

Receipts in a shoebox?

From now on, every receipt arrives already read.

Batch scans, mobile photos, emails, bank statements, and tax assessments. This guide demonstrates how PaperOffice separates, reads, and organizes your clients' documents into a dedicated Workspace for each client—enabling your team to focus on verification rather than sorting.



TRY IT YOURSELF IN 45 MINUTES

A typical client month represented by six file types: batch scan, cash receipt photo, email, bank statement, tax assessment, and an invoice with a calculation error. Includes a test package for you to try yourself.

WHY THIS GUIDE

The bottleneck isn't the verification. It's the sorting.

Clients submit documents whenever convenient: a stack of paper, a photo of a receipt, or a forwarded email. Before your firm can verify anything, someone must first sort through the chaos.



In many tax advisory firms, the month begins with unpacking. Receipts are separated, rotated, manually transcribed, and assigned to the correct client. This is work no one trained for to become a tax advisor—and it only grows more demanding each year.

This guide demonstrates how PaperOffice takes over this process: one Workspace per client, multiple pathways for receipts, a splitter for batch scans, and data fields that your team simply verifies. Every step is illustrated with screenshots from the app. You can test it yourself in just 45 minutes using our test package.

Daniel Schönland

Founder and CEO, PaperOffice

WHO THIS IS FOR

Tax Advisory

You advise clients and require complete, legible documentation without having to sort documents yourself.

Firm Staff

You receive receipts, categorize them, and prepare them for accounting.

Corporate Accounting

You collect receipts for your firm and want to know exactly what is being processed.

WHAT YOU CAN ACHIEVE AFTERWARD

Create one Workspace per client, collect receipts via upload, smartphone, scanner, and email, split combined PDFs, extract data fields and bank statements, identify calculation errors, and see what is still missing.

OVERVIEW

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AT A GLANCE

- Each client receives their own Workspace with client number, VAT ID, and tax number.
- Receipts can be uploaded via smartphone, scanner, or email. A batch scan is automatically split into individual receipts by the PDF AI splitter.
- AI-DMS Premium reads the type, issuer, amounts, and numbers, with each field linked to the corresponding snippet from the receipt.
- The audit by AI-DMS Ultra identifies calculation errors, while an IDP template processes bank statements line by line.
- Posting continues in your practice management software. PaperOffice delivers the data via export, API, or webhook.

01 · THE SHOEBOX AT MONTH-END

One box, one month. And tomorrow is the filing deadline.

Monday, 8:15 a.m. Jonas Albers, owner of Elektrotechnik Albers e. K., places a box on the firm's desk: the receipts from October.



Inside the box are the invoice from the electrical wholesaler, a two-page mobile phone bill, two fuel receipts, and entertainment receipts, all pulled through the scanner in a single stack. Added to this are a mobile phone photo of the cash register receipt from the office supply store, a forwarded email with the software invoice, and the bank statement.

On top lies the VAT assessment for 2025 with an additional payment and a deadline. And in one tool invoice, the total does not add up, which no one notices when typing it in.

THE REAL HURDLE

Your team can only begin reviewing once every receipt is individually filed, legible, and assigned to the correct client. Most of the time is lost before that point.

02 · WHAT HOLDS RECEIPTS UP IN THE FIRM

Four time-wasters. Each one small on its own.

Hardly any receipt is difficult on its own. The time is consumed by the fact that they arrive in every conceivable form and must first be put in order.

Everything in one scan

The client scans the entire stack as a single PDF. Someone must then assign each page to its respective receipt.

Many ways

Paper, photos, emails, bank statements. Each source ends up in a different place, and none of them are already processed.

Manual data entry

Issuer, number, date, and amount are entered by hand. This leaves room for transposition errors and calculation mistakes.

What is missing?

You only discover whether a value is missing or if a tax assessment has a deadline once you open each document individually.

TIME SINK	HOW PAPEROFFICE HELPS	IN THE TEST
Everything in a single scan	The PDF AI splitter separates the stack into individual receipts	5 pages, 4 receipts
Many paths	Upload, smartphone, scanner, and email all deliver into the same Workspace	6 files, one Workspace
Manual entry	Data fields with a section of the receipt, arithmetic verification with Ultra	Total 10 euros too high, found
What's missing?	Document status, view "IDP Review" for missing fields	Tax assessment: remaining payment in the name and summary

Actual results from our test run on October 19, 2026, using AI-DMS Premium and, for calculation verification, AI-DMS Ultra.

