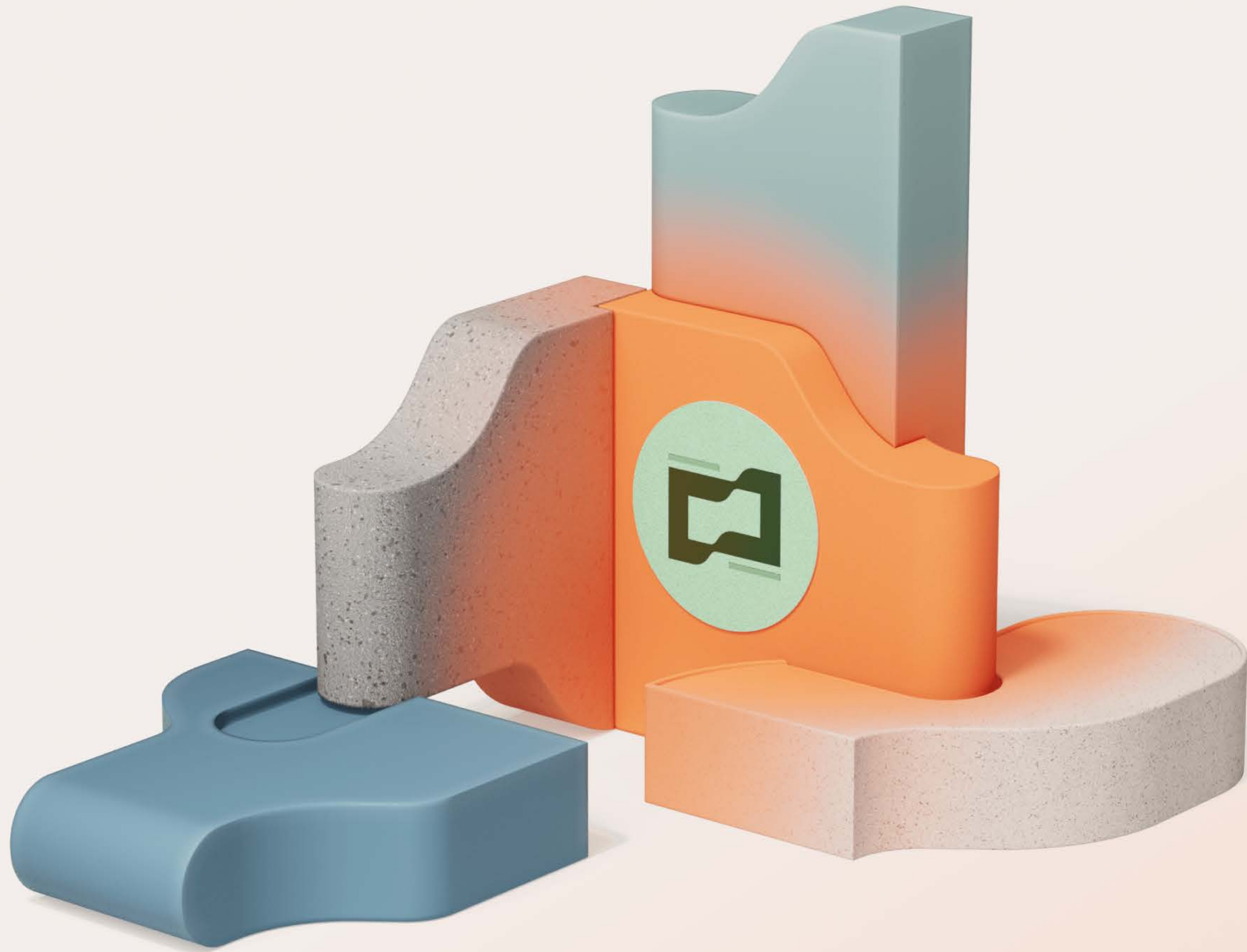


Xero integration guide

For admins



Let's get started.

Get a quick overview of how the Brex integration with Xero automates any financial workflow — to best utilize its benefits.

