

Technical Tips
& Tricks

Year-End

Training

Product News

Tax Forms



Sage Timberline Office

Your Update! For Construction
and Real Estate

What's on your Gift List this Holiday Season?

Give the gift that keeps on giving – learning! Learning gives back continuously in the form of better performance, production and confidence! Give the gift of learning to yourself and/or your staff this year! Check out the Realtime Learning sessions we have coming up! Simply log into www.SageU.com to register for these and other great learning opportunities.

STO210-PR100–Payroll Power Pack

Become 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!

Note: You must register for the 1st session in order to register for the other sessions in the series.

Series Tuition: \$695 (USD)

All times show are Pacific Time.

STO210-PR101 – Certified and Union Payroll	1/5/10	8:00 a.m. - 10:30 a.m.
STO205-PR102 – Payroll Troubleshooting	1/7/10	8:00 a.m. - 10:30 a.m.
STO210-PR103 – Payroll Tips and Tricks	1/12/10	8:00 a.m. - 10:30 a.m.
STO210-PR104 – Using Reports to Generate Tax Forms	1/14/10	8:00 a.m. - 10:30 a.m.
STO210-PR105 – Payroll Formulas	1/19/10	8:00 a.m. - 10:30 a.m.

CRE211-ES100–Database Fundamentals

Are you building a database from scratch, or do you already own a database but want to enhance it? Are you using Sage Timberline Office Accounting and holding off on integrating with Estimating because the thought of building your own databases is overwhelming? The Database Fundamentals Series will show you how to get the most out of your Standard or Extended Estimating software. In just three convenient Realtime Learning sessions, you'll learn how to use the new Database Builder Wizard, create phases, add items, develop exactly the right takeoff formulas, build Smart Assemblies, and control pricing for materials and labor.

Note: You must register for all 3 sessions.

Series Tuition: \$395 (USD)

All sessions are Pacific Time.

CRE211-ES105 – Create and Modify a Database	1/6/10	10:00 a.m. - 12:00 p.m.
CRE211-ES106 – Working with Formulas and Assemblies	1/13/10	10:00 a.m. - 12:00 p.m.
CRE211-ES107 – Managing your Database	1/20/10	10:00 a.m. - 12:00 p.m.

STO205-DM100–Document Management and Desktop

Document Management is an electronic image classification, storage, retrieval and routing system developed to run directly from within Sage Timberline Office Desktop. With Document Management, you'll quickly experience increased efficiencies through improved storage and document access capabilities. As a result, you'll be able to effectively manage the document approval and routing process to streamline paper flow in your business.

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

Series Tuition: \$395 (USD)

All sessions are Pacific Time.

STO205-DM101 – Desktop Overview	1/6/10	9:30 a.m. - 11:30 a.m.
STO205-DM102 – Get Started with Document Management	1/13/10	9:30 a.m. - 11:30 a.m.
STO205-DM103 – Document Management Scan and Classify	1/20/10	9:30 a.m. - 12:00 p.m.
STO205-DM104 – Document Management Inbox and Query	1/27/10	9:30 a.m. - 11:30 a.m.

STO205-FS100–Financial Statement Designer

In this 3-session Realtime Learning course, you will learn how to use the Financial Statement Designer application to control what information appears on your financial statements and how it is displayed. You'll also learn to use expressions and accumulators to calculate amounts. Work through this valuable instruction with step-by-step guidance and plenty of practice exercises to reinforce your learning. Keep the workbook as a valuable reference tool that you'll refer to again and again.

Note: Due to the nature of this course, participants must register for all three sessions.

Series Tuition: \$395 (USD)

All sessions are Pacific Time.

STO205-FS101 – Overview	1/13/10	8:00 a.m. - 10:30 a.m.
STO205-FS102 – Create a Basic Financial Statement	1/20/10	8:00 a.m. - 10:30 a.m.
STO205-FS103 – Comparative Financial Statements and Partner Reports	1/27/10	8:00 a.m. - 10:30 a.m.

Anytime Learning Subscriptions for Year-End**Complimentary Year-End Procedures Sample Subscription**

To help you with your year-end tasks, we are offering four complimentary Anytime Learning lessons, in which you'll learn how to:

- Download the Year-End Update
- Download and Update Taxes
- Print W-2 Forms
- Print 1099 Forms

Register for this complimentary sample subscription at www.SageU.com. Registration is fast and simple, and gives you immediate access to these complimentary lessons.

Complete Year-End Procedures Subscription

The complete subscription for Year-End Procedures is available for \$190.00 (USD). The subscription will be updated for 2009 and ready to view by early December. Appropriate for both Construction and Real Estate customers, this subscription includes 24 lessons that cover year-end tasks such as:

- Preparing to print 1099s, 1098s, and W-2s
- Making adjustments to General Ledger
- Archiving data for historical purposes
- Performing close procedures in Accounts Payable, General Ledger, Payroll, Cash Management, and Property Management

[Download the PDF for complete descriptions of these lessons.](#) The following link will take you to the [Sage University Website](#) to register for this subscription. Registration is fast and simple, and gives anyone in your company access to these lessons for a full year.

[Register for the Complete Year-End Procedures Subscription.](#)

Or, maybe you would prefer a blended approach with both in-person and recorded training? Check with your local Sage business partner to learn more about local classroom or onsite training options for year-end topics or call 877-724-3285 for more information



877-724-3285

traininginfo.cre@sage.comwww.SageU.comDOWNLOAD
Printer Friendly
Article**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. If you have a customer support question, please call 800-551-8307.

