

## About PaperLess

Founded in 1997, PaperLess has developed an in-depth knowledge and understanding of the efficient management of document workflows and is now installed in over 1,700 businesses throughout Europe.

In organisations from 1 user to over 250 users, PaperLess has provided significant time and cost saving benefits.











PaperLess has proved to be a cost effective investment for many types of business. The combination of ease of use, innovation and flexibility makes PaperLess a valuable tool for your management and staff.

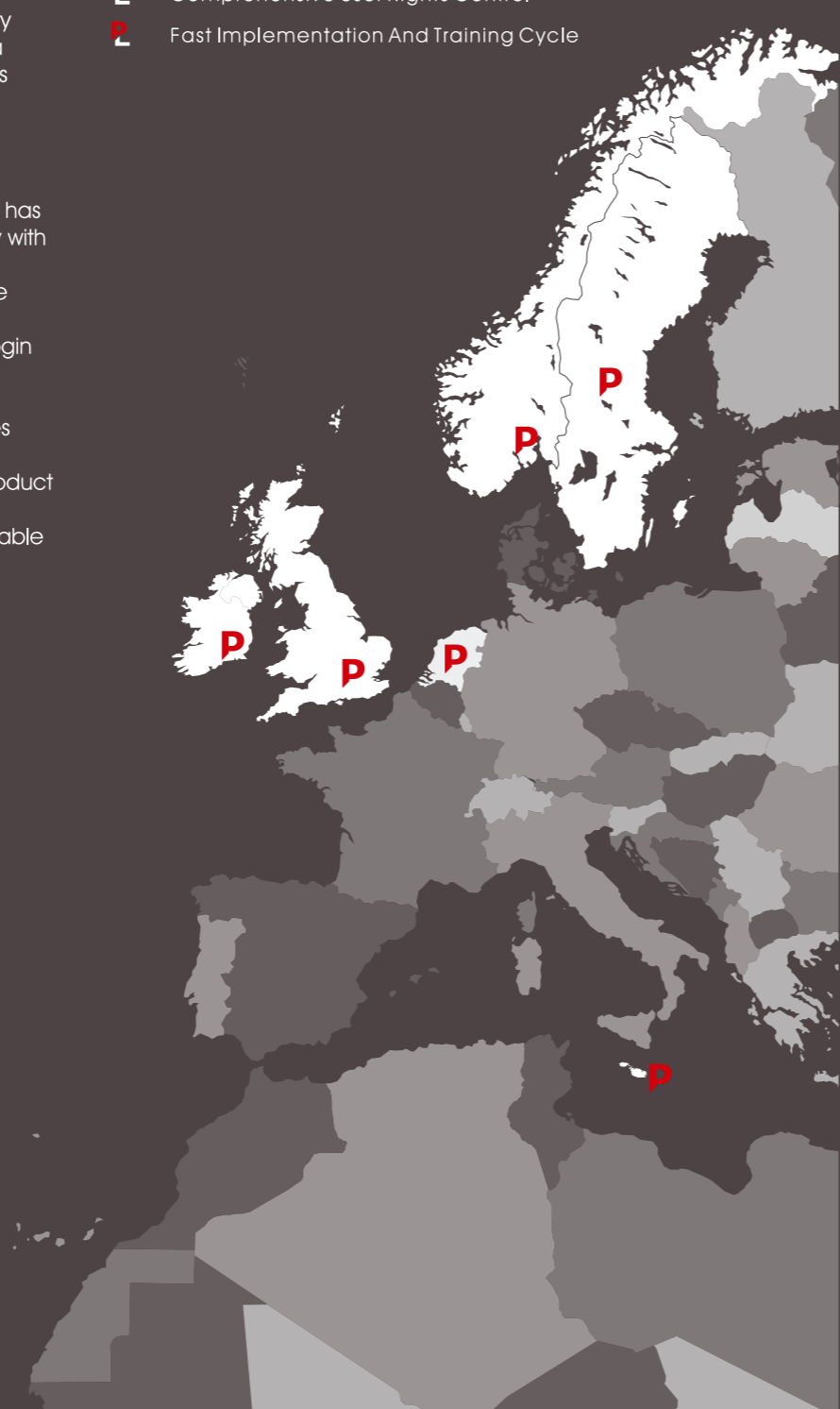
Where time was previously lost searching in dusty files, copying, distributing or manually pushing a document from desk to desk now PaperLess has swept aside these headaches with easy to use searches and one-click forwarding.

With an increasing demand on accountants to provide innovative services to clients, PaperLess has helped accountancy practices work seamlessly with their clients using the ClientAccess module that enables the client to share information, approve and retrieve any document from the archive maintained by the practice through a secure login via the Internet.

PaperLess Business Partners have access to sales and marketing services, direct support, demonstration software, marketing material, product training, and our competitive pricing and quick implementation means that PaperLess is a valuable addition for partners and their clients.

