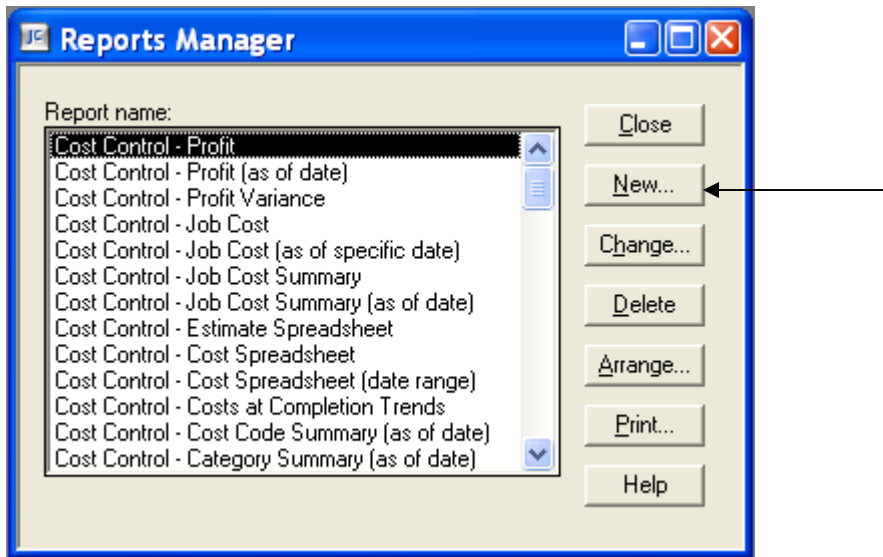
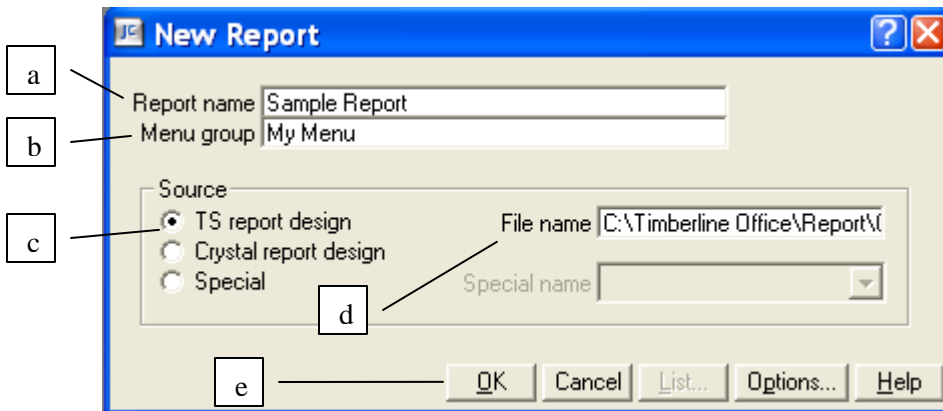


Adding Reports to the Sage Timberline Office Menu

1. Save the report design (usually [filename].rpt) to T:/Timberline Office/Accounting/Report/Custom Reports where T represents the network drive that Sage Timberline Office is installed.
2. Open Sage Timberline Office and sign in as a user with access to “Reports Manager”
3. Select the module you would like the report to reside in
4. Go to Reports-Reports Manager



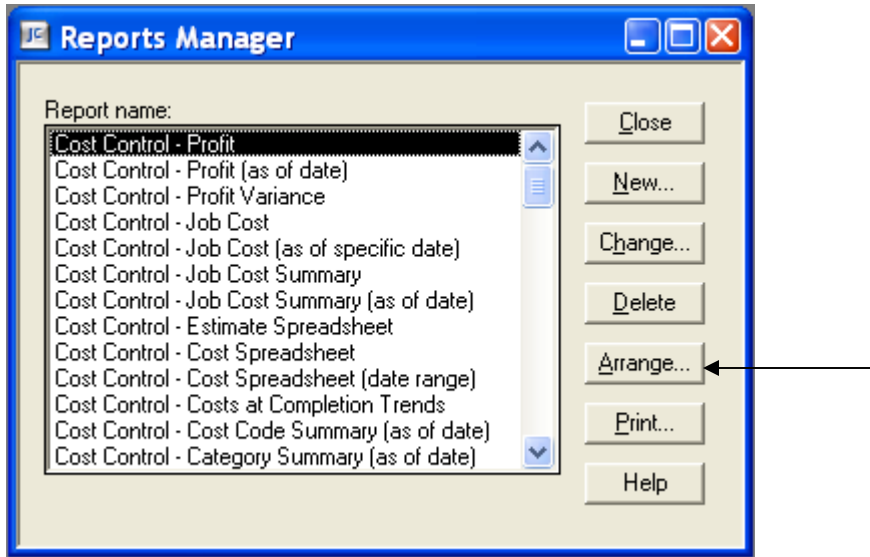
5. Select [New]



