# Purchase Invoice Assistant

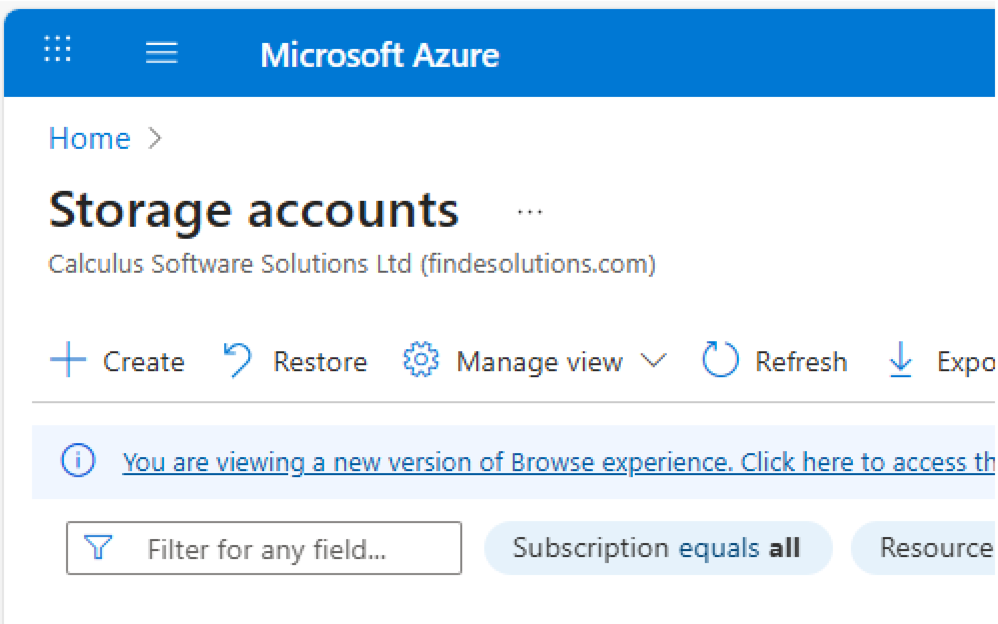
# Creating a Storage Location (Azure)

## Creating A Storage Account

Access Storage Locations in the Azure portal by using the following link:

https://portal.azure.com/#browse/Microsoft.Storage%2FStorageAccounts

Click to Create a new one

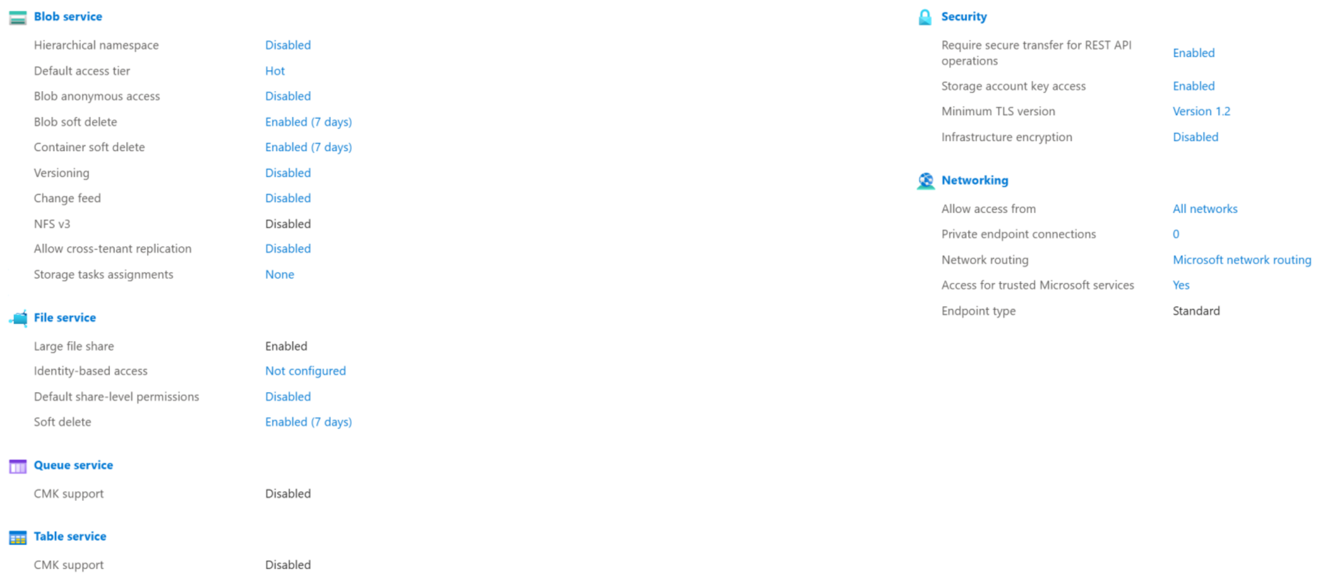



Use settings:

| Setting | Value |
|---|---|
| Subscription | NCompass |
| Resource group | ncompassstorage |
| Storage account name | 3401009999inv *Replace the numbers with the numeric part of their serial number* |
| Region | UK South |
| Primary service | Azure blob storage |
| Performance | Standard |

| | |
|---|---|
| Redundancy | GRS |

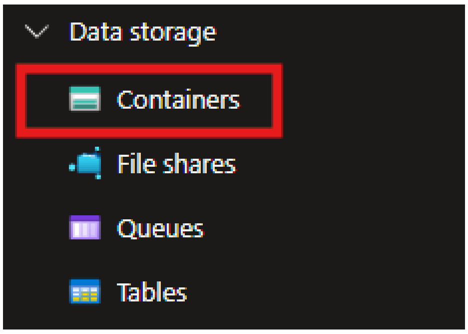
On the following pages, at time of writing the defaults are correct, but verify they match these before completing:



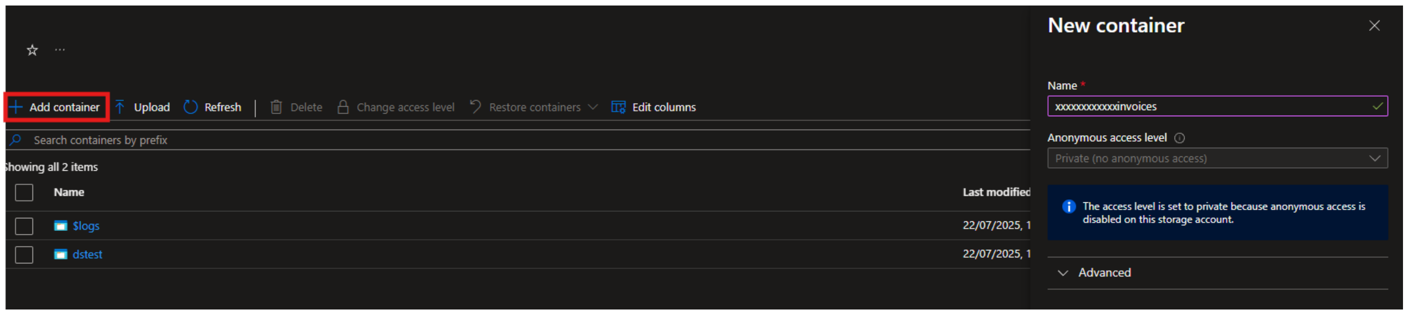

# Creating a Container

Once you have created your storage location, you will then need to add a container to store the invoices.

Navigate to Data Storage > Containers in the side menu.




Click on Add Container to create a new container



This new container should be named xxxxxxxxxxxxinvoices with the customers serial number replacing the x's.

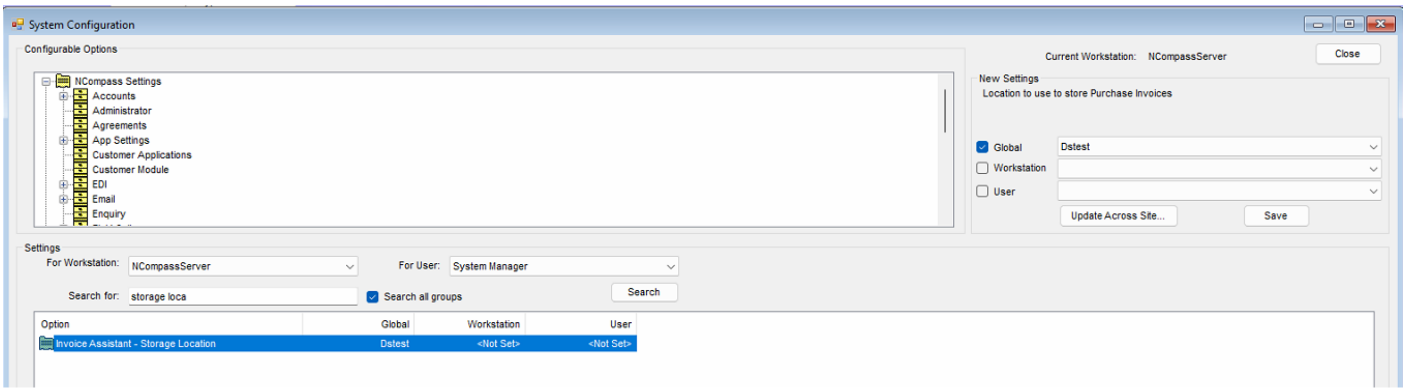
Leave the rest of the settings as the default.

