BOEKNIVO / WINDOWS 11

User guide

Boeknivo for Windows 11

Updated for development/test version 13.41.102

15 November 2026

From installation and activation to branded invoices, email, OCR, banking, backups and associations.

Important before release

This guide describes features available in the tested 13.41.102 source code. It does not confirm that a publicly offered Windows installer contains that version or has been digitally signed. Always check the actual download and signing status on boeknivo.nl before installation. Screen labels may vary depending on the selected application language.

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1. Download, install and update

Boeknivo runs locally on Windows 11. End users do not need to install Python separately for a standard installer.

1. Visit the official download page at boeknivo.nl. Use the offered Windows installer and verify that you trust its source.
2. If available, check Properties > Digital Signatures to identify the publisher. Until signing is confirmed, the website will disclose that status. Never disable Windows security just to install.
3. Before updating, back up your database, close Boeknivo fully and follow the installer instructions.
4. Open Boeknivo and verify the selected administration, existing invoices, logo, bank accounts and licence status.

> Remember: Updating the program does not itself post accounting entries. Do not delete your user-data or licence folders during reinstallations.

2. Trial, annual and perpetual licences

Boeknivo offers a one-time three-month trial, an annual licence and a perpetual use licence.

1. Open Licence (Licentie) and activate the licence you received or your available trial.
2. An annual licence is valid for the agreed term. A perpetual licence has no expiry date for use; support and further updates are subject to the purchase conditions.
3. At startup, the application may check a digitally signed online revocation list. A revoked licence switches the administration to read-only mode; existing data, exports and backups remain accessible.
4. If the licence status looks incorrect, check the licence screen and contact Boeknivo. Do not delete your administration database.

> Remember: Reinstalling the application does not create another free trial period.

3. Administration and company details

Begin with sample data, then enter your actual company details.

1. Create or select an administration and choose its type: Business, Association or Foundation.
2. Enter the company name, address, VAT information, contact details, IBAN and logo in Company details (Bedrijfsgegevens).

3. Review the ledger accounts, VAT profile (21%, 9%, 0% or Dutch small-business scheme when applicable), financial year and bank accounts.
4. Create a database backup before working with real invoices, purchases or bank transactions.

> Remember: Dates are displayed as dd-mm-yyyy. Tax treatment must still be checked by the user.

4. Invoices in your own brand style

Your invoices should match your business identity. Boeknivo lets you customise their appearance.

1. Open Sales > Customers (Verkoop > Klanten) and enter the customer, including a valid email address.
2. In invoice layout/settings, choose your company logo, colours, font, layout, additional text and footer.
3. Create a draft in Sales > Invoices and check descriptions, quantities, VAT, due date and IBAN.
4. Preview the PDF before sending. Adjust the design until the invoice is readable on A4; only then finalise or send it.
5. The Invoices submenu also contains overviews, overdue invoices, reminders, sending history and the invoice archive.

> Remember: Use the same visual identity for invoices, reminders and payment notices.

5. Configure email (SMTP)

Email is sent using your own email provider’s SMTP account and is configured per administration.

1. Go to Settings > Email settings (Instellingen > E-mailinstellingen). Enter SMTP host, port, username, sender email, sender name and an optional reply-to address.
2. Select STARTTLS or SSL/TLS according to your provider. Port 587 is commonly used with STARTTLS, and 465 with SSL/TLS; always follow your provider’s instructions.
3. Enter the SMTP or app password, then click Save settings (Instellingen opslaan). The password is stored securely through Windows credential storage, not as plain text in the settings file.
4. Click Send test email (Testmail versturen), enter your own address and confirm. Check both inbox and spam. SMTP acceptance does not guarantee final delivery.
5. You can customise the email subject and body using {factuurnummer}, {bedrijfsnaam} and {klantnaam}.

> Remember: If sending fails, check server, port, security, credentials, provider policy and Windows credential storage. Never share your password.

6. Send invoices by email

Sending an invoice is a separate action from preparing or posting it.

1. Verify the customer email address and create the invoice PDF.
2. Select the invoice under Sales > Invoices and choose the available Send by email action.
3. Review recipient, subject, message and PDF attachment, then explicitly confirm sending.
4. Check the sending history. Reminders and notices should clearly identify the original invoice.

> Remember: An email error does not erase the invoice; inspect its status before trying again.

7. Purchase invoices: PDF, UBL and XML

Purchase documents can be imported, reviewed and corrected before a posting is created.

