

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

July 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 Glenn Eckert. Glenn has been a Timberline user since 2000. He has a BS degree from Montclair State University and 30 years of experience in various accounting positions. Glenn joined the Accordant team in 2007.



Here is Glenn's Tip for this month:

## ***Using Project Management Field Reports***

Have you ever wished you had a central place where you could keep track of daily field activity by job? Well, Timberline Project Management can help solve your problem. The Field Reports feature in Project Management can keep track of a multitude of activities on a daily basis. This is an especially useful tool for on-site Foreman and Supervisors. You can keep track of Weather/Site Conditions, Labor, Subcontractors, Equipment, Materials, Work Activities and Progress, Extras/Work Orders/Change Orders, Events, Visitors, and Journal Notes. You can even create RFI's directly from the Field Report.

An additional feature, if you are using the Timberline Payroll Module, is the ability for Foreman or Field Supervisors to enter all daily payroll information and send it directly to Payroll. No more filling out timesheets to send to the office for someone else to enter. Once the information is sent to payroll it can be reviewed prior to being processed. If you have the same crew working on the same job day after day then you can pre-fill the employee list from the previous day and just enter the



## 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.

### Project Management

August 4

### Construction Accounting

September 13-15

### Crystal Reports

September 20-21

Attend a Webex

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

### MyAssistant

July 22, 1pm EST

hours for that day.

The pre-fill feature is also available for Labor, Subcontractors, Equipment, and Work Activities thereby saving countless hours of handwritten paperwork. Once a daily report has been completed, you now have a permanent, easily accessible record of all activities by job.

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

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## Timberline User Meetings Fall 2010!

Please join Accordant at one of the following locations for a half-day Sage Timberline Office **User Meeting**. Each session will take place from **8:00am-12:00pm**. A continental breakfast will be provided.

**Registration fee \$39.**

**Monday, September 20th:**

*The Willow Room*  
Belle Vernon, PA (Pittsburgh area)

**Thursday, September 23rd:**

*Hilton Garden Inn Ft. Washington*  
Ft. Washington, PA

**Monday, September 27th:**

*Sheraton Parsippany*  
Parsippany, NJ

**Tuesday, September 28th:**

*Hilton Long Island/Huntington,*  
Melville, NY

**Thursday, September 30th:**

*Marriott Courtyard Midtown East*  
New York, NY

**Monday, October 4th:**

*Hilton Garden Inn Freeport Downtown*  
Freeport, ME

**Thursday, October 7th:**

*Marriott Hartford/Farmington*  
Farmington, CT

July 27, 1pm EST

**OnScreen Takeoff**

July 23, 9am EST

**Office Connector**

July 22, 3:30pm EST

July 29, 3:30pm EST

**TimberScan**

July 22, 10am/4pm EST

July 28, 10am/4pm EST

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Authorized Partner

Select 2010

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*Other Accordant offices are located in:*

- *Ambler, PA*
  - *Ellicott City, MD*
  - *Melville, NY*
  - *Newton, MA*
  - *Pittsburgh, PA*
  - *Stamford, CT*
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**Event Highlights:**

- New features in Timberline Version 9.7
- Crystal Reports
- Learn new Tips and Techniques
- Preview of MyAssistant
- Preview of Sage Timberline Enterprise
- Network with other local Timberline Users

**Special Offer:**

All attending companies will receive a FREE one-hour web evaluation from one of our certified consultants. (Value of \$175. Limit one per company).

To reserve your seat, please fax back this [registration form](#) to 973-887-8901 by **September 10, 2010**. (Fill out one form per attendee).

Questions? Please contact Liz Salvas at 973-887-8900 x103 or [lsalvas@accordantco.com](mailto:lsalvas@accordantco.com).

For more information, please visit our website: [www.accordantco.com/events.shtml](http://www.accordantco.com/events.shtml)

**August 2010 Lunch and Learn Session**

**Topic:**  
***Intro to Financial Statement Designer***

**Date: Wed. August 4th from 12pm-12:30pm.**

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

**[Register Here](#)**