finPOWER CONNECT

finPOWER Connect – Xero

Installation and Processing Guide

Version 1.04

29th May 2026

Contents

Disclaimer

finPOWER Connect includes functionality to cater for a General Ledger export to **Xero**.

As per your Software License Agreement, it is your responsibility to make sure finPOWER Connect is fit for your purposes and you should seek independent professional advice from sources such as Lawyers, Accountants and Government Agencies.

This is a guideline only. It is not intended to be definitive and should not be used in place of legal advice. You are responsible for staying up to date with legislative changes.

This document is correct as at time of writing, but subsequent legislative changes may affect the relevance of the contents.

Please note: not all functionality is available in all versions of finPOWER Connect (particularly older versions) or all Countries. We suggest you search the Intersoft Knowledge Base for updates and information.

Revision History

Date	Version	By	Details
18/06/2021	1.00	CC	Created
02/06/2022	1.01	AC	Updated
18/07/2022	1.02	AC	Updated to include encryption information
17/01/2023	1.03	AC	Updated to include additional settings Tracking information
22/04/2026	1.04	AC	Updated document format Add information about Default Contact Reword and tidy up.

Overview

This document covers the initial setup and configuration of **Xero** within **finPOWER Connect**.

It is assumed that the Customer has a Xero account and is set up, prior to linking it with finPOWER Connect.

Please Note:

- **Xero** have deprecated their OAuth 1.0a authorisation mechanism and is no longer supported.
  Any new **Xero** Apps will automatically be setup on OAuth 2.

- Any new Apps set up on Xero, can only be connected with finPOWER Connect version 6.00.03 and later.

Licence Requirements

- Accounting Interface

Configuration - Xero

Xero - Overview

A **Xero** User with sufficient permissions to add Transactions etc., is required to link **finPOWER Connect** to **Xero**. This User will need to login to **Xero** and authorise the App to access your User Account and Organisation via **finPOWER Connect**, as detailed later within this document.

IMPORTANT:

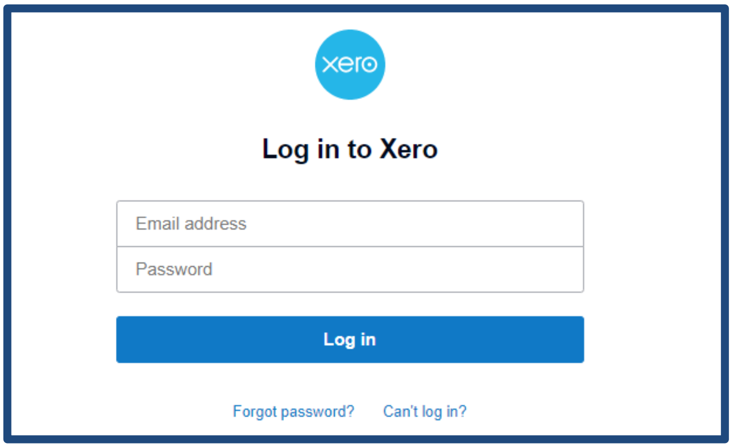
- It is essential the process is followed precisely, particularly in relation the Client Secret Generation, and the App set up within **Xero**.
- **Xero** does not support a Test Mode, so you cannot be in test Mode within **finPOWER Connect** when verifying credentials.
- The Client ID, Client Secret and Token Data details required for the configuration are all found within the **Xero** Developer section/App set up. Refer to this section for help on how to complete this.
- A **Tenant** is a term used by **Xero** as a technical term for a **Xero** Organisation. When they are referring to the 'Tenant' they are referring to the Company/Companies that are set up within the **Xero** account. The ID for this is detected by **finPOWER Connect** during the set up as detailed later in this document.

Xero – My Apps

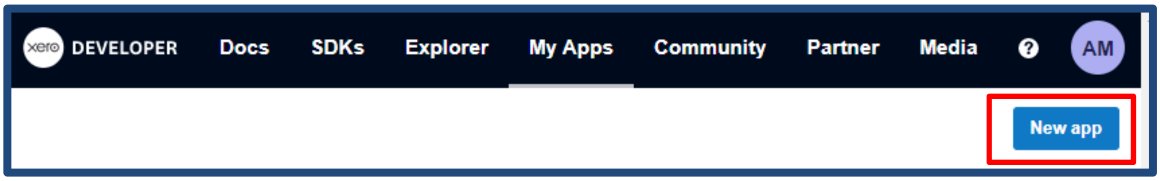
Step One is to add the **App** to generate the details required to utilise the API and integrate with **finPOWER Connect**.

It is also a good idea to have finPOWER Connect open on the setting page i.e., Global Settings, General, **GL and Accounting** page, so that you can paste in the credentials as they become available.

1. Go to https://developer.xero.com/myapps/
   Note: this is a different website to where you would normally log into Xero.
2. Login with your **Xero** Credentials (Username and Password).



