Business Solution ELO Invoice

Business Solution ELO Invoice 1.08

Table of contents

Introduction

Contents of the manual

The goal of this user guide is to explain all functions of Business Solution ELO Invoice.

Basics

The Basics chapter explains the basics of ELO Invoice as well as where to find the ELO Invoice functions.

Possible actions

The remaining chapters address possible actions using ELO Invoice.

Target audience

This manual is addressed to Business Solution ELO Invoice users. Separate documentation is available for administrators on the ELO SupportWeb.

The scope of functions presented in this manual may differ greatly from those in your client.

If you do not find functions described in this manual in your client, you do not have permission to perform the action.

Basics

Basic principle

Business Solution ELO Invoice maps the process for circulating invoices within a company:

- Invoice receipt
- Invoice circulation
- Export to an accounting system

Invoices are forwarded to the necessary processing steps by means of workflows. The workflow can also be forwarded to clearing.

A dashboard gives you an overview of all invoices, helping you to plan.

General note

ELO Invoice works with the following clients:

- ELO Java Client
- ELO Web Client (not all functions available)
- ELO Desktop Client (not all functions available)

> **Information**
>
> In this manual, we use screenshots from the ELO Java Client.

Requirements

Your administrator must have configured ELO Invoice for you.

Program interface

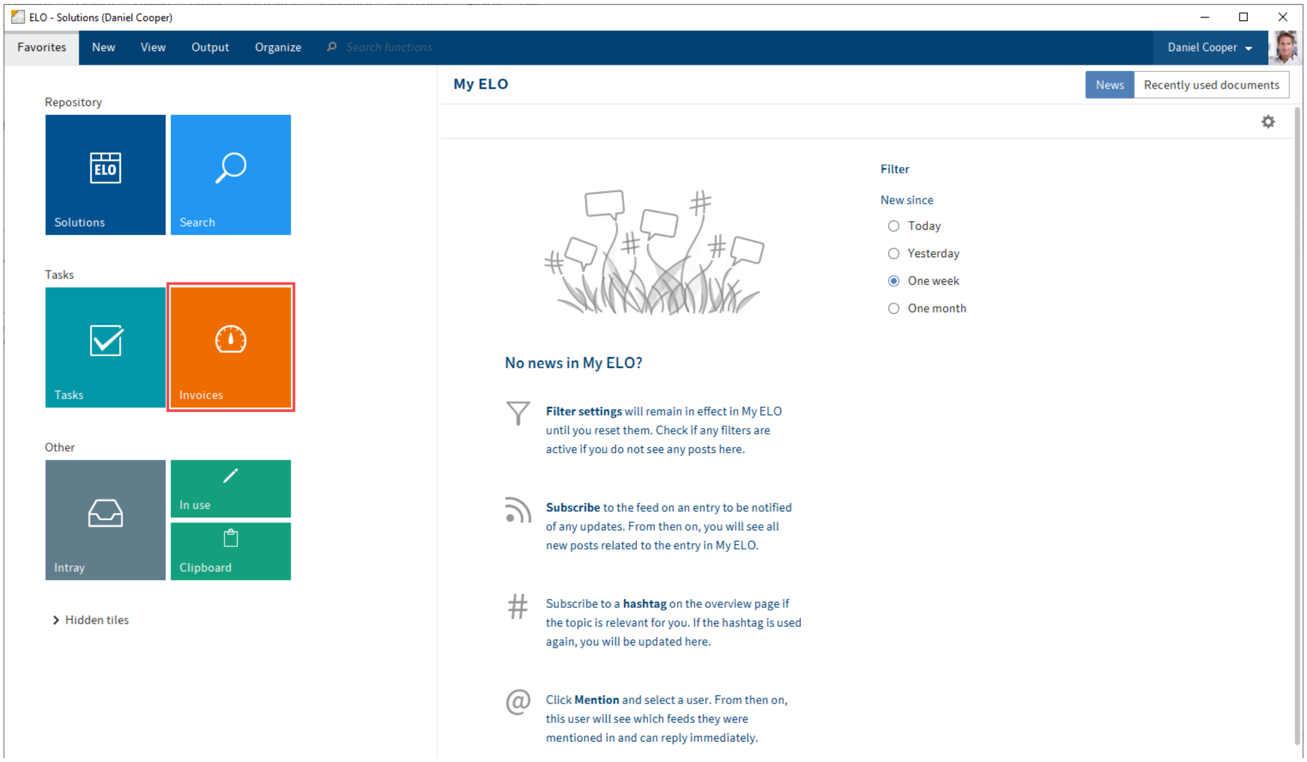


Fig.: Business Solution ELO Invoice program interface

You will find ELO Invoice functions in the following areas:

1 *Invoices* tile in the tile navigation

This tile takes you to the invoice monitoring dashboard.

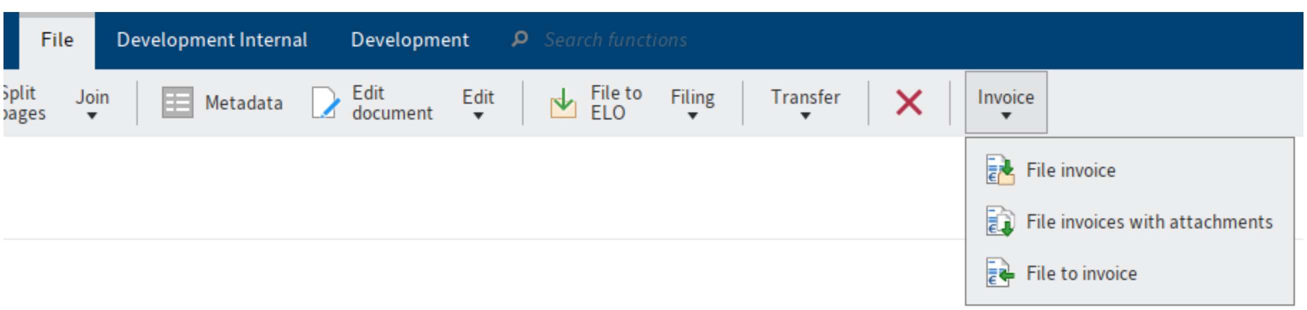


Fig.: 'Invoice' group

2 'Invoice' group

You can reach the *Invoice* group on the *File* tab in the *Intray* work area.

You can file invoices to ELO from within the Intray using these functions.

Information

You may only have access to the *File invoice* button, depending on your settings.

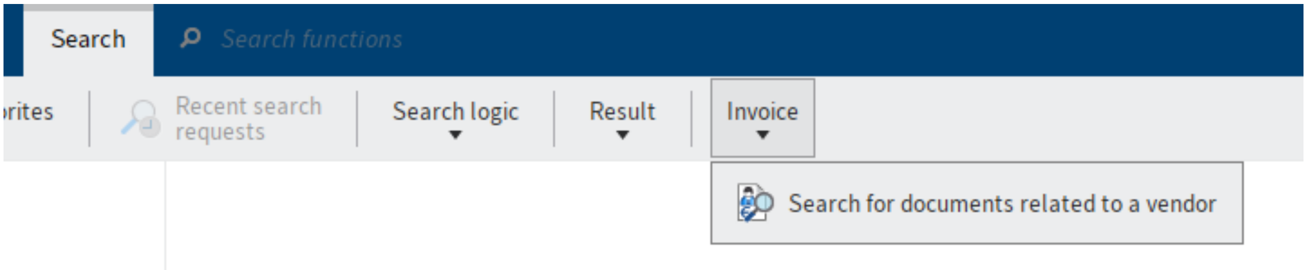


Fig.:'Search for documents related to a vendor' function

3 *Search for documents related to a vendor* function

You can reach this function in the *Search* work area on the *Search* tab in the *Invoice* group.

With this function, you can search for documents related to a specific vendor based on the vendor number.

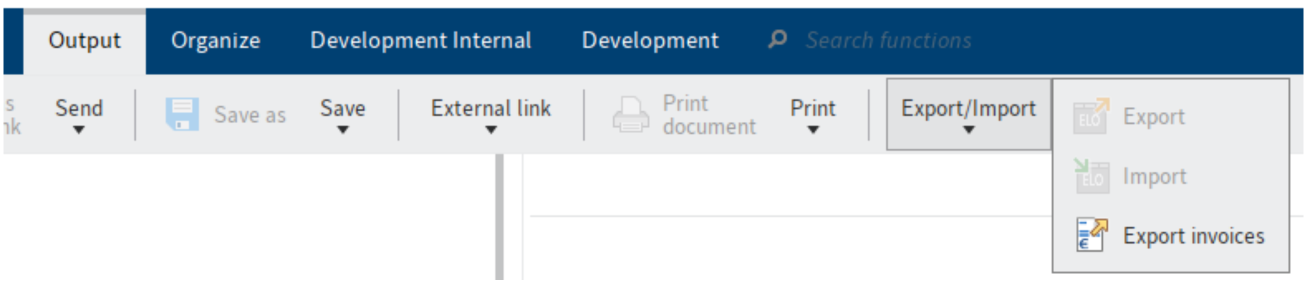


Fig.: 'Export invoices' function

4 'Export invoices' function

You will find this function on the *Output* tab in the *Export/Import* group.

With this function, you can create an export data set for an accounting system.

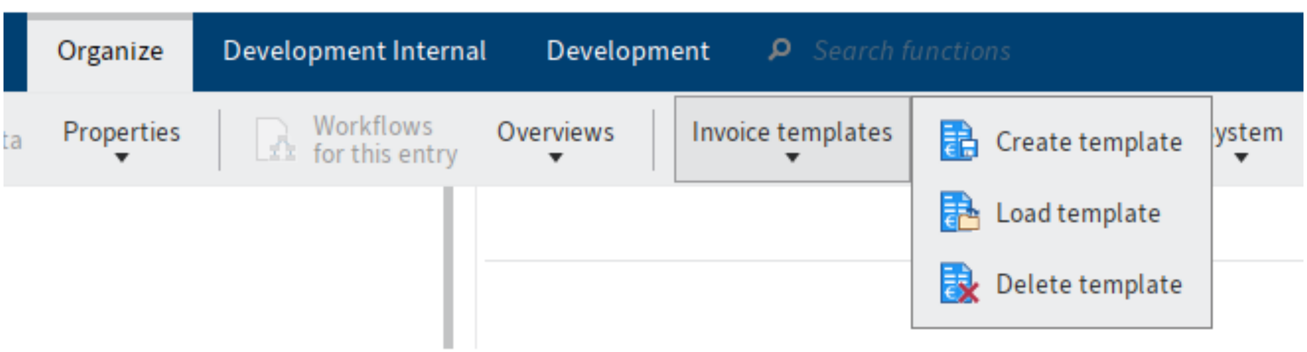


Fig.: 'Invoice templates' group

5 'Invoice templates' group

The *Invoice templates* group is available on the *Organize* tab.

