

## **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.

Meshed Group | Suite 2.02, 184 Bourke Road, Alexandria NSW 2015 | 1300 543 512 | enquiries@meshedgroup.com.au

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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.

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	Number	Ref		To	Date -	Due Date	Paid	Due	Status	Se	nt			
	T36	1035		Andrew Brand(ACME180018)	26 Sep 2019	26 Sep 2019	12,320.00	0.00	Paid					
	Т30	1029		Marc Jacobs(ACME180011)	15 Jul 2019	24 Nov 2019	0.00	18,666.66	Draft					
	T35	1034		Andrew Brand(ACME180018)	28 Mar 2019	28 Mar 2019	0.00	11,200.00	Draft					
	Т33	1032		Jane Citizen(ACME180003)	18 Mar 2019	28 Jul 2019	0.00	18,666.66	Draft					
	T26	1025		Tasha Li(ACME180009)	18 Mar 2019	28 Jul 2019	0.00	18,666.66	Draft					
	M31	1045		Ben Smith(ACME180019)	4 Mar 2019	9 Jul 2018	0.00	200.00	Draft					
	M30	1044		Sarah Jones(ACME180022)	4 Mar 2019	5 Nov 2018	0.00	200.00	Draft					

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.



Student P	Payment St	ummai	ry Page												Create	Process Si Commission So	o Combine S hedula Invoice	DA Invoice Senction
Student & Courr	rse Info Student ID:	ACMETE	80018			Student	name: Mr An	drew Brand										Student     Student I
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• If the Tuition Fee for a Course is GST inclusive in Meshed RTOManager CRICOS, this is reflected in Xero:

Meshed Higher-Ed   Dashboard Busin	ness Accounting	Payroll Contacts								۹ 🌲	8	BG
	s 	nvoice T36										
	Paid					Preview	w Email Print PDF	Invoice Options 👻				
	To Andrew Brand/ACME18 Attention: Andrew Brand Suite 1099 128 Rue de l'Église LE PETIT-QUEVILLY HA FRANCE Edit address	Account N 0018) ACME1800 (ACME180018) UJTE-NORMANDIE 76140	o. Date Due 18 25 Sep 2019 25 5	Date Invoice # Refe	None. Get s	nents et up now	1	Total 12,320.00				
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	itelii Cobe	Tuition Fee	1.00	11,200.00	DISC 98	Sales	GST on Income	11,200.00				
							Subtrail Total GST 10% TOTAL Less Poyment 4 Mar 2019 AMOUNT DUE	11,200.00 1,120.00 12,320.00 12,320.00 0,000				

# **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.



Stu	ident F	Payment S	ummary	Page													Create	Process Commission Subject Schedule	Combine SOA
Stude	nt & Cou	rse Info																	
		Student ID:	ACME180	118		Studen	t name: Mi	r Andrew Brand											
	C	ourses enrolled:	BA : Bad	nelor of Accounti	ing-12/11/2018 - (	Current Stud	ent 🔻												
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<b>P</b> 34	1033		05 Nov 18	12 Nov 18	New Agency	8000.00	8000.00	6457.14	20 Week	36%+GST	2800.00	280.00		0.00	6-1100	Generated from Intake payment pla	n	X 4 🖞 🗑 🖂	
<b>7</b> 35	1034		28 Mar 19	28 Mar 19	New Agency	11200.00	12320.00	0	26 Week	35%+GST	3920.00	392.00		0.00	6-1100	Generated from Intake payment pla	n	79, 🔁 🖱 🖂	
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37	1036		26 Mar 20	26 Mar 20	New Agency	11200.00	0.00	0	26 Week	35%+GST	3920.00	392.00		0.00	6-1100	Generated from Intake payment pla	n	🏹 \$ 9, 🗈 🕾 :	a 👌
38	1037		24 Sep 20	24 Sep 20	New Agency	11200.00	0.00	0	26 Week	35%+GST	3920.00	392.00		0.00	6-1100	Generated from Intake payment pla	n	🔀 \$ 9, 🔁 쮬 (	A 👌
39	1038		25 Mar 21	25 Mar 21	New Agency	11200.00	0.00	0	26 Week	35%+GST	3920.00	392.00		0.00	6-1100	Generated from Intake payment pla	n	🔀 \$ 9, 🖻 🖱 (	3 <b>6</b>
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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.

