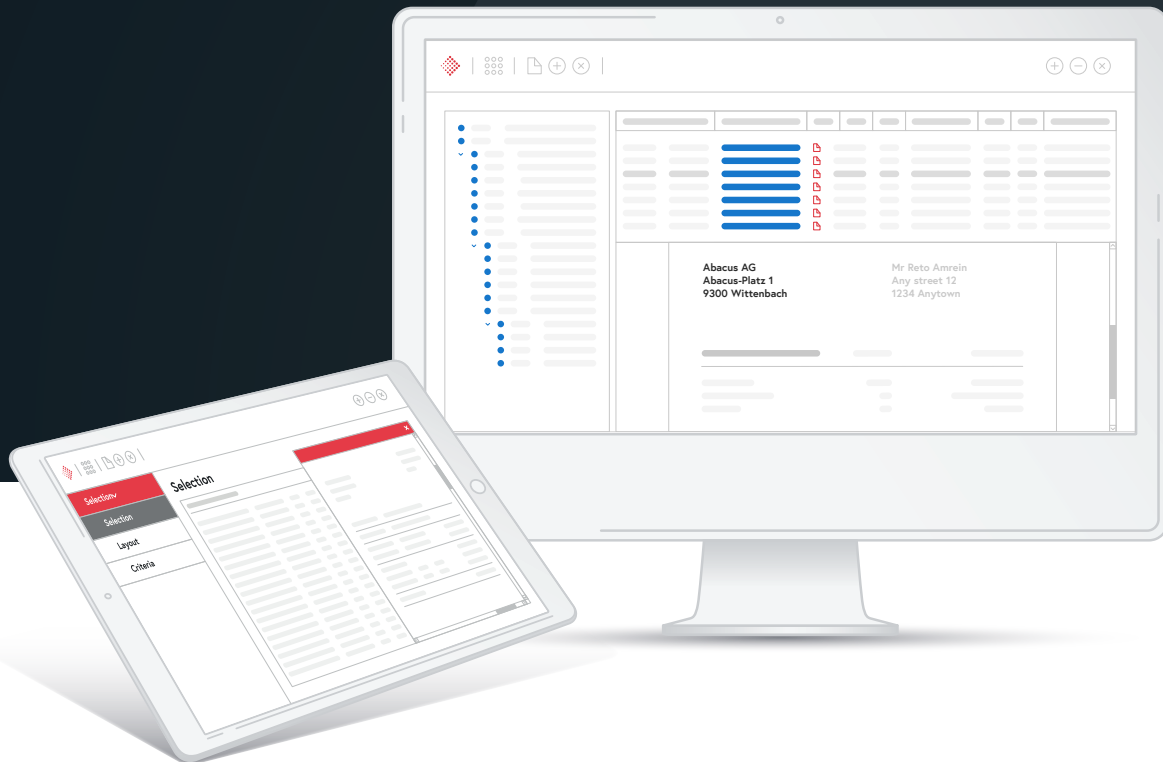


# Archiving & Scanning

Software for the digital storage of business documents



Store all business documents seamlessly in digital dossiers and archives in accordance with the requirements of legally compliant archiving.

Abacus Business Software also offers an integrated archiving and scanning solution. A document text is automatically indexed during scanning. This allows you to find it in no time via a keyword search. Authenticity, completeness and origin of the documents are verified with electronic signatures.

#### Evaluations with original document

The scanning function is integrated in Abacus Software. Imported documents are automatically entered and linked with the original entry. With the helpful drill-down function, reports are used to trace entries back to the original document. The original documents are always available for the multi-level release process.

#### VAT verified and certified

Abacus Archiving has been audited by a renowned auditing company in accordance with the relevant provisions of tax law (VAT) regarding the scanning and archiving of documents and the Federal Ordinance on the Preservation of Corporate Books (OPCB).

# Archiving and Scanning at a glance



## Scanning

- Digitise paper invoices
- Recognition / extraction of information such as VAT, industry, account assignment
- Complete integration in the entry process



## Documents and Dossiers

- Application dossiers for business transactions and master data
- Central document storage
- Document compression and secure storage
- Comprehensive full text search
- EasySignature (Time stamp)



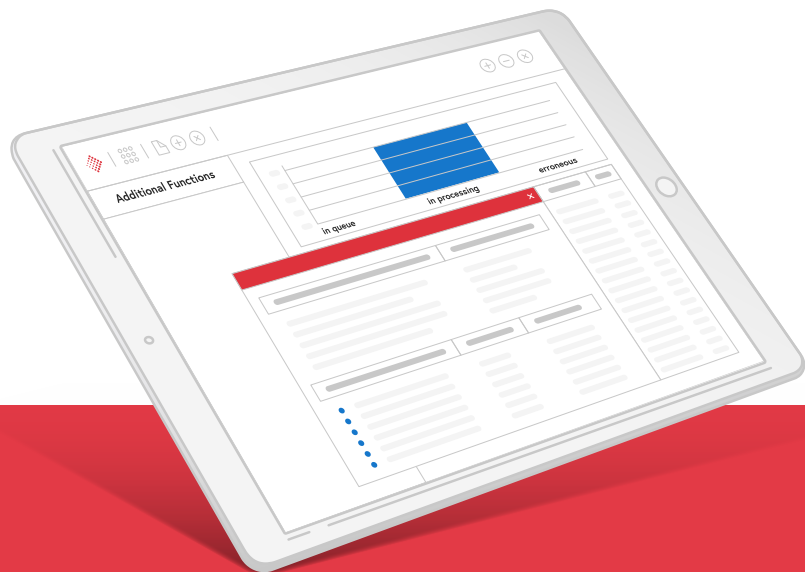
## Archiving

- Legally compliant filing and storage
- Original documents as inserts in evaluations
- Protocolling accesses and archiving processes
- Outsourcing and adjustment wizards



## Additional functions

- External file in data system
- AbaConnect for central document interface
- DMS-Connector for storage of documents in external DMS
- Control function document integrity



## Your benefits

- No interfaces - full integration into Abacus ERP
- Save space and costs - no physical archive necessary
- High level of transparency - all evaluations are available with original documents

For more information visit: [abacus.ch/archiving-scanning](http://abacus.ch/archiving-scanning)

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