![Microsoft Business Solutions logo]

# Control project effectiveness

with comprehensive accounting tools.

MICROSOFT BUSINESS SOLUTIONS FOR

PROJECT ACCOUNTING–GREAT PLAINS

Resources, data, and details: when project managers have control over these critical components, they know where their projects stand and can make the decisions that help ensure profitable outcomes.

Microsoft® Business Solutions–Great Plains® provides a flexible solution for stakeholders who need to know exactly what's happening with their projects in real time. Comprehensive budgeting tools make it easy to gauge a team's progress and to deal with potential problems before they affect project outcomes. Employees can track their progress wherever they are — online or offline, in the office or on the road. Customizable invoices and frequency billing reduce time spent managing client invoicing. Systematic billing helps speed your clients' payments to boost your cash flow. And project accounting functionality gives full access to the critical cost and budget analysis information that determine profitability.

Balance service and profitability with Microsoft Great Plains.
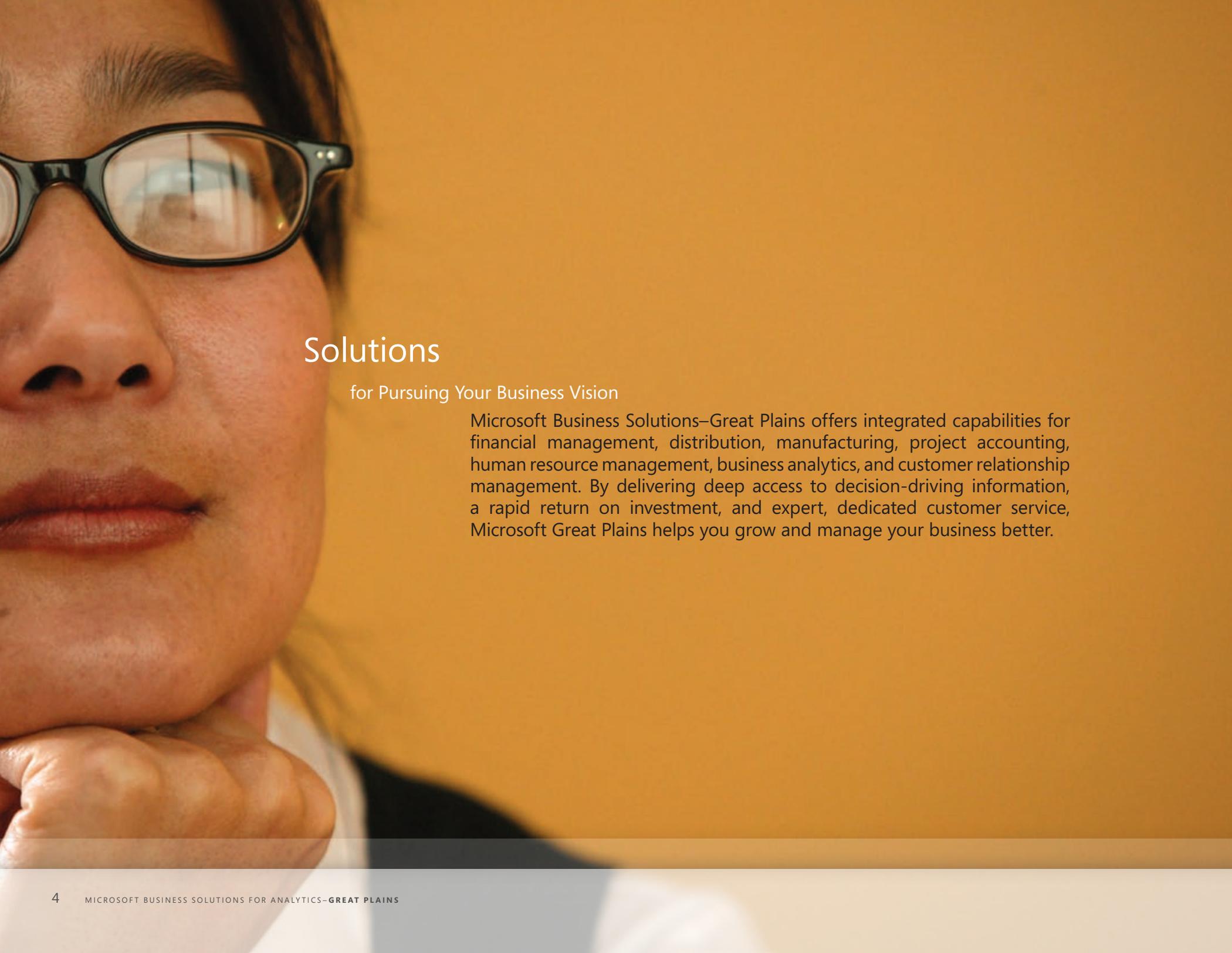
Solutions

