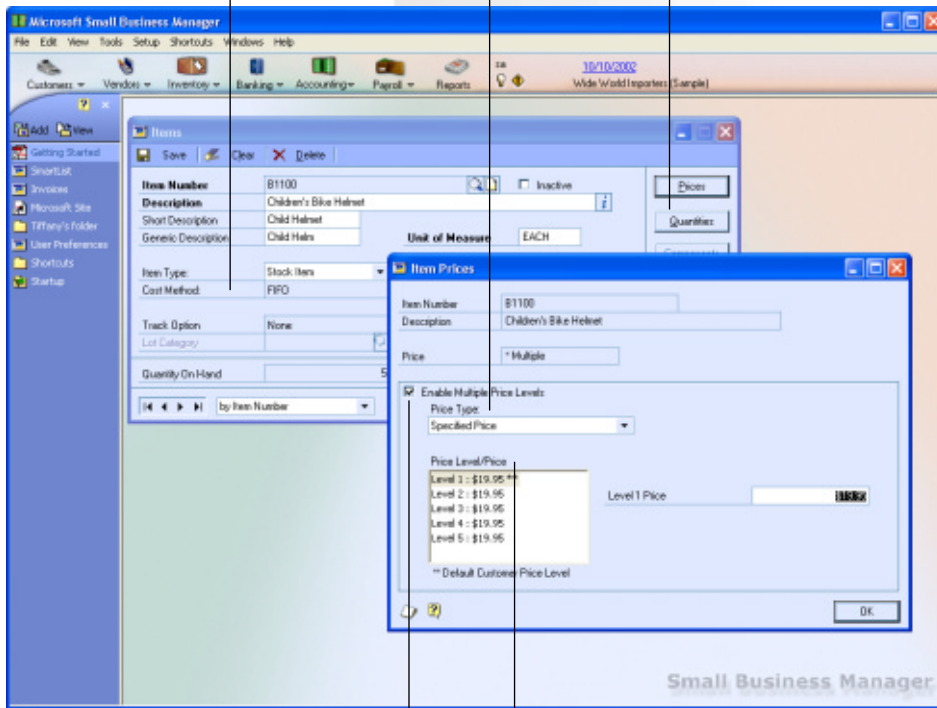Microsoft Business Solutions

Microsoft® Small Business Manager 7.5

Manage inventory effectively with Microsoft® Business Solutions Small Business Manager: flexible pricing and cost methods, back order management, real time inventory adjustments, and integration with sales and purchasing processes ensure that your business can purchase, sell, and replenish stock to control costs and meet customer needs.

Assign one of three cost methods to track inventory costs as items move through business processes.

Apply one of four flexible pricing options.

Quickly view the number of items in stock and reorder point information.

Build up to five price levels for each item.

Offer customer-specific pricing with multiple levels.

Manage costs effectively

Maintain tight control over costs by assigning one of three different cost methods to inventory items and tracking costs from purchase to customer sale.

Monitor spending

Manage your cash flow and inventory purchases at any given time with real-time inventory allocation.

Tailor inventory management for your business

Maximize flexibility for tracking items, costs, and quantities by assigning lot and serial numbers or grouping separate items sold as a single unit into kits. Manage complex, interrelated inventories to ensure you always have adequate parts to fill upcoming orders.

Enhance customer relationships

Apply multiple pricing levels to sales items and assign a specific level to each customer.

Integrate with sales and purchasing

Automatically update costs and quantities when items are purchased, received, sold, and returned, as well as make adjustments without having to create sales or purchasing transactions.

Put information to work

Increase sales and improve profitability by using robust inquiry tools to track strong and weak product lines, spot trends, and accurately forecast future needs.

Microsoft Small Business Manager can be acquired affordably and maintained as a long-term investment, with software updates, new releases, and full reimbursement if you upgrade to a higher-end Microsoft Business Solutions application.

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SETUP

Cost methods

Setup your inventory valuation to match your business needs by assigning one of three different inventory cost methods to each item—FIFO, LIFO, or Average.

Item types and capacity

Choose from multiple item types including stock, kit, labor, and service, or set up user-defined fields. Manage an unlimited number of inventory items, and prevent errors with an optional alert when invalid item numbers are entered on sales or purchase orders.

Serial and lot numbers

For items with the same item number, assign lot #s or serial #s to the items to maintain control over your inventory.

Unit of measure

Input individual units of measure for each item.

Multiple price types

Choose the pricing type that works best for each item: specified price, percent increase on last cost, percent adjustment on base price, or amount adjustment on base price.

Kitting

Group items sold together as kits and automatically track component costs and quantities when kits are sold.

Multiple price levels

Create up to five price levels per item and then assign price levels by customer.

Multiple tax levels

Determine whether or not items are taxable and assign the appropriate sales and purchase tax to each item. Tax is then automatically calculated on sales and purchasing documents.

DAILY PROCEDURES

Allocate quantities

Ensure appropriate inventory tracking by allocating items to a sales order as soon as it is created. Once posted, items quantities and costs are updated in the system.

Automatic update to inventory

Item costs and quantities are automatically updated in the system when items are purchased, received, sold, and returned. Automatic reminders help ensure that items are consistently replenished.

Assembly component management

Track inventories of both assembled units and their individual components, with parts linked to specific finished goods. Manage complex, interrelated inventories and obtain forecasting reports on up to ten levels of assembled components.

Backorder tracking

Items sold that are out of stock are automatically assigned to a backorder list to be purchased later.

PERIODIC PROCEDURES

Adjust inventory

Adjust quantities and costs directly, without going through the sales or purchasing process.

Change costs

Meet your business need by changing the item costing method after it has been set up.

Physical inventory checklists

Conduct accurate physical inventories with the physical inventory worksheet.

INQUIRY/REPORTS

View history

Easily look up and view your inventory history by item.

Find item transactions

Find all item transactions associated with a given inventory item with an inventory item search tool.

Inventory stock status

View detailed real-time inventory prices, costs, and quantities by item, along with summary inventory value.

Other inventory reports and inquiries

Analyze inventory using reports and inquiries, including the historical stock status, item price list and physical inventory checklist.

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