

Accordant Bulletin

Welcome to the new Accordant Bulletin for Sage Timberline Office users!

July 2007

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.



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.

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The following are Bryce's tips for this month:

If you are tired of having to select the correct data folder every time you open Sage Timberline Office, next time go into Tools, Customize, and check the box marked "use last folder at startup." You'll never have to pick the right folder again!

Need something more advanced? Use importing to save time on data entry! Importing from text files can save valuable time. You can use imports to automate time entry, clear your monthly checks, or import recurring journal entries.

To import payroll time, make an excel template with columns for employee, job, cost code, pay ID and units. Save the spreadsheet as a comma delimited (or CSV) file and then import it every week. This process can be even more automated with advanced knowledge of Excel and/or Microsoft Access.

Make your bank reconciliations a snap. Most online banking software will allow you to download a file of what checks

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cleared in a time frame (daily or monthly). The program can be customized to accept most text files that the bank sends out. If the check number and the amount don't match up, you get an exception report, and if they do match, the check is cleared automatically for you. This is also a good way to keep real time daily bank balances updated in Cash Management.

Have a complicated monthly depreciation journal entry in Excel? Follow the online help instructions to create an excel template that will import the entry for you. All you need to do is change the dates and the amounts in the spreadsheet.

Importing can improve productivity by saving time so you and your organization can focus on "the big picture!"

If you would like to schedule Bryce as your consultant, please contact Swati Raje, Director of Client Services, at 973-887-8900 x105.

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[Document Management](#)

July 25, August 16

[Field2Base](#)

August 10

[MyAssistant](#)

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[Office Connector](#)

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