



▶ YOUR WORK FLOWS

Business Solution ELO Invoice

Digital invoice management



Digital Invoice Management

Save time and money with **Business Solution ELO Invoice**

Companies receive a great number of invoices every day. Be it electronic or paper-based invoices, PDF or ZUGFeRD documents – the real challenge lies in quickly and efficiently processing different formats and high numbers of incoming invoices. This applies not only to recording, verification, cost allocation, and approval, but also final booking, and initiation of payment, making integration into existing ERP systems a must. A solution for automated incoming invoice processing streamlines this process.

With **Business Solution ELO Invoice**, incoming invoices are processed in full and the retrieved data is automatically transferred to the ERP system. Keep an overview of all incoming invoices on the invoice

dashboard. Different evaluation and reporting functions ensure transparency and efficient invoice management.

- › **Customized solution**
Configured and tailored to your processes
- › **Compliance with specific standards**
e.g. the ZUGFeRD format or national currencies
- › **Scalable application**
You determine the degree of automation
- › **Optimized automation**
Thanks to ELO DocXtractor, ELOas etc.
- › **Integrates easily with all standard ERP systems**
e.g. SAP, Navision, or Datev

Improved, faster, & future-proof processes with ELO

Processing

Individual process support

Every company uses a different solution for processing incoming invoices. ELO adapts to your processes, no matter whether your incoming invoices are recorded directly at a central post or scanning department, or by accounting.

Format-independent

ELO enables automatic processing of all incoming invoices, regardless of whether your company has received them as an e-mail attachment, or in paper, digital, or ZUGFeRD format.

Invoice filing

Filing digital invoices to your ELO Intraday initiates automatic processing. Different functions allow you to file documents based on your needs. Invoices are also automatically filed to the ELO repository at the location defined in the configuration.

Take exchange rates into account

Daily exchange rates are available in the process as well as for your evaluations, allowing you to work with foreign currencies. Exchange rates are determined using up-to-date information provided by the ECB.

Data entry

Automatic or manual

With its ELO DocXtractor module, ELO enables automated extraction and classification of document data. Based on your requirements, you can manually record invoice data or extract it from the ZUGFeRD format.

Correct invoice recording

When recording invoices, ELO accesses data from your ERP system. It then compares the recorded data with that from the ERP system, allowing you to add information that is generally not part of an invoice, such as company codes or client details. This ensures the high quality of the extracted data necessary for smooth document processing.

Invoice verification

Each invoice document is subjected to a compliance check that verifies whether the respective invoice information required by law is available, complete, and correct. Next, the invoice is forwarded to the appropriate employee or responsible department for approval.

Individual invoice approval

Do you want to decide who is allowed to approve an invoice depending on its amount? Or do you apply the four-eyes principle for certain vendors? Implement these or similar requirements quickly and easily without the need for programming, in combination and with the **ELO Business Solutions** default configuration options.

Booking

Workflow control

With **Business Solution ELO Invoice**, accounts are assigned using a preconfigured workflow that can be extended. Processing windows can be defined for the individual steps, such as assigning the cost center. This guarantees short processing times and ensures discount deadlines are met.

Complete traceability

All workflow steps are logged and shown in an aggregated feed in **ELO**. In addition, you can add information on the invoice document in the individual processing steps that remains permanently linked to the document.

Each process step provides the option to reject an invoice document from the process. Documents assigned to the clearing department can continue to be processed at any time. This also includes complete documentation in order to ensure the required traceability at all times.

Booking in an ERP system

After all necessary entities have checked and approved the invoice, all extracted data is imported to your ERP system. **ELO** enables seamless integration of all standard ERP systems. You can decide which data is transferred to your ERP system depending on your requirements.

If your ERP system is capable of providing booking data, such as payment dates or payment statuses, you can assign this information to the transaction/invoice document in **Business Solution ELO Invoice** as well. Our fully automatic, customizable solution ensures maximum transparency.

Controlling

Keep track of all invoices

Maintain an overview of all invoices in circulation on the invoice dashboard, which shows the number of invoice documents, their status, and additional detailed information. Meeting discount deadlines and due dates is no problem at all thanks to an early warning system. Time-critical invoice documents are also shown in their respective processing steps.

Statistical evaluations

Just a few clicks and you can create different evaluations, such as the 'Top 5' vendors or a comprehensive vendor ranking. Using different filter options in the form of date or calendar settings, you can display due dates for a specific time frame. The invoice dashboard features numerous grouping and filter options to present statistics, which can be tailored to your individual needs.



The benefits

Structured invoice management

- Format-independent, fast, and efficient invoice processing
- Timely invoice approval
- Clear overview of processing status
- Integration of cost objects and cost centers

Quick processing and transparent management

- Compact view of all relevant information in real-time
- Transparency thanks to complete documentation of all process steps
- Process-related filing of accompanying correspondence
- Collaboration functions to improve the exchange of information in the process

Invoice and deadline monitoring

- Greater potential to take advantage of discounts
- Optimized cash flow management thanks to timely processing
- Lower costs with higher processing quality
- Convenient liquidity management and cost control function

Integration and legal requirements

- Revision controlled, compliant invoice management
- Seamless integration of all standard ERP systems
- Invoices with and without order references are supported
- Automatic transactions in foreign currencies

 ELO Invoice

Digital invoice management

ELO® is available from:

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European headquarters

ELO Digital Office GmbH
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For more information, go to:
www.elo.com/en/invoice