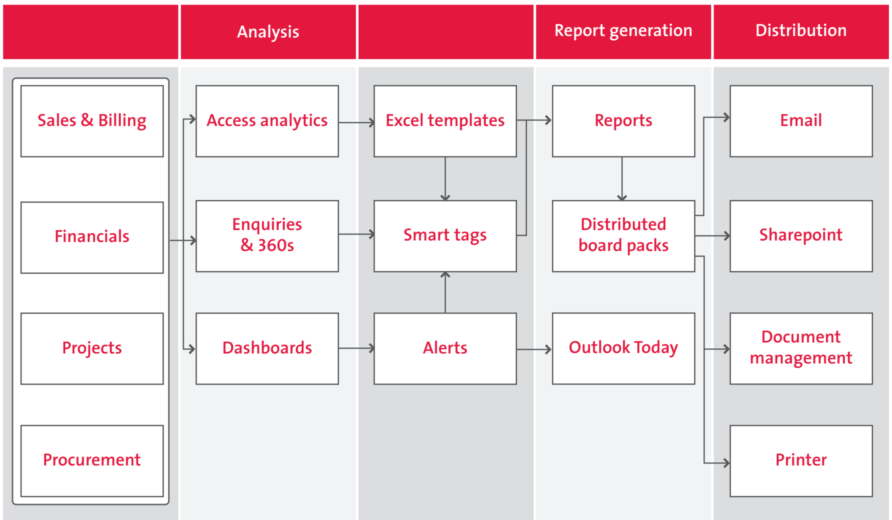
# Management reporting

From boardroom basics to business intelligence, analytics, dashboards and alerts, all your key information is presented in a range of graphical formats, delivered to your schedule and available on demand – whether you're on the internet, in the office or using your mobile device.
Budget and actual comparisons are readily available, month by month, year by year for as long as you require. Now you can cut through your information overload, sifting through complex information and presenting high level critical data in a format that's right for you.




## Standard report forms

Select from the comprehensive range of ready-to-run reports and position your favourites at the top of the list. From aged debtor lists to P&L and balance sheets, every transaction from the lifetime of your system can be searched sorted and subtotalled the way you want it. Business forms, such as invoices and statements, can be configured to meet the needs of your individual customers.

### Ready to run

Make time-consuming standard procedures a thing of the past with fast, flexible and hasle-free reporting that reliably meets your auditing, analysis and business planning needs. Select from the comprehensive range of ready-to-run reports and position your favourites at the top of the list.

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### Flexible formats

Every report can be printed to screen or paper, saved as a spreadsheet or PDF. From Microsoft SharePoint and the internet to PDAs and iPhones, you choose how reports are distributed and who they go to.

### Audit & transaction reports

With more than 250 standard formats to choose from, simply mark out your favourites so they appear at the top of your list. Your staff can set their own reporting preferences or you can choose for them.

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Reports can be copied with unique and meaningful names and configured to provide the levels of filtering, sorting and subtotalling that you require.

### Record reports

Every record in your system, from customers to projects and stock to nominal accounts, can be reported at summary level (with 60 or more on a page) to full detail (with one or more pages per individual record.) Viewing every piece of information, from month by month turnover for many years, to profit statistics and buying trends, is fast and easy.

### P&L reports

Profit reporting can be by company, division or project or by any other format you may need. You can look division within project or project within division the information can be sliced and diced in any way you choose. You can compare month, quarter or year. You can look at budget against actual and forecast the likely out-turn for the rest of the year.

### Balance sheet reports

Balance sheets can be viewed by summary or full account code detail. You can easily examine all the journal movements between one period and another, and compare balance sheet positions year on year.

### Document reports

Documents such as invoices and statements can be modified to include your own choice of logos, graphics, colours and fonts to help you match your computer output to your brand. You can specify unique layouts and formats for use with individual customers.

### Custom reports

The majority of your requirements will be covered by the hundreds of reports that we provide as standard with your solution. But if you do have a specific need, then we're more than happy to either write it for you, or we can teach you have to write it yourself. Our report-writing skills cover multiple databases, so that you can have a single report that includes financial and non financial information if required.

## Enquiries

Flexible Enquiry screens provide instant on-screen access to a huge array of information. For example, you can look up customer and supplier contact details, study their terms and credit position and view budget/actual costs on projects or nominal accounts.

Drill down to display or print source transactions or drill across to find similar or associated records. Whatever your enquiry, you have easy access to a 360 degree view of all information relating to your enquiry.

