

Inquiry Tool

To stay ahead of the competition you need an evolutionary data solution for today and tomorrow.



Company Information

Since 2004, Complete Software (CS) has created unique software solutions for non-profit organizations nationwide.

Our development team has taken our core products and reconfigured them so that we can provide solutions to both profit and non-profit organizations alike.

Our experience allows us to implement and support a multitude of applications.

We put the power in the hands of the users; developing solutions that are setup for the users to work with and maintain.



Custom Development of Inquiry Tool And Financial Software Solutions Add-On

The Inquiry Tool provides instant access to your accounting data. Users can access vendor information, detailed transactions, check number information and much more! This product was designed to provide information to accounting and non-accounting users in a format that is recognizable to both. Inquiry Tool can be customized so that accounting and non-accounting professionals can specify the layout of each report and save the format of each report for future use.

How Does It Work?

The Inquiry Tool allows users to sub-group information and apply multiple filters to the data to achieve the required reports. Additional non-accounting information can be added to provide users with a complete view of the company's information. This software will provide you with tools which can access millions of records and filter them down to a single record in the matter of seconds. The Inquiry Tool will put you in touch with your data by eliminating system limitations in your accounting system.

Please see the reverse side of this brochure for more information.

Why the CS Inquiry Tool?

The Inquiry Tool adapts to every clients environment to provide a seamless solution.

- The easy use of the Inquiry Tool provides instant information without knowledge of an accounting system.
- The Inquiry Tool can group and filter data based on the users requirements.
- The Inquiry Tool can export data to standard reporting tools such as excel or Crystal Reports.
- The Inquiry Tool can link F/S groupings to an individual account number.

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The Inquiry Tool provides many functions.
Below are a few screen shots displaying some of the functions offered.

Basic Functions

The screenshot shows a software interface with a blue menu bar at the top containing 'Home > GL Inquiry 2 > View GL Inquiry 2 List'. Below the menu bar are several toolbars and a data table. Red arrows point to specific features: 'Refresh' (a circular arrow icon), 'Reset Filters' (a trash can icon), 'Page Navigation' (a box with '1 of 37371'), 'Create a Filter' (a plus sign icon), 'Grouping' (a text box with 'Drag a column header here to group by that column.'), and 'Search Field Operator' (a dropdown menu). The data table below has columns for JE_No, Acct No Full, Main, Employee, Dept, Project, Grant No, Acct Description, Vendor No, Vendor Name, GL Posting Date, Check No, and Check Date. Two rows of data are visible.

JE_No	Acct No Full	Main	Employee	Dept	Project	Grant No	Acct Description	Vendor No	Vendor Name	GL Posting Date	Check No	Check Date
426943	1-5151-2511-49-00000	5151	2511	49	00000		Taxi and Parking~MARYJOSHANNON~Organizing - Field	29148	Shannon, Mary Jo	7/4/2010	D15225	7/15/2010
445852	1-5150-0000-62-17118	5150	0000	62	17118		Trav Exp Other~17118 - CAMPAIGN 2010	12524	Burdanare Jr., George	9/26/2010	D17338	10/15/2010

- **Refresh** – Refreshes the screen
- **Filter** – Create a multi-level filter
- **Reset Filters** – Removes filters
- **Search Field** – Enter search criteria
- **Grouping** – Group items in a “expand/collapse” format.
- **Search Field Operator** – Defines For example, Begins with, Ends with, Contains, etc.

Search Function

The screenshot shows the same software interface as above, but with a dropdown menu open over the 'Acct No Full' column. The dropdown menu lists several search operators: 'Begins with', 'Contains', 'Ends with', 'Equals', 'Doesn't equal', 'Is less than', 'Is less than or equal to', 'Is greater than', and 'Is greater than or equal to'. A mouse cursor is pointing at the 'Begins with' option.

JE_No	Acct No Full	Main	Employee	Dept	Project	Grant No
426943	1-5151-2511-49-00000				00000	
445852	1-5150-0000-62-17118				17118	
436521	1-5110-1418-57-00000				00000	
343930	1-5101-0000-55-00000	5101	0000	55	00000	

How to use Search Function:

- Click on the Inquiry tab in the blue menu bar.
- Enter information– Choose Inquiry option:
 - 1) Search a single column- Click the box below the column.
 - 2) Enter an account number. Press Enter.
 - 3) The “key” symbol provides more options.

More Information

**Need more information?
Please contact us today!**

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Product Demonstrations/ Product Webinars

**Complete Software will demonstrate
our product at your office or online**

**Please contact us today to schedule a
Product Demonstration or visit our
website at www.completesoftware.net
for our product webinar schedule.**