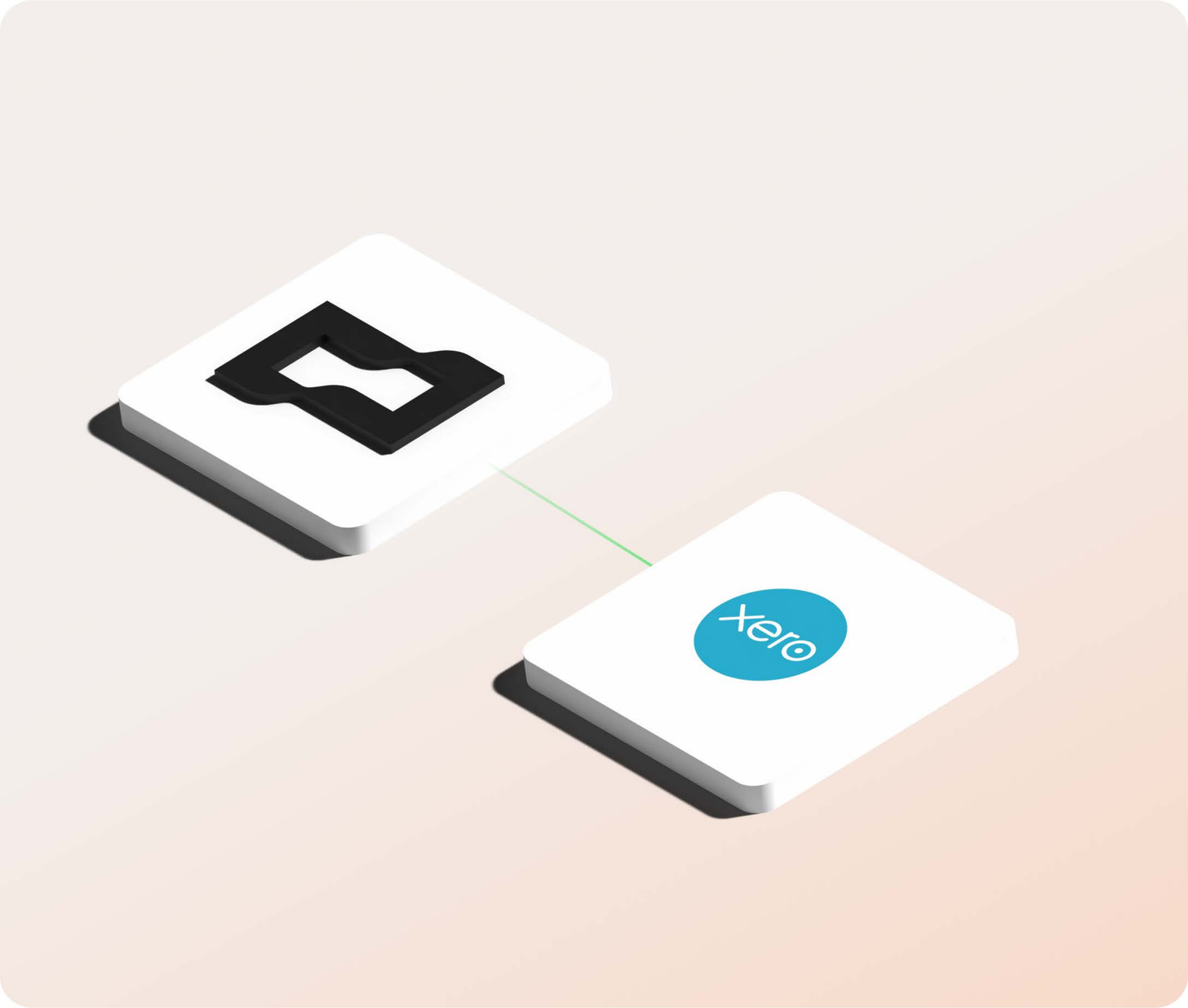


Xero integration technical guide

For admins

Version 1.1 March 2023

Let’s get started.

Dive deeper into the technical details of setting up your Xero integration and learn how each feature works.

Integration details

Integration details

How does the integration work?

