User Manual

SFX – Salesforce Xero connector

- Automate your business, A solution that will reduce time
- Invoice/Bills/Credit Note automatically created in Xero
- Two-way Synchronization
- Multi-Xero Org and Multi-Currency
- Integrated eWAY Payment Gateway

Let's get started…

Table of Content

Document Version

#	Version No.	Date	Notes
1	Document Version 1.0	8-Feb-2017	Basic SFX Connector
2	Document Version 1.1	4-Jul-2017	Process Builder
3	Document Version 1.2	21-Jun-2019	Sync Invoices
4	Document Version 1.3	16-Jul-2019	Multi-Currency and Multi-Org
5	Document Version 1.4	28-Jan-2020	Xero API upgrades
6	Document Version 1.5	13-Apr-2020	Enhancements
7	Document Version 1.6	11-May-2020	Invoice from Custom Object
8	Document Version 1.7	29-July-2020	Multiple Invoices on existing object on selected line items

1. Overview

Automate your business: A solution that will reduce time, creating a invoice from opportunity or a Invoice without opportunity, integrated payment gateway with (eWAY), instant sync with Xero.

- Invoice automatically created in Xero as draft, facility to submit as approved
- Integrated eWAY Payment gateway
- Online Payments (Partial / full) recorded both in Salesforce.com and Xero.
- Generate invoice from an opportunity in Salesforce.
- Auto Invoice creation using Process builder.
- Use Xero Invoice branding to generate invoice.
- Invoice automatically created in Xero as draft.
- A PDF format of Invoice created and stored in salesforce.com.
- Option to email Invoice.
- Email task recorded as Task in salesforce.com.
- Approve Invoice option of Xero directly managed within Salesforce.com.
- Integrated eWAY Payment gateway.
- Online Payments (Partial / full) recorded both in Salesforce.com and Xero.
- Reports & Dashboards.

Appexchange Link to install SFX:

https://appexchange.salesforce.com/listingDetail?listingId=a0N3A00000EODsjUAH

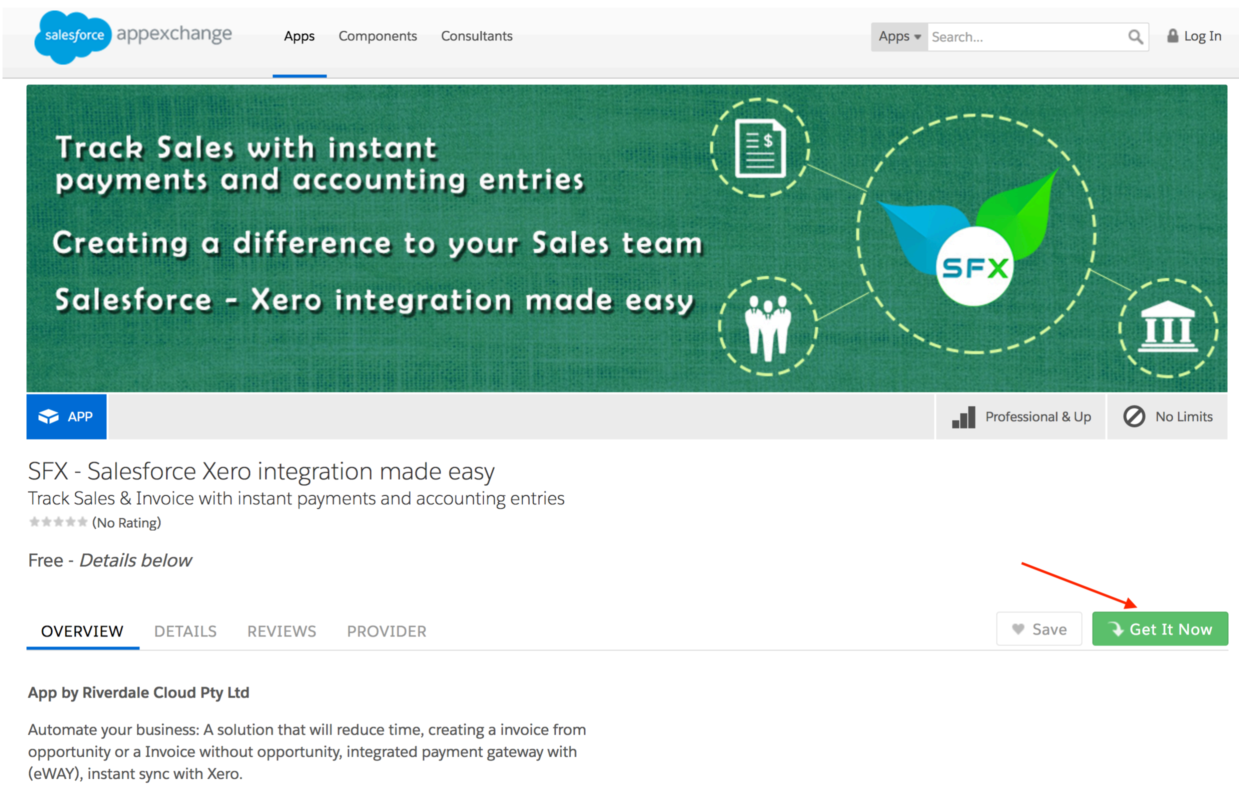
2. SFX requirement’s

1. Salesforce – all versions
2. Xero – all editions
3. eWay (optional)

3. How to install SFX

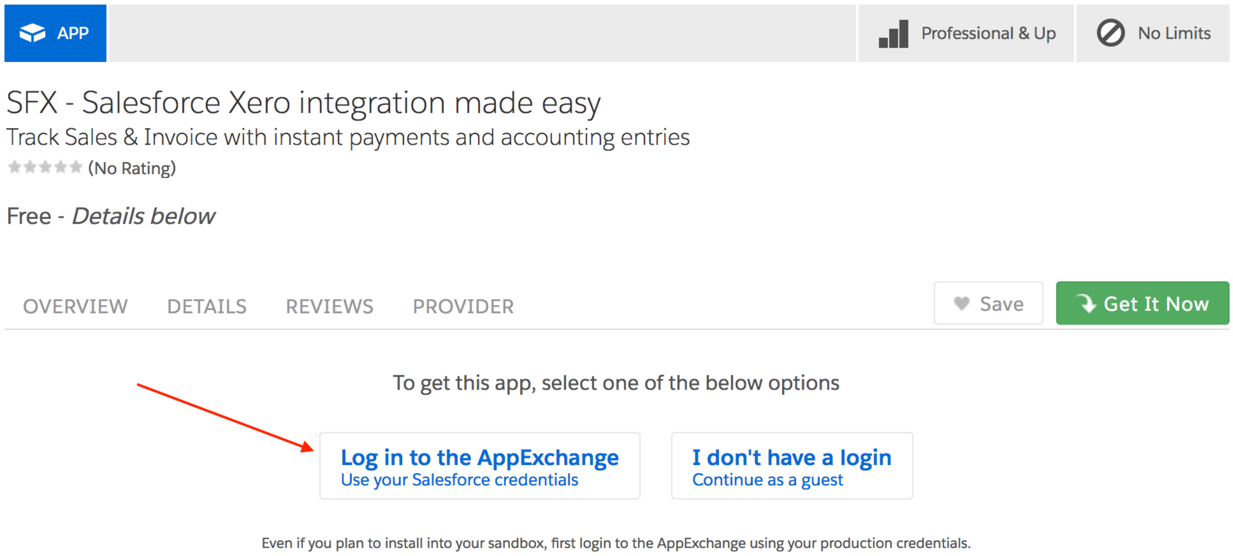
Go to SFX Product page in the Appexchange.

https://appexchange.salesforce.com/listingDetail?listingId=a0N3A00000EODsjUAH

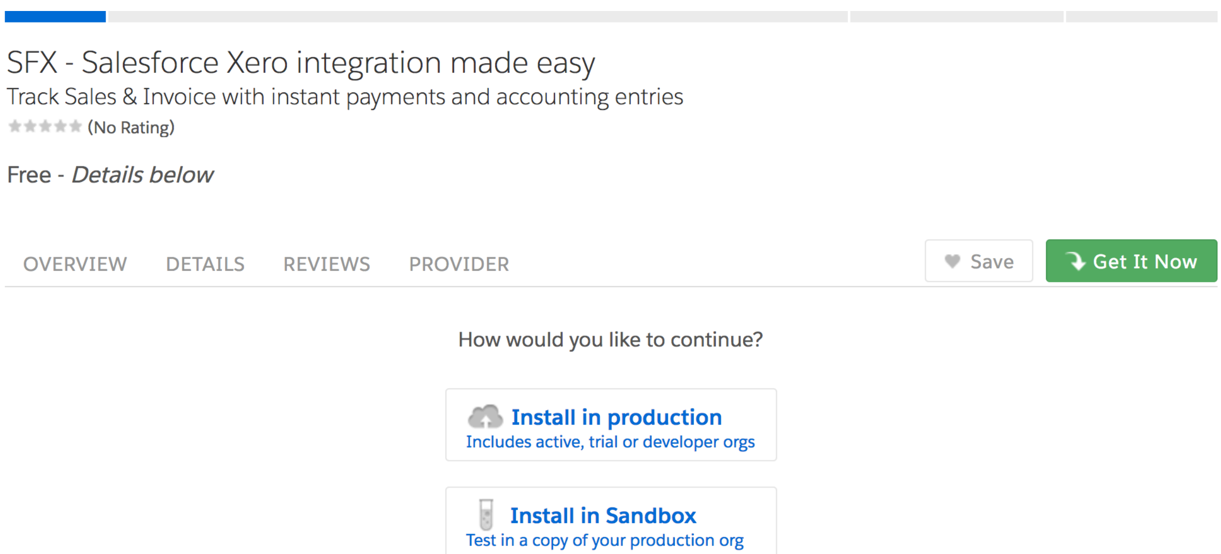


Click “Get It Now”

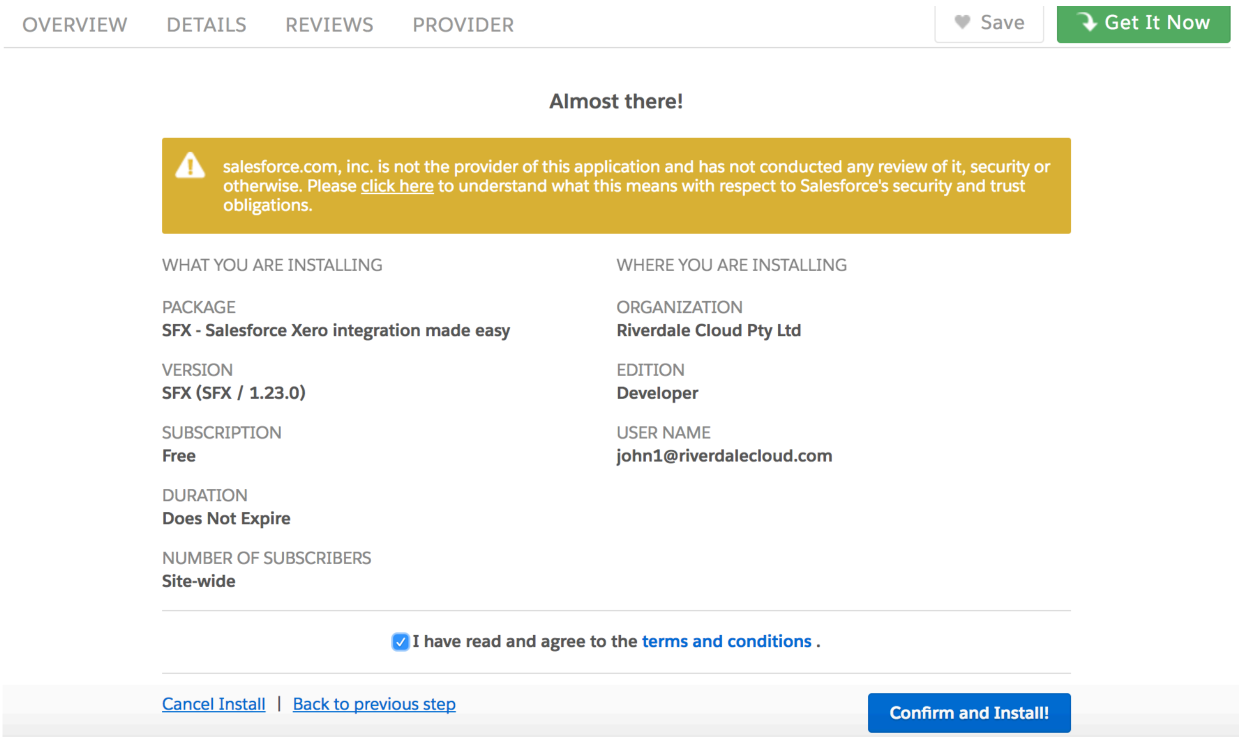
Follow options to “Login to AppExchange”



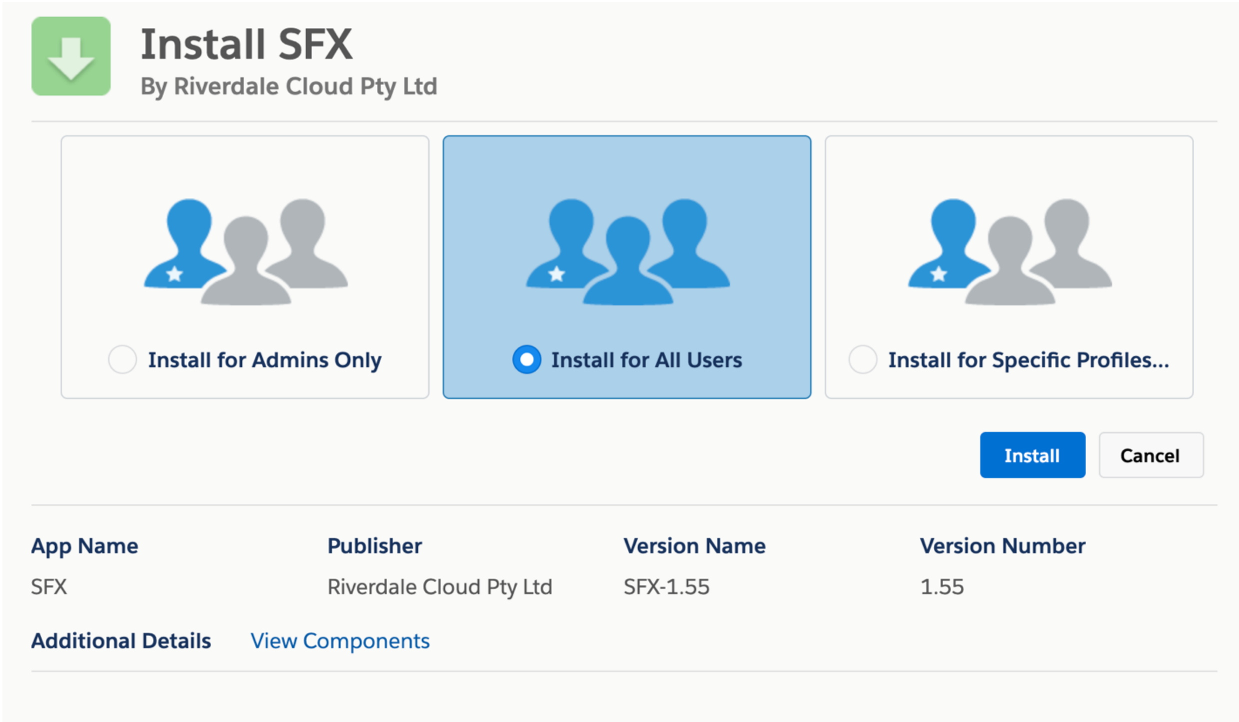
Choose to “Install in production” or “Install in sandbox”



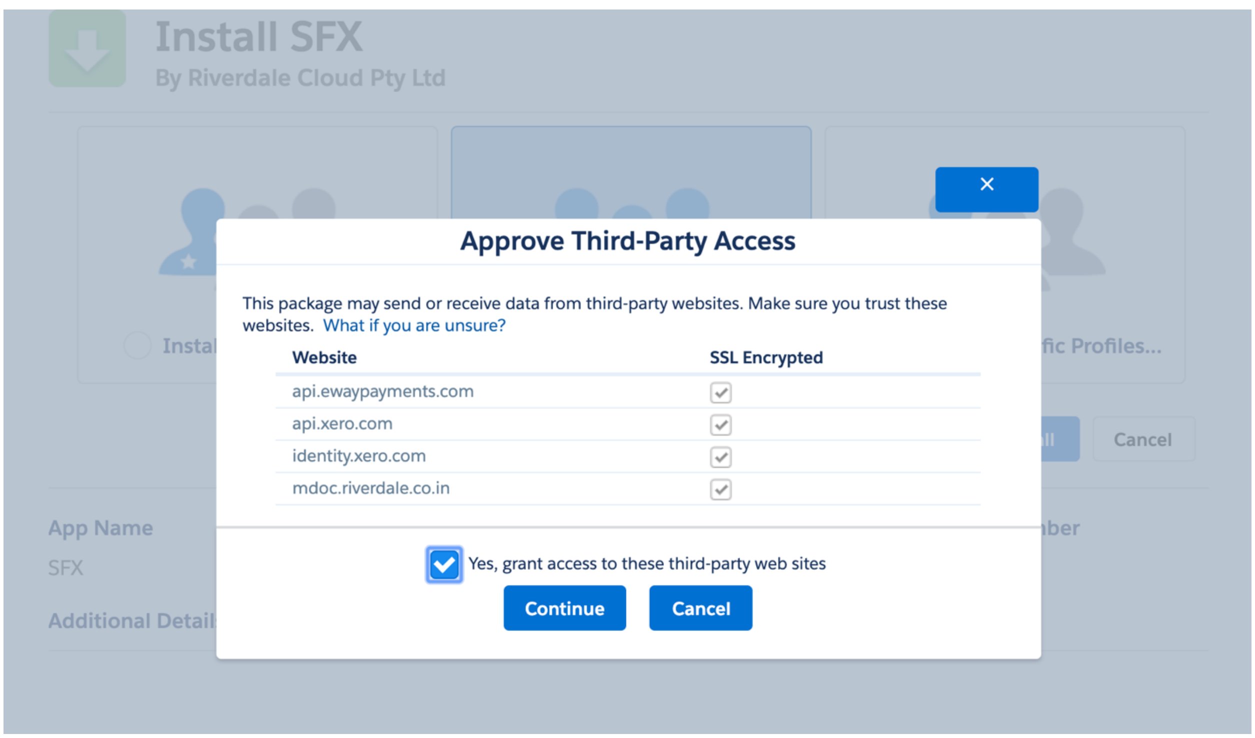
Read and Check "I have read and agree to the terms and conditions", click Confirm and Install



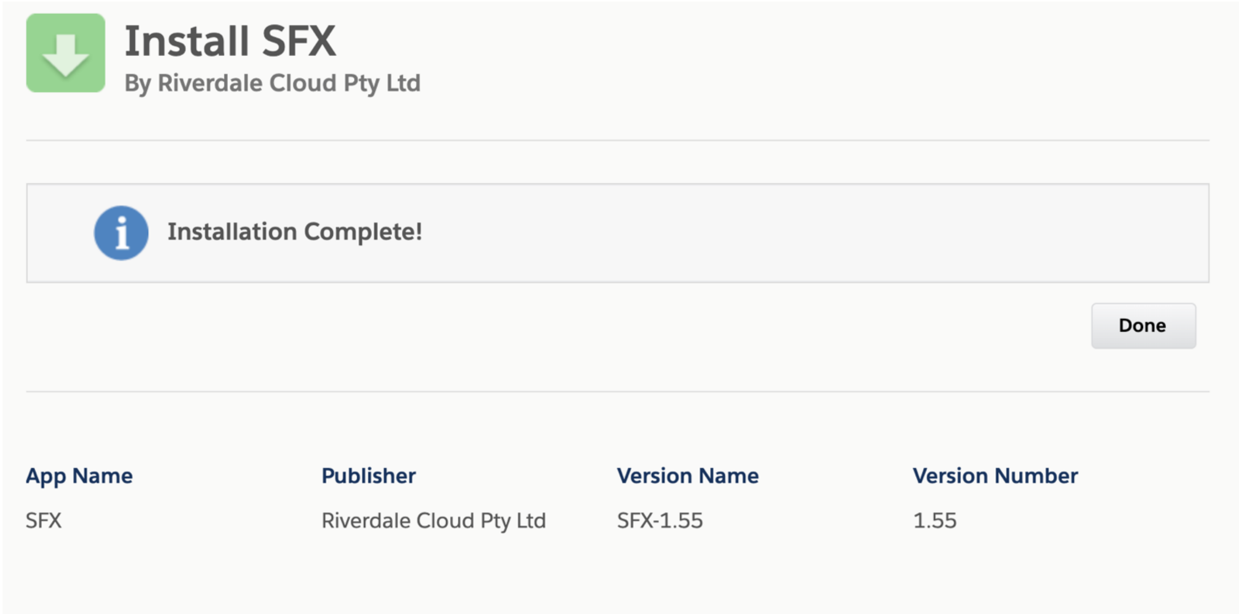
Login to your salesforce org, select the users and click on <Install>



Select the SSL encryption and grant access for eWAY Payment gateway, Xero and SFX connector.



