Microsoft® Navision Axapta®

Microsoft Navision Axapta Trade enables businesses to automate sales and purchasing, optimize costs through continual analysis and react quickly to changes in the market.

**Key Benefits:**

- Automate sales and purchasing processes
- Manage intercompany orders within one system
- Greater visibility for improved decision making
- Analyze service level performance

**Key Features:**

- Trade agreements, special pricing and discounts
- Price and discount management, purchase and sales
- Delivery fulfillment status, partial delivery
- Ledger reconciliation
- Allocation of miscellaneous charges on cost prices
- Statistical and follow-up tools
- Inter-company and blanket orders

# Microsoft Navision Axapta Trade

Microsoft Navision Axapta Trade enables a company to not only automate a wide range of sales and purchasing processes, but also to integrate these processes with the entire enterprise via Axapta modules such as Financials, Logistics, Production, Warehouse Management and Project. Using Trade as a basis, businesses are able to optimize the cost of sales, develop new approaches to increasing revenue, reduce costs associated with purchasing, tightly link supply with demand and much more.

The data history captured via Trade enables you to keenly monitor and optimize your development process and time to market. This helps your business react quickly and adjust its product line in response to market changes – an essential capability in an era of ever-narrowing margins. Either directly or indirectly, Axapta Trade is used by a cross-section of personnel that perform a variety of functions.

## Automate sales and purchasing processes

From the submission of a sales quotation to the delivery and invoicing of an order, Axapta Trade permits end-to-end automation of sales and purchasing processes. For example, during the sales process you can check credit ceilings, customer accounts owing, follow-on orders, goods shortages, etc. On the purchasing side, you can find a suitable product with due consideration of delivery deadlines,

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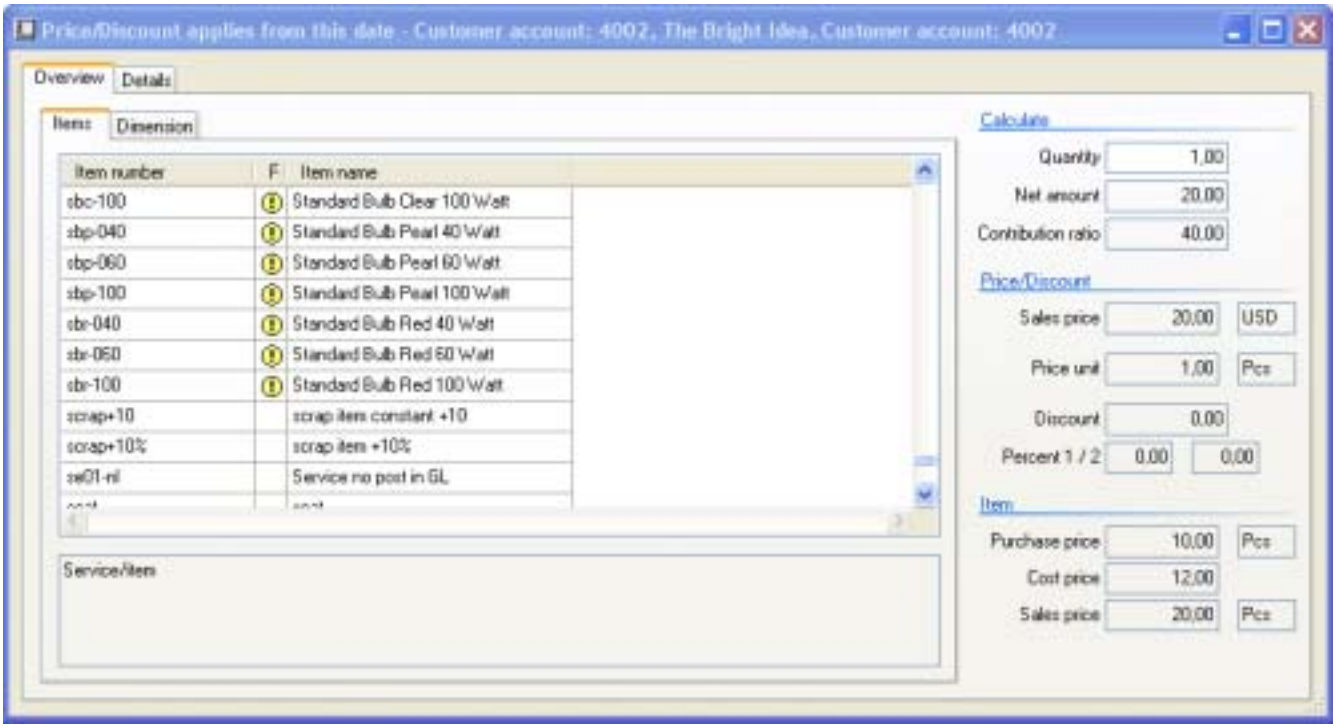
price conditions or other parameters, and then perform a comparison of quotations received. Freight rates, customs duties, taxes and other charges can also be handled using specially configured system routines. The functionality of the Inventory module means that optimizing all the processes affecting economical and efficient inventory is simple and straightforward.