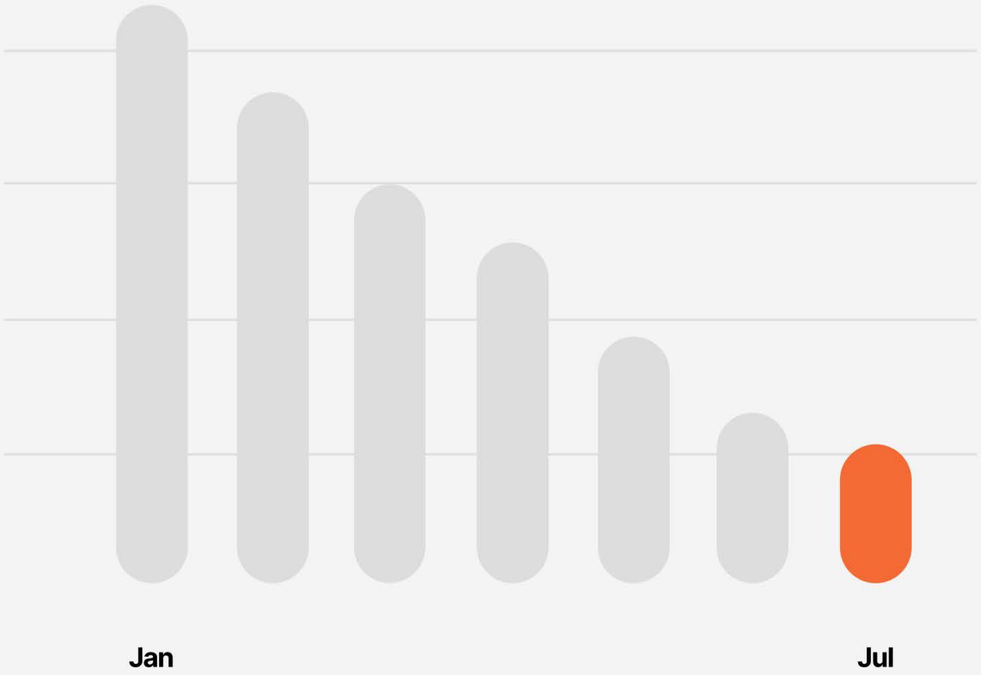
Brex's Xero integration offers better functionality than any other corporate card in the US by providing an API-based bank feed that automatically pushes transaction data to Xero every 24 hours. Expense data that is enabled within the Brex dashboard syncs directly with Xero via admin credentials.

Brex integrates with Xero in two ways:

1. **Bank feed integration:**
   Each time you use your Brex card, transactions will automatically flow into your Xero account every 24 hours. With this option, the transaction date, amount, and merchant will appear in the *Reconcile* and *Bank Statements* sections of the *Accounting* tab on Xero.

2. **Expense data integration (optional):**
   You can choose to push your Brex expense data to Xero with Brex's suite of tools that automate this process to save time. Admins will periodically select the date range they want to export and review all expenses and categorizations for accuracy.

