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Add to Your Total Estimating Skills By Making Better Use of Addons

by: Scott R. Bishop, CEP
HDR Design-Build, Inc.

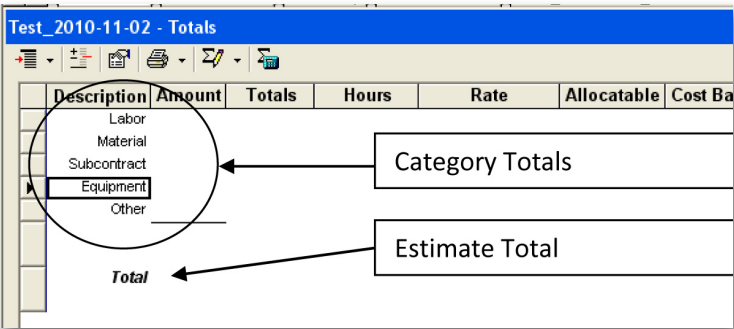
The Totals page can be used for more than just calculating category totals, labor and equipment hours, and standard markups. It can also be used for calculating special markups or percentages, called addons. Maximize the power of the Totals page by using addons.

Addons or markups are indirect costs that are applied to the estimated costs to determine the estimate total. Once addons are created and entered into the estimate Totals page, they can be allocated back into the estimate. The Allocate feature allows you to roll the cost of designated addons back to either the entire estimate or a particular range of the estimate, depending on how the addon is set up, without affecting the estimate total. When you set up an addon you can designate whether or not it is allocatable. You can also change an addon to Allocatable once entered into the Totals page.

Let's look at the Total page and addons in detail:

Accessing the Totals Page

To access the Totals page, you can either click on the Totals page icon on the main Sage Timberline Office toolbar , or you can go to the Takeoff pull-down menu and select Estimate Totals, or press the F4 function key. When you create a new estimate and open the Totals page, you should see a basic Totals page with the Category Totals and an Estimate Total line.



From here you can add the appropriate addons and subtotal lines based on your needs. Along the top of the Totals page is a toolbar with various icons. The Insert Addon down arrow button  allows you to insert addons, create one-time addons, and edit addons. The Subtotal button  will insert a subtotal line. The Format Cell button  will open the Format Cell window where you can format cell alignment, background color

and font. The Print button  allows you to print, print preview, or export the Totals page. The Adjust Job Totals button 

allows you to make adjustments to the estimate totals with Adjust Job Totals, Adjust Job Cost Per Unit, Edit Job Size, or Edit Cuts and Adds. With the Recalculate Totals button,  you can quickly recalculate the estimate totals. You will also notice several columns in the Totals page (Description, Amount, Totals, Hours, Rate, Allocatable, Cost Basis, Cost per Unit, and Percent of Total). Here is an explanation of these columns:

Description: This shows the description given to a particular addon or subtotal line.

Amount: This shows the amount of the addon as calculated in the Totals page.

Totals: This shows the totals when a subtotal line is inserted, as well as the estimate total line.

Hours: This is the amount of labor and equipment hours included in the estimate and will be shown next to the Labor and Equipment category totals. These hours will only be calculated if you have labor and equipment hours in the estimate items, but not if you're estimating using unit or lump sum pricing.

Rate: This shows the percent you're using for a particular addon. If you're using a lump sum addon, this column will be blank.

Allocatable: This shows whether an addon is allocatable or not. Selecting this allows you to roll the selected addons into the estimate costs. Allocated costs can be spread across a range of items or over the entire estimate.

Cost Basis: This shows the basis for the addon. Addons can apply to Category, Subcategory, Total, Hours, Additional hours, Project info, Bond, Lump sum, or Other addon.

Cost per Unit: This shows the unit cost for each addon and subtotal line if Job Size

and Unit have been defined in the Estimate Information.

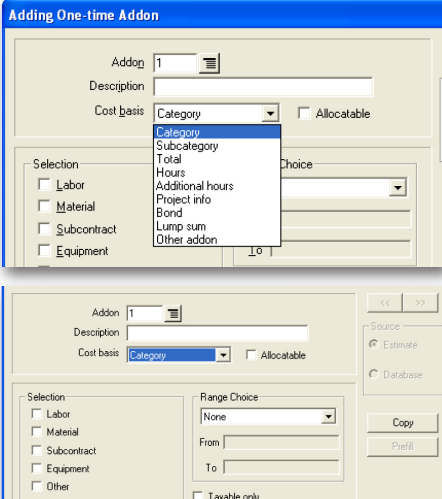
Percent of Total: This shows the percent of each addon and subtotal amount based on the estimate total, which should be the last line in the Totals page. The percent is calculated by dividing the dollars in the addon or subtotal Amount column—not the Totals column—by the estimate Total.

You can also choose where you want to dock the Totals page in the estimate view (Dock Top, Dock Bottom, Dock Right, Dock Left, or Undock). At the top right of the Totals page, click on the Dock arrow down button . When you've finished viewing the Totals page, you can click Close  at the bottom of the Totals page. In the Notes field at the bottom of the Totals page,  you can type any notes that you want to include in the estimate reports.

Options for Addon Cost Basis

When creating an addon, consider the cost basis of the addon. The cost basis allows you to determine which parts of the estimate you want to mark up. As stated above in the Cost Basis description, there are eight options for Addon Cost Basis:

Category: The Category cost basis allows you to apply an addon to any of the five cost categories (Labor, Material, Subcontract, Equipment, or Other).



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the TUG Pulse

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Subcategory: The Subcategory cost basis allows you to apply an addon to any subcategory that you've set up in the database. You might want to accumulate all of your union labor costs in one subcategory and all non-union labor costs in another subcategory. You could then set up a series of addons to calculate union overhead based on the total union labor costs.

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Subcategory'. The 'Selection' section has 'Man hours - Labor' selected. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Total: The Total cost basis allows you to base the addon on the Previous subtotal, Current total, or Estimate total.

