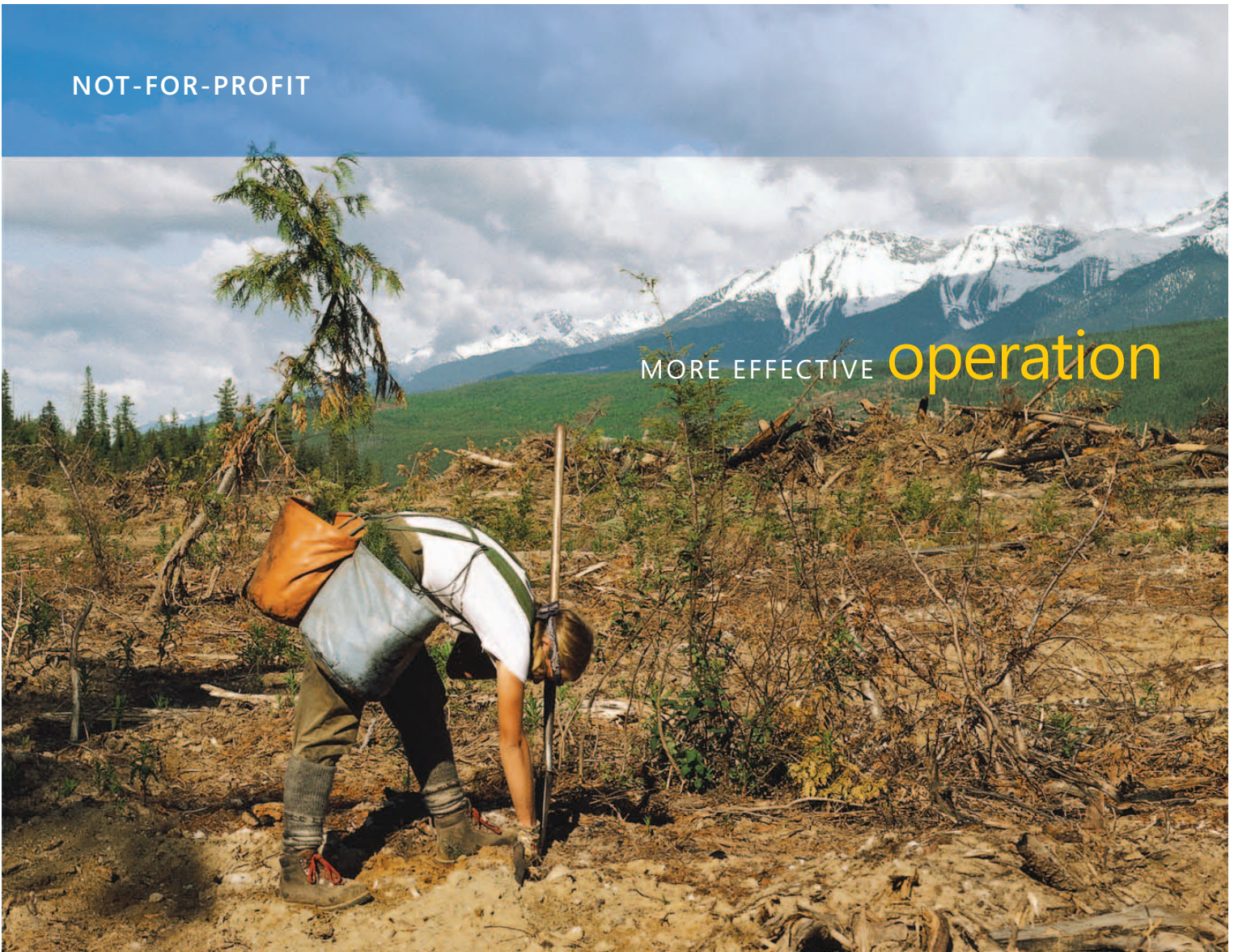


NOT-FOR-PROFIT

MORE EFFECTIVE **operation**



More effective operation. Successful management of a not-for-profit organization is as demanding as it is detailed. Careful administration of operating expenses and cash flow and meticulous reporting practices are essential for meeting regulatory compliance. Both are also important for demonstrating the efficient use of donated and allocated resources to secure future funding. All this can be extremely challenging when working with multiple funds and grants, each with their own set of reporting requirements.

Microsoft® Business Solutions delivers a powerful suite of capabilities specifically focused on the unique needs of the not-for-profit organization. Our tools are empowering organizations to streamline and optimize their finances and reporting obligations for more effective operations. That translates into more time focused on providing services and value for their beneficiaries.

From commitment management to fund management, Microsoft Business Solutions promotes accurate and timely reporting, easily accessible data, and automated processes to reduce daily overhead. The tools are designed to help you successfully operate today and secure the funding you need for future growth.

Timely Grant Management

Microsoft Business Solutions provides tools to better manage grants from the start so you remain accountable to your sponsors and comply with regulations throughout the process. Our automated grant management system streamlines transactions, monitors daily expenditures, and delivers timely reports for optimal grant performance. With up-to-date information about successful budgeting and grant performance, you can focus your time and energy on the management and allocation of grant funding, rather than spending time at the back end, calculating amounts used.

