XERO INTEGRATION GUIDE VERSION 1.8

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Introduction:

The Xero integration creates invoices on Xero using the sales data from Touch. This can be done automatically when the master till runs the End of Day to create daily invoices. Or it can be run from a button command if a customer wants a weekly or monthly invoice created on Xero.

The integration to Xero has had a major update on Touch v11.0.018 and no longer requires the Xero Username and Password or the setup of an app on the Xero developer portal. The back-office settings to store the Xero Username and Password and the Xero Client ID and Client Secret Key have been removed. Anyone using the Xero link on v10 outright licenses will be allowed a free upgrade to v11.

It is highly recommended to test the Xero integration on a 30-day free trial account before making it live. You can set up a new organisation with a 30-day free trial on the customer's Xero login that can be used for testing.

We strongly advise dealers to get a copy of the customer's Touch folder and test a sample post to a Xero test account to ensure the upload is as required. Once the upload is done to a live Xero account it cannot be easily reversed.

Requirements:

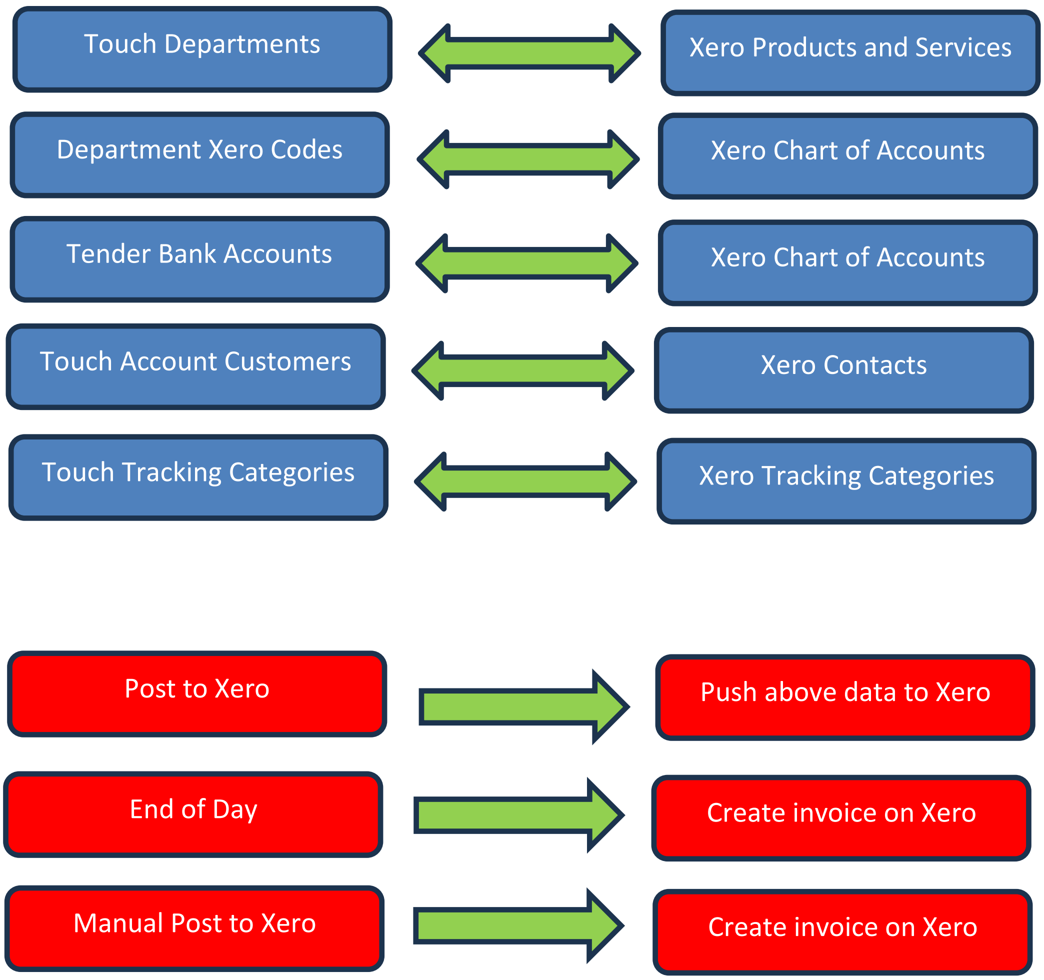
Windows 10 or above
Touch Version 11.0.018 or above

DOTNET:
The Xero integration requires .NET Framework version 4.7.2 to be installed

Chilkat:
The Chilkat DLL used for email and various other functions is required for the Xero integration. The DLL and batch files can be found in the C:\Touch\Email Control\ folder, if not installed already select either the 32 bit or 64 bit batch file depending on the OS and run as administrator.

Webview2:
The installer below may be needed on some terminals to open the WebView used for the Connect to Xero login.
https://developer.microsoft.com/en-us/microsoft-edge/webview2/#download-section

Flow Chart:



Getting Started:

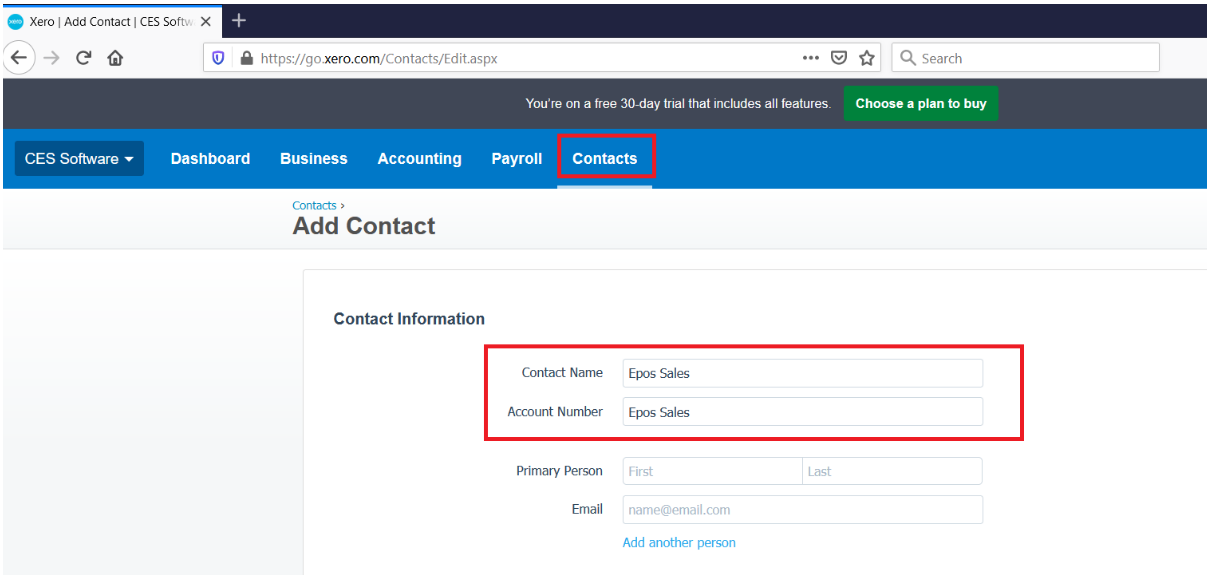
- Touch needs to be licenced with the Xero Module
- Make sure the accounts are set up on Xero for the corresponding departments on Touch.
- Make sure the Tenders required for Touch are set up on Xero
- If used on Touch create accounts on Xero for Service Charge and Gratuity, Paid In, Paid Out and Account Payments.
- Enter the Xero account codes into the Touch department setting for all departments.
- Enter the Xero account codes into the Touch tenders bank account setting for each tender
- Configure the Touch back-office Xero Settings including account details for Service Charge, Paid In, Paid Out and Account Payments if used on Touch
- Create the Touch sales mode button functions required for Xero (CONNECTOTXERO, XEROREVOKETOKEN and POSTTOXERO if posting manually)
- Connect Touch to Xero using the CONNECTTOXERO button command and enter the username and password details.
- Try a test post to Xero (we recommend setting up a 30-day trial account for testing before going

Xero Settings:

The Xero integration requires a few settings to be configured on the Xero account.