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Total'. The 'Selection' section has 'Previous subtotal' selected. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Hours: The Hours cost basis allows you to create an addon where you can add a designated rate in dollars per hour to the total Man hours (Labor or Equipment) or Crew hours (Labor or Equipment).

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Hours'. The 'Selection' section has 'Man hours - Labor' selected. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Additional hours: The Additional hours cost basis allows you to add additional hours to the estimate and to apply a designated dollar per Man hours (Labor or Equipment) or Crew hours (Labor or Equipment).

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Additional hours'. The 'Selection' section has 'Man hours - Labor' selected. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Project info: The Project info cost basis allows you use values in the Estimate Information window as the cost basis (Contract amount, Job size, or Duration).

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Project info'. The 'Selection' section has 'Contract amount' selected. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Bond: The Bond cost basis will calculate based on the estimate total and the designated bond limits and percentages. The percentages and limits used in the calculation are determined by your entries in the Bond table. You can enter up to five separate limits and percentages, and the cost will be calculated using the standard industry calculation method.

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Bond'. The 'Bond Table' section shows a table with columns 'Limit', 'Percent', and 'Amount'. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Lump sum: The Lump sum cost basis allows you to create an addon for a designated dollar amount.

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Lump sum'. The 'Selection' section has 'Labor' selected. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Other addon: The Other addon cost basis allows you create an addon that will calculate based on another addon.

The screenshot shows the 'Adding Database Addon' window. The 'Cost basis' dropdown is set to 'Other addon'. The 'Selection' section has 'Labor' selected. The 'Range Choice' is set to 'None'. The 'Allocatable' checkbox is unchecked.

Creating the Addon

Addons can be created as either one-time addons in a specific estimate or they can be created in the database for use in all estimates. To create a database addon, select the Database pull-down menu and click Addon. The Database Addon window will open. Click the Add button. Because the Addon field is limited to three digits, you can have a total of 999 addons in your database. Alpha characters are not permitted in this field. Once you've assigned a number, you can then assign an addon description and designate the Cost Basis and Range Choice, if necessary. You can then designate the Rate you want this addon to calculate.

When creating an addon with a Category cost basis, the Taxable Only box will appear. This option controls whether all costs or just taxable costs are added when calculating the basis for this addon. Item category costs are considered taxable if you marked the Taxable option in the Database Item window. For all types of addons, the box named Calculate crew items on base rate only appears at the bottom of the window. This option controls how Estimating calculates the basis for an addon that includes items with crews. If the box is unchecked, the addon calculates using the total rate of the crew. If the box is checked, the addon calculates using only the base rate of the crew.

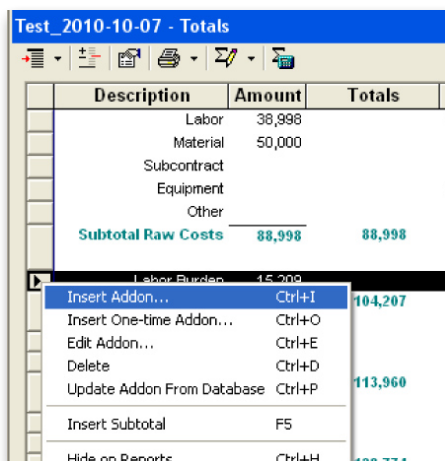
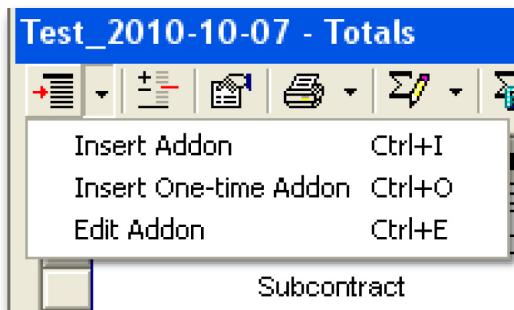
Setting the Range Choice in the addon allows you to apply the addon to a specific area of the estimate. Range choice allows you to

❏ Continues

calculate an addon for a range of Phases, Locations, or any WBS codes you've set up. The Range Choice feature is beneficial if you need to apply an additional contingency to a particular scope of the project that presents a higher risk. Once you have the addon set up, click OK and the addon is saved to the database.

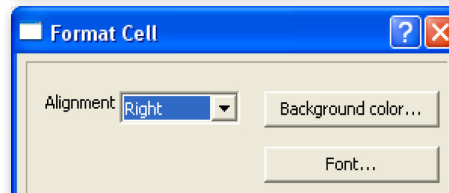
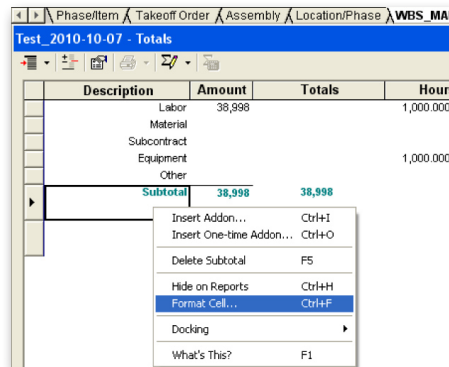
Inserting the Addons

Now that you've created the addons, you can insert them into the Totals page. To do that, click on the Insert Addons down arrow and select Insert Addon, or highlight the row in the totals where you want the addon to go. Right click and select Insert Addon. Or you can press Ctrl + I. Subtotal lines are entered into the Totals page by clicking the Subtotals button, or highlighting the row where you want the subtotal line to go. Right click and select Insert Subtotal, or press the F5 function key.

