

SOFTWARE-BASED ARCHIVE CREATES AUDIT COMPLIANCE AND SIMPLE PROCESSES

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Sandra Lüpold, Head of Finance & HR at Litecom AG





LITECOM AG

LITECOM

stark verbunden

Industry:

Telecom & ICT

Background:

Smooth processes in the finance department and compliance with legal requirements formed the starting point for an archive project at Litecom AG. In the first step, purchase and sales invoices were to follow a clear process in the ERP system and finally be archived in an audit-proof manner.

Challenge:

- Audit-proof storage of business documents for 10 years
- Compliance with legal requirements
- Digitalization of the entire process
- Interaction of business applications, the archive, and storage systems

Solution:

Microsoft Dynamics NAV Continia Document Capture iTernity iCAS Litecom AG is the ICT company of several energy suppliers in German-speaking Switzerland. It is an established provider of telecommunications and IT-security services for service providers, business customers, and energy suppliers.

SUCCESS AT A GLANCE



Audit-proof process for filing purchase and sales invoices



Smooth interaction of the ERP system (MS Dynamics NAV with Document Capture) and the long-term archive (iCAS)



Significant time and cost savings when filing and searching for documents



Software-based central archive with easy connection of further departments



THE DESIRE FOR SECURE PROCESSES

Every organization wants smooth and legally compliant processes. What sounds simple and logical, however, raises big question marks for many companies despite progress in digitalization. How can processes be made user-friendly, be digitalized and automated? Which guidelines and regulations must be observed? How can the goals be implemented with the existing IT infrastructure, and how can time and resources be saved?

These questions were also asked by Litecom AG, the ICT company of several energy suppliers in German-speaking Switzerland. As a provider of telecom and IT-security services for service providers, business customers, and energy suppliers, Litecom generates numerous invoices and receipts every day. The company wanted to focus on the processes from the creating and receiving of an invoice to audit-proof storage. This formed the starting point for the cooperation with the single-source IT supplier Acommit and the software producer iTernity.

INITIAL SITUATION AND SPECIFICATIONS

Sandra Lüpold, Head of Finance & HR at Litecom AG, remembers the initial situation before the archive project:

"In the past, if a document had to be searched for, the next step was to go to the physical archive. If the document was stored correctly, the search was relatively simple. If this was not the case, it cost a lot of time and nerves. Physical filing is simply too error prone and time consuming."

Litecom AG has been using "Microsoft Dynamics NAV" as an ERP system for the management and structuring of business processes for a long time.

To speed up the processing of accounts payable invoices, the company also introduced the integrated solution "Document Capture" from Continia. This eliminated the need to file and search for invoices, as all documents can now be automatically recognized and digitally saved in Microsoft Dynamics NAV. Thanks to automatic supplier recognition, OCR (optical character recognition) technology, and configurable approval workflows, the add-on represents a time-saving tool for Litecom's accounts payable department.

But the process is not yet complete with the approval of an invoice. Tax and commercial law defines clear guidelines for the storage of business documents. Whether in Switzerland (OR, GeBüV), Germany (HGB, AO, GoBD), or Austria (UGB, BAO), the regulations can be summarized in a similar way:



- Relevant documents must be stored securely until the legal retention period expires and may not be lost or altered/deleted.
- The integrity of the data must be ensured.
- All changes must be traceable and verifiable.
- Data must be available and findable at short notice.
- Documents must remain readable in the future, despite technological developments or data migration to new storage platforms.

The legally compliant storage and archiving of digital business documents as a supplement to ERP and Document Capture could only be achieved at Litecom through a combination of organizational and technical measures.

GOALS AND REQUIREMENTS

The goals of the archive project were clearly defined by the Litecom management and finance department:

- Audit-proof storage of invoices and documents (purchase and sales invoices, credit notes) and expandability of the archive.
- Immutability of documents, and compliance with a 10-year retention period to meet legal requirements.
- Smooth interaction of Microsoft Dynamics NAV, Continia Document Capture, the archive system, and the storage infrastructure.
- Avoidance of long searches in the physical archive, reduction of time and costs.

Since the system landscape at Litecom was already largely established, the archive had to work smoothly with both the applications in use and the server infrastructure. To ensure a flexible and future-proof architecture, a jukebox or hardware-bound option was out of the question for the ICT company. On the search for a suitable archive system, Sandra Lüpold says:

"We evaluated various archive solutions and considered them in the overall process. It was important for the archive to be integrated into the IT landscape, to push ahead with the digitalization of our processes and thus save time and money in the long term."

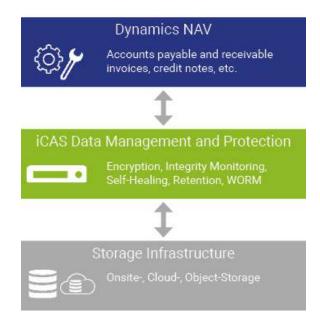
After the evaluation of various systems, iTernity's middleware iCAS became the solution of choice for Litecom. The software solution iCAS can be used as a central archive for numerous validated business applications, and due to its open architecture is compatible with any storage system. For



Stephan Richter, Project Manager Microsoft Dynamics NAV at Acommit, this choice represents the optimal solution even two years after the introduction of the archive:

"iCAS fits perfectly into the system landscape of Litecom AG. Hardware independent, equipped with open interfaces and all functions for an audit-proof archive. After Acommit and the iTernity Professional Service Team had successfully determined best practices for the interaction of Dynamics NAV and iCAS, nothing else stood in the way of the deployment."

