ENHANCEMENTS

Microsoft Business Solutions–Great Plains 8.0

Microsoft Business Solutions

Microsoft Business Solution–Great Plains Release 8.0

Designed to meet the full range of business management needs, Microsoft® Great Plains® 8.0 offers a solution that is both broad and deep. New features and functionality cover the entire spectrum of your business operations, giving you the power you need to streamline business processes, improve business insight, accelerate productivity, and make the most of existing technology investments.

Just as important, Microsoft Great Plains 8.0 delivers a firm commitment to innovation and growth. You can rest assured that your investment will be recognized and rewarded with a solution that continues to add value as your business changes and grows. Microsoft Business Solutions pledges to continue enhancing and supporting Great Plains through at least 2013, and will enable you to make the leap to the next generation software when it makes the most sense for your business.

Microsoft Great Plains 8.0 – helping you take your business to new heights.

Feature Highlights

Streamline Business Processes

Transform time-consuming processes into tasks that can be executed quickly and accurately. Powerful new automation reaches across your entire organization—including financials, supply chain management, manufacturing, payroll, and project management. Your employees can gain the control they need to focus on efficient operations that boost profitability, rather than on entering data and chasing down information.

- **Gain tighter control over distribution and manufacturing processes** with a cradle-to-grave view of serial and lot numbers. Simply by entering an item's serial or lot number and initiating a trace, you'll know where and when the number appeared in bills of materials, customer orders, or any other transaction.

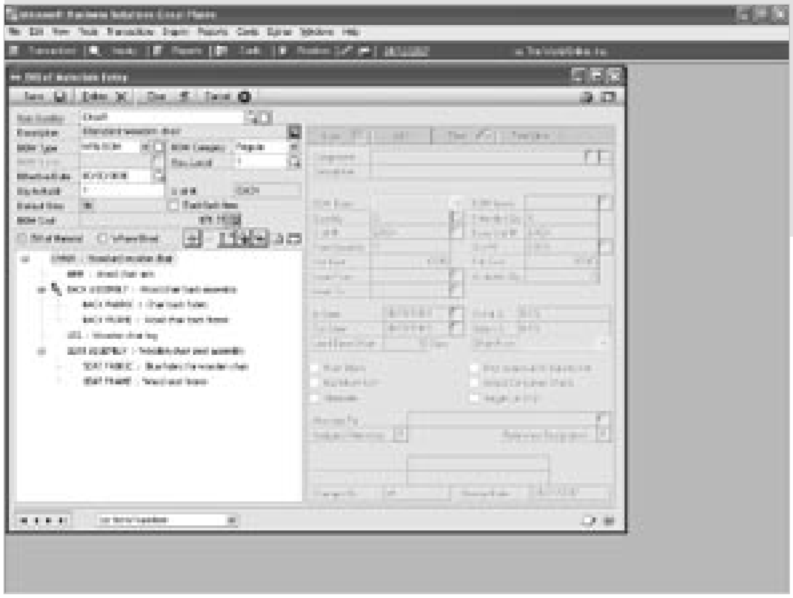
- **Manage vendor relationships more effectively,** reduce data entry, and improve cost controls with blanket purchase orders for setting up long-term purchasing agreements.

- **Reduce transaction entry steps and increase accuracy** in Microsoft Great Plains General Ledger by copying, voiding, deleting, or correcting general ledger transactions with full audit control.

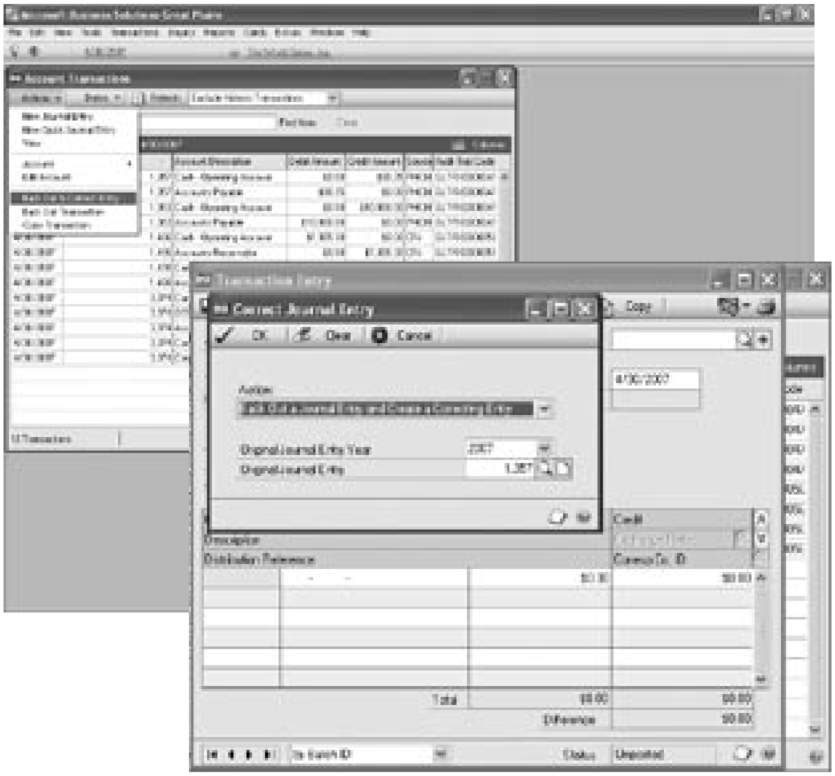
- **Work flexibly with manufacturing bills of materials** (BOMs) by using an intuitive, graphical BOM that lets you update entries, edit revision levels, save revision histories, and change BOM categories—for example, from Phantom to Regular—at any time.

- **Simplify purchasing processes for projects** with the ability to easily return products to vendors, record important tasks such as shipments of purchase returns, and update the appropriate accounting entries.

Significant functionality enhancements to the Manufacturing Series include the “tree-view” Graphical Bill of Materials, the ability to link component serial/lot numbers to finished goods, and mass-update for BOMs when components change.



Financial Management enhancements include the ability to easily “correct” posted journal entries by backing out the originating entry and making the necessary adjustments to a copy of the original entry, with full audit trail support.



Improve Visibility

Feature Highlights

Easier access to information is a constant need for all businesses, and Microsoft Great Plains 8.0 includes dozens of changes that will make it easier for you to locate the information you need and share it with decision makers across your organization. Personalized report packages enable easy sharing of relevant information in multiple formats and delivery methods, while new SmartList Favorites empower everyone in your organization to access, analyze, and export business-wide information themselves. And with enhanced viewing, drill-down, and inquiries for financial, manufacturing, and distribution information, employees can make firm promises today and plan more effectively for tomorrow.

- **Gauge business conditions precisely** and make better informed decisions with more useful queries—including Stock Card Inquiry, Cradle To Grave Serial/Lot Tracking, Order Status Change History, Cumulative Availability to Promise, "Point in Time" Historical Checkbook Balance Inquiry, and other process-specific improvements.

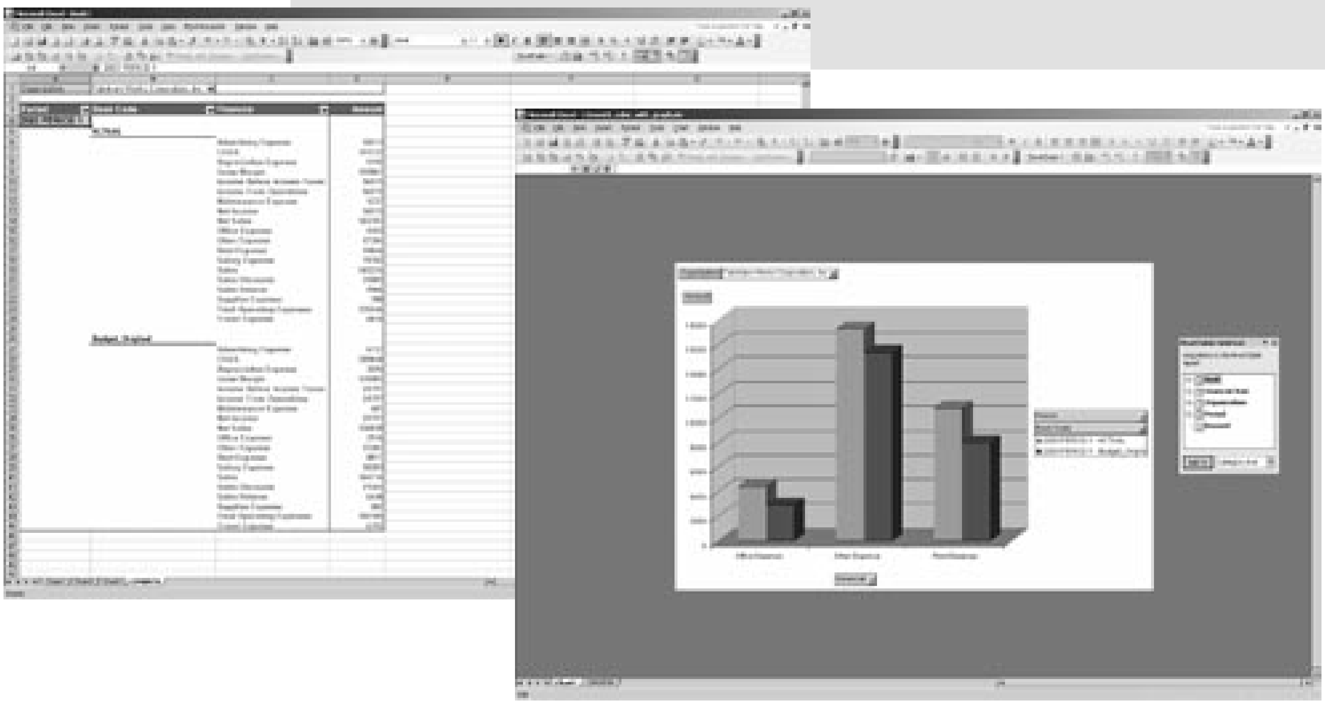
- **Easily create "report books"** with the new Microsoft Business Solutions for Analytics–FRx® Report Manager, consolidating multiple reports, Microsoft Office documents, and other documents into a single book to ensure that executives get the information they need, the way they want it.

- **Export Microsoft FRx reports to Microsoft Office Excel PivotTable®/PivotChart® formats** with just a few clicks, enhancing understanding of key business information and reducing the labor required to create these tables and charts.

- **More than 20 new SmartList Favorites** fuel rapid access to detailed account, customer, vendor, sales, inventory, purchasing, and employee data.

- **Formalize regulatory reporting compliance and control** with the Microsoft Office Solution Accelerator for Sarbanes-Oxley, integrated with Microsoft Business Solutions Business Portal, to help increase timeliness and visibility into key business metrics.

With just a few clicks you can load Microsoft FRx report data into an Excel PivotChart for graphical data support.



Enhance Usability

Feature Highlights

Microsoft Great Plains 8.0 captures the look and feel of Microsoft Office Outlook®, along with list-based navigation and streamlined menus that provide everyone in your organization with a clean, intuitive interface. The reach of information, applications and processes is even broader than before with new applications from Microsoft Business Portal.

