Xero Invoicing Setup

CAPITAL GUARDIANS

① Connecting Xero

1.1 Login to **Capital Guardians**
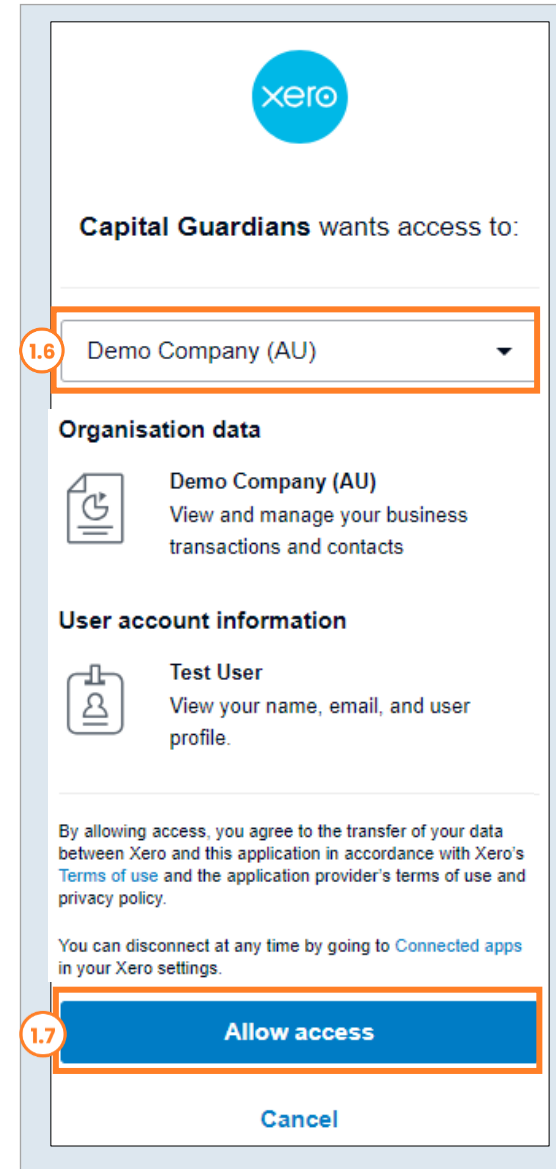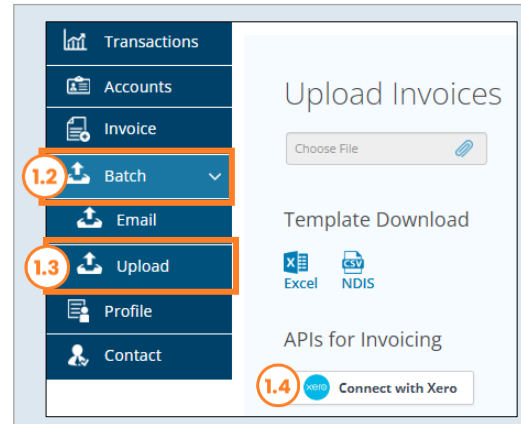
1.2 Select **Batch**

1.3 Select **Upload**

1.4 Select **Connect with Xero** to be directed to the Xero API site

1.5 Logon to **Xero**

1.6 Select your organisation

1.7 Select **Allow access**

Transactions
Accounts
Invoice
1.2 Batch
Email
1.3 Upload
Profile
Contact

Upload Invoices
Choose File
Template Download
Excel NDIS
APIs for Invoicing
1.4 Connect with Xero

xero

Capital Guardians wants access to:

1.6 Demo Company (AU) ▼

Organisation data

Demo Company (AU)
View and manage your business transactions and contacts

User account information

Test User
View your name, email, and user profile.

By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's Terms of use and the application provider's terms of use and privacy policy.

You can disconnect at any time by going to Connected apps in your Xero settings.

1.7 Allow access

Cancel

Note:

- Capital Guardians only access information for approved invoices of our mutual clients (contacts where we share an account identifier).
- Capital Guardians operates with an ASIC Australian Financial Services Licence (AFSL) and has bank grade security and privacy.
  For more information, refer to:
    - https://capitalguardians.com/privacy/
    - https://capitalguardians.com/security/

