



## SAGE ACCPAC ERP NEWSLETTER

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### GET LEAN AND GO GREEN WITH DOCUMENT MANAGEMENT

In today's uncertain economic climate, companies are looking for new ways to cut costs and streamline business processes. At the same time, a new age of social responsibility has shifted public awareness toward preservation of the environment and a call for companies to "go green." Both trends have created a compelling business case for **going paperless** using a document management system, like **doc-link™** by Altec, that's integrated with your Sage Accpac ERP system. Let's take a closer look.

#### 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 paperwork, improving the ability to instantly view and access important documents has been shown to **significantly increase workplace efficiency and reduce costs**.

A paperless document *management system* like [doc-link, integrated with Sage Accpac ERP](#), is designed to electronically capture, retrieve, and process documents such as invoices and checks, purchase orders, customer orders, payments, period-end reports, and much more. Essentially, all of the paper you're producing today is digitized, indexed, and easily retrieved using extensive search capabilities. Documents can then be accessed **simultaneously** by employees on premise or away from the office. No more wasted time digging through file cabinets or searching for a misplaced invoice!



**Doc-link for Sage Accpac eliminates paper and paperWORK**

#### Eliminating Paper AND PaperWORK

Beyond document storage and retrieval, **doc-link** also incorporates **electronic workflow processing and routing** through the use of customized business rules that integrate with your Sage Accpac ERP system. Documents can be **reviewed, 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 secure protection of information such as Sarbanes-Oxley or HIPPA.

#### Going Paperless Makes Good "Cents"

Going paperless with an electronic document management system 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 document delivery to/from customers and vendors, enhance document security, save money in paper costs and postage, and extend the reach of documents to multiple people in various locations. Perhaps best of all, you're demonstrating corporate responsibility by getting lean and going green!



Contact us to learn more about electronic document management for Sage Accpac ERP

# SAGE ACCPAC ERP - THE YEAR IN REVIEW

Since this is our last newsletter for 2008, let's take a look back at the changes that were made to your Sage Accpac ERP system this year.

## Sage Accpac ERP Version 5.5

Sage Software released Sage Accpac ERP Version 5.5 in April of this year. Version 5.5 introduces a wide collection of enhancements to improve usability, functionality, and performance based largely on customer feedback. In addition, many of the Sage Accpac options that were formerly available as separate purchases are now included in the core product.

## New Sage Accpac Extended Enterprise Suite

Concurrent with the release of Version 5.5, Sage introduced the new [Sage Accpac Extended Enterprise Suite](#) which combines the power of **SageCRM** for Customer Relationship Management with Sage Accpac Version 5.5 as a **single integrated solution**. SageCRM was formerly available as a separately-purchased application. Now, SageCRM is a module that's embedded in Sage Accpac ERP and a free benefit to current and prospective customers. SageCRM equips sales, marketing, and customer service teams with the tools they need to find new customers, close sales faster, cross-sell to existing customers, and build long-lasting, profitable relationships.

## Sage Accpac Online Community

A new online community forum was introduced to foster communication and collaboration among Sage Accpac users and business partners. It includes chat rooms, a blog, forum, a comprehensive knowledgebase, online support tools, and access to support technicians that participate on a full-time basis. To begin participating in the online community, visit: [www.sageaccpac.com/community](http://www.sageaccpac.com/community).

## Product Support Updates and Service Packs

As a reminder, Sage Software always supports the current and previous version of Sage Accpac ERP. Please contact us to discuss alternative support options for older versions. Product updates for Version 5.5 and Service Packs for Versions 5.4 and 5.3 are available at (login required):

[http://support.accpac.com/techsupport/Service\\_Packs/a4w](http://support.accpac.com/techsupport/Service_Packs/a4w)

## YEAR END REMINDER

It's hard to believe, but it's almost time to put 2008 behind us. As you begin year end closing procedures and prepare to start fresh in 2009, make sure to contact us if you need assistance with your Sage Accpac ERP system during this important time of year. As your software and technology partner, we're always here to help!

## Sage Accpac Demos On Demand

Whether you're considering a new module, curious about new features of Version 5.5, want to brush up on financial reporting tools, or anything in between, Sage offers recorded demos that are available on-demand ... anytime. Here are some of the topics covered:

- Sage Accpac 5.5 Financials
- Sage Accpac 5.5 Operations
- SageCRM for Sage Accpac ERP Customers
- Sage Accpac Extended Enterprise Suite - Why Move Now?
- Accpac Alerts Library and Alerts Server

CHECK THEM OUT AT:

[WWW.SAGEACCPAC.COM/PRODUCTS/DEMO](http://WWW.SAGEACCPAC.COM/PRODUCTS/DEMO)

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