

Business software to
help you succeed



Microsoft®
**Small Business
Financials**

Microsoft®

STEP UP

Microsoft® Small Business Financials® offers powerfully integrated functionality for managing all aspects of your business, helping you increase productivity, serve customers more effectively, and improve overall business performance.

Microsoft Small Business Financials can be licensed affordably and easily maintained as a long-term investment. Your support plan includes software updates and new releases, and full investment credit toward your upgrade to a higher-end Microsoft Dynamics™ (formerly Microsoft Business Solutions) application.



to a complete business management solution — MICROSOFT SMALL BUSINESS FINANCIALS

Connect the people, information, and processes that help you manage all aspects of your business more effectively. Work more productively, with efficient transaction processing, powerful reporting capabilities, and all the tools you need to monitor and manage business performance. Ensure maximum flexibility, with software that's easy to set up and use and that adapts to meet changing business needs. Invest in affordable, dependable software that you'll never outgrow — built on robust Microsoft® technologies and backed by award winning training and support.

You've got big plans for your business —
and you need more than basic accounting software
to help you succeed.

Microsoft®
**Small Business
Financials**

TAKE CONTROL OF YOUR BUSINESS FINANCIALS—AND MUCH MORE

FINANCIALS

Maintain tight control of business finances with flexible account structures, true double-entry accounting, flexible period-end closing, and tools for monitoring financial goals and managing cash flow.

BANKING

Smoothly integrate all cash, check, and credit card transactions, trace bank account balances, and automate monthly reconciliation for all your business finances.

FIXED ASSETS

Manage your fixed assets with easy record setup, flexible depreciation methods and averaging conventions, and automatic updates to multiple account books.

INVENTORY

Manage inventory levels and costs with flexible pricing and cost methods, multiple ways to track individual items and kits, backorder management, and real-time inventory adjustments.

SALES

Help ensure efficiency and customer satisfaction with integrated quotes, orders, drop shipments, invoices, fulfillments, and payments.

PURCHASING

Manage vendor relationships and control costs with integrated purchase orders, drop shipments, item receipts, invoices, and payments.

REPORTING

Locate, pinpoint, and analyze the exact information you need using SmartList query tools, drill-back capabilities, and more than 150 customizable reports. Easily export data to Microsoft® Office Excel® for further analysis.

MICROSOFT® FRX® DESKTOP

Build custom reports with reusable design templates and consolidate cross-company financial statements for streamlined analysis and financial management.

CRYSTAL REPORTS 10 STANDARD

Import data from multiple sources, then create presentation-quality reports with the help of templates, wizards, drag-and-drop operations, and stored objects.

