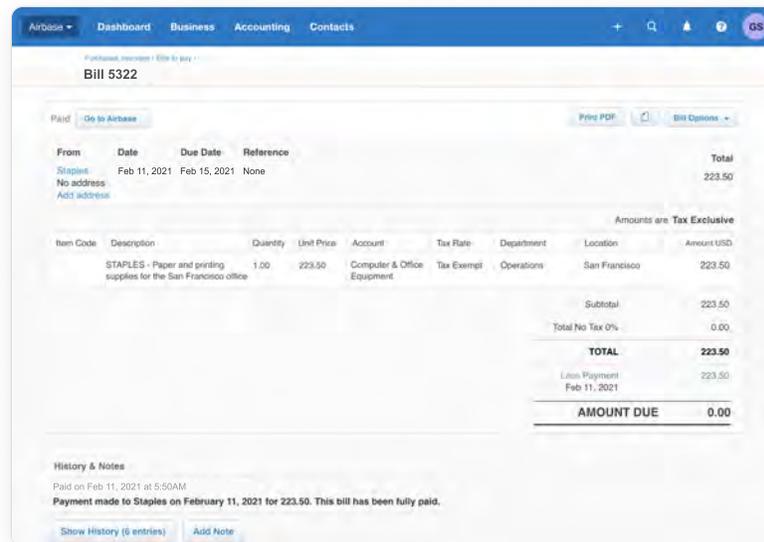


Spend Management Platform

Xero integration.

Sync all your purchase transactions to Xero in real time for better reporting and a faster month-end close.

From	Date	Due Date	Reference	Total
Staples	Feb 11, 2021	Feb 15, 2021	None	223.50
No address				
Add address				

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Department	Location	Amount USD
	STAPLES - Paper and printing supplies for the San Francisco office	1.00	223.50	Computer & Office Equipment	Tax Exempt	Operations	San Francisco	223.50
Subtotal								223.50
Total No Tax 0%								0.00
TOTAL								223.50
Lien Payment								223.50
Feb 11, 2021								
AMOUNT DUE								0.00

History & Notes

Paid on Feb 11, 2021 at 5:50AM
 Payment made to Staples on February 11, 2021 for 223.50. This bill has been fully paid.

Your team spends hours manually reconciling, coding, and posting transactions to your GL, which is both time consuming and prone to errors. Month-end close is often delayed, restatements are common, and your business is often left waiting for financial results.

Airbase's first-of-its-kind spend management platform solves this problem.

With our Xero integration, closing the books is fast. Reconcile and automate your month-end close process by syncing transactions directly into your Xero GL throughout the period. Whether bill payments, virtual cards, corporate cards, purchase orders, or expenses, continual syncing to the GL means you won't be scrambling at month-end to pull together the numbers for leadership.

Benefits of the Airbase Xero integration:



Shorten your month-end close by handling all AP from one platform that automatically syncs transactions to your GL in real time, including refunds from vendors and cash back generated from virtual cards.



Boost efficiency by using reports built on real-time data and optionally generating amortization schedules.



Save time and minimize errors by reducing the need for manual data entry, spreadsheets, expense reports, reconciliations, and multiple AP tools.

How it works:

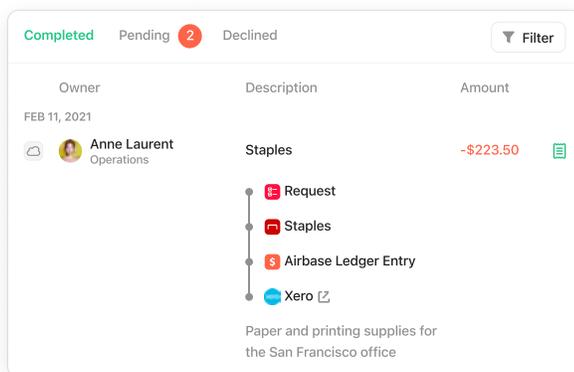
Airbase syncs all of your spend to your GL in real time.

3 easy steps to integrate Airbase and Xero:

1. Connect your Airbase and Xero accounts with our native integration.
2. Set up accounting and GL syncing rules for your Airbase bill payments, corporate cards, and reimbursements. Airbase auto-populates the appropriate GL accounts for each transaction for your review.
3. As transactions get approved, Airbase automatically syncs the transactions to Xero and keeps an audit trail of all the supporting documentation.

Use case example:

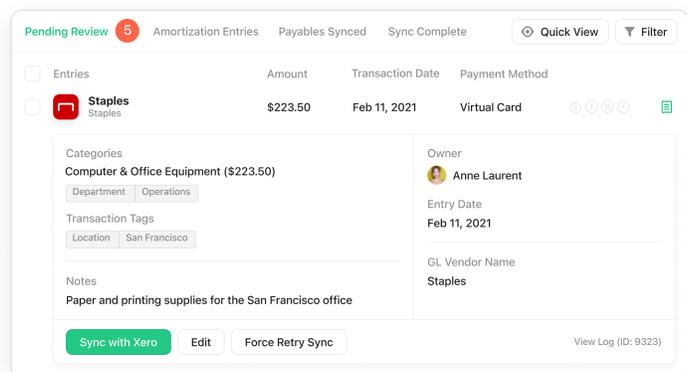
Your company paid a Staples transactions with one of Airbase's virtual cards (to get cash back from the expense). When the payment is scheduled, a ledger entry is automatically made in Airbase with details populated from preset rules specific to that card. This entry is synced to Xero with the push of a button.



The screenshot shows a table of transactions in Airbase. The top bar indicates 'Completed' (green), 'Pending' (2), and 'Declined'. The transaction details for FEB 11, 2021, are as follows:

Owner	Description	Amount
Anne Laurent Operations	Staples	-\$223.50

A vertical timeline below the description shows the process flow: Request (red square) → Staples (red square) → Airbase Ledger Entry (red square) → Xero (blue circle). The description at the bottom reads: 'Paper and printing supplies for the San Francisco office'.



The screenshot shows the details of a transaction in a 'Pending Review' state. The top bar shows 'Pending Review' (5), 'Amortization Entries', 'Payables Synced', and 'Sync Complete'. The transaction details are:

Entries	Amount	Transaction Date	Payment Method
Staples	\$223.50	Feb 11, 2021	Virtual Card

Below the table, there are sections for 'Categories' (Computer & Office Equipment (\$223.50)), 'Transaction Tags' (Department: Operations, Location: San Francisco), 'Owner' (Anne Laurent), 'Entry Date' (Feb 11, 2021), and 'GL Vendor Name' (Staples). The 'Notes' section contains: 'Paper and printing supplies for the San Francisco office'. At the bottom, there are buttons for 'Sync with Xero', 'Edit', and 'Force Retry Sync', along with a 'View Log (ID: 9323)' link.



We used to download all transactions from our five AMEX cards into Xero, spending close to a full day ensuring they were assigned to the proper GL accounts and departments. With Airbase, that process is no longer required — each transaction is automatically put into the right bucket. It's almost like a fire-and-forget solution.

— JD Higginbotham, Controller, Ridecell

RIDECELL

Airbase modern spend management combines guided procurement, accounts payable automation, expense management, and corporate cards. It's the best way to control spending, close the books faster, build a culture of compliance, and make teams more productive. Airbase brings efficiency to approvals, accounting, and payments with a process employees love.

Learn more: www.airbase.com | team@airbase.io.