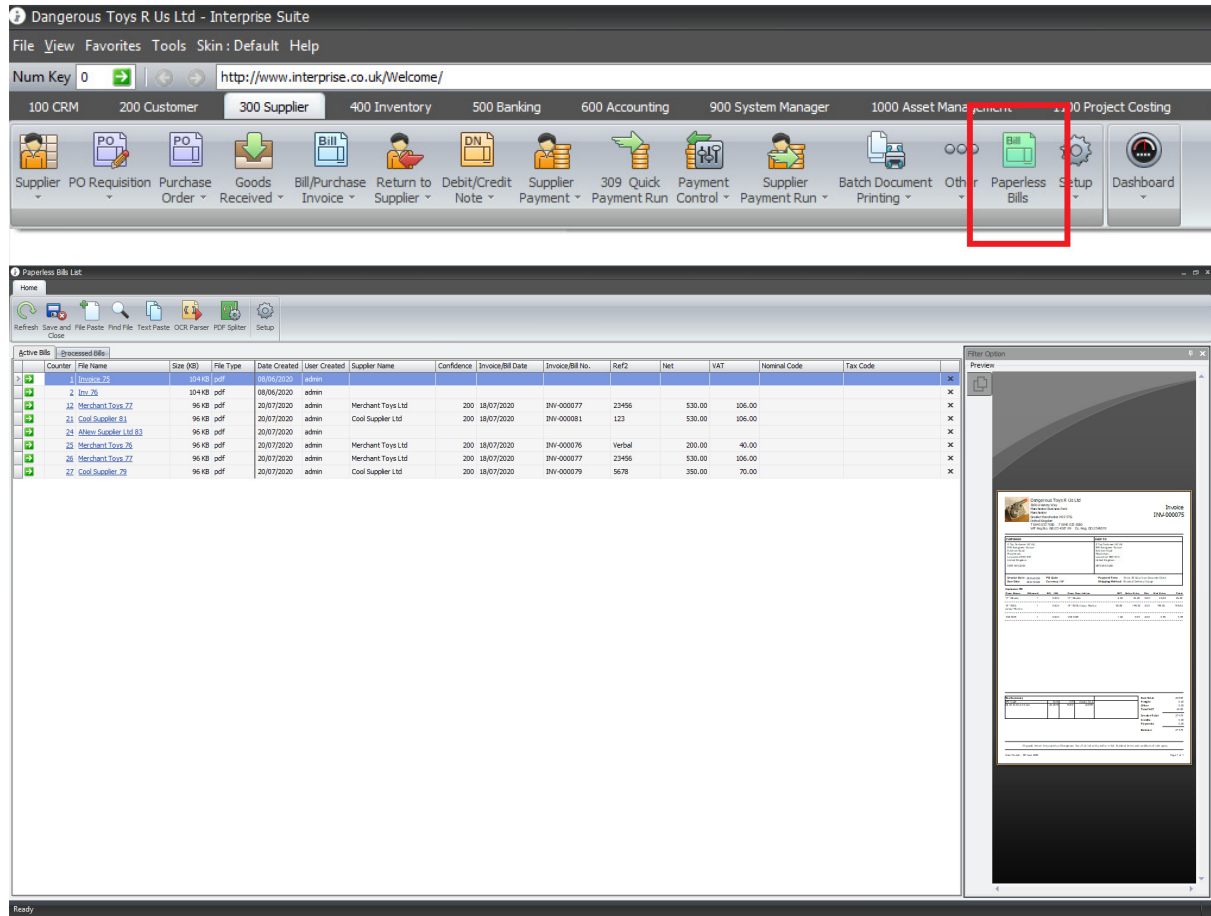


Paperless Bills Plugin

You don't need to print supplier bills and paper file them anymore! Free up Hours, Free up Space, Improve Accuracy, get Instant Access and Save some Trees.

I think we all accept now that we don't need to print copy sales invoices since we email the customer their copy and we can view on the system, re-email and re-print them, if we needed to, anytime.

If you are still printing out supplier bills or storing paper copies then this is the time to change your procedure.



The screenshot shows the Interprise Suite software interface. The top navigation bar includes modules like CRM, Customer, Supplier, Inventory, Banking, Accounting, System Manager, Asset Management, and Project Costing. The 'Supplier' module is active, and the 'Paperless Bills' icon is highlighted with a red box. Below this, the 'Paperless Bills List' window is open, showing a table of bills and a preview of a bill document.

Counter	File Name	Size (KB)	File Type	Date Created	User Created	Supplier Name	Confidence	Invoice/Bill Date	Invoice/Bill No.	Ref2	Net	VAT	Normal Code	Tax Code
1	Invoice 25	96 KB	pdf	18/07/2020	admin									
2	Inv 26	96 KB	pdf	18/07/2020	admin									
12	Merchant Toys 77	96 KB	pdf	20/07/2020	admin	Merchant Toys Ltd	200	18/07/2020	INV-00077	23456	530.00	106.00		
21	Cool Supplier 81	96 KB	pdf	20/07/2020	admin	Cool Supplier Ltd	200	18/07/2020	INV-00081	123	530.00	106.00		
24	New Supplier Ltd 83	96 KB	pdf	20/07/2020	admin									
23	Merchant Toys 26	96 KB	pdf	20/07/2020	admin	Merchant Toys Ltd	200	18/07/2020	INV-00076	Verbal	200.00	-0.00		
26	Merchant Toys 77	96 KB	pdf	20/07/2020	admin	Merchant Toys Ltd	200	18/07/2020	INV-00077	23456	530.00	106.00		
27	Cool Supplier 79	96 KB	pdf	20/07/2020	admin	Cool Supplier Ltd	200	18/07/2020	INV-00079	5678	350.00	70.00		

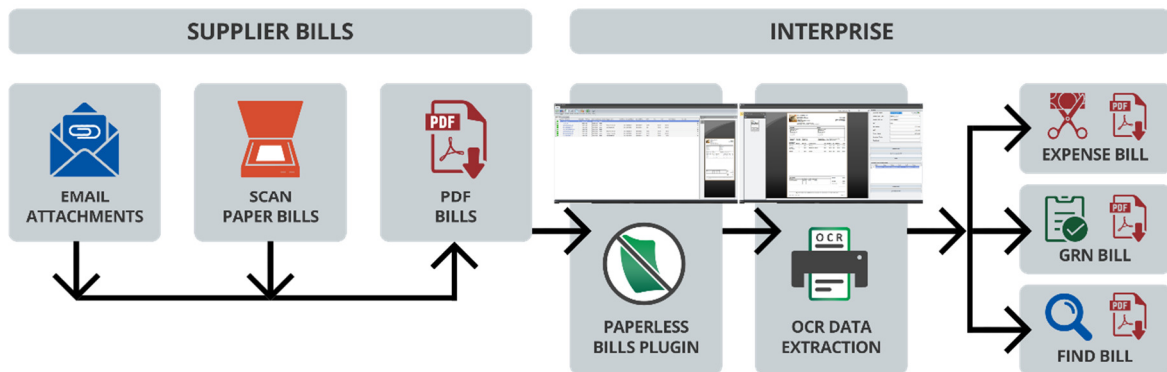
We have developed a plugin called "**Paperless Bills**" to make this easy to do.

The Paperless Bills plugin allows you to copy and paste or Save supplier bills into a document depository as you receive them usually by email. From here you can view the document, extract the basic information and create an Expense or GRN Bill or assign to an Existing Bill if you already entered it. The bill PDF will get automatically attached to the Bill code in Interprise so whenever you look at the supplier transaction history you can open the attachments again and even print them if you needed to.