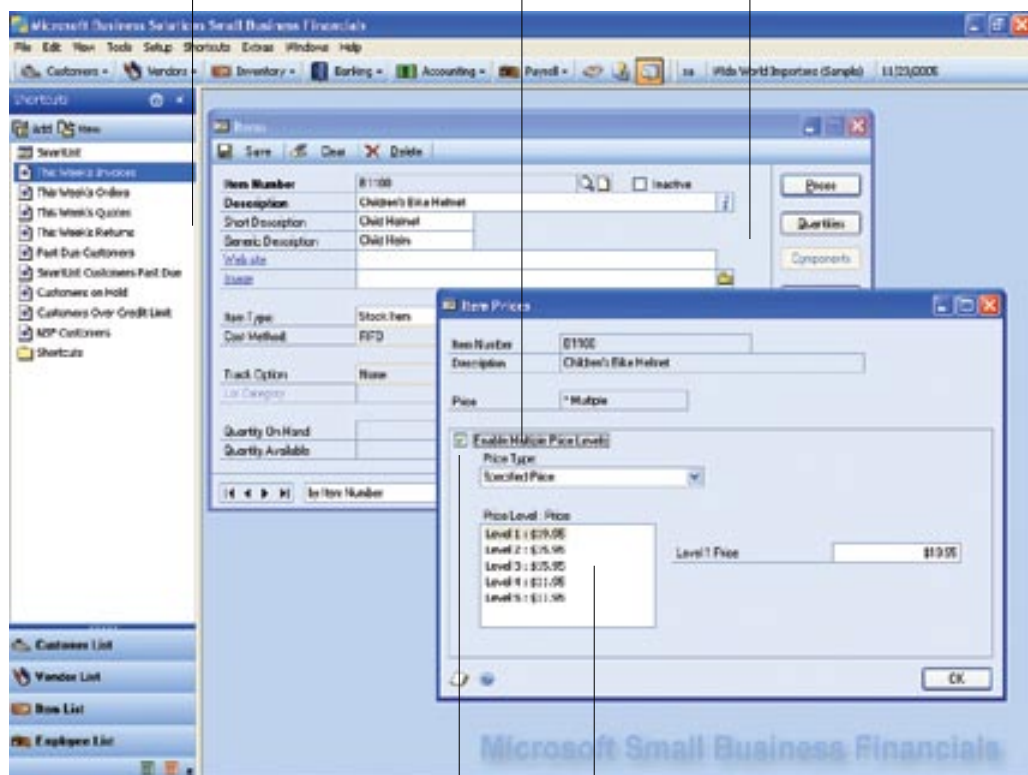
US PAYROLL

Respond to employee needs, save money, and comply with government requirements using integrated payroll processes that include tax table updates, reports, check printing, direct deposit, and government forms.

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

QUICKLY VIEW
*the number of items in
stock and reorder.*

APPLY
point information.



OFFER
*customer specific pricing with
multiple levels.*

BUILD
*up to five price levels
for each item.*

CONNECT PEOPLE, PROCESSES, AND INFORMATION TO MANAGE YOUR BUSINESS MORE EFFECTIVELY

MANAGE CUSTOMER, VENDOR, AND PRODUCT LIFE CYCLES WITHIN ONE APPLICATION.

Serve customers better and faster, manage vendor relationships more effectively, and track inventory levels, revenues, and costs efficiently. With integrated, streamlined sales and purchasing processes, you'll process and fill orders smoothly, manage invoices and payments efficiently, and negotiate better prices with vendors. Flexible options for buying and receiving items help you replenish inventory so that your business is always equipped to meet customer needs.

MAINTAIN TIGHT CONTROL OVER INVENTORY COSTS AND QUANTITIES.

Robust inventory management capabilities provide flexible options for item costing, pricing, and tracking so that you can maintain tight control over costs and quantities. Item allocation and real-time inventory adjustments provide a complete, up-to-date view of your supply and demand situation.

TAILOR FULFILLMENT AND INVENTORY MANAGEMENT TO MEET YOUR EXACT NEEDS.

Meet demanding customer requirements with the ability to process drop shipments and manage orders, inventory, and invoicing for complex kit and assembly components. Convenient replenishment alerts and item number error messages help your sales and purchasing employees sell and replenish stock efficiently for optimal business results.

PROCESS EMPLOYEE COMPENSATION WITH A COMPREHENSIVE PAYROLL SYSTEM.

Microsoft Small Business Financials includes integrated payroll processes that let you track Workers' Compensation, connect with ADP Payroll Services, update general ledger accounts, and generate forms to comply with government requirements — including Federal W-2 Magnetic Media files. You'll also help ensure accuracy and improve processes with 24 comprehensive payroll reports, tax table updates, check printing, and direct deposit.

ENHANCE BUSINESS CAPABILITIES.

