

DOCUMENT IMAGING AND DOCUMENT MANAGEMENT

The Multiview Financial Software suite includes standard document imaging functionality to scan documents (such as invoices or work orders). These digital images as well as spreadsheets and pdf files can be stored in the Multiview data warehouse. These digital images can then be attached to financial transactions. The digital image can be retrieved and used when entering transactions, for reference when authorizing documents, or for display when “drilling down” from financial reports or OLAP analyses.

However, if you wish an even more sophisticated system, Multiview, in conjunction with its third party partner, can provide a complete document management system. This system takes all of your records (accounting-related or otherwise) indexes them, assigns security, and safely archives them in one cohesive electronic database, on the media of your choice (network drives, optical disks, etc.). Once documents are stored, anyone with a standard Web browser may search for and access any record without ever having to leave their desk! This solution can become an integral part of

ENJOY INTEGRATED DOCUMENT IMAGING “OUT-OF-THE-BOX”

Multiview comes standard with integrated document imaging functionality that allows you to link electronic images of accounting-related supporting documents directly to your financial transactions.

- **Save time.** Scanned electronic images of source documents (e.g. invoices, work orders) can be attached to any financial transaction. No need for those extra steps walking to the filing cabinet.
- **Reduce effort.** Document imaging functionality is seamlessly integrated with the Multiview Financial Software suite, and our reporting and OLAP environment. Drilling down to the information, from any report or analysis, is easy and instantaneous.
- **Improve decision-making.** Having an electronic copy of the source document means that decision-makers (e.g. persons approve a payment) have all the information they need at their fingertips.



GET A FULLY-INTEGRATED, INDUSTRY-LEADING DOCUMENT MANAGEMENT SOLUTION

Through our strategic third-party relationship, we can provide a seamlessly-integrated value-added solution (FileNexus) to address your enterprise-wide document management needs. Multiview FileNexus allows you to expand document management well beyond the finance and accounting departments, yet retain total integration with your core financial system.

- **Reduce effort.** Business people spend 5-15% of their time reading information, but over 50% of their time finding it. With Multiview's Document Management solution, you can virtually eliminate search time so that staff can focus on doing their job, rather than seeking information.
- **Achieve a “single point of truth”.** Multiview FileNexus takes all of your records, whatever the source (e.g. scanned images, mainframe output, PC files) and safely archives them in one cohesive electronic database.
- **Reduce costs.** You can virtually eliminate the staff costs for filing, retrieving and collating. You can file, collate, store, retrieve, research, notate, export, fax or e-mail and document instantly—without leaving your desk.
- **Provide global access.** Multiview's FileNexus system can be accessed by any authorized end user—all they need is a Web browser.

We're just so happy to have a solution that provides us with the business continuity capability we need, and a centrally managed document management system that users can access from one application.

*Janet Manske
I.T. Manager
Peters & Co.*

IMPROVE YOUR BUSINESS CONTINUITY CAPABILITY

Only 10% of corporate information lies in structured databases. The remaining 90%—often critical to business continuity—lies in unmanaged file system structures or on paper. Using the powerful capabilities of our value-added FileNexus product, you can improve your business continuity planning capability by archiving your business-critical information in an easily-accessed electronic format, that can also be archived and safely stored offsite.

- **Save crucial records in an electronic format.** Multiview's value-added FileNexus solution lets you store all your records—regardless of their source—in a single, easily-accessible document data warehouse.
- **Store records securely.** Save your electronic document images onto the media of your choice (optical disks, offsite servers, tape etc.) to protect them from fire, flood, or other disasters.

COMPLY EASILY WITH REGULATORS AND AUDITORS

Multiview is rich in functionality to help you maintain an effective, well-documented system of internal control, and thus address the concerns of regulators and auditors. A sample of control points includes:

- The ability to drill down through the data right to an electronic image of the document that supports a specific transaction. This results in complete, top-to-bottom transparency of every business event!
- Security by function ensures that only those users who are specifically authorized to perform a sensitive function can do so (e.g. authorize a payment)
- Security by value protects your data by allowing you to limit who can access sensitive information.

ACCESS ALL THE INFORMATION YOU NEED—QUICKLY AND EASILY

With online inquiry and a host of reporting options, Multiview lets you manage your finances and financial records as never before.

- Choose from hundreds of standard reports, to get the full picture you need. Report output can be organized by dozens of different criteria.
- Our powerful reporting and OLAP environment (D.A.V.E.) allows you to perform ad hoc analysis and easily create your own custom-formatted reports.

ENJOY SEAMLESSLY-INTEGRATED, ADAPTIVE SOFTWARE

As part of the Multiview Financial Software suite, Document Imaging or FileNexus gives you a single point of entry that guarantees consistent information, and eliminates reconciliation problems. The Multiview suite provides you with an adaptable, integrated and comprehensive data warehouse. Our product is ready to be data mined by your end users, yet requires no IT involvement.

The genius of Multiview is in the simplicity; the power is in the adaptability. Our exceptional design can support your organization's growth, without the usual growing pains. Multiview's products reflect the best practices of over two decades of evolution, and the feedback of thousands of Multiview users.

TOP-NOTCH SERVICE AND SUPPORT

As a Multiview customer, your call goes directly to your dedicated Customer Support representative, who understands your business and needs. This personal service, combined with the fact that our Customer Support accountants have 50+ years of accounting and Multiview experience, results in 98% "first call" resolution.

IMPLEMENTATION GUARANTEE

Our 60-day guarantee means you can be up and running in a heartbeat!