

Xe Global Business Payments

Sage Intacct Configuration Guide

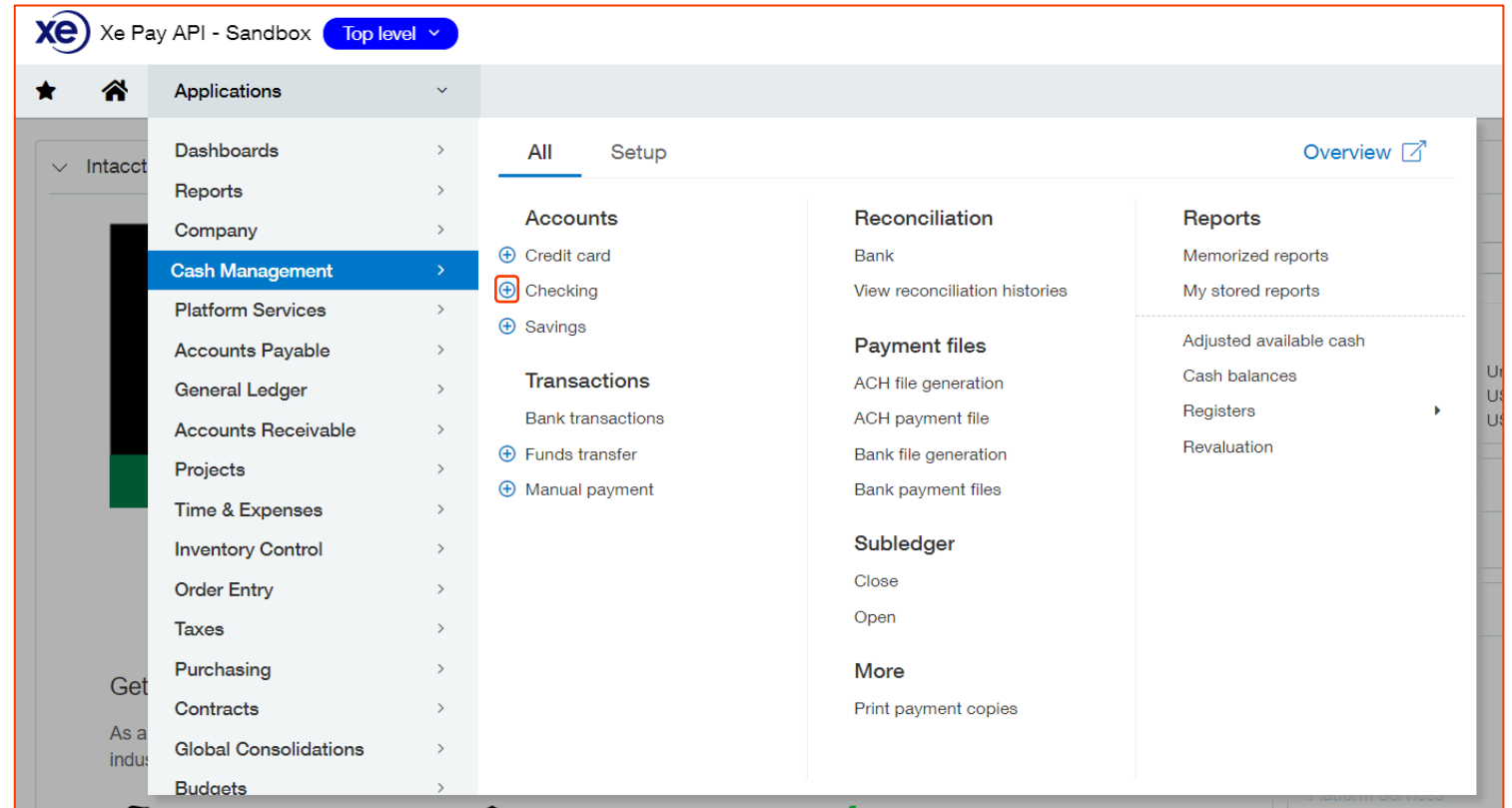
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Set up Clearing Account(s)

To set up a **CLEARING** account for your payments, you must add your bank account to the checking account(s) area. This checking account will be used for all settlements against Xe Global Business Payments and will be known as the **CLEARING ACCOUNT**.

Navigate to **Cash Management** module, click “+” sign next to “**CHECKING**” to add a new checking account



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In the **Details** tab underlined in blue, set up the account information for the checking account that will function as your clearing account(s).

Checking Account

- i. **Account ID.** Create a unique Account ID. For example, you can set it up as "Xe - Wells Fargo USD".

Please note, once saved this cannot be edited or renamed.

- i. **Bank Name.** Create a bank name. For example, you can simply use "Xe" or replicate your Bank Account Name.
- ii. **Currency.** The currency selected should match your Clearing Bank Account. For example, "Wells Fargo = USD"

The screenshot displays the 'Xe Pay API - Sandbox' interface. At the top, there's a navigation bar with 'xe' logo, 'Xe Pay API - Sandbox', and a 'Top level' dropdown. Below this is a 'Cash Management' section with a home icon and a dropdown arrow. The main heading is 'Checking account information', followed by tabs: 'Details' (underlined in blue), 'Check printing', 'Bank file', and 'Payment providers'. The 'Details' tab is active, showing a 'Checking account' form. The form has a title bar with a dropdown arrow and a link to 'American Express checking account requirements'. The form fields are arranged in two columns. The left column includes: 'ID *' (with a help icon), 'Account number', 'Bank name *', 'Name on the account', 'Routing number', 'Branch ID', 'Country' (set to 'United States'), and 'Address line 1'. The right column includes: 'Address line 2', 'City', 'State or territory' (a dropdown menu), 'ZIP or postal code', 'Phone number', 'Status' (set to 'Active'), and 'Currency *' (a dropdown menu). The 'Currency' field is highlighted with a red box. The footer of the page contains 'Privacy policy' and 'Copyright © 1999-2023 Sage Intacct, Inc.'

Set up Clearing Account(s)

To set up a **CLEARING** account for your payments, you must add your bank account to the checking account(s) area. This checking account will be used for all settlements against Xe Global Business Payments, known as the **CLEARING ACCOUNT**.

