Xe Global Business Payments

Sage Intacct Transaction Guide

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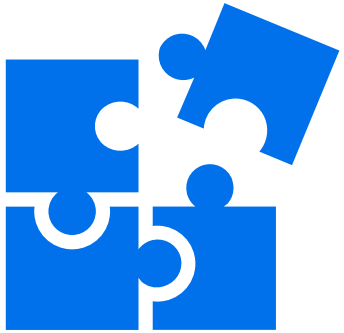
Welcome to Xe Global Business Payments

Xe Global Business Payments is a proprietary tool that allows a client to process domestic and global payments, to their Vendors. It is subscribed by Company ID and can be added to existing Sage Intacct deployments. User access/permissions are managed within the Sage Intacct product.

Installing Xe Global Business Payments

When you've established accounts with Xe and Sage Intacct, you are eligible to have Xe Global Business Payments installed and configured into your Intacct environments. You'll need the Multi-Currency, Platform Services, and Web Services subscriptions with Sage Intacct.



Configuration

To configure Xe Global Business Payments, please refer to the Xe Global Business Payments Configuration User Guide.

Can we post a hyperlink here for the config guide?

How to use Xe Global Business Payments

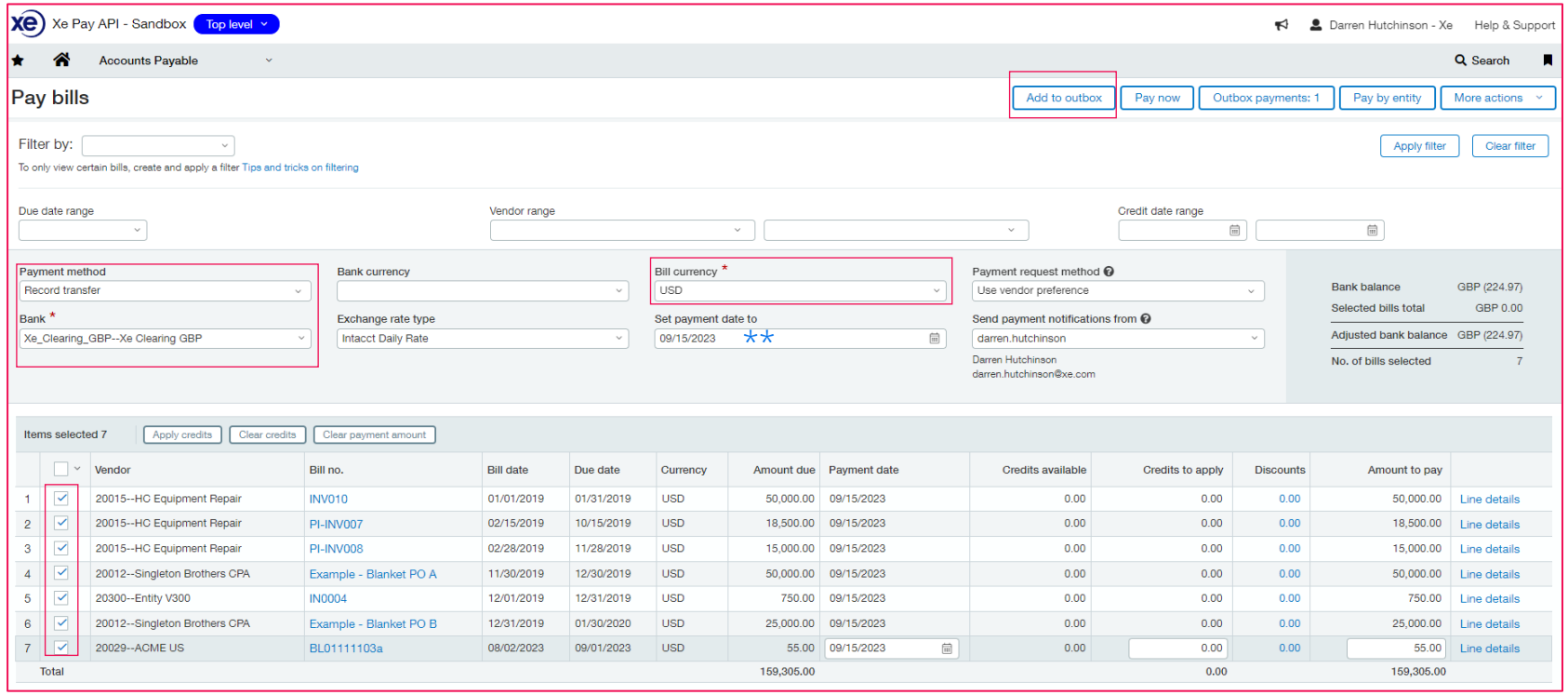
Adding Bills to be paid to your outbox

When your bills are posted in Accounts Payable, you'll go to**" Accounts Payable"** and then to **"Pay Bills"**

