

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

September 2009

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 Brad Enderlin. Brad has worked with Timberline Software since 1998 as a controller for a mid-size construction company in Texas and then as a consultant in Pennsylvania. Brad became a certified Timberline Consultant in 2003 in both the accounting and estimating modules. With his intimate knowledge as a previous user, Brad can relate well with his clients while implementing new modules and/or training their staff and providing support. Brad has his B.S. degree in Business Administration from The University of Texas.

Here is Brad's tip for this month:

How to Build a Posting Macro

Do you find yourself jumping in and out of modules to post entries? You can setup a macro in Timberline to post multiple modules in one step.

To setup a macro:

- Open up the Application that you would like the post entries macro to start with.
- We are going to start with Accounts Receivable for this example.
- Click on **Tools > Macros**
- The macro dialog window will open and will be in the add mode.
- Click on the **Add Step** button to add your first task for the macro.



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.

[Crystal Reports](#)
September 21-22

[Construction Accounting](#)
September 23-25 in NYC

[Beginning Report Designer](#)
October 1

[Project Management](#)
October 7

Attend a Webex

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

- A small box will appear at the bottom of the screen, prompting you to select the appropriate steps (do not click cancel).
- Click on the **Tasks > Post Entries** which will trigger the print dialog box to open.
- Here you can save any specific print instructions and then click **OK**.
- The Macro completion window will open and then choose "Continue with remaining steps in macro" then **OK**.
- Click **Save As**.
- Name the macro "Post all Modules" then click **Save**.
- Click **Close**.
- Now open the next Application you would like to add to the macro like Job Cost.
- In Job Cost click on **Tools > Macros**.
- When the Macro window opens this time you will choose the **Open** button.
- Select the "Post all Modules.mac" and click **Open**.
- This will open the macro you started.
- Click on **Add Step** and follow the steps above to add the post entries task.
- Continue these steps until you have added all the tasks that you would like this macro to do. When you are adding the last task to the macro you will tell the macro to terminate immediately in the macro completion window. Make sure you click on the **Save** as you go.

When you want to run this macro you can open the macro in any Application by going to **Tools > Macros > Open**. Then select the "Post all Modules" and then select the **Run** button.

You can also add the Macro to your favorites on the Desktop by right clicking on your my Tasks and selecting Add to My Tasks. In step 1 select **File or Application**. Step 2 click on **Select** and browse out to your Timberline Data Folder and select the "Post all Modules.mac". Then click **OK**. Now to run the macro all you need to do is click on the new task you just created.

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

TIMBERSCAN

Good business decisions and cash flow management are critical to your success during these turbulent economic

[MyAssistant](#)

Sept. 16, 1pm EST
Sept. 22, 4pm EST

[OnScreen Takeoff](#)

Sept. 18, 9am EST

[Office Connector](#)

Sept. 17, 3:30pm EST
Sept. 24, 3:30pm EST

[Procure](#)

Sept. 25, 10am EST

[TimberScan](#)

Sept. 16, 10am/4pm EST
Sept. 23, 10am/4pm EST

[Sage Payroll PayCard](#)

Sept. 24, 2pm EST



Authorized Partner

Select 2009

[Accordant Company- Main Office](#)

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- Stamford, CT
- Philadelphia, PA
- Pittsburgh, PA

times. You simply can't afford inefficient processes and old manual procedures if you resolve to succeed.

One glaring area of inefficiency in many companies is the accounts payable approval process. Fortunately TimberScan automates this process and gives you the control you want.

TimberScan is a paperless approval system designed specifically for Timberline. It will automatically route invoices to the right approver based on *your* business rules. It's easy to use and quick to implement and it provides exceptional reporting. TimberScan can greatly improve your efficiency and productivity.

Join our web-based seminar and see why everyone is raving about TimberScan. There are lots of dates and times to choose from.

[Click here to register](#)

Upcoming Dates and Times:

Wednesday, September 16th at 10am and 4pm EST
Wednesday, September 23rd at 10am and 4pm EST



*“Just put those invoices in my
‘to approve’ file.”*