MyAssistant
For Sage Timberline Office

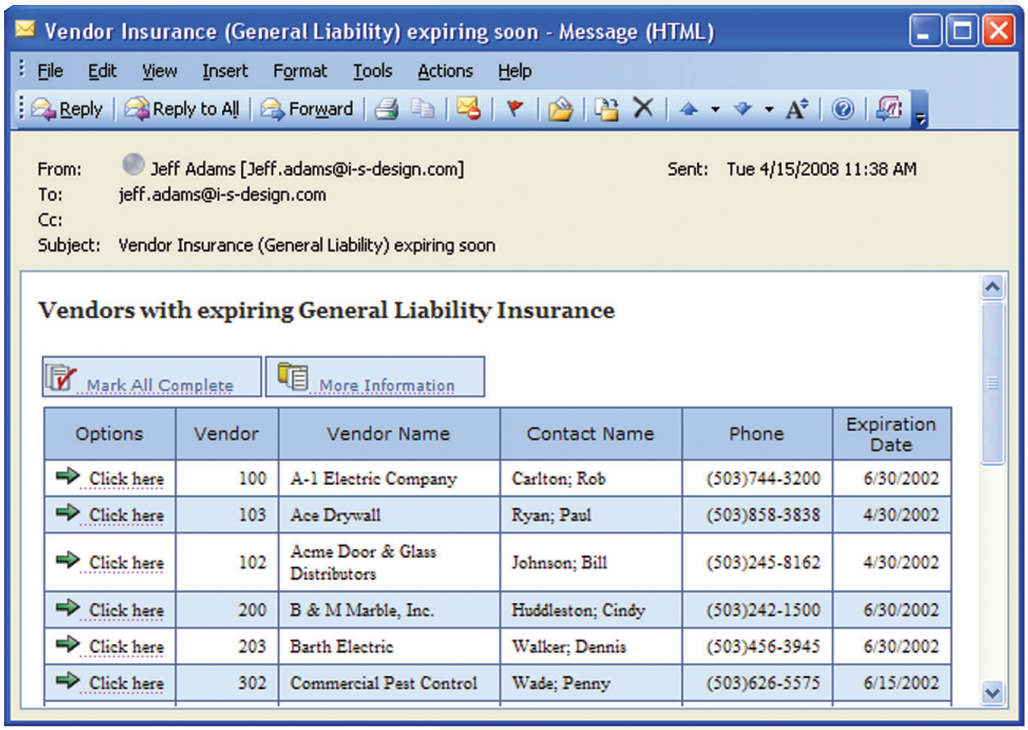
Construction

Would you like your Timberline Office software to automatically

- Identify vendors with insurance expiring in 30 days and send them a letter?
- Send past due customers a list of their delinquent invoices?
- Generate and distribute personalized reports on a regular schedule?
- Notify executives when jobs drop below a profit threshold?
- Send each project manager a list of costs codes that are over budget for their jobs?
- Audit processes such as job, contract, or employee setup to ensure they are completed correctly?

Be informed

With MyAssistant, *it can*



Options	Vendor	Vendor Name	Contact Name	Phone	Expiration Date
Click here	100	A-1 Electric Company	Carlton; Rob	(503)744-3200	6/30/2002
Click here	103	Ace Drywall	Ryan; Paul	(503)858-3838	4/30/2002
Click here	102	Acme Door & Glass Distributors	Johnson; Bill	(503)245-8162	4/30/2002
Click here	200	B & M Marble, Inc.	Huddleston; Cindy	(503)242-1500	6/30/2002
Click here	203	Barth Electric	Walker; Dennis	(503)456-3945	6/30/2002
Click here	302	Commercial Pest Control	Wade; Penny	(503)626-5575	6/15/2002