# Getting the details from Azure for population in NCompass.

Give the below details to the Support Engineer configuring the customer's system.

| NCompass Field | Azure Location | Example |
|---|---|---|
| Description | N/A (value doesn't need to match Azure) | |
| Account Name | Security + Networking -> Access Keys -> Storage Account Name | ncompassstoragebeta |
| Container Name | Data Storage -> Containers -> Name of the Container Created | invoiceaibeta |
| Container Endpoint | Settings -> Endpoints -> Blob service -> Blob service | https://ncompassstoragebeta.blob.core.windows.net/ |
| Account Key 1 | Security + Networking -> Access Keys -> Key 1 | LxN8uQp1zKaM7fT+YrjGdVbHcwXqEo9sRm== |
| Account Key 2 | Security + Networking -> Access Keys -> Key 2 | |
| Connection String | Security + Networking -> Access Keys -> Connection String | DefaultEndpointsProtocol=https;AccountName=ncompassstoragebeta;AccountKey=LxN8uQp1zKaM7fT+YrjGdVbHcwXqEo9sRm==;EndpointSuffix=core.windows.net |
| Connection String 2 (If Present) | Security + Networking -> Access Keys -> Connection String 2 | |

The following config needs to be set with the storage location once created and set up inside of NCompass.



# Splitting Multiple Supplier Invoices from a Single PDF

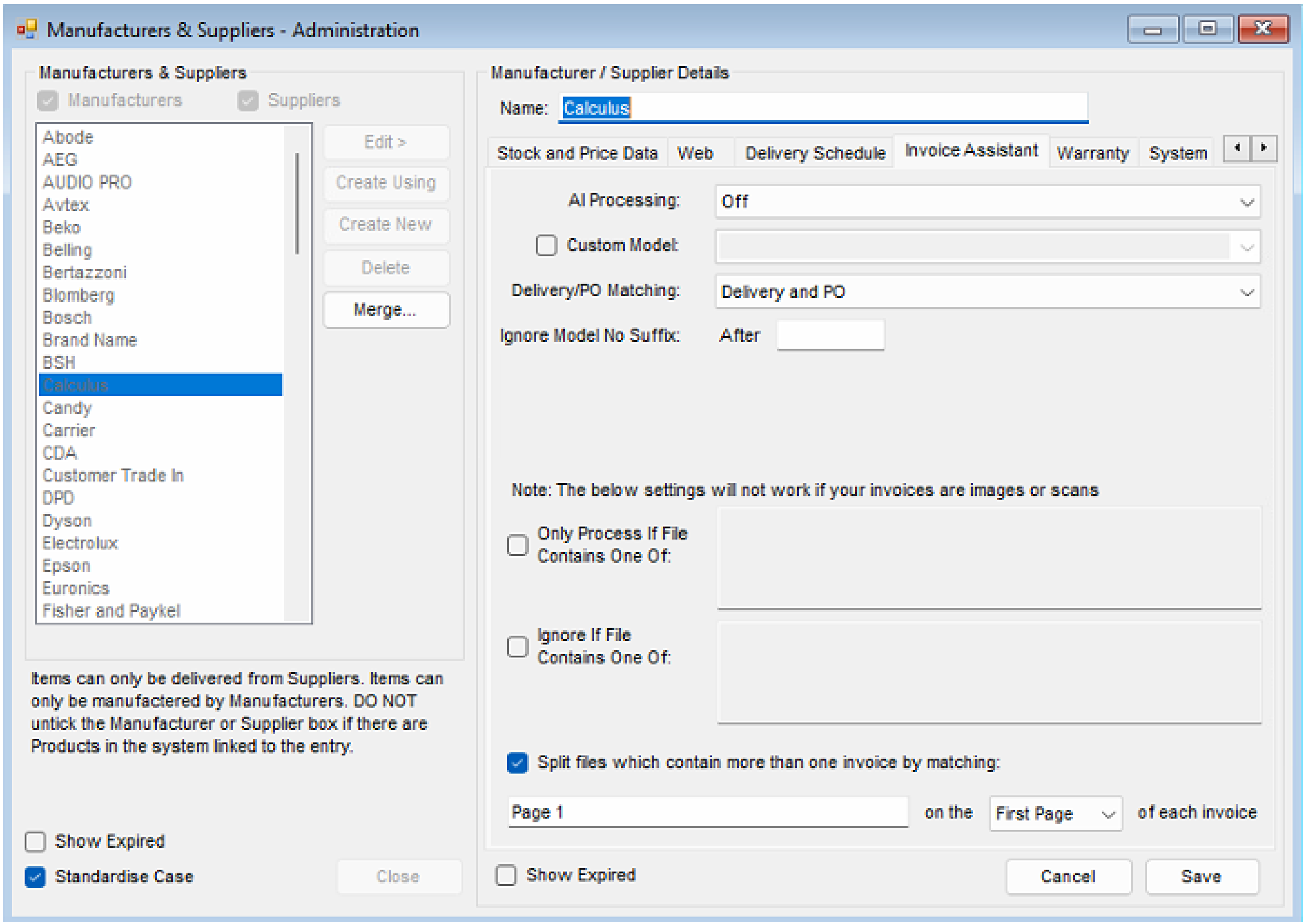
If a supplier sends **multiple invoices within a single PDF file**, NCompass can automatically split the document into separate invoice files during processing.

