

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

June 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 Sue Ryan. Sue graduated with a B.S. in Accounting & Marketing from Monmouth University and has been Certified in Sage Timberline Office Construction Accounting Software since 1999. Previously, Sue was an Assistant Controller for a Home Builder/Developer & Property Management Company for over 10 years, and was a Controller of a Specialized Contracting Company utilizing Sage Timberline Office for 2 years.



Here is Sue's Tip for this month:

Producing Lien Waivers

Does your company still prints Lien Waivers outside of Timberline? Why not set them up to print directly from the software instead of having to type them in a word processing program?

First you need to make sure that you are set up to print lien Waivers from Accounts Payable:

- In Accounts Payable, you will need to make sure in your AP settings, under Check Settings, that an accumulation method is selected.
- In Accounts Payable, on the Vendor Setup - Terms and Defaults tab, the "Create Lien Waivers" box must be checked under Check Settings for each Vendor that you want to produce a waiver for.



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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](#)
July 12-14

[Crystal Reports](#)
July 21-22

[Project Management](#)
August 4

Attend a Webex

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

[MyAssistant](#)
June 22, 2pm EST
June 28, 5pm EST

- In Job Cost, on the Job Setup record - AP and GL tab, the "Produce Lien Waivers" box must be marked. You can also enter a minimum amount for a Lien Waiver to be produced.

After you verify that the setup is correct, Lien Waivers will be created when you Print Checks or Enter Manual Checks. The forms are printed in Accounts Payable, from the Reports menu>Forms>Lien Waivers.

You can customize the Lien Waiver form using Timberline Report Designer or replace it with a custom form created with Crystal Reports.

Tracking of Lien Waivers is done in Accounts Payable, under Tasks, Lien Waivers, Clear Lien Waivers. You can also change the Lien Waivers under Tasks, Lien Waivers, Change Lien Waivers.

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

Special June Promotion for Document Management!

Save 15% on any number of uses of Sage Timberline Office Document Management when you order before June 30, 2010!

Keep everyone in the loop and increase productivity with Document Management - Now with Rules-Based Routing!

Rules-Based Routing helps you:

- Set up who can approve, reject, or forward documents in your organization.
- Define what types of documents each person can approve.
- Authorize minimum and maximum amounts for each designated approver.
- Send documents to multiple people at once, or define a sequence of reviewers.
- Assign an alternate reviewer if the original recipient is busy or out of the office.
- And more!

Contact Cheryl Fogerty at 800-363-1002 x183 or cfogerty@accordantco.com for more information.

OnScreen Takeoff

June 25, 9am EST

Office Connector

June 24, 3:30pm EST

July 1, 3:30pm EST

TimberScan

June 23, 10am/4pm EST

June 29, 10am/4pm EST

hh2 Web Services

July 6, 11am EST



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

Save the Date!
Accordant Local User Meetings are
coming in Fall 2010!

Pittsburgh, PA: *September 20th*

Ft. Washington, PA: *September 23rd*

Parsippany, NJ: *September 27th*

Melville, NY: *September 28th*

New York, NY: *September 30th*

Freeport, ME: *October 4th*

Farmington, CT: *October 7th*

**July 2010 Lunch and
Learn Session**

*What can MyAssistant do
for me?*

**Date: Thursday, July 8th
from 12pm-12:30pm.**

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

[Register Here](#)