Calculations and Dates made Simple

Entering Dates requires less effort than you may be using now. If you enter mmdd (0315 for example), Master Builder fills in the current year and the slashes to produce 03/15/2008. If your date is outside the current year enter mmddyy. For Mar 15, 2006, enter 031506. You can also enter a date by pressing F2 to get to the calendar. Find your date and double click on it. There you are! Finally, click on an existing date and make it increase with a plus and decrease with a minus. 03/15/2008 becomes 03/16/2008 by pressing the "+".

Sage Master Builder's built in calculator is a very convenient tool and very easy to use. It can be accessed from most anywhere in the system by pressing F3. You simply use it like you would any handheld calculator.

However, most people don't know that you can automatically access the calculator by:

1. Moving the cursor to the place you need an answer.
2. Entering a number.
3. Pressing an operator like + - * /. The calculator appears ready for the next part of the calculation.
4. Complete the calculation and press the enter key the little finger on your right hand to get the answer displayed.
5. Now for the cool part …. Press the enter key again to put the answer where you began.