

OpusCapita Archive

The most user-friendly data storage application on the market

With the OpusCapita Archive you can safely store your company's documents in one place and easily access them with just a few clicks. The archive provides the relevant people with access to the information they need, whether they are general ledger managers, CFOs, or customer service agents. The archive's browser interface enables easy access for all authorised users.

OpusCapita documents in the archive

Once account statements, reference lists, and electronic purchase invoices have been processed by OpusCapita they are transferred to the archive. These documents are archived in PDF format, but all other formats are supported (.XML, .TIFF, .DOC, etc.). When a document is archived, the program creates a document image and identifies its search information on the basis of which it can later be found in the archive.

The archive also stores reports from other OpusCapita applications.

Document attachments

Attachments can be archived with documents and these attachments can be browsed in the same way as the documents. For example, attachments to purchase invoices are automatically archived with the main document and they can be browsed through a link in the invoice.

Other documents

The archive also stores other documents in addition to the ones processed in the OpusCapita system. Other documents include agreements, memos, and the general journal and nominal ledger used in accounting.

Searching the OpusCapita Archive

The system has extensive search criteria. For example, when searching for purchase invoices, you can apply any of a number of criteria, such as a date, amount range or supplier. From the search results you can access the relevant

document and through the document you can access any attachments. Search criteria can be saved for individual users or for general use, so the same search can be carried out again and again. Free text searches can also be used to search for documents. A free text search retrieves documents on the basis of the words contained in the search information and the words contained in the archived text document.

Permanent archiving

Documents can be transferred from the archive to a centralised permanent archive using removable media, such as a CD or DVD.

The document's search information and any attachments can also be stored. Information on where a document has been transferred, who transferred it and when, remains in the archive after a document is transferred to an external location.

Data for auditors

The archive makes it easy to provide documents to an auditor or tax inspectors as data can be retrieved from the archive for a given date range and saved on a CD or DVD. Archive software is not required in order to view this data, as a search application can be provided on the same removable media. An auditor can also simply access documents through a browser, if the user is provided with the necessary user rights to the archive. This makes the auditor's job quicker and easier as the necessary documents are easy to find in the archive.

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Information security

Storing data in the archive provides various benefits for information security:

Confidentiality

- Information remains confidential in the archive. Each user is assigned user rights limiting the types of documents the user can access in the archive.
- Electronic archives do not need the access control that physical archives require.

Integrity

- Archived documents can't be edited. Adding attachments, links and comments is controlled with diverse user rights.
- All measures carried out on archived documents are entered into a log. • Transfer of data to the permanent archive is controlled and transfers are entered into a log.
- No need to worry about fires or water damage if the backups are in order.

Usability

- The archive can be easily accessed whenever and wherever through a browser.
- The archive can also be accessed through Windows client.

Read also:

OpusCapita Invoices

A complete tool for electronic invoice processing.

Archive Netting Invoices Liquidity Log

Quick Search Advanced Search Saved Results Manual Archiving Log into WindowsAA Settings Logout

Template: None Save As... Delete Current user has administrative privileges (Main user)

Document Types

<input type="checkbox"/> All Document Types (168)	<input checked="" type="checkbox"/> Account Statement (13)	<input type="checkbox"/> Cash ledger (17)
<input type="checkbox"/> Derivative Transitory (0)	<input type="checkbox"/> Entry summary (0)	<input type="checkbox"/> Investment Transitory (0)
<input type="checkbox"/> Invoice attachment (64)	<input type="checkbox"/> Loan Transitory (0)	<input type="checkbox"/> Purchase invoice (74)
<input type="checkbox"/> Receipt Journal (0)	<input type="checkbox"/> Reference list (0)	<input type="checkbox"/> TM Contract (Generic) (0)
<input type="checkbox"/> TM Contract Bond (0)	<input type="checkbox"/> TM Contract Certificate (0)	<input type="checkbox"/> TM Contract Forward (Open) (0)
<input type="checkbox"/> TM Contract Forward Closed (0)	<input type="checkbox"/> TM Contract Loan (0)	<input type="checkbox"/> TM Contract Personnel Loan (0)

Criteria Fields This query returns 4 results. Hide non-used fields

Main Level Criteria

<input checked="" type="checkbox"/> Account currency USD	<input type="checkbox"/> Account name	<input type="checkbox"/> Account number	<input type="checkbox"/> Account statement num.
<input type="checkbox"/> Company code	<input type="checkbox"/> Company name	<input type="checkbox"/> Document date	<input type="checkbox"/> Ending date
<input type="checkbox"/> Entry date	<input type="checkbox"/> Final balance	<input type="checkbox"/> IBAN Account number	<input type="checkbox"/> Initial balance date
<input type="checkbox"/> Material Code	<input type="checkbox"/> Starting date		

Row Level Criteria
0 fields are selected.

System Criteria
0 fields are selected.

Benefits

- Extensive search criteria help you quickly and easily find the documents you need.
- User-friendly program is enjoyable to use and does not require much training.
- User rights can be assigned and limited in many ways to ensure that the information needed can only be accessed by the relevant people.
- Archiving is not limited to OpusCapita documents; all your company's documents can be archived in one place.
- Auditors and other external users can access the data in electronic format eliminating the need to search through and transport paper documents. The auditor's job is also made quicker and easier as the necessary documents can be easily retrieved from the archive.
- All documents can be archived automatically, so costly and time-consuming manual archiving of documents and human errors are avoided.
- Overall benefits of electronic archiving: no need for space, no paper documents to look after and documents are easy to access.

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