

PURCHASE INVOICE AUTOMATION

Purchase Invoice Automation Training Overview

Training document on the process for
document processing



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1 Introduction

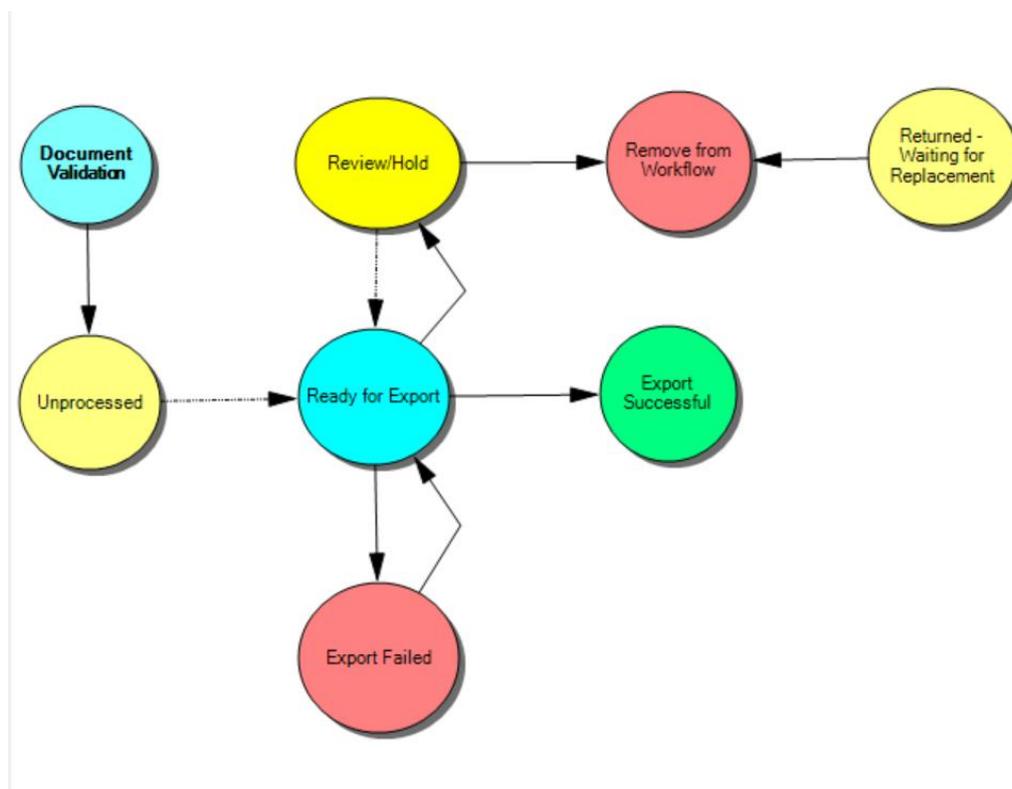
Purchase Invoice Automation refers to the process of using SmartCapture and SmartWorkflow to automatically handle various tasks related to processing purchase invoices.

Traditionally, handling purchase invoices involves several manual steps, such as data entry, matching invoices with purchase orders, approving payments, and recording transactions in accounting systems. Automating these processes can lead to significant efficiencies, reducing the time and effort required, as well as minimising errors and improving compliance.

SmartCapture automatically captures data from invoices using Optical Character Recognition (OCR) to extract relevant information such as invoice number, date, supplier details, and where applicable, line items.

After a document has processed in SmartCapture, it is sent to SmartWorkflow, where various validations are performed on the document before it is sent to Financials. These validations include things like duplicate checking and order number validation.

Overall, Purchase Invoice Automation streamlines the entire process of invoice management, leading to more efficient, accurate, and transparent financial operations.



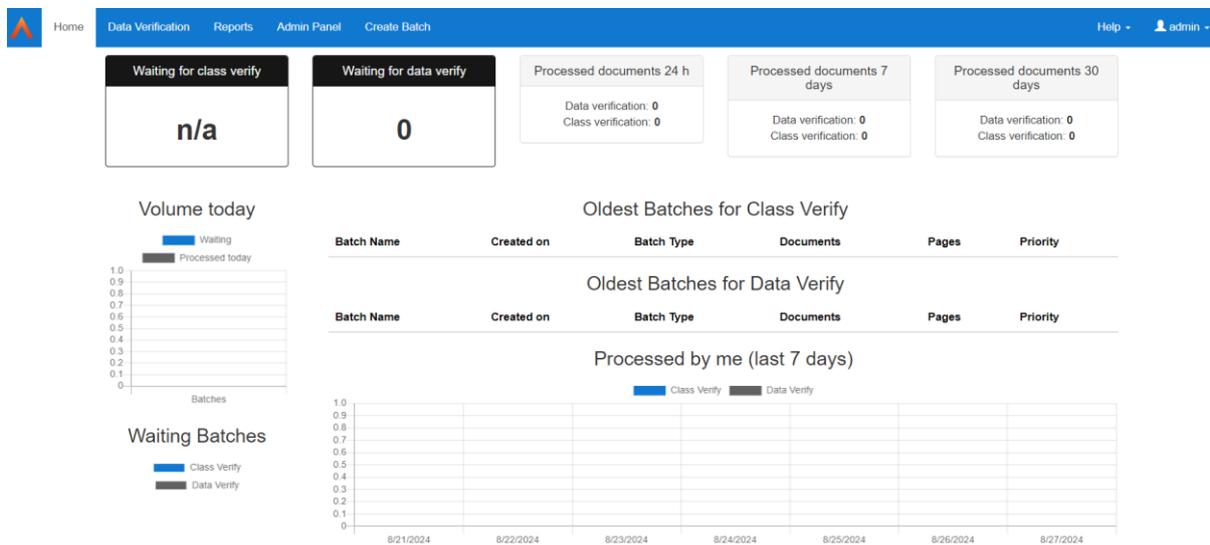
PIA workflow diagram.

2 SmartCapture Navigation

2.1 Home

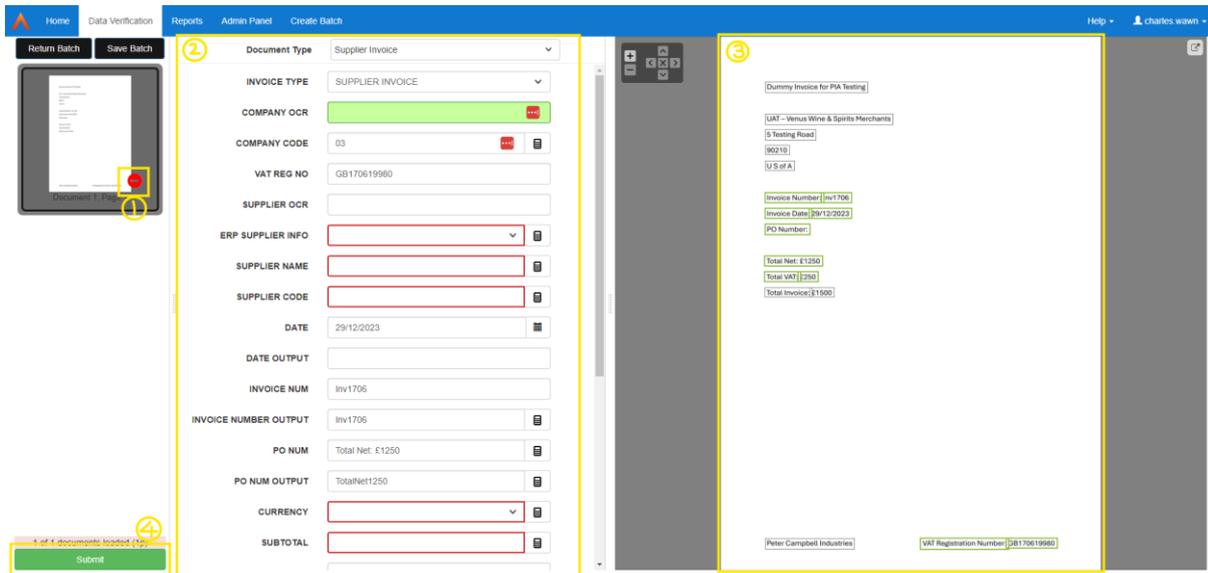
The home page provides a hub of statistics about the volumes of documents processed that require verification.

There are metrics for documents processed, volume of batches awaiting verification vs processed, oldest batches awaiting verification and volume of documents processed each of the last 7 days for the current user.



2.2 Data Verification

When an invoice is sent into the designated email for the company or element, the invoices that require intervention land in Data Verification. In the Data Verification tab, you can review all invoices that are awaiting manual intervention by selecting Load Batch. Once you have selected your batch, you will see the following screen.



