Sage 300 Construction and Real Estate

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Desktop

Simplifying workflow and saving time, Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Desktop presents all the information and resources you need in a single location to efficiently manage your work.

From one screen, you're able to efficiently review mission-critical information and initiate tasks in the software important to your role in the organization. Fully customizable, Desktop acts as a personal home page and allows each person to organize common tasks according to individual requirements. Create shortcuts to the applications you frequently use. Access non-Sage 300 resources such as Word documents, Excel files, and favorite websites. Highlight important inquiries and reports. And set up your personal desktop to automatically deliver key business metrics that you can refresh at any time.

Desktop functionalities such as Setup Central, Workflow Centers, and Job Central deliver unparalleled ease of use for a streamlined, implementation and efficiencies to maximize your profitability. Setup Central Wizards speed implementation time and simplify setup procedures to get you operational, with less downtime.

Streamline and integrate business processes to run more efficiently and accurately with Workflow Centers. You'll have the information you need in a more timely fashion resulting in better, more informed business decisions.

With Job Central, easily set up common types of jobs and contracts from one convenient location, saving you time while ensuring that the job details have been covered.

Desktop features and efficiencies

- Access all of your Sage 300 functionality, other applications, and information directly and immediately.
- Use a preconfigured home page as a foundation to quickly create your own personal digital dashboard.
- Designate and group common tasks, inquiries, and reports to streamline workflow.
- Connect directly to tools and information such as Microsoft Word and Excel documents and commonly referenced website links.
- Streamline your reconciliation process with a built-in reconciliation tool and reports.
- Create a unique desktop for each user in your organization to meet role specific needs.
- Provide new employees with predefined desktops to help them quickly get up to speed on how to access the technology tools and information associated with their job roles.

Benefits

- Save time and simplify workflow.
- Manage your work more efficiently.
- Access management and productivity tools more quickly using Desktop.
- Receive up-to-the-minute reports containing mission-critical company and/or project information upon logon.

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Setup Central Wizards

- Streamline the software setup and reduce overall implementation time.
- Decrease manual data entry with copy and paste functionality.
- Set up software at your own pace. Setup Wizards will remember where you left off.
- Keep on the right track with built-in tips and tricks.
- Enter beginning balances and tie back to the GL.
- Automatically back up your data.

Workflow Centers

- Quickly access Workflow Centers from the Desktop.
- Optimize your productivity by accessing tasks you perform most often in an intuitive workflow layout.
- Instantly view commonly used reports and inquiries.
- Easily reconcile General Ledger and subledgers.
- Quickly access assistance topics with a click of the mouse.

Job Central

- Set up jobs, including billing information, schedule of values, and estimates all from one convenient location.
- Use copy and paste functionality for fast, accurate data entry.

For more information, contact your Sage business partner.

Job Cost

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Job Cost is the resource that collects all project-related information and stores it in a format you customize to fit your business.

From a simple costing structure with basic job codes and standard cost codes, to a sophisticated structure with multisectioned jobs, multisectioned cost codes and multiple cost categories, Job Cost can handle virtually any level of tracking complexity.

Job Cost gives you complete control over commitment and change order management. Enter subcontracts and purchase orders directly into Job Cost or import them from other programs, then track them against invoices for total control over committed costs. And manage every step of the change order process—from pending through approval—to ensure change order profitability.

Using integrated information access tools, your project information is always immediately available. Interactive inquiries let employees view information—such as potential cost overruns, percent complete, and production units in place—on the screen in seconds. And customizable reports let you calculate and print information in any format you choose for in-depth project analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout. Job Central allows you to compile the various components of a job from one convenient spot, and you have the complete job picture—from start to finish—available from a single location.

Following is a detailed list of the features Job Cost offers to help you keep projects on track:

Job tracking

- Track contract amounts, estimates, costs, subcontracts, purchase orders, quantity totals, production information, customer information, billings, and other project information in as much detail as you need.
- Format job IDs with up to ten alphanumeric characters and up to three sections.
- Format cost code IDs with up to 12 alphanumeric characters and up to four sections.
- Track an unlimited number of user-definable cost categories.
- Use an optional "extra" costing level to isolate special cost areas without disassociating them from the main job.
- Set up standard cost codes and categories to streamline job setup and to improve consistency of cost analysis.

Benefits

- **Project information** is always a click away.

- **Easily control** commitment and change order management.

- **Handle** virtually any level of job costing complexity.

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- Add up to 250 user-defined data fields to several Job Cost records to track additional job information.
- Track project totals by job, year, quarter, month, or week.
- Track period to date accumulators daily, weekly, biweekly or semimonthly.
- Track job status and scheduling dates.
- Define custom totals and miscellaneous accumulators.
- Define tax groups for each job by cost type.
- Set up GL cost account groups to debit GL cost accounts by type of job.

Entry and processing

- Send all job-related information from other Sage 300 applications to Job Cost.
- Enter direct costs into Job Cost, or import them from other programs (for example, overhead allocations, and miscellaneous cost adjustments).
- Enter owner change orders, commitment change orders, estimates, and commitments.
- Lock an original estimate to prevent modification.
- Easily edit entries even after they've been posted (security permitting).
- Capture daily labor hours for certified jobs.
- Optionally prevent edits to transactions originating outside of Job Cost.
- Specify exactly which GL accounts may be used for various jobs, tasks, and so on.
- Specify who should approve AP invoices for each job.

