

Paperless Office

Click on Paperless Office -> Setup -> Paperless Office Options. Enable items that you would like to save to Paperless.

Paperless Office Options (ABC) 3/20/2014

Enable Electronic Delivery and PDF Storage

- Forms
- Reports
- Journals and Registers
- Period End Reports

Keep Only the Last PDF Copy

- Reports
- Journals and Registers
- Period End Reports

Load Data on Initial Viewer Access

- Customer Viewer
- Vendor Viewer
- Report Viewer
- Journal and Register Viewer
- Period End Report Viewer
- Direct Deposit Stub Viewer

Accept Cancel [Printer Icon] [Help Icon]

Click on Journal and Register Maintenance.

Journal and Register Maintenance (ABC) 3/20/2014

Company Code [Search Icon] [Navigation Icons] Copy From...

Company Name [Text Field]

Module Code [Text Field]

Document [Dropdown]

PDF Directory [Text Field]

Auto Create PDF [Prompt]

Password Protect [No]

Password [Text Field]

Confirm Password [Text Field]

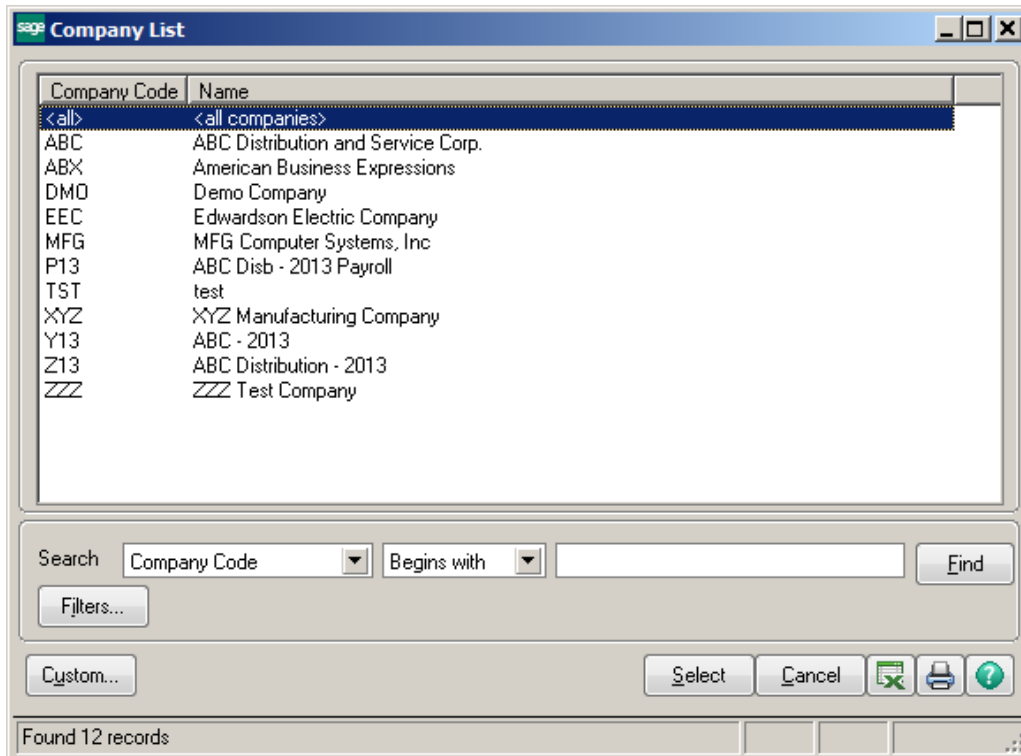
Prompt for Associated PDF During Journal/Register Printing

Delete Associated PDF When Journal/Register Is Deleted in Viewer [Prompt]

Associated PDF Directory [Text Field]

