**sage**

# Paperless Office Overview
# Document

for Sage 100 ERP

# Table Of Contents

# Introduction

This document includes overview information about each task in the Paperless Office module that is accessible from the menus. You can print this document to use as an offline reference.

The information in this document is also available in the Help system in the overview Help topics.

For additional information about the software, refer to the Help system, which also includes the following:

- Overview information for windows that cannot be accessed directly from menus
- Procedures that guide you step-by-step through common activities
- Explanations of important concepts
- Field descriptions
- Flowcharts
- FAQs

# Main Menu

## Journal and Register Viewer

**Navigation**

Select Paperless Office Main menu > Journal and Register Viewer.

This window is available only if the Journals and Registers check box is selected in the Paperless Office Options window, and the appropriate security is set up.

**Overview**

Use Journal and Register Viewer to view, e-mail, fax, move, or delete journals and registers stored as PDF documents. Journal and Register Viewer can display journals and register PDF documents created for all companies. You can filter the PDF documents displayed by company, module, and accounting date, or search for a PDF document using additional criteria.

If another PDF document was selected to be associated with the journal or register PDF document when the journal or register PDF document was created, you can also view the associated PDF document.

**NOTE** In Paperless Office Options, you can specify whether to automatically display all documents in Journal and Register Viewer when it is first accessed. If you do not specify to load all documents when the viewer is first accessed, documents are loaded only after you enter selection criteria and click Refresh.

# Period End Report Viewer

Select Paperless Office Main menu > Period End Report Viewer.

This window is available only if the Period End Reports check box is selected in the Paperless Office Options window, and the appropriate security is set up.

**Overview**

Use Period End Report Viewer to view, e-mail, fax, move, or delete period-end reports stored as PDF documents. Period End Report Viewer displays period-end report PDF documents created from all companies. You can filter the PDF documents displayed by company, module, and period-end date, or search for a PDF document using additional criteria.

**NOTE** In Paperless Office Options, you can specify whether to automatically display all documents in Period End Report Viewer when it is first accessed. If you do not specify to load all documents when the viewer is first accessed, documents are loaded only after you enter selection criteria and click Refresh.

# Report Viewer

Select Paperless Office Main menu > Report Viewer.

This window is available only if the Reports check box is selected in the Paperless Office Options window.

**Overview**

Use Report Viewer to view, e-mail, fax, move, or delete reports stored as PDF documents. Report Viewer displays report PDF documents created for all companies. You can filter the PDF documents displayed by company, module, and accounting date, or search for a PDF document using additional criteria.

**NOTE** In Paperless Office Options, you can specify whether to automatically display all documents in Report Viewer when it is first accessed. If you do not specify to load all documents when the viewer is first accessed, documents are loaded only after you enter selection criteria and click Refresh.

# Customer Viewer

Access this task using one of the following methods:

- Select Paperless Office Main menu > Customer Viewer.

- Select Accounts Receivable Main menu > Customer Maintenance. In the Customer Maintenance window, enter a customer number. Click the Invoices or S/Os tab, and then click the Paperless Viewer button.

This window is available only if the Forms check box is selected in the Paperless Office Options window. From Customer Maintenance, this window is also available only if one or more customer forms are set up in Paperless Office Form Maintenance.

**Overview**

Use Customer Viewer to view, e-mail, fax, move, or delete customer-related PDF documents. Customer Viewer displays customer forms such as Accounts Receivable invoices, Sales Order invoices, Job Cost invoices, statements, sales orders, and customer RMAs. When this task is accessed from the Paperless Office menu, you can view documents for customers in any company. You can filter the PDF documents displayed by form type and document date, or search for a PDF document using additional criteria.

If you delete an invoice, order, or RMA in the software, the corresponding PDF document is automatically deleted as well.

NOTE In Paperless Office Options, you can specify whether to automatically display all documents in Customer Viewer when it is first accessed. If you do not specify to load all documents when the viewer is first accessed, documents are loaded only after you enter selection criteria and click Refresh.

# Vendor Viewer

Access this task using one of the following methods:

- Select Paperless Office Main menu > Vendor Viewer.

- Select Accounts Payable Main menu > Vendor Maintenance. In Vendor Maintenance, enter a vendor number. Click the Checks or P/Os tab, and then click the Paperless Viewer button.

This window is available only if the Forms check box is selected in Paperless Office Options. From Vendor Maintenance, this window is also available only if one or more vendor forms are set up in Paperless Office Form Maintenance.

**Overview**

Use Vendor Viewer to view, e-mail, fax, move, or delete vendor-related PDF documents. Vendor Viewer displays vendor forms such as checks, purchase orders, and return orders. When this task is accessed from the Paperless Office menu, you can view documents for vendors in any company. You can filter the PDF documents displayed by form type and document date, or search for a PDF document using additional criteria.

NOTE In Paperless Office Options, you can specify whether to automatically display all documents in Vendor Viewer when it is first accessed. If you do not specify to load all documents when the viewer is first accessed, documents are loaded only after you enter selection criteria and click Refresh.

# Employee Self Service

Select Paperless Office Main menu > Employee Self Service.

This task is available only if the Payroll module is installed and the Forms check box is selected in Paperless Office Options.

**NOTE** This task is not available for Sage 100 Premium ERP.

**Overview**

Use Employee Self Service to access direct deposit stubs stored as PDF documents, specify the e-mail address where stubs will be sent, and maintain your password for viewing direct deposit stubs.

# Utilities Menu

## Purge PDF Documents

Select Paperless Office Utilities menu > Purge PDF Documents.

This window is available only if one or more check boxes are selected in the Enable Electronic Delivery and PDF Storage section in the Paperless Office Options window.

