



Address Book

Address Book provides a central location from which to access and manage all of your company's business contacts and related information.

Included with the purchase of any Sage Timberline Office application, Address Book ensures that everyone always has the most recent and complete contact information within reach. Changes or updates to contact information, such as an address change, made in one area of the company are automatically reflected throughout all Sage Timberline Office applications and instantly made available to all users in the company.

For companies already using Sage Timberline Office products, Address Book contact data can be easily synchronized with contacts in existing Accounts Payable, Accounts Receivable and Estimating databases.

Flexible setup allows access to comprehensive contact information

Address Book contact records can contain a wide range of information and options. For example, with Address Book you can:

- Track all of your business partners and associated contacts, establish a primary contact and assign roles to individual contacts within an organization such as estimating, accounts payable, accounts receivable and billing.
 - Set up multiple addresses (including shipping, remittance, street, etc.), phone numbers and other contact information in each company or individual person contact record.
 - Enter useful information such as the trade of a subcontractor, the type of supplier or the region the vendor serves, then query off of these fields in the future to quickly find the vendor you're searching for.
 - Assign a preferred default delivery method to individual contacts—noting to send via print, fax or e-mail. Once selected, Timberline Office applications will automatically send all information by this default. Users may change the delivery method at the time of sending if needed.
 - Customize most of the software's drop-down lists to fit your company's contact tracking needs.
- Set up custom fields for additional contact information and attach documents as needed to contact records.
 - Track business enterprise types (MBE, WBE, SBE, VBE, DBE).
 - Specify in Address Book which contacts you want to appear in Accounts Payable, Accounts Receivable and Estimating software, and which contacts you don't want to appear.

Address Book reports

Address Book also makes numerous reports available, including company, fax, person, phone, e-mail, customer, accounts payable, vendor and estimating vendor.

Address Book is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

Address Book - ABC Company - [Company Setup -- A-1 Electric Company]

File Edit Setup Inquiry Reports Tools Window Help

Company name: A-1 Electric Company Street: 46520 Hwy 99
 Location: Tigard Address... Tigard, OR 97008 USA
 Region: Pacific NW Primary phone: (503)744-3200
 Type: Subcontractor Primary fax: (503)744-4655
 Sort as: A-1 Electric Company

Trade:
 Architect
 Electrical
 Engineer
 Equipment Supplier
 General Contractor

E-mail address: rob@a1electric.com
 Web address: www.a1electric.com
 Send via: E-mail Inactive

Company contacts
 Primary: Rob Carlton AP: Susan Layton
 Estimating: Jim Pratt Billing: Susan Layton

Name	Job Title	Business Phone	Business Fax	Mobile Phone	E-mail Address	Send Via
Bill Chapman	Owner	(503)744-3205	(503)744-3200		bill@a1electric.com	Fax
Jim Pratt	Estimator	(503)744-8543	(503)744-4656		jim@a1electric.com	Print
Rob Carlton	Project Manager	(503)744-4632	(503)744-4655	(503)703-4859	rob@a1electric.com	E-mail
Sarah Jones	Project Assistant	(503)626-7562	(503)626-7502		sarah@tigardmecha	E-mail
Susan Layton	Accounting	(503)744-3541	(503)744-4659		susan@a1electric.c	Print

Business enterprise type
 MBE SBE VBE DBE WBE

Ready 08/28/02

Access and manage all of your company's business contacts and related information in one central location.



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