

Manual	ADAM-GEN-MAN-XERO_INTEGRATION-v1.1
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Integrating with Xero

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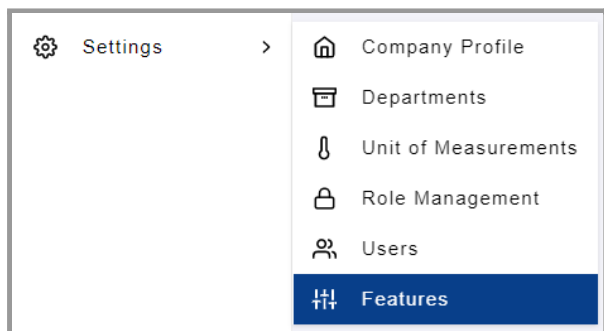
Setting up your ADAM<>Xero Integration

Initial connection with Xero

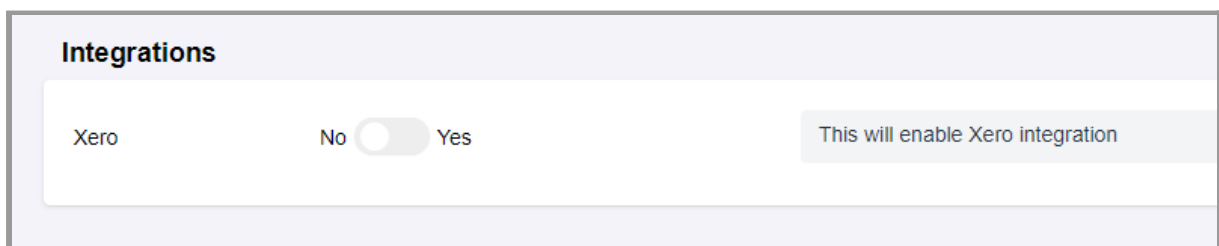
ADAM is able to integrate with Xero's Purchase Order and Bills to Pay modules. To begin your setup, you will need to configure the modules that ADAM is to integrate into.

Activating and Specifying the ADAM <> Xero Connection

Step 1: Under Settings, click 'Features'

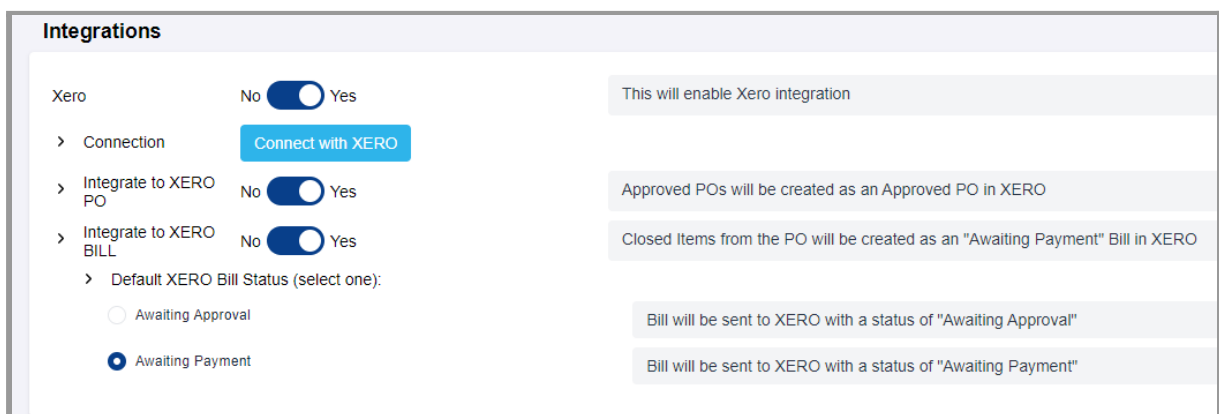


Step 2: Enable Xero Integration on ADAM



Step 3: Specify the modules for ADAM to integrate into

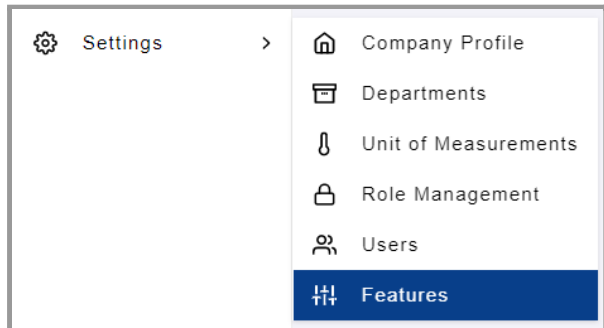
Toggle each integration type "on" to connect ADAM's PO module with Xero's PO and Bill modules.