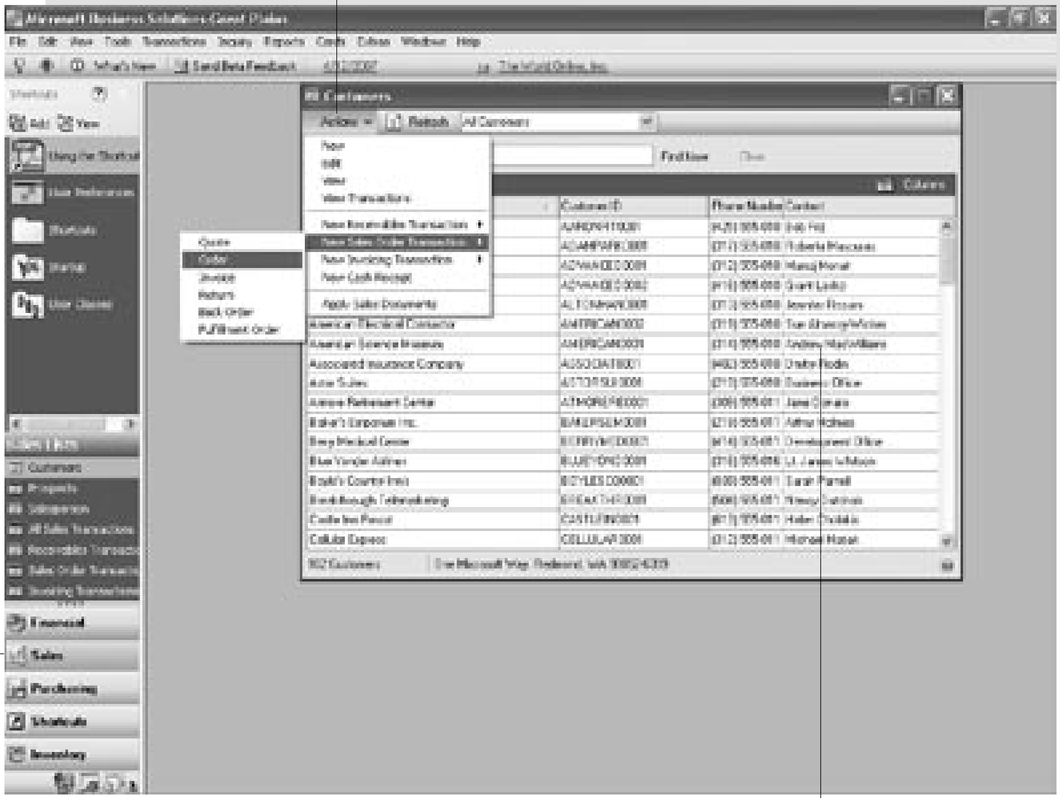
- **Whether your employees are working in Microsoft Great Plains or Microsoft Office,** they'll have a seamless user experience that boosts productivity and minimizes training costs.

- **Discover a new way to access tasks and information windows** with list-based navigation. Now, instead of selecting a process and then searching for the record they wish to change or view, a user can simply highlight the customer, invoice, or project record they want, and then select to enter a transaction, open an inquiry, change an address, or any number of other actions specific to that record.

- **Provide employees with navigation that's tailored to their roles,** with streamlined menus that show only those modules and tasks an employee is authorized to use.

- **Empower users throughout the organization** to easily locate and access the business information and processes they need to work more effectively, via a single-site Web-based portal. Microsoft Business Portal now offers modules for online requisition management, project time and expense entry and approval, and electronic delivery of sales documents to customers.

Selecting an action from the Actions menu instantly opens the appropriate task window and populates it with the relevant data.



Easily locate the data you want within a **familiar Microsoft Office interface.**

List-Based Navigation

gives users a new way to work, by locating the record first and then choosing the action to perform.

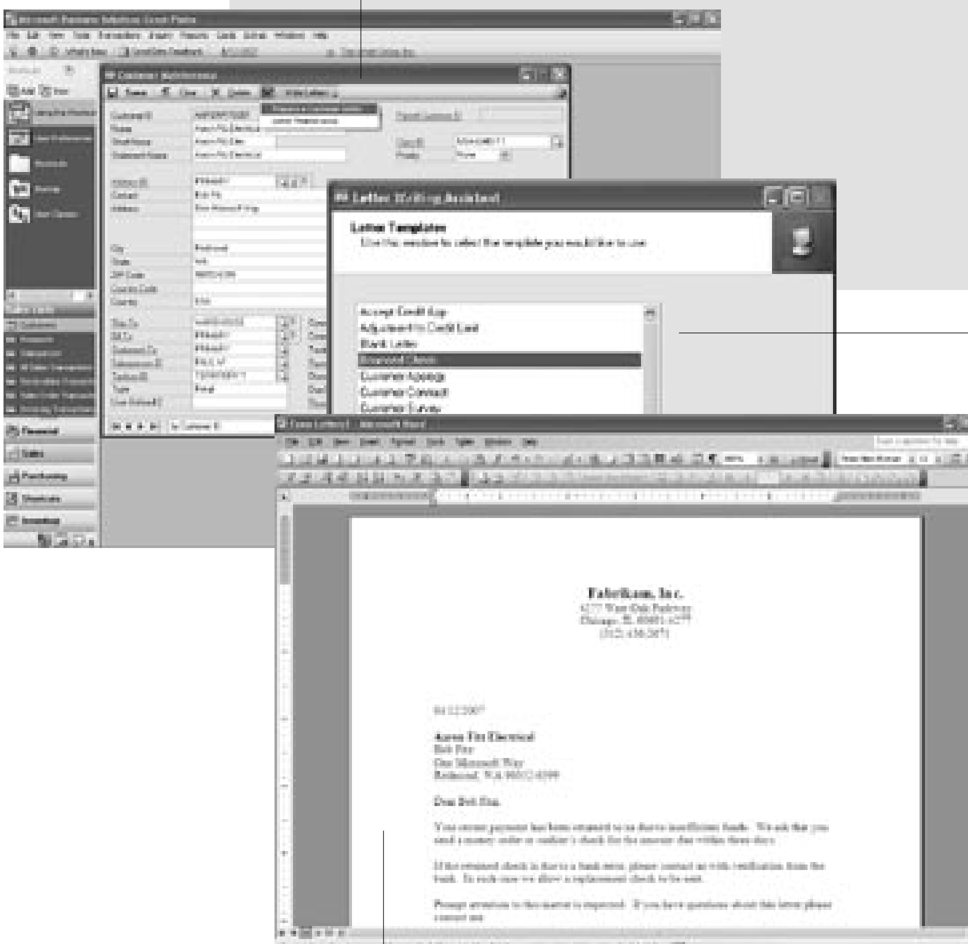
Better Together with Microsoft Office

Feature Highlights

Rich new integrations with Microsoft Office let your organization take full advantage of existing software investments. Building on the productivity foundation that Microsoft Office offers, you can strengthen reporting capabilities, build template-based communications, foster teamwork and collaboration, and much more.

- **Consolidate Microsoft Excel, Microsoft Word and Microsoft PowerPoint®** documents in Microsoft FRx reporting packages to deliver a single file that preserves all formatting and properties for each document type.
- **Build customized communications in Microsoft Word,** using a step-by-step Letter Writing Assistant wizard that lets you populate template letters with customer, vendor, and employee information.
- **Easily attach maps and directions** for sales, delivery, and service call routes with single-click access to Microsoft MapPoint®.
- **Proactively manage compliance processes** through integration with the Microsoft Office Solution Accelerator for Sarbanes-Oxley, which offers a framework for managing disclosure and control documents and processes.

Prepare personalized Word documents for one customer or a range of customers or vendors with the new Letter Writing Assistant.



Select the type of letter you want to create – you can define the contents of each letter template.

The template Word document is automatically populated for your completion, saving time and providing a personalized touch for customers and business partners.

Inventory Management

Supply Chain Management Enhancements

Save employees' time and improve accuracy with new tools for consolidating, viewing, and tracking detailed inventory and ordering information.

Consolidate Lot Numbers/Shelf Life in View – Gain an accurate view of inventory for a given lot number—including Manufactured Date and Expiration Date—without juggling multiple records, by consolidating like lot numbers in all lot number entry windows. Shelf Life controls and automated alerts help ensure that expired lots are not selected for distribution.

Cradle-to-Grave Serial/Lot Tracking – Increase visibility into serial/lot number lifecycles. After entering an item's serial or lot number and initiating a trace, users can view where and when the number occurred in bills of materials, customer orders, or any other transaction.

Allocated/On Order Drill Downs – In one easy step, access supply and demand information to view item allocations—for example, to Sales Orders and Manufacturing Orders.

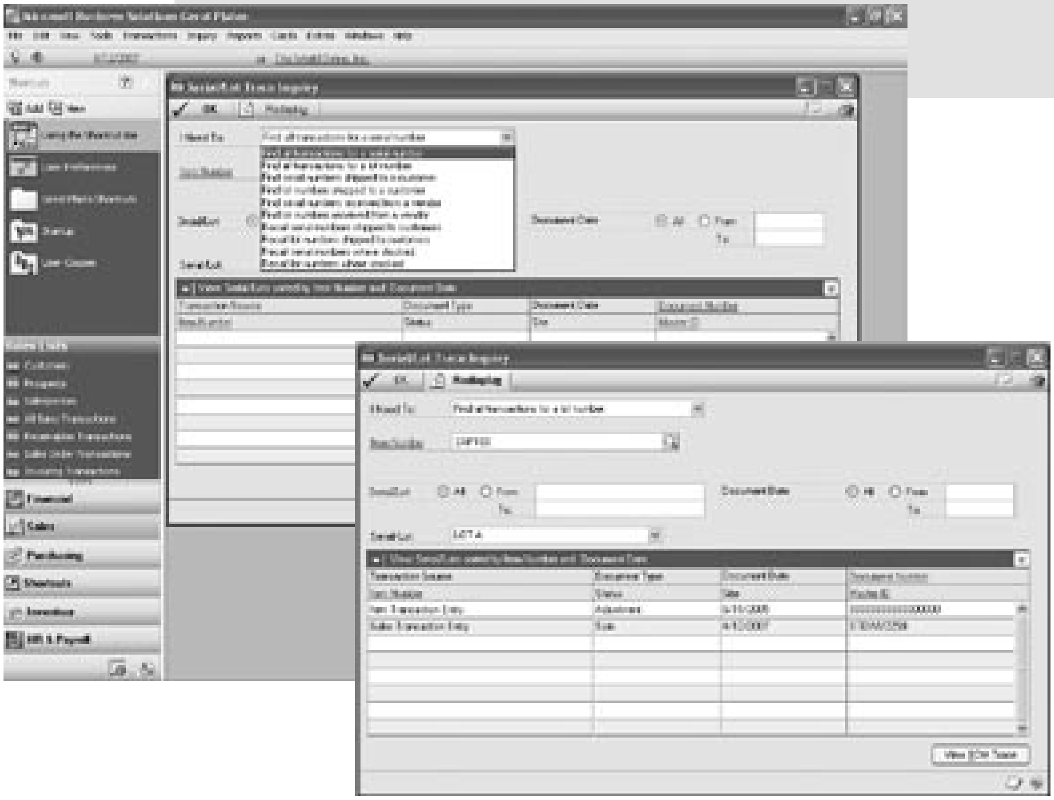
Stock Card Inquiry – A new Item Stock Card window provides a historical view of inventory movements.

Date Range On Item Transaction Inquiry – The ability to further restrict the item transaction inquiry by date range can significantly reduce the number of records returned, helping you locate the specific records you need more quickly.

Multiple Manufacturer Item Numbers – Speed purchase order processing for supplier parts from multiple manufacturers: enter multiple manufacturers' part numbers for an inventory item, identify one as the primary number for default PO printing, and specify up to five alternative numbers per PO line.

Historical Document Print – Keep an accurate watch over sales and purchase order lifecycles with minimal effort, using Print Documents windows to generate document histories.

Serial/Lot Tracing enables users to quickly track down the location and path of any serial- or lot-numbered item in your system.



Supply Chain Management Enhancements

Sales Order Processing

By managing the order to fulfillment process with pinpoint accuracy, you can serve top customers more effectively, monitor fulfillment and invoicing more accurately, and minimize shipping costs and labor.

Customer Priority Ranking: Improve service efficiencies – with an eye toward profitability—by assigning priorities to customers and customer classes. Target specific customer information by assigning restrictions by priority ranking, and leverage Advanced Distribution capabilities to re-direct allocations to specific customers based on priority.

Negative Price/Quantity in Sales Order Processing – Easily track line discounts, rebates and other items that carry a negative price with automatic calculations for negative commissions and taxes. By entering negative quantities on a sales order processing invoice document, returns and invoices can reside on a single document.

Quantity to Invoice=Quantity Fulfilled (Option) – New options for setting up sales orders and invoices enable precise control over partial fulfillment, cancellations, and backorders, with instant updating of orders and invoices throughout the system.

Sales of Discontinued Items (Option) – Manage inventory more effectively with settings that prevent discontinued items from being entered on a quote, order, back order, or invoice.

Default Site per Customer – Speed fulfillment and minimize shipping costs by specifying fulfillment sites based on customer ship-to locations.

Ship Complete – Meet customer requirements without re-entering data by setting customer preferences for “ship complete” to default to sales documents, with the flexibility to change preferences at any time.

