

## iDocuments Capture (OCR) Overview

### Processing PI's using iDocuments Capture

iDocuments Capture enables automatic capture of supplier invoices and auto-population of key invoice data in the iDocuments Rapid Invoice form ready for processing by the nominated AP users.

Suppliers email Purchase Invoices to a nominated email address for each Company, where they will be imported into the system in a scheduled cycle. Each supplier is set up with a template that will identify key fields in their layout, such as Supplier Name, Invoice Number, Purchase order Number; this will allow the system to identify scanned Purchase by supplier and auto-populate the Rapid Entry form with these key fields.

Scanned Purchase Invoice PDF's will show as a link in the Task List of the Home page; selecting the link will list the available scans, displaying the scan date and time and any fields captured.

The screenshot displays the 'Rapid Invoices' interface. At the top right, there is a 'Company:' dropdown menu set to 'Demo Company'. Below this is a 'Search/Filter' section with various input fields: 'Supplier:' (a dropdown menu), 'Currency:' (a dropdown menu), 'Tax Date:' (a date field), 'Due Date:' (a date field), 'PI Number:' (a text field), 'GRN Number:' (a text field), 'PO Number:' (a text field), 'From:' (a text field), 'To:' (a text field), 'Transaction Amount:' (a text field), 'Creator:' (a dropdown menu), and 'Approver:' (a dropdown menu). Below these fields is a row of radio buttons for filtering by status: All, Draft, Submitted, Cancelled, Approved, Queried, Rejected, Issued, Closed, New Scan, Part Approved, OCR Scan, and Awaiting GRN. A green 'Search' button is located to the right of these buttons. Below the search filters is a table titled 'Purchase Invoices'. The table has columns: Select, Edit, Scan Date, Date, PI Number, PO Number, GRN Number, Supplier, Currency, Credit Note, Amount, Paid, Status, SAP status, PDF, Next Approver, and a final column with buttons: Export, Preview / print, and Approve. The table contains one row of data: a checkbox, an edit icon, the scan date '22/07/2016 14:39:33', the date '05 Nov 2012', the PI number '389376362', the supplier 'Acme Associates', the currency 'GBP', a credit note icon, the amount '0.00', the status 'OCR Scan', a PDF icon, and the next approver.

Select	Edit	Scan Date	Date	PI Number	PO Number	GRN Number	Supplier	Currency	Credit Note	Amount	Paid	Status	SAP status	PDF	Next Approver	Export	Preview / print	Approve
<input type="checkbox"/>		22/07/2016 14:39:33	05 Nov 2012	389376362			Acme Associates	GBP		0.00		OCR Scan						

Each listed scan is selected for processing by the AP user. The system will automatically display the scanned Purchase Invoice with the scan fields in the RI screen. The Purchase Order extracted from the Purchase Invoice is linked to the supplier and will be matched with the corresponding Purchase Order in the system to pull in the Purchase Order data. The key fields from the Purchase Invoice are populated ready for AP processing and submission.

It is also possible to manually upload a PI PDF and manually assign fields.

**Rapid Entry**

Gross: 15404.93 Balance: 0.00

Company: Demo Company

Head Line Hist Comment [0] Attachments

Invoice Type: ITEM NO QUANTITY

Supplier: Acme Associates

Purchase Invoice Number: 389376382

PO Number: Select

Document Date: 05/11/2012 Credit Note: ☐

Due Date: 05/12/2012 VAT Rounding: ☐

Posting Date: 22/07/2016 Pro-forma: ☐

Terms: 2P10net30

Currency: GBP Exchange Rate: 1.000000

Group: Select

Approver: Select

Total Net: Total VAT: Total Gross: Total Net: Total VAT DE: Total Gross DE:

**Invoice**  
**Acme Associates**  
 OEC Computers Ltd  
 Laurel Bank  
 Grove Rd  
 Hindhead  
 Surrey, GU26 6QP

Invoice to:  
 Acme Services  
 300 Longbarn Boulevard  
 Woodston Grange  
 Warrington  
 Cheshire, WA2 0XD  
 Attn: Len Biggs

