

**SAP Product Brief  
SAP Business One**



## **EASY AND ACCURATE REPORTS USING XL REPORTER IN SAP® BUSINESS ONE**

**Small Businesses Gain Full Insight into  
Their Finances and Operations**

The SAP® Business One application offers a fully integrated reporting and financial analysis tool that works with Microsoft Excel to provide instant access to financial and operational data. Using a Microsoft Excel-style interface and unique drag-and-drop technology, the XL Reporter tool in SAP Business One truly simplifies report creation. Find out how XL Reporter for SAP Business One will provide comprehensive data in a familiar interface to satisfy your reporting needs.

Many small businesses struggle with the complexities of generating accurate and timely financial reports from company data. Most report-generation tools lack the ability to gather the correct financial data and the flexibility needed to put that data in a useful format.

Often businesses are forced to export data into various applications and then piece that data together to create reports that are out-of-date the moment they are created. You cannot afford to base the critical business decisions you make every day on unreliable financial data.

With the SAP® Business One application, the integrated business management solution designed specifically for small businesses, you can create up-to-the-minute reports with ease. Use the XL Reporter tool to create management dashboards that provide snapshots of key performance indicators such as sales bookings, year-to-date revenue, accounts receivable, and open orders.

XL Reporter in SAP Business One gives you comprehensive and accurate insight into the financial status of your business. Because XL Reporter is seamlessly integrated in SAP Business One, it reports on live data drawn from a variety of sources including general ledger, receivables, payables, sales, purchasing, and inventory software, without first storing the data in online analytical processing (OLAP) cubes or in other databases.

XL Reporter in SAP® Business One		
Compose	Design	Organize
Create Microsoft Excel templates and queries using drag-and-drop features	Combine standard Microsoft Excel interface with XL Reporter tools to facilitate advanced report design	Manage and organize report definitions, executed reports and report books
Drill down into transactions from report data	Create custom parameters, formulas, and layouts	View folder structure within the SAP Business One main menu
Use report definition wizard to easily create reports	View and execute finished reports	Package reports into report books for easy distribution

Figure 1: Features of XL Reporter in SAP Business One

### Accurate and Timely Reports

XL Reporter provides all the tools your business needs to create and execute reports in an easy-to-use graphical environment. Use point-and-click and drag-and-drop technology to comfortably maneuver in your reports and get access to multiple levels of data in SAP Business One.

Enhance your control over reporting and budgeting work with XL Reporter by generating standard and ad hoc reports, and by drilling down into and analyzing detailed data.

You can quickly organize reports using flexible report parameters, schedule report generation, and define automated distribution to selected recipients. In addition, you can determine the format in which reports are distributed: as e-mail or hard copy, or in other formats.

### Rapid Employee Adoption

XL Reporter in SAP Business One has an intuitive and familiar user interface that accesses Microsoft Excel and provides a metadata layer that limits user exposure to technical tables and field structures. XL Reporter presents a meaningful view of business and system data. Even novices can create reports with drill-down capabilities in seconds with the tool's drag-and-drop features.

From simple transaction detail reports to advanced financial statements and dashboards, you can generate reports whenever they are needed. To improve report usability, XL Reporter supports multilevel reporting, which allows data to be grouped and viewed at all levels. If you need to access lower-level detail, you can easily drill down to information directly from your report output.

To ensure that your reports contain only relevant data, you can customize them according to your needs by using parameters such as date, customer, and item number.

Because Microsoft Excel is an integral part of the user interface, formatting and calculations are instantly comprehensible. You can also create predefined templates for special layouts, such as reports with a company logo and enhanced pictures. Once created, these templates can be applied to any report subsequently generated.

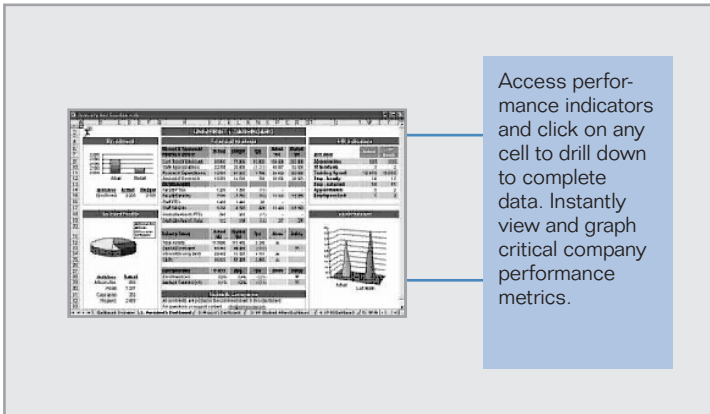


Figure 2: Create Company Dashboards

Simplify administration by organizing reports in books or folders. In order to meet specific business needs, all reports can be imported and exported to multiple databases. XL Reporter ensures proper dissemination of financial information by allowing you to schedule report distribution.

