



EZContentManager for Sage ERP MAS 90/200

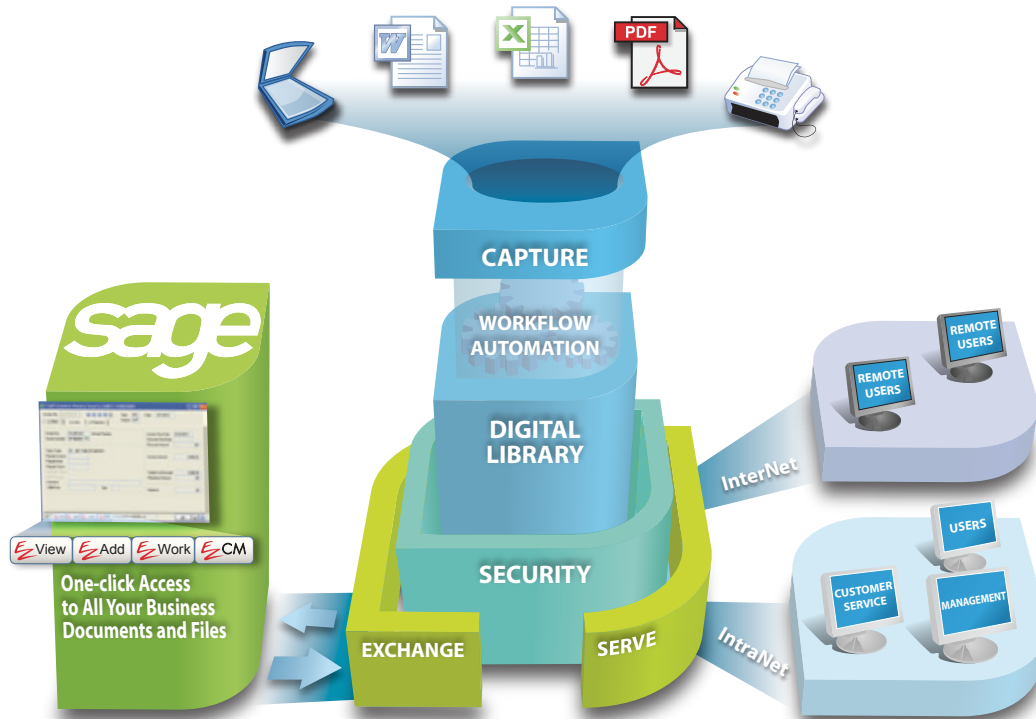
Enterprise Document Management...

Built Right Into Your Sage ERP MAS 90/200 Screens

ACOM

GO BEYOND PAPERLESS

Enterprise Document Management, Built Right Into Your Sage ERP MAS 90/200 Screens!



End The Paper Chase

Do your employees spend too much time shuffling paper instead of tackling the important work required to increase your bottom line?

Order forms, invoices, shipping documents, employee records, SOP's, and government reports represent a fraction of the information avalanche burying your people in low value tasks. So, what's the solution?

Enterprise Document Management Built For Sage ERP MAS 90/200

Get a more productive and efficient workforce with one-click Document Management for Sage ERP MAS 90/200.

Built for your Sage ERP MAS 90/200 system, ACOM's Document Management solution increases the effectiveness of your organization's cost-cutting, paper-reducing initiatives.

- Provide your staff with one-click access to files right from their Sage ERP MAS 90/200 screens, or via a web browser.
- Get rid of those bulky paper file cabinets and all the associated costs (printing, mailing, storage, etc.).
- Improve service to customers and suppliers.
- Reduce organizational exposure to compliance and legal risks.
- Automate business processes and compress lead time.

Enterprise-Wide Benefits

EZContentManager® for Sage ERP MAS 90/200 is an enterprise-level solution that automates the processes in any paper-intensive area of your organization.

