

Paying Invoices



Paying invoices

- Collect invoices & statements, noting due dates, collate and take to the centre meeting to be authorised for payment.
- Statements are usually sent out around the beginning of the month, with payment due on the 20th of the month
- Match invoices with statements. Ensure you know that goods/services have been received
- The second signatory needs to view and sign off on any payment before they are paid.
- Set up payments in your bank internet banking prior to the 20th of the month
- Load the bills/invoices in Xero.
- Pay them in a batch or individually in Xero

Attach all source documents to the transaction in Xero.

File all invoices and statements in the accounts folder