



USER MANUAL

Elvy Automated Invoicing

Version 2019.12/1

Be efficient. Add control.

&lvvy.

Colofon

For questions, additions, corrections or remarks about this manual, please contact marketing@elvy.nl.

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Introduction

This manual is an extension of the user training you received, and is aimed at end users of Elvy Invoice Processing (booking + approval). In this manual we refer to articles on the Elvy customer portal <http://klanten.elvy.nl>. Here you can find articles of frequently asked (user) questions, tips & tricks as well as articles on technical topics such as adding administrations or reading the content of a mailbox.

About Elvy

With Elvy you can easily process your digital documents, such as invoices, mail, visit reports and other documents. Thanks to the powerful free-form recognition technology, data from a document is automatically recognized, no matter where the data on an invoice is located.

With Elvy it is also possible to have documents approved by employees. E.g. procurement invoices, invoices from your employees and purchasing obligations. You can manage these approval workflows via Elvy Invoice Processing (FV), Document Archiving (DA), Declaration Processing (DV), Purchasing Management (IM) and Contract Registration (CR).

Elvy is available for use with multiple financial and logistical applications. Look for the current overview on our website <https://www.elvy.nl>.

Typographical conventions

In this manual the following typographical conventions are used to simplify finding the right information.

Information markers

 This is a warning. The advice given here can save you time.

 This is information. Here we explain certain properties of Elvy.

 This is a 'best practice'. You are of course free to use your own approach.

 This is a tip. This information is directly in line with earlier explanations and gives advice on more efficient ways to work with Elvy.

 This is information about functionality that is currently available for specific accounting programs.

 This is a reference. This refers to a specific paragraph for more information.

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Elvy Invoice processing - booking

You process documents with Elvy Invoice processing. This can be both invoices and other documents, such as contracts or reports.

You often receive invoices digitally as PDF or as an e-invoice (UBL / XML). You can place these files directly in the administration folder or have them read directly from a mailbox. With Elvy it is not necessary to print a digital invoice and then scan it.

More information about configuring a mailbox can be found in the following article on the Elvy customer portal: ['Hoe laat ik Elvy een mailbox uitlezen?'](#).

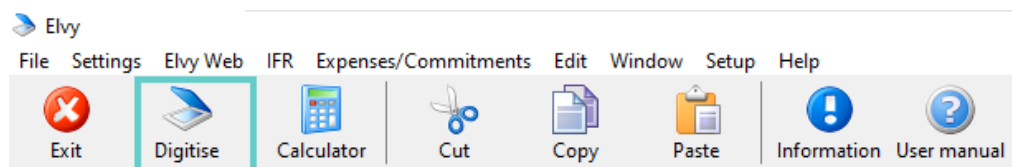
Working with Elvy

With Elvy DS you always process one document at a time. You first provide the documents (by scanning them or, when this is set up, by e-mailing them by administration).

Then you start digitizing via the application. You process the invoice top to bottom of the screen. You first retrieve the documents. After this you will recognize the creditor (or debtor) via the Automatic Recognition, after which you make the booking and present it to your administration.

Digitise

To start digitizing your documents, press the **Digitise** button in the Elvy DS main screen.



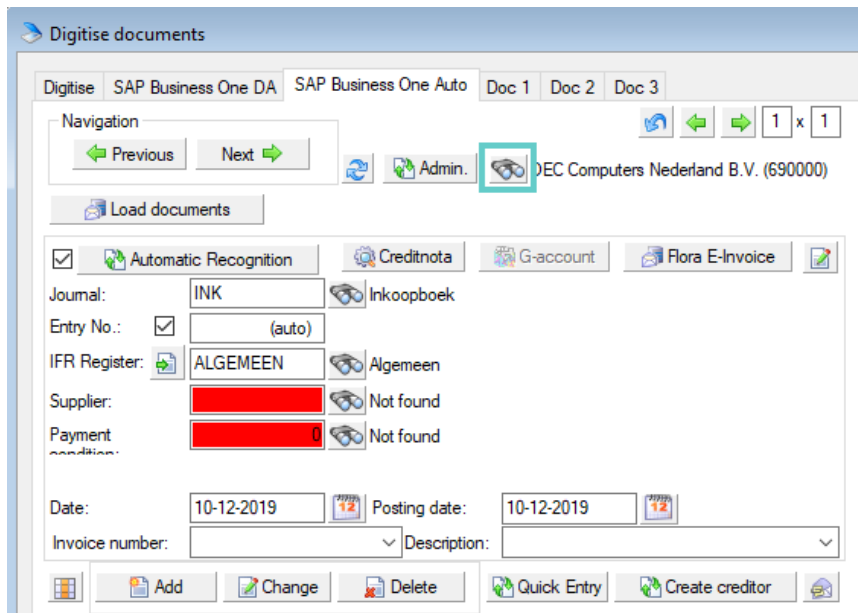
- ✓ If you link Elvy with an online version of your accounting package, such as Exact Online or Unit4 Online, the master data is periodically downloaded during the start of Digitization. This can take some time, for example, when the administration contains many creditors or debtors.

