



## Publish your documents

To view a document and to access its data before publishing, you just need to click directly on its preview. A new window will open depending on its type:

A) If the document is of type “Supplier invoice”, “Client invoice” or “Receipt”:

Document name automatically generated from the collected or input data

Document location within the directory

Choice of actions

**Ikea 4772216**

Download Share Delete

2016/12/Supplier Invoice

Checking icon

**Meubles IKEA France**  
ECommerce - Vente à Distance  
TSA 11081  
91008 EVRY CEDEX  
Tél: 0891 87 00 37 (0.15€ TTC/mn)

**Meubles IKEA France SAS**

**FACTURE**  
N° 4772216

**EVRY CEDEX, le 16/12/2016**

**Adresse de livraison**  
AZOPIO  
38 AVENUE DE WAGRAM  
75008 PARIS

**Nom et adresse de facturation**  
AZOPIO  
38 AVENUE DE WAGRAM  
75008 PARIS

**Facture acquittée**

Date de vente : 05/12/2016  
N° de dossier ISELL : 80067103  
N° ticket : 800/767  
Date de livraison : 16/12/2016

| RÉFÉRENCE  | DESCRIPTION                  | QTE | TVA % | PU HT € | ECO. PART. TTC € | PU TTC € HORS ECO. PART. | PU TTC € | TOTAL HT € | TOTAL TTC € |
|------------|------------------------------|-----|-------|---------|------------------|--------------------------|----------|------------|-------------|
| 202-511-39 | LINNMON N PLATEAU 150X75 BLA | 2   | 20,00 | 24,17   | 0,40             | 28,80                    | 29,60    | 48,33      | 58,00       |
| 502-002-71 | GODWIN PIED BLA              | 8   | 20,00 | 8,33    | 0,10             | 9,50                     | 10,60    | 66,67      | 80,00       |
| 202-781-87 | KALLAX BLOC PORTE 33X33 BLA  | 4   | 20,00 | 8,33    | 0,15             | 9,85                     | 10,90    | 33,33      | 40,00       |
| 302-758-81 | KALLAX ETAG 147X147 BLA      | 1   | 20,00 | 82,50   | 2,50             | 86,50                    | 99,00    | 82,50      | 99,00       |
| 302-002-83 | SIGNUM N RANGE-CABLES 70 ARG | 2   | 20,00 | 15,83   |                  |                          | 16,00    | 31,67      | 38,00       |
| 102-382-71 | HÄRTE LAMPE BUR LED BLA/ARG  | 2   | 20,00 | 13,33   |                  |                          | 15,99    | 26,65      | 31,98       |
| 101-928-24 | ALEX N CAI TIR 38X70 BLA     | 2   | 20,00 | 57,50   | 1,50             | 67,50                    | 66,00    | 115,00     | 138,00      |

Type of document \* Supplier invoice

Company name \* Ikea

Document reference \* 4772216

Document date \* 2016-12-16

Currency \* EUR

Amount (Incl. Tax) \* 563.98

Tax amount \* 80.83

Amount (Excl. Tax) 483.15

Due date 2016-12-16

Edit and share your comments

Azopio: Please use this box to share your comments

CANCEL SAVE AND PUBLISH

Eye-check icon (Page 30)

If you wish to “Save and Publish” data, you really need to check and potentially complete the following information (it is possible that our algorithm does not automatically detect all the fields or that some extracted data could be wrong):

- “Type of document”, by using the scroll-down menu offering the possible choices;
- “Company name”, which should be the legal name of the company issuing the document;
- “Document reference”, which could be the number of the document given by the issuer or a number/code that you wish to give to this document;
- “Document date”, which should match the date at which the document has been emitted;
- “Currency”, by using the scroll-down menu offering the possible choices;
- “Amount (Incl. Tax)”, which should match the amount including VAT or other taxes;
- “Amount (Excl. Tax)”, which should match the amount excluding VAT or other taxes;

The information in the ‘Due Date’ and the ‘Comments’ boxes are optional.  
The field ‘Amount (Excl. Tax)’ is automatically calculated.



