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Tandem Connections

January February 2017

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Do You Need A Technology Timeout in 2017?

What did you do first thing this morning? Now, what did you do right before you went to sleep? If you're like most people, instead of opening your eyes and thinking about the beauty of the sunrise or how grateful you are to be alive, you probably reached for your phone or tablet to quickly scan the latest headlines, texts, emails, and social network updates.

And, while we're on the subject, how many times during your day did you find yourself mindlessly checking your technology to see what was new and exciting, or, at the very least, extremely distracting? Sigh. Me, too.

While it's probably impossible to completely cut yourself off from your devices, it might be time to take a tech holiday. And before you panic that you have to shun your device entirely, here are some easy ways to unglue yourself—at least for part of the day—from your nearest screen.

1. Take a tech "day off": There's been a movement over the past few years urging people to take a tech day off. In other words, choose one day of the week to completely disconnect. If completely disconnecting seems too scary, consider turning your phone to airplane mode for a few hours each weekend. In this way, your family and friends can reach you, but you won't see (and feel compelled to answer) every pesky work email that comes your way.

2. Set or reset your tech boundaries: Realistically, we live in a time when smartphones are a necessity. But that doesn't mean that we have to be slaves to our technology. Try to set new rules for yourself, your family and your friends. Maybe it's no phones during dinner. Or no tweeting during family time. It doesn't have to be a huge change to make a big difference.

3. Be present: Being present means experiencing (and even appreciating) what's going on around you. That's almost impossible to do if you head is bent over a screen. This goes for the workplace as much as it does the home front. In fact, it's OK create a text-free zone in your office. It's fine to want everyone present at a meeting to give their full attention to the agenda. When you think about it, it's only polite. So, before the next meeting, consider sitting down with your managers and discussing the notion of shutting off phones and other electronic devices during meetings. In this way, you'll ensure that meetings don't drag on and that everyone in the room is fully present.

4. Leverage tech to escape tech: It may seem counterintuitive, but tech can help you get off the tech treadmill. For instance, Boomerang for Gmail allows users to schedule email responses. So, you can answer an email at 2:00 in the morning...

Mark Your Calendars! - Tandem Technologies Monthly e-Sessions

January e-Session:

➤ **Sage 300: Business Intelligence**
Date: Thursday, January 26, 2017
Time: 1:15 PM to 2:30 PM CST / 2:15 PM to 3:30 PM EST
Join Dennis McVeigh to learn how to create complicated, but highly requested, reports. He will demonstrate and show you how to create a 12 month sales report.

February e-Sessions:

➤ **Sage 300: Recurring Entries**
Date: Thursday, February 23, 2017
Time: 1:15 PM to 2:30 PM CST / 2:15 PM to 3:30 PM EST
Join Dana Stidsen as he talks about when to use Recurring Entries and demonstrates how to set up and configure schedules.

➤ **ALERE: The New Release of ALERE 11.0**
Date: Thursday, February 23, 2017
Time: 1:15 PM to 2:30 PM CST / 2:15 PM to 3:30 PM EST
Get a closer look at the newly released ALERE v11.0 as Dennis McVeigh goes over the new features, report changes, and the new options. He will also explain what makes this version of ALERE unique from prior releases.

Enroll now at http://tiny.cc/e-session

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Tandem Technologies is now on Facebook! When you follow us on social media, we'll keep you posted on our upcoming monthly e-Sessions, as well as continuing to educate and provide you with information for ALERE Accounting and ALERE Manufacturing, Sage Fixed Assets, Sage 300, Sage CRM, Sage HRMS, Sage BusinessWorks, and Sage Business Intelligence.

Have you 'Liked Us' Yet?

Go out to our Tandem Facebook page and Like Us! **We'll be giving away a $10 Starbucks gift card to the 100th person that likes our page.**

You can find us at: www.facebook.com/TandemTechnologies - Ready, set, GO!

You can also find us on Twitter at: www.twitter.com/SageAlereUSA

Employers: New January 31st Form W-2 Filing Deadline

Do you know about a recent law passed called the Protecting Americans from Tax Hikes, or (PATH) Act? Passed in late 2015, the law contains more than 100 tax provisions, many of which go into effect this year. Most Americans are affected by the PATH Act in some capacity. The 233-page bill includes over $620 billion in tax reductions for families and businesses in America.

Under the Protecting Americans from Tax Hikes (PATH) Act, employers are now required to file their copies of *Form W-2*, submitted to the Social Security Administration, by January 31st. The new January 31st filing deadline also applies to certain *Forms 1099-MISC* reporting non-employee compensation such as payments to independent contractors.

