

Digital Capture | Integration Guide

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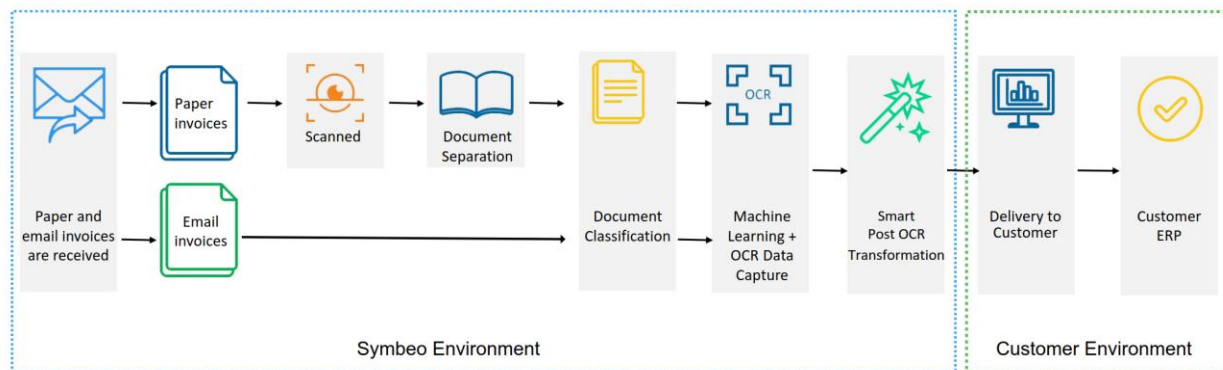
Overview

Symbeo has applied our 20 plus years of experience providing world class AP Automation services to the enterprise market and created Digital Capture to serve mid-market customers and strategic businesses with an off-the-shelf OCR capture product designed to be nimble, accurate, and cost efficient. Digital Capture requires no upfront investment and provides best in class OCR capture services at an attractive per invoice price point. Most invoices are processed and delivered to you with 95% accuracy in just 24 hours. And you can get started with Digital Capture in fewer than 5 business days.

Included with Digital Capture

- 1 email account and 1 USPS PO Box.
- OCR data capture of header and line fields, plus metadata (Received Date, Doc ID, etc).
- Invoice data is exported in one of Symbeo's standard file formats (CSV, XML, API).
- Data and images are delivered via a Symbeo hosted sFTP.
- Non-Invoice images are delivered via email or sFTP.

This guide provides the information and guidelines to help facilitate your Digital Capture project, including field specifications for the OCR data integration file, available file schemas, and sFTP connection requirements.



Accessing sFTP

Using an FTP client such as FTP Pro or Filezilla, connect to your sFTP using the credentials supplied by your Symbeo contact.

Please note that files are purged from the sFTP server after 7 days.

URL / Host: sftp.symbeo.com

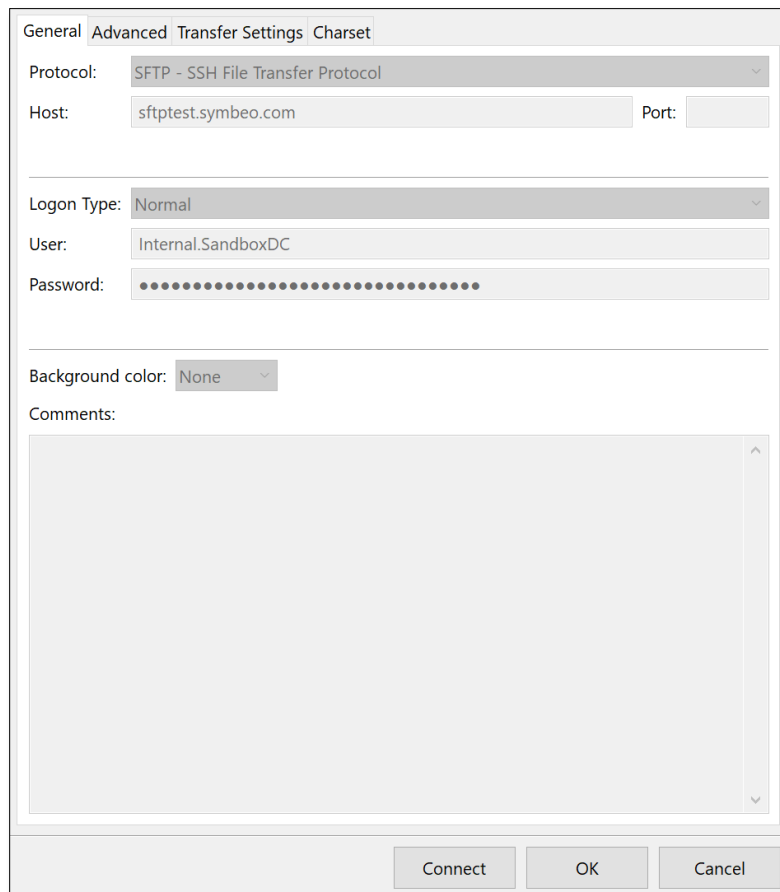
User: [****]