Note: If the integration to Xero's Bill module is activated, you must specify whether ADAM is to create an 'Awaiting Approval' or 'Awaiting Payment' bill

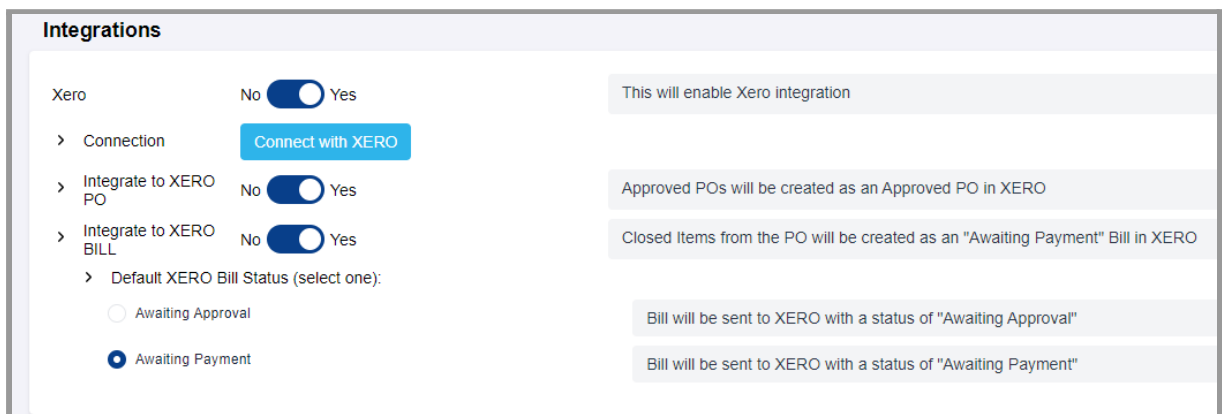
Establishing the ADAM <> Xero Connection

Step 1: Under Settings, click 'Features'

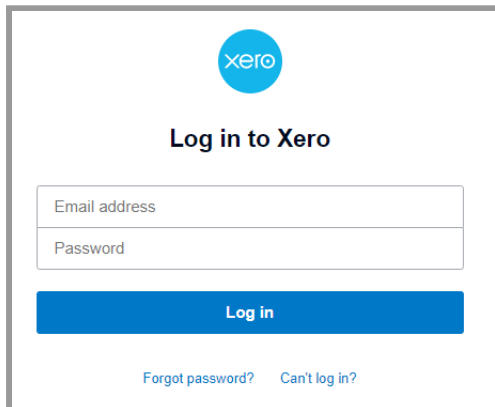


Step 2: Click on 'Connect with Xero'

This will take you to the Xero Login page to connect your Xero Organisation.



