

Purchase Invoice Assistant

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Creating a Storage Location (Azure)

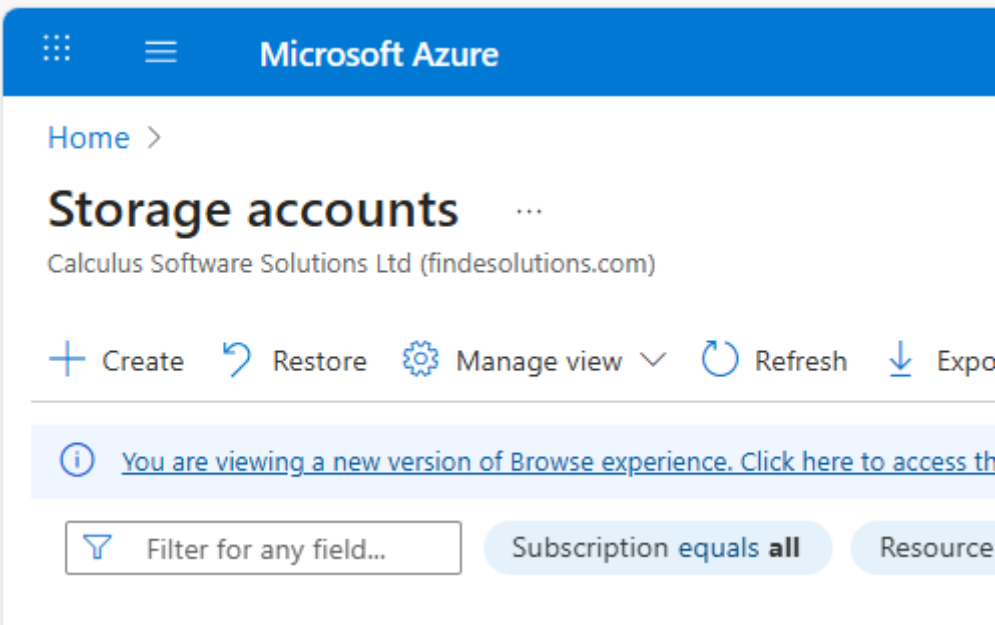
Creating A Storage Account

You must be a member of the *NCompass-Invoice-Storage-Blob-Admins* Entra group to be able to follow this process

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 <i>Replace the numbers with the numeric part of their serial number</i>

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:

Blob service

- Hierarchical namespace: Disabled
- Default access tier: Hot
- Blob anonymous access: Disabled
- Blob soft delete: Enabled (7 days)
- Container soft delete: Enabled (7 days)
- Versioning: Disabled
- Change feed: Disabled
- NFS v3: Disabled
- Allow cross-tenant replication: Disabled
- Storage tasks assignments: None

File service

- Large file share: Enabled
- Identity-based access: Not configured
- Default share-level permissions: Disabled
- Soft delete: Enabled (7 days)

Queue service

- CMK support: Disabled

Table service

- CMK support: Disabled

Security

- Require secure transfer for REST API operations: Enabled
- Storage account key access: Enabled
- Minimum TLS version: Version 1.2
- Infrastructure encryption: Disabled

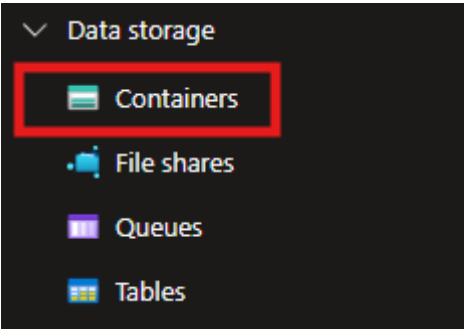
Networking

- Allow access from: All networks
- Private endpoint connections: 0
- Network routing: Microsoft network routing
- Access for trusted Microsoft services: Yes
- Endpoint type: Standard