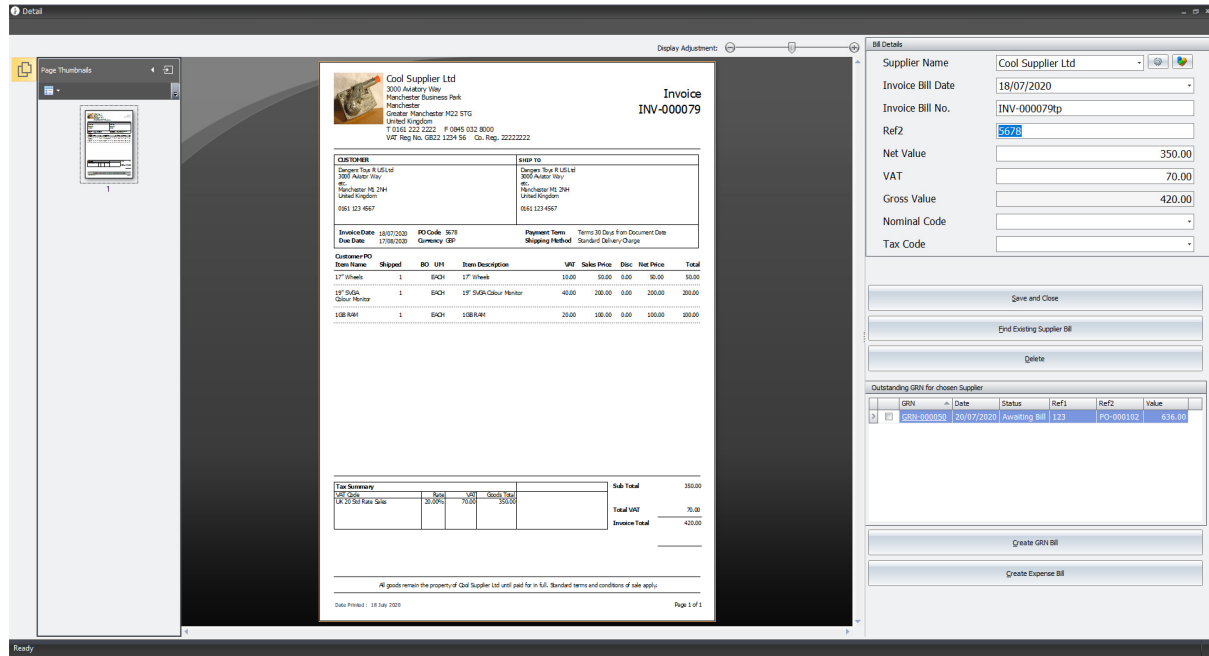
Reasons to not print out or keep existing supplier bills :

- No cost for consumables ink and paper printing them. Save some trees!
- You don't have to spend time filing, storing or shredding supplier bills.
- Using the Interprise client you can access the documents anywhere (office, home, branch, on the road) so no searching for the bill or losing the paper copy.
- It is easier and quicker to process Supplier Bills. Improve efficiency and accuracy. OCR Parser Supplier Templates technology saves time entering bills and errors keying data.
- Your accountant could have the Interprise client installed and look up any bill they need to look at. No more boxing up the years files and sending to the accountant.



Example existing procedure:

Supplier Bill comes in by email or post, you Print out the bill if emailed, you enter into Interprise as an expense bill or against a GRN Bill, write the bill code in the top right corner of the paper bill and file it. At some point in the future it is shredded.



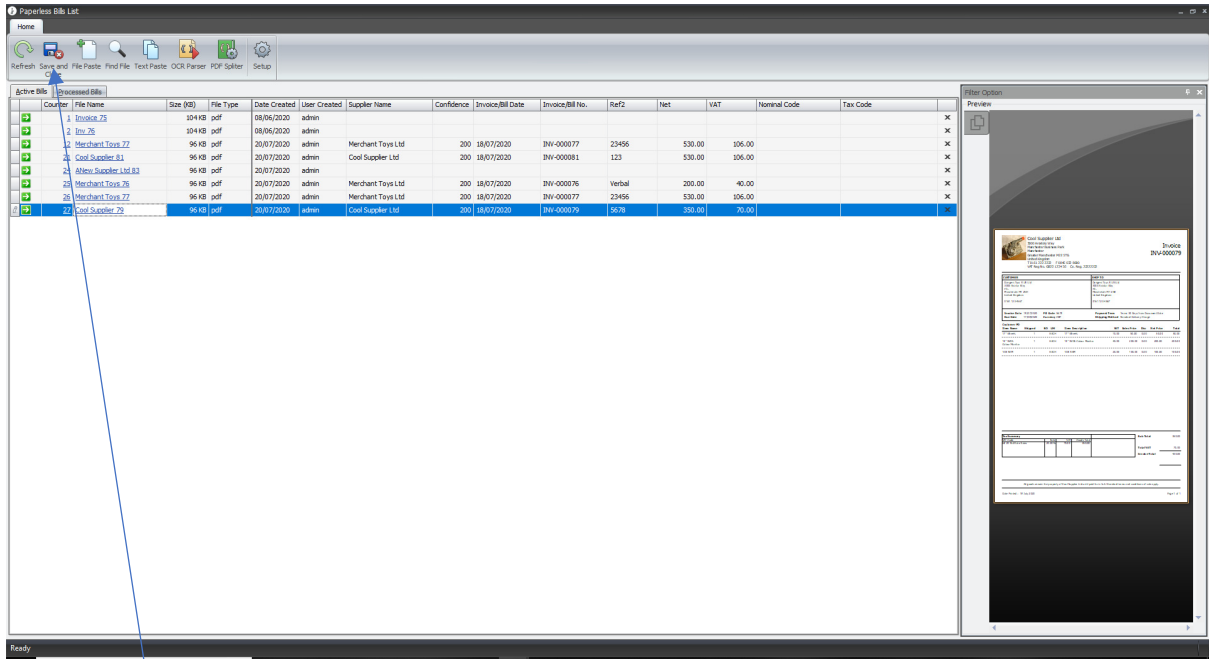
Paperless procedure:

Supplier Bill comes in by email, you Copy and Paste to the Paperless Bill plugin, Open the Bill and enter the Supplier, Enter / Edit data, then Create an Expense or GRN Bill, the bill PDF automatically gets attached to the bill in Interprise.

Or Supplier Bill comes in by post, Scan the document as a Searchable PDF, you Find File or Paste in to the Paperless Bill plugin, then as above.

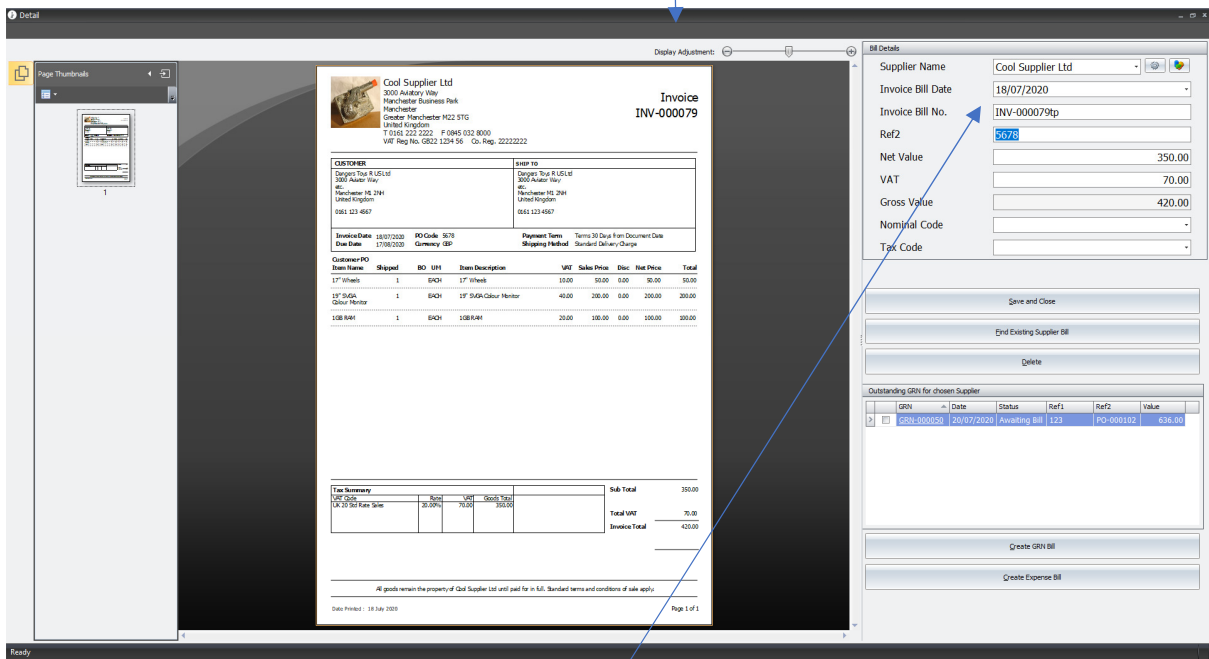
Get rid of your existing Paper Supplier Bills

You could go back and scan all the existing bills you are storing. The Paperless plugin allows you to attach files to existing supplier bills already created in Interprise. Then you can dispose of all the paper bills you are having to store.



