Sage Timberline Office

Sage Timberline Office Desktop

Simplifying workflow and saving time, Desktop presents all the information and resources you need in a single location to efficiently manage your work.

From one screen, you're able to efficiently review mission-critical information and initiate tasks in the software important to your role in the organization.

Fully customizable, Desktop acts as a personal home page and allows each person to organize common tasks according to individual requirements. Create shortcuts to the applications you frequently use. Access non-Sage Timberline Office resources such as Word documents, Excel files, and favorite web sites. Highlight important inquiries and reports. And set up your personal desktop to automatically deliver key business metrics that you can refresh at any time.

Desktop functionalities such as Setup Central, Workflow Centers, and Job Central deliver unparalled ease-of-use for a streamlined, implementation and efficiencies to maximize your profitability. Setup Central Wizards speed implementation time and simplify setup procedures to get you operational, with less downtime.

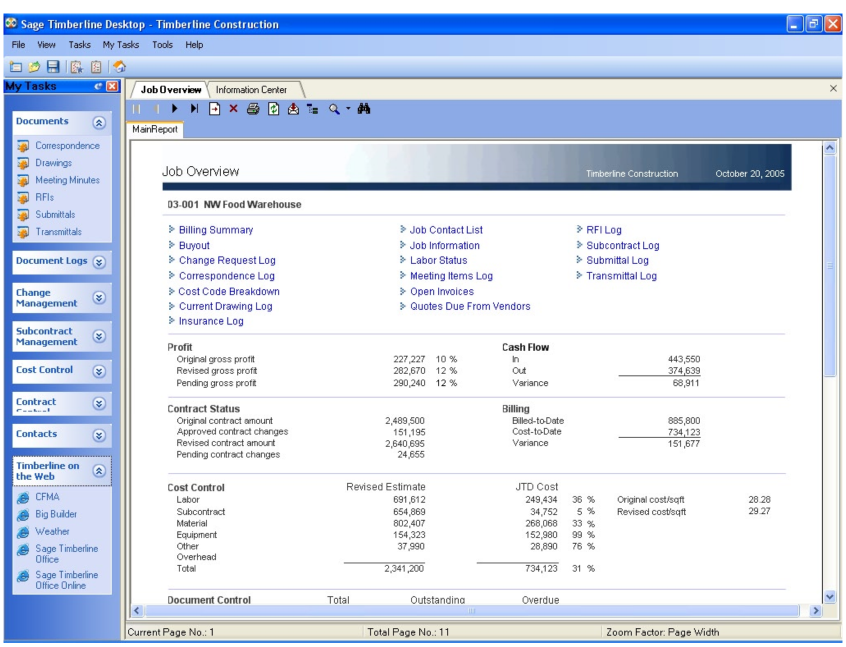
Streamline and integrate business processes to run more efficiently and accurately with Workflow Centers. You'll have the information you need in a more timely fashion resulting in better, more informed business decisions.

With Job Central, easily set up common types of jobs and contracts from one convenient location, saving you time while ensuring that the job details have been covered.

Because Sage Timberline Office provides this implementation flexibility, you have freedom to choose what works best for you—based on your unique business objectives and system requirements. You can customize your implementation as necessary to accommodate complex business processes, or take advantage of the additional Desktop features to address more common, industry-standard practices.

BENEFITS

- Save time and simplify workflow
- Manage your work more efficiently
- Access management and productivity tools more quickly using Desktop
- Receive up-to-the-minute reports containing mission critical company and/or project information upon login



Fully customizable, Desktop presents all the information and resources you need in a single location to accomplish tasks efficiently.

Desktop features and efficiencies

- Make your access to all of your Sage Timberline Office functionality, other applications, and information direct and immediate.
- Use a pre-configured home page as a foundation to quickly create your own personal digital dashboard.
- Designate and group common tasks, inquiries, and reports to streamline workflow.
- Connect directly to tools and information such as Microsoft Word and Excel documents and commonly referenced web site links.
- Streamline your reconciliation process with a built-in reconciliation tool and reports.
- Take advantage of the flexibility to create a unique desktop for each user in your organization to meet role-specific needs.
- Provide new employees with predefined desktops to help them quickly get up-to-speed on how to access the technology tools and information associated with their job roles.

Setup Central Wizards

- Streamline the software setup and reduce overall implementation time.
- Decrease manual data entry with copy and paste functionality.
- Set up software at your own pace. Setup Wizards will remember where you left off.
- Keep on the right track with built-in Tips and Tricks.
- Enter beginning balances and tie back to the GL.
- Automatically back up your data.

