



SHORT GUIDE · PROCESS · INVOICE PROCESSING

Open, key in and pass on every invoice? Invoices arrive read and ready for approval.

Invoices arrive by email, from the scanner, as photos and as e-invoices. This short guide shows how PaperOffice collects them in one Workspace, reads header data and line items, matches them against purchase order and delivery note and hands them to your team as a review task.

THE KEY POINT IN ONE SENTENCE

One Workspace for inbox, scanner and upload, fields with their source location, matching against purchase order and delivery note via the PO reference, duplicate notices and a review task from your amount.

01 · THE PROBLEM

Every invoice passes through many hands.

Open the envelope, scan the invoice, key in supplier, amount and PO number, look for the delivery note, pass the invoice on for approval. With many invoices a month, the time goes less into reading than into searching, comparing and following up.

WHY IT HAPPENS

Many inputs, no common place

Invoices arrive by mail, at personal inboxes, as PDFs and as e-invoices. Whoever processes them first has to gather them before the real work begins.

PO and delivery note sit elsewhere

Whether quantity and price are right only shows when comparing with purchase order and delivery note. Those sit in purchasing, in the warehouse or in another folder.

Approvals travel down the hallway

The invoice goes to the cost center and back. Whoever is out holds up the run, and nobody knows exactly where an invoice is right now.

HOW YOU NOTICE IT

- Supplier, amount and invoice number are copied into the accounting system by hand.
- For every invoice, someone searches for the matching purchase order and delivery note.
- The same invoice arrives by mail and by email and is almost entered twice.
- Approvals stall because the invoice is on the wrong desk.
- A question about an invoice sets off a search through several folders.

02 · THE WAY WITH PAPEROFFICE

Collect, read, match, then approve.

All inputs flow into one invoice Workspace. There, AI-DMS reads every invoice, an IDP Agent adds the line items, matching finds purchase order and delivery note, and a review task brings the invoice to your team.

1

Bundle the inputs

A connector fetches attachments from your invoice inbox via IMAP, and the scanner delivers via SFTP. Upload and the Mobile App come on top. Everything lands in the invoice Workspace.

[MODULE: CONNECTORS](#)

2

Recognize and read

Classification separates invoice, credit note, delivery note, purchase order and payment reminder. From AI-DMS Premium, sender, amounts and PO reference are available as fields.

[MODULE: CLASSIFICATION](#)

3

Match against PO and delivery note

The 3-way matching template reads the line items. If invoice, PO and delivery note carry the same PO reference, PaperOffice checks the amount plus quantities and prices per item number.

[MODULE: IDP AGENT](#)

4

Show and hold what stands out

From AI-DMS Premium, PaperOffice flags possible duplicates. With AI-DMS Ultra, the audit checks bank details and the VAT ID against VIES, and quarantine follows from severity 7 (default).

[MODULE: AUDIT CENTER](#)

5

Review and hand over

When a trigger rule matches, a HITL Agent creates the review task, for several people from an amount you set. You fetch the fields as Excel, CSV or JSON or via the REST API.

03 · IN THE APP

From the inbox to the review task.

Here is how to set up the invoice run. Review tasks with HITL Agents are included from the Professional plan.

1

Connect the inputs

Under **Document AI > Connectors**, create a connector for your invoice inbox with the invoice Workspace as the target. Provide the scanner input under **Document AI > Storage Mounts**, and a connector brings it there.

2

Reading depth and line items

Under **Edit Workspace > AI-DMS**, choose the Premium or Ultra tier. In the agent creator under **Actions > Agents & workflows > IDP**, the **Procurement / 3-Way Matching** process installs agents for purchase order, delivery note and invoice.

3

View the cases

In the document list, choose **Group by > Purchase order reference (PO)**. Each group shows purchase order, delivery note and invoice with the result of the match.

4

Read a variance

The invoice's **Audit** tab lists the matching rules and the deviating line items, with buttons to open purchase order and delivery note.

5

Set up the review

Under **Workflow AI > HITL Agents**, create a HITL Agent for the Workspace with a trigger rule, assign a group and set the amount in the **Amount rule**. Decisions are made under **Workflow AI > Human In The Loop Tasks**.

TIP FROM PRACTICE

The PO reference belongs on every document Matching links documents with the same PO reference in the Workspace, pairs line items by item number and compares quantities as numbers. Ask suppliers for your PO and item numbers and quantities in your unit.

04 · AN EXAMPLE

A hotel group in accounts payable.



