

How to guide

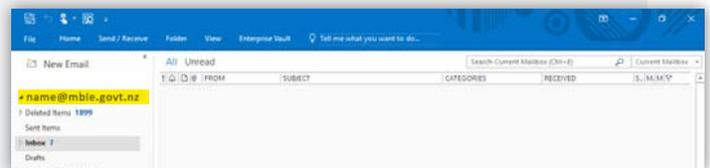
Searching Outlook 2016 to identify organisations using Xero and MYOB for PDF invoicing

All suppliers using Xero and MYOB can be eInvoicing enabled to send eInvoices with a few simple mouse clicks. We recommend you identify suppliers who use Xero and MYOB to generate and send PDF invoices to your accounts payable inbox, and let them know when you're ready to receive eInvoices from them instead of PDF invoices.

This guide provides guidance on how to identify organisations who use Xero and MYOB to generate and email PDF invoices and how to match against your accounts payable.

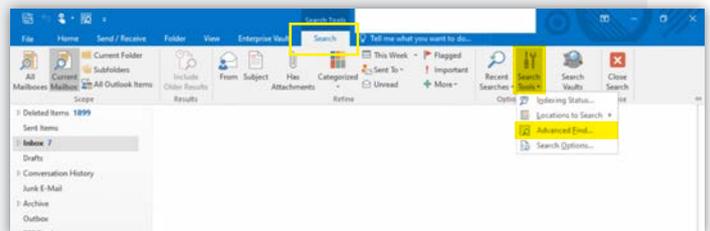
How to extract emails with PDF invoices generated by Xero and MYOB

Select the folder where the archived emails containing your organisations invoices are stored. This can be a parent folder like the example here.



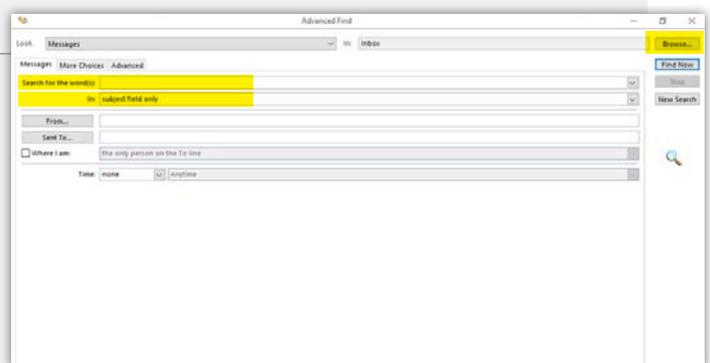
Open advanced search/find by clicking on the search entry box and then selecting:

- Search > Search Tools > Advanced Search



Enter one of the following search criteria in the **Search for the word(s)** field:

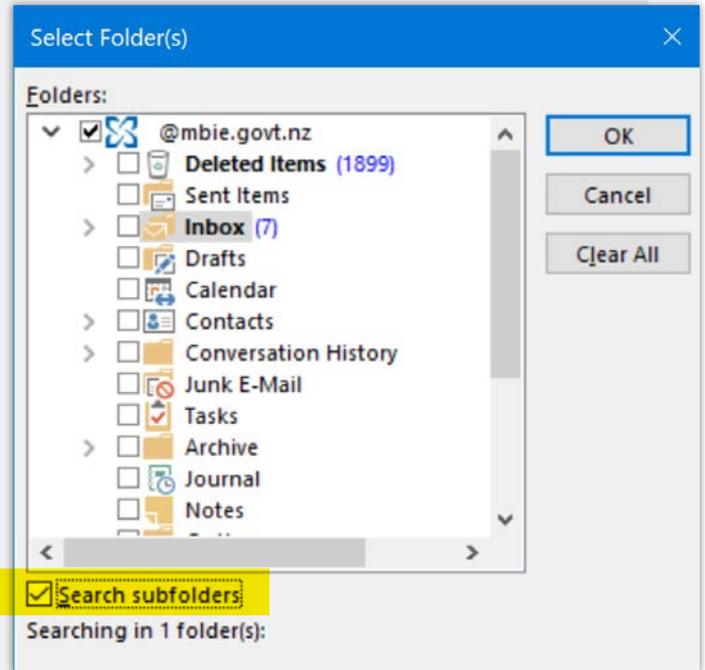
- apps.myob.com
- post.xero.com
- Select **subject field and message body** on the In menu, then select Browse



Select **Search subfolders**.