Password: [*****]

Protocol: SFTP – SSH

Logon Type: Normal

(Example sFTP connection screen. Connection screens will differ per application)



The image shows a screenshot of an FTP client's connection dialog box. The dialog has four tabs: 'General', 'Advanced', 'Transfer Settings', and 'Charset'. The 'General' tab is selected. It contains the following fields and controls:

- Protocol:** A dropdown menu set to 'SFTP - SSH File Transfer Protocol'.
- Host:** A text field containing 'sftpptest.symbeo.com'.
- Port:** An empty text field.
- Logon Type:** A dropdown menu set to 'Normal'.
- User:** A text field containing 'Internal.SandboxDC'.
- Password:** A text field filled with dots for masking.
- Background color:** A dropdown menu set to 'None'.
- Comments:** A large, empty text area.

At the bottom of the dialog are three buttons: 'Connect', 'OK', and 'Cancel'.

Folder Contents

Once logged into the sFTP server, you'll find a folder labelled Output. Inside of Output you'll find folders with a naming convention of **[MMDDYYYY + 11 numeric unique string]**. For example, **0802202105363812674**.

(sample sFTP folder view)

Remote site: /users/DigitalCaptureInvoiceHeader/10001/Output

?

/

?

users

DigitalCaptureInvoiceHeader

10001

Output

Filename	Filesize	Filetype	Last modified	Permissi...	Owner/Group
..					
0805202108273547880		File folder	8/5/2021 8:27:33 AM	drwxr-x---	ftpadmin ftpadmin
0805202108273190266		File folder	8/5/2021 8:27:30 AM	drwxr-x---	ftpadmin ftpadmin
0802202105363812674		File folder	8/2/2021 5:36:38 AM	drwxr-x---	ftpadmin ftpadmin
0802202105363544575		File folder	8/2/2021 5:36:35 AM	drwxr-x---	ftpadmin ftpadmin
0802202105363279248		File folder	8/2/2021 5:36:33 AM	drwxr-x---	ftpadmin ftpadmin
0802202105363011503		File folder	8/2/2021 5:36:30 AM	drwxr-x---	ftpadmin ftpadmin
0802202105362743939		File folder	8/2/2021 5:36:27 AM	drwxr-x---	ftpadmin ftpadmin
0802202105362439938		File folder	8/2/2021 5:36:24 AM	drwxr-x---	ftpadmin ftpadmin
0802202105362160530		File folder	8/2/2021 5:36:21 AM	drwxr-x---	ftpadmin ftpadmin
0802202105361855477		File folder	8/2/2021 5:36:18 AM	drwxr-x---	ftpadmin ftpadmin
0802202105361576941		File folder	8/2/2021 5:36:16 AM	drwxr-x---	ftpadmin ftpadmin
0802202105361283791		File folder	8/2/2021 5:36:13 AM	drwxr-x---	ftpadmin ftpadmin
0802202105331888473		File folder	8/2/2021 5:33:19 AM	drwxr-x---	ftpadmin ftpadmin
36 directories					

Within each of these folders will be one or more PDFs and data files. Transactional XML folders will contain a single XML and a single PDF per transaction. Batch exports (CSV or XML) will contain a single data file and 1 or more PDFs.

- Folder Path
 - <CustomerId>\Output\
 - Invoice\<FolderName>
 - FolderName:
 - Batch XML and CSV – MMDDYYYY
 - Transactional – MMDDYYYYHHMMSS
 - NonInvoice\<FolderName>
 - FolderName:
 - Batch – MMDDYYYY
- Invoice Example (Batch config): 10002\Output\Invoice\11152021
- Invoice Example (Transactional config): 10002\Output\Invoice\11152021133100
- Non-Invoice Example: 10002\Output\NonInvoice\11152021

File Formats

Invoice data is delivered in one of our standard, pre-defined file types and formats. Supported file types include XML, CSV, and API (JSON), in either transaction or batch format (some restrictions apply).