Accounting Information

- I. **GL Account**. Add a GL Account associated with the Clearing Checking Account.
- II. **Default payable GL journal**. This Journal will be used to record the Journal entries for the clearing account against the batched bills created.
- III. **Location ID**. Choose the entity that associates with the Clearing Checking Account to pay your bills.

Click the **“Save”** Button and you will be redirected back to Checking accounts main page.

Xe Pay API - Sandbox [Top level](#)

★ 🏠 **Cash Management**

Checking account information

Branch ID	Status
<input type="text"/>	Active
Country	Currency *
United States	
Address line 1	
<input type="text"/>	

Accounting information

GL account * ?	<input type="checkbox"/> Disable inter-entity transfers
<input type="text"/>	
Default payables GL journal	Location ID *
CDJ--Cash Disbursements Journal	<input type="text"/>
Default receivables GL journal	Last reconciled balance
CRJ--Cash Receipts Journal	--
Service charge GL account	Last reconciled date
<input type="text"/>	--
Interest earned GL account	Cut-off date
<input type="text"/>	--
Department ID	Applied rule set
<input type="text"/>	

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Enable Xe Global Business Payments for the Clearing Account.

- Next, populate the three required fields.

- *This can be an Existing Journal or a new Journal.*

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Configuration of Xe Global Business Payments


You are required to have a Web Service User with FULL Admin privileges to complete these steps.

1. Select **Company** from main toolbar list.
2. Select **Web Service Users**.
3. Assign the **Xe** role to that **Web Service User**.
4. Select **Xe** from the main toolbar list.
5. Select **Configuration**.
6. Under **Intacct Administrative Configuration** section, use the **Web Service User** credential to populate:
 - User ID
 - User Password

**This section is only editable at the top-level.*

To learn how to create Web Service user, please request assistance from your Sage Intacct Account Manager or use the Intacct Help Center

https://www.intacct.com/ia/docs/en_US/help_action/Administration/Users/web-services-only-users.htm

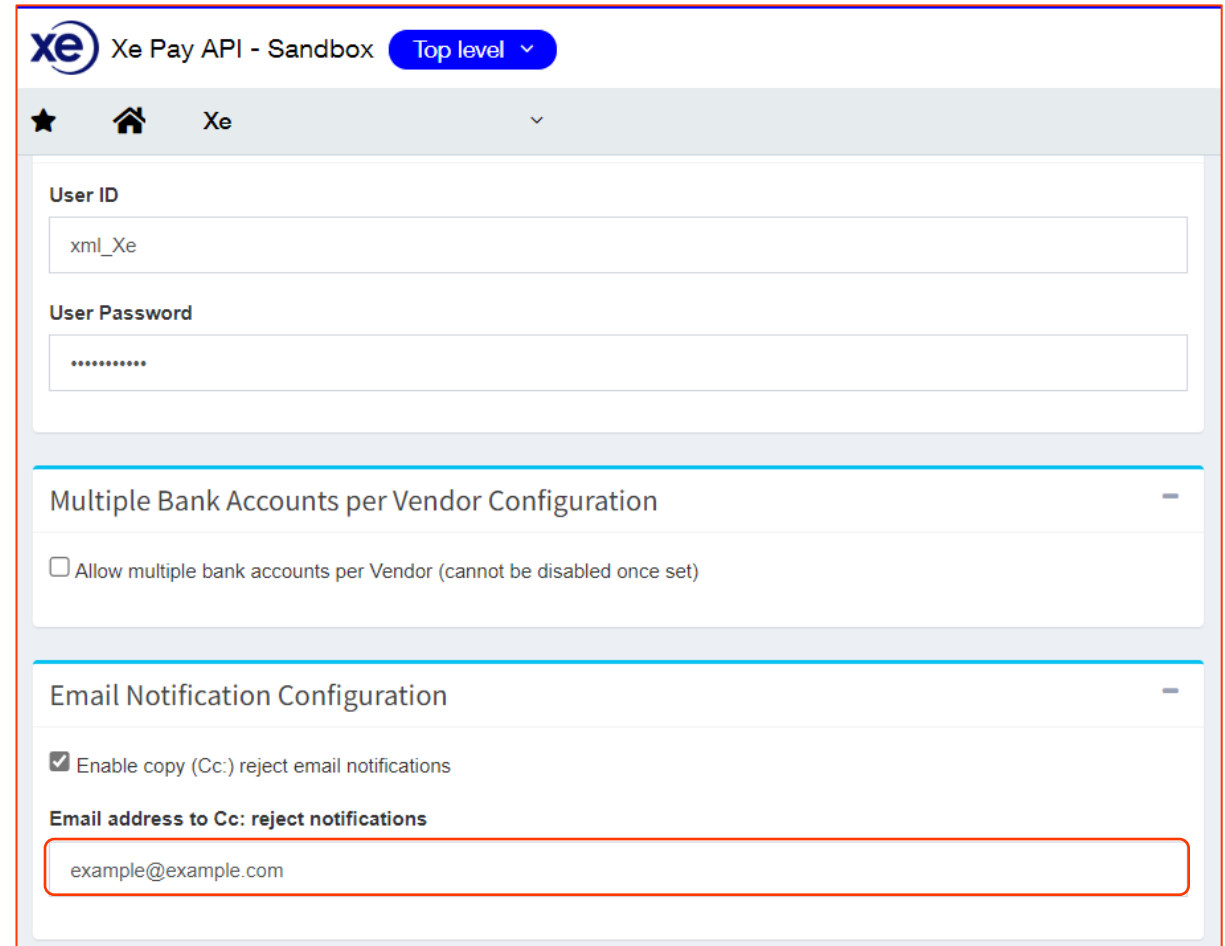


The screenshot shows the 'Xe Pay API - Sandbox' interface. At the top, there's a 'Top level' dropdown menu. Below it, a navigation bar contains a star icon, a home icon, and a 'Xe' button. The main section is titled 'Configuration' and features the 'xe' logo. A panel titled 'Intacct Administrative Configuration' is expanded, showing two input fields: 'User ID' with the value 'xml_Xe' and 'User Password' with masked characters '.....'.

