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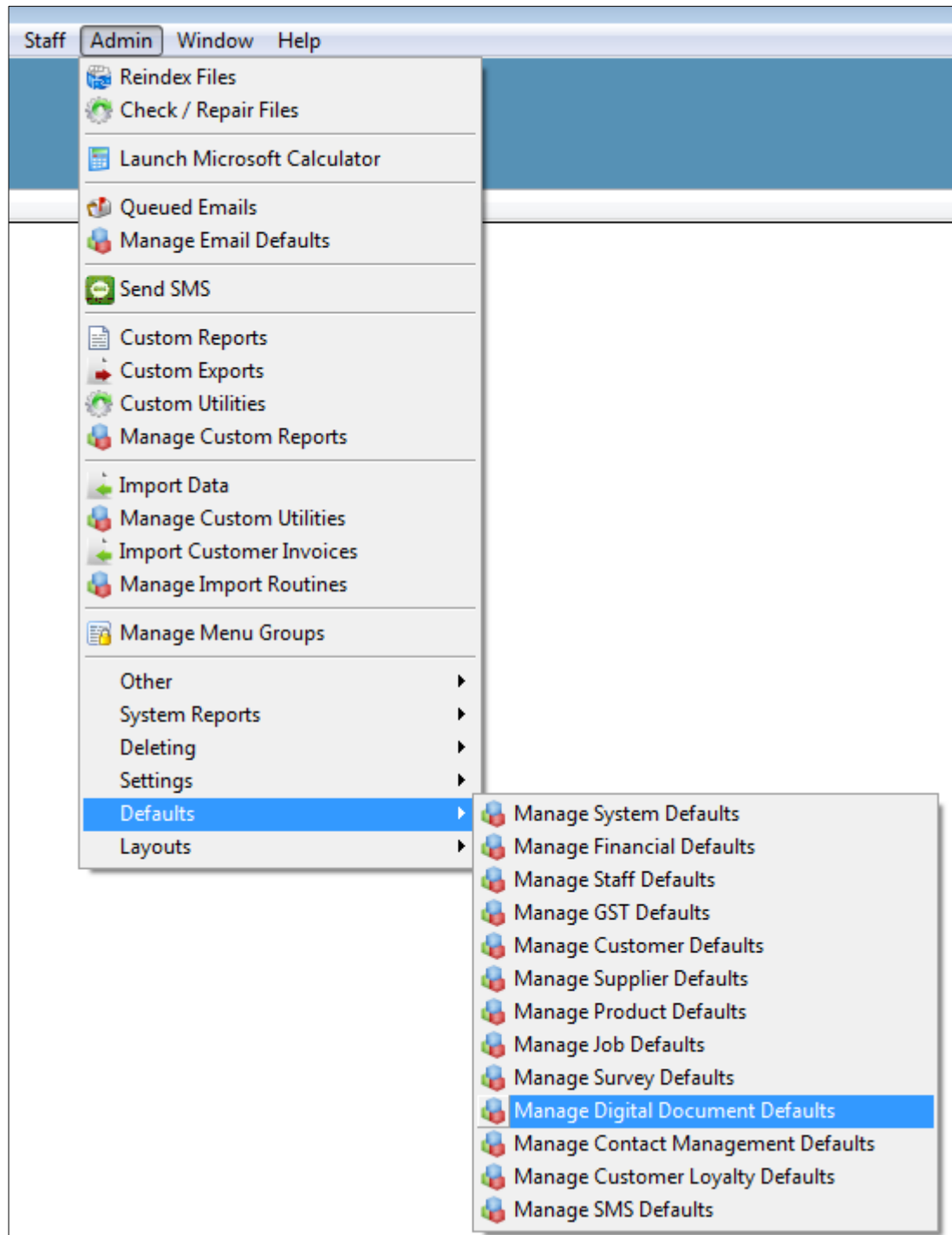
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INTRODUCTION

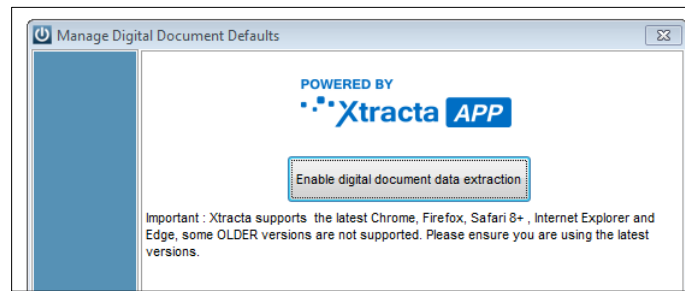
- Infusion in conjunction with Xtracta have worked very closely to provide users of Infusions with a very tight and easy to use solution allowing supplier invoices to be scanned from PDF, MS Word, Jpeg or Tiff files. These are automatically converted and imported into Infusion for End User approval or automatically processed.
- This service will provide end users with incredible savings in time and cost of data entry.
- This will reduce the need for special utilities to import supplier invoices as all invoices can be imported via the Digital Invoice Import solution.
- The End User can simply click a button to join the services. Infusion Business Software does all of the setup.
- Initially Infusion's help desk will do all the training of invoice layouts. This is where we will teach Xtracta and Infusion where each of the required fields appear on the document scans.
- Once one supplier has been trained, we will be able to push the layout to all End Users wishing to import their invoices.
- Infusion will provide the help desk support for the solution as part of the monthly fee.

