Digital transfer to Sage® Line 50

Your invoices, order forms, contracts,
shipping documents or delivery receipts accessible from

Sage Line 50

XEROX Optimizer

Digital Transfer
to Sage

Xerox® Optimizer™

Use Xerox Optimizer to create digital archives by scanning paper documents directly from your Xerox multifunction system to your Sage® software.

Simple. Fast. Efficient.

Advantages

- **Saves Time/Money:** all incoming documents can be stored and retrieved digitally at the push of a button.

- **Text searchable PDF:** Xerox Optimizer converts paper documents into 100% text-searchable PDF files for easy recall.

- **Easy to Use:** Xerox Optimizer scans as easily as making a copy or sending a fax.

- **Out of the Box:** Xerox Optimizer is pre-configured to connect automatically with Sage Line 50 and your Xerox multifunction system.

Overview

Xerox is the only brand of multifunction system with a direct connection to Sage software. You can use Xerox Optimizer to scan directly from a Xerox multifunction system into Sage Line 50. The Optimizer creates a digital archive without installing software on local workstations or training office staff on a new product.

By using Xerox Optimizer, you will always have documents in the right place. The document is not changed by the Xerox device or within Sage, and no additional software training is required.

The Xerox Optimizer simply uses the Document Management function of Sage Line 50 and enables you to organise information for all your accounts. However, you can choose to print a barcode on your documents. Optimizer then recognises the barcode and routes the document to the appropriate record, streamlining your day-to-day document processing.

With Xerox and Sage, it's simple, fast and more efficient to digitise paper documents into customer records you can use!

