

ABBYY



ABBYY Vantage

Invoice Processing Skill Guide

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About ABBYY Vantage


ABBYY Vantage is a comprehensive Content Intelligence platform that provides AI-powered cognitive services and pre-trained and trainable skills that can "understand" business documents and extract actionable data and insights.

This no-code / low-code platform makes today's digital worker and processes smarter and empowers the new citizen developer to accelerate digital transformation initiatives and expand automation to new processes in a fast and simple way, making an immediate impact on business results and customer experience.

Types of documents that can be processed with Vantage

Vantage is capable of processing structured, semi-structured, and unstructured documents in a variety of input formats and languages.

- **Structured documents** are documents which always include the exact type of information in the exact same locations. One example of structured documents are pre-formatted forms.
- **Semi-structured documents** are documents which generally include the same or similar information, but in each document the location, size, and number of fields may vary from document to document. Examples of semi-structured documents are bills, payment orders, and invoices.
- **Unstructured documents** are documents which consist of continuous text. Required information is usually located inside a sentence that can be on any page of the document. Examples of unstructured documents are contracts, lease agreements, and e-mail messages.

 **Note:** Use Advanced Designer to create skills for extracting data from unstructured documents.

The Vantage platform comes with a set of built-in skills, which can extract data from certain document types out-of-the-box (i.e. invoices, purchase orders, receipts, bills of lading, delivery notes). These skills can be adjusted according to specific requirements and further trained based on customer-specific documents.

Vantage users have also the option to design and train a completely new Document skill, Classification skill, and/or Process skill based on their own document set.

Invoice Skills

ABBYY Vantage offers a set of built-in skills designed for extracting data from invoices.

An invoice is a document issued by a seller to a buyer that lists the goods or services supplied. An invoice typically contains the following information:

- a list of goods or services supplied and their quantity and price
- the total amount payable for the goods or services
- the currency to be used for payment
- a description of the goods or services
- details about the seller and the buyer
- the number and date of the invoice

- applicable taxes

As information provided on invoices varies from region to region (e.g., each country has its own tax system and laws of incorporation), each region requires its own invoice skills, with region-specific data fields and validation rules.

ABBYY Vantage includes the following built-in invoice skills:

- [Invoice](#) for invoices from various countries, mostly European
- [Invoice AU-NZ](#) for Australian and New Zealand invoices
- [Invoice CA](#) for Canadian invoices
- [Invoice ES](#) for Spanish invoices
- [Invoice UA](#) for Ukrainian invoices
- [Invoice US](#) for US invoices

To process invoices from multiple regions within one workflow, ABBYY Vantage offers the following built-in skills:

- [Invoice Classifier](#)
- [Invoice Processing](#)

To split files with multiple invoices, ABBYY Vantage offers the built-in Invoice Document Splitter Skill.

The built-in invoice skills have been trained on a large document set and provide high accuracy of data identification and extraction.

The built-in invoice skills use data catalogs named “Vendors” (of type Document Issuer Companies) and “BusinessUnits” (of type Document Receiver Companies), each containing the following columns:

| | |
|---------|-------------------|
| Vendors | Issuer Company ID |
| | Name |
| | City |
| | Street |
| | State or Province |
| | Country |
| | Postal Code |
| | Tax ID |
| | National Tax ID |
| | Bank Account |

| | |
|---------------|------------------------|
| | Bank Code |
| | IBAN |
| | Company Correlation ID |
| BusinessUnits | Receiver Company ID |
| | Name |
| | City |
| | Street |
| | State or Province |
| | Country |
| | Postal Code |
| | Tax ID |

The built-in invoice skills also use **PurchaseOrders** and **PurchaseOrderItems** data catalogs to identify the invoices that correspond to existing purchase orders and check that the purchase details match. These data catalogs contain the following columns:

| | |
|--------------------|------------------|
| PurchaseOrders | BUId |
| | Netto |
| | PONumber |
| | VendorId |
| PurchaseOrderItems | Article |
| | BUId |
| | Description |
| | Discount |
| | ItemId |
| | PONumber |
| | Quantity |
| | TotalPriceBrutto |
| TotalPriceNetto | |

| | |
|--|-----------|
| | UnitPrice |
|--|-----------|

For more information about data catalogs and how to add custom data to a data catalog, see:

- https://vantage-eu.abbyy.com/help/english/SkillDesigner/?topic=docskill_datacatalogs if you are in Western Europe
- https://vantage-us.abbyy.com/help/english/SkillDesigner/?topic=docskill_datacatalogs if you are in North America
- https://vantage-au.abbyy.com/help/english/SkillDesigner/?topic=docskill_datacatalogs if you are in Australia

If you are not using data catalogs, the **Vendor/Name**, **Business Units/Name**, **Business Units/Address**, **Vendor/Address**, **Vendor/Tax ID**, and **Business Units/Tax ID** fields will be detected and captured using neural networks. If you want to select a specific record from your database, use data catalogs. For more information about the company detection, see:

- https://vantage-eu.abbyy.com/help/english/AdvancedDesigner/?topic=ad_companydetectionalgorithm if you are in Western Europe
- https://vantage-us.abbyy.com/help/english/AdvancedDesigner/?topic=ad_companydetectionalgorithm if you are in North America
- https://vantage-au.abbyy.com/help/english/AdvancedDesigner/?topic=ad_companydetectionalgorithm if you are in Australia