Commitment management

- Enter subcontracts and purchase orders for any combination of jobs, cost codes, or categories.
- Break out subcontracts or purchase orders into unlimited line items.
- Track item descriptions, scopes of work, scheduling information, and Insurance requirements.
- Track payment and performance bond information.
- Track detailed contract approval information.
- Track schedule dates for each subcontract.
- Retrieve and change vendor insurance information from Sage 300 Accounts Payable to reflect separate insurance for a project.
- Track miscellaneous commitment requirements with a user-defined item checklist.

- Track secondary vendors to generate joint checks and monitor secondary liens.
- Mark cost codes or categories as "bought out" to analyze contract variances.

Change order management

- Enter and track owner-requested change orders and commitment change orders.
- Document who initiated the request, who prepared the change order, who approved it, and when.
- Track changes to the original contract, estimate, subcontracts, purchase orders, and production totals.
- Track the status of each change order item with customizable descriptions (for example, requested, verbal OK).
- Associate commitment change orders with owner change orders.
- Tie change orders to contracts and budgets.
- Record billable or internal change orders.
- Enter revisions to production units.

Inquiry

- Choose from several predesigned Job Cost inquiries (for example, Profit Summary, Remaining Estimate, Required Productivity).
- Drill down on summary information to view supporting detail (for example, click a job to see cost code information).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on the fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several predesigned Job Cost reports to calculate and print information at any time (for example, Cost at Completion Trends, Committed Cost Detail, and Change Order Log).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports or create new reports using Sage 300 Report Designer.

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Setup wizard

- Reduce overall implementation time with streamlined processes.
- Decrease manual data entry with copy and paste functionality.
- Set up software at your own pace. Setup Wizards will remember where you left off.
- Stay on the right track with built-in tips and tricks.
- Enter beginning balances and tie back to GL.
- Automatically back up your data.

Workflow center

- Quickly access frequently performed tasks in an intuitive work-flow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance and help topics with a click of the mouse.

Job central

- Set up jobs, including billing information, schedule of values, and estimates all from one convenient location.
- Ensure accurate data entry with copy and paste capability.
- Complete the setup at your pace. Job Central will remember where you left off.
- Get fast access to Job Central processes right from Desktop.

Additional features

- Enter additional project information (for example, percent completes, production units in place, anticipated change orders) with customizable field worksheets.
- Import estimates, commitments, and direct costs from other programs.
- Enter notes and attach electronic files (for example, spreadsheets or word processing documents) throughout Job Cost for additional documentation.
- Track jobs for multiple companies in the same general ledger.
- Define security rights by user or group.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change descriptions that are on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Access Sage 300 project accounting information with other ODBC-compliant programs (for example, Microsoft Excel and Word).

General Ledger

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) General Ledger is the storehouse for financial activity and history.

Accounting information from other Sage 300 applications flows seamlessly to General Ledger where it's stored in an account format that you customize to fit your business. There, the information is easily retrieved and reported using integrated information access tools.

The General Ledger tight integration ensures that subsidiary ledgers stay in balance with the general ledger, that clear audit trails lead to original activity, and that account reconciliation is fast and efficient.

It's flexible accounting format allows you to maintain multiple divisions, regions, or companies within the same database. And customizable reports and financial statements let you present the numbers in virtually any format required by your company or business partners.

General Ledger also helps you maintain accuracy. Error correction capabilities let you make adjustments without compromising accounting integrity. Flexible entry lets you post to the correct GL period, whether it's current, prior, or future. And broad, secure inquiry access allows designated employees inside and outside of the accounting department to view the numbers without tampering with them.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features General Ledger offers to help you manage every fiscal detail with textbook precision:

Account tracking

- Format GL account IDs with up to 25 alphanumeric characters.
- Track multiple companies, departments, divisions in the same database with user-defined account prefixes and suffixes.
- Define different period-end dates and year-end dates for each company, department, division as your organizational structure requires.
- Define each account with one of 12 account types to facilitate financial statement design and ratio analysis (for example, current assets, current liability, and other income).
- Store 23 periods of previous activity and six periods of future activity.

Benefits

- Complete and accurate financial activities at the touch of a button.
- Single point of entry for information that flows seamlessly to other Sage 300 applications.
- User-defined tracking of multiple companies and accounts.
- Customizable workflow center for frequently performed tasks specific to your business.

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- Choose between cash and accrual accounting methods or track both simultaneously (Service Management utilizes the accrual accounting method only).
- Track debit activity for cash flow reporting.
- Add up to 250 user-defined data fields to track additional account information.
- Restrict the GL accounts that can be used in other modules (for example, only allow AP control accounts to be used in Sage 300 Accounts Payable).
- Define partners for tracking joint venture ownership percentages.
- Store a secondary account ID (for example, the parent company's account) on each GL account.

Entry and processing

- Automatically or manually update transactional activity from other Sage 300 accounting modules.
- Automatically or manually assign batch numbers for tracing entry sources.
- Use up to 99 journals for classifying entries.
- Keep previous periods open while processing in the current period.
- Open and close periods as needed (security permitting).
- Open and close periods independently by company, department, division.
- Edit prior period and prior year transactions (security permitting).
- Process autorecurring entries weekly, monthly, quarterly, semiannually, or annually.
- Enter adjusting transactions for the current period that will be reversed automatically in the next period.
- Automatically allocate expenses based on predefined percentages.
- Recover and/or escalate tenant charges in Sage 300 Property Management using stored actual expenses or budgets.
- Force journal entries to balance by company, department, division before exiting an entry session.
- Summarize transactions with similar attributes.
- Copy the chart of accounts to expedite the setup of another company, division.

