



# EZContentManager for Sage MAS 500

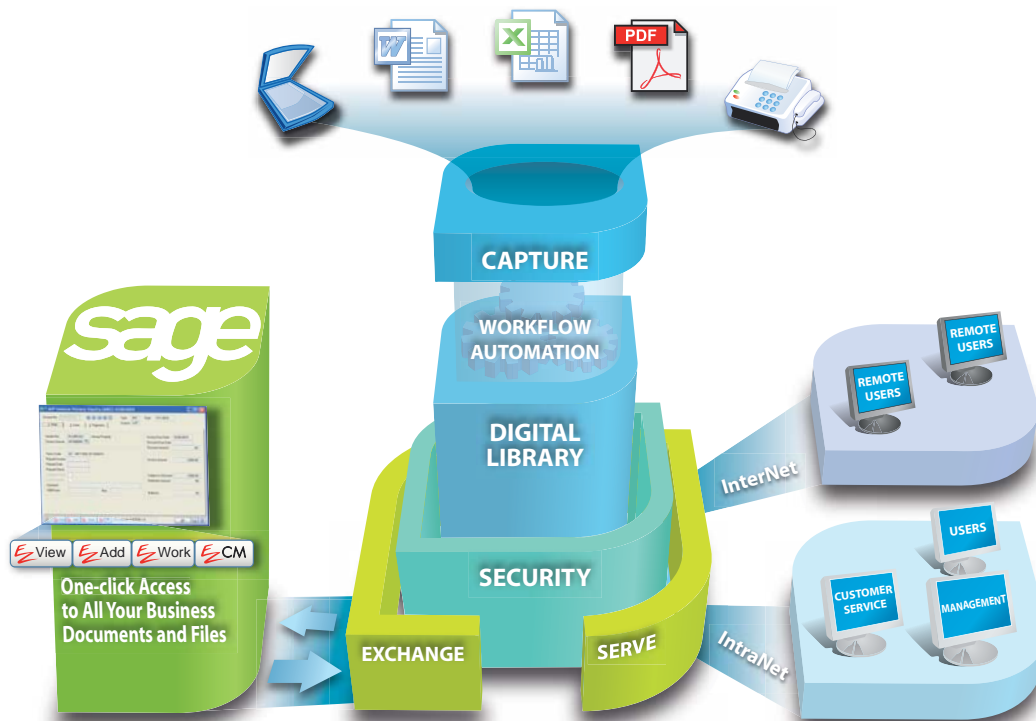
*Electronic Document Management...  
Built Right Into Your Sage MAS 500 Screens*



ACOM

# GO BEYOND PAPERLESS

Electronic Document Management, Built Right Into Your Sage MAS 500 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 MAS 500

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

Integrated directly into your Sage MAS 500 system, ACOM's document management solution increases the effectiveness of your organization's lean manufacturing/distribution initiatives.

- 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

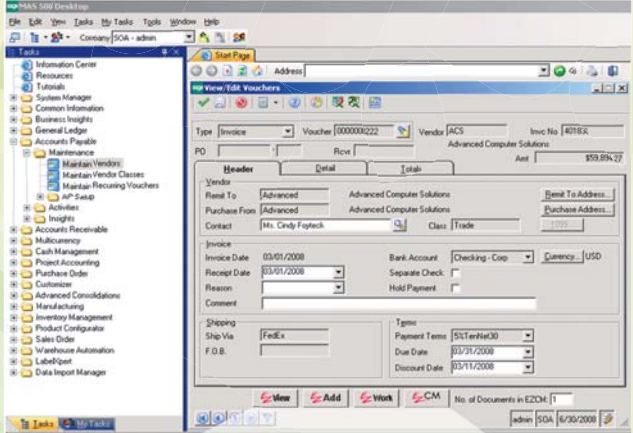
**EZContentManager for MAS 500** is an enterprise-level solution that automates the processes in any paper-intensive area of your organization.

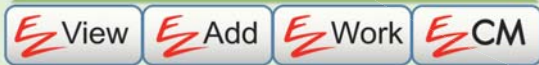
- Accounting and Finance**  
Electronically store, share and route invoices, statements, vendor contracts, etc. for faster review and approval.
- Contracts and Administration**  
Store customer and job-related contracts, change orders, credit applications, for quick access when they are needed.
- HR 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

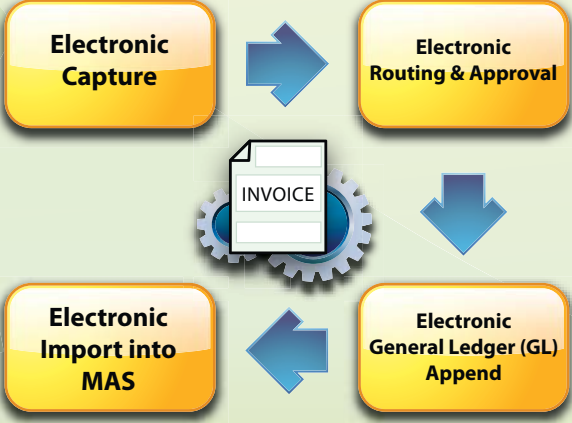
- Secure Digital Library**  
 Capture and store all file types into one central repository. Access right from your Sage screens, or remotely via web browser; permissions based on user profile. Audit reports to track all activity.
- Document Linking Provides Instant Access**  
 Link related documents 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**  
 Quickly add General Ledger (GL) codes to an invoice during the electronic approval process, and import the data back into MAS.
- Optional Outlook Plugin**  
 Save emails and attachments directly from 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 is available in two configurations for Sage MAS 500, making it simple and cost effective to choose the best combination of components to suit your business needs.

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

### Integrated Bundle for Sage MAS 500 SBE

- 4 Concurrent Users
- Exclusive MAS Integration "Hot Buttons"
- Electronic Storage & Retrieval
- Process Automation for Routing & Approval
- Document Mark-up
- Paper Capture/Imaging
- Share Calendars, Forums, Chats
- Version Control
- Optional AP GL Distribution
- Optional Outlook Plugin
- Optional Document and Payment Output Solution
- Optional Consultancy Service Package

### Integrated Bundle for Sage MAS 500 (Enterprise)

**Includes all features above, plus:**

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

## 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.

## 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

**Blytheco** LLC

**Sage Software  
Partner of the Year**

[www.blytheco.com](http://www.blytheco.com)  
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