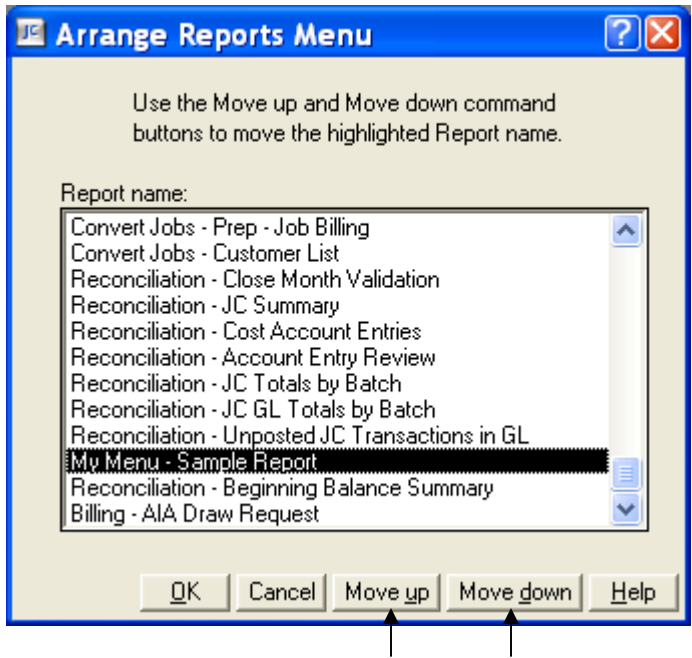
- a. Enter a the name of the report as you want to see it on our menu
- b. Create a new menu group by typing in a name – or – select [List] to choose an existing – or – leave blank for the report to be under the Reports menu without a menu group
- c. Choose either “TS report design” for reports designed with Timberline’s Report Designer – or – “Crystal report design” for reports designed in Crystal Reports
- d. Select the report design file name by clicking in the File name field and clicking on [List]. Find the file saved in step #1.

Adding Reports to the Sage Timberline Office Menu

- e. Click [OK]
- 6. Select [Arrange] to position the report within the Reports menu



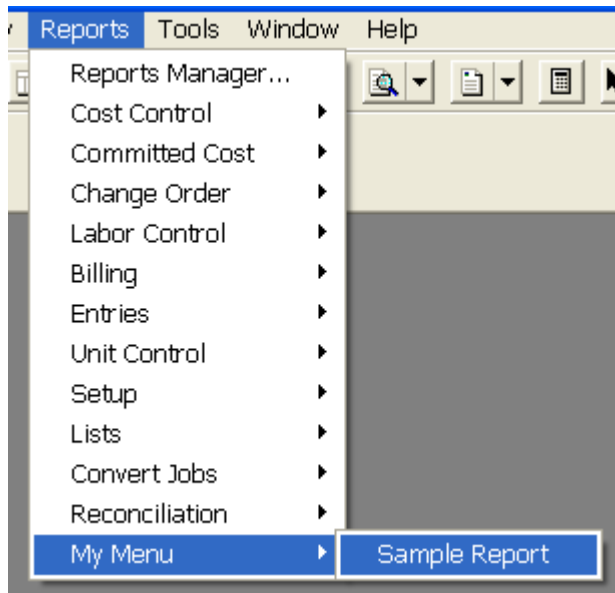
- 7. Use the [Move up] and [Move down] buttons to position the report within the menu and click [OK] when finished



- 8. Click [Close] to the Reports Manager window

### Adding Reports to the Sage Timberline Office Menu

9. Open the Reports menu to run the report



**Note:** If Task/Group Security is turned on, you will need to add the report to the permissions of the users who will be using the report.