



Xero Training

Module 4

Email to Bills

Purchases Orders

Bills

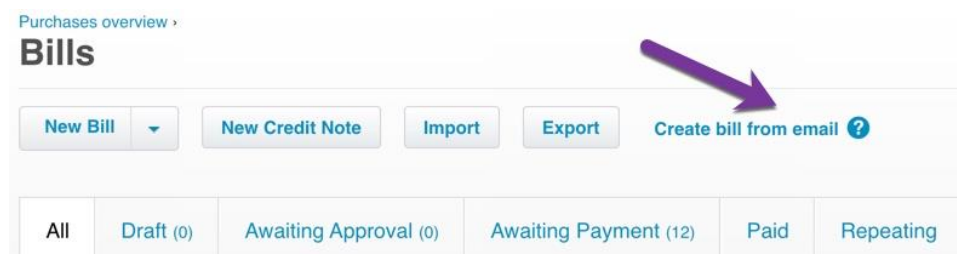
Batch Payments

If a small business wants to fully understand its numbers, it needs to have the full picture of what is in the bank, what is owed in and what is owed out. Remember when we looked at the *Dashboard*, Xero gives us this information at a glance, however we need to have the info in Xero to appreciate the full picture.

Email to Bills


In the last module we looked at Xero files, which has a unique email address to forward and upload documents to. Xero also has an email to bills function that uses machine learning.


[Business > Purchases Overview > See all](#)




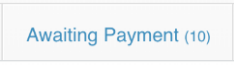
Training Exercise 1: Creating a bill using email to bills

Copy this unique email address and go to your email provider, forward an email with an attached PDF bill. (You should have one from previous modules) Note that it becomes a draft bill. For the first few times, you will need to enter the details. However, after this, the Contact, date, reference number and dollar amount will start to populate.

The  button at the top of the PDF copy of the invoice, will minimise the image if you would just like to see the draft bill.

You will also see a number of  throughout the draft bill. This thunderbolt indicates that the information has automatically been populated by Xero into the draft bill. It pays to check through the populated fields, to ensure that you are happy with how the information has been entered.

Once all the information has been entered into the bill, the bill can be approved by selecting the


 button. This will move it from the *Draft* tab into the  tab, ready to be paid.





Purchases & Bills & Xero Files

New Bills

Business > Purchases Overview > New (button)

The screenshot shows a navigation menu with two main tabs: 'Business' and 'Accounting'. Under the 'Business' tab, there are several menu items: 'Invoices', 'Quotes', 'Sales overview', 'Bills to pay', 'Purchase orders', and 'Purchases overview'. The 'Purchases overview' item is highlighted with a grey background.

From the *Purchases Overview* tab, you will be able to select the *New*  button. Clicking on the drop-down menu will present the following options:

 Bill	Used to enter a new standard bill.
 Repeating bill	Used to create a new repeating bill. Repeating criteria will need to be defined. Save as a Draft repeating bill (bill goes to the Draft tab on the designated date), or as an Approved repeating bill (bill goes to the Awaiting Payment tab on the designated date).
 Credit note	Used to create a new standard credit note.
 Purchase order	Used to create a new standard purchase order.

Training Exercise 2: Creating a bill using a purchase order

Business > Purchases Overview > New (button)>Purchase Order

Or

+ Create Purchase Order

Office Supplies Company

Today date

Delivery date: +7

Reference: Training

Item: NB

Quantity: 10

Total \$50 Tax exclusive = \$57.50

Approve

Send: email to yourself

Take a look at *Options Copy to....*

Knowledge Check: What are the options you can copy a purchase order to?

Purchases overview > Purchase Orders >

Purchase Order PO-0008

Purchase Order Approved
[Add Another Purchase Order](#)

Approved				Send	Print	Mark as Billed		Options
Contact	Date	Order number	Theme					
Office Supplies Company	15 Sep 2019	PO-0008	Standard					
Add Address								

Mark as billed

Copy purchase order to a draft bill



Note that you can also assign expenses to a customer from here, handy if you would like to on charge



[Assign expenses to a customer](#)

Knowledge Check Three

True or false

A purchase order can be copied to a sales invoice?



Training Exercise 3: Create a bill

Business > Purchases Overview > New > Bill

Or

+ Create Bill

ACL Conferences

Today date

Delivery date: +7

Reference: 8018922

Item: leave blank

Quantity: 1

\$85.00 Tax inclusive

Approve

Batch Payments

From the **Awaiting Payments** screen you can schedule payments and create batch payments.

