Xero Integration - Introduction

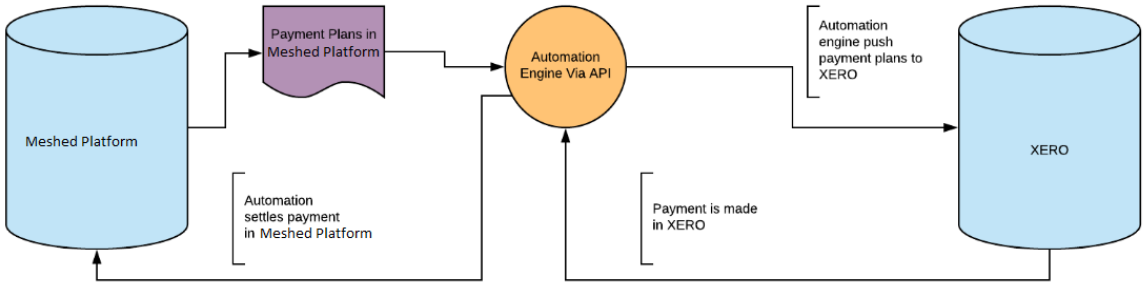
The Meshed Platform can be integrated with Xero – a popular accounting software commonly used by education institutions and organisations.

The interchange of data between the Meshed Platform and Xero, using the Meshed Xero API Integration Module, eliminates the need to double handle data.

Integration provides the ability to sync financial information:

- Invoices for Student fees can be managed and recorded within the Meshed Platform and exported to Xero.
- Settled payments can be imported from Xero to the Meshed Platform to reconcile the transactions between the two platforms.

High Level Overview of XERO Integration



XERO Integration - Overview

Meshed RTOManager CRICOS integrates with Xero using a Xero API to achieve following objectives:

1. Send invoices created in Meshed RTOManager CRICOS to Xero.
2. Once Payment is made in Xero against invoices, retrieve the amount paid from Xero to settle it in Meshed RTOManager CRICOS.

Meshed Group has developed a Xero console engine which can be run at desired intervals of time (once a day, every 12 hours, every 2 hours, etc) to interchange data between the two systems.

Note: Integration is not **real time**, the Engine will run based upon a scheduled time.

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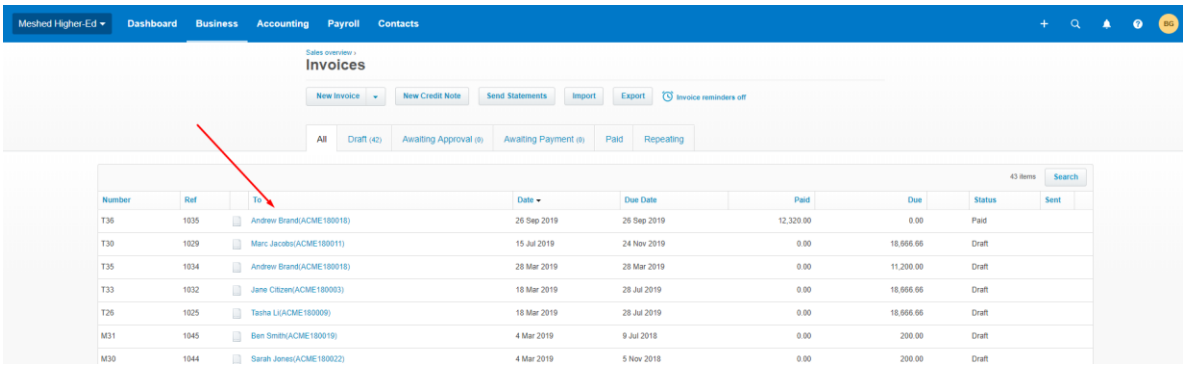
Sending Meshed Platform Invoices to Xero

Sending Invoices to Xero:

- Create Invoices in Meshed RTOManager CRICOS. Once the engine runs at the scheduled time, the invoices will be created in Xero.



Notes:

- Invoice ID from Meshed RTOManager CRICOS will be used to map invoices between the two Systems; Xero and Meshed RTOManager CRICOS.
- 'InvID' in Meshed RTOManager CRICOS is mapped to the 'Number' column in Xero.
- 'Invoice Number' in Meshed RTOManager CRICOS is mapped to the 'Ref' column in Xero.
- If there are multiple line items in a Meshed RTOManager CRICOS invoice, in Xero individual invoices will be created for each line item.
- Meshed Group can implement custom logic to send only invoices which are due in a certain date range.

