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BACK TO BASICS - BUSINESS CENTRAL

PRESENTED BY
CLAIRE NYENHUIS

SESSION AGENDA

- Business Central overview
- Accounting settings in akoyaGO CRM
- Gift payments & deposits
- Request payments & post payments
- Purchase invoices

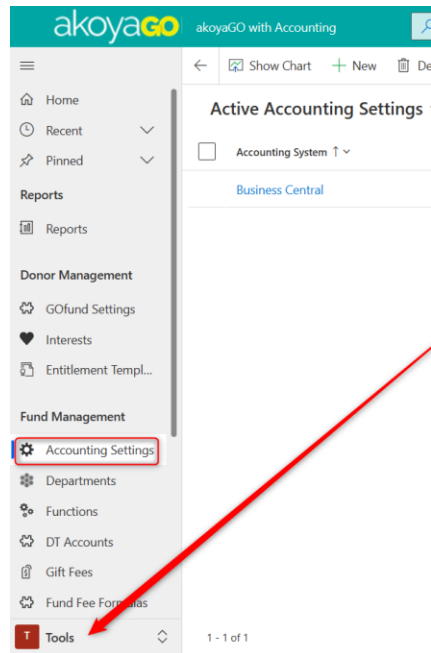
BUSINESS CENTRAL OVERVIEW

- Accounting side of our akoyaGO with accounting solution
- Lives within the same Microsoft Tenant as your akoyaGO site, and the two are in constant communication
- In order to be an effective accounting user, you need to have a good understanding of both sites
 - Business Central:
 - Accrual-basis accounting system
 - Uses double-entry accounting
 - Uses a shared chart of accounts

INTRO TO BUSINESS CENTRAL

The screenshot displays the akoyaGO Dynamics 365 Business Central interface. The top teal header bar contains the akoyaGO logo, the text "Dynamics 365 Business Central", and navigation icons for Environment (Demo), Search, Notifications, Settings, Help, and a user profile icon (TU). Below the header, the main navigation area includes the "Empowered" button (labeled "Home" button), a list of modules (Finance, Cash Management, Revenues, Expenses, Approvals), and a "Shortcuts" section with links to Contacts, Donors, and Payees. A "Menu options" icon is also present. The bottom section, labeled "Actions", lists various transaction types: + Income, + Deposits, + Post Payments, + Purchase Invoice, > New, > Reports, > Setup, and > akoyaGO. Annotations with arrows point to the Search icon, the Empowered button, the Shortcuts section, the Menu options icon, and the Actions section.

ACCOUNTING SETTINGS



Accounting Settings are found in the akoyaGO CRM and set important information like Notification Recipient and Default accounts for Gift, Grant, and Interfund Payments

You can find Accounting Settings under Tools, Accounting Settings.

GIFT PAYMENT

- Entered in the akoyaGO CRM
 - When you transfer a gift payment from akoyaGO to Business Central, the transaction is immediately applied to the general ledger
- A G/L entry is made in the specified revenue and receivable accounts, as well as in the un-deposited funds account (1999)

Posting Date	Document Type	Document No.	G/L Account No.	G/L Account Name	Fund	Department	Amount	Description ▼	Memo	Gift/Request	Payment No.
7/22/2023		12345	1999	Undeposited Funds	00185	01	100.00	GPMT-0081964	Ms. Gail Sullivan	077804	GPMT-008196
7/22/2023		12345	1325	Contributions Receivable	00185	01	-100.00	GPMT-0081964	Ms. Gail Sullivan	077804	GPMT-008196
7/22/2023		12345	1325	Contributions Receivable	00185	01	100.00	GPMT-0081964	Ms. Gail Sullivan	077804	GPMT-008196
7/22/2023		12345	4010	Contributions-Avail to Spend	00185	01	-100.00	GPMT-0081964	Ms. Gail Sullivan	077804	GPMT-008196


Enter Payment Details

Completed

Enter Payment Details

Payor

*

 Ms. Gail Sulli...

