



# Getting started with **IN-D Payables**

PRODUCT WALKTHROUGH

## Contents

Introduction.....	2
Purpose .....	2
Overview .....	2
Portal Setup.....	2
1. Setup queues .....	2
2. Add & manage processors .....	2
3. Manage document type & fields .....	3
4. Upload Centre .....	3
Review Digitized Output .....	4
1. Reassure Uploads.....	4
2. Reviewing extracted output .....	5

# Introduction

## Purpose

The purpose of this documentation is to provide a step-by-step assistance on how to setup the portal for the back office to process the digitized output of the processed invoice documents and how a processor can do the review and mark it for export for downstream applications.

For integrations, a different set of APIs are given to upload documents, check status of processing, handle rejections and export the analysed data. But that is not under the scope of this document.

## Overview

There are two different portals in the back-office system. One for the Admin to manage processors, manage fields to be extracted, and assign queues for the processors. The other portal is for the processors to review the digitized output of the assigned batches.

# Portal Setup

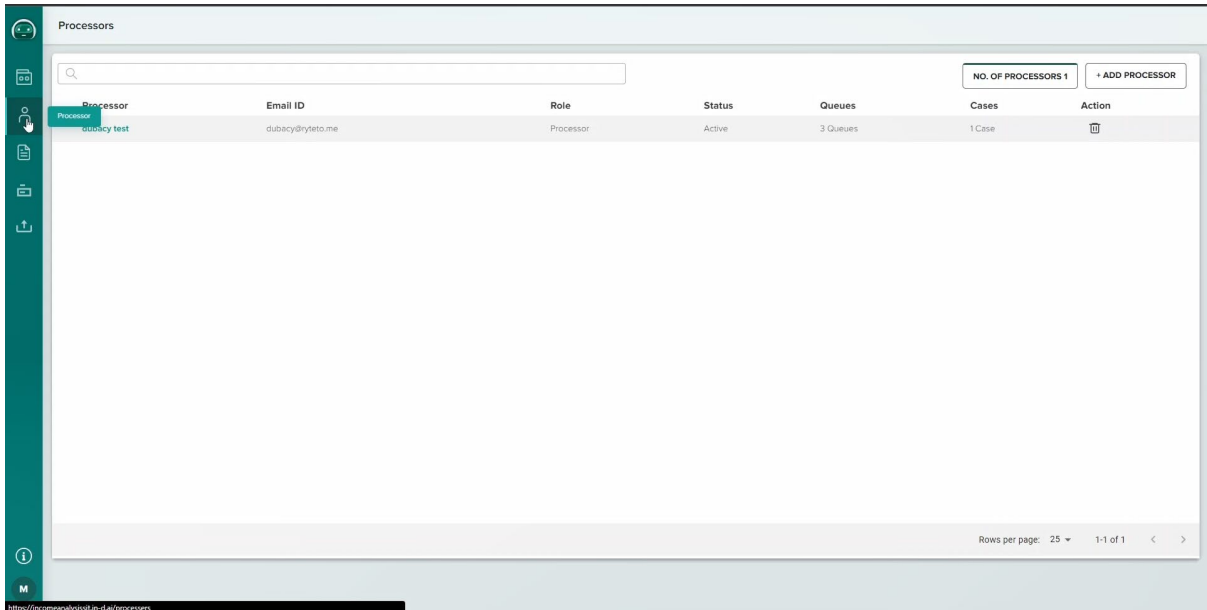
## 1. Setup queues

Login to the Admin portal with the admin login credentials shared by IN-D. Go to Queues menu and create queues for different segments in the organisation and assign corresponding processors and respective document types. Click on "Add queue" button and assign the processors and document types related to the queue. Few sets of default queues are given to start things up easily

Queue	Document Types	Cases	Processors	Action
Corporate ✓	2 Types	0 Cases	1 User	🗑️
SME ✓	2 Types	0 Cases	1 User	🗑️
Individuals ✓	2 Types	1 Case	1 User	🗑️