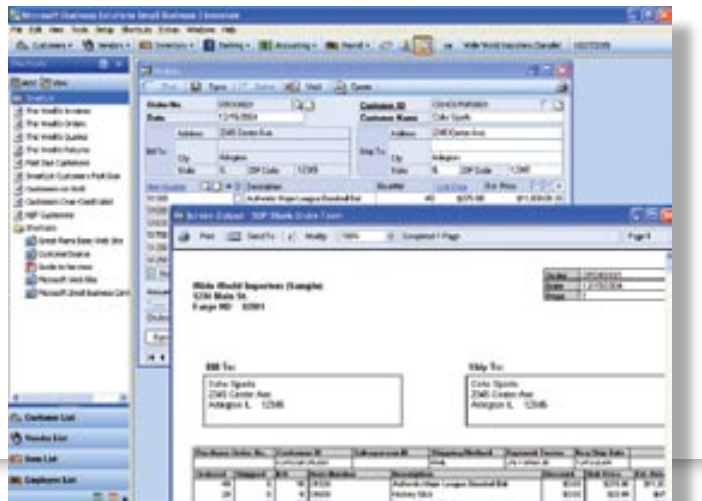
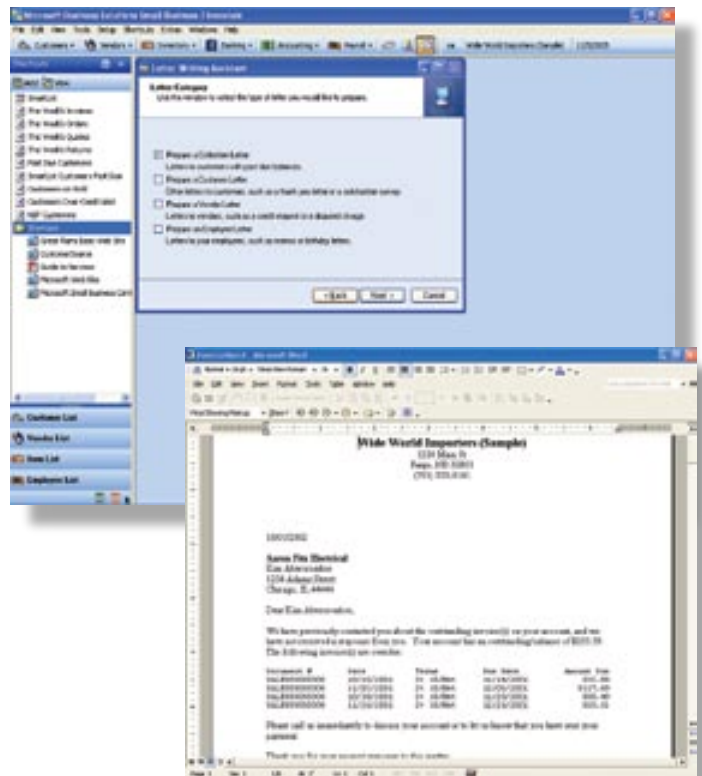
Improve productivity, enhance sales and marketing efforts, and extend your solution to meet industry specific needs. Microsoft Small Business Financials integrates with Microsoft Office — including Microsoft® Office Word, Office Excel, and Microsoft MapPoint® — as well as with Microsoft Small Business Online services.

COMPREHENSIVE PAYROLL REPORTS

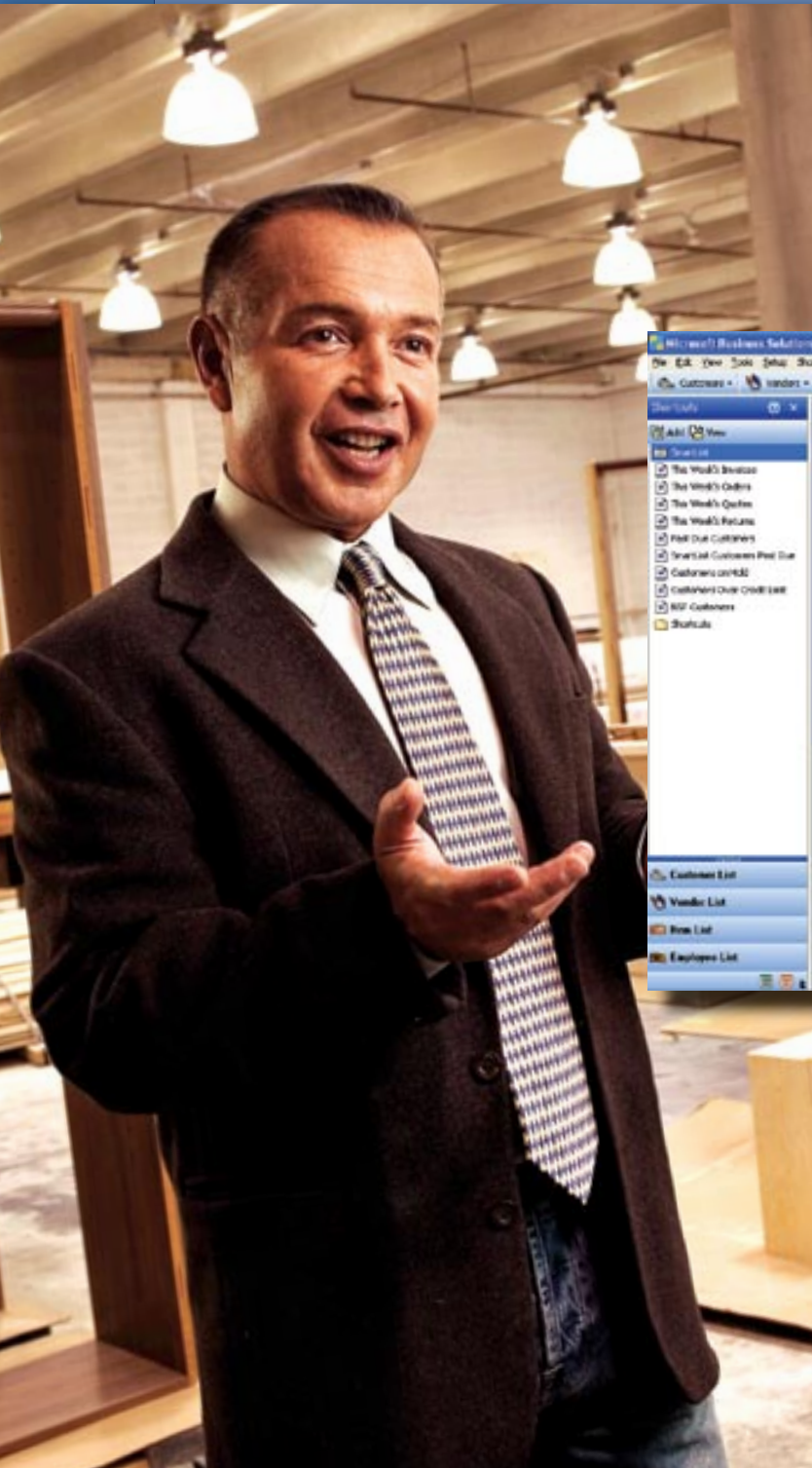
Extract employee or payroll tax information you might need for reporting or human resource management tasks. In addition to existing options, the U.S. Payroll reports window features 24 new report selections, including:

- Check History
- Department Wage and Hour
- Detailed Employee List
- Distribution History
- Earnings Register
- Employee Benefit List
- Employee Deduction List
- Employee Pay History
- Employee Personnel List
- Employee Wage and Hour
- FICA Wage
- Monthly Benefit Summary
- Monthly Deduction Summary
- Monthly FUTA
- Monthly Local Tax Summary
- Monthly Pay Code Summary
- Monthly Payroll Summary
- Monthly State Tax Summary
- Monthly SUTA
- Monthly Workers' Compensation Summary
- Quarterly FUTA
- Quarterly SUTA
- Quarterly Workers' Compensation Summary
- Transaction History

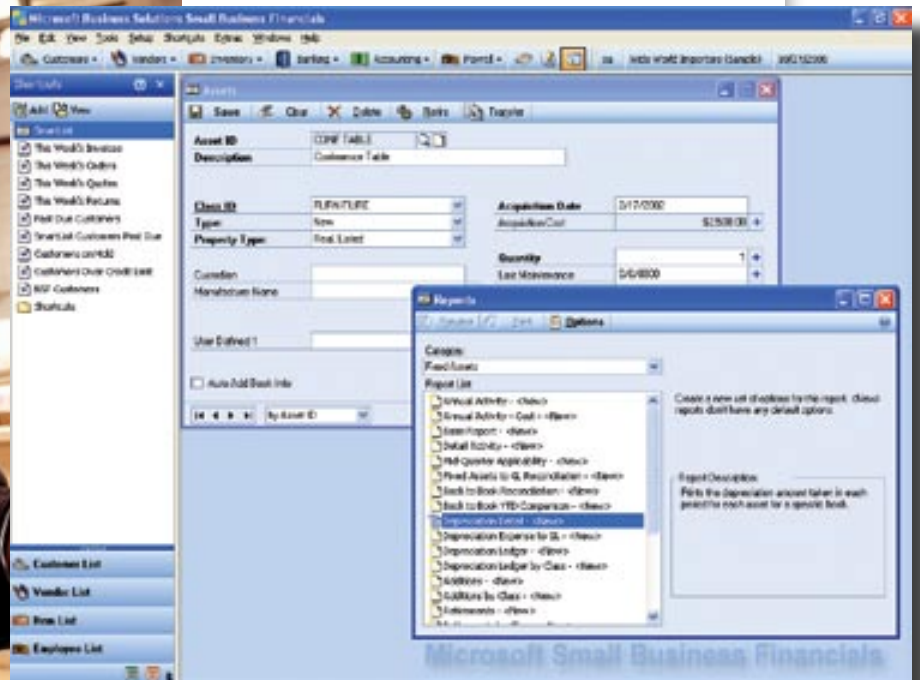
USE THE LETTER WRITING ASSISTANT
to create customized letters to customers, employees, and vendors in Microsoft® Word.