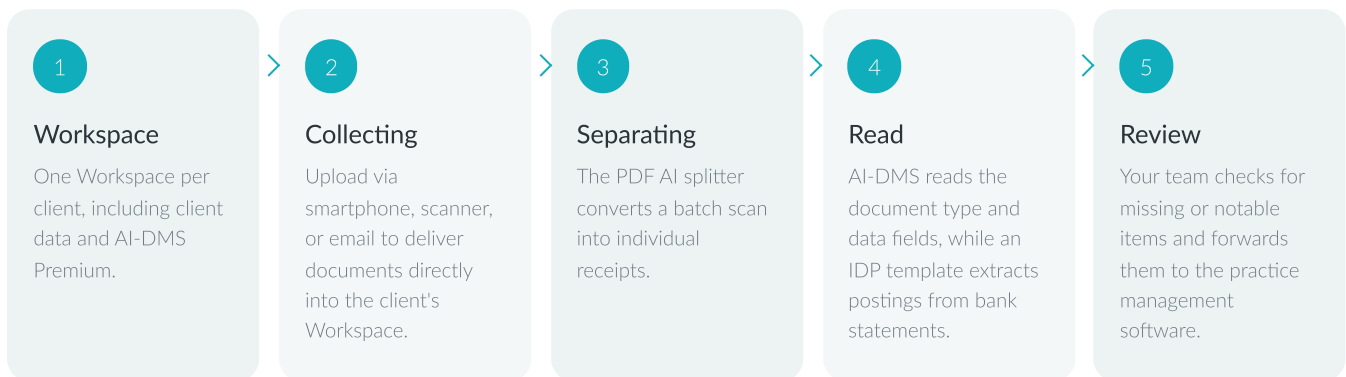
WHAT REMAINS IN YOUR HANDS

Expert review, booking, and advisory services. PaperOffice prepares the documents and highlights any anomalies.

03 · THE PROCESS AT A GLANCE

Five key stages. From the box to handover.

Every receipt follows the same path, whether scanned, photographed, or received via email.



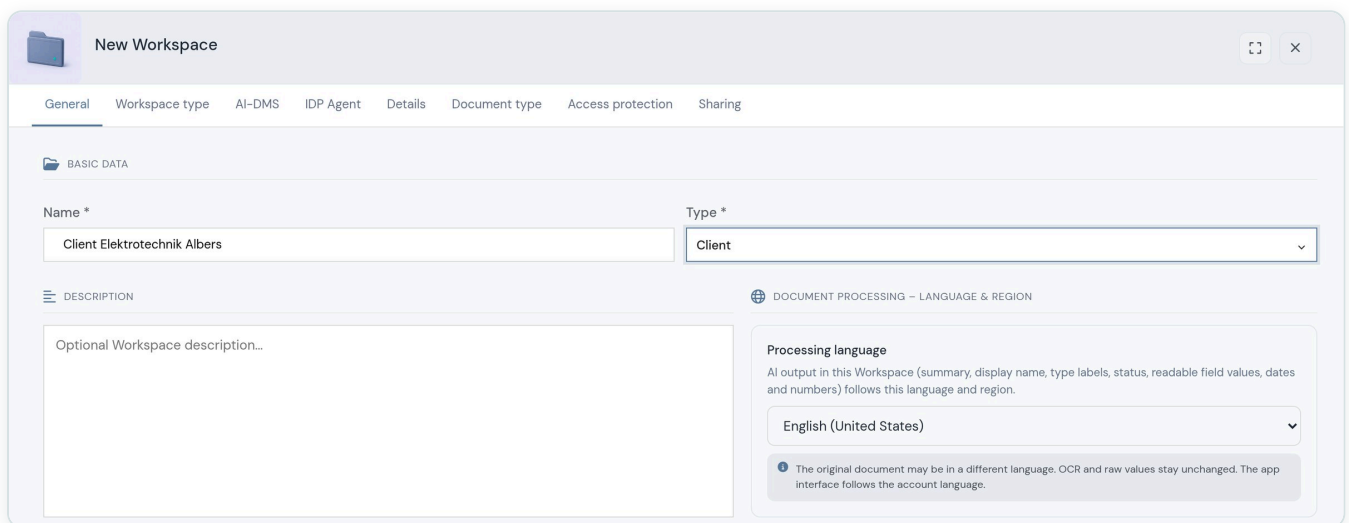
STATION	THIS IS WHAT PAPEROFFICE DOES	YOUR FIRM DETERMINES THIS
Workspace	creates the client with type and tax data	Naming scheme and team permissions
Collect	accepts files, photos, scans, and emails	which channels each client uses
Separate	recognizes where one receipt ends and the next begins	Splitter level and target Workspace
Read	Type, issuer, amounts, numbers, postings	Which level and which templates
Review	Displays missing fields, status, and findings	Who reviews and how it is handed over



04 · ONE WORKSPACE PER CLIENT

One client, one Workspace. With their tax data.

Each client receives their own Workspace. Under **General**, select “Client” as the type, and enter their details under **Details**.



- 1 **Create.** Enter the designation “Client Elektrotechnik Albers” and type “Client”. The processing language determines the language in which the summary, type, and field values appear.



- 2 **Client Data.** Under **Details**, you will find the client number, VAT ID, and tax number; in the test environment, these are 10427 and 43/618/02291.

Type Business

Under “Workspace type”, Business enables details, access protection, and external sharing.

Level Premium

Under “AI-DMS”, select Premium.
This level reads business fields such as amounts, numbers, and dates.

