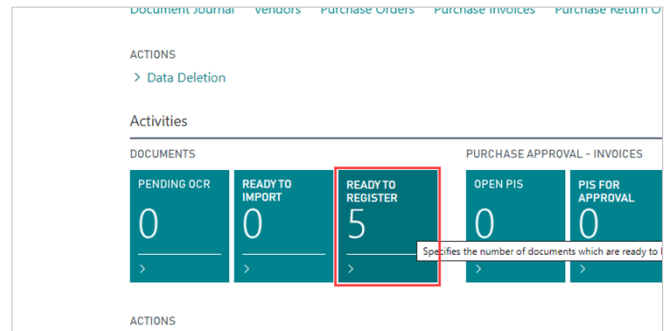


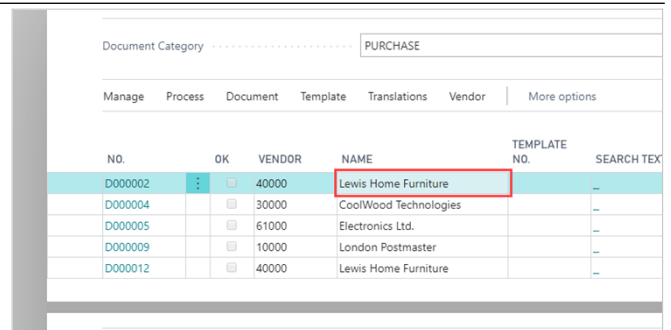
With Continia Document Capture you can recognize any content in PDF and XML files. In tile "Ready to Register", five documents are waiting to be processed.

To recognize a document select the tile "Ready to Register".

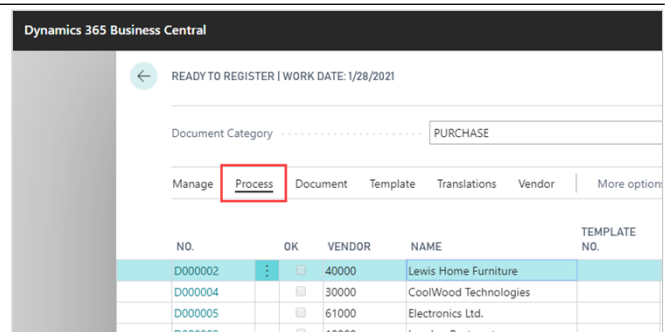
This tile specifies the number of documents that are ready to be reviewed and registered.



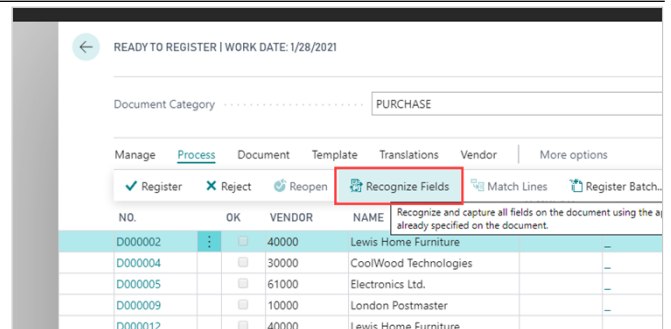
Select a document to be recognized. In this session, the PDF-invoice from "Lewis Home Furniture" is the document to process.



Select "Process" in the navigation menu.



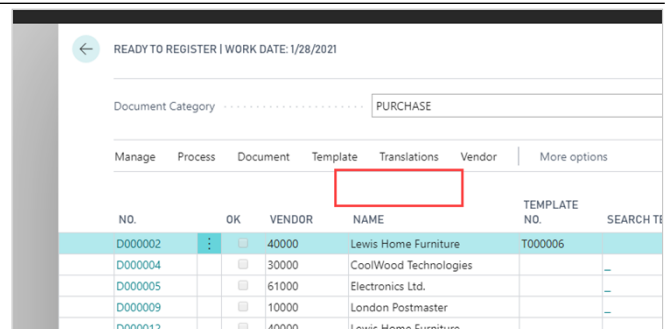
Select "Recognize Fields" in the navigation menu.



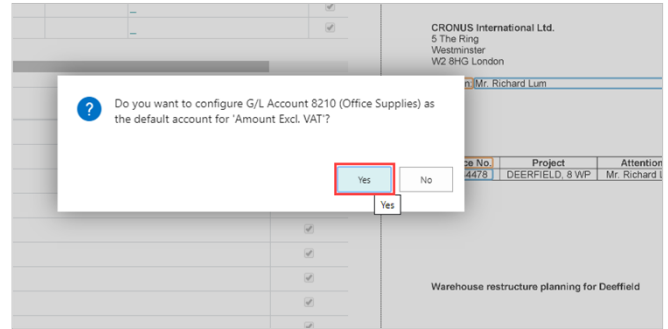
In numerous cases, the Account Payables assigns an account to the document before registering. Depending on the configuration of the individual vendor templates the account number might be required to be filled in.

Place the cursor in the "GL Account No." document header field.

Type in the account number or select the account from the chart of account by using the lookup button.



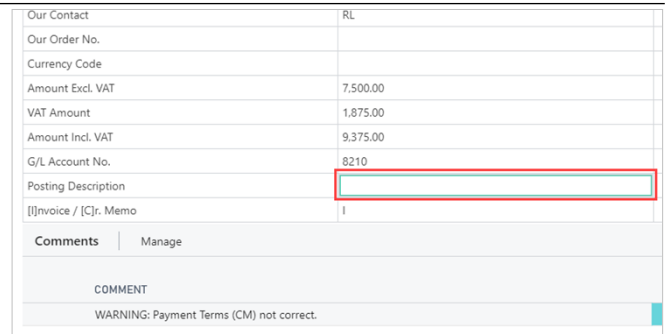
When an account number is chosen Document Capture politely asks you if the account number is to be used as the default account for this template. Select **"Yes"** to confirm.



