InBLISS®
Sample Reports and Screen Shots

This is only a small sample of the InBliss features. A more comprehensive report is available online.

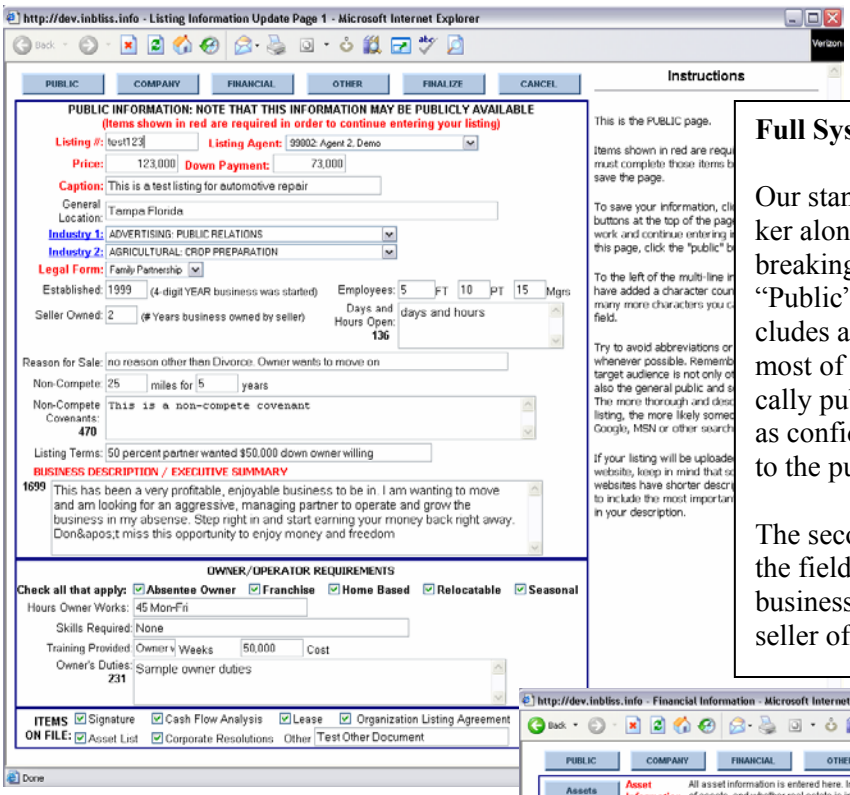
Compare InBLISS® Full and InBLISS Lite (basic) - (Features as of 01/20/2005)

	InBLISS Basic	InBLISS Full
Complete integration with the look & feel of your association's public website	✓	✓
Flexible Placement for Log In – on home page or in separate member area	✓	✓
Member area shows your own domain name in the URL (e.g. login.*yourassociation.org)*	✓	✓
Only standards-compliant technologies means no special software or hardware needed	✓	✓
Alternate language headings and page elements available	✓	✓
Online Help function and both client-side and server-side error checking.	✓	✓
Complete written user's guide provides detailed explanations on use of the system	✓	✓
Easy upgrade/downgrade path from Full or Basic systems	✓	✓
Integration of listings with the OPTIONAL Buyer Mangement System.		✓
Integration of listings on the association website as well as member websites	Limited	✓
Professional and customized styles available for listings details	✓	✓
Location search by drill-down maps instead of or in addition to drop down boxes	✓	✓
Advanced search options such as keywords and phrases	✓	✓
Pick Multiple Industries and/or Locations in a full screen mode instead of using the Control key in a scrolling list. Avoids problems of control key select method and allows searching with CTRL-F.	✓	✓
The entire listing, except for attachments, is easily entered on a single input screen without any pop-up windows or multiple entry pages	✓	custom
Minimal required fields allow quick posting while still ensuring enough information for an informative listing. Enter a listing in just minutes and have it show on the website immediately after posting.	✓	✓
Additional fields allow more detail than most stand alone listing services – allowing you to show as much or as little detail as you wish.	✓	✓
Comprehensive entry of data is broken into logical pages for quick entry.		✓
Optionally provide a 2nd business type for searches (e.g. gas station / convenience store)		✓
Detailed financials - Include up to six years of historical financial income statement information, Owner Financing Information, as well as summary annualized numbers for web		✓
No re-entry of financial data to display information in a different column. Just give the column a new number and InBLISS re-sorts and displays the information in the new order. Easily add a new year's financial information and place it in the right column with no re-		✓
Include complete marketing summaries for staffing, facilities, equipment, property, and other major business information items		✓

Continued

Compare InBLISS® Full and InBLISS Lite (basic) - (Features as of 01/20/2005)

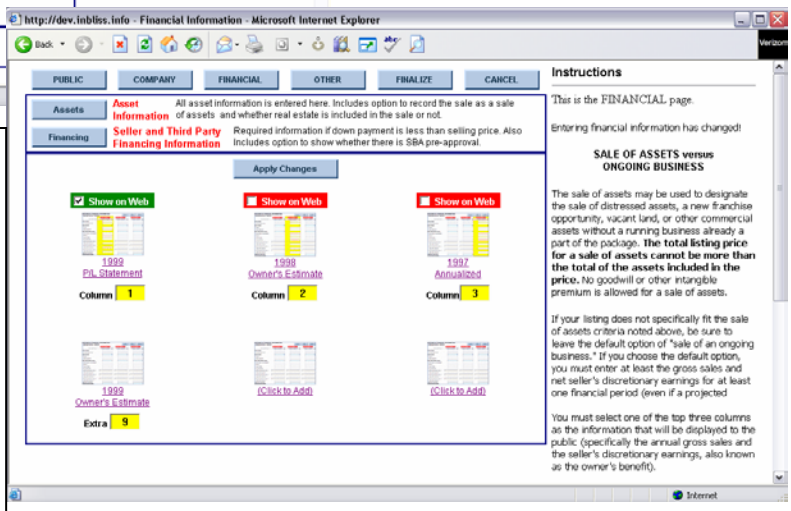
	InBLISS Basic	InBLISS Full
Numbers in financial section entry area line up as you'd expect – and you can use commas to help visually ensure data accuracy	✓	✓
Financial totals are calculated live on screen to minimize data entry errors	✓	✓
Payment calculation tool for seller and 3rd party financing		✓
Optionally, up to four attachments such as photos or spreadsheets can be added to any listing.	✓	✓
Captions for attachments that display along with the listing details.	✓	✓
Your own information is automatically attached to a listing. No need to re-enter any contact information. Update your contact information in one place and all your listings are immediately updated.	✓	✓
Use our standard business categories, or use your own association's preferred categories	✓	✓
Easy e-mailing of professionally designed profiles		✓
Email your listing profiles and optionally send a copy to yourself.		✓
Print or email now - no need to go to another location or function. Professionally designed and formatted in HTML text with logos and proportional fonts or selected PDF options for either print or e-mail options.		✓
Association or Office administrators can place a member on hold if necessary	✓	✓
Reassign listings from terminated agents to active agents		✓
Flexible management reports allow including only the amount of information needed.		✓
Reports of all or selected listings that allow you to choose which fields of information to display for printing, e-mailing or downloading to Excel	✓	✓
Management reports can be exported to Excel for more detailed analyses		✓
News blogs and member discussion forum options available		✓
Easily integrate links to your association forms, documents, and newsletters		✓
Complete MLS facilities.		✓
Statistical reports -- recently enhanced for current / prior year sales comparisons		✓
MLS statistics tell you not only how many people looked at your listings, but exactly which association members did as well, and how many of those listings were e-mailed to potential buyers		✓
Maintain complete organization or association rosters by individual or by office - Integrates with the OnLine Billing System	✓	✓
Office administrators can enter listings for any agent in an office	✓	✓
Association administrators can place an entire office on hold if necessary	✓	✓
Complete chapter / region integration		✓
Create a local area definition for quick review of businesses available in your local area		✓
Over-ride security allows office administrator to control how much agent information is disclosed to the public. Require all contacts through the office, or let each agent set up his or her own contact information for the public.	✓	✓
Additional fields available in office and member profiles for entry of state license numbers and expiration dates as well as association designations and expiration dates	✓	✓
Integration with listings sold by your members for easy comparables reports (requires your association's sold listings history to be available)		✓
Compare Sold and Active listings on the same report. Use the preformatted comparison reports or download to Excel for custom reports.		✓
Stationary headings on on-screen reports don't scroll off the screen when you view long lists of data.	✓	✓
Customized confidentiality and other forms are integrated into your website	Limited	✓
Reactivate expired listings	✓	✓
Recover accidentally deleted listings or agent records		✓



