

# Document Management

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

- 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

