



# KPMG Document Stream

**Electronic documents  
archive and automatic  
input into ERP-system**

Tax and Legal

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[kpmg.ru](http://kpmg.ru)

All business operations of the company should be supported by primary documents.

Companies process a large flow of documents that should be systematized and archived for immediate access if requested by the state authorities or for the companies' internal purposes.

The work with electronic document copies enables companies to cover day-to-day needs without referencing to paper documents\*.

## What tasks are solved by electronic archive KPMG Document Stream?



### Stream documents digitization

Scanning of any quantity of paper documents including documents supporting current transactions and historical archive (retroconversion).

### Electronic archiving

Key document details recognition (INN, number, date, etc.), structuring and creation of electronic documents archive.



### Data storage and protection

Archiving documents to protected KPMG servers with access only to authorized company's representatives.

### Quick search

Any document can be found by key details specified in the file name, or using the archive structure (year, month, document type).



### Cost reduction

Optimization of the user's time to work with documents (scanning, systematization, saving, searching, etc.).

### Accelerated business processes

Remote access to documents to all company's parties concerned.



\* Legislation requires to store originals of paper documents (in the absence of documents created and signed in electronic form).

## In addition KPMG Document Stream creates digital images of accounting documents

in XML format for automatic input into ERP-system for accounting or other purposes.

### KPMG Document Stream will assist in optimizing documents input into ERP-system:



#### Automatic input of the document digital image into ERP-system (XML)

Creation of the document in ERP-system in accordance with the digital image of the paper document.



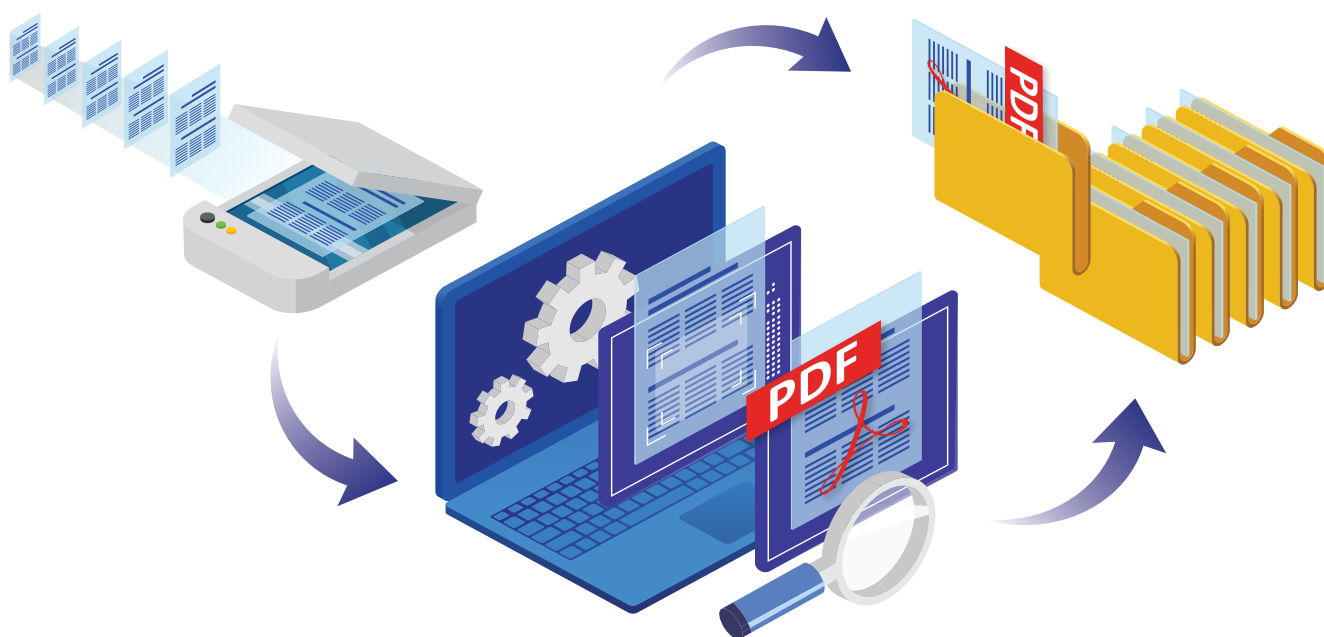
#### Integrated controls system

Automatic data check (availability of necessary details, arithmetic controls, etc.) with verification of the result by a KPMG employee before input into ERP- system.

