



## QuickBooks® to Sage Master Builder Data Conversion Service

**Now there's a simple, quick alternative to the manual entry of file information and accounting data from QuickBooks to Sage Master Builder!**

Deploying a new accounting system requires significant effort and commitment—and can prevent a company from moving to an ultimately better solution. With our data conversion service, you can easily upgrade from QuickBooks to Sage Master Builder for a fully integrated construction-specific software solution that addresses your business needs through the complete building life cycle.

By giving you better control of your business, Sage Master Builder helps you win more profitable bids, finish jobs faster, collect money quicker, and rapidly grow your revenues. Featuring advanced functionality, Sage Master Builder provides the powerful business-management features you need to succeed today along with the flexibility to support your business as it grows larger or more diverse tomorrow. And now you don't need to let manual data conversion stand in the way of implementing this feature-rich system.

Our data conversion service provides:

- **Clear Documentation**—Instructions and checklists guide you through the before, during and after activities of the data conversion process. Converted data is tested and delivered with Audit Reports.
- **Twenty-four Hour Turnaround**—In most cases, we can deliver your converted data within one business day.
- **Fast Deployment**—Our automated conversion relieves you from the burden of doing the tedious startup data entry.

The time once required for the tedious reentry of master file information and accounting data may now be invested into quality training with a local Sage Master Builder Business Partner. In construction, time is money—invest wisely!

### Step by Step Conversion

#### Step #1: Pre-Conversion

The Pre-Conversion Check-List—You will be provided with a pre-conversion checklist including complete instructions to prepare for the data conversion.

Account List Map—Included in the pre-conversion checklist are instructions to complete the account list map.

#### Step #2: Conversion

Backup company data and get ready to move to Sage Master Builder.

We convert your data. In most cases, we can deliver your converted data within one business day.

We post the converted data and audit reports to our FTP site by 10 a.m. the business day immediately following the actual conversion.

#### Step #3: Post-Conversion

The post-conversion checklist is completed with your business partner and you are live using Sage Master Builder.

### Conversion Support and Services

In addition to the actual conversion itself, we provide a number of other services and support. Conversion documents, instructions, checklists, and audit reports are included with every conversion so you always have detailed reference materials at hand. We recommend engaging with your local Certified Consultant for assistance with Steps 1 and 3.

Support is available for conversion-related questions or issues at all times—before, during, and after the conversion process for a smooth and worry-free transition.

*“As we began to outgrow QuickBooks, we decided to switch to a construction-specific solution. After successfully converting our data to Sage Master Builder, we immediately began to realize the significant benefits of a fully-integrated system. The return on this investment continues to grow as we realize the full potential of Sage Master Builder.”*

—Jay Tripathi, President/CEO, Gardenworks Inc.

**Data That Will Be Converted****General Ledger Setup**

- Chart of Accounts
- Sub-Accounts
- General Ledger Monthly Balances for Current Fiscal Year
- General Ledger Monthly Balances for Prior Fiscal Year
- Sub-Account Monthly Balances for Current Fiscal Year
- Sub Account Monthly Balances for Prior Fiscal Year

**Customers and Receivables**

- Customer Name
- Active/Inactive
- Contact, First Name, MI, Last Name
- Alternate Contact
- Alternate Contact Phone
- E-mail
- Phone and FAX
- Customer Address
- Customer Type
- Terms
- Resale Number
- Notes
- Fiscal Year-to-Date Invoice Amount
- Calendar Year-to-Date Invoice Amount
- Fiscal Year-to-Date Payment Amount
- Calendar Year-to-Date Payment Amount
- Current Customer Balance
- QuickBooks Unpaid Invoice Detail

**Vendors and Payables**

- Vendor Name
- Active/Inactive
- Contact, First Name, MI, Last Name
- Vendor Address

- Phone and FAX
- Alternate Phone
- E-mail
- Terms
- Account
- Tax ID
- 1099 Eligibility and Balance
- Fiscal Year-to-Date Invoice Amount
- Calendar Year-to-Date Invoice Amount
- Fiscal Year-to-Date Payment Amount
- Calendar Year-to-Date Payment Amount
- Current Vendor Balance
- QuickBooks Unpaid Bill Detail
- Outstanding Bank Transactions

**Customers/Jobs**

- Job Name
- Customer
- Contact
- Address
- Phone and Fax
- Job Type
- Active/Inactive
- Terms
- Contract Amount (Estimated Sales Price in QuickBooks)
- Total Estimated Costs—by Item or GL Code
- Total JTD Billings
- Total JTD Costs—by Item or GL Code
- Current Job Balance

**Employees and Payroll (if applicable)**

- Employee Name
- Social Security Number
- Active/Inactive
- Employee Address
- Phone Number
- Pay Period

- Earnings Types
- Annual Rate
- Pay Rates 1, 2, and 3 (As Reg., Overtime, and Double-Time)
- Accrued Vacation Hours
- Accrued Sick Hours
- Hire Date
- Tax State
- Filing Status and exemptions
- Federal Employee Balances, by quarter
- State Employee Balances, by quarter
- Payroll Item List: Additions, deductions, and company contributions by employee by quarter

**Inventory Parts (If applicable)**

- Inventory Item Description
- Quantity On Hand
- Sales Price
- Average Cost
- Asset Account

**Other Items**

Depending upon how your business uses QuickBooks, there may be some items that will not be converted such as custom reports, direct deposit information and paid invoice detail. After reviewing your business requirements, we can provide you a complete list.

**For more information, contact the Professional Service Group at Sage Software at 800-854-0634.**



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