



The Ultimate Guide to Intelligent Document Processing (IDP)

How to fully automate your document processing with
artificial intelligence and IDP



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Introduction

C-level executives are focused on accelerating **digital transformation** to improve processes, cut costs, free up staff from time-consuming manual tasks and strengthen business agility. [Research from PwC reports](#), a global professional services firm, indicates that using automation to capture and organize unstructured data can save 30-50% of the time spent compiling data from different teams, departments or locations. Centralized data storage and systems integration also contribute to this increase in productivity.

It's estimated that 80% of the business data in the enterprise is in an unstructured format. Many automation strategies face significant challenges because they lack the technology to capture this data consistently and efficiently. Unstructured data includes emails, incoming invoices from different vendors, delivery notes and documents with handwritten annotations. In contrast, structured data is well-defined, and data elements always appear in the same location. Examples of structured data include financial records, spreadsheets and information from web forms.

DocuWare Intelligent Document Processing (IDP) quickly processes unstructured data from your documents even if they include handwritten notes or are damaged. IDP also understands and extracts information in context using artificial intelligence (AI) and machine learning, a subset of AI.



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of business data is
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30-50%

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Research insights

In a recent Deloitte study on intelligent automation, executives rated their progress in automation compared to an "ideal organization."

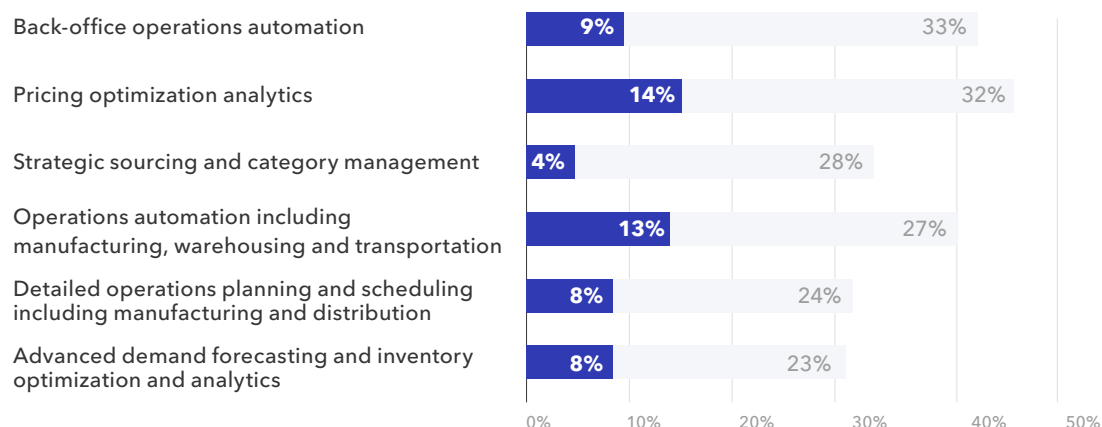
The executives rated themselves with an average score of 5.04 out of 10 for the years 2021-2022, indicating a significant gap. Many believed that their progress was about 50% behind the ideal. CFOs are placing greater emphasis on automation to reduce costs. In a July 2022 Gartner study, 98% of CFOs said accelerating digitization was their top priority.

50%

Behind the ideal organization

98%

CFOs prioritizing digitization



Digital Investments CEOs & CFOs believe will improve performance efficiency

” Automating back-office workflows is key to driving efficiencies in a number of areas, including accounts payable, accounts receivable, and internal IT services such as help desk support.

RANDEEP RATHINDRAN | Vice President for Research, Gartner Finance Practice

Gartner.

The basics of IDP technology

With DocuWare IDP, your company can realize the potential of AI-driven automation. It converts unstructured information into a structured format. This means every document-centric process can be streamlined, and the data is readily at hand for reporting and analysis.

The solution provides advanced document classification, precise data extraction, and powerful processing, boosting automation and cutting costs. It integrates optical character recognition (OCR) and handwritten text recognition (HTR), with AI and machine learning (ML). It leverages machine learning models to imitate human thought processes. These models are trained to enable accurate categorization and data extraction. They recognize patterns and predict outcomes similarly to how humans learn from experience.

IDP also uses deep learning, a ML method that uses complex algorithms called neural networks. Additionally, natural language processing (NLP) allows IDP to understand human language, while computer vision algorithms learn patterns by analyzing vast amounts of data to identify relationships within the information.

Advanced optical character recognition kicks off IDP workflows by identifying key data points on the document like document type and splitting locations. Then documents are automatically classified based on their content or properties. This determines the extraction steps which assign key data to index fields more accurately and quickly than manual data entry. The solution's validation capabilities check and match documents and data and route the documents through designated workflows.