INCREASE EFFICIENCY AND CUSTOMER SATISFACTION
with integrated sales functionality for managing quotes, orders, backorders, invoices, fulfillments, and payments.



CREATE ASSET RECORDS
that record standard information such as acquisition date and cost. Two user-defined fields let you track additional information and distinguish between similar assets.



CHOOSE FROM 19 REPORTS
to maintain current information for tax reporting and analyze depreciation, sale, or decommissioning activities.

EQUIP YOUR ORGANIZATION TO WORK FASTER, SMARTER, AND BETTER.

STREAMLINE BUSINESS TASKS.

Increase efficiency and help ensure accuracy with integrated sales, fixed assets, purchasing, inventory, banking, payroll, and general ledger functionality.

Step-by-step wizards and forms let you enter and update data quickly, then access information from anywhere in your system. Plus, you can record macros, set up recurring transactions, and use reminders and alerts to process and schedule routine tasks.

ANALYZE STRATEGIC INFORMATION TO MAKE BETTER DECISIONS.

Locate the exact information you need using powerful search tools, and move easily from general information to specific details. Data input forms make it easy to enter and update information. More than 148 reports equip you to view, compare, and analyze data from all areas of your business to identify trends and opportunities. Data and reports can be exported to Excel for further analysis.

CREATE REPORTS THAT FIT THE WAY YOU DO BUSINESS.

Equipped with Microsoft FRx Desktop, you can build customized financial reports quickly and easily, as well as consolidate cross-company financial statements for simplified analysis and streamlined financial management. And when you need fast access to key data, standard reporting formats, and impressive visual presentations, Crystal Reports 10 Standard offers intuitive, interactive report design tools.

A TRUSTED ALLIANCE, BACKED BY EXPERT TRAINING AND SUPPORT

Highly-trained Microsoft Certified partners offer expertise with implementing, customizing, and maintaining your software. You can call on your partner at any time, for as much or as little help as you need. Award-winning support and training services include phone, electronic, and automated support, extensive training resources, and software updates and new releases.

WORK WITH FLEXIBLE, DEPENDABLE SOFTWARE THAT GROWS WITH YOU

SET UP QUICKLY AND TAILOR YOUR SOLUTION TO MEET BUSINESS NEEDS.

Microsoft Small Business Financials sets up quickly, with checklists and wizard-based tools that take you step-by-step through the setup process. You can efficiently import existing customer, vendor, employee, and account records directly from other applications. Flexible default settings let you manage multiple departments and locations and set up multiple costing and pricing methods.

In addition, you and your employees can personalize reports, invoices, and statements to meet business needs.

INCREASE TRANSACTION VOLUMES AND MAINTAIN SYSTEM PERFORMANCE.

Powerful, reliable Microsoft® SQL Server™ technologies offer unlimited storage capacity for records and transactions. No matter how many records and transactions you store, you'll be able to enter, process, and retrieve information without slowing your system down.

MAINTAIN ACCURATE ACCOUNTING INFORMATION.

Microsoft Small Business Financials provides increased financial controls so that you can adapt to changing needs without compromising accuracy. True double-entry accounting keeps books in balance and serves as an audit trail that makes it easy to find and fix mistakes. You can easily set up flexible fiscal closing periods with password protection, as well as assign multiple user roles and privileges.

ELIMINATE SYSTEM CONFLICTS FOR MULTIPLE USERS.

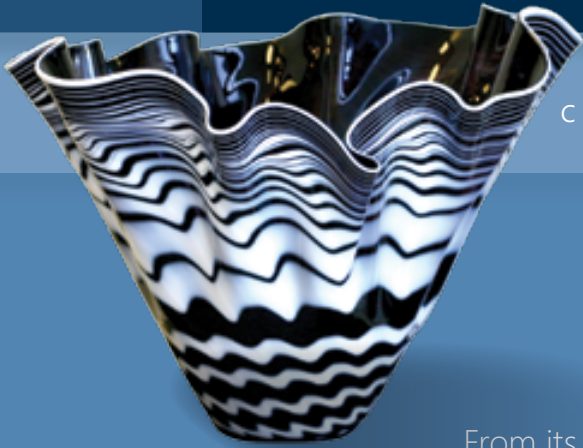
Easily set up customized user roles and privileges within Microsoft Small Business Financials, as well as access for unlimited users and up to 10 concurrent users. Users can access and retrieve the information appropriate to their role at any time without slowing down your system. And because Microsoft Small Business Financials supports multi-user access for all transaction types, users won't need to juggle single and multi-user modes.

