



**INVOICES 5-7 and COLLECTOR 6-4**

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# New Feature Guide

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# Introduction

This document provides an overview of the new functionality/changes that has/have been implemented in INVOICES 5-7.

References to associated topics in help (found in `INVOICES-eng.chm`, `COLLECTOR_en.chm`, or `COLLECTOR_DB_utility.chm`) are listed in each case to provide access to more detailed information. These files can be found in the INVOICES 5-7 installation, on the installation CD, or in the File pit (once the product has been released).

Unless otherwise indicated, topics listed are found in `INVOICES-eng.chm`.

**Note:** The text in the document also includes COLLECTOR 6-4 functionality in connection with INVOICES 5-7.

## Key new functionality

### Intelligent handling of XML invoices

INVOICES can now process XML invoices in pretty much the same way as paper invoices (without the scanning) using SmartXML functionality provided by COLLECTOR 6-4. There are a few differences in how they are handled:

- It is not possible to specify the supplier or buyer for an XML invoice in Verify. They need to be sent to Optimize to do that.
- Fields are mapped to values in the XML code either directly or using rules (both basic or advanced).

Invoices that correctly utilize a known XML standard can often be processed automatically from the start. For XML invoices that are not based on a known standard (or the standard is used incorrectly) can be quickly optimized using the XML Mapper so that they too can then be processed automatically (see “XML invoices using an unknown standard” on page 5).

Note that XML Input is consequently no longer available in the program.

#### See these topics in help for more information:

-  Processing XML invoices using COLLECTOR: Overview
-  XML invoices: Preparing for production
-  Configuring the Interpret job description settings to process XML invoices
-  Interpreting XML invoices
-  Verifying XML invoices
-  Using master data in connection with XML invoices
-  Optimizing XML invoice definitions
-  Handling attachments included with XML invoices

-  Including additional important information or note in the PDF image for XML invoices

## Multiple known XML standards supported

These known XML standards are supported automatically:

- E2B – Norway
- Finvoice – Finland
- OIOUBL – Denmark
- OIOXML – Denmark
- Svefaktura – Sweden

A General XML standard is also provided for and is automatically applied to those invoices that do not match one of the other known standards.

In INVOICES, each XML standard is utilized as an XML invoice profile. XML invoice definitions are also generated/used for specific suppliers. Changes that are made to an XML profile affect all XML invoice definitions that belong to it. Changes made on the definition level affect only those XML invoices that are matched to it.

**See these topics in help for more information:**

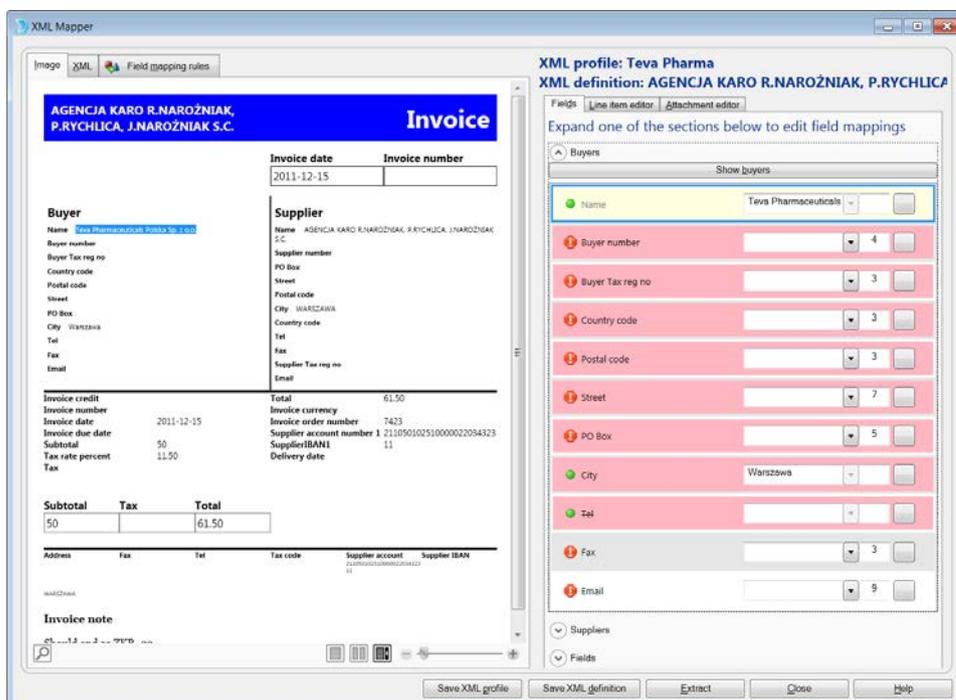
-  Supported XML formats
-  Creating new XML invoice profiles
-  Recommendations for optimizing XML invoices