Budgeting

- Define up to ten budgets per year for each account.
- Create budgets for an unlimited number of future years.
- Optionally enter budgets on a quarterly basis.
- Copy previous budgets or activity into your working budget.
- Use formulas to modify existing budgets or to create new ones.

Inquiry

- Choose from several predesigned General Ledger inquiries (for example, the Account inquiry and Budget Information inquiry).
- Drill down on summary information to view supporting detail (for example, click a GL expense account to view underlying AP transactions).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on the fly to quickly access additional information.
- Modify any of the more than 100 inquiries or create new inquiries using Sage 300 Inquiry Designer.
- Automatically or manually update transactional activity from other Sage 300 accounting modules.

Reporting

- Choose from several predesigned General Ledger reports to calculate and print information at any time (for example, Trial Balance, Current Ledger, and Year-To-Date Ledger).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Sage 300 Report Designer.

Financial statements

- Modify General Ledger default financial statements or create new ones using Financial Statement Designer.
- Define the contents of each column and line.
- Perform custom calculations on financial data, such as liquidity ratios.
- Compare companies, regions, divisions, properties (GL account prefixes) in column format.
- Create multiple financial statement formats for each company, region, division, property.
- Produce consolidated or comparative financial statements for either related or fiscal entities.
- Produce reports using the account numbering scheme of joint venture partners, lending institutions, or government agencies.
- Cut, copy, and paste information from one financial statement to another.
- Print statements for current and prior periods.

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Setup Wizard

- Select and edit accounts from a predefined Chart of Accounts, manually enter, or copy and paste your Chart of Accounts from a spreadsheet.
- Automatically back up your data.
- Stay on the right track with built-in tips and tricks.
- Enter beginning balances and tie back to the GL.

Workflow Center

- Quickly access frequently performed tasks in an intuitive work-flow layout.
- Easily view commonly used reports and inquiries.
- Easily reconcile General Ledger and subledgers.
- Instantly access assistance and help topics with a click of the mouse.

Additional features

- Automatically generate due to and due from transactions to keep separate companies, divisions, in balance.
- Edit entries after they've been posted (security permitting).
- Enter electronic notes to document information on accounts and transactions.
- Attach other files (for example, spreadsheets or word processing documents) to accounts and transactions.
- Define security rights by user or group.
- Customize the toolbar for push-button access to financial statements, reports, inquiries and tasks.
- Change descriptions that appear on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Import transactions and budgets from other applications.

For more information, contact your Sage business partner.

Financial Statement Designer

Included as a component of Sage 300 Construction and Real Estate (formerly Sage Timberline Office) General Ledger, Sage 300 Construction and Real Estate Financial Statement Designer allows you to quickly and efficiently modify predefined financial statements or create your own custom statements from scratch.

The Financial Statement Designer makes it easy to define the contents of each column, perform calculations on financial data, and print statements for current and prior periods.

Following is a detailed list of the features Financial Statement Designer offers that will help you clearly communicate financial information to virtually any audience in whatever format they require:

Custom statement design

- Base statements on your chart of accounts or company structure.
- Designate groups of financial statements to be printed together on a regular basis.
- Compare companies, regions, divisions, and properties side by side in an easy-to-analyze spreadsheet format.
- Create multiple financial statements for each company, region, division, or property.
- Save designs so that you can use them over and over again without having to recreate them.
- Produce separate or consolidated financial statements for multiple fiscal entities.
- Produce reports using the account numbering scheme of joint venture partners, lending institutions, or government agencies.
- Produce statements that reflect the ownership percentage of each partner (either for single entities or for interests in multiple entities).
- Print statements for current and prior periods.
- Modify any of the standard statements or create your own.
- Cut, copy, and paste information from one financial statement to another.
- Create one design template and use it to run the same statement for different fiscal entities.
- Define the information that prints in each financial statement by column and line.
- Designate where you want totals to print and whether you want to itemize or summarize base accounts that comprise those totals.
- Designate your own headers, footers, column titles, and line descriptions.

Benefits

- Custom financial statements based on your needs.
- Complete control of your financial statement's design—from start to finish.

- Determine the look of statements by designating number of decimal places, rounding methods, comma usage, and currency symbols.
- Define formatting characteristics, such as whether to bold, italicize, or underline column information, and how to display the heading.

Additional features

- Define security rights by user or group.
- Customize the toolbar for push-button access to inquiries and tasks.
- Change descriptions that appear on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks, such as running a series of financial statements.

For more information, contact your Sage business partner.

Accounts Payable

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Accounts Payable puts you in charge of the entire payables process—from the minute invoices come in your door through the approval process, payment selection, and check printing.

Invoice entry is simple and efficient with a spreadsheet entry grid that can be navigated by keyboard or mouse. Payment selection is even easier with a process that can select invoices to pay by any criteria you define. And generating vendor checks is a snap with advanced check-writing capabilities like two-party checks and customizable checks and stubs.