Automated classification reduces manual intervention



OCR extraction enhances data accuracy



HTR enables access to handwritten data points



Hands-off batch splitting optimizes efficiency



Pre-built models minimize training effort



Training model increases automation rates

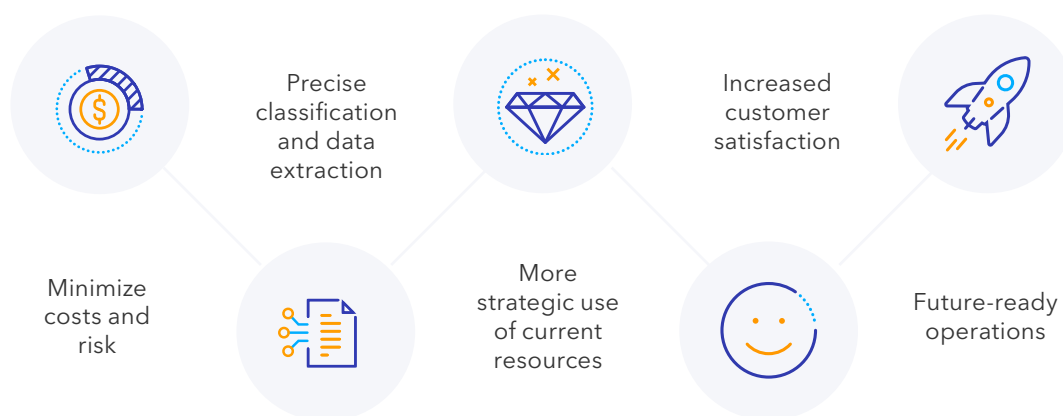


Fully web-based solution simplifies secure integration



Scale your business with the same or fewer resources

5 reasons automation should be at the top of your agenda



Minimize costs and risk

Intelligent document processing offers companies the opportunity to significantly reduce the risks associated with manual document processing. Using technologies that specialize in data processing, inaccuracies can be reduced by up to 67%, eliminating the time-consuming and costly process of error correction.

Precise classification and data extraction

IDP handles almost every document type and format, including tables, timesheets and text blocks. It improves operational efficiency by automating the extraction, classification, and export of data into your workflows using pre-built or customized machine learning models. Pre-built models are trained on documents that are common to the process you're automating and to your business sector. They are ready to use and can be fine-tuned if necessary. Customized configurations meet your individual requirements.



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More strategic use of current resources

Automation can significantly optimize workflows and reduce time spent on routine tasks. Smoother workflows enable companies to handle a greater volume of work with the same or even fewer resources.

IDP is particularly helpful when:

- Managing processes impacted by security and compliance standards
- Capturing data from crumpled or stained paper documents
- Recognizing handwriting or identifying information in complex data positions

Increased customer satisfaction

Companies that use outdated, manual methods and neglect data privacy protection jeopardize customer loyalty. For example, if there are delays in processing insurance or mortgage applications, customers may opt for competitors that employ modern technology. Intelligent document processing provides accurate and organized information that leads to faster and more efficient interaction with your customers. This, in turn, provides a better customer experience and increases their lifetime value.

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Future-proofing your company

Expand and scale your business without the need for additional staff or more resources in a volatile economic climate. As technology continues to evolve, companies that embrace automation now are better equipped to successfully meet future challenges and opportunities. With advanced automation, you can lay the foundation for long-term success.

How to choose the right IDP solution

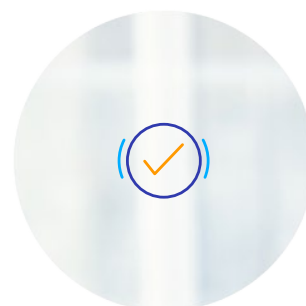


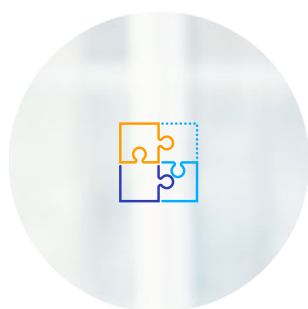
Ease of use

Platform usability plays a critical role in the success of your automation projects. DocuWare IDP's intuitive configuration and AI model training interfaces simplify ongoing process improvement. In addition, the solution runs in the background, which eliminates the need for end-user training. As a result, your accounting team benefits from the elimination of time-consuming, manual tasks, increased accuracy and faster processes without a learning curve.

Human-in-the-loop

Modern IDP systems leverage the power of human-in-the-loop (HITL) functions to provide quality control, deftly manage exceptions, enable continuous improvement and enable your staff to use their expertise to refine processes. Without HITL, precision and reliability can be compromised, which could drive up costs in subsequent data correction phases.





Pre-built and custom machine learning models

Pre-built models are easier to implement, resulting in completion of your automation projects. Custom machine learning algorithms create configurations tailored to meet the unique needs of your business or industry. These models are trained on your data sets and are closely aligned with your goals.

Extensive support services

Your software vendor should provide training and be readily available for post-implementation support. Software documentation should be clear and concise. The company should also host customer forums, provide instructional videos, blog posts with tips and tricks and a searchable knowledge base.



Comprehensive security

Prioritizing data privacy and security is essential. The software vendor should adopt proactive strategies that meet the highest standards. It's critical to enforce data security and privacy through encryption and stringent controls, adhering to standards like HIPAA and GDPR.

The IDP solution should protect documents from unauthorized access and create audit logs to support regulatory compliance. AI-based data processing and data transfers should be conducted using secure HTTPS encryption, which protects the data from unauthorized access during transmission.

Conclusion

DocuWare IDP stands out because of its outstanding performance at companies like yours. It's the right solution for organizations eager to embrace cutting-edge technology and tackle error-filled and labor-intensive manual processes to achieve greater efficiency. Implementing IDP prepares your organization to adapt quickly to innovations in automated workflow, data management and business strategy. DocuWare IDP is an essential tool for companies looking to stay competitive in an increasingly digital world.



**See DocuWare
Intelligent Document Processing
in action**

Contact us today



About DocuWare

DocuWare is a leading provider of document management and workflow automation solutions. Together with its 800+ strong Partner network, DocuWare has helped approximately 19,000 customers across 100+ countries simplify their work through digitizing, automating and transforming key processes.

start.docuware.com