3. Select the **New App** button in the top right corner.

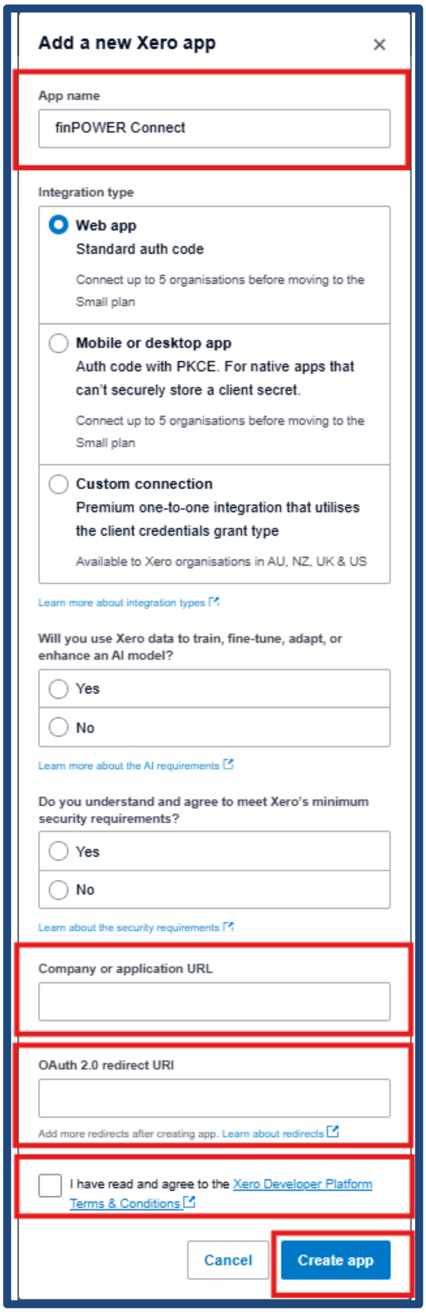


4. Enter the **App name** e.g., **finPOWER Connect**.

5. Enter the **URL** for your company – for example https://www.intersoft.co.nz

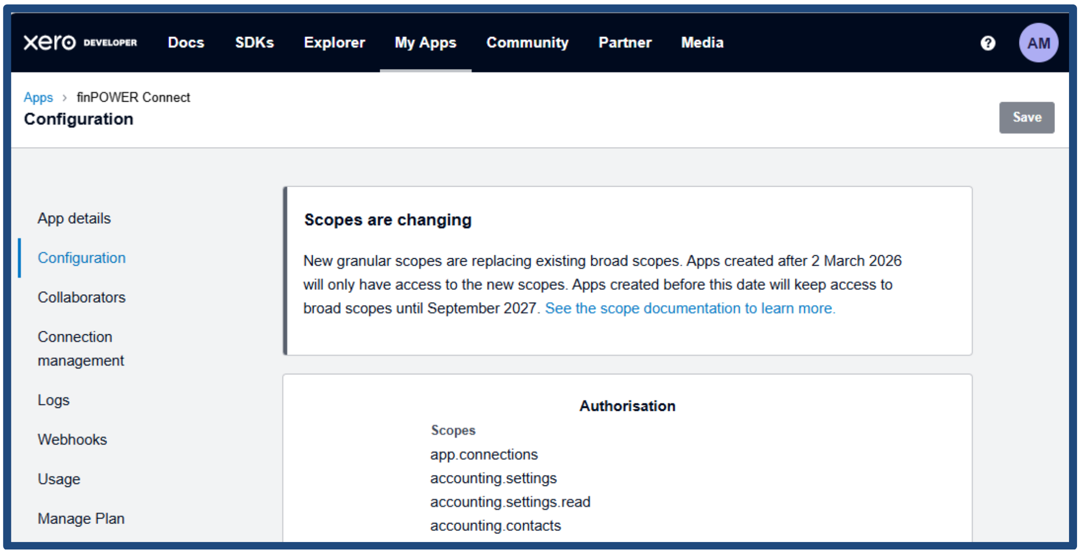
6. In the **Redirect URI** enter the following: https://localhostfinPOWER/Temporary_Listen_Addresses/
This must be correct or it will not work.

For accuracy we recommend going to menu option (within finPOWER Connect), **GL and Accounting** page and use the **Copy** button next to the **Redirect URI** field to paste into this field



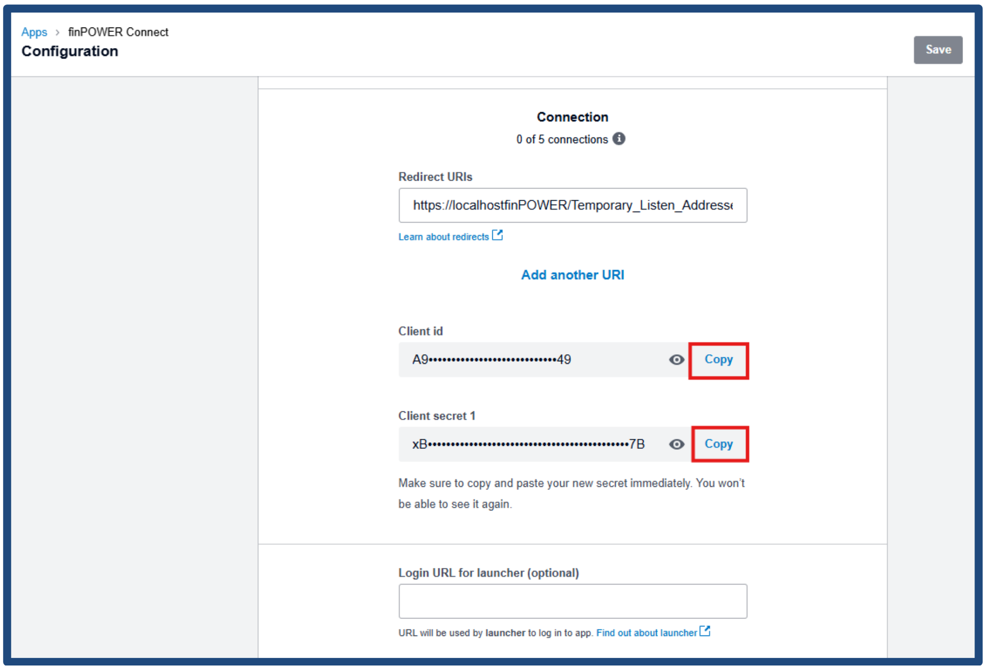
7. Tick any other options required, and the 'I have read and agree to the **Xero** Developer Platform Terms and Conditions' (once they have been read), and click **Create App**.

8. You will now be taken to the **Apps details** section where you need to click through the options on the left.



a. App details – check these details are correct.
b. Configuration – scroll to the bottom; **Copy** the **Client id** and **Client Secret** into finPOWER Connect; we also suggest pasting this into a document for safe keeping/future use, as you may not be able to see these again.

You will need to click **Generate a secret** to show the **Client secret 1** (as shown in the screenshot below).



The Date and Time will appear, and this should also be copied and saved so that you can identify that you are using the correct Client Secret should this need to be configured again.

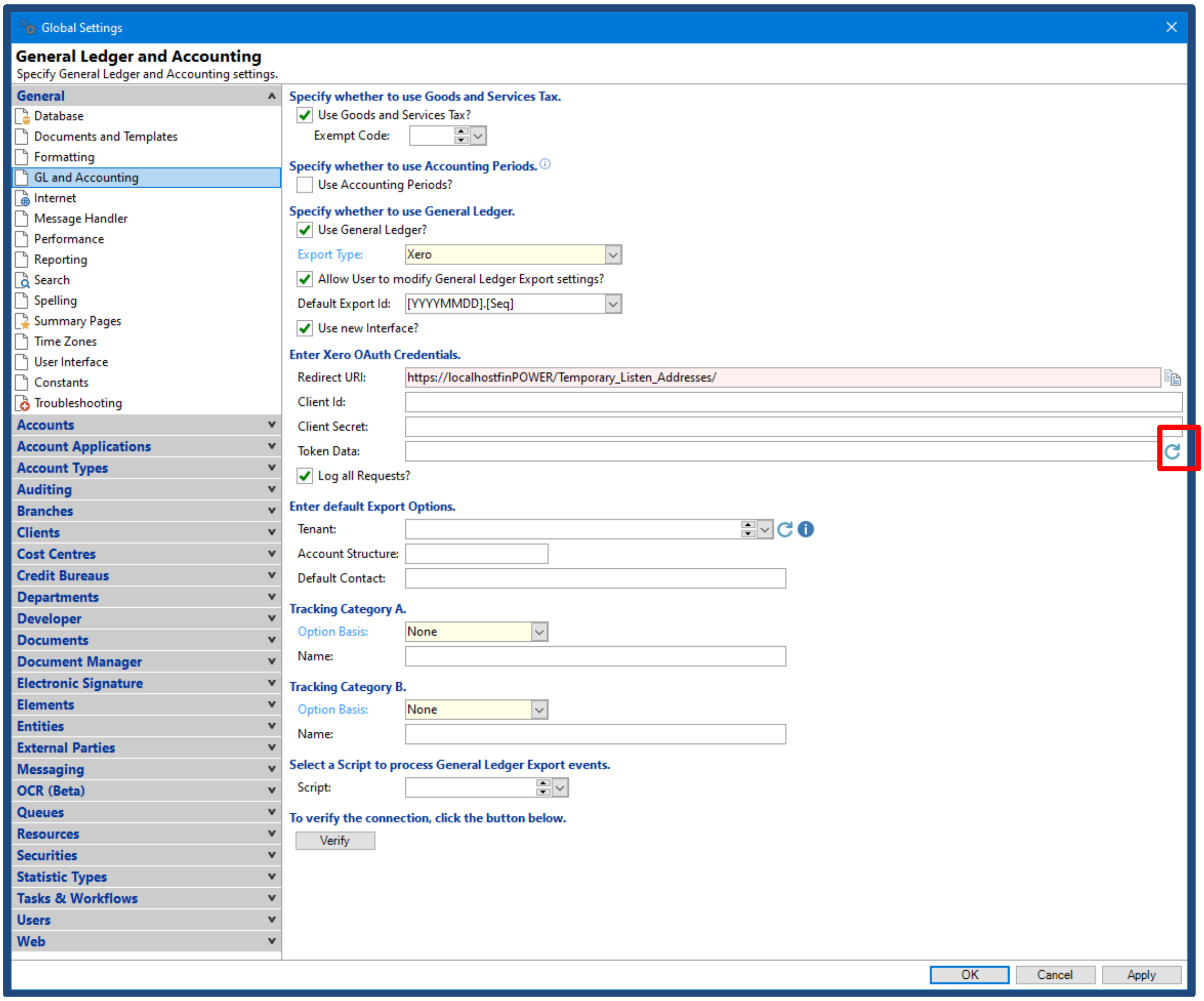
Note: at the time of writing this document, the **Save** button could not be clicked on, however the details were saved automatically.

