

How to guide

Searching Outlook Office 365 to identify organisations using Xero & MYOB for PDF invoicing



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.

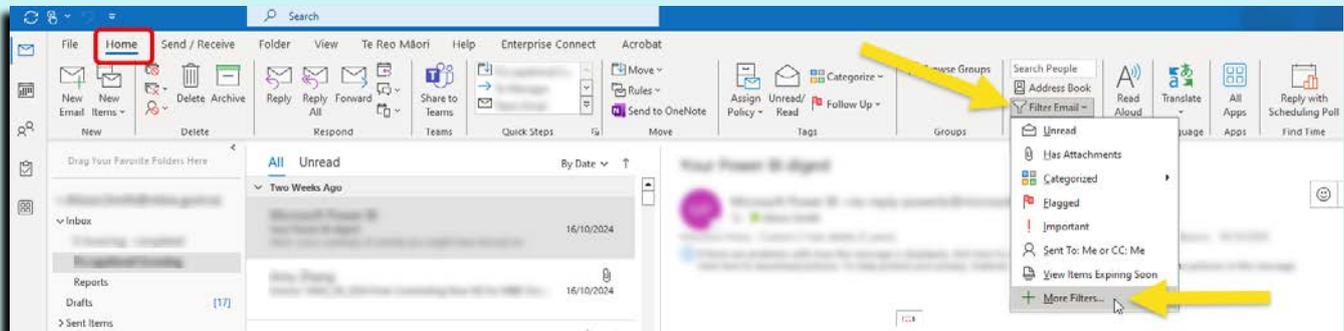
This guide provides guidance on how to identify organisations who use Xero and MYOB to generate and email PDF invoices and how to match against your accounts payable.

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

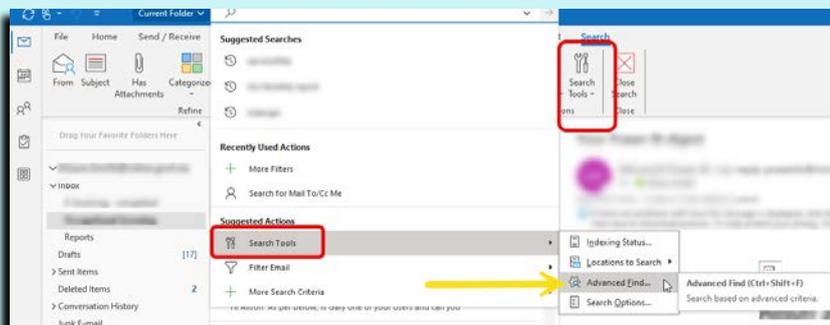
Access the "Advanced Find" function in Outlook 365 using one of the following 2 methods:

- Use the keyboard shortcut (**ctrl**+**shift**+**F**) and the Advanced Find window will open. If you choose this method then you can skip straight to the next section on page 2 (search criteria).
- Alternatively, navigate to Advanced Find using your mouse through the menus as shown below

With the "Home" menu open, select "Filter Email". You will be presented with another menu, select "More Filters"

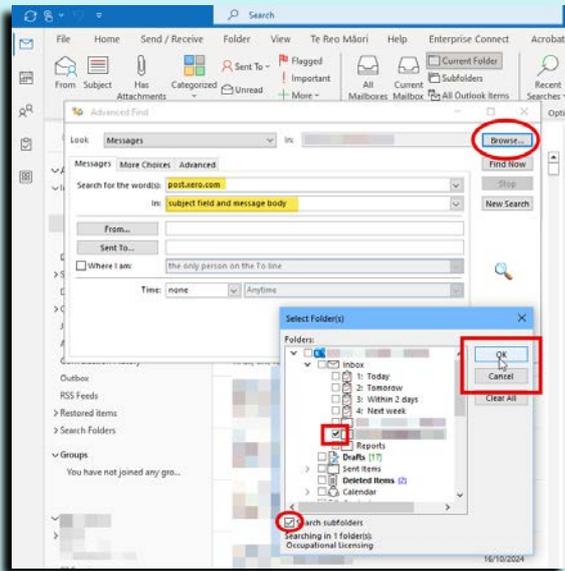


This will produce another menu named "Search Tools". This menu could be in one or more locations (as shown in the snip below).



