



Microsoft® Small Business Manager

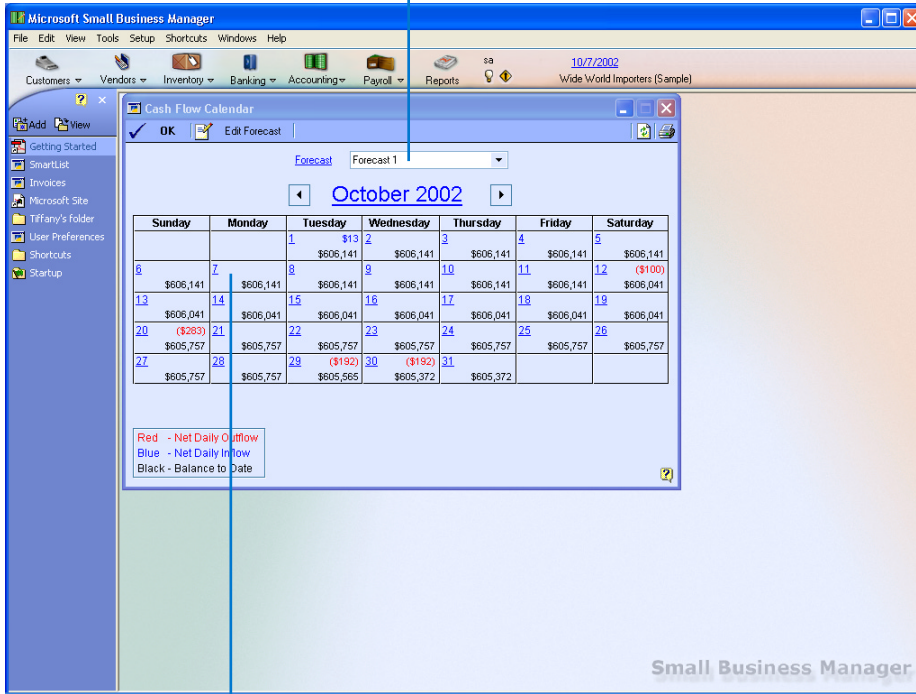


Financials

Your accounting program should be designed for ease of use, business growth, and changing business needs. To meet those needs, Small Business Manager Financials offer flexible account structures, efficient transaction processing, familiar Microsoft® Excel-based budgeting, and sophisticated financial reporting capabilities.

An automated cash flow calendar provides you with accurate insight into your cash position.

Cash flow forecasting makes it easy to estimate future inflows and outflows.



View the current month's cash flow for each day. You can also generate reports for more detailed information.

Process, store, and retrieve information

Process transactions efficiently and make informed decisions by entering, accessing, and analyzing data easily, as well as automating routine processes.

Improve financial performance

Create and manage budgets using Excel-based budgeting tools, assess and forecast cash flow, and control costs by managing vendor relationships and inventory levels.

Increase financial controls

Maintain tight fiscal control with double-entry accounting, full audit trails, flexible period-end closing, and secure multi-user access for all transaction types.

Tailor to meet business needs

Track finances with flexible account segments, user-definable fiscal periods, multiple open years, and individual and batch posting for transactions.

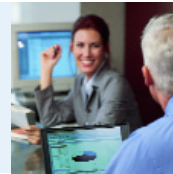
Track and forecast cash flow

Monitor and predict inflows and outflows using an automated cash flow calendar and detailed payment information from customers and vendors.

Integrate with Excel

Take advantage of two-way integration with Microsoft Excel for budgeting and data analysis needs.

Small Business Manager can be acquired affordably and maintained as a long-term investment, with software updates and new releases, and full reimbursement if you upgrade to a higher-end Microsoft Business Solutions application.



Features List: Financials

Setup/Master record

Flexible accounts setup	<ul style="list-style-type: none"> • Manage multiple departments and have room to grow by setting up account numbers with up to 25 characters and five segments.
Import transactions	<ul style="list-style-type: none"> • Easily import transactions from third party applications.
User-defined fiscal periods	<ul style="list-style-type: none"> • Define up to 13 fiscal periods of differing lengths to track monthly, quarterly, or other periodic activity.
Year-end closing	<ul style="list-style-type: none"> • Maintain multiple open years to match your needs. Create a preliminary “first closing” for a period and then a “final closing” after auditor adjustments.
Prior-year adjustments	<ul style="list-style-type: none"> • Automatically update retained earnings and beginning balances for the current year when you post adjustments to the prior closed year.
Historical years	<ul style="list-style-type: none"> • Unlimited years of historical information can be maintained and used for comparative reporting or inquiries.

Daily

Journal entries	<ul style="list-style-type: none"> • Save time with single-use, clearing, reversing, or recurring journal entries. Use Quick Journal templates for entries where the accounts stay the same, but amounts vary.
Cash flow calendar	<ul style="list-style-type: none"> • An automated calendar can define month-by-month and specific date views of your current cash flow, as well as forecast future inflows and outflows.
Batch posting and recovery	<ul style="list-style-type: none"> • Save transactions in batches or post individually; background processing lets you continue to work during posting.
Audit control	<ul style="list-style-type: none"> • Follow any journal entry back to its source transaction with an electronic “paper trail” that works across the application, and easily find and fix mistakes.

Periodic

Budgets	<ul style="list-style-type: none"> • Develop and track unlimited budgets based on open or historical years or on other budgets. Export and import budgets to and from Microsoft Excel. Run reports to monitor actual performance against goals.
Control fiscal closing periods	<ul style="list-style-type: none"> • Selectively close fiscal periods module by module or across the entire application. Ensure tight security with password protection.
Post transactions to correct fiscal year	<ul style="list-style-type: none"> • Enter date-sensitive transactions to the correct annual period and maintain accurate financial summaries without re-entering information.

Reporting/Inquiry

Trial balance reports	<ul style="list-style-type: none"> • View account activity in summary or detail for a single account, department, or account range, for any period in time.
Financial statements	<ul style="list-style-type: none"> • Create and modify basic statements, as well as advanced reports such as departmentalized statements or statements of cash flow. Easily export financial statements to Microsoft Excel.
Drill-back tools	<ul style="list-style-type: none"> • Drill back to specific details and source data in many windows for a full onscreen audit trail.
Inquiry windows	<ul style="list-style-type: none"> • Search records and transactions on screen for quick answers.
SmartLists	<ul style="list-style-type: none"> • Create user-defined queries to locate and pinpoint information, and then transfer it to Microsoft Excel and Microsoft Word for further use.

To sign up for a free 60-day trial of Small Business Manager, visit
www.microsoft.com/smallbusinessmanager