

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

March 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 Kevin McGarry. Kevin is a Sage Timberline Office Certified Consultant in Construction Accounting and has been using and consulting in Sage Timberline Office Software since 1997. Kevin has over 17 years experience in construction accounting within the New York area and has worked previously as a Controller, MIS Supervisor, and Accounting

Manager. In 2005, Kevin was a finalist for the prestigious Customer Recognition Award based on Sage Timberline Office customer satisfaction surveys.

Here is Kevin's tip for this month:

Do you ever put Accounts Payable invoices on hold? Do you ever have any invoice amounts reduced by Project Managers due to a dispute? Reduced by the field super because of incorrect quantity or poor quality? If you are in the construction industry you know that these are common occurrences. And, if you are in the Accounting Department, you know that a month or so later, when the vendor receives partial (or NO) payment, *you* will be the one getting the phone call.

The main problem here is that you may not know or remember the reason for the hold or partial payment. This is a perfect time to use the Attachments feature in Sage Timberline Office. I'm sure you've seen the paper clip, or the attachment button when entering invoices, as well as in many other places in the system. Just click on either



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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](#)

April 14

[Beginning Report Designer](#)

May 6

[Crystal Reports](#)

May 14-15

[Construction Accounting](#)

May 18-20

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button, choose the invoice record, edit, and enter a description or reason for the change to the invoice. Even a statement as simple as "Hold per John Smith" will give you something to tell the vendor to point them in the right direction. You can easily add a column to an invoice inquiry referencing *Invoice Notes* and not have to go digging through files to see what was written on the original hard copy, while you have a "less than happy" vendor on the line. You can even scan the disputed invoice and reference it on the *File Links* tab in the attachment.

Invoice Notes can also be helpful when added to an aging report. This may give some clarity to the Over 90 Days balance if you know invoices are on hold or in dispute (Note: you will probably need to change your layout to Landscape).

The more information you have at your fingertips the more efficient you will be when dealing with your vendors and subcontractors.

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

Legal Alert: New COBRA Requirements under the Stimulus Bill enacted February 17, 2009.

These new provisions affect any business with more than 20 employees. Employers have 60 days from the Act's enactment date to send eligible employees updated COBRA election notices or face fines on a daily basis. (Bill enacted on February 17th – you have until April 17th).

In the past, employers paid nothing toward COBRA. The Stimulus bill changes all of that – now employers are required to pay 65% of the premiums for terminated employees. The bill is retroactive to September 1, 2008.

Employers need to do two things immediately:

1. Go back to all employees who opted for Cobra & reimburse them 65% of the premium costs since September 1st .
2. Re-send election notices to all employees who have been terminated or left employment since September 1st who did not opt for Cobra & explain now that the employer is covering the cost by 65%.

The next provision of the Bill called for employers to take the 65% employer cost for Cobra as outlined above and apply that as a credit against employer FICA costs on their 941s. If completed correctly, this eliminates the expense to the company.

MyAssistant

March 27, 4pm EST
April 1, 3pm EST

OnScreen Takeoff

March 20, 9am EST

Office Connector

March 26, 3:30pm EST

Procore

March 27, 10am EST
April 10, 10am EST

TimberScan

March 24, 10am/4pm EST

Sage Payroll PayCard

March 26, 2pm EST



Authorized Partner

Select 2008

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•Manasquan, NJ

•Stamford, CT

•Philadelphia, PA

•Pittsburgh, PA

For additional information on the new Cobra requirements, please attend a FREE webcast!

In alliance with Accordant, Dresser & Associates is pleased to provide free webcasts to our Sage Timberline Office customers.

Webinar Attendees will learn:

- Overview of the Consolidated Omnibus Budget & Reconciliation Act (COBRA)
- COBRA Implications under the American Recovery & Reinvestment Act
- Which employees are eligible for the subsidy
- The amount of the subsidy
- Length and when the subsidy begins
- Employer notice requirements
- What you must do now in order to prepare
- Penalties for non-compliance

Thursday, April 2, 2009 from 2:00pm-3:00pm EST

Tuesday, April 7, 2009 from 2:00pm-3:00pm EST

Call Dresser to register today: 866-885-7212

www.dresserassociates.com
243 US Route One
Scarborough, ME 04074



Accordant Milestones...

Accordant Company has been named to the Sage 2008 Chairman's Club based on outstanding performance during the past year.



Congratulations to John DiCostanzo and his wife Emily on the birth of their son on October 29, 2008

**Thomas James DiCostanzo, 4lbs,
15.6 oz, 18.1 inches, 12:16pm**