

**Register Quick Setup Guide**

Configuring Xero Integration

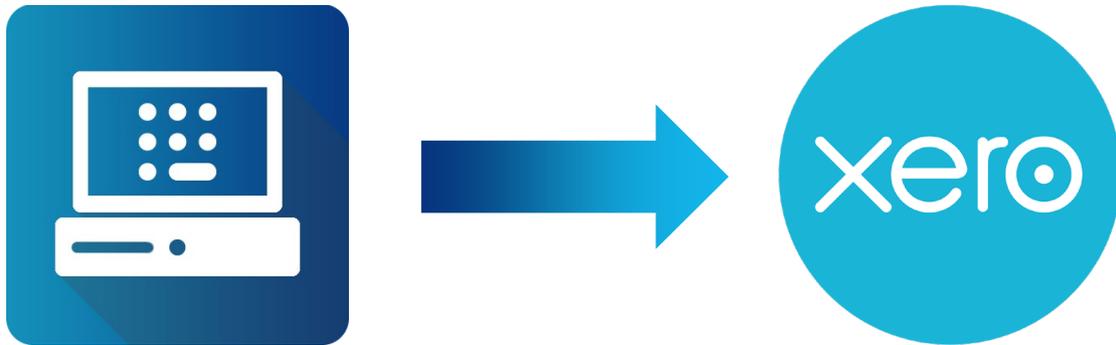
July 2022



register

## Xero Integration Overview

This quick start guide will walk you through how to setup your Register account and configure the Xero accounting integration.



Once configured Register will submit sales totals by each tax rate and by each tender type automatically to your Xero account (i.e. 5% tax on cash sales, 20% tax on cash sales, 5% tax on card sales and 20% tax on card sales), this process will automatically run just after midnight for the previous days trading and any previous unsubmitted transactions (for the odd occasion where you might have had offline transactions). For example, Tuesdays sales between 9am – 6pm will be submitted on Wednesday between 00:00 – 01:00.

Each days Register sales will be pushed to Xero as Paid Invoices with Register refunds pushed as separate Paid Credit Notes (also under the Invoices section of Xero).

Before connecting your Register and Xero accounts, you will first want to ensure you have all your stores, tender types and tax rates configured in Register as this data is 'mapped' to your accounts within Xero. You may also wish to speak with your accountant / bookkeeper prior to setting up the integration.

Sales overview > Invoices >  
**Invoice INV-0006**

Paid Preview Email Print PDF Invoice Options

To	Date	Due Date	Invoice #	Reference	Branding theme	Online Payments	Total
Till Integration No address Add address	20 Jul 2022	20 Jul 2022	INV-0006	2022-07-20-20-1	Standard	None. <a href="#">Get set up now</a>	66.83

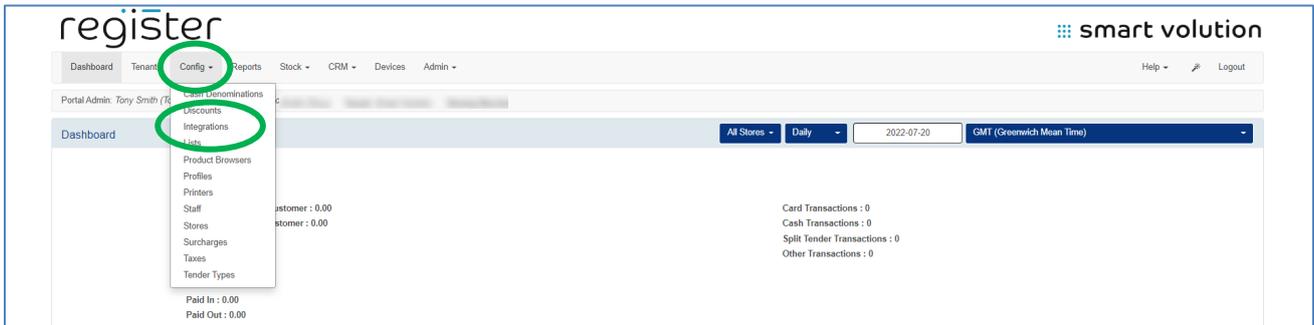
Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Tax Amount	Retail Sales	Location	Amount GBP
	Reduced Rate cash	1.00	2.22		Till Card	5% (VAT on Income)	0.11		Bournemouth	2.22
	Standard Rate cash	1.00	23.75		Till Card	20% (VAT on Income)	4.75		Bournemouth	23.75
	Standard Rate card	1.00	29.99		Till Cash	20% (VAT on Income)	6.01		Bournemouth	29.99
Subtotal										55.96
Total VAT 5%										0.11
Total VAT 20%										10.76
includes Adjustment to Tax										0.01
<b>TOTAL</b>										<b>66.83</b>
Less Payment 20 Jul 2022										36.00
Less Payment 20 Jul 2022										30.83
<b>AMOUNT DUE</b>										<b>0.00</b>