Invoice images are delivered as a single, multi-page .pdf per Transactional (Invoice) document.

Non-Invoice images are delivered via email (SMTP) or sFTP, in .pdf format; one document per .pdf, per email.

Invoice Data formats available:

- XML Formats:
 - Transactional Format - One file pair per Transactional document (.xml and a multi-page .pdf) delivered by end of Day 2.
 - Batch File Format - One file daily containing all Transactional documents is delivered starting at 8:30pm Pacific Time by end Day 2.
- CSV Formats:
 - Transactional Format - Not supported.
 - Batch File Format - One file daily containing all Transactional documents is delivered starting at 8:30pm Pacific Time by end Day 2.
- Symbeo Web API:
 - Transactional Format - One file pair per invoice (JSON format w/ multi-page .pdf) can be pulled by the customer. Available via API by the end of Day 2.
 - Batch API - Not supported
 - cXML format (Ariba/SAP)

Header Field Definitions

Field Name	Length	Type	Description	Source
*DocId	50	varchar	Unique document identifier	System
*Pages	null	int	Number of document pages	System
*Source	50	varchar	Receiving source (email / paper)	System
*SourceNumber	50	varchar	Unique receiving source identifier	System
*ReceivedDate	not null	date	Date image or paper was received	System
*ScanDate	null	date	Date paper was scanned	System
*EnvelopeId	20,0	numeric	Unique envelope identifier (paper)	System
*BatchId	22,0	numeric	Unique Batch ID	System

*FileName	100	varchar	Unique output file name	System
InvoiceNumber	50	varchar	ID for this specific invoice (often "Invoice Number")	OCR
InvoiceDate	null	datetime	Date the invoice was issued	OCR
InvoiceTotal	14,2	numeric	Total new charges associated with this invoice	OCR
SupplierName	200	varchar	Supplier name	OCR
SupplierAddress	255	varchar	Supplier Mailing Street Address	OCR
SupplierCity	50	varchar	Supplier City	OCR
SupplierState	50	varchar	Supplier State	OCR
SupplierZip	50	varchar	Supplier Zip Code	OCR
RemitToName	200	varchar	Labelled Remit To Name	OCR
RemitToAddress	255	varchar	Labelled Remit To Street Address	OCR
RemitToCity	50	varchar	Labelled Remit To City	OCR
RemitToState	50	varchar	Labelled Remit To State	OCR
RemitToZip	50	varchar	Labelled Remit To Zip Code	OCR
ShipToName	200	varchar	Labelled Ship To Name	OCR
ShipToAddress	255	varchar	Labelled Ship To Street Address	OCR
ShipToCity	50	varchar	Labelled Ship To City	OCR
ShipToState	50	varchar	Labelled Ship To State	OCR
ShipToZip	50	varchar	Labelled Ship To Zip Code	OCR
BillToName	200	varchar	Customer Billing Name	OCR
BillToAddress	255	varchar	Customer Mailing Street Address	OCR
BillToCity	50	varchar	Billing City	OCR
BillToState	50	varchar	Billing State	OCR
BillToZip	50	varchar	Billing Zip Code	OCR
PurchaseOrderNumber	50	varchar	Purchase Order Reference Number	OCR
TotalTaxAmount	14,2	numeric	Total tax field on invoice	OCR
SubTotal	14,2	numeric	Subtotal field on invoice	OCR
DueDate	null	datetime	Date payment for this invoice is due	OCR

Line Field Definitions

Field Name	Length	Type	Description	Source
Line Number	not null	integer	Sequential number indicating the order in which the line was found on the invoice	System
Quantity	100, null	varchar	The quantity for this invoice line item	OCR
Unit Price	100, null	varchar	The net or gross price (depending on the gross invoice setting of the invoice) of one unit of this item	OCR
Unit of Measure	100, null	varchar	The unit of the line item, e.g, kg, lb etc.	OCR
Description	1000, null	varchar	The text description for the invoice line item	OCR
Product Code	100, null	varchar	Product code, product number, or SKU associated with the specific line item	OCR
Date	200, null	varchar	Date corresponding to each line item. Often it is a date the line item was shipped	OCR
Line Tax	100, null	varchar	Tax associated with each line item. Possible values include tax amount, tax %, and tax Y/N	OCR
Line Amount	14,2	numeric	The amount of the line item	OCR

*System fields will always be populated. OCR data fields may be null.

IMPORTANT NOTE:

Additional fields may be added in the future. These new fields will be added to the end of the file schema to facilitate compatibility. Please consider this when designing your import routines.