Invoice Scan 365

Setup

Before you start using Invoice Scan 365, you have to setup and activate the solution. This is done by going to the setup wizard in the Assisted Setup page.
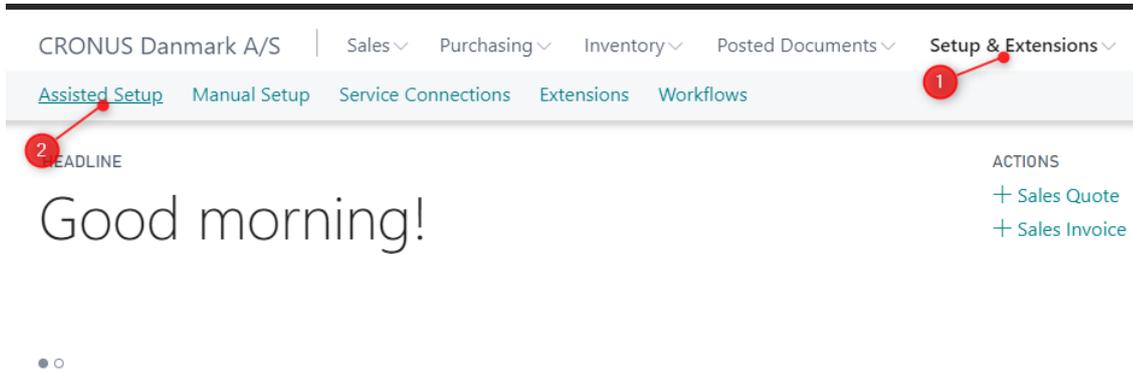
Find Invoice Scan 365 within the list and click on the name "Set up Invoice Scan 365" or click the action "Start Setup"
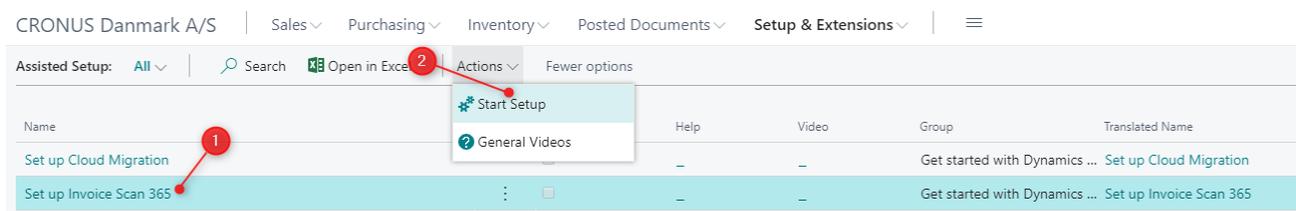
Click next on the first page, until you reach the registration page. Enter your information and click next.

You have now been assigned an invoice email. This is the email you use, when you wan't to send a document for processing. The email can also be found at the Invoice Scan 365 Setup page afterwords. For now copy and save the email address.

Finalize the setup

On the last page, you can pick which output you expect from the imported invoices. All invoices are imported directly to the inbox and this option allow you to define whether the invoice should become a journal line or purchase document when fully imported.

Output Type: Journal
When this option has been selected, your invoice will be imported to a journal. Invoice Scan 365 create a new journal line and assign the picture to the journal line, ready for you to post it. The posted ledger entry will have the picture assigned.

If the invoice has multiple lines, all lines will be compiled into one journal entry.

Output Type: Document
When this option has been chosen, your invoices will become a fully qualified purchase document. The picture of the invoice will be attached to the document and the posted ledger entries.

Extended Setup

Invoice Scan 365 Setup

← ✏️ + 🗑️ ✓ SAVED 🔖 ⬒ ⤢

✅ Activate ✖ Deactivate 👥 Change Payment Method 📱 Mobile Users | More options

General   Show more

Activated · · · · · · · · · · · Yes   Invoice Email · · · · · · · · · · 94d9c93cc3c3707d@scan.bilags...

