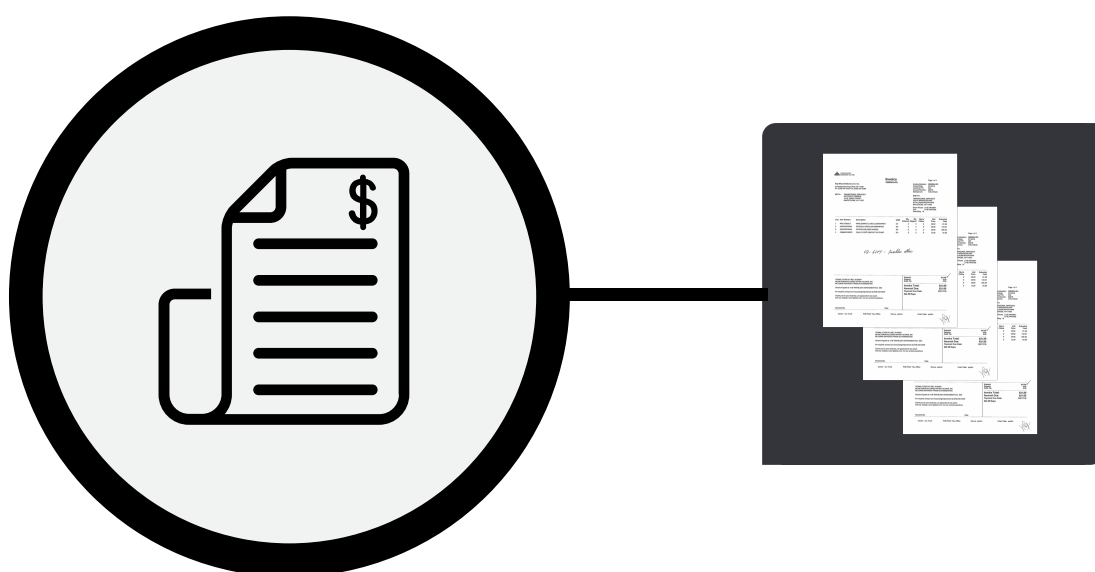


# Data Entry Automation

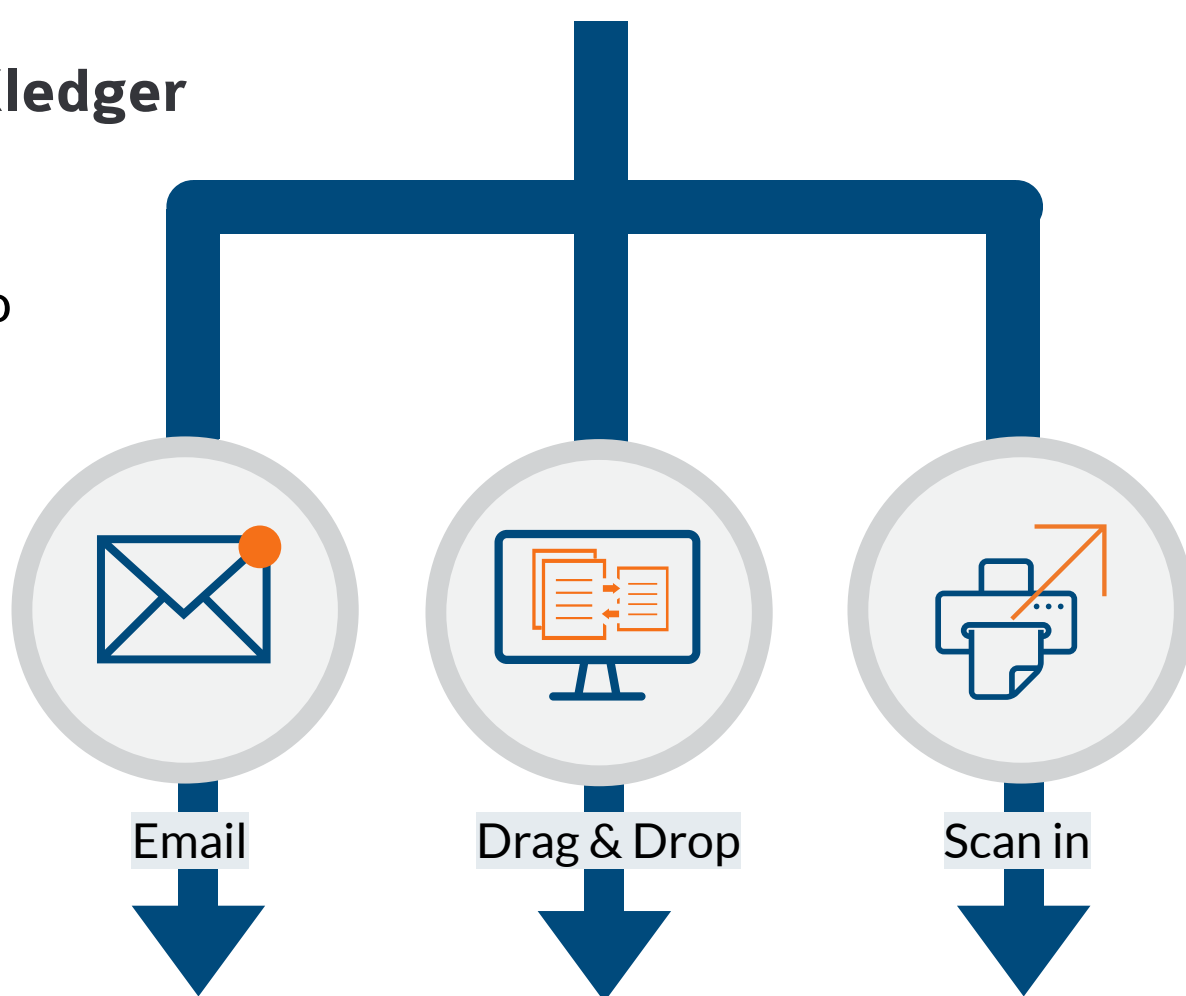
## 1. Invoice

Start with one or more invoices. They can be hard copy or digital.



