

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Master Builder users!

November 2010

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.



Our Sage Master Builder expert this month is Max Duykers. Max started in the Master Builder Technical Support department in Sonoma County, CA in 1997 and quickly became a senior technician there. In 2000 he moved to New York and began freelance consulting and sales for Master Builder.

**Here are Max's tips on Archives, Current Year Ending Balances and Beginning Balance Reconciliations:**

When you close your books in Sage Master Builder it creates an Archive that is separate and distinct from your Current company set of books. Sometimes, after a few weeks of regular work, the ending balances in the Archive no longer match the beginning balances in the Current company. Here are the common mistakes that account for these problems:

1. An entry was made to Period 0 in the Current company, but when asked "post to Archive?" the user answered "no." The entry will be made to the beginning balances of the Current company but will not be made in the Archive company.
2. An entry was made in the Archive company manually but was not also made to Period 0 in the Current company.
3. An entry was voided in the Archive company but not reversed out of the Current company to Period 0.



## Accordant

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*

### 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 x105. Swati will work with you to set up an appointment for a Master Builder

**To research these problems:**

1. Go to 1-3 Journal Transactions in the Current company. Look at the "Entered" date on record one. Let's say your entry date is 1/6/2011 - then your books were not closed any later than that date.
2. Run the 2-5 Journal with the "prior year" button selected for Entry Date 1/6/2011 – today's date. This will be a report of all entries made to Period 0 in the Current company AFTER the books were closed.
3. Run the 2-5 Journal in the Archive company for Period 1-12 with Entry Dates 1/6/2011- today's date. These are all entries entered into the Archive AFTER the books were closed.

These two reports should match. If you find an entry on one report that is not on the other, then make the appropriate adjustments. Most year-end reconciliation issues can be resolved this way.

Good luck!

---

## Get Ready for Year End!

Please join Accordant for a free 90-minute Sage Master Builder Online User Meeting!

*Topics include:*

**What's New in Version 16**  
**Year-End Closing Tips**  
**Using Liberty Reports for SMB**  
**Online Interactive Q&A**

**Tuesday, December 14th from 9am-10:30am**

**- OR -**

**Thursday, December 16th from 2pm-3:30pm**

To reserve your seat, please click on a date above. Register early! Space is limited!

consultant to come on-site for any training you may need.

---



**Authorized Partner**

**Select 2010**

---

**Accordant Company- Main Office**

110 South Jefferson Road  
Whippany, NJ 07981  
T. 800-363-1002  
D. 973-887-8900  
F. 973-887-8901  
[www.AccordantCo.com](http://www.AccordantCo.com)

*Other Accordant offices are located in:*

- Ambler, PA
- Ellicott City, MD
- Melville, NY
- Newton, MA
- Pittsburgh, PA
- Stamford, CT

***Special Offer:***

All attending companies will receive a FREE one-hour web evaluation from one of our certified consultants.  
*(Value of \$175. Limit one per client).*

Questions? Please contact Liz Salvas at 973-887-8900 x103 or [lsalvas@accordantco.com](mailto:lsalvas@accordantco.com).

For more information, please visit our website:  
[www.accordantco.com/events.shtml](http://www.accordantco.com/events.shtml)