

Xero / MYOB Invoicing Setup

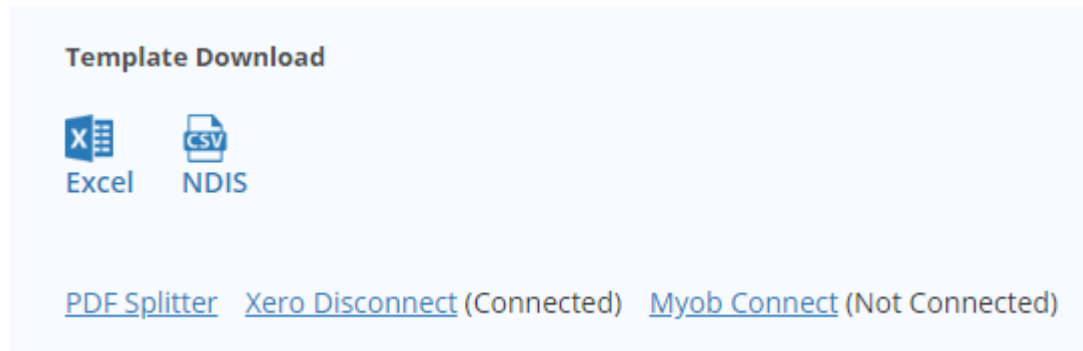
Allowing Approved Invoice from Xero or MYOB to be send to Capital Guardians



CAPITAL GUARDIANS

1 Connecting Xero / MYOB in Batch Upload

1. Login to Capital Guardians and select Batch > Upload on the left menu

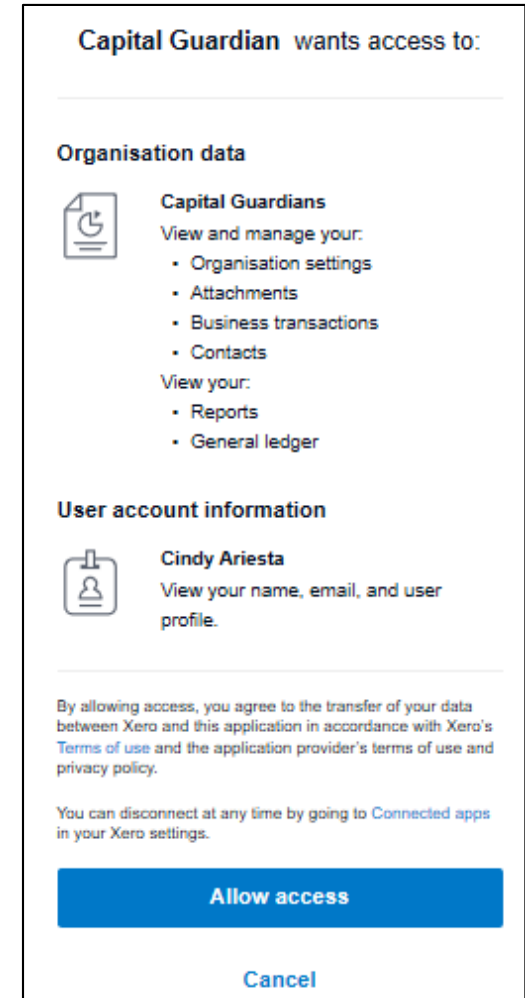


2. Select your software “[Xero Connect](#)” or “[MYOB Connect](#)”
3. You will be sent to the Xero/MYOB API site and need to login to Xero/MYOB, for Xero, after you have logged in you will see the Xero message to the right. Despite the message wording:
 - We ONLY obtain information for approved invoices of our mutual clients, that is contacts that we share an account identifier with
 - We cannot see other information & data, including reports and general ledger items.

Capital Guardians operates within an ASIC, Australian Financial Services Licence (AFST) and has bank grade security and privacy.