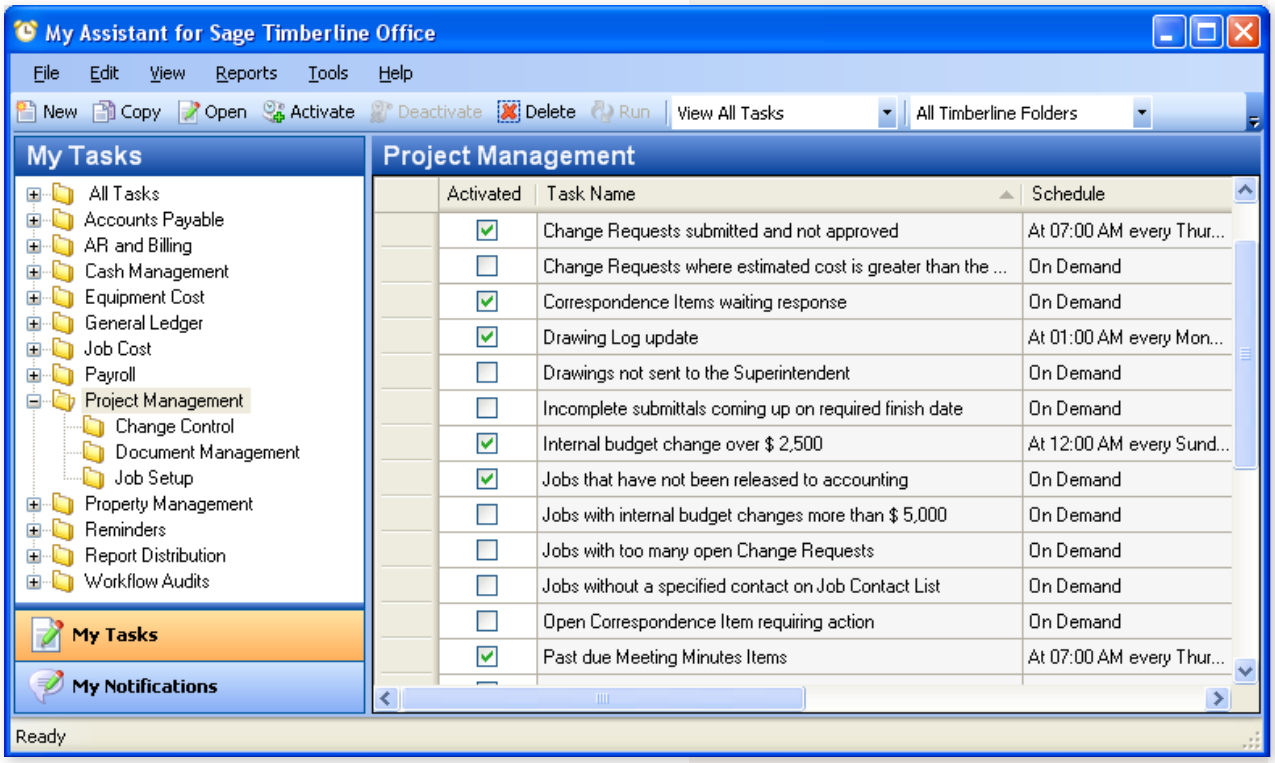
Specifically designed for Timberline Office, MyAssistant proactively identifies what needs to be done, determines who needs to be informed, and automatically performs the task. MyAssistant uses Microsoft Outlook to deliver essential information, when it's needed.

Put MyAssistant to work for you

Use a simple wizard to give MyAssistant Tasks. For each Task, tell MyAssistant what you want done and when. Use any of the prebuilt Tasks or define your own.

- Select one of the more than 270 prebuilt rules, or create your own, to identify exactly what should be monitored or occur
- Schedule a Task to run at specific times, or run it on demand
- Identify who will be notified
- Define the format and content of the recipient's email message
- Attach one or more reports to each email, with report content specific to the email recipient
- Attach any documents or files to each email

Get control with MyAssistant Tasks



MyAssistant is a powerful tool to manage your business:

- Inform project managers of jobs not billed in 30 days and with costs exceeding billings
- Upon receiving a cash receipt, receive a list of AP invoices that should be paid
- Identify terminated employees and send your insurance company a letter to remove them from your coverage
- Receive alerts when working capital drops below a certain amount
- Recognize new vendors and request a W-9 from them
- Know when invoice discounts are about to expire
- Send each project manager a list of overdue RFI's, submittals, and change requests, with detailed logs attached
- Learn of invoices not coded to a job but use a job account number
- Notify your president of employees celebrating a birthday

Improve communications, reduce errors, and increase productivity.

Work smarter with MyAssistant

For a product demonstration or more information please contact your Sage Timberline Office Business Partner.

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