

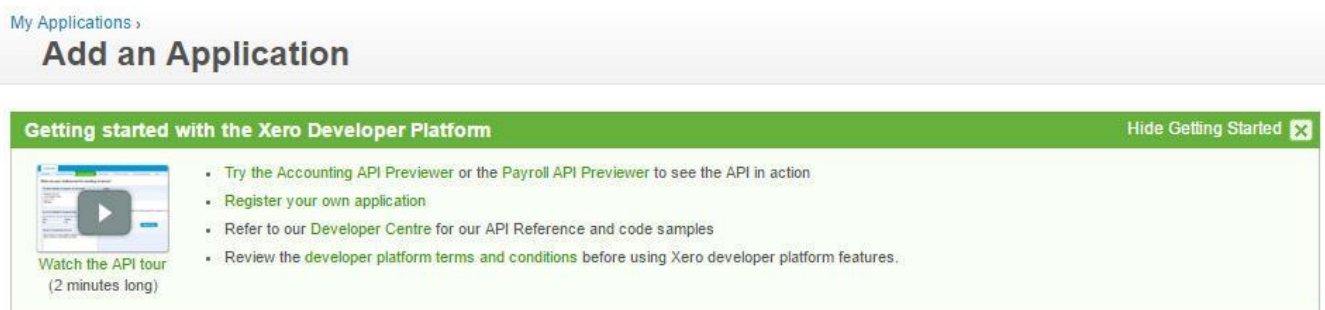
This Xero/PPMP integration will allow you to upload your PPMP Payment figures to your Xero account as a Sales entry.

PLEASE NOTE:

We highly recommend you have your Accountant to help you set this feature up, or someone in the business that has a very good knowledge of the business accounts and accounting practices. It is also assumed that you have already installed Xero and have set it up with your chart of accounts and Contacts. The Xero/PPMP integration feature is only available in PPMP v9.6.0 and higher. PPMP will NOT rectify or take any responsibility over any errors or mistakes that may occur due to a lack of understanding of your Businesses Xero accounts and accounting practice. Also, PPMP is not an Accounting business and DOES NOT offer any accounting advice.

To setup the Xero/PPMP integration feature please follow the steps below:

1. You need to setup PPMP to connect to Xero, but first there is a little bit of setup that needs to be done in Xero itself. To do this you need to go to the Xero **Add an Application** web page found at: <https://app.xero.com/Application/Add>. Once you click this link, if you're not logged into Xero already, it will then open the Xero login page for you to login to your Xero account. Once logged in, the **Add an Application** screen appears. Then follow the steps on the illustration below to fill out this screen:



Setup an Application

Are you developing a Public or Private application?

☐ Public - for use with any organisation that authorises you
 ☒ **Private** - just for use with my own organisation

Application Name

PPMP

Please select which organisation

BobsPhysio

X509 Public Key Certificate

☐ Paste In
 ☒ Upload X509 c

Choose File publickey.cer

☐ Enable Payroll API for this organisation

☒ I have read and agree to the Xero Developer Platform [Terms & Conditions](#)

Save

What is the difference between a Public and Private app?
Read our guide on [adding an application](#) on the Xero Developer Centre site.

Why do I need an X509 Public Key Certificate?
When using a private application, all calls to the Xero API must be signed using RSA-SHA1.

X509 Certificate (containing the public key only) will need to be uploaded to Xero so that we can use this to verify the source of your API calls.

Read our guide on [adding an application](#) on the Xero Developer Centre site to learn more about creating a X509 public key certificate.

Visit the [Xero Developer Centre](#) for more information on OAuth authentication.

1 Select Private

2 Type PPMP

3 Your company name should appear automatically. If not, select from dropdown list

**4 Select X509 certificate, PPMP supplies this file for you it's called the "publickey.cer" file. to find it click on Choose File & navigate to the following directory on your PC/Laptop:
C:\Program Files (x86)\PPMP\Tools\Xero\publickey.cer
Then select the file & click Open.**

5 Click to agree to T&C's

6 Click Save

- Once the save is complete you will be presented with your application details in the **Edit Application** screen. Click **Save** to update your application details under the name of PPMP and then click both **Show** buttons to reveal the full API & Password (Xero calls it the **Consumer Secret**) keys, because you will need to copy these Key's into PPMP shortly. Please leave this **Edit Application** browser screen open until the entire setup is completed.

My Applications >

Edit Application

✓ Your application details have been updated

Edit Details

Application Name

PPMP

Selected Organisation:

BobsPhysio

X509 Public Key Certificate

Subject

O=PPMP, S=Some-State, C=AU

Valid From

10/18/2016 11:35:20 PM UTC

Valid To

10/17/2021 11:35:20 PM UTC

Thumbprint

166C907D362F095C93AF5ACEC1354298B51A0C2B

[Upload a new Public Key Certificate](#)

☒ I have read and agree to the Xero Developer Platform

[Terms & Conditions](#)

Delete...