To have a meaningful text in the invoice, use the field "Description" to capture any area of your choice from the document.

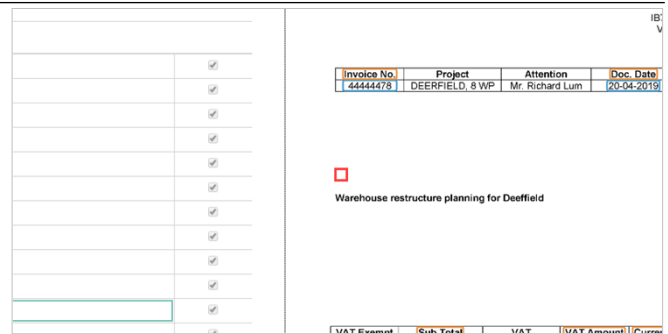
Place the cursor in the document header field **"Description"**.

The description field in the template allows you to capture any text in the document and transfer the captured text to the invoice line when registering the document.

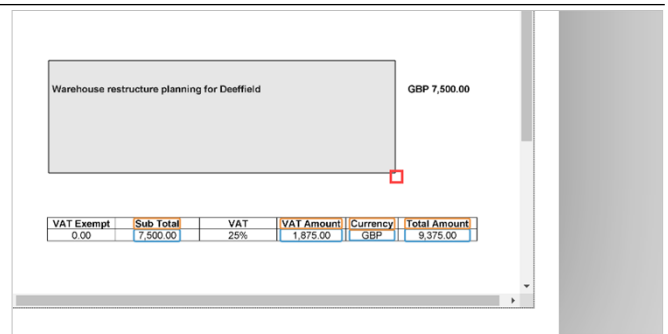


Move the cursor to the document image on the right-hand side of the page.

Press and hold the **left mouse button** to highlight a blue rectangle. The blue box is the text area that you would like to capture as the invoice line description.

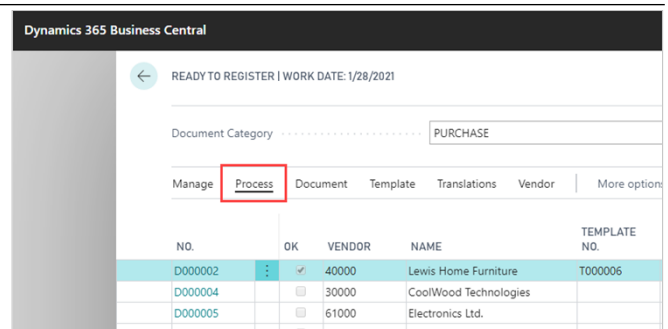


When a sufficient area in the invoice image is marked, please release the **left mouse button**.

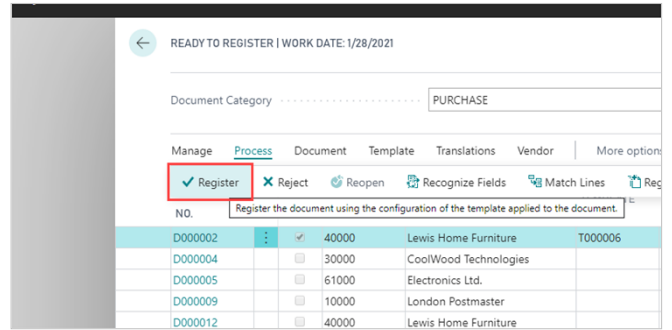


The document is fully recognized and ready to be registered.

Select **"Process"** in the navigation menu.



Select "Register" in the navigation menu.



READY TO REGISTER | WORK DATE: 1/28/2021

Document Category: PURCHASE

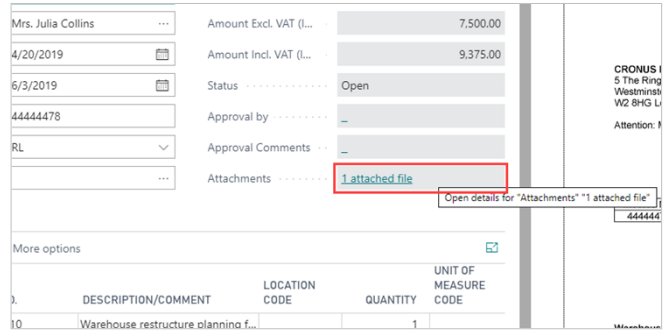
Manage Process Document Template Translations Vendor More options

Register
 Reject
 Reopen
 Recognize Fields
 Match Lines
 Register

NO. Register the document using the configuration of the template applied to the document.

NO.	Quantity	Description	Vendor
D000002	40000	Lewis Home Furniture	T000006
D000004	30000	CoolWood Technologies	
D000005	61000	Electronics Ltd.	
D000009	10000	London Postmaster	
D000012	40000	Lewis Home Furniture	

The invoice is now registered and as you can see the PDF-file is attached to the invoice card.



Mrs. Julia Collins ...

4/20/2019

6/3/2019

44444478

RL

Attachments: 1 attached file

Amount Excl. VAT (L...): 7.500,00

Amount Incl. VAT (L...): 9.375,00

Status: Open

Approval by: -

Approval Comments: -

More options

QTY	DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE
10	Warehouse restructure planning f...		1	

CRONUS I
S The Ring
Westminst
W2 8HG L
Attention: F

444444

Open details for "Attachments" "1 attached file"