

# Sage Timberline Office

Fall 2011 Release

Increase work process efficiencies and system performance.



## Upgrade to the Fall 2011 release of Sage Timberline Office and benefit from hard-working software enhancements.

The Fall 2011 release of Sage Timberline Office provides features and enhancements that were requested by customers, like you. This release improves system performance and stability, enabling you to more quickly and easily access information and complete tasks. Enhancements included in this release work hard—delivering improved results in the following areas:

- **Credit Card Management**—Do you make purchases or pay open invoices with credit cards? With this release, credit card management has been streamlined into a smooth process that will save you loads of time. Now it's easier to enter and reconcile credit card payments and statements. Plus you can record an open invoice as paid via electronic funds transfer.
- **Workforce Management**—You asked for enhancements that would improve the way you manage workers. You got them. This release includes 70 customizable human resources forms to help manage hiring, discipline, evaluations, and more.
- **Software Performance**—Applications and tasks start up significantly faster. Added stability across Sage Timberline Office will help keep your system running at peak performance.
- **Usability and Administration**—Sometimes it's the little things that make the biggest difference for your organization. This release includes loads of these "little things," including a live support chat link, improved upgrade process for Document Management, Estimating line item attachments, a server migration tool, journal auto-filing and optimized printing, installation improvements, enhanced inquiries, and more.

### How can you take advantage of all these productivity-boosting features?

If you're on a current Sage Business Care software assurance plan, you will receive the Fall 2011 release as part of your plan. If your plan has expired, contact us today at 800-858-7098. We'll help ensure a smooth upgrade to the Fall 2011 release of Sage Timberline Office.

#### KEY ENHANCEMENTS

Credit card management and reconciliation

70 built-in human resources forms

Journal auto-filing and page reduction

Improved performance when launching selected tasks

Enhanced field reporting speed

Improved workstation installation and security administration

Document Management stability and enhancements, including an improved upgrade process

Enhanced integration with Sage Timberline Estimating (SQL)

Estimating line item attachments (Pervasive)

Built-in live support chat link

Simplified server migration

WH-347 certified report

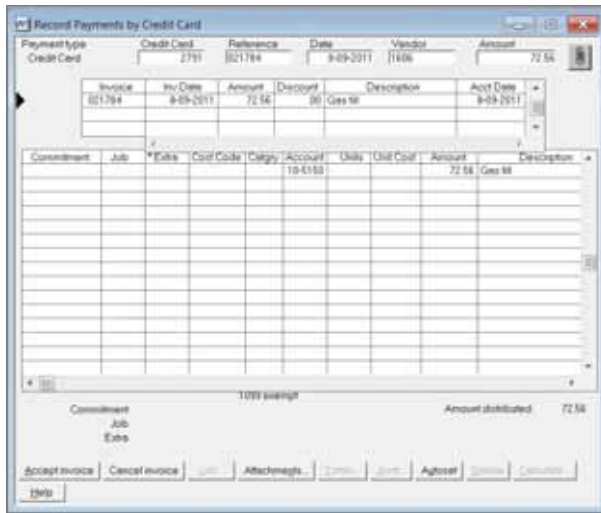
Additional update estimate security

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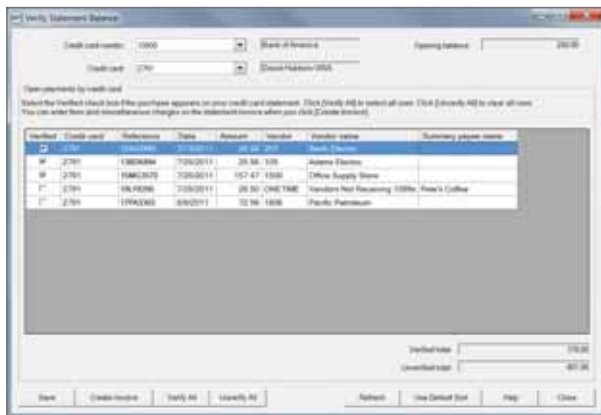
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## Simplify the way you manage credit cards.

Many construction and real estate companies have turned to credit cards as a convenient way to pay for purchases but have found entry and reconciliation of credit card payments and statements time consuming. The Fall 2011 release of Sage Timberline Office enables you to more efficiently manage your credit card payments and reconcile your credit card statements. Plus, you can also pay an open invoice by credit card or electronic funds transfer (EFT).