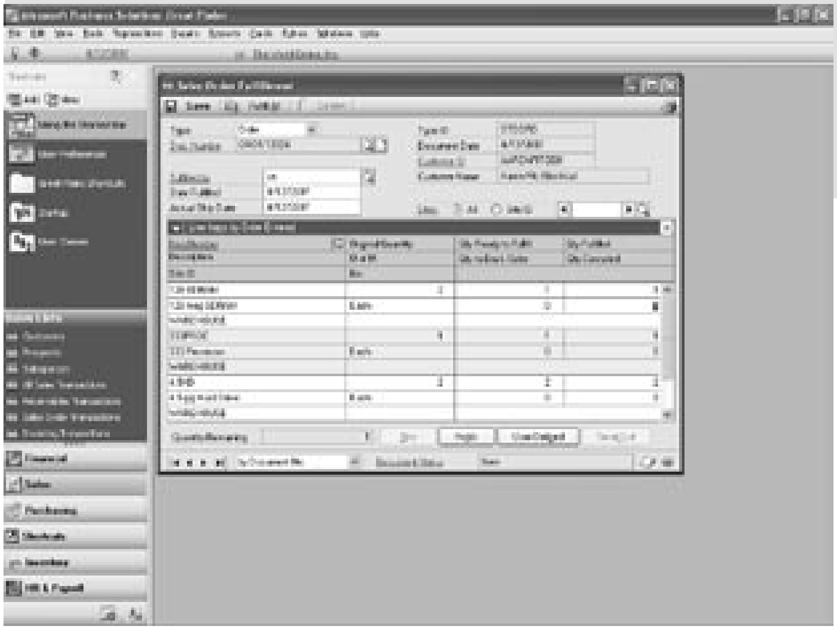
Sort Pick Ticket by Bin – Optimize picking efficiency with the ability to pick according to warehouse bin locations.

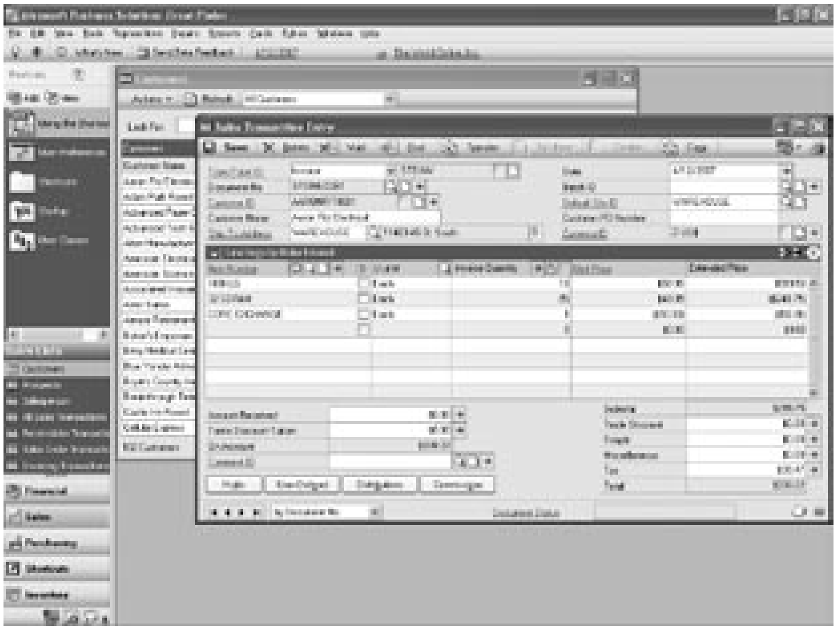
Eliminate Drop Shipments on Pick/Pack – Help ensure that employees view only items that need to be picked and packed by eliminating the printing of drop shipment items on pick tickets and packing slips.

Previously Printed Flag – Avoid double-picking of orders during the shipping process. When an employee reprints a picking and packing slip order, the top of the document will read “Previously Printed.”

Named Printer Support for Picking Tickets – Increase speed and accuracy for order fulfillment by specifying the appropriate printer for tickets that include items from multiple locations or warehouses.

Microsoft Great Plains 8.0 gives you much **greater control over fulfillment of orders,** including partial fulfillments, cancellations and back orders.





Enter negative quantities and negative prices on invoices to flexibly record and manage promotional giveaways and other "exception" sales transactions.

Purchase Order Processing

Supply Chain Management Enhancements

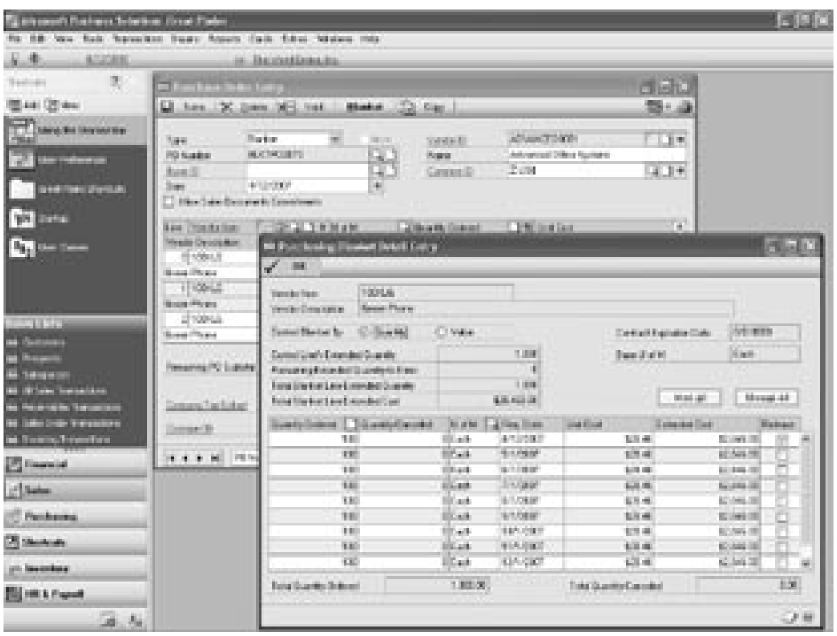
Establish lasting relationships with vendors that ensure you get the items you need, when you need them, and take advantage of new automation that reduces time and effort for managing purchase order processes.

Blanket Purchase Orders – Simplify ordering processes and improve vendor relationships with the ability to set up extended-term purchasing agreements based on a total currency amount or total quantity. Blanket Purchase Orders also let you quickly enter PO line items with differing required dates, as well as select line items for release to vendors each time a PO is printed. Optional estimated release reports notify vendors in advance of upcoming orders.

PO Line Numbers, Contract Number, and Contract Expiration Date – Expedite purchase orders efficiently and accurately with automated mapping of PO line numbers to line items, the ability to enter contract numbers and expiration dates, and alerts that prevent employees from issuing invalid POs.

PO Ship-to Address per Line Item – Reduce unnecessary documentation for items shipped to multiple addresses by entering a ship-to address for each line item on a purchase order.

Disconnect Buyers from Users – To enable companies to more accurately reflect the individuals responsible for purchases, the Purchase Order Buyer will no longer need a Great Plains User login.



Blanket Purchase Orders streamline the management of contract orders, and allow you to control the release of each portion of the PO as needed.

Supply Chain Management Enhancements

Advanced Distribution

Improve operational efficiencies by harnessing distribution workflow, reducing data entry, and providing better access to distribution information.

Fulfillment Order – Connect fulfillment and invoicing processes and reduce data entry by transferring quotes, back orders, and orders to a Fulfillment Order, which can then be turned into a final invoice for posting.

Tighter Integration to Quantity Fulfilled – Help eliminate manual processes for entering fulfillment quantities on sales line items with automatic updating of Quantity Fulfilled to equal Quantity Allocated.

Document Status Rollback – Perform rollbacks for individual or groups of documents for precise tracking control at any stage of the ordering and fulfillment process.

Status Change History – Track status change history precisely, including user ID, date, and time of the status change.

User Defined Process Hold – Maintain flexible control over workflow by defining process holds on the fly.

Line Item Workflow – New automation prevents workflow from advancing until all drop-ship line items meet requirements.

Auto Allocation Enhancements – Instantly assign or restrict allocations based on customer priority or requested ship date.

New Advanced Distribution SmartLists – Enable employees to quickly locate and query detailed supply chain information. New SmartLists include:

- **Customer Items**: Substitute Item, Substitute Item Date Range, Order Fulfillment Shortage Default, Priority
- **Customer**: Order Fulfillment Shortage Default, Priority
- **Receivables Transactions**: Order Fulfillment Shortage Default, Priority
- **Items**: Order Fulfillment Shortage Default, Priority
- **Sales Line Item**: Order Fulfillment Shortage Default, Priority, Document Status
- **Sales Transaction**: Order Fulfillment Shortage Default, Priority, Document Status
- **Customer Address**: Order Fulfillment Shortage Default, Priority

Supply Chain Management Enhancements

Advanced Picking

Increase visibility and tracking for picking information to improve accuracy and reduce overhead.

Drill Down on Bulk Picks – Gain immediate access to specific information for available picks, without the need to regenerate previously printed tickets.

Bulk Pick Enhancements – Consolidate information for bulk picks by including kit components, incomplete doc (ship complete feature), and print picking instructions.

Line Status Tracking – Track whether a line has been printed on an individual pick, bulk pick, or both.

Available to Promise

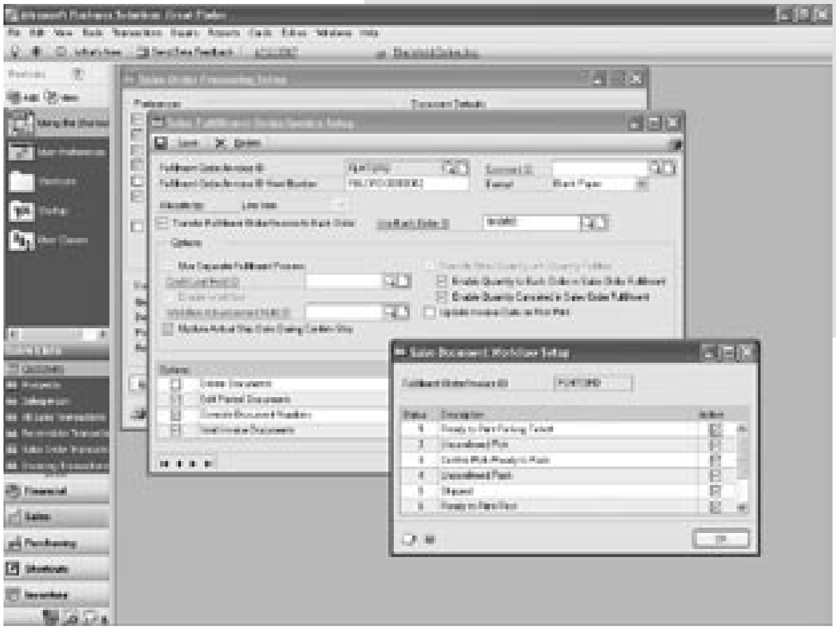
Make firm delivery promises based on up-to-date information about current and future quantities.

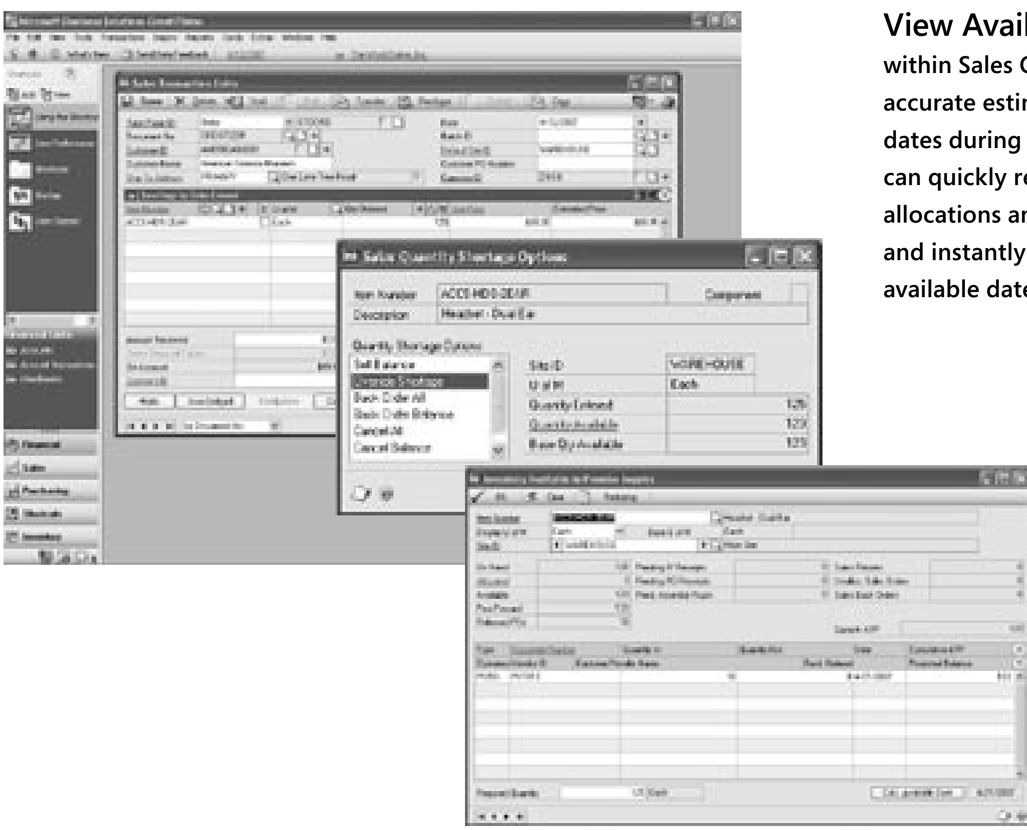
Cumulative Availability to Promise (ATP) – Make accurate commitments to customers based on forward-looking inventory projections that include outstanding sales and purchase orders, unposted inventory, bills of materials, and manufacturing transactions. Because Cumulative ATP represents quantities available after satisfying future commitments, employees have the precise information they need to make firm promises.