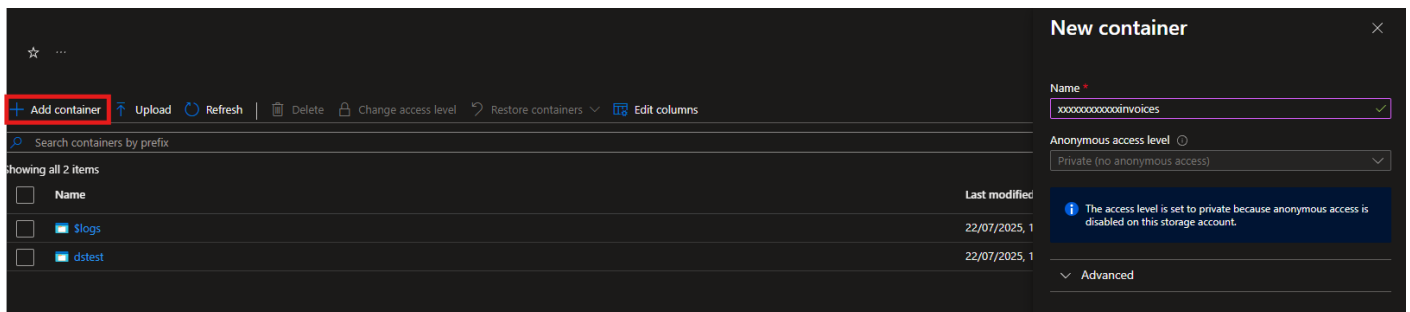
Creating a Container

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.

System Configuration

Configurable Options

NCompass Settings

Accounts

Administrator

Agreements

App Settings

Customer Applications

Customer Module

EDI

Email

Enquiry

Settings

For Workstation: NCompassServer

For User: System Manager

Search for: storage loca

☒ Search all groups

Search

Option	Global	Workstation	User
Invoice Assistant - Storage Location	Datest	<Not Set>	<Not Set>

Current Workstation: NCompassServer

Close

New Settings

Location to use to store Purchase Invoices

☒ Global

Datest

☐ Workstation

☐ User

Update Across Site...

Save

Splitting Multiple Supplier Invoices from a Single PDF

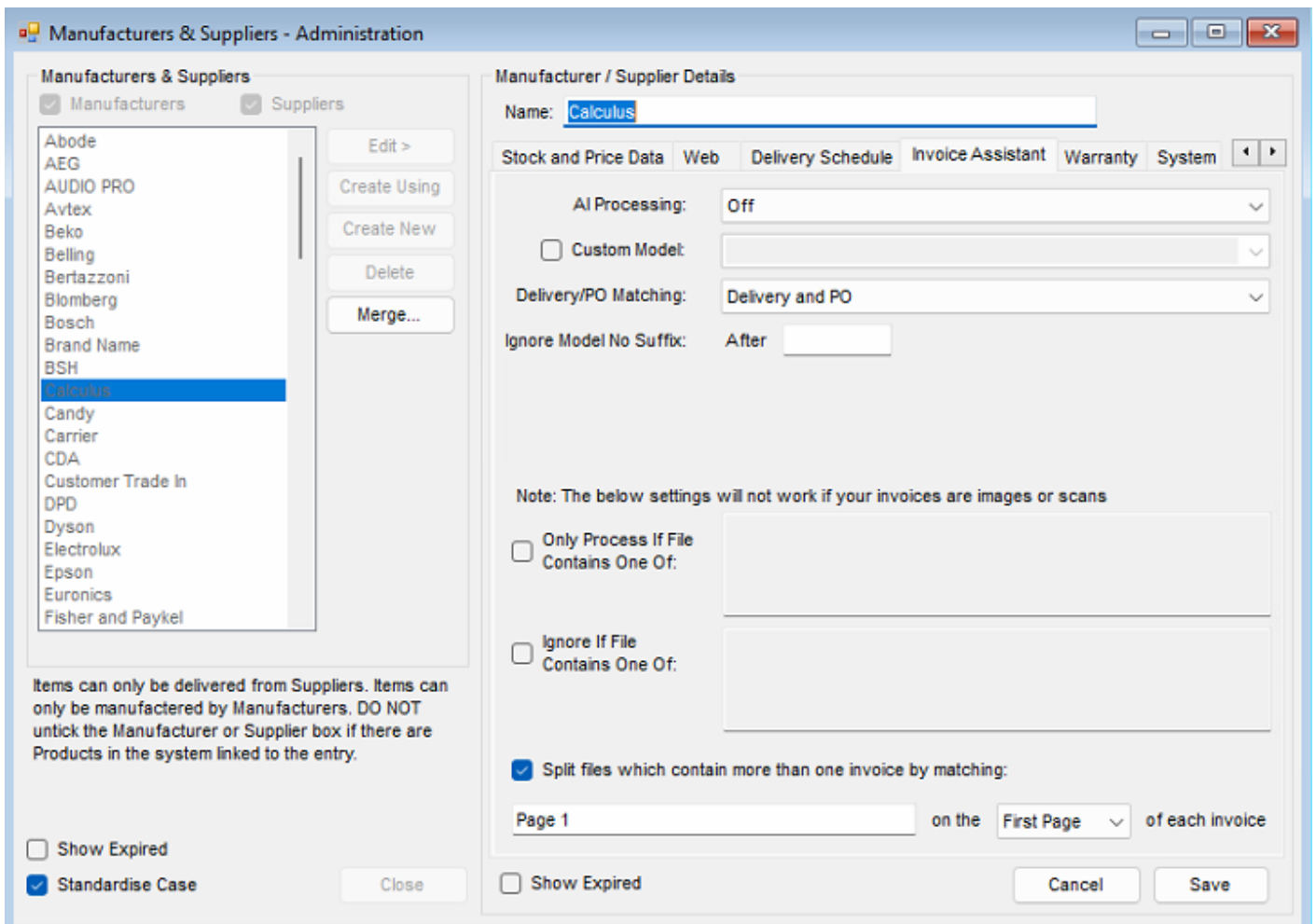
If a supplier sends **multiple invoices within a single PDF file**, NCompass can automatically split the document into separate invoice files during processing.