Workflow Centers

- Quickly access Workflow Centers from the Desktop.
- Optimize your productivity by accessing tasks you perform most often in an intuitive workflow layout.
- Instantly view commonly used reports and inquiries.
- Easily reconcile General Ledger and sub-ledgers.
- Quickly access assistance topics with a click of the mouse.

Job Central

- Set up jobs, including billing information, schedule of values, and estimates all from one convenient location.
- Use copy and paste functionality for fast, accurate data entry.

Sage Timberline Office Desktop is part of Sage Timberline Office, fully integrated financial and operations software for construction and real estate professionals.

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Sage Timberline Office

Job Cost

Job Cost is the Sage Timberline Office resource that collects all project-related information and stores it in a format you customize to fit your business.

From a simple costing structure with basic job codes and standard cost codes, to a sophisticated structure with multi-sectioned jobs, multi-sectioned cost codes, and multiple cost categories, Job Cost can handle virtually any level of tracking complexity.

Job Cost gives you complete control over commitment and change order management. Enter subcontracts and purchase orders directly into Job Cost, or import them from other programs, then track them against invoices for total control over committed costs. And manage every step of the change order process—from pending through approval—to ensure change order profitability.

Using integrated information access tools, your project information is always immediately available. Interactive inquiries let employees view information—such as potential cost overruns, percent complete, and production units in place—on the screen in seconds. And customizable reports let you calculate and print information in any format you choose for in-depth project analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout. Job Central allows you to compile the various components of a job from one convenient spot, and you have the complete job picture—from start to finish—available from a single location.

Following is a detailed list of the features Job Cost offers to help you keep projects on track:

Job tracking

- Track contract amounts, estimates, costs, subcontracts, purchase orders, quantity totals, production information, customer information, billings, and other project information in as much detail as you need.
- Format job IDs with up to 10 alphanumeric characters and up to three sections.
- Format cost code IDs with up to 12 alphanumeric characters and up to four sections.
- Track an unlimited number of user-definable cost categories.
- Use an optional “extra” costing level to isolate special cost areas without disassociating them from the main job.
- Set up standard cost codes and categories to streamline job setup and to improve consistency of cost analysis.
- Add up to 250 user-defined data fields to several Job Cost records to track additional job information.
- Track project totals by job, year, quarter, month or week.
- Track period-to-date accumulators daily, weekly, bi-weekly or semi-monthly.
- Track job status and scheduling dates.
- Define custom totals and miscellaneous accumulators.
- Define tax groups for each job by cost type.
- Set up GL cost account groups to debit GL cost accounts by type of job.

Entry and processing

- Send all job-related information from other Sage Timberline Office applications to Job Cost.
- Enter direct costs into Job Cost, or import them from other programs (for example, overhead allocations, and miscellaneous cost adjustments).
- Enter owner change orders, commitment change orders, estimates and commitments.
- Lock an original estimate to prevent modification.
- Easily edit entries even after they’ve been posted (security permitting).

BENEFITS

- Project information is always a click away
- Easily control commitment and change order management
- Handle virtually any level of Job Costing complexity

- Capture daily labor hours for certified jobs.
- Optionally prevent edits to transactions originating outside of Job Cost.
- Specify exactly which GL accounts may be used for various jobs, tasks, etc.
- Specify who should approve AP invoices for each job.

Commitment management

- Enter subcontracts and purchase orders for any combination of jobs, cost codes or categories.
- Break out subcontracts or purchase orders into unlimited line items.
- Track item descriptions, scopes of work, scheduling information, and insurance requirements.
- Track payment and performance bond information.
- Track detailed contract approval information.
- Track schedule dates for each subcontract.
- Retrieve and change vendor insurance information from Accounts Payable to reflect separate insurance for a project.
- Track miscellaneous commitment requirements with a user-defined item checklist.
- Track secondary vendors to generate joint checks and monitor secondary liens.
- Mark cost codes or categories as "bought out" to analyze contract variances.

Change order management

- Enter and track owner requested change orders and commitment change orders.
- Document who initiated the request, who prepared the change order, who approved it and when.
- Track changes to the original contract, estimate, subcontracts, purchase orders, and production totals.
- Track the status of each change order item with customizable descriptions (for example, requested, verbal OK).
- Associate commitment change orders with owner change orders.
- Tie change orders to contracts and budgets.
- Record billable or internal change orders.
- Enter revisions to production units.

