



Accordant

ACCORDANT CLASSROOM TRAINING SCHEDULE JANUARY- DECEMBER 2011

Construction Accounting Setup & Workflow (3 days)

This 3-day course is designed for those clients who handle routine processing tasks. Typical attendees would include accounting managers, data entry operators or office managers who oversee daily operations. This class starts at the beginning with the nuts and bolts behind Timberline's concepts and tools to help you understand the basic structure of the software. This includes Timberline concepts, common functions, Timberline help, Timberline tools, and Company/ Data folder settings.

Day 1: Job Cost & Accounts Payable

January 24• March 21• May 9
July 11• September 12• November 7

Day 2: Payroll, General Ledger & Cash Management

January 25• March 22• May 10
July 12• September 13• November 8

Day 3: Accounts Receivable, Billing & Contracts

January 26• March 23• May 11
July 13• September 14• November 9

Real Estate Accounting (3 days)

This 3-day course is designed for participants who are new to the General Ledger, Accounts Payable, and Property Management applications and need to understand how to perform daily and periodic tasks in these applications. The class will cover everything you need to know about Accounts Payable, General Ledger, Property Management, system administration, processing tasks, recoveries, and escalations. It will provide guidelines to make informed decisions about setting up the software to meet the specific needs of the particular company.

Day 1: Setup

February 23• June 13• October 24

Day 2: Workflow

February 24• June 14• October 25

Day 3: Advanced topics: Recoveries, Escalations, and Retail

February 25• June 15• October 26

Crystal Reports Beginning (2 days)

This 2-day course is designed for participants who are working with Crystal Reports and are familiar with Sage Timberline Office file structure, naming conventions, and terminology. These concepts are covered in the Concepts and Tools booklet that came with your Sage Timberline Office software. In this two-day class, you'll learn how to design Sage Timberline Office reports using Crystal Reports®. Create professional-looking reports; control what information appears on the report, and use formulas and functions to display information as your company needs to see it.

January 19-20 • March 15-16 • May 12-13
July 19-20 • September 20-21 • November 2-3

Estimating Fundamentals (2 days)

This 2-day course is designed for beginning estimating users. Topics include takeoff methods (quick, item and assembly), modifying estimates, graphical reporting and database development.

February 8-9 • April 27-28
August 11-12 • November 16-17

Project Management (1 day)

This 1 day in-depth course is designed for those employees who deal with project management or accounting issues for their company. The class will give you hands-on experience with the basics of setup, document control, and reporting. In addition, it will include suggestions for workflow, detailed explanations of how to use each feature, and activities to give you hands-on experience with contracts, change requests, change orders, commitments, commitment change orders, and contract-based invoices.

February 3 • April 13 • June 23
August 3 • October 6 • December 6

Beginning Report Designer (1 day)

This 1-day course is designed for all construction related report designer users. It is a hands-on class focusing on the planning process for reports, inquiries and statements, as well as on ways to create, modify and save simple designs.

May 4 • September 28

Service Management Setup and Workflow (2 days)

This 2-day course is designed for new Service Management clients who handle routine processing tasks, and provides workflow training for the Service Management module. We will take you through the entire workflow process, from the time a call comes through to the dispatcher all the way to completion and follow up of the service call.

March 2-3 • October 20-21

To sign up for a training class or for more information on the courses available, please contact 800-363-1002