

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

November 2007

Each month, our goal is to provide you with tips and tricks to make you an expert in Sage Timberline software. Accordant's consultants will teach you how to improve your productivity and knowledge of this powerful solution.



Our Timberline consultant this month is Keith Andrews. Keith entered the Construction/Real Estate industry in 1996 working as the controller for a Construction/Property Management company in New Jersey. Two years later, he went to work for Yardi Systems where he spent two years there as a Property Management Software consultant. Keith joined Timberline Software in January 2000 and became a Certified Consultant

servicing the NY/NJ area. He also teaches many of the classroom courses offered by Accordant and is trained in both the Real Estate and Construction applications. He obtained his Bachelor of Science Degree in Computer Science with a minor in Accounting in 1986 from the University of the West Indies.

Here are Keith's tips for this month:

1. Did you know that you can launch a customized Sage Desktop configuration by creating an icon for it on your Windows Desktop? This eliminates the need to access it via TS-Main or Sage Desktop. When a custom configuration is created and saved using Sage Desktop, the "Tasks", "My Tasks", and "Home Page" selected on that configuration are also saved. The number of allowed configurations is unlimited. Thus, you can have one custom configuration for the AP department, one for the finance department, and another for the project managers. By placing an icon for your specific configuration onto your Windows Desktop, you can launch it immediately from that icon instead of launching TS-Main or Sage Desktop first.



## Accordant

Learn more about  
Sage Timberline Office

Want to attend a classroom training session? Click on the link for a course outline, registration form or more info.

**Construction Accounting**  
November 12-14

**Service Management**  
November 19-20

**Estimating Fundamentals**  
December 3-4

**Estimating Assemblies**  
December 5

**Project Management**  
December 6

**Crystal Reports**  
December 13-14

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2. You don't use Sage Desktop and you want to give a user access to a report from an application that they **don't** have access to. Note: You can run any report from any application. You can run an AP report from within the AR module. All you have to do is add the AP report to the AR reports Menu. To do this:

- a. Start the AR application.
- b. From the **Reports** menu, select **Reports Manager**.
- c. Click [**New**].
- d. Type the report name in the **Report name** box as you want it to appear on the **Reports** menu.
- e. To assign this report to a menu group, type the appropriate menu group name in the **Menu group** box.  
**Note:** You can also click [**List**] to select an existing menu group. Leave the box blank to add the report to the main **Reports** menu.
- f. In the **Source** section, select whether this is a Crystal report or TS-Report Design.
- g. Place your cursor in the **File name** box, click [**List**], and browse to the AP report design that you want to add to the **Reports** menu.
- h. Select the report design and click [**Open**].
- i. Click [**OK**], and then click [**Close**].

3. If you have a lot of users on Timberline and need to know who is logged into Timberline at any one time, you can look at the pervasive monitor on the server. To do this go your windows Start menu--> All Programs--> Pervasive SQL-->Other Utilities--> Monitor. MicroKernel menu option  
-->Active users. This will show who is logged in at a particular time. You can even see what files are being accessed thru the active files option. This can save you

Office. Attend a free online demo!

**Document Management**  
November 27

**Field2Base**  
November 9

**MyAssistant**  
November 7,13,28

**OnScreen Takeoff**  
November 23

**Project Management**  
November 28

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- Melville, NY
- Manasquan, NJ
- Stamford, CT
- Philadelphia, PA



SAGE TIMBERLINE OFFICE

time walking around the office to ask who is logged in if there is something that needs to be done in an application immediately and you don't have sufficient licenses.

If you would like to reserve Keith as your consultant, please contact Swati Raje, Director of Client Services, at 973-887-8900 x105.

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