## XML invoices using an unknown standard

XML invoices that are not based on/matched to a known XML standard are connected to the General profile for XML invoices.

- New XML profiles and definitions can be created when the fields are mapped for these invoices in Optimize. As a result, these XML invoices are also processed automatically as additional instances arrive in the system.
- XML profiles and definitions can also be exported/imported so that they can be used in other systems (for example, when XML profiles and definitions would be moved from a test system to a production system).

The fields for XML invoices are mapped to the appropriate XML profile/definition using the XML Mapper when they are opened in Optimize:



- Fields that can be mapped are displayed in the window to the right.
  - Fields that are highlighted in red have been adjusted in the profile.
  - Fields that are highlighted in yellow have been adjusted for the definition only.
  - Status icons indicate the status of each field:
    -  - A single match has been found or mapped.
    -  - Multiple matches have been found.
    -  - No matches were found in the XML code.
- An image of the invoice based on the mapped fields is displayed to the left, and there is a toolbar at the bottom of the window that can be used to manipulate how the image is displayed.
- You can also view the underlying XML code and map fields directly using the XML tab.
- Both basic and advanced rules can be created to extract values from XML invoices.

See these topics in help for more information:

-  Optimizing XML invoices
-  Mapping invoice fields to the corresponding XML elements/attributes
-  Creating new XML invoice profiles
-  Recommendations for optimizing XML invoices
-  Creating rules to map values for fields in XML invoices
-  Advanced XML rule examples
-  Using advanced rules to extract line-item fields in connection with XML invoices
-  Changing the invoice source for an XML profile or XML definition
-  Rerouting an invoice to a different XML profile during optimization
-  Mapping references to attachments to elements/attributes in XML invoices

## Exporting/importing XML profiles and definitions

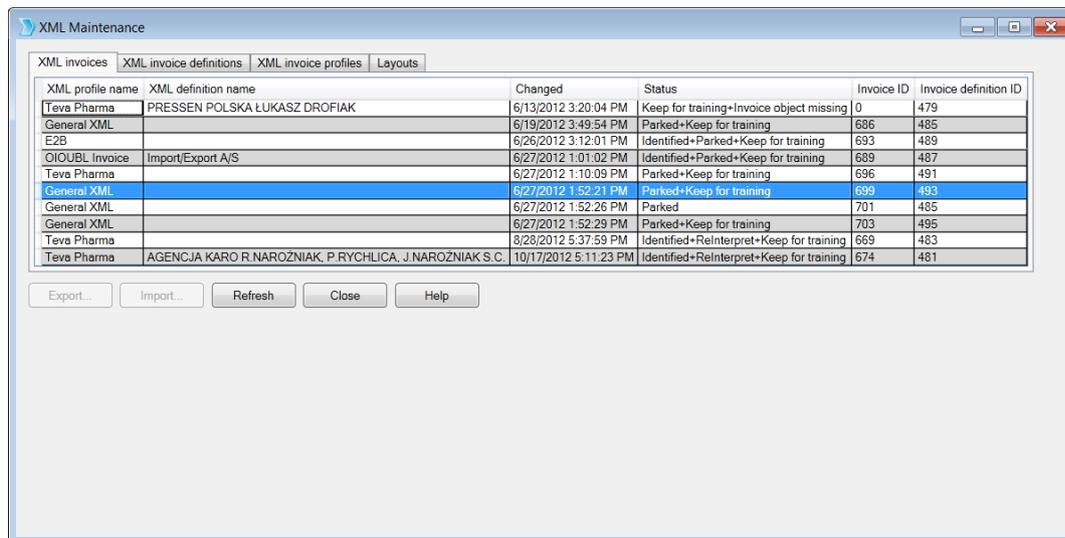
XML invoice profiles (including the XML definitions that belong to them) can be exported/imported from/to the system (when moving from a test system to a production system, for example).