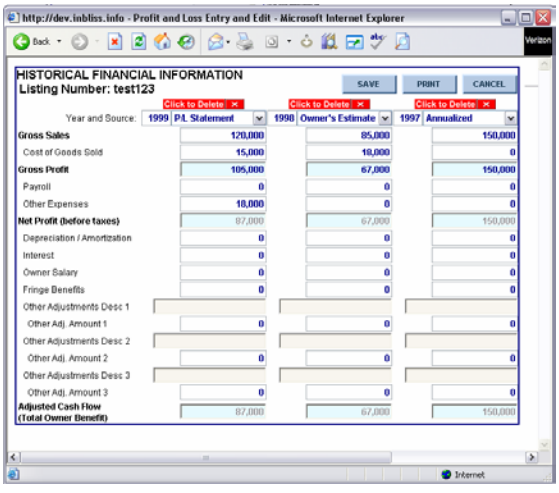
Full System Input Screens (Co-Broke)

Our standard input screens guide the broker along in the entry of a listing by breaking it into manageable sections. The "Public" section, shown on the left, includes almost all of the required data and most of the other fields which are typically public in nature (i.e. not considered as confidential and/or typically available to the public website visitor).

The second screen (not shown) includes the fields to record the location of the business and contact information for the seller of the business.



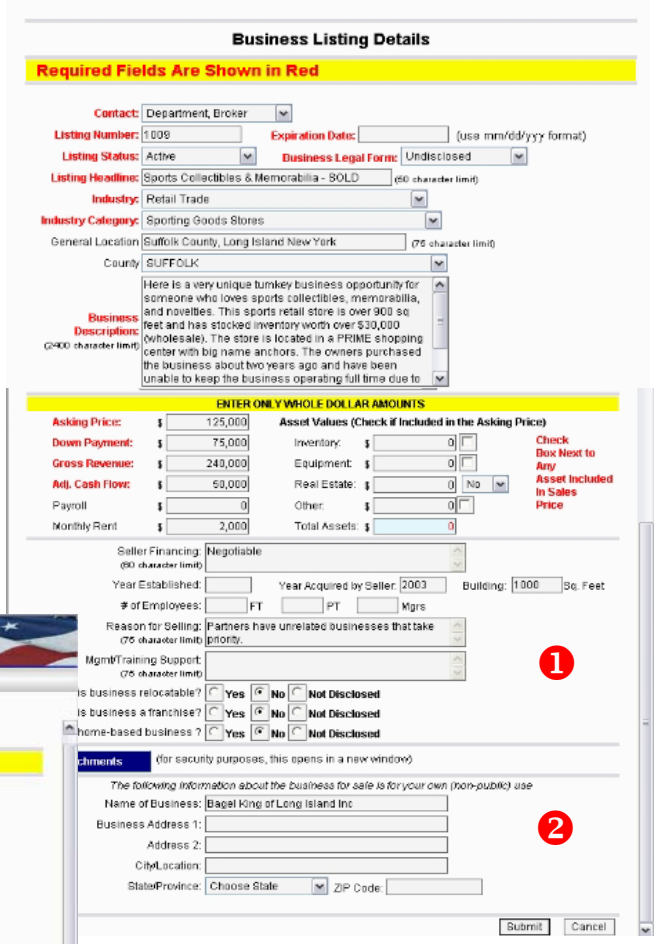
Here the "financial" screen provides access to asset information, financing details, and up to six sets of financial statements. InBLISS is actually capable of allowing an unlimited number of financial statements per listing but we have found six to be an ideal number to make available. Most of our users enter from 2 to 5 sets of financial statements. Note that you can enter the information in any order and easily rearrange it later.

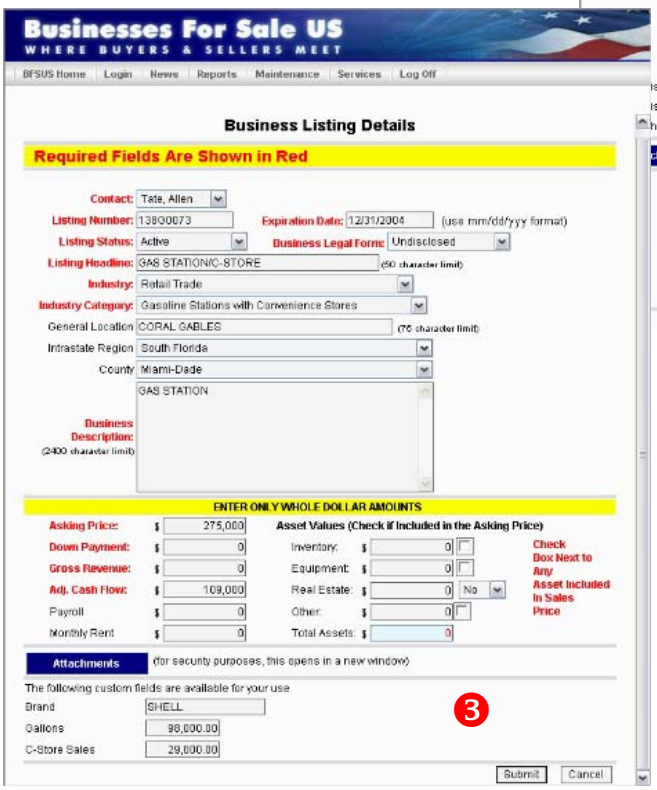


Up to three financial statements are entered on a single screen. Unlike most web-based systems, InBLISS allows you to enter dollar signs and/or commas as a part of the input. Light shaded boxes are automatically calculated as you enter the information. There is no "recalc" button needed to verify your results. Also, financials are entered down the columns, just as you would in a spreadsheet. Features such as right alignment, calculations, and commas reduce errors and speed input.

