

# Reporting

Microsoft® Business Solutions  
**Small Business  
Financials** North America  
Edition

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. Microsoft® Business Solutions Small Business Financials offers more than 150 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.

Instantly export SmartList query data to Excel or Word.

The screenshot displays the Microsoft Business Solutions Small Business Financials application. The main window shows a SmartList query for 'Customers'. The query results are displayed in a table with columns for Customer Name, Current, 30 Days, 60 Days, 90 Days, and a status column. The table lists various customers such as Aaron Fitz Electrical, Adventure Works, and Alpine Ski House. The interface includes a menu bar, a toolbar, and a sidebar with navigation options like 'Customer List', 'Vendor List', 'Item List', and 'Employee List'. The status bar at the bottom indicates '10 Customers' and 'Completed'.

Customer Name	Current	30 Days	60 Days	90 Days	Status
Aaron Fitz Electrical	\$862.58	\$925.02	\$0.00	\$0.00	(4)
Adventure Works	\$125.17	\$125.17	\$0.00	\$0.00	
Alpine Ski House	\$10,313.76	\$5,343.76	\$0.00	\$5,000.00	(4)
Blue Bicycle Company	\$3,277.61	\$3,277.61	\$0.00	\$0.00	
Coho Sports	\$8,927.87	\$8,977.87	\$0.00	\$0.00	(4)
Hobby Store	(\$186.75)	\$145.43	\$0.00	\$0.00	(4)
Motorless Cycles	\$94.08	\$94.08	\$0.00	\$0.00	
Pro Sporting Goods	\$555.98	\$3,305.98	\$0.00	\$0.00	(\$2,7)
Sea View Bike Center	\$7,388.69	\$7,388.69	\$0.00	\$0.00	
Variety Cycling	\$7,423.94	\$7,423.94	\$0.00	\$0.00	

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

## Choose your report

Work with more than 150 standard reports to access and analyze data across your business. Modify forms and layouts for existing reports or create new ones to address specific business needs and audiences.

## Create customized data views and financial reports

Build customized, cross-company financial reports with Microsoft Business Solutions for Analytics-FRx® Desktop, and create compelling data views with Crystal Reports 10 Standard.

## 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.

## 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.

**Microsoft®**  
Business  
Solutions

Microsoft Small Business Financials can be acquired affordably and maintained as a long-term investment, with software updates, new releases, and full investment credit toward your upgrade to a higher-end Microsoft Business Solutions application.

[www.microsoft.com/BusinessSolutions](http://www.microsoft.com/BusinessSolutions)

## More than 150 standard reports

Quickly access more than 150 standard reports from a central location, including fixed assets and payroll reports.

## Customized reports

Modify existing reports or create entirely new reports using information from throughout Microsoft Small Business Financials.

## Report Editor

Change layout, colors, and graphics to design your report for its intended audience.

## Report Writer

System Administrator users can make even more changes to reports, adding data from related tables and creating custom reports to fit your specific business needs.

## Financial reports

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

Perform comparative analyses easily. Customize financial reports by changing fonts, adding logos, and modifying or adding lines to forms.

## Microsoft FRx Desktop

Modify existing financial reports or create new ones using design tools and customizable templates. Combine cross-company financial statements into one consolidated view for simplified analysis and streamlined financial management. (Separate purchase)

## Crystal Reports 10 Standard

Import data from multiple sources, and then design and format presentation-quality reports with customizable templates, wizards, and a drag-and-drop interface. (Separate purchase)

## SmartList queries

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

Browse the comprehensive Report Library to find additional report types and formats designed to serve changing customer needs.

## E-mail reports

Share reports quickly; simply print the report to the screen and send it via e-mail.

## Export to Excel and Word

Export financial reports to Microsoft Excel for further analysis. Use the Microsoft Word-based Letter Writing Assistant to generate letters to customers, vendors, and employees.

## Export to HTML

Export your report to Hypertext Markup Language (HTML) and publish it on your company's Web site or intranet.