/>
0063THO	baName	32.00	INV-0073	<input type="checkbox"/>
MSA14010269		30.32	INV-0022	<input type="checkbox"/>
1235656testreft	testett	541.25	INV-0074	<input type="checkbox"/>

items per page
1 - 24 of 24 items

5. Click **Ok** to close the window.



Invoice Submit

Invoices successfully uploaded.

- For those customers that have multiple invoices due, there is an option to collect these invoices as one transaction. This can be done by ticking the '**Combine multiple invoices for one customer**' tick box, as seen below.

Collection Date: Comments:

☒ Combine multiple invoices for one customer

Submit  

DD Ref	Account Name	Amount	Xero Invoice #	
DDRef456	bankName	23.94	INV-0814	<input type="checkbox"/>
DDRef456	bankName	23.94	INV-0815	<input type="checkbox"/>
DDRef456	bankName	23.94	INV-0816	<input type="checkbox"/>
DDRef456	bankName	23.94	INV-0817	<input type="checkbox"/>













Reconcile Transactions with Xero

After FastPay processes the invoices, the transactions display in the portal **Transactions** tab. These can be reconciled 2 working days following your collection (i.e. once the bounces have been raised)

- Click **Transactions**. All transactions within the selected **Period** are displayed.
- Tick the relevant transactions that you wish to reconcile.
- Choose the date you would like Xero to record the invoices as paid by entering the date in the **Payment Date to show on Xero** field.
- Click **Reconcile with Xero**.

Period: Last 3 months 16/02/2017 to 16/05/2017

Status: All Search View Payment Date to show on Xero: Reconcile with Xero

DD Ref	Account Name	Collection Date	BACS Code	Amount	Status	Filename	Xero Invoice Number	
		01/03/2017	17	234.00	Paid	 _Xero_15032017.csv	INV-0038	<input type="checkbox"/>
		01/03/2017	0N	0.00	Paid	 _Xero_15032017.csv		<input type="checkbox"/>
0063THO	baName	15/03/2017	17	250.00	Failed	 _Xero_21032017.csv	INV-0068	<input type="checkbox"/>
0063THO	baName	15/03/2017	17	32.00	Failed	 _Xero_21032017.csv	INV-0069	<input type="checkbox"/>
0063THO	baName	15/03/2017	17	32.00	Failed	 _Xero_21032017.csv	INV-0070	<input type="checkbox"/>
0063THO	baName	15/03/2017	0N	0.00	Paid	 _Xero_21032017.csv		<input type="checkbox"/>
0063THO	baName	15/03/2017	0N	0.00	Paid	 _Xero_21032017.csv		<input type="checkbox"/>
0063THO	baName	15/03/2017	0N	0.00	Paid	 _Xero_21032017.csv		<input type="checkbox"/>

1 - 8 of 8 items

- All successful transactions are marked as paid in Xero and any failed transactions are reported accordingly in Xero.

Note: Invoices that represent failed transactions are marked in Xero with a history note that there was a reversed payment.

- Click **Ok**.

Reconciling Complete
×

Cannot find matching invoice for transaction: DDref: [REDACTED] Collection date: 01/03/2017 00:00:00 Amount: 0. Invoice #:
The following invoices were marked as paid:
INV-0038

Ok

*Note: You can check the invoice status by opening the invoice in Xero and viewing the **History & Notes** section of the invoice as described in the*

[View Invoices in Xero after Reconciliation from FastPay section.](#)

View Invoices in Xero after Reconciliation from FastPay

- Log back in to <https://go.xero.com>.
- Search for an invoice.
- Note that the invoice **Status** is now **Paid**.

Sales > **Invoices**

[New Invoice](#) [New Credit Note](#) [Send Statements](#) [Import](#) [Export](#) [Invoice reminders off](#)

[All](#) [Draft \(0\)](#) [Awaiting Approval \(0\)](#) [Awaiting Payment \(48\)](#) [Paid](#) [Repeating](#)

Enter Number, Reference, Contact or Amount ×

☐ Unsent Only

[Search](#) or [Clear](#)

[Print](#) [Email](#) [Copy to...](#) No items selected 1 item [Search](#)

Number	Ref	To	Date	Paid Date	Paid	Sent
INV-0038	GB1-White	[REDACTED]	30 Oct 2016	19 Mar 2017	234.00	


- Open the invoice and note that the **History & Notes** show that a payment was received.

