



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	1/217

1.	Introduction to ODT Education Suite	3
1.1.	Introduction to ODT Education Suite	3
1.1.1.	Introduction to ODT Education Suite Financials	3
1.1.1.1.	Overview	3
2.	General Ledger	3
2.1.	General Ledger Overview	3
2.1.1.	General Ledger Overview	3
2.1.1.1.	Overview	3
2.2.	Chart of Accounts	5
2.2.1.	Chart of Accounts Overview	5
2.2.1.1.	Overview	5
2.2.1.2.	How to Open Chart of Accounts	5
2.2.2.	How to Create a GL Account	8
2.2.2.1.	How to Create a GL Account	8
2.2.2.2.	Overview	8
2.2.2.3.	G/L Account Creation Process.....	11
2.2.3.	How to Navigate on Chart of Accounts	16
2.2.3.1.	Overview	16
2.2.3.2.	How to Navigate on Chart of Accounts	17
2.2.4.	How to Set Filters on the Chart of Accounts	26
2.2.4.1.	Overview	26
2.2.4.2.	How to use Filtering on Chart of Accounts	26
2.3.	Dimension Codes and Dimension Values.....	32
2.3.1.	Dimension Overview	32
2.3.1.1.	Overview	32
2.3.1.2.	Dimension Codes.....	32
2.3.1.3.	Dimension Values	33
2.3.2.	How to Create a Dimension	35
2.3.2.1.	Overview	35
2.3.2.2.	How to Add New Dimension Code.....	36
2.3.2.3.	How to Add a Dimension Value	38
2.3.3.	How to Setup Dimension Combinations	44
2.3.3.1.	Overview	44
2.3.3.2.	How to Setup Dimension Combinations	45
2.3.3.3.	The 1st Way to Setup Dimension Combinations	45
2.3.3.4.	The 2nd Way to Setup Dimension Combinations	50
2.3.4.	How to Setup Default Dimensions	54
2.3.4.1.	Overview	54
2.3.4.2.	Dimensions - Single	55
2.3.4.3.	Dimensions - Multiple.....	56
2.4.	Education Suite Setup	59
2.4.1.	How to Setup Educational Suite Setup	59
2.4.1.1.	Overview	59
2.4.1.2.	Steps to Setup Educations Suite Setup	60
2.5.	Self-Balancing Functionality.....	66
2.5.1.	Self-Balancing Overview.....	66
2.5.1.1.	Overview	66
2.5.1.2.	Self-Balancing Overview	66
2.5.2.	How to Setup Self-Balancing Functionality	66
2.5.2.1.	Steps to Setup Self-Balancing Functionality	66
2.6.	General Ledger Budgets.....	69
2.6.1.	General Ledger Budgets Overview	69
2.6.1.1.	Overview	69
2.6.1.2.	General Ledger Budgets Overview	69
2.6.2.	How to Create a Budget.....	73
2.6.2.1.	How to Create Budget Manually	73
2.6.3.	Program Assisted Budget Creation.....	80



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	2/217

2.6.3.1.	Overview	80
2.6.3.2.	How to Copy Budgets	80
2.6.3.3.	How to Export Budget to Excel	87
2.6.3.4.	How to Import Budget from Excel	88
3.	Purchase & Payables	90
3.1.	Purchase & Payables Overview	90
3.1.1.	Purchase & Payables Overview	90
3.1.1.1.	Overview	90
3.2.	Purchase & Payables Setup	90
3.2.1.	Purchase & Payables Setup	90
3.2.1.1.	Overview	90
3.2.1.2.	How to Setup Purchase & Payables Setup	90
3.2.1.3.	How to Setup the General Tab	91
3.2.1.4.	How to Setup the Number Series Tab	97
3.2.1.5.	How to Setup the Education Suite Tab	102
3.2.1.6.	How to Setup the Purchase Card Setup	105
3.2.1.7.	How to Setup Quick Pay Setup	106
3.3.	Accounts Payable Batch Management	107
3.3.1.	Accounts Payable Batch Management Overview	107
3.3.1.1.	Overview	107
3.3.1.2.	Accounts Payable Batch Management Overview	107
3.3.2.	How to create a New AP Batch	109
3.3.2.1.	How to Create a New AP Batch	109
3.3.3.	How to attach No. Series to Specific User	113
3.3.3.1.	Overview	113
3.3.3.2.	How to attach Number Series to Specific User	113
3.3.4.	How to attach No. Series to Specific User	121
3.3.4.1.	Overview	121
3.3.4.2.	How to attach Number Series to Specific User	121
3.3.5.	How to Print AP Batch Management Report	129
3.3.5.1.	Overview	129
3.3.5.2.	How to print AP Batch Management Report	129
3.3.6.	How to Post AP Batch	132
3.3.6.1.	Overview	132
3.3.6.2.	How to Post AP Batch	132
3.4.	Process Invoicing	135
3.4.1.	Process Invoicing Overview	135
3.4.1.1.	Overview	135
3.4.1.2.	Process Invoicing Overview	135
3.4.2.	How to Process Direct Invoicing Within a Batch	135
3.4.2.1.	Overview	135
3.4.2.2.	How to Process Direct Invoicing Within a Batch	136
3.4.3.	How to Process Direct Invoicing Outside of a Batch	142
3.4.3.1.	Overview	142
3.4.3.2.	How to Process Direct Invoicing Outside of a Batch	143
3.4.4.	How to Process Invoicing with Purchase Orders	150
3.4.4.1.	Overview	150
3.4.4.2.	Receiving on Purchase Orders	150
3.4.4.3.	How to Create Purchase Order	151
3.4.4.4.	How to Receive only on Purchase Order	156
3.4.4.5.	How to Reverse Received Purchase Order	159
3.4.4.6.	How to Receive and Invoice on Purchase Order	162
3.4.5.	How to Create Invoice by the Getting PO Lines	164
3.4.5.1.	Overview	164
3.4.5.2.	How to Process Invoicing by getting Purchase Order Lines	164
3.4.6.	How to Create Invoice by getting Purchase Receipt Lines	168
3.4.6.1.	Overview	168
3.4.6.2.	How to Process Invoicing by getting Purchase Receipt Lines	168
3.4.6.3.	Option #1: Using Purchase Order Number	168



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	3/217

3.4.6.4.	Option #2: Using Vendor Number	173
3.4.7.	How to create Purchase Document directly from Vendor's Card	177
3.4.8.	How to Process AP PST Self-Assessment	181
3.4.8.1.	Overview	181
3.4.8.2.	Default Self-Assessment Parameters	181
3.4.8.3.	How to Process AP PST Self-Assessment	183
3.4.9.	How to Create Invoice for Miscellaneous Vendor	195
3.4.9.1.	Overview	195
3.4.9.2.	How to Create Miscellaneous Vendor.....	195
3.4.9.3.	How to create invoice for Miscellaneous Vendor	198
3.5.	Encumbrances on Purchase Order.....	203
3.5.1.	Encumbrances on Purchase Order Overview.....	203
3.5.2.	How to post Encumbrances for Purchase Order	204
3.5.2.1.	How to create Purchase Order to post Encumbrances.....	204
3.5.2.2.	How to Post Encumbrances for the Line.....	211
3.5.2.3.	How to Reverse posted Encumbrances.....	213
3.5.2.4.	How to Post Encumbrances for Purchase Order	214

1. Introduction to ODT Education Suite

1.1. Introduction to ODT Education Suite

1.1.1. Introduction to ODT Education Suite Financials

1.1.1.1. Overview

Education Organizations are non-profit economical sector that serves such an important part as school education.

Non-profit organizations must to deliver accurate results under constrained budgets. Effectively managing the numerous transactions across multiple funding sources can be difficult without the right business systems to consolidate this information.

With Microsoft Dynamics 365 Business Central for Education Suites user gets financial harmony in the day to day operation process that is integrated with the email, CRM, and network.

Open Door Technology (ODT) Business Central for Education Suite (ES) allows to unify financials and operations across school divisions, and drive new operational efficiencies to support regulatory compliance and report, automate key functions, and is easy to learn for new users.

2. General Ledger

2.1. General Ledger Overview

2.1.1. General Ledger Overview

2.1.1.1. Overview

General Ledger is the core of the Business Central Education Suite and is where all financial information is processed and reported.

The Business Central general ledger is extremely flexible and the Education Suite takes advantage of this

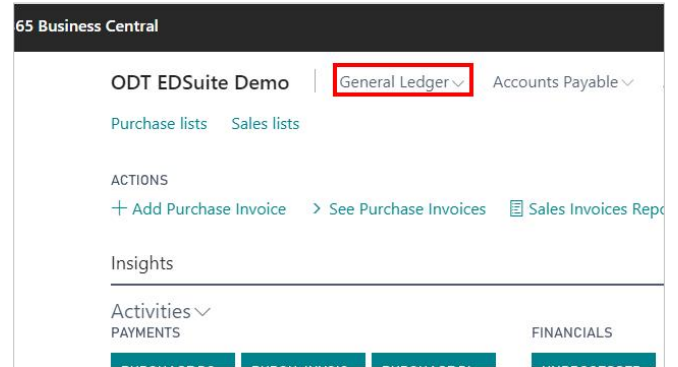


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	4/217

flexibility to meet the needs of educational organizations.

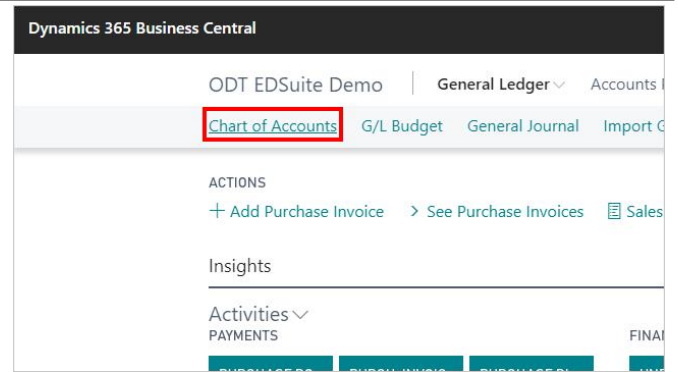
Work in Fund Accounting Role

Click on the navigation menu item popup **General Ledger**

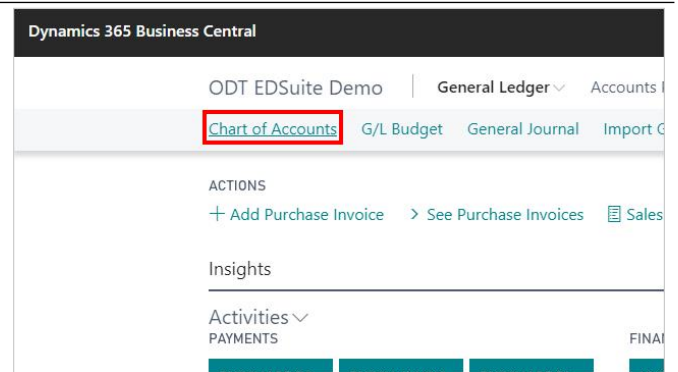


Navigation menu "General ledger" consist of:

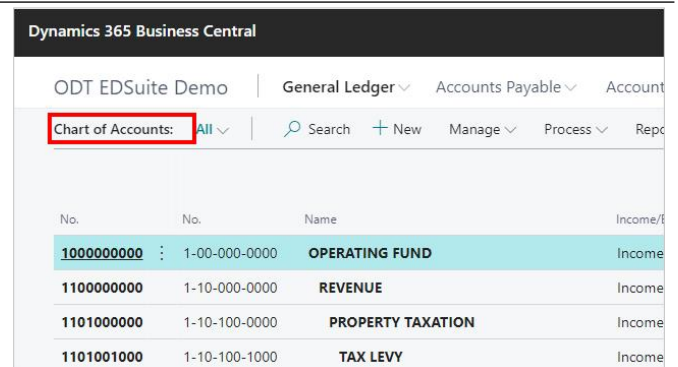
- Chart of Accounts
- G/L Budgets
- General Journal
- Import General Journal
- and other related Periodic Activities



The Education Suite allows a number of standard cost centers to be incorporated directly into the account number fields as segments.



Additional cost centers may then be tracked in additional dimensions.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	5/217

The standard Business Central setup consists of twenty digit G/L account numbers and unlimited additional 20 digit fields called dimensions for tracking cost centers such as facilities, programs, or projects.

Dynamics 365 Business Central				
ODT EDSuite Demo General Ledger ▾ Accounts Payable ▾ Account				
Chart of Accounts: All ▾ Search + New Manage ▾ Process ▾ Repor				
No.	No.	Name	Income/	
1000000000	1-00-000-0000	OPERATING FUND	Income	
1100000000	1-10-000-0000	REVENUE	Income	
1101000000	1-10-100-0000	PROPERTY TAXATION	Income	
1101001000	1-10-100-1000	TAX LEVY	Income	

2.2. Chart of Accounts

2.2.1. Chart of Accounts Overview

2.2.1.1. Overview

The chart of accounts is the list of accounts to which G/L entries are posted. The Chart of Accounts page can be used to enter new G/L accounts and view existing accounts and balances.

It is important to take adequate time in designing and setting up the Chart of Accounts and related dimensions in order to benefit from the full capabilities that the Dimensions functionality offers

Business Central general ledger is extremely flexible and the Education Suite takes advantage of this flexibility to meet the needs of educational organizations.

The standard Business Central setup consists of an up-to-twenty digit account number and an unlimited additional, up-to-twenty digit, fields called dimensions for tracking cost centers such as facilities, programs, or projects

The Education Suite allows a number of standard cost centers or dimensions to be incorporated directly into the account number field as segments.

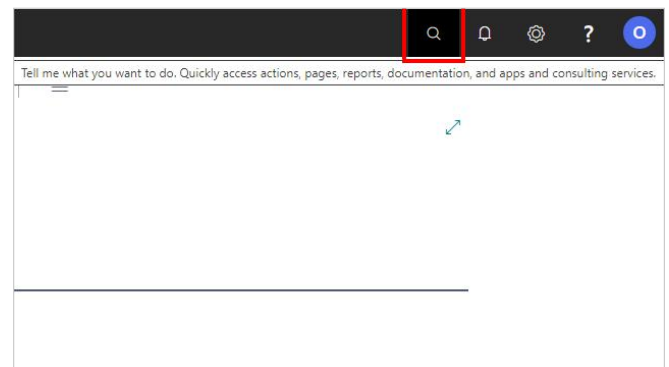
Additional cost centers may then be tracked using additional dimensions.

2.2.1.2. How to Open Chart of Accounts

There are 2 ways to open Chart of Accounts from the Fund Accounting Profile.

Here is the first way:

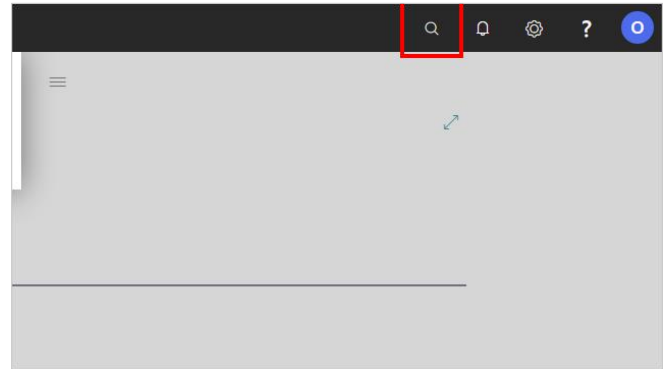
Click on the link **Tell me what you want to do.**
Quickly access actions, pages, reports, documentation, and apps and consulting services.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	6/217

Enter **Start entering text "Chart of Accounts"**.



Click on **Chart of Accounts Lists** ☐

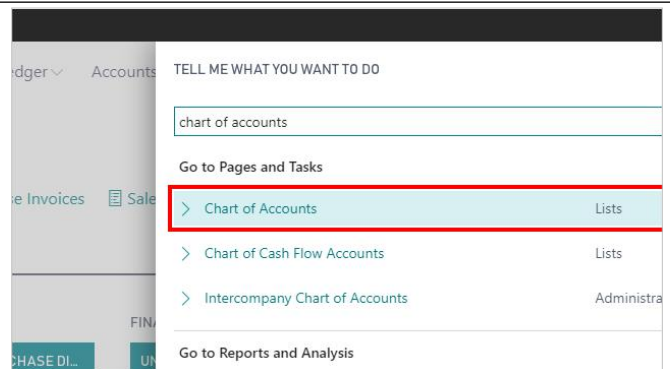
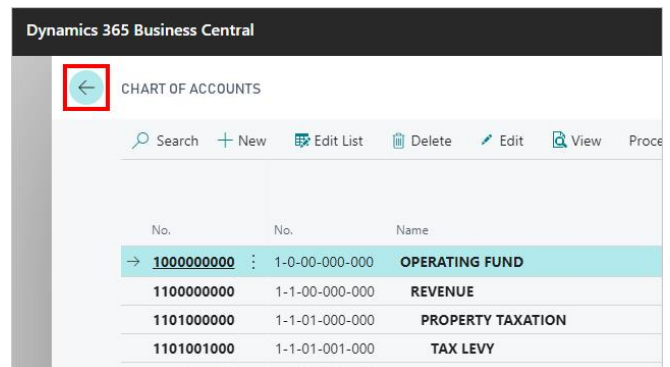


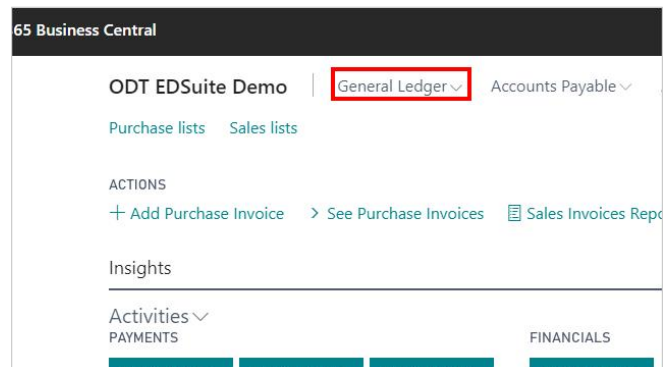
Chart of Accounts window opens.

Let's exit it now to see the second way of the opening Chart of Accounts.
Click on the back button.



Another option to access Chart of Accounts is as follows:

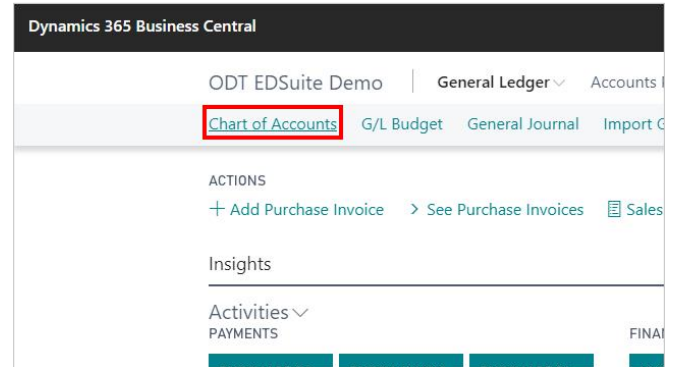
Click on the navigation menu item popup **General Ledger**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	7/217

Click on the navigation menu item Chart of Accounts.
Chart of Accounts page opens.



The Chart of Accounts contains a lot of information that is showing in a columnar format. User can see Account Number and Name, Account type.

Dynamics 365 Business Central													
ODT EDSuite Demo General Ledger Accounts Payable Accounts Receivable Inquiry Reports Setup History													
Chart of Accounts: All Search + New Manage Process Report Open in Excel Actions Navigate Report Fewer options													
No.	No.	Name	Income/Sta...	Account Type	Totalling	Budgeted Amount	Net Change (Commitment)	Net Change (Encumbrance)	Net Change (Actual)	Net Change	Balance (Commitment)	Balance (Encumbrance)	Balance (Actual)
1000000000	1-00-000-0000	OPERATING FUND	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1100000000	1-10-000-0000	REVENUE	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101000000	1-10-100-0000	PROPERTY TAXATION	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101001000	1-10-100-1000	TAX LEVY	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101001001	1-10-100-1001	Rural Levy	Income Sta...	Posting		1,029,387.95	-	-	-1,000,000.00	-1,000,000.00	-	-	-1,000,000.00
1101001002	1-10-100-1002	Urban Levy	Income Sta...	Posting		99.99	-	-	-	-	-	-	-
1101001004	1-10-100-1004	Supplemental Levy	Income Sta...	Posting		20,000.00	-	-	-	-	-	-	-
1101001999	1-10-100-1999	TOTAL TAX LEVY	Income Sta...	End-Total	1101001000..1101001999	1,049,487.94	-	-	-1,000,000.00	-1,000,000.00	-	-	-1,000,000.00
1101002000	1-10-100-2000	GRANTS IN LIEU OF TAXES	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101002005	1-10-100-2005	Federal Government	Income Sta...	Posting		399.98	-	-	-	-	-	-	-
1101002006	1-10-100-2006	Provincial Government	Income Sta...	Posting		3,000,500.00	-	-	-	-	-	-	-
1101002007	1-10-100-2007	Railways	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101002998	1-10-100-2998	Other Grants in Lieu of Taxes	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101002999	1-10-100-2999	TOTAL GRANTS IN LIEU OF TAXES	Income Sta...	End-Total	1101002000..1101002999	3,000,899.98	-	-	-	-	-	-	-
1101003000	1-10-100-3000	TREATY LAND ENTITLEMENT	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101003008	1-10-100-3008	Treaty Land Entitlement	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101003009	1-10-100-3009	Treaty Land Entitlement - Rura	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101003999	1-10-100-3999	TOTAL TREATY LAND ENTITLEMENT	Income Sta...	End-Total	1101003000..1101003999	0.00	-	-	-	-	-	-	-
1101004000	1-10-100-4000	HOUSE TRAILER FEES	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101004998	1-10-100-4998	House Trailer Fees	Income Sta...	Posting		0.00	-	-	307.60	307.60	-	-	-
1101004999	1-10-100-4999	TOTAL HOUSE TRAILER FEES	Income Sta...	End-Total	1101004000..1101004999	0.00	-	-	307.60	307.60	-	-	-
1101005000	1-10-100-5000	ADDITIONS TO LEVY	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101005010	1-10-100-5010	Penalties	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101005998	1-10-100-5998	Other Additions to Levy	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101005999	1-10-100-5999	TOTAL ADDITIONS TO LEVY	Income Sta...	End-Total	1101005000..1101005999	0.00	-	-	-	-	-	-	-

In addition, it shows Budgeted current amount for each account, Net Change (Commitment, Encumbrance, Actual) and much more.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	8/217

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger | Accounts Payable | Accounts Receivable | Inquiry | Reports | Setup | History

Chart of Accounts: All | Search | New | Manage | Process | Report | Open in Excel | Actions | Navigate | Report | Fewer options

No.	No.	Name	Income/Ba...	Account Type	Totalling	Budgeted Amount	Net Change (Commitment)	Net Change (Encumbrance)	Net Change (Actual)	Net Change	Balance (Commitment)	Balance (Encumbrance)	Balance (Actual)
1000000000	1-00-000-0000	OPERATING FUND	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1100000000	1-10-000-0000	REVENUE	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1101000000	1-10-100-0000	PROPERTY TAXATION	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1101001000	1-10-100-1000	TAX LEVY	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1101001001	1-10-100-1001	Rural Levy	Income Sta...	Posting		1,029,387.95	—	—	-1,000,000.00	-1,000,000.00	—	—	-1,000,000.00
1101001002	1-10-100-1002	Urban Levy	Income Sta...	Posting		99.99	—	—	—	—	—	—	—
1101001004	1-10-100-1004	Supplemental Levy	Income Sta...	Posting		20,000.00	—	—	—	—	—	—	—
1101001999	1-10-100-1999	TOTAL TAX LEVY	Income Sta...	End-Total	1101001000, 1101001999	1,049,487.94	—	—	-1,000,000.00	-1,000,000.00	—	—	-1,000,000.00
1101002000	1-10-100-2000	GRANTS IN LIEU OF TAXES	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1101002005	1-10-100-2005	Federal Government	Income Sta...	Posting		399.98	—	—	—	—	—	—	—
1101002006	1-10-100-2006	Provincial Government	Income Sta...	Posting		3,000,500.00	—	—	—	—	—	—	—
1101002007	1-10-100-2007	Railways	Income Sta...	Posting		0.00	—	—	—	—	—	—	—
1101002998	1-10-100-2998	Other Grants in Lieu of Taxes	Income Sta...	Posting		0.00	—	—	—	—	—	—	—
1101002999	1-10-100-2999	TOTAL GRANTS IN LIEU OF TAXES	Income Sta...	End-Total	1101002000, 1101002999	3,000,899.98	—	—	—	—	—	—	—
1101003000	1-10-100-3000	TREATY LAND ENTITLEMENT	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1101003008	1-10-100-3008	Treaty Land Entitlement	Income Sta...	Posting		0.00	—	—	—	—	—	—	—
1101003009	1-10-100-3009	Treaty Land Entitlement - Rural	Income Sta...	Posting		0.00	—	—	—	—	—	—	—
1101003999	1-10-100-3999	TOTAL TREATY LAND ENTITLEMENT	Income Sta...	End-Total	1101003000, 1101003999	0.00	—	—	—	—	—	—	—
1101004000	1-10-100-4000	HOUSE TRAILER FEES	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1101004998	1-10-100-4998	House Trailer Fees	Income Sta...	Posting		0.00	—	—	307.60	307.60	—	—	—
1101004999	1-10-100-4999	TOTAL HOUSE TRAILER FEES	Income Sta...	End-Total	1101004000, 1101004999	0.00	—	—	307.60	307.60	—	—	—
1101005000	1-10-100-5000	ADDITIONS TO LEVY	Income Sta...	Begin-Total		0.00	—	—	—	—	—	—	—
1101005010	1-10-100-5010	Penalties	Income Sta...	Posting		0.00	—	—	—	—	—	—	—
1101005998	1-10-100-5998	Other Additions to Levy	Income Sta...	Posting		0.00	—	—	—	—	—	—	—
1101006000	1-10-100-6000	TOTAL ADDITIONS TO LEVY	Income Sta...	End-Total	1101005000, 1101005998	0.00	—	—	—	—	—	—	—

G/L account is used to record all the financial transactions in Business Central. An account is a unique record for each type of asset, liability, revenue, and expense.

Now, let's take a look at a G/L Account Card to see what kind of information is stored in Business Central Education Suite.

2.2.2. How to Create a GL Account

2.2.2.1. How to Create a GL Account

2.2.2.2. Overview

G/L Account is used to record all the financial transactions in Business Central and is a unique record for each type of asset, liability, revenue, and expense.

Now, let's take a look at a G/L Account Card to see what kind of information is stored in Business Central Education Suite.

G/L Accounts are always referred to by their Number which is a code that identifies them.

Education Suite G/L Account is segmented to match the dimensions included in the account field.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	9/217

Dimension Code	Dimension Value Code	Value Posting
01 FUND	1	
02 CATEGORY	1	
03 FUNCTION	01	
04 OBJECT	002	
05 SUBOBJECT	006	
06 BUDGET MANAGER		Code Mandatory
07 PROGRAM		Code Mandatory
08 SUBPROGRAM		Code Mandatory
10 LOCATION		

Education Suite G/L Account Card consist of the 5 Tabs that store main information:

1) General Tab: This is used for information about the G/L account, such as the number, name, and account type (balance sheet or income account).

2) Posting tab: This is used for information about the general posting group and tax posting group



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	10/217

Dynamics 365 Business Central

G/L ACCOUNT CARD

1101002006 - Provincial Government

Process Account Balance Actions Report Fewer options

General > 1101002006 Provincial Government Income Statement 0.00 Notes +

(There is nothing to show in this view)

Posting

Gen. Posting Type Tax Group Code
Gen. Bus. Posting Group Default IC Partner G/L Acc. No
Gen. Prod. Posting Group Check Valid Dim. Combinations
VAT Bus. Posting Group Default Deferral Template
VAT Prod. Posting Group

Consolidation > Average Rate (Manual)

Reporting > No Adjustment

Cost Accounting >

3) Consolidation tab: This is used for information about the consolidation debit or credit account and the translation method.

Dynamics 365 Business Central

G/L ACCOUNT CARD

1101002006 - Provincial Government

Process Account Balance Actions Report Fewer options

General > 1101002006 Provincial Government Income Statement 0.00 Notes +

(There is nothing to show in this view)

Posting >

Consolidation

Consol. Debit Acc. Consol. Translation Method Average Rate (Manual)
Consol. Credit Acc.

Reporting > No Adjustment

Cost Accounting >

4) Reporting Tab: This is used for information about the exchange rate adjustment policy.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	11/217

Dynamics 365 Business Central

G/L ACCOUNT CARD

1101002006 - Provincial Government

Process Account Balance Actions Report Fewer options

General > 1101002006 Provincial Government Income Statement 0.00 Notes +

Posting > (There is nothing to show in this view)

Consolidation > Average Rate (Manual)

Reporting >

Exchange Rate Adjustment No Adjustment

Cost Accounting >

5) Cost Accounting tab: This is used to show with which cost account G/L is linked.

Dynamics 365 Business Central

G/L ACCOUNT CARD

1101002006 - Provincial Government

Process Account Balance Actions Report Fewer options

General > 1101002006 Provincial Government Income Statement 0.00 Notes +

Posting > (There is nothing to show in this view)

Consolidation > Average Rate (Manual)

Reporting > No Adjustment

Cost Accounting >

Cost Type No.

2.2.2.3. G/L Account Creation Process

Let's review the process of creating a new G/L Account for Education Organization.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	12/217

Click on the navigation menu item **New**

The screenshot shows the Dynamics 365 Business Central interface. The navigation menu at the top includes 'ODT EDSuite Demo', 'General Ledger', 'Accounts Payable', and 'Accounts Receivable'. The 'General Ledger' menu is expanded, showing options like 'Chart of Accounts', 'Search', '+ New', 'Manage', 'Process', and 'Report'. The '+ New' button is highlighted with a red box. Below the menu, a table lists various accounts:

No.	No.	Name	Income/Ba...
1000000000	1-0-00-000-000	OPERATING FUND	Income Sta...
1100000000	1-1-00-000-000	REVENUE	Income Sta...
1101000000	1-1-01-000-000	PROPERTY TAXATION	Income Sta...
1101001000	1-1-01-001-000	TAX LEVY	Income Sta...

G/L Account Card Opens. Now fill in the information in each Tab
Number field is mandatory

Click on the field Number.

The screenshot shows the 'G/L Account Card' form. The 'Number' field is highlighted with a red box. The form includes tabs for 'Account', 'Balance', 'Actions', 'Report', and 'Fewer options'. The 'Number' field is marked with an asterisk, indicating it is mandatory. Other fields include 'Search Name', 'Category Code', 'Balance Sheet', and 'Reconciliation'.

Enter **Account Number**. Press the **Enter** key.

This screenshot is identical to the previous one, showing the 'G/L Account Card' form with the 'Number' field highlighted. The form includes tabs for 'Account', 'Balance', 'Actions', 'Report', and 'Fewer options'. The 'Number' field is marked with an asterisk, indicating it is mandatory. Other fields include 'Search Name', 'Category Code', 'Balance Sheet', and 'Reconciliation'.

Enter **Account Name**. Press the **Enter** key.

This screenshot is identical to the previous ones, showing the 'G/L Account Card' form with the 'Number' field highlighted. The form includes tabs for 'Account', 'Balance', 'Actions', 'Report', and 'Fewer options'. The 'Number' field is marked with an asterisk, indicating it is mandatory. Other fields include 'Search Name', 'Category Code', 'Balance Sheet', and 'Reconciliation'.

Search name field is populated automatically.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	13/217

Click on the field **Income/Balance**

1221170361	New Page
1-2-21-170-361	Search Name
Special Events	Category Cod
Balance Sheet	Balance
	Reconciliation
	Automatic Ex
	Direct Posting
Both	Blocked

Select if this is a Balance Sheet or Income Statement account.

1221170361	New Page
1-2-21-170-361	Search Name
Special Events	Category Cod
Balance Sheet	Balance
Income Statement	Reconciliation
Balance Sheet	Automatic Ex
	Direct Posting
Both	Blocked
Posting	Last Date Mo

Click on the field **Account Category**

1221170361	New Page
1-2-21-170-361	Search Name
Special Events	Category Cod
Income Statement	Balance
	Reconciliation
	Automatic Ex
	Direct Posting
Both	Blocked
Posting	Last Date Mo

Select an Account Category. An Account Category is not mandatory, however it is recommended. The Account Category filter will be useful when generating various financial reports.

Click on the item **Expense** in the list

1221170361	New Page
1-2-21-170-361	Search Name
Special Events	Category Cod
Income Statement	Balance
	Reconciliation
	Automatic Ex
	Direct Posting
	Blocked
	Last Date Mo
	Omit Default



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	14/217

Click on the field **Account Type**

Income Statement	Balance
Expense	Reconciliation
Category	Automatic Ext
	Direct Posting
Both	Blocked
Posting	Last Date Mo
	Omit Default
0	SAT Account

As you can see, you have the possibility to choose if it is a debit or credit account, then you can select the account type. It is important to know that with the account type, you can structure your Chart of Accounts.

Click on the item **Posting** in the list

Expense	Reconciliation
Category	Automatic Ext
	Direct Posting
Both	Blocked
Posting	Last Date Mo
Posting	Omit Default
Heading	SAT Account
Total	
Begin-Total	
End-Total	

Click on the field Category Code. G/L Account Categories are used to restrict access to general ledger detail by Education Suite users. Categories can be unique by organization. Each account is then assigned only one category. Restricting a user to certain categories limits their access in both Business Central and through the Web Portals

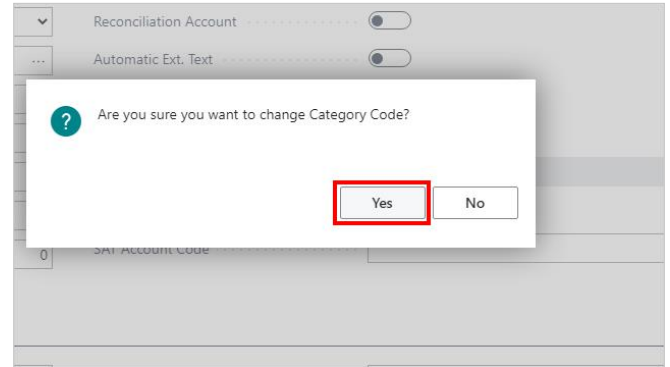
Special Events	0.00
count	
xt	

Select proper Category Code for the Account.

