



Get Invoice Data Into NetSuite Quicker,  
With Fewer Errors

## NetSuite Bill Capture



Capture vendor invoices more quickly and with fewer errors by eliminating manual data entry and automating the entire invoice capture process. NetSuite Bill Capture lets you email or drag-and-drop vendor invoices directly into NetSuite. Invoice data is extracted using AI/ML-based document object detection and optical character recognition (OCR). Bill record fields are automatically populated with the appropriate details, applying intelligent data recognition and learnings from previous vendor invoices to improve accuracy. Automatically match bills with associated purchase orders and receiving documents to ensure details are accurate.

### Key Benefits

- **Reduce errors and boost productivity.** Eliminate manual data entry and tedious tasks like keying and coding invoices to speed up vendor invoice processing.
- **Quick and easy matching.** Automatically match invoices with associated POs and receiving documents to ensure pricing, quantities, and totals are accurate.

## Invoice Data Extraction

Have your vendors email invoices directly to NetSuite, or employees can email or drag-and-drop invoices into NetSuite. NetSuite uses AI/ML-based document object detection and optical character recognition (OCR) to process invoices, eliminating tedious manual data entry. Details including vendor name, PO number, items ordered, quantity, and pricing are automatically extracted and populate the bill record. Applying learnings from previous bill entries improves accuracy. A split-screen, side-by-side view of the invoice and the review bill page makes it easy for AP staff to review and fill in fields, with suggestions from existing NetSuite data.

## Automated PO Matching

Automatic two- or three-way matching of invoices with associated purchase orders and receiving documents ensures details such as unit pricing, quantity, and totals are accurate.

## Quick and Easy Approval Routing

Using SuiteApprovals along with NetSuite Bill Capture allows you to route bills to the appropriate person for review and approval. Workflows can be tailored to fit a company's specific requirements, reporting structure, and approval hierarchy. Automated reminders and a mobile-optimized app save time and money by eliminating the need for AP staff to chase down approvers.

The screenshot displays the NetSuite 'Review Scanned Bill' interface. On the left, a scanned invoice from PremoBuild FITNESS is shown. The invoice includes the following details:

- Invoice 1984**, dated 8/19/2024.
- Bill To:** Oracle Corporation, 575 8th Street, Oakland, CA 94612.
- Ship To:** Oracle Corporation, 575 8th Street, Oakland, CA 94612.
- Due Date:** September 2nd, 2024.
- Amount Due:** \$1,874.58.
- PO Number:** 501.
- Due Terms:** 2% 10 Net 30.

The invoice items table is as follows:

Item	Description	Quantity	Rate	Units	Amount
Dumbbell Pair	5 LB	25	\$13.66	Each	\$341.50
Yoga Mat	Standard - Black	30	\$36.96	Each	\$1,108.80
<b>Subtotal</b>					\$1,450.30
<b>Shipping</b>					\$250.00
<b>Sales Tax</b>					\$174.28
<b>TOTAL</b>					\$1,874.58

On the right, the 'Review Scanned Bill' form contains the following sections:

- Primary Information:** Includes fields for PO Number (501), Scanned: 501, Vendor (PremoBuild Fitness), Currency (USD), Location (Oakland), Date (8/19/2024), Posting Period (Aug 2024), and Calculated Amount (\$1,874.58).
- Classification:** Includes Department (Dept 1), Class (Class 1), and CSeg - Urgency (Medium).
- Add, edit, or verify line items:** Shows a table with 7 columns: Category, Account, Memo, Amount, PO Number, and Location. It lists two items:
 

Category	Account	Memo	Amount	PO Number	Location
6250 Taxes & Licenses-...	Total Tax		174.28		
6090 Freight & Delivery	Shipping Cost		250.00		