SCALE TO GROW WITH YOUR BUSINESS.

Built on reliable, stable Microsoft technologies and tested in a broad range of customer implementations, your solution can adapt and grow to meet your changing business needs. In addition to supporting unlimited numbers of records and transactions and increased financial controls, Microsoft Small Business Financials supports an unlimited number of companies and up to 100 active employee records, with the option to purchase up to 500 active employee records

SATISFIED CUSTOMER:

Avila Retail



CUSTOMER PROFILE

From its original store in Old Town Albuquerque, Avila Retail has grown to a network of 14 jewelry and gift shops in the Denver, Phoenix and Albuquerque airports. Each shop is required by the airport to conform to a declared theme — Native American, contemporary, or Southwestern/ Western jewelry and gifts. And the airport management in each location demands precise, detailed accounting data on sales and inventory.

*“I love Microsoft Small Business Financials.
It is by far the best accounting software I have ever used.”*

MICHELLE LAWRENCE
ACCOUNTING MANAGER
AVILA RETAIL

Prior to using Microsoft Small Business Financials, Avila’s existing accounting systems simply couldn’t scale to meet the needs of the business. “Our central IT solution was so unfriendly that I ran 20- to 30-page reports to compare how a product sold in Albuquerque, Denver, or Phoenix“, says Kathleen Avila, Managing Member, Avila Retail Development and Management, LLC.

In August of 2002, Accounting Manager Michelle Lawrence began the migration to Microsoft Small Business Financials, the entry step to the Microsoft Dynamics (formerly Microsoft Business Solutions) product family.

“The software was cost-effective for a business our size,” says Lawrence. “We were able to start with the modules we needed – general ledger, accounts payable and banking – without paying for things we didn’t want or need. More importantly, the software proved it was easy to use and powerful – from drill down capabilities to its import and export to Office Excel. We estimate that Microsoft Small Business Financials will save 300 labor hours per month through integration to our Microsoft Retail Management System, 40 to 50 hours per month with payables integration, and that our monthly closing time will be cut by as much as 75 percent. And the support is exceptional. We get fast turnaround on service calls, and the expertise of a trained Microsoft partner to consult on our IT program. We have the secure data we need, and our support is everything we could ask for.”

MEET INDUSTRY-SPECIFIC NEEDS

Microsoft Small Business Financials enables you to extend your business capabilities to focus on what's important — your business — and not the systems running it. More than 160 authorized independent software vendors (ISVs) are available to deliver a full array of industry-specific solutions, as well as solutions that will assist you with a particular business function.

Below is a small sampling of some of the industry-specific solutions that integrate with Microsoft Small Business Financials.

For more information and a complete list of solutions, visit www.microsoft.com/businesssolutions/smallbusinessfinancials

RETAIL

To compete with big business, you need to ensure that your retail and point-of-sale processes are managed efficiently. By combining Microsoft Small Business Financials with Microsoft Retail Management System, you can manage retail and point-of-sale processes with solutions that until now were available only to large companies — including accounting, supply chain management, distribution, business analytics, customer service, and support.