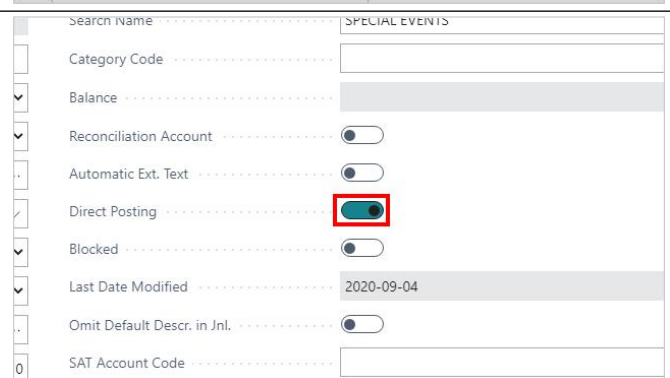
Search Name	SPECIAL EVENTS
Category Code	
Balance	
Reconciliation Account	
Automatic Ext. Text	
Direct Posting	
Blocked	
Last Date Modified	
Omit Default Descr. in Jnl.	

Code ↑	Description ↑
PROFDEV	Professional Devel
SBF	School Based Fund
SRC	School Based Fund
TEXTS	Textbooks
TOTALS	Grand Total - Oper
+ New	

Click on the button Yes on the conformation message.



Direct Posting field need to be enabled to let direct posting into the Account



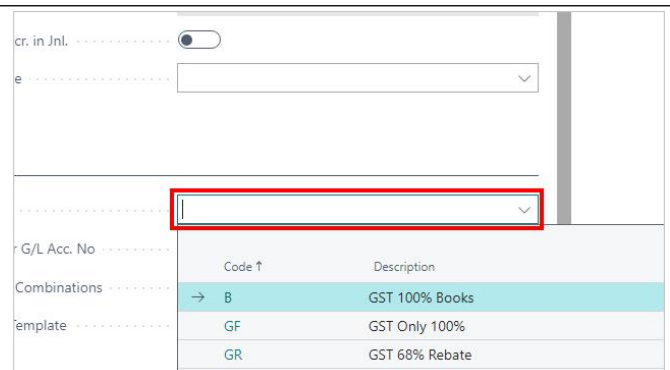
Enter proper Posting setups if needed into Posting Tab

As an example, let's select Tax Group Code.

Click on the field **Tax Group Code**



Enter **Tax Group Code**.



Code ↑	Description
→ B	GST 100% Books
GF	GST Only 100%
GR	GST 68% Rebate



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	16/217

Select proper Tax Group Code from the drop-down list.

Code ↑	Description
→ GR	GST 68% Rebate
R	GST/PST 68% Rebate

Fill in other fields if needed. Otherwise G/L Account is created

When complete, click on the back button to return to the G/L Account List.

2.2.3. How to Navigate on Chart of Accounts

2.2.3.1. Overview

The Chart of Accounts shows all general ledger accounts. From the Chart of Accounts, you can do things like:

- View reports that show general ledger entries and balances.
- Close your income statement.
- Open the G/L account card to add or change settings.
- See a list of dimensions of the G/L accounts.
- View separate debit and credit balances for a single account and much more.

In Business Central Education Suite you can navigate on Chart of Accounts by using buttons on the Action Pane from the Chart of Accounts page.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	17/217

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger | Accounts Payable | Accounts Receivable | Inquiry | Reports | Setup | History |

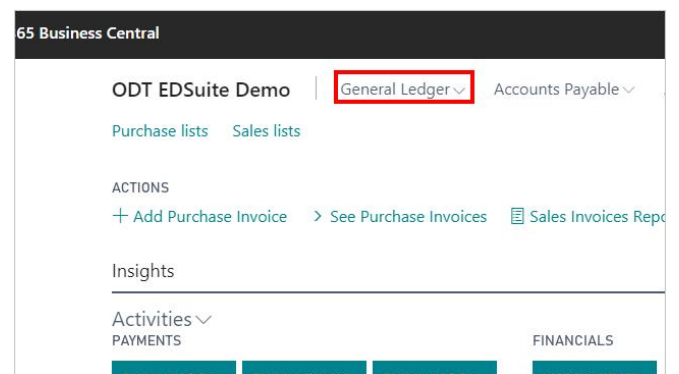
Chart of Accounts: All | Search | New | Manage | Process | Report | Open in Excel | Actions | Navigate | Report | Fewer options

No.	No.	Name	Income/Ba...	Account Type	Totalling	Budgeted Amount	Net Change (Commitment)	Net Change (Encumbrance)	Net Change (Actual)	Net Change	Balance (Commitment)	Balance (Encumbrance)	Balance (Actual)
1000000000	1-00-000-0000	OPERATING FUND	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1100000000	1-10-000-0000	REVENUE	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101000000	1-10-100-0000	PROPERTY TAXATION	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101001000	1-10-100-1000	TAX LEVY	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101001001	1-10-100-1001	Rural Levy	Income Sta...	Posting		1,029,387.95	-	-	-1,000,000.00	-1,000,000.00	-	-	-1,000,000.00
1101001002	1-10-100-1002	Urban Levy	Income Sta...	Posting		99.99	-	-	-	-	-	-	-
1101001004	1-10-100-1004	Supplemental Levy	Income Sta...	Posting		20,000.00	-	-	-	-	-	-	-
1101001999	1-10-100-1999	TOTAL TAX LEVY	Income Sta...	End-Total	1101001000.1101001999	1,049,487.94	-	-	-1,000,000.00	-1,000,000.00	-	-	-1,000,000.00
1101002000	1-10-100-2000	GRANTS IN LIEU OF TAXES	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101002005	1-10-100-2005	Federal Government	Income Sta...	Posting		399.98	-	-	-	-	-	-	-
1101002006	1-10-100-2006	Provincial Government	Income Sta...	Posting		3,000,500.00	-	-	-	-	-	-	-
1101002007	1-10-100-2007	Railways	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101002998	1-10-100-2998	Other Grants in Lieu of Taxes	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101002999	1-10-100-2999	TOTAL GRANTS IN LIEU OF TAXES	Income Sta...	End-Total	1101002000.1101002999	3,000,899.98	-	-	-	-	-	-	-
1101003000	1-10-100-3000	TREATY LAND ENTITLEMENT	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101003008	1-10-100-3008	Treaty Land Entitlement	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101003009	1-10-100-3009	Treaty Land Entitlement - Rural	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101003999	1-10-100-3999	TOTAL TREATY LAND ENTITLEMENT	Income Sta...	End-Total	1101003000.1101003999	0.00	-	-	-	-	-	-	-
1101004000	1-10-100-4000	HOUSE TRAILER FEES	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101004998	1-10-100-4998	House Trailer Fees	Income Sta...	Posting		0.00	-	-	307.60	307.60	-	-	-
1101004999	1-10-100-4999	TOTAL HOUSE TRAILER FEES	Income Sta...	End-Total	1101004000.1101004999	0.00	-	-	307.60	307.60	-	-	-
1101005000	1-10-100-5000	ADDITIONS TO LEVY	Income Sta...	Begin-Total		0.00	-	-	-	-	-	-	-
1101005010	1-10-100-5010	Penalties	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101005998	1-10-100-5998	Other Additions to Levy	Income Sta...	Posting		0.00	-	-	-	-	-	-	-
1101005999	1-10-100-5999	TOTAL ADDITIONS TO LEVY	Income Sta...	End-Total	1101005000.1101005999	0.00	-	-	-	-	-	-	-

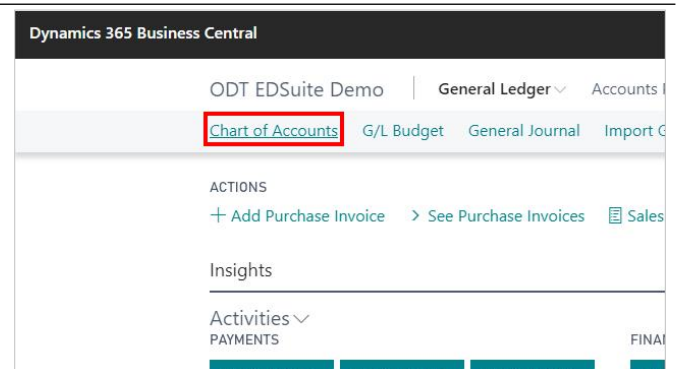
2.2.3.2. How to Navigate on Chart of Accounts

Fund Accounting Profile

Click on the navigation menu item popup **General Ledger**



Click on the navigation menu item **Chart of Accounts**



To quickly access any G/L Account on a list use a Search button.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	18/217

Click on Search button.

Dynamics 365 Business Central				
ODT EDSuite Demo		General Ledger	Accounts Payable	Account
Chart of Accounts: All		Search	+ New	Manage Process Report
No.	No.	Name		Income/Exp
1000000000	1-00-000-0000	OPERATING FUND		Income
1100000000	1-10-000-0000	REVENUE		Income
1101000000	1-10-100-0000	PROPERTY TAXATION		Income
1101001000	1-10-100-1000	TAX LEVY		Income

Enter **number or name of the Account** you are looking for.

Dynamics 365 Business Central				
ODT EDSuite Demo		General Ledger	Accounts Payable	Account
Chart of Accounts: All		Search	+ New	Manage
No.	No.	Name		Income/Exp
1000000000	1-00-000-0000	OPERATING FUND		Income
1100000000	1-10-000-0000	REVENUE		Income
1101000000	1-10-100-0000	PROPERTY TAXATION		Income
1101001000	1-10-100-1000	TAX LEVY		Income

Click Enter and system displays only Accounts with includes search criteria.

Click on the Close button to return back to original Chart of Accounts page view.

Dynamics 365 Business Central				
ODT EDSuite Demo		General Ledger	Accounts Payable	Accounts Receivable
Chart of Accounts: All		aca	X	+ New Manage Process Report
No.	Name		Income/Bal...	Account Type
312	1-21-213-0312	Academic Supplies	Income Sta...	Posting
253	1-21-214-0253	Purchase of Academic Furniture	Income Sta...	Posting
312	1-21-613-0312	Academic Supplies	Income Sta...	Posting
253	1-21-614-0253	Academic Equipment	Income Sta...	Posting

You can manage Chart of Accounts list by using a Manage button.

Click on the link **Manage**

Dynamics 365 Business Central				
ODT EDSuite Demo		General Ledger	Accounts Payable	Accounts Receivable
Chart of Accounts: All		Search	+ New	Manage Process Report Open
No.	Name		Income/Bal...	Account Type
000	1-00-000-0000	OPERATING FUND	Income Sta...	Begin-Tot
000	1-10-000-0000	REVENUE	Income Sta...	Begin-Tot
000	1-10-100-0000	PROPERTY TAXATION	Income Sta...	Begin-Tot
000	1-10-100-1000	TAX LEVY	Income Sta...	Begin-Tot

Click Edit List to open page in an editable mode.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	19/217

Click on the navigation menu item **Edit List**

365 Business Central				
Suite Demo General Ledger Accounts Payable Accounts Receivable				
Accounts: All Search + New Manage Process Report Open				
<div>Edit List</div> <div>Delete</div>				
No.	Name		Income/Ba...	Account Type
000	1-00-000-0000	OPERATING FUND		Income Sta... Begin-Tot
000	1-10-000-0000	REVENUE		Income Sta... Begin-Tot
000	1-10-100-0000	PROPERTY TAXATION		Income Sta... Begin-Tot
000	1-10-100-1000	TAX LEVY		Income Sta... Begin-Tot

Make any changes to the Chart of Accounts if needed.

Click on the back button

Dynamics 365 Business Central				
CHART OF ACCOUNTS				
Search + New Edit List Delete Edit View Process				
No.	No.	Name		
→ 1212130312	1-21-213-0312	Academic Supplies		
1212130314	1-21-213-0314	Technical Aids (Special Educat		
1212130999	1-21-213-0999	TOTAL INSTRUCTIONAL AIDS		
1212135000	1-21-213-5000	SUPPLIES & SERVICES		
1212135200	1-21-213-5200	Admin Supplies & Services		

Click on the link **Manage**

365 Business Central				
Suite Demo General Ledger Accounts Payable Accounts Receivable				
Accounts: All Search + New Manage Process Report Open				
No.	Name		Income/Ba...	Account Type
000	1-10-809-3000	TANNGIBLE CAPITAL ASSETS		Income Sta... Posting
052	1-10-809-3052	Gain on Disposal of TCA		Income Sta... Posting
055	1-10-809-3055	Int. & Div on Capital Invest.		Income Sta... Posting
999	1-10-899-9999	TOTAL EXTERNAL SERVICES		Income Sta... End-Total

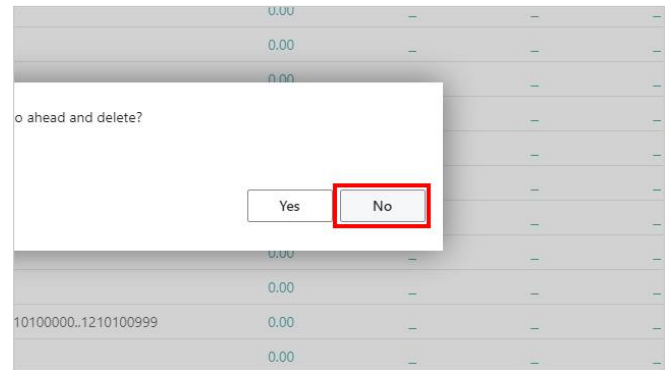
Click on the navigation menu item **Delete**

365 Business Central				
Suite Demo General Ledger Accounts Payable Accounts Receivable				
Accounts: All Search + New Manage Process Report Open				
<div>Edit List</div> <div>Delete</div>				
No.	Name		Income/Ba...	Account Type
000	1-10-809-3000	TANNGIBLE CAPITAL ASSETS		Income Sta... Posting
052	1-10-809-3052	Gain on Disposal of TCA		Income Sta... Posting
055	1-10-809-3055	Int. & Div on Capital Invest.		Income Sta... Posting
999	1-10-899-9999	TOTAL EXTERNAL SERVICES		Income Sta... End-Total

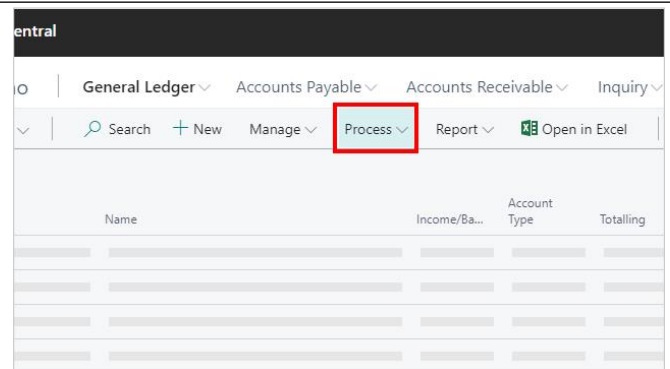


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	20/217

Click on the button No to the warning message, unless you want to proceed and delete G/L Account.

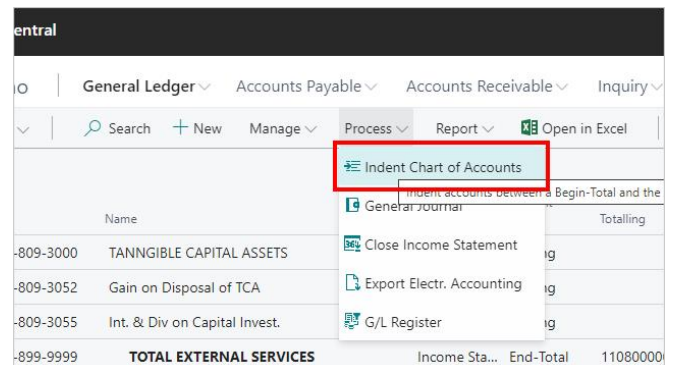


Click on the navigation menu item popup **Process**

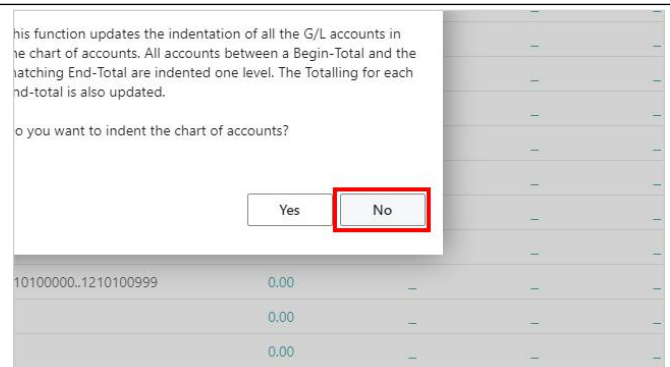


Create new General Journal, Intend Chart of Accounts or even Close Income Statements from this menu.

Click on the navigation menu item **Indent Chart of Accounts**



Click on the button No to the warning message, unless you want to proceed and intend Chart of Accounts.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	21/217

Click on the navigation menu item popup **Process**

entral				
General Ledger Accounts Payable Accounts Receivable Inquiry				
Search + New Manage Process Report Open in Excel				
Name	Income/Ba...	Account Type	Totalling	
-809-3000	TANNGIBLE CAPITAL ASSETS	Income Sta...	Posting	
-809-3052	Gain on Disposal of TCA	Income Sta...	Posting	
-809-3055	Int. & Div on Capital Invest.	Income Sta...	Posting	
-899-9999	TOTAL EXTERNAL SERVICES	Income Sta...	End-Total	11080000

Click on the navigation menu item **General Journal**

entral				
General Ledger Accounts Payable Accounts Receivable Inquiry				
Search + New Manage Process Report Open in Excel				
Indent Chart of Accounts				
General Journal				
Close Income Statement				
Export Electr. Accounting				
G/L Register				
Name	Income/Ba...	Account Type	Totalling	
-809-3000	TANNGIBLE CAPITAL ASSETS	Income Sta...	Posting	
-809-3052	Gain on Disposal of TCA	Income Sta...	Posting	
-809-3055	Int. & Div on Capital Invest.	Income Sta...	Posting	
-899-9999	TOTAL EXTERNAL SERVICES	Income Sta...	End-Total	11080000

System opens General Journal page automatically.

Click on the back button to return back to the Chart of Accounts page.

Dynamics 365 Business Central						
GENERAL JOURNALS						
Batch Name DEFAULT						
Manage Process Page Post/Print Line Account More option						
Posting Date	Document Type	Document No.	Account Type	Account No.	Li	
→ 2018-09	Invoice	OP00003	Bank Account			

From the Process menu you can as well Close Income Statement, quickly access G/L Register and export Electronic Accounting.

entral				
General Ledger Accounts Payable Accounts Receivable Inquiry				
Search + New Manage Process Report Open in Excel				
Name	Income/Ba...	Account Type	Totalling	
-809-3000	TANNGIBLE CAPITAL ASSETS	Income Sta...	Posting	
-809-3052	Gain on Disposal of TCA	Income Sta...	Posting	
-809-3055	Int. & Div on Capital Invest.	Income Sta...	Posting	
-899-9999	TOTAL EXTERNAL SERVICES	Income Sta...	End-Total	11080000



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	23/217

Click on the navigation menu item popup **Periodic Activities**

Accounts Receivable	Inquiry	Reports	Setup	History
Process	Report	Open in Excel	Actions	Navigate
			Periodic Activities	
Income/Ba...	Account Type	Totalling	Budgeted Amount	Net Ch (Commit)
Income Sta...	Posting		0.00	
Income Sta...	Posting		0.00	
Income Sta...	Posting		0.00	
Income Sta...	End-Total	1108000000..1108999999	0.00	

Click on the navigation menu item **Posted Documents without Incoming Document**

Reports	Setup	History	
tions	Navigate	Report	Fewer options
riodic Activities		Export Electr. Accounting	
Budgete		Posted Documents without Incoming Document	et Change
		Show a list of posted purchase and sale documents under the G/	
	0.00	-	-
	0.00	-	-
	0.00	-	-
1108999999	0.00	-	-

Page with the list of all posted documents without Incoming Documents opens.

Click on the back button to return to the Chart of Accounts Page.

Dynamics 365 Business Central	
←	POSTED DOCUMENTS WITHOUT INCOMING DOCUMENT
Search	New Incoming Document Open in Excel More options
Filters	
Date Filter	20-09-01..20-09-22
Document No. Filter	

Click on the navigation menu item popup **Navigate**

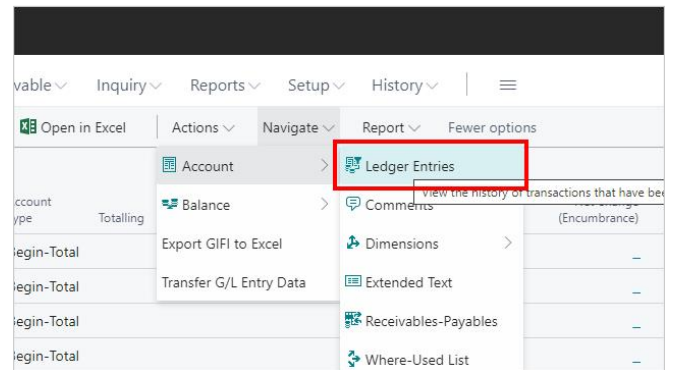
Accounts Receivable	Inquiry	Reports	Setup	History
Report	Open in Excel	Actions	Navigate	Report
ome/Ba...	Account Type	Totalling	Budgeted Amount	Net Change (Commitment)
come Sta...	Begin-Total		0.00	-
come Sta...	Begin-Total		0.00	-
come Sta...	Begin-Total		0.00	-
come Sta...	Begin-Total		0.00	-

Navigate functionality is letting you access Ledger Entries, Dimension information of the Account and run some important reports.



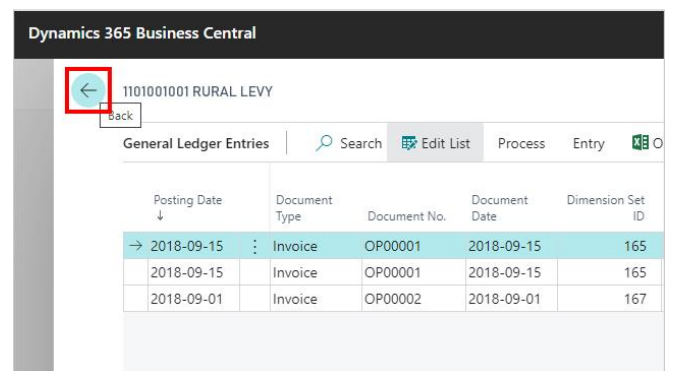
Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	24/217

Click on the navigation menu item **Ledger Entries**

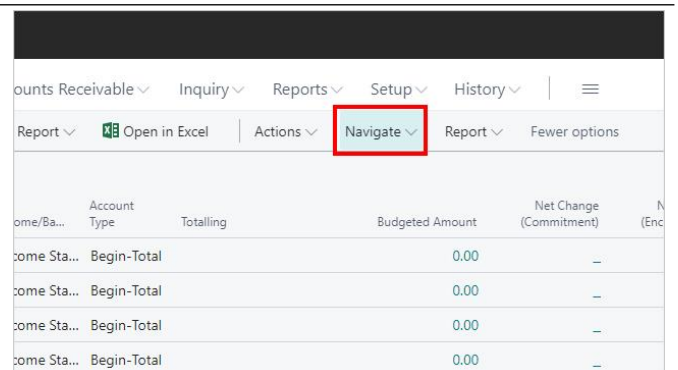


Ledger Entries list for the G/L Account opens.

Click on the back button to return to the Chart of Accounts page.

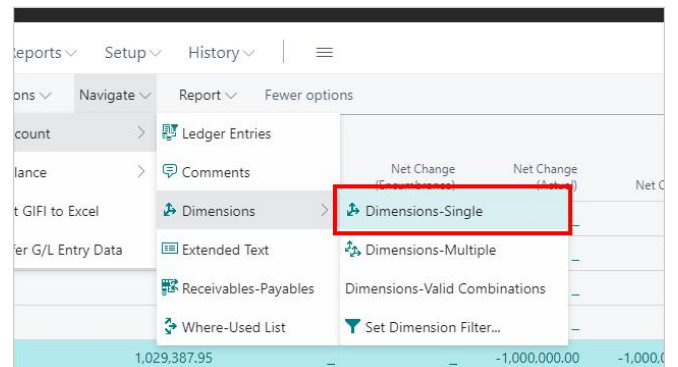


Click on the navigation menu item popup **Navigate**



Access single and multiple Dimensions of the Account, as well as Dimension combinations.

Click on the navigation menu item **Dimensions-Single**



Single Dimensions list of the Rural Levy account opens.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	25/217

Click on the back button to return to the Chart of Accounts page.

Click on the navigation menu item popup **Navigate**

Click on the navigation menu item **G/L Account Balance**

G/L Account Balance report opens.

Click on the back button to return to the Chart of Accounts page.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	26/217

Click on the navigation menu item popup **Report**

able	Inquiry	Reports	Setup	History	≡
Open in Excel	Actions	Navigate	Report	Fewer options	
Account	Totalling	Budgeted Amount	Net Change (Commitment)	Net Change (Encumbrance)	
in-Total		0.00	—	—	
in-Total		0.00	—	—	
in-Total		0.00	—	—	
in-Total		0.00	—	—	

Access from here numerous Financial and Educational specific reports.

Dynamics 365 Business Central									
ODT EDSuite Demo General Ledger Accounts Payable Accounts Receivable Inquiry Reports Setup History ≡									
Chart of Accounts: All Search + New Manage Process Report Open in Excel Actions Navigate Report Fewer options									
No.	No.	Name	Income/Ba...	Account Type	Totalling	Chart of Accounts	Net Change (Commitment)	Net Change (Encumbrance)	Net Change (Actual)
1000000000	1-00-000-0000	OPERATING FUND	Income Sta...	Begin-Total		Reconcile AP to GL	—	—	—
1000000000	1-10-000-0000	REVENUE	Income Sta...	Begin-Total		Trial Balance Detail/Summary	—	—	—
1101000000	1-10-100-0000	PROPERTY TAXATION	Income Sta...	Begin-Total		Trial Balance, Spread Periods	—	—	—
1101001000	1-10-100-1000	TAX LEVY	Income Sta...	Begin-Total		Consol. Trial Balance	—	—	—
1101001001	1-10-100-1001	Rural Levy	Income Sta...	Posting		Trial Balance, per Global Dim.	—	—	—
1101001002	1-10-100-1002	Urban Levy	Income Sta...	Posting		Trial Balance, Spread G. Dim.	—	—	-1,000,000.00
1101001004	1-10-100-1004	Supplemental Levy	Income Sta...	Posting		Account Schedule Layout	—	—	—
1101001999	1-10-100-1999	TOTAL TAX LEVY	Income Sta...	End-Total	1101001000	Account Schedule	—	—	-1,000,000.00
1101002000	1-10-100-2000	GRANTS IN LIEU OF TAXES	Income Sta...	Begin-Total		Account Balances by GIF Code	—	—	—
1101002005	1-10-100-2005	Federal Government	Income Sta...	Posting		Trial Balance, Spread Periods	—	—	—
1101002006	1-10-100-2006	Provincial Government	Income Sta...	Posting		Consol. Trial Balance	—	—	—
1101002007	1-10-100-2007	Railways	Income Sta...	Posting		Trial Balance, per Global Dim.	—	—	—
1101002998	1-10-100-2998	Other Grants in Lieu of Taxes	Income Sta...	Posting		Trial Balance, Spread G. Dim.	—	—	—
1101002999	1-10-100-2999	TOTAL GRANTS IN LIEU OF TAXES	Income Sta...	End-Total	1101002000	Account Schedule Layout	—	—	—
1101003000	1-10-100-3000	TREATY LAND ENTITLEMENT	Income Sta...	Begin-Total		Account Schedule	—	—	—
1101003008	1-10-100-3008	Treaty Land Entitlement	Income Sta...	Posting		Account Balances by GIF Code	—	—	—
1101003009	1-10-100-3009	Treaty Land Entitlement - Rural	Income Sta...	Posting		Trial Balance, Spread Periods	—	—	—
1101003999	1-10-100-3999	TOTAL TREATY LAND ENTITLEMENT	Income Sta...	End-Total	1101003000.1101003999	Consol. Trial Balance	0.00	—	—
1101004000	1-10-100-4000	HOUSE TRAILER FEES	Income Sta...	Begin-Total		Trial Balance, per Global Dim.	0.00	—	—
1101004998	1-10-100-4998	House Trailer Fees	Income Sta...	Posting		Trial Balance, Spread G. Dim.	0.00	—	307.60
1101004999	1-10-100-4999	TOTAL HOUSE TRAILER FEES	Income Sta...	End-Total	1101004000.1101004999	Account Schedule Layout	0.00	—	307.60
1101005000	1-10-100-5000	ADDITIONS TO LEVY	Income Sta...	Begin-Total		Account Schedule	0.00	—	—
1101005010	1-10-100-5010	Penalties	Income Sta...	Posting		Account Balances by GIF Code	0.00	—	—
1101005998	1-10-100-5998	Other Additions to Levy	Income Sta...	Posting		Trial Balance, Spread Periods	0.00	—	—
1101005999	1-10-100-5999	TOTAL ADDITIONS TO LEVY	Income Sta...	End-Total	1101005000.1101005999	Consol. Trial Balance	0.00	—	—

It was basic review on how to navigate on Chart of Accounts in Business Central Education Suite.

2.2.4. How to Set Filters on the Chart of Accounts

2.2.4.1. Overview

In Business Central Education Suite there are a few things that you can do that will help you scan, find, and limit records on a list. These include sorting and filtering. You can apply some or all of these simultaneously to quickly find or analyse your data.

2.2.4.2. How to use Filtering on Chart of Accounts

Filtering provides a more advanced and versatile way of controlling which records display on a list or report. Filtering enables you to display records for specific accounts or customers, dates, amounts, and other information by specifying filter criteria. Only records that match the criteria are displayed on the list or included in the report, batch job etc.

On Chart of Accounts lists, you set filters by using the filter pane. To display the filter pane for a list, choose the drop-down arrow next to the name of the page, and then choose the Show filter pane action. Alternatively,



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	27/217

press Shift+F3

Click on the column header **No.**

Dynamics 365 Business Central			
ODT EDSuite Demo General Ledger ▾ Accounts Payable ▾ Account			
Chart of Accounts: Custom filtered ▾ Search + New Manage ▾ Proces			
No. ▾	No.	Name	Income/Exp
1000000000	1-0-00-000-000	OPERATING FUND	Income
1100000000	1-1-00-000-000	REVENUE	Income
1101000000	1-1-01-000-000	PROPERTY TAXATION	Income
1101001000	1-1-01-001-000	TAX LEVY	Income

Click on the menu item **Filter...**

ODT EDSuite Demo General Ledger ▾ Accounts Payable ▾ Account			
Chart of Accounts: Custom filtered ▾ Search + New Manage ▾ Proces			
No. ▾	No.	Name	Income/Exp
Filter...	0-000-000	OPERATING FUND	Income
Filter to This Value	0-000-000	REVENUE	Income
Clear Filter	1-000-000	PROPERTY TAXATION	Income
What's this?	1-001-000	TAX LEVY	Income
1101001001	1-1-01-001-001	Rural Levy	Income

Click on the button **Hide the filter pane without clearing any filters.**

Dynamics 365 Business Central			
ODT EDSuite Demo General Ledger ▾ Accounts Payable ▾ Account			
Chart of Accounts: Custom filtered ▾ Search + New Manage ▾ Proces			
Views			
*All			
Filter list by:			
× No.			
+ Filter...			
No.	No.	Name	
1000000000	1-0-00-000-000	OPERATI	
1100000000	1-1-00-000-000	REVENU	
1101000000	1-1-01-000-000	PROPI	
1101001000	1-1-01-001-000	TAX	

Click on the column header **Number**.

Dynamics 365 Business Central			
ODT EDSuite Demo General Ledger ▾ Accounts Payable ▾ Account			
Chart of Accounts: Custom filtered ▾ Search + New Manage ▾ Proces			
No. ▾	No.	Name	Income/Exp
1000000000	1-0-00-000-000	OPERATING FUND	Income
1100000000	1-1-00-000-000	REVENUE	Income
1101000000	1-1-01-000-000	PROPERTY TAXATION	Income
1101001000	1-1-01-001-000	TAX LEVY	Income



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	28/217

Click on the menu item **Filter to This Value**

Chart of Accounts: Custom filtered | Search | + New | Manage | Process

No.	No.	Name	Income/Expense
10-000-000		OPERATING FUND	Income
10-000-000		REVENUE	Income
11-000-000		PROPERTY TAXATION	Income
11-001-000		TAX LEVY	Income
1101001001	1-1-01-001-001	Rural Levy	Income
1101001002	1-1-01-001-002	Urban Levy	Income

System filters list to certain value

To clear filters do as follow:

Click on the column header **No.**

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger | Accounts Payable | Account

Chart of Accounts: Custom filtered | Search | + New | Manage | Process

No.	No.	Name	Income/Expense
1101002005	1-1-01-002-005	Federal Government	Income

Click on the menu item **Clear Filter**

Chart of Accounts: Custom filtered | Search | + New | Manage | Process

No.	No.	Name	Income/Expense
11-002-005		Federal Government	Income

The filter pane displays the current filters for a list, and enables you to set your own custom filters on one or more fields by choosing the + Filter action

Click on the button **Show filter pane**

Chart of Accounts: Custom filtered | Search | + New | Manage | Process

Change (Actual)	Net Change (Actual)	Net Change	Balance (Commitment)	Balance (Encumbrance)	Balance (Actual)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

A filter pane is divided in three sections: Views, Filter list by, and Filter totals by:



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	29/217

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger | Accounts Payable | Accounts Receivable | Inquiry | Reports | Setup | History

Chart of Accounts: Custom filtered | Search | + New | Manage | Process | Report | Open in Excel | Actions | Navigate | Report | Fewer options

Views

Filter list by:

+ Filter...

Filter totals by...

