



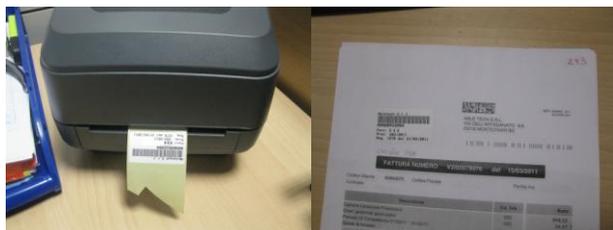
is a software for document management that natively integrates a powerful

workflow module.

This software allows you not only to digitally manage the documents archive (documents can be easily found and shared, thus reducing paper use), but also to use them in a process: with the WORKFLOW module the process guides every user through specific TASKS (actions to perform) that come directly on the user's desktop. Other information available for each process is also document type, notes, actions.

## INCOMING DOCUMENTS 1

The integration process of the incoming documents is done through specific connectors developed for ERPs.



As soon as the document is registered in the ERP the connector sends the profiling data to ARXivar, which generates a barcode label.

The label is put on the document so that ARXivar will scan and correctly register the document in a fully automatic way.

This mode can be applied on any paper document: orders, confirmations, invoices, bills, etc...

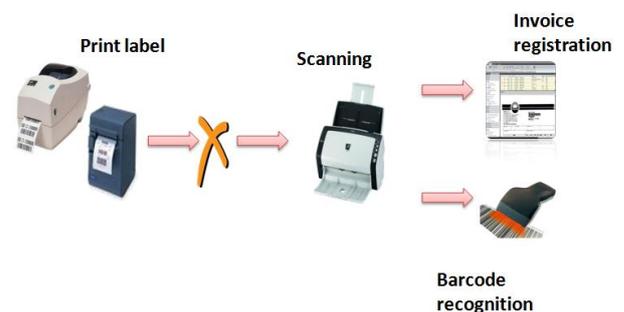
Furthermore, ARXivar can recover the connections between documents directly from the ERP, for example invoices and bills. You can navigate through documents also without the ERP.

## INCOMING DOCUMENTS 2

This second version allows you to manage the entire process in paperless way. The incoming document has a preprinted label with a unique barcode, and it is scanned immediately. Now you can set the basic information for approval.

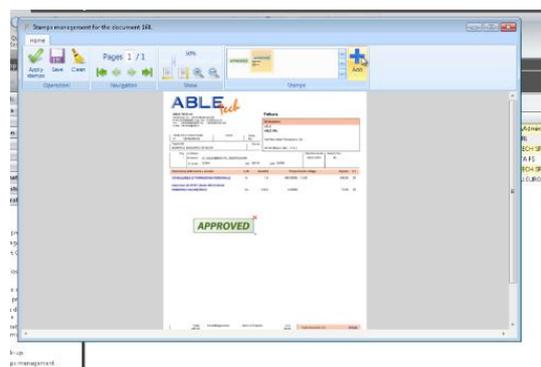
Once the approval process has finished the electronic document is sent to the accounting department.

The operator views the documents ready for the registration. At the end of the registration the system displays an input box that shows the barcode.



## INCOMING DOCUMENTS 3

The document is scanned at the time of its registration in the ERP, but without label. The workflow proceeds as in the previous example (approval of the responsible person and accounting registration), but at the end of the registration there is a window for the **virtual stamp**.



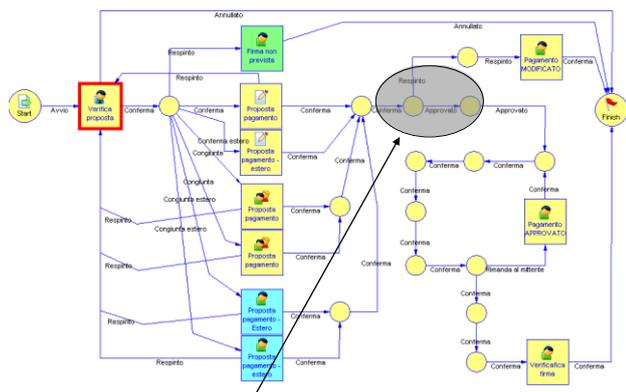
The virtual stamp can be applied on the document and it is totally configurable and customizable.

Once the stamp is applied, the document status is updated, and the document is not more in the list of documents waiting for registration.

## PAYMENT APPROVAL

This process interfaces to the treasury system to fully manage the payment workflow with wire transfer.

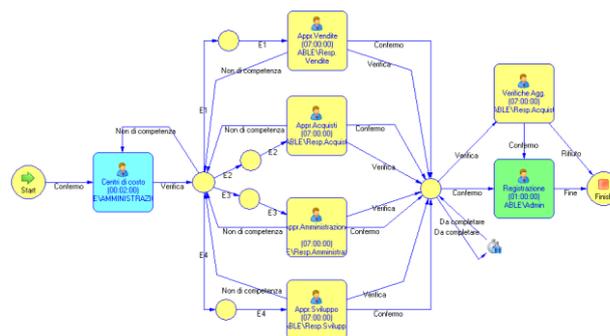
Payment documents and authorization letter for the bank are directly imported in ARXivar, which also imports the list of installments.



## SUPPLIER INVOICES APPROVAL

The invoices approval cycle is determined by available budget and payments.

It also verifies the presence of the opened orders for the supplier and connects them according to the settings.

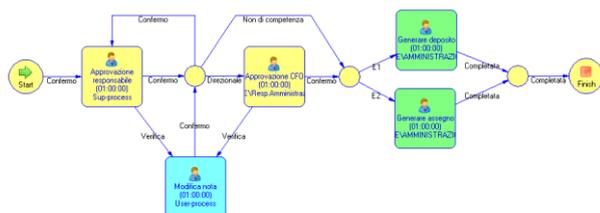


When the invoices list is updated with payment data and linked to a payment proposal and authorization letter, the treasury verifies the process and sends everything to the responsible.

## EXPENSE ACCOUNT

ARXivar solves the problems for the filling and approval of the expense account. From the loading of the expenses, to the integration with the accounting system, and the final approval.

The system charges automatically the document check to the responsible or administration department and then sends the payment notification according to sending type (direct or deposit).



## UNPAID MANAGEMENT

The workflow for unpaid management is directly connected to the ERP, to intercept pending invoices; the process generates an “unpaid management” event for the invoices over the payment deadline. You can also group the documents by time or customer.

It is possible to highlight a management procedure by notifying the manager, accounting department and eventually the legal department.