VOLI Data

Overview, Documentation & User Guide

By VOLI

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Introduction

MOTIVATION

VOLI Data is a collection of components, integrations, and intelligent solutions designed to help Maconomy users view, analyze, and process their data through a modern and intuitive interface. Its purpose is to enhance usability, improve insights, and streamline workflows for organizations relying on Maconomy.

OVERVIEW

This document provides an overview of the VOLI Data platform, including its components, integrations, and key features. It also serves as a user guide, offering detailed specifications of available functionalities. Please refer to the table of contents on the following page for easy navigation.

VOLI REFERENCE

For questions, feedback, or further information regarding this document, please contact: Amanda Niemann Bangs – anb@voli.dk (Product Owner).

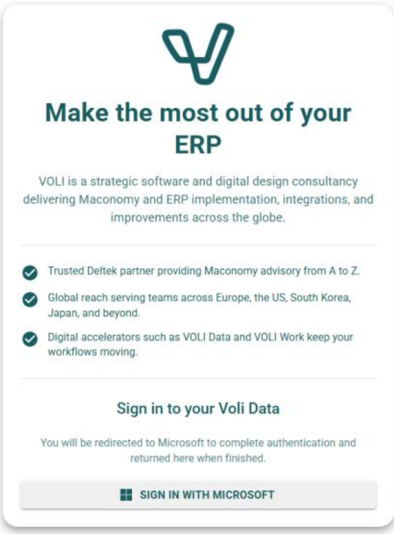
VOLI Data Setup & General Information

GET STARTED

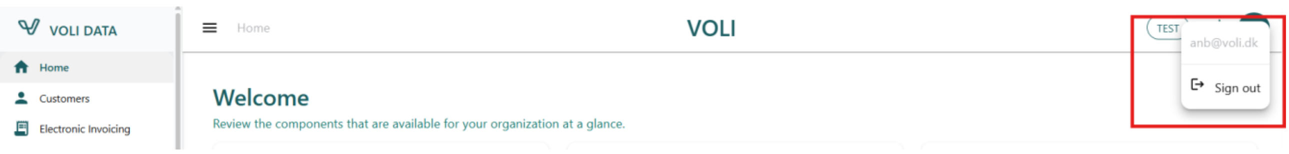
To get started get hold of VOLI to set up VOLI Data for your Maconomy system and to enable the components you wish. In this process VOLI will ask you to provide an AD user to access your company along with a Maconomy User to set up VOLI Data.

LOG IN / LOG OUT

Log in to VOLI Data using your Microsoft account via AD authentication.

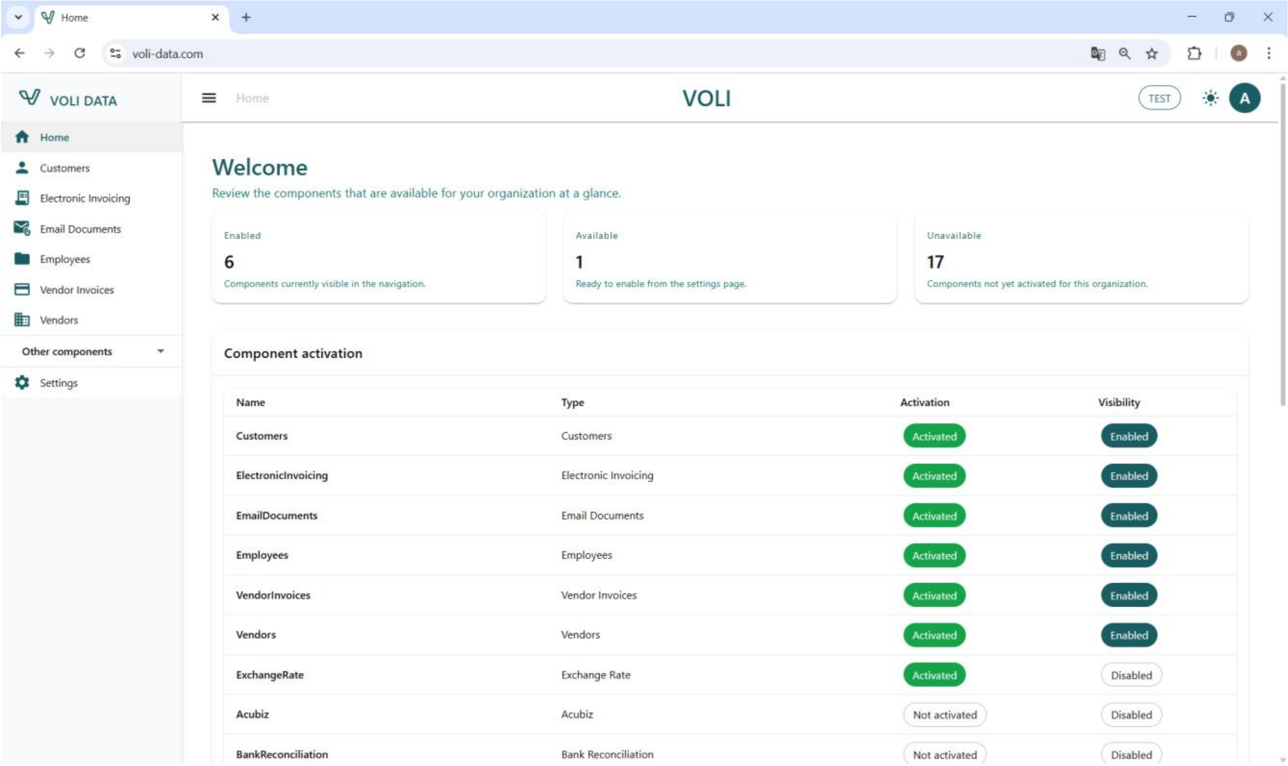


Once logged in, you can log out at any time by navigating to the menu in the top-right corner of the interface.

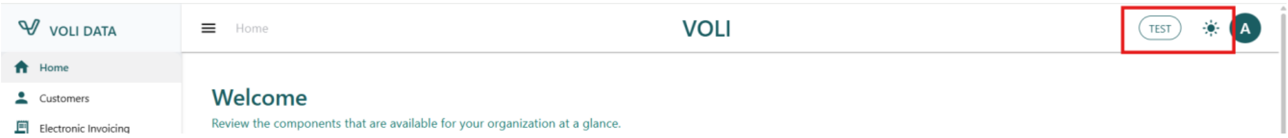


HOME

On the home page, you will find an overview of your active components at a glance.

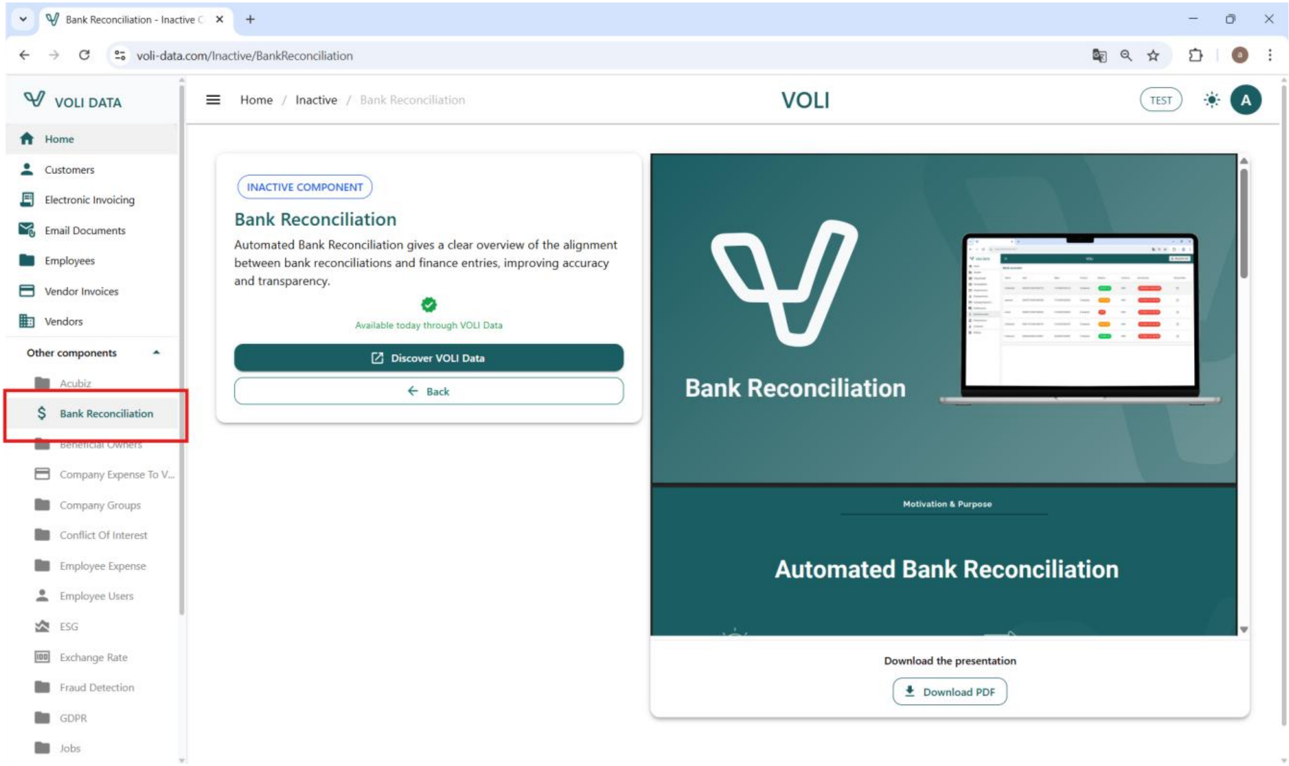


In the top navigation bar, you can see which connection is currently active, indicating whether you are working in your test or production environment. From here, you can also switch between light mode and dark mode.



OTHER COMPONENTS

In the “Other Components” dropdown menu in the navigation bar, you will find a list of components that are not currently activated for your company. When selecting a component, you will be presented with a description, a link to VOLI’s website, and a downloadable presentation for that component. Below is an example using Bank Reconciliation:

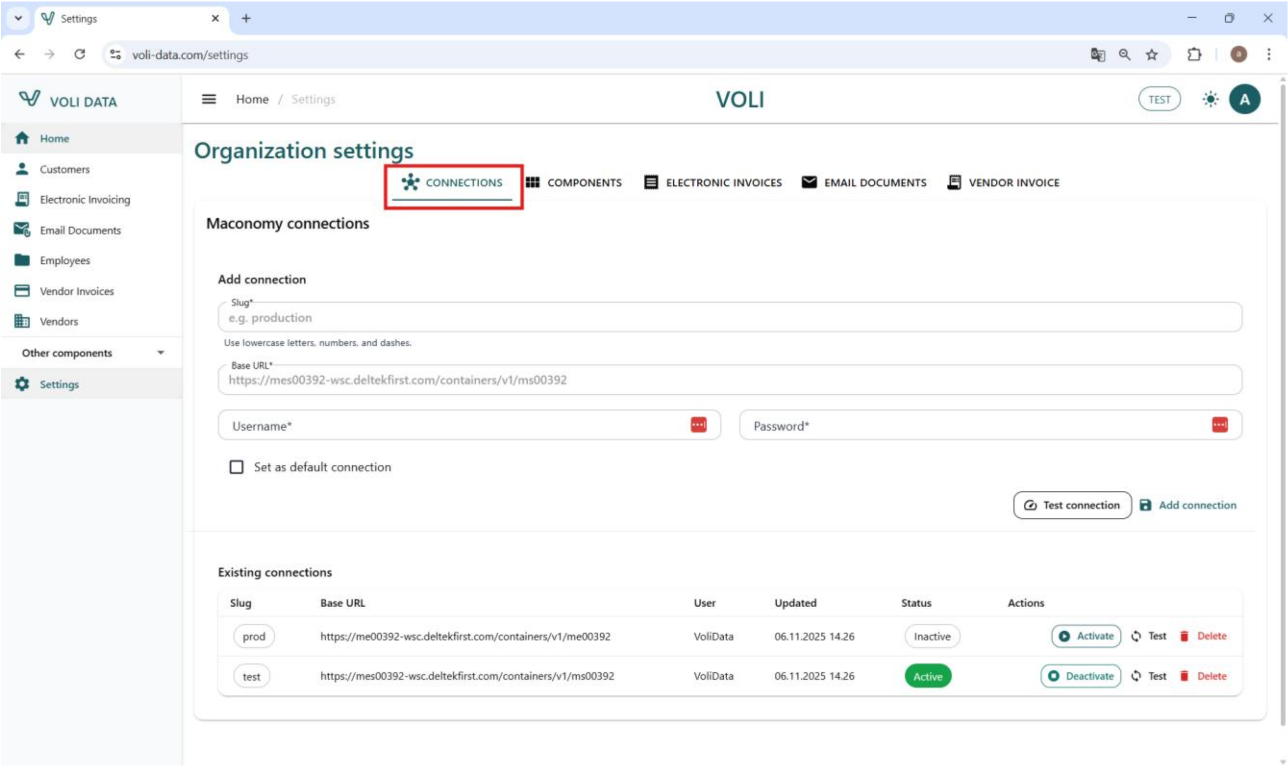


SETTINGS

The Organization Settings section consists of several tabs. The first two—Connections and Components—contain general system-wide settings. The remaining tabs are specific to individual components and will be described later in this document.