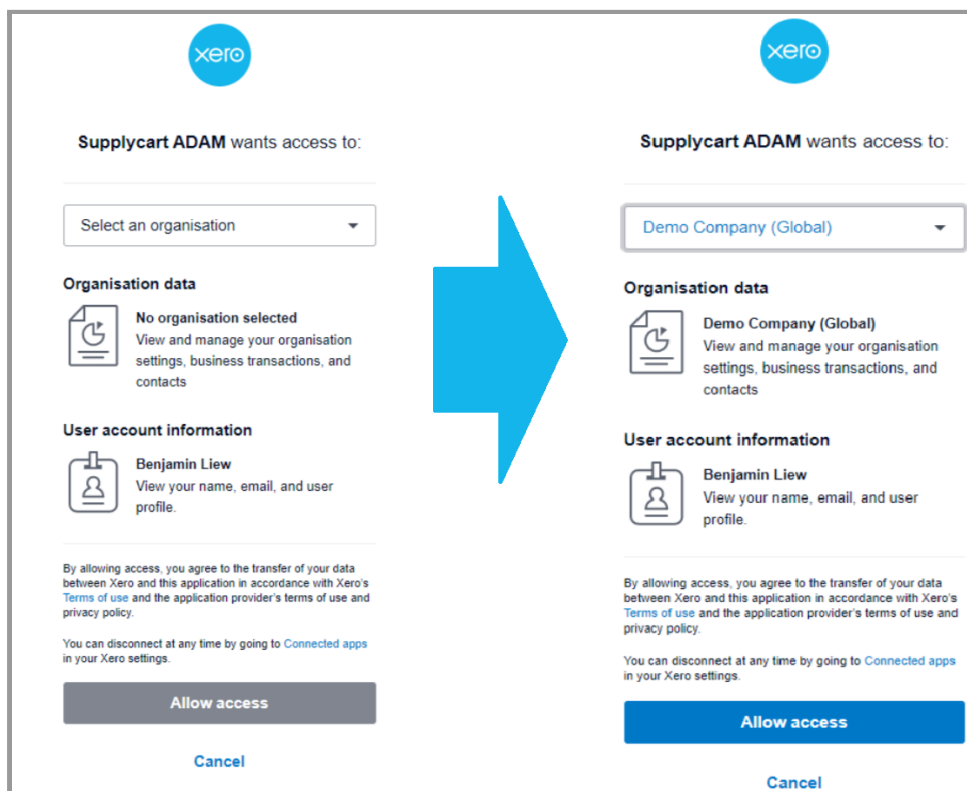
Step 3: Log in to Xero'



The Xero login screen features the Xero logo at the top. Below it, the text 'Log in to Xero' is centered. There are two input fields: 'Email address' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there are two links: 'Forgot password?' and 'Can't log in?'.

Step 4: Select your Xero Organisation Name to connect to ADAM'

Click on 'Allow Access' to connect your ADAM Account to Xero

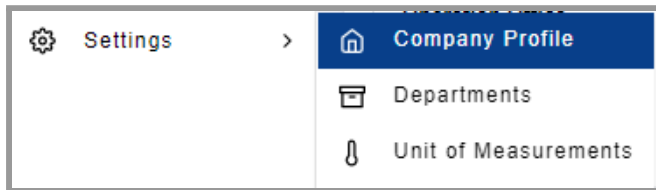


The image shows two side-by-side screenshots of the Xero authorization screen, connected by a large blue arrow pointing from left to right. Both screens show the Xero logo at the top and the text 'Supplycart ADAM wants access to:'.
 The left screen shows a dropdown menu with 'Select an organisation'. Below it, under 'Organisation data', it says 'No organisation selected' with a document icon. Under 'User account information', it shows 'Benjamin Liew' with a user icon. At the bottom, there is a grey 'Allow access' button and a 'Cancel' link.
 The right screen shows the dropdown menu with 'Demo Company (Global)' selected. The 'Organisation data' section now shows 'Demo Company (Global)' with the same document icon. The 'User account information' section remains the same. At the bottom, there is a blue 'Allow access' button and a 'Cancel' link.

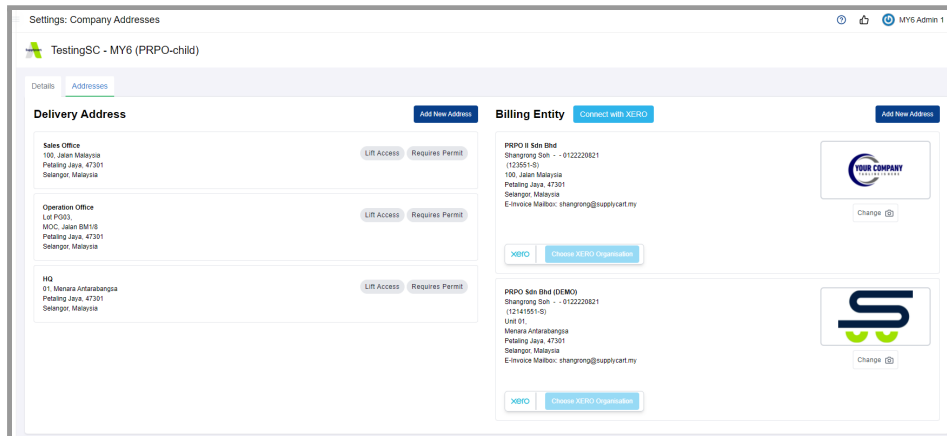
Upon completion, this will redirect you to your Company Profile > Addresses page.

