



XERO-EXPORT GUIDE

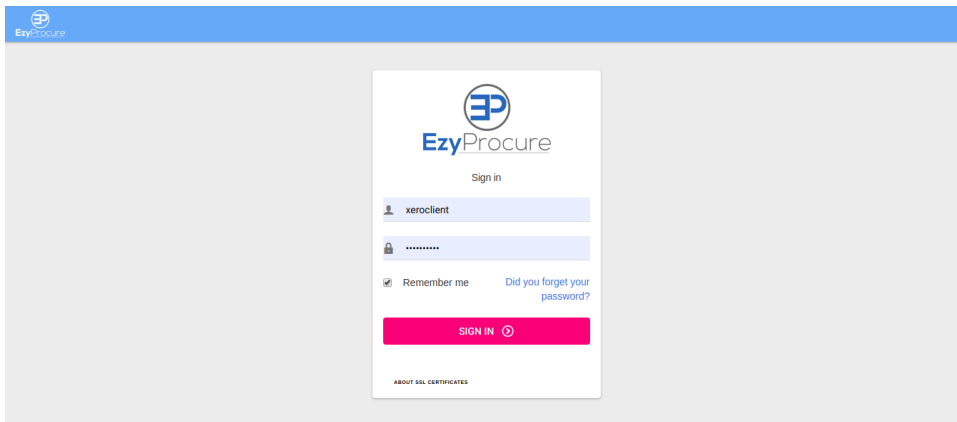
EZYPROCURE

I. WALK THROUGH ON USING XERO

1. Open our web application (you may also use our Android or iOS application), a sample screenshot is provided below:

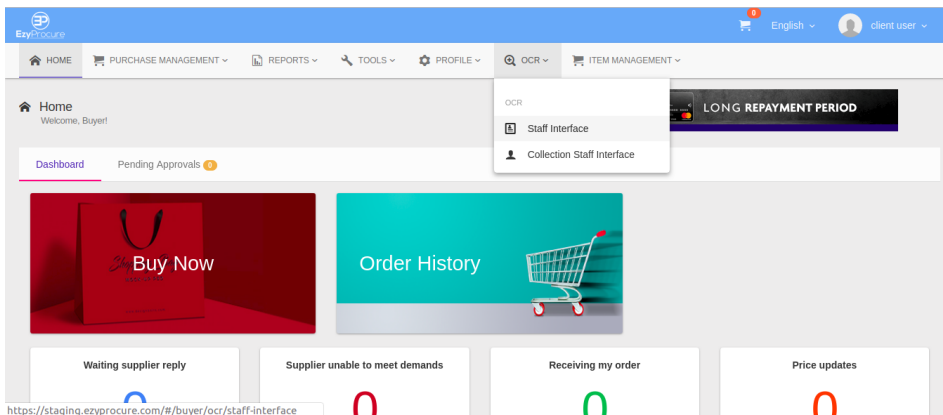
Production url: <https://v2.ezyprocure.com>

2. Log-in into EzyProcure using your credentials.



3. You are now redirected to the home page (as provided on the sample screenshot below) where you are provided with numerous features for processing, tracking, managing your business.

In the menu you could find the option **OCR**, where you are listed with two options, for now you can select the **Staff Interface**



- You are now redirected to the invoice page (as provided on the sample screenshot below) where you are provided with numerous features and exports for processing, tracking, managing your business. You could find the button **CONNECT TO XERO**, where you are redirected to the Xero and once logged-in, you are listed with your organisations on which one could be selected for your exports.

