The benefits

Structured invoice management
- Formal, 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
- Transparent thanks to complete documentation of all process steps
- Process-related filing of accompanying correspondence
- Collaborative functions to improve the exchange of information in the process

Invoice and deadline monitoring
- Greater potential to take advantage of discounts
- Optimal cash flow management thanks to timely processing
- Lower costs with higher processing quality
- Conventional liquidity management and cost control functions

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

Business Solution ELO Invoice
Digital invoice management

Business Solution ELO Invoice
Digital invoice management
Improved, faster, & future-proof processes with ELO

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 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

- **Automatic or manual**
  - With its ELO DocXtractor module, ELO enables automatic 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 invoices depending on the invoice 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 with and the Business Solution default configuration options.

**Process**

**Booking**

After all necessary entries 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.

**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 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.

**Digital Invoice Management**

Save time and money with Business Solution ELO Invoice

**Data entry**

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**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.

**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 a challenge. Thanks to the ELO Invoice dashboard features numerous grouping and filter options to present statistics, which can be tailored to your individual needs.

**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 picking and filter options to present statistics, which can be tailored to your individual needs.
Improved, faster, & future-proof processes with ELO

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Business Solution

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Complete traceability

For all invoices, ELO Invoices enable you to electronically store the invoice document and all attached documents 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.

Individual invoice approval

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Statistical evaluations

Just a few clicks and you 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 detailed information for specific time frames. The invoice dashboard features numerous groups and filter options to present statistics, which can be tailored to your individual needs.

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- Customized solution
- Compliance with specific standards
- Solvable application
- Determined by the degree of automation
- Automatable extendibility
- Integration with standard ERP systems
- Invoice dashboard features numerous grouping options, 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 detailed information for specific time frames. The invoice dashboard features numerous groups and filter options to present statistics, which can be tailored to your individual needs.

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.

ELO Invoice

ELO Invoice is the entry point to ELO’s Invoice Management solution. It 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.

ELO Invoice offers a four-step process to process invoices. The four steps are:

1. Booking in an ERP system
2. Invoice verification
3. Individual invoice approval
4. Direct booking

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### Business Solution ELO Invoice

**Digital invoice management**

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**ELO** is available from:

- **USA**
  - ELO Digital Office Corporation,
  - 214 Lincoln Street, Suite 304, Boston, MA 02134, USA;
  - info-usa@elo.com

- **Europe**
  - ELO Digital Office GmbH, Tübinger Strasse 43,
  - 70178 Stuttgart, Germany;
  - info@elo.com

- **Asia**
  - ELO Digital Office Indonesia, Komplek Prominence 38G No. 43,
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  - Tangerang – 15143, Indonesia;
  - info@elo.co.id

- **Asia – Pacific**
  - ELO Digital Office AU/NZ Pty Ltd, Level 7, 146 Arthur St,
  - North Sydney NSW 2060, Australia;
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