Xero Integration

Setup Guide

Document Details

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System Requirements

- CES Version 11.00.00.xx or higher
- Xero Central application (SAAS)
- Cloud-hosted customer (not currently available for cruise or self-hosted customers)

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… or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Company	Add/Delete/Save	Add information to the Company detail screen, delete non-required information, and make changes to the screen.
Location Details	Add/Delete/Save	Add or delete a location record, make and save changes to location details.
Vendor Details	Add/Delete/Save	Add information to the Vendor Details screen, delete non-required information, and make changes to the screen.
General Ledger	Add/Delete/Save	Add or delete General Ledger accounts, make and save changes to the list.

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Introduction

Overview

Crunchtime has developed API Integration between the Crunchtime platform and the Xero application. This integration will push Accounts Payable (invoices/vendors), Inventory changes, and Sales summary data into the Xero application.

Use Cases & Data Flow

- *Accounts Payable (Reconciled Invoices)* – Vendor Orders, Vendor Returns, and Purchase By Invoice (PBI) transactions at the GL level. Unidirectional, from Crunchtime to Xero.
- *Daily Sales (Summary level)* – Journal Entry to capture the reconciliation of Sales by Location/GL Account (Net Sales to Cash including Over/Shorts). Unidirectional, from Crunchtime to Xero.
- *Location Transfers (Inventory Changes)* – Journal Entry to capture transfers from one physical Location to another (weekly based on post period). Unidirectional, from Crunchtime to Xero.
- *Period Ending Inventory Values* – Inventory Delta or Period Ending Value. Unidirectional, from Crunchtime to Xero.

Prerequisites

The following information must be configured in the Crunchtime and Xero applications before you begin integration setup:

- The Company record – User Defined Attribues (UDAs)
- Location records
- Vendor records
- General Ledger accounts

Process

This guide will cover the following steps needed to set up the Xero integration.

1. Configure the User Defined Attributes in Crunchtime.
2. Match Locations between Crunchtime and Xero.
3. Match Vendors between Crunchtime and Xero.
4. Match GL Codes between Crunchtime and Xero.

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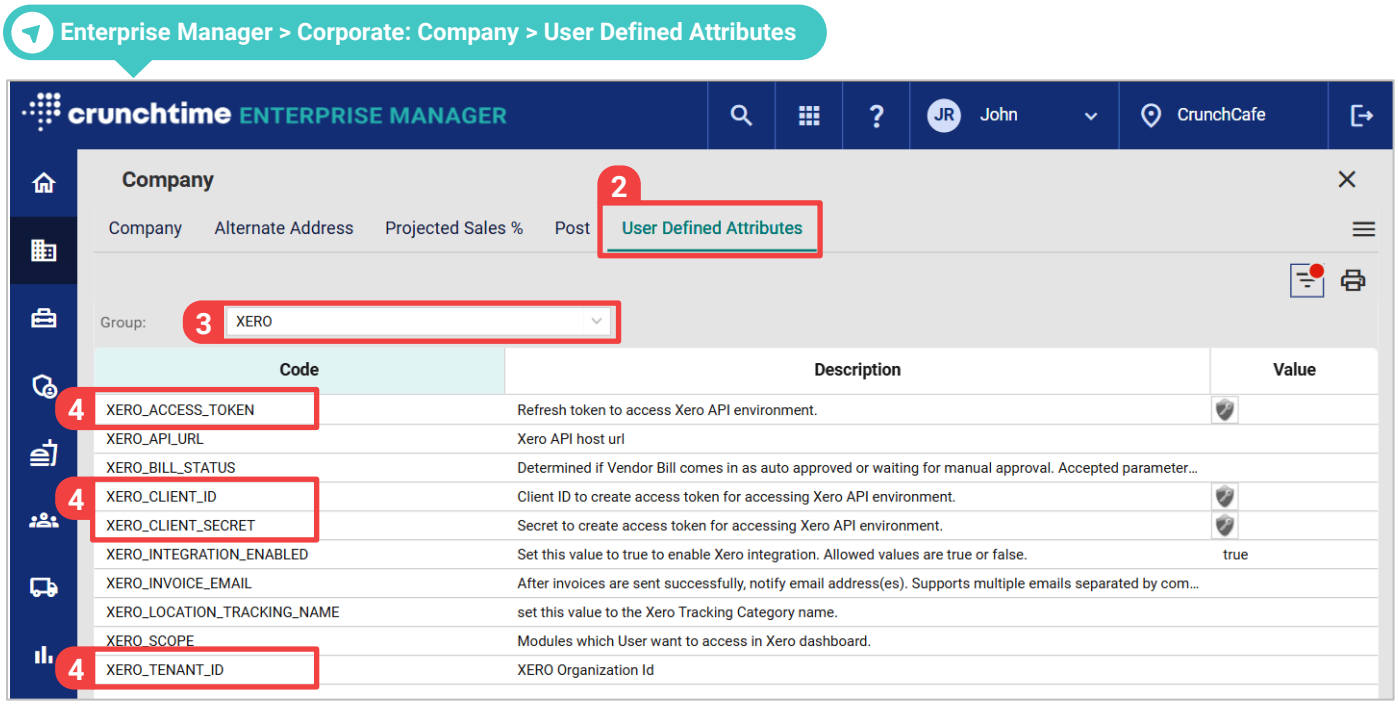
Configure User Defined Attributes

