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CERTIFIED PUBLIC ACCOUNTANTS  
STRATEGIC BUSINESS ADVISORS



## Master Builder Webinar

November 16<sup>th</sup>

Provided by: Weber O'Brien, Ltd

Presented by: Lysa Click of Click Consulting, [LLC](#)



Lysa Click of Click Consulting, LLC

[www.click-consulting.net](http://www.click-consulting.net)

Lysa is a Master Builder Pro-Advisor and has worked with the program since 2002

*Certified Public Accountants • Strategic Business Advisors*



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## Master Builder Webinar – November 16<sup>th</sup>

### General Overview:

Master Builder version 14.2 will be utilized by the webinar leader during this webinar. You do not need to have this version- installed on your computer. Most of the items that will be discussed look the same as in prior versions. However, there may be a few items that have changed and the webinar leader will indicate the change(s) at that time.


One essential ingredient of all successful construction businesses is their ability to obtain information that is both relevant and timely -in order to make good decisions. In this tough economy making good decisions is more important than ever. Master Builder can provide you with all the necessary reports that you may need to make good sound business decisions.

Let's start by reviewing a few of these reports that will need to be utilized, where the information comes from, as well as how to enter the information for your company.

# Report 6-1-1-31 Job Status Report

31- Job Status Report--Land

EXit File View Options Help



## Job Status Report

11/05/09

**Home Builders Sample**

Job Status Report  
*Land*  
 Job# 1176 1176 DALE FORD RD.  
 Period# 2

Record#	Item#	Description	Date	Amount
		Original Contract		432,902.11
47	1	change order non-refundable	09/21/2004	6,380.00
49	2	CHANGE ORDERS	10/05/2004	3,095.00
51	3	ELECTRIC ALLOWANCE OVERAGE	10/25/2004	1,249.89
55	4	Appliance Allowance	10/28/2004	1,944.82
Contract to Date:				445,571.82

Code#	Description	Cost Type	Original Budget	Current Budget	Period Costs	Total Costs	% Comp	Projected Costs
103.000	ENGINEERING/ARCHITECTURAL	Other	5,500.00	5,500.00		3,287.50	59.77	5,500.00
104.000	Architecture Drawings	Subcontract	2,600.00	2,600.00				2,600.00
		Other	250.00	250.00				250.00
105.000	DRIVE PERMIT	Other				12.50		12.50
106.000	ZONING PERMIT	Other	180.00	180.00		400.00	222.22	400.00
108.000	SEPTIC PERMIT	Other	351.00	351.00		286.00	81.48	351.00
113.000	BUILDING PERMIT	Other	1,500.00	1,500.00		1,077.52	71.83	1,500.00
114.000	SURVEYING	Other	800.00	800.00		1,235.42	154.43	1,235.42
118.000	UTILITY CONNECT FEE	Other	871.00	871.00		681.00	78.19	871.00
119.000	WATER TAP FEE	Other	235.00	235.00		3,010.00	1,280.85	3,010.00
120.000	TEMP UTILITIES	Other	1,375.00	1,375.00	9.30	1,592.46	115.82	1,592.46
121.000	PORTAJON	Other	400.00	400.00	149.60	647.80	161.95	647.80
125.000	CULVERT PIPE	Subcontract			650.00	650.00		650.00
127.000	EXCAVATION/DRIVE CUT	Subcontract	1,100.00	1,100.00		11,029.55	1,002.69	11,029.55

Page 1 of 5

Inbox - Microsoft O... Sage Master Builder 6-1-1 Report Printing 31- Job Status Repor... O'Brien Webinar [C... 6-1-1-31-Job Status ... 5:13 PM

Job Status Report

11/05/09

Continued...

Code#	Description	Cost Type	Original Budget	Current Budget	Period Costs	Total Costs	% Comp	Projected Costs
		Original Budget	Current Budget	Current Costs	Total Costs	% Comp	Projected Costs	
Material		70,940.00	72,189.89	184.17	84,632.45	117.24	103,194.31	
Labor		1,500.00	1,500.00		898.67	59.91	1,500.00	
Equipment								
Subcontract		183,181.00	192,656.00	900.00	171,953.95	89.25	248,246.51	
Other		137,166.00	137,166.00	158.90	97,589.84	71.15	142,066.08	
<b>Totals:</b>		<b>392,787.00</b>	<b>403,511.89</b>	<b>1,243.07</b>	<b>355,074.91</b>	<b>88.00</b>	<b>495,006.90</b>	
					<b>Projected Total Job Cost</b>		<b>495,006.90</b>	
					<b>Projected Total Gross Profit</b>		<b>-49,435.08</b>	

## Job Status Report (cont.)

Original Contract Amount -

Entered in screen 3-5, - is an excellent resource to manage significant information about a job.

NOTE: There are a many customizable fields on screen 3-5

Contract increases or decreases - will flow from the change order screen 6-4-1 which we will review shortly.

Job Cost Detail - Is broken out by cost code and cost type. Job Costs come from Accounts Payable, Payroll and Journal Entries

The original budget amount, the current budget amount (increased/ decreased by change orders), period costs, total costs and % of completion (as calculated by the system).