On Pay bills screen

- Select **"Record Transfer"** as Payment method.
- Select **"Vendor Range"** and/or **"Bill Currency"** to filter
- In the **"Bank"** field, select the desired **"Clearing Account" ***
- *Ensure you are populating the "Bank" field last, or it will erase previous field. **
- Select the bills that need to be included in the creation of the payment batch and select **"Add to outbox"**

** required*



*Tip - If you are in a multi-currency environment, set payment date to today's date. Otherwise, you will receive an error message for exchange rate in the next step. This date will be overridden in a later step. ***

Tip - You can use the filter to identify all vendors that are setup to be paid via Xe Global Business Payments.

Filter for bills to pay (intacct.com)

How to use Xe Global Business Payments

Adding Bills to be paid to your outbox

Once you have selected **"Add to Outbox"** you will be auto directed to the **"add more details"** screen

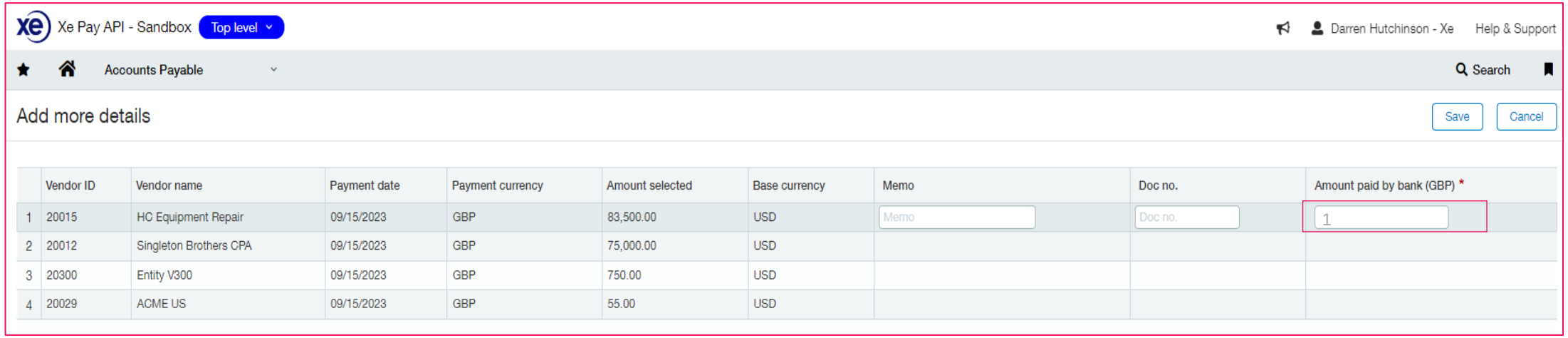
You will be prompted to add a "**Memo**" and "**Doc no.**" These fields can be ignored.

You will be required to populate the **"Amount paid by bank".** This is a native requirement from Sage; However, this data will be overridden once the quotes have been obtained and the expected amount has been calculated. You can simply populate **"1"** and select "**Save"**. *

Wait for Intacct's notification that the payment was successfully added to the Outbox.

If you have multiple bills in different currencies to pay, repeat this process by changing the "Bill Currency" selection, and add those bills to the outbox.

Tip – Remember to update your Bank Account Selection.



