

Purchase Invoice Assistant

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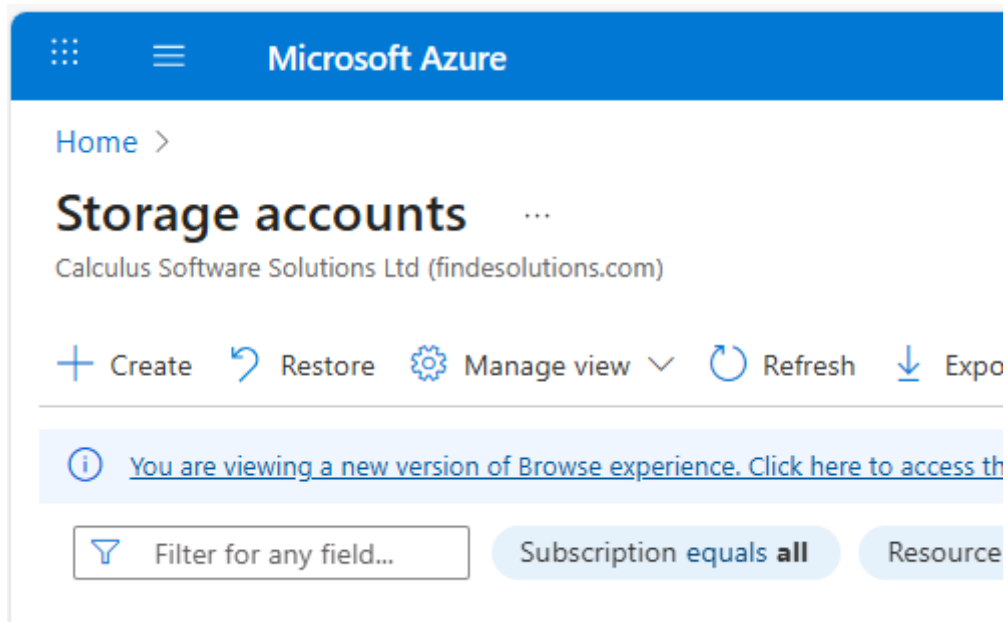
Creating a Storage Location (Azure)

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 <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
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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

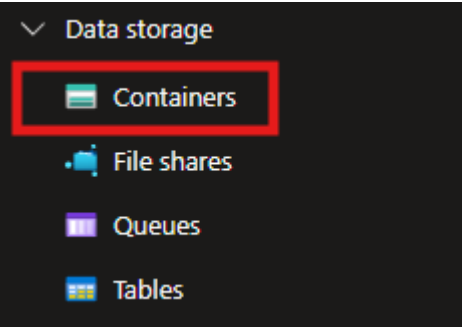
Endpoint type

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

...

+

Add container

↑

Upload

↻

Refresh

🗑

Delete

🔒

Change access level

🔄

Restore containers

⚙

Edit columns

🔍

Search containers by prefix

Showing all 2 items

☐	Name	Last modified
☐	📁 Slogs	22/07/2025, 1
☐	📁 dstest	22/07/2025, 1

New container

✕

Name *

xxxxxxxxxxxxinvoices ✓

Anonymous access level ⓘ

Private (no anonymous access) ▾

📘 The access level is set to private because anonymous access is disabled on this storage account.

⌵ Advanced

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

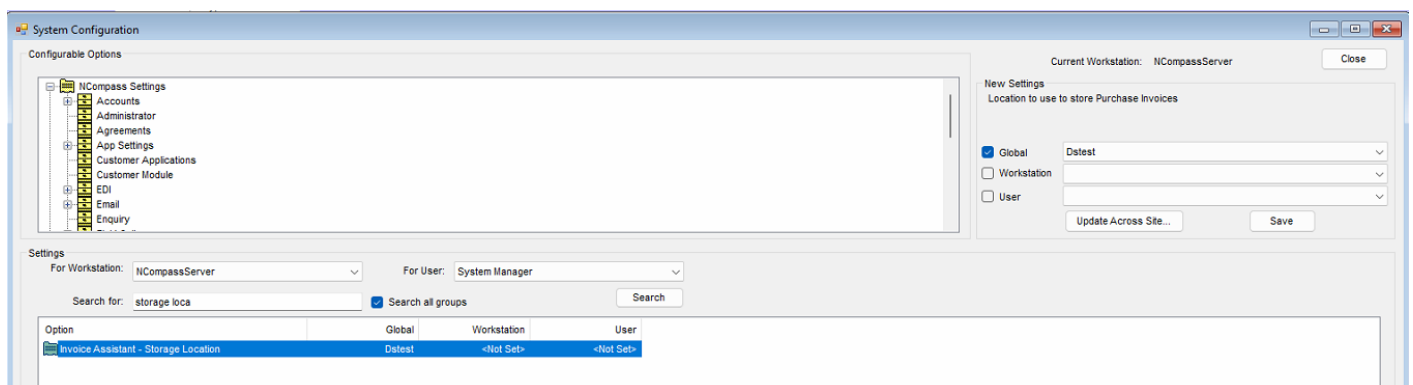
Leave the rest of the settings as the default.