- After a sent invoice is created in Xero, a flag in Meshed RTOManager CRICOS indicates that invoices have been sent to Xero.

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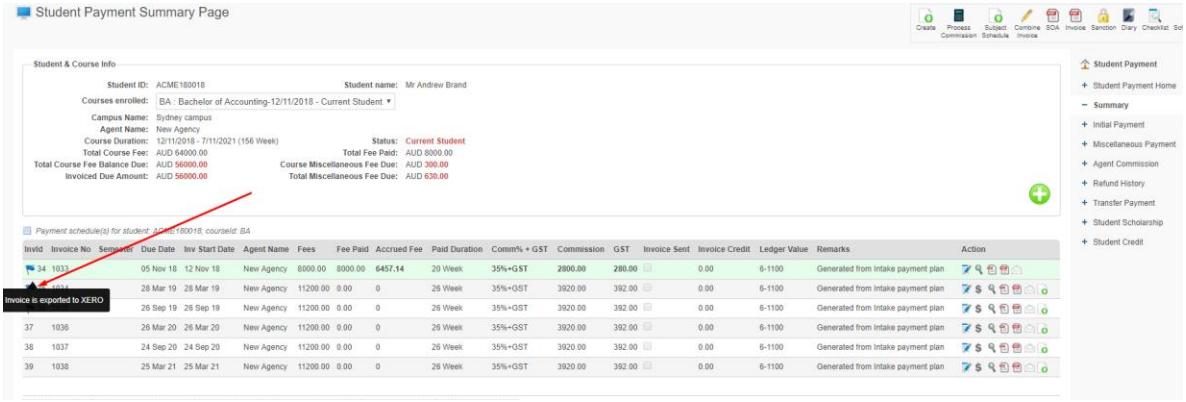
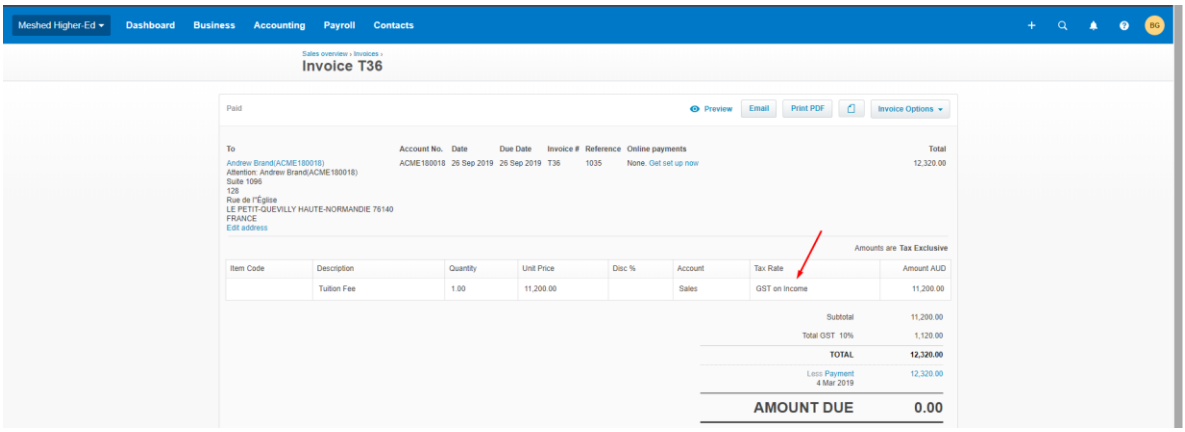


- If the Tuition Fee for a Course is GST inclusive in Meshed RTOManager CRICOS, this is reflected in Xero:



Retrieving Payment Information from Xero

Settling a transaction in Meshed RTOManager CRICOS once payment is made in Xero:

- Log into Xero and record payment amounts for invoices (fully or partially).
- Once the engine runs at the scheduled time, the payment information will be settled in Meshed RTOManager CRICOS.