Xero Invoicing Setup

2 Set up Billing ID & Account Number

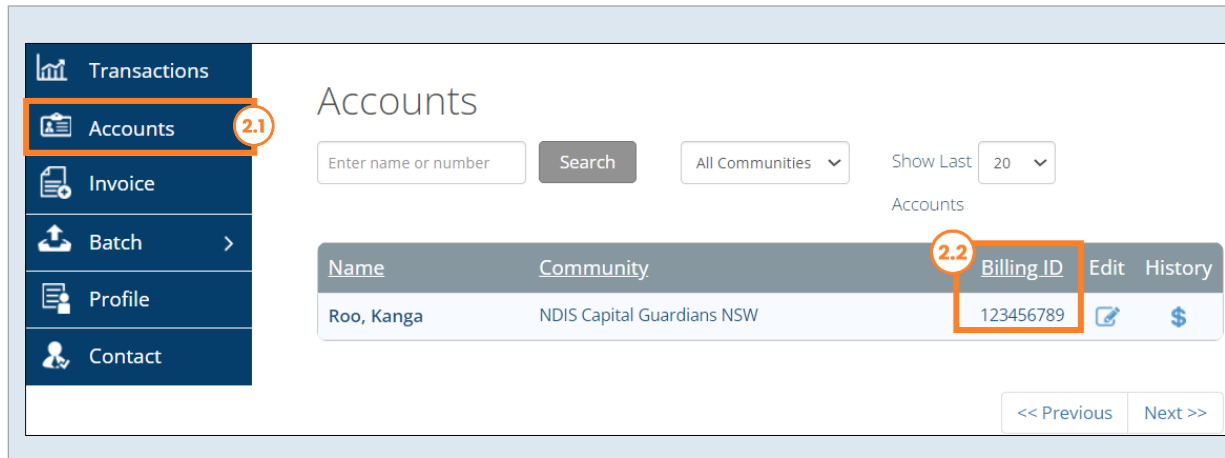**2.1** In **Capital Guardians**, select **Accounts**

2.2 Review the **Billing ID**

> **Note:** The Billing ID is by default the NDIS ID or Aged Care ID in Capital Guardians. You can edit to your own Billing ID if needed
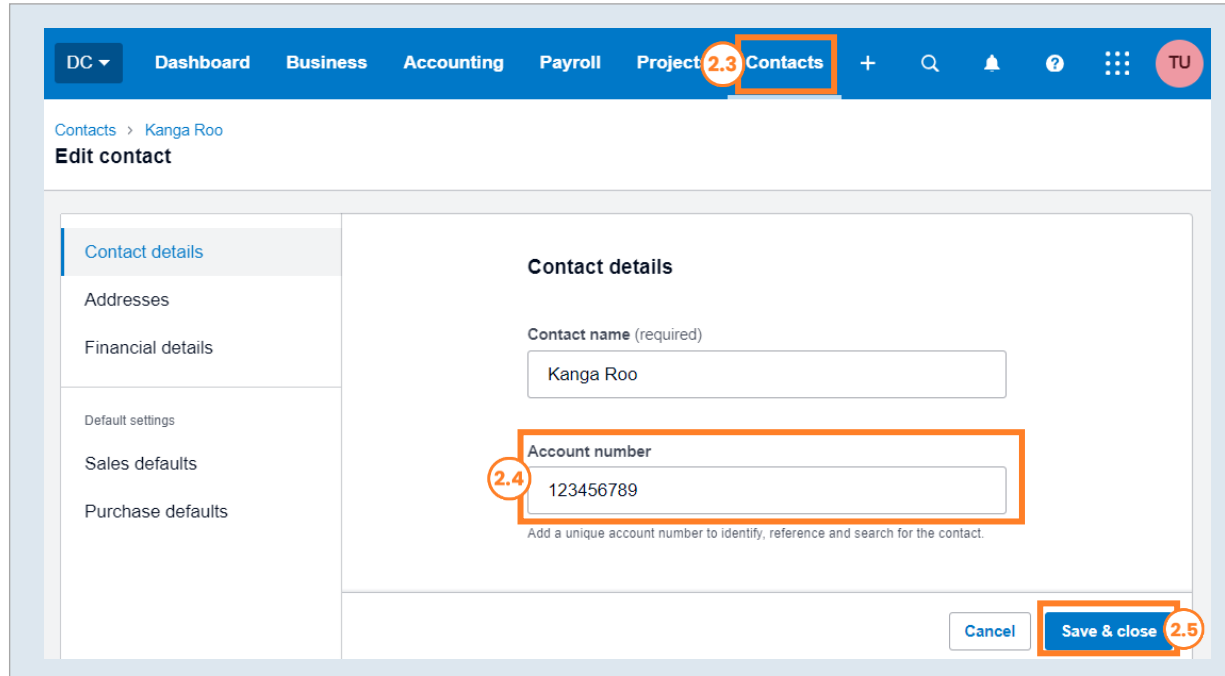
2.3 In **Xero**, create or edit a new **Contact**

2.4 Update the **Account Number** field to match the **Billing ID** from the Capital Guardians platform

2.5 Select **Save & close**

Accounts panel

- Transactions
- Accounts (2.1)
- Invoice
- Batch
- Profile
- Contact

Accounts

Enter name or number | Search | All Communities | Show Last 20

Accounts

Name	Community	Billing ID (2.2)	Edit	History
Roo, Kanga	NDIS Capital Guardians NSW	123456789		$

<< Previous   Next >>

Xero Contact panel

DC ▾ | Dashboard | Business | Accounting | Payroll | Project (2.3) Contacts | + | 🔍 | 🔔 | ❓ | ⋮⋮⋮ | TU

Contacts > Kanga Roo
Edit contact

- Contact details
- Addresses
- Financial details

Default settings
- Sales defaults
- Purchase defaults

Contact details

Contact name (required)
Kanga Roo

Account number (2.4)
123456789

Add a unique account number to identify, reference and search for the contact.