Templates help you fill out forms for new invoices.

Repository

The structure and appearance of the repository depend greatly on your specific configuration. The default state is described here.

Incoming invoices are automatically filed to *// Invoice // Entry*.

Invoice circulation

Invoices are circulated based on an ELO workflow. Invoices in circulation are shown in a blue font.

Following the invoice circulation process, the invoice is filed to *// Invoice // Archive*.

Invoices

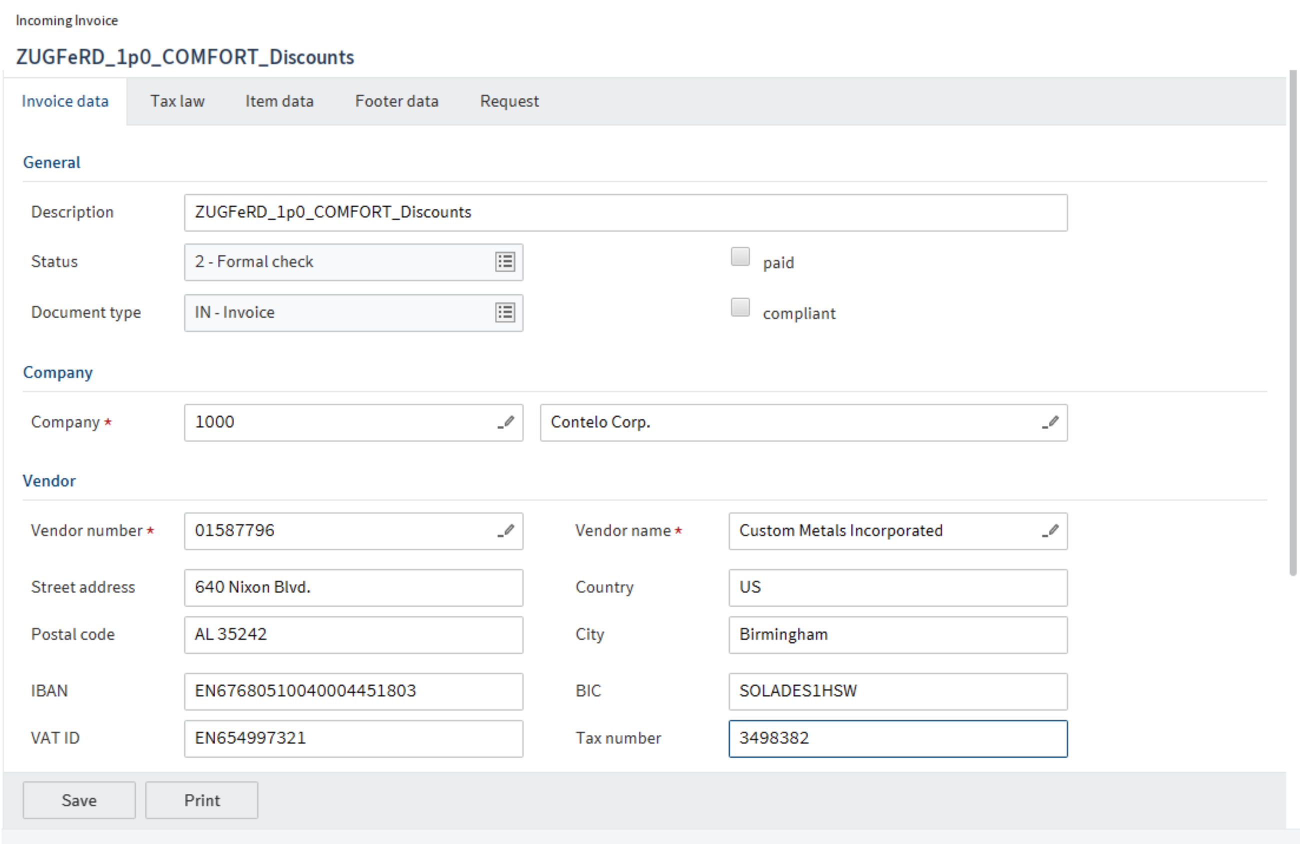


Fig.: Invoice form

There is a form for each invoice. This form contains the relevant information from the invoice as well as its current status.

While the invoice is circulated, the form is edited or confirmed by the users involved in the process. The status changes automatically.

An invoice can have the following statuses:

- 1 – Capture
- 2 – Formal check
- 3 – Department check
- 4 – Post to accounts
- 5 – Export
- 6 – Exported
- 7 – Booked
- 8 – Clarification needed
- 9 – Rejected

File invoice and add documents

This chapter explains what options you have for filing an invoice and adding documents later on.

File invoice

Information

You can file one invoice or multiple invoices simultaneously to ELO from your Intray. Filing invoices initiates a workflow that circulates the invoice to the correct departments in the company.

The following functions are available:

- File invoice
- File invoice with attachments

Invoices are either filed to a separate, automatically created folder or as a document.

If both functions are available, the invoice is filed to a separate folder.

> **Information**
>
> How invoices are filed depends on administrative settings.

Process: File invoice

1. In the Intray, select the invoice or invoices you want to file.

To select multiple invoices, press and hold the CTRL or SHIFT keys while selecting invoices with the mouse.

1. On the *File* tab, click *Invoice > File invoice*.

Process: File invoice with attachments

1. In the Intray, select the invoice with attachments you want to file.

To select an invoice and its attachments, press and hold the CTRL or SHIFT keys while selecting the documents with the mouse. The document you select first gives the folder its name and should be the invoice.

> **Information**
>
> This function does not allow you to file multiple invoices separately at the same time. All selected documents are filed to the same folder.

1. On the *File* tab, click *Invoice > File invoice with attachments*.

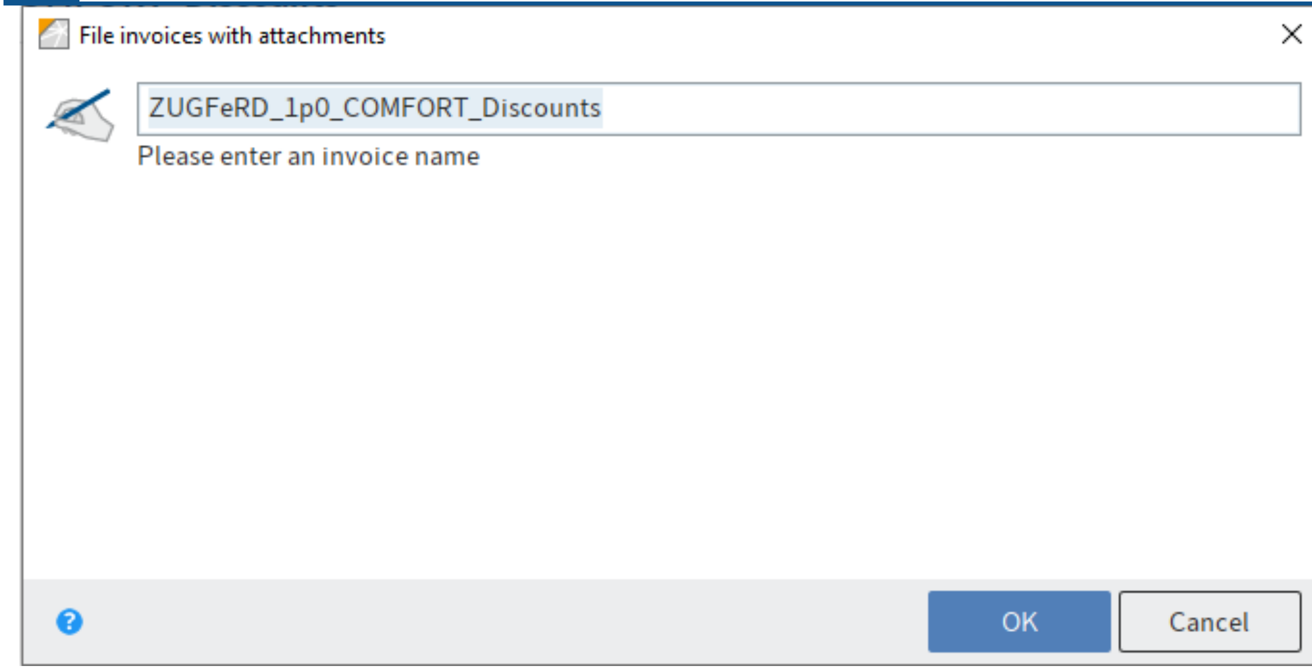


Fig.: 'File invoice with attachments' dialog box

1. If necessary, enter a new name and confirm with *OK*.

Result

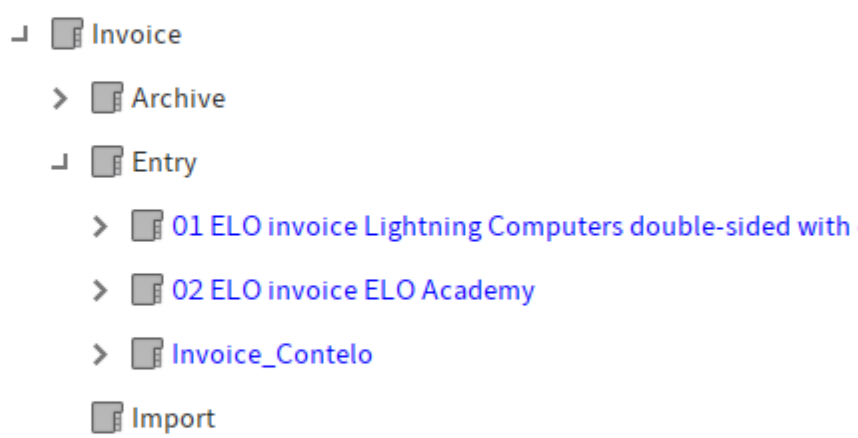


Fig.: Folder in the repository

The invoice or invoices are filed to the appropriate folder, by default *// Invoice // Entry*. They have the status *2 – Formal check*.

