## **SmartDocSorter**

# Intelligent Document Categorization and Processing System

The automated process sorts scanned documents, which lack explicit identification, into their appropriate folders. Once sorted, the process dynamically initiates a series of task-specific actions based on the document type. These actions range from dispatching emails to relevant stakeholders, to extracting and inputting data from the documents into Excel spreadsheets, among other operations.

Project name	SmartDocSorter
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Created on	16.01.2024
Last changes at	18.01.2024
Status	In Progress
Current version	1.1

## **Planned changes**

No.	Date	Version	Type of Change
1	18.01.2024	1.1	Initiate Workflow Development
2	Future	1.2	Incorporate a broader array of test cases. This should include both isolated scenarios and integrated systems tests to thoroughly assess all aspects of the workflow.
3	Future	2.0	Once the Action Center Workflow is operational, integrate it seamlessly. Subsequently, conduct rigorous testing to ensure compatibility and efficiency.
4	Future	2.1	Focus on simplifying the project. This involves removing unnecessary components and optimizing existing processes.
5	Future	2.2	Enhancement of Project Descriptions

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### 1 General

#### 1.1 Initial situation

The existing procedure involves the uploading of scanned documents to the SharePoint folder labeled "Company Documents." Once uploaded, these documents are manually accessed by the contract team, who perform specific actions based on the document's content. For instance, if a document is a reminder, the accounting department is notified accordingly. After the necessary actions are taken, the document is then categorized and stored in the relevant folder. The proposed improvement is to streamline this process by implementing a Robotic Process Automation (RPA) solution. This automation aims to eliminate the need for manual intervention, thereby increasing efficiency and accuracy in handling and processing these documents.

#### 1.2 Process description

The process begins with the upload of scanned documents in formats such as PDF, JPG, or PNG. Given that these documents are scanned, there may be variations in their quality. UiPath OCR technology is employed to interpret and extract data from these documents. The content of each file is then analyzed and categorized using a Language Learning Model (LLM). This categorization process assigns a relevant folder number to each document. In cases where automatic categorization is unsuccessful, the document is redirected to the UiPath Action Center for manual categorization and folder number assignment.



Figure 1 Example scanned document

The documents are sorted into five distinct categories: offers, reminders, invoices, other, and payment confirmations. Once categorized, each file is moved to its designated folder.

For reminders, the system checks the 'PaymentInformation.xlsx' file to verify if the corresponding invoice has already been paid. If the invoice is paid, the supplier is contacted for verification of the reminder. If unpaid, the accounting department is notified to process the payment.

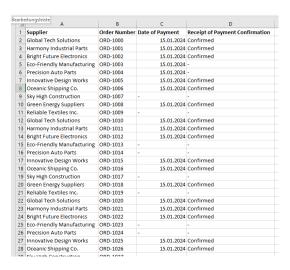


Figure 2 PaymentInformation.xlsx

Invoices trigger an automated email to the accounting team, prompting them to take necessary action. Offers and other documents do not initiate any further automated process.

Finally, when a payment confirmation is received, this information is methodically recorded in an Excel file for record-keeping and future reference. This automated workflow aims to streamline document handling, enhance efficiency, and reduce manual errors in the administrative processes.