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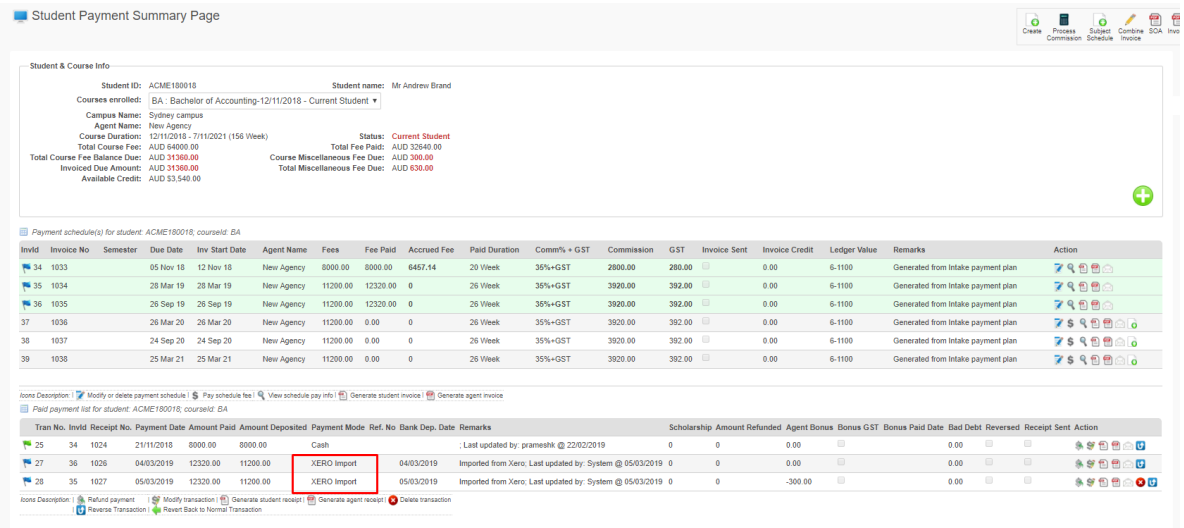
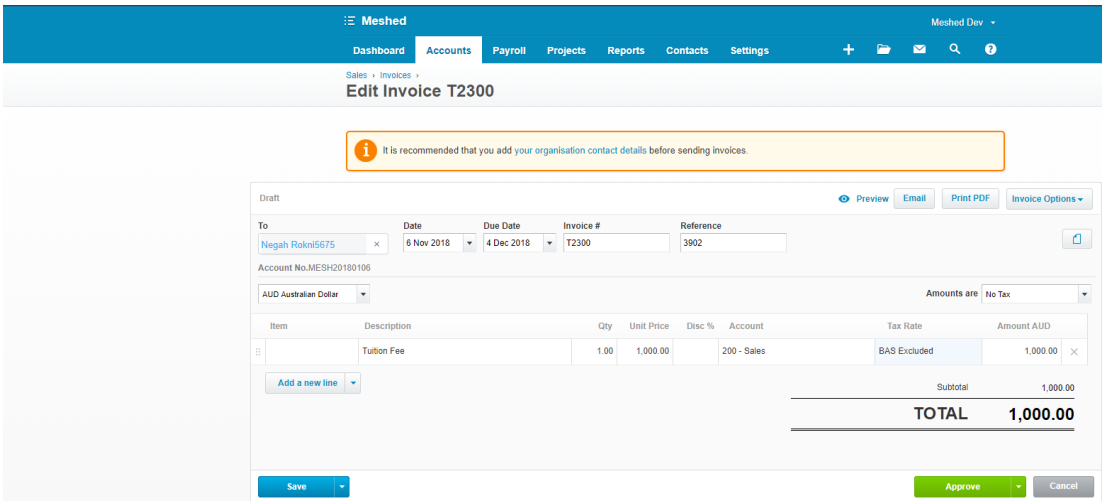


Agent Commission and Bonus Adjustment

Agent Commission and Bonus Adjustment during the Settlement Process:

- Log into Xero and open the relevant invoice.



- Deduct Agent Commission and Agent Bonus from the invoice and save it in Xero.