You can Paste files or, Find files. Some supplier email bills are in the body of the email so you can copy this and using the Text Paste option rather than have to create a document. You can also right click in the list to Paste documents and rename them.

If you paste 1 file it will automatically open the processing window. All the document attachments are in the list until a bill is created.



With the image displayed you can enter the Supplier, Bill Date, Bill reference, Net and Vat Value. You can change the Nominal Code and Tax code or it will default the normal ones for this supplier.

If the bill has already been entered then you can find existing supplier bill.

If it is related to a GRN then it can be chosen here.

If it is an Expense Bill then you can click the Create Expense Bill.

It will automatically attach the document to the bill record in the bill form document tab. You can change the bill details as required.



Document Code	Type	Document Date	Due Date	Referenc...	Referen...	Total	Base Total	Outstanding Amount	Base Outstanding Amount	Discount Taken	Attachment	On Hold	Reason	Date Paid
BILL-000059	Bill	18/07/2020	17/08/...	INV-00...	789 - GR...	£ 276.00	£ 276.00	£ 276.00	£ 276.00	£ 0.00		<input type="checkbox"/>		
BILL-000057	Bill	18/07/2020	17/08/...	INV-00...	789 - GR...	£ 276.00	£ 276.00	£ 276.00	£ 276.00	£ 0.00		<input type="checkbox"/>		
BILL-000061	Bill	18/07/2020	17/08/...	INV-00...	123 - GR...	£ 636.00	£ 636.00	£ 636.00	£ 636.00	£ 0.00		<input type="checkbox"/>		
BILL-000055	Ex...	18/07/2020	17/08/...	INV-00...	5678	£ 420.00	£ 420.00	£ 420.00	£ 420.00	£ 0.00		<input type="checkbox"/>		

In the Supplier form Transactions tab you can tell if a bill has an attachment as there is no Red Cross. By clicking on it you can see them like below:

Attach To	Supplier	Supplier Name	Invoice	Reference	Total Gross	Currency	Posted	
BILL-000061	18/07/2020	TRP-000029	Cool Supplier Ltd	INV-000081	123 - GRN-006...	636.00	GBP	<input checked="" type="checkbox"/>



interprise suite™

The screenshot shows the 'Detail' view of an invoice. The main area displays the invoice from 'Cool Supplier Ltd' (Invoice INV-000081) dated 18/07/2020. The invoice includes a header with the supplier's name and address, a 'CUSTOMER' section with recipient details, and a table of items including '17" Wheels', '19" SVGA Colour Monitor', and '1GB RAM'. A 'Tax Summary' table at the bottom shows VAT and Net totals. On the right, a 'Bill Details' sidebar contains fields for Supplier Name, Invoice Bill Date, Invoice Bill No., Ref2, Net Value, VAT, Gross Value, Nominal Code, and Tax Code. Below this are buttons for 'Save and Close', 'End Existing Supplier Bill', 'Delete', and 'Outstanding GRN for chosen Supplier'.

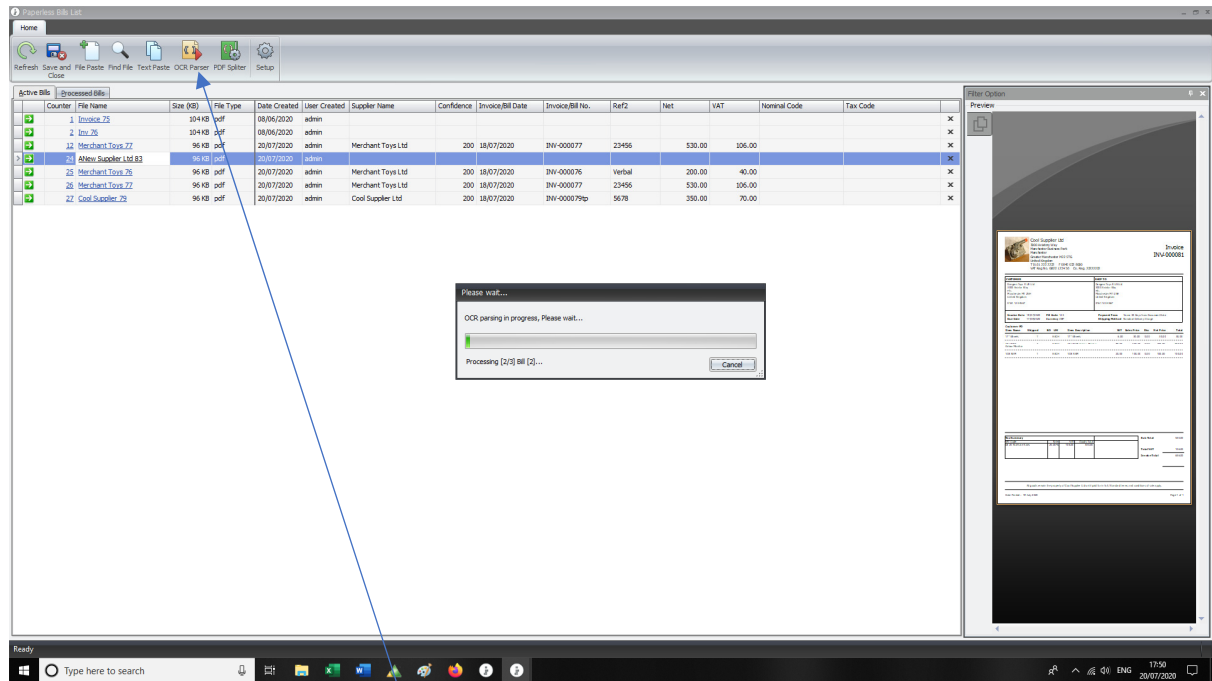
When you chose a supplier you have the option to create / edit a template. So next time you select the supplier it will automatically run the OCR Parser for that supplier and auto fill the fields.

The screenshot shows the 'Document Parser Template Editor' window. The title bar reads 'tmp948B.yml - tmp948B.pdf - Document Parser Template Editor v4.5.0.435'. The interface includes a 'Template Properties' sidebar on the left with sections for 'Template Name' (Base Template), 'Template Objects' (SupplierName, SupplierVATReg, SupplierCompanyReg, SupplierTelephone, BillDate, BillNumber, Ref2, Net, VAT), and 'Object Properties'. The main area displays a template of the 'Cool Supplier Ltd' invoice, with orange boxes highlighting specific data points like the supplier name, invoice number, and various fields in the header and item table. A blue arrow points from the 'SupplierName' field in the sidebar to the corresponding field in the invoice template.

The Template Editor allows you to identify where data is for a specific supplier on their bill layout like Bill Date, Invoice No., Ref 2, Net and Vat.



OCR Parser Option – Bulk Processing



We have an “OCR Parser” option that can process all the supplier templates to try to find the supplier and fill in the fields before a user has to open the file. This then saves having to pick a supplier as well speeding up the process even further.

Confidence adds 50% for a match on each of the following: Supplier Name, Supplier Account Number, Supplier Vat Reg, Supplier Company Reg, Supplier Telephone. I.e. If it matched 1 = 50%, 2 = 100% or all 5 = 250%. We think if you match 2 then confidence should be 100%.

NB the more supplier templates and more bills in the list the longer it will take to run. We calculate the qty of bills from each supplier pa and then apply the supplier templates in that order. i.e. if you get 100 bills per month from supplier 1 and 50 per month from supplier 2 we would always try supplier 1s template first then supplier 2s.