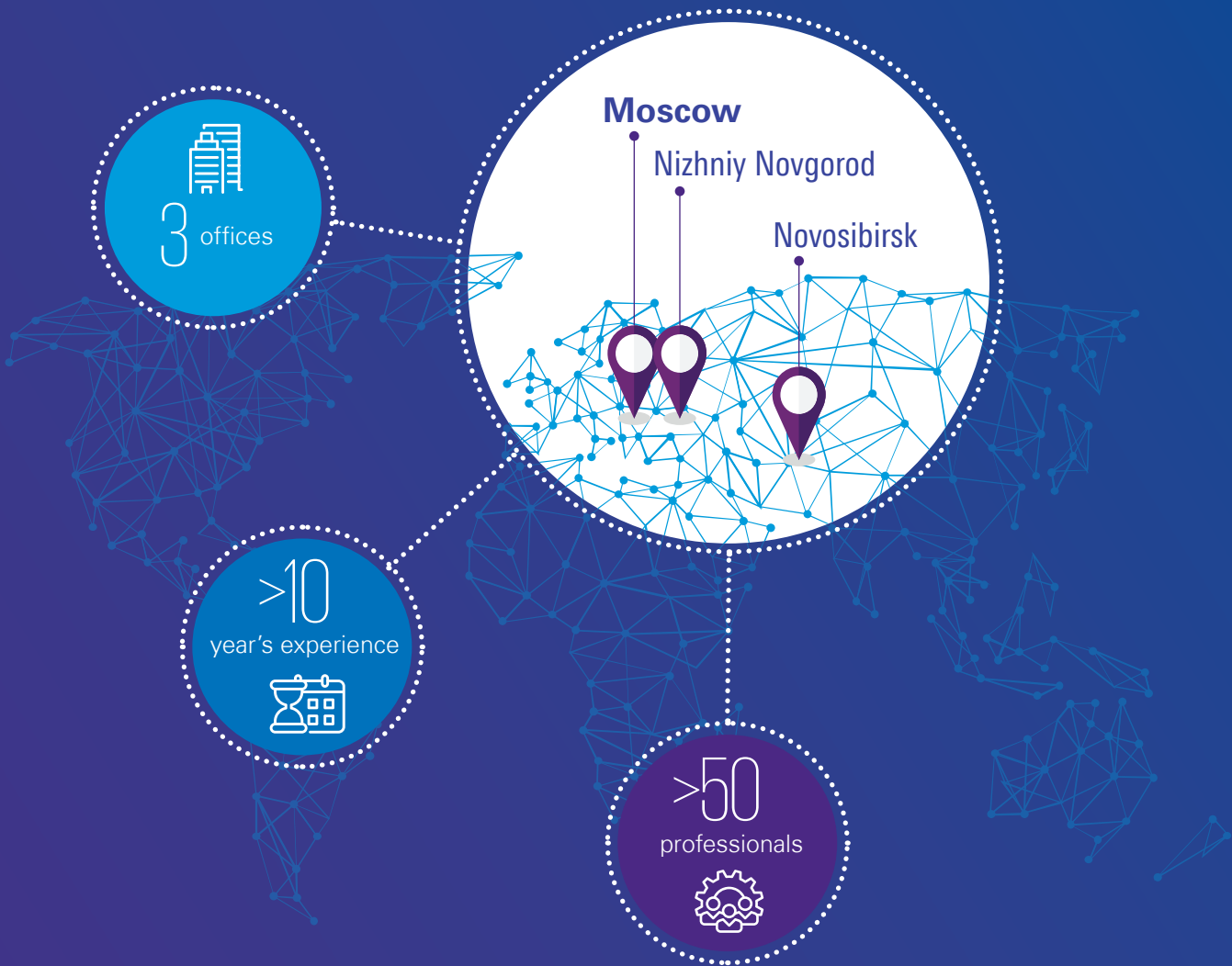


#### Cost reduction and faster documents input

Recognition, check and input of documents are performed automatically in stream mode.



# Our team



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