

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

December 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 Consultant this month is Joe Callahan, Ph.D. Joe is a certified consultant with a special expertise in Timberline Estimating. He has worked with Timberline since 1993, and has implemented the Estimating Application for clients over the past 8 years. Joe has received the Timberline

Estimating Consultant of the Year award numerous times. In addition to consulting, Joe is one of Accordant's classroom trainers.

Here is Joe's tip for this month:

Using Estimating as a Job Contract Preview Tool

Many Timberline Estimating users are aware of the system's ability to allocate selected markups back to specific item costs on a printed report, but you can also see these values on the spreadsheet directly within the application. This is critical in assessing the sell price of a project, because you may need to see the total value of each floor, bid item, etc. both before and after the markups have been applied. This article will show you how to activate and leverage this powerful feature, which will help you get a better understanding of your estimate sell price without having to wait for a printed report.

Step 1 – Activate the Add-on and Grand Total overlines

Select **Edit > Options...**

Check the box "Display overline totals when expanded" (this will activate the next two check boxes).

Check the boxes "Display overline grand totals amount" and "Display overline add-on amount".

Click [OK] to return to the spreadsheet.



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[Crystal Reports](#)

January 20-21

[Construction Accounting](#)

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February 3

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[MyAssistant](#)

December 16, 2pm EST

December 29, 1pm EST

Step 2 – Activate the Add-on Amount, Grand Total, and Grand Total Unit Price columns

Select the spreadsheet sort tab on which you want see the allocated add-on preview.

Select **View > Spreadsheet Layout...**

Select the Spreadsheet Layout you wish to modify and click [Edit].

Scroll down the list of available spreadsheet columns until you get near the end (look for the “Total Amount” column).

In addition to the “Total Amount” column (which is probably already checked), mark the following columns as visible:

Add-on Amount

Grand Total

Grand Total Unit Price

Grand Total Unit

Click [OK] to save your changes.

Click [OK] to return to the spreadsheet.

If you now scroll out to the far right of your spreadsheet, you should see the new columns. These columns may not show anything substantial until you include some allocatable add-ons into your estimate.

Step 3 – Insert Allocatable Add-ons into the Totals Page

Select **Takeoff > Estimate Totals...** or the [F4] key.

Insert some add-ons into your totals page, making sure that some of them are marked as allocatable.

Click [OK] to save your totals page modifications.

[Close] the totals page and return to the spreadsheet to see the impact of your changes.

The “Add-on Amount” column should now have dollars on your items (depending on the type of add-on, cost basis, etc.) as well as at the overline totals. The values you see indicate the sum of all allocatable add-ons at that level of the estimate. The “Grand Total” column will show the “Total Amount” value for that row plus any “Add-on Amount” that might be present. You are now viewing the dollar amount of each line item and overline total after you have allocated selected markups across the direct costs in your estimate. If you want to view the individual add-on contribution to a specific item or overline, **Right-Click > Show Add-on Detail...** to see how much of each add-on has been attributed to that row.

Together with any non-allocatable add-ons that you are willing to show your customer, this is your estimated contract value preview. Once you get comfortable with using the new spreadsheet columns discussed in this article, you can activate these columns on any of your spreadsheet sort tabs and make them a permanent part of your own spreadsheet layouts.

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

[OnScreen Takeoff](#)

December 18, 9am EST

[TimberScan](#)

December 17, 10am/4pm EST

December 22, 10am/4pm EST

[Sage Payroll PayCard](#)

January 7, 2pm EST

The Sage logo consists of the word "sage" in a lowercase, green, sans-serif font.

Authorized Partner

Select 2009

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Attend a free On-Screen Takeoff webinar:

**Friday, December 18th at 9am EST
Friday, January 8, 2010 at 9am EST**

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