



EZContentManager for Sage Accpac

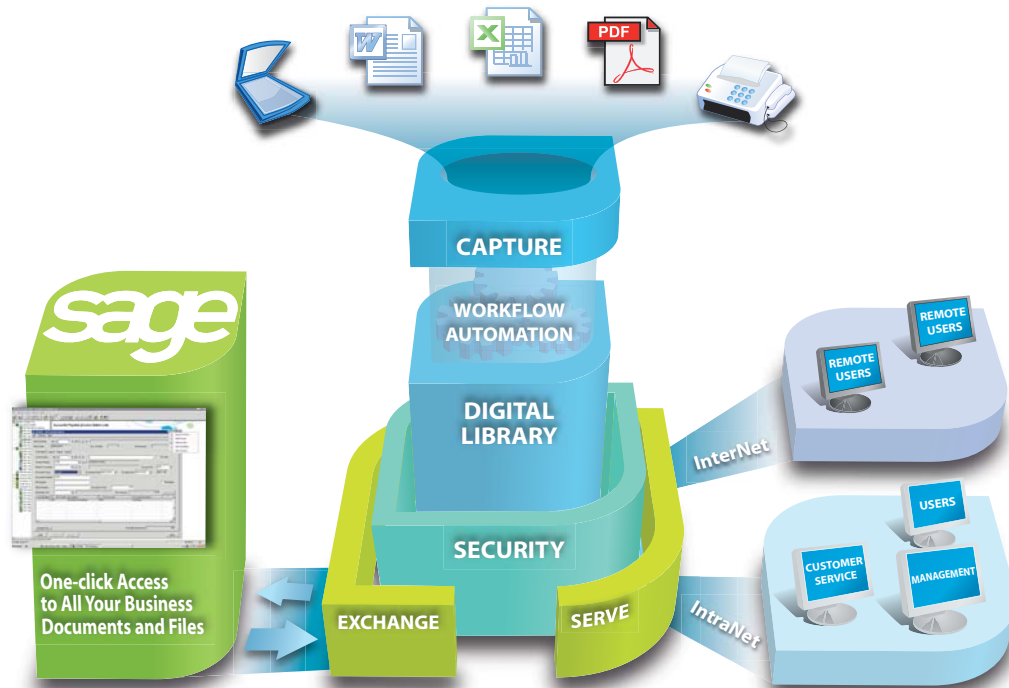
Electronic Document Management...

Built Right Into Your Sage Accpac Screens

ACOM

GO BEYOND PAPERLESS

Electronic Document Management, Built Right Into Your Sage Accpac 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?

Electronic Document Management Built For Sage Accpac

Get a more productive and efficient workforce with One-Click Document Management for Sage.

Integrated directly into your Sage Accpac system, ACOM's document management solution increases the effectiveness of your organization's cost-cutting, paper-reducing initiatives, enabling you to:

- Provide your staff with one-click access to files right from their Sage 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 Accpac 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, 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 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 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 Depts.

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 (available in August)

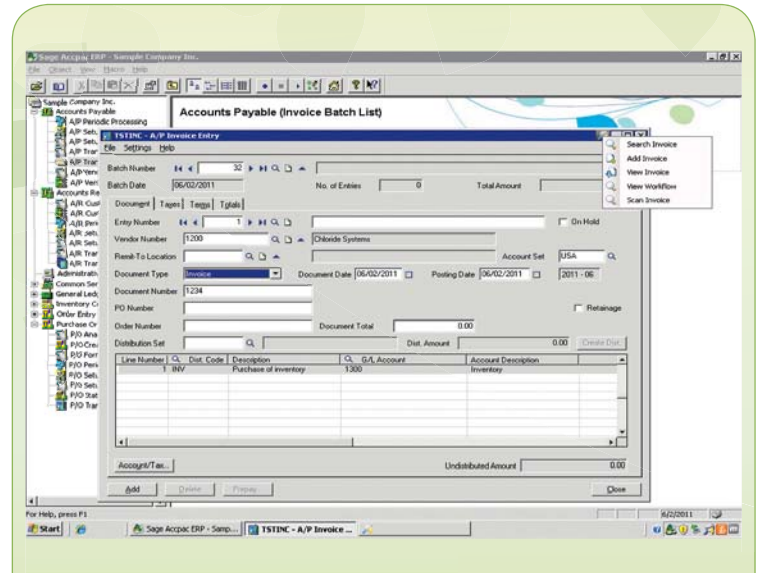
Quickly add General Ledger (GL) codes to an invoice during the electronic approval process, and import the data back into Accpac.

