

# STAR-INFO

Newsletter for Sage Timberline Office

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## Techware News

Upcoming web training sessions:

- **6/15:** Proj Mgmt – Doc Tracking Overview
- **6/24:** Month End Reconciliation – Real Estate
- **7/1:** Recurring AP Invoices

Check our [website](#) for training opportunities. Please [contact us](#) for a more detailed schedule.



Sage Timberline Office

Sage Master Builder

## Electronic Filing Of Tax Forms

### Save Time And Money With Aatrix® Payroll Tax Forms eFiling

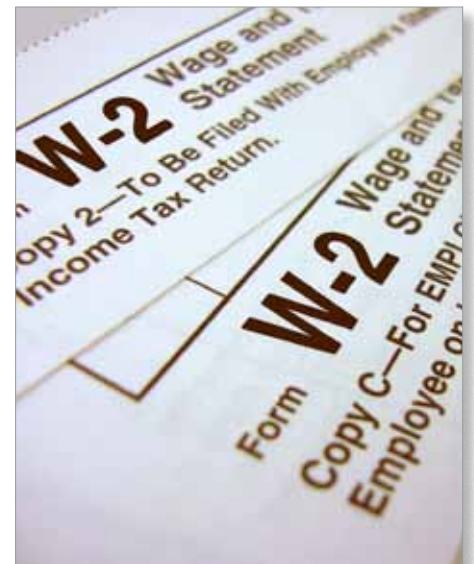
**H**ow much time do you spend on the dreary tasks of getting W-2 forms to align properly on your printer, separating the forms, and then stuffing them in envelopes? What about time spent completing your payroll tax return, cutting a check, and rushing it to the post office before the deadline? A recent 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 Timberline Office, 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 electronically filing 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.

To complete these forms, just launch Sage Timberline Office and it will generate your government forms with much of the information pre-filled automatically, allowing you to easily review and make adjustments on screen as-needed, or review and edit them 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.

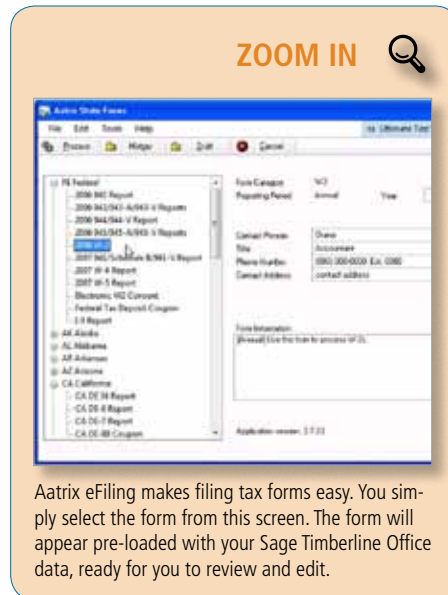
## Employee Access To W-2 Data

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.

## 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. The 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.



Aatrix eFiling makes filing tax forms easy. You simply select the form from this screen. The form will appear pre-loaded with your Sage Timberline Office data, ready for you to review and edit.

- **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 Timberline Office customers on a service contract. To view the Aatrix library of tax forms and verify that the forms you need are available, visit: <https://partner.aatrix.com/sagetimberlineoffice>.

Give us a call with your questions. ✨

## (( Tips & Tricks ))

### Reconciling Cash Management For The First Time

Here we provide some tips to get your initial reconciliation completed.

1. Verify that all of your transactions in other Sage Timberline Office applications have been posted to ensure that all receipts from customers and payments to vendors are updated to the Cash Management System.
2. End any manual bank reconciliation you have in progress and start a new bank reconciliation in Cash Management.
3. Determine whether the sum of your open Cash Management transactions equal the open transactions from your manual bank reconciliation.
4. Determine if the open Cash Management transactions equal the General Ledger transactions that you entered after the statement date you reconciled to in step 2.
5. Enter all open transactions identified in step 4 that are already in General Ledger but missing from Cash Management.
6. Reconcile Cash Management to Cash Management.
7. Correct the General Ledger cash account totals on the bank account.

These tips provide a high-level process to follow for balancing your cash. If you need more assistance, please give us a call, or you can reference the Sage Online knowledgebase entry# KB184462 for more detailed instructions.