

USER MANUAL



Connect: Xero (Magento 2)

Online Version

An online version of this user manual can be found [here](#).

Quick Links

This User Manual is structured in the following sections:

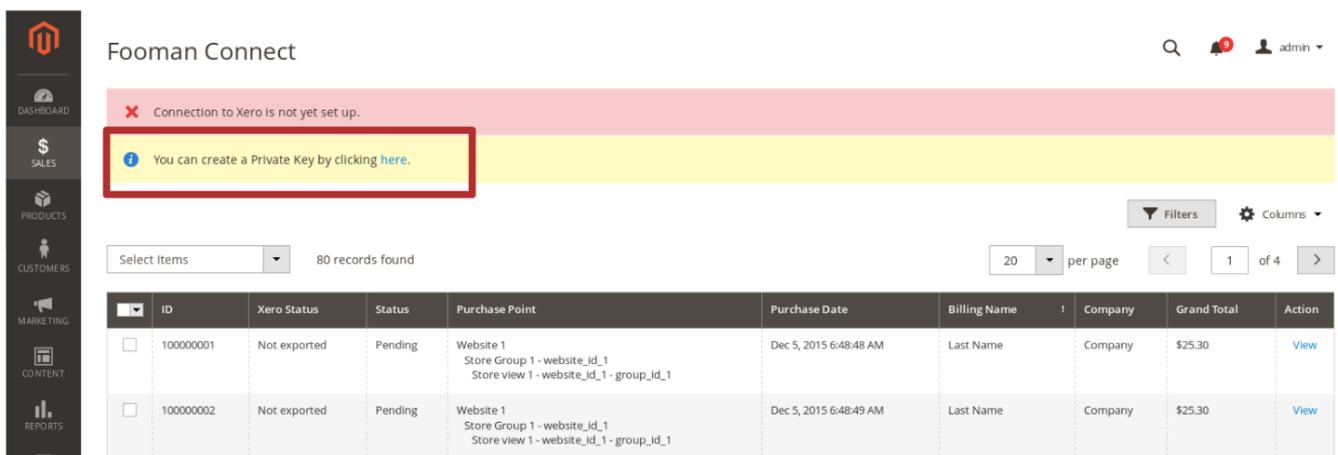
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Install + Set Up (User Manual)

Creating a private/public key pair secures the connection between your Magento store and Xero account, via Fooman Connect: Xero, with a SSL certificate. The SSL certificate is valid for 10 years, after which you will be prompted to create a new certificate. If preferred, you can choose to use your own SSL certificate rather than following this step.

Instructions

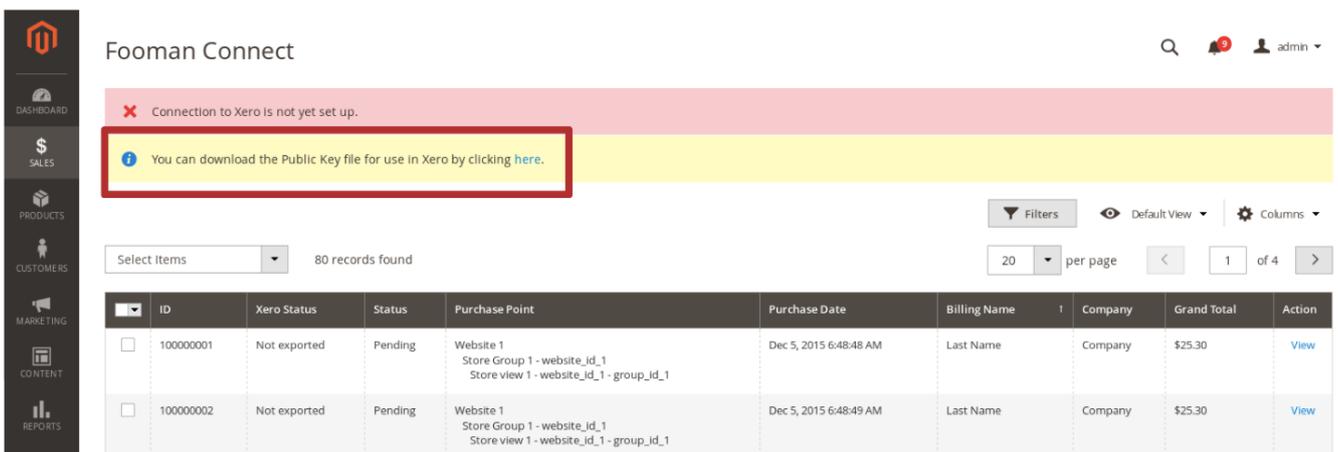
1. Log into your Magento backend and go to **Fooman Connect > Xero – Orders**
2. Click the link that appears at the top of the page to create a Private Key. Ignore the warning message that reads “Connection to Xero is not yet set up – please go to System > Configuration > Fooman Connect”. This will be set up later in this process.



