

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

May 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 Jeanne Chu. Jeanne joined the Accordant team as a Timberline Consultant specializing in Property Management when Core Systems merged with Accordant. Prior to joining Core Systems, Jeanne worked in banking and public accounting and then worked as a Real Estate Controller/CPA for an Owner/Developer/Property Management company for almost two decades. In that capacity, Jeanne used different property management software products and was instrumental in converting her company to Timberline Office. As an experienced past end-user, Jeanne is able to relate to new customers in the implementation process and is readily available to troubleshoot and provide support even after the implementation process is completed



Here is Jeanne's tip for this month:

Using Conditions to Filter Data

Did you know that you can minimize the time that you view or print data by using Conditions to filter? Clients generally use Range, then Start and End, or include or exclude all to make data selections when they want to print reports. That is fine when you do not have too many prefixes or it does not matter if you miss something, but there is an easier, faster, and



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more efficient way to choose what you want to see.

For example, if you are trying to reconcile the GL cash accounts with your bank reconciliations and you have a separate bank account by prefix or company with the same base account number, just go to Conditions, under Index, select GL-Account, then choose "Base", then "equal to", and then type in the GL base account number. This will bring up all the accounts with that GL base account. Likewise, If you need a range of base accounts, in Conditions, Index, GL-Account, first select "base", then "greater or equal to", and then the lowest GL number. Afterwards hit "Ok", then "add" a new condition, "and", "Base", "less or equal to" and type in the highest base account in the range. This will filter to result in only those accounts within the range.

You can also use Conditions when you are in GL>Setup Account and you want to see whether a prefix has a particular base account or if the base accounts are consistently titled for all the prefixes. This is particularly important if you want to enter a new account and want to ascertain if the account has already been created or confirm the account type. Financial statements require that base accounts be the same account types for all prefixes otherwise the financial statements will not show the proper results.

Also, Timberline reports already prepared for the user have Conditions in the design. If, for example, you are trying to print an AR "Customer Statement" and a statement does not print for a particular customer and you are unable to determine why, just check the Conditions and you will see that it is conditioned to not print anything that has a zero balance. If you want to print that statement anyway, just delete that line in Conditions and the statement will print. Please note that that deletion is not a permanent deletion. It is for that run only. A permanent change can only be made in the design of that report.

These are some of the ways that you can use Conditions. You will see that using Conditions to filter data will make your job much easier

May 25, 11 am EST
May 31, 3pm EST

OnScreen Takeoff

May 27, 9am EST

Office Connector

May 26, 3:30pm EST
June 2, 3:30pm EST

TimberScan

May 31, 10am/4pm EST
June 9, 10am/4pm EST



**June 2011 Lunch
and Learn Session**

Topic:
**Reconciling Job Cost
in General Ledger**

Date: **Thursday,
June 9th from
12:00pm-12:30pm.**

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

Register Here

**Accordant Company- Main
Office**
110 South Jefferson Road

and save a lot of 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.



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.

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

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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 for complete conference details.