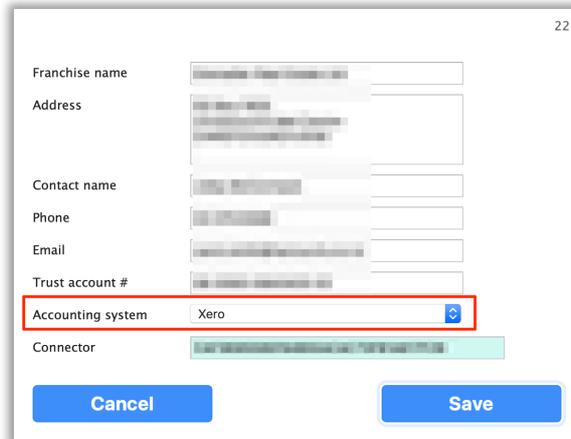


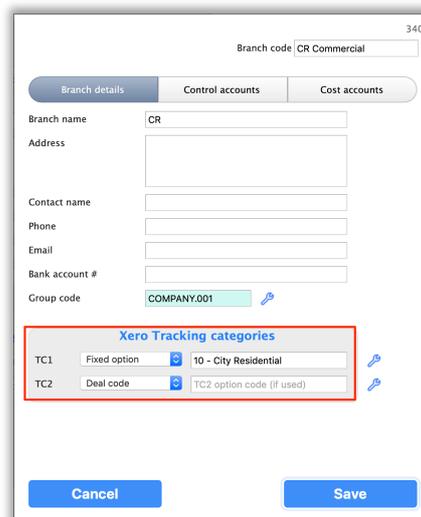
Example HAPI -> goPayroll -> Xero setup

In these examples Xero itself is set up to use Tracking Category 1 only, however, we want to see the Deal coming through to SmoothPay in Tracking 2



A screenshot of a web form titled 'Franchise name' with a page number '22' in the top right corner. The form contains several input fields: 'Franchise name', 'Address', 'Contact name', 'Phone', 'Email', and 'Trust account #'. Below these is a dropdown menu for 'Accounting system' which is set to 'Xero'. A red rectangular box highlights the 'Accounting system' dropdown. At the bottom of the form are two blue buttons: 'Cancel' and 'Save'.

Figure 1: Xero setup in HAPI Franchise



A screenshot of a web form titled 'Branch code CR Commercial' with a page number '340' in the top right corner. The form has three tabs: 'Branch details', 'Control accounts', and 'Cost accounts'. The 'Branch details' tab is active. It contains input fields for 'Branch name' (CR), 'Address', 'Contact name', 'Phone', 'Email', 'Bank account #', and 'Group code' (COMPANY.001). Below these is a section titled 'Xero Tracking categories' with a red rectangular box around it. This section contains two rows: 'TC1' with 'Fixed option' set to '10 - City Residential' and 'TC2' with 'Deal code' set to 'TC2 option code (if used)'. At the bottom of the form are two blue buttons: 'Cancel' and 'Save'.

Figure 2: Branch settings

These are settable for each branch and for each category in a branch. There are options to allocate the settings for one branch record for the other categories in the branch, or globally across all branches.

Each "Tracking category" has options to indicate what you would like expressed in the financial and payroll outputs.

In the example above, TC1 has a fixed setting to match the TC1 category used in Xero for transactions from this branch. TC2 is NOT USED in Xero, but we want the deal number to come through to goPayroll as TC2 for costing analysis and/or reference purposes. The deal description will be automatically supplied as well, and will appear under the TC2 option in goPayroll.

The deal description is also supplied automatically in the payslip transaction note.

340

Branch code CR Commercial

Branch details Control accounts Cost accounts

Accounts Receivable

Auction fees

Commissions

Misc fees

Accounts Payable

Agent commissions 2050/10

Franchise fees

Multi-list bureau fees

Outside agents (Harcourts)

Outside agents (other)

Referral fees

Cancel Save

Figure 3: Cost centre for ACM (Agent Commissions)

The only other significant value required for correct costing to Xero (via goPayroll) is to set the cost centre used for ACM. This value MUST match the cost centre used in Xero for Agent Commission payments.

These are settable per category, per branch (so you could have Branch CR Commercial going to 2050/10, CR Rural going to 2050/11 and so on). The “tool” provides options to push the settings for the current record to other categories in the same branch, or globally across all branches.

After setup you can test the output by selecting a deposit batch in HAPI and running a payroll transactions report (creates an Excel sheet). This shows all the information that will be supplied to goPayroll and can be used to provide additional reporting (e.g. show GST Exclusive values etc.).

