Sage 100 Contractor
Sage 300 Construction and Real Estate

sage

Sage Paperless Construction

Overview

Simplify processes from project start to finish and eliminate the paper chase for accounting and operations staff. Sage Paperless Construction integrates with your Sage 100 Contractor or Sage 300 Construction and Real Estate solution to reduce costs, save time, and increase productivity.
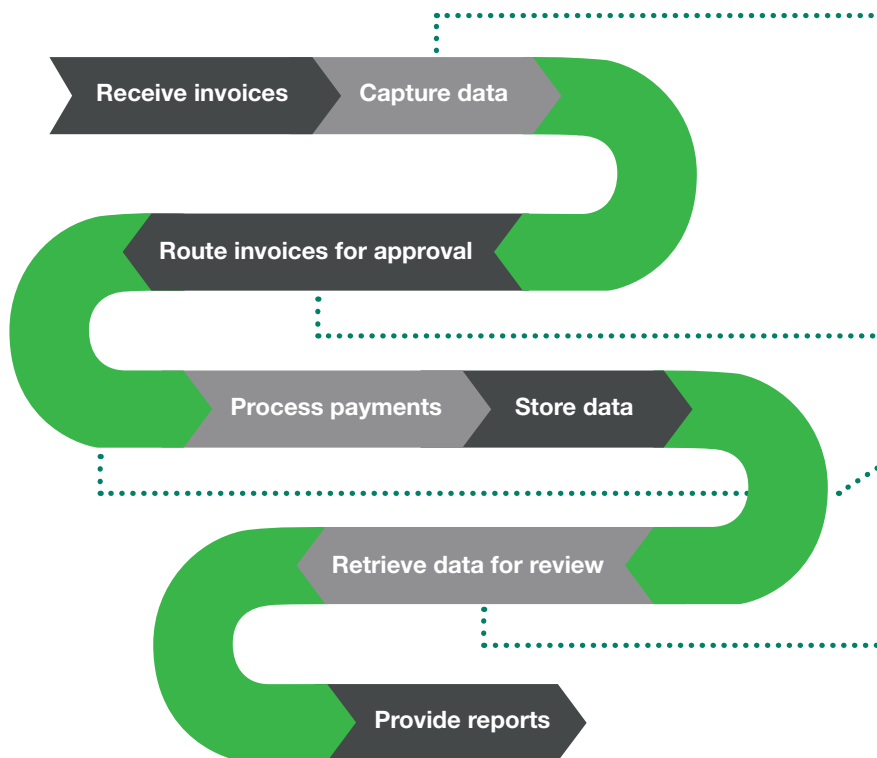
With Sage Paperless Construction, you'll gain control over electronic content with an easy way to store, retrieve, and route documents throughout your organization. Automate your routing and approval workflow processes to improve communications. Manage invoices and other critical documents with efficiency and confidence.

Automate accounts payable workflow and regain control

Replace your manual invoice approval and coding systems with a paperless process. You'll reduce the cost of invoice processing and ensure prompt payments with quicker approval of invoices. Plus you can find support documentation when you need it using an easy search tool based on your access privileges.

Benefits

- **Save time** by eliminating the paper chase and wasted effort looking for lost or misplaced files.

- **Improve productivity** by providing easier access to company- and project-related documents.

- **Increase efficiency** across your organization with automated document distribution and invoice approval processes.

- **Make payments prompt and easier to track** so you can build stronger relationships with subcontractors.

- **Eliminate the need for paper files** and their storage fees.

Receive invoices → **Capture data**

Route invoices for approval

Process payments → **Store data**

Retrieve data for review

Provide reports

- Batch process invoices and supporting documentation at point of receipt.

- Choose to manually route invoices or build automatic, sequential routing rules based on GL account, vendor, job, or other index value.

- Use approval dashboard to accurately process and code invoices.

- Electronically view all invoices, support documents, and reviewer notes with multi-index search and retrieval.

