

PURCHASE INVOICE AUTOMATION

Purchase Invoice Automation Training Overview

Training document on the process for
document processing



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1 Introduction

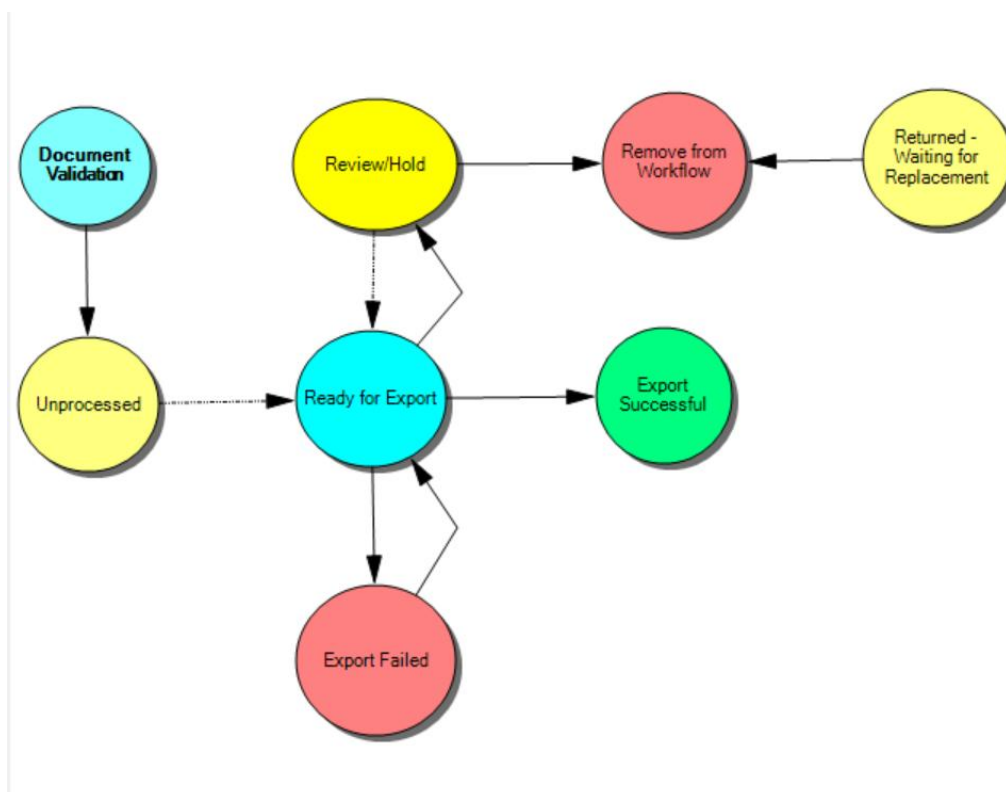
Purchase Invoice Automation refers to the process of using SmartCapture and SmartWorkflow to automatically handle various tasks related to processing purchase invoices.

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.



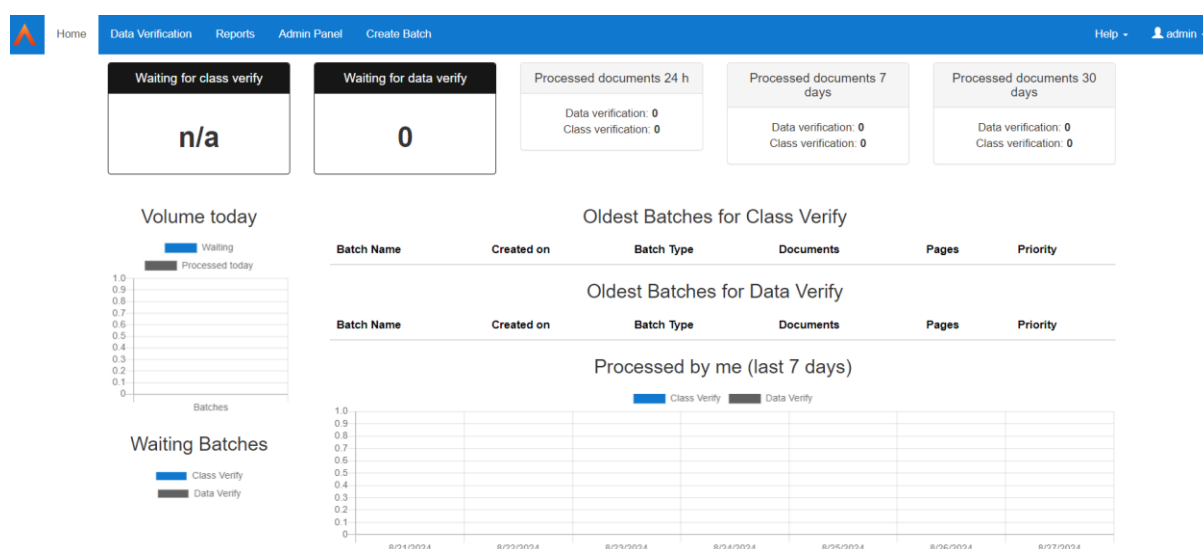
PIA workflow diagram.

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.