- 03 Xero integration overview
- 05 Why integrate with Xero?
- 07 What are the steps to integrate systems?
- 09 The Brex accounting difference
- 11 Accounting journal: 101
- 18 Brex glossary
- 20 Support

Xero integration overview

Xero integration overview

Overview

Our Xero integration offers better functionality than any other corporate card in the US by providing an API-based bank feed that automatically pushes transaction data to Xero every 24 hours. Expense data that is enabled within the Brex dashboard syncs directly with Xero via admin credentials.

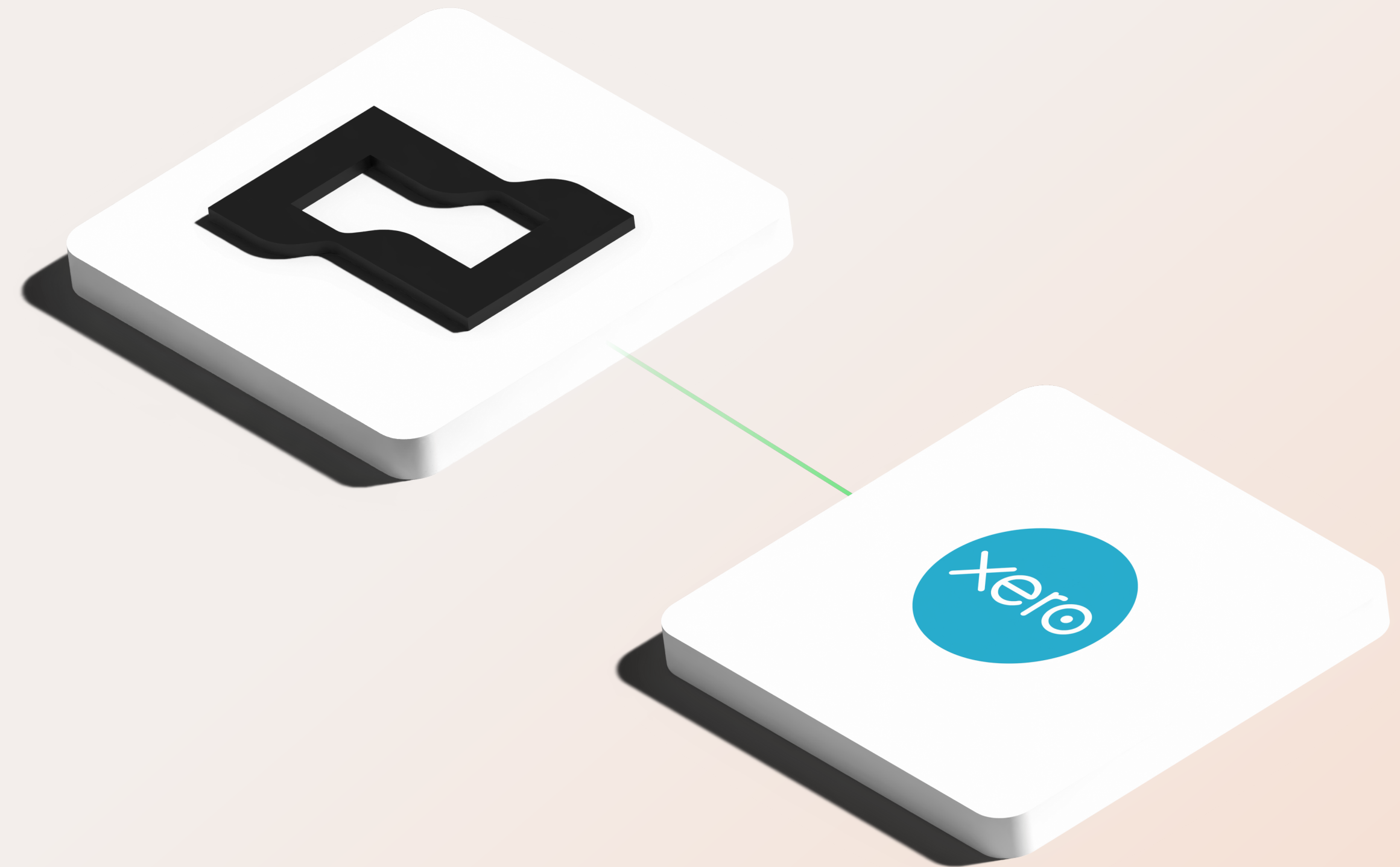
Benefits

The Xero integration saves hours each month through the automatic bank feed connection, and also offers:

- Improved reporting accuracy through expense data matches, which allow you to push receipts, memos, and category rules with one click.
- Greater accounting control through the ability to customize which data transfers from your Brex dashboard to Xero.

