

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

January 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 Keith Andrews. Keith entered the Construction/Real Estate industry in 1996 working as the controller for a Construction/Property Management company in NJ. Two years later, he went to work for Yardi Systems where he spent two years as a Property Management Software consultant. Keith joined Timberline Software in January 2000 and became a Certified Consultant

with a special expertise in property management. He also teaches many of the classroom courses offered by Accordant and is trained in both the Real Estate and Construction applications. He obtained his Bachelor of Science Degree in Computer Science with an Accounting minor in 1986 from the University of the West Indies.

Here is Keith's Tip for this month:

Making Your Reconciliation Process More Efficient

As we begin a New Year, something that is high on most of our clients' lists is reconciliation. Here are some tips to making your reconciliation process more efficient:

1. Since every entry session in each application is assigned a batch identifier, whether it is manually by the user or automatically by the system, reconciliation is essentially a batch by batch comparison between applications. Using the Sage Desktop reconciliation function, under "additional tools" can allow the user to quickly identify differences between applications and correct them. It is clearly laid out, taking you from an overview to more detailed information.



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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 25-27

[Project Management](#)
February 3

[Crystal Reports](#)
March 18-19

Attend a Webex

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

[MyAssistant](#)
January 19, 1pm EST
January 25, 2pm EST

[OnScreen Takeoff](#)

2. If you determine your General Ledger is out of balance, here are six things you can look at to find where the problem might be: (Note – This assumes that General Ledger is not set to allow out of balance postings).

- Use the inquiry “entries” to look at your suspense account to determine if there are any transactions in there.
- If you have already closed your general ledger year into 2010, try re-closing 2009 by re-running the function “close fiscal year” off the tasks menu.
- If new accounts were added, ensure that the account type is correct on both the base account and full accounts.
- Make sure that new accounts are included in your financial statements. Recreate the default financial statements, using the financial statement designer under File, Create. This function will search your system for all General Ledger accounts and ensure that they are included in your financials.
- Run the “totals by batch” report, and check the “batch proof” column to see if there are any out of balance batches. If there are, run the “entries by batch” report for more detail on the out of balance batch. If you have prefixes, then it is possible for the “totals by batch” report to show in-balance batches, but have batches that cross prefixes and are in fact out of balance by prefix. Re-run the “totals by batch” report, conditioning it to show one prefix at a time.
- Finally if you run the year to date ledger and there are “!!” to the right of the ending balance number, then that General Ledger account is out of balance with itself. That means that the starting master file balance, plus debits, minus credits do not equal the ending master file balance.

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

January 22, 9am EST

Office Connector

January 21, 3:30pm EST

TimberScan

January 19, 10am/4pm EST

January 27, 10am/4pm EST

Sage Payroll PayCard

January 28, 2pm EST



Authorized Partner

Select 2010

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•Melville, NY

•Manasquan, NJ

•Stamford, CT

•Philadelphia, PA

•Pittsburgh, PA

•Troy, ME

Accordant Classroom Training Options

Construction Accounting

January 25-27, 2010

Location: Parsippany, NJ

Registration Deadline: Monday, January 18th

[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.*

Project Management

February 3, 2010

Location: Parsippany, NJ

Registration Deadline: Monday, January 25th

[Register](#)

This one-day in-depth course is designed for those employees who work with project management. Gain solid skills to set up a job; create submittals, RFIs and transmittals; and enter and issue contracts and change orders.