InBLISS Basic (Lite) Input Screens

Non Co-Brokered Basic version
For those who don't plan to co-broke, the "InBLISS Basic" or "Lite" version provides the entire input on a single screen as shown here. With a focus typically on listing and not co-brokering a business, the number of fields has been greatly reduced to provide a quicker input screen.
Even in the Lite version, though, your members still enjoy the availability of tracking nearly 50 different standard items.





Customized Input Screens
InBLISS does not force you to use fields you don't need or want. Aside from just a dozen required fields, you can choose to use or ignore the remaining input fields. If you choose, you can even have a custom input screen like the one shown to the left that completely removes any unneeded fields. Another InBLISS feature shown here are custom fields. Not only can you remove fields you don't need, but InBLISS allows you to add fields you do want and which are not already a part of the standard system (gallons of gas sold, for example).

❶❷ Notice how these sections don't appear in the custom input screen on the left. Input screens can be customized to meet your exact needs by removing sections or even rearranging the order of the sections.

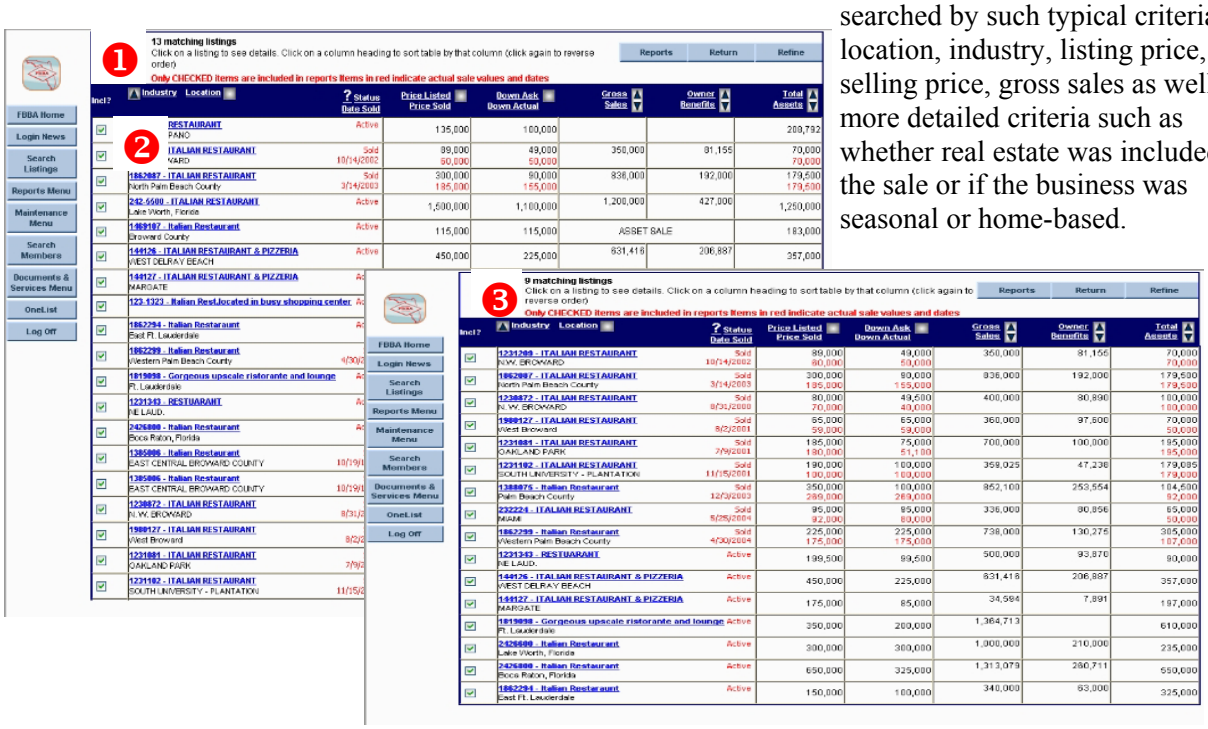
❸ The screen on the left also demonstrates added custom fields. Here are shown Brand, Gallons, and C-Store Sales to show how a broker specializing in convenience stores might wish to add detailed fields not otherwise available. With custom fields, you control the special data you track!

Sold Listings Reports

InBLISS retains the entire listing information for every listing sold providing an invaluable resource to the association's members. With details available on all comparable listings, a member can make intelligent choices about which businesses to include or exclude from comparables reports. In addition to businesses that have already been sold, a broker can make comparisons to similar businesses currently listed by the association members. To provide even more depth to the data available, InBLISS includes government data covering thousands of active businesses based on NAICS classifications.

