

Sending sales to Xero

How to connect Xero, map your accounts, check a journal before it posts, and what each saved Z report sends.

Screenshots taken on a demo store at app.posso.co.uk, 11 October 2026. Your menu, staff, printers and prices will be different.

The short version

- Go to **Settings**, then **Channels & Integrations**, then **Xero**, and tap **Connect Xero**.
- Work through the tabs in order: **Connection**, **Mapping**, **Preview**, **Posting**.
- Leave auto-post off until a preview of a real Z report looks right.

1 Open Xero and connect

From the **Dashboard**, tap **Settings** in the left-hand menu. Company Settings opens with its own menu down the left.

Open **Channels & Integrations** and tap **Xero**. The **Overview** tab shows whether you are connected, how many accounts are mapped, how many Z reports are saved and how many journals have been posted.

Tap **Connect Xero** and sign in to your Xero organisation. Connecting does not change anything on the tills or in cash-up.

DASHBOARD

COMPANY SETTINGS

- PRINT COURSES
- REPORTS
 - REPORT SETTINGS
 - Z REPORT CONFIGUR...
 - NOTIFICATIONS
- POS REASONS
 - VOID REASONS
 - NO SALE REASONS
 - DISCOUNT REASONS
- CHANNELS & INTEG...**
 - ONLINE ORDERING
 - LOYALTY & REWARDS
 - WAITER PAD
 - XERO**
 - VOIPAY
 - CALLER ID
 - DATA CLEANUP

XERO

One balanced sales journal per saved Z. Tills never talk to Xero. Auto-post defaults off.

Overview | Connection | Mapping | Preview | Posting | Guide

OVERVIEW

Green Hill Chinese Takeaway

Not connected. Connecting does not change till maths — journals only post when you preview and post, or turn auto-post on. Not VAT-registered: no VAT lines.

Connect Xero →

Tokens stay on the server. Tills and cash-up do not change.

XERO
Not connected
Connection tab

ACCOUNT MAP
0/11
Mapping tab

SAVED ZS
9
Latest #9 · £63.50

JOURNALS
0
Export history

TILLS AND LOCATIONS

All named tills are in Main Counter. Location split only helps once more than one location is set on Devices.

Main Counter Paul pc, Leb1, Kiosk1, Demo, test home, test kiosk, Main Terminal, New Terminal, New Terminal

Sales split: one wat / food / other split for the whole site

THIS LEDGER

Xero organisation —
Connected —
VAT **Not registered — no VAT line**
Cutoff **Not set — auto-post from connect date only**
Recent Z takings (list) **£1,256.61**
Posted / held **0 / 0**