SET UP INFUSION DEFAULTS & CREATE XTRACTA EMAIL

1. Admin/Defaults/Manage Digital Document Defaults



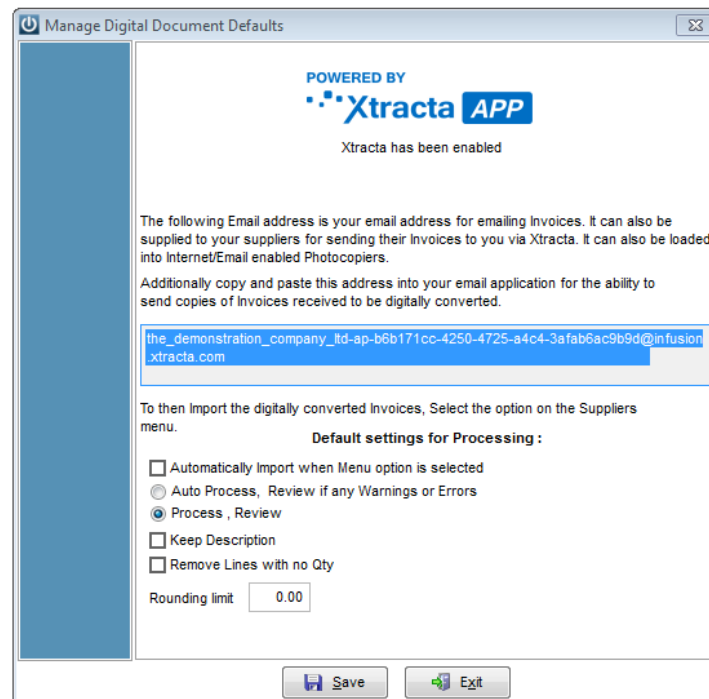
2. Click the button "Enable digital document data extraction"



You have now been setup with Xtracta and have an email address that can be given to suppliers for invoices to be sent to. YourCompanyName-ap@infusion.xtracta.com.

Notes:

- Infusion Demonstration Company has additional characters added.
- -ap is added for accounts payable. In the future other importing options will be added with new extensions. One example would be customers or e-commerce websites emailing through orders for shipping.



3. Default Settings for Processing.

These can be overridden at the data entry stage.

Default settings for Processing :

☐ Auto Process, Review if any Warnings or Errors
☒ Process , Review
☐ Keep Description
☐ Remove Lines with no Qty
 Rounding limit

- a. **Automatically Import** – this will force the software to check for new invoices as soon as the import screen is opened.
- b. **Auto Process** – will bypass all preview options and process the invoices immediately. Error checking is performed and if there are errors, the normal data entry screens will open.
- c. **Process Review** –will send the data through to the normal data entry screens, either New Invoice (No Products) or a Purchase Order.
- d. **Keep Description** – will retain the supplied description for new products and GL lines.
- e. **Remove Lines with no Qty** – will remove lines without a Quantity. This includes notes and backorders.
- f. **Rounding Limit** – will automatically apply a rounding up to a pre-set amount.

SUPPLIER SETUP

To assist with the artificial intelligence in Xtracta and linking to Infusion there is a field in the Suppliers Terms for a GST number (NZ) or ABN number (AUS). The Account Ref and the GST/ABN should be entered. After making any alterations to suppliers, you should click the Upload Updated Suppliers button in the Digital Invoice Import screen.

Supplier Details

28 - The Demonstration Company ☐ This Account is Inactive

Payment Terms

Given Day After EOM Day #

Credit Limit Associated With

Their Account Ref ** Not Assigned **
(This is an association only, balances are separate.)

Default Discount % (Used when Entering Supplier Invoices - No Products)

Electronic Banking

Bank Format

Bank Account #

Reference

Code

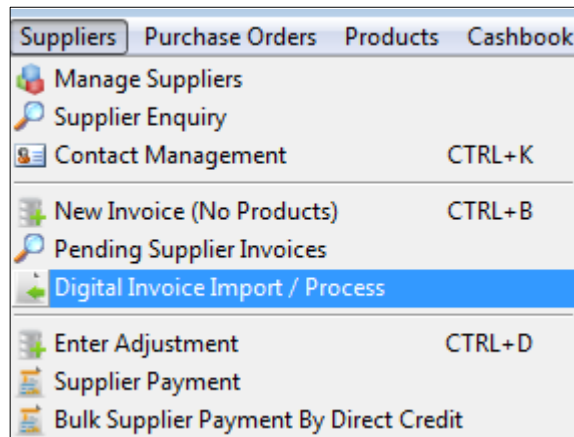
Particulars

☐ International Supplier (GST Exempt)

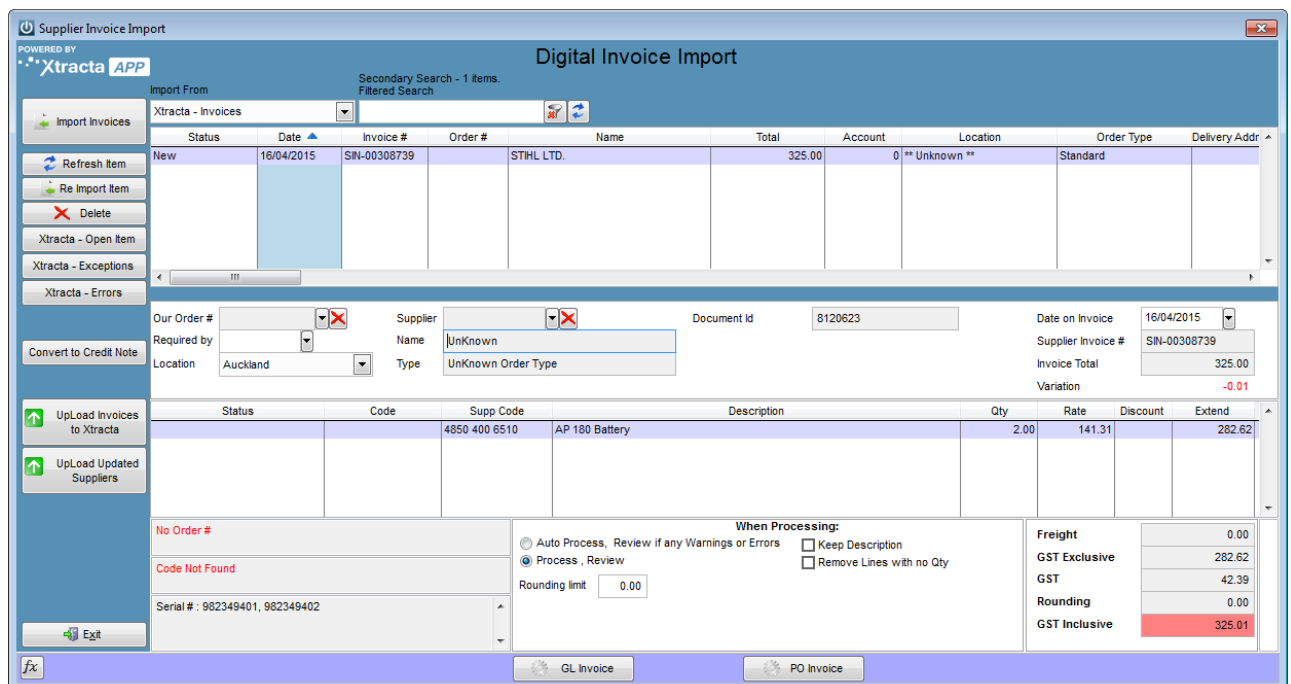
GST No:

INITIAL LOOK AT DIGITAL INVOICE/IMPORT PROCESS

Suppliers / Digital Invoice Import/Process



1. Digital Invoice Import / Process



Digital Invoice Import

Import From: Xtracta - Invoices

Secondary Search - 1 Items, Filtered Search

Status	Date	Invoice #	Order #	Name	Total	Account	Location	Order Type	Delivery Addr
New	16/04/2015	SIN-00308739		STHL LTD.	325.00	0	** Unknown **	Standard	

Our Order # [] Supplier [] Document Id 8120623 Date on Invoice 16/04/2015

Required by [] Name [Unknown] Supplier Invoice # SIN-00308739

Location Auckland Type Unknown Order Type Invoice Total 325.00

Variation -0.01

Status	Code	Supp Code	Description	Qty	Rate	Discount	Extend
		4850 400 6510	AP 180 Battery	2.00	141.31		282.62

No Order #

Code Not Found

Serial # : 982349401, 982349402

When Processing:

☐ Auto Process, Review if any Warnings or Errors ☐ Keep Description

☒ Process, Review ☐ Remove Lines with no Qty

Rounding limit 0.00

Freight	0.00
GST Exclusive	282.62
GST	42.39
Rounding	0.00
GST Inclusive	325.01

GL Invoice PO Invoice

Buttons on the sidebar:

- **Import Invoices** – Imports invoices from Xtracta and checks for rejects.
- **Refresh Item** – refreshes the Infusion data on the highlighted invoice.
- **Re Import Item** – reimports the original highlighted invoice back down from Xtracta. This will overwrite any amendments you have made.
- **Delete** – deletes an imported invoice. If you delete this invoice it cannot be downloaded again from Xtracta. The invoice can be emailed or uploaded to Xtracta again if required.

- **Xtracta - Open Item** – Opens a downloaded invoice for re-editing in Xtracta. After making any alterations, the invoice can be re-downloaded into Infusion using either “Re Import Item” or “Import Invoices” and selecting “All”.
- **Xtracta – Exceptions** – Opens the Xtracta site showing any invoices that have been rejected for failing import criteria. These will need to be opened individually and fixed before they will import into Infusion.
- **Xtracta – Errors** – Xtracta converts invoices to readable data, if there is a problem with the conversion process it will show the documents here. These invoices would need to be manually entered in Infusion or resent again.
- **Convert to Credit Note** – some suppliers sent through credit notes with positive amounts. This will change the invoice data to negative quantities that Infusion requires.
- **Upload Invoices to Xtracta** – will take you to the Xtracta site to manually upload invoices.
- **Upload Updated Suppliers** – when you register Xtracta in the default settings, some supplier information is uploaded. If you update supplier data in Infusion this button should be pressed to update information on Xtracta as well.

UPLOADING INVOICES TO XTRACTA

Option 1 – Suppliers email invoices directly to the email address created in defaults.











Option 2 – Forward email from suppliers to the email address created in defaults.

Option 3 – Drag and drop or select saved PDFs onto the Xtracta website.

- Save PDFs to a file location.
- In the Suppliers/Digital Invoice Import screen, click on Upload Invoices to Xtracta.
- You can select all the PDFs and drag & drop them onto the cloud or you can click select files and browse for them.



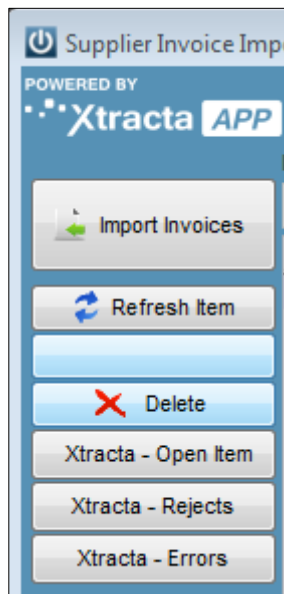
As each file is successfully uploaded to Xtracta the status will have a green tick.

	Document ID	Filesize	Filename	Status
	7244016	47KB	DEMO INVOICE 10586.PDF	
	7244019	47KB	DEMO INVOICE 10587.PDF	
	7244022	47KB	DEMO INVOICE 10588.PDF	
	7244024	47KB	DEMO INVOICE 10589.PDF	
	7244026	47KB	DEMO INVOICE 10590.PDF	

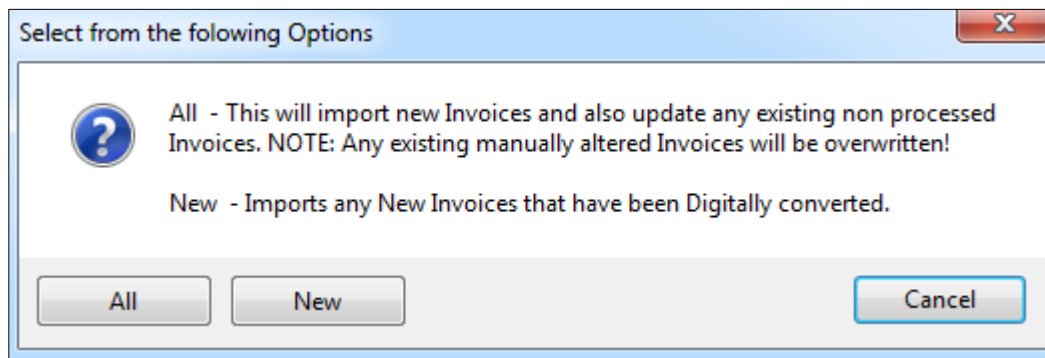
Exit the screen and return to Infusion.

IMPORTING INVOICES FROM XTRACTA

Click on the “Import Invoices” button.