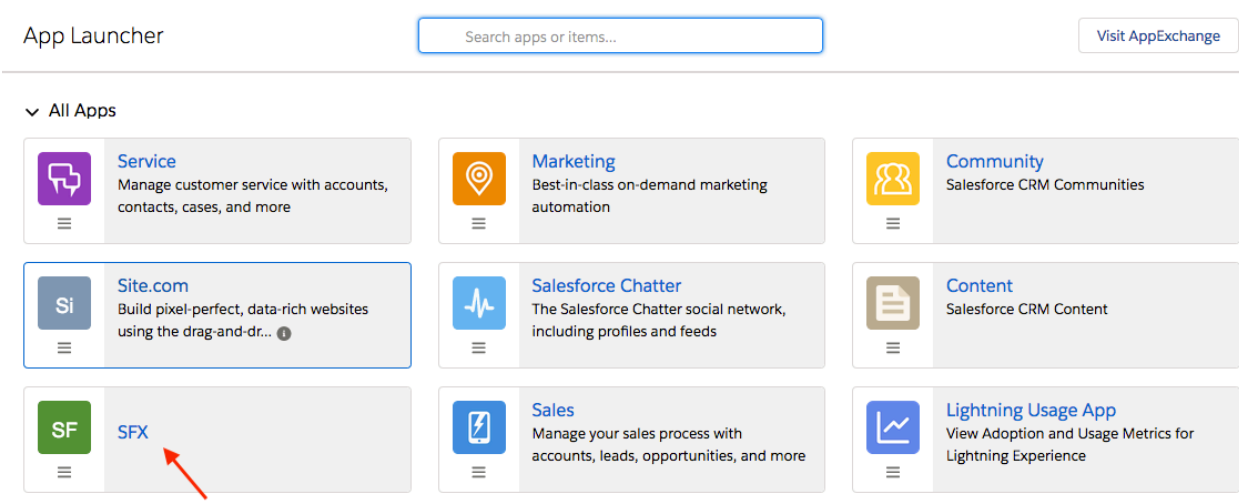
SFX package will now install in the selected Org.



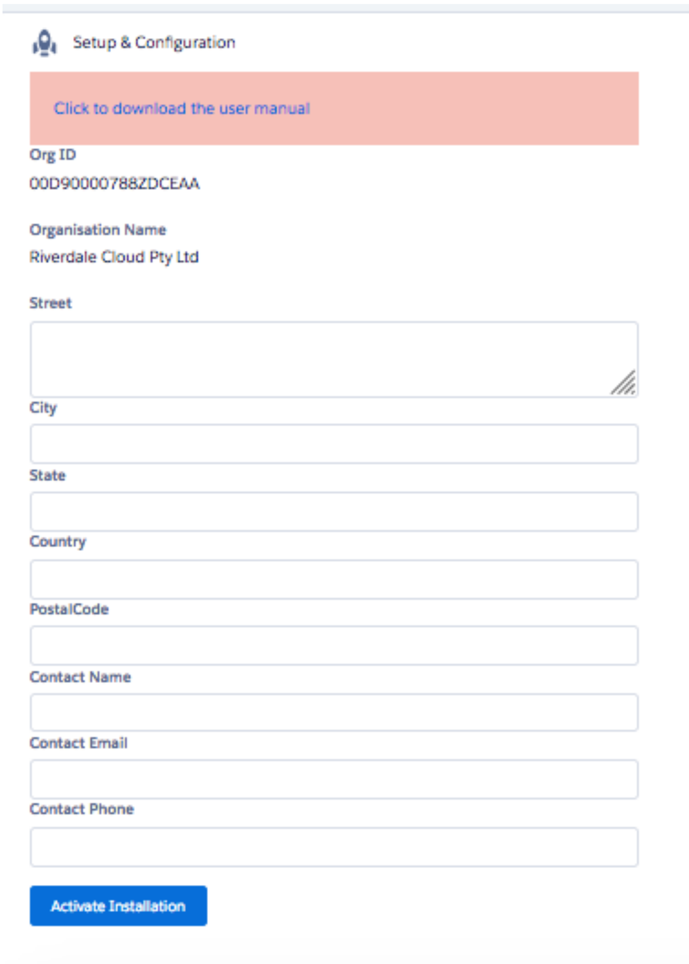
4. SFX Activation

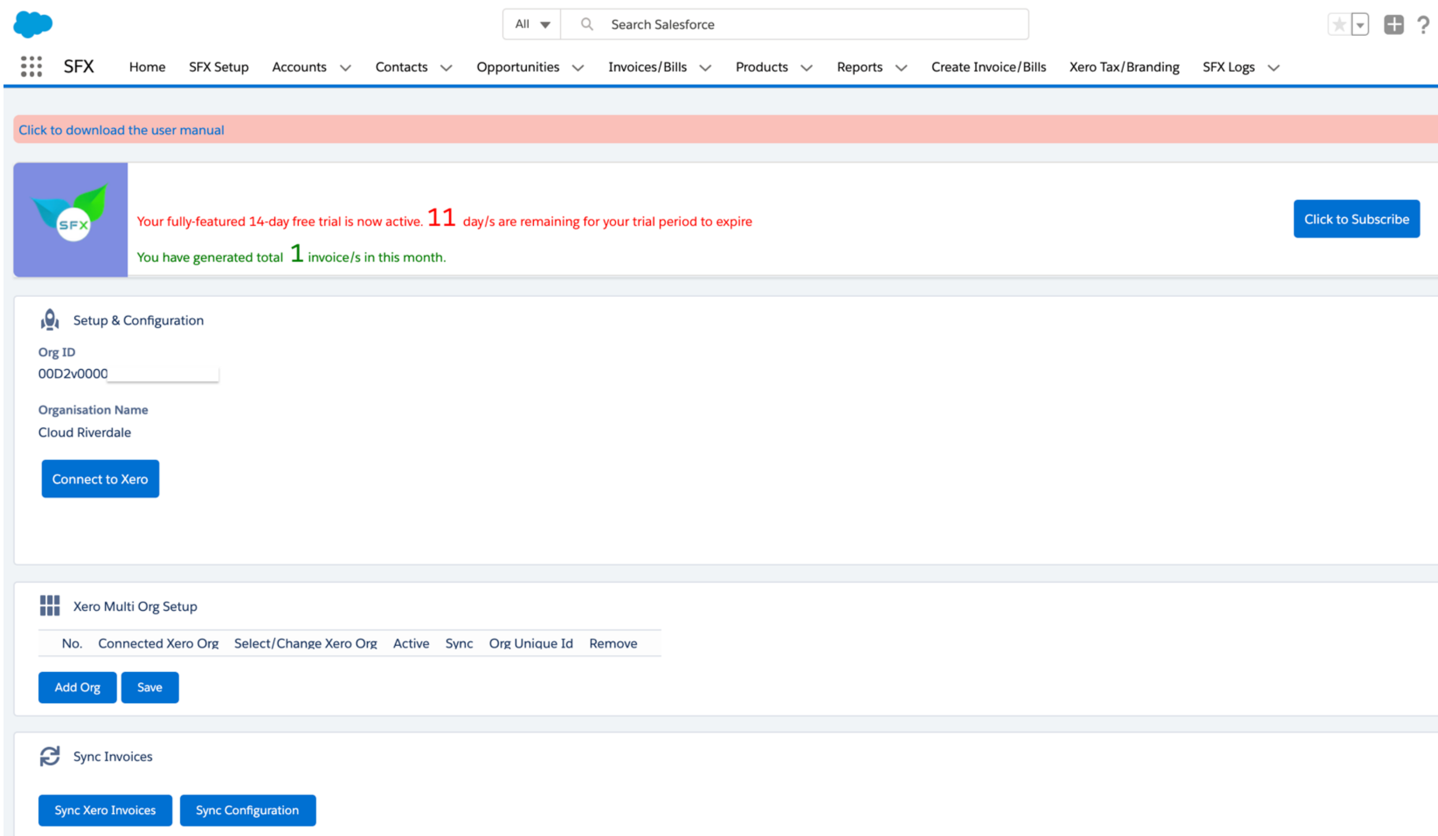
a) Click on App Launcher
b) Select “SFX” App

SFX app can be selected from app launcher



Update details under the setup tab followed by clicking on <Activate Installation> to complete SFX activation.

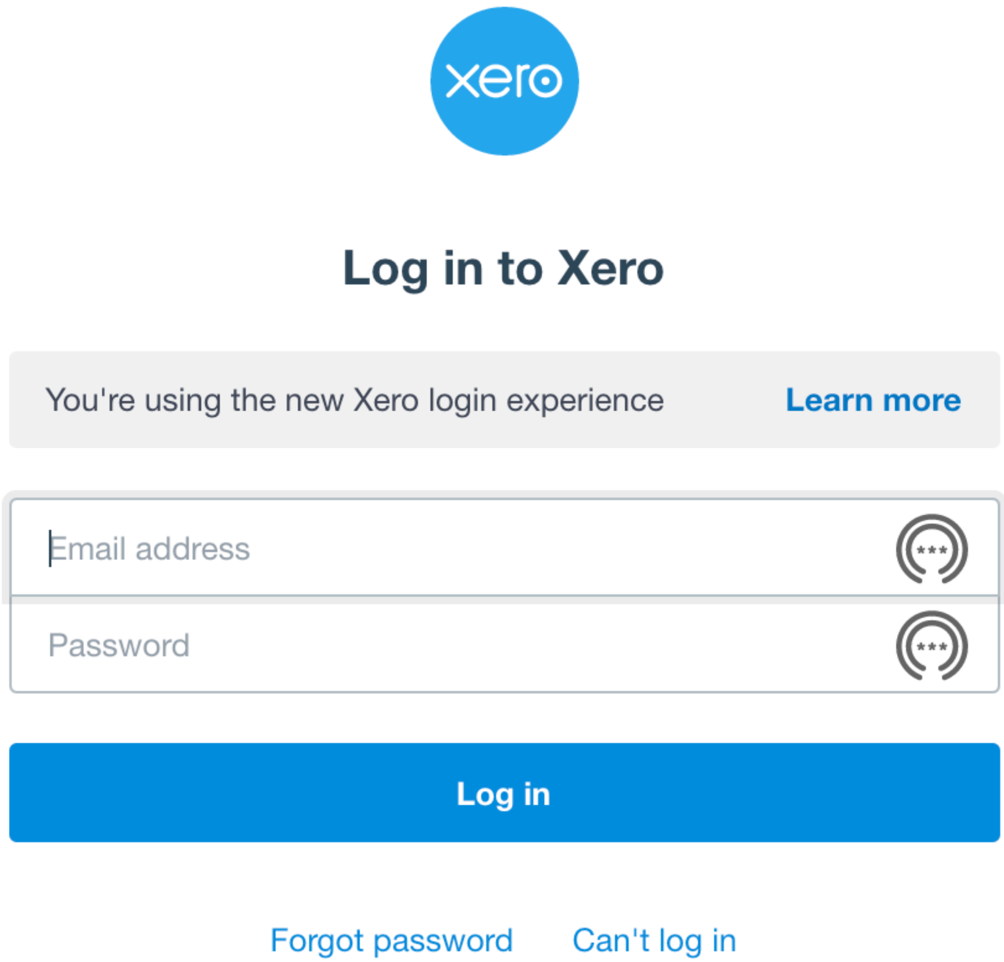




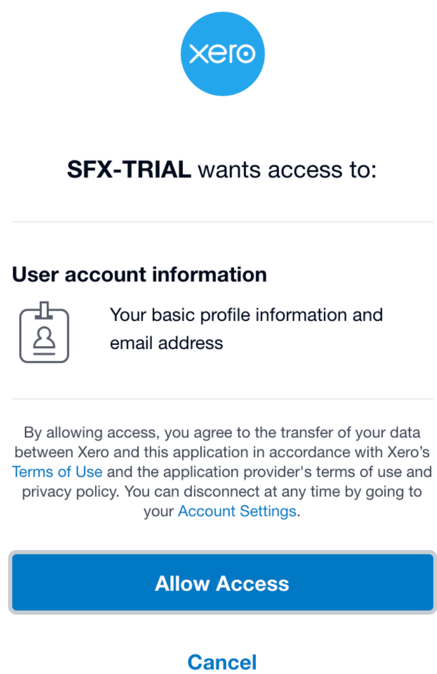
SFX is now activated

Click on the button <connect XERO>

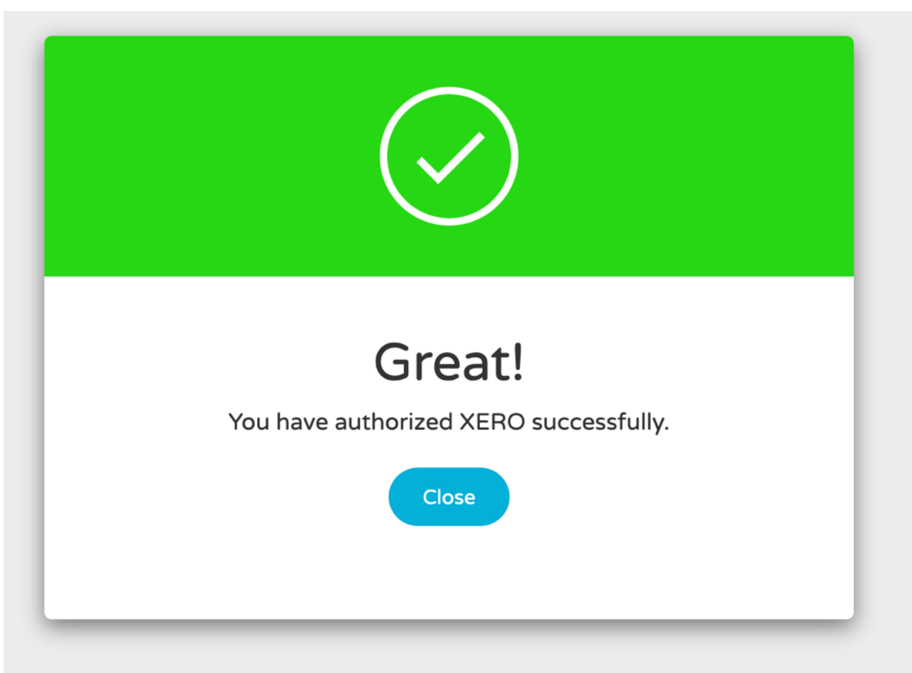
Upon clicking, you will be re-directed to Xero login



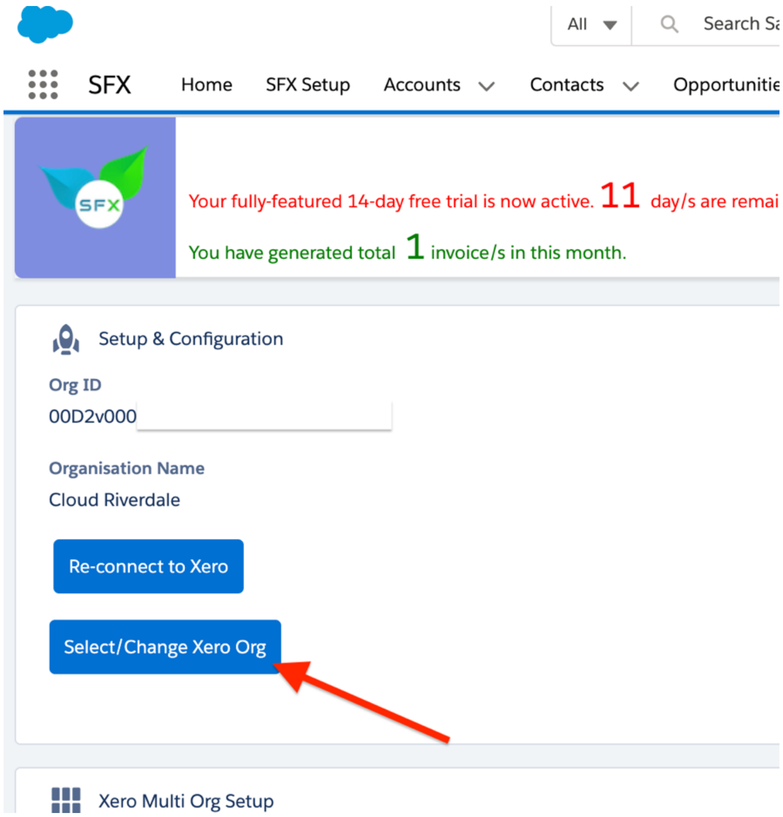
Upon successfully logging in, you will be asked to allow access followed by connect to Xero org



