Did You Know?

Sage offers Anytime Learning courses that you can view anytime and anywhere for the length of the subscription period. These instructor-led sessions are easy to use, always accessible, and ready when you are. All you need is a computer, speakers, and a high-speed Internet connection. Anytime Learning sessions are ideal for refreshing your knowledge, acquainting new hires with basic processing skills, and cross training staff.

Cut Costs With Paperless Office

In our current economic environment, it is essential to find ways to cut costs and become more efficient. With the release of Sage MAS 90 ERP Version 4.3 in 2008, customers received a significant new tool that can save literally thousands of dollars annually—Paperless Office. In this article, we offer you examples of the enormous cost savings a company can realize by implementing Paperless Office, and follow it with a review of Paperless Office features and functions.

The Cost Of The Paper Trail

Did you know that according to published studies, the average U.S. office worker uses about 12,000 sheets of printing and copying paper per year, or one sheet every 12 minutes? But even with this staggering statistic, the cost of the physical paper may actually be the smallest cost associated with maintaining your accounting records on paper. There is the cost of office space and equipment to store the files. There's the cost of postage for mailing quotes, orders, and invoices. And last but not least, there's the time your staff spends filing and retrieving paper copies. Here are some statistics:

» 40 to 60 percent of an office worker's time is spent handling paper, which translates to 20-45 percent of an organization's labor costs and 12-15 percent of an organization's expenses.

» In the average office, filing or retrieving a single document costs $20 in labor. It costs $120 in labor to find a single misfiled document—and a staggering $250 to recreate a single lost document.
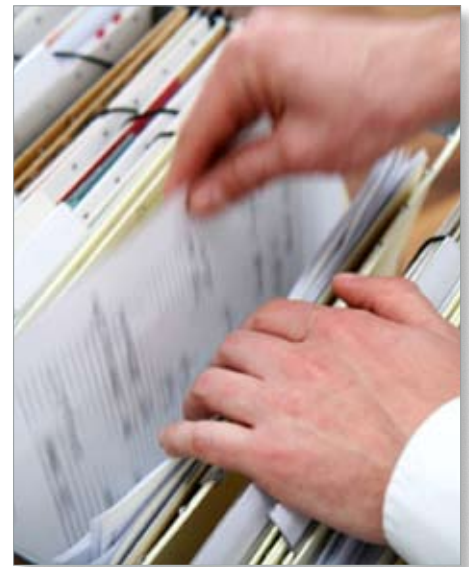
» 7.5% of all documents are lost, 3% of the remainder are misfiled. An average of 13 hours a year per worker is spent searching for paper that has been misfiled, mislabeled, or lost.

Here's an example of what this was costing one company annually:

» Two new filing cabinets at $600 each = $1,200.

» Paper, 6 cases a year, at $50 a case = $300.

» Postage at $.42, 1,000 quotes, orders and invoices per month = $5,040.

» Storage at $1.45 per square foot, per month, 2 additional square feet needed each year = $200.

» Three employees spent about 35% of their time filing or looking for paper copies = $45,000.

This added up to more than $50,000 per year for the company. As you can imagine, the organization quickly recouped the cost of

Cut Costs With Paperless Office

(continued from cover)

implementing Paperless Office by eliminating this annual expenditure. Try plugging in some reasonable estimates for your company to see how much you could save.

Paperless Office Components

At the core of Paperless Office is the ability to save and securely store journals, registers, reports, and forms as a PDF (portable document format) file. This capability is then used by the Journals and Registers, Electronic Forms Delivery, and Paperless Period-End Processing components.

Journals And Registers

The Paperless Office Journals and Registers feature allows you to archive your audit reports electronically. You can specify the location in advance so that the document is saved automatically when you perform the print and post function. The View Paperless Journals and Registers option makes it easy to find a document if you need it. A grid displays all of the documents with columns for company code, module, journal name, and print date and time. A simple click on any column sorts the files by that column. You can then view them on screen, attach them to an e-mail, or print a hard copy.

