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### 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 6 categories: Ease of Use/Transaction Entry; Modules & Notable Features; Integration/Import/Export; Reporting; Support/Training/Help System; and Relative Value.

### Extended Solutions For Bill Of Materials

See page 4  
for more info!

## Realize The Cost Savings Of A Paperless Office

**A**ffordable 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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Compliments of:



# 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	M	Journal No	Batch	Journal Name	System Date - Time	Acct Date	User
NDC	GL	AP 0001		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 17:51	2004-05-10	ATB
EEC	GL	PD 0003		General Journal	2004-05-10 17:55	2004-05-10	ATB
NDC	GL	GL 0001		General Journal	2004-05-12 14:12	2004-05-12	NDC
ABC	GL	-		Daily Transaction	2004-05-18 16:02	2004-05-18	ATB
ABC	GL	-		Daily Transaction	2004-05-18 16:34	2004-05-18	ATB
ABC	IN	SA 0001		Invoice/Adjustment	2004-05-18 09:17	2004-05-18	ATB
ABC	AP	AP 0005		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	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. ☆

# The Bill Of Materials Module—Not Just For Manufacturers

As its name implies, the Sage MAS 90 Bill of Materials module is used to create a list of components used to manufacture goods, but this module offers so much more. You can backflush manufacturing costs, create sales kits, and even use it for product configuration. For small manufacturing enterprises, the Bill of Materials module offers a simple way to record production costs without requiring an enormous amount of data entry. Even if your organization is mainly a distributor, but does some light assembly or configuring of products before shipping them to clients, you may find this module useful. Let's take a closer look at the Bill of Materials module.

## Production Entry

For manufacturing operations with simple production processes and quick turn-around time, creating work orders, putting in routing steps, and entering labor hours on the shop floor is probably overkill. At the same time, it is essential to record manufacturing costs to track the profitability of the items being produced. The Bill of Materials module allows you to record the completion of a manufactured batch after the fact using the Production Entry capability.

Along with the raw materials required to manufacture your products, each bill of material can also include Miscellaneous Charges. You can use these charges to record labor, overhead, and outside services. When you specify in Production Entry the number of items that were completed, you have the ability to adjust these charges to reflect the actual costs incurred. Scrap and yield percentages also can be included in the calculations to increase the accuracy of raw materials used.

When the Production Entry register is updated, the system automatically removes all the raw materials from inventory and adds the finished goods to inventory with the proper total cost. Production Entry allows you to automate simple manufacturing processes without requiring hours of data entry.

## Disassembly Entry

Disassembly Entry is intended mainly to reverse Production Entries that were entered in error or for production runs that were can-

celled. However, it also can be used to record a different kind of manufacturing operation. For example, if you buy a product, such as a bolt of cloth, and cut it into various lengths to stock in inventory, you can use Disassembly Entry to remove the full bolt from inventory and put in the individual pieces.

## Engineering Change Management

When products are redesigned and some components are changed, Engineering Change Control allows you to make changes as of a certain date. The system supports an unlimited number of bill revisions. A complete change order history allows you to keep a complete record of the evolution of your products.

## Sales Kits And Kit Options

While you can create sales kits using the Sage MAS 90 Inventory Management module, building them within the Bill of Materials module provides some additional capabilities. You are able to use Engineering Change Control when changing out components of kits, and take advantage of the powerful Option Bill capability to configure products at the time a customer places an order. For example, a set of golf clubs might be sold with two or three different grades of golf bags. A computer can be sold with a choice of several different printers and processors. A chair can be sold with a choice of several different slipcovers.

## Product Configuration

With the creative use of Options in kit bills, the Bill of Materials module can function as a product configurator. The various options available for each kit can be selected during Sales Order Entry and Invoice Data Entry. Each option can have a price associated with it, so the overall cost of the kit will change, depending on the options that are selected.

Your options can be quite detailed, accommodating fairly complex made-to-order situations. There can be up to nine categories of options for each bill of material, and each option category can have an unlimited number of valid choices, with a separate cost and price for each one.