The sub-menu for "Search Tools" contains the "Advanced Find" function.

Select "Search Tools" in any location and another menu will drop down, from which you should choose "Advanced Find".



Select your search criteria

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

- apps.myob.com
- post.xero.com

In the “In” menu below, select “subject field and message body” from the dropdown menu.

Select “Browse” in the top right hand corner.

Another window appears named “Select Folder(s)”

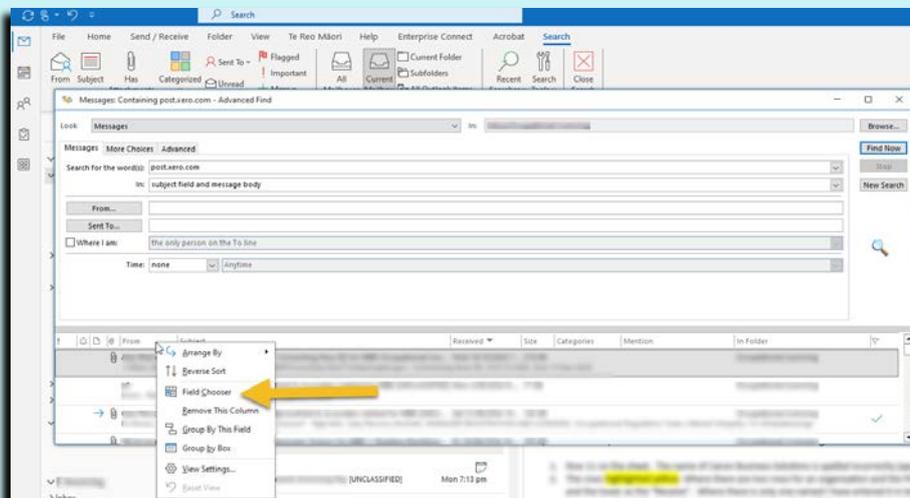
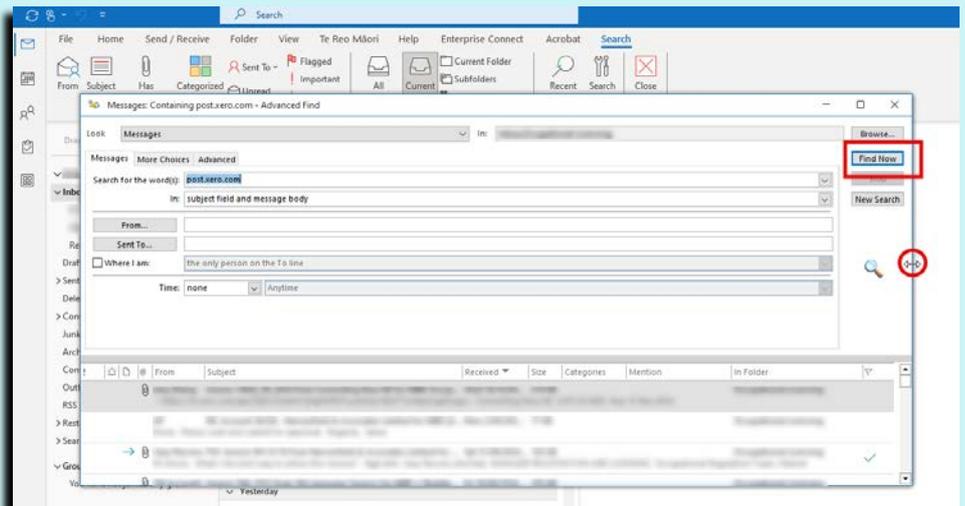
Select the inbox and folders you wish to search and also select “Search Subfolders” at the bottom.

Select “OK” in the top right.

Create the list.

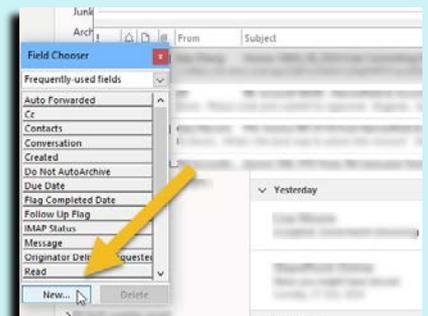
Select “Find Now” at the top right under the Browse button and a table of results will appear in your search window as shown. Widen the window by dragging to the right. This will reveal all the headings.