Overview

A User Defined Attribute (UDA) is a manually entered value used to configure attributes that don't exist natively within the Crunchtime application but may need to be referenced for your integration with the Xero application. These settings are first configured at the Company level and then may be further configured at the Vendor and/or Location level if necessary.

Company UDAs

1. From the Corporate menu, select *Company*.



2. Choose the *User Defined Attributes* tab.
3. From the *Group* drop-down, select 'XERO'. This will filter the list of UDAs to include only attributes related to the Xero integration. (You can also filter for "Code" = 'XERO'.)
4. The following UDAs (highlighted above) must be obtained from Xero. The values for these UDAs are crucial for the integration between Crunchtime and Xero to function.
   - XERO_CLIENT_ID – Indicates the Client ID needed to access Xero.
   - XERO_CLIENT_SECRET– Indicates the Client Secret ID needed to access Xero.
   - XERO_TENANT_ID – Indicates the Xero organization ID.

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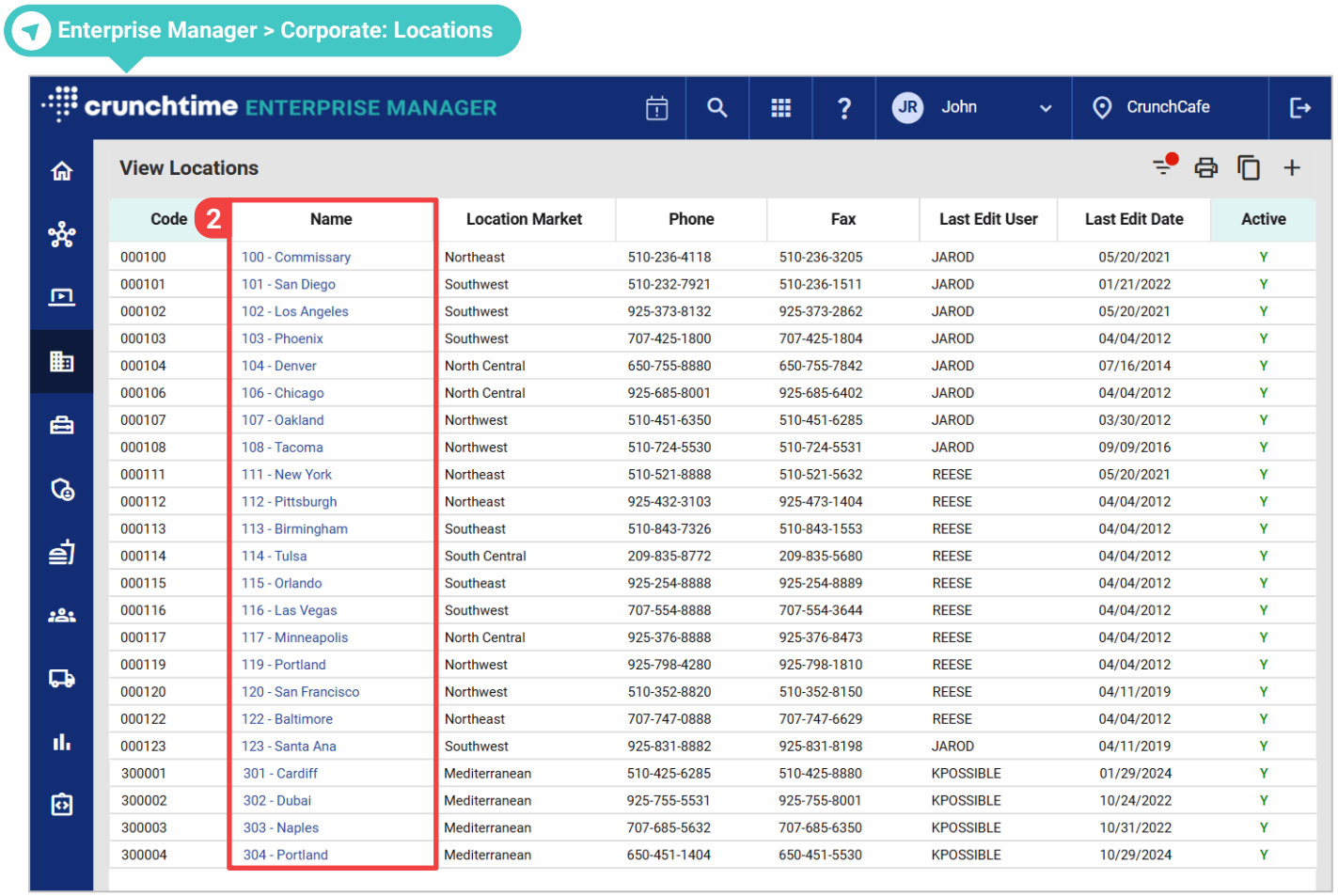
Xero Integration