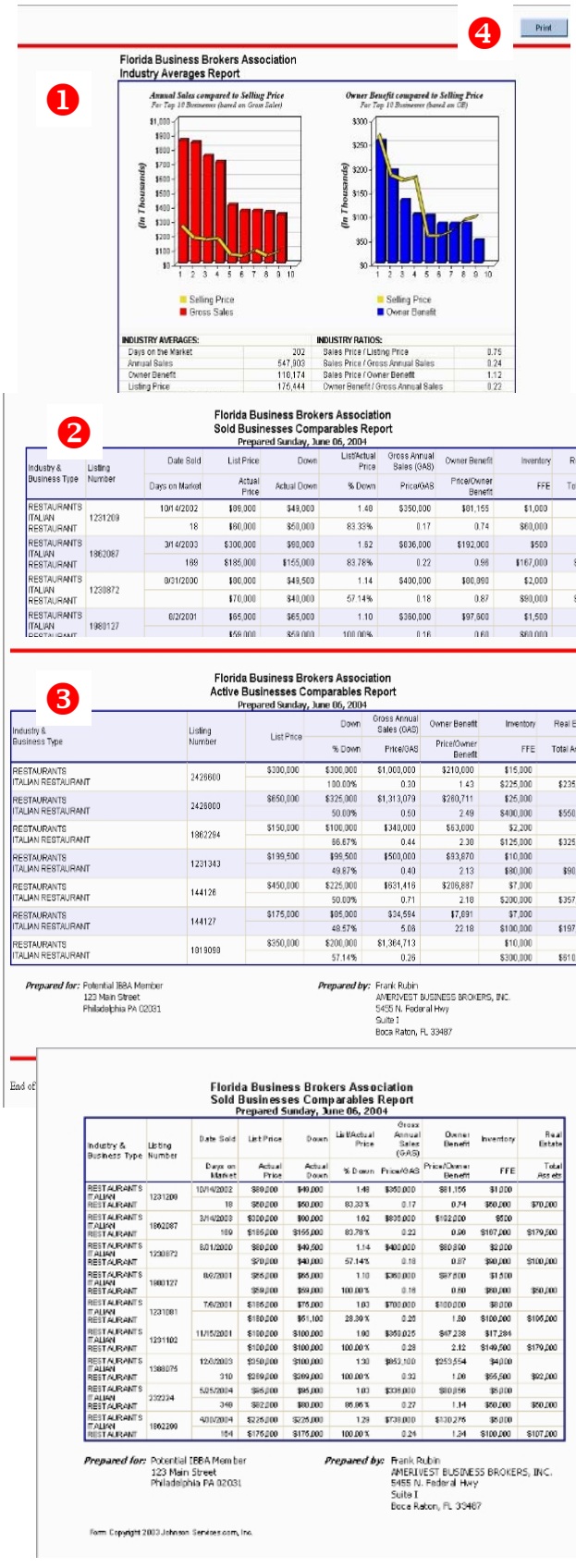
Together, NAICS general overview reports, sold listings comparables and active listings comparables provide a comprehensive basis to assist the seller and the broker in determining a likely selling price for a business.

Similar to the extensive search options available for active listings, the sold listings database can be searched by such typical criteria as location, industry, listing price, selling price, gross sales as well as more detailed criteria such as whether real estate was included in the sale or if the business was seasonal or home-based.



When results of a search are first returned, they include all matching listings (13 sold matches in this case❶). The member can then review the results, click on a listing to see the details and then decide which listings to exclude from the final reports by unchecking the appropriate check box❷. After sorting the listings, the final results are shown, in this case with 9 sold listings❸ and 7 active listings.

If the member reviews the reports and then decides the selected comparables are not exactly a desired sample, simply returning to the search page or to this results page allows the member to further refine the selection. Reports can be prepared sorted on any of the column headings shown (for example, date sold, original listing price, actual selling price, amount down, or the discretionary earnings).



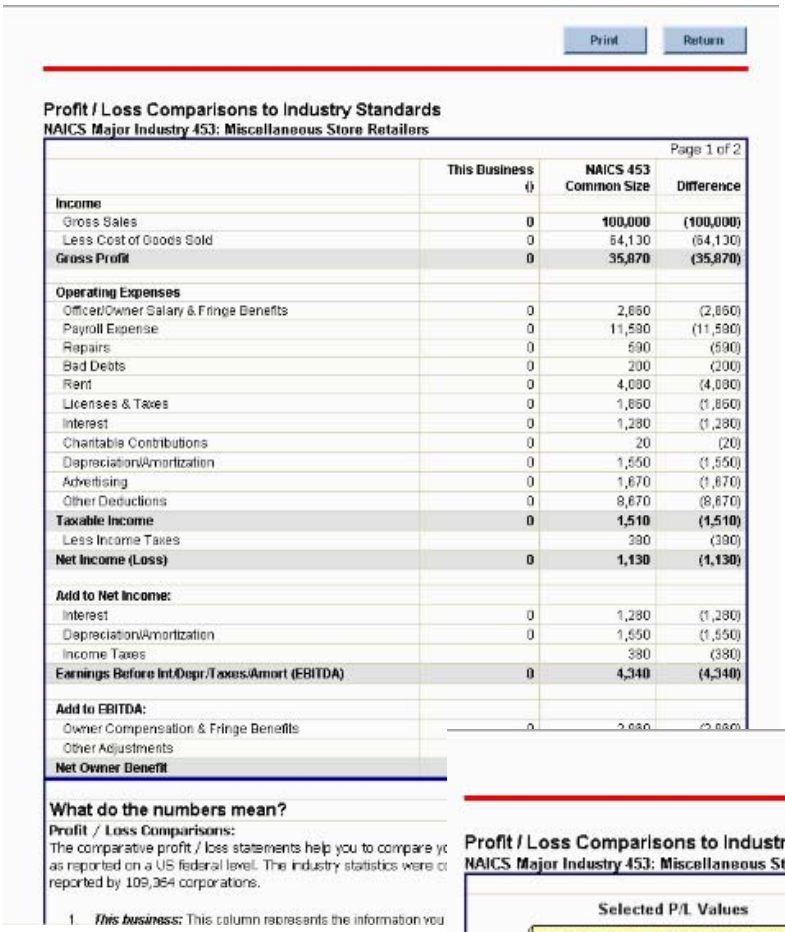
All reports are shown at once in an easy to follow display. Each report is separated by a red line. Note the professional layout and the association-selected shading for the alternate rows on the reports shown on screen. Graphs are included in the Industry Averages Report ❶ to provide visual feedback to the seller. The Sold Businesses Comparables Report❷ includes not only the standard data from the database, but also days on the market and ratios such as original listing price to actual selling price, selling price to gross sales and selling price to discretionary earnings.

Many times there are businesses currently on the market that are also excellent sources for comparables reports. If the member chose to include active listings, the Active Businesses Comparables Report❸ will include these businesses with ratios that make sense in the context (such as percent down payment requested and listing price to discretionary earnings)

Continuing the logical design of the InBLISS system, if the member wishes to print these reports, it's as simple as clicking on the Print button❹ provided (or choosing File>Print from the browser's menu).

Throughout the InBLISS system, one never needs to click on a special link to provide a print version of a report, yet reports will print professionally without looking like a web page.

Printed comparables reports properly separate by page and include footers on each page that identify the client or remarks (as entered by the member when preparing the reports). Footers also identify the member who prepared the report (which is taken directly from the member's record). As shown, the graphs print in full color but shading has been reduced to make data easier to read.



