Handling Your Reporting Needs

Many standard reports and inquiries are included with your software to provide you with a strong foundation to meet your reporting needs. Inquiries are typically used to accommodate on-demand requests for information when you want to quickly locate information without having to print a report. You can also use the Financial Statement Designer application to generate financial statements for your company.

Reports

At some point during your implementation, it is a good idea to print the standard reports to determine which ones you plan to use. Printing reports will not change your data (so it is safe to do) and it is an easy way to start learning how to navigate around your software. Standard reports are accessible from the Reports menu in most Sage Timberline Office applications. Refer to the *Overview of Important Reports* document for descriptions of some of the most critical reports. In addition, commonly used reports are included on the application Workflow Centers that are available from within the Sage Timberline Desktop.

Note: If you haven't set up your company, you can use the sample data that comes with the construction accounting software to generate report samples.

To print a Report

1. From the Reports menu, select the report you want to print.

2. If required, select the file type(s) and answer any prompts that display.

3. Click [Printer setup] or [Page setup] if desired.

4. Click [Ranges] or [Conditions] if desired.

5. Click [Print Preview] to view the report on the screen.

6. Click [Start] to print the report to your default local or network printer.

Inquiries

When you are analyzing needs and planning your implementation, in addition to reports, you may also use inquiries. Think of an inquiry as an on-screen report. Standard inquiries are accessible from the Inquiry menu in each application.

To view an Inquiry

1. From the Inquiry menu, select the inquiry you want to view.

2. Select the file type(s), if applicable.

3. View the information displayed in the columnar default table view.

4. If you want to add conditions to the default table view, click [Conditions].

5. If you want to change the default view, click [Change View] and select a different view from a list.

6. If you want to view more detailed information about the current record (row) in the table view, click [Form view]. Click [Table View] to return to the default table view.

7. To locate a specific record in the table view, click [Go to] and enter the name of the record you want to locate.

8. Many inquiries are built with multiple "levels," each with greater degrees of detail. Pressing the Enter key on the keyboard, double clicking, or clicking on a button for the next level, will take you to the screen of detail for the current record (row). For example, in Accounts Payable, the Invoice Register Inquiry, the first screen shows a list of vendors. When a particular vendor is highlighted, pressing the Enter key, double clicking, or clicking the [Invoices] button at the bottom of the screen will bring you to a list of invoices for that vendor.

9. To exit the inquiry, click [**Close**].

Note: Refer to Inquiry Designer and Report Designer Help for detailed information about these applications. Report Designer training is also available to help you learn how to design reports and inquiries.

10. If the system prompts you to save changes, answer [No].

Financial Statements

You can use the Financial Statement Designer application to generate financial statements for your company. Income Statement and Balance sheet designs from the sample data can be modified to accommodate your chart of accounts, or you can create custom designs from scratch. Contact your business partner or Sage Learning Services for information about training options.

To create a default statement design

Use the Create command from the File menu to generate default income statement and balance sheets based on your chart of accounts.

Note: This is a quick way to get a head start on your statement designs. You can create the statements and then modify them to fit your needs.

1. From the File menu, select Create.

2. Click [OK].

As each design is created, it is left open for you to view, modify, save, or close as you want. If you plan to make modifications to a default design it is a good idea to save it to a new name before you begin so you don't accidentally overwrite it if you create default designs again.

To print a Financial Statement

1. From the File menu, select Print.

2. Select Statement group or Individual statement.

3. If you select Statement group, you'll then be prompted to select the prefix group to be used while printing the statement.

4. Click [OK] to print the financial statement to your local or network printer.

Custom Reports, Inquiries, and Financial Statements

Although your Sage Timberline Office software provides many reports and inquiries, you may still need to do some custom design work to accommodate requirements that are not addressed in the standard designs. You can create custom reports using the Report Designer application and Crystal Reports. Additional inquires can be created using the Inquiry Designer application. Custom financial statements are created using the Financial Statements Designer application.

Report Designer Training

If you purchased Sage Timberline Office Report Designer, Crystal Reports, Inquiry Designer or Financial Statement Designer applications, you can use them to create your company's custom designs.

OnPoint has been involved with Timberline Software since version 1. So, we know the database inside and out and are report design experts. If you need help, would like coaching, or would like to outsource your report needs please give us a call at 877-213-3860.