



THIRD-PARTY SOLUTIONS ISSUE

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Minimizing Liability: Risk Management for Subcontractor Compliance in Sage 300 CRE

by: Will Ivy
Sage Construction and Real Estate

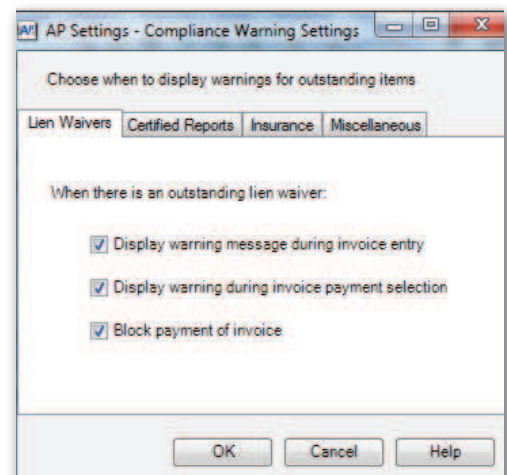
In an industry with tight margins, fines as a result of non-compliance can mean the difference between profit and loss on a project, or worse, in extreme cases, could cause a contractor to go out of business entirely.

Whether it's an unsigned lien waiver, an outdated insurance certificate, a missing certified payroll report for a federally subsidized job, or any number of other locally mandated compliance items, the risks associated with non-compliance are real and impact both GCs and subs alike!

How are you currently tracking and managing compliance items? If you're attempting to use an Excel spreadsheet, I'm sure you'll agree – it's challenging, error-prone and extremely time-consuming to say the least.

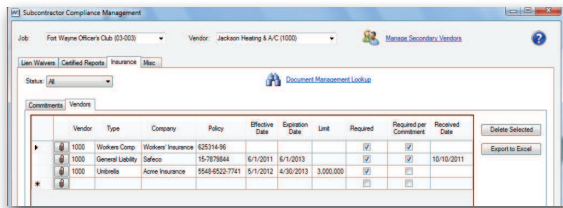
With versions 12.1 and above, Sage 300 Construction and Real Estate (formerly Sage Timberline Office), there is an easier way. For example:

Require lien waivers before paying subs. Do you expect a conditional lien waiver to be submitted alongside each subcontractor or material provider's invoice? An unconditional lien waiver to be submitted for each payment? (For Canadian customers, statutory declarations can be managed and tracked in place of a conditional lien waiver.) Compliance automation can begin from a simple alert notifying you that the lien waiver has not yet been received, to a hard stop that will actually block the printing of a check (unless overwritten). The system can also display informational warnings during Invoice Entry and the Invoice Payment Selection process.

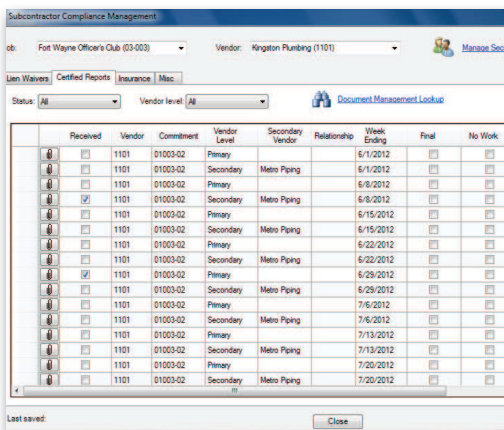


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Keeping uninsured workers off your job site. Track and maintain insurance certificates (general liability, automobile, umbrella, worker's compensation, and so on) for all of subs on the job. Compliance can be tracked globally (for all subs or all jobs) or for a particular job. So, when a commitment is setup for a job, we can set up the expectation that a copy of the insurance certificate is required and needs to be submitted in order for the sub to remain compliant.



Produce certified payroll reports with confidence. When you enter a commitment for a subcontractor, you tell Sage 300 when work was started so you can begin tracking certified reports. Then, within the Certified Reports Management hub, you simply mark that week/period as being received and continue to do so until the labor is completed for a commitment, at which time you simply mark a particular weekly report "final." Compliance is determined based on the starting dates and week-ending dates that you define. The system also allows you to account for work (subcontractor or lower-tier subcontractor work) that has been temporarily postponed. In other words, a certified report is not required if the sub didn't work. By using the system setting of "no work," your records show that the particular subcontractor is still compliant.



By capturing and classifying compliance items in Sage Document Management, signed lien waivers, certified reports, insurance certificates as well as misc. compliance items can be quickly and easily retrieved from the Subcontractor Compliance Management hub in the Accounts Payable and Project Management modules. Need to find out what insurance certificate a particular vendor was using at any given time? No problem. Sage Document Management gives you the power of document storage and retrieval with convenient integration to Subcontractor Compliance Management.

Using Sage MyAssistant, you can extend the power of notification by automating the

process. Notify employees and vendors when items are out of compliance based on schedule, at the end of a task, or on demand. Sage MyAssistant puts your data to work for you.

