1099's & W'2's Deadline

Its January and we all survived another year end. The books are closed and we can prepare for the April 15th tax day. There is still one deadline upon us. Getting out the W'2's and 1099's. The deadline for you to have them out to employees and vendors are January 31st.

If you need any assistance with printing you tax forms, please don't hesitate to call us.

Reminder: Windows Vista is NOT Compatible with SMB

Our Phone Lines

In order to serve our growing customer base, we have expanded our phone lines. We now have multiple lines and multiple numbers. Our phone number does roll over to our additional lines. We are asking all of you that have caller id not to call the number on the caller id to return a call from our office. Please use our original number (734) 591-9313 and your call will roll to the next available line. When a call comes in on a roll over line, it will interfere with our rollover feature and the call goes to voicemail..

Year-End Tax Updates

The year-end tax update is available. Simply login to client resources at the Sage Master Builder website and select Tax Updates 2006 from the list on the left side.

The 2006 Tax Update download contains the 2007 tax updates for payroll and all form changes for the 2006 filing year along with other modification throughout the program.

Important: The 2006 Year-End Tax Update is available only for Sage Master Builder Version 12, so please be sure you have upgraded to this version of the software. If you have any questions about upgrading to Version 12, please contact your Sage Software Business Partner.

WOS Closed Feb 19 - Feb 23

Wright Office Solutions will be closed during the week of February 19th - Feb 23rd for a vacation after the very busy year end rush. Mobile and email will not be answered during this time. Should you need assistance you may contact our colleagues during our absence Shirley Koptyra at Zylon Corp., (586) 727-7088 or Linda Soucek at Highpoint Management, (330) 678-2755.

WOS Tech Tip

The Ending Balance From the Last Bank Rec Does Not Match The Beginning Balance of This Month's Bank Rec

Possible Causes

• A cleared item has been voided and replaced but the replacement was not cleared.

• Transferring from one cash account to another without using a clearing account. When the first cash account is reconciled, it works fine. When the second account is reconciled, the items are already cleared so the beginning balance is off by the cleared transactions.

• Entering a transaction and clear it outside of the reconciliation process.

• Outstanding items that are two fiscal years old drop off the reconciliation and may cause the beginning balance to be off. If this occurs as the first reconciliation of the new fiscal year, the beginning balance can be affected if the closing process did not create a PRICHK file. All of the items that were not cleared from the previous year do not appear.

Solution

1. If this is the first reconciliation of the new fiscal year: Are all of the outstanding items from last year on this year's reconciliation? If no, then you should identify the missing items and enter the missing outstanding bank reconciliation items. If yes, continue with step 2.

2. Do you transfer cash from one cash account to another without using a clearing account? If yes, locate those cleared items and alter their status back to open in 1-3. Re-enter the 1-5 Check reconciliation and the beginning balance should be correct. If no, continue with step 3.

3. Have you voided any cleared items or entered any items and saved them as cleared?

If yes, and you voided a cleared item, then replaced that item and saved it as cleared from the 1-3 screen, it is causing the beginning balance to be off. Change these items back to open status. If no, continue with step 4.

4. How are you running the bank reconciliation? Are you using the date or period as criteria? If you run it with no criteria is it still wrong? If no, you have an item that is in a future period or date range that has been cleared.