# Sage ERP Document Management

by Altec

Sage ERP Document Management Suite electronically captures documents, streamlines business processes using workflow, automates the routing and distribution of all printed documents, reports and forms, and provides instant retrieval from the desktop or web.

Capture

Capture documents generated internally and externally.

- ERM (Electronic Report Management) print captures and automatically indexes documents and reports.
- Capture scanned and faxed documents.
- Print capture documents from Microsoft® Office.
- Automate capture and indexing with OCR, Barcode and XML Import.
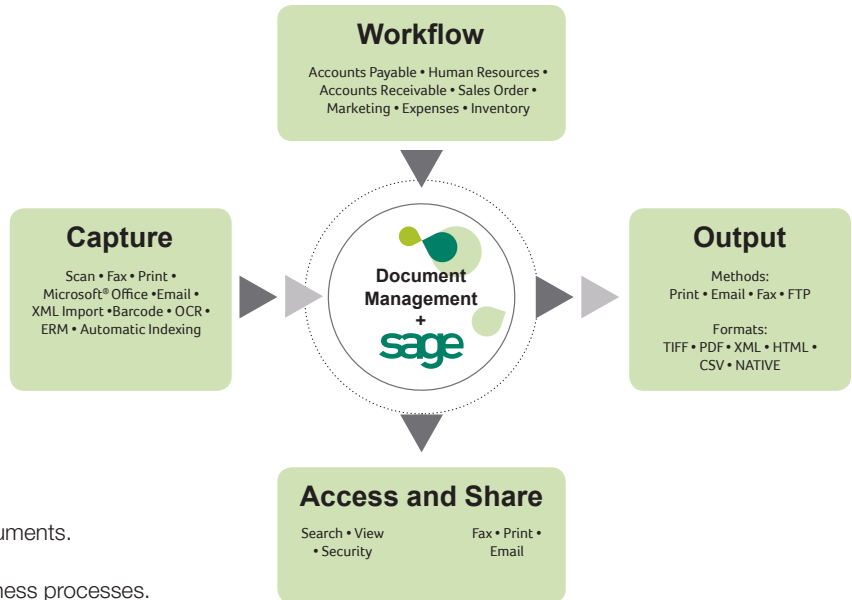
Workflow

Workflow processes provide control and approval of documents.

- User configurable to move documents through business processes.
- Automate business rules to streamline processing.
- Configurable approval stamps and annotations.
- Export capability to eliminate data entry.
- Sage ERP Document Management Smart Form for custom data capture and entry.

Output

Schedule and distribute documents automatically based on receiver preferences.

- Automatically distribute documents to recipients based on their preferences — e-mail, fax, FTP or print.
- Templates can be created to isolate and communicate data to the exact needs of the recipient.
- Supporting documents can be collated behind primary document for automated distribution.
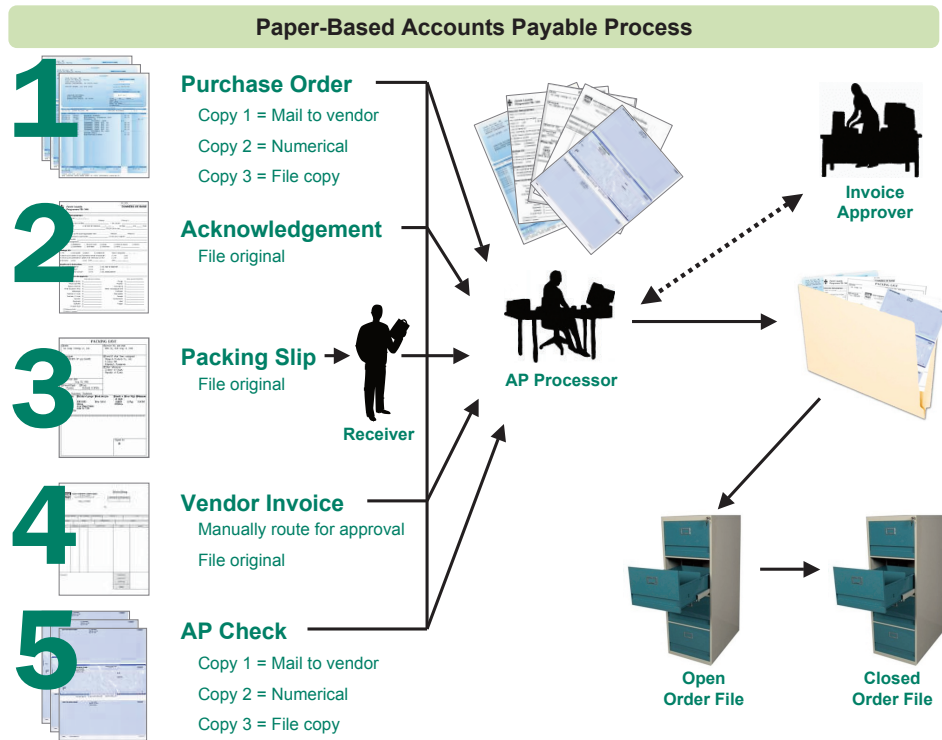
Access and Share

Retrieve, view, annotate and route documents instantly.