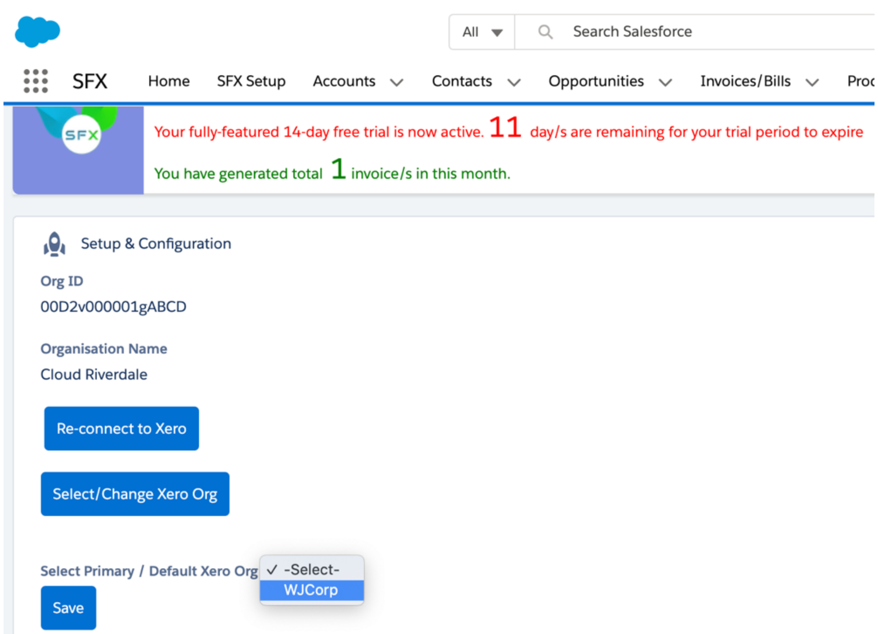
You have now successfully authenticated Xero org



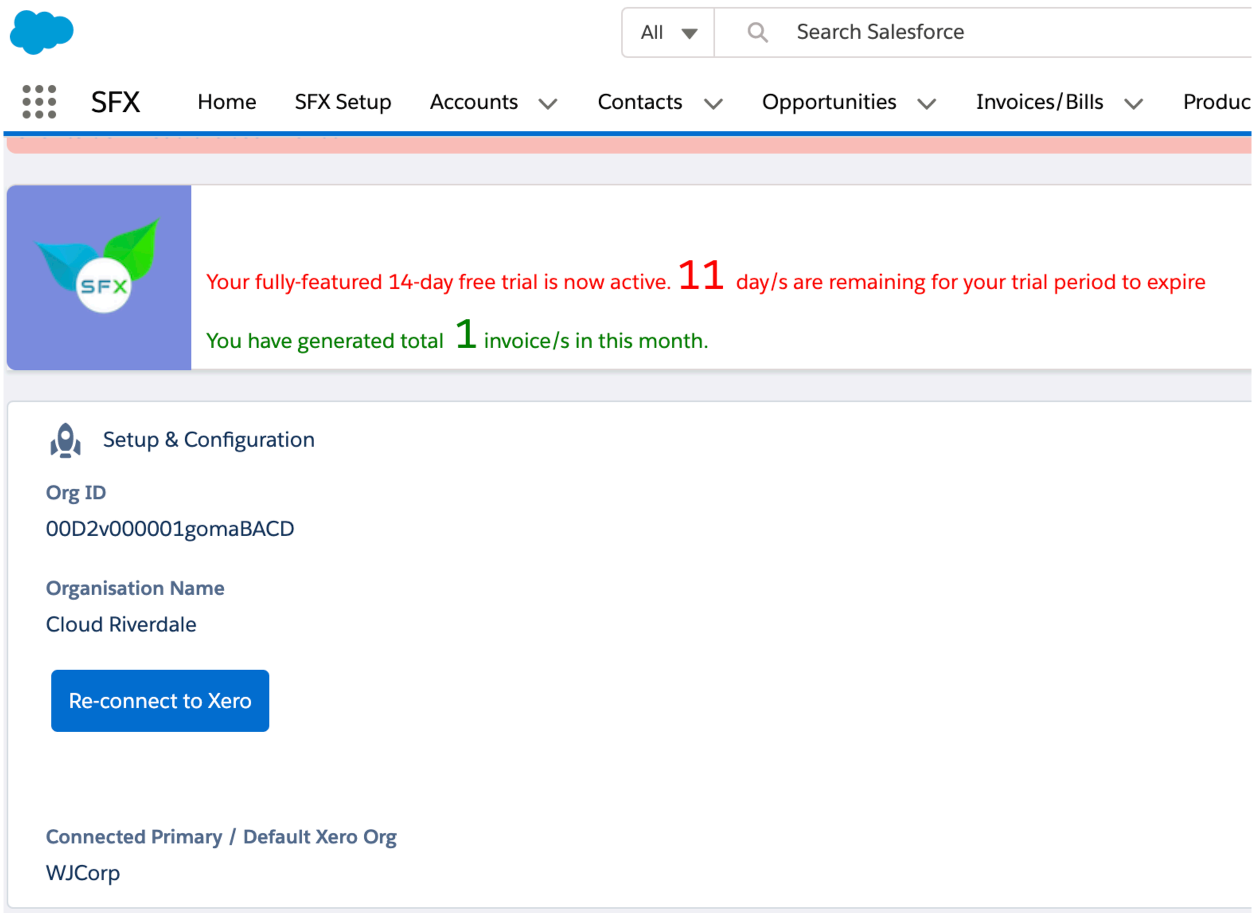
Click on <Select/Change Xero Org>



Select your Xero Org and click <Save>



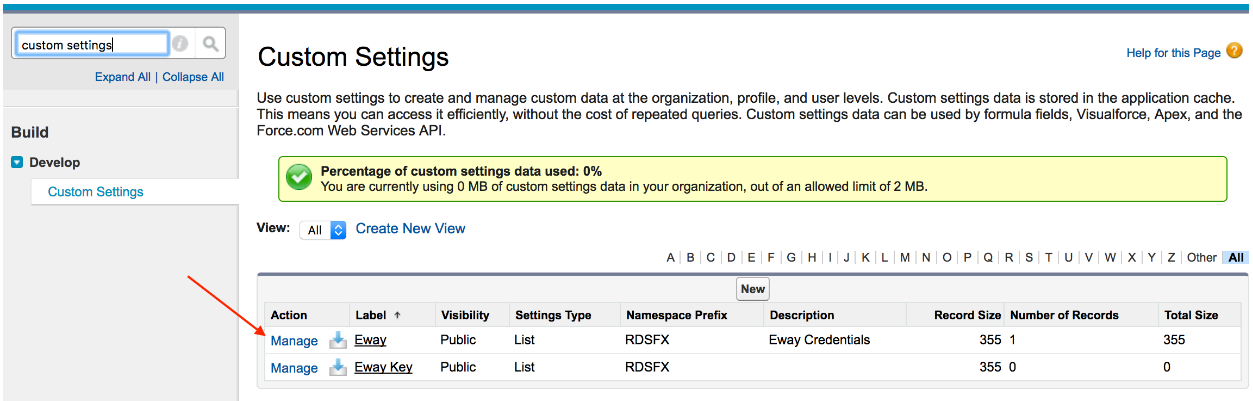
You are now connected



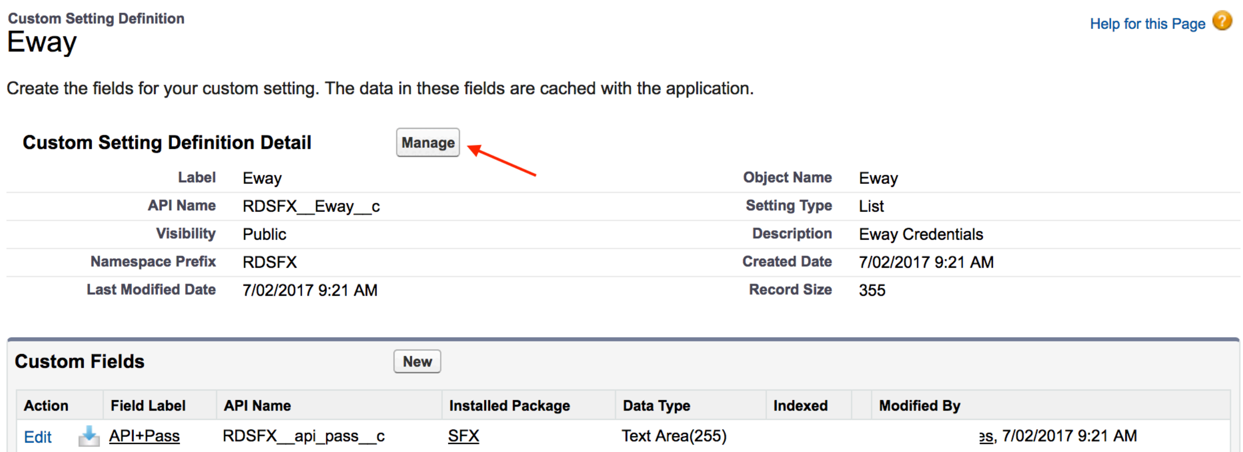
5. eWay Payment Gateway Setup

This feature is *optional* and configured if eWay is used as a Payment Gateway.

To setup eWay, click on <Setup> and search for “Custom Settings” in the quick find box found on the left panel.



Click on Manage to enter API+PASS for eWay

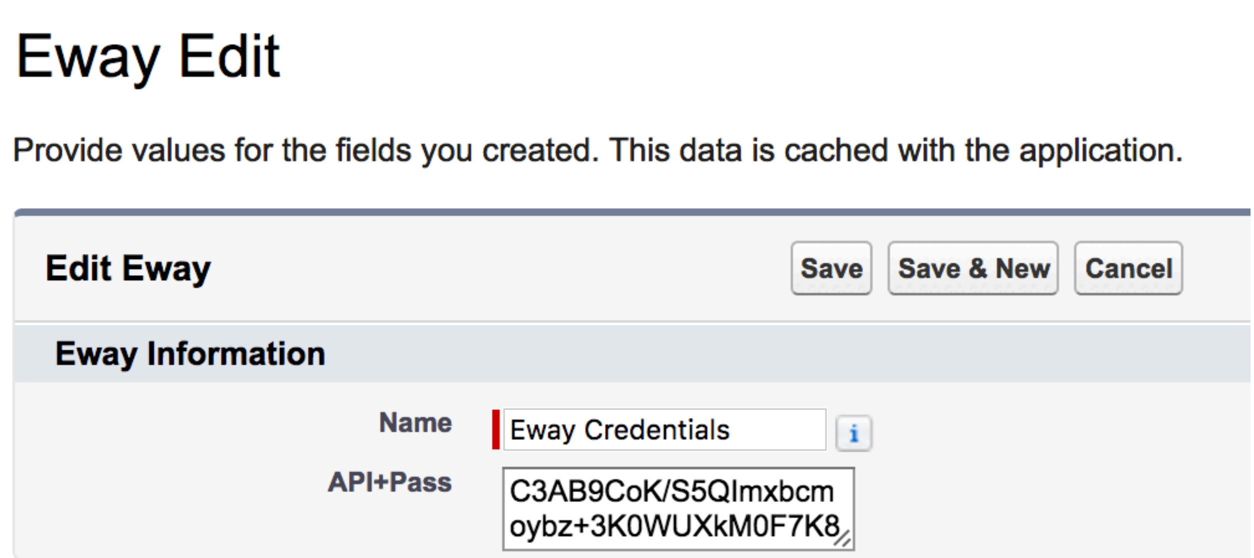


Enter the API Key and password from eWay as shown

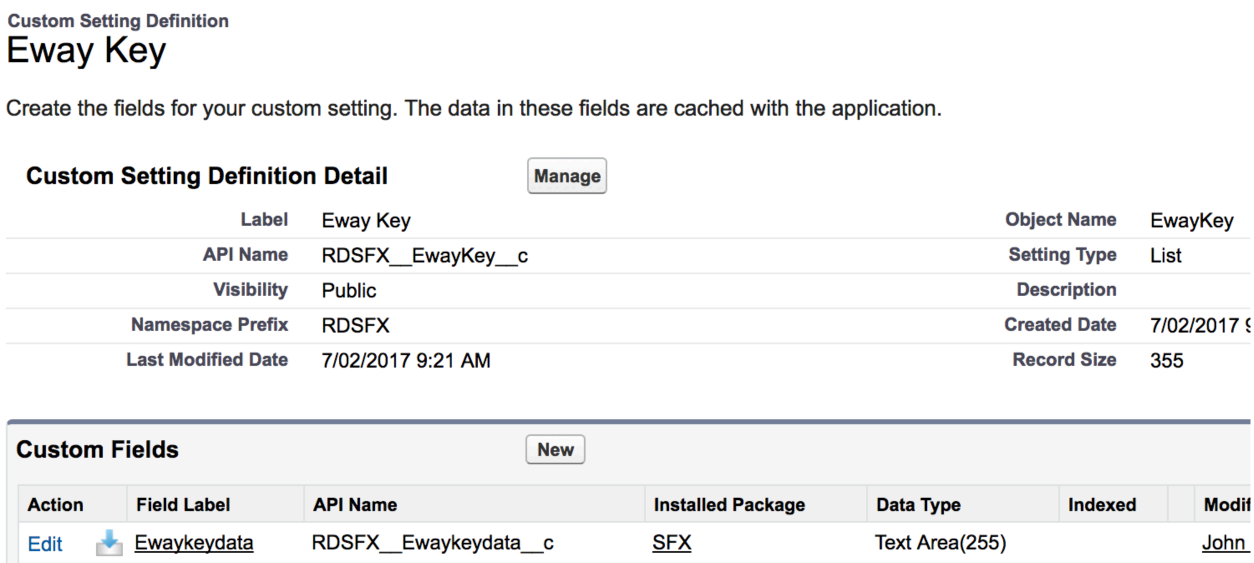
Name should be “Eway Credentials”

API+Pass should be entered as per the given format “API Key“:”Password” separated by colon “:”

For Example: C3AB9CoK/S5QImUXK8WdNrYF1VLiXvKS4lCypteh9NEIBo8L8IY6:Reset!123



Click on Manage to enter Ewaykeydata for Eway Key

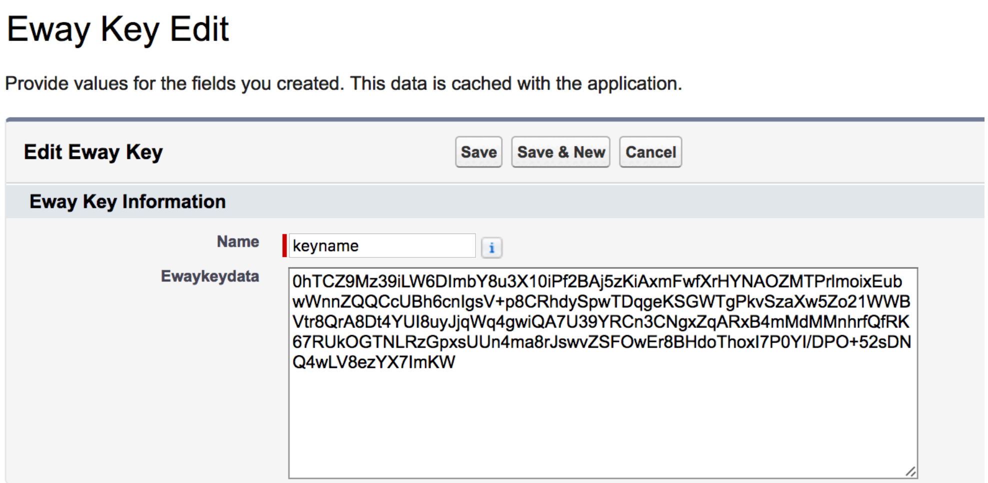


Enter the Ewaykeydata – Please note to copy and paste as-is the Name and Ewaykeydata as given below:

Name should be **“keyname”**

Ewaykeydata should be

0hTCZ9Mz39iLW6DImbY8u3X10iPf2BAj5zKiAxmFwfXrHYNAOZMTPrlmoixEubwWnnZQQ
CcUBh6cnIgsV+p8CRhdySpwTDqgeKSGWTgPkvSzaXw5Zo21WWBVtr8QrA8Dt4YUI8uyJjq
Wq4gwiQA7U39YRCn3CNgxZqARxB4mMdMMnhrfQfRK67RUkOGTNLRzGpxsUUn4ma8rJ
swvZSFOwEr8BHdoThoxI7P0YI/DPO+52sDNQ4wLV8ezYX7ImKW

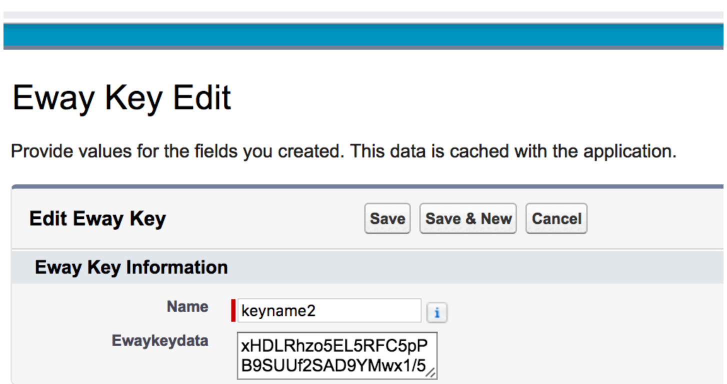


Add another record and update the fields **Name** and **Ewaykeydata** with following: (Please note to copy and paste as-is)

