

Xerox® Connect App for Sage Intacct

Quick Start Guide for use with Xerox® Connect App for Sage Intacct

DESCRIPTION

Xerox® Connect App for Sage Intacct (Connect for Sage Intacct) is a Xerox Gallery App that allows users to connect to their Intacct account, right on the device. Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud) works as the Single Sign-On mechanism, making sign in fast and easy. With the app's invoice capture technology, users can easily scan, preview, and capture details off their paper bills. These details are then used as data to create a new bill in Intacct (Accounts Payable). Alternatively, users can scan, preview, and attach payments to existing, outstanding invoices (Accounts Receivable). Connect for Sage Intacct is available to the customer who purchases the app and downloads it using a Xerox App Gallery account. You can also try the app for a defined trial period.

Xerox® Connect App for Sage Intacct is for use with Xerox® ConnectKey® Technology enabled Multifunction Printer, AltaLink®, and VersaLink® devices.

Device Requirements

Throughout this guide, the Word "device" is used synonymously and is interchangeable with Multifunction Printer and Printer.

All devices require the following:

- Xerox Extensible Interface Platform® (EIP) must be enabled to allow the app to be installed.
 - Devices must support EIP 3.7 or higher
- ConnectKey® App Installation (Weblet Install Policy) must be enabled to allow installation of the App.
- Ensure the device is able to communicate with the Internet.

Note:

Some networks require a proxy to communicate with the Internet.

If Verification of SSL is enabled on the device, ensure the security certificates are loaded on the device.

By default, the Xerox® Solutions Certificates are preloaded on all 2016 Xerox® ConnectKey® Technology-enabled i-Series, AltaLink®, and VersaLink® devices



For more information on the settings above, refer to the Xerox App Gallery Online Support at: <https://www.support.xerox.com/support/xerox-app-gallery.com>

INSTALLING XEROX® CONNECT APP FOR SAGE INTACCT

The following procedure assumes you have created a Xerox App Gallery account. If you do not have access to a Xerox App Gallery account, refer to the Xerox App Gallery Quick Start Guide for instructions on creating an account.

Note:

For detailed instructions on adding a device and adding or installing Apps to your Xerox® App Gallery account, see the documentation links at the end of this guide.

INSTALL GALLERY APPS FROM THE XEROX® APP GALLERY WEB PORTAL (PAID APP)

1. Go to the Xerox® App Gallery URL: <https://appgallery.services.xerox.com>
2. Select **Log In**.
3. Enter a valid Email and Password.
4. On the devices tab, add a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. Select the **Subscribe** button.
7. Accept the App End User License Agreement (EULA).
8. Select **Checkout**.
9. Fill out the Billing information and select **Place Order**.
10. Select **Done**.
11. Check your email inbox for purchase confirmation.

INSTALL GALLERY APPS FROM THE XEROX® APP GALLERY WEB PORTAL (TRIAL APP)

1. Go to the Xerox App Gallery URL: <https://appgallery.services.xerox.com>
2. Select **Log In**.
3. Enter a valid Email and Password.
4. On the devices tab, add a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. Select the **Install** button.
7. Clicking on the button launches the Install Trial screen.
8. Select the device(s) that you would like to trial the App on and then select **Install**

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS LISTED IN XEROX WORKPLACE SUITE

Important: Xerox® Workplace Suite administrators should perform the following procedures. If you do not have Xerox Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app displays in the list, click it and select **Exchange Keys**.
5. This will send an email request to Xerox SSO Apps.
6. The administrator of the SSO Apps will then email the Xerox Workplace Suite Administrator the required key.
7. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS NOT LISTED IN XEROX WORKPLACE SUITE

Important: Xerox® Workplace Suite administrators should perform the following procedures. If you do not have Xerox Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app does not display in the list, click **Action** -> **New**.
5. Fill in the Description, Publisher, and Publisher Email address, App ID and Redirect URL.

This information should be part of the description on the App Details screen in the App Gallery. If this information is not available, contact the app creator.

6. Select **Send**.
7. Click on the app and select **Exchange Keys**.
8. This will send an email request to Xerox SSO Apps.