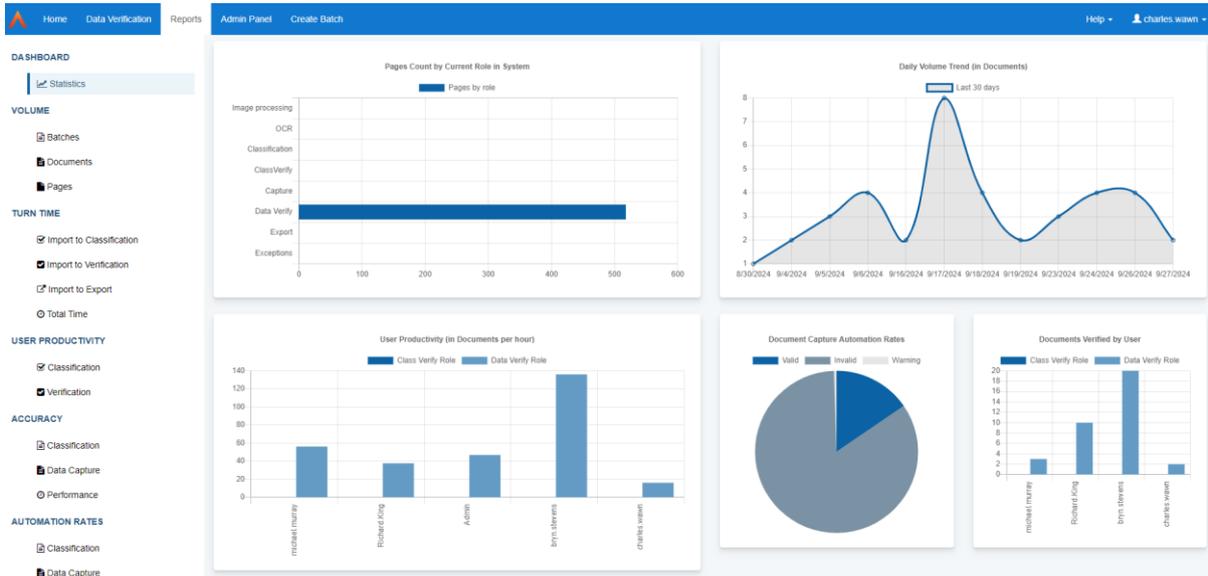
- 1 – This indicator shows whether the document can be successfully submitted from SmartCapture
- 2 – This window shows the current data that has been captured and the data that is required but missing
- 3 – This shows the data that is being captured as well as the anchor text that is being utilised
- 4 – The submit button for when the capture has been completed.

2.3 Reports

The Reports tab provides insights into how documents are processed, with tabs down the left-hand navigation panel to give focus on different types of data.

2.3.1 Dashboard

The Dashboard tab has reports on a range of information from the number of pages in different areas of the system, to daily processing volume and from capture automation to user productivity.



2.3.2 Volume

There are three pages here for Batches, Documents and Page. This section shows a view of all the records in the system for these three bands.

BatchName	Status	Document	DocumentStatus	Pages	ExceptionText	Document #	Batch #
indwell.abott@...	Capture performed - read...	1	Normal	2		5270e5fe-5b78-4a18-b92b-7a776116d0f5	885ce895-8668-44f6-b0e0-82b2b91c18d0c
Richard.King@...	In verify	1	Normal	1		888a3d78-5043-4a43-b098-5f709880746e	e381163b-51d2-4c1f-841a-6669a422c82
Richard.King@...	In verify	100001	Normal	1		80ee575c-c19f-4b43-8a38-6a06eb38803a	e381163b-51d2-4c1f-841a-6669a422c82
Richard.King@...	Completed	1	Normal	1		e50052c2-2e49-4d05-8471-a1e4f4c30790	a9447950-1023-4858-98ee-49c5d771c8d3
Richard.King@...	Completed	100001	Normal	1		4c783259-4332-4a28-836f-083333812189	a9447950-1023-4858-98ee-49c5d771c8d3
Richard.King@...	Capture performed - read...	1	Normal	1		0a03e417-394c-4a29-5568-05a7e992073a	d7388895-03a2-42a0-90c0-9b3a03a4d608
Richard.King@...	Capture performed - read...	3	Normal	1		8b38a378-c348-4228-8243-43321c211c40	d7388895-03a2-42a0-90c0-9b3a03a4d608
Richard.King@...	Capture performed - read...	3	Normal	1		44aa1568-9a87-4a81-079f-955a2995999a	d7388895-03a2-42a0-90c0-9b3a03a4d608
Richard.King@...	Capture performed - read...	4	Normal	1		31a2950c-fec7-4d21-8f02-3a1e2d443131	d7388895-03a2-42a0-90c0-9b3a03a4d608
Richard.King@...	Capture performed - read...	4	Normal	1		78d3a372-2758-4898-aa18-8a6a6c9e4100	d7388895-03a2-42a0-90c0-9b3a03a4d608
Richard.King@...	Capture performed - read...	5	Normal	1		9f32a213-8a2c-4a77-8206-7e7b1c1c0a85	d7388895-03a2-42a0-90c0-9b3a03a4d608
indwell.abott@...	Completed	1	Normal	2		4d43a54e-aa11-4b4c-820a-9948d0737731	4914540e-9322-4096-8302-5d7b2c890e09
bryn.stevens@...	Completed	1	Normal	1		4ad3a770-4198-421d-b2ab-f450e4b0e079	8822212-2174-4056-9a0e-8086a8e95a38
bryn.stevens@...	Completed	2	Normal	2		e404b718-0031-48a2-b045-61ee0b45a724	8822212-2174-4056-9a0e-8086a8e95a38
bryn.stevens@...	Completed	100001	Normal	1		8e9f3a8-2166-448b-b94b-6a8320e11461	8822212-2174-4056-9a0e-8086a8e95a38
bryn.stevens@...	Completed	1	Normal	1		14f28492-8a54-499c-8c7c-8238a23a0c86	09a2358c-9a10-4544-9230-3c4914c50a79
bryn.stevens@...	Completed	2	Normal	2		6a18273a-7789-428a-b2e1-c07114880962	09a2358c-9a10-4544-9230-3c4914c50a79
bryn.stevens@...	Completed	100001	Normal	1		bca79a52-0a18-4260-a211-0a599a03a780	09a2358c-9a10-4544-9230-3c4914c50a79
Richard.King@...	Capture performed - read...	1	Normal	1		15ad0ee-7859-4e7f-aaa5-53b2e9f32a51	9db2a750-8d91-4e8b-b1d5-4f424441f1ab
Richard.King@...	Capture performed - read...	2	Normal	1		5c030a40-0995-4124-83a0-3a0e0e419a82	9db2a750-8d91-4e8b-b1d5-4f424441f1ab
Richard.King@...	Capture performed - read...	3	Normal	1		8077c74f-9193-485a-859a-198a79f11995	9db2a750-8d91-4e8b-b1d5-4f424441f1ab
Richard.King@...	Capture performed - read...	100001	Normal	1		193a83a0-1a22-4a1a-a82e-29ee43ab4f42	9db2a750-8d91-4e8b-b1d5-4f424441f1ab
Richard.King@...	Capture performed - read...	100001	Normal	1		a54737a-9213-4992-8e1a-051038c82e6f	9db2a750-8d91-4e8b-b1d5-4f424441f1ab
Richard.King@...	Capture performed - read...	100002	Normal	1		08b45e07-9213-4a2a-94c2-7a0f0a219a7b	9db2a750-8d91-4e8b-b1d5-4f424441f1ab
Richard.King@...	Capture performed - read...	1	Normal	1		9811d8f3-028a-48af-8d9f-8831c18952a0	c5c09f63-e834-404a-b3ab-af23c3f1c3a5
Richard.King@...	Capture performed - read...	2	Normal	1		477323a0-4531-4ae7-a110-471898b6a026	c5c09f63-e834-404a-b3ab-af23c3f1c3a5

2.3.3 Turn Time

This provides a list view of batches which reports on the turnaround time from entering the system for different categories: Import to Classification, Import to Verification and Import to Export. There is also a Total Time view.