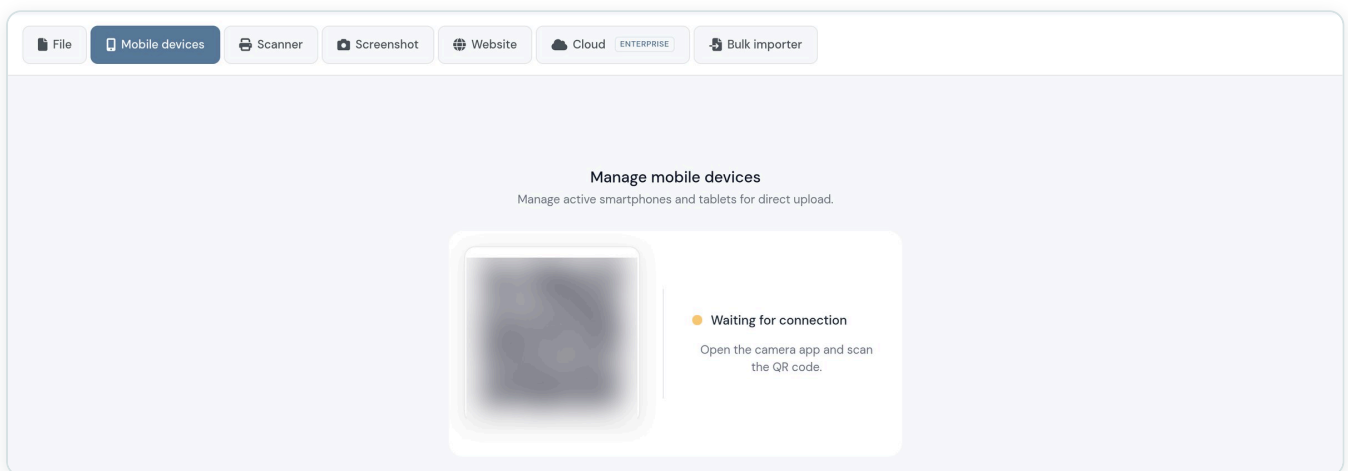
Start Processing

“Best Effort” starts without a time guarantee. For faster results, choose a guaranteed start.

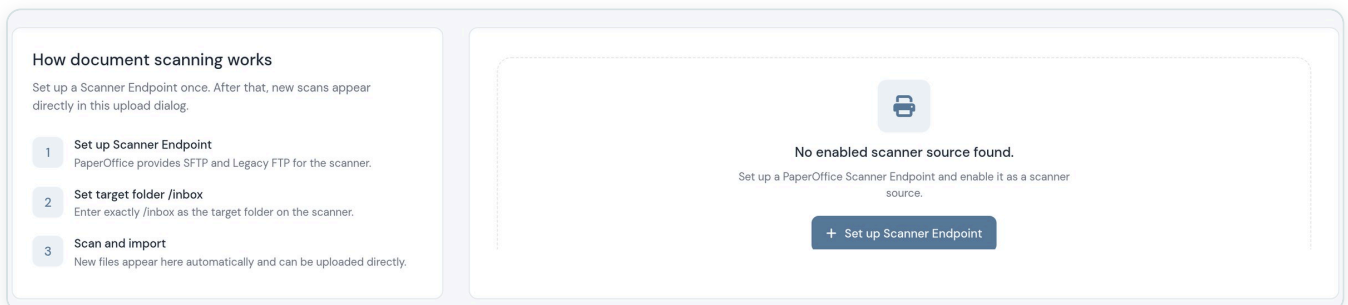
05 · COLLECTING RECEIPTS

Four ways in. All into the same Workspace.

In the Workspace under **Add document**. Next to the “File” tab, you will find “Mobile devices” and “Scanner”. You can upload emails as.eml files or retrieve them from a mailbox via Connector.



- 1 **Smartphone.** In the “Mobile devices” tab, scan the QR code with your camera app. From then on, photos go directly into this Workspace.



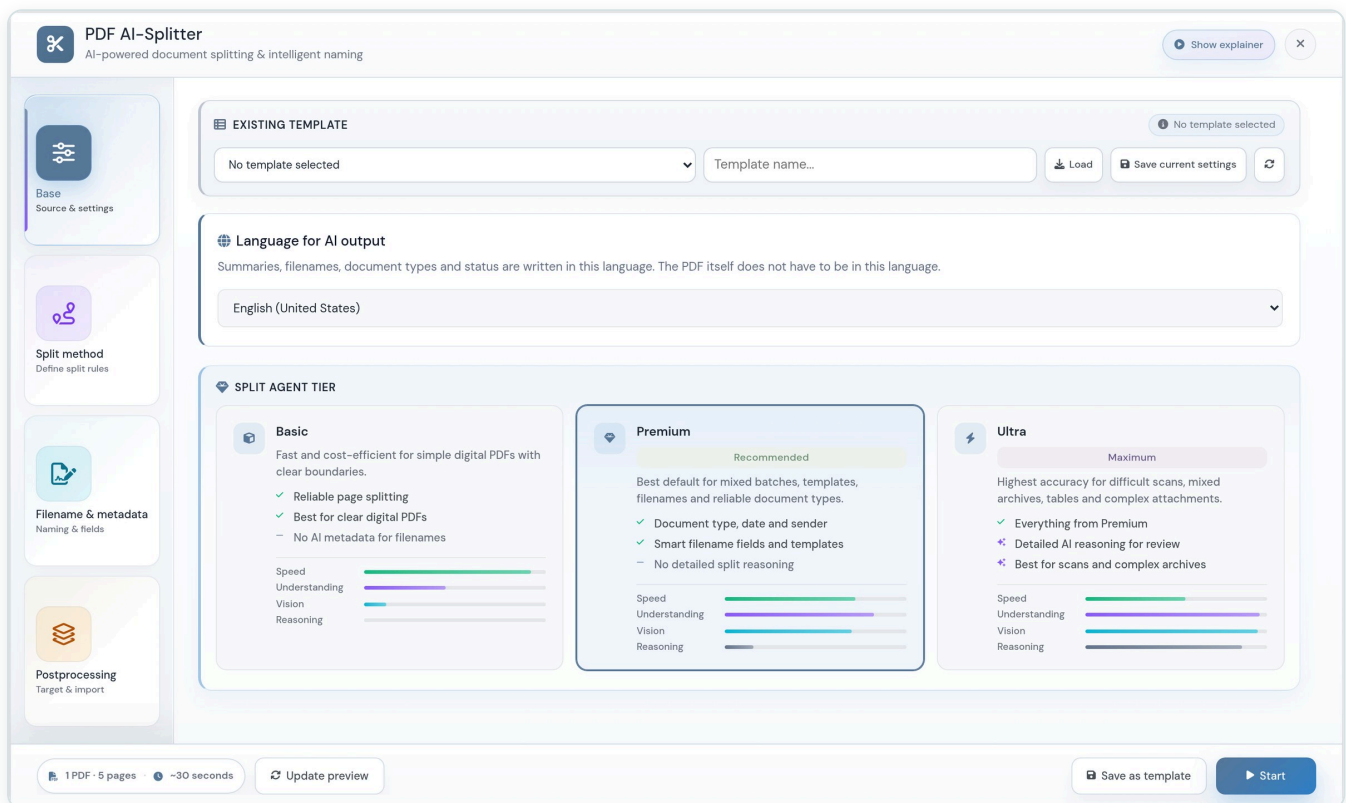
- 2 **Scanner.** Set up a scanner endpoint once (SFTP or Legacy-FTP), and specify /inbox as the destination folder on the scanner. New scans will then appear in the upload dialog.