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Store and protect your documents so you can find them when you need them most

Centralize all your vital business content in one secure location. Index, protect, and manage content so you can find documents in a snap.
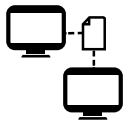
Capture

Capture, upload, or import any type of document from any location. You can use send to functionality in Microsoft® Office, XML import, forms capture, and much more.

Scan

Drag and drop

Network file import

Print capture

Index and store

Define document types and indexes and securely store documents on any network drive or device. You can also look up and backfill index values from external databases.

Retrieve

Easily retrieve images using any combination of index fields, keyword search, or user-defined folder view. Content is protected by document- and index-level security.
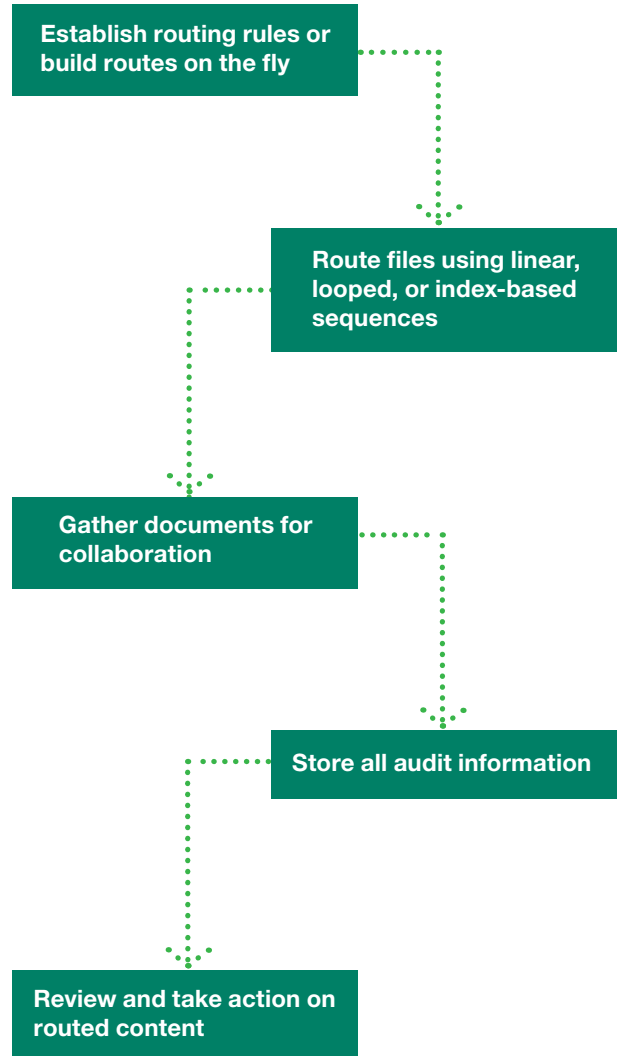
Maintain revision history

See audit trail

Link transactions with electronic content using SAP® Crystal Reports

Route documents automatically across your organization and increase productivity

Store and distribute documents to company employees electronically using predefined rules. Establish return dates, monitor route progress, and review status of routed content. You can route one or multiple documents at a time and even recall content as needed.

Establish routing rules or build routes on the fly

Route files using linear, looped, or index-based sequences

Gather documents for collaboration

Store all audit information

Review and take action on routed content

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Build a paperless process and easily route critical documents for approval

- Project management documents including contracts, pictures, and change orders

- HR forms

- Service work orders

- Purchase requisition

- Plans and drawings for estimating take-off

- General ledger adjustment entries

- Daily mail

For more information, contact your Sage business partner or customer account manager at 800–858–7095.

About The Sage Group, plc
We provide small and medium-sized organizations with a range of easy-to-use, secure, and efficient business management software and services-from accounting and payroll to enterprise resource planning, customer relationship management, and payments. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has over 6 million customers and more than 12,700 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil.

For more information about Sage in North America, please visit the company website at Sage.com. Follow Sage North America on Facebook, Facebook.com/Sage, and Twitter, Twitter.com/SageNAmerica.

For more info, visit: SageCRE.com
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