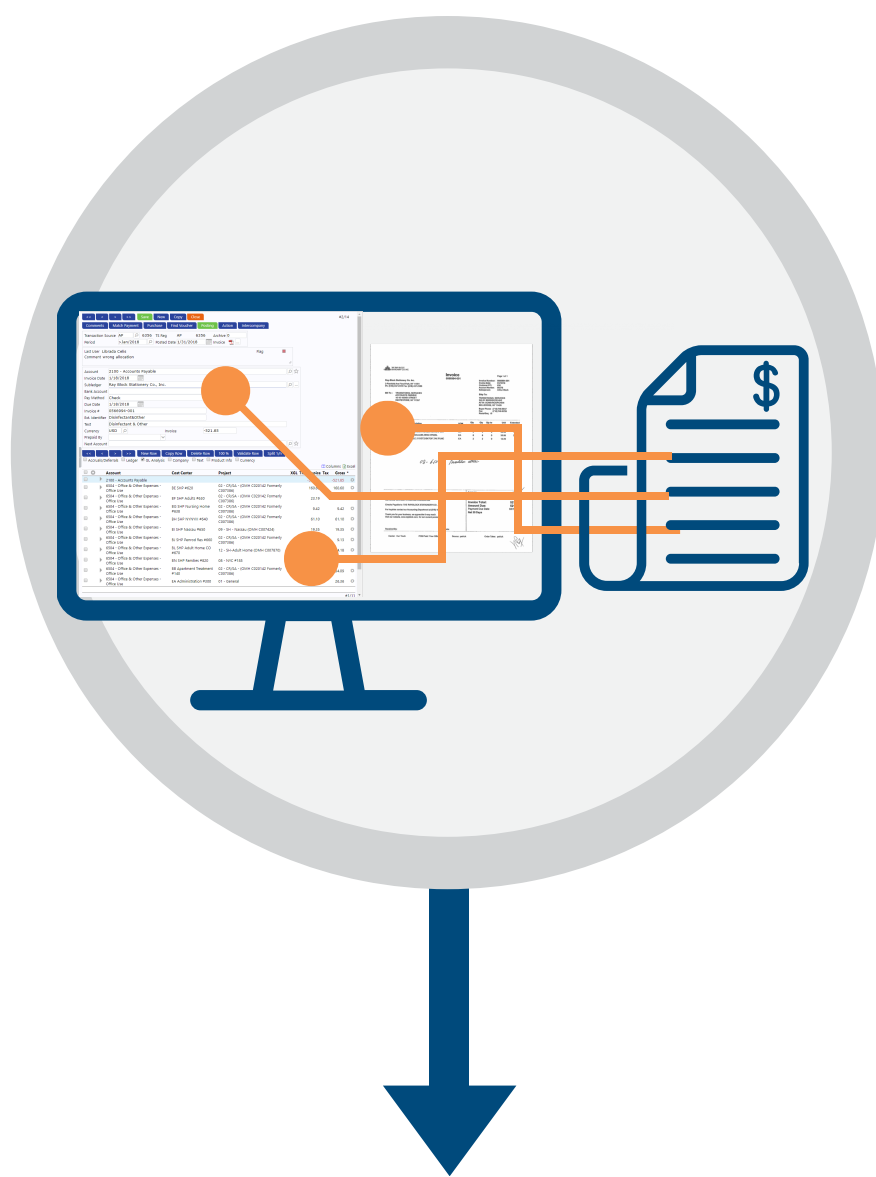
## 2. Import into Xledger

You can enter the invoice directly into Xledger in one of three ways: by emailing, by dragging and dropping, or by scanning it in.



