ViewPoint Software for Business Ltd

ViewPoint Reporting

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Summary

- Easy and instant reporting
- Libraries containing over 250 report templates
- Virtually Infinite custom reporting
- Multiple report formats including Microsoft Word and Excel
- Exported in a variety of formats e.g. MS Word, MS Excel, MS Access, CSV, XML.
- Report specific selection criteria to expand / narrow report results
- Simple exception reporting
- Results displayed on screen or direct to printer
- Copy to clipboard – paste in Microsoft Word / Excel
- Easy to create / customise content and layout of templates
- Import / Export Report Templates

ViewPoint offers staggering versatility and scope with its reporting capabilities. For full flexibility there are two reporting options:

(A) Pre-Designed Report Library
(B) Custom Reporting

<u>Pre Designed Report Library</u>

The report library has been gradually developed and constantly enhanced to represent the 'best of breed' in report content and design. Each report has its own relevant selection criteria so that the report results can be expanded or narrowed depending on each user's needs.

There more than 250 commonly used reports available within the standard ViewPoint libraries. There are 3 formats - Microsoft Word Reports, Microsoft Excel Statements and ViewPoint Standard Reports. Once generated the Standard Reports are designed to be non-editable standard control reports however the Word Report s and Excel Statements offer all of the formatting and calculation features available in Word and Excel.

Unlike some reporting packages ViewPoint believes that building report templates should not require specialist IT programming skills. All the report templates can be very easily customised or new report templates created using the ViewPoint template wizard.

<u>Custom Reporting</u>

Custom Reporting is a very comprehensive ad-hoc reporting feature that includes the ability to save report designs for later / repeated use by the either the report designer or by all users.

With over 20 custom report categories, 100 report types, each with between 20 and 150 possible field / column headings the variations of custom reports that can be generated is virtually infinite.

The feature is designed to be as simple as possible to use and does not need the involvement a report writing specialist to design and develop the report template.

Administrator - Report Libraries

The reporting is focussed on the client and entity information e.g. general client information, compliance, address information and statutory etc. For ease of identification / user selection the reports are categorised by content e.g. Master File, Entity, Statutory etc – below is a short list of some of reports available in Administrator.

In recognition that certain information may be sensitive e.g. beneficial owner, PEP clients etc. and not for general user viewing there is an optional security feature to limit the report findings to records that the user is authorised to view.

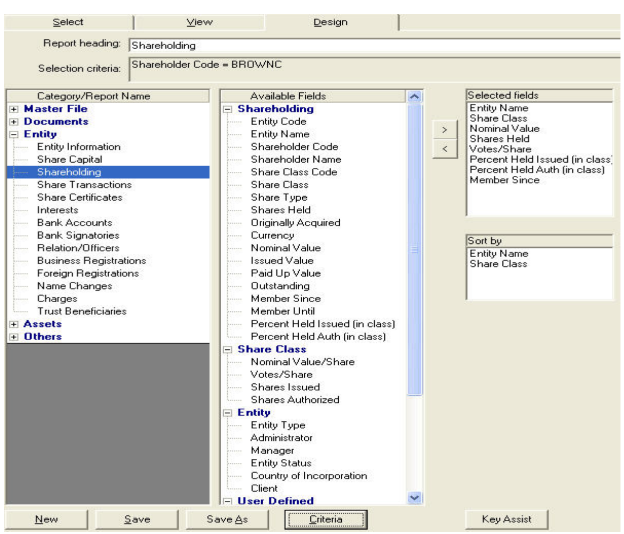
Examples of Report Templates

- Detailed / Summary information sheet
- Registers - directors, allotments, members, distributions etc.
- Director / Officer Positions held
- Beneficial ownership / Beneficiary details
- Share transaction history
- Shareholding structure
- Assets under management
- Distributions
- Bank Accounts held
- Signatory lists
- Annual returns due
- AGM due
- Tax applications / renewals
- Plus Many more

Administrator - Custom Reporting

Administrator has 5 Custom Reporting categories, each of which have between 3 - 14 report types available. Each report type has between 20 to more than 100 fields available which provide users with millions of variations of possible reports.