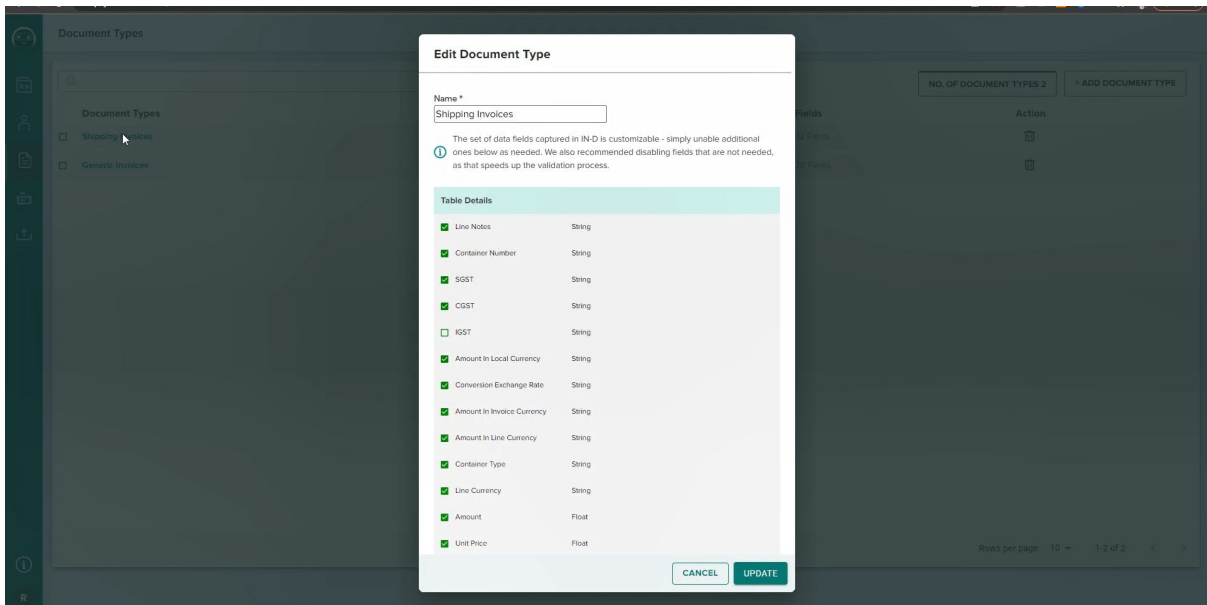
## 2. Add & manage processors

Go to the Processors menu to add, remove, or manage processors in the platform. Invitation email would be sent to the email address added. The processor should set up their account by clicking on the Activate button and setting a password for the account. Only activate accounts can be added in a queue.



### 3. Manage document type & fields

Go to Document type menu to manage the existing document types available. Users can customize the document type name and associated header and table fields.

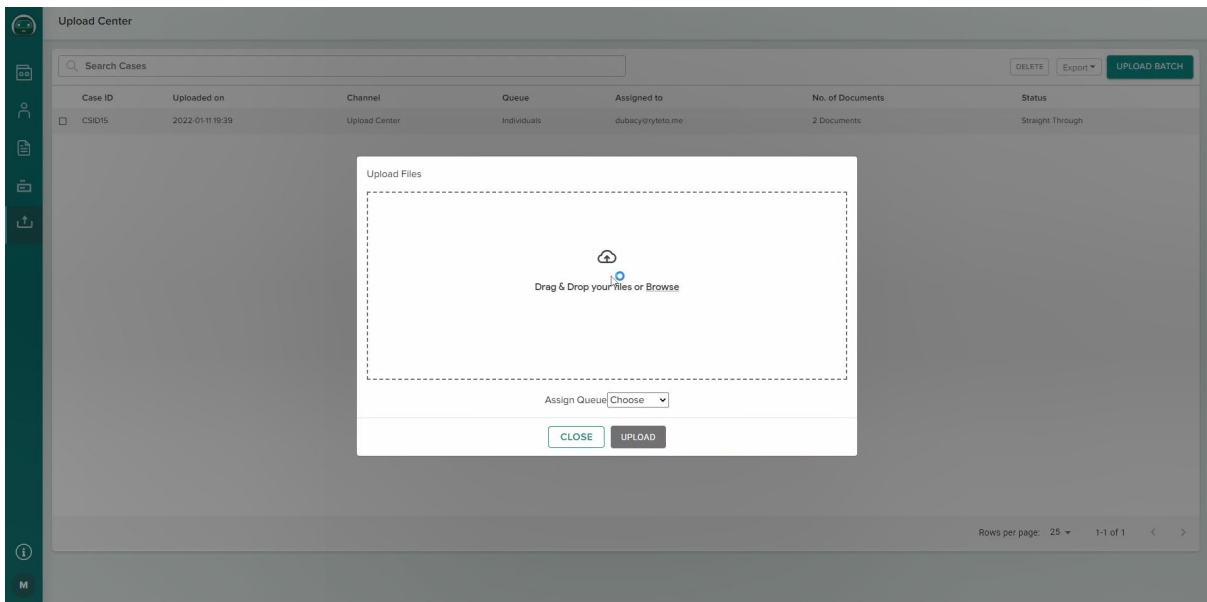


All the available fields can also be managed in the Fields menu. The datatype of a field and the field name can be changed, and even new fields can be added to the system.