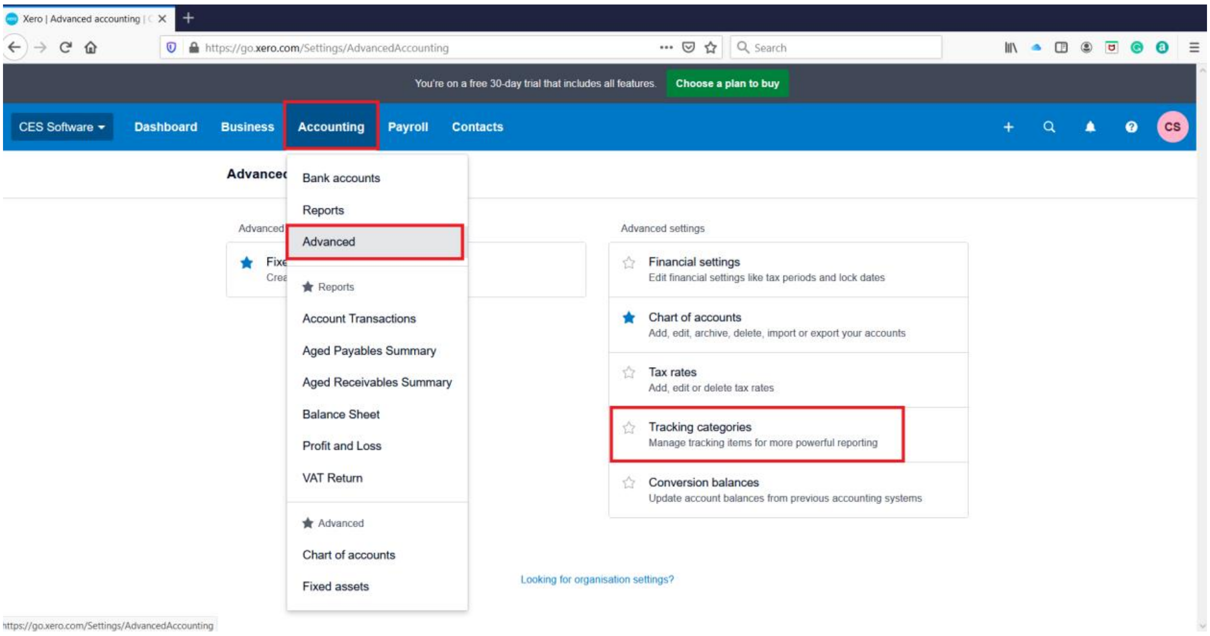
Contact.

When posting to Xero an invoice gets created against a default contact. A contact needs to be set up for this purpose and should be something that resembles the Epos system like the example below. The contact details need to be entered into the Touch back-office settings.

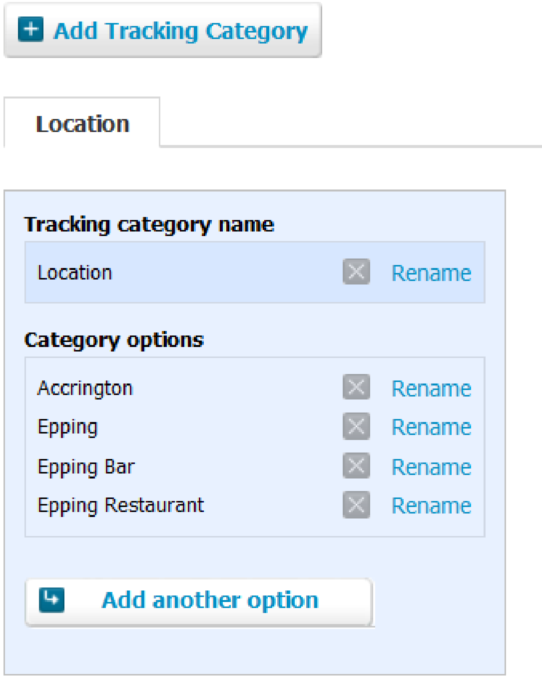


Tracking Categories.

Tracking Categories are used to identify where the sales have come from and will show the location on the Invoices posted to Xero.



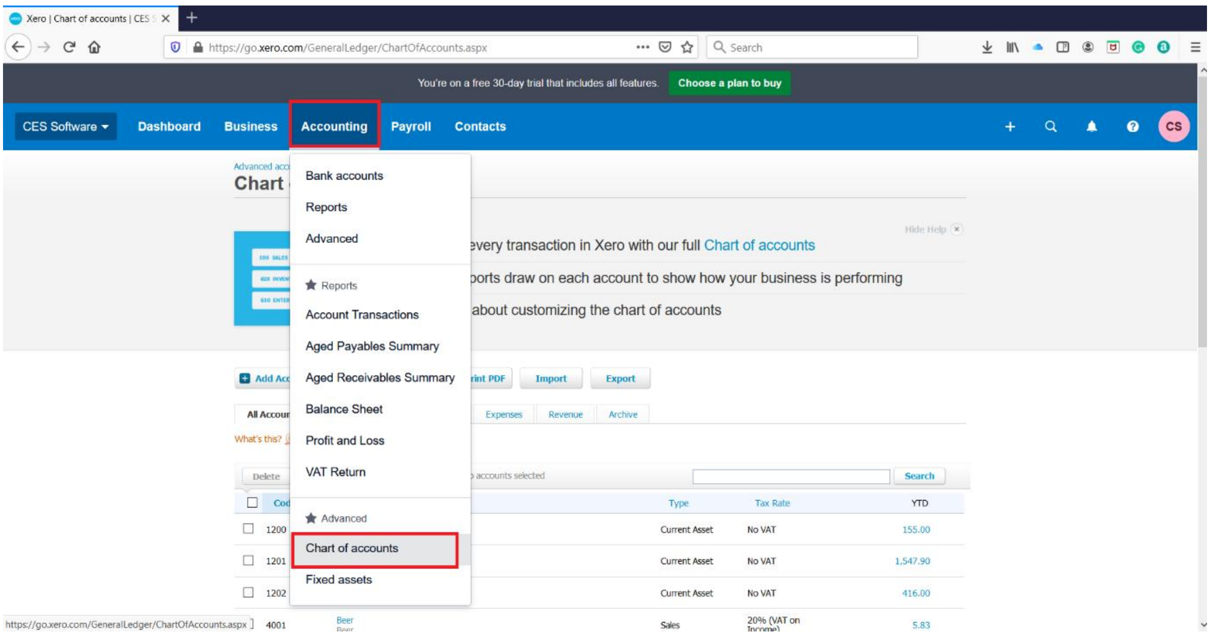
Set up a tracking Category called Location and relevant Category options as shown in the example below.



Accounts Setting in Xero.

The account settings in Xero need to be set up (if not done already) for the departments and tenders for posting.

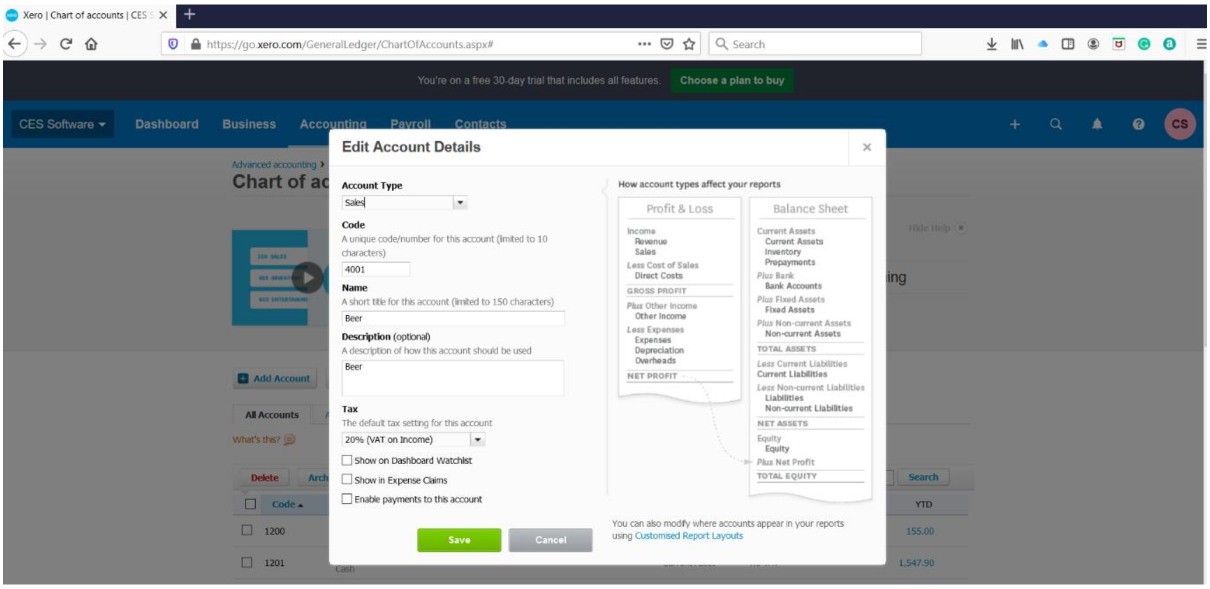
The account settings are found as shown below.



Departments:

Below is an example account for the Beer department, the account type is **Sales** the Tax Rate needs to be set for each department (20% VAT set in this example) and **Enable payments to the account** is not ticked. **Note:** The VAT gets populated by Xero when posting therefore it will not calculate the VAT correctly if you have both VAT and NON VAT products in the same department.

