

# Sage Master Builder



## Sage Master Builder | Version 15 Enhancements

### Greater usability and enhanced productivity

The easier information is to enter and find, the more efficiently your team can respond to the unique demands of your business. With Sage Master Builder Version 15, several features within Payroll and Accounts Payable have been redesigned providing you with:

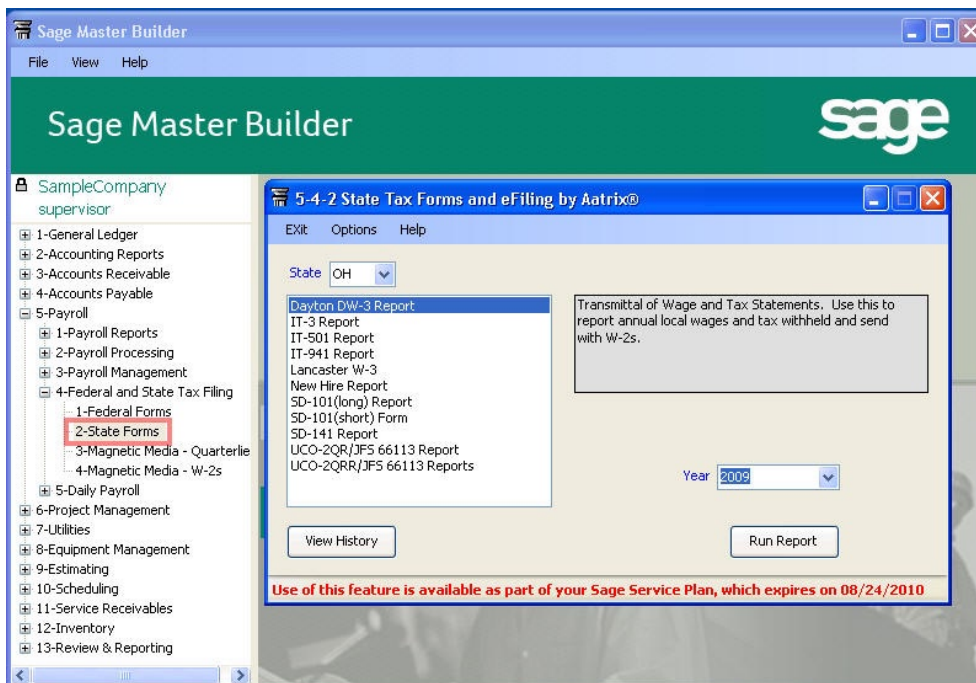
- Increased simplicity with streamlined workflows.
- Enhanced productivity through advanced integration and automation.
- Improved usability with a more logical and easy-to-navigate user interface.

With changes like these, you'll find yourself working smarter, faster, and more accurately.

### More comprehensive tax filing capabilities and improved payroll management

Now with over 250 state and federal government forms included, you'll be able to complete tax filings, new hire reports, and more. Online forms are pre-filled using data from your Sage Master Builder software that you can then edit or fill-in more completely if desired. And, to streamline the process further, we've partnered with Aatrix Software\* offering you the option to eFile your forms. Of course, you'll still have the option to print and mail the forms as you always have if you prefer.

All new forms are printable as part of your regular service plan. However, should you choose to take advantage of the eFiling capabilities, those services are offered for a modest fee through our partnership with Aatrix.



◀ Now with over 250 state and federal government forms included, you'll be able to complete federal and state government tax filings, new hire reports, and more.

\*Aatrix's Electronic Forms Division has established itself as a leader in payroll tax forms, providing Electronic Payroll Reports and eFiling (Windows and Macintosh) to accounting software. Aatrix's finance software has received numerous awards, including Software Digest's highest overall rating and the Home Office Computing Editor's Pick.



## Easier payroll records management

The View History function helps you easily manage your historical payroll tax filings. For example, now it will show if you've already filed a report or if you have a filing in progress. If the filing has not yet been completed (i.e. it's still a draft), you will still have the ability to call up the report and edit the information before filing.

## Simplified, more logical workflow

Version 15 incorporates a variety of changes that not only better support the new forms available, but also simplify the workflow making it much more logical, including:

- Payroll Audit and Close Payroll Year have been moved to a more appropriate location within Payroll Management (3-7 & 3-8).
- Two State Quarterly Reports previously located in 5-4-2 have been moved to the State Tax Report menu (5-1-4).
- Sage Master Builder's own Federal and State reports (940, 941, W2, and specific quarterly reports for California and Alaska) have been replaced with the Federal and State Reports found in 5-4-1 & 5-4-2.

## Enhanced Accounts Payable productivity and automation

With Version 15, processing payments is more efficient than before with a new Accounts Payable menu item called Credit Card Management. This new feature allows you to set up credit cards for multiple accounts, enter in receipts and recurring charges, reconcile credit card statements, and streamline the process of paying vendors by credit card. It's all about simplifying the process and eliminating steps at every possible point. The result is better efficiency, productivity, and greater control over Payables.

## Additional enhancements for greater efficiency

In addition to the changes mentioned above, many other maintenance and technology enhancements have been incorporated into Version 15 that are designed to make your life even easier. Here are just a few of the many improvements we've added:

**General Ledger Report, General Journal Report, and Check Register Report** – Now, in addition to sorting by Record Number, you have the option to sort by Transaction Date.

**Bank Reconciliation Report** – Now you can report on All, Cleared, or Un-cleared transactions.

**Ability to add transactions during bank reconciliation** – How many times have finished the bank reconciliation process only to realize that a check or deposit was never entered into the system? Or, have you ever had a statement that showed interest that was added to the savings account, but the interest amount was never entered?

Now, instead of having to save the reconciliation as "still in progress," you just click the appropriate button on the 1-5 Bank Reconciliation window to add the missing entry, and it's automatically added to the reconciliation grid. The workflow is seamless and you can complete the transaction without disruption.

**Add attachments feature to Check/Bank Charges and Deposits** – The Check/Bank Charges (1-1) and Deposits/Interest (1-2) menus now offer an easier way to enter transactions and their corresponding attachments. The user interface streamlines the process of associating attachments before the record is saved. Once they are saved, you'll still have the ability to view or modify the attachments in the Journal Transactions menu (1-3).

**Reconciliation: Un-cleared transactions from previous years maintained** – In the past, when closing the books for a given year, the system overwrote the "prior years check file" including un-cleared items. Now, the system removes all "cleared" transactions (moving to a prior year's transactions/check file), while leaving the un-cleared transactions (checks, deposits, etc.) untouched. Un-cleared items are appended to the current year's transaction file until you mark them as "cleared."

**Windows 7 and Windows Server 2008 R2 Compatibility** – In our efforts to keep our customers current with technology, Sage Master Builder currently supports Windows 7 and Windows Server 2008 R2.

## Stay Connected with the Sage Master Builder Product Group

At Sage Master Builder, we truly value your feedback and know your great ideas will help make our products better. That's why we're now providing you with a forum to offer your comments and ideas about Sage Master Builder. Now you can submit your ideas and feedback directly from within the product, and your feedback will be automatically routed to our product development team for consideration. Our team will then be able to develop plans based on the most frequently requested enhancements. Plus, you'll also be able to view comments from other users as well as track the status of your requests. It's a quick and easy way to stay connected with the Sage Master Builder community in a way that allows you to make an impact on the future of the product.

