

Microsoft® Small Business Manager

Reporting

Your business needs easy access to information, the ability to pinpoint exact details, and the tools to perform advanced analyses—without interrupting everyday business processes. Small Business Manager offers more than 100 customizable reports that let you quickly view, analyze, and monitor business metrics, as well as put information to multiple uses.

Easily access and analyze the exact data you need to make informed decisions.

Access all standard and customized reports from a centralized location.

The screenshot shows the Microsoft Small Business Manager interface. The main window displays a SmartList query for 'Customers' with columns for 'Current', '0-30 Days', '31 - 60 Days', '61 and Over', and 'Customer Number'. The data is as follows:

Customer	Current	0-30 Days	31 - 60 Days	61 and Over	Customer Number
Account Summary	(\$52.44)	\$0.00	\$0.00	\$1,860.30	AARONFIT0001
Accounts	\$650.84	\$0.00	\$0.00	\$133.69	ALPINESK0001
Bank Transactions	\$42.77	\$0.00	\$0.00	\$228.33	BLUEBICY0001
Customer Addresses	\$206.43	\$0.00	\$0.00	\$50.00	COHOSPOR0001
Customers (Default)	\$59.84	\$0.00	\$0.00	\$85.59	HOBBYSTC0001
Customer Balance	\$2,161.04	\$0.00	\$0.00	\$67.69	MOTORLES0001

Instantly export SmartList query data to Excel or Word.

Use the SmartList query tool to pinpoint the exact information you need.

Choose your report

Work with more than 100 standard reports to access and analyze data across your business.

Get all the details

SmartList queries, audit trails, and drill-down tools make it easy to locate, compare, and analyze financial information on basic and advanced levels.

Put information to work

Export reports and SmartList query results to Microsoft® Excel for further analysis. Use Microsoft Word templates to quickly create letters to customers, vendors, and employees.

Customize and create

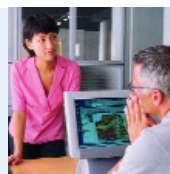
Modify forms and layouts for existing reports or create new ones to address specific business needs and audiences.

Publish in other formats

Publish reports across departments, send reports through e-mail, or publish to multiple programs and various formats, including Excel, HTML, PDF, and plain text.

Designed to meet a wide range of information needs, Small Business Manager reporting options make it easy for you to access and analyze data across all areas of your business.

Microsoft®



Features List: Reporting

More than 100 standard reports	<ul style="list-style-type: none">• Quickly access more than 100 standard reports from a central location.
Customized reports	<ul style="list-style-type: none">• Modify existing reports or create entirely new reports using information from throughout the program.
Report Editor	<ul style="list-style-type: none">• Change layout, colors, and graphics to design your report for its intended audience.
Financial reports	<ul style="list-style-type: none">• Use or modify basic report formats to create financial statements tailored to business needs. Continue to modify reports as your business grows and your needs change.
Advanced Financial Analysis	<ul style="list-style-type: none">• Perform comparative analyses easily. Customize financial reports by changing fonts, adding logos, and modifying or adding lines to forms.
SmartList queries	<ul style="list-style-type: none">• Quickly access information about accounts, customers, employees, vendors, and more; drill down to see more information, print or export the search results or display them on the screen. Personalize, save, and re-use search queries.
Report Library	<ul style="list-style-type: none">• Browse the comprehensive Report Library to find additional report types and formats designed to serve changing customer needs.
E-mail reports	<ul style="list-style-type: none">• Share reports quickly; simply print the report to the screen and send it via e-mail.
Export to Excel and Word	<ul style="list-style-type: none">• Export financial reports to Excel for further analysis. Use the Word-based Letter-Writing Assistant to generate letters to customers, vendors, and employees.
Export to HTML	<ul style="list-style-type: none">• Export your report to Hypertext Markup Language (HTML) and publish it on your company's intranet or Internet site.

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