By using Sage Construction Anywhere Project Files, you can allow your vendors to directly and securely submit expected compliance items through the web, where these can be accessed and tagged from back in the office. Vendors can be given project specific access and submit electronic copies of items such as lien waivers, certified reports, etc. and, if necessary, access can be granted to owners or customers for review. Sage Construction Anywhere extends the power of your on-premise Sage product with the power of the cloud.

By implementing a fully automated compliance tracking, monitoring and alert system, you can reduce the time and money currently spent ensuring compliance, and the potential for fines due to non-compliance. The good news? If you are on an active Sage 300 Service Plan, these capabilities are available to you today! If you're interested in learning more, contact your business partner or your customer account manager at 800-858-7095. **TUG**

the TUG Pulse

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TUG

3525 Piedmont Road
 Building Five, Suite 300
 Atlanta, GA 30305

email: me@tugweb.com
 Phone: 404.760.8171
 Fax: 404.240.0998
 Toll Free: 866.846.0999

email

me@TUGweb.com

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www.TUGweb.com

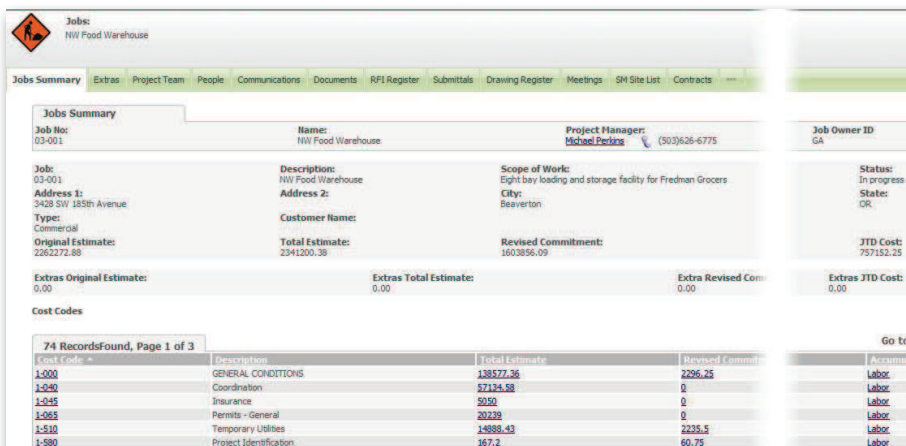
Sage 300 CRE and Sage CRM – A Match Made in Heaven?

by: Ted O'Shea
Strategies Group, Inc.

Well ... maybe not in heaven but at least in God's country. Admittedly, we are a little biased here. Two of our favorite places on the planet include Portland, Oregon and Dublin, Ireland. Out of these picturesque corners of our world arose two products we have a great deal of admiration for and, in recent years, have become convinced of the merits that a marriage between these two products present. Over the years, many outstanding products have emerged from third parties that greatly enhance the usability of Sage 300 CRE and leverage the wealth of information available from within Sage 300 CRE. Recent examples that are top of mind include, Office Connector, MyAssistant, Sage Construction Anywhere, Sage Desktop, TechTool and others. Yet, in our opinion, one of the best kept secrets is one of Sage's own products, Sage CRM.

In 2004, just a year after Sage acquired Sage 300 CRE, fondly remembered as Timberline, they acquired another mid-market accounting product known as ACCPAC, now Sage 300 ERP. Along with the ACCPAC acquisition, they also purchased a product called eWare, now known as Sage CRM. As a long-time Sage Timberline Business Partner, in 2005 we were looking to expand beyond the construction market and happened upon these products. As we learned more about how configurable and customizable Sage CRM was, and how through its web browser based interface we could have access to literally any information we could grab out of a database, our minds naturally wandered to how we could use CRM to access Sage 300 CRE data. Moreover, how would accessing this data allow Sage 300 users to receive better information about their business operations?

Figure 1 – Detailed Job Information – Real time direct from Job Cost



The screenshot displays the Sage CRM interface for a job titled "NW Food Warehouse". The interface includes a navigation bar with tabs like "Jobs Summary", "Extras", "Project Team", etc. The main content area shows job details such as Job No. 03-001, Name: NW Food Warehouse, Project Manager: Michael Peders, and Job Owner ID: GA. It also lists job description, address, type, and various estimates. A table at the bottom shows cost codes and their associated estimates.

Cost Code	Description	Total Estimate	Revised Commit	Accumulated
1-000	GENERAL CONDITIONS	138577.36	2296.25	Labor
1-090	Coordination	57124.58	0	Labor
1-045	Insurance	2020	0	Labor
1-065	Permits - General	20238	0	Labor
1-510	Temporary Utilities	19885.43	2335.5	Labor
1-580	Project Identification	167.2	60.75	Labor

In 2011, the combination of a new wave of people entering the workforce, a resurrected economy, and the emergence of mobility apps created a technology awakening within Construction & Real Estate. Seemingly overnight, it became crucial for businesses to be able to access important information from their mobile devices, and Sage CRM presented the ultimate third-party mobility interface for Sage 300 CRE. The courtship phase was over and it became apparent these two products were destined to take the leap and head down the aisle together.

