Vendor-specific Training

Training represents an essential optimization component of processing.

If data is not clearly recognized by the system, supplier-specific training can be applied, which increases the degree of automation when entering invoices.

When the training mode is started, all relevant fields for a training can be selected.

Any number of courses can be created per supplier and per invoice field.

External invoice numbers cannot usually be checked for content in the system, as no data exists for verification. This field is ideal for training, for example.

The training window is displayed within the viewer at the bottom of the screen.

Head field training

Train a field

After the training function has been started, the field to be trained must be selected.

After selecting the appropriate field, define the anchor.

Anchor in this case means the reference term. In this case, the term for the external document number attached to the respective invoice. The anchor term is to be marked with the right mouse button on the document in the viewer and is then highlighted in yellow.

Then click on the "Value" field in the action area and then on the value to be searched for. This is also to be marked with the right mouse button. If the searched value is not a coherent value, an arbitrarily large area can also be marked with the right mouse button in order to read out all desired information. If the information is specified, the training can be saved via "Train".

The system generates a "regular printout" - this can be optimized by trained specialists or IT staff at any time. E.g. blanks can be ignored, since these are rarely also indicated in the ERP system / in the booking.

Testing and review of existing training

With "Test" an overview of all previous head field trainings is displayed. The results are output directly as well. Double-clicking on an entry highlights the anchor and the value in the viewer.

Removing a training

To remove a course, open the overview of existing courses and select the entry to be removed. The entry is deleted with the delete key "Del".

Position field Training

Train a column

After the training function has been started, the field to be trained and the corresponding column must be selected.

After this has been selected, the region must be defined.

This should be selected so that it covers the entire column of a field if possible. The region is to be marked with the right mouse button on the document in the viewer and is then highlighted in yellow. It should be noted that no regions should overlap with regions that have already been trained.

If the information is given, the training can be saved via "Train".

Testing and review of existing training

With "Test" an overview of all previous position field trainings is displayed. By double-clicking on an entry, the respective trained area is displayed.

Removing a training

To remove a course, open the overview of existing courses and select the entry to be removed.

The entry is deleted with the delete key "Del".