

Sage Timberline Office

Address Book

Address Book provides a central location from which to access and manage all of your company's business contacts and related information.

Included with the purchase of any Sage Timberline Office application, Address Book ensures that everyone always has the most recent and complete contact information within reach. Changes or updates to contact information, such as an address change, made in one area of the company are automatically reflected throughout all Sage Timberline Office applications and instantly made available to all users in the company.

For companies already using Sage Timberline Office products, Address Book contact data can be easily synchronized with contacts in existing Accounts Payable, Accounts Receivable and Estimating databases.

BENEFITS

- Single point of entry into Address Book allows for quick and easy contact updates while reflecting changes to other Sage Timberline Office modules.
- Customizable fields allow for in-depth and informative contact records.
- Quickly search for contacts by trade, region, type of supplier or other specified key words.

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◀ Access and manage all of your company's business contacts and related information in one central location.

Flexible setup allows access to comprehensive contact information.

Address Book contact records can contain a wide range of information and options. For example, with Address Book you can:

- Track all of your business partners and associated contacts, establish a primary contact and assign roles to individual contacts within an organization such as estimating, accounts payable, accounts receivable and billing.
- Set up multiple addresses (including shipping, remittance, street, etc.), phone numbers and other contact information in each company or individual person contact record.
- Enter useful information such as the trade of a subcontractor, the type of supplier or the region the vendor serves, and then query off of these fields in the future to quickly find the vendor you're searching for.
- Assign a preferred default delivery method to individual contacts—noting to send via print, fax or e-mail. Once selected, Timberline Office applications will automatically send all information by this default. Users may change the delivery method at the time of sending if needed.
- Customize most of the software's drop-down lists to fit your company's contact tracking needs.
- Set up custom fields for additional contact information and attach documents as needed to contact records.
- Track business enterprise types (MBE, WBE, SBE, VBE, and DBE).
- Specify in Address Book which contacts you want to appear in Accounts Payable, Accounts Receivable and Estimating software, and which contacts you don't want to appear.

Address Book Reports

Address Book also makes numerous reports available, including company, fax, person, phone, e-mail, customer, accounts payable, vendor and estimating vendor.

Address Book 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.