# Prerequisites

Before enabling this feature, ensure you know the text that consistently appears on either the **first** or **last** page of every invoice (for example, **"Page 1"**).

# Enabling Invoice Splitting

1. Navigate to **Administration** → **Manufacture & Suppliers**.
2. Open the supplier you want to configure.
3. Select the **Purchase Invoice** tab.
4. Locate the setting:
   **Split files which contain more than one invoice by matching**
5. Enable this setting.




# Configuring the Split

Once enabled, NCompass will split the PDF whenever it finds a specified piece of text.

# Split on First Page

Choose this option if the matching text appears on the **first page** of every invoice.

For example:

- **Split On:** First Page
- **Matching Text:** `Page 1`

This will create a new invoice each time **"Page 1"** is detected, ensuring that invoices spanning multiple pages remain together.

# Split on Last Page

Choose this option if the matching text appears on the **last page** of every invoice.

NCompass will end the current invoice whenever the specified text is found and begin a new invoice on the following page.

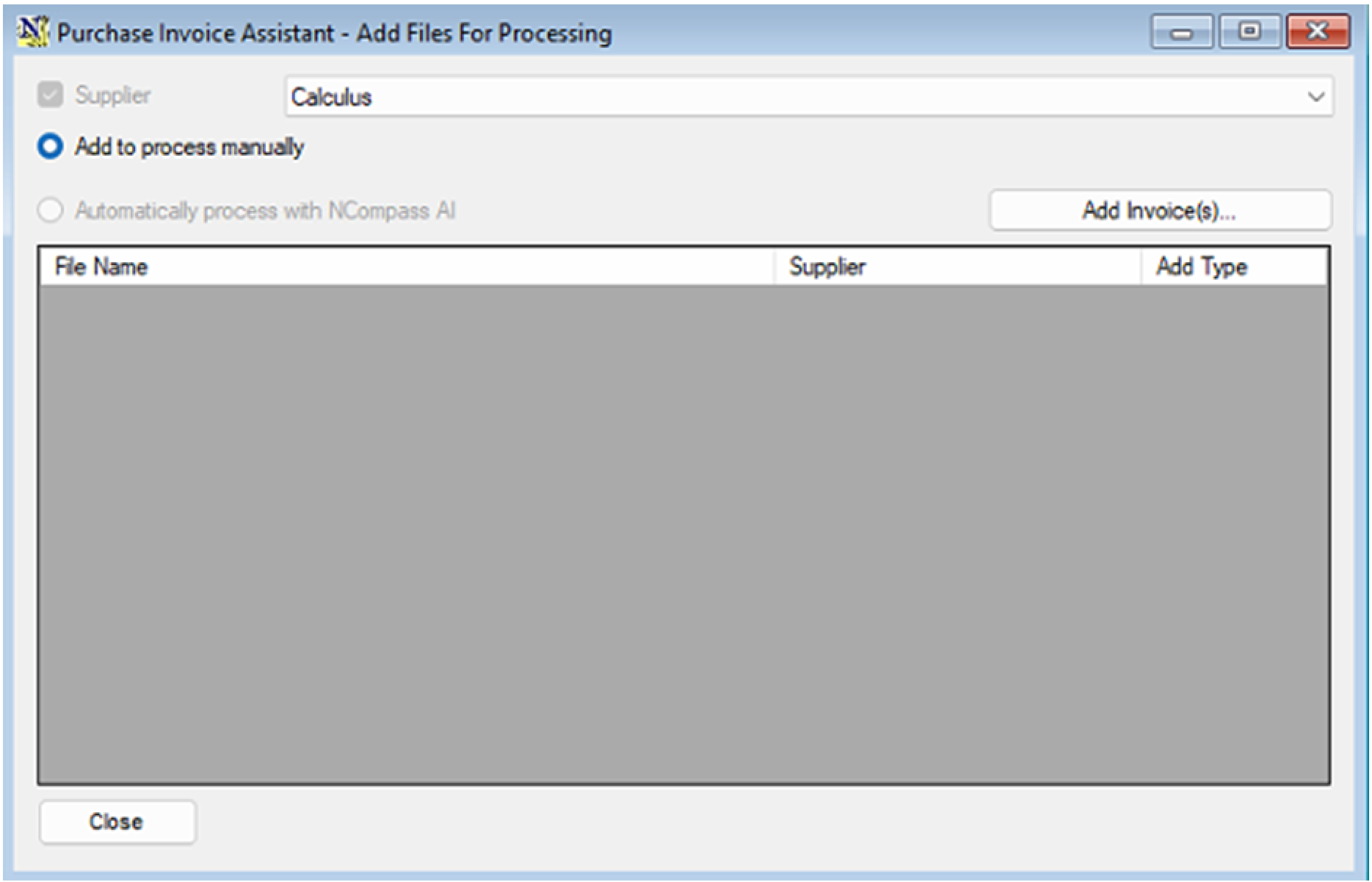
# Processing Supplier Invoice Files

The **Invoice Assistant** allows you to upload supplier invoice PDFs into NCompass and process them into purchase invoices. This can simplify invoice entry and retain the original invoice document for future reference.

# Adding Invoice Files

To upload invoices ready for processing:

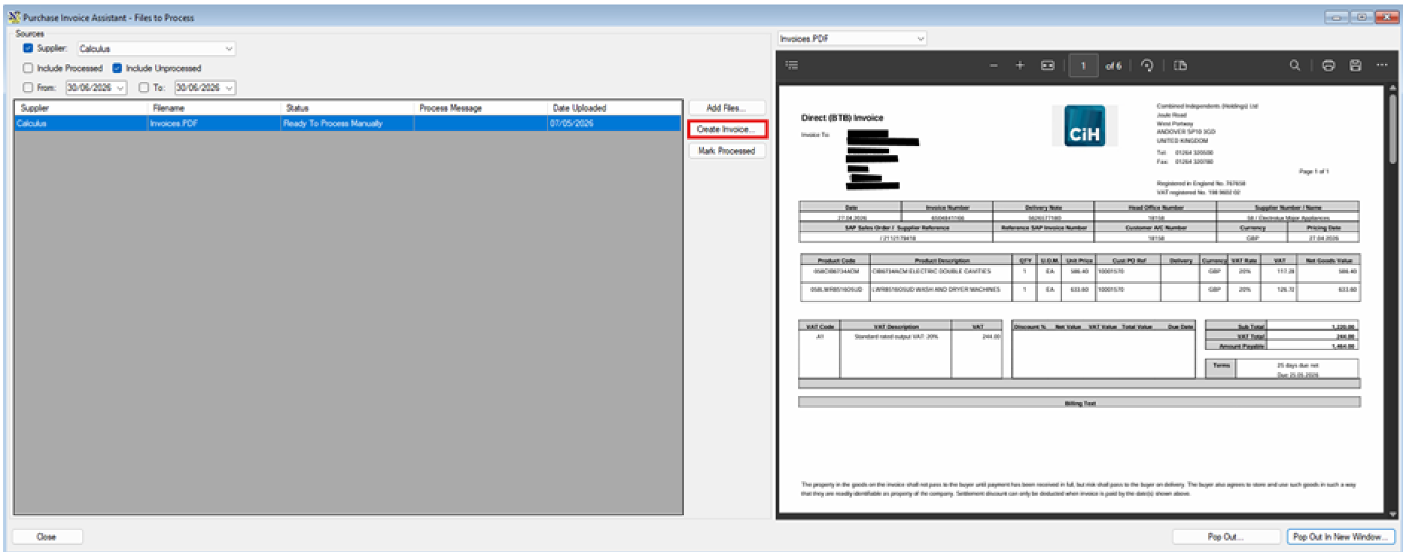
1. Navigate to **Products** → **Purchase Invoicing** → **Invoice Assistant** → **Add Invoices to Process**.
2. Select the **Supplier** from the drop-down list.
3. Add your invoice files using one of the following methods:
   - Click **Add Invoices** and browse to the invoice files.
   - Drag and drop the invoice files directly into the window.
4. Once uploaded, the invoices will be stored in NCompass and made available for processing.