Print Return

Profit / Loss Comparisons to Industry Standards

NAICS Major Industry 453: Miscellaneous Store Retailers

Page 1 of 2

	This Business ()	NAICS 453 Common Size	Difference
Income			
Gross Sales	0	100,000	(100,000)
Less Cost of Goods Sold	0	64,130	(64,130)
Gross Profit	**0**	**35,870**	**(35,870)**
Operating Expenses			
Officer/Owner Salary & Fringe Benefits	0	2,860	(2,860)
Payroll Expense	0	11,590	(11,590)
Repairs	0	590	(590)
Bad Debts	0	200	(200)
Rent	0	4,080	(4,080)
Licenses & Taxes	0	1,860	(1,860)
Interest	0	1,280	(1,280)
Charitable Contributions	0	20	(20)
Depreciation\Amortization	0	1,550	(1,550)
Advertising	0	1,670	(1,670)
Other Deductions	0	8,670	(8,670)
Taxable Income	**0**	**1,510**	**(1,510)**
Less Income Taxes		380	(380)
Net Income (Loss)	**0**	**1,130**	**(1,130)**
Add to Net Income:			
Interest	0	1,280	(1,280)
Depreciation\Amortization	0	1,550	(1,550)
Income Taxes		380	(380)
Earnings Before Int\Depr\Taxes\Amort (EBITDA)	**0**	**4,340**	**(4,340)**
Add to EBITDA:			
Owner Compensation & Fringe Benefits			
Other Adjustments			
Net Owner Benefit			

What do the numbers mean?

Profit / Loss Comparisons:

The comparative profit / loss statements help you to compare yo
as reported on a US federal level. The industry statistics were c
reported by 109,364 corporations.

1. ***This business:*** This column represents the information you

As part of producing a comprehensive analysis on a potential listing, or to better understand the business ratios for the seller's industry, the NAICS reports give a general background on what national businesses are reporting to the government. A member only needs to choose the NAICS category to produce the quickest report available, shown on the left. Without entering the data for the subject business, comparisons are not available, but useful information is still presented for the industry.

Taking the same report just produced but adding information from the tax return or financial statement of the subject business, a new comparison report is produced with graphs that help visually show the comparison between the subject business and the industry as a whole.

As with all reports in InBLISS, the layout onscreen is professionally designed and scrolls easily. Yet, with the simple click of the Print button, the report is printed on two pages properly formatted without the unnecessary buttons or lines required on the screen. (see next page for the printed versions)

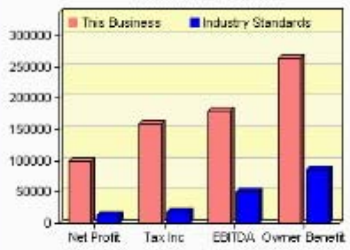
Print Return

Profit / Loss Comparisons to Industry Standards

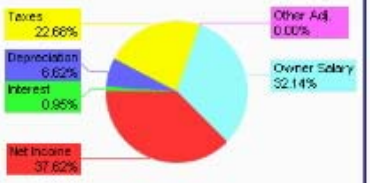
NAICS Major Industry 453: Miscellaneous Store Retailers

Page 1 of 2

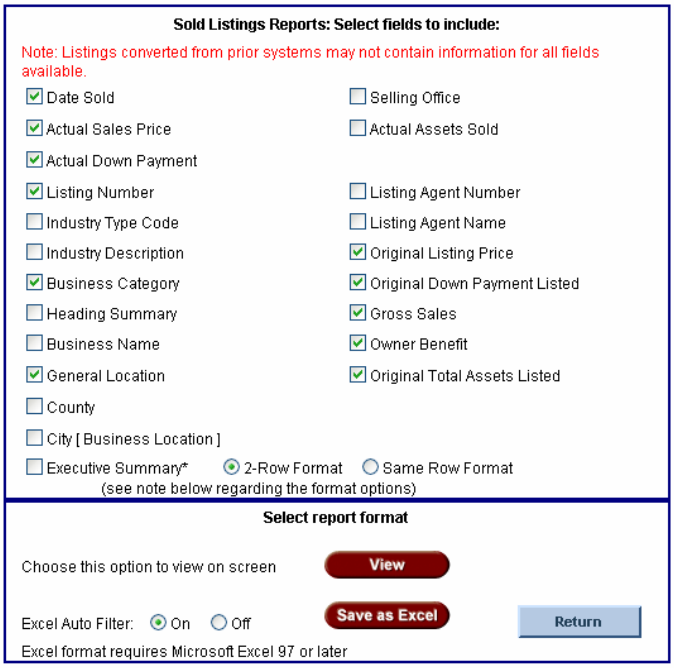
Selected P/L Values



Components of Owner Benefit for this business



	This Business (2000 Tax Return)	NAICS 453 Common Size	Difference
Income			
Gross Sales	**1,185,000**	**1,185,000**	**0**
Less Cost of Goods Sold	700,000	759,941	(59,941)
Gross Profit	**485,000**	**425,059**	**59,941**
Operating Expenses			
Officer/Owner Salary & Fringe Benefits	85,000	33,891	51,109
Payroll Expense	150,000	137,223	12,777
Repairs	16,000	6,992	9,008
Bad Debts	0	2,370	(2,370)
Rent	24,000	48,348	(24,348)
Licenses & Taxes	5,000	22,041	(17,041)
Interest	2,500	15,168	(12,668)
Charitable Contributions	500	237	263
Depreciation\Amortization	17,500	18,368	(868)
Advertising	0	19,790	(19,790)
Other Deductions	25,000	102,740	(77,740)
Taxable Income	**159,500**	**17,891**	**141,609**
Less Income Taxes	60,000	4,503	55,497
Net Income (Loss)	**99,500**	**13,388**	**86,112**
Add to Net Income:			
Interest	2,500	15,168	(12,668)
Depreciation\Amortization	17,500	18,368	(868)
Income Taxes	60,000	4,503	55,497
Earnings Before Int\Depr\Taxes\Amort (EBITDA)	**179,500**	**51,427**	**128,073**

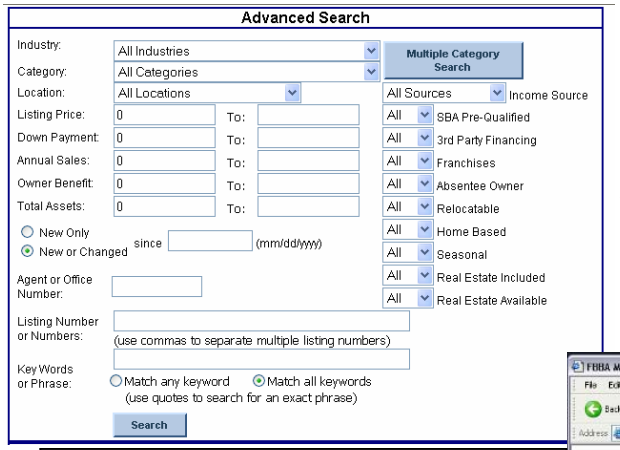


Producing the standard detailed reports for either active or sold listings is as simple as clicking on the "View" or "Save as Excel" buttons shown above. The default columns that will be included are already checked off that produce a formatted report that fits nicely on a regular sheet of paper. For those wishing to review the most data possible, selecting every field and then saving the report to Excel provides a complete basis for nearly any analysis desired.

