

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.

	Bookseller Account 503067111111 Hillside Books - DEMOACC	1						
	123 Acevent Drive, Pollock, Branshire, Lancs, LA49 2BB, United Kingdom							
	Launch Payments							
	Payments (Legacy)							
	Launch Returns							
	More options ^							
	Supplier information							
	Supplier account number setup							
	BatchLine setup							
	Gift & Loyalty Cards							
	🗼 📨 Link to Xero							
	MQ Hillside Books Demo							
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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.

Welcome to Xero	
mail@rkatlekularxxxxxxx	
Log in	
Forgot your password?	
Can't log in?	

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**.

Invoice Date						Load	Invoi	ces
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Delete Xerc To stop loadin	Su	Мо	Ти	We	Th	Fr	Sa	
						1	2	to Xero organisation Hillside
Books UK, clic	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
Delete Xero	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	

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.

www.batch.co.uk