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INVOICE

OCR

OCR
INVOICE TIPS

TIPS FOR IMPROVING YOUR INVOICE OCR ACCURACY

1300 EZESCAN (1300 393 722)

www.ezescan.com.au

OCR
INVOICE TIPS

FONTS

Handwritten text, special or small fonts and low contrast text can all decrease the accuracy of the OCR results.

Standard San Serif fonts (such as 'Arial' and 'Calibri') provide better recognition results than serif fonts.

Fonts such as 'Tahoma' that distinguish between similar looking characters (e.g. 0Oo) will provide the highest OCR accuracy.

Invoices with a variety of different fonts or different font sizes on a single line can be difficult to process effectively.

AVOID USE OF
- ❌ Handwritten fonts
- ❌ Special fonts
- ❌ Fonts smaller than 10px

RECOMMENDED
- ✅ Standard San Serif fonts
- ✅ Font size Between 12 - 14

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

❌ **Handwritten font**

TAX Invoice

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Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

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	Subtotal		250.00
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	TOTAL		$275.00

❌ **Different sized font on same line**

TAX Invoice

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Morningside QLD 4170
Australia

Invoice To:
John Smith
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Brisbane QLD 4122

Invoice #: IN16032
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QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

❌ **Serif font**

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia
ABN 18 102 594 883

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023
Purchase Order: PU00000123

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

✅ **Tahoma Size 12pt**

OCR
INVOICE TIPS

NOISE

Handwritten notes, circled text, watermarks, stamps, and other marks that are not part of the invoice text can interfere with OCR results.

Even if this noise does not touch the text, it can still interfere with character recognition.

AVOID USE OF
- ❌ Handwritten notes
- ❌ Circled text
- ❌ Highlighted text
- ❌ Watermarks
- ❌ Stamps

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

APPROVED

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
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	Subtotal		250.00
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	TOTAL		$275.00

❌ **Stamps**

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

❌ **Watermark**

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Needs to be paid ASAP

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

Pay this full amount

❌ **Handwritten notes**

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
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	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

❌ **Circled or highlighted text**

OCR
INVOICE TIPS

DISTORTION

Whilst OCR technology can handle a small amount of text skewing and distortion, recognition results do degrade as skewing and distortion increase.

Text that is overspaced or under spaced can also be difficult to process effectively.

For highest OCR accuracy it is recommended that text is kept in its standard orientation.

AVOID USE OF

❌ Distorted text

❌ Overspaced text

❌ Underspace text

TAX INVOICE

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EzeScan
Unit 1, 39 Dunhill
Crescent
Morningside QLD 4170

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
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	Subtotal		250.00
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	TOTAL		$275.00

❌ **Overspaced text**

TAX Invoice

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Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #: IN16032
Invoice Date: 11/02/2023
Due Date: 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
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3	Remote Services	150.00	150.00
	Subtotal		250.00
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	TOTAL		$275.00

❌ **Underspaced text**

OCR
INVOICE TIPS
COLOUR

As part of text extraction, OCR must determine what is text and what is background. Invoice with too many colors or some color combinations can interfere with its ability to identify text.

Invoices with coloured text process better if the colors are dark compared to lighter colors.

Light color or grey text and lines may not be recognized accurately or at all.

The higher the colour contrast between text and background, the more accurate the OCR results.

TRY AVOID USE OF
- ❌ Light text colours
- ❌ Too many colours
- ❌ Background colours

RECOMMENDED
- ✅ Dark text colours

TAX Invoice

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Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #:	IN16032
Invoice Date:	11/02/2023
Due Date:	10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		**$275.00**

❌ **Light coloured font**

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #:	IN16032
Invoice Date:	11/02/2023
Due Date:	10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		**$275.00**

❌ **Background colour**

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #:	IN16032
Invoice Date:	11/02/2023
Due Date:	10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		**$275.00**

❌ **Grey background colour**

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia
ABN 18 102 594 883

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #:	IN16032
Invoice Date:	11/02/2023
Due Date:	10/03/2023
Purchase Order:	PU00000123

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		**$275.00**

✅ **Dark text & table colour**

OCR
INVOICE TIPS
ALIGNMENT

For optimum OCR results, it is important to make sure that text is aligned horizontally and not staggered at all.

If text is not aligned properly, important invoice data may not be recognized accurately.

For high OCR accuracy it is also important to ensure a wide berth for tables.

ENSURE

- ✓ Text is horizontally aligned
- ✓ Tables are well spaced

Invoice 1 — Staggered Text

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #:	IN16032
Invoice Date:	11/02/2023
Due Date:	10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
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3	Remote Services	150.00	150.00
	Subtotal		250.00
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❌ **Staggered Text**

Invoice 2 — Well spaced table

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia
ABN 18 102 594 883

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #:	IN16032
Invoice Date:	11/02/2023
Due Date:	10/03/2023
Purchase Order:	PU00000123

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
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	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

✓ **Well spaced table**

Invoice 3 — No table padding

TAX Invoice

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EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia

Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

Invoice #:	INV16032
Invoice Date:	11/02/2023
Due Date:	10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
3	Remote Services	150.00	150.00
	Subtotal		250.00
	Total GST 10%		25.00
	TOTAL		$275.00

❌ **No table padding**

Invoice 4 — Well spaced table

TAX Invoice

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Invoice To:
John Smith
2 Circle Lane
Brisbane QLD 4122

EzeScan
Unit 1, 39 Dunhill Crescent
Morningside QLD 4170
Australia
ABN 18 102 594 883

Invoice #	Invoice Date	Due Date:	Purchase Order:
IN16032	11/02/2023	10/03/2023	PU00000123

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.00
2	EzeScan CLOUD	50.00	50.00
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	Subtotal		250.00
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✓ **Well spaced table**