**Sales**

Axapta automates the entire sales process. Start with finding the right price for the customer – enter the quantity of the item or items and get an overview of the pricing, including any special agreements for this customer. Enter the quote and convert it into an order, or receive the order electronically (XML) using Axapta Commerce Gateway. You can then print, fax, e-mail, or publish the confirmation on the Web. The system calculates the tax and checks the inventory, as well as the customer's credit. A picking list is printed at your warehouse, which assembles the shipment and informs the system of any exceptions.

If the actual picking does not match the printed picking list, this is reported back to the system in order to always have a correct picture of the stock on hand. Subsequently, the items are sent with a delivery note and various optional shipping documents. Axapta Trade automatically keeps track of backorders. The minute the item arrives from production or a supplier, the system can automatically initiate a shipment. Customers can also specify how they would like to be invoiced – once a week, once a month, several orders separately or invoiced only once. It is possible to have several sales orders included in one invoice.




*Price and discount summary for a sales order*

**Purchasing**

You can issue a purchase from inventory coverage rules, production order or a sales order. As soon as a purchase is initiated, you can acquire a quotation and then print, fax, e-mail or send the purchase order to your supplier electronically (XML) using Axapta Commerce Gateway. After the item has arrived, it is matched with the purchase order and any discrepancies are noted in the system. A receiving document is printed and the shipment is subsequently recorded in the system as received before it is invoiced and transferred to payment.

The tight integration within Axapta ensures that registration only needs to be performed at one location in the system. After that, all relevant areas of the system are automatically updated. This streamlines procedures, while reducing or totally eliminating the risk of error.

## Intercompany

The Intercompany functionality saves a business time and money because it enables several subsidiaries or distribution centers to trade internally within one Axapta installation. It is not necessary to create manual sales or purchase orders and you have greater control as well as visibility regarding transfers.

## Intercompany purchase orders

When a purchase order is created by one subsidiary, the internal trading is specified in a new field (Intercompany). A corresponding sales order is automatically created for the company in Commerce Gateway. The purchase order will include a reference to the specific sales order in the corresponding company.

## Intercompany sales orders

Normally, the sales order is created automatically based on an intercompany order, but can also be created manually. In these situations, the related purchase order will automatically be created in the other company. Updates to the sales and purchase orders are handled as normal.

**Easy to tailor for each user**

Due to the *show and hide function* in Axapta, users can select which information they want displayed on various screens with the click of a mouse. Field groups, buttons and entire pages can be hidden. Thus, the individual user can continuously optimize and adapt his or her procedures to the workflow. The user can also choose between simple and advanced screens when entering sales or purchase orders. The simplest layout shows only information that is absolutely necessary to create a sales or purchase order. This eliminates the need to skip irrelevant fields. If more sophisticated functions are needed, the user selects the advanced screen with additional fields.

By combining automated processes with powerful

reporting tools, Axapta Trade provides greater visibility of sales and purchasing costs. Optimizing product flow becomes more important as your business seeks to improve customer service and reduce costs. Trade helps effectively monitor and control your sales and purchase processes.

**Audit trail and continuous updates**

An audit trail is automatically assigned to every ledger transaction, allowing you to trace all associated entries or vouchers throughout Axapta. This streamlines processes such as invoicing by creating relevant entries at all locations affected by a transaction. This makes it easy to trace transactions and to see the entries generated by the transactions in Accounts Receivable and Inventory. Your trace can start in General Ledger, Accounts Receivable or Inventory, and you can display or reprint original documents regardless of where your search was initiated.