The screenshot displays the oneAdvanced document capture interface. On the left, a sidebar contains a document viewer with a red dot (1) indicating a capture point. The main area is divided into a form (2) and a preview (3). The form includes fields for Document Type, 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, and Subtotal. The preview shows a sample invoice with these fields populated. A 'Submit' button (4) is located at the bottom left of the form area.

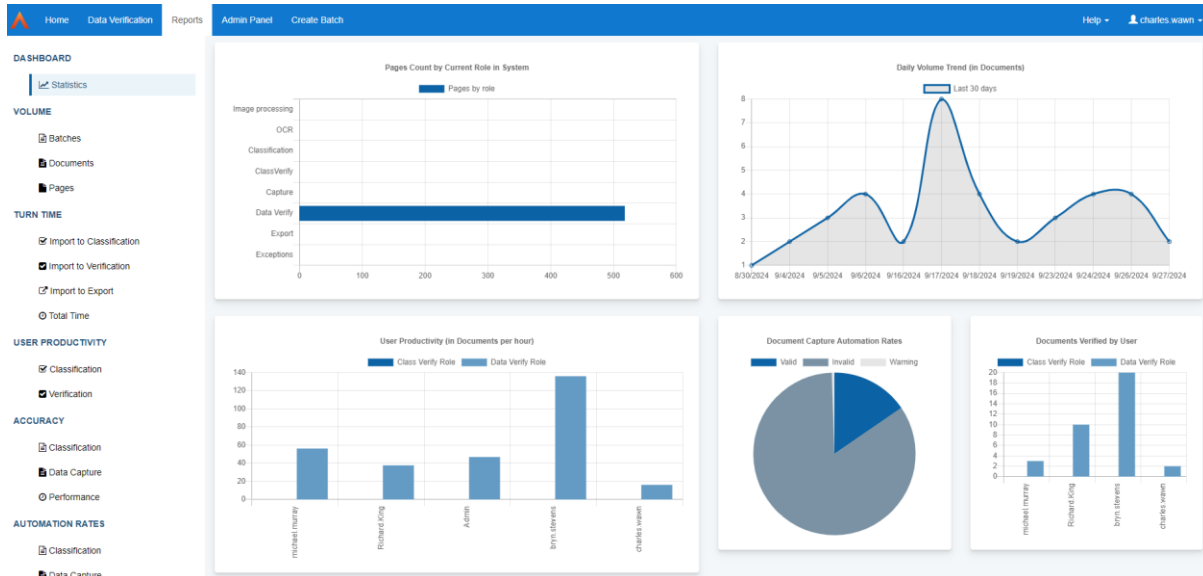
- 1 – This indicator shows whether the document can be successfully submitted from SmartCapture
- 2 – This window shows the current data that has been captured and the data that is required but missing
- 3 – This shows the data that is being captured as well as the anchor text that is being utilised
- 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 #
russell.abott@...	Capture performed - read...	1	Normal	2		5270e5fe-5b78-4a18-b42b-7d7b216d1f15	8b5ce995-8a68-44f8-b0ed-8bb2b1c1b8dc
Richard.King@...	In verify	1	Normal	1		A88A3d78-5043-4a25-b098-5f7098874de	e381161b-51a2-4c1f-84f4-6869a4d22c82
Richard.King@...	In verify	100001	Normal	1		Rees575c-c1f9-4b43-8a38-6a08e538803a	e381161b-51a2-4c1f-84f4-6869a4d22c82
Richard.King@...	Completed	1	Normal	1		e50052c-2e49-4b45-847f-a1e1f413079d	a9447950-1023-4858-93ee-efc8c1701c8b1
Richard.King@...	Completed	100001	Normal	1		46782d28-c332-4a35-a3e5-0b3838912839	a9447950-1023-4858-93ee-efc8c1701c8b1
Richard.King@...	Capture performed - read...	1	Normal	1		00453d17-7d5d-4a29-505d-05e7b98073a	d7a88985-c3a0-42e8-90cd-9b3a3a3a4d08
Richard.King@...	Capture performed - read...	2	Normal	1		4b38a378-c3a0-42e8-90cd-9b3a3a3a4d08	d7a88985-c3a0-42e8-90cd-9b3a3a3a4d08
Richard.King@...	Capture performed - read...	3	Normal	1		4a4a15a8-9a67-4b78-95a2a99f9f40	d7a88985-c3a0-42e8-90cd-9b3a3a3a4d08
Richard.King@...	Capture performed - read...	4	Normal	1		334d350c-f9c7-4b27-a8c2-3a1c3d3d4313	d7a88985-c3a0-42e8-90cd-9b3a3a3a4d08
Richard.King@...	Capture performed - read...	5	Normal	1		73a82a77-2758-4b88-a81e-7b4b6c19a100	d7a88985-c3a0-42e8-90cd-9b3a3a3a4d08
Richard.King@...	Capture performed - read...	5	Normal	1		9f32a253-8a2d-4a78-7e1b1c1c0a5f	d7a88985-c3a0-42e8-90cd-9b3a3a3a4d08
russell.abott@...	Completed	1	Normal	2		4a1a5a5e-a811-4b14-a3e8-9b4a8d787731	4f145a5e-9321-4b14-a3e8-9b4a8d787731
brin.stevens@...	Completed	1	Normal	1		aad37a77-4198-4a1d-b3a4-f18a9f4b4a79	88f22312-2174-4055-fa0e-1088a8b4e538
brin.stevens@...	Completed	2	Normal	2		e9d4b718-0811-4b42-b0a5-61ee01d5a724	88f22312-2174-4055-fa0e-1088a8b4e538
brin.stevens@...	Completed	100001	Normal	1		5e783a6-216a-4a8b-b9b6-6a83b0a14a61	88f22312-2174-4055-fa0e-1088a8b4e538
brin.stevens@...	Completed	1	Normal	1		1a75a402-ba5a-4a96-8a7b-8238a3c0c0a6	09a2358c-9a10-4544-9230-3c4f1a4c0a7a
brin.stevens@...	Completed	2	Normal	2		6a1a523a-7789-4a3a-ba7e-c0f1a8809a62	09a2358c-9a10-4544-9230-3c4f1a4c0a7a
brin.stevens@...	Completed	100001	Normal	1		bca79a52-0a19-43a0-a021-0a89a6c3a780	09a2358c-9a10-4544-9230-3c4f1a4c0a7a
Richard.King@...	Capture performed - read...	1	Normal	1		15a8a0e-7889-4a7f-aee5-5b0a9c1a6d31	9db2a7a5-5a11-4a4b-b1a5-4f42a441f1ab
Richard.King@...	Capture performed - read...	2	Normal	1		5c03a0a0-0995-412a-a3a3-3a0a9e5a19a2	9db2a7a5-5a11-4a4b-b1a5-4f42a441f1ab
Richard.King@...	Capture performed - read...	3	Normal	1		8077c7a1-f193-4a57-a59e-198a7a9f1295	9db2a7a5-5a11-4a4b-b1a5-4f42a441f1ab
Richard.King@...	Capture performed - read...	100001	Normal	1		193a55d-1a52-4a1a-a3a3-29a0e1a0a4a2	9db2a7a5-5a11-4a4b-b1a5-4f42a441f1ab
Richard.King@...	Capture performed - read...	100001	Normal	1		a5a737a-6211-4a92-8a1a-0510a8a5dca5	9db2a7a5-5a11-4a4b-b1a5-4f42a441f1ab
Richard.King@...	Capture performed - read...	100002	Normal	1		8b945a0f-92a3-4a2a-9a1c-7a0a0a219a7b	9db2a7a5-5a11-4a4b-b1a5-4f42a441f1ab
Richard.King@...	Capture performed - read...	1	Normal	1		9b11a8a1-0a8a-4a6a-a8a8-a821a11a8a8a	c5c09a63-e034-4b4a-b1a5-4f42a441f1ab
Richard.King@...	Capture performed - read...	2	Normal	1		a77123a3-4a51-4a67-a110-47188a8a5a26	c5c09a63-e034-4b4a-b1a5-4f42a441f1ab