	Meshed								leshed Dev		
D	ashboard Accounts	Payroll Pr	ojects Re	ports C	ontacts	Settings	+	🖻 🖂		?	
Sale EC	dit Invoice T230	00									
	i It is recommended that	you add your organ	isation contact	details before	e sending ir	voices.					
Draft							Prev	iew Email	Print PD	F Invoice Option	s <b>*</b>
То	Date	Due Date	Invoice #		Referenc	9					
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Account No.MESH201801	06										
AUD Australian Dollar	•							Ar	nounts are	No Tax	•
Item	Description		Qty	Unit Price	Disc %	Account		Tax Rate		Amount AUD	
	Tuition Fee		1.00	1,000.00		200 - Sales		BAS Excluded		1,000.00	×
Add a new line 👻									Subtotal	1,000.0	)

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



eshed Higher-Ed 👻 Dashboard Bu	siness Accounting	Payroll Contacts								
	sa E	dit Invoice T35								
		i It is recommended that y	ou add your organi:	sation contact	details before	e sending in	woices.			
	Awaiting Payment							Pre	view Invoice Optic	ons 🕶
	То	Date	Due Date	Invoice #		Reference	9			_
	Andrew Brand(AC	× 28 Mar 2019 *	28 Mar 2019 🔻	T35		1034				1
	Account No.ACME18001	8 Add last items								
	AUD Australian Dollar	•						Amounts are	Tax Exclusive	•
	Item	Description		Qty	Unit Price	Disc %	Account	Tax Rate	Amount AUD	
		Tuition Fee		1.00	11,200.00		200 - Sales	GST on Income	11,200.00	×
		Agent Commission		1.00	1,000.00		441 - Legal expenses	BAS Excluded	1,000.00	×
		Agent Bonus		1.00	300.00		441 - Legal expenses	BAS Excluded	300.00	×
	Add a new line 🔻							Subtotal Total GST 10.00%	12,500.	.00
								TOTAL	13,620.0	0

• Make the payment in Xero.

	Invoice T35						
Awaiting Payment					Preview	Email Print PDF	Invoice Options 👻
To Andrew Brand/ACME1 Attention: Andrew Bran Suite 1096 128 Rue de l'Église LE PETIT-QUEVILLY } FRANCE Edit address	Account N 80018) ACME 1800 d(ACME 180018) 4AUTE-NORMANDIE 76140	o. Date Due 18 28 Mar 2019 28 M	Date Invoice # Refere Nar 2019 T35 1034	nce Online payme None. Get set	ents up now		Total 13,620.00
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Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount AUD
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	Agent Commission	1.00	1,000.00		Legal expenses	BAS Excluded	1,000.00
	Agent Bonus	1.00	300.00		Legal expenses	BAS Excluded	300.00
						Subtotal	12,500.00
						Total No GST	0.00
						Total GST 10%	1,120.00
						TOTAL	13,620.00



Meshed Higher-Ed - Dashboa	rd Busin	ess Accounting	Payroli Contacts							
		s: 	Noice T35							
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	To     Account No.     Date     Due Date     Invoice #     Reference     Online payments       Andrew Brand/ACME(180018)     ACME(180018)     ACME(180018)     ACME(180018)     103     1034     None. Get set up now       Subre 1006     128     Mar 2019     28     Mar 2019     T35     1034     None. Get set up now       128     Implicit     Fgliss     Implicit     Fgliss     Implicit     Implicit       128     Fgliss     Fgliss     Fgliss     Fgliss     Implicit     Implicit       129     Fgliss     Fgliss     Fgliss     Implicit     Implicit     Implicit       129     Fgliss     Fgliss     Fgliss     Implicit     Implicit     Implicit       129     Fgliss     Fgliss     Fgliss     Fgliss     Implicit       129     Fgliss     Fgliss     Fgliss     Fgliss     Fgliss									
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			Agent Commission	1.00	1,000.00		Legal expenses	BAS Excluded	1,000.00	
			Agent Bonus	1.00	300.00		Legal expenses	BAS Excluded	300.00	
								Subtotal	12,500.00	
								Total No GST	0.00	
								Total GST 10%	1,120.00	
								TOTAL	13,620.00	
								Less Payment 5 Mar 2019	13,620.00	
								AMOUNT DUE	0.00	

