

**Microsoft®**

# Microsoft® **Small Business Manager**

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Release 7.0-Enhancements

Microsoft Business Solutions

## Experience Award-Winning Training and Technical Support

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

Whether you enroll in the Foundation Services–Basic Program or Foundation Services–Preferred Program, your plan includes free software updates and 24/7 access to CustomerSource, a secure Web site designed to enhance your productivity. Additional resources include expert technical support to keep your business working effectively, 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 Small Business Manager.

Use the following chart for more details about the Foundation Services Programs.

Foundation Services Program Features	Basic	Preferred
<b>FREE Product Releases</b>		
All major upgrades and minor updates	◆	◆
Payroll tax tables and updates	◆	◆
<b>Comprehensive Online Services</b>		
Access to CustomerSource, a secure Web site for technical solution and productivity support	◆	◆
<b>Technical Support</b>		
Three electronic or telephone support incidents	◆	
Twelve electronic or telephone support incidents with a 3-hour guaranteed response time		◆
<b>Training Support</b>		
One online training session annually	◆	
Orientation training on CD-ROM in your first year, access to an online training library in subsequent years		◆

Existing customers can find additional information on the Foundation Services Program at [www.greatpalins.com/customersource](http://www.greatpalins.com/customersource). After logging in, choose Support & Enhancement, then Support Information.



**Microsoft® Small Business Manager 7.0:  
an integrated business management solution  
that improves customer service, streamlines  
vendor processes, manages inventory  
effectively, and strengthens financial controls.**

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Connect internal processes with external demand to serve customers faster and better, control costs, access and analyze information, and adapt quickly to evolving business needs.

Among other features, Small Business Manager 7.0 offers integrated sales, purchasing, and inventory functionality to help you serve customers from start to finish, monitor the vendor life cycle, manage inventory effectively, and tighten financial controls. This release also enhances your business capabilities with stronger analysis and reporting tools, as well as extended integration with Microsoft Excel and third-party applications.



## Effective Inventory Control

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Manage inventory effectively with tight control over costs and quantities, flexible pricing and cost methods, and multiple ways to track individual items and kits. Item allocation and real-time inventory adjustments ensure that sales and purchasing employees can sell and replenish stock for optimal business results.

### **Support multiple cost methods.**

Manage inventory costs by assigning one of three different costs methods—LIFO, FIFO, or Average—to each item. Depending on the method you choose, you can track costs from entry into inventory to customer sale.

### **Assign multiple price levels and details.**

Apply flexible pricing and unlimited price details to inventory items. Create up to five price levels for each item and then assign a specific level to each customer. As a sales order is entered, the appropriate item price is immediately available.

### **Track serial and lot numbers.**

Track individual items with the same item number by assigning serial or lot numbers. Differentiating each item gives you complete control over every detail of your inventory.

### **Manage kits.**

Track costs and item specifics for kits, groups of item components sold as a single unit. Improve customer satisfaction by providing customers with the detailed information they need on sales transactions.

### **Allocate item quantities.**

Account for on-hand inventory at the time you enter the sales order without actually posting the transaction. As the order is entered, item quantities are allocated, supplying sales employees with accurate inventory information to respond to customer demand. As stock is depleted, items can be replenished to meet ongoing needs.

### **Run physical inventory checklists.**

Maintain accurate information about available items and quantities by easily generating inventory reports.

### **Analyze with reports and inquiries.**

Analyze all facets of your inventory with a comprehensive set of reports and Inquiries, including the Historical Stock Status and Item Price List.

### **Track inventory costs and quantities.**

Real-time cost and quantity updates provide better inventory control. Because both key measures are immediately updated at the time a sales order is entered or after an invoice posts, managers can track business performance to make more informed decisions.

### **Perform inventory adjustments.**

Streamline the inventory management process by recording adjustments to costs or quantities directly into inventory. Eliminate the need to create a sales or purchasing transaction before updating inventory items.

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

With a single click, view the number of items in stock and re-order point information.