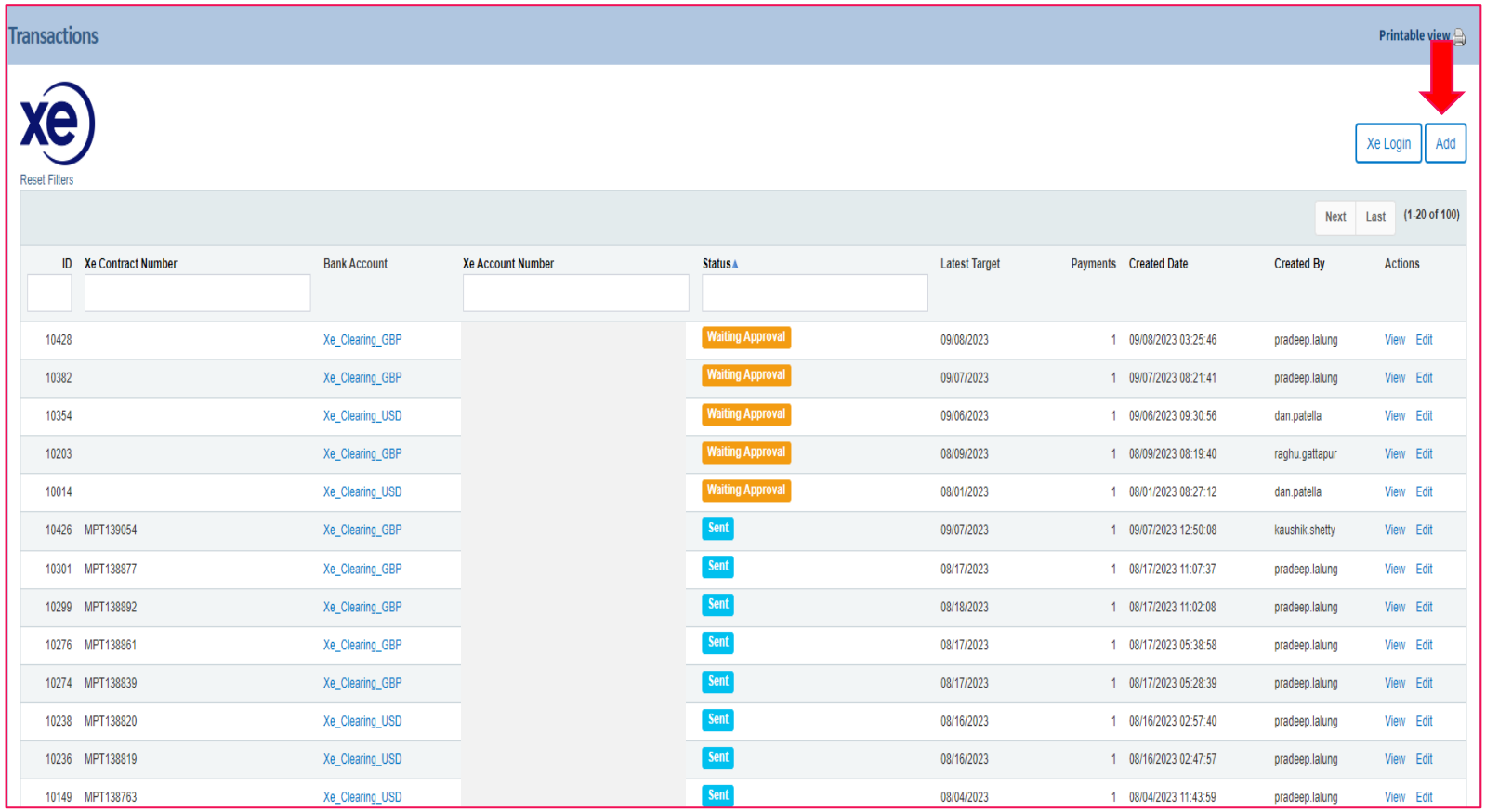
	Vendor ID	Vendor name	Payment date	Payment currency	Amount selected	Base currency	Memo	Doc no.	Amount paid by bank (GBP) *
1	20015	HC Equipment Repair	09/15/2023	GBP	83,500.00	USD	Memo	Doc no.	1
2	20012	Singleton Brothers CPA	09/15/2023	GBP	75,000.00	USD			
3	20300	Entity V300	09/15/2023	GBP	750.00	USD			
4	20029	ACME US	09/15/2023	GBP	55.00	USD			

** this is required*

Creating a payment or batch of payments

You can create a one-off payment or a batch of payments. In this step we are building the batch for validation, checking the bank details, and ensuring all the details are correctly populated.

You will be auto directed to this screen and select **"Add"**.