See these topics in help for more information:

-  Exporting XML invoice profiles and definitions from the system
-  Importing XML invoice profiles and definitions to the system
-  Moving the processing of XML invoices from a test system to a production system

## Maintaining XML invoices

XML invoices, definitions, and profiles are maintained using the **XML Maintenance** dialog accessed through the **Plugin** menu in the Manager module.



XML profile name	XML definition name	Changed	Status	Invoice ID	Invoice definition ID
Teva Pharma	PRESSEN POLSKA LUKASZ DROFIAK	6/13/2012 3:20:04 PM	Keep for training+Invoice object missing	0	479
General XML		6/19/2012 3:49:54 PM	Parked+Keep for training	686	485
EZB		6/26/2012 3:12:01 PM	Identified+Parked+Keep for training	693	489
OIOUBL Invoice	Import/Export A/S	6/27/2012 1:01:02 PM	Identified+Parked+Keep for training	689	487
Teva Pharma		6/27/2012 1:10:09 PM	Parked+Keep for training	696	491
General XML		6/27/2012 1:52:21 PM	Parked+Keep for training	699	493
General XML		6/27/2012 1:52:26 PM	Parked	701	485
General XML		6/27/2012 1:52:29 PM	Parked+Keep for training	703	495
Teva Pharma		8/28/2012 5:37:59 PM	Identified+ReInterpret+Keep for training	669	483
Teva Pharma	AGENCJA KARO R. NAROZNIAK, P. RYCHLICA, J. NAROZNIAK S.C.	10/17/2012 5:11:23 PM	Identified+ReInterpret+Keep for training	674	481

Buttons: Export... Import... Refresh Close Help

See these topics in help for more information:

-  Maintaining XML invoices and invoice definitions: Overview
-  Moving the processing of XML invoices from a test system to a production system
-  Deleting XML invoices, definitions and profiles from the system
-  Adding missing fields to XML invoice definitions or profiles

## Soft licensing

World class software components have been implemented in the new soft licensing mechanism to ensure that it is secure and that it prevents unauthorized copying of the license key to other hardware.

If the license service is locked automatically for some reason (for example, unexpected hardware changes in the IT infrastructure), a seven-day grace period is provided during which the system can still be used. This allows for enough time to transfer the license key to the new hardware and fix the problem.

Hardware dongles are consequently no longer used in new installations.

Soft licensing also provides the ability to see how many of the licensed number of invoices have been processed as well as when the license started (and when it will end if based on time). Click **Help > About INVOICES > System info**.

The user is also notified when they have used up 70%, 80%, 90%, and 95% of their current license capacity so that licensing requirements can be updated accordingly in plenty of time.

### See these topics in help for more information:

-  Getting or updating a soft license
-  How long is my license good for?

Additional information can be found in the installation guide for FLEXlm, *Installing FLEXlm for INVOICES.pdf* found on the installation CD.

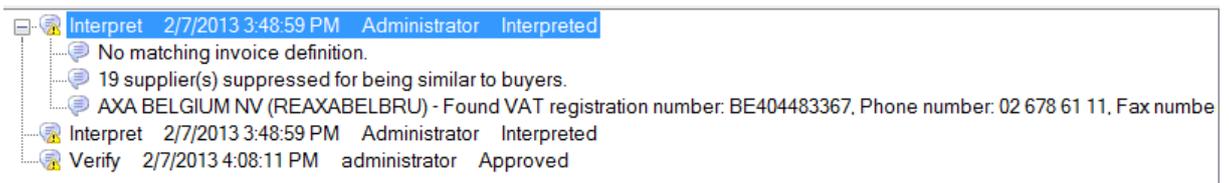
## Supplier identification improvements

The handling of supplier identification has been improved in multiple ways to help the user ensure that the correct suppliers are selected for invoices.

### Supplier identification information presented in process log and in Verify

This feature provides essential insight into what information was used to identify an invoice as belonging to a specific definition or supplier. It can be used for paper, image, and XML invoices.

- The information used to identify the supplier for an invoice can be included in the process log.
- The same information is also available for the invoice in Verify in the **Invoice > Information** menu option.



