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.

A Home	Data Verification Reports Admir	n Panel Create Batch						Help -	💄 admin 👻	
	Waiting for class verify	Waiting for data verify	Processe	ed documents 24 h	Processed documents days	7	Processed documents days	30		
	n/a	0	Data verification: 0 Class verification: 0		Data verification: 0 Class verification: 0		Data verification: 0 Class verification: 0			
	Volume today	Oldest Batches for Class Verify								
	Waiting Processed today	Batch Name	Created on	Batch Type	Documents	Pag	ges Priority			
	1.0 0.9 0.8	Oldest Batches for Data Verify								
	0.7 0.6 0.5	Batch Name	Created on	Batch Type	Documents	Pag	ges Priority			
	0.4 0.3 0.2			Processed by	me (last 7 days)					
	0.1 0	10		Class Ver	fy Data Verify					
	Class Verify Data Verify	0.9 0.8 0.7 0.6 0.5 0.4 0.3 0.2 0.1								
		8/21/2024	8/22/2024	8/23/2024	8/24/2024 8/25/2024	8/2	6/2024 8/27/2024			

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 lefthand 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.

A Home Data Verification Reports	Admin Panel	Create Batch						Help +	🔔 charles wawn 🗸
DASUBOARD	BatchName	Status	Document	DocumentStatus	Pages ExceptionText	Document #	Batch #		
DASHBOARD	×	()×	×		x ()* [)*	×		
Le Statistics	russell_abbott@	Capture performed - read	1	Normal.	2	5270er5e-5b78-4a18-b92b-76f76216bf15	865ce895-8668-44/5-b0ed-88bb91c18dfc		
	Richard.King@o	In Verify	1	Normal.	1	68fa3d78-504d-4ad3-bd98-5f70f888746e	e3831b3b-51d2-4c1f-84f4-bb69a4d22c62		
VOLUME	Richard.King@o	In Verify	100001	Normal,	1	9cee575c-c1f9-46d3-8638-b606eb388036	e3831b3b-51d2-4c1f-84f4-bb69a4d22c62		
D Patrhae	Richard.King@o	Completed	1	Normal	1	e500c52c-2ea9-49d0-947f-a1ef4f43079b	a9947f50-1023-4858-98ee-e9c6707cfdb3		
E Delches	Richard.King@o	Completed	100001	Normal	1	46768269-c632-4c65-a3e5-0635358f1289	a9947f50-1023-4858-98ee-e9c6707cfdb3		
E Documents	Richard.King@o	Capture performed - read	1	Normal	1	09f0d417-96fd-4e09-b568-f0a7ed98b73a	d7d68f85-03e0-42ed-9bcd-9b3d53a404b8		
	Richard.King@o	Capture performed - read	2	Normal	()	d036b375-c848-4829-b843-48323d21fca0	d7d65f85-03e0-42ed-9bcd-9b3d63a404b8		
Pages	Richard.King@o	Capture performed - read	3	Normal.	1	aa4e35e8-de87-4afc-97ff-95fa2995f896	d7d68f85-03e0-42ed-9bcd-9b3d63a404b8		
TURN TIME	Richard.Ring@o	Capture performed - read	3	Normal	1	3342f50c-fac7-4621-a9c3-3a1e3bd24533	d7d58f85-03e0-42ed-9bcd-9b3d53a404b8		
	Richard.King@o	Capture performed - read	4	Normal.	1	7d652672-2f38-4869-ab1e-8c46dc9be100	d7d65f85-03e0-42ed-9bcd-9b3d53a404b8		
G import to Classification	Richard.King@o	Capture performed - read	5	Normal.	1	ff30e253-8a2d-4a73-a006-7e1b1c51cb65	d7d68f85-03e0-42ed-9bcd-9b3d53a404b8		
Constant in the standard sector	russell.abbott\$	Completed	1	Normal.	2	4afda54b-ea11-46c4-a0ea-8946bf383733	49145a8e-93c2-4096-8303-567b42690eb9		
Import to vernication	bryn.stevens@o	Completed	1	Normal.	1	a4ed7a72-41b9-4d1d-bda4-f650edb6be09	b8522212-2174-4295-9a0e-6086e8c45638		
C* Import to Export	bryn.stevens@o	Completed	2	Normal.	2	ea046718-0831-4da2-bd4d-61ee8045a724	b8522212-2174-4095-9a0e-6086e8c45638		
	bryn.stevens@o	Completed	100001	Normal	1	5eff63e6-2166-44fb-bfeb-fd63bDe61461	b8522212-2174-4095-9a0e-6086e8c45638		
O Total Time	bryn.stevens&o	Completed	1	Normal	1	f4f38e92-b656-49fc-8d7c-828bb2docabb	0fa3358c-9410-4f44-9230-bcdf14c0407a		
USER PRODUCTIVITY	bryn.stevens@o	Completed	2	Normal.	2	6d1d0236-73b9-4c86-bef8-c0f214880f8d	Dfa3358c-9410-4f44-9230-bcdf14c0407a		
	bryn.stevens@o	Completed	100001	Normal.		bc479a52-061b-4260-a821-8b559842e380	0fa3358c-9410-4f44-9230-bcdf14c0407a		
Classification	Richard.King@o_	Capture performed - read	1	Normal.	1	18aa0eae-7889-4e1f-aae3-58be9fc3b653	9db2e7dd-8df1-46db-b1d5-6f424441f1ab		
• Martinetine	Richard.King@o	Capture performed - read	2	Normal	1	5cd00a40-0095-4124-a56c-36e0ee5419a2	9db2e7dd-8df1-46db-b1d5-6f424441f1ab		
Vernication	Richard.King@o	Capture performed - read	- 3	Normal	t	8077c74f-f7f3-45a7-a5f6-ff6b7df12195	9db2e7dd-8df1-46db-b1d5-6f424441f1ab		
ACCURACY	Richard.King@o	Capture performed - read	100001	Normal	1	192a63d0-1ad2-461a-a6be-2feee3ab4fa2	9db2e7dd-8df1-46db-b1d5-6f424441f1ab		
	Richard.Ring@o	Capture performed - read	100001	Normal.	- C	dfdd737e-6231-4992-8e1a-8510d65c8ce8	9db2e7dd-8df1-46db-b1d5-6f424441f1ab		
Classification	Richard.King@o	Capture performed - read	100002	Normal.	1	b8b45e01-92d3-4a2e-84c2-7def0a2f8d7b	9db2e7dd-8df1-46db-b1d5-6f424441f1ab		
Posta Canturo	Richard.King@o	Capture performed - read	1	Normal.	1	9811dfd3-0dba-4daf-ad9f-d623c11df8dc	c5cc69e3-edd4-4b4a-b3a8-af3263ffc3a6		
B Data Capitile	Richard.King@o	Capture performed - read	2	Normal	1	a77323ed 4d31-4e67-a110-67f188b8c606	c5cc69e3-edd4-4b4a-b3a8-af3263ffc3a6		
O Performance									
	PΦ					Page t of 24 ++ 1	B.		View 1 - 26 of 604
AUTOMATION RATES	Download as	CSV							
Classification									
Data Capture									

