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Paperless Office

Sage enhanced the system with a function they call Paperless Office. It is the printing of forms or reports to PDF. There are four major categories when looking at Paperless Office.

1. Reports
2. Forms
3. Journals and Registers
4. Period End

Each of these categories function slightly different from one another. All of them have the ability to view PDFs created and email them. One of the common use of Paperless Office is to email customers a copy of the Invoice or Sales Orders when printing. This will take a group of invoices and individually email each invoice to each customer and that customer can have multiple email addresses to send the PDF to. This is a great way to cut down on paper use by printing only invoices that need to be mailed and emails those that have requested to have electronic delivers of their invoices.

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