Separate Preview Screen

If you have two or more screens\monitors, you can use the Separate preview screen. This way you have insight into your booking screen in one screen and the invoice in the other screen. In the article ['Hoe activeer ik het losse voorbeeldscherm in Elvy?'](#) You will find how you can activate this.

Loading documents

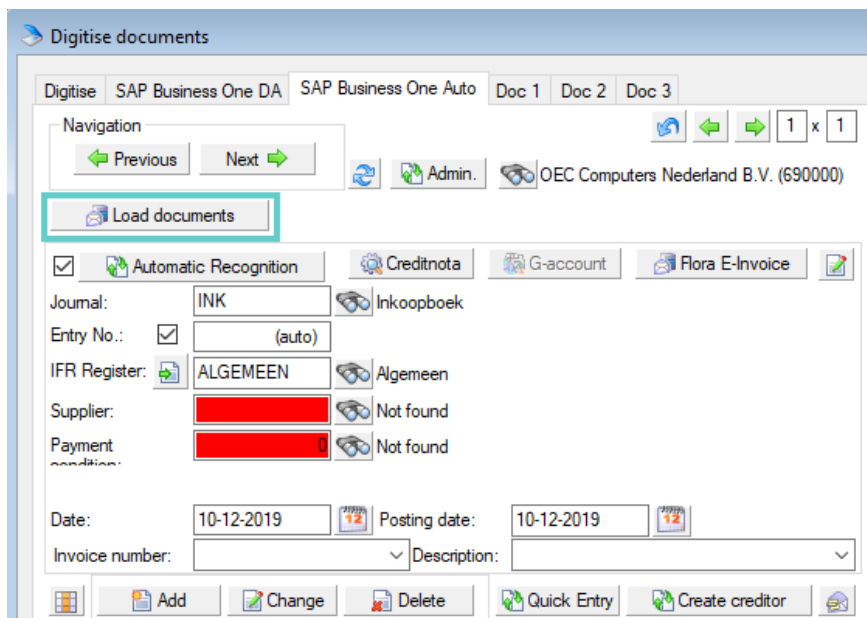
To load your documents, go to the **Auto** tab (for automated booking) and select the administration for which you want to process documents. To do this, press the binoculars button to the left of the administration name.



When documents are available, you will see the number of available pages in the administration screen. These are pages, not number of invoices!

- i** The text recognition (OCR) is performed by a separate process so that you can work with Elvy DS without interruption. You should take into account that this always requires some time before the documents can be loaded. This also depends on the number of pages in each (PDF) file.

After you have selected the relevant administration, press the **Load documents** button, after which all available documents are loaded for the selected administration.