See this topic in help for more information:

- 📖 Including/excluding identification information on suppliers in the process log

### Supplier identification improved when using master data

A high degree of intelligence is used to improve supplier identification rates in Interpret and to minimize the number of suppliers that are identified incorrectly.

- It is possible to specify which fields are used to identify suppliers.
- For XML invoices, you can specify which fields are used to identify the suppliers and in which order they are used.
- Buyers are not included as supplier candidates during supplier identification when the same information for a vendor is found in both the supplier and buyer registries. For this to work optimally, as many of the strings as possible that might be present in both the buyer information of an invoice and the supplier information of the master data should be entered in the buyer registry.
- It is possible to specify the length of the string required to establish a confident match on a supplier in master data.
- It is possible to use intelligent fuzzy matching on numeric fields (telephone numbers that may contain leading zeros and other special characters, for example).

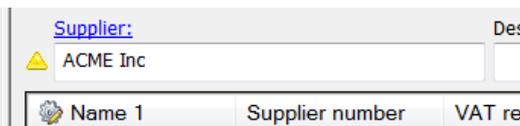
See these topics in the INI file help for more information:

-  [OcrSupplierIdentification] section in eiglobal.ini
-  [OcrBuyerSuppression] section in eiglobal.ini
-  [SupplierIdentification] section in eiglobal.ini (for XML invoices)
-  RequiredCharactersForNameMatch
-  CheckIfSupplierIsBuyer
-  IgnoreInitialZerosInNumberMatching
-  Supplier identification (INVOICES help)
-  Supplier identification information in the process log: Overview (INVOICES help)

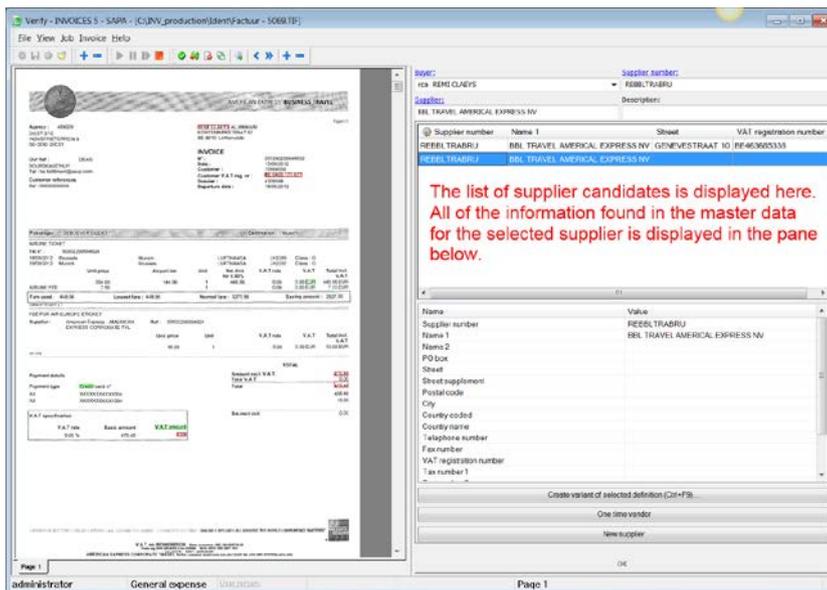
## Improved supplier selection in Verify

Supplier selection has been improved in Verify

- If the supplier identification for an invoice is uncertain (that is, there are no/multiple supplier candidates), a yellow icon is displayed next to the supplier box.

