Sage 300 Construction and Real Estate

Report Designer

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Report Designer gives you the ability to quickly and easily modify more than 500 reports or create your own.

Building reports is as easy as pointing and clicking on any field in your Sage 300 database and dropping it into the report template. Reports can be totaled at any level, and conditions can be applied to print only the information you want to see.

Once designed, reports can be placed on the main tool bar, which can be customized for employees, giving them quick and easy access to the reports and inquiries they use most often. For added convenience, you can also create macros to print a specific set of reports with a single click of the mouse. For example, use a macro to generate a rent roll or a series of job cost reports for a project manager—while you continue working on other tasks.

To ensure that reports appear professional and are easy to read, Report Designer also gives you the ability to choose font types, line spacing, page breaks, number and date formats, and field size. You can also bold, italicize, and underline type.

Following is a detailed list of the features Report Designer offers to put you in complete command of the information you present to others:

Custom report design

- Modify reports so that the information they contain is presented in the style best suited to those who are reading them.
- Access fields throughout your Sage 300 database.
- Insert conditions to print only the information you want.
- Place printed totals and summarized information in any order you choose.
- Allow the people printing reports to control their content at run time.
- Enter text, headings, and comments to clarify data for readers.
- Build reports by clicking on any field to add it to the report template.
- Move fields within the template screen easily by dragging and dropping.
- Change font, bold, italic, and underline formatting.
- Alter line spacing, page breaks, number date formats, and field sizes.

Benefits

- Customized reports only are one click away.

- Multiple custom report options are easily designed and only show the information you need.

- Use one of 500 predefined reports or create your own.

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Additional features

- Customize tool bars and drop-down lists for each employee.

- Use design notes to document details pertaining to a report, such as prompts, conditions, special considerations, sort orders, total and summarization levels, formatting, and records used.

- Move the floating tool bar anywhere on the screen.

- Use the right mouse button to access "What's this?" help capabilities.

For more information, contact your Sage business partner or customer account manager at 800-858-7095.

About The Sage Group, plc
We provide small and medium-sized organizations with a range of easy-to-use, secure, and efficient business management software and services from accounting and payroll to enterprise resource planning, customer relationship management, and payments. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has millions of customers and more than 12,700 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil.

For more information about Sage in North America, please visit the company website at Sage.com. Follow Sage North America on Facebook, Facebook.com/Sage, and Twitter, Twitter.com/SageNAmerica.

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