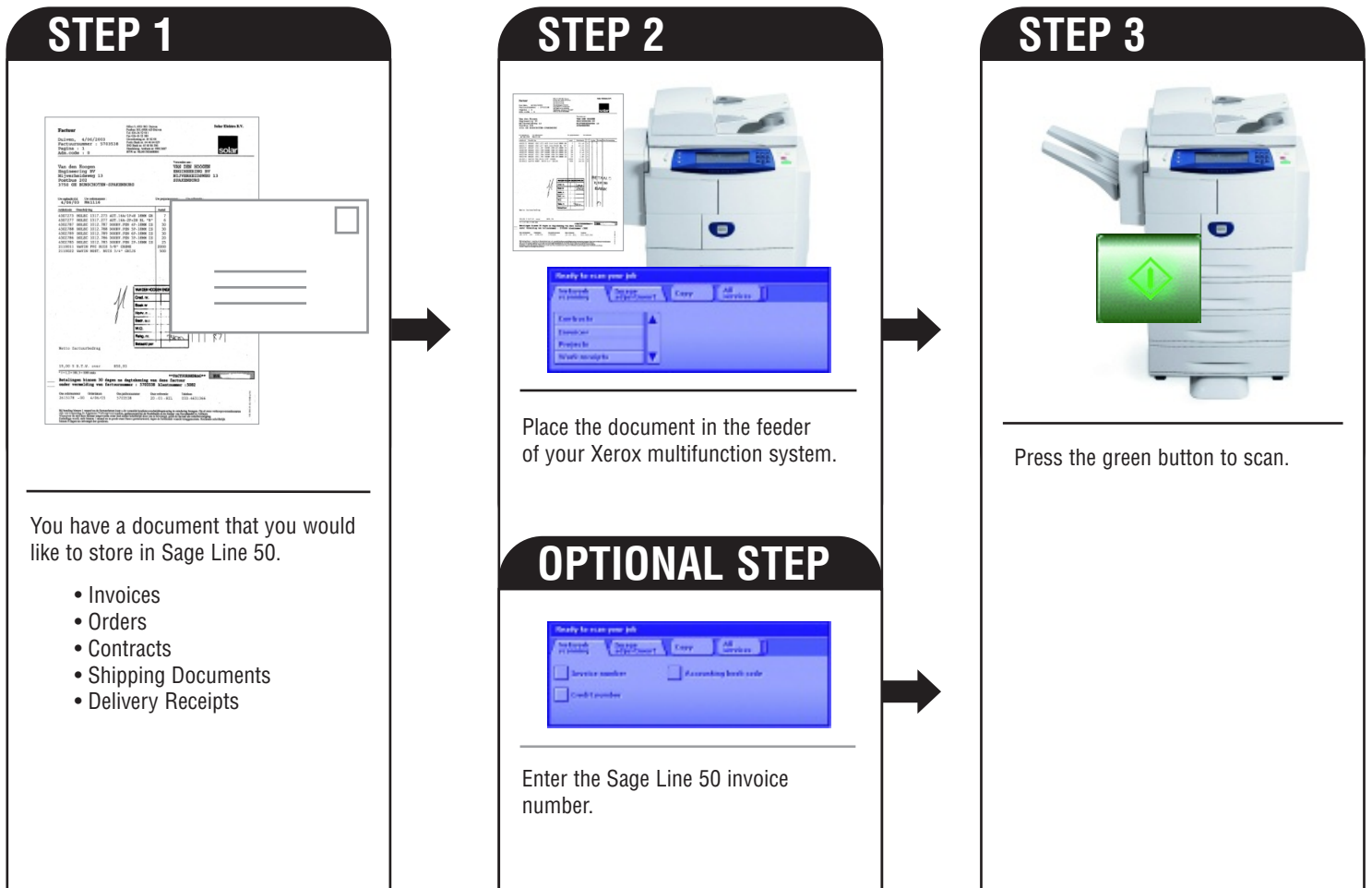## Customer scenarios

Invoice management

An employee wants to archive incoming invoices digitally rather than in a filing cabinet. He places an invoice into the feeder of the Xerox multifunction system, enters the supplier invoice number and presses the green button. Go!
Sage Line 50 scans to the appropriate digital customer record. Now, all customer documents can be retrieved and viewed from the employee's PC.

Automated filing

At the end of a work day, a delivery driver returns to a warehouse with a stack of proof of delivery receipts containing barcodes. Xerox Optimizer reads these barcodes and routes the scanned receipts to each customer's Sage Line 50 record.
No more filing cabinets means less time spent on paperwork, less misplaced documents and less clutter around the office. Less is more!

What can Xerox Optimizer do for you?
From paper to paperless in three easy steps!

STEP 1

You have a document that you would like to store in Sage Line 50.

- Invoices
- Orders
- Contracts
- Shipping Documents
- Delivery Receipts

STEP 2

Place the document in the feeder of your Xerox multifunction system.

OPTIONAL STEP

Enter the Sage Line 50 invoice number.

STEP 3

Press the green button to scan.

RESULT

The document is stored in Sage Line 50 and attached to the appropriate customer record. These records can be referenced by project, product, supplier or bank. You can use Adobe Acrobat Reader to search, view or print. And text from any document can be pasted directly into customer information databases.

Your paperwork just became a paperless archive!

For more information, visit us at
www.xerox-solutions.com

Xerox Optimizer

Text searchable PDF files
Xerox Optimizer automatically creates text searchable PDF files.

Full colour support
Now make full colour text searchable PDF files of all your paper documents.

Email notification
When a scan is being placed in a folder Xerox Optimizer can send a notification email.

Batch scanning
Batches of scans can be divided by using a barcode separation sheet.

Barcode recognition
Xerox Optimizer supports barcode recognition, by which scan processes can be simplified.

Scan to customer record
All documents can be directly linked to the supplier, invoice, shipment documents or proof of deliveries. All kinds of documents can be made available in your own application.

Scan to bank
All documents can be directly linked to the bank record, receipts, correspondence, mailings or overviews. All kinds of documents can be made available in your own application.

Xerox Products

Xerox Optimizer works with the Xerox multifunction systems listed below, provided they have a scan option*.

Xerox WorkCentre® **7228 / 7235 / 7245**

Xerox WorkCentre® **7655 / 7665**

Xerox WorkCentre® **7132**

Xerox WorkCentre Pro® **35 / 45 / 55 / 65 / 75 / 90 / 123 / 128 / 165 / 175**

Xerox WorkCentre Pro® **C32 / C40 / 2128 / 2636 / 3545**

Xerox WorkCentre Pro® **232 / 238 / 245 / 255 / 265 / 275**

Xerox Document Centre® **425 / 432 / 440 / 460 / 470 / 480 / 490 / 535 / 545 / 555**

* The solution will only work if scanning options are already installed on your device.

Xerox and Sage

Xerox Optimizer has been developed in close cooperation with Xerox, Sage UK and X-Solutions. X-Solutions is an official accredited Sage Developer.

Other Xerox offerings for
business
transformation:

• **Xerox Alliance Partner Programme:**
Links partners with the global resources and technology of Xerox to create customised solutions that extend the functionality of Xerox products. One solution is DocuShare – an intuitive, cost-efficient software solution for capturing, managing, retrieving and distributing information globally in a secure, web-based environment.

• **Xerox LAN Fax Manager**
Provides integrated, server-based fax functionality, extending powerful fax capabilities to the desktop and enabling walk-up fax capabilities in Xerox multifunction systems.

www.xerox.com/office