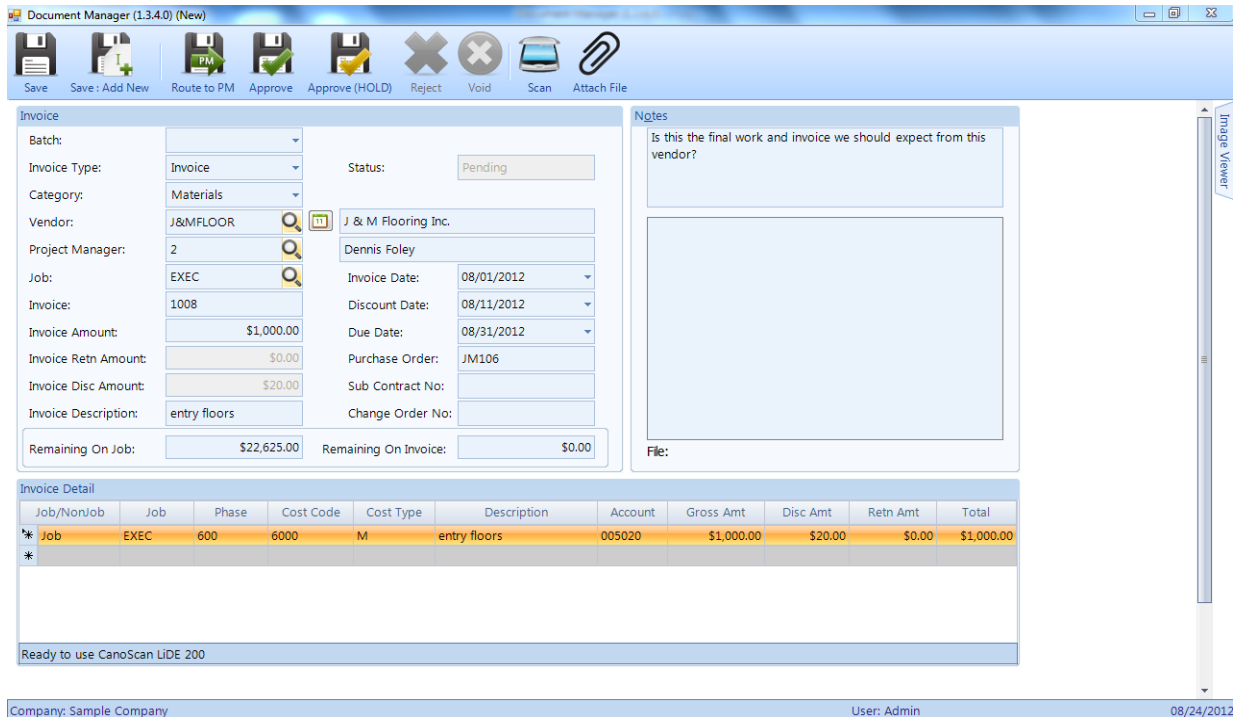# Document Manager

TCM Document Manager has been written to work with The Construction Manager (TCM) to help manage your Accounts Payable invoices and other documents.

Why use Document Manager along with your current TCM accounting system?

Easy routing to owners, project managers – anyone who needs to approve invoices. Eliminate the need of making copies and sending the approval folder around the office. Now your PM's and owners can see the invoices, approve and make notes from their own screen.

Scan or attach the invoice to be linked to the invoice entry, then with a click of your mouse, you can route the invoice to the correct PM or owner, approve and simply send the invoice to TCM. It will be ready to post within your AP module.

Need to find an invoice? No need to go to your file cabinet. You will have the ability to review the invoice images either in Document Manager (easy lookup by Job, Vendor, Purchase Order, etc.) or within TCM (under AP vendor history, JC cost detail). You can even email an invoice to someone with a quick click of a button.

TCM *Solutions* Document Manager

Not just for AP invoices….

Use Document Manager to manage all your documents types. Easily scan or attach contracts, HR information, job site photos, etc.

Access your documents by Job, Customer, Employee, etc. This feature can replace much of your paper usage. No more making multiple copies of a contract. Scan and index it in Document Manager.Have it available for PM's and owners to access at their convenience. The Document Type, Category and Subcategory are user defined fields. You decide how to use this organizational tool to fit your company's needs.

Simple look-up fields to help you find documents (by Customer, Employee, Job, etc.).

Document Type	Category	SubCategory	File Path	Employee	Description	Job	GL Account	Assigned To	Notes	
Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ jam	Ⓐ	Ⓐ	Ⓐ	Ⓐ	Ⓐ	
Payroll	Injury Report	Initial Report		JAMES	test				> 05/16/2012 (...	
Payroll	Drug Test	Initial Test	C:\Users\Public\...	JAMES	test information				> 05/17/2012 (...	
Payroll	Drug Test	Initial Test	C:\Users\Public\...	JAMES	test					
Payroll	I-9 Form		C:\Users\Public\...	JAMES	Steve HR Infor...				> 08/27/2012 (...	