

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

June 2011

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 Bob Childs. Since 1985, Bob has worked with the entire suite of Timberline Software. He really enjoys Project Management and using the Reporting tools available to address custom reporting requirements using TS-Report Designer, Crystal, Excel and Visual Basic. Bob joined Accordant in June 2007 and is proficient with all core accounting modules, Project Management, Service Management, Purchasing and Inventory. Bob has a Bachelor's degree in Computer Science with a minor in Accounting from Kean College, New Jersey.



Here is Bob's Tip for this Month:

***Increase Productivity by Automatically Allocating Indirect Costs***

Are you like many of our clients, periodically allocating indirect costs to active jobs based upon revenue or costs? For example, project managers' time and expenses which are too difficult or time consuming to allocate on a weekly basis or at an invoice by invoice level. Or you have a yard or shop where costs are posted that need to be allocated to active jobs on a periodic basis.

If so, do you export the costs to Excel, calculate the amounts for each job and then enter them as direct costs in Job Cost? Or do



## 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.

[Construction Accounting](#)

July 11-13

[Project Management](#)

August 3

[Crystal Reports](#)

July 19-20

**Attend a Webex**

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

[MyAssistant](#)

July 7, 3pm EST

July 13, 11am EST

you then format the spreadsheet and save it as a Comma Separated File (CSV) and import the costs into Job Cost.

Why not do this automatically? On a daily basis, post all your indirect costs to an "Overhead" job. Indirect costs may be allocated to individual cost codes during entry and allocated to the actual jobs based upon the same cost code. On a monthly or quarterly basis create a report which reads the total posted to the "Overhead" job and prorates the total per job based upon the total revenue or costs.

Review the report and run another report which actually creates a CSV file that can be used to import the amounts as Direct Costs within the Job Cost module.

Importing direct costs can also be used for a variety of other uses such as allocating equipment costs and creating payroll accrual entries.

For example, one client used to allocate payroll at the end of each month based upon the month end date and the period end date. If the period end date was the third of the month, two days were charged to the prior month and three days charged to the current month. They exported the week's payroll costs into Excel, split the time into separate rows, exported the costs into a CSV file and then imported the costs. This process was a 4 to 5 hour process. After implementing the reports and exports, the project was reduced to a 15 minute job.

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



**Don't miss the educational event of the year for Sage customers.**

No matter how long you've been using your Sage solution, you can do more and you can learn more. That's what Sage Summit is all about. It's the annual conference for Sage customers, taking place July 12-15, 2011 on the banks of the Potomac outside Washington, DC.

**OnScreen Takeoff**

June 24, 9am EST

**Office Connector**

June 23, 3:30pm EST

June 30, 3:30pm EST

**TimberScan**

June 23, 10am/4pm EST

June 29, 10am/4pm EST



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*Local Offices:*

- New Jersey
- New York
- Pennsylvania
- Connecticut
- Massachusetts
- Maryland
- Michigan
- Ohio

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**July 2011 Lunch and  
Learn Session**

*Topic:  
The Power of Ranges  
and Conditions*

Sage Summit is packed with a wealth of content that will enable you to gain a more complete understanding of your Sage solution's capabilities and how to use and apply them. This is an event that starts delivering value from the moment you arrive. Key takeaways include:

- Concrete knowledge and skills to help take full advantage of your Sage solutions
- Valuable information and real-world experiences from other Sage software users
- Expert answers to specific product questions you've been wrestling with
- Trends, insight, and guidance from thought leaders in your industry
- Product roadmaps highlighting new features and enhancements

**Enter PTOC10 to save \$200 off your registration.**

Accordant Company, LLC is pleased to offer our clients a special discount code, which you can use to save \$200 on your Sage Summit 2011 registration. Enter PTOC10 when you are prompted for a discount code. Then enter Accordant Company, LLC when asked to provide your business partner company name. (Please note: Code may not be combined with other discounts or promotions.)

If your organization is committed to improving productivity and getting more out of your Sage solution, make a point to send at least one of your employees to Sage Summit. It's the only event where you can become part of the Sage community by connecting with and learning from fellow software users, product experts, and support analysts—all under one roof.

Visit [www.SageSummit.com](http://www.SageSummit.com) for complete conference details.

***Date: Thursday,  
July 14th from  
12:00pm-12:30pm.***

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

[Register Here](#)

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*Save the Date!*

Accordant Local User Meetings are coming in Fall  
2011!

**Mt. Laurel, NJ: October 11th**  
**Reading, PA: October 12th**  
**Greensburg, PA: October 13th**  
**Freeport, ME: October 17th**  
**Farmington, CT: October 18th**  
**Parsippany, NJ: October 20th**  
**New York, NY: October 25th**  
**Melville, NY: October 27th**