for Pursuing Your Business Vision

Microsoft Business Solutions–Great Plains offers integrated capabilities for financial management, distribution, manufacturing, project accounting, human resource management, business analytics, and customer relationship management. By delivering deep access to decision-driving information, a rapid return on investment, and expert, dedicated customer service, Microsoft Great Plains helps you grow and manage your business better.

Microsoft Business Solutions for Project Accounting includes:

Project Accounting

Increase employee productivity and maintain tight control over strategic direction. Project Accounting connects project activities with your company financials and provides extensive reporting capabilities to equip employees with easy access to key project information, ensure you complete projects on time and within budget, and maintain timely, accurate billing.

Project Time and Expense for Microsoft Business Portal

Enter and approve project-related expense reports anytime, anywhere over the Web with Project Time and Expense. Accurate, timely cost information gives you the precise information you need to increase your productivity, increase control over project-related expenses, and make better, more effective business decisions.

"Project managers are now considerably more productive. Project status reports used to require several days for managers to produce them. Now reports are automatic, and subsequent analysis requires a half-day of manager effort."

GARY T. WIGHT
MANAGER, FINANCE AND IT

GREAT LAKES POWER, LTD.

Maintain flexible control over your information and resources

Project Accounting provides you with the tools to manage data and resources with flexibility and confidence, ensuring that budgets are met and your projects succeed.

Plan and implement projects easily

Project Accounting provides you with the flexibility you need to ensure easy and efficient project planning and setup.

- Create templates to use with any new contract or project. Save time by reducing data re-entry for repetitive or complex projects.
- Build the level of complexity you need by creating contracts, budgets, and projects with as much or as little detail as you need, defined to fit your requirements, rather than a generic ideal.
- Define cost categories that fit your project. Spot cost overruns and other potential problems sooner and resolve issues earlier using the revenue and cost budgets within each project.

Project tracking

Details are at the heart of any project, and keeping track of them can mean the difference between success and failure. Project Accounting enables project managers to maintain tight control over project status, profitability, labor, equipment, materials, and employee expenses.

- Track project details without relying on General Ledger and avoid having to manipulate your account structure to isolate details.
- Track details by Cost Category (cost center) with features that allow detailed tracking by General Ledger accounts as needed.
- Monitor projects easily using a structured hierarchy that is easy to understand and implement for complex projects, without requiring knowledge of General Ledger accounts when transactions are entered.

Change order management

Change orders are modifications of specifications or provisions in the original contract, and typically cause some of the biggest headaches for project managers. With Project Accounting, change orders can be managed quickly and effectively, with minimal effort.

- Make modifications to the budget directly in the Budget Maintenance, Budget Detail Entry, or Budget Detail Items windows, as well as in cost transaction windows when adding new budget items.
- Gain project flexibility by applying budget revisions to multiple projects using three types of change order records: internal changes, company-initiated changes, and customer-initiated changes.

CREATE PROJECTS AND BUDGETS with as much or little detail as you need.

TRACK CHANGE ORDERS by budget line item.

Manage inventory and costs with pinpoint accuracy

When you need to include inventory items in your projects, Project Accounting provides the ability to transfer items from Microsoft Great Plains Inventory Management to Project Accounting.

• Transfer standard and serial/lot numbered items to a project for complete control over what will be used and when it will be available for billing.

• Return unused items back to inventory in one step for availability on other projects.

• Manage inventory information easily so it is available to print on the invoice for clear communications with clients.

In addition, you can increase warehouse efficiency by using Multi-bin Inventory. Project Purchasing enables easy viewing and stocking for items across specific bins.

Purchases and returns

Project Accounting purchasing capabilities include a complete purchase order and receiving system.