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	ncompasststoragebeta
Container Name	Data Storage -> Containers -> Name of the Container Created	invoiceaibeta
Container Endpoint	Settings -> Endpoints -> Blob service -> Blob service	https://ncompasststoragebeta.blob.cor e.windows.net/
Account Key 1	Security + Networking -> Access Keys -> Key 1	LxN8uQp1zKaM7fT+YrjGdVbHcwXqEo 9sRm==
Account Key 2	Security + Networking -> Access Keys -> Key 2	
Connection String	Security + Networking -> Access Keys -> Connection String	DefaultEndpointsProtocol=https;Acco untName=ncompasststoragebeta;Acco untKey=LxN8uQp1zKaM7fT+YrjGdVb HcwXqEo9sRm==;EndpointSuffix=cor e.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.

Manufacturers & Suppliers - Administration

☒ Manufacturers ☒ Suppliers

Abode
AEG
AUDIO PRO
Avtex
Beko
Belling
Bertazzoni
Blomberg
Bosch
Brand Name
BSH
Calculus
Candy
Carrier
CDA
Customer Trade In
DPD
Dyson
Electrolux
Epson
Euronics
Fisher and Paykel

Edit >
Create Using
Create New
Delete
Merge...

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.

☐ Show Expired
☒ Standardise Case

Close

Manufacturer / Supplier Details

Name: Calculus

Stock and Price Data Web Delivery Schedule Invoice Assistant Warranty System

AI Processing: Off

☐ Custom Model:

Delivery/PO Matching: Delivery and PO

Ignore Model No Suffix: After

Note: The below settings will not work if your invoices are images or scans

☐ Only Process If File Contains One Of:

☐ Ignore If File Contains One Of:

☒ Split files which contain more than one invoice by matching:

Page 1 on the First Page of each invoice

☐ Show Expired

Cancel Save

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.

