

**Volume 7
Issue 6
Dec 2007**

Headline News

The CPA Technology Advisor's Mid-Range Accounting Systems review awarded Sage MAS 90 and MAS 200 5-Star Overall Ratings. In fact, Sage MAS 90 and 200 received perfect 5-Star ratings in each of six categories: Ease of Use/Transaction Entry; Modules & Notable Features; Integration/Import/Export; Reporting; Support/Training/Help System; and Relative Value.



Authorized Partner

SAGE MAS 90 SAGE MAS 200
SAGE MIP FUND ACCOUNTING
SAGE BUSINESSWORKS

Realize The Cost Savings Of A Paperless Office

Affordable computerized accounting for small and medium-sized businesses has been around now for decades. While the computer calculates everything for you, journals, reports, invoices, purchase orders and so forth still have to be printed. Accounting journals need to be retained for audit trail purposes, while invoices and other forms must be printed and sent to customers and suppliers. You can eliminate excessive paper usage with the Paperless Office suite of Extended Solutions for Sage MAS 90 and MAS 200. In this article we will review the costs of all that paper and then provide an overview of the benefits of the Paperless Office solutions.



Say goodbye to printing, filing, and making space for mounds of documents with Paperless Office.

The Cost Of The Paper Trail

Before we discuss Paperless Office, let's reflect on how much all that paperwork actually costs.

There's more to it than just the cost of the paper itself. First, there is the cost of storage. For tax purposes, journals and registers that are part of audit trails must be retained for two to ten years depending on the type of document. If you are like most organizations, you have long ago filled your filing cabinets and are renting storage space for your archived documents. And just

think of all the time spent organizing and maintaining your archived files.

Then there is the cost of the paper and ink or toner itself. Over the course of a year these amounts can add up. You should be able to check in your accounts payable history to find out how

much you spend on these items annually.

Another large expense associated with accounting paperwork is the cost of postage. A first class stamp now costs 41 cents. You probably mail invoices, purchase orders, and vendor checks every week, and customer statements at least once a month. If you mail an average of 100 pieces on a weekly basis and 100

statements a month, that adds up to over \$2,600 annually in postage costs alone.

Last, but not least, there's the time your staff spends dealing with paperwork. There's significant time spent printing, folding, and stuffing envelopes with invoices and statements. At audit time, it might take hours to pull all the reports that are being requested. And then there's the cost of photocopying them so the originals can be kept intact.

Paperless Journals And Registers

Instead of archiving your accounting journals in filing cabinets and storage boxes, with Paperless

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Realize The Cost Savings Of A Paperless Office CONTINUED

Office Journals and Registers, you can archive them electronically. Paperless Office converts your reports and files into an electronic file in a PDF (portable document format) and saves them to a location you specify. It is easy to find a document when you need it; you simply access the View Paperless Journals and Registers function from the menu. A grid displays all of the documents with columns for company code, module, journal name, and print date and time, among others. You can sort the list with a simple click on any column to sort the files by that column. At audit time, there will be no more hunting through file cabinets or retrieving from off-site storage for the required documents. You will be able to quickly search and retrieve the necessary journals. You can then view them on screen, attach them to an e-mail, or print a hard copy.

Electronic Forms Delivery

The Electronic Forms Delivery component of Paperless Office provides the capability to deliver selected forms by way of fax and e-mail. Because this is an Extended Solution for the Library Master module, it adds this capability on a global basis. You then purchase only the individual Paperless Office components that you need in your business. The available electronic forms are:

- ▶ Accounts Payable Checks and Direct Deposit Stubs
- ▶ Accounts Receivable Statements
- ▶ Accounts Receivable Invoices
- ▶ Job Cost Invoices
- ▶ Purchase Orders
- ▶ Payroll Direct Deposit Stubs
- ▶ Sales Order Invoices
- ▶ Sales Orders

You have a lot of flexibility in how forms are delivered and to whom. When you send documents to customers, you can specify for each individual customer, whether to print a hard copy and mail, send via e-mail, or send by fax. You can choose up to four e-mail addresses or fax numbers—the main e-mail or fax on the customer account, the e-mail or fax number of up to two individual contacts (stored in the customer record) that you specify, and a fourth e-mail or fax number that you enter individually.

