

# NEWS

SAGE  
TIMBERLINE  
OFFICE  
NEWSLETTER

APRIL 2007

## Consultant's Corner



Welcome to the Consultant's Corner, dedicated to providing you with tips and hints for more efficient and effective use of Sage Timberline software. Each month, one of our Timberline consultants will provide you with tips on how to get more bang for your buck!

Our Consultant's Corner expert this month is Anthony Madonna. Anthony P. Madonna Jr., CPA, MBA is a Certified Timberline Consultant since 2004. He began his career in 1985 and has extensive experience in tax, accounting and consulting. Anthony's efforts have proven instrumental to a broad range of companies in the construction and real estate industries. He is a recognized expert in his field and is frequently called upon as a business advisor for companies and industry trade organizations. The following are Anthony's tips for this month:



## Do You Know the Easiest Way to Get Answers to your Sage Timberline Questions and Issues?

Have you ever needed your client # but didn't know where to find it? Do you ever have a quick question about your software but don't know where to turn? Need technical assistance and don't have time to call support?

Simply go to the Sage Timberline website to get all of your questions answered. Log on to <https://sagetimberlineonline.com> by entering in your email address and password information. (If you aren't already registered, there's a link there that will allow you to sign up for the site.) Once you are logged onto the site, the Sage Timberline Office main screen will pop up. Towards the right hand side of your screen you will see a search field and the words Search the Technical Support Knowledgebase. This is where you can find answers to all of your technical support questions. If you do not have a specific search word or question, you can also access the Knowledgebase by clicking on the Solve tab on the task bar located at the top of your screen.

You can use the Technical Support Knowledgebase to search for answers to application issues, find release documents, and look up software alerts and notices.

**Project Management** is the key to every construction company's success. There are countless stories of failed projects, cost overruns, and the negative impact on the morale of a workforce. Project management requires proper planning, communication, record keeping, and the discipline to properly utilize the tools presented to you. **Sage Timberline Office Project Management module (PJ)** allows you to handle the best practices of good project management which can help you achieve a successful project.

Best practice tips of a successful project :

- Defining the scope and objectives**
- Defining the deliverables**
- Project planning**
- Communication**
- Change management**
- Risk management**

Incorporating **PJ** with the above practices will increase the chance of success of your project.

Another PJ Attribute: The correspondence log can track and manage project correspondences. In Microsoft Outlook, Word, or Excel, you can log an e-mail or document in the correspondence log without leaving those applications. The PJ correspondence log toolbar appears in Outlook, Word, and Excel. From the toolbar, you click [Add to Log] or select a job to create a log entry.

Tips:  
Sort the correspondence log: Entries in the log grid are listed in order of the date entered in the Date column. To re-sort the correspondence log grid by any column, click the heading of a column. The software reorders the rows in the grid based on the alphabetical order or numeric order of the entries in the column you clicked. Click the column heading again to reverse the order. A triangle pointing up or down in the

To search the Knowledgebase, type a question to ask or type an article ID. If you type a question, ask the question as you would ask another person. For example, type "Why do my payroll checks not print?"

Use the Knowledgebase to connect directly with customer support. Click on the Support link on the left hand side to send an email to support, find out when support is available to help you, and to download the support guide for more information on the support process.

You can also use the Knowledgebase to download files and updates for your Accounting and Management Products or Estimating Products CDs. Browse the list located on the left hand side of your screen and click on the Updates link. Here you can view updates by the CD release or software alert number.

If you look to the right hand side of your screen, you'll see a list of quicklinks to help you get answers faster and easier. Here you can find information on release updates, Timberline's technical system reference guide, along with the customer support guide and telephone menu. Want to send Timberline your feedback about your software or request software enhancements? Click on the Suggest Software Enhancement link to send your suggestions and comments to Timberline. You can even add software uses right from the knowledgebase! Simply click on the Add Software Uses link to view a list of all of the activation codes and modules that your company owns.

Search around the Knowledgebase, you never know what information you may find!