Home - Staff Interface

PO Search

PO Number OCR Acceptance Status Hardcopy Invoice OCR Result E-Invoice OCR Result

Export Status Invoice Status Supplier Business Outlet

From Date To Date

10/03/2019 09/04/2019

SEARCH CSV RESET EXPORT TO MYOB

CONNECT TO XERO DISCONNECT TO XERO EXPORT TO XERO EXPORT XERO CSV

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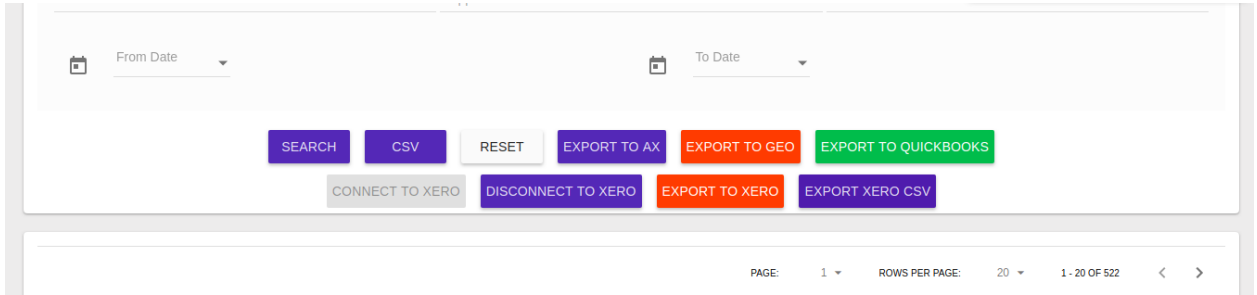
- Once you are successfully connected to XERO, you are ready to export invoices to your XERO account. On the listing you could select the invoices which are to be exported to XERO (based on the various conditions like **'OCR Acceptance Status'='accepted'**).

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<input type="checkbox"/>	PO Number↑↓	Supplier↑↓	OCR Acceptance Status↑↓	Hardcopy Invoice OCR Result↑↓	E-Invoice OCR Result↑↓	Brand Name	Outlet↑↓	Received Date↑↓	GRN Amount	E-Invoice Status	Purchase Order Type	Exported Date	Exported By	MYOB Exported
<input type="checkbox"/>	XBTC00000002	Xero Supplier Test Client	PENDING	AMOUNT MISMATCH	AMOUNT MATCH	Xero buyer test Company	Xero buyer test Company (HQ)	09/04/2019	2.00	PROCESSED	NA	NA	NA	✗
<input checked="" type="checkbox"/>	XBTC00000003	Xero Supplier Test Client	ACCEPTED	NO INVOICE UPLOADED	AMOUNT MATCH	Xero buyer test Company	Xero buyer test Company (HQ)	09/04/2019	2.00	PROCESSED	NA	NA	NA	✗
<input type="checkbox"/>	XBTC00000001	Xero Supplier Test Client	ACCEPTED	NO INVOICE UPLOADED	AMOUNT MATCH	Xero buyer test Company	Xero buyer test Company (HQ)	09/04/2019	3.00	PROCESSED	NA	NA	NA	✗

ACCEPT

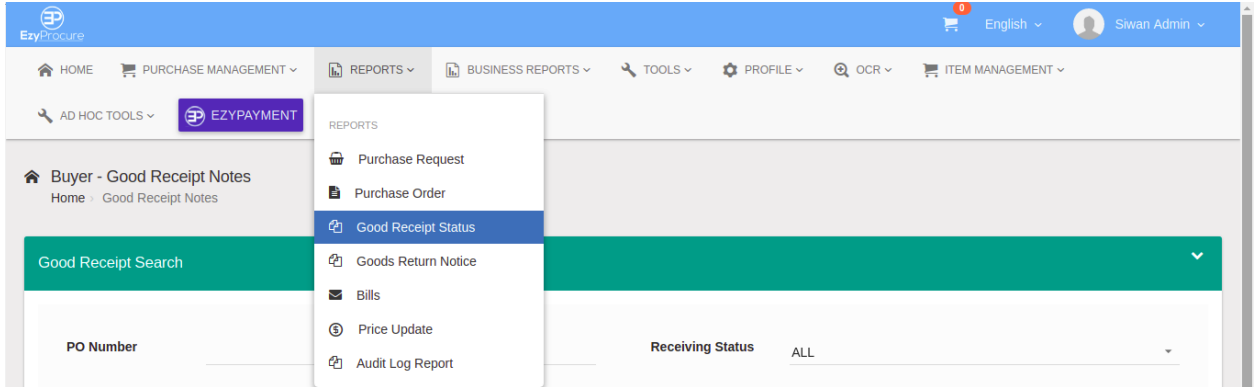
- Once invoices are selected you can use **EXPORT TO XERO** button for exporting the invoices. The export will be done in the background while you could do more.



