

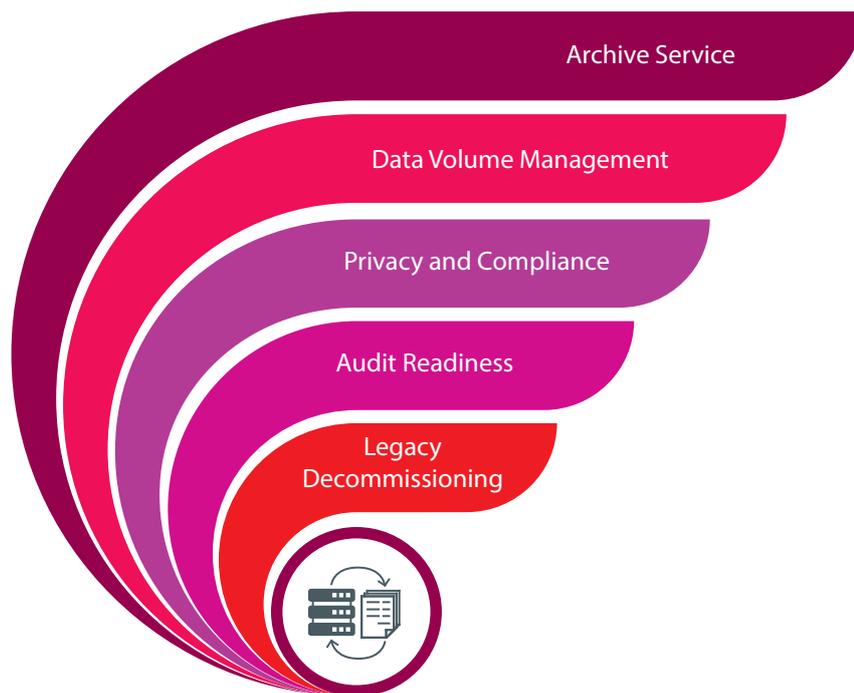


# Data and Document Management

**Increase Operational  
Savings, Increase  
Efficiencies and Lower  
Risk – with Future-proof  
Data and Document  
Management Solutions**

# Control Access to Information, Reduce Data Volume, and Comply with Privacy and Retention Requirements with End-to-End Information Capture, Archiving and Management Solutions

Businesses are experiencing an exponential growth of data in today's digitized world. Data is "the oil of the digital era" fueling more informed decision making, opening up new business opportunities, and powering the machine learning and artificial intelligence capabilities that businesses need to succeed today and in the future. However, to capitalize on this increasingly valuable asset, companies need to be able to control the storage of and access to data and documents („information") from the moment they are received or created throughout the information lifecycle, in accordance with policies and regulations.



## Companies without an information management plan in place are challenged by

- Large and constantly growing volumes of data and documents clogging up enterprise systems and increasing the cost and complexity of the IT environment.
- Greater need to protect data privacy and secure strategic information in enterprise systems to prevent leaks or hacks.
- Increasing number of requests to provide data in response to audit, legal, and industry queries in a timely manner.
- Disparate IT environments that contain legacy components and information, kept operational only for reporting or compliance purposes, putting the company at risk of failure and increasing costs.

With the digital era's dual pressures of extreme data growth and new data-intensive technologies, companies need an information management strategy that will enable them to increase operational savings, increase efficiencies and lower risk.





## Best Practices: Data and Document Management Solutions by Serrala

Our Data and Document Management solutions provide you with a comprehensive set of software solutions and managed services to control information across the entire information lifecycle and meet your specific business needs.