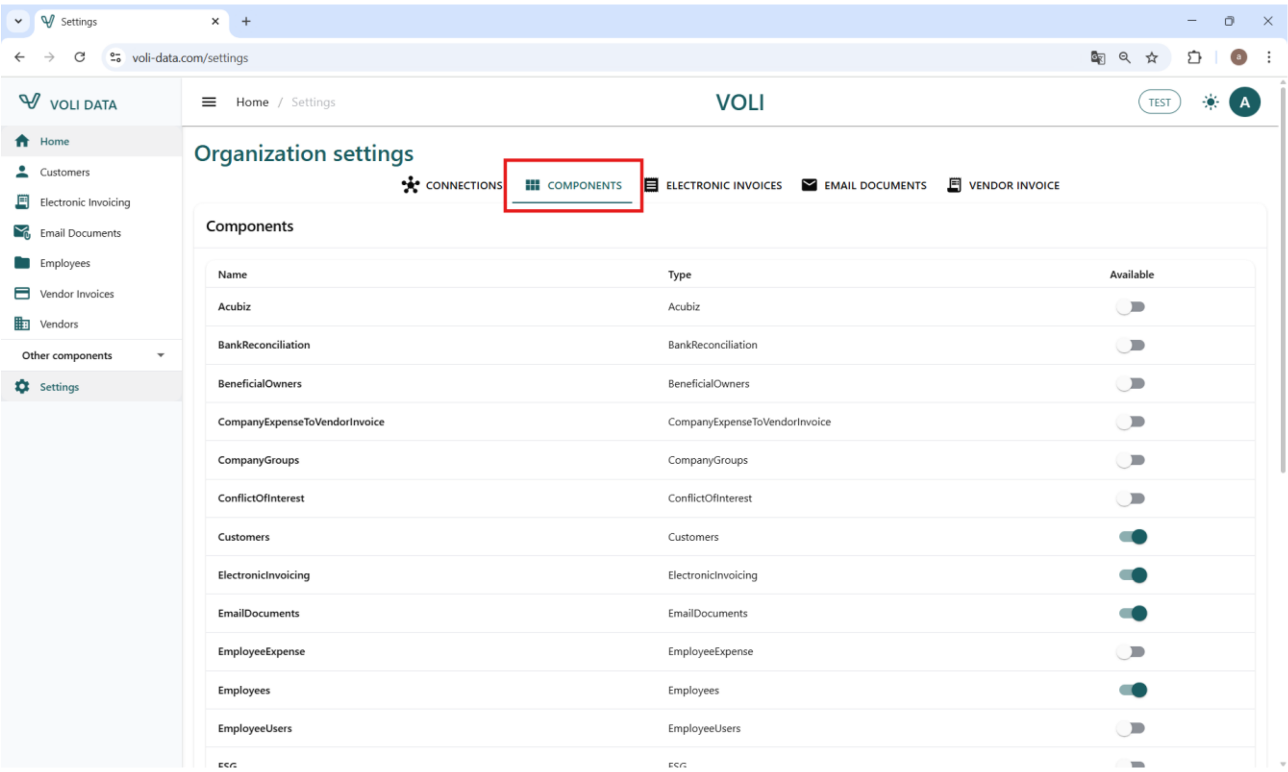
Connections

The Connections tab allows you to add new Maconomy connections and view all existing ones. From this page, you can test connections, delete them, and activate or deactivate them as needed.



Components

The Components tab displays all available components and indicates whether each one is currently activated or deactivated.



Components User Guide and Technical Details

This section provides descriptions of each available component. Depending on your setup and activations, only some of these may be relevant to you.

The components covered in the following pages are:

1. CUSTOMERS (COMING SOON)

2. INVOICING - ELECTRONIC

The electronic invoicing module enables Maconomy to convert standard invoices into fully compliant Peppol BIS 3 electronic invoices and deliver them to customers worldwide via TrueCommerce/Sproom and the PEPPOL network.

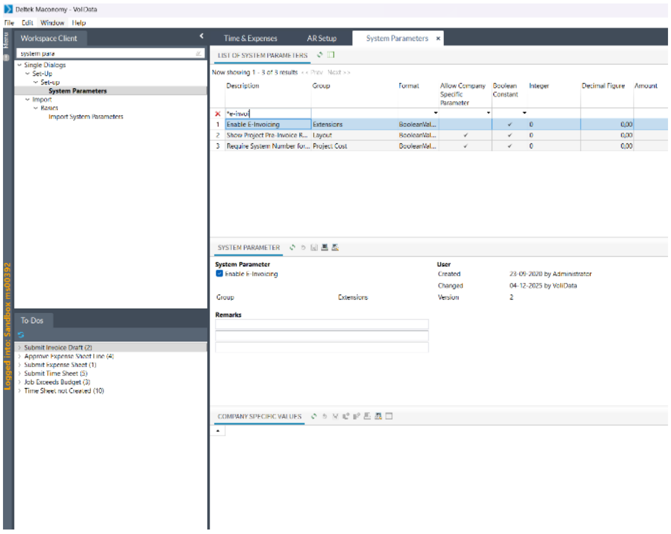
Getting Started & Settings

Peppol access providers

Before you can send or receive invoices through the Peppol network, your company must be registered with one of our Peppol Access Point provider partners. Currently, you can choose between TrueCommerce or Sproom.

Enable E-Invoicing in Maconomy

To set up Electronic Invoicing in Maconomy, find and enable E-Invoice in System Parameters. This configuration ensures that Maconomy shows the fields we use to store the receiver IDs and schema IDs for the customers.



Customer Payment Modes

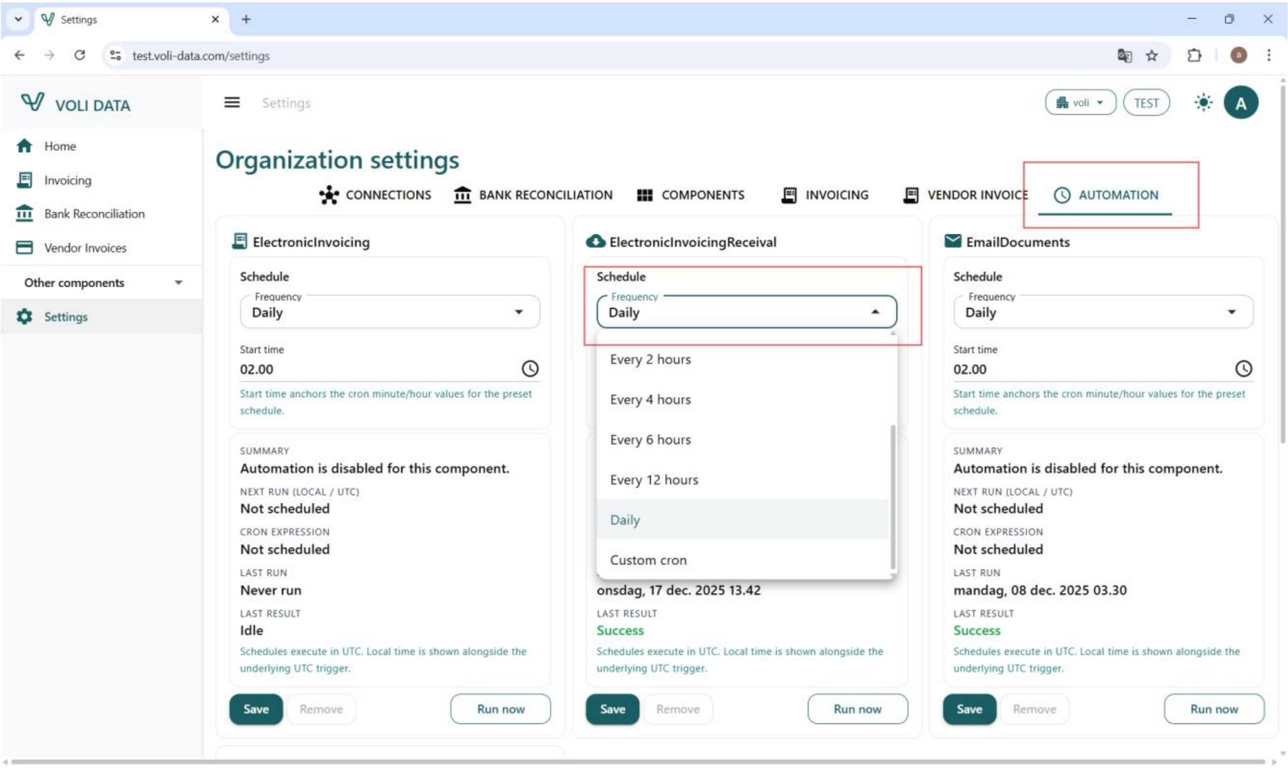
Create a Customer Payment Mode named E-Invoicing (or a similar, clearly identifiable name) and assign it to the relevant customer.

Important - When an invoice is created, the Customer Payment Mode is inherited from the job, not directly from the customer. As a result:

- Updating the customer's payment mode will not update existing jobs or invoices.
- Only newly created jobs will automatically inherit the updated payment mode.
- For existing jobs, you must manually update the Customer Payment Mode to ensure invoices use the correct setting.