- Document access is fully protected with role-based security.
- Full audit tracking of all actions to a document.

Workflow
Accounts Payable • Human Resources • Accounts Receivable • Sales Order • Marketing • Expenses • Inventory

Capture
Scan • Fax • Print • Microsoft® Office •Email • XML Import •Barcode • OCR • ERM • Automatic Indexing

Document Management + sage

Output
Methods:
Print • Email • Fax • FTP

Formats:
TIFF • PDF • XML • HTML • CSV • NATIVE

Access and Share
Search • View • Security   Fax • Print • Email

Altec
enterprise document management

sage
Endorsed Solution

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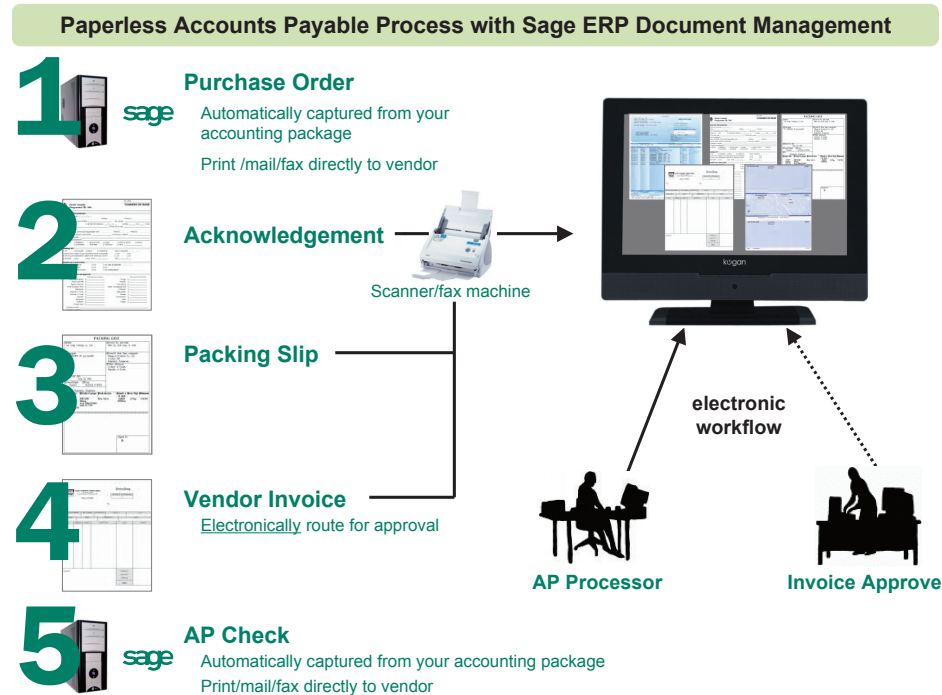www.swktech.com • 877.979.5462

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.

Paper-Based Accounts Payable Process

1

Purchase Order
Copy 1 = Mail to vendor
Copy 2 = Numerical
Copy 3 = File copy

2

Acknowledgement
File original

3

Packing Slip
File original

Receiver

AP Processor

Invoice Approver

4

Vendor Invoice
Manually route for approval
File original

5

AP Check
Copy 1 = Mail to vendor
Copy 2 = Numerical
Copy 3 = File copy

Open Order File

Closed Order File

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 Sage ERP Document Management. Externally generated documents are brought into Sage ERP Document Management through scan, fax or other capture methods. Documents are electronically processed, and anyone with security rights may access them from anywhere.

Paperless Accounts Payable Process with Sage ERP Document Management

1 sage

Purchase Order
Automatically captured from your accounting package
Print /mail/fax directly to vendor

2

Acknowledgement

Scanner/fax machine

3

Packing Slip

electronic workflow

4

Vendor Invoice
Electronically route for approval

AP Processor

Invoice Approver

5 sage

AP Check
Automatically captured from your accounting package
Print/mail/fax directly to vendor

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