Amount


*

\$100.00

Posting Date


*

7/22/2023



✓ Check Date

7/21/2023




✓ Check/Reference #

12345


Fund

*

 00185


Account

*

 4010

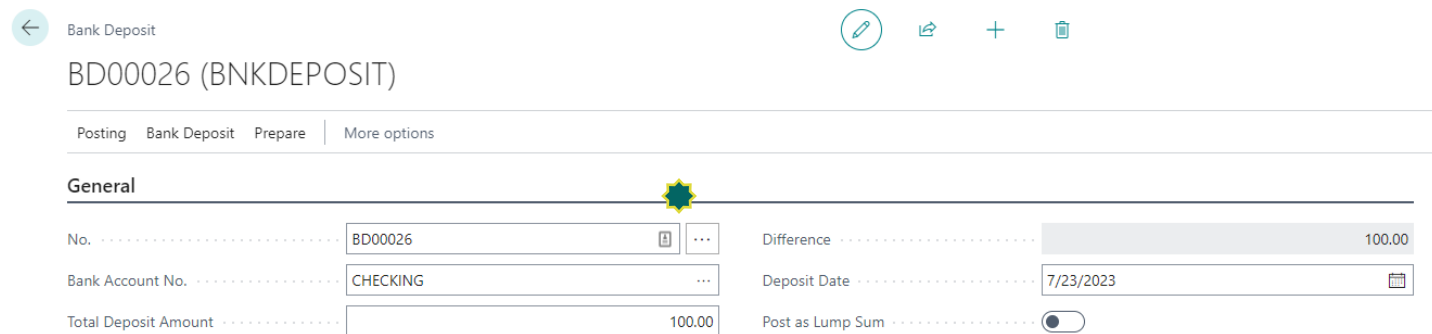
Department

*

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DEPOSIT

- When you are ready to record a deposit in your system select “+Deposits” from the Business Central actions menu and start a +New Deposit if there are none in progress
- Fill in the deposit form, this information should match the deposit slip from your bank



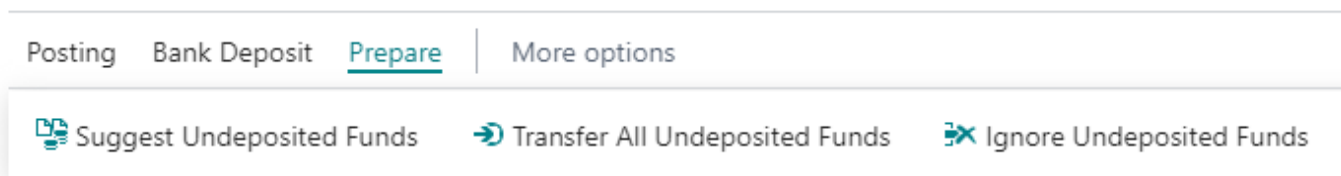
The screenshot shows the 'Bank Deposit' form in Business Central. At the top, there's a header bar with a back arrow, the title 'Bank Deposit', and icons for edit, share, add, and delete. Below the header, the form ID 'BD00026 (BNKDEPOSIT)' is displayed. A tab bar shows 'Posting', 'Bank Deposit', 'Prepare', and 'More options'. The 'General' section is active, featuring a star icon. It contains fields for 'No.' (BD00026), 'Bank Account No.' (CHECKING), 'Total Deposit Amount' (100.00), 'Difference' (100.00), 'Deposit Date' (7/23/2023), and a 'Post as Lump Sum' toggle switch.

General	
No.	BD00026
Bank Account No.	CHECKING
Total Deposit Amount	100.00
Difference	100.00
Deposit Date	7/23/2023
Post as Lump Sum	<input type="checkbox"/>

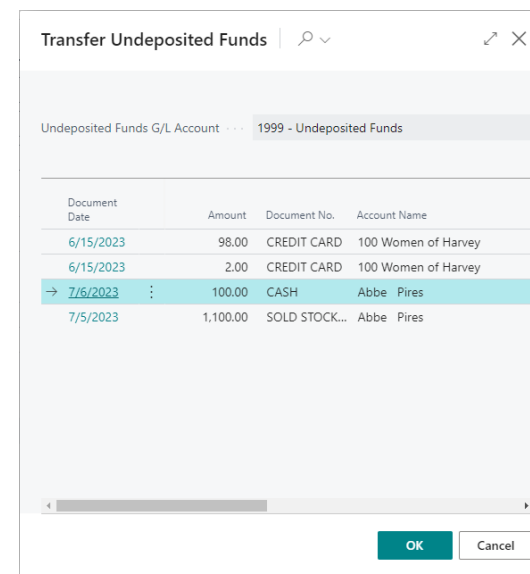
★ Post as Lump Sum allows you to post the items grouped together. This will be helpful when you go to match items in a bank account reconciliation

