

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 is titled "Manufacturer / Supplier Details" and shows the name "Euronics". Below this is a tabbed interface with tabs for "Stock", "Stock and Price Data", "Web", "Delivery Schedule", "Invoice Assistant", and "Warranty". The "Invoice Assistant" tab is active. It contains the following settings:

- AI Processing:** A dropdown menu set to "Automatic".
- Custom Model:** A checkbox that is checked, followed by a dropdown menu set to "Demo".
- Delivery/PO Matching:** A dropdown menu set to "Delivery and PO".
- Ignore Model No Suffix:** A dropdown menu set to "After", followed by a text input field and the text "Attempt matching on Model No ignoring the first [] characters".

Below these settings is a note: "Note: The below settings will not work if your invoices are images or scans". There are two checkboxes with text boxes:

- ☐ Only Process If File Contains One Of:
- ☐ Ignore If File Contains One Of:

Below these is a checked checkbox: ☒ Split files which contain more than one invoice by matching: Page 1 on the First Page of each invoice.

At the bottom right, there are checkboxes for "Show Expired" (unchecked), and "Cancel" and "Save" buttons.

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.

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