



WinEUR ARCHIVE

Save time and space!

Electronic Document Management (EDM) software in relation to accounting that allows you to save space and time when entering bookings. Indeed, by scanning documents with an office scanner or multifunction printer you can achieve “zero paper” archiving perspectives and also be more efficient in your bookkeeping.

PRODUCT HIGHLIGHTS

- ✓ Multi-terminal archiving
- ✓ Optical Character Recognition (OCR)
- ✓ Integrated dual screen technology to facilitate entry input
- ✓ Save accounting data with digitised documents
- ✓ Integrated viewer allowing display of accounting reports with the attached documents outside of WinEUR
- ✓ Work together in team work mode between accounting firms and their clients
- ✓ Integration with WinEUR IZI-CLIK for preliminary accounting of supplier invoices (optional)
- ✓ Security: the scanned accounting documents can be signed electronically so as not to be modified (optional)

Technical aspects

GENERAL ASPECTS

- Optical by character recognition (OCR)
- Two archiving methods:
 - Classic archiving (enter booking then attach documents)
 - Team Work archiving (digitise documents then bookkeeping with automatic attachment)
- Independent archiving by company and by account possible
- Import PDFs or digitised documents such as E-Invoices
- Instant «free text» search in content of all invoices for display or reprint
- Supports double-sided invoices (see type of scanner)
- Guarantee of invoice authenticity by electronic signature
- Save your accounting data and documents archived in accounting on digital media (CD, DVD, USB)
- WinEUR ARCHIVE allows you to attach documents (customs, VAT, etc...) to an original invoice that has already been digitised. There is no limit to the number of documents linked to an invoice.
- Digitisation can be independent from the booking entry terminal
- Add digitised documents to a client account
- Option to Print all PDF files attached to a third party account or General Ledger
- Optional: integration possible with WinEUR FLOX and/or M-FILES (electronic document management software)

Interface following the digitalisation of a document

The screenshot shows a software interface with a menu bar (Fichier, Feuilles, Aide) and a search bar for 'Numéro de pièce:' containing 'FC-0032'. Below the search bar is a scanned invoice from 'VOTRE SOCIÉTÉ'. The invoice includes contact information, a client code 'HOERNI', and a table of items. A yellow highlight is placed over the invoice number 'FC-0032' on the document. The table below the invoice shows the following data:

Quantité	Article	Prix unitaire	Total CHF
12	Carburateur 400	120.00	1440.00
Décomposition de base			1440.00
Total base			115.20
TOTAL TTC			1555.20
AVANCE/ACOMPTE			0.00
En notre faveur			1555.20

Attachment of documents to booking lines

Ecritures provisoires							Ecritures définitives							Ecritures d'actualisation						
No écriture	No pièce	Date compta...	Comptes	Libellé	Montant															
222	FAC-0027	27/02/12	2001-CHF, 1062-CHF...	facture	(600.00)															
223	FAC-0028	27/02/12	2001-CHF, 1062-CHF...	facture	(600.00)															
225	FAC-0029	23/07/12	1050-CHF, 2016-CHF...	Facture FC-0086	(40.00)															
226	FAC-0030	23/07/12	2001-CHF, 1062-CHF...	Facture FC-0086	(30'000.00)															
227	FF-0108	07/08/12	2001-CHF, 1062-CHF...	Facture FF-0108	(248.40)															
228	FAC-0031	07/08/12	2001-CHF, 1062-CHF...	Facture FF-0108	(1'080.00)															
229	FAC-0032	15/03/12	2001-CHF, 1062-CHF...	Facture FF-0108	(3'000.00)															
231	FAC-0034	17/05/12	2001-CHF, 1062-CHF...	Facture FF-0108	(6'000.00)															
232	FAC-0035	17/05/12	2001-CHF, 1062-CHF...	Facture FF-0108	(5'000.00)															
233	FAC-0036	30/06/12	2001-CHF, 1062-CHF...	Facture FF-0108	(7'000.00)															



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