Invoice Rules

| Rule | Description |
|---|---|
| Total is required field | Checks whether the Total field is filled in. If it is not, displays a message saying that it is a required field. |
| Separate currency from amount in money fields | Splits the amount and the currency in fields containing currency amounts and copies the currency into the Currency field if it is empty. |
| Invoice date is required | Checks whether the Invoice Date field is filled in. If it is not, displays a message saying that it is a required field. |
| Currency is required | Checks whether the Currency field has been detected on the document. If not, displays a message saying that it is a required field. |
| Vendor Tax ID is required | Checks whether the vendor Tax ID field is filled in. If it is not, displays a message saying that it is a required field. |
| Check item amount | Checks that: |

| Rule | Description |
|--|---|
| | <ul style="list-style-type: none"> • The number of units of each type (Quantity) multiplied by the unit price (Unit Price) is equal to the total amount charged before tax (Net Price) minus the applicable discount (Discount). • The total amount charged before tax (Net Price) multiplied by the tax rate (Tax Rate) is equal to the value of the Tax Amount field. • The sum of the values of the Net Price and Tax Amount fields is equal to the value of the Total Price field. <p>For each invoice line item, suggests values for the following fields (wherever calculating them is possible): Quantity, Unit Price, Discount, Net Price, Tax Rate, Tax Amount, and Total Price.</p> |
| <p>Separate currency from amount in LI money fields:</p> <ul style="list-style-type: none"> • Line Items/Unit Price • Line Items/Net Price • Line Items/Total Price | <p>Splits the amount and the currency in the corresponding field and copies the currency into the Line Items/Currency field if it is not filled in.</p> |
| <p>Check invoice and line items currency</p> | <p>Checks that the value of the Currency and Line Items/Currency fields is a supported currency. If the currency is not supported or has not been extracted, suggests currency values from the appropriate invoice region. Currency descriptions are replaced with ISO codes.</p> |
| <p>Check LI Total Prices against Total Amount</p> | <p>Checks the value of the Total Amount field. If it is not equal to the sum of the Line Items/Total Price fields, suggests filling in the fields with their calculated values.</p> |
| <p>Check LI Net Prices against Total Net Amount</p> | <p>Checks the value of the Total Net Amount field. If it is not equal to the sum of the Line Items/Net Price fields, suggests filling in the fields with their calculated values.</p> |
| <p>Check Total Tax</p> | <p>Checks that the sum of the Tax Amount fields across the Tax Rates repeating group is equal to the value of the Total Taxes field.</p> |

| Rule | Description | | | | | | | | | | | | | | |
|---------------------|--|---------------|--------------------|---------|-------------------------|---------------|----|------------|----|------------|----|------------|----|------------|----|
| | <ul style="list-style-type: none"> • If the values are not equal, suggests filling in the fields with the calculated values. • If the Total Taxes field is not filled in, fills it in with its calculated value. <p>For each instance of the Tax Rates group:</p> <ul style="list-style-type: none"> • Checks that $(\text{Tax Rate} / 100) * \text{Net Amount}$ is equal to Tax Amount. • If Tax Rate, Net Amount, or Tax Amount is not filled in, suggests filling in these fields with their calculated values. • Removes the percent sign (%) from the value in the Tax Rate field. | | | | | | | | | | | | | | |
| Check Total field | Checks that the sum of the Total Net Amount and Tax Amount fields is equal to the total invoiced amount (Total). If the values are not equal or if the Total field is not filled in, suggests filling in the fields with their calculated values. | | | | | | | | | | | | | | |
| Check Net Total | Checks that the sum of the Net Amount fields across the Tax Rates repeating group is equal to the total amount charged for the goods or services before tax (Total Net Amount). If the values are not equal, suggests filling in the fields with their calculated values. If the Total Net Amount is not filled in, fills it in with its calculated value. | | | | | | | | | | | | | | |
| Set default country | <p>If a country has not been detected on the image, specifies the default country for the invoice as follows:</p> <table border="1" data-bbox="804 1572 1463 2094"> <thead> <tr> <th data-bbox="804 1572 1145 1648">Invoice Skill</th> <th data-bbox="1145 1572 1463 1648">Country by default</th> </tr> </thead> <tbody> <tr> <td data-bbox="804 1648 1145 1722">Invoice</td> <td data-bbox="1145 1648 1463 1722">Default country not set</td> </tr> <tr> <td data-bbox="804 1722 1145 1798">Invoice AU-NZ</td> <td data-bbox="1145 1722 1463 1798">AU</td> </tr> <tr> <td data-bbox="804 1798 1145 1874">Invoice CA</td> <td data-bbox="1145 1798 1463 1874">CA</td> </tr> <tr> <td data-bbox="804 1874 1145 1951">Invoice ES</td> <td data-bbox="1145 1874 1463 1951">ES</td> </tr> <tr> <td data-bbox="804 1951 1145 2027">Invoice UA</td> <td data-bbox="1145 1951 1463 2027">UA</td> </tr> <tr> <td data-bbox="804 2027 1145 2094">Invoice US</td> <td data-bbox="1145 2027 1463 2094">US</td> </tr> </tbody> </table> | Invoice Skill | Country by default | Invoice | Default country not set | Invoice AU-NZ | AU | Invoice CA | CA | Invoice ES | ES | Invoice UA | UA | Invoice US | US |
| Invoice Skill | Country by default | | | | | | | | | | | | | | |
| Invoice | Default country not set | | | | | | | | | | | | | | |
| Invoice AU-NZ | AU | | | | | | | | | | | | | | |
| Invoice CA | CA | | | | | | | | | | | | | | |
| Invoice ES | ES | | | | | | | | | | | | | | |
| Invoice UA | UA | | | | | | | | | | | | | | |
| Invoice US | US | | | | | | | | | | | | | | |

| Rule | Description | | | | |
|--|--|---------------|--------------------|------------|----|
| | <table border="1"> <tr> <td data-bbox="801 203 1145 280">Invoice Skill</td> <td data-bbox="1145 203 1466 280">Country by default</td> </tr> <tr> <td data-bbox="801 280 1145 356">Invoice JP</td> <td data-bbox="1145 280 1466 356">JP</td> </tr> </table> | Invoice Skill | Country by default | Invoice JP | JP |
| Invoice Skill | Country by default | | | | |
| Invoice JP | JP | | | | |
| <p>Check vendor details against database</p> | <p>Checks whether the appropriate entry in the Vendors catalog has been found for the vendor bank details detected on the image. If the values in the catalog are different, replaces the field values with entries from the catalog.</p> <p>If the vendor was not detected correctly, the operator may select a different vendor from the catalog manually during Manual Review.</p> <p>The Vendor Id, Name, Street, Country, and Business Unit ID fields should be filled in in the Vendors catalog.</p> | | | | |
| <p>Business unit must be found in database</p> | <p>Checks that the business unit details detected on the document image are the same as those in the Business Unit catalog. If some entries are different, replaces the field values with values from the catalog.</p> <p>If the business unit was not detected correctly, the operator may select a different business unit from the catalog manually during Manual Review.</p> <p>The Business Unit Id, Name, Street, and Country fields should be filled in in the Business Unit catalog.</p> | | | | |
| <p>Check purchase order number and amount</p> | <p>Checks that the order number and amount detected on the document image are the same as those in the purchase order catalog. If several order numbers are detected, checks all of them and their amounts against the values in the catalog.</p> <p>The Order Number field should be filled in in the Purchase Order catalog.</p> | | | | |
| <p>Match invoice line item with order item</p> | <p>Checks invoice line item information against records in the Purchase Order Items catalog. If the catalog contains an entry for a particular line item, fills in the corresponding Order Item ID field using the value from the catalog.</p> | | | | |