BatchName	Priority	Document	Status	CreatedOn	CreatedBy	UpdatedOn	TurnTime	State	Batch #	BatchType
Richard.King@o...	3	6	Completed	2024/09/05 10:23:37	Admin	2024/09/05 10:41:26	0s 0m 25s	Completed	920f1c5d-581f-41aa-b199-29e09238789a	Document Processing
Richard.King@o...	3	6	Completed	2024/09/05 10:23:37	Admin	2024/09/05 10:41:26	0s 0m 17s 34s	Completed	920f1c5d-581f-41aa-b199-29e09238789a	Document Processing
Richard.King@o...	3	6	Completed	2024/09/05 10:23:37	Admin	2024/09/05 10:41:26	0s 0m 17s 49s	Completed	920f1c5d-581f-41aa-b199-29e09238789a	Document Processing
Richard.King@o...	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	0s 0m 9s 9s	Completed	6c9f0663-c235-4366-b02e-34f964494954	Document Processing
Richard.King@o...	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	0s 0m 9m 15s	Completed	6c9f0663-c235-4366-b02e-34f964494954	Document Processing
Richard.King@o...	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	0s 0m 42m 33s	Completed	6c9f0663-c235-4366-b02e-34f964494954	Document Processing
Richard.King@o...	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	0s 0m 42m 53s	Completed	6c9f0663-c235-4366-b02e-34f964494954	Document Processing
bryn.stevens@o...	3	3	Completed	2024/09/18 11:39:03	Admin	2024/09/18 13:05:17	0s 0m 12s	Completed	2249f5da-9417-4f7d-b099-36cc30320e89	Document Processing
bryn.stevens@o...	3	3	Completed	2024/09/18 11:39:03	Admin	2024/09/18 13:05:17	0s 1h 23m 55s	Completed	2249f5da-9417-4f7d-b099-36cc30320e89	Document Processing
bryn.stevens@o...	3	3	Completed	2024/09/18 11:39:03	Admin	2024/09/18 13:05:17	0s 1h 24m 14s	Completed	2249f5da-9417-4f7d-b099-36cc30320e89	Document Processing
Richard.King@o...	3	4	Completed	2024/09/23 10:20:49	Admin	2024/09/23 10:25:00	0s 0m 10s	Completed	5878a548-862a-4383-e111-405e45327c3c	Document Processing
Richard.King@o...	3	4	Completed	2024/09/23 10:20:49	Admin	2024/09/23 10:25:00	0s 0m 1m 7s	Completed	5878a548-862a-4383-e111-405e45327c3c	Document Processing
Richard.King@o...	3	4	Completed	2024/09/23 10:20:49	Admin	2024/09/23 10:25:00	0s 0m 20m 49s	Completed	5878a548-862a-4383-e111-405e45327c3c	Document Processing
Richard.King@o...	3	4	Completed	2024/09/23 10:20:49	Admin	2024/09/23 10:25:00	0s 0m 21m 11s	Completed	5878a548-862a-4383-e111-405e45327c3c	Document Processing
bryn.stevens@o...	3	3	Completed	2024/09/18 11:31:08	Admin	2024/09/18 11:37:17	0s 0m 12s	Completed	d5432f74-0156-422f-b7c9-ab9191769611	Document Processing
bryn.stevens@o...	3	3	Completed	2024/09/18 11:31:08	Admin	2024/09/18 11:37:17	0s 0m 46s	Completed	d5432f74-0156-422f-b7c9-ab9191769611	Document Processing
bryn.stevens@o...	3	3	Completed	2024/09/18 11:31:08	Admin	2024/09/18 11:37:17	0s 0m 6m 9s	Completed	d5432f74-0156-422f-b7c9-ab9191769611	Document Processing
Richard.King@o...	3	2	Completed	2024/09/05 10:27:23	Admin	2024/09/05 10:32:15	0s 0m 19s	Completed	6e95427a-6d54-497b-b40a-47f0b5b53e05	Document Processing
Richard.King@o...	3	2	Completed	2024/09/05 10:27:23	Admin	2024/09/05 10:32:15	0s 0m 24m 28s	Completed	6e95427a-6d54-497b-b40a-47f0b5b53e05	Document Processing
Richard.King@o...	3	2	Completed	2024/09/05 10:27:23	Admin	2024/09/05 10:32:15	0s 0m 24m 52s	Completed	6e95427a-6d54-497b-b40a-47f0b5b53e05	Document Processing
russell.abbott@o...	3	1	Completed	2024/09/27 12:07:43	Admin	2024/09/27 12:07:43	0s 0m 3m 24s	Completed	491458e-93c2-4096-8300-5a7b2d90e099	Document Processing
russell.abbott@o...	3	1	Completed	2024/09/27 12:07:43	Admin	2024/09/27 12:07:43	0s 0m 4m 17s	Completed	491458e-93c2-4096-8300-5a7b2d90e099	Document Processing
Richard.King@o...	3	2	Completed	2024/09/17 14:58:04	Admin	2024/09/17 15:05:04	0s 0m 22s	Completed	c14cf8bb-bf8e-4985-913a-5cfd00b0e136	Document Processing
Richard.King@o...	3	2	Completed	2024/09/17 14:58:04	Admin	2024/09/17 15:05:04	0s 0m 6m 58s	Completed	c14cf8bb-bf8e-4985-913a-5cfd00b0e136	Document Processing
Richard.King@o...	3	2	Completed	2024/09/17 14:58:04	Admin	2024/09/17 15:05:04	0s 0m 7m 0s	Completed	c14cf8bb-bf8e-4985-913a-5cfd00b0e136	Document Processing
bryn.stevens@o...	3	3	Completed	2024/09/26 15:04:36	Admin	2024/09/26 15:56:03	0s 0m 15s	Completed	b8f02212-2174-4095-9a6e-6086e0485138	Document Processing

2.3.4 User Productivity

This provides a list view of batches which reports on the turnaround time from entering the system to the document being verified. It reports batch by batch but reports on the user that completed the verification, their number documents per minute and their number pages per minute.

User	Group	BatchName	UpdatedOn	Documents	Pages	DocuPerMinute	PagesPerMinute	BatchType
charles.v...	General Users	Batch-2024-08-...	2024/09/18 11:47:54	1	1	0.19	0.19	Document Processing
charles.v...	General Users	Batch-2024-09-...	2024/09/17 14:23:42	1	1	6.47	6.47	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/24 10:50:50	2	2	1.82	1.82	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/24 12:57:03	2	3	2.73	4.09	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/18 12:03:17	2	2	1.60	1.60	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/19 02:11:36	2	2	1.88	1.88	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/26 15:30:22	2	3	1.33	2.00	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/26 15:56:03	2	2	4.00	4.00	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/24 11:42:37	2	2	1.22	1.22	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/17 11:08:16	2	2	1.18	1.18	Document Processing
bryn.stev...	General Users	bryn.stevens@o...	2024/09/26 14:01:57	2	2	5.22	5.22	Document Processing
Admin	Administrators	MarkWhitbeck@o...	2024/07/02 20:24:07	1	4	0.11	0.45	Document Processing
michael...	General Users	michael.murray...	2024/09/17 10:23:43	1	1	0.94	0.94	Document Processing
michael...	General Users	michael.murray...	2024/09/17 11:20:26	1	2	0.26	0.52	Document Processing
michael...	General Users	michael.murray...	2024/09/17 10:46:57	1	1	2.61	2.61	Document Processing
Richard.K...	General Users	Richard.King@o...	2024/09/05 10:32:15	1	1	0.11	0.11	Document Processing
Richard.K...	General Users	Richard.King@o...	2024/09/17 15:04:13	1	1	0.14	0.14	Document Processing
Richard.K...	General Users	Richard.King@o...	2024/09/23 10:25:00	2	2	0.38	0.38	Document Processing
Richard.K...	General Users	Richard.King@o...	2024/09/27 12:51:38	1	1	0.22	0.22	Document Processing
Richard.K...	General Users	Richard.King@o...	2024/09/06 16:21:17	2	2	0.32	0.32	Document Processing
Richard.K...	General Users	Richard.King@o...	2024/09/17 15:05:04	1	1	1.20	1.20	Document Processing
Richard.K...	General Users	Richard.King@o...	2024/09/05 10:41:26	2	2	0.39	0.39	Document Processing

2.3.5 Accuracy

This provides a list view of batches which reports on the accuracy of the capture for each document in that batch.

Within data capture, it reports on the number of correct fields, number of incorrect fields and number of fields edited/added etc. Within Performance, it reports on the number and

percentage of correctly captured fields, incorrectly captured fields, fields captured with low confidence and fields that have not been captured and require manual addition.

