

Invoice Processing Agility

Validation User's Guide

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Preface

Related Documentation

The full documentation set for Invoice Processing Agility is available from https://docshield.kofax.com/Portal/Products/en_US/100-88b5k77qh3/IPA.htm.

In addition to this *Invoice Processing Agility Validation User's Guide*, the following documentation is available.

Invoice Processing Agility Installation Guide

The *Invoice Processing Agility Installation Guide* provides instructions for installing Invoice Processing Agility and integrating it with Kofax TotalAgility.

Invoice Processing Agility Administrator's Guide

The *Invoice Processing Agility Administrator's Guide* provides instructions for customizing Invoice Processing Agility so that it meets your specific requirements.

Help for Invoice Processing Agility Validation

This help provides detailed information about how to use the Validation module when processing documents with Invoice Processing Agility.

Help for Invoice Processing Agility PIX Correction

This help provides detailed information about how to navigate through PIX Correction. It also includes details about how to use PIX Correction when processing documents with Invoice Processing Agility.

Invoice Processing Agility PIX Correction User's Guide

The *Invoice Processing Agility PIX Correction User's Guide* provides details about how to use PIX Correction when processing documents with Invoice Processing Agility.

Kofax TotalAgility Validation Help

This help explains how to use Validation in more detail.

Training

Kofax offers both classroom and computer-based training that will help you make the most of your Kofax TotalAgility solution. Visit the Kofax website at <http://www.kofax.com> for complete details about the available training options and schedules.

Getting Help for Kofax Products

Kofax regularly updates the Kofax Support site with the latest information about Kofax products.

To access some resources, you must have a valid Support Agreement with an authorized Kofax Reseller/ Partner or with Kofax directly.

Use the tools that Kofax provides for researching and identifying issues. For example, use the Kofax Support site to search for answers about messages, keywords, and product issues. To access the Kofax Support page, go to www.kofax.com/support.

The Kofax Support page provides:

- Product information and release news
Click a product family, select a product, and select a version number.
- Downloadable product documentation
Click a product family, select a product, and click **Documentation**.
- Access to product knowledge bases
Click **Knowledge Base**.
- Access to the Kofax Customer Portal (for eligible customers)
Click **Account Management** and log in.

To optimize your use of the portal, go to the Kofax Customer Portal login page and click the link to open the *Guide to the Kofax Support Portal*. This guide describes how to access the support site, what to do before contacting the support team, how to open a new case or view an open case, and what information to collect before opening a case.

- Access to support tools
Click **Tools** and select the tool to use.
- Information about the support commitment for Kofax products
Click **Support Details** and select **Kofax Support Commitment**.

Use these tools to find answers to questions that you have, to learn about new functionality, and to research possible solutions to current issues.

Chapter 1

Overview

Validating a document ensures that it is processed correctly. Since line pairing and export both occur after Validation, it is important that any incorrect data is validated at this time.

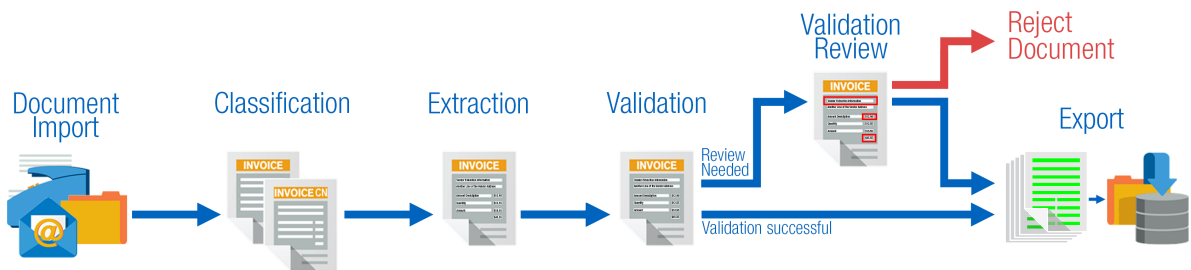
[Instructions](#) and [information messages](#) are displayed during Validation, helping you solve problems with [invalid fields](#).

You can also perform a [vendor search](#) or an [employee search](#) when the associated fields are blank.