Configuration – finPOWER Connect

Global Settings

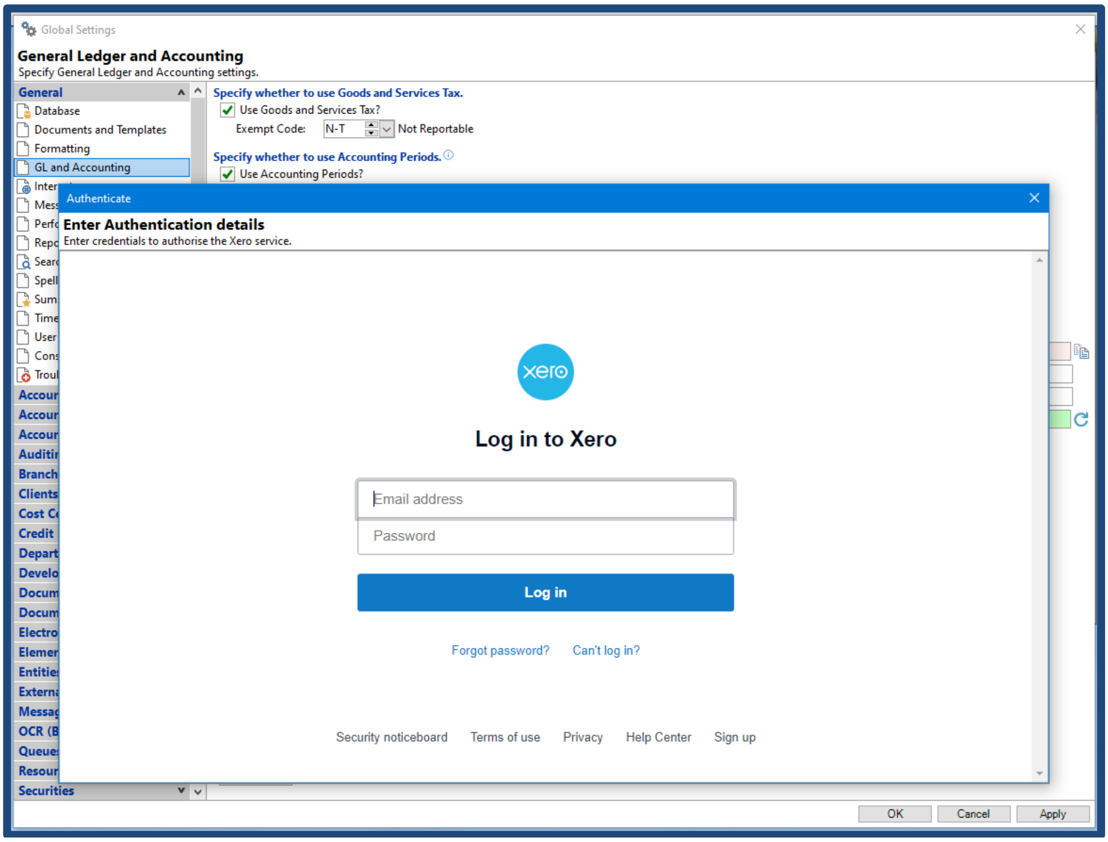
In order to utilise the API, you will need to add the **Xero** OAuth Credentials as detailed below:

1. Make sure you are **not** in Test Mode – see the section **Additional Information**.
2. Go to menu option Tools, Global Settings, General, **GL and Accounting** page.
3. In the section **Specify whether to use General Ledger**, tick **Use General Ledger** and **Use new Interface** checkboxes and select **Xero** from the dropdown list.
4. In the **Enter Xero OAuth Credentials** section enter the **Client Id** and **Client Secret** that you copied and saved out of Xero.

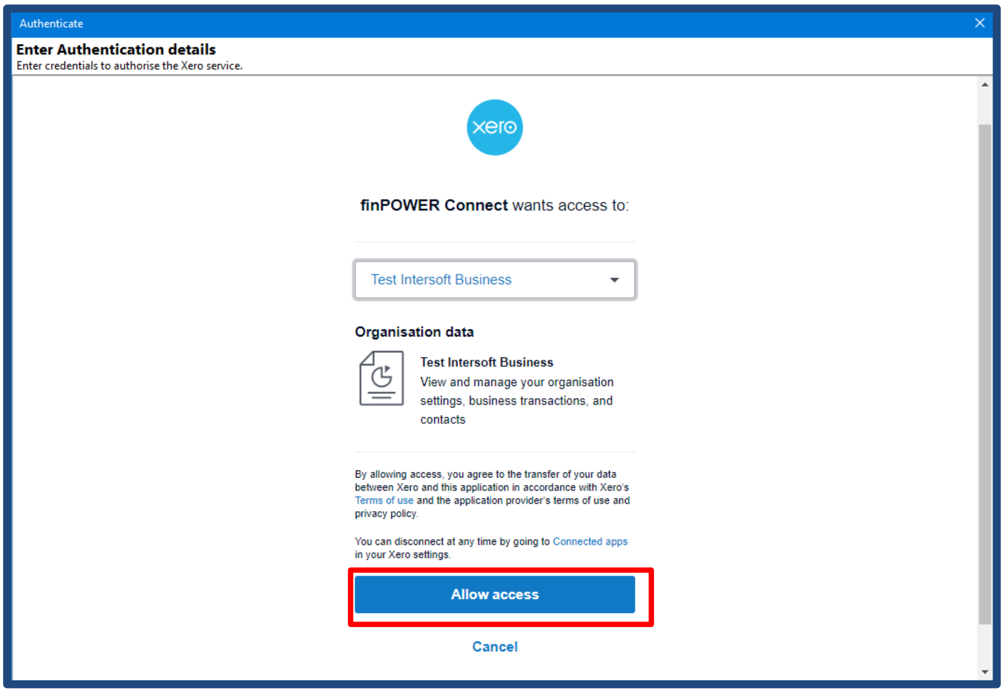


5. Click the Refresh icon at the end of the **Token Data** field; you will be taken to the **Allow Access** screen in Xero.

a. Log in with your **Xero** Details (**Xero** User must have the appropriate permissions to add transactions).



b. You will then be taken to the screen that allows you to grant access for **finPOWER Connect** to your **Xero** information.

