

A modern office interior featuring a desk with a computer monitor, a chair, and a large window on the left. The room has a green wall and a clock. The floor is dark and reflective. The text is overlaid on the image.

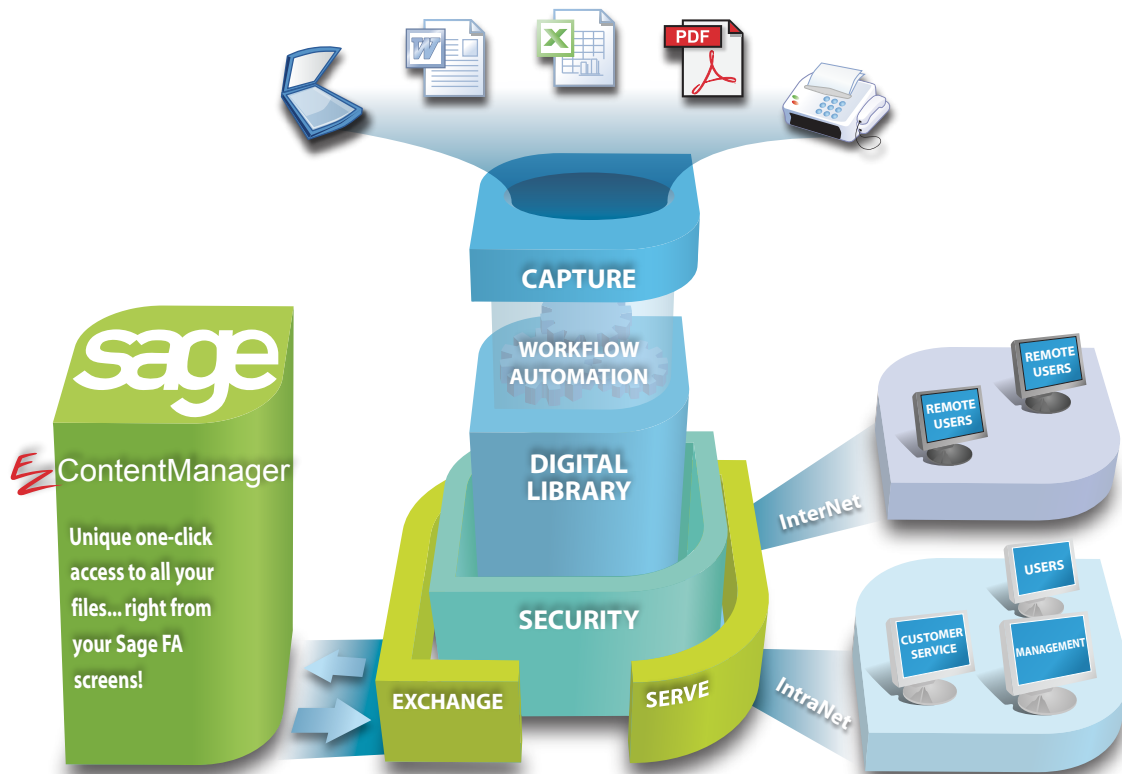
EZContentManager

for **Sage Fund Accounting**

***Instant access to all the documents you need,
right from your Sage FA screens***

ACOM

FAST & EASY DOCUMENT STORAGE AND RETRIEVAL



Built for Your Nonprofit

Nonprofit Organization's (NPO's) must account for every donation and every expense, all while keeping staff and volunteers happy and productive. No small task, especially when combined with the ongoing need to raise funds.

Trying to deal with so much paperwork, volunteer applications, donor records, employee files, and tax records can easily divert critical time and energy from your core mission.

Streamline your paper-intensive document processes with **EZContentManager® for Sage Fund Accounting:**

- Enable staff, volunteers, and board members to access documents from any location.
- Retrieve documents related to the Sage Fund Accounting screen you're viewing, in just seconds.
- Use workflow to automatically move documents through review and approval processes.
- Eliminate compliance and audit headaches/costs.
- Preserve security and confidentiality.

Imagine how much better off your organization would be without all the paper and manual processes.

Document Management for Sage Fund Accounting

ACOM's **EZContentManager (EZCM)** solution for Sage Fund Accounting is custom-built for your Sage Fund Accounting solution, leveraging the investment you have already made in Sage. It's easy to learn and easy to use so it begins generating real value from Day One.

Build a secure digital document library—an efficient electronic filing system for all the documents your organization relies on, and might otherwise need to print and file.

- Donor correspondence and grant applications.
- Scanned invoices, checks, and letters.
- Images, multimedia files, spreadsheets, PDFs, etc.

Never leave your desk to find or file a document again!

- View an image of a stored document almost instantly.
- Add an electronic document to the e-Storage Cabinet without leaving the Sage Fund Accounting application.
- Saves users approximately 5 minutes each time they need to look for a document!

IMPORTANT BENEFITS FOR YOUR NPO

e-File Cabinets Help You Save Money, Go Green

- Browser-based technology means 24/7 access to your documents from anywhere; no more overnight mailing paper copies.
- Eliminate that ever-growing mass of bulky filing cabinets and the costs associated with paper files (labor, printing, paper, floor space, faxing, shipping, postage, etc.).
- Enable employees to work virtually; decreases office space/costs and reduces auto pollution.