The below screen shot shows the Custom Report Design for generating ad-hoc report to show the shares held by a specific person in all managed entities.



Practice Manager - Report Libraries

The reporting focus is on the financial aspects of entity management and includes Work in Progress (“WIP”), Sales and Purchase Ledger and Settlements information

The Microsoft Excel format reports make the reports extremely versatile by instantly summarising and manipulating the report data using the any of the Excel features.

Examples of Report Templates

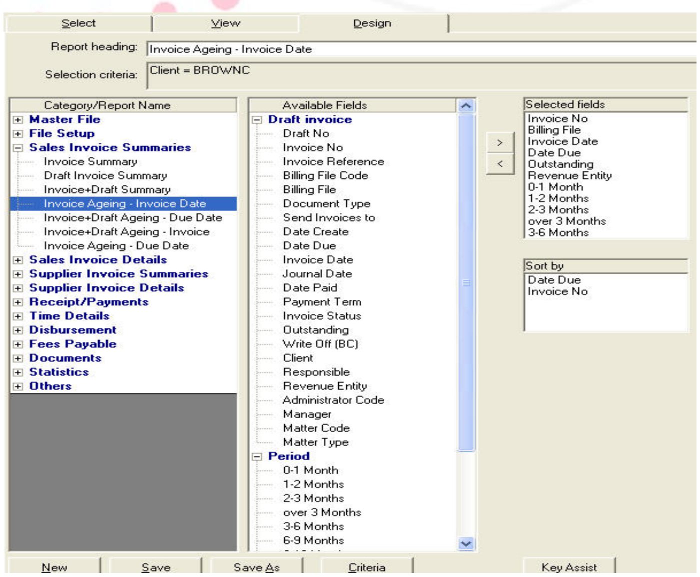
- WIP / Time recorded
- Aged Debtors
- Productivity per Administrator
- Government Fees and Penalties Due / Payable / Disbursed
- Recurring / Fixed / Responsibility Fees Due
- Deferred Income Calculator
- Purchase Payables Due
- Debtor movements
- Matter / Retainer / Client Money Balances
- Plus Many more

Practice Manager - Custom Reporting

Practice Manager has 13 Custom Reporting categories, each of which have up to 7 report types available. Each Report type has between 20 to more than 100 fields available so users have millions of possible reporting variations which should cover all their needs.

The ability to export Practice Manager custom reporting data to Microsoft Excel is especially useful for Management Information reporting.

The below screen shot shows the Custom Report Design for generating an ad-hoc Aged Debt Report for a specific client. It is as simple as select the relevant category, choose the most suitable report name, pick which fields are required and click view to instantly see the report.



Client Accountant - Report Libraries

The reporting focus is on the accounting transactions and supplemental information of the assets and liabilities of both the internal revenue entity and the managed client entities.

For transactional data and account data the Microsoft Excel report format provides users with the report data in Excel for further manipulation or transfer to other spreadsheets. Alternatively the report templates can be easily customised to take advantage of all of the features in Excel, so each time a report is generated it can be the ‘final’ report requiring no further manipulation by the users.

Examples of Report Templates

- Financial statements
- Balance Sheet
- Profit & Loss for selected period
- Consolidated financial statement
- Sub-Ledger Statement
- Journal Voucher
- Portfolio Valuation
- Trial Balance
- VAT / GST Statement
- Investment Schedule
- Plus Many more

Client Accountant - Custom Reporting

Client Accountant has 4 Custom Reporting categories including 17 report types. Each report type has between 20 to more than 100 fields available so that all the users reporting needs are catered for.

The below screen shot shows the Custom Report Design for generating an ad-hoc report detailing the Journal transactions for a selected entity.