



**SAGE MAS 90 SAGE MAS 200**

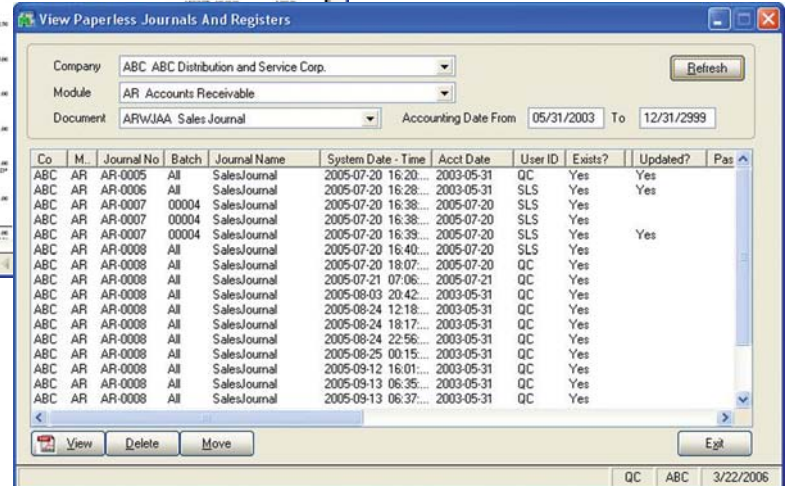
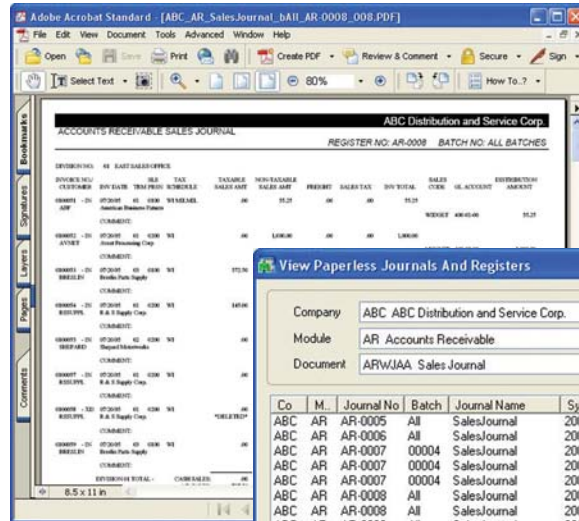
**PAPERLESS OFFICE EXTENDED SOLUTION**

**BENEFITS**

- Electronic document archival
- Document security
- Easy access to archived files
- Electronic forms delivery including fax or e-mail

**PAPERLESS OFFICE MODULES**

- Journals and Registers
- Period-End Processing
- Direct Deposit Stubs and Accounts Payable Checks
- Statements
- Sales Orders and Sales Order Invoices
- Accounts Receivable Invoices
- Purchase Orders
- Job Cost Invoices
- Electronic Forms Delivery



**Increase Office Space and Improve Customer Communications**

On average about 20 percent of office space is set aside for storage, in addition to offsite storage. This method represents the old mantra for document management—expensive and wasteful. What’s more, consider the time and money spent manually searching for documents, the possibility for loss or damage to those documents and costs incurred for file loss. The Paperless Office Extended Solution for Sage MAS 90 and Sage MAS 200 ERP systems, saves businesses money by eliminating the need to use precious office space for storage and provides easy access to archived files as a backup method to prevent lost files. The Paperless Office improves document management by obtaining, accessing, sharing, and storing printed output in a networked infrastructure, allowing customers to achieve greater efficiency. The same processes that require hours to complete and offer plenty of chances to make costly data entry errors can now be done in seconds with increased accuracy.

Documents stored electronically have superior functionality over hardcopy files. The Paperless Office can extend the reach of these documents to multiple people in separate locations, where they can be accessed quickly and simultaneously. In addition, the powerful electronic forms delivery module allows Sage MAS 90 and 200 users to e-mail or fax documents on a timely basis to vendors and customers, which ultimately improves business-to-business communications.