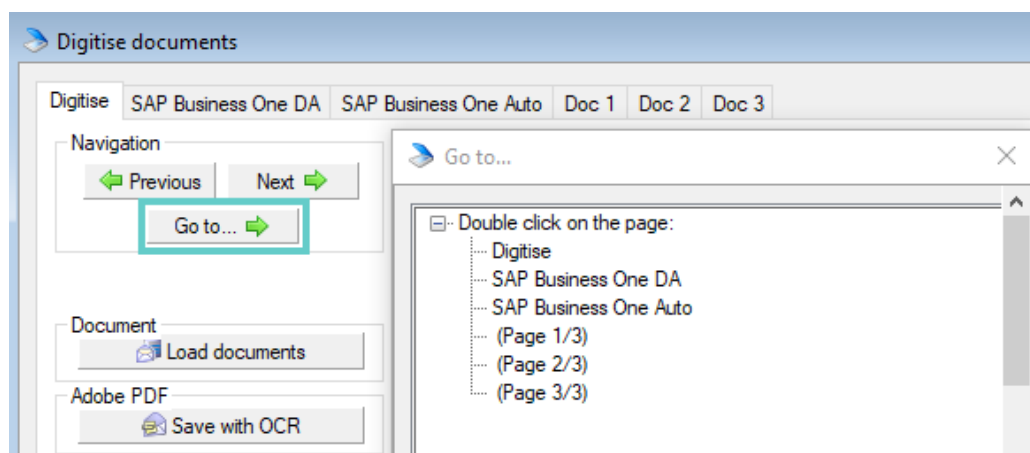
- i** Documents are linked to the administration for which they are loaded. This makes it possible to load documents for several administrations at once, without having to select the correct administration during processing.

Browse documents

The navigation block is present on each tab; this is located at the top left. The **Previous** and **Next** buttons are always present here and give you the option to go to a previous or next tab.



On the **Digitizing** tab you will find the **Go to ...** button, which allows you to quickly access any tab you would like to visit. This is especially useful when you have loaded a lot of documents.



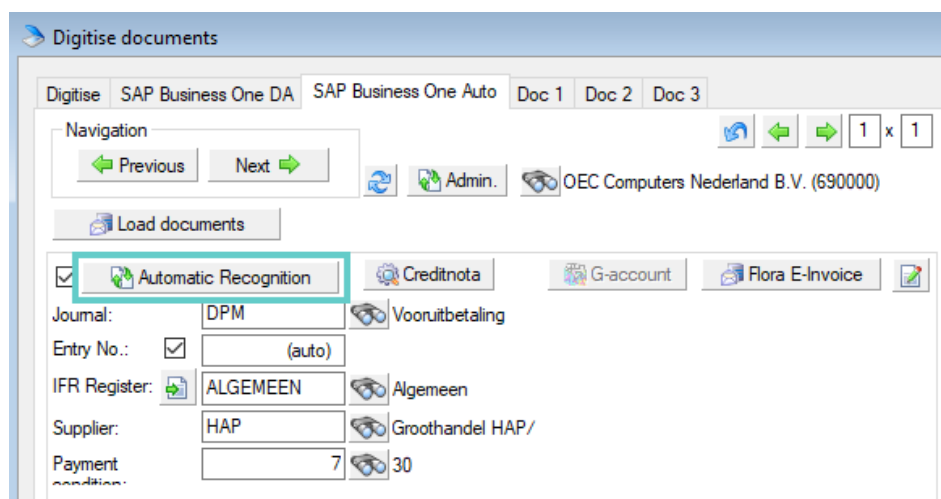
On the document tabs (starting with the name 'Doc' followed by a number) the **Start** button is available; With this you jump directly to the **Digitizing** tab.

Bundle

If you have a document consisting of several pages, but need to be attached to a single booking (for example an invoice with attachments), you can easily bundle these pages. In the article 'How can I bundle documents?' ['Hoe kan ik documenten bundelen?'](#) You can see how this is been done in Elvy.

Process invoices automatically

To start the recognition of your invoice, press the Automatic Recognition button.



- Elvy then searches the administration, in order to recognize the creditor on the basis of the following information: bank account number (IBAN), VAT number, Chamber of Commerce number, telephone number, fax number, website and e-mail address. The more information you have entered on the credit card, the better the recognition is.

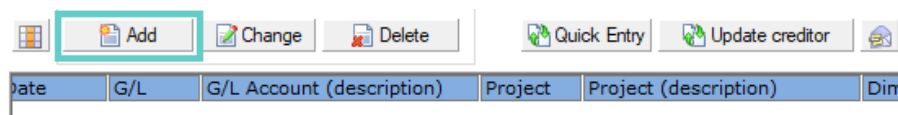
i If the creditor is not recognized, but is present in the administration, you can update the recognition data from Elvy. This is described in Add and update creditors further in this chapter.

- ★ To have automatic recognition performed without pressing the button, the check box for the Automatic Recognition button is checked. After you have booked an invoice, Elvy will immediately carry out the recognition with the next document. If you move or delete documents, this process is broken, so you have to press the button again.