# Processing Uploaded Invoices

To process the uploaded invoice files:

1. Navigate to **Products → Purchase Invoicing → Invoice Assistant → Process Invoice Files**.
2. A list of all uploaded invoices awaiting processing will be displayed.
3. (Optional) Choose how you want to view the invoice document:
   - **Pop Out Section** – Displays the invoice in a separate panel.
   - **New Window** – Opens the invoice in a separate window, ideal if you have a second monitor.
4. Select the invoice you want to process.
5. Click **Create Invoice**.
6. Complete the purchase invoice as you normally would within NCompass.




# Viewing the Invoice While Processing

Opening the invoice in a separate window can make data entry much easier, particularly when using two monitors.

**Recommended setup:**

- **Monitor 1:** Purchase Invoice entry screen
- **Monitor 2:** Supplier Purchase Invoice popped out in new window.

This allows you to reference the supplier's invoice while entering the details into NCompass.

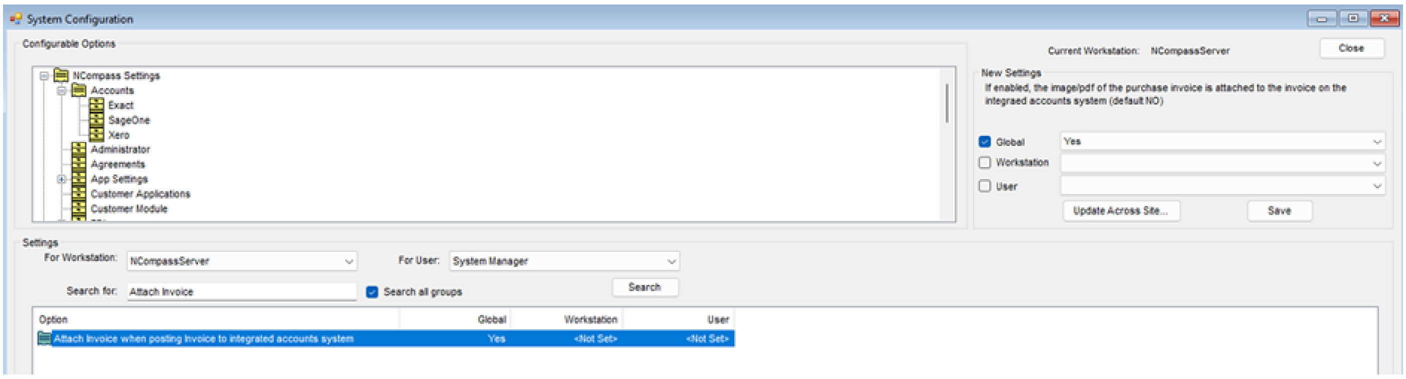
# Exporting Invoice Attachments

If you export purchase invoices to your accounts package using the **NCompass API integration**, the original supplier invoice PDF can also be exported and attached to the purchase invoice.

This is supported when exporting to:

- Xero
- Sage

This allows users within the accounts package to view the original supplier invoice directly from the purchase invoice record. The following config needs to be set.



# Setting up mailbox to strip invoices from emails

The following configs need to be set