

Reduce Costs and Grow Your Revenues

Electronic Document Management Solutions for Government Contractors



Real Business Value With Higher Profits and New Efficiencies

■ Accounting

Accounting and document management accomplished in one step. With CIMSgts document management solutions, you can efficiently manage expense reports, tax documents, invoices, purchase orders, balance sheets, income statements, standard forms, contracts, phone messages, email communications and as well as improve access control, enforce document retentions and audit activity to ensure compliance. And, you will be able to quickly respond to customer questions by accessing documents when they call without leaving your desk to retrieve the document from file cabinets.

■ Human Resources(H/R)

The key to a comprehensive and seamless HR system includes the ability to capture and store employee records, as well as any documents associated with credentialing, recruitment, testing, vacation requests, relocation, continuing education, benefits administration and compliance. Document management coupled with workflow gives HR departments the extra boost to effectively manage processes by automatic routing of information. This reduces time performing routine functions, reduces storage costs and keeps active records available while providing security.

■ Contracts, RFPs

Contracts and RFPs are paper intensive and time consuming processes. Manage the creation and review of contracts and RFPs within a controlled environment and stay informed and up to date on contract tasks by implementing a workflow and content management solution.

Integration with QuickBooks

CIMSgts provides an integrated document management solution with QuickBooks which allows you to input the transaction and store the support documents at the same time and in one step. Not just documents you scan in, but any electronic file can be attached, such as jpegs, word documents, or existing PDFs.



Are you looking for ways to:

- Reduce paperwork
- Centralize and consolidate data that is stored in multiple places
- Decrease storage costs
- Replace slow, costly and paper-based workflows
- Improve your document scanning solutions

CIMSgts offers government contractors a wide range of industry leading solutions to reduce your operational costs and increase productivity.

"With document management in place, KLR has found the ability to instantly share client information electronically to be an enormous productivity boost. We no longer experience paper bottle necks and documents are routed through the firm."

Peri Ann Aptaker, Director of Tax Services, Kahn, Litwin, Renza & Co., Ltd



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What is Document Management?

Document Management is the process of storing and tracking the paper and electronic information you handle each day. These documents may consist of emails, faxes, forms, invoices, and other supporting documents. As information expands in the paper and electronic world, the ability to access specific documents quickly becomes increasingly more complex. *Document Management provides a way to ensure that the information you need is always available on demand when you need it.*

What is Workflow?

Every business has documents that flow through some type of work process. Expense reports, purchase orders, contracts, employment applications, and vacation requests are some common examples. As the document passes from one person or department to the next, someone acts on the information and files it or passes the document on for review or further action. *The process of accurately moving and tracking the document's progress from its originator to its final destination is known as document workflow management.*

Your Current Environment May Consist of:

- **Scanning** - Scanning documents from paper to electronic form is a good productive step towards creating a "paperless office". Once the documents are scanned in, there is still an important step to be taken. A document management system adds the controls and intelligent background software that enables documents to be electronically available to anyone, anytime, anywhere.
- **Network Shared Folders**- As an office connects its computers, printers, even scanners to a shared network, this creates a good infrastructure for document management. A document management software system enables electronic documents to be better organized, more easily accessed and tracked and provides multiple levels of security to protect files.

Electronic Content Management System

The industry leading and field proven CIMSgts solutions combine document management with automated workflow to provide you with true electronic content management that allows a large number of people to contribute and share stored data in a secure and controlled environment.

CIMSgts provides a complete range of services to ensure your success, including up front planning and design, installation, training, and ongoing support and will be with you every step of the way.



Benefits of CIMSgts Electronic Document and Automated Workflow Solution

- Reduces expenses
- Enforces consistency
- Eliminate "lost document" costs
- Eliminate file cabinets and free up space
- Improves security
- Provides disaster recovery
- Enables remote access via any internet connection
- Free up time to focus on core strategic activities



- **In Business for 14 years**
- **Offers industry leading paperless office solutions**
- **Based in Huntsville, AL**
- **Hundreds of small to large commercial and government customers**

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