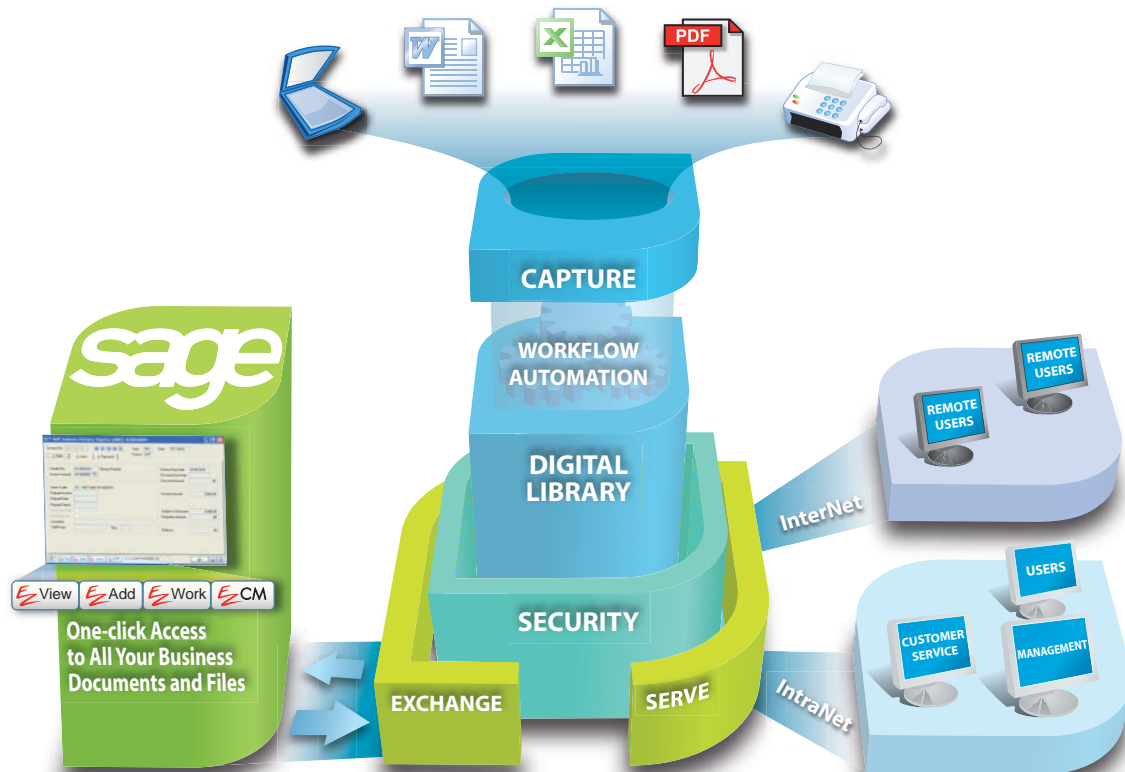# EZContentManager
for Sage MAS

Electronic Document Management...
Built Right Into Your Sage MAS Screens

ACOM

GO BEYOND PAPERLESS

Electronic Document Management, Built Right Into Your Sage MAS Screens!

sage

EZ View | EZ Add | EZ Work | EZ CM

**One-click Access
to All Your Business
Documents and Files**

CAPTURE

WORKFLOW AUTOMATION

DIGITAL LIBRARY

SECURITY

EXCHANGE   SERVE

InterNet

IntraNet

REMOTE USERS

REMOTE USERS

USERS

CUSTOMER SERVICE

MANAGEMENT

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.

Electronic Document Management

ACOM's **EZContentManager for MAS** is a powerful document management solution that seamlessly integrates with your Sage MAS 90, MAS 200, or MAS 500 ERP 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.

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, multimedia files, spreadsheets, PDFs, etc.

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.
- You can even quickly add General Ledger (GL) codes to a document during the electronic approval process, and import the data back into MAS.

Electronic Document Management … Built Right Into Your Sage MAS Screens

ACOM

BOOST EFFICIENCY

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.

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.