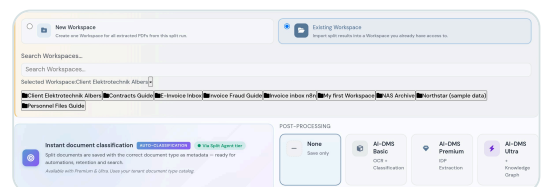
06 · SPLITTING BATCH PDFS

One scan with five pages. Four separate receipts afterwards.

Select the combined scan, then **Actions** > **Agents & workflows** > **Split**, “Interactive dialog” and “Continue”.



- 1 **PDF AI splitter.** On the left, the four steps; on the right, the language for AI output and the level. Premium is the recommended choice for mixed batches. Below: 1 PDF, 5 pages, approximately 30 seconds.
- 1 **Select target:** Choose the “Existing Workspace” of the client under “Postprocessing”.
- 2 **Start:** “Start”. In the test, four receipts were stored and classified.
- 3 **Save as template:** Apply the same settings for each client.



GOOD TO KNOW

The batch scan stays in the Workspace and the receipts are added as separate documents. You no longer need the original scan afterward.

07 · WHAT PAPEROFFICE READS

Every field on the receipt. Verify instead of re-typing.

After reading, each document is assigned a type, a descriptive name, and a summary. The extracted values are available in the **Data Fields** tab.

The screenshot displays the Paperoffice interface. On the left, a receipt from KESSLER Elektrotechnik Albers e. K. is shown. The receipt includes a header with the company name and address, a section for the invoice number (KE-26-08841) and date (13.10.2026), and a table of items. The items table has columns for position, description, quantity, unit price, and total price. The total price is 728.76 EUR. On the right, the 'Data Fields' tab is active, showing a list of extracted fields with their values and a 'Copy' button for each. The fields include Currency (EUR), Document Number (KE-26-08841), Gross Amount (728.76), and Net Amount (612.4).

Pos.	Bezeichnung	Menge	Einzelpreis	Betrag
1	Mantelleitung NYM-J 3 x 1,5 mm², Ring 100 m	2	64,90 EUR	129,80 EUR
2	Schuko-Steckdose UP, reinweiß	40	3,95 EUR	158,00 EUR
3	Leitungsschutzschalter B16, 1-polig	24	8,45 EUR	202,80 EUR
4	FI-Schutzschalter 40 A / 30 mA, 4-polig	2	60,90 EUR	121,80 EUR
Nettobetrag				612,40 EUR
Umsatzsteuer 19 %				116,36 EUR
Rechnungsbetrag				728,76 EUR

- The invoice from the batch scan. On the left the receipt, on the right the values read from it: currency EUR, document number KE-26-08841, gross amount 728.76 and net amount 612.4. Each value comes with the snippet it was read from and a copy button.

The screenshot shows the AI-DMS processing dialog. It has three tabs: 'Client Elektrotechnik Albers', 'Ultimate power', and 'AI-DMS Ultra'. Each tab has a list of features and a 'Process with' button. The 'AI-DMS Ultra' tab is selected, showing features like 'Maximum depth: MEGA Vision, Knowledge Graph, paragraph chunks and cross-document reasoning', 'Knowledge Graph and LLM relations', 'Paragraph chunks and cross-document reasoning', 'MEGA Vision tables, charts, forms and barcodes', and 'Entity resolution for connected knowledge'.

Choose the level afterwards

Select documents, **Actions** > **AI-DMS**, then "Process with Basic", "Process with Premium" or "Process with Ultra". Split receipts automatically get the AI-DMS level of the target Workspace; you can change it in the dialog beforehand.

