

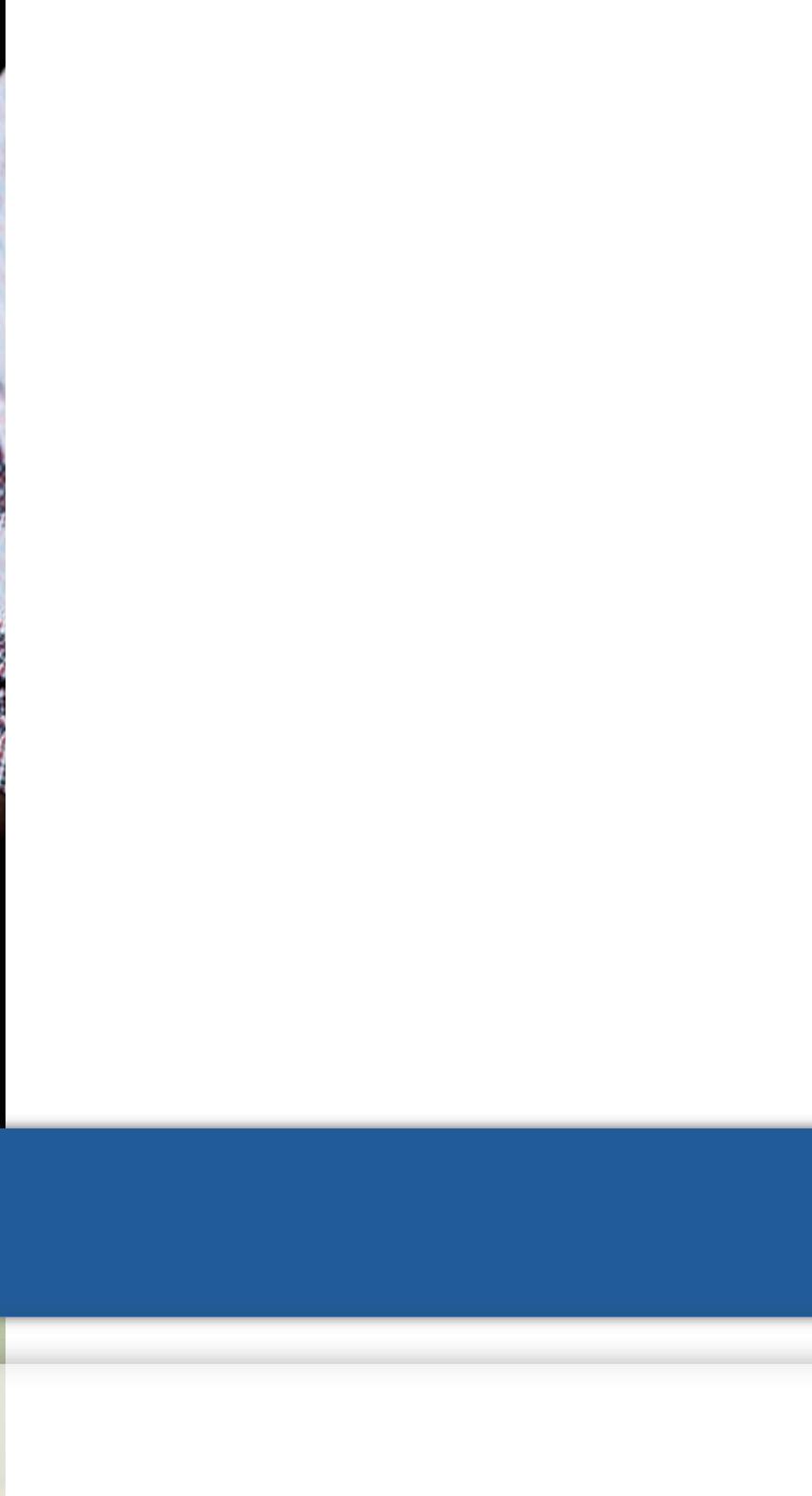
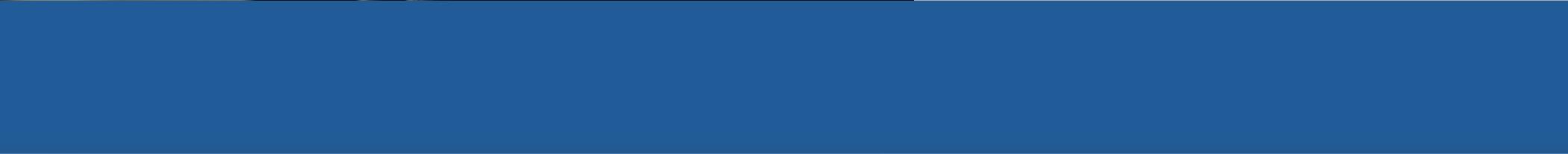
**Microsoft<sup>®</sup>**  
**Business**  
**Solutions**