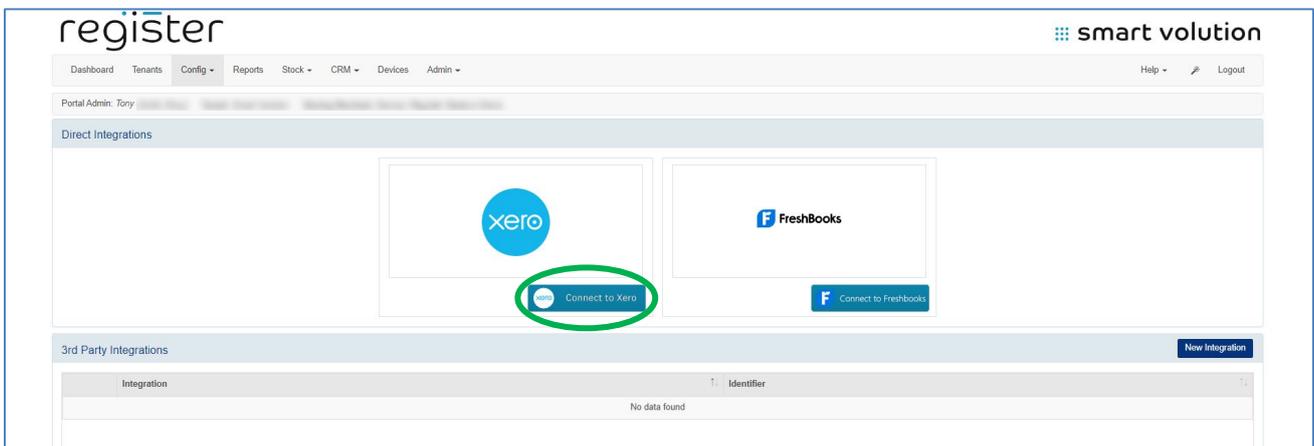
## Xero Integration Setup

It is quick and easy to connect Register to Xero following the steps outlined below:

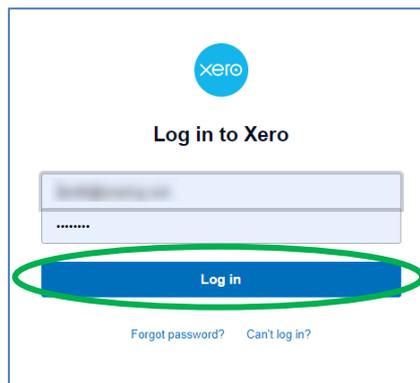
1. Login to the Web Portal and click 'Config' then 'Integrations'



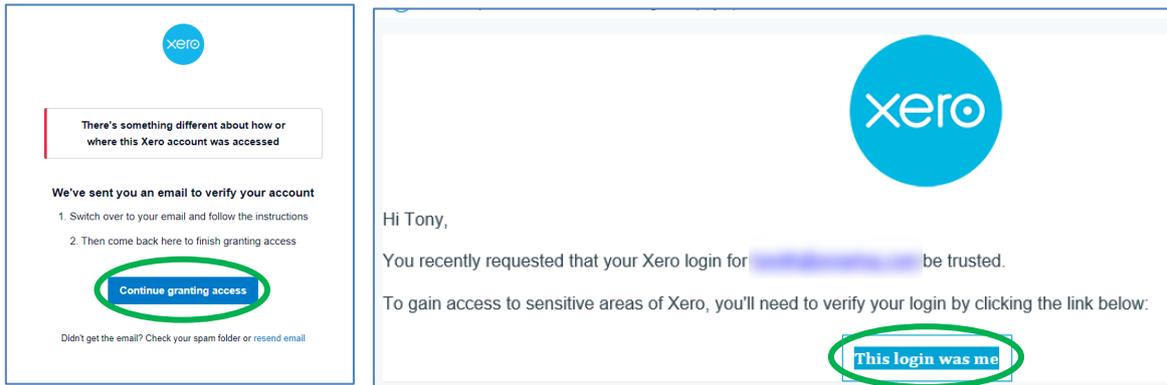
2. Click 'Connect to Xero'



