## **Invoice Processing for Box**

#### **Process Summary Box Document Hierarchy Virtual Document Center** Folder Path: Root Folder \Category \ Business Unit \ Vendor Name Document Name: Vendor Name\_Invoice Number\_Invoice Total.PDF ABBYY **Box Export** Scan All Files\Invoices Flexicapture 1 2 Demo Invoices 4 **US Northland** Import Index QC AA Apparel AA Apparel\_99044\_20208.00.PDF Email 3 DataSource Lookup Automated

Manual

### **Process Overview**

#### 1. Scan

Documents are scanned and saved in batches.

#### 2. ABBYY FlexiCapture

a. Documents are sent to the recognition queue for OCR and invoice information is extracted.

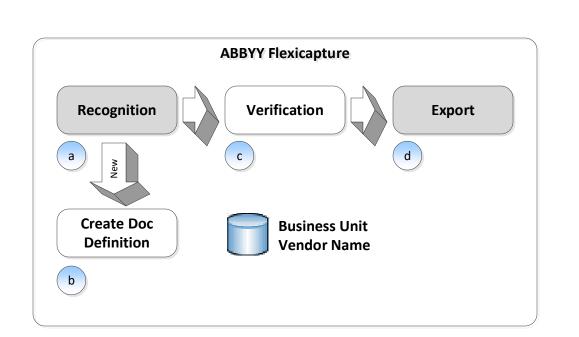
- b. If a document is not recognized, a document definition or alternate layout can be created.
- c. OCR data is verified to ensure the data is correct.
- d. Document PDF and metadata XML are generated.

#### 3. Index Quality Control (Index QC)

- a. Document category and attribute information are reviewed.
- b. External datasources can be used for validation.

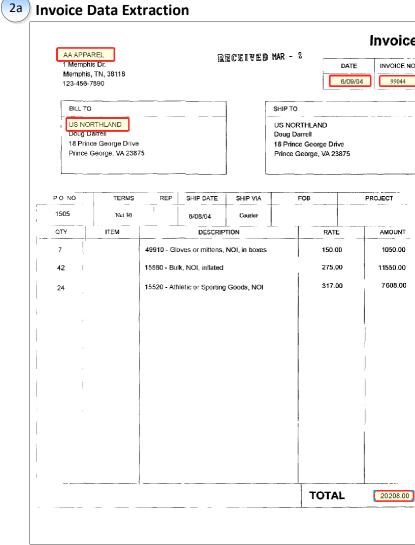
#### 4. Box Export

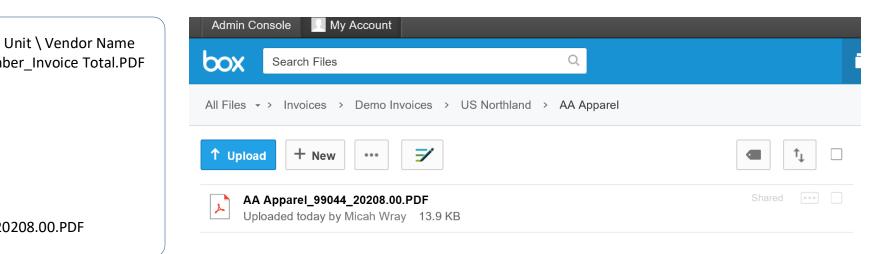
- a. Documents are exported to Box hierarchy using the attribute information.
- b. Folder path and document name are created using the attribute fields.
- c. Attribute values are stored in the document metadata for full text search.



#### **Object Attributes** 🖟 Noot \Invoices \Demo Invoices \US Northland \AA Apparel \AA Apparel 99044 20208.00 Category Invoice $\checkmark$ **Business Unit Name** US Northland Vendor Name AA Apparel Invoice # 99044 **Invoice Date** 6/09/04 **Invoice Total** 20208.00

**VDC** Attributes





## Box Search



box	"6/09/04"	Q
1 result	for <b>""6/09/04""</b>	
	Apparel_99044_20208.00.PDF loaded today by Micah Wray 13.9 KB	Shared •••
	Files $\rightarrow$ Invoices $\rightarrow$ Demo Invoices $\rightarrow$ US Northland $\rightarrow$ A4	A Apparel

# Invoice DATE INVOICE NO 6/09/04 99044 PROJECT AMOUNT 1050.00 11550.00 7608.00

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