

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

May 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 Vivian Frazier. Vivian graduated from New York University with an Accounting major in 1983. She worked for Ernst & Whinney in New York City and Orange County, CA offices until 1988. From 1988 to 1993, Vivian was employed as a Controller for two national real estate developers, Trammell Crow Company and The Shidler Group. Since 1993, she has been consulting with both public and private clients in several industries in many capacities, adding Sage Timberline Office to her consulting services in 1994.

Here is Vivian's Tip for this Month:

Using Job Cost Direct Cost Entries (Journal Entries)

The Job Cost Direct Cost (JCDC) entry screen is the place where costs that are not incurred through AP, PR or another module, are entered directly to jobs. Some examples of these types of costs are payroll costs from an outside payroll provider such as ADP, interest charged directly through a bank statement, costs incurred directly by a partner of the company, and costs associated with closing statements.

JCDC allows you to journalize these costs and distribute them to the appropriate jobs. You might ask, if this screen is a journal entry screen, then why do I not have separate debit and credit columns (as in GL)? Keep in mind that, by definition, job costs are expenses and, therefore, debits so we will address each field of the JCDC screen with that in mind.



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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.

[Construction Accounting](#)
July 12-14

[Crystal Reports](#)
July 21-22

[Project Management](#)
June 24

Attend a Webex

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

[MyAssistant](#)
May 21, 1pm EST
May 27, 2pm EST

When you first open the window enter the job, extra (if applicable), cost code and category (if applicable) information for the first job to which you want to allocate costs. **Next, enter the amount as a positive number if you are increasing the costs on the job and a negative number if you are decreasing the costs on the job.**

The transaction date and accounting date are usually the same but may be different in some cases. The transaction date affects only the job cost module and may be used in certain JC reports, while the accounting date also affects the general ledger module and determines the period to which this transaction will post in the GL.

The 30-character description is highly recommended to help identify the reason for these costs on reports. The reference fields are additional ways of identifying the transaction but are not required.

The debit account is required when the job information is entered and will usually prefill with a CIP or cost of sales account based on your JC settings. **DO NOT OVERRIDE THE ACCOUNT THAT PREFILLS IN THIS COLUMN.**

The credit account is used when a general ledger account is to be the credit side of the entry, such as when a partner incurs job costs directly. So let's say that the owner had to write a \$10,000 personal check to cover plumbing supplies for a job. Enter the job information, plumbing cost code, material category, dates, \$10,000 (positive) in the amount column, and "Supplies paid by owner" in the description. The debit account will prefill accordingly and the partner's GL capital account should be entered in the credit account column.

For an example of a payroll entry, let's assume that ADP draws \$20,000 out of your payroll cash account to pay wages, \$15,000 of which is field pay and \$5,000 is admin pay. Using the guidelines above, distribute the \$15,000 to the appropriate jobs, however, when you get to the credit account, leave it blank. On the next line, first click the button at the bottom of the window called "GL Only" and it will allow you to bypass the job fields. Enter the \$5,000 (positive), dates, description, etc. and in the debit account column, enter the GL debit account to which you charge admin wages. Leave the credit account field blank. For the last line, click the "GL Only" button again and enter \$20,000 (positive), dates, description, etc. Leave the debit account field blank and in the credit account field, enter your Cash Clearing account (do not enter a cash account).

The most important thing to remember is that the last two columns, the debit and credit account columns, determine

OnScreen Takeoff

May 28, 9am EST

Office Connector

May 20, 3:30pm EST

May 27, 3:30pm EST

TimberScan

May 20, 10am/4pm EST

May 26, 10am/4pm EST



Authorized Partner

Select 2010

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•Stamford, CT

•Pittsburgh, PA

•Troy, ME

whether the number in the amount column is a debit or credit. Positive numbers in the amount column are reflected as positive debits and positive credits, but negative numbers in the amount column are reflected as negative debits (or credits) and negative credits (or debits). BE CAREFUL!

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



On-Screen Takeoff is the industry standard in creating takeoffs from digital and paper plans. On-Screen Takeoff increases accuracy and efficiency, which in turn helps you to win more profitable bids.

Have you ever wondered if there was a way you could simplify your takeoff process? Wouldn't it be nice to draw takeoffs right on your screen and have calculations and measurements done for you?

On-Screen Takeoff can do all of this while at the same time greatly reducing the chance of errors. If increased accuracy and speed, greater profits and lower risk are important to you, On-Screen Takeoff is the software for you.

Special Promotion

Purchase any On Center Software license between **May 1, 2010** and **June 30, 2010**, and your name will be automatically entered in a drawing to win one of the following prizes:

First Place (\$3,500 value) - A one-day, on-site, all-inclusive training class. This prize includes a full day of training with an On Center Software certified trainer, and is designed to accommodate efficient learning and understanding of our software as it pertains to your specific business.

Second Place (\$495 value) - Free admission to one day of an upcoming Regional Training class of your choice. The regional training class will include an eight-hour session that focuses on either Quick Bid or On-Screen Takeoff.

Your company's name will be entered into the drawing for each license purchased during the giveaway dates.

June 2010 Lunch and Learn Session

Getting Started with Sage Timberline Desktop

Date: Thursday, June 10th from 12pm-12:30pm.

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

[Register Here](#)

Stay tuned...

Accordant User Meetings are coming in Fall 2010!

Connecticut
October 7th

Long Island, NY
September 28th

Maine
October 4th

Northern New Jersey
September 27th

New York, NY *September 30th*

Philadelphia, PA
September 23rd

Pittsburgh, PA *September 20th*

The drawing will be held and the winners announced on **July 1, 2010**.

Contact Rob Nappa at 973-887-8900 x102 or rnappa@accordantco.com for more information.