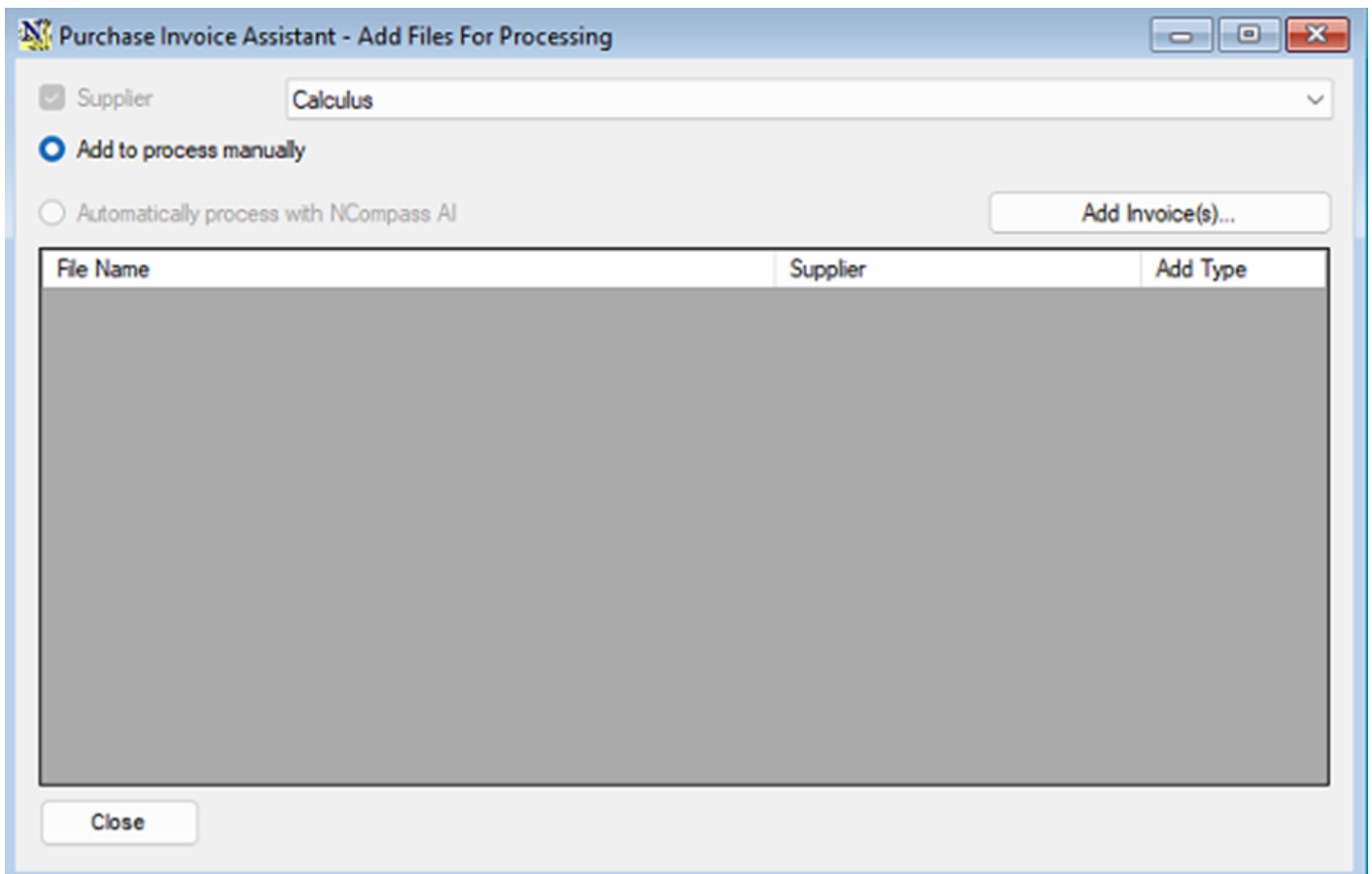
Processing Supplier Invoice Files

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:

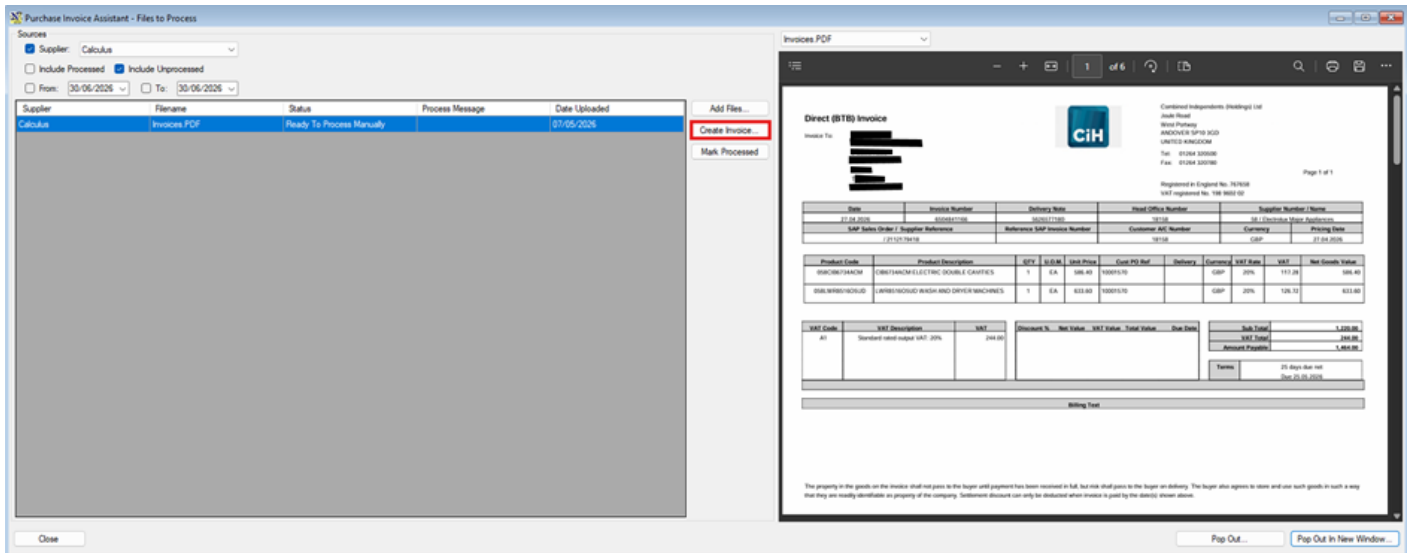
1. Navigate to **Products → Purchase Invoicing → Invoice Assistant → Add Invoices to Process**.
2. Select the **Supplier** from the drop-down list.
3. Add your invoice files using one of the following methods:
 - Click **Add Invoices** and browse to the invoice files.
 - Drag and drop the invoice files 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' (with sub-items '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, there are three checkboxes: 'Global' (checked), 'Workstation' (unchecked), and 'User' (unchecked). Each checkbox has a corresponding dropdown menu. The 'Global' dropdown is set to 'Yes'. At the bottom right of this section are 'Update Across Site...' and 'Save' buttons. Below the settings section, there are two dropdowns: 'For Workstation:' set to 'NCompassServer' and 'For User:' set to 'System Manager'. A search bar contains the text 'Attach Invoice' and a 'Search' button. Below the search bar is a table with the following data:

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