Reset filters

No.	No.	Name	Income/Ex...	Account Type	Totalling	Budgeted Amount	Net Change (Commitment)	Net Change (Encumbrance)	Net Change (Actual)	Net Change
1000000000	1-0-00-000-000	OPERATING FUND	Income Sta...	Begin-Total		0.00	--	--	--	--
1100000000	1-1-00-000-000	REVENUE	Income Sta...	Begin-Total		0.00	--	--	--	--
1101000000	1-1-01-000-000	PROPERTY TAXATION	Income Sta...	Begin-Total		0.00	--	--	--	--
1101001000	1-1-01-001-000	TAX LEVY	Income Sta...	Begin-Total		0.00	--	--	--	--
1101001001	1-1-01-001-001	Rural Levy	Income Sta...	Posting		1,029,387.95	--	--	--	--
1101001002	1-1-01-001-002	Urban Levy	Income Sta...	Posting		99.99	--	--	--	--
1101001004	1-1-01-001-004	Supplemental Levy	Income Sta...	Posting		20,000.00	--	--	--	--
1101001999	1-1-01-001-999	TOTAL TAX LEVY	Income Sta...	End-Total	1101001000..1101001999	1,049,487.94	--	--	--	--
1101002000	1-1-01-002-000	GRANTS IN LIEU OF TAXES	Income Sta...	Begin-Total		0.00	--	--	--	--
1101002005	1-1-01-002-005	Federal Government	Income Sta...	Posting		399.98	--	--	--	--
1101002006	1-1-01-002-006	Provincial Government	Income Sta...	Posting		3,000,500.00	--	--	--	--
1101002007	1-1-01-002-007	Railways	Income Sta...	Posting		0.00	--	--	--	--
1101002998	1-1-01-002-998	Other Grants in Lieu of Taxes	Income Sta...	Posting		0.00	--	--	--	--
1101002999	1-1-01-002-999	TOTAL GRANTS IN LIEU OF TAXES	Income Sta...	End-Total	1101002000..1101002999	3,000,899.98	--	--	--	--
1101003000	1-1-01-003-000	TREATY LAND ENTITLEMENT	Income Sta...	Begin-Total		0.00	--	--	--	--
1101003008	1-1-01-003-008	Treaty Land Entitlement	Income Sta...	Posting		0.00	--	--	--	--
1101003009	1-1-01-003-009	Treaty Land Entitlement - Rura	Income Sta...	Posting		0.00	--	--	--	--
1101003999	1-1-01-003-999	TOTAL TREATY LAND ENTITLEMENT	Income Sta...	End-Total	1101003000..1101003999	0.00	--	--	--	--
1101004000	1-1-01-004-000	HOUSE TRAILER FEES	Income Sta...	Begin-Total		0.00	--	--	--	--
1101004998	1-1-01-004-998	House Trailer Fees	Income Sta...	Posting		0.00	--	--	--	--
1101004999	1-1-01-004-999	TOTAL HOUSE TRAILER FEES	Income Sta...	End-Total	1101004000..1101004999	0.00	--	--	--	--
1101005000	1-1-01-005-000	ADDITIONS TO LEVY	Income Sta...	Begin-Total		0.00	--	--	--	--
1101005010	1-1-01-005-010	Penalties	Income Sta...	Posting		0.00	--	--	--	--
1101005998	1-1-01-005-998	Other Additions to Levy	Income Sta...	Posting		0.00	--	--	--	--
1101005999	1-1-01-005-999	TOTAL ADDITIONS TO LEVY	Income Sta...	End-Total	1101005000..1101005999	0.00	--	--	--	--

Views are variations of the list that have been preconfigured with filters. You can define and save as many views as you want per list, and the views will be available to you on any device you sign into.

Filter list by

This is where you add filters on specific fields to reduce the number of displayed records. To add a filter, choose the + Filter action, type the name of the field that you want to filter the list by, or pick a field from the drop-down list.

Filter totals by

Some lists that display calculated fields, such as amounts and quantities, will include the Filter totals by section where you can adjust various dimensions that influence calculations. To add a filter, choose the + Filter action, type the name of the field that you want to filter the list by, or pick a field from the drop-down list.

Filter list by is where you add filters on specific fields to reduce the number of displayed records. To add a filter, choose the + Filter action, type the name of the field that you want to filter the list by, or pick a field from the drop-down list.

Click on the button **Filter list by...**

ODT EDSuite Demo | General Ledger | Accounts Payable | Account

Chart of Accounts: All | Search | + New | Manage | Process | Rep

Views

All

Filter list by...

Filter totals by...

No.	No.	Name
1000000000	1-0-00-000-000	OPERATI
1100000000	1-1-00-000-000	REVENU
1101000000	1-1-01-000-000	PROPI
1101001000	1-1-01-001-000	TAX
1101001001	1-1-01-001-001	Ru
1101001002	1-1-01-001-002	Ur



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	30/217

Click on the button ☐ **Filter...**

Chart of Accounts: All			Search	+ New	Manage	Process	Rep
Views							
All			No.	No.	Name		
Filter list by:			1000000000	1-0-00-000-000	OPERATI		
<input type="checkbox"/> Filter...			1100000000	1-1-00-000-000	REVENU		
Filter totals by...			1101000000	1-1-01-000-000	PROPI		
			1101001000	1-1-01-001-000	TAX		
			1101001001	1-1-01-001-001	Ru		
			1101001002	1-1-01-001-002	Urb		
			1101001004	1-1-01-001-004	Sur		

Click on the filter option Name

Filter list by:			1000000000	1-0-00-000-000	OPERATI		
+ Filter...			1100000000	1-1-00-000-000	REVENU		
Visible Fields			1101000000	1-1-01-000-000	PROPI		
No.			1101001000	1-1-01-001-000	TAX		
Name			1101001001	1-1-01-001-001	Ru		
Income/Balance			1101001002	1-1-01-001-002	Urb		
Account Type			1101001004	1-1-01-001-004	Sup		
Totalling			1101001999	1-1-01-001-999	TOT		
Budgeted Amount			1101002000	1-1-01-002-000	GRA		
			1101002005	1-1-01-002-005	Fec		
			1101002006	1-1-01-002-006	Prc		

Enter the text **Federal***. Press the **Enter** key.

Filter list by:			1000000000	1-0-00-000-000	OPERATI		
× Name			1100000000	1-1-00-000-000	REVENU		
			1101000000	1-1-01-000-000	PROPI		
+ Filter...			1101001000	1-1-01-001-000	TAX		
Filter totals by			1101001001	1-1-01-001-001	Ru		
			1101001002	1-1-01-001-002	Urb		
			1101001004	1-1-01-001-004	Sup		
			1101001999	1-1-01-001-999	TOT		
			1101002000	1-1-01-002-000	GRA		
			1101002005	1-1-01-002-005	Fec		
			1101002006	1-1-01-002-006	Prc		

System filters to anything that include word "Federal"

Filter totals by calculated fields, such as amounts and quantities. Filter totals by section where you can adjust various dimensions that influence calculations. To add a filter, choose the + Filter action, type the name of the field that you want to filter the list by, or pick a field from the drop-down list.

Click on the button **Filter totals by...**

Filter list by:			1101002005	1-1-01-002-005	Fec		
× Name			1102025000	1-1-02-025-000	FEDI		
Federal*			1102025030	1-1-02-025-030	Fec		
+ Filter...			1103040041	1-1-03-040-041	Fec		
Filter totals by...			1103041041	1-1-03-041-041	Fec		
Reset filters			1103042041	1-1-03-042-041	Fec		
			1107025000	1-1-07-025-000	FEDI		
			1107025030	1-1-07-025-030	Fec		
			1107040041	1-1-07-040-041	Fec		
			1107041041	1-1-07-041-041	Fec		



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	31/217

Click on the button ☐ **Filter...**

Filter list by:	1101002005	1-1-01-002-005	Fec
Name: Federal*	1102025000	1-1-02-025-000	FEDI
Edit	1102025030	1-1-02-025-030	Fec
Filter totals by:	1103040041	1-1-03-040-041	Fec
+ Filter...	1103041041	1-1-03-041-041	Fec
Reset filters	1103042041	1-1-03-042-041	Fec
	1107025000	1-1-07-025-000	FEDI
	1107025030	1-1-07-025-030	Fec
	1107040041	1-1-07-040-041	Fec
	1107041041	1-1-07-041-041	Fec

Click on the filter option Budget Filter

Dynamics 365 Business Central			
Budget Filter	General Ledger	Accounts Payable	Account
Budget Manager Filter	filtered	Search	+ New Manage Process
Business Unit Filter			
Date Filter			
Dimension Set ID Filter			
Fund Filter			
Global Dimension 6 Filter			
Global Dimension 7 Filter			

Click on the lookup button **Budget Filter**

Filter list by:	1101002005	1-1-01-002-005	Fec
Name: Federal*	1102025000	1-1-02-025-000	FEDI
Edit	1102025030	1-1-02-025-030	Fec
Filter totals by:	1103040041	1-1-03-040-041	Fec
<input type="checkbox"/> Budget Filter	1103041041	1-1-03-041-041	Fec
<input type="text"/>	1103042041	1-1-03-042-041	Fec
+ Filter...	1107025000	1-1-07-025-000	FEDI
Reset filters	1107025030	1-1-07-025-030	Fec
	1107040041	1-1-07-040-041	Fec
	1107041041	1-1-07-041-041	Fec
	1107042041	1-1-07-042-041	Fec

Click on the link in cell **Name** with the value **2018-19BUD**

Edit	1103040041	1-1-03-040-041	Fec
Filter totals by:	1103041041	1-1-03-041-041	Fec
<input type="checkbox"/> Budget Filter	1103042041	1-1-03-042-041	Fec
<input type="text"/>	1107025000	1-1-07-025-000	FEDI
2018-19BUD			
2019-20BUD			
New			
	1334812041	1-3-34-812-041	Fec
	2102025000	2-1-02-025-000	FEDI

Business Central filters Chart of Accounts list to 2018-2019 Budget numbers



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	32/217

Click on Reset Filters to clear the filters

Filter totals by:	1103040041	1-1-03-040-041	Fec
× Budget Filter	1103041041	1-1-03-041-041	Fec
2018-19BUD	1103042041	1-1-03-042-041	Fec
+ Filter...	1107025000	1-1-07-025-000	FEDI
Reset filters	1107025030	1-1-07-025-030	Fec
	1107040041	1-1-07-040-041	Fec
	1107041041	1-1-07-041-041	Fec
	1107042041	1-1-07-042-041	Fec
	1334812041	1-3-34-812-041	Fec
	2102025000	2-1-02-025-000	FEDI
	2103044000	2-1-03-044-000	FEDI

2.3. Dimension Codes and Dimension Values

2.3.1. Dimension Overview

2.3.1.1. Overview

Dimensions can be thought of as an extension of the G/L Account number and together with the G/L Account make up the transaction coding structure of the General Ledger.

The following section describes how you access dimension codes and dimension values.

2.3.1.2. Dimension Codes

Fund Accounting Profile

Dimension Code is a reference number entered or selected in transaction entry lines

This screen shows the listing of dimensions used in a sample educational organization. Both the dimensions and the values are user-defined and can be significantly different by the organizations.

Dynamics 365 Business Central									
DIMENSIONS									
Search + New Edit List Delete Dimension Open in Excel More options									
Code	Name	Code Caption	Filter Caption	Description	Blocked	Length	Self-Balancing	Self-Balancing Dim. Value Code	Map to Segment
01 FUND	Fund	Fund Account	Fund Filter	Fund	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	1	
02 CATEGORY	Category	F/S Code	F/S Filter	F/S Category	<input type="checkbox"/>	1	<input type="checkbox"/>		
03 FUNCTION	Function	Function Code	Function Filter	Function	<input type="checkbox"/>	2	<input type="checkbox"/>		
04 OBJECT	Object	Object Code	Object Filter	Object	<input type="checkbox"/>	3	<input type="checkbox"/>		
05 SUBOBJECT	Sub-Object	Subobject Code	Subobject Filter	SubObject	<input type="checkbox"/>	3	<input type="checkbox"/>		
06 BUDGET MA...	Budget Manager	Budget Manager Code	Budget Manager Filter	Budget Manager	<input type="checkbox"/>	4	<input type="checkbox"/>		8
07 PROGRAM	Program	Program Code	Program Filter	Program	<input type="checkbox"/>	4	<input type="checkbox"/>		7
08 SUBPROGRAM	Subprogram	Subprogram Code	Subprogram Filter	Subprogram	<input type="checkbox"/>	4	<input type="checkbox"/>		6
09 SBF	School Based Funds	School Based Funds	School Based Funds	School Based Funds	<input type="checkbox"/>	4	<input type="checkbox"/>		
10 LOCATION	Location	Facility Location Code	Location Filter	Location	<input type="checkbox"/>	4	<input type="checkbox"/>		
11 PROJECT	11 project	11 project Code	11 project Filter	Project	<input type="checkbox"/>	5	<input type="checkbox"/>		

The separation of dimensions from the account number means that all combinations of account numbers and various dimensions do not have to be created in order to code to the general ledger. Typically, the G/L



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	33/217

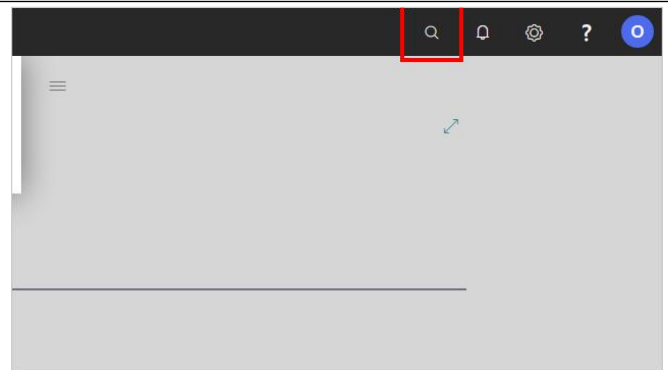
Accounts will include the government-mandated reporting requirements by combining the necessary dimensions as account segments.

To open Dimensions page do as follows:

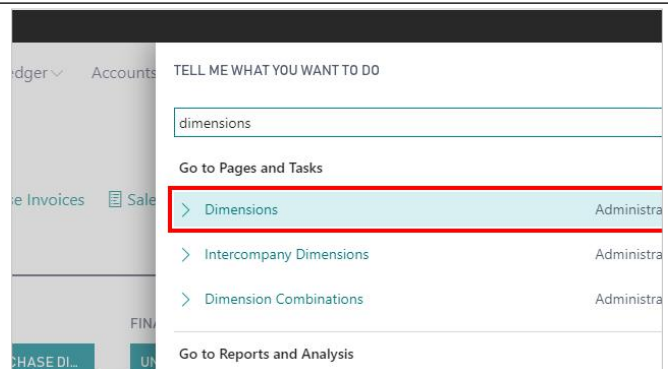
Click on the link **Tell me what you want to do.**
Quickly access actions, pages, reports, documentation, and apps and consulting services.



Enter **the text Dimensions.**



Click on **Dimensions Administration** ☐



Dimensions list page opens

2.3.1.3. Dimension Values

A Dimension Value is a subset within a Dimension. For example, the Dimension Code "06 BUDGET MANAGER": the user can choose between the Dimension Values "000" through "999" all of which are valid Budget Manager dimension values. Each Dimension can have an almost unlimited number of values.

Dimension value length can be restricted using the Length field, maximum dimension value is 20. For dimensions that correspond with a G/L Account Segment the total length excluding separators cannot exceed the 20 digits that is the maximum length of the G/L Account Number.

If using numeric codes only and a length of 3, including "000" there are 1000 possible values. Each value code must be unique within the given Dimension. These values can be entered on transactions throughout the system and are posted to ledger entries.

Dimension Value Type is used to create a hierarchical relationship between Dimension Values within a



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	34/217

Dimension. It describes the manner in which a Dimension Value is used when posting, and corresponds almost exactly to Account Type in the Chart of Accounts.

Let's open Values list for the Dimension "05 SUBOBJECT"

Click on the navigation menu item popup **Dimension**

Code ↑	Name	Code Caption	Filter
01 FUND	Fund	Fund Account	Fund
02 CATEGORY	Category	F/S Code	F/S
03 FUNCTION	Function	Function Code	Function
04 OBJECT	Object	Object Code	Object
05 SUBOBJECT	Sub-Object	Subobject Code	Sub-Object
06 BUDGET MA...	Budget Manager	Budget Manager Code	Budget Manager

Click on the navigation menu item **Dimension Values**

Code	Name	Code Caption
01 FUND	Fund	Fund Account
02 CATEGORY	Category	F/S Code
03 FUNCTION	Function	Function Code
04 OBJECT	Object	Object Code
05 SUBOBJECT	Sub-Object	Subobject Code
06 BUDGET MA...	Budget Manager	Budget Manager Code

List of the Dimension Values opens. You can Edit this List or open it in Excel by the using buttons on the Action Pane.

Click on the navigation menu item **More options**

Default Value	Search Name	Dimension Value Type	Totalling
<input type="checkbox"/>		Begin-Total	
<input type="checkbox"/>		Standard	
<input type="checkbox"/>		Standard	
<input type="checkbox"/>		Standard	
<input type="checkbox"/>		Standard	
<input type="checkbox"/>		Standard	

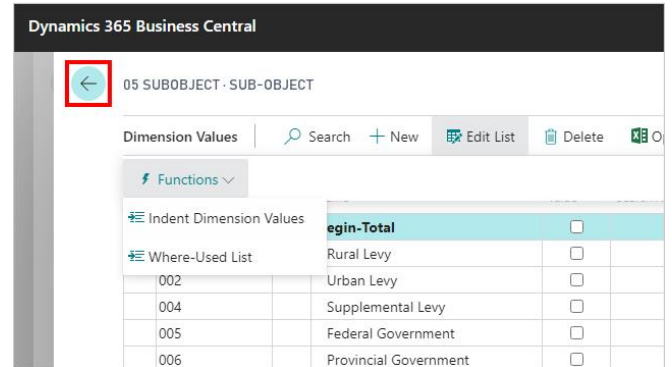
Click on the navigation menu item popup **Functions**

Code	Name	Code Caption
000	Begin-Total	
001	Rural Levy	
002	Urban Levy	
004	Supplemental Levy	
005	Federal Government	
006	Provincial Government	



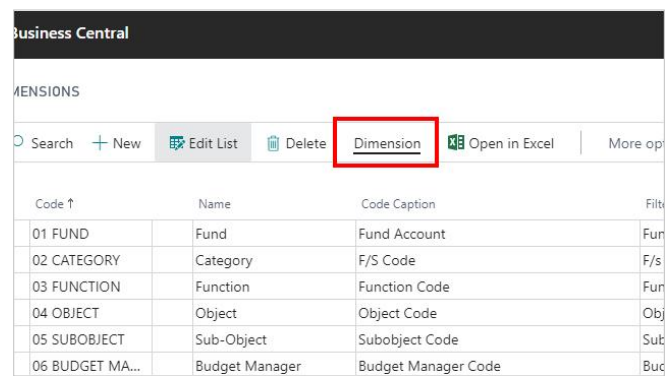
Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	35/217

From here you are able to Intent Dimension Values or open Where Used list.

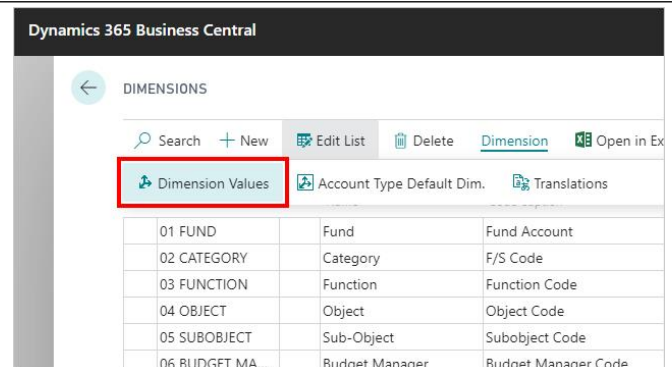


Now let's open Values for the Dimension "08 SUBPROGRAM".

Click on the navigation menu item popup **Dimension**

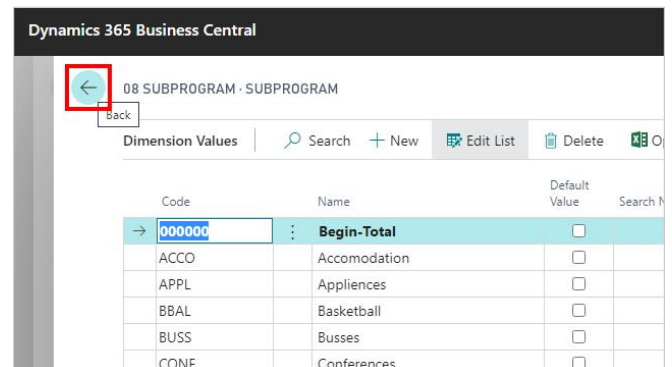


Click on the navigation menu item **Dimension Values**



Subprogram Dimension Values list opens. The same way you can check Values for any other Dimension.

Click on the back button



2.3.2. How to Create a Dimension

2.3.2.1. Overview

Dimensions can be thought of as an extension of the G/L Account number and together with the G/L Account

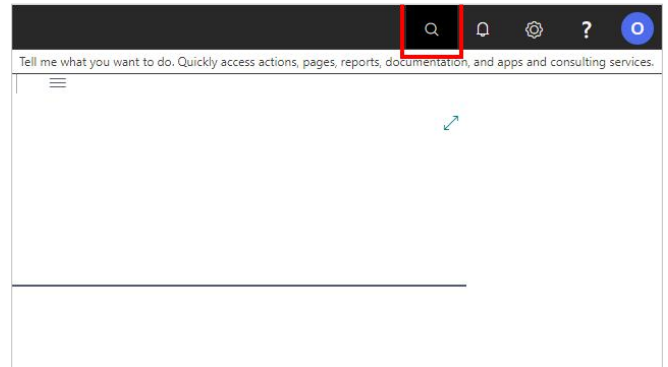


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	36/217

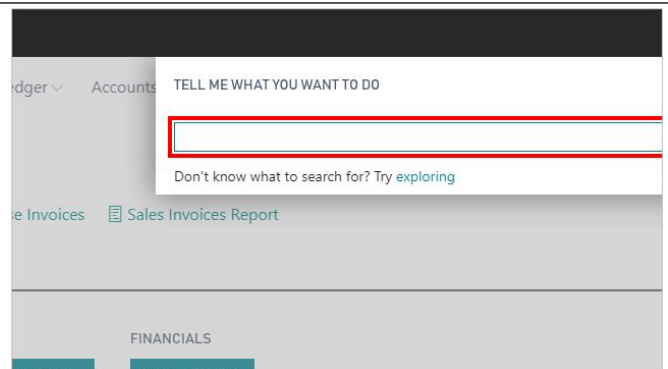
make up the transaction coding structure of the General Ledger. The following section describes how you can add new dimension codes and dimension values.

2.3.2.2. How to Add New Dimension Code

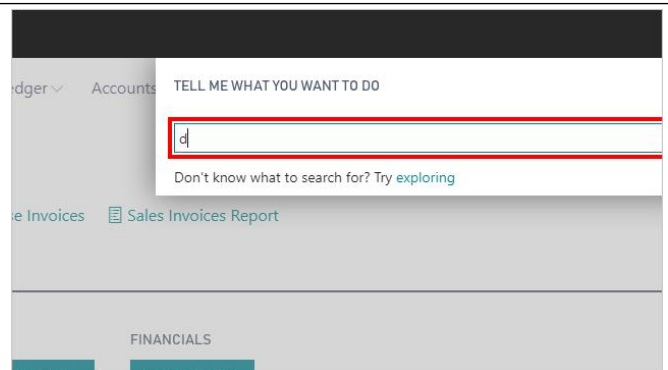
Click on the link Tell me what you want to do.



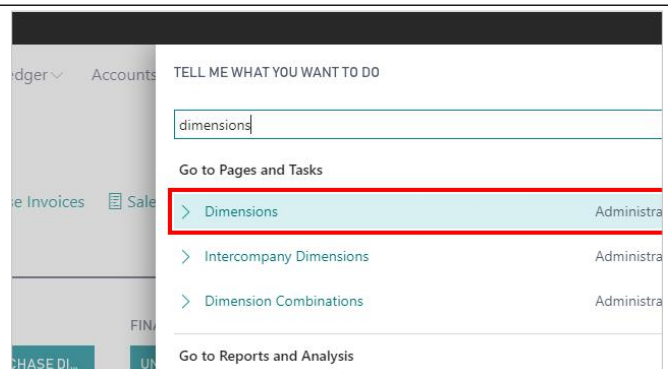
Click on the field **Type to start search:**



Enter **Dimensions**.



Click on **Dimensions Administration** ☐



Dimensions list page opens

Now let's create New Dimension "Project"



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	37/217

Click on the navigation menu item **New**

The screenshot shows the 'DIMENSIONS' screen in a software application. On the left is a navigation menu with items like 'Demo', 'General', 'Sales lists', 'Invoice', and 'See Purch'. The main area has a search bar and a '+ New' button highlighted with a red box. Below this is a table with columns 'Code', 'Name', and 'Code Caption'. The table contains the following data:

Code	Name	Code Caption
01 FUND	Fund	Fund Account
02 Catego...	Category	F/S Code
03 FUNCTI...	Function	Function Code
04 OBJECT	Object	Object Code
05 SUBOBJE...	Sub-Object	Subobject Code

Enter **New Dimension Code**.

This screenshot is similar to the previous one, but the code field now contains the number '1'. The table data remains the same:

Code	Name	Code Caption
* 1		
01 FUND	Fund	Fund Account
02 Catego...	Category	F/S Code
03 FUNCTI...	Function	Function Code
04 OBJECT	Object	Object Code

Dimension Name, Code Caption and Filter Caption are populated by the system automatically

Click on the cell **Description**

The screenshot shows the 'DIMENSIONS' screen with a table of filters. The '11 project Filter' row is selected, and its 'Description' cell is highlighted with a red box. The table has columns 'Filter Caption', 'Description', and 'Bloc...'. The data is as follows:

Filter Caption	Description	Bloc...
11 project Filter		<input type="checkbox"/>
Fund Filter	Fund	<input type="checkbox"/>
F/s Filter	FS Category	<input type="checkbox"/>
Function Filter	Function	<input type="checkbox"/>
Object Filter	Object	<input type="checkbox"/>
Subobject Filter	SubObject	<input type="checkbox"/>
Budget Manager Filter	Budget Manager	<input type="checkbox"/>

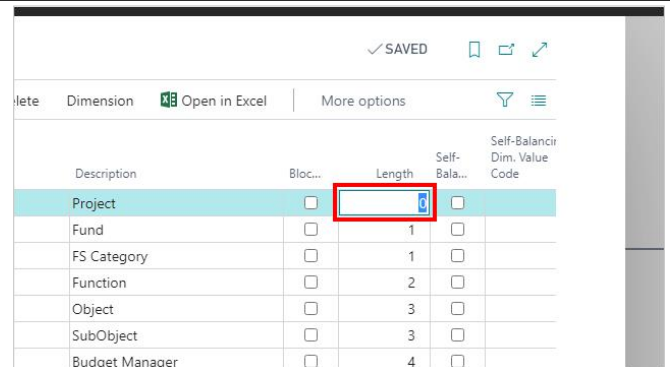
Enter **the text Project**. Press the **Enter** key.

This screenshot is identical to the previous one, showing the '11 project Filter' row selected with the 'Description' cell highlighted by a red box. The table data remains the same.

Move to the right on the line



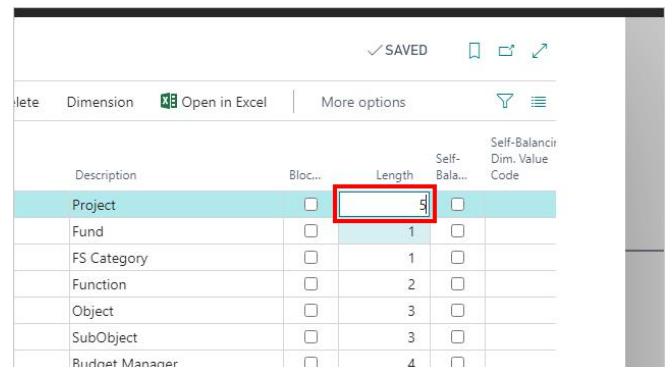
Click on the cell **Length** with the value 0



Description	Bloc...	Length	Self-Bala...	Self-Balanci Dim. Value Code
Project	<input type="checkbox"/>	0	<input type="checkbox"/>	
Fund	<input type="checkbox"/>	1	<input type="checkbox"/>	
FS Category	<input type="checkbox"/>	1	<input type="checkbox"/>	
Function	<input type="checkbox"/>	2	<input type="checkbox"/>	
Object	<input type="checkbox"/>	3	<input type="checkbox"/>	
SubObject	<input type="checkbox"/>	3	<input type="checkbox"/>	
Budget Manager	<input type="checkbox"/>	4	<input type="checkbox"/>	

Dimension value length can be restricted using the Length field, maximum dimension value is 20.

Enter **Length**. Press the **Enter** key.



Description	Bloc...	Length	Self-Bala...	Self-Balanci Dim. Value Code
Project	<input type="checkbox"/>	5	<input type="checkbox"/>	
Fund	<input type="checkbox"/>	1	<input type="checkbox"/>	
FS Category	<input type="checkbox"/>	1	<input type="checkbox"/>	
Function	<input type="checkbox"/>	2	<input type="checkbox"/>	
Object	<input type="checkbox"/>	3	<input type="checkbox"/>	
SubObject	<input type="checkbox"/>	3	<input type="checkbox"/>	
Budget Manager	<input type="checkbox"/>	4	<input type="checkbox"/>	

New Dimension Code is created

Now we let's create Values for this Dimension.

2.3.2.3. How to Add a Dimension Value

From the Dimensions list page, stay on the line with the dimension Code you are going to create Dimension Values for



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	39/217

Click on the navigation menu item popup **Dimension**

The screenshot shows the 'DIMENSIONS' menu with options: Search, + New, Edit List, Delete, **Dimension** (highlighted), Open in Excel, and More options. Below the menu is a table with the following data:

Code ↑	Name	Code Caption	Filter Caption
01 FUND	Fund	Fund Account	Fund Filter
02 Catego...	Category	F/S Code	F/s Filter
03 FUNCTI...	Function	Function Code	Function Filter

Click on the navigation menu item **Dimension Values**

The screenshot shows the 'DIMENSIONS' menu with options: Search, + New, Edit List, Delete, **Dimension Values** (highlighted), and Account Type Default. Below the menu is a table with the following data:

Code ↑	Name	Code Caption
01 FUND	Fund	Fund Account
02 Catego...	Category	F/S Code
03 FUNCTI...	Function	Function Code
04 OBJECT	Object	Object Code

It is recommended to create list of dimension values with subcategories. In our example, it will let you report on expenses by the each school Project, and get totals for the whole Project.

In order to do so, create your list by indenting the dimension values.

Click on the cell **Code**

The screenshot shows the 'DIMENSIONS' menu with options: Search, + New, Edit List, Delete, and Account Type Default. Below the menu is a table with the following data:

Code ↑	Name	Code Caption
01 FUND	Fund	Fund Account
02 Catego...	Category	F/S Code
03 FUNCTI...	Function	Function Code
04 OBJECT	Object	Object Code
05 SUBOBJE...	Subobject	Subobject Code
06 BUDGET ...	Budget	Budget Code
07 PROGRA...	Program	Program Code

Enter heading **Dimension Value** code and enter it **name**.

The screenshot shows the 'DIMENSIONS' menu with options: Search, + New, Edit List, Delete, and Account Type Default. Below the menu is a table with the following data:

Code ↑	Name	Code Caption
01 FUND	Fund	Fund Account
02 Catego...	Category	F/S Code
03 FUNCTI...	Function	Function Code
04 OBJECT	Object	Object Code
05 SUBOBJE...	Subobject	Subobject Code
06 BUDGET ...	Budget	Budget Code
07 PROGRA...	Program	Program Code



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	40/217

Click on the cell **Dimension Value Type** with the value **Standard Heading Total Begin-Total End-Total**

The dimension value types are as follows:

- * Standard - Posting dimensions
- * Heading - Group heading
- * Begin-Total - Marks the beginning of a range of dimensions values to be totaled with end totals
- * End-Total - Marks the end of a range of dimension values that start with a begin total.

Select value type Begin-Total.

Click on Blocked and enable it. It will prevent posting entries with this value (Begin-Total Value type is not for posting)

Enter the next value Code.

Note: Balancing G/L Debit and Credit Account Numbers as well as Control G/L Debit and Credit Account Numbers are used when Self-Balancing is activated.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	41/217

Click on the cell **Name**

Enter **Name**.

When new Dimension Values are created they are automatically assigned Standard type.

Keep creating new dimension values by adding more lines.

Enter **Code**.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	42/217

Enter **Totaling Value Code**.

Code	Name	Def... Value
000	Begin-Total	<input type="checkbox"/>
001	Project 001	<input type="checkbox"/>
002	Project 002	<input type="checkbox"/>
→ 003		<input type="checkbox"/>

Click on the cell **Name**

Code	Name	Def... Value	Search Name
000	Begin-Total	<input type="checkbox"/>	
001	Project 001	<input type="checkbox"/>	
002	Project 002	<input type="checkbox"/>	
→ 003		<input type="checkbox"/>	

Enter **Name**.

Code	Name	Def... Value	Search Name
000	Begin-Total	<input type="checkbox"/>	
001	Project 001	<input type="checkbox"/>	
002	Project 002	<input type="checkbox"/>	
→ 003	1	<input type="checkbox"/>	

Click on the cell **Dimension Value Type**

Name	Def... Value	Search Name	Dimension Value Type	Totalling
Begin-Total	<input type="checkbox"/>		Begin-Total	
Project 001	<input type="checkbox"/>		Standard	
Project 002	<input type="checkbox"/>		Standard	
Total	<input type="checkbox"/>		Standard	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	43/217

Click on the item **End-Total** in the list

Name	Def... Value	Search Name	Dimension Value Type	Totalling
Begin-Total	<input type="checkbox"/>		Begin-Total	
Project 001	<input type="checkbox"/>		Standard	
Project 002	<input type="checkbox"/>		Standard	
Total	<input type="checkbox"/>		Standard	

- Standard
- Heading
- Total
- Begin-Total
- End-Total

Click on the cell Totalling to enter the formula

Def... Value	Search Name	Dimension Value Type	Totalling	Bloc...
<input type="checkbox"/>		Begin-Total		<input checked="" type="checkbox"/>
<input type="checkbox"/>		Standard		<input type="checkbox"/>
<input type="checkbox"/>		Standard		<input type="checkbox"/>
<input type="checkbox"/>		End-Total		<input type="checkbox"/>

Enter **Totaling Formula**.

Def... Value	Search Name	Dimension Value Type	Totalling	Bloc...
<input type="checkbox"/>		Begin-Total		<input checked="" type="checkbox"/>
<input type="checkbox"/>		Standard		<input type="checkbox"/>
<input type="checkbox"/>		Standard		<input type="checkbox"/>
<input type="checkbox"/>		End-Total		<input type="checkbox"/>

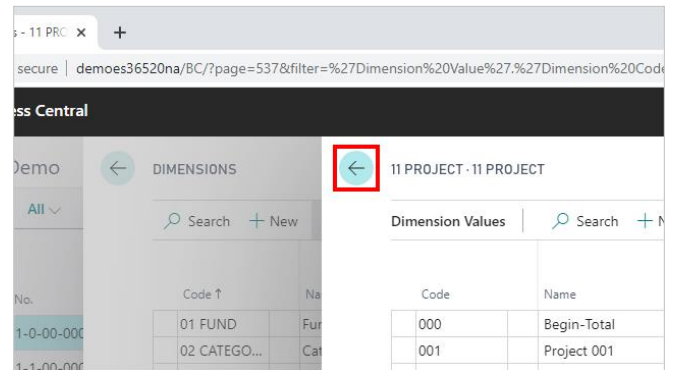
Click on Blocked to prevent posting to End-Total value.