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.

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UpdatedOn

TurnTime

State

Batch #

BatchType

</

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.

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Verification

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Classification

Data Capture

Performance

AUTOMATION RATES

Classification

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User	Group	BatchName	UpdatedOn	Documents	Pages	DocsPerMinute	PagesPerMinute	BatchType
charles.w...	General Users	Batch-2024-08-...	2024/09/18 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	1	0.47	0.47	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/04 10:50:50	2	2	1.82	1.82	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/04 12:47:03	2	3	2.73	4.09	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/18 13:03:17	2	2	1.60	1.60	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/19 12:11:36	2	2	1.85	1.85	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/06 15:30:22	2	3	1.33	2.00	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/18 11:37:17	2	2	4.00	4.00	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/26 15:56:03	2	2	1.22	1.22	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/24 11:42:37	2	2	0.60	0.60	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/17 11:08:16	2	2	1.18	1.18	Document Processing
bryn.stev...	General Users	bryn.stevens@...	2024/09/26 14:01:57	2	2	5.22	5.22	Document Processing
Admin	Administrators	mark@whitebeck@...	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@...	2024/09/05 10:32:15	1	1	0.11	0.11	Document Processing
Richard.K...	General Users	Richard.King@...	2024/09/17 15:04:13	1	1	0.14	0.14	Document Processing
Richard.K...	General Users	Richard.King@...	2024/09/23 10:25:00	2	2	0.38	0.38	Document Processing
Richard.K...	General Users	Richard.King@...	2024/09/27 12:51:38	1	1	0.22	0.22	Document Processing
Richard.K...	General Users	Richard.King@...	2024/09/06 16:21:17	2	2	0.32	0.32	Document Processing
Richard.K...	General Users	Richard.King@...	2024/09/17 15:05:04	1	1	1.20	1.20	Document Processing
Richard.K...	General Users	Richard.King@...	2024/09/05 10:41:26	2	2	0.39	0.39	Document Processing

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View 1 - 23 of 23

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.

