



Newsletter - Winter 2004, v.1

Sage Small Business Services
Classroom—3880 Roundtree Road -Unit 2
Jefferson, MD 21755
301-473-9777

Welcome to Sage Small Business Services!

Our new classroom in serene Jefferson, Maryland provides a relaxing environment to learn a variety of software packages. Join us for a day of training unlike anything you have ever experienced. We provide training in the entire Microsoft Office Suite:

- ▶ **Word**
- ▶ **Access**
- ▶ **Outlook**
- ▶ **Quickbooks**
- ▶ **Excel**
- ▶ **PowerPoint**
- ▶ **Project**

plus many other software packages

Our Microsoft Certified Trainer, Amy Martin, will provide you and your coworkers with real world examples to show you how to use your computer more efficiently, and effectively. Whether you are a novice or considered an expert user, we have classes tailored to your needs.

Our smaller classroom allows for plenty of personal attention but we also have onsite desk side coaching available, if you prefer. If you do decide to join us in the classroom, you'll be treated to a light continental breakfast and a full lunch. That's right. Everything, books, lunch and top-notch training are included in your day.

Contact us today for our schedule of classes and our price list. Ask about our pre-paid corporate voucher programs. Discounts are available.

You have a million reasons to put off training but we're giving you one terrific reason not to –

Sage Small Business Services.

MICROSOFT OFFICE TIPS:

Word-
Display hidden toolbars by right-clicking on any toolbar you can see and selecting the toolbar you want from the list.



Excel-
Copy the contents of the cell directly above the active cell by pressing the Ctrl key while typing a single quote `.

*Sage accepts
Visa TM and
Mastercard TM*



Mary McCormack, President
launched Sage in February of

2002 to assist small business owners with their accounting functions allowing them to concentrate on the other aspects of their businesses. Prior to Sage, Mary spent eight years in charge of Small Business accounting services for local CPA firms. Mary also spent three years as the Financial Manager for a local entrepreneur who worked in real estate, property management and residential development. An adjunct faculty member at Montgomery College for over a decade, Mary taught Business Feasibility, Business Fundamentals, Accounting for Small Businesses and QuickBooks financial software. She is a QuickBooks Professional Advisor. She also earned the designation of Enrolled Agent (EA) with the IRS which authorizes her to help clients with IRS issues and correspondence.

Mary@SageSmallBusiness.com



Robert Whetsel, is the most recent addition to the Sage team offering alternatives to Microsoft with classes in Open Source, Linux, Samba, My SQL and other packages necessary for IT professionals in the evolving technology climate. Open source technology refers to software that can be modified and customized according to the needs of the business by providing its source code to IT developers. The Linux platform and other open source offerings free the IT departments from the stranglehold of Microsoft/PeopleSoft or other software manufacturer's limitations and requirements.



Robin Washington is our office manager and the heart of Sage Small Business Services. Whether you are setting up a bookkeeping consultation or enrolling in a software training class, Robin will likely be the friendly voice on the other end of the phone. Robin is a longtime resident of Frederick County and her ties to the community include her family of four children and her husband, Tony. Her twenty plus years of experience in the business arena have equipped her in the areas of public relations, office management and business communications. Robin's knowledge of a variety of industries plus her involvement in our community make her the "go-to" person whenever you have a question about any aspect of Sage Small Business Services.

Robin@SageSmallBusiness.com

Amy Chase Martin, software trainer, was trying to teach herself Microsoft Word several

years ago and was getting very little help from her computer savvy husband. "He was talking way over my head, using terms I didn't understand and he'd grab the mouse and do things so quickly I couldn't figure out what he did." Determined to learn, Amy started trying different things on the computer and making notes of what she did. These notes became her first training manual and for the last fourteen years she has been navigating other computer users through the software jungle. "My focus as a software trainer is to show the user that using a computer does not have to be a technical, intimidating experience. I use real life examples and ensure that my students are comfortable with whatever software applications they use. Although I am a Microsoft Certified Trainer, I don't speak in gigabytes and RAM, I find out what my students need to learn and I help them to learn it."

Amy@SageSmallBusiness.com

QUICKBOOKS TIP –Save LOTS of time when working with dates:

(Just type the key shown in the date field.)

- T = today's date
- M = First day of the month you are working in
- H = Last day of the month you are working in

- Y = First day of the year
- R = Last day of the year
- + = Move the date forward by one day
- - = Move the date backward by one day

Business Accounting Services

Sage Small Business Services continues to offer personalized business accounting services. Our clients enjoy ongoing support and individual attention for a variety of essential business needs, including:

- ▶ Account reconciliation
- ▶ Payables Management
- ▶ Job cost analysis
- ▶ Estimate and invoice set-up and design
- ▶ Creation and analysis of financial statements
- ▶ Quarterly and year-end payroll reporting
- ▶ Year-end review of bookkeeping
- ▶ Progress invoicing



Corporate Discount Voucher

Office Use Only

Voucher # _____

Discount Code - IN001

Present this voucher to receive \$25.00 (*twenty-five dollars*) off your first class. Valid for up to five users in a single class.

3880 Roundtree Road
Jefferson, MD

Call 301-473-9777 for class schedule.

Expires March 31, 2005

Year End Preparation for W-2s and 1099s

"It's the most wonderful time of the year". December is filled to the brim with activities, but 'tis also the season to prepare for January payroll report processing. Take time **now** to communicate to your employees that it's time for them to consider changing their W-4 withholdings. Life changes such as marriage, divorce, and childbirth may create a need to change withholding status. Provide a new W-4 to any employee who wishes to make a change. Don't forget Maryland has its own form – MW507. It's also a good time to make sure you have the employee's correct name, address and social security number. This will prevent problems in issuing W-2s in January.

It is also the time of year to prepare for 1099 preparation. 1099 Miscellaneous forms must be issued to any contractor that you have paid in excess of \$600 for services for the year, which is not a corporation. Make sure you have the contractor's name, address and Federal Identification Number on file. If the contractor uses his/her Social Security Number then the name of the *contractor* is used for form 1099 and not the business name. Form W-9 can be used to request this information. It's a good habit to obtain a W-9 prior to paying someone for services.

1099 Miscellaneous forms must also be issued to Attorneys you have paid for business service during the year regardless of amount or type of entity.

Due Dates:

Monday, January 31, 2005	W-2s and 1099s must be in the mail to the recipients
Monday, February 28, 2005	Form W-3 with the federal copies of the W-2s to SSA
Monday, February 28, 2005	1096 and federal copies of the 1099s to IRS Electronic filers have additional time

If you have any questions or need assistance with year end reporting please call the office at 301.473.9777 to set up an appointment. Happy Holidays!

Helpful Websites: www.irs.gov www.marylandtaxes.com

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PO Box 431
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