Training Exercise 4: Creating a batch payment

You want to pay multiple bills at the same time. In Xero we use batch payments to achieve this.

Create the batch payment as follows:

- Open the **Awaiting Payment** screen: [Accounts > Purchases > Awaiting Payment \(tab\)](#)
- Tick the bills to be paid (as below) and then click the **Batch Payment** button.

Capital Cab Co	\$242.00
PowerDirect	\$108.60
Net Connect	\$54.13

Purchases >

New Batch Payment

What's this?

Payment Date **Bank Account**

Details to appear on your bank statement

Particulars **Code** **Reference**

To	Ref	Due Date	Bank Account	Particulars	Code	Reference	Due NZD	Payment NZ...
Net Connect	RPT489-1	16 Sep 20...	23-4567-890123-45	DEMO-NZ			54.13	54.13 <input type="button" value="X"/>
Capital Cab Co	CS815	3 Oct 2019	12-3456-789012-34	DEMO-NZ			242.00	242.00 <input type="button" value="X"/>
PowerDirect	RPT445-1	17 Sep 20...	34-5678-901234-56	DEMO-NZ			108.60	108.60 <input type="button" value="X"/>
							TOTAL	404.73

Payment date: Today

Bank Account: Business savings Account

Particulars: Batch

Bank Accounts > Business Savings Account >

Transaction: Batch Payment

Business Savings Account
02-0908-7654321-050

Unreconciled

Payment Date **Particulars** To appear on your bank statement

15 Sep 2019 Batch

Click on *Make Payments*, in the real world you will export the batch ready to upload to your internet banking. Some banks in NZ like ASB allow direct integration with Xero batch payments.

Note that you can also send remittance advices – very cool.

Knowledge Check Four

True or false

You must create a schedule of payments prior to creating a batch payment?

Training Exercise 5:

Send a remittance to yourself for Power Direct.

Check out the *Options* drop down as well.

Knowledge Check

What does the *Options* drop-down allow?

Tip: If the bank accounts numbers are missing, they can be entered in the actual batch, you will need the user permission to do this. Once entered, the bank account numbers will be saved to the contact for future use.

Knowledge Check Five

True or false

You can send a remittance advice to all suppliers at the same time from the batch payment in Xero?

Training Exercise 6: Create a Schedule of Planned Payments

Purchases overview »

Bills

New Bill ▾

New Credit Note

Import

Export

Create bill from email ?

All

Draft (0)

Awaiting Approval (0)

Awaiting Payment (13)

Paid

Repeating

Schedule of Planned Payments

All

3 Oct 2019
965.03

Print

Batch Payment

Schedule Payments

2 items selected | 965.03 NZD

13 items | 7,514.21 NZD

Search

<input type="checkbox"/>	Ref	From	Date ▾	Due Date	Planned Date	Paid	Due
<input type="checkbox"/>		ACL Conferences	15 Sep 2019	15 Sep 2019	+	0.00	85.00
<input type="checkbox"/>	CS815	Capital Cab Co	13 Sep 2019	3 Oct 2019	+	0.00	242.00
<input checked="" type="checkbox"/>	GB1-White	Bayside Wholesale	11 Sep 2019	21 Sep 2019	3 Oct 2019	0.00	840.00
<input checked="" type="checkbox"/>	ABC	Young Bros Transport	10 Sep 2019	20 Sep 2019	3 Oct 2019	0.00	125.03

Tip: The Awaiting Payment page allows you to Schedule Payments as well (these are penciled only and will not happen unless you organise a batch payment)– Have a go at this, wonderful for cashflow, note that you can then create a batch payment from the scheduled payments that appear along the top in the Schedule of planned payments.

Tip: Once a batch payment has been exported, it creates a Spend Money account transaction in that bank account. Be mindful that the bank payment still actually has to occur. If the bank payment is not made, then the Xero balance in Statement balance on the dashboard will be out. The batch will need to be removed and redone.

Well done you have now completed Module Four. Please email your answers to info@trainingandbeyond.co.nz We will mark and then send you your certificate of attendance.



Next step: Module 5

Everyday Use of Xero covering

- Contacts
 - Bank Reconciliation Part 2
 - Reporting
 - GST returns
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