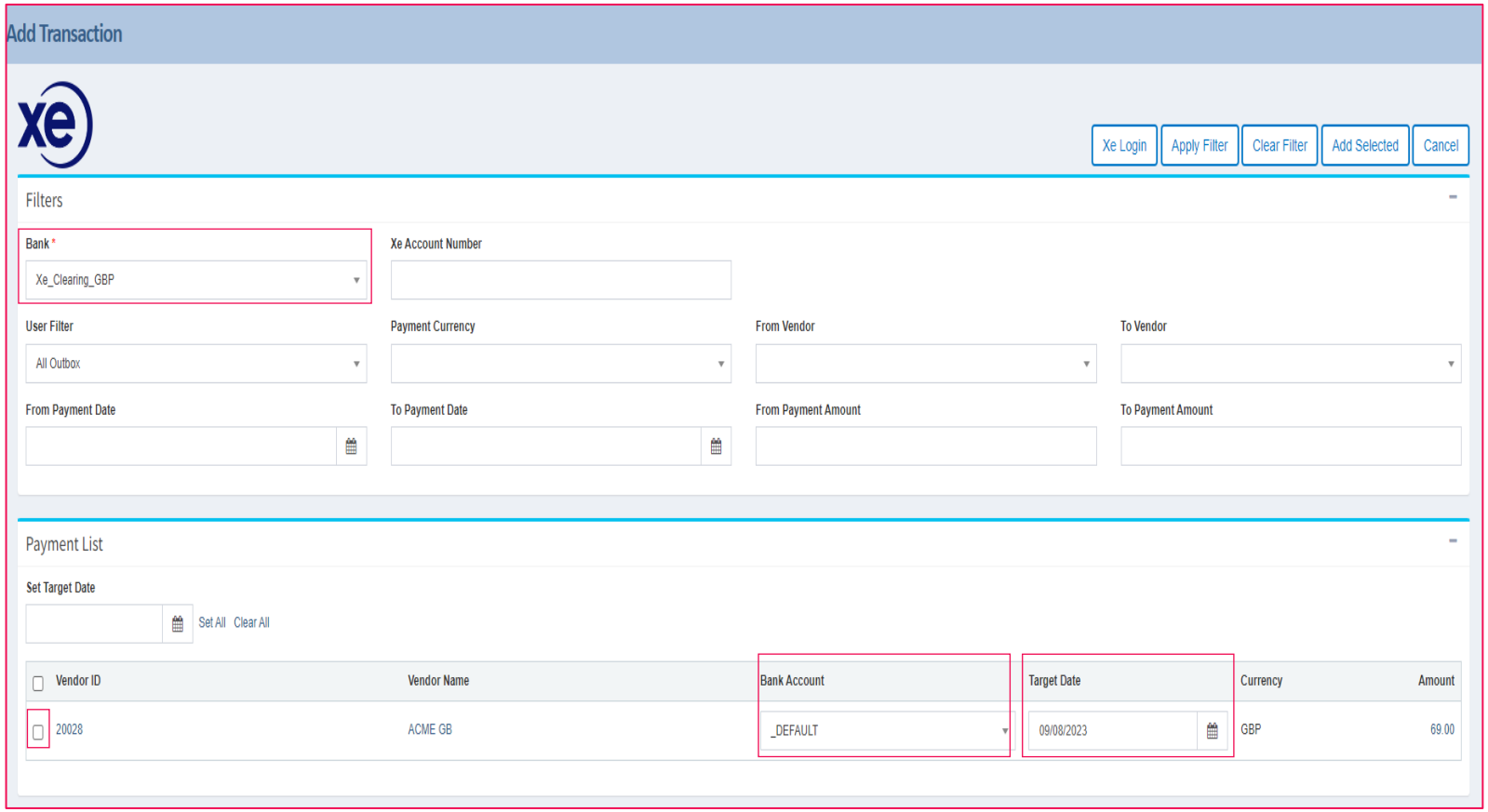
ID	Xe Contract Number	Bank Account	Xe Account Number	Status	Latest Target	Payments	Created Date	Created By	Actions
10428		Xe_Clearing_GBP		Waiting Approval	09/08/2023	1	09/08/2023 03:25:46	pradeep.lalung	View Edit
10382		Xe_Clearing_GBP		Waiting Approval	09/07/2023	1	09/07/2023 08:21:41	pradeep.lalung	View Edit
10354		Xe_Clearing_USD		Waiting Approval	09/06/2023	1	09/06/2023 09:30:56	dan.patella	View Edit
10203		Xe_Clearing_GBP		Waiting Approval	08/09/2023	1	08/09/2023 08:19:40	raghu.gattapur	View Edit
10014		Xe_Clearing_USD		Waiting Approval	08/01/2023	1	08/01/2023 08:27:12	dan.patella	View Edit
10426	MPT139054	Xe_Clearing_GBP		Sent	09/07/2023	1	09/07/2023 12:50:08	kaushik.shetty	View Edit
10301	MPT138877	Xe_Clearing_GBP		Sent	08/17/2023	1	08/17/2023 11:07:37	pradeep.lalung	View Edit
10299	MPT138892	Xe_Clearing_GBP		Sent	08/18/2023	1	08/17/2023 11:02:08	pradeep.lalung	View Edit
10276	MPT138861	Xe_Clearing_GBP		Sent	08/17/2023	1	08/17/2023 05:38:58	pradeep.lalung	View Edit
10274	MPT138839	Xe_Clearing_GBP		Sent	08/17/2023	1	08/17/2023 05:28:39	pradeep.lalung	View Edit
10238	MPT138820	Xe_Clearing_USD		Sent	08/16/2023	1	08/16/2023 02:57:40	pradeep.lalung	View Edit
10236	MPT138819	Xe_Clearing_USD		Sent	08/16/2023	1	08/16/2023 02:47:57	pradeep.lalung	View Edit
10149	MPT138763	Xe_Clearing_USD		Sent	08/04/2023	1	08/04/2023 11:43:59	pradeep.lalung	View Edit

Creating a payment or batch of payments

You are able to filter for payment requests in the outbox. You must select a Bank and then apply the filter.