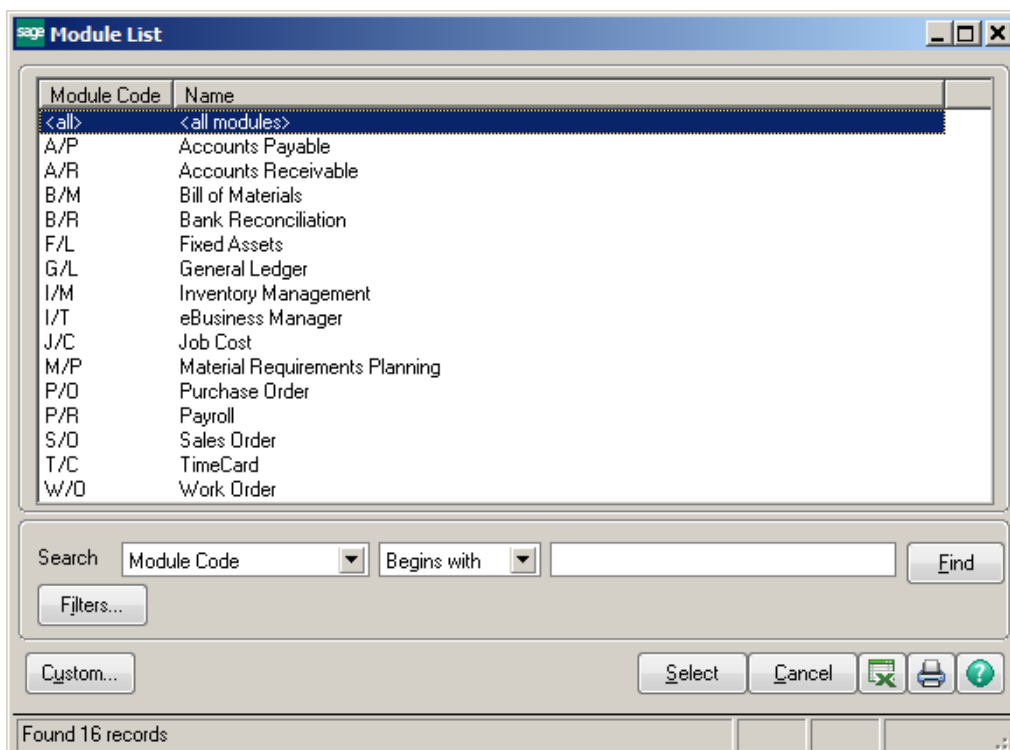
Accept Cancel Delete [Printer Icon] [Help Icon]

Choose Company code from the lookup list or ALL companies.

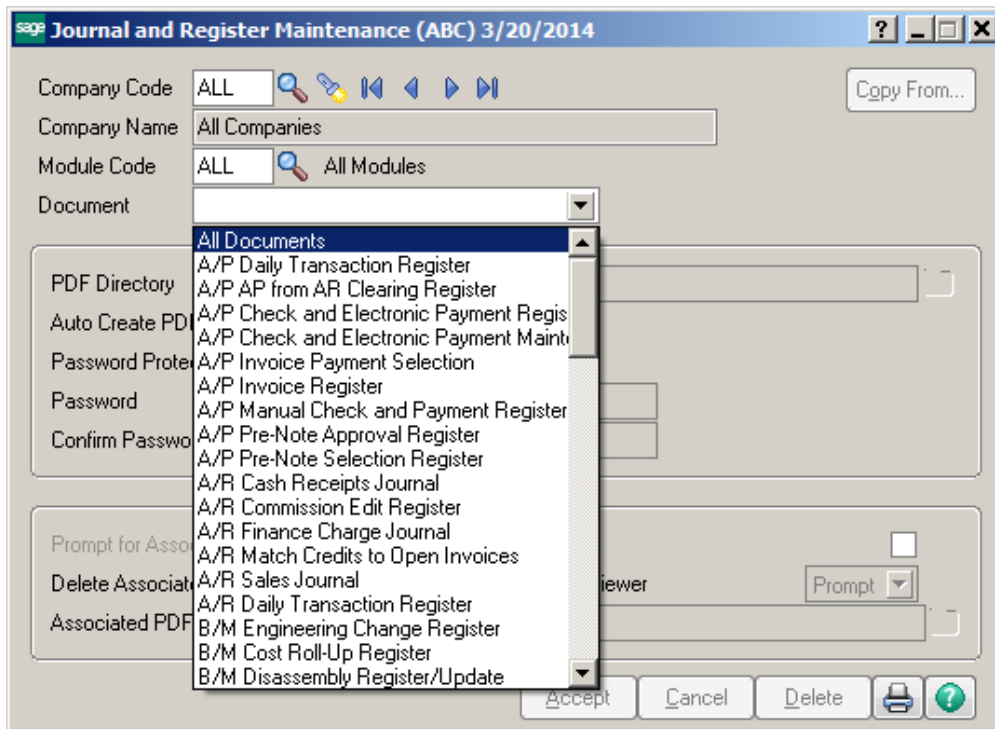


Choose module code or ALL modules from lookup list.

