Purchasing

Manage vendor relationships, control costs, and replenish inventory efficiently with streamlined purchasing processes that give your business flexible options for buying and receiving items. Microsoft® Business Solutions Small Business Financials includes automated purchasing, payment, and vendor tracking processes, with integration to help ensure that information across your business is consistent, current, and free of errors.

Easily create and process purchase orders with streamlined processes that eliminate the need to re-enter data.

Hold POs for approval before releasing for processing.

Automatically calculate sales tax to appear on the order as well as the supplier invoice.

Track PO status at a glance.

Automatically transfer PO details without additional data entry.

Streamline purchasing processes
Increase productivity with integrated purchase orders, drop shipments, item receipts, invoices, and payments. Improve productivity by entering a purchase order, then receive and invoice the goods in one easy step.

Customize vendor information
Record unique payment terms, enter multiple addresses, and add customized fields and notes for an unlimited number of vendors.

Manage vendor relationships
Track vendor performance and negotiate better prices and contracts with a complete view of vendor transactions, as well as queries and reports that monitor vendor activity.

Enter data efficiently
Ensure fast invoice entry with flexible default settings for vendors, yet maintain control over changing fields on a per-transaction basis.

Simplify check processing
An intuitive check wizard lets you process checks quickly and make full or partial payments at your discretion.

Improve cash flow
Optimize cash control with aging reports and alert tools that ensure you pay vendors according to terms.

Integrate across your business
Entries, payments, and corrections automatically update inventory costs, general ledger accounts, and banking tasks.

Microsoft Business Solutions

Microsoft Small Business Financials can be acquired affordably and maintained as a long-term investment, with software updates, new releases, and full investment credit toward your upgrade to a higher-end Microsoft Business Solutions application.

www.microsoft.com/BusinessSolutions

FEATURES LIST

SETUP/MASTER RECORDS

Vendor maintenance

Set up and maintain vendor records with unique payment terms, multiple addresses and phone numbers, general ledger accounts for posting, and customized fields and notes. After choosing a vendor, multiple fields are automatically populated from vendor setup,

Import transactions

Easily import transactions from third-party applications into Accounts Payable.

PERIODIC

Sales taxes

Applicable taxes are calculated automatically and can be tracked with an electronic audit trail.

Purchase orders

Enter a purchase order and receive and invoice the goods, record required and promise date, automatically calculate tax, place a purchase order on hold, and auto-receive purchase orders that will automatically update inventory costs.

Drop shipments

Arrange direct shipments from your vendor to the customer to provide faster service, eliminate unnecessary handling, and streamline your inventory.

Discounts

Record and automatically apply unique discounts per vendor.

Invoice matching

Match purchase orders to received goods and vendor invoices in one step, or split receiving and invoice matching.

Returns and credit memos

Apply returns and credit memos to other documents at the time they're entered, or automatically during check runs.

Check writing

Print checks during bill entry, record individual manual payments later on, or run batch payments for multiple bills and vendors using the flexible Check-Writing Wizard.

Void checks and documents

Void bills before payment and void payments during or after the computer check-printing process. The void process preserves a full audit trail.

Reminders

Set up reminders so you know when to post recurring batches, make payments for invoices, or perform user-defined tasks.

REPORTING/INQUIRY

1099 tracking

Automatically calculate 1099 year-to-date information for the appropriate vendors and print 1099 forms at year end.

Complete purchasing reporting

View un-posted, posted, and historical transactions to analyze purchasing activity: Payables Aging, Period Purchasing Analysis, Cash Requirements, Daily Purchases, YTD Purchases, and more.

Track purchase order status

Keep purchasing data current and accurate by changing the status of your orders as they move through the buying and receiving process.

Vendor history analysis

Review complete vendor activity by period, year, or lifetime buckets using inquiry windows and reports. Print historical purchase orders easily, choosing from four different formats.

**Microsoft®
Business
Solutions**