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AI Invoice OCR

User Guide

Contents

1. Introduction

This document contains the steps to use **AI Invoice OCR**. AI Invoice OCR is an AI-enhanced solution that leverages **email integration**, **OCR (Optical Character Recognition)**, **AI-based data extraction**, and **ERP system connectivity** to automate invoice processing from end to end.

The solution captures invoice attachments directly from incoming emails and uses **document AI models** to extract critical fields such as vendor, invoice number, PO reference, quantities, and totals. It then performs **automated PO matching** by connecting to the ERP system and comparing extracted data against existing records.

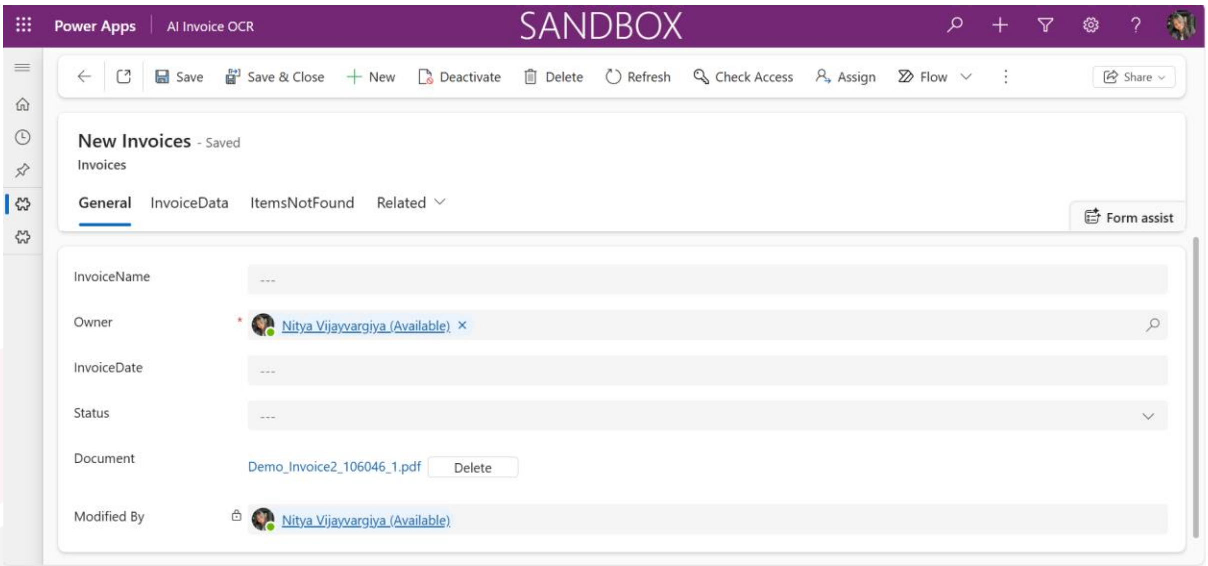
Discrepancy detection mechanisms automatically flag mismatches in real time, enabling user to address issues swiftly and accurately. By seamlessly integrating AI-driven data extraction, workflow automation, and ERP system APIs, the solution transforms fragmented invoice processing into a streamlined, intelligent workflow—significantly reducing manual effort, enhancing data accuracy, and accelerating the overall financial operations.

