

## Electronic Document Solutions to Enhance Your Back Office

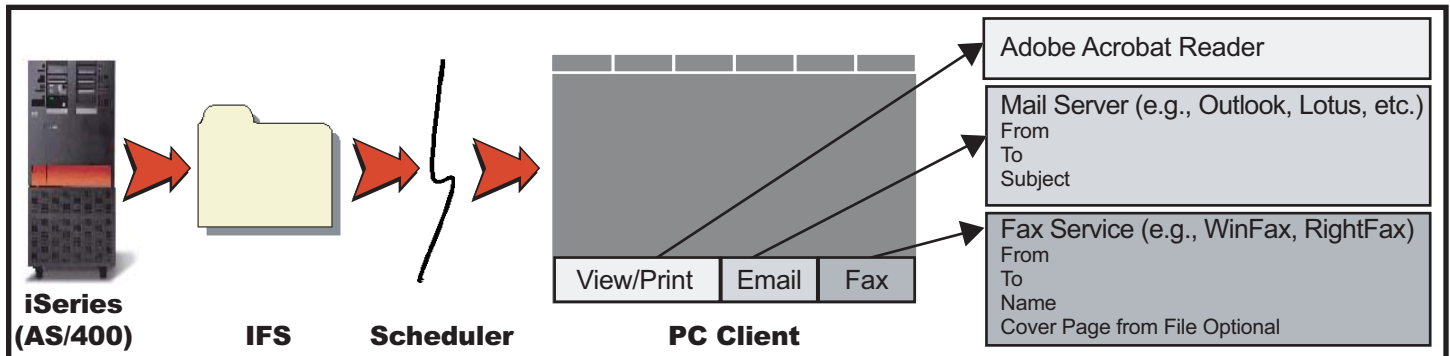
**EZeDocs/400 Document Output Solution** provides you with ultimate control of your back-office business forms:

- Design electronic templates of your business forms (e.g., invoices, purchase orders, packing slips, statements, and other essential documents).
- Merge data directly from multiple spool files on your iSeries (AS/400) into these form templates.
- Print these completed forms on-demand, when required.

EZeDocs/400 also provides you with several additional options: you can fax or email your forms... and with the **eArchive Module**, you can even archive your business forms.

As an add-on module to ACOM's EZeDocs/400 solution, users can automatically archive any documents they processed using EZeDocs/400, for later retrieval, with no extra steps.

Documents are stored in PCL format, in order to conserve valuable storage resources, and may be stored on the IFS (Integrated File System) or any network server. You can view or print archived documents in PDF format (via Adobe Acrobat Reader); you can fax the archived documents (via WinFax or Right Fax); or you can email the archived documents (via your existing email server).



### Benefits of EZeDocs/400 eArchive Module

- Native iSeries (AS/400) software.
- PC-based viewing capability in PDF format (requires MS Windows 2000/XP/NT).
- Reduces mailing costs by adding the capability to fax and email documents that have been archived.
- Improves efficiency and meets customers needs by sending documents electronically.
- Configured to remain "transparent" to users with no extra steps.
- Integrates seamlessly with EZeDocs/400 eForms.
- Eliminates inventory of paper copies.

### Advanced Search Options

The eArchive Module software comes with an easy-to-use, powerful search and retrieval engine that makes finding and viewing specific archived documents very simple.

By allowing you to name the document to be archived any number of ways, you will have the ability to search for a variety of fields, based on spool file data. For example, not only will you be able to search by invoice number, but you can also search by the invoice date, customer number, recipient name, amount, sequence number, etc.

At the time of retrieval, using a PC-based graphical user interface, documents are converted to PDF format. The user can then view the document on screen or transmit it via fax or email.