**Overview**

Use Purge PDF Documents to permanently delete selected PDF documents from the system. You can purge PDF documents by document type, company, module, and document. If you are deleting journals or registers, you can also purge any PDF documents associated with the journal or register.

When you proceed with the purge, all selected documents created on or before the specified date are deleted from the system.

PDF documents for sales orders, customer RMAs, and purchase orders are purged only if the actual orders and RMAs have been updated to the permanent files.

NOTE The date used for purging PDF documents is the system date, not the accounting date.

If the actual PDF documents cannot be found during the purge process, the records of the PDF documents are removed only from the PDF log. No message is displayed indicating that the PDF documents were not found. Reasons the PDF documents cannot be located can include the following:

- The PDF documents were moved or deleted from outside a viewer window.
- Your Windows user account does not have security rights to the folder where the PDF documents are located.
- The server where the PDF documents are located is not available over the network.

# Setup Menu

## Paperless Office Options

**Overview**

Use Paperless Office Options to enable electronic delivery and PDF storage functionality, and set up basic options for PDF viewers and storage.  These options apply to all companies.

After enabling electronic delivery and PDF storage and setting up these basic options, you can set up options for individual forms, reports, journals, registers, and period-end reports in each Setup menu task. You can also create default e-mail messages for each document type in Electronic Delivery Message Maintenance.

# Journal and Register Maintenance

This task is available only if the Journals and Registers check box is selected in the Enable Electronic Delivery and PDF Storage section in Paperless Office Options.

**Overview**

Use Journal and Register Maintenance to set up options for storing journals and registers in PDF format. You can define a specific location to store journals and register PDF documents, whether to automatically create them during printing, and whether to password-protect the documents. You can also set options for linking the PDF document to an associated PDF document. These options can be defined by company, module, and the specific journal or register.

Journal and register settings can be set up for individual or multiple journals and registers. You can use this flexibility to set up options for multiple journals and registers and then define options for any exceptions. For example, to automatically create PDF documents for all companies and for all journals and registers except the Accounts Receivable Sales Journal, you could set up one record for all companies, all modules, and all documents and select to print PDFs automatically. Then set up another record for all companies, Accounts Receivable module, and the Accounts Receivable Sales Journal with the selection to not create PDFs automatically.

You can delete settings for PDF documents. Deleting a setting does not affect the actual journal or register, only the PDF settings for that journal or register.

# Period End Report Maintenance

Select Paperless Office Setup menu > Period End Report Maintenance.

This task is available only if the Period End Reports check box is selected in the Paperless Office Options window.

**Overview**

Use Period End Report Maintenance to set up options for storing period-end reports in PDF format. You can define a specific location to store reports, whether to automatically store them during printing, and whether to password-protect the documents.

These options can be defined by company and by module. You can use this flexibility to set up options for multiple modules, and then define options for any exceptions. For example, to automatically create PDF documents for period-end reports in all modules except Accounts Receivable, you could set up one record for all companies and all modules, and select to print PDFs automatically. Then you could set up another record for company ABC and the Accounts Receivable module, with a selection to not print PDFs automatically.

You can delete settings for PDF documents. Deleting a setting does not affect the actual report, only the PDF settings for that report.

# Report Maintenance

**Overview**

Use Report Maintenance to set up options for storing reports in PDF format. You can define a specific location to store reports, and whether to password-protect the documents. These options can be defined by company, module, and individual report. When options are defined for a report, you can print it to PDF from the report printing task.

PDF settings can be set up for individual or multiple reports. You can use this flexibility to set up options for multiple reports, and then define options for any exceptions.

You can delete settings for PDF documents. Deleting a setting does not affect the actual report, only the PDF settings for that report.

# Form Maintenance

Select Paperless Office Setup menu > Form Maintenance.

This task is available only if the Forms check box is selected in Paperless Office Options.

**Overview**

Use Form Maintenance to set up options for storing and electronically delivering forms in PDF format. Forms include documents such as invoices, sales orders, return orders, and purchase orders. You can define a specific location for storing PDF documents, a default "from" e-mail address, and an override password to open the PDF document. A form can be e-mailed or faxed only if the Enable Electronic Delivery check box is selected for the form in this window.

Form options can be defined by company, module, and individual form. You can use this flexibility to set up options for multiple forms, and then define options for any exceptions. For example, to enable electronic delivery for all companies and modules, for all forms except direct deposit stubs, you could set up one record for all companies and all modules, and enable electronic delivery. Then set up another record for all companies, Payroll module, and Direct Deposit Stub form, and disable electronic delivery.

You can delete settings for PDF documents. Deleting a setting does not affect the actual form, only the PDF settings for that form.

NOTE Form codes set up for batch faxing cannot be used with Paperless Office.

# Electronic Delivery Message Maintenance

**Overview**

Use Electronic Delivery Message Maintenance to create default messages to use when e-mailing or faxing documents in PDF format. You can create generic messages to use for a document type, company, or module, or create specific messages for individual documents.

You can insert merge fields in a message that represent values such as the customer name, document, and document date. The merge fields are automatically converted to the corresponding value when the e-mail or fax is sent.

When you send a document by e-mail, the document is automatically attached to the e-mail message as a PDF file.

The message that is used depends on how specific the company, document type, and document is for the message. Multiple messages can be defined for a single document, allowing you to define a generic message for a group of documents, and a specific message for one document in that group. For example, one generic message can be defined for all documents, and another message can be defined just for Accounts Receivable invoices. When multiple messages exist for a document, the message used is based on a hierarchy.

You can use the default messages that are predefined in the system, or create new ones.