



# 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. 00o) 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



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

making digital work

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100,00	100,00
2	EzeScan CLOUD	50,00	\$0,00
3	Remote Services	150,00	150,00
		Subtotal	250,00
Total GST 10%		25,00	
TOTAL		\$275.00	

# **X** Handwritten font

### TAX Invoice ezescan

EzeScan Unit 1, 39 Dunhill Crescent

Morningside QLD 4170 Australia

 Invoice To:
 Invoice #:
 IN16032

 John Smith
 Invoice Date:
 11/02/2023

 2 Circle Lane
 Due Date:
 10/03/2023

 Brisbane QLD 4122
 Due Date:
 10/03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100.00	100.0
2	EzeScan CLOUD	50.00	50.0
3	Remote Services	150.00	150.0
		Subtotal	250.0
		Total GST 10%	25.0
		TOTAL	\$275.00



### **TAX Invoice**



EzeScan
Unit 1, 39 Dunhill Crescent
Morningside OLD 4170

Morningside QLD 4170 Australia

John Smith 2 Circle Lane Brisbane QLD 4122

Invoice #:	IN16032	
Invoice Date:	11/02/202	3
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

### x Different sized font on same line

### TAX Invoice



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

 Invoice To:
 Invoice #:
 IN16032

 John Smith
 Invoice Date:
 1/02/2023

 2 Circle Lane
 Due Date:
 10/02/2023

 Brisbane QLD 4122
 Purchase Order:
 Pup0000123

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



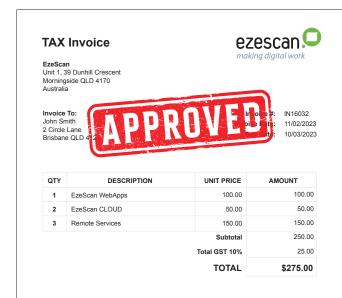
# OCR INVOICE TIPS NOISE

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







EzeScan

Unit 1, 39 Dunhill Crescent Morningside QLD 4170 Australia

**TAX Invoice** 

Invoice To: John Smith 2 Circle Lane Brisbane QLD 4122 Needs to be 11/102/2023

ASAP 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
	4	Total GST/10%	C II 25.00

TOTAL \$275.00

(x) Handwritten notes

#### **TAX Invoice**

EzeScan



Invoice #: IN16032

Invoice Date: 11/02/2023

Due Date: 10/03/2023

\$275.00

making digital work

Unit 1, 39 Dunhill Crescent Morningside QLD 4170 Australia

Invoice To: John Smith 2 Circle Lane Brisbane QLD 4122

QTY UNIT PRICE AMOUNT EzeScan WebApps 100.00 100.00 EzeScan CLOUD 50.00 50.00 150.00 Remote Services 150.00 250.00 Subtotal Total GST 10% 25.00

**TOTAL** 

### **X** Watermark

### **TAX Invoice**



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

**X** Circled or highlighted text

# OCR INVOICE TIPS DISTORTION

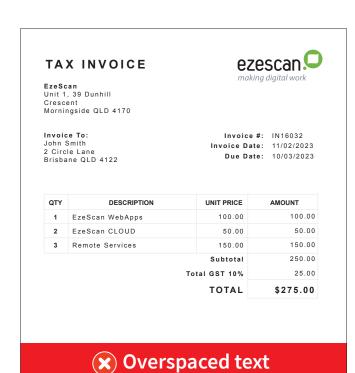
Whilst OCR technology can handle a small amount of text skewing and distortion, recognition results do degrade as skewing and distortion increase.

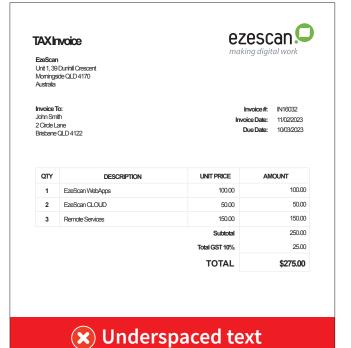
Text that is overspaced or under spaced can also be difficult to process effectively.

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

### **AVOID USE OF**

- Distorted text
- Overspaced text
- Underspace text





# 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

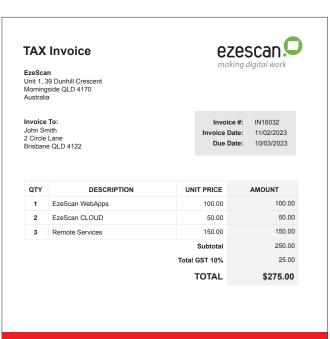
- Light text colours
- Too many colours
- Background colours

### **RECOMMENDED**

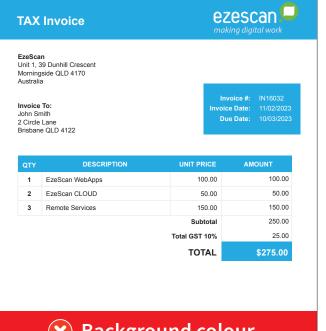
Dark text colours



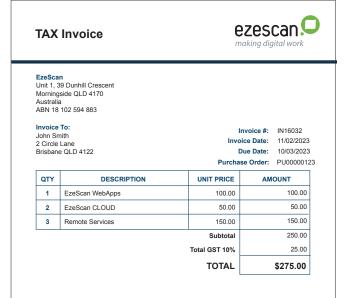








# **★** Background colour





# 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

#### **TAX Invoice**



#### EzeScan

Unit 1, 39 Dunhill Crescent Morningside QLD 4170 Australia

Invoice To: John Smith

2 Circle Lane Brisbane QLD 4122

Invoice #:	
Invoice Date:	6032
Due Date:	03/2023

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	EzeScan WebApps	100:00	400:00-
2	EzeScan CLOUD	50:00-	50-00-
3	Remote Services	450:00-	150.00
		Subtotal	250.00
		Total GST 10%	25.00
		TOTAL	\$275.00

### X

### Staggered Text

### **TAX Invoice**



Unit 1, 39 Dunhill Crescent Morningside QLD 4170 Australia

Invoice To: John Smith

FzeScan

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

#### TAX Invoice



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



# Well spaced table

### TAX Invoice



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
3	Remote Services	150.00	150.00
		Subtotal	250.00
		Total GST 10%	25.00
		TOTAL	\$275.00



Well spaced table