Inquiry

- Choose from several pre-designed Job Cost inquiries (for example, Profit Summary, Remaining Estimate, Required Productivity).
- Drill down on summary information to view supporting detail (for example, click on a job to see cost code information).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Job Cost reports to calculate and print information at any time (for example, Cost at Completion Trends, Committed Cost Detail, and Change Order Log).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Reduce overall implementation time with streamlined processes.
- Decrease manual data entry with copy and paste functionality.
- Set up software at your own pace. Setup Wizards will remember where you left off.
- Stay on the right track with built-in Tips and Tricks.
- Enter beginning balances and tie back to GL.
- Automatically back up your data.

Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance and help topics with a click of the mouse.

Job Central

- Set up jobs, including billing information, schedule of values, and estimates all from one convenient location.
- Ensure accurate data entry with copy and paste capability.
- Complete the setup at your pace. Job Central will remember where you left off.
- Get fast access to Job Central processes right from Desktop.

Additional features

- Enter additional project information (for example, percent completes, production units in place, anticipated change orders) with customizable field worksheets.
- Import estimates, commitments and direct costs from other programs.
- Enter notes and attach electronic files (for example, spreadsheets or word processing documents) throughout Job Cost for additional documentation.
- Track jobs for multiple companies in the same general ledger.
- Define security rights by user or group.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change descriptions that are on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Access Sage Timberline Office project accounting information with other ODBC-compliant programs (for example, Microsoft Excel and Word).

Job Cost is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

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Sage Timberline Office

General Ledger

General Ledger is the Sage Timberline Office storehouse for financial activity and history.

Accounting information from other Sage Timberline Office applications flows seamlessly to General Ledger where it's stored in an account format that you customize to fit your business. There, the information is easily retrieved and reported using integrated information access tools.

General Ledger's tight integration ensures that subsidiary ledgers stay in balance with the general ledger, that clear audit trails lead to original activity, and that account reconciliation is fast and efficient.

General Ledger's flexible accounting format allows you to maintain multiple divisions, regions or companies within the same database. And customizable reports and financial statements let you present the numbers in virtually any format required by your company or business partners.

General Ledger also helps you maintain accuracy. Error correction capabilities let you make adjustments without compromising accounting integrity. Flexible entry lets you post to the correct GL period, whether it's current, prior or future. And broad, secure inquiry access allows designated employees inside and outside of the accounting department to view the numbers without tampering with them.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features General Ledger offers to help you manage every fiscal detail with textbook precision:

BENEFITS

- Complete and accurate financial activities at the touch of a button
- Single point of entry for information that flows seamlessly to other Sage Timberline Office applications
- User defined tracking of multiple companies and accounts
- Customizable workflow center for frequently performed tasks specific to your business

Account tracking

- Format GL account IDs with up to 25 alphanumeric characters.
- Track multiple companies, departments, divisions, etc. in the same database with user-defined account prefixes and suffixes.
- Define different period-end dates and year-end dates for each company, department, division, etc. as your organizational structure requires.
- Define each account with one of 12 account types to facilitate financial statement design and ratio analysis (for example, current assets, current liability, and other income).
- Store 23 periods of previous activity and six periods of future activity.
- Choose between cash and accrual accounting methods, or track both simultaneously (Service Management utilizes the accrual accounting method only).
- Track debit activity for cash flow reporting.
- Add up to 250 user-defined data fields to track additional account information.
- Restrict the GL accounts that can be used in other modules (for example, only allow AP control accounts to be used in Accounts Payable).
- Define partners for tracking joint venture ownership percentages.
- Store a secondary account ID (for example, the parent company's account) on each GL account.

Entry and processing

- Automatically or manually update transactional activity from other Sage Timberline Office accounting modules.
- Automatically or manually assign batch numbers for tracing entry sources.
- Use up to 99 journals for classifying entries.
- Keep previous periods open while processing in the current period.
- Open and close periods as needed (security permitting).
- Open and close periods independently by company, department, division, etc.
- Edit prior period and prior year transactions (security permitting).
- Process auto-recurring entries weekly, monthly, quarterly, semi-annually or annually.
- Enter adjusting transactions for the current period that will be reversed automatically in the next period.
- Automatically allocate expenses based on pre-defined percentages.
- Recover and/or escalate tenant charges in Property Management using stored actual expenses or budgets.
- Force journal entries to balance by company, department, division, etc. before exiting an entry session.
- Summarize transactions with similar attributes.
- Copy the chart of accounts to expedite the setup of another company, division, etc.

Budgeting

- Define up to ten budgets per year for each account.
- Create budgets for an unlimited number of future years.
- Optionally enter budgets on a quarterly basis.
- Copy previous budgets or activity into your working budget.
- Use formulas to modify existing budgets or to create new ones.

