

# Automatic recognition of incoming documents in Workflow Management

## Example: Incoming invoice

incl. escalation function, substitution regulation and approval procedure

1 Invoice receipt by scanning or Novaline Outlook Add-in



2 The incoming invoice is displayed on the screen, to the left of it the contents determined/recognized by the document analysis are transferred to the Novaline dialog. A check is made for compliance with the accounting formalities in accordance with § 14 UStG (German VAT Act)

- First, the invoice head data such as supplier address, invoice number and -date automatically recognised and a reference to a previous delivery note and/or order established and displayed.
- The individual invoice rows are displayed in table form, the contents determined from the incoming invoice form are shown in green.
- The corresponding article data from SAP B1, such as own article number and article description, can also be displayed in addition (grey background), as well as further individual input fields, such as cost centre or cost unit.
- Line and invoice amounts are checked by calculation and any discrepancies are displayed.

Address Information

Address No. V70077 Address Source SAP\_SAP\_SBONoaline

Key Word Novaline IT GmbH

Name 1 Novaline IT GmbH Name 2

ZIP, City Street

Verification of Invoice

factually proven?

Document Data

Document Detection

Invoice number: 983 Invoice date: 2/2/2023

Belegtyp: Artikel Basierend auf: Lieferschein

#	Position	Related Document	Delivererrefrn.	Art...	Artic...	Description	Cost Center	Cost	Amount	Sum
1	✓	3		WA6...	WA6...	EP2051302-M5		68,80	1	68,80
2	✓	3		WA6...	WA6...	EP2051203-M6		81,30	1	81,30
3	✓	3		WA6...	WA6...	EP2051302-M8		212,50	2	425,00
4	✓	3		WA6...	WA6...	EP2051302-M10		56,30	2	112,60

Select all Rows Swap Cost and Amount Sum of articles correct

Discount: 0 Fracht: 0

Nettosumme: 687,70

Tax: 130,66

Bruttosumme: 818,36

Sachkonto: Sachkontobezeichnung: Kostenstelle: Kostenträger: Kostenart:

SAP Post Invoice

Notes

Previous Comments (16)

Comment

Important Comment

OEC Computers Deutschland

Rosenhofer Straße 30

10178 Berlin GERMANY

Copy INVOICE

Document Number: 983 Document Date: 02.02.2023 Page: 1/2

Customer No.: C30001 Federal Tax ID - Business Partner: DE150110473

Your Reference: Novaline IT GmbH

Your Contact: -Kein Vertriebsmitarbeiter-

Delivery Address: Novaline IT GmbH

Description	Quantity	UoM	Price	Tax %	Total
001 Motherboard BTX Item Code: C00001	1		68,8000	19,0000	68,80
002 Motherboard MicroATX Item Code: C00002	1		81,3000	19,0000	81,30
003 Quadcore Prozessor 3,4 GHz Item Code: C00003	2		212,5000	19,0000	425,00
004 PC Gehäuse mit Netzteil Item Code: C00004	2		56,3000	19,0000	112,60

3 A mouse click on "SAP Post Invoice" and the data is transferred to the SAP Business One dialogue "Incoming invoice".

A/P Invoice

Vendor: V70077 Name: Novaline IT GmbH

Contact Person: Vendor Ref. No.: Local Currency:

No. Primär: 3 Status: Open Posting Date: 02.02.2023 Due Date: 02.02.2023 Document Date: 02.02.2023

Contents Logistics Accounting Electronic Documents Attachments Archivierung

#	Item No.	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Dist...	UoM	Country of Origin	B.	Stand...	Com...	LV-Gruppe	Position	Lieferant	Mengeneinheit
1	WA6245536	1	68,80 EUR	0,0000	V2	68,80 EUR		Manuell								
2	WA6245537	1	81,30 EUR	0,0000	V2	81,30 EUR		Manuell								
3	WA6245538	2	106,25 EUR	0,0000	V2	212,50 EUR		Manuell								
4	WA6245539	2	28,15 EUR	0,0000	V2	56,30 EUR		Manuell								

Buyer: -Kein Vertriebsmitarbeiter- Owner: -no sales agent-

Payment Order Run: Remarks: Based On Goods Receipt PO 3.

Total Before Discount: 418,90 EUR Discount: % Total Down Payment: Freight: 0,00 EUR Tax: 67,02 EUR Total Payment Due: 485,92 EUR Applied Amount: Balance Due: 485,92 EUR

Add & New Cancel Archive Scan Archiving Copy From Copy To

4 Confirm by clicking on "Add & New" and the data will be posted.

Optionally, a digital stamp can be set; finally, the scanned incoming invoice is automatically stored in Novaline Archive.One.

