



SHORT GUIDE · PROCESS · REPORTING

Typing figures from documents into Excel at night? The fields arrive as a finished table.

Amounts, due dates and senders are already in your invoices and contracts. This short guide shows how PaperOffice reads these values as fields during processing, shows them in the list and on the timeline and hands them to your analysis tool as a table or via API. For controlling and management.

WHAT YOU TAKE AWAY

Fields from AI-DMS and the IDP Agent, columns of your choice, monthly totals on the timeline and an export as XLSX, CSV, JSON or PDF. Financial Analytics delivers totals and overdue items via API.

01 · THE PROBLEM

The figure is in the document. It gets typed anyway.

Invoice amount, due date, supplier, cost center: everything the monthly report needs is already in the documents. Still, someone copies the values into a spreadsheet by hand, rechecks totals and hunts for the source document with every question.

WHY IT HAPPENS

Values are captured twice

The amount is on the invoice and gets typed in again for the report. Every typo flows into the total, and nobody spots it at first glance.

Interim spreadsheets go stale

Every copy of the figures is outdated with the next document. By month end, several versions circulate, and it is unclear who works with which.

The source gets lost

When management asks about a figure, the search for the document begins. The spreadsheet holds only the value; the document sits somewhere on a shared drive.

HOW YOU NOTICE IT

- Values from documents are copied into Excel by hand.
- The monthly report gets built in the evening, after hours.
- Two spreadsheets show different totals for the same month.
- A question about a figure means searching a binder for the document.
- Overdue invoices come to light only when the dunning letter arrives.

02 · THE WAY WITH PAPEROFFICE

Fields during processing, a table at the push of a button.

The figures come from where the document is read. AI-DMS and the IDP Agent deliver the fields, the document list shows and exports them, and the REST API and MCP pass them to your tool. Each step uses a building block of the app.

1

Fields come from reading

AI-DMS Premium reads type, sender, amounts, currency and dates such as the due date. An IDP Agent adds your own fields, such as cost center or project, each with its source location.

[MODULE: IDP AGENT](#)

2

Columns of your choice

In the document list, you choose the columns, such as amount, currency, invoice number and due date. Filters narrow by document type, period or status.

[MODULE: SMART SEARCH](#)

3

Totals per month

The **Timeline** groups by invoice or due date per day, week or month. Each group shows count, types and the total when all amounts share one currency.

[MODULE: TIMELINE](#)

4

Out as a table

The export delivers the selected fields as XLSX, CSV, JSON or PDF, up to 5,000 documents per export. With the document ID field, every row leads back to the source.

5

Key figures via API

Financial Analytics returns totals per currency, the ten largest partners and items due before today, each with its document ID. Access via REST API and MCP.

[MODULE: FINANCIAL ANALYTICS](#)

03 · IN THE APP

From the first document to a finished table.

This is how you set up the analysis. You need a workspace with AI-DMS Premium, processed invoices and the list of values for your report. The Table view and the timeline show up to 500 documents, so filter by period first.

1

Define your own fields

Select a document, choose **Actions › Agents & workflows › IDP** and **Create new agent**, describe fields such as cost center or project in plain words, test and let the agent run in the workspace.

2

Set up columns

Under **Options › Configure view**, choose the **Table** view and use **Customize columns** to add columns such as amount, currency and due date. You copy cells as in Excel.

3

Compare months

Under **Options › Configure view**, choose the **Timeline**, set **Invoice date** as the date field and month as the grouping. Each month shows count, types and total.

4

Export the table

Filter and select documents, open **Actions › Share & export › Export data**, choose **Data only**, pick the fields and set the format to XLSX, CSV, JSON or PDF.

5

View activity

Analytics AI › Activity & Processing shows uploads per day and the user ranking, both exportable as CSV. Analytics AI is included in the Corporate plan.

TIP FROM PRACTICE

One key name per value Give the same field the same key name in every IDP Agent, such as cost_center. The value then lands in one export column, whichever document type it comes from.

04 · AN EXAMPLE

One controller, one monthly report.



A trading company with 80 employees reports every month on incoming invoices per supplier and cost center. The controller builds the report from PDF invoices and types the values into Excel by hand.

BEFORE

- He copies amount, supplier and due date of every invoice by hand.
- He looks for the cost center in the invoice text or asks purchasing.
- For any question, he searches the shared drive for the document.
- The report is done when the next invoices have already arrived.

WITH PAPEROFFICE

- Invoices run through AI-DMS Premium and an IDP Agent for the cost center.
- The **Table** view shows sender and amount, and the export adds the cost center.
- At month end he exports the filtered invoices as XLSX with document ID.
- The **Timeline** shows count and total of invoices per month.

An example for illustration; the company and people are fictitious. Check with your own documents whether amounts, dates and your own fields are read correctly before you build reports on them.

05 · CHECKLIST

Before the first report comes from PaperOffice.

These ten points help you set up the analysis cleanly and trust the figures.

- ☐ You have decided which values the report needs and which document types they come from.
- ☐ Your own fields, such as cost center or project, are described and tested in an IDP Agent.
- ☐ Required fields are marked, and with a review queue, missing values create a task.
- ☐ The export includes the document ID so every row leads to its source.
- ☐ For REST API access, an API key exists and is stored in your tool.
- ☐ The workspaces with invoices run on AI-DMS Premium.
- ☐ The same field carries the same key name in every agent.
- ☐ The columns of the **Table** view are set up for the report.
- ☐ Spot checks compare exported values with the original.
- ☐ Amounts in different currencies are analyzed separately.

06 · FREQUENTLY ASKED QUESTIONS

What controlling and management ask.

Do we have to maintain data twice?

The fields come from processing: AI-DMS reads type, sender, amounts and dates, and an IDP Agent reads your own fields. You make corrections on the document, and the next export includes them.

Are there key figures for amounts?

Yes, via REST API and MCP. Financial Analytics totals per currency for 7, 30, 90 or 365 days since upload, names the ten largest partners and lists items due before today. Payment status lives in your accounting.

Who sees which figures?

List and export show documents from the workspaces someone has rights to. In Analytics AI, team members see the figures of their active workspace, owners and administrators all workspaces they can access.

Where does a figure in the export come from?

Each row can carry the document ID (POFID). On the document, the IDP Agent shows page and source location in the original for every value, so you can check any figure against its source.

How does the data get into our BI tool?

As an export in XLSX, CSV or JSON, or via the REST API: documents-export returns the table and analytics/financial-summary the totals as JSON. Your tool fetches both on its own schedule.

Can we ask Claude or Cursor about figures?

Yes, over MCP. Tools such as po_analytics_overview_get and po_analytics_financial_summary_get return inventory and totals, and po_analytics_financial_overdue_get the items due before today.

07 · HOW TO START

Build your first report from real documents

Create an account at app.paperoffice.ai, process some invoices with AI-DMS Premium, choose columns and export the table. Billing is based on usage; prices are on the pricing page.

Define the values

Write down which values your report needs and which documents they are in.

Add fields

Describe further values as your own fields in an IDP Agent and test them on three samples.

Automate the pull

Once the table is right, your BI tool fetches the same data via the REST API on its own schedule.

DATASHEETS ON THIS TOPIC

IDP Agent

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

Smart Search

paperoffice.ai/downloads/paperoffice-ai-datasheet-smart-search.pdf

Timeline

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

Financial Analytics

paperoffice.ai/downloads/paperoffice-ai-datasheet-financial-analytics.pdf

Analytics AI

paperoffice.ai/downloads/paperoffice-ai-datasheet-analytics-dashboard.pdf

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