

FINANCIALS

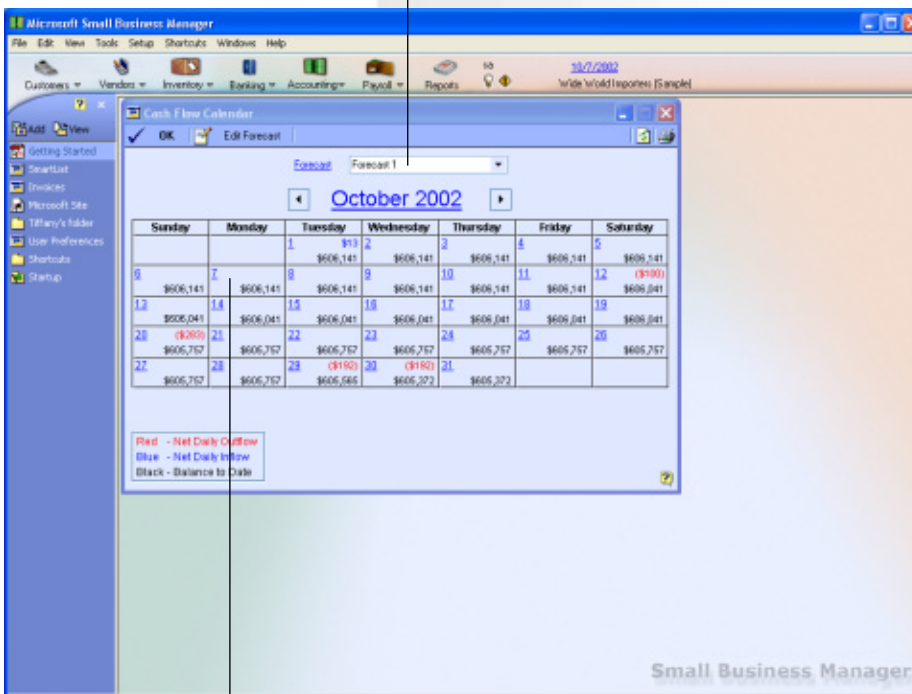
Microsoft Business Solutions

Microsoft® Small Business Manager 7.5

Your accounting program should be designed for ease of use, business growth, and changing business needs. Microsoft® Business Solutions 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.

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

Microsoft®
Business
Solutions

www.microsoft.com/SmallBusinessManager

FEATURES LIST

SETUP/MASTER RECORD

Flexible accounts setup

Manage multiple departments and have room to grow by setting up account numbers with up to 25 characters and five segments.

Import transactions

Easily import transactions from third-party applications.

User-defined fiscal periods

Define up to 13 fiscal periods of differing lengths to track monthly, quarterly, or other periodic activity.

Year-end closing

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

Automatically update retained earnings and beginning balances for the current year when you post adjustments to the prior closed year.

Historical years

Unlimited years of historical information can be maintained and used for comparative reporting or inquiries.

DAILY

Journal entries

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

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

Save transactions in batches or post individually; background processing lets you continue to work during posting.

Audit control

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

Create and manage budgets

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

Selectively close fiscal periods module by module or across the entire application. Ensure tight security with password protection.

Post transactions to correct fiscal year

Enter date-sensitive transactions to the correct annual period and maintain accurate fiscal year financial summaries without re-entering information.

REPORTING/INQUIRY

Trial balance report

View account activity in summary or detail for a single account, department, or account range, for any period in time.

Financial statements

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

Drill back to specific details and source data in many windows for a full onscreen audit trail.

Inquiry windows

Search records and transactions on screen for quick answers.

SmartList

Create user-defined queries to locate and pinpoint information, and then transfer it to Microsoft Excel and Microsoft Word for further use.

Print posting journals

Take control of journal printing by printing the exact journal you want on demand.