Learn more and get setup instructions in our [Help Center](#).

Review our [Xero integration technical guide](#) for a detailed overview and FAQ.



Why integrate with Xero?

Why integrate with Xero?

Brex's Xero integration is designed to help you close your books faster.

- Import your accounting data from Xero — or any ERP — and build **your expense field mapping with custom rules** that automates categorization of your company's transactions.
- Map **custom expense types** that employees select to any configured Brex data source for accounting automation.
- Align Brex expense data with Xero via **custom accounting fields** to meet your accounting needs.
- Split individual expenses across multiple budgets or merchant categories with **expense itemization** for more accurate books.

Jan 7
2023

Jan 14
2023

Jan 21
2023

Jan 28
2023



96% transactions automatically synced

**What are the steps
to integrate systems?**

What are the steps to integrate systems?

Brex makes it easy to integrate, map fields and GL accounts, and export data to Xero in the following stages.

Stage 1: Identify and involve your Xero admin to set up your integration.

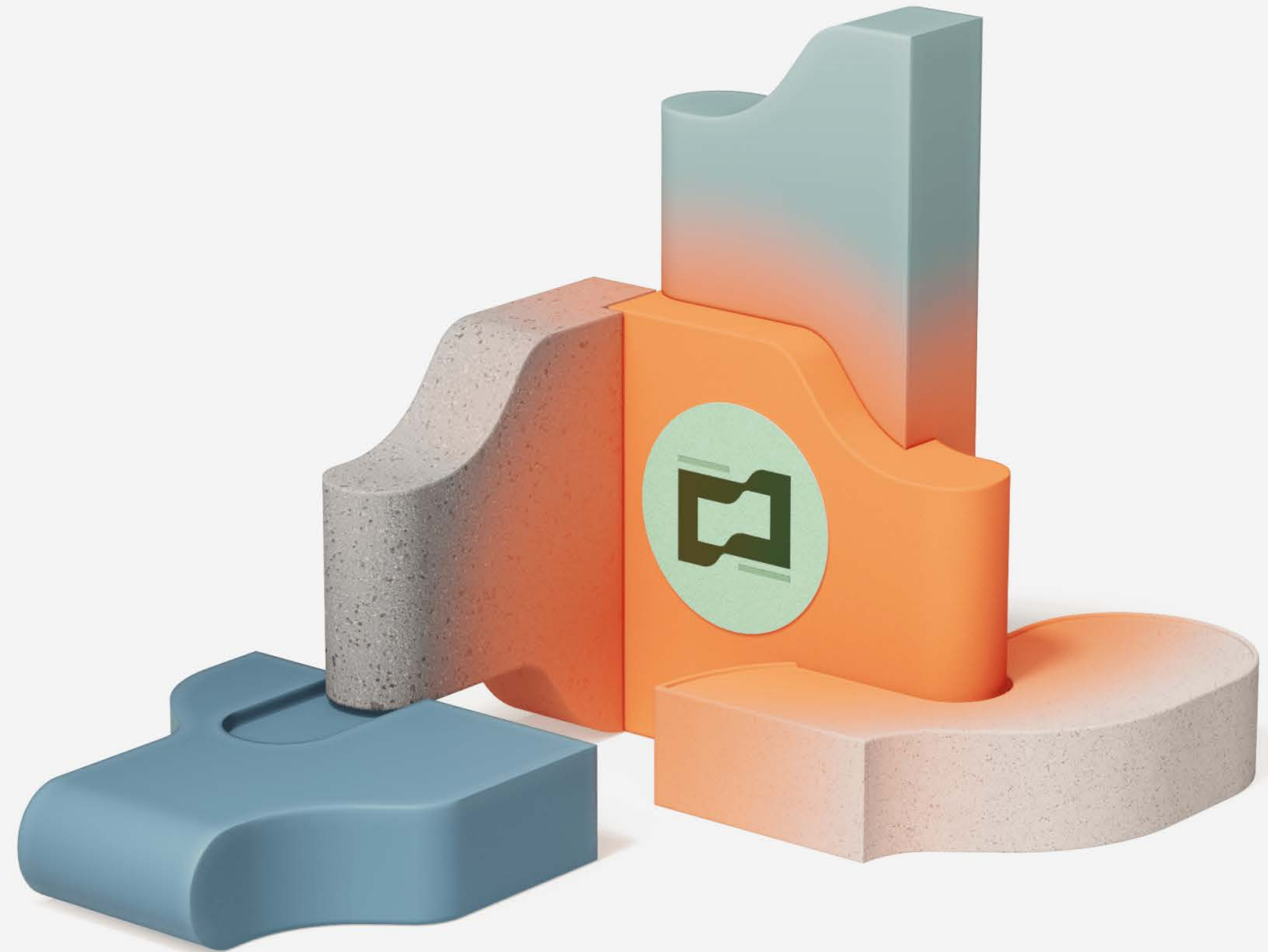
Stage 2: Connect Xero to Brex and import accounting fields.