Email Notification Configuration

☒ [Enable copy reject email notifications](#)

- A. The listed email address will receive a notification once the payment(s) has been rejected by Xe.
- B. Multiple email addresses are allowed. These emails should be separated with a semicolon ";" and no space is needed.



The screenshot displays the 'Xe Pay API - Sandbox' configuration page. At the top, there is a 'Top level' dropdown menu. Below the header, the 'User ID' field contains 'xml_Xe' and the 'User Password' field is masked with dots. A section titled 'Multiple Bank Accounts per Vendor Configuration' includes an unchecked checkbox for 'Allow multiple bank accounts per Vendor (cannot be disabled once set)'. The 'Email Notification Configuration' section is expanded, showing the 'Enable copy (Cc:) reject email notifications' checkbox checked. Below this, the 'Email address to Cc: reject notifications' field contains 'example@example.com'.

AP Bill/Payment of Xe Fees Configuration (Optional)

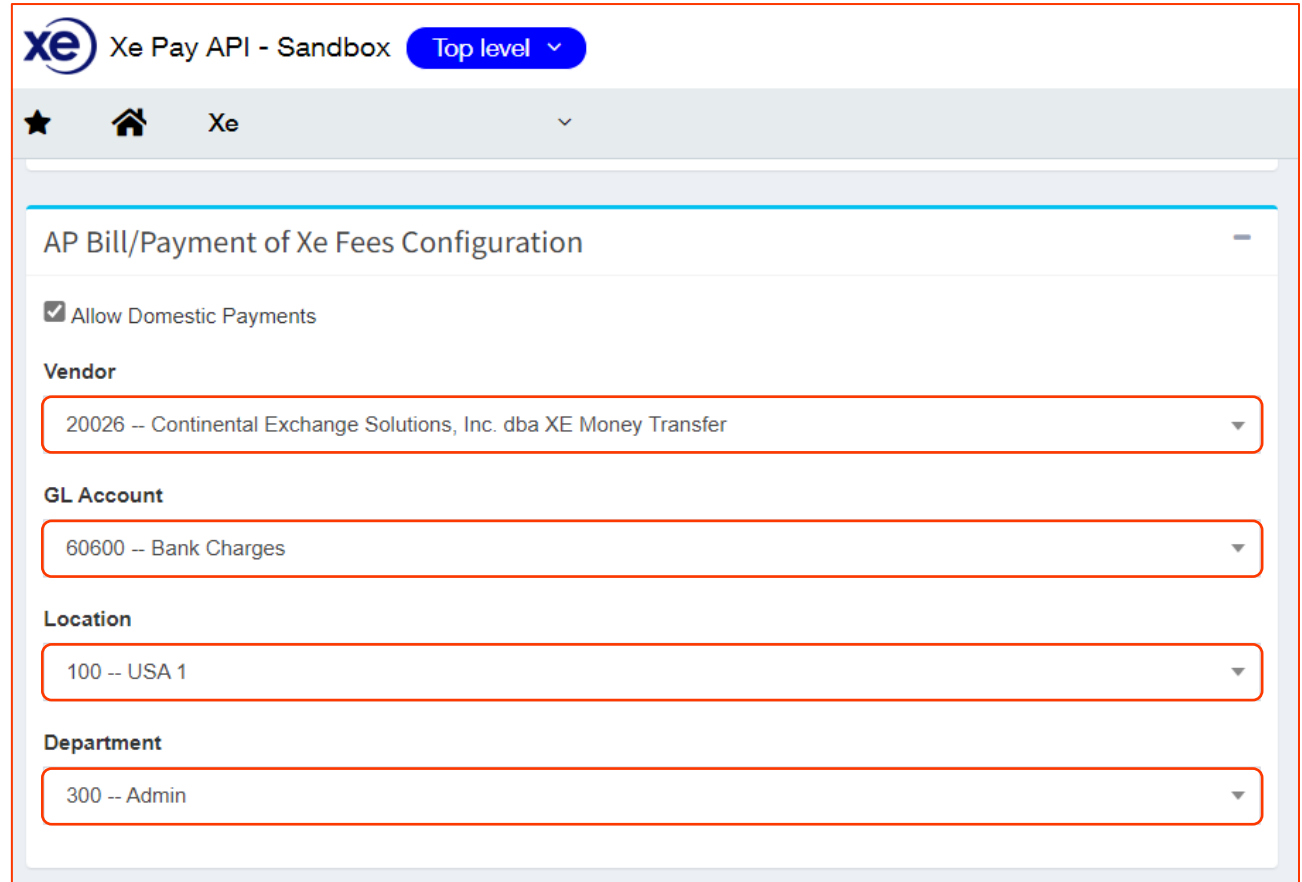
The configuration of this section is to record bills and payments for Xe payment fees. E.g., domestic payment(s).

Enable the “[Allow Domestic Payments](#)” ONLY if you will use Xe Global Business Payments for same currency payments (Ex: USD to USD transfer).

Please be advised, all fields are required to be completed.

Populate the following fields accordingly.

1. Select the Vendor you wish to pay in same currency.
2. Select the GL Account to record the Xe Global Business Payment fees.
3. Select the Location to record the Xe Global Business Payments fees against the correct entity.
4. Select the Department to record the Xe Global Business Payment fees.