Take your business

**forward,  
faster**

MICROSOFT BUSINESS SOLUTIONS FOR

**FINANCIAL MANAGEMENT—GREAT PLAINS**



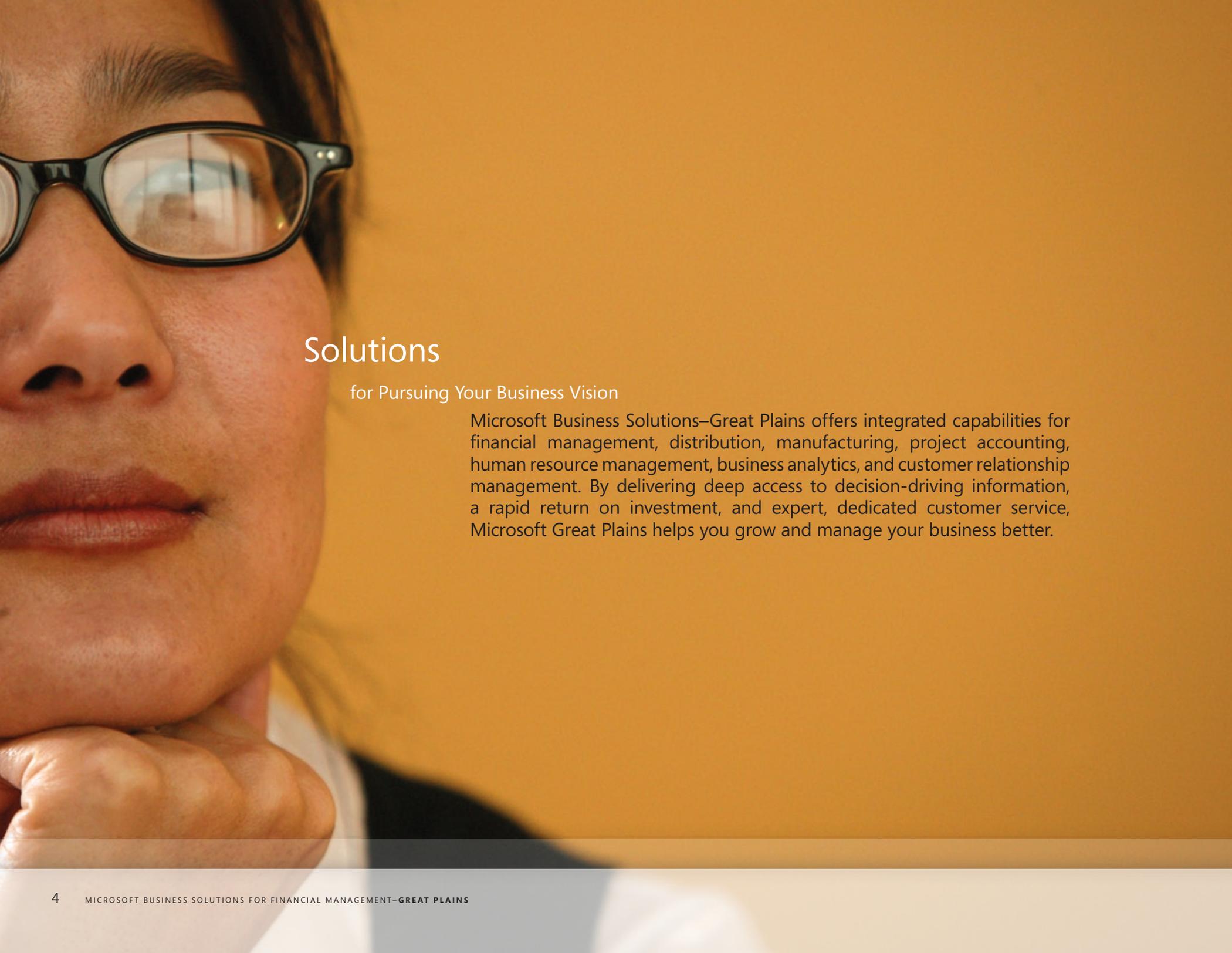
# Integrate and automate financial processes to unleash efficiency, reduce costs, and improve accuracy.

Microsoft® Business Solutions for Financial Management–Great Plains® sharply reduces time and effort for key accounting tasks, provide easy access and rich analysis of integrated, updated information, and connects smoothly with operations across your entire business.

