



Sage Master Builder

*Your Update!* For Construction

## Enjoy a smooth year-end with Sage Master Builder

The Knowledgebase is such a valuable store of year-end information for Sage Master Builder that it should be your first stop when you have year-end questions. [Login](#) to access it today.

This week, learn more about the Remove Jobs log file and job cost variance. Be sure to check out the year-end training that is available to you as well. We offer complimentary Anytime Learning recorded training or Realtime Learning if you prefer to attend live online classes.

## Check here for tips to your frequently asked questions

This week's tips include answers to frequently asked questions. Remember, to access the Knowledgebase articles listed below, you must be on a current support plan. [Click here](#) to log on to the Sage Customer Portal and search the knowledgebase for these year-end articles.

» Where can I find the year-end checklist to help me close the year?	KB13227
» Where can I find a list of the year-end weekly e-mails and recommendations?	KB13143
» How do I locate the Remove Jobs log file?	KB5579
» How do I determine if I have a job cost variance?	KB7511
» Where can I order federal tax forms 941, W-2, and 1099?	KB13429

## Click on the topic of most interest to you, or scroll down and read the entire article:

[Year-End Tips](#)[Year-End Prerequisites](#)[Sage Master Builder Year-End Close Checklists](#)[2009 Year-End Update](#)[Sage Master Builder Knowledgebase](#)[Service Plan Subscriptions for Year-End and Beyond](#)[Year-End Training Courses](#)[Certified Consulting Services](#)[Payroll and Year-End Forms](#)

## Year-End Tips

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Through early February, we will be providing weekly articles that can help make your year-end close as smooth as possible. New and timely articles will be presented each Wednesday - watch for these in *Your Update! For Construction* e-mail.

## Year-End Prerequisites

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To receive the year-end software updates, information, and support available for your Sage Master Builder system, you must be on a service support plan. Please read the [Service Plan Subscriptions for Year-End and Beyond](#) section of this article for more information. You must also be using Sage Master Builder Version 14 to install the year-end updates.

## Sage Master Builder Year-End Close Checklists

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The Year-End Close Checklists provide a step-by-step process to close your books, whether your fiscal year is 12/31/09 or not! We offer three convenient checklists depending on your business needs.

- Combined (fiscal and calendar)
- Fiscal
- Calendar

The Year-End Close Checklist provides guidance and tips, such as:

- Close your books at the data location. Doing this will help prevent any network connectivity issues that could result in the cause of audit errors.
- Steps in the checklists are sequenced to ensure your success and should be followed from start to finish.

## To download the Year-End Close Checklists document now:

1. Click the link below, or enter it into your Internet browser Address line.  
[http://cdn.bestsoftware.com/sagemail/SMB\\_1109\\_09-J/YEChecklists.pdf](http://cdn.bestsoftware.com/sagemail/SMB_1109_09-J/YEChecklists.pdf)
2. After the file opens in your browser, click **File > Save As**.
3. On the **Save a Copy** window, using **Save in**, locate the \MB7\Programs folder.
4. In **File name**, type or accept the file name YEChecklists.pdf.
5. Click **[Save]**.
6. When prompted to replace the existing YEChecklists.pdf file, click **Yes**.

**Tip:** To locate this information again, look in these locations in Sage Master Builder:

- Under **Help > Contents and Index tab > 1-6 Change Period/Close Year > Checklists for Closing the Books**.
- Under **Help > Printable Documentation > Year-End Close Checklists**.

## 2009 Year-End Update

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Each year, government agencies establish new reporting requirements that may affect your company's year-end processing. Sage provides year-end government mandated updates compatible with the latest Sage Master Builder software version. The year-end software update includes tax tables for 2009 and will be available toward the end of December. You will need this information to process your first payroll of the new year. Please watch for an e-mail communication with a direct link to download the year-end update. A simple click on the link within the e-mail will walk you through installing the year-end update. A few tips to keep in mind:

The year-end update will be available for Version 14 only – plan ahead and consider upgrading from older versions before year-end if you haven't already!

**On the server:** install the year-end update on the drive where the program is installed.

## On the first workstation:

1. Install the year-end update to the network drive where your Sage Master Builder data resides to update the reports on the network.
2. Install again to the local drive to update the program.

**On all other workstations:** install the update to the local drive only.

In addition, KB17098 is a helpful Knowledgebase article for steps on howto download the year-end updates and update your FICA rate/maximum in Sage Master Builder.

