



Access Office Integration (AOI) - leverage the power of Microsoft Office

- ◊ Do you manage large amounts of financial information in and out of Dimensions?
- ◊ Spending large amounts of time manually creating reports in Excel format to work with teams across your business?
- ◊ Do you have issues with Excel spreadsheets becoming immediately out of date with no real time link to Access Dimensions?
- ◊ Do you have bottlenecks due to large number of requests for data from your finance team?

Seamlessly manage and reconcile your financial data with Access Office Integration

Microsoft Office, and in particular Microsoft Excel, plays a dominant role in the compilation and analysis of financial information. Its popularity in the workplace means that most business processes rely on its functionality for everyday tasks such as budgeting, forecasting and financial modelling. By providing secure, two-way links between Microsoft Office and Access Dimensions, the AOI module empowers many more users around your business to access key accounts data without leaving the familiar Microsoft interface.

Business-wide benefits

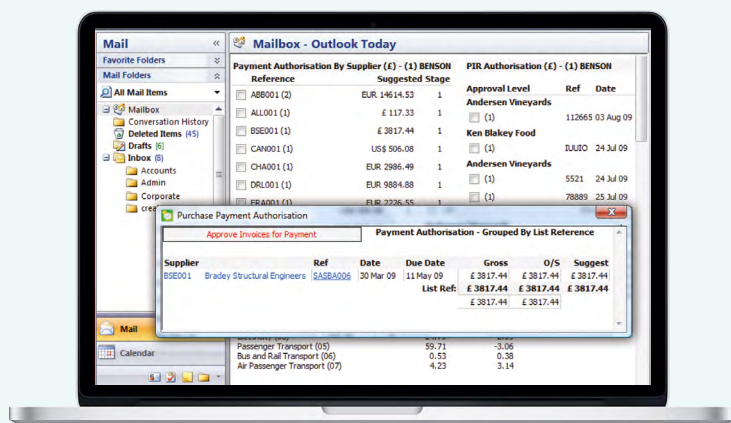
Attach documents to records, view and approve invoices, search your entire database and much more. These are just some of the tasks users can carry out without needing any prior knowledge of, or access to, your Access system. This not only makes your standard tasks quicker and easier to carry out, but removes bottlenecks around your business by enabling non-system users to gain key decision-making information when they need it.

Two-way integration with Excel

Using AOI, information held within your solution can be downloaded to Excel, worked upon and uploaded again, with inbuilt rules to protect the integrity of auditable and VAT information. This functionality shaves hours off your routine tasks, such as price updates, budget revisions and customer analysis.

Key Benefits

- Data manipulation/exploration within Microsoft Excel, Outlook and Word
- Secure, real-time upload/download to Excel
- Bulk updates to account records
- Approve transactions from within Outlook
- Apply filtering rules in Outlook
- 'Quick find' search
- Smart Tag links
- Access Analytics (data cubes)



Integration with Microsoft Outlook: secure, two-way links enable users across your business to view and approve financial information (such as invoices) from the familiar Office interface.

Analysis

Once in Excel, your information can be explored and manipulated with ease, enabling you to plot and gain a greater understanding of trends, for example, seasonal customer buying patterns.

Access Analytics

The Access Analytics functionality provides staff with a highly functional alternative to pivot tables, using 'data cube' technology to view different elements of your data without creating separate spreadsheets. Simply 'ask' specific questions and data cubes investigate the system and provide the information in seconds. When centrally held data is updated, the data cube report updates automatically, without you having to reconstruct the report from scratch.

This feature is particularly useful where layers of information intersect. For example, you could search by cash sales in the last six months and then establish trends in the goods bought and their respective profitability.

To cross-tabulate data, such as substituting Margin for Profit or substituting Vendor for Sales Person, simply drag-and-drop and get the results immediately. There's no limit to the amount of data that you can feed into a data cube, so you can compare multiple data sets with ease.

Data cubes can also be re-used outside of Excel. For example, you can display your favourite cubes in Microsoft Outlook so that key analytical data, for example sales pipeline or project information, is available and automatically refreshed for non-finance staff.



Two-way links with Microsoft Office

Your Outlook Today screen can be configured to display vital accounts information and functionality – for example, purchase invoice authorisation options give you a personalised list of your outstanding invoices and the power to approve or reject them; all within an embedded pop-up window. You can also authorise purchase invoices, post recurring journals, view your top 10 customers or products and more.

Attach & retrieve documents

Electronic documents can be attached directly to accounts records, from within Microsoft Office. In the case of in-bound emails, you can establish rules automatically filtering and attaching correspondence to your customer, supplier and prospect files – bringing the ideal of the ‘paperless office’ another step closer.

Working in Word

You can also view all the documents held in your Access solution without leaving Word: for example, you can display all the Word files associated with your chosen record. This provides instant, company-wide access to past documentation, and enables you to reference, duplicate and revise previous documents when issuing new correspondence.

‘Quick find’ search

You can search your entire database without leaving MS Office. For example, if you are working in Outlook when an email is received from ‘J. Jones & Sons’ you can instantly and simultaneously interrogate your sales and purchase ledgers (and prospect records) for a company of that name, while remaining in Outlook. Search results are displayed in a pop-up window and records can be investigated in further detail by clicking on the attached Smart Tag links.

Key Benefits

- Save time carrying out standard accounts tasks (price updates, budget revisions and customer analysis)
- Eliminate re-keying and improve accuracy
- Reduce paper circulating around the office
- Supply non-system users with accounts data
- No need to buy additional accounts software licences
- Subject to comprehensive security and audit trail
- Keep up-to-date with KPIs
- Connects with Access SelectHR and SelectPay solutions



Journal uploads – Instantly upload your journals direct to Dimensions from Excel to cut out hours of manual process for your finance team – our AOI integration checks your journals and notifies you of any errors ensuring you maintain data quality and integrity on your Dimensions system. You can keep your original journal for internal purposes with the peace of mind that your data is posted correctly to Dimensions in a fraction of the time.

Purchase and sales invoice uploads – enabling you to quickly enter large volumes of transactional data and reduce your manual processing – ensure all your transactional data is in Dimensions, even from third party systems, without creating more manual work for your team.

Project uploads (including cost centres) – giving you a comprehensive view of your project budgets and revisions – you can cut your data from different viewpoints – whether you want to look at cost centre activity for a single project, group of projects, a particular office or team – AOI gives you the power to slice and dice data to suit your organisation.

Custom SQL views – any field in Dimensions and FocalPoint, record or transactional, can be reported against – giving you even greater flexibility on how you view your data. AOI goes even further by allowing you to include third party databases to be used in your AOI reporting.

Further information

If you would like to know more about the Access software portfolio, call us on **0845 345 3300**, click the button below or visit our website www.theaccessgroup.com/finance

About The Access Group:

The Access Group is a leading provider of integrated business management software. Our portfolio spans ERP, finance, HR, Payroll, Recruitment, warehousing, business intelligence, professional service automation and manufacturing.

More than 10,000 UK businesses and not-for-profit organisations use products and services provided by Access to improve their performance, profitability and drive growth.

The Access Group is one of the fastest growing UK software developers. Our on-going commitment to excellence, customers and employees, has also placed us among the UK's top employers.

Classification: Public



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