



Microsoft Solomon Integrated Innovation with Microsoft Office



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Introduction

More information is available to more people today than ever before in human history. Having the right information in the right place at the right time is both critical to the success of any business, and also can be difficult to achieve if you're not using the right software tools. For example, how do you:

- Get information to everyone who needs it?
- Avoid overloading your employees, colleagues, vendors, and customers with unnecessary information?
- Provide access to real-time data that enables the right decisions to rapidly changing business situations?
- Maintain sound and consistent processes that meet legal requirements?

This paper is directed toward Microsoft Business Solutions Solomon customers to help them understand the ways that Microsoft Solomon and Microsoft Office form a powerful tool that connects information with the people and processes their organizations use to succeed. Integration between Microsoft Solomon and Office offers an approach to managing information that's based on the following four objectives:

- Information for everyone – Provide more people in the organization with better visibility into the company's operations so they can gain deeper insight, make better decisions, and take more effective action.
- Adaptive Processes – Improve organizational ability to anticipate, manage and respond to process changes required to optimize the day-to-day business activities.
- Effective and Efficient Communication – Use timely communication and collaboration to get teams, partners, organizations, vendors and customers on the same page so they work together with speed and agility.
- Exception Management – Provide individuals with the ability to view all or only certain information for which s/he is responsible for managing. Allow normal transactions to be processed with little or no human intervention required. Productivity increases when individuals no longer need to touch every transaction; rather, they touch only the exception transactions.

This document notes integration points between Microsoft® Office 2003 and Microsoft Business Solutions–Solomon® and suggests business situations in which this integration is particularly useful. This information is intended for customers who want to optimize the functionality of multiple Microsoft applications throughout their organization.

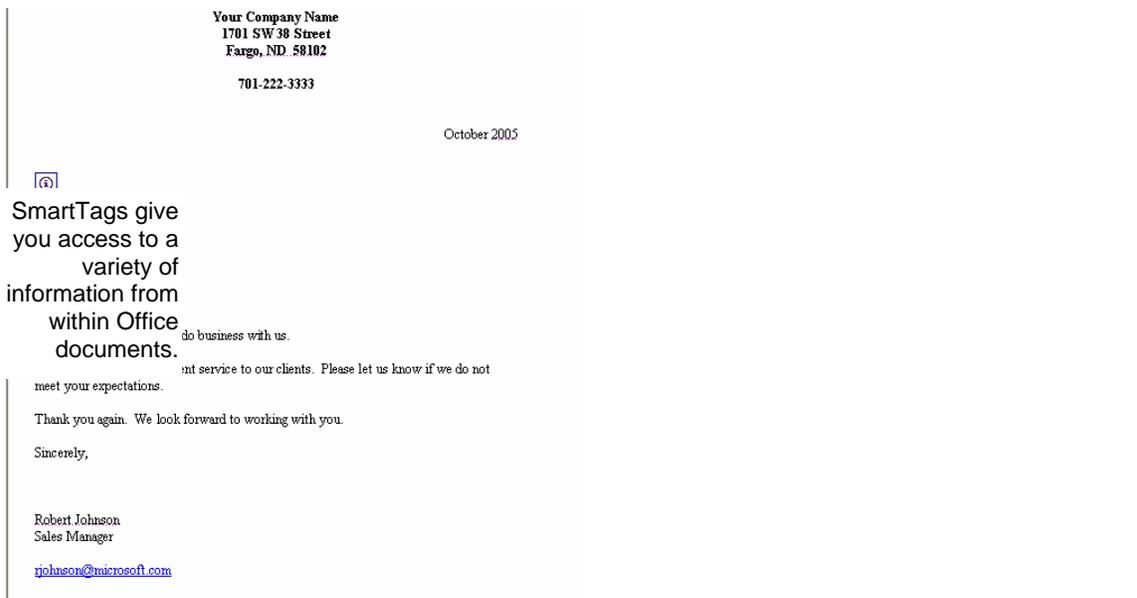
Information for everyone

When your business applications share information effectively, your employees can get a better view of what's happening throughout the organization, as well as gain the insight each team member needs to understand how he or she can contribute to overall profitability. The following case studies indicate some of the ways Microsoft Solomon and Office can make the right information available to the right people at the right time.

Instant access to data using SmartTags

In a competitive business environment, employees should spend their time and energy closing sales, and delivering products and services to customers rather than searching for information. Using the Microsoft Office SmartTag Manager, you can have instant access to information in the Microsoft Solomon database from within Office documents that refer to specific item, customer, vendor, salesperson, and employee records that are stored in Microsoft Solomon.

Hovering over a name or ID, such as the customer name in the following illustration of a customer letter in Word, displays a SmartTag icon you can use to access additional information from the Microsoft Solomon database.



The illustration shows a customer letter with the following content:

Your Company Name
1701 SW 38 Street
Fargo, ND 58102
701-222-3333

October 2005



SmartTags give you access to a variety of information from within Office documents.

do business with us.

nt service to our clients. Please let us know if we do not meet your expectations.

Thank you again. We look forward to working with you.

Sincerely,

Robert Johnson
Sales Manager
rjohnson@microsoft.com

You can display a list of actions by clicking the SmartTag icon, as shown in the following illustration.

Your Company Name
1701 SW 38 Street
Fargo, ND 58102
701-222-3333

October 2005

Customer
Vendor

Customer: The Phone Company
View Customer Data
View Summary
View Transactions
View Note
Open Customer Maintenance
Open Customer Inquiry
Open Customer History
Open Shipping Address
Check for New Actions...
Remove this Smart Tag
Stop Recognizing "The Phone Company"

Clicking the SmartTag opens a menu, showing the information that's available from the Solomon database.

Robert Johnson
Sales Manager
rjohnson@microsoft.com

When you select one of the items in the menu, a window will open that displays data from the Microsoft Solomon database, which in the following example, includes current, posted Accounts Receivable sales transactions.

The screenshot shows a window titled "Office XP Smart Tag Viewer - Contoso, Ltd" with a menu bar containing "File" and "Help". The window is divided into two sections: "Customer Identification Information" and "Transactions".

Customer Identification Information

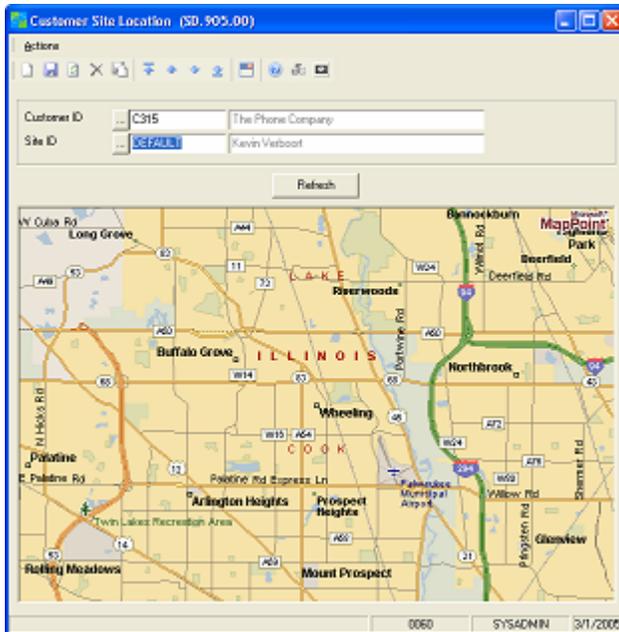
Customer ID: C315
 Name: The Phone Company

