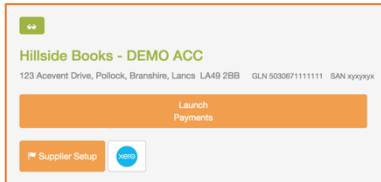




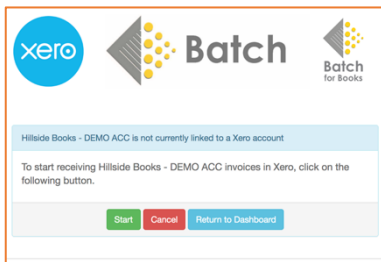
## Linking Xero to Batch Payments

The average bookseller is manually entering something in excess of 200 invoices each month, a task that takes them away from the shop floor and their customers. Manually entering data can also lead to errors being introduced, which take time to sort out later. Linking Batch Payments to Xero will give you more time to focus on the important business of selling books!

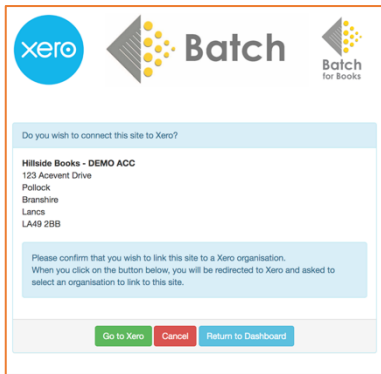
1 Log on to your BatchOne account. Click on the **Xero** button next to Supplier Setup. In this example, the bookseller is Hillside Books UK.



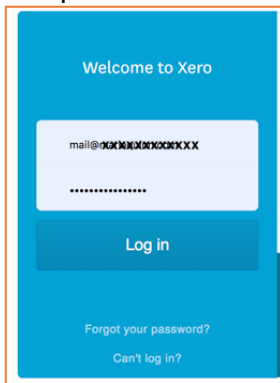
2 You will be taken to the following screen. Click on **Start** to begin connecting Batch to your Xero account.



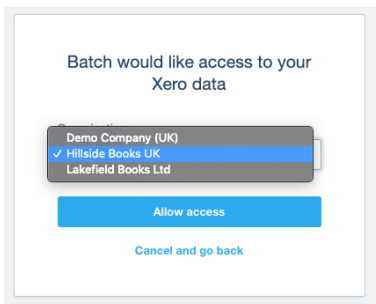
3 Select **Go to Xero**.



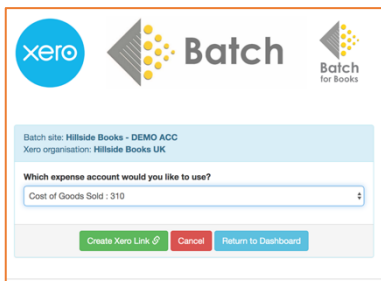
4 You will then be taken to Xero where you'll be asked to log in with your usual user name and password.



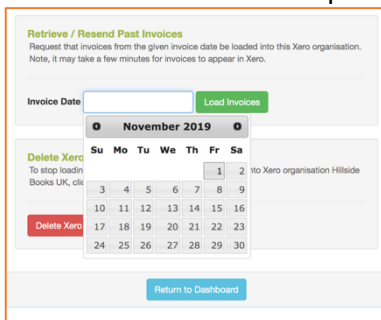
5 Select your Xero account name (here Hillside Books UK) from the drop-down menu and **Allow access**.



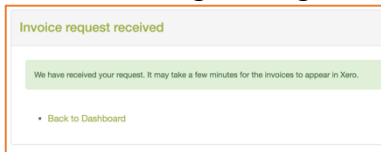
6 On BatchOne, select the expense account you want to link to, then click on **Create Xero Link**.



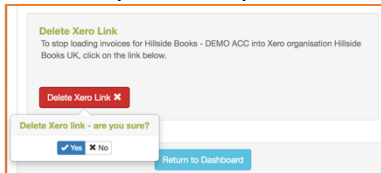
7 Select a date from a drop-down calendar. The first date shown will be the present, but you can choose a date in the past. Click on **Load Invoices**.



8 This following message will appear in BatchOne.



9 To stop loading your invoices, click on **Delete Xero Link**. This gives you the option to log on and complete the process at a later date.



10 This is the view of invoice 0317240607 in your **Batch Payments** account.

| Filter transactions by branch: Hillside Books - DEMO ACC            |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
|---|---|---|---|-------------|------|------|------------|-----------------------|-------------|--------|------------|-----------------|----------|--------|-------------|
| Filter transactions by status: All                                  |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| Page 1  |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| R   | A | N | C | Trans Date  | Type | View | Invoice No | CN, Claim or Inv Ref# | Date Date   | Status | Claim View | Date Authorised | Currency | Value  | Outstanding |
| <b>Nationwide Distributors - DEMO ACC</b>                           |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| Authorised by 26-Dec-2019   |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| Ready For Payment   |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
|   |   |   |   | 19-Dec-2019 | Inv  |      | 0317240607 |                       | 31-Jan-2020 | Open   |            |                 | GBP      | 216.43 | 216.43      |
| <b>Grand Totals For All Suppliers for period ending 31-Dec-2019</b> |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| A: Actions  |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| N: Not Paying   |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| C: Cancel (No Action)   |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| Open Transactions 280,169.59 280,010.86                             |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| Verified Transactions 181.45 181.45                                 |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| Authorised by 26-Dec-2019 0.00 0.00                                 |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |
| Ready For Payment 0.00 0.00   |   |   |   |             |      |      |            |                       |             |        |            |                 |          |        |             |

11 This is the view of the same invoice in your **Xero** account.

| From                                | Date        | Due Date    | Reference  | Total  |
|-------------------------------------|-------------|-------------|------------|--------|
| Nationwide Distribution (501111111) | 19 Dec 2019 | 31 Jan 2020 | 0317240607 | 216.43 |

| Item             | Description      | Qty  | Unit Price | Account                  | Tax Rate (%)          | Unfilled | Amount GBP    |
|------------------|------------------|------|------------|--------------------------|-----------------------|----------|---------------|
|                  | Goods at 20% VAT | 1.00 | 30.73      | 310 - Cost of Goods Sold | 20% (VAT on Expenses) |          | 30.73         |
|                  | Goods at 0% VAT  | 1.00 | 179.55     | 310 - Cost of Goods Sold | No VAT                |          | 179.55        |
| Subtotal         |                  |      |            |                          |                       |          | 210.28        |
| Total VAT 20.00% |                  |      |            |                          |                       |          | 6.15          |
| <b>TOTAL</b>     |                  |      |            |                          |                       |          | <b>216.43</b> |

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