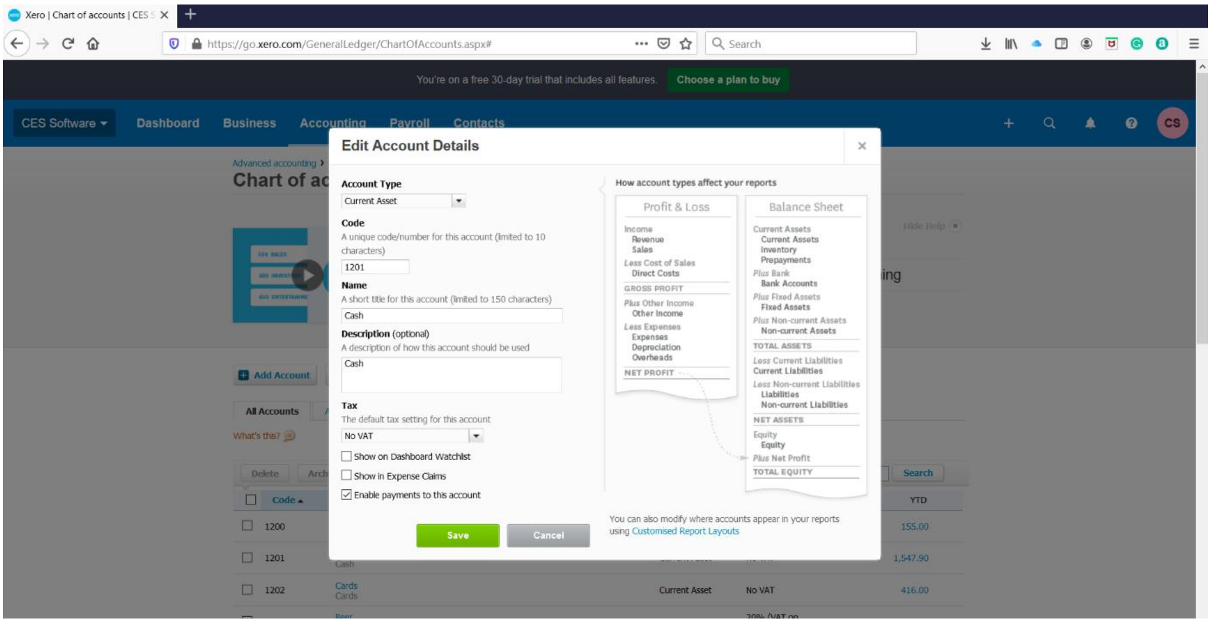
The code in this case 4001 needs to be entered into the corresponding department settings in Touch.



Tenders:

Below is an example account for the Cash tender, the account type is **Current Asset** and **Enable payments to the account** is ticked. The VAT rate on accounts for tenders should be set to **No VAT** as the VAT is calculated on the department/product sales.

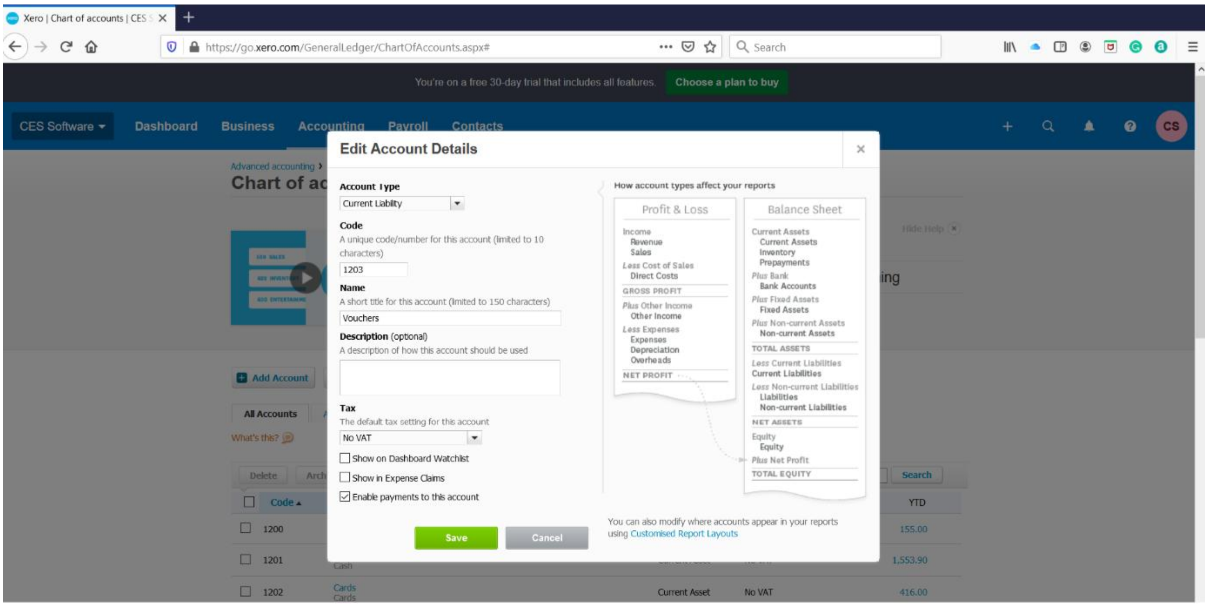
The code in this case 1201 needs to be entered into the corresponding tender settings in Touch.



Vouchers:

Below is an example account for Vouchers, the account type is **Current Liability** and **Enable payments to the account** is ticked. The VAT rate on accounts for Voucher should be set to No VAT.

For vouchers you need to set up a department and a tender that both use the same account code in this case 1203. This is the way Xero recommend Vouchers and Gift cards are set up on POS systems.



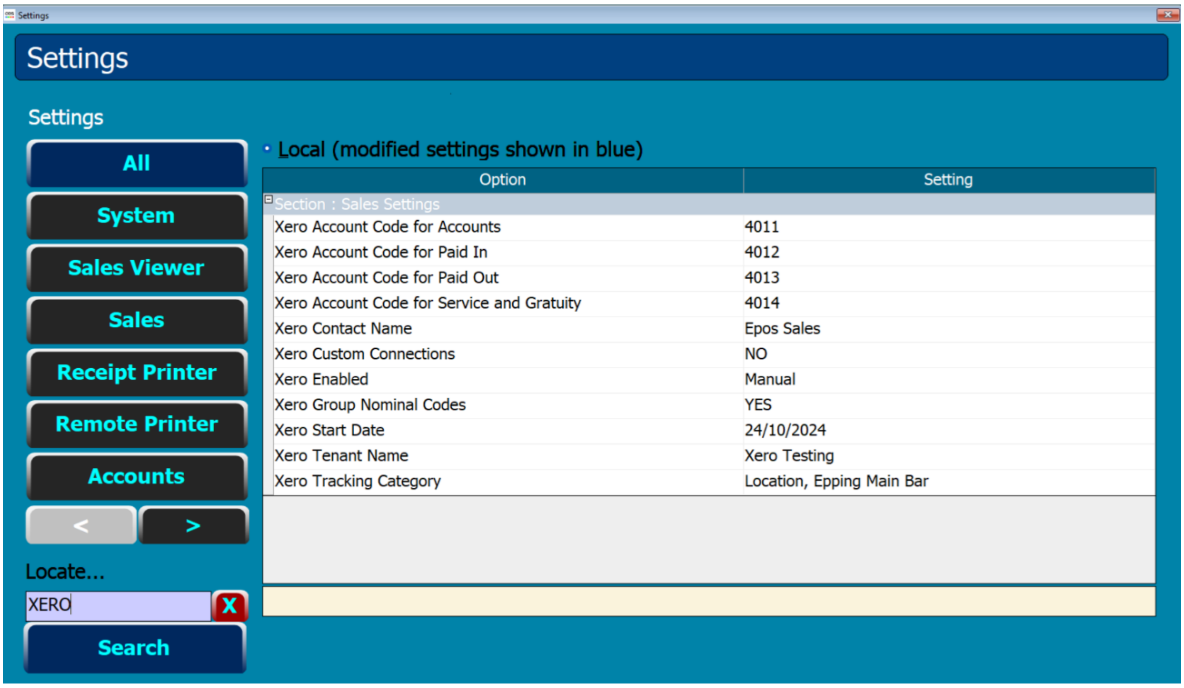
Touch Settings:

The settings required on Touch for the Xero integration are as follows.

Licence

Touch needs to be licenced with the Xero module enabled.

Back Office Settings:

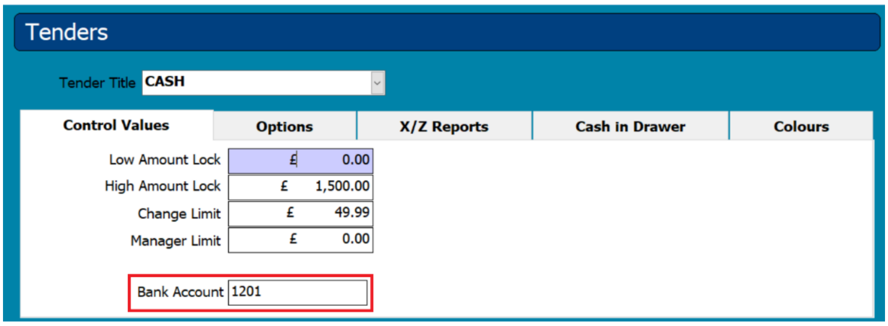


Xero Account Code for Accounts – Account code for recording account payments
Xero Account Code for Paid In – Account code for Paid In
Xero Account Code for Paid Out – Account code for Paid Out
Xero Account Code for Service and Gratuity – Account code for Service and Gratuity
Xero Contact Name – Default Contact set up on Xero for posting Epos Sales
Xero Custom Connections - Enables the subscription-based Xero custom app connection method.
Xero Enabled – Options for Manual to run from a button command or to run on EOD
Xero Group Nominal Codes – To group the department totals for each Xero account code.
Xero Start Date – Start date used for posting sales to Xero (read-only setting)
Xero Tennant Name – Name of the Xero account to post to (read inly setting)
Xero Tracking Category – Used to identify the location on the Xero invoices