Sort by sender, then copy and paste to Excel (ctrl A, ctrl C then ctrl V in Excel).

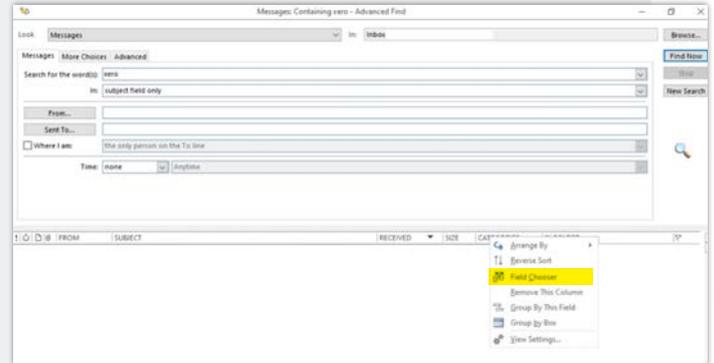
Repeat steps for both search terms.



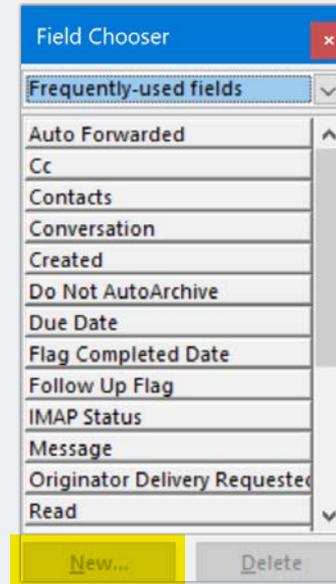
How to add an email address column to the search results

It may be useful to extract the email address as part of the search.

To do this, you will need to select the **Field Chooser** by right clicking your mouse on the field headings in the results window.



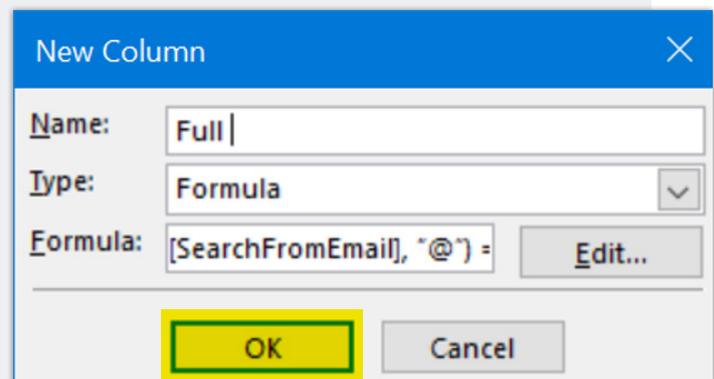
Select **New**.



Enter the following in the fields:

- Name: Full
- Type: Formula
- Format: `Ilf(InStr([SearchFromEmail], "@") = 0, "", Left([SearchFromEmail], InStr([SearchFromEmail], "@") - 1)+ "@" + Mid([SearchFromEmail], InStr([SearchFromEmail], "@")+1))`

You will need to add the field every time you perform a search. It will be saved under **User-defined fields**.