Using integrated access tools, your payables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick look-ups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth payables analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Vendor tracking

- Log vendor terms for automatic calculation of discount amounts and payment dates.
- Track vendor contact names, phone numbers, fax numbers, and other essential information.
- Add up to 250 user-defined data fields to track additional information.
- Specify information that prefills during invoice entry (for example, discount amount, discount date, payment date, and GL account).
- Track general liability, workers' compensation, automobile, and umbrella insurance.
- Track 1099 information.
- Track miscellaneous deductions (for example, workers' comp).
- Set up one-time or temporary vendors without adding them to your permanent vendor list.
- Use a single vendor list for multiple companies while tracking 1099 information separately.
- Track separate fiscal and calendar year totals to accommodate 1099 and other tax reporting.

Benefits

- **Easy and accurate invoice tracking** starts the minute invoices come through your door.

- **Customizable check printing** adapts to your needs.

- **Specify prefill information** for fast invoice entries.

- **Customize accurate vendor tracking** to your specifications.

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Invoice entry

- Track invoices the minute they come through your door with an optional pending invoice system.
- Use recurring invoices to process rent payments, contract fees, and more.
- Prefill information that repeats every line to reduce key strokes.
- Distribute invoices to multiple properties, jobs, cost codes, categories, and general ledger accounts.
- Allocate invoices by predefined percentages.
- Customize the distribution grid by vendor type to include only entry fields needed for each vendor.
- Enter and pay invoices for future periods.
- Place invoices or distributions on hold during invoice entry.
- Tie invoices to commitments.
- Receive a warning if a vendor's insurance has expired.
- Receive a warning if a subcontractor or supplier's invoice doesn't match estimates or commitments so you don't over or underpay.
- Set up new vendors.
- Enter joint-check payees during invoice entry.
- Automatically calculate due dates based on vendor terms.
- Default the accounting date as the invoice date, date entered, or date received.
- Post discounts to multiple properties or jobs.
- Track discounts that you took advantage of as well as those you missed.
- Automatically calculate tax liability.
- Associate invoice distributions to owner's draw (pay when paid).
- Automatically assign bank accounts.

Payment selection

- Display invoices by any criteria you define.
- Automatically or manually select invoices for payment.
- Make partial payments.
- Give discounted invoices priority.
- Manage retainage and lien waivers.
- Place invoices, distributions, vendors, jobs, or commitments on hold during payment selection.
- Enter joint check payees during invoice selection.
- Enter a payment memo for the check stub.

Sage 300 Construction and Real Estate Invoice Entry allows you to track invoices the minute they come through the door with an optional pending invoice system.

Check printing

- Print two-party checks.
- Define the content and layout of the check face and stub.
- Sort checks in vendor, job, property, or GL account prefix order.
- Draft checks from separate banks in the same check run.
- Print the vendor's customer ID for your company on the check.
- Automatically print a detailed or summary check register following the check run.
- Produce MICR-encoded checks with an interface to create a check.

Inquiry

- Choose from 16 predesigned Accounts Payable inquiries (for example, Invoice Register, AP Aging, and Vendor Insurance).
- Drill down on summary information to view supporting detail (for example, click a vendor to see associated invoices or click an invoice to see associated distributions and payments).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on the fly to quickly access additional information.
- Modify any of the more than 100 inquiries or create new inquiries using Inquiry Designer.

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Reporting

- Choose from nearly 40 predesigned Accounts Payable reports to calculate and print information at any time (for example, Open Invoice, Approved Invoice Register, and Cash Requirements).

- Apply conditions and ranges to print exactly the information you need.

- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup wizard

- Use a grid-like window to enter vendors or copy and paste your vendor list from a spreadsheet.

- Stay on the right track with built-in tips and tricks.

- Enter beginning balances and tie back to the GL.

- Automatically back up your data.

Workflow center

- Easily reconcile General Ledger to AP subledgers.

- Quickly access the tasks performed most often in an intuitive workflow layout.

- Easily view commonly used reports and inquiries.

Additional features

- Record invoices and print checks from one place for quick vendor or COD payment using the Quick Check feature.

- Change or delete invoices even after they have been posted.

- Void checks and reinstate invoices.

- Enter electronic notes to document information on invoices and vendors.

- Attach other files (for example, scanned images of purchase orders or receiving documents) to invoices and vendors.

- Allow responsible staff to approve invoices electronically using an optional invoice approval system.

- Reconcile checks using Check Management.

- Customize the toolbar for push-button access to reports, inquiries, and tasks.

- Change descriptions that appear on the screen to match your company's standard terminology.

- Set up macros for unattended processing of predefined tasks.

- Define security rights by user or group.

- Track lien waivers.

- Enter expenses to one company but pay invoices from another company (intercompany accounting).

- Import invoices from other programs.

For more information, contact your Sage business partner.

Accounts Receivable

Overview

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Accounts Receivable gives you all the tools you need to stay in touch with clients and on top of receivables to proactively manage your cash position.

Accounts Receivable records complete client profiles to help you monitor relationships and facilitate timely payments. A customer contacts list records titles, addresses, pager numbers, and other vital information to help you target communications. And a built-in correspondence log tracks client communication to help you follow up on concerns.

Solid accounting capabilities make it simple to process cash receipts accurately and quickly. Automatically post payments to the oldest outstanding invoice or manually post to individual invoices or items. Enter unapplied customer payments, miscellaneous, and job cost receipts all in one session. And easily issue debit and credit adjustments as needed.

Using integrated access tools, your receivables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth receivables analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Customer tracking

- Record payments, credit histories, default billing information, rate tables, invoice formats, and more.

