



GOBD: THE GRACE PERIOD IS OVER

Legally compliant archiving with DMS by Simova

Submitting travel expenses claims, writing invoices, keeping accounts under control: on top of all the daily business of buying and selling, quite a lot of our working time is spent on routine red tape and paperwork – annoying but legally necessary. Documents about commercial transactions have to be archived in a legally compliant way. You can file them away in those old ring-binders, which at some point end up in the basement, of course, but what can you do with all the electronic documents and emails? Print them all out? Certainly not. As everything is heading towards digitalization nowadays, we ought to deal with this topic digitally too – with a legally compliant solution for document management fully integrated in comotor.

Archive correctly!

Nowadays, lots of business is carried out electronically and all relevant documents this generates must be archived properly. The legal regulations behind the so-called “Principles for Duly Maintaining, Keeping and Storing Books, Records and Documents in Electronic Form and for Data Access” (GoBD), have been in force since January 2017 covering all the requirements and regulations governing the management of electronic data. This includes, for example, emails involved in preparing business transactions. Just saving the final contract on paper is not enough here.

Do I need? Yes!

The Simova DMS takes care of all this for you – and without any annoying interfaces. The system is fully integrated and controlled in comotor. All types of documents can be archived and are then available at the touch of a button for each business case when they are needed. The procedure for processing incoming invoices can also be automated. Documents are indexed using character recognition and automatically allocated to the right procedures. It is also possible to use barcodes to trace receipts and bookings. The system is perfectly scalable, capable of everything from simple filing tasks to full audit-compliant document management.

Apart from achieving legal compliancy, the DMS also makes everyday work much easier, enabling documents to be found much more quickly as well as delivering a high degree of process security.