After successful validation, the entire process was established so that all tax-relevant business documents can be stored in an audit-proof manner - immutable, traceable, and available - so that all requirements are met during an audit.



Graphic: Basic architecture at Litecom: Invoices from Dynamics NAV are archived in an audit-proof manner with the iCAS middleware and replicated at two server locations

THE PROCESS OF AN INVOICE FROM RECEIPT TO THE ARCHIVE

The first step at Litecom AG was to archive all incoming invoices (supplier invoices, receipts) in iCAS, followed by outgoing invoices. The overall process today - using the example of a supplier invoice - looks like this:

- 1. The supplier invoice arrives at Litecom by post or by e-mail as a PDF file.
- 2. The documents are retrieved from the OCR server, processed, and stored in a defined folder.



- 3. Import into Document Capture to capture the fields (e.g. invoice number, amounts, approver, G/L account, cost center, etc.) and start the approval workflow.
- 4. After all approvals, the invoice is ready for invoicing: it is booked in MS Dynamics NAV, and stored in iCAS in an immutable form.
- 5. The document can be searched for in the ERP system at any time. If a credit note has to be created, the same procedure is followed as for the purchase invoice.

As well as supplier invoices, Litecom also archives sales invoices in iCAS. As soon as a sales invoice is booked, a PDF file is created from the data, which is then stored in the iCAS archive in an automatic night job.

AUDIT-PROOF CENTRAL ARCHIVE IN THE BACKGROUND

At Litecom, iCAS takes over the task of audit-proof archiving from Microsoft Dynamics NAV. The invoices are WORM (Write Once Read Many) stored, and protected with a retention period of 10 years. iCAS guarantees the legally required integrity, immutability, and availability of the documents. Regarding the fulfillment of legal requirements (DSGVO, GeBüV), iCAS was tested and certified by KMPG.

For the users at Litecom, the process of long-term archiving is not visible at any point. All steps are carried out as usual in MS Dynamics NAV, and the iCAS archive runs unnoticed in the background replicating the data over two server locations. According to Stephan Richter, this inconspicuousness is one of the great strengths of iCAS:

"The user does not notice the work of the iCAS archive at allthe system just runs."

However, the advantages of the digital archive are all the more striking, whether in terms of processes, resources, or costs - as Sandra Lüpold notes:

"We have been able to reduce our storage costs and cut down on time dramatically, so that our finance department can now focus much more on its core tasks".

STRONG PARTNERSHIP - THANKS TO CUSTOMER NEEDS

The partnership between Acommit and iTernity shows just how diverse the paths to an optimal solution can be. This came about after Litecom defined iCAS as the desired solution. Sandra Lüpold, Head of Finance & HR at Litecom, is pleased that this starting shot led to success for all sides:



"Acommit has done a great job in implementing the system and always meets our requirements in an optimal way. The cooperation between iTernity, Acommit, and Litecom is running remarkably well. Even during the implementation of iCAS, our department was always able to work in normal operation, which positively surprised me."

For the future, there are already ideas on how the iCAS archive can be used further within Litecom. Thanks to the multi-client capability of the solution, additional departments and data sources can be easily connected and the archive volume can be increased step by step. The next steps on the way to a company-wide central archive include, for example, the human resources department (contracts, applications, certificates), project management, and expense accounting.

Litecom will not be complacent about the newly created billing process or rest on its laurels. There are many ideas for expansion, but Sandra Lüpold nevertheless allows herself a moment of calm and finds clear words to conclude:

"With the recording of the sales invoices, the entire process runs perfectly. Thanks to iCAS, legal requirements are now fully met and all relevant documents are archived in an audit-proof manner. Thanks to iCAS's flexibility, we also see ourselves well set up and future-proofed when it comes to new requirements."



DATA ARCHIVING MADE SIMPLE

iCAS is a flexible middleware for retention management & WORM storage. The solution integrates perfectly into heterogeneous infrastructure landscapes. While you take care of your core business, iCAS reliably protects the integrity and availability of your data in the background.



HARDWARE INDEPENDENT

The archive intelligence is tied to the software-layer, not to the



COMPLIANT

iCAS assures regulatory and compliance requirements



FLEXIBLE

dleware between your ness application and the



TAMPER-PROOF

iCAS provides WORM storage, encryption and retention management

THE CENTRAL PLATFORM FOR YOUR DATA MANAGEMENT



iCAS protects data integrity and availability, even if the underlying storage technology and hardware changes in the future. As a software-defined solution, iCAS lays the foundation for audit-proof data archiving and protects your investments in hardware, software and services.

iCAS adapts to your IT infrastructure and adds compliance, data integrity protection and WORM storage (Write Once Read Many) to your existing systems.





We protect your business-critical data. The trust you place in us is our motivation and an investment in the future. The result: more security, less effort, no worries.

Our DNA is archiving, our mission the long-term availability and integrity of all types of corporate data. Our focus is on your challenges, whether data protection, cost pressure, data growth, cyber attacks, lack of time, or complexity – we take your data securely into the future.



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