Visibility to ATP in Sales Transaction Entry –

- New fields provide accurate views of ATP quantity data, including quantity as of the user date.
- Access and view ATP data from the Inventory Inquiry menu, as well as from the Sales Transaction Entry, Sales Item Detail Entry, Sales Quantity Shortage Options, Sales Item Quantity Distribution Entry, Item Transaction Entry, Item Transfer Entry, and Item Lookup windows.
- When a user opens the ATP window from a Sales Order Processing window, the system will default the Item Number, Site ID, and Required Quantity from the sales line. Upon return to the Sales Order Processing entry window, the system will display a message asking if you want to update the sales line's Site ID and Requested Ship Date with the data from the ATP window.

Workflow Setup in Advanced Distribution allows you to define and control the steps needed to complete your pick, pack, and ship processes.





View Availability to Promise

within Sales Order Entry to deliver accurate estimates of availability dates during order entry. Users can quickly review outstanding allocations and upcoming purchases and instantly calculate the next available date for their customer.

Manufacturing

Manufacturing Enhancements

Work flexibly with bills of materials and manufacturing orders to implement changes quickly, monitor planning and production more effectively, and put materials to the best use.

Graphical Bill of Materials (BOM) – Gain an intuitive view of BOM structure with an easy-to-use interface for entry and inquiry, along with the ability to edit revision levels, save revision histories, and change BOM categories—for example, from Phantom to Regular— at any time.

BOM Reference Designators – Help ensure error-free production with reference designators that indicate where a component will be used on a finished good.

Mass update of BOMs – Implement changes quickly by adding, removing, or editing a component on multiple BOMs in one step.

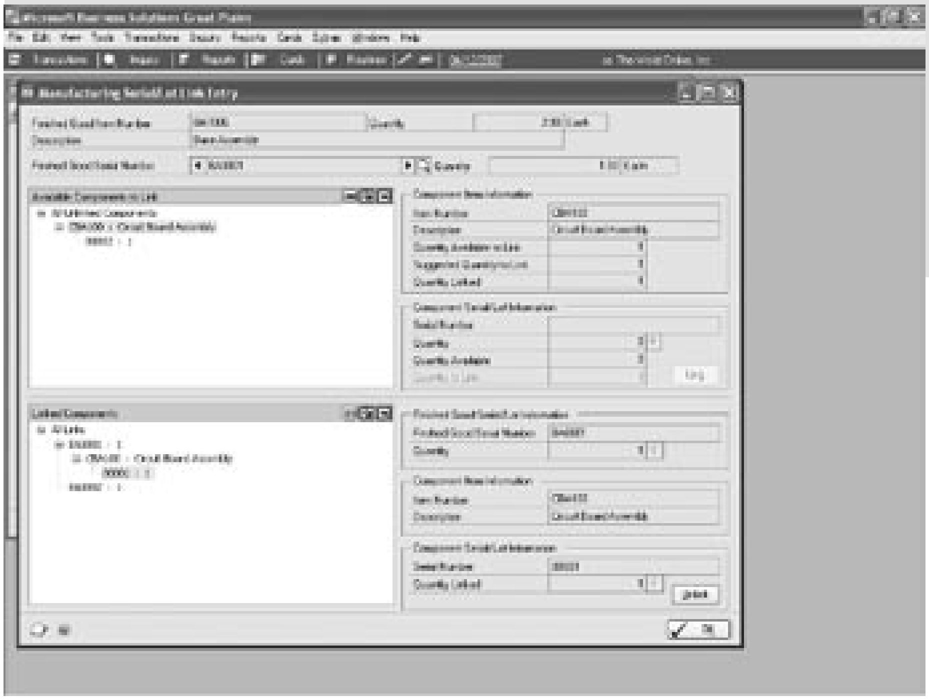
Serial/lot linking – Monitor production more closely by specifying the serial and lot numbers used to build a finished good at the start of the production cycle. By linking components to finished goods, employees can leverage Serial/Lot Tracing to track a serial or lot number throughout the production process.

Mass Manufacturing Order (MO) Status Change – Accelerate manufacturing order status changes by selecting a status, choosing restrictions and filters to display eligible MOs, and then selecting some or all of the MOs for mass status change. Closed MOs will be posted automatically. Users can also view planned MOs that have been suggested by Material Requirements Planning and then easily convert them to open or released MOs.

Select Component Serial and Lot Numbers in Quick MO – Add flexibility with the option to override auto-selection of serial/lot numbers in Quick MO and instead select numbers on an as-needed basis. Use the new serial/lot linking to view which serial/lot-tracked components were used to build a specific serial or lot-tracked finished good.

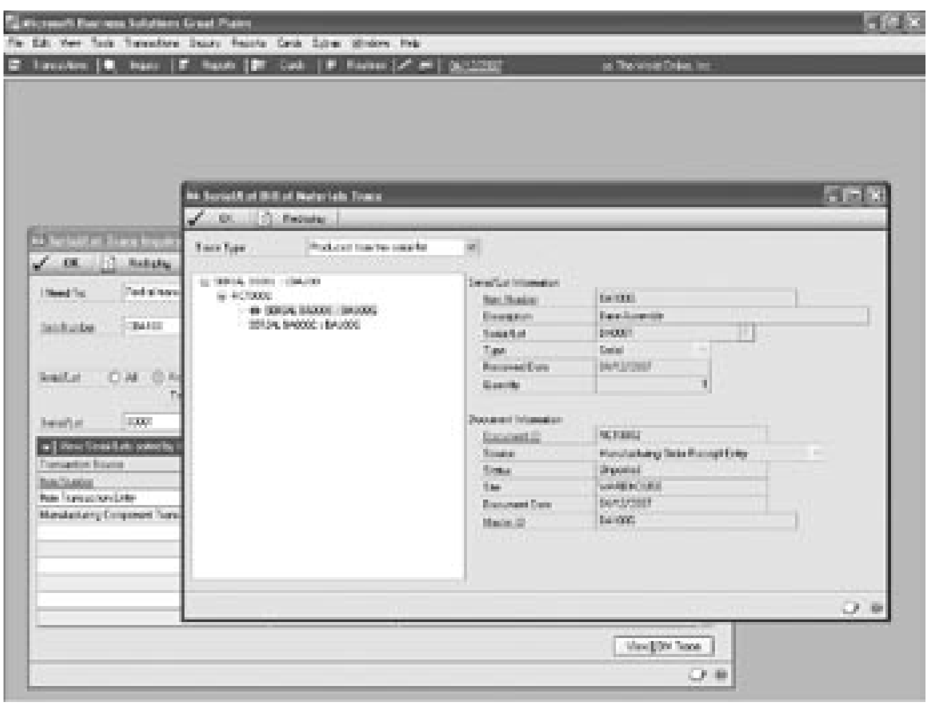
Ability to Build Phantoms – Streamline planning and production by using a Phantom BOM to build a finished good. If phantom items show demand from Sales Order Processing, Material Requirements Planning will change to suggest a planned manufacturing order for a Phantom BOM.

Link serial- and lot-numbered items to assemblies and gain the ability to trace components as well as finished goods from creation to retirement.



Serial/Lot Tracing

enables you to define the component you wish to trace and to see all documents containing the item, from manufacturing to invoice.



Manufacturing (continued)

Manufacturing Enhancements

Rapid access to detailed information, flexible, simplified data entry, and automated processes improve accuracy for managing costs, materials, and production planning.

Purchase Request Resolution – Users can edit Required Date and Required Quantity fields, overriding purchase requests suggested by Material Requirements Planning before creating the purchase order.

Enter hours worked in Time Card Entry – Simplify data entry processes by enabling employees to enter the total time worked on a manufacturing order, rather than entering start and end dates and times.

"Source" field in Item Transaction Entry – The addition of a Source field shows the origin of an inventory transaction and allows the user to drill down for additional details. For example, if material was issued to a manufacturing order, the MO number would show as the source.

Manufacturing Transaction Details – Users can quickly access details about all financial and inventory transactions related to a manufacturing order and drill down for details.

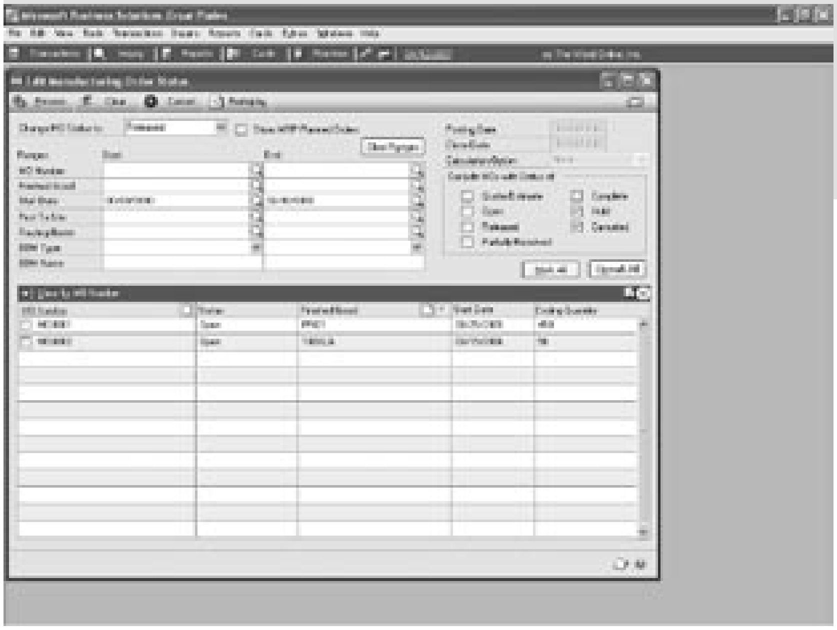
Standard Cost Changes History – Provide a complete view of Standard Cost revaluations with automated recording of changes and the ability to generate historical reports.

Raw Material Usage Updates Dependent Quantity – When material is used in production, the Dependent Quantity in item history will be updated. Since the ABC Code wizard uses that value, the process of generating ABC codes can now include usage of material by production.

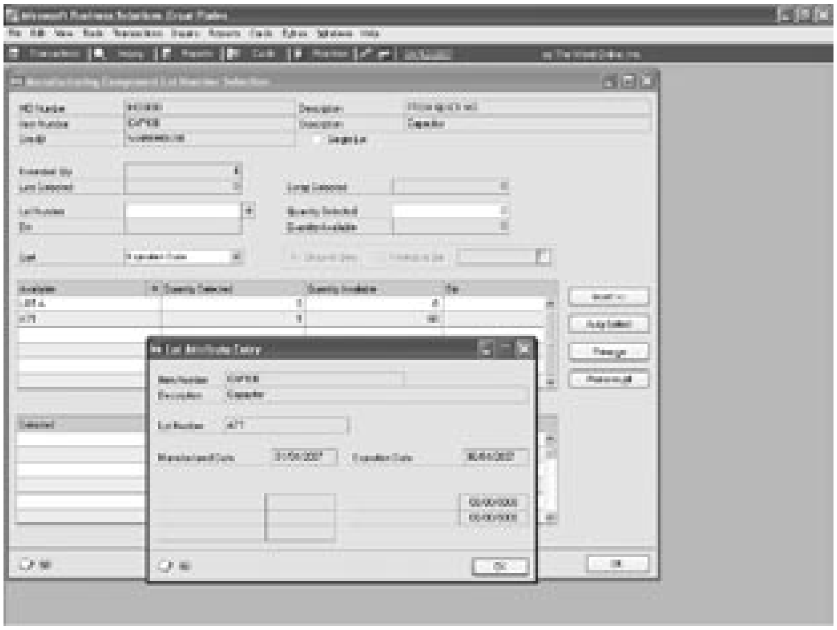
Leverage core enhancements to improve manufacturing efficiencies

- Keep informed about prices and delivery dates with suggested releases from Material Requirements Planning for PO Blanket Lines.
- Automatically calculate expiration dates for lot-tracked finished goods, as well as consolidate lot number records to gain a clear view of available quantities.
- Manufacturing transactions are included in supply and demand analysis for Available to Promise. Users can leverage the Calculate Available Date function, as well as calculate when an item could be built based on material availability.
- Because manufacturing orders are included in the total Allocated Quantity, users can easily view details about manufacturing and other sources of allocations.
- When generating a manufacturing order from the Sales Order Processing module, Customer Priority can be used to set the MO Priority, allowing production to more easily prioritize work on the shop floor.

