

Microsoft Dynamics GP

Quick access to all documents – regardless of source – for one business transaction offers many benefits

DocuWare directly connects Microsoft Dynamics GP (Great Plains) to documents from any other source – such as scanned paper, electronic files and e-mail. Having all documents relating to one business transaction allows you to boost customer service, maximize productivity and ultimately improve your bottom line.

DocuWare enhances the use of Dynamics GP by allowing you to manage your Dynamics GP documents along with all your other documents, regardless of their format or source, in an electronic filing cabinet. By scanning and/or printing all of your documents into DocuWare, a single search lets you view a complete set of documents for a business transaction or project.

Whether your documents are product specifications, hand-written notes, time cards or expense reports, purchase orders or invoices, all your information can be filed in one place so that authorized personnel can have immediate access to it – at any point during a business process.

With proper authorization in place, users outside of the Dynamics GP network can now also have access to documents. Simply using any browser enables web access to documents for in-house or remote users like branch offices, field technicians and managers when out of the office. Transparent processes enable management to view their status helping to maximize productivity.

By having dependable, immediate access to complete sets of files right at your desktop, you improve customer loyalty through better customer service. With electronic files you also improve your bottom line by reducing expenses associated with paper files or multiple filing systems. Profits increase when

Benefits

- Integrate scanned paper documents with computer generated documents for instant access to a complete customer file or business process
- Share documents with others outside of Dynamics GP users
- Savings from reduced handling and storage costs
- Transaction transparency – all documents are available for a single business transaction and at any time during the workflow process
- Secure access
- Faster document distribution
- Records retention compliances made easy

you reduce search times and the cost of returning phone calls, handling, copying and storing a paper file.

Just like Dynamics GP, DocuWare offers personalized windows, templates and task lists as a standard feature of its user-friendly environment. DocuWare offers a high level of security, an audit trail and version control features, thereby allowing only authorized personnel to view documents and ensuring they are working with the latest version. Having one location for all your files, from Dynamics GP and from your other sources, helps you easily handle records retention compliances.

Offers and Requisitions

Easy electronic searches provide complete and accurate purchase and quote information right at your desktop. No more searching in file cabinets or e-mail, on hard disks or employee desks for comprehensive customer and vendor files when providing quotes or placing orders.

Customer files, including e-mailed inquiries, project specifications, past quotes and orders, are valuable analytical tools for preparing offers. By electronically storing all documents in one place, including e-mail, drawings and Microsoft Office documents, you record exactly what the customer's needs and preferences are. DocuWare can also help you by setting date alerts for meeting quote deadlines.

On the purchasing side, having different vendor price lists, payment terms and product specifications at hand, may help you negotiate a more favorable price or delivery time, or even help you to decide which supplier to use when comparison shopping. All these documents can be made available to you directly from your Dynamics GP system as PDF or scanned documents.

DocuWare – Software for Integrated Document Management

A world leader in Integrated Document Management, since 1988, DocuWare automates business processes enabling increased cash flow, reduced costs and improved customer service – by easily and securely managing and sharing any type of document, regardless of format or source, in one central document pool with authorized access – worldwide. Over 100,000 users in 70 countries – an extremely robust product that is ISO Certified and FDA compliant, scalable to any size organization – feel confident knowing that DocuWare is a Microsoft Certified Gold Partner.

If an approval by management is needed before making purchases, this can take place via an electronic workflow, meaning the approving manager does not need access to the accounting software or even need to be in the office – the requisition is the document carrying the approval.

With these first source documents securely stored, you can now begin to add to the business transaction.

Purchase Orders

Whether you are receiving or placing an order, supporting documents can easily be brought into the system electronically.

Once you've entered a received purchase order into *Sales Transaction Entry*, just scan the order and any supporting paper documents (i.e. fax, preprinted form) into DocuWare's electronic file cabinet; you've now captured another piece of the business transaction that can later be referenced when needed. If the purchase order you received is in digital format, for example, an e-mail, this also can be stored in the same file cabinet.

If you are making a purchase, Dynamics GP can easily provide a copy of the purchase order but where are you storing the related documents? A packing slip, signed bill of lading or return authoriza-

tion form can all be stored electronically in DocuWare. How is this done? They are stored via a simple scan of the paper document.

