



# Sage Timberline Office

THE GOLD STANDARD.

sage



## Sage is the right choice. Here's the proof.

- Most widely used software for construction job costing, payroll, estimating, and project management.<sup>1</sup>
- Trusted by more than 20,000 customers, including 65% of the ENR 400.
- Over 40 years of construction know-how built in.
- Experienced local partners get you up and running quickly.
- Backed by world-class customer support you can count on.

“We asked around, and one name kept coming up: Sage Timberline Office. They understand our industry. When you have been doing something for as long as Sage has, you get good at it.”

**Dennis Donovan** | President | Tercera Construction



## At the forefront for 40 years.

**Running a better business starts with running better software.** You've worked hard to get your company where it is today. While investing in new software technology can help you get to the next level, it's not a decision you're about to make lightly. We understand. Fortunately, choosing a new system doesn't have to come down to sprinting ahead, planting your foot, and pushing off into the unknown.

Sage Timberline Office is the software you can trust because it's trusted by more construction firms for accounting, estimating, project management, payroll, and job costing than any other construction management solution.<sup>1</sup> With more than 40 years of industry know-how built right in, Sage Timberline Office is the software by which all others in the construction and real estate industries are judged. Instead of taking a leap of faith with a less proven solution, take a leap of confidence with the industry leader: Sage Timberline Office.



# Business without blind spots.

**Our integrated approach is often imitated but never duplicated.** Sage Timberline Office helps construction and real estate businesses run better. It does so by providing total integration through all levels of your organization: accounting, job cost, project management, estimating, payroll, procurement, service management, and property management. Instead of projects, processes, and workflows getting bogged down by various bottlenecks, information is entered once and flows throughout the system. By eliminating redundant tasks and data entry, improving collaboration, and providing single-source access to all your vital business data, Sage Timberline Office makes the wheels of your business spin faster.

## Connected

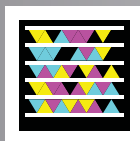
Sage Timberline Office pulls your business together, connecting all aspects of financial management, project management, and day-to-day operations. This connectivity drives business efficiency. What's more, Sage Timberline Office also keeps mobile and field personnel in synch by providing access through smart phones and tablets.

## Collaborative

This isn't just about aligning your business to a single software system. It's about creating uninterrupted workflow across all stages of a construction project or property management process. Sage Timberline Office supports the natural workflow of your business and provides the capabilities you need to establish a collaborative environment—with all of your team members working efficiently toward the same goal.

## Customizable

Make Sage Timberline Office your own by configuring it to fit your unique needs. You choose which applications you want and build a solution that's the right fit. This way you're not stuck paying for software you won't use. Plus users have the ability to customize screens, data fields, inquires, reports, workflows, toolbars, and more—dramatically improving personal productivity.



Visit [gettag.mobi](http://gettag.mobi) from your smart phone and download the free app.

Snap a photo of this image to see how Thor Construction saved time and improved accuracy with Sage Timberline Office.