Stage 3: Configure your accounting entity settings within the Brex dashboard.

Stage 4: Set up data alignment and field mapping across systems.

- Complete default mappings including GL accounts, department, and location.
- Create custom rules for exceptions to default mapping rules.

Stage 5: Export expense data.



The Brex accounting difference

The Brex accounting difference

Brex enables a continuous close.

Our Xero integration combines workflows, automation, and insights to unblock you from reviewing expenses daily.

Experience better workflow automation and control.

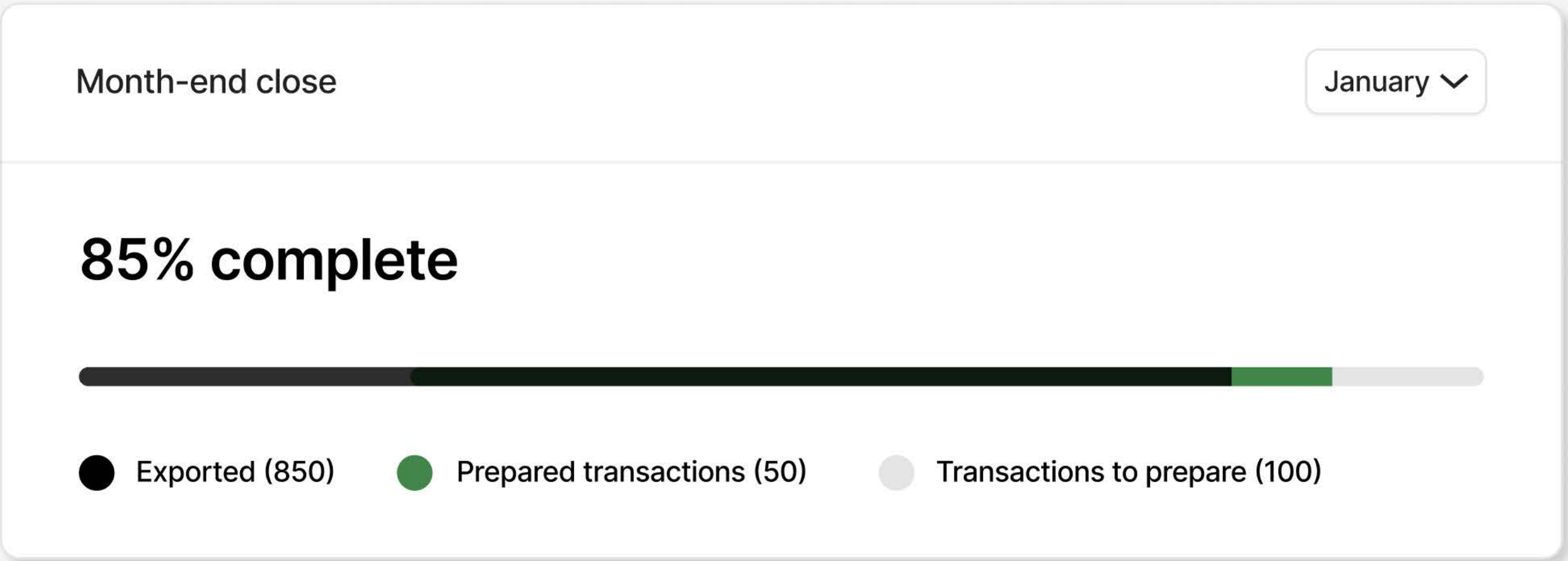
We lead with automation and offer embedded experiences to scale and optimize accounting workflows over time.