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.

A Home Data Verification Reports	Admin Panel	Create Ba	lich									Help +	L charles wawn +
P4 5// P0 4 PP	BatchName	Priority D	ocument	Status	CreatedOn	CreatedBy	UpdatedOn	TurnTime	State	Batch #	BatchTypeName		
DASHBOARD		×	x	()×	()×	×			v ×	(X	x		
Le Statistics	Richard.King@o	3	6	Completed	2024/09/05 10:23:37	Admin	2024/09/05 10:41:26	0d 0h 0m 25s	Completed	920f1c6d-581f-41a4-b199-29e092887f8e	Document Processing		
	Richard.King@o	3	6	Completed	2024/09/05 10:23:37	Admin	2024/09/05 10:41:26	0d 0h 17m 34s	Completed	920f1c6d-581f-41a4-b199-29e092887f8e	Document Processing		
VOLUME	Richard.King@o	3	6	Completed	2024/09/05 10:23:37	Admin	2024/09/05 10:41:26	0d 0h 17m 49s	Completed	920f1c6d-581f-41a4-b199-29e092887f8e	Document Processing		
Batcher	Richard.King@o	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	Od Oh Dm 9s	Completed	6c990663-c235-4d66-b02e-34P964494P94	Document Processing		
(Daiches	Richard.King@o	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	0d 0h 9m 15s	Completed	6c990663-c235-4d66-b02e-347964494794	Document Processing		
Documents	Richard.King@o	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	0d 0h 40m 33s	Completed	6c990863-c235-4d66-b02e-34f964494f94	Document Processing		
	Richard.King@o	3	2	Completed	2024/09/17 14:23:20	Admin	2024/09/17 15:04:13	0d 0h 40m 53s	Completed	6c990663-c235-4d66-b02e-347964494794	Document Processing		
Pages	bryn.stevens\$o	3	3	Completed	2024/09/18 11:39:03	Admin	2024/09/18 13:03:17	0d 0h 0m 12s	Completed	22d93c6a-9417-4f7d-b099-3bce30320e89	Document Processing		
TURN TIME	bryn.stevens@o_	3	3	Completed	2024/09/18 11:39:03	Admin	2024/09/18 13:03:17	0d 1h 23m 55s	Completed	22d93c6a-9417-4f7d-b099-3bce30320e89	Document Processing		
	bryn.stevens@o	3	3	Completed	2024/09/18 11:39:03	Admin	2024/09/18 13:03:17	0d 1h 24m 14s	Completed	22d93c5a-9417-4f7d-b099-3bce30320e89	Document Processing		
Import to Classification	Richard.King@o	3	4	Completed	2024/09/23 10:03:49	Admin	2024/09/23 10:25:00	Od Oh Om 10s	Completed	5876b348-6fda-4383-a111-405e55327cfc	Document Processing		
Import to Marification	Richard.King@o	3	4	Completed	2024/09/23 10:03:49	Admin	2024/09/23 10:25:00	0d 0h 1m 7s	Completed	5876b348-6fda-4383-a111-405e55327cfc	Document Processing		
Compare to vernication	Richard.King@o	3	4	Completed	2024/09/23 10:03:49	Admin	2024/09/23 10:25:00	0d 0h 20m 49s	Completed	5876b348-6fda-4383-a111-405e55327cfc	Document Processing		
Import to Export	Richard.King@o	3	4	Completed	2024/09/23 10:03:49	Admin	2024/09/23 10:25:00	0d 0h 21m 11s	Completed	58760348-6fda-4383-a111-405e55327cfc	Document Processing		
0.7.11.7.1	bryn.stevens@o	3	3	Completed	2024/09/18 11:31:08	Admin	2024/09/18 11:37:17	0d 0h 0m 12s	Completed	d342d7c4-b106-422f-b7c9-4b919f176f61	Document Processing		
O total time	bryn.stevens@o	3	3	Completed	2024/09/18 11:31:08	Admin	2024/09/18 11:37:17	0d 0h 5m 46s	Completed	d342d7c4-b106-422f-b7c9-4b919f176f61	Document Processing		
USER PRODUCTIVITY	bryn.stevens@o	3	3	Completed	2024/09/18 11:31:08	Admin	2024/09/18 11:37:17	0d 0h 6m 9s	Completed	d342d7c4-b106-422f-b7c9-4b919f176f61	Document Processing		
	Richard.King@o	3	2	Completed	2024/09/05 10:07:23	Admin	2024/09/05 10:32:15	0d 0h 0m 19s	Completed	6e95427a-6d54-497b-a40a-4f7bddb53e05	Document Processing		
Classification	Richard.King@o_	3	2	Completed	2024/09/05 10:07:23	Admin	2024/09/05 10:32:15	0d 0h 24m 28s	Completed	6e95427a-6d54-497b-a40a-4f7bddb53e05	Document Processing		
 Marification 	Richard.King@o	3	2	Completed	2024/09/05 10:07:23	Admin	2024/09/05 10:32:15	0d 0h 24m 52s	Completed	6e95427a-6d54-497b-a40a-4f7bddb53e05	Document Processing		
Venneauon	russell.abbott@	3	.1	Completed	2024/09/27 12:03:26	Admin	2024/09/27 12:07:43	0d 0h 3m 24s	Completed	49145a8e-93c2-4096-8303-567b42690eb9	Document Processing		
ACCURACY	russell.abbott@	3	1	Completed	2024/09/27 12:03:26	Admin	2024/09/27 12:07:43	0d 0h 4m 17s	Completed	49145a8e-93c2-4095-8303-567b42690eb9	Document Processing		
	Richard.King@o	3	2	Completed	2024/09/17 14:58:04	Admin	2024/09/17 15:05:04	0d 0h 0m 22s	Completed	c14cfbbb-bfbe-4985-b136-5cf000bae136	Document Processing		
2 Classification	Richard.King@o	3	2	Completed	2024/09/17 14:58:04	Admin	2024/09/17 15:05:04	0d 0h 6m 58s	Completed	c14cfbbb-bfbe-4985-b136-5cf000bae136	Document Processing		
Data Canture	Richard.King@o	3	2	Completed	2024/09/17 14:58:04	Admin	2024/09/17 15:05:04	0d 0h 7m 0s	Completed	c14cfbbb-bfbe-4985-b136-5cf000bae136	Document Processing		
	bryn.stevens@o	3	3	Completed	2024/09/26 15:04:36	Admin	2024/09/26 15:56:03	0d 0h 0m 15s	Completed	b8522212-2174-4095-9a0e-6086e8c45638	Document Processing		
O Performance													
	PØ							Page	1 0f4 +> +1				View 1 - 26 of 80
AUTOMATION RATES	Download as	CSV											
Classification													
Data Capture													