Transactions

Batch Number	Debit Or Credit	Reference Number	Period Entered	Sub Account	ProjectID	TaskID	Cost Type	Transaction Type
000181	Credit	00009413	200101	034300000001	0			Invoice
000181	Debit	00009413	200101	03430AA00001				Invoice
000182	Credit	00009414	200101	034300000001	0			Invoice
000182	Debit	00009414	200101	03430AA00001				Invoice
100014	Debit	00009405	199912	03430AA00001	CO123000	0000000		Invoice
100014	Credit	00009405	199912	CO0000000000	CO123000	PM00403		Invoice
100014	Debit	00009405	199912	CO0000000000	CO123000	PM00403		Invoice
100014	Credit	00009405	199912	CO0000000000	CO123000	PM00403		Invoice
100018	Debit	00009408	199912	03430AA00001	CO123000	0000000		Invoice
100018	Credit	00009408	199912	CO0000000000	CO123000	AD00001		Invoice
100018	Credit	00009408	199912	CO0000000000	CO123000	AD00001		Invoice
100018	Debit	00009408	199912	CO0000000000	CO123000	AD00001		Invoice
100021	Debit	00009409	199912	03430AA00001	CO123000	0000000		Invoice
100021	Credit	00009409	199912	CO0000000000	CO123000	AD00003		Invoice
100021	Credit	00009409	199912	CO0000000000	CO123000	AD00003		Invoice
100021	Debit	00009409	199912	CO0000000000	CO123000	AD00003		Invoice
100025	Debit	00009412	199912	03430AA00001	CO123000	0000000		Invoice
100025	Credit	00009412	199912	CO0000000000	CO123000	AD00001		Invoice
100025	Credit	00009412	199912	CO0000000000	CO123000	AD00001		Invoice
100025	Debit	00009412	199912	CO0000000000	CO123000	AD00001		Invoice

MapPoint integration

Planning more efficient routes for deliveries can help control costs and maintain efficiency for service technicians. MapPoint integration with Microsoft Solomon can be accessed directly from the Microsoft Solomon menu via the Customer Site Location (SD.905.00) or from the Graphical Dispatch Board (SD.900.00) while dispatching a Service Call.



Export to Excel from a Microsoft Business Portal Query Page

Microsoft Business Portal provides Query pages to perform ad-hoc queries on data. The results of the query can be exported to Excel for further analysis.

http://kcaselml1 - Business Portal - Microsoft Internet Explorer

Microsoft Business Solutions
Business Portal
Contoso, Ltd

Home Employee Manager Finance Sales Purchasing Inventory Payroll Project Site Settings Quick Links

Accounts Sarbanes-Oxley Cash Expenses Reports Queries

Financial Queries

Modify Shared Page

New Query Modify Query Save Query Copy to Excel Parameters Find Refresh

Queries

- My Queries
 - GL Summary By Period
- Shared Queries
 - Sample Queries
- Center Queries
 - Account
 - Account History
 - Account Subaccount
 - Bank Reconciliation
 - Batch
 - Cash Accounts
- Links
 - GL Summary By Period

Subaccount	Subaccount...	Description	Account	Ledger ID	Company ID	Period to ...	Period Act...	Pi
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	01-1998	\$3,798.01	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	01-1999	\$3,567.98	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	02-1998	\$4,945.89	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	02-1999	\$5,230.90	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	03-1998	\$5,534.98	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	03-1999	\$4,433.21	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	04-1998	\$5,213.08	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	04-1999	\$4,498.33	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	05-1998	\$4,299.12	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	05-1999	\$3,987.01	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	06-1998	\$4,574.35	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	06-1999	\$5,992.09	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	07-1998	\$4,322.45	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	07-1999	\$4,845.33	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	08-1998	\$4,109.98	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	08-1999	\$5,012.78	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	09-1998	\$5,001.67	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	09-1999	\$4,525.02	0
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	10-1998	\$5,302.11	1
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	10-1999	\$5,964.87	1
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	11-1998	\$6,201.11	1
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	11-1999	\$9,087.34	1
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	12-1998	\$5,201.01	1
01000CD00...	Administra...	Federal T...	4091	ACTUAL	0060	12-1999	\$3,987.22	1
01000FR00...	Administra...	State Tax...	4092	ACTUAL	0060	01-1999	\$0.00	0
01000FR00...	Administra...	State Tax...	4092	ACTUAL	0060	02-1999	\$0.00	0
01000FR00...	Administra...	State Tax...	4092	ACTUAL	0060	03-1999	\$0.00	0

Query "GL Summary By Period" has finished processing. Displaying 132 of 132 rows.

After clicking Export to Excel, the results are displayed in Excel.

Microsoft Excel - GL Summary By Period

File Edit View Insert Format Tools Data Window Help

A1 Subaccount

	A	B	C	D	E	F	G	H	I	J	K	L
	Subaccount	Subaccount Description	Description	Account	Ledger ID	Company ID	Period to Post	Period Activity	Period	Fiscal Year		
1	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	01-1998	\$3,798.01	01	1998		
2	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	01-1999	\$3,567.98	01	1999		
3	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	02-1998	\$4,945.89	02	1998		
4	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	02-1999	\$5,230.90	02	1999		
5	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	03-1998	\$5,534.98	03	1998		
6	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	03-1999	\$4,433.21	03	1999		
7	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	04-1998	\$5,213.08	04	1998		
8	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	04-1999	\$4,498.33	04	1999		
9	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	05-1998	\$4,299.12	05	1998		
10	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	05-1999	\$3,987.01	05	1999		
11	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	06-1998	\$4,574.35	06	1998		
12	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	06-1999	\$5,992.09	06	1999		
13	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	07-1998	\$4,322.45	07	1998		
14	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	07-1999	\$4,845.33	07	1999		
15	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	08-1998	\$4,109.98	08	1998		
16	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	08-1999	\$5,012.78	08	1999		
17	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	09-1998	\$5,001.67	09	1998		
18	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	09-1999	\$4,525.02	09	1999		
19	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	10-1998	\$5,302.11	10	1998		
20	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	10-1999	\$5,964.87	10	1999		
21	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	11-1998	\$6,201.11	11	1998		
22	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	11-1999	\$9,087.34	11	1999		
23	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	12-1998	\$5,201.01	12	1998		
24	01000CD00001	Administration-Canada	Federal Tax Expense	4091	ACTUAL	0060	12-1999	\$3,987.22	12	1999		
25	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	01-1999	\$0.00	01	1999		
26	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	02-1999	\$0.00	02	1999		
27	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	03-1999	\$0.00	03	1999		
28	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	04-1999	\$0.00	04	1999		
29	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	05-1999	\$0.00	05	1999		
30	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	06-1999	\$0.00	06	1999		
31	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	07-1999	\$0.00	07	1999		
32	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	08-1999	\$0.00	08	1999		
33	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	09-1999	\$0.00	09	1999		
34	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	10-1999	\$3,589.45	10	1999		
35	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	11-1999	\$0.00	11	1999		
36	01000FR00001	Administration-France	State Taxes Payable	4092	ACTUAL	0060	12-1999	\$0.00	12	1999		

Ready

Adaptive Processes

Your company's business processes can be a competitive advantage, but in today's business environment, managing business processes also is a legal necessity. The integration between Microsoft Solomon and Office can improve your organization's ability to anticipate, manage and respond to changes in the marketplace in order to maximize opportunities. It also can help you streamline the storage and management of your process documentation.

