

# United Solutions' Training Classes

■ Visit our website at [www.u-s-i.com/calendar](http://www.u-s-i.com/calendar) for current classroom schedule.

Get the most out of your Sage Timberline Office software with resources that are flexible, accessible and proven. Sign up today for a training class at New England's only Sage Software Authorized Training Center.

## Sage Timberline Office General Classes

### US101: Concepts and Tools

For new users and those new to Sage Timberline Office version 9.6.

Enhance your use of Sage Timberline Office by familiarizing yourself with resources that are readily available to you. For existing users, learn how some of these features are changing with versions 9.6. Focusing on the core modules, this class will teach you about common concepts and tools that are used throughout Sage Timberline Office applications... use of the Sage Desktop, processing concepts, Help options, printing, security, data file tools, upgrades and patches.

## Sage Timberline Office Construction Accounting Setup Classes

Setup and implementation classes help you address important business decisions that impact your construction accounting system setup. You'll cover topics such as putting together an implementation team, and designing your company's system controls to meet your unique processing needs.

### CG 101: TS System, General Ledger & Cash Management Setup

This class will begin with a discussion of Sage Timberline Office concepts and tools, issues in determining GL accounting controls, setup of the chart of accounts and financial reporting workflow procedures and reporting capabilities.

### CG 102: Job Cost and Accounts Payable Setup

This class will cover setup of Job Cost accounting controls, jobs ID cost code numbering structures, project management/reporting issues, setup of the Accounts Payable application, sales tax, discount tracking and vendor setup.

### CG 103: Payroll Setup

This class will cover complete setup of the Payroll system, including pay groups, departments, tax tables, union processing, rate tables, deduction, fringe calculations and employee setup.

### CG 105: Accounts Receivable & Contracts Setup

This one-day administrative class will focus on the integrated setup of these two modules. It will also address the interfacing of these applications with other Sage Timberline Office modules. Topics include customers and contracts, standard and active contracts, contract items, change orders and accounting/interfacing controls.

### CG 106: Billing Setup & Workflow

This one-day class is designed for the administrative and clerical staff. It will focus on the setup and workflow of the Billing module and address interfacing with other Sage Timberline Office cost and revenue modules. Topics include rate tables, markup tables, add-on tables, accounting/interfacing controls, setup of invoice formats, generating and changing work-in-progress, entering worksheets, generating invoices, changing invoices, previewing invoices, printing final invoices, and posting.

### CG 107: Purchase Order & Inventory Setup and Workflow

This one-day class provides an overview of purchasing and inventory basics, as well as site, data folder and item database setup. We'll also discuss purchase order and change order entry, receipt and invoice entries, and purchasing tools. And we'll take a closer look at the stock and physical inventory tasks and the inventory tools included with the Inventory module.

### CG 108: Service Management Setup

This one-day class will cover setup of accounting employees, customers, equipment, service, fleet maintenance, sales leads, inventory, purchasing, service agreements, preventative maintenance tasks and paging services.



SAGE TIMBERLINE OFFICE

Authorized Training Center

### **CG 109: Project Management Setup & Workflow**

This one-day class covers the setup and workflow of Project Management, as well as how to release a job to accounting. Gain solid skills to set up a job; create submittals, RFIs and transmittals; enter and issue contracts, change orders, commitments and commitment change orders. Plus, learn how you can use inquiries and reports to track jobs and fully manage contract control in Project Management. See how these tools put job costs, contracts and project updates at your fingertips.

### **CG 110: Document Management**

This class is designed for individuals that are responsible for system administration of Document Management. Document Management is an electronic document system that runs directly from the Sage Timberline Office Desktop. Learn how to store, organize, share and retrieve documents easily with Document Management. Replace the manual workflow of paperwork with the electronic workflow of Document Management and see how it integrates with other Sage Timberline Office applications.

## **Sage Timberline Office Construction Accounting Workflow Classes**

These classes are designed for accounting managers, operators, and anyone who needs to understand routine construction accounting processing tasks. With an emphasis on processing, only repetitive setup tasks (such as employee, vendor, job, and account setup) and those that impact ongoing workflow are covered. Plenty of lab time is included to work through typical processing issues while an instructor is available to assist and answer questions. This class is a great way to train new-hires or cross-train staff involved in daily operations.

### **CG 201: Job Cost Workflow**

This one-day class is intended for the clerical staff who perform entry of estimates, subcontracts, purchase orders, owner and internal change orders, direct cost adjustments, percentages of completion, variances, schedules of values, billings and receipts, and job setup.