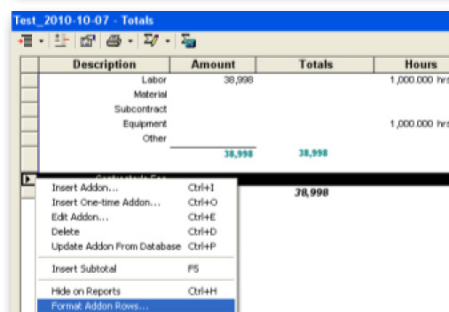
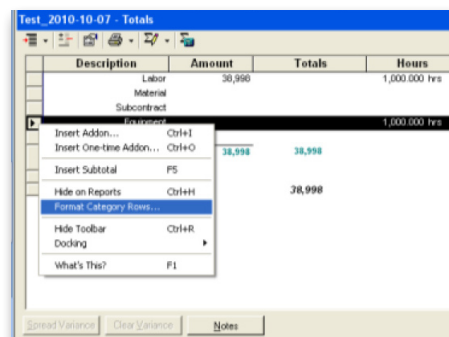


Once you've entered all of the required addons and subtotal lines into the Totals page you can format the page for reporting. In the cell you want to format, right click and select Format Cell. The Format Cell window

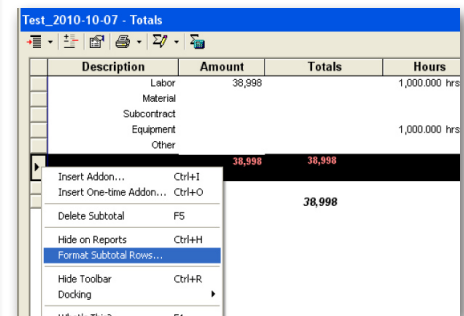
opens to allow you to adjust the alignment in the cell (Left, Right, Center), the background color and font of the cell.



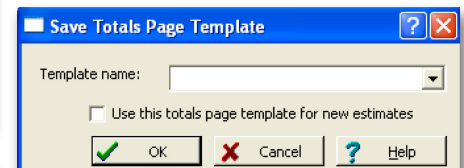
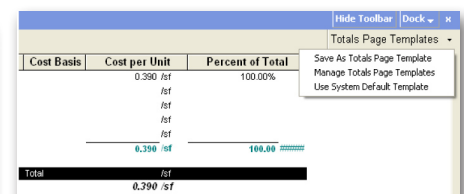
You can also adjust the row heights and column widths in the Totals page by dragging the column boundaries to the required height or width. There is a shortcut if you want all category rows, all addon rows and all subtotal rows to look the same. For these functions highlight the row you want to format, right click and select Format Category Rows for category rows, Format Addon Rows for addon rows, and Format Subtotal



Rows. You can also choose to hide a specific cell of the Totals page by right clicking in the cell and selecting Hide on Reports. This can cut down on clutter in the Totals page.



Any changes you make to the Totals page are saved and stored with that estimate. You also have the option to save a current totals page as a template and use it for future estimates. Multiple totals page templates can be saved for different types of estimates. To save a totals page template, click the Totals Page Templates button at the top right side of the Totals page and select Save As Totals Page Template. Type the name of the template you want. You can select whether you want to use this totals page template when you create new estimates by checking the box and then clicking OK. Once you save a totals page template, it is saved to the database and will show up in the list when you click the Totals Page Templates button.



The Totals Page is a powerful feature within Sage Timberline Estimating that provides you with a tool to help develop accurate estimates faster. With the ability to set up database addons and totals page templates, you won't have to worry about recreating the markups you want every time you create a new estimate. **TUG**

ESTIMATING TIPS & TRICKS

TO: The Estimating Guru

We use the Buyout product and would like to see some additional information print on our purchase orders. We'd also like some spec information on the items, as well as some general info to print. Also, we would like to print some terms and conditions on the PO. Is there any hope for us?

—Hopeful in Omaha

TO: Hopeful

Well, that's a long list—but your hopes will come true. However, making them a reality is not very intuitive.

The first part is getting additional information to print. You have two options. If it is information specific to an item—spec information, for instance—you can use an Item Note. Item Notes come from estimating or can be entered in the Detail window of the Show Items window in Buyout.

If the information is more global—say the entire quote sheet or PO—you can use a Quote Summary Note. Quote Summary Notes can be entered by right clicking on a Quote Summary, choosing Quote Summary Properties, then clicking on Notes. On the second tab of the Buyout Send window, you can check the box Print Item and/or Quote Summary Notes. Both Item Notes and Quote Summary Notes can be printed on both quote sheets and POs.



Terms and conditions are a little harder to find. You can enter terms and conditions by right clicking on the Quote name in the Quote tab of the Issue PO window and selecting Edit terms. This brings up the Edit Terms window and allows you to set terms that will print on the PO.

—As always, I am “the Guru”

TO: The One and Only Estimating Guru

We'd like to be able to e-mail our estimate report to the owner for review. We want that e-mail to look like the estimate report we print. Is there any way to easily do this?

—Waiting to E-mail

TO: Waiting

Of course there's an easy way. The Guru is all about easy ways.

You merely need to export the estimate report to a .pdf file. The .pdf format is read by Adobe® Acrobat Reader, free software that comes preinstalled on most computers. If it's not already on your computer, you can find it at www.adobe.com. The .pdf file maintains the format of your estimate so you can export your report and send the file by e-mail. The recipient can then view (but not change) the estimate by using the Acrobat Reader or by printing the estimate.

To export to a .pdf, select the report you want and choose your report options. Click the Export button and give the file a name (be sure to note where it will be created). Then click in the Save As type dropdown and select Portable Document Format (*.pdf). Finally go to your e-mail software and attach the report that you created. Click Send. Easy as pie!

—Guru Above All Gurus

TUG MEMBERS UPDATE YOUR CONTACT INFORMATION

TUG administration has a new home. Please make sure to update your contact listing with the new address, phone numbers, fax number and e-mail address.

