

# Sample Custom Application Catalog

Applications Designed for Sage Timberline Office

By:  **ASG PUBLISHING**

ASG Publishing has designed a variety of custom applications for Sage Timberline Office clients to meet specific needs. Sage Timberline Office is very flexible, but some businesses have unique needs that require some additional software customization.

## Applications

- I. Budget Administration System (BAS)
- II. Lease Administration System (LAS)
- III. Journal Express
- IV. Vendor Maintenance
- V. Concrete Order System
- VI. Billing Workflow
- VII. Project Scheduler
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- IX. Purchasing Suite
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- XI. Estimate Cost to Complete (ETC)
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- XIV. Budget Variance Comments
- XV. Market Rate
- XVI. BAS to Argus
- XVII. Data Transfer

For more information on these applications, or to inquire about developing a custom application for your business, contact ASG Publishing.

ASG Publishing  
1334 Parkview Ave Ste 100  
Manhattan Beach CA 90266  
888.559.9540  
[info@alliance-sg.com](mailto:info@alliance-sg.com)  
[www.alliance-sg.com](http://www.alliance-sg.com)

# I. Budget Administration System

## For Commercial & Residential Property Management

**Budget Administration System**, or "**BAS**", is an operational tool for the property manager designed for creating twelve-month budgets from the bottom up. At the main screen, annualized summary revenue and expense data are presented in an operating statement format; a click of the mouse takes the user to detail screens that provide the building blocks for budgeting. Revenues are budgeted from the lease level for commercial and unit class for residential. Expenses are entered from an added level of detail called 'account category'. Portfolio and consolidation reporting facilitates the management review and approval process.

### **Budgeting**

- Perform data entry only once into the detail screens and the data is automatically updated on the main screen
- Budget everything from capital expenditures and tenant improvements to leasing commissions
- Allows for different budget versions for each budget year and type
- Performs straight-line calculations
- Processes management fee expense
- Calculates common area expense (recovery) adjustments
- Transfers Budgeted escalated recurring charge log records back to Timberline.
- Word Merge function allows for custom escalation letters and or statements.
- Finalized budgets can be imported directly into Timberline's General Ledger for variance reporting purposes
- Imports data from Excel
- Budget to Gross Potential Rent and Vacancy Loss - **Residential**
- Increase/Decrease market rate by percent per unit class by month - **Residential**
- Budget other charges (parking, storage, etc.) - **Residential**

### **Re-Forecasting**

- Generate re-forecasted budgets based (copied) on previous budget year and type combined with actual expenditures based on a user-defined time period
- Re-forecasted budgets include all Timberline leases
- Leases set up and maintained in the Lease Administration System (LAS) are available to be included in the budget or re-forecast

### **Ease of use**

- Access to data can be restricted by assigning users to groups of properties
- View or copy expenses from previous budgets or prior year actuals
- Define net cash flow screens and create custom reports
- Memos (narratives) available at various levels
- Allocate expenses from a complex of buildings to individual buildings

### **Interface to Argus**

- Existing Sage Timberline Office and budgeted lease up assumptions
- Operating, Capx, Tenant Improvements along with Leases Commissions
- Market rates entered from ASG Publishing's Market Rate application

**BAS** is fully integrated with ASG Publishing's **Lease Administration System**.

## II. Lease Administration System

Designed to provide a front-end system for Timberline's Property Management application, the **Lease Administration System**, or "**LAS**", allows property managers, leasing brokers and their staff to enter and track new and renewal leasing activity. **LAS** was developed to simplify the lease prospecting and approval process and is seamlessly integrated with the Timberline Property Management module, allowing for approved leases to be imported directly into this system.