- Track customer totals by aging categories, outstanding amount, billed amount, payments, retainage, and more.

- Track last aging date, average days to pay, and average outstanding balance to monitor your customers' payment history.

- Define your own aging periods and label them with a custom description.

- Use the invoice date or invoice due date to age customer balances by days or months

- Establish customer credit limits and ratings.

- Maintain a customer correspondence log to enhance communication (for example; log phone conversations, letters, memos, faxes).

Benefits

- Customized reports at the touch of a button

- Quick and easy cash receipt entries

- Accurate up-to-the-minute customer tracking

- Invoice entries specifically set up to your specifications

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- Link correspondence to: customers, contracts, contract items, change orders, invoices, jobs, extras, cost codes, and cash receipts.

- Track correspondence follow-up dates.

- Maintain an online rolodex of customer contacts.

- Track to-do's with a customer checklist (for example, credit checks and references).

- Apply tax-exempt status to billable items using a customized list (for example, exempt, not exempt, total billed, subcontract, labor, equipment).

- Select tax exemption by type of cost for a customer or contract item.

- Add up to 250 user-defined data fields to track additional customer information.

Invoice entry

- Use Billing to post invoices to Accounts Receivable and enter manual invoices or electronically import invoices produced by other systems.

- Customize the invoice entry window.

- Predefine "days-before-due" for each customer to automatically assign invoice due dates.

- Automatically bill retainage by customer, contract, contract item, job, or cost code.

- Bill retainage as percent of total held or a flat amount.

- Print invoices using a format you specify.

Cash receipt entry

- Define deposit types (for example, check, cash, wire, transfer).

- Enter unapplied customer payments, miscellaneous payments, job cost receipts, and other cash receipts in a single entry session.

- Distribute payments as needed (for example, distribute billed amounts to invoices, General Ledger accounts, customer cash receipts, jobs, contract items, cost types, and more).

- Automatically post payments to the longest outstanding invoice or manually post to specific invoices or invoice items.

- Post partial payments.

- Assign default General Ledger accounts for posting receivables, revenue and miscellaneous entries.

- Automatically post payment entries to a default bank account.

- Customize the cash receipts entry window.

- Write off retainage amounts on retainage billed invoices.

Receivable adjustment

- Edit and adjust invoices, cash receipts, and adjusting entries.

- Adjust or write off billed amounts including billed retainage.

- Void invoices and maintain a record of voided invoices for audit purposes.

- Issue debit and credit adjustments to existing invoices or to customers' records for application to future invoices.

- Apply customer adjustments to invoices.

- Credit an invoice's unpaid balance.

- Change the status of an invoice.

- Mark a cash receipt as NSF.

- Enter refunds.

- Print debit or credit memos using a format you specify (for example, billed credit, billed debit, accounts receivable credit, accounts receivable debit, customer credit, customer debit, bad debt).

Inquiry

- Choose from several customizable Accounts Receivable inquiries (for example, aging, last invoice/receipt, activity by contract).

- Drill down on summary information to view supporting detail (for example, click on a customer to see invoice aging detail).

- Apply conditions to display only the information you want to see.

- View and insert electronic notes and file attachments.

- Insert columns of data to quickly access additional information.

- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

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Reporting

- Choose from several Accounts Receivable reports to calculate and print information at any time (for example, cash projection, statement of account detail/due date, customer aging summary).

- Apply conditions and ranges to print exactly the information you need.

- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup wizard

- Enter customer information manually or copy and paste from a spreadsheet.

- Stay on the right track with built-in tips and tricks.

- Enter beginning balances and tie back to the GL.

- Automatically back up your data.

Workflow center

- Quickly access frequently performed tasks in an intuitive workflow layout.

- Easily view commonly used reports and inquiries.

- Instantly access assistance topics with a click of the mouse.

- Easily reconcile General Ledger to AR.

Additional features

- Enter electronic notes to document information on customers, contacts, payments, adjustments and invoices.

- Attach other electronic files to customers, contacts, payments, adjustments and invoices.

- Customize the toolbar for push-button access to reports, inquiries, and tasks.

- Change descriptions that are on the screen to match your company's standard terminology.

- Set up macros for unattended processing of predefined tasks.

- Define security rights by user or group.

- Enter invoices to one company but apply cash receipts to another company (intercompany accounting).

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Contracts

Provided with the Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Accounts Receivable application, Sage 300 Contracts tracks the details of your customer agreements in one convenient location.

Information stored in Contracts can be used to drive billings, coordinate receivables processing and enhance change order management.

For each of your customer agreements, Contracts stores scope of work, terms of payment, important dates, status, supporting documents, customer contacts, project contacts and more. Contracts also tracks billing requirements and change order information. Sage 300 Billing can use information stored in Contracts to produce your customer invoices automatically. Sage 300 Job Cost can work with Contracts to manage every step of the change order process—from request through approval.

Sage 300 automation makes setting up new contracts easy. You can set up predefined templates to quickly enter new contracts. And through the interface to Accounts Receivable, you can automatically enter customer information already stored.

Using integrated access tools, your contractual information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports allow you to calculate and print information in any format you choose for in-depth analysis.