Imagine you are a subcontractor bidding jobs to GC's, providing warranty work and servicing your customers through direct maintenance agreements. CRM, with some customization, can be used in combination with Sage 300 CRE as a single point of entry into your business operations information from end to end. From the time an invitation to bid or request for service hits your Inbox, to the time you close out the Job in Sage 300, CRM can provide you with access to detailed and summary information about your Bids, Jobs, Work Orders, and more, and it can be accessed from your iPad, iPhone, Surface Tablet, Android Tablet, Safari, Chrome, Mozilla, or IE Browser. Any and all information you may need to track your GCs, Subs, Customers, Project Owners, Properties, etc. can either reside in, or be accessed by, CRM.

Utilizing CRM with Sage 300 CRE, a General Contractor bidding jobs in various states can easily get a handle on pre-qualification, selecting subs, sending invitations to bid, and tracking responses. Need to know which subcontractors are your best performers or in which states they are licensed? Anything you want to track or are already

tracking electronically can be consolidated, made available, searchable, and actionable within CRM.

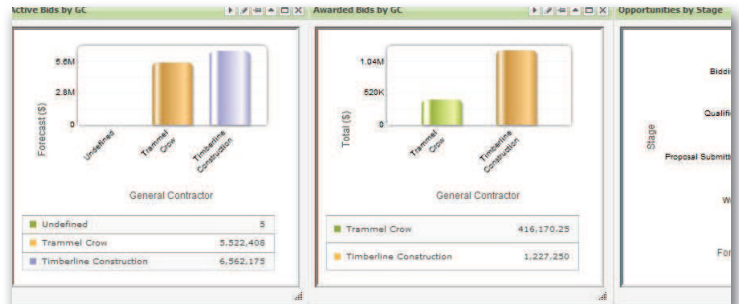
As the marriage benefit between Sage CRM and Sage 300 CRE became more and more evident, Strategies Group created several CRM based business management systems for Sage 300 CRE customers. We combined the technology required to interface the two systems (i.e. the "plumbing") with some common out-of-the-box add-ons to Sage CRM in a product we call CRM4CRE. This is the basis for all our CRM based solutions for Sage 300 CRE users.

Continues

Knowing what work you have underway is obviously important, but just as important is knowing what “new business” is in your sales pipeline. Are you able to easily visualize the value and number of Jobs you are bidding and the status of those new business opportunities? This data may exist in a standard spreadsheet now, but would it be beneficial to see this type of information side by side, along with data about your Jobs in Progress and historical information about Jobs you’ve completed? The screen shot below is an example of how data can be pulled directly out of Sage 300 CRE and presented in CRM using the standard out-of-the-box dashboard.

Figure 2 – A Simple Subcontractor’s Business Development Dashboard pulling info from CRM.

With Sage CRM coupled with Sage 300 CRE, ALL the information you need to manage operations, and more importantly, manage cash flow, is available at your fingertips and can be a match made in heaven for your business. For more information, visit the Strategies Group website at www.strategiesgroup.com/solutions/products/crm4cre/. **TUG**



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APRIL 2014

Tuesday	4.1.14	1:00 p.m. ET	PJ OVERVIEW + INTERFACE TO ACCOUNTING + JOB SETUP WORKFLOW + USING SAGE DESKTOP – PRESENTED BY TOM MOORE
Tuesday	4.8.14	1:00 p.m. ET	PJ USING ADDRESS BOOK WITH PJ + JOB CONTACT LIST – PRESENTED BY MARY JO HAMIK
Wednesday	4.9.14	2:00 p.m. ET	CONSTRUCTION ACCOUNTING COMMITTEE & FORUM
Friday	4.11.14	2:00 p.m. ET	PUBLICATIONS COMMITTEE MEETING
Tuesday	4.15.14	1:00 p.m. ET	PJ TRANSMITTALS & CORRESPONDENCE LOGS – PRESENTED BY DONALD BANNISTER
Tuesday	4.22.14	11:00 a.m. ET	SERVICE MANAGEMENT COMMITTEE & FORUM: SMALL JOBS – PROS & CONS – PRESENTED BY MARY ALLAIN OF TECHWARE
Tuesday	4.22.14	1:00 p.m. ET	PJ SUBMITTALS & RFI’S – PRESENTED BY MARY JO HAMIK & SARAH MCCABE
Tuesday	4.29.14	1:00 p.m. ET	PJ OPEN FORUM: PJ PROJECT MANAGEMENT TIPS & TRICKS
Wednesday	4.30.14	11:00 a.m. ET	ESTIMATING COMMITTEE & FORUM

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Know Your Job and Company Health INSTANTLY!

by: Bruce Vanderzyde
Anterra Technology

We have the privilege of working with many TUG members as clients. When we first meet companies and introduce our company as specialists in dashboards and SQL, they always say that improving reporting is one of their top priorities.

Business Intelligence (BI) is the combination of dashboards, scorecards and drill through reports that allow your staff to succeed in their roles.