For more information, visit: www.microsoft.com/smallbusiness

PROFESSIONAL SERVICES

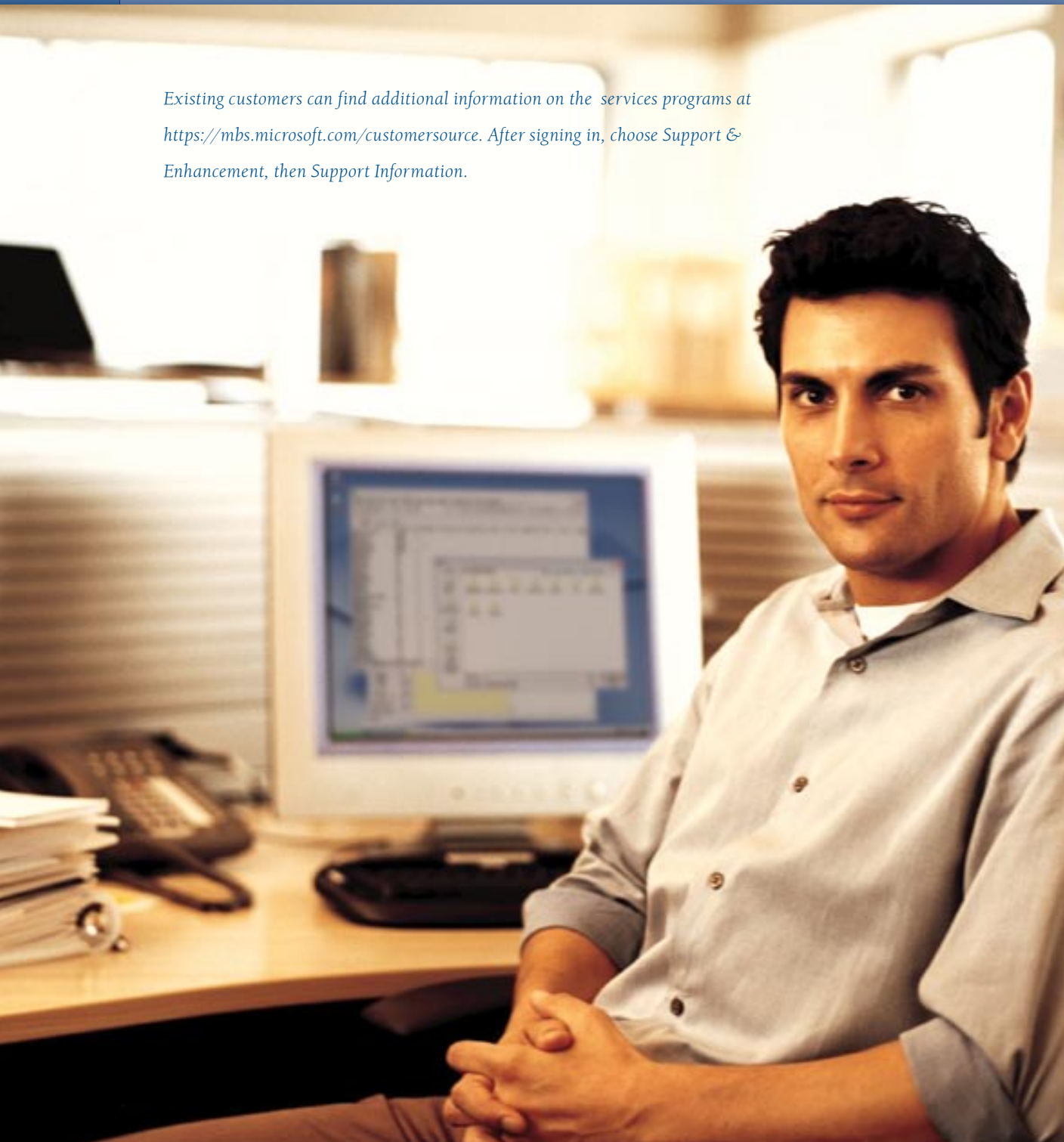
Many small businesses fall under the Professional Services umbrella — including healthcare, membership organizations, hospitality, retail, and business services. While Microsoft Small Business Financials is an optimal solution for these types of organizations, industry-specific solutions offered by the Solution Developer community, such as JOVACO Solutions, Inc., offer robust options for enhancing business capabilities. JOVACO's Project Control, Timesheet & Expense Reports, and Professional Invoicing are just a few examples of solutions designed for professional services businesses that can be integrated tightly with Microsoft Small Business Financials.



For more information, visit: www.jovaco.com



Existing customers can find additional information on the services programs at <https://mbs.microsoft.com/customersource>. After signing in, choose Support & Enhancement, then Support Information.



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 Microsoft Small Business Financials by working with your local reselling partner to offer remarkable training and support services.

During your first year as a Microsoft Small Business Financials customer, you are enrolled in the Foundation Services Program. This service plan includes product maintenance and a base level of support and self-training that serves as a solid foundation for the services you receive from your partner. Your plan includes software updates and access to CustomerSource, a Web site designed to enhance your productivity. Additional resources include expert technical support to keep your business working effectively, plus access to online training to help ensure you get up to speed quickly and continue to find new and better ways to use Microsoft Small Business Financials.

SERVICE PROGRAM FEATURES

ALL PRODUCT UPDATES

Receive all major releases and minor updates for the product you currently own. You will also receive database releases, if the database was purchased from Microsoft Business Solutions .

CUSTOMERSOURCE

Our secure, password-protected site for Microsoft Business Solutions customers , CustomerSource provides access to a searchable technical database, discussion boards, news, a subscription service, and more.