Inquiry

- Choose from several pre-designed General Ledger inquiries (for example, the Account inquiry and Budget Information inquiry).
- Drill down on summary information to view supporting detail (for example, click on a GL expense account to view underlying AP transactions).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed General Ledger reports to calculate and print information at any time (for example, Trial Balance, Current Ledger and Year-To-Date Ledger).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Financial statements

- Modify General Ledger's default financial statements or create new ones using Financial Statement Designer.
- Define the contents of each column and line.
- Perform custom calculations on financial data, such as liquidity ratios.
- Compare companies, regions, divisions, properties, etc. (GL account prefixes) side-by-side in column format.
- Create multiple financial statement formats for each company, region, division, property, etc.
- Produce consolidated or comparative financial statements for either related or non-related fiscal entities.
- Produce reports using the account numbering scheme of joint venture partners, lending institutions or government agencies.
- Cut, copy and paste information from one financial statement to another.
- Print statements for current and prior periods.

Setup Wizard

- Select and edit accounts from a predefined Chart of Accounts, manually enter, or copy and paste your Chart of Accounts from a spreadsheet.
- Automatically back up your data.
- Stay on the right track with built-in Tips and Tricks.
- Enter Beginning Balances and tie back to the GL.

Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Easily reconcile General Ledger and sub-ledgers.
- Instantly access assistance and help topics with a click of the mouse.

Additional features

- Automatically generate due-to and due-from transactions to keep separate companies, divisions, etc. in balance (intercompany accounting).
- Edit entries after they've been posted (security permitting).
- Enter electronic notes to document information on accounts and transactions.
- Attach other files (for example, spreadsheets or word processing documents) to accounts and transactions.
- Define security rights by user or group.
- Customize the toolbar for push-button access to financial statements, reports, inquiries and tasks.
- Change descriptions that appear on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Import transactions and budgets from other applications.

General Ledger is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

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Accounts Payable

Accounts Payable puts you in charge of the entire payables process—from the minute invoices come in your door, through the approval process, payment selection, and check printing.

Invoice entry is simple and efficient with a spreadsheet entry grid that can be navigated by keyboard or mouse. Payment selection is even easier with a process that can select invoices to pay by any criteria you define. And generating vendor checks is a snap with advanced check writing capabilities like two-party checks and customizable checks and stubs.

Using integrated access tools, your payables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth payables analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features Accounts Payable offers to keep you on top of expenses and in control of your cash flow:

Vendor tracking

- Log vendor terms for automatic calculation of discount amounts and payment dates.
- Track vendor contact names, phone numbers, fax numbers, and other essential information.
- Add up to 250 user-defined data fields to track additional information.
- Specify information that prefills during invoice entry (for example, discount amount, discount date, payment date, and GL account).
- Track general liability, workers' compensation, automobile, and umbrella insurance.
- Track 1099 information.
- Track miscellaneous deductions (for example, workers' comp).
- Set up one-time or temporary vendors without adding them to your permanent vendor list.
- Use a single vendor list for multiple companies while tracking 1099 information separately.
- Track separate fiscal and calendar year totals to accommodate 1099 and other tax reporting.

Invoice entry

- Track invoices the minute they come through your door with an optional pending invoice system.
- Use recurring invoices to process rent payments, contract fees, and more.
- Prefill information that repeats every line to reduce key strokes.
- Distribute invoices to multiple properties, jobs, cost codes, categories, and general ledger accounts.
- Allocate invoices by predefined percentages.
- Customize the distribution grid by vendor type to include only entry fields needed for each vendor.
- Enter and pay invoices for future periods.
- Place invoices or distributions on hold during invoice entry.
- Tie invoices to commitments.

BENEFITS

- Easy and accurate invoice tracking starts the minute invoices come through your door.
- Customizable check printing adapts to your needs.
- Specify pre-fill information for fast invoice entries.
- Customize Account Payable's accurate vendor tracking to your specifications.

- Receive a warning if a vendor's insurance has expired.
- Receive a warning if a subcontractor or supplier's invoice doesn't match estimates or commitments so you don't over or underpay.
- Set up new vendors on-the-fly.
- Enter joint-check payees during invoice entry.
- Automatically calculate due dates based on vendor terms.
- Default the accounting date as the invoice date, date entered or date received.
- Post discounts to multiple properties or jobs.
- Track discounts that you took advantage of as well as those you missed.
- Automatically calculate tax liability.
- Associate invoice distributions to owner's draw (pay when paid).
- Automatically assign bank accounts.

