# 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.

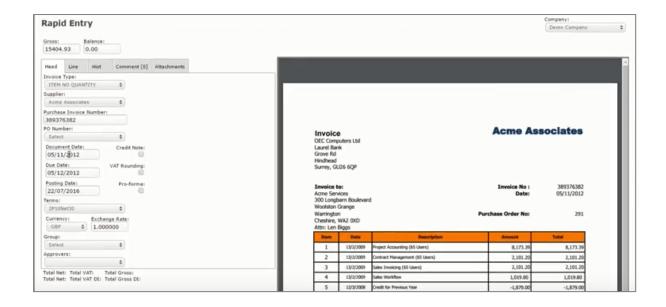
Suppliers email Purchase Invoices to a nominated email address for each Company, where they will be imported into the system in a scheduled cycle. Each supplier is set up with a template that will identify key fields in their layout, such as Supplier Name, Invoice Number, Purchase order Number; this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



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.

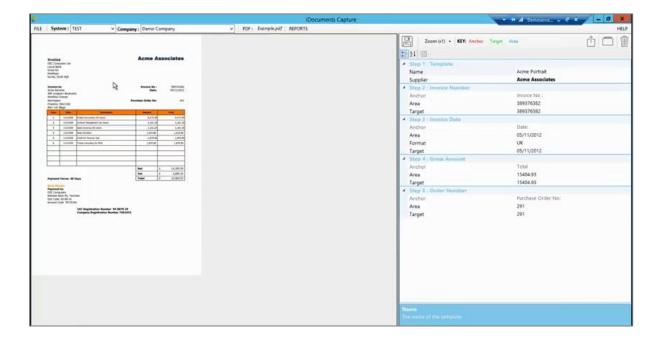
It is also possible to manually upload a PI PDF and manually assign fields.



## 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.

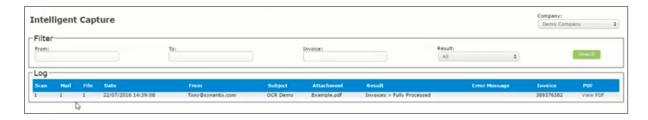
This is achieved by selecting a Purchase Invoice and assigning supplier, then by selecting key information fields or information areas within the PI and assigning them to corresponding fields in the template. This allows the data set up in the template to be auto-extracted from subsequent invoices for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



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.



## **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