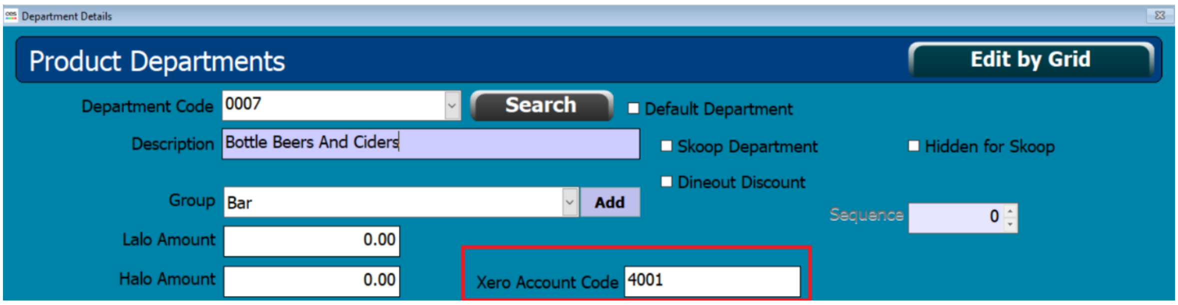
Touch.ini settings:
SENDACCOUNTSTOXERO=YES – To post account sales to the customers account on Xero
MULTIACCOUNTPAYMENTSWITHXERO=YES – Allows multiple account invoices to be paid together
DONOTPOSTPAYMENTSWITHXERO=YES – Posts invoices to Xero with no payments

Misc setting:
XEROINVOICETYPE.TXT – Used to change the status of the invoices posted to Xero

Tender Settings:
When Touch is licenced for Xero the Bank Account setting shown below will show on the tender settings screen where the Xero account code is entered for each tender.



Department Settings:
When Touch is licenced for Xero the Xero Account Code setting shown below will show on the Department settings screen where the Xero account code is entered for each department.



You can set multiple departments to use the same account code.

Xero Button Commands:

CONNECTTOXERO
This command is used to connect to the Xero account and requires the Xero username and password to be entered to make the connection.

POSTTOXERO
This command is used in sales mode to post to Xero if the back office setting Xero Enabled is set to manual

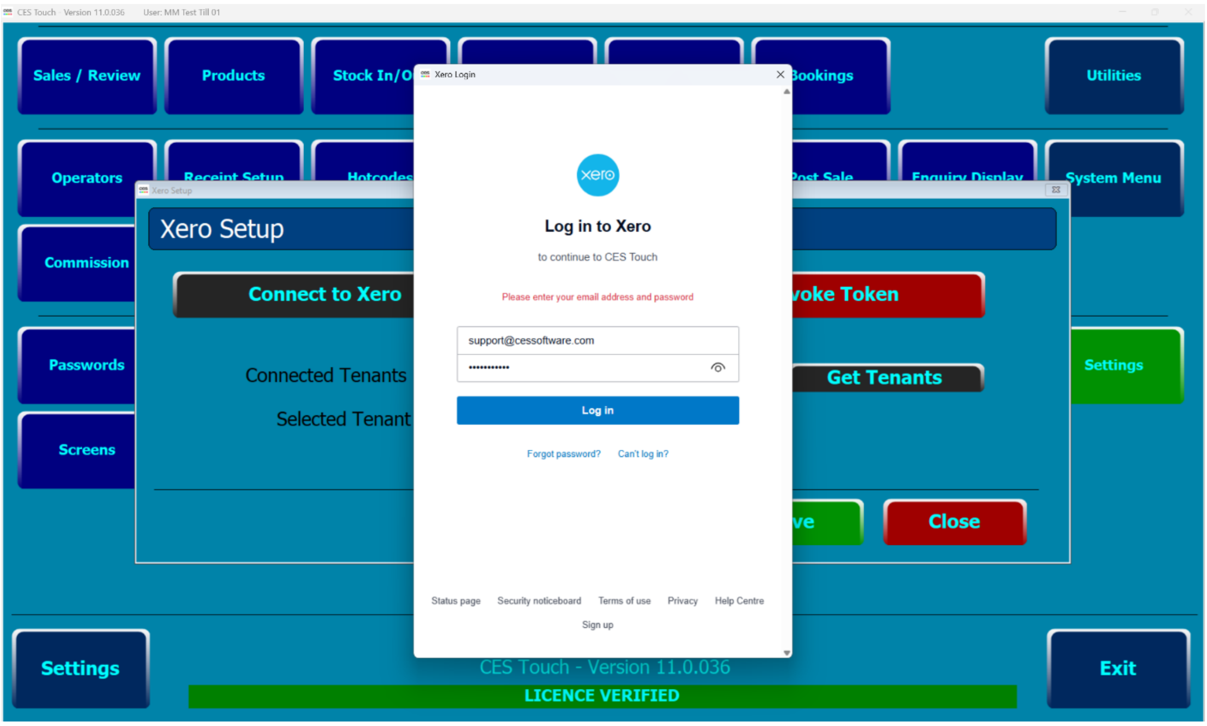
REVOKEXEROTOKEN
This command is used to revoke the Xero token and will remove the connection to Xero

Note: The **CONNECTTOXERO** and **REVOKEXEROTOKEN** button commands are no longer required in Touch v11.0.035 and above. These functions are now available within the **Xero Setup** section in the back-office, as detailed on the next page.

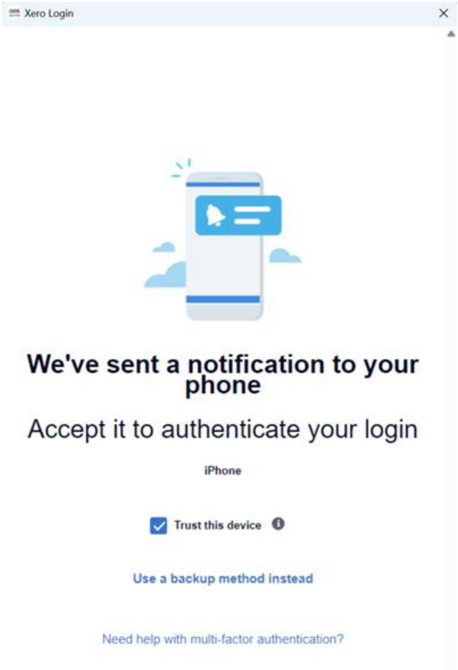
Connecting to Xero:

Touch v11.0.035 and above now includes a **Xero Setup** section in the back office, allowing you to connect to Xero and select the tenant.

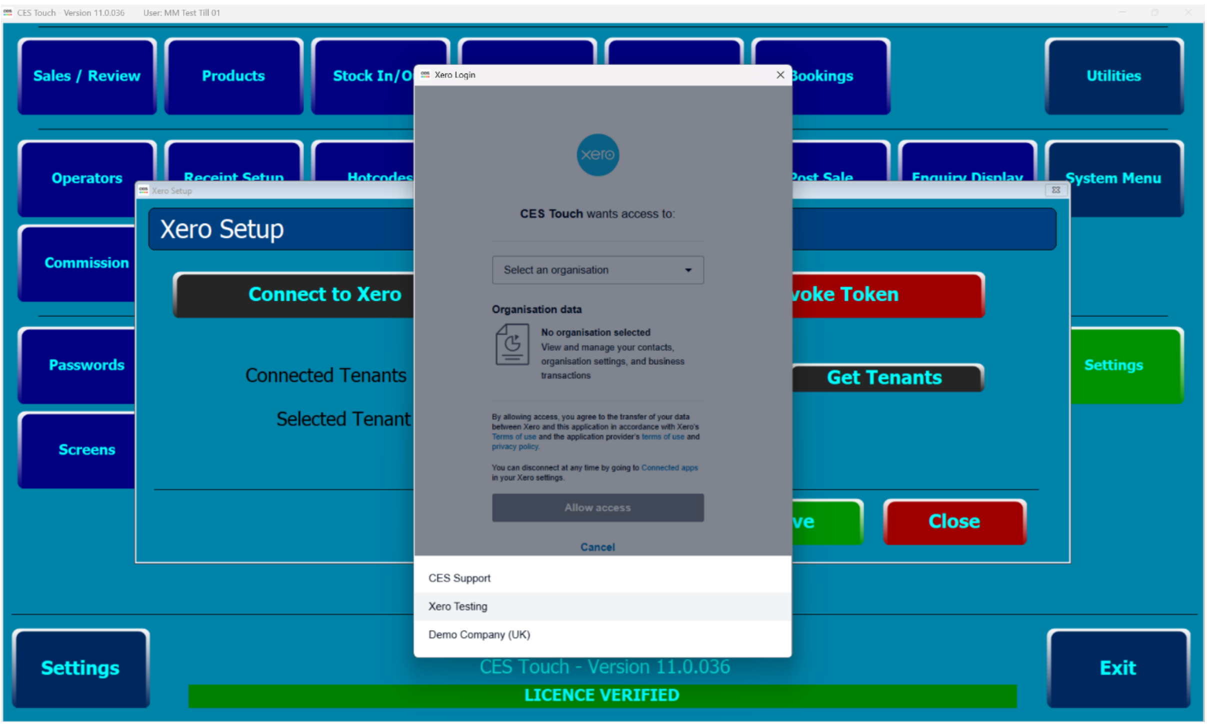
Go into the Xero Setup section and click on the **CONNECT TO XERO button** to open the screen below, enter the Xero username and password and press the **Log In** button