Budgeting - Budgets are the backbone to most job reports generated by Master Builder but tend to be the one thing that is under utilized by most builders. More likely than not, you have a budget for the job and utilize it to prepare a -proposal to present to your client. Job Budgets also are a good tool to assist management in measuring the effectiveness of its estimating process and make timely adjustments in order to fine tune it -going forward.

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**Budgets are entered at 6-2**

**Budget amounts represent your estimated costs and do not include profit or overhead**

6-2 Budgets C:\MB7\Home Builders Sample\Period 2

Exit File Edit Options Help

1176 - 1176 DALE FORD RD.

Phase 0 - None Lock Edit

Row	Cost Code	Material	Labor	Subcontract	Other	Land Cost	Total	Unit	Quantity	Unit Cost	User Defined	Notes	Orig Hours
1	103.000 - ENGINEERING/ARCHITECTURAL				5,500.00		5,500.00						
2	104.000 - Architecture Drawings			2,600.00	250.00		2,850.00		1.0000	2,850.0000			
3	105.000 - DRIVE PERMIT												
4	106.000 - ZONING PERMIT				180.00		180.00		1.0000	180.0000			
5	108.000 - SEPTIC PERMIT				351.00		351.00						
6	112.000 - Reinspection Fees												
7	113.000 - BUILDING PERMIT				1,500.00		1,500.00		1.0000	1,500.0000			
8	114.000 - SURVEYING				800.00		800.00		1.0000	800.0000			
9	117.000 - UTILITY LABOR FEE												
10	118.000 - UTILITY CONNECT FEE				871.00		871.00						
11	119.000 - WATER TAP FEE				235.00		235.00		1.0000	235.0000			
12	120.000 - TEMP UTILITIES				1,375.00		1,375.00		1.0000	1,375.0000			
13	121.000 - PORTAJON				400.00		400.00		1.0000	400.0000			
14	122.000 - CLEARING												
15	125.000 - CULVERT PIPE												
16	127.000 - EXCAVATION/DRIVE CUT			1,100.00			1,100.00		1.0000	1,100.0000			
17	129.000 - STRUCTURAL STEEL/POSTS	1,000.00					1,000.00		1.0000	1,000.0000			
18	130.000 - FOOTER CONCRETE			12,500.00			12,500.00						
19	131.000 - GRAVEL FOUNDATION			975.00			975.00						
20	132.000 - POURED WALLS								1.0000	17,179.61			
21	135.000 - Foundation Steel-Rebar			9,410.00			9,410.00		1.0000	9,410.0000			
22	150.000 - DRAINTILE/SUMP								1.0000	817.50			
23	152.000 - WATER LATERAL			3,200.00			3,200.00		1.0000	3,200.0000			
24	155.000 - GAS LATERAL								1.0000	323.00			
25	158.000 - SEPTIC SYSTEM			7,200.00			7,200.00						
26	160.000 - WATERPROOFING			650.00			650.00						
27	162.000 - BACKFILL & GRAVEL			7,890.00			7,890.00		1.0000	7,890.0000			
28	165.000 - TRUCK TIME HAULING DIRT												
29	170.000 - ROUGH GRADE			1,000.00			1,000.00		1.0000	1,000.0000			
30	175.000 - TRASH REMOVAL				1,100.00		1,100.00		1.0000	1,100.0000			

	Material	Labor	Subcontract	Other	Land Cost	Total
This Phase	70,940.00	1,500.00	183,181.00	137,166.00	0.00	392,787.00
Job Total	70,940.00	1,500.00	183,181.00	137,166.00	0.00	392,787.00

Set Budget Edited 07/21/2004 User supervisor

Enter a cost code for this item

Windows Taskbar: 5:15 PM

## Report 6-1-4-21 Job Cost Summary

This is very similar to the *Job Status Report*. The Job Cost Summary will help you to identify payable miscoding.

**Job Cost Summary**  
11/05/09

Home Builders Sample

Job Cost Summary  
Job# 1176 - 1176 DALE FORD RD.