Master Data Setup

Locations, Vendors, and GL Codes need to be configured in Crunchtime and matched against corresponding entries in Xero before running any integration processes.

Match Locations

1. From the Corporate menu, select *Locations*.



Code	Name	Location Market	Phone	Fax	Last Edit User	Last Edit Date	Active
000100	100 - Commissary	Northeast	510-236-4118	510-236-3205	JAROD	05/20/2021	Y
000101	101 - San Diego	Southwest	510-232-7921	510-236-1511	JAROD	01/21/2022	Y
000102	102 - Los Angeles	Southwest	925-373-8132	925-373-2862	JAROD	05/20/2021	Y
000103	103 - Phoenix	Southwest	707-425-1800	707-425-1804	JAROD	04/04/2012	Y
000104	104 - Denver	North Central	650-755-8880	650-755-7842	JAROD	07/16/2014	Y
000106	106 - Chicago	North Central	925-685-8001	925-685-6402	JAROD	04/04/2012	Y
000107	107 - Oakland	Northwest	510-451-6350	510-451-6285	JAROD	03/30/2012	Y
000108	108 - Tacoma	Northwest	510-724-5530	510-724-5531	JAROD	09/09/2016	Y
000111	111 - New York	Northeast	510-521-8888	510-521-5632	REESE	05/20/2021	Y
000112	112 - Pittsburgh	Northeast	925-432-3103	925-473-1404	REESE	04/04/2012	Y
000113	113 - Birmingham	Southeast	510-843-7326	510-843-1553	REESE	04/04/2012	Y
000114	114 - Tulsa	South Central	209-835-8772	209-835-5680	REESE	04/04/2012	Y
000115	115 - Orlando	Southeast	925-254-8888	925-254-8889	REESE	04/04/2012	Y
000116	116 - Las Vegas	Southwest	707-554-8888	707-554-3644	REESE	04/04/2012	Y
000117	117 - Minneapolis	North Central	925-376-8888	925-376-8473	REESE	04/04/2012	Y
000119	119 - Portland	Northwest	925-798-4280	925-798-1810	REESE	04/04/2012	Y
000120	120 - San Francisco	Northwest	510-352-8820	510-352-8150	REESE	04/11/2019	Y
000122	122 - Baltimore	Northeast	707-747-0888	707-747-6629	REESE	04/04/2012	Y
000123	123 - Santa Ana	Southwest	925-831-8882	925-831-8198	JAROD	04/11/2019	Y
300001	301 - Cardiff	Mediterranean	510-425-6285	510-425-8880	KPOSSIBLE	01/29/2024	Y
300002	302 - Dubai	Mediterranean	925-755-5531	925-755-8001	KPOSSIBLE	10/24/2022	Y
300003	303 - Naples	Mediterranean	707-685-5632	707-685-6350	KPOSSIBLE	10/31/2022	Y
300004	304 - Portland	Mediterranean	650-451-1404	650-451-5530	KPOSSIBLE	10/29/2024	Y

