

NEWS

SAGE
TIMBERLINE
OFFICE
NEWSLETTER

MAY 2007

Consultant's Corner



Welcome to the Consultant's Corner, dedicated to providing you with tips and hints for more efficient and effective use of Sage Timberline software. Each month, one of our Timberline consultants will provide you with tips on how to get more bang for your buck!

Our Consultant's Corner expert this month is Kevin McGarry. Kevin is a Sage Timberline Office Certified Consultant in Construction Accounting. He has been using and consulting in Sage Timberline Office Software since 1997. Kevin has over 15



Document Management and MyAssistant Live Webcasts for Sage Timberline Clients

Sage Timberline Office – Document Management

Are you tired of paper-based filing systems that drain your time and energy? With the Document Management application, it's easy to retrieve and reference the important documents you need. Document Management is an electronic document classification, storage, retrieval, and routing system developed to run directly from within Sage Timberline Office Desktop.

Key capabilities include:

- Classification of documents for expedited search and retrieval
- Real-time access to Sage Timberline Office data
- Retrieval of documents using high-speed search capabilities
- Easy compression of documents for maximum storage space savings
- One time capture of AP Invoice detail feeds both Document Management and Accounts Payable
- And much, much more...

A Document Management expert will give you a live

years experience in construction accounting within the New York area. He has previous experience as a Controller, MIS Supervisor, and Accounting Manager. Kevin has worked for a residential developer, commercial GC, and heavy highway contractor. In 2005, Kevin was a finalist for the prestigious Customer Recognition Award based on STO customer satisfaction surveys.

The following are Kevin's tips for this month:

Timberline is well known for its Job Costing capabilities, but there is one feature in Job Cost that I believe is often overlooked: Miscellaneous Worksheets. In particular, the percent complete worksheet.

Through numerous inquiries and reports in JC and PJ you can see, at a glance, Total Estimate, Job to Date Cost and Variance. In certain reports you will even see a percent complete based on these figures. This percentage is a straight formula (Cost/Estimate) which gives you a picture of the status of your project, budget wise. However, the actual percent complete could be quite different. Miscellaneous Worksheets allows you to enter your actual, or "eyeball", percent complete to the cost code (or category) for reporting or reference purposes, without affecting JTD costs or estimates. It also will have no impact on General Ledger.

In Job Cost, go to Tasks, Enter Misc. Worksheets. In View, click List or (f4) and select PERCENT – Percent complete – cost code. Select your job, enter the date, and you will see a grid listing the cost codes used on that job. Enter the actual number in the Percent Complete column. This will write to the Percent Complete field on the Cost Code record. You can then easily add this field to any Inquiry or Report at the Cost Code level. By adding a column with the JC Formula JC % Complete calc – pbs, you can quickly track any variance between budget percent

demonstration and the opportunity to ask questions.

Date	Time (PT)
May 29, 2007	10:00 a.m.
June 7, 2007	1:00 p.m.
June 19, 2007	11:00 a.m.

Sage Timberline Office - MyAssistant

As your business grows, it grows more complex - multiple projects with multiple tasks that need the involvement of multiple people. MyAssistant for Sage Timberline Office provides an easy way to be more proactive, improve communications and manage those things critical to growing your business. Integrated with Sage Timberline Office, MyAssistant allows you to:

- Define business conditions you would like to monitor, when each should be checked, and the action to take when issues arise
- Use Microsoft Outlook to notify you of issues needing attention
- Automatically send notifications to the right people depending on the type of event or task
- Have a central location to see unresolved issues for the different areas of your business.
- Define what will be checked in your Sage Timberline Office database, using any of the 200+ conditions provided with MyAssistant or by creating your own.

Our MyAssistant expert will provide you with a live demonstration and the opportunity to ask questions.

Date	Time (PT)
May 7, 2007	10:00 a.m.
May 16, 2007	11:00 a.m.
June 5, 2007	11:00 a.m.
June 12, 2007	1:00 p.m.
June 21, 2007	11:00 a.m.

