



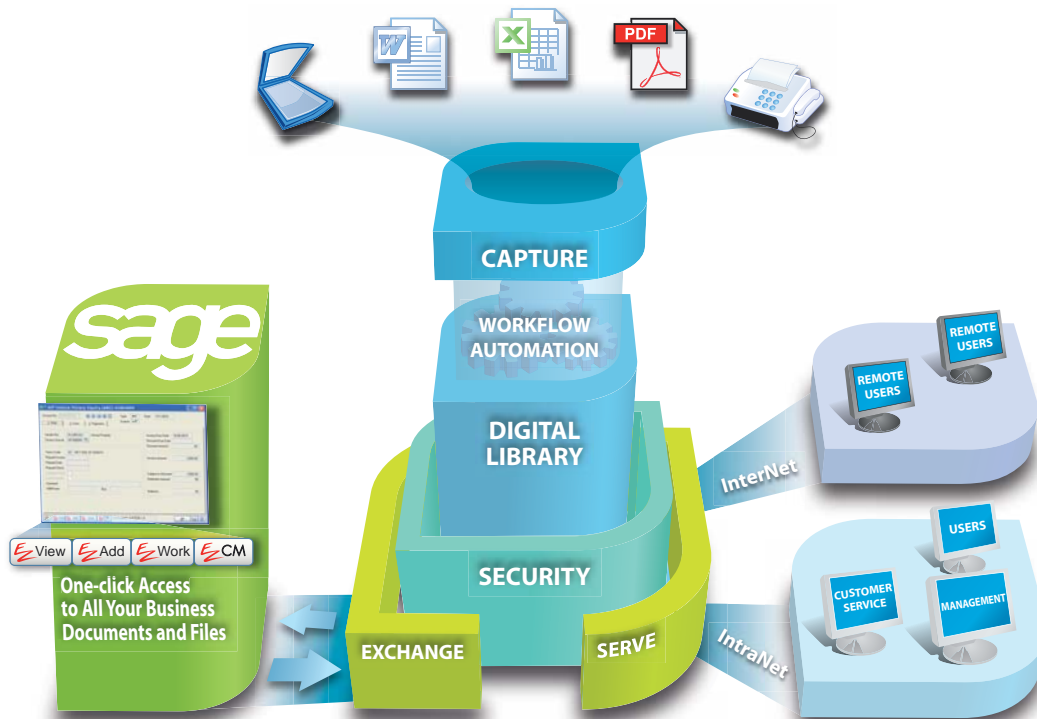
EZContentManager for Sage

*Enterprise Document Management...
Built Right Into Your Sage Screens*

ACOM

GO BEYOND PAPERLESS

Enterprise Document Management, Built Right Into Your Sage ERP Screens!



End The Paper Chase

Did you know that 40 to 60 percent of the average office worker's time is spent handling paper? Or that the average employee spends almost \$4,800 worth of their time annually just searching for documents? And of course there is the very real cost of the office space and equipment required to store those volumes of paper.

EZContentManager® provides immediate, secure access to the documents your staff needs. Rather than spending time manually filing and retrieving paper documents, your organization can boost efficiency and reduce costs through electronic document storage and retrieval.

Enterprise Document Management

ACOM's **EZContentManager** is a powerful yet easy to use document management solution designed specifically for use with Sage MAS 90, MAS 200, and MAS 500.

EZContentManager enables you to build a secure digital document library—an efficient electronic filing system for the myriad of documents your business relies on, and might otherwise need to print and file, including:

- Scanned invoices, checks, purchase orders
- System reports and forms
- Faxes and email messages
- Images and multimedia files
- Spreadsheets
- Portable Document Formats (PDFs)

Capture. Organize. Access. Manage. Route.

EZContentManager is a complete, end-to-end document management solution that allows you to:

- Electronically capture and store all file formats.
- Efficiently organize in file structures of your design.
- Access and retrieve documents right from any Sage screen.
- Automatically route documents electronically for review, approval, and collaboration.

