

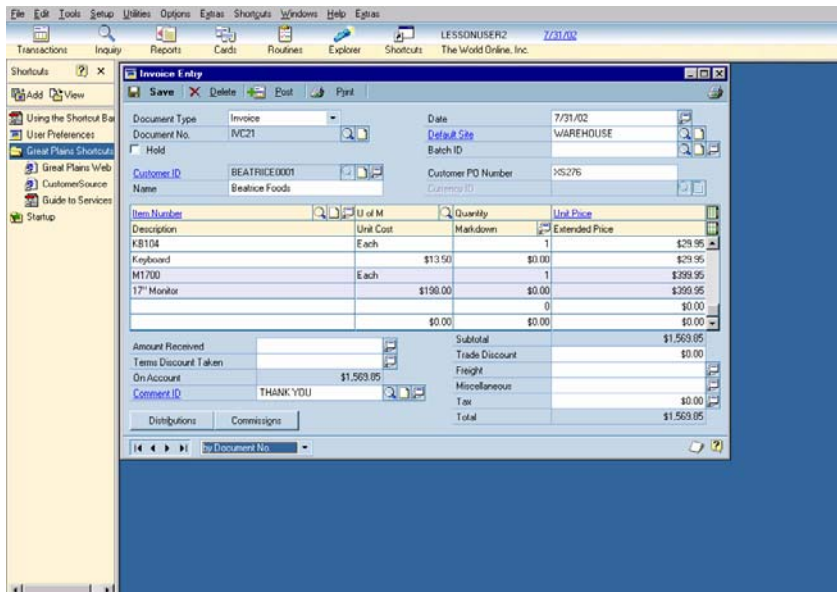
Microsoft® Business Solutions Inventory and Order Processing–Great Plains®



Invoicing

Invoicing provides a full-featured invoicing environment that combines the features you expect from an invoicing system with the hallmark technological advancements of Microsoft Business Solutions. The graphical user interface is evident in Invoicing, with single-window invoicing process that keeps the most important information in front of you, while enabling you to access all other information easily and intuitively. Invoicing delivers unparalleled access to decision-driving information, turning data into a powerful competitive weapon.

Straightforward transaction entry gives you the ability to efficiently process invoices and returns



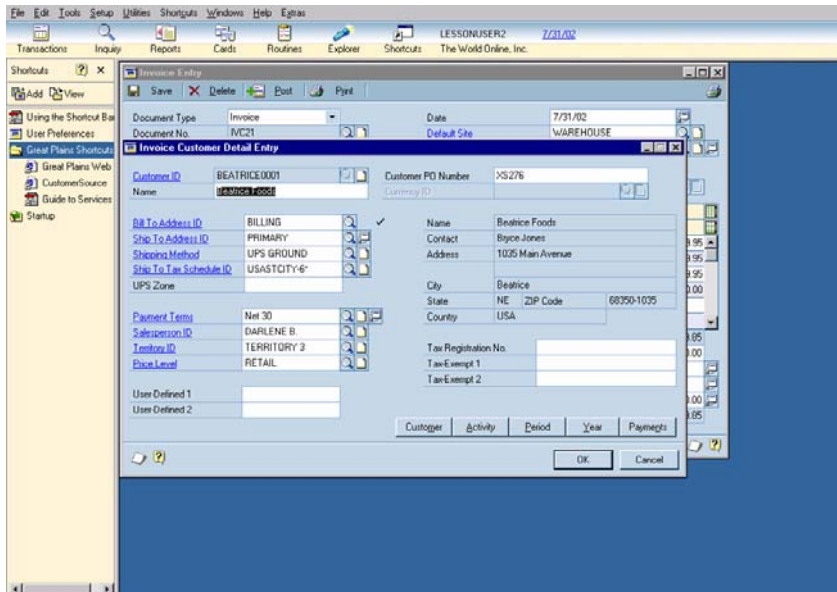
Invoice Entry enables users to quickly enter invoices in one window. Any part of the window can be expanded to change or add information with just a click.

