

Sage ERP Solutions

doc-link™

Document Management and Workflow Solutions

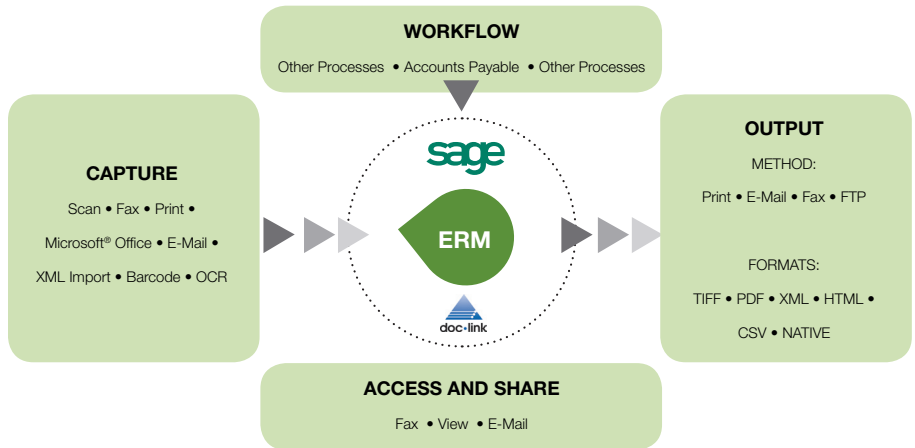


doc-link™ Document Management Suite for Sage, a Sage Endorsed Solution, electronically captures documents, streamlines business processes using workflow, automates the distribution of documents, reports, and forms, and provides instant retrieval from the desktop.

Capture

Capture documents generated internally and externally

- Capture and automatically index any formatted document (such as invoices, purchase orders, and checks) from your accounting package with ERM (Electronic Report Management).
- Choose from a variety of methods to capture in-bound paper, fax, or e-mail documents.
- Automate the capture and indexing process with Barcode, OCR, and XML Import.



Workflow

Workflow processes provide control and approval of documents

- Configure workflow to move documents through your business processes without the delay and cost associated with paper documents.
- Automate any of your business processes, including payables management, sales order processing, or check approval.
- Approve documents with electronic stamps and annotations with full audit history.
- See related documents, such as purchase orders or shipping documents, with a click of a button.
- Integrate workflow with your payables process to eliminate duplicate data entry and ensure accuracy.
- Add a doc-link™ Smart Form for custom data entry, such as approval and distribution of invoice expenses, before entering the invoice in the accounting system.

Output

Automatically deliver documents

- Automatically distribute doc-link documents to the proper recipients, such as vendors, customers, or other business partners.
- Use traditional print, e-mail, fax, FTP, or file copy to deliver your documents.
- Attach necessary backup documentation (such as a signed delivery receipt that needs to accompany the invoice) based on configurable business rules.
- Apply electronic templates to eliminate the cost of preprinted forms.

Access and Share

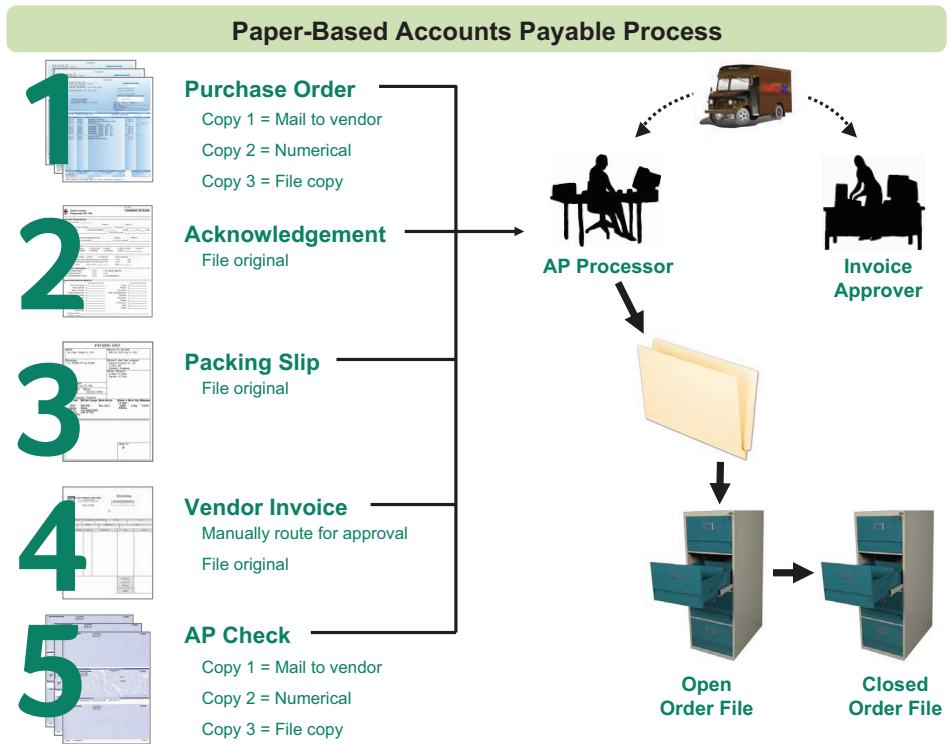
Documents at your fingertips

- Retrieve, view, annotate, print, fax, and e-mail documents wherever you are.
- Document access is fully protected with role-based security.
- Full audit tracking each time a document is accessed, annotated, indexed, distributed, or viewed.



Go From Paper...

The different steps and the attendant paper involved in a typical PO-based AP process, where multiple copies of documents need to be moved, reviewed, filed, and cross-referenced.



To Paperless!

The exact same process, but without the attendant paper involved, making the AP workflow process more cost-efficient and time-efficient. Internally generated documents are captured directly into *doc-link*TM. Externally generated documents are brought into *doc-link*TM through scan, fax, or other capture methods. Documents are electronically processed, and anyone with security rights may access them from anywhere.