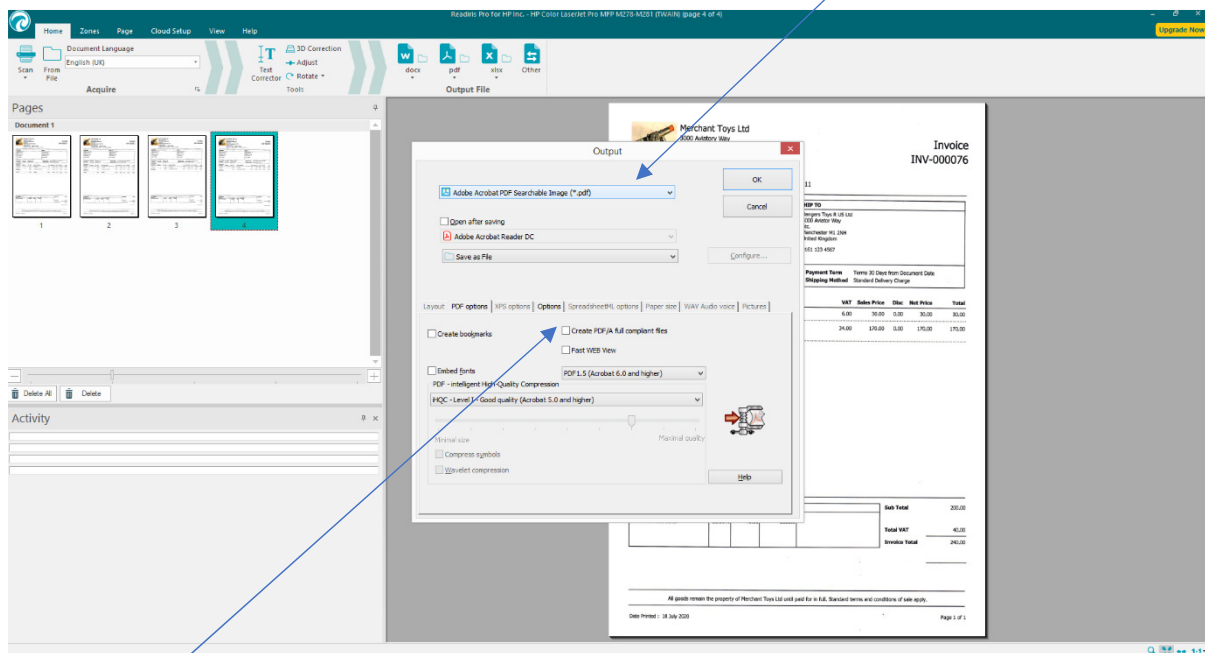


PDF Note

All PDFs have to be Searchable PDFs. Most PDFs that come by email from your suppliers will be Searchable PDFs. When Interprise sends out a PDF like an invoice it is a searchable PDF. A quick way to tell is when you open a searchable PDF if you highlight some text it will allow you to copy and paste from the PDF.

A lot of scanners that scan paper bills will scan to PDF but the PDF is just one big image. This means it will take a long time for our plugin to process it if it can.

Usually Scanners come with OCR software. EG HP Scanners comes with Readiris software. This allows the user to get scans from the ADF and save them as Searchable PDFs quickly and easily. There are many Paper Scanning software packages out there. You should get one free with the scanner you buy. You should scan at 300dpi.

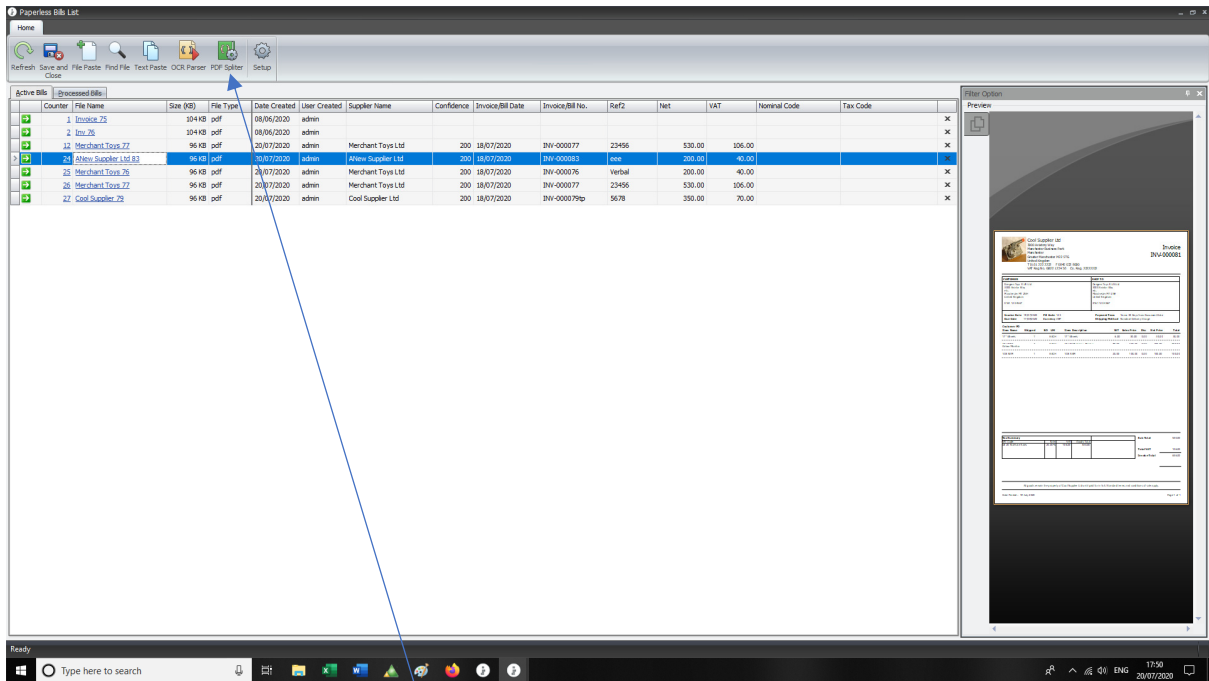


There is also a new ISO standard for PDF files called PDF/A. Most scanning software has the option to embed fonts or make them compliant if you want to do that.

You can also convert a PDF in the above software by opening up the file and saving it as a searchable PDF.



PDF Splitter



If you receive a lot of paper supplier bills I would expect you to scan maybe 1-50 in one go on the ADF to the scanning OCR software. So you would then have a Searchable PDF of 1-50 supplier bills. Some scanner software will save each as individual PDFs but if yours does not we have an option called “PDF Splitter”. This will pick up the file and chop it into single pages and add it to the depository.

If you have supplier paper bills that are 2 pages + then they will need to be scanned separately. The PDF Splitter feature just chops a file into single pages it does not recognise if a bill is 2 pages. Some scanning software can be clever and a blank sheet confirms it's a new bill etc. but these usually get more expensive and complicated. Whether these are worth investing in depends on your volumes.

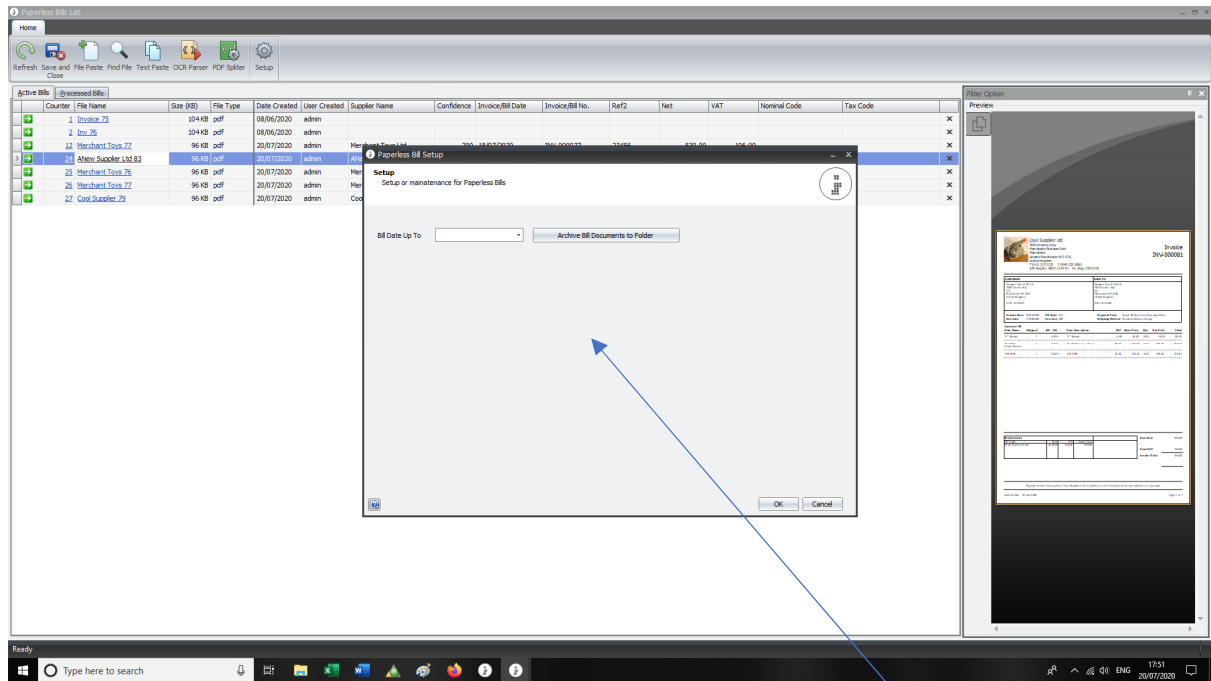
As a user you just need to ensure that your PDFs are Searchable PDFs.