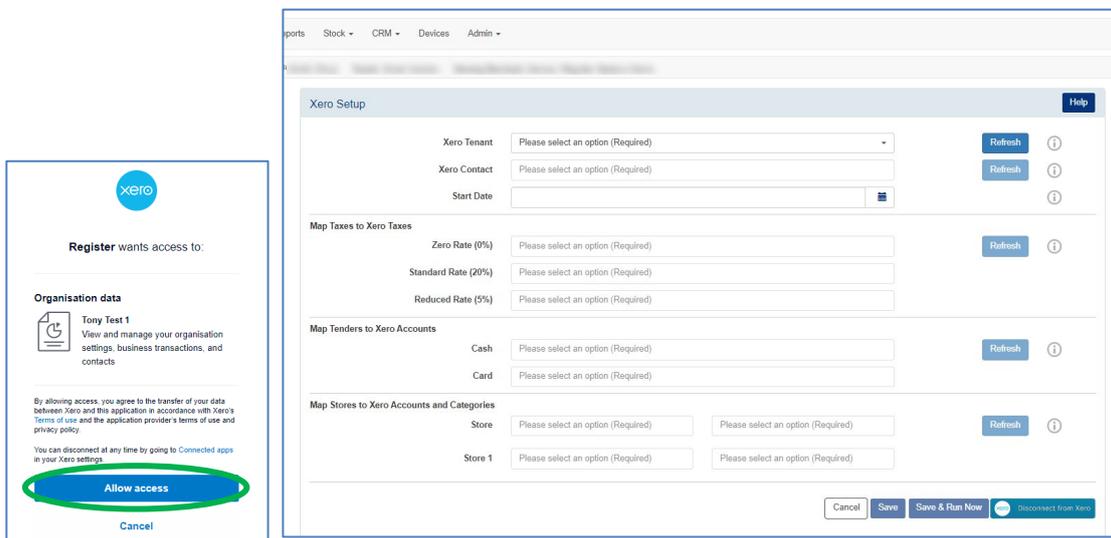
3. A new page will open, please login to your Xero account when prompted



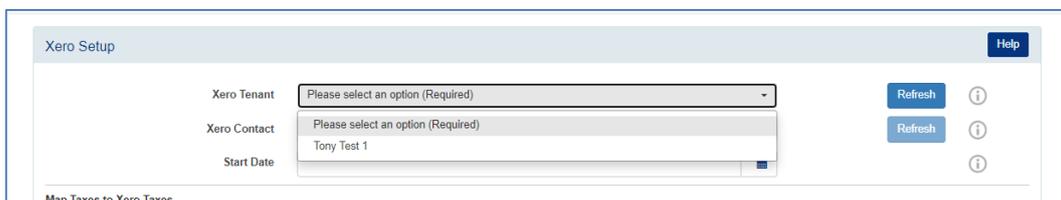
- Click 'Continue gaining access' within Xero and click the 'This login was me' button in the email from Xero



