



3RD QUARTER  
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## MICROSOFT DYNAMICS GP NEWSLETTER

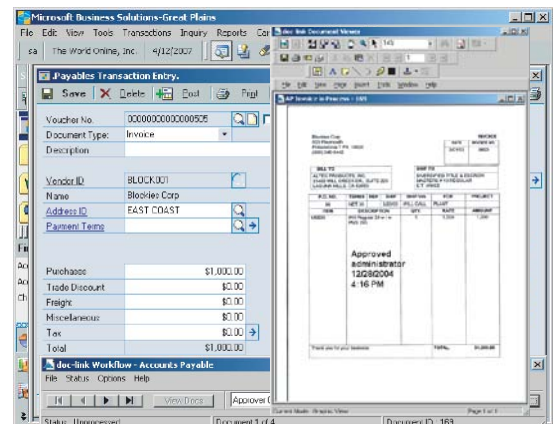
### Get Lean and Go Green with *doc-link*

In today's uncertain economic climate, companies are looking for new ways to cut costs and streamline business processes. At the same time, a new age of social responsibility has shifted public awareness toward preservation of the environment and a call for companies to "go green." Both trends have created a compelling business case for *going paperless* using a document management system, like *doc-link*<sup>TM</sup> by Altec, that's integrated with your Dynamics GP accounting system. Let's take a closer look.

#### All That Paper is Slowing You Down

When examining typical business processes, paperwork has often been identified as a major bottleneck. Whether it's the storage, retrieval, or processing of paperwork, improving the ability to instantly view and access important documents has been shown to significantly increase workplace efficiency and reduce costs.

A paperless document *management system* like *doc-link*, integrated with Dynamics GP, is designed to electronically capture, retrieve, and process documents such as invoices and checks, purchase orders, customer orders, payments, period-end reports, and much more. Essentially, all of the paper you're producing today is digitized, indexed, and easily retrieved using extensive search capabilities. Documents captured in *doc-link* can be accessed *simultaneously* by employees on premise or away from the office. No more wasted time digging through file cabinets or searching for a misplaced invoice!



*doc-link*<sup>TM</sup> imaged documents and workflow seamlessly integrate with Microsoft Dynamics GP

#### Eliminating Paper *AND* Paper *WORK*

Beyond document storage and retrieval, *doc-link* also incorporates *electronic workflow processing and routing* through the use of customized business rules that integrate with your Dynamics GP system. Documents can be reviewed, approved, and annotated before being routed to another department or employee for further processing. *doc-link* users can also "rubber stamp" approvals electronically, track invoices that are currently in authorization or resolution status, view documents or vouchers side-by-side, and manage information more effectively to assist with regulatory compliance related to the protection of information such as Sarbanes-Oxley or HIPPA.

#### Going Paperless Makes Good "Cents"

Going paperless with *doc-link* will have tremendously positive implications for your business. In addition to a significant increase in productivity, you'll free up office space currently reserved for paper storage, improve timeliness of document delivery to/from customers and vendors, enhance document security, save money in paper costs and postage, and extend the reach of documents to multiple people in various locations. Perhaps best of all, you're demonstrating corporate responsibility by getting lean and going green!

#### In This Issue:

Get Lean and Go Green with *doc-link*

Dynamics HR and Payroll: A Winning Combination

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Contact us to learn more about electronic document management for Dynamics GP.

# Dynamics HR and Payroll – A Winning Combination

A study conducted by the *Society For Human Resource Management* (“SHRM”) found that human resource staff spend **only 33% of their time performing meaningful functions**, with the rest of the workday devoted to non-productive, administrative work. That’s because human resource and payroll are some of the most time consuming and paper intensive tasks for an organization. Sound familiar? If so, now is the time to learn how a fully integrated HR and Payroll module for your Dynamics GP system will help you better manage these labor-intensive processes.

## Reducing the Administrative Burden on Your HR Staff

Human Resource in Dynamics GP provides tools to more effectively manage all aspects of HR administration accurately, fairly and with ease. Employee information is stored in a central database that provides all the data you need to make quick, efficient and strategic HR decisions. You can update, track and report on employee attendance, disciplinary plans, salaries and promotions, skill level, training classes, health and wellness information, workplace injuries, and government compliance. You can also standardize your **performance review** process with scheduling tools, automated email notification, and a weighted scoring system to support wage adjustment decisions.

Human Resources in Dynamics GP also provides tools for **recruitment automation** allowing your HR staff to focus on attracting and retaining qualified candidates. You can attach scanned resumes to a candidate’s file and create a variety of templates and forms for interviews, acknowledgements, interview invitations, and offer & rejection letters. Easy-to-use query tools allow your HR staff to track open and closed job requisitions and evaluate the costs of recruiting a candidate. And when someone is hired, there is no need to re-key information; all relevant data is automatically transferred to the new employee file in a single step.

## Powerful, Integrated Payroll

Payroll in Dynamics GP helps you take control of complex payroll functions and manual processes. Pay rate setup offers the flexibility for calculating different pay rates per employee based on company, department, position or shift and can automatically allocate labor costs to different departments. It provides flexibility for cost accruals across accounting periods, budget creation based on hours rather than dollars, and provides multiple report formats for detailed analysis of employee and department data, including hours, FTE’s and earnings. And when combined with HR in Dynamics GP, you’ll benefit from a fully integrated solution that **eliminates redundant data entry and keying errors**.

## Employee Self-Service

Time-consuming interactions between Employees and the HR department are reduced using the **Role-Tailored Web portal**. With this self-service application, personnel can securely review their payroll and benefit information, submit vacation requests, enter time cards, and update personal information. One of the biggest advantages of this employee self-service is the ability to complete benefit enrollment online. This further reduces paperwork, mailing, and processing costs. Managers also reap the benefits of Role-Tailored web access with the ability to review employee compensation and performance history, review and approve vacation requests, evaluate team member skills, and monitor job applicant status.

## HR and PAYROLL PROMOTION!

20% Off HR and Payroll in Dynamics GP  
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Contact us for additional details and eligibility requirements.



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