• Multiple purchase order formats give you a high degree of flexibility in defining purchase orders. User-defined options let you tailor the system to your purchasing methods.

• Share purchase activity with Payables Management through direct integration with Microsoft Great Plains. Enter data once and deliver accurate, up-to-date information throughout your financial management solution.

• Control costs effectively using Project Accounting Receivings Entry. Record receipt of items with the ability to restrict receivings that exceed the original purchase order amount or a project's budget.

• Optimized for project-specific purchases, Project Accounting also enables you to track all of your non-project expenses.

• When returns are created, new automation automatically removes costs from the project, removes goods from inventory, and creates credit memos for billable projects, payables, and multidimensional analysis.

Labor and equipment utilization tracking

By tracking billable charges for labor, equipment, and miscellaneous expenses, you'll know how much certain projects cost in relation to the revenue they bring into the organization.

• Record the amount of time equipment was used with the Equipment Log. This is especially useful when you own a large piece of equipment for which you wish to bill usage within projects.

• Track miscellaneous costs more effectively with Miscellaneous Logs, which can be used to track expenses that will be billed, but whose direct costs are recorded elsewhere.

Tailor your billing processes to satisfy your client's needs

When you meet your clients' processing requests, invoices are paid more quickly and cash flow within your organization is improved. Project Accounting provides flexible billing and invoicing options, including support for frequency-based billing, to help you meet your clients' specific needs.

Flexible billing options

Flexible billing helps ensure invoicing processes are smooth and effective, regardless of invoice volume or your clients' special needs.

• Provide percent-complete billing with progress billing, which automatically invoices the client at different stages of the project.
• Invoice using fee-based billing for non-transaction-based amounts, including retainer, project management, or service fees.
• Bill third parties by printing an invoice or billing statement for an individual or company other than the primary customer.

Variable invoice formats

With Project Accounting, you have full control over the invoices you create.

• Customize invoices based on customer needs with over sixty invoice formats.
• Show the invoice detail you want, and add explanatory notes if desired.
• Match customer needs by collating and grouping different invoice formats to create new formats.

Frequency-based billing

Frequency-based billing (cycle billing) improves your productivity by automating the invoicing process. For example, you can:

• Automatically create pro forma bills and schedule them based on the frequency or cycles that you set for the client.
• Print invoices in each cycle for each client, contract, or project within a contract, or any combination that suits your needs.
• Make modifications to each cycle as needed, including changing billing type, rate, or units billed.

Gain insight into financial details and plan for your success

When you equip your project managers with the right project accounting tools, you help ensure your business can maintain tight control over project financials.

Manage project budgets more effectively

Project Accounting gives you complete flexibility to create, define, track, and manage the budgets that you need for your project.

• Reduce data errors and increase consistency across your projects with "template" budgets that can be copied into any new contract or project. After copying in a template, you can make adjustments for the particular project.
• Define budgets as you see fit. Create highly-detailed budgets based on financial periods, or simply enter a single cost category to track costs and revenues against.
• Easily track budget transactions or changes to the initial budget throughout the progress of the project.

Accurate analysis

Project managers need accurate profitability and utilization analysis. Is your project profitable or losing money? Are employees utilizing their time at appropriate levels? What realization of potential billings is being reached? Project Accounting helps you answer these questions with comprehensive, customizable reports. Easy-to-use reporting tools help you get the information you need to make well-informed decisions.
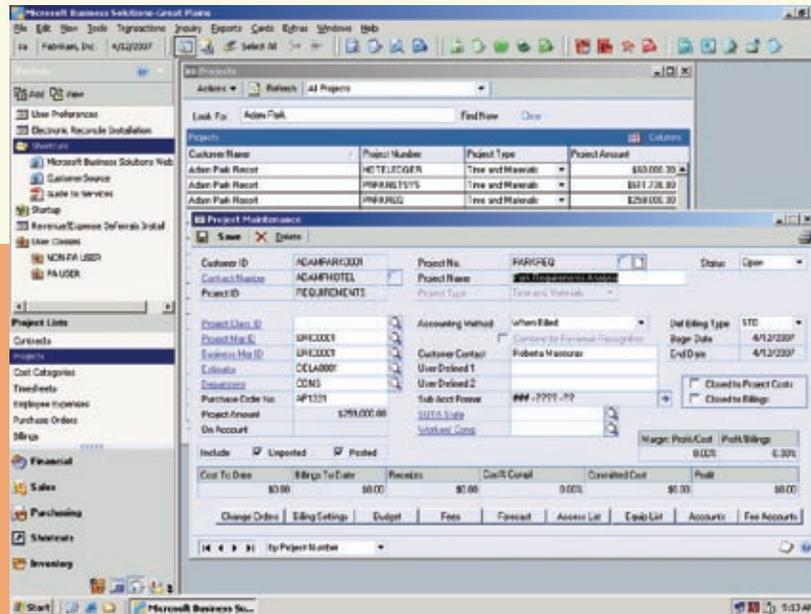
Intrastat support