Timberline Users Group
3525 Piedmont Road
Building Five, Suite 300
Atlanta, GA 30305

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Direct #: 1-404-760-8171
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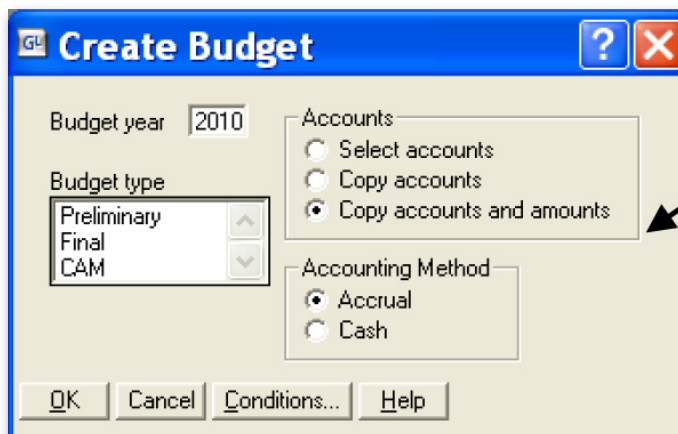
Make GL Budgets Do the Work for You

by: Lenni Witt
Aronson & Company

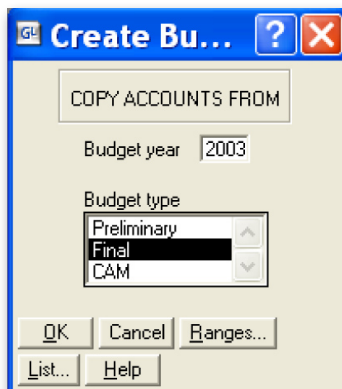
How often do you want to create a new budget based on this year's information, but bumped up to reflect inflation or a known increase in expenses? In Sage Timberline Office you can create a formula that will take an existing budget and increase it by whatever factor you choose.

Here's how:

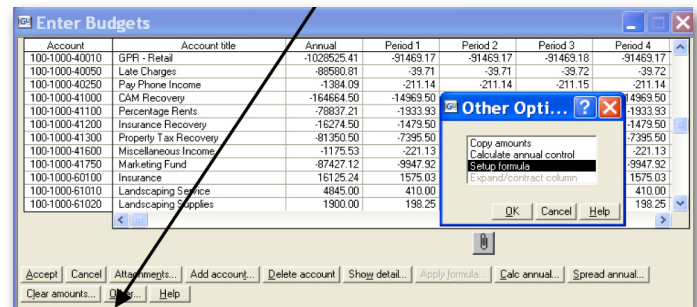
1. In General Ledger, select Tasks, Enter Budgets.
2. Click Create Budget, and click OK.
3. On the Create Budget screen, fill in the Budget year, then select Copy accounts and amounts from the list on the right. Click OK.



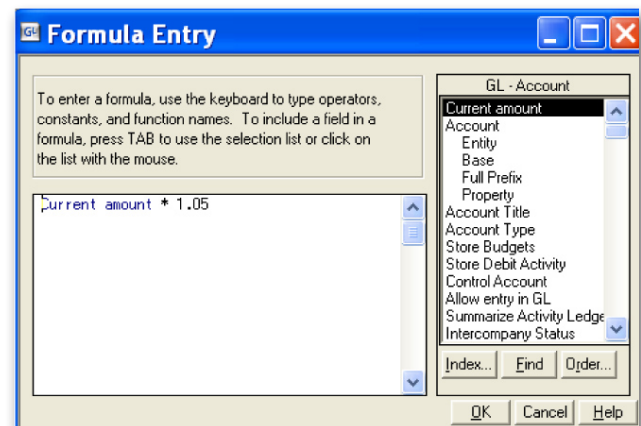
4. To copy accounts and amounts, you have to choose where to copy them from. Make your choice here, then click OK.



5. In the Enter Budgets window, click Other, and in the Other Options window select Setup formula and click OK.

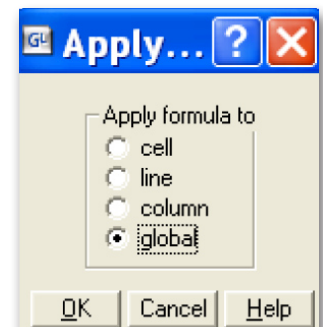


6. In the Formula Entry window, set up the formula. Choose Current amount and enter the multiplication sign * and the amount. If you want to show a 5% increase of the budget amounts, use 1.05 for the multiplier. Click OK.



7. Back in Enter Budgets, a new button shows up: Apply formula. Click this and you have the option to apply your formula to a cell, a single line item, a column, or the entire budget (global). Make your choice and click OK.

You're done. Wasn't that quick?



Office Connector Starter:

Here's Your Stepping Stone to DIY Excel-Based Dashboards

by: James Coyle
Event 1 Software

A hot topic circulating within information strategy groups of Sage Timberline Office customers, and indeed across many forward-thinking businesses regardless of their business focus, is the concept of the "dashboard."

Recently The *TUG Pulse* featured an article on the Crystal Reports dashboards that come with Sage Timberline Office, highlighting these dashboards and raising awareness of the potential for Sage Timberline Office users to have these valuable tools customized for their specific business priorities. (See The *TUG Pulse*, September 2010, "STO's Dash Boards Provide "At-A-Glance" Info.")

No discussion of dashboards and their potential would be complete without examining the most widely used platform for dashboard development and presentation: Microsoft® Excel. Among the reasons people prefer to use Excel is the ease of capturing just about any information desired, as well as the extraordinary flexibility that Excel has to present and to share this information.

Customers using Sage Timberline Office 9.7 may be aware that an Excel-based dashboard template is included in Office Connector Starter that's packaged with Sage Timberline Office 9.7 and beyond.