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.

A Home Data Verification Repor	ts Admin Panel	Create B	atch							Help -	L charles wawn +
0460000	User	Group	BatchName	UpdatedOn	Documents	Pages	DocsPerMinute	PagesPerMinute	BatchTypeName		
DASHBOARD	×			()×	x	×	()×	()×	×		
12 Statistics	charies.w_	General Users	Batch-2024-08	2024/09/16 11:47:54	1	1	0.19	0.19	Document Processing		
	charles.w_	General Users	Batch-2024-09	2024/09/17 14:23:42		1	0.47	0.47	Document Processing		
VOLUME	bryn.stev_	General Users	bryn.stevens@o	2024/09/24 10:50:50	2	2	1.82	1.82	Document Processing		
P Batches	bryn.stev_	General Users	bryn.stevens@o	2024/09/04 12:57:03	2	3	2.73	4.09	Document Processing		
E construit	bryn.stev_	General Users	bryn.stevens@o	2024/09/18 13:03:17	2	2	1,60	1.60	Document Processing		
Documents	bryn.stev_	General Users	bryn.stevens@o	2024/09/19 12:11:36	2	2	1.85	1.85	Document Processing		
Pases	bryn.stev_	General Users	bryn.stevens@o	2024/09/06 15:30:22	2	3	1.33	2.00	Document Processing		
 Fages 	bryn.stev	General Users	bryn.stevens@o	2024/09/18 11:37:17	2	2	4.00	4.00	Document Processing		
TURN TIME	bryn.stev	General Users	bryn.stevens@o	2024/09/26 15:56:03	2	2	1.22	1.22	Document Processing		
	bryn.stev	General Users	bryn.stevens@o	2024/09/24 11:42:37	2	2	0.60	0.60	Document Processing		
Import to Classification	bryn.stev_	General Users	bryn.stevens@o	2024/09/17 11:08:16	2	2	1,18	1,18	Document Processing		
Import to Verification	bryn.ster	General Users	bryn.stevens@o	2024/09/26 14:01:57	2	2	5.22	5.22	Document Processing		
	Admin	Administrators	MarkWhitbeck\$_	2024/07/02 20:24:07	1	- 4	0.11	0.45	Document Processing		
Import to Export	michael	General Users	michael.murray	2024/09/17 10:22:43	1	1	0.94	0.94	Document Processing		
O Total Time	michael	General Users	michael.murray	2024/09/17 11:20:26	1	2	0.26	0,52	Document Processing		
O lotal fille	michael	General Users	michael.murray	2024/09/17 10:46:57	. 1	1	2.61	2.61	Document Processing		
USER PRODUCTIVITY	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		- 4	0.14	0.14	Document Processing		
Classification	Richard.K_	General Users	Richard.King@o	2024/09/23 10:25:00	2	2	0.38	0.38	Document Processing		
Verification	Richard.K	General Users	Richard.King@o	2024/09/27 12:51:38	1	01,	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		
ACCURACY	Richard.K	General Users	Richard.KingBo	2024/09/17 15:05:04	- 1		1.20	1.20	Document Processing		
Autor Sciences	Richard.K	General Users	Richard.King@o	2024/09/05 10:41:26	2	2	0.39	0.39	Document Processing		
Classification											
Data Capture											
O Performance	PO							te un Pape	() of the st		View 1 - 23 of 23
AUTOMATION RATES	Download	d as CSV									
Classification											
Data Capture											

