SIMPLIFY REPORTING WITH XL REPORTER IN SAP® BUSINESS ONE

SMALL BUSINESSES GAIN INSIGHT INTO FINANCES AND OPERATIONS

With the SAP® Business One application, you get a fully integrated financial analysis and reporting tool that provides quick access to comprehensive data. The XL Reporter tool uses a familiar interface and unique drag-and-drop technology to simplify report creation for financial and operational data.

Many small businesses struggle with the complexities of generating accurate and timely financial reports from company data. Few report-generation tools have both the ability to gather the correct financial data and the flexibility needed to put that data into a useful format. Businesses are often forced to export data into various applications and then piece that data together to create reports that are out-of-date the moment they are created.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.

The SAP® Business One application is an integrated business management solution designed specifically for small businesses. With it you can create up-to-the-minute reports with ease. You can use the XL Reporter tool to create management reports, or "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 tightly 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.

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 maneuver comfortably 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. You can 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.

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 create reports easily	View and execute finished reports	Package reports into report books for easy distribution

Figure 1: Features of XL Reporter in SAP Business One

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. In seconds, even novices can use the tool's drag-and-drop features to create reports with drill-down capabilities.

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

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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.

You can also simplify administration by organizing reports in books or folders. To meet specific business needs, all reports can be imported and exported to multiple databases. XL Reporter helps ensure proper dissemination of financial information by allowing you to schedule report distribution.

Access performance indicators and click on any cell to drill down to complete data.

Instantly view and graph critical company performance metrics.

Figure 2: Creating Company Dashboards

Use predefined objects and filters to create ad hoc reports.

This sales query lets you see what is selling and who has been buying.
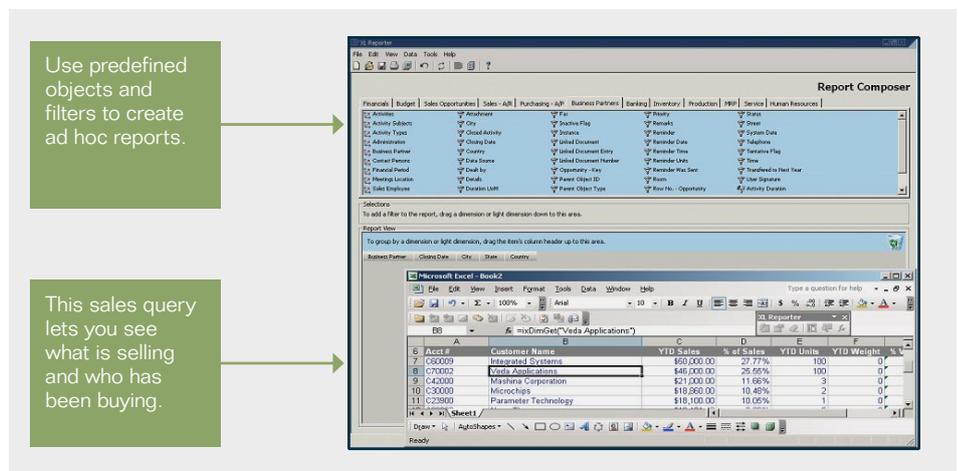
Figure 3: Performing Ad Hoc Queries

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 simplifies report creation 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 4: Accessing Accurate Profit and Loss Information

Get a quick summary of actual and forecasted profits by period, and easily detect trends

Get easy access to standard features and functions.

Create custom formulas and parameters.