The list in the window below the search menu will be emails which contain the words you have searched for somewhere in the message, but not necessarily FROM that email address. So, another step is required which involves adding another heading to the search.



To add another column heading to the search, right click on the header field labels to reveal a menu. Choose “Field Chooser” from this menu.

On the next menu, choose “New”

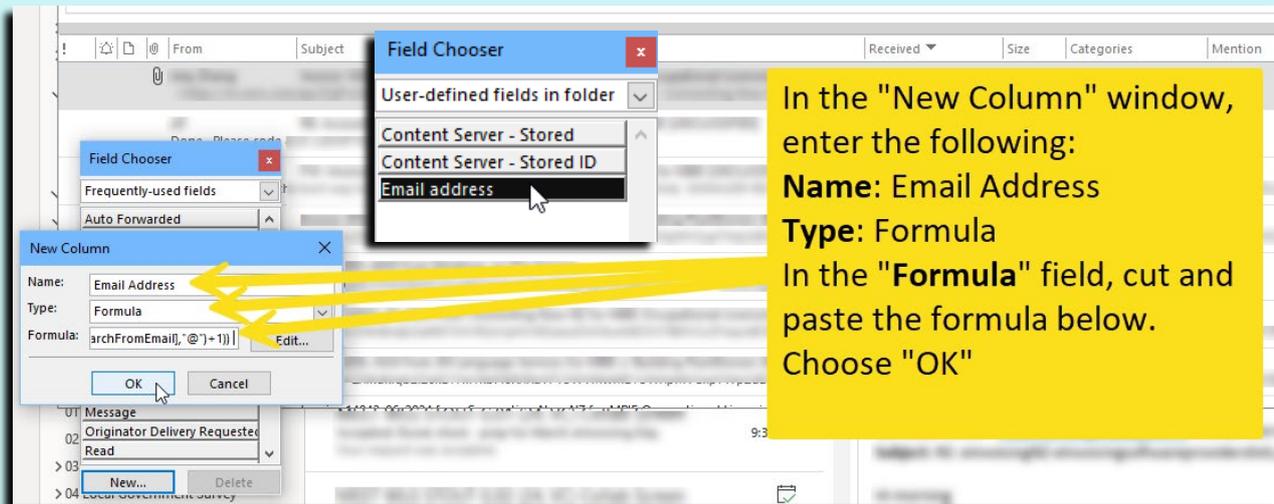




Then **create the header**.

This is done by following the instructions in the screen grab below.

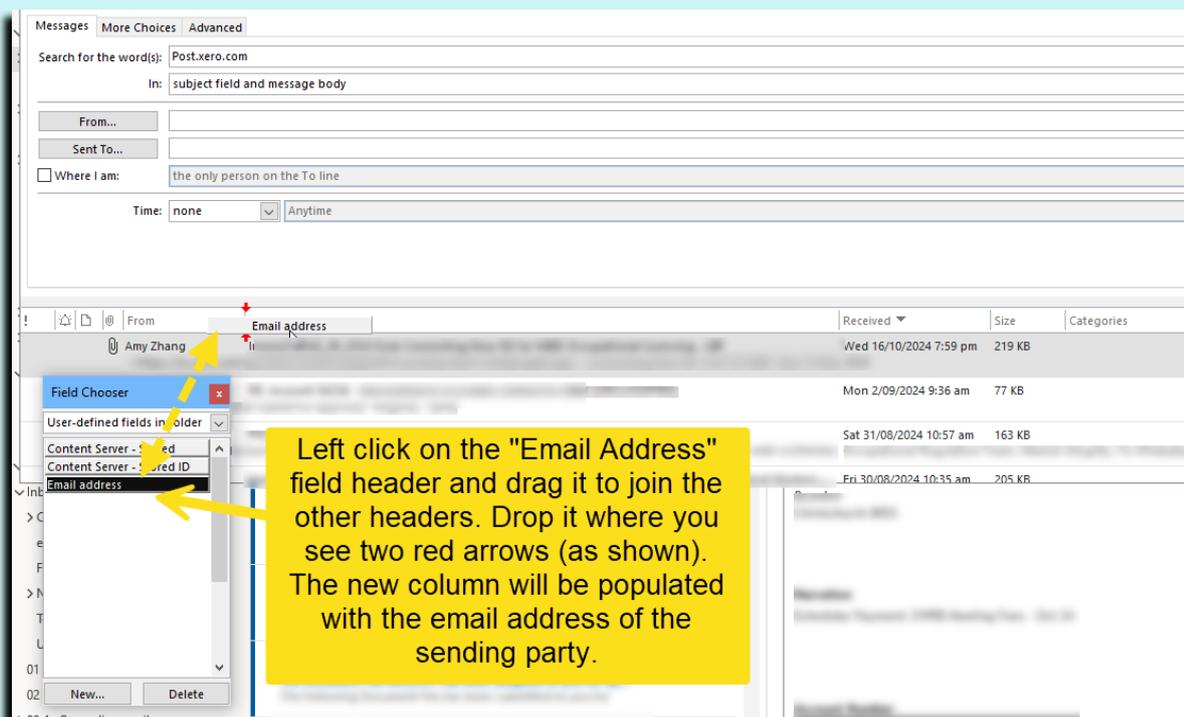
Once this is done press "OK" and a new header will be created in the menu. If it doesn't appear immediately you will be able to find it under "User-defined fields in folder" (see insert)