The screenshot shows the Fooman Connect interface for Xero Orders. At the top, there is a red warning banner that reads "Connection to Xero is not yet set up." Below this, a yellow information banner contains the text "You can create a Private Key by clicking [here](#)." This link is highlighted with a red box. Below the banners, there is a table with 80 records found, showing columns for ID, Xero Status, Status, Purchase Point, Purchase Date, Billing Name, Company, Grand Total, and Action. The table contains two rows of data.

ID	Xero Status	Status	Purchase Point	Purchase Date	Billing Name	Company	Grand Total	Action
100000001	Not exported	Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:48 AM	Last Name	Company	\$25.30	View
100000002	Not exported	Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:49 AM	Last Name	Company	\$25.30	View

3. Click the new link to download the Public Key and save it on your computer.



The screenshot shows the Fooman Connect interface for Xero Orders. At the top, there is a red warning banner that reads "Connection to Xero is not yet set up." Below this, a yellow information banner contains the text "You can download the Public Key file for use in Xero by clicking [here](#)." This link is highlighted with a red box. Below the banners, there is a table with 80 records found, showing columns for ID, Xero Status, Status, Purchase Point, Purchase Date, Billing Name, Company, Grand Total, and Action. The table contains two rows of data.

ID	Xero Status	Status	Purchase Point	Purchase Date	Billing Name	Company	Grand Total	Action
100000001	Not exported	Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:48 AM	Last Name	Company	\$25.30	View
100000002	Not exported	Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:49 AM	Last Name	Company	\$25.30	View

Step 2 - Add application in Xero

1. Go to api.xero.com and login using your standard Xero login details
2. Go to My Applications and choose to add a new application. Choose a "private" application

The screenshot shows the Xero Developer Centre interface. At the top, there's a navigation bar with 'API Previewer', 'My Applications', and 'History'. Below this, a red box highlights the 'Add an Application' button. A green banner for 'Getting started with the Xero Developer API' is visible. The main form area is titled 'What type of application are you developing?' and has two radio buttons: 'Public - for use with any organisation that authorises you' and 'Private - just for use with my own organisation'. The 'Private' option is selected. Below this is an 'Application Name' text field. A dropdown menu for 'Please select which organisation your application can access:' is set to 'Demo Company (Global)'. The 'X509 Public Key Certificate' section has a large text area for pasting a base-64 encoded certificate and a 'Browse...' button for uploading a .cer file. At the bottom of the form are 'Save' and 'Cancel' buttons. To the right of the form is a help box titled 'What is the difference between a Public and Private app?' and 'Why do I need an X509 Public Key Certificate?'.

3. Choose an application name of your choice
4. Select which Xero store you want to link
5. Upload your previously created public key file as the X509 certificate
6. Click Save
7. When the confirmation page loads, you will be given a set of Oauth Credentials. These will be used to configure access for your Magento store in the next step.

Note that Xero has a limit of 2 private applications for each Xero account (of which Fooman Connect will be one).

Step 3 - Configure Magento

1. Log into your Magento store backend. Go to **Stores > Configuration > Fooman Connect**
2. Set up the 'Xero - General' fields shown below, then click 'Save Config':

Xero - General

The screenshot shows the 'Xero - General' configuration page. A red box highlights the following fields:

- Enabled** [global]: No
- Consumer Key** [store view]: (empty text field)
- Consumer Secret** [store view]: (empty text field)
- Private Key** [store view]: (empty text area)

Other visible fields include:

- Xero Version** [website]: Please configure and enable the integration above and sav
- Use Xero Numbers** [store view]: No
- Prefer Company as Contact** [store view]: No
- Transfer Currency** [website]: Store Base Currency
- Tracking** [store view]: None
- Enable Reset** [store view]: No

Serial Number (v3.0.2+) - Monthly Subscription Version Only

Paste your Fooman Connect serial number found in the order pdf attached to your original order confirmation email. Example serial number:

Serial Number:

DFBzYqHJ6YKFw/k/fgrm2c1xUyzMONZOuopTOLk+OyrWDMFikiPCNVpJjz69dc+w9OIKaTzumghz
9qa7UsXj4dCDcK6MaScp9QwD1LGNzX7uIHIN8GHX+FwDLnvJs8ki35s0j3p2uQiwap5bOXKZSdGS
8ZZy kzGCFXkjYVXcQSXutEYCjcmq/2kq8nzAjHBakO/H2Go+0XrbvYPWqRwy9HJV/qx233r9l7fT
26pXxNsG2YMdaXF3ukCrelpRspW+RaYxA47dCxVe5YfIOUL6gNS/v3nCPfANN2/Fp6eAlp3q57WS
qnww/vWS4ldYvwt6Ma+ndbX60i8ruFjtfAbinw==

Enabled (v1.0+)

Select "Yes" to enable Fooman Connect.

Consumer Key/Consumer Secret (v1.0+)

Copy and paste the Xero Oauth Consumer Key and Consumer Secret from step 2 into these fields.