**Statistical and follow-up tools**

A number of built-in tools enable you to analyze the data you store in Axapta. The reports can be displayed in a variety of formats that can be saved, modified, printed or sent electronically. The high level of detail in the database also facilitates further information processing using Management Information Systems (MIS) or Axapta Business Analysis. Using Axapta Business Analysis, you can analyze the relationship between costs and sales including very specific details such as sales on different item groups, individual items, customer groups and individual customers. Predefined cubes assist you in monitoring your performance and service levels. You can accurately monitor your revenue across your business based on factors such as country, region, customer group and time period (day, week, month, year).

**Dimension tracking**

The unique dimension tracking makes it easy to separate the accounts of divisions and departments. All transactions can be marked with dimension data that make it possible to sort and delimit the transactions in various subsidiaries. There is no limit to the number of dimensions, and new dimensions automatically appear in screen displays, reports, menus and any other locations where the information is accessed.

**Unit conversions**

The system contains many facilities for converting units, allowing you to store items the way you want and sell items the way your customer wants. For example, a business that receives goods in crates can inventory them in cans and then package them in packs of ten for resell. Conversion parameters can be set so that the amount and volume always correspond to the actual units. This improves process efficiency

and ensures that the on-hand inventory count is correct. It also helps maintain an accurate internal count.

**Better decision support for management**

A key strength of Axapta Trade is decision support — a vital capability that can be used by management as well as sales, purchasing, logistics and production personnel.

**Inventory valuation and stock status**

All historical data can be used to form the basis for valuation and inventory status reports, both globally and locally. This provides a solid basis for decision-making. When orders are placed, journals are posted or purchase orders updated, all affected data are automatically updated in Axapta. Meanwhile, the original documents can always be retrieved, displayed and reprinted.

For all posted transactions, an audit trail is automatically created, enabling detailed tracking and follow-up of historical events. Transaction tracking enables you to follow transactions throughout the system (for example, an order invoice can be traced to Ledger or Inventory, or the reverse). You can also specify why purchased and sold items were returned.

**Standard cost price**

Axapta Trade makes it possible to monitor variations in purchase price vs. the standard cost price. When recording a receipt, the inventory value is posted on two general ledger accounts – the standard cost price is posted on the received inventory account and the difference is posted on an adjustment account. As a result, postings such as sales commissions are kept clear of fluctuations in the purchase price and are calculated on the basis of the standard cost price.

**Allocating miscellaneous charges improves accuracy**

The automatic calculation of miscellaneous charges makes purchase recording more efficient and costing accurate. The number of miscellaneous charges can be varied. If a miscellaneous charge is added to a purchase, the cost can be prorated by price, quantity or equally on each line of the order. You can also indicate whether the allocation should be made on all lines or only on positive or negative lines.

If a purchase is connected to a subsequent cost such as shipping, the posting can be performed so it only affects that particular purchase. This protects your post-adjustment option, which permits invoicing even if all costs have not been recorded.

**Delivery**

You have the ability to evaluate supplier performance on a continuous basis because you have access to historical data as well as follow-up and analysis tools. By combining this with other features in Axapta, you can continuously document and manage your

suppliers' service level. It is possible to specify the acceptance of excess-delivery or under-delivery on all items or accept or reject partial deliveries. If the delivery exceeds defined limits, the system will automatically draw attention to the error, both in regards to sales orders and purchases.

### Handling returned items

In Axapta Trade, you have the option to predefine reasons for returned items together with appropriate resulting actions. Depending on the reason, the system will post the item to scrap, repair, inspection or return to inventory/supplier. The follow-up and analysis tools can subsequently be used to evaluate the information on returned items. You can also print all relevant documents such as freight bills and credit notes in connection with the return.

### Backorders

The system provides quick and easy reporting on backorders of purchase and sales orders, including individual backorder lines. This allows continuous monitoring of failed deliveries to suppliers and customers, as well as overdue invoices. You can also print back orders on the packaging slips and invoices so that the customer is assured that the remaining items are on the way.

## Contact your partner

To learn more about Microsoft Navision Axapta, contact your local Navision Solution Center. They have the expertise necessary to meet your specific business needs.

