

Laser Print Customization and Digital Document Delivery

Enhance the functionality of your enterprise resource planning solution with fully-customizable, document templates for printing, and a seamless transition to digital document archival or delivery. With the creation of new efficiencies around print output and communications, you'll streamline time-intensive, manual processes and enjoy more efficient workflows, institution-wide.



CHECKS

Create checks that complement your institution with logos or watermarks, and follow your preferences for stock type and check placement. Data and key information is pre-populated through MICR printing and detailed signature rules. Sorting options, reports and an on-demand register round out your simplified check management.



CUSTOMIZED LETTERS

Control the look and feel of the documents you share with your staff and students. Format captured ERP data into student notices, award announcements, employee communications or other customized letters. Documents can be printed for mailing, emailed, or printed and emailed at the same time.



MONTHLY, QUARTERLY AND ANNUAL REPORTS

Increase the accessibility and shareability of reported data by formatting ERP text output into a customizable document template for laser printing or electronic sharing. Replace green bar reports with documents containing easily-identifiable key fields, which allow data to be quickly imported or archived. From a single print job, you can parse out department-specific PDFs and forward directly to department heads through email or printer assignment.



PURCHASE ORDERS AND INVOICES

Extend a consistent brand through ordering, accounts payable and receivables processes, as well as cost control systems, with fully customizable printing templates. Format ERP data with flexibility of image layout and merging of multiple files, before printing or opting to email or fax through eDelivery.



RECEIPTS

Personalize the format, layout and content of your institution's receipts, from the business office to the bookstore. Configure receipts to feature logos, better utilize promotional spaces and mirror your preferences for the look and feel of each receipt. Customized receipts can be printed on thermal or laser printers, as well as distributed electronically.



STUDENT BILLS

Seamlessly extend accounts receivable data and formatting into the creation of student bills. Student schedules can be paired with the formatted bill and even printed on stock that includes a return mailer, for increased convenience.



STUDENT ROSTERS

Discover new flexibility around the creation and printing of student rosters for curriculum or continuing education courses. Print rosters by class or professor, customize with student name or merge documents into a single file. Output can be directed to a network printer or split between multiple printers.



TAX FORMS

Enjoy simple, intuitive design management of tax forms and templates for educational institutions, including 1099, 1098-T, 1095-C and W-2 forms. Forms are routinely updated to reflect any Internal Revenue Service changes to help you stay compliant with federal regulations.



TRANSCRIPTS

Admissions and transcript processing has never been easier. Information import and simple design management allow you to create digital and print-ready transcripts, as well as other admissions documents. Sensitive data can be masked, signatures added and digital versions can be automatically placed within students' files.

Expand the campus-wide benefits gained through **Serve** by complementing your utilization of this print customization solution with the document management, e-forms and workflow functionality that **Etrieve by Softdocs** provides.

Visit www.softdocs.com/serve for more information.