



PIA for Sage X3

What is it used for?

PIA for Sage X3 provides the following functionality:

- Purchase Invoices / Credit (GESPIH)
 - Create a Purchase Invoice in Sage X3 by matching against singular or multiple Purchase Order / Receipt Numbers
 - Create a Purchase Invoice in Sage X3 without a Purchase Order or Receipt number (called a 'direct' or 'miscellaneous' Invoice) allowing lines to be coded
- Supplier AP Invoices / Credit (GESBIS)
 - Create a Supplier AP Invoice in Sage X3 using Account Structures

How do I use it?

There are 2 clients when using the PIA system, this system is termed DbCapture:

- DbCapture Admin
 - This gives an overview of all documents in the queue being processed
- DbCapture Interactive Client
 - Allows your Invoices to be tagged for data and matching the information seamlessly against the Sage X3 database

How do I get my Invoices into DbCapture?

There are 3 principal ways to get your Invoices into the DbCapture system for processing:

- Scan in your incoming paper Invoices
 - When you receive your Invoice in the post from your Supplier, simply scan it in using a MFD or dedicated scanner
- Import your PDF copies
 - Receive an email from a Supplier with a PDF Invoice attached? Drag and drop it in to a pre-determined directory, DbCapture automatically imports it in to the right profile, by site and transaction type
- By checking a specially setup email address and importing
 - New for [PIA] Express, tell your suppliers to send invoices as PDF attachments to a specific email address, when received the attachment is *automatically* extracted and imported to the DbCapture profile configured

As soon as a Sage X3 Endpoint is patched to use PIA, the PDF import directories are automatically created for all the sites, meaning implementation time is kept to a minimum.

