TIMBERLINE®

Release Guide

Timberline Office

Accounting and Management Products 8.3.1 CD
Estimating Products 6.7.1 CD
Purchasing and Inventory Applications 8.3.1 CD
Residential Management Application 8.3.0 CD

Overview

This release introduces three new products, as well as numerous new features and enhancements to existing products. Please read the sections that apply to the products you own. You may also be interested in the other products available.

New Products

Database Editor

Database Editor is a Microsoft® Windows®-based editor for Estimating databases. Use a familiar spreadsheet interface to:

- View, create, edit, and delete phases, group phases, and items.
- Filter and find data elements.
- Replace text within all data elements or a range of data elements.
- Undo edits.
- Renumber phases or items to move them within the same database or to another database.
- Save and select layouts for phases and items.

ePlan Takeoff

ePlan Takeoff gives you access to On-Screen Takeoff™ from Timberline's Estimating software. With this connection between the two programs, you can:

- Collect takeoff values from your digital plans and send those values directly to an estimate.
- Access digital plans in a variety of file formats, such as bitmap (*.bmp), tiff (*.tif), the On-Screen Takeoff format (*.osp), the government standard format (*.cal), and the Dodge plan format (*.pln).
- Save digital plan quantities and images to the **Dimension List** window to use later.
- Recall the last perimeter you digitized from an estimating spreadsheet quantity cell or from the **Item** or **Assembly Takeoff** window.
- Access your On-Screen Takeoff values and images while you review assemblies.

Estimating Report Manager

Estimating Report Manager lets you manage reports and view estimate data through custom report designs that have been created in Crystal Reports® or Microsoft Access.

You can organize and manage your folders and reports easily using a familiar hierarchical file structure. Use Estimating Report Manager to select any estimate that you would like to report on. You can also specify whether you want Estimating Report Manager to combine and round items and allocate add-ons before the report is generated.

Changes to Existing Products

General Changes

Release Notes Enhancements

Release notes for accounting and management products, as well as for Inventory and Purchasing, have changed for easier access and improved readability. Release notes for all applications that have additions or fixes are now gathered into a single file. To display the release notes from a **Timberline Office Installation** window, select **Browse Documents** and open the file ReleaseNotes.pdf. After you start your applications, you can locate release notes by selecting **Help > Documents**.

Release notes for estimating products, as well as for Buyout, are now available. To display the release notes from a **Timberline Office Installation** window, select **Browse Documents** and open the file ReleaseNotes.pdf.

Accounts Payable

Accounts Payable now interfaces with Property Management. You can enter a tenant charge as a distribution to an invoice and then post the charge and any markup or administration fees in Property Management. You can enter tenant charges and markup information in:

- **Change Invoices** (**Tasks** menu)
- **Enter Invoices** (**Tasks** menu)
- **Import Invoices** (**Tools** menu)
- **Pending Invoices** (**Tasks** menu)
- **Record Manual Checks** (**Tasks** menu)

To set up Accounts Payable for the tenant charge feature, to enter a tenant charge, or for related information, see “Property Management Chargebacks FAQs” in Accounts Payable Help.

Accounts Receivable

Finance Charges

Finance charges for past due amounts can now be included on a customer's accounts receivable statement. You can bill finance charges by invoice as an additional line item or by customer as a separate invoice.

You have the flexibility to set up finance charges based on rates by any of the following:

- Customer or data folder in Accounts Receivable.
- Job or extra in Job Cost.
- Contract item or contract in Contracts.

For information on how to set up and use finance charges, see the topics “About Finance Charges,” “Setting up Finance Charges,” and “Generating Finance Charges” in Accounts Receivable Help.

Address Book

You can now view a list of existing Estimating subcontractors and vendors and their sub numbers when you set up a company as an Estimating subcontractor. The list lets you enter a unique Estimating sub number if you do not accept the default number. View the list in **Setup > Company > [Use as] > Estimating Sub/Vendor**.

Buyout

Improved Performance

Buyout responds more quickly when you remove (unassign) items from a quote summary or update work files from an estimate.

Improved integration with Timberline security reduces the number of times you are prompted to enter passwords when you create a work file and connect to Address Book.

Quote Summary

When you move (reassign) items to a different quote summary, any existing vendor quote information for the items is also reassigned to the new quote summary.

Standard Prices

The following changes have been made to Buyout's standard prices feature:

- The standard prices feature, which stores current vendor prices, no longer removes extra spaces used in phase or item codes. This allows Buyout to correctly match vendor prices with items in quote sheets.

  Note: This enhancement affects you if you store items with codes that have spaces. For example, item 3310.140 c 30 Footing Conc 3000 psi has a space in its item code between c and 30. Buyout now saves this code as c 30 instead of c30.