Solution

Output Type · · · · · · · · Document ▾   Datavalidation · · · · · · · · · ⚪
Create Lines · · · · · · · · ⚪

Journal Setup

Journal Template Name · · KASSE   ⌄   Journal Batch Name · · · · INVSCAN   ⌄

Some settings are assigned by default, from the Wizard. To further configure the product, you must go to the setup page, Invoice Scan 365 Setup.

On the Invoice Scan 365 Setup page, you can configure your solution to use a specific journal or create lines on your documents.

Output Type: Journal
When this option has been selected, your invoice will be imported to a journal. Invoice Scan 365 create a new journal line and assign the picture to the journal line, ready for you to post it. The posted ledger entry will have the picture assigned.

If the invoice has multiple lines, all lines will be compiled into one journal entry.

Output Type: Document
When this option has been chosen, your invoices will become a fully qualified purchase document. The picture of the invoice will be attached to the document and the posted ledger entries.

Create Lines
This feature is only available when you have selected output type Document, you can choose to have your solution create lines instead of just creating one line with the total.

Journal Setup
The journal setup is only used when your output type is journal. This allow you to specify in which journal the journal lines are created.

When data validation has been enabled, you are guaranteed that your invoices are always 100% correct. When this option is disabled you might experience that words or numbers has been misread.

Create an Invoice with Invoice Scan 365

This only apply if your solution is setup to have output type journal.

Send an invoice to the email address, that you were assigned during setup. The email can also be found at the Invoice Scan 365 Setup page.

Attach the invoice you would like to scan, to the email and send it.

After about 2 minutes, you will find your invoice in the Invoice Scan 365 Inbox. When the invoice is ready for further processing, the status will become "Imported". The scanning procedure can take up to 30 minutes for basic solutions and up to 24 hours for Data Validated solutions (this is assigned in the Invoice Scan 365 Setup).

Document Type		Document No. ↓	Vendor Name	Invoice Date	Total Amount Excl. VAT	Status
Invoice	⋮	4413272	Schmeichel Møbler A/S	18-01-2021	7.845,36	Imported

Output Type: Journal

If you have selected journal as your output type, you will be required to assign a Posting Account to your invoice, before you can process it further.

Go to the Invoice Card, from the Invoice Scan 365 Inbox.

4413272 · Schmeichel Møbler A/S

Actions

General   Show more

Vendor No.	30000	Payment Date	01-02-2021
Vendor Name	Schmeichel Møbler A/S	**POSTING**	
VAT Reg. No.	DK69752846	Posting Account ✱	
Status	Imported	Payment Method Code	BANK
Invoice Date	18-01-2021	Payment Reference	

Totals   Show more

| Total Amount Excl. VAT | 7.845,36 | Total Amount Incl. VAT | 9.806,70 |

You will notice, that the Posting Account is missing.

When you assign a posting account, you will be asked if you would like to store this as the default posting account, for this vendor. If you click Yes, the Posting Account will be preassigned the next time you get an invoice from this vendor.

This account, can be changed on the vendor card, at the Invoicing tab.

30000 · Schmeichel Møbler A/S

Process   Request Approval   New Document   Navigate   Vendor   More options

Blocked · · · · · · · · · · · · · · · ·   [▼]

Address & Contact   Show more

ADDRESS   CONTACT

Address · · · · · · · · · ·   [Ndr. Frihavsgade 45]   Primary Contact Code · · · · · · · · ·   [E000133   ...]

Address 2 · · · · · · · · ·   [   ]   Contact · · · · · · · · · · · · · ·   [Hr. Markus Nygaard]

Country/Region Code · · · · · ·   [DK   ∨]   Phone No. · · · · · · · · · · · ·   [   ]

City · · · · · · · · · · · · · ·   [Copenhagen   ...]   Email · · · · · · · · · · · · · · ·   [   ]

Post Code · · · · · · · · · ·   [2100   ...]   Home Page · · · · · · · · · ·   [   ]

Show on Map   Our Account No. · · · · · · · ·   [   ]

