What is Write Back?

We now support Xero's new write-back functionality, which allows you to enhance the existing data extraction link between e3 and Xero.

Xero write-back functionality allows for financial transactions in third party software to be written back to Xero for accounting entry & reconciliation purposes.

This feature allows the client/borrower to record collections, payments, fees & charges from their financier directly in their Xero accounting package. This is achieved by writing back transactions that effect the client account liability.

How To Enable

You will need to login to **e3** to setup **Xero statement posting**. Once logged into e3, click on **data extraction** from the menu on the left.

The option for **Xero statement posting** is only displayed once the accounting integration process with **Xero** is complete and the first upload has been completed.
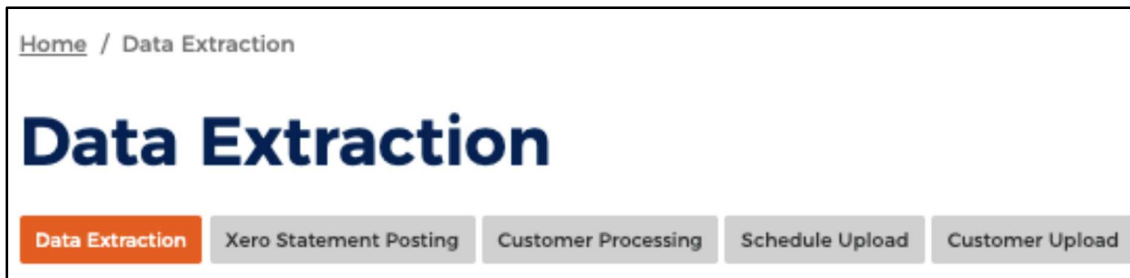
Users can then choose to enable **Xero statement posting** by clicking **Enable**
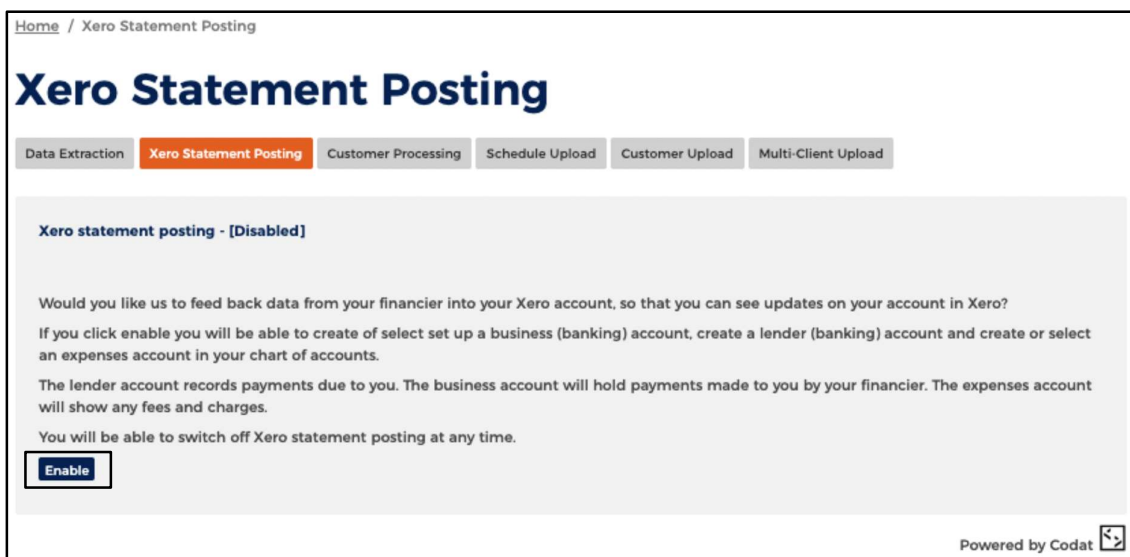
The below message will display for the user. Although the **Xero statement posting** feature has been enabled, **business, lender** and **expense** accounts will need to be setup before transactions can be written back.

Xero statement posting has been enabled for this client, please set up business, lender and expense accounts.

Once **Xero statement posting** is enabled, users will be able **select** or **create** accounts for the purpose of mapping finance transactions.

1. **Business Account:** Used to record payments made to a client. Users can **select** from an existing bank account or **choose** to create a new bank account. The account selected should be the account where the payment is receipted.

2. **Lender Account:** This is used as a container for all financier transactions. This account must be newly created in e3.

3. **Expense Account:** This is used to record fees and charges. Users can **select** from an existing account or **choose** to create a new account.

If the user chooses to **select** an existing account, the accounts available for selection will be displayed per below. Users will need to choose the account to map by clicking **select.**

If the user chooses to **create** a new account, they will need to populate any of the input fields on screen before clicking **create.**

Lender Account

Create a bank account

Account Name*	
Nominal Code*	

The nominal code is the code used to identify the account in your chart of accounts. Usually it is a 3 digit number, please ensure that the number you enter isn't already in use.

Currency*	AUD - Australian Dollar

Create

Users can view the Account Creation Progress on-screen by clicking **view.**

Account creation progress can be seen here View

Account Creation

View requests made through e3 in the last 28 days to create an account for use with write-back.

Requested	Nominal Code	Name	Result
27-Apr-2022 06:35	DR100	Alexis Lender Account DR10	Success
27-Apr-2022 06:37	101	DR10 Lender Alexis	Success

For newly created accounts, users will need to go back and **select** the account once the **account creation** result shows **success**.

The user setup process is complete once a **business, lender** & **expense** account is assigned.

Xero statement posting

Xero statement posting is enabled for this account.

If a user needs to change the selected account for any reason, they can do so by clicking on the **change** button and following the prompts.

Users can choose to disable **Xero statement posting** at any time by clicking on the **disable** button.

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User Guidance

- Once you complete the setup process, it can take up to **two hours** for the account mapping to be validated. This is the case whether you select an existing account or create a new one.

- Although the expense/supplier account creation will display as completed/successful on screen in e3, it does take some time for Xero to also reflect these details. Users should allow up to **4 hours** for this to take effect.

- Expense/supplier account transactions will only write back once the setup is fully complete.

- Transactions (collections, payments, fees & charges) will typically be written back only when an upload of new data occurs.

- The frequency of data write back will vary depending on your extraction & upload activity, however it reasonable to expect that transactions will be written back at least once a day.

Q: What is the Business account:

A: You should select your main bank account where you expect to receive funds from the Lender. This could be a specific trust account or your main business bank account, but it is advisable that you connect it to the account that you expect to receive funds from the Lender. If you do not have an account already then please create one here.

Q: What is the Lender account:

A: This is a transactional record of the activity between you (the client) and the financier. This will show you requested funds, received funds, and any charges or expenses you may owe the lender. This will show information from the **Business Account** and the **Expenses Account** relating to the financier. We advise you to select an account name that is recognisable by sharing the financier's name or that you create one here using the financier's name.

Q: What is the Expense account:

A: This account will show your client any fees or charges that are owed to the financier. e3 will create the financier as a supplier in Xero, and this account will keep a record of any amounts owed.

Q: I'm unable to select an account to link after creating a new Business or Lender or Expense Account in e3.

This usually occurs when the nominal code for the newly created account is already in use.

A: If you click on the View button next to View Account Creation Status, you will be able to see whether there is an issue with the account creation.

If the status is shown as success or created, then you can try selecting the account again.

If the status is shown as **success** or **created**, then you can try selecting the account again.

If there is a **failed** error, you will need to rectify the error. For example, if the nominal code is already in use, you will need to create a new account with a unique nominal code and then try selecting again.