To continue adding to your document set, simply print your purchase order out of *Purchase Order Entry* to DocuWare. This is done via a DocuWare provided Windows printer driver setting on your computer that converts documents to an unchangeable graphic file format.

Having a complete set of documents – with just one search – keeps knowledge handy for answering inquiries. It also quickens the invoice approval process.

Invoices and Payments

Both accounts receivable and accounts payable invoices and their respective payments can be filed along with your other previously stored documents into the electronic filing cabinet.

Accounts Receivable

Building to your document set, an invoice and statement you issue via *Enter/Match Invoices* can easily be securely stored along with a scanned copy of the check or signed credit card slip received in payment.

Why is this important to you? By storing an invoice and copy of payment with

the other documents associated to the business transaction, you can now do just one search to locate related information. Having non-Dynamics GP documents along with Dynamics GP documents at your fingertips lets you directly fax or e-mail a proof of purchase or delivery receipt to resolve non-payment or short pays more quickly. This removes many time consuming obstacles to speed up your collections process and improve cash flow.

Accounts Payable

DocuWare speeds up processing times for accounts payable allowing you to take advantage of early payment discounts. Familiar elements – a cost center stamp, signature and a task folder from the paper world – are replicated in DocuWare. With the use of electronic stamps and task lists, DocuWare moves the process forward by passing documents automatically between personnel for the various decision-making steps.

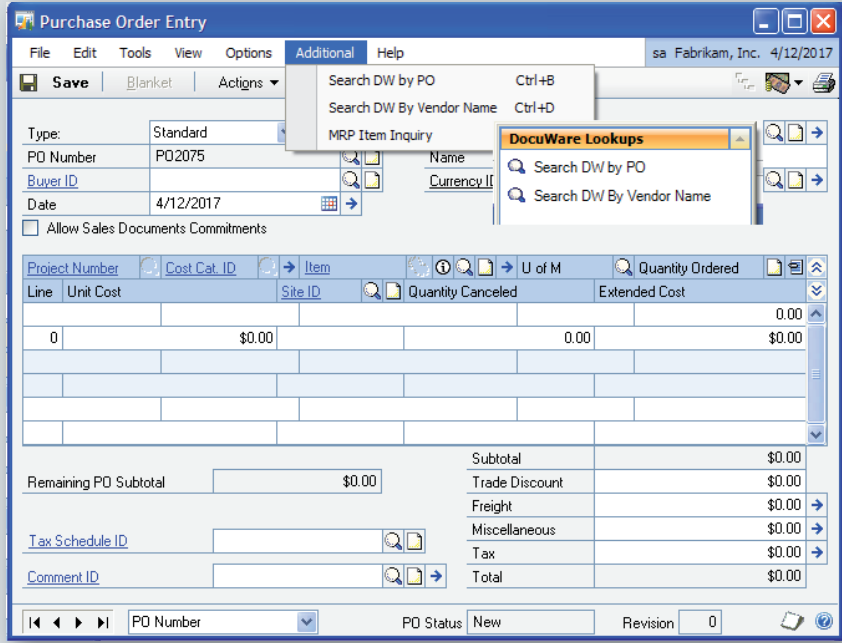
Questions that might slow down approval can be answered immediately since every authorized person has access to scanned and printed documents stored in the central document pool. If you are working in Dynamics GP, using a hot key will produce a result list of these documents. If you are working outside of Dynamics GP, simply do a search in DocuWare.

With transparent payment verification you eliminate double-, over-, and late-payments; costing you late fees, finance charges, and straining vendor relations.