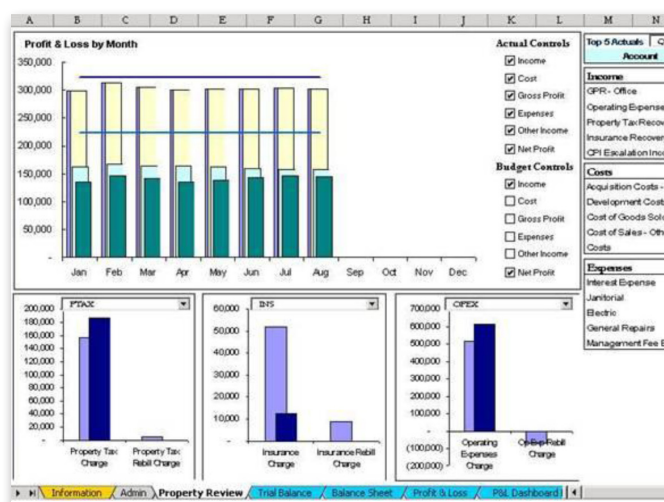
What is a Dashboard?

To appreciate the potential Excel represents for dashboard development, we first need to agree on what a dashboard is. This includes understanding some of the types of dashboards users want and need, as well as identifying specific challenges that occur when creating or maintaining Excel-based dashboards.

If you were to search the Internet for dashboard, you'd find a wide variety of definitions and explanations. In most definitions, dashboards share at least three attributes: they are visual, they summarize, and they allow the user to quickly evaluate their meaning. Any driver is aware of dashboard indicators for the car's speed, fuel, and a number of important mechanical systems. A dashboard for your car displays information about your car; a dashboard for your business displays information about your business.

In order to be effective, a dashboard must be understandable, at least to the persons expected to use it. The optimum dashboard will also be intuitive and will not require users to undergo extensive training. The more intuitive a dashboard, the more useful and effective it will be to a wider population of potential users. If you have flown on a commercial aircraft and had a look inside the cockpit as you boarded your plane, you'd probably agree. To many of us, the aircraft dashboard is anything but intuitive. However, if the pilot and co-pilot are properly trained, to them the dashboard is understandable. If something were to happen to the crew and we were asked to step up, we'd instantly see the value of the dashboard being intuitive!

In addition, businesses may benefit from a variety of different, specialized dashboards, perhaps including:



- Staff productivity, including who's at work and how productive they are. It might have a warning indicator for someone running late or for an essential staff member who's missing a critical business deadline.
- Active projects by area (perhaps on a map of your operating area) emphasizing projects with issues that should be addressed via a color indicator.
- Financial metrics including expected cash flow over a period of time. This might be displayed in a variety of pertinent tables with a graphical display of expected income and cash demand along a timeline.
- Summarized information about the status of your business applications.

In Office Connector Starter

The dashboard that is a function of Office Connector Starter is the fourth type of dashboard. The Office Connector dashboard presents summary information on the status of your various Sage Timberline Office applications.

❑ *Continues*

To locate the Sage Timberline Office Dashboard template you must first have Sage Timberline Office version 9.7 (or higher) installed. You may then select and run the Sage Timberline Office Dashboard via any of these four methods:

- On your Microsoft® Windows Desktop, select the Office Connector Launch Pad icon. Then, select the Starter tab.
- From your Sage Desktop, under Tasks, select Excel-based Reporting.
- From the Windows Programs menu, under the Sage Program Group, select the Office Connector Starter option.
- From the Windows Programs menu, under the Event 1 Software Program Group, select the Office Connector Launch Pad option.

The Starter tab under the Office Connector Launch Pad will show the six Office Connector Starter report designs:

- Account Ledger with Detail
- Cost To Complete
- Job List with Maps and Weather
- Lease Expiration List
- Sage Timberline Office Dashboard
- Search Sage Timberline Office



Select the Sage Timberline Office Dashboard icon to launch Excel, generating an Excel workbook from the template.

The Sage Timberline Office Dashboard is a high-level summary from multiple Sage Timberline Office applications consolidated on one worksheet. This dashboard includes a financial summary, summary of jobs in-progress, summary of Accounts Payable, Accounts Receivable, Property Management, and Billing. The Dashboard also allows you to identify a number of unposted entries by application. This dashboard was designed to assemble—in one place—information related to status information in multiple applications.

Sage Timberline Office Dashboard	
As Of: 10/29/2010 11:52	
General Ledger	
Company: [Blank]	Current Period: 09/00/00 to 09/00/00
13 Unposted entries	
0 New entries to suspense	
Suspense account balance	\$ -
Job Cost	
May is the current month (10/29/2010 is the current year ending date)	
70 Unposted entries	
Job Backlog	
9 jobs are unstarted	\$ 186.49
5 jobs in progress	\$ -3,378.57
0 jobs are closed	\$ -
Contract Value	
Interfaces (click [+] to view)	
Accounts Payable	
Un-posted Invoices: Invoices have not been posted \$ 63,339.68	
Invoices are in the pending system \$ 63,339.68	
Posted Invoices: 78 Invoices are unpaid equaling \$ 423,014.54	
0 Invoices are on hold equaling \$ -	
Interfaces (click [+] to view)	
Accounts Receivable	
Un-posted Invoices: Invoices have not been posted \$ 58	
Posted Invoices: 28 Invoices are outstanding equaling \$ 413.39	
Aging: 0 are 31 to 60 days past due \$ -	
0 are 61 to 90 days past due \$ -	
29 are over 90 days past due \$ 413.39	
Interfaces (click [+] to view)	
Property Management	
0 current leases	
0 leases terminate this month	
0 units are not being leased	
Interfaces (click [+] to view)	
Billing	
There is unbilled work-in-progress equaling \$ 40,332	
Interfaces (click [+] to view)	
Equipment Cost	
0 Unposted entries	

In addition to information on the status of multiple applications on one screen, you'll notice the "+" or "group" options listed down the left side of the Dashboard worksheet. Selecting or expanding these options will display additional information relative to the status of interface settings between the given application and other applications. A checked interface box means the interface is turned on. An unchecked box means the interface is turned off. This is an example of using a technique that allows the user to quickly evaluate the meaning of the information.

Another technique this dashboard utilizes is color. If an interface is not selected or if an amount being displayed represents a potentially significant issue, the given cell has a red background. This visual technique draws the user's attention to important information.