PREPARE DEPOSIT

Select Prepare and Suggest Undeposited Funds to view all posted contributions

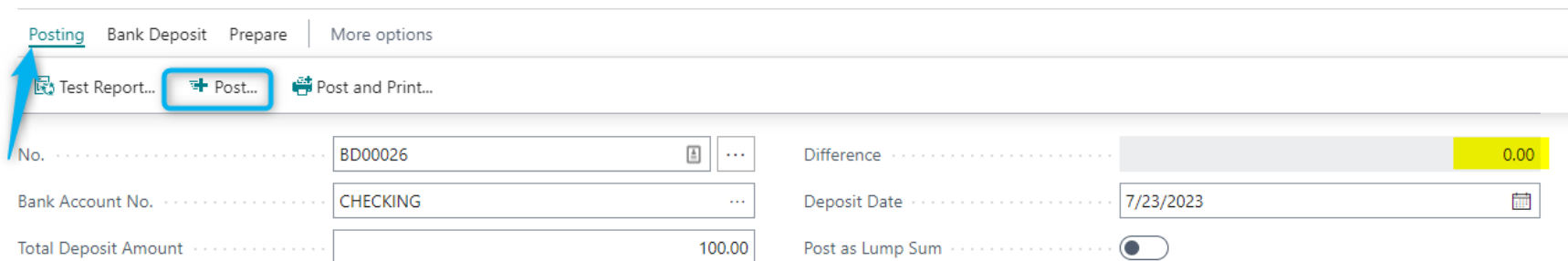


Select the items to be included and hit okay:



POST DEPOSIT

- When all items have been added and the Difference equals 0. Post the Deposit by going to Posting and Post



The screenshot shows a software interface for posting a deposit. At the top, there are tabs: 'Posting' (selected), 'Bank Deposit', 'Prepare', and 'More options'. Below the tabs, there are three buttons: 'Test Report...', 'Post...' (highlighted with a red box and a red arrow), and 'Post and Print...'. The form contains the following fields:

No.	BD00026	Difference	0.00
Bank Account No.	CHECKING	Deposit Date	7/23/2023
Total Deposit Amount	100.00	Post as Lump Sum	<input checked="" type="checkbox"/>

- Posting a deposit will credit the Undeposited Funds Account and debit the selected Bank Account
 - If you have multiple items and used the Post as Lump Sum function, you will only have one debit line posted

REQUEST PAYMENT

- Request Payments are entered in the akoyaGO CRM for grants, scholarships, and program expenses
 - When you transfer a request payment from akoyaGO to Business Central, the transaction is immediately applied to the general ledger
- A G/L entry is made in the specified expense and payable accounts




The screenshot shows the 'Payment Details' window in Business Central. The window is titled 'Completed' and contains the following information:

- Amount: \$1,000.00
- Payee: Friends of th...
- Posting Date: 7/27/2023
- Est. Grant Pay Date: ---
- Fund: 00185
- Account: 5010
- Posting Description (Memo): 023090- Grant to
- Requirements?: No




Posting Date	Document Type	Document No.	G/L Account No.	G/L Account Name	Fund	Department	Amount	Description	Memo	Gift/Request	Payment No.
7/27/2023	Invoice	RPMT-0050107	2030	Grants Payable	00185	01	-1,000.00	023090- Grant to Friends of th...	Friends of the Boundary Waters	023090	RPMT-005010
7/27/2023	Invoice	RPMT-0050107	5010	Grants	00185	01	1,000.00	023090- Grant to Friends of th...	Friends of the Boundary Waters	023090	RPMT-005010

PRINT GRANT CHECK AND POST PAYMENT

- When you are ready to pay the outstanding payables in your system select “+Post Payments” from the Business Central Actions menu and select the journal batch

Payment Journals ✓ Saved   




Batch Name CHECKING ...

Manage Process Post/Print Prepare Check Request Approval Bank Line | More options   




✓	Posting Date		Document Date	Document Type	Bank Payment Type	Document No.	Account Type	Account No.	Description	Bal. Account Type	Bal. Account No.	Amount	Fund	Department	Posting Description
✓	7/23/2023	:	7/23/2023	Payment		G04061	Vendor	ORG-002429	2013 Texas Glory Neo	Bank Acco...	CHECKING	1,000.00	00006	10	001009- Continuity fund (72133

PRINT GRANT CHECK AND POST PAYMENT

- To bring in the items that are ready to be paid, select “**Prepare**” then “**Suggest Vendor Payments**” using filters to limit the items
 1. “**Last Payment Date**” enter the latest due date (estimated payment date for grants) you want to include in your check run
 2. “**Posting Date**” should be the day you print on the checks
 3. Click “**OK**” to view the entries that fit your specified criteria

Payment Journals ✓ Saved   

Batch Name CHECKING ...

