Hey rider, et's take a rice through Telow together so

Our Fellows at Tellow are working really hard to make an English version available in the near future. For now, we've created this English manual just for you. So take a seat and join us in discovering Tellow and its most important features.





Tellow manual

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Home

Actions & notifications

Here **1** you'll find the most important actions and notifications. Each dot shows you what still needs to be done. This way Tellow helps you to keep up the pace.

Transactions

In The Netherlands it is mandatory to save all the receipts of your business expenses. At Tellow we understand that those receipts often end up in the washing machine ;). That's why we show you which transaction still requires a receipt or invoice. The file that you've uploaded (by using your Tellow app or desktop) will be processed within 24 hours. Done! The receipt, transaction and the booking can be found in your account and are added to your VAT-form (page 6).

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Invoices

New invoice

Invoice time! Let's make some money by creating a 'new invoice' 1.

Choose customer/organization

Clicking on the button 'New Invoice' 1 will allow you to choose a customer or organization from your address book.

Save as concept or finalize invoice

When you're done and happy with your invoice, you can either choose to 'save it as concept' 2 or 'save it as final version' 3. The invoice-number and customer details will appear on the invoice once it is saved as final version.

'Send the final invoice directly' 3 or save the invoice as PDF. Invoices can be send by:

- Tellow App, using your personal mailaccount
- Tellow Web, send by Tellow. Your customers will see you as sender and all the replies will be forwarded to you
- Your private mail, by using the PDF file

Now, let's make some money!

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nvoices

Invoices status & sending reminders

Whenever an invoice is paid, Tellow will recognize this (by match ing the transaction with corresponding invoice) and change the status to 'Paid' 2. Red dots indicate overdue invoices 3. You can send a reminder **4** to your customer with a simple click.



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	Factuur verzonden	1	
ר_ י	veiligheid service nederland Factuur 2017-00014 Die Brandwalft Englissenter: 5 7241 EW Restbergen Nederland BYter Hr. Kazzer SaszPast	veiligheid service nederland van achelemat 24 6921 br.duken Noteil of 1255/166 Drail: intelfyveiligheidservicenederland ni KVK: #7768076 87W: NJ 158680108801 85AA: NuSSMASC0315500125 BIG: RABCNU2U Factuurdatum: 28-01-2018	
	Batradt: Weak 61	Autor BTW Total and \$750	
	19-12-17 Brandwacht 10:30-18:30 Antreen 19-12-17 Brandwacht 13:30-20:00 Cud Atties 20-12-17 Brandwacht 07:30-15:00 Anzewei	R/00 € 34,00 21% € 182,00 8,00 € 34,00 21% € 182,00 8,00 € 34,00 21% € 182,00 8,00 € 34,00 21% € 182,00	
	21-12-17 Brandwarte 09:00-07:00 Zevenser 20-12-17 Brandwarte 20:00-07:00 Zevenser	8,00 € 24,00 21% € 192,00 8,00 € 24,00 21% € 192,00	
		Substant C 995,00 617W 2nm C 201,60	
	2017-00014.pdf		
	Versturen		
	Herinneren 4		
	🖂 Aanmanen		
		Factuur opma	ken 🔎 Waar ben je naar op zoek.
Factuurnummer	Vervaldatum	Af/Bij	Bedrag incl. btw
2018-00001	2 Betaald	Bij	€24,20
2018-00001	3 Te laat	1	€24.20



Expenses

Have you received an invoice which you still need to pay (so there is no transaction in Tellow yet)? No worries! Just click on the button 'upload receipt' 2. Tellow will process this file for you. Whenever you pay, and the transaction pops-up in your account), the status will be changed to 'Paid' automatically 3.



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Tellow keeps track of each receipt (expense) or send invoice After you have checked your VAT-form 3 in Tellow and filled in (income), and automatically calculates the VAT for you 2. your tax-form at the website of Belastingdienst, please make sure This makes it really easy to file your VAT report. Besides, it gives you to click on the purple button 'Vastleggen' (4) in Tellow. By doing a proper insight in your (forecasted) tax return. so, Tellow knows that your VAT-form is final, so it can start with a Don't forget to check the VAT-form yourself, or ask a bookkeeper new form. You can send a message to Tellow Support once for some help. If necessary, Tellow Support can help you in case the payment to the Belastingdienst is done, they will book the any adjustments need to be made. transaction for you".