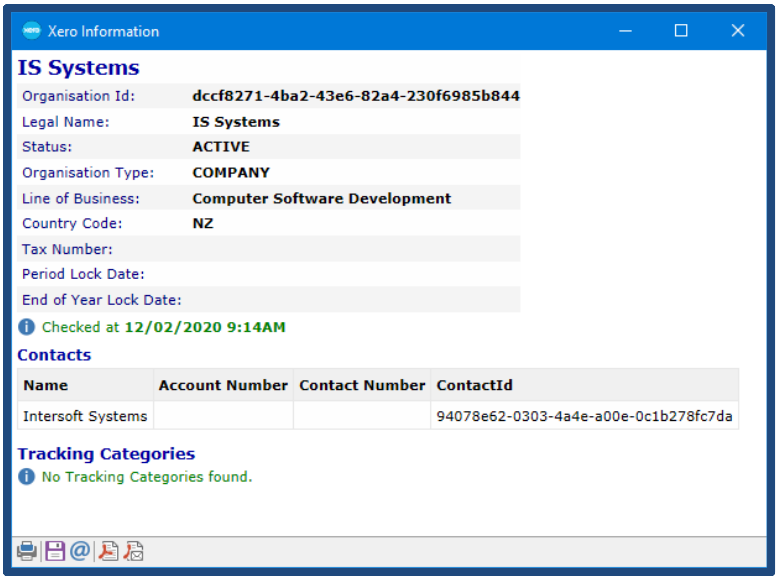


c. Click on the **Allow access** button; the window will then close, and the **Token Data** entered.

6. In the **Enter default Export Options** section, click the Refresh button beside the **Tenant** drop-down List and then select the ID for your 'Tenant'.

   Note: You can connect to any **Xero** Organisation the **Xero** User has access to.

   - Save the changes by clicking the **Apply** button at the bottom of the Global Settings page.
   - To retrieve your default contact information, click the **Verify** button and you will see a list of available Contacts (as set up in **Xero**).
   - You will be able to copy the ID for pasting in the **Default Contact** box.

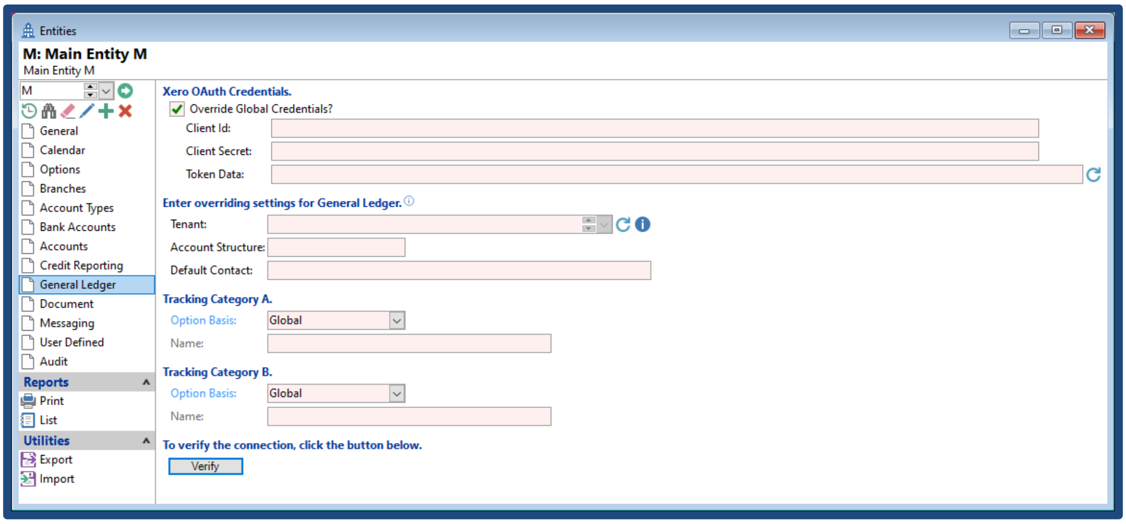


If there is no Contact showing, log into Xero and create one by clicking on the Contact add button. Save and come back to finPOWER, Global Settings. Click the Verify button and you should now see the contact to select.

Entities

If you are using multiple Entities and connecting to separate General Ledgers within **Xero** then use the menu option Entity, General Ledger page to set up the additional credentials. We recommend that you use Global Settings for the initial set of credentials and this page for the additional sets, connecting the Entity to the specific **Tenant** IDs within **Xero**.

The credentials are obtained and entered the same way as Global Settings. Please refer to that section for specifics of obtaining the information.



Xero OAuth Credentials

1. Tick the **Override Global Credentials** checkbox to add different credentials to this page.
2. Enter the **Client Id** and **Client Secret** as obtained from **Xero**.
3. Click the Save button for the page.
4. At the end of the **Token Data** field, click the Refresh button; you will be taken to the **Allow Access** screen in **Xero.**

   Log in with your **Xero** details and click the **Allow Access** button. The window will close, and the **Token Data** entered into the field.

Enter overriding Xero settings for General Ledger

1. Click the refresh button at the end of the **Tenant** field.
2. Go into Edit mode for the page i.e., click the blue pencil icon.
3. Click the drop-down list and select the relevant **Company Id**.
4. Click the Save button for the page.
5. Click the information button. This will bring up information about the Company Id that was selected, so that you can check that the details are correct.

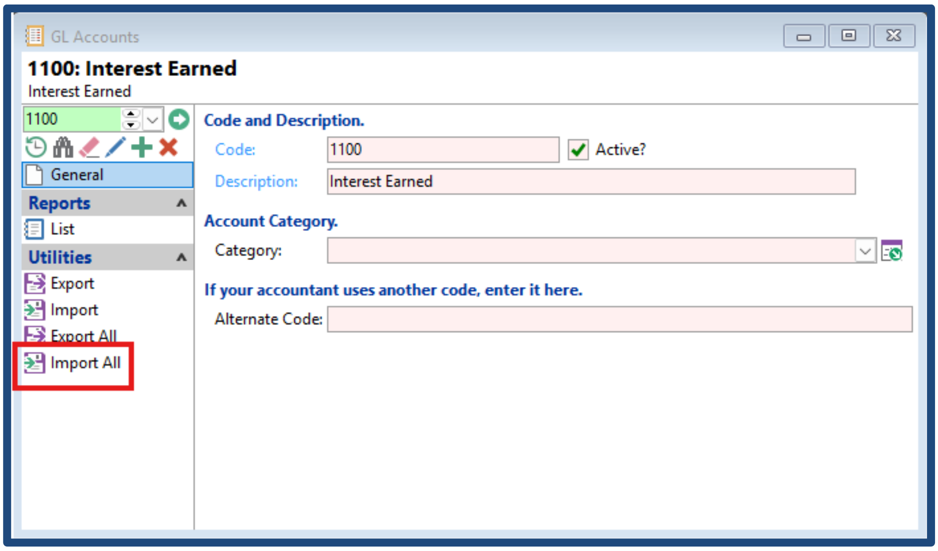
To verify the connection, click the button below.

