

November 2005

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## Headline News

Sage Software made the *Manufacturing Business Technology* magazine's prestigious Global 100 for the fifth consecutive year.

Sage Software ranked number 24 on the list overall and ranked fifth in the **Enterprise and Supply Chain Application** category. Selection to the list is determined by a combination of data extracted from user surveys, leading market analyst firms, and expert editorial opinions.

**Doc-link™**  
**By Altec, Inc.**

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for more info!

## Alerts Keep You Informed For Better Decision Making

**W**e've all had days filled with troubleshooting problems and remedying mistakes and oversights. Often these issues could have been avoided if only we had some foreknowledge—if someone or something—warned us that the situation was imminent. Sage MAS 500 Alerts can be that something that gives you the advance warning you need to head off potential problems and stay in control of business operations. The idea behind this module is simple: generate an automatic email message whenever certain criteria are met.

Alerts will monitor the activity of your company and automatically notify you and your staff when important events take place. This state-of-the-art product capitalizes on your existing email system to notify you of significant events transpiring within your company's Sage MAS 500 ERP database, effectively offering proactive communication to enable you and your staff to avoid missed deadlines and to capitalize on opportunities.

### How Do Alerts Work?

There are dozens of predefined alerts spanning nearly a dozen modules that you may customize to fit your company's needs. Alerts can be both time and date sensitive and can be configured

to include pertinent Sage MAS 500 data such as names, amounts, dates, and more. Whenever an alert runs, it scans the database to determine whether the specific condition that it monitors exists. If the alert condition is found, an email notification is sent to the recipients you define.

### Save Time

Chances are your employees are already performing some of these tasks manually. Perhaps



Alerts notifies you via email when significant events occur.

you have designated certain people to monitor customer credit balances and notify sales managers when anomalies occur. Someone is likely responsible for letting your team know when you run out of stock of a certain item. Manually checking for these conditions and notifying the people that need to know takes time. Clear and timely communication between staff members and departments is essential in keeping your company running smoothly.

With Alerts, you can save that time and energy and be assured that Alerts will perform the monitoring and notification automatically. Let your staff work smarter and let Alerts work harder!

Here are a few examples to give you some idea of how Alerts could improve your business processes.

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# Sage MAS 500 Alerts CONTINUED

## Be Proactive

- ▶ Generate an email to the accounting department reminding them to take advantage of a discount before it expires. Never miss a payables discount again!
- ▶ Make your money work for you with a notification when your cash account balance exceeds or drops below a specified amount. This allows you to move excess cash out of the low-interest checking account and to avoid expensive overdraft fees.
- ▶ Let the purchasing manager know when an item is below its minimum stock level. Never run out of that best seller again!
- ▶ Receive a warning when a work center or machine has been down for a specified period of time.
- ▶ Email salespeople when a quote is due to expire. Don't miss that big sale!

## Communicate Better

- ▶ Communicate to the sales staff when you run out of stock of a certain item.
- ▶ Send an email to the account manager when one of their customers exceeds their credit limit or their past due balance exceeds a certain amount. This can help keep the company's cash flowing.
- ▶ Notify the Sales Manager when one of their salespeople books a big order.
- ▶ Let your salespeople know when a back-ordered inventory item is received.
- ▶ Inform the account manager when a customer quote is due to expire.

## Work Smarter

- ▶ Email sales and purchasing staff when a PO item is late by a specified number of days so appropriate parties can be notified.
- ▶ Is a work order running late? Is it over or under cost? Alerts will let you know in time to take action.
- ▶ Prevent fraud or catch data entry errors with an email alert when an Accounts Payable check over a specified amount is created.

### Setting Up Alerts

Setting up a new alert involves three simple steps: selecting alert criteria, selecting notification options, and defining a schedule.

