



GETTING MORE FROM XERO – USING ‘REMITTANCES’ FOR SUPPLIERS

What are ‘Remittances’ ?

A ‘**Remittance**’ or a ‘**Remittance Advice**’ is a simple report that is sent to your Supplier once you have made a payment to them e.g. it lists each the invoices that have been paid or part paid in your payment run.

Not only is it a more professional way of ensuring your Suppliers **know** that you have made a payment to them, but also saves **YOUR** time by removing any potential calls or emails to establish what invoices have been paid - **especially where there are credit notes or part payments involved !**

REMITTANCE ADVICE

ABC Furniture

Payment Date
18 Mar 2021

Sent Date
19 Mar 2021

VAT Number
GB 123456789

Demo Company (UK)
23 Main Street
Central City
Marineville
MV12 3CC

Total GBP paid 1,200.00

Invoice Date	Reference	Invoice Total	Amount Paid	Still Owing
12 Mar 2021	710	1,200.00	1,200.00	0.00
Total GBP		1,200.00	1,200.00	0.00

How do I use them within Xero ?

As a ‘**Remittance**’ is issued upon the payment of an invoice(s), go to the relevant bank account in Xero to access or generate these documents.



Once you have identified the Supplier payment for which you require a ‘**Remittance**’, then select from the ‘**Options**’, and then email or download the document, as necessary.



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Where you use ‘**Batch Payments**’ for monthly Supplier payment runs (see our last Blog for details), then Xero enables you to generate ‘**Remittances**’ for **ALL** Suppliers paid on that ‘**Batch Payment**’ automatically.

Batch Payment 99-04-02

12 remittance advice emails to send
 Separate multiple email addresses with a comma (,) or semicolon (;)

To	Email	<input checked="" type="checkbox"/>
ABC Furniture	<input type="text" value="info@abfl.com"/>	<input checked="" type="checkbox"/>
Bayside Club	<input type="text" value="bob.partridge@bayclub.co"/>	<input checked="" type="checkbox"/>
Bayside Wholesale	<input type="text"/>	<input checked="" type="checkbox"/>
Capital Cab Co.	<input type="text"/>	<input checked="" type="checkbox"/>

When should I use it in my business ?

- **Save time** – remove the time required to explain the invoice payments, part payments and allocation of credit notes with various Suppliers each month - **freeing up your employees to focus on more important things.**
- **Accurate data** – both you and your Supplier(s) will know exactly what invoices you are paying – **and can therefore simply and easily identify or resolve any inaccuracies**
- **Up to Date financials** – through paying Suppliers against invoices **ONLY** and being clear about the invoices that have been paid, your bookkeeping in Xero will need to be more up to date – **allowing you to have a clearer picture of your business activities much quicker**

Do I need to set it up in Xero ?

No - there is no setup of this feature required.

It may require some training or assistance to be able to quickly and easily find how to ‘**view**’, ‘**email**’ or ‘**create**’ PDFs of ‘**Remittances**’ for individual Supplier payments or as part of a ‘**Batch Payment**’.

Is there any additional cost or is it included in my current subscription ?

No – it is part of the standard subscription !





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Can the Sakura Team assist with this ?

Yes - if you are on our **Xero Support service**, then arrange a call with Nasima who will provide any guidance or support with your ‘**Remittance**’ issues, and/or provide you with a brief training session and a **How To Guide**.

Otherwise - our Xero **How To Guides** can assist you to manage ‘**Remittances**’ yourself in Xero – contact nasima@sakurabusiness.co.uk to find our more !

