



# USArchive & Imaging Services

Access AP/AR Records over the Web,  
"Anytime from Anywhere"

## Value and Benefits

- No capital investment
- No client-side software
- Rapid deployment
- Standard PC and browser
- Unlimited users
- Flexibility for growth/change
- Disaster recovery
- 24/7/365 access
- World-wide access
- Scalable
- Easy to use
- Cost-effective

## USAIS offers these services:

- Digital Records Scanning
- Document Web Solutions
- Document Management Solutions
- Records Destruction Services
- Consulting
- Integration

*Manufacturers and wholesale distributors generate millions of critical AP/AR documents every day. The challenge is to gather together all the different media—electronic, paper, and microfilm—from widespread locations, merge it, organize it, and then make it available to the people who need it ASAP.*

## Dealing with the Financial Cost

Managing all this information carries a financial cost as well. In business, time really is money. You want to receive customer payments promptly and have all the necessary documentation in place to reduce reconciliation while improving cash flow. Any interruption in the process causes inefficiencies and increases your expenses. But, there is a solution.

## A Repository of Every Document

WebXpress is an innovative service that converts documents to a digital format, and then archives, indexes, and makes that information available to the people who need it. Once the information is stored, it's easy to locate documents related to any transaction from a single index reference. In addition, WebXpress allows you to distribute archived reports and images to multiple destinations in a secure environment with permissions that control access to specific documents or groups of documents.

## Controlled and Secure Access 24/7

Convert statements, invoices, packing lists, checks, purchase orders and more to a digital format and post them on a password-protected internet website. Administrators and authorized users can search, access, and display the documents remotely on almost any computer using a standard web browser. This gives you controlled, secure, permissioned, electronic access to all documents tied to any AR or AP transaction 24 hours a day, 365 days a year.

## Customer-focused Records Management

Hosting puts vital documents in the hands of the people who need them, when they need them and where they need them. Plus, many businesses allow their own clients to use WebXpress as an on-demand "self service" accounts receivable payment resolution kiosk. Users report dramatic improvements in customer service and receivables resolution. And, because the documents are stored and backed-up at the WebXpress hosting facility in San Diego, Calif., the information is both safe and secure.

## No New Hardware- No Special Training

"Zero workstation impact" means that hosted information is available through almost any PC using a standard web browser. No special hardware or software is needed. And there's no special commitment of time, energy, or IT resources. Also, the interface can be customized with your company's own "look and feel," so it becomes a seamless part of your business. And, it's "point and click" simple, so only minimal training is required.