### **CG 202: Accounts Payable Workflow**

This one-day class is intended for the clerical staff who perform entry of invoices, preparation of invoices for payment, check printing, recording of manual checks, invoice editing and vendor setup.

### **CG 203: Payroll Workflow**

This one-day class is intended for the clerical staff who perform time entry, processing and printing checks, generating direct deposit notifications, recording manual checks, report printing, and employee setup.

### **CG 205: Accounts Receivable & Contracts Workflow**

This one-day clerical class will focus on customer and contact setup, standard and contract/contract item setup, job-linking, entry of manual invoices and cash receipts, adjustments to invoices and cash receipts, retainage billing, change orders and closing procedures.

### **CG 208: Service Management Workflow**

This class will cover use of the dispatch board for daily activities, the processing of work orders and purchase orders, setup and maintenance of service agreements, inventory and paging. It will cover interfacing to General Ledger and Payroll, and synchronization with Accounts Payable and Accounts Receivable.

## **Sage FAS - Asset Accounting**

### **Basic FAS Asset Accounting**

This one-day class is designed for those who are new to the management of fixed assets. You will learn how to create, access, use and manage databases and companies. Work with assets by adding new or replicating existing assets and disposing of assets. Calculate depreciation and link the transaction directly into your Sage Timberline Office General Ledger. Back up and restore company information as part of your year end procedures. By the end of the class you will be able to customize and quickly navigate through your Sage FAS Asset system.

## **Sage Timberline Office Designer Classes**

Sage Timberline Office designer applications are the power behind your software — enabling you to access the information you need for effective decision-making. This beginner's class teaches you how to use these powerful tools. Using a combination of lecture and hands-on activities, you'll learn design basics for the Report Designer, Inquiry Designer and Financial Statements applications. Each of these one-day courses is intended for the internal IS staff directly responsible for fulfilling management report/inquiry modification requests. The attendee should already possess a good working knowledge of the core Sage Timberline Office accounting applications and should have experience in the reporting issues pertinent to the core accounting applications.

### **TS 301: Report Designer**

This class covers the basics of report design with the emphasis on the report writer section. It is designed for the individual who has actually used the software for some period of time and has a basic understanding of how the data is entered and where it is stored. This class begins with a discussion of Sage Timberline Office architecture and report planning. You'll learn how to design your own reports and modify reports included with your software. It will teach the data structure, storage and retrieval options; proper report design and layout techniques; editing; and presentation capabilities. Plenty of lab time is provided.

### **TS 303: Inquiry Designer**

Inquiry Designer includes insights into your database and the tremendous information it stores.

### **TS 403: Financial Statements Designer**

This class fully covers financial statement design and generation. You'll learn how to use point-and-click design tools and other convenient shortcuts. You'll cover the design window, statement groups, entity comparisons, and learn how to use prefix groups to print statements for multiple layers of consolidation. A balance sheet and an income statement are designed and generated during lecture and lab time to provide a solid understanding of the financial statement design process.

### **TS 401: Advanced Report Designer**

This class is intended for accounting clients who are ready to take their report designing skills to the next level of report design. This activity intensive course teaches you how to harness the power of Report Designer through practical hands-on experience. This class focuses on some of the more advanced uses of Report Designer, such as use of the LOOKUP, JOIN, IF, ASUM and PART functions. Attendees will leave this class with a solid understanding of a variety of features including formulas, functions, prompt windows, as well as many other options. This course will also cover an introduction of the open database connectivity (ODBC) driver and the ODBC usage in spreadsheet, database and word processing applications. Participants should have worked with the software for at least six months and have some experience with actual Sage Timberline Office report design.

PREREQUISITE: TS 301 Report Designer

## **Sage Timberline Office Real Estate**

### **PM 503/504\*: Real Estate Setup Classes**

This two-day setup class is designed for the implementation team. Attendees should have "appropriate level" decision-making capabilities and have knowledge of their processing requirements. The class will cover setup topics and decisions in AP, GL, PM, system administration and topics such as putting together an implementation team, and designing your company's system controls to meet your unique processing needs. It will provide guidelines to make informed decisions about setting up the software to meet the specific needs of the particular company.