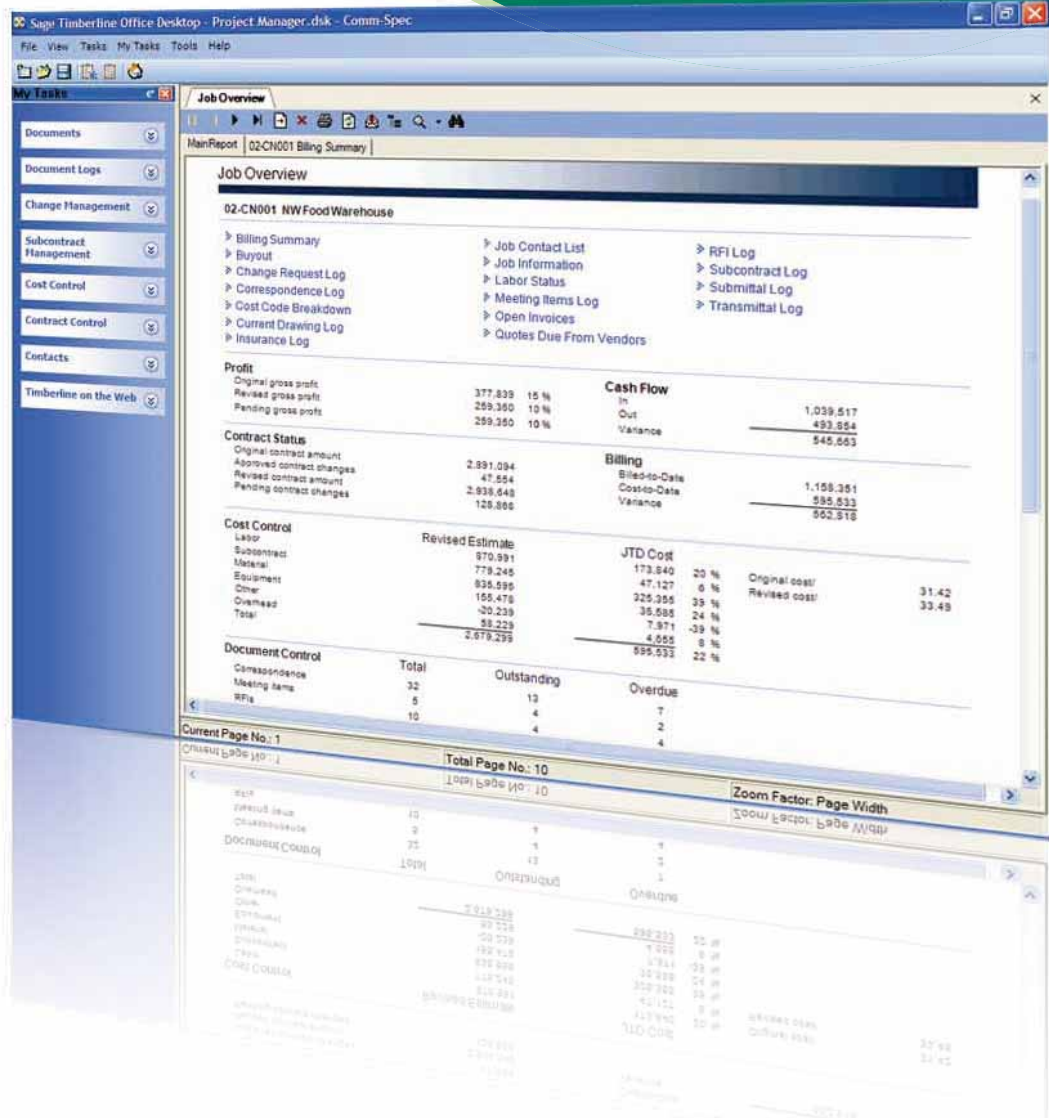
*“Accurate forecasting with Sage Timberline Office has really improved our cash flow. I can compare work done against the budget and allocate variances. Project managers can prepare projections in an afternoon instead of two or three days.”*

**Bob Scott** | Controller | Thor Construction

# 5 Five ways Sage Timberline Office helps you run a better business.

- 1 Enables rich, cross-functional reports and forecasts that enhance decision-making.
- 2 Streamlines workflow by removing bottlenecks and breaking down barriers between organizational departments.
- 3 Provides users with easy access to the features and reports they use most.
- 4 Empowers executives with instant snapshots into the health and profitability of the business.
- 5 Improves accountability and efficiency cost at every level of your organization.

The Desktop functions as each user's own personal workspace and information hub. All information can be accessed from one centralized location. Totally customizable, you define what displays: key metrics, performance indicators, favorite reports, shortcuts, or common tasks—just to name a few.



# Your finances in focus.

**Accounting is not just about crunching numbers.** It's about watching over your company's financial health and making savvy decisions based on sound insight. With Accounts Payable, Accounts Receivable, General Ledger, and Job Cost serving as the backbone of an integrated financial and operations management solution, Sage Timberline Office puts all your business and project metrics in sharp focus so you can maximize profitability. Built-in and customizable reports give you the insight you need to make timely, well-informed decisions. Get the big picture. Drill down to the details. All at a moment's notice. It's a level of insight and information access you'd expect from the industry leader.

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## Control Costs

Accounts Payable puts you in charge of the entire payables process—from the moment invoices come in your door through the approval process, payment selection, and check printing. Invoice entry is simple and efficient. Payment selection is even easier; choose an invoice and pay by any criteria you define.

## Improve Cash Flow

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. The software maintains complete client profiles to help you monitor relationships and facilitate timely payments.

## Know Where You Stand

General Ledger provides the multicurrency reporting prowess you need to manage more effectively. Whether it's the big picture or granular details, you want immediate answers. Sage Timberline Office gives them to you with rich analytics that provide instant snapshots of your cash position and put your finances in focus.

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“We now truly understand what our gross margin is on every job.”

John Siamos | Finance and Administration Manager | Georgiou Group

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# Improve profitability and cash flow with Sage Timberline Office

- Gain control of project details with integrated job cost capabilities.
- Proactively identify project issues and potential cost overruns and make corrections.
- Compare up-to-the-minute actual costs with budgeted costs.
- Easily control RFIs, construction change orders, and change requests.
- Reduce risk with job-level security and an audit trail for every transaction and entry.
- Find out your cash position instantly and eliminate uncertainty.
- Manage activities across multiple divisions, regions, or companies.