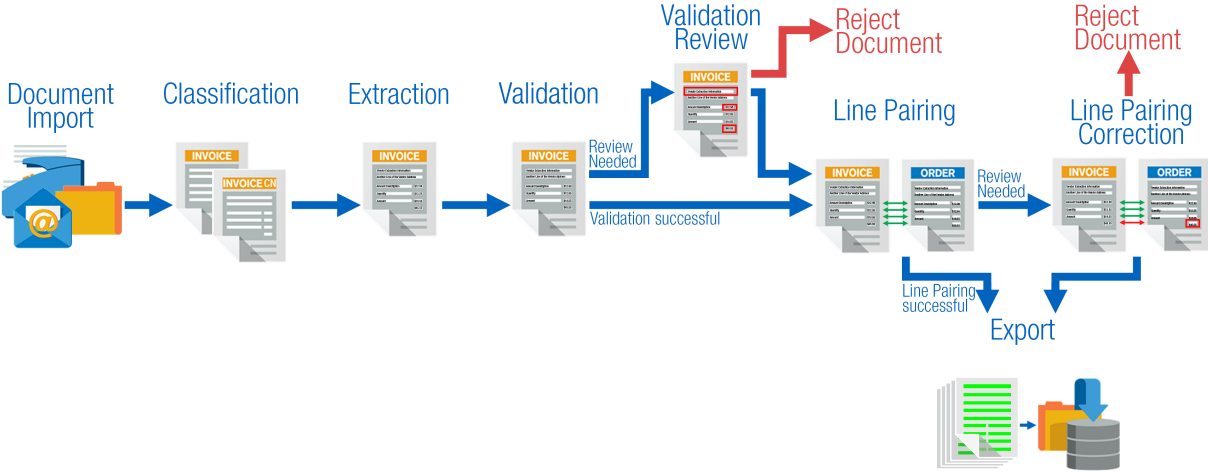
If there are problems with a document that you cannot solve, apply an [invalid reason](#) or [reject](#) the document altogether.

Document Workflow

Documents are processed by Invoice Processing Agility in the following order. In this basic workflow, any documents that are successfully classified and extracted are exported immediately. Only those documents that fail validation are sent to the Validation user module. The Validation user can validate or reject a document. All validated documents are then exported. All rejected documents are sent for further processing.



However, when Line Pairing is involved, the workflow changes. When documents do not require Validation, or after they are successfully validated, the documents are sent for Line Pairing. Successful documents are exported, while documents with errors are sent for Line Pairing Correction. The Line Pairing Correction user can fix these issues or reject a document. The corrected documents are exported while rejected documents are sent for further processing.



Chapter 2

Validate Documents

Validating documents for Invoice Processing Agility is a manual step that ensures that the extracted invoice data is accurate. Documents that are displayed for validation usually have low confidence or no extracted value at all for one or more mandatory fields. Documents that are fully valid are not displayed in Validation at all.

When a document requires validation, it is listed in the Work Queue and can be opened by a validation user. You can validate any fields that are not confident. You can also manually enter data that was not found on the document.

Ensuring that your documents are fully validated means that line pairing has all of the necessary information. If a vendor, invoice number, or other fields are incorrectly extracted, line pairing can fail.

Invoice Validations

This form displays all fields that are expected on an invoice. A majority of the fields are extracted automatically. If the extracted result for a field fails validation, it is presented to a Validation user for correction.

Tip The vendor detail fields have no labels. To see their labels, hover over a field to view the label as a tooltip.

Invoice CN Validations

Chinese VAT invoices have a couple of different requirements than other invoices. Even though they have their own classification category, they use the same Validation form as regular invoices, but with a few differences.

Invoice CN documents have two additional fields that do not appear when a document is classified as an Invoice.

1. Invoice Code CN
2. Password CN

Other than these minor differences, both document types are validated in the same way.

If you are processing a document that should have the above fields but they are missing, reject the document by selecting the "[CHN] Document is a Chinese VAT document" rejection reason. This sends the document back so that it is re-extracted and the above fields are included.

Invalid Fields

Fields that are invalid in the Validation form are marked with an error icon. You can hover over the icon to see the error message or look at the error description at the bottom of the Validation form.

Fields can be invalid because their extraction values are incorrect or missing. Fields can also be invalid because the extracted value is not confident.

For more information on how to validate fields, see the *Kofax TotalAgility Validation Help*.

Vendor Search

The Vendor ID for an invoice is not printed on the invoice. Because of this, the vendor details are not extracted automatically. Typically, there is other data available on a form that indicates the vendor. For example, a billing address or a company name.

Use the Vendor Search feature to populate the vendor fields by following these steps.

1. Click **Vendor Search**.
The **Advanced Search** window is displayed.
2. Enter a search string into the **Search Text** field and click **Search**.
A list of possible vendors is displayed in the window below the search box.
3. Select one of the search results and click **OK**.
The vendor fields are populated with the selected vendor values.

Employee Search

The purpose of the employee fields is to provide a contact that is needed further downstream. If automatic extraction of the employee fields fail for any reason, you can use this search to populate these two fields.

- Employee ID
- Employee Name

The employee can be the person who made the order with the vendor. They can also be the primary contact for the vendor. For example, the person who receives deliveries.

You can search for the employee details by following these steps.

1. On the validation form, click **Employee Search**.
The **Advanced Search** window is displayed.
2. Enter a search string into the **Search Text** field and click **Search**.
A list of results is displayed in the window below the search box.
3. Select one of the search results and click **OK**.
The **"Employee ID"** and **"Employee Name"** fields are populated with the selected values.