Dimension Value Type	Totalling	Bloc...
Begin-Total		<input checked="" type="checkbox"/>
Standard		<input type="checkbox"/>
Standard		<input type="checkbox"/>
End-Total	000..003	<input type="checkbox"/>



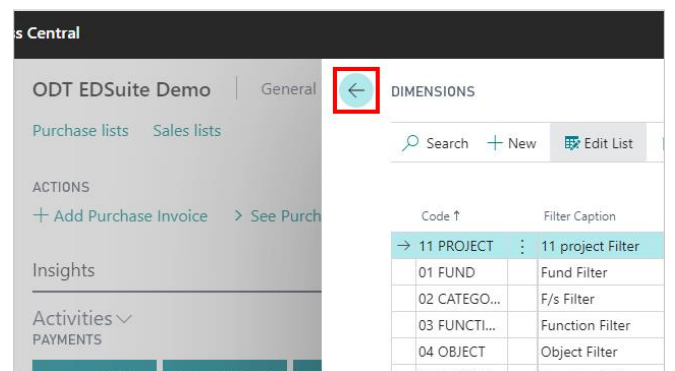
Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	44/217

Click on the back button to exit the window.



Dimension Values for the new Dimension "Project" are created.

Click on the back button to exit the window.



2.3.3. How to Setup Dimension Combinations

2.3.3.1. Overview

Dimension combinations functionality makes it possible to control how dimensions can be combined and used in transactions. Setting up Dimension Combinations reduces or eliminates the chances of transactions with invalid G/L coding being posted in the system. It does this by blocking Combinations that are not valid.

If Dimension Combinations are not setup the default setting is that all combinations of G/L Account and Dimensions are considered valid. The only built-in restriction is the Dimensions that are associated with G/L Account Segments, these cannot be combined except as defined by the G/L Account itself.

Dimension Combinations can be setup to work in two ways:

The 1st way is: Blocking the use of all Dimension Values for a given Dimension Code from being used with the Dimension Values for another Dimension Code.

The 2nd way is: Blocking only certain specific Dimension Values relating to one Dimension Code from being used with specific Dimension Values relating to another Dimension Code.

Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	45/217

2.3.3.2.

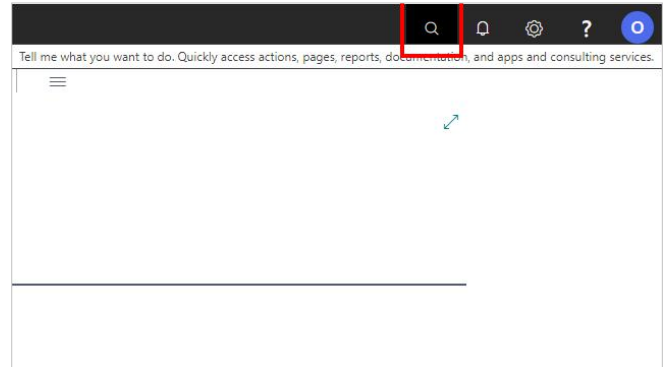
How to Setup Dimension Combinations

2.3.3.3.

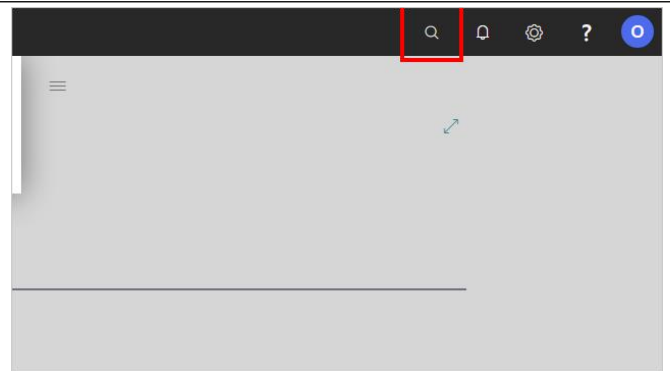
The 1st Way to Setup Dimension Combinations

Click on the link **Tell me what you want to do.**

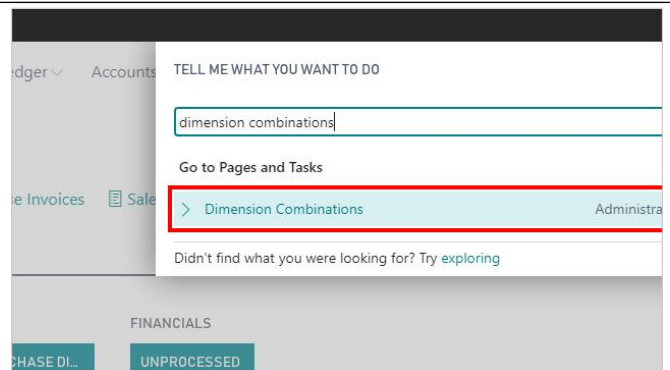
Quickly access actions, pages, reports, documentation, and apps and consulting services.



Enter **Dimension Combinations**.



Click on **Dimension Combinations Administration** ☐



The Dimension Combinations window opens

This window is essentially a matrix of all combinations of dimensions that have been setup in Business Central, default settings allow all combinations of dimensions to be used.

By the default all the Dimension Combinations are set to No Limitations. No Limitations allows any dimension combinations to be used.

If you wish to change default settings, place your cursor in the location of the Matrix where the dimension codes you want to restrict intersect.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	46/217

Double click on the link in cell **null** with the value

nd	--	--	--
tegrity	--	--	--
nction	--	--	--
ject	--	--	--
b-Object	Blocked	--	--
dget Manager	--	--	--
ogram	--	--	--
oprogram	--	--	--
hool Based Fu...	--	--	--
cation	--	--	--
project	--	--	--

The options available for selection will be displayed.

Dimension Combinations Matrix | Manage

Code ↑	Name	01 FUND	02 CATEGORY
01 FUND	Fu		
02 Catego...	Ca		
03 FUNCTI...	Fu		
04 OBJECT	Ob		
05 SUBOBJ...	Su		
06 BUDGET...	Bu		
→ 07 PROGRA...	Pr		
08 SUBPRO...	Su		
09 SBF	School Based Fu...	--	--
10 LOCATI...	Location	--	--

☒ No limitations
☐ Limited
☐ Blocked

OK Cancel

Select BLOCKED

Dimension Combinations Matrix | Manage

Code ↑	Name	01 FUND	02 CATEGORY
01 FUND	Fu		
02 Catego...	Ca		
03 FUNCTI...	Fu		
04 OBJECT	Ob		
05 SUBOBJ...	Su		
06 BUDGET...	Bu		
→ 07 PROGRA...	Pr		
08 SUBPRO...	Su		
09 SBF	School Based Fu...	--	--
10 LOCATI...	Location	--	--

☒ No limitations
☐ Limited
☐ Blocked

OK

Click on the button **OK**

☐ No limitations
☐ Limited
☒ Blocked

OK Cancel

By setting up Dimension Combinations to "Blocked", the two Dimension Codes will not be allowed to be used together on the same transaction.

Let's set Dimension Combinations to LIMITED



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	47/217

Double click on the link in cell **null** with the value

s Matrix Manage			
me	01 FUND	02 CATEGORY	03 FUNCTION
nd	—	—	—
tegrity	—	—	—
nction	—	—	—
ject	—	—	—
b-Object	Blocked	—	—
dget Manager	—	—	—
ogram	—	Blocked	—
bprogram	—	—	—

Select Limited from the options list

Dimension Combinations Matrix Manage			
Code ↑	Name	01 FUND	02 CATEGORY
01 FUND	Fu		
02 Catego...	Ca		
→ 03 FUNCTI...	Fu		
04 OBJECT	Ob		
05 SUBOBJ...	Su		
06 BUDGET...	Bu		
07 PROGRA...	Pr		
08 SUBPRO...	Su		
09 CBF	C		

☒ No limitations

☐ Limited

☐ Blocked

OK

Click on the button **OK**

Dimension Combinations Matrix Manage			
Code ↑	Name	01 FUND	02 CATEGORY
01 FUND	Fu		
02 Catego...	Ca		
→ 03 FUNCTI...	Fu		
04 OBJECT	Ob		
05 SUBOBJ...	Su		
06 BUDGET...	Bu		
07 PROGRA...	Pr		
08 SUBPRO...	Su		
09 CBF	C		

☒ Limited

☐ No limitations

☐ Blocked

OK Cancel

Limited options means that certain specific dimension value combinations are blocked. With this option it is important to select values that are blocked within this combination.

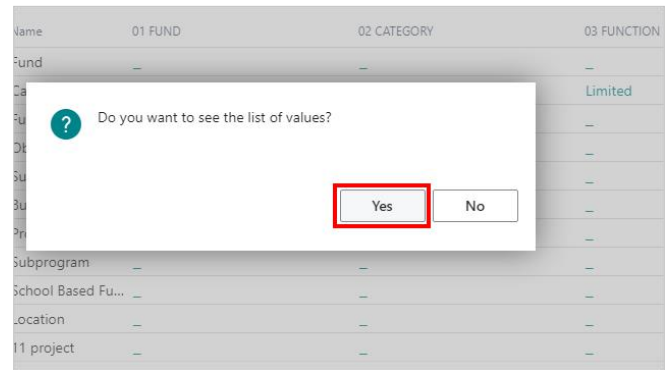
Double click on the link in cell **null** with the value **Limited**

s Matrix Manage			
me	01 FUND	02 CATEGORY	03 FUNCTION
nd	—	—	—
tegrity	—	—	Limited
nction	—	Limited	—
ject	—	—	—
b-Object	Blocked	—	—
dget Manager	—	—	—
ogram	—	Blocked	—
bprogram	—	—	—

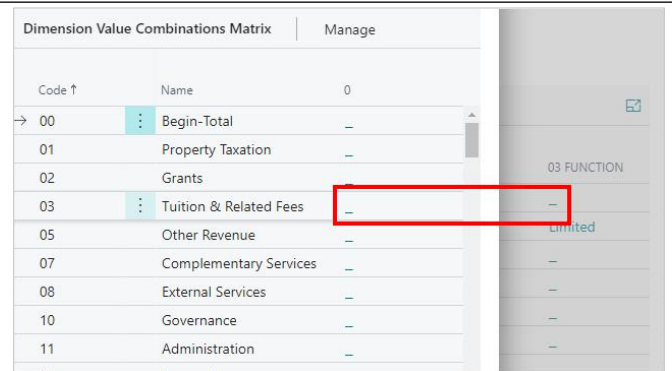


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	48/217

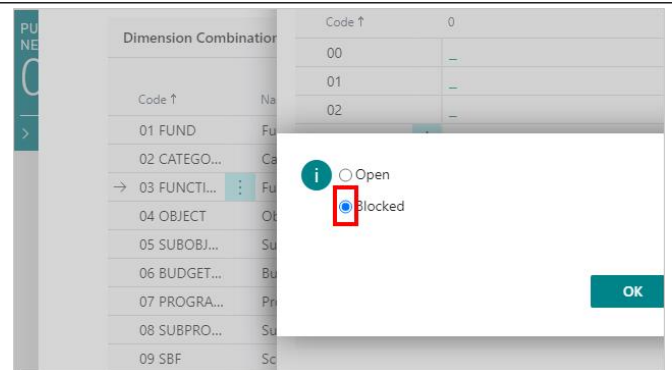
Click on the button Yes to see the values list



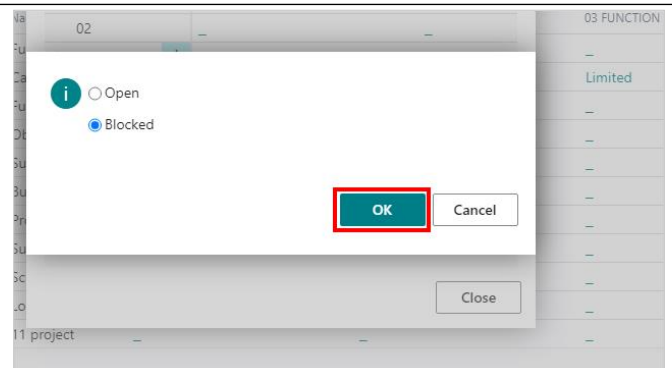
Click on the link with the Dimension value



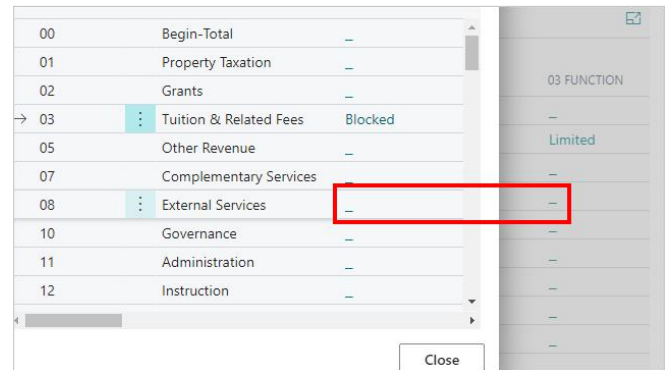
Select BLOCKED



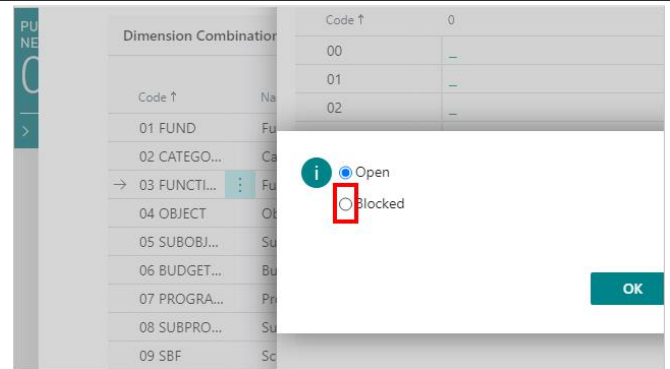
Click on the button OK



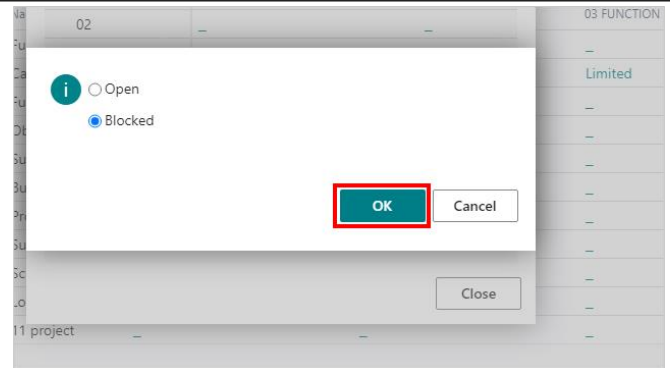
Click on the link with the Dimension value



Select BLOCKED

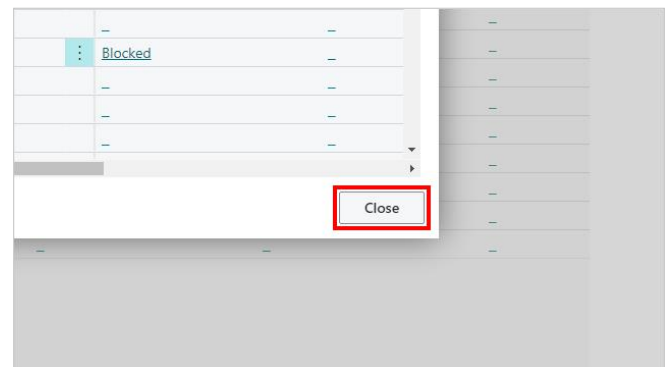


Click on the button **OK**



Now you set two values to Blocked for usage

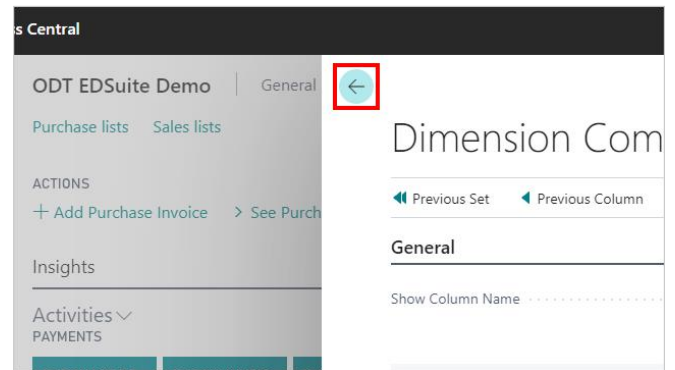
Click on the button **Close**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	50/217

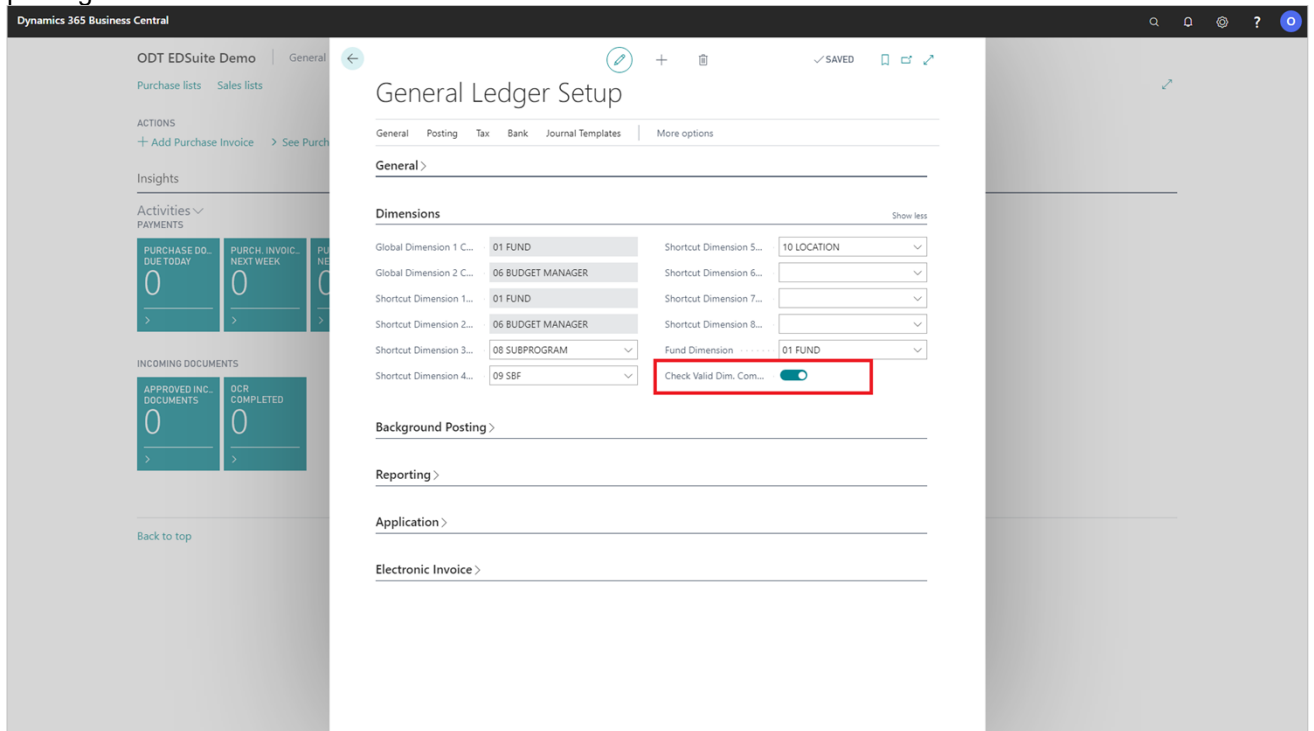
Click on the back button to exit the window



2.3.3.4. The 2nd Way to Setup Dimension Combinations

Business Central uses shortcut dimensions to determine which dimension code combinations to check.

The “Check Valid Dim Combinations” field must be enabled on General Ledger Setup Page in order for the posting routines to check the valid account combinations.



If Check Valid Dimension Combinations is enabled, and the same field name in the G/L Account is enabled as well, then the posting routine will generate an error if the combinations does not exist for the G/L Account.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	51/217

In the G/L Setup, if the Valid Dimension Combinations is not check marked, the user can still enter valid combinations for any G/L Account Record. The valid combination records can then be used for other purposes too, for instance budgets.

From Chart of Account window stay on the G/L Account line you want to create Dimension Combinations. As an example, lets use G/L Account "Fedreal Government".

Click on the navigation menu item popup **Navigate**

Click on the navigation menu item **Dimensions-Valid Combinations**

Create line by the selecting Dimensions that you want to combine for the account



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	52/217

Click on the cell **Fund Account**

ACCOUNT DIMENSIONS

Search + New Edit List Delete Open in Excel More options

Use in Budg... Creat...	Bloc...	Effective Until Date	Fund Account ↑	Budget Manager Code ↑	Subprogram Code ↑
→					

Click on **Code = 1, Name = Operating Fund**

Use in
Budg...
Creat...

Bloc...

Effective Until
Date

Fund Account ↑

Budget Manager
Code ↑

Subprogram
Code ↑

Code	Name
→ 0	Begin-Total
1	Operating Fund
2	Capital Fund
3	Reserve Fund
4	Trust Fund
^	

Click on the cell **Budget Manager Code**

DIMENSIONS

+ New Edit List Delete Open in Excel More options

Bloc...	Effective Until Date	Fund Account ↑	Budget Manager Code ↑	Subprogram Code ↑	School Based Funds ↑

Select Budget Manager Code from the drop-down list

Code

Name

→ 000	Begin-Total
006	Facility 006
007	Facility 007
009	Facility 009
010	Facility 010
011	Facility 011



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	53/217

Click on the cell **Subprogram Code**

The screenshot shows a data entry form with several columns: Effective Until Date, Fund Account, Budget Manager Code, Subprogram Code, School Based Funds, and Facility Location Code. The Subprogram Code field is highlighted with a red box. The form also includes a 'NOT SAVED' status and buttons for 'Edit List', 'Delete', 'Open in Excel', and 'More options'.

Select Subprogram Code from the drop-down list

The screenshot shows the Subprogram Code drop-down list open, displaying a list of codes and names. The 'BBAL' option is highlighted with a red box. The list includes: 000000 (Begin-Total), ACCO (Accommodation), APPL (Appliances), BBAL (Basketball), BUSS (Busses), and COME (Conference).

Click on the cell **Facility Location Code**

The screenshot shows the Facility Location Code field highlighted with a red box. The form also includes a 'NOT SAVED' status and buttons for 'Open in Excel' and 'More options'.

Select Facility Location Code from the drop-down list

The screenshot shows the Facility Location Code drop-down list open, displaying a list of codes and names. The '004' option is highlighted with a red box. The list includes: 001 (Location 001), 002 (Location 002), 003 (Location 003), 004 (Location 004), 005 (Location 005), and 006 (Location 006).

The 'Use in Budget Creation' field is used to indicate which Account Dimension combinations will create G/L Budget Entries.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	54/217

Click on **Use in Budget Creation**

General Ledger Accounts

ACCOUNT DIMENSIONS

Search + New Edit List Delete

Use in Budget Creation Effective Until Date Fund Account

→ ☒ ☐ 1

OPERATING FUND

REVENUE

PROPERTY TAXATION

TAX LEVY

Rural Levy

Click on the cell **Effective Until Date**

ACCOUNT DIMENSIONS

Search + New Edit List Delete Open in Excel

Use in Budget Creation Effective Until Date Fund Account Budget Manager Code

→ ☒ ☐ 009

OPERATING FUND

REVENUE

PROPERTY TAXATION

Click on a date in the calendar

→ ☒ ☐ 120-12-31 1 009 BBAL

Dimension Valid Combination is created for the G/L Account "Federal Government"

Click on the back button to exit the window.

emo General Ledger Accounts

ACCOUNT DIMENSIONS

Search + New Edit List

Use in Budget Creation Effective Until Date

→ ☒ ☐ 120-12-31

OPERATING FUND

REVENUE

PROPERTY TAXATION

TAX LEVY

2.3.4. How to Setup Default Dimensions

2.3.4.1. Overview

Default dimensions can be setup for any Dimension Code on a G/L Account.

In the Education Suite the dimensions corresponding with the G/L Account segments are setup automatically



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	55/217

as are any others defined in Education Suite Setup (as indicated in the earlier section).

It is still possible to manually make changes to specific accounts to add or change dimension defaults. However those associated with the G/L Account segments should not be changed as this is how the system validates that these dimensions are posting correctly.

There are two levels for entering dimensions on G/L Accounts:

- Dimensions – Single: Single Account
- Dimensions – Multiple: Multiple Accounts

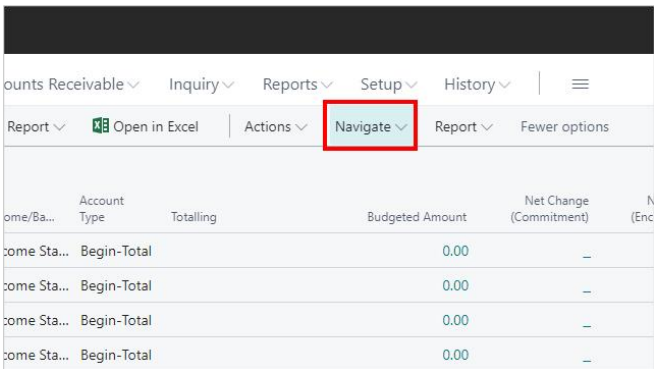
Work in Fund Accounting Role

2.3.4.2. Dimensions - Single

To illustrate the use of single dimensions, let's take a look at the default G/L Account dimensions

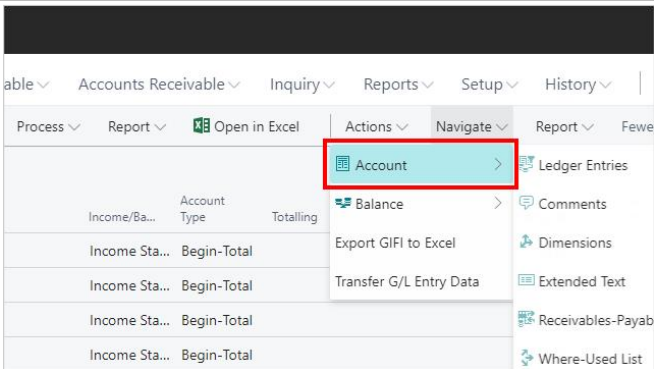
Work from Chart of Account page. Stay on the G/L Account line you wish to see Dimesnions.

Click on the navigation menu item popup **Navigate**



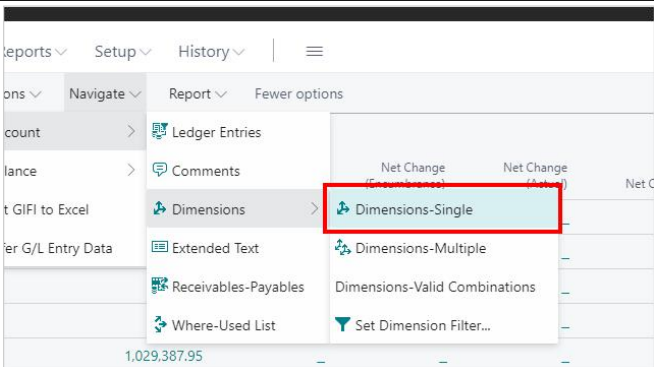
Accounts Receivable	Inquiry	Reports	Setup	History	≡
Report	Open in Excel	Actions	Navigate	Report	Fewer options
Income/Ba...	Account Type	Totalling	Budgeted Amount	Net Change (Commitment)	N (Enc)
Income Sta...	Begin-Total		0.00	—	
Income Sta...	Begin-Total		0.00	—	
Income Sta...	Begin-Total		0.00	—	
Income Sta...	Begin-Total		0.00	—	

Click on the link **Account**



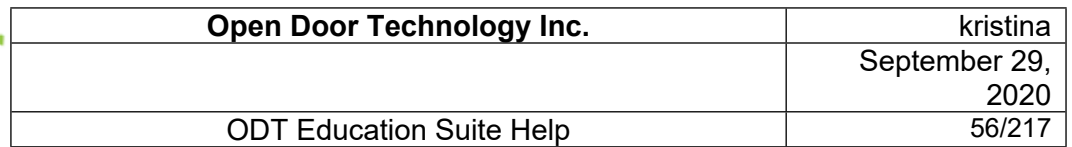
Account	Accounts Receivable	Inquiry	Reports	Setup	History	≡
Process	Report	Open in Excel	Actions	Navigate	Report	Fewer options
Income/Ba...	Account Type	Totalling	Balance	Ledger Entries		
Income Sta...	Begin-Total		Export GIF to Excel	Comments		
Income Sta...	Begin-Total		Transfer G/L Entry Data	Dimensions		
Income Sta...	Begin-Total			Extended Text		
Income Sta...	Begin-Total			Receivables-Payables		
Income Sta...	Begin-Total			Where-Used List		

Click on the navigation menu item **Dimensions-Single**



Reports	Setup	History	≡
Accounts	Navigate	Report	Fewer options
Account	Ledger Entries		
Balance	Comments		
Export GIF to Excel	Dimensions		
Transfer G/L Entry Data	Extended Text		
	Receivables-Payables		
	Where-Used List		
	Dimensions-Single		
	Dimensions-Multiple		
	Dimensions-Valid Combinations		
	Set Dimension Filter...		

Window with Default Single Dimensions for the G/L Account "Federal Government" opens:



The above screen shows what the default dimensions for an account with the standard setup will look. It is possible to add additional dimension codes to the setup and have them be required by setting the Value Posting to be Code Mandatory

G/L Account dimensions can be used to illustrate multiple dimension capability as well.

[illegible]

ODT Education Suite Help



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	57/217

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger | Accounts

Chart of Accounts: All | Search | + New | Manage

Search | + New | Edit List | Delete | Open in Excel

DEFAULT DIMENSIONS-MULTIPLE

No.	No.	Name	Dimension Code 1	Dimension Value Code	Value Posting	Net Change	Balance (Commitment)	Balance (Encumbrance)	Balance (Ac)
1000000000	1-00-000-0000	OPERATING FUND	01 FUND	1					
1100000000	1-10-000-0000	REVENUE	02 CATEGORY	1					
1101000000	1-10-100-0000	PROPERTY TAXATION	03 FUNCTION	01					
1101001000	1-10-100-1000	TAX LEVY	04 OBJECT	002					
1101001001	1-10-100-1001	Rural Levy	05 SUBOBJECT	005					
1101001002	1-10-100-1002	Urban Levy	06 BUDGET MANAGER		Code Mandatory				
1101001004	1-10-100-1004	Supplemental Levy	07 PROGRAM		Code Mandatory				
1101001999	1-10-100-1999	TOTAL TAX LEVY	→ 08 SUBPROGRAM	:	Code Mandatory				
1101002000	1-10-100-2000	GRANTS IN LIEU OF TAXES							
1101002005	1-10-100-2005	Federal Government	Income Sta...	Begin-Total	0.00				
1101002006	1-10-100-2006	Provincial Government	Income Sta...	Posting	399.98				
1101002007	1-10-100-2007	Railways	Income Sta...	Posting	3,000,500.00				
1101002998	1-10-100-2998	Other Grants in Lieu of Taxes	Income Sta...	Posting	0.00				
1101002999	1-10-100-2999	TOTAL GRANTS IN LIEU OF TAXES	Income Sta...	End-Total	3,000,899.98				
1101003000	1-10-100-3000	TREATY LAND ENTITLEMENT	Income Sta...	Begin-Total	0.00				
1101003008	1-10-100-3008	Treaty Land Entitlement	Income Sta...	Posting	0.00				
1101003009	1-10-100-3009	Treaty Land Entitlement - Rura	Income Sta...	Posting	0.00				
1101003999	1-10-100-3999	TOTAL TREATY LAND ENTITLEMENT	Income Sta...	End-Total	0.00				
1101004000	1-10-100-4000	HOUSE TRAILER FEES	Income Sta...	Begin-Total	0.00				
1101004998	1-10-100-4998	House Trailer Fees	Income Sta...	Posting	0.00				
1101004999	1-10-100-4999	TOTAL HOUSE TRAILER FEES	Income Sta...	End-Total	0.00				
1101005000	1-10-100-5000	ADDITIONS TO LEVY	Income Sta...	Begin-Total	0.00				
1101005010	1-10-100-5010	Penalties	Income Sta...	Posting	0.00				
1101005998	1-10-100-5998	Other Additions to Levy	Income Sta...	Posting	0.00				
1101005999	1-10-100-5999	TOTAL ADDITIONS TO LEVY	Income Sta...	End-Total	0.00				

demoes36520na/BC/?company=ODT EDSuite Demo&page=17&dc=0&runifname=1#

As an example, lets say you decide that you wanted to track information for G/L Account "Federal Government" using additional dimension code called Location.

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger | Accounts

Chart of Accounts: All | Search | + New | Manage

Search | + New | Edit List | Delete | Open in Excel

DEFAULT DIMENSIONS-MULTIPLE

No.	No.	Name	Dimension Code 1	Dimension Value Code	Value Posting	Net Change	Balance (Commitment)	Balance (Encumbrance)	Balance (Ac)
1000000000	1-00-000-0000	OPERATING FUND	01 FUND	1					
1100000000	1-10-000-0000	REVENUE	02 CATEGORY	1					
1101000000	1-10-100-0000	PROPERTY TAXATION	03 FUNCTION	01					
1101001000	1-10-100-1000	TAX LEVY	04 OBJECT	002					
1101001001	1-10-100-1001	Rural Levy	05 SUBOBJECT	005					
1101001002	1-10-100-1002	Urban Levy	06 BUDGET MANAGER		Code Mandatory				
1101001004	1-10-100-1004	Supplemental Levy	07 PROGRAM		Code Mandatory				
1101001999	1-10-100-1999	TOTAL TAX LEVY	→ 08 SUBPROGRAM	:	Code Mandatory				
1101002000	1-10-100-2000	GRANTS IN LIEU OF TAXES							
1101002005	1-10-100-2005	Federal Government	Income Sta...	Posting	399.98				
1101002006	1-10-100-2006	Provincial Government	Income Sta...	Posting	3,000,500.00				
1101002007	1-10-100-2007	Railways	Income Sta...	Posting	0.00				
1101002998	1-10-100-2998	Other Grants in Lieu of Taxes	Income Sta...	Posting	0.00				
1101002999	1-10-100-2999	TOTAL GRANTS IN LIEU OF TAXES	Income Sta...	End-Total	3,000,899.98				
1101003000	1-10-100-3000	TREATY LAND ENTITLEMENT	Income Sta...	Begin-Total	0.00				
1101003008	1-10-100-3008	Treaty Land Entitlement	Income Sta...	Posting	0.00				
1101003009	1-10-100-3009	Treaty Land Entitlement - Rura	Income Sta...	Posting	0.00				
1101003999	1-10-100-3999	TOTAL TREATY LAND ENTITLEMENT	Income Sta...	End-Total	0.00				
1101004000	1-10-100-4000	HOUSE TRAILER FEES	Income Sta...	Begin-Total	0.00				
1101004998	1-10-100-4998	House Trailer Fees	Income Sta...	Posting	0.00				
1101004999	1-10-100-4999	TOTAL HOUSE TRAILER FEES	Income Sta...	End-Total	0.00				
1101005000	1-10-100-5000	ADDITIONS TO LEVY	Income Sta...	Begin-Total	0.00				
1101005010	1-10-100-5010	Penalties	Income Sta...	Posting	0.00				
1101005998	1-10-100-5998	Other Additions to Levy	Income Sta...	Posting	0.00				
1101005999	1-10-100-5999	TOTAL ADDITIONS TO LEVY	Income Sta...	End-Total	0.00				

demoes36520na/BC/?company=ODT EDSuite Demo&page=17&dc=0&runifname=1#



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	58/217

Click on the navigation menu item **New**

Click on the lookup button in the cell **Dimension Code**

Click on the link in cell **Code** with the value **10 LOCATION**

Click on the cell Value Posting. Select proper value from the list.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	59/217

Click on the button **OK**

This will force anyone attempting to post to G/L Account "Federal Government" to include a Location Code prior to posting

2.4. Education Suite Setup

2.4.1. How to Setup Educational Suite Setup

2.4.1.1. Overview

The Education Suite Setup defines certain basic rules to be used in the Education Suite application area.