[Sales > Invoices >](#)

Invoice INV-0038


Paid
[Preview](#)
[Email](#)
[Print PDF](#)
[Invoice Options](#)

To **Account No.** **Date** **Due Date** **Invoice #** **Reference** **Branding theme** **Total**

 30 Oct 2016 9 Nov 2016 INV-0038 GB1-White Standard 234.00


Attention: Club Secretary
P O Box 3354
South Mailing Centre
Oaktown
Madeupville
MA12 VL3
UNITED KINGDOM
[Edit address](#)

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Amount GBP
	Courier charge	1.00	10.00		Postage, Freight & Courier	Exempt Expenses		10.00
GB1-White		40.00	4.67		Sales	20% (VAT on Income)		186.67
Subtotal								196.67
Total VAT 20%								37.33
Total Exempt								0.00
TOTAL								234.00
Less Payment 19 Mar 2017								234.00
AMOUNT DUE								0.00

History & Notes

Paid by System Generated on 20 Mar 2017 at 14:18p.m.

Payment received from  on 19 March 2017 for 234.00. This invoice has been fully paid.

Failed Reconciliations

If an invoice with a status of **Failed** in the FastPay portal **Transactions** tab is selected for reconciliation with Xero,

Period
Last 3 months
16/02/2017
to
16/05/2017

Refresh
Download
Menu

Status
All
Search
View
Payment Date to show on Xero:
Reconcile with Xero

DD Ref	Account Name	Collection Date	BACS Code	Amount	Status	Filename	Xero Invoice Number	
		01/03/2017	17	234.00	Paid	_Xero_15032017.csv	INV-0038	
		01/03/2017	0N	0.00	Paid	_Xero_15032017.csv		
0063THO	baName	15/03/2017	17	250.00	Failed	_Xero_21032017.csv	INV-0068	
0063THO	baName	15/03/2017	17	32.00	Failed	_Xero_21032017.csv	INV-0069	
0063THO	baName	15/03/2017	17	32.00	Failed	_Xero_21032017.csv	INV-0070	
0063THO	baName	15/03/2017	0N	0.00	Paid	_Xero_21032017.csv		
0063THO	baName	15/03/2017	0N	0.00	Paid	_Xero_21032017.csv		
0063THO	baName	15/03/2017	0N	0.00	Paid	_Xero_21032017.csv		

1
50
items per page
1 - 8 of 8 items

the following message displays:

Reconciling Complete

The following invoices were marked as failed:

INV-0068

Ok

Upon opening the invoice in Xero, the **History & Notes** show that a payment was attempted and reversed.

[Sales > Invoices >](#)

Invoice INV-0068

Awaiting Payment
Preview
Email
Print PDF
Invoice Options

To	Account No.	Date	Due Date	Invoice #	Branding theme	Total
Ridgeway University	0063THO	3 Mar 2017	15 Feb 2017	INV-0068	Standard	250.00

Attention: Accounts Dept
[Edit address](#)

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Amount GBP
PM-BR	Ridgeway University	1.00	208.33		Sales	20% (VAT on Income)		208.33
Subtotal								208.33
Total VAT 20%								41.67
TOTAL								250.00

Ridgeway University has 5.00 in outstanding credit. [Credit this invoice](#)

Receive a payment

Amount Paid	Date Paid	Paid To	Reference	
250.00				Add Payment

History & Notes

Payment Reversed by System Generated on 21 Mar 2017 at 12:41p.m.
Payment reversed [Ridgeway University](#) for 250.00.

Disconnect your Xero Connection

If at any point, you would like to disconnect your Xero connection from our portal, you will need to tick the 'Disconnect' box on the Xero Settings tab and press 'Save'.

But please note, if you do disconnect the connection, you will be unable to reconcile or upload any Xero invoices until you have consented and run through the whole connection process again.