If the required booking data is recognized, the booking proposal is displayed. Data that must be recognized before the booking proposal is made are: creditor, invoice number and posting date.

You can, of course, supplement or adjust all data yourself, where necessary.

If the Booking Line screen is not displayed, you can open it yourself by **pressing Add**. This is also the way to manually add entry lines.



Then check whether the proposal is correct. You can adjust all displayed data yourself. Once you have adjusted this where necessary, press **Save**. If no new booking rules are processed, you can also directly click on **Book and process direct ..** in order to immediately process the next invoice.

- i** Elvy recognizes the total amount and proposes to post all costs to the standard account. If you want to split the costs, you can manually choose another general ledger account, adjust the amount and keep the rule. This will display the Booking Line screen again, until the sum of all entered lines is equal to the recognized total amount.
- i** You can always press **Cancel** if you want to deviate from the recognized total amount; Elvy will then no longer issue booking proposals for the relevant invoice.

Now check that all data is correct. When you are ready to enter the invoice, press **Process** at the bottom of the screen.

■ If you always break down invoices from specific suppliers in a fixed way, you can create a template via the Quick Entry, so that you only have to enter the amounts. This functionality is described in **Quick Entry** later in this chapter.

★ If the booking cannot be created (because the financial package refuses the booking for example), Elvy will move the relevant invoice to the end of the queue of opened documents in the Digitizing screen. As soon as you start processing this invoice again, you will be asked, during the automatic recognition process, if you want to reload previously entered data of the invoice. Press Yes. You can now easily correct the booking without having to enter everything again!

Booking Lines

The view of the Booking Line screen may be very extensive and depends on the financial package you are working with and the choices made during Elvy.

Depending on the data you enter when you make a booking, you can hide or show certain fields. In the article '[Hoe kan ik de velden in het boekingsregelscherm aanpassen?](#)' You will find information on how you can personalize the booking control screen.

- ★ For each field where you see the Update button (the page with the green arrow), you have the option to update this information directly on the creditors card in your administration.

If the total amount is incorrectly recognized, you can adjust this immediately by pressing the **green arrow** at the top right of the Booking Line screen.

Entry line	
Notes:	<input type="button" value="Update creditor"/>
Description:	Groo/0091
Send email	<input type="checkbox"/> G-account <input type="checkbox"/> Quick Entry

Recognised amount		
	Total:	VAT:
Total:	351.95	73.91
Written off:	0.00	0.00
Current:	426.59	89.58
Remaining:	0.00	0.00

Here you can also adjust the VAT amount and use for example two rates (high and low.) This makes it immediately clear how much has been written off and what amount is left.

☐ This setting does not affect the correct recognition of amounts. For this you use Train Elvy, as described further in this chapter.

Create creditor and update creditor

If the creditor is not yet present in your administration, you can create it via Elvy DS by pressing the **Create creditor** button. In the event that the creditor is not recognized, but is present, you can use the **Update creditor** button to add data that Elvy has recognized on the invoice. In the article [‘Hoe kan ik een crediteur toevoegen en bijwerken?’](#) on the Elvy client portal, we describe how you can perform the above actions.

⚠ This functionality depends on the rights of the user to be allowed to perform these actions in the administration.

Quick Entry

If for certain creditors you always book the costs in a fixed way on different general ledger accounts or cost centers, for example with invoices from the wholesaler or for fuel cards, you can create templates per creditor from the **Quick Entry** button, so that you can also easily book these invoices. To see how the Quick Entry works, go to the article [‘Hoe gebruik ik de Snel Invoer?’](#) on our Help Portal.

Learn Elvy

Creditors

When a creditor is recognized, but the invoice number, the invoice date or one of the amounts is incorrectly recognized, you can refine this recognition with Learn Elvy. Read the article [‘Hoe laat ik factuurgegevens van een crediteur beter herkennen met Leer Elvy?’](#) how you can optimize the recognition.

Debtors

Processing sales invoices is done in the same way as processing purchase invoices. However, for the identification of debtors, Elvy can also use name and address data or debtor numbers through the use of Train Elvy. It is even possible to create different presets for each administration. Read the article [‘Hoe laat ik debiteuren herkennen via Leer Elvy?’](#).