| Rule | Description |
|---|--|
| | <p>The Order Item ID and Order Number fields should be filled in in the Purchase Order Items catalog.</p> |
| <p>Check purchase order total amount</p> | <p>Checks if the value in the Total field equals the value of the Total field in the Purchase Order group when one purchase order is found.</p> <p>Checks if the value in the Total field equals the sum of values in Total fields in the Purchase Order group when several purchase orders are found.</p> |
| <p>Check matching of line items to unique order items</p> | <p>For all line items whose purchase order number is equal to the one extracted in the Purchase Order group, checks that the value in the Order item ID field in the Line Items group is unique for every purchase order number if the value of the Order Checked field is True.</p> |
| <p>If order is checked make line items valid</p> | <p>For each item in Purchase Order group that has the Order Checked field set to True, compares the order number to the order number in all line items of the Line Items group. If they match in the Line Items group row, the value of the Is Valid field in the Line Items group value in that row is set to True.</p> |
| <p>Copy order number</p> | <p>If there is only one value in the Order Number field in the Purchase Order group and the values in the Order Number field in the Line Items group are empty, copies the value of the Order Number field in the Purchase Order group to the values of the Order Number field in the Line Items group.</p> |
| <p>Detect invoice type</p> | <p>Sets the type in the Invoice Type checkmark group. If the document is marked as credit note or if the value of the Total field is negative, sets the type to Credit Note. Otherwise, sets the type to Invoice.</p> |
| <p>Reversed Charge field is empty or completed</p> | <p>If the document contains references to reversed charges, checks the values of the taxes fields. If they are empty, marks the Reversed Charge checkmark.</p> <p> Note: Does not apply to AU-NZ, CA, US, and JP regions.</p> |

Note: To fill in a field with its calculated value, click the ▲ button in the value region of the field and select one of the suggestions from the drop-down list.

Note: When you update a copy of this skill to a derived skill, the rules will also be updated:

1. Some of the rules will get new versions. The outdated versions will receive numbered postfixes (for example, **Check item amount 1**). Review these rules and remove any unnecessary versions from the derived skill.
2. If you remove outdated **Tax Rate X**, **Tax Amount X**, and **Net Amount X** fields, the rules that checked them will become unnecessary. Remove those rules from the derived skill.

Parameters

The Invoice skills have default skill parameters that refer to data catalogs used for Vendor, Business Unit, and Purchase Order lookup. You can change the values of these parameters in Vantage or Advanced Designer to modify the field extraction process. For more information, see Skill parameters.

| Parameter | Description |
|--------------------|--|
| Vendors | <p>The predefined data catalog used for Vendor lookup.</p> <p>The default value of this parameter is Vendors. You can change this value by choosing another available data catalog of the same type (Document Issuer Companies).</p> |
| BusinessUnits | <p>The predefined data catalog used for Business Unit lookup.</p> <p>The default value of the parameter is BusinessUnits. You can change this value by choosing another available data catalog of the same type (Document Receiver Companies).</p> <p>Note: This parameter is not available for the Invoice JP skill.</p> |
| PurchaseOrders | <p>The predefined data catalog used for Purchase Order lookup.</p> <p>The default value of this parameter is PurchaseOrders. You can change this value by choosing another available data catalog having the same structure.</p> |
| PurchaseOrderItems | <p>The predefined data catalog used to check if the Purchase Order details match.</p> <p>The default value of this parameter is PurchaseOrderItems. You can change this value by choosing another available data catalog having the same structure.</p> |

Invoice Processing Skill

The **Invoice Processing** skill enables all incoming invoices to first be classified by region by means of the **Invoice Classifier** skill. Next, the appropriate Invoice Document skill will be applied to the invoices of each class.

The Invoice Processing skill can be used to extract data from invoices from the following six regions: Australia and New Zealand, Europe, Spain, Ukraine, Canada, and the USA.

Note: Japanese invoices cannot be processed with the Invoice Processing skill because the Invoice JP skill is not included in the Invoice Classifier skill or the Invoice Processing skill. If you need to process Japanese invoices together with invoices from other regions, you can configure your own Invoice Classifier skill or Invoice Processing skill. For detailed instructions, please refer to the Classification skill and Process skill help sections.

If you need to process invoices in languages that are not enabled by default, you need to add the required languages in the copies of the Invoice Classifier skills.

To do this:

1. Duplicate the Invoice Processing skill.
2. Make sure that the required languages are added to the Invoice Classifier skill.
If not:
 - a. Duplicate the Invoice Classifier skill.
 - b. Add the required languages to the copy of the Invoice Classifier skill. For more information on how to do this, see the [Invoice Classifier skill](#) help section.
Please note that once the list of recognition languages has been changed, the classifier needs to be trained again from scratch on your own documents.
 - c. In the copy of the Invoice Processing skill, replace the Invoice Classifier skill with its copy with the added languages.

Invoice Classifier Skill

The **Invoice Classifier** skill classifies invoices by region, depending on the region that they come from.

The table below shows which countries are covered by each region.

| Region | Country |
|---------|---|
| Default | <ul style="list-style-type: none"> • Austria • Belgium • Bulgaria • Croatia • Czech Republic • Denmark • Estonia |

| Region | Country |
|--------|--|
| | <ul style="list-style-type: none"> • Finland • France • Germany • Greece • Hungary • India • Ireland • Italy • Netherlands • Norway • Poland • Portugal • Slovakia • Sweden • Switzerland • United Kingdom |
| USA | USA |
| CA | Canada |
| AU-NZ | Australia and New Zealand |
| ES | Spain |
| UA | Ukraine |

By default, the Invoice Classifier skill supports invoices in the following languages:

- English,
- Spanish,
- German,
- French.