Connecting your Billing Entities into Xero

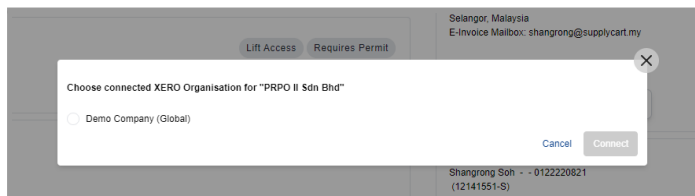
Step 1: Under Settings, click 'Company Profile'



Step 2: Click on 'Addresses' to access your Billing entities

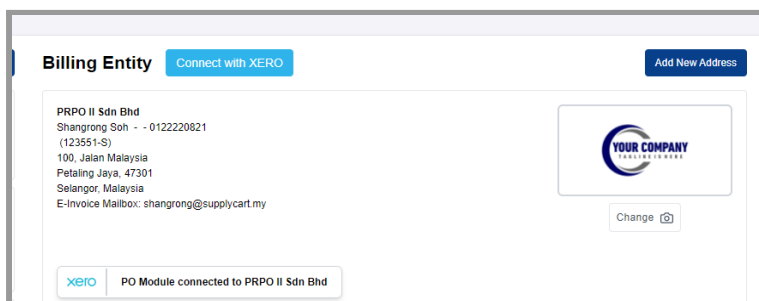


Step 2: At the relevant billing entity, click on 'Choose Xero Organisation' to connect to Xero's PO module



Note: the ADAM 'Billing Entity Name' must match Xero's Organisation Name in order for the integration to take place

Upon successful connection, ADAM will show that the entity is linked to Xero



Note: the ADAM 'Billing Entity Name' will not be able to be changed once ADAM and Xero are integrated

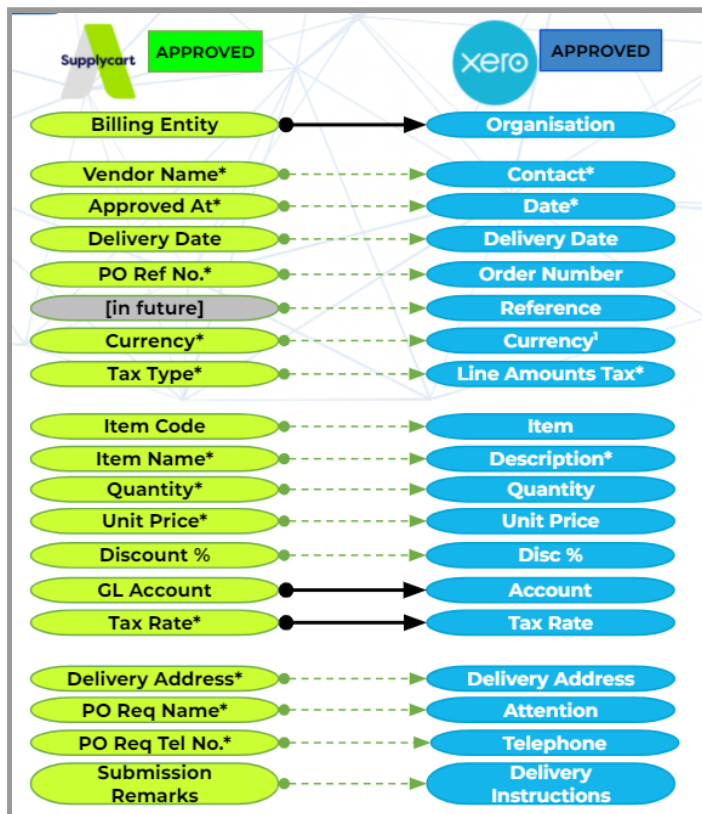
Step 3: Repeat all previous steps for all Billing Entities in ADAM that are to be linked to Xero

Integration Field Setup

To ensure all areas of integration are properly set up, follow the steps below to configure your ADAM PO settings.

Approved ADAM PO to Xero PO Integration Fields

If the ADAM PO to Xero PO module integration is activated, an approved ADAM PO will create an approved PO in Xero. The following image shows the fields that are able to be sent to Xero during the PO integration.



