

Technical Tips
& Tricks

Year-End

Training

Product News

Tax Forms

Sage Master Builder

Your Update! For Construction

What's on your Gift List this Holiday Season?

Give the gift that keeps on giving – learning! Learning gives back continuously in the form of better performance, production and confidence. Give the gift of learning to yourself and/or your staff this year. Check out the Realtime Learning sessions we have coming up. Simply log into www.SageU.com to register for these and other great learning opportunities.

Year-End Training	Date	Time
Payroll Year-End Procedures		
SMB21-PYR222 – Payroll Year-End Procedures	12/1/09	11:00 a.m. - 12:30 p.m.
SMB21-PYR222 – Payroll Year-End Procedures	12/8/09	11:00 a.m. - 12:30 p.m.
SMB21-PYR222 – Payroll Year-End Procedures	12/15/09	11:00 a.m. - 12:30 p.m.
	Date	Time
General Ledger Year-End Procedures		
SMB21-GNL206 – Close Fiscal Year	12/9/09	11:00 a.m. - 12:30 p.m.
SMB21-GNL206 – Close Fiscal Year	12/16/09	11:00 a.m. - 12:30 p.m.

Other Great Training

New Customer Training	Date	Time
SMB20-NCT109 – Set Up Payroll Management	12/9/09	9:30 a.m. - 11:00 a.m.
SMB20-NCT110 – Enter Employees	12/10/09	9:30 a.m. - 11:00 a.m.
SMB20-NCT111 – Enter Timecards and Paychecks	12/11/09	9:30 a.m. - 11:00 a.m.
	Date	Time
General Ledger		
SMB21-GNL205 – Month-End Procedures	12/3/09	10:00 a.m. - 11:30 a.m.
	Date	Time
Equipment		
SMB24-EQP101 – Set Up Equipment	12/8/09	9:00 a.m. - 10:30 a.m.
SMB24-EQP202 – Process Costs and Allocations	12/9/09	9:00 a.m. - 10:30 a.m.
SMB24-EQP203 – Process Payments and Depreciation	12/10/09	9:00 a.m. - 10:30 a.m.
	Date	Time
Inventory		
SMB26-INV101 – Set Up Inventory	12/8/09	11:00 a.m. - 12:30 p.m.
SMB26-INV111 – Allocate Inventory	12/9/09	11:00 a.m. - 12:30 p.m.
SMB26-INV112 – Order and Receive Inventory	12/10/09	11:00 a.m. - 12:30 p.m.

Upgrade to Version 14 before Year End!

All classes on Sage University are now being taught using Version 14 of Sage Master Builder. Register for the Replay Learning to be sure you're taking advantage of all the new enhancements!

SMB47-UPG114 - Upgrading to Version 14

This Sage Master Builder Upgrade class is a recording of a live, online class designed to orient customers to preview the Version 14 enhancements. These enhancements have been very popular with our customers. If you missed the live classes, no worries! View this Anytime Replay session on your schedule. [Click here](#) to register.

The New Customer Training Anytime Learning Subscription has been updated to reflect the Version 14 enhancements!

Register yourself and your staff today for ideal refresher training, cross-training or to acquaint new-hires with basic processing concepts and procedures. The New Customer Training subscription is included with a TotalCare service plan. If you do not own a TotalCare service plan, you can purchase a New Customer Training subscription via Sage University. If you are a TotalCare subscriber, all you need to do is [register for this subscription](#) to add these lessons to your Sage University profile so you can access these sessions when you want to view them.

[Click Here to Register](#)

Complimentary Training for Year-End Procedures

To help you with your year-end tasks, we provide a 13-lesson 2009 Year-End Procedures Anytime Learning subscription, at no charge to customers on a service plan. The subscription will be updated and ready to view by early December.

Each 5 to 20 minute lesson is a recorded, instructor-led, online presentation that includes checklists, helpful hints, and a step-by-step guided tour through each of the essential year-end processes.

With Anytime Learning, you can learn about the year-end tasks at your own pace, anytime, from almost anywhere. All that is required is a high-speed Internet connection and a computer with headphones or speakers.

This complimentary Anytime Learning subscription covers year-end tasks such as:

- »Making prior-year adjustments
- »Closing and removing completed jobs
- »Removing paid invoices
- »Resetting vendor 1099 balances for the new calendar year
- »Updating payroll calculations and employee rates and limits
- »Printing W-2s and 1099s, and filing them electronically
- »Printing reports to help you complete federal and state unemployment forms

The following link will take you to the Sage University Website to register for this subscription. Registration is fast and simple, and gives you immediate access to these lessons.

[Register for the Complimentary Year End Procedures Subscription](#)

Prefer Live, Online Training?

If you prefer live, online training, register for the following Realtime courses on www.SageU.com:

SMB21-GNL206 - Close Fiscal Year and/or

SMB21-PYR222 - Payroll Year-End Procedures

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



877-724-3285

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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.

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

