OCR FAQs

This **Grab & Go** covers the basic details of the Optical Character Recognition (OCR) functionality.

WHAT IS **OCR?**

OCR technology permits the reading and extraction of content contained on an electronic document. OCR is able to scrape content off of an image and/or from scanned and electronic PDF documents. Vroozi supports the capability to apply OCR *only* to your PO based invoices.

WHAT IS THE BENEFIT OF APPLYING **OCR** TO YOUR **PO** BASED INVOICES?

A significant reduction in the time and effort (between 40% and 70%) required for your AP processors to manually index invoices within Vroozi.

WHAT VALUES WILL **OCR** RETRIEVE FROM AN INVOICE?

Vroozi's OCR feature is able to retrieve the following values from your invoice:

- Invoice #
- Invoice Date
- Payment Due Date
- Total Tax
- Total Shipping
- Invoice Total

WHAT ABOUT THE REMAINING VALUES/FIELDS PRESENT ON AN INVOICE?

The values corresponding to the remaining fields (on a Vroozi invoice) are downloaded from the PO that the invoice corresponds to.

- Company Code
- Supplier
- Payment Terms
- All line-item information

WHAT VALUES WILL **OCR** NOT RETRIEVE FROM AN INVOICE?

Vroozi's OCR feature *does not* support the extraction of line item information from an invoice.

HOW DO PARTIAL INVOICES WORK?

For Invoices that contain a subset of items listed in a PO, AP Processors will need to manually modify (edit and/or delete) the line-item information.

WHAT TYPE OF INVOICES WOULD OCR BE APPLICABLE FOR?

Vroozi's OCR feature will only be applicable for PO based invoices received via email. On the contrary, OCR will not be applied to non-PO based invoices.

WHAT ARE THE REQUIREMENTS FOR OCR APPLICATION ON AN INVOICE?

The following requirements must be satisfied before OCR can be applied:

- The PO # must be present on the invoice and must not be handwritten.
- Invoice must be less than or equal to 30 pages.
- Invoice must be less than or equal to 20 MB.

HOW ACCURATE WOULD OCR BE?

Greater than 95%.