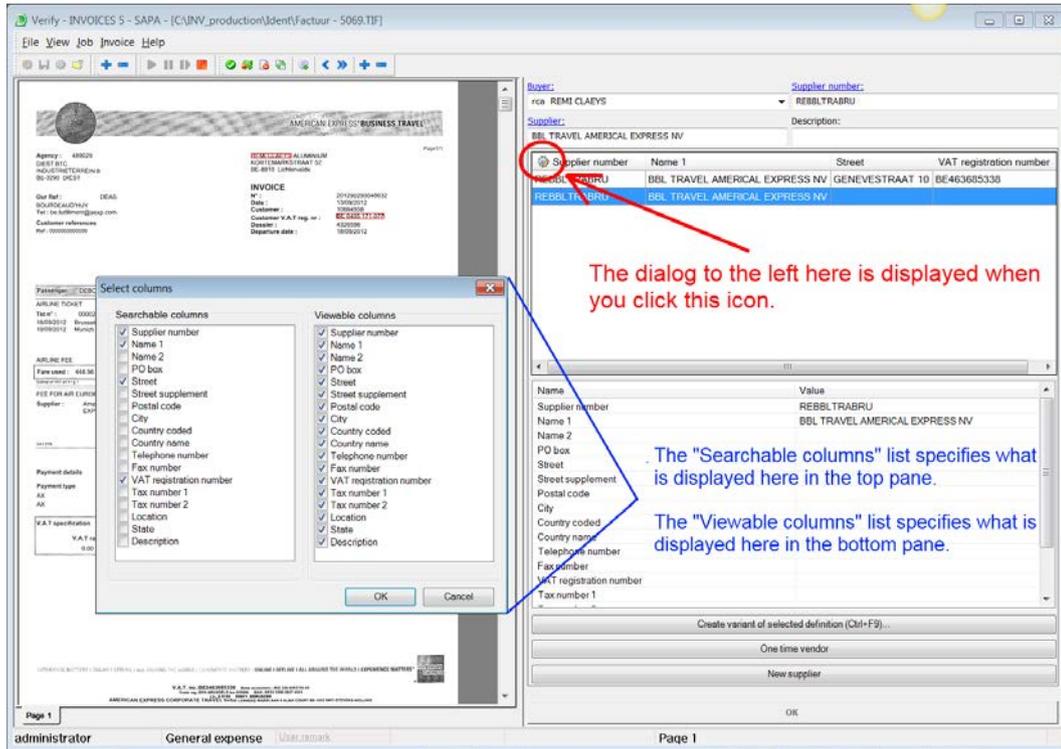


- A list of supplier candidates is displayed when the invoice opens in Verify. The list is based on all information on the invoice that matches suppliers in the supplier registry (if used). This makes it easy to see if the correct supplier has been selected and fix it if it hasn't.



In this case, the second of the two supplier candidates was selected, but on closer investigation, it is easy to see that it is the first one that is the correct choice.

- It is possible to specify the supplier information columns that are to be displayed in both panes to the right.



- The search function has also been enhanced. As soon as the user starts typing what they want to search for in the Supplier box, matching hits in the master data for all columns are displayed in the window.

Supplier:	Description:		
z			
Supplier number	Name 1	Street	VAT registration number
REAKNBEANJ	A.K.N. BEARINGS N.V.	ZONE II	
REACMETAMBE	ACMET	Z.I. AV. DE LA LIBERATION	
REACMETGRA	ACMET OUEST	Z.A. TUNIERES	FR79440453710
REAKOESTGUL	AKOESTIX PRODUCTS BY VERAWOOD	ZEVENKAVEN 29	
REALCANISAN	ALCAN INTERNATIONAL SA (PTY) LTD	6TH FLOOR FEDMAN TOWERS	ZA1110103084
REALGEXP	ALGEMEEN EXPEDITIEBEDRIJ	ZEBRUGGE AEZ	BE0424047871
REALCANRBIE	CONSTELLIUM FRANCE SAS	Z.I. ET PORTUAIRE RHENANE NORD - R.	FR75672014081
READEXVEN	ZIE READEXVENLO	POSTBUS 3124	
REALCANZURI	ZIE REALCANSWI	MAX HOGGER STRASSE 6	NL002953183B02
REABBKUU	ZIE RECOLASSKUU	SINT KATRIENESTEENWEG 41	BE425612145

Hits are displayed in all supplier field columns depending on the character entered.

Supplier:		Description:	
zi			
Supplier number	Name 1	Street	VAT registration number
REAMRIROC	AMRI-KSB SA	ZI E GAGNNAIRE-FONSECHE	FR20569801897
REAUTOMAHAL	AUTOMATION NV	ZINKSTRAAT 2	BE0420004852
REAXFLOWMON	AX FLOW SAS	ZI DU SAULE MICHAUD - BP 42	FR91542048798
REBEIMONEU	BEIMO REALISATION 1	ZI RUE DU VERT BOIS	FR91345197677
READEXVEN	ZIE READEXVENLO	POSTBUS 3124	
REALCANZURI	ZIE REALCANSWI	MAX HOGGER STRASSE 6	NL002953183B02
REBLGCMOBRU	ZIE REBELGAMBRU	E JACQMAINLAAN 157	BE453918428
REABBKUU	ZIE RECOLASSKUU	SINT KATRIENESTEENWEG 41	BE425612145
REBEBUSSGIT	ZIE REDBUSSEGIT	BRUGGESTEENWEG 131	BE436292340
REBERGIEAND	ZIE RENEDERMSPL	BERGENSESTEENWEG 181	