### Lease Administration

- Easy-to-use screens assist with preparing even the most complex of leases and provides for a comprehensive lease abstract
- Compare prospective lease deal points against the existing lease, budgeted lease assumptions or against any other lease in the system
- Track contacts on the lease
- Supports a variety of leasing commission calculation methods and pay-out schedules by contact
- Calculates Tenant Improvement and user definable "Other Leasing Cost"
- Interfaces with Accounts Payable for the creation of a broker commission invoice
- Interfaces with Accounts Receivable for the creation of a management company invoice to owners\clients.
- Word merge documents for creation of a completed lease agreement
- Provides a variety of Marketing (Pipeline) and Absorption reports
- Advanced security allows for the controlled editing of existing leases
- User defined screens and tables

### Ease of Use

- Access to data can be restricted by assigning users to groups of properties
- Print or e-mail approval forms, abstracts and analyses
- Differentiate between landlord and tenant obligations for tenant improvements
- Generate management level reports that reflect leasing activity, vacant units and expiring leases across the portfolio

The underlying lease database is shared with **Budget Administration System**, allowing Asset Managers to conveniently select any lease, whether new or renewal, to be included in a budget year, type and version. This shared database allows **LAS** to perform comparative lease analysis against a budget year, type and version.

### III. Journal Express

**Journal Express** streamlines the way you enter, track, route, and approve journal entries in Sage Timberline Office. Designed for clients who do a lot of journal entries, Journal Express simplifies the entry process AND allows you to easily handle a variety of journal entry approval and routing requirements.

- Enter both GL Journal entries and JC Direct Cost entries in one place
- Track all journal entries through a single user interface
- Route and approve entries electronically
- Interfaces directly with Sage Timberline Office data files to validate information

### IV. Vendor Maintenance

**Vendor Maintenance** takes the hassle and worry out of managing multiple Sage Timberline Office vendor master files. This application allows you to manage the files in one location and keep them synchronized behind the scenes. Save time by managing all data files in one location. Field level security on the vendor level allows you to control which fields are updatable based on user rights.

- Web based solution
- Offers a single point of entry for all vendor master file information
- Keeps multiple AP master data folders synchronized behind the scenes
- Field level security to control what fields are updateable based on user rights

### V. Concrete Order System

**Concrete Order System** enhances the Sage Timberline Office Purchasing module. This application will grant you the flexibility to efficiently enter and track concrete (or other industry-specific material) purchase orders.

- Enhances the Sage Timberline office Purchasing Module
- Track concrete industry mechanisms such as:
  - Cancellations
  - Will call orders
  - Voids
  - Industry pricing
  - And more...

## VI. Billing Workflow

The **Billing Workflow** application provides a high level of visibility and tracking on the status of all proposed (or anticipated) bills which have not yet been entered into Sage Timberline Office.

There is often additional information that needs to be collected before a billing can be entered. The typical solution is to let the paperwork stack up on the edge of a desk or in a separate spreadsheet file. For companies with a high volume of billings, this is a perfect application to keep tabs on the paper flow and make sure that all bills are entered into the accounting system.

Ensure that high dollar bills get the most attention and priority and to ensure that no bills fall through the cracks and do not get billed.

- Track the status of anticipated billings
- Eliminate tracking billings in a spreadsheet and/or stacks on your desk
- Improve your AR

## VII. Project Scheduler

The **Project Scheduler** provides a place to enter all proposed projects that have not yet been awarded. It also allows you to enter corresponding bid pricing and cost estimate information so that better cash flow projections can be targeted. Sage Timberline Office allows you to enter proposed jobs, but in organizations that are dealing with a high volume of small projects (many of which you aren't awarded), it is not generally desirable to enter all of that information into the system.

- Track the following information for potential projects:
  - Customer
  - Project name
  - Phase level
  - Estimated pricing
  - Estimated costs
  - Estimated start dates

## VIII. Project Scheduling and Reporting (PSR)

The **Project Scheduling and Reporting (PSR)** application give you the ability to:

- Enter dates into Sage Timberline Office Project Management custom fields and have related/dependant dates updated automatically based on business rules
- Run reports using drop down lists based on the data currently in Sage Timberline Office to filter down the information displayed. (i.e. Architect, Construction Manager, General Contractors etc.)
- Generate Sub Project Agreement forms from the data existing in Timberline Estimating, Timberline Project Management, and EOS E2

### **Description of the Solution:**

A Window's application written in C# for .NET 2.0 that allows the user to update custom date fields in Timberline's Project Management. When certain dates are changed, business logic stored in an XML file is used to update related/dependent fields. The business logic takes into account business days so an Access database is used to store a calendar and allows the user to enter their own holidays which are then used in the calculations.