Batch Id	Batch Name	Batch Type	Date Completed	Document ID	Field Count	Fields Correct	Fields Correct Edited	Fields Incorrect	Fields Deleted	Fields Added	Document Accuracy
a9a47f50-1023-4858-96e9-e9c5707c8b03	Richard King@oneadvanced.com-6646-data(1)-24-09-27-245	Document Processing	2024-09-27 11:51:38	e500c32c-2ea9-4900-947f-a1ef4d3079b0	27	27	0	0	0	0	100
49145a8e-93c2-4096-8303-567b42699eb9	russell.abott@oneadvanced.com-261-data(1)-24-09-27-243	Document Processing	2024-09-27 11:07:43	4afda54b-ea11-46c4-a0ea-8946b5637333	27	27	0	0	0	0	100
b822212-2174-4095-9a0e-608e6c43638	bryn.stevens@oneadvanced.com-8997-data(1)-24-09-26-242	Document Processing	2024-09-26 14:56:03	ea046718-0831-4342-bd45-61ee6045a724	27	27	0	0	0	0	100
b822212-2174-4095-9a0e-608e6c43638	bryn.stevens@oneadvanced.com-8997-data(1)-24-09-26-242	Document Processing	2024-09-26 14:56:03	a4ed7a72-41b9-4d10-bd44-830e0b6be09	27	27	0	0	0	0	100
0fa3358c-9410-4f44-9230-bcd114c0407a	bryn.stevens@oneadvanced.com-9709-data(1)-24-09-26-241	Document Processing	2024-09-26 13:01:57	f4f8e92-b656-49c-b07c-8286c20ccabb	27	27	0	0	0	0	100
0fa3358c-9410-4f44-9230-bcd114c0407a	bryn.stevens@oneadvanced.com-9709-data(1)-24-09-26-241	Document Processing	2024-09-26 13:01:57	6d1d0236-73b9-4c86-bef8-c0f214800f6d	27	27	0	0	0	0	100
94b9558-de14-4c3e-87d5-8d903353d2be	bryn.stevens@oneadvanced.com-9031-data(1)-24-09-24-238	Document Processing	2024-09-24 10:42:37	e47ed5b-15a5-4219-990d-93d527502376	27	27	0	0	0	0	100

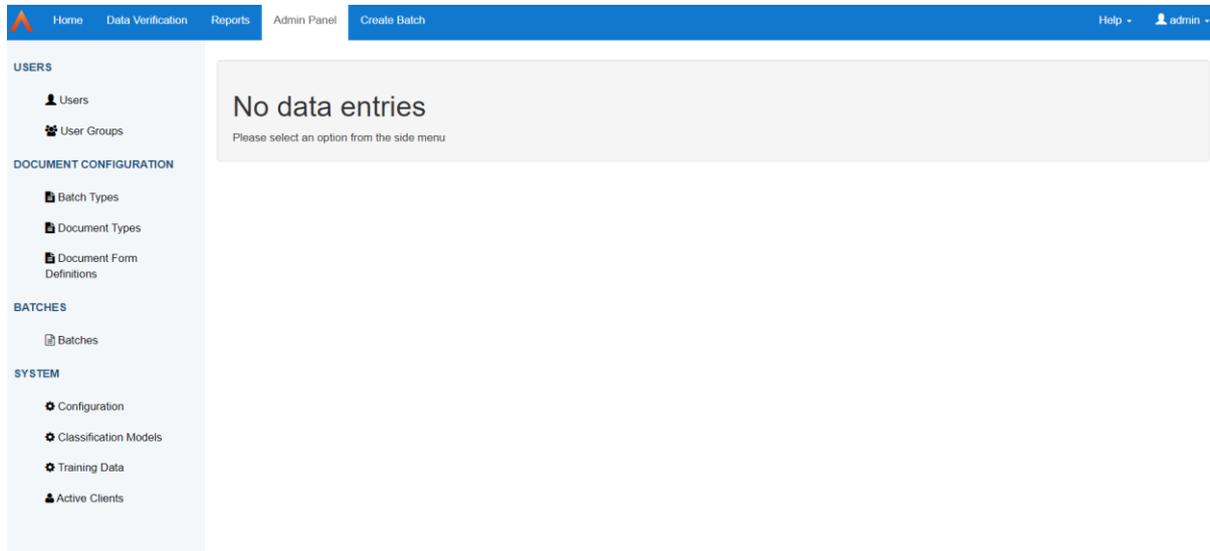
2.4 Admin Panel

Most customers will not be admin users, so will not see this. For non-admin users, this just shows Batches.

Priority	Batch Name	Description	State	Current user	Status	Batch Type	Batch Id	Created on	Updated on	Actions
3	Batch From Email - FW: Emailing: GreendayCredit.pdf		Open		Capture performed - ready for Verify	Document Processing	f7132ebc-cdd7-42e1-b7a9-7c9ba9f111cc	2024/05/20, 10:19:50	2024/09/27, 14:19:23	🗑️
3	Batch of Invoices with different VAT rates	Batch of Invoices with dif... View more	Open		Capture performed - ready for Verify	Document Processing	9fa2e03-ce07-4a47-8179-e92ac351440b	2024/05/20, 14:48:56	2024/09/23, 09:35:35	🗑️
3	Batch From Email - Emailing: Bryn invoices 04		Open		Capture performed - ready for Verify	Document Processing	5006fd12-ede4-45e7-48d3-20bc1ecc73c9	2024/05/20, 15:10:12	2024/09/27, 11:20:21	🗑️
3	Batch From Email - Emailing: Bryn invoices 08		Open		Capture performed - ready for Verify	Document Processing	35e24f55-6943-4a70-8e72-0b6d331ac1d4	2024/05/22, 09:17:03	2024/06/11, 15:39:42	🗑️
3	Batch From Email - Emailing: KM8T35020160129085755_05.tif		Open		Capture performed - ready for Verify	Document Processing	b32af248-fa8b-4c75-a6f4-ccf59c3936b2	2024/05/22, 12:25:07	2024/06/11, 15:35:48	🗑️
3	Batch From Email - Emailing: Bryn invoices 22c		Open		Capture performed - ready for Verify	Document Processing	078abf60-948b-451c-be19-096297dbbca3	2024/05/22, 13:53:29	2024/07/16, 12:42:07	🗑️
3	Batch-2024-05-22-15-43-03	PEG Test 22052024 - te... View more	Open		Capture performed - ready for Verify	Document Processing	a4d33548-eade-4be3-a00f-f339c4d8baae	2024/05/22, 14:44:52	2024/05/22, 15:00:09	🗑️
3	Batch-2024-05-22-15-46-19	PEG 22052024 - duplica... View more	Open		Capture performed - ready for Verify	Document Processing	ec0a35cb-5cd5-4472-8e66-9744d5bac6fd	2024/05/22, 14:47:00	2024/09/16, 11:27:48	🗑️
3	Batch From Email - You Dumb		Open		Capture performed - ready for Verify	Document Processing	e047566e-6b56-9102-0a26-9102d0661d	2024/05/26, 10:24:00	2024/06/11, 15:35:48	🗑️

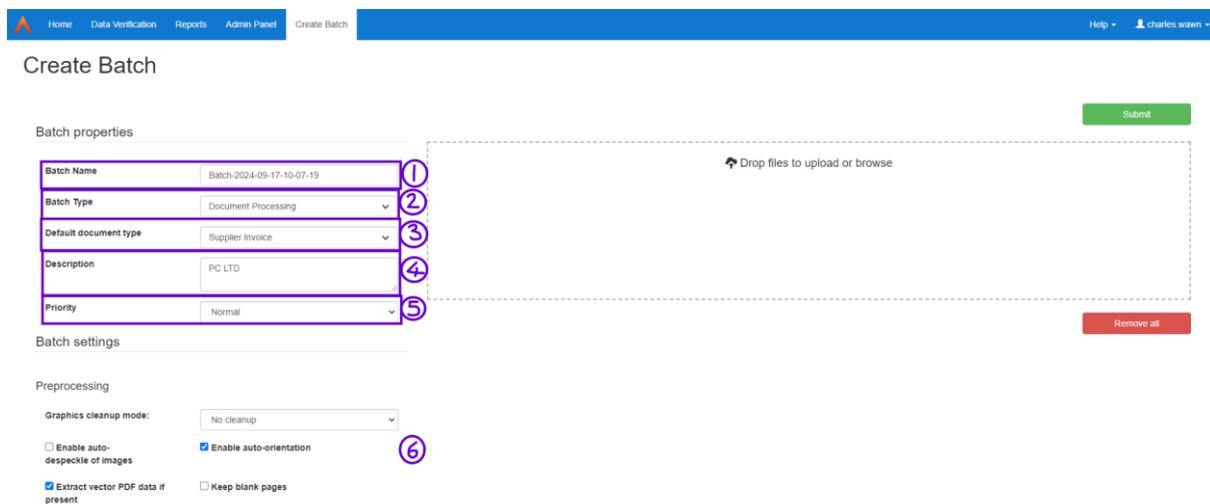
For admin users, it's the entire config – Document Form Definitions and Users are the big points here.