*As characters are added, the hits in all columns are filtered down*

Supplier:		Description:	
zin			
Supplier number	Name 1	Street	VAT registration number
REAUTOMAHAL	AUTOMATION NV	ZINKSTRAAT 2	BE0420004852
RENUSSAWAT	NUSSBAUMER ET CIE	ZINKSTRAAT 10 - INDUSTRIEZONE 4A DASSEVELD	BE402924835
RESOLAPBER	SOLARPRAXIS AG	ZINNOWITZER STRASSE 1	DE208290784
REWARANDBRU	WARANDE	ZINNERSTRAAT 1	BE0433458554

**See these topics in help for more information:**

-  The Verifying dialog
-  Adjusting the supplier, supplier number, and description
-  Configuring the supplier information columns that are visible in Verify

## **Automatically change invoice identifiers in Verify without sending the invoice to Optimize**

It is possible to have INVOICES automatically learn identifiers while operators are verifying invoices to improve identification rates the next time an invoice is received from that supplier without having to optimize the invoice. When the new

LearnIdentifiersUsingSingleItemFields flag in the [ Interpret ] section of `iglobal.ini` is enabled, Verify automatically checks the fields that operators mark on the invoice for suitable single-item fields that can be used as identifiers. When a suitable field is marked by the operator, INVOICES automatically uses it as an identifier.

### **Answers to questions that may come up when considering the use of this functionality:**

**Q:** What happens to the default identifier fields that were defined previously in the profile?

**A:** They are replaced by the new learned identifiers that were selected by the Verify operator unless they are learned manually in Optimize.

**Q:** If I have set up AND / OR logic for the identifiers in a profile, what happens when identifiers are replaced? Will the AND / OR logic be retained?

**A:** INVOICES will not replace identifiers if AND is included in the expression. If only OR is specified in the expression, all identifiers except for logos can still be replaced if the functionality is enabled.

**Q:** What if I do not want my default identifiers replaced automatically? Can I "lock" them in any way?

**A:** No. The functionality is either enabled or not, and it is not possible to "lock" individual identifiers. The functionality is also disabled for an invoice definition if the definition is optimized manually. See next question.

**Q:** Will identifiers be automatically replaced in definitions that I took the time to optimize manually?

**A:** No. The functionality does not affect definitions that were optimized manually. It cannot be used on invoice definitions that were optimized manually.

**Q:** If an identifier field is changed by one Verify operator, what happens if a second operator changes the same field to a new location at a later time?

**A:** The identifier is always learned/changed according to the latest position selected.

**Q:** What happens if there are multiple single item fields that match the rules, and a user draws boxes around four such fields, for example? Are the first three used as identifiers, and what

happens to the fourth one selected? In addition, what happens if another user simply repeats the same actions but in a different order?

A: The first three selected are used as identifiers, and the order they are drawn does not matter. They are ordered in the sequence that is specified in the profile.

Q: Can single item fields that are found on pages other than the first page of an invoice be used as identifiers?

A: Only those single item fields that are selected on the first page of an invoice are used as identifiers.

Q: I have thousands of definitions in my earlier version of INVOICES. Some were automatically learned from the profile, and I manually optimized others to improve the results. Which definitions will be affected if I upgrade to INVOICES 5-7 and enable this functionality?

A: INVOICES 5-7 is the first version to keep track of whether a definition was learned manually, meaning that identifier in all invoice definitions from previous versions could be relearned using this new functionality. It's possible that the identification rates for some invoice definitions could decrease slightly, but in general, you should be able to expect a significant improvement.

Q: How is the import/export of invoice definitions affected? Say, for example, that I have two definitions in my system—the identifiers for one were learned using the new functionality, and the other one was optimized manually. If I export them to an EHIX file, will the program remember which was which?

