

Processing Bills in Xero



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Ways of loading bills in Xero

There are 3 ways of loading bills in Xero,

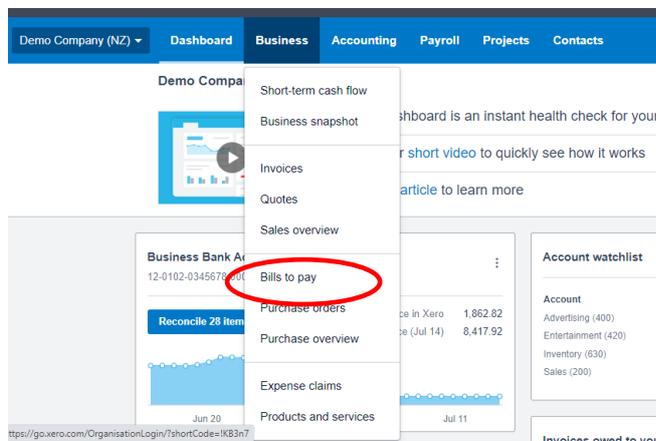
1. Through the Purchases Overview – described in the following slides.
2. Through the bank reconciliation screen via spend money – covered in the Bank Reconciliation PDF
3. Via email to bills. Covered in Powerpoint 2 of Processing Bills in Xero.

Loading bills

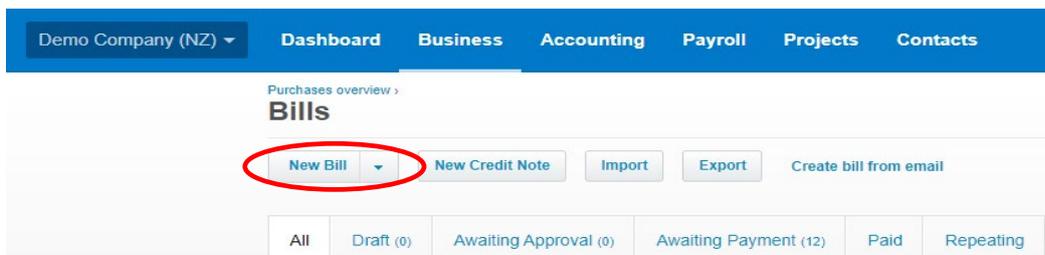
Dashboard

Business – drop down menu

Click bills to pay



Click new bill



Enter supplier/customer details. If it is a new supplier/customer the blue new contact box will come up, click this. You can go back and add payment and contact details later.

The screenshot shows a 'New Bill' form with the following fields: 'From' (containing 'XYZ'), 'Date' (containing '15 Jul 2021'), and 'Due' (empty). Below these fields is a blue button labeled '+ New Contact', which is circled in red. Below the button is a dropdown menu showing 'NZD New Zealand Dollar'.

Click upload files, upload the doc from wherever you have saved it on your computer

If there is any discussion around the payment in email form which may be important I attach a pdf copy of the email, (or take a snip of it) to the payment as well.

The screenshot shows the 'New Bill' form with a 'RELATED FILES' dialog box open. The dialog box has two buttons: '+ Add from file library...' and '+ Upload files...', with the latter circled in red. An 'Open' file explorer window is also open, showing a PDF file named 'copy' on the Desktop, which is also circled in red.

If there is anything you need to say about this payment you can add it in a note at the bottom. Don't forget to save it.

The screenshot shows the 'History & Notes' section of the form. It has a 'Save' button at the top, an 'Add Note' button, and a text area for the note. At the bottom of the text area are 'Save' and 'Cancel' buttons. The 'Save' button at the bottom is circled in red.

Always attach supporting documentation to your payments. This is important for auditing reasons.

Once you have entered all the information into the bill click Approve if you are happy, or if you need to wait for more information save it as a draft. If you have an approvals process at the Centre where someone else checks and approves the invoice before paying then click Save & submit for approval.

The screenshot shows a bill entry interface. At the top right, a summary box displays: Subtotal 23.00, Includes GST 15.00% 3.00, and a bolded **TOTAL 23.00**. Below this, there are three buttons: 'Save' (with a dropdown arrow), 'Approve' (highlighted with a red circle), and 'Cancel'. The 'Save' dropdown menu is open, showing four options: 'Save as draft' (highlighted with a red circle), 'Save (continue editing)', 'Save & submit for approval' (highlighted with a red circle), and 'Save & add another'.

The bill will then show up in one of these 3 places. Drafts, awaiting processing, or awaiting approval (this only applies if you have an approval process in place), or awaiting payment.

The screenshot shows the 'Bills' overview page. At the top, there are buttons for 'New Bill', 'New Credit Note', 'Import', 'Export', and 'Create bill from email'. Below these are filter tabs: 'All', 'Draft (0)', 'Awaiting Approval (0)', 'Awaiting Payment (12)', 'Paid', and 'Repeating'. The 'Awaiting Payment (12)' tab is highlighted with a red circle.

When you are ready to make the payment it needs to be done in two places, once at the bank, this is the actual payment and once in Xero so that you have a transaction to reconcile the bank statement with.

To make the payment in Xero you can either put it in a batch if you have multiple payments or pay it individually.

Go to Awaiting Payment

The screenshot shows the 'Awaiting Payment' view. At the top, there are buttons for 'New Bill', 'New Credit Note', 'Import', 'Export', and 'Create bill from email'. Below these are filter tabs: 'All', 'Draft (0)', 'Awaiting Approval (0)', 'Awaiting Payment (12)', 'Paid', and 'Repeating'. The 'Awaiting Payment (12)' tab is highlighted with a red circle. Below the filters, there is a section for 'Schedule of Planned Payments' with a button 'Set a Planned Date on bills to create a payment schedule'. At the bottom, there is a table with the following columns: Ref, From, Date, Due Date, Planned Date, Paid, and Due. The table contains 12 rows of data.

| Ref | From | Date | Due Date | Planned Date | Paid | Due |
|-----------|----------------------|-------------|-------------|--------------|------|----------|
| CS815 | Capital Cab Co | 11 Aug 2021 | 31 Aug 2021 | | 0.00 | 242.00 |
| GB1-White | Bayside Wholesale | 9 Aug 2021 | 19 Aug 2021 | | 0.00 | 840.00 |
| ABC | Young Bros Transport | 8 Aug 2021 | 18 Aug 2021 | | 0.00 | 125.03 |
| 710 | ABC Furniture | 7 Aug 2021 | 17 Aug 2021 | | 0.00 | 1,150.00 |
| RPT453-1 | Swanston Security | 6 Aug 2021 | 16 Aug 2021 | | 0.00 | 59.54 |
| RPT412-1 | Xero | 6 Aug 2021 | 6 Aug 2021 | | 0.00 | 56.35 |
| | Bayside Club | 6 Aug 2021 | 16 Aug 2021 | | 0.00 | 130.00 |

To pay one bill. Click on it.

At the bottom LHS click make a payment, enter the details and click add payment, this pays the bill in Xero.

The screenshot shows the 'Make a payment' form. It has fields for 'Amount Paid' (242.00), 'Date Paid' (13 Sep 2021), 'Paid From' (090 - Business Bank Acc), and 'Reference'. At the bottom right, there is a green 'Add Payment' button highlighted with a red circle.