Recognized in the test

"Invoice", "Receipt / Voucher", "Bank Statement" and "Tax Assessment", the email invoice with the "Email" label.

08 · FINDING CALCULATION ERRORS

410 plus 77.90 does not equal 497.90.

The calculation check is part of the AI-DMS Ultra audit, also for single invoices.

BRINKMANN
Werkzeuge OHG

Werkzeug Brinkmann OHG · Billstraße 61 · 20539 Hamburg

Elektrotechnik Albers e. K.
Jonas Albers
Lerchenweg 12
22297 Hamburg

Rechnungsnummer WB-2026-0918
Rechnungsdatum 20.10.2026
Lieferdatum 20.10.2026
Kundennummer 5521
Fällig am 03.11.2026

Rechnung WB-2026-0918

Sehr geehrter Herr Albers,
für Ihren Einkauf vom 20.10.2026 berechnen wir:

Pos.	Bezeichnung	Menge	Einzelpreis	Betrag
1	Akku-Bohrschrauber 18 V, Set mit 2 Akkus	1	289,00 EUR	289,00 EUR
2	Bit-Set 32-teilig	1	34,00 EUR	34,00 EUR
3	Spannungsprüfer zweipolig	1	87,00 EUR	87,00 EUR
			Nettobetrag	410,00 EUR
			Umsatzsteuer 19 %	77,90 EUR
			Rechnungsbetrag	497,90 EUR

Zahlbar bis 03.11.2026 ohne Abzug.

Mit freundlichen Grüßen
Werkzeug Brinkmann OHG

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Overview
Properties
Data Fields
Storage Paths
Activities
Audit 1
Revisions

Connections

✓ Tax Compliance

No signals

1/1

Low

✓ Fraud Risk

No signals

1/1

Low

✓ Geographic Mismatch

No signals

1/1

Low

✓ Data Consistency

No signals

1/1

Low

✓ Missing Data

No signals

1/1

Low

✓ Plausibility Check

No signals

1/1

Low

✓ Payment risk

No signals

1/1

Low

✓ Visual authenticity

No signals

1/1

Low

✓ Regulatory Compliance

No signals

1/1

Low

✓ Sensitive Data Exposure

No signals

1/1

Low

✓ Threatening Content

No signals

1/1

Low

Detailed findings & recommendations

1 FINDINGS

SEVERITY	FINDING	STATUS
5/10	Calculation Error CALCULATION ERROR PDF forensics: Net plus VAT does not equal the gross amount Recommendation: Check the PDF manually and compare it with the visible document content. Evidence: 410.00 + 77.90 ≠ 497.90	REVIEW REQUIRED ✓ Mark as reviewed Create task

- The tool invoice from the test package. All review areas without signals except one finding: "Calculation Error", severity 5 out of 10, "PDF forensics: Net plus VAT does not equal the gross amount". Evidence: 410.00 + 77.90 ≠ 497.90.

Invoice WB-2026-0918 - Brinkmann OHG to Alb...

Invoice

Werkzeug Brinkmann OHG

Elektrotechnik Albers e. K.

WB-2026-0918

Akku-Bohrschra...

1 hour ago

10/19/2026, 09:54 PM

HITL required

AI-DMS Ultra

- In the list, the invoice is labeled "HITL required" and "AI-DMS Ultra". Initiated via **Actions** > **AI-DMS** , "Process with Ultra".

Mark as reviewed

PaperOffice records who resolved the finding and when.

Create task

For example a question to the client, with deadline and owner.

09 · BANK STATEMENTS: CREATE THE TEMPLATE ONCE

An IDP Agent for bank statements. Create once, use every month.

AI-DMS identifies the document as a bank statement. Individual line items are read by a IDP Agent. Mark the bank statement, [Actions](#) > [Agents & workflows](#) > [IDP](#) , “Create new agent”.

Create IDP Agent Bank Statement de_DE What are IDP Agents?

Document country: All document countries | Categories: All (65) | Response language: English | Format region: DE | ☐ Show recommended only | [Import template](#) |

Template Document country

Free templates
Custom extraction schema: define fields, prompts and types in the agent editor. Each option starts with a short-summary field and includes a matching default model with a clear field limit.

Import template
Apply an existing agent template from a file
[JSON file](#)

Predefined templates

- Analyze Bank Statement**
Recognizes: Account No., Bank Code, Account Holder, Period, Transactions, Balance
[Finance & Accounting](#) [Matches detected document type 'Bank Statement'](#)
- Bank Statement CAMT.053 (ISO 20022)**
Deterministic extraction from CAMT.053 bank statements (ISO 20022).
[Finance & Accounting](#)
- US Bank Statement**
US bank account statement with balances, period and transaction tables.
[Finance & Accounting](#)

Analyze Bank Statement
Finance & Accounting
Recognizes: Account No., Bank Code, Account Holder, Period, Transactions, Balance

Recommended model
[Premium Pro Max](#)
Recommended level for this template: same AI-DMS family, Pro Max.

Fields (13)

- Account number
- Account holder
- Statement period
- Opening balance
- Closing balance
- Total deposits
- Total withdrawals
- Number of transactions
- Transactions
- Bank name
- Statement date
- Service charges

[Cancel](#) [Create agent](#)

- 1 Select template.** Search for “bank statement”, select “Analyze Bank Statement”: account number, account holder, period, balances, and transactions (13 fields). Then click “Create agent”.
- 1 Select model:** In the Agent Editor under “Change AI model”, choose model “Premium Pro Max”.
- 2 Test:** “Start full test run”. In the test, all 13 fields contained a value.
- 3 Save:** “Save and close”. The agent is then ready for every bank statement.