Note: Paperless documents for each module can be stored in different locations.

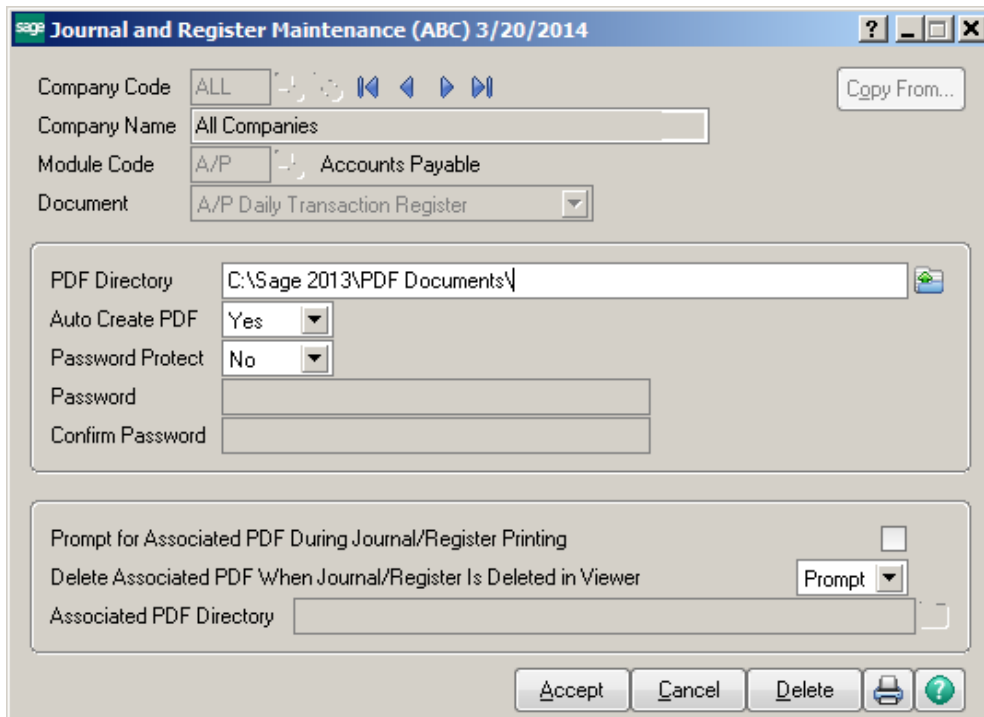


Choose specific document or ALL Documents from the lookup list.



Enter the Path location for the Paperless Documents in the PDF Directory field.

Note: This can be a different location for each module and/or company.



Auto Create PDF options:

- Yes – automatically creates the PDF when the Print button is selected
- Prompt – this option will prompt the user to
- No – the system will not create a PDF document

Password Protect:

- Yes – Applies the password that is keyed into the field below to the document
- Prompt – prompts the user to enter a password when printing the document
- No – does not apply a password to the document

sage Journal and Register Maintenance (ABC) 3/20/2014

Company Code: ALL [Navigation icons] [Copy From...]

Company Name: All Companies

Module Code: ALL [Navigation icons] All Modules

Document: All Documents [Dropdown]

PDF Directory: C:\Sage 2013\MAS90\pdf\ [Browse icon]

Auto Create PDF: Yes [Dropdown]

Password Protect: No [Dropdown]

Password: [Text box]

Confirm Password: [Text box]

