



ASPEN 360™

Virtual Filing and Access

Transition to the Paperless Accounts Payable Department.

ASPEN 360 AP-Virtual File Edition provides Web-based virtual filing and access to invoices, expense reports, and journal entries. This on-demand solution can be implemented in minutes, taking AP documents out of the filing cabinets of the back office and making them instantly available from any authorized desktop.

Virtual Filing

ASPEN 360 AP-Virtual File Edition (AP-VFE) combines virtual filing, virtual access, and comprehensive administration capabilities for a complete AP imaging solution. The virtual filing component includes all the tools necessary to upload, store and index your invoices, expense reports, and journal entries. Uploading can be accomplished by scanning the documents yourself into ASPEN 360, as well as by using email, fax, and FTP. The index information can be transmitted along with the documents, or the data can be entered directly in the AP-VFE. Scan, index and upload can also be performed at one of Archive Systems' Invoice Virtualization Centers (IVC). You'll be able to visually compare the document image to the index information in the AP-VFE to achieve the highest possible level of accuracy.

Virtual Access

Uploaded documents are immediately available for retrieval and review through AP-VFE's virtual access component.

Authorized internal users can utilize the powerful search engine to quickly find the documents they need. The robust viewer then provides them with full annotation capabilities, feature-rich image handling, and a wide range of document distribution options. Auditors, vendors or other external users can also be given access to view select documents. For example, vendors are able to review the status of their invoice payments, freeing up AP processor time. In addition, the U-CALL feature allows you to quickly request and retrieve stored document images from within line-of-business applications without lengthy and costly programming.

System Administration

The administration component arms you with complete control over who has access to your organization's information. Only authorized users can view documents and data based on their assigned privileges. You can easily create, modify, or delete these users as well as configure system settings based on your company's needs.

ASPEN 360™ AP-Virtual File Edition

The First Step in Going Paperless

With ASPEN 360 AP-Virtual File Edition, organizations can combine the strength of a central online repository with the flexibility to expand to a more robust workflow solution as needed.



Archive Systems, Inc. ▪ 800.899.3975 ▪ info@archivesystems.com ▪ www.archivesystems.com

Gain immediate access to your AP documents with virtual filing and access

ASPEN 360 AP-Virtual File Edition takes your invoices, expense reports and journal entries out of the filing cabinet and puts them online for instant viewing. This solution provides the following benefits:

- Reduces wasted time searching for invoices
- Offers enhanced customer service levels
- Lets you upgrade to a workflow solution as needed
- Allows you to use a pay-as-you-go subscription service
- Enables a scalable solution supporting unlimited users
- Eliminates additional investments in infrastructure

Sample screenshot of ASPEN 360 AP-VFE's search fields. The fields are customized based on your requirements.

Features of ASPEN 360 AP-Virtual File Edition

Administration

User administration is controlled by point and click navigation. Features can be granted by individual user, group association, or user role.

Indexing

Indexing can occur directly in AP-VFE once an image is uploaded. The images can also be pre-indexed with barcodes, or indexed by sending relevant data from legacy systems into AP-VFE.

Document Transmission

Imaged documents can be electronically filed in AP-VFE by attaching an image, email, fax, or FTP transmission of bulk images.

Unlimited Users

Unlike server-based enterprise solutions, AP-VFE provides unlimited access to users and can be administered remotely from any Internet connection.

Search and Retrieval

Using the indexed fields allows users to quickly search for and view documents and index data.

Reports and Monitoring

All document query results can be exported to Excel. In addition, the audit history tracking displays all document viewing, editing and indexing information.

Invoice Virtualization Center

For companies that want to outsource the imaging of their documents, the IVC offers a full service document conversion center for prepping, scanning and indexing documents.

Image Enable Applications

Instantly retrieve invoice images right from your AP financial system by linking to the AP-VFE image repository as you drill down within your application.

Audit RE-View

Access can be restricted to allow only specific subsets of documents to be viewed by auditors or external users.

Annotations

Features include highlighting text, affixing notes, blocking out confidential information, affixing a time/date stamp, and more.

Document Profiling

Profiling allows you to restrict access to documents by any of the indexed fields. This allows information to be made available at the company, department, or role level.

24/7 Access

Multiple cutting-edge data centers are focused on always providing secure and dependable access to content.