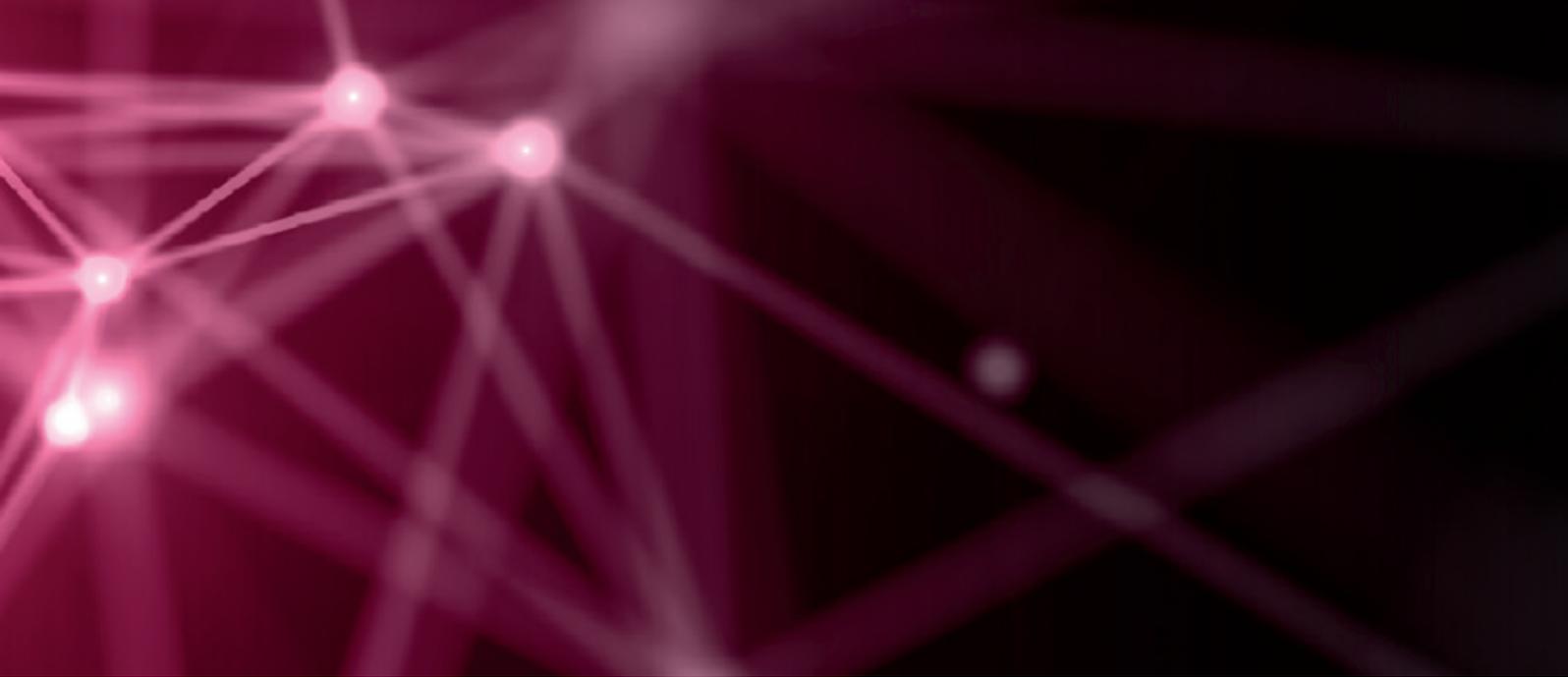
### **Archive Service**

Leverage a more flexible and broader range of archive storage options, including public cloud-based storage – the most scalable and cost-effective archive storage – to align the cost of storage to the value of the information archived.

### **Data Volume Management**

Reduce data in your enterprise resource planning (ERP) systems, SAP or other ERP, by moving it to the right location over its lifecycle. Our software and managed service solutions for data volume management help companies keep less data in production systems with:

- Effective data volume management strategy across enterprise systems
- Automated archiving of information
- Seamless access to archived information directly from enterprise systems
- Flexible archive storage options including cloud storage
- Reports and key performance indicators (KPIs) for operational and management analysis



### **Legacy Decommissioning**

Retire enterprise systems by archiving legacy data and documents to reduce the risk, cost, and time required to maintain obsolete systems and to enable better access to information for responding to audits and inquiries. Key capabilities of our legacy decommissioning solution include:

- Standardized software solutions to archive, migrate and store legacy data
- Centralized management of data and document retention periods to comply with regulatory or audit requirements
- Ability to access legacy information directly from enterprise applications or the Cloud for faster reporting and audit responses
- Single archive-repository for legacy information, accessible from all enterprise systems

### **Privacy and Compliance**

Protect data privacy and ensure information in production systems and archive repositories are retained according to corporate policies and regulations and protected from potential information leaks. The solution streamlines the process of retaining and protecting information from its initial creation through eventual destruction with the following capabilities:

- Mask or encrypt sensitive information at the field, table, or system level
- Apply complex retention rules and legal holds to online information
- Enforce a common, early archiving strategy across multiple enterprise systems
- Leverage flexible storage options for long term storage of information
- Automate the purging of information when it is at end of life
- Monitor and review compliance with regulations and support information audits

### **Audit Readiness**

Reduce risk and save your team time and effort in preparing information for auditors by extracting large volumes of data and documents from online systems and archive repositories. The solution extracts the information in audit-ready formats to meet global standard (SOX, SAF-T) and ad-hoc audit requirements. Internal teams can quickly review and reconcile information before handing it over to auditors.