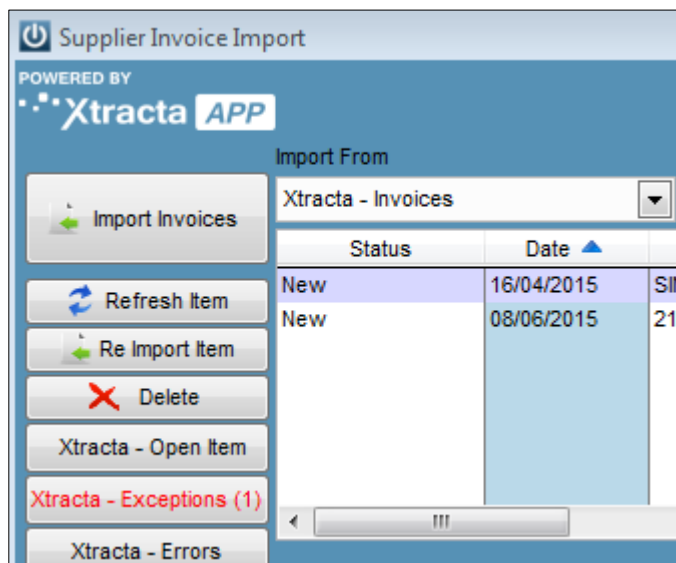
You will get a prompt box asking if you want to import “All” or “New”.



After importing invoices there are a few messages you can receive:

- “No Active Documents were found” – nothing was found to download
- “# - Are still being processed” – invoices have been uploaded to Xtracta but are still in the conversion process.

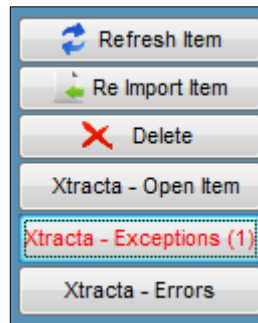
If there were invoices available for download they have now been imported into Infusion and the “Xtracta – Exceptions” button will turn red and show the quantity of invoices that were rejected or had errors.



XTRACTA – EXCEPTIONS ON INVOICES

When initially importing invoices from each supplier, it is more than likely you will need to train Xtracta. Invoices will show up as rejected when they are missing required information. Email/Upload 3 invoices per supplier, train Xtracta and then wait a couple of hours before sending any more. After 3 invoices, Xtracta should be trained and all invoices should import.

Click the Xtracta – Exceptions button.



It will take you to the Xtracta website, listing all of the invoices that have been rejected.

Reject documents		
Accounts Payable (1817)		
DocumentId	Reject Reason	
7244026	This field is required	FIX
7244024	This field is required	FIX
7244022	This field is required	FIX
7244019	This field is required	FIX
7244016	This field is required	FIX

Click on the FIX button for each invoice.

A copy of the PDF will open in the left hand panel. You can double click on it to make it larger. In the right hand panel (titled Data Extraction) is the data that has been converted. Some fields will be red, these are the ones requiring more information. On the invoice you will see areas that are highlighted in green. Matching data for this has already been filled in the Data Extraction section. Make sure to check that the correct information has been picked up. In the below example the Order Number incorrectly has picked up the Rep heading (highlighted in green).

The Demonstration Company Ltd
 PO Box 8197
 Riccarton
 Christchurch
 Phone : 03 343 3124
 Fax : 03 343 0939
 Email : sales@infusionsoftware.co.nz
 Website : www.infusionsoftware.co.nz

Copy Tax Invoice 10590

GST No. : 123-456-789

Invoice To:
 The Demonstration Company
 PO Box 8197
 Riccarton
 Christchurch

Order No : Date : 28/05/2015 Account : 10225 Reference : Rep :

Description	Supplied	Rate	Total
Computer Expenses	1.00	120.00	120.00

Data Extraction

Clear all data

Validation failed

Date: 2015-05-28

Due Date:

Invoice Number: 10590

Order Number:

Rep:

Account_id:

Tax Number:

Line Items

Clear all Line Items

Product Code	Description	Price	Quantity	Line Total	Serials
--------------	-------------	-------	----------	------------	---------

To fix any incorrect mappings click in the Validation failed box then highlight the matching data on the invoice. The area you highlight will auto fill the Data Extraction screen.

The Demonstration Company Ltd

The Demonstration Company Ltd PO Box 8197
 Riccarton
 Christchurch
 Phone : 03 343 3124

Data Extraction

Clear all data

Supplier Name

The Demonstration Company Ltd

Sometimes the supplier will have a logo rather than a typed company name. Try highlighting the logo. If it fails to read it as text then you can manually type the company's name into the field. **With either the GST/ABN numbers or supplier account, it will remember this after 3 times and be auto filled after that.**

Scroll down the Data Extraction panel and you will see the line items, totals and save/cancel buttons.

Data Extraction

Line Items

Clear all Line Items

Product Code	Description	Price	Quantity	Line Total	Serials	
<input type="text"/>	Computer	<input type="text"/>	<input type="text"/>	120	<input type="text"/>	<div style="background-color: green; color: white; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">+</div> <div style="background-color: red; color: white; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">-</div>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Freight

ABC ✓

0.00

Nett Total

ABC ✓

120.00

Tax Total

ABC ✓


18.00


Gross Total

ABC ✓


138.00


Tax Number





Tip – Some suppliers' invoices do not total correctly due to rounding or they may have GST inclusive line totals. If you click "Ignore maths check soft validation", you can then save the invoice and push it through to Infusion anyway.





Ignore maths check
soft validation

☒

SECOND LOOK AT DIGITAL INVOICE/IMPORT PROCESS

Highlight an imported invoice and the details will show in the bottom half of the screen.

Supplier Invoice Import
POWERED BY Xtracta APP

Import From: Xtracta - Invoices
Secondary Search: Filtered Search

Status	Date	Invoice #	Order #	Name	Total	Account	Location	Order Type	Delivery Addr
New	31/01/2015	10586	REP	The Demonstration Company Ltd	138.00	0	** Unknown **	Standard	
New	28/02/2015	10587	REP	The Demonstration Company Ltd	138.00	0	** Unknown **	Standard	
New	16/04/2015	SIN-00308739		STHL LTD.	325.00	0	** Unknown **	Standard	
New	08/06/2015	216291284	STOCK	Ideal Electrical Suppliers	181.09	0	** Unknown **	Standard	

Our Order # [] Supplier [] Document Id [8121309] Date on Invoice [31/01/2015]
 Required by [] Name [Unknown]
 Location [Auckland] Type [Unknown Order Type]
 Supplier Invoice # [10586]
 Invoice Total [138.00]

Status	Code	Supp Code	Description	Qty	Rate	Discount	Extend
			Computer Expenses	1.00	120.00		120.00

Order # not found
Code Not Found

When Processing:
☐ Auto Process, Review if any Warnings or Errors
☒ Process, Review
☐ Keep Description
☐ Remove Lines with no Qty
 Rounding limit [0.00]

Freight [0.00]
 GST Exclusive [120.00]
 GST [18.00]
 Rounding [0.00]
 GST Inclusive [138.00]

☐ Our Order # not found, Use Order # from Imported Invoice as Our Order # ?