Make more informed general ledger prioritization.

Actionable insights help you stay informed about compliance status when making accounting categorization decisions.

Get support for your AP close process.

We promote a cohesive experience for all bookkeepers, accountants, and controllers to prepare and review transactions to close the books.



10

Accounting journal: 101

Accounting journal: 101

The accounting journal is Brex’s automated journal entry workflow. It allows controllers, accounts payable managers, and clerks to:

- Quickly navigate, sort, and filter through thousands of expenses
- Easily fill in missing accounting data
- Easily export transactions

Brex

+ New request

Support

Olivia Wilson
Acme, Inc.

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting

Review • 64 Ready for export

Search by user, merchant, merchant category, or department

From mm/dd/yy To mm/dd/yy X Mark ready

Type Amount Alerts Budget

Type	Merchant	User	Amount	Alerts	Budget	Memo	GL account	Department
Oct 22								
<input type="checkbox"/>	Airbnb Lodging	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input type="checkbox"/>	Uber Transportation	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input type="checkbox"/>	Chase Bank Banking	Guy Hawkins Engineering : Dasher	\$10,000.00		EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input type="checkbox"/>	Target Merchandise	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input type="checkbox"/>	Brex Card collection		-\$122,392.53				6011220 Meals	
<input type="checkbox"/>	Lyft Inc Transportation	Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
Oct 23								
<input type="checkbox"/>	Muni Mobile Transportation	Brooklyn Simmons Engineering : Dasher	\$12.93	Missing receipt +2	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input type="checkbox"/>	Amazon Fresh Groceries	Devon Lane Engineering : Dasher	\$829.91	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input type="checkbox"/>	Brex Rewards redemptio		-\$2,304.12		EPD Stipend	WFH Stipend	6011220 Meals	Engineering
See more								

Filters

Filter journal entries to help spot irregularities and increase speed of review. Apply a variety of filters to transactions not yet reviewed to compare and analyze transactions that are similar in nature and/or categorization.

Brex

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting

Review • 64Ready for export

Search by user, merchant, merchant category, or department

From mm/dd/yyTo mm/dd/yyXMark ready

TypeAmountAlertsBudget

☒ Card expense

☒ Cash advance

☒ Complete

☒ Chargeback

☒ Refunded

☐ Reimbursement

☐ Payment

☐ Successful

☐ Reversed

☐ Reward

	User	Amount	Alerts	Budget	Memo	GL account	Department
	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Guy Hawkins Engineering : Dasher	\$10,000.00		EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Brex Card collection	-\$122,392.53				6011220 Meals	
	Lyft Inc Transportation	\$11.99	Missing receipt +1	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
Oct 23							
	Muni Mobile Transportation	\$12.93	Missing receipt +2	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Amazon Fresh Groceries	\$829.91	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Brex Rewards redemptic	-\$2,304.12		EPD Stipend	WFH Stipend	6011220 Meals	Engineering

See more

13

Bulk actions

Save time reviewing and exporting transactions with bulk action features. Quickly mark transactions as ready for export, update categorization fields, export, or send back to review.

Brex

+ New request

Support

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Acme, Inc.