- Accounting and Finance**
Electronically store, share, and route invoices, statements, vendor contracts, etc. for faster review and approval.
- Contracts and Administration**
Store customer and job-related contracts, change orders, and credit applications, for quick access when they are needed.
- HR and Payroll**
Securely store employee information, such as receipts, passport copies, I-9 forms, employee reviews, and more.
- Customer Service**
Easy access to all the documents your customer service team needs; lets your staff resolve issues quickly. Your staff can find, file, fax, print, or email documents right from their desks.
- Sales Orders**
Process orders more efficiently, capture all documents related to a transaction, and make it easy for sales and customer representatives to quickly access them.

BOOST EFFICIENCY

Feature-Rich Functionality

Secure Digital Library

Capture and store all file types into one central repository. Access right from your Sage ERP MAS 90/200 screens, or remotely via web browser; permissions based on user profile. Audit reports to track all activity.

Document Linking Provides Instant Access

Link related documents to records in your Sage ERP MAS 90/200 system for intuitive storage and retrieval.

Streamline Workflow

Eliminate expensive and time-consuming workflow bottlenecks. Route documents electronically for review and approval within the organization; gain better control and faster processing.

Minimize Manual Data Entry and Errors

Automated processes reduce filing and entry errors.

Environmentally Friendly

Replacing paper documents with electronic versions saves time, money, and natural resources.

Facilitate Disaster Recovery

Unified electronic storage of business documents and files enables easy off-site backup.

Collaboration Across Departments

Powerful version and retention management, including check-in/check-out, enables easy tracking of various versions of documents by date, time, and author.

Compliance

Minimize legal liability and the risks of regulatory fines due to lost or misplaced documents. Take advantage of metadata and full text search capabilities, enabling you to respond promptly to audits, litigation, or regulatory requests.

Optional AP GL Distribution

Quickly add General Ledger (GL) codes to an invoice during the electronic approval process, and import the data back into Sage ERP MAS 90/200.

Optional Microsoft Outlook Add-in

Save emails and attachments directly from MS Outlook into **EZContentManager**, and link to other related documents in **EZContentManager**.

Leverage Your Investment in Sage ERP MAS 90/200

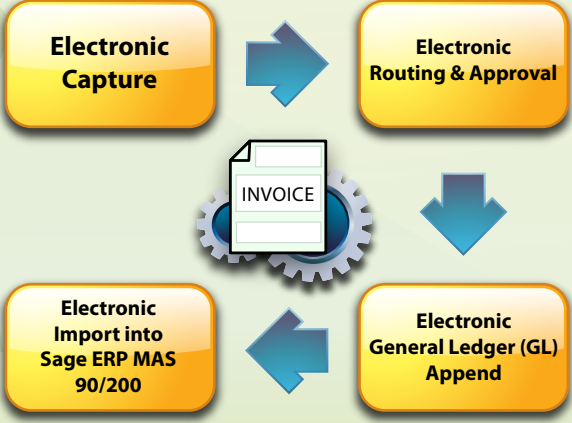
EZContentManager is easy to use and easy to learn, so it begins generating real value from Day One.



EZ View **EZ Add** **EZ Work** **EZ CM**

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

Invoice Processing Automation



Electronic Capture → **Electronic Routing & Approval** → **Electronic General Ledger (GL) Append** → **Electronic Import into Sage ERP MAS 90/200** → **Electronic Capture**

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

*Requires optional Accounts Payable (AP) GL Distribution Module

WHY NOW, WHY ACOM

Affordable Quick-Start Bundle for Sage

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.

EZCM Enterprise Document Management (EDM) Integrated Bundle for Sage ERP MAS 90 and MAS 200

- 5 Concurrent Users
- Exclusive Sage ERP MAS 90/200 Integration "Hot Buttons"
- Electronic Storage & Retrieval
- Automated Linking of Documents
- Process Automation for Routing & Approval
- Document Mark-up
- Import Utility
- Paper Capture/Imaging
- Share Calendars, Forums, Chats
- Version Control
- Optional AP GL Distribution
- Optional Microsoft Outlook Add-in
- Optional OCR w/Line Item Extraction
- Optional Consultancy Service Package
- Optional Payment Output (EZPaySuite)
- Optional Additional User Licenses (Unlimited)

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** solution is offered through knowledgeable partners in the United States and internationally.

For More Information

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