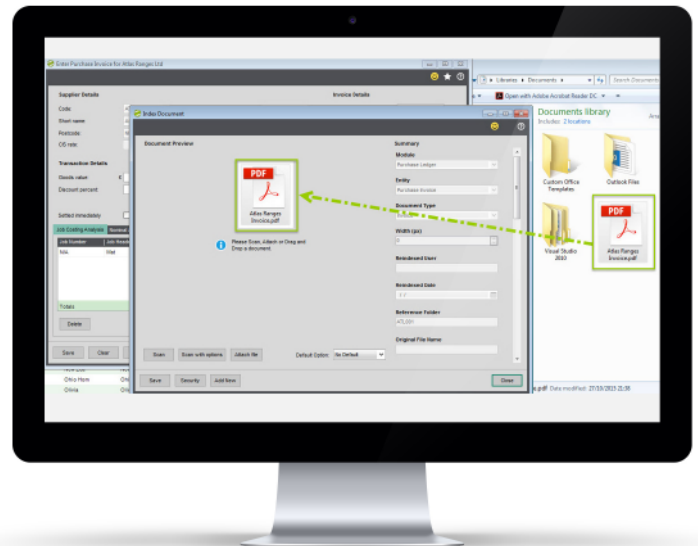




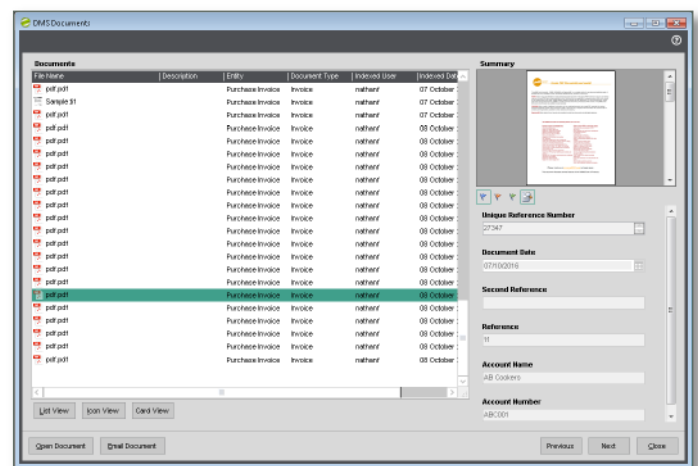
Document Management (DMS)

Allows users to scan and retrieve documents while they work in Sage 200, with no additional document management software or indexing steps required. The document indexing information is stored within the Sage 200 SQL database for fast searching. The documents are stored within the Sage 200 attachments path to ensure all documents are backed up within your Sage backup plan.

- Installed and maintained within Sage 200.
- License users can scan and attach documents or just view documents.
- Available within all Sage Companies at no extra cost.
- Documents can be scanned or attached within the standard Sage 200 screens with no additional document management software required.
- Drag email attachments only into DMS.
- Retrieve documents directly from Sage 200 accounts, orders and transactions.
- Save time and space (estimated at more than 20% of administrative time).
- Sicon DMS touch points within Sage 200 include:
 - Suppliers: Account and transaction based documents including purchase invoices and credit notes, Payment authorisation.
 - Customers: Account and transaction based documents including purchase invoices and credit notes
 - Nominal Ledger: Store copies of Journals calculations in paper or Excel formats.
 - Sales Orders: for example customer purchase orders, signed delivery documents, export documents, etc
 - Purchase Orders: for example purchase contracts, delivery documents etc
- Stock Control: item specification documents, change documents
 - Bank: statements stored with each bank reconciliation and general bank correspondence.
 - Add your own custom document types to any of the modules within the DMS application.
 - Add mandatory attributes to document types to capture additional information.
- Documents can be viewed outside of Sage via a browser/tablet interface (requires a license).
- Works with Twain compatible scanners or network copiers.
- DMS integrates with the Sicon WAP system to show documents added within Sage 200 on the documents that require approval in the WAP system.



Scan, Attach or Drag & Drop Images During Purchase Invoice Entry



Document Preview Pane

