

MICROSOFT BUSINESS SOLUTIONS—NAVISION

FINANCIAL MANAGEMENT

Microsoft® Business Solutions 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
- Gain motivation 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 in order to "give the trader, without delay, information as to his assets and liabilities." Five hundred years later, fast and easy access to bottom-line information is still what you need to run your business.

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

Far from inhibiting work, Microsoft Business Solutions—Navision adapts and evolves to match the way in which 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 organisation, Microsoft Navision makes the transition smoother. It adapts and evolves to match the way your business operates.

You can customise 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 capitalise on your knowledge of how your business works by discovering opportunities, which otherwise might have been difficult to identify.

You can examine individual transactions and information about particular events quickly and easily. You can drill down on the fly 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 which the numbers originated. Microsoft Navision stimulates your curiosity and makes your work more inspiring.

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. Microsoft Navision encourages you to look further than account balances.

Account schedules allow you to use the data in your general ledger to help drive your business. You can use a range of predefined reports or your own customised company-specific reports. The financial information generated in this way can then be presented on a web browser or distributed by email, so that managers and employees, network partners and investors can stay informed about your company's activities.

Ask your Partner

To learn more about Microsoft Business Solutions Financial Management—Navision, contact your local Microsoft Certified Business Solutions Partner. They have the expertise necessary to design a solution that fits your specific business needs. Alternatively, visit our website at:

www.microsoft.com/uk/businesssolutions

About Microsoft Business Solutions

Microsoft Business Solutions, a division of Microsoft, offers a wide range of integrated, end-to-end business applications and services designed to help small, mid-market and corporate businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions applications optimise strategic business processes across financial management, analytics, human resources management, project management, customer relationship management, field service management, supply chain management, ecommerce, manufacturing and retail management. The applications are designed to provide insight to help customers achieve business success. More information about Microsoft Business Solutions can be found at:

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Key features	Description
<p>FLOWFIELDS AND LOOKUP BUTTONS</p>	<p>Use FlowFields to receive the most up-to-date financial data:</p> <ul style="list-style-type: none"> • The system continually updates and recalculates the 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>Specify which information should be displayed in a window by using filters on FlowFields and tables:</p> <ul style="list-style-type: none"> • You can set a table filter on one or more fields in a table. <i>(For example, you can specify that only German customers should be shown in the Customer List window.)</i> • You can use filters on FlowFields to limit which entries are used in calculating the amounts or quantities presented in a FlowField. <i>(For example, you might exclude entries from certain departments from being part of a FlowField calculation.)</i> <p>Lookup buttons in many fields give you direct access to information in a table <i>(for example, from a journal line)</i>:</p> <ul style="list-style-type: none"> • You only have to enter information correctly once, and it can be reused consistently on all later occasions. • Data input is quicker because you don't have to re-enter information.
<p>GENERAL LEDGER</p>	<ul style="list-style-type: none"> • Centralise your company's accounting information, posting specifications and other core data. • General Ledger provides you with the basic facilities necessary for setting up a company and posting to the general ledger: chart of accounts, general journals, VAT facilities, recurring journals and source codes. It also includes facilities for internal and external reporting. • Set up accounts in the Chart of Accounts. For each account you establish, there is a Balance/Budget window that shows budget figures and/or actual figures for the entire chart of accounts, or for individual accounts. • View continually updated balances and net changes. • Before a journal is posted, check how its entries will affect the liquid accounts. Easily track posted G/L entries and reverse entries that were posted with incorrect information. • Enter figures in the General Journal in any currency. • Define fiscal year as beginning on any date and divide it into accounting periods. • Create budgets in a matrix window, for a day, week, month, quarter, year or any accounting period. Make budgets based on department, project or business unit.
<p>DIMENSIONS</p>	<ul style="list-style-type: none"> • Define an unlimited number of dimensions and dimension values at any time. • Name dimensions as you please, so that your dimensions setup reflects the specific needs of your company at all times. • Set up dimension value hierarchies to reflect your reporting and accounting needs. • Use default dimensions effectively to avoid a lot of manual data entry and ensure that the desired dimensions data is always posted. • Use Analysis Views to investigate relationships between dimensions and monitor performance. • Attach an infinite number of dimensions to each budget entry. • Export your Analysis Views to Microsoft® Excel to make full use of Excel's visual and presentation capabilities.