### accounting the PaperLess way™

-  Integration With Your Accounting Solution
-  Post all Transaction Journal Types Directly From The Source Documents
-  Automatic Invoice Recognition
-  Efficient Approvals Management
-  View All Transactions With Documents In The Accounting Archive
-  Extensive Non-Accounting Document Archive
-  Powerful Search Features
-  Secure Remote Access
-  Comprehensive User Rights Control
-  Fast Implementation And Training Cycle

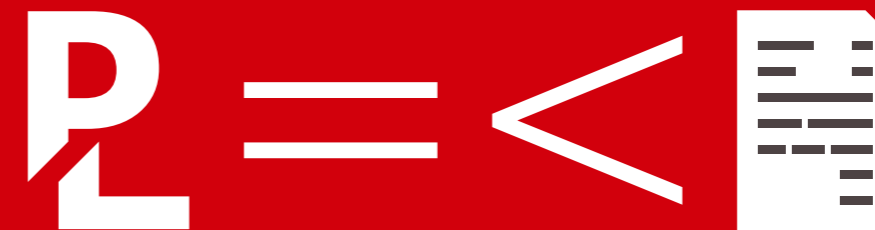


For more information on how PaperLess can help you, please contact us by e-mail

[sales@paperlesseurope.com](mailto:sales@paperlesseurope.com)

Or contact us via the PaperLess website

[www.paperlesseurope.com](http://www.paperlesseurope.com)



accounting the PaperLess way™

PaperLess equals less paper

Authorised PaperLess Business Partner

## Accounting the PaperLess way™

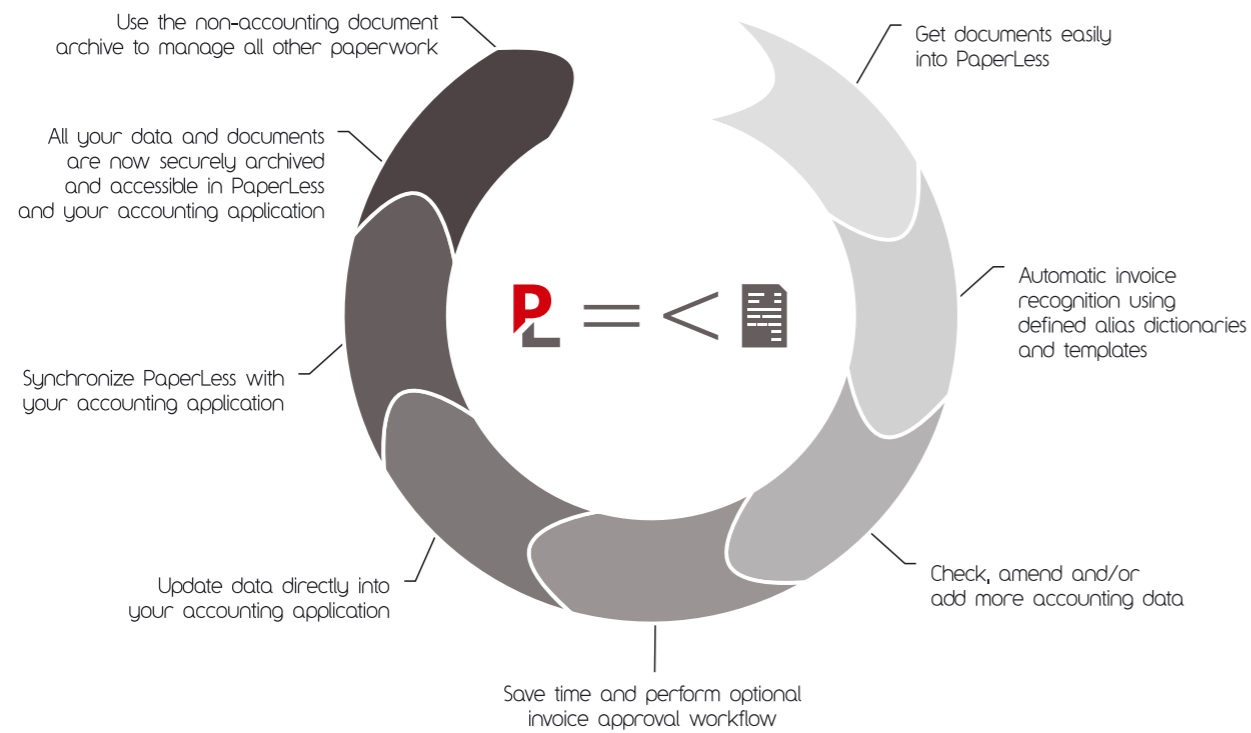
Save time and money with automatic invoice recognition

Efficient invoice approval routines

Secure archive of all your documents

Up and running in one day including setup and training

### Typical routine flow:



For many businesses, the task of searching for documents and copying them to colleagues is a costly, time consuming exercise. Important documents can be lost, defaced, torn or left under a pile of other paperwork.

With PaperLess your documents are scanned on receipt and remain secure within your organisation.

Invoices requiring approval are distributed to the right people at the right time in a process that is set by you, meaning you stay in control of the workflow.

Using PaperLess you can manage the time allowed for approval with alerts and reminders which means no delays for the accounts department creating those all important management reports.

Your accounting routines are managed by PaperLess from scanning and bookkeeping preparation to archiving; ensuring everything can be found.

Document lookups can be done straight from your accounting application allowing you to quickly find exactly what you are looking for and avoid wasting time switching from program to program.

With PaperLess automatic invoice recognition you can save time and money by a reduction in the manual entry of accounting data.

over  
**1700**  
installations in  
Europe

The PaperLess non-accounting document archive means that you and your colleagues can collaborate on documents, archive documentation and easily retrieve documents when you need them using the comprehensive search features of the metadata stored with each document.

All documents are secured by user access rights at folder and document level.



- Save time on monthly, quarterly and annual accounting routines
- No more searching for documents stored in dusty files
- Just scan and store the documents into a box- Easy!
- Speed up the invoice approval process and improve efficiency