



veem

Xero User Guide

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Summary

Use the Xero connection to Veem to pay international suppliers. The Veem app makes it easy to send payments and gives you more time to spend doing the things you love.

Start by signing up for an account with Veem [here](#).

What Does the Veem App Do?

Once you authorize the connection, the app will...

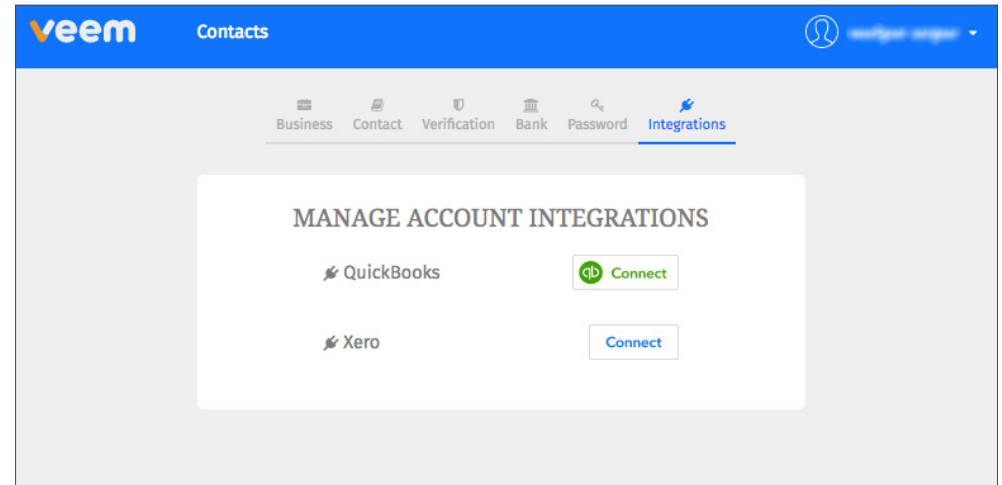
1. Import your suppliers.
2. Create a new Veem 'bank' in the chart of accounts.
3. Import your open bills.

When you pay a bill in Veem, the app will...

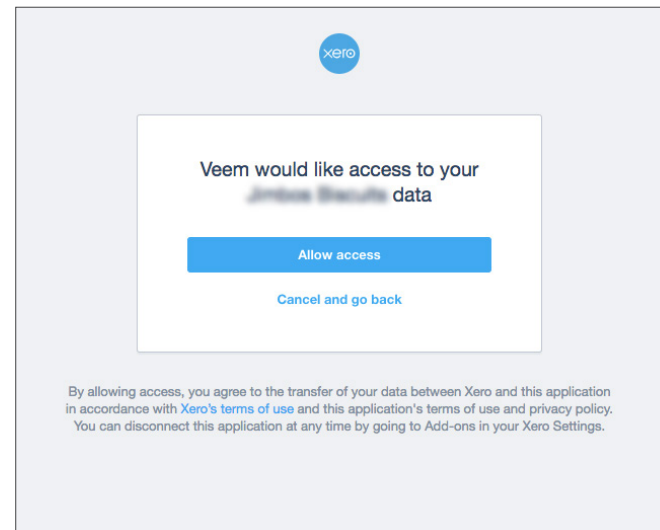
1. Set the accounts payable entry as 'paid' and update the real exchange rate on the bill payment.
2. Add the Veem ID to the Bill Payment and the Xero bank reconciliation report.
3. Automatically debit funds from the bank account and pay the supplier.

How Do I Connect Xero to Veem?

- You can connect Xero with Veem by clicking [here](#).
- or when you are logged in your Veem account under Settings/Integrations.



- Click on Xero Connect and **Authorize** the sharing of your data between Veem and Xero.



How Do I Configure the New Veem 'Bank' in My Chart of Accounts?

The Veem integration creates a new Veem 'bank' to enable you to track transactions paid through Veem. You can make this new bank a sub account of the bank account you pay your international transactions from by doing this:

- Search for Veem in Chart of Accounts.
- Click Edit.

Do I Need to Set Up Xero Multi-Currency to Let Me Pay Multi-Currency Bills?

If you are being invoiced by an overseas supplier in USD - you may not need to set up Xero multi-currency.

If you are being invoiced in a foreign currency and would like to record the foreign exchange gain or loss then multi-currency may be helpful.

[Here](#) is a link to the Xero multi-currency setup guide and some of the important considerations to make before switching it on.

How Do I Pay My Bills in Veem?

Entering your bills in Xero

Enter your bills the way you always do it in Xero. Note that in order to process payments, Veem needs at a minimum the following information for **your supplier**. Please update your supplier's information in Xero if necessary.

- First and last name of your supplier
- Email address
- Phone number
- Country ISO 2 digit code
- Change ISO codes [here](#).

If any of these fields is missing, Veem will display an error message – no worries, you'll just need to **update the information in Xero** for the error message to disappear.

Contact Information

Contact Name

[Add account number](#)

Primary Person

Email

[Add another person](#)

Phone ?

Fax

Mobile

Direct dial

Skype Name/Number ?