With all the document types customized, new fields added, processors invited and assigned to the queue, the portal setup is complete.

### 4. Upload Centre

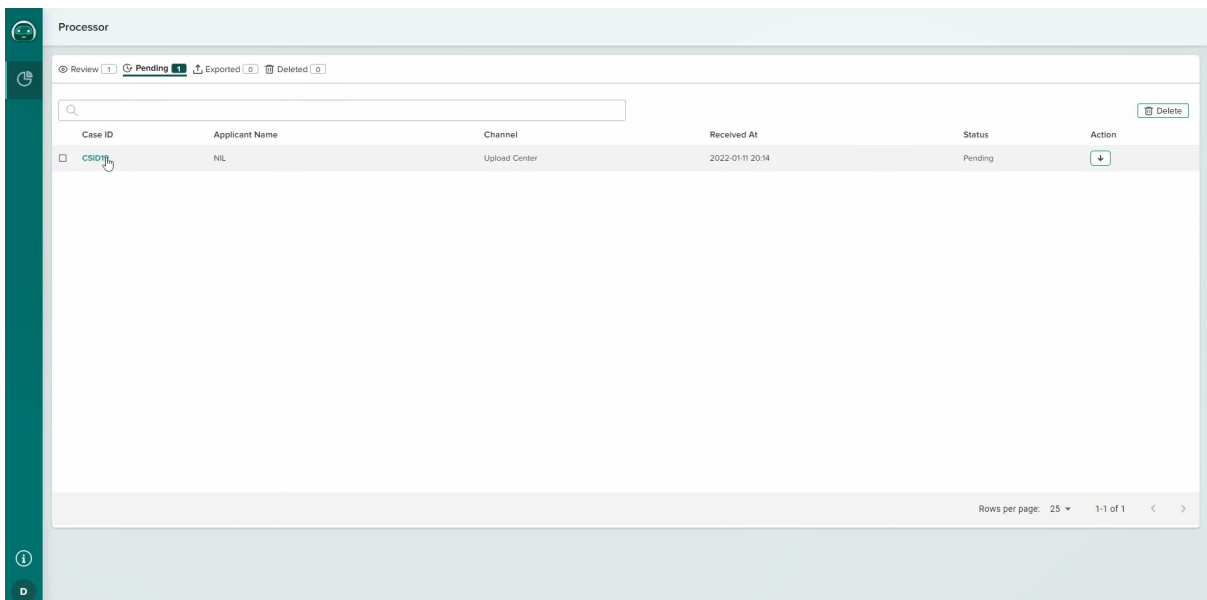
A provision to test the solution in UI is given under the title "Upload Centre". Provisions are given to choose the documents from the local and assign a queue to which the incoming batches are assigned. Provisions to export the batches and to check the status are given in this screen.