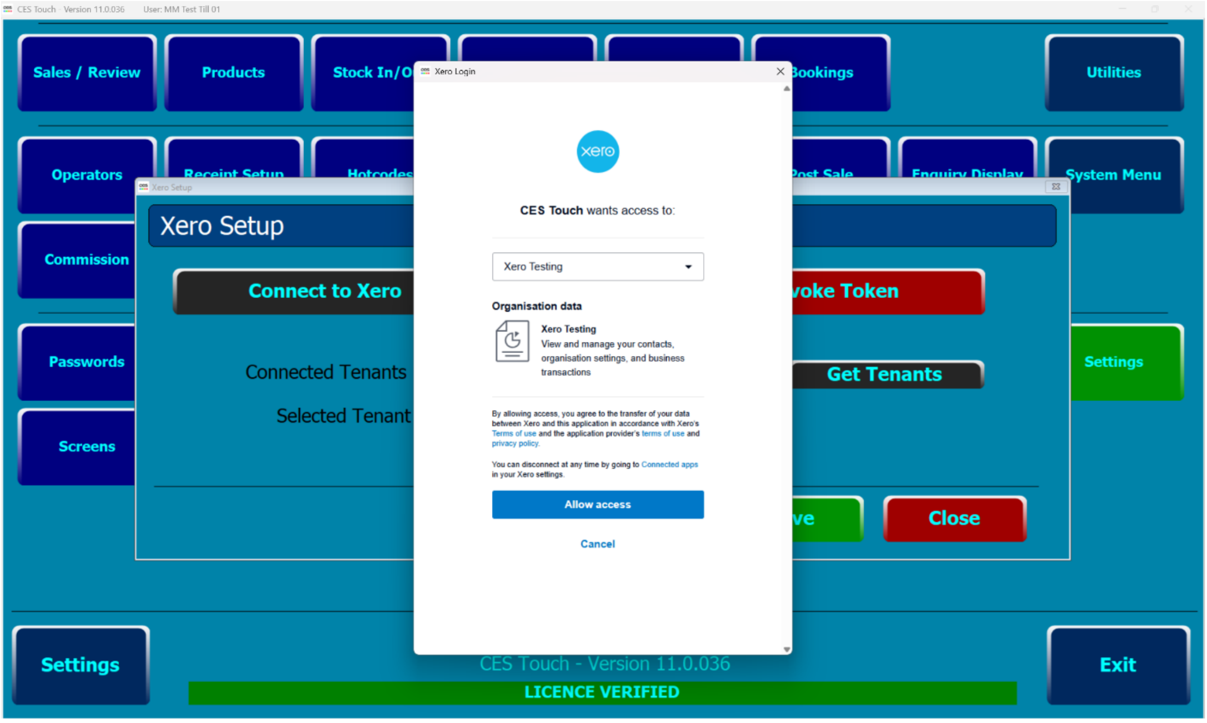
When logging in the first time the screen below will show, tick the **Trust this device** check box and authenticate on the Xero authentication app



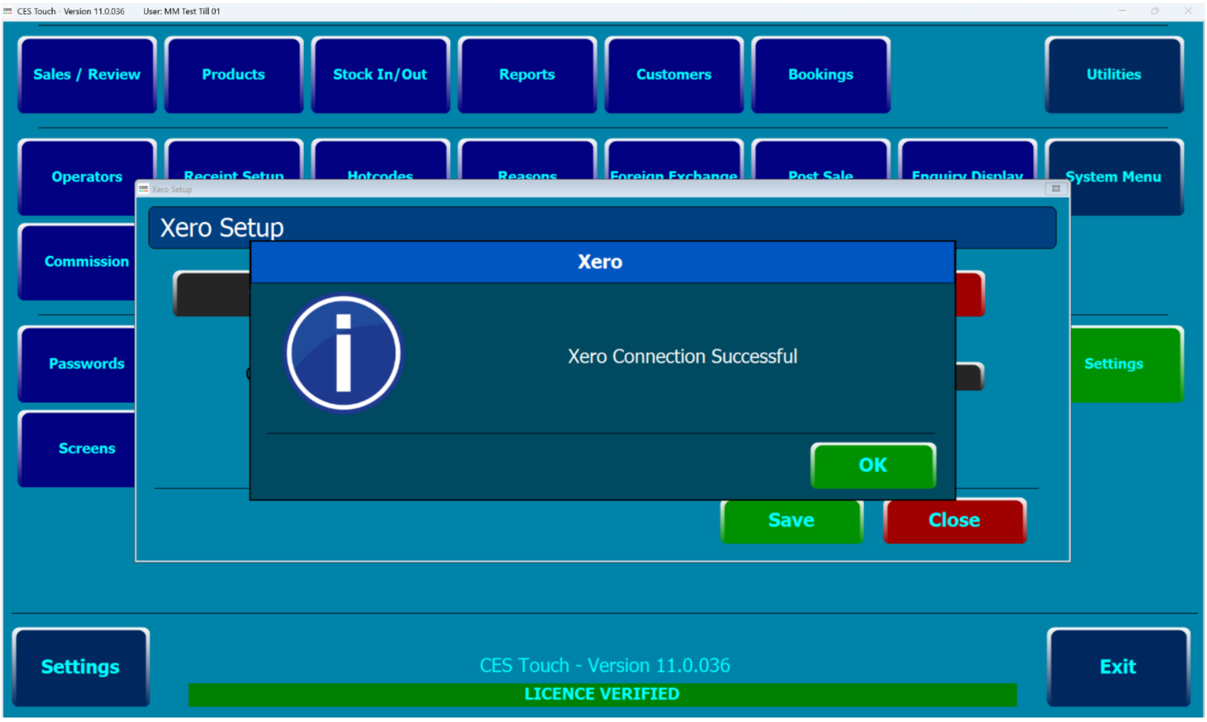
Once the connection has been authenticated, you will see the screen shown below.
In this example, two organisations are listed, simply click on the required organisation, and it will become active in the **Select an organisation** drop-down list.



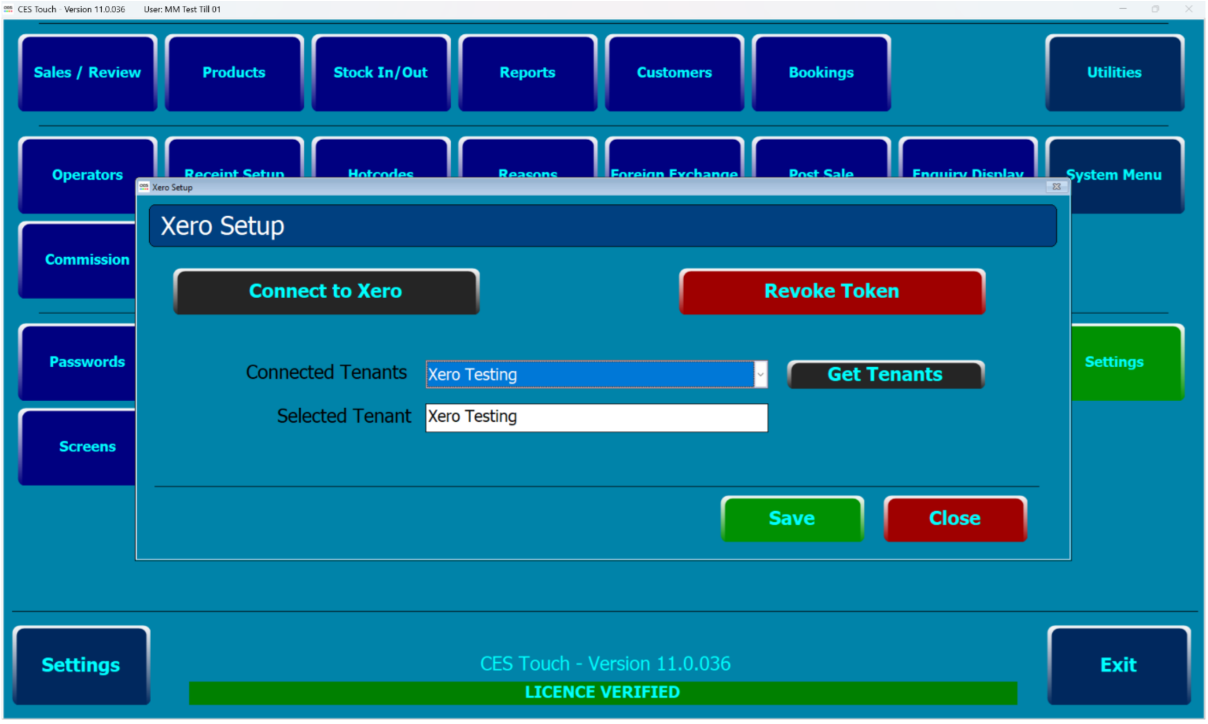
Press the blue **Allow access** button.