Private Key (v1.0+)

This will be automatically populated from step 1. If you chose to use your own SSL certificate, paste the private key name here.

3. Magento will now connect to Xero to retrieve your organisation's information like account codes and tax rates. Once your information has been retrieved from Xero, configure the remaining fields in the backend, and click save configuration.

Xero Version	United Kingdom	▼	[WEBSITE]
Use Xero Numbers	No	▼	[STORE VIEW]
Prefer Company as Contact	No	▼	[STORE VIEW]
Transfer Currency	Store Base Currency	▼	[WEBSITE]
Tracking	None	▼	[STORE VIEW]

Xero Version (v1.0+)

Select the Xero version you are using from the drop down list.

Use Xero Numbers (v1.0+)

When set to "Yes", orders/credit memos exported to Xero will use the Xero assigned number rather than the Magento assigned number.

To John Doe	Date 16 Nov 2012	Due Date 16 Nov 2012	Invoice # 100000015	Reference 222333444555
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Currency: USD United States Dollar | 1 NZD = 0.809249 USD (16 Nov 2012) Exchange Rates | Amounts are: Tax Inclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	TrackingC...	Amount USD
VGN-TXN27N/B	Sony VAIO VGN-TXN27N/B 11.1" Notebook PC	1.00	2,699.99		200 - Sales	Zero Rated	online	2,699.99
	Flat Rate - Fixed	1.00	5.00		200 - Sales	No GST	online	5.00
Subtotal								2,704.99
GST								0.00
TOTAL								2,704.99 USD

Prefer Company as Contact (v1.0+)

When set to "Yes" and the billing address contains a company this will be used as the contact name in Xero instead of First Name + Last Name of the customer.

Transfer Currency (v1.0+)

Choose to export orders/credit memos in store base currency or order currency.

Tracking (v1.0+)

Use this optional setting if you already use tracking categories in Xero and want to track your online sales channel. Choose a tracking option to record online transactions exported to Xero.

Xero - Account Mapping

Sales Account <small>[store view]</small>	Please configure and enable the integration above and sav	▼
Shipping Account <small>[store view]</small>	Please configure and enable the integration above and sav	▼
Refund Adjustment Account <small>[store view]</small>	Please configure and enable the integration above and sav	▼
FPT Account <small>[store view]</small>	Please configure and enable the integration above and sav	▼
Surcharge Account <small>[store view]</small>	Please configure and enable the integration above and sav	▼
Rounding Account <small>[store view]</small>	Please configure and enable the integration above and sav	▼
Shipping is an Expense Account <small>[store view]</small>	No	▼

Sales Account (v1.0+)

Select the Xero account where you want to record sales (and any refunds). This setting applies on a per store level.

Shipping Account (v1.0+)

Select the Xero account where you want to record shipping.

Refund Adjustment Account (v1.0+)

Select the Xero account where you want to record refund adjustments made on credit memos in Magento. Note this only covers the adjustment portion of the refund - the refunded item amount is credited against the Sales Account.

FPT Account (v7.0.3+)

Select the Xero account where you want to record fixed product taxes.

Surcharge Account (v1.1.0+)

This setting is only available if you are also using the Fooman Surcharge extension. Select the Xero account where you want to record surcharges.

Xero - Tax Settings	
Tax Calculation	Magento re-calculated <input type="button" value="?"/> [STORE VIEW]
Default Tax Rate for None Taxed Items	No VAT [0%] <input type="button" value="?"/> [STORE VIEW]
Shipping Tax Rate	20% (VAT on Income) [20%] <input type="button" value="?"/> [STORE VIEW]

Rounding Account (v1.0+)

Select the Xero account where you want to record rounding amounts.

Shipping is an Expense Account (v1.0+)

When set to "Yes", shipping costs paid by the customer will be classified as an expense in Xero, rather than as a sale.

Xero - Tax Settings

Tax Calculation <small>[store view]</small>	Magento re-calculated	▼
Default Tax Rate for None Taxed Items <small>[store view]</small>	Zero Rated Income [0%]	▼
Differentiate EU 0% tax rates <small>[store view]</small>	Yes	▼
	Use a different rate for None Taxed Items in the EU (as per your setting General > Country Options > European Union Countries)	
Default Tax Rate for None Taxed Items (inside EU) <small>[store view]</small>	Zero Rated EC Goods Income [0%]	▼
	Default Tax Rate for None Taxed Items applies to the rest of the world	
Tax Rate for None Taxed Items (Expenses) <small>[store view]</small>	Please configure and enable the integration above	▼
Shipping Tax Rate <small>[store view]</small>	Please configure and enable the integration above	▼
Surcharge Tax Rate <small>[store view]</small>	Please configure and enable the integration above	▼
Surcharge Tax Rate (Zero) <small>[store view]</small>	Please configure and enable the integration above	▼

Tax Calculation (v1.0+)

Choose your preferred option for calculating tax:

- **Magento Calculated** = take Magento's value directly - requires it to calculate exactly like Xero to not get rejected
- **Magento Re-calculated** = attempt to bridge the gap by creating rounding entries
- **Xero Re-calculated** = let Xero recalculate completely based on the line total, could change qty to 1 if unit amounts with more than 3 digits can't be aligned

Why do I need to choose this? Unfortunately Magento and Xero do not always agree on how to calculate taxes. Differences in the 2 systems exist in tax, rounding, bugs, etc, which can occasionally cause Xero to reject any data which does not match its expectations.