Optional Microsoft Outlook Plugin

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

Leverage your investment in Sage

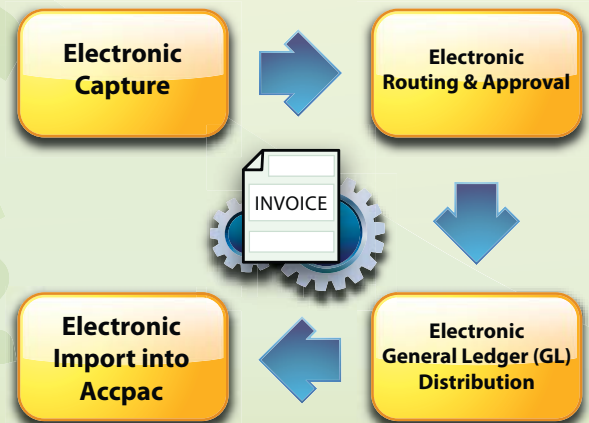
EZContentManager is easy to use and easy to learn, so it begins generating real value from Day One.



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



Slash Costs

Decrease Processing Time

Increase Control

Gain Visibility

**Requires optional Accounts Payable (AP) GL Distribution Module*

WHY NOW, WHY ACOM

Affordable Quick-Start Bundles

EZContentManager (EZCM) is available in 3 configurations for Accpac, making it simple and cost effective to choose the best combination of components to suit your business needs.

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

EZCM Enterprise Document Management (EDM) Bundle for Accpac 100/200

- 5 concurrent users
- Process Automation for Routing & Approval
- Electronic Storage & Retrieval
- Automated linking of documents
- Version Control
- Share Calendars, Forums, Chats
- Document Mark-up
- Exclusive Accpac customization
- Document Capture module
- Optional AP GL Distribution Module
- Optional MS Outlook Add-In

EZCM Enterprise Document Management (EDM) Bundle for Accpac 500

- 10 concurrent users
- Process Automation for Routing & Approval
- Electronic Storage & Retrieval
- Automated linking of documents
- Version Control
- Share Calendars, Forums, Chats
- Document Mark-up
- Exclusive Accpac customization
- Document Capture module
- Optional AP GL Distribution Module
- Optional MS Outlook Add-In

EZCM eStorage Cabinet Bundle for Accpac 100/200/500

The eStorage Cabinet Bundle was designed for companies that do not yet need a fully-featured EDM system, but need to gain control of their business documents. This is a low-cost system that is installed within a few days and with minimal support needed. In most cases, for under \$10,000 we can have you up and running, with you in control.

This bundle includes:

- 5 concurrent users
- Electronic Storage & Retrieval
- Automated linking of documents
- Version Control
- Share Calendars, Forums, Chats

* Options include:

- Additional user licenses (up to 10 extra)
- Document Capture Module
- Document Mark-up

When you're ready, ACOM provides our Sage clients with a path to upgrade to a fully functional EDM system, without having to start over again. This will protect your installed investment, and limit the impact of retraining your workforce and disrupting your business with a new software solution. We will give you a rebate** when you trade up. The typical ROI on this solution is weeks not years!

**NOTE: Get 25% rebate toward software, with upgrade to EDM Bundle, within 24 months.

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

For More Information

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Visit: www.acom.com/ezcmaccpac

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