Instructions

Your administrator can provide additional information about validating a document by adding Instructions.

This information can include client-specific instructions on how you validate a form.

For example, you are processing a document from "Client A" and there is no vendor data available. Under normal circumstances, the Invalid Reason to "VENDOR NOT FOUND" is selected to deal with this issue.

For this client however, there are Instructions that dictate a different course of action.

"For Client A, when the Vendor data is not available, do not select the "VENDOR NOT FOUND" Invalid Reason. Instead, select "MISSING/INVALID VENDOR & PO." Client A wants to skip line pairing when the vendor is not available."

You can view the Instructions for a document by expanding the Instructions pane at the top of the validation form.

Information Messages

If there are any issues during Validation, an error message is displayed.

Error messages generally refer to the following fields.

- Vendor
- Alternate Payee
- Purchase Order number

If the extracted value of one of these fields causes some sort of conflict, a message is displayed. In most cases, it asks you to accept a change.

For example, if the Vendor is located in one country, but the extracted currency does not match, a message box is displayed asking if you are fine with a change to the currency.

Invalid Reasons

If you are unable to validate a document because information is missing or cannot be validated, you can select an invalid reason. Depending on the reason selected, certain fields are forced valid, and subsequent processing may be skipped. An invalid reason does not stop a document from being processed. Instead, it forces fields to be valid so that the document can be further processed, but in a different way than usual.

For example, the purchase order number on a document is invalid but the extracted value matches what is on the document. In this situation, select the "MISSING/INVALID PO" invalid reason. This forces the purchase order number valid and skips line pairing.

By default, the following reasons are configured. Select one based on your needs.

Note Your Administrator may add their own reasons or change the names of these reasons.

For more information on invalid reasons and when they are used, contact your Invoice Processing Agility Administrator.

VENDOR NOT FOUND

Select this reason when you cannot find the vendor, either on the document, or via a search.

This sets all vendor fields to valid.

MISSING/INVALID PO

Select this reason when the purchase order number does not pass validation or is not found on a document.

This sets the purchase order number to valid and also skips line pairing.

PO VENDOR <> INVOICE VENDOR

Select this reason to allow a vendor ID to pass even if it is unconnected to the purchase order, but only as long as that vendor ID exists in the master table.

This sets all vendor fields to valid.

INVOICE AMOUNTS DO NOT ADD UP

Select this reason if the amounts on the document do not pass validation, but are extracted correctly from the document.

This sets the amount fields and the line items table to valid.

THIRD PARTY FREIGHT

Select this reason if the vendor exists and the document contains third-party freight information.

This sets the vendor number field to valid and processes the document according to the third-party freight rules during line pairing.

MISSING/INVALID VENDOR & PO

Select this reason if both the vendor ID and the purchase order number are missing or invalid. This is similar to the VENDOR NOT FOUND and the MISSING/INVALID PO reasons.

This sets both the vendor fields and the purchase order number to valid. It also skips line pairing.

NON VAT COMPLIANT

Select this if the local VAT amount, the exchange rate, the vendor fields, or the bill-to VAT registration number fields are invalid, and their extraction results match what is on the document image.

This sets these fields to valid.

STOCK INVOICE

Select this reason when the purchase order number is missing from the document, but only when instructed by your Administrator.

This sets the purchase order number field to valid and line pairing is carried out based on other configurations set up by your Administrator.

ZERO VALUE INVOICE

Select this if the document image shows that there are no values on the document, and validation fails because the extraction shows a value of zero.

This sets the amount fields to valid.

VENDOR ADDRESS INVALID

Select this when the vendor address on a document does not match what is in the database.

This is similar to the VENDOR NOT FOUND reason because it forces all vendor fields valid, but here, there is a mismatch between what the Vendor Search returns and the information on the document.

If none of these reasons are suitable, consider [rejecting](#) the document.

Document Rejection

If you cannot solve a problem on a document using an [invalid reason](#), you can reject the document instead.

This feature is reserved for documents that have no other solution. For example, you can reject a document when it is illegible, blank, or not an invoice. Rejected documents are taken out of normal processing and re-routed based on the selected reason so that another user can address the issue.

Using the toolbar, you can reject a document by selecting one of the following reasons.

- [NAI] This is not an invoice
- [PIX] Document requires PIX Correction
- [GEN] Scan quality issue
- [GEN] Document needs to be re-scanned
- [GEN] Document not legible
- [CHN] Document is a Chinese VAT document

Note Select the [PIX] reason when the GENERATED FROM XML stamp is on a document and the fields are populated with the incorrect data.

If none of the specified reasons address your problem, you can enter a custom reason that explains why you are rejecting the document. This reason helps the Administrator or another user understand why you are rejecting the document.

For more information on document rejection in general, see the *Validation Help*.