Default Tax Rate for None Taxed Items (v1.0+)

Select the tax rate to use when the item has no other tax rule applied and the tax amount is zero.

Differentiate EU 0% tax rates (v7.1.2+)

If you require a different zero percent tax rate for countries inside the EU set this to Yes. The list of countries considered in the EU is configured in **General > Country Options > European Union Countries**)

Default Tax Rate for None Taxed Items (inside EU) (v7.1.2+)

Select the tax rate to use when the item has no other tax rule applied and the tax amount is zero and the billing address country is inside the EU.

Tax Rate for None Taxed Items (Expenses) (v1.0+)

This setting is for expense items only. Select the tax rate to use when the expense item has no other tax rule applied and the tax amount is zero.

Shipping Tax Rate (v1.0+)

Choose your shipping tax rate.

If you select “Use Item’s Tax Rate”, the shipping tax rate will be the same as the tax rate of items included in the order. If your orders contain multiple products with different tax categories, we don’t recommend using this option.

Surcharge Tax Rate (v6.1.0+)

Choose the Xero tax rate that is applicable to surcharges.

Surcharge Tax Rate (Zero) (v6.1.0+)

Choose the Xero tax rate that is applicable to non taxed surcharges.

Xero - Order/Invoice Settings

Export Mode	Magento Order to Xero Invoice	[STORE VIEW]
Export Orders with Status	<ul style="list-style-type: none">CanceledClosedCompleteSuspected FraudOn HoldPayment ReviewPayPal Canceled ReversalPayPal ReversedPendingPending Payment	[STORE VIEW]
Export with Zero Amounts	Yes	[STORE VIEW]
Status in Xero	Draft	[STORE VIEW]

Export Mode (v1.0+)

The integration can either work by exporting Magento orders to Xero invoices (useful if Magento does not create the invoices straight away and with delayed payments) or by exporting Magento invoices to Xero invoices.

Export Orders with Status (v1.0+)

Choose which status/statuses will trigger export to Xero. Different status options are available depending on which export mode you chose (Magento Order to Xero Invoice or Magento Invoice to Xero Invoice).

The first time a new order/invoice reaches this status, it will be exported to Xero. Multiple statuses can be selected, as each one will only be exported once.

Choose the status/statuses that best match the workflow of your payment methods and corresponds to money hitting your Xero accounts. Choosing to export orders with 'complete' status will be sufficient for most store's needs. However, please note that your payment method may use a different workflow to standard Magento so you should consider this. [Compare your payment method workflow to standard Magento 2 workflows.](#)

All credit memos are automatically exported when created.

Export Orders with Zero Amounts (v1.0+)

When set to "Yes", zero amount orders (free products) will also be exported to Xero.

Status in Xero (v1.0+)

The initial status of the invoice when exported to Xero:

- Draft: Invoices need approval in Xero before payments can be reconciled against them (this can be done in bulk). Invoices will appear in Xero under "Draft", and may be deleted if you choose.
- Authorised: Payments can be reconciled with no approval/further action required. Invoices will appear in Xero under "Awaiting Payment", and can only be voided (not deleted).

Create Payment <small>[store view]</small>	Yes	▼
Bank Account for Payments <small>[store view]</small>	[123345123123] 1100-01100-111	▼
Bank Account for Paypal <small>[store view]</small>	<input type="checkbox"/> PayPal	▼
Start Date <small>[global]</small>		
	only applies to automatic export	
Show Xero payments on View page <small>[global]</small>	No	▼

Create Payment (v5.1.0+)

This setting is only available when "Status in Xero" is set to "Authorised".

When set to "Yes", a Xero payment into your chosen bank and/or Paypal account (you must

select these below) will be automatically created for the full amount of the invoice.

This feature is great to use when the whole Magento invoice amount (e.g. sale worth \$49) hits your bank account (e.g. \$49 deposited). All that's left for you to do is to reconcile the bank statement line in Xero.

We don't recommend using this feature if the Magento invoice amount is different to the sum that actually hits your bank account. In these cases, we recommend reconciling the invoices directly to the bank statement line for the deposit and Xero will automatically create the payment for you. Examples:

- From a \$49 sale, only \$48.50 is deposited into your bank account after payment processing fees are deducted, or
- The amount paid combined multiple Magento orders - e.g. \$196 is deposited covering 4x \$49 Magento orders received that day

Bank Account for Payments (v5.1.0+) - if using Create Payment feature

If you've set "Create Payment" to yes, choose the bank account the money is deposited into for the invoice payments (includes bank deposits and credit card transactions).