Electronic Forms Delivery

Electronic Forms Delivery provides the capability to deliver selected forms by way of fax and e-mail. The electronic forms included with Sage MAS 90 Version 4.3 are:
» Payroll Direct Deposit Stubs
» Purchase Orders
» Vendor Returns
» Sales Orders
» Sales Order Invoices
» Return Merchandise Authorizations
» Accounts Receivable Invoices
» Job Cost Invoices

You have a lot of flexibility in how forms are delivered and to whom. For each customer, you can specify whether to print a hard copy and send by mail, send via e-mail, or send by fax. You can send forms to up to four e-mail addresses or fax numbers. For example, you might want a statement to be sent by fax to accounts payable, and sent by e-mail to the primary contact and the salesperson on the account. Similar choices are available for the delivery of forms to vendors and employees.

Quick Access To Documents

For customer-related forms, new screens in Customer Maintenance provide you with access to each type of form saved for a customer. The list shows you if the document was sent electronically to the customer. You then can view the document on screen or resend it electronically with the click of a button. This can be a great time-saver when making collection calls or answering customer inquires.

Paperless Period-End Processing

The Paperless Period-End Processing component allows you to select the period-end reports you need and automatically save them as PDF files instead of hard copies. It is available in all modules that have a period-end processing option. The reports can easily be recalled and viewed on screen. If you then need to make further entries before closing the period, an option allows you to choose whether to over-write the original report or save as a separate report. With Paperless Period End, you also gain the ability to print all standard reports generated by the system, including reports created in Business Insights Reporter, to a PDF file. PDF reports created from the Reports menu will automatically display in the PDF viewer with a different file naming convention so you can easily distinguish them from period-end reports.

Employee Self Service

If your company utilizes the Sage MAS 90 Payroll module, the Paperless Office Employee Self Service functionality allows employees to securely access their historical payroll information and conveniently view and print their own payroll pay stubs.

Tailored Security

Several security options ensure only the right people have access to documents you have saved using 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.

Period End Processing and Journals and Registers include a setup option 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 option allows you to password protect your documents. You can set a default password, 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.

You will 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. Give us a call with your questions or for assistance implementing Paperless Office.

Ghost Assets—Are They Costing You Money?

Are ghost assets haunting you and costing you money? If you're managing fixed assets on a spreadsheet, you may be missing important cost savings. The Sage MAS 90 Fixed Assets module is included with your Sage MAS 90 ERP software and using it can save you money. Recently, important new features were added. In this article, we will cover the cost savings that can be achieved using the Fixed Assets module and highlight the new features.

Ghost Assets

According to Asset Management Resources (AMR), nearly every company has a problem with ghost assets. Ghost assets are fixed assets that have been lost, stolen, or otherwise rendered unusable, yet remain on the books. AMR estimates that on average 10% to 30% of assets on company books are ghost assets. By using the Fixed Assets module, you can maintain an accurate list of current assets and avoid costs associated with ghost assets. Here are some areas where you can expect to cut costs.

Tax Savings: The Fixed Assets module is updated as tax laws and depreciation rules change, ensuring your company remains in compliance with the latest rules. This allows you to avoid penalties and take advantage of tax savings.

Property Taxes: Avoid overpayment of state and local personal property taxes for lost, stolen, or-out-of-service fixed assets.

Insurance: Accurately tracking assets can save in insurance premiums. You will avoid paying insurance premiums on your ghost assets and ensure that your newly acquired fixed assets are covered if that expensive new equipment is lost or damaged.

Budget: When is the best time to acquire new plants, property, or equipment? What is the most advantageous depreciation method

to use for a particular asset? The Fixed Asset module can tell you the useful life for that asset type, and allow you to purchase at the best time of year for depreciation purposes.