## Reporting

A variety of reports are available to help track manufacturing processes. If you use subassemblies in your bills, the cost roll-up register allows you to keep parent-item costs accurate. Where-Used reports allow you to understand in which finished goods your raw materials are used. Item and barcode labels can be printed automatically during Production Entry.

We hope this article has prompted you to think of ways the Bill of Materials module could be put to use to improve efficiency in your organization. Please call if you have any questions or would like more information. ☆

## Tips & Tricks

The actions performed during Disassembly Entry vary slightly depending on whether you are using it to disassemble a Produced or Purchased Item or to reverse a Production Entry.

### Produced Item And Purchased Items

When you wish to disassemble a Produced or Purchased Item, Disassembly Entry takes the parent item out of inventory and records the receipt of the components into inventory. It does not account for scrap, yield, or miscellaneous charges.

Miscellaneous charges associated with the parent item are not automatically included because they represent costs associated with the assembly process, not the disassembly process. If miscellaneous charges, such as labor and overhead are recoverable, they can be added manually.

### Production Reversal

The Disassembly Entry process also can be used to reverse items created in Production Entry. Scrap and yield percentages are factored in the calculation of the extended quantity on this type only. ☆



## In The Spotlight: Extended Solutions For Bill Of Materials

The Sage MAS 90 Bill of Materials module can become even more powerful with the addition of one or more Extended Solutions for Sage MAS 90 and 200 ERP. Here are just a few of the many solutions available.

### Measuring Quantities More Precisely

Several Sage Software Extended Solutions provide added flexibility for quantities and extended quantities. BM-1078 adds the ability to use up to six decimal places for calculations in Bill of Materials, while BM-1005 provides for the up to five decimal places in Quantity and Unit Cost fields. For component items with integer units of measure, BM-1025 ensures that the extended quantity is calculated before the Quantity Per Bill is rounded in Production Entry. BM-1018 adds a Lbs/Gallon field used in calculating quantities and extended quantities and new form fields for printing Picking Sheet quantities in pounds and ounces.

### Workflow Enhancements

Some Extended Solutions were created to add more efficiency in production and disassembly entry processes. With BM-1000 you can automatically generate production entries for subassemblies associated with the top assembly, or you can create entries automatically from an imported ASCII text file. BM-1008 saves you time by automatically adding the Item's default Warehouse code during Production and Disassembly Entry.

BM-1021 offers you an alternate display for Bill of Materials Maintenance and Inquiry. You can re-sequence the order of fields displayed in line entry of Bill of Materials maintenance to an order most useful to your organization. And BM-1034 calculates a setup-specified Bill of Materials Miscellaneous Charge as a percentage of the total costs of the Production Entry.

### Product Configuration

Several Extended Solutions were designed to enhance the product configuration capabilities of Bill of Materials. BM-1024 adds the ability to select a line on a Sales Order and bring the line and its options into Production Entry. BM-1033 allows you to automatically generate Production entries from Sales Order Invoices. And BM-1042 adds Categories A - Z and expands the Options Codes list to allow entry of up to 35 categories.

### Reporting And Printing Enhancements

Here are a few of the Extended solutions created to give you more flexibility in reporting and printing in Bill of Materials. BM-1019 enables



## Capitol Computer Systems, Inc.

406 Second Street  
New Cumberland, PA 17070

(717) 774-7406  
(717) 774-7367 fax

Email:  
dianal@capitolcom.com

Web site:  
www.capitolcom.com

C  
O  
N  
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Info

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information on products  
and services featured

you to include kit items on the Cost Roll Up Register, while BM-1023 allows you to print the Extended Item Description from Inventory on the Indented Bill of Materials report. With BM-1029, you can print the Average Cost by Warehouse on the Costed Bill of Materials report. BM-1080 allows the Bill of Materials Detail file to contain a virtually unlimited number of records. And BM-1040 modifies B/M Picking Sheet printing and allows you to define a range of Sales Order Numbers through which the program will look for the purpose of extracting any Bill Numbers.

This is just a short introduction to some of the Extended Solutions available for Sage MAS 90 Bill of Materials, give us a call to learn more.



# Extended Solutions

## SAVE 10%

## Save On Sage Software Extended Solutions

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