Rich capabilities embrace all the financial activities that move through your business—from general ledger to multicurrency management, unlimited budget tracking to electronic banking. Deep integration across your entire Great Plains solution means that whether you're measuring expenses against revenues, processing intercompany transactions, or managing fixed assets, you can rest assured that financial information is flowing smoothly across your business.

Great Plains Financials also offer a wide range of reporting tools, deep integration with the Microsoft Office System, and online capabilities that equip everyone in your organization to work at peak efficiency and make fast, effective decisions.

Take your business forward, faster with one solution that gives you one version of the truth.



## Solutions

for Pursuing Your Business Vision

Microsoft Business Solutions–Great Plains offers integrated capabilities for financial management, distribution, manufacturing, project accounting, human resource management, business analytics, and customer relationship management. By delivering deep access to decision-driving information, a rapid return on investment, and expert, dedicated customer service, Microsoft Great Plains helps you grow and manage your business better.

## **Microsoft Business Solutions for Financial Management—Great Plains**

### **Keep your focus on mission-critical issues**

Minimize time spent on routine accounting tasks through automation of general ledger transactions, efficient payment adjustments, comprehensive account-level security, and more. From flexible account options to interfund and intercompany processing, the comprehensive accounting tools in Microsoft Great Plains General Ledger will allow you to capture, process, and analyze vital financial information so you know where you've been and can chart where you're going.

### **Improve control over payables and receivables**

Manage your expenses more effectively with comprehensive vendor information, payment scheduling and tracking, and up-to-the-minute answers to your current cash flow status. Maintain tight control over receivables with capabilities that help you track invoices, process receipts, and analyze customer activity, so you can manage sales made on account more effectively while lowering overhead costs.

### **Count on one version of the truth at all times**

Whether you're drilling down for detail on invoices or purchase orders, evaluating revenues from your e-commerce site, managing payroll, or processing multi-currency transactions, you'll have the power of automatic information updates and seamless integration across your Great Plains solution. A broad range of reporting and business intelligence tools provide the deep visibility into accurate, current information that's key to effective decision making — ranging from at-a-glance views for key performance indicators to cross-company reports from Microsoft FRx.

### **Connect financials with operations across your business**

Automate financial processes to work in concert with your entire business solution to unleash efficiency, reduce costs, and improve accuracy. Your inventory will be put to the most strategic use and replenished efficiently. Accountants know who's paying on time and who's in arrears. Banking tasks incorporate transactions from across all areas of your business. Project costs and materials synchronize smoothly with accounting and purchasing processes.

### **Improve cash flow and reduce bad debt expense**

Monitor, predict and manage inflows and outflows with clear, customizable information views and forecasting capabilities. In addition, you'll boost your bottom line with streamlined efficient collections activities, including centralized customer and collections tracking and follow-up.

### **Maintain precise control over banking activities**

Process all of your bank-related activity through a single automated intersection, including cash, check, and credit card transactions, bank account balances, and automated reconciliation. Microsoft Great Plains also enables you to manage your electronic banking in a security-enhanced environment that includes increased protection through check comparison, easy exception handling, and automated transaction matching.

### **Manage not-for-profit or government operations more effectively**

From commitment management to fund management, Microsoft Great Plains offers tools that enable government and not-for-profit organizations to manage grants and budgets in line with goals, successfully meet regulatory requirements, and provide the accountability that helps ensure future funding.

# Maintain flexible, precise control over accounting processes and information

## General Ledger

As the central hub for your organization's financial information, Microsoft Great Plains General Ledger applications deliver the agility and control you need to ensure that operations and information align fully with your business goals.

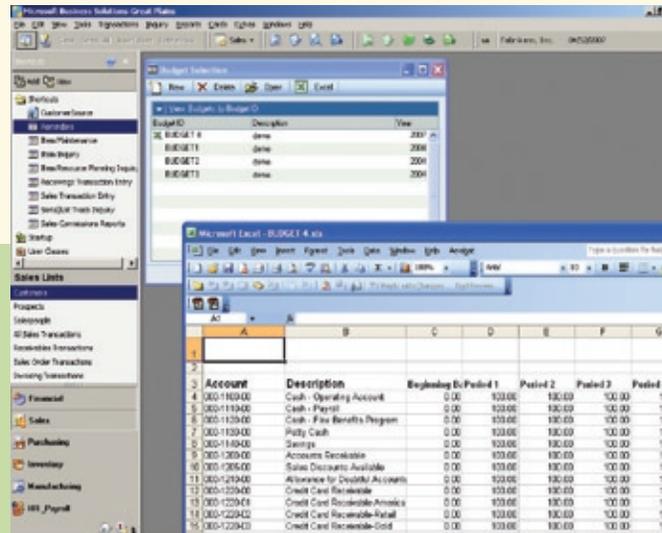
- Improve efficiencies with automated transaction processing and payment adjustments. Users can also quickly verify, annotate, and record transactions, as well as copy, void, delete, or correct General Ledger entries with full audit control.
- Enhance financial controls with complete audit control, definition of up to 367 fiscal periods, and immediate access to high-level as well as deeply granular financial information.
- Organize financial information the way you want with flexible accounting structures and the ability to create Excel-based budget templates and build customized financial reports.
- Perform multi-dimensional analysis of financial, sales, and purchase transactions using fully definable groups and codes, as well as track and categorize highly specific transaction activity.
- Filter account views and avoid errors with Account Level Security. Based on the access rights granted for accounts, employees can enter, edit, and view information for a filtered set of accounts.

