



What's New

VERSION
7.5

Microsoft® Business Solutions

Small Business Manager

Copyright

Manual copyright © 2003 Great Plains Software, Inc. All rights reserved. Great Plains Software, Inc. is a wholly-owned subsidiary of Microsoft Corporation.

Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.

Trademarks

Great Plains, Dynamics, eEnterprise, and Dexterity are either registered trademarks or trademarks of Great Plains Software, Inc. in the United States and/or other countries. Great Plains Software, Inc. is a wholly-owned subsidiary of Microsoft Corporation. Microsoft, ActiveX, BackOffice, BizTalk, FrontPage, JScript, Outlook, SourceSafe, Verdana, Visual Basic, Visual C++, Visual C#, Visual InterDev, Visual SourceSafe, Visual Studio, Win32, Windows, and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.

The names of actual companies and products mentioned herein may be trademarks or registered marks - in the United States and/or other countries - of their respective owners.

The names of companies, products, people, and/or data used in window illustrations and sample output are fictitious and are in no way intended to represent any real individual, company, product, or event, unless otherwise noted.

Warranty disclaimer

Great Plains Software, Inc. and Microsoft Corporation disclaim any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

Limitation of liability

The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Great Plains Software, Inc. or Microsoft Corporation. Great Plains Software, Inc. and Microsoft Corporation assume no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Great Plains Software, Inc., Microsoft Corporation nor anyone else who has been involved in the creation, production or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.

License agreement

Use of this product is covered by a license agreement provided by Great Plains Software, Inc. with the software product. If you have any questions, please call the Great Plains Customer Assistance Department at 800-456-0025 or 701-281-6500.

Publication date

June 2003

Introduction

This document describes enhancements to Small Business Manager for Release 7.5. Use the information in this document as a starting point for learning about the enhancements. For more specific information, refer to the Help and the User's Guide.

For information about the latest services and training programs, refer to the Services Guidebook, which you can open by choosing **Help > Products and Services > Guide to Services**.

Some features and integrating products mentioned in the documentation are available for an additional charge. Please refer to the Microsoft Business Solutions price list for current prices and availability. If you currently have a license for one of these features and are active on an enhancement program, you will automatically receive the enhancements to that feature.

Drop-ship purchase orders

You now can create drop-ship purchase orders and have goods shipped directly to your customers from your vendors.

Printing historical documents

You now can print historical purchase orders from the Print Purchase Orders window. You can print individual historical purchase orders from the Purchase Order Print Options window. Four new historical purchase order formats have been added.

You can print historical sales documents from the Print Sales Documents window. You can filter drop-ship lines from picking tickets or from packing slips. You also have the option of including previously printed picking tickets and packing slips.

Invoice matching

You can combine receipts or split receipts using Small Business Manager, and you can split a receipt when you enter an invoice. You also can match line items on a posted shipment receipt to an invoice receipt as you are entering the receipt.

Invoice receipts

You can enter an invoice receipt when you receive an invoice for a shipment receipt that was entered and posted earlier, or for a shipment that you have not yet received. You also can enter invoice receipts for drop-ship purchase orders.

Shipment receipts

You can enter a shipment receipt for the receipt of goods and services without an invoice. After you receive the invoice for the shipment, you can enter the invoice separately.

Shipment/Invoice receipts

You can enter a shipment/invoice receipt for the receipt of goods and services accompanied by an invoice.

Auto-invoice purchase orders

You can invoice multiple items on multiple purchase orders automatically, as well as invoice the items on an individual purchase order.

Invoice items without a purchase order

You now can invoice items without entering a purchase order. You also can invoice these items on an individual purchase order.

Assembly items

An assembly item type has been added that you can use to track components used to build items, as well as track quantities of assembled items. For example, you might sell a computer as an assembled item that includes several components such as, a case, motherboard, processor, and hard drive. An assembled item also can include intangible items—such as miscellaneous charges, service items, and labor items—in order to track the cost of assembling the item. To increase the on-hand quantity of assembly items, you must enter and post assembly transactions.

Customer, vendor, and items lists

You can use the new List of Customers, List of Vendors, and List of Items windows to view information about customer, vendor, and item records, or to open windows where you can create new records or enter transactions.

Customers, Vendors, and Items windows

The Customers, Vendors, and Items windows have been enhanced in the following ways.

- A **Learn about IDs** link has been added that you can use to display information about IDs.
- Several fields with lookup buttons now use drop-down lists to make selecting information easier.
- E-mail address and Web site fields have been moved from the Internet Information window to each of the Customers, Vendors, and Items windows.
- Two user-defined fields have been added to each of the Customers, Vendors, and Items windows.

Fixed asset records

You can create asset records that include acquisition cost, date, and the posting account numbers that track fixed asset activity. You can create fixed asset records from payables transactions or purchase orders that were created when the assets were acquired. You also can change general information about assets, change the general ledger accounts that track financial activity for assets, and retire assets when needed.

Fixed assets depreciation

After you assign an asset to one or more books, you can calculate depreciation for one asset or a group of assets, using up to three different books, and 13 different depreciation methods.

Creating fixed asset records

You can create fixed asset records in the following ways:

- Create an asset record from multiple payables transactions or purchase orders.
- Add payables transaction and purchase order information to an existing asset record.

- Use the information in one purchasing transaction for more than one fixed asset record.

Asset acquisition cost can include costs that weren't included in the purchasing transactions for that asset.

Payroll workers' compensations

You can create workers' compensation codes to assign to employee pay code records. You also can print reports with workers' compensation information, including liability amounts.

ADP payroll transaction importation

You can import Automated Data Processing, Inc. (ADP) payroll transaction information into Small Business Manager if you're using ADP's PC/Payroll for Windows™, GL Interface, and Super Data Access as your payroll solution. Use the Import From ADP wizard to import ADP account transactions to update your general ledger account balances.

Posting journal options

You can use the new Posting Setup window to select the posting journals to print when posting transactions in various business activities. You also can select whether to print posting journals in detail or in summary, and whether to use the posting date from the transactions for the batch when updating general ledger accounts.

Fixed allocation accounts

You can use fixed allocation accounts to distribute fixed percentages of a single financial transaction among several accounts. For example, a fixed allocation account might be used to divide utility expenses among the departments within a company. When you have a fixed allocation account set up as the posting account for a transaction, the amounts in the transaction are allocated to selected distribution accounts, based on the percentages you specify.

Sales print options

You now can reprint picking tickets and packing slips—as well as exclude drop-ship items on packing slips.