Workstation Specification Note

The users that are going to use this feature should have a good resolution screen and a good Processor / Ram specification. It is very Processor and Ram intensive. If you intend to amend templates then this will take longer to load with poorer hardware.



Archive Note



In the Setup Maintenance option you can remove attachments up to a bill date. At some point like 6 years or sooner if you have high volumes you may want to archive the documents to a folder.

The feature will ask for a folder and rename all the files the BillCode+SupplierName+ExistingFileName. This folder should be like a Dropbox or a Network folder so you can still access them. The database size should be reviewed every year.

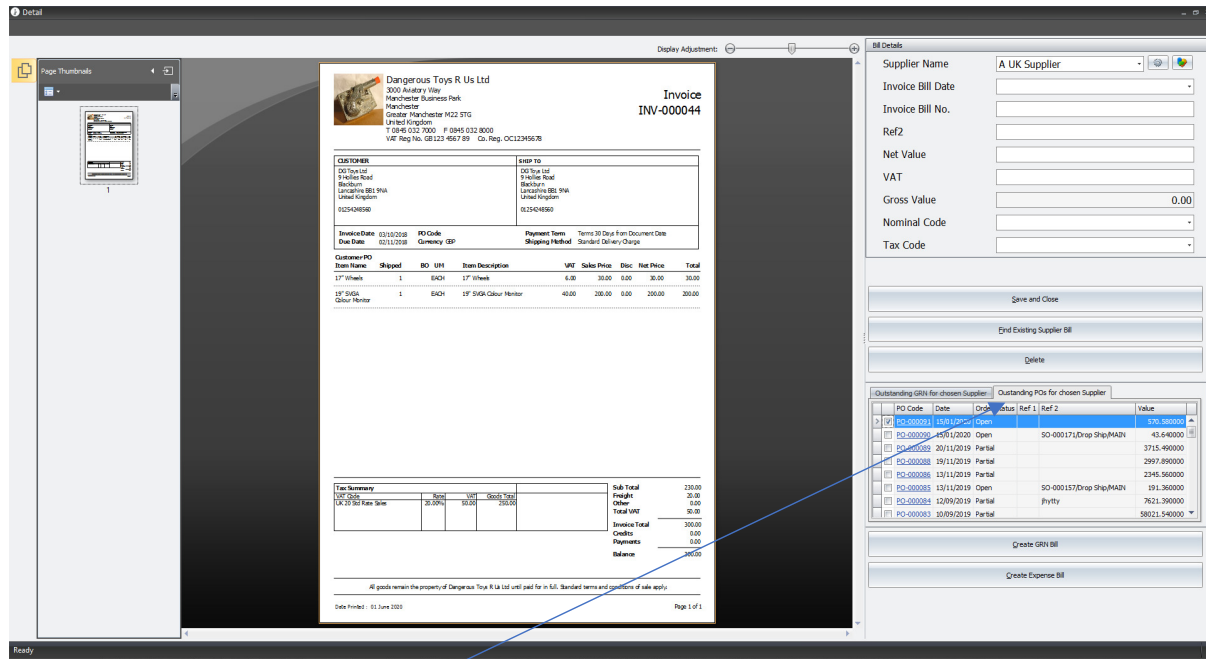
When you need to run this will depend on your volume of transactions. The files are stored in the database so all users can access the bills wherever they are. i.e. in or out the office. The downside to this is the database becomes bigger so disk space and backup size become a potential issue.

We suggest that you tailor the user role to remove this option from normal users in case they do this by mistake. Once removed they are removed so it will be important to save them to a backed up location. i.e. it is an administrator feature.

If each supplier bill PDF was a 100k-200kb then if you added 12000 supplier bills PA (1000 per month) it could add around 2-4Gb to the Db size.

NB if you are currently using SQL Express then this has a database size limit which you may hit by storing documents in the DB. I.e. You may need to upgrade to the ISV version. NB that your server may need more disk space.

Match to Purchase Orders and Auto create GRN with Bill



Invoice
INV-000044

Supplier: Dangerous Toys R Us Ltd
3000 Anstbury Way
Manchester Business Park
Manchester
Greater Manchester M22 5TG
United Kingdom
T: 0845 032 7000 F: 0845 032 8000
VAT Reg No. GB123 4567 89 Co. Reg. OC12345678

Customer: DG Toys Ltd
9 Hobbs Road
Blackburn
Lancashire BB1 3PA
United Kingdom
01254248560

Invoice Date: 03/10/2018
Due Date: 02/11/2018
PO Code: GRP
Currency: GBP
Payment Term: Terms 30 Days From Document Date
Shipping Method: Standard Delivery Charge

Customer PO Item Name	Shipped	BD	UM	Item Description	VAT	Sales Price	Disc.	Net Price	Total
17" Wheels	1	EACH		17" Wheel	6.00	30.00	0.00	30.00	30.00
19" SVGA Colour Monitor	1	EACH		19" SVGA Colour Monitor	40.00	200.00	0.00	200.00	200.00

Tax Summary:

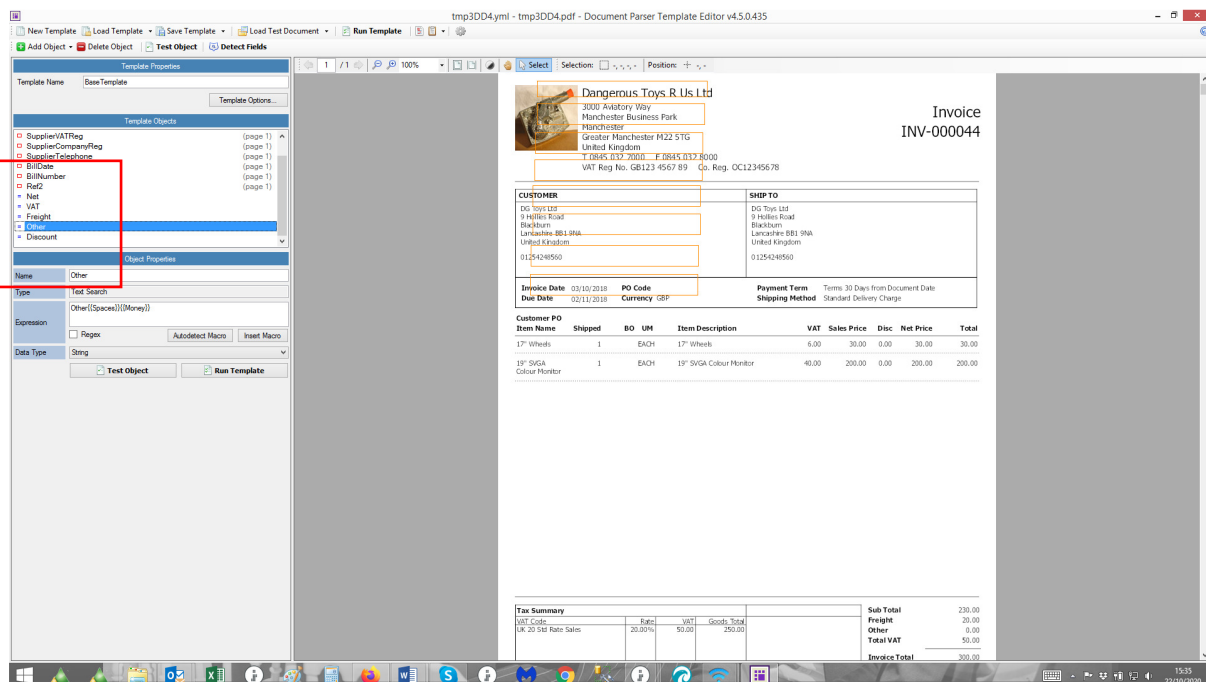
VAT Code	Rate	VAT	Goods Total
UK 20 50 Rate Sales	20.00%	50.00	300.00

Sub Total: 330.00
Freight: 20.00
Other: 0.00
Total VAT: 50.00
Invoice Total: 380.00

Outstanding GRN for chosen Supplier:

PO Code	Date	Org	Status	Ref 1	Ref 2	Value
PO-000091	15/01/2020	Open		SO-000171	Drop Ship/MA2N	576.580000
PO-000092	20/11/2019	Partial				43.640000
PO-000088	29/12/2019	Partial				3715.460000
PO-000086	13/11/2019	Partial				2597.850000
PO-000085	13/11/2019	Partial				2345.360000
PO-000083	13/11/2019	Open		SO-000157	Drop Ship/MA2N	191.360000
PO-000081	12/09/2019	Partial			Phytty	7621.390000
PO-000083	30/09/2019	Partial				58021.540000

You can now also pick Purchase Orders to match to. So it will automatically create the GRN for the outstanding PO qty and open the bill form. This is helpful for users who do a lot of drop ships and they get a bill rather than a delivery note.



tmp3DD4.yml - tmp3DD4.pdf - Document Parser Template Editor v4.5.0.435

Template Objects:

- SupplierVATReg (page 1)
- SupplierCompanyReg (page 1)
- SupplierTelephone (page 1)
- BillDate (page 1)
- Ref2 (page 1)
- Net (page 1)
- VAT
- Freight
- Other
- Discount

Object Properties:

Name	Other
Net	Net
Freight	Freight
Other	Other

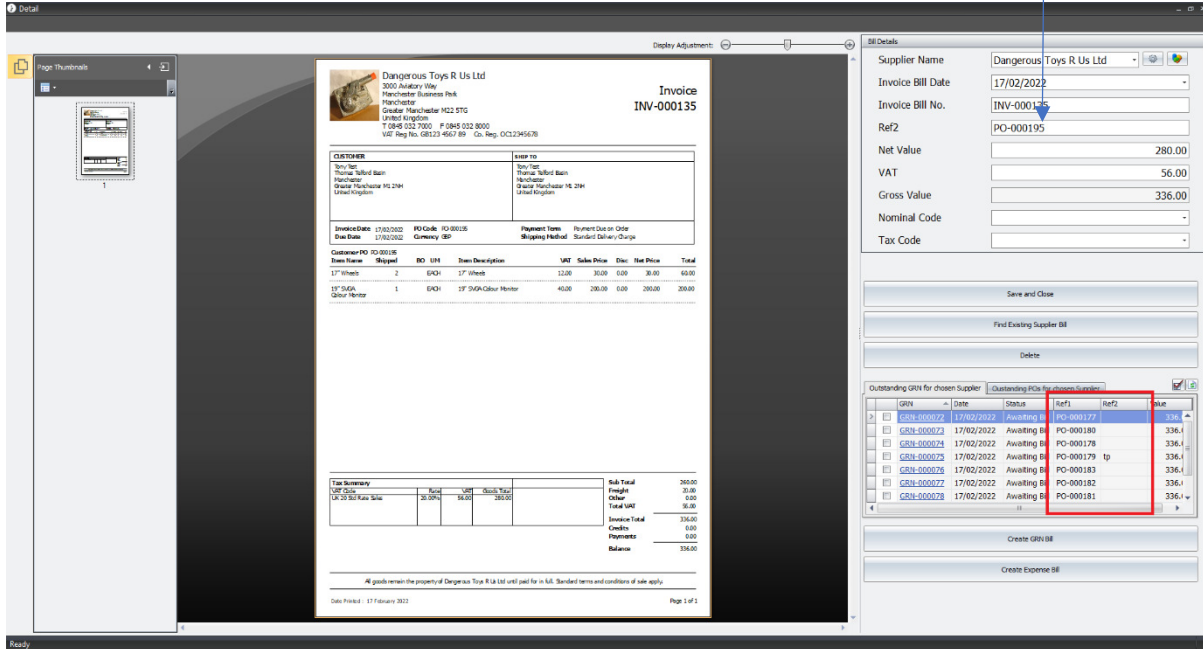
Expression: Net + Freight + Other - Discount

Run Template

We have also added Other and Discount to the Template. So now Net + Freight + Other – Discount provides the OCR Net value. NB the discount can be +ve or –ve it will ignore the sign.

Auto Creation of Supplier Bills if PO Code and Value match

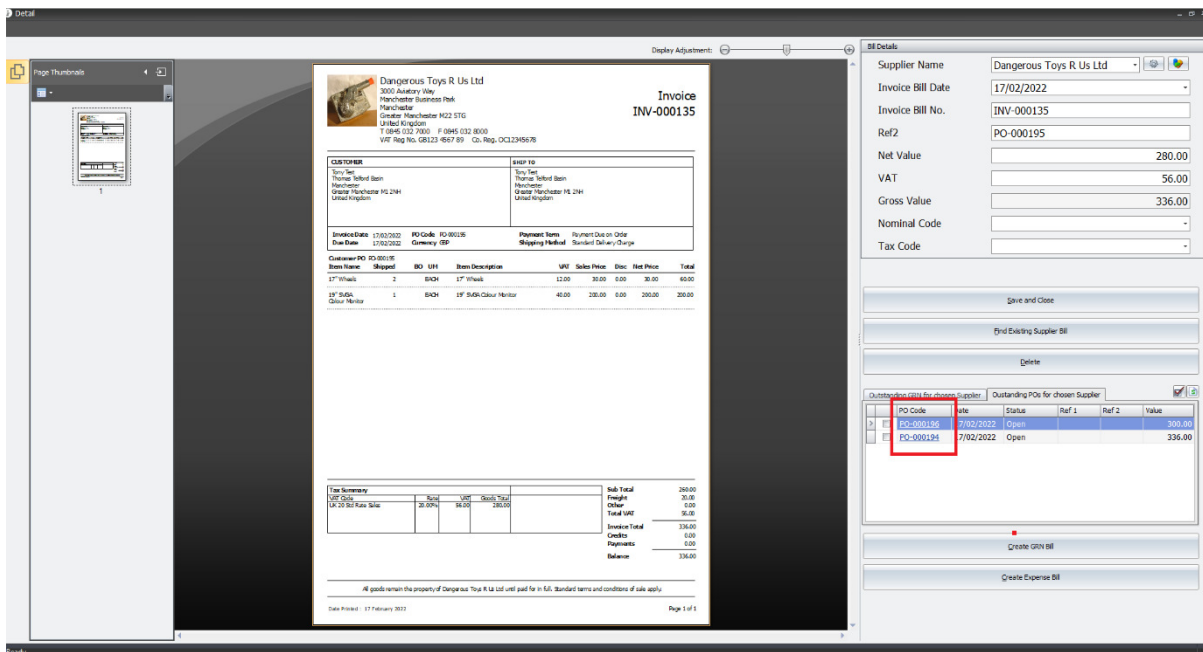
Most supplier bills will quote our purchase order (PO-000001) code in the reference 2 on their bill. (Reference 1 is their Invoice number) If they do it allows us to try and match a PO or GRN. If the Value also matches then we could auto create the bill improving efficiency.



Supplier Name: Dangerous Toys R Us Ltd
Invoice Bill Date: 17/02/2022
Invoice Bill No.: INV-000135
Ref2: PO-000195
Net Value: 280.00
VAT: 56.00
Gross Value: 336.00