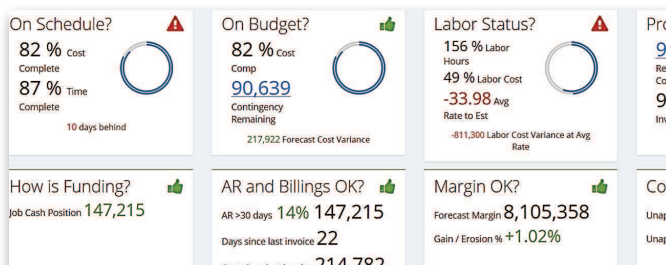
Construction jobs have 8 key areas to manage:

1. Schedule
2. Budget
3. Margin
4. Labor Costs
5. Procurement
6. Cash Position
7. AR and Billings
8. Contract Change Orders

We've interviewed many companies on different accounting systems and each one faces the same problem: to determine job health you need to run many black and white columnar reports and spend time interpreting the numbers. Spreadsheets are sometimes used to combine data from different systems. Oftentimes this process is only done monthly due to the time it takes.

Instant Access to Job Health

Project managers need instant access to job health – through many PM interviews we designed this dashboard (to view the image on our our website [click here](#)).



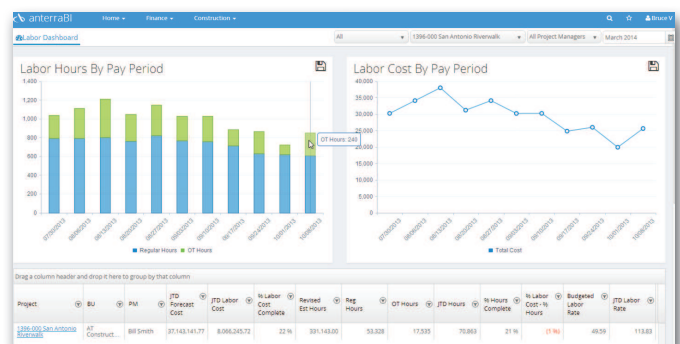
This dashboard instantly conveys that 6 of the key performance indicators of job health are okay and that 2 have issues, labor and schedule; sound familiar?

Having a dashboard instantly focuses attention. Compare that to reviewing many individual reports to determine where a PM should focus their attention.

All of our dashboards are built with extensive research into best practices. For example, “soft” information like the scheduled completion date, which can be entered optimistically, has the additional information of percentage of cost complete and the percentage of time complete. Even if the scheduled completion date entered says you will finish on time, you would know you have a problem if you are 30% cost complete and 60% time complete.

Drill Through to the Details

Want to know the details of your job issues? You should be able to drill through reports all the way to transactions. Our labor drill through will show this dashboard (click on the image to view it full size on our [website](#)):



This labor dashboard shows hours by pay period on the left and labor cost on the right. You can immediately see that on the right bar chart there are a lot of overtime hours, which are shown in green at the top of each pay period. Drilling into the job in the bottom grid will also show that there are too many individual hourly workers on the job, far more than 40 hour full-time equivalents for each pay period. This means that workers are cycling through the job each week, likely as a result of inefficient labor scheduling.

Bottom line – from seeing a forecast labor variance on a job health dashboard we are able to drill through with a few clicks and determine that this job's labor issues are too many OT hours and too many individual workers on the job. That's business intelligence!

[Continues](#)

Our other health indicators also show the underlying detail to identify the root cause of your job issues as soon as possible. Bad news early in construction is always better than bad news later on, as you have more time to remediate an issue.

Our dashboards are also flexible; we can add or remove key performance indicators based on your needs. For example, we have a health dashboard for real estate developers that does not contain margin, AR, cash position or contract change orders, as they are not used in development companies.

Company Health

Just like job health, you need to know your company's financial status at any time. Our Financial BI module has drill through financial statements that can instantly be exported to Excel along with financial ratio, cash and working capital trend analysis.

With over 200 pre-built dashboards and reports, we have your construction, financial and real estate reporting needs covered.

Improving Your Reporting Technology

As we all know in construction, you need the right tool for the job at hand. Your reporting technology needs to empower your access to timely and accurate information. For mid to large size clients, the first step is Microsoft SQL. Getting all of your data into one database format empowers you to report across multiple data folders, integrate Sage data with other systems, and speed up Crystal reports dramatically.

Many of Sage's mid and large size clients have implemented our anterraDataCenter™ product. This server tool takes 30 to 45 minutes to install and synchronizes your Pervasive data from all of your data folders into one SQL database as often as you want. You can even attach Excel to all of your data folders through one connection for ad hoc reporting!

anterraBI™ is for construction companies, real estate owners or developers. It can handle unlimited companies, divisions, bank accounts and properties.

Implementation of anterraBI™ is easy – we automatically hook up your Sage data to our dashboards. We work with you to build out your financial statement formats, including Statement of Cash Flow, and group your jobs into divisions or groups to give you and your staff the information to succeed.

Eliminating Time Consuming Reporting Processes

Excel can be the most expensive reporting technology you own. If you or your staff spends time typing in numbers in spreadsheets, you must consider the salary cost of time and the opportunity cost of lost analysis time to see how expensive it is to build spreadsheet reports.