### Daily workflow

Every record in your accounts system, such as customers, projects, nominal accounts and stock records, can be interrogated by clicking on them wherever they appear, (e.g. while entering or enquiring on a transaction).

### Smart Tags

Should you need additional information relating to a specific record, simply click on it and the system provides you with an instant snapshot without interrupting what you're doing. Contact details, turnover, terms, outstanding transactions, a lifetime history of transactions are all readily available via this 'Smart Tag' technology.

### Exploring records

Exploring records is easy and you can quickly and easily move around to get additional detail. For example, you could start within a supplier record, view the contact details and then move sideways to see the stock items they've delivered. Move again, and you could view the nominal account used in the supplier's invoices to you.

Enquiries can be delivered graphically and we also offer optional integration with our Dashboard product. This lets you view pre-defined graphical KPIs in a highly visual format (e.g. graphs and charts) directly from the Enquiry window. For more information about Dashboard, please request our separate factsheet.

## Board Pack Creator

While many different reports are required by your staff on a daily basis, your board usually demands a specific set of reports produced to an agreed format and delivered on a regular basis.

Board reports frequently comprise a wide range of information, not all of which originates from your accounts. This might include analysis prepared in different software packages, spreadsheets or word processors. We make it easy to collate all these data sources into one professional-looking PDF, resulting in a perfect board pack that's easy to navigate and fast to deploy.

### Flexible formats

Any electronic document can be gathered for inclusion in the pack, from reports within the accounting system to word processed pages, PDFs and supporting spreadsheets. If you have received hard copy that you wish to be included, simply scan the paper document and you can include it as a page within the pack. The system will search and collate all the relevant files which can then be re-ordered and arranged as required.

### Professional look

Establish your company brand by importing a watermark, company logo or any other graphics onto the front cover and inside pages of the pack.

### Simple navigation

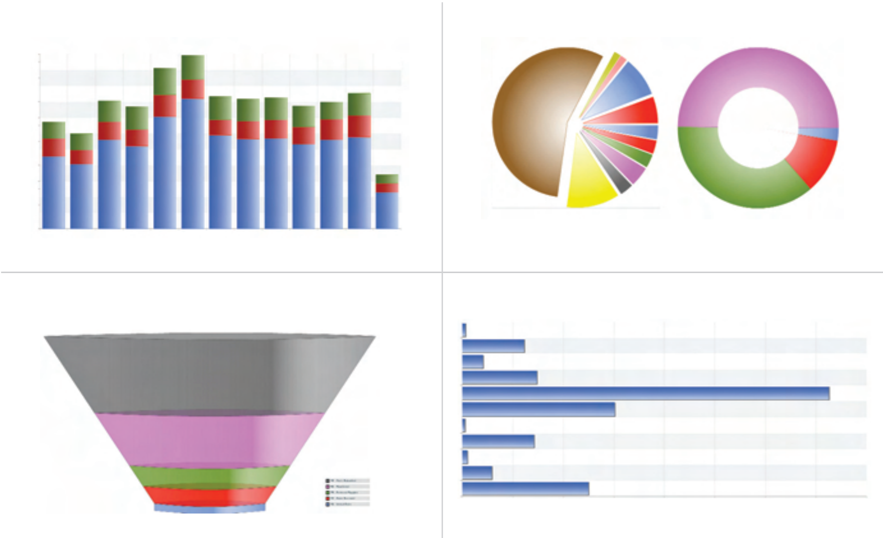
Report packs are often heavy on content, making it difficult to locate specific areas and items. An index page itemises the sections within the pack and provides hyperlinks to them for easy navigation. This encourages staff to read the reports confidentially from their screen and promotes better use of paper.

### Up-to-the-moment information

Reports held within the pack can have a real-time link to your core data, so changes and updates made elsewhere are pulled through into the pack automatically.

**Flexible output and distribution**
Generate the finished pack as a single PDF or change the default setting to meet individual stakeholder viewing requirements. Once complete, the board pack can be delivered in many flexible formats. Whether you email it to a pre-defined recipient list, upload it to the web or a centrally managed document store, your important information is delivered quickly and securely.

**Web-based**
Entirely browser-based and compatible across all platforms and browsers supporting Adobe FlashTM your data is available to you anywhere in the world via secure log on. You may also choose to publish information on your intranet or worldwide to your customer base via your website.



A typical dashboard screen showing just a few of the many chart types available. Each one provides drill-down capability to as many levels as you need. Data can be drawn from multiple sources and combined in single charts, providing you with greater insight into data held across the organisation.

