Corporate Overview

At **Archive Systems**, our vision is to change the way organizations view document processing by enabling them to virtualize the back office. The company was founded in 1991 to address the demands of businesses overwhelmed with paper and seeking a records storage company to solve their paper storage issues. In 1998, we pioneered the first services-based, on-demand document management solution, ASPEN 360.

ASPEN 360 Accounts Payable Edition is a subscription–based service that automates the back office process using AP imaging and workflow. It incorporates best practices AP automation with the invoice virtualization center for a complete, ZeroTouch solution. ASPEN 360 increases efficiencies and reduces costs with features such as straight through processing, which uses automated three-way matching to auto match invoices to PO and receipt line items without AP processor intervention.

ASPEN 360 Virtual File Room Edition allows organizations to image and access a wide range of content including HR employee records and I-9 forms as well as legal documents and leases. It integrates document receipt, scanning and data capture services, along with online content storage and Web-based image access to provide you with an enterprise-strength solution.

Our records management services include everything from business records storage and document shredding to offsite data storage and document conversion. With a network of owned and operated Record Centers complete with barcode tracking, system-driven workflows and sophisticated records management systems, we ensure that your records are well protected, yet easily accessible when needed.