Your wallet

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Accounting

Review • 64Ready for export

Search by user, merchant, merchant category, or department

From mm/dd/yyTo mm/dd/yy

Mark ready

TypeAmountAlertsBudget

Type	Merchant	User	Amount	Alerts	Budget	Memo	GL account	Department
Oct 22								
<input checked="" type="checkbox"/>	Airbnb Lodging	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input checked="" type="checkbox"/>	Uber Transportation	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input checked="" type="checkbox"/>	Chase Bank Banking	Guy Hawkins Engineering : Dasher	\$10,000.00		EPD Stipend	WFH Stipend	Search GL Acc...	Engineering
<input type="checkbox"/>	Target Merchandise	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	EPD Stipend	WFH Stipend	612001 Meals and Enterta...	
<input checked="" type="checkbox"/>	Brex Card collection		-\$122,392.53				612002 Airline Expenses	
<input checked="" type="checkbox"/>	Lyft Inc Transportation	Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1	EPD Stipend	WFH Stipend	612003 Lodging	
Oct 23								
<input type="checkbox"/>	Muni Mobile Transportation	Brooklyn Simmons Engineering : Dasher	\$12.93	Missing receipt +2	EPD Stipend	WFH Stipend	612004 Ground Transport...	
<input type="checkbox"/>	Amazon Fresh Groceries	Devon Lane Engineering : Dasher	\$829.91	Conflicting rules	EPD Stipend	WFH Stipend	612050 Office Supplies	
<input type="checkbox"/>	Brex Rewards redemptio		-\$2,304.12		EPD Stipend	WFH Stipend	6011220 Meals	Engineering
See more								

Alerts

Stay on the ball and avoid human error with expense/transaction compliance alerts around conflicting rules, missing GL accounts, split and personal expenses, missing receipts and memos, and more.

Brex

Your wallet

DoorDash

Credit

Budgets

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Accounting

Review • 64 Ready for export

Search by user, merchant, merchant category, or department

Type

Amount

Alerts

Type	Merchant	User	Amount	Alerts
Oct 22				
<input type="checkbox"/>	Airbnb Lodging	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified
<input type="checkbox"/>	Uber Transportation	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt
<input type="checkbox"/>	Chase Bank Banking	Guy Hawkins Engineering : Dasher	\$10,000.00	
<input type="checkbox"/>	Target Merchandise	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules
<input type="checkbox"/>	Brex Card collection		-\$122,392.53	
<input type="checkbox"/>	Lyft Inc Transportation	Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1
Oct 23				
<input type="checkbox"/>	Muni Mobile Transportation	Brooklyn Simmons Engineering : Dasher	\$12.93	Missing receipt +2
<input type="checkbox"/>	Amazon Fresh Groceries	Devon Lane Engineering : Dasher	\$829.91	Conflicting rules
<input type="checkbox"/>	Brex Rewards redemption		-\$2,304.12	

See more

Olivia Wilson

Sales Manager, Acme, Inc.

JetBlue

Airline expenses

\$999.99

Purchase date

Oct 29, 2021 at 5:20PM

Approval

Pending review

Budget

T&E Design

Card

**** 4800

Budget & policy

Accounting alerts

Conflicting rules

Missing GL Account

2 alerts

Accounting

Conflicting rules

Select which rule to apply:

EPD Offsites 2021

Budget: Offsites → Netsuite account: 600013

Manager Offsites 2022

Budget: Offsites → Netsuite account: 803854

Remove all

Apply rule

Category

Electronics

GL account

Select GL account

You must assign a GL account

Department

Resolving conflicting rules

Resolve journal entries with conflicting rules in a few clicks. View detailed rule information so you can decide which automation you want to take precedence.