The registration site for both events can be found on http://www.accordantco.com/upcoming_events.shtml. Scroll down and click on the Document Management or MyAssistant link to register.

Upcoming Training Classes

For more information or to register for a training class, please click on a link below, call Kathy Morris at 973-887-8900 x103 or email kmorris@accordantco.com.

complete and actual percent complete. Hopefully this will be useful in tracking potential problem areas as well as helping you get more accurate cost at completion projections.

If you would like to schedule Kevin McGarry as your consultant, please call Swati Raje at 973-887-8900 x105.

Welcome to the Accordant Newsletter! Our goal is to educate Sage Timberline Office users by providing valuable information on products, training, and tricks of the trade. We also plan to share Accordant & Sage Timberline news and upcoming events. Accordant provides leading-edge business solutions to construction, service & real estate businesses in New York, New Jersey, Connecticut and Pennsylvania. We specialize in the implementation, consulting, and training of Sage Timberline Office Solutions.

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Bob Lifset
Anthony Madonna

Accordant training classes are held in Parsippany, NJ at the New Horizons Computer Learning Center.

Real Estate Accounting
May 21-23

Estimating
June 4-6

Project Management
June 7

Crystal Reports
June 13-14

Upcoming Webinars

For more information or to register for a webinar, please click on a link below or call Kathy Morris at 973-887-8900 x103 or email kmorris@accordantco.com.

Document Management
Organize all important documents and files for fast, easy storage, retrieval, and routing. Document Management helps you eliminate the inefficiencies of managing files and paperwork.
May 29
June 7, 19

Field2Base
Field2Base is a wireless field service and two way communication tool that allows you to dramatically increase the productivity of your mobile workforce. Field2Base's communication technology gives you the ability to manage your sales force, field service, construction, inspections, homebuilding, and engineering field processes, along with the capability to digitize and optimize information flow to and from the field and back office systems.
May 11

Fixed Asset
Fixed Asset Management Solutions provide total command over the entire fixed asset life cycle- from acquisition to disposal. When your business involves heavy equipment, vehicles and property improvements, it only takes a few depreciation mistakes to overpay taxes and insurance by thousands. In many cases, these wasted dollars are simply due to improper or

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SAGE TIMBERLINE OFFICE

SAGE MASTER BUILDER



ineffective asset management.

May 21, 24

June 5, 14, 20, 26

MyAssistant

MyAssistant is an easy-to-use software tool that actively monitors your business and notifies you of the details that keep it running smoothly. Based on your business rules, MyAssistant improves your productivity by automatically screening your database and notifying you of items that are truly important or time sensitive.

May 16

June 5, 12, 21

On-Screen Takeoff

On-Screen Takeoff® uses cutting edge technology to generate takeoffs directly from your PC screen. Using common digital image file formats, such as .TIF, .CAL, and most CAD files, you can see your blue prints directly on your computer screen and use the mouse to quantify lengths, areas, volumes and counts.

May 25

Project Management

Project Management simplifies how you manage projects by providing quick and easy access for up-to-the-minute costs, contracts and document information. Through integration with accounting, estimating, and purchasing systems, you're able to issue and see all prime contracts, subcontracts, updated plans and drawings, change orders, purchase orders, meeting minutes, requests for information (RFIs), and other project-related documents.

June 6

What is the Health of Your Current System?

Is your Accounting and Estimating system up-to-date? Are you using your Timberline software to it's full potential? If you answered no to either of these questions, it's time for you to get a maintenance check-up! Please call Swati Raje, Director of Client Services, at 973-887-8900 x105 to schedule a consultant to come onsite to your office for a software analysis. A Sage certified consultant will be able to tell you if and how you can customize your software to allow for maximum profitability and efficiency. Make sure to schedule a consultant today!



Please feel free to contact us with any questions, concerns or comments at 800-363-1002 or info@accordantco.com.

Sincerely,

The Accordant Team

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