ONLINE TRAINING

Two users can access the Foundation Library of Microsoft Dynamics Online Training. This eLearning option helps customers learn about the details of their solution with two subscriptions to the Foundation Library, which provides self-directed tutorials via PC with Internet access.

MANAGED NEWSGROUPS

These online forums help customers collaborate with other customers to learn about their solution and solve technical issues. If questions aren't answered by other customers within two business days, a Microsoft Business Solutions support engineer will respond.

ABILITY TO MAKE SUGGESTIONS FOR FUTURE PRODUCTS AND NEW FEATURES

Many of our product improvements and new features come directly from suggestions our customers make. Every year we send a Product Advisory Board survey to customers enrolled in a service plan. You can also enter your suggestions directly to our Global Suggestion Database throughout the year via CustomerSource.

FAST ANSWERS AND TECHNICAL ADVICE

Telephone or electronic support calls with a 3-hour guaranteed response time, offered to support plan customers at reduced rates.

SYSTEM REQUIREMENTS

SYSTEM REQUIREMENTS

THE FOLLOWING OPERATING SYSTEMS CAN BE USED:

Windows® XP Professional SP 2, Windows® XP Tablet PC Edition, Windows® 2000 Professional SP 4.

NOTE: The Windows XP Tablet PC Edition is only supported on a client connected to the Local Area Network. The wireless components of Windows XP Tablet PC Edition are not supported or recommended.

You will also need to have Microsoft® Internet Explorer® 5.5 or later installed and turn on File and Printer Sharing Microsoft Networks.

SYSTEM PROCESSOR:

MINIMUM REQUIREMENTS

Pentium III 1.2 GHz (or equivalent)

HARD DISK SPACE:

600 MB or more on the system root

RAM:

256 MB (512 Recommended)

NETWORK CARD:

100 Base T or 1000 Base T Ethernet

SERVER REQUIREMENTS:

OPERATING SYSTEM

Windows 2000 Server SP 4

Windows Server™ 2003 Standard Edition SP 1

Small Business Server 2000 SP 4

Windows Small Business Server 2003 Premium Edition SP 1

Microsoft Windows Small Business Server 2003 Standard Edition SP 1 (MSDE ONLY)

You will also need to have Microsoft Internet Explorer 5.5 or later installed and turn on File and Printer Sharing Microsoft Networks.

SYSTEM PROCESSOR:

MINIMUM REQUIREMENTS

Dual Pentium IV 2.4 GHz (or equivalent)

HARD DISK SPACE:

500MB+ space for accounting data

RAM:

1GB or greater

NETWORK CARD:

32-bit, 10/100 MB Ethernet Full Duplex

DATABASE REQUIREMENTS

MSDE 2000 SP 4

Microsoft® SQL Server™ 2005 Express Edition

Microsoft SQL Server 2000 Standard Edition SP 4

Microsoft SQL Server 2000 Workgroup Edition SP 4

Microsoft SQL Server 2005 Standard Edition 32-bit

Microsoft SQL Server 2005 Workgroup Edition

PACKAGING AND PRICING

THE CORE MICROSOFT SMALL BUSINESS FINANCIALS SOLUTION INCLUDES:

Financial (General Ledger with Advanced Financial Analysis)

Banking (Bank Reconciliation/Cash Flow Management)

Sales (Sales Order Processing/Accounts Receivable)

Purchasing (Purchase Order/Accounts Payable)

Inventory (Item Tracking)

Foundation and Reporting (Report Editor, SmartList, Microsoft Office Integration)

Integration (Import Wizard for master records/transactions)

Microsoft SQL Server Desktop Engine

ADDITIONAL OPTIONS AVAILABLE INCLUDE:

Fixed Assets

US Payroll (with Direct Deposit)

Magnetic Media for US Payroll

Crystal Reports Standard 10.0

FRx Desktop

Additional System User Licenses
(10 concurrent user licenses max.)

For more information on packaging and pricing options,
visit www.microsoft.com/businesssolutions/smallbusinessfinancials

Microsoft Small Business Financials is an affordable, easy-to-use accounting solution for small, growing businesses. It is designed to help you become more productive and to effectively integrate with other software. With Small Business Financials, you can access vital information to make informed business decisions.

More information about Microsoft Small Business Financials can be found at <http://www.microsoft.com/businesssolutions/smallbusinessfinancials>

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