Select the payments you need to process by checking the box. Ensure the Target Dates for each payment are present or future dated, then select **"Add Selected"**

If using the Vendor with **"Multiple Bank Accounts Configuration",** you'll need to select the appropriate Bank Account in which the vendor should be paid.

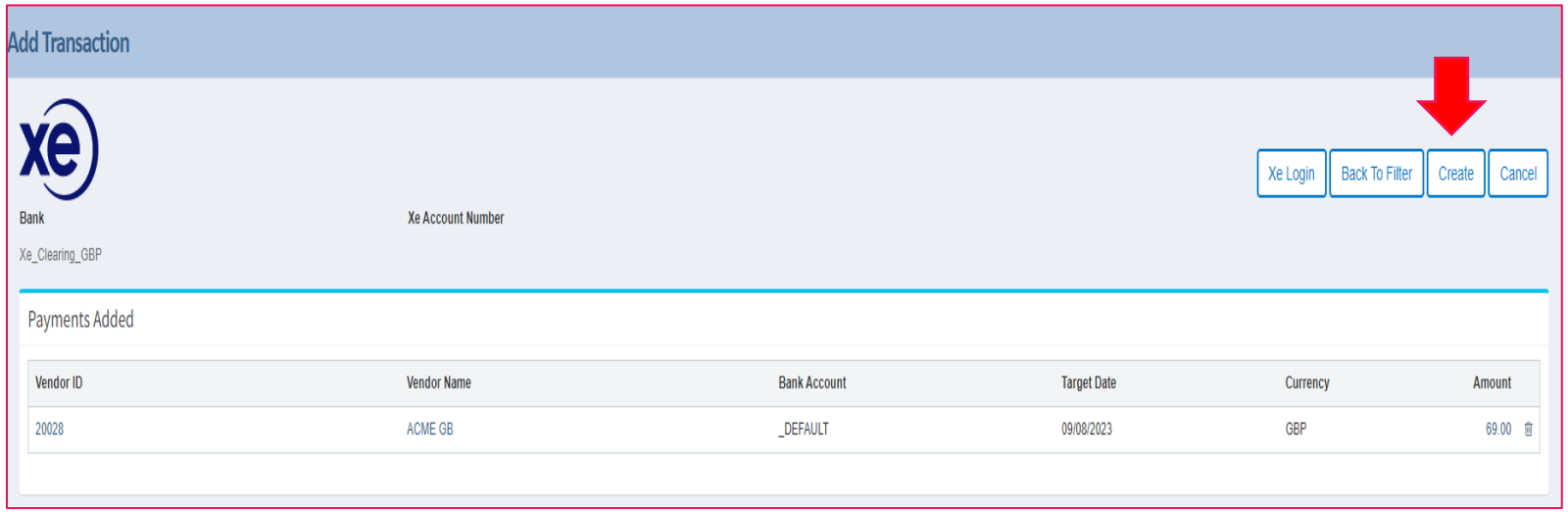


Creating a payment or batch of payments

Here, you're viewing a filtering function for payment requests in the outbox. You must select a Bank and then apply the filter.

If you need to add more payments, select **"Back to Filter**" and add them. If you are ready to proceed, select **"Create"**

If you are using the Xe Global Business Payments approval workflow, an email notification will go out to your designated approvers letting them know there are payments to approve for Xe Global Business Payments.



