



Effective Resources-
Gulf States, Ltd.
a better way to run your construction business

STAR-INFO

Newsletter for Sage Master Builder

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ERGS March Madness Special

For the month of March when you purchase:

- 1 user/module receive 5% off
- 2 users/modules 10% off
- 3 or more 15% off

When you purchase \$1,500 or more your name will be entered into a drawing to win a **32" flat screen TV**. There will be a second chance drawing for a **20" computer monitor**.

Contact your consultant or the ERGS corporate office to place your order.

Offer ends March 31, 2010



Authorized Partner

Sage Master Builder Version 15

New Release Adds Capabilities To Enhance Usability And Efficiency

Sage Master Builder Version 15 is coming your way this spring. You will find that information is easier to enter into the software and to find when you need it.

Expanded Payroll Tax Filing And Management

Completing and filing government payroll forms on a timely basis can be stressful. Now Sage Master Builder helps reduce the stress with support for over 250 U.S. State and Federal government forms. You can complete reports easily using online forms pre-filled with your data. Then it is a simple matter to edit the forms or fill in additional data as needed.

To streamline the process further, you also have the option to eFile your forms over the Internet, saving the time and bother of printing and mailing them. Sage has partnered with Aatrix Software, a leader in payroll tax forms, to provide you this option for a modest fee. Of course, you can still print and mail the forms if you prefer, including all the new forms, at no additional fee.

If you ever have been unsure of the status of your payroll tax filings, worry no more. The View History function has been enhanced to assist with this process. Now you can determine if a particular report has been filed, or if filing is in progress. If the report is still in the draft stages, you will have the ability to call up the report and edit the information before filing. In addition, the location of various payroll tasks has been changed to make workflow simpler and more intuitive.



Accounts Payable Efficiencies

The new Credit Card Management feature is sure to save you time and effort when managing expenses paid for by credit card. You can set up credit cards for multiple accounts, enter in receipts and recurring charges, reconcile credit card statements, and streamline the process of paying vendors by credit card.

Smoother Bank Reconciliation

How many times have you started reconciling your bank statement only to realize that a check or deposit never was entered into the system? Or perhaps your bank statement showed interest earned for a savings account, and that amount was not entered into Sage Master Builder. Now, instead of having to save the reconciliation as *still in progress*, you can simply click the appropriate button on

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Sage Master Builder Version 15

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the 1-5 Bank Reconciliation window to add the missing entry. Your new entry is automatically added to the reconciliation grid.

The process of entering transactions and adding attachments to Check/Bank Charges and Deposits also is streamlined. You now can associate attachments with a transaction before the record is saved. Once saved, you can view or modify the attachments in the Journal Transactions menu.

Another important enhancement to the bank reconciliation process is the ability to retain uncleared transactions indefinitely. Now when you close your books, the system moves all cleared transactions to the prior year's transaction file, while leaving the

uncleared transactions (checks, deposits, etc.) untouched.

Enhancements to the Bank Reconciliation Report make reconciliation easier. Now you can sort by Date in addition to Transaction Date and Record Number. You also can print the report for All, Cleared, or Uncleared transactions.

Report Sort Options Added

New sort options are added in Version 15; in addition to sorting by Transaction Date and Record Number, you have the option to sort by Date in the General Ledger Report, General Journal Report, and Check Register Report.

Provide Your Input

With this release, you can more easily submit your ideas and feedback to Sage directly from within the product, and you will be able to view comments from other users as well as track the status of your requests. It is a quick and easy way to make an impact on the future of the product.

Please give us a call with your questions, or for assistance with your upgrade. ✨

The Attachments Feature Can Save You Time

Version 14 of Sage Master Builder, released last summer, included the ability to add attachments to records within the software. Here we provide some ideas about the ways you can put this great feature to use.

How Attachments Work

The Attachment feature allows you to simply drag and drop virtually any type of computer file into a Sage Master Builder record, to save it with that record. The types of files you can associate with Sage Master Builder records include e-mail messages, Microsoft Excel spreadsheets, PDF (portable document format) files, Microsoft Word documents, and even Web links. You can copy files locally, link to shared files, and protect files from being modified by designating them as *read only*.

Ideas For Using Attachments

Often there are documents that are not part of Sage Master Builder, but contain important information that relate to the customer, vendor, or job. You can attach the document, and now instead of having to remember where you filed that important e-mail or copy of an insurance contract, it is at the tip of your fingers when you look up the associated customer, vendor, or job. Here are some examples of the ways you can use this feature:

- Scan an accounts payable invoice, attach it to the payable invoice record you enter in Sage Master Builder, and mark it for Review. Your Project Manager can then review the original invoice directly from Sage Master Builder without searching through paper files.

- Attach proof of liability insurance documents to subcontractor records.
- When sending an RFP to an architect, attach the URL link to the architect's Web site into the document. Then, information about the architect's business is just a mouse-click away.
- Attach digital photographs of a job site to the relevant job record, or the record of the subcontractor working on the job.
- Attach e-mails from customers approving change order costs to the customer or job record.

You can find more information about how to use Attachments in the Help system under: Help, Printable Documentation, Getting Started, or give us a call for assistance. ✨