

# ARCO INVOICE

- > Reduce manual data input to a single action
- > Decrease the size of your archives
- > Make fewer copies
- > Cut down on sorting out invoices
- > Link related documents to each other
- > Locate any document instantly
- > Avoid internal transport and loss of documents
- > Minimise the risk of errors
- > Keep a clear overview
- > Save a great deal of time
- > Increase your efficiency and return

**Arco**  
digital paperflow

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## Welcome to the future, welcome to the era of Arco

**Opening, sorting, inputting, processing, following-up, checking and completing processing an incoming invoice all uses up precious time. Multiply this by the number of invoices your company receives each year and you end up with a pile of paperwork that costs a fortune. Arco Invoice reduces all this to a minimum as scanning the invoice is the only manual action left - all other actions are automatic. Arco Invoice - an off-the-shelf package requiring a minimal one-off investment - reduces the cost of processing your invoices by 75% over time and ensures an extra return in the end.**

### Efficient inflow and capture

By scanning your paper invoices from suppliers, you have performed the only manual action now required. The intelligent OCR technology identifies and registers all fields: supplier details, amount, invoice number, date, order number, reference number, etc. You can also add additional fields. This invoice recognition involves a multiple control system and can be used in several languages. For electronic invoicing (according to the EDI standard) the data is automatically checked and entered. This means that even manual scanning is unnecessary.

### Simple organisation of work

Arco Invoice suggests approvers based on the organisation of your business. Of course, you can override this and select your own approvers if you wish. This means that tasks are allocated and you limit the number of staff involved to those strictly necessary.

### Efficient approval process

All staff involved receive an e-mail message. This message may relate to one or more related invoices. Depending on their responsibilities, all staff can perform the required actions quickly and simply: add documents, defer or refuse approval, giving the reason, forward the invoice to a colleague, or approve the invoice.

### Processing according to in-house rules

Each business has its own way of working: with or without an order form, one or more approvers, a different controller for each country, and so on. With Arco Invoice you can adapt invoice processing (routing) to the arrangements and methods applying in your business.

### Simple integration with your existing accounting package

Arco Invoice werkt probleemloos samen met uw ERP- of boekhoudpakket. Indien u dat wenst, kan u Arco het registratieproces van de facturen laten overnemen, of de interactie met het ERP-systeem volledig optimaliseren. Zo kan het boeken en betaalbaar stellen van facturen volledig automatisch verlopen.

### Total control and security

With Arco Invoice you have a permanent overview of all current items. You can perform searches and call up results conveniently in an excel document. You decide who has access to invoices, who is authorised to approve them and who can alter the configuration of the system. You can call up a full history of all actions, showing each step for each invoice, from scanning to payment.

### Arco Invoice bespoke

Arco Invoice forms the basis for many applications that can assist you in digital document management. Ask for more information about the integration of Document Management or Legal Store, the possibility of outsourcing Arco Invoice to Arco, or expansion to include other applications, such as DocRoom and Arco Routing.



Would you like a concrete proposal for improving the paper flow in your business?

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