

## F.A.S.T.

**F.A.S.T.** is RDA's File Archive Storage Tool for electronically archiving system generated reports and other documents. This low cost solution for improving document storage and workflow provides the necessary tools for scanning, indexing, storing, retrieving, and managing valuable documents.

**F.A.S.T.** reduces redundant procedures such as indexing and filing. **F.A.S.T.** increases office space while decreasing overhead costs by removing large bulky filing cabinets. **F.A.S.T.** increases document storage capabilities while reducing the need to print.

If elected, **F.A.S.T.**'s "AutoMagical" feature will automatically archive system-generated reports that require the setting of flags. As an added feature for XPERT users, **F.A.S.T.** can associate archived documents right into the XPERT Maintain Masters. For example, archive system generated payroll checks and direct deposit transmittals right into the individual Employee Masters and Job Pay Masters. Archive vendor invoices right into the Vendor Invoice Masters. This saves valuable time in the event a payroll check, direct deposit transmittal, or invoice requires retrieval.

Password-protect your sensitive documents and restrict access to only authorized users. Couple **F.A.S.T.** with the valuable **RDA Backup Service** to safeguard your data and source documents in an off-site secure location.

### **Features:**

Long-Term Value	Smooth Integration with Existing Applications/Modules
Document Access Restricted to Authorized Users	Automatically Archive Reports Requiring Flag Setting
Fast, User Friendly Document Search and Retrieval	Decreased Cost and Increased Productivity
Search and Retrieve from Individual Workstations	Increased Organization
Central Location Storage	Technical Support
Reduce Storage Space Costs	End-User Documentation Comprehensive Training
Long-Term Document Preservation	Integrated with XPERT and MBGUI
Eliminate Document Loss	Email Payroll Deposit Transmittals to Employees

### **Example Reports to Archive**

Payroll Tax Reports	Payroll Deduction Reports
Personnel Demographic Report	Monthly Payroll Processing Reports
W2s	Trial Balance
Audit Trails	1099s
Posting Reports	Distribution Reports
Fixed Asset Reports	Leave Reports
Payroll Deposit Transmittals	Budget Preparation Reports

### **Example Source Documents to Archive**

Birth Certificates	Driver's Licenses
Certifications	Passports
GED	I-9
Social Security Card	Purchase Orders
Invoices	Bank Statements
Resumes	Employment Applications