Every field of the template is set up as a required field with HITL review.

10 · EVERY TRANSACTION AS A ROW

Eight transactions. Eight rows to reconcile.

Open the **Data Fields** tab in the bank statement, select “Apply agent”, and choose agent “Analyze Bank Statement”.

MUSTERBANK
Hamburg eG

Musterbank Hamburg eG · Jungfernstieg 1 · 20354 Hamburg
Elektrotechnik Albers e. K.
Jonas Albers
Lerchenweg 12
22297 Hamburg

Kontoauszug
Nr. 10/2026
Zeitraum 01.10.-31.10.2026
Kontoinhaber Elektrotechnik Albers e. K.
IBAN DE86 0000 0000 7720 0345 18
BIC MUSTDEHHXXX

Kontoauszug Geschäftskonto

Buchung	Wert	Vorgang	Betrag EUR
Anfangssaldo 30.09.2026			12.480,15
01.10.2026	01.10.2026	SEPA-Lastschrift: Planwerk Software GmbH - PW-2026-10-3317 Abo Oktober	- 58,31
06.10.2026	06.10.2026	Gutschrift Bauherrengemeinschaft Lerchenhof - Rechnung 2026-118 Elektroinstallation	+ 3.570,00
09.10.2026	10.10.2026	Kartenzahlung Tankstelle am Ring - girocard 09.10. 07:42	- 81,60
15.10.2026	15.10.2026	SEPA-Lastschrift: Funkwerk Telekommunikation GmbH - FW-2610-55102 Kd 7710348	- 50,00
16.10.2026	17.10.2026	Kartenzahlung Restaurant Fleetblick - girocard 16.10. 13:18	- 50,70
27.10.2026	27.10.2026	Überweisung Kessler Elektrogroßhandel GmbH - KE-26-08841 Kd 30417	- 728,76
29.10.2026	29.10.2026	Gutschrift Hausverwaltung Nordring GmbH - Rechnung 2026-121	+ 1.249,50
30.10.2026	30.10.2026	Überweisung Finanzamt Musterstadt - US: 09/2026 StNr 43/618/02291	- 1.112,40
Endsaldo 31.10.2026			15.217,88

Bitte prüfen Sie die Buchungen. Einwendungen gegen den Rechnungsabschluss sind innerhalb von sechs Wochen zu erheben.

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Overview Properties **Data Fields** Storage Paths Activities Audit Revisions

Connections

Total withdrawals: -1385.67

VAT Amount: 0

Transactions TABLE AI 8 rows · 3 Columns

Copy for Excel

	Position	Description	Total Price
1	01.10.2026, 01.10.2026	SEPA-Lastschrift Planwerk Software	-58.31
2	06.10.2026, 06.10.2026	Gutschrift Bauherrengemeinschaft L	3570
3	09.10.2026, 10.10.2026	Kartenzahlung Tankstelle am Ring · g	-81.6
4	15.10.2026, 15.10.2026	SEPA-Lastschrift Funkwerk Telekom	-50
5	16.10.2026, 17.10.2026	Kartenzahlung Restaurant Fleetblick	-50.7
6	27.10.2026, 27.10.2026	Überweisung Kessler Elektrogroßhan	-728.76
7	29.10.2026, 29.10.2026	Gutschrift Hausverwaltung Nordring	1249.5
8	30.10.2026, 30.10.2026	Überweisung Finanzamt Musterstadt	-1112.4

✓ The bank statement from the test package. Transaction Count 8, Currency EUR, below it the table with date, description and amount for each transaction, from the subscription to the credit to the payment to the tax office.

Copy for Excel

The button above the table copies all rows, for example, for reconciliation with receipts.

Related receipts

The postings reference the receipt numbers, such as KE-26-08841. This allows you to locate the receipt in the Workspace.

Balances

The opening and closing balances are provided as separate fields — in the test, EUR 12,480.15 and EUR 15,217.88.

11 · TAX ASSESSMENTS AND WHAT IS STILL MISSING

What is due is on the notice. What is missing, a view shows.

A tax assessment gets the type "Tax Assessment". Its name and summary state the remaining payment, the due date is on the notice itself.

Finanzamt Musterstadt
Musterplatz 1 · 20000 Musterstadt

Finanzamt Musterstadt · Musterplatz 1 · 20000 Musterstadt
Elektrotechnik Albers e. K.
Jonas Albers
Lerchenweg 12
22297 Hamburg

Steuernummer 43/618/02291
Datum: 12.10.2026
Veranlagungszeitraum 2025

Bescheid für 2025 über Umsatzsteuer
Der Bescheid ist nach § 164 Abs. 1 AO nicht mehr unter dem Vorbehalt der Nachprüfung.

Festsetzung

Bezeichnung	Betrag
Festgesetzte Umsatzsteuer 2025	18.412,50 EUR
Abzüglich bisher festgesetzt (Voranmeldungen 01-12/2025)	18.012,50 EUR
Verbleibende Nachzahlung	400,00 EUR

Bitte zahlen Sie die Nachzahlung von **400,00 EUR** bis zum **16.11.2026** unter Angabe der Steuernummer.

