

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

June 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 Glenn Eckert. Glenn has been a Timberline user since 2000. He has a BS degree in accounting from Montclair State University and 30 years of experience in various accounting positions. Glenn has been a controller the past 12 years, the last seven of which has been in the construction industry. Glenn joined the Accordant team in 2007.



Here is Glenn's tip for this month:

Utilizing Sage Desktop's Additional Tools

Sage Desktop offers a variety of tools to make your life easier by grouping the most commonly used tasks into workflow centers. To access these centers, simply click on Additional Tools from your Sage Desktop.

The first tool is for the monthly reconciliation of Accounts Payable, Accounts Receivable, Job Cost, Cash Management and General Ledger. It gives you a step by step process to properly reconcile all of your modules. There is even an Excel worksheet for a Reconciliation Log. Also useful is the Monthly Tasks Workflow Center. It is an easy way to see the status of each module that requires a monthly closing.

****All modules should always be in the same month. This allows for automatic posting in Timberline so that entries do not remain in the New file. Always make sure to go to Tasks>Post Entries to clear the New file. ****

The other workflow centers for Accounts Payable, Accounts Receivable, Cash and Account Management, Job Costing, Contract Administration, and Payroll give



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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](#)

June 25

[Construction Accounting](#)

July 13-15

[Crystal Reports](#)

July 22-23

Attend a Webex

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

[MyAssistant](#)

June 3, 2pm EST
June 9, 1pm EST

[OnScreen Takeoff](#)

June 12, 9am EST

[Office Connector](#)

you a visually pleasing and easy process to follow for your most commonly used tasks, reports and inquiries.

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.

Free Timberline User Meeting!

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

Monday, June 15, 2009: *Crowne Plaza Hotel Cherry Hill*, 2349 West Marlton Pike, Cherry Hill, NJ 08002

Tuesday, June 16, 2009: *Doubletree Metropolitan Hotel*, 569 Lexington Avenue, New York, NY 10022

Wednesday, June 17, 2009: *Hilton LI/Huntington*, 598 Broad Hollow Road, Melville, NY 11747

Event Highlights:

- New features in Timberline Version 9.6
- Network with other local Timberline Users
- Introduction to Crystal Reports
- Preview of TimberScan and MyAssistant
- Q&A Session with tips & tricks shared through a panel of Timberline experts

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 **June 5, 2009**. (Fill out one form per attendee).

Questions? Please contact Liz Salvas at 973-887-8900 x103 or lsalvas@accordantco.com.

For more information, please visit our website: www.accordantco.com/events.shtml

June 4, 3:30pm EST

Procore

June 5, 10am EST

TimberScan

June 4, 10am/4pm EST

Sage Payroll PayCard

June 11, 2pm EST



Authorized Partner

Select 2009

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