Sage Paperless for Construction

Automate your manual invoice approval and coding systems with a paperless process.

Unite your vital business and project-related information in one place, simplify processes, and eliminate paper-chase for accounting and operations staff.

"We've reduced our billing cycle from 15 to 20 days down to two days. This single process change increased our cash flow by over $4 million per month."

— Bruce Evenrud, CFO, A.M. Ortega Construction Inc.

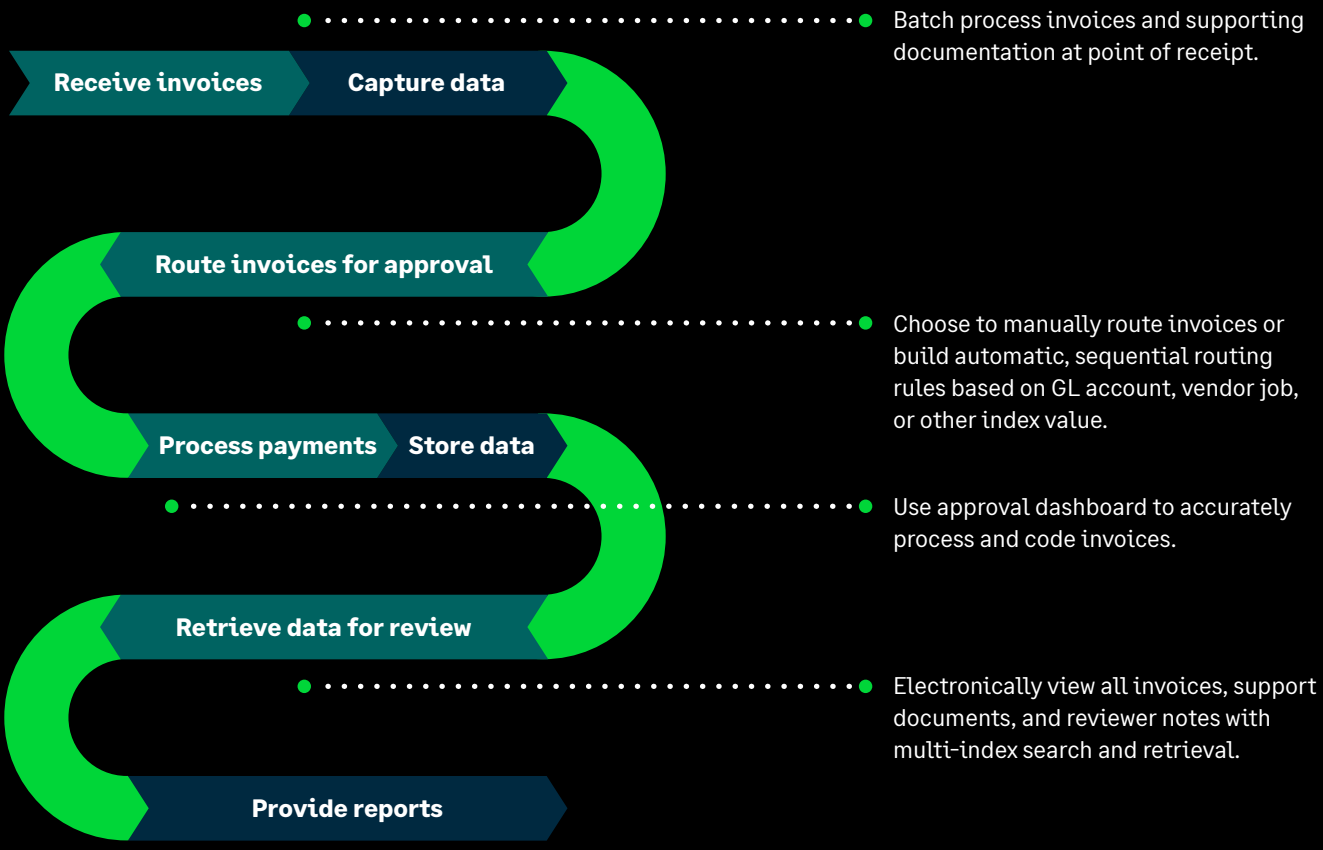
Sage Paperless for Construction gives you control over paper-heavy processes and replaces them with an intelligent, automated solution that imports, indexes, routes, and stores documents in one, secure place.