The reporting component utilizes the Crystal Reports Runtime Engine. To pass parameters to the reports a custom UI was designed that allows the user to pick filter criteria from drop down lists. These lists are dynamically populated based on the data available in Timberline. The Crystal Reports template files (RPT) are stored outside of the application so that they can be modified without requiring a new version of the application.

The Sub Project Agreement module allows the user to select a specific Timberline Estimate file and then choose based on the estimate file which vendor they wish to print the forms for. The data for the forms is pulled from Timberline Estimating, Timberline Project Management and EOS/E2 using ODBC connections. The forms are designed in Crystal Reports.

PSR Screen Shots

**PSR Application**

File Reports Committing Documents Setup

Save Cancel

Search  
 by Job  by Name 12th Re-Imaging (C-00741)

**Job #:** 12th Re-Imaging (C-00741) **Status:** Proposal

Schedule Close Out

New Project/Proposal

	Due	Received	Approved
Space Plan	07/30/2008	07/30/2008	07/30/2008

Preliminary

	Released	Due	Received	Approved
Pricing Plan	07/28/2008	07/31/2008	07/31/2008	_/_/
Preliminary Pricing from GC		08/05/2008		
Prelim Pricing from CM-Due		08/07/2008		

Active

	Released	Due	Received	Approved
Construction Documents				
Final Price from GC				
Final Price from CM				
Permit				

Construction Schedule

Lease Target Date

Notes:

**Status Reports Criteria**

Reports

- Proposal
- Preliminary
- Active
- Close Out

Next ->

Set Options

**Sort by**

- Leasing Director
- Property
- CM
- GC

**Show**

- All LDs
- All Teams
- All CMs
- All GCs
- All Architects
- All Contract Types

BN  
 BW  
 CB  
 GG  
 JM

20 & 40 Pacifica

AW

Bid

Print Preview

**Sub-Project Agreements**

Buyout File:

Get Quote Summaries

Quote Summary:

Vendor Contact:

TIC Address:

- Include Cover Sheet
- Include Exhibit A

Generate

## IX. Purchasing Suite

The **Purchasing Suite** bridges the gap between Sage Timberline Office Estimating and Purchasing. Designed for large multi-office corporations, the purchasing process for both corporate and divisional levels is simplified.

### Consists of Two Applications

- The **Purchase Agreement Application** retrieves all of the pertinent information from an estimate. Nowhere does the user have to enter a job number, cost code, category or tax rate; all of that information is pulled from the estimate. Once the estimate has been imported, the estimate items are available to be grouped and quoted to vendors. Quote requests are created in Excel and distributed to the vendors, once filled out and returned, the same documents can be read back in, eliminating hand keying of data. An extensive quote analysis spreadsheet is provided to choose the winning vendor. Once selected, a purchase agreement is entered into with the vendor.
- The **Purchase Order Application** allows the operators to create and print purchase orders from the purchase agreements created above. By leveraging the data from the purchase agreement, the user only has to enter the quantity of items to be purchased; the price and vendor have already been established by the purchase agreement. Of course there are exceptions, and the application has the capacity to purchase anything in the Estimating inventory from any AP vendor. The purchase orders are exported to a text file, to be imported into the Timberline Purchasing module.

## X. General Ledger Report

The **General Ledger Report** application adds to the already flexible Sage Timberline Office GL reporting functionality. With this application, users can report grouped by property or account, with beginning and ending balances, and for an extended period of time.

Users can compile general ledger information by GL Prefix range, Account Range and Date Range. This report also allows users the ability to go back in history for as far back as we have historical data. By keeping separate data files, we can theoretically go back to the start of using Sage Timberline Office.

To calculate the beginning balance for each account desired in the report, we start with the current balance of the account and subtract the debits + credits from the current GL transaction file(s) for the required period.

## **XI. Monthly Estimated Cost to Complete (ETC)**

The **Monthly Estimated Cost to Complete** application provides project managers with a real-time variance tool to track the estimated costs need to complete on a construction job. ETC combines job information from Sage Timberline Office and user input data.