Bank Account for Paypal (v5.1.0+) - if using Create Payment feature

If you've set "Create Payment" to yes, choose the Paypal account the money is deposited into for the invoice payments (only use for Paypal transactions).

Start Date (v1.0+)

If you wish to backdate automatic exporting of orders, enter a date in this field. Dates should be entered in UTC (GMT) format. If no date is entered, automatic exporting will commence from the time of the process being set up and will not be backdated.

Show Xero Payments on View Page (v1.0+)

When set to "Yes", a new box called "Fooman Connect" will be created in each individual order view page in Magento. This will show:

- If the order/credit memo has been exported to Xero
- If and on which date payment has been received (when the payment has been reconciled in Xero)

Fooman Connect

Exported to Xero	Yes	
Xero Invoice Number	100000003	
Payments	\$20.00	December 9, 2015
	\$10.36	January 20, 2016

[View in Xero](#)

Xero - Credit memo settings

Start Date <small>[global]</small>	<input type="text"/>	
	only applies to automatic export	
Credit Note Prefix <small>[store view]</small>	<input type="text" value="CN-"/>	
	Can't be empty	
Status in Xero <small>[store view]</small>	<input type="text" value="Authorised"/>	<input type="button" value="v"/>
Create Cash Refund <small>[store view]</small>	<input type="text" value="Yes"/>	<input type="button" value="v"/>
Bank Account for Cash Refund <small>[store view]</small>	<input type="text" value="[123345123123] 1100-01100-111"/>	<input type="button" value="^"/>
Bank Account for Paypal Refunds <small>[store view]</small>	<input type="text" value="PayPal"/>	<input type="button" value="v"/>

Start Date (v1.0+)

If you wish to backdate automatic exporting of orders, enter a date in this field. Dates should be entered in UTC (GMT) format. If no date is entered, automatic exporting will commence from the time of the process being set up and will not be backdated.

Credit Note Prefix (v1.0+)

Enter your chosen prefix to differentiate credit memo numbers from order numbers. While these numbers are the same in Magento, Xero requires these numbers to be unique.

Status in Xero (v1.0+)

The initial status of the credit memo when exported to Xero:

- Draft: Credit memos need approval in Xero before refunds can be reconciled against them (this can be done in bulk). Credit memos will appear in Xero under "Draft" and may be deleted if you choose.
- Authorised: Payments can be reconciled with no approval/further action required. Credit memos will appear in Xero under "Awaiting Payment", and can only be voided (not deleted).

Create Cash Refund (v5.1+)

This setting is only available when "Status in Xero" is set to "Authorised".

When set to "Yes", a Xero payment from your chosen bank and/or Paypal account (you must select these below) will be automatically created for the full amount of the credit memo.

This feature is great to use when the whole Magento credit memo amount (e.g. sale worth \$49) is taken from your bank account. All that's left for you to do is to reconcile the bank statement line in Xero.

We don't recommend using this feature if the Magento credit memo amount is different to the sum that actually hits your bank account. In these cases, we recommend reconciling the credit notes directly to the bank statement line for the deposit and Xero will automatically create the payment for you. Examples:

- From a \$49 sale, only \$48.50 is refunded from your bank account after payment processing fees are deducted, or
- The amount refunded is combined with multiple Magento orders - e.g. \$196 is paid covering 4x \$49 Magento refunds that day

Bank Account for Cash Refund (v5.1+)

This setting is only available when "Status in Xero" is set to "Authorised" and "Create Cash Refund" is set to Yes.

If you've set "Create Cash Refund" to yes, choose the bank account the money is deposited into for the invoice payments (includes bank deposits and credit card transactions).

Bank Account for Paypal Refunds (v5.1+)

This setting is only available when "Status in Xero" is set to "Authorised" and "Create Cash Refund" is set to Yes.

If you've set "Create Cash Refund" to yes, choose the Paypal account the money is deposited into for the invoice payments (only use for Paypal transactions).

Step 4 - Map tax rates

Mapping tax rates allows Magento to remember the correct tax rate in Xero when exporting transactions.

1. Go to **Stores > Tax Zones and Rates**

2. Go into each individual Tax Rate and under “Xero Rate” choose the appropriate Xero tax rate from the dropdown menu under Fooman Connect. Even if the correct tax rate is already shown, you still need to click Save for this to take effect.

3. It is important to map tax rates with the same effective tax rate – ie. A tax Xero rate of 15% should be matched to a Magento tax rate of 15%. Choose a tax rate on income unless you have a specific reason otherwise.

