CIS Consulting Group
PROFIT FROM INFORMATION

SAGE TIMBERLINE OFFICE
Authorized Training Center

Beginning Report Designer

Report Designer/Financial Statement Designer/Inquiry Designer

Who: Clients responsible for designing custom reports, inquiries or financial statements. Typical attendees include accounting managers, project managers or system administrators.

Content: 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. **Day 1** covers the Report Designer, while **Day 2** focuses on Financial Statement Designer and Inquiry Designer. Clients are welcome to attend one or both days.

Credit: CPAs successfully completing this course will receive a CPE certificate. CIS Consulting Group is a CPE sponsor with the North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh NC 27605

Prerequisites: We strongly recommend participants have either attended a Workflow class or have worked with Sage Timberline Office for at least three months so that they are familiar with the database structure and the location of fields.

Class Rates:

One Day:	$450	1st participant, $400 each additional
Two Day:	$800	1st participant, $700 each additional

Registration:
Please fax completed registration form to 704-394-0052 or register online at www.cisinfo.com/classroom.htm
for more information please call 704-393-0038 x1142

Course Outline

DAY ONE
Report Designer

Report Designer's flexibility lets you design custom reports that meet the needs of everyone you work with. This session gives you a comprehensive introduction to the reporting process, from planning to creation. Topics include:

- Timberline data structure
- Planning for your reports
- Record Selection
- Processing Record and Sort Order
- Headers
- Field Insertion, Formats
- Clear, Delete, Move, Slide, Rows, Columns
- Applying formulas
- Totals and Summarization
- Line Spacing, Page Breaks
- Conditions
- Prompt Windows
- Print Controls
- Functions: IF, JOIN, LOOKUP
- Managing custom reports

DAY TWO
Financial Statements

Financial Statement Designer makes it easy to present your financial information professionally. Learn everything from balance sheets and budget variance reports to twelve-month spreadsheets and entity comparison statements. Topics include:

- Planning your statements
- Text Elements
- Column Instructions and Options
- Expressions, Totals, Overrides
- Total Instructions
- Accumulators
- Statement Groups
- Printing financial statements
- Using prefixes

Inquiry Designer

Inquiry Designer is the key to accessing your project accounting information on-screen, instantly. Learn how to create your own inquiries and modify existing ones to pinpoint exactly the information you need. You'll cover the following topics:

- Planning your inquiries
- Conditions, Orders
- Default Table Views, Form Views
- Default Jumps, Column-Specific Jumps
- Modifying existing inquiries
- Managing inquiries