

PRODUCT SHEET

Sage Paperless Construction

Sage 300 Construction & Real Estate

Sage 100 Contractor

Simplify processes from project start to finish and eliminate paper waste from accounting and operations. Sage Paperless Construction integrates with Sage 100 Contractor or Sage 300 Construction and Real Estate to reduce costs, save time, and increase productivity.

Enterprise Content Management

Sage Paperless Construction is a document management and workflow automation solution that integrates with Sage 100 Contractor and Sage 300 Construction and Real Estate. It provides an easy way to store, retrieve, and distribute documents to help reduce paper use, ensure prompt payments, and build stronger relationships with your subcontractors and vendors.

Sage Paperless construction will help your business

- Automate your routing and approval workflow processes to improve communications.
- Manage invoices and other critical documents with efficiency and ease.
- Save time searching for documents by centralizing project and business information in one secure location.

Automate Accounts Payable Workflow

Usually a paper-intensive task, accounts payable processes can require a lot of manual effort that can drive up costs and create a lot of waste for a business. The invoice review process can also be time consuming and paper wasting when approvals are handled with stacks of marked up invoices going back and forth between project managers and the accounting team.

These manual processes can be eliminated with a paperless solution that automates your approval process. You'll reduce the cost of invoice processing and ensure prompt payments with quicker approval of invoices. Plus, you sleep easy knowing that your business isn't wasting reams of paper to get these tasks done.

Paperless Payroll

Another paper-intensive task is payroll. Many time-consuming payroll processes involve paper timesheets and approvals with manual data entry. Using Sage Paperless Construction, payroll can be processed entirely electronically with timecards scanned, routed for approval, and imported into your preferred payroll solution.

The Benefits of Sage Paperless Construction

- 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 costs.

“What used to take two full time people is now done by just one person, with time to spare.”

—Jack Gieffels, CFO, TC Construction Company



Capture, Retrieve, and Protect Documents

Upload or import any type of document from any location to centralize all your vital business content in one secure location. Then define document types and indexes to make finding your files as simple as possible. When you need track down a document, you can easily retrieve it using any combination of index fields, keyword searches, or a user-defined folder view. Plus, content is protected by document and index level security. So only those with the appropriate security clearance will be able to access those classified files.

Automatically Distribute Documents

Using a predefined set of rules, Sage Paperless allows you to easily distribute documents to your team. Build out workflow processes unique to your business by establishing return dates, monitoring

route progress, and reviewing status of routed content. You can route one or multiple documents at a time and even recall content as necessary.

Leverage paperless processes to distribute critical documents such as:

- Contracts, pictures, and change orders needed for project management
- HR forms
- Service work orders
- Purchase requisition
- Plans and drawings for estimating take-off
- General ledger adjustment entries
- Daily mail

For more info, visit: [sage.com/en-us/products/sage-paperless-construction](https://www.sage.com/en-us/products/sage-paperless-construction)

Have a question we don't answer here?

We can still help. Just call **800-858-7095** to contact your Sage business partner or customer account manager.

©2018 The Sage Group plc or its licensors. Sage, Sage logos, Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners. NA/WF 345876.