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.

A Home Data Verification Reports	Adm	in Panel Create I	Batch									Help 🚽	💄 charles wawn 👻
DASHBOARD	Da	ata Capti	ure Accuracy										ß
VOLUME	Sea	erch	Q										Export
Batches	Show	100 v entries											
Documents				Batch	Date		Field	Fields	Fields Correct	Fields	Fields	Fields	Document
Pages		Batch Id	Batch Name	Туре	Completed	Document ID	Count	Correct	Edited	Incorrect	1 Deleted	Added	Accuracy
TURN TIME													
 Import to Classification Import to Verification 		a9947150-1023- 4858-98ee- e9c6707cfdb3	Richard King@oneadvanced.com- 6546-data(1)-24-09-27-245	Document Processing	2024-09-27 11:51:38	e500c52c-2ea9- 49d0-947f- a1ef4f43079b	27	27	0	0	0	0	100
Total Time		49145a8e-93c2- 4096-8303- 567b42690eb9	russell.abbott@oneadvanced.com- 261-data(1)-24-09-27-243	Document Processing	2024-09-27 11:07:43	4afda54b-ea11- 46c4-a0ea- 8946bf383733	27	27	0	0	0	0	100
USER PRODUCTIVITY		b8522212-2174- 4095-9a0e- 6086e8c45638	bryn.stevens@oneadvanced.com- 8997-data(1)-24-09-26-242	Document Processing	2024-09-26 14:56:03	ea046718-0831- 4da2-bd4d- 61ee8045a724	27	27	0	0	0	0	100
Verification		b8522212-2174- 4095-9a0e- 6086e8c45638	bryn.stevens@oneadvanced.com- 8997-data(1)-24-09-26-242	Document Processing	2024-09-26 14:56:03	a4ed7a72-41b9- 4d1d-bda4- 1650edb6be09	27	27	0	0	0	0	100
Classification		0fa3358c-9410- 4f44-9230- bcdf14c0407a	bryn stevens@oneadvanced.com- 9709-data(1)-24-09-26-241	Document Processing	2024-09-26 13:01:57	f4f38e92-b656- 49fc-8d7c- 828bb2dccabb	27	27	0	0	0	0	100
© Performance		0fa3358c-9410- 4f44-9230- bcdf14c0407a	bryn stevens@oneadvanced.com- 9709-data(1)-24-09-26-241	Document Processing	2024-09-26 13:01:57	6d1d0236-73b9- 4c86-bef8- c0f214880f8d	27	27	0	0	0	0	100
Classification		94fb9558-de14- 4c3e-87d5- 8d903353d2be	bryn.stevens@oneadvanced.com- 9031-data(1)-24-09-24-238	Document Processing	2024-09-24 10:42:37	e47edb5b-15a5- 4219-99dd- 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.

A Home Data Verification Reports	Admin Panel Cre	eate Batch							Help 🕶	L charles.wawn +
BATCHES	Batches						Restart all s	ected 🗊 Del	ete all selected	2 Refresh
Batches	Show 10 v entr	ries						S	earch:	
	Priority	† Batch Name 11	Description 11	State	Status 💵	Batch Type	Batch Id	Created on	Updated on	11 Actions
	03	Batch From Email - FW: Emailing: GreendayCredit.pdf		Open	Capture performed - ready for Verify	Document Processing	f7132ebc-cdd7- 42e1-b7a9- 7c9ba9111cfc	2024/05/20, 10:19:50	2024/09/27, 14:19:23	
	03	Batch of Invoices with different VAT rates	Batch of Invoices with dif View more	Open	Capture performed - ready for Verify	Document Processing	9fea2ed0-ce07- 4a47-8179- e92ac351448b	2024/05/20, 14:48:56	2024/09/23, 09:35:35	
	03	Batch From Email - Emailing: Bryn invoices 04		Open	Capture performed - ready for Verify	Document Processing	5006fd12-ede4- 45b7-bfd3- 20bc1ecc73c9	2024/05/20, 15:10:12	2024/09/27, 11:20:21	
	03	Batch From Email - Emailing: Bryn invoices 08		Open	Capture performed - ready for Verify	Document Processing	35b24f55-6943- 4a70-8e72- 0bfd331ac1d4	2024/05/22, 09:17:03	2024/06/11, 15:39:42	
	03	Batch From Email - Emailing: KMBT35020160129085755_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	
	03	Batch From Email - Emailing: Bryn invoices 22d, Bryn invoices 22c		Open	Capture performed - ready for Verify	Document Processing	078abf80-948b- 451c-be19- d66297b8bce3	2024/05/22, 13:53:29	2024/07/16, 12:42:07	
	03	Batch-2024-05-22-15-43-03	PEG Test 22052024 - te View more	Open	Capture performed - ready for Verify	Document Processing	af4d3548-eade- 4be3-ad0f- f639c4d8baae	2024/05/22, 14:44:52	2024/05/22, 15:00:09	
	03	Batch-2024-05-22-15-46-19	PEG 22052024 - duplica View more	Open	Capture performed - ready for Verify	Document Processing	ecda35cb-5cdc- 4472-8eb6- 9744d9bac6fd	2024/05/22, 14:47:00	2024/09/16, 11:27:48	
	Π 3	Ratch From Fmail - You Purnle		Onen	Canture	Document	c0d7569f.8b56-	2024/05/28	2024/06/04	2