Reports available from this screen are extremely flexible. Including the executive summary from each listing provides enhanced detail not available from most systems.

Active Listings Reports

Where possible, report headings appear at the top of each printed page on multi-page reports — something rarely seen on reports printed from a web browser.

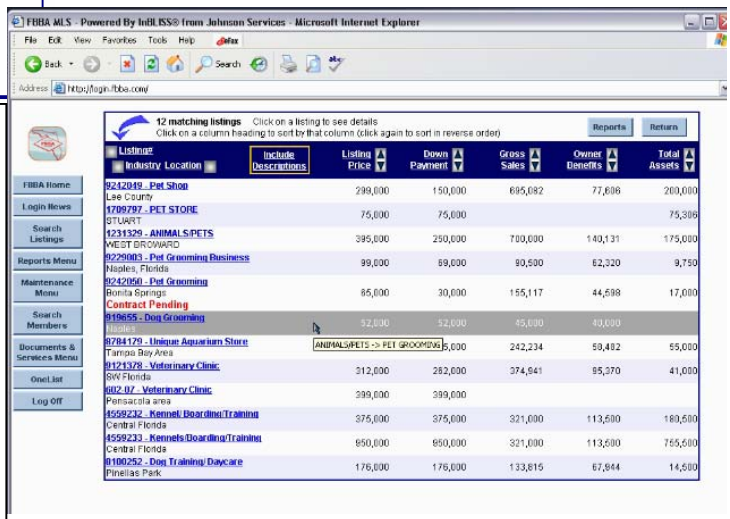


Multiple BLI buyer or agent versions, or a combination, can easily be printed. Simply view the reports on screen, the click on the "Print" button. Each listing will print on a separate page just as if they were printed individually.

In the unlikely event that InBLISS does not provide a required report, it can still be added to the association's report options.

All active reports start from the search screen. Note the ability to search by a member pre-defined local area or selected multiple areas, a certain industry or multiple selected industries, keywords, agent or any of a number of other options.

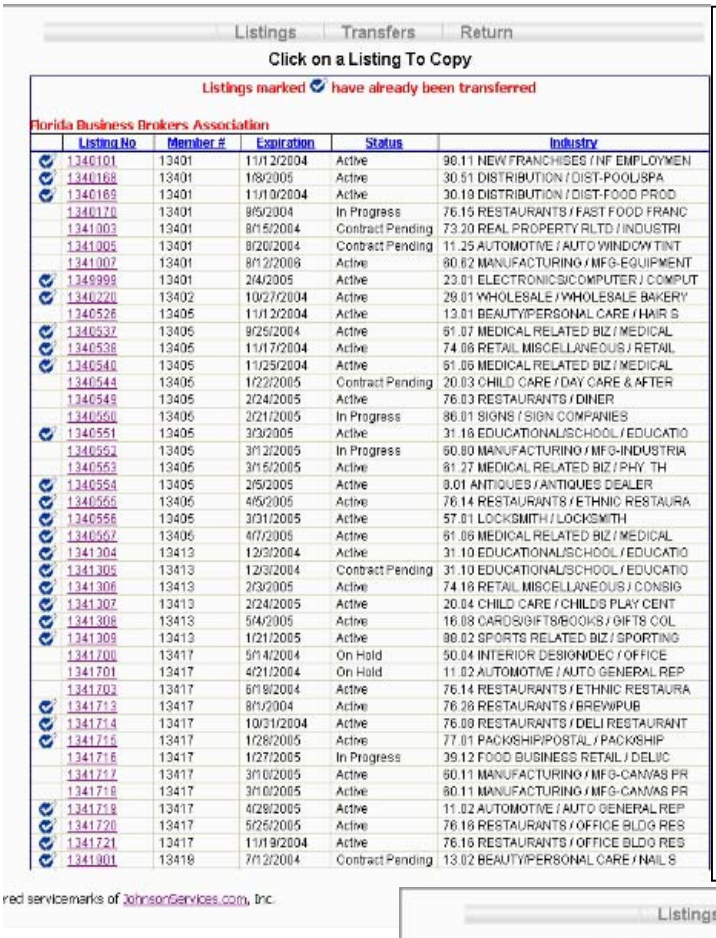
Once a search is completed the results are displayed in a grid as shown below. Note the highlighted row shows the industry to which the listing belongs.



OneList®

OneList is an InBLISS exclusive feature that allows members to tie together their listings from multiple associations to which they may belong. For example, an IBBA member might also be a member of the FBBA and a VR Business Brokers franchisee. Through the OneList system the member can enter a listing once and then tie it in to all three associations. If a listing is sold, it only needs to be marked sold once and all three association files are updated.

Improving productivity is the focus of OneList.



