

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

April 2011

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 Sage Timberline Office Consultant this month is Bryce Obye. Bryce has over 15 years experience with Timberline and is certified in Construction Accounting, Estimating and Property Management. He has a bachelor's degree in Business from Oregon State University.



Here is Bryce's tip for this month:

Importing Weekly Payroll Tax Liabilities

How are you making sure that all your Payroll taxes are being paid in an accurate and timely manner? If you setup this system to import your tax payments you won't have to worry about that anymore. Instead of printing the Deposit Summary Report, you can import it as AP invoices and then all you have to do is record the manual checks in Accounts Payable. This makes sure that the amounts are correct and also the accounting (credit account) is taken care of automatically.

It starts with the Deposit Summary report in report designer. You can save this report as a different report, and change it to print out the fields required to import an AP invoice. You can modify the report so it always prints to the same text file, which you can then import into Accounts Payable. To associate each tax ID



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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 9-11

[Crystal Reports](#)
May 12-13

[Project Management](#)
June 23

Attend a Webex

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

[MyAssistant](#)

with a Vendor, use the notes field under the attachments. You'll need to make sure you have that vendor already setup in AP. Use the period end date together with the Tax ID for the invoice number. Additionally, you can add notes below the Vendor ID to assist in payments over the phone, like a phone number or an access code to make online payments. Then create a second report to print this information. Not that familiar with Report Designer? Call Accordant and one of our consultants can help you set this up.

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

Construction Accounting Classroom Training

May 9-11, 2011

Location: Parsippany, NJ

Instructor: Keith Andrews

Registration Deadline: Friday, April 29th

Register

This three-day introductory class covers the nuts and bolts behind the setup and workflow of core Timberline applications.

Day One: *Job Cost and Accounts Payable - Topics covered include: job setup, vendor setup, cost codes and category setup, entry of estimates, change orders, purchase orders, subcontracts, billings and payments.*

Day Two: *Payroll, General Ledger, and Cash Management – Topics covered include: how to set up employees, process payroll, enter, print, and post checks; create GL accounts, process journal entries, and set up cash management.*

Day Three: *Accounts Receivable, Contracts, and Billing - The class will cover topics such as how to setup customers, enter invoices, apply cash receipts, and apply voids.*

April 19, 11am EST
April 27, 2pm EST

OnScreen Takeoff

April 29, 9am EST

Office Connector

April 21, 3:30pm EST

April 28, 3:30pm EST

TimberScan

April 19, 10am/4pm EST

April 25, 10am/4pm EST

hh2 Remote Payroll and Field Reports

May 11, 1pm EST

hh2 Human Resources

May 12, 1pm EST



May 2011 Lunch and Learn Session

Topic:
*Connecting
Estimating to Job
Cost*

Date: *Thursday,
May 12th from
12:00pm-12:30pm.*

Brown bag your lunch and join Accordant during this **free** webinar.

Register Here



Don't miss the educational event of the year for Sage customers.

No matter how long you've been using your Sage solution, you can do more and you can learn more. That's what Sage Summit is all about. It's the annual conference for Sage customers, taking place July 12-15, 2011 on the banks of the Potomac outside Washington, DC.

Sage Summit is packed with a wealth of content that will enable you to gain a more complete understanding of your Sage solution's capabilities and how to use and apply them. This is an event that starts delivering value from the moment you arrive. Key takeaways include:

- Concrete knowledge and skills to help take full advantage of your Sage solutions
- Valuable information and real-world experiences from other Sage software users
- Expert answers to specific product questions you've been wrestling with
- Trends, insight, and guidance from thought leaders in your industry
- Product roadmaps highlighting new features and enhancements

Enter PTOC10 to save \$200 off your registration.

Accordant Company, LLC is pleased to offer our clients a special discount code, which you can use to save \$200 on your Sage Summit 2011 registration. Enter PTOC10 when you are prompted for a discount code. Then enter Accordant Company, LLC when asked to provide your business partner company name. (Please note: Code may not be combined with other discounts or promotions.)

If your organization is committed to improving productivity and getting more out of your Sage solution, make a point to send at least one of

Accordant Company- Main Office

110 South Jefferson Road
Whippany, NJ 07981
T. 800-363-1002
D. 973-887-8900
F. 973-887-8901
www.AccordantCo.com

Other Accordant offices are located in:

- *Ambler, PA*
- *Beverly Hills, MI*
- *Columbus, OH*
- *Ellicott City, MD*
- *Melville, NY*
- *Newton, MA*
- *Pittsburgh, PA*
- *Stamford, CT*

your employees to Sage Summit. It's the only event where you can become part of the Sage community by connecting with and learning from fellow software users, product experts, and support analysts—all under one roof.

Visit www.SageSummit.com for complete conference details.