## 3. OCR

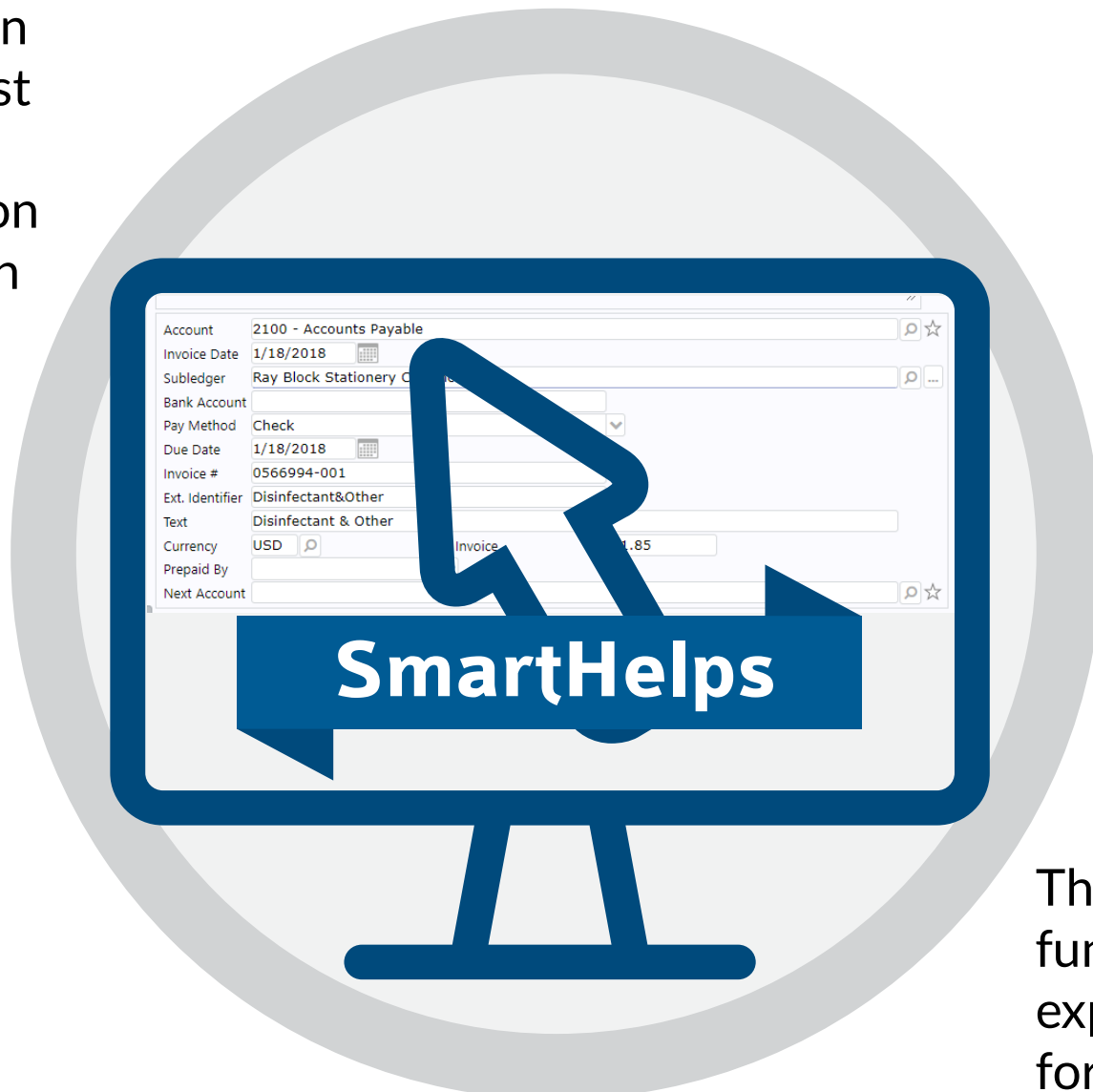
Optical Character Recognition will automatically read the uploaded invoice, identify necessary information, and update the corresponding fields.



You can add supplemental information by simply clicking the lines on the invoice that you wish to fill. OCR will pick them up and insert them into the journal entry.

## 4. SmartHelps posting

Using machine learning, Xledger's SmartHelps function suggests how to post your invoice, with suggestions based on past postings and on similar vendors in the system.



This intuitive function automates expense allocation for faster postings.