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Copy INVOICE

Document Number: 983 Document Date: 02.02.2023 Page: 1/2

Customer No.: C30001 Federal Tax ID - Business Partner: DE150110473

Your Reference: Novaline IT GmbH

Your Contact: -Kein Vertriebsmitarbeiter-

Delivery Address: Novaline IT GmbH

Posting Date: 2/2/2023 by: Administrator

Description	Quantity	UoM	Price	Tax %	Total
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## What advantages does the solution offer?

Once documents (order confirmations, delivery notes, invoices) have been received, the entire processing procedure, from checking and posting in SAP Business One to archiving, is automated and therefore timely, efficient and error-free. These processing steps are displayed with the help of the workflow designer and can be individually designed.

The user interface in the look & feel of SAP B1 is immediately familiar to the user, the deep integration into this ERP system with direct provision of the data determined by the document recognition significantly increases the security of correct document processing. With the help of the substitute rule, processes can be automatically forwarded to the substitute in case of absence.

## System requirements

- Client: Windows 8.1, 10, 11
- Server: Windows 2012, 2016, 2019, 2022
- Database: MS-SQL Server 2014, 2016, 2017, 2019
- Licence Novaline Archive.One: Workstation licence per workflow client, 1 extended workstation licence, Scanmonitoring, OCR text recognition
- Licence Novaline Workflow (Client)

## Document recognition for order confirmations (OC)\* (Prerequisite: OCR text recognition for Omnipage)

- Analysis of the contents of OC's from Archive.One
- Determination of suppliers from SAP Business One by comparison with stored supplier master data
- Determination of the line contents of the OC with automatic cross calculation
- Control of sums by adding up the values detected by OCR
- Representation of the items of the OC in a table to be edited manually
- The table contents of order lines recognised by OCR can be extended by user-defined information (fields) such as check notes, etc.
- The table contents of order lines recognised by OCR can be extended by user-defined information (fields) such as check notes, etc.
- Possibility of supplementing/correcting the document contents not or incorrectly determined by the OCR recognition
- Possibility of vendor-specific document definition for not automatically recognized incoming documents
- Comparison with the order from SAP Business One possible
- Determination of own article number via the supplier article number data from SAP B1 master data, if the latter is stored
- Line contents can be transferred to the SAP Business One order mask if the order does not exist

## Document recognition for delivery notes (DN)\* (Prerequisite: OCR text recognition for Omnipage)

- Analysis of delivery note contents from Archive.One
- Determination of suppliers from SAP Business One by comparison with stored supplier master data
- Determination of delivery note contents
- Display of delivery note items in a table to be edited manually
- The table contents of invoice lines recognised via OCR can be extended with user-defined information (fields) such as cost centre/carrier, check notes, etc.
- Possibility of supplementing/correcting document contents not or incorrectly determined by OCR recognition
- Possibility of supplier-specific document definition for incoming documents that are not automatically recognised.
- Comparison with purchase order from SAP Business One possible
- Determination of own article number via supplier article number data from SAP Business One master data, if the latter is stored
- Transfer row contents to SAP Business One goods receipt screen (for goods invoice)

## Document recognition for incoming invoices (II)\* (Prerequisite: OCR text recognition for Omnipage)

- Analysis of II contents
- Determination of suppliers from SAP Business One by matching with stored supplier master data
- Determination of invoice line contents with automatic cross calculation
- Checking the invoice total by adding up the values recognised by OCR
- Checking for compliance with invoice formalities according to §14 UStG (German VAT Act)
- Display of invoice items in a table to be edited manually
- The table contents of invoice lines recognised by OCR can be extended by user-defined information (fields) such as cost centre/cost unit, check notes, etc.
- Possibility of supplementing/correcting the document contents not or incorrectly determined by the OCR recognition
- Possibility of supplier-specific document definition for incoming documents that are not automatically recognised
- Comparison with the purchase order from SAP Business One possible
- Differentiation between service and goods invoices
- Determination of own article number via supplier article number data from SAP Business One master data, if the latter is stored
- Transfer line contents to SAP Business One booking screen (for goods invoice)

\* for incoming documents in decimal currency with hundredths division, with the exception of handwritten documents, stamped and/or handwritten documents as well as documents that cannot be recognised by the OCR due to their nature or (print/scan) quality. The same applies to PDF documents that are write-protected by password.



## Automatic recognition and processing of Incoming documents

## SAP Business One

for

Order confirmations

Delivery notes

Incoming invoices

Description	Quantity	Unit	Price	Tax %	Total
Motherboard GTX Item Code: C00001	1		68,8000	19,0000	68,80
Motherboard MicroATX Item Code: C00002	1		81,3000	19,0000	81,30
Quadcore Prozessor 3.4 GHz Item Code: C00003	2		212,5000	19,0000	425,00
PC Gehäuse mit Netzteil Item Code: C00004	2		56,3000	19,0000	112,60