FORMULA:

`IIf(InStr([SearchFromEmail], "@" = 0, "", Left([SearchFromEmail], InStr([SearchFromEmail], "@" - 1) + "@" + Mid([SearchFromEmail], InStr([SearchFromEmail], "@" + 1))`

PLEASE NOTE: You should only have to create this header field once. It will be available for use in the menu to drag and drop in future searches.

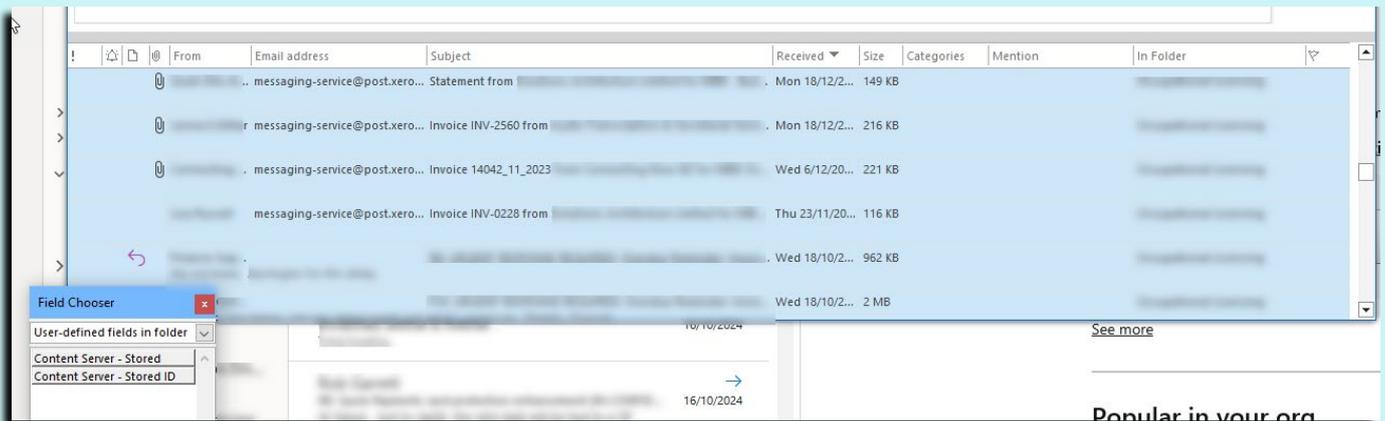




Next step is to **drag and drop the new header into the header list**.

When this is done, the column will be populated with the email addresses of the sending party, where applicable.

If your results contain sent items or items that have been forwarded, then this field may still appear blank. The emails can now be exported to an excel spreadsheet for further filtering and analysis.