**** Configuration is to be done by the oneAdvanced team only. Customers are to not touch anything in here, otherwise it could potentially break Smart Capture, and your documents won't process properly. ****



2.5 Create Batch

Smart Capture will mostly be processing the invoices that are emailed into a specified mailbox that PIA will connect to. There is also an option to manually upload documents if required. You do this by going to the “create batch” tab. This allows users to be able to manually upload an invoice into SmartCapture by simply dragging files from your documents to the field on the right-hand side of this page and selecting submit for them to be sent through SmartCapture and have their data extracted.



1 – Batch Name – unique name given to each batch

- 2 – Batch Type – the only dropdown option is Document Processing
- 3 – Default Document Type – the only dropdown option is Supplier Invoice
- 4 – Description – describe the batch (Non-mandatory)
- 5 – Priority – Options of: Lowest, Very Low, Low, Normal, High Very High and Highest. **NORMAL** is used most of the time
- 6 – Preprocessing options – should be configured as shown in the image.

This data is automatically filled in most of the time. You may need to select the option from the drop-down box the very first time you manually create a batch.

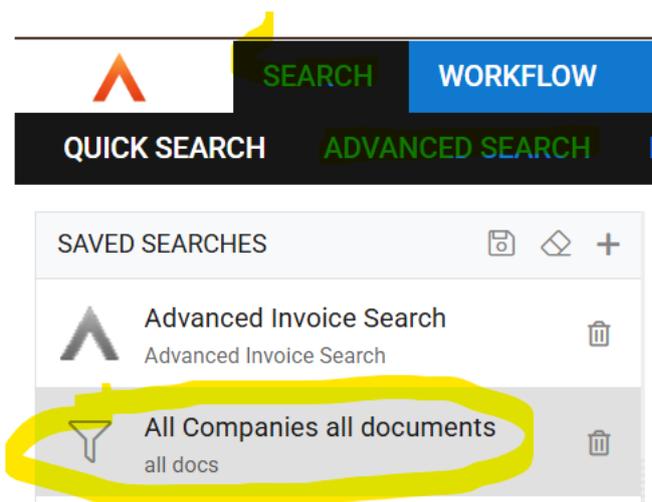
3 SmartWorkflow Navigation

3.1 SmartWorkflow > Search

3.1.1 Advanced Search

This allows the user to search the entirety of the records of processed documents and batches within the site.

You can access the advanced search by clicking Search > Advanced Search. Then select the “all companies all documents” option from the “saved searches” section.



There are required filters for Companies and Document Types

- Company is the customer (It isn't suppliers)

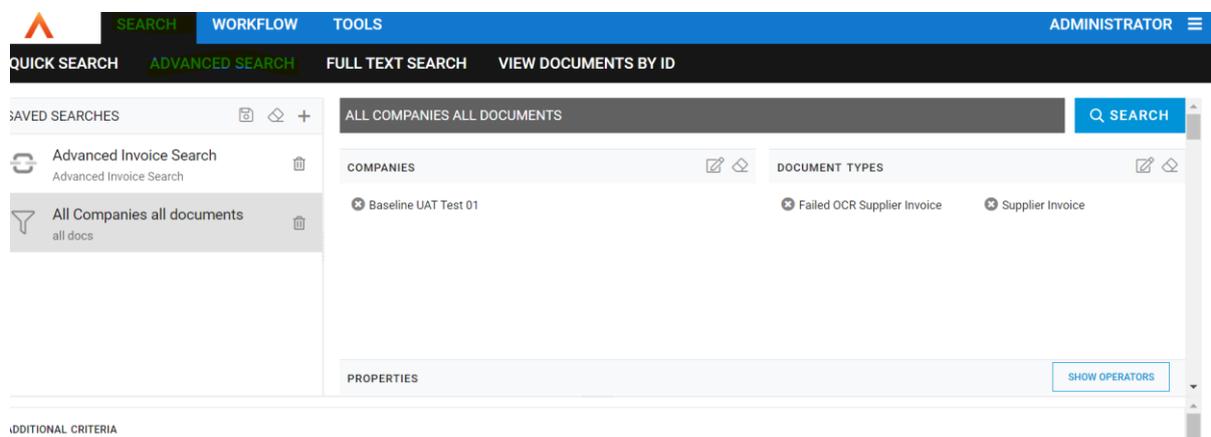
- Document types look to slightly overlap with document scenarios too

Once the required items are filled in the Properties filters become available, these are largely data items, with some ID fields and processing fields (Transaction date) and some scenarios (Duplicate, Valid PO etc).

There is then “additional criteria” at the bottom with more filters for entry date, status and annotation pieces.

3.1.2 Creating a Report

Reports can be manually created in Smart Workflow by replicating the below steps.



- Sign in to Smart Workflow, click “search” in the top bar, and then “advanced search” from the bar below
- You can just search for all invoices here, or you can refine your search by entering data into the fields under “properties”, such as a supplier code, or supplier name
- Click “search” in the top right to return the search results

Your screen should now look similar to the below screenshot. From here, you click on the spreadsheet looking icon with “CSV” written inside it.

- Please note that you can also select individual rows by ticking the box to the left of the row. You can use this feature to create a report for only your selected rows if required.

	DOCUMENT TYPE	PAGES	ADDRESS	ADV REQUEST ID	ADVANCED STATUS	COMPANY CODE	CURRENCY	DL DOCUMENT ID	DU
<input type="checkbox"/>	Supplier Invoice	1				PS	GBP	13	NO
<input type="checkbox"/>	Supplier Invoice	1		345b5be5-2e91-4c82-9dea-eb3af5f78e57	UNPROCESSED	PS	GBP	14	NO
<input type="checkbox"/>	Supplier Invoice	1		b780573f-e1d6-4bdf-842d-6f6f2bd20401	UNPROCESSED	PS	GBP	12	NO
<input type="checkbox"/>	Supplier Invoice	1				PS	GBP	11	NO
<input type="checkbox"/>	Supplier Invoice	9		80fe40ff-bf49-407b-a304-423019b3cd44	PROCESSED	PS	GBP	9	NO
<input type="checkbox"/>	Supplier Invoice	9				PS	GBP	10	NO
<input type="checkbox"/>	Supplier Invoice	1		9f6e70c4-fcc3-40ce-a2ed-f09d35465bff	UNPROCESSED	PS	GBP	8	NO
<input type="checkbox"/>	Supplier Invoice	1				PS	GBP	7	NO
<input type="checkbox"/>	Supplier Invoice	19				PS	GBP	6	NO
<input type="checkbox"/>	Supplier Invoice	1		4aefca28-58dc-467b-bahd-e51b6fda7abb	UNPROCESSED	PS	GBP	3	NO

After clicking on the spreadsheet icon, your screen will now give you some options for your report. Select the option that best suits your needs, and click on “export”.

- After clicking “export”, the CSV file should appear in your downloads folder on your local PC

Export

Specify which items to export:

- All items in search results
- Only currently selected items

How to export properties with multiple values

- Include all values using one row per property group
- Include all values using as few rows as possible
- Include only the value showing in results
- Include column headers

Export Cancel

3.2 SmartWorkflow > Workflow

3.2.1 Search

This search functionality allows the user to find documents that have gone through processing and have not yet been able to be posted to Financials.

The filters of this search have dropdowns for Delegations and Favourites – these should be blank.

There is then the option to refine your search criteria. The Workflow will always be Invoice Processing and the category dropdown has options of All Categories, PO and NON PO. The most important filter here is the Status, this will show where in the processing lifecycle the document is and therefore what action is required to progress the document to Financials. The available statuses are:

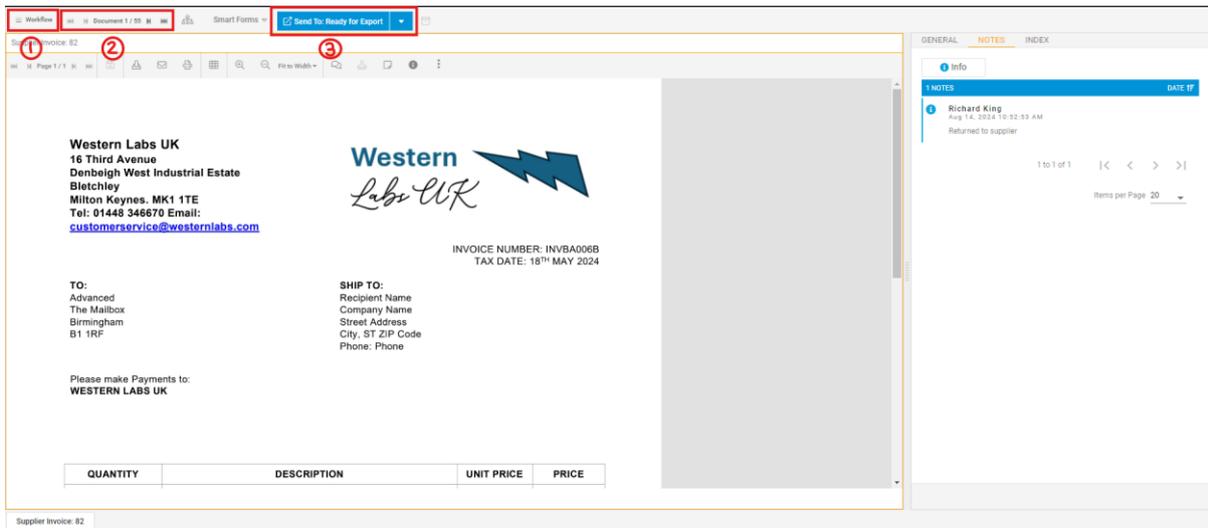
- Unprocessed – document is currently being processed through the system, and will move into either review/hold, ready for export, or export failed soon
- Document Validation – document is currently going through all required validation rules to check that there are no issues, such as PO number mismatches, or if it is a duplicate invoice
- Review/Hold – an error has been identified during document validation, and needs user intervention to resolve
- Export Failed – there has been an error in the export to Financials. You can review the error in the export failed queue
- Ready for Export – document is ready for export to Financials

3.2.1.1 Review/Hold

Documents currently will land in review/hold for 3 reasons:

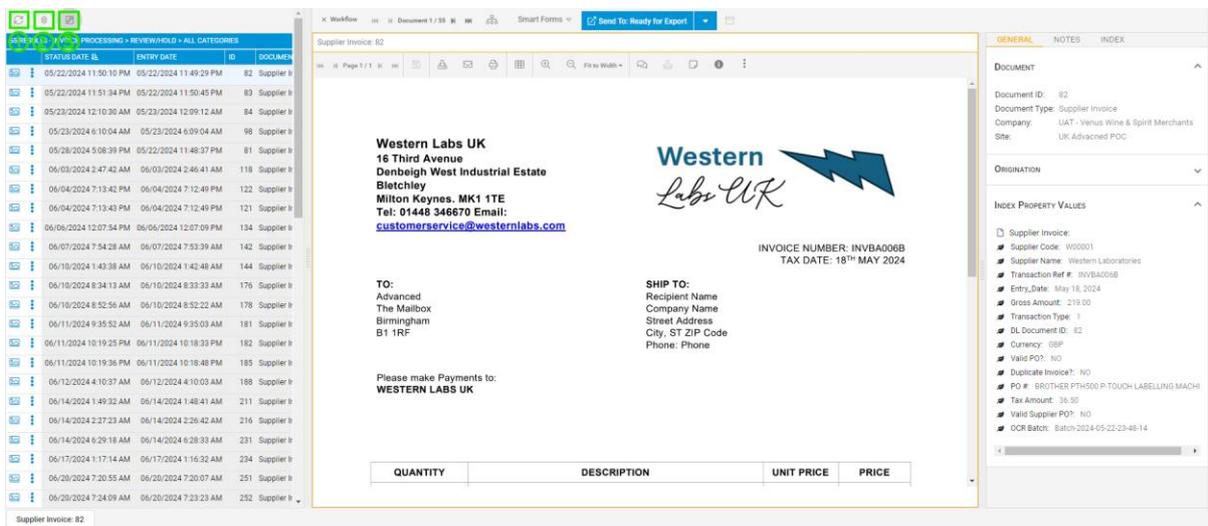
- 1) Document has been flagged as a duplicate
- 2) Document has failed the PO validation due to:
 - I) Captured PO number not being matched with a line on the PO feed
 - II) Captured PO number is not valid against the supplier

To action documents in Review/Hold from the Search option within the Workflow tab, select the Review/Hold status from the dropdown and select Search and Open.



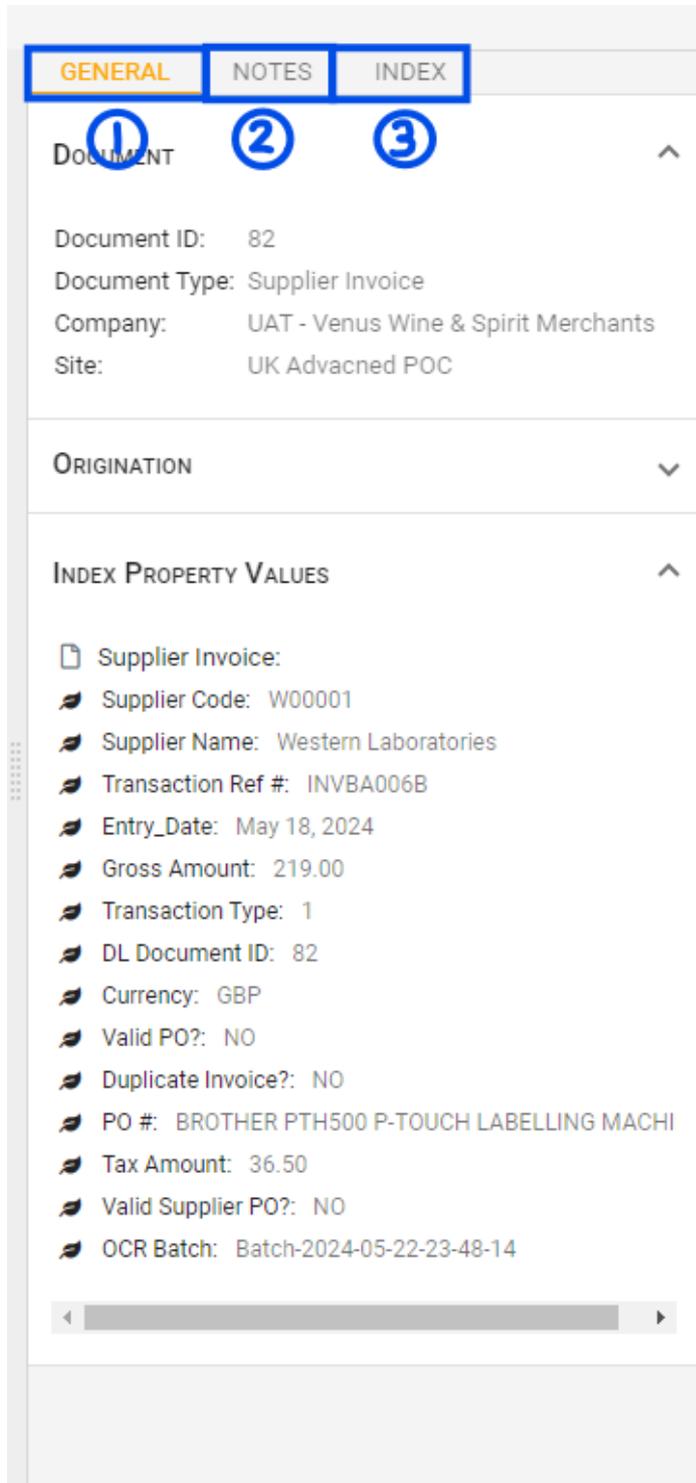
- 1 – Brings up a list view of documents in Review/Hold
- 2 – Offers a way to navigate between documents when not utilising the list view
- 3 – Sends the document to be exported when any errors have been corrected

Opening the list view, there are three options you can use:



- 1 – Refresh results
- 2 – Sort by multiple columns
- 3 – Customise current view – this allows you to change the view type, the number of items per page and some of the fields that are displayed

On the right-hand panel for each document there is a window to give an overview, add notes, and allow edits:



On the right-hand side is where you review the document details.

- 1 – General – gives you an overview of the document information
- 2 – Notes – displays all the notes added to the document/record
- 3 – Index – allows you to change the values that have been captured by SmartCapture

The screenshot shows the 'INDEX' tab of a software interface. At the top, there are three tabs: 'GENERAL', 'NOTES', and 'INDEX' (which is selected). Below the tabs, there are several input fields and a list of properties.