1. Go to Purchases > Purchase invoices and choose Import purchase invoice (PDF / UBL).
2. UBL/XML usually includes structured invoice fields and lines. Text-based PDFs provide suggested data; image-only PDFs need local OCR.
3. Verify supplier, invoice number, date, individual lines, VAT rates, amounts and due date; add missing lines as required.
4. Compare the total including VAT to the original invoice. Post only after the separate review and confirmation.
5. When allocating purchases to projects, prevent duplicate allocation of costs already entered by hand.

> Remember: Recognition never guarantees correct accounting. Review the ledger account and VAT treatment.

8. Install and use local OCR

OCR reads text from photographs and scanned PDFs. This feature operates locally rather than uploading documents to an external OCR cloud.

1. A PDF with selectable text usually needs no separate OCR engine. Install Tesseract OCR locally on Windows to recognise scanned PDFs and images.
2. Install the Dutch (nld) language pack when possible; English (eng) is an alternative. A common location is C:\Program Files\Tesseract-OCR\tesseract.exe.

3. Open Purchases > Purchase invoices > Recognise purchase invoice/receipt (OCR review). Select the document and click Recognise (Herkennen). Choose the tesseract.exe file under OCR program if needed.
4. Check recognised text and each field: supplier, invoice number, date, total with VAT, net total and VAT amounts. Correct anything misread.
5. Choose Validate details, then optionally Save draft (JSON) or Transfer to Purchases (review). The OCR screen itself does not post accounting entries.
6. If Tesseract is not found, select its location in the OCR window or set BOEKNIVO_TESSERACT_PATH and restart Boeknivo.

> Remember: Example: net € 100.00 + VAT € 21.00 = € 121.00 gross. Always compare OCR results with the source.

9. Attach receipts to bank entries

Linking a paid receipt to a bank entry is not the same as recording a purchase invoice or a VAT posting.

1. Open Purchases > Process uploaded receipts (Geüploade bonnen verwerken) and select the image or PDF.
2. Use Read receipt (OCR) or Suggest matching transactions, then compare the detected gross amount with the source.
3. Select the appropriate bank or cash entry and choose Attach receipt to selected transaction. Verify the amount, date and bank entry.
4. Separately check that the purchase expense and VAT have been posted when required; avoid duplicate postings.

> Remember: Suggestions never constitute automatic payments or postings.

10. Import and reconcile bank statements

Boeknivo supports manually imported bank statements; no paid PSD2 connection is required.

1. Open Finance > Cash and bank transactions and choose Import CSV / MT940 / CAMT.053.
2. Check the preview, dates, positive/negative amounts, bank account and descriptions.
3. Review potential duplicates before importing; exact previously imported transactions cannot be imported a second time.
4. Match payments to the correct invoices. Review unresolved transactions before closing a financial year.

Remember: Different payments may have identical amounts. Compare dates, counterparties and references.

11. Associations, foundations and newsletters

Association and Foundation administrations offer additional membership and donor management functions.

1. Open Association and foundation > Members and donors to maintain members, donations and membership fees.
2. Check the fee year, due date, status and part-payments. Only match receipts after checking a real bank transaction.
3. Send newsletters only to contacts with appropriate permission and an unsubscribe option. Keep marketing newsletters separate from essential payment communications.
4. Send a small test first and review text, layout, images and sending history.

Remember: Recording a donation or membership payment does not automatically create a ledger posting or tax classification.

12. VAT, reports, year end and backups

Regular reviews make errors easier to correct.

1. Review VAT reports and Fiscal readiness checks. These are alerts, not an official tax clearance or tax return.
2. Review invoices, unresolved bank entries, ledger, opening balances and results before closing the year.
3. Create a full database backup before updates and major changes. Store a second copy away from your computer and test that it can be restored.
4. Export PDF/CSV reports as needed and retain the underlying invoices and source documents.

Remember: Boeknivo does not automatically file a VAT return with the Dutch tax authority.

13. Troubleshooting and support

Work through these checks before contacting support.

1. App will not start: check Windows 11, installed version and the error message; do not casually alter data or licence folders.
2. OCR detects nothing: check whether the PDF has text, Tesseract is available and the scan is clear.
3. Email fails: review Settings > Email settings and send a test message using your provider’s SMTP details.
4. Invoice PDF looks wrong: review your logo, design settings and PDF preview before sending.
5. Bank or purchase amount is wrong: compare the source document, VAT, discounts and decimal separator.
6. Support: info@boeknivo.nl or the contact page at boeknivo.nl. Never send passwords or complete personal accounts without an agreed secure channel.

> Remember: For VAT and year-end tax decisions, consult a qualified accountant or tax adviser.

Before every major change or update: create a verifiable backup and first test using sample data.