



## MICROSOFT BUSINESS SOLUTIONS—NAVISION STANDARD

### MICROSOFT® BUSINESS SOLUTIONS—NAVISION® STANDARD

**Microsoft Navision Standard is an integrated business management solution designed for organizations that have outgrown their basic software packages. It is ideal for companies looking for one solution that is:**

- **Fast to implement**
- **Simple to use and maintain**
- **Ready for the future**

*“With Microsoft Business Solutions—Navision Standard, we have the functionality that’s perfect for us right now, but it’s important for us to know that we have the option of expanding the solution whenever the need arises.”*

Tom Van Compernelle  
Director  
Van Compernelle and Sons Ltd

### **Freedom to Focus on Your Business**

When choosing business management software, the last thing you need is a solution that requires extensive customization, heavy administration costs, hours of down time, and lost productivity.

By choosing Microsoft Navision Standard—an integrated business management solution made specifically for smaller growing businesses—your company can tap into and benefit from the technology and functionality usually reserved for larger businesses.

Microsoft Navision Standard is competitively priced to target companies seeking **one** solution to help increase profitability. Designed for from one to ten users, it can be implemented quickly and customized, used, and maintained easily.

### **Reliable Functionality that Adds Value from the Start**

Microsoft Navision Standard gives you the essential and scalable functionality you need—no more and no less—to help boost profits, service and efficiency. Address your core operational needs by implementing only the functionality that adds real value to your business—right from the start. And you know your investment is sound because your solution has been tried and tested by more than 34,000 businesses worldwide.

Microsoft Navision Standard includes integrated functionality for

- Accounting and Banking
- Sales and Invoicing
- Purchasing
- Inventory
- Basic Manufacturing
- Human Resources/Payroll
- Reporting and Financial Analysis

### **Easy Implementation**

Because Microsoft Navision Standard consists of a base package that covers your essential business processes, it does not require costly and time-consuming tailoring and customization. Minor adjustments or additions to the base functionality can make the system suit your specific needs. This means that implementation is easier and less disruptive to your daily business. You and your employees will be able to keep your attention focused where it should be—on running and growing your business.

The modest size of the package and the intuitive and familiar Microsoft Windows®-based interface makes it possible for you and your employees to be up and running from day one with minimal training.

### **An Affordable Investment for Now and the Future**

Microsoft Navision Standard will fit your business today and tomorrow. You can license the functionality you need now, and, if your business needs change, simply add the functionality your business demands – at a price you can afford. And if you ever need to expand your solution to accommodate more than ten employees, you can easily step up to Microsoft Navision Professional.

See the attached data sheet for a list of all features available for Microsoft Navision Standard.

### **Integrated Base Solution**

With Microsoft Navision Standard, you know the status of your business at any given moment. Business and financial information is always up-to-date and fully integrated with information and input from all other areas in the program.

You can drill down on the fly to investigate a specific transaction, or you can use highly specific filtering criteria to find the exact information you want. You can find core details about financial information relating to customers, vendors, items, fixed assets, and general ledger accounts. Transactions leave a complete audit trail, so that even complex transactions become transparent.

### **Microsoft Office Integration**

Microsoft Navision Standard lets you easily integrate your business data with Microsoft Word, Microsoft Excel,

and Microsoft Outlook®. Collaborative, Excel-based budgeting tools integrate business data across applications. You can export data to Excel to perform advanced analysis or create graphical presentations. Integration with Microsoft Outlook facilitates easy collaboration and communication via e-mail and efficient contact management. You can even create custom letters to customers, vendors, and employees using integrated mail merge features.

### **Powerful collaboration, networking, and data management capabilities**

When you combine Microsoft Navision Standard and Microsoft Windows Small Business Server 2003, you get the tools you need to share information and processes with your employees, customers, and partners—no matter where they're located. Without straining limited IT resources, you can provide powerful networking and collaboration capabilities that let you connect effectively with customers and suppliers and share files, schedules, and other critical business information.

For more robust data management needs, combine Microsoft Navision Standard and Windows Small Business Server 2003 Premium and step up to Microsoft SQL Server™ 2000, an established database leader for small and mid-market segment businesses. Microsoft SQL Server 2000 provides sophisticated data management tools, optimal levels of server performance and reliability, and the ability to make full use of your existing software and hardware investments.