The Office Connector Starter Dashboard example was chosen to be part of Office Connector Starter because many of the users of Office Connector over the years have expressed appreciation for Excel's flexibility and power to present information in a dashboard format. The information on the Office Connector Starter Dashboard isn't collectively displayed in any one area of Sage Timberline Office, so the Office Connector Starter Dashboard, though simple, effectively complements the other reports that come

with Sage Timberline Office. This gives Sage Timberline Office a simple, collective summary of the status of applications.

Although the dashboard in Office Connector Starter cannot be modified to display detailed information to back up what is summarized on the dashboard, a separate dashboard is available on the Reports tab of the Office Connector Launch Pad. That particular workbook is called TS QuickView. It can be modified to automatically link

the summary information on the dashboard to worksheets with supporting detailed information.

In addition, Office Connector users have used Office Connector and Excel to create a wide variety of dashboards to present essential business metrics. In a future article, we'll explore powerful solutions your peers have created and we'll showcase a few of the useful tools built into Excel to facilitate dashboard creation, including graphs, checkboxes, combo boxes, picture links, dynamic charts, and sparklines (available in Excel 2010).

For more information on Office Connector Starter, visit <http://www.event1software.com/movies/ocstarterintro/>

*NOTE: If you're an Office Connector Starter user and would like to evaluate the templates on the Reports tab of the Office Connector Launch Pad, please contact Event 1 Software at sales@event1software.com. We'll assist you in obtaining an extension of the initial evaluation period you received for Office Connector when installing Sage Timberline Office 9.7 and beyond. If you're already an Office Connector user and have an up-to-date Essential Success Membership (ESM) plan, you'll have access to the Starter templates, as well as to an enhanced list of report templates under the Reports tab when you upgrade to 9.7. **TUG***

Property Management:

Clear Paid Items is Clearly the Way to Go

by: Eire Stewart
JP DiNapoli Companies, Inc.

Clear Paid Items is one of those tasks that make users nervous. Heck, Sage Timberline Office even segregates Clear Paid Items from the other “Tasks” by putting it under Tools. And, as if that weren’t scary enough, the first warning that pops up when you launch Clear Paid Items is, “Do you have a current backup of your data?” This task must really be dangerous!

In reality, Clear Paid Items is a nice, simple tool that helps keep your data files organized and grooms your inquiries to a manageable size without the need for so much conditioning or paging through tons and tons of dated transactions.

The Clear Paid Items process moves older, zero-balance transactions from the Current file to a History file. If you have named files turned on, you can even sort the information by year and can store multiple history files. No transactions are removed from the system and all can still be accessed. You even have the ability to print reports from combined files using both Current and History. (See the accompanying Blue Box, “Printing from Multiple Files.”)

What Clear Paid Items Does:

- Moves Property Management transactions based on a user-provided cutoff date.
- Allows for selection of specific properties, leases or tenants. For example, it is possible to move transactions for just properties that you no longer manage or own, or to move only a tenant’s transactions in the event of a sublet or assignment of a lease.

- Clears only items that are fully paid or have a zero balance.
- Clears only those payments that have been “Reconciled” in Cash Management and only if all related Property Management transactions included in that payment are also fully paid or have a zero balance.
- Clears certain property-related transactions such as Miscellaneous Income, Fee Payments, Vacancy Loss, and Straight Line Rent that meet the cutoff date. A fee payment transaction is only cleared if all related transactions are also cleared.
- Creates a History file that retains all the transaction information, including batch numbers, and is accessible for use in reports and inquiries.
- Once moved to History, these transactions cannot be accessed or changed using the Change Entries task.

What Clear Paid Items Doesn’t Do:

- Doesn’t remove transaction data from STO.
- Doesn’t make the transactions inaccessible. They can still be viewed and used in reports.

Steps for Using Clear Paid Items:

1. Go to Tools and click on Clear Paid Items. A prompt will appear asking, “Do you have a current backup of your data?” Click Yes.
2. Enter the Cutoff date. Clear Paid Items uses this date to condition to the transaction date and includes all items prior to or equal

to that date. Miscellaneous Income, Fee Payments, Vacancy Loss, and Straight Line Rent transactions must have a transaction date equal to or prior to the cutoff date. You can select the date that works best for you—one month back, 90 days back, one year back, or another date. We keep the last 60 days in Current and move all other transactions to History.

3. Conditions can then be applied by clicking on the Conditions button. The default of All transactions is preselected, but three other choices are offered. Your selection on this screen will cause a window

Clear Paid Items - Conditions

Select transactions:

☐ All transactions
 ☒ One or more leases
 ☐ One or more properties
 ☐ One or more tenants

Lease	Property	Primary Te
A&A001(0)	70	A&A001
A&A001(1)	70	A&A001
A-1001(0)	74	A-1001
A&M001(0)	90	A&M001
ABC001(0)	45	ABC001
AFA&M1(0)	87	AFA&M1

to open, allowing you to select the specific properties, leases or tenants you want to move. Hold down the Shift key to select more than one. The items selected do not need to be sequential. Click OK.

4. Click Start.
5. A single page “Clear Paid Items Report” will print. This report will list the number of transactions moved by transaction

Clear Paid Items - Printer Selection

Cutoff date

Conditions...

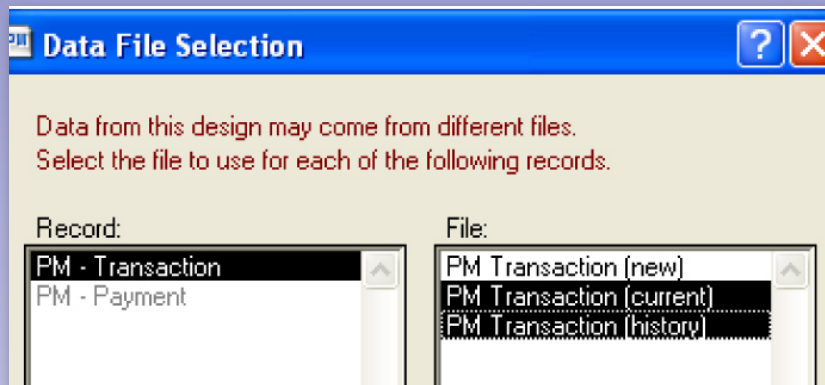
❑ Continues

type with totals for “Successful” and “Failed,” but will not list the transactions.