Approval of a payment batch

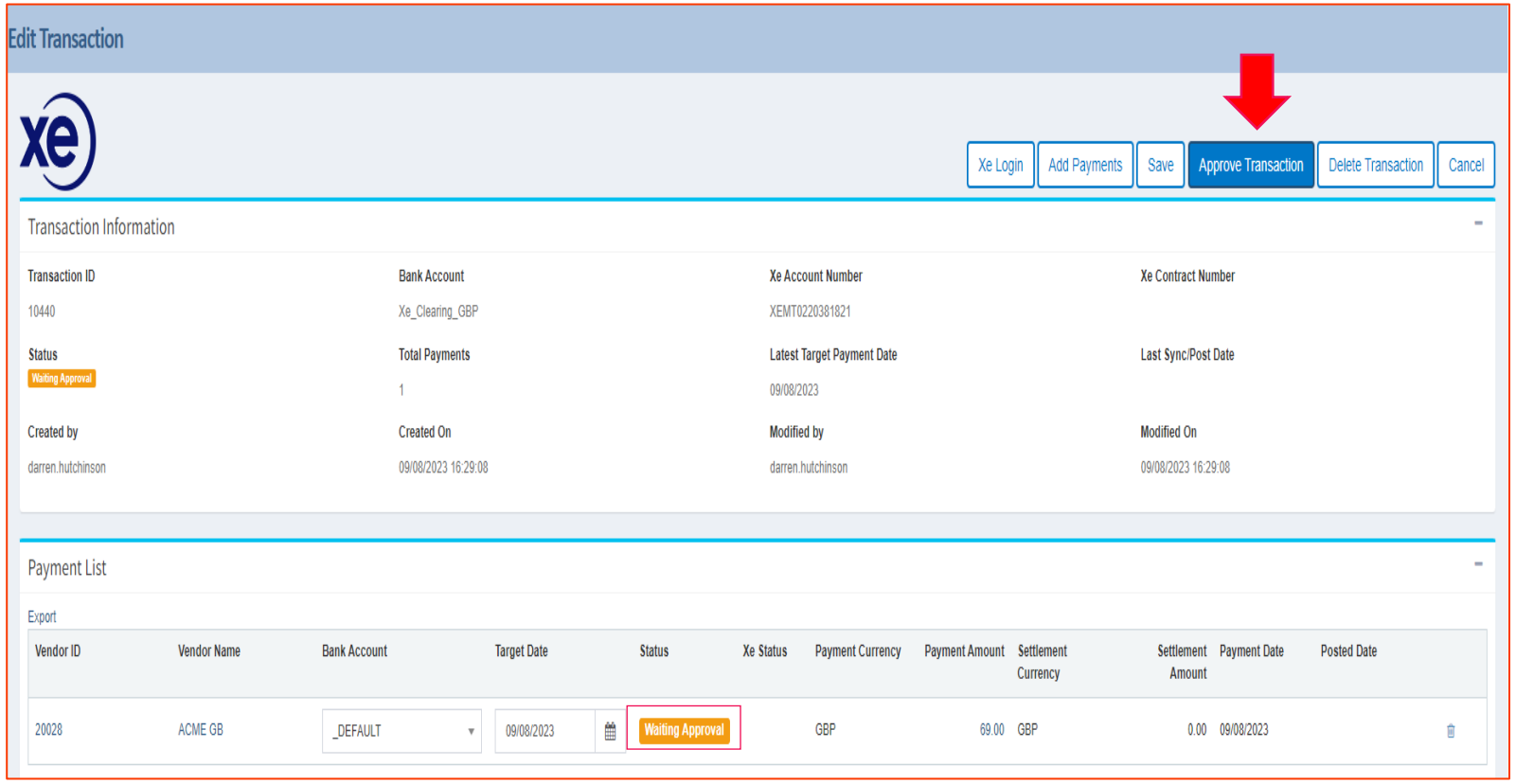
At this step you are approving that the vendor, bank details, and amounts are correct

You will now be directed to the "**Transactions**" page.

Your Transaction(s) will appear with a status of "Waiting Approval".

Select **"Edit"**

Select **"Approve Transaction**



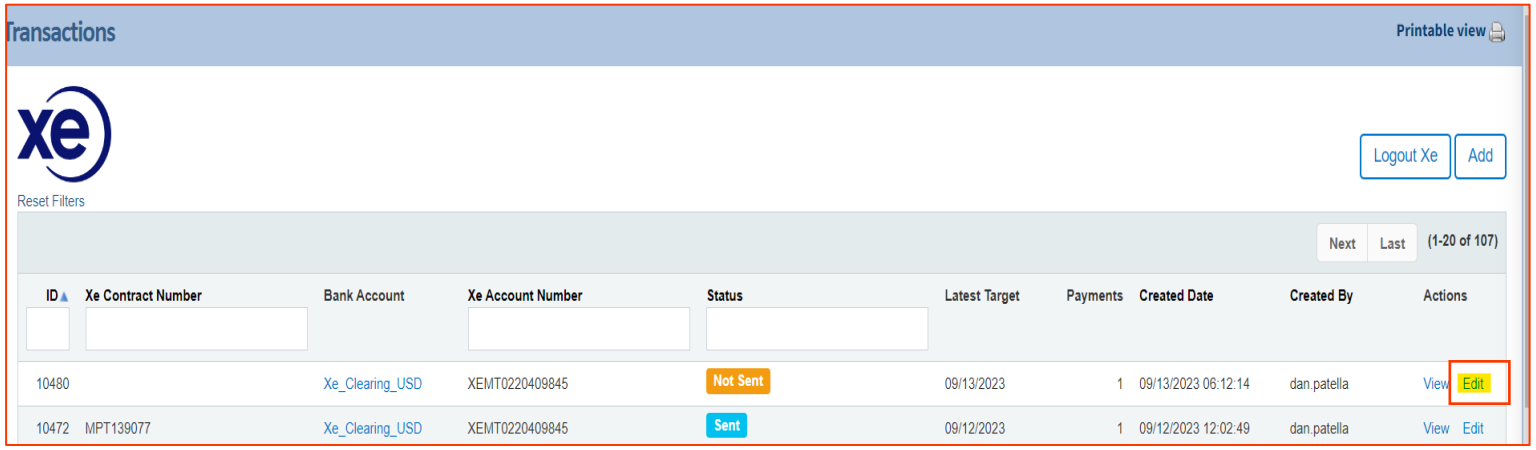
Sending the Transaction to Xe

The transaction will be sent to Xe to validate all banking information and payment details