Plus, with both on-premises and cloud-based solutions, it pairs seamlessly with Sage 100 Contractor, Sage 300 CRE, and Sage Intacct 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.

Sage Accordant

Workflow



Centralize all your vital business content in one secure location

Capture
Capture, upload, or import any type of document from any location. You can use send to functionality in Microsoft® Office, forms capture, and much more.

Retrieve
Easily retrieve images using any combination of index fields, keyword search, or user-defined folder view. Content is protected by document- and index-level security.

- Scan
- Drag + drop
- Network file import
- Print capture
- Maintain revision history
- See audit trail
- Link transactions with electronic content using SAP® Crystal Reports

Index and store
Define document types and indexes and securely store documents on any network drive or device. You can also look up and backfill index values from external databases.

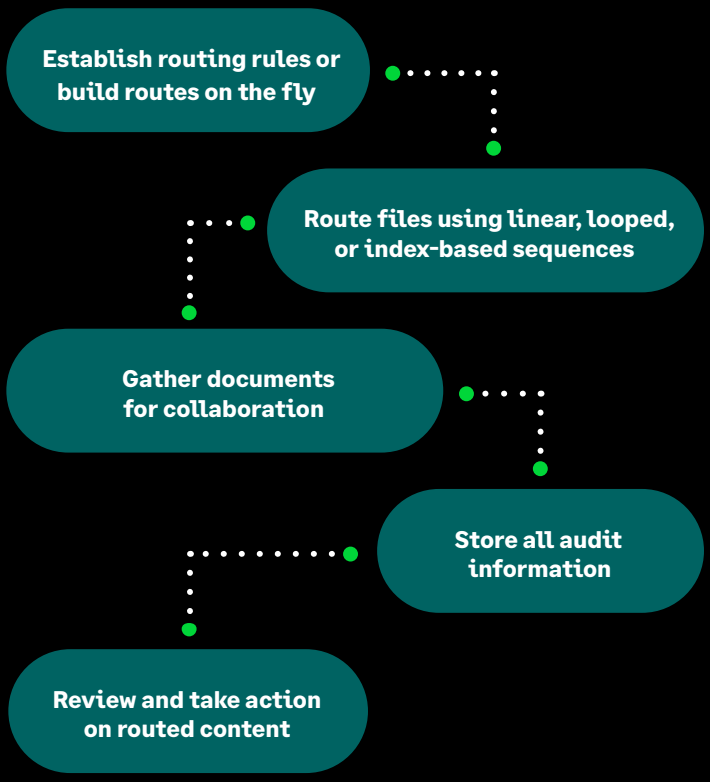
Sage Accordant

Route documents automatically and increase productivity

Store and distribute documents to company employees electronically using predefined rules. Establish return dates, monitor route progress, and review status of routed content. You can route one or multiple documents at a time and even recall content as needed.

Build a paperless process and easily route critical documents for approval:

- Project management documents including contracts, pictures, and change orders
- HR forms
- Service work order
- Purchase requisition
- Plans and drawings for estimating take-off
- General ledger adjustment entries
- Daily mail



"Our time and material jobs profits have increased about three to four million per year due the process changes made possible by this product. And we've reclaimed significant square footage after we removed filing cabinets that were no longer needed."

— Bruce Evenrud, CFO, A.M. Ortega Construction Inc.

Sage Accordant

Creating harmony between people, business, and technology. Accordant is a Platinum Sage Business Partner, supporting over 5,000 clients since 2005. We know software, and the industries we support.

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