

# TriNet + Xero Integration

## Integration User Guide


### **Disclaimer**

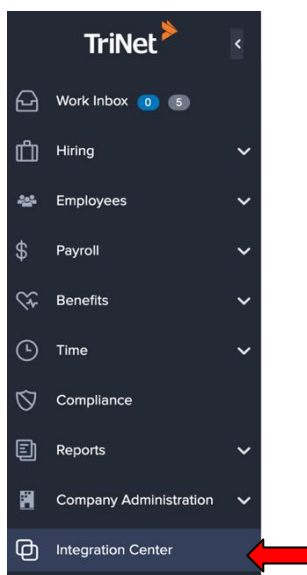
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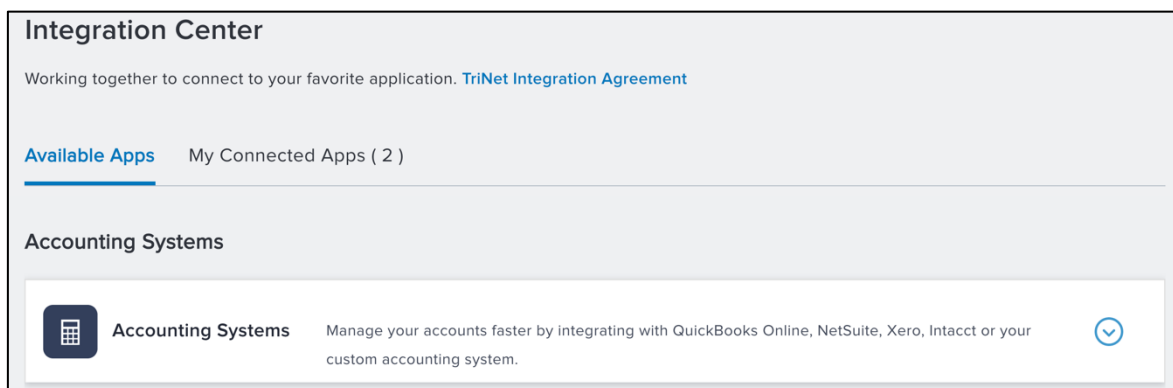
The integration between TriNet and Xero eliminates the need for you to manually create journal entries, saving you time and helps prevent errors. After running payroll, TriNet creates journal entries based on mapped accounts and allows you to push them into the Xero General Ledger.

You must have either the HR Authorizer or Payroll Entry role to access this feature.

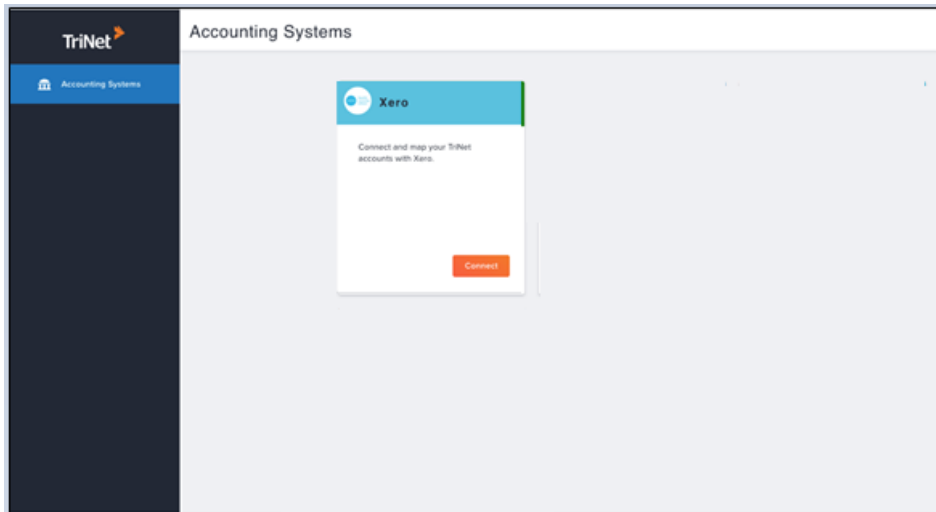
1. To access Xero, click the **Admin/Manager View** icon (  ) in the upper-right corner to access the admin menu and features.
2. Go to the **Integration Center** in the left navigation menu.



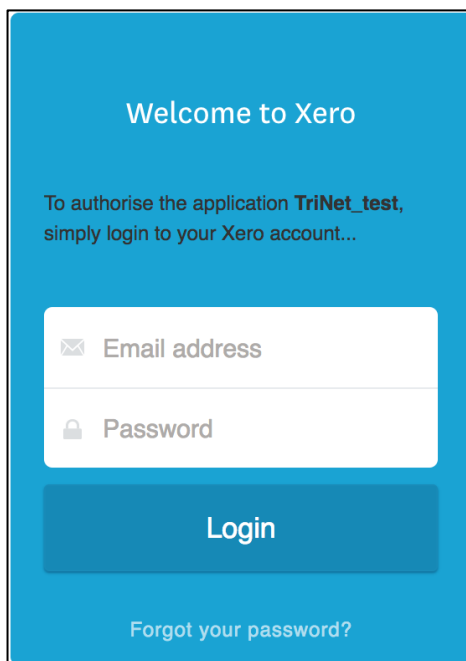
3. Expand the Accounting Systems card under the Available Apps section by clicking .