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	Omzet en btw	Omzet	Btw		
	Rubriek 1 Prestaties binnenland				A angifta yas
	1a. Leveringen/diensten belast met 21%	€20	€4	4	Addigine vas
	1b. Leveringen/diensten belast met 6%	€O	€O		
	1c. Leveringen/diensten belast met overige tarieven behalve 0%	€O	€O		
	1d. Privé gebruik	€O	€0		
	1e. Leveringen/diensten belast met 0% of niet bij u belast	€O	€0		
	Rubriek 2				
	Verleggingsregelingen binnenland				
	2a. Leveringen/diensten waarbij de omzetbelasting naar u is verlegd	€O	€O	4	Aangitte vas
	Rubriek 3				
	Prestaties naar of in het buitenland				
	3a. Leveringen naar landen buiten de EU	€0			Print
	3b. Leveringen naar of diensten in landen binnen de EU	€O			
	3c. Installatie/afstandsverkopen binnen de EU	€O			
Bedrag	Rubriek 4				
Dediug	Prestaties vanuit het buitenland aan u verricht				
	4a. Leveringen/diensten uit landen buiten de EU	€O	€0		
	4b. Leveringen/diensten uit landen binnen de EU	€O	€O		
	Rubriek 5				
	Voorbelasting, kleineondernemersregeling en totaal				
	5a. Omzetbelasting (rubrieken 1/tm4)		€4		
	5b. Voorbelasting		€O		
	5с. Subtotaal (rubrieken 5a min 5b)		€4		
	5d. Vermindering volgens de kleineondernemersregeling		€0	+/-	
	Totaal Te betalen	3	€4		
Bedrag					

2 € 1025











Transactions

This is an overview of all transactions from your bankaccount. Here you will find the balance as well. If you prefer, it is possible to view transactions based on 'all' 2, 'credit' 3 or 'debit' 4. Again, the red dots tell you where a receipt is still missing. Click on the transaction in order to upload a file. The green button 'Upload bon' 5 can also be used for handing in a receipt.



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Omschrijving	Af/bij	Bedrag
Random transaction	Bij	€24,20
Random transaction	Af	€24,20







Transactions

Add a new bank account (Not applicable for Rabobank Business Account users) In the screen 'Transactions' 1 you will find a big green button 'Import new transactions' 2 or 'Add a new bank account'. This button allows you to add new bank transactions to your Tellow account (only necessary when you do not have a Rabobank Business Account).



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You can upload new transactions by using a MT940 or a CSV file. These can be downloaded from your personal bankaccount. You can always ask your bank to explain where such a file can be downloaded.

If you need any help regarding this button please contact Tellow Support.

Omschrijving	Af/bij	Bedrag
Random transaction	Bij	€24,20
Random transaction	Af	€24,20





FIES 1

You might see a few red and orange dots here. So, what do they actually tell you? The red dots implicate the invoices/uploaded files that Tellow couldn't process and are therefore rejected 2. The reason why the file is rejected can be found (in the next screen) by clicking on the invoice 3. There are several reasons: the picture is blurry, you have uploaded the file twice or it's a file from a time periode before Tellow. Dubble files can be deleted (click on the invoice, see next screen) or you can always ask support for help. The orange dots tell you which files are still being processed **4**. This is done within 24 hours. Want to upload a new file? Use the green button 5.



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Omschrijving	Status	Bedrag
Lunch	Verwerkt	€ 18,80
Computer	In behandeling	€ 899,99
Office decoration	3 Afgekeurd	€ 35,56





FIES

There are two types of invoices:

1) the one you send to a client (verkoopfactuur) and is not made in Tellow 2) the one you receive from a supplier Both can be uploaded by using the green button 'upload bon'.

Step 1: Tell us whether it's a 1 invoice from a supplier or a 2 send invoice to one of your clients. Step 2: Are there any private expenses on your purchase invoice? You can mark those by using your trackpad or finger 3. Step 3: How did you pay this invoice? 4 You can choose between: 'your bankaccount', 'other' (such as cash or credit card) and 'not yet paid'.

