

# Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

March 2011

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 John O'Donnell. John has been a Sage Timberline Office certified consultant since 1990, and has worked as a controller for several companies within the construction industry. He has degrees in Computer Programming and Accounting, and also an MBA in Corporate Finance from Boston College.



Here is John's tip for this month:

## ***Using Text File Downloads for Special Payroll Situations***

There are many situations where using Payroll's Import feature can be very helpful. One example is the case where your company uses multiple folders for payroll input. This might be to allow separate regions or operational units to enter and correct their own time without seeing time from other areas of the company. Or, you may be importing time from a time capture system, and want to isolate it in a separate entry folder for review and corrections. In this case, you can use the Timberline Report Designer to create downloaded comma delimited text files from these independent folders, and import the files



## 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.

### [Project Management](#)

April 13

### [Estimating Fundamentals](#)

April 27-28

### [Construction Accounting](#)

May 9-11

### [Crystal Reports](#)

May 12-13

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into your main company folder for consolidated payroll processing.

Another example might be that you key all your hourly time as regular time, and let Timberline's automatic overtime feature compute overtime, a timesaving feature. Sometimes the overtime for hours greater than 40 is computed in an incorrect order. In this case, once your time is proven, you can use the report designer to create a text file of records sorted by the day of the week. Then, rename your payroll new file as a backup, and import the properly sorted text file. Now, all automatic overtime is calculated in the correct order.

Additionally, you have all the power of formulas to manipulate the downloaded time to handle special situations that may not be as convenient to handle within payroll; like time rounding, or unusual Department or Union re-assignments. You can create a special payroll entry template to use for importing to accommodate all the columns you need.

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

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*Help your Whole Team  
with  
March Madness  
Savings!\**

**10% off one** additional module or user license  
**15% off two** additional modules or user licenses  
**20% off three** additional modules or user licenses  
**25% off four or more** additional modules or user licenses

Hurry! Offer expires on March 30, 2011.

Contact Cheryl Fogerty at 800-363-1002 x183 or email [cfogerty@accordantco.com](mailto:cfogerty@accordantco.com) to take



Timberline Office. Attend a free online demo!

[MyAssistant](#)

March 23, 1pm EST  
March 29, 12pm EST

[OnScreen Takeoff](#)

April 1, 9am EST

[Office Connector](#)

March 24, 3:30pm EST  
March 31, 3:30pm EST

[TimberScan](#)

March 22, 10am/4pm EST  
March 29, 10am/4pm EST



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**April 2011 Lunch  
and Learn Session**

*Topic:  
Introduction to  
Service Management*

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

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

[Register Here](#)

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## advantage of this offer!

It's easier to improve productivity when every member of your team is sharing and collaborating. Additional user licenses give your entire team access to critical information, so everyone can step up their game!

\*Must be on an active service plan at time of purchase, supplemental service fees may apply. Third-party or off-schedule applications are not included in this offer.



**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.

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.**

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*Other Accordant offices are located in:*

- Ambler, PA
- Ellicott City, MD
- Melville, NY
- Newton, MA
- Pittsburgh, PA
- Stamford, CT

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.