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.

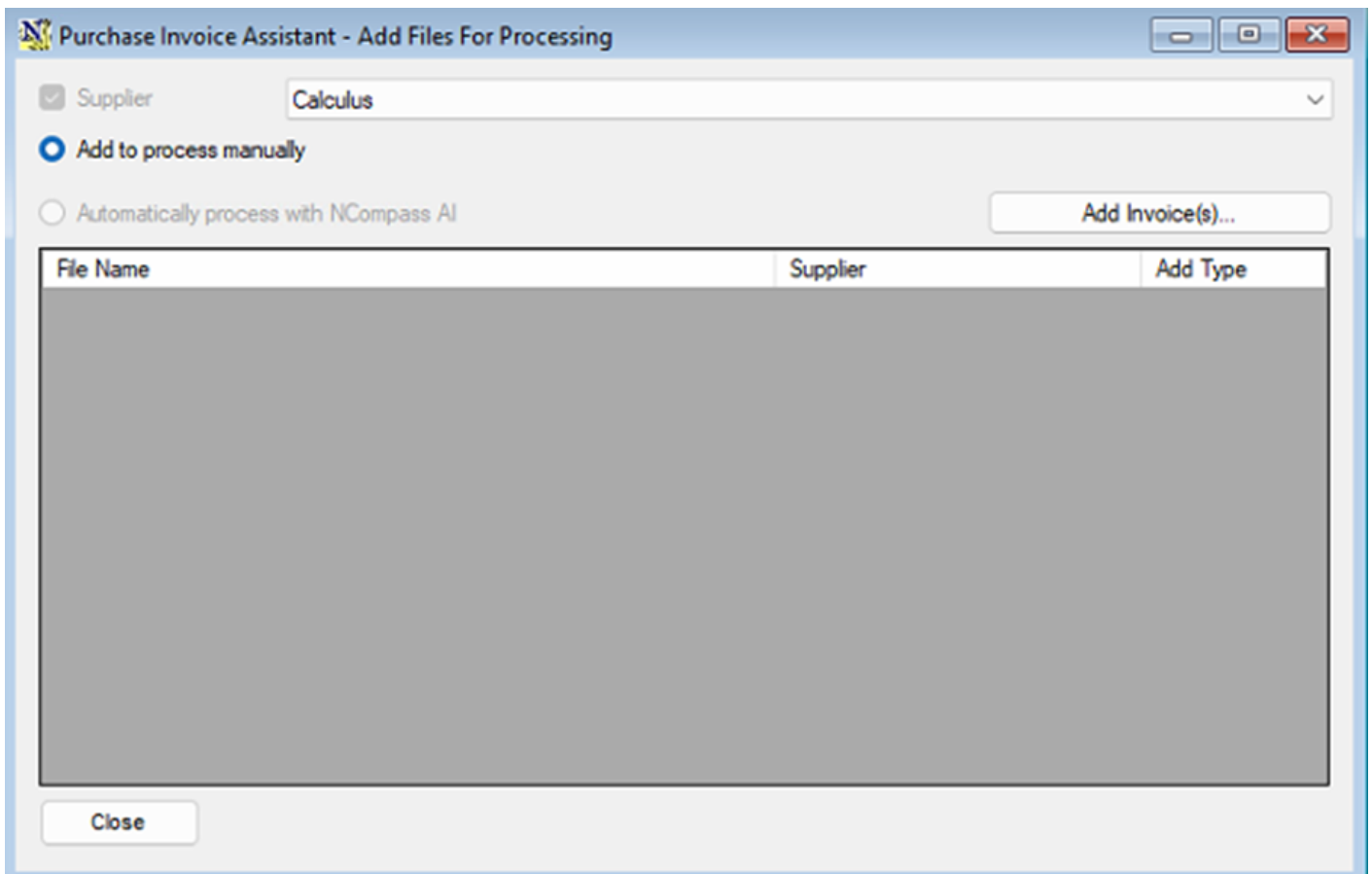
Processing Supplier Invoice Files

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:

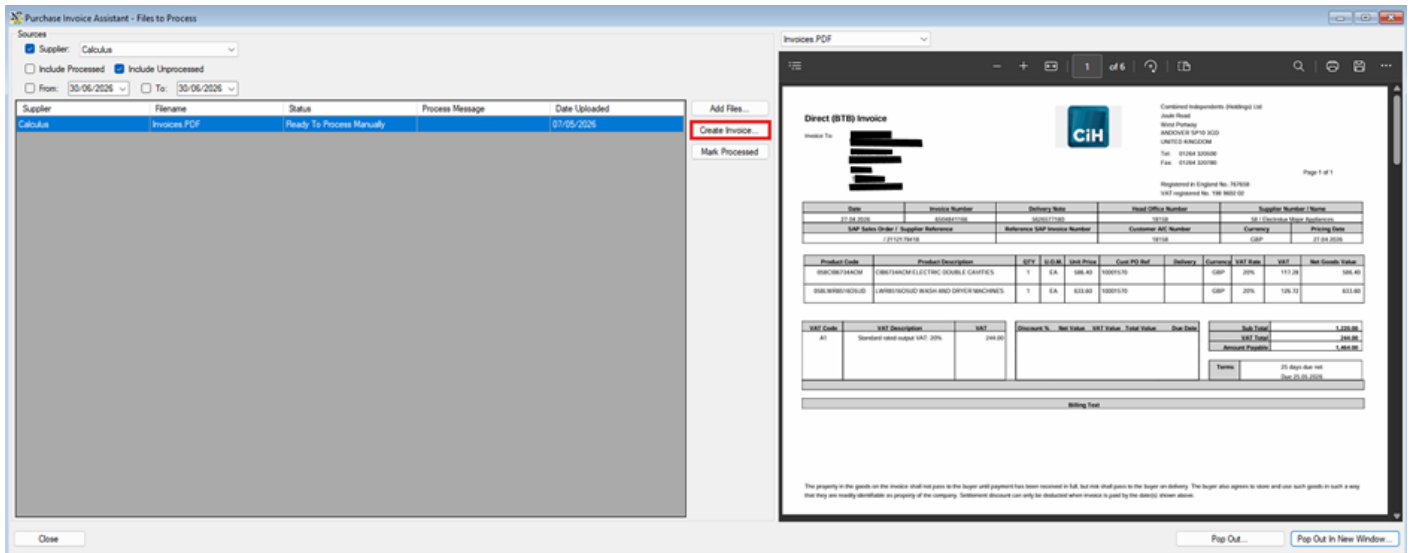
1. Navigate to **Products → Purchase Invoicing → Invoice Assistant → Add Invoices to Process**.
2. Select the **Supplier** from the drop-down list.
3. Add your invoice files using one of the following methods:
 - Click **Add Invoices** and browse to the invoice files.
 - Drag and drop the invoice files 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

