

EMPOWERED

2025 | USER CONFERENCE | DETROIT, MI

FINANCIAL REPORTING WORKSHOP

PRESENTED BY
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LEARNING OBJECTIVES

1. Create custom row definitions
2. Create custom column definitions
3. Work with analysis views to filter reports by dimensions
4. Incorporate GL Budgets into financial reports

LET'S GET STARTED

- Must be a full Business Central User

Best Practice

Identify at least one user to be responsible for maintaining custom financial reports in Business Central

FINANCIAL REPORTS

- Customizable reports which combine a row definition and a column definition

akoyaGO Balance Sheet by Account

Demo Foundation
 Period: 01/01/22..04/30/22
 Fiscal Start Date 01/01/22
 Dimension 3 Filter: FUNDRAISING_PROGRAM
 All amounts are in USD.

Description	Beginning Balance	Net Change	Balance at Date
Assets			
1001 - Checking Account	3,507,965.48	1,507,635.00	5,015,600.48
1002 - Petty Cash	2,946.36		2,946.36
1010 - Money Market	202,415.11	112,652.50	315,067.61
1100 - Joint Investments	32,839,479.03	4,725,070.00	37,564,549.03
1110 - Non-joint Investments	4,488,612.97	-4,400,000.00	88,612.97
1300 - Accounts Receivable	86,055.04		86,055.04
1330 - Grants Receivable	199.00		199.00
1420 - Prepaid Rent	-500.00		-500.00
1720 - Building	20,636.13		20,636.13

Budget to Actual Comparison

Period: 01/01/23..12/31/23
 Demo Foundation
 Fiscal Start Date: 01/01/23
 Dimension 1 Filter: 00001; G/L Budget Filter: 2023OPER
 All amounts are in USD.

Description	Total Budget	Budget YTD	Actual YTD	Actual Prior YTD	Remaining Balance
Revenues & Expenditures					
Revenues					
Contributions	\$60,000	\$60,000	-	-	\$60,000
Investment Income	-	-	\$7	-	\$-7
Rental Income	\$12,000	\$12,000	\$2,500	-	\$9,500
Fee Income	\$300,000	\$300,000	\$116,507,430	-	\$-116,207,430

FINANCIAL REPORTS

Each Financial Report has the following properties:

- **Name:** Shorthand name for the report
- **Description/Display Title:** Name displayed in the report header
- **Row Definition:** Default row set
- **Column Definition:** Default column set
- **Internal Description:** Internal description of the report
- **Row/Column Analysis View Name:** Analysis view to use as a data source for rows/columns

FINANCIAL REPORTS

Located under
Reports >
Report Setup >
Financial Reports

The screenshot displays the Empowered Foundation software interface. At the top, the breadcrumb navigation path is: Empowered Foundation | Finance > Cash Management > Revenues > Expenses > Approvals > All Reports. Below this, there are links for Contacts, Donors, Vendors, and General Ledger Entries. The main navigation bar includes Actions, + Deposits, + Post Payments, + Purchase Invoice, > Reports (highlighted with a red box), > Setup, and > akoyaGO. A dropdown menu is open under Reports, listing various report types: Balance Sheet by Account, Revenue and Expenditures, Fund Statement, Auditor Report, Trial Balance, Aged Accounts Payable, Aged Accounts Receivable, and Run Financial Reports. The 'Report Setup' option in this menu is highlighted with a red box, and a red arrow points from it to the 'Financial Reports' option in the 'Pending Approvals' section on the right. The 'Financial Reports' option is also highlighted with a red box. The interface also shows financial data for Open Payables (-\$279,079) and Open Receivables (-\$6,800), along with sections for User Tasks, Email Status, and Approvals.

FINANCIAL REPORTS

Customizing row
definitions

ROW DEFINITIONS

From Financial Reports, choose Edit definitions > Edit Row Definition

The screenshot shows the 'Financial Reports' interface. At the top, there is a navigation bar with a back arrow, the text 'Financial Reports', a 'Saved' status, and several icons. Below this is a toolbar with options: '+ New', 'Edit List', 'Delete', 'View Financial Report', 'Print/PDF', and a three-dot menu icon. The three-dot menu is open, showing options: 'Edit definitions', 'Copy/Export/Import', 'Home', and 'More options'. The 'Edit definitions' option is highlighted with a red box and a red arrow. A secondary menu is open from 'Edit definitions', showing options: 'Edit Report Definition', 'Edit Row Definition', and 'Edit Column Definition'. The 'Edit Row Definition' option is highlighted with a red box. Below the menu is a table with columns: 'Name ↑', 'Description', 'Row Defi', and 'Colum'. The table contains four rows of data.