**Items**

Save Clear Delete

Item Number: B1100 ☐ Inactive

Description: Children's Bike Helmet

Short Description: Child Helmet

Generic Description: Child Helm

Unit of Measure: EACH

Item Type: Stock Item

Cost Method: FIFO

Quantity Decimals: 0

Currency Decimals: 2

Track Option: None

Lot Category:

Price: \$19.95

Last Cost: \$15.96

Quantity On Hand: 5

Quantity Available: 4

Prices

Quantities

Components

Taxes

Accounts

History

by Item Number

Track serial numbers or lot numbers associated with individual items for additional inventory detail.

Offer customer-specific pricing with multiple price levels.

Assign one of four flexible pricing options, including specified price, percent increase on last cost, percent adjustment on base price, or a specific amount adjustment on base price.

Build up to five price levels for each item.

**Item Prices**

Item Number: B1100

Description: Children's Bike Helmet

Price: \* Multiple

☒ Enable Multiple Price Levels

Price Type: Specified Price

Price Level/Price

Level 1 : \$19.95 \*\*

Level 2 : \$19.95

Level 3 : \$19.95

Level 4 : \$19.95

Level 5 : \$19.95

Level 1 Price: \$19.95

\*\* Default Customer Price Level

OK



## Streamlined Sales Processes

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Increase productivity with efficient sales processes for initiating orders, processing invoices, and providing documentation for shipping. Work with several order entry and shipment types, flexible pricing options, and efficient backorder management to ensure your business meets every customer need.

### **Create sales transactions effortlessly.**

Increase productivity by transferring a quote or an order to an invoice in one easy step that eliminates duplicate data entry.

### **Track multiple customer addresses.**

Enhance customer relationships by tracking your customer's bill-to and ship-to addresses, providing the flexibility to ship to one address and bill to another.

### **Offer customer-specific pricing**

Enhance customer relationships and reward top customers by applying multiple pricing levels for sales items and assigning a specific level to each customer. As a sales order is entered, the appropriate item price is immediately available.

### **Offer trade discounts.**

Set up trade discounts for preferred customers that automatically calculate for every order.

### **Provide line item markdowns.**

Reduce prices for specific customers on a line item in the form of a set amount or a percentage of the price.

### **Drop ship sales orders.**

Reduce selling costs and fill orders quickly by shipping directly from your vendor to a customer without receiving or selling from inventory.

### **Handle backorders.**

Create sales orders without having specific line items in stock. On-hand items can be shipped and invoiced immediately. The backorder quantity is tracked and filled when inventory is replenished.

### **Print packing slips and picking tickets.**

Improve accuracy and efficiency by printing packing slips to accompany each order and invoice, as well as picking tickets for orders, invoices, and returns.

### **Streamline payments for sales transactions.**

Record customer payments and deposits in a one-step process that eliminates the need to re-enter data.

### **Manage sales commissions.**

View commissioned sales and generate up-to-date and accurate commission reports using Microsoft Excel.

### **Use flexible reporting options.**

View unposted, posted and historical transactions, plus complete customer data, period sales and yearly sales information in reports such as Customer Balance, Customer Contact List, NSF Customers, and This Month's Sales.



Quickly create a customer invoice from your sales order information without data re-entry.

Handle shortages effectively by canceling or backordering item quantities.

Respond effectively to any customer situation with flexible options for dealing with shortages.

As line items are added to the order, view automatic shortage notifications, including information about on-hand quantity and backorder amounts.

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date
COHOSPOR0001	COHOSPOR0001		MAIL	2% 10/Net 30	10/10/2002

Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	S2100	Tents	\$0.00	\$229.99	\$229.99

Provide your customer with accurate order details on the invoice, including quantity ordered, shipped, and backordered.



## Flexible Purchasing Processes

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Replenish inventory with streamlined purchasing processes that give your business flexible options for buying and receiving items. Create and edit purchase transactions, place an order on hold for approval, and update inventory costs, ensuring that your buyers have the items and cost information available to satisfy customer demand.

### **Enter and receive purchase orders efficiently.**

Improve productivity by entering a purchase order or drop ship order, and then receive and invoice the goods in one easy step.

### **Track multiple addresses.**

Ship purchased items to multiple locations while maintaining a single address for vendor invoices.