GL Invoice PO Invoice

TOP SECTION – Selecting an Invoice for Processing

We can right click on the highlighted invoice and view or email the original PDF document. A copy of the PDF is stored in the Infusion/Data/Documents/Suppliers/Digital folder (once invoices have been posted these can be reprinted from a right click in the main Purchase Order screen or a Supplier Enquiry in the invoices tab).

The supplier account, supplier enquiry and purchase order (if there is one linked to the invoice) can also be opened from the right click.

Total	Account	Location	Order Type
138.00	28	** Unknown **	Standard
138.00	28	** Unknown **	Standard
325.00			
181.09			

View Digital Document
 Email Digital Document (local Email Application)
 Open Supplier
 Open Supplier Enquiry
 Open this document on Xtracta

MIDDLE SECTION – Invoice Header

Our Order # [] Supplier [28] Document Id [8121318]
 Required by [] Name [The Demonstration Company]
 Location [Auckland] Type [UnKnown Order Type]

- **Our Order #** – If the downloaded invoice has an order number this box will be filled. You can also manually select outstanding purchase orders in Infusion.
 - If it matches against an existing purchase order in Infusion these will be linked together and the products ordered/supplied are compared.
 - If there is no purchase order in Infusion a checkbox appears in the bottom section where you can select “Our Order # not found, Use Order # from Imported Invoice as Our Order #?” If it is left unticked the next default next purchase order number from Infusion will be used.
- **Supplier** – For this to be filled automatically; there needs to be a link with either the GST/ABN number and/or the supplier account reference.

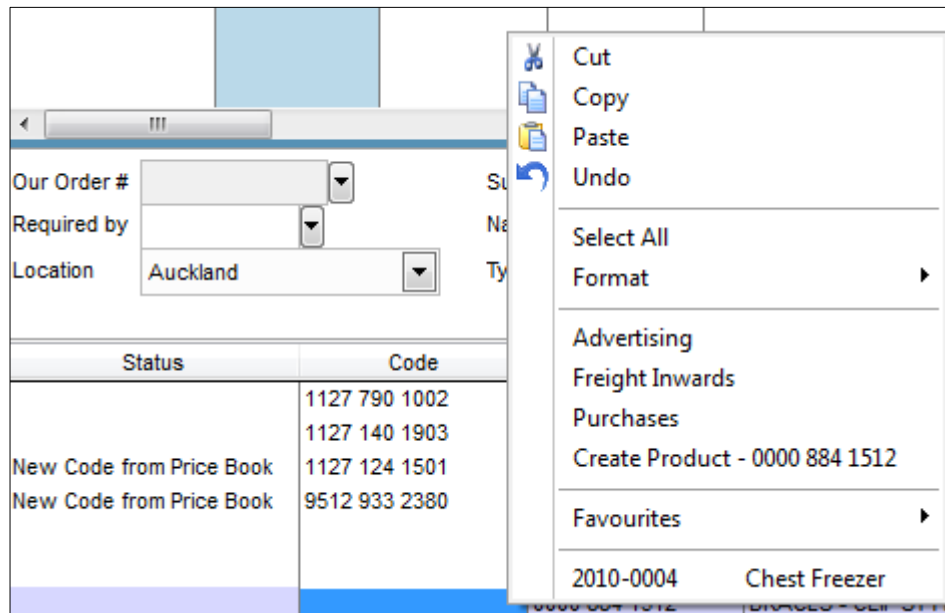
If the supplier is unknown:

- Select an existing supplier or create a new one from the Supplier dropdown.
 - View the original PDF and take note of the GST/ABN number and account reference, then open the supplier and enter them under the terms tab.
 - Click the “Upload Updated Suppliers” button
 - Any future invoices received from that supplier should now be trained.
- **Document Id** – a number created by Xtracta for tracking purposes.

BOTTOM SECTION – Invoice Lines

Status	Code	Supp Code	Description	Job ID	Qty	Rate	Discount	Extend
	1127 790 1002	1127 790 1002	HANDLE HOUSING - "Round"		1.00	78.99		78.99
	1127 140 1903	1127 140 1903	CARB BOX COVER - "Round"		1.00	19.78		19.78
New Code from Price Book	1127 124 1501	1127 124 1501	PREFILTER "Round"		1.00	3.27		3.27
New Code from Price Book	9512 933 2380	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
		1123 647 9400	HOSE - OIL PICK UP		2.00	2.02		4.04
		0000 350 0520	FILLER CAP		5.00	6.90		34.50
		0000 884 1512	BRACES - CLIP STYLE		3.00	24.91		74.73
		1123 640 2074	SPUR SPROCKET 325 7Z - Chrome Plate		6.00	19.67		118.02

- Lines 1 & 2 – show products that already exist in Infusion. These could be matched with the exact product code or to a product where the supplier code matches the invoice supplier.
- Lines 3 & 4 – these codes did not match to any existing product. This supplier has a pricebook associated with it and the codes matched. New products will be created from the pricebook when processing the invoice.
- All other lines – are new products that Infusion cannot match to an existing product or a pricebook. There are a few different processing options when in the “Code” field.
 - F8 – opens the GL ID lookup to code directly to a financial general ledger code. A product will not be created. **Tip – once you select the GL code you can right click again and auto fill the remaining lines with the same GL code.**
 - F9 – opens the product lookup, this will attach that suppliers code to an existing product in Infusion. This is useful when you can buy the same part off multiple suppliers and this invoice is not from the preferred supplier.
 - Right Click



- Advertising (this example only) – if you have ever done a “Supplier Invoice No Products” for the supplier, Infusion remembers the GL code and it will show as the first option on right click. **If you are processing an imported GL Invoice (not a product purchase order) and this code is known, you don’t have to select anything, the invoice will automatically code to “Advertising”.**
- Freight Inwards – in Admin/Defaults/Financial Defaults an Inwards Freight code is set, this is what is used here.
- Purchases – in Admin/Defaults/Financial Defaults a Purchase code is set, this is what is used here.
- Create Product – Will create a new product with information from the imported invoice and open it for editing.