## Upcoming Training Classes

*For more information or to register for a training class, please click on a link below, call Kathy Morris at 973-887-8900 x103 or email [kmorris@accordantco.com](mailto:kmorris@accordantco.com). Accordant training classes are held in Parsippany, NJ at the New Horizons Computer Learning Center.*

Estimating  
April 9-11

Real Estate Accounting

column heading indicates whether the entries are sorted in ascending or descending order. Be consistent with the information inputted into the grid headers to provide a meaningful sort order.

Want to schedule Anthony as your consultant? Please contact Judy Yannotta, Office Manager, at 973-887-8900 x100 for Anthony's availability.

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Welcome to the Accordant Newsletter! Our goal is to educate Sage Timberline Office users by providing valuable information on products, training, and tricks of the trade. We also plan to share Accordant & Sage Timberline news and upcoming events. Accordant provides leading-edge business solutions to construction, service & real estate businesses in New York, New Jersey, Connecticut and Pennsylvania. We specialize in the implementation, consulting, and training of Sage Timberline Office Solutions.

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Gordon Cheyne  
Glenn Eckert  
Brad Enderlin

April 17-19

### Crystal Reports

April 18-19

### Report Designer

April 20

### Construction Accounting

May 7-9

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## Upcoming Webinars

*For more information or to register for a webinar, please click on a link below or call Kathy Morris at 973-887-8900 x103 or email [kmorris@accordantco.com](mailto:kmorris@accordantco.com).*

#### **Field2Base**

Field2Base is a wireless field service and two way communication tool that allows you to dramatically increase the productivity of your mobile workforce. Field2Base's communication technology gives you the ability to manage your sales force, field service, construction, inspections, homebuilding, and engineering field processes, along with the capability to digitize and optimize information flow to and from the field and back office systems.

**April 12**

#### **On-Screen Takeoff**

On-Screen Takeoff® uses cutting edge technology to generate takeoffs directly from your PC screen. Using common digital image file formats, such as .TIF, .CAL, and most CAD files, you can see your blue prints directly on your computer screen and use the mouse to quantify lengths, areas, volumes and counts.

**April 20**

#### **Project Management**

Project Management simplifies how you manage projects by providing quick and easy access for up-to-the-minute costs, contracts and document information. Through integration with accounting, estimating, and purchasing systems, you're able to issue and see all prime contracts, subcontracts, updated plans and drawings, change orders,

Vivian Frazier  
Dan Henegan  
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**SAGE TIMBERLINE OFFICE**

**SAGE MASTER BUILDER**



purchase orders, meeting minutes, requests for information (RFIs), and other project-related documents.

**May 9**

**Come Visit Us!**

Thinking about purchasing another module and not quite sure how it works? Know of someone who may be interested in taking a look at Timberline software? Come visit us and get a closer look! Accordant will be presenting Sage Timberline Office and other add-on modules at the following trade show locations. Make sure to stop by and see us!

**Atlantic Builders Convention**  
**Atlantic City Convention Center**  
**Atlantic City, NJ**  
**April 18-20**  
**[www.abconvention.com](http://www.abconvention.com)**

*For free tickets, please click on the link above. On the left hand column under registration, click on Special Event Tickets. Our special promo code is **harmony**.*

**Construction Expo**  
**Javits Center, NY**  
**May 1-2**

**[www.constructionexpo.com](http://www.constructionexpo.com)**

*For free tickets, please contact Kathy Morris at 973-887-8900 x103.*

**Want to Download a PDF Version of the Accordant Newsletter?**

Copies of Accordant's newsletter are now available for you to download! You can access a pdf version of this newsletter at [www.accordantco.com](http://www.accordantco.com). Click on the *News & Events* tab to view upcoming webinars, classroom training schedules, past newsletters, and Accordant's recent awards.



Please feel free to contact us with any questions, concerns or comments at 800-363-1002 or [info@accordantco.com](mailto:info@accordantco.com).

Sincerely,

The Accordant Team

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