## On-the-spot job cost.

**Keep project costs in check every step of the way.** The magnitude of factors that contribute to the profitability of a job can be staggering: labor, subcontracts, equipment, materials, retainage, change management, and on and on. With hard dollars at stake, the need for an integrated system to handle this complexity is critical. Sage Timberline Office Job Cost enables you to easily monitor, analyze, and report on all project-related data. Project financials flow from the field to the office instantly so project leaders have the agility and insight required to manage projects profitably.

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### Make Course Corrections

Job Cost puts insightful project indicators on the screen in seconds. With real-time access to critical data—such as committed versus actual costs, forecasts, and units in place—business leaders can weigh risks, identify opportunities, and make corrections that prevent job fade and profit erosion.

### Manage Change

Project changes can quickly derail your ability to turn a profit on a job. Sage Timberline Office empowers project managers to quickly enter, assign, account for, and monitor changes that occur on a project. Updated costs and revenue statuses are automatically reflected in the project's overall budget and revenue forecast.

### Handle Complexity

Regardless of the complexity of the project, Sage Timberline Office can help handle it with intuitive simplicity. From projects with simple cost structures to those with multisection jobs, multisection job codes, and multiple cost categories, you gain easy access to the insight you need to manage your jobs for optimum profitability.



# Project command close at hand.

**Details, details.** Project management software is only as good as its ability to provide easy access to relevant, timely information. With an integrated Project Management solution, Sage Timberline Office doesn't disappoint. The application provides keen insight into day-to-day activities so you can ensure projects remain on schedule and on budget. Along the way you'll be able to identify potential issues before they become problems—reducing risk and increasing project profitability. Instead of letting the details take control of you, take control of the details with Sage Timberline Office Project Management.

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## Proactive Decisions

Your project stakeholders can make confident decisions when they have the right information, in the right format, at the right time. Sage Timberline Office delivers. For example, with the Job Overview Inquiry, you can instantly see the status of contracts, profit, billings, costs, cash, RFIs, and submittals all at once. Insight is at your fingertips.

## Collaborative Workflow

Critical to every project's success is keeping everyone involved in the project connected. Sage Timberline Office Project Management standardizes the workflow of your projects and documents, keeping all participants up to date with the latest and greatest information, including: prime contracts, subcontracts, change requests, plans and drawings, submittals, and more.

## Intuitive Design

Project Management is designed to work the way you do. The software is straightforward and easy to learn because electronic documents mirror many of the paper documents you're using today.

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“Sage Timberline Office has enabled us to eliminate duplicate entries, which saves time and eliminates potential errors. What previously took two full-time people a full day now takes one person 45 minutes.”

Anthony Enea | President | Ruvn Brothers Artisans and Trades

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## Deliver projects on time and on schedule with Sage Timberline Office

- Track and manage costs, contracts, and documents—the three pillars of project management.
- Proactively identify project issues as well as potential and real cost overruns and make corrections.
- Coordinate labor, material, equipment, and subcontractors.
- Easily create, track, and receive important project-related documents.
- Efficiently manage the change process.
- Improve communication and keep all key players in the loop.
- Reduce the risk of litigation through improved communication and documentation.

The image shows two overlapping software windows. The top window is titled 'Inquiry - Job Overview - Cost Code' and displays a table for 'Job 03-001 NW Food Warehouse'. The bottom window is titled 'Project Management - Timberline Construction - [Inquiry - Job Overview - Ca...]' and displays a table for 'Cost Code 3-310 Structural Concrete'.

Cost Code	Description	Total Estimate	Job to Date Cost	Variance
1-000	GENERAL CONDITIONS	138,577.36	44,029.89	94,547.47
1-040	Coordination	57,134.58	14,367.34	42,767.24
1-045	Insurance	5,050.00	4,895.00	155.00
1-065	Permits - General	20,239.00	20,239.00	
1-510	Temporary Utilities	14,888.43	4,355.80	10,532.63
1-580	Project Identification	167.20	172.75	5.55-
1-710	Final Cleaning	41,098.15		41,098.15
2-000	SITWORK	254,030.00	256,210.00	12,229.51-
2-075	Concrete Removal			
2-140	Dewatering			
2-200	Excavate & Backfill			
2-210	Asphalt Paving			
2-220	Gravel Paving			
2-230	Gravel			
2-240	Gravel			
2-250	Gravel			
2-260	Gravel			
2-270	Gravel			
2-280	Gravel			
2-290	Gravel			
2-300	Gravel			
2-310	Gravel			
2-320	Gravel			
2-330	Gravel			
2-340	Gravel			
2-350	Gravel			
2-360	Gravel			
2-370	Gravel			
2-380	Gravel			
2-390	Gravel			
2-400	Gravel			