Contracts and Administration
Store customer and job-related contracts, change orders, credit applications, for quick access when they are needed.
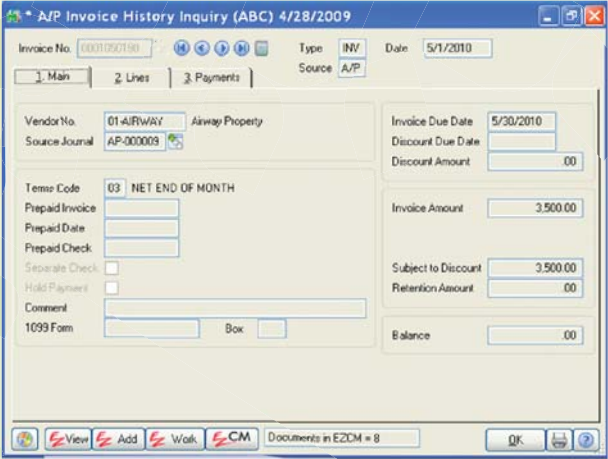
Payroll and HR
Securely hold employee information such as passport copies, I-9 forms, employee reviews, and more.

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.
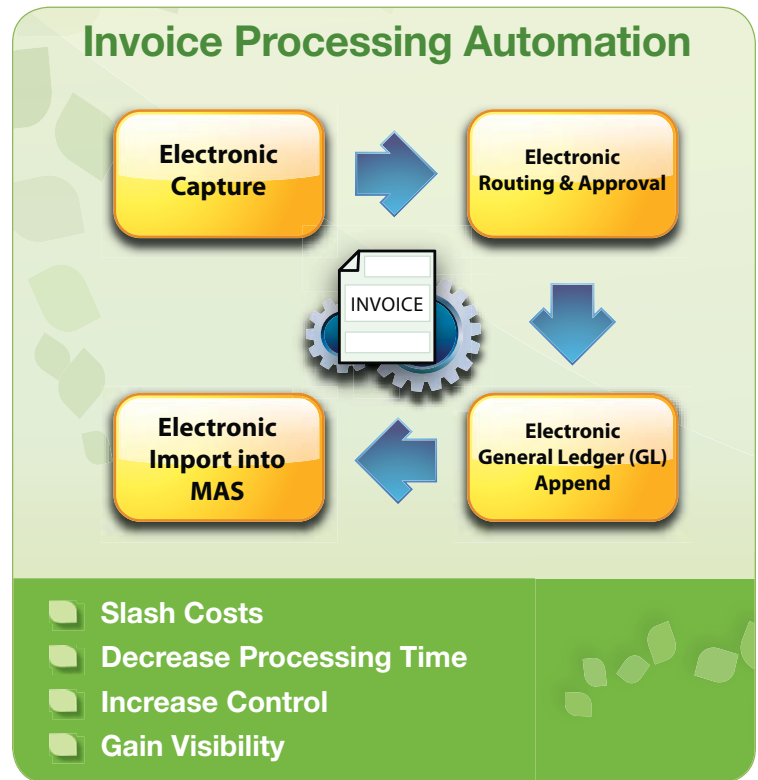
Accounting and Finance
Electronically store and route invoices, statements, vendor contracts, etc. for faster review and approval.

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 MAS

INVOICE

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

Requires optional Accounts Payable (AP) GL Distribution Module

ACOM

WHY NOW, WHY ACOM

THE COST OF PAPER

Companies as a whole lose $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.

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
- Optional AP GL Distribution

Integrated Bundle Sage MAS 90 and 200

Includes all features above, plus:

- Paper Capture/Imaging
- Share Calendars, Forums, Chats
- Version Control
- Optional AP GL Distribution

Integrated Bundle for Sage MAS 500 SBE

Includes all features above, plus:

- 2 Additional Concurrent Users (4 total)
- Optional AP GL Distribution
- Optional Document and Payment Output Solution

Integrated Bundle for Sage MAS 500 (Enterprise)

Includes all features above, plus:

- 2 Additional Concurrent Users (6 total)
- Optional AP GL Distribution
- Optional Full Document Processing Automation with OCR/OMR/ICR, Line Item Extraction.
- Optional Document and Payment Output Solution

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.

For More Information

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Visit: www.acom.com/sage

www.acom.com/sage

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