With Project Accounting, you can easily maintain project-oriented information on items bought from or sold to European Union (EU) vendors or customers as required for Intrastat Trade Reports.

Flexible General Ledger interface

Control revenue tracking and customize account distributions, sub-accounts, and cost categories.

• Maintain complete control over Accrued Revenue as well as Percentage Completion Revenue tracking in Microsoft Great Plains General Ledger.
• Assign project-specific sub-accounts tailored to your account definition to override the default sub-accounts. This control extends to each cost category in each individual budget if necessary.
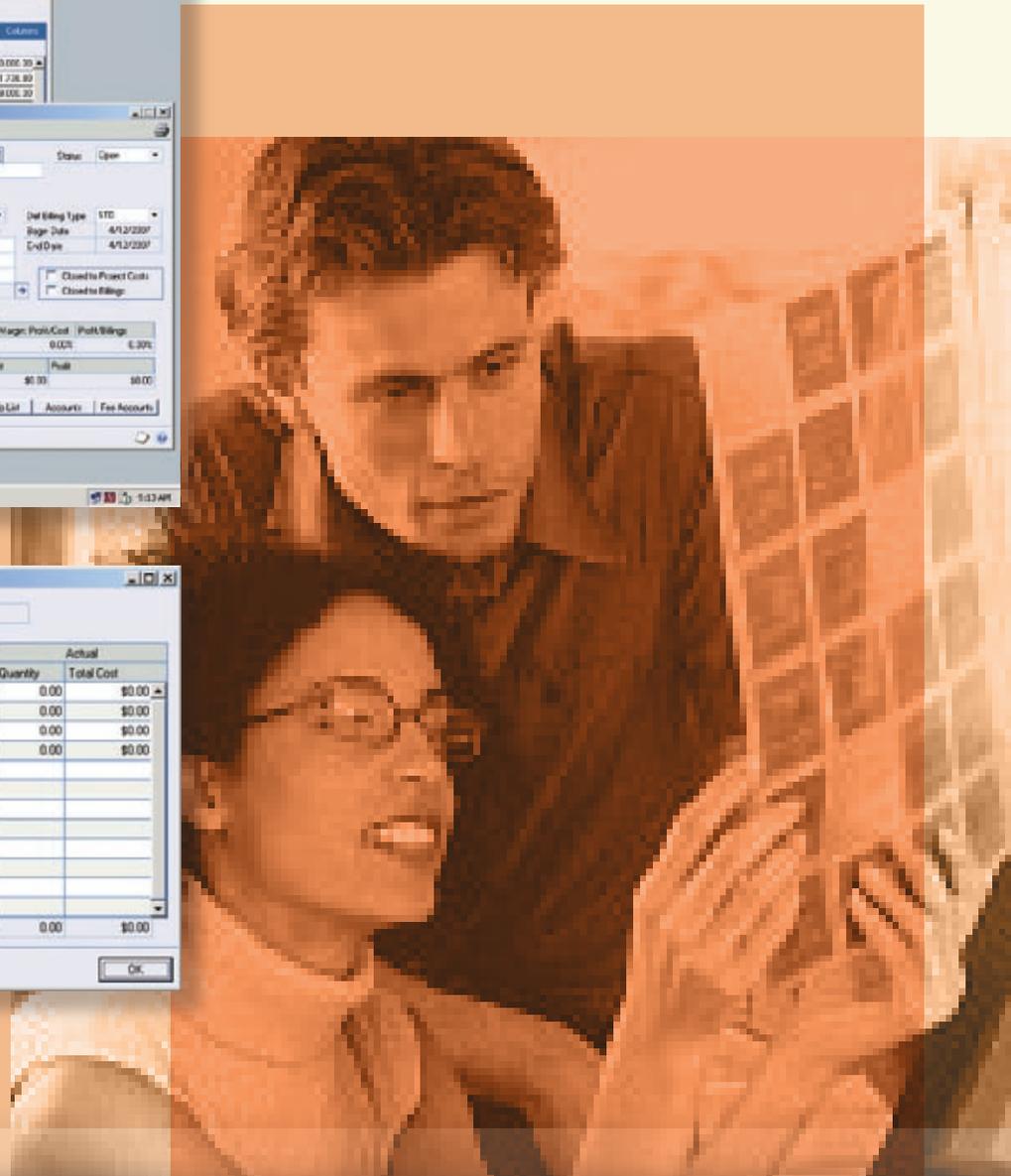• Assign multiple cost categories to the same accounts and maintain the reporting detail you require.