Settings in VOLI Data - To adjust the frequency for sending and receiving electronic invoices:

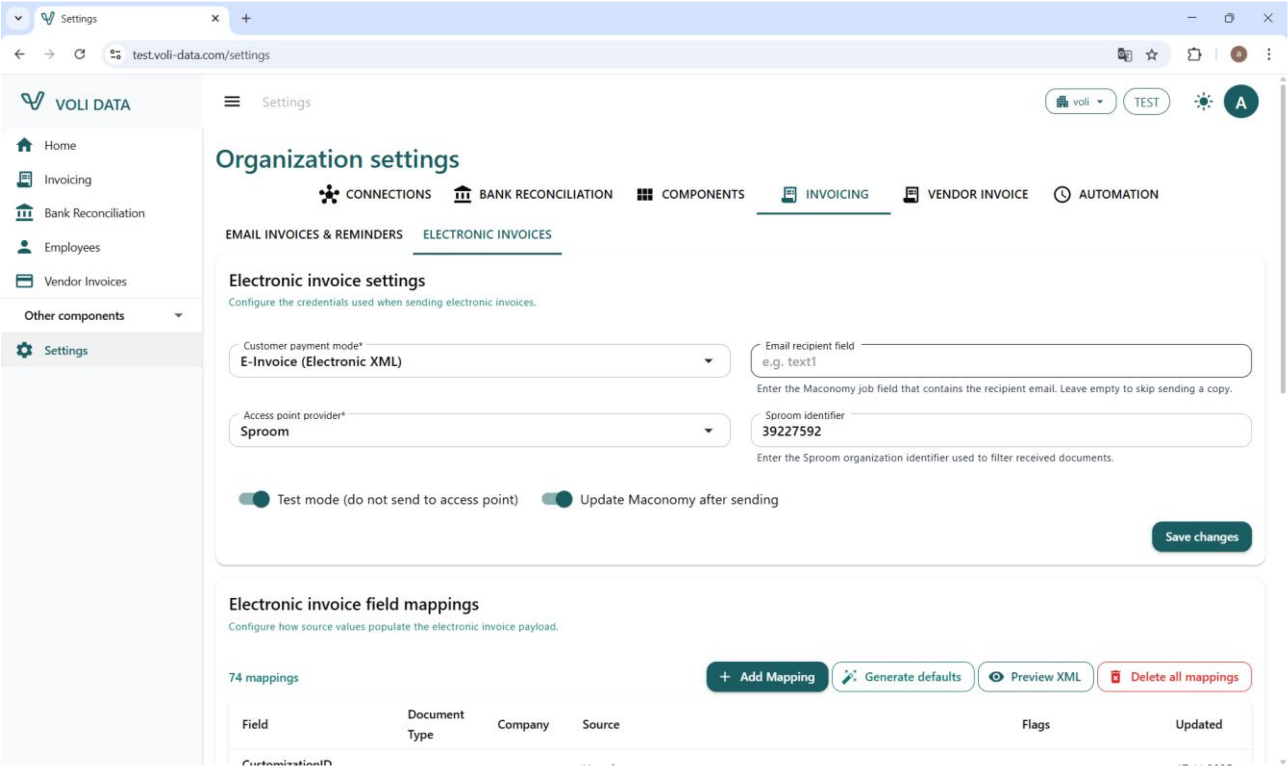
- Open the Settings module in VOLI Data → Navigate to the Automation tab → Configure the desired frequency for sending of electronic invoice.



Settings in VOLI Data - When navigating to the Invoicing tab and selecting Electronic Invoices as a subtab, you can modify the configuration and field mappings for electronic invoices. From this screen, you can:

- Choose which customer payment mode is sent as electronic invoices
- Enable Test Mode
- Toggle whether invoices are set to exported or not
- Specify Peppol access point provider details
- View and change the mappings from Maconomy -> PEPPOL BIS3

These options are useful for testing and validating e-invoice setups before going live.



Handling Electronic Invoices

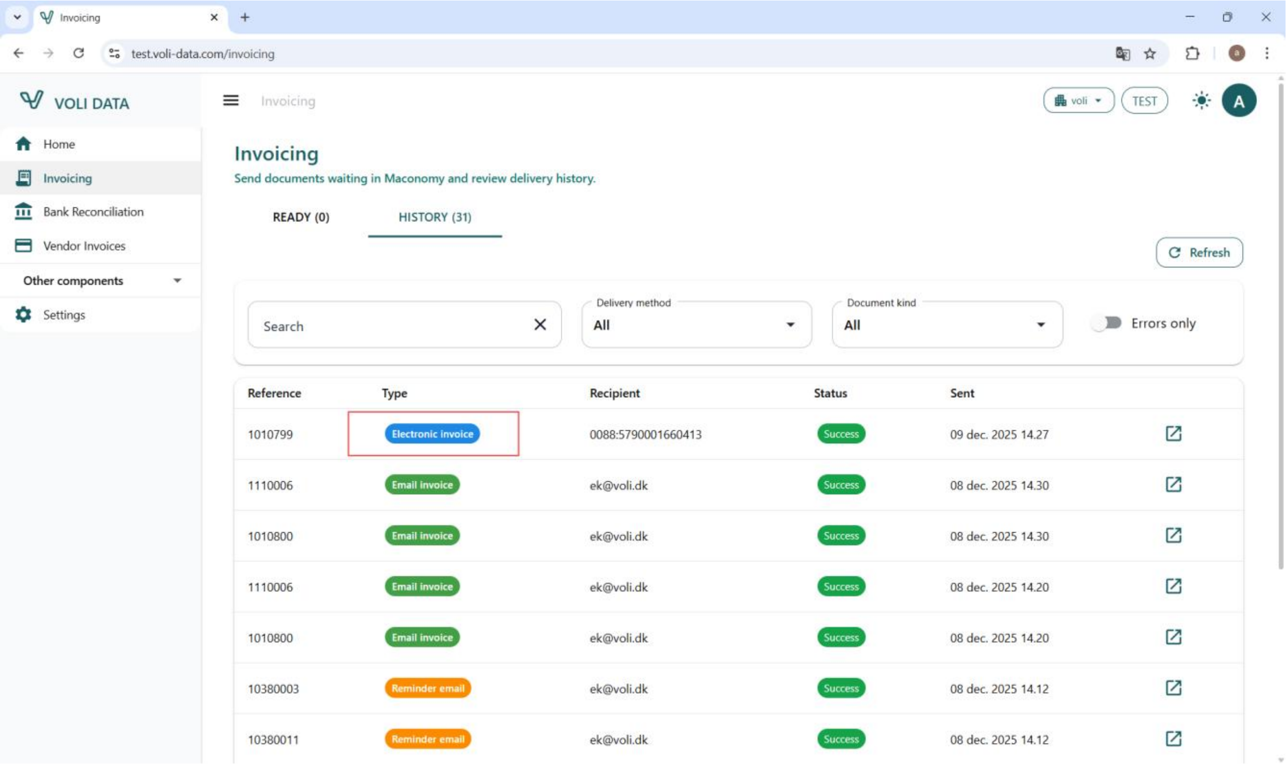
When navigating to **Invoicing** in the left-hand navigation bar, you are presented with two tabs:

- **Ready** – Contains invoices that have not yet been sent
- **History** – Contains invoices that have already been sent

In the invoice overview, you can:

- Search and filter invoices
- Refresh the list
- Display only invoices with errors

Invoices that are electronic invoices are clearly marked in the **Type** column as **E-Invoices**.

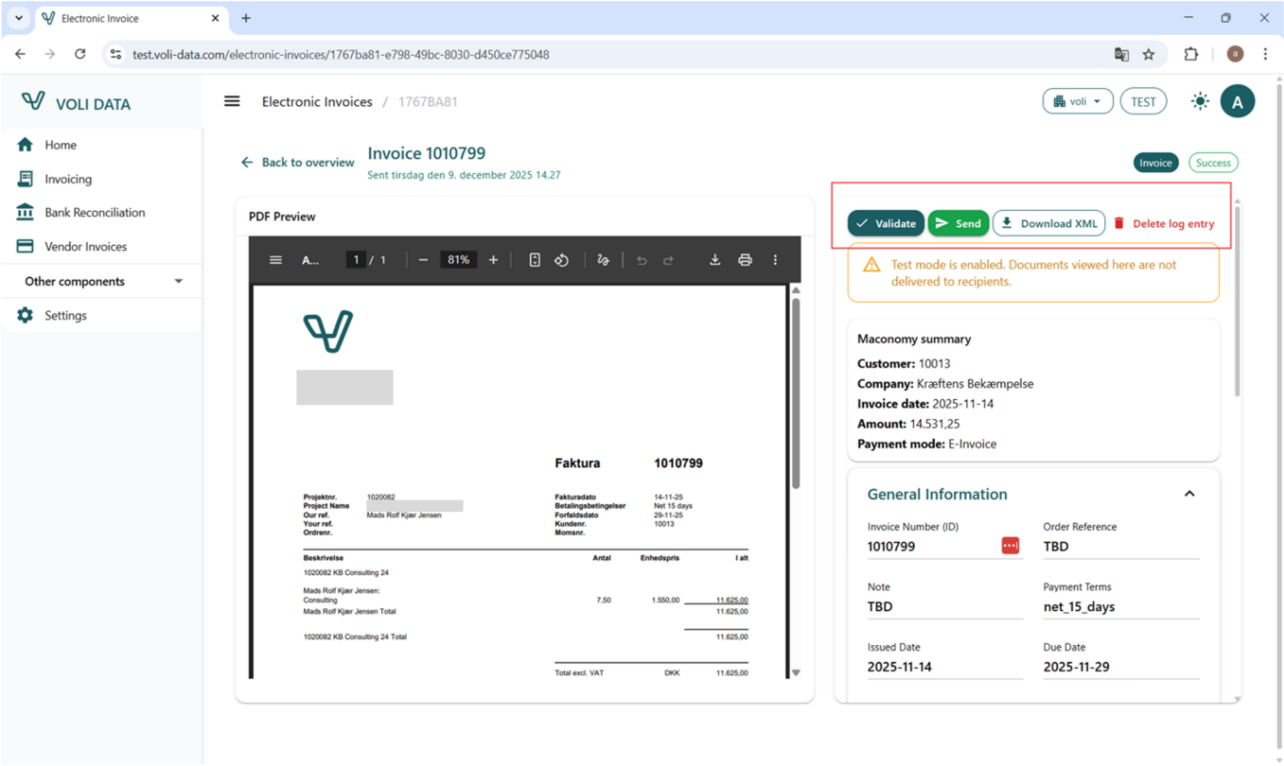


Electronic Invoice Details

When you open an electronic invoice, a detailed view is displayed. From this view, you can:

- Preview the invoice
- Validate the invoice data
- Send the invoice
- Download the invoice XML file
- Delete the invoice log entry

This interface allows you to review and manage electronic invoices efficiently before and after submission.



3. INVOICING - EMAIL DOCUMENTS

The E-mail/PDF Documents component handles the distribution of Maconomy invoices by e-mail. Using this component, VOLI Data automatically sends invoices to customers by email, including a predefined email body and the invoice attached as a PDF, according to the configured sending frequency.

Getting Started & Settings

<u>Customer Payment Modes</u>

Create a Customer Payment Mode named ‘E-mail PDF’ (or a similar, clearly identifiable name) and assign it to the relevant customer.

