



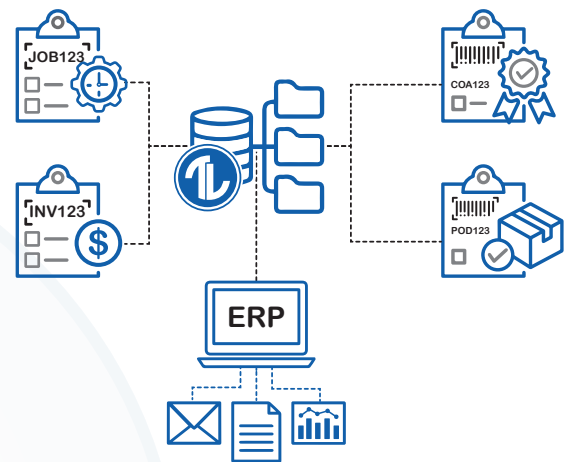
## Managing, Storing and Reporting on Documents

### Are you struggling to link hard-copy documents to SYSPRO in your business?

Managing, storing and reporting on crucial company documents is not only an important business function, but a government mandated requirement for many types of documents.

As part of a larger group of functions designed to address the challenge of managing and storing your important documentation, TransLution can now automatically link files to SYSPRO documents using the barcode found in the file.

TransLution Automated Document Management can be used for any files that need to be linked to documents in SYSPRO. The possibilities are endless.



### Automated PDF Document Management Use Case

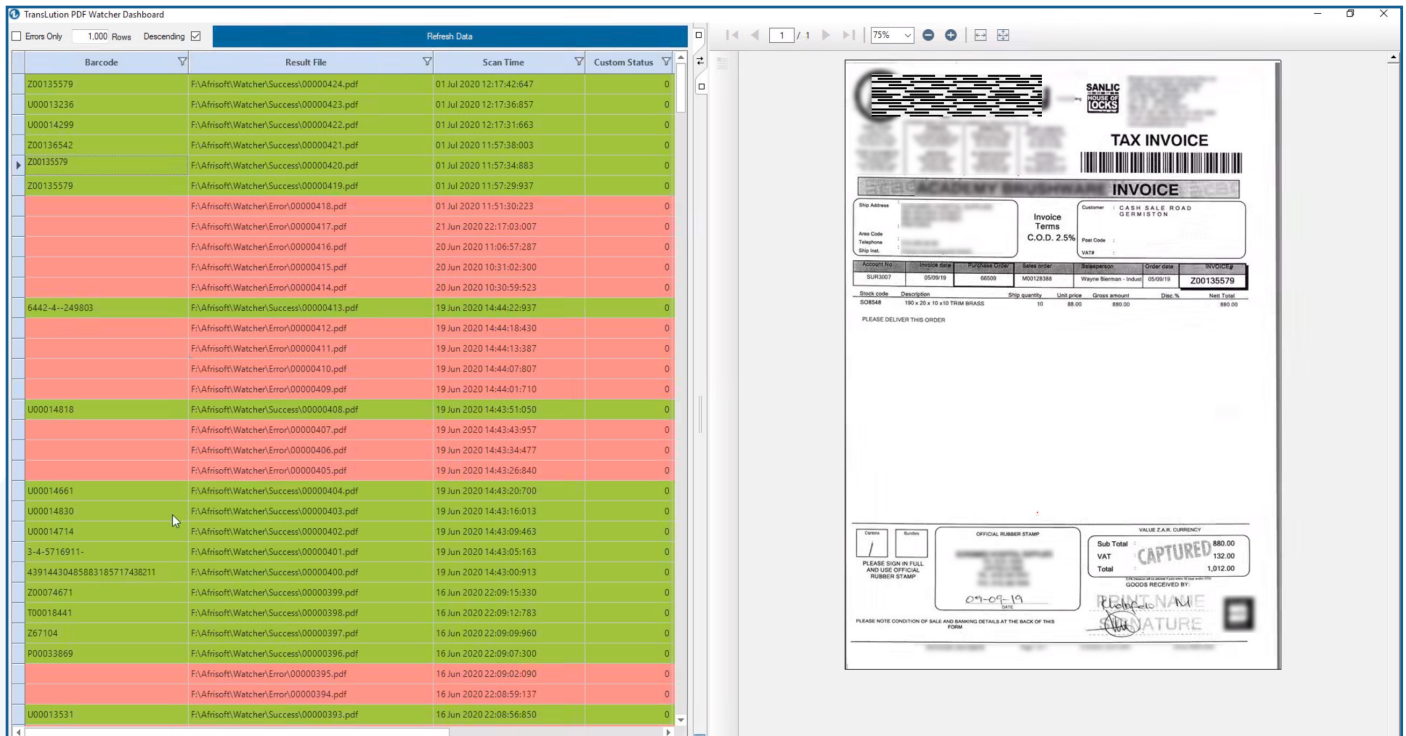
Your drivers go out to deliver orders and come back to the office with signed Proof of Delivery documents. This leaves you with lots of pieces of paper and no way to properly reference the documents.