Click the **Verify** button; this will show you the Company information so that you can check the correct company has been linked.

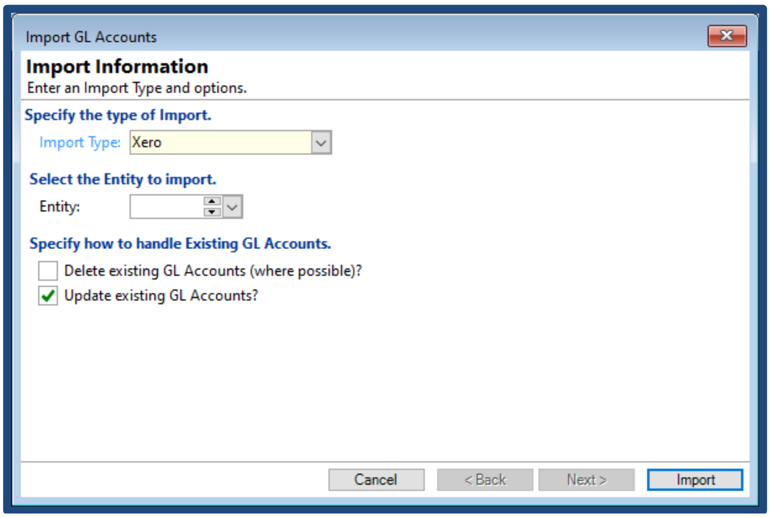
GL Accounts

Once the API Credentials are set up and confirmed as working, you need to check that the GL Accounts in finPOWER Connect match those in **Xero**.

One option is to manually check that the finPOWER Connect Code and the **Xero** Account Numbers match.

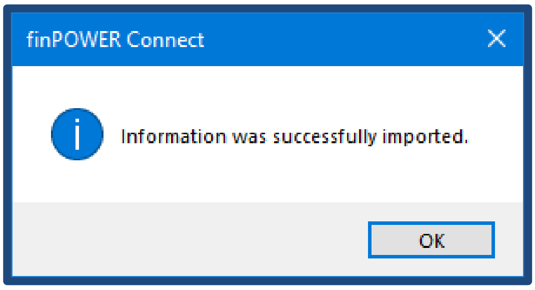


The simplest option is to click the **Import All** button shown under **Utilities** section and follow these steps:



6. Select the **Import Type** as **Xero**.
7. Select the **Entity**.
8. Specify how to manage Existing GL Accounts by ticking the following checkboxes:
    - **Delete existing GL Accounts (where possible)?**
      Note: if you already have GL Accounts configured and in use, this option should be left unticked.
    - **Update existing GL Accounts?**

9. Click the **Import** button. The following message will show, providing the API Credentials are set up correctly.

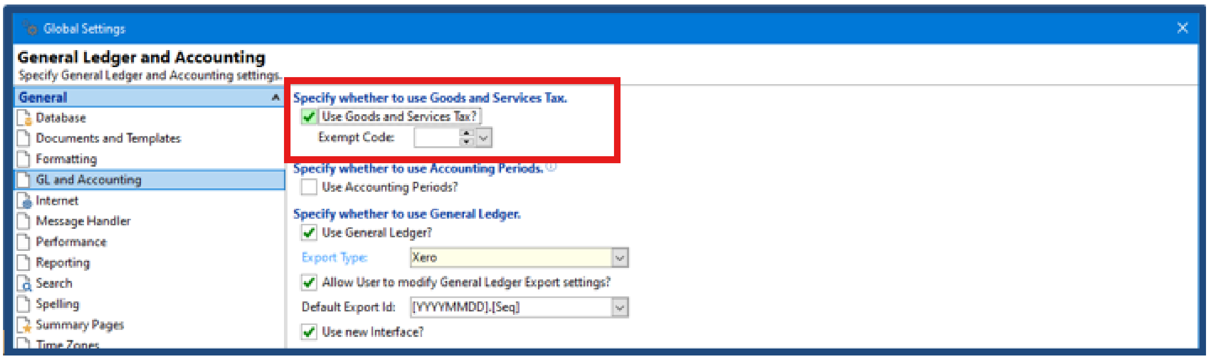


GST Codes

If you are using GST and this is being exported as part of the batch to Xero, you need to be aware of the settings that are required and suggested.

Global Settings

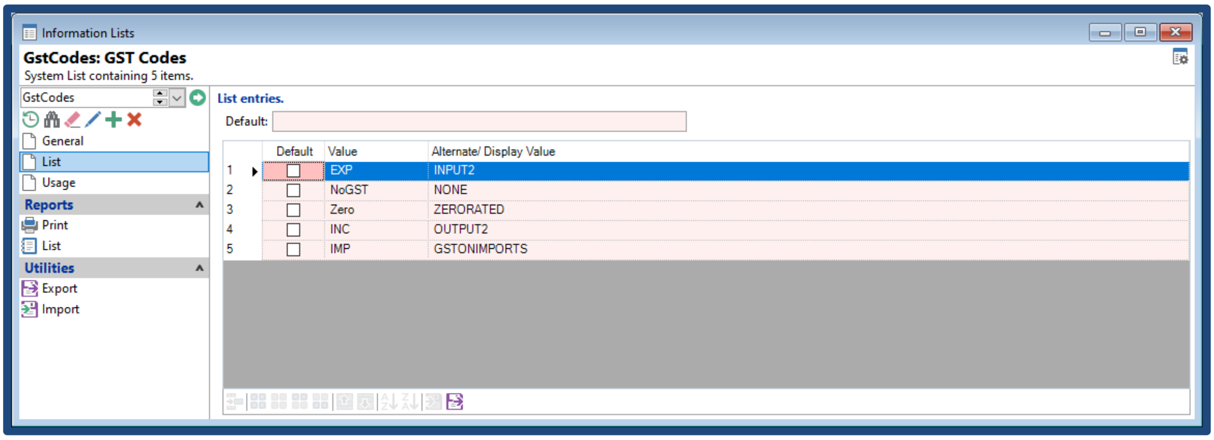
If you are using GST, then the menu option, Tools, Global Settings, General, GL and Accounting page, the **Use Goods and Services Tax** checkbox **must** be ticked.



It is suggested that the dropdown list, **Exempt Code,** is left blank to work with the Xero API.

Information List

The following items are needed for Xero via the Information List **GstCodes**.