Cost Code	Budget	Changes	New Budget	Costs	%	Balance
103.000 - ENGINEERING/ARCHIT	5,500.00		5,500.00	3,287.50	59.77	2,212.50
104.000 - Architecture Drawings	2,850.00		2,850.00			2,850.00
105.000 - DRIVE PERMIT				12.50		-12.50
106.000 - ZONING PERMIT	180.00		180.00	400.00	222.22	-220.00
108.000 - SEPTIC PERMIT	351.00		351.00	286.00	81.48	65.00
113.000 - BUILDING PERMIT	1,500.00		1,500.00	1,077.52	71.83	422.48
114.000 - SURVEYING	800.00		800.00	1,235.42	154.43	-435.42
118.000 - UTILITY CONNECT FEE	871.00		871.00	681.00	78.19	190.00
119.000 - WATER TAP FEE	235.00		235.00	3,010.00	1,280.85	-2,775.00
120.000 - TEMP UTILITIES	1,375.00		1,375.00	1,592.46	115.82	-217.46
121.000 - PORTAJON	400.00		400.00	647.80	161.95	-247.80
125.000 - CULVERT PIPE				650.00		-650.00
127.000 - EXCAVATION/DRIVE C	1,100.00		1,100.00	11,029.55	1,002.69	-9,929.55
129.000 - STRUCTURAL STEEL/P	1,000.00		1,000.00	2,936.38	293.64	-1,936.38
130.000 - FOOTER CONCRETE	12,500.00		12,500.00	2,754.74	22.04	9,745.26
131.000 - GRAVEL FOUNDATION	975.00		975.00			975.00
132.000 - POURED WALLS				9,178.13		-9,178.13
135.000 - Foundation Steel-Rebar	9,410.00		9,410.00	14,832.93	157.63	-5,422.93
137.000 - GARAGE CONCRETE M		2,640.00	2,640.00			2,640.00
152.000 - WATER LATERAL	3,200.00		3,200.00	1,105.00	34.53	2,095.00
155.000 - GAS LATERAL				902.00		-902.00
158.000 - SEPTIC SYSTEM	7,200.00		7,200.00	7,785.00	108.13	-585.00
160.000 - WATERPROOFING	650.00		650.00	370.00	56.92	280.00
162.000 - BACKFILL & GRAVEL	7,890.00		7,890.00	13,062.07	165.55	-5,172.07
170.000 - ROUGH GRADE	1,000.00		1,000.00	1,002.50	100.25	-2.50
175.000 - TRASH REMOVAL	1,100.00		1,100.00	1,440.00	130.91	-340.00

Page 1 of 3

### Report 6-1-4-21 Job Cost Summary (cont.)


Can a miscoding be fixed? Yes, and you do **not** have to void the transaction. Simply pull up the job cost transaction by drilling down in the report and change the cost code then save.

### Report 6-1-12-21 Committed Cost Report

Purchase Orders and Subcontracts must be entered into Master Builder, in order to utilize the *Committed Cost Report*. This report provides information on what vendor invoices have been received and what vendor invoices are expected. We will review where Purchase Orders and Subcontracts are data entered into Master Builder.

21- Committed Costs

Exit File View Options Help



## Committed Costs

11/02/09

Managed Rite Construction

Committed Costs

Job# 186 Williams Post Office, Includes POs, Subcontracts

Cost Code	Budget + Changes	Cost To Date	Committed Costs	Remaining Budget
1000.000 - GENERAL REQUIREMEN	69,942.00	39,076.80		30,865.20
1020.000 - Contingency	3,500.00			3,500.00
1310.000 - Permits	10,311.00			10,311.00
1510.000 - Temp. Utilities	796.00	778.32	143.50	-125.82
1520.000 - Field Office & Sheds		215.00		-215.00
1540.000 - Mobilize & Demobilize	1,446.00	878.90	100.00	467.10
2000.000 - SITE WORK	56,985.00	56,985.00	21,750.00	-21,750.00
2300.000 - Excavation/Export/Fill	8,151.00	1,510.31		6,640.69
3000.000 - CONCRETE	3,381.00	680.00		2,701.00
3100.000 - Foundation Formwork	7,695.00	6,214.46		1,480.54
3200.000 - Foundation Reinforcement	417.00	455.72		-38.72
3300.000 - Foundation Cast-in-Place	5,066.00	5,226.44	230.70	-391.14
3340.000 - Slab Prep	14,495.00	5,480.71		9,014.29
3350.000 - Slab Cast-in-Place	7,644.00	8,697.82	752.83	-1,806.65
4000.000 - MASONRY	37,125.00	37,125.00	37,125.00	-37,125.00
5100.000 - Structural Steel	10,180.00	10,943.50		-763.50
6100.000 - Rough Framing	39,339.00	8,669.14		30,669.86
6120.000 - Wall Framing	2,095.00	1,953.73		141.27
6130.000 - Roof Framing	11,088.00	12,019.71		-931.71
6190.000 - Truss (Prefab)	15,070.00	16,200.27		-1,130.27
6200.000 - Finish Carpentry	8,778.00	5,514.42		3,263.58
6400.000 - Custom Casework		732.54		-732.54
6700.000 - Rough Hardware	655.00	713.01		-58.01
7000.000 - THERMAL & MOISTURE	24.00	25.20		-1.20
7200.000 - Insulation	4,180.00		4,180.00	
7300.000 - Roofing	9,850.00	9,850.00		
8100.000 - Metal Doors & Frames	7,507.00	5,090.14		2,416.86
8500.000 - Windows	19,821.00	19,821.00	19,821.00	-19,821.00
9000.000 - FINISHES		9,309.00	-9,309.00	
9100.000 - Stucco	14,551.00	14,551.00		
9250.000 - Gypsum Board	9,309.00		9,309.00	


Page 1 of 2

3 Internet Exp... | Inbox - Micros... | 3 Sage Master... | Master Builder | ATG02-Constru... | Document4 - ... | 10:02 AM

