# Linking Xero to Batch Payments

The average bookseller is manually entering something in excess of 200 invoices each month, a task that takes them away from the shop floor and their customers. Manually entering data can also lead to errors being introduced, which take time to sort out later. Linking Batch Payments to Xero will give you more time to focus on the important business of selling books!
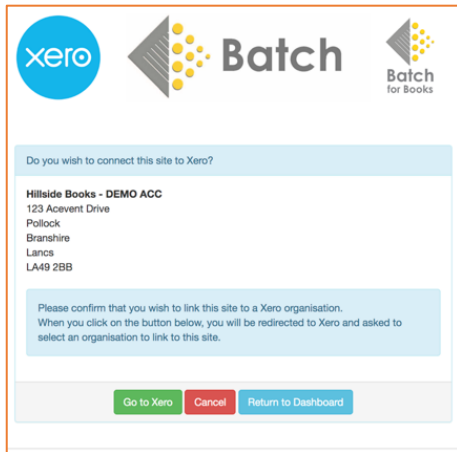
1 Log on to your BatchOne account. Select 'More Options' and click on the **Link to Xero** button. In this example, the bookseller is Hillside Books UK.
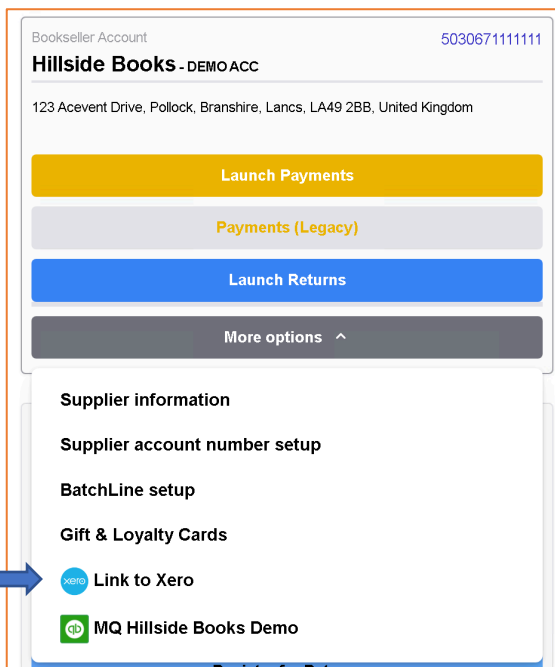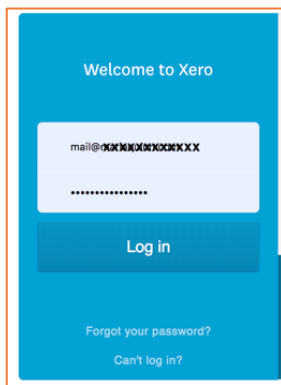

2 You will be taken to the following screen. Click on **Start** to begin connecting Batch to your Xero account.
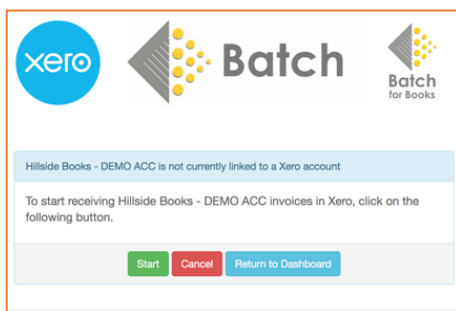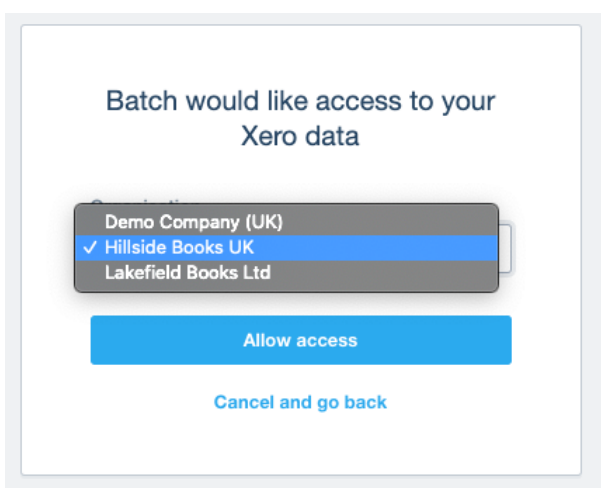

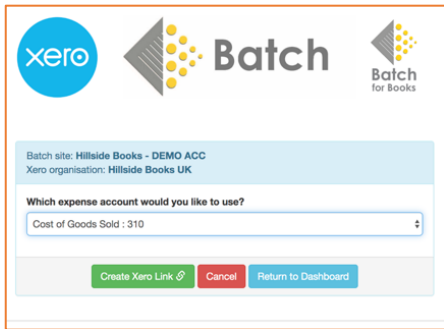3 On the next screen, select **Go to Xero**.

4 You will then be taken to Xero where you'll be asked to log in with your usual user name and password.
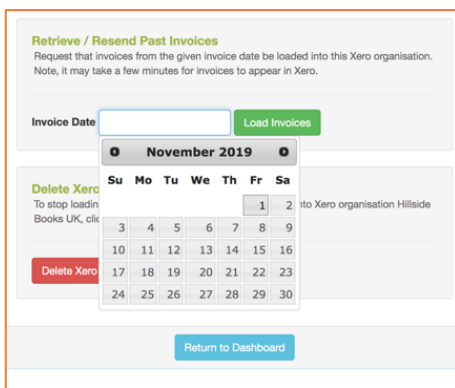

5 Select your Xero account name (here Hillside Books UK) from the drop-down menu and **Allow access**.


6 On BatchOne, select the expense account you want to link to, then click on **Create Xero Link**.

7 Select a date from a drop-down calendar. The first date shown will be the present, but you can choose a date in the past. Click on **Load Invoices**.

8 This following message will appear in BatchOne. The link is now active and all new invoices and credits received by Batch will be sent to your Xero account.
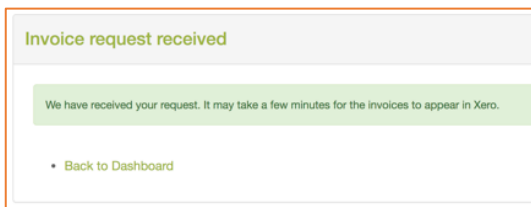
9 To stop loading your invoices, click on **Delete Xero Link**. This gives you the option to log on and complete the process at a later date.
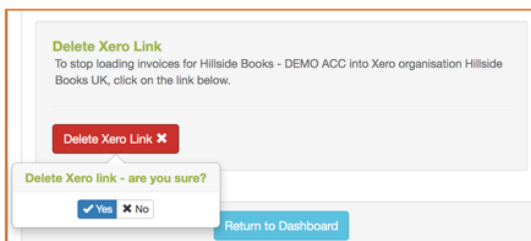
If you have queries or need assistance, contact us at mail@batch.co.uk.

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