The information must be in the same format as the screenshot above.
If you cannot view the **Alternate/Display value** column, go to the **Additional Information** section of this document.
Note: the Information list must be called **GstCodes.**

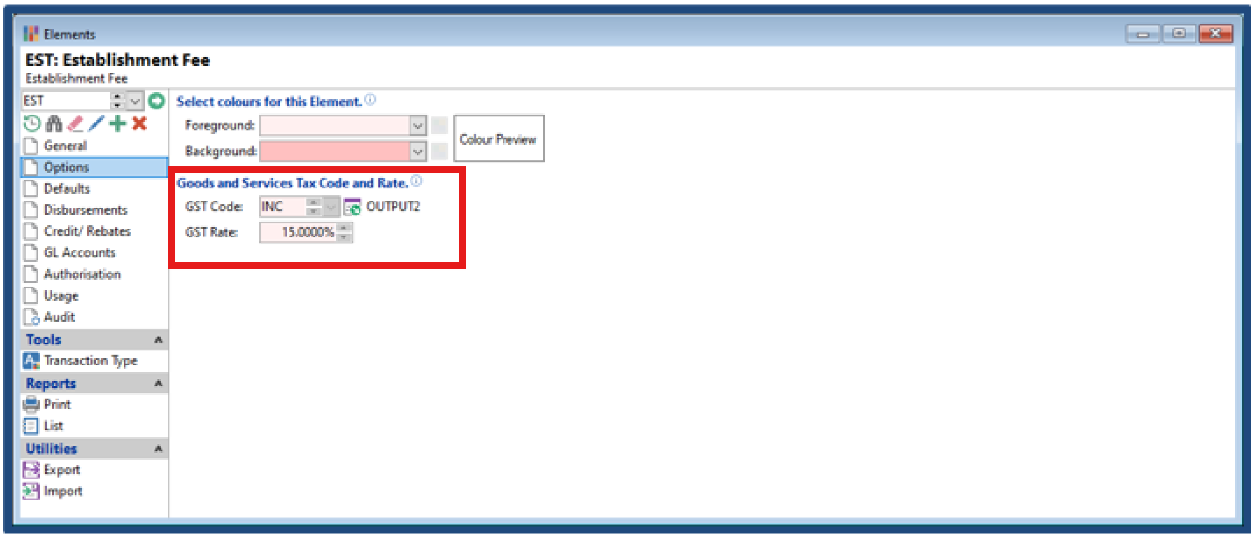
Information Lists can be found by going to menu option Admin, Information Lists.
Please note: this list is outlined within Xero API documentation and is shown on their page as follows:

New Zealand

TAX TYPE	RATE	NAME	SYSTEM DEFINED
INPUT2	15.00	GST on Expenses	
NONE	0.00	No GST	Yes
ZERORATED	0.00	Zero Rated	
OUTPUT2	15.00	GST on Income	
GSTONIMPORTS	0.00	GST on Imports	Yes

Elements

Within the Elements, select the correct GST Code and Rate by going to the menu option, Admin, Elements, **Options** page, and select the Element e.g., Establishment Fee. You will see a section **Goods and Services Tax Code and Rate**.



- **GST Code** – select from the dropdown list the relevant GST code. These codes were entered into the **Information List** in the section above.
- **GST Rate** – enter the correct Rate.

Tracking Categories

Overview

Tracking categories are used to see how different areas of your business are performing.
The use of Tracking Categories is optional, and not essential to the configuration of the Xero API.

How it Works

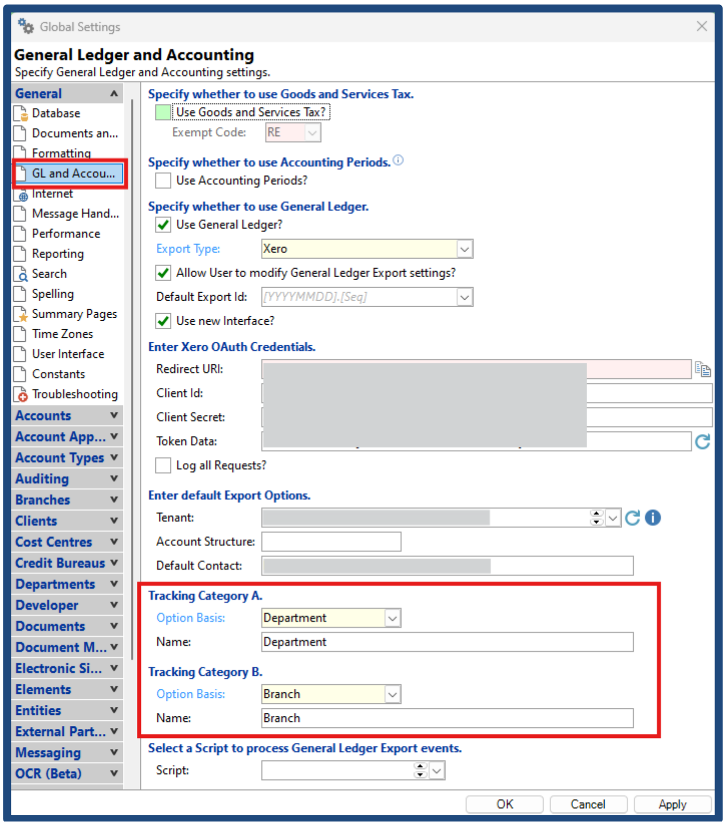
The set up is structured that you have overall Tracking Categories, which is then broken down into Tracking Options. Xero allows you to have a maximum of four tracking categories per Tenant, with only two active at any time.

From there, you have the ability to track transactions from up to 100 Branches and/or Departments, using Xero Tracking Options.

Configuration – finPOWER Connect

1. Go to menu option Global Settings, General, **GL and Accounting** page. Refer to the **Tracking Category A** and **Tracking Category B** sections.

   Note: This will only show if Xero (API) general ledger is set up.



2. Select an **Option Basis** for Tracking Category A and Tracking Category B.
Enter a **Name** for the Tracking Categories.

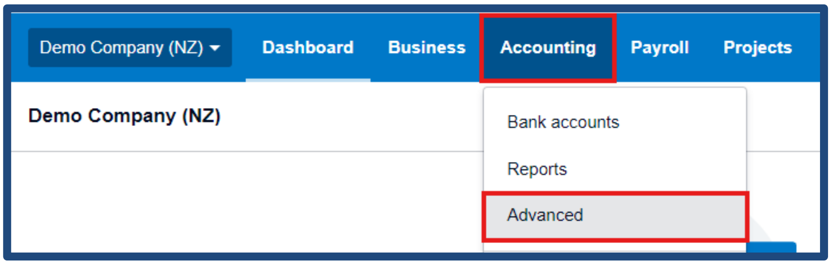
Option Basis available are as follows:

- None - the tracking category will not be used.
- Department – the tracking category will pick up the Department ID of the Account that the transaction is applied to.
- Branch – the tracking category will pick up Branch ID of the Account that the transaction is applied to.

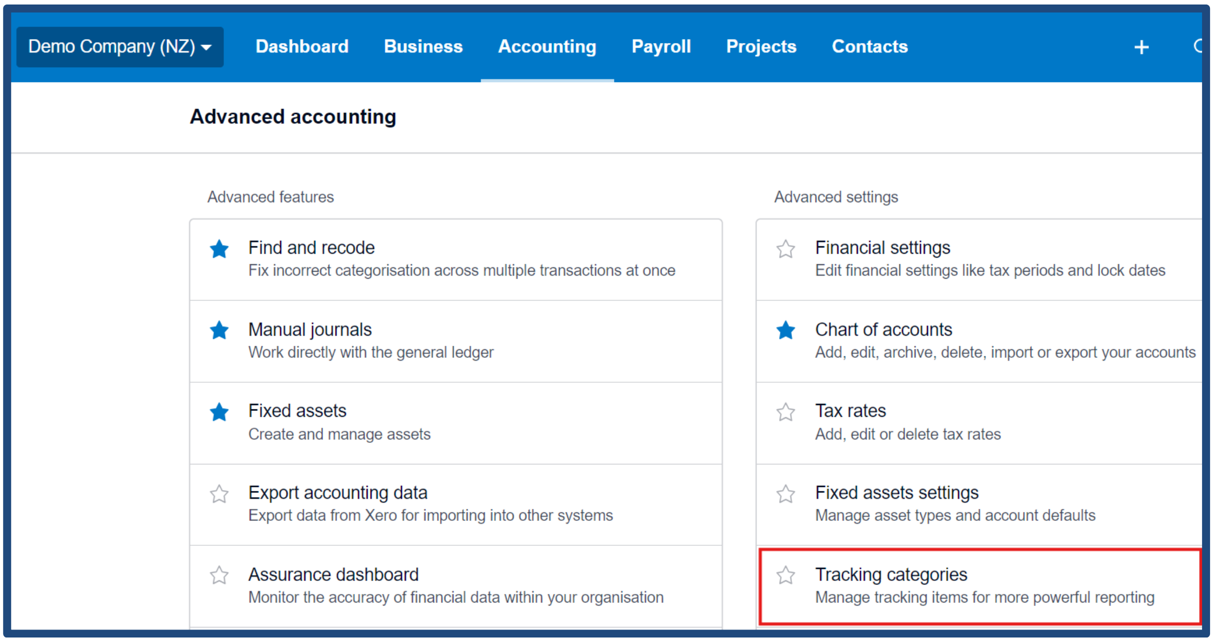
3. **Entities** - Overriding Global Settings on an Entity level.
Generally, Xero Tenants and finPOWER Connect Entities are one to one.