Save

1 Click Save to update details

OAuth Credentials

Consumer Key

JXF7XLGF1SXLTHPL38GLHOW9LD41RJ

Show

Consumer Secret

FY7LFTVNV15AR4CAUVTGGVFLUNAODA

Show

2

Click the two **Show** buttons to show the full key numbers
(you will need to cut&paste these two keys shortly)

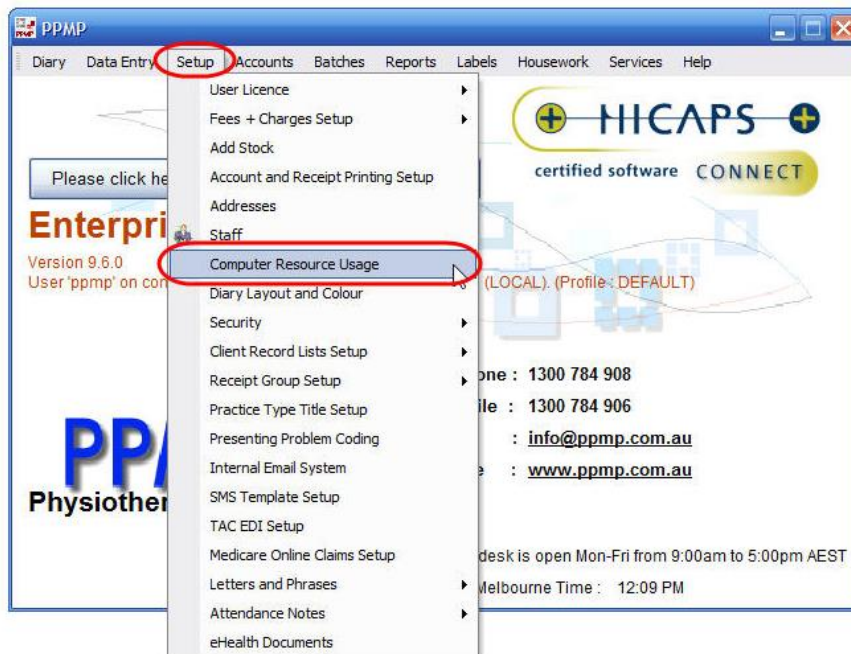
<https://api.xero.com/api.xro/2.0/>

Please Note: This information is now saved in your Xero account and you will not have to enter this again.

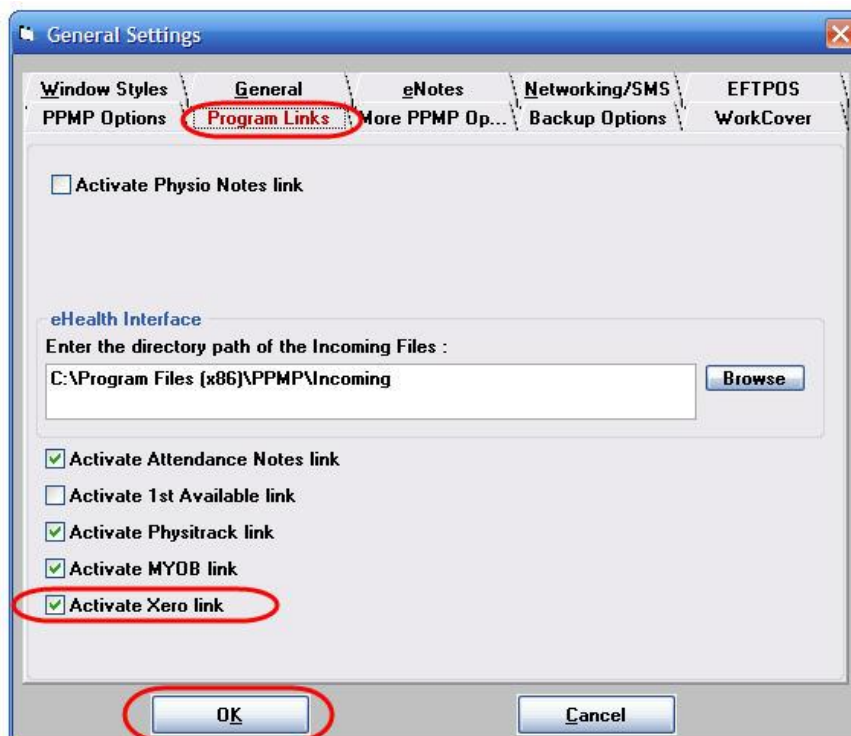
[Goto PPMP...](#)

3. Now login to PPMP (if you haven't already) and the first thing to do is activate Xero, to do this go to:

Main Menu > Setup > Computer Resource Usage



Then click the **Program Links** tab, the **Activate Xero link** box and then the **OK** button.