Disaster Recovery: When disaster strikes, an accurate schedule of fixed assets can help you receive full and prompt insurance payments.

Opportunity Costs: Every hour saved on tax research or depreciation computations is money saved. Because the Fixed Asset module automates the process and stays up-to-date with ever-changing tax laws, the attention of accounting staff can be directed toward other critical assignments.

Integration With Sage MAS 90

Beginning with Sage MAS 90 4.3, you can automatically create asset records when you record the accounting transaction at the time of purchase. You can either auto-create Assets during Accounts Payable invoice data entry, or during Purchase Order Entry and Receipt of Invoice. Registers will automatically update the asset to the Fixed Assets module, based on the asset template selected.

New Assets Snapshot

The Assets Snapshot added with the 4.3 release provides a colorful, easy-to-read summary of asset information to give you an instant picture of your fixed assets. Graphical charts and statistics present information in a well organized, concise format. On the left side of the snapshot, three boxes recap key asset information. On the right-hand side of the snapshot, you can choose to view any of four charts; Placed in Service by Quarter, Investment by Remaining Life, Five Year Acquisition Comparison, or Depreciation Comparison by Book.

All these capabilities will continue to work the same way if you need to upgrade to one of

the more powerful Sage FAS fixed asset solutions. Give us a call with your questions. ✸

ZOOM IN 🔍

The Assets Snapshot screen provides a great at-a-glance overview of the status of your fixed assets.

IN THE SPOTLIGHT:

The Sage MAS 90 And MAS 200 Online Community

It's amazing how fast Internet technology is evolving. Not long ago online shopping was the big new thing. Today it is blogs and online communities, social media for sharing experiences and information that help everyone. Have you checked out the Sage Online Communities yet? The forum for Sage MAS 90 and 200 is already generating lots of activity:

http://community.sagemas.com/sagemas/

When you first enter the Sage MAS 90 and 200 community, you can choose one of four forums:

» Sage MAS 90 and 200 Blogs
» Sage MAS 90 and 200 Discussion Forum
» Extended Enterprise Suite Discussion Forum
» News and Fast Tips

Sage MAS 90 And 200 Blogs

Check out blogs from Sage executives, product specialists, industry and subject matter experts, and more. Jump in and share your thoughts and perspectives. The Sage MAS 90 and 200 Blogs invite you to submit feedback. A recent example of a useful topic you will find here is in Mike Morper's blog entitled *How To Find What You Need in the Sage MAS Knowledgebase*.

Sage MAS 90 And 200 Discussion Forum

You can visit the Sage MAS 90 and 200 Discussion Forum to post questions, discuss ideas, and share information about your experiences. If you're looking for specific recommendations on the best way to approach a particular software task, the main discussion forum is a good place to start. This forum is divided into sections to make it easy to find information related to your topic of interest:

» Core Financial Modules
» Distribution, Manufacturing, and Internet Modules
» Customer Relationship Management
» Unique Business Challenges and General Discussion
» Personalization, Customization, and Productivity Tools
» Technical and Installation Discussions
» Time Tracking and Job Cost Modules
» Business Object Interface
» Extended Enterprise Suite
» Community Feedback

Within each section, if a solution has been found for an individual question, it is flagged as *solved*. So if a particular thread matches your question, you will know if an answer lies at the end. For example: A community member was having trouble with withholding tax calculations in the Payroll module. After a few other suggestions, the problem turned out to be that the earnings code had been accidentally set to supplemental.

Extended Enterprise Suite Discussion Forum

The Extended Enterprise Suite Discussion Forum features a selection of discussion forums dedicated to the Sage MAS 90 and 200 Extended Enterprise Suite.

News And Fast Tips

News And Fast Tips includes tips from Sage Customer Support covering better ways to use Sage MAS 90 or 200.

The online community can be a great way to find creative ideas to get more out of your software, and even provide feedback directly to Sage staff. Of course, we're always here to help with your special questions—just give us a call.

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