Invoices in circulation are shown in a blue font.

Invoice circulation begins automatically and does not have to be initiated.

Outlook

You can track the workflow steps an invoice you have filed goes through based on feed entries.

The following chapter explains how to add documents to invoices later on.

Add documents to invoice

Information

You can add documents to invoices later on. The approach depends on whether the invoice has been filed as a document or in a separate folder.

- Folder: *File to invoice* function
- Document: *Add pages* function

Process: File to invoice

1. Select the documents or documents in the Intray that you would like to file.

To select multiple documents, press and hold the CTRL or SHIFT keys while selecting invoices with the mouse.

1. On the *File* tab, click *Invoice > File to invoice*.

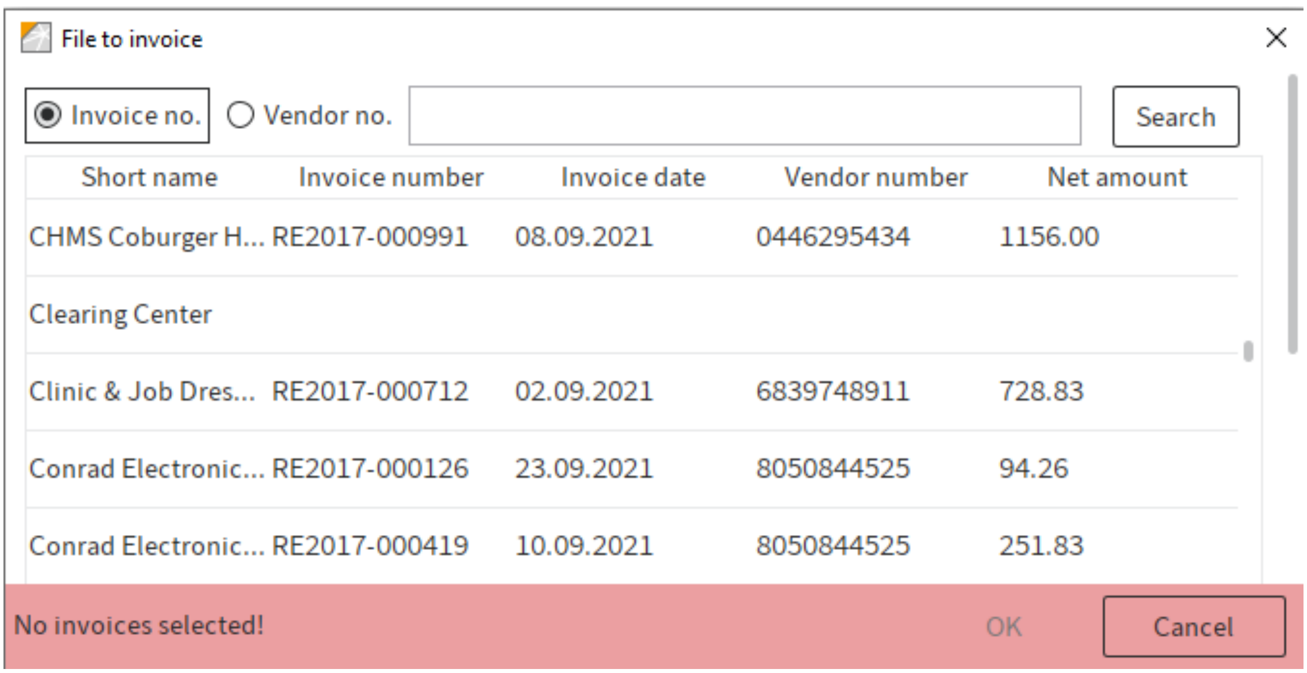


Fig. 'File to invoice' dialog box

1. In the *File to invoice* dialog box, select the invoice.

A search function is available that allows you to filter the invoices based on their invoice number or vendor number.

Result: File to invoice

The document is filed to the folder of the selected invoice.

Process: Add pages

1. Select the documents or documents in the Intray that you would like to file.
2. On the *File* tab, click *Filing > Add pages*.
3. Select the invoice you want to add pages to.
4. Click *Attach to back* to add the pages.

Result: Add pages

The pages are added to the invoice.

Invoice circulation

After an invoice has been filed, the circulation process is started automatically.

The invoices goes through all the necessary steps until it is ultimately transferred to an accounting system.

The invoice is therefore reviewed by all relevant departments. If there is a problem, it can be forwarded to clearing.

Formal check

Information

If you have received an invoice for a formal check, it will appear in your *Tasks* work area.

The number of fields completed in the form depends on whether contents from the invoice were read automatically. So, the fields either have to be completed or checked and corrected.

Method

1. In the *Tasks* work area, select the workflow for the invoice you want to perform a formal check for.

Optional: Click *Accept workflow* to process the form.

On the *Form* tab, you will find the form, precompleted to a certain extent with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Check or complete the individual fields with the information from the invoice.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the *Open in read-only mode* function on the *Document* tab.

Optional: If a template already exists for invoices from a specific company, you can complete the form using the Load template function on the *Invoice* tab.

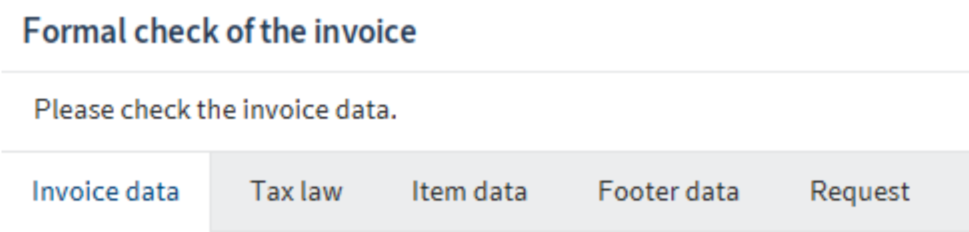


Fig.: Form tabs

The form consists of the following tabs:

- Invoice data
- Tax law
- Item data
- Footer data
- Request

Mandatory fields are marked with a red asterisk.

Fields with a pencil icon contain keyword lists. When you enter a value in the respective field, matching list entries appear.