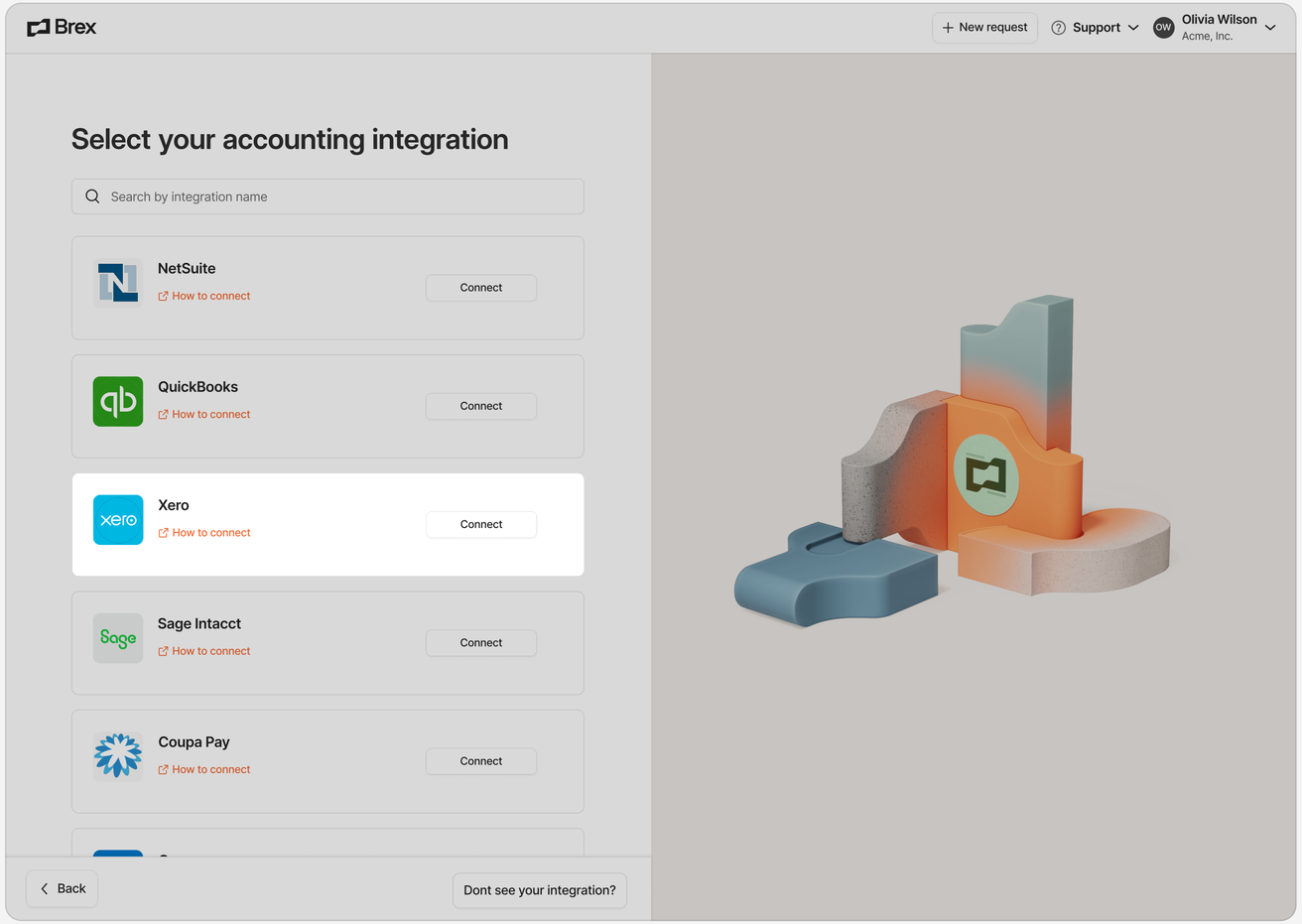
Days spent closing the books



Integration details

How is the integration set up?

Setup instructions can be found in our Xero integration guide.