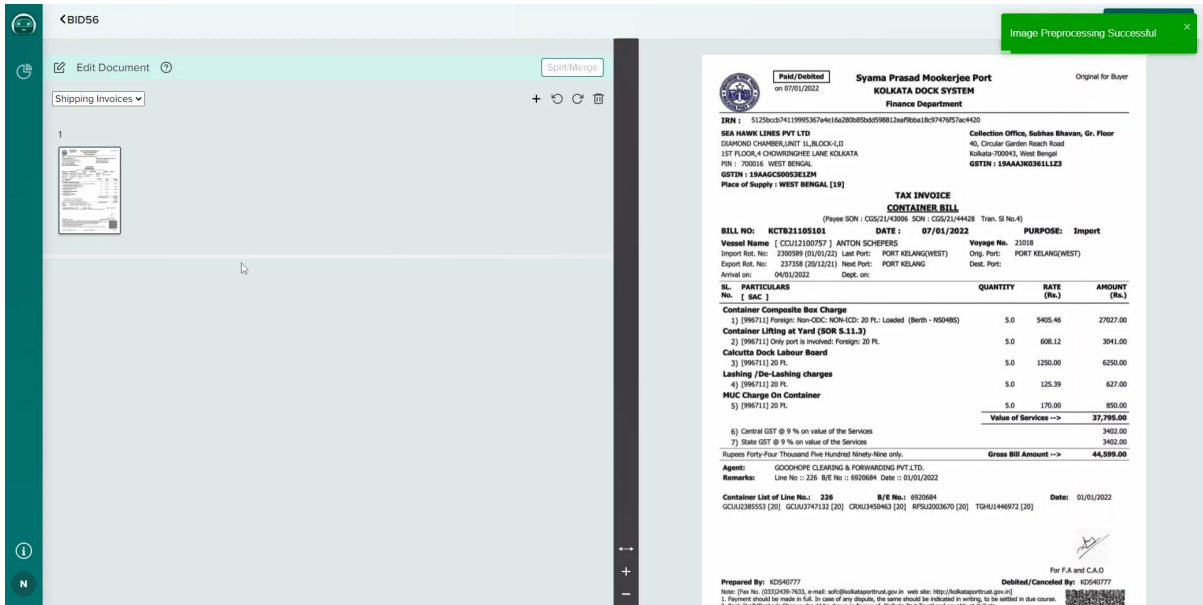
## Review Digitized Output

### 1. Reassure Uploads

Login to the processor's portal with the credentials the processors must have created when activating their accounts. The user is directly taken to the "Pending" tab on login. The latest uploaded batches will be listed in this tab. The status will be "Processing" when IN-D Doc Element Identifier component is processing the document for correcting the skewness in the document if present. Once the processing is complete, the batch becomes clickable and is ready to do the first review.

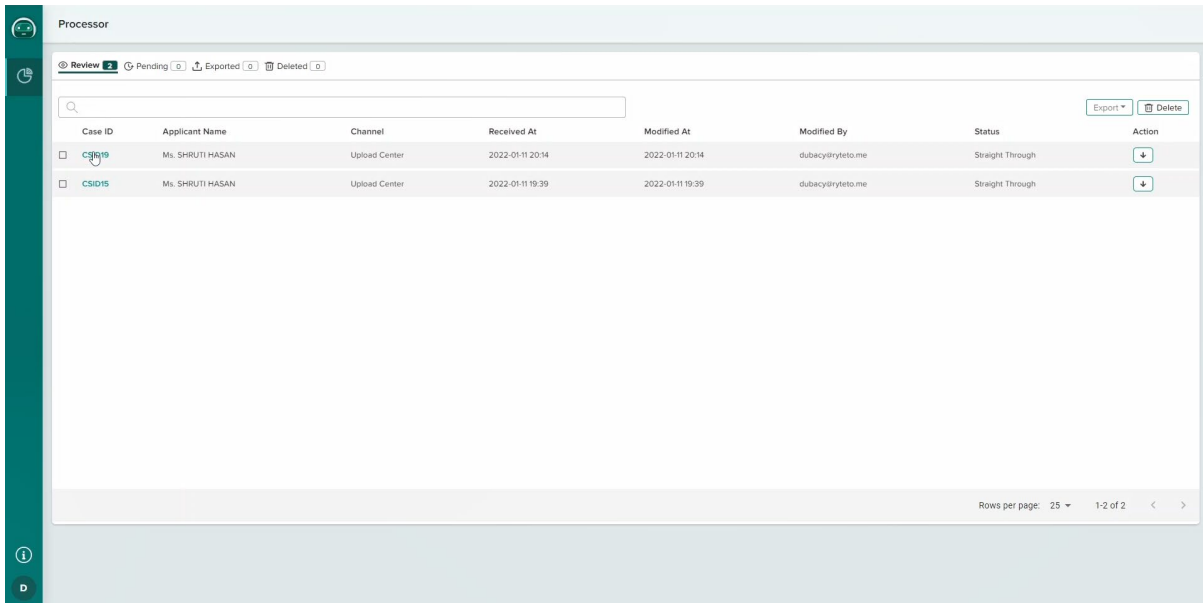


Provision to reassure the uploaded documents before the digitization is given. This gives an opportunity to reject the batch or split/merge documents or even delete any specific pages/documents before sending it to the extraction queue. The processor needs to click on "Mark as ready" to show their approval for the batch. The document is sent to the extraction queue post that.



## 2. Reviewing extracted output

Once the extraction is done, the batches will be available in the "Review" tab with the confidence status from IN-D engine. The status will be "Straight through" if the engine finds it confident. The same will be "To be reviewed" if it is not.



On clicking a batch, the user can be able to look at the extracted text and table fields. To switch between the different documents uploaded in the same batch, the user can click on the dropdown button next to the Job ID tab available in the screen.

Few key features are available in this screen to enable faster review. It is recommended to use all these features to reduce the turnaround time in multiple folds.

1. Pick-data popup that helps the processor to pick any text written in the document just by clicking or dragging.

- Confidence score that shows the level of confidence which can be used by the processor to skip the green marked items
- Provisions are given to show where it is taking the information from helping better review in no time

The screenshot displays a document processing interface. On the left, a sidebar titled 'TEXT FIELDS' lists various invoice details with green checkmarks indicating successful extraction. The main area shows a scanned document with a red box highlighting the 'Syama Prasad Mookerjee Port KOLKATA DOCK SYSTEM' section. A 'Paid/Debited' stamp is also visible on the document.