NOTE: Report 6-1-12-61, uses the same information but allows for manual cost entry from menu 6-8-1

61- Committed Costs--With Cost To Complete

EXIT File View Options Help



## Committed Costs

11/12/09

Managed Rite Construction

Committed Costs  
With Cost To Complete  
Job# 186 Williams Post Office, Includes POs, Subcontracts

Cost Code	Proposal + Changes	Cost to Date	Cost to Complete From 6-8-1	Committed Costs	Estimate to Complete	Estimated at Completion	Variance
1000.000 - GENERAL REQUIREMEN	82,252.00	39,076.80				39,076.80	43,175.20
1020.000 - Contingency	4,116.00						4,116.00
1310.000 - Permits	10,311.00						10,311.00
1510.000 - Temp. Utilities	936.00	778.32		143.50	-143.50	778.32	157.68
1520.000 - Field Office & Sheds		215.00				215.00	-215.00
1540.000 - Mobilize & Demobilize	1,708.00	878.90		100.00	-100.00	878.90	829.10
2000.000 - SITE WORK	67,015.00	56,985.00		21,750.00	-21,750.00	56,985.00	10,030.00
2300.000 - Excavation/Export/Fill	9,710.00	1,510.31				1,510.31	8,199.69
3000.000 - CONCRETE	3,977.00	680.00				680.00	3,297.00
3100.000 - Foundation Formwork	9,400.00	6,214.46				6,214.46	3,185.54
3200.000 - Foundation Reinforcement	528.00	455.72				455.72	72.28
3300.000 - Foundation Cast-in-Place	6,385.00	5,226.44		230.70	-230.70	5,226.44	1,158.56
3340.000 - Slab Prep	11,312.00	5,480.71				5,480.71	5,831.29
3350.000 - Slab Cast-in-Place	15,411.00	8,697.82		752.83	-752.83	8,697.82	6,713.18
4000.000 - MASONRY	43,659.00	37,125.00		37,125.00	-37,125.00	37,125.00	6,534.00
5100.000 - Structural Steel	11,972.00	10,943.50				10,943.50	1,028.50
6100.000 - Rough Framing	46,630.00	8,669.14				8,669.14	37,960.86
6120.000 - Wall Framing	2,522.00	1,953.73				1,953.73	568.27
6130.000 - Roof Framing	13,040.00	12,019.71				12,019.71	1,020.29
6190.000 - Truss (Prefab)	19,052.00	16,200.27				16,200.27	2,851.73
6200.000 - Finish Carpentry	10,733.00	5,514.42				5,514.42	5,218.58
6400.000 - Custom Casework		732.54				732.54	-732.54
6700.000 - Rough Hardware	829.00	713.01				713.01	115.99
7000.000 - THERMAL & MOISTURE	30.00	25.20				25.20	4.80
7200.000 - Insulation	4,916.00			4,180.00	-4,180.00		4,916.00

Page 1 of 2

Master Builder webi... Sage Master Builder 6-1-12 Report Printi... 61- Committed Cos...