For example, you might want a statement faxed to accounts payable, e-mailed to the primary contact, and e-mailed to the salesperson on the account. Similar choices are available for the delivery of forms to vendors and employees.

PDF Forms

Each individual Electronic Form includes the ability to save the form as a PDF file, in much the same way as Paperless Journals and Registers. For customer-related forms, new screens in Customer Maintenance provide you with quick access to each type of form saved for this cus-

Co	Mod	Journal No	Ench	Journal Name	System Date - Time	Acct Date	Use
NDC	GL	AP 0023		General Journal	2004-05-12 14:12	2004-05-01	NDC
NDC	GL	JE 0023		General Journal	2004-05-12 14:12	2004-05-05	NDC
EEC	GL	AP 0001		General Journal	2004-05-10 17:48	2004-05-10	ATB
EEC	GL	PD 0001		General Journal	2004-05-10 17:48	2004-05-10	ATB
EEC	GL	PD 0002		General Journal	2004-05-10 17:58	2004-05-10	ATB
EEC	GL	PD 0003		General Journal	2004-05-10 17:58	2004-05-10	ATB
NDC	GL	GL 0011		General Journal	2004-05-12 14:12	2004-05-12	NDC
ABC	GL	-		Daily Transaction R	2004-05-18 16:02	2004-05-18	ATB
ABC	GL	-		Daily Transaction R	2004-05-18 16:34	2004-05-18	ATB
ABC	IN	SA 0001		Invoice Adjustm	2004-05-18 09:17	2004-05-18	ATB
ABC	AP	AP 0025		Invoice Register	2004-05-19 08:30	2004-05-19	ATB
ABC	AP	CD 0007		Check Register	2004-05-25 08:13	2004-05-25	ATB
ABC	GL	-		General Journal	2004-06-16 08:22	2004-06-16	ATB
ABC	GL	-		General Journal	2004-06-16 08:22	2004-06-16	ATB
ABC	GL	-		Daily Transaction R	2004-06-16 08:23	2004-06-16	ATB
ABC	GL	-		Transaction Journal	2004-06-16 08:22	2004-06-16	ATB

The Paperless Office Viewer makes it easy to retrieve archived documents. You can narrow the list down by company code, module, report title, and accounting date. You can resort the entries by any column.

The list also informs you whether the document was sent electronically to the customer. You can view the document on screen or resend it electronically with the click of a button. This feature can be a great time-saver when you are making collection calls or answering customer inquiries.

Paperless Period-End Processing

This component of Paperless Office allows you to select the period-end reports you need to retain and automatically save them as electronic (PDF formatted) print files instead of hard copies. The capability works in all modules that have a period-end processing option. The reports can easily be recalled and viewed on screen.

Occasionally you may discover you need to make further entries before closing the period, and therefore need to print your period-end

reports again. An option allows you to choose whether to over-write the original report or save a separate report.

With Paperless Period End, you also gain the ability to print other reports on the Reports menu to a PDF file. PDF reports printed from the Reports menu will automatically display in the PDF viewer after you print them to a file. The reports will have a different file naming convention so you can easily distinguish them from your period-end reports.

Tailored Security

A broad set of security options are available to make sure only the right people have access to the reports, journals, and forms you've saved in Paperless Office. The Paperless Office Viewer respects the security rights assigned to the Sage MAS 90 user. So if a user does not have the right to print a particular report from the menu, they will not be able to view it or print it from the Viewer.

When using Paperless Period End Processing and Journals and Registers, a setup option allows you to restrict access by user ID. A user only will be able to see the reports they created. A separate Security Event can be set in Role Maintenance for a specific user, such as the Controller, to view all reports.

Another setup option allows you to password protect reports, journals, and registers saved in Paperless Office. You can set a default password in setup options, require the user to select a unique password each time they save a journal or report, or use no passwords at all.

You also can control who has the right to delete the PDF reports. Security events in Role Maintenance allow you to assign this right separately for journals and registers, period-end reports, and individual electronic forms.

You'll want to create regular backups of the drives that hold your electronic report files and store them in a secure location. There also is an option to move a group of the PDF reports to a separate location to archive them. Special pricing is currently available for Paperless Office. Give us a call for details. ☆