



# **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'

ŵ	Settings	>	۵	Company Profile
				Departments
			ß	Unit of Measurements
			۵	Role Management
			ĉ	Users
			łţł	Features

#### Step 2: Enable Xero Integration on ADAM

Integrations		
Xero	No Yes	This will enable Xero integration

#### **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.

Integrations	
Xero No Yes	This will enable Xero integration
Connect with XERO	
PO     No     Yes	Approved POs will be created as an Approved PO in XERO
> Integrate to XERO No Yes	Closed Items from the PO will be created as an "Awaiting Payment" Bill in XERO
> Default XERO Bill Status (select one):	
Awaiting Approval	Bill will be sent to XERO with a status of "Awaiting Approval"
<ul> <li>Awaiting Payment</li> </ul>	Bill will be sent to XERO with a status of "Awaiting Payment"

**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.

Integrations		
	-	
Xero	No Yes	This will enable Xero integration
> Connection	Connect with XERO	
Integrate to XERO PO	No Yes	Approved POs will be created as an Approved PO in XERO
Integrate to XERO BILL	No Yes	Closed Items from the PO will be created as an "Awaiting Payment" Bill in XERO
> Default XERO B	ill Status (select one):	
Awaiting Appro	oval	Bill will be sent to XERO with a status of "Awaiting Approval"
Awaiting Paym	ient	Bill will be sent to XERO with a status of "Awaiting Payment"





#### Step 3: Log in to Xero'

Log in to Xero				
Email address				
Password				
Log in				
Forgot password? 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

xero	xero
Supplycart ADAM wants access to:	Supplycart ADAM wants access to
Select an organisation -	Demo Company (Global)
Organisation data No organisation selected View and manage your organisation settings, business transactions, and contacts	Organisation data Demo Company (Global) View and manage your organisation settings, business transactions, and contacts
User account information Benjamin Liew View your name, email, and user profile.	User account information Benjamin Liew View your name, email, and user profile.
By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's Terms of use and the application provider's terms of use and privacy policy. You can disconnect at any time by going to Connected apps in your Xero settings.	By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xer Terms of use and the application provider's terms of use a privacy policy. You can disconnect at any time by going to Connected ap in your Xero settings.
Allow access	Allow access
Cancel	Cancel

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'

¢	Settings	>	ŵ	Company Profile
				Departments
			8	Unit of Measurements

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

Settings: Company Addresses			💿 👍 🙆 MY6 Admin 1
H TestingSC - MY6 (PRPO-child)			
Details Artiresses			
Delivery Address	Add New Address	Billing Entity Connect with XERO	Add New Address
Sales Office 100, Jakan Makysia Petaling Jaya, 47301 Selangor, Malaysia	Lift Access Requires Permit	PRPO II Sdn Bhd           Shingrong Soh 0122220821           (123551-8)           100, Jalan Malaysia           Petaling Jaya, 47301	TUBE COMPANY
Operation Office Let P003, MOC, Julian BM116 Petaling Jaya, 47301 Setting Jaya, 47301	Uff Access Requires Permit	Selengor, Malitysia E-Envoice Malitou: shangrong@supplycart.my X800 Choose XERO Organization	Change @
HQ Ol, Menara Antarabangsa Petaling Jaya, 47301 Selangor, Malaysia	Lift Access Requires Permit	PRPO 546 Bhrl (DEMO) Sharqreng 549 012220821 ((241531-5) Left 01	5
		Manura Antarabangsa Petaling Jaya, 47301 Selaingo: Malayata E-Invoke Malibox: shangronp@supplycart.my	Change (2)
		XBIO Choose XERO Organisation	

**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

PRPO II Sdn Bhd	
Shangrong Soh 0122220821	
(123551-S)	YOUR COMPANY
100, Jalan Malaysia	I DOR COMPANY
Petaling Jaya, 47301	
Selangor, Malaysia	
E-Invoice Mailbox: shangrong@supplycart.my	
	Change o

**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.

Suj	oplycart APPROVED	X			
	Billing Entity	-		Organisation	
	Vendor Name*	<b>_</b>	·	Contact*	
	Approved At*	<b></b>		Date*	
	Delivery Date			Delivery Date	
	PO Ref No.*	<b>_</b>		Order Number	
	[in future]	>	·	Reference	
	Currency*			Currency <sup>1</sup>	
	Tax Type*	<b>)</b> •		Line Amounts Tax*	
	Itom Codo			ltom	
	Item Code			Description*	
	Item Name*	<		Description*	
	Quantity*	_		Quantity	
	Unit Price*	<b>_</b>		Unit Price	
	Discount %	<b>&gt;</b>		Disc %	
	GL Account	<b>)</b>		Account	
	Tax Rate*		<b></b>	Tax Rate	
	alivary Address*				
	envery Address*			Delivery Address	
	PO Req Name*			Attention	
	PO Req Tel No.*	<b>)</b> •		Telephone	
	Submission	<b>.</b>		Delivery	
	Remarks			Instructions	

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.