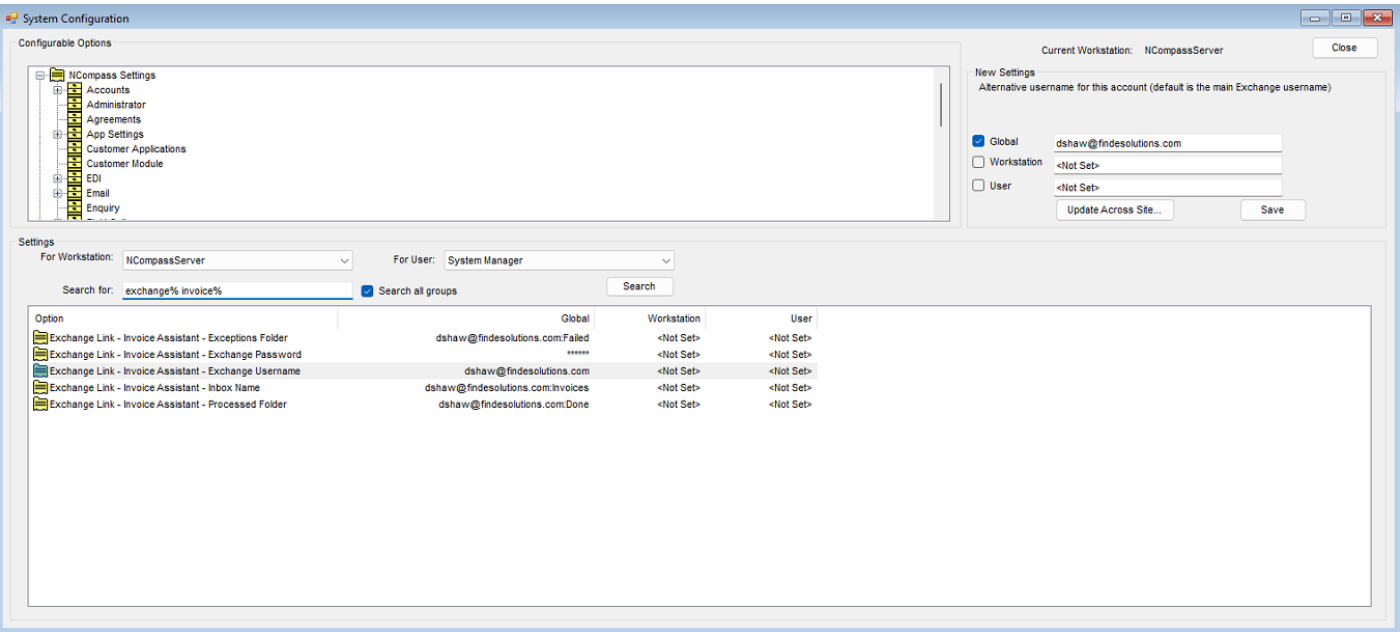
This allows users within the accounts package to view the original supplier invoice directly from the purchase invoice record. The following config needs to be set.

The screenshot shows the 'System Configuration' window. On the left, a tree view under 'Configurable Options' includes 'NCompass Settings', 'Accounts', 'Exact', 'SageOne', 'Xero', 'Administrator', 'Agreements', 'App Settings', 'Customer Applications', and 'Customer Module'. The 'Accounts' folder is expanded. On the right, the 'New Settings' section is active, showing a description: 'If enabled, the image/pdf of the purchase invoice is attached to the invoice on the integrated accounts system (default NO)'. Below this, the 'Global' checkbox is checked, and the 'Yes' option is selected in the dropdown. The 'Workstation' and 'User' checkboxes are unchecked. At the bottom, a table displays the configuration for the selected option.

Option	Global	Workstation	User
Attach Invoice when posting invoice to integrated accounts system	Yes	<Not Set>	<Not Set>

Setting up mailbox to strip invoices from emails

The following configs need to be set



Invoice Assistant Supplier Settings

Most of the behaviour of the **Invoice Assistant** is controlled per supplier rather than system-wide, because every supplier lays its invoices out differently. This page describes the settings held against a supplier and what each one does.

“ The AI-assisted parts of the Invoice Assistant are in private beta and are only enabled for selected customers. If the options below are not visible on a customer system, please check with Calculus support.

Where to Find the Settings

1. Navigate to **Administration** → **Manufacturers & Suppliers**.
2. Open the supplier you want to configure.
3. Select the **Invoice Assistant** tab.

Which Supplier to Set Them Against

The file-handling settings (AI processing, custom model, file filters, splitting) belong against the supplier the invoice *comes from* – the account you upload the files under.

The line-matching settings (**Ignore Model No Suffix** and **Attempt matching on Model No ignoring the first N characters**) belong against the supplier the *goods* were bought from. On a centrally-billed invoice these are not the same record: if a central biller invoices you for goods supplied direct by a manufacturer, set the matching options against the manufacturer, not against the central biller.

