

Email to Huge ERP setup

When the email is sent to the default email address. It will create a Purchase Order or GRV based on the setup.

The application will try to identify the supplier, but if it cannot, it will use the default supplier

Same goes for the line items, if the app cannot find the supplier item code, it will use the default Custom item.

The Payables Hub email utility will handle the following:

1. Multiple attachments, will create multiple documents
2. Only processes PDF documents
3. Ignores statements

Unknown Supplier

Create an unknown Supplier

Add Creditor

Attachment
Memo
Create Reminder
Alerts
View Attachments
Functions
Standard
Close

Creditor Code: UNKNOWN
Creditors Name: Unknown Supplier

Details
Addresses
Contacts
Acct Details
Bank Details
Statutory
Info
Custom Fields
Activi

Creditor Code: UNKNOWN
Name: Unknown Supplier
Short Name:
Contact Person:
Website:
Registration No:
GST Number:
Creditors Image:
Print Statement:
Active:
Is Head Office:

Email Statement:
Sync to Mobile:

Division:
Region:
Our Account No:
Comment:

Acc Manager:
Creditors Status:
Creditors Type:
Clearing Agent:
Retailer:

Forwarding Agent:
Network:

Save & New
Save & Close
Save
Close

Unknown Item setup

Setup a custom type item called Unknown.

Make the sell price zero and set to amount

Add Inventory Item

Inventory Detail

Attachment Memo Info Suppliers Warehouses Alerts Inventory Overview Functions Close

Inventory Code: UNKNOWN Description: Unknown Item

Inventory Details More Details Extra Details Pricing Levels Properties Comment / Replace Custom Fields

Inventory Code: UNKNOWN

Category: Custom 7

Description: Unknown Item

Long Description:

Group Code:

Stock Category:

Priority Level:

Bar Code: Print

Version Number: Active: ☒

Sync To Mobile: ☒ Hide From Purchase: ☐

Sync to WebShop: ☐ Hide from Sale: ☐

WebShop Qty: ☐

Seasonal: ☐ Slow Mover: ☐

Primary Image:

Thumbnail Image:

Save & New Save & Close Save Close Recalculate Item

Setting default Supplier and Custom item

- Setup a default custom type item
- Setup a default supplier

System Configurati...



Administration

- Company Profiles
- Defaults
- Financial Periods Setup
- Backups
- Multi Currency
- Multilingual
- Custom Fields
- Reference Value
- Custom Period Setup
- Imports
- Emailing Schedule Setup

System Defaults

Save Please Note: Remember to save your default setting before leaving this window.

System DefaultsGeneral LedgerDebtorsCreditorsInventoryWebatarAsset

Document Import.

Default Item: UNKNOWN

Doc Import Supplier: Unknown Supplier

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type: Standard

Print Type: Detail

Creditor Payments Defaults.

GL Bank Account: 8-01/100 - ANZ Bank Main Acc

CashBook Type: Weekly Cashbooks

Creditor Cash Book Export Format.

Export Bank Format: ANZ Bank

Set PO to update Creditor cost when authorized

Update Creditors Cost On Authorized: ☐

User Setup in Huge ERP

Setup a User for reading of emails - SupplierEmail

This creates a log against the user that we know has had an automatic document created from the Payable Email Hub

Edit Employee Info

Employee Management

Attachments
Restrict Access
Set Password
Incident
Functions
Close

Details 1
Details 2
Module Access
Address
Account Details
User Fields
Email

Login ID:
SupplierEmail

Employee Code:
SupplierEmail

First Name:
Supplier

Last Name:
Email

Post Title:
AI Outlook

Email:
pay

Start Date:
2026-06-02

Telephone Number:

Mobile Number:

User Image:

Thumb Nail Image:

Division:

Region:

Skill Level:
1

Status:
None
2026-06-02 - 12:48

User Barcode:
Active:

Type:
Staff

Save
Close

Creation of the supplier invoice as GRV

1. The AI will summarize the invoice and put in as the Description
2. The AI will create each line with the description, quantity and value

Goods Received Note (GRV)

Attachments

Memo

Create Reminder

Update Recurring

Functions

Ship To:

Basic

Address

Extras

Shipping

Docs

Custom Fields

GRV Number:

Preparation

Description: Monthly rent, rates and body corporate

Creditors: COA

Reference:

Creditors Name: Creditors new

Creditors Invoice No: INV-0033

Supplier Invoice Date: 2026-04-15

Order Number:

Due Date: 2026-04-15

Currency View: Document Currency

Job:

Exchange Rate: 1 NZ Dollar

Save

Close

Print

Process

T & C

Importation Spl

Manual Imports

Items

Page 1 of 1

Paging

Add

Edit

Delete

Displaying 1 - 3 of 3

#	Seq No	Image	Stock Type	Stock Code	Description	Temperature	Quantity	Unit Cost	Total Unit Cos	Additional U
1	1		Custom	GEN/WEBAPP	Monthly Rent - 1-31 May'26		1.0000	1,	1,	
2	2		Custom	GEN/WEBAPP	Rates		1.0000	:		
3	3		Custom	GEN/WEBAPP	Body Corporate		1.0000	:		

Footer

Discount Perc: 0 Amt: 0 Clear Discount

Creditors Status:

Shipping Cost: 0 Shipping GST:

Cashflow Due Date:

Payment Comment:

Selling

Sub Total: 1

Less Discount: 0

Excl GST: 1,

Shipping Cost: 0.0000

GST:

Incl GST: 1,

Supplier item code

For successful item allocation, ensure that one updates the item code against the supplier related to the stock item you want AI to assign.

Edit Inventory Item

Inventory Detail

AttachmentMemoInfoSuppliersWarehousesAlertsInventory OverviewFunctionsClose

Inventory Code: EXP/COMPUTERDescription: Expense Computer

Inventory DetailsMore DetailsExtra DetailsPricing LevelsPropertiesComment / ReplaceCustom Fields

Inventory Code: EXP/COMPUTER

Category: Custom12

Description: Expense Computer

Long Description:

Group Code:

Stock Category:

Priority Level:

Bar Code:

Version Number:Active

Sync To Mobile:Hide

Sync to WebShop:Hide

WebShop Qty:

Seasonal:Slow

Save & NewSave & Close

Manage Supplier

Supplier Details

AddEditDeleteAdd To RFQ

Stock Item: EXP/COMPUTER - Expense Computer

Page 1 of 1

#	Name	Suppliers Item Cod	Suppliers Item Cost	Supplier Currency Item	Currency
1	Pb Technologies				NZD NZ Dollar
2	Paragon Compu...				NZD NZ Dollar
3	Jaycar Pty Ltd				NZD NZ Dollar
4	JB Hi-Fi				NZD NZ Dollar

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