

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Master Builder users!

May 2011

Our goal is to provide you with tips and tricks to make you an expert in Sage Master Builder software. Accordant's consultants will teach you how to improve your productivity and knowledge of this powerful solution.



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Sage Master Builder Version 16

Key Enhancements:

- *Improved Export to Excel Feature*
- *Centralized Contact Management Menu Option*
- *New Contact Grids on Jobs, Clients, Vendors and Employees*
- *Extensive Updates to Report Writer and Form Design*

Our Sage Master Builder expert this month is **Greig Simpson**. Greig has more than 17 years experience as an Accounting and Information Systems implementation specialist, having been certified in more than eight different packages covering a broad range of industries including manufacturing, distribution, general accounting, and construction. A graduate of Rider University with a B.S. in Business Administration (accounting) and associated with Project Manager Professionals, Greig has worked exclusively with Master Builder construction accounting software for the past eleven years. With over 200 Master Builder implementations completed, Greig offers a high level of expertise in all aspects of the software.

Here are Greig's tips on Accounts Payable Prepayments and Deposits:

Sometimes a new vendor, or in these fiscally tight times, an existing vendor will require a deposit to begin the job or order materials. This article explains how to print a check for a vendor and show the proper credit to the job.

Action Plumbing and Heating requires a \$5,000 deposit to order materials and begin work on the plumbing subcontract for Job 186 – Monte Rio Post Office.

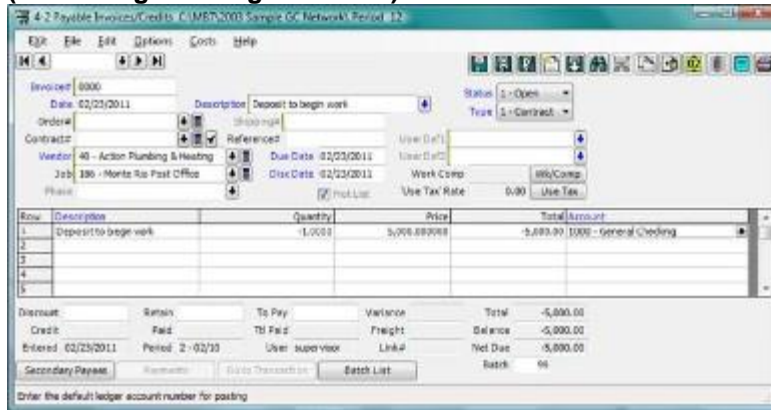
You are authorized to cut a check but need to show credit on account so when they invoice you for the subcontract work, you can apply the prepayment to their invoice.

Training Options

Get the most out of your Sage Master Builder software investment with well-trained, knowledgeable staff. If you need help with reports, customization, or training of new employees, Accordant can help you!

Please contact Swati Raje, Director of Client Services at 973-887-8900

(Click image for larger version)



In 4-2 Payable Invoices / Credits, fill in the information to create a credit invoice with the following exceptions:

Invoice# MUST be four zeros "0000". This cues Master Builder to print a check later.

Date: the date of the check.

Order# or Contract#: Leave BLANK – do NOT reference any order or subcontract.

Be sure the Quantity is negative one (-1) so Master Builder knows this is a credit entry.

Change the Blue Account # to the **Bank Account** you will be printing the check from. There is no cost code or cost type needed. No job cost entry will occur. Job costing will happen when the vendor sends you the bill for work completed.

Save the record. Recall it and click "Go to Transaction" at the bottom of the screen. This opens 1-3 Journal Transactions. In the upper right you must fill in the vendor name in the "Payee" field so it prints on the check. You can also fill in address as needed. Unfortunately you cannot select the vendor, but you can get the address information quickly by "right" clicking with the mouse on the vendor name in the grid and selecting the first option "Display detail add record" After filling in the information, save the record.

Go to 1-1 Checks and Bank Charges and with a blank screen, click the printer icon in the top right to open the check printing window.

Print a check as you normally would. Be sure Master Builder says it is going to print ONE check.

x105. Swati will work with you to set up an appointment for a Master Builder consultant to come on-site for any training you may need.



Authorized Partner

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The last step is to go back to 3-2 Payable Invoices, find the credit entry for the vendor and change the Invoice # to the check number you just printed. When the vendor sends the invoice for work performed, apply this credit when printing the check in Vendor Payments.

Quick Tip: if you are allowed to hand write checks or if the check was hand written in the field, the process is the same, but instead of entering four zeros (0000) in the Invoice # field, just enter the check number. You are done! No 1-3 vendor name or 1-1 print checks is required. The extra steps are only if you need to print the check from Master Builder.

Sage Master Builder Lunch and Learn Presentation

Brown bag your lunch and join us to learn more about this newsletter topic:

Accounts Payable Prepayments and Deposits

**Date: Wednesday, June 1st from 12:00pm-
12:30pm**

Presented by Greig Simpson.

[Register Here](#)