The Education Setup defines general budget information, G/L Account structure, basic Segment and Dimensions setups

Education Suite Setup page consists of the following Tabs:

- General - defines current budget and fund information
- G/L Account Setup - defines G/L Account structure and view
- Segment Setup - activates Dimensions up to 8 segments respectively
- G/L Account Default Dimensions - defines default G/L Account dimensions

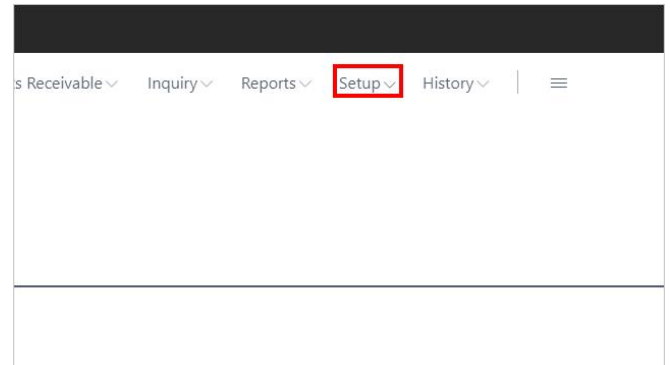


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	60/217

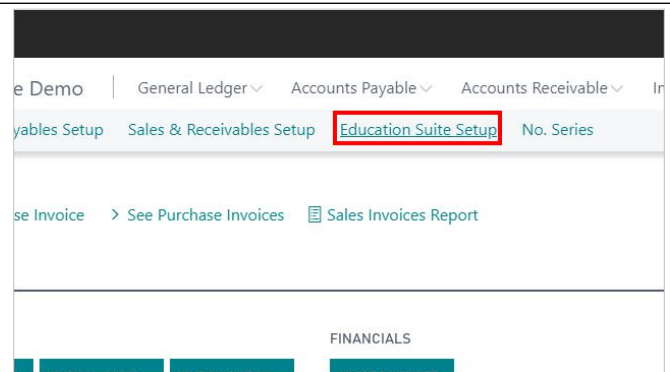
2.4.1.2. Steps to Setup Educations Suite Setup

Fund Accounting Profile

Click on the navigation menu item popup **Setup**

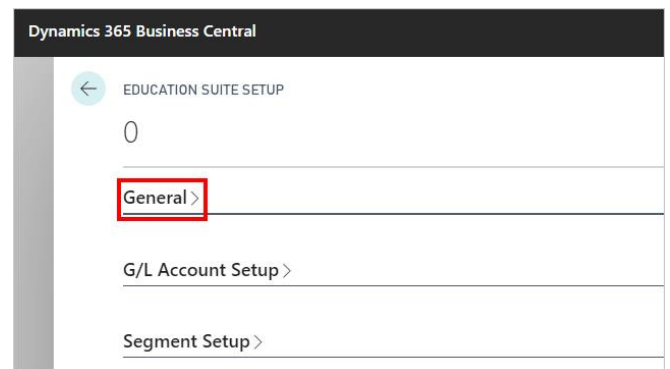


Click on the navigation menu item **Education Suite Setup**

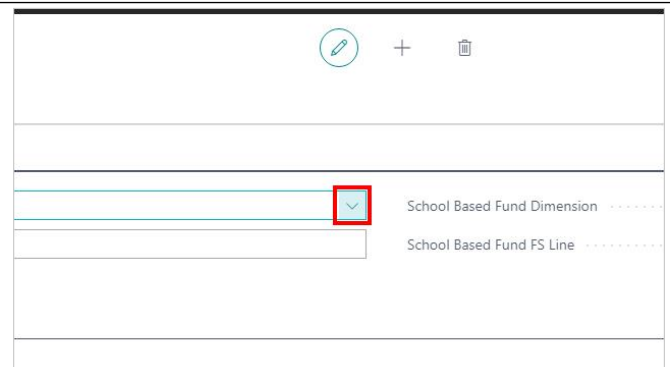


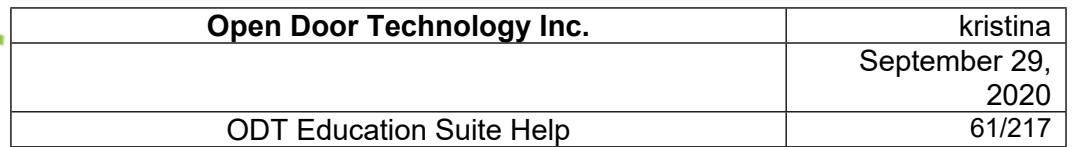
Fill in General Tab first.

Click on **General**



Click on the lookup button **Current Budget Name**



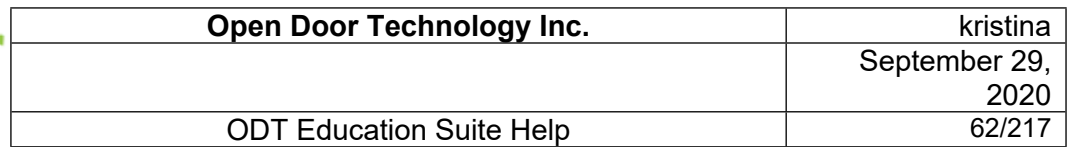


The screenshot shows the 'Manage Data' app in SAP Fiori. The table displays budget data with columns 'Name' and 'Description'. The 'Name' column is highlighted in light blue. The 'Description' column contains the text '2018-19Budget' and '2019-20BUD'. A red box is drawn around the '2018-19BUD' entry in the 'Name' column. A tooltip is visible over the entry, showing '2018-19Budget' and '2019-20BUD'.



d Fund Dimension															
d Fund FS Line	<table border="1"> <thead> <tr> <th>Code ↑</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>→ 01 FUND</td> <td>Fund</td> </tr> <tr> <td>02 CATEGORY</td> <td>Category</td> </tr> <tr> <td>03 FUNCTION</td> <td>Function</td> </tr> <tr> <td>04 OBJECT</td> <td>Object</td> </tr> <tr> <td>05 SUBOBJECT</td> <td>Sub-Object</td> </tr> <tr> <td>06 BUDGET MANAGER</td> <td>Budget Manager</td> </tr> </tbody> </table>	Code ↑	Name	→ 01 FUND	Fund	02 CATEGORY	Category	03 FUNCTION	Function	04 OBJECT	Object	05 SUBOBJECT	Sub-Object	06 BUDGET MANAGER	Budget Manager
Code ↑	Name														
→ 01 FUND	Fund														
02 CATEGORY	Category														
03 FUNCTION	Function														
04 OBJECT	Object														
05 SUBOBJECT	Sub-Object														
06 BUDGET MANAGER	Budget Manager														

General	
Current Budget Name	2018-19BUD
GL Account Lookup Filter	
G/L Account Setup >	
Segment Setup >	
G/L Account Default Dimension >	



-----	2018-19BUD	▼

-----	2018-19BUD	▼

The screenshot shows a web form with a red border highlighting a text input field. The form has a header section with a title and a description, and a main content area with a form. The form includes a text input field, a text area, and a submit button. The red border highlights the text input field, which is currently empty.

The screenshot shows a web form with a red rectangle highlighting a text input field. The form has a header section with a title and a description, and a main content area with a form. The form includes a text input field, a dropdown menu, and a button. The red rectangle highlights the text input field, which is currently empty.

62/217



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	63/217

Click on **Segment Setup**

G/L Account Separator -

G/L Account Mask #-##-###-###

Segment Setup >

G/L Account Default Dimension >

Remember, that G/L Account Segment Setup cannot be activated/deactivated if any unposted transaction lines found by the system

Fill in last Education Suite Tab - G/L Account Default Dimensions.
This Tab determine relations between Dimensions and G/L Account

You can assign a default dimension for a specific account. The dimension will be copied to the journal or document when you enter the account number on a line, but you can delete or change the code on the line if appropriate.

You can also make a dimension required for posting an entry with a specific type of account.

Click on **G/L Account Default Dimension**

Segment Dimension 2 Code 02 CATEGORY

Segment 2 Default Dim. ☒

Segment Dimension 3 Code 03 FUNCTION

Segment 3 Default Dim. ☒

Segment Dimension 4 Code 04 OBJECT

Segment 4 Default Dim. ☒

G/L Account Default Dimension >

Click on the field **Dimension 1 Code**

..... 04 OBJECT

..... ☒

Dimension

..... **Look up value**

.....

.....

.....

.....



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	64/217

Click on the link in cell **Code** with the value **06 BUDGET MANAGER**

1 Code	
Value Code	
g	
2 Code	
2 Value Code	
g	
3 Code	
3 Value Code	
g	

Code ↑	Name
03 FUNCTION	Function
04 OBJECT	Object
05 SUBOBJECT	Sub-Object
→ 06 BUDGET MANAGER	Budget Manager
07 PROGRAM	Program
08 SUBPROGRAM	Subprogram

Click on the field **Dimension Value Code**

04 OBJECT

Dimension

06 BUDGET MANAGER

You can specify any Dimension Value here or leave it blank.

Click on the field **Value Posting**

Dimension

06 BUDGET MANAGER

Value Posting can be selected as per list below:

Blank means no posting restriction. Transactions can be posted with any dimension value or without a dimension value.

Code Mandatory - any dimension value for the given dimension can be added. If dimension value is blank then Business Central will throw an error.

Same Code - only a single dimension value defined in Default Dimension can be used while posting.

No Code means dimensions must not be specified on the transactions.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	65/217

Click on the field **Dimension 2 Code**

Dimension	
06 BUDGET MANAGER	▼
	▼
Code Mandatory	▼
	▼
	▼
	▼
	▼

Click on the link in cell **Code** with the value **07 PROGRAM**

Code Mandatory	
2 Code	
2 Value Code	
3 Code	
3 Value Code	
4 Code	
4 Value Code	

Code ↑	Name
05 SUBOBJECT	Sub-Object
06 BUDGET MANAGER	Budget Manager
07 PROGRAM	Program
08 SUBPROGRAM	Subprogram
09 SBF	School Based Funds

Click on the item **in the list**

Dynamics 365 Business Central

← EDUCATION SUITE SETUP

0

Activate Segments ☒

Segment Dimension 1 Code 01 FUND

Segment 1 Default Dim. ☒

Segment Dimension 2 Code 02 CATEGORY

Segment 2 Default Dim. ☒

Click on the field **Value Posting**

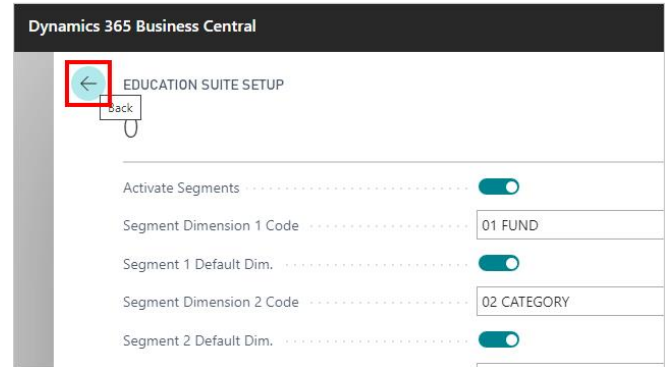
▼	Dimension 6 Value Code	
▼	Value Posting	
	Dimension 7 Code	
	Dimension 7 Value Code	
▼	Value Posting	
▼	Dimension 8 Code	
▼	Dimension 8 Value Code	
▼	Value Posting	

Select up to 8 G/L Account Default Dimensions if needed.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	66/217

Education Suite setup is completed. You can exit this page by the clicking on the back button.



2.5. Self-Balancing Functionality

2.5.1. Self-Balancing Overview

2.5.1.1. Overview

Some school organizations still require fund accounting, others do not. The Education Suite does not have a specific field to track funds.

However, the flexibility of the General Ledger structure allows one of the dimension fields to be identified as a self-balancing dimension. The result is a fairly simple and easy to maintain fund system.

2.5.1.2. Self-Balancing Overview

The basic premise in the Education Suite is that all funds must clear through one identified fund, regardless of whether the original transaction even includes any reference to that fund. In most organizations, the clearing account is the operating fund.

The reason for this design was to force all transactions to balance between funds so that manual entries did not have to be made.

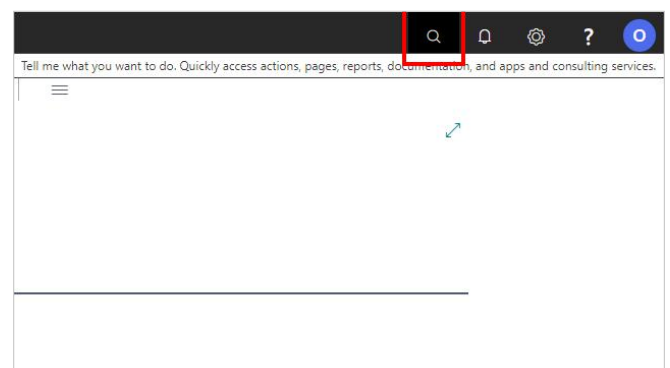
It would be fairly simple to automatically balance the two funds entry but anything with more than two funds would be impossible to balance automatically.

2.5.2. How to Setup Self-Balancing Functionality

2.5.2.1. Steps to Setup Self-Balancing Functionality

Self-Balancing setup is determined from the Dimension Table.

Click on the link **Tell me what you want to do.**
Quickly access actions, pages, reports, documentation, and apps and consulting services.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	67/217

Click on the field **Type** to start search:

Enter **Type** to start search:.

Click on **Dimensions Administration** ☐

Select the Dimension from the list, which will be set as clearing account. As was mentioned previously, for most organizations, this will be the Operating fund.

Stay on the line with the code "01 FUND", which is the operating fund in the current example.

Click on the cell Self-Balancing Dimension Value Code

Blocked	Length	Self-Balancing	Self-Balancing Dim. Value Code	Map to Segment
<input type="checkbox"/>	1	<input type="checkbox"/>		
<input type="checkbox"/>	1	<input type="checkbox"/>		
<input type="checkbox"/>	2	<input type="checkbox"/>		
<input type="checkbox"/>	3	<input type="checkbox"/>		
<input type="checkbox"/>	3	<input type="checkbox"/>		
<input type="checkbox"/>	4	<input type="checkbox"/>		8
<input type="checkbox"/>	4	<input type="checkbox"/>		7



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	68/217

Click on the cell **Code** with the value **1**

Description	Blocked	Length	Self-Balancing
Fund	<input type="checkbox"/>	1	<input type="checkbox"/>
FS Category			
Function			
Object			
SubObject			
Budget Manager			
Program			
Subprogram			
School Based Funds			
Location			
Project	<input type="checkbox"/>	5	<input type="checkbox"/>

Code	Name
→ 0	Begin-Total
1	Operating Fund
2	Capital Fund
3	Reserve Fund
4	Trust Fund
5	Fund Total

Click on **Self-Balancing**

Blocked	Length	Self-Balancing Dim. Value Code	Self-Balancing Dim. Value Code	Map to Segment
<input type="checkbox"/>	1	<input type="checkbox"/>		
<input type="checkbox"/>	1	<input type="checkbox"/>		
<input type="checkbox"/>	2	<input type="checkbox"/>		
<input type="checkbox"/>	3	<input type="checkbox"/>		
<input type="checkbox"/>	3	<input type="checkbox"/>		
<input type="checkbox"/>	4	<input type="checkbox"/>		8
<input type="checkbox"/>	4	<input type="checkbox"/>		7

Dimension "01 FUND" is set to be self-balancing fund now.

Next step is to setup proper Dimension Values.

Click on the navigation menu item popup **Dimension**

Code ↑	Name	Code Caption	Filter
01 FUND	Fund	Fund Account	Fund
02 CATEGORY	Category	F/S Code	F/s
03 FUNCTION	Function	Function Code	Fun
04 OBJECT	Object	Object Code	Obj
05 SUBOBJECT	Sub-Object	Subobject Code	Sub
06 BUDGET MA...	Budget Manager	Budget Manager Code	Buc

Double click on the navigation menu item **Dimension Values**

Code ↑	Name	Code Caption	Filter
→ 01 FUND	Fund	Fund Account	Fund
02 CATEGORY	Category	F/S Code	F/s
03 FUNCTION	Function	Function Code	Fun
04 OBJECT	Object	Object Code	Obj
05 SUBOBJECT	Sub-Object	Subobject Code	Sub
06 BUDGET MA...	Budget Manager	Budget Manager Code	Buc

Enter proper G/L Accounts by the selecting accounts from drop down menu.

Above is a classic Education Suite example.
You can set it in a way specific to Your School Division.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	69/217

Dynamics 365 Business Central

01 FUND - FUND

Dimension Values | Search | + New | Edit List | Delete | Open in Excel | More options

Code	Name	Default Value	Search Name	Dimension Value Type	Totalling	Blocked	Balancing G/L Debit Acc. No.	Balancing G/L Credit Acc. No.	Control G/L Debit Acc. No.	Control G/L Credit Acc. No.	Retained Earnings Account
0	Begin-Total	<input type="checkbox"/>		Begin-Total		<input checked="" type="checkbox"/>					
→ 1	Operating Fund	<input type="checkbox"/>	1	Standard		<input type="checkbox"/>					1695998998
2	Capital Fund	<input type="checkbox"/>		Standard		<input type="checkbox"/>	2227700998	2227700998	1227700998	1227700998	2595998998
3	Reserve Fund	<input type="checkbox"/>		Standard		<input type="checkbox"/>	3227720998	3227720998	1227700998	1227700998	3595998998
4	Trust Fund	<input type="checkbox"/>	4	Standard		<input type="checkbox"/>					
9	End-Total	<input type="checkbox"/>	9	End-Total	0.9	<input checked="" type="checkbox"/>					

Self-Balancing functionality is now all set. You can exit the page by the clicking on the back button.

Dynamics 365 Business Central

01 FUND - FUND

Dimension Values | Search | + New | Edit List | Delete | Open in Excel

Code	Name	Default Value	Search Name
→ 0	Begin-Total	<input type="checkbox"/>	
1	Operating Fund	<input type="checkbox"/>	1
2	Capital Fund	<input type="checkbox"/>	
3	Reserve Fund	<input type="checkbox"/>	
4	Trust Fund	<input type="checkbox"/>	4
9	End-Total	<input type="checkbox"/>	9

2.6. General Ledger Budgets

2.6.1. General Ledger Budgets Overview

2.6.1.1. Overview

Budgeting is a process and plan for determining how money is to be raised and spent, as well as a document—the budget—developed and approved during the budgeting process.

Budget is a statement of the total educational program for a given unit, as well as an estimate of resources necessary to carry out the program and the revenues needed to cover those expenditures.

2.6.1.2. General Ledger Budgets Overview

There are a number of different ways to enter or import a budget into Business Central Education Suite both with and without Budget Dimension filters.

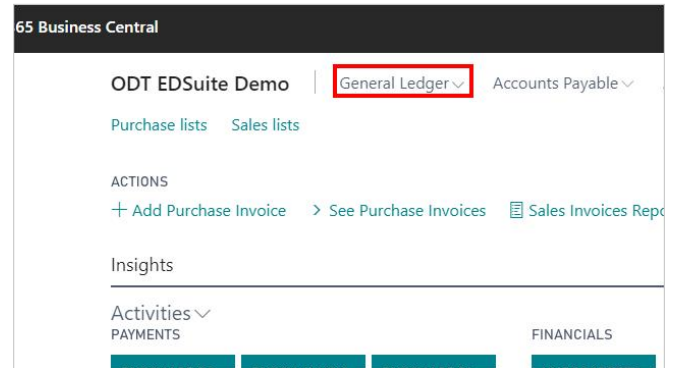
The method you ultimately choose to use depends on your specific budget processes and the detail level that you budget to. The following section will cover several methods of establishing your budget in Business Central Education Suite.



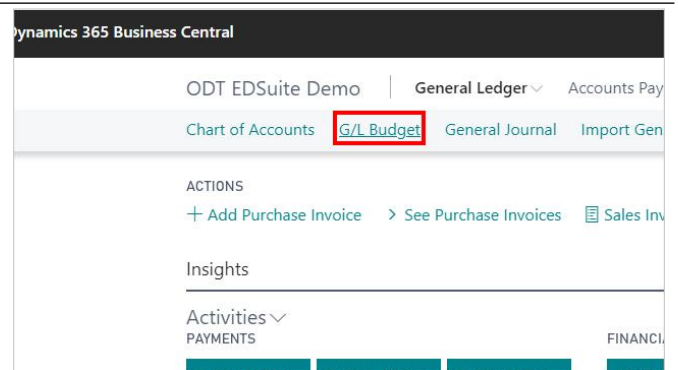
Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	70/217

To access G/L Budgets in Business Central work in Fund Accounting Role.

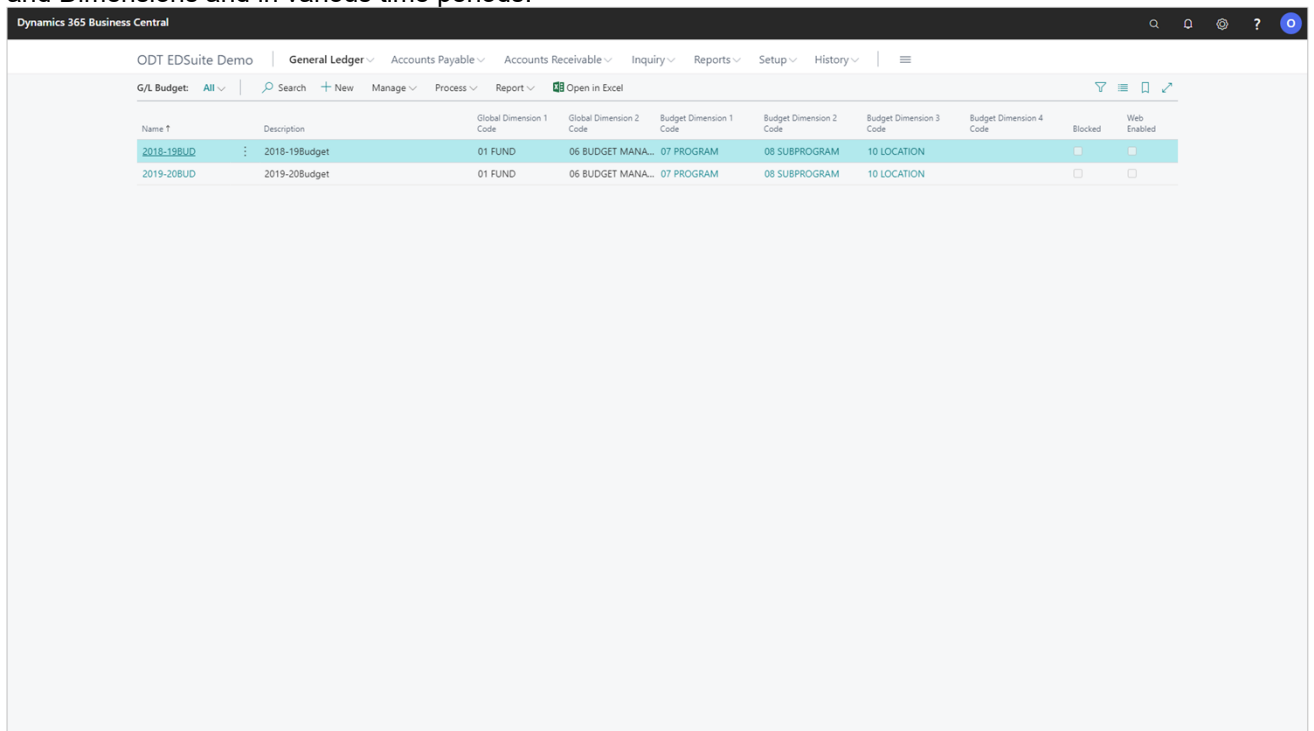
Click on the navigation menu item popup **General Ledger**



Click on the navigation menu item **G/L Budget**



From the Budget window you can enter or import budget transactions against combinations of G/L Accounts and Dimensions and in various time periods.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	7/1/217

Click on the link in cell **Name** with the value **2018-19BUD**

Dynamics 365 Business Central	
ODT EDSuite Demo General Ledger Accounts	
G/L Budget: All Search + New Manage	
Name ↑	Description
2018-19BUD	2018-19Budget
2019-20BUD	2019-20Budget

The Budget Window header has two tabs: General and Filters.

General tab fields includes:

Budget Name - This is the name of the budget; the name is setup in the Budget Name table along with other information as described above.

Dynamics 365 Business Central

ODT EDSuite Demo | General

G/L Budget: All Search + New Manage

Name ↑	Description
2018-19BUD	2018-19Budget
2019-20BUD	2019-20Budget

BUDGET

2018-19BUD

Process Report Period Column Budget More options

General

Budget Name 2018-19BUD View by Month

Show as Lines G/L Account Rounding Factor None

Show as Columns Period Show Column Name

Budget Matrix Balance

Code	Name	Budgeted Amount	Sep 2018	Oct 2018	Nov 2018
1000000000	OPERATING FUND	-			
1100000000	REVENUE	-			
1101000000	PROPERTY TAXATION	-			
1101001000	TAX LEVY	-			
1101001001	Rural Levy	1,029,387.95	20,399.96	1,008,987.99	
1101001002	Urban Levy	99.99		99.99	
1101001004	Supplemental Levy	20,000.00		20,000.00	
1101001999	TOTAL TAX LEVY	1,049,487.94	20,399.96	1,029,087.98	

Filters

Date Filter 18-09-01..19-08-31 Budget Manager Filter

G/L Account Filter Program Filter

G/L Account Category Subprogram Filter

Income/Balance G/L A Income Statement Location Filter

Fund Filter Budget Dimension 4 F

Show as Lines - Default it G/L Account but can change to be a Dimension Code or Period.

Show as Columns - Default is Period but can be changed to be a Dimension Code or G/L Account.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	72/217

General

Budget Name: 2018-19BUD View by: Month

Show as Lines: G/L Account Rounding Factor: None

Show as Columns: Period Show Column Name: ☒

Budget Matrix

Code	Name	Budgeted Amount	Sep 2018	Oct 2018	Nov 2018
1000000000	OPERATING FUND	-			
1100000000	REVENUE	-			
1101000000	PROPERTY TAXATION	-			
1101001000	TAX LEVY	-			
1101001001	Rural Levy	1,029,387.95	20,399.96	1,008,987.99	
1101001002	Urban Levy	99.99		99.99	
1101001004	Supplemental Levy	20,000.00		20,000.00	
1101001999	TOTAL TAX LEVY	1,049,487.94	20,399.96	1,029,087.98	

Filters

Date Filter: 18-09-01..19-08-31 Budget Manager Filter: ...

G/L Account Filter: ... Program Filter: ...

G/L Account Category: ... Subprogram Filter: ...

Income/Balance G/L A...: Income Statement Location Filter: ...

Fund Filter: ... Budget Dimension 4 F...: ...

View By - Default G/L Budget view by the different time period.

Rounding Factor - Default is None; any other setting will result in budget figures being rounded as per this setting. Options are 1, 1000, or 1000000.

Show Column Name - If selected the Column heading will be the name of the Period, G/L Account or Dimension rather than the code.

General

Budget Name: 2018-19BUD View by: Month

Show as Lines: G/L Account Rounding Factor: None

Show as Columns: Period Show Column Name: ☒

Budget Matrix

Code	Name	Budgeted Amount	Sep 2018	Oct 2018	Nov 2018
1000000000	OPERATING FUND	-			
1100000000	REVENUE	-			
1101000000	PROPERTY TAXATION	-			
1101001000	TAX LEVY	-			
1101001001	Rural Levy	1,029,387.95	20,399.96	1,008,987.99	
1101001002	Urban Levy	99.99		99.99	
1101001004	Supplemental Levy	20,000.00		20,000.00	
1101001999	TOTAL TAX LEVY	1,049,487.94	20,399.96	1,029,087.98	

Filters

Date Filter: 18-09-01..19-08-31 Budget Manager Filter: ...

G/L Account Filter: ... Program Filter: ...

G/L Account Category: ... Subprogram Filter: ...

Income/Balance G/L A...: Income Statement Location Filter: ...

Fund Filter: ... Budget Dimension 4 F...: ...

Filters Tab includes list of the different filters available to set convenience budget view.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	73/217

Dynamics 365 Business Central

ODT EDSuite Demo | General

G/L Budget: All | Search

Name | Description

2018-19BUD | 2018-19Budget

2019-20BUD | 2019-20Budget

BUDGET

2018-19BUD

Process Report Period Column Budget More options

General

Budget Name: 2018-19BUD View by: Month

Show as Lines: G/L Account Rounding Factor: None

Show as Columns: Period Show Column Name: ☒

Budget Matrix | Balance

Code	Name	Budgeted Amount	Sep 2018	Oct 2018	Nov 2018
1000000000	OPERATING FUND	-			
1100000000	REVENUE	-			
1101000000	PROPERTY TAXATION	-			
1101001000	TAX LEVY	-			
1101001001	Rural Levy	1,029,387.95	20,399.96	1,008,987.99	
1101001002	Urban Levy	99.99		99.99	
1101001004	Supplemental Levy	20,000.00		20,000.00	
1101001999	TOTAL TAX LEVY	1,049,487.94	20,399.96	1,029,087.98	

Filters

Date Filter: 18-09-01..19-08-31 Budget Manager Filter: ...

G/L Account Filter: ... Program Filter: ...

G/L Account Category: ... Subprogram Filter: ...

Income/Balance G/L A...: Income Statement Location Filter: ...

Fund Filter: ... Budget Dimension 4 F...: ...

Date Filter can be used to restrict the Period columns available for viewing or budget entry.
G/L Account Filters can be used to restrict the G/L Accounts available for viewing or budget entry.
Other available filters might vary depends on organization's setup.

Dynamics 365 Business Central

ODT EDSuite Demo | General

G/L Budget: All | Search

Name | Description

2018-19BUD | 2018-19Budget

2019-20BUD | 2019-20Budget

BUDGET

2018-19BUD

Process Report Period Column Budget More options

General

Budget Name: 2018-19BUD View by: Month

Show as Lines: G/L Account Rounding Factor: None

Show as Columns: Period Show Column Name: ☒

Budget Matrix | Balance

Code	Name	Budgeted Amount	Sep 2018	Oct 2018	Nov 2018
1000000000	OPERATING FUND	-			
1100000000	REVENUE	-			
1101000000	PROPERTY TAXATION	-			
1101001000	TAX LEVY	-			
1101001001	Rural Levy	1,029,387.95	20,399.96	1,008,987.99	
1101001002	Urban Levy	99.99		99.99	
1101001004	Supplemental Levy	20,000.00		20,000.00	
1101001999	TOTAL TAX LEVY	1,049,487.94	20,399.96	1,029,087.98	

Filters

Date Filter: 18-09-01..19-08-31 Budget Manager Filter: ...

G/L Account Filter: ... Program Filter: ...

G/L Account Category: ... Subprogram Filter: ...

Income/Balance G/L A...: Income Statement Location Filter: ...

Fund Filter: ... Budget Dimension 4 F...: ...

2.6.2. How to Create a Budget

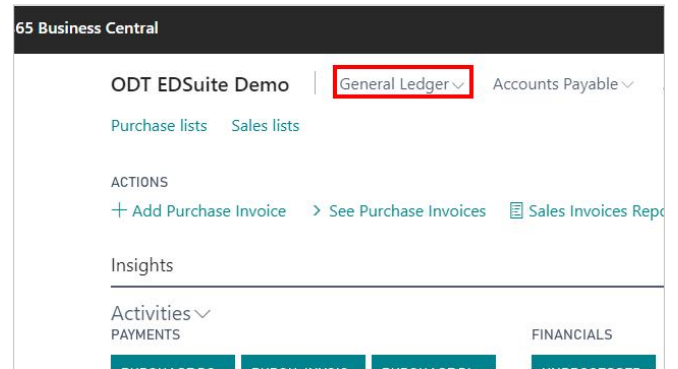
2.6.2.1. How to Create Budget Manually

Fund Accounting Profile

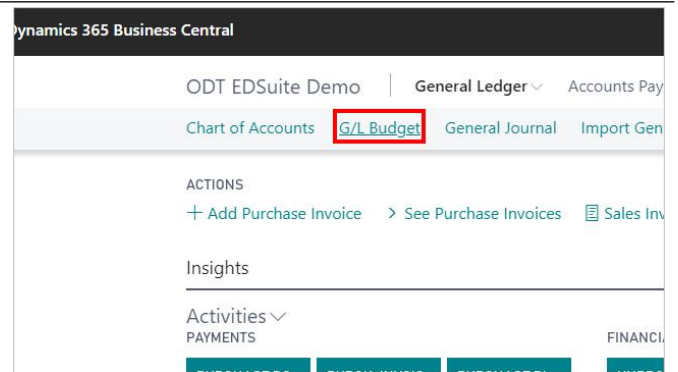


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	74/217

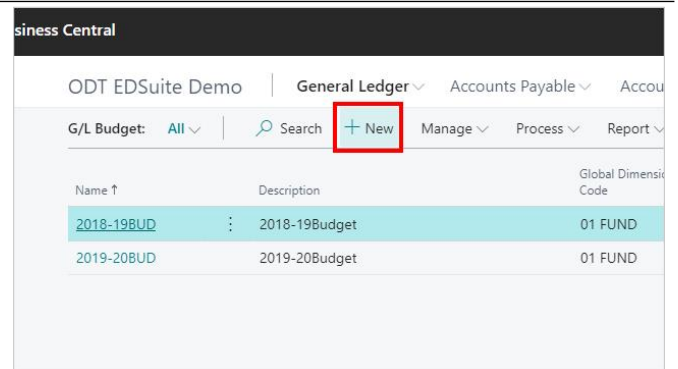
Click on the navigation menu item popup **General Ledger**



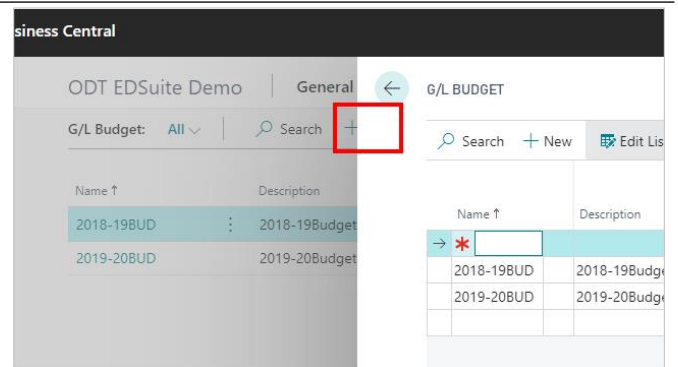
Click on the navigation menu item **G/L Budget**



Click on the navigation menu item **New**



Enter **Unique Budget Name**.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	75/217

Click on the cell **Description**

G/L BUDGET				
Search + New Edit List Delete Process Report				
Name ↑	Description	Global Dimension 1 Code	Global Dimension 2 Code	Global Dimension 3 Code
→ * 20-21BUD		01 FUND	06	
2018-19BUD	2018-19Budget	01 FUND	06	
2019-20BUD	2019-20Budget	01 FUND	06	

Enter **Unique Budget Description**. Press the **Enter** key.