Note: If the field is not activated in ADAM, the information will not be sent to Xero

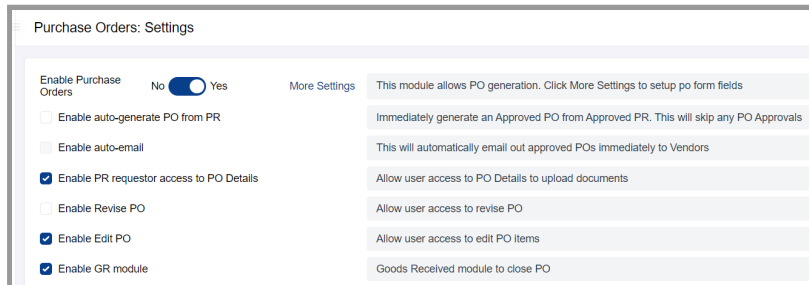
You can enable these fields via the 'Purchase Order > Settings > Advanced Settings' page.

For more detailed information on setting up your Forms, please refer to our **"Requisition Setups: Purchase Order"** guide.

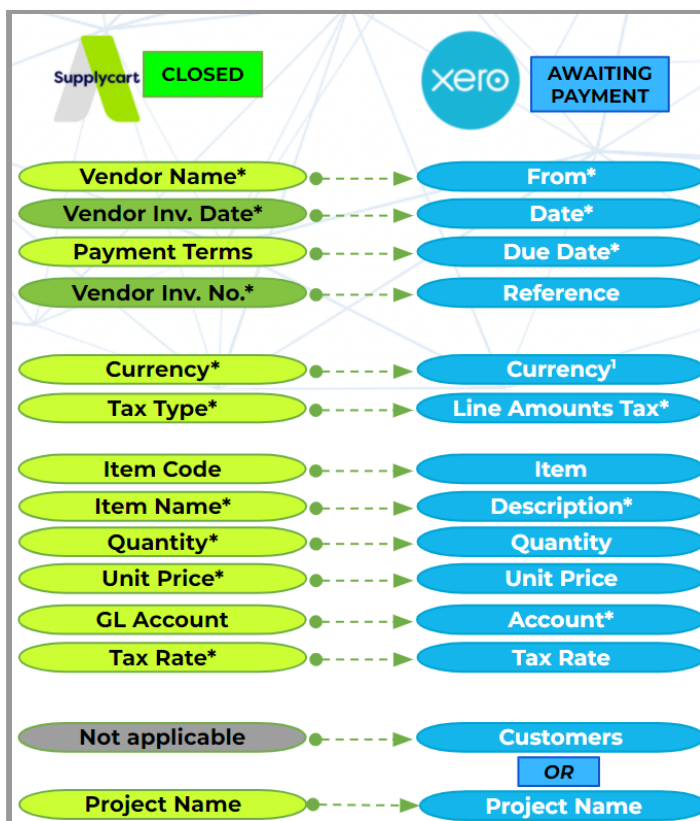
Closed ADAM PO to Xero Bill Integration

If the ADAM PO to Xero Bill module integration is activated, the ADAM 'GR Module' must be activated and configured so that Closed PO Items in ADAM can create Bills in Xero.

You can activate this module via the 'Purchase Order > Settings' page.



Information that will be sent to the Xero when the PO item is 'Closed' is as per the image below



Note:

- If the field is not activated in ADAM, the information will not be sent to Xero
- The GL Code dimension **must** be activated at an item level in order to create a Bill in Xero

You can enable these fields via the 'Purchase Order > Settings > Advanced Settings' page.

For more detailed information on setting up your Forms, please refer to our **"Requisition Setups: Purchase Order"** guide.

Using the ADAM <> Xero Integration

ADAM's PO Module will integrate into the two modules in Xero::

1. When an ADAM PO is Approved, an "Approved" PO is created in Xero
2. When an ADAM PO Item is marked as Received and "Closed", an "Awaiting Payment" bill is created in Xero

ADAM Approved PO to Xero Approved PO

When an ADAM PO is approved, the PO's record will automatically be created in Xero, and the corresponding fields will be filled automatically

The image shows two screenshots side-by-side, connected by a large blue arrow pointing from left to right. The left screenshot is the 'Purchase Order: Details' page in ADAM for PO #PISB/PO/21/00003. It displays fields for Requestor Information, Vendor Information, Billing Entity, Submission Information, and a table of items. The right screenshot is the 'Purchase Order PISB/PO/21/00003' page in Xero, showing the 'Approved' status, a table of items, and delivery details.

