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OCTOBER 16-18, DALLAS, TX

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Stop Chasing Numbers, Start Scraping them: Multiview Intelligent Capture for AP Invoices

Presented by Greg Hennig

Eligible for 0.8 CPE Credit.

While prior experience with using AP Prevoucher and workflow may be of benefit, all levels of experience are welcome. No prerequisites required.

Session Goals

- This session will give you an overview of using Optical Character Recognition (OCR) and Artificial Intelligence technology with Multiview's Accounts Payable to minimize manual entry of your invoices
  - What is Multiview Intelligent Capture (MIC)?
  - What Can OCR Pre-Populate for You?
  - Automating Distributions
  - How to "Train" the OCR software
  - Demonstration of MIC Process
  - Possible workflow Enhancements

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About Me......

- My name is Greg Hennig.
  - I am a Strategic Consultant with Multiview.
  - I live and work in Guerneville, CA, USA
  - Work Experience
    - Retail Store Management – 20 years
    - Auditor with Big Four accounting firm – 6 years
    - Regional Controller Big Four Accounting Firm – 5 years
    - Controller – Large Retailer – 17 Years (Multiview client
    - Strategic Consultant – Multiview – 6 years
  - My Goal at Multiview
    - I want to help my clients
      - Minimize manual entry
      - Become as efficient as possible
      - Help make your job FUN again!
      - Help in your quest to End Month End!
  - My Only Rule for this Session
    - Ask Questions!

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Dallas- Fun Fact

Years before his famous shoot-out with Wyatt Earp at the O.K. Corral, Doc Holliday was a practicing dentist in Dallas.

In 1870, Holliday moved to Philadelphia to attend what is now called the University of Pennsylvania Dental School, where he graduated in 1872.

For a time, Holliday returned to the South to begin his dental career. But at the age of 23, he fled to Dallas, Texas. The reason for this abrupt move isn't entirely clear, but historical research strongly suggests that Holliday, who'd contracted tuberculosis, thought he'd fare better in the drier air.

Holliday continued with his dental career in his new home, but the Dallas nightlife, especially its drinking and card games, called to him. Soon, his gambling habits directed his life. By the mid-1870s, he'd already developed a strong reputation for card playing and fighting.

After escaping a charge of murder in Dallas, Holliday went on the move. He relocated to a number of different cities before settling down in Dodge City, Kansas, a hot spot for gunfighters and the city where he befriended Wyatt Earp. He later followed Earp to Tombstone, Arizona, a booming mining and frontier town near the Mexican border.

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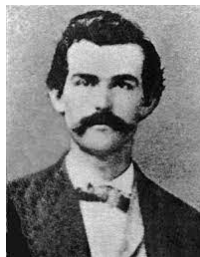
What is Multiview Intelligent Capture?

- Multiview Intelligent Capture utilizes a third-party software that uses Optical Character Recognition Software (OCR) to interpret characters on a PDF (preferred format) or scanned invoice.
- The software also uses Artificial Intelligence to understand the placement of various fields and "memorizes" what you have told it is the correct placement and fields that you want to return to Multiview

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The MIC Process

- Invoices are scanned to a folder to Multiview
  - Can use local network folders that use SFTP to transfer to MV
  - Can use Portal to upload to that folder
  - Email is also possible
- Invoices are sent to the OCR software
- You "train" the software to find the correct placement of fields
- Once fields are defined, you submit the invoices to MV
- A Prevoucher is created, and Workflow is initiated

How Much of the Prevoucher Can be Populated?

- Potentially a complete prevoucher!
- Some fields are from the OCR document
- Some are from existing Multiview defaults
- Distribution can be done using existing GL Distributions combined with additional information from the scanned document

Fields That OCR Can Send to MV

- Vendor ID
- Vendor Address ID
- Invoice Number
- Invoice Date
- Invoice Type (Invoice or Credit Memo)
- Invoice Amount
- Currency ID (normally hard-coded as USD)
- Payment Terms ID
- Public Remarks

Fields That OCR Can Send to MV

Optional Fields That Can Be Sent to Multiview

- Ship-to Address
- Internal Remarks
- Comment1
- Comment2
  - Note that we currently cannot send certain fields such as PO No, RADs, and UDFs. However, we can utilize Comment1 and Comment2 to alert Workflow that these fields are needed or use in routing. Additionally, by retrieving these fields they can be used for "copy and paste" to minimize AP typing the fields.

Other Items – Populated through Existing Multiview Options

- Company ID – From External Document type
- AP Control Account – From Company Default
- Bank ID – From Company Default (or Vendor Default)
- Bank Account ID – From Company Default (or Vendor Default)
- Check Type – From Vendor Default
- Pay-To Vendor – From Vendor Default
- Payment Terms ID (If not already from the OCR process) – From Vendor Default
- Accounting Date – From System Options

Other Items – Populated through Existing Multiview Options

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Automating Distributions

- Distributions cannot be captured by OCR, but can be created by using native Multiview distributions enhanced by the ability of OCR to capture a "Ship-to Address"
- Native GL distributions work better in OCR as we already "know" the vendor ID to relate to distributions when deriving defaults
- In addition to "normal" vendor GL distribution defaults, OCR adds the ability to map a vendor with a "Ship-to Address"

Creating Vendor Defaults

- There are two components to creating a vendor default:
  - Create a GL Distribution
    - Use care in thinking your IDs for the distribution codes. There are only four characters allowed for a distribution ID. You may want to create separate distributions that relate 1:1 to vendors, or more generic relating to accounts.
 - Set the Vendor Default to that that Distribution

"Ship-To Addresses"

- A "Ship-To Address" is merely a way to link a scanned area to a unit ID
  - The scanned area could be an address, an "Attention:" or any other unique field on the invoice
  - This is linked in the OCR software to a table from Multiview that has an address ID for the unit
  - In the OCR software you see the address of the address ID
    - Typically, we set up Address Line 1 as "1075 – Radiology", not an actual address
    - Address IDs are set up in System Maintenance -> Business Entity Maintenance under the company's Entity ID
  - The Address ID is returned to MV, which is then linked to the business unit
    - This is the Address ID field in Business Unit Setup

Creating a Unit Address

- Create an Address ID for the Unit, under the unit's company default entity ID
- Address Line 1 is what will appear in OCR
  - Some companies will use the actual unit ID and Description; Some will use the actual address
- In Business Unit Setups set the address ID to that address

Distribution Matrix
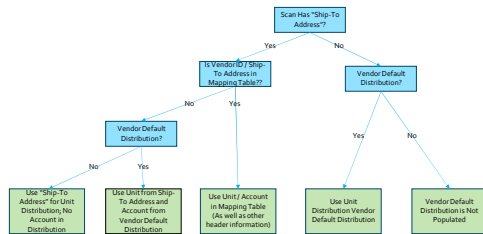
Training OCR

- OCR Fields
  - Select the OCR field you want to train
  - Find the field on your invoice
    - If already defined by a box, select the box
    - If not already defined by a box, draw a box around the field
      - If you have multiple boxes defined that you want as one, just remove the extra regions
- For Lookups
  - Define the OCR field(s)
  - Use the lookup box to find the related Multiview field

Quick Demo Time!

Workflow Enhancements

- Typically, we can enhance workflow by:
  - Adding a node that bypasses AP Entry if fully-coded (send straight to approvals)
  - "Splitting" AP clerk node for review of OCR vs. regular entry
  - Adding a "stop" if Comments are used (i.e., for PO number or RADs to be pasted)

Thank you for attending!

To reach out to our Client Success team, please email or visit:

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www.multiviewcorp.com