

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

February 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 Childs. Since 1985, Bob has worked with the entire suite of Timberline Software, and really enjoys Project Management and using the Reporting tools available to address custom reporting requirements using TS-Report Designer, Crystal, Excel and Visual Basic. Bob joined Accordant in June 2007 and is proficient with all core accounting modules, Project Management, Service Management, Purchasing and Inventory. Bob has a Bachelor's degree in Computer Science with a minor in Accounting from Kean College, New Jersey.



Here is Bob's Tip for this Month:

### ***Using Timberline Data in Excel without Having to Manually Re-enter***

The first thing we need to do is to establish the ODBC connection. Click the Windows **Start Button**, click **Control Panel**, click **Administrative Tools** and then click **Data Sources (ODBC)**

Under the **System DSN** or User **DSN tab**, double click on **Timberline Data Source**

Click on **Select Data Folder** and then double click on your Timberline Data folder, just as you would within Timberline Software when changing data folders

Click on the **Options** button and select **Standard Descriptions** in the

**Table and Field Naming** drop-down field

Make sure the Use **Maximum Table Segment Size** is checked and **Shorten Field and Table Names** is not checked

Click **OK** twice to exit



## 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](#)  
March 22-24

[Project Management](#)  
April 13

[Crystal Reports](#)  
March 18-19

Attend a Webex

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

[MyAssistant](#)  
February 18, 1pm EST  
February 26, 4pm EST

Now open Excel

Using Excel 2007 – Select the **Data Ribbon, From Other Sources, From Microsoft Query**

Using Excel 2003 – Select **Data, Import External Data, New Database Query**

Double click on **Timberline Data Source (not-sharable)**  
If using Timberline Security, enter your Timberline **User Name** and **Password**

*For this exercise we will create a spreadsheet of Accounts Payable Vendor ID's, Vendor Names and Year-To-Date Purchases for those vendors with year to date purchases greater than \$100.00, sorted by year to date purchases, highest to lowest.*

From the Query Wizard Window, select the Table you wish to use. In this case, scroll down and locate the **APM\_MASTER\_VENDOR** Table. Click the **Plus Sign** next to **APM\_MASTER\_VENDOR** to display the individual fields

Double click on **Vendor** to move the field into the **Columns in Your Query** Window

Double click on Name and scroll down and double click on **YTD\_Amount**

Click the **Next Button** to continue

To filter the data, click on **YTD\_Amount** then select **Is Greater Than or Equal to** in the field under **YTD\_Amount** (located in the center of the screen), now enter **100.00** in the next field to the right

Click the **Next Button** to continue

Select **YTD\_Amount** in the Sort By drop-down list, then click **Descending** to sort from the highest to the lowest, click the **Next Button** to continue

Click **Finish** to continue

Click **Ok** to return the data starting at cell A1. You can actually specify a different cell if needed

*If everything is setup properly, the spreadsheet should populate with the Accounts Payable vendor information. You can now format, subtotal, graph, etc. just as if you manually entered the data.*

Save the spreadsheet and the next time you open the spreadsheet, click the **Data Ribbon** (Excel 2007) or **Data** (Excel 2003), then **Refresh Data** and the spreadsheet will refresh from your Timberline Database.

Many clients use this tool to assist in producing Work In Process Schedules, Worker's Comp Audits, Project Management Reports and other reports. With a little thought and experimentation this can be a helpful tool for you and your organization.

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

[OnScreen Takeoff](#)

February 19, 9am EST

[Office Connector](#)

February 25, 3:30pm EST

[TimberScan](#)

February 24, 10am/4pm EST

March 10, 10am/4pm EST

[Sage Payroll PayCard](#)

February 25, 2pm EST



Authorized Partner

Select 2010

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*Other Accordant offices are located in:*

•Melville, NY

•Manasquan, NJ

•Stamford, CT

•Philadelphia, PA

•Pittsburgh, PA

•Troy, ME

***Please join us at our upcoming Lunch and Learn on Thursday, March 11th at 12pm where we will discuss these options in greater detail. See details in column to the right.***

## **Lunch and Learn Session**

### ***How to Pull Timberline Data into Excel Automatically***

***Date: Thursday, March 11th  
from 12pm-12:30pm.***

Enjoy lunch at your desk and  
join Accordant  
during this *free* webinar to learn  
about the latest tips and tricks in  
Sage  
Timberline Office!

Email Liz Salvas at  
[lsalvas@accordantco.com](mailto:lsalvas@accordantco.com) or call  
973-887-8900 x103 to sign-up.  
You will receive a web link and  
dial-in phone number via email  
upon registration.