Invoicing   Show more

VAT Registration No. · · · · · · · · ·   [DK69752846   ...]   Prices Including VAT · · · · · · · ·   (●)

Tax Liable · · · · · · · · ·   (●)   JCDBS INVOICESCAN

Tax Area Code · · · · · · · · · · ✱   [∨]   Default Invoicing Account · · · · · ·   [8210   ∨]

You can now generate the journal line, by going to Actions and clicking "Create Document"

← DOCUMENT | WORK DATE: 28-01-2021   ✎   +   🗑

4413272 · Schmeichel Møbler A/S

Actions

🔳 Refresh   📄 Create Document   📄 Show Document

Vendor No. · · · · · · · · · ·   [30000   ∨]   Payment Date · · · · · · · · · · ·   [01-02-2021   📅]

Vendor Name · · · · · · · · ·   [Schmeichel Møbler A/S]   POSTING

VAT Reg. No. · · · · · · · · ·   [DK69752846   ]   Posting Account · · · · · · · · ·   [8210   ∨]

Status · · · · · · · · · · · · ·   [Imported   ]   Payment Method Code · · · · · · · ·   [BANK   ∨]

Invoice Date · · · · · · · · ·   [18-01-2021   📅]   Payment Reference · · · · · · · · ·   [   ]

Totals   Show more

Total Amount Excl. VAT · · · · · · · ·   [7.845,36]   Total Amount Incl. VAT · · · · · ·   [9.806,70]

The journal lines created by Invoice Scan, will be marked with information field "Created By Invoice Scan 365"

Batch Name · INVSCAN   ···

Manage   Process   Payroll   Page   Post/Print   Line   Account | More options

	Posting Date	Document Type	Document No.	Account Type	Accoun
Scan 365 ⋮	18-12-2019		SC00000001	Vendor	30000

Dimensions ⌄

Dimension Code ↑		Dimension Value Code	Dimension Value I
INDKØBER	⋮	FF	Frederik Friis
OMRÅDE		30	Nordeuropa (EI

	ACCO...	BAL. ...		BALA...	TOTA...
AccName	Sch...	Kont...		0,00	0,00

Incoming Document Files ⌄

Name		Type
Schmeichel Møbler AS	⋮	PDF

If there is no informations missing on the invoice during import, the journal line will be generated directly.

Output Type: Document with Lines

If you have selected Document with Document Lines as your output type, you will be required to assign an Account or item to your invoice lines, before you can process the document further.

Go to the Invoice Card, from the Invoice Scan 365 Inbox.

4413272 · Schmeichel Møbler A/S

Actions

General

Show more

Vendor No.	30000 ⌄	Payment Date	01-02-2021 🗓
Vendor Name	Schmeichel Møbler A/S	POSTING	
VAT Reg. No.	DK69752846	Payment Method Code	BANK ⌄
Status	Imported	Payment Reference	
Invoice Date	18-01-2021 🗓		

Lines | Manage

	Line Type	No.	Vendor Item No.	Description	Quantity	Line Amount
→		⁝ ✱	766BC-C	766BC-C CONTOSO Reolsystem	1,00	8.088,00

You will notice, that there is lines on the Invoice Card.

When you assign an account or an item, the solution will remember you choise, next time your get this item from this specific vendor.

You can now generate the document, by going to Actions and clicking "Create Document"

DOCUMENT | WORK DATE: 28-01-2021   ✏ + 🗑

4413272 · Schmeichel Møbler A/S

①
Actions
                    ②
🗗 Refresh   📄 Create Document   📄 Show Document

Vendor No.	30000 ⌄	Payment Date	01-02-2021 🗓
Vendor Name	Schmeichel Møbler A/S	POSTING	
VAT Reg. No.	DK69752846	Posting Account	8210 ⌄
Status	Imported	Payment Method Code	BANK ⌄
Invoice Date	18-01-2021 🗓	Payment Reference	

Totals

Show more

Total Amount Excl. VAT	7.845,36	Total Amount Incl. VAT	9.806,70

The document created by Invoice Scan, will be marked with the information field "Created by Invoice Scan 365"