G/L BUDGET				
Search + New Edit List Delete Process Report				
Name ↑	Description	Global Dimension 1 Code	Global Dimension 2 Code	Global Dimension 3 Code
→ 2020-21BUD	202	01 FUND	06	
2018-19BUD	2018-19Budget	01 FUND	06	
2019-20BUD	2019-20Budget	01 FUND	06	

Assign the appropriate Budget Dimension Codes.

Remember that Global dimensions are already defined available and do not need to be defined specified here. You should only define additional dimensions beyond those already included in the G/L Account segments or Global Dimensions.

Click on the cell **Budget Dimension 1 Code**

List Delete Process Report Open in Excel					
	Global Dimension 1 Code	Global Dimension 2 Code	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code
Budget	01 FUND	06 BUDGET ...			
Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08 SUBPROG...	10 LOCATION
Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08 SUBPROG...	10 LOCATION

Click on the link in cell **Code** with the value **07 PROGRAM**

Code	Code	Code	Code	Code
01 FUND	06 BUDGET ...			
01 FUND	06 BUDGET ...			
01 FUND	06 BUDGET ...			
		Code ↑	Name	
		05 SUBOBJECT	Sub-Object	
		06 BUDGET MANAGER	Budget Manager	
		07 PROGRAM	Program	
		08 SUBPROGRAM	Subprogram	
		09 SBF	School Based Funds	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	76/217

Click on the cell **Budget Dimension 2 Code**

Global Dimension 1 Code	Global Dimension 2 Code	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code
01 FUND	06 BUDGET ...	PROGRAM	08 SUBPROG...	10 LOCATION
01 FUND	06 BUDGET ...	07 PROGRAM	08 SUBPROG...	10 LOCATION
01 FUND	06 BUDGET ...	07 PROGRAM	08 SUBPROG...	10 LOCATION

Click on the link in cell **Code** with the value **08 SUBPROGRAM**

Code ↑	Name
07 PROGRAM	Program
08 SUBPROGRAM	Subprogram
09 SBF	School Based Funds
10 LOCATION	Location
11 PROJECT	11 project

Click on the cell **Budget Dimension 3 Code**

Global Dimension 2 Code	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code
06 BUDGET ...	07 PROGRAM	PROGRAM	10 LOCATION
06 BUDGET ...	07 PROGRAM	08 SUBPROG...	10 LOCATION
06 BUDGET ...	07 PROGRAM	08 SUBPROG...	10 LOCATION

Click on the link in cell **Code** with the value **10 LOCATION**

Code ↑	Name
07 PROGRAM	Program
08 SUBPROGRAM	Subprogram
09 SBF	School Based Funds
10 LOCATION	Location
11 PROJECT	11 project



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	77/217

Click on the navigation menu item popup **Process**

BUDGET					
Search + New Edit List Delete Process Report Open in Excel					
Name ↑	Description	Global Dimension 1 Code	Global Dimension 2 Code	Budget Dimension 1 Code	Budget Dimension 2 Code
2020-21BUD	2020-21Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08
2018-19BUD	2018-19Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08
2019-20BUD	2019-20Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08

Click on the navigation menu item **Edit Budget**

G/L BUDGET					
Search + New Edit List Delete Edit Budget					
Name ↑	Description	Global Dimension 1 Code	Global Dimension 2 Code	Budget Dimension 1 Code	Budget Dimension 2 Code
→ 2020-21BUD	2020-21Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08
2018-19BUD	2018-19Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08
2019-20BUD	2019-20Budget	01 FUND	06 BUDGET ...	07 PROGRAM	08

Enter **Budget** manually, enter **Date Filters** on the **Filters** tab of the Budget Window and enter amounts right in the Budget Window. . Press the **Enter** key.

BUDGET					
2020-21BUD					
Process Report Period Column Budget					
General					
Budget Name		2020-21BUD			
Show as Lines		G/L Account			

Click in the appropriate Account Number under the period you want to enter your budget for

Matrix: Balance					
Name	Budgeted Amount	Sep 2020	Oct 2020		
00000000 OPERATING FUND	-				
00000000 REVENUE	-				
01000000 PROPERTY TAXATION	-				
01001000 TAX LEVY	-				
01001001 Rural Levy	-				
01001002 Urban Levy	-				
01001004 Supplemental Levy	-				
01001999 TOTAL TAX LEVY	-				
01002000 GRANTS IN AID OF LOCAL GOVERNMENT	-				



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	78/217

Click on the navigation menu item **New**

1101001001 - RURAL LEVY

G/L Budget Entries | Search | **+ New** | Edit List | Delete | Open in Excel

Budget Name ↑ ▼ Date ↑ ▼ G/L Account No. ↑ ▼ Description

(There is nothing to show in this view)

Click on the cell **Description**

01001 - RURAL LEVY

Budget Entries | Search | + New | Edit List | Delete | Open in Excel

Budget Name	Date	G/L Account No.	Description	Fund Account
2020-21BUD	2020-09	1101001001		

Enter **Description**. However, it is not mandatory.

01001 - RURAL LEVY

Budget Entries | Search | + New | Edit List | Delete | Open in Excel

Budget Name	Date	G/L Account No.	Description	Fund Account
2020-21BUD	2020-09-01	1101001001		

Click on the cell **Fund Account**

1101001001 - Rural Levy 20-21

+ New | Edit List | Delete | Open in Excel | More options

G/L Account No.	Description	Fund Account	Budget Manager Code	Program Co
1101001001	Rural Levy 20-21			

Look up value



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	79/217

Select Fund Account from the drop-down list

Code	Name
0	Begin-Total
1	Operating Fund
2	Capital Fund
3	Reserve Fund
4	Trust Fund
5	Fund Total

Enter Dimensions, if applicable.

NOT SAVED

Edit List Delete Open in Excel More options

Description	Fund Account	Budget Manager Code	Program Co
Rural Levy 20-21	1		

Look up value

Click on the cell Amount

NOT SAVED

Edit List Delete Open in Excel More options

Program Code	Subprogram Code	Facility Location Code	Amount	Entry I
			0.00	

Enter **Amount**. Press the **Enter** key.

NOT SAVED

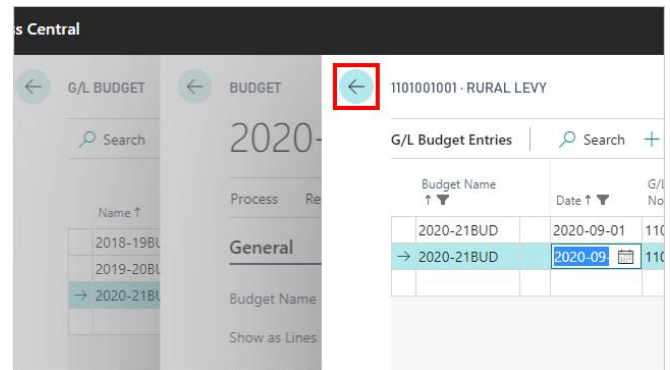
Edit List Delete Open in Excel More options

Program Code	Subprogram Code	Facility Location Code	Amount	Entry I
			0.00	

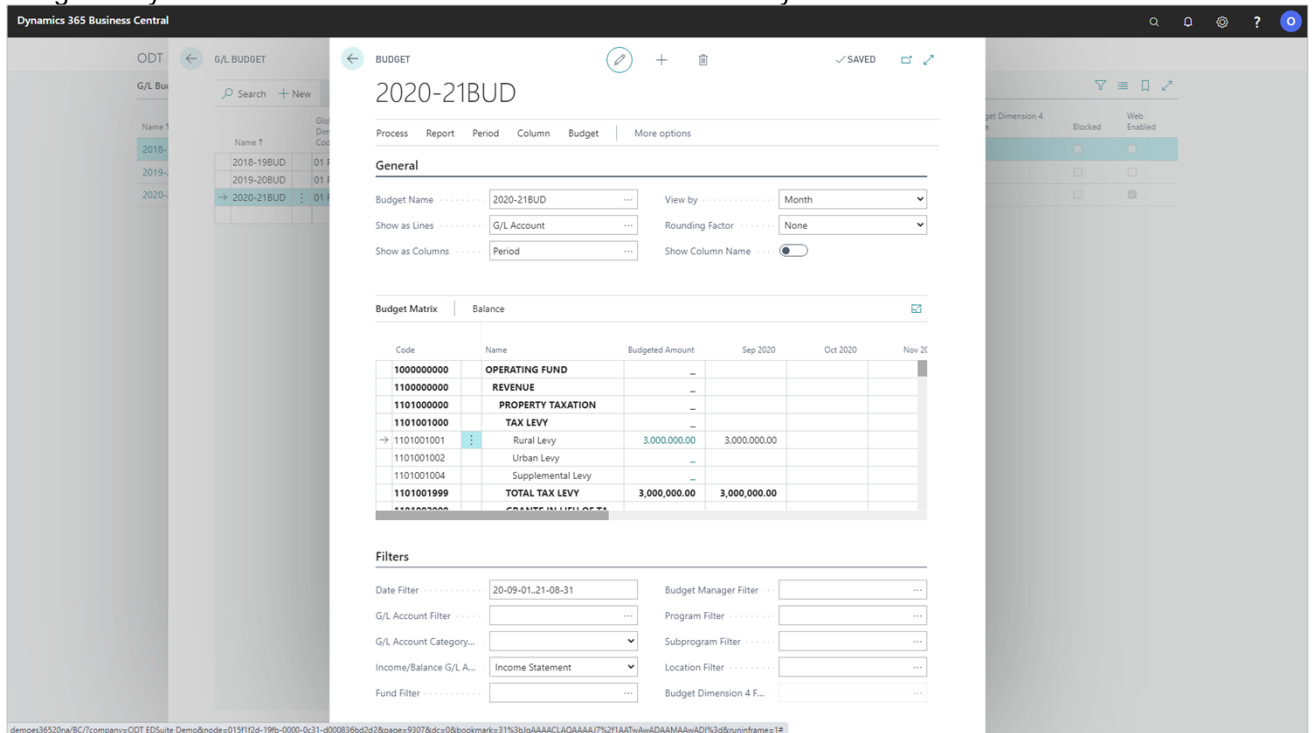


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	80/217

Click on the back button



Budget Entry is created. You can enter other entries the same way.



Once budget transactions have been entered the budget window shows a summary of the amounts budgeted for each G/L account in different time periods.

2.6.3. Program Assisted Budget Creation

2.6.3.1. Overview

There are a number of methods of budget creation that can speed up budget creation and make it more efficient.

These methods include copying budgets, creating budgets and importing Budgets.

2.6.3.2. How to Copy Budgets

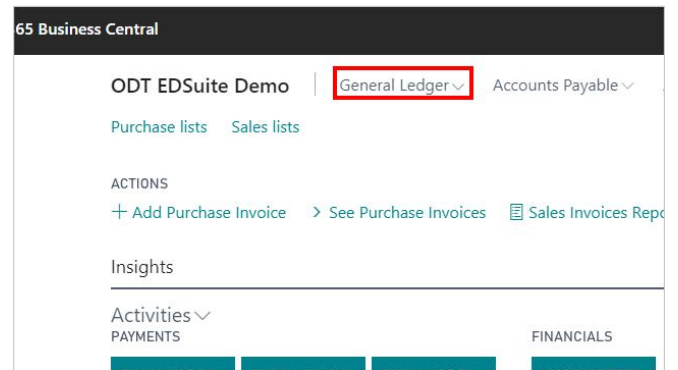
In Business Central Education Suite It is possible to copy budget entries from one budget to another.

Fund Accounting Role

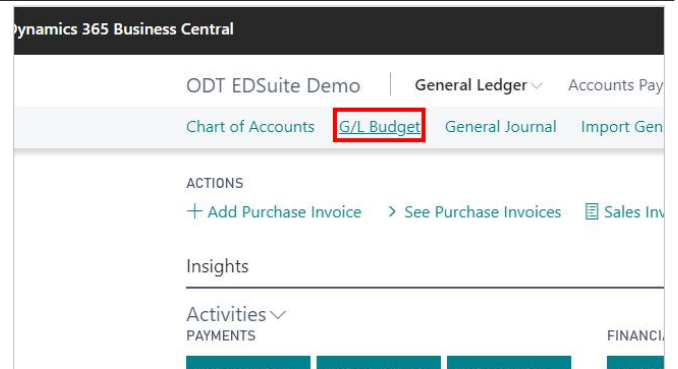


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	81/217

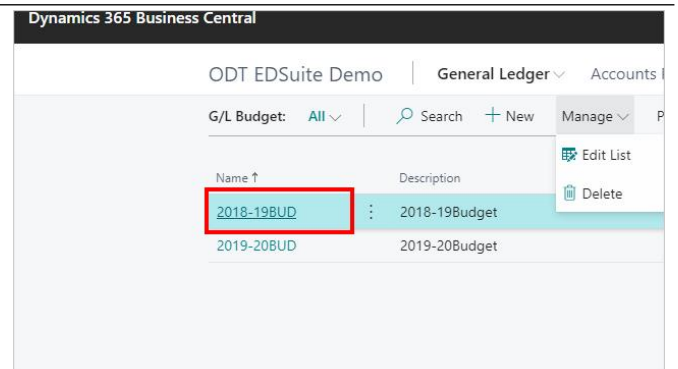
Click on the navigation menu item popup **General Ledger**



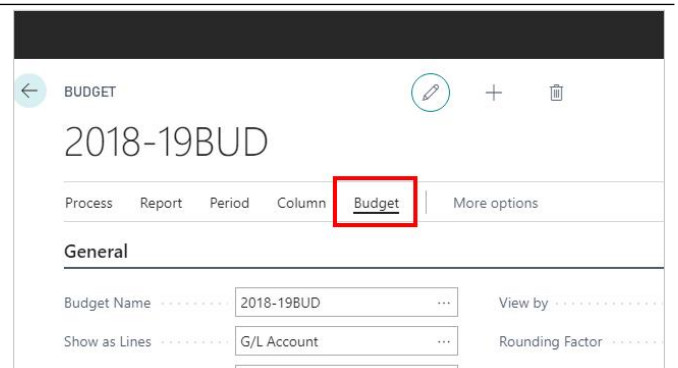
Click on the navigation menu item **G/L Budget**



Click on the link in cell Name with the Budget Name you want to copy



Click on the navigation menu item popup **Budget**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	82/217

Click on the navigation menu item **Copy Budget...**

Options window opens. Let's create a new Budget for the same accounts, except that we are expecting our 2019-2020 costs to be 5% higher than they were last period.

Click on the field Budget Name in a Copy From section

Select a Budget name to copy from

Set other options if applicable:

- G/L Account Number – you can select an account or accounts to copy information for.
- Date – the date or date range to read from
- Closing Entries – If Source is G/L Entries then indicate whether to include closing entries or not.
- Dimensions – choose all of the dimensions that you want to include in the new budget.

Normally this will include all of the G/L Account segments plus any others that you need to budget for.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	83/217

Click on the field Budget Name in a Copy To section

The screenshot shows a 'Copy To' section with various fields. The 'Budget Name' field is highlighted with a red rectangle. Other fields include 'No.', 'Include', '...', '...', 'No.', 'Factor', and 'Method'.

Select a Budget name to copy to

The screenshot shows a dropdown menu for 'Budget Name'. The dropdown lists '2018-19BUD' and '2019-20BUD', with '2019-20BUD' highlighted by a red rectangle. Other fields include 'G/L Account No.', 'APPLY', 'Adjustment Factor', 'Rounding Method', 'Date Change Formula', and 'Date Compression'.

Fill in the Apply section

Click on the field **Adjustment Factor**

The screenshot shows the 'Apply' section with various fields. The 'Adjustment Factor' field is highlighted with a red rectangle. Other fields include '...', '2019-20BUD', 'No.', 'Factor', 'Method', 'Formula', and 'ssion'.

Enter the text 1.05. Adjustment Factor is set to 1 what is 100%, 1.05 would be a 5% increase.

The screenshot shows the 'Apply' section with various fields. The 'Adjustment Factor' field is highlighted with a red rectangle. Other fields include '...', '2019-20BUD', 'No.', 'Factor', 'Method', 'Formula', and 'ssion'.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	84/217

Click on the field Rounding Method. Rounding Method – If using an Adjustment Factor other than 1 you could end up with decimals.

2019-20BUD
No.
Factor 1.05
Method
Formula
Session Day

Click on the field **Date Change Formula**

2019-20BUD
No.
Factor 1.05
Method
Formula
Session Day

OK Cancel

Enter **If copying an annual budget, use 1Y.**

2019-20BUD
No.
Factor 1.05
Method
Formula
Session Day

OK Cancel

Set Date Compression to Month and click OK

Method
Date Formula 1Y
Session Month

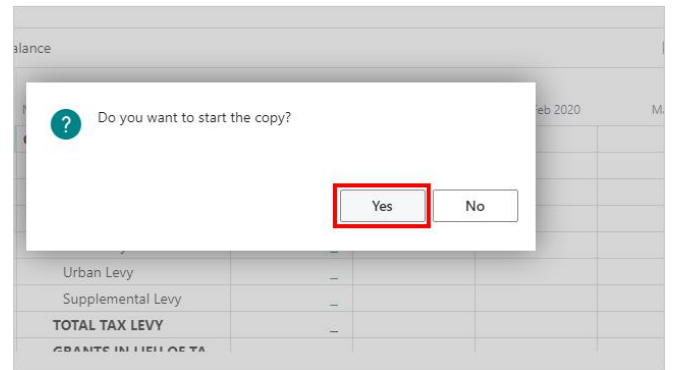
OK Cancel

Program Filter
Subprogram Filter
Location Filter

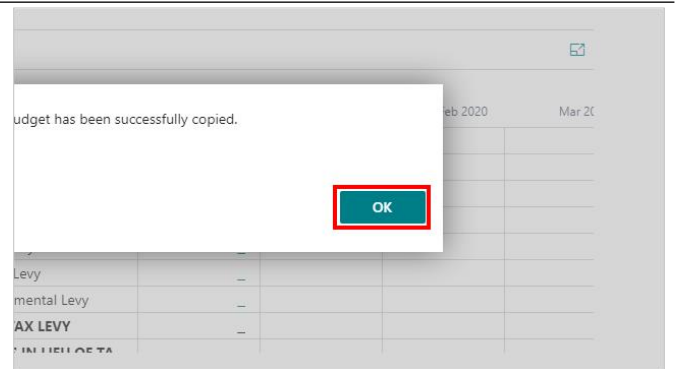


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	85/217

Click on the button Yes on the confirmation message



Click on the button OK



Budget entries are successfully copied over, amounts are adjusted according to rounding factor.

Dynamics 365 Business Central

ODT EDSuite Demo | General

G/L Budget: All | Search

Name ?	Description
2018-19BUD	2018-19Budget
2019-20BUD	2019-20Budget

2019-20BUD

Process Report Period Column Budget More options

General

Budget Name: 2019-20BUD View by: Month

Show as Lines: G/L Account Rounding Factor: None

Show as Columns: Period Show Column Name: [X]

Budget Matrix | Balance

Code	Name	Budgeted Amount	Sep 2019	Oct 2019	Nov 2019
1000000000	OPERATING FUND	-			
1100000000	REVENUE	-			
1101000000	PROPERTY TAXATION	-			
1101001000	TAX LEVY	-			
1101001001	Rural Levy	1,080,857.35	21,419.96	1,059,437.39	
1101001002	Urban Levy	104.99		104.99	
1101001004	Supplemental Levy	21,000.00		21,000.00	
1101001999	TOTAL TAX LEVY	1,101,962.34	21,419.96	1,080,542.38	

Filters

Date Filter: 19-09-01..20-08-31 Budget Manager Filter: [X]

G/L Account Filter: [X] Program Filter: [X]

G/L Account Category: [X] Subprogram Filter: [X]

Income/Balance G/L A.: Income Statement Location Filter: [X]

Fund Filter: [X] Budget Dimension 4 F.: [X]

If you tried the Copy Budget functionality and messed it up, you can use function "Delete Budget" from the Budget window to delete the budget and start over.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	86/217

2019-20BUD

Process Report Period Column Budget More options

General

Budget Name: 2019-20BUD View by: Month

Show as Lines: G/L Account Rounding Factor: None

Show as Columns: Period Show Column Name: [On]

Budget Matrix Balance

Code	Name	Budgeted Amount	Sep 2019	Oct 2019	Nov 20
1000000000	OPERATING FUND	-			
1100000000	REVENUE	-			
1101000000	PROPERTY TAXATION	-			
1101001000	TAX LEVY	-			
1101001001	Rural Levy	1,080,857.35	21,419.96	1,059,437.39	
1101001002	Urban Levy	104.99		104.99	
1101001004	Supplemental Levy	21,000.00		21,000.00	
1101001999	TOTAL TAX LEVY	1,101,962.34	21,419.96	1,080,542.38	

Filters

Date Filter: 19-09-01..20-08-31 Budget Manager Filter: [Empty]

G/L Account Filter: [Empty] Program Filter: [Empty]

G/L Account Category: [Empty] Subprogram Filter: [Empty]

Income/Balance G/L A.: Income Statement Location Filter: [Empty]

Fund Filter: [Empty] Budget Dimension 4 F.: [Empty]

Click on the navigation menu item popup **Budget**

2019-20BUD

Process Report Period Column **Budget** More options

General

Budget Name: 2019-20BUD View by: [Empty]

Show as Lines: G/L Account Rounding Factor: [Empty]

Click on the navigation menu item **Delete Budget**

2019-20BUD

Process Report Period Column Budget More options

Copy Budget... **Delete Budget** Export to Excel...

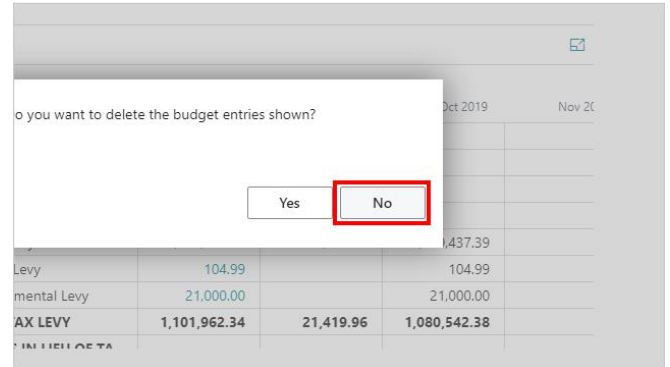
Budget Name: 2019-20BUD View: [Empty]

Show as Lines: G/L Account Rounding: [Empty]

Show as Columns: Period Show: [Empty]

Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	87/217

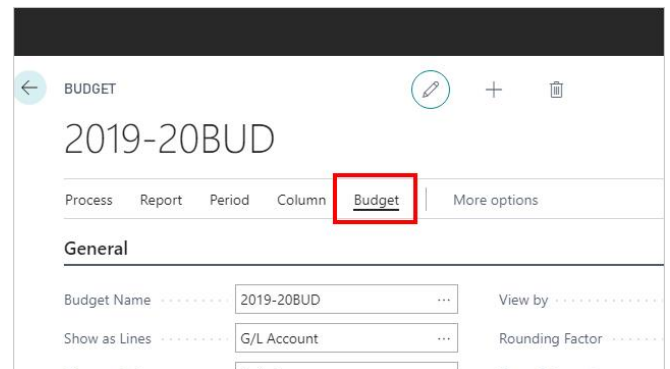
Clicking Yes on the confirmation message does not delete the Budget Name but it will delete all Budget Entries for the Budget you are currently viewing. Click NO to the confirmation message for now.



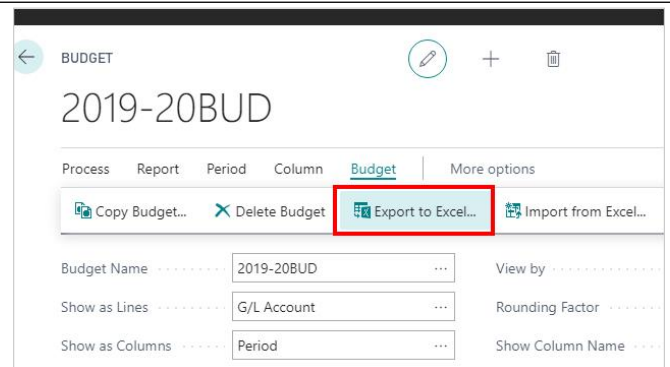
2.6.3.3. How to Export Budget to Excel

Business Central also has functionality to export budget transactions to a Microsoft Excel workbook. This functionality can be used to modify or add to an existing budget.

Click on the navigation menu item popup **Budget**



Click on the navigation menu item **Export to Excel...**



Export Budget to Excel window opens.

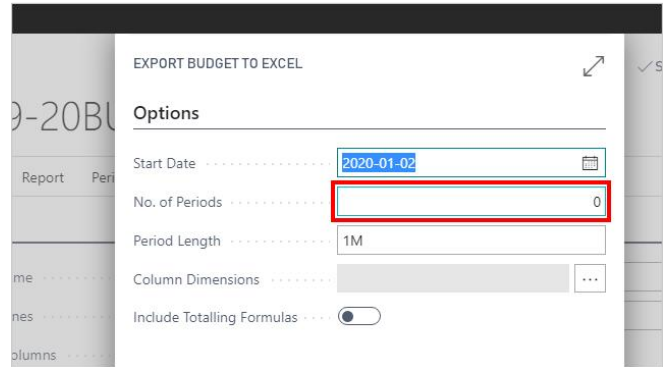
Notice that the Budget Name is filled in automatically based on the budget you start from. Any dimension or other filters would also fill in automatically if set on the budget header prior to running the export.

If you have no filters other than the Budget name, all budget entries for that budget will be exported.

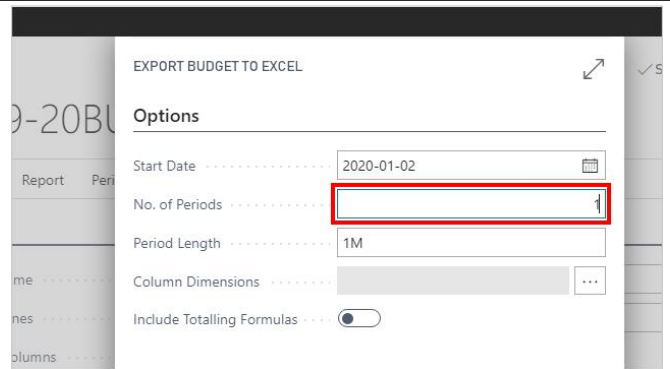
Start Date is the beginning date for the Budget to be exported. If an annual budget the entries are typically entered with a 01/01 date.

Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	88/217

Click on the field Number of Periods. Enter the number of separate periods in the budget.



Enter **No. of Periods**. Press the **Enter** key.



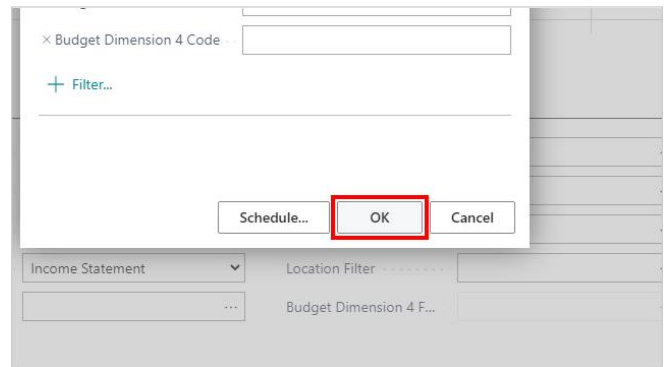
Period Length – date formula field. In BC Education Suite period is 1 month.

Column Dimensions – choose all dimensions that are not part of the G/L Account itself (to the level that you budget for).

They can be selected by clicking the ellipse button and putting a check mark to the left of the dimensions that are to be included.

You can choose to include Totalling Formulas if you want to. Business Central will create Sum formulas in Excel based on the Begin and End Totals in the Chart of Accounts as well as Begin and End.

Click on the button OK to complete the Export to Excel. This can take a seconds or minutes depending on the size of the budget information being exported.



2.6.3.4. How to Import Budget from Excel

Business Central also has functionality to import budget transactions from a Microsoft Excel workbook. This functionality can be used to create new budgets.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	89/217

Click on the navigation menu item popup **Budget**

The screenshot shows the 'BUDGET' screen with the 'Budget' tab selected in the navigation menu. The screen displays the budget name '2019-20BUD' and various settings like 'View by' and 'Rounding Factor'.

Click on the navigation menu item **Import from Excel...**

The screenshot shows the 'BUDGET' screen with the 'Import from Excel...' button highlighted in the navigation menu. The screen displays the budget name '2019-20BUD' and various settings like 'View by' and 'Rounding Factor'.

Import Budget from Excel window opens.

Select the Budget Name to import into, indicate whether you want to add entries or replace existing entries, and put in a description (each budget entry created will have this description).

The Replace Entries option will replace any existing entries with the same G/L Account, dimension and date combination.

Click on the button OK to complete Import from Excel.

The screenshot shows the 'Import Budget from Excel' dialog box. It contains fields for 'Budget Name' (2019-20BUD), 'Replace entries' (selected), and a description 'Imported from Excel 20-09-25'. The 'OK' button is highlighted.

Click on the field CHOOSE and system will redirect you to the window to select file for uploading.

The screenshot shows the 'IMPORT EXCEL FILE' dialog box. It contains a 'Choose...' button and a 'Cancel' button. The 'Choose...' button is highlighted.

This can take a seconds or minutes depending on the size of the budget information being imported.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	90/217

3. Purchase & Payables

3.1. Purchase & Payables Overview

3.1.1. Purchase & Payables Overview

3.1.1.1. Overview

Accounts Payables is a key application area for the Education Suite. Among other things, this is where vendors are setup, invoices are entered and posted and where cheques are written and posted.

Accounts Payable is fully integrated with the General Ledger and updates the G/L immediately as each transaction is posted.

Unlike many other systems used by school divisions, Business Central Education Suite separates invoicing and cheque-processing into two separate processes rather than a single process.

This section covers accounts payable invoice processing in Business Central. As mentioned before, invoice processing in Business Central is a separate process from cheque processing. Invoices are typically entered and posted individually when they are received and then paid in a separate process when they are due.

The Education Suite adds the ability to input vendor invoices by user batches with or without batch control totals. How your organization will process invoices in the program is a decision that is up to you. If you haven't made that decision, this material should help to explain the pros and cons of each method.

3.2. Purchase & Payables Setup

3.2.1. Purchase & Payables Setup

3.2.1.1. Overview

Purchase & Payables Setup contains the fields for specifying the Number Series to be used for Accounts Payable application for Educations Suite.

Setups here defines all the other Education Suite specific functionalities such as Self-Assessment, Purchase Card or Quick Pay.

That's why it is very important to set everything up correctly before starts working with Accounts Payable Education Suite in Business Central.