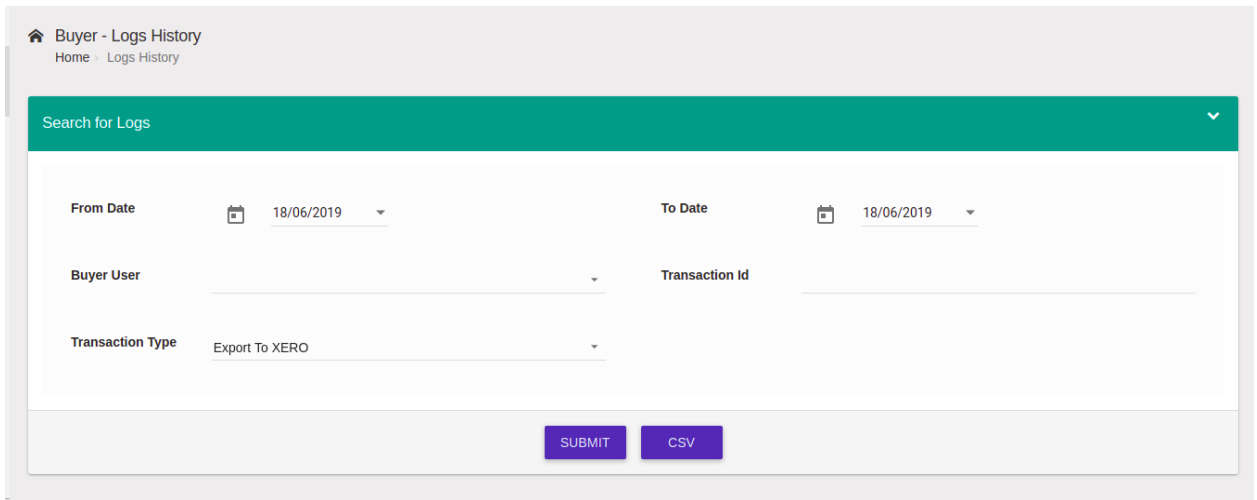
- Once exporting is done then you could see the export field for the invoice gets updated with the status of the export. Success is marked with a **green** ✓ while the failure is marked with a **red** ✗.

<input type="checkbox"/>	PO Number↑↓	Supplier↑↓	OCR Acceptance Status↑↓	Hardcopy Invoice OCR Result↑↓	E-Invoice OCR Result↑↓	Brand Name	Outlet↑↓	Received Date↑↓	GRN Amount	E-Invoice Status	Purchase Order Type	Exported	Exported Date
<input type="checkbox"/>	YUMS00000585	ROMS Corporation	PENDING	PENDING	AMOUNT MISMATCH	Allan Brand 2	Allan Outlet 2	08/04/2019	44.94	PROCESSED	NA	✗	NA
<input type="checkbox"/>	YUMS00000735	ROMS Corporation	ACCEPTED	AMOUNT MATCH	AMOUNT MISMATCH	Yumsome Ad	Yumsome (HQ)	08/04/2019	112.35	PROCESSED	Restaurant Sales	✓	08/04/2019
<input type="checkbox"/>	YUMS00000690	ROMS Corporation	ACCEPTED	AMOUNT MATCH	AMOUNT MATCH	Yumsome Mel	Yumsome Melbourne	08/04/2019	770.40	PROCESSED	NA	✗	NA
<input type="checkbox"/>	YUMS00000586	ROMS Corporation	PENDING	PENDING	PENDING	Allan Brand	Allan Outlet	08/04/2019	100.05	PENDING	NA	✗	NA
<input type="checkbox"/>	YUMS00000695	ROMS Corporation	ACCEPTED	AMOUNT MATCH	PENDING	Yumsome Mel	Yumsome Melbourne	05/04/2019	128.40	PENDING	NA	✗	NA

8. For the detailed info on your export to XERO on audit-logs reports.



9. On Audit log reports you can query on different processes for various date ranges along with different filters.



10. You can see the details - who,when,where,what as a list.

Log Details

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S No	Date Time Stamp↑	Transaction Type	Transaction Id	Status	User	User Name	Notes
1	12/06/2019 17:41:54	EXPORT TO XERO	YUM001	EXPORT-SUCCESS	Siwan Admin	yumsome	The invoice YUM001 has been exported to xero

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