Name should be **“keyname2”**

Ewaykeydata should be

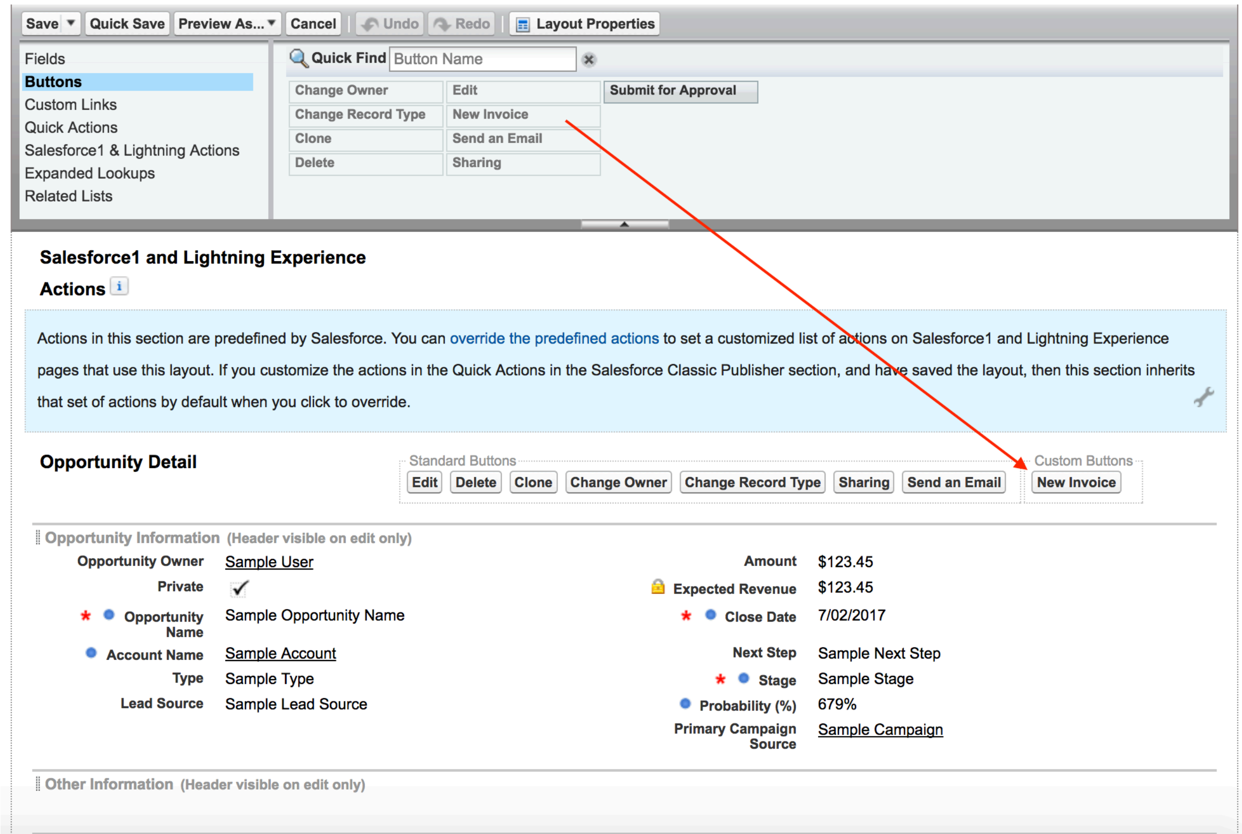
xHDLRhzo5EL5RFC5pPB9SUUf2SAD9YMwx1/5x+MDDxY1E8HcrSqBYulaxUdJg+KfMOQH6
XhYpaz6MbOLu8ZH0bw==



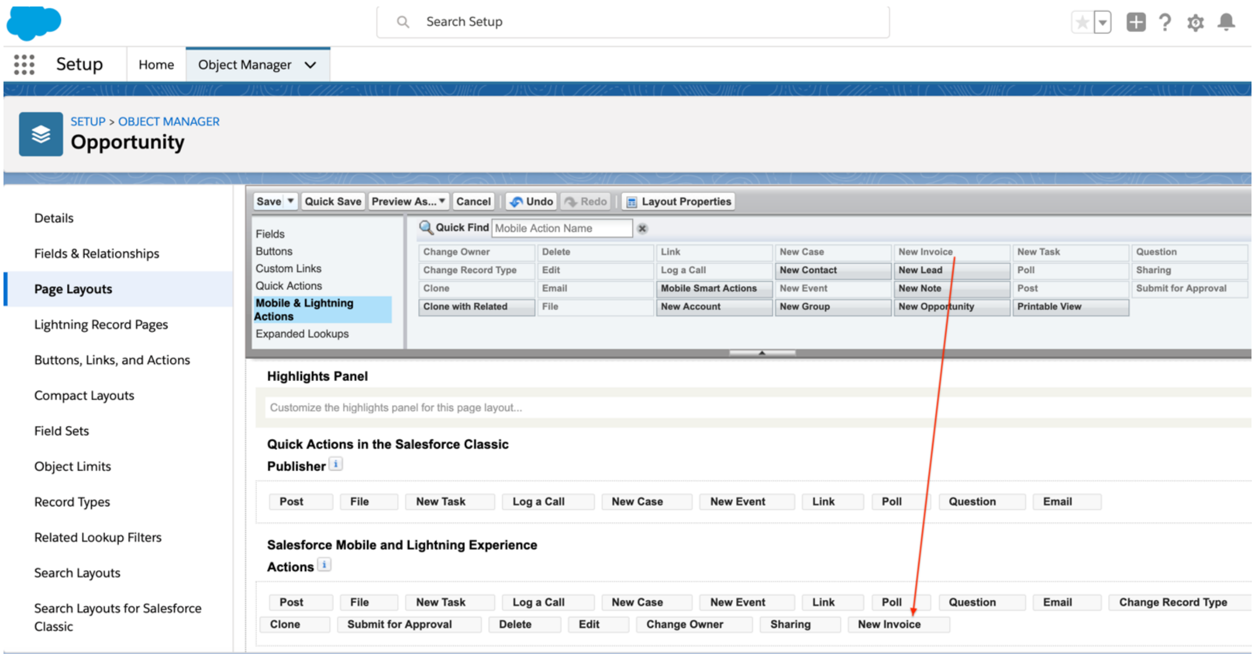
6. SFX Configuration:

Adding <New Invoice> button on the Opportunity page for Classic

Edit opportunity layout, drag the <New Invoice> button on to the Custom buttons area on the page, save the layout.

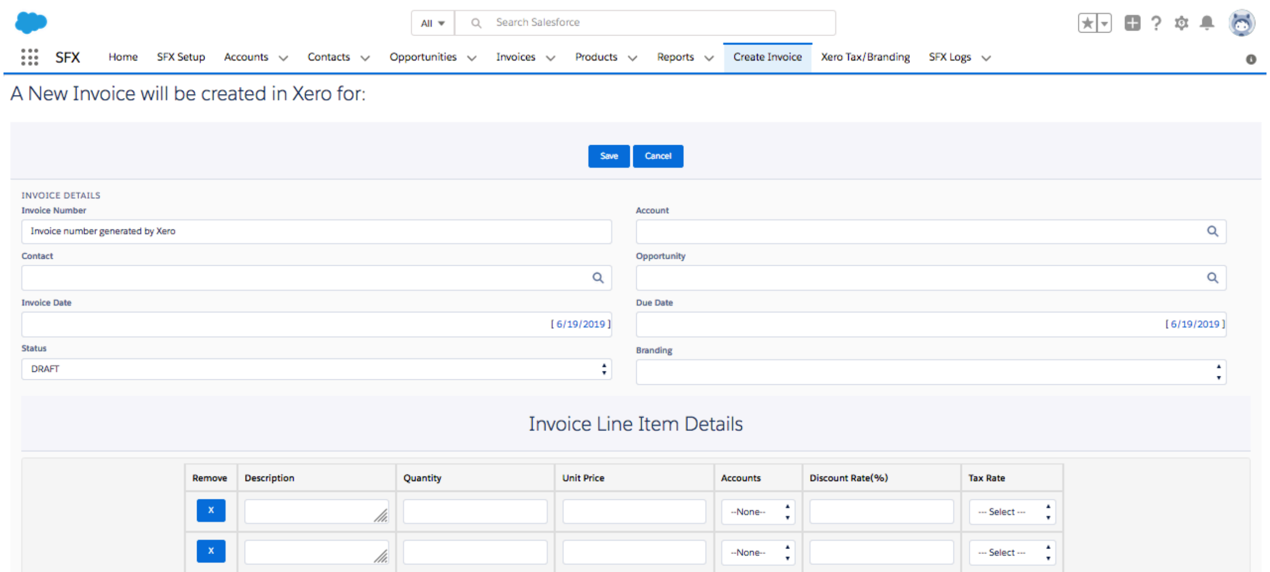


Adding <New Invoice> button on the Opportunity page for lightning



7. Creating a New Invoice:

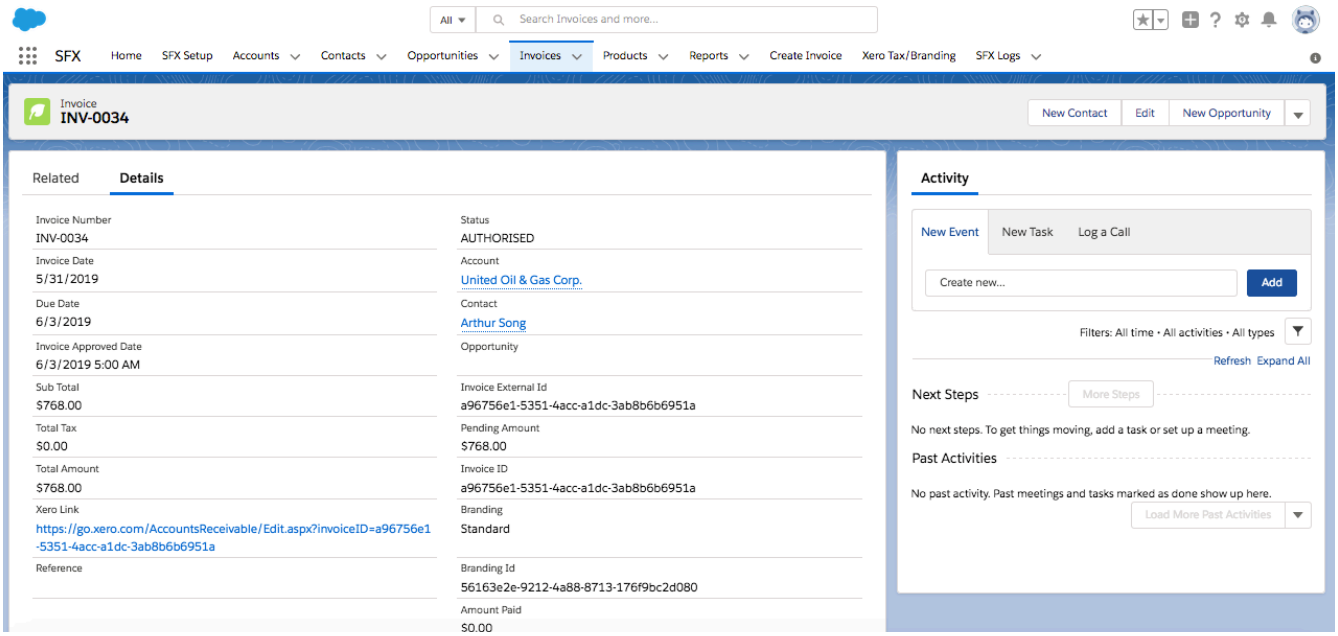
New Invoice button is displayed on the Opportunity layout, this button will enable to create an Invoice



There are two options to add products to the Invoice; you could either add any product, which are not related to the opportunity line items or just Click on the button "Copy Opportunity line items". This will copy all the products added to the related opportunity.

Note: Remember to select the correct Tax rate as defined in Xero

Invoice is generated and the same invoice is created instantly in Xero with the same invoice number.



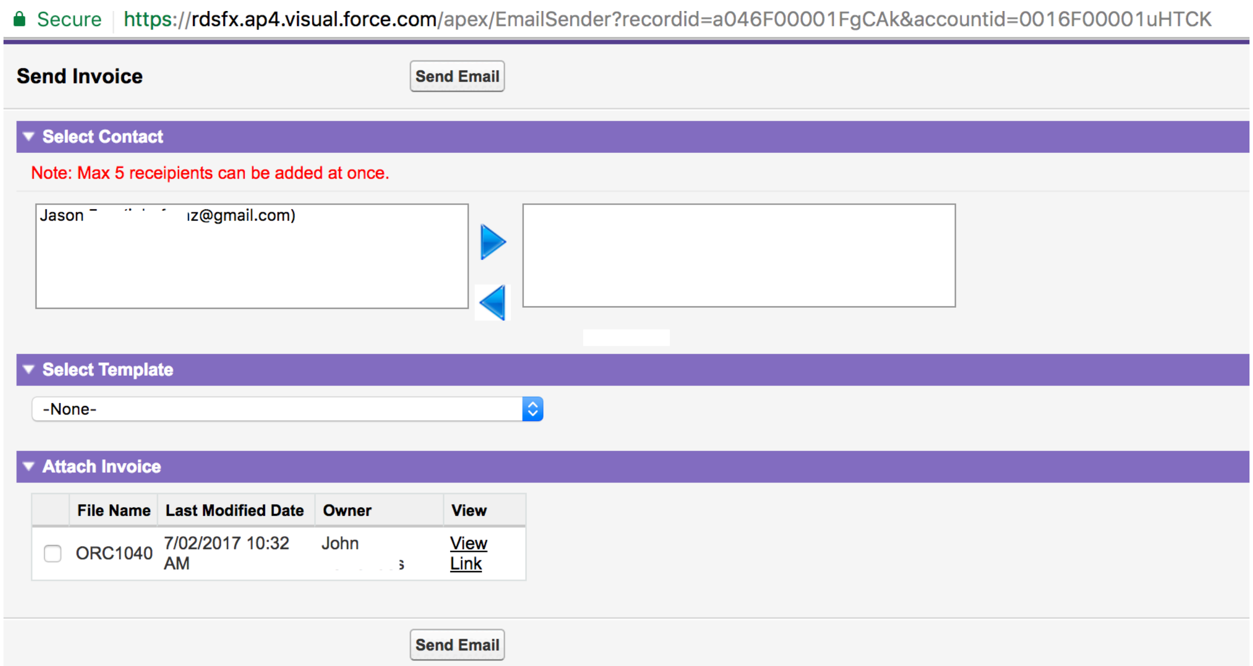
Features on Invoice Detail page:

a. Generate PDF: A pdf format Invoice is generated for printing purpose, stored under notes and attachment's
b. Send Invoice: Email the Invoice to the selected contact, upon generating PDF. History captured under activity history.
c. Approve Xero Invoice: Enable to approve the Invoice, this changes the status of the invoice to Approved both in Salesforce and Xero. Note: Once this is done, you will be unable to edit/modify the approved invoice in XERO
d. eWay PAY: This button will enable to take instant credit card payments

Alternately related list <Payments> on the Invoice object will enable you to record any Bank related transactions.

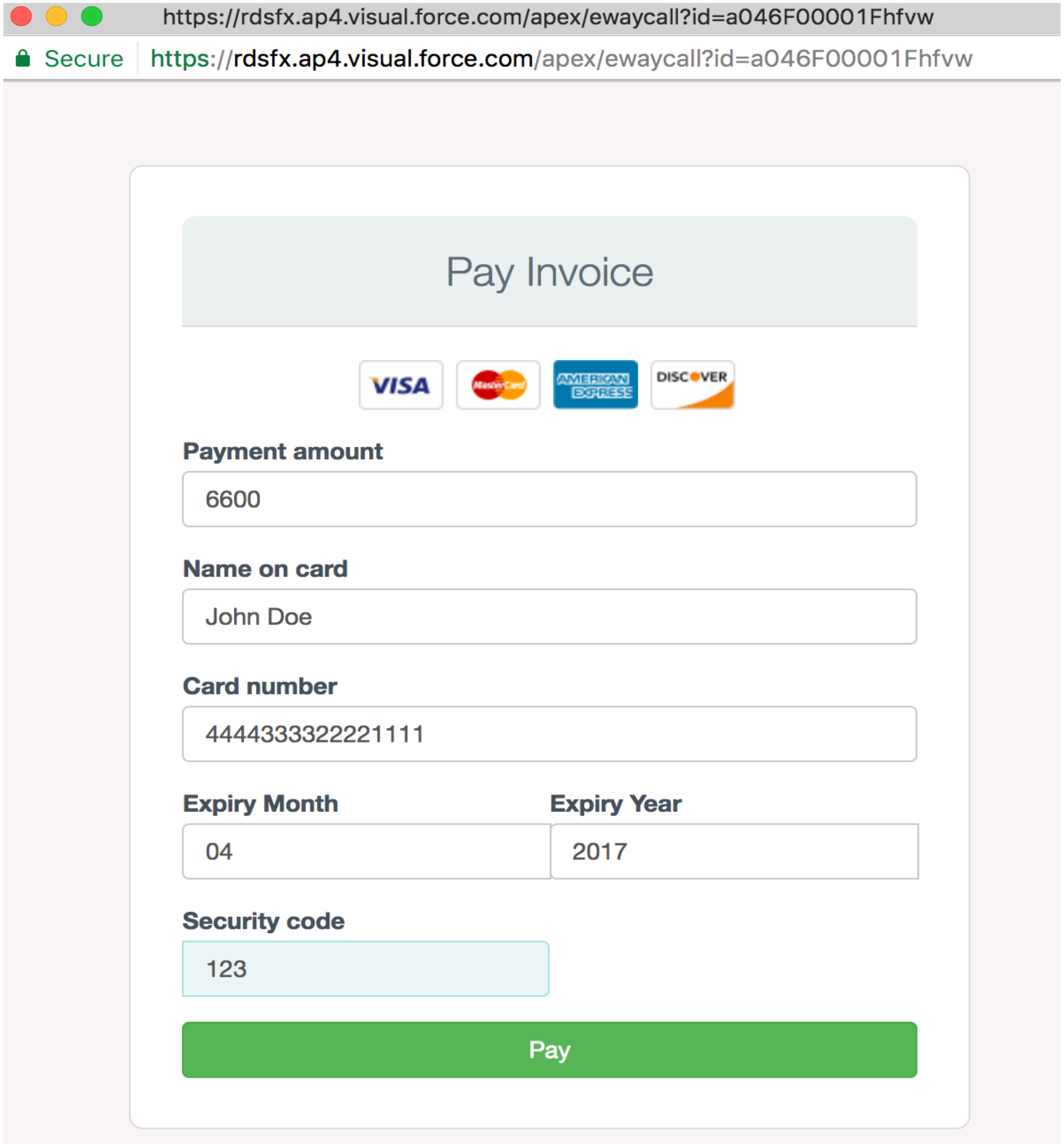
8. Emailing Invoice

To Email invoice, first generate pdf and then use the <Send invoice> button to send the invoice via email to the selected contacts.



9. Payment processing via eWay

Click on eWay Pay button. This will open a pop-up a window with Pending Invoice amount and option to enter *Card details followed by clicking on PAY button.