Single window entry: Invoices are entered in one window so you can change only the information that is important to the current invoice. One-window entry also provides immediate access to all related information.

Batch processing: You can enter invoices one at a time or store them in batches for later review and posting. This flexibility allows you to enter batches before transactions, or enter transactions and then assign them to batches, depending upon your preference

Customer options: Look up existing customer information or enter new records as you enter transactions. You can view and change information for one transaction, or save changes on a customer card that will be incorporated for that customer throughout the accounting system.

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The Invoice Customer Detail window gives authorized users total access to customer information during transaction entry.

Return transactions: When entering a return, you can display a Receivables Transaction Inquiry window, showing all transactions for this customer and allowing you to verify details about the originating invoice in one easy step.

Invoicing provides process control, customization, verification and security

Documents numbers: Define a numbering system for invoices, returns and packing slips that best meets the needs your business. Customizing document numbers allows for invoice overrides, and you also can password this option, if desired.

Posting and document dates: Assign separate document and posting dates, and record quote and order dates, as well. Assigning separate documents and General Ledger posting dates enables you to post documents to the correct accounting period, especially useful when recording “after the fact” invoices.

Serial/lot numbers: Are assigned when items are received, and you can automatically assigning them or you can select them individually at the time you enter the sale, allowing you to handle items in a manner that works best for you.

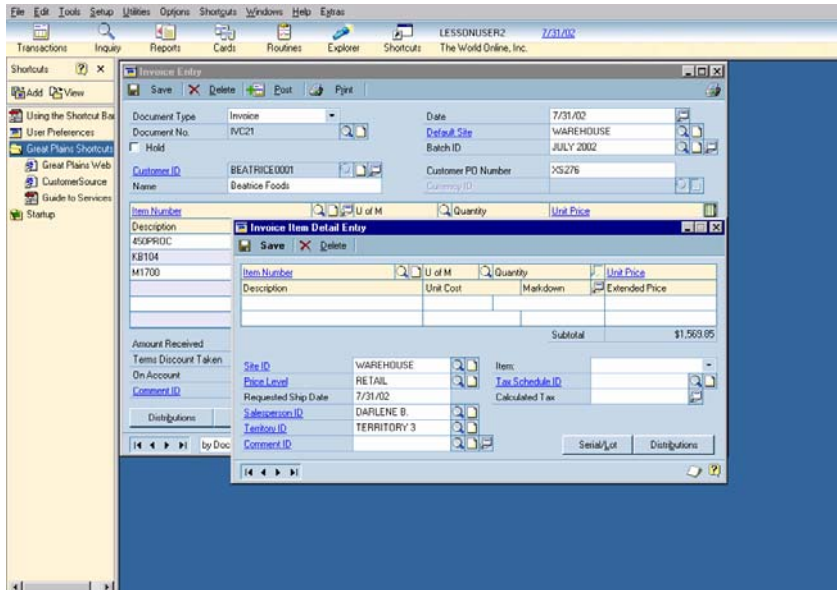
Definable fields: Customize the type of information that’s unique to your business, using two definable fields on invoices.

Prior-year adjustments: Easily make adjustments to the prior fiscal year, and General Ledger will automatically update retained earnings and beginning balances for the current year.

Process holds give you precise control over the flow of your sales process

Document holds: Ensure the proper procedures are followed at different stages of the sales cycle by placing documents on hold for authorization. For additional security, you can choose to password the ability to take documents off hold.

Invoicing allow you the flexibility to track and tailor items information for your specific needs



Invoice Item Detail offers access to item information for review or modification. For example, users can check the quantities at other sites and change the requested ship dates or sales taxes for individual items.

Item information: Easily look up item numbers, enter new items into Inventory or sell non-inventoried items. Display two lines for each item entry, or for quick verification, you can choose to show only the first line of each item.

Default information from Inventory: Simply select an item and information about the item will be displayed. You can then change virtually every facet of the line item record.