2 Verify the *Name* of the locations in Crunchtime match those entered in Xero.

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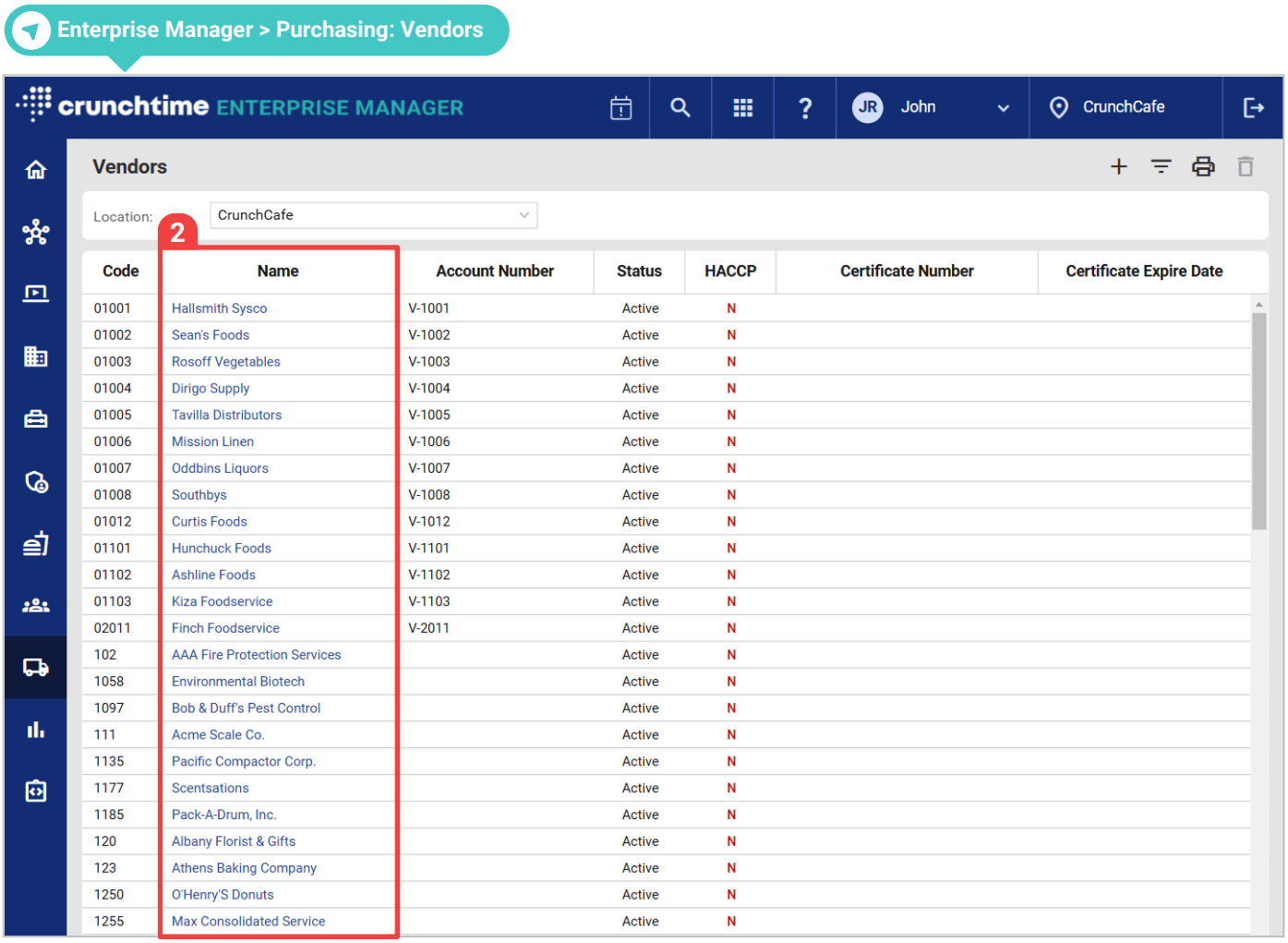
Master Data Setup (Continued)