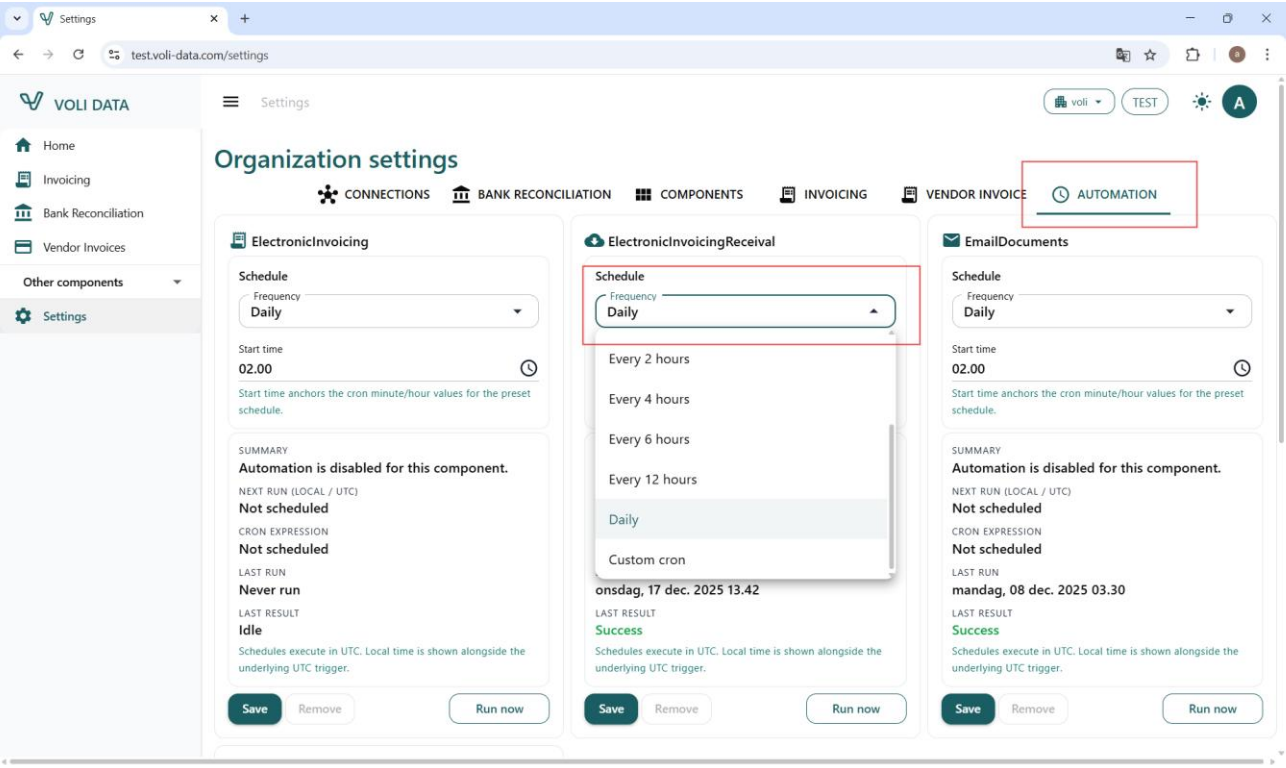
Important - When an invoice is created, the Customer Payment Mode is inherited from the job, not directly from the customer. As a result:

- Updating the customer’s payment mode will not update existing jobs or invoices.
- Only newly created jobs will automatically inherit the updated payment mode.
- For existing jobs, you must manually update the Customer Payment Mode to ensure invoices use the correct setting.

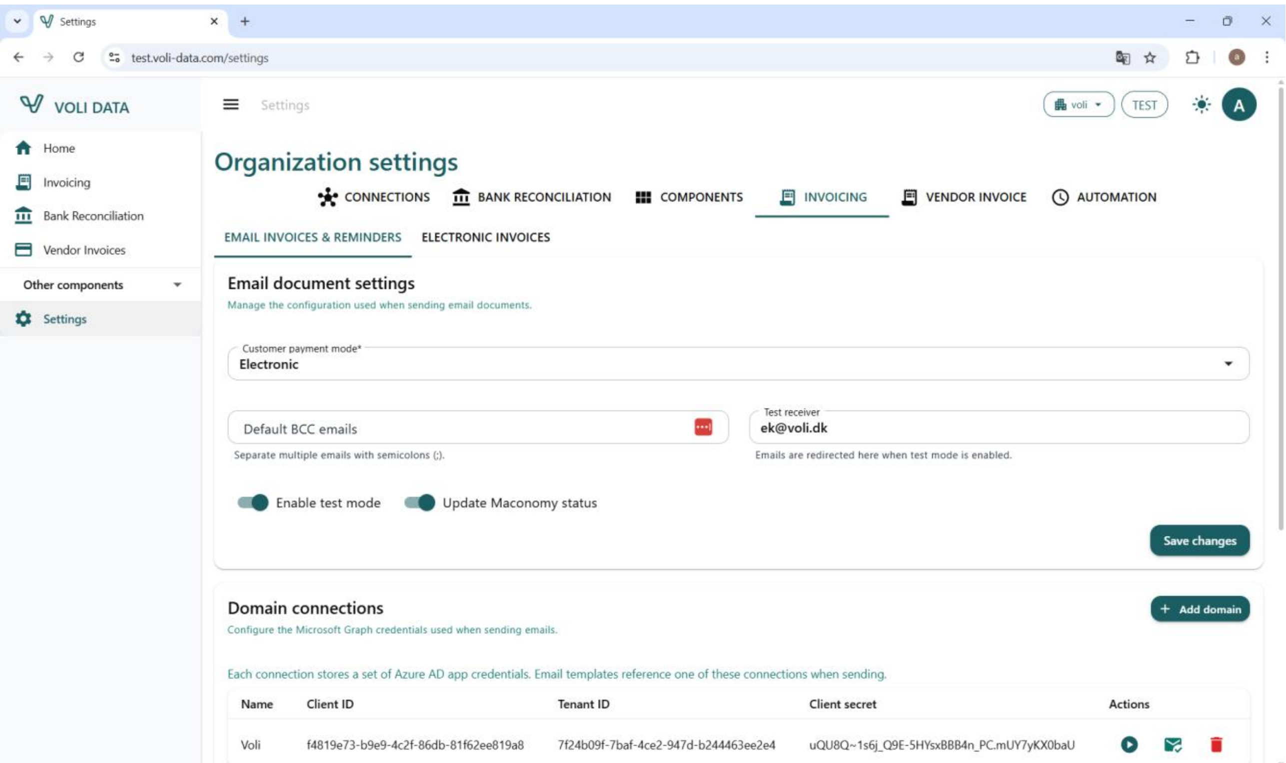
<u>Settings in VOLI Data</u>

Settings in VOLI Data - To adjust the frequency for sending and receiving electronic invoices:

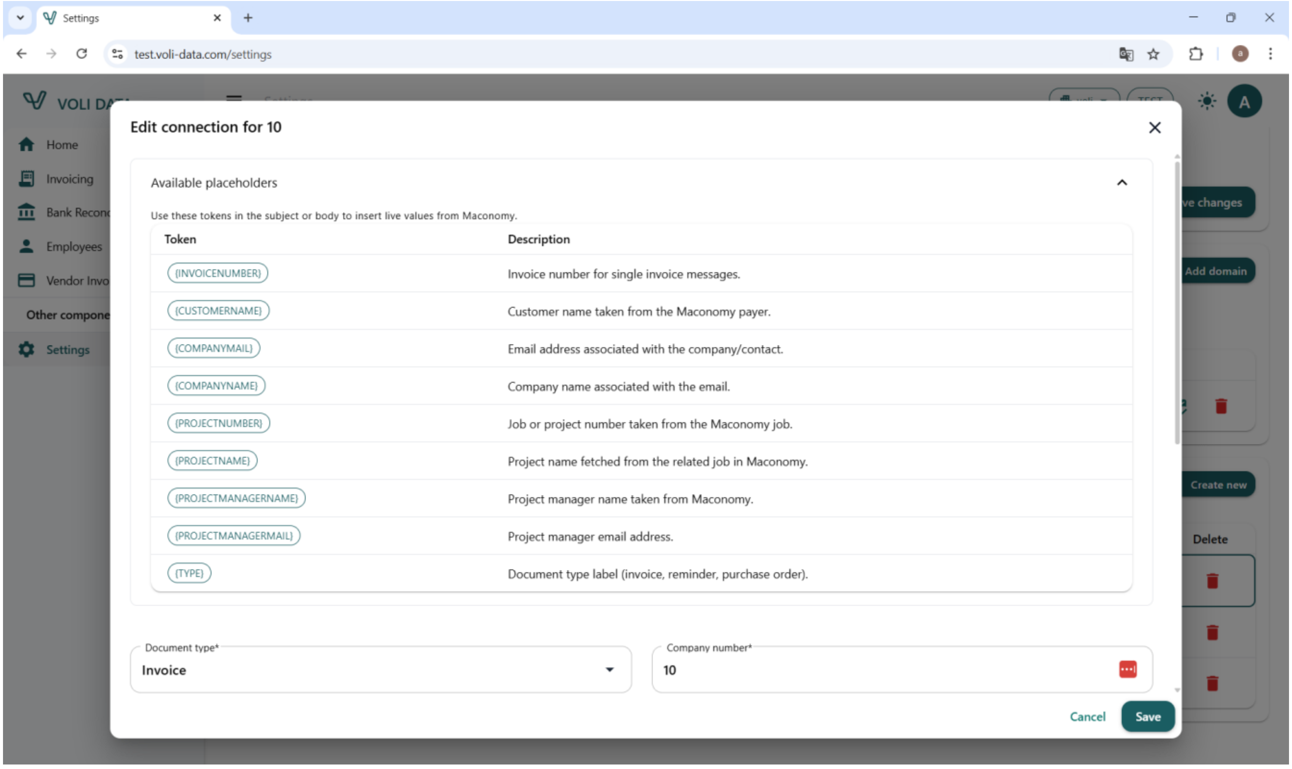
- Open the Settings module in VOLI Data → Navigate to the Automation tab → Configure the desired frequency for sending of electronic invoice.



When navigating to the Invoicing tab and selecting the Email Invoices subtab, you can enable Test Mode and specify an alternative recipient for email invoices.



You can add and modify email bodies by selecting the desired language and inserting available Maconomy fields, as shown below:



Handle Email Invoices

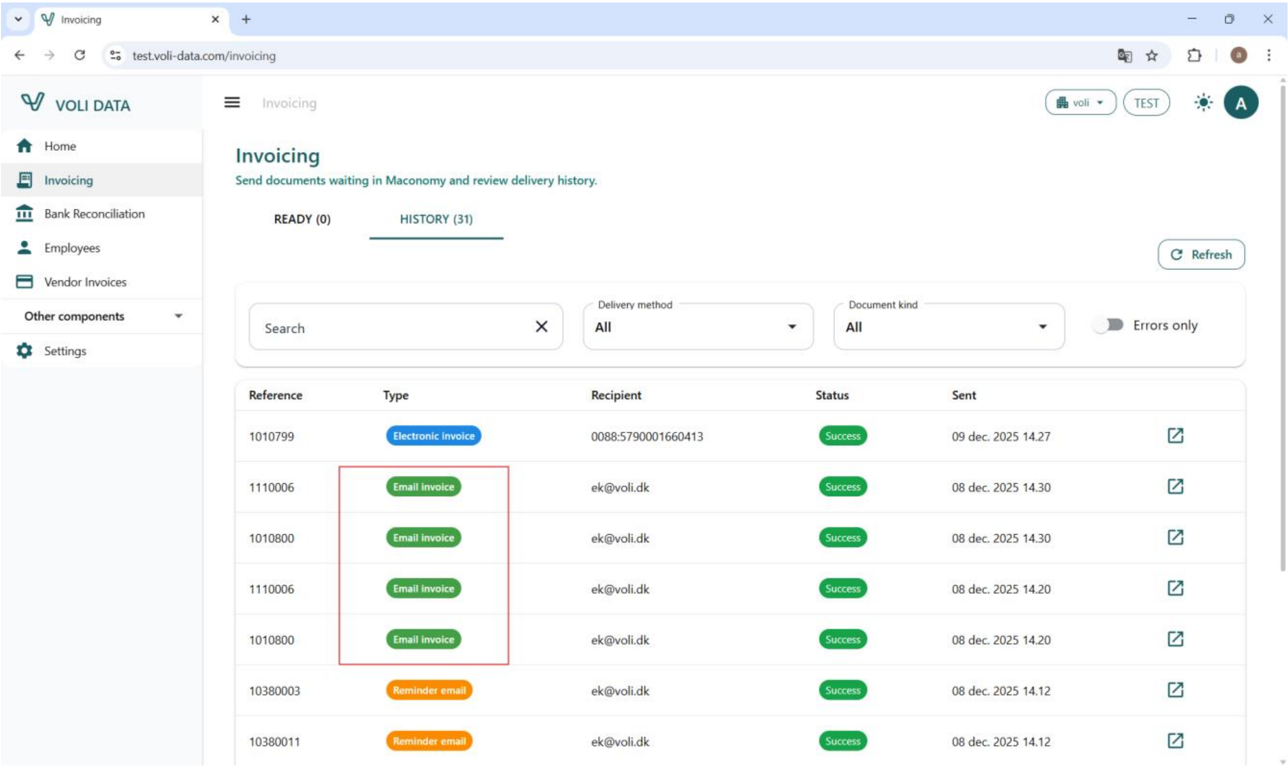
When navigating to Invoicing in the left-hand navigation bar, you are presented with two tabs:

- Ready – Contains invoices that have not yet been sent
- History – Contains invoices that have already been sent

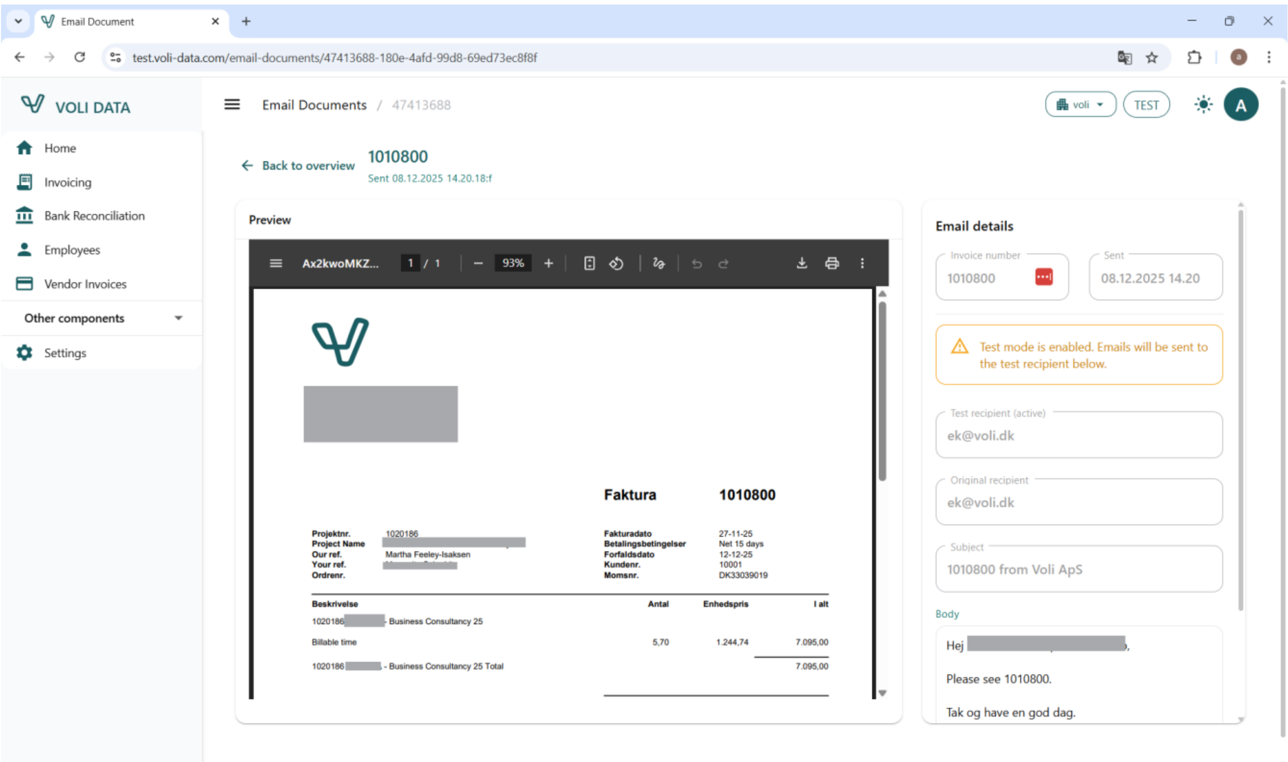
In the invoice overview, you can:

- Search and filter invoices
- Refresh the list
- Display only invoices with errors

Invoices sent as Email Invoices are clearly identified in the Type column as Email Invoice



When opening an email invoice, the following view is displayed. In here you can view the invoice, fields, and the mail body.



4. INVOICING – REMINDERS

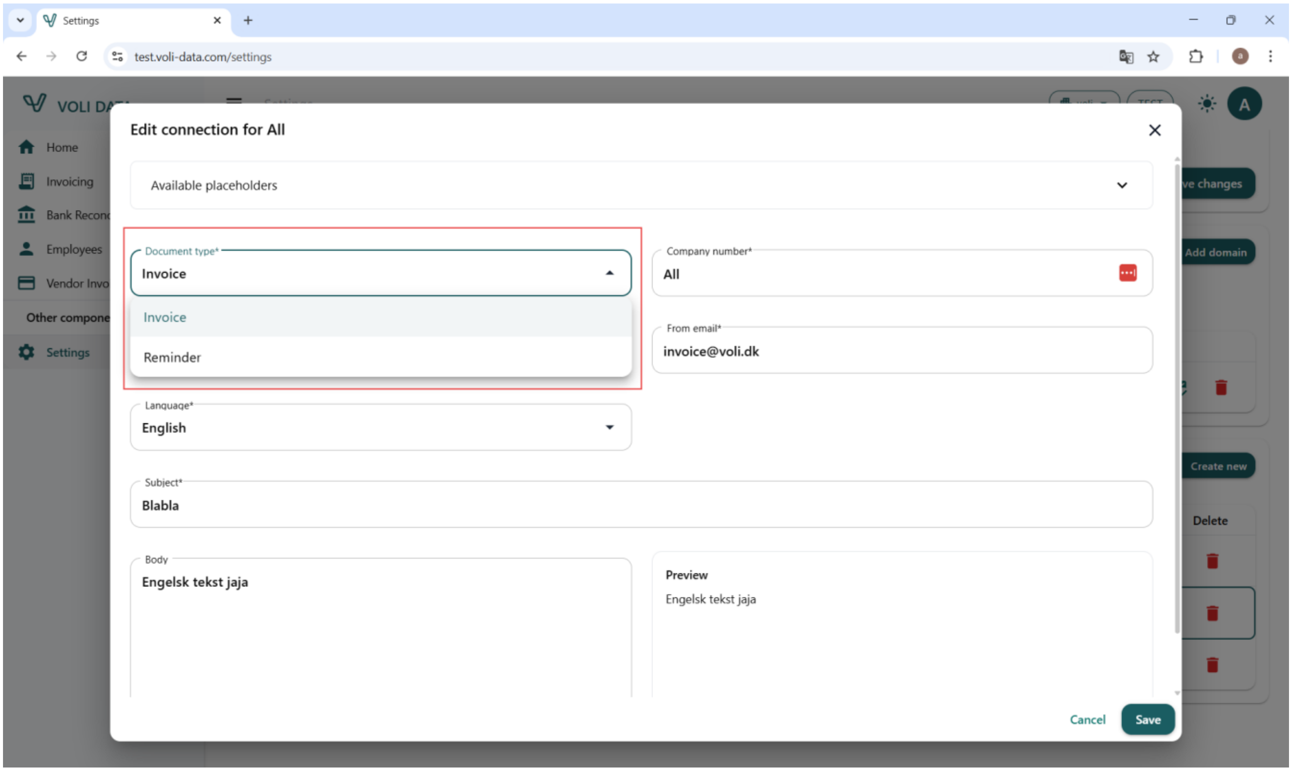
Reminders follow the same functionality as Email/PDF Documents. For general setup and usage, please refer to **4. Invoicing – Email Documents**.

As with email invoices, reminders are prepared in Maconomy, while VOLI Data handles the delivery of reminder emails to customers using a predefined email body.

Getting Started & Configuration

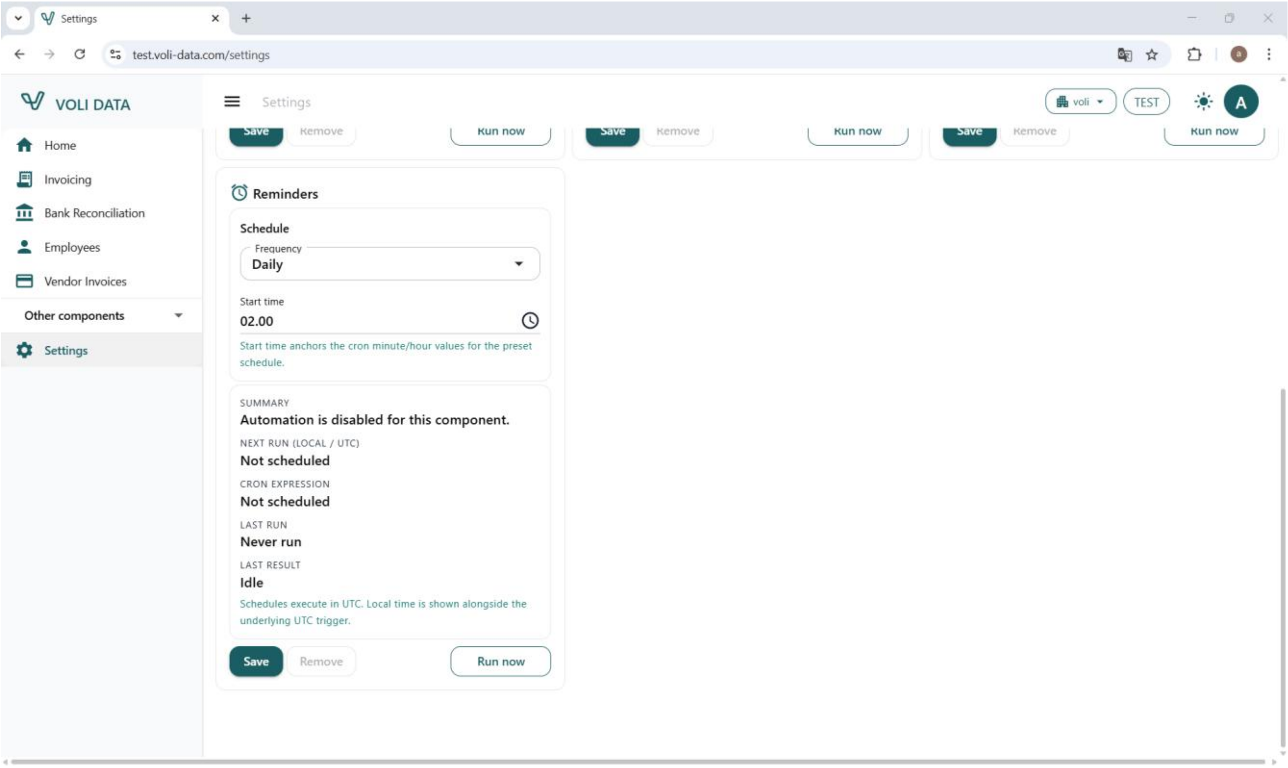
To configure the email body for reminders:

- Navigate to Settings → Go to Invoicing → Select Email Invoices & Reminders → Create a new Email Documents Connection → Choose Reminder in the Document Type dropdown