## Analytical Accounting

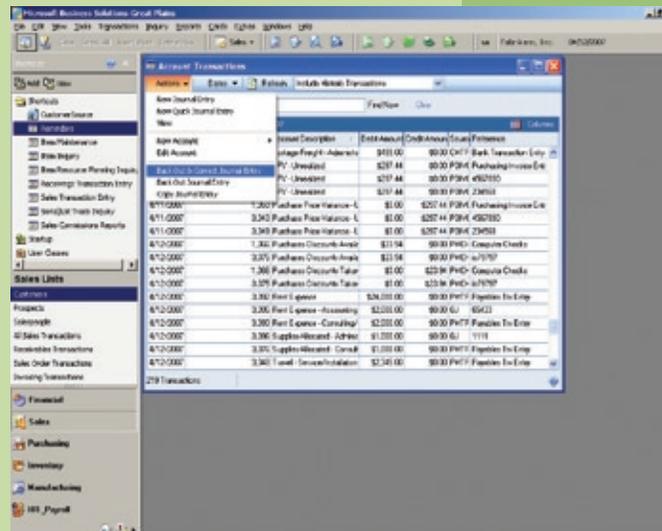
Analyze financial data by whatever criteria you require, introduce greater reporting flexibility and extensibility, and gain deep visibility into accounting transactions.

- Define the data you want to analyze with user-defined transaction dimension codes and account classes.
- Enable deep views and analysis of accounting transactions by organizing data hierarchically and manipulating multi-level reports in Microsoft Office Excel.
- Analyze transactions across your entire organization with seamless integration across Microsoft Great Plains General Ledger, Receivables, Payables, Inventory, Sales Order Processing, Purchase Order Processing, and Bank Reconciliation.

**CREATE BUDGETS USING MICROSOFT OFFICE EXCEL** and easily import the budget details using a wizard interface.



**SAVE TIME AND IMPROVE ACCURACY** by automating the correction of posting errors.



# Connect and streamline processes across your business

## Intercompany (with Interfund Accounting)

Reduce administrative overhead and increase the business value of financial data with streamlined, automated transaction processing that lets you exchange funds across accounts and companies in your organization.

- Simplify management of single-use or recurring transactions across companies, with unlimited flexibility to define intercompany relationships and streamline account distributions per journal entry.
- Improve transaction control with automated processing and posting of transactions for review before posting through to General Ledger.
- Efficiently transfer balances across accounts, divisions, and companies without the stress of manual entry and reconciliation processes, and eliminate worry about missing transactions or posting errors with automatic transaction analysis.

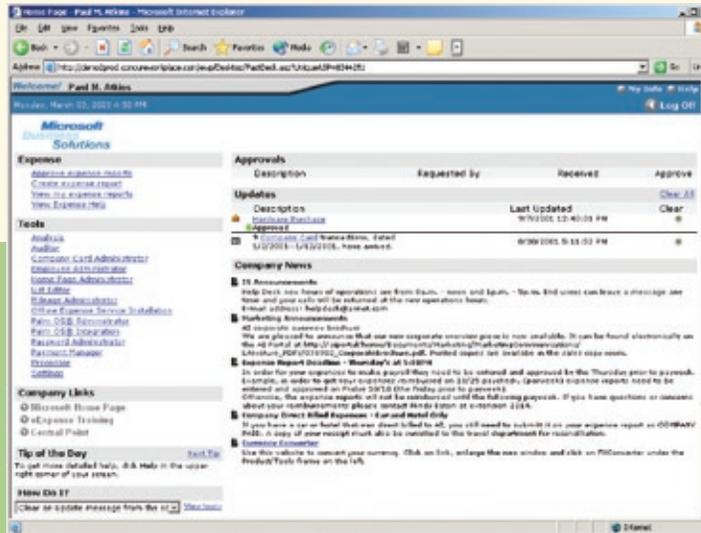
## eExpense

The world's leading Web-based travel and entertainment (T&E) solution, eExpense automates each step of the expense management process—from expense report preparation and approval to policy compliance, reimbursement, and data analysis.

