

# Document Management Link

For Sage 300 ERP (Accpac)



Updated for v2014



Presents the **right documents** in the **right place**  
A **valuable** addition for financial **approvals**  
Keep tasks **simple** and not difficult

## What is Document Management Link?

Document Management Link, from Orchid Systems, allows you to attach multiple files and documents to Sage 300 ERP (Accpac) fields by drag and drop from within Sage 300 ERP, saved to either Microsoft SharePoint or an accessible file server. Documents saved in SharePoint or accessible file server can also be viewed from Sage 300 ERP - when saved in the configured place. Your documents can be linked to most fields, e.g. invoices, orders, expense claims, delivery documents, account information, journal entries. This gives an economical document management system without a high cost.

Gain rapid access to your documents through your existing Sage 300 ERP screens. Document Management Link puts the information where you can find it, when you need it. Use it to support all processes which require supporting documentation. If you use SharePoint you can benefit from its collaboration and security features and initiate workflows for document notification and approval.

Document Management Link is part of the Information Manager suite of productivity tools from Orchid.

Shows the right documents where you need them without having to look or browse, all in the context of Sage 300 ERP

## The Benefits

- Improved customer service - essential documents easily accessed and found.
- Documents always available - not on other users' desks, or lost.
- Improved productivity - no more hunting, with easy access to documents.
- Improved operations - with supporting documents linked to the right record.
- Improved multi-site operations - access in Sage 300 ERP, no need to distribute hard copies.
- Improved security - with SharePoint's security and controlled access and ease of backup (when used with SharePoint).
- Ensures information is shared and not lost.
- Reduced paper storage - why keep more and more paper?
- Reduced costs - from copying, printing, consumables and keeping multiple copies.

The screenshot shows the 'SAMLTD - A/P Invoice Entry' window. The 'Vendor Number' is 1200 and the 'Remit-To Location' is SEATAC. The 'Document Number' is 1234. The 'Document Date' is 16/07/2012. The 'Posting Date' is 2012-07. The 'Document Total' is 1,082.50. The 'Dist. Amount' is 0.00. The 'Undistributed Amount' is 0.00. The 'Document' tab is active, showing a list of linked documents. The list includes:

File	Title
V1200_Contract1234.pdf	Contract for electrical supplies
V1200_Contract5678.pdf	Contract for cabling
Invoice2012_05_01.pdf	
1200AgedTrialBalance - April 2012.pdf	
1200AgedTrialBalance - March 2012.pdf	
1200AgedTrialBalance - May 2012.pdf	
Invoice2012April.pdf	
Invoice2012February.pdf	
Invoice2012January.pdf	
Invoice2012March.pdf	
Invoice2012_05_01.pdf	
Invoice2012_06_01.pdf	
V1200_Contract1234.pdf	

There are also Information Manager Notes for this Vendor / Location:

- Remember to split the payment 50:50 across the 2 Remit-to Locations
  - SEATAC for invoices/payments direct to the branch
  - POBOX for all other invoices/payments
- Use contact Sally Brown for SEATAC invoices.

Screen capture showing Linked Documents in SharePoint and File Server for active screen fields: Vendor Number 1200 and Remit-To Location SEATAC. There are also Information Manager Notes for this Vendor / Location - when installed and configured. Document Management Link screen can be on Sage 300 ERP screen, beside the Sage 300 ERP screen or viewed on separate monitor



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## How it Works

When the user views any masterfile or reference field in Sage 300 ERP, if documents are linked to the field contents, a screen opens to reveal them. From this screen you can View and Open one or more documents, and Add more documents.

To add documents, users can add them on the go, from within Sage 300 ERP, or add them from SharePoint or to an accessible file server location. The link to the Sage 300 ERP Data is created automatically by virtue of saving the document in the right location.

Microsoft SharePoint Workflows. With SharePoint you can also trigger workflows for approval, multi user approval, feedback and custom workflows. Addition of a document initiates any SharePoint workflow set up.

