



Sage doc-link™ Product Overview

	Document Management Edition	Accounts Payable Edition	Enterprise Edition
Functionality	<p>Document repository of key reports and documents from MAS 90/200/500, Accpac & PFW</p> <p>Capture of external documents via scanning and indexing tools</p> <p>Schedule and route reports and documents for distribution via email, fax or print in TIF, XML, CSV or PDF format</p>	<p>AP Payables Integration to MAS 90/200/500, Accpac and PFW</p> <p>Pre-configured out of the box settings for AP processing and approvals</p>	<p>Full AP Edition functionality</p> <p>Fully configurable to client's business processes and practices, or used to re-engineer work processes</p> <p>MAS 500 GL Distribution Stamp (to import invoice data into MAS 500) available as option</p>
Image Repository	X	X	X
ERM for automatic capture of standard reports and documents	X	X	X
Auto/Retro Index	X	X	X
MS Office Integration	X	X	X
Scan-link	X	X	X
Output Manager	X	Optional	Optional
Supplemental Documents	Optional	Optional w/Output Manager	Optional w/Output Manager
Workflow	N/A	X	X
Accounts Payable integration to MAS 90/200/500, Accpac & PFW	N/A	X	X
GL Distribution Stamp	N/A	N/A	Optional MAS 500 only at this time
Smart Client Web Client	Optional	Optional	Optional
Quick-link to integrate with other business applications	N/A	N/A	Optional

(continued)



doc-link Editions for Sage

Document Management Edition

The Document Management Edition is an entry level solution that includes the *doc-link* repository and Output Manager for automated distribution of documents to business partners and employees. Documents throughout the enterprise can be archived and indexed in *doc-link* for future retrieval. Any documents, journals, registers and reports with a standard layout can be printed directly from Sage or any other business system and automatically captured into the *doc-link* repository. Other documents with non-standard layouts can be printed and indexed into the repository manually. Paper documents can be scanned and indexed. All documents in the repository can be accessed and retrieved using the search tools in the *doc-link* client. Documents can be automatically scheduled and routed for distribution in a variety of formats based on recipient preferences. User licenses included in the Document Management Edition: 3 concurrent Repository Users.

Features of Document Management Edition

Base Features:

- Robust image repository
- Automatic ERM capture of business documents and reports, journals and registers
- Capture documents from MS Office with the *doc-link* integration for Word, Excel, PowerPoint and Outlook
- Scan and index external paper documents
- Simple yet powerful document retrieval
- Ad hoc routing of documents by fax and email
- Extend information from accounting systems to virtually anyone in the enterprise
- Simplified implementation and minimal disruption to business processes eases *change* into the enterprise

Document Management Edition – Added Features

- Automated scheduling and routing of documents via email and fax in a variety of file formats including XML and TIF
- Includes 3 Repository Users

Accounts Payable Edition

The Accounts Payable Edition comes with pre-configured Workflow and integration to automate the AP approval and voucher entry process. Pre-configured Auto/Retro Index is also included. User licenses included in the Accounts Payable Edition: 3 concurrent Repository Users, 1 concurrent Workflow User and 5 Workflow Approver Users. Additional licenses may be purchased to work in conjunction with the Accounts Payable Edition with a limit of 8 concurrent Repository Users and 3 concurrent Workflow Users.

Features of Accounts Payable Edition

Base Features:

- Robust image repository
- Automatic ERM capture of business documents and reports, journals and registers
- Capture documents from MS Office with the *doc-link* integration for Word, Excel, PowerPoint and Outlook
- Scan and index external paper documents
- Simple yet powerful document retrieval
- Ad hoc routing of documents by fax and email

- Extend information from accounting systems to virtually anyone in the enterprise
- Simplified implementation and minimal disruption to business processes eases *change* into the enterprise

Accounts Payable Edition – Added Features

- Provides standardized workflow routing of vendor invoices for approval
- Integrated to voucher entry screens for automatic indexing that provides broad and deep retrieval functionality
- Retrieval of *doc-link* documents directly from integrated Sage accounts payable windows
- Pre-configured Auto/Retro Index functionality
- Includes 3 Repository Users; 1 Workflow User and 5 Workflow Approver Users with limit of 8 Repository Users and 3 Workflow Users

Enterprise Edition

The Enterprise Edition is fully configurable and includes the following: Workflow, Accounts Payable Integration, Event Manager and Auto/Retro Index to meet the unique and varied needs of an enterprise system. User licenses included in the Enterprise Edition: 5 concurrent Repository Users, 5 concurrent Workflow Users and 10 named Workflow Approver Users. Additional user licenses may be purchased to work in conjunction with the Enterprise Edition.

Features of Enterprise Edition

Base Features:

- Robust image repository
- Automatic ERM capture of business documents and reports, journals and registers
- Capture documents from MS Office with the *doc-link* integration for Word, Excel, PowerPoint and Outlook
- Scan and index external paper documents
- Simple yet powerful document retrieval
- Ad hoc routing of documents by fax and email
- Extend information from accounting systems to virtually anyone in the enterprise
- Simplified implementation and minimal disruption to business processes eases *change* into the enterprise

Enterprise Edition – Added Features

- Provides user configurable workflow routing of vendor invoices for approval matching your current business processes
- Configurable workflow to streamline and automate the processing of documents throughout the enterprise
- Email notification of documents waiting to be processed
- Configurable Auto/Retro Index functionality
- Includes 5 Repository Users; 5 Workflow Users and 10 Workflow Approver Users