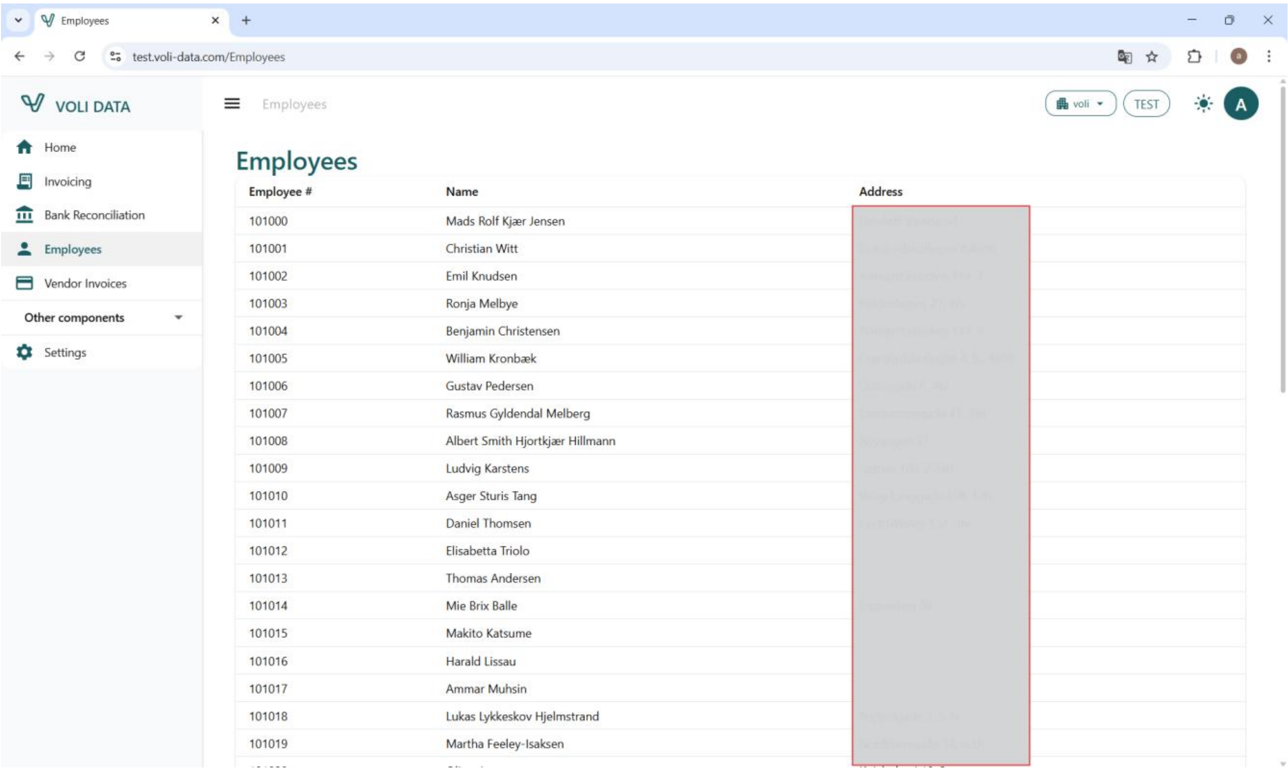
To configure the automation frequency for reminders:

- Go to Settings in VOLI Data → Open the Automation tab → Locate the Reminders section → Set the desired frequency for sending reminders.



5. EMPLOYEES

'Employees' is simply an overview of all employees and their address.



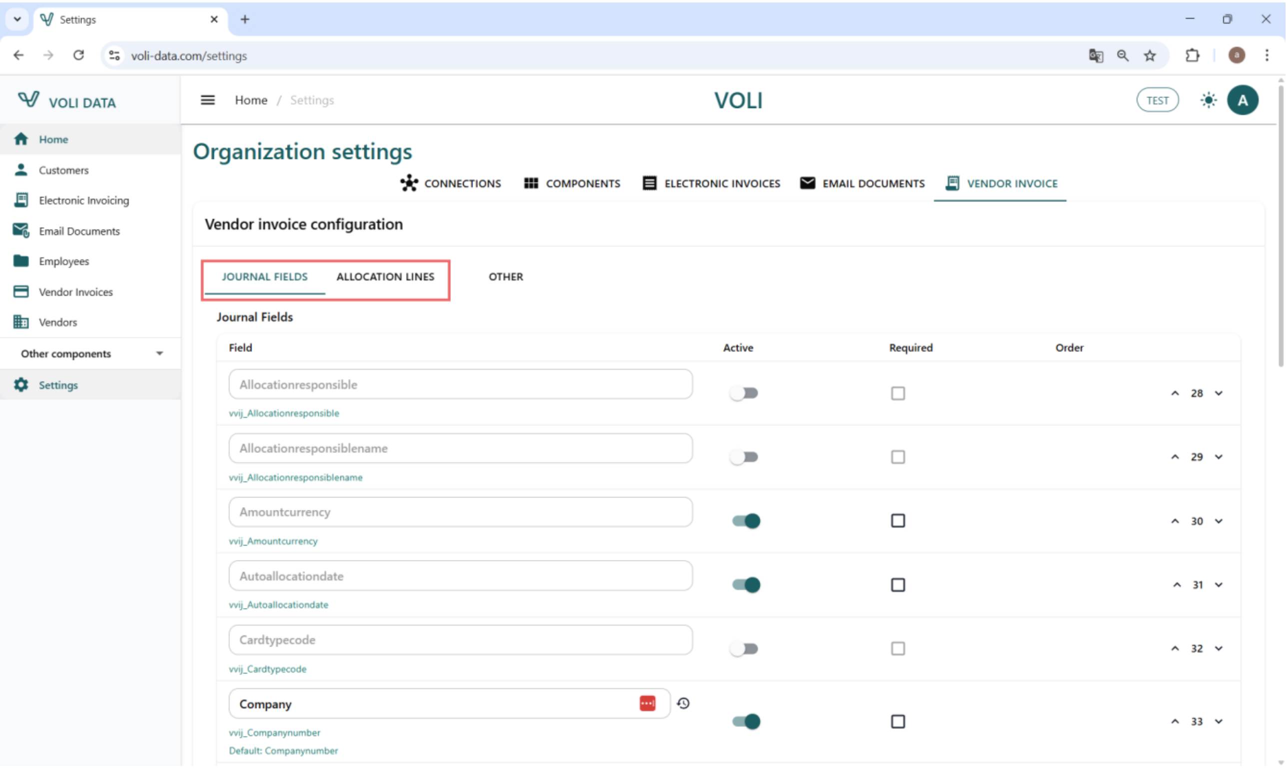
6. VENDOR INVOICES (also called VOLI Scan)

The Vendor Invoices component is an automated invoicing tool designed to streamline and optimize the processing of vendor invoices. Incoming invoices are retrieved automatically from a designated inbox or manually uploaded as PDF files. The tool uses OCR and AI to extract key data, which is then presented for user review and approval. Once approved, the invoice data is seamlessly transferred to Maconomy.

Getting Started & Vendor Invoice Settings

When testing the full workflow—from importing an invoice to transferring it into Maconomy—several configuration options are available. Navigate to the Settings module to access the Vendor Invoice Configurations.

The Journal Fields and Allocation Lines tabs display lists of available fields. Within these tabs, you can: Rename fields, activate or deactivate fields, mark fields as required or adjust the field order.



In the **Other** tab, you can activate or deactivate the following settings:

Include Lines:

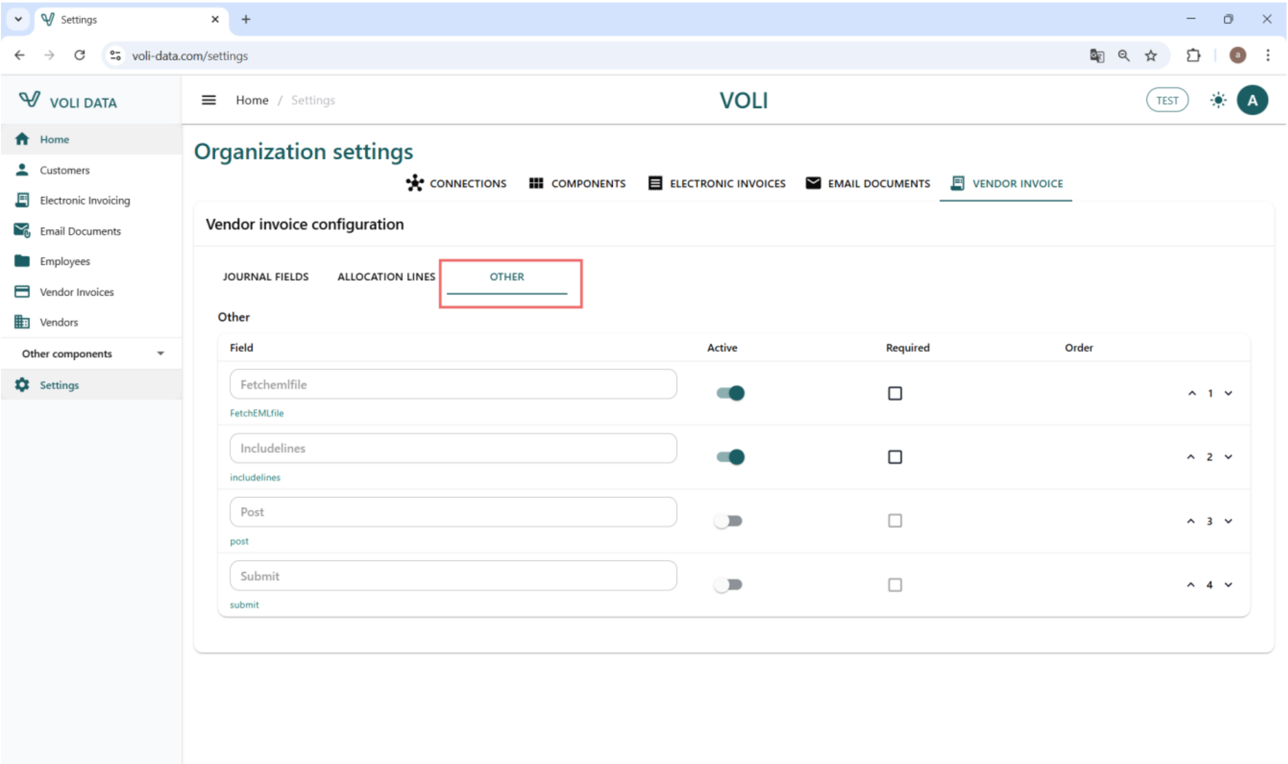
- Determines whether allocation lines are displayed.

Submit

- Controls whether users can submit invoices for approval directly from VOLI Data.

Post

- Controls whether users can approve invoices for posting directly from VOLI Data.



Process an Invoice

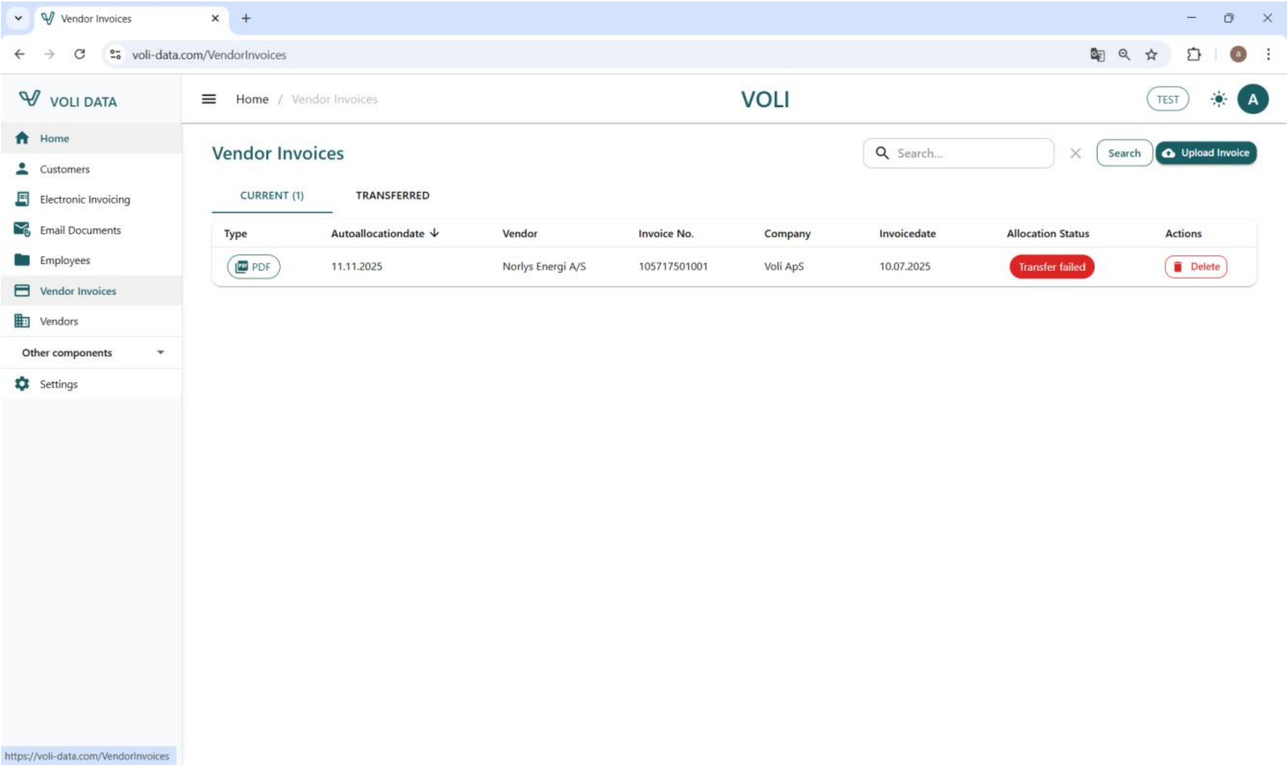
Once your settings are configured, you can begin processing an invoice through the Vendor Invoice tool. The workflow includes the following steps:

1. Invoice is Sent or Uploaded to VOLI Scan

To get started, you can either:

- Upload an invoice directly from the front page of the Vendor Invoice module, or
- Send the invoice (PDF format) to scan@voli.dk

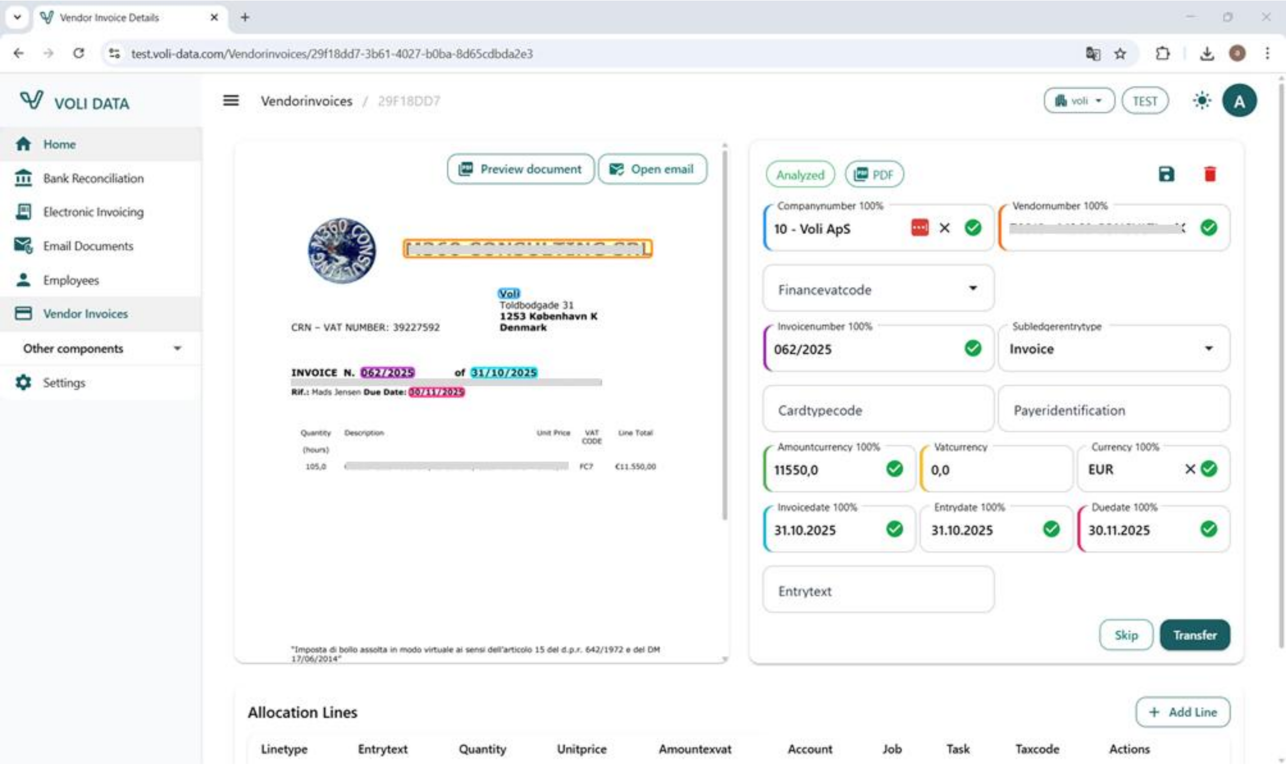
The inbox behind this address is continuously monitored for new incoming invoices. VOLI Scan automatically retrieves each invoice and uploads it to the overview of current vendor invoices, making it ready for processing.



2. VOLI Scan processes the invoice

VOLI Scan uses OCR (Optical Character Recognition) combined with AI-driven data extraction to read the attached PDF file and identify key information such as invoice number, vendor, invoice date, total amount, VAT, and more.

The data extraction is continually improved by AI. For example, if a vendor cannot be identified through OCR during the first scan, the system will learn from your input. The next time a similar invoice is scanned, VOLI Scan will automatically suggest the previously selected vendor, ensuring a faster and more accurate workflow.



3. Automatic Allocation of the Invoice

VOLI Scan automatically proposes allocation lines for the invoice based on two data sources:

- Scanning Proposals: Generated directly from the line items detected on the invoice.
- ERP History: Suggested based on previous allocation patterns stored in the client's ERP system.

The user can make manual adjustments as needed, ensuring both flexibility and accuracy in the allocation process.

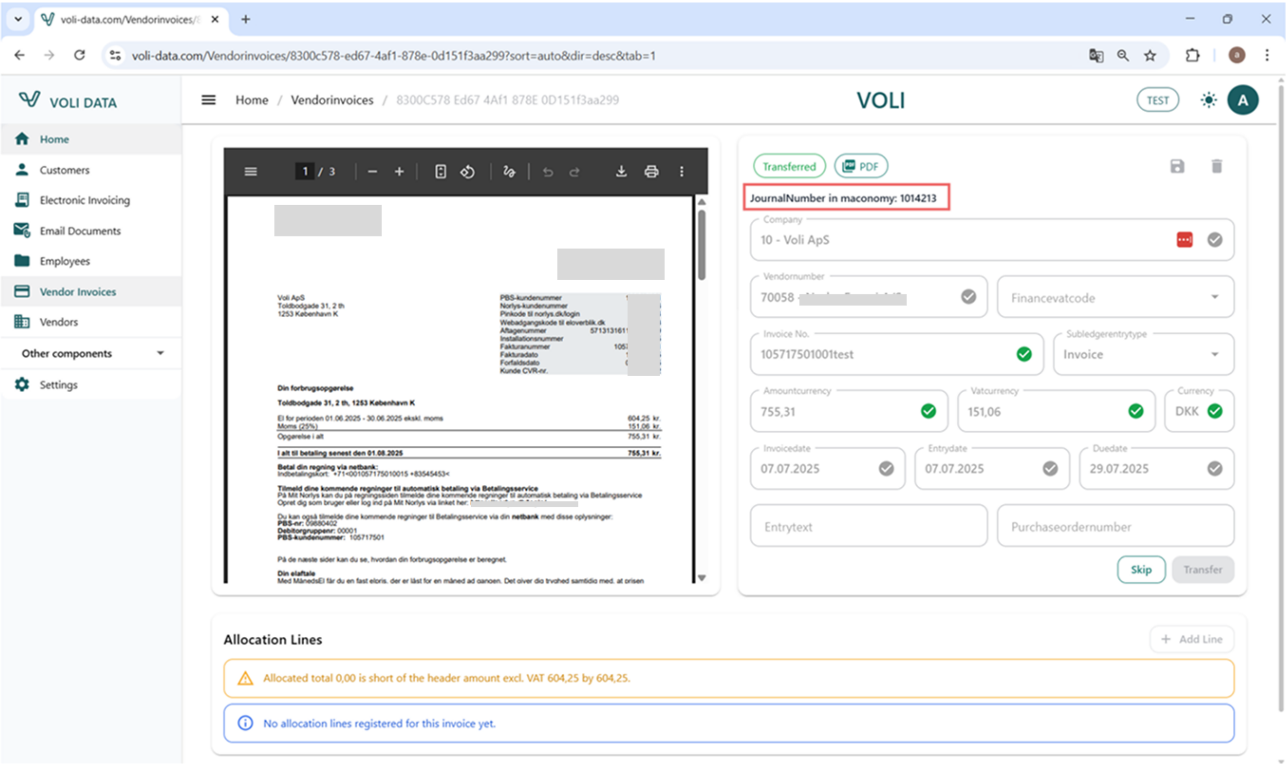
4. Approval and Transfer of data

Once the invoice has been reviewed and approved, it is transferred automatically to the ERP system. The Vendor Invoice is then posted and becomes available under AP Transactions, completing the process.

5. View Transferred Vendor Invoices

Previously processed or transferred vendor invoices can be viewed from the Transferred tab on the front page.

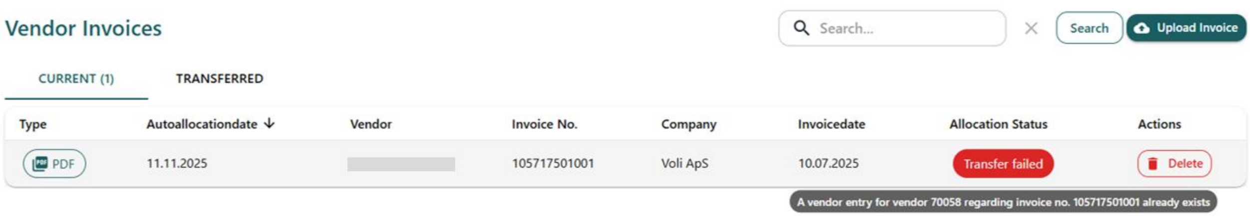
In the vendor invoice details, the journal number is displayed and can be used to locate the corresponding invoice directly in Maconomy.



Smart Features

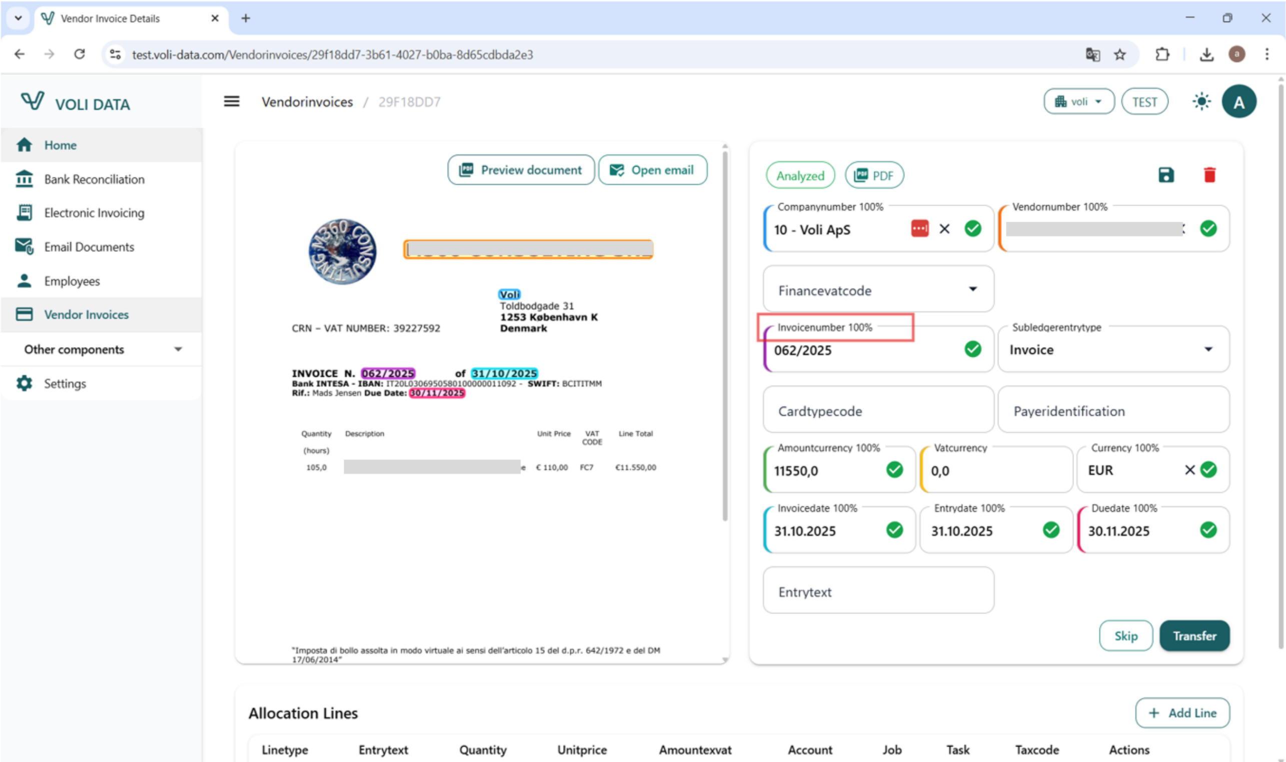
Hover on Allocation Status:

- Hovering over the allocation status shows a detailed explanation of why a transfer may have failed, helping users quickly identify and resolve issues.



