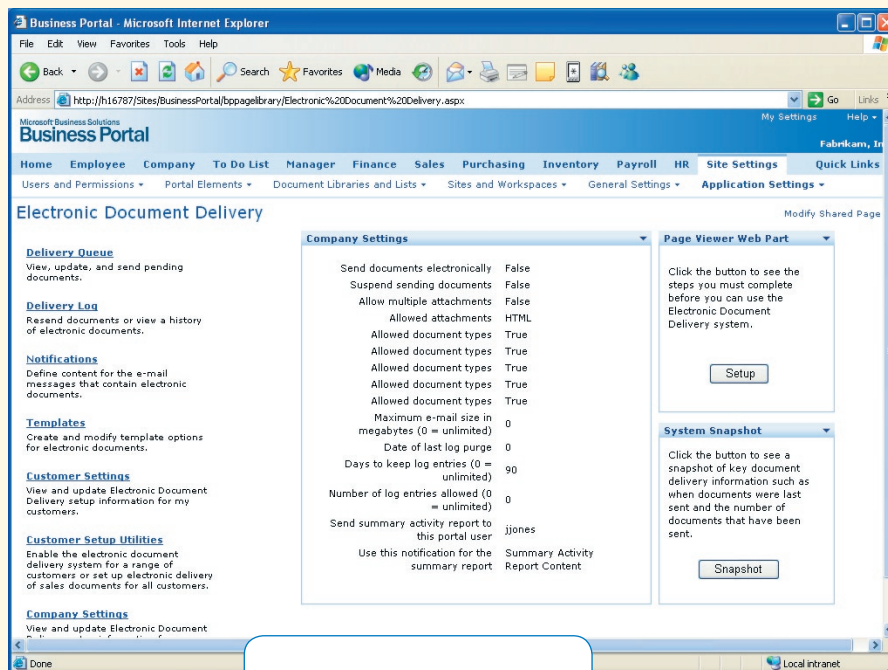


Electronic Document Delivery for Microsoft Business Portal

Organize and schedule the e-mail delivery of invoices, credit memos, and other sales documents to your customers in XML, HTML, Microsoft® Office Excel, or PDF format, reducing administrative overhead and increasing customer responsiveness.



SCHEDULE AND DEFINE THE RULES for sending invoices, credit memos, and other sales documents to customers using Microsoft Business Portal Electronic Document Delivery.

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**Microsoft®
Business
Solutions**

Send the right documents to the right customers

Flexible capabilities let you choose which customers will receive electronic documents, as well as select the type of document you want to send—for example, Invoices, Credit Memos, Debit Memos, Finance Charges, and Returns.

Choose formats that work for you and your customers

Create documents in a wide range of formats—including Microsoft Excel, XML, PDF, and HTML—on a customer-by-customer basis, helping ensure seamless communication across applications and platforms.

Tailor documents to meet specific needs

Quickly create documents using a template, or design your own with the Crystal Report Designer. Easily add personalized notes in the e-mail body.

Improve scheduling and delivery efficiencies

Schedule document delivery for specific times of day or during off-peak hours. Activity logs and error reports help you monitor processes and ensure customers receive sales document e-mails according to schedule.

AVAILABLE WITH:



GREAT PLAINS



GREAT PLAINS STANDARD

Electronic Document Delivery



FEATURES OVERVIEW

Electronic Document Delivery	Organize and schedule the e-mail delivery of sales documents to your customers.
Flexible Delivery	Choose which customers will receive electronic documents.
Multiple Form Selection	Choose which documents you want to send, including Invoices, Credit Memos, Debit Memos, Finance Charges, and Returns.
Custom or Standard Templates	Choose the document template, or design your own documents using Crystal Report Designer (purchased separately). Crystal templates for all document types are included.
Flexible Formatting	Choose the document format you want to use—including Microsoft Excel, XML, PDF, HTML, and more—on a customer-by-customer basis.
Familiar Print Options	Access the same print options that are available in Microsoft Business Solutions Great Plains® Receivables Management, Invoicing, and Sales Order Processing, so the customer experience is similar whether documents are printed in Microsoft Business Portal or Microsoft Great Plains.
Automatic E-mail "Send To" Field Population	If using the e-mail statements feature in Microsoft Great Plains, you can populate the "send to" e-mail address when sending sales documents, helping reduce the administrative time required during the set-up phase.
Add Personalized Notes to E-mail	Customize notifications messages and insert objects, such as customer name, customer contact, document amount, document sum amount, document count, or document number, so that the appropriate, customer-specific data populates the e-mail.
Customize Delivery Schedules	Schedule e-mail deliveries to occur at specific times of the day or during off-peak hours.
Customize Company Setup	Customize the system to only allow specific types of documents to be distributed, enable templates and notification IDs to be attached to the document types, or override this option at the customer level.
Customized Customer Setup	Customize settings for each customer, including: the type of document a customer can receive, the type of formatting to use, the document template and notification ID, e-mail size limitations, and more.
Document Tracking	Keep track of the number of documents sent electronically to a customer.
Activity Logs and Error Reporting	Review activity logs and error reports to monitor processes and ensure customers are receiving their sales document e-mails. Document errors are flagged and can be viewed and corrected, and activity logs enable you to quickly resend documents when necessary.