- Document:** 82
- Company:** UAT - Venus Wine & Spirit Merchants
- Type:** Supplier Invoice (highlighted with a pink box and a circled '1')
- Properties:** Supplier Code (highlighted with a pink box and a circled '2')
- Supplier Code:** W00001 (highlighted with a pink box and a circled '3')
- Icons:** A pink box with a circled '5' highlights a trash icon. Two pink boxes with circled '6' and '7' highlight a document icon and a refresh icon, respectively.
- Supplier Invoice:** A list of properties with values and a circled '4' next to 'DL Document ID: 82':
 - Supplier Code: W00001
 - Supplier Name: Western Laboratories
 - Transaction Ref #: INVBA006B
 - Entry_Date: May 18, 2024
 - Gross Amount: 219.00
 - Transaction Type: 1
 - DL Document ID: 82
 - Currency: GBP
 - Valid PO?: NO
 - Duplicate Invoice?: NO
 - PO #: BROTHER PTH500 P-TOUCH LABELLING MA
 - Tax Amount: 36.50
 - Valid Supplier PO?: NO
 - OCR Batch: Batch-2024-05-22-23-48-14

Within the index tab are where you can adjust values:

1 – Allows you to change the type of document this is being treated as. The dropdown here shows the options of Supplier Invoice or Failed OCR Supplier Invoice

2 – Allows you to select a property to be reviewed and potentially edited. As is the theme, this property list includes data items, scenarios and IDs.

3 – This is a field where the value selected above can be displayed and, if required, edited.

4 – This area showcases all the data and their current values. The data can be cleared using the 'x' next to the value or can be selected to be brought into the box in 3 to be edited there. Selecting the value will also update the dropdown selection in 2.

5 – This will clear all the data captured from all the fields you can see below.

6 – Saves the changes/deletions you have made.

7 – Undoes the change you have made.

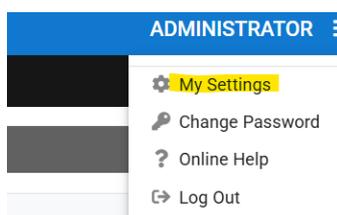
3.2.1.2 Export Failed

Sometimes, a document will fail when trying to export the captured data to Advanced Financials.

- Whenever you see a document in the export failed status, please log a support request with oneAdvanced, who will look into it for you.

3.2.1.3 Adding additional columns to your Smart Workflow search results

You can add additional columns into your Smart Workflow search results to make filtering your transactions easier. To do this, click on your name in the top right of the screen, and select “my settings”.



- 1) First off, it is good to change your internal language and formatting options to be “English (British)”.

SETTINGS

[Restore Default Settings](#)

GENERAL SEARCH CRITERIA SEARCH RESULTS WORKFLOW RESULTS VIEWER SETTINGS

LANGUAGE AND CULTURE SPECIFY APPLICATION LANGUAGE AND CULTURE

Formatting Example
 Numeric Format: 123,456,789.1234
 Date Format: 31/03/2025 15:56:10

English (American)	English (British)	Spanish	French (Canadian)
--------------------	--------------------------	---------	-------------------

- Go to the “search results” tab, and add on the additional columns you need. We recommend adding in the below ones:

SETTINGS [Restore Default Settings](#)

GENERAL SEARCH CRITERIA **SEARCH RESULTS** WORKFLOW RESULTS VIEWER SETTINGS

PRINT AND DATA DISPLAY
Specify the behavior within search results

Print all TIFFs and PDFs as a single print job

Display the newest property value for multi-value properties

DISPLAY FIELDS
Select optional fields to include in search results

ID Format Entry Date

Document Status Company Workflow

Workflow Category Workflow Status

- Go to the “workflow results” tab, and then update the columns. We would recommend having the “ID” column ticked.

SETTINGS [Restore Default Settings](#)

GENERAL SEARCH CRITERIA SEARCH RESULTS **WORKFLOW RESULTS** VIEWER SETTINGS

DISPLAY FIELDS
Select optional fields to include in workflow results

Status Date Format Workflow Category

Entry Date ID Company

BEHAVIOR

- Scroll down and select “save” in the bottom left to save your changes.

SAVE CLOSE

4 Document Processing

4.1 Email

When your PIA service is live, documents will be emailed into an email address. The PIA system will poll this email address regularly, and download and process the attachments in the emails. The PIA consultant will need to discuss this with your IT team to get the email integration setup.

4.2 Drag and Drop

For setups where email is not configured or needed, or if you want to quickly upload a document, Create Batch can be used. Sign into SmartCapture and navigate to the Create Batch tab along the top of the page.

Drop the files you want to process in the box on the right-hand side. The documents to be processed will then show in a list view below this box.

Take note of the Batch Name in field 1 and add a description for the batch in field 4 if you would like.

Once you have dropped your document(s), you should select Submit in the top right corner, and navigate to the Data Verification tab.

- We also recommend turning off the “extract vector PDF data if present” by unticking the box

Ensure that the below screenshot is disabled (box unticked). This can be found at the bottom of the “create batch” tab.

Document classification

Use this batch for classification training
All documents in the batch should be of the same document type, selected above

5 Capture Mapping

5.1 Data Item Capture

Document Type	Supplier Invoice
INVOICE TYPE	SUPPLIER INVOICE
COMPANY OCR	
COMPANY CODE	
VAT REG NO	
SUPPLIER OCR	
ERP SUPPLIER INFO	
SUPPLIER NAME	
SUPPLIER CODE	
DATE	
DATE OUTPUT	
INVOICE NUM	
INVOICE NUMBER OUTPUT	
PO NUM	
PO NUM OUTPUT	
CURRENCY	
SUBTOTAL	
VAT	
SHIPPING AND HANDLING	0.00
MISC CHARGE \$	0.00
DISCOUNT	0.00
GRAND TOTAL	
GRAND TOTAL CALCULATED	
OCR BATCH NAME	Batch-2024-12-16-12:53:01
TRANSACTION TYPE	1
ORDER RELATED	
RECEIVED DATE	2024-12-16
SUPPLIEREMAIL BENDER	
SUPPLIEREMAILONFILE	
TO EMAIL	

Screenshot above shows a document in the Smart Capture that needs to be mapped, (please note, your data items may look different to the data items above, but the process is fundamentally the same). There will also be an invoice to the right of this screen where you can click and select what data goes into the appropriate field. This will be shown in more detail in the PIA introduction training session with oneAdvanced.

This is where you select the batches to be mapped and then capture the data from the document. Within the Data Verification tab, select Load Batch and select the Batch you wish to map. To find the batch you have just uploaded, you can sort the "Created On" column in the header, or use the text box at the bottom of the wizard, type your Batch Name and select the filter button. Once found, click on the batch.

There will be fields that are missing that have red text boxes.

To capture a data item into its corresponding data field, you first select the text box next to the data item you are wanting to capture. You can then select the box over the information to be captured on the invoice, for example, if you are wanting to capture the invoice number, you first select the text box next to the data item "invoice number". Then, select the box on the invoice that is the invoice number that needs to be captured. The data will now appear inside the text box. If there is currently no box over the information to be captured, you can create one by clicking and dragging your mouse over the area.

If there is genuinely data missing from the document, there are a couple of different processes to follow to raise this with the supplier:

- 1) If you have no automation setup for missing data items, right click on the document on the left-hand side of the page, download the document, delete the document and manually email the supplier raising this error.
- 2) If you have the automated document type rejections setup (this will be covered in your training if you do), select the appropriate one from the drop-down menu at the top of the screen next to "document type", and then submit it to automatically reject it back to the sender.

Note – only an admin can delete a document in Smart Capture, (unless the general users have been given permissions to delete documents). If none of you have the permissions to delete a document, please contact oneAdvanced support, and they can delete the document for you.

You can Save Batch to save the changes you have made and then return it to the pile (by selecting "return batch"), or you can Submit.

Once you have submitted the batch, its documents should then flow into Smart Workflow, and so you will need to switch systems and log in there.

5.2 Supplier ERP field

The supplier ERP data item field is what tells the system what supplier to assign for the invoice. Below is a guide on how to use this to enable the system to automatically assign supplier data.

Note: below invoice is a test invoice from our baseline test system.

There are 2 ways that we can train PIA to automatically assign supplier data. This is from using the “VAT reg no” or “Supplier OCR” fields.

VAT REG NO

GB 232 5555 20

SUPPLIER OCR

Ashfield Corporate Travel Ltd

- 1) If the VAT registration number that is on the document is captured, and is an exact match to what is on the supplier feed export, it can automatically pull the supplier data from the feed to assign the supplier details
 - i) Note – this only works if the VAT number captured on the document is an exact match to the VAT number in the supplier feed
 - ii) If the VAT number appears on the supplier feed twice, this logic will not work
- 2) The supplier OCR field is anything on the document that is unique to that supplier, and will always be present on that supplier’s invoice. In this example, we have used the suppliers name at the top of the invoice.



i) One important point – if there is nothing that is supplier specific on the invoice for you to select, you can manually type something into the “supplier OCR” data item field to use for supplier identification.