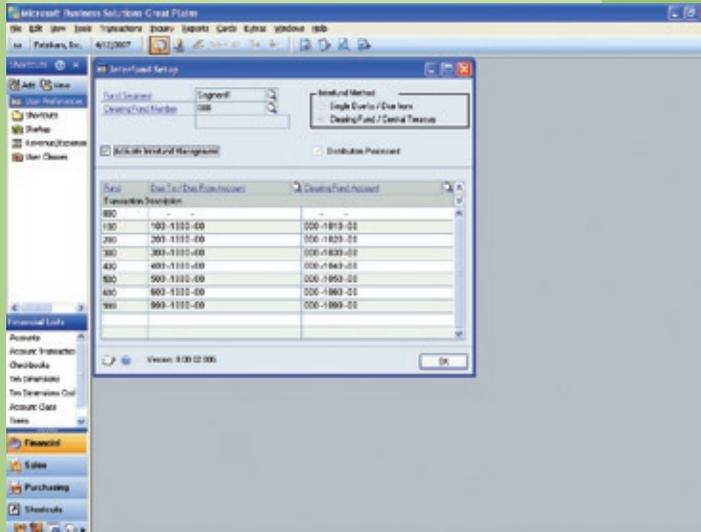
- Streamline expense management processes by enabling employees to create and submit expense reports online, or to create offline reports and transfer them to eExpense the next time they go online.
- Automate expense processing by submitting expenses against pre-configured or custom cost centers mapped to General Ledger accounts, with e-mail based approval that speeds reimbursement.
- Streamline receipt management with electronic attachment of faxed receipts to eExpense reports, and eliminate physical storage costs by storing receipts online.



**STREAMLINE EXPENSE MANAGEMENT PROCESSES** by enabling employees to submit expense reports via the Web.



**EASILY DEFINE DUE-FROM/DUE-TO ACCOUNTS** to automate fund accounting processes.



# Put information to work across your business

## Deep Microsoft Office Integration

Quickly access and analyze information from across your entire business with the business productivity applications you already know and use.

- Export and import budgets to and from Microsoft Office Excel through an interactive wizard. Excel-based budgeting allows you to quickly and easily create a default budget template complete with accounts, descriptions and default amounts.
- Highlight your financials with the ability to transform Microsoft Great Plains information into Microsoft Excel pivot tables and charts with a single click.
- Keep working in Microsoft Office applications, with the ability to drill back instantly to customer, employee, vendor, and product information contained in Microsoft Great Plains.
- Create, display, and save data views from across your business using Smart List inquiries, and then easily export inquiries to Microsoft Word or Excel for use in mass mailings or for further analysis.

## Reporting tools that get the right information to the right people

Microsoft Great Plains offers robust, flexible analytics applications that equip decision makers with the critical details they need to measure financial health and drive profitable performance.

- Easily create, update, and modify all the reports and forms your business uses with Microsoft Great Plains Report Writer, as well as use flexible scheduling and delivery options to publish reports.
- Build customizable financial reports with Microsoft Business Solutions for Analytics FRx®, including personalized packages that consolidate Microsoft Office documents, Microsoft FRx Reports, Crystal Reports, and other formats into a single file for delivery to decision-makers.
- Meet demanding group reporting needs by tailoring data collection and reporting processes with Microsoft Enterprise Reporting, and deploy flexible budgeting processes business-wide with Microsoft Forecaster.
- Empower decision makers to quickly assess performance by delivering online, personalized views of critical business metrics with Key Performance Indicators for Microsoft Business Solutions Business Portal.



"Microsoft Business Solutions has dramatically increased the efficiency of our report generating process. In addition, as a result of the ability to drill down into particular transactions, we are able to more effectively investigate unusual financial results and account balances."

MICHAEL KASHTY  
CHIEF FINANCIAL OFFICER

MASCOT TRUCK PARTS, LTD.

# Drive financial health with proactive management

## Cash Flow Management

As a financial manager, your decisions need to be based on information that's up-to-date, complete, and accurate. Cash Flow Management enables you to view daily, weekly, and monthly inflows and outflows from a friendly, calendar-based interface.

