



# Sage MAS 90 and MAS 200 Newsletter

## Tracking Fixed Assets Can be a Moving Target

Some businesses have a difficult time tracking their fixed asset inventory. In fact, a lot of companies are lacking accurate accounting records, depreciation history and disposition dates of assets that are no longer even used in the business. This may seem like a minor accounting headache that doesn't warrant your attention. But consider this: those inaccurate fixed asset records may be **costing you thousands of dollars each year** in tax overpayment, regulatory non-compliance and inefficiency.

### Unnecessary Tax Overpayments

Incorrect information and errors in fixed asset inventory data can result in significant and completely unnecessary tax **overpayments**. As an example, you may have assets that no longer exist in your company yet somehow remain on the books because they were never properly disposed of. The problem is you're probably paying property tax on these non-existent "ghost" assets. What's more, these mystery assets affect everything from depreciation schedules to insurance payments.

### Manual Data Entry and Wasted Time

If you're tracking fixed assets manually or in spreadsheets, you're already familiar with ever-changing tax laws and depreciation rules. Every change ushers in a new round of research, depreciation adjustments, and manual re-calculations. Plus, you have to manually enter all that data into your Sage MAS 90 or 200 General Ledger. All of those manual adjustments and data entry can be time-consuming and has the potential for errors. If that sounds all too familiar, then it may be time to consider the Sage MAS 90 and 200 Fixed Asset module.

### Sage Fixed Assets for MAS 90 & MAS 200

Sage MAS 90 and 200 Fixed Assets automates your entire fixed asset process from acquisition to disposal, as well as ensure accurate depreciation calculations. Fixed Assets relies on a comprehensive depreciation calculation engine that contains over 300,000 IRS and GAAP rules and more than 50 standard depreciation methods. It also automatically calculates AMT and ACE schedules and allows you to maintain 7 books, all visible from one single screen including: Internal Tax, ACE, AMT, State and two user-defined custom books. No more manual calculations and no more spreadsheets.

### Efficiency, Ease-of-Use and Integration

Since Fixed Assets is part of the Sage MAS 90 and 200 Extended Enterprise Suite, you eliminate duplicate data entry. In fact, as you enter new fixed asset purchases in Accounts Payable or Purchase Order, a new asset record is automatically created in Fixed Assets. Then, let the calculation engine run depreciation and automatically create entries that are transferred to your Sage MAS 90 and 200 General Ledger. And with the new Assets SnapShot feature, you can easily track and manage important fixed asset information using colorful and easy-to-read charts and graphs.

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Paperless Office: Turning Paper into Vapor

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Extended Enterprise Suite Version 1.3



Contact us if you're ready to put an end to unnecessary tax overpayments and inefficient asset tracking or download the [Sage Fixed Assets](#) brochure for more detail.

# Paperless Office: Turning Paper Into Vapor

With the release of Sage MAS 90 and 200 Version 4.3, the Paperless Office module was included as part of your core 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 MAS 90 and 200 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 MAS 90 or 200. 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 more timely processing and delivery while reducing the cost of paper, envelopes, and postage!

## Document Management - Beyond Paperless Office

A full-featured document management solution, such as **doc-link by Altec** (a Sage Endorsed Developer), is designed to go above and beyond the capability of Paperless Office. In addition to the storage and retrieval of documents after they've been posted, *doc-link* incorporates **electronic workflow processing and routing** through the use of customized business rules. Documents can be viewed, approved, and annotated before being routed to another department or employee for further processing.

doc-link users can also "rubber stamp" approvals electronically, track invoices that are currently in authorization or resolution status, view documents or vouchers side-by-side, and manage information more effectively to assist with regulatory compliance related to the protection of information such as Sarbanes-Oxley or HIPPA.

## Putting It All Together

Whether you take a first step with MAS 90 Paperless Office or graduate to a full-blown document management solution like *doc-link*, going paperless will have tremendously positive implications for your business. 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](#) to learn more about your electronic document management options with Sage MAS 90 or 200.

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## Introducing Version 1.3 Extended Enterprise Suite

Sage recently announced availability of Sage MAS 90 and 200 Extended Enterprise Suite Version 1.3. It's packed with new features for sales, order processing, fixed assets, and several customer-requested enhancements so we thought we'd introduce you to some of the highlights.

### Making Sales "On-the-Fly"

The entire workflow for sales order processing has been streamlined in several ways, starting with the ability to create "on-the-fly" sales opportunities in SageCRM. Your sales staff can now enter a quote or order (from directly in SageCRM) without having to set up an opportunity first. This provides a faster method of processing routine orders for customers who know what they want.

**Copy Orders** - from Sales Order Entry in Sage MAS 90 or 200, you can copy information from a sales order, sales order quote history, or invoice history if the original order or invoice has an opportunity assigned in SageCRM.

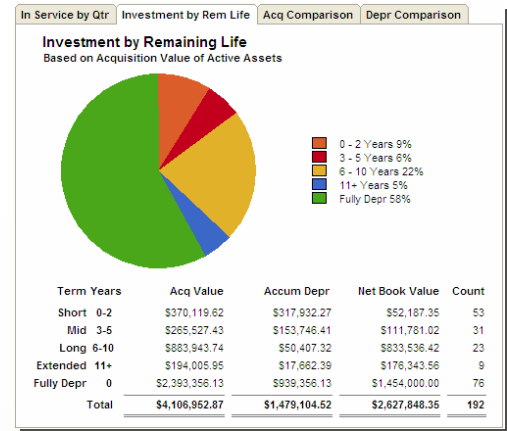
Plus when you're using SageCRM to enter quotes and orders, the **Salesperson ID will default** from the AR customer record instead of (as with previous versions) defaulting to the salesperson ID of the current user. This feature will make it easier for customer service representatives to enter orders without impacting who receives commission for the sale.

**Enhanced Salesperson Mapping** provides better flexibility if you have salespeople who sell to customers in more than one division.

### Fixed Asset Enhancements

Extended Enterprise Suite Version 1.3 introduces a new Fixed Asset SnapShot dashboard as well as updates related to U.S. tax credits and depreciation rules.

The new **Assets SnapShot dashboard** provides a visual, at-a-glance summary of important fixed asset information. It



The new Assets SnapShot dashboard combines tables and charts that make it easy to analyze important Fixed Asset information.

combines tables and charts that make it easier to track the net value of active assets, the last time you ran depreciation, the last time you performed a period close, the remaining life of active assets, assets that have been fully depreciated, and much more.

The Fixed Assets module in Extended Enterprise Suite also delivers updated tax forms and depreciation rules related to the American Recovery and Reinvestment Act of 2009.

### Other Improvements

Several other enhancements are included in Version 1.3. For instance, salespeople can now look up accounting information about their customers without leaving the familiar SageCRM screens. You can also customize your Outlook synchronization settings to control details related to Tasks and Appointments. Finally, Version 1.3 incorporates IdeaScope which allows you to submit your ideas for product improvement directly to Sage for consideration.

[Contact us](#) if you'd like to see the new Sage MAS 90 and 200 Extended Enterprise Suite Version 1.3 in action!