To define your alert criteria, simply select one of the 29 Base Alerts and modify it to suit your specific needs. The base alert determines what condition an alert will monitor. You define the parameter values for each alert, with the type and the number of parameters dictated by the Alert. For example, the Base Alert *Notify when a check is created with an amount in excess of {Amount}*, consists of the single parameter amount. The base alert *A PO Item is {# of days} days late or more at {Warehouse} warehouse*, consists of the two parameters, # of days and warehouse.

The next step is to select the recipients of your Alert. You may specify one or more individual email addresses. If appropriate, you may select which people receive an Alert according to their role (e.g. Buyer, Warehouse Manager, Salesperson). Using roles, an Alert could be sent to the specific salesperson referenced on a par-

ticular sales order.

The final step is to schedule your Alert. For example, you can set up an Alert to run every second Tuesday of every month at 8:00 p.m. You can schedule the system to scan for the Alert condition on a daily, weekly, or monthly basis. Additional scheduling options allow you to specify the Duration (starting and ending dates of the schedule) and Frequency (how often).

Alerts are possible in the following modules: General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Sales Order, Inventory, Purchase Order, Advanced Manufacturing, Shop Floor Control, and Advanced Planning and Scheduling.

### Resolve To Stay Alert

Use Sage MAS 500 Alerts to keep yourself and your employees up-to-date for informed decision making. The Alerts module allows your business to respond to rapidly changing business conditions 24 hours a day, 7 days a week.

Why not make a resolution to stay alert and be more proactive. With a little help from Sage MAS 500 Alerts, your resolution can be a resounding success.

Sage MAS 500 Alerts is like having an organized and communicative assistant on your staff—who is constantly monitoring corporate activities as they transpire, and notifying you immediately of the events you care about. Everyone could use an assistant like this.

Call us for a demonstration and see what Alerts can do for you! ★

## Sage Software Survey



Each year, Sage Software surveys small and medium-sized businesses throughout the U.S. and Canada asking business owners about the issues that matter to them. Here are some interesting facts we found in this year's survey.

- ▶ 70% of companies were forecasting higher revenue for next year.
- ▶ 68% have employees that work from home.
- ▶ The top reason cited for purchasing technology was expanding the customer base.
- ▶ Business owners work an average of 54 hours a week.

- ▶ 15% of respondents "could not live" without their land-line phones.
- ▶ 21% "could not live" without their mobile phones.
- ▶ 51% will increase their marketing budgets next year.
- ▶ 49% will increase their technology budget next year.

The entire survey results can be found online at: [http://www.sagesoftware.com/newsroom/businessminds\\_survey/index.cfm](http://www.sagesoftware.com/newsroom/businessminds_survey/index.cfm). ★

## Fixed Asset Accounting For Sage MAS 500

**D**id you know that most companies lose or do not properly record 5 to 12 percent of their assets? A typical company need only lose track of 7 percent of its fixed assets to significantly overpay taxes—a burden compounded by replacement costs for assets lost or stolen. You know it's wise to insure those assets, but are you over insuring due to inaccurate depreciation calculations? Over insuring your fixed assets results in lost revenue that is compounded every year it goes uncorrected. Keep those assets working for you in every way by using Sage FAS Asset Accounting. Sage FAS Asset Accounting will enable you to accurately track your company's fixed assets, throughout their entire life cycle, ensuring you aren't wasting money.

### What Is Sage FAS Asset Accounting?

Sage FAS Asset Accounting is part of the Sage FAS Business Solutions suite from Sage Software. With over 300,000 IRS tax rules and dozens of GAAP supported depreciation calculation engines, it is a comprehensive solution for asset tracking that integrates with your Sage MAS 500 software.

### Integration With Sage MAS 500

Sage FAS integrates with the Sage MAS 500 core modules giving you comprehensive accounting management functionality. If you are utilizing the Sage MAS 500 Accounts Payable and/or Purchase Order modules, assets can be added automatically when purchased or received. Using an asset template based on the item type, the asset is automatically transferred from the purchasing system into Sage FAS.