2. Process Flow

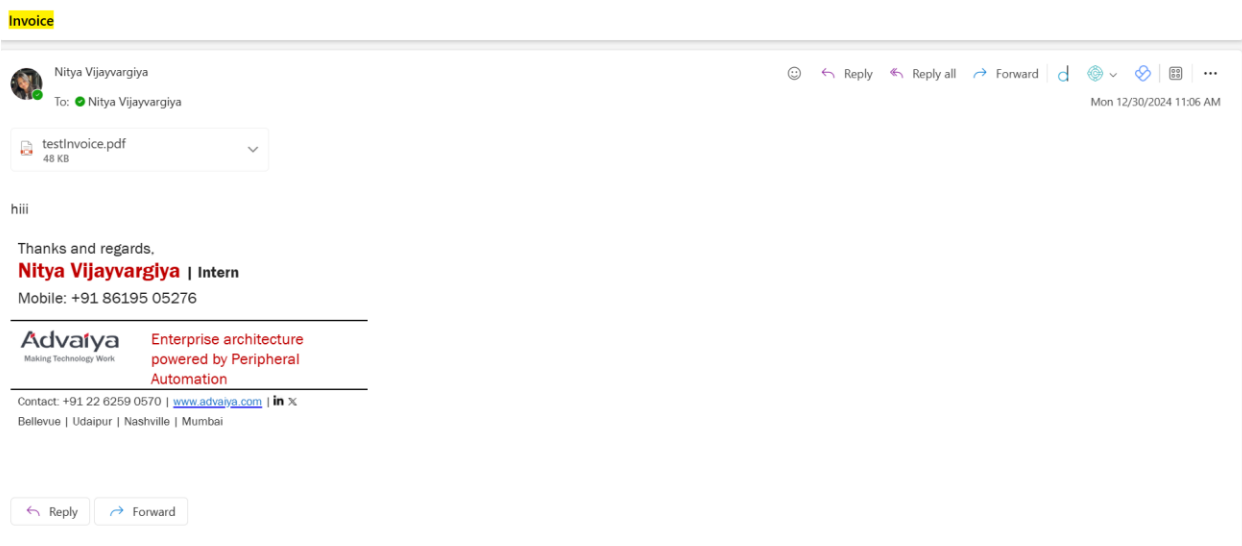
2.1. Upload or send an email

Invoice ingestion:

- It can be done using direct upload.



- You can also upload by sending mail using any subject filter.


Invoice

Nitya Vijayvargiya
To: Nitya Vijayvargiya
Mon 12/30/2024 11:06 AM

testInvoice.pdf
48 KB

hiii

Thanks and regards,
Nitya Vijayvargiya | **Intern**
Mobile: +91 86195 05276

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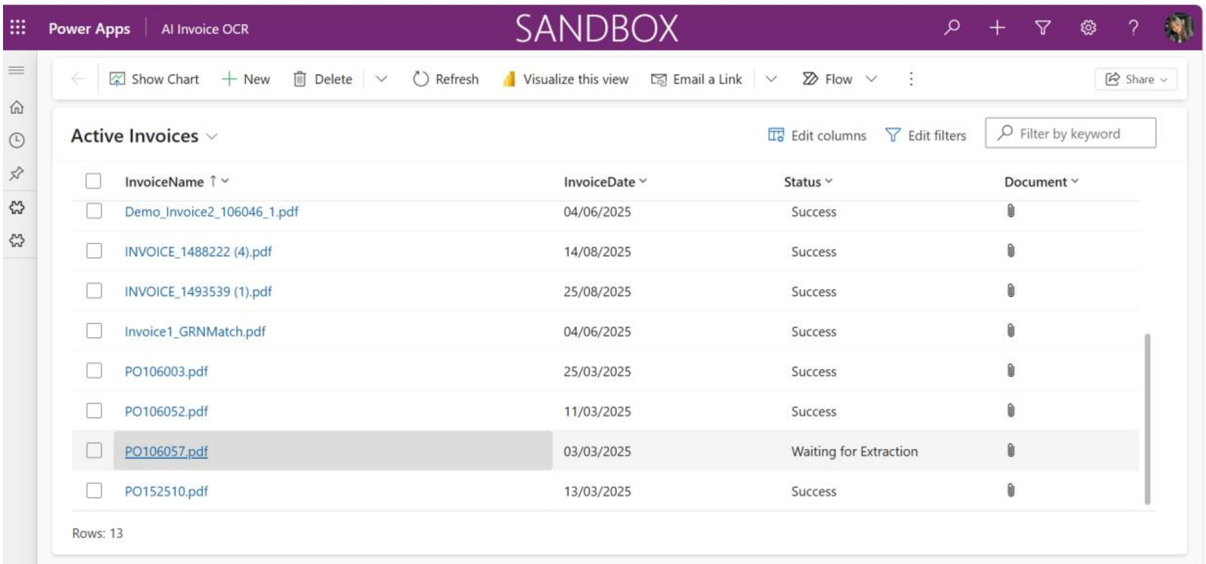
Bellevue | Udaipur | Nashville | Mumbai