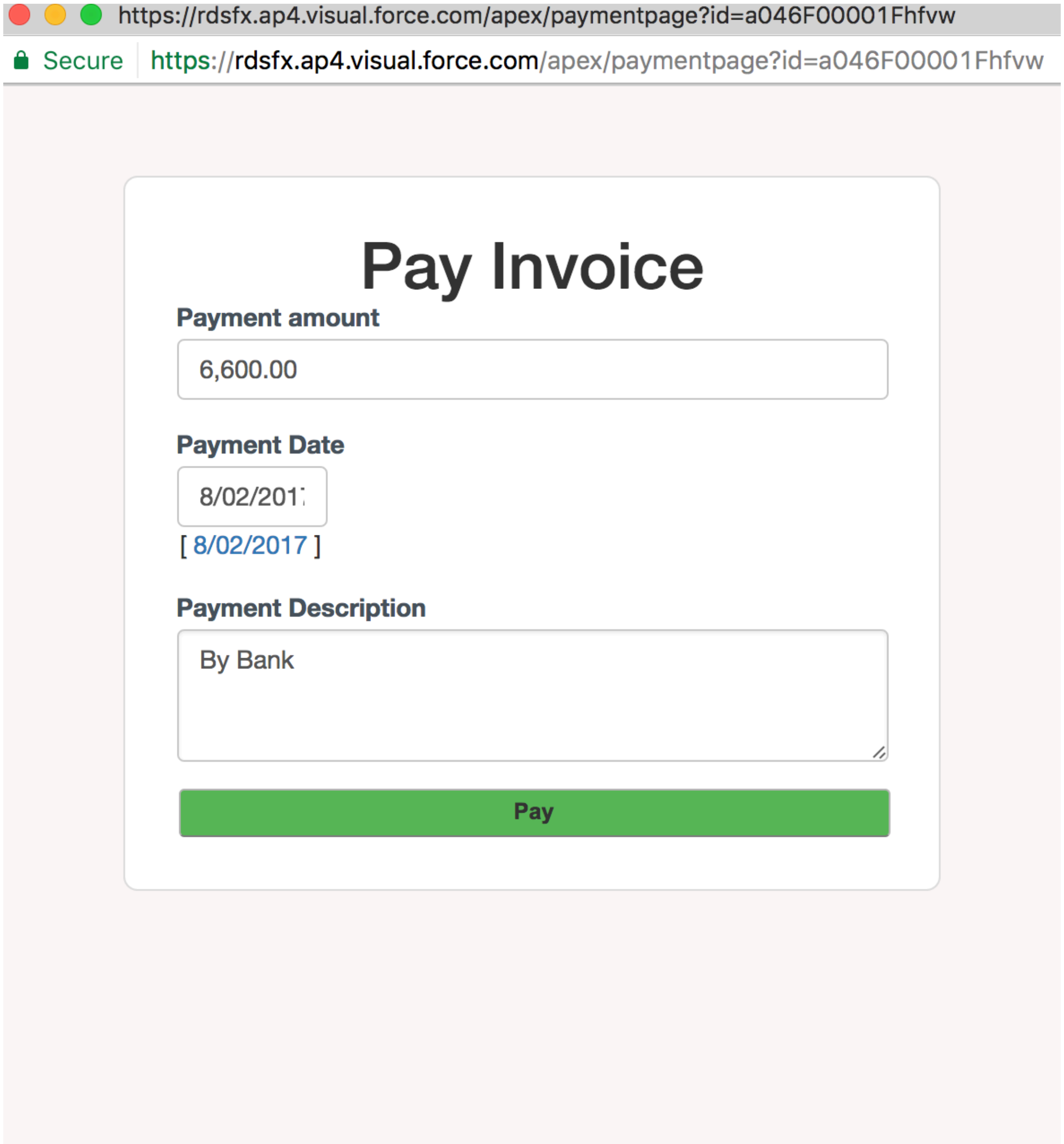
Payments are processed by eWay and transaction detail updated back to Salesforce Invoice under eWay Transactions.

On successful transaction payment detail is updated to Xero.

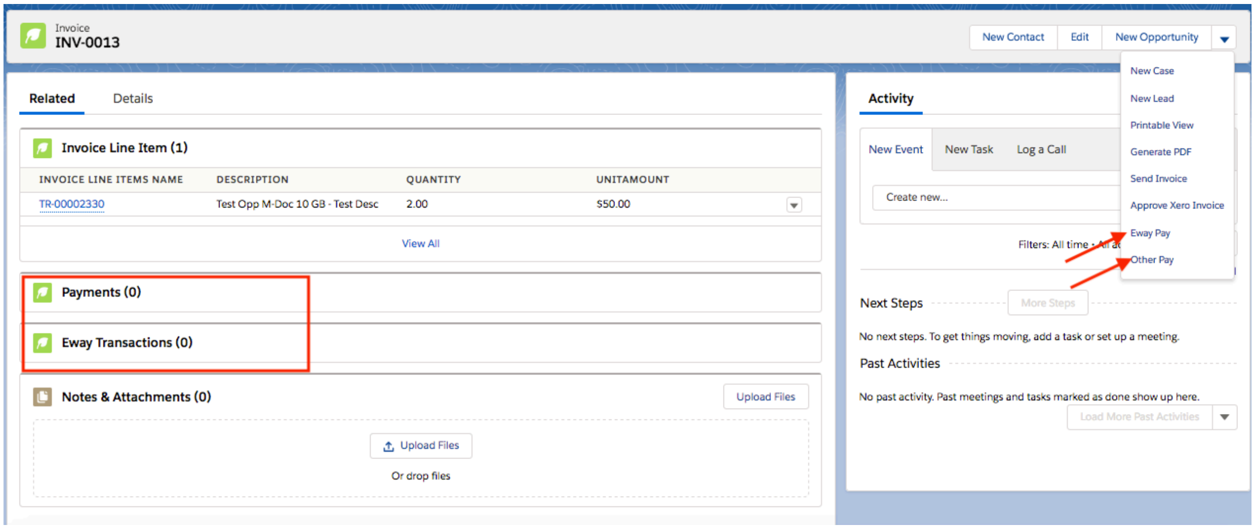
*Card details are managed by eWay, no details are stored in Salesforce.

10.Other Payments

The other payments can be used to capture payments for instance bank payments, which is then recorded in Salesforce & Xero



Upon successful payment, Transaction details are updated under Payments and eWay Transactions related list.

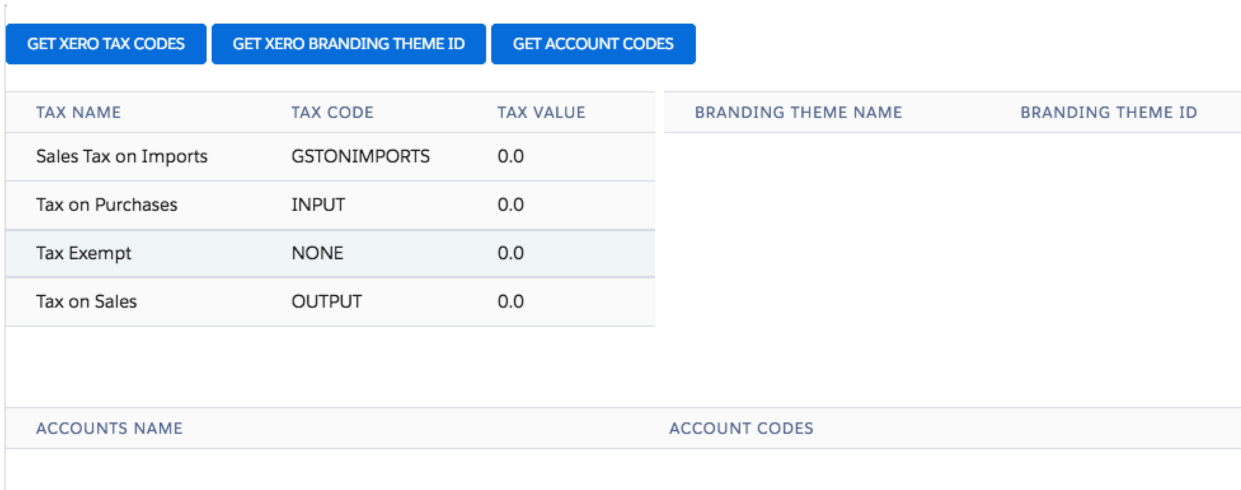


11.Xero Tax / Branding

Click on the <Xero Tax/Branding > tab followed by clicking on the button <Get Xero Tax Codes>

This will retrieve tax codes from your Xero Org

Update these <Xero Tax Codes> values highlighted in the image to <Opportunity Products> object custom field <Xero Tax Code> picklist.



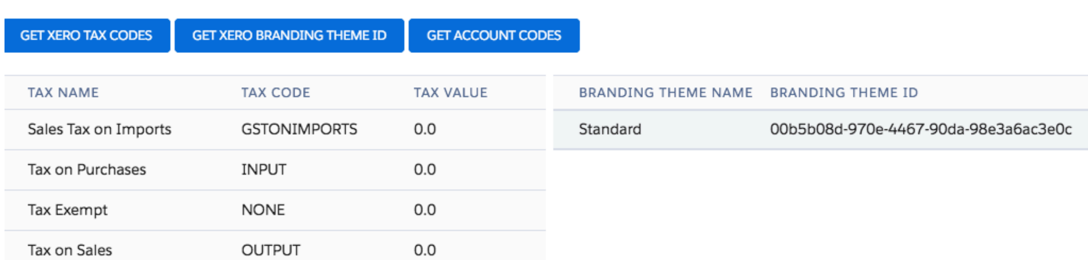
TAX NAME	TAX CODE	TAX VALUE
Sales Tax on Imports	GSTONIMPORTS	0.0
Tax on Purchases	INPUT	0.0
Tax Exempt	NONE	0.0
Tax on Sales	OUTPUT	0.0

BRANDING THEME NAME	BRANDING THEME ID

ACCOUNTS NAME	ACCOUNT CODES

For Branding click on <Get Xero Branding Theme Id>

Update the custom field <Xero Branding Theme> of Opportunity object. The values should be the “Branding Theme Name” in this example the value is “Standard”



TAX NAME	TAX CODE	TAX VALUE
Sales Tax on Imports	GSTONIMPORTS	0.0
Tax on Purchases	INPUT	0.0
Tax Exempt	NONE	0.0
Tax on Sales	OUTPUT	0.0

BRANDING THEME NAME	BRANDING THEME ID
Standard	00b5b08d-970e-4467-90da-98e3a6ac3e0c

For Account Codes click on <Get Account Codes>

GET XERO TAX CODES | GET XERO BRANDING THEME ID | GET ACCOUNT CODES

TAX NAME	TAX CODE	TAX VALUE
Sales Tax on Imports	GSTONIMPORTS	0.0
Tax on Purchases	INPUT	0.0
Tax Exempt	NONE	0.0
Tax on Sales	OUTPUT	0.0

BRANDING THEME NAME	BRANDING THEME ID
Standard	00b5b08d-970e-4467-90da-98e3a6ac3e0c

ACCOUNTS NAME	ACCOUNT CODES
(REVENUE) 200-Sales	200
(REVENUE) 260-Other Revenue	260
(REVENUE) 270-Interest Income	270
(DIRECTCOSTS) 310-Cost of Goods Sold	310
(EXPENSE) 400-Advertising	400

12.Auto Invoice Creation using Process Builder

Invoice auto creation and updating is based on the opportunity create, edit and condition mentioned in Process builder.

Conditions are based on use cases such as Opportunity Stage = “Closed won” or as required by the business.

Following configuration is for an example where **Opportunity Stage = “Closed won”** and is applicable in two different scenarios.

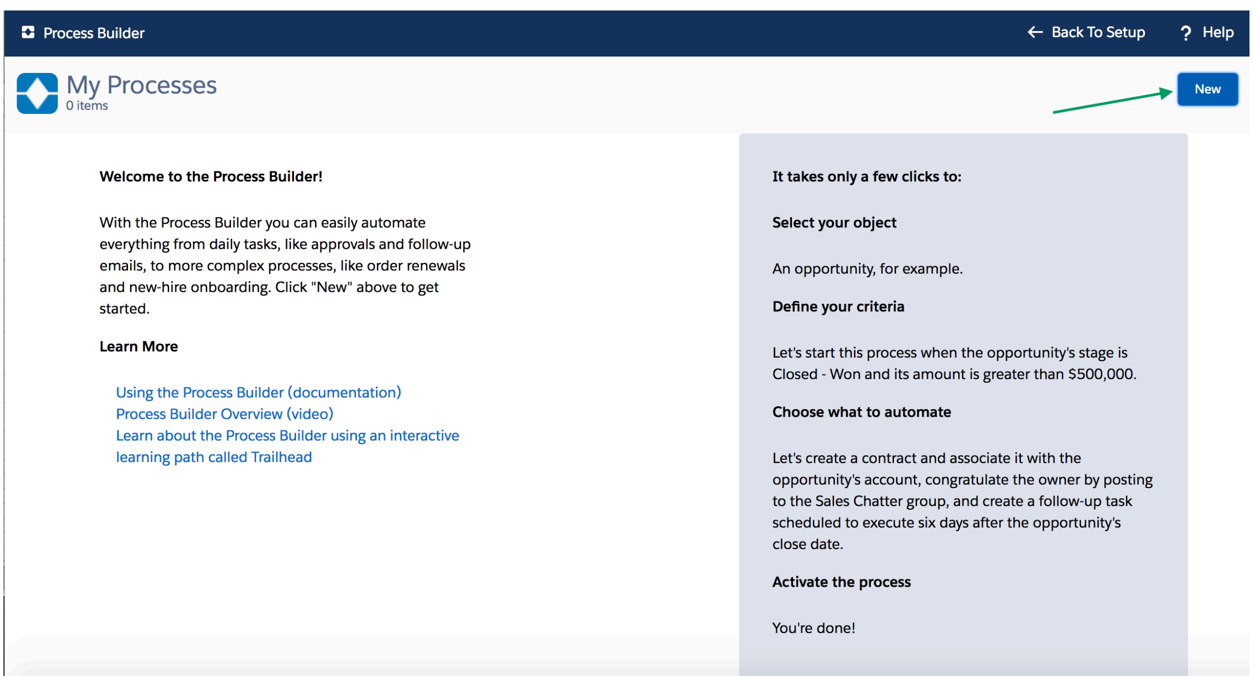
Scenario 1: *New Invoice Creation*

Invoice auto-creation is based on creating of new opportunity, condition being Opportunity Stage = “Closed won”

Scenario 2: *Edit Opportunity line item* (for an opportunity with existing Invoice)

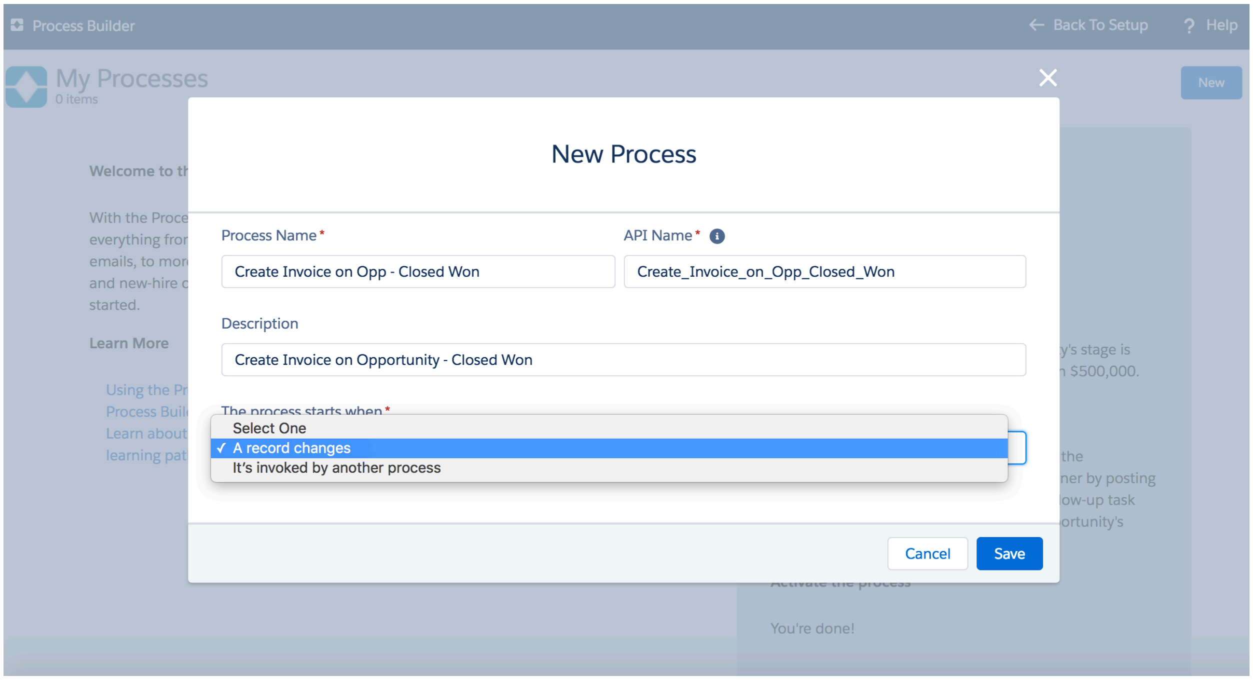
In a scenario where the opportunity line items have to be modified, the Invoice is auto updated, only upon editing the opportunity

To setup a Process Builder, click on <Setup> and search for “Process Builder” in the quick find box found on the left panel.