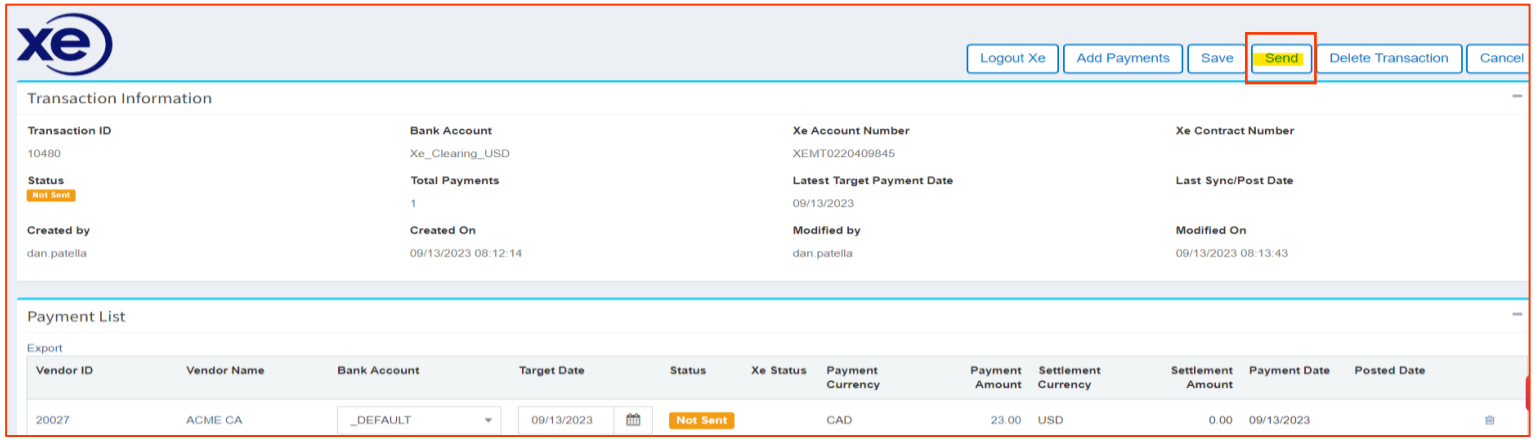
You will see the status of your payment(s) now reads "Not Sent"

Select **"Edit"** on the applicable line item

*Ensure that you are logged in to Xe and if not, select **"Xe Login"** and provide credentials.



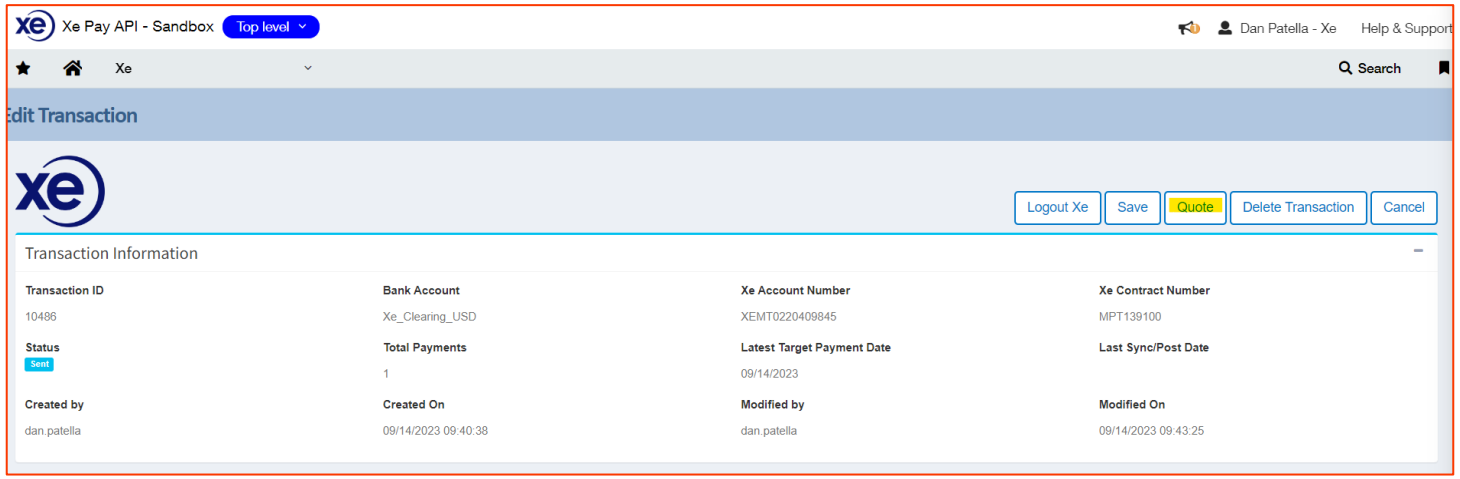
Select "**Send"** which will begin the process of sending the transaction to Xe