4. Repeat this for every tax rate in your store.

Tax Rate Information

Tax Identifier *	<input type="text" value="VAT"/>
Zip/Post is Range	<input type="checkbox"/>
Zip/Post Code	<input type="text" value="*"/> <small>** - matches any; 'xyz*' - matches any that begins on 'xyz' and are not longer than 10.</small>
State	<input type="text" value="*"/>
Country *	<input type="text" value="United Kingdom"/>
Rate Percent *	<input type="text" value="20"/>

Fooman Connect

Xero Rate *	<input type="text" value="20% (VAT on Income) [20%]"/>
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Step 5 - Confirm set up via manual export

To confirm that transactions are being exported to Xero according to your intended settings set up in step 3 and step 4, we strongly recommend manually exporting a handful of representative orders and/or credit memos from Magento to Xero before setting up the automatic export process.

The manual export function can also be used in other circumstances:

- To manually export orders / credit memos from before the automatic export process was activated (see “Start Date for Orders/Credit Memos” feature in step 6, on setting up the automatic export).
- To manually exclude orders/credit memos from the automatic export process. Tick the checkboxes next to the orders / credit memos that you want to manually exclude, click “Never Export Selected” on the Action dropdown menu, then Submit.

Instructions

1. Go to the **Sales > Xero – Orders** tab (or to the **Sales > Xero – Credit Memos** tab if you also chose to manually export credit notes)
2. Tick the checkboxes next to all orders/credit memos that you want to manually export, and click “Export Selected” on the dropdown menu.

Manual exports are processed straight away without delay, however keep in mind that attempting to process large volumes at once may cause you to go over the API limit. We recommend processing one page of orders/credit memos at a time to avoid any issues.

The screenshot shows the Fooman Connect interface. A table of orders is displayed with the following columns: Status, Purchase Point, Purchase Date, Billing Name, Company, Grand Total, and Action. The table contains 4 rows of data, with the first two rows having checkboxes selected. A dropdown menu is open over the 'Action' column of the first row, showing three options: 'Select Items', 'Export Selected', and 'Never export selected'. The 'Export Selected' option is highlighted. The table also shows '80 records found (2 selected)' and '20 per page'.

Status	Purchase Point	Purchase Date	Billing Name	Company	Grand Total	Action
Not exported	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:48 AM	Last Name	Company	\$25.30	View
<input checked="" type="checkbox"/>	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:49 AM	Last Name	Company	\$25.30	View
<input checked="" type="checkbox"/>	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:50 AM	Last Name	Company	\$25.30	View
<input type="checkbox"/>	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:50 AM	Last Name	Company	\$25.30	View

Please note:

- Xero's API limit is 60 requests per minute
- If you receive an error message because the Xero API limit has been exceeded, please wait a moment and then try to manually export the previously failed exports

again.

3. Go to the [Xero website](#) and review the exported orders/credit memos under Draft Invoices.

All orders/credit memos appear as individual line items with the product name. The tax rate and account codes are also automatically filled in for you. All that's left for you to do is approve and reconcile the invoice/credit memo.

Number	Ref	To	Date	Due Date	Due
<input type="checkbox"/> 100000047		<input type="checkbox"/> Kristof Ringleff	19 Apr 2012	19 Apr 2012	2,053.98 USD
<input type="checkbox"/> 100000043		<input type="checkbox"/> John Doe	18 Apr 2012	18 Apr 2012	94.99 USD
<input type="checkbox"/> 100000042		<input type="checkbox"/> John Doe	18 Apr 2012	18 Apr 2012	94.99 USD
<input type="checkbox"/> 100000041		<input type="checkbox"/> Kristof Ringleff	18 Apr 2012	18 Apr 2012	2,053.98 USD

Customer Records

During the export process, invoices/credit memos will be matched to existing customer records, and customer records will be automatically created for new customers with their address, phone number and email address.

Item Details

During the export process, the Xero field "Items" will be automatically populated with the Magento SKU. This allows you to run reports in Xero on sales by item.

You can view the overall item categories in Xero – go to **Accounts > Inventory**.

Xero allows a maximum of 30 characters in the "Item" field. If the Magento SKU is longer than 30 characters, when exported to Xero it will be added to the invoice/credit memo description, but will not appear in the "Item" field.

4. Check that everything has been exported as expected, according to the settings chosen in step 3 and step 4. If you need to update any settings, do this now and then repeat this step to confirm the set up.

Step 6 - Set up automatic exports

In Magento, configure Fooman Connect to automatically send your new Magento order data to Xero every ten minutes.

1. Go to **Stores > Configuration > Fooman Connect**
2. Configure the following settings and click Save Configuration.

Xero - Automatic

Enable Automatic Exports	No	[STORE VIEW]
<small>Please ensure you have configured a cronjob for Magento - read more.</small>		

Enable Automatic Exports (v1.0+)

Select “Yes” to enable Fooman Connect: Xero.

Even though the automatic export is scheduled to be run every 10 minutes, it cannot run faster than the system cron job. It is important to verify that a Magento cronjob was correctly configured during the initial set up of your Magento store, as this is essential to the automatic export function of Fooman Connect. If in doubt, please check with your web host or system administrator to confirm this.