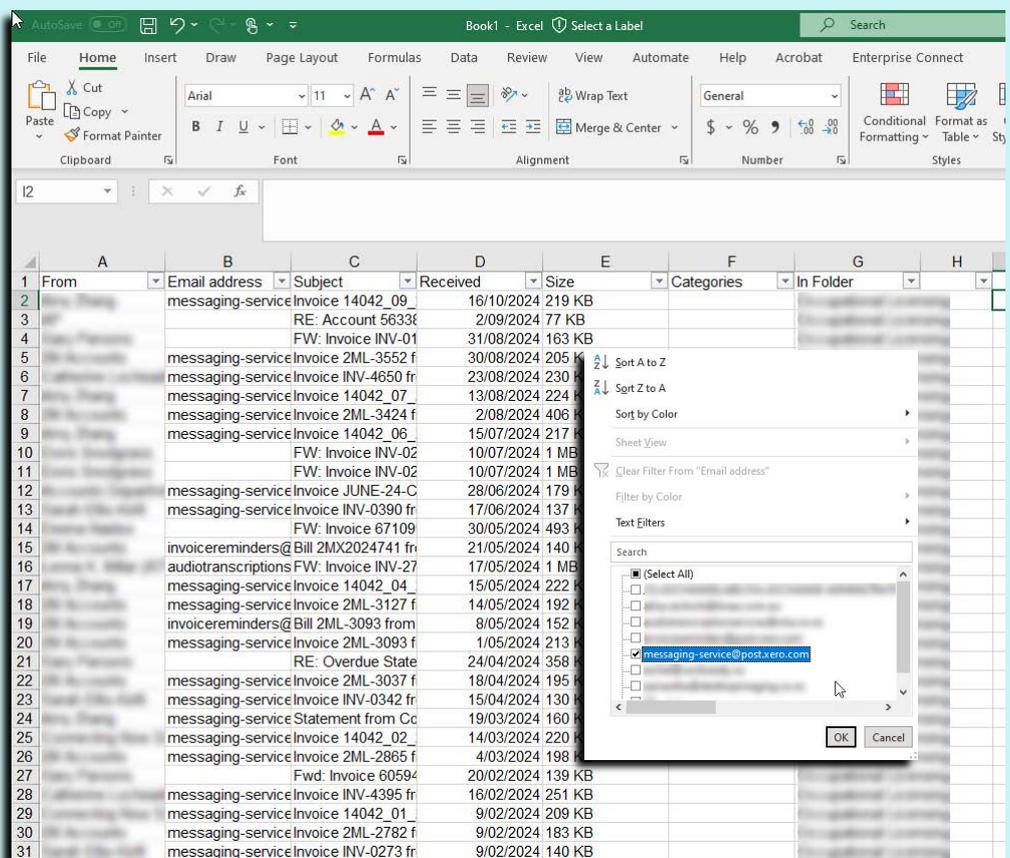
Now it is necessary to **export the data to Excel and filter**.

To export the data, you can perform a simple copy and paste. Highlight all the emails in the list (as shown in the image above). Then press **[Ctrl][C]** to copy.

Open a blank excel spreadsheet and paste, as shown in the image on the right and paste using **[Ctrl][V]**.

Once you have the data in the spreadsheet, you can apply a filter to the “Email Address” column and this will allow you to isolate emails received from a specific supplier.

In this example, we have highlighted Xero but the task can be repeated for any supplier where you know the email domain name. The domain name is the portion of the email address which appears after the @ sign.





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.

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.

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, IN-CONFIDENCE, 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).

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.

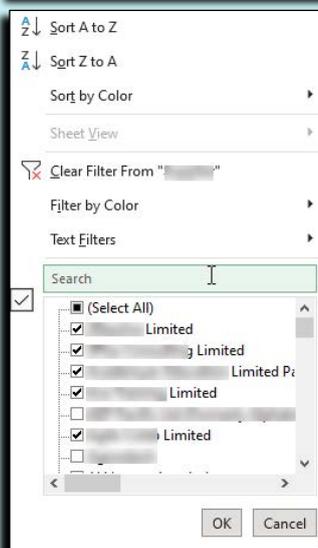
Use the "Remove Duplicates" function in Excel.

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

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]))



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.