Before you begin working with Purchases & Payables, you specify here the number series that will be used for vendors, purchase documents, and so on. You also specify here other options such as how you want to calculate and post discounts and whether you want to round invoices

The following steps demonstrates how to set up Purchase & Payables for Education Suite Business Central

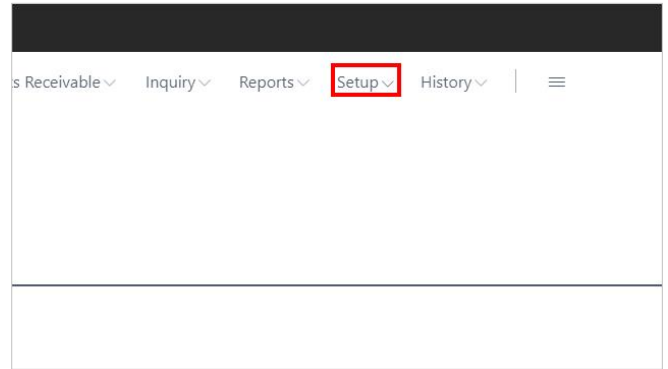
3.2.1.2. How to Setup Purchase & Payables Setup

Fund Accounting Profile

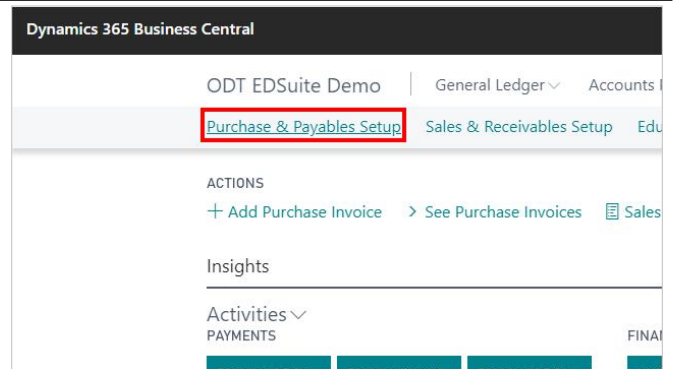


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	91/217

Click on the navigation menu item popup **Setup**



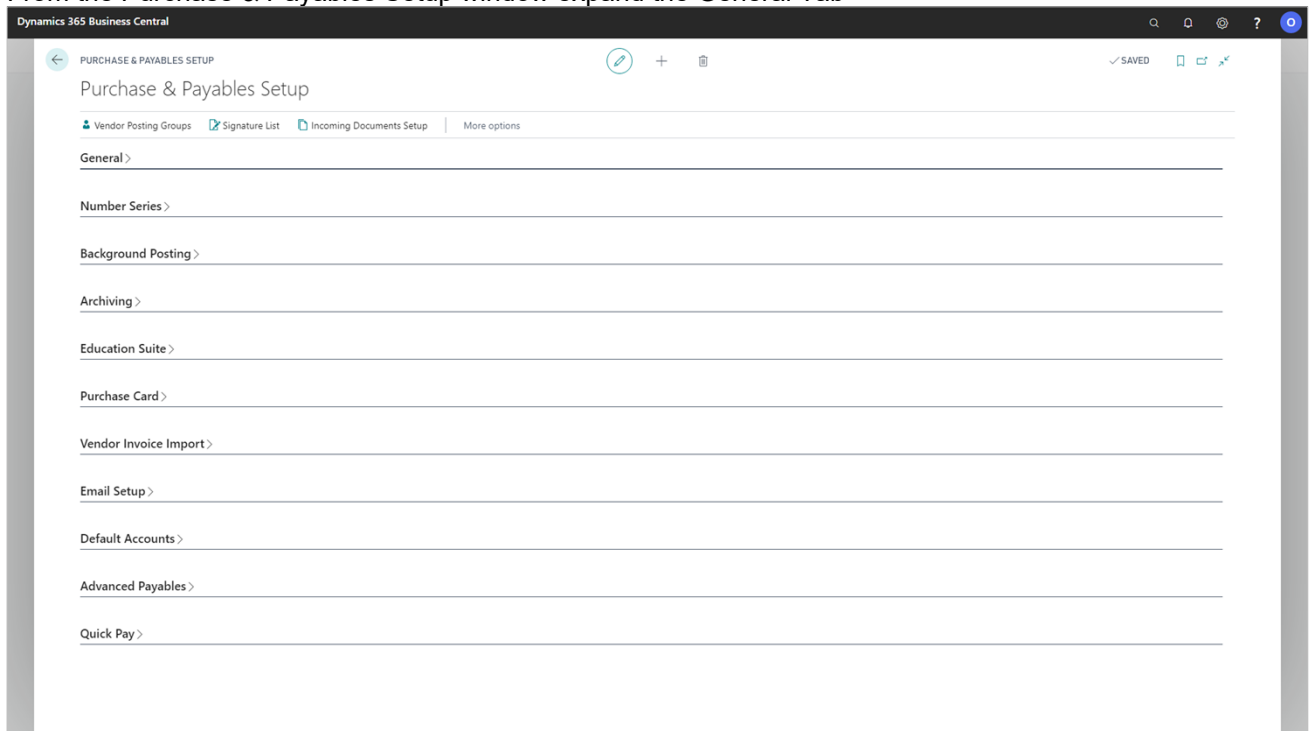
Click on the navigation menu item **Purchase & Payables Setup**



Purchase & Payables Setup window opens

3.2.1.3. How to Setup the General Tab

From the Purchase & Payables Setup window expand the General Tab





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	92/217

Click on **General**

The following settings are recommended for Education Suite. However, might vary depending on the School Division policy.

Click on the field **Discount Posting**

Click on the item **No Discounts** in the list

Click on the toggle field **Invoice Rounding**



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	93/217

Click on the toggle field External Document Nounber Mandatory

Print on Invoice	<input type="checkbox"/>
Print Shipment on Credit Memo	<input type="checkbox"/>
Price Rounding	<input checked="" type="checkbox"/>
Print Item from Item No.	<input type="checkbox"/>
Print Vendor Name to Entries	<input type="checkbox"/>
Doc. No. Mandatory	<input checked="" type="checkbox"/>
Print Tax Difference	<input type="checkbox"/>
Print Inv. Discount	<input type="checkbox"/>
Print Inv. Disc. per VAT ID	<input type="checkbox"/>
Print n. between Currencies	None

Click on the toggle field **Allow Tax Difference**

Print Shipment on Credit Memo	<input type="checkbox"/>
Price Rounding	<input checked="" type="checkbox"/>
Print Item from Item No.	<input type="checkbox"/>
Print Vendor Name to Entries	<input type="checkbox"/>
Doc. No. Mandatory	<input checked="" type="checkbox"/>
Print Tax Difference	<input checked="" type="checkbox"/>
Print Inv. Discount	<input type="checkbox"/>
Print Inv. Disc. per VAT ID	<input type="checkbox"/>
Print n. between Currencies	None
Print Comments Blanket to Order	<input type="checkbox"/>

Click on the field Application between Currencies

	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	None
der	<input type="checkbox"/>
ice	<input type="checkbox"/>
ceipt	<input type="checkbox"/>
no	<input type="checkbox"/>

Click on the toggle field **Copy Comments Blanket to Order**

Doc. No. Mandatory	<input checked="" type="checkbox"/>
Print Tax Difference	<input checked="" type="checkbox"/>
Print Inv. Discount	<input type="checkbox"/>
Print Inv. Disc. per VAT ID	<input type="checkbox"/>
Print n. between Currencies	None
Print Comments Blanket to Order	<input checked="" type="checkbox"/>
Print Comments Order to Invoice	<input type="checkbox"/>
Print Comments Order to Receipt	<input type="checkbox"/>
Print Cmts Ret.Ord. to Cr. Memo	<input type="checkbox"/>
Print Cmts Ret.Ord. to Ret.Shpt	<input type="checkbox"/>



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	94/217

Click on the toggle field **Copy Comments Order to Invoice**

Inv. Tax Difference	<input checked="" type="checkbox"/>
Inv. Discount	<input type="checkbox"/>
Inv. Disc. per VAT ID	<input type="checkbox"/>
n. between Currencies	None
/ Comments Blanket to Order	<input checked="" type="checkbox"/>
/ Comments Order to Invoice	<input checked="" type="checkbox"/>
/ Comments Order to Receipt	<input type="checkbox"/>
/ Cmts Ret.Ord. to Cr. Memo	<input type="checkbox"/>
/ Cmts Ret.Ord. to Ret.Shpt	<input type="checkbox"/>
t Cost Reversing Mandatory	<input type="checkbox"/>

Click on the toggle field **Copy Comments Return Order to Credit Memo**

Inv. Disc. per VAT ID	<input type="checkbox"/>
n. between Currencies	None
/ Comments Blanket to Order	<input checked="" type="checkbox"/>
/ Comments Order to Invoice	<input checked="" type="checkbox"/>
/ Comments Order to Receipt	<input checked="" type="checkbox"/>
/ Cmts Ret.Ord. to Cr. Memo	<input checked="" type="checkbox"/>
/ Cmts Ret.Ord. to Ret.Shpt	<input type="checkbox"/>
t Cost Reversing Mandatory	<input type="checkbox"/>
rk Prepmnt. when Posting	<input type="checkbox"/>

Click on the toggle field **Copy Comments Return Order to Return Shipments**

n. between Currencies	None
/ Comments Blanket to Order	<input checked="" type="checkbox"/>
/ Comments Order to Invoice	<input checked="" type="checkbox"/>
/ Comments Order to Receipt	<input checked="" type="checkbox"/>
/ Cmts Ret.Ord. to Cr. Memo	<input checked="" type="checkbox"/>
/ Cmts Ret.Ord. to Ret.Shpt	<input checked="" type="checkbox"/>
t Cost Reversing Mandatory	<input type="checkbox"/>
rk Prepmnt. when Posting	<input type="checkbox"/>

Click on the field **Prepayment Auto Update Frequency**

SAVED	
Show less	
by	Never
	Never
	Daily
	Weekly
It	Always Combine
	<input type="checkbox"/>



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	95/217

Click on the field **Default Posting Date**

Never
Work Date
No Date

It is preferable to set Default Posting Date as "Work Date"

Click on the toggle field **Use Vendor's Tax Area Code**

mt. Auto Update Frequency Never
ult Posting Date Work Date
ult Qty. to Receive Remainder
bine Special Orders Default Always Combine
Vendor's Tax Area Code ☒
v Document Deletion Before
re Updated Addresses
ing Description Rule Vendor Name
er Line Tax Calculation From Gross Amount Including Tax

Next fields set is specific for Education Suite. Determine here the way to calculate taxes in purchase order, invoice or credit memo lines. Select from the available options:

- From Gross Amount Including Tax or
- From Direct Cost

Click on the field **Order Line Tax Calculation**

0.00
Never

Click on the button Yes to the warning message

Would you like to update all vendor Order Line Tax Calculation type to From Direct Unit Cost

Yes No

The same way select Invoice and Credit Memo Tax Calculation options.

Note: selecting Invoice By "Gross Amount" will set up default quantity on the lines to 100



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	96/217

Click on the link **Invoice By**

A screenshot of a software interface showing a list of menu items on the right side. The items include 'Ignore Updated Addresses', 'Posting Description Rule', 'Order Line Tax Calculation', 'Invoice Line Tax Calculation', 'Credit Memo Tax Calculation', 'Invoice By', 'Line Tax Difference', 'Sup Code', 'Archive Quotes', and 'Archive Orders'. The 'Invoice By' link is highlighted with a red rectangular box. Below the 'Invoice By' link, there is a small dark grey button with the text 'Learn more'.

Click on the button Yes to the warning message

A screenshot of a warning message dialog box. The dialog box has a white background and a grey border. It contains a question mark icon in a green circle, followed by the text 'Would you like to update all vendor Invoice By type to Gross Amount'. At the bottom right of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box.

Click on the field **Allow Purchase Line Tax Difference**

A screenshot of a software interface showing a list of fields. The fields are: 'Vendor Name', 'From Gross Amount Including Tax', 'From Gross Amount Including Tax', 'From Gross Amount Including Tax', 'Gross Amount', and 'Allow Purchase Line Tax Difference'. The 'Allow Purchase Line Tax Difference' field is highlighted with a red rectangular box. To the right of this field, the value '0.00' is displayed.

Enter **Allow Purchase Line Tax Difference**. Press the **Enter** key.

A screenshot of a software interface showing a list of fields. The fields are: 'Vendor Name', 'From Gross Amount Including Tax', 'From Gross Amount Including Tax', 'From Gross Amount Including Tax', 'Gross Amount', and 'Allow Purchase Line Tax Difference'. The 'Allow Purchase Line Tax Difference' field is highlighted with a red rectangular box. The cursor is positioned at the end of the text in this field.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	97/217

Click on the lookup button **Default Tax Group Code**

Click on the link in select default Tax Group Code

Enable any other fields if you prefer.

3.2.1.4. How to Setup the Number Series Tab

As a pre-step before setting up Purchase & Payables Number Series Tab, Number Series List need to be created.

Click on the navigation menu item popup **Setup**

Click on the navigation menu item Number Series

Here is an example, how to create New Number Series for Education Suite Business Central.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	98/217

Click on the navigation menu item **New**

The screenshot shows the 'NO. SERIES' screen in the ODT Education Suite. The '+ New' button is highlighted with a red box. The screen displays a list of series codes and descriptions. The first row is 'ABSENCE' with description 'Absence' and starting number 'ABS0001'. Other rows include 'APPLICANT', 'BANK', 'BANKDEP', 'BANKDREC', and 'BANKRECAdj'.

Enter the **Number Series Code**. Press the **Enter** key.

The screenshot shows the 'NO. SERIES' screen. The 'Code' field is highlighted with a red box and contains an asterisk (*). The 'Description' field is empty. The 'Starting' field is empty. The list of series codes is visible below the input fields.

Enter **Description**.

The screenshot shows the 'NO. SERIES' screen. The 'Description' field is highlighted with a red box and contains the text 'Commitment'. The 'Code' field is empty. The 'Starting' field is empty. The list of series codes is visible below the input fields.

Click on the cell **Description** with the value **Commitment**

The screenshot shows the 'NO. SERIES' screen. The 'Description' field is highlighted with a red box and contains the text 'Commitment'. The 'Code' field is empty. The 'Starting' field is empty. The list of series codes is visible below the input fields.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	99/217

Enter **Startig Date**. Press the **Enter** key.

The screenshot shows the top of the ODT Education Suite Help interface. At the top, there are two buttons: 'Delete' and 'Open in Excel'. Below these is a section titled 'MMITMENT'. Underneath, there is a table with five columns: 'g No. ↑', 'Ending No.', 'Last Date Used', 'Last No. Used', and 'Warning No.'. The 'Last No. Used' column is highlighted with a red box. The table is currently empty.

Enter **Starting Number**. Press the **enter** key.

The screenshot shows the same interface as the previous one. The 'Last No. Used' column in the table is highlighted with a red box. The table is currently empty.

Enter **Ending Number**. Press the **Enter** key..

The screenshot shows the same interface as the previous ones. The 'Last No. Used' column in the table is highlighted with a red box. The table is currently empty.

Click on the button **Close**

The screenshot shows the bottom of the ODT Education Suite Help interface. A 'Close' button is visible in the bottom right corner, highlighted with a red box.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	100/217

Click on **Default Nos.**

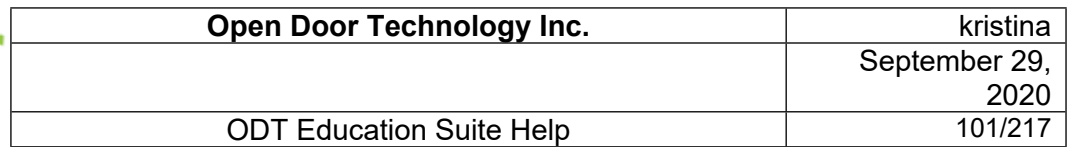
BDEP9999	2020-09-15	BDEP0001	<input checked="" type="checkbox"/>
BDEP9999	—	—	<input checked="" type="checkbox"/>
—	—	—	<input checked="" type="checkbox"/>
—	—	—	<input checked="" type="checkbox"/>
—	—	—	<input checked="" type="checkbox"/>
—	—	—	<input checked="" type="checkbox"/>
COM99999	—	—	<input type="checkbox"/>
CONT99999	—	—	<input checked="" type="checkbox"/>
CUS99999	2020-09-04	CUS00003	<input checked="" type="checkbox"/>
—	—	—	<input checked="" type="checkbox"/>
EMP99999	—	—	<input checked="" type="checkbox"/>
—	—	—	<input checked="" type="checkbox"/>
FA99999	—	—	<input checked="" type="checkbox"/>

Click on the back button

With the full Number Series list setup, go back to Purchase & Payables to define default number series for each field as needed.

Click on **Number Series**

Click on the field **Commitment Nos.**



	P-BATCH	
	P-INV-IMP	
	Code ↑	Description
	ABSENCE	Absence
	APPLICANT	Applicants
	BANK	BANK

Price Import Nos.	P-INV-IMP								
Log No.									
nt Nos.	com								
ce Nos.									
os.									
	<table border="1"> <thead> <tr> <th>Code ↑</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>→ COMMIT</td> <td>Commitments</td> </tr> <tr> <td>COMMITM</td> <td>Commitment</td> </tr> <tr> <td>+ New</td> <td></td> </tr> </tbody> </table>	Code ↑	Description	→ COMMIT	Commitments	COMMITM	Commitment	+ New	
Code ↑	Description								
→ COMMIT	Commitments								
COMMITM	Commitment								
+ New									

Dynamics 365 Business Central

Q Q ?

PURCHASE & PAYABLES SETUP

✓ SAVED

Purchase & Payables Setup

[Vendor Posting Groups](#) [Signature List](#) [Incoming Documents Setup](#) | [More options](#)

General >

Number Series

[Show less](#)

Vendor Nos.	VEND	Posted Return Shpt. Nos.	
Quote Nos.	P-QUO	Posted Prepm't. Inv. Nos.	
Blanket Order Nos.		Posted Prepm't. Cr. Memo Nos.	
Order Nos.	P-ORD	Batch Nos.	P-BATCH
Return Order Nos.		Vendor Invoice Import Nos.	P-INV-IMP
Invoice Nos.	P-INV	Quotation Log No.	
Posted Invoice Nos.	P-INV	Commitment Nos.	COMMIT
Credit Memo Nos.	P-CR	Quick Invoice Nos.	P-INV-Q
Posted Credit Memo Nos.	P-CR	Price List Nos.	
Posted Receipt Nos.	RCPT		

Background Posting >

Archiving >

Education Suite >

Purchase Card >

Vendor Invoice Import >

ODT Education Suite Help

101/217



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	102/217

Dynamics 365 Business Central

PURCHASE & PAYABLES SETUP

Purchase & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

General >

Number Series

Vendor Nos. VEND

Quote Nos. P-QUO

Blanket Order Nos.

Order Nos. P-ORD

Return Order Nos.

Invoice Nos. P-INV

Posted Invoice Nos. P-INV

Credit Memo Nos. P-CR

Posted Credit Memo Nos. P-CR

Posted Receipt Nos. RCPT

Posted Return Shpt. Nos.

Posted Prepm. Inv. Nos.

Posted Prepm. Cr. Memo Nos.

Batch Nos. P-BATCH

Vendor Invoice Import Nos. P-INV-IMP

Quotation Log No.

Commitment Nos. COMMIT

Quick Invoice Nos. P-INV-Q

Price List Nos.

Background Posting >

Archiving >

Education Suite >

Purchase Card >

Vendor Invoice Import >

3.2.1.5. How to Setup the Education Suite Tab

Click on **Education Suite**

Background Posting >

Archiving >

Education Suite >

Purchase Card >

Vendor Invoice Import >

Education Suite Tab defines key Accounts Payables areas.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	103/217

Dynamics 365 Business Central

PURCHASE & PAYABLES SETUP

Purchase & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

Education Suite

Tax Type 1 Caption	GST Amount	Dflt. Commit. Vend. Post. Grp.	
Tax Type 2 Caption	PST Amount	Dflt. Encumb Vend. Post. Grp.	
Other Tax Type Caption	Other Tax Amount	Dflt Commit. Tax Group	
Batch Mode	User Warning	PO Extended Text	

EMPLOYEE VENDOR DEFAULTS

Employee Vendor Prefix	EM
Default Employee/Vendor Posting Group	VEND
Default Employee/Vendor Tax Liable	<input checked="" type="checkbox"/>
Default Employee/Vendor Tax Group Code	GR
Default Employee/Vendor Tax Area Code	SK
Default Employee/Vendor Payment Method	EFT
Create Public Bodies Dimension	<input type="checkbox"/>
Public Bodies Dimension Code	
Print Name 2 On Cheques	<input type="checkbox"/>
Name Format	First Name Last Name
Name 2 Format	No Name
Vendor Email From	Emp. Email
Default Batch Control Validation	<input checked="" type="checkbox"/>
Hide Control Total Validation Controls	<input type="checkbox"/>
Self Assessment Vendor No.	V00016
Self Assessment Batch No.	MINFINCA
Self Assessment Tax Jurisdiction Code	PROV-SK

Tax Type 1 and 2 Captions, as well as Other Tax Type Captions defines the Tax names in Purchase Order, Purchase Invoice and Credit Memos lines. You can enter any preferable names.

Dynamics 365 Business Central

PURCHASES & PAYABLES SETUP

Purchases & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

Education Suite

Tax Type 1 Caption	GST Amount	Dflt. Commit. Vend. Post. Grp.	
Tax Type 2 Caption	PST Amount	Dflt. Encumb Vend. Post. Grp.	
Other Tax Type Caption	Other Tax Amount	Dflt Commit. Tax Group	
Batch Mode	User Warning	PO Extended Text	

EMPLOYEE VENDOR DEFAULTS

Employee Vendor Prefix	EM
Default Employee/Vendor Posting Group	VEND
Default Employee/Vendor Tax Liable	<input checked="" type="checkbox"/>
Default Employee/Vendor Tax Group Code	GR
Default Employee/Vendor Tax Area Code	SK
Default Employee/Vendor Payment Method	EFT
Create Public Bodies Dimension	<input type="checkbox"/>
Public Bodies Dimension Code	
Print Name 2 On Cheques	<input type="checkbox"/>
Name Format	First Name Last Name
Name 2 Format	No Name
Vendor Email From	Emp. Email
Default Batch Control Validation	<input checked="" type="checkbox"/>
Hide Control Total Validation Controls	<input type="checkbox"/>
Self Assessment Vendor No.	V00016
Self Assessment Batch No.	MINFINCA
Self Assessment Tax Jurisdiction Code	PROV-SK
Self Assessment Tax Group Code	R

Fill in special section to select default settings for Employee Vendor:



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	104/217

Dynamics 365 Business Central

PURCHASES & PAYABLES SETUP

Purchases & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

Education Suite

Tax Type 1 Caption GST Amount

Tax Type 2 Caption PST Amount

Other Tax Type Caption Other Tax Amount

Batch Mode User Warning

EMPLOYEE VENDOR DEFAULTS

Employee Vendor Prefix EM

Default Employee/Vendor Posting Group VEND

Default Employee/Vendor Tax Liable ☒

Default Employee/Vendor Tax Group Code GR

Default Employee/Vendor Tax Area Code SK

Default Employee/Vendor Payment Method EFT

Create Public Bodies Dimension ☒

Public Bodies Dimension Code

Print Name 2 On Cheques ☒

Name Format First Name Last Name

Name 2 Format No Name

Vendor Email From Emp. Email

Default Batch Control Validation ☒

Hide Control Total Validation Controls ☒

Self Assessment Vendor No. V00016

Self Assessment Batch No. MINFINCA

Self Assessment Tax Jurisdiction Code PROV-SK

Self Assessment Tax Group Code R

Self Assessment Vendor Tax Group N

Balance Account Type Bank Account

Balance Account No. B010

Purchase Card >

Vendor Invoice Import >

Self-Assessment functionality defines by the following field in Education Suite Tab.

Dynamics 365 Business Central

PURCHASES & PAYABLES SETUP

Purchases & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

Default Employee/Vendor Tax Liable ☒

Default Employee/Vendor Tax Group Code GR

Default Employee/Vendor Tax Area Code SK

Default Employee/Vendor Payment Method EFT

Create Public Bodies Dimension ☒

Public Bodies Dimension Code

Print Name 2 On Cheques ☒

Name Format First Name Last Name

Name 2 Format No Name

Vendor Email From Emp. Email

Default Batch Control Validation ☒

Hide Control Total Validation Controls ☒

Self Assessment Vendor No. V00016

Self Assessment Batch No. MINFINCA

Self Assessment Tax Jurisdiction Code PROV-SK

Self Assessment Tax Group Code R

Self Assessment Vendor Tax Group N

Balance Account Type Bank Account

Balance Account No. B010

Purchase Card >

Vendor Invoice Import >



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	105/217

3.2.1.6.

How to Setup the Purchase Card Setup

Click on **Purchase Card**

Archiving >
Education Suite >
Purchase Card >
Vendor Invoice Import >
Email Setup >

Select settings that define default Purchase Card import and posting for Education Suite:

Dynamics 365 Business Central

PURCHASES & PAYABLES SETUP

Purchases & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

General >

Number Series >

Background Posting >

Archiving >

Education Suite >

Purchase Card

PC Vendor No.	V00017	Purchase Card Nos.	P-CARD
Bank Account No.	8010	Validate Dimension Combinations	<input checked="" type="checkbox"/>
Def. Tax Group Code	R	Purchase Card Auto Post	<input type="checkbox"/>
Def. Budget Manager Code		Purchases Security Dimension	06 BUDGET MANAGER
Def. Shortcut Dimension 7 Code		Post G/L Entries In Detail	<input checked="" type="checkbox"/>
Def. Program Code			

Vendor Invoice Import >

Email Setup >

Default Accounts >

Select default Purchase Card Vendor, Bank Account and Tax Group Code. Select Number Series. Enable Validate Dimension Combinations and Purchase Card Auto Post if needed. Purchase card dimension is defined from this tab as well. Enable Post G/L Entries in Detail if needed.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	106/217

3.2.1.7. How to Setup Quick Pay Setup

Click on **Quick Pay**

Select settings to define Quick Pay functionality process. Select Quick Pay Method Code and Payment Type, as well as Default AP Cheque Account. Other fields are optional.

Shown in this video steps are key for Education Suite Purchase and Payables working properly. You can add any other setting specific for your organization. Otherwise, you can close the page.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	107/217

Click on the back button

3.3. Accounts Payable Batch Management

3.3.1. Accounts Payable Batch Management Overview

3.3.1.1. Overview

The Education Suite adds the ability to input vendor invoices by user batches with or without batch control totals. Accounts Payable Batch Management allows to control invoice processing by separate users within individual batch.

In this method invoices are processed after first creating a batch and then adding invoices to that batch before posting the entire batch. Batch processing adds some batch controls capability and related reports and also facilitates posting and filing of accounts payable invoices by batch.

3.3.1.2. Accounts Payable Batch Management Overview

There are a number of setup items required to cover related to batch accounts payable invoice processing.

1) Batch Number Series can be specified for automatic sequential numbering of new batches in Numbering Tab under Purchase & Payables Setup



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	108/217

2) Batch user access is determined by the selecting options of the Batch Mode in Education Suite Tab under Purchase & Payables Setup:

There are three options:

1. Blank – no restrictions or warnings any user can access and modify another user's batches.
2. User Error – users attempting to access another user's batch will receive an error and will be unable to access it.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	109/217

3. User Warning – users accessing another user's batch will get a warning message but will be able to access and process other user's batches if necessary

3) Default Batch Control Validation is used as a default to indicate whether batch control validation should be activated or not for new batches created in the program.

The screenshot shows the 'Purchase & Payables Setup' window in Dynamics 365 Business Central. The 'Education Suite' tab is selected. Under the 'EMPLOYEE VENDOR DEFAULTS' section, the 'Default Batch Control Validation' toggle switch is highlighted with a red box and is currently turned on. Other visible settings include 'Tax Type 1 Caption' (GST Amount), 'Tax Type 2 Caption' (PST Amount), 'Batch Mode' (User Warning), and 'Employee Vendor Prefix' (EM).

This serves as a default only and Batch Control Validation can be turned off on individual batches.

Batch control validation determines whether the total entered in the Control Amount Including Tax field (calculated outside of the program) must agree to the Batch Amount (total of documents entered in the batch as calculated by the program) before a batch can be posted.

3.3.2. How to create a New AP Batch

3.3.2.1. How to Create a New AP Batch

When using the batch processing method of accounts payable invoicing, the first step in invoicing is to create a new batch.

Fund Accounting Profile

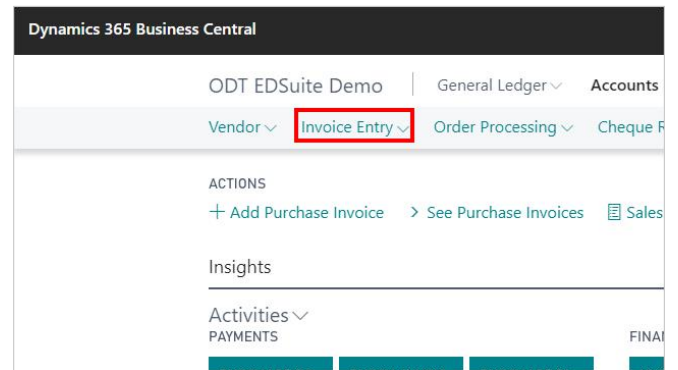
Click on the navigation menu item popup **Accounts Payable**

The screenshot shows the Dynamics 365 Business Central navigation menu. The 'Accounts Payable' option is highlighted with a red box. Other visible options include 'General Ledger', 'Accounts Receivable', 'Purchase Invoice', 'See Purchase Invoices', and 'Sales Invoices Report'.

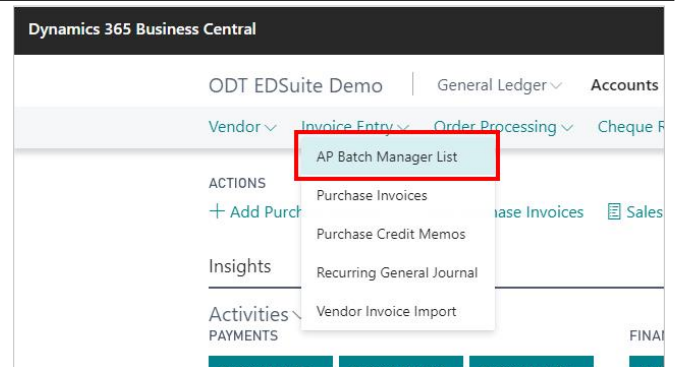


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	110/217

Click on the navigation menu item popup **Invoice Entry**

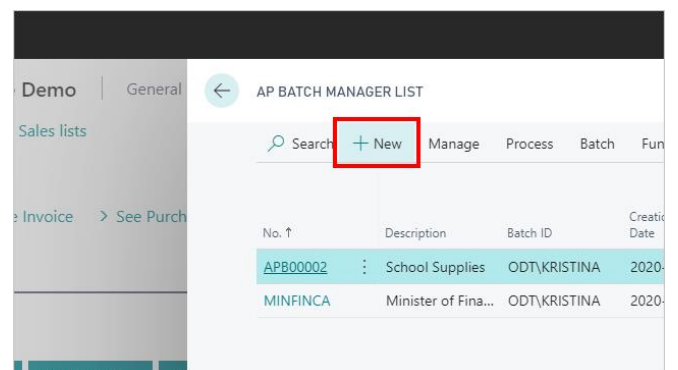


Click on the navigation menu item **AP Batch Manager List**

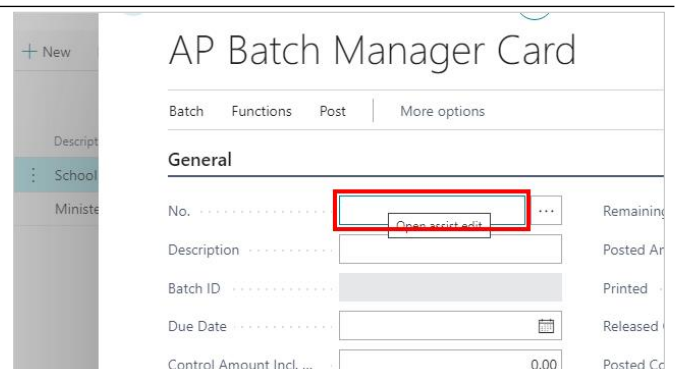


AP Batch Manager list opens.

Click on the navigation menu item **New**



Click on the Field Number.



Business Central will automatically assign the next available batch number from the Number Series



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	111/217

Click on the field **Description**

AP Batch Manager Card

Batch Functions Post More options

General

No. [] ... Remaining

Description [] Posted Ar

Batch ID Printed

Due Date Released

Control Amount Incl. ... 0.00 Posted Co

Batch Amount 0.00 Complete

Enter **Description**.

AP Batch Manager Card

Batch Functions Post More options

General

No. APB00003 ... Remaining

Description D Posted Ar

Batch ID ODT\KRISTINA Printed

Due Date Released

Control Amount Incl. ... 0.00 Posted Co

Batch Amount 0.00 Complete

Batch ID is assigned automatically, based on your user id when you insert a new batch

Due Date can be entered on the Batch header as a default for all invoices and credit memos entered on the batch.

However, if a document date is changed on an individual document, the due date for that document will be recalculated based on the payment terms in effect. If there is no payment term on that invoice, the Due date will become the document date.

It is also possible to update the due dates on all documents attached to a batch by entering or changing the due date on the batch card - even posted documents can be updated.

Entering or changing the due date on the batch card will result in the following screen being displayed automatically.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	112/217

Click on the field **Control Amount Incl. Taxes**

Enter **Control Amount Incl. Taxes**. Press the **Enter** key.

Control Amount Including Tax the total of all invoices in the batch must be entered in this field if Batch Control Validation is activated. The intent of this field is to have accounts payable clerks use an adding machine to add up the total invoices to be entered in their batch and enter the total.

Then when all invoices have been entered for the batch, this amount should agree to the calculated total represented by the Batch Amount. If it does not, posting will be prevented.

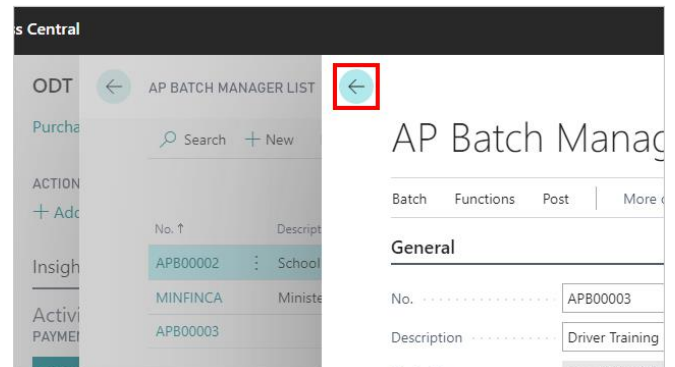
Batch Amount is the program calculated total of all documents entered on the batch. When Batch Control Validation is activated this is the amount to which the Control Amount Incl. Tax is compared before posting. If they are not equal, posting will be prevented.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	113/217

Once the batch is created you are ready to start invoicing.

To close the page, click on the back button.



3.3.3. How to attach No. Series to Specific User

3.3.3.1. Overview

One of the advantages of using batch invoice processing is that it allows the work of multiple accounts payable clerks to be easily separated in the program.

If you have more than one person processing invoices at the same time and you want each user to have sequential document numbers within their own batch, then it is necessary to setup separate number series by user.

3.3.3.2. How to attach Number Series to Specific User

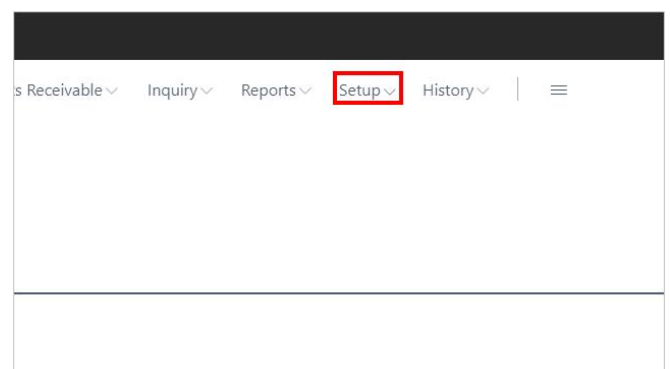
Fund Accounting Profile

There are a couple of steps to setting this up:

- 1) Setup Number Series
- 2) Attach Number Series to each User

Let's start with creating special Number Series.