### **Record required date and promise date.**

Monitor and predict inventory quantity levels more effectively by recording a required date, and evaluate vendor delivery performance by comparing actual receipts with the promise date.

### **Calculate tax.**

Automatically calculate tax for each purchase transaction, which later carries over to the invoice.

### **Place a purchase order on hold.**

Control purchases by holding and printing purchase orders for approval, and then later remove the hold for vendor fulfillment.

### **Auto-receive purchase orders.**

Manage business processes more effectively by automatically receiving line items on multiple purchase orders in a single step.

### **Receive items without a purchase order.**

Keep accurate inventory records by receiving items delivered in addition or substitution for ordered items or sent without an original purchase order.

### **Update inventory and accounts payable automatically**

Maintain tight control over inventory costs and quantities, and ensure accuracy for accounts payable, by tracking and maintaining real-time updates after a transaction is posted for an item.

### **Edit purchase order status.**

Keep purchasing data current and accurate by changing the status of your orders as they move through buying and receiving processes.

### **Work with comprehensive reporting options**

View unposted, posted, and historical transactions to analyze purchasing activity. Some of the reports include the Purchase Order Analysis, Status report, and Year-to-Date Purchase Analysis.



Hold PO's for approval before releasing for processing.

**Purchase Orders**

Save Delete Void

PO Number: P000001 ☐ Hold Vendor ID: ACETRAVE0001

Date: 01/01/2002

Vendor: Address: 1234 Main St. City: Chicago State: IL ZIP Code: 44444

Ship To: Address: 1234 Main St. City: Fargo State: ND ZIP Code: 32801

Item	U of M	Quantity Ordered	Unit Cost
B1100	EACH	10	\$15.96
Children's Bike Helmet		0	\$159.60
B1110	EACH	5	\$19.96
Adult Bike Helmet		0	\$99.80
		0.00	\$0.00
		0.00	\$0.00
<input checked="" type="checkbox"/> Notify when an item number does not exist			
Remaining Subtotal			\$259.40
Subtotal			\$259.40
Trade Discount			\$0.00
Freight			\$0.00
Miscellaneous			\$0.00
Tax			\$18.17
PO Total			\$277.57

PO Number: PO Status: New Revision: 0

Automatically calculate sales tax to appear on the order as well as the supplier invoice.

Track PO status at a glance. Know immediately where the order is in the buying process.

**Wide World Importers (Sample)**  
1234 Main St.  
Fargo ND 32801

**Vendor:**

Ace Travel  
1234 Main St  
Chicago IL 44444

**Purchase Order**

Purchase Order No. P000001  
Date 1/1/2002

**Ship To:**

Wide World Importers (Sample)  
1234 Main St.  
Fargo ND 32801

^ Changed Since the Previous Revision

Shipping Method		Payment Terms		Confirm With		Page	
MAIL		2% 10/Net 30				1	
L/N	Item Number	Description	Req. Date	U/M	Ordered	Unit Price	Ext. Price
		Reference Number	FOB				
1	B1100		1/1/2002	EACH	10	\$15.96	\$159.60
2	B1110		1/1/2002	EACH	5	\$19.96	\$99.80

Automatically transfer PO details to the supplier invoice without duplicate data entry.



## Tight Fiscal Control

Manage your financial processes more effectively: Accurately post transactions to the correct fiscal period; comply with Federal payroll documentation requirements; and make better strategic decisions by tracking and forecasting cash flow.

### Track and forecast cash flow

Monitor your cash position with an automated cash flow calendar that offers monthly and specific date views of current balances, detailed information for all cash flow activity during a given week, and forecasting capabilities for estimating future inflows and outflows.

### Control fiscal closing periods.

Ensure accurate fiscal period accounting: Selectively close fiscal periods by module, and prevent future postings once closing procedures have been completed.

### Post transactions to the correct fiscal year.

Enter date-sensitive transactions to the correct annual period and maintain accurate financial summaries. When you record payables to a new fiscal year before closing the previous year, your company's 1099 information remains accurate. Entering receivables across multiple years automatically updates current year and historical information.

### Create Federal payroll documentation.

Generate Federal W-2 Magnetic Media files to comply with government reporting requirements for small businesses with more than 250 employees.