### **Ask Your Partner**

To learn more about Microsoft Navision Standard, contact your local Microsoft Certified Business Solutions Partner. They have the expertise necessary to design a solution that fits your specific business needs.

Or, visit our Web site at:

<http://www.microsoft.com/BusinessSolutions>

### **Address:**

Business System Solutions  
401 Mobil Ave., Suite 8  
Camarillo, CA 93010

<http://www.navisioninfo.com>

Key Features	Description
<b>APPLICATION WIDE</b>	<ul style="list-style-type: none"> <li>▪ Flow Fields and Lookup Buttons</li> <li>▪ Flexible Accounting Periods</li> <li>▪ “Navigate” function to locate all entries related to the same posting</li> <li>▪ Transaction traceability</li> <li>▪ Security and Business Rules</li> </ul>
<b>GENERAL LEDGER</b>	<ul style="list-style-type: none"> <li>▪ General Ledger, Accounts Receivables and Accounts Payable fully integrated with other Microsoft Navision application areas</li> <li>▪ Easy to maintain Chart of Accounts</li> <li>▪ General Journal templates</li> <li>▪ Budgets</li> <li>▪ Business Rules</li> <li>▪ Account Schedules—built-in reporting</li> <li>▪ Consolidation</li> <li>▪ Sales Tax</li> <li>▪ Analysis Views</li> <li>▪ Change Log</li> </ul>
<b>SALES &amp; RECEIVABLES</b>	<ul style="list-style-type: none"> <li>▪ Basic Receivables</li> <li>▪ Sales Invoicing</li> <li>▪ Sales Invoice Discounts</li> <li>▪ Sales Order Management</li> <li>▪ Alternative-Ship-To</li> <li>▪ Shipping Agents (Control your distribution by relating shipping agents to the services they offer.)</li> <li>▪ Sales Return Order Management</li> <li>▪ Calendars</li> <li>▪ Sales Line Discounting</li> <li>▪ Sales Line Pricing</li> </ul>
<b>CASH MANAGER</b>	<ul style="list-style-type: none"> <li>▪ Bank Account Management</li> <li>▪ Check Writing</li> <li>▪ Bank Reconciliation</li> <li>▪ Electronic Payments (ACH)</li> </ul>
<b>RELATIONSHIP MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ Contact Management</li> <li>▪ Contact Classification</li> <li>▪ Outlook Integration</li> </ul>
<b>PURCHASE &amp; PAYABLES</b>	<ul style="list-style-type: none"> <li>▪ Basic Payables</li> <li>▪ Purchase Invoicing</li> <li>▪ Purchase Order Management</li> <li>▪ Purchase Invoice Discounts</li> <li>▪ Requisition Management</li> <li>▪ Alternative Order Addresses</li> <li>▪ Purchase Return Order Management</li> <li>▪ Purchase Line Discounting</li> <li>▪ Purchase Line Pricing</li> <li>▪ Drop Shipments</li> </ul>
<b>INVENTORY</b>	<ul style="list-style-type: none"> <li>▪ Multiple Locations</li> <li>▪ Stock keeping Units</li> <li>▪ Alternative vendors</li> <li>▪ Bill of materials</li> <li>▪ Location Transfers</li> <li>▪ Item Tracking</li> <li>▪ Item Charges (Improve cost control by including the value of additional cost components to the unit cost or unit price of an item. For example, such cost components could be freight or insurance.)</li> <li>▪ Item Substitutions (Offer alternative items when: out of stock and offer cheaper alternatives with a higher profit margin.)</li> <li>▪ Item cross reference (Identify what your customers want by cross-referencing any customer code, internal code, or vendor code.)</li> <li>▪ Nonstock Items (Provide customers requesting nonstock items: Immediate quotes, nonstock item numbers automatically created, orders for nonstock items processed in the same way as for stock items.)</li> <li>▪ Cycle Counting</li> </ul>