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. **

A Home Data Verification	Reports Admin Panel Create Balch	Help +	👤 admin +
USERS Users User Groups DOCUMENT CONFIGURATION Batch Types Document Types Document Form	No data entries Please select an option from the side menu		
BATCHES Batches			
Configuration Classification Models Training Data Active Clients			

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.

A Home Data Verification R	Reports Admin Panel Create Batch			Help -	L charles wawn +
Create Batch					
				_	Submit
Batch properties			 		
Batch Name	Batch-2024-09-17-10-07-19		Drop files to upload or browse		
Batch Type	Document Processing				
Default document type	Supplier Invoice	~ 3			
Description	PC LTD	Ð			
Priority	Normal	- 5	 		
Batch settings				_	Remove all
Preprocessing					
Graphics cleanup mode:	No cleanup	~			
Enable auto- despeckle of images	Enable auto-orientation	6			
Extract vector PDF data if present	Keep blank pages				

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.

	SEARCH WO	ORKFLOW	TOOLS				ADMINISTRATOR \equiv
QUIC	K SEARCH ADVANCED	SEARCH	FULL TEXT SEARCH	VIEW DOCUMENTS BY ID			
SAVE) SEARCHES	⊡ ☆ +	ALL COMPANIES ALL D	DOCUMENTS			Q SEARCH
0	Advanced Invoice Search Advanced Invoice Search	Û	COMPANIES		20	DOCUMENT TYPES	
\mathbb{Y}	All Companies all document all docs	ts 🗊	🙁 Baseline UAT Test 01			S Failed OCR Supplier Invoice	Supplier Invoice
			PROPERTIES				SHOW OPERATORS
DDITI	DNAL CRITERIA						Î

- 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.

^	SEARCI	WORKFLO	V TOOLS					
QUICK	SEARCH AD	VANCED SEARCH	FULL TEXT SEARCH	VIEW DOCUMENTS BY ID				
← 🗁	£ & \	© C ₽	🖉 📄 < 🗋 Versi	on				
14 RESULTS - A	ALL COMPANIES ALL DO	CUMENTS						
	DOCUMENT TYPE	PAGES ADDRE	SS ADV REQUEST ID	ADVANCED STATUS	COMPANY CODE	CURRENCY	DL DOCUMENT ID	DU
	Supplier Invoice	1			PS	GBP	13	NO
	Supplier Invoice	1	345b5be5-2e91-4c82-9dea	-eb3af5f78e57 UNPROCESSED	PS	GBP	14	NO
	Supplier Invoice	1	b780573f-e1d6-4bdf-842d-	6f6f2bd20401 UNPROCESSED	PS	GBP	12	NO
	Supplier Invoice	1			PS	GBP	11	NO
	Supplier Invoice	9	80fe40ff-bf49-407b-a304-4	23019b3cd44 PROCESSED	PS	GBP	9	NO
	Supplier Invoice	9			PS	GBP	10	NO
	Supplier Invoice	1	9f6e70c4-fcc3-40ce-a2ed-	f09d35465bff UNPROCESSED	PS	GBP	8	NO
	Supplier Invoice	1			PS	GBP	7	NO
	Supplier Invoice	19			PS	GBP	6	NO
	Supplier Invoice	1	4aefca28-58dc-467b-babd	e51b6fda7abb UNPROCESSED	PS	GRP	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



How to export properties with multiple values



-) Include all values using as few rows as possible
- Include only the value showing in results





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.

	S 🕫 🛃 Send To: Ready for Export		
Superinvoice: 82			GENERAL NOTES INDEX
н н Раде 1/1 н нн 🔯 🕹 🖂 🖨 🌐 🔍	🔍 Fit to Width 🗸 💫 🔮 🗔 🔕 🚦		() Info
Western Labs UK 16 Third Avenue Denbeigh West Industrial Estate Bletchley Milton Keynes. MK1 1TE Tel: 01448 345670 Email: customerser/co@westerniabs.com	Western Labs UK		NoTES OATE (F ORIGINAL CONTROL OF CONTROL
	INVOICE NUMBE TAX DATE:	3ER: INVBA006B : 18 TH MAY 2024	
TO: Advanced The Mailbox Birmingham B1 1RF	SHIP TO: Recipient Name Company Name Street Address City, ST ZIP Code Phone: Phone		
Please make Payments to: WESTERN LABS UK			
QUANTITY	DESCRIPTION UNIT PRICE	PRICE	
Supplier Invoice: 82			

- 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:

Ø	8	-	× Workflow in in Document 1 / 55 H HH doo	mart Forms 🗢 📑 Send To: Ready for Export 💌 🗇		
55 RE 7	4 1 Y V 3 PROCESSING > REVIEW/HOLD > ALL CATEGORIES		Supplier Invoice: 82			GENERAL NOTES INDEX
	STATUS DATE IL ENTRY DATE ID 05/22/2024 11:50:10 PM 05/22/2024 11:49:29 PM 8 05/22/2024 11:51:34 PM 05/22/2024 11:50:45 PM 8	BOCUMEN 82 Supplier In 83 Supplier In	м н Раре1/1 к ни 🗇 💩 🖼 🚭 🔠	1 Q. Q. PETRI WARK+ Q. 🍰 🗇 🕚 🗄		Document ID: 82
	05/23/2024 12:10:30 AM 05/23/2024 12:09:12 AM 05/23/2024 6:10:04 AM 05/23/2024 6:09:04 AM 05/23/2024 6:09:04 AM 05/22/2024 6:09:04 AM 05/22/2024 11:48:37 PM 05/22/2024 11:48 PM 05/22/2024 1148 PM 05/22/2024 1148 PM 05/22/2024 1	84 Supplier Ir 98 Supplier Ir 81 Supplier Ir	Western Labs UK	Westerr		Document Type: Supplier Invoice Company: UAT - Venus Wine & Spirit Merchants Site: UK Advacned POC
	06/03/2024 2:47:42 AM 06/03/2024 2:46:41 AM 11 06/04/2024 7:13:42 PM 06/04/2024 7:12:49 PM 12	18 Supplier In 22 Supplier In	Denbeigh West Industrial E Bietchley	state Laber LI!	Z M	
	06/04/2024 7:13:43 PM 06/04/2024 7:12:49 PM 12 06/06/2024 12:07:54 PM 06/06/2024 12:07:09 PM 12 06/07/2024 7:54:28 AM 06/07/2024 7:53:39 AM 12 06/07/2024 7:54:28 AM 06/07/2024 7:53:39 AM 12	21 Supplier In 34 Supplier In 42 Supplier In	Milton Keynes. MK1 11E Tel: 01448 346670 Email: <u>customerservice@westernl</u>	abs.com	INVOICE NUMBER: INVBA006B TAX DATE: 18 ^{TI} MAY 2024	INDEX PROPERTY VALUES Supplier Invoice: Supplier Code: W00001 Supplier Name: Western Laboratories
	00/10/2024 14/3 5 AM 00/10/2024 14/4 AM 17 06/10/2024 8:34 13 AM 06/10/2024 8:33 3 AM 17 06/10/2024 8:52 56 AM 06/10/2024 8:52 22 AM 17 06/11/2024 9:35 52 AM 06/11/2024 9:35 03 AM 17	76 Supplier In 78 Supplier In 81 Supplier In	TO: Advanced The Mailbox Birmingham B1 1RF	SHIP TO: Recipient Name Company Name Street Address City, ST ZIP Code		Transaction Ref #: INVBA0088 Entry,Date: May 18, 2024 Gross Amount: -219.00 Transaction Type: 1 DL Document (D): 82
	06/11/2024 10:19:35 PM 06/11/2024 10:18:38 PM 11 06/11/2024 10:19:36 PM 06/11/2024 10:18:48 PM 11 06/12/2024 4:10:37 AM 06/12/2024 4:10:08 AM 18 06/14/2024 1:49:32 AM 06/14/2024 1:48:41 AM 21	82 Supplier In 85 Supplier In 88 Supplier In 11 Supplier In	Please make Payments to: WESTERN LABS UK	Phone: Phone		Currency: UseP Valid PO7: NO Duplicate Invoice?: NO PO #: BROTHER PTH500 P-TOUCH LABELLING MACHI Tax Amount: 36.50
	06/14/2024 2:27:23 AM 06/14/2024 2:26:42 AM 2: 06/14/2024 6:29:18 AM 06/14/2024 6:28:33 AM 2:	16 Supplier Ir 31 Supplier Ir				vano support PU/: NO OCR Batch: Batch-2024-05-22-23-48-14
	06/17/2024117:14 AM 06/17/2024116:32 AM 23 06/20/20247:20:55 AM 06/20/20247:20:07 AM 25	34 Supplier Ir 51 Supplier Ir	QUANTITY	DESCRIPTION	UNIT PRICE PRICE	
Supp	06/20/2024 7:24:09 AM 06/20/2024 7:23:23 AM 21	52 Supplier Ir 🗸				

- 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:

Document ID: 82 Document Type: Supplier Invoice: Company: UAT - Venus Wine & Spirit Merchants Site: UK Advacned POC ORIGINATION INDEX PROPERTY VALUES Supplier Invoice: Supplier Invoice: Supplier Name: Western Laboratories 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 Duplicate Invoice?: NO PO #: BROTHER PTH500 P-TOUCH LABELLING MACHI Tax Amount: 36.50 Valid Supplier PO?: NO OCR Batch: Batch-2024-05-22-23-48-14			3	^
 ORIGINATION INDEX PROPERTY VALUES Supplier Invoice: 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 MACHI Tax Amount: 36.50 Valid Supplier PO?: NO OCR Batch: Batch-2024-05-22-23-48-14 	Document ID: Document Tyş Company: Site:	82 De: Supplier UAT - Ve UK Adva	Invoice nus Wine & Spirit cned POC	Merchants
 INDEX PROPERTY VALUES Supplier Invoice: 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 MACHI Tax Amount: 36.50 Valid Supplier PO?: NO OCR Batch: Batch-2024-05-22-23-48-14 	ORIGINATION			~
 Supplier Invoice: 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 MACHI Tax Amount: 36.50 Valid Supplier PO?: NO OCR Batch: Batch-2024-05-22-23-48-14 	INDEX PROPER	TY VALUES		^
•	 Supplier C Supplier N Transaction Entry_Date Gross Ame Transaction DL Docum Currency: Valid PO?: Duplicate I PO #: BRI Tax Amou Valid Supplier OCR Batch 	ode: W0000 ame: Weste on Ref #: INV e: May 18, 20 ount: 219.00 on Type: 1 ent ID: 82 GBP NO Invoice?: NO OTHER PTH5 nt: 36.50 olier PO?: NO n: Batch-202	1 rn Laboratories /BA006B)24) 00 P-TOUCH LABE) 4-05-22-23-48-14	LLING MACHI
	4			÷