Match Vendors

1. From the Purchasing menu, select *Vendors*.



2 Verify that the *Name* of the vendors in Crunchtime match those entered in Xero.

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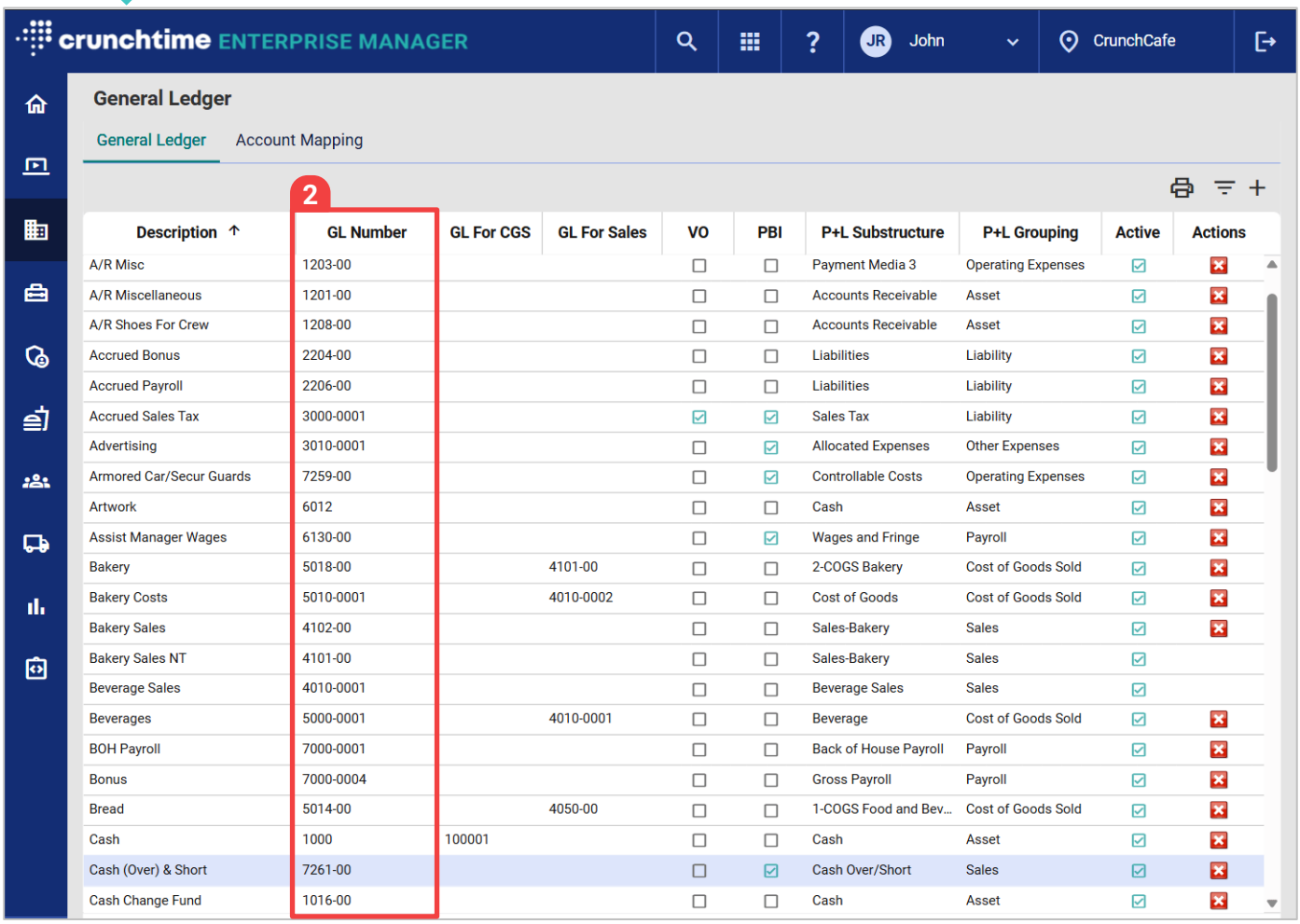
Xero Integration

Master Data Setup (Continued)