**Standard and Ad Hoc Reports Based on Live Data**

The report composer in XL Reporter provides the starting point for you to create reports using drag-and-drop features. The report definition wizard makes report creation effortless for virtually anyone. You can create custom queries of SAP Business One data with just a few mouse clicks. Once XL Reporter has generated the reports, you can drill down on any piece of data to see underlying transactions. In addition, you can view and refresh live data while creating queries.

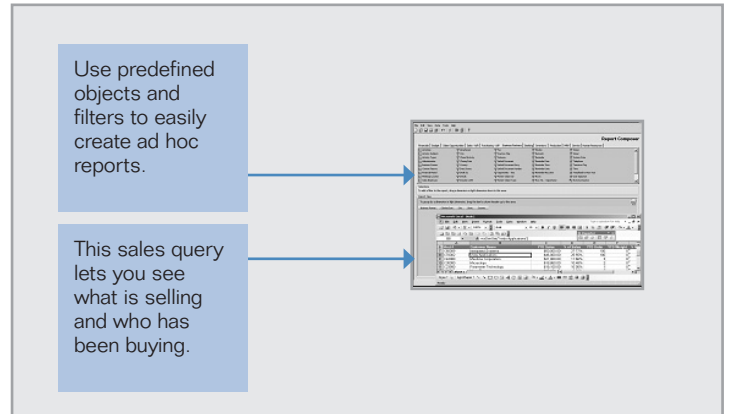


Figure 3: Easily Perform Ad Hoc Queries

**Design Custom Reports**

Advanced design options in the report designer extend your ability to compose reports and work with standard Microsoft Excel functions and interfaces. The report designer makes it easy to create custom parameters, formulas, and layouts and integrate them into your report templates. In addition, you can use charts and graphs in Microsoft Excel to create sophisticated dashboards that can be used for management and administrative reporting in your business. Finally, use the report designer to execute and view finished reports. Report output is generated based on current data, so you always have an up-to-date view of your organization.

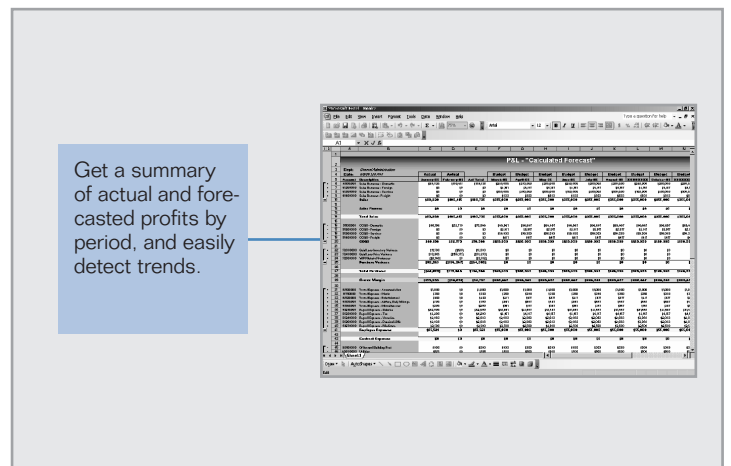


Figure 4: Quickly Access Accurate Profit and Loss Information

## Organize Your Reports

Use the report organizer function in XL Reporter to manage and organize report definitions, report outputs, and report books. The report organizer allows all reports to be refreshed at scheduled times. You can view and execute reports within the main menu of SAP Business One and thereby simplify report creation. Distribute reports by easily packaging them into report books and sending them via e-mail to selected users.

Simplify report generation and get the information you need to gain full insight into your business. From ad hoc reports to detailed financial statements, SAP Business One helps you access company data and generate the right reports, whenever needed.

To learn more about how SAP Business One can help your business simplify the creation of powerful business reports, call 0845 2576001 or visit us on the Web at [www.cga.co.uk](http://www.cga.co.uk).

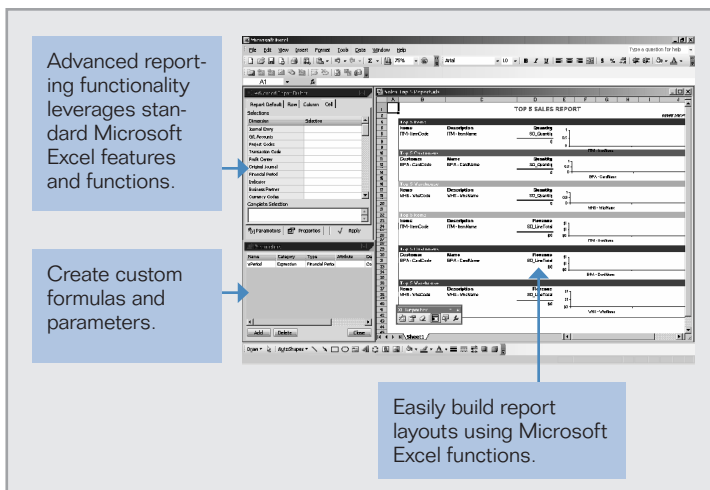


Figure 5: Leverage Standard Microsoft Excel for Advanced Reporting