11:12 AM

6-8-1 Cost to Complete C:\MB7\Sample Company\Period 6

EXIT File Edit Options Help

186 - Williams Post Office

Phase 0 - None Labor Burden

Row	Cost Code	Budget	Cost to Date	% Comp	% Actual	Cost to Comp	Over/(Under)	User Defined	Notes
1	1000.000 - GENERAL RE...	69,942.00	39,143.05	55.97	50.00	39,143.05	8,344.10		
2	1020.000 - Contingency	3,500.00			42.86	2,000.00	-1,500.00		
3	1310.000 - Permits	10,311.00			3.02	10,000.00	-311.00		
4	1510.000 - Temp. Utilities	796.00	778.32	97.78	77.83	221.71	204.03		
5	1520.000 - Field Office...		215.00				215.00		
6	1540.000 - Mobilize & D...	1,446.00	878.90	60.78	37.80	1,446.23	879.13		
7	2000.000 - SITE WORK	56,985.00	56,985.00	100.00	50.00	56,985.00	56,985.00		
8	2300.000 - Excavation/E...	8,151.00	1,510.31	18.53	15.63	8,152.58	1,511.89		
9	3000.000 - CONCRETE	3,381.00	680.00	20.11	16.74	3,382.13	681.13		
10	3100.000 - Foundation F...	7,695.00	6,214.46	80.76	44.68	7,694.36	6,213.82		
11	3200.000 - Foundation R...	417.00	455.72	109.29	52.22	416.97	455.69		
12	3300.000 - Foundation C...	5,066.00	5,226.44	103.17	50.78	5,065.88	5,226.32		
13	3340.000 - Slab Prep	14,495.00	5,480.71	37.81	27.44	14,492.72	5,478.43		
14	3350.000 - Slab Cast-in-...	7,644.00	8,697.82	113.79	53.22	7,645.32	8,699.14		
15	4000.000 - MASONRY	37,125.00	37,125.00	100.00	50.00	37,125.00	37,125.00		
16	5100.000 - Structural St...	10,180.00	10,943.50	107.50	51.81	10,178.87	10,942.37		
17	6100.000 - Rough Frami...	39,339.00	8,669.14	22.04	18.06	39,332.74	8,662.88		
18	6120.000 - Wall Framing	2,095.00	1,953.73	93.26	48.26	2,094.61	1,953.34		
19	6130.000 - Roof Framing	11,088.00	12,019.71	108.40	52.02	11,086.23	12,017.94		
20	6190.000 - Truss (Prefab)	15,070.00	16,200.27	107.50	51.81	15,068.35	16,198.62		
21	6200.000 - Finish Carpe...	8,778.00	5,514.42	62.82	38.58	8,779.05	5,515.47		
22	6400.000 - Custom Case...		732.54				732.54		
23	6700.000 - Rough Hard...	655.00	713.01	108.86	52.12	655.01	713.02		
24	7000.000 - THERMAL & ...	24.00	25.20	105.00	51.22	24.00	25.20		
25	7200.000 - Insulation	4,180.00				4,180.00			
26	7300.000 - Roofing	9,850.00	9,850.00	100.00	50.00	9,850.00	9,850.00		
27	8100.000 - Metal Doors...	7,507.00	5,763.34	76.77	43.43	7,507.07	5,763.41		
28	8500.000 - Windows	19,821.00	19,821.00	100.00	50.00	19,821.00	19,821.00		
29	9000.000 - FINISHES		9,309.00				9,309.00		
30	9100.000 - Stucco	14,551.00	14,551.00	100.00	50.00	14,551.00	14,551.00		
31	9250.000 - Gypsum Board		9,309.00				9,309.00		
32	9300.000 - Ceramic Tile	1,795.00	1,795.00	100.00	50.00	1,795.00	1,795.00		
33	9500.000 - Acoustical Tr...	2,450.00	2,450.00	100.00	50.00	2,450.00	2,450.00		
34	9900.000 - Painting	9,255.00	9,255.00	100.00	50.00	9,255.00	9,255.00		

Edited 11/12/2009 User Supervisor Budget# 468,432.00 Cost to Date 373,002.62 % Comp 79.63 % Actual 46.15 Cost to Comp 435,235.05 Over/(Under) 339,805.67

Enter the estimated cost to complete the work

Master Builder webi... Sage Master Builder 6-8-1 Cost to Comp...

11:16 AM

## Purchase Order Entry - Screen 6-6-1

Purchase Orders are critical in order to controls costs. They are an excellent management tool and assist in cash flow management.

6-6-1 Purchase Orders C:\MB7\Home Builders Sample\ Period 2

EXit File Edit Options Help

Order# 59 Document # 105 Status 1 - Open  
 Order Date 05/12/2004 Source 3 - RFP PO Type 0 - None

Vendor 185 - LINWORTH LUMBER  
 Attention LINWORTH LUMBER Approved 04/30/2004  
 Description WINDOWS & DOORS Scheduled  
 Job 928 - 928 N. 38'S & K RD. Delivery  
 Phase Via Terms 30DY  
 Equipment Tax District User Def1  
 Ordered by Lock Edit User Def2 Task

Address 1 928 N. 38'S & K RD.  
 Address 2  
 City DELAWARE  
 State OH Zip 43015

Row	Part#	Description	Quantity	Price	Total	To Date	Current	Canceled	Cost Code	Cost Type	Account	Subaccount	Notes
1	XPS4040	WHITE LOWE/TEMP UNIT MSTR BATH	1.0000	331.890000	331.89				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
2	XPD3054	WHITE LOWE UNITE BED 2	1.0000	203.640000	203.64				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
3	XPD3054	WHITE LOWE UNITE BED 4	1.0000	204.670000	204.67				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
4	PS3/0	#210 RHIS FRONT DOOR	1.0000	562.820000	562.82				212.000 - DN...	1 - Material	1350 - WIP	928 - 928	
5	PS2/8	#510 LHIS UNIT LAUNDRY	1.0000	205.610000	205.61				212.000 - DN...	1 - Material	1350 - WIP	928 - 928	
6	PS2/8	#108 RHIS UNIT DINETTE	1.0000	250.850000	250.85				212.000 - DN...	1 - Material	1350 - WIP	928 - 928	
7	XPFL5850	WHITE LOWE UNIT GREAT ROOM	1.0000	225.000000	225.00				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
8	XPD1850	WHITE LOWE UNIT GREAT ROOM	2.0000	166.770000	333.54				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
9	XPD1858	WHITE LOWE UNIT DINETTE	2.0000	175.990000	351.98				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
10	XPFL4058	WHITE LOWE UNIT DINETTE	1.0000	148.990000	148.99				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
11	XPD3030	WHITE LOWE UNIT KITCHEN	1.0000	169.290000	169.29				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
12	XPD3450-2	WHITE LOWE UNIT MSTR BED	1.0000	409.350000	409.35				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
13	XPD3058-2	WHITE LOWE/DFM UNIT DINING	1.0000	470.980000	470.98				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
14	XPD3058	WHITE LOWE/DFM UNIT GARAGE	2.0000	222.710000	445.42				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
15	XPD3450	WHITE LOWE/DFM UNIT BED 3	1.0000	216.470000	216.47				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
16	XPD2044	WHITE LOWE/DFM UNIT BONUS	1.0000	174.850000	174.85				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
17	XPFL4030	WHITE LOWE/DFM UNIT OPEN BELOW	1.0000	117.380000	117.38				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
18	XPD3050	WHITE LOWE/TEMP UNIT STAIRS	1.0000	322.300000	322.30				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
19	TAX		1.0000	347.290000	347.29				211.000 - DN...	1 - Material	1350 - WIP	928 - 928	
20													