AI Processing

The **AI Processing** drop-down decides whether files uploaded against this supplier are read automatically:

- **Off** – files are stored against the supplier but never read by the assistant. Invoices are entered by hand alongside the document.
- **Manual** – the file is read only when someone selects it and clicks **AI Process**. Useful while a new supplier is being set up, or when investigating a supplier whose invoices are not reading well.
- **Automatic** – the file is read as soon as it arrives, so invoices are already matched and waiting when someone opens the assistant. This is the setting to use for suppliers whose invoices arrive by email into a monitored mailbox.

The screenshot shows a software window titled "Manufacturers & Suppliers - Administration". On the left, there is a list of manufacturers and suppliers, with "Euronics" selected. To the right of this list are buttons: "Edit >", "Create Using", "Create New", "Delete", and "Merge...". Below the list, a note states: "Items can only be delivered from Suppliers. Items can only be manufactured by Manufacturers. DO NOT untick the Manufacturer or Supplier box if there are Products in the system linked to the entry." At the bottom left, there are checkboxes for "Show Expired" (unchecked) and "Standardise Case" (checked), along with a "Close" button.

The main area on the right is titled "Manufacturer / Supplier Details" and shows the details for "Euronics". It has several tabs: "Stock", "Stock and Price Data", "Web", "Delivery Schedule", "Invoice Assistant", and "Warranty". The "AI Processing" dropdown is set to "Automatic". The "Custom Model" checkbox is checked, and the dropdown is set to "Demo". The "Delivery/PO Matching" dropdown is set to "Delivery and PO". The "Ignore Model No Suffix" dropdown is set to "After", with a text input field for the number of characters to ignore. A note below these settings states: "Note: The below settings will not work if your invoices are images or scans". There are two checkboxes: "Only Process If File Contains One Of:" (unchecked) and "Ignore If File Contains One Of:" (unchecked), each followed by a text input field. The "Split files which contain more than one invoice by matching:" checkbox is checked, with a text input field set to "Page 1", a dropdown set to "First Page", and a text input field for "of each invoice". At the bottom right, there are checkboxes for "Show Expired" (unchecked) and buttons for "Cancel" and "Save".

Custom Model

By default the assistant reads invoices using the model named in the configuration setting **Invoice Assistant - Default AI Model Name**, which ships as a general-purpose invoice model.

Where a supplier's invoices are consistently laid out, a model can be trained specifically for them, which reads their invoices far more reliably. Tick **Custom Model** and select or type the model name to use it. When a custom model is set against a supplier, that model is used directly – the default model is not tried first.

“ Both the default model name and any custom model name should only be set on the advice of, or by, Calculus. Entering a model name that does not exist will stop that supplier's invoices being read at all.

Deciding Which Files to Process

Suppliers often send statements, credit notes and remittances through the same route as invoices. Two options let you filter those out before any processing happens:

- **Only Process If File Contains One Of** – the file is processed only if it contains one of the pieces of text you list.
- **Ignore If File Contains One Of** – the file is discarded if it contains one of the pieces of text you list, even when it also matched the option above.

Currently only invoices are matched using AI. We suggest the setup is to process only files containing the word “Invoice”, but ignore anything containing “Statement” or “Credit Note”.

Splitting Multi-Invoice Files

Split files which contain more than one invoice by matching handles suppliers who send several invoices inside a single PDF, splitting it into one file per invoice before anything else happens. Enter the text that appears once per invoice and say whether it is on the **first** or the **last** page of each invoice. This is covered in full on the *Splitting Multiple Supplier Invoices from a Single PDF* page.

All three of the options in this section work on the text inside the PDF. They cannot work on invoices that are scans or images, because there is no text to search. The screen shows a reminder of this above the settings.

Delivery/PO Matching

Invoice lines are tied back to what you actually received using the delivery note reference and the Purchase Order number printed on the invoice. The **Delivery/PO Matching** drop-down says which of those to expect from this supplier:

- **Delivery and PO** – both are expected.
- **Delivery Only**
- **PO Only** – use this for suppliers who do not raise delivery notes at all, for example suppliers of services or non-physical products. Lines are then not held back for review simply because no delivery reference could be found.