Listings Transfers Return

Click on a Listing To Copy

Listings marked ✔ have already been transferred

Florida Business Brokers Association

	Listing No	Member #	Expiration	Status	Industry
✔	1340101	13401	11/12/2004	Active	90.11 NEW FRANCHISES / NF EMPLOYMEN
✔	1340168	13401	1/8/2005	Active	30.51 DISTRIBUTION / DIST-POOL/SPA
✔	1340169	13401	11/10/2004	Active	30.19 DISTRIBUTION / DIST-FOOD PROD
	1340170	13401	9/5/2004	In Progress	76.15 RESTAURANTS / FAST FOOD FRANC
	1341003	13401	8/15/2004	Contract Pending	73.20 REAL PROPERTY RLTD / INDUSTRI
	1341005	13401	8/20/2004	Contract Pending	11.25 AUTOMOTIVE / AUTO WINDOW TINT
	1341007	13401	8/12/2008	Active	80.62 MANUFACTURING / MFG-EQUIPMENT
✔	1349999	13401	2/4/2005	Active	23.01 ELECTRONICS/COMPUTER / COMPUT
✔	1340220	13402	10/27/2004	Active	29.01 WHOLESALE / WHOLESALE BAKERY
	1340526	13405	11/12/2004	Active	13.01 BEAUTY/PERSONAL CARE / HAIR S
✔	1340537	13405	9/25/2004	Active	61.07 MEDICAL RELATED BIZ / MEDICAL
✔	1340538	13405	11/17/2004	Active	74.06 RETAIL MISCELLANEOUS / RETAIL
✔	1340540	13405	11/25/2004	Active	61.06 MEDICAL RELATED BIZ / MEDICAL
	1340544	13405	1/22/2005	Contract Pending	20.03 CHILD CARE / DAY CARE & AFTER
	1340549	13405	2/24/2005	Active	76.03 RESTAURANTS / DINER
	1340550	13405	2/21/2005	In Progress	86.01 SIGNS / SIGN COMPANIES
✔	1340551	13405	3/3/2005	Active	31.16 EDUCATIONAL/SCHOOL / EDUCATIO
	1340552	13405	3/12/2005	In Progress	60.80 MANUFACTURING / MFG-INDUSTRIA
	1340553	13405	3/15/2005	Active	61.27 MEDICAL RELATED BIZ / PHY TH
✔	1340554	13405	2/5/2005	Active	8.01 ANTIQUES / ANTIQUES DEALER
✔	1340555	13405	4/5/2005	Active	76.14 RESTAURANTS / ETHNIC RESTAURA
✔	1340556	13405	3/31/2005	Active	57.01 LOCKSMITH / LOCKSMITH
✔	1340557	13405	4/7/2005	Active	61.06 MEDICAL RELATED BIZ / MEDICAL
✔	1341304	13413	12/3/2004	Active	31.10 EDUCATIONAL/SCHOOL / EDUCATIO
✔	1341305	13413	12/3/2004	Contract Pending	31.10 EDUCATIONAL/SCHOOL / EDUCATIO
✔	1341306	13413	2/3/2005	Active	74.16 RETAIL MISCELLANEOUS / CONSIG
✔	1341307	13413	2/24/2005	Active	20.04 CHILD CARE / CHILDS PLAY CENT
✔	1341308	13413	5/4/2005	Active	16.08 CARDS/GIFTS/BOOKS / GIFTS COL
✔	1341309	13413	1/21/2005	Active	80.02 SPORTS RELATED BIZ / SPORTING
	1341700	13417	5/14/2004	On Hold	50.04 INTERIOR DESIGN/DEC / OFFICE
	1341701	13417	4/21/2004	On Hold	11.02 AUTOMOTIVE / AUTO GENERAL REP
	1341703	13417	6/18/2004	Active	76.14 RESTAURANTS / ETHNIC RESTAURA
✔	1341713	13417	8/1/2004	Active	76.26 RESTAURANTS / BREWPUB
✔	1341714	13417	10/31/2004	Active	76.08 RESTAURANTS / DELI RESTAURANT
✔	1341715	13417	1/28/2005	Active	77.01 PACK/SHIP/POSTAL / PACK/SHIP
	1341716	13417	1/27/2005	In Progress	39.12 FOOD BUSINESS RETAIL / DELIC
	1341717	13417	3/10/2005	Active	60.11 MANUFACTURING / MFG-CANVAS PR
	1341718	13417	3/10/2005	Active	60.11 MANUFACTURING / MFG-CANVAS PR
✔	1341719	13417	4/29/2005	Active	11.02 AUTOMOTIVE / AUTO GENERAL REP
✔	1341720	13417	5/25/2005	Active	76.16 RESTAURANTS / OFFICE BLDG RES
✔	1341721	13417	11/19/2004	Active	76.16 RESTAURANTS / OFFICE BLDG RES
✔	1341901	13419	7/12/2004	Contract Pending	13.02 BEAUTY/PERSONAL CARE / NAIL S

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From the OneList transfer page, the member selects which listings to tie into other associations. Checked listings have already been tied together. Once a listing is selected from this screen, the member chooses the appropriate association to link to and the form below appears.

In the transfer , the member chooses the new association's exact business category and assigns the listing a new number (if desired) as well. Just a few short questions allows the listing to be transferred intact as if it were originally entered through the second association's own system with all specific fields properly completed.

Unlike systems that transfer listings entirely automatically, with OneList the member has complete control over listing number, agent assigned, the industry and the co-broke agency options.

Listings Transfers Return

Review / Update OneList® Transfer Information (0)

ID: 0

	Reference Listing	New OneList Transfer
Association / Service	FBBA	BizMktFL - Office 2
Listing Number	1341003	
Agent /Broker Assigned	13401 Spallitta, A. Charles	Assign an Agent
Industry 73.20	REAL PROPERTY RLTD	Select an Industry
Category	INDUSTRIAL BUILDING	Please Choose an Industry
Association Agreement on File?	NO	○ YES ◉ NO
Agency Type	Transaction	Select Listing Agency Type
		SAVE