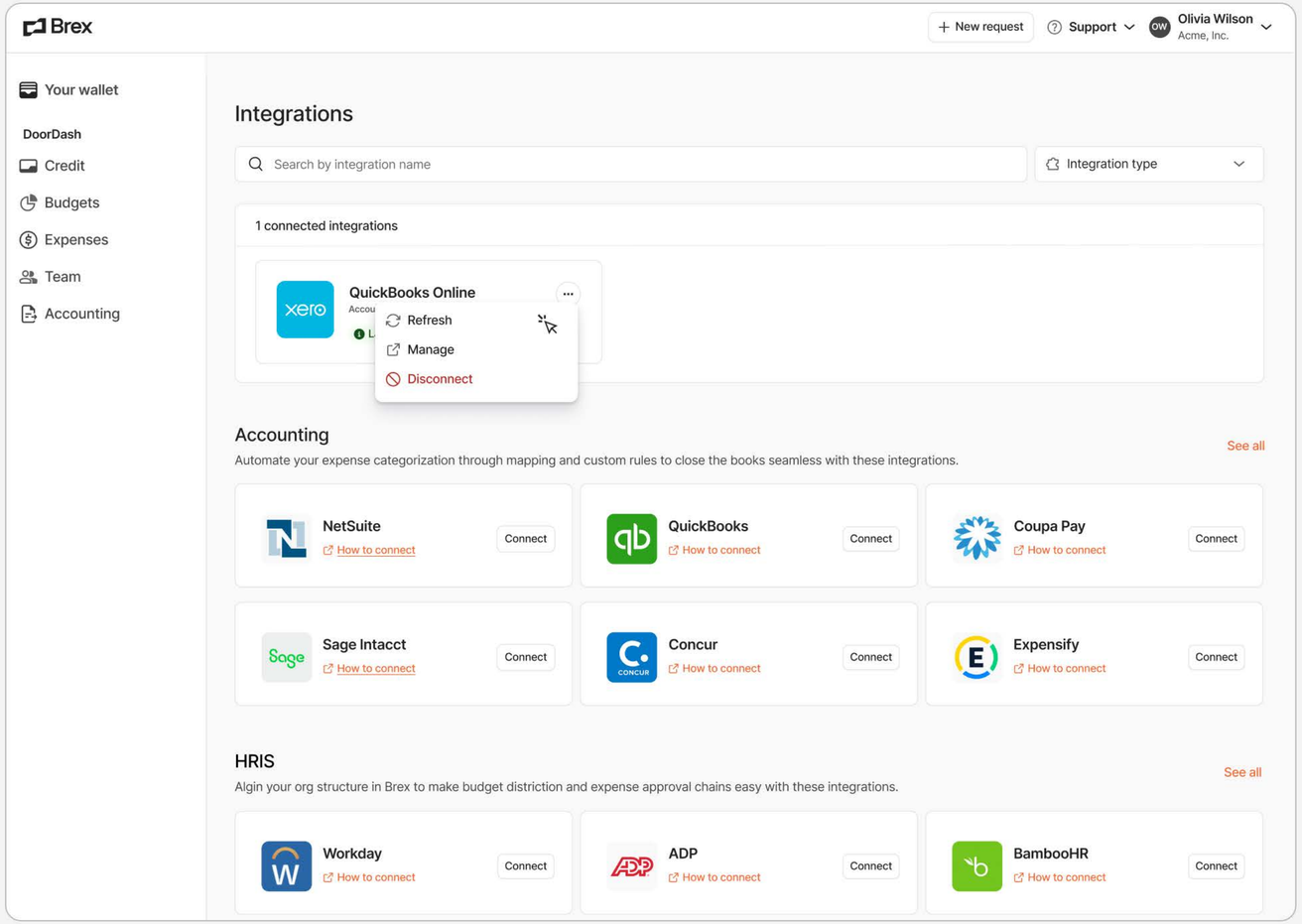


Integration details

How is data updated?

Transactions will be automatically pulled from Brex into the Xero bank feed every 24 hours. Transactions will appear in the *Accounting* tab under the *Reconcile* and *Bank statements* sections.

- Bank feed: Push
- Expenses: Push
- Bill pay: Push
- Reimbursements: N/A



Integration details

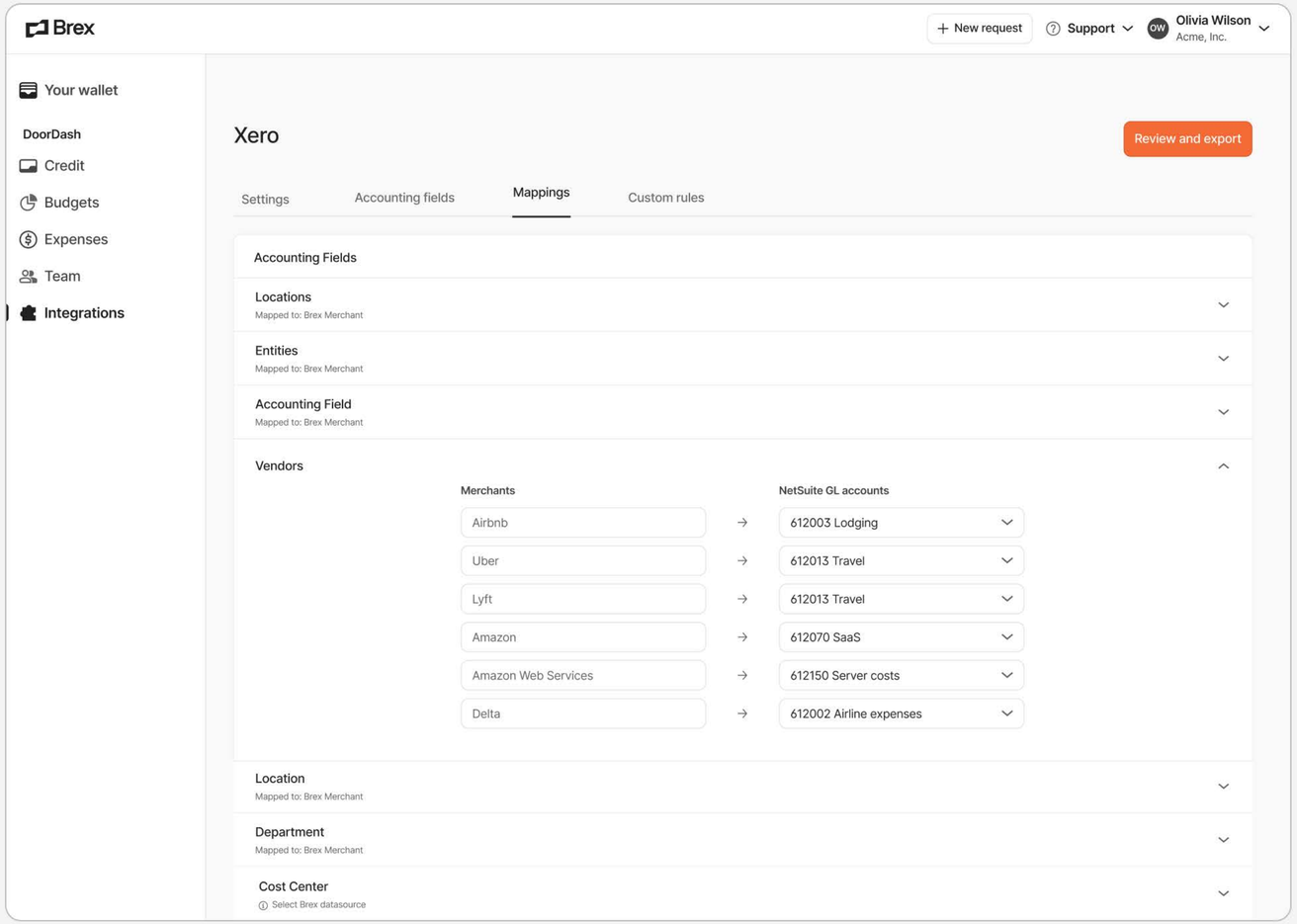
How do I set up mapping capabilities?