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

GENERAL	NOTES	INDEX	
Document 82			
Company UAT - Venus	s Wine & Sp	pirit Merchants	-
Type Supplier Inv	voice		•
Properties Supplier Co	de	2	-
Supplier Co W00001	de	3)	
Supplier I Supplier C Supplier N Supplier N Transactio Entry_Date Gross Amo Transactio DL Docum Currency: Valid PO?:	nvoice: ode: W00001 ame: Western on Ref #: INVE e: May 18, 20: ount: 219.00 on Type: 1 ount: 219.00 on Type: 1 ount: 22 SBP NO SBP NO SBP S	(S) n Laboratories (S) BA006B (S) 24 (S) (S) (A)	5
 Duplicate I PO #: BRO Tax Amound Valid Supp OCR Batch 	Invoice?: NO THER PTH50 nt: 36.50 (※) lier PO?: NO n: Batch-2024	⊗ 10 P-TOUCH LABELI ⊗ -05-22-23-48-14 ⊗	LING MA

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 Setting	gs
GENERAL	SEARCH CRITERIA	SEARCH RE	ESULTS	WORKFLOW RE	SULTS	VIEWER SETTINGS	
LANGUAGE AND CULTURE	SP	ECIFY APPLICATI	ON LANGUAGE	AND CULTURE			
Formatting Example Numeric Format: 123,456,78 Date Format: 31/03/2025 15	9.1234 :56:10	English (American)	English (British)	Spanish	French (Canadian))	



2) Go to the "search results" tab, and add on the additional columns you need. We recommend adding in the below ones:

SETTINGS					Restore Default S	ettings
GENERAL	SEARCH CRITERIA	SEARCH RESULTS	WORKFLOW RES	SULTS	VIEWER SETTINGS	Î
PRINT AND DATA DISPLAY Specify the behavior within search results		 Print all TIFFs and PD Display the newest principal 	DFs as a single print job roperty value for multi-va	ilue properti	ies	
DISPLAY FIELDS Select optional fields to in	nclude in search results	ID Document Status Workflow Category	 Format Company Workflow Status 	🗾 En	try Date orkflow	

3) Go to the "workflow results" tab, and then update the columns. We would recommend having the "ID" column ticked.

SETTINGS					Restore Default	Setting
GENERAL	SEARCH CRITERIA	SEARCH RESULTS	WORKFLOW	RESULTS	VIEWER SETTINGS	
DISPLAY FIELDS Select optional fields to results	include in workflow	✓ Status Date☐ Entry Date	Format		Workflow Category Company	
BEHAVIOR		- .				

4) Scroll down and select "save" in the bottom left to save your changes.





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.

A Home Data Verification F	Reports Admin Panel Create	e Batch		Help - 💄 charles.wawn -
Create Batch				
				Submit
Batch properties			 	
Batch Name	Batch-2024-09-17-10-07-19	\bigcirc	Drop files to upload or browse	
Batch Type	Document Processing	v Ž		
Default document type	Supplier Invoice	~ 3		
Description	PC LTD	Ð		
Priority	Normal	~ 5	 	Oresult of
Batch settings				Remove all
Preprocessing				
Graphics cleanup mode:	No cleanup	v		
Enable auto- despeckle of images	Enable auto-orientation	6		
Extract vector PDF data if present	C Keep blank pages			

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 Involce	
Document type	andhuar uuuna	_
INVOICE TYPE	SUPPLIER INVOICE	~
COMPANY OCR		•••]
COMPANY CODE		⊞
VAT REG NO		
8UPPLIER OCR		
	L	_
ERF GOFFLIER INFO		
8UPPLIER NAME		⊞
8UPPLIER CODE		≣
DATE		
DATE OUTPUT		
INVOICE NUM	·	
INVOICE NUMBER OUTPUT		≣
PO NUM		₿
PO NUM OUTPUT		₿
CURRENCY	~ ~	⊞
SUBTOTAL		
VAT		_
SHIPPING AND HANDLING	0.00	
MISC CHARGES	0.00	
DISCOUNT	0.00	
GRAND TOTAL	[]	⊞
GRAND TOTAL CALCULATED		F
000 0470		
OCR BATCH NAME	Batch-2024+12-18-12-03-01	⊞
TRAN SACTION TYPE	1	⊞
ORDER RELATED		⊞
RECEIVED DATE	2024-12-16	⊞
		-
OUTFLIEREMAIL DENUEN		8
8UPPLIEREMAILONFILE		⊞
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:

- 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 dop 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

- 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.