Microsoft Solomon and Microsoft Project

With Microsoft Project Management and Accounting, project-driven organizations can increase efficiency and profitability. Automated processes streamline accounting, billing, and reporting for all project-related activity. Whether employees are working onsite or remotely, they will be able to update and analyze project information via their Web browser. By connecting project and financial data between Microsoft Solomon and the Microsoft Office Project Enterprise Project Management solution, stakeholders can make plans quickly, allocate and manage resources from a centralized source, and analyze project stages and profitability with complete confidence. This solution provides financials, time, expense, billing, revenue recognition, scheduling, resource assignment, reporting, and analytics in a connected set of applications.

[Microsoft Office Project Professional](#) provides the desktop application for project planning and resource scheduling (required to create new projects in Microsoft Office Project Server)

[Microsoft Office Project Server](#), which is built on Microsoft® SQL Server, powers company-wide resource management, project scheduling, reporting, analysis, and knowledge management via Microsoft Windows® SharePoint Services integration. Project plans, templates, and resources are stored in Project Server for access within Microsoft Business Portal and Microsoft Project Professional

[Microsoft Project Web Access](#) is the Web interface to Microsoft Project Server which allows view, update, and reporting capabilities on Project Server data for team members, executives, and business managers. Requires client access licenses (CALs) for Project Server

Microsoft Office Project

Microsoft Office Project provides an infrastructure that supports core business processes and is flexible enough to accommodate evolving processes, so your organization can gain visibility, insight, and control of its portfolio of projects, as well as improve productivity, reduce cycle times, decrease costs, and increase quality. The solution has two main components: Microsoft Office Project Professional and Microsoft Office Project Server.

Project Professional 2003

Microsoft Project Professional 2003 is a desktop project management application that integrates with Microsoft Office Project Server 2003. Project Professional 2003

provides all the capabilities in Project Standard 2003. In addition, when used with Project Server 2003 and Microsoft Office Project Web Access, it provides extended Project Management capabilities such as up-to-date information about resource availability, as well as resource skills and project status.

When integrated with Microsoft Project Management and Accounting–Solomon, Microsoft Project Professional gains enhanced functionality, such as the capability to create and manage a project that is synchronized between the two systems using a shared resource pool, as well as the ability to maintain budgets and see revenue at the project or task level.

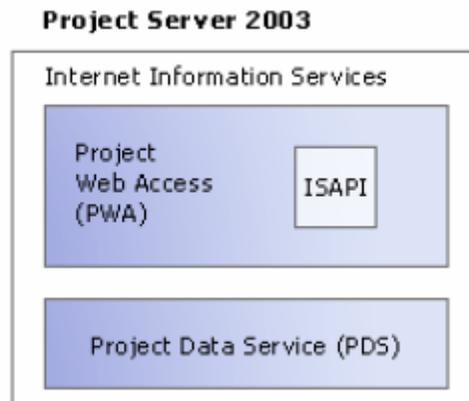
Project Server 2003

Microsoft Project Server 2003 is the flexible platform that supports the portfolio management, resource management, and collaboration capabilities in Microsoft Project. Project Server 2003 enables organizations to store project and resource information centrally and consistently. It also integrates with Microsoft Windows® SharePoint™ Services for file management and collaboration capabilities, helping team members to work together more effectively.

Users can connect to Project Server 2003 using Project Professional 2003 (desktop program) or Project Web Access (Web portal) to save, retrieve, and interact with Project Server data. Users can also use Microsoft Office Outlook® 2003 to download their tasks from Project Server 2003, providing easy access to crucial information using a single, familiar interface.

When integrated with Microsoft Project Management and Accounting–Solomon, Project Server maintains integrated resources, sends project and task information to the Microsoft Solomon system, and receives project cost and revenue information from the Microsoft Solomon system.

Project Server 2003 is one central component of a Project Management and Accounting solution. Project Server is a robust and highly scalable Web-based server application that integrates with several client-side applications, the Microsoft Windows Server™ platform, and Microsoft SQL Server™ 2000.



Project Server logical diagram

Project Server can be installed on a single computer or in a load-balanced cluster to provide additional availability and scalability. Project Server 2003 is supported on a computer running

Project Web Access

Project Web Access is the Web portal that enables you to connect to the project and resource information stored in Project Server and to collaborate on projects. Team members, executives, and resource managers — in other words, any stakeholder who needs access to Project Server 2003 information but does not require the scheduling capabilities of Project Professional — can use Project Web Access through a Web browser to view, update, and analyze information. All Project Web Access functionality is accessible from within Microsoft Business Portal for a more integrated browser-based experience.

Note: Project Web Access is not a separate product. Rather, it is enabled by Project Server 2003 and acts as the Web portal, providing Web components for other Web applications like Microsoft Business Portal. You must have a Project Server 2003 Client Access License (CAL) to use Project Web Access.

When integrated with a Microsoft Project Management and Accounting solution using Microsoft Business Portal, Project Web Access Web Parts are integrated seamlessly into the project area of the portal. In this way, project accounting and project management capabilities for team members, resource managers, project managers, and executives appear together in one portal for easy access.

SMTP Mail Server

An e-mail server, such as Microsoft Exchange Server 2003, is used to send task and assignment notification and reminder e-mail messages to the appropriate users. These e-mail messages can be sent using any Simple Mail Transport Protocol (SMTP) or Post Office Protocol (POP)-compatible e-mail server. Exchange Server offers the most robust integration with Microsoft Outlook, a Windows-based e-mail client, and includes Outlook Web Access, which enables users to access their Exchange mailbox using Internet Explorer.

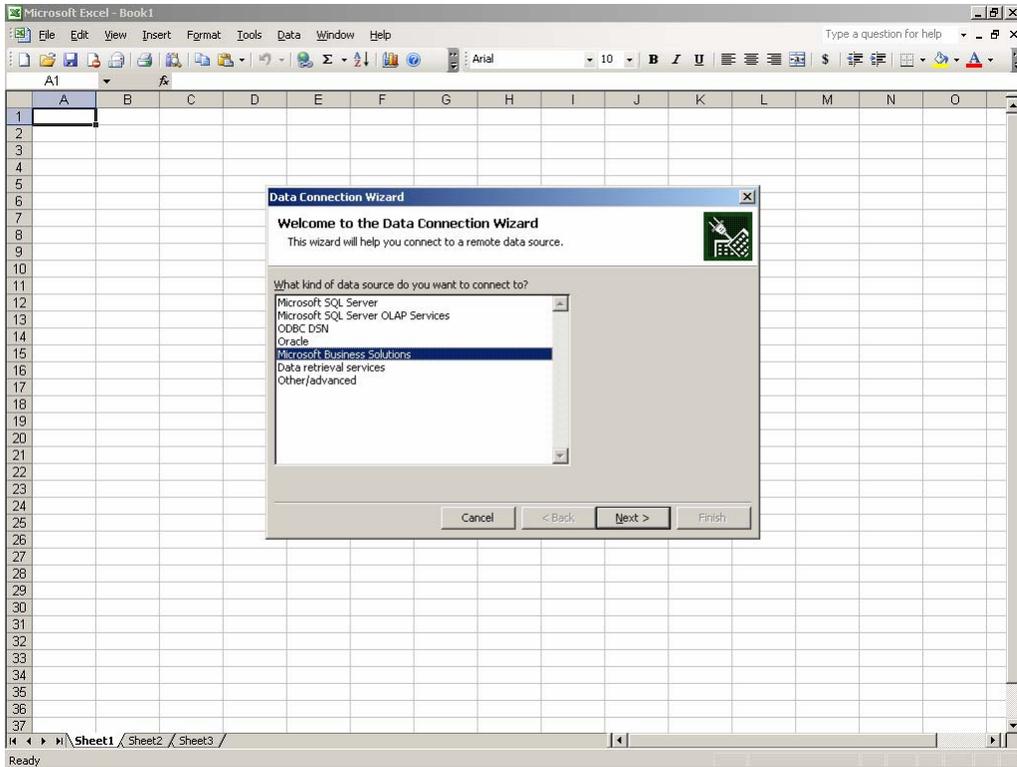
Office Web Controls

For users that will be running Portfolio Analyzer views, Project Server requires that they have Office 2003 Web Controls installed on their client computers. This can be accomplished in one of two ways:

- Installing one or more Microsoft Office 2003 applications, such as Outlook
- Downloading the Office Web Controls the first time a user accesses Project Web Access

Microsoft Business Portal query as an Excel data source

Excel can be used to return the results of any Microsoft Business Portal query. Microsoft Business Solutions is a data source that provides the option to integrate Microsoft Business Portal queries. If you choose this, you can select any existing Microsoft Business Portal query and return the results to Excel. The results can be updated at any time, providing real-time data.