View the current month cash flow for each day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	1 \$3,358
2 \$3,358	3 \$3,613	4 \$394	5 \$4,007	6 (\$1,033)	7 (\$251)	8 \$2,723
9 \$2,723	10 \$3,121	11 \$3,121	12 \$3,137	13 \$3,137	14 \$3,392	15 \$3,392
16 \$3,392	17 \$3,392	18 (\$106)	19 \$589	20 (\$355)	21 \$3,520	22 \$3,520
23 \$3,520	24 (\$57)	25 \$407	26 \$3,870	27 \$4,124	28 \$4,053	29 \$4,053
30 (\$305)	-	-	-	-	-	-
\$3,748						

Red - Net Daily Outflow  
Blue - Net Daily Inflow  
Black - Balance to Date

Cash flow forecasting makes it easy to estimate future inflows and outflows.

## Enhanced Integration

Enhance business capabilities by leveraging existing data from third-party applications, integrating with other Microsoft software, and extending functionality as your business grows.

### Import transactions.

Add value to existing data by importing transactions into general ledger, accounts payable and receivables management using wizard-based tools, and ensure data integrity with a series of checks and balances.

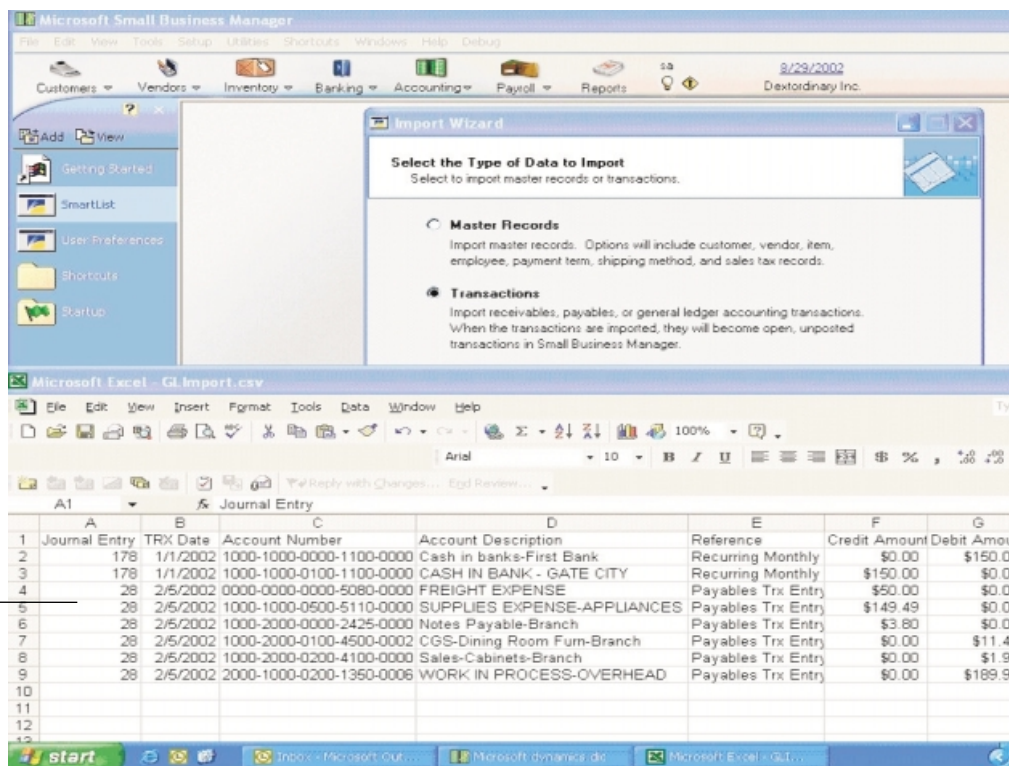
### Export reports to Microsoft Excel.

Export more reports to Microsoft Excel, from the various functional areas of the application, for further data analysis.

### Extend functionality

Add capabilities specific to your business and develop customized applications with the help of authorized Microsoft Solution Developers and a comprehensive Solution Developers Kit.

*Import transactions from other applications easily, using wizard-based tools and Excel templates.*





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