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**EMPOWERED**

USER  
CONFERENCE  
2023

# EMPOWERED

USER CONFERENCE 2023

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

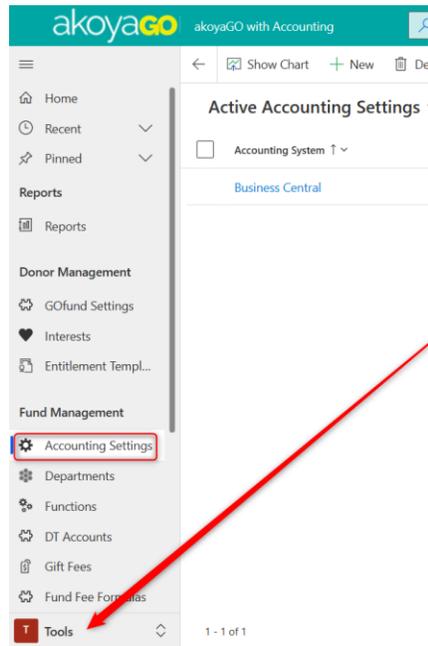
# INTRO TO BUSINESS CENTRAL

The screenshot displays the top navigation bar of the akoyaGO Dynamics 365 Business Central interface. The bar is teal and contains the akoyaGO logo, the text "Dynamics 365 Business Central", and several utility icons: a globe labeled "Environment: Demo", a search icon, a notification bell, a settings gear, a help question mark, and a user profile icon labeled "TU".

Below the navigation bar, the main menu is visible. It includes the "Empowered" section, which is highlighted with a callout "Home" button. The menu items are: Finance, Cash Management, Revenues, Expenses, Approvals, and a hamburger menu icon labeled "Menu options". Below these are "Contacts", "Donors", and "Payees", with a callout "Shortcuts" pointing to them.

At the bottom of the menu, there is an "Actions" section with callout "Actions", containing: + Income, + Deposits, + Post Payments, + Purchase Invoice, > New, > Reports, > Setup, and > akoyaGO.

# 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  🗨️ ✕

🔒 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 \* 01

# 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

Bank Deposit

BD00026 (BNKDEPOSIT)

Posting Bank Deposit Prepare More options

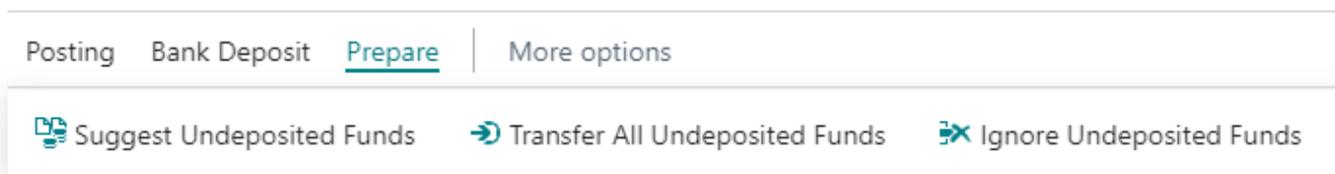
**General**

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

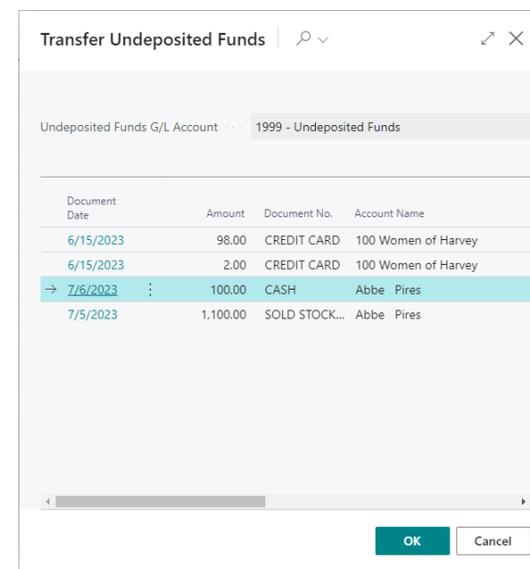
★ Post as Lump Sum allows you to post the items grouped together. This will be helpful when you go to match items in a bank account reconciliation

# 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

Posting | Bank Deposit | Prepare | More options

Test Report... **Post...** Post and Print...

No. .... BD00026 ... Difference ..... 0.00

Bank Account No. .... CHECKING ... Deposit Date ..... 7/23/2023

Total Deposit Amount ..... 100.00 Post as Lump Sum .....

- 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

**Payment Details**

Completed

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

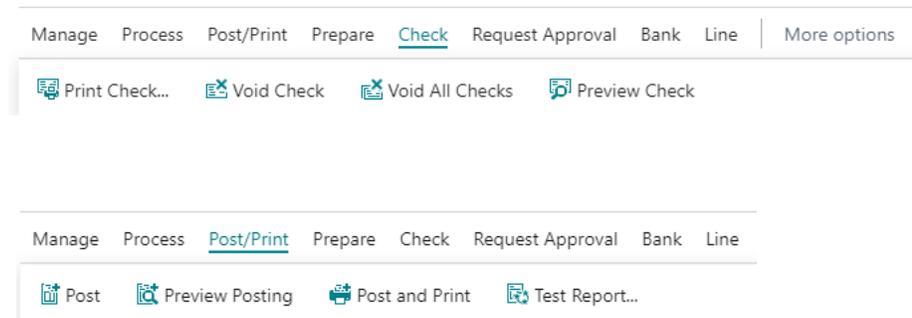
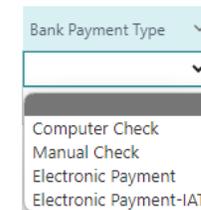
✓ Posting Date	Document Date	Document Type	Bank Payment Type	Document No.	Account Type	Account No.	Description	Bal. Account Type	Bal. Account No.	Amount	Fund	Department	Posting Description
✓ 7/23/2023	7/23/2023	Payment		G04061	Vendor	ORG-002429	2013 Texas Glory Neo	Bank Acco...	CHECKING	1,000.00	00006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

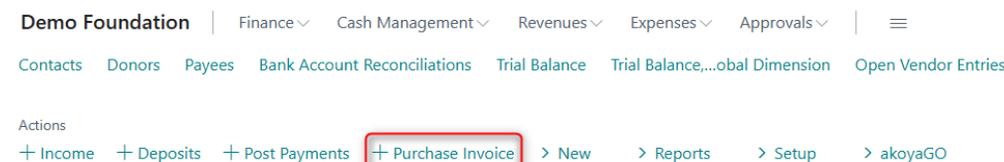


## Steps to Post:

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 software. The form has a header with tabs: "Posting", "Release", "Prepare", "Request Approval", "Invoice", and "More options". Below the header, there is a "General" section with a "Show more" link on the right. The form contains several input fields: "Vendor Name" (with a red asterisk), "Vendor Invoice No." (with a red asterisk), "Contact", "Posting Description", "Posting Date" (with a calendar icon), "Due Date" (with a calendar icon), and "Status" (which is set to "Open").

# THANK YOU

Presented By

**Claire Nyenhuis**  
Project Manager



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