Accounting integration [Accounting guides](#)

Ledger type: Xero

Posting: Costing file

Holding accounts

Bank: 9092-90 Bank Account

Net wages holding: 9730-90 Net Pays

Tax holding: 9732-90 PAYE Control

Deductions holding: 9140-90 Other Deductions Contr

GST content: 9751-90 GST Control

GST amounts: Exclusive

Defaults for new staff

Default cost centre: 4010-00 Default code - should b

Default job: None

Default activity: None

Cash rounding: 4010-00 Default code - should b

Buttons: Cancel, Save

Figure 4: goPayroll settings to feed Xero

In this example the accounting settings are set to produce a costing file for Xero.

You should always start accounting integration this way to ensure that the files produced by goPayroll are actually importable into Xero without error.

Errors show up after manual import as BLANK account numbers, tracking categories or GST rates.

If you attempt to automatically transfer your costing to Xero and it has any errors at all it will fail! You'll get an email advising what the issues were and you should EXAMINE THE COSTING REPORT to find the source of the error. Even so, you can still download the costing file and perform a manual import and correction in Xero.

Holding Accounts (*current liability AKA suspense accounts*) are where you make the physical payment for net pays and PAYE. These must match EXACTLY the current liability account code in Xero.

NOTE that you cannot use the default Net Wages holding account provisioned in Xero as it is reserved for use by Xero payroll only (so you need to create another one!)

Costing transfer options [Xero integration guide](#)

Split by GL code

Use Tracking 1: Office

Use Tracking 2: Deal

Buttons: Cancel, Save

Figure 5: Tracking category settings

In this example, the output from goPayroll to Xero is to include TC1 only.

The TC1 name must match the tracking category title used in Xero.

Even though TC2 isn't to be transferred to Xero, we're referring to it as "Deal" just to make sense of the information we see in goPayroll transactions.

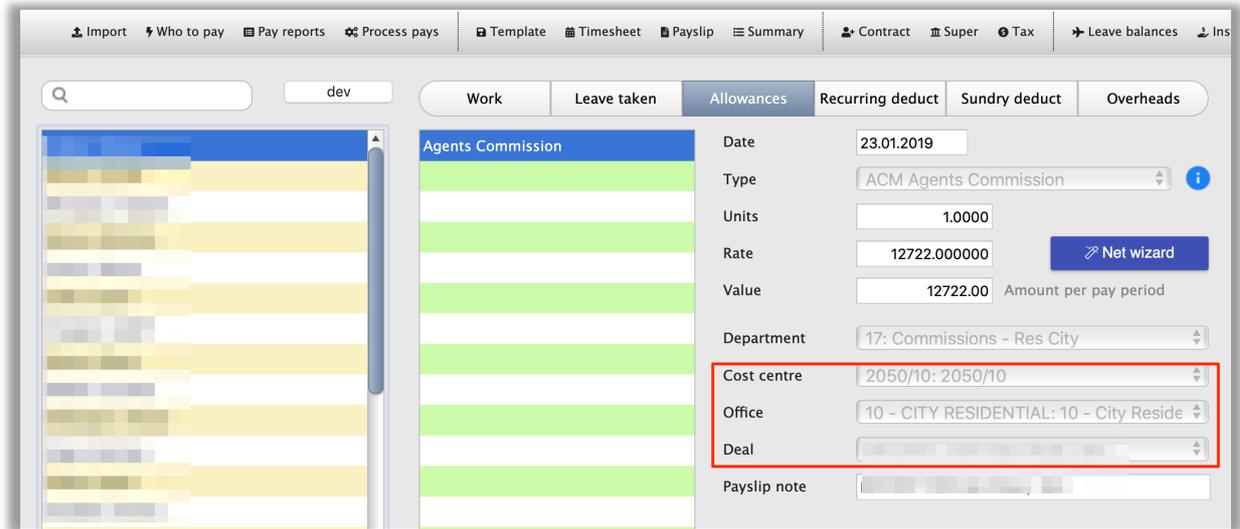


Figure 6: Example HAPI import transaction

As the example shows, with the settings configured as above in HAPI and goPayroll, the correct cost centre and TC1 settings are supplied for subsequent transfer to Xero, and the TC2, even though it's not used in Xero, contains information useful for analysis in goPayroll.

There are numerous ways to configure HAPI to send information through to goPayroll, and numerous way to configure goPayroll to send information through to Xero. You just need to make sure that the codes you use match, and the options you select are those required by the information receiver (goPayroll and/or Xero).