Payment selection

- Display invoices by any criteria you define.
- Automatically or manually select invoices for payment.
- Make partial payments.
- Give discounted invoices priority.
- Manage retainage and lien waivers.
- Place invoices, distributions, vendors, jobs or commitments on hold during payment selection.
- Enter joint check payees during invoice selection.
- Enter a payment memo for the check stub.

Check printing

- Print two-party checks.
- Define the content and layout of the check face and stub.
- Sort checks in vendor, job, property, or GL account prefix order.
- Draft checks from separate banks in the same check run.
- Print the vendor's customer ID for your company on the check.
- Automatically print a detailed or summary check register following the check run.
- Produce MICR-encoded checks with an interface to Create-a-Check.

Inquiry

- Choose from 16 pre-designed Accounts Payable inquiries (for example, Invoice Register, AP Aging, and Vendor Insurance).
- Drill down on summary information to view supporting detail (for example, click on a vendor to see associated invoices, or click on an invoice to see associated distributions and payments).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from nearly 40 pre-designed Accounts Payable reports to calculate and print information at any time (for example, Open Invoice, Approved Invoice Register, and Cash Requirements).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Use a grid-like window to enter vendors or copy and paste your vendor list from a spreadsheet.
- Stay on the right track with built-in Tips and Tricks.
- Enter Beginning Balances and tie back to the GL.
- Automatically back up your data.

Workflow Center

- Easily reconcile General Ledger to AP sub-ledgers.
- Quickly access the tasks performed most often in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance topics with a click of the mouse.

Additional features

- Record invoices and print checks from one place for quick vendor or COD payment using the Quick Check feature.
- Change or delete invoices even after they have been posted.
- Void checks and reinstate invoices.
- Enter electronic notes to document information on invoices and vendors.
- Attach other files (for example, scanned images of purchase orders or receiving documents) to invoices and vendors.
- Allow responsible staff to approve invoices electronically using an optional invoice approval system.
- Reconcile checks using Check Management.
- Customize the toolbar for push-button access to reports, inquiries and tasks.
- Change descriptions that appear on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.
- Track lien waivers.
- Enter expenses to one company but pay invoices from another company (intercompany accounting).
- Import invoices from other programs.

Accounts Payable is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

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Accounts Receivable

Accounts Receivable gives you all the tools you need to stay in touch with clients and on top of receivables to proactively manage your cash position.

Accounts Receivable records complete client profiles to help you monitor relationships and facilitate timely payments. A customer contacts list records titles, e-mail addresses, pager numbers and other vital information to help you target communications. And a built-in correspondence log tracks client communications to help you follow up on concerns.

Solid accounting capabilities make it simple to process cash receipts accurately and quickly. Automatically post payments to the oldest outstanding invoice or manually post to individual invoices or items. Enter unapplied customer payments, miscellaneous and job cost receipts all in one session. And easily issue debit and credit adjustments as needed.

Using integrated access tools, your receivables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth receivables analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features Accounts Receivable offers to help you manage your cash receipts and client relationships:

Customer tracking

- Record payments, credit histories, default billing information, rate tables, invoice formats, and more.
- Track customer totals by aging categories, outstanding amount, billed amount, payments, retainage, and more.
- Track last aging date, average days to pay, and average outstanding balance to monitor your customers' payment history.
- Define your own aging periods and label them with a custom description.
- Use the invoice date or invoice due date to age customer balances by days or months.
- Establish customer credit limits and ratings.
- Maintain a customer correspondence log to enhance communication (for example, log phone conversations, letters, memos, faxes).
- Link correspondence to customers, contracts, contract items, change orders, invoices, jobs, extras, cost codes, and cash receipts.
- Track correspondence follow-up dates.
- Maintain an online rolodex of customer contacts.
- Track to-do's with a customer checklist (for example, credit checks, and references).
- Apply tax-exempt status to billable items using a customized list (for example, exempt, not exempt, total billed, subcontract, labor, equipment).
- Select tax exemption by type of cost for a customer or contract item.
- Add up to 250 user-defined data fields to track additional customer information.

BENEFITS

- Customized reports at the touch of a button.
- Quick and easy cash receipt entries.
- Accurate and up-to-the-minute customer tracking.
- Invoice entries specifically set up to your specifications.

Invoice entry

- Use Billing to post invoices to Accounts Receivable and enter manual invoices or electronically import invoices produced by other systems.
- Customize the invoice entry window.
- Predefine "days-before-due" for each customer to automatically assign invoice due dates.
- Automatically bill retainage by customer, contract, contract item, job or cost code.
- Bill retainage as percent of total held or a flat amount.
- Print invoices using a format you specify.