We've helped many clients automate time consuming manual reporting processes like financial consolidations and WIP reporting. With a combination of process and technology we've saved days of staff time per month.

Our clients say the biggest benefit of the time saved by eliminating manual reporting is the breakdown of the wall that often exists between the finance and construction teams. Please see our web page for customer success stories describing how we've helped bring construction and finance teams together.

Conclusion

Improving your reporting is one of the highest returns on investment you can make in technology. It aligns your staff to the same language and measures, eliminates time consuming spreadsheet preparation with the inherent risks of errors, and frees up financial staff to work more closely with the construction team.

Further Information

Further information on SQL and Business Intelligence is available at www.anterratech.com or by contacting Sharon Dodds at (832) 342-1579 or sdodds@anterratech.com. **TUG**



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Plans are well underway to bring you a rip-roaring good time, so saddle up and join us for four days of non-stop educational sessions, hands-on labs, roundtable discussions, third-party exhibits and lots of networking, not to mention the down-home feel of Texas.

Desktop Quick Tip:

Sage 300 CRE's Dashboards Provide “At-A-Glance” Info

by: Eire Stewart
JP Dinapoli Companies, Inc

You know they exist—because you’ve seen them—but just where do you find Sage 300 CRE’s snazzy Dashboards? How do you load them on your Desktop and how do you know which one is right for you? Here is a quick primer on the what, why, how and where of Sage 300 CRE’s Dashboards.

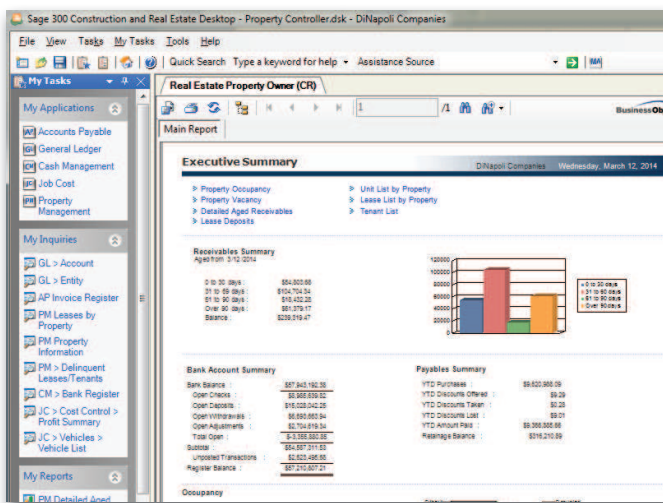
to click on multiple windows. A dashboard can be a great tool for on-the-fly assessment of critical needs or issues. While a dashboard provides a slice in time from the point at which it’s opened, it can be easily refreshed by simply clicking on the Refresh icon.



How Do I Load a Dashboard on My Desktop?

From Desktop, follow these simple steps:

1. Click on Tools, Options. The Options window will open.
2. Under Current Page, click on Select. The Select Type of Home Page window will open.
3. Select Crystal Reports. Click OK.
4. Based on your company’s specific Sage 300 CRE installation, you may have several selections for your specific type of operation. Select the one most appropriate to your needs.
5. The Select Report window will display a selection of SAP Crystal Reports designs.
6. Select a design and click on Open, then OK.
7. The design may take several seconds to load, but your desktop should now have the selected dashboard as its home page.

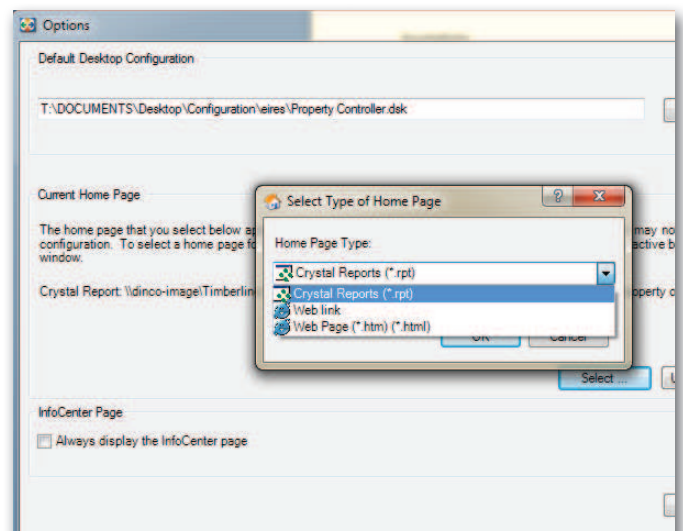


What is a Dashboard?