  To correct item codes that may have had extra spaces removed in earlier versions of Buyout, save the item prices from vendor quote sheets to the standard prices database in this version. You can also correct item codes using ODBC.

- The **Standard Prices Items** window now lists vendors alphabetically when you sort by **Item/Vendor**.

- The commands available for standard prices from the **Quote Sheet** window (**Save As**, **Apply**, and **Edit**) are now available from the shortcut menu on the **Quote Summary** pane.

Buyout and Timberline Office Accounting Products

This release of Buyout better interfaces with Accounts Payable, Job Cost, and Purchasing. Key interface features let you:

- Export combined items from Buyout as individual items to Job Cost or Purchasing, based on the items' assigned job cost coding.

- Verify that items exported with job cost codes are associated with a job number.

- Verify that Accounts Payable tracks tax usage before you use the Accounts Payable tax groups in Buyout.

Import Estimates

Buyout includes item notes when it imports estimates into a work file. These notes are now accessible from the **Quote Summary** window and can also be printed on purchase orders.

Update Estimates

Buyout now deletes and recreates item adjustments every time it updates an estimate, to prevent duplicate item adjustments from occurring. However, adjustments you made to an estimate using earlier versions of Buyout will not be affected when you update the same estimate using this version.

WBS Codes

The number of available WBS codes has been increased from 12 to 40 in the following applications: Estimating Extended, Models, Buyout, Pricer, Viewer, Metricon, and Scheduling Integrator. In addition, you must now use unique WBS code names.

Contracts

Finance Charges

If you use Accounts Receivable, you can now include finance charges for past due invoices on a customer's accounts receivable statement.

You have the flexibility to set up finance charges based on rates by any of the following:

- Contract item or contract in Contracts.
- Job or extra in Job Cost.
- Customer or data folder in Accounts Receivable.

See the Contracts release notes for information on the finance charge settings that prefill in Contracts when you upgrade.

For information on how to set up and use finance charges, look in the Accounts Receivable Help index under “finance charges.” Contracts Help contains finance charge topics specific to Contracts. Accounts Receivable Help contains more topics that fully explain how finance charges interact among Accounts Receivable, Contracts, and Job Cost.

Estimating

Copy Sum

If you select two or more takeoff quantity cells, a total appears in the bottom right corner of the status bar. You can then click the [**Copy Sum**] button on the toolbar to copy that sum to the clipboard and paste it anywhere on the spreadsheet or into another application.

Merge Estimates

The **Merge Estimates** wizard has been enhanced. You can now specify both a target estimate and a master estimate. If you specify a master estimate, the information from the **Estimate Information** and **Estimate Settings** windows from the master estimate is used for the target estimate

The [**Advanced Options**] button lets you decide how you want overline takeoff quantities and units of measure to be merged in the selected estimates. This is similar to the functionality of the merge feature in Estimating 4.0.

WBS Codes

The number of available WBS codes has been increased from 12 to 40 in the following applications: Estimating Extended, Models, Buyout, Pricer, Viewer, Metricon, and Scheduling Integrator. In addition, you must now use unique WBS code names.

Job Cost

Finance Charges

If you use Accounts Receivable, you can now include finance charges for past due invoices on a customer's accounts receivable statement.

You have the flexibility to set up finance charges based on rates by any of the following:

- Job or extra in Job Cost.
- Contract item or contract in Contracts.
- Customer or data folder in Accounts Receivable.

See the Job Cost release notes for information on the finance charge settings that prefill in Job Cost when you upgrade.

For information on how to set up and use finance charges, look in the Accounts Receivable Help index under “finance charges.” Job Cost Help contains finance charge topics specific to Job Cost. Accounts Receivable Help contains more topics that fully explain how finance charges interact among Accounts Receivable, Job Cost, and Contracts.

Payroll

Import Time

Import Time now imports Equipment Cost revenue and cost transactions. For more information, see “About the Import Time record layout” in Payroll Help.

Modify Personal Tax Credit Amounts (Canada Only)

You can now automatically adjust provincial as well as federal personal tax credits using **Modify Personal Tax Credits.** For more information, see “About modifying personal tax credits” and “To modify personal tax credits” in Payroll Help.

Project Management

Correspondence Log

With the correspondence log, you can track and manage project correspondence, such as e-mails, phone calls, and documents that require follow-up.

- As you create project-related e-mails and documents in Microsoft Outlook, Word, or Excel, you can make entries for them in Project Management's correspondence log without leaving those applications.
- In the log, you record correspondence information, such as how the correspondence was sent, its urgency, its status (whether action is required or you are waiting for a response), when it is due, and when it is completed.
- You can search and sort the correspondence log to quickly find specific entries.
- All your project correspondence e-mails and documents can be stored in a central location.
- When you create entries directly in the Project Management correspondence log, you can attach Microsoft Word or Excel documents, as well as any other kind of file.
- You can attach multiple files to a correspondence log entry.