“Mass-change” the status of multiple Manufacturing Orders at one time, significantly reducing the number of steps needed when closing multiple MOs or when a component change needs to be reflected in several MOs.



Lot attributes, such as Manufactured Date and Expiration Date, help you gain greater control over the use of materials and finished goods within your manufacturing process.



Project Accounting

Project Accounting Enhancements

Connect project activities with financials and distribution to monitor purchasing costs, improve billing efficiencies, and streamline time and expense management.

Enhanced Return To Vendor – Businesses engaged in projects with heavy inventory requirements can return unsatisfactory or incorrect products—regardless of whether the vendor invoice has been received. When returns are created, new automation automatically removes costs from the project, removes goods from inventory, and creates credit memos for billable projects, payables, and multidimensional analysis.

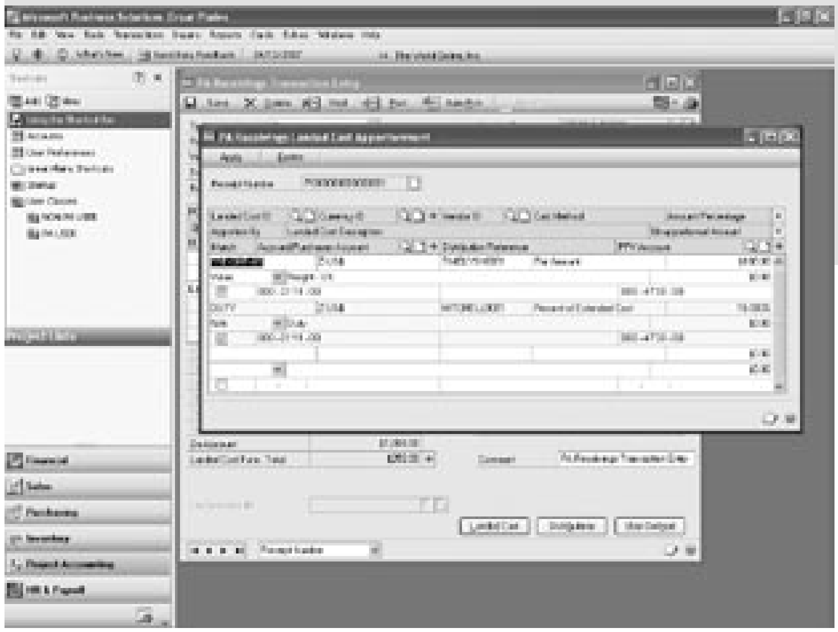
Landed Cost Support For Project Accounting Purchasing – Facilitate accurate project costing and represent additional costs in the valuation of inventory by rolling shipping, handling, and import fees—costs that are often unknown at the time of purchase order creation—into the total cost of goods.

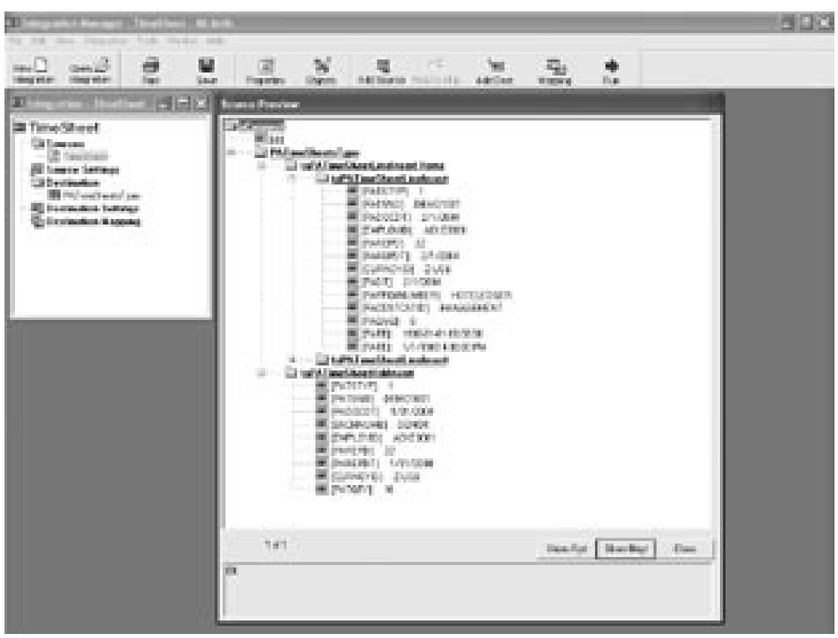
Multi-bin Inventory Support For Project Accounting Purchasing – Multi-bin Inventory increases warehouse efficiency, while Project Purchasing enables easy viewing and stocking for items across specific bins.

Integration Manager Support For Time And Expense Transactions – Transactions recorded by handhelds, time clocks, and other applications can be imported into Project Accounting using Integration Manager.

New Microsoft Business Portal Module: Project Time & Expense – Manage project details via a central Web-based location, using Microsoft Business Portal to review and update project time and expense transactions.

Tying landed costs such as freight and duties to project items helps you more accurately bill and assess profitability for your projects.





Time sheet data from time clocks and other applications can be imported into Project Accouting using Integration Manager.

Project Accounting (continued)

Project Accounting Enhancements

Increase billing efficiencies to better recover costs, as well as simplify project closing processes and budget updates.

- **Cost Category And Item Look-ups** – Easily limit Cost Categories and Items Available to those that have been budgeted on a project.
- **Negative Transaction Amounts On Time And Materials** – Create offset transactions to reflect credits and returns.
- **Ability To Charge Taxes On Fee Billing Transactions** – Recover costs associated with services.
- **Allow Retainers To Calculate Commissions** – Calculate commissions on fee billing type invoices.
- **Display Previously Invoiced Fees On Customer Billing Statements** – Eliminate billing confusion by presenting customers with comprehensive billing histories.
- **Support For Cash Advances, Company Paid Check And Credit Card Amounts In Personal Data Keeper** – Enter amounts paid for with a cash advance, company check, or company credit card in Personal Data Keeper employee expenses.
- **Enhanced Project Closing Process** – A simplified project closing process enables easy creation and reporting for closing accounting entries.
- **Enhanced Pay Code Support For Payroll Processing** – Pay code defaulting is now based on a new hierarchy, rather than requiring setup on a project-by-project basis.
- **Update Periodic Budgets Using Document Date Or Posting Date** – Simplify updates with the option to use the document date or posting date when updating budgets.

Field Service Management

Improve service levels with an eye to profitability with new capabilities for managing item returns, service contracts, and service billings.

Return to Stock from RMA Entry/Update – Automate transfer of items from the returns warehouse to another warehouse using the "Return to Stock" feature in the Returns Management Authorization Entry/Update Window.

Improved Filtering for Contract Billing – Speed contract billing processes with the ability to restrict views by Contract Type, Customer, and Contract Number.

Revenue Recognition Posting Reports – Improve accuracy for contract revenue recognition with new Revenue Recognition Posting Reports, which print after revenue is posted from the Contract Revenue Recognition window.

Recognition for Monthly Contracts – Broaden revenue recognition with the ability to recognize revenue for monthly contracts.

Show Open Invoiced Calls in Service Call History by Customer Inquiry – All invoiced service calls not yet moved to history will now be viewable in Service Call History.

Enter Returned Items with Zero Cost – For items being returned with a zero cost, users can now enter $0.00 in the Returned Item Cost field. A new "Use Current Cost" checkbox has been added when the item is to be returned at the item's current cost.

Update Number of Calls, Block Time, and More, Regardless of Contract Type – The Sales Order Processing posting routine will now include Total Value of Call, Actual Calls, Value of Time, and Retainage Consumed.

Pass Field Service Information to Contract fields in Sales Order Processing – Reduce data entry and improve accuracy by connecting Field Service and Sales Order Processing information: Sales Order Processing from within Service Call and Returns modules will pass the applicable Service Call number, Line Sequence number, RMA number, and RMA entry date to the applicable contract fields on the Sales Order Processing records.

Warn if Vendor is Inactive in RTV Entry/Update (option) – The Return to Vendor (RTV) Entry/Update window will display a warning message if the selected vendor is flagged as inactive. This is only a warning message and will not stop the creation of the RTV for an inactive vendor.

Financial Management

Financial Management Enhancements

Sharply reduce time and effort spent on key accounting tasks by automating processes for general ledger transactions, payment adjustments, historical checkbook balance inquiries, and more.

Copy General Ledger Entry – Reduce data entry and increase accuracy by copying an existing general ledger transaction and using it as the basis for new transactions.

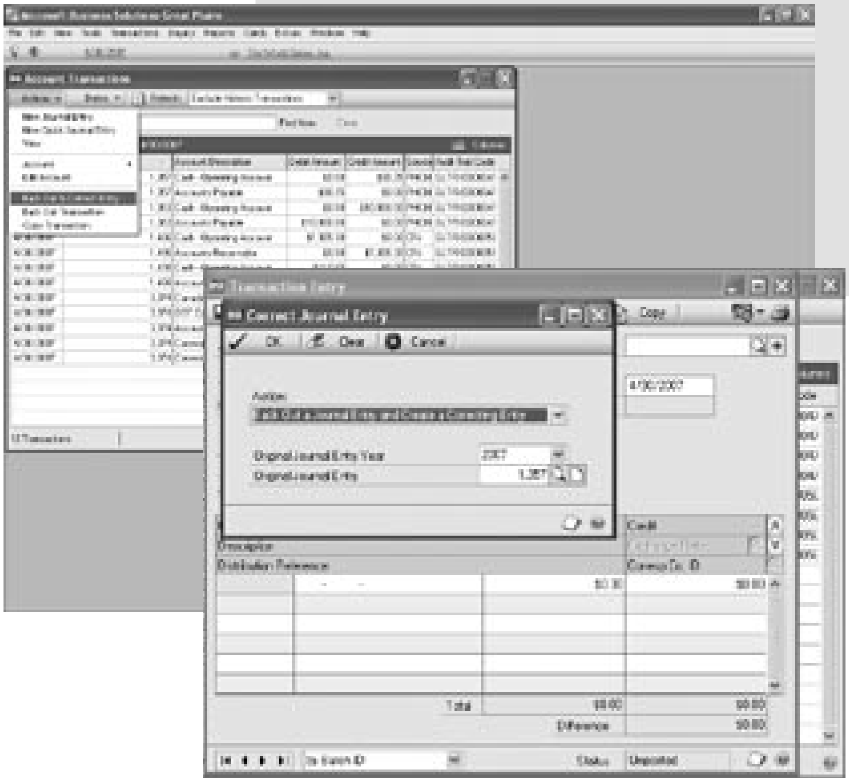
Void / Correct General Ledger Transactions – Let your General Ledger work for you to quickly void or delete unposted transactions, back out or reverse posted transactions, and post corrected entries.

