



# Exchequer Integration

**NON POP DbCapture Client Crib Sheet**

**OCR for Exchequer Release 1.5**

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## What is it used for?

The DbCapture Client is used to process a Purchase Invoice [PIN] for import into Exchequer. You can either scan your paper document, extract a PDF attachment from an email or automatically import a PDF by copying it into a pre-determined directory setup during installation.

## How does it work?

A typical Invoice is identified by using the VAT number\*. The data on the Invoice is read (using OCR technology) and the Supplier identified.

No VAT number? No problem. Click on the Document Identification field and drag a box round the Supplier postcode to identify it. Make a Search Type selection, enter a few characters in the Query Database field, click Check, find your Supplier. When all the details about the Invoice are satisfactorily checked, click Accept to import the transaction directly into Exchequer.

The system will learn that an Invoice is from this supplier and will automatically extract the data.

*\* NOTE: To improve your user experience, it is recommended you enter the 9 digit VAT numbers of your suppliers in your Trader list in the Defaults tab VAT No. cell.*

## Example Scenarios

Below are some typical scenarios to context on how the system will benefit you:

- I receive an Invoice in the post from Ace Electrical Importers and using DbScanner, I click on the 'OCR – Purchase Invoices' button and scan it  
Check the image and click the tick, it is then automatically exported it to the DbCapture system
- My suppliers have been instructed to send all electronic NON POP Invoices to invoices@mycompany.com as a PDF attachment. This email address is periodically polled and when emails received, the attachment is automatically imported into the DbCapture system (no user intervention is required)
- I have a PDF Invoice on my desktop from a supplier Chubb Fire Systems that I want to process. The Exchequer supplier code for Chubb Fire Systems is CHUB01 and the Exchequer company they belong to is ZZZZ01. I browse to the share that I.T have setup and copy the PDF Invoice into the \\SERVER\OCRIMPORT\ZZZZ01\CHUB01. After a few seconds the PDF disappears and this is an indication it has been automatically imported in to the DbCapture system

## How does I use it?

Once your Invoice has been imported in to the DbCapture system:

- Load the DbCapture Admin Client and log in using your Exchequer credentials
- Double click on the entry you wish to process from the list of documents in the queue
- To search for a Supplier
  - In the event that no V.A.T number is found, use the Search Type drop down to select the type of search you want to do to find the supplier, enter a few characters in the Query Database field and click Check. If only 1 result is found, the supplier details will be populated, if multiple results are found, select one and click Check.
- Header level only
  - A Header level NONPOP Invoice is one that has no coding 'lines' and no monetary amount will be passed to Exchequer. Once the Header details (those in the list on the right hand side) have been successfully identified and / or validated and the document has a status of OK, you can click Accept.
- Header level with coding lines
  - A header level NONPOP Invoice with coding lines is one that includes lines to allow the invoice to be created with GL / Job Costing information. . Once the Header details (those in the list on the right hand side) have been successfully identified and the extracted information is all correct / or validated, using the drop down, instruct the system how many Coding lines are required. Click Check. As much default information as possible is populated in the grid. Complete it as you would in Exchequer manually. Click Check. Ensure the totals add up. Click Accept.
- If the Invoice has an issue / you are unable to process it
  - Putting an Invoice 'On Hold'
    - Consult the document 'On Hold Reasons'. This gives you several options to postpone the processing of the document whilst the reason given is rectified. Depending on the reason it will either be automatically returned to the 'To be checked' queue, or you can right click and manually take it off hold.
- Check
  - Pressing Check validates the data on screen at that moment. You can do this at any time. Any field in yellow is a warning. In most cases not serious, but is accompanied by a message to inform you why a warning has been generated. Any field in red is an error. This will always need rectifying in order to continue to process the Invoice and again, will be accompanied by a plain English reason as to why there's an error and suggested corrective action.
- Accept
  - You are happy with the information on the Invoice and there are no red errors. When clicked, the Invoice will then be created in Exchequer against the company selected and the image archived. This then exports the document in to the EDM database and creates the Invoice in Exchequer against the company identified.

## What has happened now I have Accepted the Invoice?

Having accepted a document in DbCapture, 2 things happen.

1. The transaction is created in Exchequer along with all the information extracted as if you entered it manually
  2. The image is also archived along with the transaction
- Open Exchequer
  - Open the company to which you Invoice relates
  - Click the P (for Purchasing) and select the Main tab
  - Scroll to the bottom and you will see your Invoice
  - Click the EDM button and View Archived Documents to see your image