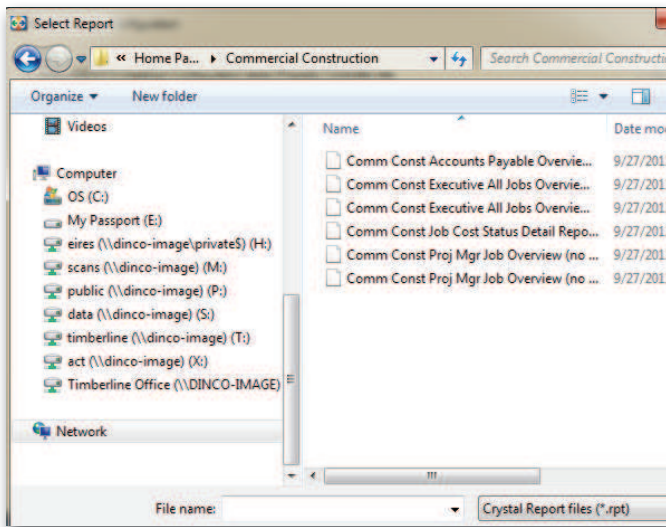
Dashboards are simply SAP Crystal Reports designs that can be displayed on the Sage 300 CRE Desktop and printed or emailed as a *.pdf. The intent is to provide an “at-a-glance” display of data critical to your business, much like the dashboard of your car. What’s even better is that these dashboards can contain built-in links to other Sage 300 CRE reports, allowing for a quick drill down into more detailed data. They can contain data from any combination of Sage 300 CRE modules. Additionally, these dashboards can be unique to each user and customized for your specific needs through SAP Crystal Reports.

Why Do I Need a Dashboard?

Dashboards can be used for a variety of purposes. If you have users who fall under the “Look-but-don’t-touch” category, dashboards preloaded with the appropriate drilled reports can cut the number of licenses you need for individual modules. Dashboards enable these restricted users to access Desktop for all their pertinent information. Dashboards also provide a great format for those managers who respond better to visual graphics, such as pie charts and graphs. On a dashboard, an end user can access information across modules side by side without having



Continues



to look at different designs to see which one contains the information you want or need to see. Once you've selected a design and worked with it for a week or two, you should have a good idea of what you'd like to add, delete or tweak to make the dashboard work better for you. Modifications to these designs can be made in Crystal, but should be saved with their own unique filename.

Where Do I Find These Dashboards?

When you're ready to modify the dashboard, the default location for Sage 300 CRE canned dashboard designs will be your network server path: \\ALL USERS\APPLICATION DATA\SAGE\TIMBERLINE OFFICE\Documents\desktop\home pages. Under this, you'll find a selection of business types based on your specific installation choices. As an example, a developer might find folders for Commercial Construction, Real Estate, Residential Builder and Specialty Construction. In each of these folders are several designs based on the needs of different levels of users. Each of these designs can be opened in SAP Crystal Reports and modified.

Which One Do I Pick?

Sage 300 CRE has created a variety of designs for each type of operation. Each user can use a design unique to his or her position or needs. Following the step-by-step instructions above, the best bet is

Now that you know the what, why, how, and where of dashboards, the only question is when? Update your desktop with this valuable tool today. **TUG**



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Office Connector Starter Provides Stepping Stone for DIY Excel-Based Dashboards

by: Event 1 Software

A hot topic that is circulating within information strategy groups of top Sage 300 CRE 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 300 Construction and Real Estate, highlighting these dashboards and raising awareness of the potential for Sage 300 Construction and Real Estate (Sage 300 CRE) users to have these dashboards customized for their specific business priorities.

No discussion of dashboards and their potential would be complete without first examining the most widely used platform for dashboard development and presentation; Microsoft Excel. There are a number of reasons people prefer to use Excel for these purposes. Those reasons include the ease of capturing just about any information they desire, as well as the extraordinary flexibility Excel has to present and share information.

Customers who use Sage 300 CRE may be aware that an Excel-based dashboard template is included in Office Connector Starter, which has been packaged with Sage 300 CRE since version 9.7.

To gain an appreciation for the potential Excel represents for dashboard development, we must first agree on what a dashboard is. This includes understanding some of the types of dashboards people use and desire as well as identifying specific challenges that will be faced when creating or maintaining Excel-based dashboards.

If you investigated dashboard reports on the internet, you would find a wide variety of definitions and explanations. Most definitions share at least three attributes. They are:

- Visual
- Summarized
- Allow the user to quickly evaluate their meaning

Any of us who drive cars are aware of dashboards. There is an indicator for speed, a separate one for fuel level, and there are often a variety of indicator lights to draw our attention to things that could be very important.

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 person(s) expected to use it. The best dashboards will also be intuitive and require less training to be understandable. 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 would probably agree. To many of us, the aircraft dashboard is anything but intuitive. However, if a pilot is properly trained, to them, the dashboard is understandable. If something were to happen to the pilot and we were asked to step up, we would instantly see the value of the dashboard being intuitive!

Business dashboards share the same attributes as dashboards for cars and airplanes. In addition, businesses may benefit from a variety of different, specialized dashboards, perhaps including:

- Staff productivity, including who is at work and how productive they are. It might have a warning indicator for someone running late or an essential staff member who is 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.
- Summarize information about the status of your business applications.

The dashboard that comes as part of Office Connector Starter is the last kind of dashboard mentioned above. It presents summary information on the status of your various Sage 300 CRE applications.

