# XERO GUID CODE PROCESS

[ ] Payrix

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Please follow the below steps using both the Payrix Console and your Xero Account:

1. Open the Payrix Console and log in
2. Click on the 'Payers' tab
3. Find Payer and select the 'Payer #' on the left-hand side
4. Select 'Edit Details'
5. Now open a new tab in your web browser and open your Xero account
6. Open the contact for the Payer in your Xero Account
7. In the URL of the Contact, select and copy the 'GUID' which is the sequence of numbers, letters and dashes on the end of the URL:
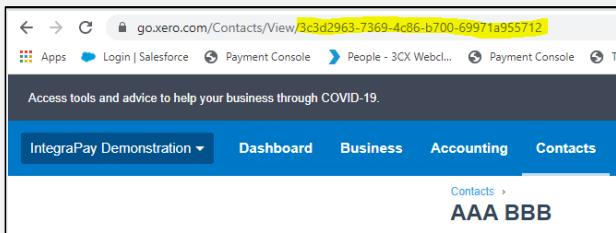
8. Go back into the Payrix Console, remove the existing details in the 'Unique Internal ID' section and then paste the GUID as per below:
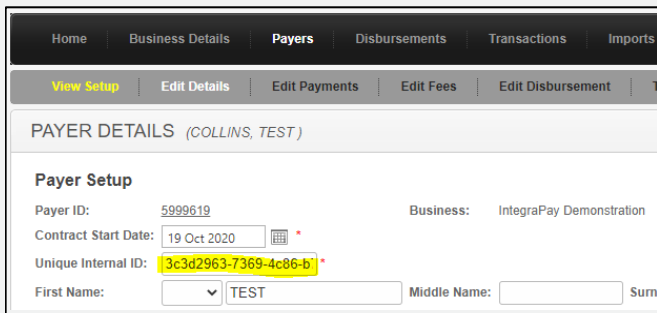

9. Scroll down to the bottom of the page and tick the 'Enable invoice auto-debiting' tick box:
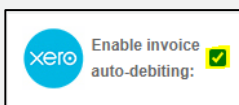
10. Save

We now also need to remove the scheduled payments (if applicable) so that the payments will go through the Xero Invoice as expected and does not cause double debiting, to do this please follow the below steps:

1. Within the Payer in the Payrix Console, click on 'Edit Payments'
2. Select 'Generate a new schedule of debits' on the left-hand side
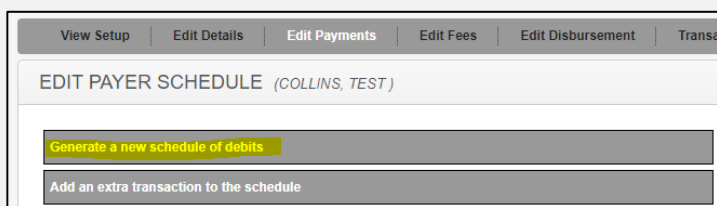
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3. Change the first drop down box from 'Unending' to 'Manual'

4. Click 'Generate Schedule'

5. A message will pop up warning you that this action will delete your existing schedule, click 'OK'

6. The 'Current Schedule' on the right-hand side should now have no scheduled transactions and look like the below:

Once all of the above steps are completed - the Payers will be debited as expected through the Xero Invoices, as per the Xero + Payrix User Guide.