

Get a fast return on your investment—typically within six months—with Version One document management for Infor FMS and HCM SmartStream.



## VERSION ONE DOCUMENT MANAGEMENT FOR INFOR FMS AND HCM SMARTSTREAM

### GET LEAN AND GREEN.

In today's business environment, your finance and human resources (HR) departments face greater challenges than ever before—increasingly complex regulations, volatile costs, and demands for improved performance, especially if you do business internationally. You've never been under greater pressure to do more with less. You need to save time, money, and storage space, and comply with increasing regulations. Not only that, you need to cut paper usage to support your organization's green initiatives.

To do all those things, you need a document management system that is tightly integrated with your financial management system (FMS) and human capital management (HCM) solution. With just a few clicks of your mouse, you'll be able to automatically create, deliver, archive, and authorize business documents such as invoices, purchase orders, statements, paychecks, personnel forms, and benefit plans.

Get the tools you need to address your document management needs, plus a quick return on your investment, with intelligent electronic document delivery and imaging software—Version One for Infor™ FMS and HCM SmartStream.

## RELY ON EXPERIENCE: 40+ YEARS.

Whether you're already a SmartStream customer or are looking for a complete FMS or HCM solution that includes document management, you'll get more than 40 years of combined financial experience from Infor FMS and HCM SmartStream plus Version One document management software—which is used by hundreds of finance and HR departments in both the public and private sectors and provides a typical ROI of less than six months.

## GO PAPERLESS: IT MAKES SENSE.

Get paperless office technology that seamlessly integrates with all your major finance, HCM, and enterprise resource planning systems with Version One for Infor FMS and HCM SmartStream. Not only does it make good environmental sense, it makes good business sense.

### Capture data.

Automatically capture invoice data with sophisticated optical character recognition (OCR) technology, so you don't have to manually process purchase invoices. You can then extract and validate data before it's uploaded to your account system and before you archive a corresponding image.



## Version One Document Management for Infor SmartStream

- > More than 40 years of combined financial experience
- > Used by hundreds of finance and HR departments
- > Provides a typical ROI of less than six months
- > Integrates with your FMS and HCM SmartStream applications
- > Eliminates manual invoice processing
- > Reduces administration costs and errors
- > Supports your organization's green agenda

### Authorize documents.

Streamline your approval process with our document authorization module, which reduces administration costs and errors. Use the authorization module in conjunction with other Version One document management solutions so you can fully automate your approval process—meaning your authorized users can immediately access documents electronically from their desktops and approve, reject, or query the documents, speeding up the authorization process.

### Archive documents.

Scan and electronically store all documents you receive with our outgoing and incoming document archiving modules. Plus, automatically store and index documents from your organization's business systems—such as Microsoft® Office® documents, emails, and faxes—in the same central document archive. When appropriate, you can move from one document to the next in a natural document workflow, because related documents are linked.

### Manage output.

Personalize your outbound HR and finance documents (including invoices, statements, and purchase orders) and distribute them efficiently and cost-effectively via email or automated fax.

## Reduce paper consumption and CO2 emissions.

By using less paper, you can save more trees and create secondary effects throughout the supply chain. For instance, by eliminating document printing, you can remove carbon emissions while printing and while manufacturing toner cartridges.

## SEE QUICK RESULTS.

Get a fast return on your investment—typically within six months—with Version One document management for Infor FMS and HCM SmartStream. At the same time, immediately improve compliance and support your organization's green agenda.

### Increase your financial and HR department efficiency by:

- ▶ Reducing distribution costs and manual data entry.
- ▶ Electronically managing approvals, and instantly tracing documents.
- ▶ Accelerating access to documents for consultation.
- ▶ Providing multiple users with access to the same document.
- ▶ Simplifying document retrieval with search functions.

Your authorized users can immediately access documents electronically from their desktops and approve, reject, or query the documents, speeding up the authorization process.

### Reduce direct costs by:

- ▶ Eliminating preprinted stationery, printed file copies, and paper invoice filing.
- ▶ Condensing physical archiving facilities.

### Improve customer and supplier service by:

- ▶ Accessing documents quickly and reliably.
- ▶ Personalizing responses to requests.

### And finally, guarantee quality and control by:

- ▶ Improving sorting reliability.
- ▶ Gaining access to original documents.
- ▶ Conducting secure, confidential transactions.
- ▶ Tracking documents through audit trails.

## THERE IS A BETTER WAY.

At Infor, we work with a core belief. We believe in the customer. We believe that the customer is seeking a better, more collaborative relationship with its business software provider. And a new breed of business software: created for evolution, not revolution. Software that's simple to buy, easy to deploy, and convenient to manage. Our 70,000 customers in more than 100 countries stand with us. We look forward to your sharing in the results of our belief. There is a better way. For additional information, visit [www.infor.com](http://www.infor.com).



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