A hotel group with five properties, with accounts payable run centrally by three employees. Suppliers of food, linen and technical services send invoices by mail and email, and delivery notes arrive at the hotels. Each hotel's management has to approve.

BEFORE

- Invoices arrive by mail and at three inboxes and are opened centrally.
- Accounts payable keys in supplier, amount and PO number by hand.
- For every invoice, they ask the hotel for the delivery note.
- For approval, the invoice goes to management by internal mail.

WITH PAPEROFFICE

- A connector fetches invoices from the invoice inbox, and paper goes through the scanner.
- AI-DMS reads sender, amounts and PO reference, and the template reads the line items.
- The hotels scan delivery notes into the same Workspace, and matching shows variances.
- The HITL Agent creates the review task, for two people from a set amount.

A made-up example for illustration. You set the approval limits and how you retain invoices yourself, and tax questions together with your tax advisor.

05 · CHECKLIST

Is your invoice intake ready for one run?

Go through these points with accounting and purchasing. Each can be answered with yes or no and shows where to improve.

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| ☐ All invoice channels lead into one Workspace: inbox, scanner, upload and Mobile App. | ☐ The AI-DMS tier for the invoice Workspace is a deliberate choice, at least Premium. |
| ☐ Delivery note and invoice carry your PO and item numbers and the same unit of quantity. | ☐ Purchase orders and delivery notes sit in the same Workspace as the invoices. |
| ☐ An IDP Agent reads the line items wherever you match quantities and prices. | ☐ Someone looks at notices of possible duplicates before payment. |
| ☐ It is defined from which amount two people review. | ☐ Every review group has members and an escalation group for questions. |
| ☐ An invoice in quarantine is released by someone who has checked with the supplier. | ☐ The handover to your accounting is settled: export, REST API or webhook. |

06 · FREQUENTLY ASKED QUESTIONS

What accounting wants to know first.

Are e-invoices processed too?

Yes. From ZUGFeRD and Factur-X, PaperOffice reads the embedded XML, and XRechnung and other UBL or CII files directly. The e-invoice protocol on the **Audit** tab shows whether the EN 16931 core rules are met.

What happens with a variance?

The invoice's **Audit** tab shows the rule that was not met and the deviating line items, such as a unit price above the order price. Whether you approve anyway is decided by your team in the review task.

Who approves, and when do two people review?

When a trigger rule matches, the HITL Agent creates the review task for a group. With the **Amount rule**, more people review invoices, receipts and credit notes from your amount on; if the amount is missing or the currency differs, two do.

How does matching against PO and delivery note work?

If invoice, purchase order and delivery note carry the same PO reference in the same Workspace, PaperOffice checks whether all documents are present, whether the amount fits the order and whether quantities and prices per item number match.

How does PaperOffice spot duplicate invoices?

From AI-DMS Premium, PaperOffice looks for earlier documents with the same content or the same document number from the same issuer. A match appears as a notice on the document, and you mark false alarms with one click.

How does the data get into our accounting?

As an export of the document list in Excel, CSV or JSON, via the REST API or via the document.processed webhook with the fields read. Posting happens in your accounting system.

07 · HOW TO START

Connect your invoice inbox

Under **Document AI › Connectors**, create a connector for the invoice inbox, choose AI-DMS Premium under **Edit Workspace › AI-DMS** and let the first invoices be read. Billing is based on usage, and the pricing page shows the details.

Read the datasheets

Connectors, network scanner, classification, IDP Agent, Audit Center and VAT ID check are each described with menu paths.

Set up procurement

Install the **Procurement / 3-Way Matching** process in the agent creator and file purchase orders and delivery notes in the invoice Workspace.

Connect your accounting

Fetch the fields read via the REST API, or have every processed document reported to you by webhook.

DATASHEETS ON THIS TOPIC

Connectors

paperoffice.ai/downloads/paperoffice-ai-datasheet-connectors.pdf

Network Scanner

paperoffice.ai/downloads/paperoffice-ai-datasheet-integration-network-scanner.pdf

Classification

paperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf

IDP Agent

paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf

Audit Center

paperoffice.ai/downloads/paperoffice-ai-datasheet-audit-center.pdf

VAT ID Check via VIES

paperoffice.ai/downloads/paperoffice-ai-datasheet-vat.pdf

MORE ON THIS TOPIC

Invoice processing

paperoffice.ai/en/solutions/process/ai-invoice-processing-automation-ocr



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