<https://www.capitalguardians.com/privacy/>

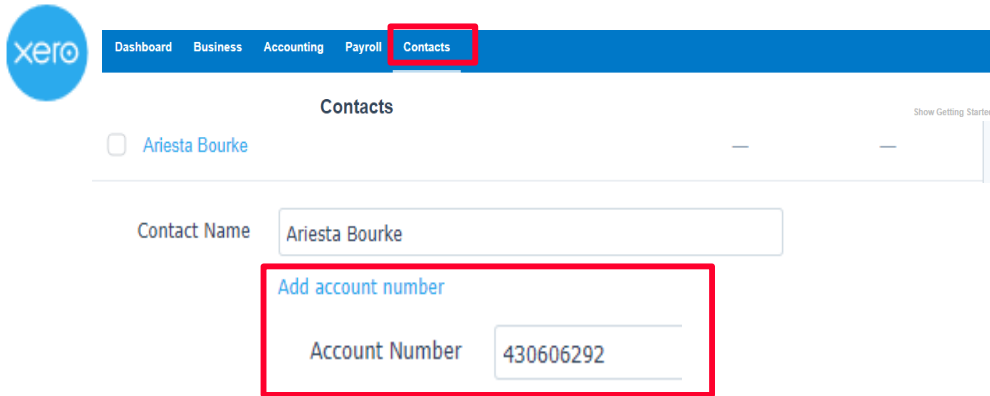
<https://www.capitalguardians.com/security/>



2 Setup Accounts' Billing id in your Software and Capital Guardians

2.1 Setup Customer ID in your Accounting Software

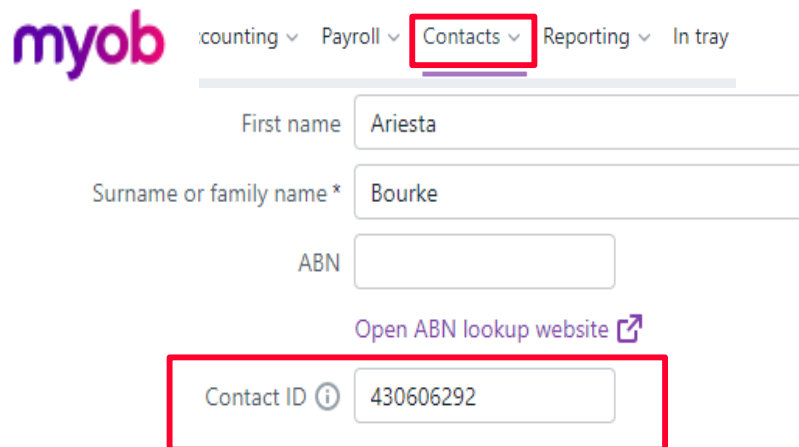
Xero : Setup in Contact > Account Number



The screenshot shows the Xero interface with the 'Contacts' tab selected. A contact named 'Ariesta Bourke' is listed. Below the contact name, there is a field for 'Account Number' with the value '430606292'. A red box highlights the 'Add account number' link and the 'Account Number' field.

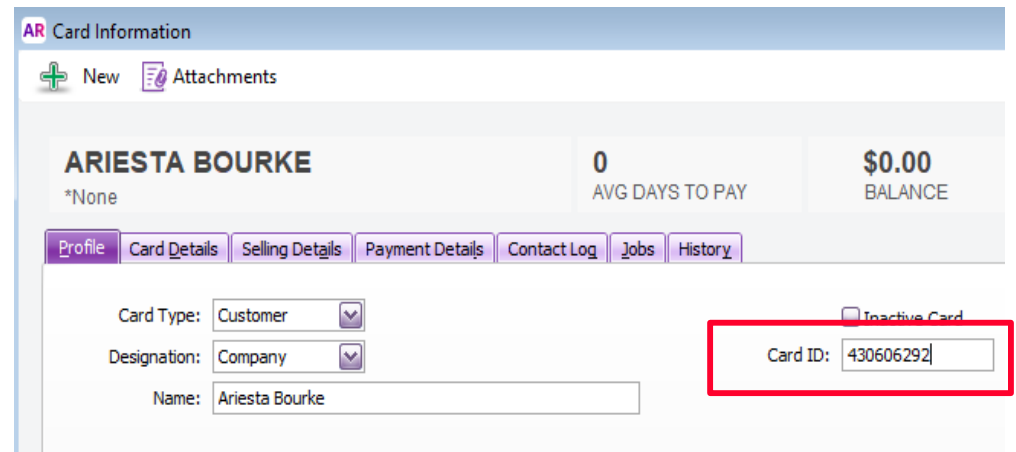
*If you don't have ID, use **NDIS ID** for NDIS participant