Tax Assessment VAT 2025 - Albers e.K. - 400 EUR.pdf
Tax Assessment Notice for VAT 2025
This document is a tax assessment notice from the Finanzamt Musterstadt addressed to Elektrotechnik Albers e. K. regarding the VAT for the year 2025, resulting in a remaining payment of 400.00 EUR.

KF Added by Kevin Flynn on Yesterday at 10:53 PM
KF Last modified by Kevin Flynn on Yesterday at 10:54 PM

- 1 The tax assessment from the test package. Type "Tax Assessment", name and summary with the remaining payment of EUR 400.00. The due date, 16 November 2026, is on the notice.



Client Elektrotechnik Albers

Options Manual review required Value could not be recognized Optional field not filled Current versions Add document

DOCUMENT	DOCUMENT TYPE	KEYWORDS	DOCUMENT STATUS	ADDED	AUTOMATION
----------	---------------	----------	-----------------	-------	------------

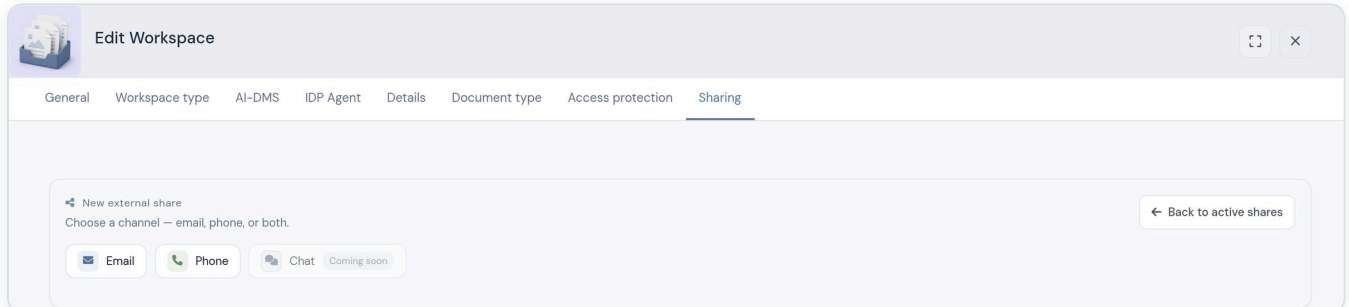
- 2 View "IDP Review". Under Options > Configure view, "IDP Review" shows only documents with missing or incomplete IDP fields, filtered by "Manual review required", "Value could not be recognized" and "Optional field not filled". In our English test run the list stayed empty.

12 · HANDOVER TO YOUR FIRM SOFTWARE

Booking is performed on your end. The data arrives ready-to-use.

PaperOffice does not book entries nor transmit anything to the tax office. It delivers receipts and extracted data directly to the software your firm uses for daily operations.

PATH	HOW IT WORKS	IDEAL FOR
Share & Export	Actions › Share & export on selected documents	individual clients, follow-up queries
Copy for Excel	Button above tables such as bookings	Manual reconciliation
REST-API	Upload documents, extract fields, and integrate via API key	Integration with firm software
Webhook	Notification "document.processed" as soon as a document is ready	Automatic transfer



- External sharing.** You share a Workspace of type Business externally under [Edit Workspace](#) › [Sharing](#) . As the channel, choose email, phone or both.

MORE ABOUT THE INTEGRATION

Our practical guide "n8n + PaperOffice" shows you step by step how the API and webhook work together: upload the invoice, read the fields, receive the notification via webhook.

Seven questions before your first client.



Does PaperOffice handle the bookkeeping?

No. PaperOffice separates, reads, and organizes receipts. The actual booking takes place in your firm's accounting software; a DATEV interface is not part of this guide.

How do the receipts reach us?

Via upload, smartphone using the QR code, scanner via SFTP into the /inbox folder, or as an email — including from a mailbox via Connector.

What happens with combined scans?

The PDF AI splitter separates documents into individual receipts and stores them in the Workspace of the client.

Which processing level do we need?

AI-DMS Premium for type and data fields. The calculation check belongs to Ultra, which you can also initiate for individual invoices.

Does PaperOffice read every booking?

With the IDP Agent "Analyze Bank Statement": Each booking becomes a line item, complete with date, transaction details, and amount.

Where can we see what is still missing?

In the "IDP Review" view and in the document summary, for example the remaining payment of a tax assessment.

What does it cost?

Every processing step costs Credits, depending on the level. The exact amounts are on the pricing page: paperoffice.ai/en/pricing.

14 · TRY IT YOURSELF IN 45 MINUTES

Download the test package. Simulate one month for a client.

Six invented files from a German electrical contractor, in German like your clients' receipts, show the whole path: from the batch scan to the calculation check.