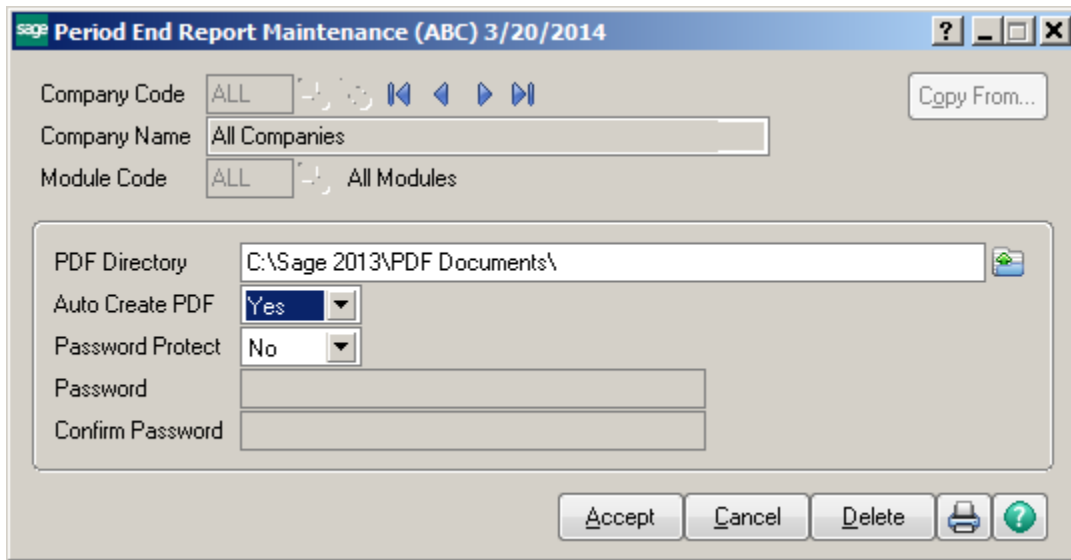
Prompt for Associated PDF During Journal/Register Printing:

Delete Associated PDF When Journal/Register Is Deleted in Viewer: Prompt [Dropdown]

Associated PDF Directory: [Text box]

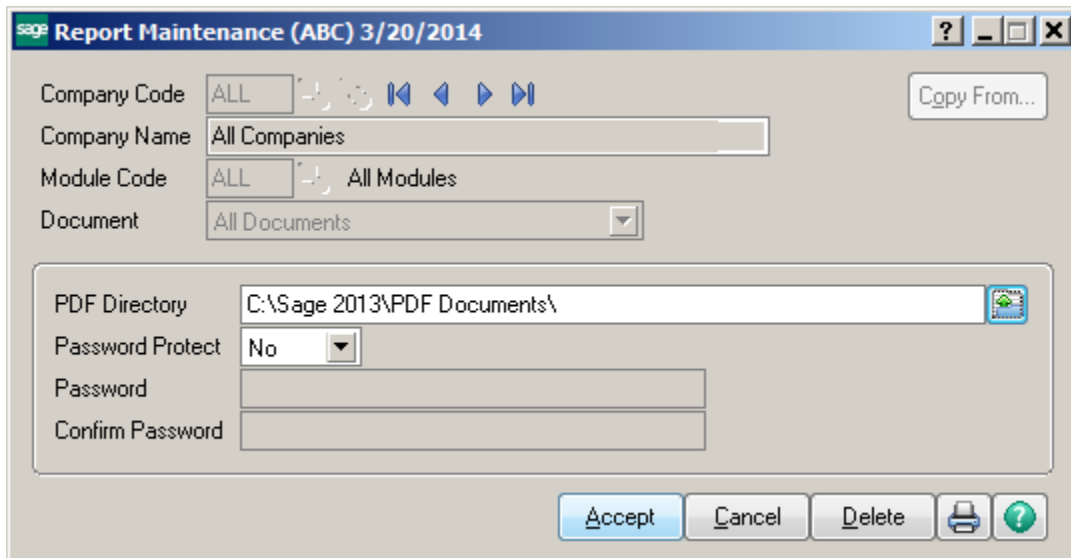
Accept Cancel Delete [Printer icon] [Help icon]

Period End Reports



The screenshot shows the 'Period End Report Maintenance' dialog box for company 'ABC' on 3/20/2014. The window title is 'sage Period End Report Maintenance (ABC) 3/20/2014'. It features a 'Copy From...' button in the top right. The main area contains several input fields: 'Company Code' (set to 'ALL'), 'Company Name' (set to 'All Companies'), and 'Module Code' (set to 'ALL'). Below these is a section for PDF settings: 'PDF Directory' (set to 'C:\Sage 2013\PDF Documents\'), 'Auto Create PDF' (set to 'Yes'), 'Password Protect' (set to 'No'), and two empty text boxes for 'Password' and 'Confirm Password'. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', a printer icon, and a help icon.