Key features	Description
CASH MANAGER	<p>Bank account management:</p> <ul style="list-style-type: none"> • Create unlimited number of bank accounts, modify and delete bank accounts, transfer between bank accounts and set up customer/vendor bank account cards. • G/L account is automatically updated when you post bank transactions. <p>Cheque writing:</p> <ul style="list-style-type: none"> • Automate and control the entire cheque-writing process, generate printed cheques with a unique number series for each bank account, track cheque numbers and void cheques if required, and write cheques in more than one currency. • Specify whether the payment is to be made by a manually-created cheque or a computer-generated cheque. • Preview and print cheques directly. <p>Reconcile all your bank accounts with the account statements issued by your bank:</p> <ul style="list-style-type: none"> • Apply transactions from your bank statement to bank account ledger entries. • Post additional transactions recorded only by the bank and not yet by the program. • Deal with errors on your bank statement.
TRACEABILITY	<ul style="list-style-type: none"> • Transactions leave a complete audit trail, so even complex business transactions become transparent. • G/L registers record every entry made and where and when it originated. • View all G/L entries for all accounts or specific accounts from your chart of accounts, account cards, and so on. • 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. • The Find function on any field and in any window lets you locate information <i>(for example, specific document numbers)</i>. • 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.
SECURITY AND BUSINESS RULES	<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 salesperson may only see sales figures for their region or managers may only see budgetary amounts for their departments. <i>(This is only applicable for the Microsoft® SQL Server™ option.)</i> • Automate procedures and policies in an organisation by using business rules. Influence how your accounting is conducted and increase the consistency of data entry and thereby data output. • Business rules can be applied to individual accounts, account types, dimensions, VAT accounting and many other areas of Microsoft Navision.
INTERCOMPANY POSTINGS	<ul style="list-style-type: none"> • Create intercompany transactions between any two companies within a group controlled by the same legal entity. You can make correct due to/due from entries in more than one company, using relevant intermediary accounts. • Handle transactions such as: orders, invoices, credit memos, return orders and general journal entries. • Intercompany Postings can handle companies using different databases: the data transfer takes place using XML-files that are placed in a specific network folder or mailed to a designated receiving email account, using the sending user's email client. • The Intercompany Transaction report documents all of your intercompany transactions and eases the intercompany reconciliation process and provides an audit trail. • Use different currencies and different charts of accounts to facilitate interactions with international intercompany partners.

Key features	Description
RECEIVABLES AND PAYABLES	<ul style="list-style-type: none"> • Define flexible payment terms, discount periods and payment methods. • Define flexible payment application policies including payment tolerance amounts, payment discount grace periods and cross-currency application rounding limits. • Define an unlimited number of finance charge terms. • Reverse incorrect applications. • Reverse customer and vendor transactions posted manually in journals, including all related ledger entries, VAT entries and bank account entries. • Define a default currency for customers and vendors; and invoice and accept payment in an unlimited number of currencies. • View customer/vendor statistics per currency, detailed transaction history and ageing/trial balance reports. • Automatic suggestion of vendor payments based on due dates, dimension values, vendor priority and discount availability. • Receive notices informing you if a customer exceeds their credit limit, has been blocked from further transactions, or has an overdue balance. • Send statements or reminders to customers with overdue balances.
VAT AND SALES TAX	<ul style="list-style-type: none"> • Use VAT posting groups to automatically calculate VAT for customers and vendors. • Specify whether unit prices on sales and purchase lines should include or exclude VAT. • Check that VAT registration numbers fit country standards and aren't incorrectly duplicated for another customer or vendor in the database. • Allow the manual entry of VAT to ensure consistency between external documents and internal accounting. <i>(For example, where the VAT on an external document is different from that calculated in the program, it might be relevant to enter the VAT amount calculated by the vendor.)</i> • Use Microsoft Navision to report VAT details to the relevant authorities.
FIXED ASSETS	<ul style="list-style-type: none"> • Define information for an asset and group assets. • Define an unlimited number of depreciation books for each fixed asset and describe the required depreciation conditions. • Choose from several standard depreciation methods: straight-line, declining-balance and accelerated methods. • Set up maintenance information and record maintenance performed on fixed assets. • View statistics in each depreciation book. • Monitor insurance coverage and annual insurance premiums of your fixed assets.

System requirements

TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:

- Basic General Ledger
- Budgets
- Basic Dimensions
- Advanced Dimensions
- Account Schedules
- Consolidation
- Multiple Currencies
- Allocations
- Change Log
- Basic XBRL
- Intercompany Postings
- Cheque Writing
- Bank Reconciliation
- Basic Fixed Assets
- Fixed Assets Insurance
- Fixed Assets maintenance
- Sales Tax
- Basic Receivables
- Basic Payables
- Sales Invoicing
- Purchase invoicing