

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

January 2011

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 Anthony P. Madonna Jr., CPA, MBA. Anthony has been a Certified Timberline Consultant since 2004. He began his career in 1985 and has extensive experience in tax, accounting and consulting. Anthony's efforts have proven instrumental to a broad range of companies in the construction and real estate industries and he is frequently called upon as a business advisor for companies and industry trade organizations.



Here is Anthony's tip for this month:

Getting the Most Out of Document Management

Document Management (DM) provides increased efficiencies through improved document storage and access capabilities. DM quickly and easily accesses important company and project related information when you need it. DM eliminates the time-consuming "hunt" for misplaced or misfiled documents. DM secures documents while still providing easy access to those who need it.

It is important to evaluate business operations with a consultant to streamline your business process with the support of DM. A typical workflow analysis discussed is AP Invoicing. There are many ways for you to develop workflows for AP Invoicing; we will discuss one here today.

AP invoices are received in the office, receptionist time



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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.

[Project Management](#)

February 3

[Real Estate Accounting](#)

February 23-25

[Estimating Fundamentals](#)

February 8-9

[Crystal Reports](#)

March 15-16

[Construction Accounting](#)

March 21-23



stamps invoices and distributes out to various project managers for approval. Project managers review invoices, code them and approve them and send them back to the office for processing. The invoices are not tracked and often misplaced.

A typical DM workflow that can be established is as follows:

Receptionist scans invoice as Tiffs upon receipt,
Classifies them as AP Invoice and routes to AP
AP enters pending invoice information and routes to Project Managers for Approval
Project Managers can code invoice, approve, and send back to AP for final entry.
AP reviews and enters any missing info and posts invoices.
Throughout this process, AP and Project Managers have the ability to view the image of the invoice, and see the progress of the routing of such document. The document will now be linked to the related AP invoice and can be accessed a number of ways through prebuilt and custom queries. Reports can be created for open pending invoices and alerts can be automatically processed by using MyAssistant as a tool.

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



An easy-to-use tool integrated with Sage Timberline Office, [MyAssistant](#) proactively identifies what needs to be done, determines who needs to be informed, and automatically performs the task. MyAssistant can take action for almost any scenario. For instance, MyAssistant can automatically:

- Identify vendors with insurance expiring in 30 days and send them a letter
- Send past due customers a list of their delinquent invoices
- Generate and distribute personalized reports on a regular schedule
- Notify property managers when leases are about to expire or when units are vacant

Attend a Webex

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

[MyAssistant](#)

January 27, 1pm EST
February 1, 12pm EST

[OnScreen Takeoff](#)

January 21, 9am EST

[Office Connector](#)

January 27, 3:30pm EST

[TimberScan](#)

January 26, 10am/4pm EST

[hh2 Remote Payroll and Field Reports](#)

February 1, 11am EST

[hh2 Human Resources](#)

February 3, 1pm EST



Authorized Partner

Select 2011

February 2011 Lunch and Learn Session

Topic:
How to Properly Setup and Reconcile Bank Accounts in Cash Management

Date: Thursday,

- Provide a list of AP invoices that should be paid when a cash receipt is received
- Audit processes such as job, lease, contract, or employee setup to ensure they are completed correctly

Attend a free MyAssistant webinar:

Thursday, January 27, 2011 - 1pm EST
Tuesday, February 1, 2011 - 12pm EST

[Click Here to Register](#)

**February 10th from
12:00pm-12:30pm.**

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

[Register Here](#)

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