Step 1

Is dit een inkoop- of verkoopfactuur?	Hieronder je be uitgave tussen? Markeer eventuele prive uitgaven in het bestand er
Geselecteerde bestand:	Geselecteerde bes
Image: Series of the set and stype aan:	imgO1190.jpg Opmerking toevoegen
 Inkoopfactuur Verkoopfactuur 	

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Step 2

Step 3

estand, zitten er ook prive ? en klik op volgende.	Hoe heb je deze uitgave betaald? Kies uit een van de onderstaande opties.
estand:	Geüpload bestand:
Image: Signal and Signal	HBACHTELIJKE LAGERIJ UAN ZUIDAND HWH 3 BRUHERSHRAK IEL UII-93152 HWH 3 BRUHERSHRAK IEL UII-93152
Z3/89/8 751. A LOS KASSANI DIUERSEN REFERE 751. X 1.05 7.35	Geef betaalwijze aan:
TOTARL DIVERSEN TLV 6 6st. X 1.65 9.90 PASNR DIVERSEN DIVERSEN X 1.85 27.75	Zakelijke rekening (***145)
SUB TOTAAL 59.00	4 Andere manier betaald
	Nog niet betaald
BETALD BETALINGS HIJZE: 59.00 KONTANT	
DANK U HEL ST	





Directory

Let's create a new contact 1

Easy as one, two, three. Just fill out all information per organization and customers 3 and Tellow will save it for you. Handy when creat new invoices.



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Bedriifsnaam			
Decirijisnaam			
Straatnaam		Huisnummer	Toevoeging
Postcode	Plaats		
Land			
E-mail (facturatie)			
KvK nummer			
Btw nummer			
Voeg extra contact to	e		
1	Contact to	evoegen	O Zoeken
tie			Aantal cont
ie			Aantal cont O contac





Reporting,

Here you can find important data such as:

- 1. Balance sheet 2
- 2. Profit and Loss statement 3
- 3. Export function (Audit file and CSV)

All files you upload in Tellow are real-time processed into your reports.

Exp Selecteer v	Orter	en van je ^{den.}	admi	nistr	atie	
Optie	S					
Soort exp CSV	port	\sim				
Selecter	er periode					
Select	teer periode					
'18	Kwartaal 4	December				
		Oktober				-
	Kwartaal 3	September				
		Augustus				
		Juli				
	Kwartaal 2	Juni				
		Mei				
		April				

Tel	low		Winst & Verlies
2	Home		
]	Facturen		JO Zoeken
D	Uitgaven		Alle bedragen zijn in EUR
: rw	Btw		Omzet
\wedge	Transacties		Netto-omzet uit leveringen geproduceerde goed
2	Bestanden		8001010 - Omzet (BTW hoog)
7 2,	Adresboek	Actuele balans 2	Totaal: Omzet
Z	Rapportage 1	Winst & Verlies 3	
C	Support	Exporteren 4 - 7	Kosten
Ş	Instellingen	Kolommenbalans	Verkoop gerelateerde kosten
3	Geavanceerd	Mutatiekaart	4203060 - Representatiekosten

MacBook

Mace







Home	
Facturen	
Uitgaven	Administratieinstellingen
Btw	Bedrijfsgegevens
Bestanden	Gebruikers en rollen
Adresboek	Standaard factuurinstelli
Rapportage	Factuurnummer aanpa
Support	Factuursjablonen
Instellingen 1	FAQ
Geavanceerd	
	Algemene voorwaarden

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Factuurnummer aanpassen



-	
Volgnummer	2
Componenten	
Sleep de volgende componenten naar het vlak hieronder om je factuurnummer op te bouwen.	
Jaar	2018 18
Maand	12
Volgnummer*	2 02 002
Tekens	0
2018 - 00002	
	2018-00002

Privacy statement

Je volgende factuurnummers worden:

Stel je factuurnummer samen

2018-00003 2018-00004







Advanced features.

Most important for you to know is how to use the 'Opening Balance' (beginbalans) 2. An opening balance is used for uploading files and important information from the past. For example, your company was found in 2018. In 2019 you start using Tellow. Your previous administration can be 'moved' to Tellow by using this feature. You can always ask support for help.

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Support

Last but definitely not least, the support button. If in need of help, you can always contact our amazing Support Fellows. They are at your service Monday till Friday from 09:00 - 17:00h. Either by chat, mail (support@tellow.nl) or phone (085-888 50 57).



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Hi 👋

Support Fellows @ Tellow Wij staan klaar voor je! Laat het ons weten als we iets voor je kunnen betekenen.

Start een gesprek

Het team antwoordt meestal binnen 24 uur.



