

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

September 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 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.

Here is Gordon's Tip for this month:

How to Use the Draw Column

A simple way to tie your job payables to an application for payment is by introducing the Draw column into your invoice distribution grid in AP.

Otherwise known as a G702/3, Application for Payment, or Progress Bill, Timberline defines Draw as, "A request made by the contractor for fund reimbursement from the lending institution or the owner."

All Job related AR invoices whether Contract Based or Quick Billed record a draw number onto the job setup table in JC. This information is used to pre-fill the draw column in AP.

The invoice distribution draw column is controlled in the Invoice Settings window in AP settings and can be applied to specific vendor types (typically Subs and



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Want to attend a classroom training session? Click on the link for a course outline, registration form or more info.

[Project Management](#)
October 6

[Construction Accounting](#)
November 8-10

[Crystal Reports](#)
November 4-5

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Suppliers). It can also be turned on by using the Add Column command during invoice entry.

For example, the first application for payment has been posted on a specific job. On the receivable tab in job setup, you will see "1" in the Last Draw window. Subsequent entries in AP related to that job will be pre-filled with "2" in the draw column.

At the end of a period of time, you can run an AP report on Open Job invoices and condition the report to show only Draw "2" distributions. This will give you a total of AP costs to help calculate the draw 2 payment request.

In addition, once payment for draw "2" has been made, the same condition referenced above can be applied to Select Invoices for Payment to quickly filter out open invoices/distributions not related to that draw payment and let you efficiently create an AP check run related to your payment received.

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

Timberline User Meetings Fall 2010!

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

Registration fee \$39.

Thursday, September 23rd:

Hilton Garden Inn Ft. Washington
Ft. Washington, PA

Monday, September 27th:

Sheraton Parsippany
Parsippany, NJ

Tuesday, September 28th:

Hilton Long Island/Huntington,
Melville, NY

Thursday, September 30th:

Marriott Courtyard Midtown East
New York, NY

September 23, 4pm EST
September 28, 1pm EST

OnScreen Takeoff

September 24, 9am EST

Office Connector

September 23, 3:30pm EST
September 30, 3:30pm EST

TimberScan

September 30, 10am/4pm EST



Authorized Partner

Select 2010

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Other Accordant offices are located in:

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 - *Ellicott City, MD*
 - *Melville, NY*
 - *Newton, MA*
 - *Pittsburgh, PA*
 - *Stamford, CT*
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Monday, October 4th:

Hilton Garden Inn Freeport Downtown
Freeport, ME

Thursday, October 7th:

Marriott Hartford/Farmington
Farmington, CT

Event Highlights:

- New features in Timberline Version 9.7
- Crystal Reports
- Learn new Tips and Techniques
- Preview of MyAssistant
- Preview of Sage Timberline Enterprise
- Network with other local Timberline Users

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. (Fill out one form per attendee).

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

For more information, please visit our [website](#)

**October 2010 Lunch
and Learn Session**

***Topic: How to Manage
Job Estimates/Budgets in
Timberline***

***Date: Thursday,
October 14th from
12pm-12:30pm.***

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

[Register Here](#)