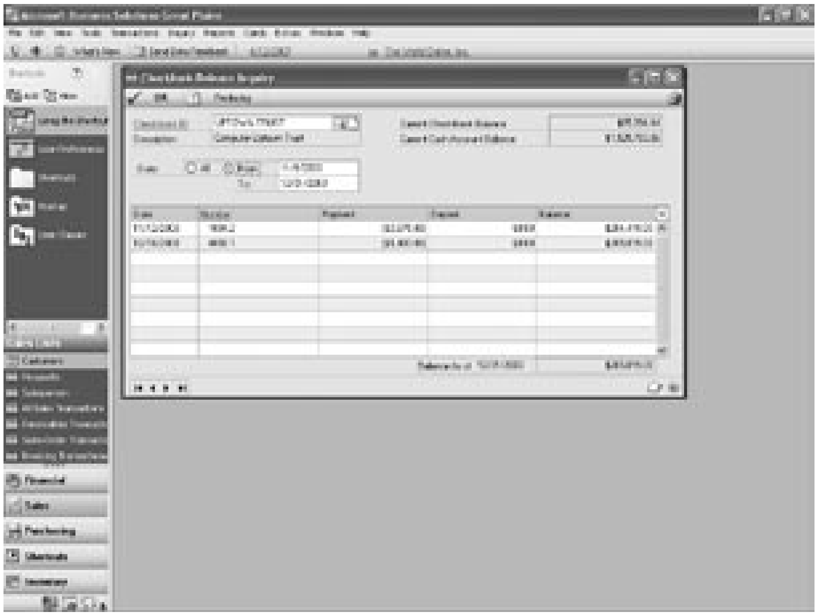
- Delete an unsaved transaction in General Ledger without consuming a journal entry number.
- Saved transactions can be voided or deleted before posting. Voided transactions are given a journal entry number and flagged as voided in the database.
- Using the new Correcting Entry window, create reversing or correcting entries for unposted or posted transactions.
- Select a posted journal entry from an open year or from the most recent historical year—none of the default information can be changed. After the reversing transaction is posted, the original transaction remains and a new journal entry is posted, reversing the distributions of the original transaction.
- Reversing or correcting a journal entry creates two new transactions: a reversing entry automatically posts to reverse the original transaction, while a correcting journal entry can be modified and posted to reflect the changes.

Mark General Ledger Accounts Inactive – Maintain precise control with the ability to mark both posting and unit accounts inactive at any point in time (with balances or without). Inactive accounts can be printed on reports and included in year-end processing.

"Point In Time" Historical Checkbook Balance Inquiry – View the bank transactions that make up your checkbook balance for a specified date and drill down to view the cleared status of the transaction. This inquiry can also help you determine discrepancies between the checkbook balance and General Ledger account balance for transactions that fall within a specified date range, and pinpoint specific transactions posted through Bank Reconciliation that need to be posted to General Ledger.

Save time and increase accuracy by automating the process of reversing out and correcting journal entries.





"Point in time" checkbook balance inquiry enables users to track down specific checking activity as of a particular date, increasing control and making it easier to discover errors.

Financial Management (continued)

Financial Management Enhancements

New capabilities streamline month-end or period-end closing processes, increase accuracy, and improve controls for check processing and expense management.

Over/Underpayment Processing – Significantly reduce time and effort for month-end or period-end closing. Wizard-driven functionality enables you to automate processes for writing off and adjusting overpayments and underpayments, as well as create and apply debit and credit documents for open balances.

Refund Checks for National Accounts – Reduce paperwork with the ability to issue refund checks to the parent of the national account for credits existing on the child account.

Enhancements Specific to Canadian Customers

- **Canadian Cheque Format** – New cheque options fill new requirements for the cheque format and cheque stub.
- **Canadian Tax Changes** – Increase accuracy with the option to post purchase tax details to the tax detail account, the vendor purchase account, or the inventory account, as well as to view and print sales and purchasing transactions exclusive or inclusive of tax.

eExpense Enhancements

- **Increase control for tighter business process compliance** – Audit flags have been added for manual entry of corporate card items, car mileage is now visible to the approving manager, and a new audit trail report has been included in the standard reports to track expense report changes.
- **Enhance usability** – Additional data fields (including custom fields) can now be queried in eExpense, with enhanced grouping for Accounts Payable/General Ledger exports and custom field names clearly labeled in exports.

Payroll/Human Resource Management

Help reduce manual processes and improve accuracy for managing payroll, benefits, and tax requirements.

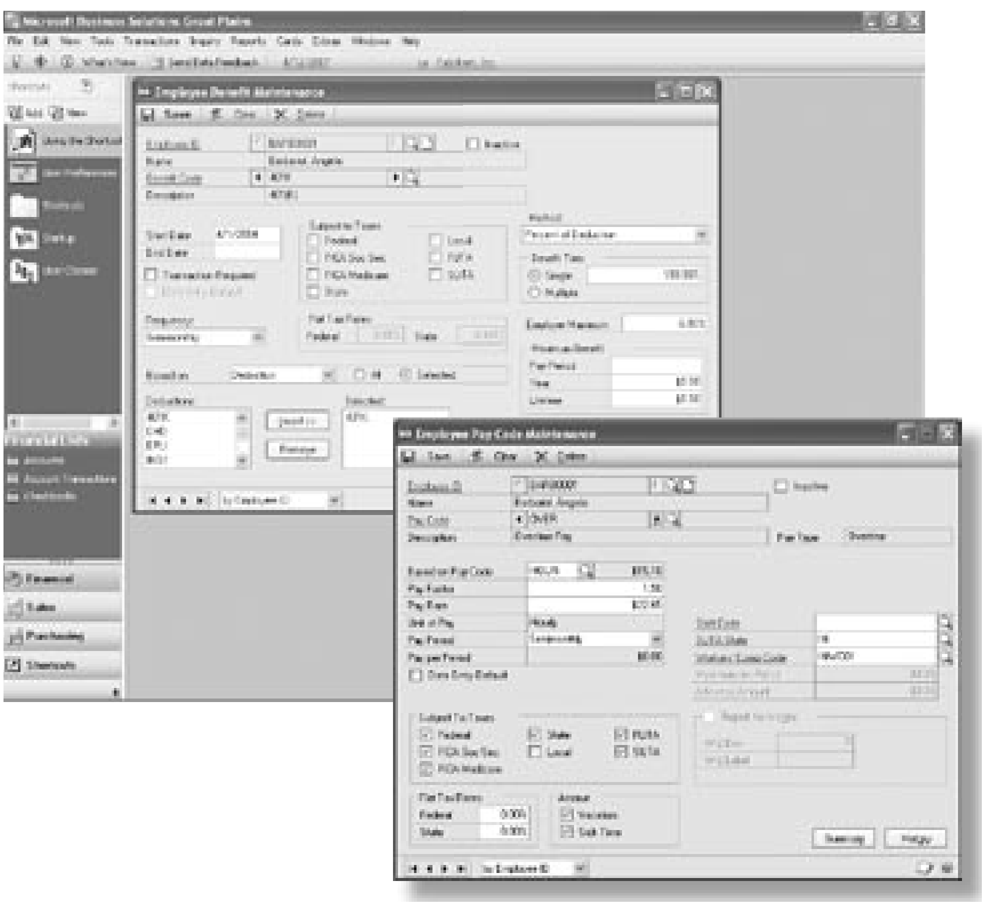
401k Max Match – Manage employee retirement accounts with increased efficiency—employees will be able to have 6% withheld in one deduction, even if only 3% is matched.

Overtime/Double-time – Help ensure that hourly employees are paid accurately by setting up overtime and double-time as a factor of the regular rate of pay, rather than as a fixed amount. When a factor—for example, 1.5—is entered, the Overtime/Double-time code will automatically calculate Regular Rate against the factor and update the Overtime rate.

Automatic Download for Tax Updates – Keep your payroll tax tables current and avoid ordering and installing updates with automatic tax table downloads for Microsoft Great Plains Payroll.

Enhanced Manual Check Transaction Entry – Enter specific taxable wage amounts for various transaction types, increasing data entry flexibility and making beginning balance entry more efficient.

Employee Benefit Maintenance now allows you to set the maximum match rate for 401k contributions.



Overtime and double-time pay can now be set up and tracked more accurately.

Analytics Enhancements

Microsoft Business Solutions for Analytics–FRx

Consolidate report information from a wide range of formats into personalized report packages and expand publishing and delivery options. Additional analytics enhancements broaden your ability to design compelling report views that meet specific audience needs.

Customize report packages with the new Report Manager – Efficiently provide the relevant information people need by creating personalized report books that organize multiple document types in a single file—including Microsoft FRx reports, Microsoft Office documents, Crystal Reports, and other file types—along with links to sites and other documents.

Gain the report distribution flexibility you need – Select multiple delivery methods for reporting packages, including publication via the Microsoft FRx Drilldown Viewer™, posting structure and data files to the network or a Web portal, or delivering via e-mail or print.

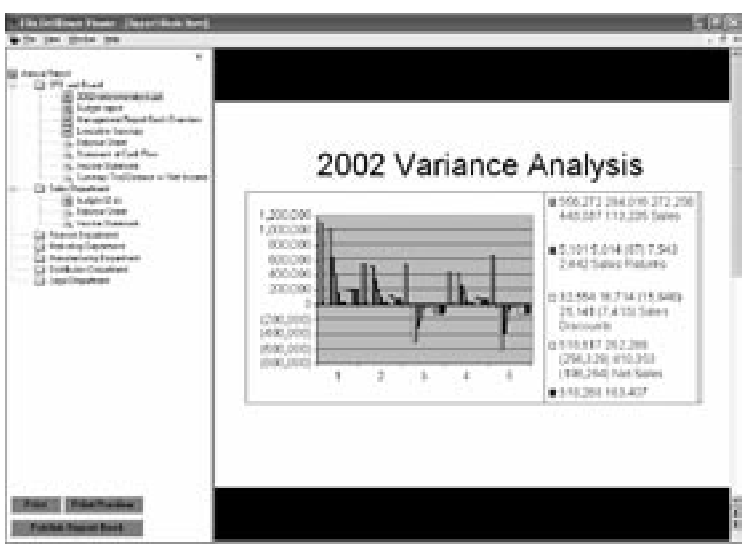
Expand your information reach – The new WebPort lets you publish, store, manage, and enable online administration of reports in a secure Intranet or Internet environment.

Export Microsoft FRx reports directly to Microsoft Excel PivotTable/PivotChart formats – Report Designer now offers built-in support for Online Analytical Processing (OLAP) output, enabling you to export information directly into an Excel pivot table to produce an Excel graph.

Adopt Extensible Business Reporting Language (XBRL) 2.0 taxonomy – Microsoft FRx continues to provide functional compliance with XBRL, enhancing your ability to transfer complex, highly confidential corporate financial information to regulators, banks, investors, and boards of directors using a trusted standard of financial communication.

Enhance currency translation – Seamlessly work with multiple currencies and streamline Column Layout maintenance for Microsoft FRx reports with new functionality for calculating monthly and annual average rates. By translating individual layers that represent transactions and comparing the total amount in the historical rates table to the appropriate general ledger total, you can help ensure that all transactions have been accounted for when converting data at the appropriate historic rates.

Easily combine FRx reports with Microsoft Excel,
Word, PowerPoint and other documents into a single report book for easy distribution and access by managers and executives.



Foundation

Foundation Enhancements

Boost productivity by providing employees with an intuitive work environment, streamlined navigation, and productivity tools that speed access to information and let you take advantage of integrations with Microsoft Office.

Familiar Microsoft Office interface – Whether your employees are working in Microsoft Great Plains or their favorite business productivity application, they'll have a seamless user experience that can help boost productivity and minimizes training costs.

List-based navigation – Speed performance for routine tasks with lists that let users locate a record once and then select and perform actions against that record. For example, an employee might create and save a list of customers, locate a customer record from the list, and then choose to enter an order, change an address, or review past orders.

Streamlined Menus – Ensure that users work with an interface that's tailored to their needs, with simplified navigation that shows buttons and paths only to those modules that an employee is authorized to use.

Reminders – Schedule reminders for tasks, then assign reminders to specific users for follow-up action. Default reminders are available for recurring batches, invoices past due, outstanding quotes and orders, and more.

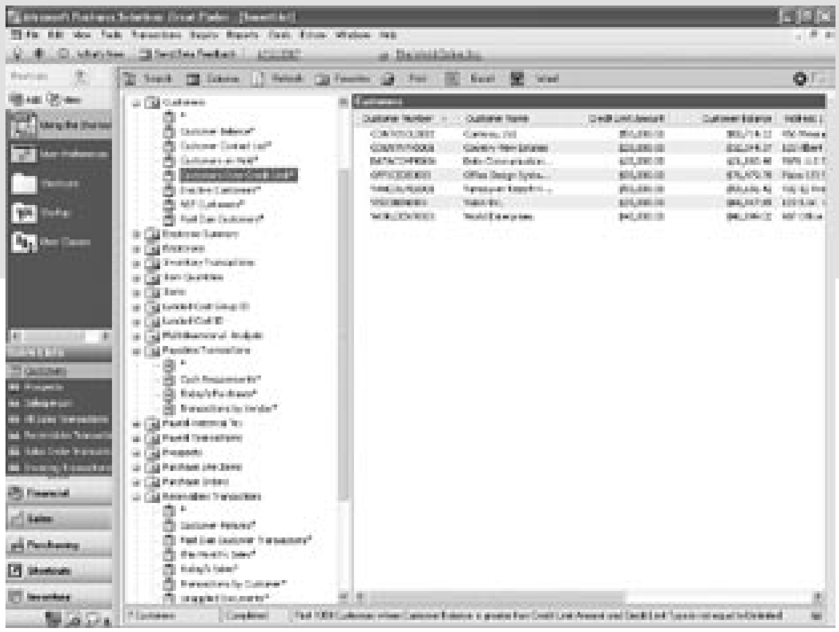
Letter Writing Assistant – Use Microsoft Word integration to build customized communications, using a step-by-step wizard that lets you populate template letters with customer, vendor, and employee information.

