

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

November 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 Kevin McGarry. Kevin is a Certified Consultant in Construction Accounting and has been using and consulting in Sage Timberline Office Software since 1997. Kevin has over 17 years experience in construction accounting within the New York and Connecticut area and has worked previously as a Controller, MIS Supervisor, and Accounting Manager.

Here is Kevin's Tip for this Month:

Writing Off or Adjusting Open AP Invoices

How many times have you reviewed your AP aging reports and seen old and/or partial open amounts that have been cleared through settlements, back charges, or other means?

Although there are several options for writing off, deleting or adjusting an unpaid Accounts Payable invoice that will not be paid, the best option is to enter a negative invoice



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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.

[Project Management](#)
December 7

[Construction Accounting](#)
January 24-26

[Crystal Reports](#)
January 19-20

Attend a Webex

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

[MyAssistant](#)
November 23, 2pm EST
December 1, 12pm EST

[OnScreen Takeoff](#)

offsetting the original invoice entry. This is your best option for leaving an audit trail.

Note: Though using “Change Invoices” in AP Tasks is often useful when changing non-critical fields such as description or invoice number, you can often run into significant issues with closed GL periods or jobs that have been moved. Changing the amount of the invoice will not leave a clear audit trail. Special care should be taken when allowing security for this particular task!

Using an AP Inquiry or report, find the necessary info from the original invoice (Vendor, invoice, date, job cost info, GL account, etc.). You can then enter a negative invoice for the amount open on the original open invoice, matching the relevant info. Since Timberline will not allow a duplicate invoice number, you can make a minor change to the original invoice number (add x, adj, rev, etc). If the original accounting date is in a closed GL period, be sure to use a current accounting date on the adjusting invoice. Remember that the description field on this adjusting invoice will print on the check stub. This can be a useful field for explanation to the vendor (ex: Adj per negotiation with John Smith).

Once your clearing invoice entry has been entered and posted, you must then clear the net zero balance of the invoice. Be sure that the “One invoice per check” box (AP/Setup Vendor/Terms and Defaults) is cleared in the vendor setup. If you are processing a payment to the vendor, just select both the original invoice and the offsetting negative. This will obviously not affect the net payment to the vendor. If you do not plan on future payments to the vendor, AP will allow you to create a “zero” check through either print checks or manual checks.

Reducing your open payables is never a bad thing!

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



[hh2 Web Services](#) is a suite of fully hosted online web applications designed to help your business collaborate more effectively on the web. Designed for the Construction and Real Estate industry, hh2 Web Services

December 3, 9am EST

[Office Connector](#)

November 18, 3:30pm EST
December 2, 3:30pm EST

[TimberScan](#)

November 30, 10am/4pm EST
December 8, 10am/4pm EST

[hh2 Human Resources](#)

November 22, 2:00pm EST

[hh2 Remote Payroll and Field Reports](#)

November 23, 11:00am EST



Authorized Partner

Select 2010

**December 2010 Lunch
and Learn Session**

*Topic: Year-End
Procedures*

*Date: Thursday,
December 9th from
12:00pm-1:00pm.*

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

[Register Here](#)

integrates seamlessly with Sage Timberline Office.



hh² Human Resources

[hh2 Human Resources](#) is an application for collecting and organizing all the information associated with your greatest resource-your people. Manage identifications, contact info, emergency contacts, salary, benefits, employment applications, training, certifications, employee evaluations, safety meetings, government required forms and more. Say goodbye to clunky spreadsheets and redundant processes and streamline your HR data on the Web.

hh2 Web Services Human Resources Demonstration:
Monday, November 22nd from 2:00pm-3:00pm EST.

[Register Here](#)



hh² Remote Payroll

[hh2 Remote Payroll](#) streamlines and automates gathering, approving, and reporting job-costed payroll data from remote jobsites. Time submission and approvals happen at the click of the button and automated tools make it easy to create labor reports as well as export data to your accounting system. The best part is there are no software, hardware or IT infrastructure costs. All you need is a web browser.



hh² Field Reports

[hh2 Field Reports](#) is an application for collecting, organizing, searching and reporting valuable field and

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- Melville, NY
- Newton, MA
- Pittsburgh, PA
- Stamford, CT

project information. With it, you can forget handwritten logbooks and start keeping accurate and accessible records on the Web.

***hh2 Web Services Remote Payroll and Field Reports
Demonstration:***

Tuesday, November 23rd from 11:00am-12:00pm EST.

[Register Here](#)