Sage Timberline Office

Contracts

Provided with the Accounts Receivable application, Contracts tracks the details of your customer agreements in one convenient location.

Information stored in Contracts can be used to drive billings, coordinate receivables processing and enhance change order management.

For each of your customer agreements, Contracts stores scope of work, terms of payment, important dates, status, supporting documents, customer contacts, project contacts and more. Contracts also tracks billing requirements and change order information. Billing can use information stored in Contracts to produce your customer invoices automatically. Job Cost can work with Contracts to manage every step of the change order process—from request through approval.

Sage Timberline Office automation makes setting up new contracts easy. You can set up predefined templates to quickly enter new contracts. And through the interface to Accounts Receivable, you can automatically enter customer information already stored.

Using integrated access tools, your contractual information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports allow you to calculate and print information in any format you choose for in-depth analysis.

Following is a detailed list of features Contracts offers that will help you track your customer agreements.

Contract tracking

- Identify contracts and contract items with up to 10 characters containing up to three sections.
- Use predefined templates to quickly set up new contracts and to maintain consistency.
- Use information from your Accounts Receivable customer records to enter contracts.
- Record and track scope of work for each contract and contract item.
- Track contract status (for example, proposed, pending, approved, closed, paid-in-full).
- Define unique billing methods (for example, progress bill, lump-sum, unit priced, time & materials, cost plus) for each contract item.
- Track all the individuals involved with a contract.
- Track all documents and functions for each contract item.
- Assign GL accounts to each contact item (for example, AR, retainage AR, revenue).
- Assign GL account prefixes (for example, divisions, departments, companies) to each.
- Identify GL revenue account exceptions for each contract item (for example, track different types of work separately in your GL).
- Add up to 250 user-defined fields to track additional contract information.
- Use customized checklists to track contract action items.
- Assign different customer or billing contacts, invoice formats, rate and markup tables, and retainage percentages to each contract and contract item.

BENEFITS

- All customer agreement information available at the touch of a button.
- Quickly enter new contract with predefined templates created around your business.
- Access information for customer inquiries in seconds..
- Highly customizable contract tracking.
- Easily tie change orders to contracts or contract items.