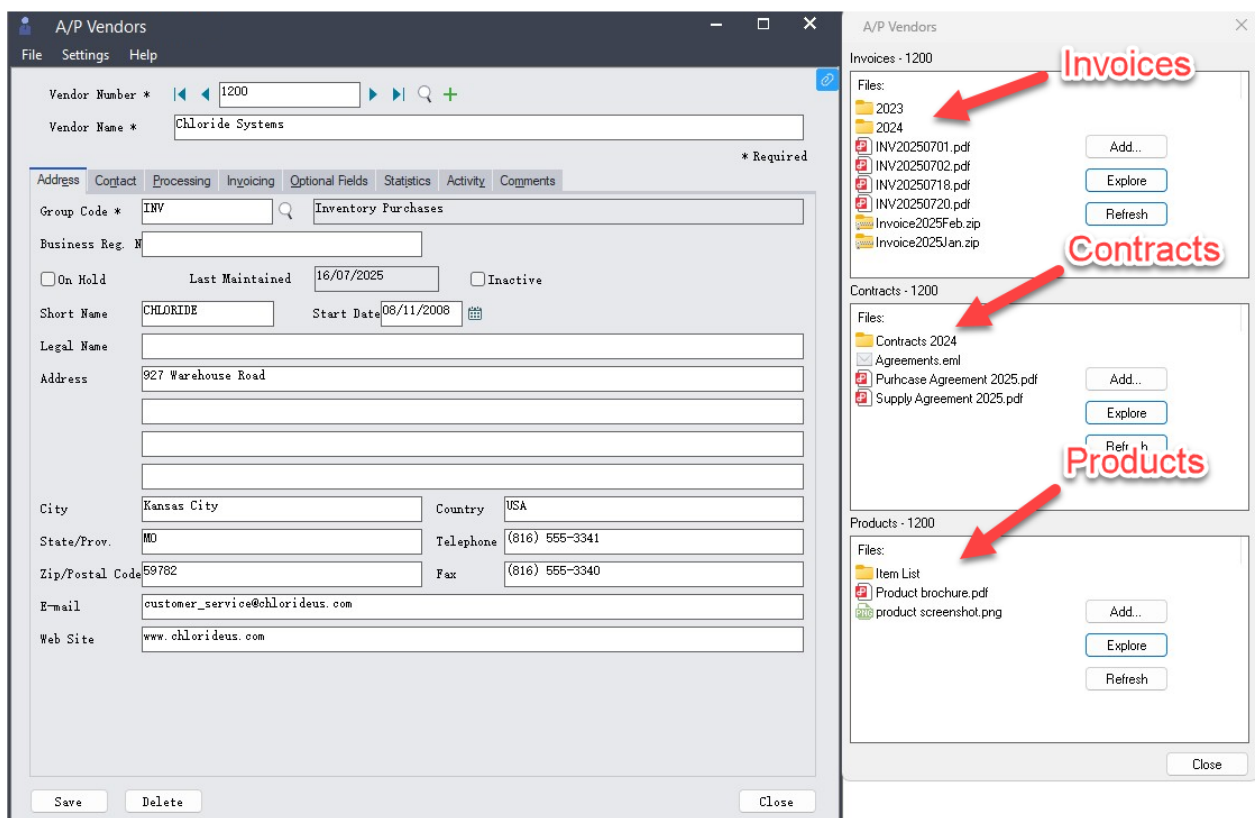# Norming Document Management

01   Why You Need Document Attachment in Sage 300

Sage 300 does not offer built-in functionality to attach documents such as invoices, receipts, contracts, or supporting documents directly to transactions or master records. This limitation makes it challenging to:

- maintain a complete audit trail
- access supporting documents quickly during approvals or audits
- eliminate paper-based processes
- improve collaboration between departments

02   Norming Document Management – A Seamless Add-On

Norming Document Management is designed specifically to bridge this gap for Sage 300 users. It allows you to **attach, store, and retrieve documents** directly from any Sage 300 desktop screen - making your ERP a complete source of truth.

03   Key Benefits for Finance and Operational Teams

Attach to Any Screen

Attach files to any transaction in Sage 300 desktop screen – AR, AP, OE, PO, IC, GL, PJC, and more.

Go Paperless and Stay Audit-Ready

Digitize and centralize all supporting documents. Simplify audits with a complete, accessible audit trail.

Enhance Collaboration

Make documents accessible to relevant users across departments, improving response time and accountability

norming