## About Microsoft Business Solutions

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http://www.microsoft.com/BusinessSolutions

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# Data Summary Sheet

| Key Features | Description |
|---|---|
| **Easy to use** | • Intuitive layout and structure<br>• User-adjustable menus, forms and reports<br>• User-adjustable layout of main tables and journals<br>• Windows commands incl. 'copy and paste' from and to Axapta<br>• Direct access to main tables from journals<br>• Advanced sorting and filter options<br>• Built-in user help including an integrated manual<br>• Option to mail and fax directly from Axapta<br>• Application can be run in different languages |
| **Inventory** | • Stock-taking and item locations |
| **Direct purchase creation from sales order** | • Direct just-in-time purchase for customer requirements<br>• Easy creation of purchase orders with direct linkage to the sales order<br>• Exact use of cost prices from purchase order when invoicing sales order<br>• Includes inter-company purchases |
| **Conversion of currency on open orders** | • Real-time conversion of currency of open orders |
| **Easy-to-use price overview** | • Exact on-the-fly price calculation for increased customer service<br>• Easy access to individual customer prices and discounts<br>• Possibility to weigh cost prices against revenue |
| **Unit conversion and handling** | • Automatic conversion of purchase units into inventory handling units<br>• Automatic conversion of inventory handling units into sales units<br>• Individual price and discount agreements per unit |
| **Direct open-transaction editing** | • Settle invoices when posting credit notes<br>• Settle prepayments when posting invoices |
| **Direct settlement of invoices from order** | • Easy creation of credit notes from invoice journals |
| **Backorders** | • Quick overview of current backorders<br>• Prioritization of individual backorder lines<br>• Notification of backorders when receiving goods<br>• Follow up on purchase backorders |

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| | |
|---|---|
| **Alternate items** | • Automatic substitution of for example out-of-stock or outdated items into alternate items |
| **Delivery fulfillment status, partial delivery** | • Notification of partial deliveries and remainders on sales order documents |
| **Cost price principles** | • Cost price principles: FIFO, LIFO, standard cost price, and weighted average<br>• Individual cost price principles per item group |
| **One-time customers and suppliers** | • On-the-fly creation of customers and vendors when creating orders |
| **C.O.D. (Cash On Delivery)** | • Printing of C.O.D. documents when invoicing<br>• Follow-up on C.O.D. outstanding |
| **Ledger reconciliation** | • Easy reconciliation of inventory values versus ledger transactions for revision purposes |
| **Allocation of misc. charges on cost prices** | • Various handling methods of misc. charges.<br>• Add misc. charges to item cost prices<br>• Post-adjustment of item cost prices when receiving invoices for subsequent costs |
| **Statistical and follow-up tools** | • Analyze revenues and margins using Axapta Business Analysis<br>• Analyze customer and item transactions using real time data |
| **Intercompany** | • Real time creation and update of inter-company sales orders from purchase orders and vice versa<br>• Receive items automatically based on the selling subsidiary's delivery note<br>• Invoice items automatically based on the selling subsidiary's invoice<br>• Make stock-on-hand inquiries in all subsidiaries<br>• Exchange information independent of using identical identification for customers, vendors, items, units, etc. |
| **Blanket order** | • Create and maintain purchase and sales blanket orders<br>• Create release orders directly from the blanket order<br>• View delivery status from the blanket order |
| **Counting and tag-counting** | • Count warehouse with or without locking items<br>• Use tag counting and transfer to counting journal |

| | |
|---|---|
| **Trade agreements** | • Set up price, discount, multi-line discounts and total discount on customers, vendors, and items as well as groups of these<br>• Set up prices and discounts in all currencies<br>• Set up future prices and discounts without affecting current setup<br>• Automatically retrieve prices and discounts when entering orders<br>• Automatically calculate multi-line and total discounts on orders |
| **Returned items** | • Print freight slips and credit notes<br>• Possibility for scrapping returned items with reason codes |

## System Requirements

To obtain all of the features mentioned in this fact sheet, the following modules and technologies are required:

- Microsoft Navision Axapta 3.0
- Microsoft Navision Axapta Trade Series
- Microsoft Navision Axapta Trade Agreements
- Microsoft Navision Axapta Intercompany
- Microsoft Navision Axapta Business Analysis
- Microsoft Navision Axapta Commerce Gateway
- Microsoft BizTalk Server 2000
- Microsoft Analysis Server 2000