

## User Guide

# Manage Supplier Payments

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### SUPPLIER PAYMENTS

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Supplier payments can either be processed individually (by supplier or invoice) or as a batch payment.

#### INDIVIDUAL SUPPLIER PAYMENTS

Individual supplier payments can be processed using a variety of payment methods: Bpay, EFT, cheque or direct debit. First, the payments are processed manually, then automatically allocated to the unpaid purchase(s) using Bank Feeds.

#### BATCH PAYMENTS

Batch payments is a quick and convenient method of paying suppliers' invoices. Accounting software applications automate this process by creating a bank file (aba file) containing all the supplier payment details. This file is then uploaded to your online banking for processing. Refer to our online banking user guides to help you upload the electronic file to your internet banking.

#### Set Up Batch Payments

Before you can process batch payments, you need to complete the following tasks in Xero

- Enter your business banking details
- Enter your suppliers' banking details

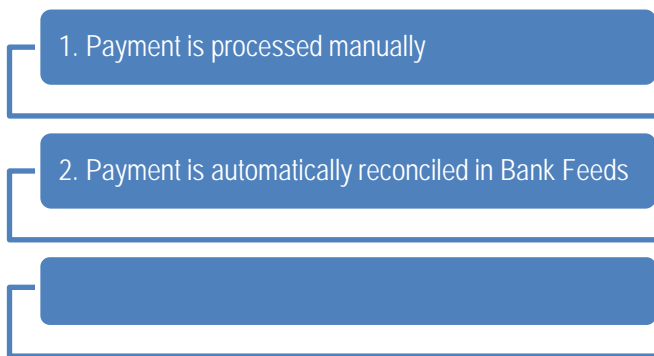
### Processing Electronic Payments

This is a two-step process:

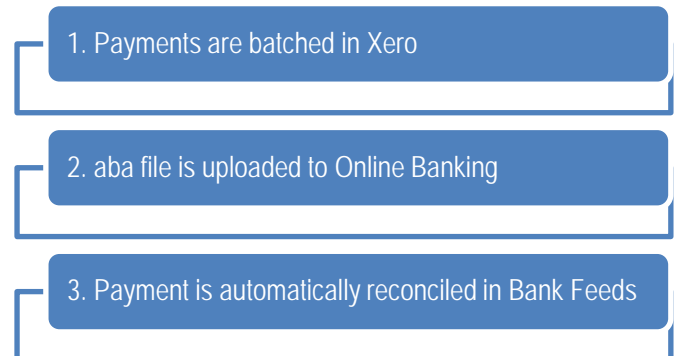
- Process a batch payment and download the aba file
- Upload the electronic file to your Online Banking

### SUPPLIER PAYMENTS FLOWCHART

#### INDIVIDUAL PAYMENTS



#### BATCH PAYMENTS



## How to process individual supplier payments

### MATCH A PAYMENT FOR AN INDIVIDUAL SUPPLIER PURCHASE

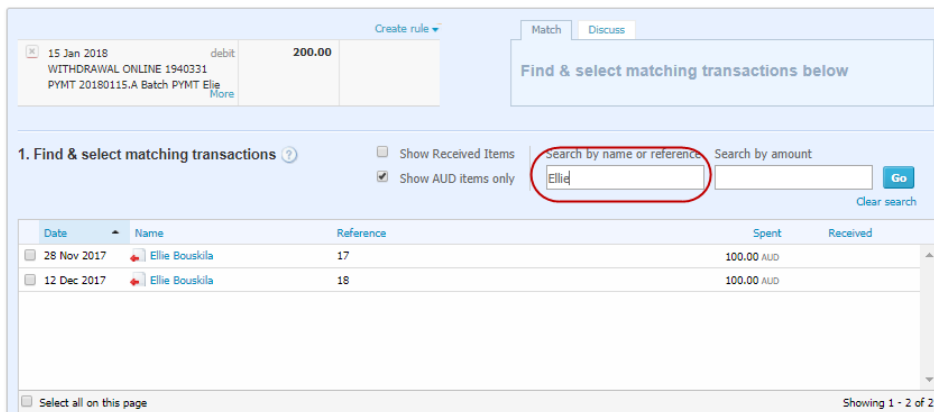
1. Process the supplier payment manually (either via BPay, EFT, cheque or direct debit)
  - ➔ *The following working day the payment will populate on the Bank Feeds.*
2. Go to the Bank Account's transactions screen and find the payment transaction
  - ➔ *The payment is automatically allocate to the unpaid purchase.*