When you have highlighted a line item, more information shows in the bottom left hand corner. This will show information about the order, product code and serial numbers listed.

Status	Code	Supp Code ▲
	1130 200 0335	1130 200 0335
		1130 200 0233
		1139 200 0189
		1143 200 0292
		1143 200 0427
		1143 200 0252
		1143 200 0428
		1141 200 0261
No Order #		
Code Found, cross matched to 1130 200 0335		
Serial # : 807267690, 807267692, 807267693, 807267694, 807267697, 807267698, 807267699, 807267700, 807267704, 807267705		

PROCESSING THE INVOICE

<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	Document Id 7461215	Date on Invoice 22/04/2015 Supplier Invoice # SI-1101495 Invoice Total 451.42
---	--	--

Description	Job ID	Qty	Rate	Discount	Extend
HANDLE HOUSING - "Round"		1.00	78.99		78.99
CARB BOX COVER - "Round"		1.00	19.78		19.78
PREFILTER "Round"		1.00	3.27		3.27
NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
HOSE - OIL PICK UP		2.00	2.02		4.04
FILLER CAP		5.00	6.90		34.50
BRACES - CLIP STYLE		3.00	24.91		74.73
SPUR SPROCKET 325 7Z - Chrome Plate		6.00	19.67		118.02

When Processing : <input type="radio"/> Auto Process, Review if any Warnings or Errors <input checked="" type="radio"/> Process , Review		Rounding limit 0.00	<input type="checkbox"/> Keep Description <input type="checkbox"/> Remove Lines with no Qty	<table style="width: 100%;"> <tr> <td>Freight</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>GST Exclusive</td> <td style="text-align: right;">410.38</td> </tr> <tr> <td>GST</td> <td style="text-align: right;">41.04</td> </tr> <tr> <td>Rounding</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>GST Inclusive</td> <td style="text-align: right;">451.42</td> </tr> </table>	Freight	0.00	GST Exclusive	410.38	GST	41.04	Rounding	0.00	GST Inclusive	451.42
Freight	0.00													
GST Exclusive	410.38													
GST	41.04													
Rounding	0.00													
GST Inclusive	451.42													

GL Invoice

PO Invoice

Refer to the Set up Infusion Defaults section with regards to the “When Processing”.

When the invoice is balanced, click GL Invoice or PO Invoice where there are products.

EXAMPLE - MATCHING TO PURCHASE ORDERS

Existing Purchase Order in Infusion

	Code	Description	Job ID	Order Qty	Receive	Processed	Rate	Discount	Extend
1	1127 790 1001	HANDLE HOUSING -"Round"		1.00		0.00	150.00	0.00	
2	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00		0.00	10.45	0.00	
3	1123 647 9400	HOSE OIL PICK UP		2.00		0.00	2.02	0.00	
4	0000 350 0520	FILLER CAP		4.00		0.00	6.90	0.00	
5	0000 350 0520	FILLER CAP	10104	1.00		0.00	6.90	0.00	
6	0000 884 1512	BRACES CLIP STYLE	10104	1.00		0.00	24.91	0.00	
7	0000 884 1512	BRACES CLIP STYLE		2.00		0.00	24.91	0.00	
8	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00		0.00	19.67	0.00	
9	4310 652 8400	SPACER RING KIT		5.00		0.00	5.04	0.00	
10	1113 358 7700	HOSE - FUEL PICKUP		1.00		0.00	8.61	0.00	
11	1140 200 0229	MS 311 Z Farmboss with 50cm SN Bar & 3652		1.00		0.00	0.00	0.00	
12	4182 710 7110	Drive Shaft Assy - HT131		1.00		0.00	0.00	0.00	
13	0000 900 4008	Woodsman Saw Case		1.00		0.00	0.00	0.00	

Invoice from Supplier

Ordered	Despatched	Item No.	Description	SOU W/Value	Retail Price inc. Tax	ex. Tax	Discount Base %	Qual. %	Unit Price ex. GST	Total GST	Total Amount
			SO-A016616, your order 58542 of 21/04/15								
1	1	1	1127 790 1002 HANDLE HOUSING -"Round"		129.31	117.55	30.00	4.00	78.99	7.90	86.89
			Replacing Item 1127 790 1001								
2	1	1	1127 140 1903 CARB BOX COVER - "Round"		32.37	29.43	30.00	4.00	19.78	1.98	21.76
			Replacing Item 1127 790 1001								
3	1	1	1127 124 1501 PREFILTER - "Round"		5.36	4.87	30.00	4.00	3.27	0.32	3.59
			Replacing Item 1127 790 1001								
4	4	4	9512 933 2380 NEEDLE CAGE 10 X 16 X 12		17.11	15.55	30.00	4.00	10.45	4.18	45.98
5	2	2	1123 647 9400 HOSE - OIL PICK UP		3.30	3.00	30.00	4.00	2.02	0.41	4.44
6	5	5	0000 350 0520 FILLER CAP		11.30	10.27	30.00	4.00	6.90	3.45	37.96
7	3	3	0000 884 1512 BRACES - CLIP STYLE		53.00	48.18	45.00	6.00	24.91	7.47	82.20
8	6	6	1123 640 2074 SPUR SPROCKET 325 7Z - Chrome Plate		32.20	29.27	30.00	4.00	19.67	11.80	129.82
9	5	2	4310 652 8400 SPACER RING KIT		8.25	7.50	30.00	4.00	5.04	1.01	11.09
10	1	1	1113 358 7700 HOSE - FUEL PICKUP		14.09	12.81	30.00	4.00	8.61	0.86	9.47
11	1	1	1124 640 7512 Spur Gear & Spring		27.10	24.64	30.00	4.00	16.56	1.66	18.22
12	1	0	1140 200 0229 MS 311 Z FarmBoss with 50cm SN Bar & 3652		1,249.00	1,135.45	25.00	6.00			0.00
13	1	0	4182 710 7110 Drive Shaft Assy - HT131		661.40	601.27	30.00	4.00			0.00
14	1	0	0000 900 4008 WOODSMAN SAW CASE		85.50	77.73	45.00	6.00			0.00

