

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

January 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 Sue Ryan. Sue graduated with a B.S. in Accounting & Marketing from Monmouth University and has been Certified in Sage Timberline Office Construction Accounting Software since 1999. Previously, Sue was an Assistant Controller for a Home Builder/Developer & Property Management Company for over 10 years, and was a Controller of a Specialized Contracting Company utilizing Sage Timberline Office for 2 years.

Here is Sue's tip for this month:

Do you ever find that your company has lots of information that you store outside of Sage Timberline Office? One such area seems to be employee information like emergency contact information, drivers license numbers or a date of last pay increase. Why not store all of this information right inside of Sage Timberline Office with the use of Custom Fields? You can set up a field using various formats such as a Text Box, Date Field, Phone Number, Drop Down List or Check Box. Custom Fields can be set up on numerous records in Sage Timberline Office such as the Vendor, Job or Employee.

To Setup Custom Fields do the following:

If Using TS-Main to access Sage Timberline Office:

- Open the Application where you want to add the Custom Fields. In this case, Payroll.



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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

January 26-28

Space Still Available!

Registration Deadline:

Tuesday, January 20th

Project Management

February 4

Estimating

February 9-10

Service Management

March 5-6

Real Estate Accounting

February 23-25

- Go to File > Data Folder Settings (Company Settings in Version 9.5) > Custom Fields
- Select Employee Master and Click Edit and then Add. After you supply the necessary information and close, you will be asked to Upgrade your file for the change to take effect. It's that simple!

If you are accessing Sage Timberline Office through the Sage Desktop:

- Go to Common Task > File > Custom Fields. Then select the record that you want to add the fields to.

Custom Fields can be accessed in both Sage Timberline Office Report Designer and Crystal Reports in order to create reports from all your newly stored information.

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



Make Success Your Resolution for 2009

Good business decisions and cash flow management are critical to your success during these turbulent economic times. You can't afford inefficient processes and old manual procedures if you want to succeed in the coming year.

One glaring area of inefficiency that many companies face is the manual accounts payable approval process. Fortunately TimberScan automates this process and gives you the control you need.

TimberScan is a paperless A/P approval system designed specifically for Timberline. It will automatically route invoices to the right approver based on your business rules. It's easy to use and quick to implement and it provides exceptional reporting. TimberScan will greatly improve your efficiency and productivity and it will pay for itself in no time.

Attend a Webex

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

MyAssistant

January 22, 2pm EST
January 30, 1pm EST

OnScreen Takeoff

January 23, 9am EST
February 6, 9am EST

Office Connector

January 22, 3:30pm EST
January 29, 3:30pm EST

Procore

January 30, 10am EST

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Other Accordant offices are located in:

- Melville, NY
- Manasquan, NJ
- Stamford, CT
- Philadelphia, PA
- Pittsburgh, PA



Authorized Partner

Select 2008

Online Presentation Dates & Times:

Wednesday, January 21, 2009, 10am or 4pm

Wednesday, January 28, 2009, 10 am or 4pm

Note: All seminar times are Eastern Standard Time

[Please Click Here to Register](#)

