



Document Management System

"Document Management System" in Accounts helps to attach, store and manage documents. This allows for increase Flexibility in storing the relevant documents in the right place at the right time.

It is a Process Used to Capture, Track and Store Electronic Documents, such as PDF files Word Processing Files, Digital Images of Paper Based Content & it save your time and money.

FEATURES

1. Company Documents
2. Ledger Name Documents
3. Cost Centre Name Documents
4. Stock Item Name Documents
5. Transactions Documents
6. Day Book

Note

1. We can keep all Types of Documents in Local Drive / Google Drive / Pen Drive / etc. As Per User Need.
2. Filter Option will be available in Ledger Document Register & Stock Item Document Register.
3. These formats are Available : PDF / JPEG / JPG / PNG / BMP / EXCEL / WORD / PPT / Etc.
4. We can Access to an Organised, Efficient, Transparent and Systematic way to view all Types of Legal Documents of the Company which allows you to save a lot of time of the Management as well as Auditor which is very Important now a days.



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Thank You!