

# Sage Timberline Office

## Inquiry Designer

Customize how you want your Sage Timberline Office data to appear. With Inquiry Designer, you're able to modify pre-packaged inquiries or create new ones.

Sage Timberline Office accounting applications come with more than 100 standard inquiries, each of which provides instant on-screen access to business and accounting information.

Inquiry Designer enables you to customize the presentation of the information contained in each of these inquiries, so that you can access the data most relevant to you or create your own from scratch. When designing inquiries you can include data from any Sage Timberline Office application, and apply any formula, condition, or note you choose.

Following is a detailed list of the features Inquiry Designer offers that will give everyone in your company the power to get information they rely on more quickly and efficiently:

### Customized access

- Create customized inquiries for anyone who relies on Sage Timberline Office data.
- Drill down on summary information to view supporting detail (for example, drill down on an invoice to see associated distributions and payments).
- Create your own formulas or choose from a list of standard ones.
- Place conditions on inquiries to display only the information you want to see.
- Add additional columns of information while viewing inquiries for easy access to all the information you need to see.
- View inquiry information through form and table formats.
- Add fields while in form view in order to include even more data.
- Access the entire Sage Timberline Office database (security permitting).

### Additional features

- Modify controls to allow or disallow inquiry view changes by employees.
- Access inquiries from a drop-down list on the toolbar.
- Click toolbar icons to access the last inquiry opened.
- Link electronic files, such as word processing documents, spreadsheets, and visual images, to inquiries.
- Customize toolbar for each user for push-button access to commonly used inquiries and tasks.
- Move the floating toolbar anywhere on the screen.
- Automatically display the name of graphical icon when cursor moves over it along with description of what it does.
- Use the right mouse button to access Help capabilities.
- Print Sage Timberline Office formulas for easy archiving and analysis.

### BENEFITS

- Complete control of inquiries specific to your business needs
- Create inquiries from over 100 templates, or from scratch
- Drill down capabilities gives quick and easy access to all inquiries

Inquiry Designer is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.