



Xero Download and Email Reports

Readme

Version 1.0

23/01/2019

Table of Contents

1. Introduction	3
1.1 Overview	3
1.2 Common Use cases.....	3
2. Requirements & Prerequisites.....	4
2.1 System Requirements.....	4
2.2 Prerequisites	4
2.4 Disclaimers	4
3. Getting Started	5
3.1 Skill Matrix	5
3.2 Installation Hierarchy	5
3.3 Uninstall	Error! Bookmark not defined.
3.4 Variables in this bot	5
4. Logs.....	7
5. Troubleshooting & Support	8
5.1 Support	8

1. Introduction

This document contains all the necessary information for the functioning of the Xero Download and Email Reports bot

1.1 Overview

This bot will log in to your company's Xero account , requests the user for the necessary date range of the reports to be downloaded and downloads those reports and emails it to the person concerned.

The reports downloaded by this bot includes:

- (1) Balance Sheet*
- (2) Profit and Loss Statement*
- (3) Statement of Cash Flows*

All the 3 reports are put in the necessary folder and an email is sent to the concerned person who analyses those reports.

Here in this bot the date range for the reports to be downloaded are prompted from the user – this bot can also be customized to function for a specific date range also.

1.2 Common Use cases

This bot mainly functions as a Notifier.

This bot will send the reports directly to the necessary person's email id – so that it helps in analyzing and in decision making process. Since the bot provides you only with the reports to be analyzed top level decisions can be made quickly and easily.

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 set up a connection with your mail server in the Automation Anywhere Enterprise – it is available under Tools->Options->Email Settings. Specify your Server name, port number and your login credentials in it. You must also specify your From Email Id and To Email Id in the “Send Email” command in the code.

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 and emailed.

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 Download and Email Reports' to run the bot.*

3.3 Uninstall

- *Open Add/Remove Programs -> Select the 'Xero Download and Email Reports' 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>vBalanceSheetDateRange</i>	Text	Yes	Date Range for the Balance Sheet Report to be downloaded	Prompted from the user as of now. (can be customized to make the Date Range as fixed too)
<i>vProfitandLossDateRange</i>	Text	Yes	Date Range for the Profit and Loss Report to be downloaded	Prompted from the user as of now. (can be customized to make the Date Range as fixed too)
<i>vCashFlowsDateRange</i>	Text	Yes	Date Range for the Cash Flows Statement to be downloaded	Prompted from the user as of now. (can be customized to make the Date Range as fixed too)
<i>vDestinationFolderforXeroDownloads</i>	Text	Yes	The Folder created by you where you want the reports to be downloaded	C:\your folder path\Folder name
<i>vFolderName</i>	Text	Yes	The Folder which contains all the reports to be emailed	same value as the <i>vDestinationFolderforXeroDownloads</i> (C:\your folder path\Folder name)
<i>vErrorFolder</i>	Text	Yes	This is the error folder which contains the Logs folder and the	C:\your file path\ Xero Download and Email Reports-Desicrew\Error Folder

			<i>Snapshot 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 Download and Email Reports\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 Download and Email Reports-Desicrew\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.