

Job Name: Xero - Supplier Invoice Demo

Description:

This Job uses the EzeScan Discovery module to search for the ABN, Invoice Number, Invoice Date and Invoice Total fields on the 5 different Invoices included in the sample TIF file. A Xero lookup is used to retrieve the Supplier Name and default account type. When an Invoice is submitted the captured details are uploaded as a purchase invoice transaction in Xero along with pdf as attachment.

This job requires the EzeScan IC Bundle.

Integration with Xero works using their Private Application method. This method requires that an SSL certificate be generated and the Private Application be registered in Xero for the required organisation. Refer "EzeScan – Xero Invoice User Guide" for Generating SSL certificate and Registering Private Application in Xero. Please refer to the Xerox User Guide under the EzeScan help menu.

Compatibility:

EzeScan 4.3.104 or higher

Installation Instructions:

Copy Sample Document(s)

- Copy the file "Discovery with ABN.tif" from the Scan Original folder into the folder –
C:\ProgramData\Outback Imaging\EzeScan\Input\Xero - Supplier Invoice Demo

Note: If you are planning on scanning the image then open the above file and print it. When scanning it is recommended to scan the documents at a resolution of 300 DPI.

Import Sample Configuration

- Open EzeScan and select the Admin menu > Settings Backup > Import option.
- Click the ... button and browse to the "Xero - Supplier Invoice Demo.cfg" file.
- Select Import All Items Below.
- Click the Import button.
- When the import has finished click the Close button.

Configure the Job settings

- Select the Admin menu > Job option.
- Select "Xero - Supplier Invoice Demo" from the Job Type drop down list.

Note: To use a TWAIN or ISIS scanner with this Job, configure the Scan Tab settings for your scanner. Or to use a network scanner with this Job, on the Import tab change the input path to where your device saves the images to. You could also select Enable Import Folder

Processing option so then there will be no need to browse for the image - Import folder will pick up images in the input folder automatically.

- Click the Save button.
- If prompted to create the Input or output directory click Yes.
- Click the Close button.

Configure the Upload settings

- Select the Admin menu > KFI option.
- Select "Xero - Supplier Invoice Demo" from the KFI drop down list.
- Click EDRMS tab and configure "Xero - Invoice Server Settings".

EzeScan - KFI Admin

Select/Modify KFI Type

Xero - Supplier Invoice Demo

Template EDRMS Fields Groups Output Viewer Exceptions

EDRMS Settings

Choose an EDRMS: Xero - Invoice

Xero - Invoice Server Settings

Connection	
Application Name	EzeScan
Consumer Key	
Consumer Secret	
X509 Certificate	C:\Keys\ezescan_xero.pfx
Passphrase	

Configure the Upload settings

- Select the Admin menu > Upload option.
- Select "Xero - Supplier Invoice Demo" from the Upload Type drop down list.
- Configure Upload Properties

EzeScan - Upload Form

Upload Type Xero - Supplier Invoice Demo


Input File

Upload Properties

Upload to	Xero - Invoice
Application Name	EzeScan
Consumer Key	
Consumer Secret	
X509 Certificate	C:\Keys\ezescan_xero.pfx
Passphrase	

- Application Name: Currently it is set to EzeScan. Change this if you have used a different application name during "Register Private Application Process".
- Click the Apply button and then OK.

Operation Instructions:

- 1) Select the Admin menu > Jobs option or press F6.
- 2) Select the "Xero - Supplier Invoice Demo" Job from the drop down list.
- 3) Click the Import File Button and select the "Discovery with ABN.tif" file.
Note: If using a TWAIN or ISIS scanner press the Scan button instead, or the Import Folder button if using a network scanner.
- 4) The image will load into the viewer, press the F4 button. EzeScan will now find the ABN, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the ABN Number in the KFI input panel. When complete, press the enter button.
- 5) You will now be at the Supplier Field. EzeScan will now perform a database lookup based on the ABN retrieved from the previous field. If nothing is retrieved, select Supplier by clicking the button  next to Supplier field and pick as supplier from the Search Form. When complete, press the enter button.
- 6) You will now be at the Invoice Number Field. EzeScan will now find the Invoice Number, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Invoice Number in the KFI input panel. When complete, press the enter button.
- 7) You will now be at the Invoice Date Field. EzeScan will now Find the Invoice Date, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Date in the KFI input panel. When complete, press the enter button.
- 8) You will now be at the Gross Total Field. EzeScan will now Find the Total, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Gross Total in the KFI input panel. When complete, press the enter button.
- 9) You will now be at the Tax Total Field. EzeScan will now Find the Tax Total, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Tax Total in the KFI input panel. When complete, press the enter button.
- 10) You will now be at the Net Total Field. EzeScan will now Find the Net Total, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Net Total in the KFI input panel. When complete, press the enter button.
- 11) You will now be at Account select list. EzeScan will populate the list with accounts from Xero. If the supplier has a default expense account specified in Xero then this will be selected by default. Select an account from the list if the field is empty. When complete, press the enter button.

- 12) You will now be at Tax Rate select list. EzeScan will populate the list with Tax Rates from Xero. If the supplier has a default Tax Rate specified in Xero then this will be selected by default. Select a Tax Rate from the list if the field is empty. When complete, press the Submit button.
- 13) The image will then get converted to a PDF and uploaded into Xero as an attachment against the invoice.
- 14) Repeat steps 4 -13 until there are no more documents in the batch.