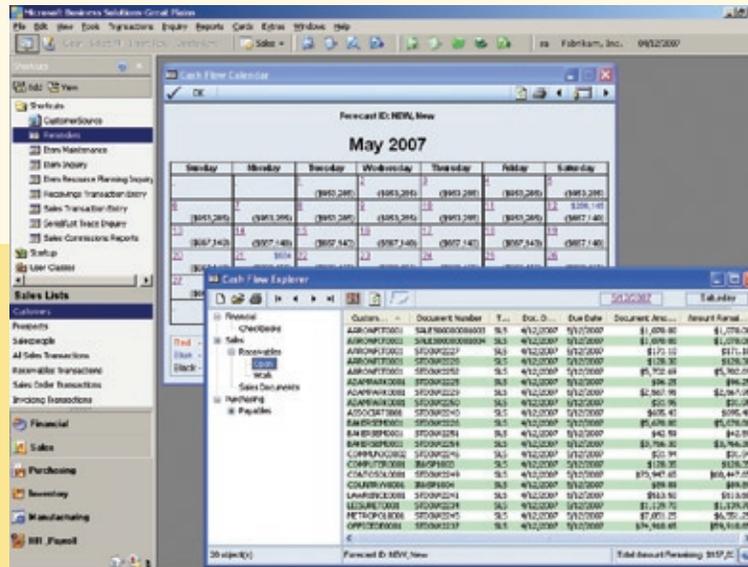
- Access business-critical information quickly, with clear, customizable views and extensive drill-down capabilities.
- Optimize financial decision making with forecasts based on what-if scenarios that can incorporate information from other Microsoft Great Plains applications, posted and unposted transactions, and different opening balances.
- Predict and understand anticipated cash flow to identify any shortfalls and surpluses, make smarter investment decisions, and improve your day-to-day financial planning.

## Collections Management

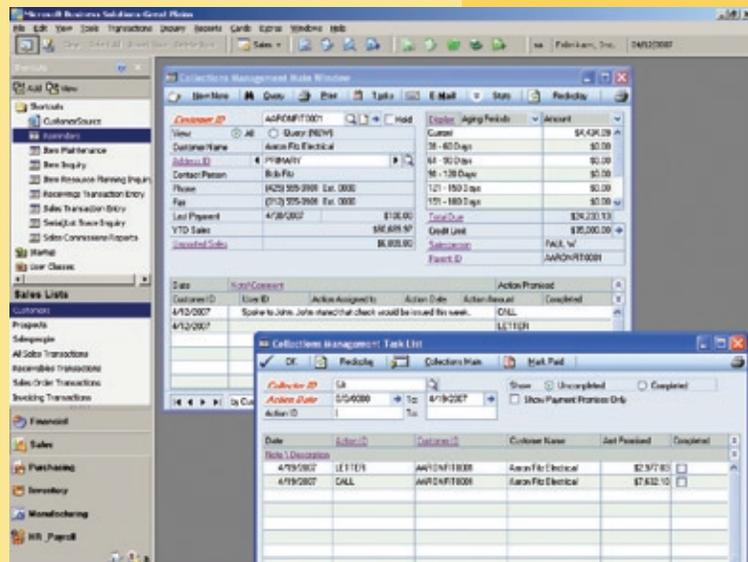
Improve cash flow and reduce bad debt expense with centralized customer information management, automated tracking for overdue payments, and targeted delivery of collections notices that reach the right customers at the right time.

- Reduce bad debt expense by centralizing customer contact and collection functions and targeting overdue accounts..
- Minimize administrative workload for collections by automating correspondence, e-mail, statements, and invoices for customers, freeing staff resources for other tasks.
- Increase sales productivity by feeding collection contact notes and other customer details back to the sales force.
- Improve cash flow with streamlined, customizable, and highly efficient collections activities.

**FORECAST CASH FLOW** in a calendar view that provides at-a-glance overviews.



**ENTER AND VIEW COLLECTIONS** from one central point in the Collections Management window.



# Take advantage of a solution that goes beyond account management

## Multicurrency Management

Efficiently comply with international currency standards, instantly adjust to changing rates and conditions, and enable employees to manage statistics and accounting operations with minimal administrative effort.

- Realize gains and losses for sales and purchases to automatically track the effect of currency changes over the life of a transaction.
- Get immediate insight into international business performance with customizable financial reports.
- Simplify transaction processing and improve its quality with default rates for specific customers, vendors or accounts.
- Facilitate audits and allow for after-the-fact transaction entry by tracking time and date of exchange rates.
- Extend multicurrency capabilities as needed to General Ledger, Intercompany, Receivables and Payables, Bank Reconciliation, and other financial management applications.

## Fixed Asset Management

Maximize the value of capital expenditures by analyzing, and manipulating fixed assets with tools that provide immediate access to critical information, extensive tracking capabilities, and multiple depreciation options.

- Save time and expense with easy setup and the ability to create and manage an unlimited number of books of assets, including corporate, federal tax, alternative minimum tax, and more.
- Share information with standard reports such as depreciation ledgers, property transfer, inventory list, and asset retirements. Or, create customer reports using SmartList, Report Writer, and Crystal Reports.
- Simplify depreciation with any of 16 depreciation methods.
- Control physical inventory and asset movement with location IDs for comprehensive tracking.