*\*This class does not replace the necessity of having an onsite review and analysis by a Sage Timberline Office Certified Consultant of the decision-making process throughout the implementation.*

### **PM 203/204: Real Estate Workflow Classes**

This two-day class requires a minimum of eight hours of prior setup training, either onsite or in the classroom. This class is designed for accounting managers, operators, and anyone who needs to understand routine workflow of AP, GL and PM for daily and monthly real estate accounting processing tasks. It is intended for an individual who wants to gain conceptual understanding and hands-on training of the processing requirements. With an emphasis on processing, only repetitive setup tasks (such as lease, vendor, and account) and those that impact ongoing workflow are covered. The first day covers AP & GL workflow processing; the second day covers intensive PM processing requirements. Plenty of lab time is included to work through typical processing issues while you have an instructor available to assist and answer

questions. This class is a great way to train new-hires or cross-train staff involved in daily operations.

### **PM 603: Real Estate Recoveries & Escalations**

If you are a property management client, this class will help you tackle the complexities of escalations and recoveries. This class will provide the attendee with basic knowledge of the steps necessary to create, maintain and process recovery escalation records for a property or properties. It will teach default property setup as well as lease-specific overrides for each recovery and/or escalation. Using sample software screens and specific examples, you'll work through the details of setup and processing of recovery reconciliations, calculation methods and CPI escalations. Prior recovery and/or escalation generation/calculation experience is required before taking this class.

## **Sage Timberline Office Estimating**

### **ES 101/102/103\*: Standard**

This course is designed for all beginning estimating users. This three-day course includes instruction on using Sage Timberline Office Estimating software and database setup. It is a hands-on course that will show you how to use the software and how to build or modify an estimating database including items, formulas and assemblies.

*\*Standard users must attend all three days of ES 101/102/103*

### **ES 201\*\*: Extended**

A course developed to discuss features found exclusively in Estimating Extended. This one-day course centers on Rate Tables and Crews, WBS Codes, WBS libraries, making global adjustments to estimates, the Bid Grid and other features available only in the extended version of Sage Timberline Office Estimating. A prerequisite for this class is our Estimating Standard class, which covers the essential foundation of the software.

*\*\*Extended users must attend all three days of ES 101/102/103 and one day of ES 201*

### **ES 301: Models**

Model takeoff is a convenient method used to select items to include in an estimate and calculate their takeoff quantities. With models, however, the amount of input is greatly reduced. This class will cover model takeoff topics including model interviews and model generation, display options, disconnecting from questions, and regenerating a model after modifications. Also included in this course is a comprehensive look at creating and formatting models that contain items, assemblies, images, numeric questions, look-up questions, text questions, yes/no questions, and Q-formulas. You might think of a model as a complex or super assembly which includes items and assemblies or, as a template where you answer questions and fill in the blanks to provide the information necessary for your estimate.

PREREQUISITE: Attendance of Estimating Standard and Extended classes. Students should have a good understanding of Sage Timberline Office Estimating Extended prior to attending class.

## ES 401: Buyout

This class covers the basic workflow of Buyout, as well as how Buyout works with other Sage Timberline Office applications, such as Estimating, Job Cost and Address Book. Using a familiar spreadsheet format, you can sort estimate items into groups of similar materials, produce quote sheets for requesting prices, record and track all prices received, compare prices and select vendors, issue purchase orders and send commitments to Job Cost or Purchasing.

## Crystal Reports

### CG 501: Crystal Reports for Timberline I

In this class, 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. The authorized training curriculum for this class includes step-by-step instructions for each activity, sample reports to compare results, and additional practice exercises you can do on your own to reinforce learning. You'll find the workbook to be a useful reference tool as you continue to work with Crystal Reports. The three appendices provide report design checklists, descriptions of commonly used functions, and a glossary of concepts.

### CG 502: Crystal Reports for Timberline II

This class will cover formulas, sub reports (link sub reports, unlink sub reports, and on demand sub reports). Variables, creating some advanced reports, conditioning and section formatting.

PREREQUISITE: CG 501 or equivalent experience.

### CG 507: Crystal Reports for Purchasing/Inventory

How do you design effective and professional reports for Purchasing and Inventory? This class shows you how to connect to the database and create reports that you can access directly from the applications. You learn about special format formulas designed specifically for use with Purchasing and Inventory, and also how to access Fax format fields and embedded commands. Finally, you practice working with RTF text, creating a purchase order and an inventory count sheet from scratch.

### CG 508: Crystal Reports for Service Management

How do you design effective and professional reports for Service Management? In this class you learn how to connect to the Service Management DDF files to access the data. You modify existing reports and create new ones using Service Management data as well as accounting data (which you pull in using subreports). Finally, you learn how to set up special format formulas for SM.

## General Class Information

- Students must have prior familiarity and skill with the Windows 2000/XP desktop environment.
- Class Schedule:
  - Estimating classes begin at 8 a.m.
  - Accounting classes begin at 9 a.m.
  - Project Management classes begin at 9 a.m.
  - Connecticut classes begin at 9 a.m.