The screenshot shows the 'Xe Pay API - Sandbox' interface. At the top, there is a 'Top level' dropdown menu. Below the navigation bar, the title 'AP Bill/Payment of Xe Fees Configuration' is displayed. The configuration form includes the following fields:

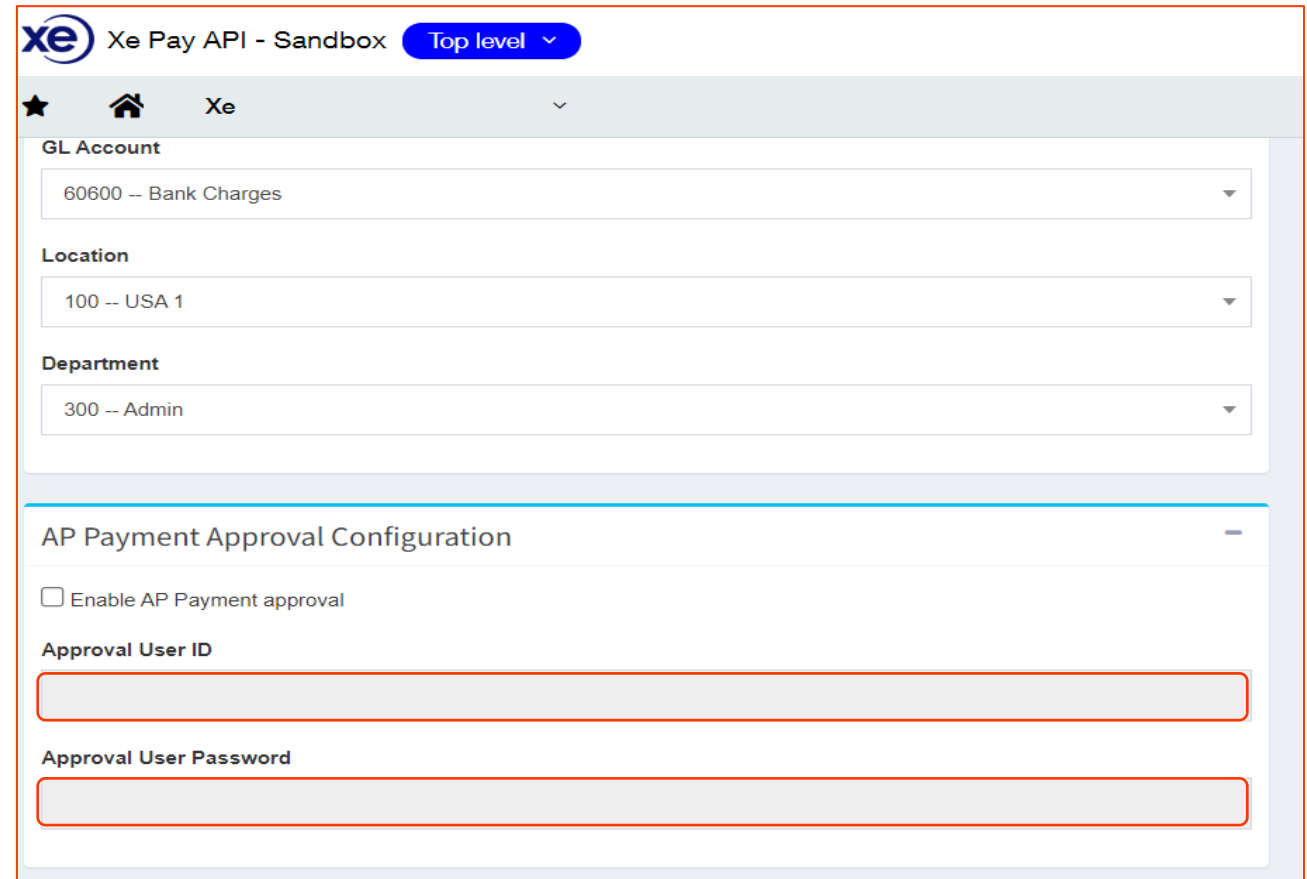
- Allow Domestic Payments:** A checkbox that is checked.
- Vendor:** A dropdown menu with the selected value '20026 -- Continental Exchange Solutions, Inc. dba XE Money Transfer'.
- GL Account:** A dropdown menu with the selected value '60600 -- Bank Charges'.
- Location:** A dropdown menu with the selected value '100 -- USA 1'.
- Department:** A dropdown menu with the selected value '300 -- Admin'.

AP Payment Approval Configuration (Optional)

If the Payment Approval has been enabled in the Accounts Payable module, this function can be activated to auto-approve AP payment(s).

1. Under **AP Payment Approval Configuration** section, use the Web Service User credential to populate the;

- Approval User ID
- Approval User Password



The screenshot displays the 'Xe Pay API - Sandbox' interface. At the top, there is a 'Top level' dropdown menu. Below the header, there are three dropdown menus: 'GL Account' (selected: 60600 -- Bank Charges), 'Location' (selected: 100 -- USA 1), and 'Department' (selected: 300 -- Admin). The main section is titled 'AP Payment Approval Configuration'. It contains a checkbox labeled 'Enable AP Payment approval', which is currently unchecked. Below this, there are two input fields: 'Approval User ID' and 'Approval User Password', both of which are empty and highlighted with a red border.

Transaction Approval Configuration (Optional)

By simply clicking each box, you will enable the functionalities listed below

Transaction Approval Configuration

- ☒ Enable Transaction Approval Process ← Enables the Xe approval process.
- ☒ Enable Email Notifications to Submitter ← Submitter receives email notifications of the approved the transaction(s).
- ☒ Enable Email Notifications to Approver ← Approver receives an email notification for any transaction(s) that needs their approval.
- ☒ Send Email Notifications to All Approvers ← All approvers will receive email notification for any transaction(s) that need approval.
- ☒ Send Email Notifications for Approvals to These Addresses ← Add the email address separated by ";" that will receive the notifications.

example@example.com

Transaction Approval Configuration (Optional)

The approval controls provided are separated by users or minimum amount levels.

☐ Approve By User ← Select the user from the drop-down menu. Multiple users are allowed.

Approver

☒ Approve By Level

Levels	Minimum Amount	Approvers
Level 1	<div>100000</div>	<div>× darren.hutchinson</div>
Level 2	<div></div>	<div></div>
Level 3	<div></div>	<div></div>
Level 4	<div></div>	<div></div>
Level 5	<div></div>	<div></div>
Level 6	<div></div>	<div></div>

