

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

August 2009

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 Certified Consultant this month is Bryce Obye. He is certified in Construction Accounting, Estimating and Property Management. He has a bachelor's degree in Business from Oregon State University, and began working in Customer Service with Timberline in May of 1996. In 1999, he moved to New York City from Portland, and has been here ever since. His hobbies are playing mediocre golf, running, and recently, kite surfing.

Here is Bryce's tip for this month:

Customizing the Desktop for a New Employee

If you have a new employee coming to work for you, you can use Sage Desktop to customize their workspace by adding the reports and tasks that they will be initially using.

You can start by opening desktop and clicking File, New. There you can select from different templates to get you started.

After this you can customize the workspace by going to view, and selecting Tasks, and My Tasks. Now you can drag and drop all the reports and tasks and even organize them into groups. Don't forget to look in the Additional Tools submenu; there are Workflow Centers like Accounts Payable Workflow Center that are very easy to navigate for a new user.



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.

[Crystal Reports](#)
September 21-22

[Construction Accounting](#)
September 23-25 in NYC

[Project Management](#)
October 7

Attend a Webex

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

[MyAssistant](#)
August 19, 1pm EST
August 24, 4pm EST

Next you can change the home page to a web page, like your company's homepage or intranet, or to a custom designed crystal report found in the documents section.

When finished, click File, Save Configuration As, to save that desktop file as a separate DSK file. HINT: Save that DSK file somewhere on the network so you can go to another machine and copy it to their machine.

Make sure when you are at the new employee's machine that you are logged into the machine with their network user name. Now use File, Open Configuration to find the one you have created, then go into Tools options on that machine and make sure the correct DSK is set as the default desktop configuration by clicking Use Current.

Close Sage Desktop and log back in with the new employee's username and password to make certain everything works, and you'll look like a class organization that knows how to welcome a new employee!

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.

Accordant Classroom Training Options

Construction Accounting

September 23-25, 2009

Location: New York City

Registration Deadline: Wednesday, Sept. 16

[Register](#)

This three-day 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.

[OnScreen Takeoff](#)

August 21, 9am EST

[Office Connector](#)

August 20, 3:30pm EST

August 27, 3:30pm EST

[Procore](#)

August 28, 10am EST

[TimberScan](#)

August 25, 10am/4pm EST

Sept. 3, 10am/4pm EST

[Sage Payroll PayCard](#)

August 20, 2pm EST



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Other Accordant offices are located in:

•Melville, NY

•Manasquan, NJ

•Stamford, CT

•Philadelphia, PA

•Pittsburgh, PA

Crystal Reports

September 21-22, 2009

Location: Parsippany, NJ

Registration Deadline: Monday, September 14

[Register](#)

This 2-day beginner course is designed for participants who are working with Crystal Reports and are familiar with Sage Timberline Office file structure, naming conventions, and terminology. These concepts are covered in the Concepts and Tools booklet that came with your Sage Timberline Office software.