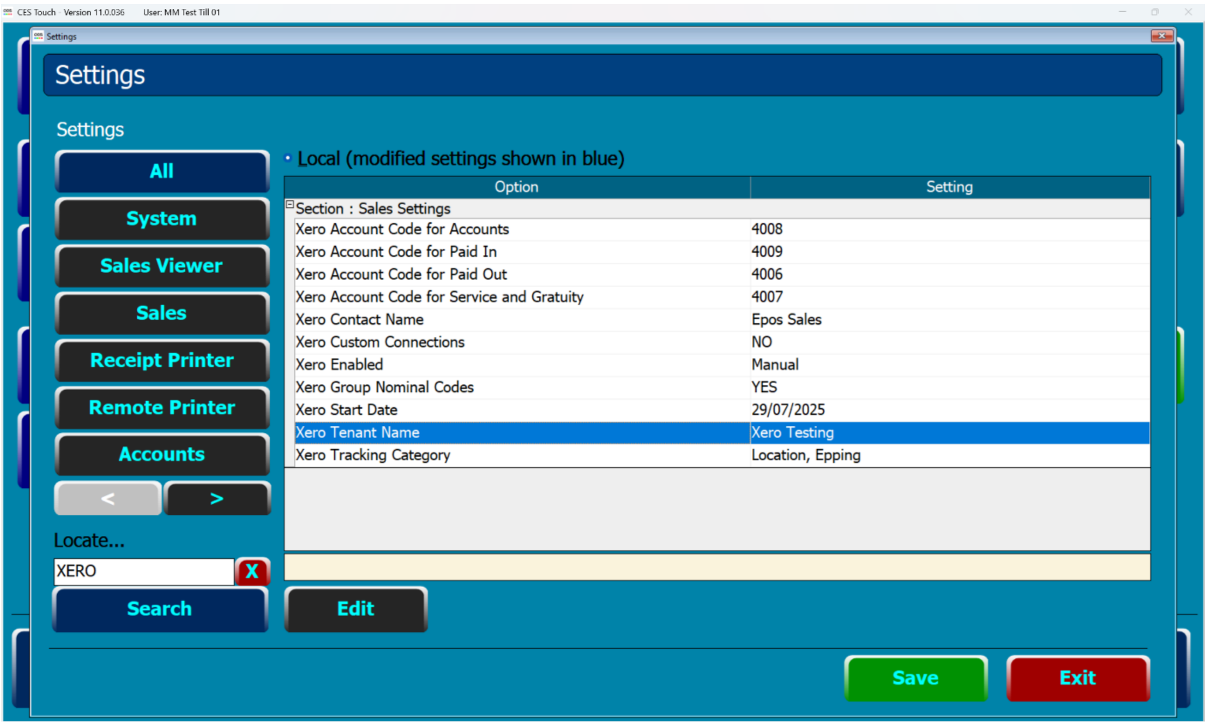
The **Xero Connection Successful** prompt will then be displayed.



Next, press the **Get Tenants** button, select the connected tenant from the drop-down list, then press **Save**, the Xero Setup page will then close automatically.

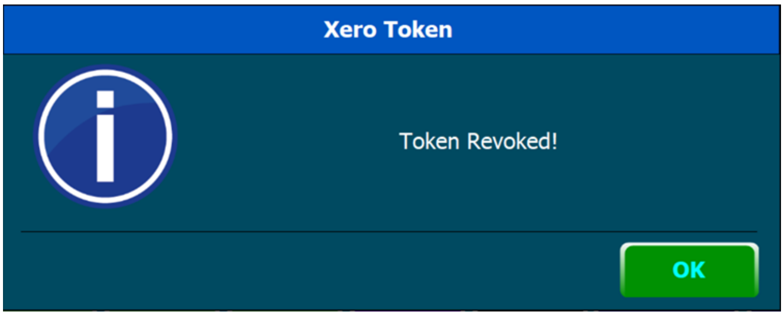


The **Get Tenants** function will populate the **Xero Tenant Name** back-office setting which is a read only setting.



Revoke Xero Token:

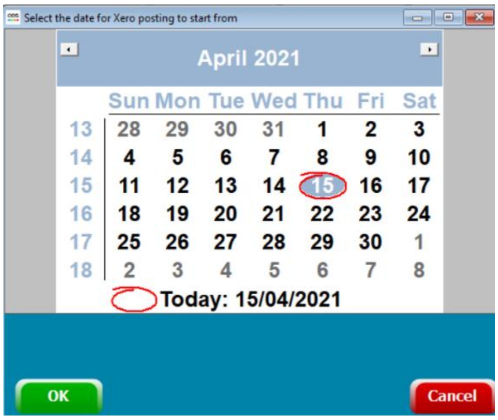
The **REVOKEXEROTOKEN** button command is another way to disconnect the Xero connection, the message box below will be displayed when the button is pressed.



Posting to Xero:

First Post to Xero:

The first time the post to Xero is run the calendar screen below will appear where you set the date you want the Xero posting to start from. The date entered will get written to the **Xero Start Date** back-office setting which is a read only setting.



Posting to Xero:

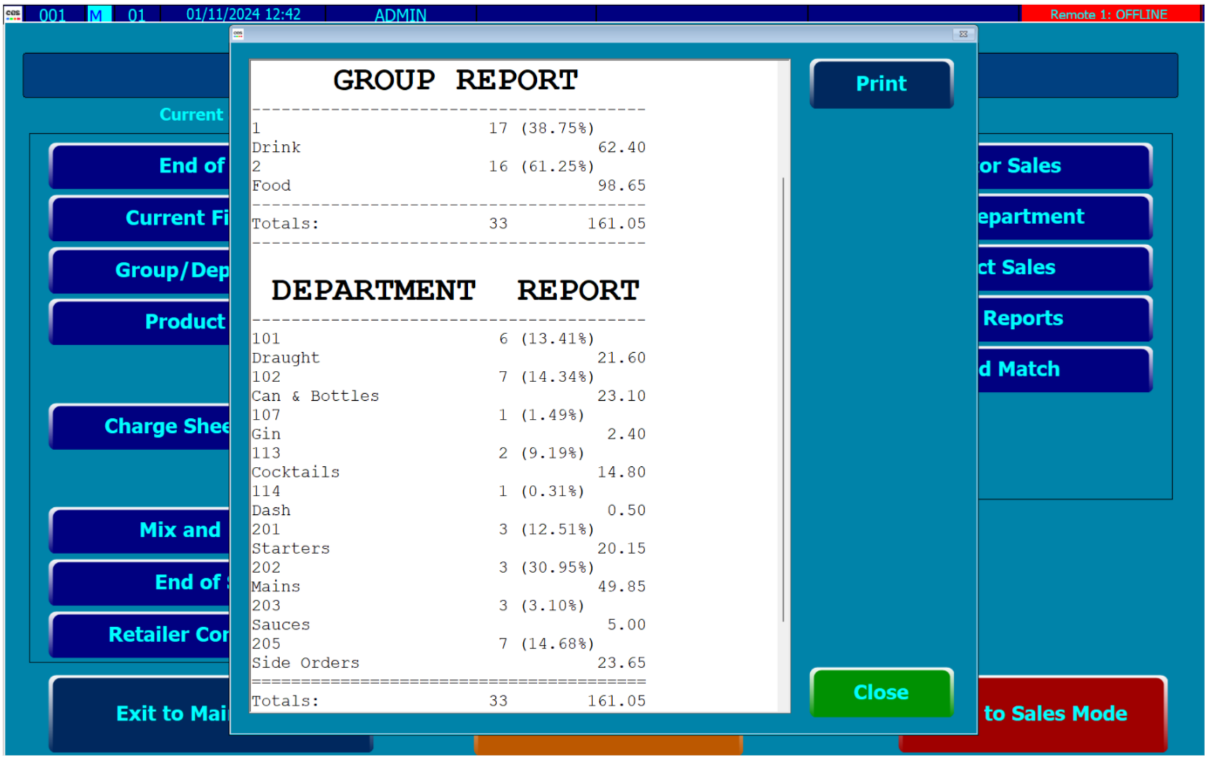
The sales data that gets posted to Xero comes from the archive files and can be set to run automatically when the EOD runs or manually using the **POSTTOXERO** button command. Each time you post all sales that have not been sent previously will be sent up to Xero in one go and will populate a single invoice. If you require a separate invoice for each day you must post daily.

For systems with multiple tills you would only need to set up the Xero settings on a single till that will be used to do the posting, typically the master till. If using the EOD option, make sure the till that posts is the last one to run the EOD.

When posting to Xero using either method EOD or button command the please wait banner below will appear on the screen while posting, once posting has completed the please wait banner will close.

nvoice Examples:

Below is an example group department report from Touch.