Getting a Quote from Xe

Xe will provide a live rate of exchange for all currency pairs in your batch.

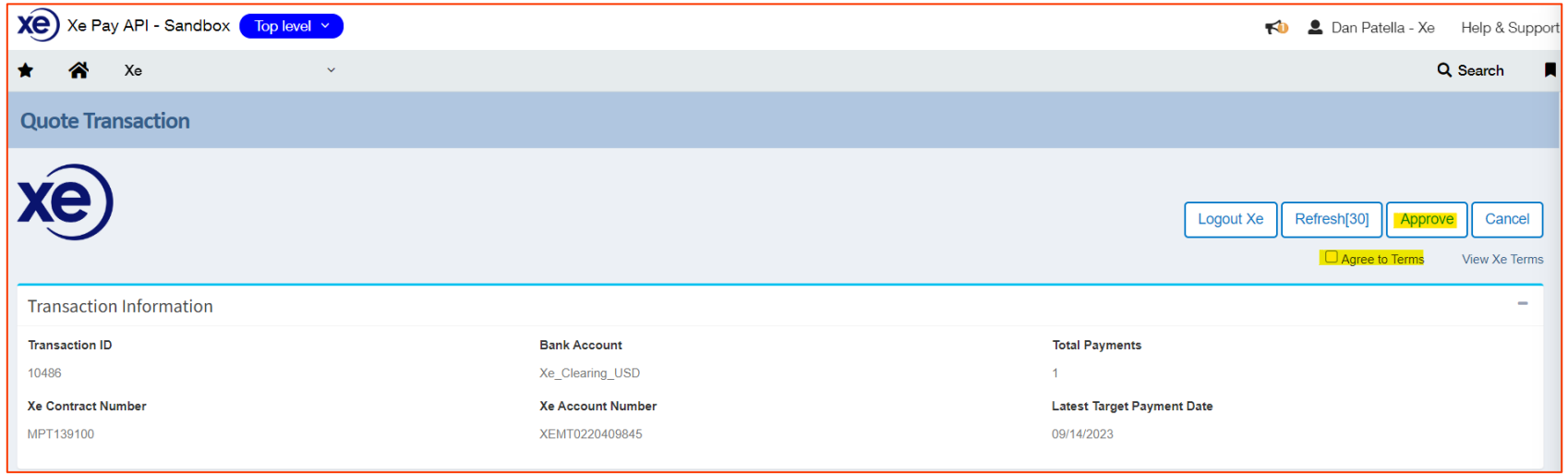
Select **"Edit"** on your Transaction and then select **"Quote"**



Approving the Quote and finalizing the Transaction

You have the opportunity to review all information one final time. The quote will remain locked in for 60 seconds. If 60 seconds passes and you wish to receive a new quote, click **"Refresh".**

To complete the transaction, select tick box for **"Agree to Terms"** and select **"Approve".**



Status Descriptions

Transaction Status	Payment Status	Xe Status	Status Description	Xe Status Description
Not Sent	Not Sent		Transaction has not been sent to Xe.	
Waiting Approval	Not Sent		Transaction is awaiting approval	
Sent	Processing	AwaitingApproval	Transaction is sent to Xe without problems	Payment is awaiting approval
Approved	Processing	Approved	Transaction is approved	Payment has passed validation
Partial Post	Posted	Sent	Some payments are posted	Payment has passed validation and been paid to recipient
	Processing	Approved	Some payments are not posted	Payment has passed validation
Failed	Not Sent	InReview	Payments within the transaction have some problems	Payment has some problems
Complete w/issues	Posted	Sent	Some payments are posted	Payment has passed validation and been paid to recipient
	Rejected	Rejected	Some payments are rejected	Payment has not passed validation and requires review
Complete	Posted	Sent	All payments are posted.	Payment has passed validation and paid to recipient
Canceled	Canceled	Cancelled	Transaction has been cancelled	Payment has been cancelled

Contact Us

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