# Keep a firm hand on banking activities

## Bank Reconciliation

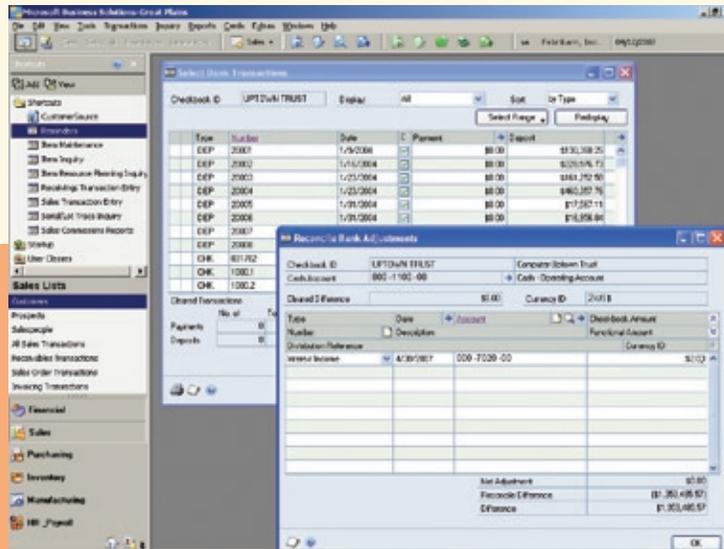
Manage your banking transactions through a single, automated intersection. All bank-related activities for your business flow back to Bank Reconciliation from across Microsoft Great Plains, making it easy for you to maintain tight control of information and processes.

- Reduce administrative costs and improve your ROI with streamlined processes and intuitive tools for reconciling multiple accounts on a regular basis.
- Speed up transaction entry and processing with flexible defaults, customizable views, and intuitive tools for reconciling multiple accounts on a regular basis.
- Help ensure accountability with complete transaction tracking, “point-in time” checkbook balance inquiries and full audit trail reports.

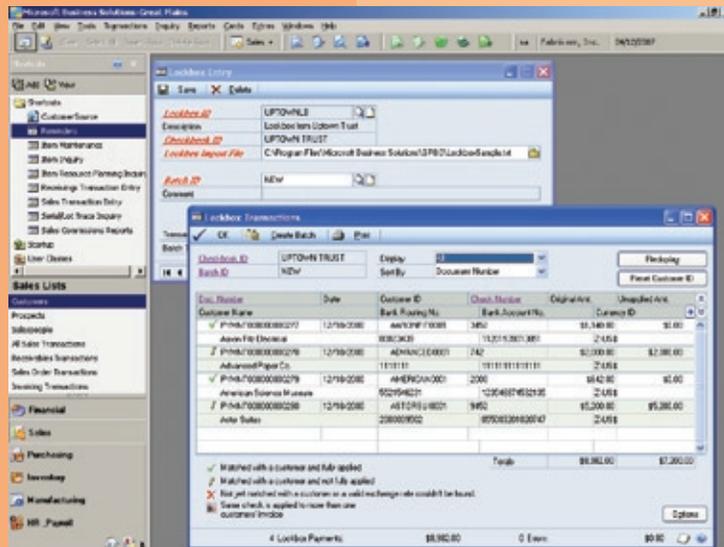
## eBanking

Automate your critical banking activities and interact electronically with your bank with comprehensive tools that help reduce administrative costs, increase productivity, and improve cash management—in a security-enhanced environment.

- Automate reconciliation of transactions and adjustments with electronic account information, easily manage exceptions, and interact with your bank over any communications link.
- Transfer payments to vendors and employees or across accounts by transmitting your payables to the bank once you’ve processed them.
- Add Positive Pay functionality with SafePay, including daily exporting of checks for comparison by the bank upon presentation.
- Process and match transactions from the lockbox file provided by your bank, and reduce effort by setting up multiple lockbox profiles, with easy mapping of key fields in the lockbox file to the appropriate field within Accounts Receivable.



**RECONCILE BANK TRANSACTIONS** that affect the bank balance during the reconciliation process.



**IMPORT TRANSACTIONS FROM A LOCKBOX** and automatically apply payments to corresponding invoices.

# Successfully navigate the critical meeting point—costs and revenues



## Receivables Management

Microsoft Great Plains offers you much more than streamlined, automated receipts processing—with Receivables Management, you can also track and analyze customer activity to enhance your sales process and increase profitability.