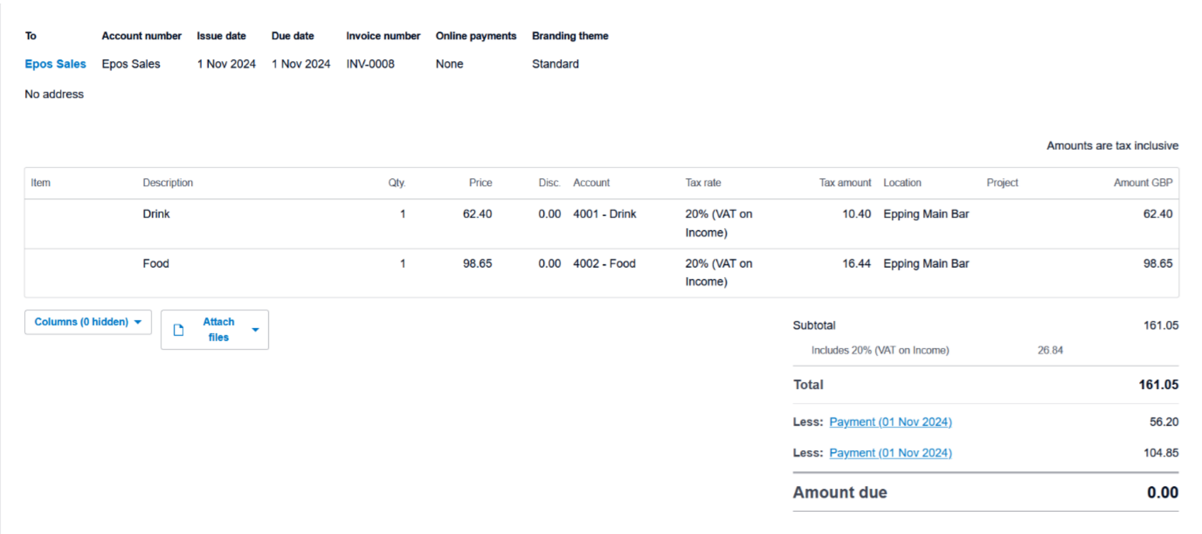



```
GROUP REPORT
----------------------------------------
1                        17 (38.75%)
Drink                              62.40
2                        16 (61.25%)
Food                               98.65
----------------------------------------
Totals:                  33       161.05
----------------------------------------

DEPARTMENT REPORT
----------------------------------------
101                       6 (13.41%)
Draught                            21.60
102                       7 (14.34%)
Can & Bottles                      23.10
107                       1 (1.49%)
Gin                                 2.40
113                       2 (9.19%)
Cocktails                          14.80
114                       1 (0.31%)
Dash                                0.50
201                       3 (12.51%)
Starters                           20.15
202                       3 (30.95%)
Mains                              49.85
203                       3 (3.10%)
Sauces                              5.00
205                       7 (14.68%)
Side Orders                        23.65
========================================
Totals:                  33       161.05
```

Grouped option:

The invoice below is with the back-office setting **'Xero Group Nominal Codes'** set to **YES** where 2 accounts (Food and Drink) have been set on Xero.



To	Account number	Issue date	Due date	Invoice number	Online payments	Branding theme
Epos Sales	Epos Sales	1 Nov 2024	1 Nov 2024	INV-0008	None	Standard

No address

Amounts are tax inclusive

Item	Description	Qty.	Price	Disc.	Account	Tax rate	Tax amount	Location	Project	Amount GBP
	Drink	1	62.40	0.00	4001 - Drink	20% (VAT on Income)	10.40	Epping Main Bar		62.40
	Food	1	98.65	0.00	4002 - Food	20% (VAT on Income)	16.44	Epping Main Bar		98.65

Columns (0 hidden) | Attach files

Subtotal		161.05
Includes 20% (VAT on Income)	26.84	
Total		**161.05**
Less: Payment (01 Nov 2024)		56.20
Less: Payment (01 Nov 2024)		104.85
Amount due		**0.00**

Ungrouped option:
The invoice below is with the same data with the back-office setting **'Xero Group Nominal Codes'** set to **NO**. This option populates totals for each department.

To	Account number	Issue date	Due date	Invoice number	Online payments	Branding theme
Epos Sales	Epos Sales	1 Nov 2024	1 Nov 2024	INV-0007	None	Standard

No address

Amounts are tax inclusive

Item	Description	Qty	Price	Disc.	Account	Tax rate	Tax amount	Location	Project	Amount GBP
102 Can & Bottles	Can & Bottles	1	23.10	0.00	4001 - Drink	20% (VAT on Income)	3.85	Epping Main Bar		23.10
113 Cocktails	Cocktails	1	14.80	0.00	4001 - Drink	20% (VAT on Income)	2.47	Epping Main Bar		14.80
114 Dash	Dash	1	0.50	0.00	4001 - Drink	20% (VAT on Income)	0.08	Epping Main Bar		0.50
101 Draught	Draught	1	21.60	0.00	4001 - Drink	20% (VAT on Income)	3.60	Epping Main Bar		21.60
107 Gin	Gin	1	2.40	0.00	4001 - Drink	20% (VAT on Income)	0.40	Epping Main Bar		2.40
202 Mains	Mains	1	49.85	0.00	4002 - Food	20% (VAT on Income)	8.31	Epping Main Bar		49.85
203 Sauces	Sauces	1	5.00	0.00	4002 - Food	20% (VAT on Income)	0.83	Epping Main Bar		5.00
205 Side Orders	Side Orders	1	23.65	0.00	4002 - Food	20% (VAT on Income)	3.94	Epping Main Bar		23.65
201 Starters	Starters	1	20.15	0.00	4002 - Food	20% (VAT on Income)	3.36	Epping Main Bar		20.15

Columns (0 hidden) ▾ Attach files ▾

Subtotal		161.05
Includes 20% (VAT on Income)	26.84	
Total		**161.05**
Less: Payment (01 Nov 2024)		56.20
Less: Payment (01 Nov 2024)		104.85
Amount due		**0.00**

VAT and Non-VAT posting:

The Xero integration can post multiple VAT codes to the same Xero account. If you have VAT and Non-VAT products in the same department, it will post 2 lines on the Xero invoices.

Post without tender values:

The touch.ini setting **DONOTPOSTPAYMENTSWITHXERO=YES** is used to post the invoices to Xero without the payment values, the invoice status will be set to Approved.

Invoice Status:

The approved status can be overridden by adding a text file **XEROINVOICETYPE.TXT** to the Touch folder that contains the word **SUBMITTED** as below. When this file is in place the invoices will be posted to Xero with the Awaiting approval status.

XEROINVOICETYPE.TXT

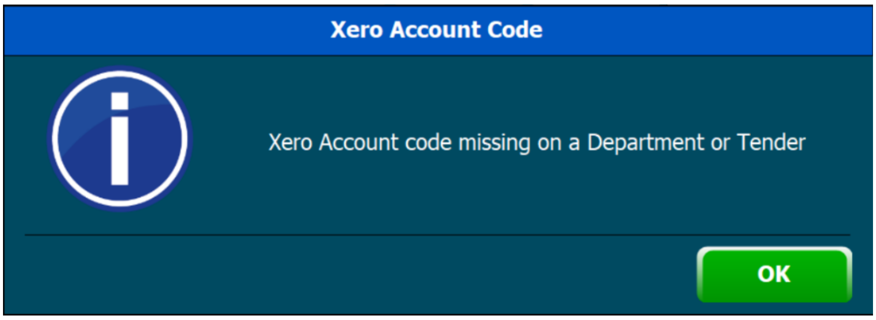
File Edit View

```
SUBMITTED
```

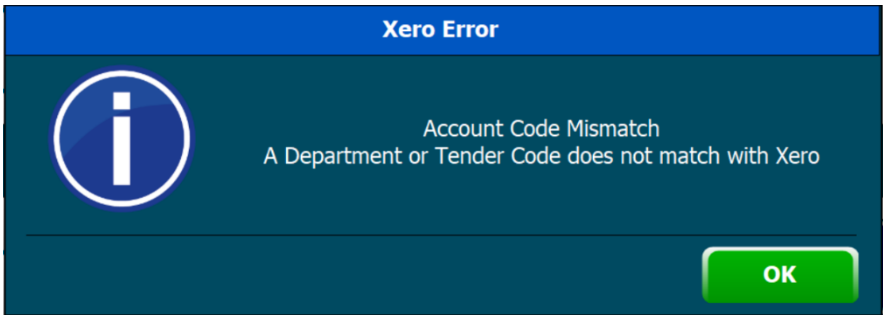
Ln 1, Col 1 | 9 characters | 100% | Windows (CRLF) | UTF-8

Warning messages:

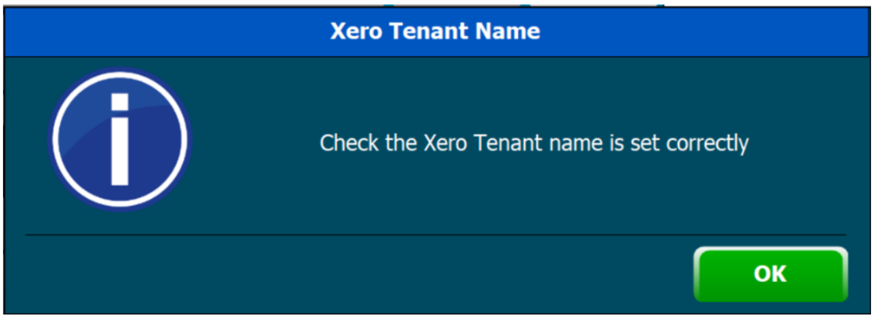
When posting to Xero Touch will check the sales data being sent to make sure all the departments and tenders used have a Xero account code populated. If any departments or tenders have a blank account code the message below will be displayed and nothing will get posted to Xero.



The message below will be displayed if Xero has rejected the posting because an account code does not match. A log file is created when posting to Xero and the response should show which code does not match.

