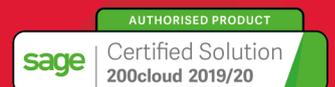# PaperLess

accounting the PaperLess way™

PaperLess Non-Accounting Archive

Automatically Process, Manage & Store
All Your Accounting and Non-Accounting Documents
Within One System – All Seamlessly
Integrated With Sage

PLATINUM
sage Developer
Partner 2019/20

AUTHORISED PRODUCT
sage Certified Solution
50cloud 2019/20

AUTHORISED PRODUCT
sage Certified Solution
200cloud 2019/20

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You can now manage both your accounting and non-accounting documents in PaperLess with PaperLess Non-Accounting Archive. A powerful PaperLess module which enables you to create your own tree of documents and search fields so that you can have access to all your non-accounting documents at the click of a button. You can archive using your standard Sage fields (supplier, nominal, project, etc.) or create your own.

With PaperLess Non-Accounting Archive you and your colleagues can collaborate on documents, archive and easily retrieve all types on non-accounting documents when you need them, using the comprehensive search features of the metadata stored with each document.

Like in the Accounting Archive, full remote access is available also for non-accounting documents, with strong security measures in place so that you can always control access to sensitive data.

- **Online Access to both accounting and non-accounting documents**
- **Process, Archive and Retrieve all documents in seconds**
- **Comprehensive search features of the metadata stored**
- **Setup unlimited Folders and Search Fields based on your business needs**
- **User access rights at folder and document level**
- **Document Approval also for Non-Accounting Documents**
- **Automatic Recognition of Non-Accounting Documents**
- **Automatically Attach of Proof of Deliveries / GRNs to Sales Orders or Purchase Orders in Sage**

Free Online Demo

PaperLess Online Approval also available for Non-Accounting Documents

As with the Accounting Archive, full remote access is available also for non-accounting documents, with strong security measures in place so that you can always control access to sensitive data.

Yes, that is right... because not only invoices need approval, you can also use PaperLess Online Approval to get non-accounting documents approved with ease. When final approval is given documents can be automatically archived with the full audit trail of the approval process linked to them so that you can easily view who approved what, on which dates or why certain changes were made.

Automatic Processing of Non-Accounting Documents with PaperLess Recognition Software

PaperLess Recognition is also available for non-accounting documents meaning that you can have PaperLess automatically capturing the data of your documents and automatically archiving them when all data is found. This means that you do not have to spend more time on manually archiving non-accounting documents, PaperLess will do that for you in a seamless manner.

Proof of Deliveries, Payslips, Sales Related Documents can all be automatically processed by bringing those documents into PaperLess and use PaperLess Document Recognition to capture all meta-data and automatically archive them.

Now besides automating invoice processing routines, Sage users can use PaperLess recognition features to also automatically process non-accounting documents. Get all Proof of Deliveries and GRNs automatically processed and linked to the corresponding Sales Order or Purchase Order in Sage without the need for any manual data input or to spend time storing these documents.

How does PaperLess Automatic Recognition of Non-Accounting Documents work?

Document Added to PaperLess Add Documents area

Select Folder where documents should be stored

Run PaperLess Recognition of Non-Accounting Documents

All meta-data is automatically captured

Yes — Document is automatically archived

No — Document stays in Add Documents area to be manually archived