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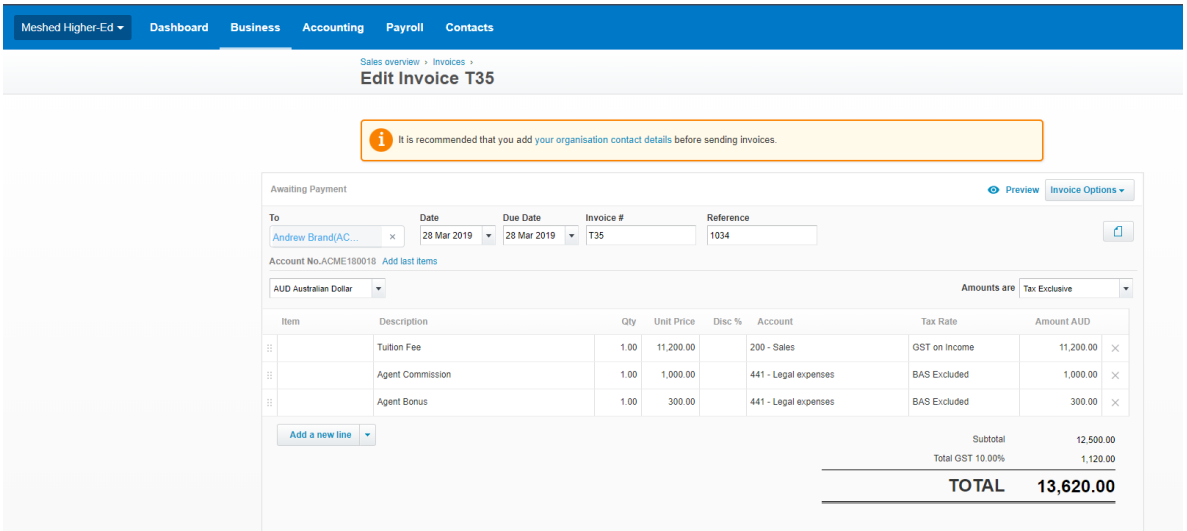
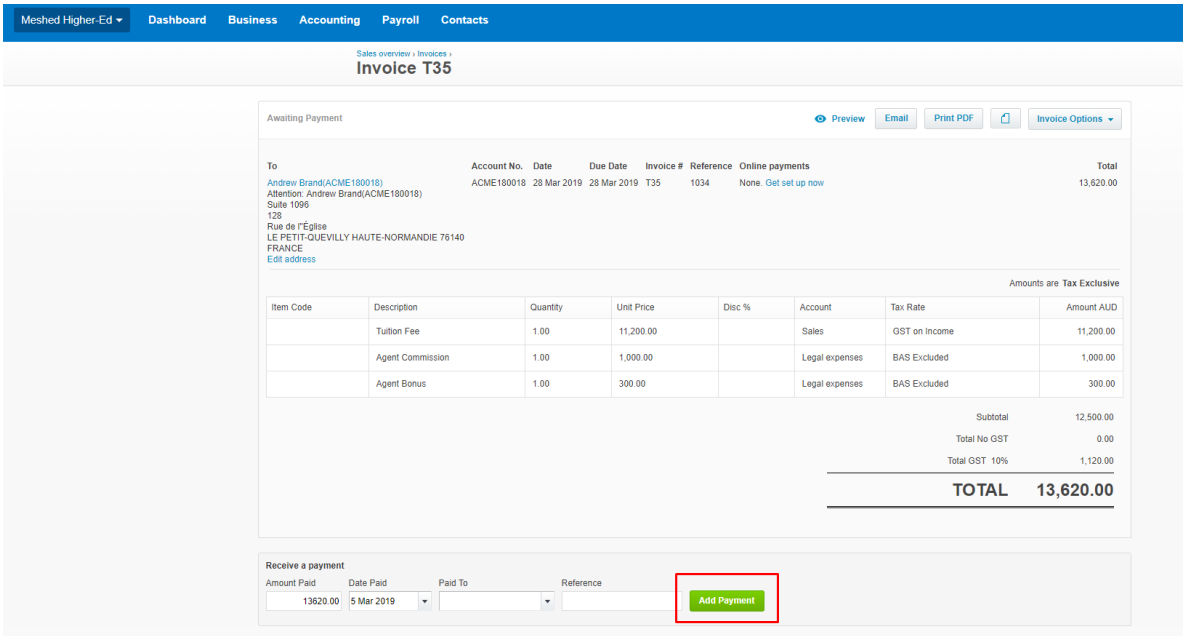


- Make the payment in Xero.