RECOGNIZE REVENUE based on the quantity of labor expended for combined projects and contracts

EASILY TRACK PROJECTS by viewing budget baseline, forecast, and actuals of cost categories.

Time and expense reporting from any location

Manage project details more effectively and increase accuracy and control of project-related expenses by enabling employees to enter time and expense records through Microsoft Business Portal. Timesheets and expense reports can be created and approved over the Internet, or even offline using the Personal Data Keeper (PDK) component.

Online timesheets

Remote and traveling employees can enter time related to projects and cost centers from any location, at any time, via Project Time and Expense for Microsoft Business Portal.

• Simplify timesheet processing by allowing employees to specify the appropriate billing time and include documentation that should accompany the time submitted.
• Help protect payroll information via passwords and role-based security features.
• Access time and expense information across Great Plains for project tracking, vendor payment, and client invoicing.

Online expense reports

Process expense reports over the Internet or across a corporate intranet to streamline expense management and reimbursement.

• Submit project-related expense reports online and simplify expense management by allocating reports to specific projects or cost centers and tagging them for customer invoicing.
• Streamline expense approval by letting managers approve reports and drill down for details online when needed.
• Automatically account for multiple currencies with expenditure currency translation.

Personal Data Keeper

Personal Data Keeper (PDK) allows employees to create timesheets and expense reports even when Internet access isn't available.

• Create timesheets and expense reports while offline with the full capabilities expected from Project Time and Expense.
• Submit reports the next time you go online, with seamless upload of information to Project Time and Expense.
• Update Project Accounting in real time when using PDK in a network environment.

EASILY ENTER AND APPROVE
project-related expenses
through Microsoft Business
Portal PS Time & Expense.

THE TIME ENTRY PAGE
can show various periods
(i.e., weekly, monthly) to
accommodate differing project
timelines.

Connect project accounting activities across your business

Customizable reporting tools as well as integration across Microsoft Great Plains allow you to stay on top of the details of your business and help ensure that project information is consistent and current across your entire organization.

• Project Accounting integrates with General Ledger, Payables and Receivables Management, and Payroll to free employees from repetitive data entry and ensure accurate, consistent financial management.

• Report Writer, Key Performance Indicators for Microsoft Business Portal, and Microsoft Business Solutions for Analytics applications provide the insight and intelligence you need to gauge business conditions and make fast, effective decisions.

Share information and collaborate effectively

Deliver applications, information, and processes across your organization through one Web-based Portal—Microsoft Business Portal. Built on Windows SharePoint Services, Microsoft Business Portal also makes it easy to create project sites that include all the resources your internal and external team members need to share information and collaborate on projects.

Increase control and visibility over your entire purchasing process

Reduce paperwork and automate approval processes with Requisition Management for Microsoft Business Portal, which allows employees to enter purchase requisitions online for manager approval and transfer to Microsoft Great Plains Purchase Order Processing.

Realize your business vision now.

Microsoft Business Solutions offers a wide range of business applications designed to help small and midmarket segment businesses become more connected with customers, employees, partners, and suppliers. Microsoft Business Solutions applications automate end-to-end processes for enterprise resource planning, customer relationship management, and business analytics.

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More information about Microsoft Business Solutions can be found at

http://www.microsoft.com/BusinessSolutions

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