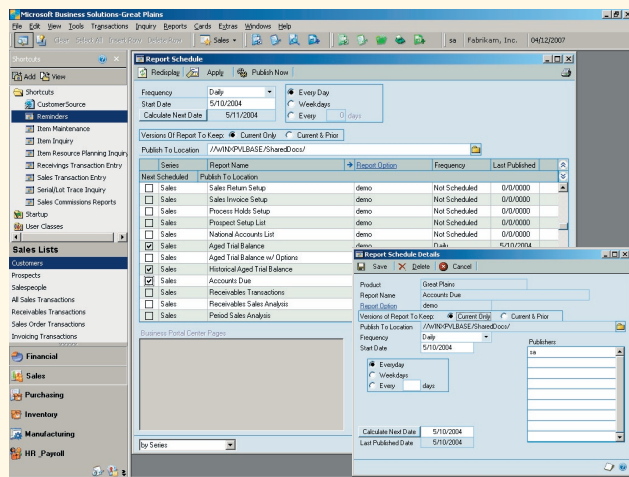


# Microsoft® Business Solutions—Great Plains®

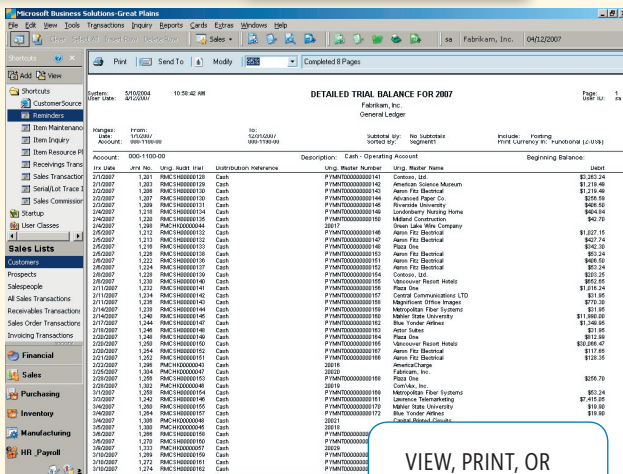
FOR FOUNDATION

## Report Writer

Work with customized reports that allow you to analyze every aspect of your business, pinpointing the exact information you need to increase your productivity and make effective business decisions.



SCHEDULE THE PUBLISHING, printing destination, and frequency of report generation.



VIEW, PRINT, OR E-MAIL your reports in a variety of file formats.

BENEFITS

### Stay on top of your business

Analyze your business issues more effectively with complete freedom to manipulate your existing reports or create new ones that pinpoint the information you need to make your business more successful.

### Create the right report

Analyze information using powerful tools that allow you to draw data from virtually any area in your system, with a wide variety of layouts, fields, report logic, formatting, and data selection.

### Create compelling data views

Make your reports consistent over your entire organization, or create customized versions of reports for specific individuals or groups, with targeted information designed to meet their specific needs.

### Publish reports how and when you need them

Use flexible scheduling options to publish reports as your business needs dictate, whether immediately, on a recurring basis, or selectively, in a variety of file formats including HTML and PDF.

### Improve reporting efficiency without interrupting productivity

Take control of report publication with automated scheduling and processing that notify report producers when their reports are overdue for publication and allow people to continue to work even as their reports are being published.

### Provide security-enhanced, shared access to information

Share reports with decision makers throughout the organization by posting them online for viewing via a Web browser, with role-based security options that ensure only the appropriate people are able to access each report.

AVAILABLE WITH:



## Report Writer



### FEATURES OVERVIEW

Customized Reports	Modify existing reports or create entirely new ones from information throughout the system. Use multiple fonts, colors, sizes, and graphics to design the report for specific audiences and improved usability.
Flexible Report Writing Options	Pull data from multiple locations for a single report, create restrictions to pinpoint specific information, perform calculations on data, and create new sorting methods to view information the way you want.
Export to Excel and HTML	Easily export reports to industry-standard file formats and use Microsoft® Excel to perform further calculations. Send e-mail reports to decision makers and publish reports on your business intranet.
Imported/Exported Report Customizations	Import report template customizations directly from your Microsoft Business Solutions Partner, or allow your report designers to distribute their own customizations for others to use.
Scheduled Reporting	Automate report publication with Report Scheduler, allowing you to set up recurrent or immediate publication for any report option or report created with Report Writer.
Support for Multiple Formats	Distribute and publish reports in a variety of formats, including HTML and PDF.
Automatic Checks	Automatically check whether users have overdue reports to publish when a user logs on, and notify them if necessary.
Role-Based Access	Define who can publish a report, ensuring that information stays in the right hands.
Online Posting	Publish reports to the Microsoft Business Solutions Business Portal and enable decision makers throughout the organization to view reports via a Web browser.