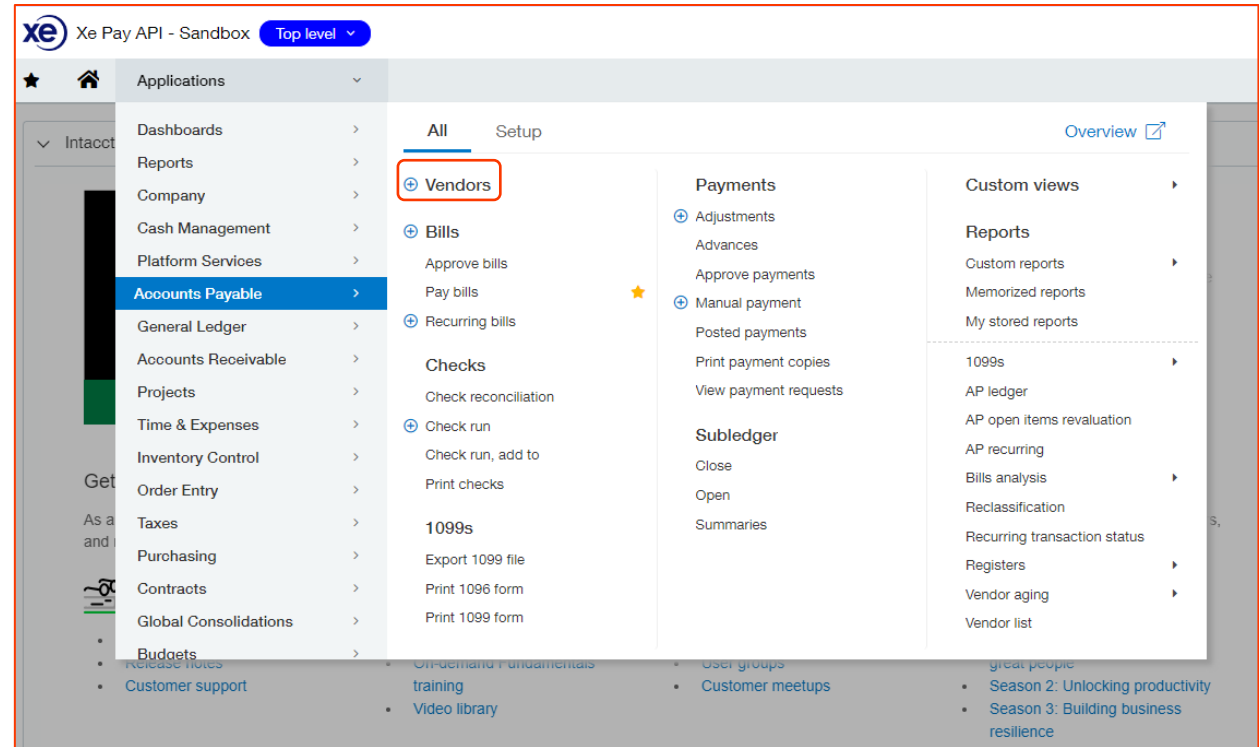
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← If Approve By Level is selected, enter the dollar threshold and Approvers for each level.

Setup Vendor Bank Information for Xe


To enable payment to vendors via Xe Global Business Payments, you need to enable each Vendor by following the steps outlined.

Navigate to [Accounts Payable](#) module, go to [Vendors](#).



Setup Vendor Bank Information for Xe

Click “**Edit**” for the vendor you wish to enable for Xe Global Business Payments.

 Xe Pay API - Sandbox

Top level

★

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Accounts Payable

Vendors

All

Manage views

Group filters Nothing selected

☐ Include one-time use

☐ Include inactive

☒ Display hierarchy

☐ In

Select		Vendor ID	Vendor name	City	State
<input type="checkbox"/>		<input type="text"/>	ACME	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<div><div>Edit</div><div>View</div></div>	20027	ACME CA	Calgary	AB
<input type="checkbox"/>	<div><div>Edit</div><div>View</div></div>	20028	ACME GB	London	Engl
<input type="checkbox"/>	<div><div>Edit</div><div>View</div></div>	20029	ACME US	Dallas	TX

Setup Vendor Bank Information for Xe

In the Vendor tab, Primary contact section, ensure fields below are populated.

Field(s) Name	Requirements
Address line 1	Required.
Address line 2	Optional. Will auto populate once address line 1 is over 35 characters
City	Required.
State or Territory	Required
Zip or Postcode	Required

Last name

First name

Middle name

Print as *

ACME CA

Address line 1

4000 Frozen Boulevard

Address line 2

City

Calgary

State or territory

Alberta

ZIP or postal code

T0J - T4H

Primary phone

Mobile phone

Pager

Fax

Email address

Secondary email address

URL

☐ Exclude from the company contact list

☐ This vendor is an individual person ?

*Please note, all values entered in this section must be [SWIFT characters only](#)

Setup Vendor Bank Information for Xe

Field(s) Name	Requirements
Company Name	Optional. Populate if the Vendor Name is different from the recipient's name used for the FX payments.
Recipient Account Name	Required.
Recipient Account Number	Refer to Xe Payment Guide
Recipient IBAN	Refer to Xe Payment Guide
Recipient BIC/SWIFT	Refer to Xe Payment Guide
Recipient National Clearing Code	Refer to Xe Payment Guide
Intermediary bank fields	Optional. Fill in accordingly if applicable
Recipient Country Code	Required. Must be the 2 digit country code, e.g. CA for Canada.
Intermediary Details	Only required if specified by vendor, otherwise Xe will automatically chose the intermediary bank

Xe Info

☒ Enable Xe

Company Name (if different than Vendor Name)