After selecting a Microsoft Business Portal query, the results are displayed in Excel.

Customer ID	DocType	RefNbr	OrigDocAmt	DocBal	Terms	CpnyID	ProjectID	DiscDate	DiscBal	BatNbr
CTD100	CM	000016	30312.27	0.01	0060			10/11/1998	0.000022	
CTD100	DM	000015	59.53	0.01	0060			9/11/1999	0.000021	
CTD100	IN	000009	193236.06	0.01	0060			12/11/1999	0.000013	
CTD100	IN	000010	54058.38	0.01	0060			10/11/1998	0.000015	
CTD100	IN	000011	754.25	0.01	0070			1/11/2000	0.000017	
CTD100	IN	000012	59.53	0.01	0080			1/11/2000	0.000018	
CTD100	IN	000013	975.32	0.01	0060			10/11/1998	0.000019	
CTD100	IN	000014	30312.27	0.01	0060			10/11/1999	0.000020	
CTD100	IN	000063	754.25	0.01	0070			12/11/1999	0.000096	
CTD100	IN	000064	59.53	0.01	0080			12/11/1999	0.000097	
CTD100	IN	000065	975.32	0.01	0060			12/11/1999	0.000098	
CTD100	IN	000080	58936.23	2992.54	01	0060	CO123001	12/25/1999	1178.72	000121
CTD100	PA	000004	193236.06	0	0060				0.000014	
CTD100	PA	000005	54058.38	0	0060				0.000016	
CTD100	PA	200008	54058.38	0	0060				0.000095	
CTD100	PA	99999	1000	0	0060				0.000084	
CTD110	CM	000032	754.25	0.05	0060			10/10/1999	0.000043	
CTD110	DM	000031	975.32	0.05	0060			10/11/1999	0.000042	
CTD110	IN	000025	193236.06	0.05	0070			12/11/1999	0.000035	
CTD110	IN	000026	54058.38	0.05	0080			10/11/1998	0.000037	
CTD110	IN	000027	754.25	754.25	05	0060		1/1/2000	0.000038	
CTD110	IN	000028	59.53	59.53	05	0060		1/1/2000	0.000039	
CTD110	IN	000029	975.32	0.05	0060			10/11/1998	0.000040	
CTD110	IN	000030	30312.27	30312.27	05	0060		10/11/1999	0.000041	
CTD110	IN	000070	975.32	975.32	05	0060		12/11/1999	0.000105	
CTD110	IN	000071	30312.27	30312.27	05	0060		12/11/1999	0.000106	
CTD110	PA	000008	193236.06	0	0060				0.000036	
CTD110	PA	123	53304.13	0	0060				0.000079	
CTD110	PA	321	975.32	0	0060				0.000081	
CTD110	PA	654	975.32	0	0060				0.000082	
CTD120	CM	000024	30241.94	0.01	0060			10/11/1998	0.000033	
CTD120	CM	000069	30241.94	0.01	0060			12/11/1999	604.84	000103
CTD120	DM	000023	59.39	0.01	0060			9/11/1999	1.19	000032
CTD120	IN	000017	192787.73	15178.19	01	0060		12/11/1999	3855.75	000024

Excel input files

Transaction Import, General Ledger Consolidation and Load Payroll Tax Tables functionality allows data to easily be imported/exported in detail/summary format from the General Ledger. This makes it easy to have seamless integration between multiple subsidiaries of an organization. A pre-defined comma separated consolidation file format is provided making it easy to read data from external sources into the General Ledger account balances. Microsoft Solomon generates a control file that defines the file format for the data entry screens making it easy to manipulate data prior to inputting it. The import process validates all of the data before it is written to the database keeping invalid, insufficient data from entering the database.

Read Consolidation (01.510.00)

Actions

This process may take several minutes depending upon the number of accounts that were consolidated. It is recommended that backup copies of your database be made immediately prior to this process. You may interrupt this process by pressing ESC. However, not all transactions from the consolidation file will be included for the batch.

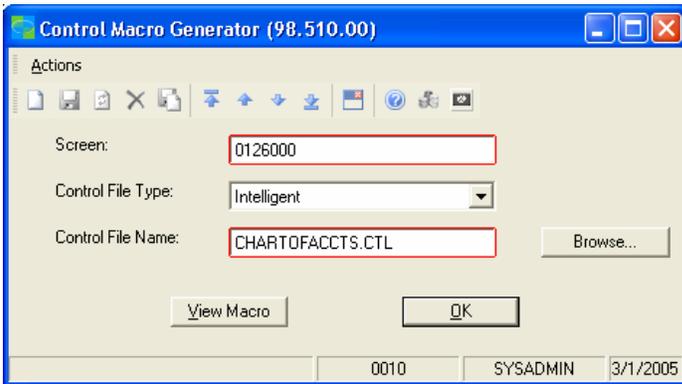
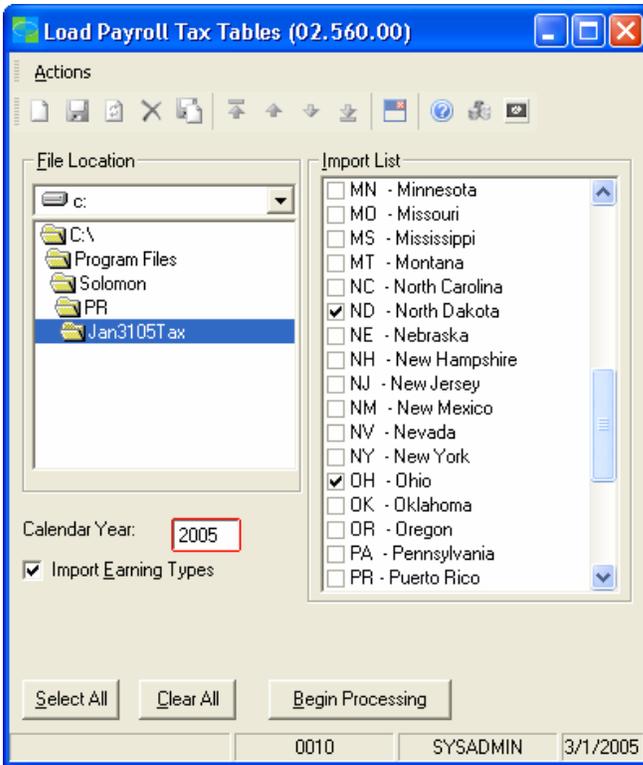
Consolidate to Company: Graphic Design Institute