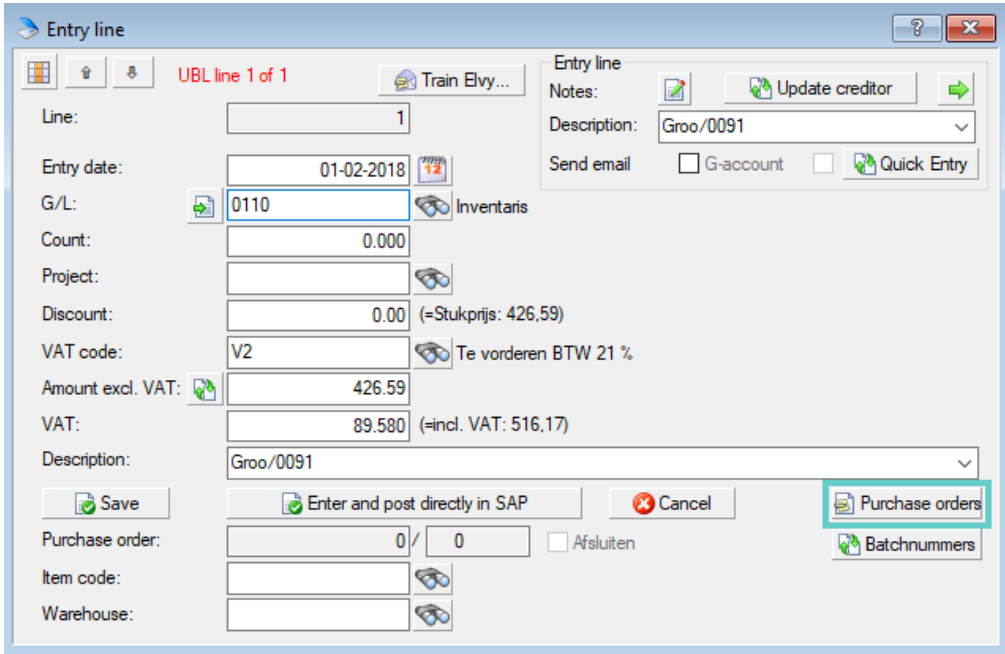
G-accounts

A G-account represents a **blocked account**. The G-account can only be used to make payments to the tax authorities or to a subcontractor. The only amounts that can be transferred are the payroll taxes (with or without VAT). In the article. [‘Hoe gebruik ik de G-Rekening?’](#) You can find how the g-account is designed in Elvy

 This functionality may not be available or applicable in countries outside the Netherlands.

Orders and receipts

You can match a purchase invoice from Elvy to an order or receipt. In the article [‘Hoe kan ik een factuur afletteren aan een bestelling of ontvangst?’](#) You can read how you can apply this function in Elvy.



The screenshot shows the 'Entry line' window in Elvy. The window title is 'Entry line' and it contains the following fields and buttons:

- Line: 1
- Entry date: 01-02-2018
- G/L: 0110
- Count: 0.000
- Project: (empty)
- Discount: 0.00 (=Stukprijs: 426,59)
- VAT code: V2
- Amount excl. VAT: 426.59
- VAT: 89.580 (=incl. VAT: 516,17)
- Description: Groo/0091
- Buttons: Save, Enter and post directly in SAP, Cancel, Purchase orders (highlighted), Batchnummers
- Additional buttons: Train Elvy..., Update creditor, Send email, G-account, Quick Entry

Link documents to an existing booking

If you forgot to add a document to a booking, you can still do this in Elvy afterwards. Read in the article [‘Hoe kan ik documenten achteraf aan een boeking toevoegen?’](#) How to set this up and for which links this functionality is available.

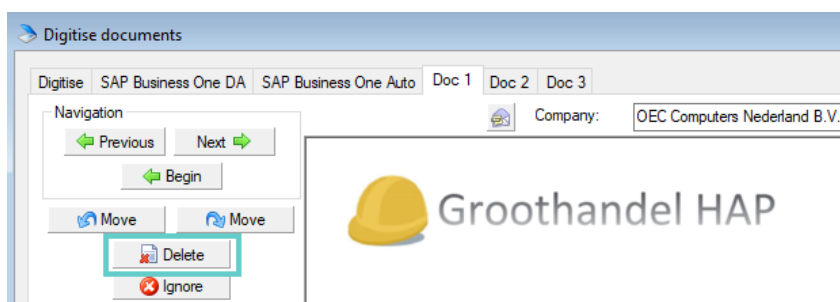
Document operations

You can perform a number of operations with the documents that you have loaded in Elvy, like moving, jump to a specific document, export to PDF etc.