Class fees are \$350 (Connecticut clients add 6% sales tax) per person, per day. Billing, Crystal Reports for Sage Timberline Office, Crystal Reports Level II & III and Project Management class fees are \$400 per person, per day. Half day Crystal Reports classes are \$200 per person, per day. Payment may be made by check, credit card or prepaid contract; it must be acknowledged by United Solutions in order to complete your reservation. Since class sizes are intentionally limited, seats are made available only on a "first-confirmed" basis.

Cancellation by a confirmed attendee must be received by United Solutions in writing no less than five business days prior to the scheduled class in order to avoid cancellation fees; verbal cancellations must be followed up by timely written notification. Cancellations within five business days prior to the scheduled class will result in a cancellation/rescheduling/no show fee of \$100 in addition to forfeiture of the class fee. Please note that if you don't cancel and don't attend, you are still responsible for payment. Student substitutions are allowed at any time.

Room temperatures may vary. Please bring a sweater/jacket for your comfort. Lunch is not provided. A list of local restaurants will be available at the training class. A refrigerator and microwave are available at our Marlborough authorized training center if you would like to bring your own lunch.

United Solutions reserves the right to cancel or reschedule any classes. If this becomes necessary, confirmed attendees will be notified at least two business days in advance of the class for rescheduling.

If there is a forecast for inclement weather, please confirm class status at (888) 874-4874 prompt # 4, prompt # 2 or visit our website at [u-s-i.com](http://u-s-i.com). Cancellation information will be updated by 7 a.m.

Registrations need to be received at least seven business days prior to the scheduled class to ensure availability of course materials. If the minimum number of students (three) is not met, we reserve the right to reschedule the class.

Our classes qualify for continuing professional education credits.

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## **Locations & Directions**

### **Marlborough, MA Authorized Training Center**

28 Lord Rd., Ste. 285, Marlborough, MA 01752  
Phone: 888-874-4874

From the Massachusetts Turnpike (I-90), take I-495 North. From New Hampshire - Take Route 3, I-93 or I-95 to I-495 South. From I-495 at Route 20 (Exit 24B), Take your first right onto Felton St., (if you miss it then take a right at the set of lights onto Landry St. and take a left onto Felton St.) You will come to a set of lights on Felton St., take a right onto Elm St. Go over the bridge and take your first right onto Lord Rd. Park in the rear (upper) parking lot and use that entrance. United Solutions is located on the upper level of the building, Suite 285.

### **Farmington, CT Authorized Training Center**

Located within the offices of Kostin, Ruffkess & Company, LLC. 76 Batterson Park Rd, 3rd Floor, Farmington, CT 06032  
Phone: 888-874-4874

East: I-84 West to Exit 37. Bear right onto Fienemann Road. Go to traffic light and turn left onto Batterson Park Rd.

West: I-84 East to Exit 37. Turn onto exit and go straight at traffic light onto Batterson Park Rd.

# United Solutions Training Class Registration Form

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Attendee Name \_\_\_\_\_

Attendee Email \_\_\_\_\_

Class(es) Requested & Date(s) \_\_\_\_\_

Attendee Name \_\_\_\_\_

Attendee Email \_\_\_\_\_

Class(es) Requested & Date(s) \_\_\_\_\_

Attendee Name \_\_\_\_\_

Attendee Email \_\_\_\_\_

Class(es) Requested & Date(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (        ) \_\_\_\_\_

Fax Number (        ) \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Tax \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Method of Payment  CHECK  PREPAID CONTRACT  MASTERCARD  VISA  AMEX (check one)

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CVV \_\_\_\_\_

Expiration Date \_\_\_\_\_ (Month/Year)

Authorized Signature \_\_\_\_\_

Class fees are \$350 (Connecticut clients add 6% sales tax) per person, per day. Billing, Crystal Reports for Sage Timberline Office, Crystal Level II & III, and Project Management class fees are \$400 per person, per day. Half day Crystal Reports classes are \$200 per person, per day. Payment may be made by check, credit card or prepaid contract; it must be acknowledged by us in order to complete your reservation. Since class sizes are intentionally limited, seats are made available only on a first-confirmed basis.

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Return the completed registration form to: United Solutions, 28 Lord Rd., Ste. 285, Marlborough, MA 01752;  
fax: 800-466-0045 or call toll free at 888-874-4874

For an updated class schedule visit our website at [www.u-s-i.com](http://www.u-s-i.com).