

# **Xe Global Business Payments**

Sage Intacct Transaction Guide

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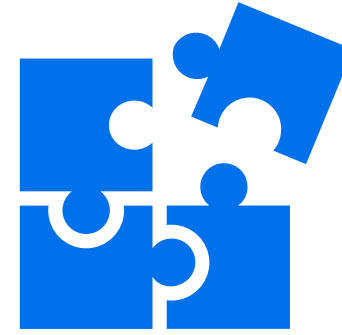
# Welcome to Xe Global Business Payments

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

The screenshot shows the 'Pay bills' screen in the Xe Pay API - Sandbox. The interface includes a top navigation bar with 'Accounts Payable' and a search bar. Below the navigation bar, there are several filters: 'Filter by:', 'Due date range', 'Vendor range', and 'Credit date range'. The main section contains a table of bills with columns: Vendor, Bill no., Bill date, Due date, Currency, Amount due, Payment date, Credits available, Credits to apply, Discounts, and Amount to pay. The table lists 7 items, with a total of 159,305.00. The 'Add to outbox' button is highlighted in the top right corner. The 'Payment method' dropdown is set to 'Record transfer', the 'Bank' dropdown is set to 'Xe\_Clearing\_GBP--Xe Clearing GBP', the 'Bill currency' dropdown is set to 'USD', and the 'Set payment date to' field is set to '09/15/2023'.

	Vendor	Bill no.	Bill date	Due date	Currency	Amount due	Payment date	Credits available	Credits to apply	Discounts	Amount to pay		
1	<input checked="" type="checkbox"/>	20015--HC Equipment Repair	INV010	01/01/2019	01/31/2019	USD	50,000.00	09/15/2023	0.00	0.00	0.00	50,000.00	<a href="#">Line details</a>
2	<input checked="" type="checkbox"/>	20015--HC Equipment Repair	PI-INV007	02/15/2019	10/15/2019	USD	18,500.00	09/15/2023	0.00	0.00	0.00	18,500.00	<a href="#">Line details</a>
3	<input checked="" type="checkbox"/>	20015--HC Equipment Repair	PI-INV008	02/28/2019	11/28/2019	USD	15,000.00	09/15/2023	0.00	0.00	0.00	15,000.00	<a href="#">Line details</a>
4	<input checked="" type="checkbox"/>	20012--Singleton Brothers CPA	Example - Blanket PO A	11/30/2019	12/30/2019	USD	50,000.00	09/15/2023	0.00	0.00	0.00	50,000.00	<a href="#">Line details</a>
5	<input checked="" type="checkbox"/>	20300--Entity V300	IN0004	12/01/2019	12/31/2019	USD	750.00	09/15/2023	0.00	0.00	0.00	750.00	<a href="#">Line details</a>
6	<input checked="" type="checkbox"/>	20012--Singleton Brothers CPA	Example - Blanket PO B	12/31/2019	01/30/2020	USD	25,000.00	09/15/2023	0.00	0.00	0.00	25,000.00	<a href="#">Line details</a>
7	<input checked="" type="checkbox"/>	20029--ACME US	BL01111103a	08/02/2023	09/01/2023	USD	55.00	09/15/2023	0.00	0.00	0.00	55.00	<a href="#">Line details</a>
Total						159,305.00			0.00			159,305.00	

*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.*

 Xe Pay API - Sandbox

Top level

  Darren Hutchinson - Xe  Help & Support

★  Accounts Payable

Search

Add more details

SaveCancel

	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	<input type="text" value="Memo"/>	<input type="text" value="Doc no."/>	<input type="text" value="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”**.

Transactions

Printable view



Reset Filters

Xe LoginAdd

NextLast(1-20 of 100)

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.

Add Transaction



Xe Login

Apply Filter

Clear Filter

Add Selected

Cancel

Filters

Bank \*

Xe\_Clearing\_GBP

Xe Account Number

User Filter

All Outbox

Payment Currency

From Vendor

To Vendor

From Payment Date

To Payment Date

From Payment Amount

To Payment Amount

Payment List

Set Target Date

Set All

Clear All

<input type="checkbox"/> Vendor ID	Vendor Name	Bank Account	Target Date	Currency	Amount
<input checked="" type="checkbox"/> 20028	ACME GB	_DEFAULT	09/08/2023	GBP	69.00


# 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.

Add Transaction



Bank

Xe Account Number

Xe\_Clearing\_GBP

Xe Login

Back To Filter

Create

Cancel

Payments Added

Vendor ID	Vendor Name	Bank Account	Target Date	Currency	Amount
20028	ACME GB	_DEFAULT	09/08/2023	GBP	69.00



