

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

April 2010

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



Our Sage Timberline Office Consultant this month is Bob Lifset. Bob holds a B.S. degree from Clarkson College and a Masters of Business Administration from the Graduate School of Business of New York University. He is a Certified Public Accountant, and is a member of the American Institute of Certified Public Accountants, the New York State Society of Public Accountants, and the Construction Financial Management Association. Bob is a Timberline certified consultant, and over the past 14 years has led clients in the implementation of Timberline software.

Here is Bob's Tip for this Month:

## ***Using Period End Date in Payroll for Reporting and Tax Purposes***

Sage Timberline Office captures both the Period End Date and the Check Date every time you create a check in Payroll. Normally, the Check Date is used as the Accounting Date when check information is sent to the General Ledger and Job Cost. However, as a Payroll setup option, the Period End Date may be used instead of the Check Date.

### **Why Use Period End Date?**

Companies may want to use Period End Date because it enables a more even and consistent measure of Payroll costs. For example, let's assume that a payroll has a Period End Date of Sunday, April 4, 2010. However, several checks are entered that week with Check Dates of March 29, 30 and 31 (these could be lay-off or other miscellaneous checks). If Check Date were used as the Accounting Date, these checks would appear in March



## 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](#)  
May 10-12

[Crystal Reports](#)  
May 13-14

[Project Management](#)  
June 24

Attend a Webex

Learn more about other powerful tools for Sage Timberline Office. Attend a free online demo!

[MyAssistant](#)  
April 22, 2pm EST  
April 27, 1pm EST

and be part of the 1st quarter's Payroll. However, if Period End Date were used, these checks would appear in April (along with all of the regular checks for the week), and be part of the 2nd quarter. This may be a more desirable result.

#### **How to Set the Accounting Date to Period End Date**

In Payroll, go to File=>Company Settings=>PR Settings. On the left hand side of the screen, beneath Accounting Date, use the pull-down to change from Check Date to Period End Date. For a clean cut-off, it is recommended that the change be made at the beginning of a quarter, after all payroll checks for the prior quarter are entered, processed, printed and posted.

#### **Implications of Using Period End Date for Tax Reporting**

If you are using Period End Date as the Accounting Date for General Ledger and financial statement reporting, it is desirable that Period End Date also be used for Payroll tax reporting purposes.

- **Form 941:** The Federal 941 is due quarterly, at the end of the month following the end of the quarter. The Timberline 941 Preparation, Form 941, and Form 941 - Schedule B all can be run using Period End Date instead of Check Date.
- **Form W-2:** The Federal Form W-2 is typically run in January, and covers the prior year's payroll. The Timberline Form W-2 uses Employee Tax records. Checks are posted to these records based on Check Date. We have developed reports that enable you to reconcile the 941 totals to the W-2 totals by employee, and modify any needed W-2 totals.
- **State Tax Forms:** State tax forms are typically filed quarterly in the month following the end of the quarter. The Timberline state tax forms in Timberline Versions 9.4, 9.5, and 9.6 all use Check Date. Reports that produce New York and New Jersey state tax forms based on either the Check Date or Period End Date can be created.

If you would like to schedule Bob Lifset as your consultant, please contact Swati Raje at 973-887-8900 x105 or Judy Monahan at 973-887-8900 x100.

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#### [OnScreen Takeoff](#)

April 30, 9am EST

#### [Office Connector](#)

April 22, 3:30pm EST

April 29, 3:30pm EST

#### [TimberScan](#)

April 22, 10am/4pm EST

April 27, 10am/4pm EST



Authorized Partner

Select 2010

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*Other Accordant offices are located in:*

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•Manasquan, NJ

•Stamford, CT

•Philadelphia, PA

•Pittsburgh, PA

•Troy, ME

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### Software to Enhance Your Payroll Process in Sage Timberline Office

Accordant wants you to be familiar with some of the latest technology products available to enhance your Sage Timberline Office Software.

hh2 Remote Payroll allows construction companies to collect, approve and report on their job costed payroll data through the web. It has a proven track record of helping anyone wishing to eliminate double entry, simplify their payroll process, and add on demand reporting to their weekly payroll process.

With the release of Sage Timberline Office 9.5, Sage has added Field Reporting to the Project Management Module. This will take the place of your daily paper logs that are kept for each job. hh2 Field Reports is designed to extend those capabilities out to the field. They have partnered with Sage to provide this as a service and have added many time saving and value added features to help you get the most out of this new feature for Project Management.

During this presentation you will learn how hh2 Web Services seamlessly integrates with Sage Timberline Office and how hh2 will allow you to work smarter and save your company countless hours and money by streamlining your processes.

Upcoming web presentation:  
Wednesday, May 5th from 11am-12pm EST

[Register Here](#)

### May 2010 Lunch and Learn Session

*Service Management - More Than Just a Work Order Billing System*

*Date: Thursday, May 13th from 12pm-12:30pm.*

Brown bag your lunch and join Accordant during this **free** webinar. Topics include: creating manual and automatic work orders, using the marketing list wizard, and how to use sales leads and service agreements.

[Register Here](#)

Stay tuned...

Accordant User Meetings are coming in Fall 2010!