Click on the "Save Document" button once satisfied with the results. You can look at the extracted table information in the "Table" tab in the top. If you click on a cell in the table in the bottom, it will show where the data lies in the document in the image view on top.

The screenshot shows the 'TABLE' view of the document processing interface. A table of 'PARTICULARS' is displayed with columns for SL No., Description, Quantity, Rate, and Amount. A red box highlights a specific row in the table, and a corresponding image view at the top shows the location of that data in the original document.

SL No.	PARTICULARS	QUANTITY	RATE (Rs.)	AMOUNT (Rs.)
[ SAC ]				
	<b>Container Composite Box Charge</b>			
1)	[996711] Foreign: Non-ODC: NON-ICD: 20 Ft.: Loaded (Berth - NS04BS)	5.0	5405.46	27027.00
	<b>Container Lifting at Yard (SOR S.11.3)</b>			
2)	[996711] Only port is involved: Foreign: 20 Ft.	5.0	608.12	3041.00
	<b>Calcutta Dock Labour Board</b>			
3)	[996711] 20 Ft.	5.0	1250.00	6250.00
	<b>Lashing /De-Lashing charges</b>			
4)	[996711] 20 Ft.	5.0	125.39	627.00
	<b>MUC Charge On Container</b>			
5)	[996711] 20 Ft.	5.0	170.00	850.00
	<b>Value of Services --&gt;</b>			<b>37,795.00</b>
	6) Central GST @ 9% on value of the Services			3402.00

Processors can reassure the table extraction by confirming the structure of table it has detected. IN-D's table detection module will be providing the table boundary information for reassurance. The rows and columns can be rearranged if the table is not detected with cent percent accuracy.

62 MARK AS REVIEWED SAVE DOCUMENT

TEXT FIELDS TABLE

Quantity	Unit Price	Amount
<b>Container Composite Box Charge</b>		
1) [996711] Foreign: Non-ODC: NON-ICD: 20 Ft.: Loaded (Berth - NS04BS)	5.0	5405.46
<b>Container Lifting at Yard (SOR S.11.3)</b>		
2) [996711] Only port is involved: Foreign: 20 Ft.	5.0	608.12
<b>Calcutta Dock Labour Board</b>		
3) [996711] 20 Ft.	5.0	1250.00
<b>Lashing / De-Lashing charges</b>		
4) [996711] 20 Ft.	5.0	125.39
<b>MUC Charge On Container</b>		
5) [996711] 20 Ft.	5.0	170.00
<b>Value of Services --&gt;</b>		<b>37,795.00</b>
6) Central GST @ 9 % on value of the Services		3402.00
7) State GST @ 9 % on value of the Services		3402.00
<b>Rupees Forty-Four Thousand Five Hundred Ninety-Nine only.</b>		<b>Gross Bill Amount --&gt; 44,599.00</b>

**Agent:** GOODHOPE CLEARING & FORWARDING PVT.LTD.  
**Remarks:** Line No :: 226 B/E No :: 6920684 Date :: 01/01/2022

Table 1 Use Magic Grid Read Table

QUANTITY	UNIT PRICE	AMOUNT
Container Composite Bo	5.0	5405.46
2) [996711] Only port is in	5.0	608.12
3) [996711] 20 Ft. Lashin	5.0	1250.00
4) [996711] 20 Ft. MUC C	5.0	125.39
5) [996711] 20 Ft.	5.0	170.00

Once satisfied with the structure, the user can click on "Read table" to redo the calculations and mapping.

Click on the save document to save the progress and proceed to the next document in the same batch. The "Mark as Reviewed" button must be clicked to mark all the documents in the batch to "Reviewed" and change the status of the batch as "Reviewed".

Now the user can click on the export button after choosing the respective batch to export it for downstream processing or decision making. The options to export both as JSON and spreadsheets are given for integrations and analysis purposes respectively.

Processor

Review 2 Pending Exported Deleted

Export Delete

Case ID	Applicant Name	Channel	Received At	Modified At	Modified By	Status
<input checked="" type="checkbox"/> CSID19	Ms. SHRUTI HASAN	Upload Center	2022-01-11 20:14	2022-01-11 20:14	dubacy@ryteto.me	Straight Through
<input type="checkbox"/> CSID15	Ms. SHRUTI HASAN	Upload Center	2022-01-11 19:39	2022-01-11 19:39	dubacy@ryteto.me	Straight Through

Export as XLSX  
Export as JSON

Rows per page: 25 1-2 of 2