

# NEWS

November  
2006

## 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 certified, professional consultants will provide you with tips on how to get more bang for your buck!

Our Consultant's Corner expert this month is Rich Whalen. Rich is an experienced accountant in the Construction and Property Management industries and has been consulting since 1997.

Tips this month from Rich:



**Accordant Company, LLC**

## YEAR END 2006: How to Prepare for Your Year End

### IMPORTANT CHANGES FOR 2006

The 2006 year-end release of Sage Timberline Office will contain updates for versions 9.2.1 and 9.4.0 only. Please contact Accordant Company at 973-887-8900 for information about obtaining the 9.4.0 CD.

### DOWNLOAD VS. CD INSTALLATION

Sage Timberline will distribute the 2006 year-end changes in a downloadable format rather than a CD. This method saves you from having to install and upgrade an entire CD at year-end. You will receive a link to the downloadable files in early December.

Quick Bill users... did you know that you can bill on more than one job per invoice? If you have a customer that gives you multiple jobs per billing cycle and you would prefer to consolidate your billing process into one invoice per customer, instead of one invoice per job, the solution lies in your system setup. In the Job Cost application, setup one job per T&M customer and utilize the 'extra' feature to setup each T&M job for that customer. In job cost, the extra feature is simply an additional tool to further organize your data within each job for easier report filtering. Don't like the word extra? No problem, customize it's name in your software to 'T&M Job'. You've just tailored your system to capture and report cost & revenue data on all your T&M work.

When entering a quick bill invoice, use the Customer's T&M job you just setup in the invoice header. At the end of each billing line item there is a button capturing additional information. Click this button, then lookup the T&M job you just created. This approach allows you to enter billing data related to different T&M job's on different line items within one Quick Bill invoice. Furthermore, each cost application you are currently using is now capable of capturing cost data specific to each T&M job. Congratulations, you've just streamlined your billing process, and have modified your software for profit and loss reporting at the T&M Job level.

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.

## SCHEDULE TIME WITH YOUR CONSULTANT NOW

In order to meet customer release needs, certified consultants often schedule their time weeks in advance during a given release. If you rely on your certified consultant to help you with year-end processing, it's a good idea to contact Accordant now at 973-887-8900 x100 to book a time with your certified consultant. Year-end is coming- don't be caught unprepared at this important time!

## YEAR-END PROCEDURES GUIDE

The *Year-End Procedures Guide* provides step-by-step instructions about how to perform critical year-end tasks. In addition, it provides answers to commonly asked year-end questions, which can save you time during this busy time of year. In fact, we recommend that you check the *Year-End Procedures Guide* before you call customer support. Each year, Sage Timberline adds helpful information based on the previous year's customer support calls. You will receive a printed copy of the 2006 *Year-End Procedures Guide* in early November. Click the following link to open an electronic copy of the Guide. [2006 Year-End Procedures Guide.pdf](#)

## UPDATE YOUR SERVICE PLAN

In order to keep your business running smoothly and receive the year-end update as soon as it's released, it's critical to keep your service plan up-to-date.

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.

## We've Moved!!

### Our new address is:

**110 South Jefferson Rd.  
Whippany, NJ 07981**

**T. (800) 363-1002**

**D. (973) 887-8900**

**F. (973) 887-8901**

#### Accordant Company:

##### Sales Team:

Bruce Dominick  
Henry Lubas  
Mike McCarthy  
Rob Nappa  
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##### Consultants:

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Dan Henegan  
Anthony Madonna  
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Bob Lifset  
Bryce Obye  
Jeff Pisetzner  
Swati Raje  
Bob Rozakis  
Rich Whalen

##### Office Contacts:

Kathy Morris

If you are unsure about the status of your service plan, please contact a Sage Software customer representative today at 800-858-7098 or log on to

[www.sagetimberlineonline.com](http://www.sagetimberlineonline.com) and click My Profile > Service Plans.

## YEAR-END PROCEDURES AND RELEASE

This Realtime Learning series will focus on critical year-end procedures such as printing W2s, printing 1099s, and closing the year in Payroll, Accounts Payable, and General Ledger for Construction Accounting customers. Sage will also cover commonly asked year-end questions and allow time for your questions so you'll be prepared for this busy time of year. During the release highlights sessions, Sage will review software installation tips and the new

9.4.0 release enhancements for Construction Accounting and Real Estate customers.