9. The administrator of the SSO Apps will then email the Xerox Workplace Suite Administrator the required key.
10. The Xerox Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

INITIAL SETUP

Before you can use Connect for Sage Intacct, you need to authorize the app by adding the Xerox sender ID to your Intacct account. You will also have to create a custom role with permissions, as well as a web services user that you assign the custom role to. The full guide on initial setup can be found on Connect for Sage Intacct's support site:

<https://intacct.xeroxinvoices.com>

When you install Connect for Sage Intacct, you'll get an App Gallery configuration popup, prompting you to enter a company ID. This is the company ID for your Intacct account. You can find this ID in Intacct's settings under **Company information**. The company ID you set in App Gallery configuration will be used to log you in on the device.

HOW TO SCAN A BILL

1. From the device home screen, touch **Connect for Sage Intacct**.
2. On the login screen, enter your Intacct user ID and password, then select **OK**.
3. Once you are on the switchboard of the app, select **Scan Bill**.
4. You'll be taken to the Scan Bill page, where you can set your scan settings. Place your bill on the platen or in the feeder and touch **Scan**. The scan will initiate, and the invoice will be processed. This may take a couple of minutes, depending on the size of your invoice. **Note:** Intacct has a file size limit. If your scan's file size exceeds the limit, an alert will display.

- Once the scan is done processing, the Review page will appear. This page is a summary of the data captured off of the bill you scanned, and the fields required to add a bill into Intacct.

Note: The app uses invoice capture technology to automatically capture and pull important details off of the paper bill you scan. The app will do its best to populate some of the fields on the Review page with the details it captures, but, the results may not be perfect, **so you should always confirm each value before progressing to the next page.** Every field can be edited. Moreover, this page is meant to be a summary of all line items on your invoice. If you need to break the invoice down into individual line items, you can complete the workflow in the Connect for Sage Intacct app, and then sign into your Intacct account on a PC to edit the entry further.

- If you'd like to view a larger preview of your scan, you can touch the scan image.
- Once you've confirmed the bill's details, you can select the **Send** button, which will send the bill to your Intacct account and add the scan as a PDF attachment.

Note: A scan of your bill is uploaded to Intacct as a PDF. These PDFs can be found in a custom Intacct attachment folder called **Xerox® Connect App for Sage Intacct**. You can view and manage this folder by signing into Intacct on your PC and selecting **Company > Attachment folders**.

HOW TO SCAN A PAYMENT

- From the device home screen, touch **Connect for Sage Intacct**.
- On the login screen, enter your Intacct user ID and password, then select **OK**.
- Once you are on the switchboard of the app, select **Scan Payment**.
- You'll be taken to the Scan Payment screen briefly before the Select Invoice popover appears. If you select **Customer**, you will see a list of every customer that has an outstanding invoice. Once you select a customer, every outstanding invoice for that customer will be listed. If you need to apply payment to more than one invoice, you can select 2+, otherwise, select a single invoice using the checkboxes on the left and select **OK**.
- On the Scan Payment page, you need to select a bank account to associate this payment with, as well as a payment amount and a payment method. Optionally, you can enter a check number or reference.

Note: The amount you enter must be less than or equal to the total amount of all outstanding invoices you select in step 4. If the amount is greater, an alert will appear on screen.
- Adjust any of the scan settings and touch **Scan**.
- Once the scan is complete, you'll be shown a scan preview and a list of read-only fields. These fields act as a confirmation before submitting the payment to Intacct. If everything looks good, select **Send**. This sends the payment to Intacct and applies it to the invoice(s) you selected in step 4.

SUPPORT

Xerox® App Gallery Knowledge Base

<https://www.support.xerox.com/support/xerox-app-gallery/support/enus.html>

Xerox® App Gallery Documentation

<https://www.support.xerox.com/support/xerox-app-gallery/documentation/enus.html>

Customer Support

<https://intacct.xeroxinvoices.com>

Supported Multifunction Printers (MFPs) and Printers

<https://www.xerox.com/en-us/connectkey/apps>

Talk to your local Xerox provider for more information or visit [xerox.com/verify](https://www.xerox.com/verify) to get started