Processing Bills in Xero

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Ways of loading bills in Xero
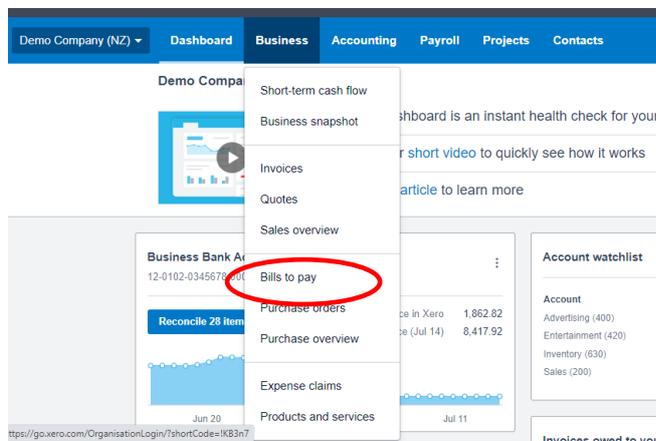
There are 3 ways of loading bills in Xero,

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.
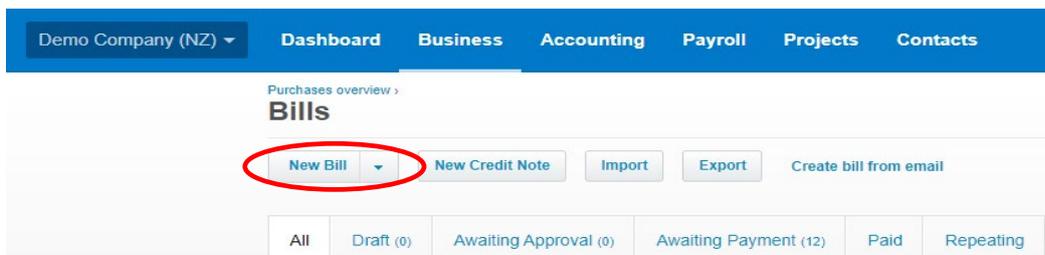
Loading bills

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.

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 inportant I attach a pdf copy of the email, (or take a snip of it) to the payment as well.

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.

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 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.

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 an either put it in a batch if you have multiple payments or pay it individually.

Go to Awaiting Payment

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.

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