Following is a detailed list of features Contracts offers that will help you track your customer agreements:

Contract tracking

- Identify contracts and contract items with up to 10 characters containing up to three sections.
- Use predefined templates to quickly set up new contracts and to maintain consistency.
- Use information from your Accounts Receivable customer records to enter contracts.
- Record and track scope of work for each contract and contract item.
- Track contract status (for example, proposed, pending, approved, closed, paid-in-full).
- Define unique billing methods (for example, progress bill, lump-sum, unit priced, time & materials, cost plus) for each contract item.
- Track all the individuals involved with a contract.
- Track all documents and functions for each contract item.
- Assign GL accounts to each contact item (for example, AR, retainage AR, revenue).
- Assign GL account prefixes (for example, divisions, departments, companies) to each.
- Identify GL revenue account exceptions for each contract item (for example, track different types of work separately in your GL).

Benefits

All customer agreement information available at the touch of a button.

Quickly enter new contract with predefined templates created around your business.

Access information for customer inquiries in seconds.

Highly customizable contract tracking.

Easily tie change orders to contracts or contract items.

- Add up to 250 user-defined fields to track additional contract information.
- Use customized checklists to track contract action items.
- Assign different customer or billing contacts, invoice formats, rate and markup tables, and retainage percentages to each contract and contract item.
- Define the billing frequency for each contract.
- Control invoice numbering by contract.
- Automatically maintain last invoice amounts and dates, and last payment amounts and dates.
- Link contracts to jobs for automated processing and detailed reporting.
- Optionally accumulate billed totals for month-to-date, next month, year-to-date, next year and contract-to-date periods.
- Access retainage held, billed and balance amounts by contract item.

Change order tracking

- Tie change orders to contracts or contract items.
- Automatically change contract amounts and contract item amounts based on approved change orders.
- Track original contract units and amounts, approved change orders and revised units or record the reason for the change, the scope of the change, the dollar amount of the change, and units.
- Record multiple items per change order.
- Create Contracts change orders based on change order requests logged in Job Cost.
- Revise Job Cost change order requests to minimize data entry (for example, change the status to "denied" or reduce the amount prior to approving).
- Track the estimated cost of the change along with the contract change order amount for profitability analysis.

Inquiry

- Choose from several pre-designed Contracts inquiries (for example, Derived Totals, Change Orders).
- Drill down on summary information to view supporting detail (for example, click on a contract to view detail by contract item).

- Apply conditions to display only the information you need to see.
- View and insert electronic notes and file attachments.
- Insert additional columns of information on-the-fly.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Contracts reports to calculate and print information at any time (for example, Contract Schedule of WIP, Contract Item Billing Summary, Contract Change Order Log).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Additional features

- Enter electronic notes to contracts, contact items, change orders, and change order items to document additional information.
- Attach electronic files (for example, job photos, and scanned images of a contract) to contracts, contact items, change orders, and change order items.
- Change descriptions that are on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.

Payroll

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Payroll processes even the most complex construction payrolls automatically.

Information generated in Payroll flows seamlessly throughout the software to help you monitor and control labor costs.

Streamlined entry makes it easy to capture employee hours from the job site or the home office. Once the information is entered, Payroll calculates every pay, deduction, fringe benefit, and tax based on predefined controls. Payroll even handles union processing, tax reciprocity, certified payroll, and workers comp—all automatically. And an automated check run process makes it a snap to cut employee checks.

Using integrated access tools, your payroll information is always immediately available. Interactive inquiries let you view stored information—such as total pay, overtime, and vacation hours taken—on the screen in seconds. And customizable reports allow you to calculate and print information in any format you need to conduct in depth labor analysis.

To address international payroll issues, different versions of Payroll are offered for the United States, Canada, and Australia. Each of these versions incorporates localized terminology, processing, and reporting requirements for the specific region.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features Payroll offers to help you process checks and track employee information:

Payroll controls

- Define unlimited pays, deductions, and fringes for automatic payroll calculation.
- Easily set up tax tables for automatic calculation of federal, state, local, and provincial taxes (Sage 300 Service Plan subscribers receive regular federal, state, and provincial tax table updates).
- Exempt pay or deductions from any tax type.
- Determine the order pays, deductions, fringes, and taxes are calculated for each employee.
- Define guidelines for automatic calculation of overtime, workers comp, and certified class.
- Define guidelines for automatic calculation of union pays, deductions, and fringes for any combination of union, class, and local.

Benefits

- Certified payroll **handled automatically.**

- **Easily monitor and control** the most complex payroll needs.

- **Quickly customize** timesheets for different departments of your organization.

- **Customize** your own checks and stubs.

- Easily set up rate tables to automatically calculate pay and fringe rates based on specific employment factors (for example, certified class, union, workers' comp, equipment usage).
- Define rates and calculation methods at the company, union, or employee level.
- Define employee groups for use in time entry, check printing, and cost tracking (for example, field office, salary).

Entry and processing

- Enter time and other payroll information to jobs, cost codes, categories, days of the week, workers' comp codes, union locals and classes, certified classes, and more.
- Customize timesheet entry views for different employees, groups, departments, and so on.
- Import timesheet information from Remote Time Entry or other time-capturing software.
- Automatically apply appropriate pay rates and workers' comp codes based on predefined controls.
- Automatically prorate employee salary based on the hours worked for each job.
- Automatically calculate tax reciprocity based on resident and work locations.
- Automatically switch union locals based on job location.
- Enter daily payroll for certified jobs.
- Send detailed Payroll information to Job Cost, Billing, Equipment Cost, and General Ledger.
- Verify entry with customizable audit journals.