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entries

<input type="checkbox"/>	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
<input type="checkbox"/>	a9947f50-1023-4858-96ee-e9c5707c8b03	Richard King@oneadvanced.com-6646-data(1)-24-09-27-245	Document Processing	2024-09-27 11:51:38	e500c32c-2ea9-490d-947f-a1ef443079b	27	27	0	0	0	0	100
<input type="checkbox"/>	49145a8e-93c2-4096-8303-567b42699eb9	russell.abott@oneadvanced.com-251-data(1)-24-09-27-243	Document Processing	2024-09-27 11:07:43	4afda54b-ea11-46c4-a0ea-8948b5b3733	27	27	0	0	0	0	100
<input type="checkbox"/>	b6522212-2174-4095-9a0c-608e6c45638	bryn.stevens@oneadvanced.com-8997-data(1)-24-09-26-242	Document Processing	2024-09-26 14:56:03	ea046718-0831-493c-bd4d-61ee8045a724	27	27	0	0	0	0	100
<input type="checkbox"/>	b6522212-2174-4095-9a0c-608e6c45638	bryn.stevens@oneadvanced.com-8997-data(1)-24-09-26-242	Document Processing	2024-09-26 14:56:03	a4ed7a72-41b9-4d10-bd4d-850e8b6be09	27	27	0	0	0	0	100
<input type="checkbox"/>	0fa3358c-9410-4f44-9230-bcd14c0407a	bryn.stevens@oneadvanced.com-9709-data(1)-24-09-26-241	Document Processing	2024-09-26 13:01:57	f4f38e92-b656-49fc-bd7c-8289620cc8bb	27	27	0	0	0	0	100
<input type="checkbox"/>	0fa3358c-9410-4f44-9230-bcd14c0407a	bryn.stevens@oneadvanced.com-9709-data(1)-24-09-26-241	Document Processing	2024-09-26 13:01:57	6d1d0236-73b9-4c86-bef8-c0214880f8d	27	27	0	0	0	0	100
<input type="checkbox"/>	94b95558-de14-4c3e-87d5-8d903353d2be	bryn.stevens@oneadvanced.com-9031-data(1)-24-09-24-238	Document Processing	2024-09-24 10:42:37	e47ed5b5-15a5-4219-99d5-93d527502376	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.

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BATCHES

Batches

Restart all selected

Delete all selected

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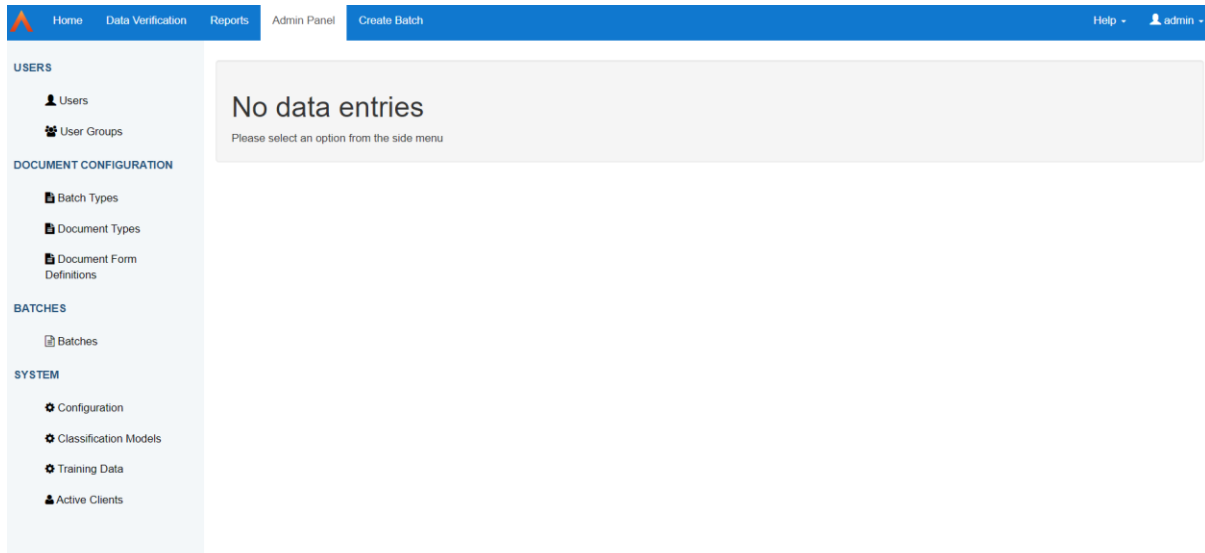
entries

Search

<input type="checkbox"/>	Priority	Batch Name	Description	State	Current user	Status	Batch Type	Batch Id	Created on	Updated on	Actions
<input type="checkbox"/>	3	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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Batch of Invoices with different VAT rates	Batch of Invoices with different VAT rates View more	Open		Capture performed - ready for Verify	Document Processing	9f6a2ed03-ce07-4a47-8179-e92ac351440b	2024/05/20, 14:48:56	2024/09/23, 09:35:35	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Batch From Email - Emailing: Bryn invoices 04		Open		Capture performed - ready for Verify	Document Processing	5006b012-ede4-45b7-4f83-20bc1ecc73c9	2024/05/20, 15:10:12	2024/09/27, 11:20:21	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Batch From Email - Emailing: Bryn invoices 08		Open		Capture performed - ready for Verify	Document Processing	35b24f55-6943-4a70-8e72-0bf8331ac1d4	2024/05/22, 09:17:03	2024/06/11, 15:39:42	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Batch From Email - Emailing: Bryn invoices 22d, Bryn invoices 22c		Open		Capture performed - ready for Verify	Document Processing	078ab00-948b-451c-be19-096297b8bce3	2024/05/22, 13:53:29	2024/07/16, 12:42:07	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Batch-2024-05-22-15-43-03	PEG Test 22052024 - te... View more	Open		Capture performed - ready for Verify	Document Processing	af4d3548-eade-4be3-a0f0-f339c4d8baae	2024/05/22, 14:44:52	2024/05/22, 15:00:09	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Batch-2024-05-22-15-46-19	PEG 22052024 - duplica... View more	Open		Capture performed - ready for Verify	Document Processing	ec0a35cb-5dc0-4a72-8eb6-9744d5bac6fd	2024/05/22, 14:47:00	2024/09/16, 11:27:48	<input checked="" type="checkbox"/>

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.