### Automatic Depreciation Calculations

Sage FAS Asset Accounting can automatically create AMT and ACE schedules using your choice of dozens of depreciation methods, including MACRS 150% and 200%, ACRS, Straight Line, Modified Straight Line, Declining Balance, and Sum-of-the-Years Digits. There are other automatic calculations available, such as: Full Month Convention, Mid Quarter Convention and Half Year Convention to Section 179, ITC, Gain/Loss, Salvage Value, and Tax Preference Amounts. If one of the many included methods does not meet your needs, Sage FAS provides the flexibility to create customized methods.

### Customizable To Your Organization

You can customize Sage FAS fields, reports, groups, templates, images, and more. For exam-

ple, you can change field's title, entry mask, default value, entry order, and message prompt to suit the particular needs of your organization.

Use the Sage FAS Group Manager to set up customized groups. This feature allows you to sort and report in a flexible and efficient way. By establishing custom asset groups, you can more quickly find the data you need. You can group by department, administrator, location, and asset type, whatever makes sense for you.

### Rich Reporting

Asset Accounting includes more than 20 standard reports, each offering user-defined sort and range criteria on all fields. With the included custom report writer, you also can create custom reports, produce custom consolidated reports that let you roll up data, and specify totals-only reporting for standard reports.

### Find The Data You Need

A built-in search function makes it easy to find the asset you are searching for. You can view all of the details of a single asset from all seven books: Internal, Tax, ACE, AME, State, and two user-definable books—all from a single screen! A knowledgeable help function means most of your answers are just a click away.

### Easy To Use

Asset Accounting is designed to be user-friendly and make the job of tracking and reporting on your company's assets easier and more accurate. Templates provide an easy way to create a new asset. When you add a new asset, the selected template automatically fills out the asset information, saving time and reducing errors. You can store images associated with your assets. Keep a photograph of an asset, a scanned copy of the original invoices, maintenance agreement, or warranty easily accessible with this feature.

### Streamline And Save Money

The cost of losing track of a valuable piece of equipment or overpaying on insurance or taxes for an item quickly exceeds the software cost and time investment involved in implementing Sage FAS. Simply having a fixed asset tracking system in place tends to deter theft. It also simplifies valuations, reconciliation, and audits.

Sage FAS Fixed Assets is available in three, five, and ten-user configurations. Call us for more details and pricing. ★

## The Check 21 ACT

### What Is Check 21?

Check 21 (Check Clearing for the Twenty-First Century Act), is a law in effect since October 2004. Check 21 was an initiative by Congress to revise the rules governing the exchange of checks between financial institutions. Essentially, it allows banks to transmit electronic copies of your checks to other banks for payment, instead of requiring that the actual paper copy be presented.

### What Changes With Check 21?

If your company does not currently receive paper copies of its cancelled checks from the bank along with the statement, you may see little change from the enactment of this law. If however, you currently receive the original cancelled paper check, you may soon start seeing substitute checks or IRDs (image replacement documents). The IRD will appear as a copy of the front and back of your check, with a notation saying that it is a legal copy of your check and to use it in the same way you would use the original check.

By law, your bank is not required to return your original check to you, and Check 21 ensures that substitute checks are afforded the same legal protections as the original paper check. In fact, it adds some additional protections such as an expedited refund in the event that you find an error because of the substitute check.

### What Should I Know?

It is widely expected that banks will begin to impose stringent guidelines requiring checks to be ANSI (American National Standards Institute) compliant. ANSI is a set of standards imposed by the financial institutions in the United States. Check 21 will allow banks to insist upon compliance with ANSI standards, and banks may elect to penalize customers with additional charges for checks that are not ANSI compliant.

One immediately felt result of this change is that your checks could clear your bank the same day they are written. No longer can you rely on that day or two float as your paper check worked its way through the system.