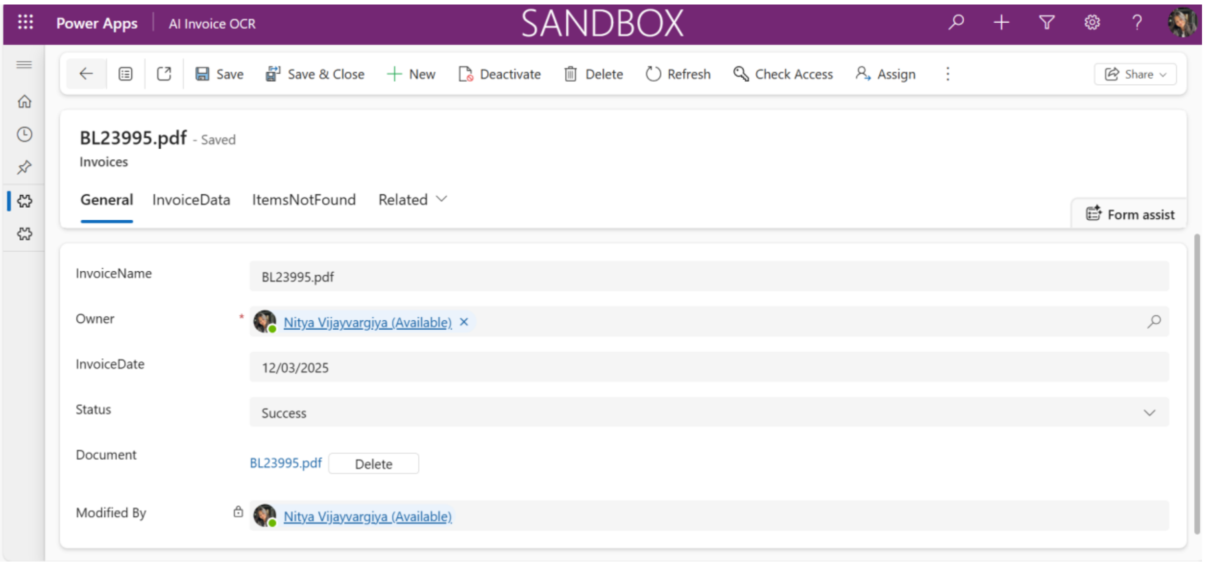
2.2. After invoice is uploaded



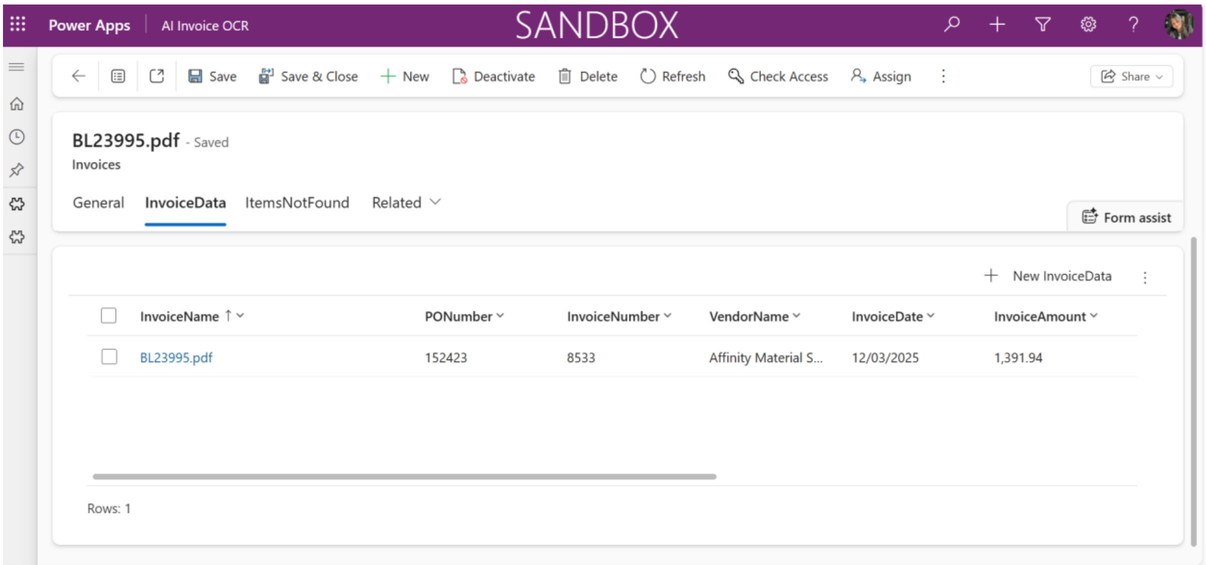
InvoiceName	InvoiceDate	Status	Document
Demo_Invoice2_106046_1.pdf	04/06/2025	Success	
INVOICE_1488222 (4).pdf	14/08/2025	Success	
INVOICE_1493539 (1).pdf	25/08/2025	Success	
Invoice1_GRNMatch.pdf	04/06/2025	Success	
PO106003.pdf	25/03/2025	Success	
PO106052.pdf	11/03/2025	Success	
PO106057.pdf	03/03/2025	Waiting for Extraction	
PO152510.pdf	13/03/2025	Success	

After the invoice is uploaded, the document is sent to AI to extract information, while extraction it shows “Waiting for extraction’ and after the extraction is completed, its status is updated to ‘Success’.