Cost Code	Description	Total Estimate	Job to Date Cost	Variance
L	Labor	14,799.43	7,544.76	7,254.67
LB	Labor Burden	7,420.00	4,171.54	3,248.46
M	Material	120,503.24	126,168.00	5,664.76-
OT	Overtime		2,743.68	2,743.68-

*With the Job Overview Inquiry, you can get a snapshot of exactly where your job stands at any point in time. Or drill down one more level to view additional detail by cost code.*

# Better estimates by every measure.

**Put your best bid forward.** To win more work and ensure the profitability of every project, you have to build estimates with more speed and precision than ever before. Let Sage Timberline Estimating solutions do the heavy lifting for you. With features like trade-specific databases, Smart Assemblies, and digital plan takeoff support, you'll build bids with quick precision. Best of all, Estimating works in tandem with Accounting, Job Cost, and Project Management. Once a bid is approved, the appropriate data feeds seamlessly into Sage Timberline Office Job Cost and across your business. No data loss. No redundant entry. No wasted effort.

## Quick

Turbo-charge your takeoffs. Sage Timberline Estimating can slash takeoff time by 50% or more versus manual or generic spreadsheet methods. Choose from a variety of takeoff methods. Then, simply pull individual or groups of items from a variety of industry-specific databases directly into your bid worksheet.

## Precise

When you think of Sage Timberline Estimating, one word ought to come to mind: Bull's-eye. This integrated module does the heavy lifting for you, pulling together precise calculations and costs across all aspects of the bid: labor, supplies, subcontractor bids, materials, equipment, and even overhead and profit.

## Integrated

By uniting estimating with operations, Sage Timberline Office keeps all team members on the same page, looking at the most current data. With a complete view of the business close at hand—including historical data from accounting, estimating, scheduling, and job tracking—you can make more savvy decisions and improve bid accuracy.



Visit [gettag.mobi](http://gettag.mobi) from your smart phone and download the free app.

Snap a photo of this image to see how Sage Timberline Estimating helped Rudolph and Sletten win more bids.

“We have relied on [Sage] Timberline Estimating solutions for 20 years. Other software packages have come and gone over the years, but [Sage] Timberline Estimating changes with the times and is a constant tool that's at the core of our projects.”

**Nick Pera** | Pre-Construction Executive | Rudolph and Sletten

# Document management done right.

**Eliminate the paper chase.** Construction and real estate businesses are document-intensive, to say the least. A given project or property might have several boxes and dozens of file folders filled with various versions of drawings, plans, RFIs, submittals, invoices, lease agreements, rental applications, and contracts. Sage Timberline Office eliminates the paperwork in favor of digital document management. It simplifies and streamlines the way you store, classify, retrieve, and route the documents that drive your business. The Document Management application runs directly within Sage Timberline Office, maintaining all versions of revised documents and providing easy access no matter where you are in the system. With better control of your documents, you'll reduce risk and ensure a clean audit trail.

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## Storage

Sage Timberline Office Document Management intelligently stores and classifies scanned or electronic versions of your documents, eliminating space-cluttering file cabinets and storage boxes. Classify files by document type, job number, or define your own classification system. Powerful search capabilities empower you to retrieve your documents with lightning-fast results.

## Sharing

Rules-based Routing ensures documents are reviewed by the right people in the right sequence every time. The flexible system enables you to designate review teams then route the digital files to all reviewers simultaneously or in a predetermined sequence. This automated workflow helps you avoid unnecessary delays and get paperwork approved faster.

## Security

Sage Timberline Office Document Management heightens security by providing total control over who can access or modify documents. Centralized storage of your files also protects your company by eliminating misfiled and misplaced documents that can ruin the reputation of your firm and put projects at risk.



# Build a system that's right for you.

**No matter where your organization fits in the building cycle**—construction, specialty contracting, development, or property management—Sage Timberline Office provides the integrated functionality you need to improve productivity, control, and profits. Build out your Sage Timberline Office system to match your needs. Each application integrates with the rest of Sage Timberline Office to ensure optimum workflow and enable cross-functional data sharing and reporting that drives the best business decisions.



