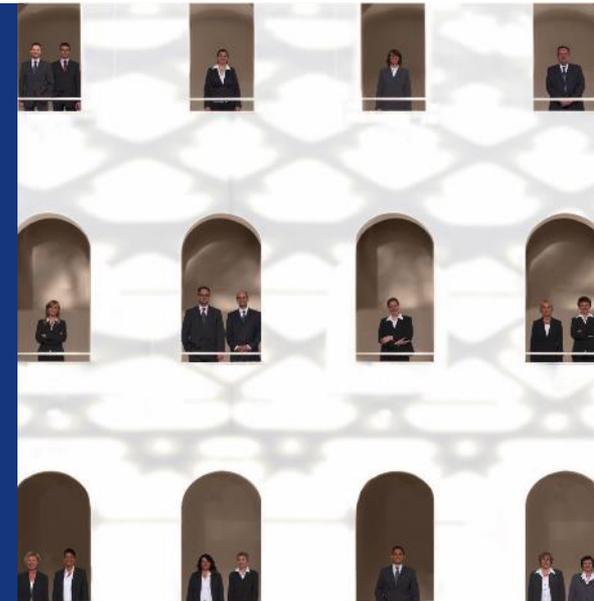


**Optimise the work processes  
in your company  
- your advantages with DATEV Unternehmen online**

Kieffer | Stübben + Partner  
Düsseldorf, December 2017



**Kieffer | Stübben+Partner**

Wirtschaftsprüfer | Steuerberater

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# 1. Your advantages at a glance

The world of work becomes simpler and more digital. This is where DATEV Unternehmen online comes in; it facilitates the **simple exchange of digital documents** as well as **faster accounting processes with maximum security**.

1. Streamlines your business processes because documents are exchanged digitally and the originals can remain in your company

2. The data are entered once, after which they are available to us in all applications

3. Paper and swing files become redundant

4. Maximum security (archive & data access)

## 2. Process description (scanning or faxing)

With digital accounting your paper documents stay where they are because they are digitalised by fax or scanner. In "Belege online" the documents are archived and managed, they are available to you and to us as the basis for our accounting processes.

### a) You can share your documents by transmitting them using a scanner:

1. We set up your client base
2. You enter into a contract with DATEV and receive a personal sub-advisor number as well as your own access to the „Unternehmen online“ program
3. You use the sub-advisor number assigned to you to scan your documents to the DATEV computer centre
4. Now we have access to your documents and can enter and process them

### b) You can share your documents by transmitting them by fax:

1. We set up your client base
2. You receive a personal fax number (to fax documents to DATEV) from us
3. You fax your documents to this fax number
4. Now we can enter and process your documents

### 3. Other options with „Unternehmen online“

If you decide to share your documents using the scan function, you benefit from the advantages of the „Unternehmen online“ program listed below.

1. Creation of a digital cash book
2. Payment transactions and payment monitoring
3. Making financial accounting analyses available (business management analyses, compiling open items etc.)
4. Making payroll accounting analyses available

Unfortunately, these applications cannot be used if you have selected the fax function.

**If you have any questions, please get in touch with our contact person in our company or centrally via**

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