- 3) We then go to the supplier ERP data item field, and select the drop-down arrow. Start typing the name of the supplier into here, and it will display the supplier for you to select. Please note, the supplier’s name needs to match exactly to how it is entered into your system. Because this is our test system, we have just assigned this invoice to the “test supplier MPA” entry.

PLIER CODE	Supplier One S10001 03 GBP ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3
	Supplier Three S10003 03 GBP ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3
	Supplier Two S10002 03 GBP ADDRESS LINE 1 ADDRESS LINE 2 NE13 2SR
DATE	TEST SUPPLIER MPA FB004 03 GBP LINE 1 LINE 2

- 4) Select your supplier here. After selecting this, it will populate the supplier name, supplier code and currency data item fields.

SUPPLIER NAME

SUPPLIER CODE

CURRENCY

Note – some suppliers in Advanced Financials will be multi-currency. If a supplier is multi-currency, you need to select the currency from the drop-down next to the currency data item above.

5.3 Keywords

Keywords are a method that you can use to tell the system that the data item you are looking for is near the text in the keywords list. Below shows a screenshot for the keywords in the “invoice number” data item field. You can access the keyword list by right clicking inside of the data item field, and then selecting “edit keywords”.

Edit keywords for field "INVOICE NUM" ✕

Invoice Number

Invoice No

Invoice

Document No

Credit Number

Keywords are terms that help find captured values, e.g. "Invoice Date".

- Put in order of most specific to less specific, one per line
- Not case sensitive and punctuation is ignored.

Cancel
Update

Key information about keywords:

- They are applied to every invoice that comes into the system, they are not specific to just one supplier
- Any user can update the keyword list, and their update is applied across the whole Smart Capture site
- Keywords are **NOT** case sensitive, and punctuation is **IGNORED**
- The list works like a hierarchy, meaning that the keywords at the top will be checked first, and the keywords at the bottom checked last
 - i) Because of this, we recommend putting the most secure keywords at the top, such as “invoice number”, and “invoice no”, and having less secure keywords at the bottom so they are checked last
 - ii) Putting your credit note keywords at the bottom (such as “credit number”, is also good practice as credit notes are less common compared to invoices

5.4 Training Data and Invoice Detection

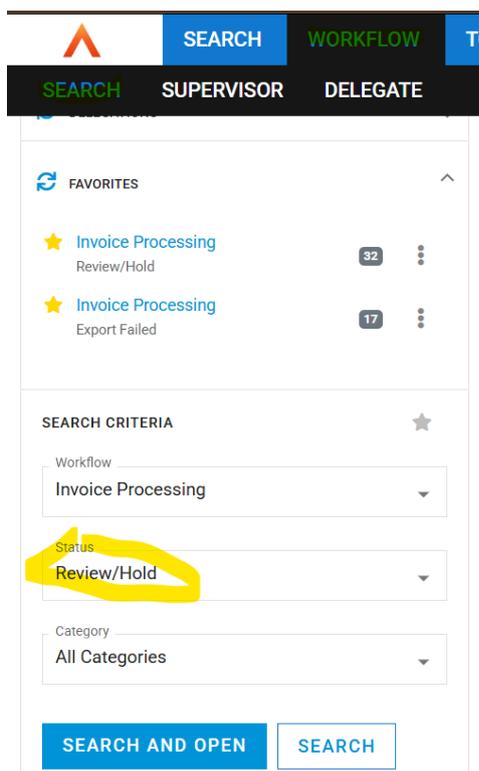
After submitting your document, the system will save this as “training data”. Training data is what the system uses to automatically process supplier invoices that it has seen before. Each format of an invoice from a supplier gets its own unique training data, and the system is able to determine new layouts/invoices based off the OCR extraction. It checks for triggers like logos, images, tables, key text to determine if this invoice has been received before and if it already has training data assigned to it.

6 Processing Exceptions

6.1 How to get to the exceptions queue

To action documents that have been unable to process, first, login to Smart Workflow. Navigate to the Workflow tab, and select the search option, select the Review/Hold status from the dropdown and select either “Search and Open” or “search”.

- Search and open will immediately open and invoice as soon as you click it.
- Search will open the specified workflow status queue, and display all documents in there as a list for you to select.



6.2 Why do documents go into the exceptions queue?

As a reminder from section 3.2.1.1, Documents will come into review/hold for one of three reasons:

- 1) Document is a duplicate
- 2) Invalid PO number (PO number doesn't exist in Financials)
- 3) Invalid supplier PO number (PO number isn't for that supplier)

IEW/HOLD > ALL CATEGORIES						
🔍	DOCUMENT TYPE	PAGES	PRIORITY	DUPLICATE INVOICE?	VALID PO?	VALID SUPPLIER PO?
1916	Supplier Invoice	1		NO	NO	NO
1918	Supplier Invoice	1		YES		
1919	Supplier Invoice	1		YES	YES	YES
1920	Supplier Invoice	3		NO	NO	NO

- You can see why a document went into review hold by checking the “duplicate invoice?”, “valid PO?” and “valid supplier PO?” columns.
- From the above screenshot, you can see the 3 columns “duplicate invoice?”, “valid PO?” and “valid supplier PO?”. Based on what the text is under these fields, will tell you what the problem with the document is.
- For example, in the above screenshot, the 2nd row shows a “yes” in the “duplicate invoice?” column, which indicates that this is a duplicate invoice.

6.3 How to process a document in the exceptions queue

After you open a document in review hold, on the right-hand panel for each document there is a window to give an overview, add notes, and allow edits.

Within the index tab is where you can adjust values. The most common change here is to remove or update PO numbers if they have been captured incorrectly.

To manually update invoice data:

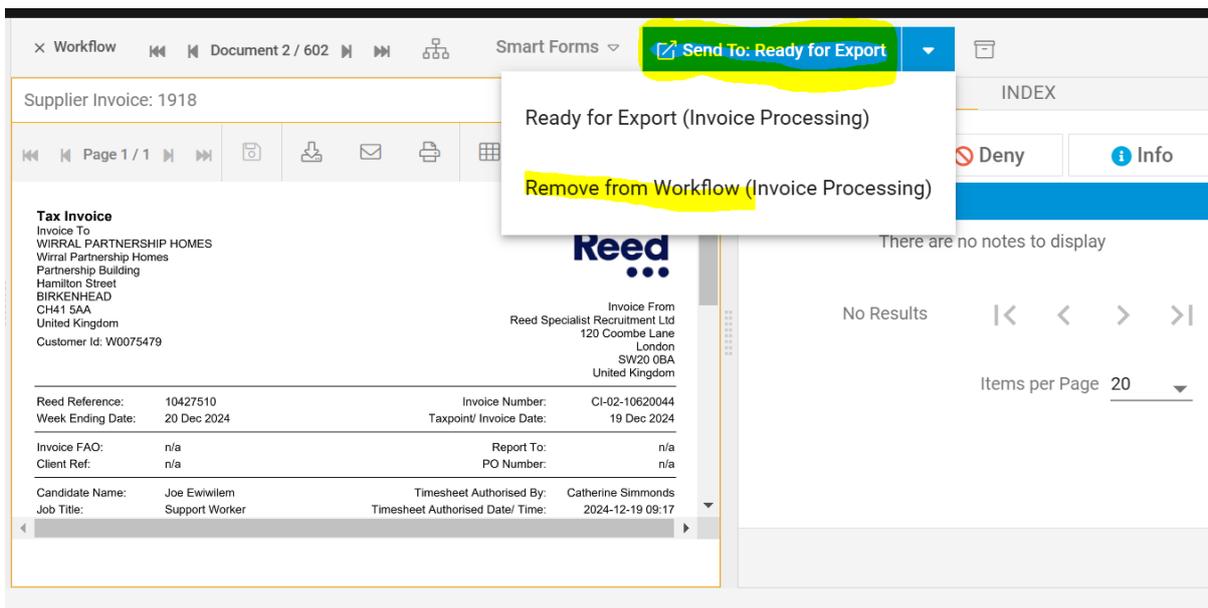
- 1) First, you need to delete the original data item by clicking the cross next to the data item
- 2) Once it has been removed, click on the “properties” drop down menu, and select the data item you want to add back in. The properties drop down box can be seen in the screenshot below (number 2)
- 3) After selecting the data item from the properties drop down box, type the data into the box just under the properties one (number 3 in the screenshot below)
- 4) After adding the data, click the save file icon to save it (number 6 in the screenshot)



To manually push this document through, after following the steps above, click on the “Ready for Export” button at the top above the invoice image.

The documents will be held in the “Ready for Export” queue until the API runs again to pick them up and take them across to Financials.

If you need to delete the document, you can change the “ready for export” option to “remove from workflow”. This will delete the document from the workflow (but still keep the record of it in Smart Workflow for reporting purposes).





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