Using a high-speed document scanner, scanned documents are saved as PDFs to a folder. TransLution Automated PDF Document management continuously monitors and scans through the folder to find new PDFs documents that have been scanned. New documents are then scanned for a barcode.

If a barcode is found, the file is moved to a "success" folder, and the barcode and file name are saved in the database. TransLution then automatically links the successful documents to the appropriate sales purchase order in SYSPRO.

Successes and failures can be reviewed and managed on a dashboard. Failed documents, colour coded for easy reference, can then be manually addressed and linked to the appropriate sales purchase order in SYSPRO. If there is a query, you can simply call up the Sales Order in SYSPRO and view the signed document directly.



The screenshot shows the TransLution PDF Watcher Dashboard on the left and a sample tax invoice on the right.

**TransLution PDF Watcher Dashboard:**

Barcode	Result File	Scan Time	Custom Status
200135579	F:\Afrisoft\Watcher\Success\00000424.pdf	01 Jul 2020 12:17:42:647	0
U00013236	F:\Afrisoft\Watcher\Success\00000423.pdf	01 Jul 2020 12:17:36:857	0
U00014299	F:\Afrisoft\Watcher\Success\00000422.pdf	01 Jul 2020 12:17:31:663	0
200136542	F:\Afrisoft\Watcher\Success\00000421.pdf	01 Jul 2020 11:57:38:003	0
200135579	F:\Afrisoft\Watcher\Success\00000420.pdf	01 Jul 2020 11:57:34:883	0
200135579	F:\Afrisoft\Watcher\Success\00000419.pdf	01 Jul 2020 11:57:29:937	0
	F:\Afrisoft\Watcher\Error\00000418.pdf	01 Jul 2020 11:51:30:223	0
	F:\Afrisoft\Watcher\Error\00000417.pdf	21 Jun 2020 22:17:03:007	0
	F:\Afrisoft\Watcher\Error\00000416.pdf	20 Jun 2020 11:06:57:287	0
	F:\Afrisoft\Watcher\Error\00000415.pdf	20 Jun 2020 10:31:02:300	0
	F:\Afrisoft\Watcher\Error\00000414.pdf	20 Jun 2020 10:30:59:523	0
6442-4--249803	F:\Afrisoft\Watcher\Success\00000413.pdf	19 Jun 2020 14:44:22:937	0
	F:\Afrisoft\Watcher\Error\00000412.pdf	19 Jun 2020 14:44:18:430	0
	F:\Afrisoft\Watcher\Error\00000411.pdf	19 Jun 2020 14:44:13:387	0
	F:\Afrisoft\Watcher\Error\00000410.pdf	19 Jun 2020 14:44:07:807	0
	F:\Afrisoft\Watcher\Error\00000409.pdf	19 Jun 2020 14:44:01:710	0
U00014818	F:\Afrisoft\Watcher\Success\00000408.pdf	19 Jun 2020 14:43:51:050	0
	F:\Afrisoft\Watcher\Error\00000407.pdf	19 Jun 2020 14:43:43:957	0
	F:\Afrisoft\Watcher\Error\00000406.pdf	19 Jun 2020 14:43:34:477	0
	F:\Afrisoft\Watcher\Error\00000405.pdf	19 Jun 2020 14:43:26:840	0
U00014661	F:\Afrisoft\Watcher\Success\00000404.pdf	19 Jun 2020 14:43:20:700	0
U00014830	F:\Afrisoft\Watcher\Success\00000403.pdf	19 Jun 2020 14:43:16:013	0
U00014714	F:\Afrisoft\Watcher\Success\00000402.pdf	19 Jun 2020 14:43:09:463	0
3-4-5716911-	F:\Afrisoft\Watcher\Success\00000401.pdf	19 Jun 2020 14:43:05:163	0
43914430485883185717438211	F:\Afrisoft\Watcher\Success\00000400.pdf	19 Jun 2020 14:43:00:913	0
200074671	F:\Afrisoft\Watcher\Success\00000399.pdf	16 Jun 2020 22:09:15:330	0
200018441	F:\Afrisoft\Watcher\Success\00000398.pdf	16 Jun 2020 22:09:12:783	0
267104	F:\Afrisoft\Watcher\Success\00000397.pdf	16 Jun 2020 22:09:09:960	0
P00033869	F:\Afrisoft\Watcher\Success\00000396.pdf	16 Jun 2020 22:09:07:300	0
	F:\Afrisoft\Watcher\Error\00000395.pdf	16 Jun 2020 22:09:02:090	0
	F:\Afrisoft\Watcher\Error\00000394.pdf	16 Jun 2020 22:08:59:137	0
U00013531	F:\Afrisoft\Watcher\Success\00000393.pdf	16 Jun 2020 22:08:56:850	0

**Tax Invoice Sample:**

**TAX INVOICE**

**INVOICE**

Ship Address: [Redacted]  
 Invoice Terms: C.O.D. 2.5%  
 Customer: CASH SALE ROAD DEMARSTON  
 Order No: 200135579  
 Sub Total: 180.00  
 VAT: 132.00  
 Total: 312.00

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