Cash receipt entry

- Define deposit types (for example, check, cash, wire, transfer).
- Enter unapplied customer payments, miscellaneous payments, job cost receipts, and other cash receipts in a single entry session.
- Distribute payments as needed (for example, distribute billed amounts to invoices, General Ledger accounts, customer cash receipts, jobs, contract items, cost types, and more).
- Automatically post payments to the longest outstanding invoice or manually post to specific invoices or invoice items.
- Post partial payments.
- Assign default General Ledger accounts for posting receivables, revenue and miscellaneous entries.
- Automatically post payment entries to a default bank account.
- Customize the cash receipts entry window.
- Write off retainage amounts on retainage billed invoices.

Receivable adjustment

- Edit and adjust invoices, cash receipts and adjusting entries.
- Adjust or write off billed amounts including billed retainage.
- Void invoices and maintain a record of voided invoices for audit purposes.
- Issue debit and credit adjustments to existing invoices or to customers' records for application to future invoices.
- Apply customer adjustments to invoices.
- Credit an invoice's unpaid balance.
- Change the status of an invoice.
- Mark a cash receipt as NSF.
- Enter refunds.
- Print debit or credit memos using a format you specify (for example, billed credit, billed debit, accounts receivable credit, accounts receivable debit, customer credit, customer debit, bad debt).

Inquiry

- Choose from several customizable Accounts Receivable inquiries (for example, aging, last invoice/receipt, activity by contract).
- Drill down on summary information to view supporting detail (for example, click on a customer to see invoice aging detail).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Accounts Receivable reports to calculate and print information at any time (for example, cash projection, statement of account detail/due date, customer aging summary).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Enter customer information manually or copy and paste from a spreadsheet.
- Stay on the right track with built-in Tips and Tricks.
- Enter Beginning Balances and tie back to the GL.
- Automatically back up your data.

Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance topics with a click of the mouse.
- Easily reconcile General Ledger to AR sub-ledgers.

Additional features

- Enter electronic notes to document information on customers, contacts, payments, adjustments and invoices.
- Attach other electronic files to customers, contacts, payments, adjustments, and invoices.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change descriptions that are on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.
- Enter invoices to one company but apply cash receipts to another company (intercompany accounting).

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Billing

Billing can accommodate all your customer invoicing needs.

Use it to automatically produce time-and-material, cost plus, lump sum progress billing and unit priced invoices according to your contractual requirements. Or, quickly and easily create free-form invoices independent of your contracts at any time.

For cost-based billings, Billing collects and tracks costs from other Sage Timberline Office applications for inclusion in your invoices. Billing automatically applies user-defined billing rates and markups to cost items, then lets you change, hold, write up or down work-in-progress amounts prior to invoicing. For fixed-priced invoices, Billing gives you a worksheet to enter amounts, percent complete and units to bill. For free-form invoices, you simply enter billing information directly into an invoice template on the screen.

Billing lets you control the look and content of your invoices to meet your customer's needs. After invoices are produced, the information is sent to Accounts Receivable for cash receipt processing.

BENEFITS

- Quick and easy billing management for all your customer invoicing needs.
- Save valuable time by setting up user-defined billing rates and mark-ups to cost items.
- Highly customizable cost based and fixed price contract billing allows total control of YOUR billing processes.
- Select invoices from an extensive library of predetermined formats, or create your own for a look unique to your business.

Following is a detailed list of the features Billing offers to help you produce timely, accurate invoices:

Cost-based contract billing

- Generate billings for time and materials and cost plus contracts.
- Automatically post costs from Job Cost, Accounts Payable, Payroll and Equipment Cost modules to Billing for use in invoice production.
- Define billable and nonbillable costs in a number of different ways, including by cost type, cost code, contract item, etc.
- Create markup tables to efficiently apply standard percents to labor, material, subcontractor, equipment, overhead and other cost types.
- Create billing rate tables to efficiently apply billing rates by cost type.
- Calculate billing rates using nearly 30 different key classifications (for example, job, employee, vendor, equipment type).
- Enter effective dates on rate tables and markup tables to control when Billing uses specific tables for calculation.
- Produce invoices for all unbilled work-in-progress (WIP) through a date you specify.
- Edit WIP information to adjust amounts prior to billing.
- Bill standard items that are not associated with direct costs (for example, inventory items or service orders).
- Take advantage of invoice add-ons (for example, charges or deductions) to modify invoice amounts based on fixed amounts or percentages.
- Automatically calculate sales tax based on tax information stored on the contract.

Fixed-price contract billing

- Generate billings for progress billing, unit priced and lump sum contracts.
- Automatically calculate retainage using different retainage percents by contract item.