MYOB Essential : Setup in Contacts > Contact ID



The screenshot shows the MYOB Essential interface with the 'Contacts' tab selected. The contact 'Ariesta Bourke' is shown with fields for 'First name', 'Surname or family name', and 'ABN'. Below these fields, there is a field for 'Contact ID' with the value '430606292'. A red box highlights the 'Contact ID' field.

MYOB Account Right : Setup in Card ID



The screenshot shows the MYOB Account Right interface with the 'Card Information' tab selected. The card is for 'AR ARIESTA BOURKE' with an 'AVG DAYS TO PAY' of 0 and a 'BALANCE' of \$0.00. Below the card information, there are tabs for 'Profile', 'Card Details', 'Selling Details', 'Payment Details', 'Contact Log', 'Jobs', and 'History'. The 'Card Details' tab is selected, showing 'Card Type: Customer', 'Designation: Company', and 'Name: Ariesta Bourke'. A red box highlights the 'Card ID' field with the value '430606292'.

2.1 Setup Customer ID in your Capital Guardians, select menu “Accounts”, edit Billing ID

The screenshot shows the Capital Guardians web interface. At the top, there is a header with the OTherapy Test logo and the user's name, Hello Emma Maharaj. On the left, a navigation menu includes Transactions, Accounts (highlighted with a red box), Invoice, Batch, Profile, and Contact. The main content area is titled 'Accounts' and features a search bar, a dropdown for 'All Communities', and a 'Show Last' dropdown set to 20. Below this is a table of accounts.

Name	Community	Billing_ID	Edit	History	Invoice
Bourke, Ariesta	NDIS Capital Guardians	430606292		\$	
Everdeen, Andrea	NDIS Capital Guardians	1234		\$	
Test, Samantha	NDIS Capital Guardians	430263759		\$	

Same ID as Account Number in Xero / CARD ID in MYOB

Setup's Finished! Start invoicing in your Software Xero/Myob

NDIS PROVIDER NEEDS TO INPUT NDIS ITEM CODE FOR FIRST ITEM !

To: Ariesta Bourke x Date: 15 Jun 2020 Due Date: 15 Jun 2020 Invoice #: INV-0084 Reference:

Account No.430606292 Add last items

AUD Australian Dollar Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Local Guar...	Capita...	Amount AUD
01_200_0115	Assistance With Self-Care Activities in a STA - St	1.00	52.85		200 - Account fees	GST Free Income			52.85
+ New Item	(None)								
01: January Monthly account keeping fee									
01_200_0115_1_1: Assistance With Self-Care Activities in a STA - St									
02: February Monthly account keeping fee									
03: March Monthly account keeping fee									
10: October Monthly account keeping fee									

Subtotal 52.85
GST 0.00
TOTAL 52.85

Save Approve Cancel

Create new item, if you don't have NDIS Item code listed *NDIS Provider only

NDIS PROVIDER: Select NDIS ITEM CODE For First Item.
Refer to your profile in Capital Guardians if you don't know what's the item code

After Pressing "Approve Invoice" from your software, the invoice will be updated in Capital Guardians in few minutes
Check whether it is uploaded in "Transactions" Menu

Transactions Recent Transactions

From To Search Show Last 20 Payments Export

Delete

Date	Account	Invoice #	\$	Status	Docs	All
15/06/2020	Andrea Lastname	INV-0084	52.85	to be approved		<input type="checkbox"/>