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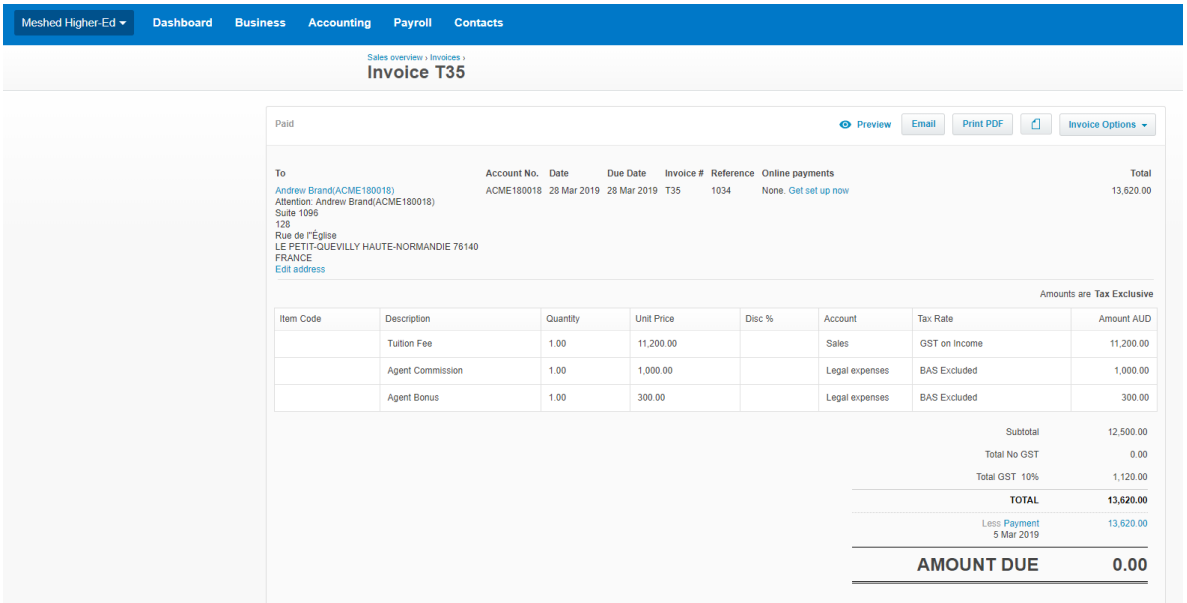
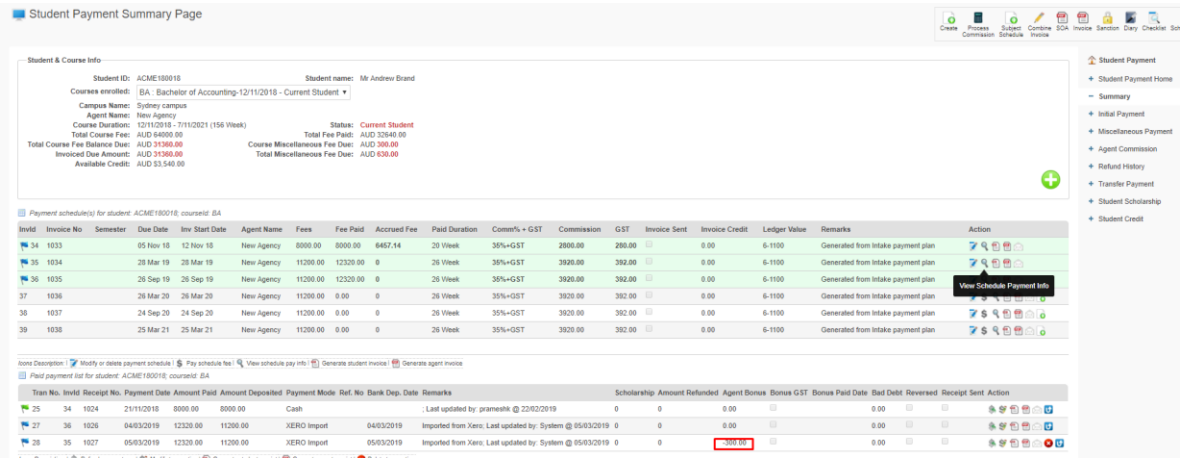


- After the engine processes, the paid invoice will be settled in Meshed RTOManager CRICOS and Agent Commission and Agent Bonus will also be settled.



