

## ★ info

Newsletter for Sage Timberline Office

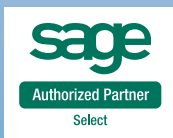
17316 Kenyon Avenue  
Suite 103  
Lakeville, MN 55044  
(952) 435-9700  
(952) 435-9708 fax  
(888) 660-9708 Toll Free  
info@techwaremn.com  
www.techwaremn.com

### Techware News

All of us at Techware would like to wish you a very Merry Christmas and Happy New Year! We hope you have a wonderful holiday season.

Our new classroom training schedule for 2009 will be posted on our web site by the end of December. No classes are planned for January.

We hope to lock in on a date in April '09 for our annual user group conference. Stay tuned—we'll be in touch.



SAGE TIMBERLINE OFFICE  
SAGE MASTER BUILDER

## Year-End Processing Tips

**Y**ear end is upon us, and with it all the special activities required for government compliance and reporting. If you are new to Sage Timberline Office, or unsure of how to get started with year-end processing, give us a call. If you are more of a do-it-yourself type, there are a variety of documents and tools available to assist you with your year-end closing procedures. We will offer a few suggestions here.

### Year-End Software Update

The year-end software update, which includes changes to government reporting requirements and forms such as 1099 and W-2, will be available for download from Sage Software in December.

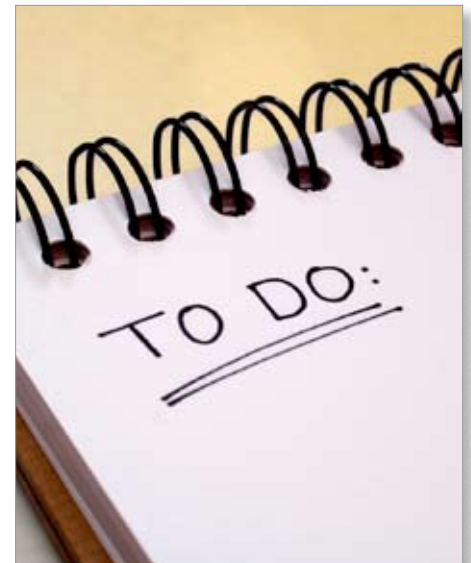
### Year-End Procedures Web Page

The Year-End Procedures page on the Sage Timberline Online Web site provides a series of tips on year-end procedures and the recommended knowledgebase entries. Current customers can log on and find the information on the [sagetimberlineonline.com](http://sagetimberlineonline.com) Web site.

### Year-End Procedures Webcasts

Sage Software is presenting, at no charge, four recorded Anytime Learning Webcasts that will discuss year-end procedures. Each 5 to 20 minute lesson is a recorded, instructor-led, online presentation. All that is required is a high-speed internet connection and a computer with headphones or speakers. The topics covered are:

- Download the Year-End Update
- Download and Update Taxes



- Print W-2 Forms
- Print 1099 Forms

### Anytime Learning

The complete Anytime Learning series for year-end processing from Sage Software includes 24 lessons and costs \$190.00. Here are some of the topics included:

- Preparing to print 1099s, 1098s, and W-2s
- Making adjustments to General Ledger
- Archiving data for historical purposes
- Performing closing procedures in Accounts Payable, General Ledger, Payroll, Cash Management, and Property Management.

It is essential to the proper operation of your software to perform year-end procedures on a timely basis and in the correct sequence.

Please give us a call if you have any questions or if you would like us to assist you with your year-end closing procedures. ★

## Sage Timberline Office Version 9.5

Version 9.5 of Sage Timberline Office, which we previewed in March, was shipped to customers in October. If you have a current software maintenance plan and have not received the release, please give us a call. Version 9.5 includes valuable usability features for increased efficiency and is compatible with the Microsoft Windows Vista operating system and Windows 2008 Server. Here is a brief review of Version 9.5 features.

### Project Management

In Project Management, new Daily Field Reports give you an easy way to stay on top of all your projects. These reports have been added to give on-site project managers a way to keep you up to date on activities and conditions at the job site.

### Document Management

Security and control enhancements in Version 9.5 give you flexibility in securing Queues, Documents, Document Types, and Tasks. A New Power Operator role is added. A combination of operator and administrative rights allows the Power Operator to manage other operators' lists.

### Property Management

The ability to archive expired leases allows you to remove them from active lists while still retaining the information for reference.

### One-Stop Security Maintenance

In Version 9.5, you can give users rights to specific companies and modules

all in one easy-to-use step—and all from one location within the software. New settings and controls for passwords also are included.

### Vista Compatible

With 9.5, Sage Timberline Office is compatible with Microsoft Vista Business Edition and Microsoft Windows 2008 Server. Microsoft designed the Vista operating system and the 2008 Server so that customers can gain important advantages by using the server and desktop operating systems together.

If you are ready to upgrade to Version 9.5, please give us a call. ✧

## Report Refresh Release

Sage Timberline Office has a new release that provides an updated look for many of the reports in the system. Redesigned with ease of reading in mind, the new reports use an Arial font and a landscape page layout.

The resulting reports are professional looking, easy to read, and have more white space for a cleaner, less cluttered look. The changes have been implemented both in print preview and hard-copy print versions, so reviewing reports online will be easier as well.

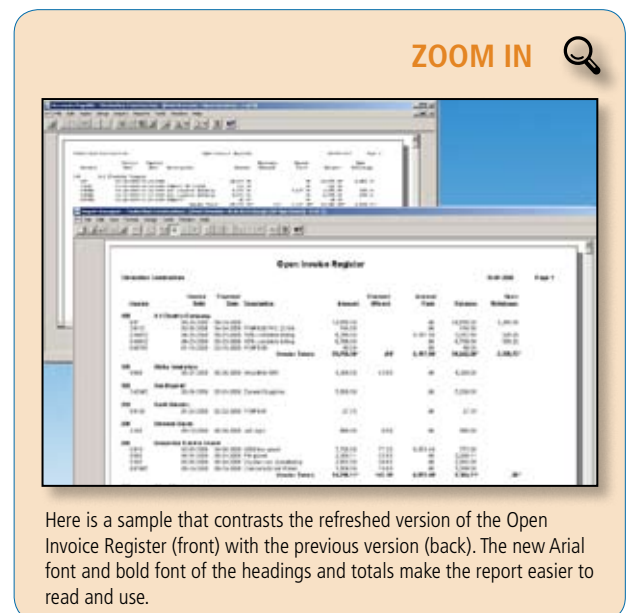
There are 448 U.S. reports and 120 Canadian and Australian-specific reports that are updated, including reports in the following: Address Book, Accounts Payable (U.S. and Australia), Accounts Receivable, Billing, Cash Management, Contracts, Equipment Cost, General Ledger, Job Cost, Project Management, Property Management, Payroll

(U.S., Canada, and Australia), and Advanced Retail.

The **Report Refresh Release For Accounting Management Reports** is available by download only. If you are an accounting and management customer, you will receive the Report Refresh release automatically through a software notice as part of your service plan. You should receive this notice in late November.

The Report Refresh release is compatible with Sage Timberline Office Versions 9.4.0, 9.4.1, and 9.5.

Give us a call for assistance downloading and applying the release to your system. ✧



Here is a sample that contrasts the refreshed version of the Open Invoice Register (front) with the previous version (back). The new Arial font and bold font of the headings and totals make the report easier to read and use.