## Sage Master Builder Knowledgebase

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A Knowledgebase search is a quick and easy way to find answers to your questions without having to pick up the phone. Follow the steps below to access the Sage Master Builder Knowledgebase and search for articles. The Knowledgebase in the Sage Customer Portal contains all of the same information from our previous Knowledgebase, however the search engine works differently than before. Use the following resources to help you use the new Knowledgebase:

[Read](#) about quick tips[Watch](#) a short video

Refer to the Help tab in the portal:

1. Browse to [www.sagecre.com](http://www.sagecre.com).
2. On the right side of the window, in the **Support Logon** section, click **Sage customer website**.  
Tip: Save this site as a favorite to make it easier to access in the future.
3. Enter your e-mail address and password, then click **[Log on]**
4. If you have forgotten your password or if you get a user authentication error when you try to log on:
  - a. Click the **Forgot your password?** link. Note: Do not click the **Need to Register?** link.
  - b. Click **Reset Password**.
  - c. Enter and confirm your e-mail address, then enter your last name and first name. Click **[Submit]**. A new password will be sent to you.
  - d. If you are unable to submit the form, contact Customer Support for assistance.
5. After logging on to the portal, click the **Knowledgebase Search** link.

Search the Knowledgebase for KB2009 to access a document that will be updated continuously through year-end with the most relevant and useful articles, documents, and other information. You can also subscribe to this page to receive e-mail notification of these updates.

## Service Plan Subscriptions for Year-End and Beyond

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With a Sage Master Builder service plan you'll receive the year-end update which includes the tax table and form updates you need to meet government requirements. But that's just the beginning. You'll receive software updates on an ongoing basis as well as major software releases that provide enhanced features and functionality. And you'll have access to a wealth of information and technical support options to help you with year-end and all your support needs throughout the year. We have different service plan options to meet your needs. To subscribe, upgrade, or just learn more about our service plan options, please contact us at 800-858-7098.

## Year-End Training Courses

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Looking for a year-end refresher? A complimentary training subscription will be available for Sage Master Builder customers on a current service plan. This set of pre-recorded, instructor-led lessons are designed to help you prepare for and successfully complete these critical year-end accounting and reporting tasks:

- Audit your general ledger and payroll records, and correct errors.
- Find out what reports to print at the close of both the fiscal and calendar year.
- How to produce required government reports including W-2s and 1099s.
- Get step-by-step instructions for archiving your data, and performing the Close Year task in General Ledger and Payroll.

These lessons will be available to your entire staff in mid-December. Learn at your own pace, as your busy schedule allows. Your employees can view each lesson as many times as they want, anytime, from almost anywhere. All that is required is a high-speed internet connection and a computer with headphones or speakers.

Watch this newsletter for more information about how to register for your year-end Anytime Learning Subscription.

## Prefer Live, Online Training?

If you prefer live, instructor-led, online training, register for the following Realtime courses on [www.SageU.com](http://www.SageU.com):

**SMB21-GNL206 - Close Fiscal Year** and/or  
**SMB21-PYR222 - Payroll Year-End Procedures**

**Tuition:** These live sessions are \$75 per student unless you have a Customer Choice package, which reduces the price to \$49 each.

Or, maybe you would prefer a blended approach with both in-person and recorded training? Check with your local Sage business partner to learn more about local classroom or onsite training options for year-end topics.

## Certified Consulting Services

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Our Certified Consultants understand not only your software and the year-end process – they understand your business. If you would benefit from dedicated, professional assistance with your year-end closing or in upgrading to Sage Master Builder Version 14, please contact your local Sage business partner. We recommend that you make arrangements now for the consulting assistance you need before the year-end rush!

## Payroll and Year-End Forms

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Do you have the appropriate forms for your year-end processing? Sage CRE Forms has up-to-date, accurate tax forms that are guaranteed by Sage to be 100% compatible with your upcoming year-end software release. To order Sage Master Builder tax forms or other checks, forms and products, or to request a catalog, call 800-760-7929 or visit [www.sagecreforms.biz](http://www.sagecreforms.biz).



800-858-7095

[www.sagecre.com](http://www.sagecre.com)DOWNLOAD  
Printer Friendly Article

## Suggestions and Feedback

We welcome your suggestions and feedback regarding *Your Sage Master Builder Update! For Construction*. Please submit your comments, article ideas, compelling statistics, and success stories to [vantagepoint\\_na@sage.com](mailto:vantagepoint_na@sage.com).

If you have a customer support question, please call 800-866-8049.