Check printing

- Define the content of the check face and stub.
- Record manual checks outside of the normal check run (for example, layoff checks).
- Easily recalculate checks that change after payroll is processed.
- Automatically print a detailed or summary check register following the check run.

Employee tracking

- Track hire date, termination date, Davis-Bacon classification, home union, and all other employee information.
- Track month-to-date, quarter-to-date and year-to-date employee totals for pays, deductions, fringes, and taxes.
- Track accumulated units or dollars that don't affect the employee's check (for example, hours lost to injuries).
- Track personnel to-do's with a customizable checklist (for example, I-9 collection, drug testing).

- Add up to 250 user-defined data fields to track additional information (for example, drivers license numbers, cell phone numbers, and assigned company credit cards).

Inquiry

- Choose from several predesigned Payroll inquiries (for example, Employee Totals, Certified Activity, Check Time).
- Drill down on summary information to view supporting detail (for example, click an employee's total timesheet hours to see individual timesheet entries).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on the fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several predesigned Payroll reports to calculate and print information at any time (for example, Workers' Comp Detail, Monthly Employment Utilization, Union Summary).
- Produce different sets of reports based on your country's requirements (for example, U.S. W-2s, Canadian T4s, Australian Group Certificates).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup wizard

- Reduce overall implementation time with streamlined processes.
- Decrease manual data entry with copy and paste functionality.
- Set up taxes, fringes, pay types, and deductions in a fraction of the time or select from predefined lists.
- Manually enter your employees or copy and paste from a spreadsheet.
- Stay on the right track with built-in tips and tricks.
- Enter beginning balances and tie back to GL.
- Automatically back up your data.

Workflow center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance and help topics with the click of the mouse.

Sage 300 Construction and Real Estate

Additional features

- Automatically process direct deposit checks.
- Easily edit or void checks even after they've been posted.
- Enter notes and attach electronic files (for example, digital photos or scanned garnishments) throughout Payroll for additional documentation.
- Track union contract details.
- Enter employee time to one company or division but paychecks from another company or division.
- Transfer pay and tax totals for employee records that need to be processed separately throughout the year then consolidated for year-end tax reporting.
- Reconcile checks using Cash Management.
- Customize the toolbar for push button access to reports, inquiries and tasks.
- Change onscreen descriptions to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.

Sage 300
Construction and Real Estate

Equipment Cost

Our fully integrated Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Equipment Cost module tracks ownership, maintenance, cost, revenue, location, and profitability for every piece of equipment in your fleet.

By managing this information and providing easy access to it, Equipment Cost helps maximize your equipment investments.

Customers can easily enter equipment related cost and revenue information directly into Equipment Cost, through Sage 300 Payroll timesheets, or Sage 300 Accounts Payable invoices. This information is then distributed to Sage 300 modules, like Job Cost, General Ledger, and Billing for appropriate processing.

Equipment Cost also helps with equipment maintenance and resource allocation. In addition to make, model, and year, Equipment Cost tracks meter readings, license expirations, location, and more. You can even establish miscellaneous entries to track additional information, such as fuel consumed or miles traveled.

Using integrated access tools, your equipment information is always immediately available. Interactive inquiries let you view stored information in seconds; and customizable reports let you calculate and print information in any format you need to conduct in-depth equipment analysis.

Following is a detailed list of the features Equipment Cost offers to help you make informed equipment decisions that benefit your bottom line:

Equipment tracking

- Identify each piece of equipment with a flexible ID code of up to 10 alphanumeric characters and up to three sections.
- Maintain a log of equipment specifications (for example, make, model, year, meter, and odometer readings).
- Track rental information (for example, renter, rental date, return date, external rental rates).
- Track ownership information (for example, purchase date, purchase price, seller, and fair market appraisal).
- Track license and permit expiration dates.
- Add up to 250 user-defined data fields to track additional equipment information.
- Group equipment by type (for example, trucks, lifts, backhoes) for maximum processing efficiency.
- Identify a piece of equipment as an attachment to another (for example, the bucket of a backhoe) and track the attachment's costs and revenue separately.

- Track equipment status with user-definable descriptions (for example, in service, out of service).
- Track equipment revenue and cost information for profit analysis.
- Define miscellaneous entries to track additional details (for example, trips, gallons of fuel used, tons carried, on-road miles, downtime).
- Define units for costs, revenue, and miscellaneous entries (for example, hours, gallons, miles, tons, flat amounts).
- Accumulate costs, revenue, and miscellaneous entries by week, month, year, or life-to-date.
- Choose to either accumulate miscellaneous entries or replace existing values with new values on an ongoing basis.

Revenue and cost tracking

- Define equipment revenue and cost codes with up to 12 alphanumeric characters and four sections.
- Record cost and revenue amount totals to-date, next week, month-to-date, next month, year-to-date, next year, and life-to-date (also record revenue units by these accumulations).
- Track depreciation with an interface to depreciation management software from Sage 300.
- Group cost codes by any classification (for example, operating costs, ownership costs).
- Analyze trends in cost, revenue, and profits with historical equipment tracking.
- Track pass-through costs (costs that are billed to the job and not the equipment, but are related to the equipment for reporting purposes).
- Set up revenue and cost rate tables to streamline entry.
- Define cost and billing rates with up to four decimal places and use formulas to calculate rates.
- Use cost and revenue rate tables to automatically assign rates to individual pieces of equipment, equipment types, jobs, employees, etc.

