

STAR-INFO

Newsletter for Sage Master Builder

17316 Kenyon Avenue
Suite 103
Lakeville, MN 55044
(952) 435-9700
(952) 435-9708 fax
(888) 660-9708 Toll Free
info@techwaremn.com
www.techwaremn.com

Techware News

Take control of your business and get ready to grow!

You're invited to a free "Lunch & Learn" seminar—Leveraging

People, Planning, & Process
Discover 10 Power Moves
You Can Make Now!

Dates: January 7, 14, or 21

Time: 11:30 AM-1:00 PM
(Lunch provided)

Location: Techware LLC
Please call or email for your reservation:

888-660-9708

peggy@techwaremn.com



Sage Timberline Office

Sage Master Builder

Sage Customer Portal

Your One-Stop Resource For Year-End Information And Communications All Year Long

In April, Sage launched the new Sage Customer Portal. The portal is your one-stop shop for everything you need to run your software efficiently. With year end upon us, you will want to take advantage of this valuable resource.

Just Clicks Away

The customer portal gives you easy access to information and online support. Here are some examples of what you will find:

- Customer-only forums where you can share ideas and learn from others.
- A place to submit support tickets, including attachments, and view existing tickets.
- A record of your company's call history.
- An expanded Knowledgebase that includes product information and answers to thousands of software-related questions.
- A place to submit a service request for non-support inquiries.
- Advanced searching capabilities.

Easy Access

To log on, go to www.sagecre.com and find the Support Logon section on the right side of the page. Click on *Sage customer website*, and enter your e-mail address as your User ID and the password that was sent to you by e-mail in November. If you don't remember your password, you can request a new one from the site.

Once you are logged on, you can save the



site as a Favorite in your Web browser to make it easier to access it in the future.

Year-End Processing Information

Year end is here and the Knowledgebase is a great resource for you at this busy time of year. The Sage Master Builder Year-End Information article will have the most up-to-date information about year-end processing as it becomes available. Click the Knowledgebase Search link and search for KB2009 to find it.

Note: the Year-End 2009 software update only will be available for Sage Master Builder Version 14.2. You will need to verify that you have Version 14.2 installed before installing the update. To find your CD version, from the Help menu, select About Sage Master Builder and the current version number will be listed. If you do not have Version 14.2 installed, you will need to upgrade before you install your year-end tax updates.

Please call us if you need assistance. ✨

Integrated Solutions—End-To-End Process Automation

Sage Master Builder is a powerful tool for automating many business processes. It has comprehensive estimating solutions, a full accounting engine, rich production resources, and leading-edge analysis tools. But what about other business processes, such as automated time capture, electronic document management, or customer relationship management? A benefit of owning Sage Master Builder is the broad portfolio of integrated business automation products that are available from Sage Authorized Developer Partners. Here we provide a quick overview of some of the integrated solutions.

Why Invest In Software Now?

You may be thinking 'automating business processes is fine, but it costs money, and budgets are tight right now.' While this may be true, slower sales periods also are a time when you and your staff may have time available to evaluate and implement new systems. By taking advantage of a lull in the economy to improve your internal systems, you position yourself to be able to capture more business as the economy improves. There also are tax breaks available that allow you to fully depreciate or accelerate depreciation on capital purchases, making this the ideal time to invest in your infrastructure.

Electronic Document Management

If you are looking for a fast return on your investment, electronic document management is a good option. You not only can save money on the cost of paper, printer toner, and costs associated with mailing, but you also can save the square footage your filing cabinets take up. At the same time, you can

improve relationships with customers, vendors, and owners with intelligent routing of documents such as invoices and purchase orders. Studies have shown that by retrieving and sending documents electronically instead of getting up, walking to a file cabinet, locating the correct document, and then faxing or mailing, office staff can save up to 20 percent of their time.

Time Tracking Solutions

Because employees in the field are widely dispersed, one of the most time-consuming and error-prone processes in the construction industry is the capturing and recording of employee time. Mobile time capture allows you to use wireless devices such as mobile phones, BlackBerry devices, and other PDAs to enter time and automatically upload it to Sage Master Builder. Many solutions also allow you to update field reports, material usage, and other job-related entries electronically. As a result your job costing data will be available in your Sage Master Builder system much sooner, allowing you to bill customers faster and improve your cash flow.

Attendance Tracking

If your business process workflow includes the use of ADP, Kronos, or other time and attendance systems to collect employee hours and labor distribution, solutions are available to transfer data between Sage Master Builder and several popular time and attendance products. Sage Master Builder Job Codes and employee demographic data also can be transferred to the time and attendance systems, allowing you to eliminate manual entry and ensure that your systems are synchronized.

Home Builder Customer Relationship Management

If you need help managing the complexities of selling and marketing homes, consider a customer relationship management solution that can manage not only sales leads and marketing campaigns, but also home option selections, financial calculations, and contract printing. The sales and pricing calculation engine seamlessly integrates with Sage Master Builder. It allows you to markup costs downloaded from Sage Master Builder and create retail pricing for plans, options, and lots; compare budgets to actual sales to determine whether to accept or reject a sale; and upload approved sales and change orders into Sage Master Builder.

Union Reporting Tool

Generate sophisticated and accurate union reports directly from Sage Master Builder payroll data. Programs are available to help you to deal with wage caps, negotiated wage rates by classification, special annuities, exact replication of union required forms, and more. You can reduce dramatically the time necessary to prepare accurate forms and reports required by the union.

Automating your other business processes that surround your Sage Master Builder solution, and connecting them end-to-end, can create enormous efficiencies and give your organization a competitive edge. Give us a call for assistance selecting and implementing any of the solutions discussed here. ✨