Using the Clear Paid Items feature can help trim the size of the Current.pmt transaction file, resulting in quicker report printing, less need for placing conditions on reports and inquiries, and reducing the chance of file corruption that comes with allowing larger file sizes. For many users, it is a quick, easy way to do some much needed housekeeping. Clearly, Clear Paid Items pays big dividends. **TUG**

Using Multiple Transaction Files in a Report

Sage Timberline Office enables you to incorporate multiple transaction files in most reports. Using the PM Tenant Ledger as an example, here is how you'd incorporate the PM Current.pmt and two history files in a single report printout:

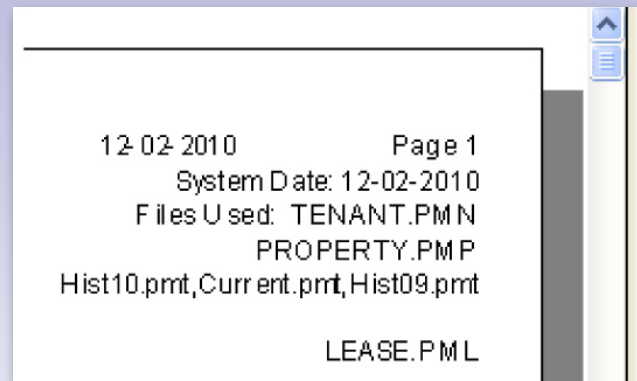
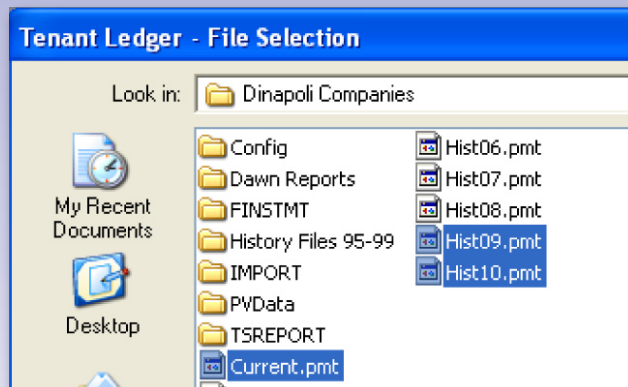


3. The File Selection box will open. Holding down the Ctrl key, click on the Current.pmt file and the history files you want to include. This will add individual files to your report. To add a series of consecutive files, hold down the Shift key and click on the first and last file in the series. This will incorporate all the files in between. Click Open.

4. Continue with the report instruction prompts as you ordinarily would. No additional steps are required.

5. If your report options are set to Include file names, the files used will appear in the upper right-hand corner of the printout. To set these options, go to Tools, Options and click on the Reports tab. Select the option

that reads Include file names.



1. Click on Reports, Management, Tenant Ledger.

2. The Data File Selection box will open. Holding down the Shift key, select both PM Transaction (current) and PM Transaction (history). Click OK.

These same instructions apply to printing reports from multiple files in other STO modules such as GL and AP.

—Eire Stewart

The Paperless Office Can Be a Reality

by Barbara A. Morse
Gorman Bros, Inc.

***"I am going to push the envelope.
I want our office to be paperless!"***

I've been hearing these two sentences from Tony Gorman, one of the owners of Gorman Bros., Inc., since the year 2000. Plenty of odd ideas surfaced when the millennium came and the paperless concept was one of them, I thought. But now I believe that going paperless is an achievable goal, so that's one of the reasons we decided to purchase Document Management (DM) from Sage to complement Sage Timberline Office.

We purchased one use for Document Management in January 2006 and the rest of our licenses in 2007. The first version was pretty rough. We had a steep learning curve. Adjusting to the way DM handled AP actually took more time, and that didn't go over big with our AP department. My pitch to them was that we'd be handling paper less often. It took about a year and subsequent upgrades for The Paperless Office to become a reality. Initially I purchased mid-grade scanners, trying to save on cost. That was a mistake.

Another reason we decided to use DM: saving time. We have two remote offices that enter invoices. They needed to have the paper invoices approved. Often that person with approval authority wasn't in the office. Two to three weeks would go by before an invoice would get its final approval and then could be entered in the system. The remote office would also make a copy of each invoice for their location and send the original to corporate. This was not very efficient and was very costly. Now they scan the invoices, approvals are e-mailed, and within a few days, invoices are entered. The original invoices are still sent to corporate, but copies are no longer made. Users look online for invoice information.

We're working on making our systems even more efficient. Optical character recognition is number one on our list. We've just completed our 9.7 upgrade and are eager to see what enhancements have been made. Scanners have been upgraded to much faster units. This has made a big difference in the scanning.

We've saved even more paper going to paperless job folders in 2009. Instead of having a physical job folder, we now have online job folders on our server. Anything related to that job is scanned and saved there. This is also a very good practice for Disaster Recovery.

The Paperless Office is a reality! I bet you can think of at least one step you can do now to get your company on the way. **TUG**



**Part 2: This is the second of a series of articles on independent contractors –
The “Employee vs. Independent Contractor” Challenge**

New Employee vs. Independent Contractor Considerations What You Need to Know Today and for the Future

*Co-authored by: Tim Cummins, Fred Geber, and Christopher Lee
Aronson & Company, Rockville, MD*

In the construction industry, independent contractors have played an integral role in the delivery of construction and other services. Utilizing independent contractors effectively can mean the difference in the success or failure of a project, whether measured by the schedule, quality of the project delivered or the project's profitability. Retaining or engaging an independent contractor is an important business decision for contractors which may receive further scrutiny directly as a result of the recent Stimulus Package (American Recovery and Reinvestment Act of 2009), the recent changes in the factors the Internal Revenue Service now considers, and recent changes in the way the states view in-

well as some of the rules and regulations set forth by the Internal Revenue Service.