TAX ADVISORY TEST PACKAGE

Six files and a guide (README.txt)

Scan_Belege_Oktober.pdf Batch scan, 5 pages with 4 receipts
 Foto_Beleg_Papierhaus.jpg Smartphone photo of a cash register receipt
 E-Mail_Planwerk_Rechnung_Oktober.eml Email with invoice attachment
 Kontoauszug_2026-10_Musterbank.pdf Bank statement for October, 8 transactions
 Steuerbescheid_USt_2025.pdf VAT assessment with additional payment
 Rechnung_WB-2026-0918_Brinkmann.pdf Invoice with a calculation error
paperoffice.ai/downloads/paperoffice-ai-test-package-tax-advisors.zip



- 1 **Create Workspace:** at app.paperoffice.ai, Type "Client", Workspace type Business, AI-DMS Premium.
- 2 **Upload:** all six files via "Add document", preferably the photo via your smartphone.
- 3 **Split:** separate the batch scan into individual Workspace documents using the PDF AI splitter (Chapter 06).
- 4 **Bank Statement:** create and apply the IDP Agent "Analyze Bank Statement" (Chapters 09 and 10).
- 5 **Calculation check:** start the Brinkmann invoice via **Actions** > **AI-DMS** with "Process with Ultra", then open the "Audit" tab.

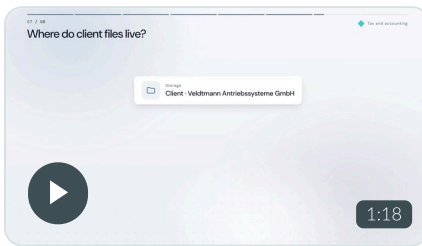
FILE	TEST RESULT
Batch Scan	4 Documents: Kessler, Funkwerk (2 pages), gas station, restaurant
Cash Receipt Photo	"Receipt / Voucher", Papierhaus Ottensen, EUR 23.80
Email	Invoice PW-2026-10-3317 with the label "Email"
Bank Statement	Bank statement, with the IDP Agent 8 transactions as a table
Tax Assessment	"Tax Assessment", remaining payment EUR 400.00 in the name and summary
Invoice Brinkmann	with Ultra: "Calculation Error" (5), $410.00 + 77.90 \neq 497.90$

All company names, addresses, tax numbers, bank details, and amounts in the test package are fictional. The cost of the test is shown on the pricing page: paperoffice.ai/en/pricing.

15 · VIDEOS ON THE TOPIC

Prefer watching? Films for tax advisory firms.

Short films on paperoffice.ai, all in English. Scan the QR code with your phone camera or open the link.



Tax Advisory Firms

Client receipts, read and organized.

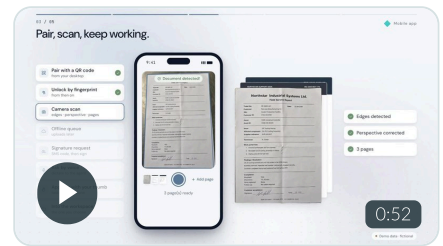
paperoffice.ai/l/loesungen-branche-st-euerberater



IDP Agents

Extract fields and tables from any document.

paperoffice.ai/l/idp



Mobile App

Photograph and upload receipts on the go.

paperoffice.ai/l/mobile-app



MORE IN THE ACADEMY

You can find all lessons and webinars at paperoffice.ai/l/academy, organized by topic from the initial Workspace to integration.

16 · YOUR FIRST CLIENT IN FIVE DAYS

Start with one client. Then add each subsequent one.

To get started, you only need one willing client and the receipts from a single month.

1

Day 1 · Workspace

Create Workspace "Client ...": Type Client, Business, client data, AI-DMS Premium. Define a naming convention for all clients.

2

Day 2 · Incoming Documents

Set up the scanner endpoint, pair your smartphone, and connect your mailbox via Connector.

3

Day 3 · Batch Scans

Separate a stack using the PDF AI splitter and save the settings as a template.

4

Day 4 · Bank Statements

Create IDP Agent "Analyze Bank Statement", test it, and apply it to the month's statement.

5

Day 5 · Review Routine

Define who checks the "IDP Review" view daily, which invoices are processed via Ultra, and how data is handed over to your practice management software.

MEASURE THESE FOUR VALUES

Receipts

Receipts per client and month arriving in Workspace

Zero Rework

The share of documents that do not appear in "IDP Review"

Time to Handover

Duration from receipt entry to handover to your practice management software

Assessments due

Tax assessments with an additional payment and their deadlines

Measure the first month precisely. Only by comparing it with subsequent months will you see how much sorting work is eliminated.

17 · CHECKLIST AND START

Before you expand.

- ☐ Every client has their own Workspace with client number, VAT ID, and tax number.
- ☐ The Workspaces run on AI-DMS Premium.
- ☐ Ingestion is fully configured: upload, smartphone, scanner, and email.
- ☐ A saved splitter template is available for batch scans.
- ☐ The IDP Agent “Analyze Bank Statement” has been created and tested.
- ☐ It is determined which invoices will be verified using Ultra.
- ☐ Someone reviews the “IDP Review” view and open tax assessments daily.
- ☐ A run with the test package has been completed.

GET STARTED NOW

Create your account, set up your first client Workspace, and upload the test package. Get started for free with the Free plan—no credit card required.

app.paperoffice.ai**READ MORE****SOLUTION**

Tax advisory and accounting at
paperoffice.ai

MODULE

PDF AI Splitter: Separate batches
into individual documents

MODULE

Workspaces: Types, protection
levels, and permissions

QUESTIONS ABOUT THIS GUIDE?

Please contact us if you have any questions regarding setup or your clients.

paperoffice.ai/contact

As of October 2026. Screenshots are from a test account. All examples, company names, personal names, tax numbers, bank details, and values in this guide are fictional.
PaperOffice, paperoffice.ai.