4. Click **Manage Accounting Systems** to display the available Accounting Systems.
5. Connect to Xero by clicking the **Connect** on the Xero card.



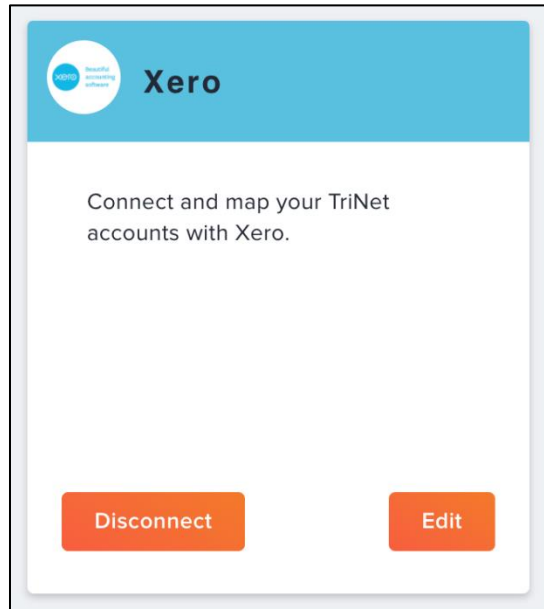
6. Enter your Xero credentials and follow the instructions to connect with Xero.



## Downloading your Chart of Accounts

7. After successfully connecting to Xero, select the **Edit** button to begin mapping your General Ledger accounts. You can also “Disconnect” if necessary.

**Note:** Disconnecting will end your current connection with Xero. Saved mapped accounts will display when reconnected.



## Mapping Accounts

8. Your company's chart of accounts will display. Select either the Basic or the Advanced mapping and map your Xero accounts with your TriNet payroll accounts.

### Basic Mapping

Basic Mapping contains the minimum required fields for a General Ledger output. All fields are required except 401K.

#### Basic Mapping

Map your TriNet payroll accounts with your Xero accounts. Go to TriNet Reports to view your General Ledger report after your next payroll cycle. You must have access to view reports.

TriNet Payroll Accounts	Xero Accounts
* Regular Wages	<input type="text" value="Enter or select an account name"/>
* Reimbursement <a href="#">?</a>	<input type="text" value="Enter or select an account name"/>
* Benefits	<input type="text" value="Enter or select an account name"/>
* Medical	<input type="text" value="Enter or select an account name"/>
* Payroll Tax	<input type="text" value="Enter or select an account name"/>
* TriNet Service Fees	<input type="text" value="Enter or select an account name"/>
401K	<input type="text" value="Enter or select an account name"/>
* Invoice or Payroll Clearing	<input type="text" value="Enter or select an account name"/>
* Unmapped Debit Account <a href="#">?</a>	<input type="text" value="Enter or select an account name"/>
* Unmapped Credit Account <a href="#">?</a>	<input type="text" value="Enter or select an account name"/>

Save

## Advanced Mapping

Advanced Mapping contains additional fields such as Employee/Employer Deductions and Taxes.

Earnings
Employer Deductions
Employee Deductions
Employer Taxes
Employee Taxes
Employer Charges
Others

### Advanced Mapping

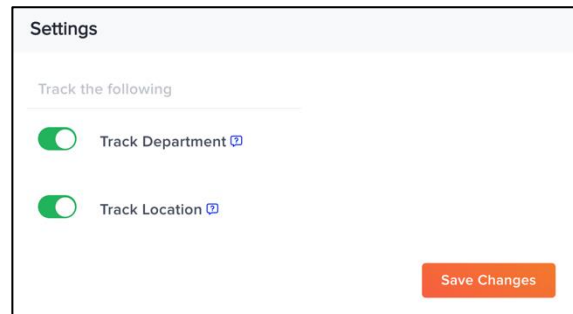
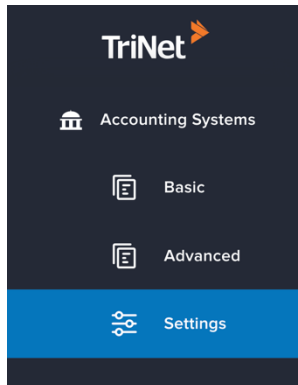
Map your TriNet payroll accounts with your Xero accounts. Go to TriNet Reports to view your General Ledger report after your next payroll cycle. You must have access to view reports.

TriNet Payroll Accounts	Xero Accounts
* Regular Wages	<input type="text" value="Enter or select an account name"/>
* Benefit	<input type="text" value="Enter or select an account name"/>
Vacation	<input type="text" value="Enter or select an account name"/>
Overtime	<input type="text" value="Enter or select an account name"/>
Bonus	<input type="text" value="Enter or select an account name"/>
Commission	<input type="text" value="Enter or select an account name"/>
Draw	<input type="text" value="Enter or select an account name"/>
* Reimbursement ⓘ	<input type="text" value="Enter or select an account name"/>
Separation Pay	<input type="text" value="Enter or select an account name"/>
Stock	<input type="text" value="Enter or select an account name"/>

- Click the drop down for each payroll item and select an account to map it with. Upon completion, click the Save button and the selections will be saved to your mapping profile.

## Settings Option

- If you would also like to track your departments and locations, be sure to select **Settings** from the left menu. If these fields are enabled, this information will display on the General Ledger report.



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