Digital Invoice Imported from Xtracta

	Status	Code	Supp Code	Description	Job ID	Qty	Rate	Discount	Extend
1		1127 790 1002	1127 790 1002	HANDLE HOUSING -"Round"		1.00	78.99		78.99
2		1127 140 1903	1127 140 1903	CARB BOX COVER "Round"		1.00	19.78		19.78
3		1127 124 1501	1127 124 1501	PREFILTER - "Round"		1.00	3.27		3.27
4	Match - Not Received	9512 933 2380	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
5	Match - Not Received	1123 647 9400	1123 647 9400	HOSE OIL PICK UP		2.00	2.02		4.04
6	Potential Over	0000 350 0520	0000 350 0520	FILLER CAP		5.00	6.90		34.50
7	Potential Over	0000 884 1512	0000 884 1512	BRACES CLIP STYLE		3.00	24.91		74.73
8	Match - Not Received	1123 640 2074	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00	19.67		118.02
9	Potential Match	4310 652 8400	4310 652 8400	SPACER RING KIT		2.00	5.04		10.08
10	Match - Not Received	1113 358 7700	1113 358 7700	HOSE - FUEL PICKUP		1.00	8.61		8.61
		1124 640 7512	1124 640 7512	Spur Gear & Spring		1.00	16.56		16.56

How the Transactions Interact

1 – 1,2,3 – 1

We ordered 1 product, but the supplier shipped 3 different products that make up what we ordered. Or our product could have been superseded with a new one.

Let's look at only these transactions where we opened the invoice in "Process, Review". We have a couple of options. Do we want to bring in the 3 separate products? Or the one product we ordered?

Code	Description	Job ID	Order Qty	Receive
1127 790 1001	HANDLE HOUSING -"Round"		1.00	
1127 790 1002	HANDLE HOUSING -"Round"		1.00	1.00
1127 140 1903	CARB BOX COVER "Round"		1.00	1.00
1127 124 1501	PREFILTER - "Round"		1.00	1.00

Option 1 – We want to bring in 3 separate products. We no longer want **1** on order and we want to receipt in **1,2,3**. Change the order quantity of **1** to 0 so it is no longer on order.

Code	Description	Job ID	Order Qty	Receive
1127 790 1001	HANDLE HOUSING -"Round"		0.00	
1127 790 1002	HANDLE HOUSING -"Round"		1.00	1.00
1127 140 1903	CARB BOX COVER "Round"		1.00	1.00
1127 124 1501	PREFILTER - "Round"		1.00	1.00

Option 2 – We want to bring in **1** the product we ordered, not the individual parts **1,2,3**

Code	Description	Job ID	Order Qty	Receive
1127 790 1001	HANDLE HOUSING -"Round"		1.00	1.00
1127 790 1002	HANDLE HOUSING -"Round"		0.00	
1127 140 1903	CARB BOX COVER "Round"		0.00	
1127 124 1501	PREFILTER - "Round"		0.00	

2 – 4 – 4

The status of **4** is "Match – Not Received". It has found an exact code/quantity "Match" with **2** on the purchase order. "Not Received" means that the product is on order and nothing has been received on it yet.

The same also applies to **3 – 5 – 5** , **8 – 8 – 8** , **10 – 10 – 10**

Status	Code	Supp Code	Description	Job ID	Qty	Rate	Discount	Extend
1	1127 790 1002	1127 790 1002	HANDLE HOUSING -"Round"		1.00	78.99		78.99
2	1127 140 1903	1127 140 1903	CARB BOX COVER "Round"		1.00	19.78		19.78
3	1127 124 1501	1127 124 1501	PREFILTER - "Round"		1.00	3.27		3.27
4 Match - Not Received	9512 903 2380	9512 903 2380	NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
5 Match - Not Received	1123 647 8400	1123 647 8400	HOSE OIL PICK UP		2.00	2.02		4.04
6 Potential Over	0000 350 0520	0000 350 0520	FILLER CAP		5.00	6.90		34.50
7 Potential Over	0000 884 1512	0000 884 1512	BRACES CLIP STYLE		3.00	24.91		74.73
8 Match - Not Received	1123 640 2074	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00	19.67		118.02
9 Potential Match	4310 652 8400	4310 652 8400	SPACER RING KIT		2.00	5.04		10.08
10 Match - Not Received	1113 358 7700	1113 358 7700	HOSE - FUEL PICKUP		1.00	8.61		8.61
	1124 640 7512	1124 640 7512	Spur Gear & Spring		1.00	16.56		16.56

4,5 – 6 – 6

On our purchase order **4,5** we ordered a total quantity of 5. This is made up of 4 for stock (**4**) and one for a job (**5**). The supplier shipped 5 on their invoice (**6**). The status on our imported invoice is "Potential Over" (**6**).

Infusion has found the first line of the purchase order with the matching product code and the supplier has shipped more. If we "Process, Review" and click the PO Invoice button it has correctly split the quantity across both lines. The same applies to **6,7 – 7 – 7**

Code	Description	Job ID	Order Qty	Receive
0000 350 0520	FILLER CAP		4.00	4.00
0000 350 0520	FILLER CAP	10104	1.00	1.00
0000 884 1512	BRACES CLIP STYLE	10104	1.00	1.00
0000 884 1512	BRACES CLIP STYLE		2.00	2.00

9 – 9 – 9

We ordered 5 products (9), the supplier has only shipped 2 products (9) leaving 3 on backorder. This creates a “Potential Match”, Infusion has matched the product code but the quantities don’t match.

	Status	Code	Supp Code
1		1127 790 1002	1127 790 1002
2		1127 140 1903	1127 140 1903
3		1127 124 1501	1127 124 1501
4	Match - Not Received	9512 933 2380	9512 933 2380
5	Match - Not Received	1123 647 9400	1123 647 9400
6	Potential Over	0000 350 0520	0000 350 0520
7	Potential Over	0000 884 1512	0000 884 1512
8	Match - Not Received	1123 640 2074	1123 640 2074
9	Potential Match	4310 652 8400	4310 652 8400
10	Match - Not Received	1113 358 7700	1113 358 7700
		1124 640 7512	1124 640 7512

If we “Process, Review” and click the PO Invoice button it has correctly received in 2 products.