Name ↑	Description	Row Defi	Colum
→ AK-BALACCT	akoyaGO Balance Sheet By Acc...	AK-BAL	
AK-BALFUND	akoyaGO Balance Sheet by Fund	AK-BAL	
AK-REVEXP	akoyaGO Revenue and Expend...	AK-REV	
BUD-FUNCT	Budget by Function	BUDGET	FUNCTION

ROW DEFINITIONS

Attributes in a row definition:

- **Row No:** Reference number for the row; used in formulas
- **Description:** Label displayed on the report
- **Totaling Type:** Determines the input for the Totaling attribute
- **Totaling:** Filter applied based on Totaling Type
- **Row Type:** Net Change, Balance at Date, or Beginning Balance.
- **Amount Types:** Net Amount, Debit Amount, or Credit Amount

ROW DEFINITIONS

Totaling Type	Totaling
Posting Accounts	Specific G/L Accounts or account ranges. E.g. 1000..1999
Account Categories	G/L Account Categories. E.g. Cash Accounts Receivable
Formula	Formula which references row numbers. E.g. R1..R99

FINANCIAL REPORTS

Customizing column
definitions

COLUMN DEFINITIONS

From Financial Reports, choose Edit definitions > Edit Column Definition.

The screenshot shows the 'Financial Reports' interface. At the top, there is a navigation bar with a back arrow, the title 'Financial Reports', and a 'Saved' status. Below this is a toolbar with icons for search, '+ New', 'Edit List', 'Delete', 'View Financial Report', 'Print/PDF', and a three-dot menu icon. A table with columns 'Name', 'Description', and 'Row Defi' is visible. The 'Edit definitions' option in the three-dot menu is highlighted with a red box, and a red arrow points to it. The 'Edit Column Definition' option in the sub-menu is also highlighted with a red box.

Name ↑	Description	Row Defi
→ AK-BALACCT	akoyaGO Balance Sheet By Acc...	AK-BAL
AK-BALFUND	akoyaGO Balance Sheet by Fund	AK-BAL
AK-REVEXP	akoyaGO Revenue and Expend...	AK-REV
BUD-FUNCT	Budget by Function	BUDGET

COLUMN DEFINITIONS

Attributes in a column definition:

- **Column No.:** Reference number for the column
- **Column Header:** Column label displayed on the report
- **Column Type:** Date range/type based on date filter provided
- **Ledger Entry Type:** Entries (general ledger) or Budget Entries
- **Amount Type:** Net Amount, Debit Amount, Credit Amount
- **Formula:** Used for Column Type: Formula (Based on Column No's)
- **Comparison Date/Period Formula:** Specifies which dates/periods should be used to calculate this column

COLUMN DEFINITIONS

Column Type	Definition
Formula	Formula which references column numbers
Net Change	Change in value between Start Date and End Date defined in report filters
Balance at Date	Balance as of End Date defined in report filters
Beginning Balance	Balance as of Start Date defined in report filters
Year to Date	Net change from start of
Rest of Fiscal Year	Amount for the rest of the fiscal year based on the defined accounting periods; typically used for Budget Entries
Entire Fiscal Year	Entire fiscal year based on the defined accounting periods, regardless of date filter

COLUMN DEFINITIONS

Tip: Comparison Period Formulas are based on the Start Date of the filter

Comparison Period Formulas	Definition
<Blank>	Current period
-1P	Previous period
-1FY[1..LP]	Entire previous fiscal year
-1FY	Current period in previous fiscal year
-1FY[1..3]	First quarter of previous fiscal year
-1FY[1..CP]	From beginning of previous fiscal year through current period in the previous fiscal year, including both periods
-1FY[CP..LP]	From current period in previous fiscal year to last period of previous fiscal year, including both periods

FINANCIAL REPORTS

Analysis Views

ANALYSIS VIEWS

Located under Setup menu

The screenshot displays the software interface for Empowered Foundation. At the top, the navigation bar includes 'Empowered Foundation' and several menu items: 'Finance', 'Cash Management', 'Revenues', 'Expenses', 'Approvals', and 'All Reports'. Below this, there are links for 'Contacts', 'Donors', 'Vendors', 'General Ledger Entries', and 'Posted Bank Reconciliations'. The 'Actions' section contains '+ Deposits', '+ Post Payments', '+ Purchase Invoice', '> Reports', '> Setup', and '> akoyaGO'. The 'Activities' section is partially visible. A dropdown menu is open under the '> Setup' link, listing 'General Ledger Setup', 'Analysis Views', 'Accounting Periods', and 'Company Settings'. The 'Analysis Views' option is highlighted with a red box and a red arrow. Below the navigation, there are two summary cards: 'Open Payables' with a value of -\$279,329 and 'Open Receivables' with a value of -\$6,800.