'Invoice data' tab

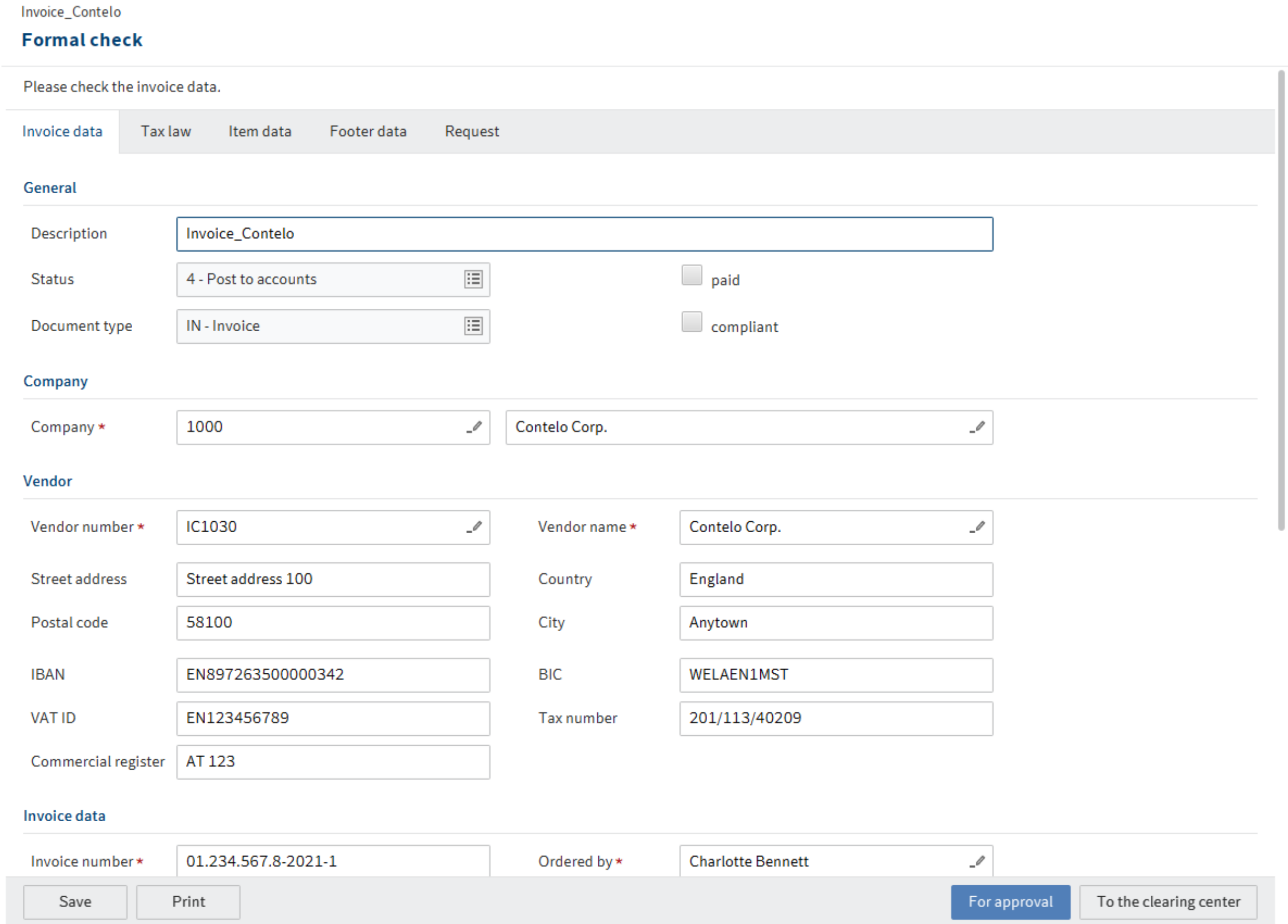


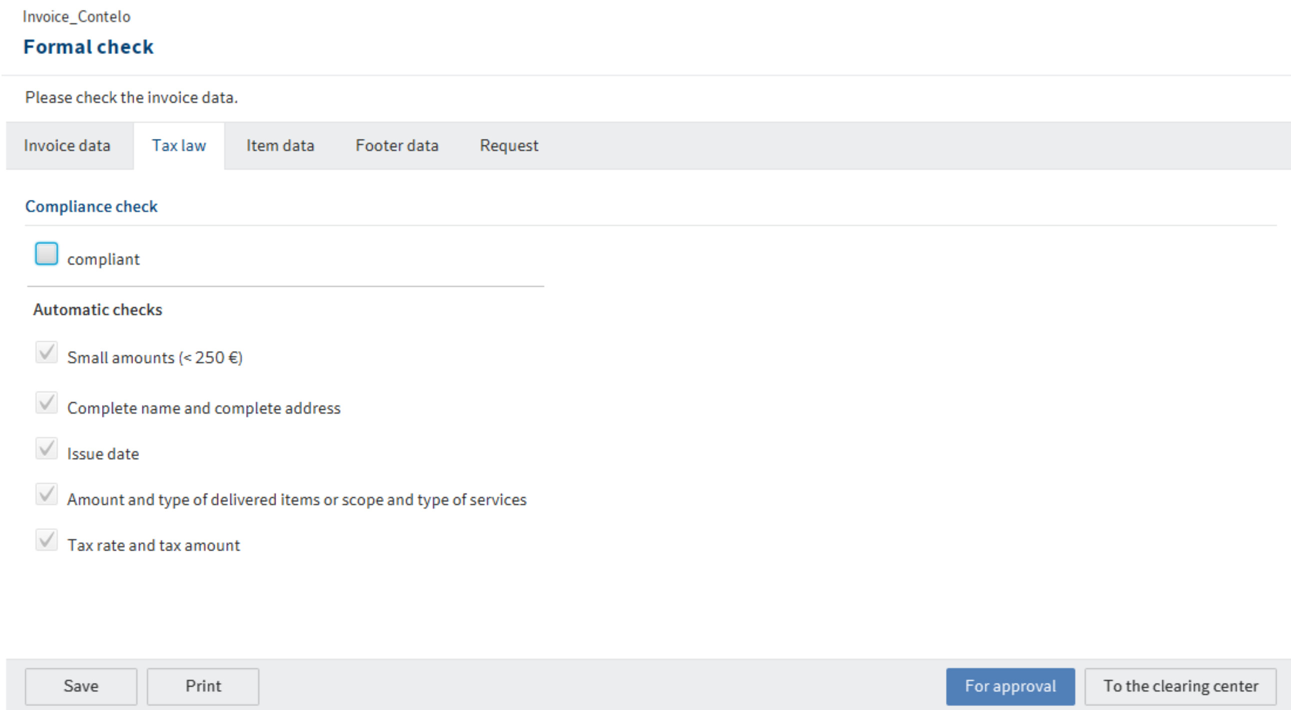
Fig.: 'Invoice data' tab

This tab contains the main information on the invoice.

The gray *Status* and *Document type* fields should not be edited manually.

You can compare the other fields and correct them based on the invoice.

'Tax law' tab



'Tax law' tab

The *Tax law* tab contains an evaluation of automatic checks based on tax law.

If you check the *compliant* box, the option with the same name on the *Invoice data* tab is also selected.

'Item data' tab

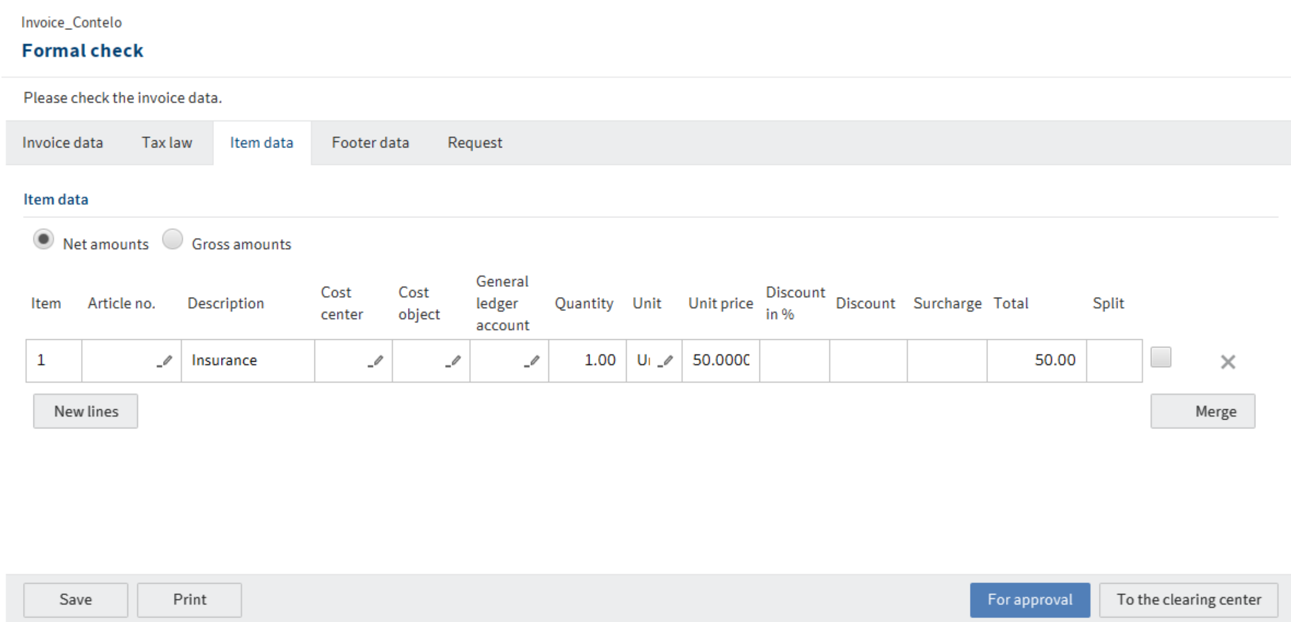


Fig.: 'Item data' tab

The *Item data* tab contains a list of the items as well as information on the individual items.

Click *New lines* to add items.

You can split or merge items:

- To split an item, enter the ratio in the corresponding field, e.g. 2:3.
- To merge items, check the corresponding check boxes. Click *Merge*.

'Footer data' tab

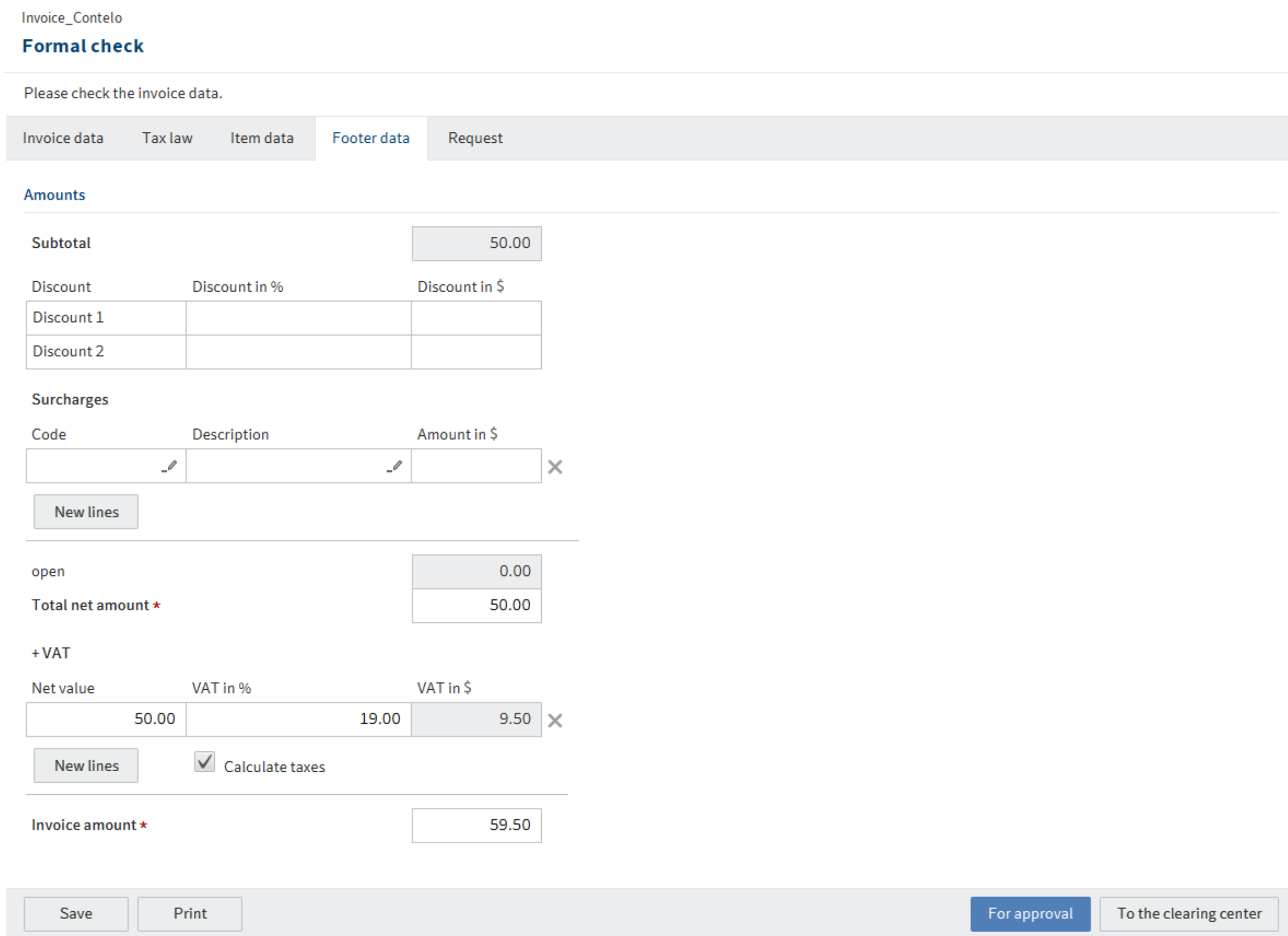


Fig.: 'Footer data' tab

The *Footer data* tab contains a list and calculation of invoice amounts.

Click *New lines* to add items.

If you have added lines, you can automatically calculate the VAT using the *Calculate taxes* option.