To classify invoices in other languages:

1. Duplicate the Invoice Classifier skill.
2. In the Languages settings in the Skill Designer, add the required languages to the copy of the Invoice Classifier skill.

Classification Skill **Invoice Classifier (copy)** 

Please note that allowing too many languages will slow down OCR.

3. Retrain the copy of the Invoice Classifier skill.
Once the list of recognition languages has been changed, the classifier needs to be trained again from scratch on your own documents. For detailed information, see the Training a Classifier help section.

Note: Invoices from countries other than those listed above will be classified as **Unknown**.


Invoice - Document Skill

The **Invoice** skill extracts data from invoices from approximately 30 countries, most of them European.

The settings of the Invoice skill are described below.

Countries and Languages

| Countries | Languages |
|---|--|
| <ul style="list-style-type: none"> • Austria • Belgium • Bulgaria • Croatia • Cyprus • Czech Republic • Denmark • Estonia • Finland • France • Germany • Hungary • India • Ireland • Italy | <ul style="list-style-type: none"> • English • Danish • Dutch • Finnish • French • German • Italian • Norwegian (Bokmal) • Portuguese • Swedish • Bulgarian • Croatian • Czech • Estonian • Hungarian |

| Countries | Languages |
|---|--|
| <ul style="list-style-type: none"> • Latvia • Lithuania • Moldova • Netherlands • Norway • Poland • Portugal • Romania • Slovakia • Slovenia • Sweden • Switzerland • Turkey • United Kingdom | <ul style="list-style-type: none"> • Latvian • Lithuanian • Polish • Romanian • Slovak • Turkish • Ukrainian <p> Note: By default, the Invoice skill is enabled for all languages that are listed above. You are allowed to disable languages that Vantage will not encounter in your documents. This may improve both document processing speed and quality.</p> |

Extracted Fields

| Field | | Description |
|--------------------|---------|---|
| Invoice Number | | The number of the invoice. |
| Invoice Date* | | The date when the invoice was issued. |
| Total* | | The total cost of goods or services. |
| Currency | | The currency of the invoice. |
| Business Unit (BU) | Name | The name of the business unit (invoice recipient). |
| | Tax ID | The tax payer registration number. |
| | Address | The address of the business unit (invoice recipient). The address will be extracted into this field, if no business unit databases are used or if the business unit has not been found in a database. |
| | Country | The country of the business unit (invoice recipient). |

| Field | | Description |
|-----------------|--------------------|--|
| | City | The address of the business unit (invoice recipient). This address format will be used if business unit databases are used and the business unit has been found in a database. |
| | Street | |
| | Postal Code | |
| | ID | The unique identifier of the business unit in an external system. This field will only be filled in if a database of companies is used. |
| Vendor | Name | The vendor's name. |
| | Tax ID | International TAX payer registration number. |
| | National Tax ID | The TAX payer registration number inside the origin country. |
| | IBAN | The vendor's international bank account number. |
| | Bank Account | The vendor's bank account. |
| | Bank Code | The vendor's bank code. |
| | SWIFT Code | The SWIFT code of the vendor. |
| | Address | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Country | The vendor's country. |
| | City | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Street | |
| | Postal Code | |
| | ID | The vendor's unique identifier in an external system. This field will only be filled in if a database of vendors is used. |
| Delivery Date | | The date the goods were delivered or services performed. |
| Due Date | | The date by which the invoice should be paid. |
| Reversed Charge | | Indicates that a reverse charge is applied. |
| Taxes | Total Net Amount | The total cost of goods and services without tax. |
| | Total Taxes | The total tax amount. |
| | Non Taxable Amount | The amount on which no tax is payable. |

| Field | | Description |
|---------------------------------|---|--|
| | Tax Rates (repeating group) <ul style="list-style-type: none"> • Net Amount • Tax Amount • Tax Rate | For each tax group: <ul style="list-style-type: none"> • Cost of goods or services without tax • Tax charged • Tax rate |
| Invoice Type | Invoice | Indicates the Invoice type of the invoice. |
| | Credit Note | Indicates the Credit Note type of the invoice. |
| Purchase Order | Order Number | The number of the purchase order. |
| | Total | The cost of the goods or services listed in the purchase order. This field is filled in if a database of purchase orders is used. |
| | Order Checked | Specifies whether the order number is verified. The value of the field can be True or False . |
| Line Items (repeating group) | Order Number | The number of the purchase order. |
| | Is Valid | Specifies whether the order number in the Line Item group matches any checked order number in the Purchase Order group. The value of the field can be True or False . |
| | Order Date | The date when the purchase order was created. |
| | Position | The number of the line item in the list. |
| | Article Number Vendor | The article number or code from a database of vendors or from a data set. |
| | Article Number BU | The article number or code from a database of business units or from a data set. |
| | Description | A description of the line item. |
| | Quantity | The number of units purchased. |
| | Unit of Measurement | The unit of measurement used for the goods. |
| | Unit Price | The price of one item of goods. |
| | Discount Percentage | The discount percentage on the initial line item price. |

| Field | | Description |
|-------|---------------|---|
| | Discount | Discount applicable to the line item. |
| | Net Price | The price of the line item without tax. |
| | Tax Rate | The tax rate for the line item. |
| | Tax Amount | The amount of tax payable on the line item. |
| | Tax Code | The code of the tax. |
| | Total Price | The price of the line item including tax. |
| | Currency | The currency of the line item. |
| | Order Item ID | The unique line item identifier. This field is filled in only when a purchase order items catalog is used. |

*Required field or field group: values cannot be empty.

Note: Older versions of this skill extracted the tax information into fields named **Tax Rate X**, **Tax Amount X**, and **Net Amount X**. In Vantage 2.4, these fields are grouped into a repeating group called **Tax Rates**. If you are updating a copy of a built-in skill, please check that the new **Tax Rates** group works for you. If you are satisfied with the results, you can simply remove the individual fields used in the older version. If not, create new fields to suit your processing scenario.

Key Fields

- Vendor/Name
- Invoice Date
- Invoice Number
- Total
- Currency

Invoice AU-NZ - Document Skill

The **Invoice AU-NZ** skill extracts data from Australian and New Zealand invoices.