Consolidate to Ledger:

Period to Post:

Name of File to be Read:

0010 SYSADMIN 3/1/2005



```

' cratiogrp is an Combo Box
' Values are 1,Cash,2,A/R Trade Less Doubtful Accts,3,All Other A/R,4,Inventory
,5,Inventory - Supplies,6,Prepaid Expenses,7,Fixed - Deferred - Other Assets,8,A/P
Trade & Customer Refunds,9,All Other Payables,10,Long Term Debt,11,Shareholder
Loans,12,Shareholder Equity,13,YTD Net Income,14,Sales Income,15,Cost of Goods
Sold,16,Interest Expense - General,17,Interest Expense - Long Term,18,Taxes
,N<None>
'NOTE - This field is a required field
ser = SetObjectValues( "cratiogrp", ImportField(5) )

' cActive is an Combo Box
' Values are 1,Active,0,Inactive
'NOTE - This field is a required field
ser = SetObjectValues( "cActive", ImportField(6) )

' Field mask is UUUUUUUUUUUU
'NOTE - This field is a required field
ser = SetObjectValues( "cconsolact", ImportField(7) )

' Field mask is UUUUUUU
ser = SetObjectValues( "cuniofineas", ImportField(8) )

'Currently Disabled ccuryid

' csummpost(0) is an Option Button
' Value is N to select button with caption "Post in Detail"
' csummpost(1) is an Option Button
' Value is Y to select button with caption "Summarize All But GL"
'NOTE - This field is a required field
ser = SetObjectValues( "csummpost", ImportField(9) )

' Field mask is UUUUUUUUUUUUUUUUU
ser = SetObjectValues( "cAcctCat", ImportField(10) )

'Currently Disabled cEmpReq

'Currently Disabled cUnitsReq

```

Reporting to Excel files

All reports prepared in the system may be exported to Excel allowing the results to be further manipulated through 'what if' scenarios providing quick anticipation of the impact of specific changes you've been considering making within your business.

Accounts Receivable Sales by Customer Report (08.740.00) – Exported to Excel

Microsoft Excel - 08740.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

AV2

1
2 Date: Tuesday, March 01, 2005
3 Time: 05:42: PM
4 User: SYSADMIN

Contoso, Ltd Page: 1 of 1
Report: 08740.rpt
Company: 0060

Sales by Customer - Detail
Periods: 01-04 Through 03-05 As of: 3/1/2005

Inv Nbr	Typ	Date	Sales	Inventory ID	Unit	Quantity	Unit Price	Extended Cost	Extended Price	Margin Pct
Company: 0060										
Cust ID: C300 Customer School of Fine Art										
15	0009921	IN	8/26/2004	SPECIDLOT	EA	1	500.000	100.00	500.00	80.00 %
						Document Total:	100.00	500.00	80.00 %	
18	0009922	IN	8/26/2004	HON-672L-L	EA	10	380.000	3,800.00	3,800.00	21.05 %
						Document Total:	3,800.00	3,800.00	21.05 %	
21	0009923	IN	8/26/2004	HON-672L-L	EA	10	380.000	3,800.00	3,800.00	21.05 %
						Document Total:	3,800.00	3,800.00	21.05 %	
24	0009924	IN	9/8/2004	SPECIDLOT2	EA	1	500.000	100.00	500.00	80.00 %
						Document Total:	100.00	500.00	80.00 %	
27	0009925	IN	9/8/2004	SPECIDLOT3	EA	1	500.000	100.00	500.00	80.00 %
						Document Total:	100.00	500.00	80.00 %	
30	0009926	IN	9/8/2004	SPECIDLOT3	EA	1	500.000	100.00	500.00	80.00 %
						Document Total:	100.00	500.00	80.00 %	
33	0009927	IN	10/14/2004	SPECIDLOT3	EA	1	500.000	100.00	500.00	80.00 %
						Document Total:	100.00	500.00	80.00 %	
36	0009928	IN	10/14/2004	HON-672L-L	EA	1	0.000	300.00	0.00	0.00 %
						Document Total:	300.00	0.00	0.00 %	
39	0009929	IN	10/14/2004	TEST08	EA	1	500.000	100.00	500.00	80.00 %
						Document Total:	100.00	500.00	80.00 %	
42	0009930	IN	10/14/2004	HON-672L-L	EA	10	100.000	3,000.00	1,000.00	#### %
43	0009930	IN	10/14/2004	HON-672L-L	EA	10	100.000	3,000.00	1,000.00	#### %
44	0009930	IN	10/14/2004	HON-672L-L	EA	10	380.000	3,000.00	3,800.00	21.05 %
45	0009930	IN	10/14/2004	HON-672L-P	EA	10	380.000	3,000.00	3,800.00	21.05 %
						Document Total:	8,000.00	5,800.00	-55.17 %	
Customer Total:								15,900.00	16,400.00	3.05 %
Company Total:								15,900.00	16,400.00	3.05 %
Report Total:								15,900.00	16,400.00	3.05 %

Sheet1

Ready NUM

General Ledger Trial Balance Report (01.610.00) Exported to Excel

Microsoft Excel - 01610a.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

A41

1 Date: Tuesday, March 01, 2005
2 Time: 05:47: PM
3 User: SYSADMIN

Contoso, Ltd Page: 1 of 1
Report: 01610A.rpt
Company: 0060

Trial Balance - Combined Totals
Periods: 01-99 Through 12-99 As of: Ledger ID: ACTUAL

Account	Subaccount	Description	Beginnin Balance	Period Activity Debit	Credit	Ending Balance	Adjustment	Balance
11	1030	0000-0000-0000	Cash-US Dollars-US	0.00	12,345,678.90	0.00		12,345,678.90
13	1030	0110-0AA0-0001	Cash-US Dollars-US	0.00	2,210,202.81	13,200.50		2,197,002.31
15	1030	0344-0AA0-0510	Cash-US Dollars-US	0.00	75,000.00	0.00		0.00
Total Assets			0.00	14,630,881.71	13,200.50	14,542,681.21		

Sheet1

Ready NUM

Sarbanes-Oxley Solution Accelerator

The Sarbanes-Oxley Solution accelerator with Microsoft Business Portal helps meet legal requirements.

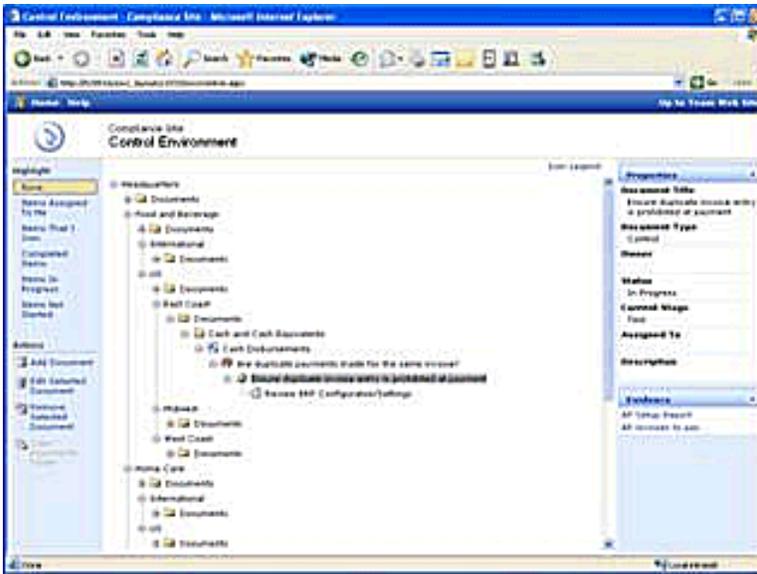
The company has instituted financial controls, documented its most critical processes and works hard to follow the highest accounting standards. But the consequences for non-compliance have never been more stringent; the Sarbanes-Oxley Act holds CEOs and CFOs personally responsible for the accuracy of financial statements. Is the company doing enough? The Sarbanes-Oxley Solution Accelerator within Microsoft Business Portal works with Windows Server 2003, Microsoft SharePoint Services, Microsoft Office InfoPath to, as well as Microsoft Solomon, to help ensure that workers have the necessary alerts, information and routing materials to ensure compliance with the Sarbanes-Oxley Act.