Match GL Codes

1. From the Corporate menu, select *General Ledger*.

Enterprise Manager > Corporate: General Ledger



Description	GL Number	GL For CGS	GL For Sales	VO	PBI	P+L Substructure	P+L Grouping	Active	Actions
A/R Misc	1203-00			☐	☐	Payment Media 3	Operating Expenses	☑	✖
A/R Miscellaneous	1201-00			☐	☐	Accounts Receivable	Asset	☑	✖
A/R Shoes For Crew	1208-00			☐	☐	Accounts Receivable	Asset	☑	✖
Accrued Bonus	2204-00			☐	☐	Liabilities	Liability	☑	✖
Accrued Payroll	2206-00			☐	☐	Liabilities	Liability	☑	✖
Accrued Sales Tax	3000-0001			☑	☑	Sales Tax	Liability	☑	✖
Advertising	3010-0001			☐	☑	Allocated Expenses	Other Expenses	☑	✖
Armored Car/Secur Guards	7259-00			☐	☑	Controllable Costs	Operating Expenses	☑	✖
Artwork	6012			☐	☐	Cash	Asset	☑	✖
Assist Manager Wages	6130-00			☐	☑	Wages and Fringe	Payroll	☑	✖
Bakery	5018-00		4101-00	☐	☐	2-COGS Bakery	Cost of Goods Sold	☑	✖
Bakery Costs	5010-0001		4010-0002	☐	☐	Cost of Goods	Cost of Goods Sold	☑	✖
Bakery Sales	4102-00			☐	☐	Sales-Bakery	Sales	☑	✖
Bakery Sales NT	4101-00			☐	☐	Sales-Bakery	Sales	☑	
Beverage Sales	4010-0001			☐	☐	Beverage Sales	Sales	☑	
Beverages	5000-0001		4010-0001	☐	☐	Beverage	Cost of Goods Sold	☑	✖
BOH Payroll	7000-0001			☐	☐	Back of House Payroll	Payroll	☑	✖
Bonus	7000-0004			☐	☐	Gross Payroll	Payroll	☑	✖
Bread	5014-00		4050-00	☐	☐	1-COGS Food and Bev...	Cost of Goods Sold	☑	✖
Cash	1000	100001		☐	☐	Cash	Asset	☑	✖
Cash (Over) & Short	7261-00			☐	☑	Cash Over/Short	Sales	☑	✖
Cash Change Fund	1016-00			☐	☐	Cash	Asset	☑	✖

2. Verify that the *GL Number* of the accounts in Crunchtime match those entered in Xero.

GL Setup – Sales Prerequisites

There are two fundamental prerequisites for Sales exports:

- If exporting Bank Deposits, a GL account with the description “Cash” must be defined.
- If exporting Over/Short values, a GL account linked to the “Cash Over/Short” P&L Substructure must be defined.