Issued To Date 0.00 Current 0.00 Canceled 0.00 Subtotal 5,492.32  
 Batch Entered 05/12/2004 User PAM Balance 5,492.32 Sales Tax  
 Total 5,492.32

Enter the part number

Sage Master Builder 6-6-1 Purchase Ord... O'Brien Webinar - ... Cub Scouts Pack 72... My eBay Summary - ... Sizzix.com - Your Sh... 6:50 PM

## Subcontract Entry - Screen 6-7-1

Subcontract function the same as Purchase Orders only they are to be used for Subcontractors instead of material purchases.

6-7-1 Subcontracts C:\MB7\Home Builders Sample\Period 2

EXIT File Edit Options Help

1

Job 928 - 928 N. 38'S & K RD. Contract Date 11/08/2009 Status 4 - Current

Phase Approved 11/08/2009 Type 0 - None

Vendor 147 - PD PAYKOFF TRUCKING CO. Original Start

Subcontract# 1 Actual Start

Description Trucking Service Original Finish

Division Subst Complete

User Def1 Finish Date

User Def2

Perf Bond

Bid Bond

Retention

Hold Payment

Hot List

Lock Edit

Row	Description	Cost Code	Cost Type	Original Contract	Changes	New Contract	Invoiced	Remaining	User Defined	Notes
1	Trucking Service	162.000 - BACKFILL & G...	4 - Subcontract	1,200.00		1,200.00		1,200.00		
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Entered 11/08/2009 User supervisor Original 1,200.00 Changes Contract 1,200.00

Invoices Changes Summary Invoiced Remaining 1,200.00

Enter a description of the subcontract

Show desktop Sage Master Builder 6-7-1 Subcontracts ... O'Brien Webinar - ... Cub Scouts Pack 72... My eBay Summary - ... Sizzix.com - Your Sh... 6:55 PM

## Change Orders - Screen 6-4-1

Change Orders are used to increase or decrease the job contract or budget as the job progresses.

6-4-1 Change Orders C:\MB7\Home Builders Sample\Period 2

EXIT File Edit Options Help

Job 1176 - 1176 DALE FORD RD. Status 1 - Approved

Phase Date 10/05/2004 CO Type 0 - None

Description CHANGE ORDERS Submitted 10/05/2004

Change# 2 Approved 12/08/2004 Submit to

Reason CHANGES Invoiced 10/05/2004 Submit by

Client PO# Delay Requested Upgrade

User Def1 Delay Approved Hot List

User Def2 Lock Edit

Prime Change Details Budget and Sub Change Details

Row	Description	Estimated	O/H Rate	Profit Rate	Requested	Approved	Cost Code	Cost Type	User Defined	Notes
1	CREDIT-DID NOT INSTALL SURROUND WIRING	-320.00			-320.00	-320.00	555.000 - CHANGE ORD...	5 - Other		
2	CABINETS ABOVE WASHER & DRYER IN LAUN...	480.00			480.00	480.00	555.000 - CHANGE ORD...	5 - Other		
3	ADDITIONAL CONCRETE DRIVEWAY APPROX	2,640.00			2,640.00	2,640.00	555.000 - CHANGE ORD...	5 - Other		THIS INCLUDES...
4	INSTALL ACCENT FA PASITANO	295.00			295.00	295.00	555.000 - CHANGE ORD...	5 - Other		INSTALL ACCEN...
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Estimate 3,095.00 Estimate O/H 0.00 Req. Profit 0.00 Requested 3,095.00

Budget 2,412.00 Overhead 0.00 Appr. Profit 683.00 Approved 3,095.00

Entered 12/08/2004 User pam Appr. Period 0 - Prior Year Gross Margin 22.07

Invoice Create PO Routing

Check box for upgrade change order

Sage Master Builder 6-4-1 Change Order... O'Brien Webinar - ... Cub Scouts Pack 72... My eBay Summary - ... Sizzix.com - Your Sh... 7:39 PM

## Change Orders (continued)

The prime change tab is used to increase or decrease the client contract. It is not required if you have a budget change only.

The Budget and Sub Change Details Tab is used to increase or decrease the original budget and subcontract agreements.

Utilizing Change Orders helps to make sure you don't miss invoicing your customers for requested changes.

## Punch Lists - Screen 6-11-7

Allows you to track and send notices to subcontractors for punch list items. It could also be used for warranty work as well.