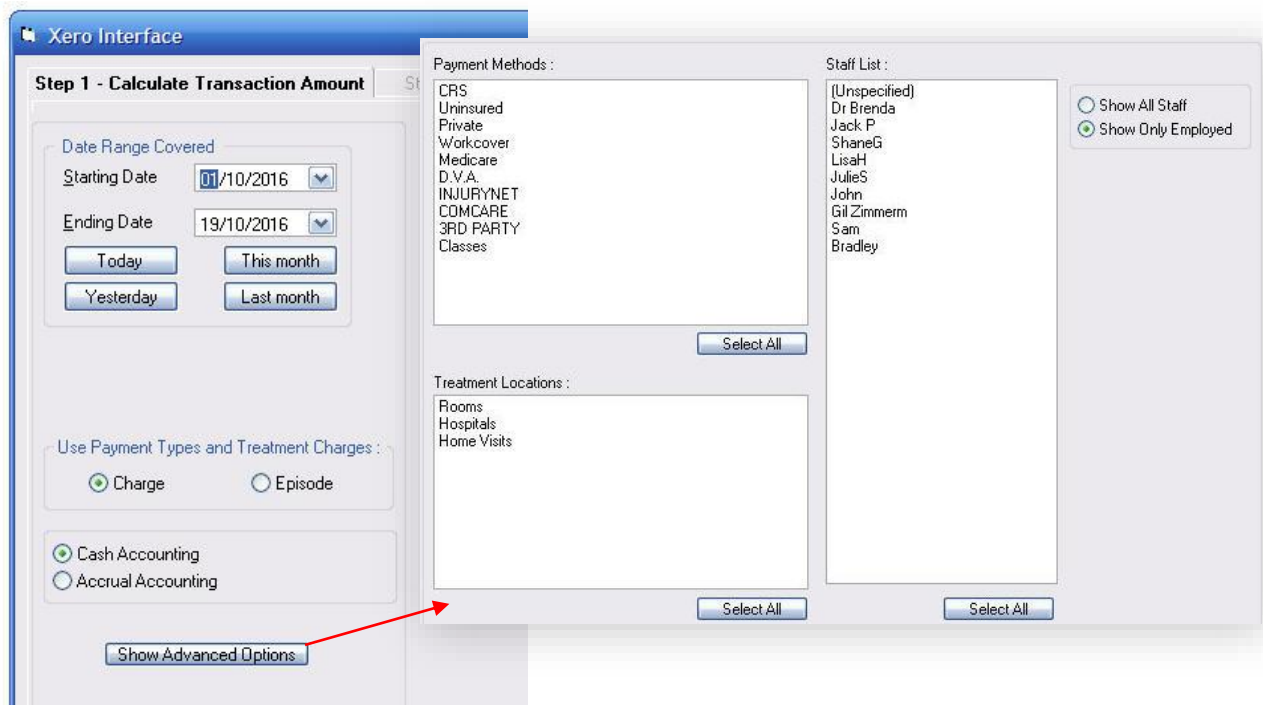


4. Open the Xero Interface, this interface can be found here:

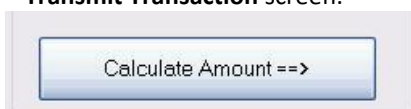
Main Menu > Accounts > Transmit Xero Transactions Entry



5. The first screen **Step 1 – Calculate Transaction Amount** is where you use the filters to extract the appropriate figure from PPMP that you wish to upload to your Xero account. The figure can be based on a **Date Range**, choose between **Payment Types** or **Treatment Charges** and select whether to use the **Cash** or **Accrual** accounting practice. Also, there is a **Show Advanced Options** button that allows you to drill down on your **Payment Method**, **Staff** and **Treatment Location** if you wish to extract a more specific payment figure.



6. Once you have made all your selections, click on the **Calculate Amount ==>** button. PPMP will then move to the **Step 2 – Transmit Transaction** screen.



7. When the screen **Step 2 – Transmit Transaction** appears the first thing you need to do is check to see if you have a dollar figure showing at the **Total Transaction Amount** line. If you don't have a figure showing this means that you haven't selected your filters in the first screen correctly. If this is the case please click the **<== Back** button to go back to the first screen and try again.