Entry and processing

- Enter equipment revenue on an hourly basis or by your own custom rate (for example, daily, weekly, monthly, break-even, or stand-by rates).
- Enter revenue information through Payroll time cards or directly into Equipment Cost.
- Enter cost information through Payroll time cards, AP invoices, or directly into Equipment Cost.
- Post equipment costs to a job instead of a piece of equipment (for example, when a job site surface ruins tires and the replacement cost needs to be attributed to the job).
- Automatically send job-related equipment costs to Billing for cost-based billing contracts (for example, time and materials, cost plus).
- Automatically track location, operator, and date of operation based on the last transaction entered.
- Customize cost and revenue entry grids.
- Verify data entry with customizable entry journals.

Inquiry

- Choose from several pre-designed Equipment Cost inquiries (for example, Profit Analysis, Utilization, Monthly Trends, and Own vs. Rent).
- Drill down on summary information to view supporting detail (for example, click on a piece of equipment to see associated revenue and cost transactions).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Sage 300 Inquiry Designer.

Reporting

- Choose from several pre-designed Equipment Cost reports to calculate and print information at any time (for example, Profit with Attachments, License/Permit Expiration, and Cost Spreadsheet).

- Apply conditions and ranges to print exactly the information you need.

- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Additional features

- Automatically generate balancing GL entries if you have separate companies for equipment ownership and construction.

- Import revenue, costs, meter readings, and other entries from third-party software systems (for example, depreciation from Sage Fixed Asset Solutions).

- Enter electronic notes to document information throughout Equipment Cost.

- Attach other files throughout Equipment Cost (for example, attach a digital image of a piece of equipment).

- Customize the toolbar for push-button access to reports, inquiries, and tasks.

- Change descriptions that appear on the screen to match your company's standard terminology.

- Set up macros for unattended processing of predefined tasks.

- Define security rights by user or group.

Sage 300
Construction and Real Estate

Inventory

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Inventory is a complete stock control application designed to keep you on top of all aspects of material management.

Inventory handles everything from material receiving and item costing, to location tracking, and physical counts.

Efficient data entry processes allow you to record receipts, issues, and adjustments, while automated item tracking manages an unlimited number of inventory items for multiple locations. And by taking advantage of Inventory's reporting and inquiry tools, you can keep tabs on real-time status of quantities, costs, item movements, and valuations at any time.

Through tight integration with Sage 300 Purchasing, Inventory gives you the ability to consolidate purchasing and replenishment of inventory items through one information source. Interfaces to Sage 300 Accounts Payable, Job Cost and Equipment Cost allow you to efficiently capture all your material management details.

Following is a detailed list of the features Inventory offers to help you keep tight control of inventory material:

Item tracking

- Track items in a shared database with Purchasing to consolidate purchasing and replenishment of inventory.
- Track an unlimited number of inventory items, including non-stock items, for any number of locations.
- Track the quantity on hand and the quantity on order for each item—in total and by location.
- Specify by item whether to use standard, average, LIFO, FIFO, and Last Cost.
- Define contract buy prices for a specific period of time.
- Assign unlimited suppliers per item.
- Define different units of measurement per item for purchasing, issuing, and stock keeping.
- Handle fractional quantities using up to four decimal places.
- Define item classes to group similar materials and allocate costs to departments or cost centers (for example, define a "vehicle maintenance" class for air filters, motor oil, belts, etc).
- Track the last issue date, last date received, and the last time each item was counted.

- Track transaction history for an unlimited number of previous periods and years to monitor usage statistics.

- Store maximum, minimum, and reorder quantities by location.

- Add jobs and extras on the fly.

- Store item barcodes for reporting purposes.

- Create item sets to process materials handling more efficiently.

Entry and processing

- Import and export items using Microsoft Excel.

- Enter receipts to record materials received from vendors or other warehouses, and to log items you fabricate using materials on hand.

- Issue materials for jobs, equipment, and office needs and automatically cost the materials appropriately (for example, costs for equipment maintenance materials can be sent to Equipment Cost for posting).

- Set up alternate items that can be substituted for another item in an out of stock or redundant situation.

- Record physical counts by location using an interactive item worksheet.

- Post inventory adjustments and revise unit rates directly from the physical count worksheet.

Inquiry

- View stored information on the screen through an interactive inventory inquiry.

- Use Previous and Next buttons to quickly scan through items, locations and transactions.

- Drill down from summary information to supporting detail.

- Apply filters to display exactly the information you want to see (for example, display only items of a certain item class).

- Search for specific information using exact match or partial match criteria.

Reporting

- Choose from several predesigned Inventory reports to calculate and print information at any time (for example, Item Status, Reorder, Overstocked Items, Physical Count Sheet).

- Use SAP® Crystal Reports for Sage 300 Construction and Real Estate to modify the look and content of existing reports or to create entirely new reports (SAP Crystal Reports must be purchased separately).

- Include data fields from throughout Sage 300 in customized reports using SAP Crystal Reports.

- Add customized reports to the reports menu.

Additional features

- Define security rights by employee or group.

- Enter electronic notes to document additional item information (for example, enter a note explaining why an item is being transferred from one location to another).

- Change field descriptions to match your company's terminology.

- Send standard costs to Job Cost while appropriately accounting for average cost in General Ledger, a Sage 300 application.

- Create issues and orders from requisitions.