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\* Formerly known as **EZePrint/400**

## How It Works

1. A customer produces a spool file from their iSeries ERP Solution. (Lawson, JD Edwards, Infinium, HTE, etc.)
2. The customer designs a document (or our Professional Services Dept. designs it). The form will contain an Archive command.
  - a. This Archive command lets EZeDocs/400 know that it needs to archive the documents to a file, which will be sent to the PC (you can also choose to print, email and/or fax the form while archiving it).
3. The form is merged with the spool file.
4. EZeDocs/400 performs the specified task (print, email, &/or fax), and the archive happens "behind the scenes."
  - a. A file is sent to a specific "folder" on the iSeries (AS/400) IFS.
5. A scheduled task sits out on the PC and is set to look at the IFS for specific files to populate the database on the Windows side.
  - a. When the scheduled task runs, if it finds a file, it sends it to the PC to be archived.
6. From the Windows client, the customer can view the document as a PDF file, and search for a specific document by different criteria, which include dates and document category.
7. The customer can fax directly from the Windows client.
  - a. Faxing is completed through WinFax, or RightFax.
  - b. There is a fax setup screen that allows the customer to input a fax number to send to, to whom the fax should go, and can choose an optional fax cover page that is saved on the PC.
  - c. Once the customer presses the Fax "button" on the Windows client, the fax is sent.
8. The customer can e-mail directly from the Windows client.
  - a. E-mailing is completed through the customer's e-mail server; they specify this server name in the e-mail setup screen.
  - b. The e-mail setup screen allows the customer to input an e-mail server name, sender's e-mail address, recipient's e-mail address (or multiple separated by commas), and a subject line.
  - c. Once the customer presses the e-mail "button" on the Windows client, the e-mail is sent.
  - d. The archived document arrives as a PDF attachment.

## Additional Features

- **Address Book:** Contains both individual contacts as well as distribution lists. The contact information can contain name, company, address, email address, fax number. The address book can then be utilized from the fax option and the email option.
- **Security:** Users can be limited in the document categories that they are allowed to view. This is accomplished in the User setup function, in which you can select and deselect categories (for example, PO's, Invoices, BOL's, etc.)
- **Manual deletion:** Simply click on the document to be deleted and confirm that it is the one to delete. (This is in addition to the Purge option that allows you to purge archived documents after a certain amount of days has elapsed.)
- **Confirmation screens:** For both fax and email options. Once you choose to fax or email a document a pop up box appears asking if this is the correct document to send out. Confirm and the document is sent.
- **Multiple-document Fax or Email:** Simply hold down the CTRL key on the keyboard. At the time of retrieval, using a PC-based graphical user interface, documents are converted to PDF format. The user can then view the document on screen or transmit it via fax or email.

## Electronically Archive Your EZeDocs/400 Forms

- Distribution
  - Picking Slips
  - Packing Slips
  - Bills of Lading
  - RMA Documents
- Accounts Receivable
  - Invoices
  - Statements
  - Collection Reports
- Human Resources
  - Direct Deposit
  - W2 Statements
- Purchasing
  - Purchase Orders
  - Requisitions

## Software Supported (partial list)

- BPCS
- HTE
- Jack Henry
- JD Edwards
- MAPICS
- SAP
- Custom & In-House Solutions
- daly.commerce
- Infinium
- GEAC
- Lawson
- MARCAM
- SSA

## About ACOM Solutions, Inc.

ACOM develops solutions that integrate with enterprise applications to enhance back-office and B2B processes for electronic, Internet and paper-based commerce. ACOM solutions run in all computing environments (host-resident on iSeries, AS/400, and Windows NT), and are compatible with most financial management/ERP applications.

ACOM's other iSeries (AS/400) solutions include:

- EZeDocs/400 Fax Module
- EZeDocs/400 eMail Module
- EZeDocs/400 PDF Module
- EZeDocs/400 eLabels Module
- EZDesigner/400 Module - for designing electronic forms, checks and labels
- EZPayManager/400 Laser Check-Printing Solution
- EZPayManager/400 ACH Module - for sending electronic payments, such as direct deposit payroll, AP payments, etc.
- EZPayManager/400 Check Fraud Alert Module - for sending Positive Pay files to your bank(s)

Contact ACOM today to learn how you can fully tap the potential of this dynamic technology.



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3305 Breckinridge Blvd., Suite 130, Duluth, GA 30096

■ TEL: 800.603.6768 or 770.279.8955 ■ FAX: 770.279.8288

■ EMAIL: info400@acom.com ■ WEBSITE: www.acom.com/iseries