# Sage MAS 90 and Sage MAS 200

## Paperless Office Extended Solution

*"Electronic sophistication lets us work with the leading names in our industry."*

Robert Brownstein, CFO  
Haywin Textile Products, Inc.

### FEATURES

#### Journals and Registers

Sage MAS 90 journals and registers can contain dozens of pages, but usually only a subset is examined. With Journals and Registers, you can convert these documents to PDF format, eliminate paper waste, and save money. Plus, you can still print out hardcopies and specify the pages that you want. Storing your journals and registers as PDFs lets you search and archive much easier — saving you time and space. All journals and registers are viewable from one location with the ability to determine if they have been updated. What's more, you can quickly send any of these large documents by e-mail to your auditors.

#### Period-End Processing

Using period-end reports in PDF format saves on paper costs, plus you can archive reports in a secure and searchable digital format. All documents are available for electronic retrieval through the PDF Viewer Utility. The Viewer enables you to specify any combination of company codes, modules, and documents to view—so you see only what you want to see. Automatically name and save PDF files, eliminating the risk of accidental overwrites.

#### Sales Orders and Sales Order Invoices

Save sales orders and sales order invoices as PDFs, and a copy to send to the customer. This way, if a customer calls with a question, your computer screen will display the customer's exact copy. Users can view these forms by date, source, user ID, and file name. You can see if the form still exists and whether it was sent electronically as well. You also may choose to archive the last copy of the invoice or all previous versions.

#### Accounts Receivable Invoices

With Accounts Receivable Invoices, you can view invoices by invoice date, invoice source, user ID and file name. It's also possible for you to see whether an invoice still exists and whether it was sent electronically, and decide whether to archive the last copy of the invoice or all invoices.

#### Statements

With the Statements application, you can convert Accounts Receivable (AR) statements to PDF format, print a copy to send to a customer and save a copy electronically — all in one step. This way, if a customer calls with a question, your computer screen will display exactly what was sent to the customer.

#### Job Cost Invoices

With Job Cost Invoices, you can view and reprint invoices by date, source, user ID, and file name. Also, you can see if an invoice still exists and whether it was sent electronically, and decide either to archive the last copy of the invoice or all invoices. Recalling and printing PDF files can be done either on a customer or job basis.

#### Purchase Orders

Save purchase orders (POs) as PDFs and send e-mail copies directly to the vendor within the same process, improving turnaround time and communication with your vendor. You can retrieve archived POs by date, source, user ID, and file name. You also may choose to archive the last copy of the PO or all previous versions.

#### Accounts Payable and Payroll Direct Deposit Stubs and Checks

Gain easy access to Accounts Payable (AP) and Payroll direct deposit stub information that's unavailable in Payroll History, such as how benefits (sick time, vacation, and more) were recorded. The Direct Deposit Stubs application allows you to save all your stubs in PDF format. Reprint and quickly retrieve exact copies of stubs and never again run a report to approximate stub data. All PDFs are available for electronic retrieval using the View PDF Direct Deposit Stubs screen. This enables you to view and sort records by check date, employee number, check entry number, stub number, sequence number, user ID, run date/time, sent-to e-mail address, path, and document name, plus whether the record exists, was updated, and sent by e-mail. You also have the option to make the Stub Viewer available to all employees. Individual stubs are secured with employee-specific passwords that can be randomly generated, employee-created, or defaulted from the employee's Social Security Number.

#### Electronic Forms Delivery

Use Electronic Forms Delivery in conjunction with most of the Paperless Office applications, eliminating the need to print on letterhead, stuff envelopes, and pay postage costs while avoiding lost or delayed mail. Select the delivery method for your documents: print and mail, e-mail, or fax. Documents that can be sent electronically include: AR Statements, Payroll and AP Direct Deposit Stubs, Purchase Orders, Sales Orders, Sales Order Invoices, and Job Cost Invoices. Forms can be sent to multiple e-mail addresses and fax numbers.