Job: 990 - 990 DALE-FORD ROAD  
 Phase: PUNCH LIST  
 Description: PUNCH LIST  
 Service Date:   
 Approved by:   
 User Def2:   
 Approved: 08/11/2004  
 Hot List  Lock Edit

Row	Item#	Description	Location	Vendor	Contact	Completed	Bill To	User Defined	Notes
1		DUMPSTER PULLED	BY GARAGE	192 - NORTHEAST LIG...	CURT				
2		ALL TRASH PICKED UP	YARD	244 - OBI					
3		REMARK GRAVEL	TURN AROUND	244 - OBI					
4		GRADE EXTRA DIRT	OUTSIDE	244 - OBI	JOHN				
5		LANDSCAPE	OUTSIDE	244 - OBI	JOHN				
6		CAULK	GARAGE	244 - OBI					BLOCK IN GARA...
7		TRIM DOOR	MAN DOOR	128 - JL THORNTON	JEFF				
8		DOOR NEEDS STONE	MAN DOOR	5 - ADVANCED WALL...	JAY				
9		CAULK & PAINT	EXTERIOR GARAGE...	178 - PAULINO'S PAI...	PAULINO				
10		STRAGHTEN & CAULK	WATER TABLE FLAS...	244 - OBI	JOHN				
11		CLEAN DRYWALL MUD	BACK DOOR	244 - OBI	JOHN				
12		NEED SCREENS	HOUSE	140 - MODERN BUILD...					
13		NEED DOOR HARDWARE	HOUSE	44 - CAPITAL CITY MI...	STU	08/04/2004			
14		POWERWASH STONE	OUTSIDE	244 - OBI					
15		CAULK ALL WINDOWS	OUTSIDE	244 - OBI					
16		REPAIR FLASHING	GARAGE CORNER	280 - SANDSTORM BU...	SONNY				
17		NEED LOAD OF 57'S-STONE	DRIVE & SIDEWALK	147 - PD PAYKOFF TR...					
18		CAULK CRACK	FRONT PORCH	244 - OBI	JOHN				
19		STAIN PORCH	FRONT	178 - PAULINO'S PAI...					WE HAVE STAI...
20		LOAD OF TOP SOIL	LANDSCAPING	244 - OBI	JOHN				PLACE AT RIGH...
21		FINISH UP SEPTIC SYSTEM	OUTSIDE	33 - BILL HOLOBAUGH...	BILL				TIE IN ALL LINES
22		NEED TOP SCREENS	WINDOW-WELL PIP...	244 - OBI	JOHN				
23		SIDING NEEDS FLASHED	SIDE WINDOWS	280 - SANDSTORM BU...	SONNY				
24		PAINT BLACK PIPE	ELECTRIC METER	244 - OBI	JOHN				
25		SEAL PENETRATIONS	ALL OVER	244 - OBI	JOHN				
26		INSTALL TRIM RING	GFI	280 - SANDSTORM BU...	SONNY				
27		NEED TRIM BOARD	AROUND WINDOWS	2 - JAMES R. KELLEY	JIM				
28		WRAP TOP BOARD	DECK AREA	2 - JAMES R. KELLEY	JIM				
29		ORDER & INSTALL SCREEN D...	PORCH	244 - OBI	JOHN				WITH HINGES...
30		STUCCO WALL	AT WALKOUT AREA	5 - ADVANCED WALL...	JAY				
31		PULL WINDOW WELLS	BACK WINDOWS	244 - OBI	JOHN				NOT NEEDED

Routing: Entered 08/12/2004 User Carla

Enter the name of the person accepting the list


### **Report 6-1-7-21 Over/Under Billing Report**

This report can provide you the journal entry required to adjust over and under billing on contracts at the end of each month. However, payables **MUST** be up to date.

The report can be run in the system either by job or by job status (i.e. current jobs only). It is essential to ensure that completed jobs are flagged as closed (see screen 3-5).

21- Over/Under Billings

EXit File View Options Help



**Home Builders Sample**

Over/Under Billings

*Job Status 4 to 4*

## Over/Under Billings

11/08/09

Job#	Costs	/	Budget	=	% X	Contract	=	Earned	-	Billed	=	Over/Under
1176 - 1176 DALE FORD RD.	355,074.91		403,511.89		88.00	445,571.82		392,103.20		9,475.00		382,628.20
1317 - 1317 FORSYTH LANE	288,166.17		363,410.00		79.30	450,000.00		356,850.00				356,850.00
<b>Totals:</b>	<b>643,241.08</b>		<b>766,921.89</b>			<b>895,571.82</b>		<b>748,953.20</b>		<b>9,475.00</b>		<b>739,478.20</b>

\*Budget is actual costs when costs exceed budget.