		Ashfield Corporate Travel L	td	
	28 Holycake	Terrace, Long Buckby, NORTHAMP	TION NN6 7RH	
Tel: 0	1443 698750	Fax: 01443 698751 Email: accourt	in Dashfieldiravel.co	0.14

- 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.

	Supplier One S10001 03 GBP ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE	
CODE	Supplier Three S10003 03 GBP ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LIN	
	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	TEST SUPPLIER MPA			
SUPPLIER	FB004	CURRENCY	GBP	~

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

5.3 Keywords

Invoice Number Invoice No Invoice

Document No Credit Number

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"

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.

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
 - 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

24

oneAdvanced



Cancel

Update



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							
ŧ٤.	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)

GENERAL NOTES INC					
	DEX				
Document					
82					
02					
Company					
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Туре	0				
Supplier Invoice	(1)	-			
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Properties					
Supplier Code	0				
Supplier Souce		· ·			
		_			
Supplier Code					
woooo1					
	-				
6	6	\mathbf{O}			
	C	0			
(5) (2)	6				
Supplier Invoice:	6				
Supplier Invoice: Supplier Code: W00001 (3)	6				
Supplier Invoice: Supplier Code: W00001 (20) Supplier Name: Western Labo	oratories ®				
Supplier Invoice: Supplier Code: W00001 S Supplier Name: Western Labo Transaction Ref #: INVBA006	oratories ® B ®				
Supplier Invoice: Supplier Invoice: Supplier Code: W00001 ③ Supplier Name: Western Labo Transaction Ref #: INV8A006 Entry_Date: May 18, 2024 ④	oratories & B &				
Supplier Invoice: Supplier Invoice: Supplier Code: W00001 ③ Supplier Name: Western Labe Transaction Ref #: INVBA006 Entry_Date: May 18, 2024 ③ Gross Amount :19:00 ③ Transaction Tune 1 ④	oratories & B &				
Supplier Invoice: Supplier Code: W00001 ③ Supplier Name: Western Labo Transaction Ref #: INVBA006 Entry_Date: May 18, 2024 ④ Gross Amount: 219.00 ③ Transaction Type: 1 ④ DI: Document ID: 82 ④	oratories ® B ®				
Supplier Invoice: Supplier Code: W00001 Supplier Name: Western Labor Transaction Ref #: INVBA006 Entry_Date: May 18, 2024 Gross Amount: 219.00 Transaction Type: 1 Document DI: 82 Currency: GBP ©	oratories ® B ®				
Supplier Invoice: Supplier Invoice: Suppler Code: W00001 ③ Suppler Name: Western Labe Transaction Ref #: INVBA006 Entry_Date: May 18, 2024 ③ Gross Amount: 219.00 ③ Transaction Type: 10 ③ DL Document ID: 82 ③ Currency: GBP ③ Vaila (PO: N0 ④	oratories ® B ®				
Supplier Invoice: Supplier Invoice: Supplier Code: W00001 ③ Supplier Name: Western Labo Transaction Ref # INVBA000 Entry_Date: May 18, 2024 ③ Gross Amount: 219.00 ④ Transaction Type: 1 ③ DL Document ID: 82 ③ Currency: GBP ③ Valid PO?: NO ③ Duplicate Invoice?: NO ④	G pratories ⊗ B ⊗				
Supplier Invoice: Supplier Code: W0001 © Supplier Code: W0001 © Transaction Ref #: INV8A006 Entry_Date: May 18, 2024 © Gross Amount: 219.00 @ Transaction Type: 1 @ D L Document ID: 82 @ Currency: GBP @ Valid P07: N0 @ P0 #: BROTHER PTHS00 P-T P0 #: BROTHER PTHS00 P-T	oratories ® B ®				
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Supplier Invoice: Supplier Invoice: Supplier Code: W00001 ③ Supplier Name: Western Labe Transaction Ref #: INVBAD06 Entry_Date: May 18, 2024 ④ Gross Amount: 219.00 ④ Transaction Type: 1 ③ DL Document ID: 82 ⑥ Currency: GBP ⑥ Valid PO?: N0 ③ Duplicate Invoice?: N0 ④ PO #: BROTHER PTHS00 P-TI Tax Amount: 36.5 ③ Valid Supplier PO?: N0 ④	aratories ® B ®				

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).

Supplier Invoice: 1918 INDEX Ready for Export (Invoice Processing) INDEX Ready for Export (Invoice Processing) INDEX <td colspan="2</th> <th>× Workflow M Document 2 / 602 M</th> <th>日 品 Smart Forms マ 🚺</th> <th>Send To: Ready for Export</th> <th>▼</th>	× Workflow M Document 2 / 602 M	日 品 Smart Forms マ 🚺	Send To: Ready for Export	▼
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Invoice FAO: n/a Report To: n/a Client Ref: n/a PO Number: n/a Candidate Name: Joe Exiwilem Timesheet Authorised By: Catherine Simmonds Job Title: Support Worker Timesheet Authorised Date/ Time: 2024-12-19 09:17	Reed Reference: 10427510 Week Ending Date: 20 Dec 2024	Invoice Number: CI-02-10620044 Taxpoint/ Invoice Date: 19 Dec 2024		Items per Page 20 👻
Candidate Name: Joe Ewiwilem Timesheet Authorised By: Catherine Simmonds Job Title: Support Worker Timesheet Authorised Date/ Time: 2024-12-19 09:17	Invoice FAO: n/a Client Ref: n/a	Report To: n/a PO Number: n/a		
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