Website

Postal Address

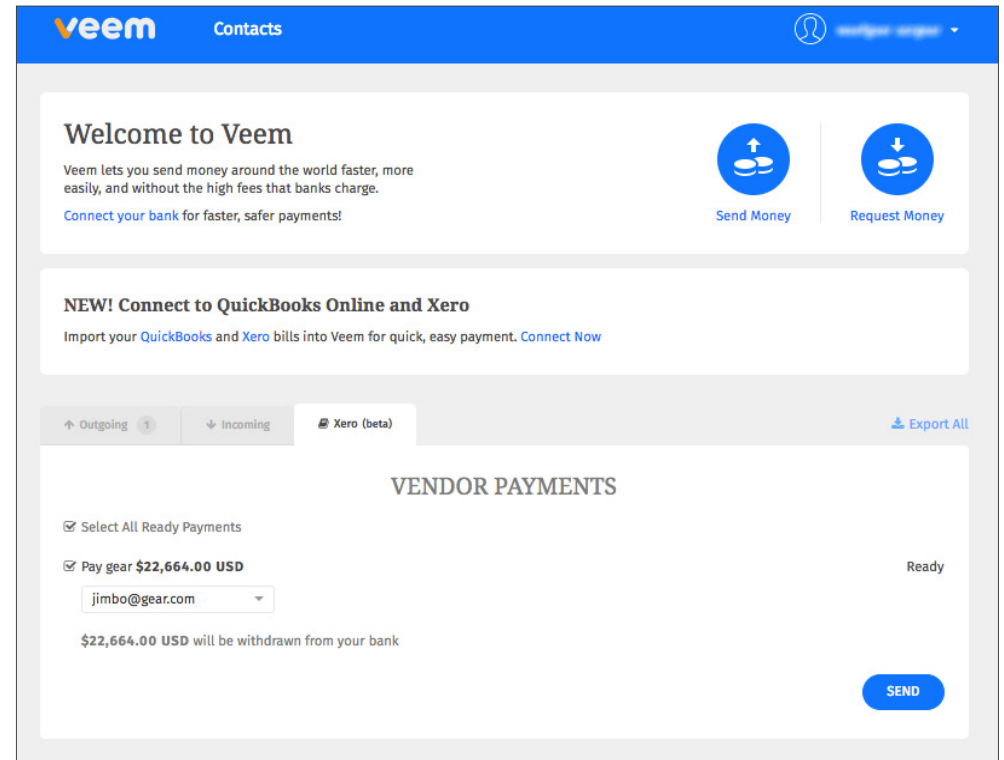
Street Address

Same as postal address

Pay your bills in Veem

You will notice a new **'Xero'** tab in your Veem dashboard.

- Select the bills you want to pay and click **'send'** to pay them.
- Bills sent for payment will automatically be removed from the Xero tab and show in the outgoing tab.



Paid Bills Automatically Update in Xero

Once paid, Veem automatically updates the bill status to **'paid'** in Xero. Veem payment details are also saved in the payment notes for even easier reconciliation.

The screenshot shows the Xero Accounts interface for a 'Transaction: Payment'. The payment details are as follows:

Payment Date	Reference
Jul 14, 2017	Veemid 48200

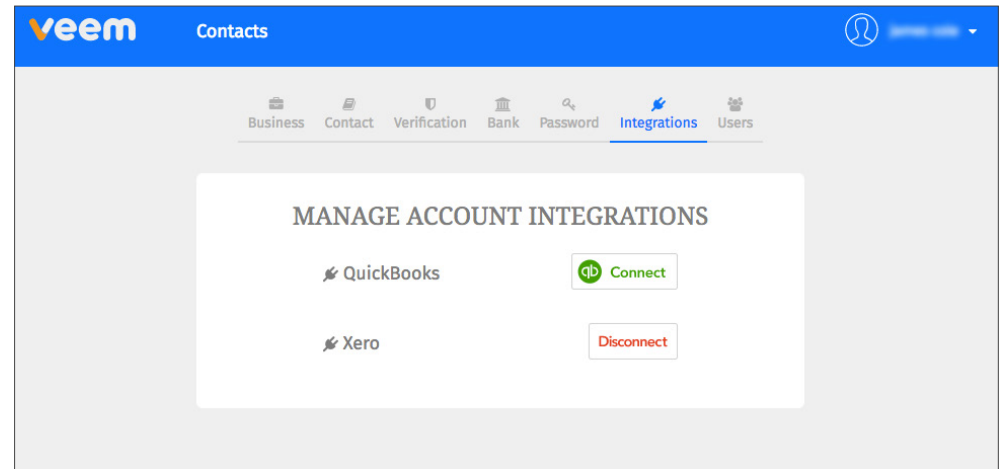
Contact	Inv #	Date	Due Date	Total	Payment Amount
Winston	(No reference number)	Jul 14, 2017	Jul 28, 2017	40.95	40.95
Total				40.95	

The interface also includes a 'Cancel' button at the bottom right.

How Do I Disconnect the Veem App From Xero?

To disconnect your Xero account from Veem:

1. Navigate to the Settings > Integrations page in Veem.
2. Click 'Disconnect'.



Questions, please contact us at:

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