### Where Can I Get More Information?

For more information on the Check 21 law, visit: [www.federalreserve.gov/pubs/check21/consumer\\_guide.htm](http://www.federalreserve.gov/pubs/check21/consumer_guide.htm) ★



## Spotlight On Sage MAS 500 Electronic Document Management

Processing accounts payable in most organizations involves a large and a long paper trail. Paper invoices are received, routed, approved, copied, paid, and filed. Multiple office locations compounds the process, adding to the time and effort spent.

*Doc-link*™ by Altec, Inc. is an enterprise document management system integrated with Sage MAS 500. *doc-link* can dramatically increase your accounts payable productivity, and allow documents to be electronically routed, approved, and managed for efficient voucher entry, electronic storage, and retrieval.

### Processing Overview

*Doc-link* is straightforward and intuitive to use. Here's an overview of how your workflow can be improved with *doc-link*.

Electronic accounts payable invoices arrive by fax, EDI, and email. Those that arrive by regular mail are scanned and converted to an electronic format. Next, *doc-link* is used to collate invoices into processing batches based on region, vendor, or employee, whatever makes sense to your organization. At this stage you can pre-index each document by entering in key attributes you may already know, such as the vendor ID. If desired, you may use the electronic approval process to add general ledger distribution coding or other notes to the document, and to move the document through the approval process via fax or email.

From within Sage MAS 500, when data entry operators access their *doc-link* Queue, they will see only those invoices approved for entry. They can view the document image and the Voucher Entry screen simultaneously to speed data entry. If the distribution has already been assigned to the invoice, the operator needs only to press a button to populate the voucher with the pre-established distribution.

Later, as an invoice's check is printed, *doc-link* captures the check image and the check number adding them to the invoice index, allowing both documents to be retrieved and viewed.

### Electronic Distribution And Routing

Eliminate those notes penciled in the margin of vendor invoices indicating the distribution or the routing sequence for the invoice. *Doc-link* adds an electronic distribution stamp allowing you to choose valid Sage MAS 500 General Ledger accounts and store those accounts and distribution amounts with the invoice to aid in data entry. You also can assign a complete routing/approval sequence to the invoice, ensuring that the appropriate parties see the document before it's entered into the Sage MAS 500 Accounts Payable module.

### Security And Convenience

Shifting from paper documents to electronic files significantly reduces the overall costs associated with copying, transferring, filing, finding and recreating lost office documents. Paper documents converted into searchable electronic files also increase office efficiencies, and help reduce your overall administrative labor costs.

Paper documents are susceptible to all forms of loss or destruction such as fire, flood, or theft. When combined with a conscientiously applied backup routine, you can rest assured that your company's vital



## Eagle Consulting Group

50 East 42nd Street  
Suite 2301  
New York, NY 10017

(212) 692-9393  
(212) 953-2913 fax

Email:  
info@eaglecg.com

Web Site:  
www.eaglecg.com

C  
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c  
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electronic records are secure and accessible for as long as necessary.

### Advantages Of *Doc-link*

As we mentioned, *doc-link* has the ability to dramatically increase your efficiency. Here's how:

- ▶ Eliminates the need to physically move invoices from remote sites to centralized accounts payable processing.
- ▶ Pre-distribute invoices to save data entry time and errors.
- ▶ Electronically route invoices to appropriate parties for approval.
- ▶ Department managers can drill-down to document detail when reviewing monthly financial statements.
- ▶ The check signer can view the invoices electronically while signing the checks.
- ▶ Eliminates hunting for a paper copy of an invoice or check. It's saved securely in an easily retrievable electronic format.
- ▶ Speed data entry by batching together invoices by region, manager, data entry operator, vendor, etc.
- ▶ Include notes and comments with the invoice.
- ▶ As checks are generated, the image and check number are indexed to the invoice document to provide a complete picture.
- ▶ Auditors and managers can drill-down to the invoice image by account number, vendor ID, or date range for instant review.

Call us for more details on *doc-link* by Altec. ★