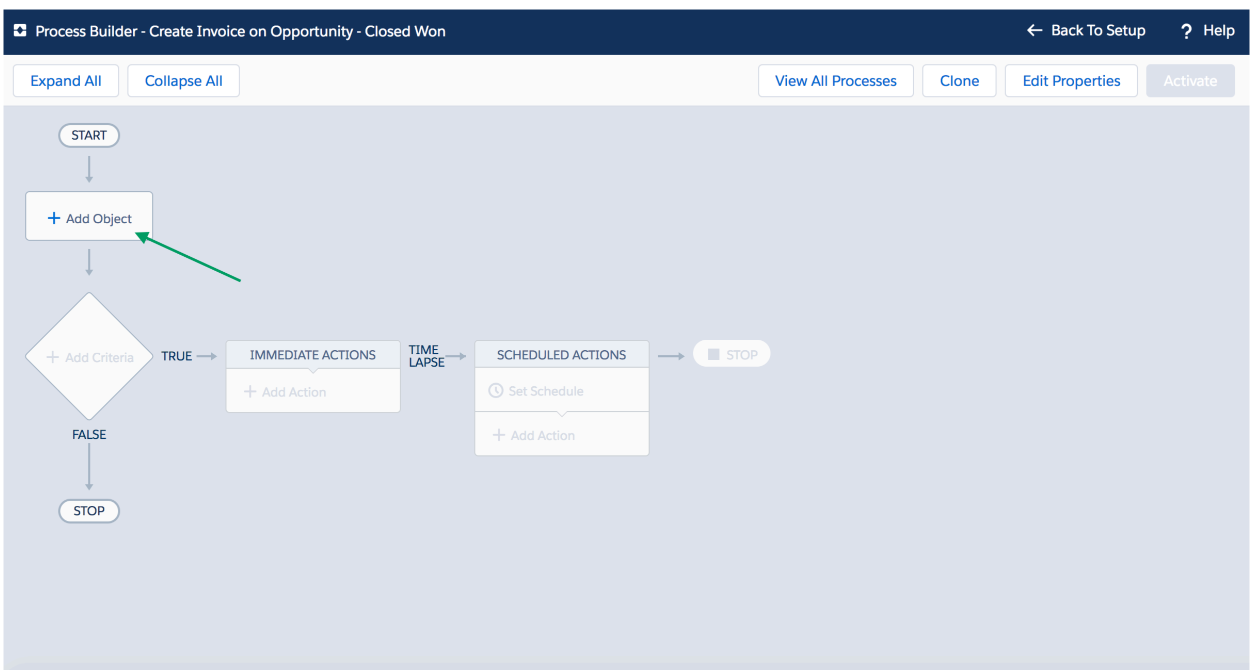


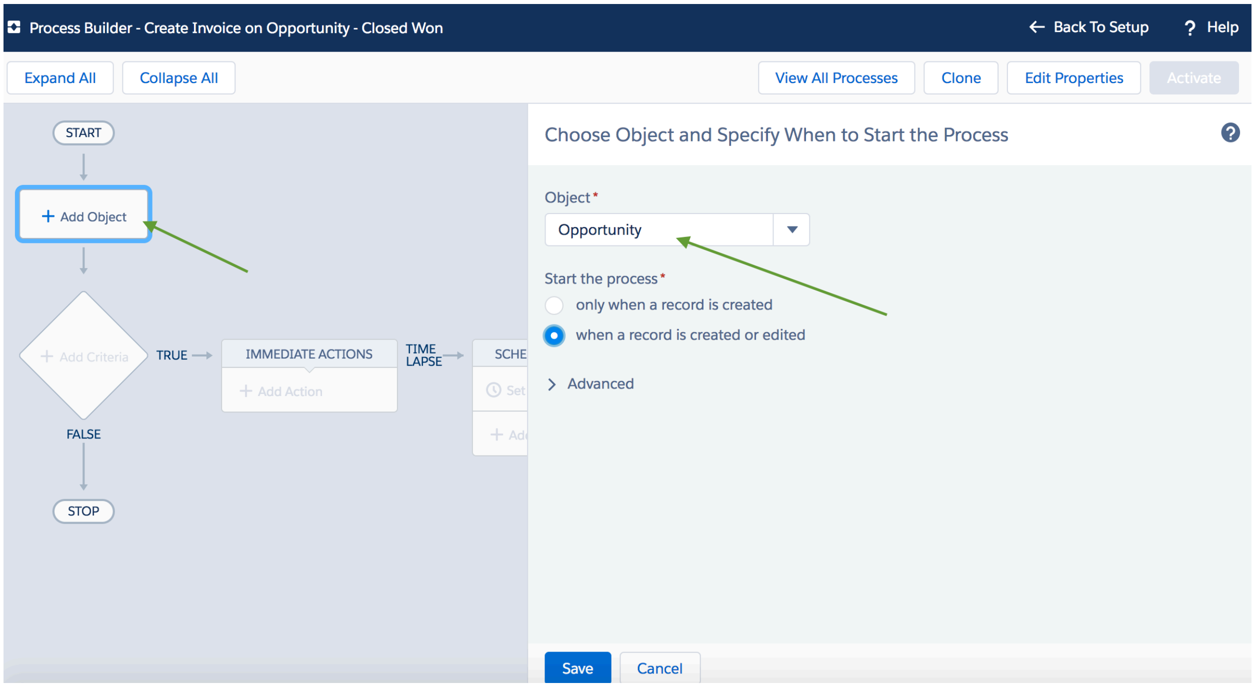
Click on <New> button to create a new process.

Add a Process name as “Create Invoice on Opportunity – Stage”

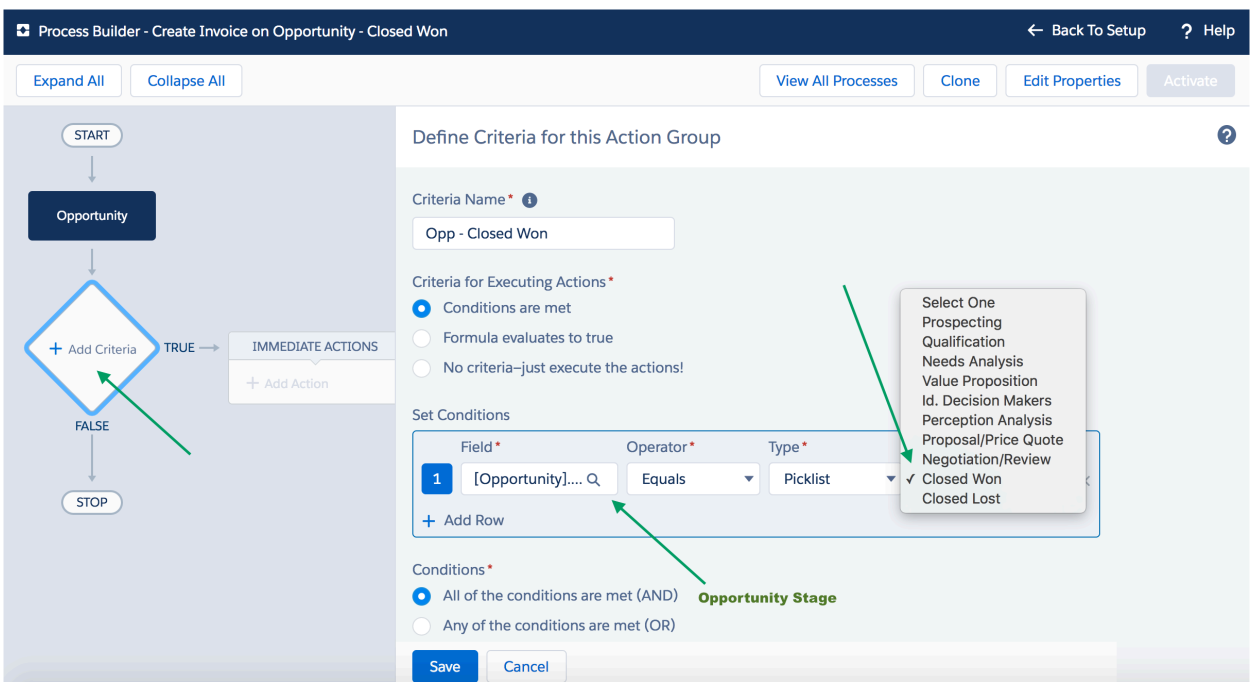


Select the Object, in this case “Opportunity “

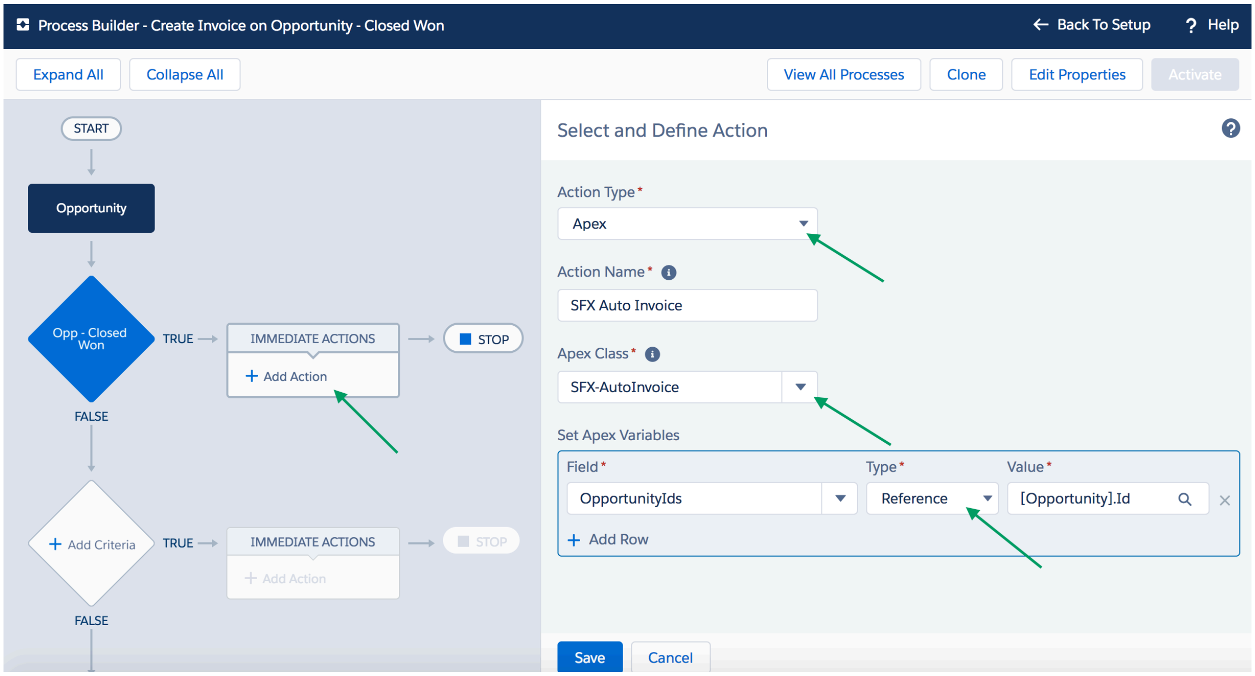




Add the Criteria as shown in the diagram below, in this case Opportunity Stage = "Closed Won"



Next add Action. For the action select “Apex”, provide a name and select the Apex class “SFX-AutoInvoice”



Followed by “Set Apex Variable”,

Select Field as OpportunityIds

Select Type as reference and

Select Value as Opportunity.ID

Save and **Activate** the Process builder.

Pre-requisite on Opportunity Create or Update:

- Opportunity should be linked to Account
- Opportunity should have line items with Xero Tax code values (Refer Index#13)
- Opportunity contact role with primary contact
- Opportunity should have “Xero Branding Theme” values updated

NOTE:

- Editing of opportunity line items of an existing Invoice is based on editing the Opportunity
- Any Invoice with Status as “Authorised” cannot be edited or modified via Process builder
- Incase of an additional invoice existing on the opportunity object, the invoice with latest date/time stamp is updated via the Process builder upon editing and saving the Opportunity

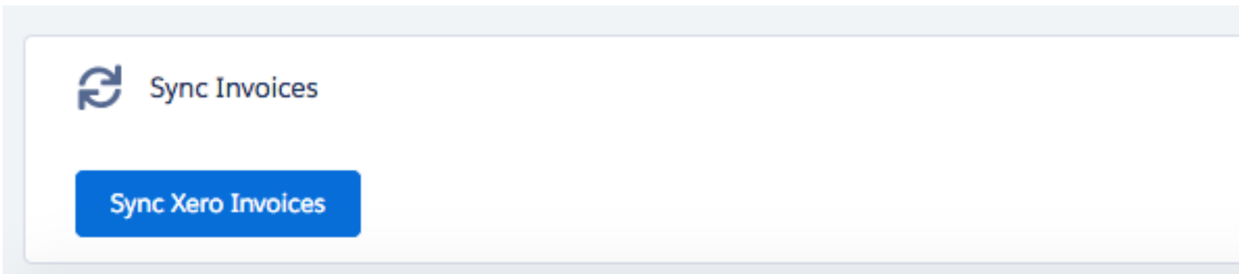
13.Sync Invoices

SFX can sync invoices from Xero to Salesforce . Two types of sync provided by SFX.

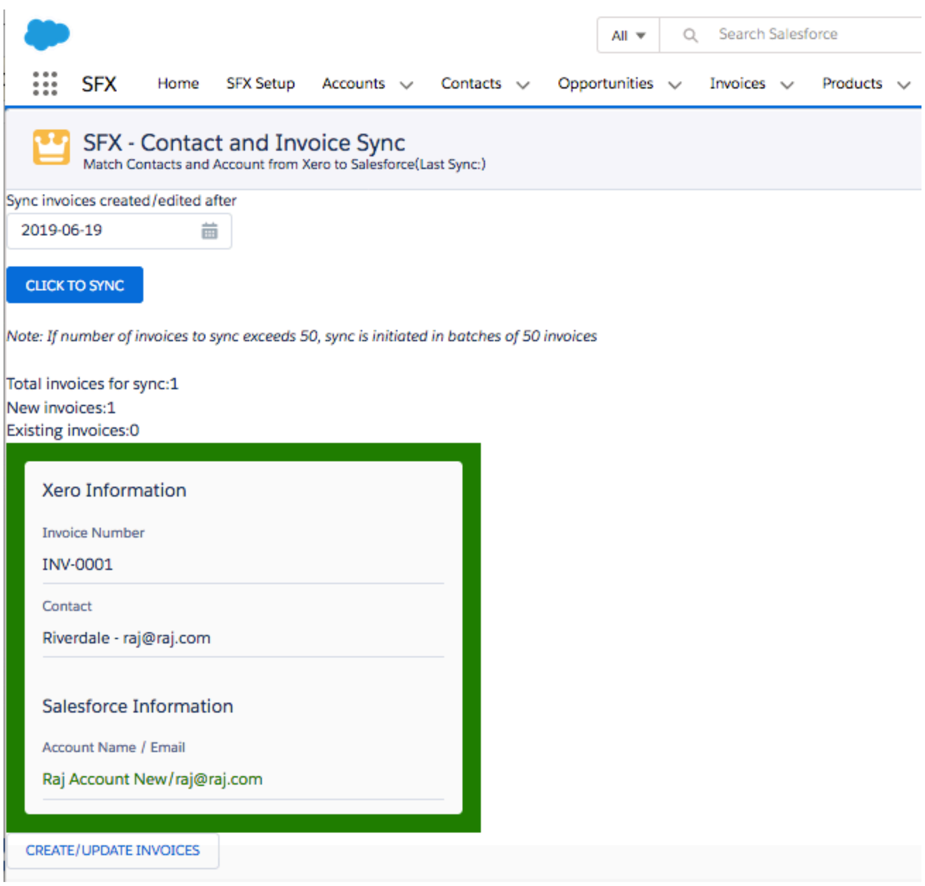
- Auto sync
- Manual sync

Manual Sync

You can sync invoices from SFX setup tab



Click on a date to sync invoices created/updated after selected date

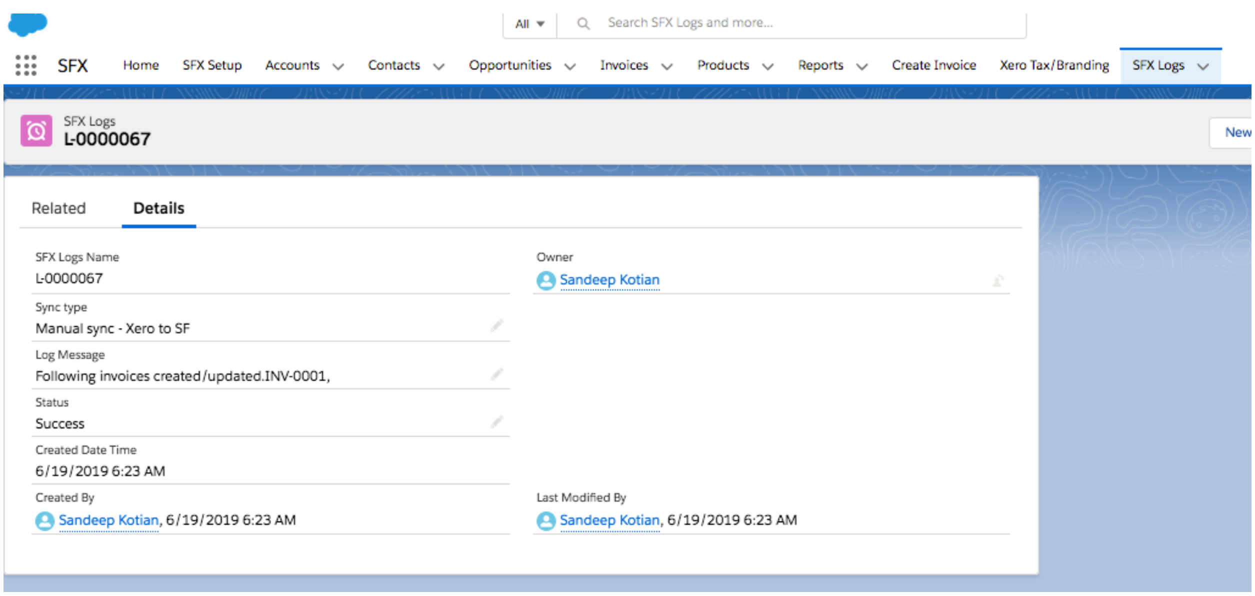


Account and contact auto matched by email if already exists in salesforce.

If account and contact are new then user can manually map from xero contact.

If more than 50 invoices, sync can be completed by batches of 50 invoices.

On clicking create/update invoices, new invoices will be created in salesforce and existing will be updated. Logs can be tracked under SFX Logs tab.



Auto Sync

Every 15 mins New invoices / existing invoices created or updated from Xero to Salesforce. Logs can be tracked under SFX Logs tab

14. Invoice from Custom Object

Mapping
Select SFX app, click on the "Xero Custom Object Mapping"
Create a new record with the below parameters

Invoice can be generated from a **single custom object** or from an object with a child object. Child object is where your line items are stored.