Microsoft MapPoint Integration – Easily attach maps and directions for sales, delivery, and service call routes with single-click access to Microsoft MapPoint.

Type Ahead – Improve accuracy and save time with the ability to auto-fill customer IDs, shipping methods, Tax IDs and any other field that has an associated lookup window in Microsoft Great Plains.

Dr. Watson Support – Dr. Watson helps detect, decode, and log errors that are encountered while Microsoft Windows® or Windows-based programs are running. Dr. Watson error logs can be submitted automatically to Microsoft, enabling the Microsoft Great Plains development team to identify areas for improving performance and stability for your solution.

New SmartList Favorites make it even easier to track and analyze the information that helps you run your business better.



A widely used query tool for locating critical business information, SmartList now offers more than 100 queries that can be easily modified and exported to Excel or Word for further analysis or to share with others. New Smart List Favorites include:

Customers:

- Customer Balance
- Customer Contact List
- NSF Customers
- Customers on Hold
- Inactive Customers
- Customers Over Credit Limit
- Past Due Customers
- Customers by Year-to-Date Sales

Receivables Transactions:

- Unapplied Documents
- Transactions by Customer
- Customer Returns
- Past Due Customer Transactions
- This Month's Sales
- Today's Sales

Vendors:

- Vendor Balance
- Vendor Contact List
- 1099 Vendors
- Inactive Vendors
- Year-to-Date Purchases

Payables Transactions:

- Cash Requirements
- Transactions by Vendor
- Today's Purchases

Enhancements to Microsoft Business Portal 2.5

Microsoft Business Portal 2.5 offers new capabilities for employee and manager self-service, proactive management of Sarbanes-Oxley compliances processes, and richer deployment options.

HRM Self Service Suite – Help reduce workload for Human Resources specialists by enabling managers to create a requisition for a new position within Microsoft Business Portal and submit it to Microsoft Great Plains. In addition, employees can update their own skills, tests, and certifications, subject to approval.

Microsoft Windows® SharePoint™ Portal Server Integration – Microsoft Business Portal can be deployed in conjunction with Microsoft Windows SharePoint Portal Server, creating a richer portal environment for your entire organization. New documentation offers deployments recommendations and scenarios for using Microsoft Business Portal and Microsoft SharePoint Portal Server together.

Integration with Microsoft Office Solution Accelerator For Sarbanes-Oxley – The Microsoft Office Solution Accelerator for Sarbanes-Oxley delivers a framework for proactively managing disclosure and control documents and processes related to compliance with the Sarbanes-Oxley act.

- **Built on Microsoft Windows SharePoint Services and Microsoft Office InfoPath™ 2003,** the Sarbanes-Oxley Solution Accelerator offers a familiar Office interface, powerful information sharing and collaboration features, and easy review of project status from a single access point.
- **Integration via XML** enables companies to include information from Microsoft Great Plains and other business management systems for full compliance reporting.
- **Automated processes enhance information routing and organizational** efficiency and enable efficient management of risk, process, control, and test documents.

Project Time & Expense for Microsoft Business Portal

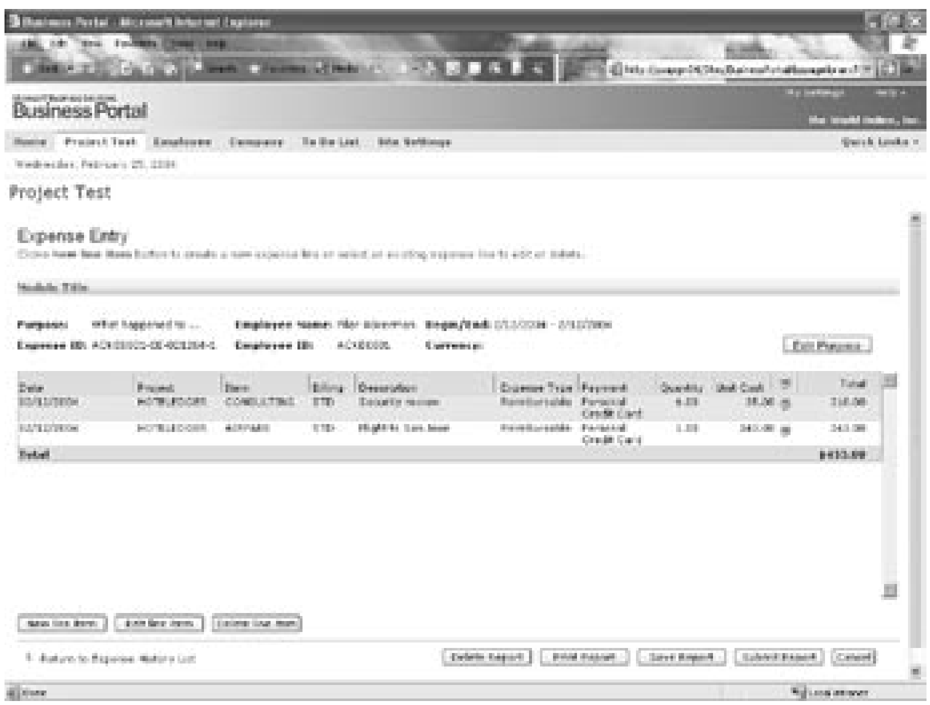
Microsoft
Business Portal 2.5

Manage project details more effectively and increase accuracy and control of project-related expenses by enabling employees to enter time and expense records through Microsoft Business Portal.

- **Easily review and approve time and expense reports online** – Managers can reduce paperwork and increase efficiency with central, Web-based access to time and expense reports.

- **Equip project managers with line-item level approval** – Project time and expense provides the control needed to monitor time and expenses precisely.

- **Link Time & Expense records to Timecard Entry (Payroll) in the HRM Self Service Suite** – Streamline payroll processes and ensure that information is connected across your organization.



Easily enter and approve project-related expenses through Microsoft Business Portal Project Time & Expense.

Electronic Document Delivery for Microsoft Business Portal

Microsoft Business Portal 2.5

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

- **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** – You can create documents in a wide range of formats, including Microsoft Excel, XML, PDF, and HTML.

- **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.

Schedule and define the rules for sending invoices, credit memos, and other sales documents to customers using Microsoft Business Portal Electronic Document Delivery.

Microsoft
Business Portal 2.5

Requisition Management for Microsoft Business Portal

Reduce paperwork and automate approval processes for purchases by enabling users throughout the organization to enter and approve purchase requisitions via Microsoft Business Portal. Requisition Management offers functionality similar to the eRequisition module it replaces, with additional benefits that provide greater visibility and control over purchasing processes.

- **Empower employees to enter requisitions online** for manager approval and transfer to Purchase Order Processing.

- **Set up a user-friendly approval hierarchy** – Approval hierarchy can be defined on a per-company basis, and you can also use a single hierarchy for multiple companies. Users and roles can appear multiple times in the approval hierarchy, and requisitions can be submitted to multiple approvers.

- **Enable employees to complete common tasks quickly** – Role based access provides the right information and processes to the right people. Roles include: Requisition Creator, Requisition Approver, Purchasing Clerk, and Requisition Administrator.

New Modules

Analytical Accounting

This new financial management module lets you analyze financial data by whatever criteria you require, introduce greater flexibility with reporting, and analyze transactions efficiently.

Gain deep visibility into accounting transactions – Achieve a detailed view into your accounting transactions by grouping transaction dimension codes into any number of hierarchical trees for multi-level reporting capabilities.

Enable deep analysis and effective report presentation – Facilitate deep financial analysis and effective report presentation with wizard-driven inquiries that seamlessly integrate with Microsoft Excel and SmartList.

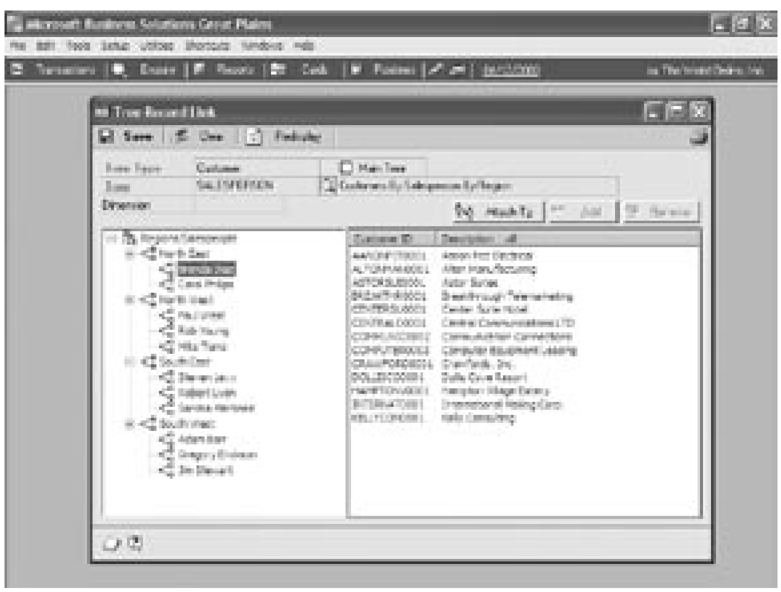
Include the information you need – Focus on the financial data that is important to your reporting needs by including or suppressing zero-value data, running sub-totals at each level, or restricting report content as needed.

Take control of accounting processes – Streamline account and transaction classifications with an unlimited number of user-defined transaction dimension codes – such as Cost Center, Profit Center, Region, and Hours – and link unlimited user-defined account classes to the Chart of Accounts.

Reduce data entry and user error – Improve analysis and reporting accuracy by sharply reducing data entry and user error with user-defined, valid transaction dimension code combinations that can be preset or created on the fly.

Analyze data with precision – Analyze transactions across your entire organization with seamless integration across other Microsoft Great Plains modules, including General Ledger, Receivables, Payables, Inventory, Sales Order Processing, Purchase Order Processing, and Bank Reconciliation.

Classify, report, and analyze financial transactions based on your specific business needs.



Define valid transaction dimension code combinations to prevent invalid entries.

New Modules

Microsoft Business Solutions Demand Planner

Quickly establish a well-defined process for demand planning—or simplify your current process and improve the quality of forecasts—with the new Microsoft Demand Planner module.

- **Create forecasts applicable to your business** – Generate reliable future demand forecasts based on your company's historical data with a library of selected forecasting algorithms that are applicable in every business context, such as stable or seasonal demand, or increasing or decreasing sales trends.

- **Improve automatically generated forecasts** – You can save money by building a flexible demand plan that allows users to manipulate automatically generated forecasts and compare different scenarios.

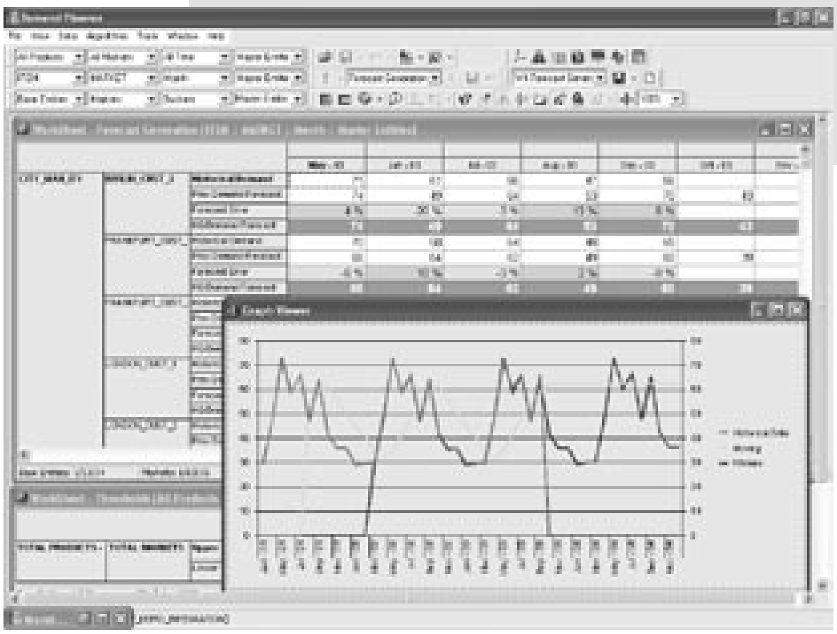
- **Reduce uncertainty in demand** – Gain multi-dimensional visibility into buying patterns with the ability to map data to the most relevant axes that drive forecasting – products, time, and markets.