Manage Process Post/Print Prepare Check Request Approval Bank Line More options   

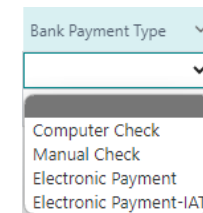
✓	Posting Date	Document Date	Document Type	Bank Payment Type	Document No.	Account Type	Account No.	Description	Bal. Account Type	Bal. Account No.	Amount	Fund	Department	Posting Description
✓	7/23/2023	7/23/2023	Payment		G04061	Vendor	ORG-002429	2013 Texas Glory Neo	Bank Acco...	CHECKING	1,000.00	00006	10	001009- Continuity fund (72133

PRINT GRANT CHECK AND POST PAYMENT

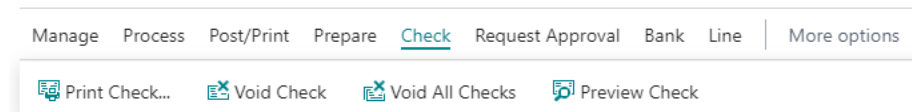
Once Payables lines have been brought in, the final steps are to Print and Post

Steps to Print:

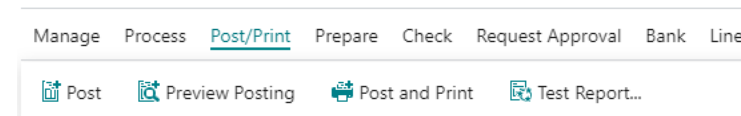
1. Enter Bank Payment Type = Computer Check
2. Select Check > Print Check
3. Confirm Check Printed Correctly



A screenshot of a dropdown menu titled "Bank Payment Type". The menu is open, showing several options: "Computer Check", "Manual Check", "Electronic Payment", and "Electronic Payment-IAT". The "Computer Check" option is highlighted.



A screenshot of a software interface with a top navigation bar containing "Manage", "Process", "Post/Print", "Prepare", "Check", "Request Approval", "Bank", "Line", and "More options". The "Check" menu is open, showing options: "Print Check...", "Void Check", "Void All Checks", and "Preview Check".



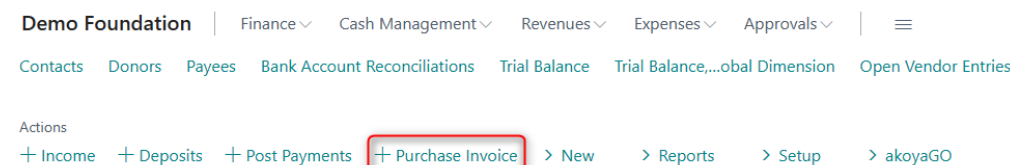
A screenshot of a software interface with a top navigation bar containing "Manage", "Process", "Post/Print", "Prepare", "Check", "Request Approval", "Bank", and "Line". The "Post/Print" menu is open, showing options: "Post", "Preview Posting", "Post and Print", and "Test Report...".

Steps to Post:

1. Click Post/Print > +Post. This will post a debit to your payable account, and credit the bank account from the journal batch you are in.

PURCHASE INVOICES

- Tool used to log non-grant expenses, such as utility bills, and other accounts payable
 - To log a new purchase invoice, select the Action from the home screen
 - Select the appropriate Vendor Name to fill in the Payee, fill in the Vendor Invoice No. with your organizations invoice numbering convention, then enter the invoice details and G/L lines for the expense
 - Once posted this will follow the same steps to issue payment as grant expenses



Purchase Invoice

A screenshot of the 'Purchase Invoice' form in the akoyaGO system. The form has a header with tabs: Posting, Release, Prepare, Request Approval, Invoice, and More options. Below the header is a 'General' section with a 'Show more' link. The form contains several input fields: 'Vendor Name' with a red asterisk and a dropdown arrow, 'Vendor Invoice No.' with a red asterisk and a text input field, 'Contact' with a dropdown arrow, 'Posting Description' with a text input field, 'Posting Date' with a calendar icon, and 'Due Date' with a calendar icon. The 'Status' field is set to 'Open' in green text.

THANK YOU

Presented By

Claire Nyenhuis
Project Manager



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