# 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**”

Edit Transaction



Xe Login

Add Payments

Save

**Approve Transaction**

Delete Transaction



Cancel

Transaction Information

Transaction ID	Bank Account	Xe Account Number	Xe Contract Number
10440	Xe_Clearing_GBP	XEMT0220381821	
Status	Total Payments	Latest Target Payment Date	Last Sync/Post Date
<b>Waiting Approval</b>	1	09/08/2023	
Created by	Created On	Modified by	Modified On
darren.hutchinson	09/08/2023 16:29:08	darren.hutchinson	09/08/2023 16:29:08

Payment List

Export

Vendor ID	Vendor Name	Bank Account	Target Date	Status	Xe Status	Payment Currency	Payment Amount	Settlement Currency	Settlement Amount	Payment Date	Posted Date
20028	ACME GB	_DEFAULT	09/08/2023	 <b>Waiting Approval</b>		GBP	69.00	GBP	0.00	09/08/2023	

# 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.

Transactions Printable view


Reset Filters

Logout XeAdd

NextLast(1-20 of 107)

ID	Xe Contract Number	Bank Account	Xe Account Number	Status	Latest Target	Payments	Created Date	Created By	Actions
10480		Xe_Clearing_USD	XEMT0220409845	Not Sent	09/13/2023	1	09/13/2023 06:12:14	dan.patella	ViewEdit
10472	MPT139077	Xe_Clearing_USD	XEMT0220409845	Sent	09/12/2023	1	09/12/2023 12:02:49	dan.patella	ViewEdit

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



Logout XeAdd PaymentsSaveSendDelete TransactionCancel

Transaction Information

Transaction ID10480

StatusNot Sent

Created bydan.patella

Bank AccountXe\_Clearing\_USD

Total Payments1

Created On09/13/2023 08:12:14

Xe Account NumberXEMT0220409845

Latest Target Payment Date09/13/2023

Modified bydan.patella

Xe Contract Number

Last Sync/Post Date

Modified On09/13/2023 08:13:43

Payment List

Export

Vendor ID	Vendor Name	Bank Account	Target Date	Status	Xe Status	Payment Currency	Payment Amount	Settlement Currency	Settlement Amount	Payment Date	Posted Date
20027	ACME CA	_DEFAULT	09/13/2023	Not Sent		CAD	23.00	USD	0.00	09/13/2023	

## 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"**

Xe Pay API - Sandbox

Top level

★

🏠

Xe

⌵

🔍

Search

📄

Edit Transaction

Logout Xe

Save

Quote

Delete Transaction

Cancel

Transaction Information

<div>Transaction ID</div> <div>10486</div>	<div>Bank Account</div> <div>Xe_Clearing_USD</div>	<div>Xe Account Number</div> <div>XEMT0220409845</div>	<div>Xe Contract Number</div> <div>MPT139100</div>
<div>Status</div> <div><div>Sent</div></div>	<div>Total Payments</div> <div>1</div>	<div>Latest Target Payment Date</div> <div>09/14/2023</div>	<div>Last Sync/Post Date</div> <div></div>
<div>Created by</div> <div>dan.patella</div>	<div>Created On</div> <div>09/14/2023 09:40:38</div>	<div>Modified by</div> <div>dan.patella</div>	<div>Modified On</div> <div>09/14/2023 09:43:25</div>

# 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"**.

The screenshot displays the 'Quote Transaction' page in the Xe Pay API - Sandbox environment. The page includes a header with the Xe logo, a search bar, and user information (Dan Patella - Xe). The main content area features a 'Quote Transaction' title, the Xe logo, and a table of transaction information. At the top right, there are buttons for 'Logout Xe', 'Refresh[30]', 'Approve', and 'Cancel'. Below the table, there is a checkbox for 'Agree to Terms' and a link to 'View Xe Terms'.

Transaction Information		
<b>Transaction ID</b> 10486	<b>Bank Account</b> Xe_Clearing_USD	<b>Total Payments</b> 1
<b>Xe Contract Number</b> MPT139100	<b>Xe Account Number</b> XEMT0220409845	<b>Latest Target Payment Date</b> 09/14/2023

# 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

## ERP Sales – Sales

Xe Global Business Payments – Sage Intacct

Email - [enterprise@xe.com](mailto:enterprise@xe.com)

## Implementation and Technical Support

Xe Sage Support

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