If you click on “Save and Publish” your data will be saved and potentially published on your online accounting platform if the latest has been configured as a secondary Cloud service. (See “Manage your Cloud services” Page 11 for more details) for the documents of type “Supplier invoice”, “Client invoice” or “Receipt”.



If you wish to change the document date then the document will be automatically moved into the folder with the matching time period. Besides, the document name is automatically generated from the fields “Company name” + “Document reference”. Any changes to one of these fields will automatically result in the renaming of the document.

B) If the document is of type “Bank”:

Document name automatically generated from the collected or input data

Document location within the directory

Choice of actions

The screenshot shows a document viewer for a bank statement. The document title is "CIC Arrete". The sidebar on the right contains the following fields:

- Type of document \*: Bank
- Company name \*: CIC
- Document reference \*: Arrete
- Document date \*: 2016-10-05
- Edit and share your comments: Enter a message

At the bottom of the sidebar are "CANCEL" and "SAVE AND PUBLISH" buttons. The document content includes a table with the following data:

| LIBELLE   | NOMBRES OU BASE | CODE TAUX | VALEUR TAUX OU MARGE | SOLDE MOYEN | INTERETS NETS |
|---|-----------------|-----------|----------------------|-------------|---------------|
| SOLDE EN CAPITAL AU 30/09/2016  | +4 266,16       |           |                      |             |               |
| NON SOUMIS A TAXES  |                 |           |                      |             |               |
| COMMISSIONS :   |                 |           |                      |             |               |
| COMMISSION DE MOUVEMENT   | 1               |           | 13,25                |             | -13,25        |
| TOTAL PRESTATIONS BANCAIRES OU FINANCIERES NON SOUMISES A TVA FRANCAISE             |                 |           |                      |             | -13,25        |
| TOTAL AGIOS COMMISSIONS ET FRAIS TEG : 0 % L'AN                                     |                 |           |                      |             | EUR -13,25    |
| MONTANT IMPUTE SUR VOTRE COMPTE : 30066 10940 000200468 01 EUR. VALEUR : 01/10/2016 |                 |           |                      |             | -13,25        |

Eye-check icon (Page 30)

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- “Company name”, which should be the legal name of the company issuing the document;
- “Document reference”, which could be the number of the document given by the issuer or a number/code that you wish to give to this document;
- “Document date”, which should match the date at which the document has been emitted;

The information in the ‘Comments’ box are optional.



If you change the document date, the document will automatically be moved to the directory with the matching time period. Besides, the document name is automatically generated from the fields “Company name + “Document reference”. Any change to one of these fields will automatically result in the renaming of the document.

C) If the document is of type "Other":

Document name automatically generated from the collected/input data

Document location within the directory

Choice of actions

The screenshot shows a document viewer interface. At the top, the document title is 'Azopio Presentation'. Below the title is a toolbar with icons for Download, Share, Delete, and Move. The main content area displays the Azopio logo, the tagline 'Collecting and connecting documents to the Cloud', the title 'Corporate Presentation', and the date '18 December 2016'. To the right of the document is a metadata form with the following fields: 'Type of document \*' (set to 'Other document'), 'Company name \*' (set to 'Azopio'), 'Document reference \*' (set to 'Presentation'), and 'Document date \*' (set to '2016-12-18'). Below the form is a 'Comments' section with a text input field and a 'SAVE AND PUBLISH' button. Red dotted arrows point from text labels to specific elements: 'Document name automatically generated from the collected/input data' points to the title; 'Document location within the directory' points to the toolbar; 'Choice of actions' points to the toolbar; and 'Eye-Check icon (Page 30)' points to a small icon in the bottom right corner of the document viewer.

Eye-Check icon (Page 30)

If you wish to "Save and Publish" data, you really need to check and potentially complete the following information (it is possible that our algorithm does not automatically detect all the fields or that some extracted data could be wrong):

- "Type of document", by using the scroll down menu offering the possible choices;
- "Company name", which should be the legal name of the company issuing the document;
- "Document reference", which could be the number of the document given by issuer or a number/code that you wish to give to this document;
- "Document date", which should match the date at which the document has been emitted;

The information in the 'Comments' box are optional.



The document name is automatically generated from the fields "Company name" + "Document reference". Any change to one of these fields will automatically result in the renaming of the document.