



Business Solution ELO Invoice

# Digital invoice management



## Accounting pays off with ELO Invoice

Companies receive a great number of invoices every day. Be it electronic or paper-based, PDF, ZUGFeRD, or XInvoice documents – the real challenge lies in quickly and efficiently processing different formats and high numbers of incoming invoices. This applies not only to data capture, review, cost allocation, and approval, but also final booking and initiation of payment. As a result, integration with existing ERP systems is necessary in almost every case. A solution for automated incoming invoice processing streamlines this process.

With Business Solution **ELO Invoice**, invoice data is captured in full and automatically transferred to the ERP system. Plus, you can track all incoming invoices on the invoice dashboard. Different evaluation and reporting functions ensure transparency and efficient invoice management.

- › **Custom solution**  
The solution can be tailored to your processes and customized at any time.
- › **Compliance with specific standards**  
**ELO Invoice** covers common invoice formats and national currencies.
- › **Scalable application**  
You determine how much you want to automate.
- › **Intelligent automation**  
Combination with **ELO DocXtractor** speeds up automatic document classification.
- › **Easy integration**  
ERP systems such as DATEV, SAP, or Microsoft Dynamics 365 BC can easily be integrated.
- › **Transparent overview**  
Keep track of all invoices at all times on the invoice dashboard.

# Digital end-to-end from invoice receipt to posting

## Invoice processing tailored to your business

ELO adapts to your processes, no matter whether your incoming invoices are captured directly at a central post or scanning department, or by accounting. The solution enables automatic processing of your incoming invoices, regardless of whether your company has received them as an e-mail attachment, or in paper, digital, or ZUGFeRD format.

## Automatically file incoming invoices

Filing digital invoices to your ELO Intray initiates automatic processing. Invoices are also automatically filed to the ELO system at the location defined in the configuration.

## Capture invoices automatically

Together with the intelligent classification module **ELO DocXtractor**, **ELO Invoice** enables automated extraction and classification of document data. Based on your requirements, you can enter invoice data manually or extract it from the ZUGFeRD format. To capture invoice data, ELO accesses information from the integrated ERP system. Once a comparison is completed, information that is not usually part of an invoice can be added. This ensures high-quality extracted data and smooth document processing.

## Integrated 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. A dual control principle can be applied as needed. Next, the invoice is forwarded to the responsible employee or department for approval.

## Digital accounting workflow

With **ELO Invoice**, accounts are assigned using a customizable preconfigured workflow. 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.

## Transparent processing

All workflow steps are logged and shown in the ELO feed. 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. Documents assigned to the clearing department can continue to be processed at any time. This also includes end-to-end documentation in order to ensure the required transparency at all times.

## Invoice posting in the ERP system

After all stakeholders have checked and approved the invoice, the 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.

## Invoice management made easy

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 in real-time. Meeting discount deadlines and due dates is no problem thanks to an early warning system. Time-critical invoice documents are also shown in their respective processing steps.

### Professional invoice management with ELO Invoice

- > Format-independent capture of incoming invoices
- > Automatic approval process
- > Verification of invoice information required by law
- > Accounts pre-assigned to simplify workflows
- > Transparent overview of every step
- > Ideal integration with ERP and accounting systems

# Key features



## Import and export invoice data

Bidirectional integration enables data to be exchanged conveniently between ELO and your third-party systems.



## Invoice dashboard

Keep track of all your invoices at all times and see their status right away.



## Integrate your ERP and accounting software

DATEV, SAP S/4HANA®, abas ERP®, Microsoft Dynamics 365 Business Central, and many more



## for a wide range of electronic invoice formats

**ELO Invoice** can be used to process different invoice formats, such as ZUGFeRD, XInvoice, and Fattura.



## Mobile access on phone and tablet

Always stay up-to-date and access your invoices while out of the office using the ELO app.



## Compliance check

Invoices are automatically checked for completeness and correctness as well as compliance with relevant laws.



## Foreign currencies

Daily exchange rates are available in the process as well as for your evaluations, allowing you to work with foreign currencies.



## Dual control principle

The mandatory dual or redundant control principle with defined approval roles ensures clear structures and workflows in the approval process.

Incoming invoices are one thing, but how do you process other incoming documents or manage your contracts? Take a look at these ELO software solutions:

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**Digital mailroom with ELO**  
[www.elo.com/en/mailroom](http://www.elo.com/en/mailroom)

>



**ELO Contract**  
Digital contract management  
[www.elo.com/en/contract](http://www.elo.com/en/contract)



## Benefits at a glance

### Structure your invoice management process

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

### Ensure end-to-end transparency

- Compact view of relevant information in real-time
- Complete documentation of all process steps
- Correspondence filed to relevant process
- Collaboration functions improve information sharing

### Manage incoming invoices and monitor deadlines

- 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

### Benefit from integration and compliance

- Transparent, compliant invoice management
- Seamless integration with all standard ERP systems
- Support for invoices with and without order references
- Automatic transactions in foreign currencies



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AT THE  OF YOUR BUSINESS

**Europe (Headquarters)**  
ELO Digital Office GmbH  
[www.elo.com/en/contact](http://www.elo.com/en/contact)

**North America**  
ELO Digital Office Corporation  
[www.elo.com/us/contact](http://www.elo.com/us/contact)

**Asia-Pacific**  
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