'Request' tab

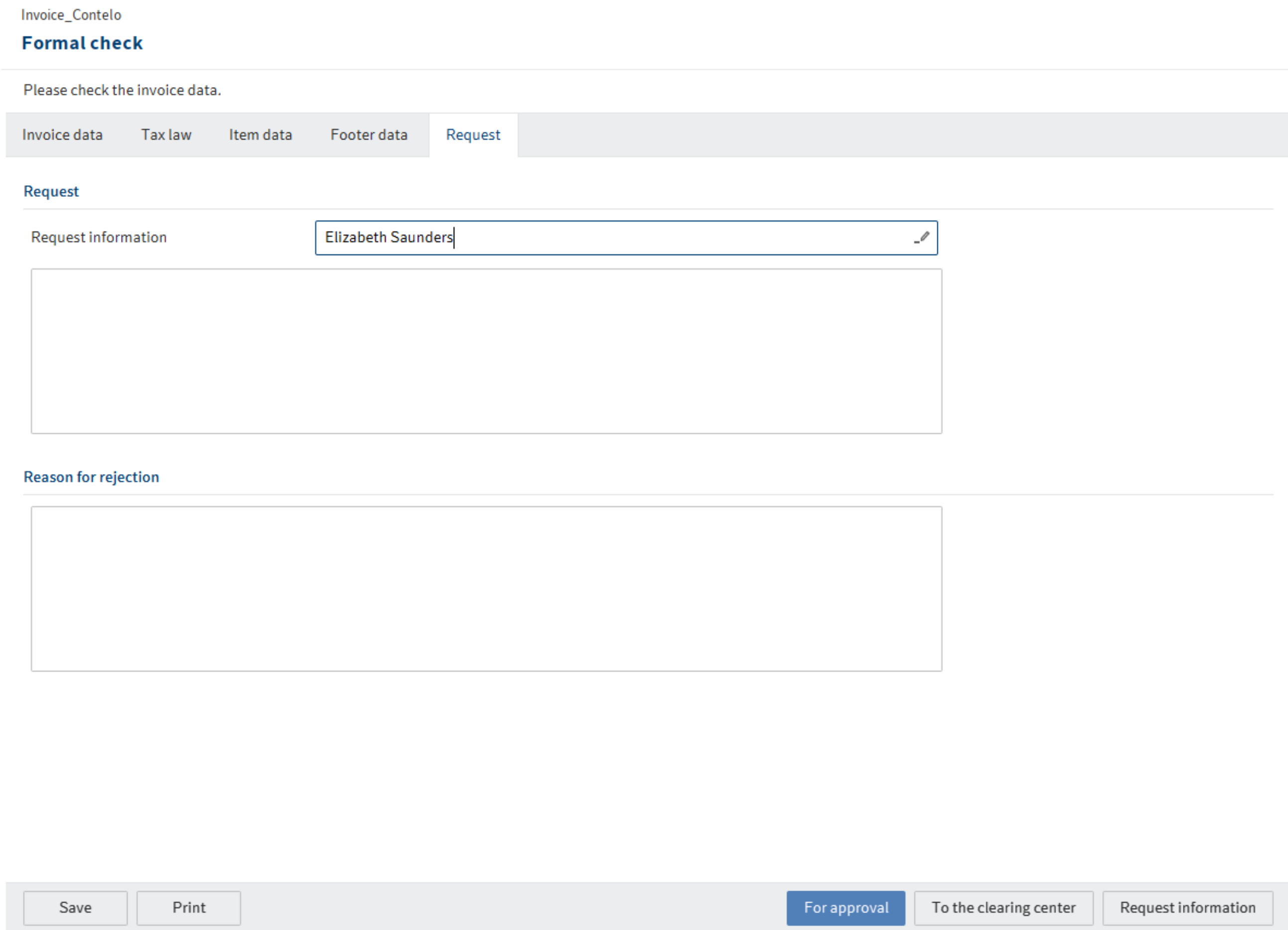


Fig.: 'Request' tab

If there are any unclear points related to the invoice, use the *Request* tab.

Click *Request information* to forward the workflow. This appears as soon as you have entered a user or group in the *Request information* field.

If you submit a request, the workflow is not sent to the next editor yet.

The user you selected receives your request. Once the user has responded to your request in the ELO feed and forwarded the workflow, you will receive the same workflow step again for processing.

1. Click *For approval* to pass the workflow forward.

Alternative: Click *To the clearing center* to forward the invoice to clearing.

Result

The workflow is forwarded for department approval.

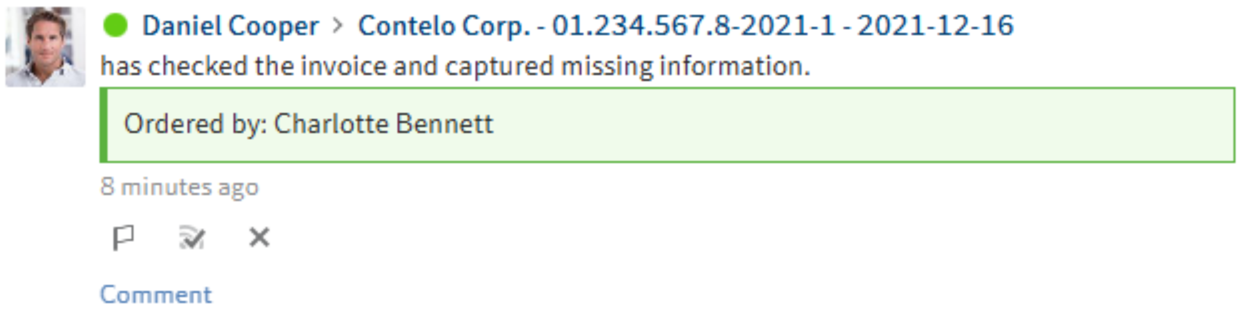


Fig.: Feed post

An automatic feed post indicates changes to the form.

Invoice approval for individual items/invoice approval

Information

If you have received an invoice to approve individual items or approve the invoice in its entirety, it will appear in your *Tasks* work area.

Method

1. In the *Tasks* work area, select the workflow you are supposed to approve.

Optional: Click *Accept workflow* to process the form.

On the *Form* tab, you will find the form, precompleted with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Check the individual invoice items.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the *Open in read-only mode* function on the *Document* tab.

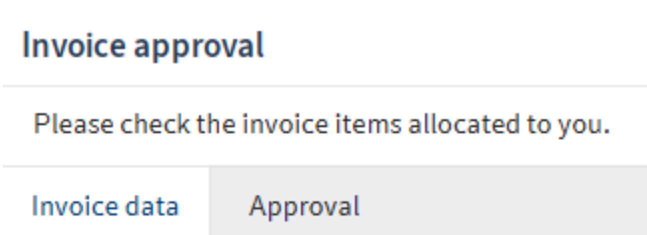


Fig.: Form tabs

The form consists of the following tabs:

- Invoice data
- Approval

Fields with a pencil icon contain keyword lists. When you enter a value in the respective field, matching list entries appear.

'Invoice data' tab

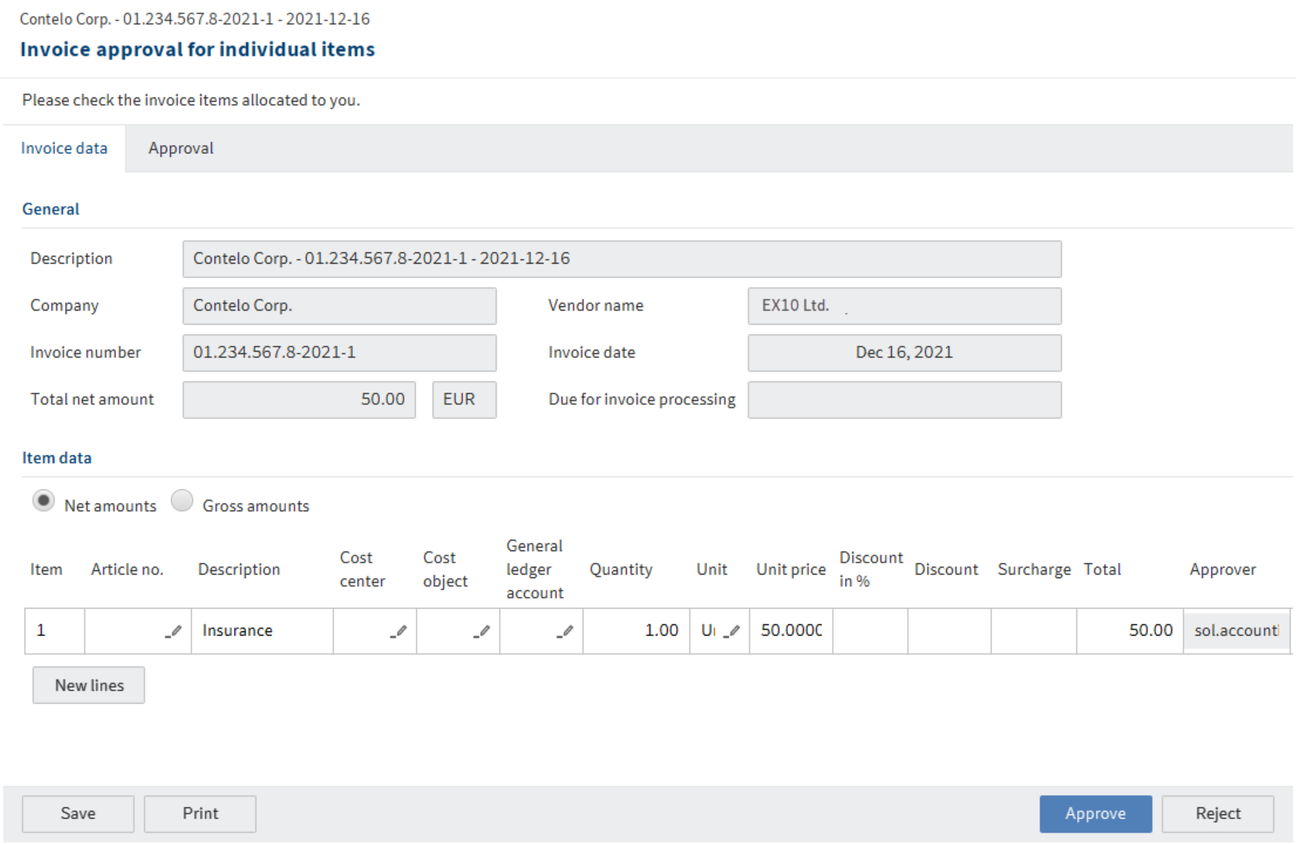


Fig.: 'Invoice data' tab

On the *Invoice data* tab, you will find the invoice information relevant to you.

The grayed out fields cannot be edited.

Click *New lines* to add items.