Matching Model Numbers

The assistant matches an invoice line to a product using the model number or supplier part number printed on the invoice. Some suppliers print a model number that does not exactly match what is held in NCompass.

Ignore Model No Suffix

Some suppliers add a suffix to the model number on the invoice (a pack or revision indicator such as) which does not appear in the price files, so the part number is never stored against the product and the line fails to match.

Enter the character the suffix starts with in **Ignore Model No Suffix: After**. When a model number on the invoice contains that character, everything from its **last** occurrence onwards is stripped off before matching is attempted, leaving the base model number to match against your stored supplier part numbers.

Attempt Matching on Model No Ignoring the First N Characters

Other suppliers prefix the model number with a fixed code – typically a three-character manufacturer code. Where the invoices come through a central biller the prefixed form is usually stored as the supplier part number and matches without help, but on invoices received direct from the manufacturer it will not.

Enter the number of leading characters to disregard in **Attempt matching on Model No ignoring the first N characters**. This is an *additional* attempt, not a replacement: the full model number is still tried first, so part numbers that are stored in the prefixed form continue to match as before, and the shortened form is only used if the full one finds nothing.

The prefix length varies from supplier to supplier, so set the value per supplier rather than assuming one value fits all.

Leave either box empty to switch that behaviour off.

How the Invoice Assistant Reads and Matches Invoices

When the **Invoice Assistant** reads a supplier invoice, it tries to work out on its own which supplier the invoice is from, which delivery or Purchase Order each line relates to, and which product each line is for. This page explains what it reads, how it decides, and what the results on screen are telling you.

Where to Find It

Navigate to **Products** → **Purchase Invoicing** → **Invoice Assistant** → **Process Invoice Files**. The window is titled *Purchase Invoice Assistant - Files to Process*.

The upper part of the window lists the source files, the lower part lists the invoices and lines read out of the selected file. The supplier settings that drive all of this are described on the *Invoice Assistant Supplier Settings* page.

What Is Read from the Invoice

For the invoice as a whole the assistant looks for the invoice number, invoice date, total including VAT, the supplier's own name, a central supplier name, the document type, payment terms, the bill-to postcode, and any delivery note or Purchase Order reference printed at invoice level.

For each line it looks for the model number, the line description, the quantity, the line price excluding VAT, and any delivery note reference printed against that particular line.

Suppliers label these things differently – one invoice says “Delivery Note”, another “Delivery Ref”, another “Document Type” against what a third calls “Invoice Type”. The assistant accepts several wordings for each field and takes the first one it finds, so a supplier does not need a bespoke setup simply because of their choice of headings.

Documents That Are Not Invoices

Where a document type is printed on the document and it indicates a credit note, debit note or return, the document is skipped rather than turned into a purchase invoice. This keeps credit notes and debit notes out of the list when a supplier sends them through the same route as their invoices, and works alongside the file-level filters on the supplier record.

Matching the Supplier

The assistant first tries the **central supplier** name if the invoice carries one, and only falls back to the supplier name otherwise. On centrally-billed invoices the paying account and the supplier of the goods are different, and it is the supplier of the goods that the deliveries and Purchase Orders in NCompass are held against – so this is what allows those lines to match.

Supplier names as printed rarely match your supplier records exactly. Use **Unmatched Suppliers...** to record what a printed name corresponds to; once mapped, later invoices carrying that name match automatically.

Matching Deliveries and Purchase Orders

Each line is tied back to the goods you received using the delivery note reference and the Purchase Order number, within the supplier that has been matched. Which of the two is expected is set per supplier by the **Delivery/PO Matching** option.

Delivery note numbers printed on invoices are frequently padded with leading zeros that are not present on the delivery notes as received. If a delivery reference does not match as printed and it begins with a zero, the assistant automatically tries again with the leading zeros removed, so these still match without anyone having to correct them by hand.

Where a reference is wrong or missing altogether, the **Edit References** panel lets you type the correct **Delivery Ref** or **PO Ref** and apply it to the selected lines. **View Delivery...** and **View PO...** open the matched record so you can check it.

Matching the Product

A line is matched to a product on the model number or supplier part number printed against it. Two supplier settings widen the search where a supplier's printed model numbers do not match what is stored – stripping a suffix from the end, and additionally trying the model number with a fixed number of leading characters disregarded. Both are described on the *Invoice Assistant Supplier Settings* page.

Where a supplier prints a model number but no description against a line, the model number is used as the line text, so the line still carries something meaningful into the purchase invoice.

