



Sage 100 Newsletter

From Business Computer Associates, Inc.

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SAGE 100 PAPERLESS OFFICE

Turning Paper Into Vapor

The Paperless Office is included as part of your core Sage 100 system. If you haven't yet taken advantage of this free module, perhaps now is the time to take a closer look at the significant cost savings that result when you "go paperless."

All That Paper is Slowing You Down

When examining typical business processes, paperwork has often been identified as a major bottleneck. Whether it's the storage, retrieval, or processing of paper, improving access to important documents has been shown to *significantly* increase workplace efficiency.

Sage 100 Paperless Office digitizes your printed documents and converts them to PDF format. These documents might include Journals and Registers, Period-End Reports, Orders and Invoices, Purchase Orders, and Direct Deposit Pay Stubs.

Besides the obvious reduction in paper costs and printing supplies, you can find these electronic documents faster by using the powerful search features in Paperless Office. No more wasted time digging through file cabinets or searching for misplaced invoices. Plus, these electronic documents can be accessed simultaneously by employees on premise or away from the office.

Electronic Forms Delivery

The powerful electronic forms delivery feature of Paperless Office allows you to email invoices and statements directly from within Sage 100. You can easily configure each customer to receive invoices and statements by email, printed hard copy, or both.

Plus you can include multiple email addresses so that your documents are routed to the individuals and departments that need copies. It all results in timelier processing and delivery while reducing the cost of paper, envelopes, and postage!

Document Management - Beyond Paperless Office

You may also opt for a full-featured document management solution, such as [DocLink](#), which is designed to go above and beyond the capability of Paperless Office.

Putting It All Together

In addition to a significant increase in productivity, you'll free up office space currently reserved for paper storage, improve timeliness of communication and document delivery via automated email or fax, enhance document security, save money in paper costs and postage, and extend the reach of documents to multiple people in separate locations. It's time to turn all that paper into vapor and experience the benefits and cost savings of going green!



[Contact us](#) if you to learn more about your electronic and paperless document management options with Sage 100.

Sage Fixed Assets 2019.1 Now Available

In addition to a refresh of the user interface, Sage Fixed Assets 2019.1 includes new features that make it easier for you to take advantage of rules passed under the *Tax Cuts and Jobs Act of 2017*. Here's a closer look.

New Features


A new **Bulk Edit of Critical Depreciation Fields** feature provides a fast and easy way of changing the Estimated Life or the Depreciation Method for multiple assets and multiple depreciation books all at once.

Two new **Remaining Value over Remaining Life** depreciation methods provide the ability to use either the Mid-month, Half-month and Mid-quarter averaging conventions, when changing the remaining life of existing assets.

Important **Tax Compliance** updates include an increase in Section 179 expense deduction, increase in depreciation caps on automobiles, update to form 4562, and various updates for tax extenders in legislation passed in 2018.

Enhancements

In several areas of Sage Fixed Assets, existing product functionality has been enhanced. An update to the **user interface** features a modern, professional visual experience that's aligned to the style of other Sage applications. In addition depending on which product you use, a new Asset List Control feature allows each individual user to set the Asset List's row height and font size to your personal viewing preference.

 Download the [Sage Fixed Assets 2019.1 release notes](#) for full details.

Registration is Open for Sage Summit Atlanta



Registration is now open for [Sage Summit Atlanta](#) which will be hosted at the Hyatt Regency Atlanta **May 14 - 15, 2019**. The event will kick things off with a continental breakfast and product showcase followed by a panel discussion where Sage Executives will answer your questions live.

Learning Opportunities

Sage Summit Atlanta will feature multiple content tracks that provide valuable learning opportunities including:

Small business - Immerse yourself in Sage Business Cloud, learning how to make better business decisions and transform business management.

Medium business - Engage in deeper product training, discovering tips and tricks to make better business decisions using Sage products.

ISV - Enhance the value of Sage products with connected apps and cloud integrations from Sage ISV partners.

Industry knowledge - Business experts share strategies for growth and staying relevant in your industry.



Click below to register or review the detailed agenda: [Sage Summit Atlanta](#)

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