

Document Management for SYSPRO

Much more than a repository for archived documents, organizations using Document Management can perform critical business tasks quickly, creating operational efficiency and accountability while accelerating processes in which work is accomplished.

The Value of Document Management for SYSPRO

- ▶ Create instant access to unstructured documents from within various SYSPRO screens, minimizing time spent retrieving information
- ▶ Eliminate the need to search for paper documents by storing documents electronically
- ▶ Provide an inherent document trail for unstructured documents
- ▶ Protect and verify the integrity and security of all scanned documents
- ▶ Minimize the need for physical storage of business documents, saving money on facilities costs or allowing storage resources to be directed toward more valuable usage of physical space
- ▶ Improve responsiveness to customer and vendor inquiries
- ▶ Annotate and revise documents as required
- ▶ Out-of-the-box Accounts Payable 3-way matching solution (purchase order, GRN and invoice)

Matching Document Management to your business

- ▶ Capture and store electronic documents or paper documents that have been scanned, as well as other types of media
- ▶ Capture and management unstructured documents such as Vendor Invoices, and Proof of Delivery Notices
- ▶ Improve efficiency with instant retrieval of stored documents
- ▶ Automatic indexing from auto-filling index fields
- ▶ Cross-reference supporting documentation for auto retrieval of related documents
- ▶ Provide a central document repository that can be accessed by authorized users across business locations
- ▶ Customize the search results to match your business requirements
- ▶ User defined rights control the ability to view, annotate, revise and distribute documents

Integration

- ▶ Document Management integrates with the Purchase Order and Accounts Payable modules
- ▶ Could integrate with any SYSPRO module