An independent contractor can be defined as a person or business which provides services or goods to another entity under terms specified in a contract or within a verbal agreement. Most independent contractors do not work regularly for an employer, but work as and when required by that company.

Independent Contractors vs. Employees – the Pros and Cons

Employing independent contractors provides financial benefits as well as scheduling flexibility. Hiring an independent contractor reduces certain costs incurred by the business, including, payroll, payroll taxes, and costs associated with fringe benefits such as health insurance, vacation, holiday and sick pay, pensions, and workers' compensation insurance. Additionally, use of independent contractors adds flexibility to your ever-changing demand for work. The downside, in addition to the ongoing potential for an IRS worker classification challenge, is the business's inability to control the work performed and the constant changes in fixed rates varying by project and overall market demand.

Hiring employees has its own advantages as well, including a commitment to hiring someone who will maintain strong loyalty and dedi-

cation to the business. An employee will bring a level of continuity to the company. Such a person can provide the ability to take on several roles within the organization and can facilitate jobs that are done over long periods of time, for which one independent contractor may not be suitable, requiring the business



to manage several different contractors. The downside to retaining employees includes the extra expenses incurred, such as, payroll, employee benefits, office space subject to increased rent, the increased potential for litigation against your business due to current and former employees' activities while acting as an agent for your business, and the overall responsibility of maintaining the business, not only for your future goals and your family, but for the families of your employees. **TUG**



dependent contractors. Should the IRS or any state determine that the company is improperly classifying employees as independent contractors, the results could be financially devastating. Advantages and disadvantages to each classification are addressed below as

Year-End Webinar “Closes” on a Successful Note!

The numbers are in and it’s a landslide! Billed as a TUG “first,” the full-day webinar on Year-End Close topics by module was a dramatic success. A total of 166 TUG members registered for 541 hours of free education. As if that weren’t enough, even more actually attended. Limited to 100 attendees per Webinar session, the Accounts Payable module had 117 users in actual attendance.

Six one-hour long sessions were hosted by TUG, each focusing on a different STO module. Attendees were walked through the various elements of Year-End close, shown how and where system fields are populated, and how to print the necessary compliance and tax forms required in some modules. Taught by a select group of expert users and consultants, the Webinar series met with big applause from its attendees.

And for those of you who were unable to attend because of space limitations, we have great news! For your convenience, session recordings are now available on demand and can be accessed at tug.webex.com. You will be required to enter a password to view the recordings. Please use the passwords listed below:

- **Property Management Year End Closing**..... Event password: tugpm
- **Payroll Year End Closing**..... Event password: tugpr
- **General Ledger/Cash Management Year End Closing** Event password: tuggl
- **Job Cost and Project Management Year End Closing**..... Event password: tugjc
- **Accounts Receivable Year End Closing** Event password: tugar
- **Accounts Payable Year End Closing** Event password: tugap

Complete access instructions can be found on the TUG Web site at:

<http://www.tugweb.com/page.php/member-recordedwebinars/>.

You will only be able to watch the recording (pause, stop, rewind, play and adjust volume) and you cannot download or save the recordings.

TUG extends a big “Thank You” to session leaders Lenni Witt of Aronson & Company, Pam Daly with United Solutions, Certified Consultant Kathy Lewis, Julie Brown of Martin Horn Inc., and JP Di Napoli Company’s Eire Stewart.

Do you have suggestions for a future Webinar topic? E-mail your topic to me@tugweb.com. Every month TUG hosts Webinars on a variety of topics. Check the listing on TUGweb.com.



TUG National Conference 2011: Early Bird Registration Now Open!

TUG's holiday gift to you – a discount of \$100 if you register for TUG's National Conference before January 31, 2011. Dallas, Texas, is this year's destination and the conference promises to be better than ever! To be held April 26 – 29, 2011, new topics have been paired with old favorites and classes will range from basic Beginner and illustrative Intermediate to truly esoteric Expert!

A variety of day-long workshops have been included. Highlighting the workshop schedule is a daylong workshop on Financial Statements that can be cut into halves with Beginning Financial Statement in the morning and Intermediate/Expert in the afternoon, a Year End Procedures Workshop and an Estimating Database and Database Editor Lab. Other workshop offerings include ODBC, Building Financial Statements in Crystal, Report Designer, Contracts Based A/R and Estimating.



The Information Technology track has been tricked out with a broad spectrum of Round Tables led by "What the Heck is the Cloud?" and "Utilizing Virtual Servers." New offerings in other tracks include "Creating Macros," "Alternate Uses for Custom Logs," "101 Uses for Custom Fields" and "Error Correction for Property Management."

Attendees from last year's conference had this to say:

- This was my first conference and I'm hooked. I have learned more in four days than I have by using STO for the last two years. What an awesome experience!
- What GREAT session leaders and instructors!
- Teachers, classes, attendees and conversations sparked us to think outside of the box. I can't wait to get back to the office and try this stuff out!
- This is my first TUG event but it won't be my last. I've been using STO for 10 years and I cannot believe how much I learned!
- This is my fourth conference and I'm still learning new things!

Join us for four days that will rock your STO world and re-energize your office. Bring your whole staff – check **TUGweb.com** for multiple attendee discounts and to register for the conference. **TUG**

REGISTRATION RATES

Early Registration Deadline: January 31, 2011	
Member – 2 Days	\$795.00
Member – 4 Days	\$995.00
Non-Member – 2 Days	\$1,195.00
Non-Member – 4 Days	\$1,395.00

Register online at **TUGweb.com**