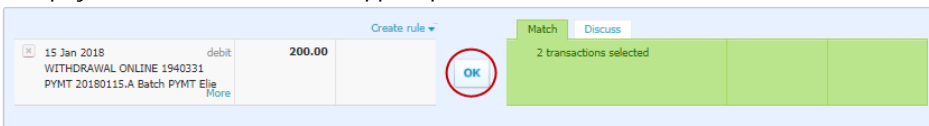
3. Click on **[OK]** to confirm

### MATCH A PAYMENT FOR MULTIPLE SUPPLIER PURCHASES

1. Process the supplier payment manually (either via BPay, EFT, cheque or direct debit)
  - ➔ *The following working day the payment will populate on the Bank Feeds.*
2. Go to the Bank Account's transactions screen and find the payment transaction
  - ➔ *The payment is displayed waiting to be matched*



3. Select the **[Match]** Tab
4. Search by supplier name and click on **[Go]**
5. Select the supplier purchases to match
  - ➔ *The payment is matched to the supplier purchases*



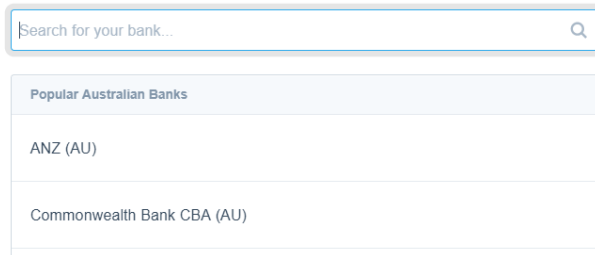
6. Click on **[OK]** to confirm

## How to set up batch payments

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### ENTER YOUR BUSINESS BANKING DETAILS – NEW BANK ACCOUNT

1. Go to Accounts → Bank Accounts
  - *The Bank Accounts screen opens*
2. Click on **[Add Bank Account]**
  - *The Add Bank Accounts screen opens*

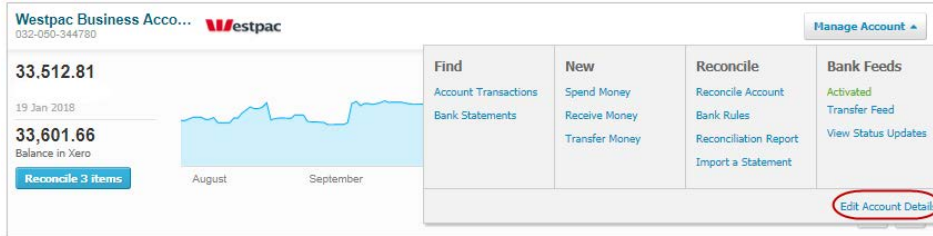


3. Select your Financial Institution from the list
4. Select/Enter the following details:
  - Account Name → Enter the Account name
  - Account Type → Select: Everyday (day to day)
  - Account Number → Enter your BSB and Account Number
  - I've set up batch payments → Select this option
  - DD User ID → Enter the Direct Entry user ID (see table below)
  - Include self balancing... → Select if appropriate (see table below)
5. Click on **[Continue]**
6. Proceed with the bank feed application (if required)

**ENTER YOUR BUSINESS BANKING DETAILS – EXISTING BANK ACCOUNT**

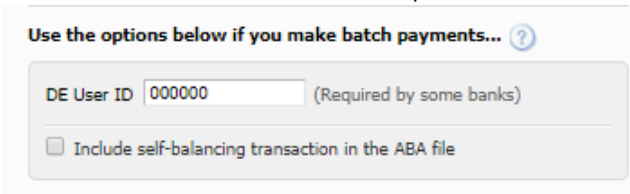
1. Go to Accounts → Bank Accounts
2. Select the bank account you wish to add the business banking details

→ *The Bank Account Details screen*



3. Click on **[Manage Account]** → Edit Bank Account Details

→ *The Edit Bank Account Detail screen opens*



4. Enter the following details
  - DD User ID → Enter the Direct Entry user ID (see table below)
  - Include self balancing... → Select if appropriate (see table below)
5. Click on **[Save]**

**SUMMARY OF BANK EFT DETAILS**


Bank	Bank Code	DDID	Self Bal.
ANZ	ANZ	000001	NO
Bankwest	BWA	175029	YES
Bendigo Bank	BBL	Cust. Specific	NO
Commonwealth	CBA	301500	YES
Citibank			
Macquarie Bank	MBL	Cust. Specific	YES
National Bank	NAB	000000	YES
Bank of Queensland	BQL	Cust. Specific	YES
Suncorp			
St George	STG	Cust. Specific	YES
Westpac	WBC	037815	NO