You can split or merge items:

- To split an item, enter the ratio in the corresponding field, e.g. 2:3.
- To merge items, check the corresponding check boxes. Click *Merge*.

'Approval' tab

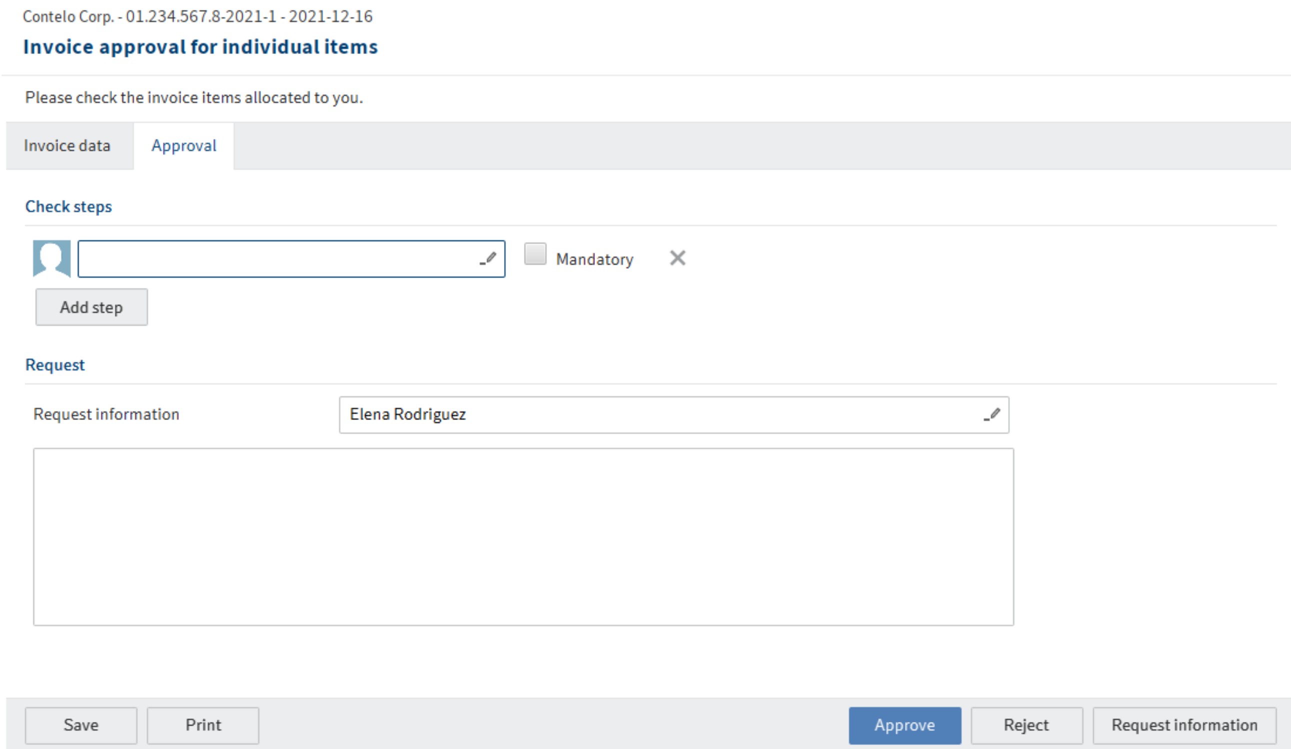


Fig.: 'Approval' tab

On the *Approval* tab, you can enter an additional check step as needed.

The *sol.management* group is a mandatory check step for invoice approval by default.

If there are any unclear points related to the invoice, click *Request information* in the *Request* area. This appears as soon as you have entered a user or group in the *Request information* field.

If you submit a request, the workflow is not sent to the next editor yet.

The user you selected receives your request. Once the user has responded to your request in the ELO feed and forwarded the workflow, you will receive the same workflow step again for processing.

1. Click *Approve*.

Alternative: Click *Reject*.

Result

The workflow is forwarded.

Enter booking data

Information

If you have received an invoice for pre-assignment to an account, it will appear in your *Tasks* work area.

Method

1. In the *Tasks* work area, select the workflow with the invoice you are supposed to pre-assign.

2. Click *Accept workflow* to process the form.

On the *Form* tab, you will find the form, completed with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Perform a final review.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the *Open in read-only mode* function on the *Document* tab.

The form consists of the following tabs:

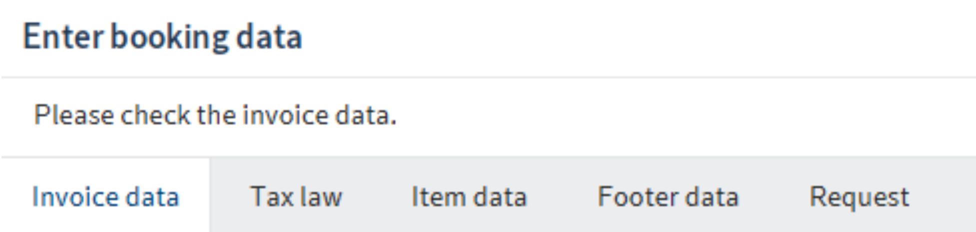


Fig.: Form tabs

- Invoice data
- Tax law
- Item data
- Footer data
- Request

'Request' tab

If there are any unclear points related to the invoice, click *Request information* on the *Request* tab.

If you submit a request, the workflow is not sent to the next editor yet.

The user you selected receives your request. Once the user has responded to your request in the ELO feed and forwarded the workflow, you will receive the same workflow step again for processing.

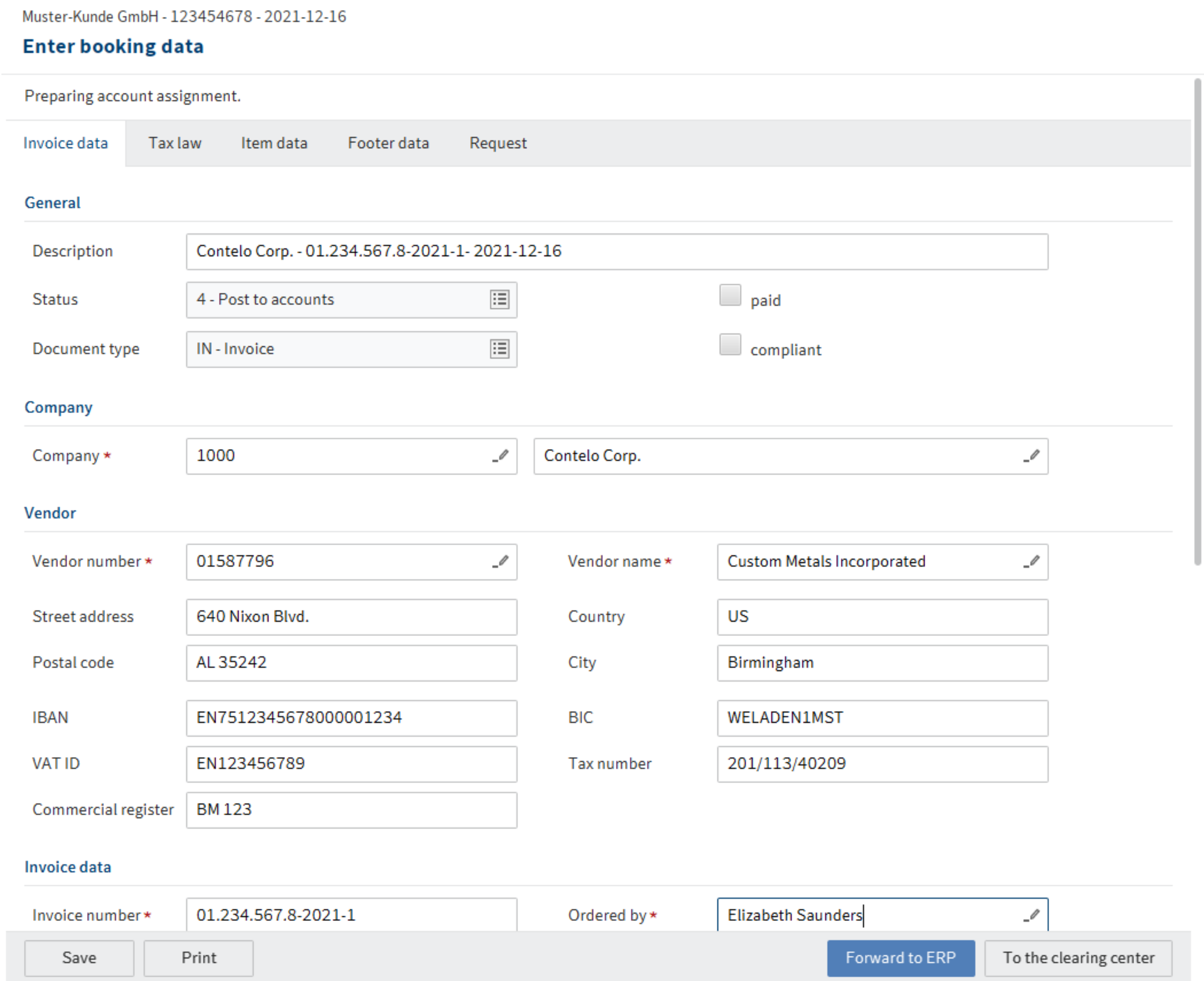


Fig.: 'Invoice data' tab

1. Click *Forward to ERP*.

Alternative: Click *To the clearing center* to forward the invoice to clearing.

Result

The invoice has the status *5 – Export* and is therefore ready for export.

Outlook

You have the following options for export:

- The invoice is automatically captured by an ERP system. Once this is complete, the status changes to *7 – Booked*.
- Perform a manual export via the *Output tab > Export/Import > Export invoices*.

Request

Information

If you receive a request regarding an invoice, you will see it in your feed. The request will also appear in your *Tasks* work area.

Method

1. In the *Tasks* work area, select the workflow with the request.

Optional: Click *Accept workflow* to process the form.

On the *Form* tab, you will find the form, completed with the information from the invoice as well as the request.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Enter your answer to the comment field below the question in the feed.

2. Click *Back to approval*.

Result

The workflow is sent back to the user who sent you the request.

Clarification needed

Information

The invoice can be forwarded to clearing for further checks during different steps. If you have received an invoice for clarification, it will appear in your *Tasks* work area. Refer to the invoice feed for the reason why the invoice requires clarification.

