



Financial MANAGEMENT

MICROSOFT BUSINESS SOLUTIONS-NAVISION

FINANCIAL MANAGEMENT

Microsoft® Business Solutions for Financial Management-Navision® frees you to focus on your business.

Key Benefits

- Tailor your software to your specific needs
- See opportunities you didn't know existed
- Be motivated to do more and to know more

Frees You to Focus on Your Business

In 1494, the Italian monk Luca Pacioli wrote the world's first book on accounting to "give the trader, without delay, information as to his assets and liabilities." More than 500 years later, fast and easy access to bottom-line information is still what's needed to run businesses.

Today, however, the increased pace of business has intensified the need for efficient financial management even more. The last thing you need is a business solution that slows down operations by placing new demands on your organization.

Far from inhibiting work, Microsoft Navision adapts and evolves to match the way that your business operates. It helps you discover opportunities and motivates users to do more and to learn more.

Free to Grow

When change is required in your organization, Microsoft Navision makes the transition smoother. It adapts and evolves to match the way your business operates.

You can customize the design within minutes by changing the appearance of forms, adding additional fields and tables and creating user-specific menus.

You can automate many of your financial practices and procedures according to your needs. You define the level of control that you want by setting up business rules. For example, you can specify payment terms and discounts for individual customers and vendors.

Furthermore, you can handle the full range of legal requirements and currency issues inherent in international trade, including euro business. You can operate and report to authorities in the currencies of your choice.

Free to Discover

Microsoft Navision makes it easy to access the financial information you need to spot trends and gain insight into your business activities. You capitalize on your

knowledge of how your business works by discovering opportunities that otherwise might have been difficult to spot.

You can examine individual transactions and information about particular events quickly and easily. You can drill down quickly to investigate a specific amount, or you can use highly specific filtering criteria to find exactly the information you need.

See All the Angles

The Dimensions feature enables you to view information in a more sophisticated way. You tag general ledger and budget entries with company-specific dimensions, which help you get more out of your data. You can use dimensions to:

- Monitor performance
- Investigate relationships
- Take advantage of trends

Dimensions help you get the most out of your information. The possibilities are endless because it's easy to add new dimensions, and there's no limit to how many you can add.

Microsoft Navision also takes the complications out of foreign trade and opens your eyes to the opportunities available in new markets. Each customer or vendor gets the level of service you want to offer. You can receive and make payments in any currency (regardless of the currency normally used for a particular customer or vendor).

Free to Do More

Microsoft Navision offers you much more than just accounting tools. It helps you understand what figures represent, and it makes it easy for you to see the activities from where the numbers originated.

You delve deeper into your work because the information you want is at your disposal, and access to it is straightforward. You can drill down to information quickly and set filters easily.

Account schedules allow you to use the data in your general ledger to help drive your business. You can use a range of pre-defined reports or your own customized company-specific reports. The financial information generated in this way can then be presented on a Web

browser or distributed by e-mail, so that managers and employees, network partners and investors can stay informed about your company's activities.

For more information

To learn more about Microsoft Financial Management, contact your local Microsoft Business Solutions office, a Microsoft Certified Business Solutions reselling partner, and/or visit www.microsoft.com/BusinessSolutions.

About Microsoft Business Solutions

Microsoft Business Solutions, a business group of Microsoft, offers a wide range of integrated, end-to-end business applications and services designed to help small, midmarket segment and corporate businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions applications optimize strategic business processes across financial management, analytics, human resources management, project management, customer relationship management, field service management, supply chain management, e-commerce, manufacturing and retail management. The applications are designed to provide insight to help customers achieve business success. More information can be found at www.microsoft.com/BusinessSolutions.

