

A white rectangular box with a green border containing the text 'WinEUR ARCHIVE' in blue and green, and 'Save time and space!' in green below it. The background of the entire page is a blurred office scene with a laptop on a table and large windows showing a sunset or sunrise over a city.

## 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



Attachment of documents to booking lines

Provisional entries		Posted entries			
Entry #	voucher no.	book-keeping date	ACCOUNTS	TEXT	AMOUNT
43	PRAS-01	25/01/14	3020-CHF, 4011-CHF	PC maintenance	300.00
44	PRAS-02	25/01/14	3020-CHF, 4011-CHF	SG	125.00
45	PRAS-03	25/01/14	3020-CHF, 4013-CHF...	Insurance	2000.00
46	B.C-0087	28/02/14	3030-CHF, 2016-CHF...	Invoice B.C-0087	1512.00
47	B.C-0088	28/02/14	3030-CHF, 2016-CHF...	Invoice B.C-0088	15120.00
48	B.C-0089	28/02/14	3030-CHF, 2016-CHF...	Invoice B.C-0089	1944.00
49	B.C-0090	28/02/14	3030-CHF, 2016-CHF...	Invoice B.C-0090	1296.00
50	B.C-0091	28/02/14	3030-CHF, 2016-CHF...	Invoice B.C-0091	23328.00
51	B.C-0092	28/02/14	3030-CHF, 2016-CHF...	Invoice B.C-0092	23328.00
52	B.C-0093	28/02/14	3030-CHF, 2016-CHF...	Invoice B.C-0093	23220.25



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