Combine project data (such as Original Estimate, Job to Date Costs, Dollars Committed, Remaining Committed, etc.) with user input data to create an estimated dollars to complete a project. Variance comments are required at the cost code level base on certain tolerance controls. Project Managers are allowed to copy comments from the previous month.

## **XII. Vendor Insurance Tracker**

The **Vendor Insurance Tracker** application tracks the insurance coverage of vendors working on company owned Jobs and Commitments.

As subcontract commitments are entered into Sage Timberline Office, a space is created in the Insurance Tracker to record both the insurance requirements of the commitment and the insurance capabilities of the vendor servicing the commitment. The data entry screen is formatted to resemble the insurance certificate provided by the broker on the vendor's behalf.

The real power of the application, though, is in the reports. The statistical summary report will indicate, on a single page, how many commitments are in compliance, out of compliance, or are completely lacking insurance. Additional reports provide commitment level detail to support the statistical summary.

## **XIII. Tennant Insurance Tracker**

The **Tennant Insurance Tracker** application tracks the insurance coverage of tenants of company owned property.

As leases are entered into Sage Timberline Office's property management, a space is created in the Insurance Tracker to record both the qualitative and quantitative insurance requirements of the company and the insurance certificates provided by the tenant. The data entry screen is formatted to resemble the insurance certificate provided by the insurance broker. The real power of the application, though, is in the reports. The statistical summary report will indicate, on a single page, how many leases are in compliance, out of compliance, or are completely lacking insurance. Additional reports provide lease level detail to support the statistical summary.

## **XIV. Monthly Budget Variance Comments**

The **Monthly Budget Variance Comments** application allows an organization to explain (or get explanations from managers) about account variances in yearly budgets.

Users can see and explain the variances in yearly budgeted amounts on a month by month and account by account basis. The user inputs the variance comments for the respective budgets that he manages, which are then compiled into reports by account or other groupings for review. For certain revenue accounts, the Property Managers can 'drill down' to the lease level and comment on the variance what was budgeted in the 'Budget Administration System' and what was booked in Sage Timberline Office's Property Management module.

Comments can be flagged as either permanent or temporary with Permanent notes being copied from one month to the next.

## **XV. Quarterly Market Rate**

The **Quarterly Market Rate** application allows property managers to maintain and compare the current market rate to current rental price of a unit on a dollar per sq ft basis.

Users can compare the current unit rental price to the market rate by entering the current market rate information. We then compile a market rate report based on this information. This gives your organization the ability to see where units are being rented at rates different than the market rate. Historical rates are maintained for trending purposes. This application also acts as part of the interfaces to Argus.

## **XVI. Budget Administration System (BAS) to Argus**

The **Budget Administration System to Argus** application creates files based on BAS property budget information.

Argus is a commercial real estate cash flow projection, transaction analysis and asset valuation solution. It requires detailed property, unit and lease data in order to provide its analysis. BAS is a portfolio-wide property budgeting and re forecasting application, which happens to maintain the detailed 'baseline' information that Argus needs. The BAS to Argus application reads BAS data, compiles it into the proper form and writes it to an Open Argus database.

- Open Argus – BAS writes to series of Open Argus (OA) MS SQL databases. These Open Argus Tables then are imported back into Argus using Argus' import Open Argus routine.
- Using Argus Default Properties – When BAS creates the series of OA tables it uses another OA database that holds static property information that gets copied into the individual properties coming over from BAS. BAS to Argus allow you to select which OA Default Property to use so you can download various groups of properties (industrial verses commercial) with different settings i.e. assumptions.
- Market Rental Rates – The interface routine pulls Unit level market rate maintained in the Market Rate application.

## **XVII. Data Transfer**

The **Data Transfer** suite combines data from multiple sources into a single SQL database.

Users can move data from a SQL or ODBC data source to a SQL data source. This can be done on an ad hoc basis or periodically via the scheduling component. A typical application of Data Transfer is to schedule nightly transfers of data from Sage Timberline Office to a SQL database; the transfer takes place during a period of low or no usage and the data is available to third party applications and reports via SQL Server.