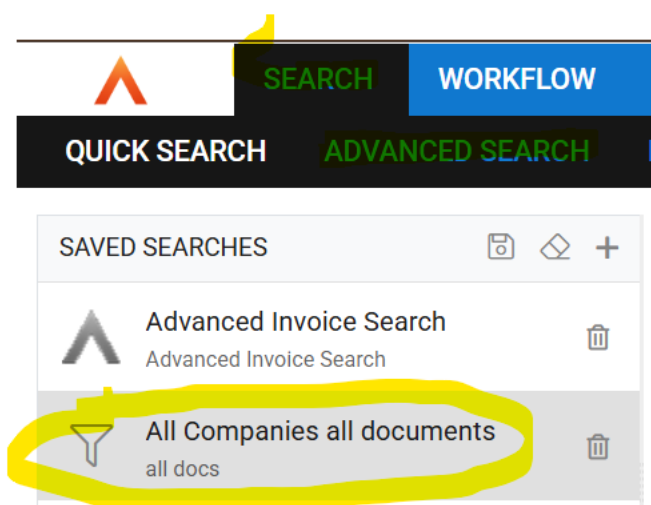
3 SmartWorkflow Navigation

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)

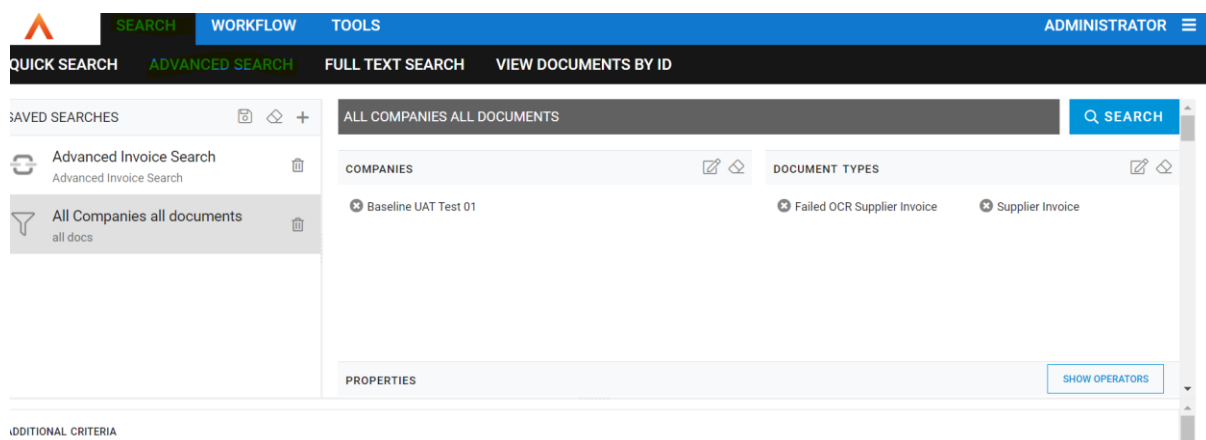
- Document types look to slightly overlap with document scenarios too

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.

SEARCH WORKFLOW TOOLS									
QUICK SEARCH ADVANCED SEARCH FULL TEXT SEARCH VIEW DOCUMENTS BY ID									
14 RESULTS - ALL COMPANIES ALL DOCUMENTS									
<input type="checkbox"/>	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

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:

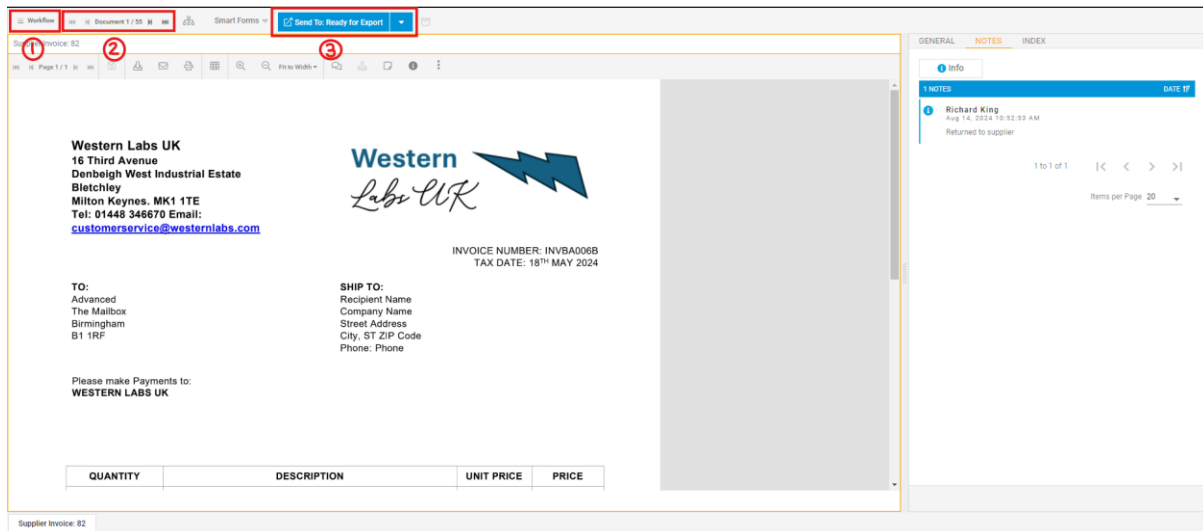
- Unprocessed – document is currently being processed through the system, and will move into either review/hold, ready for export, or export failed soon
- Document Validation – document is currently going through all required validation rules to check that there are no issues, such as PO number mismatches, 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:

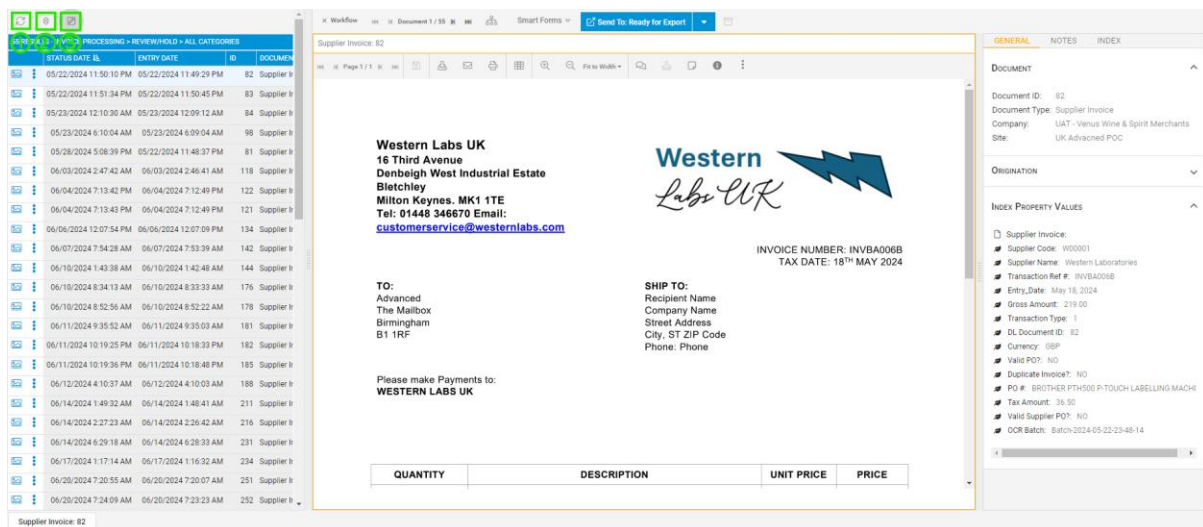
- 1) Document has been flagged as a duplicate
- 2) Document has failed the PO validation due to:
 - I) Captured PO number not being matched with a line on the PO feed
 - II) Captured PO number is not valid against the supplier

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:

GENERAL **NOTES** **INDEX**

DOCUMENT **2** **3** ^

Document ID: 82
 Document Type: Supplier Invoice
 Company: UAT - Venus Wine & Spirit Merchants
 Site: UK Advacned POC

ORIGINATION v

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

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:** A text field containing the value '82'.
- Company:** A dropdown menu showing 'UAT - Venus Wine & Spirit Merchants'.
- Type:** A dropdown menu showing 'Supplier Invoice'. This field is highlighted with a pink box and a circled '1'.
- Properties:** A dropdown menu showing 'Supplier Code'. This field is highlighted with a pink box and a circled '2'.
- Supplier Code:** A search field containing 'W00001' with a magnifying glass icon. This field is highlighted with a pink box and a circled '3'.
- Icons:** Below the search field, there are three icons: a trash can (circled '5'), a calendar (circled '6'), and a refresh arrow (circled '7').
- Supplier Invoice:** A list of properties for the selected document. Each property is preceded by a leaf icon and followed by a close icon (X). The properties are:
 - Supplier Code: W00001 (X)
 - Supplier Name: Western Laboratories (X)
 - Transaction Ref #: INVBA006B (X)
 - Entry_Date: May 18, 2024 (X)
 - Gross Amount: 219.00 (X)
 - Transaction Type: 1 (X)
 - DL Document ID: 82 (X)
 - Currency: GBP (X)
 - Valid PO?: NO (X)
 - Duplicate Invoice?: NO (X)
 - PO #: BROTHER PTH500 P-TOUCH LABELLING MA (X)
 - Tax Amount: 36.50 (X)
 - Valid Supplier PO?: NO (X)
 - OCR Batch: Batch-2024-05-22-23-48-14 (X)
 A circled '4' is placed next to the 'DL Document ID' property.

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.