## All together now.

*Sage Timberline Office provides an integrated, modular approach that connects all the vital aspects of your finances and operations—sharing information, improving business insight, and eliminating redundancy. Build the system that makes the most sense for your organization.*

● For information on additional integrated Sage Timberline Office applications visit: [SageTimberlineOffice.com](https://SageTimberlineOffice.com)

## Reporting and Report Designer

With flexible, interactive reporting and inquiry tools, you'll get the real-time information you need for a clear view of your business condition. Backed by numbers you can trust, you'll be well prepared to make sound financial and operational judgments.

- Get accurate, instant answers through interactive inquiries.
- Benefit from instant insight with point-and-click reports.
- Choose from more than 500 prebuilt reports or create your own.
- Easily create charts and graphs for additional analysis of trends.
- Place your favorite reports on the main toolbar for easy access.

## Property Management

The Property Management module puts the lease document at the heart of your business. The module offers the flexibility you need to manage virtually any lease agreement—including multiple leases per tenant, multiple units per lease, and multiple tenants per lease.

- Enter and edit future lease information as you receive it, then activate the lease at a later date.
- Enter each lease with its own provisions.
- Track pending move-ins and move-outs, and simplify lease start and termination with user-defined checklists.
- Automatically prorate all charges upon move-in and move-out.
- Stay on top of lease options with virtually unlimited lease-option tracking.
- Track retail sales and calculate overage rents (Advanced Retail offers additional retail functionality).

## Procurement

Sage Timberline Office Buyout, Purchasing, and Inventory applications keep you on top of all aspects of material management—including generating purchase orders, tracking change orders, issuing receipts, authorizing returns, invoices, and more.

- Simplify the RFQ and material acquisition processes.
- Efficiently handle the buyout process.
- Quickly turn estimate items into desired material groupings and perform the tasks necessary to handle job buyouts.
- Automatically generate and send RFQs to suppliers and subcontractors by email, fax, or printed hard copy.
- Consolidate purchasing and replenish inventory items through a single information source.

## Payroll

The integrated Payroll solution reduces the resources and overhead required to process payroll—even in labor-intensive organizations. With the flexibility to adapt to your organization and region, it simplifies the way you produce payroll checks, tax reports, union reports, and more.

- Quickly customize timesheets for different departments of your organization.
- Easily monitor and control labor costs with in-depth labor analysis.
- Customize your own checks.
- Import timesheet information from Remote Time Entry or other time-capturing software.
- Maintain proper human resources documentation—70 HR forms are included.

## Service Management

Keep your customers happy and make sure your technicians are consistently in the right place at the right time with the Sage Timberline Office Service Management application.

- Track vital service information and gain the insight you need to improve the profitability of your service operation.
- Efficiently manage work orders and maintain high customer service levels.
- Proactively manage your field service team with a built-in dispatch board.
- Streamline your billing process, using small job fixed-rate pricing, flat-rate pricing, or markup/discount.



# The Sage customer experience.

**No software provider has more experience providing a great experience.** From the moment Sage made its bold entry into the construction market over 40 years ago, we've been dedicated to helping construction and real estate companies operate more efficiently. But our heritage isn't only about software—it's about how we serve our customers. The Sage customer experience starts with our commitment to delivering personalized and professional service at every stage and continues on as your business grows and its needs change. We make your investment in our solutions easy, beneficial, and rewarding.

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## Local Expertise

Our network of authorized business partners and certified consultants understands the challenges of the construction and real estate industry. Regionally based, these experienced professionals have helped thousands of construction and real estate companies get up and running quickly on Sage Timberline Office—and they provide the ongoing service you need for continued success.

## Responsive Customer Support

We back our solutions with comprehensive customer support, including regular maintenance software updates, 24x7 access to an online knowledgebase, and live technical support. Added peace of mind: 92% of our customers rate Sage Construction and Real Estate support an eight or higher on a ten-point scale.

## Flexible Training

Sage and our business partners provide multiple training methods for convenience and affordability, including classroom, online instructor-led, online prerecorded Anytime Learning, web seminars, onsite or local training options, and an annual customer conference.


## Professional Services

Each business has different needs. Working with our business partners, Sage supports implementation and deployment that will help make Sage Timberline Office the perfect fit for your business. We bring extensive product and industry experience to each partnership.

## Add-On Solutions

Enhance or expand the power of Sage Timberline Office with add-on solutions from Sage—covering processes from fixed asset management to customer relationship management. In addition, solutions from development partners further enhance your system with capabilities such as mobile time tracking, field reporting, check printing, and more.





**For more information about  
Sage Timberline Office:**

Contact your local business partner:  
**ALLIANCE SOLUTIONS GROUP LLC**  
888.559.9540  
[www.alliance-sg.com](http://www.alliance-sg.com)

**Sage Construction and Real Estate**

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