To generate invoice from custom object, the objects should have the below **mandatory** fields

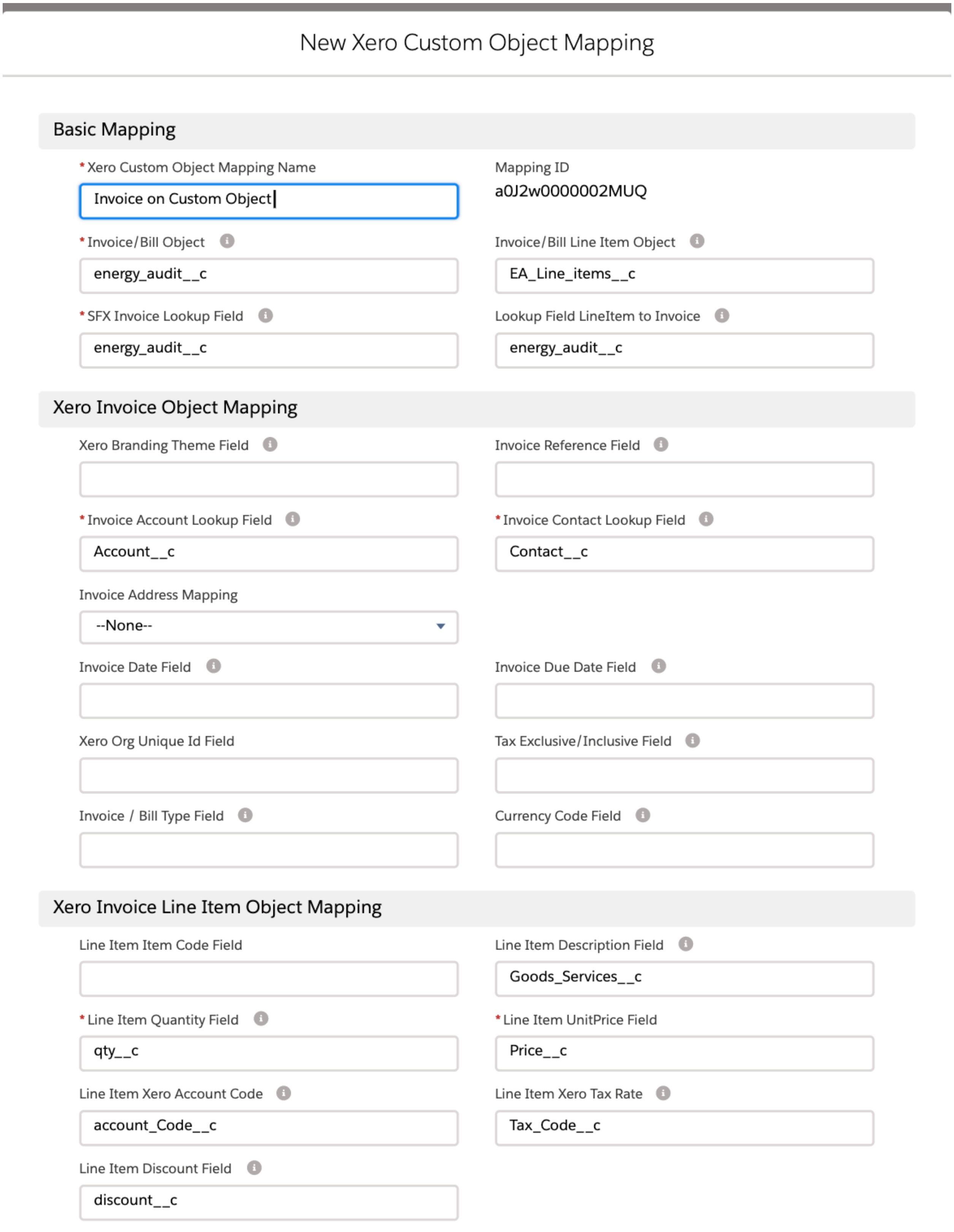
- Name
- Invoice/Bill Object
- SFX Invoice Lookup field (In the RDSFX Invoice object, create a lookup field to your custom object which you want to use for Invoicing)
- Invoice Account Lookup Field
- Invoice Contact Lookup Field (ensure your contact has a email id, which is mandatory to create and map invoice in Xero)
- Line Item Qty field
- Line Item Unit Price field

Ensure the above fields are existing in the respective custom object(s) and the API name used in the "Xero Custom Object Mapping" layout.

To create Invoice from **two custom objects**, a master and a child object(viz, line items object)

- If child object is used, please be sure to map the relevant API names from the child object.
- A typical child object will contain fields such as Product description, price, quantity, discount, account code and tax code.

Refer the screen shot below



A Mapping id is generated and displayed on the layout for use of Invoice creation

Creating “New Invoice” button from Custom Object

Go to the custom object nominated as your Invoice Master from the setup
Select the object
Go to <Buttons, Links and Actions>
Select <New Button or Link>

Give a label name <New Invoice>
Select the option <Detail page button>

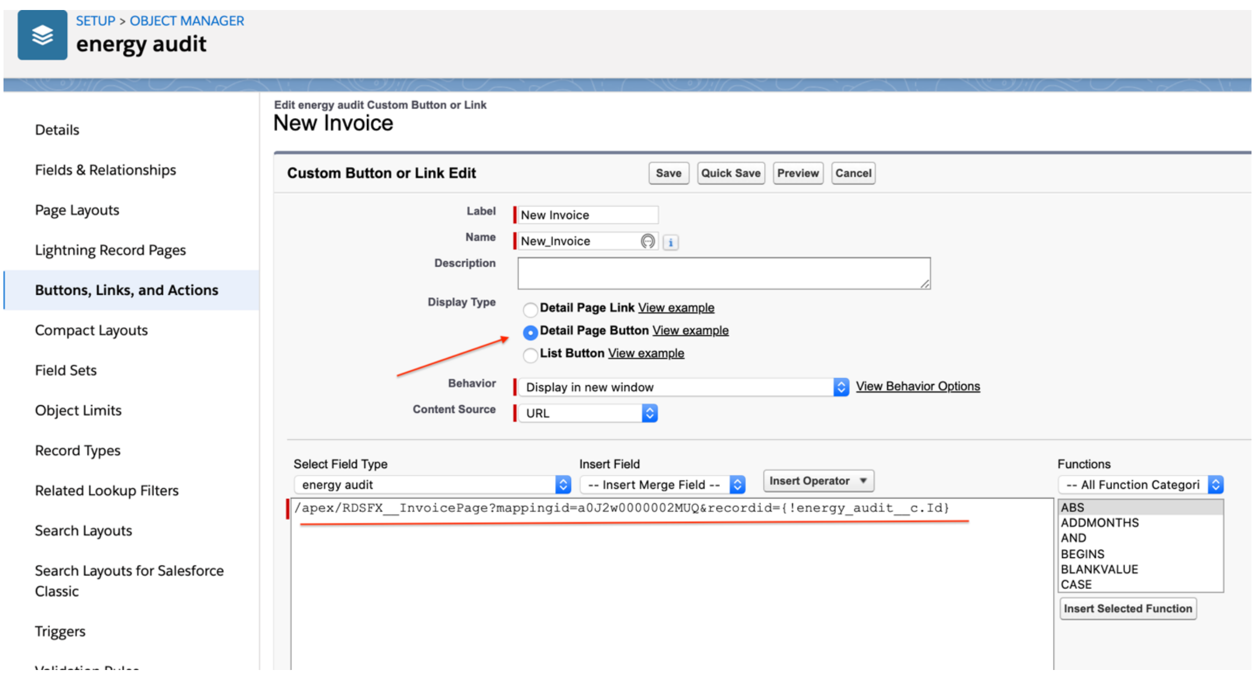
In the formula section, enter the below function with parameters
/apex/RDSFX__InvoicePage?mappingid=<mappingID>&recordid={!<CustomObject.Id}

Ex: /apex/RDSFX__InvoicePage?mappingid=a0S0o00001lhu7M&recordid={!Energy_Audit__c.Id}

Ensure the characters <, >, and any space in-between the formula is removed

For the mapping id refer Mapping section

NOTE: Ensure there is no extra spaces in-between the formula



Remember to add the <New Invoice button> on the page layout.

15.Automate Invoice creation on a Custom object using Process Builder

To automate the invoice creation, add a criteria such as on changing a stage, ideally a pick list field on the custom object.

Create a process with the criteria that is required to satisfy and initiate an Invoice creation.

Add action, select Action Type as APEX, give a name. Select SFX-CustomObjectInvoice Apex class
Click on “Add Row”
In the field section select parameterIds, Type should be formula.

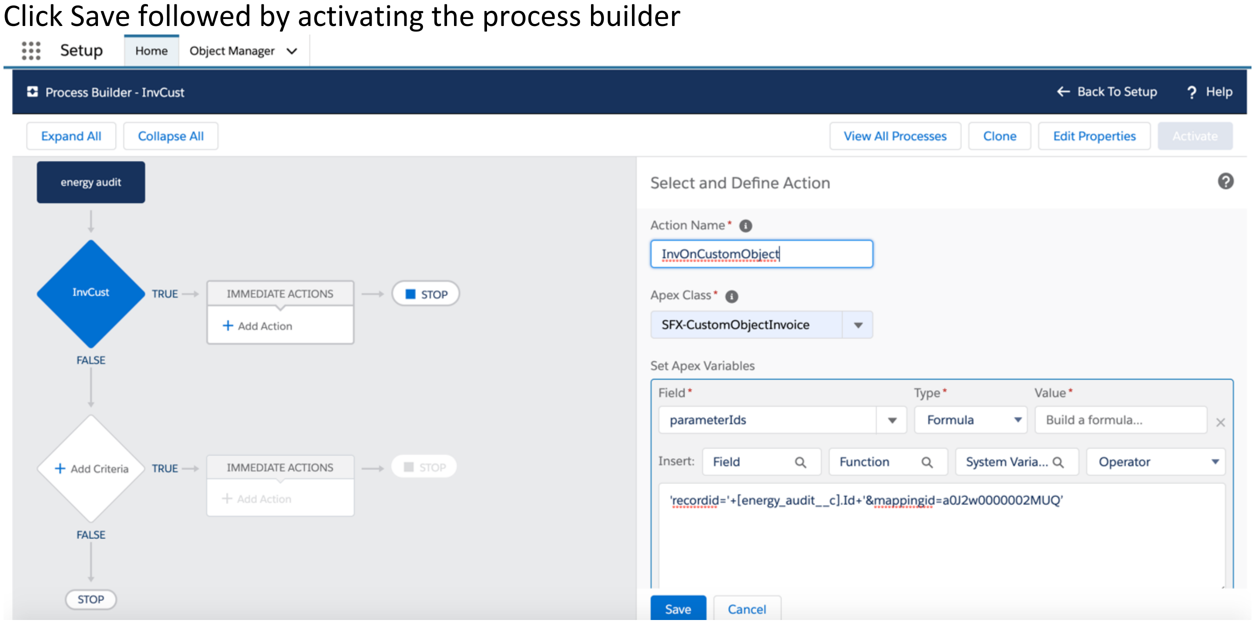
For the formula use the below function with required parameters

'recordid='+<record id field>+'&mappingid=<mappingid>’

Ex: 'recordid='+[Energy_Audit__c].Id+'&mappingid=a0S0o00001lhu7M’

NOTE: Ensure there is no extra spaces in-between the formula

Click Save followed by activating the process builder



16.Multiple Invoices on existing object on selected line items

This section covers Invoice creation with two options

1. To Create New Invoice every time an item is added
2. To update Invoice if already one exists

Option 1

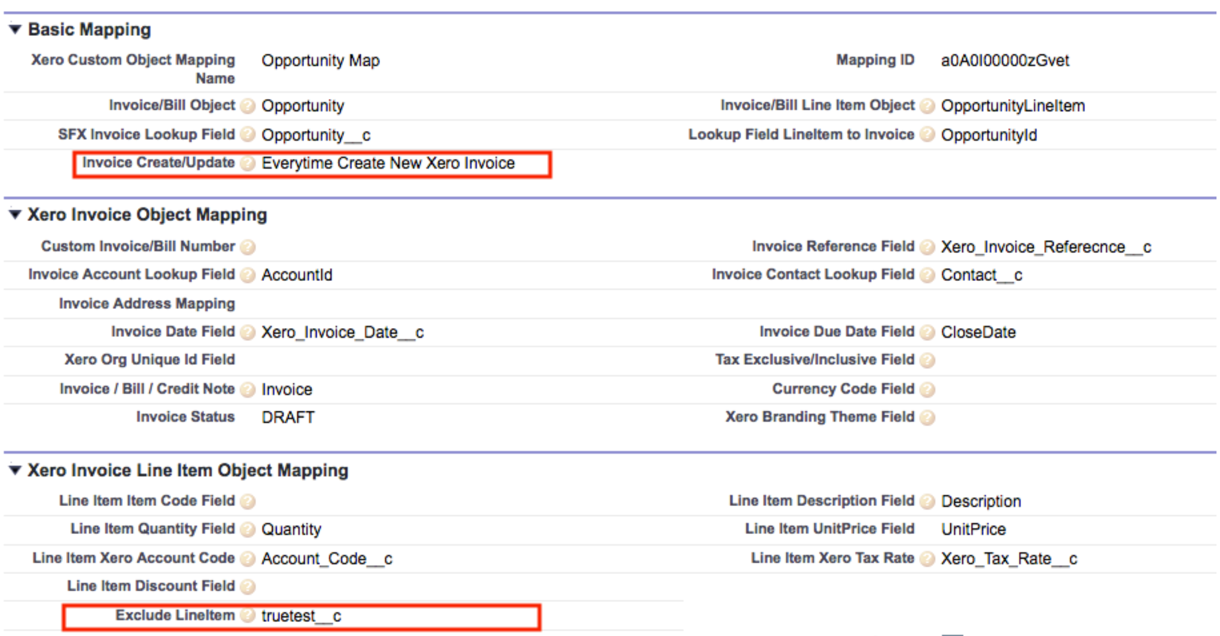
To create multiple invoices on the same object select the option <Everytime Create New Xero Invoice> on the <Xero Custom Object Mapping> object

- For the functionality to execute as required add the <Exclude LineItem field> in <Xero Xustom Object Mapping> to exclude line items from xero invoice

Note: this field mapping should be always a check box

Option 2

To create single invoice or update the same Invoice select the option <Update if Invoice exists in Xero>

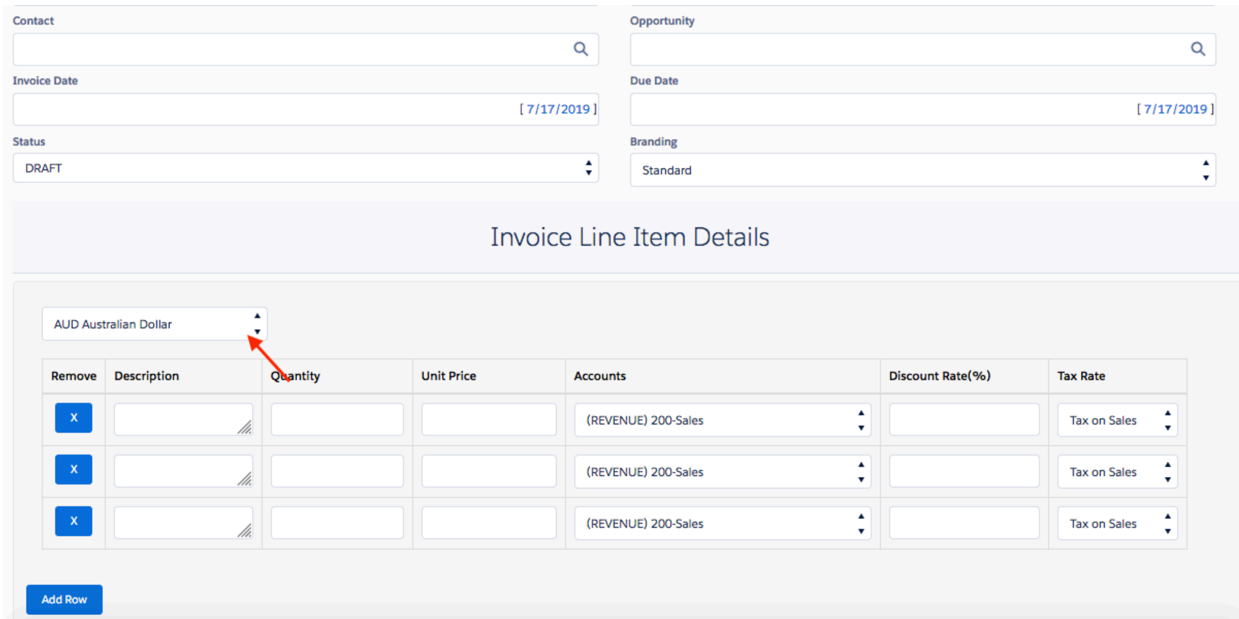


NOTE: If the line item invoice flag is left unchecked, this item will be included every time an Invoice is created.

17.Multi-Currency

SFX Advanced/Enterprise version enables Multi Currency from Xero.

You can create invoice using predefined currencies from Xero.



Invoices are created based on the Currency selected and the same is updated in Xero.

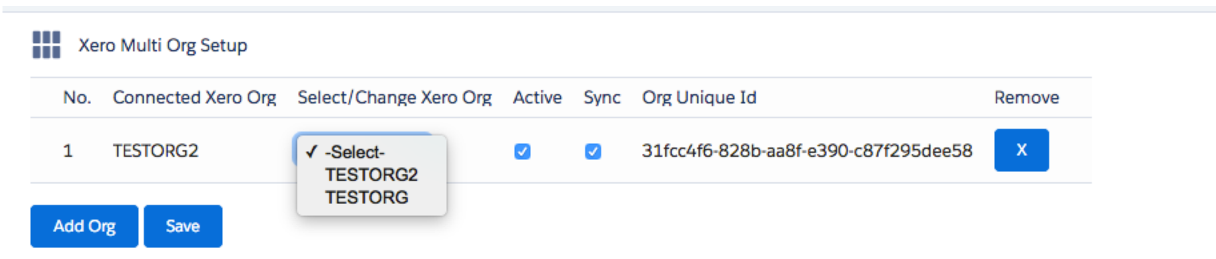
Currency field can be updated in opportunity object using Process Builder to automate invoice creation.

18.Multi Xero Org

SFX Enterprise version enables Multiple Xero Org Integration.