To locate the Sage 300 CRE Dashboard template you must first have Sage 300 CRE version 9.7 (or higher) installed. You may then select and run the Sage 300 CRE Dashboard via any of these four methods:

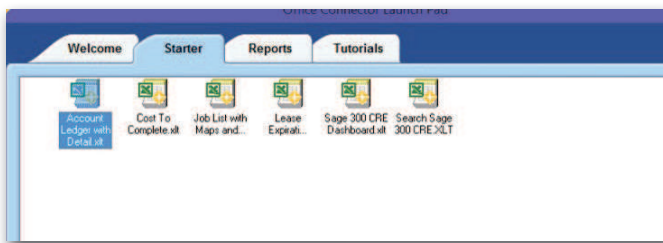
- On your Windows Desktop, select the Office Connector Launch Pad icon, then select the Starter tab

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- 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:

- Search Sage 300 CRE
- Sage 300 CRE Dashboard
- Lease Expiration List
- Job List with Maps and Weather
- Cost To Complete
- Account Ledger with Detail



Select the Sage 300 CRE Dashboard icon to launch Excel, generating an Excel workbook from the template.

The Sage 300 CRE Dashboard is a high-level summary from multiple Sage 300 CRE 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 un-posted entries by application. This dashboard was designed to assemble information related to status information in multiple applications in one place.

Sage 300 Construction and Real Estate - Dash Board			
General Ledger		Job Cost	
Company	Current Period	May is the current month	
Prefix		12/31/2013 is the current year ending date	
Enter a Prefix A, B, C or leave blank depending on your fiscal year for the accounts.		Unposted entries	
Job Cost		Job Backlog	Contract Value
9 jobs are unstarted	\$ 1,018,425.00	5 jobs in progress	\$ 3,991,376.20
0 jobs are closed	\$ -		
Interfaces (click [+] to view)		Interfaces (click [+] to view)	
Accounts Payable		Accounts Receivable	
Un-posted Invoices		Un-posted Invoices	
6 invoices have not been posted	\$ 83,339.68	2 invoices have not been posted	\$ 586.75
4 invoices are in the pending system	\$ 93,339.90	22 invoices are outstanding equaling	\$ 413,398.38
Posted Invoices		Aging	
90 invoices are unpaid equaling	\$ 393,645.32	0 are 31 to 60 days past due	\$ -
0 invoices are on hold equaling	\$ -	0 are 61 to 90 days past due	\$ -
24 are over 90 days past due	\$ 413,398.38		
Interfaces (click [+] to view)		Interfaces (click [+] to view)	
Property Management		Billing	
0 current leases		There is unbilled work in progress equaling:	\$ 20,332.80
0 leases terminate this month			

In addition to displaying information on the status of multiple applications on one screen, you should also 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 is a visual technique that results in the attention of a user being drawn to important information. For more information on Office Connector Starter, visit <http://www.event1software.com/movies/ocstarterintro/>.

The Sage 300 CRE 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 Sage 300 CRE Dashboard isn't collectively displayed in any one area of Sage 300 CRE, so the Sage 300 CRE Dashboard, though simple, effectively compliments the other reports that come with Sage 300 CRE. This gives Sage 300 CRE 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 will explore some of the powerful solutions your peers have created and showcase a few of the powerful tools built into Excel to facilitate dashboard creation, including graphs, check boxes, combo boxes, picture links, dynamic charts and sparklines (available in Excel 2010).

If you are an Office Connector Starter user and would like to evaluate the templates that are on the Reports tab of the Office Connector Launch Pad, please contact Event 1 Software at sales@event1software.com for assistance in obtaining an extension to the initial evaluation period you received for Office Connector when installing Sage 300 CRE and beyond. If you are already an Office Connector user and have an up to date Software Update plan, you will have access to the Starter templates as well as an enhanced list of report templates under the Reports tab when you upgrade to 9.7 or beyond. **TUG**

Proactively Manage Lien Risk with Sage MyAssistant

by: Dennis Earshaw
Sage 300 Construction and Real Estate

Lien waiver management is a time-consuming process that if not done well, is heaped with financial risk. Effectively managing this risk requires diligently managing the details, proactive communication, and retaining the necessary leverage to keep the process moving; all while fostering positive customer and vendor relationships.

Many Sage 300 customers are efficiently managing this risk with the help of the Sage MyAssistant software. Using MyAssistant, Sage customers have their system monitor lien release details, generate and send lien management documentation, distribute notifications, and raise alerts when something needs someone's attention.

Given varying lien laws and company procedures, Sage MyAssistant's flexibility is being applied in many different ways. For example, Sage MyAssistant is being used to:

- Generate and send a Lien Release to each vendor after their invoices have been paid or when it's first entered in to the system. In generating Lien Release documents, use a custom report format.
- Be notified of past due Lien Releases due from either your primary vendors or their vendors.
- Be notified of AP invoices that are selected to be paid to vendors who have past due lien releases.
- Send notifications of non-compliance to subcontractors as needed.
- Provide Project Managers with information about whom and who is not in compliance.
- Get things started out on the right foot by requesting a list of secondary vendors (any vendors that your vendors might be using) at the time of issuing their subcontractors or Purchase Orders.
- Be notified if the list of secondary vendors is not received.