Page 1 of 1

Sage Master Buil... 6-1-7 Report Prin... 21- Over/Under ... O'Brien Webinar ... Cub Scouts Pack... My eBay Summa... Sizzix.com - Your... 6:56 PM

**Special Home Builder Reports - Menu 6-1-13**

31- Completed Jobs Sqft Comparison--by Cost Code

EXIT File View Options Help



## Completed Jobs Sqft Comparison

11/08/09

Home Builders Sample

Completed Jobs Sqft Comparison  
by Cost Code  
Comparing Job(s) 1317,1176

Code #	Description	1317 - 1317 FORSYTH LA		1176 - 1176 DALE FORD		Average	
		3,500	Sqft	4,150	Sqft	Cost	Per Sqft
<b>10 General</b>							
103.000	ENGINEERING/ARCHIT	1,120.00	0.32	3,287.50	0.79	2,203.75	0.56
104.000	Architecture Drawings	3,160.00	0.90			3,160.00	0.90
114.000	SURVEYING	300.00	0.09	1,235.42	0.30	767.71	0.20
<b>Sub Totals</b>		<b>4,580.00</b>	<b>1.31</b>	<b>4,522.92</b>	<b>1.09</b>	<b>6,131.46</b>	<b>1.66</b>
<b>20 Permits</b>							
105.000	DRIVE PERMIT			12.50		12.50	
106.000	ZONING PERMIT	300.00	0.09	400.00	0.10	350.00	0.10
108.000	SEPTIC PERMIT			286.00	0.07	286.00	0.07
112.000	Reinspection Fees	3,010.00	0.86			3,010.00	0.86
113.000	BUILDING PERMIT	1,100.04	0.31	1,077.52	0.26	1,088.78	0.29
119.000	WATER TAP FEE	10.00		3,010.00	0.73	1,510.00	0.73
<b>Sub Totals</b>		<b>4,420.04</b>	<b>1.26</b>	<b>4,786.02</b>	<b>1.16</b>	<b>6,257.28</b>	<b>2.05</b>
<b>30 Foundation</b>							
130.000	FOOTER CONCRETE	1,482.75	0.42	2,754.74	0.66	2,118.75	0.54
130.200	FOOTER LABOR	1,800.00	0.51			1,800.00	0.51
132.000	POURED WALLS	9,119.43	2.61	9,178.13	2.21	9,148.78	2.41
135.000	Foundation Steel-Rebar	6,446.90	1.84	14,832.93	3.57	10,639.92	2.71
150.000	DRAINTILE/SUMP	836.68	0.24			836.68	0.24
152.000	WATER LATERAL	96.50	0.03	1,105.00	0.27	600.75	0.15
155.000	GAS LATERAL	287.00	0.08	902.00	0.22	594.50	0.15

Page 1 of 7

Sage Master Buil... 6-1-13 Report Pri... 31- Completed J... O'Brien Webinar ... Cub Scouts Pack... My eBay Summa... Sizzix.com - Your... 7:45 PM



Home Builders Sample

Job Settlement

11/08/09

Job Settlement

by Cost Code

Job# 1176 1176 DALE FORD RD., Includes POs, Subcontracts

Code #	Description	Budget + Changes	Upgrade Budget	Total Budget	Costs to Date	Committed Cost to Date	Variance	Upgrade Price	Upgrade Margin
103.000	ENGINEERING/ARC	5,500.00		5,500.00	3,287.50		2,212.50		
104.000	Architecture Drawings	2,850.00		2,850.00			2,850.00		
105.000	DRIVE PERMIT				12.50		-12.50		
106.000	ZONING PERMIT	180.00		180.00	400.00		-220.00		
108.000	SEPTIC PERMIT	351.00		351.00	286.00		65.00		
113.000	BUILDING PERMIT	1,500.00		1,500.00	1,077.52		422.48		
114.000	SURVEYING	800.00		800.00	1,235.42		-435.42		
118.000	UTILITY CONNECT F	871.00		871.00	681.00		190.00		
119.000	WATER TAP FEE	235.00		235.00	3,010.00		-2,775.00		
120.000	TEMP UTILITIES	1,375.00		1,375.00	1,592.46		-217.46		
121.000	PORTAJON	400.00		400.00	647.80		-247.80		
125.000	CULVERT PIPE				650.00		-650.00		
127.000	EXCAVATION/DRIVE	1,100.00		1,100.00	11,029.55		-9,929.55		
129.000	STRUCTURAL STEE	1,000.00		1,000.00	2,936.38		-1,936.38		
130.000	FOOTER CONCRET	12,500.00		12,500.00	2,754.74		9,745.26		
131.000	GRAVEL FOUNDATI	975.00		975.00			975.00		
132.000	POURED WALLS				9,178.13		-9,178.13		
135.000	Foundation Steel-Reb	9,410.00		9,410.00	14,832.93		-5,422.93		
137.000	GARAGE CONCRET		2,112.00	2,112.00			2,112.00		
152.000	WATER LATERAL	3,200.00		3,200.00	1,105.00		2,095.00		
155.000	GAS LATERAL				902.00		-902.00		
158.000	SEPTIC SYSTEM	7,200.00		7,200.00	7,785.00		-585.00		
160.000	WATERPROOFING	650.00		650.00	370.00		280.00		
162.000	BACKFILL & GRAVE	7,890.00		7,890.00	13,062.07		-5,172.07		

## Master Builder Version 14 Update

Attachments is a new function in the program  
Improved subcontract integration with accounts payable.