For more information, see “Learn about the correspondence log” in the Project Management Help index (listed under “correspondence log, about”).

Send Attachments

The send attachments feature allows you to e-mail, fax, or print files (such as a Microsoft Word document, an Excel spreadsheet, or a .jpg image file) from within the **Timberline Sending** window. You can automatically include attachments from RFIs, submittals, meeting minutes, and drawing logs when you send these documents.

You can also add attachments and automatically include RFI, submittal, meeting minutes, and drawing attachments as separate items in transmittals. The files are faxed, e-mailed, or printed when you send the transmittal.

For more information, see “Sending attachments in Project Management” in the Project Management Help index (listed under “attachments, sending”).

New Reports

See the Project Management release notes for a complete list of new reports.

Property Management

Interface With Accounts Payable

Property Management now interfaces with Accounts Payable to accept charges created through Accounts Payable’s **Enter Invoices** task. In Accounts Payable, you enter the charge as a distribution to an invoice and then post the charge and any markup or administration fees in Property Management. In Property Management, you can set up markup charge types, percentages or amounts for the charge types, and a journal number to identify the transaction as a chargeback. You establish most of the settings and processes in Accounts Payable.

Note: Make sure that you set up a **TAX** charge type in Property Management if you use taxes in Accounts Payable. Refer to the release notes for further information.

Clear Paid Items

Property Management has greatly improved the speed of the clear paid items task (**Tools > Clear Paid Items**).

Service Management

Service Management enhancements include:

- New tasks called **Work Order Billing** and **Work Order Review** that let you:
  - Bill multiple work orders on one invoice.

    - Review and edit work orders in a single window.
- The ability to use a number of different invoice formats, which lets you customize invoice reports by the service location, the Accounts Receivable customer, and the call type.
- Modified work order statuses that provide more control over the state of the work order. The modified statuses include:
    - **Closed**—Prevents changes and additional line items from being added to the work order.
    - **Reviewed—**The work order has been reviewed and is ready to be closed and invoiced.
    - **Invoiced—**The work order has been invoiced. If you add items to the work order, the status changes to **Open**.
- A reorganized **Report** menu that presents more logical grouping for easier navigation.

Help and Information

Help

Each Timberline application includes Help, which provides many answers and instructions at the click of your mouse. To use Help, select **Help Topics** from the **Help** menu.

An important feature of the Help system is What's This? Help. For detailed information about each field in an application, press F1 or click the question mark that appears on the toolbar or in the title bar of each window. Position the question mark over the area in question, and click.

Solution Providers

For more information on Timberline products, contact your Timberline solution provider, visit www.timberline.com, or call 1-800-628-6583 for assistance.

Timberline Web Site

Visit www.timberline.com for the latest information about the company and its products:

- News—Find articles about products, releases, and industry issues.
- Knowledgebase—Search a comprehensive database of solutions, hints, and other issues.
- Files—Download software updates, network patches, and other files.
- Support—Send requests to Software Support.

- Training—Learn more about our authorized training centers, including locations, course descriptions, and schedules.

Software Support

If you have questions or issues, you can contact us by telephone, fax, or e-mail.

For Support in the U.S. or Canada:

Call 1-800-551-8307, fax 503-439-5333, or e-mail support@timberline.com
Support hours: Monday through Friday 6 a.m. to 5 p.m. (Pacific time)

For Estimating Support in Australia:

Call 1800-120-369, fax +503-439-5763, or e-mail austrest@timberline.com
Support hours: Monday through Friday 8 a.m. to 5 p.m. (Australian Eastern time)

For Other Product Support in Australia:

Call 1800-120-369, fax +503-439-5763, or e-mail austracct@timberline.com
Support hours: Monday through Friday 8 a.m. to 5 p.m. (Australian Eastern time)

For Estimating Support in Asia-Pacific:

Call +503-439-5178, fax +503-439-5333, or e-mail austrest@timberline.com
Support hours: Monday through Friday 8 a.m. to 5 p.m. (Australian Eastern time)

For Other Product Support in Asia-Pacific:

Call +503-439-5178, fax +503-439-5763, or e-mail austracct@timberline.com
Support hours: Monday through Friday 8 a.m. to 5 p.m. (Australian Eastern time)

For Support in Other International Areas:

Call +503-439-7155, fax +503-439-5333, or e-mail support@timberline.com
Support hours: Monday through Friday 6 a.m. to 5 p.m. (Pacific time)