The Sarbanes-Oxley Act affects all publicly traded companies, private companies that are in the process of becoming publicly traded, and private companies that plan to be acquired by a publicly traded firm.

The Microsoft Office Solution Accelerator for Sarbanes-Oxley leverages the Windows SharePoint Services; the look and feel is similar to Microsoft Business Portal. The home page for the Sarbanes-Oxley Accelerator allows you to publish project, and open other areas in the accelerator.

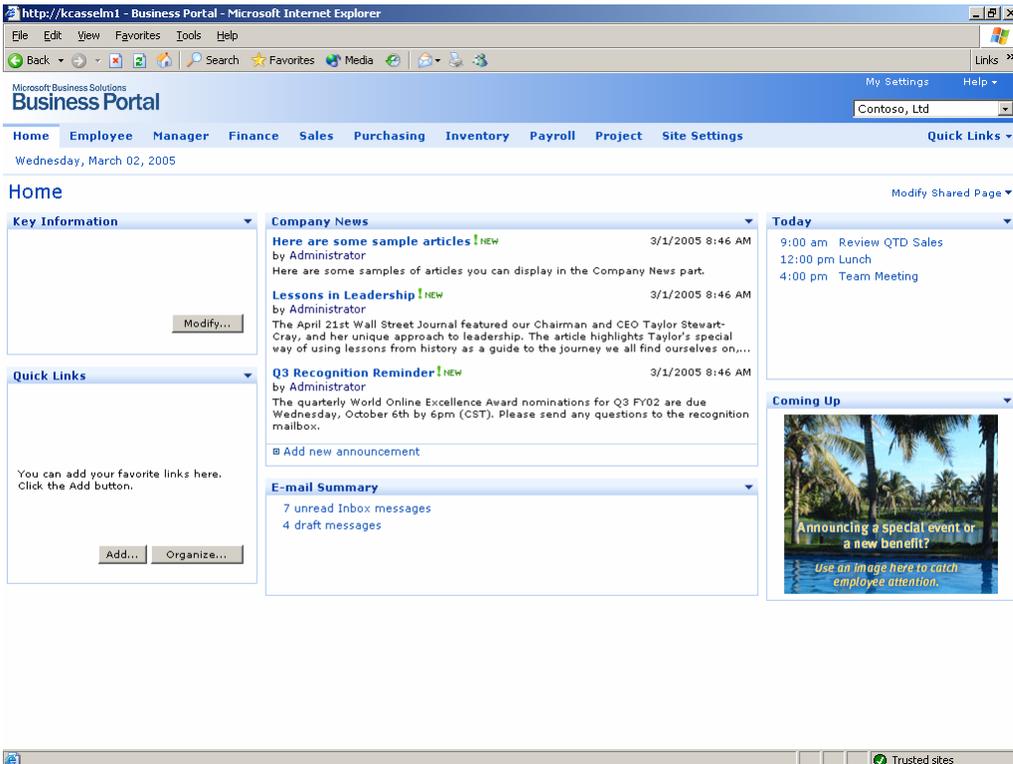
The screenshot displays the Microsoft Office Solution Accelerator for Sarbanes-Oxley 2004 web application. The interface includes a navigation menu on the left with categories like Control Environment, Report, Administration, and Manage Users. The main content area displays 'About this Site', 'Announcements' (including a survey), 'My Assessments' (a table of control items with status), 'Shared Documents' (a list of documents), and 'Confidentiality Questionnaire Results'. On the right, there are two pie charts: 'Control Effective' and 'Document Status', both showing progress metrics. The browser window title is 'Home - Contoso Sarbanes-Oxley 2004 - Microsoft Internet Explorer'.

Controls can be organized around departments and regions within the organization. For example, you can define significant accounts; along with the processes those accounts are used in, such as cash disbursements for Cash and Cash Equivalents account. The accelerator can alert you to risks such as duplicate payments paid to the same invoice or cash inflows that are insufficient to cover outstanding payables balances.



View Outlook information in Microsoft Business Portal

The Microsoft Business Portal Home Page integrates with Outlook to show information from the user's Inbox and Calendar.



Microsoft FRx Report Books

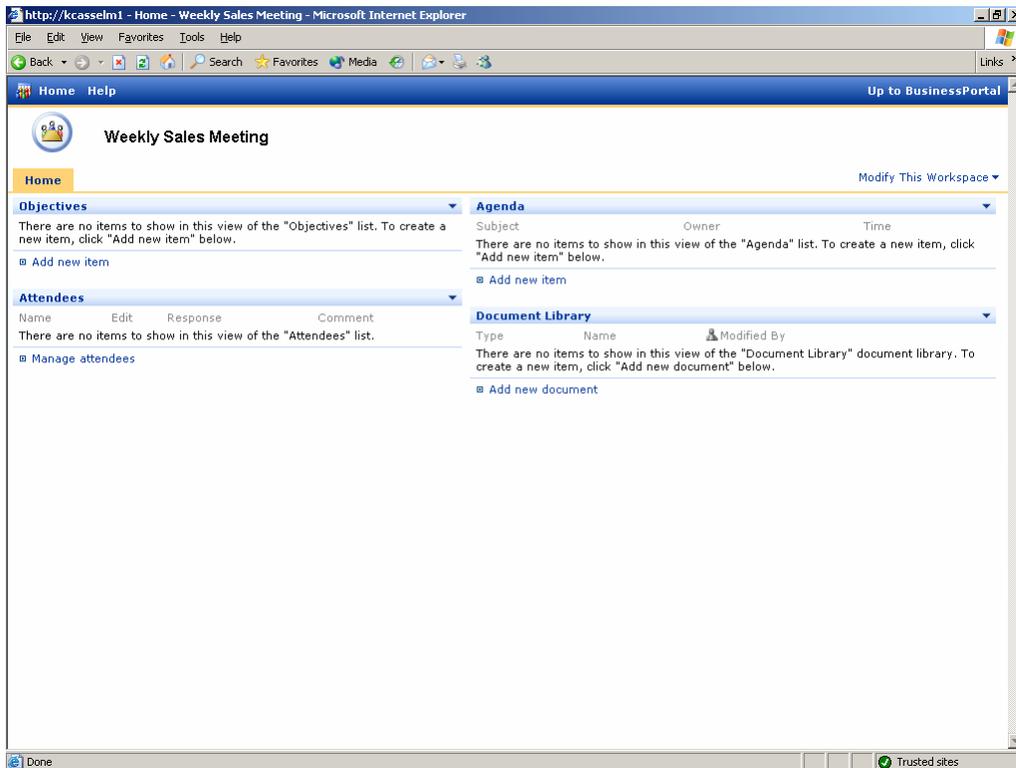
The company has been distributing multiple financial reports one-at-a-time in a piecemeal manner; text reports are distributed first, then as graphical reports and

Effective and Efficient Communication

While teamwork has been a critical element of successful businesses for years, the tools that enable information sharing and collaboration to be built into your company's communication infrastructure have never been stronger. Beyond the various departments and functional areas within your own company, today's teams can include vendor organizations and even customers, and Microsoft's integrated applications enable everyone to work together with speed and agility.