A: Import/export is not affected. The program remembers which definition was learned automatically and which one was optimized manually.

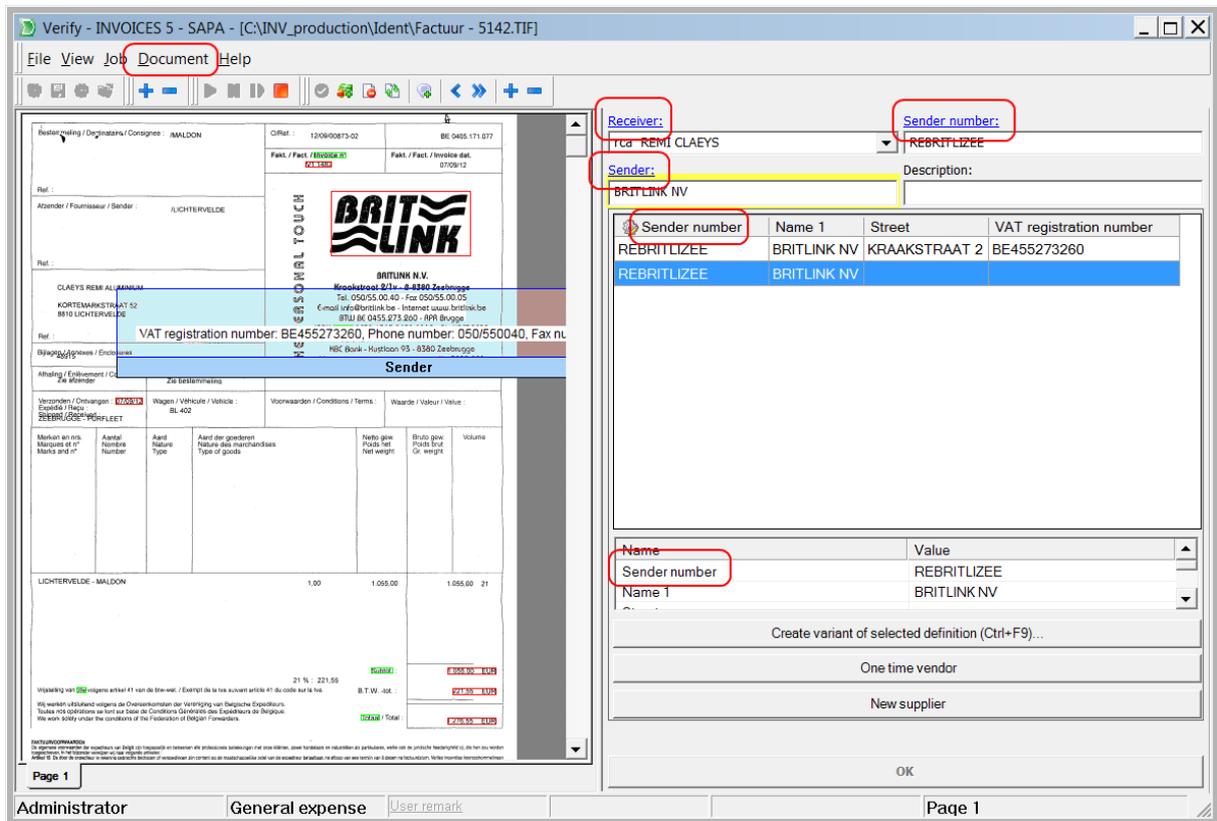
### See these topics in help for more information:

-  [LearnIdentifiersUsingSingleItemFields](#) (INI file help)
-  [Automatically changing invoice identifiers in Verify](#)

# Entrance mode for generic documents

INVOICES can often be used effectively to process other semi-structured documents, such as customer orders and delivery notes, for examples. Since the layout and structure for these documents is similar to invoices (header, table, and line items), INVOICES can provide sufficient functionality to process them. To avoid the natural confusion of seeing invoice-based terminology in connection with these types of documents, Entrance mode has been re-introduced as a feature in the program.

Consequently, with this feature enabled, the terms *INVOICES*, *invoice*, *supplier*, and *buyer* and their various forms have been replaced with the generic terms *Entrance*, *document*, *sender*, and *receiver* so that there is less confusion when processing non-invoice type documents.