Invoice No: 389376382  
 Date: 05/11/2012

Purchase Order No: 291

Item	Date	Description	Amount	Total
1	13/2/2009	Project Accounting (65 Users)	8,173.39	8,173.39
2	13/2/2009	Contract Management (65 Users)	2,101.20	2,101.20
3	13/2/2009	Sales Invoicing (65 Users)	2,101.20	2,101.20
4	13/2/2009	Sales Workflow	1,019.80	1,019.80
5	12/3/2008	Credit for Previous Year	-1,879.00	-1,879.00

## iDocuments Capture Administration – setting up templates

iDocuments Capture provides a Tool for setting up the Template Rules for each supplier based on their Purchase Invoice layout.

This is achieved by selecting a Purchase Invoice and assigning supplier, then by selecting key information fields or information areas within the PI and assigning them to corresponding fields in the template. This allows the data set up in the template to be auto-extracted from subsequent invoices for that supplier.

**iDocuments Capture**

FILE | System | TEST | Company: Demo Company | PDF: Example.pdf | REPORTS

Zoom (x1) | KEY: Anchor Target Area

**Step 1: Template**  
 Name: Acme Portrait  
 Supplier: Acme Associates

**Step 2: Invoice Number**  
 Anchor: Invoice No:  
 Area: 389376382  
 Target: 389376382

**Step 3: Invoice Date**  
 Anchor: Date:  
 Area: 05/11/2012  
 Format: UK  
 Target: 05/11/2012

**Step 4: Gross Amount**  
 Anchor: Total  
 Area: 15404.93  
 Target: 15404.93

**Step 5: Order Number**  
 Anchor: Purchase Order No:  
 Area: 291  
 Target: 291

**Name:**  
 The name of the template

**Invoice**  
**Acme Associates**  
 OEC Computers Ltd  
 Laurel Bank  
 Grove Rd  
 Hindhead  
 Surrey, GU26 6QP

Invoice No: 389376382  
 Date: 05/11/2012

Invoice to:  
 Acme Services  
 300 Longbarn Boulevard  
 Woodston Grange  
 Warrington  
 Cheshire, WA2 0XD  
 Attn: Len Biggs

Purchase Order No: 291

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Payment Terms: 2P10net30

Payment to:  
 OEC Computers  
 Laurel Bank Plc, Hindhead  
 Bank Code: 40-80-01  
 Account Code: 99120000

VAT Registration Number: 94 8018 08  
 Company Registration Number: 7164453

The template also offers options to define formats for fields such as date and language.

Multiple-templates may be set up for a supplier if there are variations in format and templates may be updated at any point to reflect any changes in format layout.

There is an audit function to allow monitoring of emails from suppliers.

The screenshot shows the 'Intelligent Capture' interface. At the top right, there is a 'Company:' dropdown menu set to 'Demo Company'. Below this is a 'Filter' section with four input fields: 'From:', 'To:', 'Invoice:', and 'Result:'. The 'Result:' dropdown is set to 'All'. A green 'Search' button is to the right of these fields. Below the filter section is a 'Log' section containing a table with the following data:

Scan	Mail	File	Date	From	Subject	Attachment	Result	Error Message	Invoice	PDF
1	1	1	22/07/2016 14:39:08	Tony@synanix.com	OCR Demo	Example.pdf	Invoices - Fully Processed		389376382	<a href="#">View PDF</a>

## iDocuments Capture Reports

### File Scanned Report

Reports on invoices scanned and which fields have been successfully extracted. Reported by field: Invoice Number, Fields Extracted, OCR Value, Attempted Match, Actual Match.

### Template Statistics Report

Reports on % match per supplier of rules set up in the supplier template. Reported by supplier: displays the rules that have been set up and the fields that have matched. A % match score is show for each supplier.

For further information please see the following video:

<https://www.youtube.com/watch?v=SvjJR2DLQHs>