



# doc-link™ DOCUMENT MANAGEMENT SUITE FOR SAGE, POWERED BY ALTEC

## PRODUCT OVERVIEW



Altec offers three distinct bundled document management solutions to fit your organization's needs. Our Sage integrated solutions are scalable and can also be purchased a la carte.

### Document Management Bundle –

*When you just need to archive, retrieve and distribute documents electronically.*

### Accounts Payable Bundle –

*When you need to archive and retrieve documents, and process AP documents electronically through your AP workflow.*

### Enterprise Bundle –

*This is a customizable solution for those who need an enterprise-wide solution to archive, retrieve and process all documents electronically through any type of workflow.*

DOCUMENT MANAGEMENT BUNDLE	ACCOUNTS PAYABLE BUNDLE	ENTERPRISE BUNDLE
<ul style="list-style-type: none"> <li>– Document Repository</li> <li>– Automated Print Capture Standard Reports/Forms</li> <li>– Automated Scheduling and Routing of Documents</li> </ul>	<ul style="list-style-type: none"> <li>– Document Repository</li> <li>– Automated Print Capture Standard Reports/Forms</li> <li>– Pre-configured AP Workflow &amp; Indexing</li> <li>– Smart Form for GL Coding &amp; Import*</li> </ul>	<ul style="list-style-type: none"> <li>– Document Repository</li> <li>– Automated Print Capture Standard Reports/Forms</li> <li>– Configurable Workflow &amp; Indexing</li> <li>– Smart Form for GL Coding &amp; Import*</li> </ul>
<p>When you just need to archive, retrieve and distribute forms and reports electronically.</p>	<p>When you need to archive and retrieve AP documents as well as process vendor invoices electronically through pre-configured workflow for review and approval.</p>	<p>When you need an enterprise solution to archive, retrieve and process documents electronically through configurable workflow for any business process.</p>

**MIGRATE AT YOUR PACE**

\*Not available for PFW

	Document Management Bundle	Accounts Payable Bundle	Enterprise Bundle
Functionality	Document repository of key reports and documents from Sage ERP application  Capture of external documents via scanning and indexing tools  Schedule and distribute reports and documents via email, fax or print in TIF, XML, CSV or PDF format	Accounts Payable Integration to Sage ERP application  Pre-configured out of the box settings for AP processing and approvals	Full AP Bundle functionality  Fully configurable to client's business processes and practices, or used to re-engineer work processes
<i>doc-link</i> Repository (Including <i>doc-link</i> Administrator and Smart Client)	X	X	X
ERM capture of standard reports and documents	X (Pre-configured)	X (Pre-configured)	X
Auto/Retro Index	Optional	X (Pre-configured)	X
(1) Scan-link	X	X	X
Output Manager	X	Optional	Optional
Supplemental Documents	X	Optional w/ Output Manager	Optional w/ Output Manager
Workflow		X (Pre-configured)	X
Event Manager		X (Pre-configured for email notification of workflow documents to be processed)	X
Side-by-Side AP Processing Module		X	X
GL Smart Form		X (Except PFW)	X (Except PFW)
Web Client	Optional	Optional	Optional
Included User Licenses	5 Repository Users	5 Repository Users 1 Integrated Workflow User 5 Non-integrated Workflow Users	10 Repository Users 5 Integrated Workflow Users 10 Non-integrated Workflow users