SharePoint Services Meeting Spaces

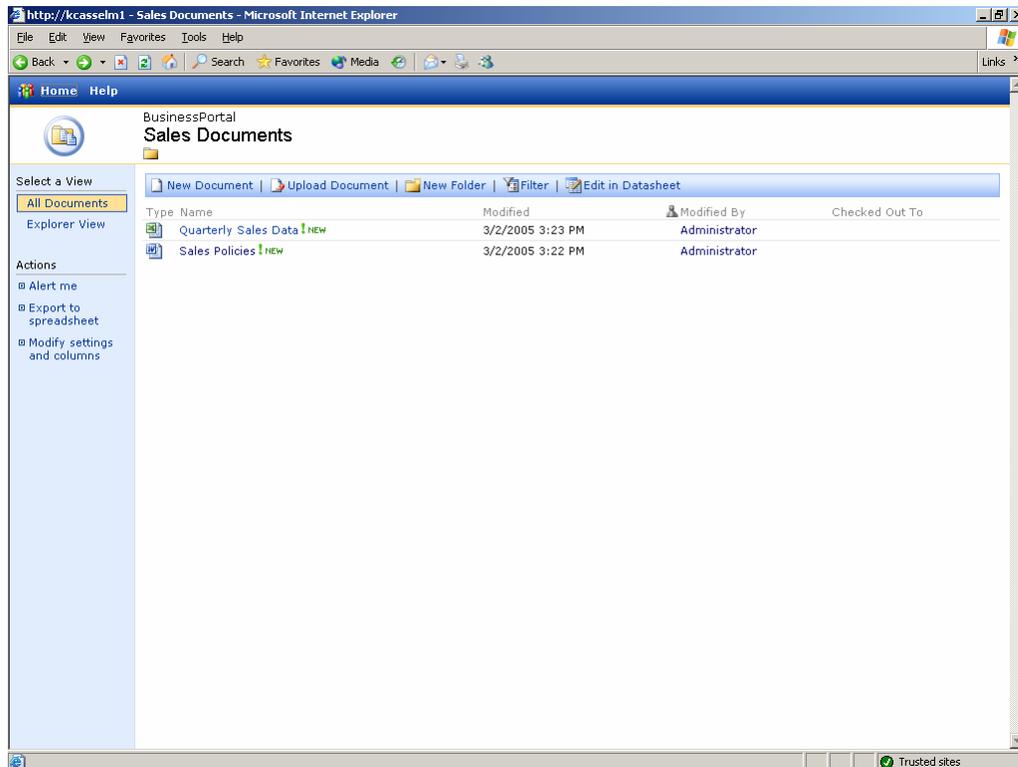
Employees have complained that meetings aren't handled as effectively as they should be. Agendas aren't distributed before the meeting, and notes and actions items aren't always available afterward. By setting up meeting spaces using Windows SharePoint Services with Microsoft Business Portal, you can make agendas available before meetings, allowing team members to contribute agenda items, and providing a central location for reporting notes, action items and follow-up activities after the meeting.



Windows SharePoint Services Document Workspaces

E-mail attachments are using up an unreasonable amount of server space and employees waste time looking for documents in their overflowing e-mail in-boxes. There's a better way to share documents. Document libraries created with Windows SharePoint Services enable team members to collaborate on documents, post new

documents that are available to everyone. When used with Microsoft Business Portal, you can create department or team sites that allow team members to easily read and share documents from a central location, while controlling access to sensitive material, or work in process, through role-based restrictions.