Brex

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting

Review • 64 Ready for export

Search by user, merchant, merchant category, or department

Type Amount Alerts

Type	Merchant	User	Amount	Alerts
Oct 22				
<input type="checkbox"/>	Airbnb Lodging	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified
<input type="checkbox"/>	Uber Transportation	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt
<input type="checkbox"/>	Chase Bank Banking	Guy Hawkins Engineering : Dasher	\$10,000.00	
<input type="checkbox"/>	Target Merchandise	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules
<input type="checkbox"/>	Brex Card collection		-\$122,392.53	
<input type="checkbox"/>	Lyft Inc Transportation	Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1
Oct 23				
<input type="checkbox"/>	Muni Mobile Transportation	Brooklyn Simmons Engineering : Dasher	\$12.93	Missing receipt +2
<input type="checkbox"/>	Amazon Fresh Groceries	Devon Lane Engineering : Dasher	\$829.91	Conflicting rules
<input type="checkbox"/>	Brex Rewards redemptio		-\$2,304.12	

See more

OWOlivia Wilson
Sales Manager, Acme, Inc.

JetBlue
Airline expenses
\$999.99

Purchase date
Oct 29, 2021 at 5:20PM

Approval
Pending review

Budget
T&E Design

Card
**** 4800

Budget & policy

Accounting

Conflicting rules

EPD Offsites 2021
Budget: Offsites → Netsuite account: 600013

Manager Offsites 2022
Budget: Offsites → Netsuite account: 803854

Remove all

Apply rule

Category

Electronics

Budget

WFH Stipend

Memo

This is an example memo that is editable

Close metrics

Track the status of your closing process to ensure awareness of completed and active tasks that need attention.

Brex

+ New request

Support

Olivia Wilson
Acme, Inc.

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting > Prepare

Prepare

Transactions to prepare
1,210

Ready for review & export
3,000

Review & export

Automation rate 23%

62 mappings 10 custom rules

Search by user, merchant, merchant category, or department

From mm/dd/yy To mm/dd/yy

Mark as prepared

GL account Type Amount Budget Department Rules

Transactions to prepare

Type	Merchant	Rules	User	Amount	Alerts	Budget	Memo	GL account	De
Oct 22									
	Airbnb Lodging		Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	EPD Stipend	WFH Stipend	6011220 Meals	Eng
	Uber Transportation		Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	EPD Stipend	WFH Stipend	6011220 Meals	Eng
	Chase Bank Banking		Guy Hawkins Engineering : Dasher	\$10,000.00		EPD Stipend	WFH Stipend	6011220 Meals	Eng
	Target Merchandise		Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Eng
	Brex Card collection		-\$122,392.53						
	Lyft Inc Transportation		Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1	EPD Stipend	WFH Stipend	6011220 Meals	Eng
Oct 23									
	Mini Mobile								

Brex glossary

Brex terms

Please use this glossary to help you navigate through the new terms you may see while using the Xero integration.

Accounting fields

- Accounting fields are unique custom fields that you can create within your Brex dashboard. They work in tandem with fields brought over from your existing ERP integration like GL account.
- Use custom fields to categorize expenses across Brex with greater flexibility. Custom fields can be edited later, but they can only be exported via CSV. They will not be synced with your ERP.

Category/category mapping

Category mapping is the matching of Brex's default 48 categories with a corresponding general ledger (GL) account in your accounting software. Brex automatically categorizes your transactions, however, you can customize the mapping by going to *Integrations > Manage > Categories* in your Brex dashboard. Learn more in our [Help Center](#).

Collections

These are regular payments toward your Brex card.

Cost center

Cost centers are a type of classification that can be assigned to user profiles within your Brex account. These cost centers can be exported along with transaction data to your ERP system with Brex Empower.

Department

[Create departments](#) from the *Team* tab of your dashboard and map them to your accounting software. Departments allow you to assign cardholders within your Brex account.

Employee/card repayments

Occasionally, one of your employees may use their Brex card in error for a personal expense. If this occurs, you'll have the option of using our [employee repayments](#) feature to prompt that employee to submit a repayment for their expense. Brex does not set your expense policy, so if an employee declines a repayment request or has not repaid a particular expense that you believe should be repaid, that's a discussion that would not be facilitated by the Brex platform.

Locations

Map Brex locations to your ERP's locations with this integration field.

Merchants

Map merchants to your accounting software. Any mappings handled here will override the category mappings.

**We're here
to help.**

If you have any questions, please
visit our [Help Center](#), [chat with us](#),
or email support@brex.com.