

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

May 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 Gordon Cheyne. Gordon joined Timberline in 1996 as a consultant to Accounting and Estimating clients in the NY/NJ area. He has received Certification as a Construction Manager from New York University. Prior to Timberline, he held Project Manager/Estimator positions with General Contractors and Developers in the Hudson Valley Region of NY, NJ and CT.

Here is Gordon's tip for this month:

Print files/posting journals –
Can't live with them, can't live without them

Why does Timberline print all this paper? Well, it's not just paper, it is a report telling you what you did and how it got processed or not. One way to be green is to save them to a file for reviewing. A good way to organize the files is through a series of folders and file naming conventions.

By utilizing the file location feature located under the File Menu choice, you can create a path to a General Folder outside of the database files for good housekeeping. Within this folder create a series of Folders per application for files to be save (i.e. GL, AP, JC, AR, etc.)

When finished with a process (ex. AP/Change Invoices) and the print hub window appears, go to Printer Set and check on the print to file feature. Choose select file and the save window will automatically navigate to the



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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.

Crystal Reports

May 14-15

Registration Deadline: May 6th

Construction Accounting

May 18-20

Registration Deadline: May 8th

Crystal Reports - Beyond the Basics

June 18-19

Attend a Webex

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

General Print File folder. Choose the AP folder and use a combination of task and date to name the file (ex. Change invoice 04-10-09.prn). This will help the files line up in a logical order for easier retrieving.

Remember that print files are not governed by security so files containing sensitive information such as payroll and year end posting should be stored out of public areas.

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



We are pleased to announce that Core Systems Inc. has merged with Accordant Company, LLC. Bernard Ross, President of Core Systems has been serving the real estate industry for over 25 years and brings a wealth of knowledge and experience to our real estate software practice. Bernard will assume the role of Accordant's Director of Real Estate Sales and will retain his office in Mount Kisco, NY.

Free Timberline User Meeting!

Please join Accordant at one of the following locations for a complimentary half-day Sage Timberline Office **User Meeting**. Each session will take place from **8:00am-12:00pm**. A continental breakfast will be provided.

Monday, June 15, 2009: *Crowne Plaza Hotel Cherry Hill*, 2349 West Marlton Pike, Cherry Hill, NJ 08002

Tuesday, June 16, 2009: *Doubletree Metropolitan Hotel*, 569 Lexington Avenue, New York, NY 10022

Wednesday, June 17, 2009: *Hilton LI/Huntington*, 598 Broad Hollow Road, Melville, NY 11747

[MyAssistant](#)

May 7, 1pm EST
May 19, 4pm EST

[OnScreen Takeoff](#)

May 15, 9am EST

[Office Connector](#)

May 14, 3:30pm EST

[Procore](#)

May 8, 10am EST

[TimberScan](#)

May 7, 10am/4pm EST

[Sage Payroll PayCard](#)

May 7, 2pm EST



Authorized Partner

Select 2009

[Accordant Company- Main Office](#)

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Other Accordant offices are located in:

- Melville, NY
 - Manasquan, NJ
 - Mt. Kisco, NY
 - Stamford, CT
 - Philadelphia, PA
 - Pittsburgh, PA
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Event Highlights:

- New features in Timberline Version 9.6
- Network with other local Timberline Users
- Crystal Reports
- Learn new Tips and Techniques
- Preview of TimberScan and MyAssistant

Special Offer:

All attending companies will receive a FREE one-hour web evaluation from one of our certified consultants. (Value of \$175. Limit one per company).

To reserve your seat, please fax back this [registration form](#) to 973-887-8901 by **June 5, 2009**. (Fill out one form per attendee).

Questions? Please contact Liz Salvias at 973-887-8900 x103 or lsalvias@accordantco.com.

For more information, please visit our website: www.accordantco.com/events.shtml

Accordant Milestones...

We are pleased to announce that Judy Yannotta, our Office Manager, married Michael Monahan on April 11, 2009 at the Lake Valhalla Club in Montville, NJ. Best wishes to the happy couple!