## Dashboards

Track your bank balances, top 10 performers and any KPI of your choice with dynamic data views of your changing business position. Our Dashboard module presents predefined information in easy to understand tables, pre-defined grids and speedometer-style graphics while trends can be identified via graphs, charts and a simple traffic light system.

**Up-to-the-minute information**
Cut through information overload and view high-level critical data in a way that's right for you. KPIs allocated to individuals, teams or company-wide are available at a glance and the history is displayed as a 'spark line'. Upward or downward trends can be identified via a simple traffic light system – all while data is being constantly refreshed to reflect the very latest view of your data world.

**Graphical display**
Dashboards are designed for busy people and are instantly easy to understand. Your data is presented to you in a series of views that suit you and you can drill down level by level right back to source. Filters help you further analyse information of interest.

**Organisation-wide**
Dashboard can provide a view of multiple databases beyond your finance system such as Oracle and Microsoft Access, Microsoft SQL Server and can include flat files like Excel. Data from multiple sources can be pulled together in single charts to allow comparisons, for example, between CRM and sales data.

**Personalised views**
Every individual can have their own personal data view or you can provide team views.

The 'refresh' option allows the Dashboard to be used, for example, as a large wall display, updating the charts at user- defined intervals starting from 10 seconds upwards. Information can be displayed in a rolling carousel like a slideshow, showing current data from a series of selected charts.

**Drill-down & KPIs**
Drill-down through charts enables you to expand the data on view while at the same time narrowing the point of reference. Individuals and teams can also be allocated specific KPIs and their progress monitored via a company organisational chart with corresponding traffic light system. You can drill laterally at each level to gain a 360 degree view of all associated information and access privileges are entirely user-definable for total security over your business data.

## Data Cubes & BI

Get a better understanding of your business with powerful analytical tools. Data Cubes, our easy-to-use business intelligence functionality, enable decision-makers in every department to monitor performance, spot trends, and identify opportunities.

Data cubes do the same job as pivot tables but don't require any specific expertise. Simply 'ask' specific questions and data cubes investigate the system and provide the information in seconds. It's an easy-to-use investigative facility where you set the rules.

Data cubes are particularly useful where layers of information intersect. For example you could search by cash sales in the last 6 months and then establish trends in the goods bought and their respective profitability. You can quickly and easily choose how much or how little data you need to view and you can arrange it to suit your enquiry.

Data cubes can also be re-used outside of Excel. For example, you can display your favourite cubes in Microsoft Outlook so that key analytical data, for example sales pipeline or project information, is available and automatically refreshed for non-finance staff.

**Two-way integration with Excel**
All information held within your solution can be downloaded to Excel, worked upon and uploaded again, with inbuilt rules fully protecting the integrity of auditable and VAT information. This functionality shaves hours off your routine tasks, such as price updates, budget revisions and customer analysis.

**Variations & trends**
Once in Excel, your information can be explored and manipulated in every conceivable manner. Inbuilt formatting detects anomalies and will highlight trend variation. For those comfortable with pivot tables, you're able to view data in a three dimensional format to plot trends and gain greater understanding of customer buying patterns, for example.

## Access TaskCentre

Distribute targeted, real-time information across your business with Access TaskCentre. This workflow-based alerting system delivers everything from business snapshots to detailed reports, when you want it, and can be picked up via the iPhone, BlackBerry or your desktop.

**Targeted data**
You select the exact information that is to be distributed to each member of your staff. Each report can be scheduled to be sent at different time to a different person.

**Timed delivery**
Delivery can be triggered by an event or value in the data or you can set triggers to suit your schedule. Each piece of information can be sent at any interval and frequency you choose.

**Personalised formats**
The search, sort and subtotal parameters can be unique to each person or staff. Similar data requirements can be categorised into groups to save time when setting up schedules. The information can be sent in any format required using all the flexibility available for that type of report.

**Management by exception**
No more digging for information! Using Access TaskCentre, you set the parameters so that every time a pre-defined event occurs – for example, a new customer record is created or a budget is breached – an alert or a report is sent out to all interested parties.

The result is succinct, highly targeted, information delivered on a need-to-know basis.

## Who we are

Access UK is a specialist software developer and consultancy business. Developed here in the UK and supported locally, our aim is to cut through complexity and increase efficiency for your business.

Multi-award-winning, Access offers solutions for accounting and finance, manufacturing and distribution, professional services automation, HR, payroll, service management and CRM.

## Further information

For further information on the Access software portfolio, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**