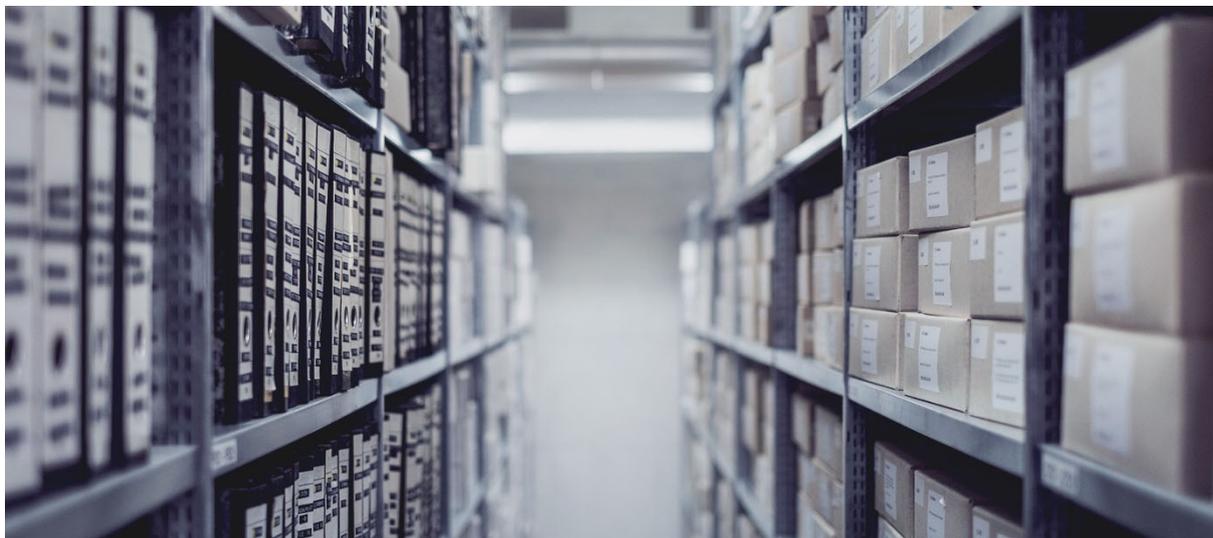# EIM Filing

EIM Filing is a function used to export the electronic archive of supplier invoices to an external setting outside MONITOR. The function is created for you who use the supplement MONITOR EIM (Electronic Invoice Management).


The Purpose of EIM Filing

If you save the archive to a DVD or a USB unit you can send the company's invoices to for example an accountant. The invoices will then be accompanied with an independent software which is used to search among the invoices without any link to MONITOR.

There are also other areas of use with the program. With the supplement MONITOR EIM you have all invoices archived in a database on your MONITOR server. This archive will of course keep growing, that is, the EIM database will become larger and larger. Due to performance issues etc. you might need to purge the file/archive from time to time and move old invoices to an external archive. This is especially important if your company manages a large volume of invoices. Because of the accompanying search program you can then allow different people access to this archive without them having to have access to MONITOR.

Creating an Invoice Archive

This function is an external software which is separately installed. You select which invoices that should be exported by the program. It can for example be all invoices older than 2006 or only invoices received during 2010. The filing can be performed on several occasions to one and the same archive or you can choose to create separate archives for each export. Before you export the invoices it is also possible to password protect the archive in order to prevent unauthorized persons from accessing it.
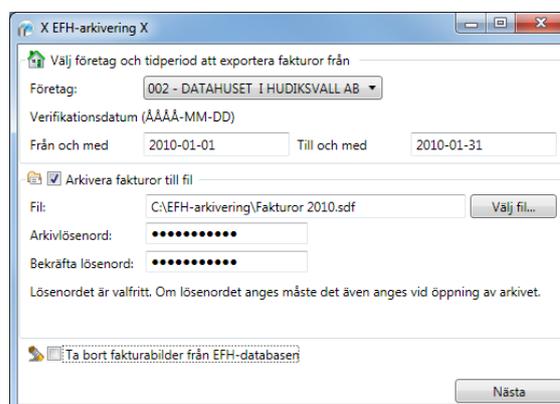
Thereafter the program will create a kit (a folder with files) that consists of a Microsoft SQL database with the invoices and software used to search the archive. This "kit" can then be saved to a DVD record or copied to any other optional location.

To Search the File

In order to access the archive you just start the search program directly from the DVD or from the location where the file/archive was saved. You do not have to install it on the computer from where the program is run.

The search for invoices can be made by many different search terms. For example, you can search by the supplier's name, invoice number, voucher date, amount etc. You can also search by the coding of the invoice, for example all invoices that have been authorized by a certain authorized signer and that have been coded against a certain project.

When you get the result of the search you can see, on the left side of the window, information about the invoices and how they are coded. To the right, the image of the invoice is displayed.

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