Microsoft Business Solutions
Microsoft® Small Business Manager 7.5

Maintain tight control in the important area of banking, while effectively monitoring cash inflows and outflows. Banking in Microsoft® Business Solutions Small Business Manager allows you to seamlessly integrate all cash, check, and credit card transactions, track bank account balances, and automate the monthly process of reconciling these accounts.

The Select Bank Transactions window is used to perform bank reconciliations.

Quick steps help you mark ranges of documents that have cleared the bank.
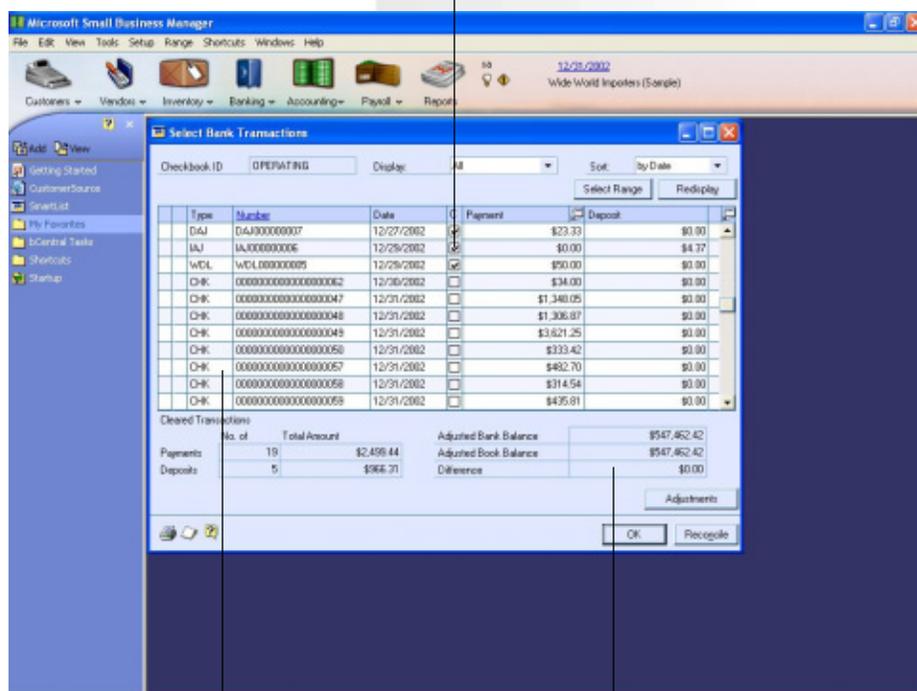
Clear transactions from Payroll, Purchasing, Sales, and Banking tasks within a single window.

On-screen progress helps you reconcile Small Business Manager checkbook balances with bank statement balances.

Monitor and predict cash flow
Gain insight into your cash position using an automated cash flow calendar with forecasting capabilities, as well as detailed banking report options.

Process transactions efficiently
Work from a centralized location and use integrated processes to enter and edit deposits, transfer funds, process payments, and manage account balances.

Eliminate redundant data entry
All bank-related information automatically flows into banking tasks from other tasks, so you enter information only once.

Access information easily
Use reporting and drill-back tools to view and analyze information about transactions and reconciliations.

Reconcile statements quickly
Automated reconciliation reduces errors and ensures multiple accounts are up-to-date.

Microsoft Small Business Manager can be acquired affordably and maintained as a long-term investment, with software updates, new releases, and full reimbursement if you upgrade to a higher-end Microsoft Business Solutions application.

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SETUP

Set up checkbooks

Set up an unlimited number of checkbooks for use throughout Small Business Manager and assign each checkbook its own cash account number. Track transactions and balances for each checkbook.

DAILY

Record deposits

Cash receipts entered in other modules automatically appear available to group together on a deposit or enter as a lump-sum deposit. Deposits can be edited or voided from a single location.

Transfer funds

Transfer funds from one checkbook to another in a single transaction, saving time and reducing the potential for error.

Transaction entry

Easily enter or void transactions—including checks, withdrawals, increase adjustments, decrease adjustments, and receipts—directly within banking task windows.

Edit or void transactions and checks

Edit or void deposits or record single-sum deposits. Void printed checks and record voided manual checks by entering zero-amount checks.

Miscellaneous checks

Quickly print and post a check when you need to make a payment to someone who is not set up as a vendor or employee.

PERIODIC

Reconcile checkbooks

Reconcile accounts automatically, whether you have one account or several accounts with multiple bank transaction sources and destinations. Perform reconciliations for multiple checkbooks at the same time.

Bank-to-book transactions

Enter interest income and service charges during reconciliation to save time. Adjustments automatically post to general ledger accounts during reconciliation.

Adjustments

Make adjustments to your records easily, even during reconciliation, without needing to enter a separate transaction.

REPORTING

Transaction review

Drill down for specific transaction information: individual checkbook balances, reconciled and unreconciled transactions, deposit number, date, and status.

Cash flow calendar

Gain insight into your cash position using a cash flow calendar that can define specific date views of balances for current and future funds.

Transaction detail reports

Define ranges to view unreconciled transactions, reconciled transactions, or all transactions. Drill down to display the originating transaction for complete audit contro

Banking history reports

Maintain records of transaction and reconciliation history for as long as you need them.

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