

## WOS Customers Delighted With Seminar

Last week customers from all over the state met in Livonia and Lansing for the Customer Appreciation Seminar presented by Wright Office Solutions, Inc. This year at the seminar, Sage Master Builder attendees were delighted to walk away with a CD full of freebies.

The seminar opened up with a presentation from Aktion Associates showcasing the new estimating packages available from Sage Master Builder. Estimating is now available in Basic, Standard and Extended versions depending on the needs of the users. Thane Belen and Thom Spalding from Aktion enlightened attendees on the differences in the packages.

Next up was Moe Bashir a network consultant from Wright Office Solutions, Inc. His topic of discussion was Microsoft Vista. Attendees learned the pros and cons of Vista and how it will interact with their current hardware and software. They also learned what changes to expect when they move from Windows XP to Windows Vista and how to prepare.

Following Mr. Bashir was Gwyl Wright demonstrating Sage Master Builder 13 revealing the new point and click report drill down feature. "We have been asking for this for years and Sage finally came through for us" says Gwyl Wright. She also went into great depth showing all of the new features and changes within the program. As always Gwyl also presented fantastic shortcuts, tips and tricks.

Next Janie Neill from Wright Office Solutions, Inc. gave a presentation on Creating a Custom Report. She walked attendees through the steps to create a subcontractor payment report with work comp expiration dates to use for their work comp insurance audit. Each attendee received a finished copy of the report and also received an a/p check register that will print invoice detail, a/p lien waivers that will print after checks have printed and include the check number, and a 941 payment report.

All attendees walked away with a CD packed with all the power point presentations, custom reports valued at hundreds of dollars, tech tips, and how to guides for hardware, Microsoft Windows, and Sage Master Builder. "Wright Office works all year long collecting the information we put on the CD. Everything on it will improve our customers performance at the work place and it is a pleasure to provide", says Gwyl Wright.

*Should you need technical support or custom reports and only have Basic Care support through Sage, you may contact WOS at (734) 591-9313 or [service@wrightoffice.com](mailto:service@wrightoffice.com).*

## IRS Change W2 Format for 2007

The IRS has revised the format of the 2007 W-2. To increase the security for your employees' information, the employee SSN field has changed location so it will no longer appear through the envelope's windows. Envelope compatibility will not be affected for any W-2 formats.

The Employee Social Security Number Box has been relocated to Box "a". Box "a" size and position changed. Control Number moved to Box "d". The VOID box moved. All "Official Format" 2 page W-2 forms are affected. As always, Wright Office will have tax forms that are compatible with Sage Master Builder. Further information to come.



*The IRS wants to improve its image. They will no longer answer the phone with 'Next victim', and their new mascot 'Timmy the Tax Collector' will replace 'The Grim Reaper'.*

## Report Writing Anyone?

During the Customer Appreciation Seminar several customers showed an interest in a Sage Master Builder Report Writing Seminar. At this time we do not have one scheduled. However, if there is enough customer interest we would be happy to schedule one this fall.

If you are interested in attending a custom report training seminar, please drop us a note at [service@wrightoffice.com](mailto:service@wrightoffice.com).

## WOS Tech Tip

**When I create a new entry, the date does not default to today's date**



**Possible Cause :** The **Field Properties** are not set to default to today's date.

**Solution:** Verify that the default settings for the date box are set for today's date. To do this, follow the steps below.

1. Log in as Supervisor
2. Click the **Date** box that is not defaulting today's date.
3. Press the **F7** key to display the **Field Properties Date** window.
4. In **Default Entry** to select **TODAY** from the drop down.
5. Click [**OK**].

Repeat these steps in each field location in SMB where the date does not correctly default.