Method

1. In the *Tasks* work area, select the workflow with the invoice requiring clarification.

Optional: Click *Accept workflow* to process the form.

On the *Form* tab, you will find the form, completed with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Perform a review.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the *Open in read-only mode* function on the *Document* tab.

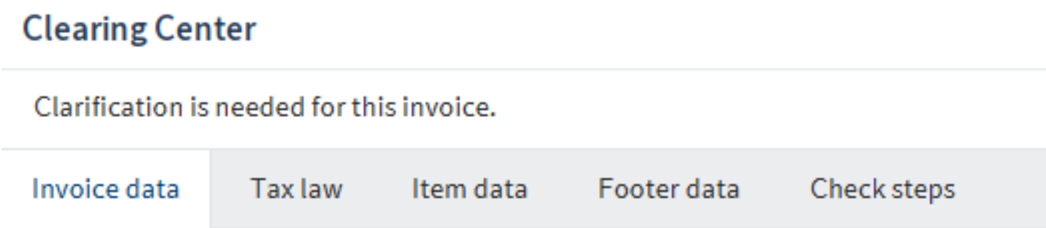


Fig.: Form tabs

The form consists of the following tabs:

- Invoice data
- Tax law
- Item data
- Footer data
- Check steps

On the *Check steps* tab, you can enter an additional check step as needed.

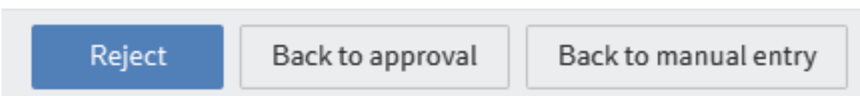


Fig.: Buttons

1. Click *Reject*.

Alternative: Click *Back to approval*, *Back to manual entry*, or use the *Check steps* tab and the *Request information* button to return the invoice back into circulation. This button appears as soon as you have entered a user or group in the *Request information* field.

Result

The invoice is rejected or the corresponding step in the workflow is initiated.

Templates

Templates help you quickly fill out forms for new invoices.

You can create templates based on filed invoices and use them for new invoices.

Create a template

Information

You can create a template with information from an invoice form. With the Load template function, you can automatically complete the form for another invoice with the specified information.

Method

1. Select the invoice you would like to use to create a template.
2. On the *Organize* tab, click *Invoice templates > Create template*.

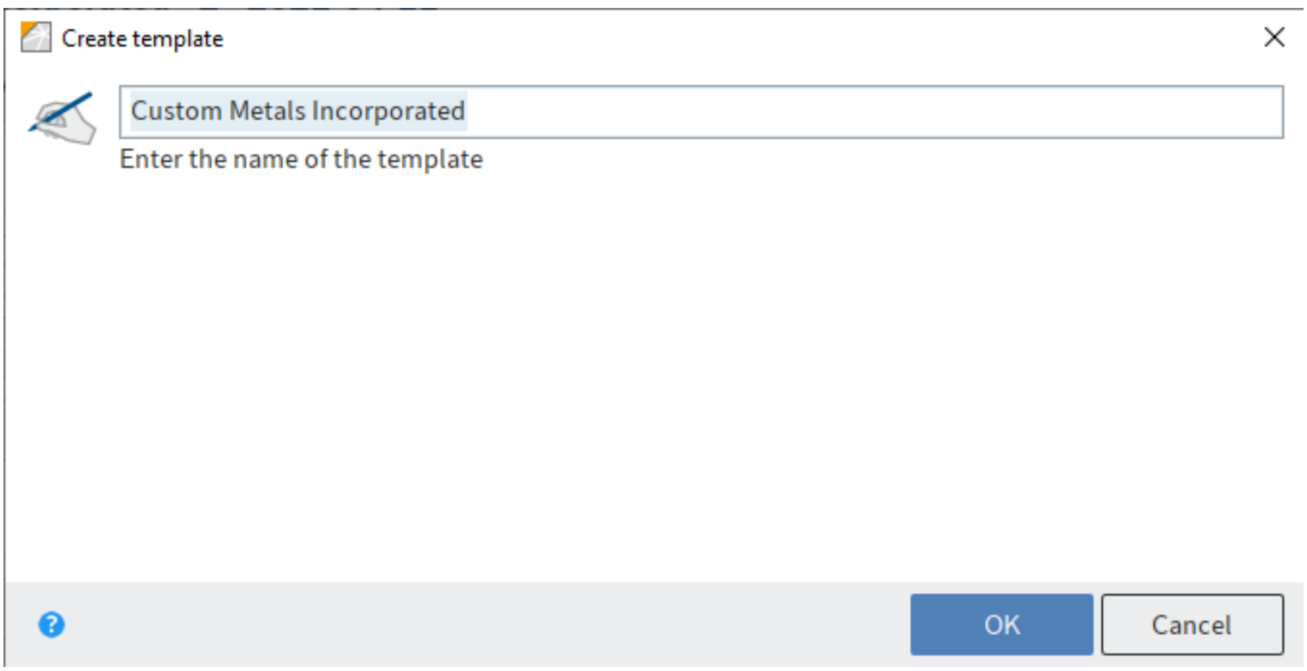


Fig.: 'Create template' dialog box

1. In the *Create template* dialog box, enter a descriptive name for the template and confirm with *OK*.

Result

The template is created.

> **Information**

Only users with administrator rights can edit existing templates.

Outlook

The template is available via the *Load template* function.

The *Delete template* function allows you to delete templates you no longer need.

Import example

Information

To automatically complete the form of an invoice with the information from a template.

Method

1. Select the invoice you would like to automatically complete.
2. On the *Organize* tab, click *Invoice templates* > *Load template*.

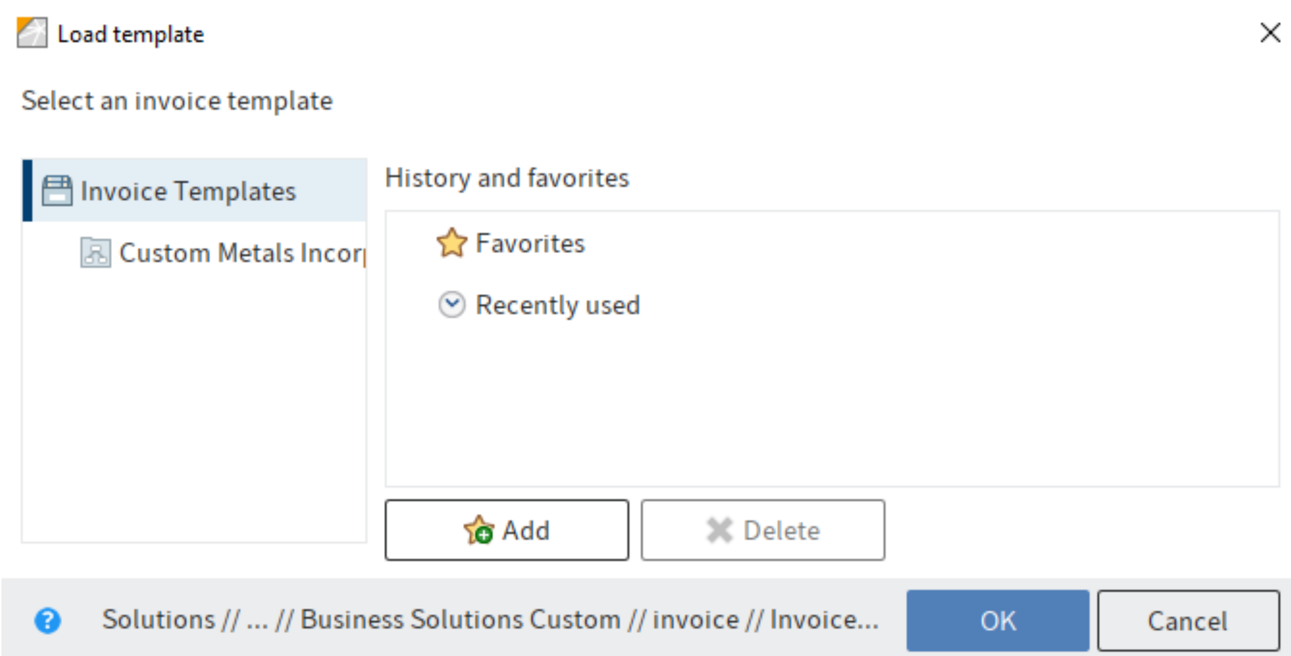


Fig.: 'Load template' dialog box

1. Select a template in the *Load template* dialog box.

Click *Add* to add the selected template to your favorites.

1. Click *OK*.

Result

The form for the selected invoice is automatically completed with the information from the template.

Export invoice

Information

Once an invoice has been checked for the final time, it is assigned the status *5 – Export* and is therefore ready for export. Invoices are exported either automatically or with the *Export invoices* function.

The *Export invoices* function creates an export data set that you can select for your accounting system.

Method

1. Select the invoice or invoices you want to export.

2. On the *Output* tab, click *Export/Import > Export invoices*.

If you want to select additional invoices, you can close the dialog box. The selected invoice remains selected.