Click on the Xero icon on an Approved PO to navigate to the PO record in Xero.

Purchase Order: Company Purchase Orders									
6	21 Mar 2022, 02:54 PM	PO-000067	Digi Telecommunications Sdn Bhd	MYR	497.70	STSB/PR/22/00104	Closed		
7	21 Mar 2022, 02:54 PM	PO-000066	Maybank Corporate Credit Card	MYR	42.86	STSB/PR/22/00108	Closed		

Note: To ensure consistency in data, any amendment to be made on the PO must be done on ADAM

ADAM Closed PO to Xero Awaiting Payment Bill

When an ADAM PO item is closed, the Invoice Number & PO Item Details will be used to create an 'Awaiting Payment' bill in Xero, and the corresponding fields will be filled automatically.

Note: In order to create a Bill on Xero, the ADAM PO item must have the 'GL Code' dimension activated. If there is no 'GL Code' for a closed item, the integration will not create a Bill in Xero.

The image shows two side-by-side screenshots. The left screenshot is from the ADAM system, showing a closed PO-000062. It includes fields for Requestor Information (Requestor Name: Aneiza Ridwan, Requestor Email: hrance@supplycart.my, Requestor Contact Number: 60138526150), Vendor Information (Vendor Entity Name: Maybank Corporate Credit Card, Vendor Address: Malaysia, Vendor Code: 100005), and Items Information (1 item: Lupa Card for 1-year old item, Unit Price: 39,138.10, Status: Closed). The right screenshot is from the Xero system, showing a Bill PO-000062. It includes fields for From (Maybank Corporate Credit Card), Date (15 Mar 2022), Due Date (15 Mar 2022), Reference (PO-000062), and a table of items (1 item: Lupa Card for 1-year old item, Unit Price: 39,138.10, Amount: 39,138.10). The total amount is 39,138.10.

Click on the Xero icon at the Closed Item to navigate to the Bill details in Xero





The image shows a screenshot of the Xero Bill details for PO-000062. It includes a table of items (2 items: GP - Healthcare services, Dental - Healthcare services, both with Unit Price: 50.00 and 100.00 respectively, Status: Closed). The total amount is 150.00. A notification banner at the top right says "XERO Bill successfully created. Click to view." The bottom right shows the Subtotal (Include Tax) of 150.00, Tax Amount of 0.00, and Total Amount of 150.00.

In the Xero Bill, you can click on the "Go to Supplycart ADAM" button to take you back to the ADAM PO Page





The image shows a screenshot of the Xero Bill PO-000062. It includes a button labeled "Go to Supplycart ADAM" and a table of items (1 item: Lupa Card for 1-year old item, Unit Price: 39,138.10, Amount: 39,138.10). The total amount is 39,138.10.

Integration Icons in the Company PO Page

The Company PO & PO Details pages will have icons that will indicate whether the corresponding PO record or Bill has been created in Xero, and any next steps necessary.

PO Status	Xero Integration Icon	Interpretation
Approved		PO has been successfully created in Xero Click to view PO in Xero
Approved		PO Creation in Xero has failed. Hover over the icon to identify next steps to resolve. Upon resolution, click on the icon to resend the information to Xero
Closed		Bill has been successfully created in Xero
Closed		Bill Creation in Xero has failed. Hover over the icon to identify next steps to resolve. Upon resolution, click on the icon to resend the information to Xero

Integration Icons in the PO Details Page

Item Status	Xero Integration Icon	Interpretation
Approved		PO has been successfully created in Xero. Click to view PO in Xero
Approved		PO Creation in Xero has failed. Hover over the icon to identify next steps to resolve Upon resolution, click on the icon to resend the information to Xero
Closed		Bill has been successfully created in Xero Click to view Bill in Xero
Closed		Bill Creation in Xero has failed. Hover over the icon to identify next steps to resolve Upon resolution, click on the icon to resend the information to Xero