That's it! You're all set up. Fooman Connect will run automatically according to your chosen settings. Simply log into Xero and all your Magento data is there - orders, items, credit memos and customer data. You can also perform a manual export at any time, via the process detailed in step 5.

Using Fooman Connect: Xero

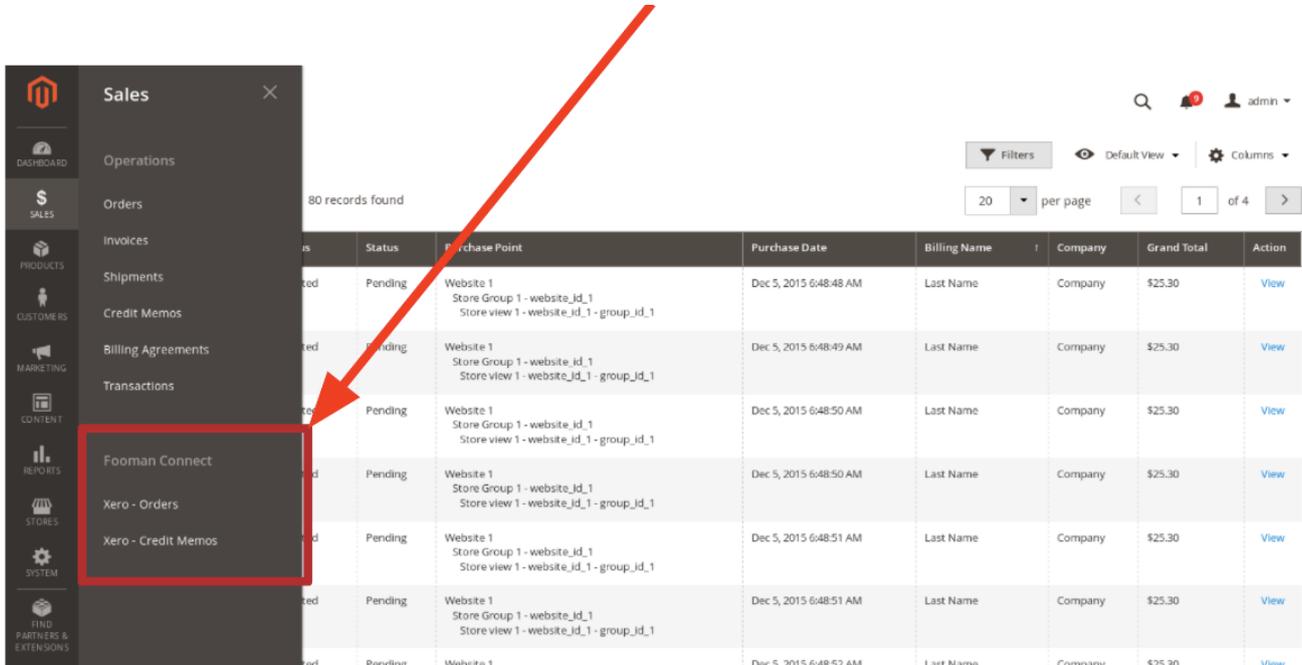
Once set up, Fooman Connect will run automatically according to your chosen settings. Simply log into Xero and all your Magento data is there - orders, items, credit memos and customer data.

You can also perform a manual export at any time, via the process detailed in step 5.

Using the Fooman Connect Dashboard

Once you have set up Fooman Connect, you can control actions via the Fooman Connect dashboard.

To go **Sales > Fooman Connect**. Choose to view either Orders or Credit Memos.



The screenshot shows the Fooman Connect dashboard interface. On the left, a sidebar menu is open, with 'Fooman Connect' highlighted in a red box. A red arrow points from this menu item to a table of records. The table has columns for Status, Purchase Point, Purchase Date, Billing Name, Company, Grand Total, and Action. The records show a list of pending orders and credit memos, each with a 'View' link in the Action column.

Status	Purchase Point	Purchase Date	Billing Name	Company	Grand Total	Action
Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:48 AM	Last Name	Company	\$25.30	View
Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:49 AM	Last Name	Company	\$25.30	View
Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:50 AM	Last Name	Company	\$25.30	View
Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:50 AM	Last Name	Company	\$25.30	View
Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:51 AM	Last Name	Company	\$25.30	View
Pending	Website 1 Store Group 1 - website_id_1 Store view 1 - website_id_1 - group_id_1	Dec 5, 2015 6:48:51 AM	Last Name	Company	\$25.30	View
Pending	Website 1	Dec 5, 2015 6:48:52 AM	Last Name	Company	\$25.30	View

From here you can:

- Manually export orders / credit memos from before the automatic export process was activated (it is also possible to use the “Start Date for Orders/Credit Memos” feature in step 6 (link below), which will achieve the same purpose).
- To manually exclude orders/credit memos from the automatic export process (tick the checkboxes next to the orders / credit memos that you want to manually exclude, click “Never Export Selected” on the Action dropdown menu).

