

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

March 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 Jeanne Chu. Jeanne has been working with Sage Timberline Office Property Management software since 1999. As a past end-user, she has a client-centric focus to the implementation process. In 2008, she became a Certified Timberline

Consultant in Property Management, first with Core Systems and now with Accordant Company.

Here is Jeanne's Tip for this Month:

Tips for Printing Financial Statements

Have you ever been frustrated when printing financial statements? For example, you have a hundred properties and you need to print a Balance Sheet, Income Statement, Trial Balance and a Variance Report for each one. So you go to General Ledger>Reports>Financial Statement>Individual Statement>Balance Sheet – Accrual>Prefix Group and then choose the individual company that you need the statement for. You proceed to follow this process for each individual statement for each company. By the time you are done you are thinking, "There has to be a better way. I can't spend all day printing out the financials." Here are two tips that can help you.

1. Use Prefix Groups

Open the Financial Statement Designer [FS] module. Then select Tools>Prefix Groups. To create a new prefix group, simply type in an ID for the prefix group that you want to create. You can group your companies into categories by location, closing date, or simply "ALL" to include all prefixes. Choosing "Custom Prefixes" and then



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Want to attend a classroom training session? Click on the link for a course outline, registration form or more info.

[Project Management](#)

April 13

[Crystal Reports](#)

May 13-14

Attend a Webex

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

[MyAssistant](#)

March 22, 1pm EST

March 26, 2pm EST

[OnScreen Takeoff](#)

March 19, 9am EST

[Office Connector](#)

“Enter Prefixes” will allow you, depending on your Balance Sheet Level, to list whatever prefixes you want to enter in this grouping. Make sure to select “separate statement for each prefix”. Now when you are in GL>Reports>Financial Statements>Individual Statement and you select your Prefix Group, the individual financial statement type will print out for every prefix in that group. For example, if the Prefix Group is ALL and you list every prefix (1-100), then if you select Balance Sheet for statement type and “ALL” for prefix group, the balance sheet will print out for each and every company.

2. Create Statement Groups

Statement groups are when you want to print more than one statement type at the same time. Open the Financial Statement Designer [FS] module, then select Tools>Statement Group. To create a new Statement Group, simply type in an ID for the Statement Group. When a message appears saying “That ID could not be found, do you want to create it?” select “yes”. In description, type in a brief description that will indicate what statements are included in this group. Then just simply highlight whichever statements you want to include in this group from the available designs and click “add” to move it to the right side. When finished, hit “OK”. To remove a statement from a group simply highlight the statement on the right and select “remove.”

In the example above where you wanted to print Balance Sheet, Income Statement, Trial Balance, and Variance Report, just select those statement types to include into the Statement Group (let’s give this group ID- “Monthly Reports-Accrual). This will enable you to print all those reports at the same time. Using this in conjunction with a Prefix Group “ALL” will allow you to print Balance Sheet, Income Statement, Trial Balance, and Variance Report for all the companies at the same time.

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



Join us for an Exclusive Preview of Office Connector Starter for Sage Timberline Office version 9.7!

March 25, 3:30pm EST

[TimberScan](#)

March 24, 10am/4pm EST

The Sage logo consists of the word "sage" in a lowercase, rounded, green font.

Authorized Partner

Select 2010

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•Philadelphia, PA

•Pittsburgh, PA

•Troy, ME

April 2010 Lunch and Learn Session

How do I get started with Crystal Reports?

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

Brown bag your lunch and join Accordant during this **free** webinar to learn how to create a simple custom report using Crystal Report

Get a sneak peek of Office Connector Starter and see how you will benefit from Excel based reporting!

Join a webinar:

[Friday, March 19th - 11:00am EST](#)
[Tuesday, March 23rd - 1:00pm EST](#)

Designer with Timberline Software.

Email Liz Salvas at lsalvas@accordantco.com or call 973-887-8900 x103 to sign-up. You will receive a web link and dial-in phone number via email upon registration.

Introduction to Crystal Reports

Attend this 4-hour introductory Crystal Reports online training class, led by nationally-known Crystal expert, David Hardy.

Date: Tuesday, April 20th

Time: 12pm-4pm EST

Tuition: \$195 per person

[Click Here to Register](#)