



### In This Issue

#### Page 1

New Features in  
Paperless Office

#### Page 2

Sage 100 2026.1  
Update Available

New Features in  
Sage 100 Payroll

#### Page 3

Join Us for VBCC  
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**Sage** Partner

## PAPERLESS OFFICE ENHANCEMENTS

### New Features Worth Exploring

Sage 100 Version 2026 introduced a nice range of enhancements in Paperless Office, making this popular module better and more efficient than ever. Here's a look at some key new features.

#### Consolidated Emails for Customers and Vendors

You can now consolidate multiple forms into one email for a specific customer or vendor. For example, if you're sending 10 invoices to a customer, then only one email with all 10 invoices will be sent instead of 10 individual emails. Plus, you can zip (compress) multiple forms into a single attachment on consolidated emails, and schedule the delivery using Task Scheduler.

#### Print Sales Order Picking Sheets to PDF

With Sage 100 2026, you can print Sales Order picking sheets to PDF and email them to recipients in the warehouse. When Paperless Office is set up for forms, the Paperless button is available in Warehouse Code Maintenance. Click this button to define default email recipients for the selected warehouse in the new Paperless Office Delivery Options task.

#### View All Journal and Register PDF documents by Module

A new security option '**Allow Viewing of Journal and Register PDF Documents for Users Without Permissions to Task**' (located in Role Maintenance) allows users to view Journal and Register PDF documents even when they do not have permissions to the task that created the PDF.

For example, a user can view PDF documents for the Cash Receipts Register, even if they do not have permissions to access the Cash Receipts Register task. This keeps workflow processes moving without compromising security or sensitive data.

#### Improvements to Email Messages

In Electronic Delivery Message Maintenance, the selections at the Document field have been expanded so that you can now create unique email messages for specific documents in a document group. For example, in the S/O Invoice document group, you can create unique messages for a credit memo or debit memo. You can also use the new 'Copy From' button to copy an existing email message record and then modify it to meet your needs.

#### Software Enhancements Inspired By YOU

Most of these enhancements and new features were the result of feedback from the Sage 100 Partner community and customers like you via the [Sage 100 Ideas website](#). So keep the great ideas coming and stay tuned for more customer-inspired features in future releases.

**Be sure to contact us if you have questions about Paperless Office or need help upgrading to Sage 100 2026.**

# SAGE 100 BITS AND BYTES

## Sage 100 2026.1 Release Now Available

The first product update for Sage 100 2026 (2026.1) is now available. Here's a quick summary of what's included in this new release:

**Search help** - The AI-powered Sage Help Agent has been renamed Search help. On the Home tab, click the Search help button to ask a question about what you want to do or know in Sage 100.

**Accounts Payable** - The Form 1099 Reconciliation Report has been added on the A/P Reports menu, enabling you to print Form 1099 information for selected vendors. You have the option to print the vendor address to the right of the 1099 address on the report. Before year-end processing, use this report to compare and reconcile the information that prints on Aatrix 1099 forms.

**Inventory Management** - In Item Maintenance when tracking lot code source for a lot item, the Lot Code Source and Country of Origin fields now display on the Cost Detail tab.

Click below to [watch a short video](#) that demonstrates some of the new features:



## New Features in Sage 100 Payroll

Here are some key new features in the latest release of Sage 100 Payroll 2.26.2

**Improved Direct Deposit Maintenance** - If you accidentally leave the Company Entry Description field blank in Direct Deposit Maintenance, "PAYROLL" will now be the default value in the ACH file to prevent errors in transmission.

**More Detailed Payroll History** - The Check Date has now been added to the Payroll History Detail file which will provide better payroll tracking and reporting detail.

**Easier Access to Tax Code Inquiry** - You can now access Tax Code Inquiry directly from the Payroll Utilities menu. This previously required more menus and clicks to launch but is now much quicker and easier.

**Be sure to contact us if you need help updating your Sage 100 system or if you simply have a question that we can help you with.**



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## Learn More. Work Smarter. Get More from Sage 100.

Join the team for VBCC Connect 2026, our annual virtual Sage 100 user conference designed to help you get the most from your Sage investment.

**Wednesday, October 21, 2026**  
**All Day Event**

Spend the day exploring practical strategies, best practices, and expert insights that can help improve efficiency, streamline processes, and uncover capabilities you may not be using today.

Whether you're looking to sharpen your knowledge of core Sage 100 functions or discover new ways to work smarter, there's something for every Sage user.

### 2026 Schedule of Events

(click to register for any (or all!) of the below sessions)

- 8:00 AM** [Cut the Clutter: Sage 100 Paperless Office is the Answer](#)  
presented by Ken Knight
- 9:00 AM** [Get More from Sage 100 Payroll](#)  
presented by Kellie Kaufman
- 10:00 AM** [Get More from Your Data with Sage Intelligence](#)  
presented by Dana Halpin
- 11:00 AM** [Stop Reacting, Start Planning with Production Management & IRP](#)  
presented by Ken Knight
- 12:00 PM** [Small Tips, Big Time Savings, with Sage 100](#)  
presented by Justin Teague
- 1:00 PM** [Unlock Meaningful Business Insights with Sage 100](#)  
presented by Dana Halpin
- 2:00 PM** [Sage Operations Management Secrets Every User Should Know](#)  
presented by Lisa Dion
- 3:00 PM** [Your Questions. Our Experts. Live Answers.](#)  
presented by Lisa Dion, Justin Teague, and Dana Halpin

\*All times are Central Standard Time