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

Stu	dent	Payment S	ummary	Page														Create	Process Commission	Subject Co Schedule In	mbine SOA	moice Sanction Diary Che
Stude	nt & Co	irse Info																				2 Student Paymer
		Student ID:	ACME1800	118		Studen	t name: 1	Mr Andrew Brand														+ Student Payment
		Courses enrolled:	BA: Back	nelor of Account	ting-12/11/2018 -	Current Stud	ent v															- Summary
Total	Course	Campus Name: Agent Name: Course Duration: fotal Course Fee: Fee Balance Due: ced Due Amount: Available Credit	Sydney car New Ageno 12/11/2018 AUD 64000 AUD 31360 AUD 31360 AUD 31360	npus ;y - 7/11/2021 (156 ).00 ).00 0.00 0.00	5 Week) Course Mi Total Mi	Total Fe scellaneous F scellaneous F	Status: ( re Paid: ) ee Due: ) ee Due: )	Current Student AUD 32640.00 AUD 300.00 AUD 630.00														Initial Payment     Miscellaneous P     Agent Commissi
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d I	Invoice	No Semester	Due Date	Inv Start Dat	e Agent Name	Fees	Fee Paid	Accrued Fee	Paid Duration	Comm% + GST	Commission	GST	Invoice Sent	Invoice Credit	Ledger Value	Remarks			Action			<ul> <li>Student Credit</li> </ul>
34	1033		05 Nov 18	12 Nov 18	New Agency	8000.00	8000.00	6457.14	20 Week	35%+GST	2800.00	280.00		0.00	6-1100	Generated from Intake p	ayment pla	n	798	1 🔁 😥		
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36	1035		26 Sep 19	26 Sep 19	New Agency	11200.00	12320.0	0 0	26 Week	35%+GST	3920.00	392.00		0.00	6-1100	Generated from Intake p	ayment pla	n 🛛	Manu Caluada	in Damand	lefe.	
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	1038		25 Mar 21	25 Mar 21	New Agency	11200.00	0.00	0	26 Week	35%+GST	3920.00	392.00		0.00	6-1100	Generated from intake p	ayment pla	n	\$ ۹ 🏹	1	6	
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- 28	35	1027 0	sr03/2019	12320.00 1	1200.00	XERO Import		05/03/2019	imported from Xero;	Last updated by: Syste	em @ 05/03/2019	0	0	-300.00		0.00				a 🗉 🟭	ः 🙂 🔮	



Student Agent C	Commission Informa	ation										
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Total agent com Total commiss Total commission Agent commission Transaction No. 15 7	nmission payable (G ssion paid amount (G mission to refund (G ion entries for student Agt_Invoice	ST Inc.): AUD 1: ST Inc.): AUD 1: ST Inc.): AUD -1 ST Inc.): AUD -1 ST Inc.): AUD 0. Agent Name New Agency New Agency	Comm. Payable (Exc. GST) 2800 4312	GST 280 431.2	Comm. Paid 0	Mode	CHQ# Paid Date	Comm To Refund 0	G ST To Refund 0	Refund Amount 0	Remarks : Last updated by Prumesh Nbadka (prameski) on 22002/019 Imported from zero. Last updated by: NA on 6503/2019	Actio

• 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.