However, in regards to protecting your right to lien when necessary, MyAssistant also gives you the benefit of performing duties such as:

- Monitor for past due AR invoices
- Send dunning letters for past due invoices
- Being notified of Jobs losing their lien rights before it's too late

Thanks to Sage MyAssistant's ability to be applicable in almost any aspect of the Lien Management process, contractors have the ability to be more proactive, efficient, and in turn reduce risk. **TUG**

Helpful Quick Tips for MyAssistant: Setting Parameters on the Direct Deposit Notice

by: Val Steffen
Dean Snyder Construction

The parameters direct the fields that populate the direct deposit notice. If you don't set them up, and set them up properly, in all likelihood your notices will not run correctly. For instance, my first attempt sent blank notices to all of the employees who met the condition. Different parameters appear for different reports. These are the parameters that are associated with the PR_Direct Deposit Notification Ext Stub (CR) report (available from Sage Support).

Under each subsection, select the Source (Timberline Field, Formula, or Value). Next, select the Record and Column for the Timberline Field, the Value (such as the desired date for the Period End Date) for the Value field, or the Formula from the list that appears when Formula is selected as the Source. Click OK to close the window and OK to close the task.

Report Options for PR_Direct Deposit Notification Ext Stub (CR) 2 27 2014.rpt

A copy of this report will be generated for each email message. Select the name and type of attached report, and any parameters the report may require.

Attachment name: PR_Direct Deposit Notification Ext Stub (CR) 2 27 2014 Add field to name...

Attachment type: Adobe PDF

☒ Protect PDF with password: Use field for password...

Confirm password: Show characters

Please fill in the appropriate parameters to determine the report content sent to each recipient.

Enter the Period End Date: (Date)

Source: Timberline Field Record: PR Check (Current) Column: Period_End_Date

Employee (leave blank for all) (Text)

Source: Timberline Field Record: PR Check (Current) Column: Employee

Enter CheckSeq: (Text)

Source: Timberline Field Record: PR Check (Current) Column: Check_Sequence

Enter PED: (Date)

Source: Timberline Field Record: PR Check (Current) Column: Period_End_Date

Enter CkSeq: (Text)

Source: Timberline Field Record: PR Check (Current) Column: Check_Sequence

Welcome New TUG Members

Adolfson & Peterson Construction – Tacoma, WA

Ironstate Development Company – Hoboken, NJ

The Napp-Grecco Company – Newark, NJ

Vulcan Industrial Contractors – Birmingham, AL

John C. Lowery, Inc. – Freeville, NY

Springfield Builders, Inc. – Springfield, MO

O'Connor Constructors – Canton, MA

Tilson Technology Management – Portland, ME

City Wide Mechanical, Inc. – Dallas, TX

Shreve Land Constructors, LLC – Shreveport, LA

Peaden Air Conditioning, Plumbing, & Electrical –
Panama City, FL

CYVSA International, Inc. – Miramar, FL

W. B. Kibler Construction Co. – Dallas, TX

Diversified Builder Supply, Inc. – Gilbert, AZ

Structura, Inc. – Austin, TX

NBMC, Inc. – Greenbrier, AR

mJobTime – Beaumont, TX

Tezel & Cotter Air Conditioning, L.P. –
San Antonio, TX



Referrals = Rewards

Did you know that TUG has created a new program, the “Member Referral Program”, which offers incentives to long time members (defined as any TUG member that has been involved with TUG for at least one year)? We have created incentives for the referrals for any new member (one that has not been a member in the past three years) and for first time TUG Conference attendees.

- Denis Byers, one of our Associate TUG Members, has earned \$25 towards his membership renewal fee for referring a new member to TUG!
- Sheila Werren, an End User Member of TUG, has now earned 90 TUG Bucs for her referral of a member as well, and is half-way to a \$50 gift card!

Don't forget that TUG Bucs, which are given to TUG members for their volunteer service and member and conference referrals, can earn you a variety of gift cards! You can also use them to pay for your TUG Membership Dues or your TUG National Users Conference registration fees.

To find out more about how you can receive rewards like these, please visit the [Member Referrals](#) page on TUGWeb today.

ESTIMATING TIPS & TRICKS

Dear Estimating Guru

We often take off the same assembly several times. When we go to the spreadsheet in Assembly sort order, all the assemblies have the same description. How can we tell them apart?

– *Tired of Guessing*

Dear Tired,

It's easier than you might think. Each time you enter into an assembly in Assembly take-off, simply double click on the assembly description above the dimension pane. Highlight and delete the existing description and type in the description you want. When you accept the assembly after entering the variables, the new name will be written for this estimate. In Assembly sort order, the new description will then display in the spreadsheet.

– *THE Guru*



REGISTER TODAY!



2014 TUG National Users Conference May 6-9, 2014

Gaylord Texan Resort & Convention Center | Grapevine, Texas

Plans are well underway to bring you a rip-roaring good time, so saddle up and join us for four days of non-stop educational sessions, hands-on labs, roundtable discussions, third-party exhibits and lots of networking, not to mention the down-home feel of Texas.