

Going Green with Sage MAS ERP

Ten top tips for saving time, money and the environment using your Sage MAS ERP solution.

You already know about the benefits of Sage MAS ERP as a comprehensive business solution. But it also offers a wide range of features that can help towards solving the challenges facing our environment, while saving you time, money and increasing efficiency throughout your company. So our “Green Team” here at Sage has created this guide to help you realize such benefits, fast. Have a look! In minutes these tips will help you discover how to enable savings on everything from fuel, travel, paper and archiving to training, shipping and inventory. And simply by using resources that are available to you right now.



TIP #1 Send customer communications by email instead of printing and mailing.

Print to PDF files instead of hardcopy and send those documents to your customer by email. You'll help save the environment by limiting the use of ink, toner, paper, envelopes, or transportation resources, and save money by not having to buy that ink, toner, or paper. Plus, you'll save even more by eliminating postage costs. Immediate delivery means you can increase customer satisfaction and your efficiencies by confirming orders with customers before they ship, and eliminate the lag time waiting for the mail to arrive. When your customer contacts you to inquire about their order, you'll be able to pull up and view an exact copy. And, you'll be able to resend the customer a duplicate copy with the click of your mouse. View these PDFs by date, source, user ID, and file name. You can verify when it was originally created and sent, because the system records that information with the file.

TIP #2 Send vendor communications electronically, including POs.

Print purchase orders (POs) to PDF and send them by e-mail directly to the vendor – all in one smooth process. You'll improve the timeliness of communications and turnaround times while you're saving on paper and postage, and can retrieve archived POs and payments by date, source, user ID, and file name.

TIP #3 Email reports to your team.

All standard reports are available in PDF format from the Paperless Office Report Viewer. You can distribute the reports to the team electronically and save them in the archive for reference!

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TIP #4 Implement a telecommuting program.

Not only will you increase your employees' satisfaction, you will also help to reduce your impact on the environment. With secure remote access, your employees can work within your Sage MAS system without physically being in the office. This will reduce the gasoline your employees use to get to and from work, while maintaining the security of your data!

TIP #5 Combine multiple orders into a single shipment.

For maximum savings, Sage MAS ERP makes it possible to ship multiple orders designated for shipment to the same address. You'll reduce the costs of shipping while conserving packing materials otherwise destined for landfills.

TIP #6 Take advantage of web-based online training.

Your employees can become experts on Sage MAS ERP right from the comfort of their desk with *Anytime Learning!* Internet training eliminates the environmental impact of additional travel, and you'll reduce travel costs. *Anytime Learning*, is an award winning, web-based online training, that can help boost the productivity of your staff by giving them the tools to learning better ways to manage and use your Sage MAS ERP system. These self-paced online training courses are available on www.sageu.com/mas. You can even select a maintenance or support plan that includes unlimited access to *Anytime Learning* courses!

TIP #7 Complete period-end processing without printing.

Using period-end reports in PDF format saves on paper costs, plus you can archive reports in a secure and searchable digital format. All documents are available for electronic retrieval through the PDFViewer. The Viewer enables you to specify any combination of company codes, modules, and documents—so you see only what you want to see. Automatically name and save PDF files, to eliminate the risk of accidental overwrites.

TIP #8 Archive important documents electronically.

Electronically save important documents such as financial reports, customer invoices, and purchase orders, using a built-in archive system. Eliminate paper and printing costs. Your staff can easily access needed files, view or email them, and return them to the archive. No more searching through old file cabinets for printed papers, no more damaged or destroyed documents, and no more documents lost in a pile of papers on someone's desk. This will help you reduce time spent in retrieval and your need for physical space to store these important documents. Plus, easily keep multiple backups as electronic copies of important documents.

TIP #9 Optimize inventory replenishment.

Reduce the number of incoming shipments by leveraging the efficiencies of Inventory Replenishment. Accurate demand forecasting helps you avoid placing last minute reorders, and also avoids overstocking, which reduces inventory carrying costs. Automated procurement generates purchase orders and transfer orders to save time, reduce labor costs, and ensure accuracy.

TIP #10 Manage transportation routes more efficiently.

Identify the most efficient routes for your team to deliver shipments. Help the environment by reducing your fuel usage, carbon emissions, and traffic congestion. Save money by reducing your transportation costs, vehicle maintenance costs, and driver overtime.



Your business in mind.