



tax | accounts | law | labour

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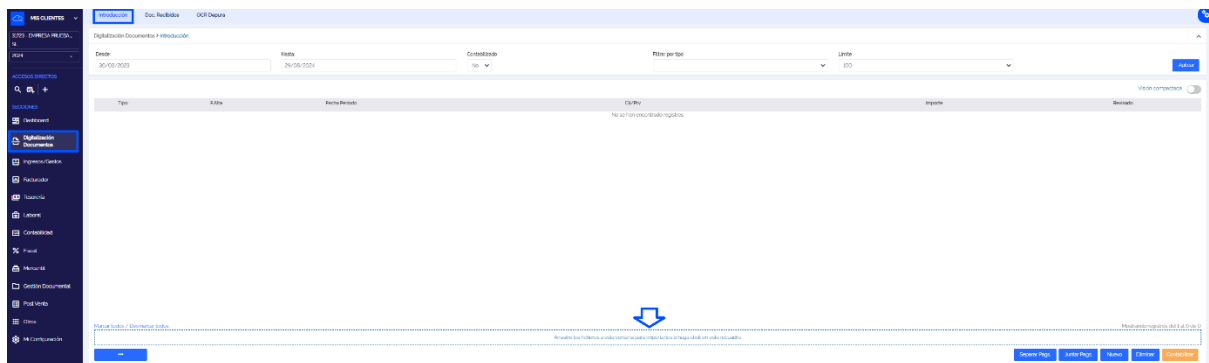
QUANTUM: DOCUMENT DIGITISATION GUIDE

This guide describes how to register an invoice received taking advantage of OCR (Optical Character Recognition) functionality.

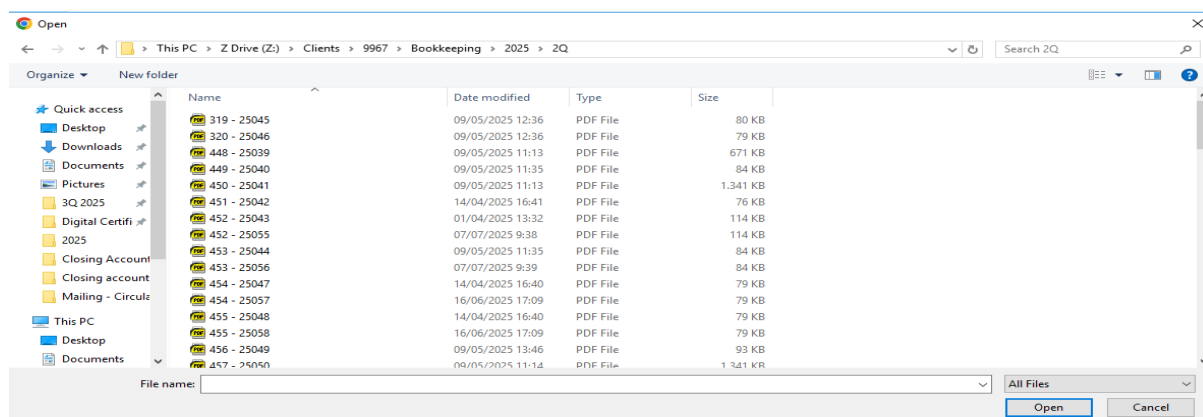
The OCR tool allows you to digitize and extract information from documents (such as invoices or tickets/receipts), facilitating their integration into the system without the need for manual data entry. This streamlines accounting and administrative processes, reducing errors.

To import accounting documents into the Quantum application the following steps must be followed:

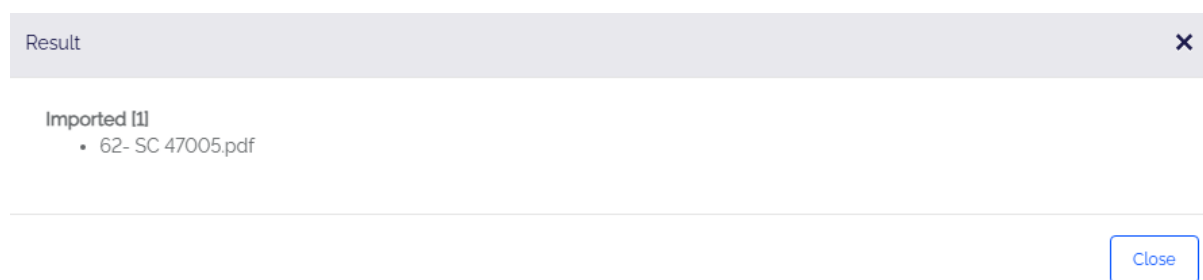
1. Go to the Document Digitization/Introduction section:



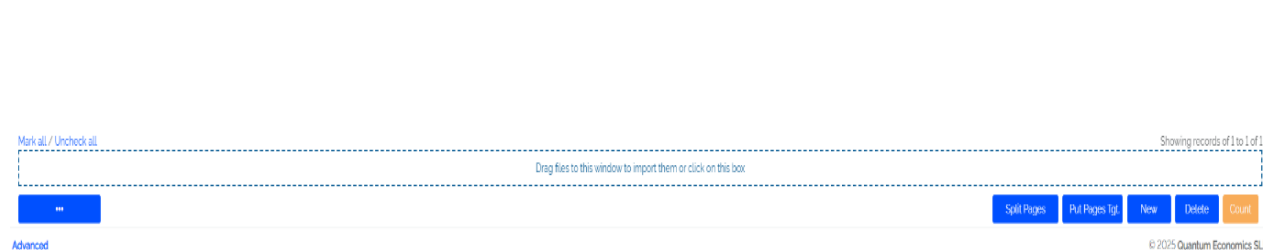
2. Click on the Import box and select the document to enter into the system.



