

MICROSOFT BUSINESS SOLUTIONS-AXAPTA

MICROSOFT BUSINESS SOLUTIONS-AXAPTA BUSINESS PROCESS MANAGEMENT

Microsoft® Business Solutions-Axapta® Business Process Management helps you develop and manage business processes by identifying key actions that support your business strategy.

Key Benefits:

- Get a holistic view of your business processes
- Help ensure that employees follow the correct sequence of actions in a business process
- Track the status of all actions and check that they are followed up appropriately

Before you have an effective strategy, you must have clearly defined goals. Following through with a plan of actions comes next. But how do you know if your business is on the right track to achieving its goals?

Microsoft Axapta Business Process Management helps you monitor progress towards the goals you have set. Functionalities such as strategic planning, best practice action templates, SWOT analysis and action planning will help you leverage experience and human resources, making it easier for you to achieve your business goals.

Effective planning and action-oriented information

Making a decision and following through with appropriate action is easier when your employees have a goal or strategy in mind. Action-oriented information is essential when setting clear goals for individuals or businesses. Action-oriented information also describes the best methods for achieving your business goals.

Microsoft Axapta Business Process Management supports action management. The module is an effective tool for communicating key strategies and progress to your employees. Microsoft Axapta provides both high-level and detailed views of progress in easy-to-understand terms. Your employees will more easily see and understand your goals, and react in accordance with your strategies.

Flexible action management

Microsoft Axapta Business Process Management helps users establish and manage actions. When you set up actions, the program automatically ensures that your employees follow a standard structure, with follow-up as a natural part of action planning.

Using the structured and intuitive tools of Microsoft Axapta Business Process Management, your employees can define personalized actions, set their own priorities, and select and sort various types of

information such as status, responsible persons and date intervals.

Develop standard procedures

Microsoft Axapta Business Process Management will help you set up standard procedures for recurring tasks such as the recruitment of a new team member. The 'Process Design' feature will help you establish procedures for regular tasks that are in accordance with your company's best practice policy. The action template gives you an unlimited choice in the number of actions that you can simultaneously create and distribute to the responsible people.

Response and tracking

Microsoft Axapta Business Process Management helps make it easy to respond to actions, create diverted actions, and require actions between employees. You can set up the system so that a given response automatically suggests a new action.

Effective action planning

Action planning helps you to keep your business focused on your goals. You decide which data in Microsoft Axapta should be used to create the foundation for action-oriented efforts such as campaigns, customer satisfaction, employee performance reviews and recruitment tasks. Easy and flexible planning allows you to control which tasks are delegated to individual employees.

Strategic planning

You can use strategic planning to identify, control and monitor the progress of your business's overall strategy or an employee's individual development plan. You can either set up the plan as a main plan or a sub-plan with accompanying references. The plan is updated with start and end dates, responsible employees, organizational units and a classification of which type of plan it is. From the beginning of a plan right through to the end result, responsibilities can be controlled and monitored by the action management module.

With the strategic planning solution, you can help ensure that strategic processes become a natural part of every employee's daily work. This helps you get the most value from your resources. It also creates a shared understanding of the organization's focus and goals.

For more information about Microsoft Axapta

To learn more about Microsoft Axapta, contact your local Microsoft Business Solutions office, a Microsoft Certified Business Solutions reselling partner, and/or visit www.microsoft.com/BusinessSolutions.

About Microsoft Business Solutions

Microsoft Business Solutions 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, supply chain management, customer relationship management and analytics. The applications are designed to provide insight to help customers achieve business success. More information can be found at

www.microsoft.com/BusinessSolutions.

Address:

Microsoft
Frydenlunds Allé 6
2950 Vedbaek
Denmark
Tel +45 45 67 80 00
Fax +45 45 67 80 01

Microsoft
One Lone Tree Road
Fargo ND 58104-3911
USA
Tel +1 888-477-7989; +1 701 281 6500
Fax +1 425 936 7329

www.microsoft.com/BusinessSolutions

Key Features	Description
EASY TO USE	<ul style="list-style-type: none"> ▪ Intuitive layout and structure ▪ User-adjustable menus, forms and reports ▪ User-adjustable layout of main tables and journals ▪ Windows commands including 'copy and paste' to and from Microsoft Axapta ▪ Direct access to main tables from journals ▪ Advanced sorting and filter options ▪ Built-in user help including an integrated manual ▪ Option to mail and fax directly from Microsoft Axapta ▪ Application can be run in different languages
ACTION MANAGEMENT	<ul style="list-style-type: none"> ▪ Detailed information on responsibilities, time, priorities and status ▪ Register actions ▪ Tracking and dependencies ▪ Structure responses and generate diverted actions ▪ Send actions as email or create as tasks in Microsoft Outlook ▪ Implement Process Design by using action templates ▪ Create actions with distribution to the responsible people ▪ Action Planning
STRATEGIC PLANNING	<ul style="list-style-type: none"> ▪ Step-by-step creation of a strategic plan ▪ Identification of status and end results ▪ Register SWOT analysis results ▪ Break-down of visions to define goals and milestones ▪ Planning and follow-up with actions on initiatives ▪ Link to Action Management and key performance indicators in Microsoft Axapta Balanced Scorecard ▪ Define templates for strategic plans ▪ Link strategic plans to organizational units in Microsoft Axapta Human Resource I

System Requirements

<p>TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:</p>	<p>To obtain all of the features mentioned in this fact sheet, the following modules and technologies are required:</p> <ul style="list-style-type: none"> ▪ Microsoft Business Solutions–Axapta 3.0 ▪ Microsoft Business Solutions–Axapta Financials ▪ Microsoft Business Solutions–Axapta Business Process Management ▪ Microsoft Business Solutions–Axapta Human Resource Management I <p>For full HR and balanced scorecard functionality also:</p> <ul style="list-style-type: none"> ▪ Microsoft Business Solutions–Axapta Balanced Scorecard
--	--

August 2004

The information contained in this document represents the current view of Microsoft Corporation on the issues discussed as of the date of publication. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication. This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation. Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property. © 2004 Microsoft Corporation. All rights reserved. Microsoft, Navision and Axapta are either trademarks or registered trademarks of Microsoft Corporation or Microsoft Business Solutions ApS or their affiliates in the United States and/or other countries. Microsoft Business Solutions ApS is a subsidiary of Microsoft Corporation. The names of actual companies and products mentioned herein may be the trademarks of their respective owners.