The new law helps provide more certainty about U.S. taxation – opening the door for more accurate and useful tax planning. Some of the important changes include: permanent extensions of many tax benefits, tax relief through credits and provisions, updated renewal requirements for Individual Taxpayer Identification Numbers (ITINs), compliance provisions, and tax incentives for individuals and small businesses.

The Internal Revenue Service (IRS) recently reminded employers and small businesses of a new **January 31st** filing deadline for *Forms W-2*.

The accelerated filing date is aimed at making it easier for the IRS to detect and prevent refund fraud.

In the past, employers typically had until the end of February, if filing on paper, or the end of March, if filing electronically, to submit their copies of these forms.

Note: The January 31st deadline has long applied to employers distributing copies of the *Form W-2* to their employees; that date remains unchanged. Now, in addition to being the deadline to distribute *Forms W-2*, January 31st is also the deadline to file *Forms W-2*.

The PATH Act also makes changes relating to requesting a W-2 extension:

- Only one 30-day extension to file *Form W-2* is available.

- The extension is not automatic.

- If an extension is necessary, a *Form 8809 Application for Extension of Time to File Information Returns* must be completed as soon as you know an extension is necessary - but the deadline is January 31st. Please carefully review the instructions for Form 8809, for more information.

Technology Timeout Continued

...but schedule it to be sent at the more civilized hour of 9:00 a.m. In this way, if you're up and working you can get the email out of the way, but you're not sending the signal that you are "on" 24/7. Sometimes it really is the appearance that counts. If you set boundaries for yourself, your co-workers and bosses might be more considerate of your off-hours, as well. Sometimes adding a step can actually end up giving you significant peace of mind.

5. Check your phone settings: There's a reason it's called a "smart" phone. In addition to all the usual bells and whistles, many phones allow you to create a quiet time during which only urgent calls (you program in accepted phone numbers) can go through. So feel free to shut down and tune out at night.

There are so many good reasons to disconnect from tech every now and again. One or more of the suggestions provided here may help you tune out without totally turning off — bringing peace of mind and a healthy balance to your 2017.

Technisoft Releases Service Manager 2017 Version Upgrade

Technisoft Service Manager has just released it's 2017 version upgrade. As part of Technisoft's commitment to provide real value to its customers, this new software release is available to existing Service Manager customers who are current on Software Assurance at no additional cost.

The following is a brief list of some of the new features applied in Service Manager 2017:

- ➢ A new Price Escalation option is available for Site and Meter Agreements and Recurring jobs.

- ➢ A new Refurbishment Adjustment Type "Adjust Cost Only (+/-)" has been added to the Refurbishment Billing Group to allow cost only adjustments, both negative and positive, for Refurbishments.

- ➢ G/L Segment Overrides have been added at the Task level.

- ➢ Work Groups have been enhanced to allow the inclusion of Internal Equipment and Subcontractors in addition to Employees.

- ➢ Employee and Subcontractor Skills have been enhanced to support more information about the certification and renewal of those skills.

- ➢ New Status Actions to control workflow.

- ➢ Optional Automatic Time Entry Retrieval

For a full list and/or demonstration of the new features and functionality, please contact Linda Kiernan, Sales and Customer Account Manager today.

New ALERE Release: TIW Corp. Merges Accounting & Manufacturing Products in 11.0

The software development team at TIW/ALERE Business Applications has announced to us that ALERE v11.0 is scheduled for release January 2017. The upcoming release of v11.0 will merge the Accounting and Manufacturing products. For clients that have both products, and install this version upgrade, it will provide you with some new benefits.

First of all, the number of users in each product will be combined and rounded up to the next increment of five. So if you now have 10 users in Accounting and 5 users in Manufacturing that will become 15 total users in v11.0. Another example is if you have 5 users in Accounting and 2 users in Manufacturing that will be rounded up to 10 in v11.0.

Secondly, the Accounting and Manufacturing Manager modules will be combined into one module in ALERE v11.0. The cost of the combined Manager modules will be the same as one module and there will be only one Software Maintenance Agreement (SMA) instead of two. Additionally, the DRP and Plan modules will be combined with the Plan module and will match the module and SMA costs as the other merged modules.

Finally, the Developer's Source Kit (DSK) for Accounting and Manufacturing will be combined into one. The cost of the combined DSK will be the same as one module and there will be only one SMA instead of two.

Contact Linda Kiernan or your ALERE Consultant to get a copy of the "What's New" brochure to see each feature, large or small. The brochure has screen shots of more significant features and a separate section to detail all the report changes and new options.

Register for the February e-session to get all the facts and see the new features with Tandem Technologies' ALERE expert, Dennis McVeigh — tiny.cc/e-session