Configuration – Xero

1. In the **Accounting** menu, select **Advanced**.



2. Click **Tracking categories**.



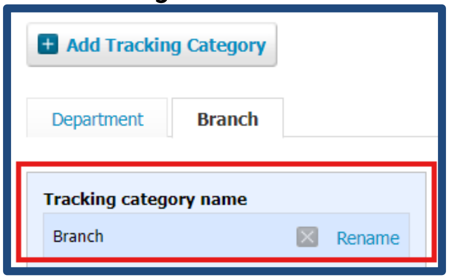
3. Click **Add Tracking Category**.

4. Enter a **Tracking Category Name** to match the Name entered in finPOWER Connect.

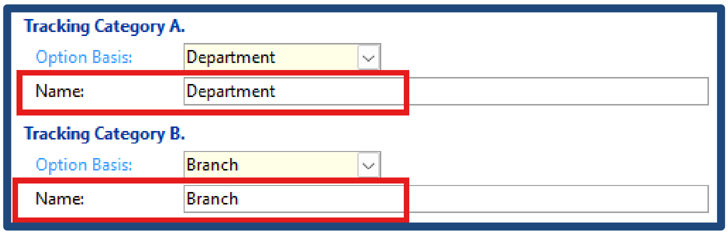
5. Click **Save**.

Tracking Category Name

Xero Tracking Name



finPOWER Connect Tracking Name

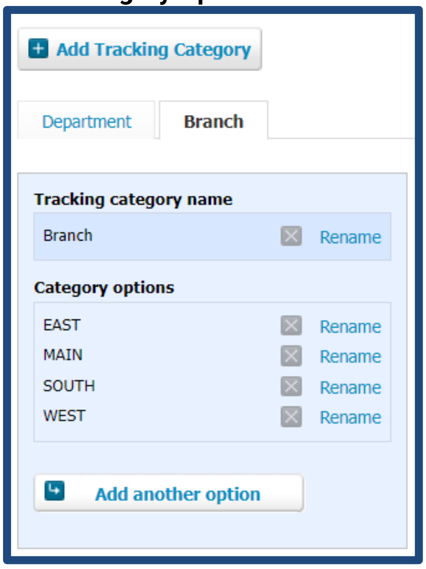


For finPOWER Connect, go to Global Settings, General, GL and Accounting page, **Tracking Category A** Name and **Tracking Category B** Name section.

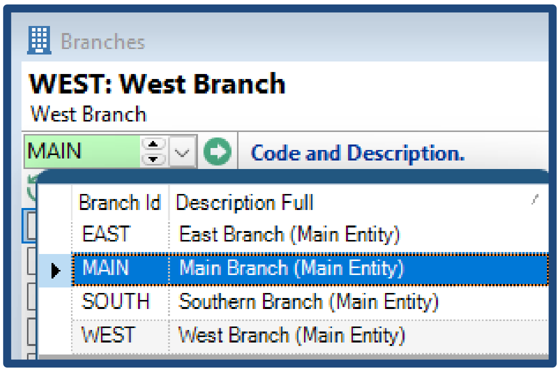
Under **Category options**, enter each Branch/Department to match the relevant BranchID/DepartmentID in Xero.

Category Options

Xero Category Options



finPOWER Connect Category Options



Additional Information

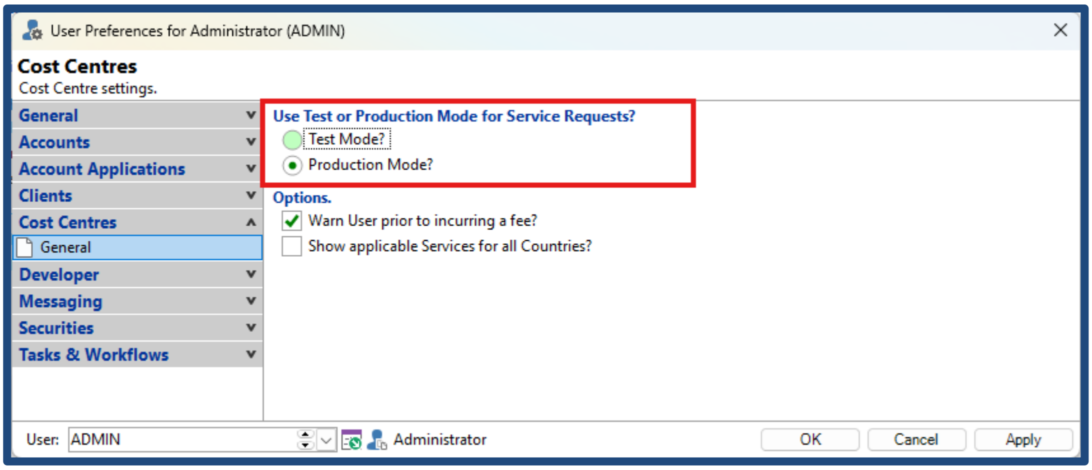
Production mode vs Test mode

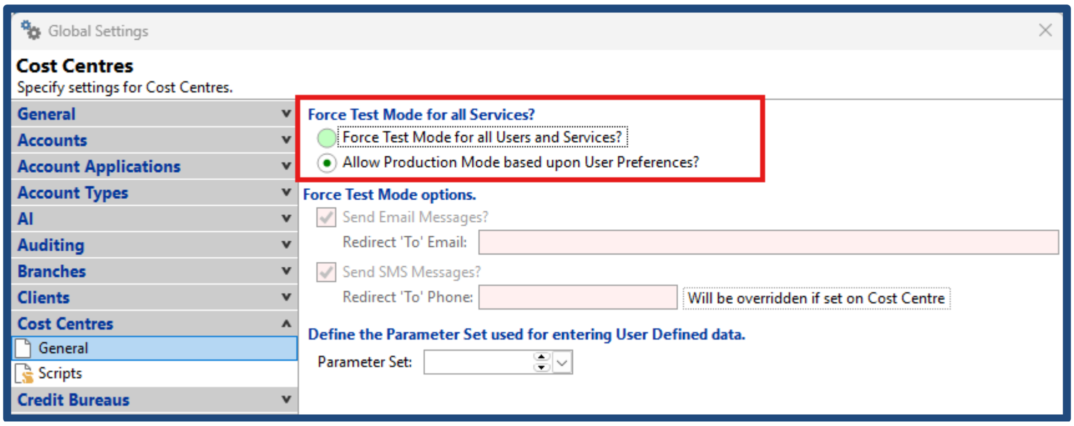
Production mode - Is the default normal operating mode for your day-to-day business. When you perform an action that uses a third-party service—like running a credit check, registering a security on the PPSR, or sending an SMS; it is real. It uses your live credentials, may incur a fee, and has real-world consequences (e.g., a credit enquiry is logged against a person's file).

