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Sage Timberline Office

**Your Update!** For Construction  
and Real Estate

### Don't let Learning Spook You!

No need to be spooked by learning when we have a multitude of learning choices available on [www.SageU.com](http://www.SageU.com). You can choose which type of learning works best for you – Realtime or Anytime by taking advantage of the opportunities outlined below.

Check out our Realtime Learning schedule and register for the sessions of your choice!

#### **STO210-PR100–Payroll Power Pack**

You'll be the office Payroll expert when you complete this series! We'll explore some of the more advanced Payroll topics in these sessions taking you beyond the basics of Payroll setup, processing, troubleshooting, and formulas. Learn about tax reporting, reconciliation, and more. This is a great time of year to power up your Payroll expertise – get ready for year-end and the many extra demands you face as you close the year. Join us.

**Register by November 1st to receive a \$100.00 discount on your Payroll Power Pack training. Use Promo Code # PP111909 when you log into your Sage University profile.**

**Series Tuition: \$695 (USD)**

*All times shown are Pacific Time.*

<b>STO210-PR101–Certified and Union Payroll</b>	11/3/09	7:30 a.m. - 10:00 a.m.
<b>STO210-PR102–Payroll Troubleshooting</b>	11/4/09	7:30 a.m. - 10:00 a.m.
<b>STO210-PR103–Payroll Tips and Tricks</b>	11/5/09	7:30 a.m. - 10:00 a.m.
<b>STO210-PR104–Using Reports to Generate Tax Forms</b>	11/18/09	7:30 a.m. - 10:00 a.m.
<b>STO210-PR105–Payroll Formulas</b>	11/19/09	7:30 a.m. - 10:00 a.m.

#### **STO205-CR100–Beginning Crystal Reports**

In this Realtime Learning series, you'll learn how to design basic Sage Timberline Office reports using Crystal Reports. Create professional-looking reports, control what information appears on the report, and use formulas and functions to display information as your company needs to see it.

**Note:** You must register for all 6 sessions included in this series.

**Series Tuition: \$895 (USD)**

*All times shown are Pacific Time.*

<b>STO205-CR101–Getting Started with Crystal Reports</b>	12/1/09	9:00 a.m. - 11:30 a.m.
<b>STO205-CR102–Getting the Information You Want on Your Reports</b>	12/3/09	9:00 a.m. - 11:30 a.m.
<b>STO205-CR103–Organizing Report Information</b>	12/8/09	9:00 a.m. - 11:30 a.m.
<b>STO205-CR104–Using Special Functions and Fields to Optimize Reports</b>	12/10/09	9:00 a.m. - 11:30 a.m.
<b>STO205-CR105–Targeting Your Reports to Your Audience</b>	12/15/09	9:00 a.m. - 11:30 a.m.
<b>STO205-CR106–Accessing and Printing Reports from Sage Timberline Office</b>	12/17/09	9:00 a.m. - 11:30 a.m.

#### **STO205-RD100–Beginning Report Designer**

If you are new to Report Designer or need to brush up on the basics, this 4-session Realtime Learning series will provide you with a solid foundation in report designing skills, concepts, and terminology. We will discuss data structure, how to get the information you want on your reports, formulas and functions, and how to access custom reports within Sage Timberline Office.

**Note:** You must register for all 4 sessions included in this series.

**Series Tuition: \$495 (USD)**

*All times shown are Pacific Time.*

<b>STO205-RD101–Introduction to Report Design</b>	12/1/09	9:00 a.m. - 11:30 a.m.
<b>STO205-RD102–Refining the Information that Appears on Your Reports</b>	12/3/09	9:00 a.m. - 11:30 a.m.
<b>STO205-RD103–Using Formulas and Functions</b>	12/8/09	9:00 a.m. - 11:30 a.m.
<b>STO205-RD104– Accessing Custom Reports in Sage Timberline Office</b>	12/10/09	9:00 a.m. - 11:30 a.m.

Or, you can choose to sign up for the following Anytime Learning courses (which all reflect the enhancements made to the software up through Sage Timberline Office 9.6 Version 5) and access them anytime, anywhere you have an Internet connection:

#### **[Construction Accounting](#)**

Geared for customers who use the Sage Timberline Office accounting applications, this subscription includes 70+ sessions that cover Sage Timberline Office Concepts, Address Book, Desktop, Job Cost, Revenue, Accounts Payable, Payroll, General Ledger, and Cash Management.

#### **[Estimating](#)**

This subscription provides a convenient introduction to creating and managing estimates using the Sage Timberline Office Standard or Extended Estimating software. It includes 18 pre-recorded, online lessons that cover using multiple takeoff methods, manipulating spreadsheet layouts, repricing estimates, customizing estimate totals and reports, and interfacing to Sage Timberline Office accounting applications.

#### **[Project Management](#)**

Developed for Sage Timberline Office customers who use the Project Management software, this subscription includes 20+ sessions that cover Sage Timberline Office Concepts, Address Book, Desktop, and Project Management.

#### **[Real Estate](#)**

This subscription is for Sage Timberline Office customers who use the Property Management software and includes 40+ sessions that cover Sage Timberline Office Concepts, Address Book, Desktop, Property Management, Accounts Payable, General Ledger, and Cash Management.



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#### **Suggestions and Feedback**

We welcome your suggestions and feedback regarding *Your Sage Timberline Office Update! for Construction and Real Estate*. Please submit your comments, article ideas, compelling statistics, and success stories to [vantagepoint.na@sage.com](mailto:vantagepoint.na@sage.com).

If you have a customer support question, please call 800-551-8307.