Recipient Account Name

Royal Bank of Canada

Recipient Account Number

1234567

Recipient IBAN

Recipient BIC/SWIFT

Recipient National Clearing Code

123456

Recipient Country Code

CA

Intermediary Account Name

Intermediary Account Number

Intermediary IBAN

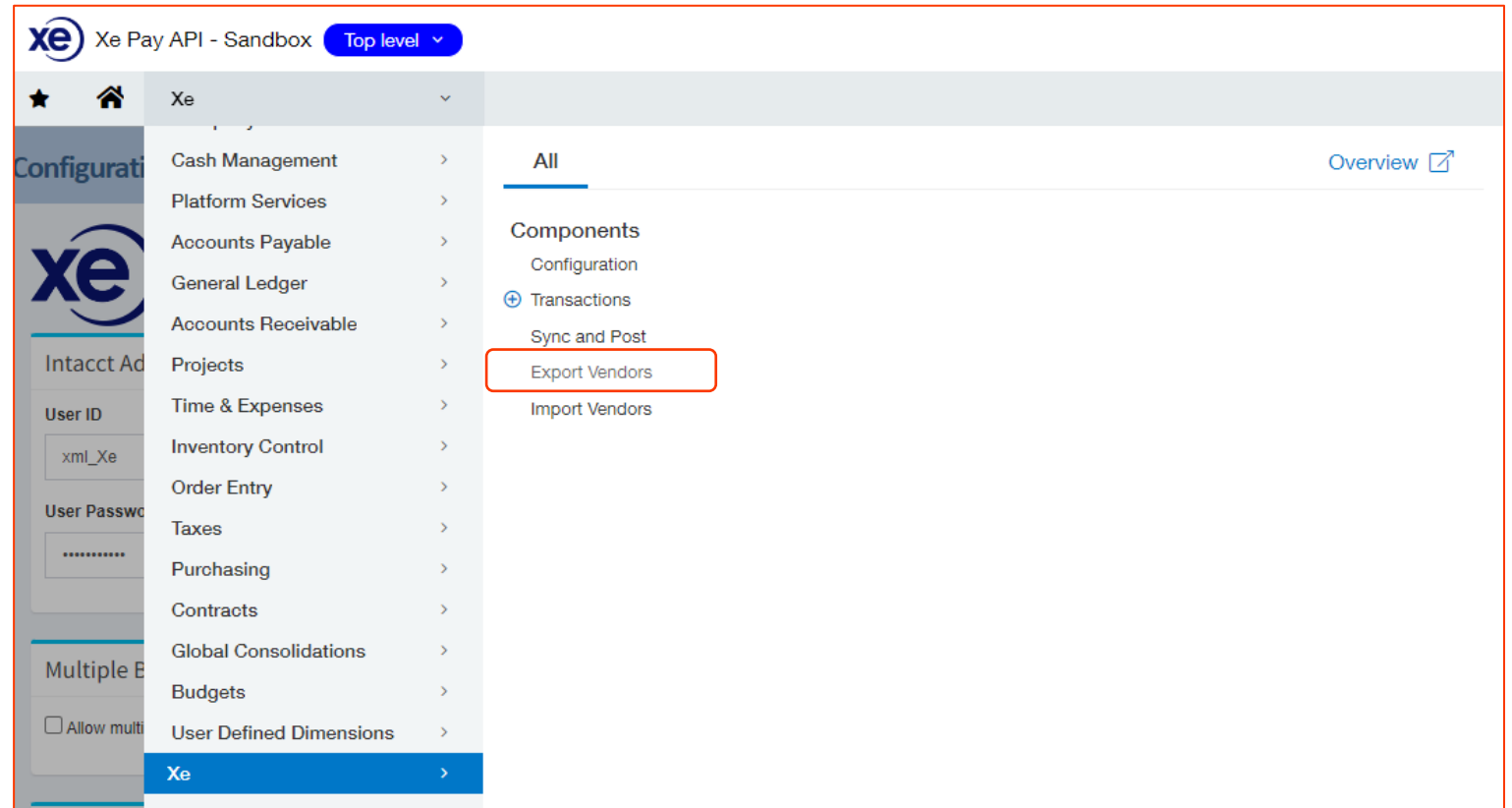
Intermediary BIC/SWIFT

Intermediary National Clearing Code

Intermediary Country Code

Exporting Vendor bank information


First, download the import template. Navigate to "Xe" in your drop-down menu, and select "Export Vendors".



Exporting Vendor bank information

Export Vendor

Printable view



Search

Export

Filter

From Vendor

To Vendor

Vendor List

Vendor ID	Vendor Name	Address line 1	Address line 2	City or Town	State or Territory	Zip or Post Code	Email	Company Name	Recipient Account Name	Recipient Account Number	Recipient BIC/SWIFT	Recipient National Clearing Code	Recipient IBAN	Recipient Country Code	Intermediary Account Name	Intermediary Account Number	Intermediary BIC/SWIFT	Intermediary National Clearing Code	Intermediary IBAN	Intermediary Country Code
20001	Massachusetts Department of Revenue	100 Trade Center		Boston	MA	02150														

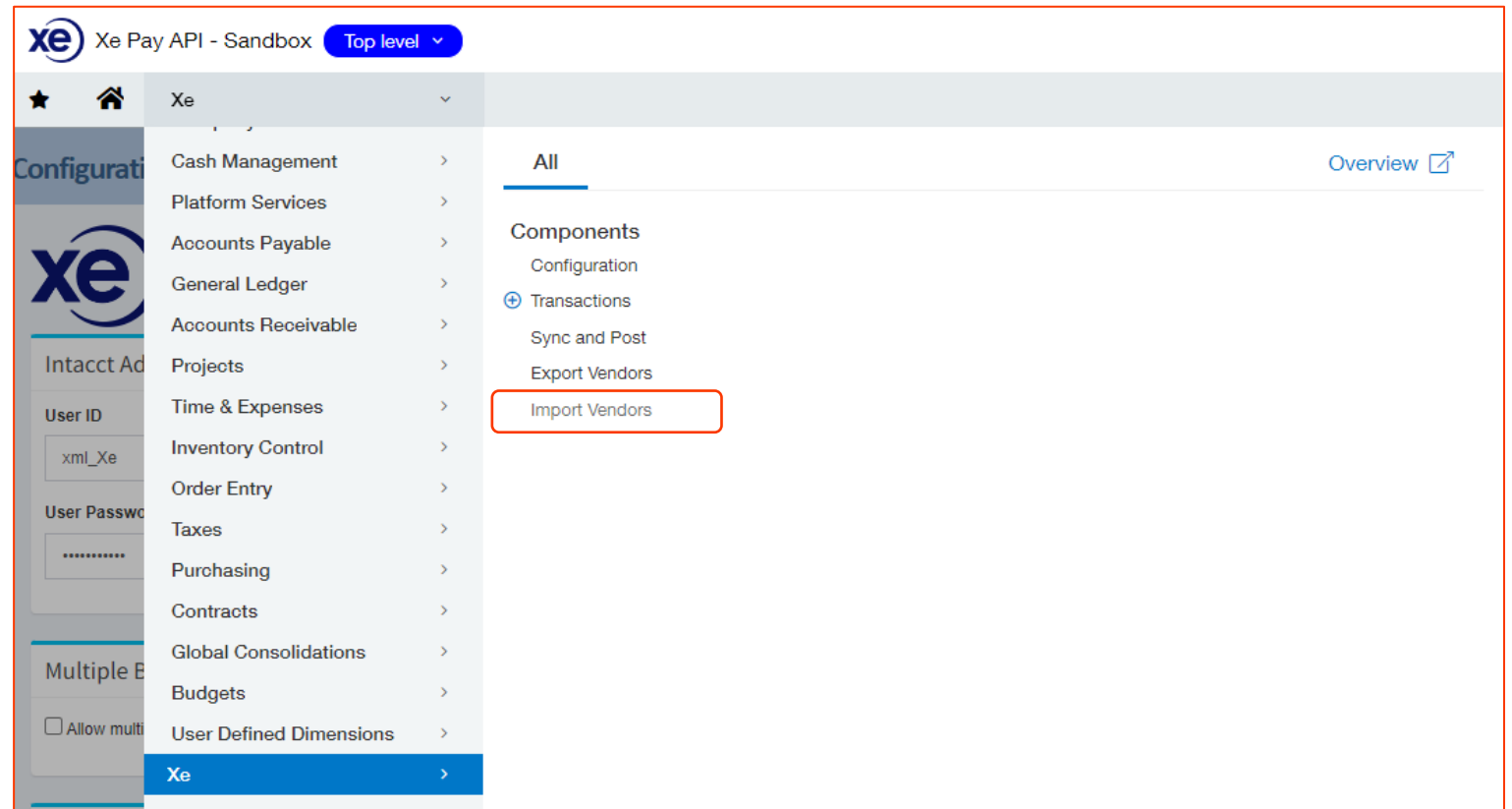
Click the “[Search](#)” button highlighted above in red. The existing vendors will be listed on the page as a list view. The following steps are as follows:

1. Click the “[Export](#)” button to download the file.
2. We recommend you cleanse the existing data in the file and save the file as an Excel format.
3. Update and populate the template with existing Vendors and their bank information and save the file as CSV format. For more detail, please use the required fields in the “[Setup Vendor Bank Information for Xe](#)” and use the “[Xe Payment Guide](#)”.

Importing Vendor bank information

Now that you have exported, cleansed, and updated your vendors, the data is ready to be imported back into the Xe application.

Navigate to **Xe** in your drop-down menu and select **“Import Vendors”**.



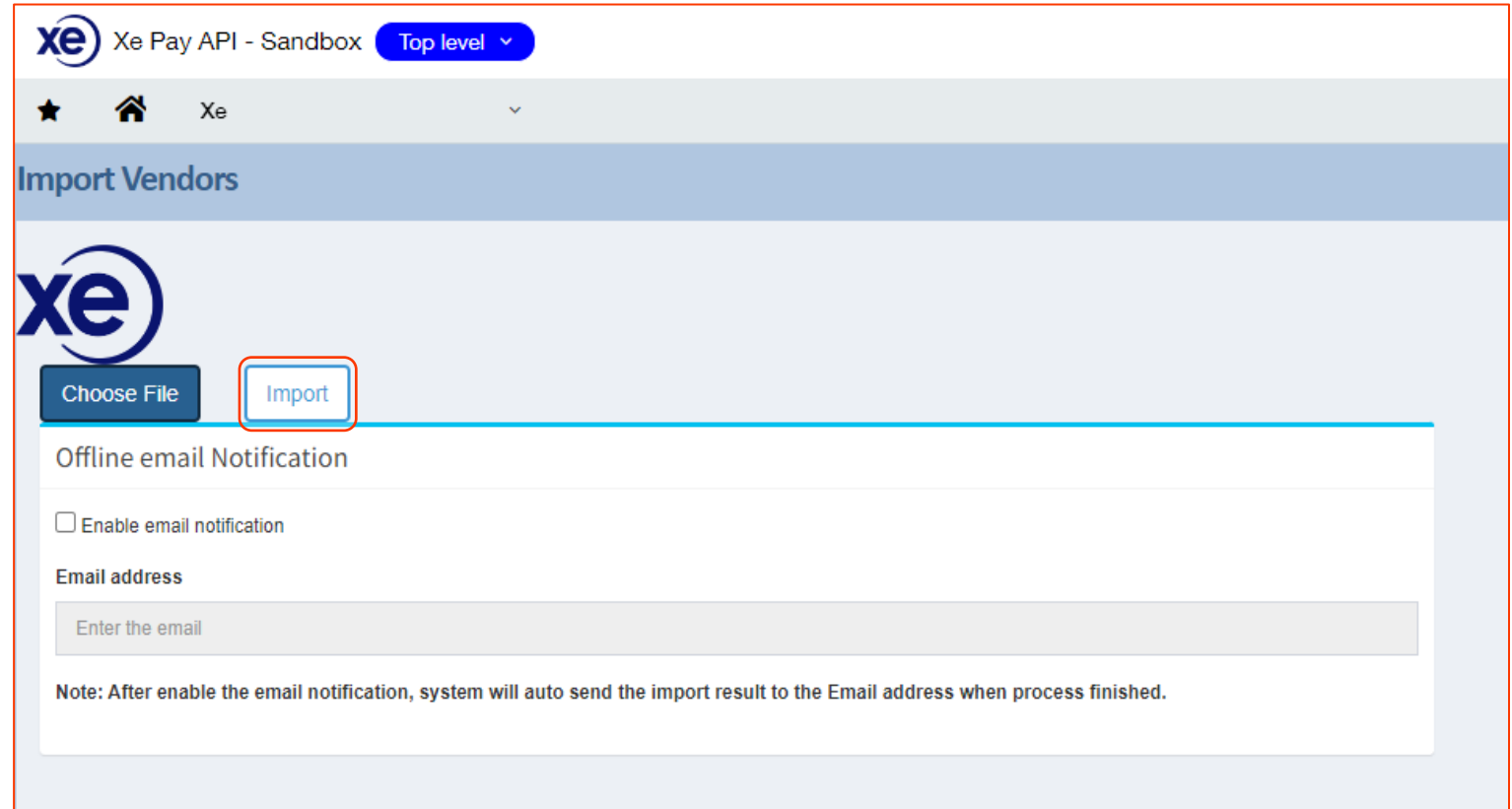
Importing Vendor bank information

Select the import file in “[Choose File](#)” and click “[Import](#)” to import the file.