The settings of the Invoice AU-NZ skill are described below.

Countries and Languages

| Countries | Languages |
|--|-----------|
| <ul style="list-style-type: none"> • Australia • New Zealand | English |

Extracted Fields

| Field | | Description |
|--------------------|---|---|
| Invoice Number | | The number of the invoice. |
| Invoice Date* | | The date when the invoice was issued. |
| Total* | | The total cost of goods or services. |
| Currency | | The currency of the invoice. |
| Business Unit (BU) | Name | The name of the business unit (invoice recipient). |
| | Tax ID | The tax payer registration number. |
| | Address | The address of the business unit (invoice recipient). The address will be extracted into this field, if no business unit databases are used or if the business unit has not been found in a database. |
| | Country | The country of the business unit (invoice recipient). |
| | State or Province | The address of the business unit (invoice recipient). This address format will be used if business unit databases are used and the business unit has been found in a database. |
| | City | |
| | Street | |
| | Postal Code | |
| ID | The unique identifier of the business unit in an external system. This field will only be filled in if a database of companies is used. | |
| Vendor | Name | The vendor's name. |
| | Tax ID | The tax payer registration number. |
| | Address | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Country | The vendor's country. |
| | State or Province | The vendor's address. This address format will be used if vendor databases are used and the vendor has been found in a database. |
| | City | |
| | Street | |
| Postal Code | | |

| Field | | Description |
|---------------------------------|---|---|
| | ID | The vendor's unique identifier in an external system. This field will only be filled in if a database of vendors is used. |
| Delivery Date | | The date the goods were delivered or services performed. |
| Due Date | | The date by which the invoice should be paid. |
| Taxes | Total Net Amount | The total cost of goods and services without tax. |
| | Total Taxes | The total tax amount. |
| | Tax Rates (repeating group) <ul style="list-style-type: none"> • Net Amount • Tax Amount • Tax Rate | For each tax group: <ul style="list-style-type: none"> • Cost of goods or services without tax • Tax charged • Tax rate |
| | Non Taxable Amount | The amount on which no tax is payable. |
| Invoice Type | Invoice | Indicates the Invoice type of the invoice. |
| | Credit Note | Indicates the Credit Note type of the invoice. |
| Purchase Order | Order Number | The number of the purchase order. |
| | Total | The cost of the goods or services listed in the purchase order. This field is filled in if a database of purchase orders is used. |
| | Order Checked | Specifies whether the order number is verified. The value of the field can be True or False . |
| Line Items (repeating group) | Order Number | The number of the purchase order. |
| | Is Valid | Specifies whether the order number in the Line Items group matches any checked order number in the Purchase Order group. The value of the field can be True or False . |
| | Order Date | The date when the purchase order was created. |
| | Position | The number of the line item in the list. |
| | Article Number Vendor | The article number or code from a database of vendors or from a data set. |

| Field | | Description |
|---------------------|--|---|
| Article Number BU | | The article number or code from a database of business units or from a data set. |
| Description | | A description of the line item. |
| Quantity | | The number of units purchased. |
| Unit of Measurement | | The unit of measurement used for the goods. |
| Unit Price | | The price of one item of goods. |
| Discount Percentage | | The discount percentage on the initial line item price. |
| Discount | | Discount applicable to the line item. |
| Net Price | | The price of the line item without tax. |
| Tax Rate | | The tax rate applicable to the line item. |
| Tax Amount | | The amount of tax payable on the line item. |
| Tax Code | | The code of the tax. |
| Total Price | | The price of the line item including tax. |
| Currency | | The currency of the line item. |
| Order Item ID | | The unique line item identifier. This field is filled in only when a purchase order items catalog is used. |

*Required field or field group: values cannot be empty.

Note: Older versions of this skill extracted the tax information into fields named **Tax Rate X**, **Tax Amount X**, and **Net Amount X**. In Vantage 2.4, these fields are grouped into a repeating group called **Tax Rates**. If you are updating a copy of a built-in skill, please check that the new **Tax Rates** group works for you. If you are satisfied with the results, you can simply remove the individual fields used in the older version. If not, create new fields to suit your processing scenario.

Key Fields

- Vendor/Name
- Invoice Date
- Invoice Number
- Total
- Currency

Invoice CA - Document Skill

The **Invoice CA** skill extracts data from Canadian invoices.

The settings of the Invoice CA skill are described below.

Countries and Languages

| Countries | Languages |
|-----------|---|
| Canada | <ul style="list-style-type: none"> English French |


Extracted Fields

| Field | Description | |
|--------------------|---------------------------------------|---|
| Invoice Number | The number of the invoice. | |
| Invoice Date* | The date when the invoice was issued. | |
| Total* | The total cost of goods or services. | |
| Currency | The currency of the invoice. | |
| Business Unit (BU) | Name | The name of the business unit (invoice recipient). |
| | Address | The address of the business unit (invoice recipient). The address will be extracted into this field, if no business unit databases are used or if the business unit has not been found in a database. |
| | Country | The country of the business unit (invoice recipient). |
| | State or Province | The address of the business unit (invoice recipient). This address format will be used if business unit databases are used and the business unit has been found in a database. |
| | City | |
| | Street | |
| | Postal Code | |
| | ID | The unique identifier of the business unit in an external system. This field will only be filled in if a database of companies is used. |
| Vendor | Name | The vendor's name. |
| | Address | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Country | The vendor's country. |

| Field | | Description |
|----------------|---|--|
| | State or Province | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | City | |
| | Street | |
| | Postal Code | |
| | Bank Account | The vendor's bank account. |
| | Bank Code | The vendor's bank code. |
| | ID | The vendor's unique identifier in an external system. This field will only be filled in if a database of vendors is used. |
| Delivery Date | | The date the goods were delivered or services performed. |
| Due Date | | The date by which the invoice should be paid. |
| Taxes | Total Net Amount | The total cost of goods and services without tax. |
| | Total Taxes | The total tax amount. |
| | Tax Rates (repeating group) <ul style="list-style-type: none"> • Net Amount • Tax Amount • Tax Rate | For each tax group: <ul style="list-style-type: none"> • Cost of goods or services without tax • Tax charged • Tax rate |
| | Non Taxable Amount | The amount on which no tax is payable. |
| Invoice Type | Invoice | Indicates the Invoice type of the invoice. |
| | Credit Note | Indicates the Credit Note type of the invoice. |
| Purchase Order | Order Number | The number of the purchase order. |
| | Total | The cost of the goods or services listed in the purchase order. This field is filled in if a database of purchase orders is used. |
| | Order Checked | Specifies whether the order number is verified. The value of the field can be True or False . |
| Line Items | Order Number | The number of the purchase order. |