Account #	Description	Amount
Line 1		44849.84
Line 2		0.00
Line 3		0.00
Total Transaction Amount :		\$44,849.84

8. Now you have a figure showing it's time to make the connection between PPMP and Xero. First you need to copy the API & Password (**Consumer Secret**) Key's you generated earlier in Xero (**Edit Application** browser screen) to the corresponding PPMP fields, then enter the **Xero Certificate Password** and locate the **Xero Certificate Path** to associate the certificate file itself. Follow the steps in the illustration below. Once this is done click on the **Load/Refresh Lists** button.

3 Browse to find the Xero Certificate. PPMP supplies this file for you it's called "public_privatekey.pfx" and to find it click on the **Browse** button and navigate to the following directory:
C:\Program Files (x86)\PPMP\Tools\Xero\public_privatekey.pfx
Then select the file & click **Open**.

2 Type the Certificate Password, which is:
ppmp_xero\$1
(case sensitive)

1 "Copy" key (Xero):
Consumer Key -----> Xero API Consumer Key
Consumer Secret -----> Xero API Consumer Password

4 Click **Load/Refresh Lists** to make the connection

9. Next you need to enter your Xero Transaction Details. Start by selecting your **Xero Bank Account**. Then type in your **Xero Transaction Reference** text this will show up in Xero, select a **Xero Contact** (we suggest a generic contact name be setup in Xero, such as PPMP), select whether GST (Sales Tax) applies to this figure under **Xero Amounts Are**, select the **Account #** you wish your PPMP payment figure to be recorded in and then type in a **Description**.

Xero Transaction Details :

Xero Bank Account : 3453 - TestAccount **1**

Xero Transaction Reference : This is the transaction reference **2**

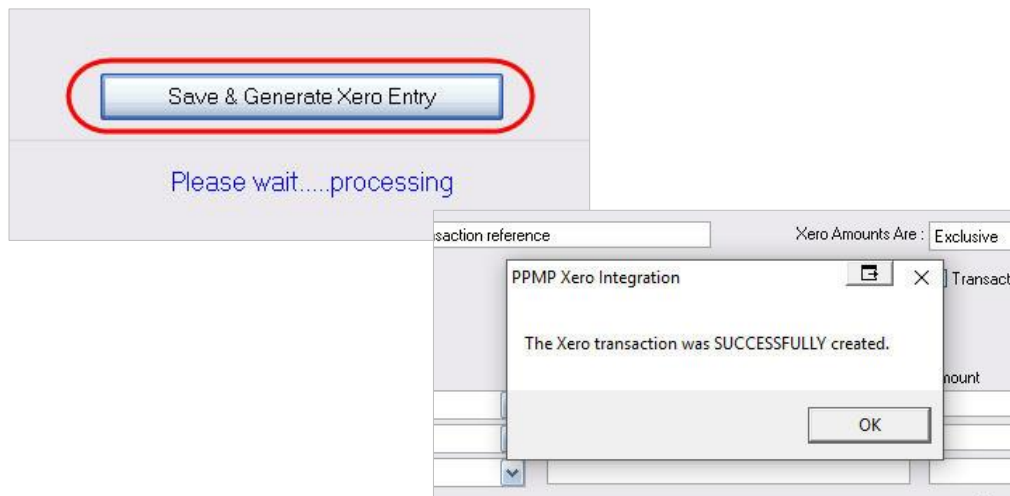
Xero Contact : PPMPTransaction **3**

Xero Amounts Are : NoTax **4**

☐ Transaction Is Reconciled?

Account #	Description	Amount
Line 1 : 200 - Sales 5	PPMP payments 6	44849.84
Line 2		0.00
Line 3		0.00
Total Transaction Amount :		\$44,849.84

10. Now that all the Transaction data is entered you can go ahead and click the **Save & Generate Xero Entry** button. It will go ahead and start processing. You will know it has been successful when you see the "...SUCCESSFULLY created" message appear and a Sales Transaction has been created in Xero.



That's It your done!!

Please Note: The API and Transaction details you have entered in will be saved in PPMP so you don't have to enter them in everytime you want to upload a transaction to Xero.

If You Want To Confirm:

To check if the transaction went through to Xero, one way to do this is to run a **Sales Transactions** report in Xero.

BobsPhysio Tony Stefanovski

Dashboard Accounts Payroll **Reports** Contacts Settings

Reports > **Sales Transactions** [Wide view](#)

[Back to Sales Summary](#)

Account: 200 - Sales From: 1 Oct 2016 To: 31 Oct 2016 [Update](#)

☐ Cash Basis ☒ Show in AUD

Sales Transactions
BobsPhysio
From 1 Oct 2016 to 31 Oct 2016

Date	Type	Transaction	Reference	Debit	Credit
19 Oct 2016	PAY	PPMPTransaction - PPMP payments	This is the transaction reference		44,849.84
Total					44,849.84
31 Oct 2016	Balance				44,849.84

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