BOOST EFFICIENCY

Optimize Your Sage Investment

EZContentManager seamlessly integrates with your Sage MAS 90, MAS 200, or MAS 500 ERP solution, leveraging the smart investment you have already made. It's easy to learn and easy to use so it begins generating real value from Day One.

Real Benefits

- Secure Digital Library**
One central repository for all file types. Access controlled by user profile. Audit reports to track all activity.
- Document Linking Provides Instant Access**
Link related documents to records in Sage MAS 90, MAS 200, or MAS 500 for intuitive storage and retrieval.
- Streamline Workflow**
Route documents within the organization for better control and faster processing.
- Minimize Manual Data Entry and Errors**
Automate your processes to reduce errors.
- Boost Service Levels**
Answer questions and resolve issues quickly with fast access to documents right from your Sage screens.
- Improve Processes**
Monitor productivity and identify bottlenecks in your processes with informative reports and workflow alerts.
- Environmentally Friendly**
Replacing paper documents with electronic versions saves time, money, and natural resources.
- Remote Access**
Store and electronically access all of your documents remotely via web browser.
- Facilitate Disaster Recovery**
Unified electronic storage of business documents and files enables easy off-site backup.

Benefits Across The Organization

Time and Expense Management

Securely store receipts emailed or faxed by employees. Easily route documents for review and approval.

In just one-click you can...
Import, Link, Access & Automate the documents and files associated with the Sage screen you're in!

Contracts and Administration

Store customer and job-related contracts, change orders, credit applications, for quick access when they are needed.

Payroll and HR

Securely hold employee information such as passport copies, I-9 forms, employee reviews, and more.

Customer Service

Place the documents your customer service team needs within reach. When price lists, purchase orders, and correspondence are at hand, your staff can resolve issues quickly. Plus, your staff can fax, print or email documents without leaving their desks.

Accounting and Finance

Store budget worksheets, vendor contracts, 1099 forms, where they are used. Route documents easily for review and approval.

WHY NOW, WHY ACOM

THE COST OF PAPER

Enterprise companies as a whole lose an average of \$12 Billion per year to inefficiencies caused by the lack of a structure for managing their documents and digital assets.

The average employee spends \$4,800 worth of their time annually just searching for documents.

The annual loss to a company with 75 employees, each wasting \$4,800 worth of time searching for documents, would be \$360,000.

About ACOM

For almost three decades, ACOM's solutions have automated the manual document and payment processes of more than 4,000 organizations across a wide spectrum of industries.

Deployment of **EZContentManager** is fast and simple and requires little ongoing administration, allowing IT departments to focus on their primary duties.

ACOM's **EZContentManager** is offered through knowledgeable partners in the United States and Internationally.

Affordable Quick-Start Sage Bundles

EZContentManager is available in four Sage configurations, making it simple and cost effective to choose the best combination of components to suit your business needs.

Integrated Bundle for Sage MAS 90 SBE

- 2 Concurrent Users
- Exclusive MAS Integration "Hot Buttons"
- Electronic Storage & Retrieval
- Process Automation for Routing & Approval
- Document Mark-up

Integrated Bundle Sage MAS 90 and 200

Includes all features above, plus:

- Paper Capture/Imaging
- Share Calendars, Forums, Chats
- Version Control

Integrated Bundle for Sage MAS 500 SBE

Includes all features above, plus:

- 2 Additional Concurrent Users (4 total)
- Paper Capture/Imaging with Barcode Recognition
- Optional Document and Payment Output Solution

Integrated Bundle for Sage MAS 500 (Enterprise)

Includes all features above, plus:

- 2 Additional Concurrent Users (6 total)
- Paper Capture/Imaging/Full Document Processing Automation with OCR/ICR Extraction
- Optional Document and Payment Output

For More Information

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