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Sales Export Preferences

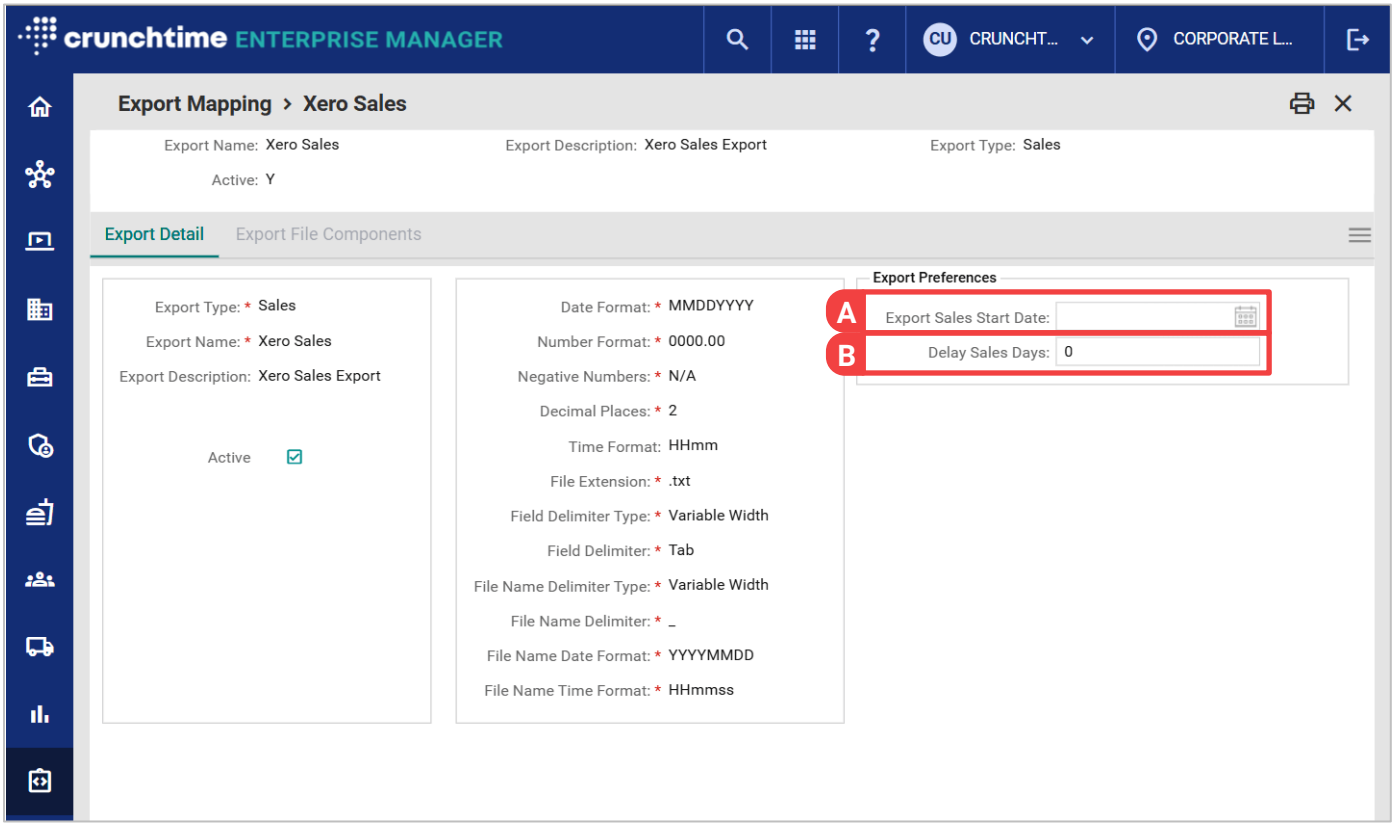
Overview

The Export Mappings screen allows corporate users to define the Export Preferences for all of the available sales exports. Mapping for the Xero Sales export will be visible only when the Company User Defined Attribute for XERO_INTEGRATION_ENABLED = 'true'. This mapping can only be edited by a corporate user associated with a User Group that has the "Export Mapping: Sales Edit" control enabled.

Export Mapping – Xero Sales

The following preferences can be defined for the Xero Sales export:

Enterprise Manager > Interfaces: Export Mapping > Xero Sales



A *Export Sales Start Date* – Select/enter the first date that should be included in the first export.

B *Delay Sales Days* – Enter the number of days (0-6) that sales from the end of each period should be delayed from the period's export. The sales for those days will be included in the next period export. This helps ensure sales for each period are final prior to exporting to Xero.

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User Defined Attributes List

User Defined Attributes

- A User Defined Attribute (UDA) is a data element built in Crunchtime to support your data configuration. These UDA values are used when there is no other relevant mapping for the Company, Location, and/or Vendor fields in Crunchtime.
- The UDA values that start with "XERO_" are those pertaining to Xero UDA configuration.
- You will need to configure the relevant UDAs with your specific data to facilitate the integration.
- Users need the appropriate permissions to modify UDA data in Crunchtime.

The following Company-level UDAs are required for Xero integration.

	Field	Description
1	XERO_INTEGRATION_ENABLED	Valid values are 'true' or 'false'. Set this value to true to enable Xero integration.

The following Company-level UDAs are available for Xero integration (listed alphabetically).

	Field	Description
1	XERO_API_URL	Xero API host URL.
2	XERO_BILL_STATUS	Determines if a Vendor Bill comes in as auto-approved or waiting for manual approval. Valid entries are 'DRAFT', 'SUBMITTED' or 'AUTHORISED'.
3	XERO_CLIENT_ID	The Client ID to create an access token for the Xero environment.
4	XERO_CLIENT_SECRET	The Client Secret ID to create an access token for the Xero environment.
5	XERO_EMAIL	After invoices are sent successfully, send notice to the following email address(es). Supports multiple emails separated by comma. If you do not wish to be notified for successful push, leave field blank.
6	XERO_JOURNAL_STATUS	Indicates whether journals need to be submitted in 'Draft' or 'Posted' mode. Default value will be 'Posted'.
7	XERO_LOCATION_TRACKING_NAME	Set this value to the Xero Tracking Category name.
8	XERO_SCOPE	Modules the user wants to access on the Xero dashboard.
9	XERO_TENANT_ID	The organization ID from Xero.

The following Location-level UDAs are available for Xero integration.

	Field	Description
1	XERO_LOC_TENANT_ID	Location-specific organization ID from Xero.

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