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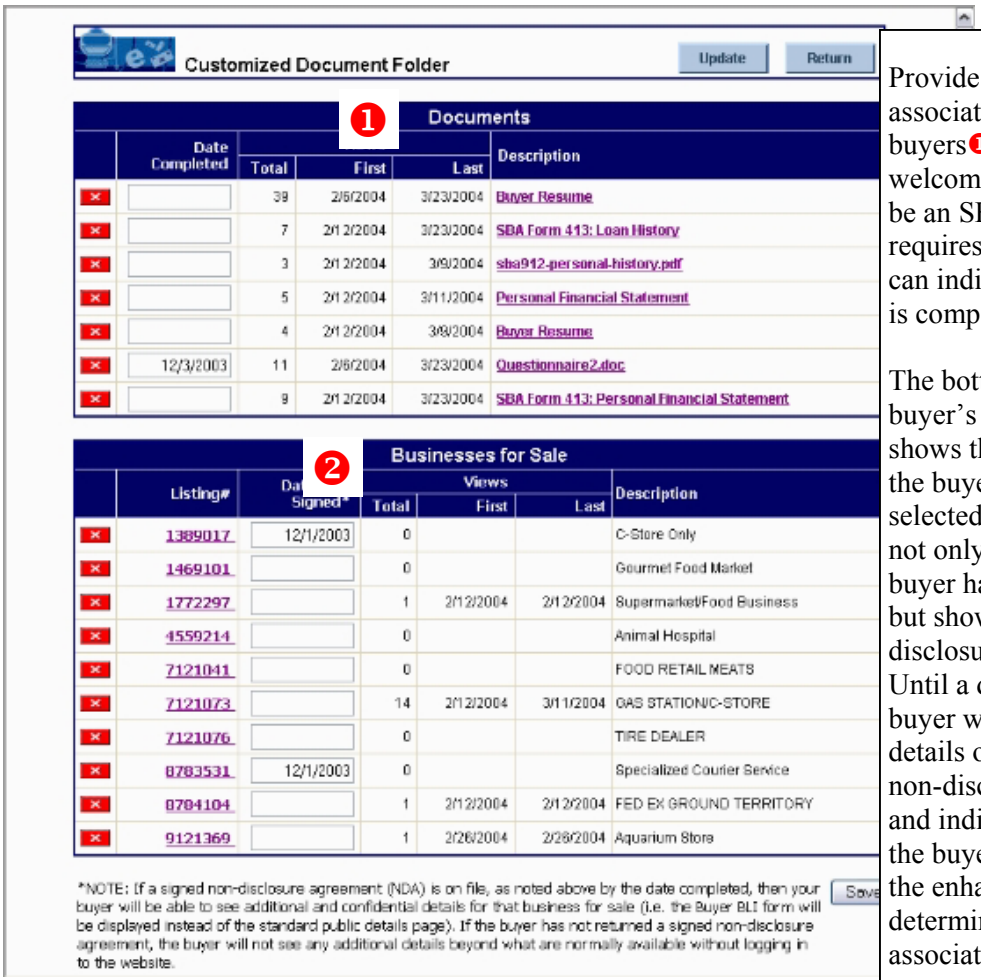
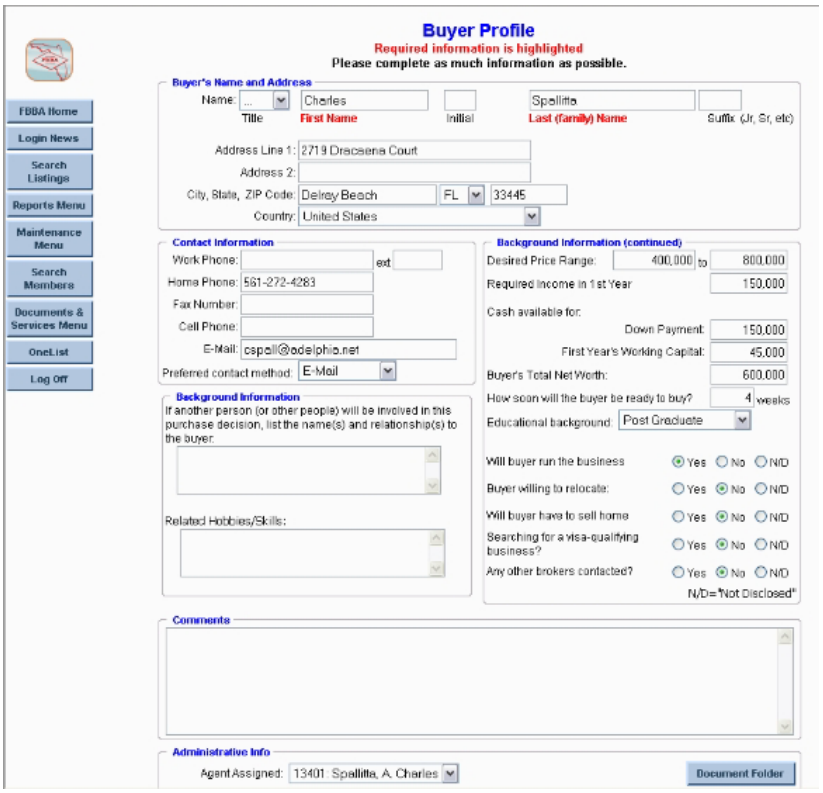
Buyer Maintenance

Be notified immediately of buyer actions needed when logging in to the association's member area. See new notes from buyers and actions needed to be taken. In this case, an office administrator needs to assign office staff to newly registered buyers.



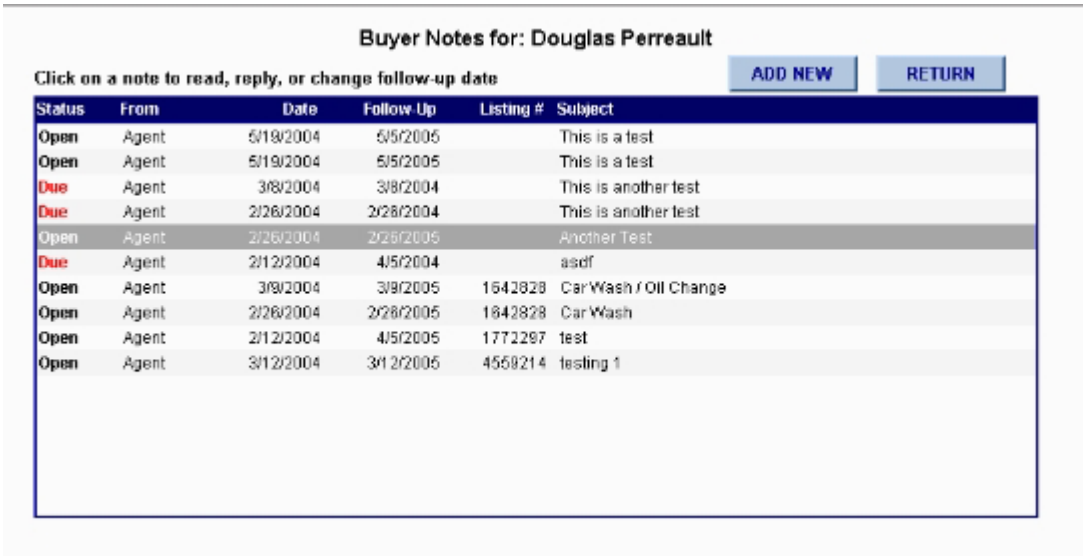
Provide custom or association documents to buyers❶. Documents might welcome a buyer or perhaps be an SBA form. If the form requires action, the member can indicate when the action is completed.

The bottom section of the buyer's document folder shows the listings that either the buyer or the member has selected for the buyer❷. See not only how many times the buyer has viewed a listing, but show the date the non-disclosure form was signed. Until a date is entered, the buyer will only see the public details on a listing. Once a non-disclosure is returned and indicated as completed, the buyer will be able to see the enhanced view determined by the association.



Extensive buyer details are available but not required. With the buyer management system, the only information required is the buyer's name. This allows the member to track buyers who might not have computer access. Though this buyer will not have access to the system, the member can still use the reports internally. However, if a buyer does have an e-mail address and enters a password, the buyer will have full access.

By limiting the amount of data required upfront, the buyer is not intimidated by the request. Once the buyer is comfortable with the broker, details can be filled in.



Status	From	Date	Follow-Up	Listing #	Subject
Open	Agent	5/19/2004	5/5/2005		This is a test
Open	Agent	5/19/2004	5/5/2005		This is a test
Due	Agent	3/8/2004	3/8/2004		This is another test
Due	Agent	2/26/2004	2/26/2004		This is another test
Open	Agent	2/26/2004	2/26/2005		Another Test
Due	Agent	2/12/2004	4/5/2004		asdf
Open	Agent	3/9/2004	3/9/2005	1642828	Car Wash / Oil Change
Open	Agent	2/26/2004	2/26/2005	1642828	Car Wash
Open	Agent	2/12/2004	4/5/2005	1772297	test
Open	Agent	3/12/2004	3/12/2005	4559214	testing 1

Notes associated with a buyer can be general or specific to certain listings. A follow up date is available providing an interactive alternative to contact management software. Programs like Act!, though excellent, cannot provide access by both the member and the buyer in the same manner as the InBLISS Buyer Management System.