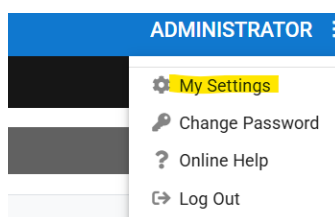
3.2.1.2 Export Failed

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

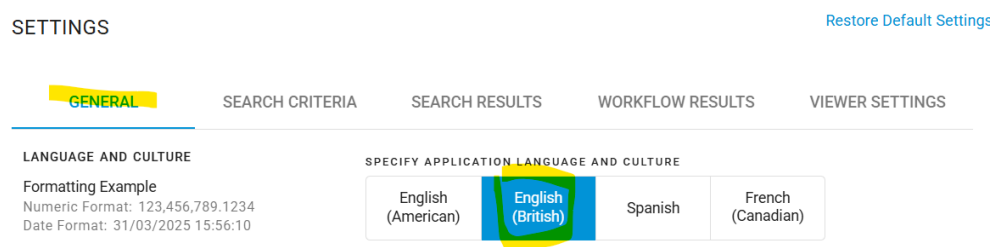
- Whenever you see a document in the export failed status, please log a support request with oneAdvanced, who will look into it for you.

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)".



- 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 Settings](#)

GENERAL	SEARCH CRITERIA	SEARCH RESULTS	WORKFLOW RESULTS	VIEWER SETTINGS
PRINT AND DATA DISPLAY Specify the behavior within search results				
<input type="checkbox"/> Print all TIFFs and PDFs as a single print job <input type="checkbox"/> Display the newest property value for multi-value properties				
DISPLAY FIELDS Select optional fields to include in search results				
<input checked="" type="checkbox"/> ID <input type="checkbox"/> Format <input checked="" type="checkbox"/> Entry Date				
<input type="checkbox"/> Document Status <input checked="" type="checkbox"/> Company <input type="checkbox"/> Workflow				
<input type="checkbox"/> Workflow Category <input checked="" type="checkbox"/> Workflow Status				

- 3) 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				
<input checked="" type="checkbox"/> Status Date <input type="checkbox"/> Format <input type="checkbox"/> Workflow Category				
<input type="checkbox"/> Entry Date <input checked="" type="checkbox"/> ID <input type="checkbox"/> Company				
BEHAVIOR				

- 4) 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.

The screenshot shows the 'Create Batch' interface. The 'Batch properties' table has the following fields:

Batch Name	Batch-2024-09-17-10-07-19
Batch Type	Document Processing
Default document type	Supplier Invoice
Description	PC LTD
Priority	Normal

The 'Batch settings' section includes the following options:

- Graphics cleanup mode: No cleanup
- ☐ Enable auto-despeckle or images
- ☒ Enable auto-orientation
- ☒ Extract vector PDF data if present
- ☐ 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 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 CHARGES	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.

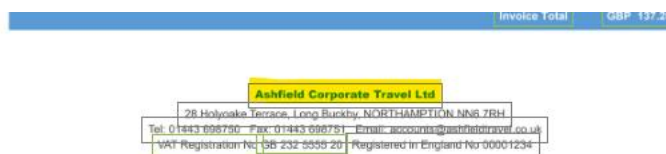
VAT REG NO

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	TEST SUPPLIER MPA	
SUPPLIER CODE	FB004	
CURRENCY	GBP	▼

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 Invoice Type

INVOICE TYPE SUPPLIER INVOICE 

- Invoice type is defaulted to "Supplier Invoice"
- Invoice type is setup to be automated the vast majority of the time. It can automatically detect credit notes by searching for key text, such as "credit note" or "credit memo"
- If a credit note hasn't been automatically detected, you can click into this field, select the part on the document that identifies it as a credit note, and then this should change the transaction type to a credit note
- If you still have issues after this, please contact Advanced support


5.5 Document Types


Document Type Supplier Invoice 

INVOICE TYPE Statement 


COMPANY OCR Unsupported file type

- This is a drop down that lets you select a document type. Your list may differ from the above
- These are like "quick actions", that let you process certain types of documents immediately without having to capture all the data – for example, if a statement was sent through, you can select the "Statement" document type. This will bring up the below screen
- On the below screen, you simply need to change the document type to "Statement", and then submit. The standard is to have these document types reject to the sender, but you can contact oneAdvanced to update this process.
- For example, if you wanted statements to go to a shared mailbox instead of going back to the sender, contact oneAdvanced and we can update that for you

Document Type Statement 

REJECTION REASON Statement 

COMPANY CODE 03

DOCUMENT TYPE Statement 

SUPPLIEREMAILSEI example.email@example.com

5.6 Training Data and Invoice Detection

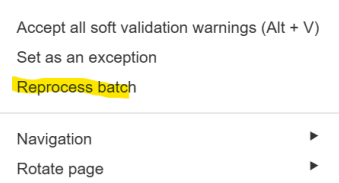
After submitting your document, the system will save this as “training data”. Training data is what the system uses to automatically process supplier invoices that it has seen before. Each format of an invoice from a supplier gets its own unique training data, and the system is able to determine new 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.

5.7 Smart Capture Additional Capabilities

Here, we will advise on the additional capabilities of Smart Capture, such as being able to reprocess a batch, split and merge documents, deleting batches etc.