Test mode (Sandbox) – It connects to the "test" or "sandbox" environments that many service providers offer. This allows you to test your workflows and finPOWER Connect's features without any real-world impact. For example, you can perform a credit enquiry, but it won't affect a person's credit history or cost you anything.

Forced Test Mode - is a powerful global setting that switches the entire finPOWER Connect system into Test Mode for all users and services.

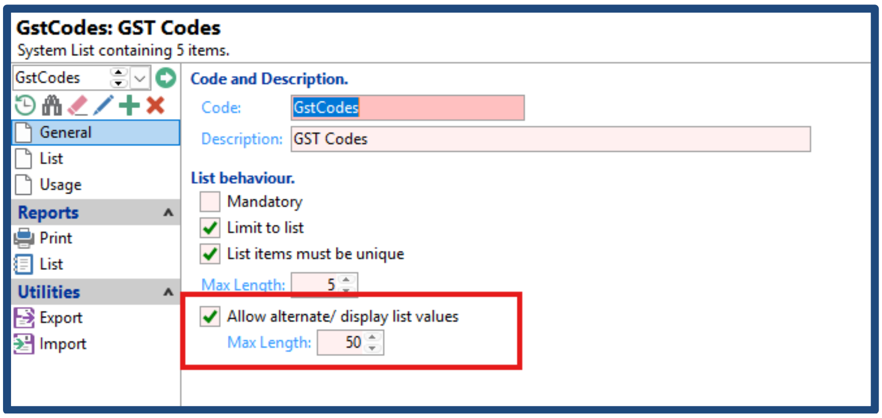
The above options are switched on and off using a combination of Global Settings and User Preferences.





Information Lists – Alternate/Display Value

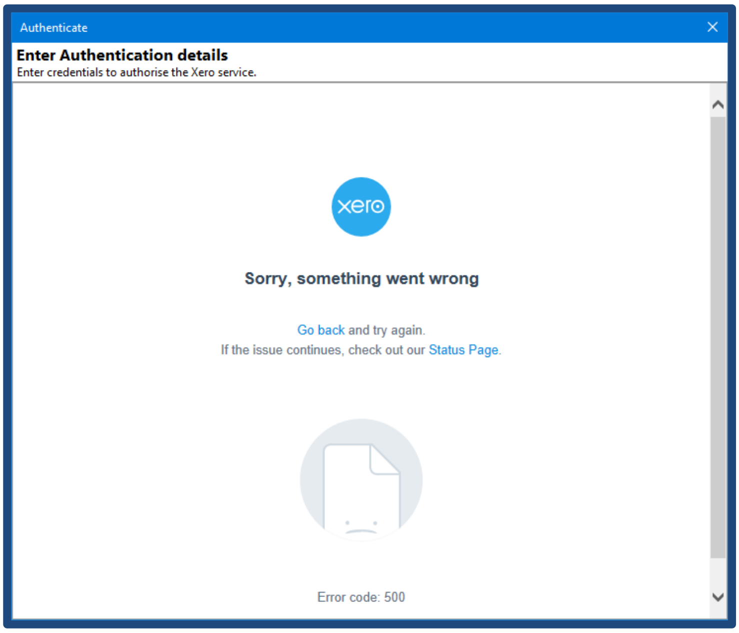
If you cannot view the additional column as shown in the sub-section **Information List** above, go to the **General** page of the Information List and tick the **Allow alternate/display list values** checkbox.



Troubleshooting - Common Error Messages

1. Initialise Errors

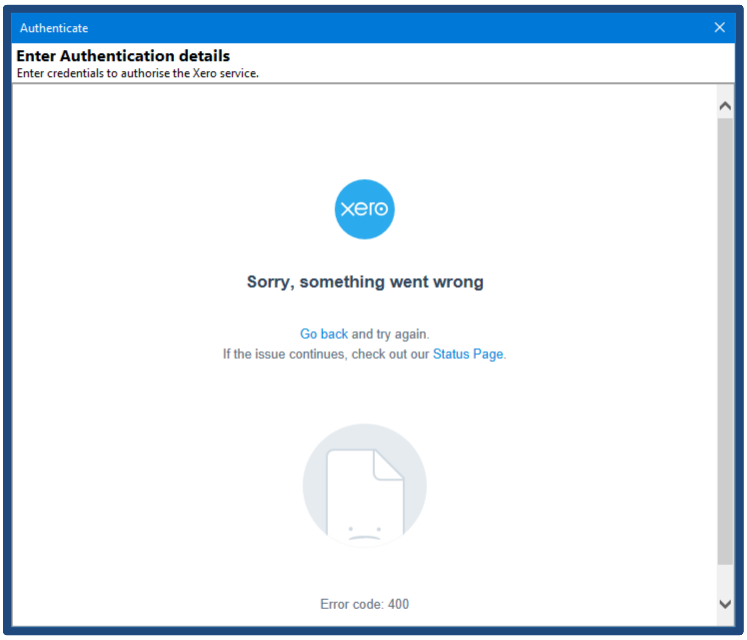
Error code 500 - the **URI** address has been incorrectly entered when creating the APP on Xero Developer. Log in and check that the URI matches: https://localhostfinPOWER/Temporary_Listen_Addresses/



You might also see the above error with some extra wording within the screen which will say:

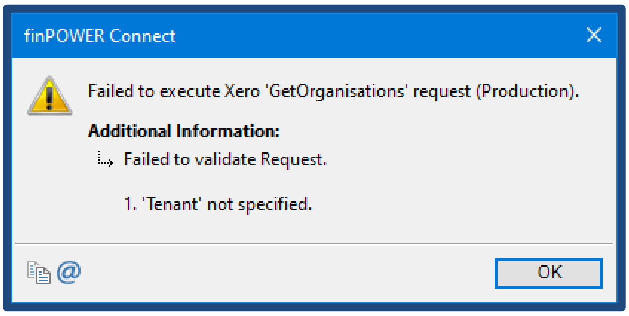
A change was made within Xero, so that any new APPS created within Xero, will not work with any version of finPOWER connect prior to 6.00.03. The team at Intersoft can sometimes assist in requesting that Xero allow the old Scopes, however they are not always successful with this request.

Error Code 400: The Client Secret is incorrect – check that it has been copied correctly or generate a new Client Secret by logging in to **Xero** Developer.



2. Verify Error

No Tenant/Organisation ID has been entered. Review your Global Settings and select the Organisation from the drop-down list.



3. Export Error

The Contact ID has not been copied from the information supplied in the Verify information form, review this section, and re-enter the Contact ID string.