

STAR-INFO

Newsletter for Sage Master Builder

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Headline News

Sage Summit is an annual conference designed to help you get the most out of your software. The next conference is scheduled for July of 2011 at Gaylord National in Washington, D.C. New in 2011, the event will be combined with the Sage Partner conference and will feature partner-focused tracks on July 10–13 and customer-focused tracks on July 13–15. Look for future information at: www.sagesummit.com.



Sage Timberline Office

Sage Master Builder

Electronic Filing Of Tax Forms

Save Time And Money With Aatrix® Payroll Tax Forms eFiling

How much time do you spend on the dreary tasks of getting W-2 forms to align properly on your printer, separating the forms, and then stuffing them in envelopes? What about time spent completing your payroll tax return, cutting a check, and getting it to the post office before the penalty date? A recent study indicated that the number one feature that payroll professionals deemed critical was the ability to complete state and federal payroll reports automatically from their software. With the Aatrix® eFile service, this wish is granted.

The Cost Of Paper Forms

Studies show that in-house production of IRS Form W-2, including the purchase of preprinted forms, can cost as much as \$4.50 per employee. When you electronically file forms your costs are less than half this amount and you save significant processing time as well. Customers who electronically file have reported reducing their tax form preparation time from 20 hours to 2 hours. And because the forms are automatically populated with data from Sage Master Builder, you eliminate data entry errors as well.

How It Works

The Aatrix eFile Service enables you to electronically send forms and reports directly to the appropriate government agency, thereby eliminating the need to print and mail them. The service also can print and file your forms and it even can submit tax payments on your



behalf. No more worries about whether the check will arrive on time to avoid a penalty. Over 250 forms, several for each state, are supported. In addition to eFiling your W-2, W-3, and 1099 forms, you also can eFile Federal and State Withholding Payments; 941, 940, 943, 945 Reports; Federal and State Unemployment Reports; Federal and State Unemployment Payments; and New Hire Reports.

You can complete these forms directly within Sage Master Builder. The software will generate your government forms with much of the information pre-filled automatically, allowing you to easily review and make adjustments either on screen, or by printing them out to plain paper. Then it is a simple matter to send them to the Aatrix eFile Center for processing. Once processed, your

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Electronic Filing Of Tax Forms

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forms are electronically sent to the appropriate agency.

Employee Access To W-2 Data

When using the eFile service, you have several options in providing W-2 information to employees. If you prefer, Aatrix will mail a hard copy of the Form W-2 directly to each employee. Or you can offer employees the option to access their W-2 forms over a secure Web site. Simply provide them with their login information and they can print their own. No more reprinting lost W-2 forms—your employees will have 24/7 access to their W-2 information.

W-2 eFile Pricing

The pricing for the W-2 eFile service varies depending on the option you choose.

- **Complete W-2 eFile Service**—W-2 forms are electronically filed with

the appropriate state and federal agencies, hard copies are mailed to your employees, and posted to a secure Web site. The current price is just \$1.79 per employee.

- **Express W-2 eFile Service**—This option electronically files federal and state W-2 forms and provides employee access to W-2 information online via a secure Web site. This option costs \$0.99 per employee.
- **Federal and State Only**—W-2 forms are electronically filed with state and federal agencies. You print and distribute your W-2 forms to employees yourself. Cost is \$0.99 per employee.
- **Federal Only**—W-2 forms can be electronically filed with the federal government, including W-2 and W-3 forms, at no charge.
- **State Only**—You can choose to

electronically file your state W-2 forms and corresponding state W-3 forms only for \$0.69 per employee.

- **Local W-2 eFile Service**—Electronically filing supported local W-2 forms is \$0.69 per employee and can be combined with any other eFile option.

Note that there is a minimum charge of \$24.95 for any W-2 eFiling service. Payment is made via a major credit card at the time of the filing.

Forms Library Available

There are over 250 U.S. state and federal forms automatically available to Sage Master Builder customers with a service contract. To verify that the forms you need are available, view the Aatrix library of tax forms:

<https://partner.aatrix.com/sagemasterbuilder>

Please give us a call with your questions. ✨

Sending Reports As E-Mail Attachments

What if you could save time and money, while making your company greener? A great way to do this is to send reports and forms via e-mail, instead of printing and mailing a hard copy. Sending invoices by e-mail provides another great benefit; your customers receive their invoices sooner so they have the information to pay you faster, with the potential to improve your cash flow.

You can send reports via e-mail with most versions of Sage Master Builder, but with Version 14, the process is even easier. Here we provide two sets of instructions, one for Version 14 and Microsoft Outlook, and the other for earlier Sage Master Builder versions or if you use a different e-mail system. Both begin in the Sage Master Builder Report Printing window.

Sage Master Builder Version 14 and Microsoft Outlook:

1. On the Report Criteria tab, select the report you wish to print.
2. From the Report Form list, select the appropriate report form.
3. In the selection criteria boxes, type the report criteria.
4. From the File menu, select Send to Outlook as Attachment.

A new Outlook message appears with the report attached.

If you do not use Outlook or are using Sage Master Builder Version 13 or earlier, follow these steps:

1. From the printer list, select Master Builder PDF Export.
2. On the Report Criteria tab, select the

report you wish to print.

3. From the Report Form list, select the appropriate report form.
4. In the selection criteria boxes, type the report criteria.
5. From the File menu, select Print.
6. From the Export to File window, in the Save in box, select Desktop.
7. In the File Name box, type the desired name of the report.
8. Verify Master Builder PDF Export (*.PDF) appears in the Save as Type box.
9. Click Save.

The PDF file now can be attached to an e-mail message. ✨