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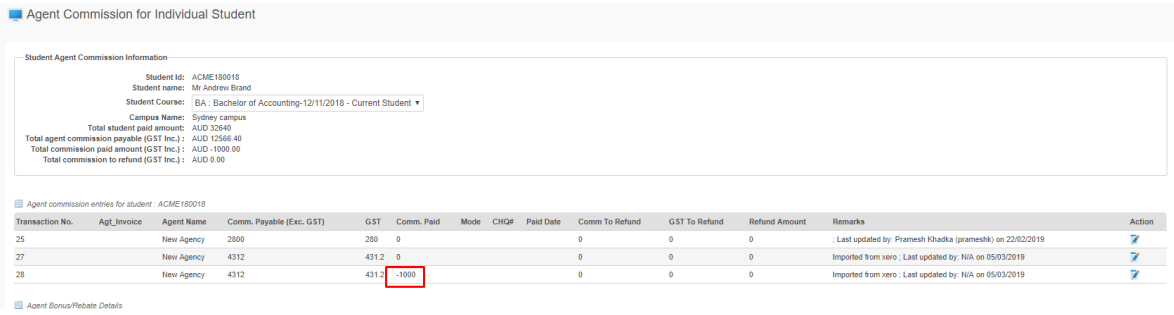
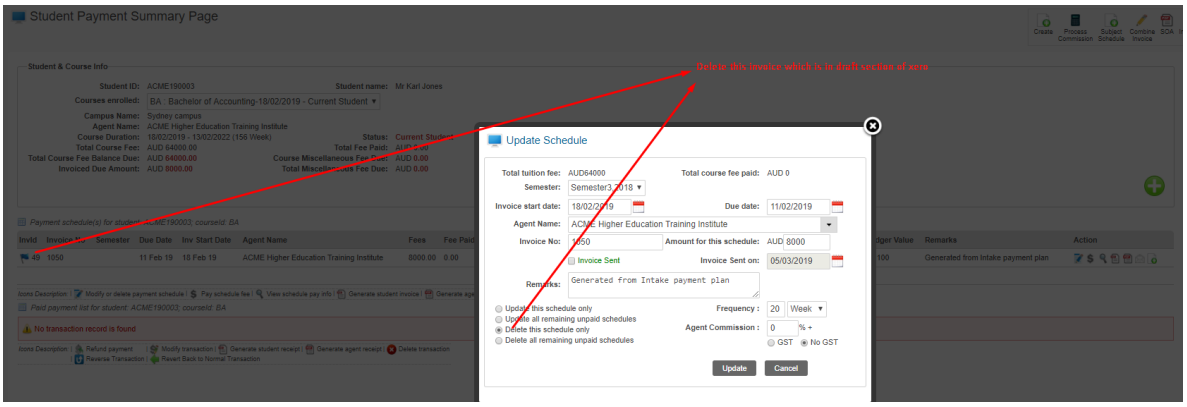


- Note: In a Xero invoice while adding line items, the description text should be “Agent Commission” and “Agent Bonus” to ensure the integration functions correctly.

Deleting an Invoice in Xero

If an invoice is deleted in Meshed RTOManager CRICOS, after the engine processes the invoice it can be deleted from Xero if the invoice is in the “draft” section of Xero.

- Log into Meshed RTOManager CRICOS and delete the invoice from the system. Once the engine runs at the scheduled time, the invoice will be removed from Xero.



Transactions Log in Meshed RTOManager CRICOS

To view the records of transaction information:

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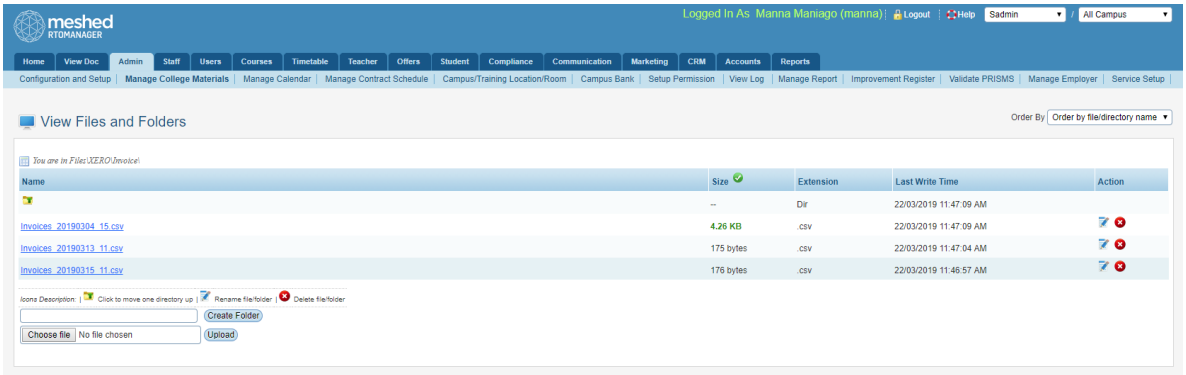
- Invoices sent to Xero, Payment information received from Xero, Log of Transaction in a particular iteration can be viewed in Meshed RTOManager CRICOS by navigating to **Admin > Manage College Materials > Xero**



Limitations

- If an invoice created in Xero is deleted by the user in Xero, the same invoice cannot be sent again from Meshed RTOManager CRICOS.
- Xero only allows for the creation of 60 invoices per minute.
- If a partial payment is made in miscellaneous fee in Xero, it can't be settled back in Meshed RTOManager CRICOS (Partial payment settlement applies only to Tuition fees)

Client Integration Information

To integrate respective Meshed RTOManager CRICOS platform with Xero, Meshed Group provides a public key certificate to the Client. Using this information, the Client will need to generate the following information and provide it to the Meshed Group:

1. Consumer Key
2. Consumer Secret

Note: Meshed Group will need to create a key pair by using these details. The key expiry date also needs to be defined when creating the key.

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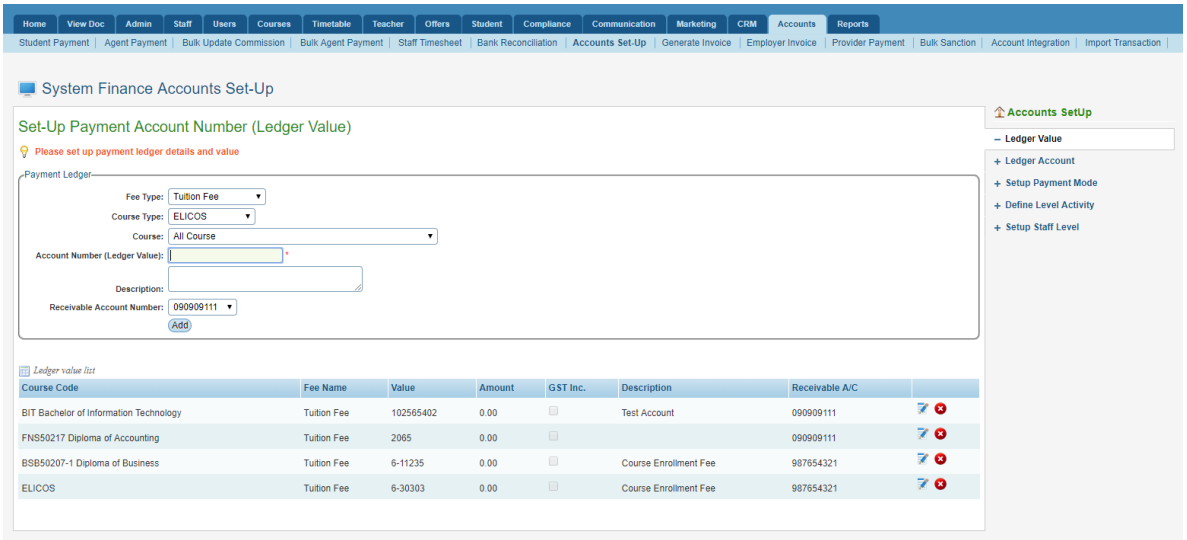
Pre-requisite for Integration

In Meshed RTOManager CRICOS, Clients need to setup Account Codes prior to using the Xero integration. The Account Code information needs to be identical in both the Xero and Meshed RTOManager CRICOS Systems.

To create an Account Code in Meshed RTOManager CRICOS:

- Navigate to **Accounts > Account Setup** > Ledger Value:
- Select **Fee Type**
- Select **Course Type**
- Enter the **Account Number**
- Enter the **Description**
- Click **Add**



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