Purchase Orders: Settings		
Enable Purchase No Yes	More Settings	This module allows PO generation. Click More Settings to setup po form fields
Enable auto-generate PO from PR		Immediately generate an Approved PO from Approved PR. This will skip any PO Approvals
Enable auto-email  Enable PR requestor access to PO Details  Enable Revise PO		This will automatically email out approved POs Immediately to Vendors
		Allow user access to PO Details to upload documents
		Allow user access to revise PO
Enable Edit PO		Allow user access to edit PO items
Enable GR module		Goods Received module to close PO

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

Supplycart CLOSED		
Vendor Name*	▶•▶	From*
Vendor Inv. Date*		Date*
Payment Terms	▶ ▶	Due Date*
Vendor Inv. No.*	<b>D</b> •>	Reference
Currency*	▶ •	Currency <sup>1</sup>
Tax Type*	▶•	Line Amounts Tax*
Item Code	▶•••••	Item
Item Name*	▶ ▶	Description*
Quantity*	▶ ▶	Quantity
Unit Price*	▶ ▶	Unit Price
GL Account	▶ ▶	Account*
Tax Rate*	▶ ▶	Tax Rate
Not applicable		Customors
Not applicable		OR
Project Name	<b>.)</b>	Project Name

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

chase Order: Details							© 🗗 🎯 M	min 1	Purchase	Order PISB/PO/21	/00003				
SB/PO/21/00003 🤇	oproved +						*	0	Approved				end Print	Mark as Dilled	Coptions -
equestor Information	Requestor Ema adam +M Vileár	II vin 1@sapplycart.my	Re-	questor Contact Number 23456780		Submission Inform Submitted At 4 Oct 2021	Camercy		Contact Vendor 3 Add Address	Date 4 Oct 2021	Order namber PISEPO2100005				
divery Address des Office	Billing Entity PRPO II Sdn B	hd (123551-8)				Delivery Date 13 Oct 2021	Department 04 - Operation		Page 1	Description	Quality	Halt offer Disc	N. Account	The rate	Tax archain
taling Jaya, 47301 Jangor, Malaysia	100, Jalan Mal Petaking Jaya, Selangor, Mala	aysia 67301 systa				Project Code 2001 - NEW PROJEC	т			Ben 1	1.55	56.00			58.00
								- 1					_	Subtral	50.0
dor Information						Attachments							_	Total	53.00
dor 3	Vendor Address Jalan Vendor 1 Kaala Lampur, 546520 Kaala Lampur, Malaysia					No attact	hments available	11	Delivery de	atalla					
ns Information				94 pros	displayed in <b>WIR</b> currency	Vender GRN 1	Vandar Invalide	-11	Delivery Addres 100, Jalen Maleg Jaya, Sclargor	n Atlantion rae, 47391, PcMarg Talaphone	Ins	motions			
ters Name	Uom	Status	Quantity	Unit Price Tax	Amount Dimensions	INTERNAL COMPENT									
Here 1	UNE	Approved	1.00	SELVE EN DEVICES	SV DU Info				History & Notes						
				Subtend (Exclude Ter)	58.00				Add a note	Add expected arrival					
				Tex Amount Total Amount	3.00 53.00	255 sharacters left	Sec		Created — Received By System Generate	Brough the Xero API from Supplycar d, 4 Oct 2021	n ADAM				
									Date *	Action	User	Notes			
						_		_							

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

Purch	nase Order: Company P	urchase Orde	ers					
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.

Register Kane     Register final     Register Call     Reg	Press POP	the are Test
Anges dans         Bang dangkogt mg         401880.195         Mare danse         M	Press PDF	BH O
Namey Addatises and a final data. Bing data is and a final data is	Ansu Expenses	the area Taxa
Number of the Control of the	Annua Espanses	to are Tax
Composition         Personal (All and Composition)         Rest (March 100 mm)         Res (March 100 mm) <thres (march="" 100="" mm)<="" th=""></thres>	Expenses	vis are Tax.
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Hot Information		-
ter Fully News Nucleo Marco Nucleo Fully Nuc		
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ybank Coporate Credit Card Malaysia 100006 -	Total No Tax 0%	
	TOTAL	39,13
ms Information Edit Offitms AdvancePanel Use damage ADD and Edit Offitms AdvancePanel Edit Offitms AdvancePanel Edit Offitms Edit Edit Edit		
1 Land Cash to Viele 49 Main ( Spacinic Long Control 1 60 34 131.10 6.00 5.00 Tax Daniel ( (R) ) ( ) 30.131.10 Mit. Oran Analysis PC: Margin PC:		
Higher/Museupjoids (higher/Larker) (https://www.integration.com/linearies/https://www		
Statistical (Include Tax) 38,138.19		
		_

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

Items Inforr	mation							Edit GR Iter *All pric	ns Advan e displayed in	ce Payment
# Item N	ame	UOM	Status	Qty	Unit Price	Discount (%)	Discount Amo	XERO Bill successfully cre	Total ated. Click t	Dimensions o view.
1 GP - H	lealthcare services	Unit	Closed	1.00	50.00	0.00	0.00	Tax Exempt (0%)	50.00	Info
2 Dental	- Healthcare services	Unit	Closed	1.00	100.00	0.00	0.00	Tax Exempt (0%) 😞	100.00	Info
								Subtotal (Include Tax)	150.00	
							-	Tax Amount	0.00	
								Total Amount	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





### 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	xero	PO has been successfully created in Xero Click to view PO in Xero				
	0	PO Creation in Xero has failed.				
Approved	$\otimes$	Hover over the icon to identify next steps to resolve.				
		Upon resolution, click on the icon to resend the information to Xero				
Closed	xero	Bill has been successfully created in Xero				
Closed	6	Bill Creation in Xero has failed.				
Closed	$\bigotimes$	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	xero	PO has been successfully created in Xero. Click to view PO in Xero					
	6	PO Creation in Xero has failed.					
Approved	$\otimes$	Hover over the icon to identify next steps to resolve					
		Upon resolution, click on the icon to resend the information to Xero					
Closed	xero	Bill has been successfully created in Xero Click to view Bill in Xero					
Classed		Bill Creation in Xero has failed.					
Closed	$\bigotimes$	Hover over the icon to identify next steps to resolve					
		Upon resolution, click on the icon to resend the information to Xero					