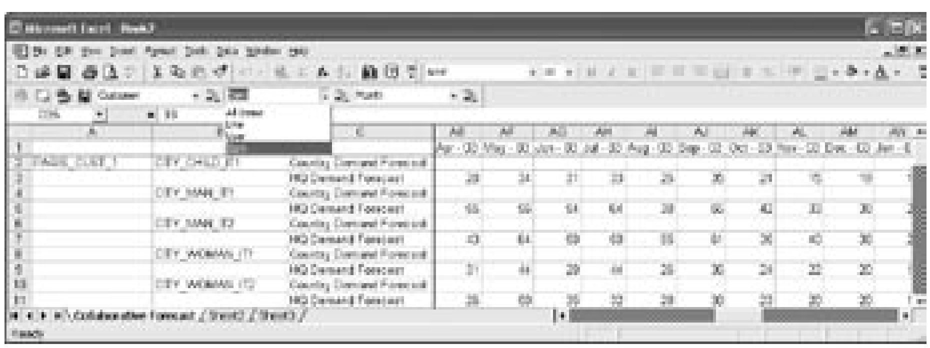
- **Work together with stakeholders** – Equip stakeholders to make valuable contributions to the forecast with collaboration features for sharing forecasts, synchronizing modifications, and controlling process workflow to consolidate agreed plans.

- **Run your forecasting processes more frequently** – Reduce the planning cycle time with integration between Microsoft Demand Planner and your enterprise resource planning (ERP) system.

- **Leverage a familiar look and feel** – Microsoft Demand Planner offers an intuitive, easy-to-learn user interface that looks and feels like Microsoft Excel.

Microsoft Demand Planner combines planning and forecasting functionality with an intuitive, easy-to-learn user interface.





Share forecasts, manage consensus,

and consolidate agreed-upon plans with the Excel Collaboration Plug-in.

Integration with Microsoft Business Solutions Applications

By connecting Microsoft Great Plains with other Microsoft Business Solutions applications, you can build profitable customer relationships, collaborate with trading partners, and manage retail operations within one end-to-end business management solution.

Microsoft Business Solutions CRM

Integration with Microsoft Great Plains includes key data mapping for accounts, contacts, product catalog, orders, and price lists, which streamlines the order and fulfillment process to save time, ensure accuracy, and increase productivity. Product and pricing information from Great Plains is automatically uploaded to Microsoft CRM, where it is accessible to salespeople both online and offline. Salespeople can be sure that the items quoted are in stock and that they are building quotes based on the correct pricing. Salespeople can use Microsoft CRM to convert a quote to an order without additional data entry. Once the order is submitted, it can then flow to Microsoft Great Plains for automatic processing and fulfillment.

Microsoft Business Network

Work more effectively with trading partners with Microsoft Business Network. Improve the visibility of operations and key information, speed business transactions across companies, and leverage a platform for collaboration that allows multiple companies to look and act like one virtual entity. Microsoft Business Network extends Great Plains by fully integrating with customer and inventory master records as well as sales order processing.

Microsoft Business Solutions Retail Management System

Facilitate centralized accounting across multiple stores and locations. Sales information can be automatically exported from Microsoft Retail Management System into the Microsoft Great Plains General Leger, including total sales (or total sales by each department), tax breakdowns, commissions, and tender specific totals. Retailers can also directly export items, suppliers, and closed purchase orders, enabling Microsoft Great Plains users to post the receiving documents and create invoices.

Enhancements to International Modules

Improve accountability for payment processes with new functionality that adds flexibility and at the same time ensures that payments are received in a timely manner.

Payment Documents – Increase flexibility for payment processes by using different types of payment documents—for example, checks, bills of exchange, and promissory notes. Payment Documents uses the information entered in Receivables Management and Payables Management, and updates General Ledger and Bank Reconciliation when posted.

Payment documents can be set up to represent the following types of transactions:

- **Delivery for collection** – Entrust custody of the payment documents to a bank or other entity for collection on the due date. A commission is usually charged for this service.
- **Discount** – Payment of the amount due on a payment document by the bank or other entity to the holder of the document. The bank or other entity will retain custody of the document and recover the amount from the issuer on the relevant due date.
- **Risk Assessment** – An assessment of the issuer's credit worthiness is carried out before the payment document is discounted by the bank or other entity.

Available in Spain, France, the Middle East and the United Kingdom.

Scheduled Installments – Help protect debtors from incurring additional costs by splitting the amount due into installments and setting up the number of payments as scheduled installments.

- Each installment due date will be calculated based on the number of days entered between each installment. The number of installments into which the invoice amount is divided can also be predefined.
- Paydays and non-paying months can be taken into account when calculating the due date.
- When an invoice is posted, a credit memo that does not create distributions will be applied against the invoice. At the same time, an invoice type document will be created with the due date for each installment. Payments made by customers on the appropriate due date can be applied against these invoices.

Available in Belgium, France, Germany, Luxembourg, the Netherlands, Portugal, Spain, the United Kingdom, and Ireland.

Enhancements to International Modules

International Module Enhancements

Increase access to banking and purchase order information, work easily with US based report layouts, and speed data entry and validation for Intrastat data.

Bank Management – Improve visibility into banking transactions. New Distribution Windows have been added to all the Bank Management transaction entry windows, enabling easy viewing of distributions created for a transaction before posting. Distributions created after posting will also be available in Bank Management Inquiry windows.

Improved A4 Paper Design – Ensure that graphical report layouts that are based on US letter-sized papers fit A4-sized paper. A4 is now designed so that characters are not cut off from the right-hand edge and vertical lines reach the bottom of boxes.

BAS / PAYG – New integration with Purchase Order Enhancements enables easy drill-down from the BAS Transaction Enquiry window to the PO Returns Inquiry window.

Direct Debit Refunds – Because underpayments/ overpayments can now be managed through Receivables Management, the Automatic Write-offs feature has been removed from Direct Debit Refunds.

Intrastat Enhancements

- Integration with Purchase Order Enhancements enables easy entry of Intrastat information for Purchase Order Returns.
- Integration with Advanced Distribution ensures that Intrastat information is entered and validated before a fulfillment order or groups of fulfillment orders are transferred to invoices.
- New Copy Sales Orders functionality automatically validates Intrastat information that is copied from a sales order.

Microsoft Great Plains Standard Enhancements

Enhancements to Microsoft Great Plains Standard strengthen data management capabilities, connect information and processes with Microsoft Business Portal and Microsoft CRM, and provide improved training and Help resources.

Support for Microsoft SQL Server™ 2000 Runtime and Microsoft SQL Server 2000 Standard – Microsoft SQL Server 2000 provides simplified, integrated data management tools, optimal levels of server performance and reliability, and the ability to make full use of existing software and hardware investments. An ideal solution for growing businesses, Microsoft SQL Server enables virtually unlimited data storage, accommodates increasing numbers of users, and enables integration with a wide range of third-party applications.

Microsoft Business Portal* –Deliver information, applications, and business processes through a single access point—your user's Web browser. Microsoft Business Portal offers a personalized gateway to business performance metrics, a self-service portal for employees and managers, and a controlled-access interface for your suppliers, partners, and customers. Built on Microsoft Windows SharePoint Services, this powerful solution makes it easy to build team sites and intranets that give your organization a framework for information sharing and collaboration.

Integration with Microsoft CRM* – Streamline sales processes, reduce data entry, and improve financial management by integrating Microsoft Great Plains Standard with the powerful customer relationship management capabilities of Microsoft CRM. Pricing and product information from Microsoft Great Plains Standard is automatically uploaded to Microsoft CRM, where it is accessible to salespeople both online and offline.

Business Alerts* – Define alert conditions for your business, such as reaching a checking account balance or expense account threshold, and create business alerts that will send you an e-mail describing the condition. Identify who should receive the alerts and define the message accompanying the alert. Business Alerts proactively warn decision makers when a condition deserves their attention.

New Help and Support Resources – Improvements include new Cascading Style Sheets that provide a familiar Microsoft Office look and feel for Help topics, an HTML-based table of contents for online manuals, and a new eLearning tutorial created by the Microsoft Great Plains training team. Customer feedback features ensure that Help topics are updated to reflect current customer needs, while capabilities for downloading update and installation information directly from CustomerSource keeps you current and informed about your solution.

* Available only to Microsoft Windows Small Business Server 2003 and Microsoft SQL Server 2000 users.

Training and Technical Support

Experience Award-Winning Training and Technical Support

Recognized as one of the most responsive and innovative service teams in the industry, Microsoft Business Solutions backs your investment in Great Plains by working with your local reselling partner to offer remarkable training and support services.

Regardless of which service plan you choose, you'll receive software updates and 24/7 access to CustomerSource, a Web site designed to enhance your productivity. If you enroll in Standard A, Standard B, or Premier Services, you'll receive expert technical support to help keep your business running smoothly, as well as access to online training to ensure you get up to speed quickly and continue to find new and better ways to use Great Plains.

Enhancements Program Services	Enhancements Program	Standard A	Standard B
All major upgrades and minor updates	●	●	●
Transformational Assurance	●	●	●
Access to CustomerSource	●	●	●
Technet Plus			●
Service Plan Support		2 incidents * 3-hour response time	Unlimited support 1-hour response time
Managed Newsgroups		●	●
Discounts Flex Per-Incident and Flex 5-Pack Support	●	●	
Online Chat and Screen Sharing			●
Online Training		2 seats to Foundation Library Optional eCourses	4 seats to Foundation Library Optional eCourses

Meet Specialized Needs with Premier Services

In addition to their Enhancements Plan Enrollment, Microsoft Great Plains customers can also choose from Premier Services, Microsoft Business Solutions' most personalized and proactive service plan. Whether you choose Premier Enterprise or Premier 100, you receive mission-critical support and services from technical account managers, senior engineers, and an advisory team—all dedicated to your system.

Premier Services	Premier 100	Premier Enterprise
Services from assigned Technical Account Manager and Premier Team	100 hours Option to purchase additional hours	200 hours Option to purchase additional hours
Telephone and electronic support from senior engineers	100 incidents 1-hour guaranteed response time Ability to purchase additional incidents	Unlimited support 30-minute guaranteed response time
24 x 7 emergency support	Per incident charge applies	No additional charge
Priority status for incoming requests	●	●
Chat and screen sharing	●	●
6 Registered support contacts from your organization	●	●
Two-day onsite visit from TAM and Premier support engineer	●	●
Up-front technical assessment and pre-production audit	●	●
Defined system-down procedures	●	●
Upgrade planning	●	●
Facilitation third-party setup and support	●	●
2 seats to Foundation Library	●	●

Existing customers can find additional information about their service plan at **www.greatplains.com/customersource.**

Total Solution Financing

Total Solution Financing from Microsoft Capital Corporation makes it possible for you to acquire an end-to-end business management solution now, at a price you can afford. It allows businesses to finance a total solution delivered by a Microsoft Certified Business Solutions Partner—including the software, reseller partner services, ISV solutions, and hardware.

Total Solution Financing offers the following benefits:

- A fixed-rate lease payable over three, four, or five years, transforming large up-front costs for technology investments into affordable monthly payments.
- Coverage for most costs of Microsoft Business Solutions implementation, such as software, services, maintenance, and hardware.
- Availability through highly trained Microsoft Certified Business Solutions Partners, who can offer you expert assessment of your business needs and recommend the solution that's right for you.
- Backing through Microsoft Capital Corporation.


Realize your business vision now.

Microsoft Business Solutions offers a wide range of business applications designed to help small and mid-size 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.

MICROSOFT BUSINESS SOLUTIONS–GREAT PLAINS

A solid foundation for building business success.

Microsoft Business Solutions

More information about Microsoft Business Solutions can be found at

http://www.microsoft.com/BusinessSolutions

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