BUILDING FOR A BETTER **future**

The Microsoft Business Solutions grant management system can lower costs and improve productivity as it assists in processing applications, making awards, and administering and closing grants. Our tools can validate transactions against budgets: period-by-period, grant-to-date, or grant-life basis, and allow you to assign specific users, general ledger accounts, or projects to a grant and allow grants to span multiple fiscal periods.

To prevent overspending, the solutions provide “actual” versus “budget” comparison with detailed summary reports and can issue automated budget warnings and prevent the posting of grant transactions when budget is exceeded. You can also automatically create specialized or standard reports that automatically summarize data, based on grant inception-date or ending-date, regardless of fiscal year parameters.





Customer Success
House With No Steps

A project of the Wheelchair and Disabled Association of Australia, House With No Steps provides quality support services for more than 1,400 people with disabilities. The not-for-profit organization relies on Microsoft Business Solutions to consolidate account and reporting for 450 employees across several locations in New South Wales. They now are efficiently providing the required reports to the state and federal governments to continue to receive funding.

"We needed the ability to handle multiple accounts while maintaining transparency for reporting. Microsoft Business Solutions and their partners gave that to us."

Wayne Sankey :: CFO, House With No Steps

Carefully Managed Funds

Multiple fund management is a critical task that can have broad ramifications on the future success of your organization. Microsoft Business Solutions offers fund management applications to help your organization fully adhere to the increasing number of reporting guidelines. Now you can accommodate the special regulations, restrictions, and limitations needed to manage multiple funds across several projects. Each fund can be assigned a unique ledger account that provides revenue, expense, and balance sheet reports. Funds can also be summarized as a whole within the organization.

By automating fund management, our solutions help reduce errors associated with manual entries and manual reconciliation of funds. The solutions will also save you valuable employee time and minimize the need for your staff to know all related accounts. Most importantly, fund management solutions make reporting easier and results more accessible, helping ensure that reporting guidelines are met on time.

Improved Commitment Management

When you plan and account for future expenses, you help strengthen and preserve your financial integrity and reduce budgeting surprises. Microsoft Business Solutions provides automated commitment management applications that can help not-for-profits prevent overspending by forecasting future expenses and gaining a clearer picture of what lies ahead. Automated commitment management gives you the flexibility and budgetary insight you need to better administrate resources.

Now your organization can provide account-level budget knowledge to those generating and authorizing requisitions, giving them the budget control needed for successful operation. Our commitment-management applications deliver superior budget control and acute visibility, without impeding the purchase order process by pre-encumbering requisitions, and provide account-level budget information to those generating and authorizing requisitions. It is even possible to seamlessly add committed purchases to any of your financial reports.

Tracking Encumbrances

Microsoft Business Solutions also offers encumbrance management applications that can help you analyze expenditures against budgets and track encumbrances at any time—an important task for not-for-profit organizations. Automating encumbrances tracking also streamlines reporting on specific expenses during the year, helping avoid problems and extra work during year-end processes, while encouraging effective cash planning and control.

FLEXIBILITY IS **key**

Budgetary accounting combined with encumbrance accounting helps to ensure that total actual expenditures, combined with related commitments, do not exceed appropriations. Without encumbering these funds, subsequent purchases could result in overspending funds in an account. For example, with our automated systems, you can set up automatic messages to alert users if a particular purchase order will result in the over-commitment of a certain line item.

With an automated financial system, managers can easily set aside funds for future contracts, as well as stay on track for utilizing the appropriation. All this helps ensure funds will be available when payment is due, even as it reduces the time it takes to track expenses, freeing more time for careful budget allocation and management.



Customer Success
America's Second Harvest

America's Second Harvest is the nation's largest domestic hunger relief charity, distributing almost 2 billion pounds of food annually to feed 23.3 million hungry Americans. To do this more efficiently, America's Second Harvest implemented Ceres, a vertical software application built on top of Microsoft Business Solutions. Ceres is inventory and financial management software tailored for food banks and was developed by America's Second Harvest, food bank staff, Microsoft Business Solutions, and eSoftware Professionals.

This collaboration resulted in a standardized Food Bank Management System, enabling food banks to implement state-of-the-art functionality at a reasonable investment level. It makes it easy to keep track of food from the time of donation to the point of distribution. And affiliates now know where they have put food and exactly where they can go to find it. Most importantly, the solution has saved the organization time and labor, freeing up personnel for higher level activities more central to their mission of feeding hungry people.

"Ceres for Microsoft Business Solutions was a key factor in our ability to respond to the increased need for food in our service area. We simply could not be doing the job we are now able to do without this essential ingredient."

Ron Graham :: Executive Director, North Country Food Bank



FOCUS ON people

Improved Operations Overall

For more than 15 years, Microsoft Business Solutions has worked closely with not-for-profit organizations to understand the challenges and offer effective solutions for the complex needs of this industry. Our solutions, combined with integrating applications created by our certified development partners, are helping organizations around the world automate their processes and information to provide better accountability so they can free up more time to serve their beneficiaries.

To learn more about how integrated, affordable Microsoft Business Solutions capabilities can help you in the demanding not-for-profit industry, go to:

<http://www.microsoft.com/BusinessSolutions/Industry/Not-for-profit>

Or, contact your local Microsoft Business Solutions office or Microsoft Certified Partner. Our experts will show you how our rich capabilities for not-for-profit management will enable your company to provide an optimal level of services while better preparing for future funding.

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www.microsoft.com/BusinessSolutions

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