Operations

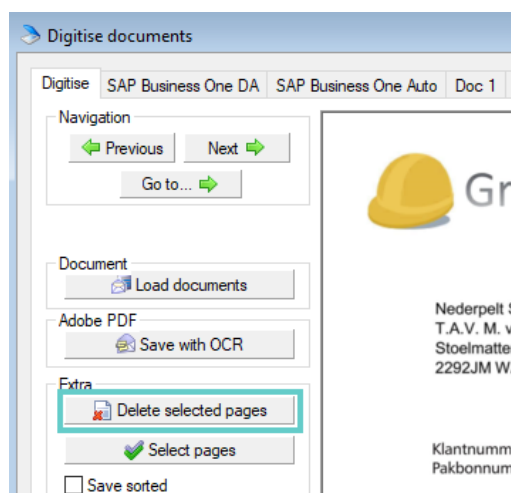
Remove

On the tab of each document you have the option to delete it with the **Delete** button.



- ★ From the Auto tab you can easily delete a page by clicking on it with your right mouse button, and then selecting the Delete page option.

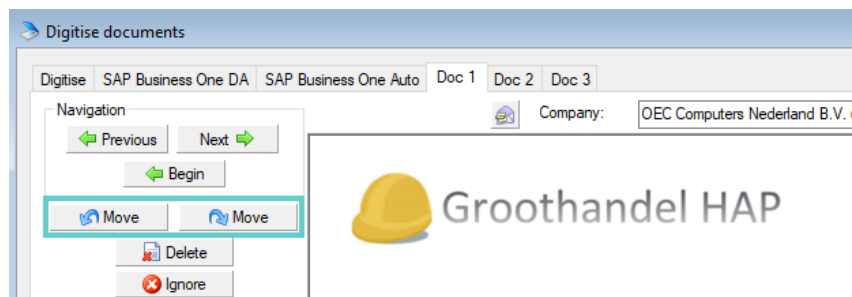
You can also delete multiple documents by going to the Digitizing tab and then selecting the documents you want to delete using the **Select Pages** button, then press **delete selected pages**.



- ✓ With the Select Pages feature, you can easily de-select a range of selected pages. In addition, you will immediately see which pages you have already selected.

Move

You can change the order of read documents with the Move buttons. This moves the relevant document to the beginning or end of the sequence of documents.

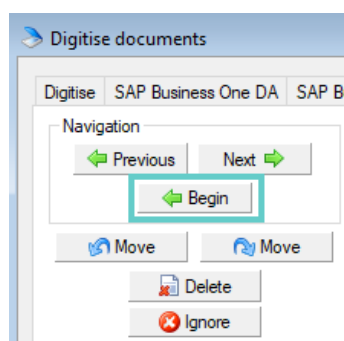


- ★ It is only possible to move a document to the end or the beginning of the sequence. The naming of the tabs remains the same when moving. So if you move 'Doc 2' to the end in a series of 5 documents, the document shown under tab 2 ('Doc 2') is now located at 'Doc 5'.

⚠ When you move already selected documents, your selection is retained. Keep this in mind when you move a 'bundle' of documents to the end of the row.

Jump to begin

This can be handy if you are on doc 88 for example and don't want to scroll back to page number one. Just click on **Begin** to let you take back to the first document.



Elvy Store

If you want to process your documents at a later time, or want to make them available to your colleagues, you can use the Elvy Store. This makes it easy to keep all open documents, to process them again at a later time. In the article ['Hoe bewaar ik documenten in de Store?'](#) You read how to use the Store functionality.

Search screens

Many input fields are provided with the 'binoculars button'. This will show the search screen. You can also press the function keys F2 or F5 to open a search screen. You can read how you use the search screens on our customer portal: ['Hoe u gebruik maakt van de zoekschermen'](#).

Safe as PDF

Sometimes it is useful to be able to save a page or a bundle of pages as a PDF. This can be done from the Digitize tab via the **Adobe PDF - Save with OCR** function. First make a selection by making a bundle or through **Select pages**. Then click **Save with OCR** and choose a filename and location.