### ADD SUPPLIER BANKING DETAILS

1. Go to Contacts → All Contacts
2. Find an existing contact or add a new contact (and type their details)
3. Scroll to Batch Payments Heading and enter the following details:
  - Bank Account Number → Enter supplier's BSB and Account Number (no spaces)
  - Bank Account Name → Enter the supplier's Bank Account Name
  - Details → Enter your company name

**Note:** *this is displayed on your supplier's bank statement*

➔ *The Batch Payments Heading*



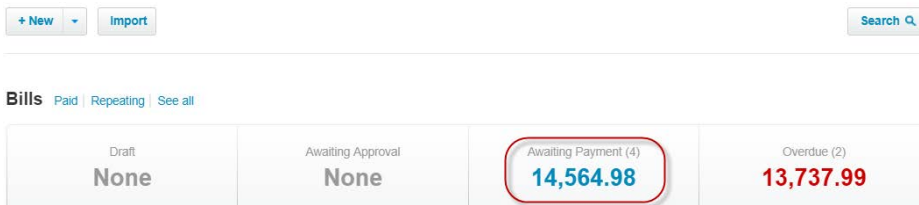
4. Click on [Save]

### How to process batch payments

#### PREPARE BATCH PAYMENTS

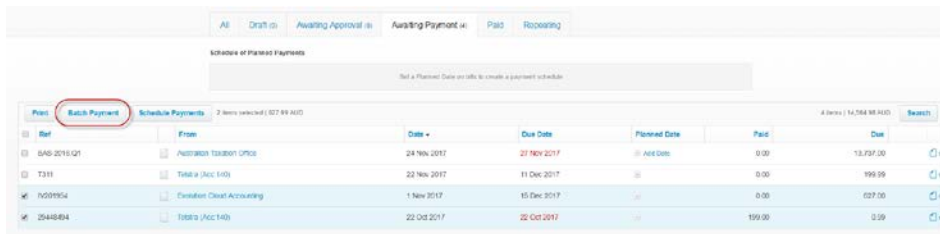
1. Go to the Accounts → Purchases

➔ *The Purchases screen opens*



2. Click on the **Awaiting Payment** pane

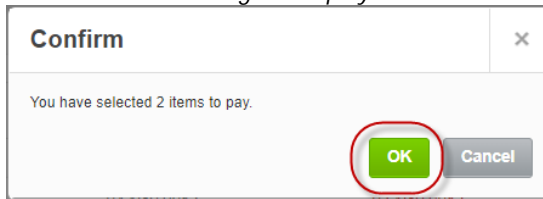
➔ *A list of Awaiting Payment Invoices is displayed on the screen*



Ref	From	Date	Due Date	Planned Date	Paid	Due
848-2016-021	Australian Taxation Office	24 Nov 2017	27 Nov 2017	Nil Due	0.00	13,737.00
T311	Telstra (Acc 140)	22 Nov 2017	11 Dec 2017		0.00	199.99
1029954	Evolution Cloud Accounting	1 Nov 2017	15 Dec 2017		0.00	637.00
25448-014	Telstra (Acc 140)	22 Oct 2017	22 Oct 2017		199.00	0.00

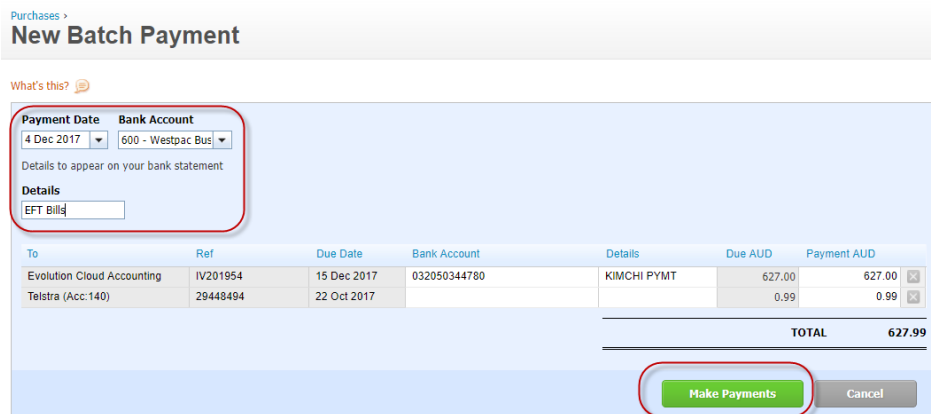
3. Select the invoices you wish to pay and then click on [Batch Payment]