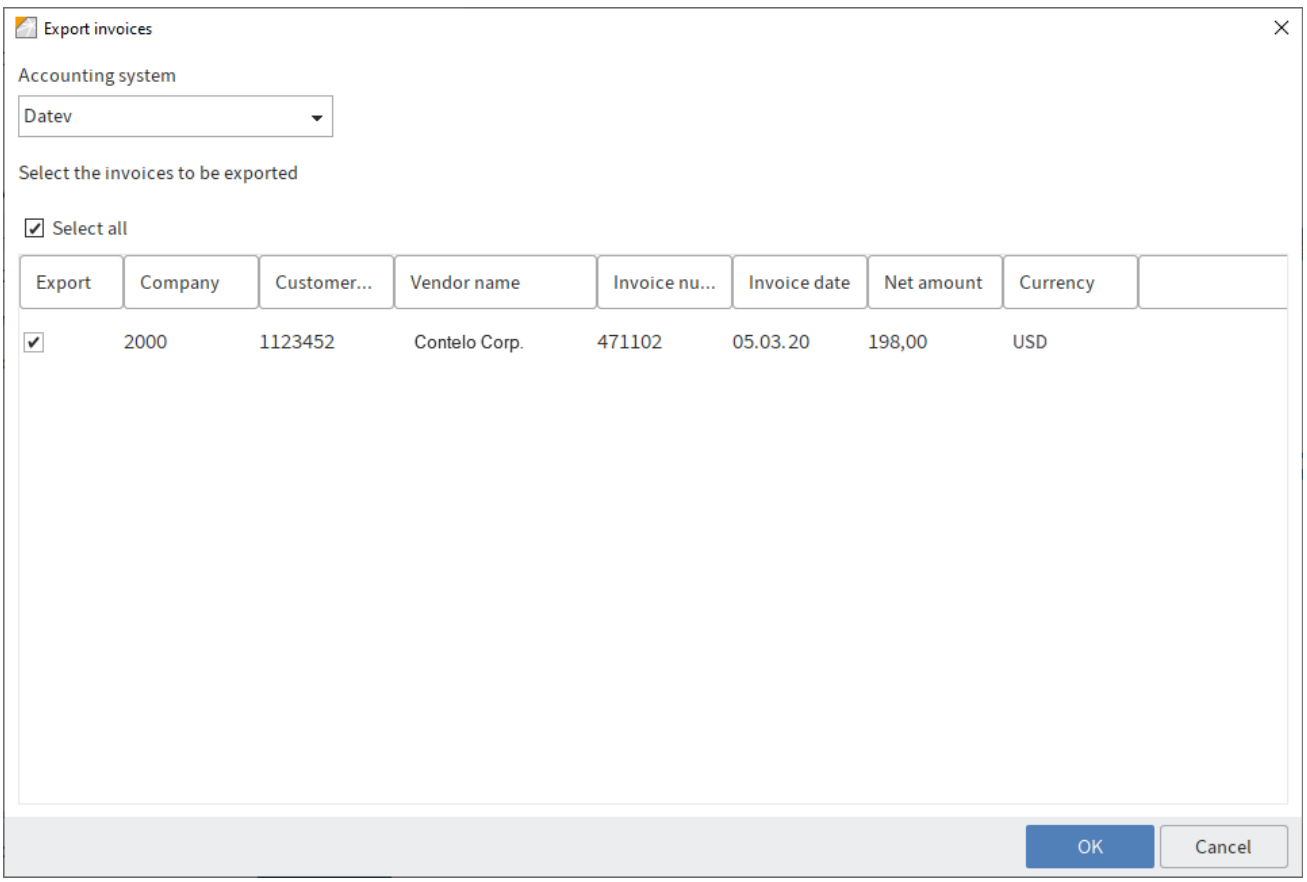


Fig.: 'Export invoices' dialog box

1. In the *Export invoices* dialog box, select the accounting system you want to create an export data set for.

2.

Check the invoice or invoices you want to export and confirm with *OK*.

Result

The invoices are exported to the selected accounting system. Their status changes to *6 – Exported*.

Monitor invoices with the dashboard

The dashboard provides an overview of all invoice documents and their statuses.

You can reach the dashboard by clicking the *Invoices* tile in the *My ELO* area.

The settings are saved on the dashboard. When you open the dashboard again, it remembers and displays your most recent view.

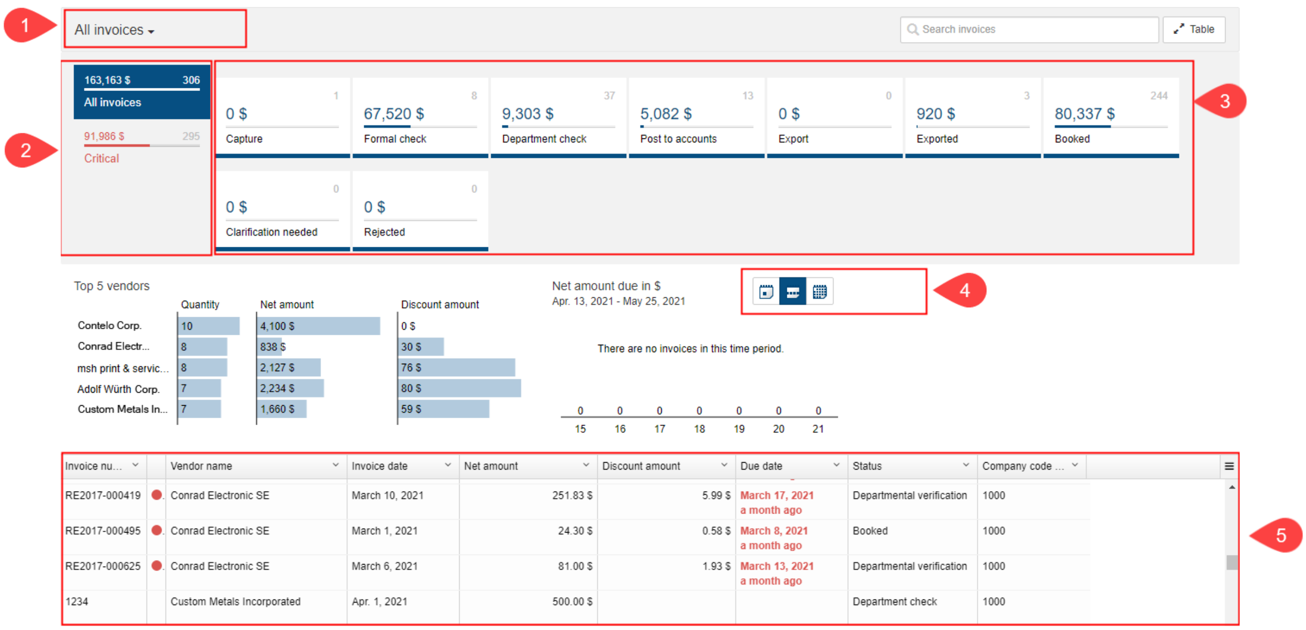


Fig.: Dashboard

The dashboard is divided into the following areas:

1 Database: In the dashboard header, use the drop-down menu (arrow icon) to select a database. A dashboard database is a list of invoices that is loaded for evaluation.

> **Information**
>
> If there is only one database, this database is selected permanently and no drop-down menu is available.

2 All invoices/critical: With these buttons, you can choose whether to show all invoices or only invoices with an upcoming discount deadline or processing deadline that has been reached or exceeded.

3 Status: The dashboard header contains a button for each invoice status. If a button is active, all invoices with the corresponding status are shown in the dashboard viewer pane.

4 Net amount due in $:

You can choose between the following settings:

- Day view: The day view shows the amount due for the current day and the following seven days.
- Week view: The week view shows the amount due for the current week and the follows six weeks.
- Month view: The month view shows the amount due for the current month and the following four months.

5 Viewer pane: In the dashboard viewer pane, you will see a list of invoices. This list changes depending on the filter criteria applied. Critical invoices are marked with a red dot. Clicking an entry shows a preview of the entry. Double-clicking an entry brings you to the *Repository* work area.

Filter and customize the table view using the drop-down menus.

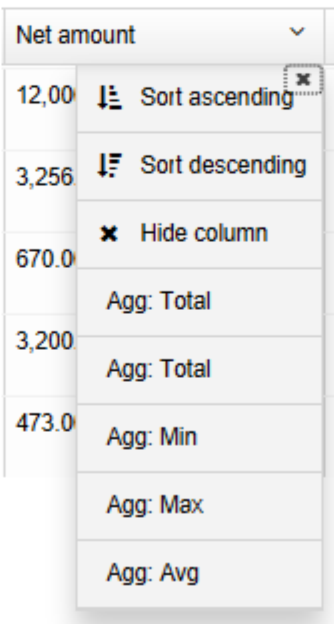


Fig.: Customizing the table view

The drop-down menus in the column headings contain the following functions:

- Sort ascending
- Sort descending
- Remove sorting: This option appears if you have sorted the column. Click *Remove sorting* to clear the sorting option.

Alternative: You can sort the column by clicking the column heading. Clicking once sorts in ascending order. Clicking a second time sorts in descending order. Clicking a third time clears sorting.

- Hide column
-

Group: The content of a column is joined into groups. The number of invoices in each group is shown in brackets. Click the plus icon before the group to expand it and view all contained invoices. The minus icon minimizes it again. Clicking the plus icon in the header expands all groups.

Information

You can combine multiple groups. You can specify a hierarchy with the order in which you select the columns.

- Ungroup: This option appears if you have grouped items. Click *Ungroup* to discard the group.
- Agg: Number (only for number fields and when another column is grouped): The number of invoices in the group is shown.
- Agg: Total (only for number fields and when another column is grouped): The total of the group is shown.
- Agg: Minimum (only for number fields and when another column is grouped): The lowest value of the group is shown.
- Agg: Maximum (only for number fields and when another column is grouped): The highest value of the group is shown.
- Agg: Average (only for number fields and when another column is grouped): The average of the group is shown.

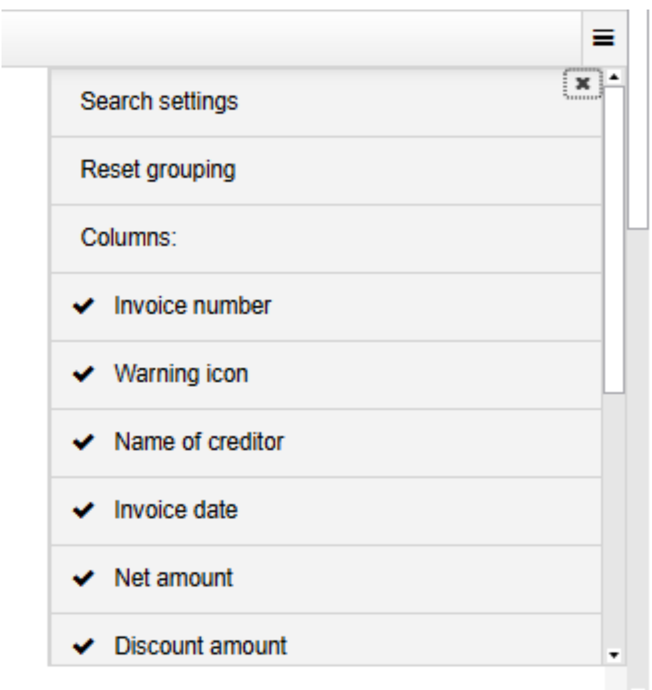


Fig.: Menu

Menu: By clicking the button with the three lines, you can show hidden columns. Clicking the *Search settings* button allows you to choose fields to be considered during the search. Clicking the *Reset grouping* button resets all groups. Clicking *Reset all settings* to return to the table's default settings.