- Save time and reduce the potential for costly errors by automating receivables processing while maintaining full control.
- Improve your sales results with comprehensive, customizable trend and performance analysis.
- Enhance your profitability by shortening receivables cycles, fine-tuning product and service offerings, and creating a predictable cash flow.
- Improve customer satisfaction and retention with customized information, history, and notes.
- Alleviate administrative workload with the Refund Checks module, which automatically creates debit memos and automates the process of writing refund checks.
- Define relationships with existing customers who are also vendors by applying open debit and credit documents against each other, consolidating current balances in both Payables and Receivables Management.

## Payables Management

Payables Management effectively links your purchasing systems to General Ledger, and enables you to manage your expenses with complete vendor information and cash-saving automation of both routine and complex tasks.

- Minimize expenses and increase staff productivity with intuitive transaction entry, customizable automation of processes, and complete payment tracking.
- Manage vendors effectively and negotiate better prices with access to complete histories and instant recall of billing, payment, discounts, and other information.
- Simplify deferring payments or costs over multiple periods and automate vendor installment payments.
- Manage payables control accounts by reporting segments, with automated reconciliation and a true picture of amounts owing by segment value.



# Meeting the needs of public sector organizations

With specific controls, rules, and regulations, not-for-profit and government organizations face the challenge of meeting exceptional budget constraints and accountability. Microsoft Great Plains can meet those requirements, so that you can keep your focus on delivering services that meet public needs rather than on your accounting processes.

## **Interfund Accounting**

Fund accounting can be a challenge for not-for-profit organizations—transferring balances across accounts is error-prone, and staff can spend too much time juggling manual entry and reconciliation processes. Microsoft Great Plains offers Interfund Accounting functionality within Microsoft Great Plains InterCompany, ensuring easy management of interfund transfers and the assurance that account balances stay accurate and up-to-date.

## **Control Account Management**

When your organization is equipped to manage payables control accounts by segments, you not only save valuable time, but also gain a detailed picture of your finances that lets you meet demanding reporting requirements. Control Account Management functionality within Microsoft Great Plains Payables Management enables you to monitor payables at a granular level and eliminate the need to manually reconcile reporting segments.

## **Encumbrance Management**

Keep your focus on utilizing budgets effectively, rather than on tracking expenses and worrying whether you've exceeded limits. With Microsoft Great Plains Encumbrance Management, not-for-profit organizations can proactively manage and adhere to budgets, streamline period-end reporting processes, and monitor encumbrances from any point in time.

## **Commitments**

Gain the flexibility you need to manage budget commitments without halting purchase order processes. Commitments functionality in Microsoft Great Plains Requisition Management lets you take advantage of online capabilities for tracking and managing commitments against online purchase order requisitions.

## **Grant Management**

Accurately track grant costs, remain accountable to your sponsors, and meet specific guidelines and regulations. Microsoft Great Plains Grant Management helps ensure budget integrity for every dollar spent, and helps you achieve the successful project outcomes that increase your chances of future awards from new and existing sponsors.

DICK ZALEWSKI  
VICE PRESIDENT OF FINANCE

MILWAUKEE CENTER FOR INDEPENDENCE

"This has truly been the realization of a dream...  
We recognized the inadequacies of our prior system,  
but we couldn't overcome them without such a great  
accounting platform."

# Count on ROI with powerful integration

Built on Microsoft technologies, Great Plains financials offer integration capabilities that encompass your entire business management system, helping ensure that your technology investment provides you with a seamlessly interconnected solution.

- Microsoft Great Plains financial modules integrate across your entire Microsoft Great Plains solution, so that Distribution, Manufacturing, Project Accounting, HR/Payroll, and other systems work together to streamline processes and deliver a unified set of business information.
- Microsoft Business Portal delivers information, applications, and processes to users from one Web-based access point, and offers online applications for requisition management, project time and expenses, and electronic delivery of sales documents to customers.
- Built-in connection between Microsoft Great Plains and the Microsoft Office System helps you make the most of the business productivity applications you already know and use. From the start, everyone in your organization is equipped with a solution that lets them work faster and smarter to help you achieve your business objectives.
- Integration with Microsoft Business Solutions CRM gives your organization the power to balance quality customer relationships with profitable financial management.
- General Ledger integrates with Microsoft Business Solutions Retail Management System, helping independent retailers consolidate critical financial information and ensure that books stay in balance across single and multi-store operations.



Realize your business vision now.

Microsoft Business Solutions offers a wide range of business applications designed to help small and midmarket segment businesses become more connected with customers, employees, partners, and suppliers. Microsoft Business Solutions applications automate end-to-end processes for enterprise resource planning, customer relationship management, and business analytics.



More information about Microsoft Business Solutions can be found at

<http://www.microsoft.com/BusinessSolutions>

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