





Pay L&W Bills in Xero

1. Navigate to <https://go.xero.com/app/!cjYRb/dashboard>
2. Click "Business"

OVI General Contracting, LLC

Dashboard **Business** Accounting Projects Contacts

PEX Cash Account
12235577365

[Why is this different?](#) Balance in Xero
Statement balance (May 31)

May 26 Jun 2 Jun 9 J

OVI-GC Business Checking

3. Click "Bills to pay"

Business

Invoices
Online payments
Quotes
Sales overview
Bills to pay
Purchase orders
Purchase overview
Expense claims
Products and services
Checks

Balance in Xero
Statement balance (May 31)

Jun 9 J

king

Balance in Xero
Statement balance (Jun 17)

4. Click "Awaiting payment45"



ing, LLC ▾ Dashboard Business Accounting Projects Contacts

All Draft Awaiting approval 6 **Awaiting payment 45** Paid Repeating

Search
🔍 Enter a contact, amount, or reference

From	Status	Reference	Date ↑
RADIX CONSTRUCTION	Paid	P23003-0002 2023-08-10 18:13:37	May 31, 2023
RADIX CONSTRUCTION	Paid	E23004-0001 2023-08-10 18:32:14	May 31, 2023
RADIX CONSTRUCTION	Paid	P23005-0001 2023-08-10 18:25:32	Jun 30, 2023

5. Click the "Search" field.

Bills All Draft Awaiting approval 6 **Awaiting payment 45** Paid Repeating

Planned date

Show all planned dates
16 items 5,233.28

May 03, 2024 Overdue
2 items 887.00

Jun 11, 2024 Overdue
14 items 4,346.28

Search
🔍 Enter a contact, amount, or reference

Make payment Add planned date Print Void

☐	From	Reference	Date ↓
☐	Gusto	Regular Payroll Jun 2 – Jun 15	Jun 21, 2024
☐	Steel Connections Inc	P24002-0010 2024-06-11 14:51:12	Jun 05, 2024
☐			

6. Type "L&W [[enter]]"

7. Click the "Select all rows" field.



Show all planned dates
16 items5,233.28

May 03, 2024
2 items887.00Overdue

Jun 11, 2024
14 items4,346.28Overdue

Search
L&W

Make payment

Add planned date

Print

Void

☐	From	Reference	Date ↓
☐	L&W SUPPLY 7226	1010301885-001	May 30, 2024
☐	L&W SUPPLY 7226	1010288067-001	May 30, 2024
☐	L&W SUPPLY 7226	1010273106-001	May 29, 2024
☐	L&W SUPPLY 7226	1010260846-001	May 28, 2024
☐	L&W SUPPLY 7226	1010201755-001	May 21, 2024

8. Click "Make payment"

Planned date

Show all planned dates
16 items5,233.28

May 03, 2024
2 items887.00Overdue

Jun 11, 2024
14 items4,346.28Overdue

Search
L&W

Make payment

Add planned date

Print

Void

☒	From	Reference	Date ↓
☒	L&W SUPPLY 7226	1010301885-001	May 30, 2024
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☒	L&W SUPPLY 7226	1010273106-001	May 29, 2024
☒	L&W SUPPLY 7226	1010260846-001	May 28, 2024

9. Click the "Pay by check" field.



Start date End date

date Print Void

Reference
1010301885-001
1010288067-001
1010273106-001
1010260846-001
1010201755-001
1010199912-002

How do you want to pay?

☒ **Pay by check**
Create & print check

☐ **Batch payment**
Record payment to multiple bills

Cancel Continue

10. Click "Continue"

☒ **Pay by check**
Create & print check

☐ **Batch payment**
Record payment to multiple bills

Cancel Continue

May 21, 2024	Jun 10, 2024	Jun 11, 2024
May 20, 2024	Jun 09, 2024	Jun 11, 2024
May 15, 2024	Jun 04, 2024	Jun 11, 2024
May 14, 2024	Jun 03, 2024	Jun 11, 2024
May 10, 2024	May 30, 2024	Jun 11, 2024