Inventory allocation: When you enter a quantity invoiced, that quantity is allocated at the moment it is entered, rather than waiting until the transaction is saved or posted, bringing inventory up to date and eliminating the possibility of allocating an item after another user has already promised it to a customer

Item price: Assign item price by unit of measure and by quantity. You also can include multiple units of measure on each invoice, which adds flexibility to invoice entry.

Changing unit costs: Prices displayed on invoices can always be current because item prices can be overridden on an invoice. Also, the unit cost of an item can be changed in the Invoicing window when entering returns. Both of these options can be password-protected for security purposes.

Discount management: Specify how discounts should be managed, and then enter markdowns as percentages or amounts. You also can choose to enter trade discounts for an entire document, offering another level of discount management.

Returned items: You control how return items will be handled by accepting return items at the current item cost, or entering the original cost for that item. You can also return quantity types; for example, part of the returned items can be returned to Quantity on Hand, while the remainder could be considered Damaged Inventory.

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Multiple site allocation: If a shortage occurs, you can allocate inventory from multiple sites for the same item. Additional shortage options include substituting, overriding or selling the balance, allowing you to decide the most efficient method of handling shortages.

General ledger accounts: Modify General Ledger distribution accounts for each item or view all transaction distributions and make changes at the same time.

Special instructions: Customize instructions by entering item descriptions, comments or special handling instructions for each item. You also can print those comments with your invoice.

Powerful inquiries and drill downs put information at your users' fingertips

Doc. Type	Document Number	Date	Customer ID	Customer PO Number	Customer Name	Subtotal	Trade Discount	Freight	Miscellaneous	Tax	Total
IVC	IVC21	7/21/02	BEATRICE0001	XS276	Beatrice Foods	\$1,569.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,569.85
IVC	IVC22	7/10/02	ADVANCED0001		Advanced Paper Co.	\$449.50	\$0.00	\$0.00	\$0.00	\$31.48	\$480.98
IVC	IVC23	7/31/02	LASERMES0001	K1009	Laser Messenger Service	\$59.70	\$0.00	\$0.00	\$0.00	\$2.79	\$62.49
IVC	IVC24	7/15/02	STMARYH0001	IN656	St. Mary's Hospital	\$2,549.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,549.00

Invoicing Inquiry provides instant confirmation of customer activity: each line item can be traced back to its originating transaction quickly and efficiently.

Cross-module inquiries: View information instantly using powerful zoom capabilities that gives you immediate access to invoicing information without closing your current window. For example, you can zoom from a General Ledger distribution back to the originating invoice transaction, providing an instant, on-screen audit trail.

Online information availability: Take advantage of fast, intuitive data access. Invoicing enables you to view document, item and sales person information online.

Customer information: By selecting the customer button, you can open the Customer Inquiry window and readily have payment, shipping and billing information about a customer at your fingertips.

Rich reporting capabilities provide in-depth activity tracking and analysis

Routine documents: Easily print invoices, returns, packing slips, and mailing labels. You can print invoices, returns and packing slips at the moment you enter them, or you can print them all at once when it's convenient for you – for example, at the end of the day.

Customized invoices: You can use pre-defined invoices or customize invoices to suit your business.

Multiple forms: Create multiple invoice, return and packing slip forms that present the information you need for your customers. For instance, if you have one group of customers who only need a short form and another group who require more detail, you can accommodate all of them.

Analysis report: The Sales Analysis Report shows the cost of sales, as well as gross profit totals and percentages, which you can use when analyzing sales by customer or items.

Historical reports: View and maintain historical reports for an unlimited number of years, providing you with auditing information for your business whenever you need it.

Report options: Create reports that present the information you need in the best format for your business. You can save unlimited versions of each report, and group reports for consistent analysis.

On-screen reporting: Quickly print any report to your screen and electronically search for specific information you need.

Financial intranet: Share reports with authorized employees anywhere – and at any time – by posting reports on your intranet.

Custom reports: For complete reporting flexibility and power, Report Writer and Crystal Reports Professional enable you to modify existing reports or create entirely new reports, including graphing capabilities, and the ability to export data to spreadsheets and other applications.