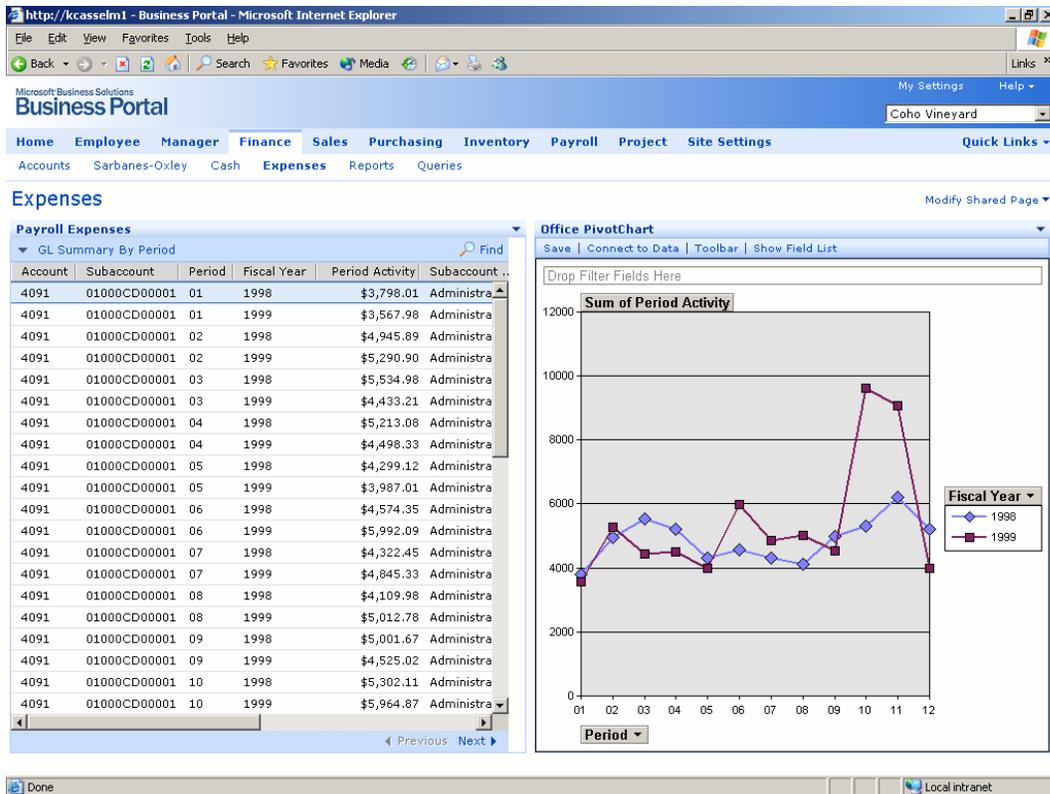


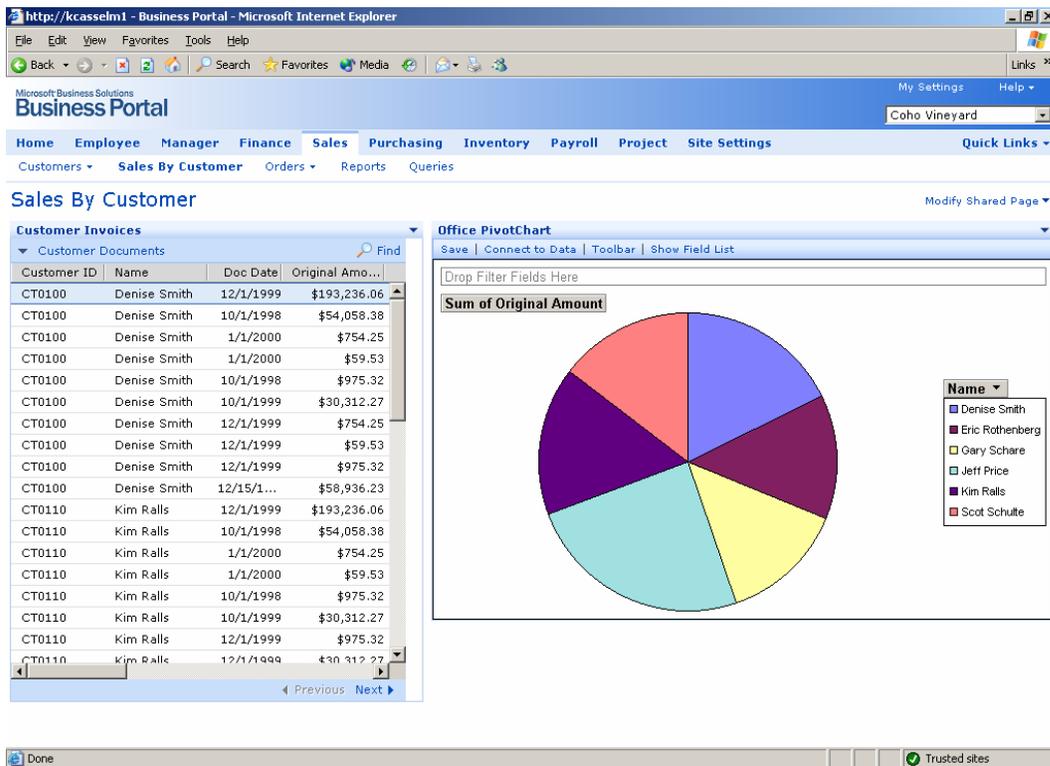
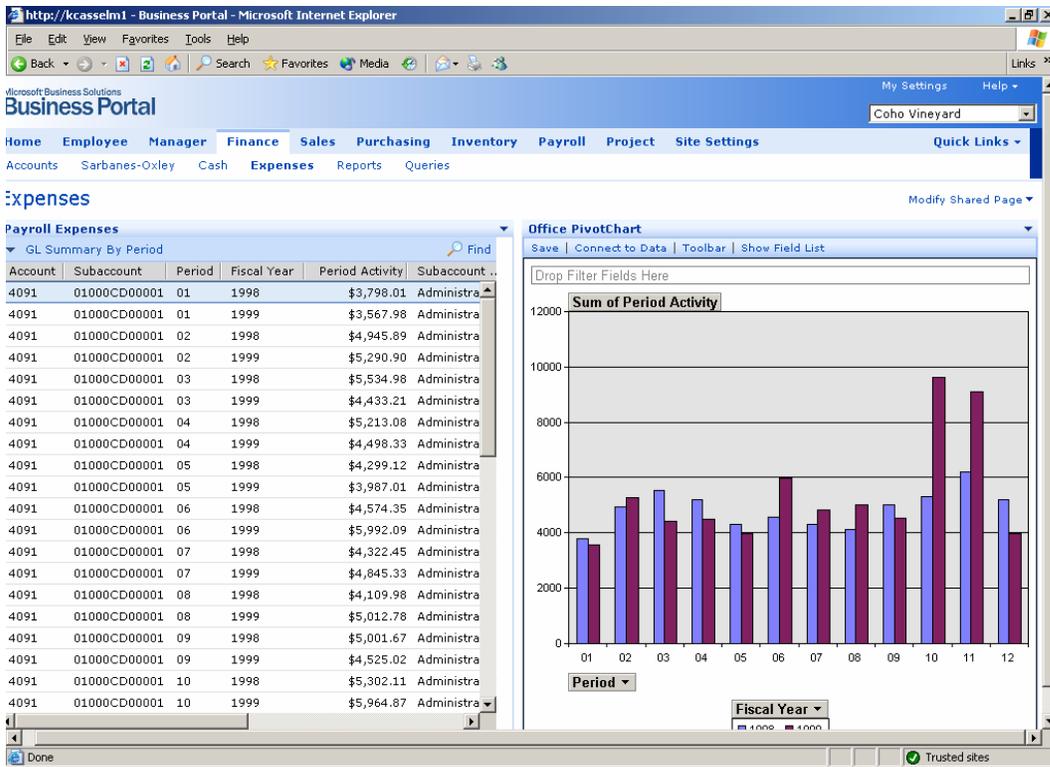
Exception Management

Our goal is to help people and businesses throughout the world reach their full potential. Helping individuals improve their ability to contribute in an increasingly demanding business environment is a key part of that objective. When employees have the right tools, they're better able to use their unique talent and experience to help your organization achieve its potential.

Office Web Parts with Microsoft Business Portal Result Viewers

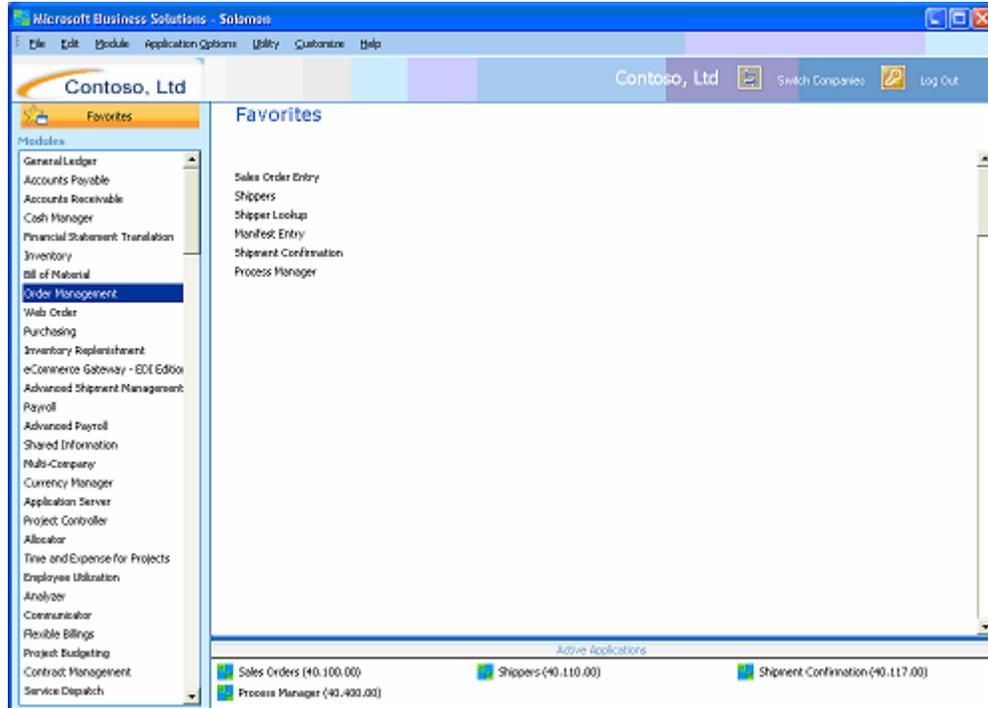
Microsoft Business Portal Result Viewer Web Parts display the results of real-time queries of Microsoft Solomon data. These Web Parts can display data for any business entity, such as employees, vendors, customers, and inventory items. You can integrate result viewer Web Parts to Microsoft Office Datasheet, PivotChart, PivotTable, and PivotView Web Parts.





Microsoft Solomon and Office: Increased Efficiency

Microsoft Solomon has an updated look that allows you to customize your home page such that your job is made easy. Navigation is list-based; the actions that you can take with a specific record are available from a menu. If you have multiple applications open simultaneously, you can easily navigate to them.



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