Using Entrance mode, INVOICES terminology is changed to more generic terms to eliminate confusion when processing non-invoice type documents, such as customer orders and delivery notes.

See these topics in help for more information:

-  Entrance mode
-  Specifying the language that is displayed in the user-interface

# Enhancements

## Change interface language per user

The language displayed in the program interface can be specified separately for each user. In this case, **Settings > User authorization** must be enabled for each module that this capability is to be used with.

The user interface is available in 16 languages. The translation of the help has been also been updated for French, German, and Spanish.

[See this topic in help for more information:](#)

 Specifying the language that is displayed in the user interface

## Intelligent algorithms to automatically determine the last invoice page in Interpret

This can significantly improve automation rates and avoid a significant amount of manual work, for those clients that actively use Appendices in particular.

## Reinterpret triggered if Verify operator changes the last page

When Verify operators changes what is considered to be the last page of an invoice, they automatically receive the option to reinterpret the invoice.

 Reinterpreting fields and invoices

## Invoices can be reinterpreted manually in Verify

Verify operators now have the possibility of having an invoice reinterpreted by selecting the **Invoice > Reinterpret** menu item.

 Reinterpreting fields and invoices

## Automatically move to next incomplete field

Focus can now be moved automatically to the next incomplete field while verifying single item fields by using the new menu option, **View > Go to next incomplete field after drawing**.

[See these topics in help for more information:](#)

-  [Adjusting the display](#)
-  [Verifying single item fields](#)
-  [Optimizing single item fields in Verify](#)

## New and updated country profiles and character sets

- Official Polish and Finnish country profiles have been added.
- The Australian, Canadian, Dutch, French, Swedish, and UK country profiles have been improved.
- Ukrainian has been added as a supported character set.

[See these topics in help for more information:](#)

-  [Country profiles](#)
-  [Characters interpreted by INVOICES](#)

## View logged manual changes to invoice definitions in Optimize

Manual changes to invoice definitions in Optimize are now logged and can be viewed.

[See this topic in help](#)

-  [Viewing logged manual changes to invoices definitions in Optimize](#)

## Adjust the display in Verify using the mouse

- Use the mouse wheel to zoom in to or away from the invoice image in Verify (the location of the cursor is always in focus, if possible).
- To move the image, press and hold the right/secondary mouse button and drag the image.

## See this topic in help

 [Adjusting the display](#)

## PDF can be used as desired output format in Transfer

INVOICES can transfer images that are converted to PDF format.

## See these topics in help

 [PDF output: Overview](#)

 [Configuring a Transfer job to output to PDF files](#)

## PDF version limitation removed

All PDF versions can now be processed directly by INVOICES (including versions higher than 1.4).

## Vertical text

Vertically oriented text can be used as value identifiers in Optimize or captured for single item fields in Verify.

## See these topics in help

 [Learning value identifiers](#)

 [Verifying single item fields](#)

## API enhancements

These enhancements have been introduced in the API:

- *CurrentInvoice* and *CurrentInvoiceDefinition* are now accessible from user defined menus in Optimize

# Technical features

## Supported operating systems

Support for these operating systems has been added:

- Windows 8
- Windows Server 2012

## Database

- Microsoft SQL Server 2012 is supported

## Logging

- The logging of adjustments to invoices has been added to the process log.
- Supplier/buyer identification information can be included in/excluded from the process log.

## General import/export enhanced

The EHI file has been replaced by an EHIX file. As a result, it is no longer possible to import objects using the old EHI file type.

[See these topics in help for more information:](#)

-  Importing invoice profiles and associated objects
-  Exporting invoice profiles and associated objects
-  Importing invoice definitions

## Translations

The user interface is available in these languages:

- |            |              |             |
|------------|--------------|-------------|
| • Czech    | • German**   | • Polish    |
| • Danish   | • Hungarian  | • Russian*  |
| • Dutch*   | • Italian    | • Slovak    |
| • English  | • Norwegian  | • Spanish** |
| • Finnish  | • Portuguese | • Swedish   |
| • French** |              |             |

\* *New language*

\*\* *Updated help translation included. Remaining languages access the English help.*

## Miscellaneous

- The icons used to represent active/inactive invoices profiles in the Manager module have been updated to make the status more clear.
- The user name to log in with is no longer case sensitive.