- Quickly extract online and archived information from systems
- Enable your business team to manage the scope of extracted information without IT support
- Audit-ready file formats
- Reconciliation of extracted and source information

## Your Benefits

Our Data and Document Management solutions enable companies to centralize and standardize information management across multiple systems, locations, and countries. Companies use our solutions to reduce the total cost of ownership of enterprise systems, reduce the time and effort to back up and maintain systems, and facilitate the move to new, more agile solutions. Our solutions help companies reduce risk by ensuring information in enterprise systems is retained securely and according to the latest privacy regulations. They also improve access to archived information so users can access it quickly and completely – providing all necessary details for display and analysis needs.

Available as software or managed services solutions, we help busy IT teams follow best in class information management practices, without impacting the IT team's productivity. Our modern, lightweight archive service enables companies to migrate off older, less efficient repositories and content management solutions and take advantage of the most cost effective and appropriate storage options for archived information. Our comprehensive information management reporting and benchmarking capabilities enable organizations to keep their enterprise systems lean and efficient so they can ensure best in class performance and remain compliant with policies and regulations.

### Key Advantages of Future-Proof Data and Document Management Solutions:

- Centralized and standardized information management across multiple systems, locations, and countries
- Reduced total cost of ownership of enterprise systems
- Faster back-up and maintenance of enterprise systems
- Secure information storage in accordance with privacy and other regulations
- Seamless access to archived data for analysis, audit, and more
- Automation of cumbersome, ongoing archiving tasks
- Improved system performance
- Simplified IT landscape
- Modernization of enterprise platforms
- Quickly adaptable to changing regulations such as PCI, GDPR, HIPPA and more

## Future-Proof Technology – Flexible and Scalable!



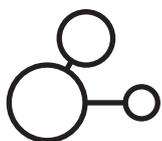
### Deployment

As technology follows business needs, we offer different deployment options depending on the solutions you require and the systems you run – be it on-premise, cloud or a hybrid approach.



### Managed Services

In constantly changing markets we support you with managed services to make you more agile and flexible in your business.



### Multiple ERP Systems

The suite enables companies to unify and standardize procedures across multiple, fragmented enterprise systems.

# Serrala Brings Clarity to Complexity

We are proud to announce our evolution from Hanse Orga Group and welcome you to Serrala. Our new name is inspired by the Sierra de la Serrella, a powerful mountain range in Spain symbolizing confidence and security. Serrala optimizes the universe of payments for organizations that seek efficient cash visibility and secure financial processes. As our company grows and delivers our expertise and solutions to partners and customers around the globe, we wanted a name to reflect our values, express the diversity of our people and amplify our innovative nature. With a suite of future-proof end-to-end payment solutions we provide efficient and secure optimization of your financial processes partnered with experienced first class cash visibility and treasury consulting services. Driven by our enterprising nature, we constantly challenge ourselves to bring relevant innovation to market.

Our dedication and reliability empowers and protects our customers and partners around the globe. Serrala supports over 2,500 companies worldwide with advanced technology and personalized consulting to optimize all processes that manage incoming and outgoing payments: from order-to-cash, procure-to-pay and treasury to data and document management. Represented on three continents with 16 regional offices in Europe, North America and Asia, over 550 employees are dedicated to service companies of all industry sectors – from medium-sized companies to global players. Taken together, this unique and comprehensive approach enables our clients to achieve the highest possible process efficiency and transparency. Serrala's software family of best-in-class solutions creates a complete payments ecosystem that provides security and compliance at every step of your financial value chain. Our solutions offer different deployment options to meet your specific requirements – on premise, in the cloud or as a hybrid solution with managed service components. The SAP-integrated solution portfolio has been certified by SAP for its integration with SAP's latest technology S/4HANA Finance. It has been rewarded repeatedly with the international TMI Award for Innovation & Excellence as „Best ERP Based Software” and other awards. Over 30 years of industry experience provide us with the necessary knowledge and understanding to be your trustworthy partners.



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