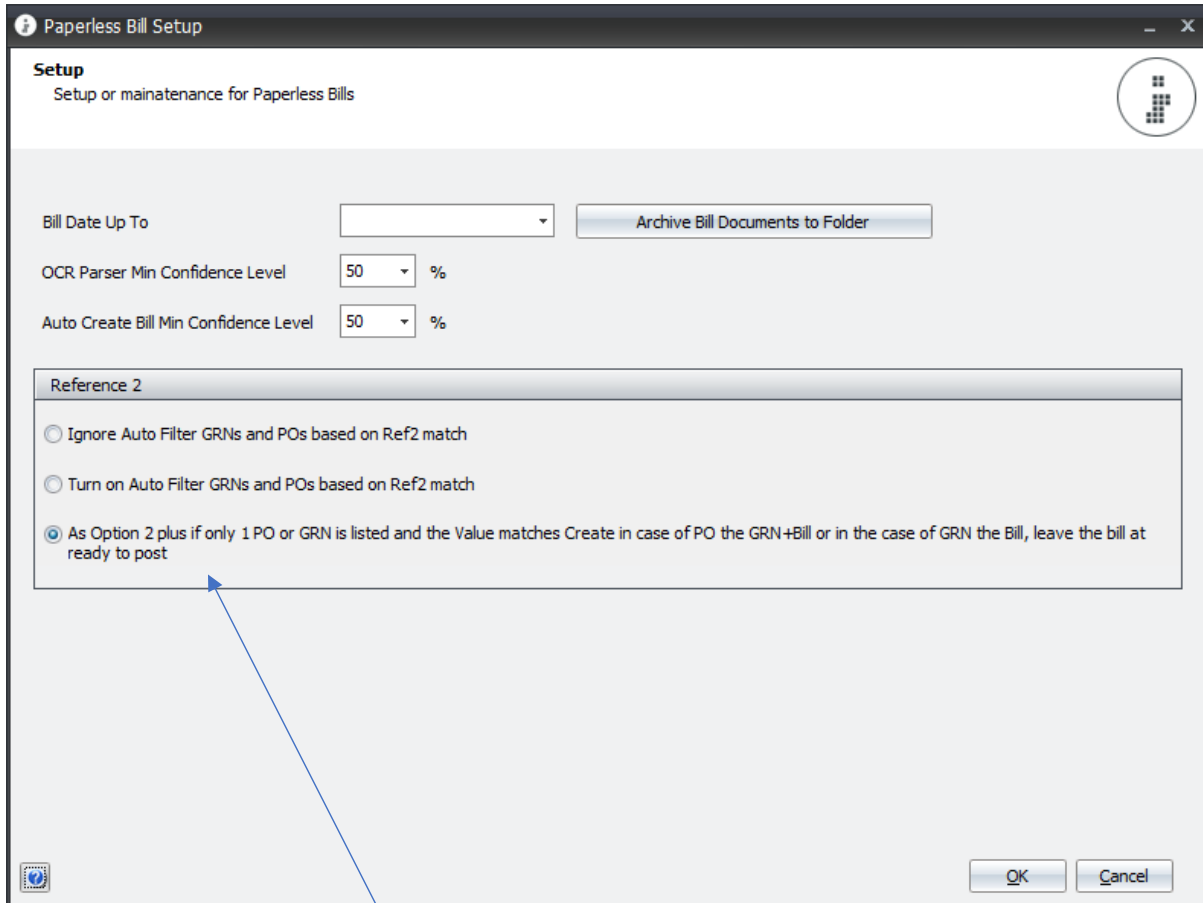
Item Name	Shipped	BO	UFI	Item Description	UFI	Sales Price	Disc	Net Price	Total
17\"	2	8431	17\"	17\" Wheel	12.00	30.00	0.00	30.00	60.00
17\" S&G Colour Motor	1	8431	17\" S&G	Colour Motor	40.00	200.00	0.00	200.00	200.00

Sub Total: 280.00
Freight: 0.00
Other: 0.00
Total UFI: 96.00
Invoice Total: 336.00
Credits: 0.00
Payments: 0.00
Balance: 336.00



Outstanding POs for chosen Supplier:

PO Code	Date	Status	Ref 1	Ref 2	Value
PO-000195	17/02/2022	Open	INV-000135		336.00
PO-000195	17/02/2022	Open			336.00



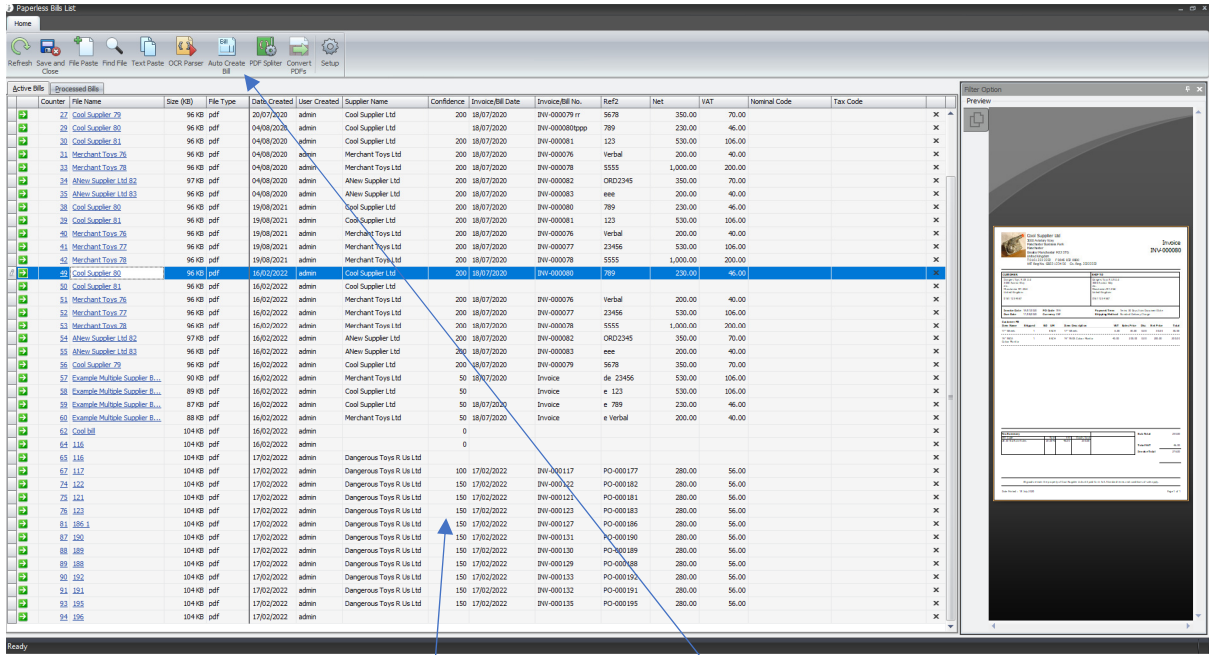
In Setup we have added some options. When matching a Bill to a GRN or PO we can do the following:

Option 1 : As now "Ignore Auto Filter GRNs and POs based on Reference2 match"

Option 2 : "Turn on Auto Filter GRNs and POs based on Reference 2 match" This means that it would try to find a GRN(s) and PO(s) that matches(contains) the Ref2 PO Code and just display these. If no match or blank then it will display all GRNs and POs.

Option 3: "As Option 2 plus if only 1 PO or GRN is listed and the Value matches Create in case of an outstanding PO the GRN+Bill or in the case of GRN the Bill, leave the bill at ready to post." This allows the user a final check before posting the bill. Like clicking Create GRN bill button basically.

We also added the ability to specify the minimum confidence level to auto create a bill.



The screenshot shows the 'Paperless Bill List' application window. At the top, there is a toolbar with icons for Refresh, Save and Close, File Paste, Find File, Text Paste, OCR Parser, Auto Create Bill, PDF Splitter, Convert PDFs, and Setup. The 'Auto Create Bill' button is highlighted with a blue arrow. Below the toolbar is a table with columns: Counter, File Name, Size (KB), File Type, Date Created, User Created, Supplier Name, Confidence, Invoice/Bill Date, Invoice/Bill No., Ref2, Net, VAT, Nominal Code, and Tax Code. The table contains numerous rows of bill data. A preview window on the right side shows a sample bill from 'Cool Supplier Ltd' with details like invoice number, date, and amounts.

We have also added a toolbar button called "Auto Create Bill".

We assume you have already run the OCR Parser option to auto match supplier etc. You can specify the confidence level which has to be at least 50%.

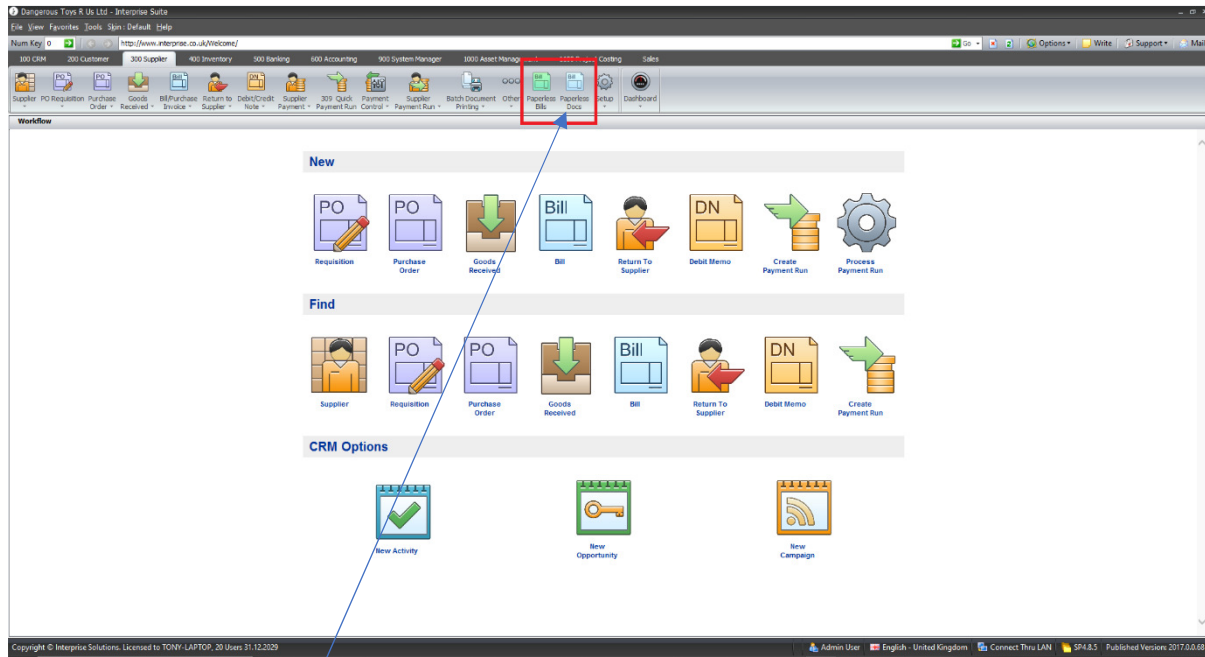
For any entry that has a score of 50% or more confidence:

If there is only 1 outstanding PO or GRN that matches the Ref2 PO Code for the chosen supplier outstanding AND the Value matches it will Create in the case of a PO the GRN+Bill or in case of an outstanding GRN the Bill and post the bill.

If you have 200 supplier bills a week and over 50% of them could be automatically created then this would save a lot of time.



Paperless Documents



Paperless Docs would be ideal as an example to keep PODs (Proof of Delivery). If you do paper delivery notes then you could scan them in as PDFs maybe 50 at a time. Use the PDF Splitter to chop them up into single page PDFs. Use the OCR Parser to find the document code and then Attach Documents to attach them to the relevant SO or INV. This would save having to store paper copies. You would be able to access the POD at any time by looking at the invoice.

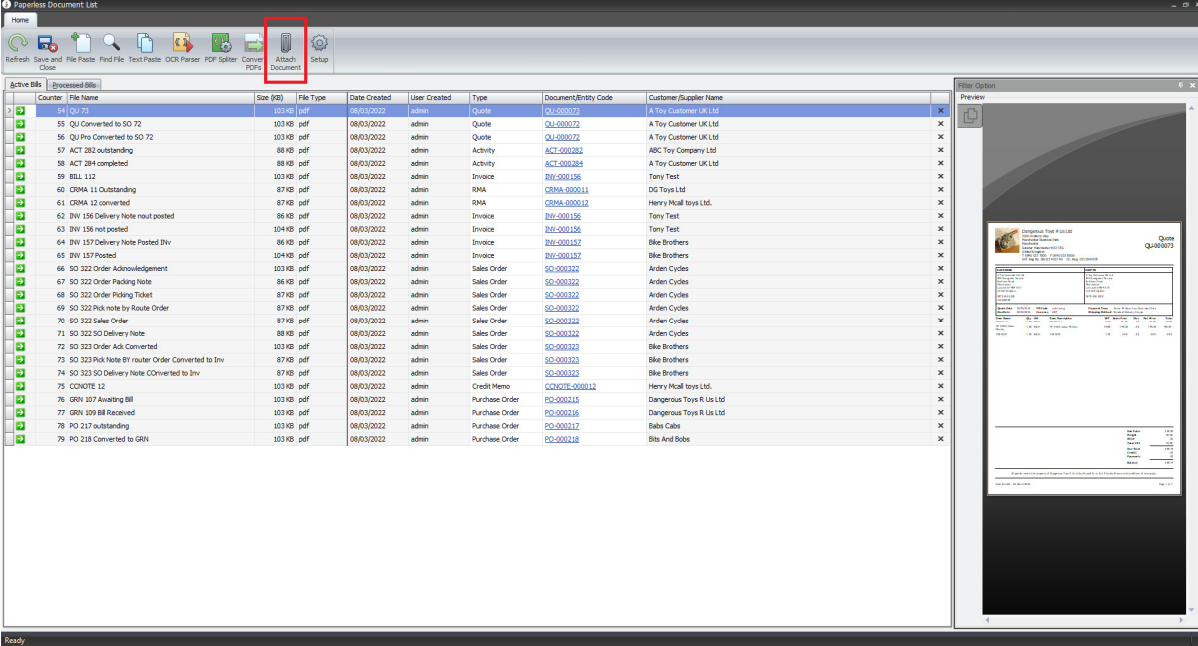
You can automatically attach documents for the following types of record:

QU	Quotes
SO	Sales Orders
INV	Invoice
RMA	Returns
CCNOTE	Credit Note
PO	Purchase Order
GRN	Good Received
BILL	Supplier Bill
ACT	Activity Case, Meeting, To Do, Call, Call Back
CUST	Customer
SUP	Supplier

You could scan documents to PDF maybe 50 at a time, maybe use the PDF Splitter feature to split them into single PDF files and then OCR Parser them in Paperless Docs.

The Paperless Docs makes it a lot easier to keep the documents and access them later on.

If the document cannot be OCR'd then you can manually pick a document type and document code from a pull down, so still attach them using this plugin.



Counter	File Name	Size (KB)	File Type	Date Created	User Created	Type	Document/Entry Code	Customer/Supplier Name
55	QU Converted to SO 72	103 KB	pdf	08/03/2022	admin	Quote	QU-000072	A Toy Customer UK Ltd
56	QU Pro Converted to SO 72	103 KB	pdf	08/03/2022	admin	Quote	QU-000072	A Toy Customer UK Ltd
57	ACT 282 outstanding	88 KB	pdf	08/03/2022	admin	Activity	ACT-000282	ABC Toy Company Ltd
58	ACT 284 completed	88 KB	pdf	08/03/2022	admin	Activity	ACT-000284	A Toy Customer UK Ltd
59	BILL 112	103 KB	pdf	08/03/2022	admin	Invoice	INV-000112	Tony Test
60	CRMA 11 Outstanding	87 KB	pdf	08/03/2022	admin	RMA	CRMA-000011	DIG Toys Ltd
61	CRMA 12 converted	87 KB	pdf	08/03/2022	admin	RMA	CRMA-000012	Henry Mcall toys Ltd.
63	INV 156 Delivery Note rout posted	86 KB	pdf	08/03/2022	admin	Invoice	INV-000156	Tony Test
63	INV 156 not posted	104 KB	pdf	08/03/2022	admin	Invoice	INV-000156	Tony Test
64	INV 157 Delivery Note Posted Inv	86 KB	pdf	08/03/2022	admin	Invoice	INV-000157	Bike Brothers
65	INV 157 Posted	104 KB	pdf	08/03/2022	admin	Invoice	INV-000157	Bike Brothers
66	SO 322 Order Acknowledgement	103 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Arden Cycles
67	SO 322 Order Packing Note	86 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Arden Cycles
68	SO 322 Order Picking Ticket	87 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Arden Cycles
69	SO 322 Pick note by Route Order	87 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Arden Cycles
70	SO 322 Sales Order	87 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Arden Cycles
71	SO 322 SO Delivery Note	88 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Arden Cycles
72	SO 322 Order Ack Converted	103 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Bike Brothers
73	SO 322 Pick Note BY router Order Converted to Inv	87 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Bike Brothers
74	SO 322 SO Delivery Note Converted to Inv	87 KB	pdf	08/03/2022	admin	Sales Order	SO-000322	Bike Brothers
75	CONOTE 12	103 KB	pdf	08/03/2022	admin	Credit Memo	CCMOTR-000012	Henry Mcall toys Ltd.
76	GRN 107 Anasling bill	103 KB	pdf	08/03/2022	admin	Purchase Order	PO-000018	Dangerous Toys R Us Ltd
77	GRN 109 Bill Received	103 KB	pdf	08/03/2022	admin	Purchase Order	PO-000018	Dangerous Toys R Us Ltd
78	PO 217 outstanding	103 KB	pdf	08/03/2022	admin	Purchase Order	PO-000217	Baba Caba
79	PO 218 Converted to GRN	103 KB	pdf	08/03/2022	admin	Purchase Order	PO-000218	Bits And Bobs

The above have been OCR'd. All you need to do now is click the Attach document button.

In Setup we have 1 template that we apply to all files. We specify a Text Search using the document Prefix like INV- or SO-. It comes with these already configured so should work out the box.