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Newsletter for Sage Timberline Office

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Headline News

Registration is open for Sage Software's annual user conference and trade show, Sage Summit. This year's event will be held November 17-20, 2008 in Denver, Colorado. Sage Summit promises:

- Educational opportunities
- Structured networking activities
- Roundtable discussions
- Trade show
- And much more

Call us for registration information.

Getting The Most Out Of Sage Timberline Office Reporting Tools

One of the biggest benefits of computer-based accounting, estimating, and job management is the ability to easily access information to help make better business decisions. From trend reports comparing historical data to current profitability margins, to up-to-the-minute change order reports—reports are essential to running a successful construction or real estate business. Sage Timberline Office provides hundreds of standard reports for you to use as-is or tailor to your needs. In this issue, we will take a look at the integrated reporting tools available for Sage Timberline Office.

Report Designer And Report Manager

Report Designer is a great tool for the everyday reports you need. The quickest way to create a report is often to start with one of the 500-plus reports built-in to Sage Timberline Office. When initially loading the software, a set of reports are installed that relate to your particular industry. However, there are many general and industry-specific reports that are not installed. While not displayed as menu items, these reports are accessible through Report Designer. Here are just a few examples of some general reports you may find useful:

- **AP Check Register by Job**—sorts the distribution payment records in job, bank, and then check order. The records are summarized by check, resulting in one print line per check, per job.
- **AR Aging Detail by Contract by Month**—sorts by contract and displays the name of the month in lieu of number of days (over 30, 60, 90).
- **GL to CM Summary Tax**—lists summary cash transaction information by General Ledger account number.
- **JC CO Request reports**—numerous formats are provided for printing change order requests.

When looking for a report, it is helpful to know that report names with a PM designation are property management related, and an HB designation means that they are home builder related. Reports with an M are simplified versions of other standard reports.

In cases where there are two versions of the same design, the letter designation in the report name tells you from which application

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Getting The Most Out Of Sage Timberline Office Reporting Tools

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the data is pulled. For example, a check register report pulling from Accounts Payable data would have an AP in the report name, the same report pulling data from Cash Management would have a CM in the report name.

Building Reports From Scratch

Building reports from scratch is as easy as pointing and clicking on any field in your Sage Timberline Office database and dragging and dropping it into the report template in the desired position.

You can create totals and subtotals, and add conditions to set when certain data elements will print. Hundreds of formulas are provided to make it easy to include the calculations you need. As you are creating your report, you can use the right-mouse button to access *What's this?* help capabilities.

In addition to report headings, you can add design notes to your report to document the purpose, records used, and other details of the report design—this can be useful information when using or modifying the report.

Once you have the information you need on the report, Report Designer allows you to choose font types, line spacing, page breaks, number and date formats, and field size. You also can bold, italicize, and underline type.

Your custom reports can be placed on the main toolbar for quick access. Each employee can have the reports they use on their own customized toolbar. Reports also can be added to Report Manager folders.

You can add as many reports as you need. If you would like to rename a report to make it easier to find, simply right-click on the report and select Rename Report.

In order to print a series of reports, such as a rent roll or a series of job cost reports for a project manager, you can create macros to print a specific set of reports with a single click of the mouse—while you continue working on other tasks.

Crystal Reports

When you need presentation-quality report, Crystal Reports is the tool you need. It is available as a limited license solution for Sage Timberline Office.

Building a report—selecting fields, placing them on the report, then grouping, sorting, and formatting them—is similar to working with Report Designer. Simple design tools and built-in assistance guide you through these report-building tasks.

The difference begins with templates that offer standard formatting options for colors and fonts. With Crystal Reports, you also can include images, such as your company logo, and build charts and graphs right into the report for instant visual comprehension of the data.

A number of pre-built Crystal Reports are included with your software to make it easy to get started. Crystal Reports allows you to output your information to a variety of file formats, such as PDF and Microsoft Word and Excel.

Give us a call for assistance in using your Sage Timberline reporting tools.

((Tips & Tricks))

Accessing And Using The Reconciliation Tool

The Reconciliation Tool is designed to help you reconcile subsidiary ledgers to themselves, and then to the General Ledger. The Reconciliation Tool steps you through posting and running verification reports, and directs you as needed to Knowledgebase articles.

For example, if you run your Accounts Payable open invoices report and it does not tie to your liability account in the General Ledger, the Reconciliation Tool can help you locate the discrepancy.

The Tool is available right from your Sage Desktop. To access it:

» Select **Tasks** from the **View** menu.

» In the **Tasks** pane, select **Sage Timberline Office/Additional Tools**, and double-click **Reconciliation** to open the tool.

The first time you use the Reconciliation Tool, it is helpful to read the information displayed on the main page.
To get started with a reconciliation process, select the application you want to work on, such as Accounts Payable. You select the application under Application Procedures in the Step By Step Analysis area. Once the reconciliation page opens, you will see three sections:

» The *Steps* section lists the reconciliation steps for this application.

» The *Action* section contains links to tasks and reports. For example, when you click AP Post Entries, the Accounts Payable Post Invoices - Print Selection window opens for you to post.

» The *Notes* section tells you about each step and may direct you to Knowledgebase articles for more information.

Navigate between open pages by mouse-clicking on the tabs. You also can use the Reconciliation Log to make notes as you work through the reconciliation (Tasks > Sage Timberline Office > Additional Tools > Reconciliation Log).