→ A confirmation message is displayed



4. Click on [OK]

→ The Batch Payment screen opens

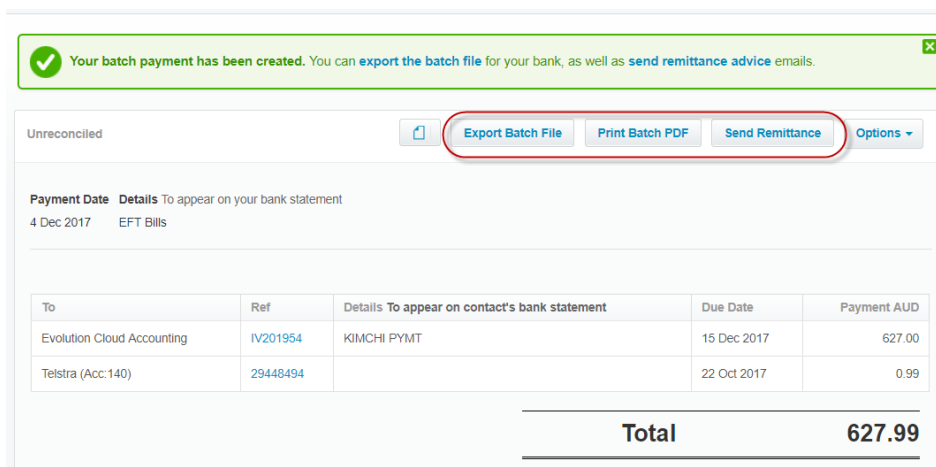


5. Enter/Select the following details

- Payment Date → enter the date you wish to submit the payment
- Bank Account → select the bank account the payment will be made from
- EFT Details → Type: *EFT bills [Date]*

6. Click on [Make Payments]

→ The Transaction Batch Payment screen opens



7. Click on [Export Batch File]

→ The aba file is saved in your download folder

8. Click on [Print Batch PDF]

→ The Batch payment report prints on your screen

### Batch Payment Summary

**Account Name**  
Westpac Businesses Account

**Bank Account Number**  
032-050-352617

**Payment Date**  
4 Dec 2017

**Reference**  
EFT Bills

Payment to	Reference	Due Date	Bank Account	Details	Amount Paid
Evolution Cloud Accounting	IV201954	15 Dec 2017	032050344780	KIMCHI PYMT	627.00
Telstra (Acc:140)	29448494	22 Oct 2017			0.99
<b>Total 2 item(s)</b>					<b>AUD 627.99</b>

9. Click on [Send Remittances]

→ The Send Remittance Advice screen opens

#### Send Remittance Advice

**2 remittance advice emails to send**  
Separate multiple email addresses with a comma (,) or semicolon (;)

To	Email	<input checked="" type="checkbox"/>
Evolution Cloud Accounting	accounts@evolutionclouds.com.au	<input checked="" type="checkbox"/>
Telstra (Acc:140)	<input style="border: 2px solid red;" type="text"/>	<input checked="" type="checkbox"/>

From: Paolo Coniglio  
Reply to: accounts@evolutionclouds.com.au

**Use branding theme** Unbranded

**Email template** Remittance: Basic [Show placeholder info](#)

**Subject**  
Type [Contact Name] and [Supplier Total] where you want them inserted  
Payment has been made by Indigo Executive Development for [Contact Name] for [Currency S]

**Message**

Hi [Contact First Name],  
Attached is your remittance advice for payment of [Currency Symbol][Currency Code] [Supplier Total Without Currency].  
If you have any questions, please let us know.  
Thanks,  
Indigo Executive Development

**Send me a copy** (accounts@evolutionclouds.com.au)

Send
Cancel

10. Ensure all suppliers listed have a valid email address, then click on [Send]



## UPLOAD THE ABA FILE IN YOUR BANKING ONLINE PORTAL

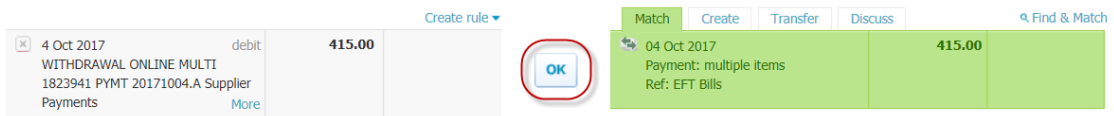
Refer to our Online Banking User Guides for a step by step on how to upload an aba file in your Financial Institution online portal.

**Note:** Once the aba file is successfully uploaded to your online banking, delete it from your computer.

## How to reconcile batch payments

The day after the payment has been processed, it will display on the Bank Feeds screen and automatically reconcile with the batch payment processed in Xero.

➔ *The Batch Feed transaction is displayed*



1. Click on **[OK]** to reconcile the batch payment transaction