



# Sage MAS 90 and MAS 200 Newsletter

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## 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.



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.

**sage**

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# 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.

*"Professional Business Solutions Since 1989"*

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