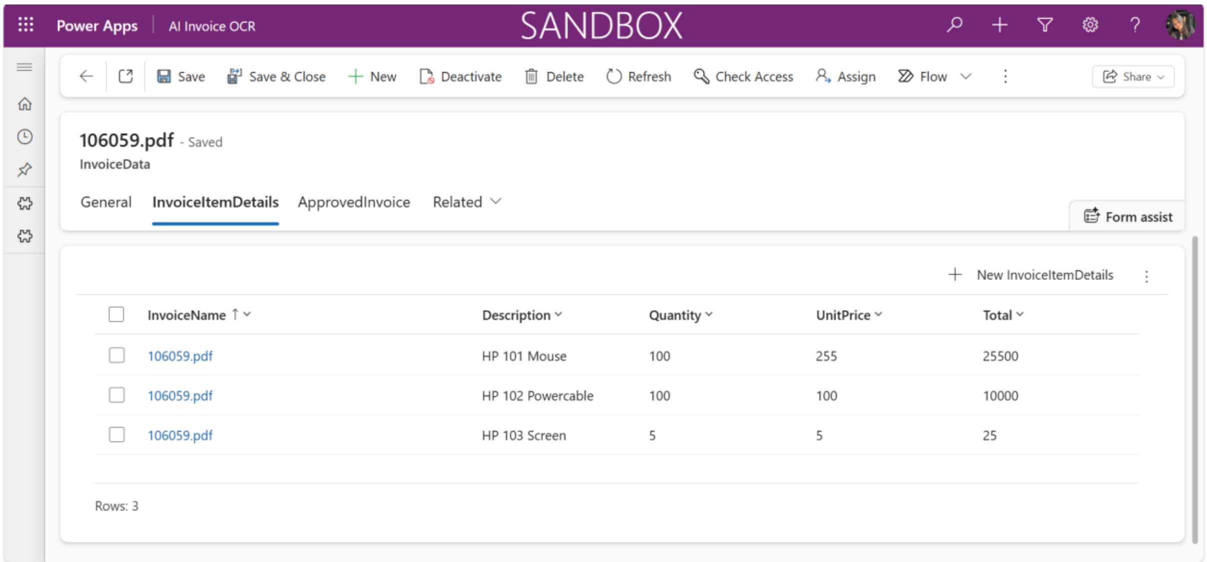
2.3. Invoice data is extracted



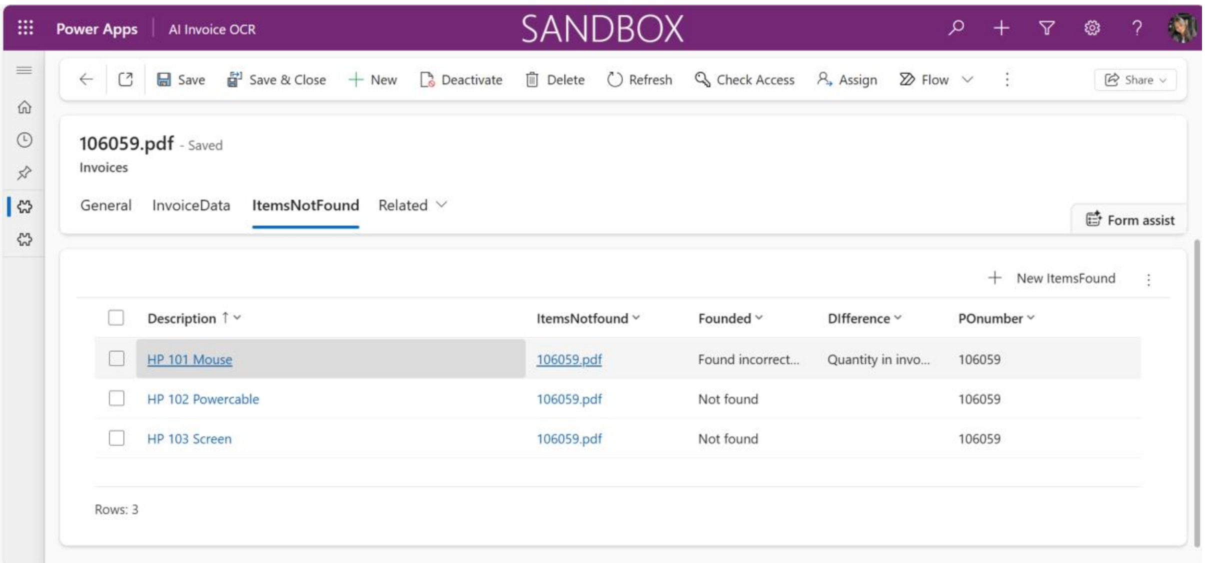
The extracted data is filled with invoice data on the dashboard.