Bank feed
No mapping is required. Each time you use your Brex card, transactions will automatically flow into your Xero account every 24 hours. With this option, the transaction date, amount, and merchant will appear the Xero *Accounting* tab.

Expense data (optional)
Mapping is required when exporting expenses to Xero. The following details will be automatically matched with your transactions awaiting review under the *Accounting* tab:

- Categorizations
- Cardholder name
- The last four digits of the card
- Receipts
- Transaction memos

Matching the expense records to the bank feed will automatically reconcile your spending and move the charges out of *For review* and onto your balance sheet.



Glossary: Brex terms

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

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.

Glossary

Brex terms might be different than those in Xero, or they may correspond directly. Here are some common correlations between terms.

Xero terms

GL accounts
A general ledger report in Xero shows a list of transactions from all accounts for a specific date range.

Match
Match is a reconciliation tool on the bank feed to help categorize and clear out transactions.

Tracking categories
Tracking categories refer to your class, location, department, etc.

Glossary term linking

Brex terms	Xero terms
General ledger/GL account	Account
Cost center	Tracking category
Department	Tracking category
Locations	Tracking category
Merchants	N/A

Tracking categories are customizable classifications that you will often use as Department, Location, Project, etc., but you can choose.

Capabilities

Capabilities

Supported transactions and fields

Transactions supported

Brex currently offers alignment with these transaction types:

- Card expenses
- Rewards
- Reimbursements
- Cash
- Bills
- Collections

Brex field support

Brex currently offers support with these Xero fields:

- Receipts
- Link back to Brex
- Memos

Xero field support

Xero currently offers support with these Brex fields:

- GL accounts
- Vendors
- Departments
- Locations
- Classes

Capabilities

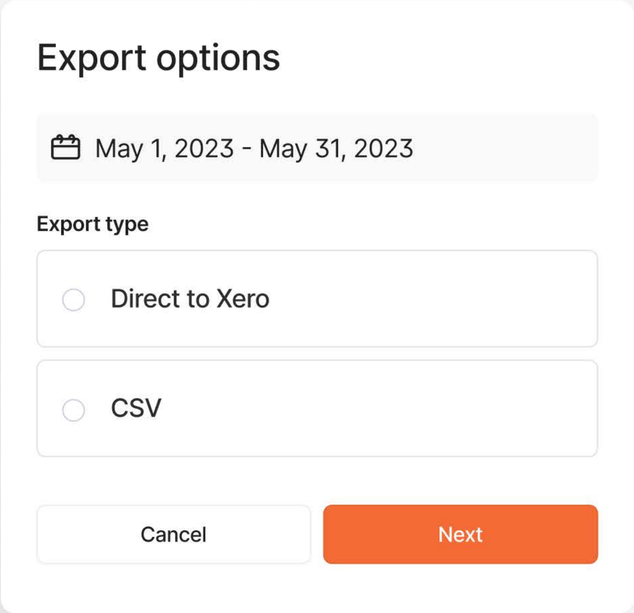
Exporting expenses and other features

With Brex's Xero integration, you can export expenses via:

- Direct sync
- General CSV

Duplicate entry prevention

To prevent duplicate entries, Brex won't allow you to re-export a successfully exported transaction. Once you export transactions from the *Accounting* tab (whether directly to Xero or via CSV), you can't export them again. You can, however, export transaction data from the *Expenses* tab to CSV, PDF, HTML, TXT, or XLSX as often as you'd like.



FAQs

FAQs

Here are answers to the most common questions Brex Empower users ask.

I'm seeing duplicate payments to Brex on Xero, how do I resolve this?
Please refer to these troubleshooting tips.

How do I connect my Brex account to the correct Xero Organization?
Please refer to these setup instructions.

I'm seeing the wrong Xero organization name listed in my Brex settings
Please refer to these troubleshooting tips.

We're here to help.

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