Setup Multi Xero Org

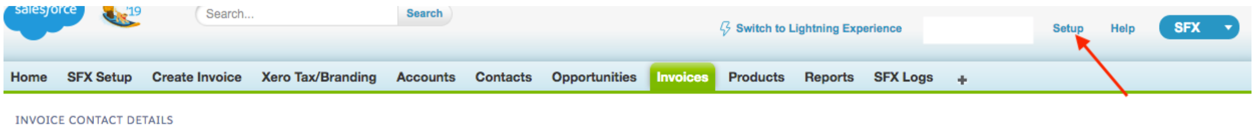
Connect and authorize your Xero org followed by selecting the required org under multi-org section. (Please refer/follow steps to connect Primary / Default Xero org)



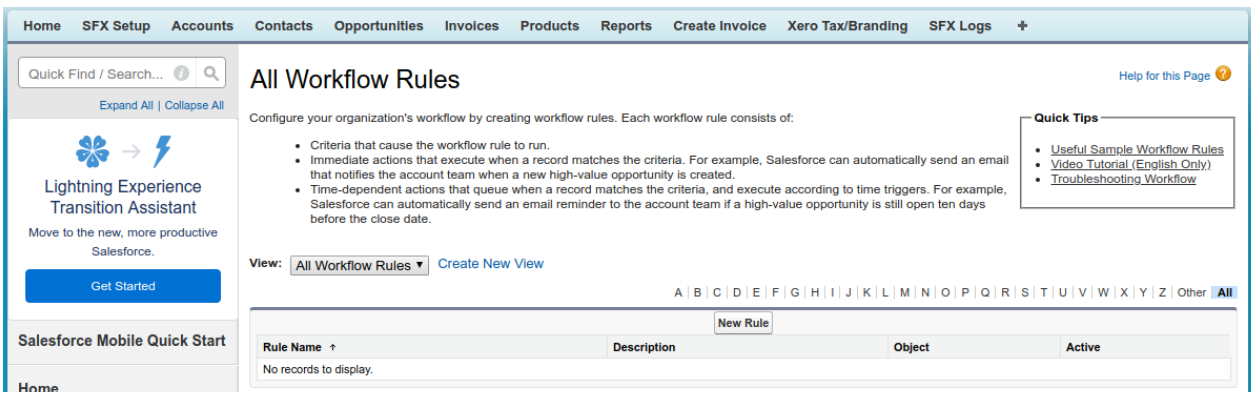
Auto Invoice creation on Multiple Xero Org

Dynamically select Xero Org and create invoice from SFX Auto Invoice using workflow rule and Process builder (refer Section 12 on page 26 for Auto Invoice creation using Process builder)

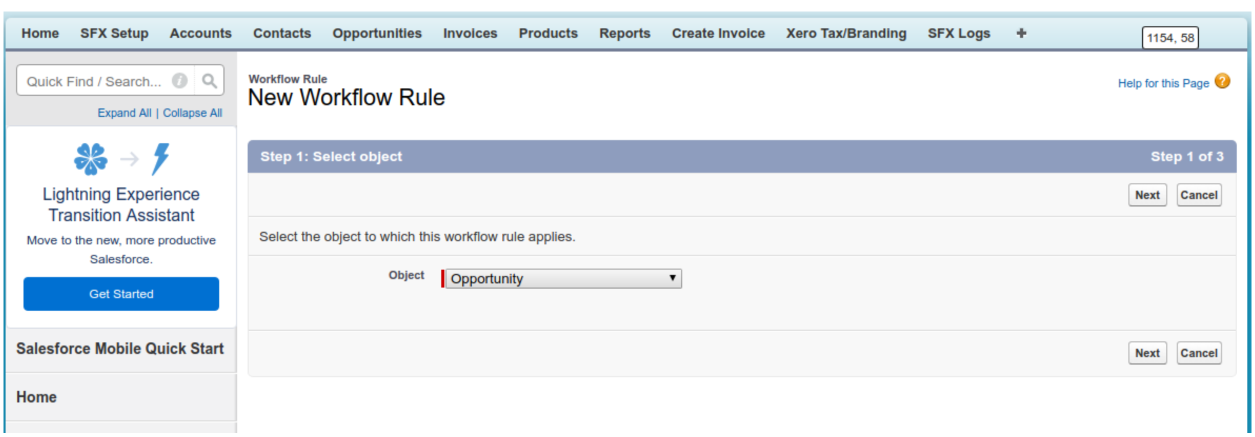
- Click on setup from salesforce menu



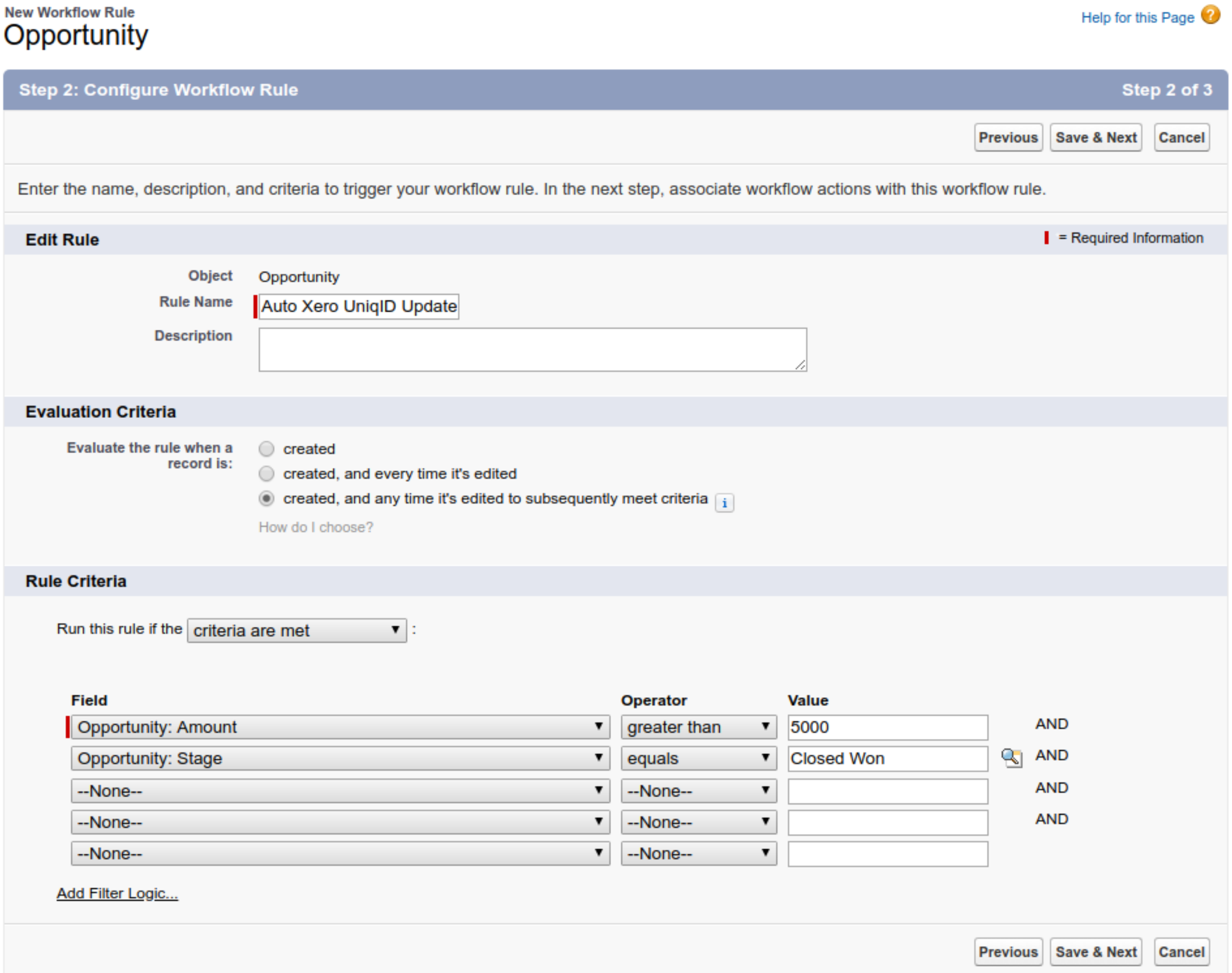
- Go to Workflow and Approval Process - > Workflow Rules



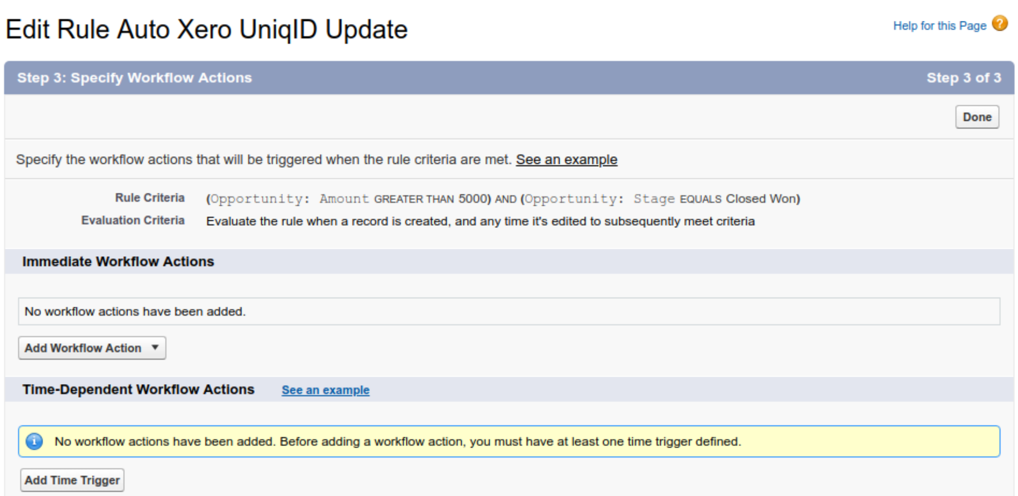
- Create a new workflow rule on opportunity object



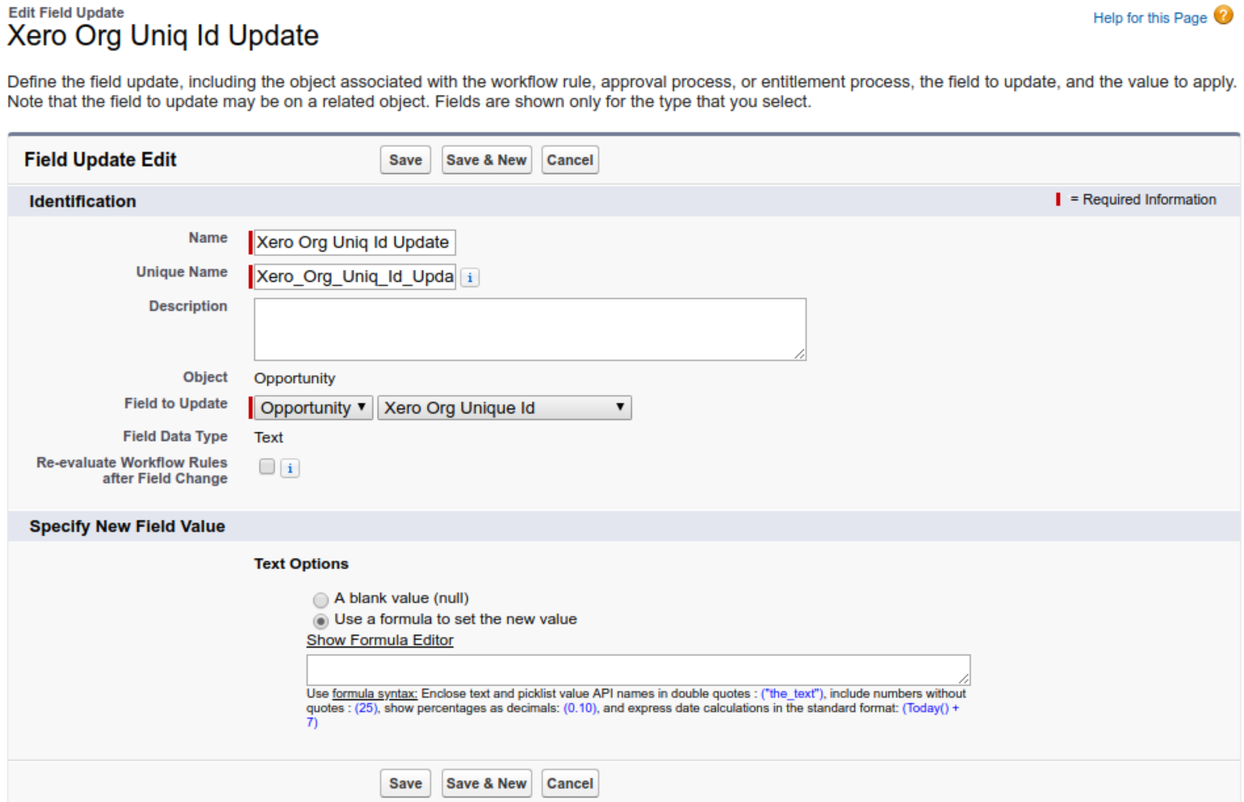
- Add criteria for Xero org selection



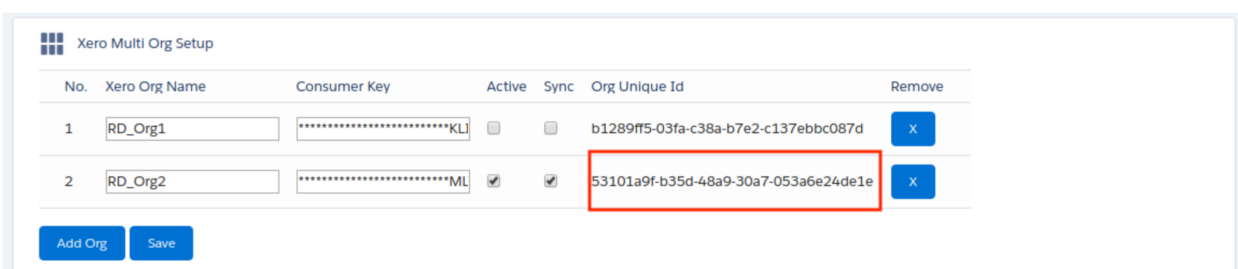
- Add workflow field update action



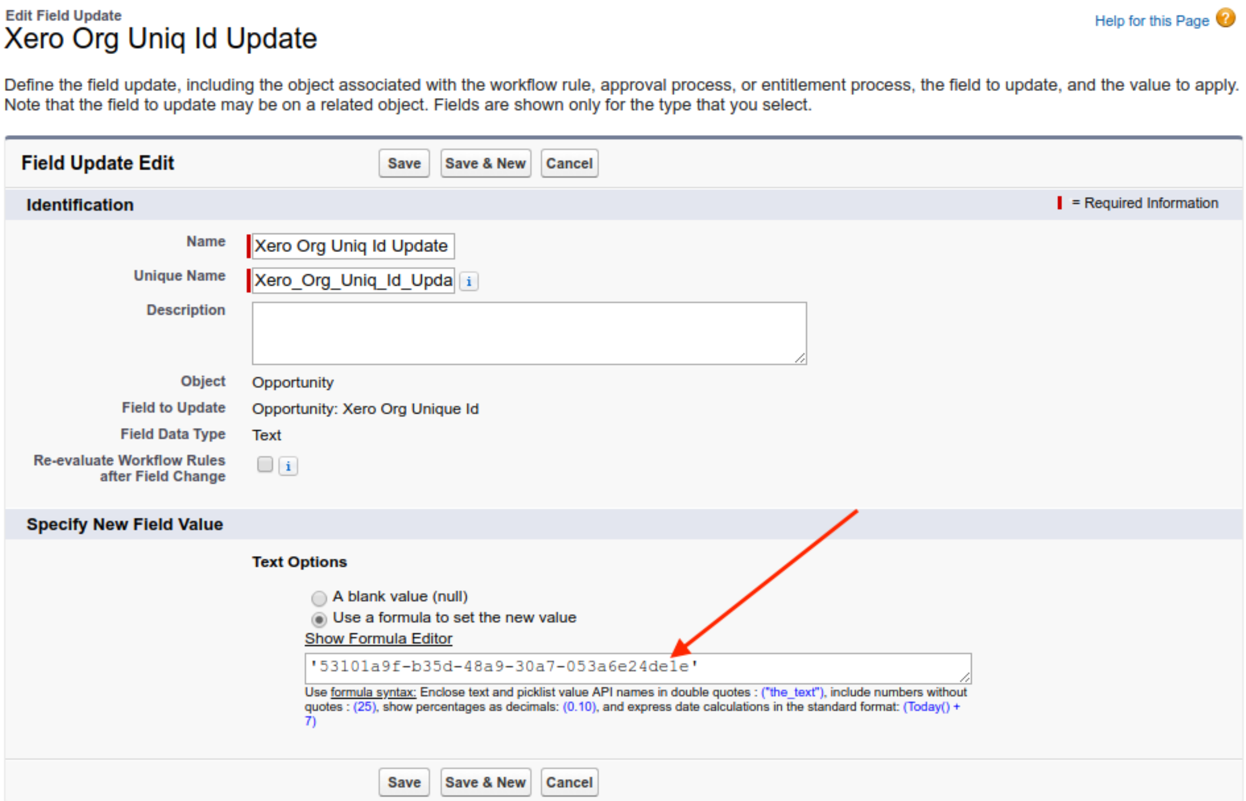
- Update <**Xero Org Unique Id>** field from opportunity



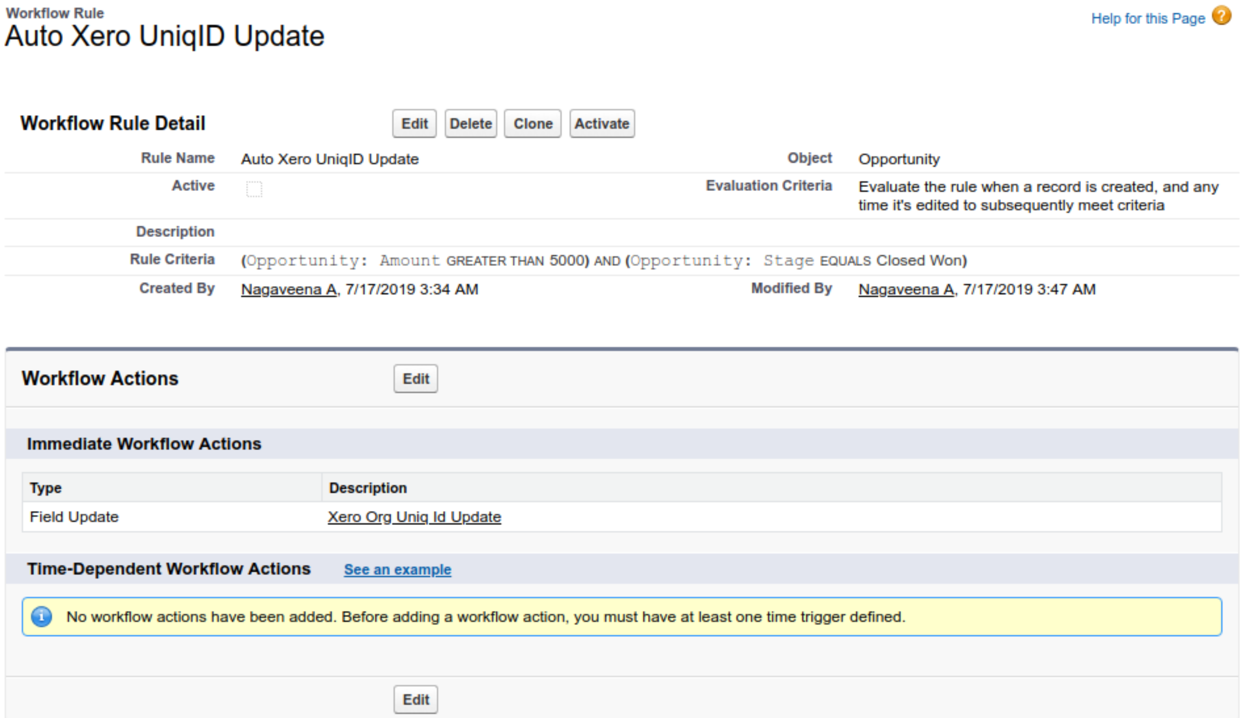
- Copy Org unique id from Xero Multi Org Setup under SFX Setup tab, where you need to create an invoice.



- Update copied <Org Unique id> in the new field value enclosed with single quotes (‘)



- Save and activate the workflow rule.



Note: *If criteria of workflow rule does not match or field updated as empty then the Invoice is created under Primary / Default Xero Org.*

19.Contact Us

THANK YOU!!! for using SFX 1.67

We are here to connect you

For any support issues please contact support@riverdalecloud.com.au