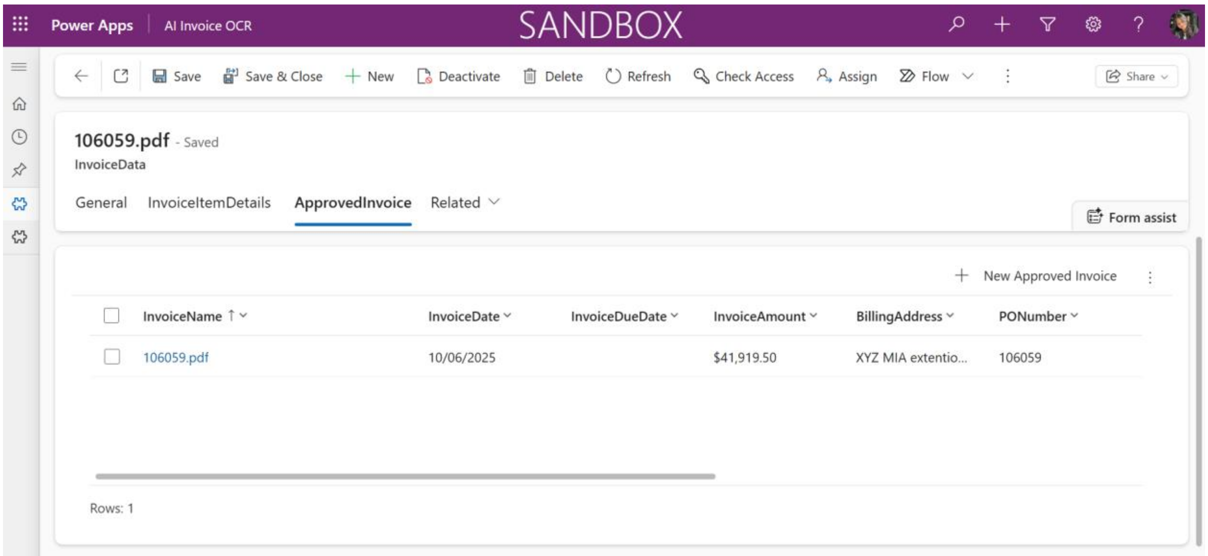
The rest of the basic information is stored in InvoiceData where field like PO Number, shipping name, shipping address etc is stored.



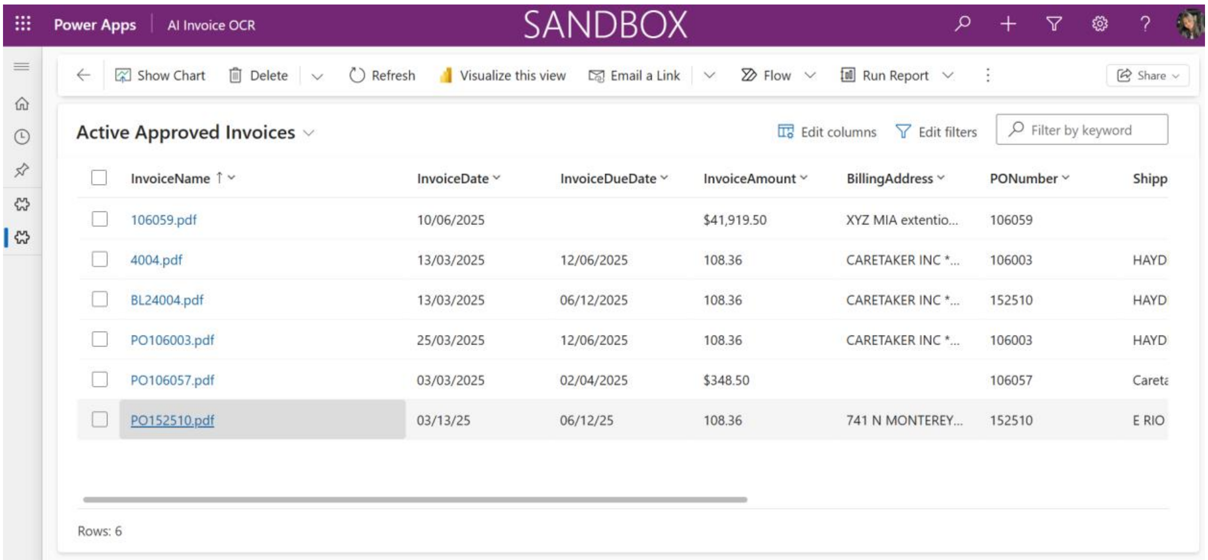
The item list is stored inside the InvoiceData in the tab of the InvoiceItemDetails.



If items are not found in the PO item details table, it will be shown in the ItemsNotFound tab.



If that invoice is approved, it is available in ApprovedInvoice tab.



There is also a dashboard for all the approved invoices with their data extracted from invoices.

The PO table and PO item tables are already made in the ERP system. From there, a comparison is made.