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Key Features	Description
FLOWFIELDS AND LOOKUP BUTTONS	<p>Use flowfields to receive the most up-to-date financial data: The system continually updates and recalculates contents of a flowfield online. You can drill down from all flowfield amounts to view which entries were included in the calculation of the amount. Use the Navigate feature to see a summary of the number and type of entries with the same document number as a particular entry.</p> <p>Specify which information should be displayed in a window by using filters on flowfields and tables: You can set a table filter on one or more fields in a table. For example, you can specify that only German customers should be shown in the Customer List window. You can use filters on flowfields to limit which entries are used in calculating the amounts or quantities presented in a flowfield. For example, you might exclude entries from certain departments from being part of a flowfield calculation.</p> <p>Lookup buttons in many fields give you direct access to information in a table (for example, from a journal line): You only have to enter information correctly once, and it can be reused consistently on all later occasions.</p> <ul style="list-style-type: none"> ▪ Data input is quicker because you don't have to reenter information.
CHART OF ACCOUNTS	<p>Gain a clear and comprehensive overview of your company's current and historical situation: View balances and net changes for all G/L accounts online and filter by date, department dimension, project dimension, account and numerous other criteria. Drill down to the detail level (for example, to see which entries have created a particular account balance).</p> <p>Define an unlimited number of G/L accounts and arrange them into a hierarchical structure with posting and total accounts.</p> <p>Make filtering and reporting easier by defining totaling formulas to gather totals from more than one account.</p> <p>View only the information that you need: Use the Show/Hide function to select which fields are shown in the Chart of Accounts window. Combine the Show/Hide function with filters to create exactly the chart of accounts you want.</p> <p>Quickly adapt your chart of accounts to fit new needs: New G/L accounts can be added at any time and changes can be made to existing accounts simply by altering the account card. If you alter an account number, all entries using that account number will automatically be updated. It is possible to delete the accounts or simply block them from use.</p> <p>Attribute a range of characteristics, posting criteria and business rules to each individual account. For example, assign a default department and project code to an individual account and define rules for how these codes are to be used in conjunction with that account number.</p> <p>Use a range of balances to view debit and credit information for accounts, periods, department or project, and compare this with budgeted balances. You can use the Detail Trial Balance report to print this information.</p>
DIMENSIONS	<p>Define an unlimited number of dimensions and dimension values at any time.</p> <p>Name dimensions as you please, so that your dimensions setup reflects the specific needs of your company at all times.</p> <p>Set up dimension value hierarchies to reflect your reporting and accounting needs.</p> <p>Use default dimensions effectively to avoid a lot of manual data entry and ensure that the desired dimensions data is always posted.</p> <p>Use Analysis Views to investigate relationships between dimensions and monitor performance.</p> <p>Attach an infinite number of dimensions to each budget entry.</p>

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<p>FLEXIBLE ACCOUNTING PERIODS</p>	<p>Export your Analysis Views to Microsoft Excel® to make full use of Excel's visual and presentation capabilities.</p> <p>Define any starting date for the fiscal year and specify your own accounting periods with an unlimited number of periods of any duration: For example, you can divide your fiscal year into quarterly periods, monthly periods or daily periods. This can be effectively used to have your accounting periods match seasonal variations or local accounting requirements.</p> <p>Use filters to view and print financial data across periods, regardless of starting and closing dates.</p> <p>Transfer income statement balances to your balance sheet with ease using the Close Income Statement batch job: Closing entries can be created per business unit, department code and/or project code or per G/L account, and are retained by the program in a specified journal for scrutiny before posting. Closing entries are sorted and marked, making them easy to view and filter on. The batch job can be carried out as many times as necessary so you can make corrections to your income statement even after transferring balances to your balance sheet.</p> <p>Securely close your fiscal year while retaining the flexibility to ensure correct accounting data: Post prior-year entries and adjusting entries even though a fiscal year is closed. Both entry types are marked, making them easy to view and filter on.</p>
<p>FOREIGN TRADE AND CURRENCY MANAGEMENT</p>	<p>Maintain general ledger in two different currencies so you can view balances online and print financial reports for two currencies simultaneously.</p> <p>Invoice a customer or a vendor in an unlimited number of currencies.</p> <p>Manage entire customer and vendor accounts in a foreign currency.</p> <p>Define an unlimited number of currencies and determine the way in which foreign currency amounts are rounded and posted.</p> <p>Set up relational exchange rates in the format applicable in your country.</p>
<p>TRACEABILITY</p>	<p>Transactions leave a complete audit trail, so even complex business transactions become transparent.</p> <p>G/L registers record every entry made and where and when it originated.</p> <p>View all G/L entries for all accounts or specific accounts from your Chart of Accounts, account cards and so on:</p> <ul style="list-style-type: none"> ▪ Use the Navigate feature to locate all entries posted with the same document number and posting date. In the Navigate window you can see the type and number of entries made and can view them directly from the window. This is possible for both internal and external document numbers. <p>The Find function on any field and in any window lets you locate information, for example, specific document numbers.</p> <p>The Change Log records all direct user changes to master data. Get a chronological list of all changes to any field in any table and see who made the changes.</p>
<p>SECURITY AND BUSINESS RULES</p>	<p>Specify which personnel and roles may see which information using record-level security:</p> <ul style="list-style-type: none"> ▪ Use mandatory filters on table data to ensure that certain roles only have permission to access the data you have specified. For example, a sales person may only see sales figures for their region or managers may only see budgetary amounts for their departments. This is only applicable for the Microsoft SQL Server™ option. <p>Automate procedures and policies in an organization by using business rules. Influence how your accounting is conducted and increase the consistency of data entry, and thereby data output.</p> <ul style="list-style-type: none"> ▪ Business rules can be applied to individual accounts, account types, dimensions, VAT accounting and many other areas of Navision.