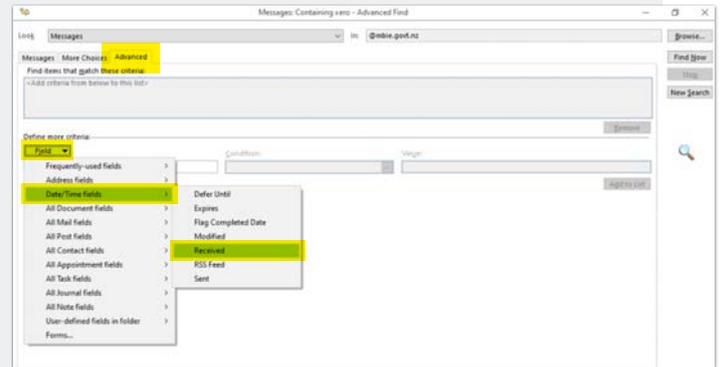


How to restrict parameters if an advanced search times out or results returned are capped by your system administrator

Some environments have a cap on the number of results returned, or your environment may simply timeout due to the volume of data being searched.

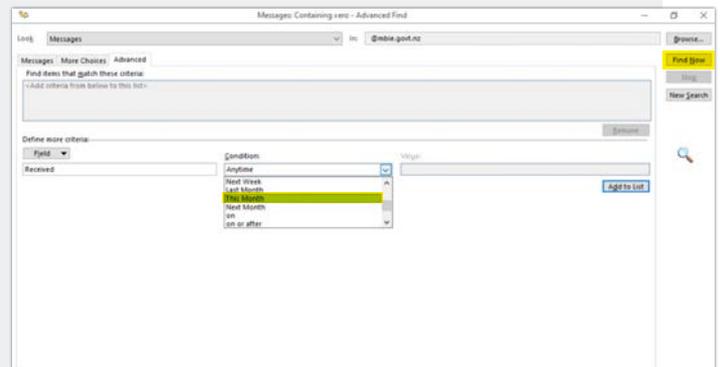
Restricting the data by a range using the Date Received field is recommended.

Navigate to the **Advanced** tab and select **Field, Date/Time fields, Received**.



Try different ranges of dates starting with **This Month**. Select **Find Now** and export the data.

You may need to do this with multiple criteria to extract a satisfactory (statically significant) dataset.



How to cleanse data to match against your accounts payable or receivable records

This is potentially a time consuming exercise. It is recommended you complete this final step to match against your vendor records. This should allow you to:

- Calculate the volume of invoices and prioritise those with the highest volumes (most benefit)
- Extract other data of relevance, e.g. full contact details for a vendor, or who has been coding or approving invoices for a specific vendor (useful for change management activities)

We recommend you engage someone proficient in Excel to complete this part of the exercise. This would usually be a Data or Financial Analyst. Though they may have their own approach to data cleansing and consolidation, the tips below should save them a lot of time.

1. Create a duplicate column of the data you are matching, so you have a version of the data which is not edited. This may save you headaches down the track should you find you have to revert back to an earlier version.
2. Run a vlookup to match supplier names from your finance system and then try the following data cleansing and matching tips:
 - Use 'find and replace' to clear common terms, e.g. Your business name, UNCLASSIFIED, INCONFIDENCE, is due, or change Ltd to Limited.
 - Use a series of functions to split up supplier names, e.g. LEFT, RIGHT, MID, IFERROR AND SEARCH (more detailed formulas below).

3. Create multiple columns in your spreadsheet as you strip the unnecessary details from the subject lines. Putting the data in a table will also be helpful, use ctrl+A then ctrl+T.
4. Use the "Remove Duplicates" function in Excel.
5. Notice the pattern of email subject lines, often they are in the form:
 - Invoice 0000XXXX; **from** [supplier name]
 - Invoice INV-XXXXX **from** [supplier name] **for** XYZ
6. Below is more detail on the specific functions you can look at using to split or isolate supplier names:
 - Eg. Create a new column and use a formula to search the subject line and get all of the characters after the word "from".
=MID([@Subject],(SEARCH("from",[@Subject]))+5),LEN([@Subject]))
 - You can also then get all the characters to the left of "for"
=LEFT([@working1],SEARCH("for",[@working1])-2)

The final step is to manually match the remaining records. Run a Filter on the remaining data and use Search terms.

A final tip is to Google possible names of the suppliers to confirm their actual trading name. This may help you to manually narrow down possible matches.