Typical documents linked include:

- |                               |  |
|-------------------------------|--|
| Customer Purchase Orders      | Customs, quarantine and inspection documents |
| Delivery documents            | Contracts, Tenders                           |
| Supplier Invoices             | Collection documents                         |
| Despatch Advices              | Product specifications                       |
| Shipping Advices              | Legal documents                              |
| Bills of Lading, Air Waybills | Other supplier and customer documentation    |

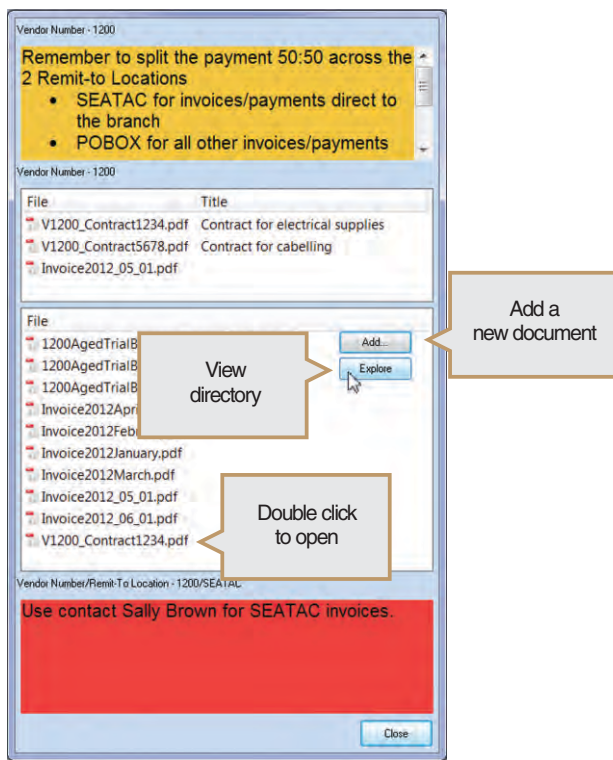
## Key Features

- Link to one document or a group of related documents, e.g. all invoices for vendor Y, or specific invoice.
- Directory of linked documents shows in Sage 300 ERP screen.
- Find document and open it without leaving Sage 300 ERP.
- Add linked documents from within Sage 300 ERP.
- Show linked documents in Sage 300 ERP that were previously filed in SharePoint or the file server.
- Link documents to up to two fields, e.g. vendor and branch, to filter selection.
- Integrates with Orchid Notes to show both Notes and Document, i.e. brief and longer.
- Builds on your existing scanning and document capture systems.
- Allows users to be configured as Document Management Link users, so sites running Orchid Notes and Document Management Link can specify at a user level which users are DML users.
- Integrates with SharePoint 2013.
- Operates with all Sage 300 ERP modules and third party modules developed in the SDK.
- Developed in the Sage 300 ERP SDK, with its look and feel, security, customization capabilities, data integrity checking and more.

## The Suite. Information Manager

Orchid Supplementary Data is part of the Information Manager suite of productivity tools. Other tools are:

- |   |  |
|---|--|
| Info Explorer                           | A Business Intelligence tool: cube viewer to report with "slicing & dicing" and with write-back for budgeting.   |
| Data Views                              | Turn Sage 300 ERP (Accpac) Optional Fields into columns to simplify and accelerate reporting.  |
| Report Runner                           | Easy to use, security driven Crystal and General Ledger Financial Report Launcher.   |
| Notes                                   | Context sensitive pop-up notes from any Sage 300 ERP screen.   |
| Process Scheduler                       | Schedule Cube extracts, Reports and to optimize system usage.  |
| Optional Tables with Spreadsheet Add-in | Create your own data structures to store information which is normally held outside of Sage 300 ERP. Dynamically link Spreadsheets to your Supplementary Data in Sage 300 ERP, with Read and Write Back capabilities. Great for budgeting and forecasting! |



## Minimum Requirements

Document Management Link 2014 requires Sage 300 ERP (Accpac) 2014 System Manager. Microsoft SharePoint is required to take advantage of SharePoint features.

Note. Document Management Link can link documents to Sage 300 ERP masterfile or reference fields, and excluding fields with drop-down selection or date or in a Sage 300 ERP grid.

Further details from your Sage Software Solution Provider.

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