

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

August 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 Rob Meehl. Rob graduated from West Chester University with a B.S. in Business Administration. He has been a certified consultant since 1997. Rob recently joined Accordant in May, having previously worked with two other business partners for the past sixteen years.

Here is Rob's Tip for this month:

## *How to Hide Pay Rates During Time Entry*

Do you want to allow an employee to enter time in payroll, but don't want them to be able to see the pay rates? Just follow the steps below and you can do just that.

First we need to set up a new role. Go to Desktop and click on Tools. Then select Security Administration. Click on roles and select add. Give the role a name, and only give that role rights to enter time in Payroll. If the user is already in security you can add them to the role, otherwise click on users and add a new user and attach them to the new role.

Next, go into Report Designer. Pull up the PR Time Journal report thru File-Open. In the new design remove the columns for the rate and the amount. Then secure the report by going under Tools and select Design Security. Under print access, put in the name of the new



## 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](#)  
September 13-15

[Crystal Reports](#)  
September 20-21

[Project Management](#)  
October 6

Attend a Webex

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

[MyAssistant](#)  
August 11, 2pm EST

role and save. In Report Designer open the regular PR Time Journal and secure that with the role of the other payroll users who can view rates and amounts and save.

Now the new user can go into enter time and select the new time entry view. The design security will not allow them into any of the other time entry views even though they may appear as an option.

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

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## Timberline User Meetings Fall 2010!

Please join Accordant at one of the following locations for a half-day Sage Timberline Office **User Meeting**. Each session will take place from **8:00am-12:00pm**. A continental breakfast will be provided.

**Registration fee \$39.**

**Monday, September 20th:**

*The Willow Room  
Belle Vernon, PA (Pittsburgh area)*

**Thursday, September 23rd:**

*Hilton Garden Inn Ft. Washington  
Ft. Washington, PA*

**Monday, September 27th:**

*Sheraton Parsippany  
Parsippany, NJ*

**Tuesday, September 28th:**

*Hilton Long Island/Huntington,  
Melville, NY*

**Thursday, September 30th:**

*Marriott Courtyard Midtown East  
New York, NY*

**Monday, October 4th:**

*Hilton Garden Inn Freeport Downtown  
Freeport, ME*

**Thursday, October 7th:**

*Marriott Hartford/Farmington  
Farmington, CT*

August 17, 3pm EST

**OnScreen Takeoff**

August 27, 9am EST

**Office Connector**

August 5, 3:30pm EST

August 12, 3:30pm EST

**TimberScan**

August 11, 10am/4pm EST

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Authorized Partner

Select 2010

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*Other Accordant offices are located in:*

•Ambler, PA

•Ellicott City, MD

•Melville, NY

•Newton, MA

•Pittsburgh, PA

•Stamford, CT

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**Event Highlights:**

- New features in Timberline Version 9.7
- Crystal Reports
- Learn new Tips and Techniques
- Preview of MyAssistant
- Preview of Sage Timberline Enterprise
- Network with other local Timberline Users

**Special Offer:**

All attending companies will receive a FREE one-hour web evaluation from one of our certified consultants. (Value of \$175. Limit one per company).

To reserve your seat, please fax back this [registration form](#) to 973-887-8901 by **September 10, 2010**. (Fill out one form per attendee).

Questions? Please contact Liz Salvas at 973-887-8900 x103 or [lsalvas@accordantco.com](mailto:lsalvas@accordantco.com).

For more information, please visit our [website](#)

**September 2010 Lunch  
and Learn Session**

***Topic: Getting the Most  
Out of Inquiry Designer***

***Date: Thursday,  
September 9th from  
12pm-12:30pm.***

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

**[Register Here](#)**