Once a line is matched to a product, a line price that was read excluding VAT has the VAT calculated from the VAT rate held against that product, so the line arrives on the invoice complete even when the invoice only prints ex-VAT line values.

Other Values Carried Through

- **Branch** – taken from the matched delivery, and from the Purchase Order where there is no delivery.
- **Payment terms** – the terms printed on the invoice are mapped to your own payment terms and applied to the new purchase invoice, so the due date is right without anyone setting it.
- **Descriptions** – description mappings can be recorded so that recurring wording on a supplier's invoices always resolves to the same product.

Reading the Results

Each line is colour-coded so you can see at a glance what needs attention:

- **Green** – fully matched, including the outstanding quantity. These lines are ticked to be included automatically, so a clean invoice needs no line-by-line work.
- **Yellow** – matched, but the quantity does not line up with what is still outstanding.
- **Orange** – the quantity matches but the price differs from the outstanding cost.
- **Red** – needs review; something could not be matched.

Purchase Invoice Assistant - Files to Process

Sources

☐ Supplier:

☐ Include Processed ☒ Include Unprocessed

☐ From: To:

Supplier	Filename	Status	Process Message	Date Uploaded
Electrolux	Electrolux Invoice 2111843272.pdf	Auto Process Partially Matched, ...		14/04/2026
Miele	2239466048.pdf	Auto Process Partially Matched, ...		14/04/2026
Smeg	1129828.pdf	Auto Process Partially Matched, ...		14/04/2026
Whirlpool	6392494588.PDF	Auto Process Partially Matched, ...		14/04/2026
Euronics	Invoice 1.pdf	Auto Process Partially Matched, ...		14/04/2026
Rangemaster	AGA RANGEMASTER INVOICE...	Auto Process Partially Matched, ...		14/04/2026
Rangemaster	AGA RANGEMASTER INVOICE...	Auto Process Partially Matched, ...		14/04/2026
Electrolux	Invoice 1.pdf	Auto Process Partially Matched, ...		14/04/2026
Rangemaster	AGA RANGEMASTER INVOICE...	Auto Process Partially Matched, ...		15/04/2026
Rangemaster	AGA RANGEMASTER INVOICE...	Auto Process Partially Matched, ...		15/04/2026
Rangemaster	AGA RANGEMASTER INVOICE...	Auto Process Partially Matched, ...		15/04/2026
Rangemaster	AGA RANGEMASTER INVOICE...	Auto Process Partially Matched, ...		15/04/2026

Add Files...
Create Invoice...
Mark Processed

Invoice (1 Total To Process)

Invoice No: Invoice Date: 07/08/2025 Total Inc: £7,539.58

Invoice Line Text	Quantity	Line Cost Ex	Unit Cost Ex	Delivery Ref	PO Ref	Matched Product	Include
FNS 7140 C RE EU1	2	£2,278.86	£1,139.43	8021403857		FNS 7140 C Miele	☒
FNS 7740 D GB	1	£1,367.43	£1,367.43	8021403857		FNS 7740 D 125 GALA EDIT...	☒
K 4003 D GB	2	£870.26	£435.13	8021403857		K 4003 D Miele	☒
KMDA 7272 FR-U Silence st...	1	£1,766.43	£1,766.43	8021403857		KMDA7272 FR-U Miele	☒

Include Selected
Skip Selected
Create Invoice...
Create Manually...

Edit Price/Quantity
Line Price Ex:
Qty:
Update Selected

Edit References
Delivery Ref:
PO Ref:
View Delivery...
View PO...
Update Selected

Close

Lines that failed to match carry a warning icon. Hover over it for the reasons, which are specific – for example that the supplier name could not be matched, that the delivery reference could not be matched to a delivery for that supplier, that no delivery or PO reference was provided, that no product could be matched, or that there is no outstanding quantity left to invoice for that line.

Working Through an Invoice

Use the buttons beneath the line list to settle each line:

- **Include Selected** – tick the selected lines to go onto the invoice.
- **Skip Selected** – leave the selected lines off.
- **Update Selected** in **Edit References** or **Edit Price/Quantity** – correct what was read from the document.

When the lines are right, **Create Invoice...** raises the purchase invoice from them, or **Create Manually...** starts an empty invoice with the document alongside. **Mark Processed** takes a file

off the outstanding list without creating anything.