Cancel | **Save & close** (2.5)

Xero Invoicing Setup

1. Connecting Xero › **2. Billing ID & Account Number** › **3. Set up NDIS Item (NDIS Providers only)** › **4. Complete & Approve Invoice**
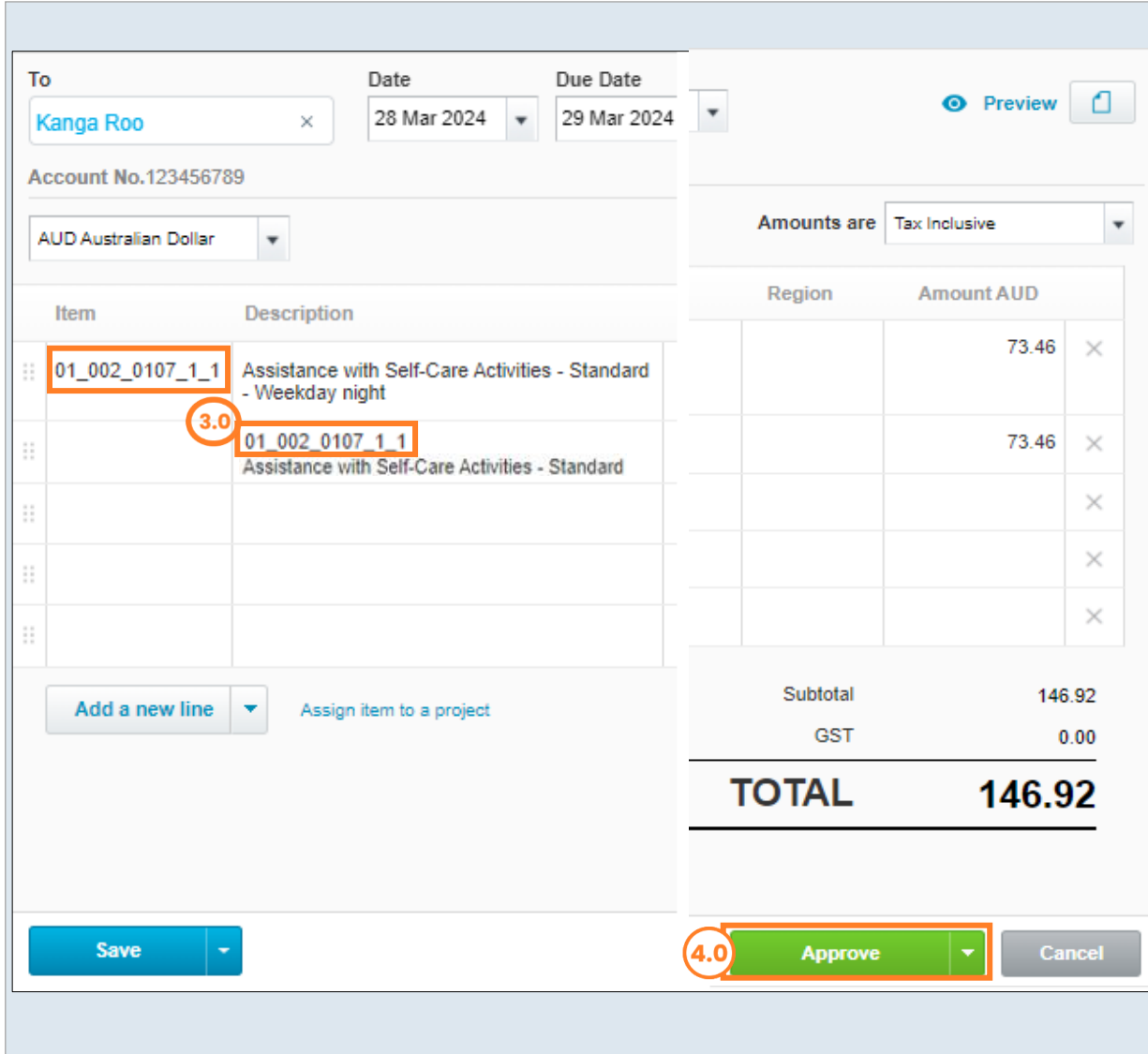
③ Setup/Select NDIS Item
(NDIS Providers Only)

In **Xero**, ensure that the NDIS Support Item Number is included in the **Item** field, in the same format outlined in the NDIS Support Catalogue.

Note: The NDIS Support Item Number can be included in the **Description** field if preferred.

④ Complete & Approve Invoice

After selecting **Approve** in Xero, the invoice will be automatically uploaded in Capital Guardians in 15+ minutes between 9am -5pm (AET).

You can Login to Capital Guardians to check the status of the invoice via the **Transaction** Menu.

To	Date	Due Date
Kanga Roo	28 Mar 2024	29 Mar 2024

Account No.123456789

AUD Australian Dollar

Amounts are Tax Inclusive

Item	Description	Region	Amount AUD
01_002_0107_1_1	Assistance with Self-Care Activities - Standard - Weekday night		73.46
	01_002_0107_1_1 Assistance with Self-Care Activities - Standard		73.46

Add a new line   Assign item to a project

Subtotal	146.92
GST	0.00
TOTAL	**146.92**

Save

4.0 Approve   Cancel