The import will be processed offline.

If required, you can set an email notification for import results.

Check the “[Enable email notification](#)” box and enter email address.



Xe Pay API - Sandbox Top level ▾

★ 🏠 Xe ▾

Import Vendors

xe

[Choose File](#) [Import](#)

Offline email Notification

☐ Enable email notification

Email address

Enter the email

Note: After enable the email notification, system will auto send the import result to the Email address when process finished.

Multiple Bank Accounts Per Vendor Function

If you have vendors with multiple bank accounts that you need to send funds to, enable the multiple bank accounts per vendor configuration in the Xe Configuration Menu

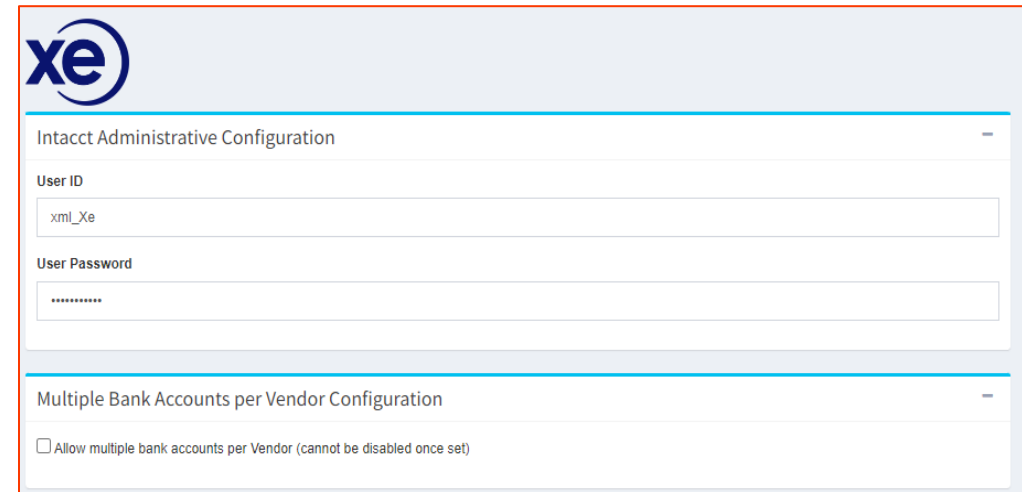
Navigate to Intacct menu Select “Xe”

Select “**Configuration**”

Select tick box for “**Allow multiple bank accounts per Vendor**”

Click save

Please note if you choose to select this functionality and then deactivate all the details will be removed.



The screenshot displays the Intacct Administrative Configuration interface. At the top, the 'xe' logo is visible. Below it, the 'Intacct Administrative Configuration' section is shown with a collapse icon. Under this section, there are two input fields: 'User ID' with the value 'xml_Xe' and 'User Password' with masked characters. Below these fields, the 'Multiple Bank Accounts per Vendor Configuration' section is visible, also with a collapse icon. This section contains a checkbox labeled 'Allow multiple bank accounts per Vendor (cannot be disabled once set)', which is currently unchecked.

Multiple Bank Accounts Per Vendor Function

Navigate to:

- 1. Accounts Payable
- 2. Vendors
- 3. Edit
- 4. Payment Information
- 5. Scroll to bottom

If **Multiple Bank Account per Vendor** is enabled, you will be able to add these accounts to the vendor record by clicking the + symbol shown in image 1.

After the plus sign is clicked, the window on the right will appear and allow you to populate required fields.

Xe Info

☒ Enable Xe

Bank Account Name	Status	Is Default	
			+ ✎ 🗑

Bank Account Name

Company Name (if different than Vendor Name)

Recipient Account Name

Recipient Account Number

Recipient IBAN

Recipient BIC/SWIFT

Recipient National Clearing Code

Recipient Country Code

Status

Active

☐ Is Default

Intermediary Account Name

Intermediary Account Number

Intermediary IBAN

Intermediary BIC/SWIFT

Intermediary National Clearing Code

Intermediary Country Code

Done

Cancel

Multiple Bank Accounts Per Vendor Function

Vendor setup when Multiple Bank per Vendor is enabled

You first needed to complete an “Export” of you vendor details.

- 1. Refer to the section “Exporting Vendor bank information”
- 2. Edit and update the template
- 3. Import template by following the section “Importing Vendor bank information”

When adding additional vendor bank accounts for “Multiple Bank Accounts per Vendor functionality” you will need to list the additional bank details under Vendor ID and Vendor Name fields as demonstrated in the excel screenshot.

The 3 highlighted columns need to be completed and populated to create the multiple vendor bank accounts.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Vendor ID	Vendor Name	Bank Account Name	Is Default	Status	Recipient Nam	Recipient Bank	Recipient BIC (Recipient	Recipient	Recipient	Recipient	Recipient	Recipient
2	20001	PMZ Consultants	PMZ GB	N	Active	PMZ GB	PMZ GB	HBUKGB4B	73547787	207887	GB	address		
3			PMZ CA	N	Active	PMZ CA	PMZ CA	BOFMCAM2XX	2.22E+25		CA	1 CA Bank		
4			PMZ US	N	Active	PMZ US	US Bank		1.11E+09	US	US	1 US Bank		
5			PMZ AU	N	Active	PMZ AU	PMZ AU Bank	ANZBAU3MXX	2.22E+25	207887	AU	1 AU Bank		
6	20002	CodeITC2	BANK1	N	Active		200BOA		12134560		CA	3825 Mapl	APT 1217	
7	20003	Regal Services	Regal CA	N	Active	Test Name	Test Name	11111111	1.11E+09		CA	address 1		

Contact Us

ERP Sales – Sales

Xe Global Business Payments – Sage Intacct

Email - enterprise@xe.com

Implementation and Technical Support

Xe Sage Support

Email - ERPimplementations@xe.com