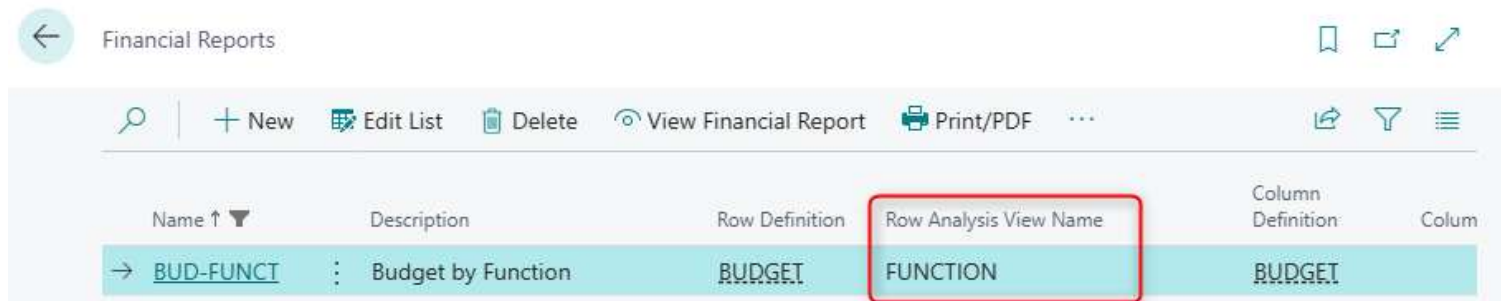
ANALYSIS VIEWS

- Consolidates data by date, account, and selected dimensions.
- Combine up to four dimensions.

The screenshot shows the configuration page for an analysis view titled 'FUNCTION · Function'. The interface includes a top navigation bar with a back arrow, the title 'Analysis View Card', and several action icons (edit, add, delete, save, share). Below the title is a toolbar with buttons for 'Update', 'Filter', 'Enable Update on Posting', 'Disable Update on Posting', 'Reset', and 'Automate'. The main configuration area is divided into two sections: 'General' and 'Dimensions'. The 'General' section contains fields for 'Code' (FUNCTION), 'Name' (Function), 'Account Source' (G/L Account), 'Account Filter', 'Statistical Account Filter', 'Date Compression' (Day), and 'Starting Date'. It also includes 'Last Date Updated' (4/17/2025), 'Last Entry No.' (4047), 'Last Budget Entry No.' (106), and three toggle switches for 'Update on Posting' (off), 'Include Budgets' (on), and 'Blocked' (off). The 'Dimensions' section contains four dropdown menus for 'Dimension 1 Code' (FUNCTION), 'Dimension 2 Code', 'Dimension 3 Code', and 'Dimension 4 Code'.

ANALYSIS VIEWS

When applied to a Financial Report row definition, it enables filtering on dimensions other than fund/department.



The screenshot shows a web interface for 'Financial Reports'. At the top, there is a navigation bar with a back arrow and the title 'Financial Reports'. Below this is a toolbar with icons for search, '+ New', 'Edit List', 'Delete', 'View Financial Report', and 'Print/PDF'. The main content is a table with the following columns: 'Name', 'Description', 'Row Definition', 'Row Analysis View Name', 'Column Definition', and 'Column'. The first row is highlighted in light blue and contains the following data: '→ BUD-FUNCT', 'Budget by Function', 'BUDGET', 'FUNCTION', 'BUDGET', and 'Colum'. The 'Row Analysis View Name' column is highlighted with a red border.

Name ↑	Description	Row Definition	Row Analysis View Name	Column Definition	Column
→ BUD-FUNCT	Budget by Function	BUDGET	FUNCTION	BUDGET	Colum

FINANCIAL REPORTS

G/L Budgets in Financial Reports

G/L BUDGETS IN FINANCIAL REPORTS

Requirements:

- Define at least one G/L Budget.
- Establish a Column Definition that includes budget entries.
- If budgeting by dimensions other than Fund/Department, assign the analysis view to the financial report.

Tip

When filtering budget financial reports, remember that filters apply to both G/L entries AND budget entries

HELPFUL RESOURCES

GOsupport: Customizing Financial Reports

<https://gosupport.powerappsportals.com/knowledgebase/article/KA-01074/en-us>

Microsoft Learn: Prepare Financial Reporting

<https://learn.microsoft.com/en-us/dynamics365/business-central/bi-how-work-account-schedule#learning-path-create-financial-reports-in-microsoft-dynamics-365-business-central>

Microsoft Learn: Create Financial Reports Learning Path

<https://learn.microsoft.com/en-us/training/modules/configure-financial-reports-dynamics-365-business-central/>

THANK YOU

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