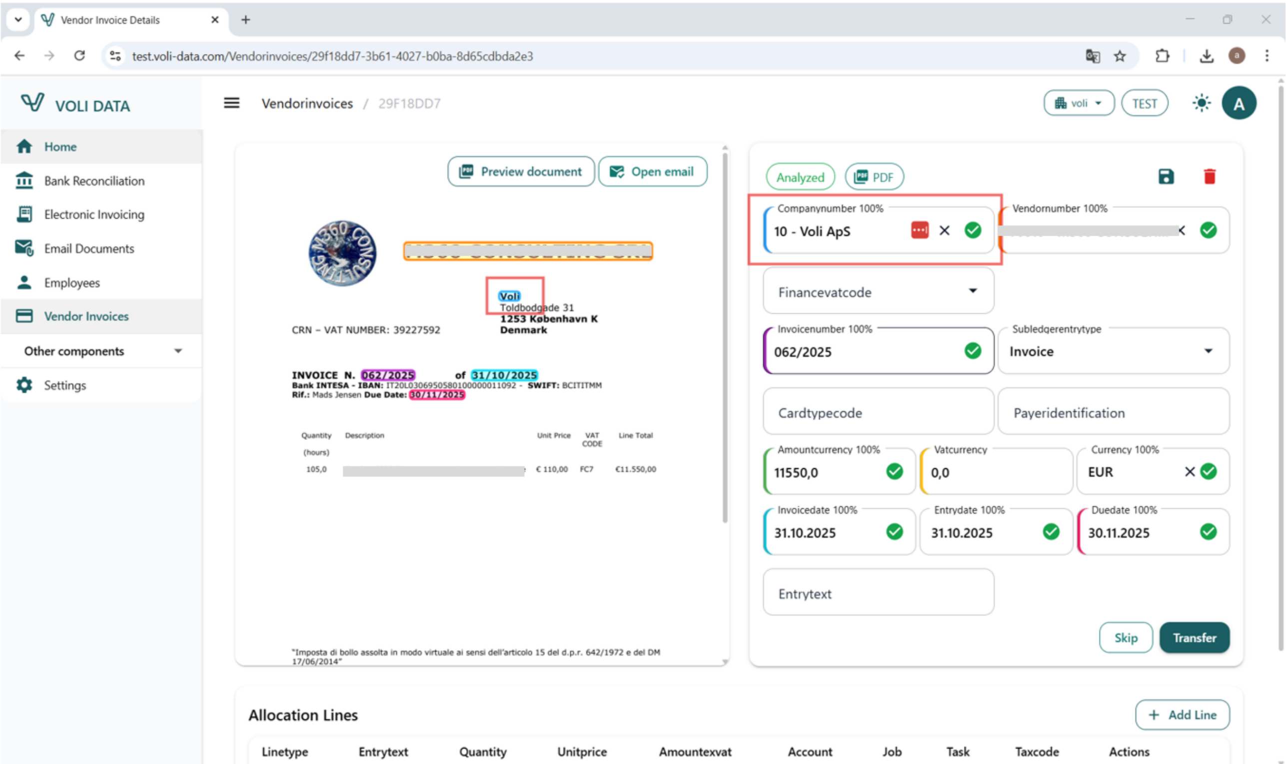
Invoice Header Fields – Scanning Accuracy:

- The invoice header displays information about the scanning accuracy, allowing users to validate the extracted data.



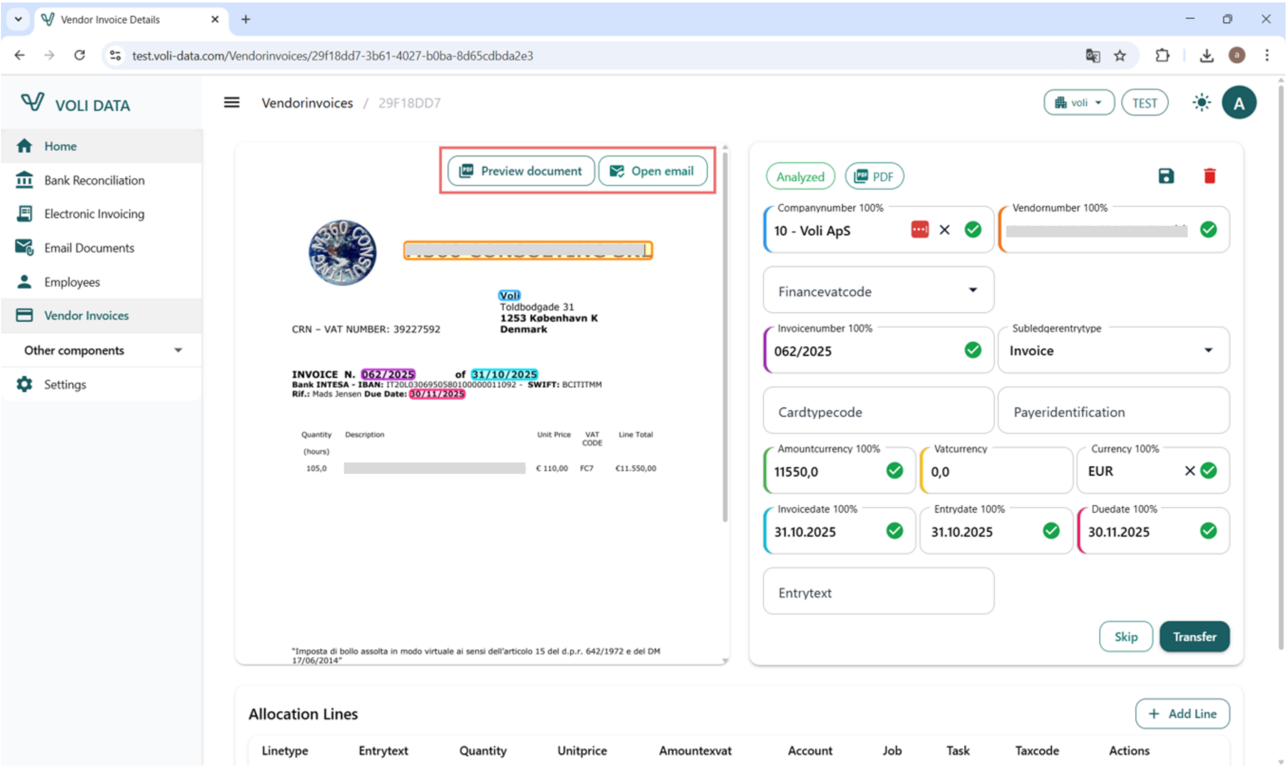
Invoice Header Fields – PDF Source (Upcoming Feature):

- In the invoice header a color will highlight where on the PDF the data was scanned, providing full transparency into the extraction process.



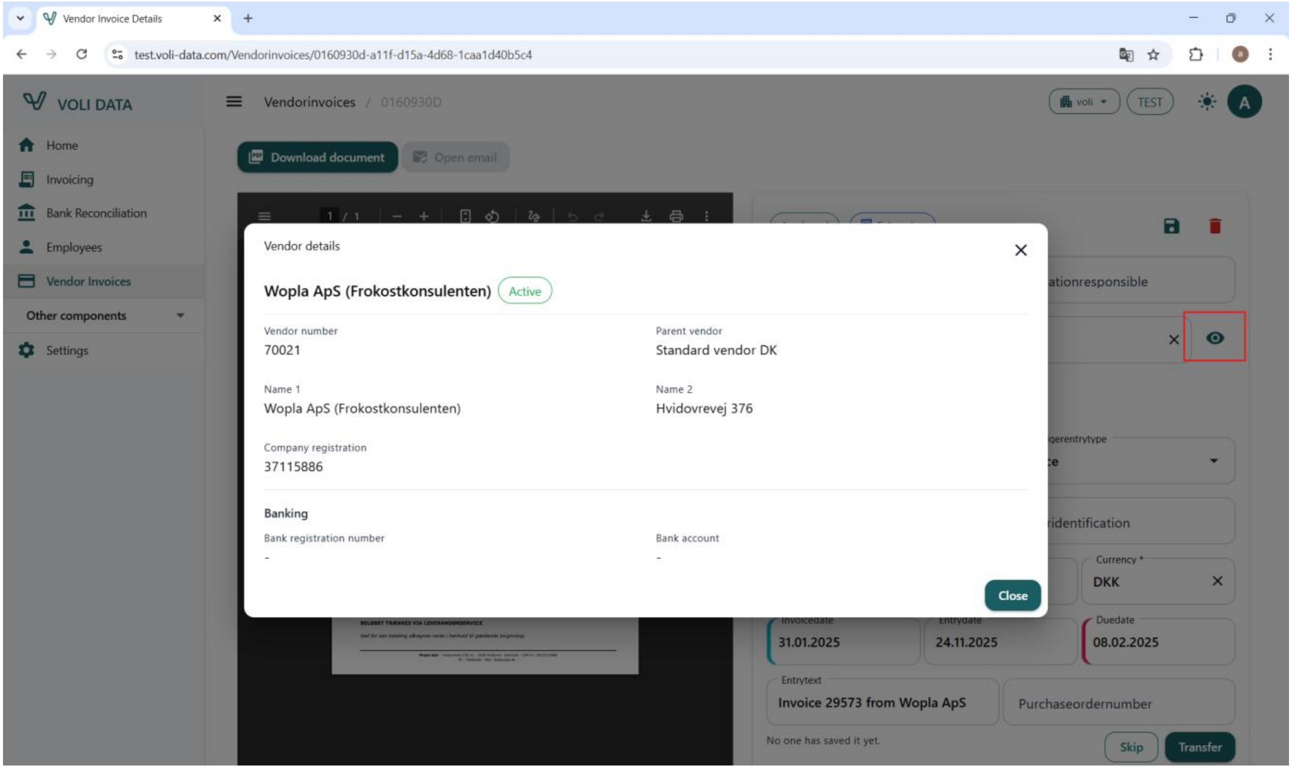
Preview Document and Open Email:

- You can preview the document in another tab.
- You can view the email that contains the invoice presented.



View Vendor or Create new Vendor:

- You can view information regarding the Vendor
- You can create a new Vendor by searching in the CVR register (Denmark specific)



7. VENDORS (COMING SOON)