| Field | | Description |
|-------------------|-----------------------|--|
| (repeating group) | Is Valid | Specifies whether the order number in the Line Item group matches any checked order number in the Purchase Order group. The value of the field can be True or False . |
| | Order Date | The date when the purchase order was created. |
| | Position | The number of the line item in the list. |
| | Article Number Vendor | The article number or code from a database of vendors or from a data set. |
| | Article Number BU | The article number or code from a database of business units or from a data set. |
| | Description | A description of the line item. |
| | Quantity | The number of units purchased. |
| | Unit of Measurement | The unit of measurement used for the goods. |
| | Unit Price | The price of one item of goods. |
| | Discount Percentage | The discount percentage on the initial line item price. |
| | Discount | Discount applicable to the line item. |
| | Net Price | The price of the line item without tax. |
| | Tax Rate | The tax rate for the line item. |
| | Tax Amount | The amount of tax payable on the line item. |
| | Tax Code | The code of the tax. |
| | Total Price | The price of the line item including tax. |
| | Currency | The currency of the line item. |
| | Order Item ID | The unique line item identifier. This field is filled in only when a purchase order items catalog is used. |

*Required field or field group: values cannot be empty.

 **Note:** Older versions of this skill extracted the tax information into fields named **Tax Rate X**, **Tax Amount X**, and **Net Amount X**. In Vantage 2.4, these fields are grouped into a repeating group called **Tax Rates**. If you are updating a copy of a built-in skill, please check that the new **Tax Rates** group works for you. If you are satisfied with the results, you can simply remove the individual fields used in the older version. If not, create new fields to suit your processing scenario.

Key Fields

- Vendor/Name
- Invoice Date
- Invoice Number
- Total
- Currency

Invoice ES - Document Skill

The **Invoice ES** skill extracts data from Spanish invoices.

The settings of the Invoice ES skill are described below.

Countries and Languages

| Countries | Languages |
|-----------|--|
| Spain | <ul style="list-style-type: none"> • English • Spanish |

Extracted Fields

| Field | Description | |
|--------------------|---------------------------------------|---|
| Invoice Number | The number of the invoice. | |
| Invoice Date* | The date when the invoice was issued. | |
| Total* | The total cost of goods or services. | |
| Currency | The currency of the invoice. | |
| Business Unit (BU) | Name | The name of the business unit (invoice recipient). |
| | Tax ID | The tax payer registration number. |
| | Address | The address of the business unit (invoice recipient). The address will be extracted into this field, if no business unit databases are used or if the business unit has not been found in a database. |
| | Country | The country of the business unit (invoice recipient). |
| | City | The address of the business unit (invoice recipient). This address format will be used if business unit databases are used and the business unit has been found in a database. |
| | Street | |
| | Postal Code | |

| Field | | Description |
|-----------------|--|--|
| | ID | The unique identifier of the business unit in an external system. This field will only be filled in if a database of companies is used. |
| Vendor | Name | The vendor's name. |
| | Tax ID | International TAX payer registration number. |
| | National Tax ID | The TAX payer registration number inside the origin country. |
| | IBAN | The vendor's international bank account number. |
| | Bank Account | The vendor's bank account. |
| | Bank Code | The vendor's bank code. |
| | SWIFT Code | The SWIFT code of the vendor. |
| | Address | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Country | The vendor's country. |
| | City | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Street | |
| | Postal Code | |
| | ID | The vendor's unique identifier in an external system. This field will only be filled in if a database of vendors is used. |
| Delivery Date | | The date the goods were delivered or services performed. |
| Due Date | | The date by which the invoice should be paid. |
| Reversed Charge | | Indicates that a reverse charge is applied. |
| Taxes | Total Net Amount | The total cost of goods and services without tax. |
| | Total Taxes | The total tax amount. |
| | Tax Rates (repeating group) <ul style="list-style-type: none"> • Net Amount • Tax Amount • Tax Rate | For each tax group: <ul style="list-style-type: none"> • Cost of goods or services without tax • Tax charged • Tax rate |

| Field | | Description |
|---------------------------------|-----------------------|--|
| | Non Taxable Amount | The amount on which no tax is payable. |
| Invoice Type | Invoice | Indicates the Invoice type of the invoice. |
| | Credit Note | Indicates the Credit Note type of the invoice. |
| Purchase Order | Order Number | The number of the purchase order. |
| | Total | The cost of the goods or services listed in the purchase order. This field is filled in if a database of purchase orders is used. |
| | Order Checked | Specifies whether the order number is verified. The value of the field can be True or False . |
| Line Items (repeating group) | Order Number | The number of the purchase order. |
| | Is Valid | Specifies whether the order number in the Line Item group matches any checked order number in the Purchase Order group. The value of the field can be True or False . |
| | Order Date | The date when the purchase order was created. |
| | Position | The number of the line item in the list. |
| | Article Number Vendor | The article number or code from a database of vendors or from a data set. |
| | Article Number BU | The article number or code from a database of business units or from a data set. |
| | Description | A description of the line item. |
| | Quantity | The number of units purchased. |
| | Unit of Measurement | The unit of measurement used for the goods. |
| | Unit Price | The price of one item of goods. |
| | Discount Percentage | The discount percentage on the initial line item price. |
| | Discount | Discount applicable to the line item. |
| | Net Price | The price of the line item without tax. |
| | Tax Rate | The tax rate for the line item. |

| Field | | Description |
|-------|---------------|---|
| | Tax Amount | The amount of tax payable on the line item. |
| | Tax Code | The code of the tax. |
| | Total Price | The price of the line item including tax. |
| | Currency | The currency of the line item. |
| | Order Item ID | The unique line item identifier. This field is filled in only when a purchase order items catalog is used. |

*Required field or field group: values cannot be empty.