Build report layouts easily.
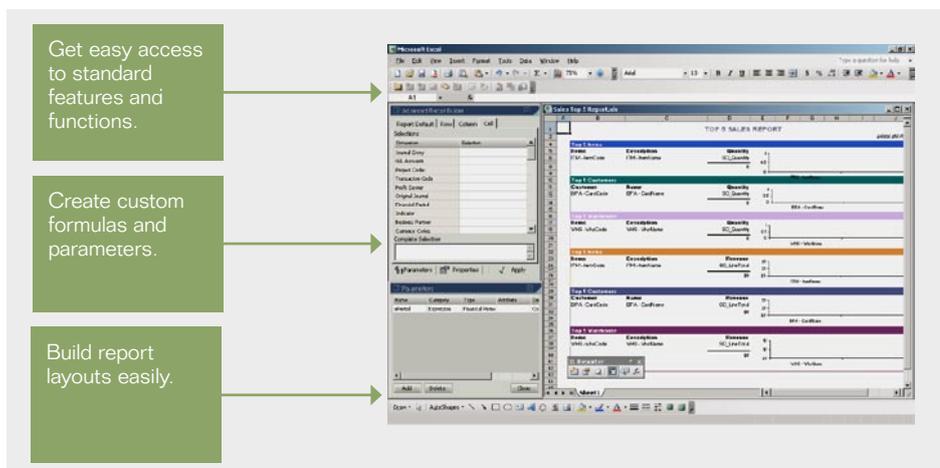
Figure 5: Leveraging Standard Microsoft Excel Features for Advanced Reporting

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 to 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, you can 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.

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 according to times that you schedule. To simplify report creation, you can view and execute reports within the main menu of SAP Business One. You can distribute reports by easily packaging them into report books and sending them via e-mail to selected users.

Learn More

To learn more about how SAP Business One can help your business simplify the creation of powerful business reports, call your SAP representative or visit us on the Web at www.sap.com/smallbusiness.
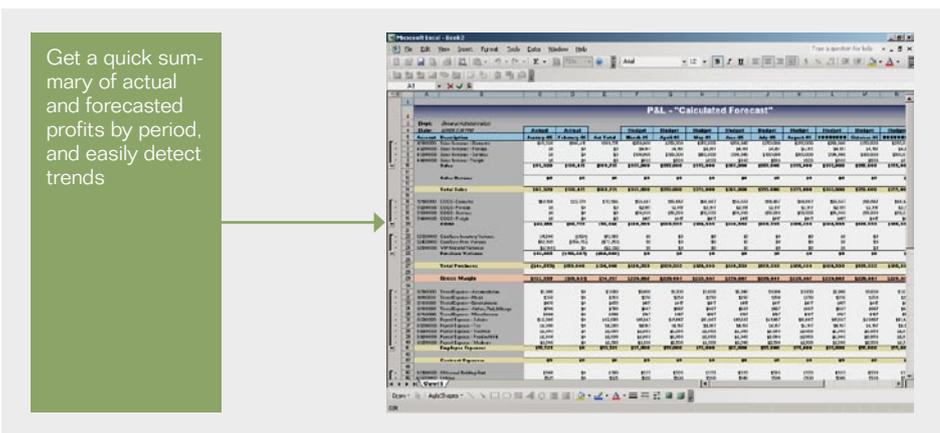
Summary

The XL Reporter tool, part of the SAP® Business One application, helps simplify report generation and distribution. Using XL Reporter, you can quickly create the exact reports you need when you need them, with assurance that the data is accurate and timely. The tool uses a familiar interface to help you organize the data and distribute the reports easily.

Business Challenges

- Obtain access to accurate and timely data
- Access financial and operational data at various levels
- Distribute data to those who need it

Supported Business Processes and Software Functions

- **Report composition** – Create templates and queries using drag-and-drop features, drill down into transactions from report data, and create reports easily
- **Report design** – Combine standard Microsoft Excel interface with XL Reporter tools to facilitate advanced report design; create custom parameters, formulas, and layouts; and view and execute finished reports
- **Report organization** – Manage and organize report definitions, executed designs, and report books; view folder structure within the SAP Business One main menu; and package reports into books for easy distribution

Business Benefits

- **Improved decision making,** due to timely and accurate financial reports from critical company data across financials, sales, customers, inventory, and operations
- **Cost savings,** due to less time and effort required to generate reports
- **Improved access to information and rapid employee adoption,** due to intuitive and familiar user interface

For More Information

Call your SAP representative, or visit us online at www.sap.com/smallbusiness.

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