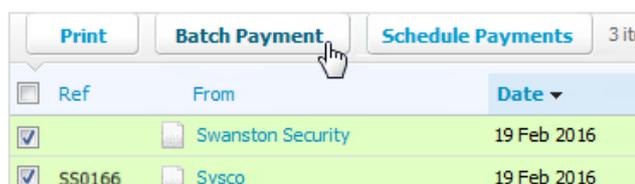# Batch Payments (Bulk Payments)

1. In the accounts menu select **PURCHASES**
2. Click **AWAITING PAYMENTS** tab
3. Select the bills you want to pay
4. Click **BATCH PAYMENT**
5. Click **OK**
6. Enter the details in the batch payments field (Payment Date, Bank account to pay from, Particulars/Code/Reference are what show on your bank statement).

7. Update Bank Account, Particulars, Code and Reference for each contact. This will update contact information so only needs to be input once.
8. Once all fields are completed, press **MAKE PAYMENTS**
9. You will then need to **EXPORT BATCH FILE**.

   (Some ASB and Kiwibank users can utilise automatic bill paid feature)
   https://www.asb.co.nz/help/setting-up-a-direct-payment-link-from-xero-to-fastnet-business.html
   https://www.kiwibank.co.nz/business-banking/accounts-services/business-banking-online/integrate-accounts-with-accounting-software/
10. Login to your bank and choose the batch payment option. It will ask you to bring in the batch file. Ensure the transaction is kept as one line (there will be a check box option) as this ensures one payment line to correspond with the one transaction in Xero.
11. Once payment is made you can then send Remittance Advice to those suppliers that require them.