Note: Older versions of this skill extracted the tax information into fields named **Tax Rate X**, **Tax Amount X**, and **Net Amount X**. In Vantage 2.4, these fields are grouped into a repeating group called **Tax Rates**. If you are updating a copy of a built-in skill, please check that the new **Tax Rates** group works for you. If you are satisfied with the results, you can simply remove the individual fields used in the older version. If not, create new fields to suit your processing scenario.

Key Fields

- Vendor/Name
- Invoice Date
- Invoice Number
- Total
- Currency

Invoice UA - Document Skill

The **Invoice UA** skill extracts data from Ukrainian invoices.

The settings of the Invoice UA skill are described below.

Countries and Languages

| Countries | Languages |
|-----------|---|
| Ukraine | <ul style="list-style-type: none"> • Ukrainian • English • Russian |

Extracted Fields

| Field | | Description |
|--------------------|-----------------|---|
| Invoice Number | | The number of the invoice. |
| Invoice Date* | | The date when the invoice was issued. |
| Total* | | The total cost of goods or services. |
| Currency | | The currency of the invoice. |
| Business Unit (BU) | Name | The name of the business unit (invoice recipient). |
| | Tax ID | The tax payer registration number. |
| | Address | The address of the business unit (invoice recipient). The address will be extracted into this field, if no business unit databases are used or if the business unit has not been found in a database. |
| | Country | The country of the business unit (invoice recipient). |
| | City | The address of the business unit (invoice recipient). This address format will be used if business unit databases are used and the business unit has been found in a database. |
| | Street | |
| | Postal Code | |
| | ID | The unique identifier of the business unit in an external system. This field will only be filled in if a database of companies is used. |
| Vendor | Name | The vendor's name. |
| | Tax ID | International TAX payer registration number. |
| | National Tax ID | The TAX payer registration number inside the origin country. |
| | IBAN | The vendor's international bank account number. |
| | Bank Account | The vendor's bank account. |
| | Bank Code | The vendor's bank code. |
| | Address | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Country | The vendor's country. |
| | City | The vendor's address. The address will be extracted into this field, if no vendor databases are used or if the vendor has not been found in a database. |
| | Street | |

| Field | | Description |
|---------------------------------|---|--|
| | Postal Code | |
| | ID | The vendor's unique identifier in an external system. This field will only be filled in if a database of vendors is used. |
| Delivery Date | | The date the goods were delivered or services performed. |
| Due Date | | The date by which the invoice should be paid. |
| Reversed Charge | | Indicates that a reverse charge is applied. |
| Taxes | Total Net Amount | The total cost of goods and services without tax. |
| | Total Taxes | The total tax amount. |
| | Tax Rates (repeating group) <ul style="list-style-type: none"> • Net Amount • Tax Amount • Tax Rate | For each tax group: <ul style="list-style-type: none"> • Cost of goods or services without tax • Tax charged • Tax rate |
| | Non Taxable Amount | The amount on which no tax is payable. |
| Invoice Type | Invoice | Indicates the Invoice type of the invoice. |
| | Credit Note | Indicates the Credit Note type of the invoice. |
| Purchase Order | Order Number | The number of the purchase order. |
| | Total | The cost of the goods or services listed in the purchase order. This field is filled in if a database of purchase orders is used. |
| | Order Checked | Specifies whether the order number is verified. The value of the field can be True or False . |
| Line Items (repeating group) | Order Number | The number of the purchase order. |
| | Is Valid | Specifies whether the order number in the Line Item group matches any checked order number in the Purchase Order group. The value of the field can be True or False . |
| | Order Date | The date when the purchase order was created. |
| | Position | The number of the line item in the list. |

| Field | Description |
|-----------------------|---|
| Article Number Vendor | The article number or code from a database of vendors or from a data set. |
| Article Number BU | The article number or code from a database of business units or from a data set. |
| Description | A description of the line item. |
| Quantity | The number of units purchased. |
| Unit of Measurement | The unit of measurement used for the goods. |
| Unit Price | The price of one item of goods. |
| Discount Percentage | The discount percentage on the initial line item price. |
| Discount | Discount applicable to the line item. |
| Net Price | The price of the line item without tax. |
| Tax Rate | The tax rate for the line item. |
| Tax Amount | The amount of tax payable on the line item. |
| Tax Code | The code of the tax. |
| Total Price | The price of the line item including tax. |
| Currency | The currency of the line item. |
| Order Item ID | The unique line item identifier. This field is filled in only when a purchase order items catalog is used. |

*Required field or field group: values cannot be empty.

Key Fields

- Vendor/Name
- Invoice Date
- Invoice Number
- Total
- Currency

Invoice US - Document Skill



The **Invoice US** skill extracts data from US invoices.



The settings of the Invoice US skill are described below.

Countries and Languages

| Countries | Languages |
|-----------|-----------|
| USA | English |

Extracted Fields

| Field | | Description |
|--------------------|----------|--|
| Invoice Number | | The number of the invoice. |
| Invoice Date* | | The date when the invoice was issued. |
| Total* | | The total cost of goods or services. |
| Currency | | The currency of the invoice. |
| Business Unit (BU) | Name | The name of the business unit (invoice recipient). |
| | Address | The address of the business unit (invoice recipient). The address will be extracted into this field, if no BusinessUnits data catalogs are used or if the business unit has not been found in a data catalog. |
| | Country | The country of the business unit (invoice recipient). |
| | State | <p>The address of the business unit (invoice recipient).</p> <p> Note: These fields can be obtained either by parsing the Business Unit/Address field value or from the BusinessUnits data catalog.</p> |
| | City | |
| | Street | |
| | ZIP Code | |
| | ID | <p>The unique identifier of the business unit in an external system.</p> <p> Note: This field can only be obtained from the BusinessUnits data catalog.</p> |
| Vendor | Name | The vendor's name. |
| | Tax ID | The tax payer registration number. |
| | Address | The vendor's address. The address will be extracted into this field, if no Vendors data catalogs are used or if the vendor has not been found in a data catalog. |