- Track scheduled values and units by contract item (for example, sitework, concrete).
- Use an entry spreadsheet to enter fixed-price billings (for example, current amounts, retainage, percents or units to bill for each contract item).
- Automatically prefill the entry spreadsheet with contracted amounts, prior billed amounts, units and percents billed.
- Automatically calculate sales tax based on tax information stored on the contract.
- Bill for materials stored on the job.

Printing cost-based and fixed-price invoices

- Design the look and content of invoices by selecting from an extensive library of predefined formats for the invoice header, body, totals and footer sections.
- Customize invoice look and content even further using Crystal Reports®.
- Push a button to preview invoices on the screen before printing.
- Print draft invoices for manager's review.
- Reprint final invoices.
- Print invoices by specific criteria (for example, only approved invoices).

Free-form invoice entry and printing

- Create free-form invoices for a job, extra or cost code with or without setting up a contract.
- Optionally produce invoices for a customer without posting billing information to the job.
- Input billing information into an entry window that resembles an actual invoice.
- Retrieve descriptions and prices from standard item tables, rate tables and add-on tables to speed invoice entry.
- Include text in the invoice template.
- Retrieve customer and billing information from Accounts Receivable during invoice entry.
- Define which billings items are taxable on an item-by-item basis.
- Apply different totaling options, including subtotals and grand totals.
- Identify required entry information for each job and receive a warning if that information is omitted (for example, require cost code entry).
- Customize the look and content of the printed invoice format (for example, design the invoice to print on pre-designed forms).

Inquiry

- Choose from several customizable Billing inquiries (for example, Work in Progress by Customer, Contract Based Invoices, and Worksheet Entries).
- Drill down on summary information to view supporting detail (for example, click on a job to see WIP detail).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer, a Sage Timberline Office product.

Reporting

- Choose from several pre-designed Billing reports to calculate and print information at any time (for example, Invoice Status, Work In Progress, Add on Table Detail).
- Apply conditions and ranges to print exactly what you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer, a Sage Timberline Office product.

Additional features

- Enter electronic notes to document information on rate tables, markup tables, entry worksheets, invoices and other Billing records.
- Attach other electronic files (for example, spreadsheets and word processing documents) to records throughout Billing.
- Customize the toolbar for push-button access to reports, inquiries and tasks.
- Change descriptions that are on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.

Billing is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

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Sage Timberline Office

Payroll

Payroll processes even the most complex construction payrolls automatically.

Information generated in Payroll flows seamlessly throughout the software to help you monitor and control labor costs.

Streamlined entry makes it easy to capture employee hours from the job site or the home office. Once the information is entered, Payroll calculates every pay, deduction, fringe benefit and tax based on predefined controls. Payroll even handles union processing, tax reciprocity, certified payroll and workers comp—all automatically. And an automated check run process makes it a snap to cut employee checks.

Using integrated access tools, your payroll information is always immediately available. Interactive inquiries let you view stored information—such as total pay, overtime, and vacation hours taken—on the screen in seconds. And customizable reports allow you to calculate and print information in any format you need to conduct in-depth labor analysis.

To address international payroll issues, different versions of Payroll are offered for the United States, Canada and Australia. Each of these versions incorporates localized terminology, processing, and reporting requirements for the specific region.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features Payroll offers to help you process checks and track employee information:

Payroll controls

- Define unlimited pays, deductions and fringes for automatic payroll calculation.
- Easily set up tax tables for automatic calculation of federal, state, local and provincial taxes (Sage Timberline Office Service Plan subscribers receive regular federal, state and provincial tax table updates).
- Exempt pay or deductions from any tax type.
- Determine the order pays, deductions, fringes and taxes are calculated for each employee.
- Define guidelines for automatic calculation of overtime, workers comp and certified class.
- Define guidelines for automatic calculation of union pays, deductions and fringes for any combination of union, class and local.
- Easily set up rate tables to automatically calculate pay and fringe rates based on specific employment factors (for example, certified class, union, workers' comp, equipment usage).
- Define rates and calculation methods at the company, union or employee level.
- Define employee groups for use in time entry, check printing and cost tracking (for example, field, office, salary).

BENEFITS

- Certified payroll handled automatically
- Easily monitor and control the most complex payroll needs
- Quickly customize timesheets for different departments of your organization
- Customize your own checks and stubs

Entry and processing

- Enter time and other payroll information to jobs, cost codes, categories, days of the week, workers' comp codes, union locals and classes, certified classes and more.
- Customize timesheet entry views for different employees, groups, departments, etc.
- Import timesheet information from Remote Time Entry or other time-capturing software.
- Automatically apply appropriate pay rates and workers' comp codes based on predefined controls.
- Automatically prorate employee salary based on the hours worked for each job.
- Automatically calculate tax reciprocity based on resident and work locations.
- Automatically switch union locals based on job location.
- Enter daily payroll for certified jobs.
- Send detailed Payroll information to Job Cost, Billing, Equipment Cost and General Ledger.
- Verify entry with customizable audit journals.