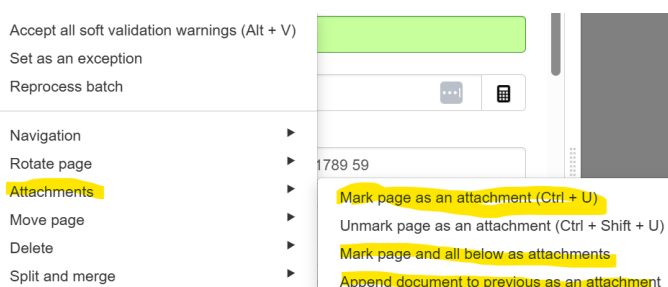
Note – you may be unable to perform some of the below actions, as these all depend on your permissions. If you need to do one of the below actions, but are unable to, please contact oneAdvanced support.

- 1) **Reprocessing a batch** – this resends the batch through the Smart Capture processing workflow. This is useful if there has been any logic updates in the backend, as the document will need to be reprocessed for these to take effect. To reprocess a document, right-click on the document overview, and select “reprocess batch”.

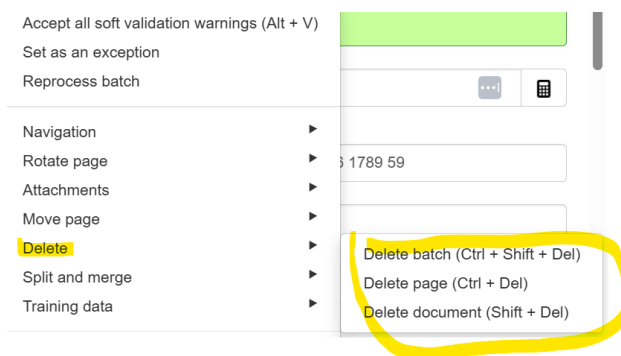


- 2) **Attachment** – this gives you the option for setting a page as an attachment page. This can be useful for multi-page invoices that contain a lot of data that doesn’t need to be captured.

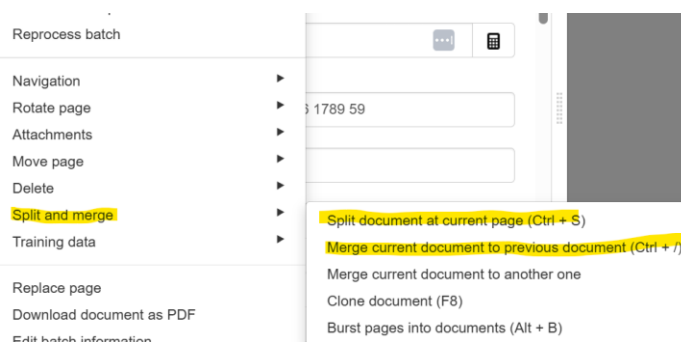
- i) Flagging a document as an attachment means the system won’t try to capture any data from that page



- 3) **Delete** – this one is self-explanatory. It lets you delete the entire batch, a page of a document, or an entire document.
- i) **Delete batch** – deletes the entire batch (every document and page in the batch is deleted)
 - ii) **Delete page** – deletes the page you have selected, for example, if you have a document with 10 pages, and delete page 8, it will delete only that page of the document
 - iii) **Delete document** – deletes the entire document, for example, if you have a batch with 3 documents inside, and you delete document 1, it will remove document 1 from the batch



- 4) **Split and merge** – gives you options for multi-page documents, or for batches that contain multiple invoices.
- i) **Split document at current page** – this splits the document at the current page you are on, meaning that the system will recognise that page as a new invoice
 - ii) **Merge current document to previous document** – this will merge the document you are on to the previous document. This is useful if you have a document where the system has split it and thinks a page of that invoice is a new invoice. You can merge that document to the previous one to advise the system that it is a page of the previous invoice



- 5) **Training data** – allows a user to delete training data for either a page or a document.
- i) **Delete training for this page** – this will delete the training that has been logged for that page of the document only
 - ii) **Delete training for this document** – this will delete the training that has been logged for that whole document

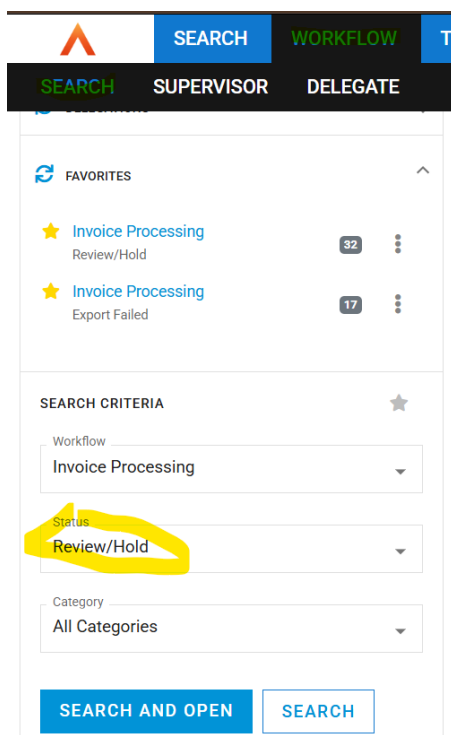


6 Processing Exceptions

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						
ID	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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