| Field | | Description |
|----------------|--|---|
| | Country | The vendor's country. |
| | State | The vendor's address.  Note: These fields can be obtained either by parsing the Vendors/Address field value or from the Vendors data catalog. |
| | City | |
| | Street | |
| | ZIP Code | |
| | Bank Account | The vendor's bank account. |
| | Bank Code | The vendor's bank code. |
| | ID | The vendor's unique identifier in an external system.  Note: This field can only be obtained from the Vendors data catalog. |
| Delivery Date | | The date the goods were delivered or services performed. |
| Invoice Data | Due Date | The date by which the invoice should be paid. |
| Taxes | Total Net Amount | The total cost of goods and services without tax. |
| | Total Taxes | The total tax amount. |
| | Tax Rates (repeating group) <ul style="list-style-type: none"> • Net Amount • Tax Amount • Tax Rate | For each tax group: <ul style="list-style-type: none"> • Cost of goods or services without tax • Tax charged • Tax rate |
| | Non Taxable Amount | The amount on which no tax is payable. |
| Invoice Type | Invoice | Indicates the Invoice type of the invoice. |
| | Credit Note | Indicates the Credit Note type of the invoice. |
| Purchase Order | Order Number | The number of the purchase order. |
| | Total | The cost of the goods or services listed in the purchase order. This field is filled in if a database of purchase orders is used. |
| | Order Checked | Specifies whether the order number is verified. The value of the field can be True or False . |

| Field | | Description |
|------------------------------|-----------------------|--|
| Line Items (repeating group) | Order Number | The number of the purchase order. |
| | Is Valid | Specifies whether the order number in the Line Item group matches any checked order number in the Purchase Order group. The value of the field can be True or False . |
| | Order Date | The date when the purchase order was created. |
| | Position | The number of the line item in the list. |
| | Article Number Vendor | The article number or code from a database of vendors or from a data set. |
| | Article Number BU | The article number or code from a database of business units or from a data set. |
| | Description | A description of the line item. |
| | Quantity | The number of units purchased. |
| | Unit of Measurement | The unit of measurement used for the goods. |
| | Unit Price | The price of one item of goods. |
| | Discount Percentage | The discount percentage on the initial line item price. |
| | Discount | Discount applicable to the line item. |
| | Net Price | The price of the line item without tax. |
| | Tax Rate | The tax rate for the line item. |
| | Tax Amount | The amount of tax payable on the line item. |
| | Tax Code | The code of the tax. |
| | Total Price | The price of the line item including tax. |
| | Currency | The currency of the line item. |
| | Order Item ID | The unique line item identifier. This field is filled in only when a purchase order items catalog is used. |

*Required field or field group: values cannot be empty.


Note: Older versions of this skill extracted the tax information into fields named **Tax Rate X**, **Tax Amount X**, and **Net Amount X**. In Vantage 2.4, these fields are grouped into a repeating group called **Tax Rates**. If you are updating a copy of a built-in skill, please check that the new **Tax Rates** group works for you. If you are satisfied with the results, you can simply remove the individual fields used in the older version. If not, create new fields to suit your processing scenario.

Key Fields

- Vendor/Name
- Invoice Date
- Invoice Number
- Total
- Currency

Using a Skill in ABBYY Vantage

To use a skill in ABBYY Vantage, you need to import it to your **Skill Catalog**.

To import a skill, open the **Skill Catalog** and click the  **Import** button in the toolbar. In the dialog box that will open, specify a path to the archive that contains the skill you are importing.

This skill will be uploaded to your **Skill Catalog** and published.

If the chosen archive is larger than 2 GB, you will see a dialog box with a link to a shared folder and its credentials.

You should open this folder and upload the archive. The skill will be imported to Vantage automatically. The archive will then be deleted from the shared folder. All files uploaded to this folder afterwards will be transferred to the exception folder. Hence you may use this folder to import only one skill. The folder remains active for 14 days.

The version of the imported skill will be 1.0. If such a skill previously existed in the tenant and was deleted, the version number of the deleted skill will be incremented and assigned to the imported skill. The version number of the imported built-in skills is always the same as at the time of export.

If the skill you are importing already exists in your **Skill Catalog**, ABBYY Vantage will display a warning message and will ask whether you want to create a new version of the existing skill or save the new skill under a different name. If you choose the latter, the new skill will be called *<Imported skill name New>*.

Note: Vantage supports the import of skills exported from Advanced Designer. However, such skills will only be trainable in Vantage if a Fast Learning activity was added to the document processing flow in Advanced Designer.

Importing a Document skill with data catalogs

Data catalogs exported with a skill are imported according to the table below:

| Does a catalog with the same name exist in your tenant? | Import of the catalog | Import of the data (if data was exported) |
|---|--------------------------|---|
| No | The catalog is imported. | The data is imported. |

| Does a catalog with the same name exist in your tenant? | | Import of the catalog | Import of the data (if data was exported) |
|---|--|--|---|
| Yes | The set of columns and their types are the same. | The catalog is not imported. | The data is imported. Previous data in the catalog is lost. |
| | The set of columns and/or their types differ. | The catalog is imported with the name <Catalog_name Skill_name>. | The data is imported. |

Importing a Process skill

If you import a Process skill that was exported without referenced skills, you have to make sure that all the referenced skills exist in the **Skill Catalog**. If necessary, such skills should be imported before the Process skill, otherwise you'll get an error when importing the Process skill.


If you import a Process skill that was exported with referenced skills, they will be imported as follows:

- If such a skill exists in the Catalog, it will not be imported. The skill from the Catalog will be used, even if the skill in the import archive has a newer version.
- If a skill with the same name exists in the Catalog, the skill will be imported and renamed. The link in the Process skill will be updated.

If the imported skill has shared folder import set up, this feature needs to be enabled manually after the import.

Note: The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

To publish a skill:

1. Select one by left-clicking it and then click  **Publish** in the toolbar. This will open the Skill Designer's **Publish** tab, where you will have to fill out some information.
2. Click the **Publish Skill** button either at the bottom of the Skill Designer window or in the **Actions** pane.

Note: The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

You can start using a skill right away or try it out on your documents first. To try out a skill, click the **Try** button in the **Skill Catalog**.

For more information on importing, publishing, or trying out skills, please refer to the ABBYY Vantage Skill Catalog Guide.

If a skill does not fully meet your processing requirements, you can edit it to suit your needs. For detailed instructions, please refer to the ABBYY Vantage Skill Designer Guide.

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