Check printing

- Define the content of the check face and stub.
- Record manual checks outside of the normal check run (for example, layoff checks).
- Easily recalculate checks that change after payroll is processed.
- Automatically print a detailed or summary check register following the check run.

Employee tracking

- Track hire date, termination date, Davis-Bacon classification, home union and all other employee information.
- Track month-to-date, quarter-to-date and year-to-date employee totals for pays, deductions, fringes, and taxes.
- Track accumulated units or dollars that don't affect the employee's check (for example, hours lost to injuries).
- Track personnel to-do's with a customizable checklist (for example, I-9 collection, drug testing).
- Add up to 250 user-defined data fields to track additional information (for example, drivers license numbers, cell phone numbers, and assigned company credit cards).

Inquiry

- Choose from several pre-designed Payroll inquiries (for example, Employee Totals, Certified Activity, Check Time).
- Drill down on summary information to view supporting detail (for example, click on an employee's total timesheet hours to see individual timesheet entries).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Payroll reports to calculate and print information at any time (for example, Workers' Comp Detail, Monthly Employment Utilization, Union Summary).
- Produce different sets of reports based on your country's requirements (for example, U.S. W-2s, Canadian T4s, Australian Group Certificates).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Reduce overall implementation time with streamlined processes.
- Decrease manual data entry with copy and paste functionality.
- Set up taxes, fringes, pay types, and deductions in a fraction of the time, or select from predefined lists.
- Manually enter your employees or copy and paste from a spreadsheet.
- Stay on the right track with built-in Tips and Tricks.
- Enter beginning balances and tie back to GL.
- Automatically back up your data.

Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance and help topics with a click of the mouse.

Additional features

- Automatically process direct deposit checks.
- Easily edit or void checks even after they've been posted.
- Enter notes and attach electronic files (for example, digital photos or scanned garnishments) throughout Payroll for additional documentation.
- Track union contract details.
- Enter employee time to one company or division but paychecks from another company or division.
- Transfer pay and tax totals for employee records that need to be processed separately throughout the year then consolidated for year-end tax reporting.
- Reconcile checks using Cash Management.
- Customize the toolbar for push-button access to reports, inquiries and tasks.
- Change onscreen descriptions to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.

Payroll is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

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Sage Timberline Office

Report Designer

Report Designer gives you the ability to quickly and easily modify more than 500 reports or create your own.

Building reports is as easy as pointing and clicking on any field in your Sage Timberline Office database and dropping it into the report template. Reports can be totaled at any level, and conditions can be applied to print only the information you want to see.

Once designed, reports can be placed on the main toolbar, which can be customized for each employee, giving them quick and easy access to the reports and inquiries they use most often. For added convenience, you can also create macros to print a specific set of reports with a single click of the mouse. For example, use a macro to generate a rent roll or a series of job cost reports for a project manager—while you continue working on other tasks.

To ensure that reports appear professional and are easy to read, Report Designer also gives you the ability to choose font types, line spacing, page breaks, number and date formats, and field size. You can also bold, italicize and underline type.

Following is a detailed list of the features Report Designer offers to put you in complete command of the information you present to others:

Custom report design

- Modify reports so that the information they contain is presented in the style best suited to those who are reading them.
- Access fields throughout your Sage Timberline Office database.
- Insert conditions to print only the information you want.
- Place printed totals and summarized information in any order you choose.
- Allow the people printing reports to control their content at run time.
- Enter text, headings, and comments to clarify data for readers.
- Build reports by clicking on any field to add it to the report template.
- Move fields within the template screen easily by dragging and dropping.
- Change font, bold, italic, and underline formatting.
- Alter line spacing, page breaks, number date formats, and field sizes.

Additional features

- Customize toolbars and drop-down lists for each employee.
- Use design notes to document details pertaining to a report, such as prompts, conditions, special considerations, sort orders, total and summarization levels, formatting, and records used.
- Move the floating toolbar anywhere on the screen.
- Use the right mouse button to access “What’s this?” help capabilities.

BENEFITS

- Customized reports only one click away
- Multiple custom report options are easily designed and only show the information you need
- Use one of 500 pre-defined reports or create your own

Report Designer is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

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