Realtime Learning is scheduled for a specific date and time. The session is live, so you can ask the instructor questions and talk with other customers. You won't want to miss this timely series! For more details, go to:

[www.sagetimberlineoffice.com/service/realtime.aspx#yrendproctraining/](http://www.sagetimberlineoffice.com/service/realtime.aspx#yrendproctraining/)

If you use the Estimating applications, notice the Realtime Learning for Estimating series that starts in January!

Sage Software also provides Anytime Learning for Year-End Processing. This annual subscription includes 20+ recorded sessions that cover closing the year for each application. An instructor narrates the steps while demonstrating them in the software. All you need to participate is computer with speakers or headphones and a high-speed

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**SAGE TIMBERLINE OFFICE**

**SAGE MASTER BUILDER**



Internet connection. Anytime Learning is an affordable and convenient way for all of your employees to refresh these skills to complete year-end processing. For more information about Anytime Learning, go to: [www.sagetimberlineoffice.com/service/training/anytime.aspx#ye](http://www.sagetimberlineoffice.com/service/training/anytime.aspx#ye)

## ORDERING YOUR YEAR-END TAX FORMS

Yes, it's time to start thinking about year-end payroll processing and ordering 2006 tax forms! There is one thing we can always count on when it comes to year-end planning—tax forms will change each year. Call a Customer Care specialist at Sage Construction & Real Estate Forms to discuss your requirements and options for W2 formats.

## YEAR-END TO-DO LIST

- Contact certified consultant to schedule time.
- Order year-end forms.
- Create e-mail folder and distribution list to store year-end tips e-mails.
- Schedule year-end training for staff.

## YEAR-END TIMETABLE

November- If you haven't done so already, contact Accordant at 973-887-8900 x100 to schedule time with your consultant for year-end processing help.

Early November—*Year-End Procedures Guide* shipped.

Mid-November—Weekly Year-End Tips e-mails begin.

Early December—Year-end downloadable updates sent.

## Upcoming Webinars and Training Classes

*For more information or to register for a training session, please click on a link below or call Kathy Morris at 973-887-8900 x103 or email [kmorris@accordantco.com](mailto:kmorris@accordantco.com). Accordant training classes are held in Parsippany, NJ at the New Horizons Computer Learning Center.*

### Upcoming Webinars

#### **Document Management**

allows you to organize all important documents and files for fast, easy storage, retrieval, and routing.

**Nov. 28**

**Dec. 5, 13, 20**

#### **Field2Base**

is a wireless field service and two way communication tool that allows you to increase the productivity of your mobile workforce.

**Dec. 8**

#### **Fixed Assets**

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 ineffective asset management.

**Nov. 28**

**Dec. 5, 12**

#### **MyAssistant**

is an easy-to-use software tool that actively monitors your business and notifies you of the details that keep it running smoothly.

**Nov. 29**

#### **Office Connector**

is an Excel Add-In that allows you to access your Timberline Office data quickly and easily.

**Nov. 21, 28**

**Dec. 5, 12, 19**

#### **On-Screen Takeoff**

uses cutting edge technology to generate takeoffs directly from your PC screen.

**Nov. 29**

## **Project Management**

simplifies how you manage projects by providing quick access for costs, contracts and document information.

*Dec. 13*

## **Classroom Training: A Powerful Way to Make the Most of Your Sage Timberline Software**

### *Construction Accounting*

*December 4-6*

### *Project Management*

*December 8*

### *Service Management*

*December 11-12*

### *Crystal Reports*

*December 14-15*

### *Estimating*

*December 18-20*

## **On-Screen Takeoff Webinar Refer a Friend, Receive an Award**

On November 29, 2006, Accordant Company is hosting a webinar presenting On-Screen Takeoff, a software tool that 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. The webinar will run from 9am-10:30am and will demonstrate the tablet's accurate and precise takeoffs.

**Accordant is now offering a "Refer a Friend" special.** Your experience with Sage Timberline and enthusiasm for its products shouldn't go unnoticed. That's why we'd like to

offer an incentive for every time you - or someone you work with - provide us with the name of a soon-to-be client. If you refer another friend to our webinar and they purchase On-Screen Takeoff, you will receive a \$50 American Express Gift Certificate to use anywhere of your choice. All you have to do is pass this information along!

To register for this event, refer a friend, or to inquire for more information, please contact Kathy Morris at 973-887-8900 x103 or email [kmorris@accordantco.com](mailto:kmorris@accordantco.com).

Sincerely,

The Accordant Team



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