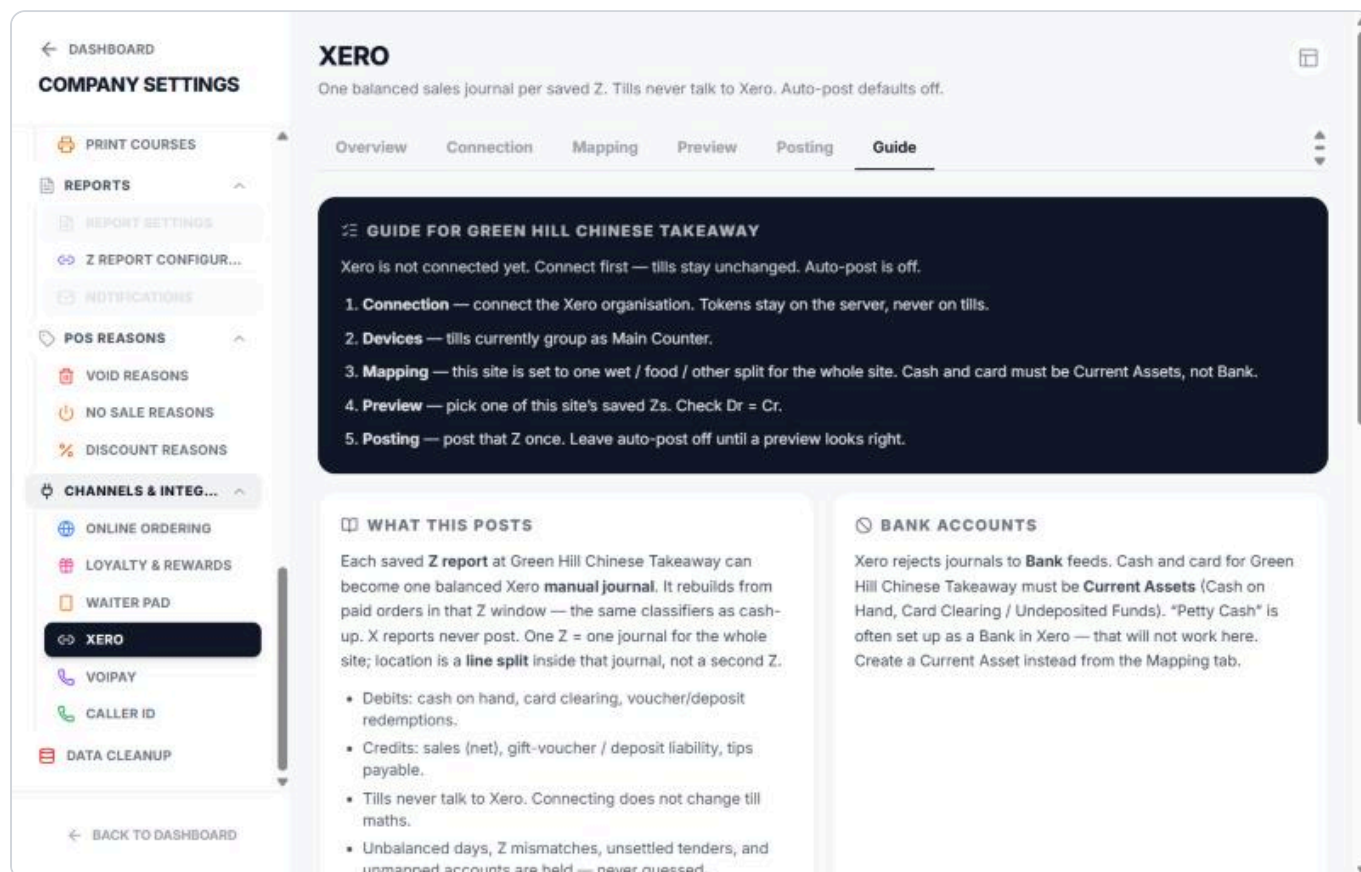
Preview **Posting** **Guide for this site**

BACK TO DASHBOARD

2 Know what gets posted

Each saved **Z report** can become one balanced manual journal in Xero. It is rebuilt from the paid orders in that Z. **X reports never post.**

- **Debits:** cash on hand, card clearing, and voucher or deposit redemptions.
- **Credits:** net sales, gift voucher and deposit liability, and tips payable.
- One Z is one journal for the whole site.



The **Guide** tab in the software repeats these rules for your own site.

3 Map your accounts

Tap the **Mapping** tab and choose a Xero account for each line.

- **Cash and card must be Current Assets**, such as Cash on Hand and Card Clearing or Undeposited Funds. Xero rejects journals to a Bank account, and Petty Cash is often set up as a Bank account, so it will not work.
- **VAT:** if you are not VAT-registered, leave the VAT row unmapped.
- **Tips** are a staff liability, not turnover. Map them to Tips Payable, or Wages Payable if you have no tips account. Do not map them to a sales account.
- **Vouchers and deposits:** selling a gift voucher or taking a deposit is a liability, not a sale. It becomes a sale when it is redeemed.

Preview, then post

- Tap **Preview** and pick one of your saved Z reports. Check the debits equal the credits and every line has a Xero account.
- Tap **Posting** and post that Z once.
- Turn auto-post on only when a preview of a real day looks right. Auto-post only looks at Z reports from your cutoff date, or from the day you connected.

Tip. A posted journal is never quietly rewritten. If you need to redo a day, reverse the journal in Xero first.

If something is not right

Held: Unmapped	A line has no Xero account. Fix it on the Mapping tab and preview again.
Held: Unsettled tender	A paid order has no payment method. Correct the order; the system will not guess between cash and card.
Held: Z mismatch	The rebuilt till total does not match the saved Z total. Call support.
Held: Bank account	Cash or card is mapped to a Bank account. Change it to a Current Asset.
Held: Empty	There were no paid sales in that Z.
Mapping or Posting says Connect Xero first	Go to the Connection tab and connect.

Need a hand? Call Posso support free on 0808 175 3956, Monday to Friday, 9am to 9:30pm, or see posso.co.uk/support. More guides: posso.co.uk/downloads.