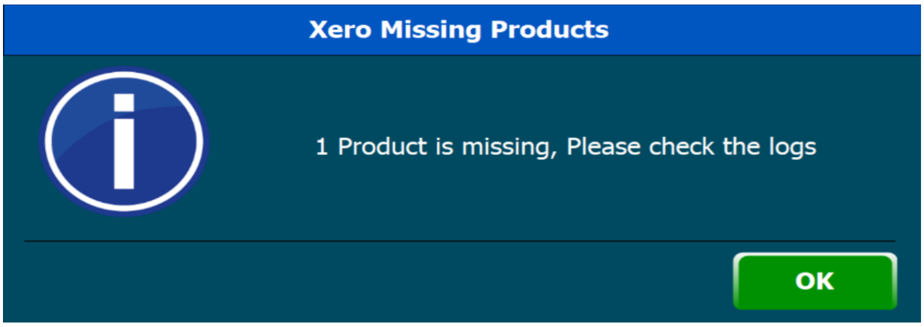


The message below will be displayed if the Tenant Name has not been set correctly on Touch.



The message below will be displayed if the Xero Contact name has not been set correctly.

The message below will be displayed if any products have been deleted before posting to Xero. A log file will show the missing products that will need to be recreated to post to Xero.



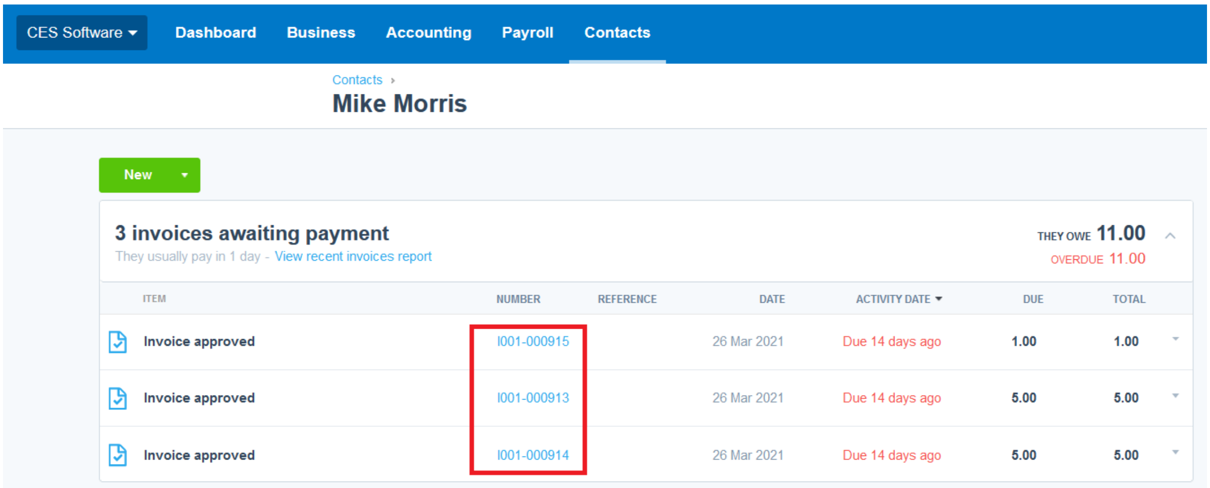
Accounts:

A touch.ini setting **SENDACCOUNTSTOXERO=YES** is required for enabling the use of accounts. When the setting is enabled any customer records set as account or are in an account group will get created as Contacts on Xero automatically when posting to Xero. The setting will also enable sending any sales paid by the account tender to the contact on Xero and will pay any invoices when the account payment function is used.

Note: If the above touch.ini is not in use account sales will get posted to Xero as standard sales merged with the non-account transactions.

Account Sales:

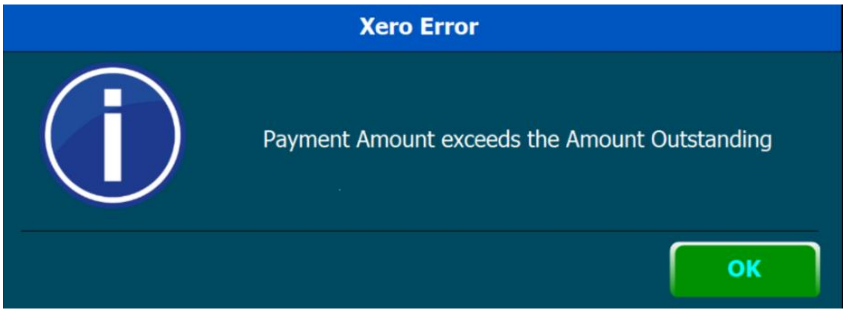
Account transactions can be posted to Xero if a contact with a matching account number is set up on Xero. This will create an invoice on Xero and use the account invoice reference number from Touch.



Account Payments:

If the touch.ini setting **SENDACCOUNTSTOXERO=YES** is in use by default the **'Pay All'** and **'Pay Other Amount'** buttons in the account payment screen will be disabled. When the buttons are disabled, you can only select one invoice at a time to take a payment for and the invoice will get paid on the Xero end as you are telling the system to pay a specific invoice.

A touch.ini setting **MULTIACCOUNTPAYMENTSWITHXERO=YES** will enable the **'Pay All'** and **'Pay Other Amount'** buttons on the account payment screen allowing multiple invoices to be paid taking a single payment as with standard accounts when the Xero integration is not enabled.
When a payment has been taken for multiple invoices the message box below will show after posting to Xero, the invoices for that payment will need to be manually allocated on Xero.



Account Credit Notes:
Account Credit notes will be posted to Xero. The credit notes will need to be manually assigned to an invoice on the Xero portal.

Service charge and Gratuity:

On the Xero end set up an account in the same format as the department accounts. On Touch, a Back-Office setting has been added **'Xero Account Code for Service and Gratuity'** to enter the account code.

Xero Account Code for Service and Gratuity	4054

Paid in, Paid Out and Account Payments:

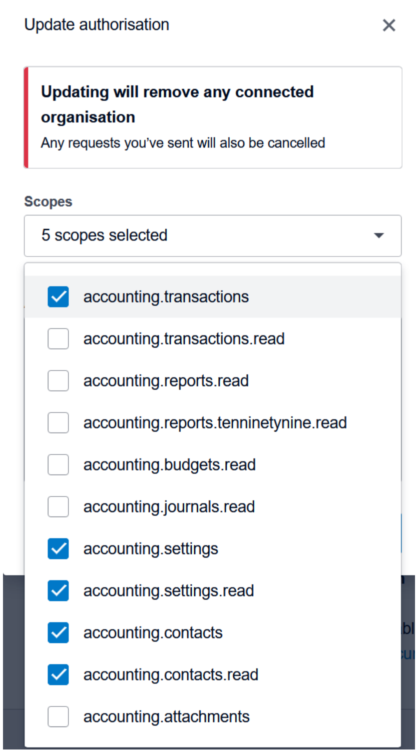
The are also back-office settings to enter the Xero account codes for Paid in, Paid Out and Account Payments. On the Xero end set up No VAT accounts in the same format as the department accounts and configure the back-office settings below in Touch with the Xero account codes. The figures for each will be populated on the main Epos Sales invoice on Xero.

Xero Account Code for Accounts	4051
Xero Account Code for Paid In	4052
Xero Account Code for Paid Out	4053

Custom Connections

A new back-office setting was added **'Xero Custom Connections'** used to enable the subscription-based Xero custom app connection method.

For this option, you need to go to https://developer.xero.com/ log in with the client's details and create a custom app. When setting up the custom app select the scopes shown on the image below.



The client will receive an email to connect the custom app. Once the app is connected the client id and client secret key for the custom app will be available on the app configuration screen.

Custom apps require a unique **Client.Xero** file that contains the client id and client secret keys for the custom app. The file can be edited in Notepad or send the details to support@cessoftware.com and the support team will update the file.

Once the **Client.Xero** file has been updated drop it into the \touch\data\ folder and the back-office setting **Xero Custom Connections** has been set to YES it will use the custom app.

Note: The Connect to Xero function is not required for custom apps. Once the custom app is connected and the above has been updated the **CONNECTTOXERO** button will not do anything if pressed.

FAQ:

Q: How can I disconnect my Xero Account from Touch
A: Use the **XEROREVOKETOKEN** button command in sales mode

Q: How do you post multiple departments with the same Xero account code to a single line on the Xero invoices.
A: By setting the Touch back-office setting **'Xero Group Nominal codes'** to YES

Q: What happens if you have both VAT and No VAT products in the same Touch department
A: Two lines will get populated on the Xero invoices, one line for each Vat rate

Q: What happens if there is no internet connection available when running the End of Day
A: Touch will not be able to post the invoice to Xero while the internet connection is down, but when the internet is back it will post all the sales not posted to Xero in a single invoice.

Q: If the internet is down when running the End of Day but comes back up how can I post my sales to Xero.
A: Change the Touch back-office setting **'Xero Enabled'** to manual and use the **POSTTOXERO** button command. When done change the setting back to End of Day.

Q: How can you populate invoices on Xero without payments
A: Add a touch.ini setting **DONOTPOSTPAYMENTSWITHXERO=YES**

Q: How can I populate invoices on Xero with the Awaiting Approval status
A: Add a text file **XEROINVOICETYPE.TXT** to the \Touch\ folder that contains the word **SUBMITTED**

Q: Is the Xero integration supported on Ex VAT Touch systems
A: Yes, it is fully supported and will send the invoices correctly to Xero.