Setting up Paypal transactions

For directions on how to set up a Paypal account as a bank account in Xero, refer to [Xero's instructions](#).

Once set up, Paypal transactions can be reconciled against orders from your store:

Create rule

12 Feb 2013	credit		79.00
More			

OK

Find & Match

12 Feb 2013			79.00
36 Other Possible Matches Found			

Create rule

12 Feb 2013	debit		3.53
PayPal Fee			
More			

OK

Find & Match

Name	PayPal	Acct	326 - PayPal Transaction Fe
Desc	PayPal Fee		
Creative Web Agency	No GST		Add details

One line will match the order grand total, and the second line is the Paypal fee. Reconcile these both manually in Xero (as you would with a standard bank or credit card transaction reconciliation).

Processing Credit Notes

There are two options for processing credit notes:

Scenario 1: The credit note can be applied to a Xero invoice, via the Allocate Balance screen that will appear once the Credit Note is approved:

Allocate balance on Credit Note CN-AVEGER01

Invoice	Date	Invoiced	Amount Due	Amount to Credit
100000022	12 Dec 2011	304.99	304.99	<input type="text"/>

Cash refund

Date	Paid From	Reference	Amount	USD
<input type="text"/>				

Outstanding Credit Balance 304.99

Total Amount to Credit 0.00

Remaining Credit 304.99

Scenario 2: The credit note can be turned into a [cash refund in Xero](#). We usually recommend this as the preferred method if most payments to your store are made by credit card.

Potential tax calculation issues and recommended settings

Magento 2 and Xero calculate tax amounts in different ways. In certain circumstances, this can cause Xero to reject exported transactions which don't comply with its own tax calculations.

The best way to minimise this is to set up Magento and Xero to calculate tax amounts in the most similar way possible. We recommend using the following Magento 2 tax settings under **Stores > Configuration > Tax > Calculation Settings**, as these settings most closely match Xero's own tax settings:

- Tax Calculation Method Based On: Select "Row Total"
- Catalog Prices: Select "Excluding Tax"
- Shipping Prices: Select "Excluding Tax"
- Apply Customer Tax: Select "After Discount"
- Apply Discount On Prices: Select "Excluding Tax"

Please check with your accountant to confirm that these settings meet your business requirements.

Calculation Settings

Tax Calculation Method Based On	Row Total	[WEBSITE]
Tax Calculation Based On	Billing Address	[WEBSITE]
Catalog Prices	Excluding Tax	[WEBSITE]
This sets whether catalog prices entered from Magento Admin include tax.		
Shipping Prices	Excluding Tax	[WEBSITE]
This sets whether shipping amounts entered from Magento Admin or obtained from gateways include tax.		
Apply Customer Tax	After Discount	[WEBSITE]
Apply Discount On Prices	Excluding Tax	[WEBSITE]
Apply discount on price including tax is calculated based on store tax if "Apply Tax after Discount" is selected.		
Apply Tax On	Custom price if available	[WEBSITE]
Enable Cross Border Trade	No	[WEBSITE]
When catalog price includes tax, enable this setting to fix the price no matter what the customer's tax rate.		

Even using the settings above, it can still occur that Magento and Xero tax amounts do not

match exactly. Fooman Connect: Xero provides a workaround by rounding the Magento tax amount in Xero to match the amount Xero expects to receive. Any adjustments that need to be made will appear in Xero's rounding account.

Understanding Magento 2 order statuses

Note: Magento credit memos are always exported to Xero as Credit Notes.

Scenario 1: Order is placed and cancelled

Action	Order Status after Action	Available Actions
Order placed	Pending	Invoice, Ship, Cancel
Cancel	Canceled	

Cancellation could happen automatically when for example a payment is taken via a third party website and the payment does not go through. Only in scenario 1 would an order be considered 'cancelled' in Magento.

Scenario 2: Order is refunded before it is shipped

Action	Order Status after Action	Available Actions
Order placed	Pending	Invoice, Ship, Cancel
Invoice	Processing	Ship, Credit Memo
Credit memo (all items)	Closed	

Scenario 3: Order is shipped, then returned completely by customer for a refund

Action	Order Status after Action	Available Actions
Order placed	Pending	Invoice, Ship, Cancel
Invoice	Processing	Credit Memo
Ship	Complete	Credit Memo
Credit memo (all items)	Closed	

Scenario 4: Order is shipped, then returned partially by customer for a refund

Action	Order Status after Action	Available Actions
Order placed	Pending	Invoice, Ship, Cancel
Invoice	Processing	Ship, Credit Memo
Ship	Complete	Credit Memo
Credit Memo (some items)	Complete	Credit Memo

Reporting Any Issues/Bugs

We are proud of our quality extension code - it's been widely tested and we stand by it 100%. If something does happen and you think you might be experiencing an issue or bug, please contact us via support@fooman.co.nz and we will help you out.