Once the document is selected click "open", and the following message will appear during the import process:



Alternatively, documents can be dragged directly.

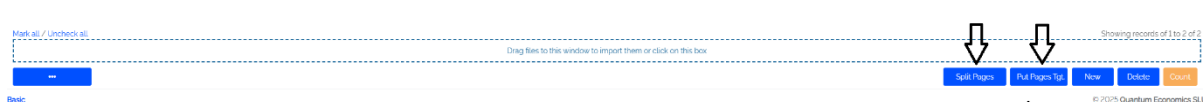


3. Once the documents have been uploaded, the screen will display "Intro/Classification" awaiting processing.

OCR	VERIFACTU	Type	D/High	Date Period	Cl/Priv	Amount	Revised
<input type="checkbox"/>		Invoices Received 251013 Thomann 84542279.pdf	02/12/2025	13/10/2025 Invoice Number: 84542279		3,00 €	191 kB Pages: 1 CTB
<input type="checkbox"/>		Invoices Received 251112 Audio Modelling.pdf	02/12/2025	12/11/2025 Invoice Number: BV9807060	AVANTAGE BV	1157,02 €	66 kB Pages: 1 CTB

By default, this screen displays documents pending posting. However, using the filter in the top bar, documents can be filtered by creation date, type (invoices received, issued, payroll, etc.), or their accounting status (posted or not).

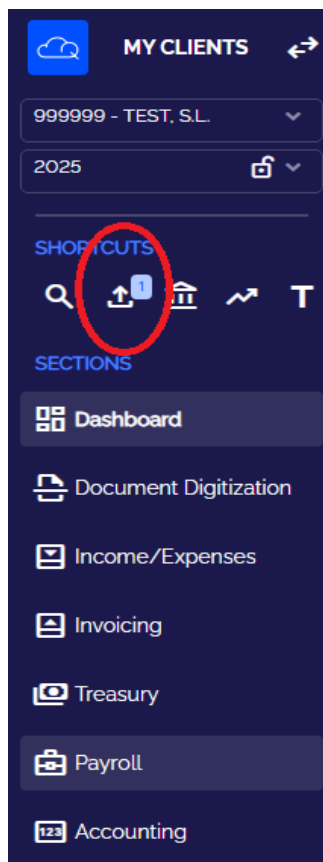
At the bottom right of the screen, there are two options: "Split Pages" and "Put Pages Tgt."



These options allow multi-page PDFs to be uploaded so that pages can be separated within the program. It is important to note that the program separates pages, not invoices. Similarly, if multiple documents belonging to a single invoice are uploaded, the "Put Pages Tgt." option allows grouping into a single document for registration.



4. There is a shortcut to enter the document submission section that shows the number of documents pending registration:



5. Once the PDF document has been imported, it can be posted. A window will open with the scanned document on the left and the information that the system has detected on the right.



After verifying that all the imported invoice data and the breakdown of the taxes is correct, click on "confirm and count" to record the invoice so that it can be included in the corresponding tax returns. After this, the invoices can be reviewed in the "income/expenses" section.

The screenshot displays a software interface for processing invoices. On the left, a document viewer shows an invoice from Apple Distribution International Ltd. with the following details:

- Apple Distribution International Ltd.
- Polymilindustrial Estate
- Hollyhill Court
- Leigh
- Wigan
- LN10 740
- Número de factura: 1A29638019
- Número de pedido Apple: 21102025
- Fecha de factura: 21/10/2025
- Fecha de emisión: 21/10/2025
- Nº de cliente: 902956
- Número de IVA del cliente:
- Dirección de facturación: 07015 PALMA DE MALLORCA SPAIN
- Dirección de envío 902956
- Referencia de compra: W1326200244
- Forma de pago: Tarjeta de crédito Visa/MC card
- Fecha del pedido: 17/10/2025
- Fecha y número de envío: QB0053809/20.10.2025

At the bottom of the document viewer is a table with the following data:

Artículo	Número del material	Descripción del Producto	Cantidad Emitida	Precio Unitario excl. IVA	Valor Emitido excl. IVA	Impuestos %
000010	21FL00087	MMP 16 GB	1	3.126,07	3.126,07	21,00

On the right side of the interface, the 'INVOICE DATA' section is populated with the following information:

- Document Type: Invoices Received
- OCR Recognition: Quantum OCR (Template doesn't exist - Free (AI))
- Activity: 6597 - COMMEN SEMILABONDOS FLOR PLAN
- PROVIDER DATA: APPLE DISTRIBUTION INTERNAT (VAT ID: ES00724693)
- INVOICE DATA: Currency: Euro, Number: 1A29638019, Date for VAT purposes: 21/10/2025, Expedition Date: 21/10/2025, Operation Date: Tax Base: 312140 €, Total Invoice: 37888,99 €
- BREAKDOWN OF TAXES / ACCOUNTABLE: 100,00 % Deductibility IVA, 100,00 % Deductibility RPF

A red arrow points to the 'Confirm And Count' button at the bottom right of the interface.