Save Time, Boost Efficiency, Optimize Business Processes

- ACOM's AP GL Distribution Module automates both General Ledger (GL) coding and segmentation, eliminating time-consuming and error-prone manual processes.
- With ACOM's Microsoft Outlook Add-in, you can even quickly save emails and attachments directly from MS Outlook into **EZContentManager**, and then quickly link each attachment with other corresponding materials in **EZContentManager**.
- Access and retrieve documents right from any Sage Fund Accounting screen.
- Set-up easy, rules-based automatic routing of grants and other documents through your systems for review and approval.
- Check-in/check-out and version control features enable you to keep track of all changes on documents and facilitate efficient collaboration.
- Easy-to-use interface means minimal training for volunteers.
- Full-text searching enables users to quickly find and retrieve documents by date, customer, etc.

Better Service

- Fast and easy access to reports, data for sponsors, proposals, and collection/payment on invoices.
- Create external portal for easy, secure access to documents and information by board members, off-site staff, vendors, donors, and sponsors.
- Find all files associated with a particular donor or vendor in seconds.

Compliance and Risk Mitigation

- Easily respond to compliance/audit requests.
- Keep a complete audit trail of views, edits, and approvals.
- Simplify document retention with automated processes.
- Gain control over the required documents needed to obtain grant monies.

THE COST OF PAPER

Did you know 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.

End the paper chase!

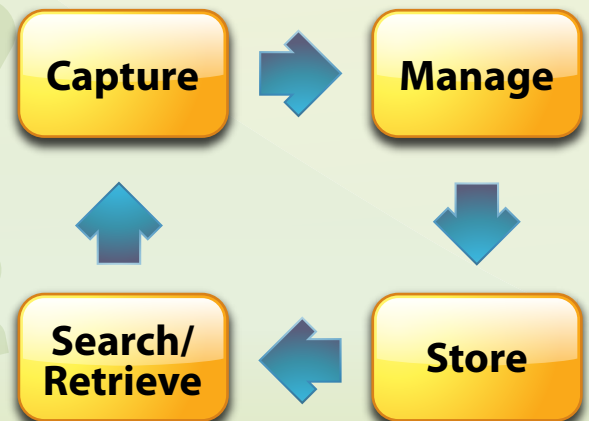
- 90% of typical office tasks revolve around paper gathering and distribution.
- 15% of all paper handled is lost (that's about 1 out of every 6 documents!).
- 30% of knowledge workers' time is spent trying to find lost documents.
- Over the course of its life, a single piece of paper costs an average of \$30.

The impact of this "paper chase" is not limited to administrative personnel:

- 51% of executives, IT, and business managers surveyed, spend at least 2 hours a day searching for information.

Sources: The Delphi Group, FastCompany Magazine

Eliminate paper with a complete document automation solution



- Slash Costs
- Decrease Processing Time
- Increase Control
- Gain Visibility

WHY NOW, WHY ACOM

Affordable Quick-Start Sage Bundle

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

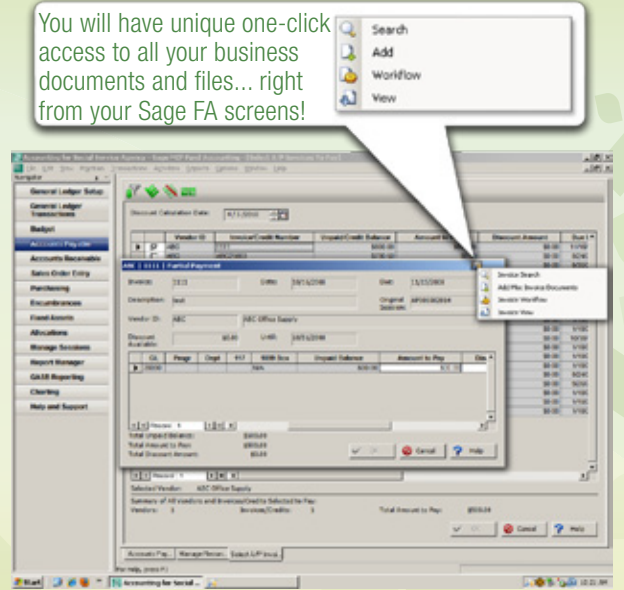
EZCM is easy to use, requires little to no training, and typically yields ROI in less than 6 months.

EZContentManager Integrated Bundle for Sage Fund Accounting

- **EZContentManager** (EZCM) with 5 Concurrent Users
- Process Manager (workflow module for routing/approval)
- Import Utility
- Automatic Linking Feature
- Version Management
- Collaboration Tools
- 1 Viewer/Annotation User Seat
- Exclusive EZRetrieve with 5 Concurrent Users
- Optional AP GL Distribution
- Optional Microsoft Outlook Add-in
- Optional Paper Capture/Imaging
- Optional Additional User Licenses (Unlimited)
- Optional Payment Output (EZPaySuite)
- Optional Consultancy Service Package
- Optional OCR with Line Item Extraction

Unique One-Click Access

You will have unique one-click access to all your business documents and files... right from your Sage FA screens!



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.

ACOM's **EZContentManager** and **eStorage Cabinet** solutions are offered through knowledgeable partners in the United States and internationally.

For More Information

- Phone: (800) 347-3638 ext. 4129
- Email: csm@acom.com
- Visit: www.acom.com/ezcmfa