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## Headline News

The CPA Technology Advisor magazine again awarded Sage Timberline Office 5 out of 5 stars in the 2008 Review of Contractor/Construction Accounting Systems. The software was rated in six categories: Learning Curve/Ease of Use; Modules & Functionality; Productivity Tools; Import/Export/Integration; Reporting; and Support & Training. "Sage Timberline Office continues to dominate the construction and property management industries with its comprehensive financial and operations software product," the review noted.



SAGE TIMBERLINE OFFICE  
SAGE MASTER BUILDER

## Empower Your Project Managers With Project Management Tools

For a project manager, knowledge truly is power. To keep a project on time and on budget requires that a project manager have ready access to a wide variety of information, from various sources. Sage Timberline Office Project Management brings all the information the project manager needs together in one location, and displays it in a straightforward, easy-to-use interface. Let's take a closer look.

### Integration And Centralization

The key to the power of Sage Timberline Office Project Management is the centralized database. Because in Sage Timberline Office the accounting, estimating, and purchasing systems are fully integrated, project managers have full access to and control over prime contracts, subcontracts, plans and drawings, change orders, purchase orders, meeting minutes, requests for information (RFIs), and other project-related information. As new information is entered by accounting or operations, updates automatically appear in Project Management.

### Real-Time Information

Centralization of information gives project managers a complete picture of every project. For example, the job overview inquiry displays every aspect of a project at once, including contract status, profit, billings, costs, cash, RFIs, and submittals. There is no need to manually synchronize accounting and project management software—it is automatic.



### Full Control Of Project Documents

Project managers can create, track, and review all documents associated with a project. Review all unapproved RFIs to quickly understand the impact on project schedules and costs. Query across logs and jobs for a clear view of remaining tasks to ensure that nothing falls through the cracks.

To maintain a complete log of correspondence between project participants, you can use the correspondence log to add Microsoft Outlook e-mail, Word, and Excel documents to the Project Management database on-the-fly. Issues or questions can be tracked and resolved without skipping a beat.

### Dig Into Details

Job inquiry gives project managers fast access to current accounting information. You can delve into details, such as the payment

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status of an invoice, while on the telephone with the client. And you can opt to include unposted costs in your inquiries.

### Smooth Change Order Workflow

Change orders can make or break the profitability of many jobs. With Project Management, change orders can be quickly identified, and quotes and prices requested automatically. A familiar pricing worksheet grid allows you to record all the details, including when quotes are due and from whom. Then, pending change request and/or commitment change orders can be approved and sent on to accounting in one easy step.

### Robust Reporting

Over 100 standard reports come with

Project Management, below are just a few of the standard reports and inquiries:

- Job status overview report, combining accounting and project management detail
- Purchase orders and subcontracts showing accounts payable invoices and checks
- RFI overdue and unanswered logs and summaries.

### Field Reports – New In Version 9.5

Field report enhancements in version 9.5 allow the tracking of job site conditions as they happen. Information is entered in the field and sent directly to the office for review. With field reports you can track: weather conditions, labor, equipment and material usage, events such as accidents or safety violations,

visitor and subcontract activity, and more. Field reports can be printed at any time for the project manager, or anybody else who may be researching project information or heading out to the job site.

### Easy To Use

Project Management workflow has been designed to follow the typical workflow used by project managers. The software is easy to learn because electronic documents mirror the many paper documents used by project managers. The many defaults preset in Project Manager help you to complete work quickly.

We have presented only a brief overview of the power of Project Management, please call us for more information. ✨

## Sage Payroll PayCards—An Alternative To Paper Checks

**D**o you have employees who don't have a bank account? According to industry research, more than 28 million people in the U.S. are *unbanked* or are without a bank account. These employees typically use a check-cashing service and are charged from one to six percent of their total paycheck to cash it. Now a new service, Sage Payroll PayCards, offers a way for employers and unbanked employees to enjoy cost savings and convenience similar to direct deposit. It is easy to implement and works seamlessly with your Sage Timberline Office payroll solution. Let's learn more.

### Sage Payroll PayCards

The Sage Payroll PayCard service is easy to add. It blends into your existing payroll

process and requires no additional systems, hardware, or software to be installed.

Sage Payroll PayCards setup is simple. You enroll your employees online, and in about a week, they receive their Sage Payroll PayCard in the mail, and activate it. You receive notification of card activation, and set up the routing/transit information in your payroll system, just like you do for direct deposit. The bank adds the funds to the paycard at the same time that it places direct deposit funds in employee bank accounts, and funds are available immediately.

The Sage Payroll PayCard is a re-loadable Sage-branded Visa card. The employee's name is embossed on the card and an optional second card is available for a family member.

### Advantages Of Paycards

For employers, paycards eliminate the costs of producing paper paychecks, estimated at \$1 per employee, per pay check. Employees save the time and money of using a check cashing service, and gain timely access to their pay, even when on vacation or sick leave.

The regulations surrounding paycards vary from state to state, and some fees are incurred by both employer and employee.

Call us with your questions or to receive a Sage Software white paper entitled *Paycards: Flexible Electronic Payroll for All Employees*. It provides an excellent overview of payroll card benefits and considerations. ✨