System requirements

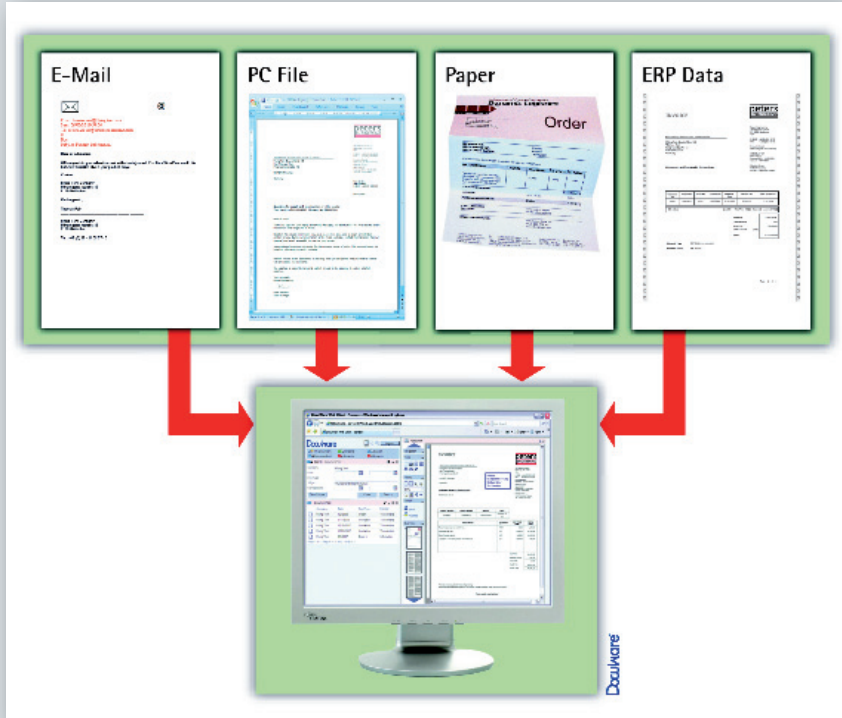
- Microsoft Dynamics GP 10.0
- DocuWare – version 5.1

Search Options



Search options via a menu item in Dynamics GP

Single Source Filing



One source for all your different document types means one search when looking for information.

Overview of Benefits

Storage and Retrieval – Simplified

- Store documents simply by scanning paper or printing from Dynamics GP directly into DocuWare's file cabinet.
- Paper documents (i.e. letters, packing slips, credit memos, return authorizations, hand written notes, etc.) can all be scanned and stored to an electronic file cabinet.
- Computer generated documents store along with paper files – one location, documents such as CAD, Microsoft Office, main frame, photographs, video, schematics and of course, Dynamics GP files.
- Print on paper and simultaneously to a DocuWare file cabinet (for storage) while printing from an invoice batch range.
- Automatic reading of information from the document to populate index fields so that documents can later be searched for using this data.
- Optional ways to look up documents from Dynamics GP include: menu item under *Additional* within the *Purchase Order Entry* window, a hot key sequence, or from the optional toolbar within Dynamics GP that links to DocuWare.
- Another way to search for documents pertaining to a business transaction or project is directly in DocuWare – one search provides all related documents.
- Searches can be made using a full client, or via any web browser.
- Select List options minimize data

entry errors and also help to narrow down searches.

- By using DocuWare's full text feature, it is also possible to find documents by searching on a word, phrase or string of characters (like a part number) that may be found on the document.

At Your Fingertips

- By automating your business processes and rules, you can electronically work with documents in your own familiar workflow. Electronic stamps pass documents automatically within the workflow to the task list of the next person in line. A stamp can contain an invoice approval or denial besides a GL code and other pertinent information. This seamless transparency lets management easily monitor the process status.
- DocuWare provides the ability to map any window in Dynamics GP to a DocuWare file cabinet. Users with access rights can view the documents with the touch of a button.
- Reports can be captured and stored electronically as a permanent record or exported to Excel for further work.
- With Dynamics GP *Letter Writing Assistant*, besides printing the correspondence on paper, you can easily store an electronic version at the same time.
- Since documents can quickly be

found at your desktop, customer inquiries can easily be answered.

- Quickly compare proposals and product characteristics.
- Flexibility – personalized windows and views, login options – no custom programming needed.

Improving Your Bottom Line

- Increase efficiency with instant access to documents; time saved searching for information allows for more productivity.
- Competent and fast customer service enhances your competitive edge and customer loyalty.
- Reduce costs and space related to paper handling, copying and storage.
- Deadlines for early payment discounts can easily be met.
- Eliminate expenses with returning phone calls; documents are now on your desktop.
- Duplicate payments are eliminated.
- Increase cash flow through improved collections – instantly e-mail or fax documents in question.
- Improve vendor relations.
- Tamper-free storage that is fully compliant with records retention guidelines.
- Vital information is never misplaced or lost.
- DocuWare can manage any file, regardless of format or source. These electronic files provide an excellent analytical tool for making better business decisions.