



Xero Supplier Statement Reconciliation

Readme

Version 1.0

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1. Introduction

This document contains all the necessary information for the functioning of the Xero Supplier Statement Reconciliation.

1.1 Overview

This bot will log in to your company's Xero account, requests the user for the name of the supplier and extracts the corresponding supplier invoice statement from Xero (in Excel format).

*The bot then converts the statement from the supplier (in pdf format) to excel format using online pdf converter tool and compares it against the supplier statement from Xero. The bot then prompts the user for the 2 files (downloaded) and the empty exception file. Once the 3 files are specified the bot then creates an **Exception Report** with mismatched and missing Invoices.*

1.2 Common Use cases

This bot gives you with the Exception Report (in accordance with Supplier Statement). So it is easier to spot any invoice discrepancies

Before payment is made reconciling is easier with this bot and faster and with more accuracy.

2. Requirements & Prerequisites

2.1 System Requirements

Windows 10 and above.

2.2 Prerequisites

Automation Anywhere Enterprise Edition v11 and above or Automation Anywhere Community Edition.

You should have IE installed in your system.

An empty exception report must be created with the format adhering to the one specified under the Input Folder. The Supplier Statement from the vendor in PDF Format must adhere to the sample file in the Input folder.

2.3 Disclaimers

This bot will work with Xero Accounts with only one organization. If you have multiple organizations then the default organization's reports will be downloaded.

3. Getting Started

3.1 Skill Matrix

This bot has only one Task Bot. It is not dependent on any other bots.

3.2 Installation Hierarchy

- *Download the bot from the Bot Store*
- *Double click on the .msi file*
- *On Welcome to Installation wizard, click Next to continue,*
- *Click I agree to the terms in the license agreement radio button to accept the terms.*
- *Get/Copy the License key from Bot Store Downloads into license key, click Next to continue.*
- *Click Install to begin the installation.*
- *Click Finish to complete the installation.*
- *To view the installation, go to 'My Tasks' Folder on AAE Client to see the bot.*
- *Click on 'Xero Supplier Statement Reconciliation' to run the bot.*

3.3 Uninstall

- *Open Add/Remove Programs -> Select the 'Xero Supplier Statement Reconciliation' bot to be uninstalled*
- *Click uninstall*

3.4 Variables used in the Bot

- *For Credential Vault –*

You have to create credentials and add it to a new or an existing locker. This bot uses a locker called Xero Locker

<i>Locker Name</i>	<i>Credentials Name</i>	<i>Attribute Name</i>	<i>Value</i>
<i>Xero Locker</i>	<i>Xero Credentials</i>	<i>Xero_Username</i>	<i>Specify the login mailID of your Xero Account</i>
<i>Xero Locker</i>	<i>Xero Credentials</i>	<i>Xero_Password</i>	<i>Specify the password of your Xero Account</i>

- For this Bot –

INPUT VARIABLES: Input Variables to be mentioned in this Table				
Variable Name	Type	Mandatory	Purpose	Example Input
<i>vXeroStatement</i>	<i>Text</i>	<i>Yes</i>	<i>The Invoice Statement of the company downloaded from Xero</i>	<i>Prompted from the user;</i>
<i>vSupplierStatement</i>	<i>Text</i>	<i>Yes</i>	<i>The Supplier Statement provided by the supplier</i>	<i>Prompted from the user .</i>
<i>vExceptionReport</i>	<i>Text</i>	<i>Yes</i>	<i>The Exception Report to record the invoice discrepancies</i>	<i>Prompted from the user.</i>
<i>vErrorFolder</i>	<i>Text</i>	<i>Yes</i>	<i>This is the error folder which contains the Logs folder and the Snapshot Folder</i>	<i>C:\your file path\ Xero Supplier Statement Reconciliation-Accountifi\Error Folder</i>
<i>vLogFolder</i>	<i>Text</i>	<i>Yes</i>	<i>This folder contains the logs in case of error</i>	<i>C:\your file path\ Xero Supplier Statement Reconciliation-Accountifi\Error Folder\Logs</i> <i>Update the file_path to your corresponding path</i>
<i>vSnapshotFolder</i>	<i>Text</i>	<i>Yes</i>	<i>This folder contains the snapshots of error in case of error</i>	<i>C:\your file path\ Xero Supplier Statement Reconciliation-Accountifi\Error Folder\Snapshots</i> <i>Update the file_path to your corresponding path</i>

4. Logs

Each Bot error logs in the following structure :

. o Error Folder

▪ *Logs*

• *Error Logs Month-Day-Year.txt: In case of any error, this file logs error message along with time stamp*

▪ *Snapshots*

• *Error Snap Month-Day-Year.png: In case of any error, this file captures screenshot of error.*

Task Status of bot is set to failed in case of errors.

5. Troubleshooting & Support

5.1 Support

You can contact info@accountifi.co for any support regarding the bot.