Tudent Payment Su	immary Page									Cre	ate Process S Commission Sc	SDA Invoice
Student & Course Info												
Student ID: Courses enrolled: Campus Name: Agent Name: Course Ouration: Total Course Fee: Total Course Fee Balance Due: Invicient Due Amount-	ACME190003 BA : Bachelor of Accounting Sydney campus ACME Higher Education Trainin 18/02/2019 - 13/02/2022 (156 V AUD 64000.00 AUD 64000.00 AUD 64000.00	Student name: +18/02/2019 - Current Student   ig Institute Veek) Status: Course Miscellaneous Fee Dure Total Miscellaneous Fee Dure	Mr Karl Jones Current Student AUD 0:00 AUD 0:00	Update Sche	edule	7			8			
Payment schedule(s) for student				Total tuition fee: Semester: Invoice start date: Agent Name:	AUD64000 Semester3 7018 • 18/02/2019	Total course fee paid: Due date:	AUD 0	-				G
Invid Invoice No Semester D	ue Date Inv Start Date Ag	ent Name	Fees Fee Paid	Invoice No:	1050	Amount for this schedule:	AUD 8000		dger Value	Remarks	Action	
to table to tabl	1 Feb 19 18 Feb 19 AC	ME Higher Education Training Institute Q: View schedule pay info   (1) Generate study a student recept) (1) Generate agent recept) ( on	8000.00 0.00	Remarks: © Updat this sched © Updat al remain © Delete all remaini	Invoice Sent Generated from In Aule only ing unpaid schedules ue only ng unpaid schedules	Invoice Sent on: ntake payment plan Frequency : Agent Commission : Update	05/03/2019 20 Week 0 % + 0 GST ® No Cancel	GST	100	Generated from Intake payment pla	n ¥\$9	

## **Transactions Log in Meshed RTOManager CRICOS**

#### To view the records of transaction information:



 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

In meshed Log	ged In As Manna	a Maniago (manna) į	🔒 Logout 🕴 🚺 Help 🛛 Sadmin 🔹 🕇	All Campus 🔹
Home View Doc Admin Staff Users Courses Timetable Teacher Offers Student Compliance Communication Marketing CRI	M Accounts Re	ports		
Configuration and Setup   Manage College Materials   Manage Calendar   Manage Contract Schedule   Campus/Training Location/Room   Campus Bank   Setup Permiss	sion   View Log   Ma	anage Report   Improven	nent Register   Validate PRISMS   Manage Emp	ioyer   Service Setup
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III You are in Files VERO Invoice				
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a	-	Dir	22/03/2019 11:47:09 AM	
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Invoices 20190313 11.csv	175 bytes	.CSV	22/03/2019 11:47:04 AM	20
Invoices 20190315 11.csv	176 bytes	.CSV	22/03/2019 11:46:57 AM	70
loons Description   Cloid to move one directory up / Parame file folder / Debes file folder Choose file   No file chosen Uppload Uppload				

# 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.



#### **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

Home View Doc Admin Student Payment   Agent Payme	Staff Users nt Bulk Update Co	Courses	Timetable Bulk Agent Pay	Teacher /ment   Staff	Offers S	Student Bank Reco	Compliance nciliation   /	Communication	Marketing Generate Invoice	CRM Account	Reports	Bulk Sanction	Account Integration   Import Transaction
System Finance Accounts Set-Up Set-Up Payment Account Number (Ledger Value) Prease set up payment ledger details and value Prayment Ledger-												Accounts SetUp Ledger Value Ledger Value Ledger Account Setup Payment Mode Define Level Activity Setup Staff Level	
Fee Type: Tutton Fee  Course Type: ELICOS Course Type: Al Course Account Number (Ledger Value):  Receivable Account Number: Bescription: Bescription													
Edger value list			Fee Name	Value		Amount	GST Ir	ic. Descrip	tion	Rec	eivable A/C		
BIT Bachelor of Information Techn	plogy		Tuition Fee	10256	5402	0.00		Test Ac	count	090	09111	7 0	
FNS50217 Diploma of Accounting			Tuition Fee	2065		0.00				0909	09111	7 0	
BSB50207-1 Diploma of Business			Tuition Fee	6-1123	15	0.00		Course	Enrollment Fee	9876	54321	7 3	
ELICOS			Tuition Fee	6-3030	)3	0.00		Course	Enrollment Fee	9876	54321	7 8	