

ELO4SAP Business One Overview

The integration of the document management system ELO in SAP® Business One allows for a complete, quick and at the same time legally compliant access to all documents.



DOCUMENT MANAGEMENT & ARCHIVING FOR SAP BUSINESS ONE

Complete and legally compliant archiving of all company documents

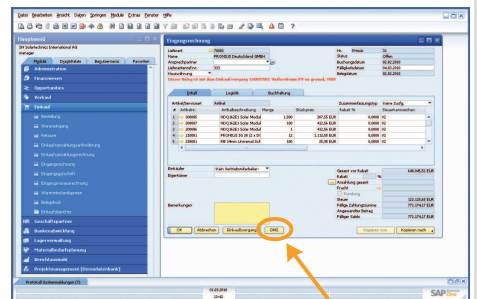
Each division of a business generates documents (A/P invoice, A/R invoice, sales quotations, account statements, sales orders, delivery notes, contracts etc.). The number of documents generated depends from the type of business. With a huge number of documents, an electronic and systematic filing of documents with keywords is useful if only because of the limited space available.

The electronic, systematic filing with keywords simplifies business processes because all documents are available to the involved employees at any time. This enables, for example, the managing director to find and view account statements without interrupting the accountant's workflow. And the accountant can find out whether an invoice has been checked and approved by the responsible project manager, even if he is not present and cannot be contacted.

ELO4SAP Business One is specifically designed for businesses already using business management software (ERP system) like SAP® Business One and a document management and filing solution like ELO. ELO4SAP Business One allows direct access to the documents of both applications.

How does ELO4SAP Business One work?

ELO4SAP Business One provides all documents generated in SAP Business One (A/R invoices, sales orders, purchase orders, goods receipt etc.) automatically with keywords and converts documents for archiving in ELO into PDF or TIFF format. Documents can be kept as different version and can be archived.



A/P invoice in SAP Business One with DMS interface

Incoming Documents

ELO scans incoming documents such as A/P invoices and shows them in the user's post-box. After recording the document in SAP® Business One, the document is provided with keywords and is sorted directly. Several postings for an account statement, for example, are assigned accordingly so that you can open and view the scanned account statement easily from each posting.

Documents from other applications

Besides documents from SAP Business One, also documents from ProjectManagement based on SAP Business One or Microsoft Office documents can be filed, managed and archived. In addition to the conversion of documents for archiving in TIFF or PDF format, the system enables the structured filing and management of „changeable“ documents in original format, such as Word, Excel, and PowerPoint. Thanks to the check in/check out functionalities these documents are available for further processing.

Filing documents

Automatic indexing takes place when documents are filed (e.g. printed in SAP® Business One). The indexed documents are archived thereafter in the classic archive structure. Example: company, customer name (from A to

SAP® Business One

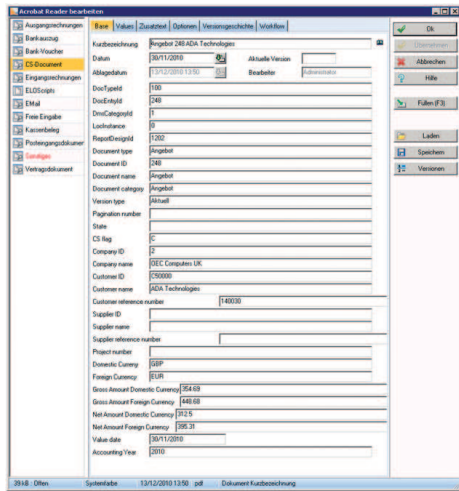
SAP® Business One is powerful business management software (ERP) for small and midsize businesses. The software supports all core business functions, such as reporting, financials, business partner management, sales, CRM, production, inventory management and purchasing.

ProjectManagement based on SAP Business one is an ERP solution for businesses working on a project-oriented basis.

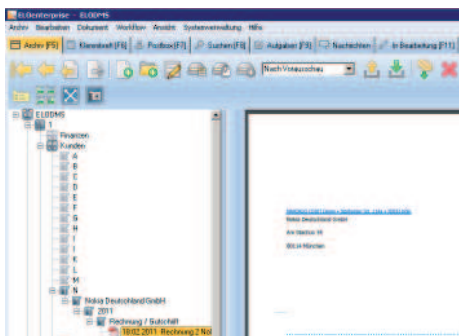
ELO

ELO is a document management system (DMS) for the electronic filing, management and archiving of documents and information. Based on metadata and an integrated full text search, documents are available for extensive search purposes. Filing in ELO is made according to the principles of data access and verifiability of digital documents (GDPdU). ELO is available in different versions like ELO Professional or ELO Enterprise.

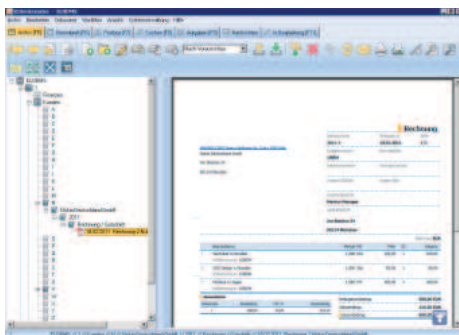
Z), business year, document type. A standard is provided for the terms and for the archive structure which - depending on the individual business needs - can be customized without any programming effort.



automatic indexing of an outgoing document, e.g. sales quotation



archive structure of ELO



A/P invoice archived in ELO

Research

Documents can be searched directly from SAP® Business One or ProjectManagement based on SAP® Business One. A possible search could be for example: „Sales Quotation Solar Plant November 2010“ and the system does not show not only the sales quotation but also the associated documents such as emails or Office documents.

How do you benefit from ELO4SAP Business One?

- The simple search options allow users to retrieve documents (even journal entries) easily.
- Buttons that are integrated seamlessly in the SAP® Business One interface make it possible for the user to intuitively access individual documents. Users do not have to adapt to new functions.
- The authorized user is allowed to view the archived documents at any time and even to add remarks or comments (like sticky notes when filing) to a document later. The solution speeds up document filing and reduces the required space considerably within businesses handling a lot of documents.
- The use leads to improved and more efficient business processes.
- The solution is an affordable entry into auditing acceptability. The electronic archiving of digitally documents generated is an important requirement for the storage of tax relevant documents according to the principles of data access and verifiability of digital documents (GDPdU).
- ELO4SAP Business One is a system that can be flexibly adapted to the changing needs of your business.

ELO4SAP Business One: A variable system

ELO4SAP Business One allows a cost-efficient entry into the world of company-wide document management and flexible upgrade opportunities.

Small Business Package

The functionalities described herein are amongst others already included in the Small Business Package. The Small Business Package is suitable for businesses with up to a maximum of 10 users.

Business Package

The Business Package is suitable for companies with 10 or more employees using the system. In addition to the increased number of users, this package provides additional functionalities like the integration of other applications, such as webshops or ticket request systems.

Furthermore, the following upgrades are possible:

- Workflows to represent approvals
- Audit-compliant long-time archiving
- Based on rules emails from Microsoft Exchange can be copied automatically to the ELO archive.
- Barcode filing
- A digital signature is possible for some documents.
- ELO4Smartphone allows mobile access to documents and enables to handle particular workflow tasks.

Thus the fields of application are still far from exhausted. Please contact us and help us to get more familiar with your particular business requirements so that we can provide you with an individual quotation!



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