Key Features	Description
GENERAL JOURNALS	<p>Use your general journals to post to g/l accounts, bank accounts, customer accounts and so on:</p> <ul style="list-style-type: none"> ▪ Set up and unlimited number of journal batches, for example, per user or for specific purposes like corrections. ▪ Define rules for each individual batch, for example, you can assign a default balancing account and define rules for VAT calculation per journal batch. <p>Force documents to balance for each document type and document number before a journal can be posted.</p> <p>Print a test report that highlights any corrections that need to be made before posting the journal.</p> <p>Present your journals as you please. Using the Show/Hide function, you can select which fields are shown in the journal window.</p> <p>Use recurring journals for frequent transactions, whether they are of fixed or variable amounts. You can also set an expiry date for when a series of recurring posts should end.</p> <p>Use allocation keys to allocate an entry in a recurring journal to more than one account. Allocate by:</p> <ul style="list-style-type: none"> ▪ Quantity ▪ Percentage ▪ Amount
BUDGETS	<p>Create and maintain budgets in an easily comprehensible matrix form.</p> <p>Investigate budgetary performance using account schedules and specific budget reports.</p> <p>Have as many budgets as you want and of any period length, with the level of detail necessary to direct and control your business. Attach an infinite number of dimensions to each budget entry.</p> <p>Allocate budgets on total accounts, for example, on accounts where a monetary ceiling has been set but no specific expenditures have been identified as yet.</p> <p>Create very specific 'sub-budgets' within an overall budget, such as a sales budget for a particular customer target group per department over a specified period.</p> <p>Monitor how individual units are performing and compare performance with other units, previous periods and budgeted amounts using dimensions on budget entries.</p> <p>Create budgets quickly and efficiently by copying budgets from previous periods to a new period using an adjustment factor: The adjustment factor can be applied to both G/L entries and G/L budget entries.</p> <p>Exporting budgets to Excel and importing adjusted budgets back into Navision gives you the flexibility to distribute your budgets easily in the form best suited to your organization.</p>
ACCOUNT SCHEDULES	<p>Create an unlimited number of unique, company-specific reports based on g/l data, budget data and dimensions data:</p> <p>Save reports and scrutinize them online using the drill-down feature.</p> <p>Specify rows using any accounts or account totals from your chart of accounts.</p> <p>Create formulas on rows and columns for on-the-spot calculations, so you don't need to import or recalculate total rows each time new entries have been created.</p> <p>Specify an unlimited number of columns. For example, you can easily compare G/L figures with budget figures using the Net Change, Formula, and Balance at Date column types.</p> <p>Use the Comparison Period Formula to compare figures for current periods and previous periods.</p> <p>Select budget and date filters, and choose whether to show amounts in your company's additional reporting currency.</p> <p>Export your account schedules to Excel to make full use of Excel's visual and presentation capabilities.</p>
CONSOLIDATION	<p>Consolidate financial statements for a series of business units from:</p> <ul style="list-style-type: none"> ▪ Single database ▪ Other Navision databases

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	<ul style="list-style-type: none"> ▪ Other programs. <p>Transfer from different accounting structures to your own by dimension or business units.</p> <p>Ensure that financial statements in different currencies are consolidated trouble-free using Microsoft Business Solutions–Navision’s well-developed exchanged rate functionality.</p> <p>View the effects eliminations will have on the consolidated company using the Eliminations report prior to posting eliminations.</p> <p>Ensure that you have set up consolidation procedures correctly using the Consolidation – Check Database report.</p>
XBRL	<ul style="list-style-type: none"> ▪ Import unlimited numbers of taxonomies from public authorities, credit institutions, banks, and so on. ▪ Import both XBRL Specification 1 and Specification 2 taxonomies. ▪ View and export taxonomies in more than one language when supported by a multi-language taxonomy. ▪ View information attached to a taxonomy. ▪ Map taxonomy lines to any combination of general ledger accounts, using standard filters. ▪ View and print out an XBRL document file for appraisal before sending. ▪ Export XBRL-document that can then be sent as an e-mail.

System Requirements

<p>TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:</p>	<ul style="list-style-type: none"> Basic General Ledger Budgets Basic Dimensions Advanced Dimensions Account Schedules Consolidation Multiple Currencies Allocations Change Log Basic XBRL
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