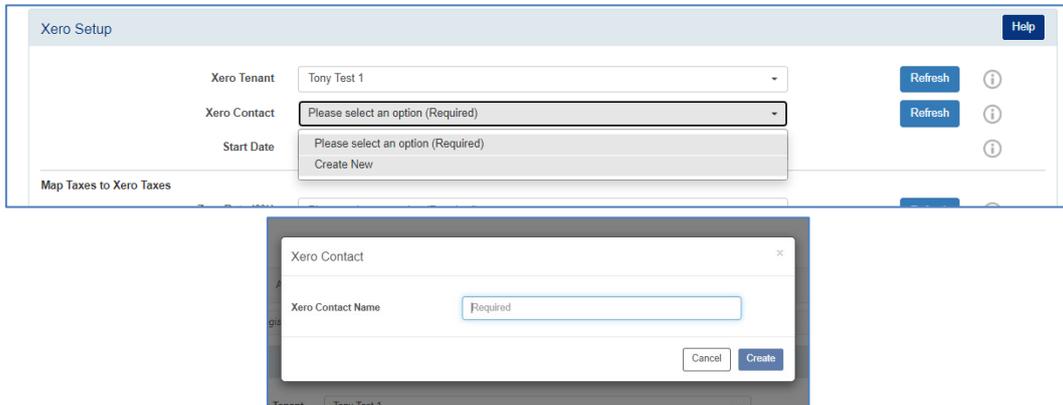
- Click 'Allow access' in Xero, the screen will then refresh and return you to the Web Portal where you need to 'map' Register elements to Xero



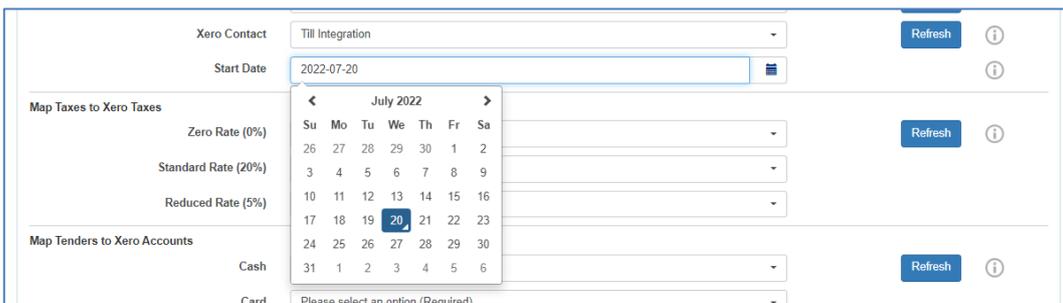
- Select the Xero Tenant from the dropdown menu, this is the name of the connected Xero Account.



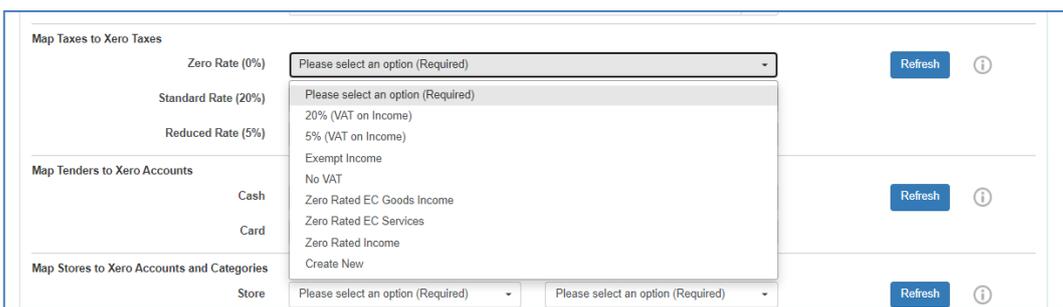
7. Select the name of the Xero Contact that the sales data will be assigned to when transferred to the Xero System (all invoices will be paid to this contact). New (Xero) Contacts can be created from the dropdown, for full management and information please use the Xero Portal.



8. Choose a Start Date for the integration, this is the start date for the transfer of sales data between the 2 systems and can be backdated to transfer previous data.



9. Use the drop-down menu's to 'map' Register Taxes (including previously deleted ones) to their appropriate Taxes in the Xero System. New (Xero) Taxes can be created from the dropdown, for full management and information please use the Xero Portal.



- Use the drop-down menu's to 'map' Register tender types (including previously deleted ones) to their appropriate 'Accounts' in the Xero System. New (Xero) Accounts can be created from the dropdown, for full management and information please use the Xero Portal.

- Use the drop-down menu's to 'map' Register Stores (including previously deleted ones) to their appropriate 'Accounts' and 'Categories' in the Xero System. New (Xero) Accounts and Categories can be created from the dropdown, for full management and information please use the Xero Portal.

- 12. Check all your details and when happy click the Save & Run Now button which will transfer your data immediately, or click the Save button which will transfer the data at midnight. Once setup, your sales data can be found in the Invoices menu within Xero.

