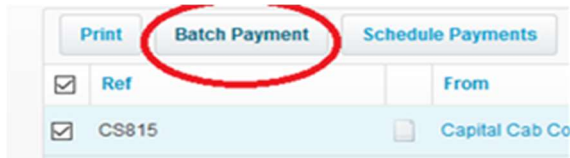


GETTING MORE FROM XERO - USING 'BATCH PAYMENTS' I.E. (SUPPLIER PAYMENT RUNS)

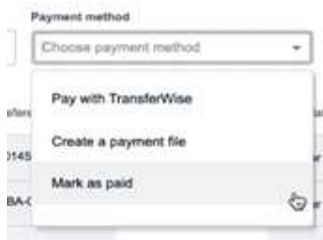
What are Batch Payments ?



'**Batch payments**' are a feature in Xero that provide an efficient and straightforward process for making regular '**payment runs**' to Suppliers for multiple invoices !

They allow for:

- Supplier invoices which are due for payment to be collated together into **ONE** report ('batch payment')
- for invoices to be reviewed and/or '**signed off**' by an appropriate '**Approver**' within the business.
- for '**Approved**' 'batch payments' to be paid either by importing a file directly into online banking or by using a '**Pay By Transferwise**' feature in Xero



- it also enables '**Remittance Advices**' to be sent simply and easily to each Supplier on the 'batch payment'– so they know **WHAT THEY HAVE BEEN PAID FOR !**

How do I use 'Batch Payments' within Xero ?



Supplier invoices (or '**Bills**') that have been processed into Xero, and are due for payment, can **ALL** be selected for payment via the '**Awaiting Payments**' tab.

They can then be added to a '**Batch payment**' and

- reviewed for accuracy and payment 'due date'
- '**Approved**' for payment
- included on an '**Export file**' for import into online banking (or paid with 'Pay by Transferwise')
- with '**Remittance advice**' documents being emailed directly to Suppliers

GETTING MORE FROM XERO - USING 'BATCH PAYMENTS' I.E. (SUPPLIER PAYMENT RUNS)

Why should I use 'Batch Payments' in my business ?

- **Save time** – they significantly '**speed up**' the payment of multiple Suppliers each month, reducing the amount manual time and effort involved, while communicating to Suppliers of the payment(s) being made (and what invoices are being paid to them !)



- **Accurate data** – the use of '**batch payments**' enables the inclusion of a review and approval process, and reduces errors in payments to Suppliers. Also the use of an Export file or other options directly from Xero, remove manual errors that occur when adding payments to your online banking software !
- **Up to Date financials** – once the '**batch payment**' process has been successfully completed, Xero automatically updates each Supplier and invoice to a '**PAID**' status !

Do I need to set it up in Xero ?

No – the '**batch payment**' is a standard feature of Xero, however there are adjustments that require to be made to **User access rights** (for security purposes), and accurate bank details for each Supplier **MUST** be added ahead of the '**batch payment**' process.

Is there any additional cost or is it included in my current subscription ?

No – the '**Batch payment**' feature comes as part of the core Xero subscriptions.

Can the Sakura Team assist with this ?

Yes - if you are on our **Xero Support service**, then arrange a call with Nasima who will assist you to update the necessary access rights and/or where Supplier bank details are to be added to the **Contact** fields in your software.

Otherwise - we have some Xero **How To Guides** that may assist you to set up and manage '**Bank Payments**' yourself in Xero.

