



Project Management

Simplifying how you manage your construction projects. Keep the right people well informed at all times by providing quick and easy access to up-to-the-minute costs, contracts and document information.

Centrally integrated data

Through integration with accounting, estimating, and purchasing systems, you're able to issue and see all main contracts, subcontracts, updated plans and drawings, variation orders, purchase orders, meeting minutes, requests for information (RFIs), and other project-related documents.

You can set up your job as early in a project as you wish, then renumber the job to fit company standards and release all information to accounting at a later date for review, approval, and use. And as new project information is entered in accounting or operations, all updates automatically appear in Project Management and all related accounting applications (security privileges permitting).

With Sage Timberline Office, there's no need for duplicate data entry.

Easy to learn, easy to use

Project Management is designed to work the way you do. The software is straight forward and easy to learn because electronic documents mirror the many paper documents still used today. The program's many defaults can help you complete work quickly and easily.

Real-time information for solid decisions

A centralized source of information is your assurance of having a complete and current picture of any project. For example, with the job overview inquiry or report you can instantly see the status of contracts, profit, billings, costs, cash, RFIs, and submittals all at once.

Project information is always current and there's no limit to what information can be shared—costs, budget revisions, change orders, forecasts, prime contracts, whatever you like.

Create, track, retrieve documents

Sage Timberline Office provides tools to create and track common project documents, such as RFIs, meeting minutes, submittals, and transmittals. Take a look at which RFIs haven't yet been approved and understand the potential impact of outstanding requests on a project's cost and schedule. The central database also lets you easily query across logs or jobs to review the status of any document. You always know what tasks remain, assuring that nothing falls through the cracks.

With correspondence log you can add Microsoft Outlook e-mail, as well as Microsoft Word and Excel documents to Project Management's centralised database on-the-fly. It makes for convenient and thorough logging of all correspondence between project participants and, because you have instant access to documentation stored in one place—an easy way to resolve issues or questions without skipping a beat.

Take charge of variations

Easily control the change management process by quickly identifying potential variations, soliciting quotes, and pricing. You're able to record all the details—such as when quotes are due and from whom—using a familiar looking pricing worksheet grid. Then, pending variation requests and/or committed variations can be approved (security permitting) and passed on to accounting. The generation of approved variations is quick and easy as many fields are pre-filled from information in original commitments or variation requests.

And, best of all, project information is kept current and up-to-the-minute.

Access to information

By using inquiries and reports you can delve into the details behind the numbers. If you're ever on the phone and need to know about the payment of an invoice, you can pull it up in a hurry to see exactly how and when it was paid.

Plus, job cost reports can also contain unposted costs as well, so you know where you truly stand today.

Inquiry and reporting

Below are just a few of the 100-plus standard reports and inquiries that come with Project Management:

- Job status overview combining accounting and project management detail on one report.
- Job cost by date range, monthly cost, and cost type analysis, including unposted costs.
- Contract status showing accounts receivable invoices and payments
- Purchase orders and subcontracts showing accounts payable invoices and cheques
- RFI overdue and unanswered logs and summaries.
- Submittal logs by company, status, and summary report
- Transmittal logs by date, company, and status
- Insurance and lien documents

Features and efficiencies

- Create, track and easily distribute documents, such as RFIs, submittals and transmittals using automated delivery methods; e-mail and fax documents directly from an entry screen.
- Control the change order process. Quickly identify potential change orders, solicit quotes, price out the changes, and issue pending and approved changes to accounting.
- Fully integrated, the commitment change process is streamlined as information is available and "pre-filled" from existing variation requests and commitments.
- Manage cashflow and profitability by controlling variation budgets, costs, and revenue.
- Issue main contracts, subcontracts, purchase orders, potential change orders, and change orders, then release these items to accounting for review, approval, and use.
- Access subcontract and PO status, initial and revised totals, pending and approved changes, and amounts invoiced, retained and paid.
- Work with contracts, estimates, forecasts, change orders, and cost details.
- Set up jobs and enter contact information in one centralised location.
- Create a job directory with job-specific contact information and set up unlimited distribution lists.
- Set up job specific spec sections choosing from the "standard" list or create new ones.
- For new jobs, you can select which specific sections you want on the job or modify the list on existing jobs.
- Instantly log all project-related e-mail, Word and Excel documentation as you work with a single click, or add summary detail for easy sorting if desired.
- Document and coordinate the distribution of current drawings and sketches to all interested parties.
- Create meeting agendas and record meeting discussions, action items and persons responsible. Automatically roll forward outstanding items into the next meeting agenda.

Integration

By storing all project information in one database, accounting and project management teams share the following information and tools:

- Job setup
- Budgets
- Prime contracts, subcontracts, and purchase orders
- Potential change orders
- Change orders
- Forecasts
- Labour and equipment cost details
- Percent complete and production quantities
- Main contract, purchase order, and subcontractor change orders
- Accounts Payable invoices and cheques
- Cost code lists
- Address Book with complete vendor and customer contact information, communication distribution lists
- security, and more

Project Management is a part of Sage Timberline Office, fully integrated financial and operations software for construction and real estate professionals.

For further information contact:

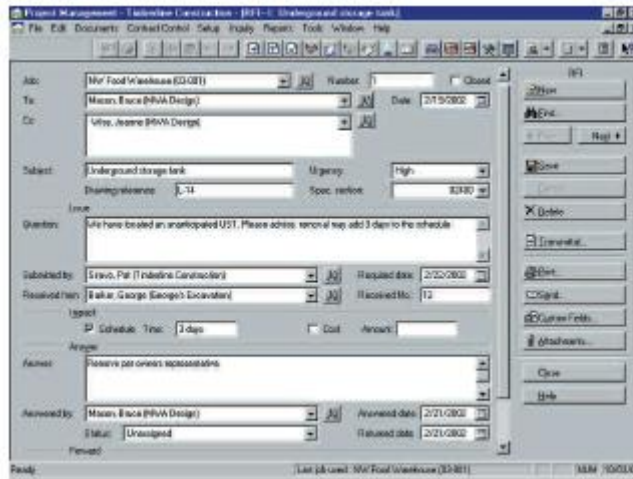


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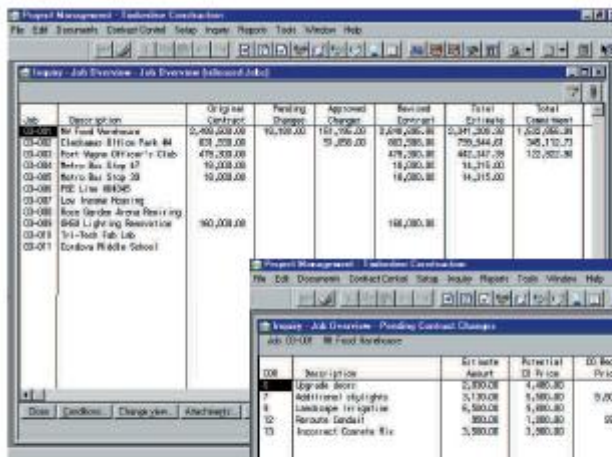
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All information needed to create an RFI is entered into one screen. Nothing complicated. Easy to train and learn.



With all accounting and project management information stored in one place, you can see complete and current project status at all times, and use inquiries to quickly delve into the detail behind any number.