Key Features	Description
	<ul style="list-style-type: none"> <li>▪ Bin</li> <li>▪ Put Away</li> <li>▪ Warehouse Receipt</li> <li>▪ Pick</li> <li>▪ Warehouse Shipment</li> </ul>
<b>DIMENSIONS</b>	<ul style="list-style-type: none"> <li>▪ Flexible Dimensions</li> <li>▪ Dimension Hierarchies</li> <li>▪ Dimension Rules</li> <li>▪ Budget by Dimension</li> <li>▪ Dimensions Input</li> <li>▪ Dimensions on all G/L Entries</li> <li>▪ Analysis Views</li> <li>▪ Reporting by Dimensions</li> </ul>
<b>MULTICURRENCY</b>	<ul style="list-style-type: none"> <li>▪ Trade in Multiple Currencies</li> <li>▪ Flexible Currency Management</li> <li>▪ Exchange Rates</li> <li>▪ Additional Reporting Currency</li> <li>▪ Euro Conversion Tool</li> </ul>
<b>FIXED ASSETS</b>	<ul style="list-style-type: none"> <li>▪ Flexible definition and grouping of assets</li> <li>▪ Unlimited number of Depreciation Books</li> <li>▪ Choice of Standard or Custom depreciation method</li> <li>▪ Statistics for every book</li> <li>▪ Maintenance information</li> <li>▪ Insurance Information</li> <li>▪ Allocation of Periodic Depreciation</li> <li>▪ Reclassification of Fixed Assets</li> <li>▪ Separation and Partial Disposal of a Fixed Asset</li> <li>▪ Report and Simulated Report Facilities</li> <li>▪ Maintenance</li> </ul>
<b>MULTIPLE LOCATIONS AND RESPONSIBILITY CENTERS</b>	<p>Handle inventory in more than one location (for example, warehouses in Atlanta, New York and Los Angeles) from one database to:</p> <ul style="list-style-type: none"> <li>▪ Gain a complete real-time business overview.</li> <li>▪ Create cost and profit centers.</li> </ul>
<b>SALES LINE DISCOUNTING</b>	<ul style="list-style-type: none"> <li>▪ Set up specific sales prices and line discounts for individual customers</li> <li>▪ Manage general sales prices and line discounts for groups of customers or all of your customers</li> <li>▪ Apply pricing to specific items and/or groups of items</li> <li>▪ Base sales prices and sales line discounts on a monetary value or a discount percentage</li> <li>▪ Manage sales prices and sales line discounts by period of validity</li> <li>▪ Set up sales prices and sales line discounts for one occurrence or as a recurring agreement</li> <li>▪ Trace how a sales price or a sales line discount was calculated</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li>▪ Basic Resources</li> <li>▪ Capacity Management</li> <li>▪ Multiple Costs</li> </ul>
<b>JOBS</b>	<ul style="list-style-type: none"> <li>▪ Basic Jobs</li> <li>▪ Budgets/Estimates</li> <li>▪ Phases/Tasks/Steps</li> </ul>
<b>MANUFACTURING</b>	<ul style="list-style-type: none"> <li>▪ Production Orders</li> <li>▪ Production Bill of Materials</li> </ul>
<b>HUMAN RESOURCES/PAYROLL</b>	<ul style="list-style-type: none"> <li>▪ Human Resources and Payroll for up to 500 employees</li> <li>▪ Direct Deposit</li> <li>▪ Payroll Reporting</li> </ul>

### System Requirements

TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET,	Microsoft Exchange Server (min. version 5.5 with service pack 4) for E-Mail Logging for Microsoft Exchange.
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**System Requirements**

<p>THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:</p>	<p>Microsoft Business Solutions–Navision supports graphical 32-bit technology and genuine client server, multitasking environment. The following operating systems are supported:            Client 32-bit: Windows XP, Windows 2000, Windows NT, and Windows 98            Server: Navision Database Server: Windows 2000, Windows NT, IBM AIX, IBM OS/400            Microsoft SQL Server Option for Microsoft Navision Standard:</p> <ul style="list-style-type: none"> <li>• Operating System: See requirements for Microsoft SQL Server 2000. See requirements for MSDE 2000</li> <li>• Other Applications: Microsoft SQL Server 2000, SP3, MSDE SP3</li> </ul> <p>For more information, please refer to the detailed system requirements document.</p>

**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 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 about Microsoft Business Solutions can be found at <http://www.microsoft.com/BusinessSolutions>

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