Code	Description	Job ID	Order Qty	Receive
4310 652 8400	SPACER RING KIT		5.00	2.00

11,12,13–12,13,14 These are all ordered and now on backorder by the supplier.

11 – 11 The supplier has sent something that was not on our original order.

PROCESSING SERIAL NUMBERS

Xtracta can manually create imports for suppliers with serial numbers. At this stage Stihl New Zealand and Australia formats are available. Contact us if you need a supplier added.

Or you can manually highlight the serial numbers within Xtracta.

- Click the “Xtracta – Open Item” button. This will open the invoice up in Xtracta.

- On the “Data Extraction” pane, find the product with serial numbers and click in the Serials box.

Line Items

Clear all Line Items

Product Code	Description	Price	Quantity	Line Total	Serials
1130 :	MS 170 Z	198	10		80726
1130 :	MS 180 wi	223	6		80726
1139 :	MS 181 Z	287	2		29882
1143 :	MS 231 Z	531	1		17863

- On the invoice, highlight the related serial numbers. This will autofill the “Data Extraction” pane.

Ordered	Despatched	Item No.	Description	SOU W/Value	Retail Price inc. Tax	Discount ex. Tax	Unit Price ex. GST	Total GST	Total Amount
10	10	1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain		349.00	317.27	22.50	6.00	198.02
10	10	1130 012 3003	MS 170 Z						
10	10	0000 792 9171	S/N						
10	10	3005 803 3909	807267690, 807267692, 807267693, 807267694, 807267697, 807267698, 807267699, 807267700, 807267704, 807267705						

- Save the Xtracta invoice and return to Infusion Digital Invoice Import.
- Click the “Re Import Item” to import the new data.
- If you select the product, you will now see the serial numbers in the bottom left corner.

Status	Code	Supp Code	Description
	1130 200 0335	1130 200 0335	MS 170 Z with 35cm MiniBoss
		1130 200 0233	MS 180 with 40cm MiniBoss S
		1139 200 0189	MS 181 Z 40cm G/Bar & 3610
		1143 200 0292	MS 231 Z - 40cm SN WoodBo
		1143 200 0427	MS 231 C BE Z - 40cm SN Wd
		1143 200 0252	MS 251 Z 45cm SN WoodBos
		1143 200 0428	MS 251 C-BE Q Z 45cm SN W
		1141 200 0261	MS 291-Z Chainsaw, 45cm/18

No Order #

Code Found

Serial # : 807267690, 807267692, 807267693, 807267694, 807267697, 807267698, 807267699, 807267700, 807267704, 807267705

When Processed

☐ Auto Process, Review if any Wa

☒ Process , Review

Rounding limit

Processing the Invoice will prompt you for the serial numbers required.

The serial numbers will auto fill where it can and the remaining can be manually entered.

Code	Description	Serial #	Qty
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267690	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267692	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267693	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267694	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267697	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267698	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267699	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267700	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267704	1.00
1130 200 0335	MS 170 Z with 35cm MiniBoss Bar & Chain	807267705	1.00
1140 200 0229	MS 311 Z Farmboss with 50cm SN Bar & 3652	MANUALLY ENTER SERIAL	1.00
1140 200 0229	MS 311 Z Farmboss with 50cm SN Bar & 3652		1.00
1140 200 0229	MS 311 Z Farmboss with 50cm SN Bar & 3652		1.00
1140 200 0229	MS 311 Z Farmboss with 50cm SN Bar & 3652		1.00

USING JOB NUMBERS AS ORDER NUMBERS

Some businesses use the job number as the order number when purchasing parts off suppliers. If the order number does not match an existing purchase order, Infusion will then check if there is an open job with that order number. If it finds a matching open job a new check box will appear above the processing buttons.

When Processing:

☐ Auto Process, Review if any Warnings or Errors
 ☐ Keep Description

☒ Process, Review
 ☐ Remove Lines with no Qty

Rounding limit:

☐ This appears to be a Job Management Invoice for Job # 10129 for Martin Zen, Process as NEW Job Management Order ?

☐ Our Order # not found, Use Order # from Imported Invoice as Our Order # ?

Our Order # not found. User Order # from Imported Invoice as Our Order #? – This will create a new purchase order with the same number as the purchase order. Tip – this can be edited in the review stage if you have the default setting switched on in Supplier Defaults to allow overwriting of purchase order numbers.

This appears to be a Job Management Invoice for Job # 10129 for Martin Zen. Process as NEW Job Management Order? – This will create a new job management purchase order, each line on the purchase order will be auto filled with the job number.

INTERNATIONAL INVOICES

If the supplier is set to be an International Supplier, then a new option will become available, **Apply Exchange Rate**.

Document Id	8120640	Date on Invoice	07/08/2015
Apply Exchange Rate	0.00000	Supplier Invoice #	11179
		Invoice Total	200.00


e. Please check if processing as a P/O Invoice.

Description	Qty	Rate	Discount	Extend
	1.00	100.00		100.00
	1.00	100.00		100.00

When Processing:		Freight	0.00
Warnings or Errors	<input type="checkbox"/> Keep Description	GST Exclusive	200.00
	<input type="checkbox"/> Remove Lines with no Qty	GST	0.00
		Rounding	0.00
		GST Inclusive	200.00

If you enter an exchange rate in here, you will receive the following prompt

X



Are you sure you wish to apply this Exchange Rate over all Items?

NOTE:

Re importing Item will revert it back to original values.
The total may vary but the Invoice can still be processed.





Yes
No

Selecting yes will change all line items and totals to the entered conversion. In this example I entered 0.80000.

Status	Code	Supp Code	Description	Qty	Rate	Discount	Extend
		GSTINCL	GST Inclusive Product	1.00	80.00		80.00
		GSTEXEMPT	GST Exempt Product	1.00	80.00		80.00

CREDIT NOTES

Credit notes in Infusion need the quantity to be zero. Some suppliers sent through credit notes with positive amounts. These can be downloaded as normal invoices and then converted using the **Convert to Credit Note button**.

 Import Invoices
 Refresh Item
 Re Import Item
 Delete
Xtracta - Open Item
Xtracta - Exceptions
Xtracta - Errors
Convert to Credit Note