Report Maintenance



The screenshot shows the 'Report Maintenance' dialog box for company 'ABC' on 3/20/2014. The window title is 'sage Report Maintenance (ABC) 3/20/2014'. It features a 'Copy From...' button in the top right. The main area contains several input fields: 'Company Code' (set to 'ALL'), 'Company Name' (set to 'All Companies'), 'Module Code' (set to 'ALL'), and 'Document' (set to 'All Documents'). Below these is a section for PDF settings: 'PDF Directory' (set to 'C:\Sage 2013\PDF Documents\'), 'Password Protect' (set to 'No'), and two empty text boxes for 'Password' and 'Confirm Password'. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', a printer icon, and a help icon.

Form Maintenance

Choose Company code from the lookup list or ALL companies.

Company Code	Name
<all>	<all companies>
ABC	ABC Distribution and Service Corp.
ABX	American Business Expressions
DMD	Demo Company
EEC	Edwardson Electric Company
MFG	MFG Computer Systems, Inc
P13	ABC Disb - 2013 Payroll
TST	test
XYZ	XYZ Manufacturing Company
Y13	ABC - 2013
Z13	ABC Distribution - 2013
ZZZ	ZZZ Test Company

Search: Company Code [v] Begins with [v] [] Find

Filters... Custom... Select Cancel [?] [P] [R]

Found 12 records

Choose module code or ALL modules from lookup list.

Module Code	Name
<all>	<all modules>
A/P	Accounts Payable
A/R	Accounts Receivable
J/C	Job Cost
P/O	Purchase Order
P/R	Payroll
R/A	Return Merchandise Authorization
S/O	Sales Order

Search: Module Code [v] Begins with [v] [] Find

Filters... Custom... Select Cancel [?] [P] [R]

Found 8 records

Choose the Document type or ALL Documents.

The screenshot shows the 'Form Maintenance (ABC) 3/20/2014' window. The 'Document' dropdown menu is open, displaying a list of document types: 'All Documents', 'A/P Check', 'A/R Invoice', 'A/R Statement', and 'J/C Invoice'. The 'All Documents' option is currently selected and highlighted. Other fields in the window include 'Company Code' set to 'ALL', 'Company Name' as 'All Companies', 'Module Code' as 'ALL', and 'All Modules'. There are also fields for 'Electronic Delivery' (with a sub-section for 'Enable Electronic Delivery'), 'From E-mail Address', 'PDF Storage' (with 'PDF Directory' and 'Keep Only Last Copy' checkbox), and 'Override Password' and 'Confirm Password' fields. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

Check the box to Enable Electronic Delivery. Type the e-mail address to use as the "from" e-mail address when e-mailing the form. If a company is selected in the Company Code field, this field displays the e-mail address entered in Company Maintenance. You can change this e-mail address when e-mailing the form from the printing task

This screenshot shows the same 'Form Maintenance (ABC) 3/20/2014' window, but with the 'Electronic Delivery' section expanded. The 'Document' dropdown is now set to 'All Documents'. In the 'Electronic Delivery' section, the 'Enable Electronic Delivery' checkbox is checked. The 'From E-mail Address' field now contains the text 'sdeters@connerash.com'. The 'PDF Storage' and 'Override Password' sections remain the same as in the previous screenshot. The bottom buttons ('Accept', 'Cancel', 'Delete', printer icon) are also visible.

PDF Directory - Enter the full path of the folder to use for storing the form in PDF format, or click the Browse Directory button to browse to the folder.

Override Password - Type the override password for viewing the PDF documents created for this form. You can type up to 32 characters. If a PDF password is entered for the customer, vendor, or employee in Paperless Office Delivery Options, this field provides a second password to open PDF documents.

Sage Form Maintenance (ABC) 3/20/2014

Company Code: ALL
Company Name: All Companies
Module Code: ALL
Document: All Documents

Copy From...

1. Main | 2. Additional

Electronic Delivery
Enable Electronic Delivery:
From E-mail Address: sdeters@connerash.com

PDF Storage
PDF Directory: C:\Sage 2013\PDF Documents\PDF Forms\
Keep Only Last Copy:

Override Password: \$\$\$\$\$
Confirm Password: \$\$\$\$\$

Accept Cancel Delete [Printer Icon] [Help Icon]

How It Works

Journals and Registers

Enter your data into the Data Entry screen, example: Accounts Payable Invoice Data Entry. Click on the Accounts Payable Invoice Register. **Click Print. DO NOT CLICK PREVIEW!!** The PDF will open on your screen. Review the document for accuracy, check totals, debits equal credits, etc.

If you wish to print the document, click the printer button.