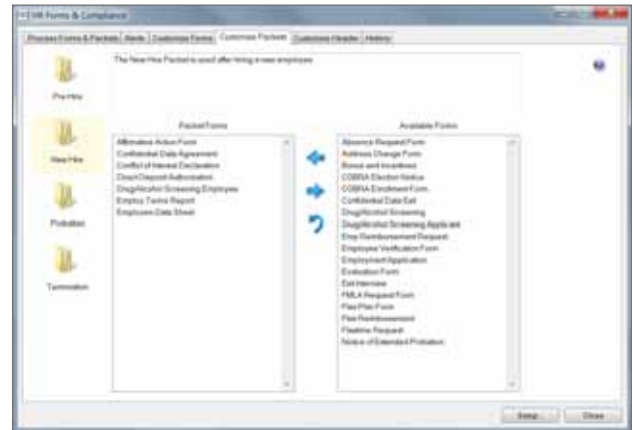
The new credit card management feature for Accounts Payable enables you to designate vendors as credit card vendors and setup one or more credit cards per vendor. Credit card payments can be entered and distributed like regular invoices—to jobs, equipment, charge backs, and more.



When you receive your credit card statement, payments on the statement are validated against entered payments in Sage Timberline Office. After your credit card statements have been validated, you can automatically create an AP invoice for that credit card issuer

## Maintain the proper human resources documentation to mitigate risk.

Avoid costly claims and other employee related liabilities by maintaining proper human resources documentation. Seventy customizable forms (U.S. only) are included to handle a variety of common HR tasks, including evaluations, applicants and new hires, and discipline. A number of preconfigured packages are provided so you can, for example, automatically create all the documentation required for a new hire at once, saving substantial time. Best of all, you can customize packages to suit your own particular needs.



Sage Timberline Office helps you reduce risk by providing 70 built-in human resources forms with a smart way to organize them. With the updated Payroll module, HR forms automatically populate with employee information from within Sage Timberline Office, saving time and eliminating errors.

## Save time throughout your day with various performance improvements.

The Fall 2011 release of Sage Timberline Office improves speed and efficiency for key tasks, enabling you to get more work done in less time. Upgrade today to take advantage of a significant number of performance improvements we've made across Sage Timberline Office. This release will get the wheels of your business spinning faster.

## Faster startups for applications and tasks.

Do you have the need for speed? This version of Sage Timberline Office is significantly quicker when launching applications and tasks—from Desktop, Project Management, and Document Management to Accounts Payable, and Job Cost.

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## **Improved performance when closing certain tasks.**

This release significantly enhances performance when closing certain tasks and inquiries, including Report Manager, Inquiry Manager, and security administration.

## **Enhanced field reporting in Project Management.**

See what's happening in the field in an instant. Field reporting in Project Management has been accelerated.

## **Improved security administration and workstation installation.**

The technology folks in your organization will appreciate improved performance for security and added stability with the installation processes.

## **Improve the way you work with usability and administration enhancements.**

Numerous usability enhancements have been added, resulting in saved time, fewer mouse clicks, and improved administration of the software. The time you save adds up quickly!

## **Improve workflow and reduce duplicate data entry with enhanced integration.**

We've expanded the integration between Sage Timberline Estimating and the Sage Timberline Office Job Cost. Information flows freely from the estimating solution (SQL version) to Project Management and Job Cost without the need for manual importing.

## **Streamline hardware upgrades.**

A server migration tool guides you through the process of migrating to a more powerful server. Now you have a map of sorts to help get you set up rather than having to navigate on your own.

## **Save time and reduce journal pages.**

The auto-file feature automatically saves journals to a file for later retrieval using the path and file naming you define. This makes a critical task easier, shortens journal lengths, saves paper when printing, and improves journal readability.

## **Get help fast with a built-in live chat support link.**

Technical assistance is never far away. A built-in chat link connects you to Sage Timberline Office support staff during technical support hours. (Sage Business Care membership required.)

## **Smarter inquiries save you time and eliminate a redundant step.**

Inquiry file type selection is now persistent, which means your file selection is saved. For example, let's assume your most common inquiry selection is the "current" file for a Job Cost transaction file. When you select the "current" file on one occasion, the next time you go into that inquiry, "current" will be selected. You can also change any default selections.

## **Smoother upgrade process for Document Management. Plus a bonus feature!**

The Sage Timberline Office Document Management application has been refined so upgrading to the newest version is a much smoother process. Plus, you'll have more power over the volume of emails the system sends for each user (it is user specific). For example, you can set Document Management to send one email for each document needing approval or have it send a single "all inclusive" email at the end of the day.

## **Federal WH-347 payroll form helps save time and money.**

With the updated Payroll module, the system now includes and supports the federal WH-347 certified payroll report.

## **Add line item attachments within Sage Timberline Office Estimating (Pervasive).**

You can now attach an item, such as a PDF file, text file, image file, or hyperlink to a database item. Simply right-click on any line item in an estimate spreadsheet to attach an item—or add attachments from within the Database Item window or the Detail window.

## **Easily reprice crews using the Estimate Information window.**

In previous releases, Sage Timberline Office Estimating (Extended only) required you to use the Reprice Crews feature to change the crew rate table. You can now reprice estimate items by selecting another rate table on the Crew Pricing tab of the Estimate Settings window.

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