



Sage
doc-link™ Product Overview

	Document Management Bundle	Accounts Payable Bundle	Enterprise Bundle
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>GL Smart Form (to import invoice data into voucher entry window) included for MAS 500 and Accpac</p> <p>Pre-configured out of the box settings for AP processing and approvals</p>	<p>Full AP Bundle functionality</p> <p>Fully configurable to client's business processes and practices, or used to re-engineer work processes</p>
Image Repository	X	X	X
ERM for automatic capture of standard reports and documents	X	X	X
Auto/Retro Index	X	X	X
Scan-link	X	X	X
Output Manager	X	Optional	Optional
Supplemental Documents	X	Optional w/Output Manager	Optional w/Output Manager
Workflow	Optional	X	X
Accounts Payable integration to MAS 90/200/500, Accpac & PFW	Optional w/ Workflow	X	X
GL Smart Form	Optional w/ Workflow	Included for MAS 500 and Accpac only	Included for MAS 500 and Accpac only
Web Client	Optional	Optional	Optional
Quick-link to integrate with other business applications	Optional	Optional	Optional

(continued)



***doc-link* Bundles for Sage**

Document Management Bundle

The Document Management Bundle 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. In addition, backup documents can be collated and distributed along with the original document automatically.

User Licenses Included:

- 5 Repository Users

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 Bundle – Added Features

- Automated scheduling and routing of documents via email and fax in a variety of file formats including XML and TIF
- Automated collation and distribution of supplemental documents along with the original document

Accounts Payable Bundle

The Accounts Payable Bundle comes with pre-configured Workflow and integration to automate the AP approval and voucher entry process, as well as pre-configured email notification when workflow documents are ready for review. Pre-configured Auto/Retro Index is also included.

User Licenses Included:

- 5 Repository Users
- 1 Integrated Workflow User
- 5 Non-integrated Workflow Users
- Additional licenses may be purchased to work in conjunction with the Accounts Payable Bundle.

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 Bundle – 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
- GL Smart Form for approval of GL account distributions and import into Sage application (available for Sage MAS 500 and Sage Accpac ERP)
- Email notification of documents waiting to be processed
- Pre-configured Auto/Retro Index functionality

Enterprise Bundle

The Enterprise Bundle is fully configurable and includes the following: Workflow, Accounts Payable Integration, GL Smart Form, Event Manager and Auto/Retro Index to meet the unique and varied needs of an enterprise system.

User Licenses Included:

- 10 Repository Users
- 5 Integrated Workflow User
- 10 Non-integrated Workflow Users
- Additional licenses may be purchased to work in conjunction with the Enterprise Bundle.

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 Bundle – 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
- Configurable email notification of documents waiting to be processed
- Configurable Auto/Retro Index functionality