



# Microsoft® Small Business Manager



## Overview

Ideal for companies that need more than basic accounting software, Microsoft Small Business Manager offers powerfully integrated functionality to let you manage all aspects of your business more effectively. Affordable, flexible, and easy to use, it adapts readily to meet changing needs and scales to grow with your business.

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- Financials**
- Maintain tight control of business finances with flexible account structures true double-entry accounting, period-end closing, and tools for monitoring financial goals and managing cash flow.
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- Banking**
- Seamlessly integrate all cash, check, and credit card transactions, trace bank account balances, and automate monthly reconciliation for all your business finances.
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- Inventory**
- Manage inventory levels and costs with flexible pricing and cost methods, multiple ways to track individual items and kits, backorder management, and real-time inventory adjustments.
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- Sales**
- Ensure efficiency and customer satisfaction with integrated quotes, orders, invoices, fulfillments, and payments. Track customer histories to identify top customers, and monitor sales efforts using reporting capabilities.
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- Purchasing**
- Manage vendor relationships and control costs with integrated purchase orders, item receipts, invoices, payments. Track vendor balances and history and manage overall spending.
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- US Payroll**
- Respond to employee needs, save money, and comply with government requirements using integrated payroll processes that include tax table updates, check printing, direct deposit, and government forms.
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- Reporting**
- Locate, pinpoint, and analyze the exact information you need using SmartList query tools, drill-back capabilities, and more than 100 customizable reports. Easily export data to Excel for further analysis.
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- Service and Support**
- Work with a highly-trained local Microsoft Business Solutions partner and call on award-winning support and services, including telephone, online, and CD-based support and training.

### **Integrate across your business**

Small Business Manager offers fully integrated financial and business management capabilities to let you manage not only financials, but also the complete customer, vendor, and product lifecycle within one application.

### **Ensure maximum productivity**

Connect information and processes across your business, process transactions efficiently, and extend business capabilities through integration with Microsoft Office and industry-specific software.

### **Serve customers more effectively**

Flexible, integrated functionality for sales, purchasing, and inventory enables employees to process orders smoothly and track inventory efficiently to meet customer demand.

### **Make informed business decisions**

With more than 100 reports, robust query tools, and two-way integration with Excel, you can access and analyze the exact information you need.

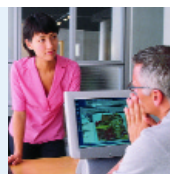
### **Improve business performance**

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

### **Easily adapt your business software**

Meet changing business needs and manage increasing volumes with multi-user access for all transactions types, increased financial controls, and unlimited storage for records and transactions.

*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: Working with Small Business Manager

<b>Setup wizards and checklists</b>	<ul style="list-style-type: none"><li>• Install and set up quickly with wizards, checklists, and flexible default settings.</li></ul>
<b>Master record and transactions import</b>	<ul style="list-style-type: none"><li>• Securely import customer, vendor, employee, and account records and transactions directly from other applications.</li></ul>
<b>Administrator-defined user access rights</b>	<ul style="list-style-type: none"><li>• Specify access levels for each unique user based on roles. You can control access by module and specify whether an employee can enter transactions or simply view information.</li></ul>
<b>Unlimited users; multi-user access</b>	<ul style="list-style-type: none"><li>• Set up access rights for an unlimited number of users, and provide multi-user access for up to five users for all transaction types.</li></ul>
<b>Unlimited companies</b>	<ul style="list-style-type: none"><li>• Maintain an unlimited number of active companies.</li></ul>
<b>Flexible settings and interface</b>	<ul style="list-style-type: none"><li>• Set up flexible account structures, customize reports and forms, and personalize desktops. Microsoft Business Solutions Partners can help you further customize your solution.</li></ul>
<b>Automated processes and task management</b>	<ul style="list-style-type: none"><li>• Record macros, set up recurring transactions, and use reminders, alerts, and checklists to process, schedule, and track routine, month-end, period-end, and year-end tasks.</li></ul>
<b>Increased financial controls</b>	<ul style="list-style-type: none"><li>• Maintain tight fiscal control with flexible period-end closing by module and double entry-accounting that serves as a secure audit trail.</li></ul>
<b>Automated file backup and recovery</b>	<ul style="list-style-type: none"><li>• Backup and recovery tools help you recover from damaged or destroyed data. Make multiple backups and restore them easily.</li></ul>
<b>Free updates</b>	<ul style="list-style-type: none"><li>• Receive the latest version of your software to update at your convenience, for no additional charge, as part of your annual support plan.</li></ul>
<b>Award-winning support and training</b>	<ul style="list-style-type: none"><li>• Choose between the Foundations Services-Basic Program or the Foundation Services-Preferred Program for onsite, telephone, and online support and training resources.</li></ul>
<b>Easy upgrade path</b>	<ul style="list-style-type: none"><li>• Follow a simple, seamless upgrade path without migrating data or retraining employees, and receive full reimbursement for moving to a higher-end Microsoft Business Solution application.</li></ul>

To sign up for a free 60-day trial of Small Business Manager, visit  
[www.microsoft.com/smallbusinessmanager](http://www.microsoft.com/smallbusinessmanager)