Accounts Payable Invoice Register
 Journal Posting Date: 3/20/2014
 Register Number: AP-000020

ABC Distribution and Service Corp. (ABC)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number	Invoice	Dates	Invoice Amount	Discount	Distribution Amount
Invoice Number		Due			
AIRWAY 123	Airway Property		1099 Form: 1 Box 1 Separate Check: No		
	4/30/2010 4/30/2010		50.00	0.00	50.00
	G/L Account: 555-00-03				
AIRWAY 1234	Airway Property		1099 Form: 1 Box 1 Separate Check: No		
	3/20/2014 3/30/2014		500.00	0.00	500.00
	G/L Account: 555-00-03				
CONT 5467	Container Corporation Of Usa				
	3/12/2014 3/30/2014		12,500.00	0.00	12,500.00
	G/L Account: 535-00-03				
POSTMST MAR2014	U.S. Postmaster				
	3/20/2014 3/30/2014		100.00	0.00	100.00
	G/L Account: 770-00-04				
Division 01 Total:			13,150.00	0.00	13,150.00
Report Total:			13,150.00	0.00	13,150.00
				0.00	0.00

Otherwise, exit out and update the register. The document will be saved to the directory you indicated in setup and can be viewed using the Paperless Office Viewer.

Journal and Register Viewer (ABC) 3/20/2014

Company Code: ABC ABC Distribution and Service Corp. [Refresh]

Module Code: A/P Accounts Payable

Document: All Documents Accounting Date From: 2/18/2014 To: 12/31/2499

Company	Module	Journal No.	Batch	Journal Name	PDF Created	Acctg Date	Updated	PDF Location	PDF Exists	Password
ABC	A/P			A/P Daily Trans...	2014/03/20 17:16...	3/20/2014	Y	C:\sage 2013\MAS90\pdf\ABC...	Y	N
ABC	A/P			A/P Daily Trans...	2014/03/20 17:30...	3/20/2014	Y	C:\sage 2013\MAS90\pdf\ABC...	Y	N
ABC	A/P	AP-000020		Invoice Register	2014/03/20 17:25...	3/20/2014	Y	C:\sage 2013\MAS90\pdf\ABC...	Y	N
ABC	A/P	MC-000007		Manual Check ...	2014/03/20 17:16...	3/20/2014	Y	C:\sage 2013\MAS90\pdf\ABC...	Y	N

Emailing Forms

Library Master:

Click on Library Master\Main\Company Maintenance. Select your company and choose the Email tab. Enter the address for your SMTP server. (You may need assistance from your IT Company for this piece.)

The screenshot shows the 'Company Maintenance (ABC) 3/20/2014' dialog box with the 'E-mail' tab selected. The 'SMTP (Mail) Server' section contains the following fields and options:

- Company Code: ABC
- Company Name: ABC Distribution and Service Corp.
- Address: 10.0.0.5
- Port: 25
- SMTP Encryption: None
- User ID: (empty)
- Password: (empty)
- Domain: (empty)
- Confirm Password: (empty)
- E-mail Options: Use 128-bit Encryption for Password Protected Documents (checked)
- Buttons: Activate..., Convert..., Remove..., Copy..., Test E-mail...
- Footer: Use as Default Company for Server Settings (checked), Accept, Cancel, Delete, Print, Help.

Accounts Receivable:

Click on Accounts Receivable\Main\Customer Maintenance. Click on the Paperless button.

The screenshot shows the 'Customer Maintenance (ABC) 3/20/2014' dialog box with the 'Paperless' button highlighted in red. The dialog box contains the following information:

- Customer No.: 01-ABF
- Name: American Business Futures
- Address: 2131 N. 14th Street, Suite 100, Accounting Department, Milwaukee, WI 53205-1204, USA
- City: Milwaukee
- Country: USA
- Residential Addr: (unchecked)
- Salesperson: 0100 Jim Kentley
- Telephone: (414) 555-4787, Ext 219
- Fax: (empty)
- E-mail Address: sdeters@connerash.com
- URL Address: www.abf.com
- Terms Code: 01 Net 30 Days
- Primary Contact: ARTIE JOHN Artie Johnsonajfls
- Ship Code: UPS BLUE
- Primary Ship To: 2 American Business Futur
- Tax Schedule: WI MILMIL Milwaukee Exemptions...
- Credit Hold: (checked)
- Credit Limit: 120,000.00
- Buttons: Copy From..., Renumber..., More..., Paperless..., Accept, Cancel, Delete, Print, Help.

Choose the document type that you would want to email.

Customer No. 01-ABF American Business Futures

Document

- A/R Invoice
- A/R Statement
- R/A Customer RMA
- S/O Invoice
- S/O Order

PDF Delivery

Print E-mail Fax

PDF Document

Password

Accept Cancel

Select your delivery options.

Customer No. 01-ABF American Business Futures

Document S/O Invoice

1. Main 2. E-mail 3. Fax

PDF Delivery Options

Print E-mail Fax

PDF Document

Password

Accept Cancel

Select who you are going to deliver it to. Note: You can have multiple email addresses to deliver to.

Customer No. 01-ABF American Business Futures
Document S/O Invoice

1. Main 2. E-mail 3. Fax

E-mail Options

Use E-mail Address in Data Entry
Use Customer E-mail Address sdeters@connerash.com

Contact Code	Contact E-mail Address

To Additional E-mail Addresses

Accept Cancel ?

Sales Order – Invoice

Enter invoices for customers. Click on Invoice Printing icon/menu. Select method for printing/electronic delivery. Based on your selection the system will print the invoices it needs to print and electronically deliver the invoices that are set up.

Form Code STANDARD Designer...
Description Plain

Number of Copies 1 Collated Multi-Part Form Enabled Multi Part...

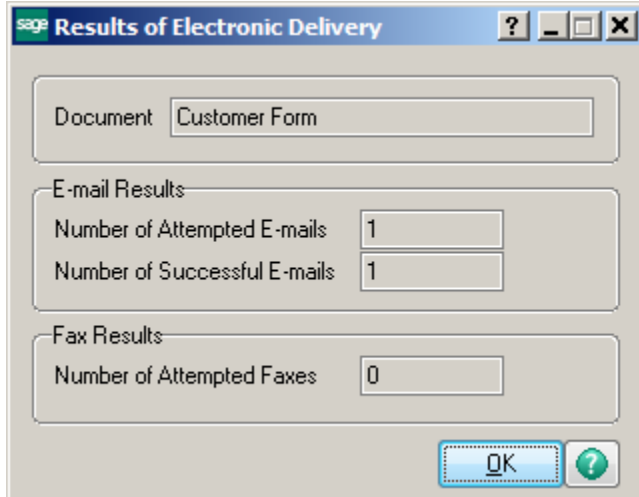
Print Comments Partial
Paperless Office Output Print All

- Print All
- Electronically Deliver Only
- Print/PDF for Print Delivery Option
- Print/PDF All and Electronically Deliver
- Print/PDF or Electronically Deliver
- Print/PDF All
- PDF All

HP LaserJet P2055d UPD PCL 6 Alignment Print Preview Setup ?

Select...	...to perform the following when these check boxes are selected in Paperless Office Delivery Options for the customer, vendor, or employee		
	E-mail and/or Fax check box	Print check box	None
Print All	Hard copies of all selected forms are printed.	Hard copies of all selected forms are printed.	Hard copies of all selected forms are printed.
Electronically Deliver Only	The selected forms are saved as PDF and sent by e-mail and/or fax.	Nothing	Nothing
Print/PDF for Print Delivery Option	Nothing	The selected forms are saved as PDF and printed as hard copies.	The selected forms are saved as PDF and printed as hard copies.
Print/PDF All and Electronically Deliver	The selected forms are saved as PDF, printed as hard copies, and sent by e-mail and/or fax.	The selected forms are saved as PDF and printed as hard copies.	The selected forms are saved as PDF and printed as hard copies.
Print/PDF or Electronically Deliver	The selected forms are saved as PDF and sent by e-mail and/or fax.	The selected forms are saved as PDF and printed as hard copies.	The selected forms are saved as PDF and printed as hard copies.
Print/PDF All	The selected forms are saved as PDF and printed as hard copies.	The selected forms are saved as PDF and printed as hard copies.	The selected forms are saved as PDF and printed as hard copies.
PDF All	The selected forms are saved as PDF.	The selected forms are saved as PDF.	The selected forms are saved as PDF.

The following screen will appear after the invoices have been electronically delivered confirming Successful attempts.



Print your Sales Journal and update as normal.

The invoice can be viewed from the Paperless Office Customer Viewer or within the Customer on the Invoices tab.