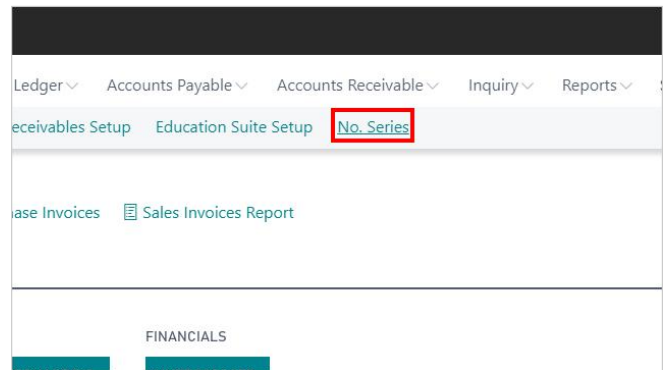
Click on the navigation menu item popup **Setup**



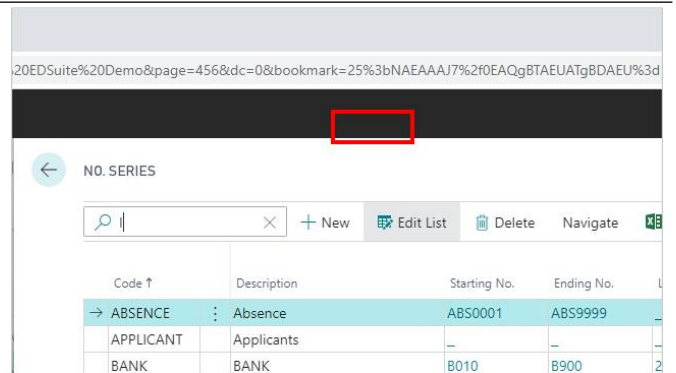


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	114/217

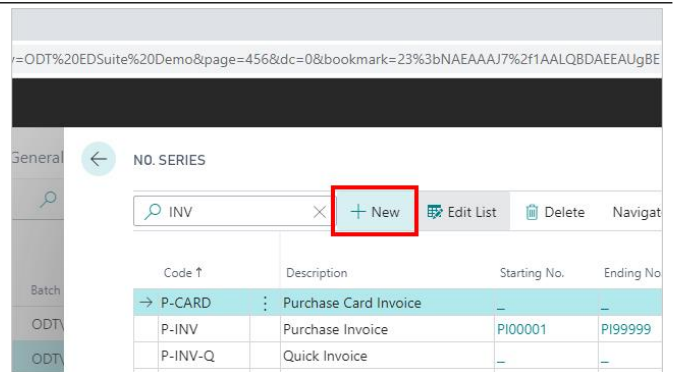
Click on the navigation menu item Number Series



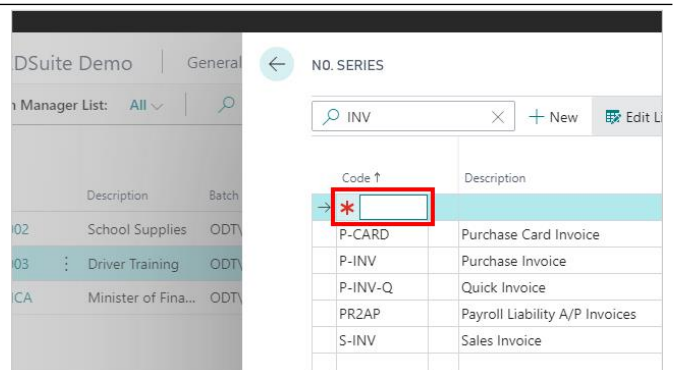
Enter **INV** on the Search button to sort out any Invoice related Number series. Press the Enter key.



Click on the navigation menu item **New**



Click on the cell **Code**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	115/217

Enter **Code** for the new user specific Number Series.

Code ↑	Description
* P	
P-CARD	Purchase Card Invoice
P-INV	Purchase Invoice
P-INV-Q	Quick Invoice
PR2AP	Payroll Liability A/P Invoices
S-INV	Sales Invoice

Click on the cell **Description**

Code ↑	Description	Starting No.
* P-INV1		
P-CARD	Purchase Card Invoice	
P-INV	Purchase Invoice	PI00001
P-INV-Q	Quick Invoice	
PR2AP	Payroll Liability A/P Invoices	
S-INV	Sales Invoice	SI00001

Enter **Description**.

Code ↑	Description	Starting No.
* P-INV1		
P-CARD	Purchase Card Invoice	
P-INV	Purchase Invoice	PI00001
P-INV-Q	Quick Invoice	
PR2AP	Payroll Liability A/P Invoices	
S-INV	Sales Invoice	SI00001

Double click on the starting number to open line in Edit mode.

Code ↑	Description	Starting No.	Ending No.	Last Date Used
* P-INV1	Purchase Invoice - User 1			
P-CARD	Purchase Card Invoice			
P-INV	Purchase Invoice	PI00001	PI99999	2020-09-14
P-INV-Q	Quick Invoice			
PR2AP	Payroll Liability A/P Invoices			
S-INV	Sales Invoice	SI00001	SI99999	2020-09-15



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	116/217

Enter **Starting Date**.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning No.	Increment- by No.	Allow Gaps in Nos.
					1	<input type="checkbox"/>

Press the **Enter** key.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning No.	Increment- by No.	Allow Gaps in Nos.
					1	<input type="checkbox"/>

Click on the cell Starting number to enter starting user specific Invoice number series.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used
→ 2020-09-17				

Enter **Starting Number**.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used
→ 2020-09-17	1			



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	117/217

Click on the cell Ending number to enter ending user specific Invoice number series.

General Search + New Edit List Delete Open in Excel

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Batch	Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning
ODT	→ 2020-09-17	1PI00001				

Enter **Ending Number**.

General Search + New Edit List Delete Open in Excel

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Batch	Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning
ODT	→ 2020-09-17	1PI00001	1			

Click on the button **Close**

1 0 14,062.00 14,062.00

0.00 0.00

0.00 0.00

Close

Click on **Default Nos.**

SAVED

Navigate Open in Excel

Ending No.	Last Date Used	Last No. Used	Def... Nos.	M N
PI99999	2020-09-14	PI00009	<input checked="" type="checkbox"/>	
1PI99999			<input type="checkbox"/>	
			<input checked="" type="checkbox"/>	
SI99999	2020-09-15	SI00004	<input checked="" type="checkbox"/>	

Batch Amount Remain Amount Incl.

14,062.00 14,062.00

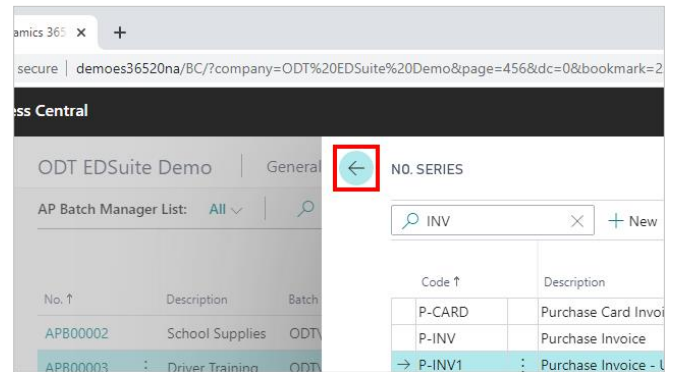
0.00 0.00

0.00 0.00



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	118/217

Click on the back button

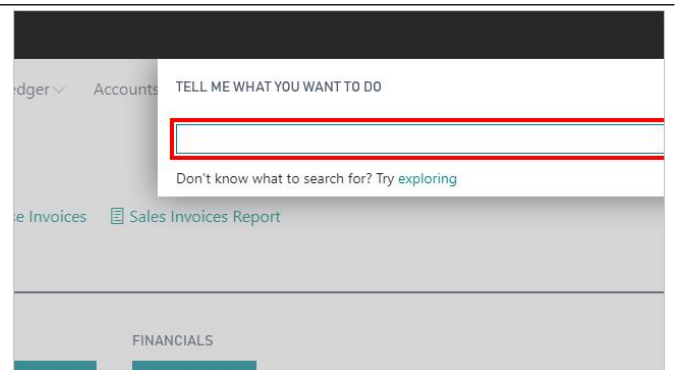


Now you need to attach created Number Series to the User.

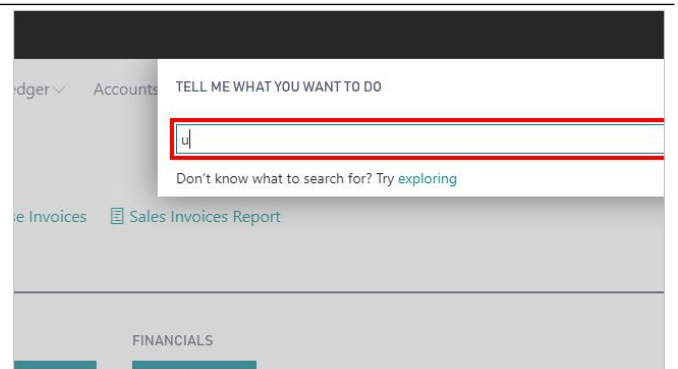
Click on the link **Tell me what you want to do.**
Quickly access actions, pages, reports,
documentation, and apps and consulting services.



Click on the field **Type to start search:**



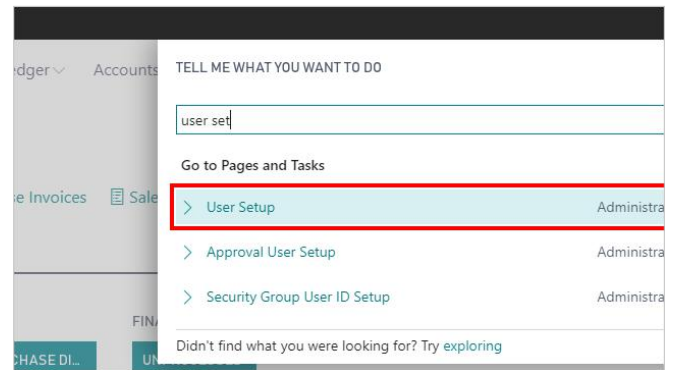
Enter **Type to start search:**



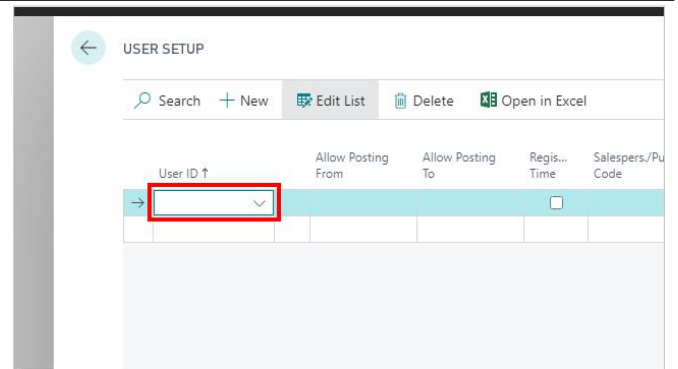


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	119/217

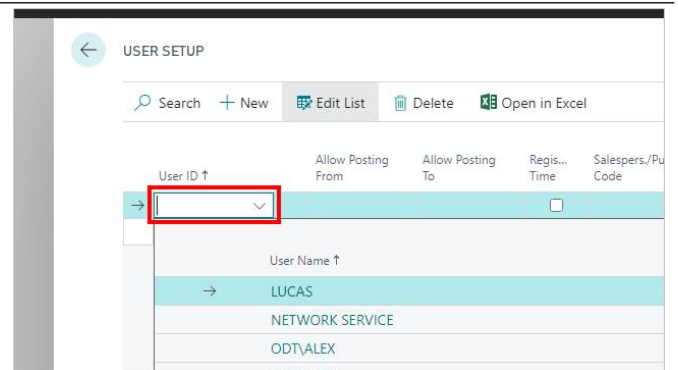
Click on **User Setup Administration** ☐



Click on the cell **User ID**

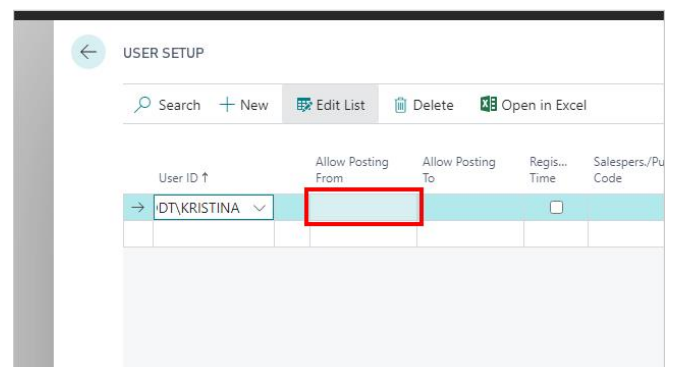


Enter **User ID**.



Select User ID from the drop-down list.

Click on the cell **Allow Posting From**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	120/217

Click on the cell **Allow Posting To**

USER SETUP

Search + New Edit List Delete Open in Excel

User ID ↑	Allow Posting From	Allow Posting To	Regis... Time	Salespers./Purch. Code	Sales Filter
→ ODT\KRISTINA	2020-09-01				

Enter **Allow Posting To**. Press the **Enter** key.

USER SETUP

Search + New Edit List Delete Open in Excel

User ID ↑	Allow Posting From	Allow Posting To	Regis... Time	Salespers./Purch. Code	Sales Filter
→ ODT\KRISTINA	2020-09-01	1			

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Click on the cell **AP Batch Number Series**

Time Sheet Admin. E-Mail

AP Batch No. Series	Fixed Asset Range Start	Fixed Asset Range End

Look up value

Select newly created user specific number series code from the drop-down list.

Time Sheet Admin. E-Mail

AP Batch No. Series	Fixed Asset Range Start	Fixed Asset Range End

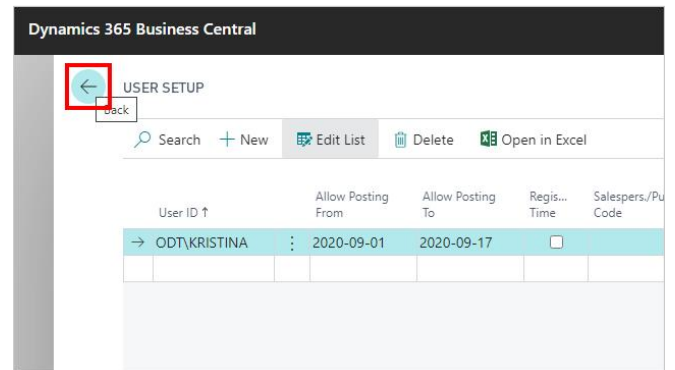
Look up value

Code ↑	Description
P-INV	Purchase Invoice
P-INV1	Purchase Invoice - Us
P-INV-Q	Quick Invoice
P-ORD	Purchase Order
P-QUO	Purchase Quote
PR2AP	Payroll Liability A/P In
+ New	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	121/217

Click on the back button to exit the page.



Any invoice created by this User will have a specific Number from now on.

3.3.4. How to attach No. Series to Specific User

3.3.4.1. Overview

One of the advantages of using batch invoice processing is that it allows the work of multiple accounts payable clerks to be easily separated in the program.

If you have more than one person processing invoices at the same time and you want each user to have sequential document numbers within their own batch, then it is necessary to setup separate number series by user.

3.3.4.2. How to attach Number Series to Specific User

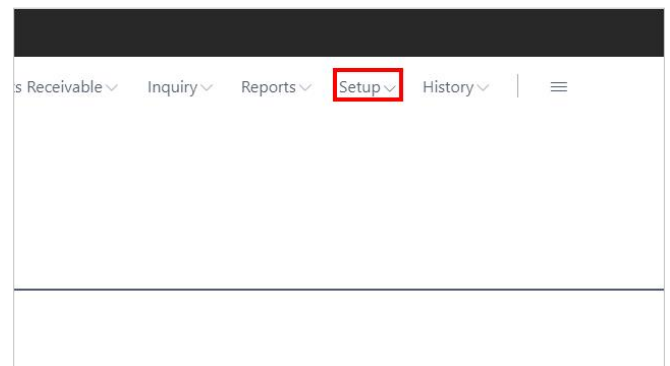
Fund Accounting Profile

There are a couple of steps to setting this up:

- 1) Setup Number Series
- 2) Attach Number Series to each User

Let's start with creating special Number Series.

Click on the navigation menu item popup **Setup**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	122/217

Click on the navigation menu item Number Series

The screenshot shows the navigation menu with the following items: Ledger, Accounts Payable, Accounts Receivable, Inquiry, Reports, Receivables Setup, Education Suite Setup, and No. Series. The 'No. Series' item is highlighted with a red box.

Enter **INV** on the Search button to sort out any Invoice related Number series. Press the Enter key.

The screenshot shows the 'NO. SERIES' screen with a search bar containing 'INV'. The search bar is highlighted with a red box. Below the search bar is a table with the following data:

Code ↑	Description	Starting No.	Ending No.
→ ABSENCE	Absence	ABS0001	ABS9999
APPLICANT	Applicants	—	—
BANK	BANK	B010	B900

Click on the navigation menu item **New**

The screenshot shows the 'NO. SERIES' screen with a search bar containing 'INV'. The 'New' button is highlighted with a red box. Below the search bar is a table with the following data:

Code ↑	Description	Starting No.	Ending No.
→ P-CARD	Purchase Card Invoice	—	—
P-INV	Purchase Invoice	PI00001	PI99999
P-INV-Q	Quick Invoice	—	—

Click on the cell **Code**

The screenshot shows the 'NO. SERIES' screen with a search bar containing 'INV'. The 'Code' cell is highlighted with a red box. Below the search bar is a table with the following data:

Code ↑	Description
→ *	
P-CARD	Purchase Card Invoice
P-INV	Purchase Invoice
P-INV-Q	Quick Invoice
PR2AP	Payroll Liability A/P Invoices
S-INV	Sales Invoice



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	123/217

Enter **Code** for the new user specific Number Series.

Code ↑	Description
* P	
P-CARD	Purchase Card Invoice
P-INV	Purchase Invoice
P-INV-Q	Quick Invoice
PR2AP	Payroll Liability A/P Invoices
S-INV	Sales Invoice

Click on the cell **Description**

Code ↑	Description	Starting No.
* P-INV1		
P-CARD	Purchase Card Invoice	
P-INV	Purchase Invoice	PI00001
P-INV-Q	Quick Invoice	
PR2AP	Payroll Liability A/P Invoices	
S-INV	Sales Invoice	SI00001

Enter **Description**.

Code ↑	Description	Starting No.
* P-INV1		
P-CARD	Purchase Card Invoice	
P-INV	Purchase Invoice	PI00001
P-INV-Q	Quick Invoice	
PR2AP	Payroll Liability A/P Invoices	
S-INV	Sales Invoice	SI00001

Double click on the starting number to open line in Edit mode.

Code ↑	Description	Starting No.	Ending No.	Last Date Used
* P-INV1	Purchase Invoice - User 1			
P-CARD	Purchase Card Invoice			
P-INV	Purchase Invoice	PI00001	PI99999	2020-09-14
P-INV-Q	Quick Invoice			
PR2AP	Payroll Liability A/P Invoices			
S-INV	Sales Invoice	SI00001	SI99999	2020-09-15



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	124/217

Enter **Starting Date**.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning No.	Increment- by No.	Allow Gaps in Nos.
					1	<input type="checkbox"/>

Press the **Enter** key.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning No.	Increment- by No.	Allow Gaps in Nos.
					1	<input type="checkbox"/>

Click on the cell Starting number to enter starting user specific Invoice number series.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used
→ 2020-09-17				

Enter **Starting Number**.

EDIT - NO. SERIES LINES - P-INVT - PURCHASE INVOICE - USER 1

Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used
→ 2020-09-17	1			



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	125/217

Click on the cell Ending number to enter ending user specific Invoice number series.

General Search + New Edit List Delete Open in Excel

EDIT - NO. SERIES LINES - P-INVI - PURCHASE INVOICE - USER 1

Batch	Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning
ODT	→ 2020-09-17	1PI00001				

Enter **Ending Number**.

General Search + New Edit List Delete Open in Excel

EDIT - NO. SERIES LINES - P-INVI - PURCHASE INVOICE - USER 1

Batch	Starting Date ↑	Starting No. ↑	Ending No.	Last Date Used	Last No. Used	Warning
ODT	→ 2020-09-17	1PI00001	1			

Click on the button **Close**

1 0 14,062.00 14,062.00

0.00 0.00

0.00 0.00

Close

Click on **Default Nos.**

SAVED

Navigate Open in Excel

Ending No.	Last Date Used	Last No. Used	Def... Nos.	M N
PI99999	2020-09-14	PI00009	<input checked="" type="checkbox"/>	
1PI99999			<input type="checkbox"/>	
			<input checked="" type="checkbox"/>	
SI99999	2020-09-15	SI00004	<input checked="" type="checkbox"/>	

Batch Amount Remain Amount Incl.

14,062.00 14,062.00

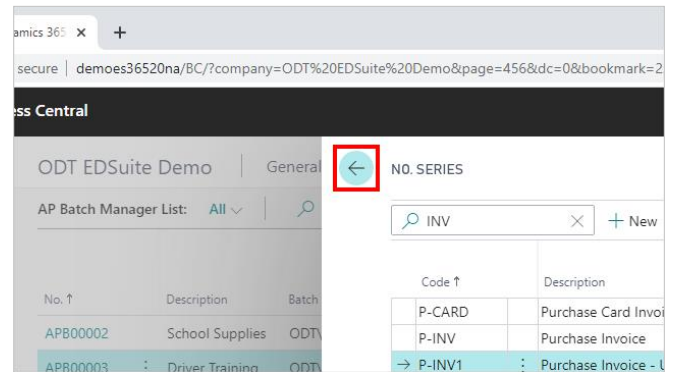
0.00 0.00

0.00 0.00



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	126/217

Click on the back button

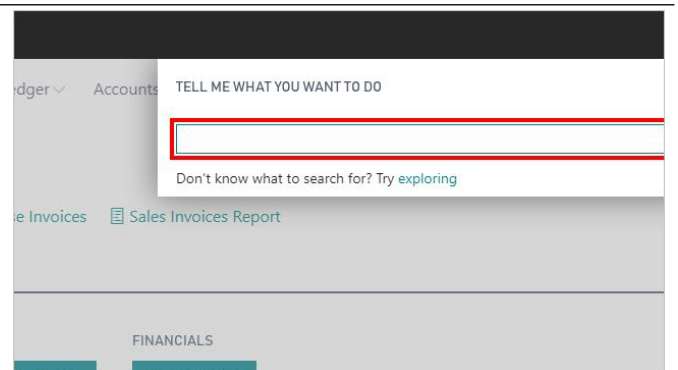


Now you need to attach created Number Series to the User.

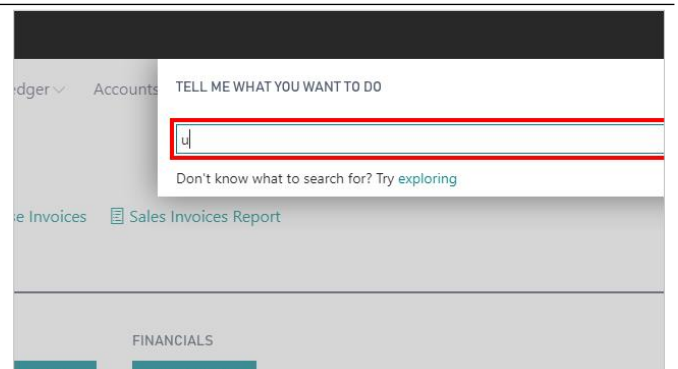
Click on the link **Tell me what you want to do.**
Quickly access actions, pages, reports,
documentation, and apps and consulting services.



Click on the field **Type to start search:**



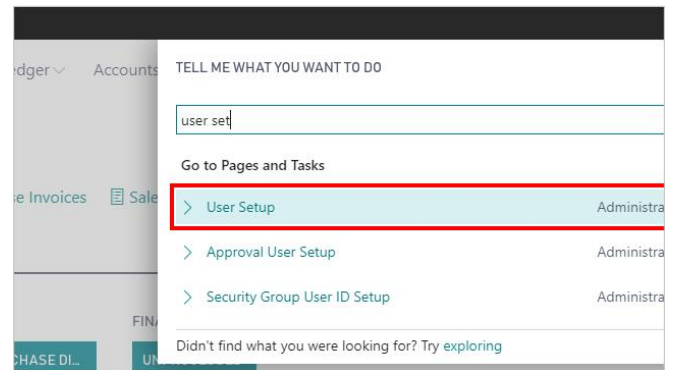
Enter **Type to start search:**



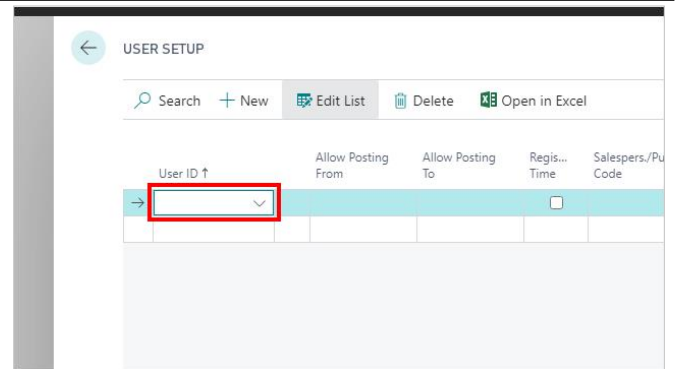


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	127/217

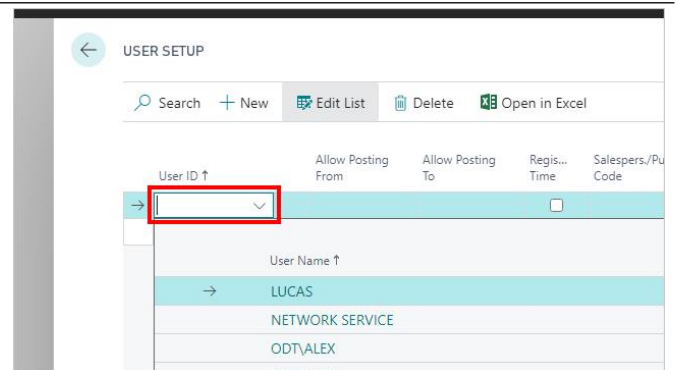
Click on **User Setup Administration** ☐



Click on the cell **User ID**

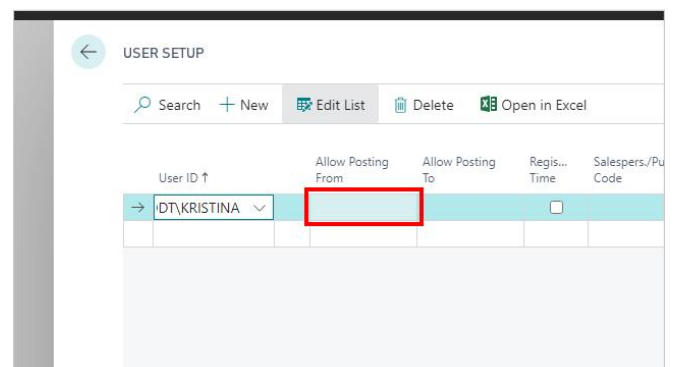


Enter **User ID**.



Select User ID from the drop-down list.

Click on the cell **Allow Posting From**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	128/217

Click on the cell **Allow Posting To**

USER SETUP

Search + New Edit List Delete Open in Excel

User ID ↑	Allow Posting From	Allow Posting To	Regis... Time	Salespers./Purch. Code	Sales Filter
→ ODT\KRISTINA	2020-09-01				

Enter **Allow Posting To**. Press the **Enter** key.

USER SETUP

Search + New Edit List Delete Open in Excel

User ID ↑	Allow Posting From	Allow Posting To	Regis... Time	Salespers./Purch. Code	Sales Filter
→ ODT\KRISTINA	2020-09-01	1			

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Click on the cell **AP Batch Number Series**

Time Sheet Admin. E-Mail

AP Batch No. Series	Fixed Asset Range Start	Fixed Asset Range End

Look up value

Select newly created user specific number series code from the drop-down list.

Time Sheet Admin. E-Mail

AP Batch No. Series	Fixed Asset Range Start	Fixed Asset Range End

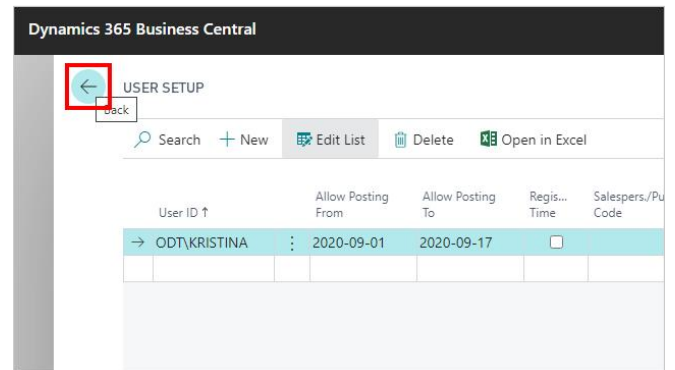
Look up value

Code ↑	Description
P-INV	Purchase Invoice
P-INV1	Purchase Invoice - Us
P-INV-Q	Quick Invoice
P-ORD	Purchase Order
P-QUO	Purchase Quote
PR2AP	Payroll Liability A/P In
+ New	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	129/217

Click on the back button to exit the page.



Any invoice created by this User will have a specific Number from now on.

3.3.5. How to Print AP Batch Management Report

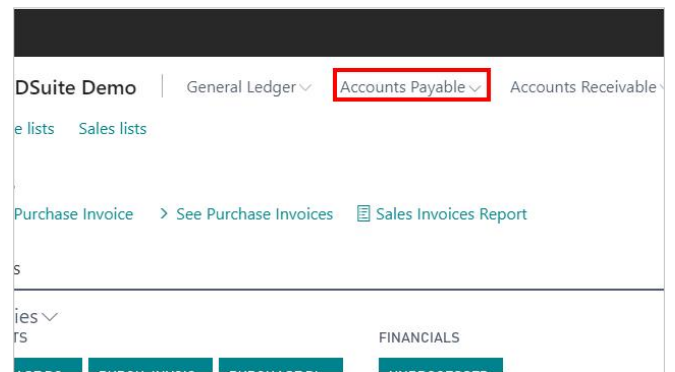
3.3.5.1. Overview

Batch Control Report is used to print a report listing all documents in the batch with vendor name, invoice number, invoice amount and other fields, totaling to the Batch Amount.

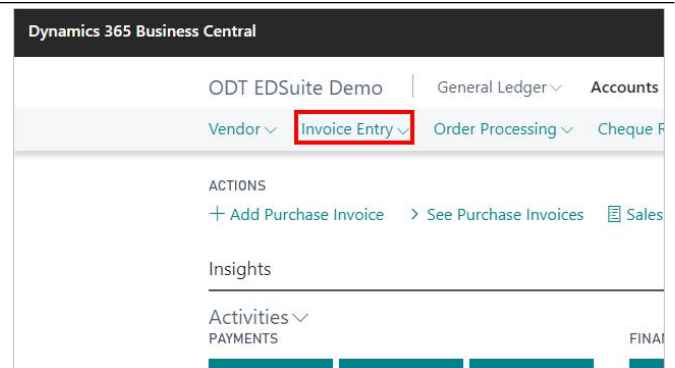
3.3.5.2. How to print AP Batch Management Report

Fund Accounting Profile.

Click on the navigation menu item popup **Accounts Payable**



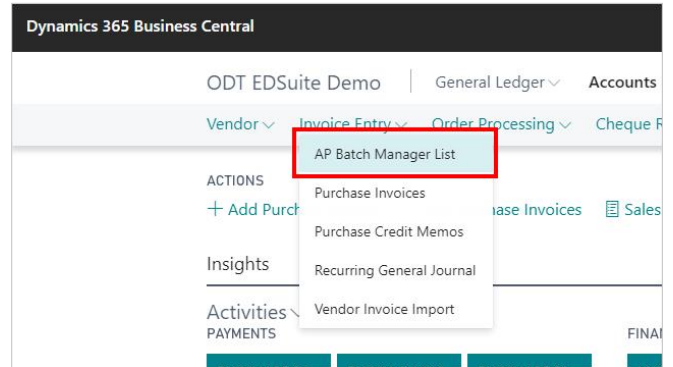
Click on the navigation menu item popup **Invoice Entry**





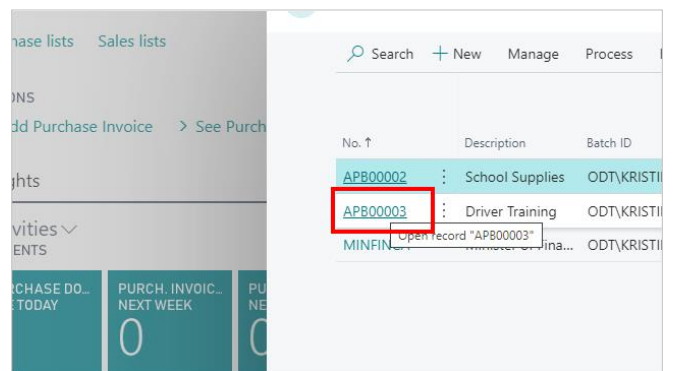
Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	130/217

Click on the navigation menu item **AP Batch Manager List**



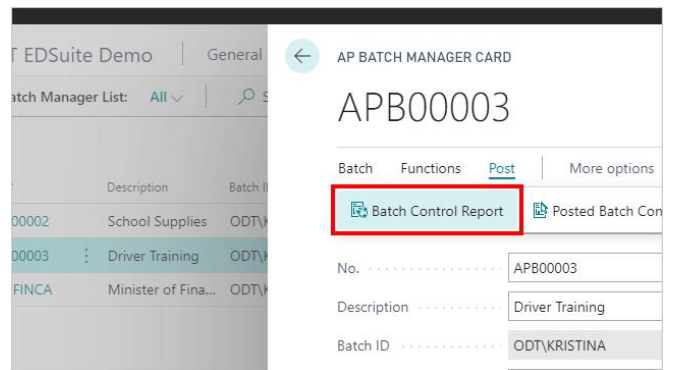
AP Batch list opens.

Click on the AP Batch Number you are going to print report for.

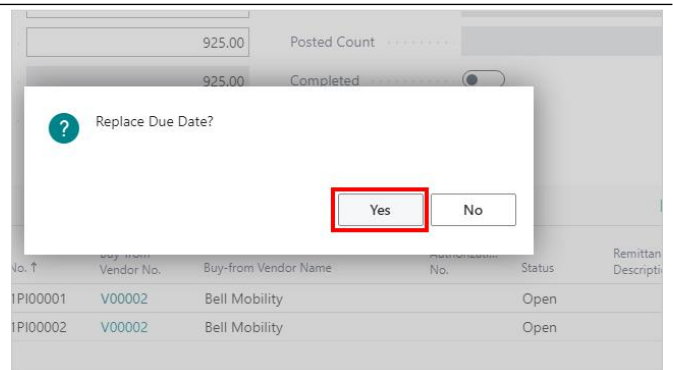


Click on the navigation menu item popup Post.

Click on the navigation menu item **Batch Control Report**



System pops up the message asking if you wish to replace a Due Date,
Click YES if you want to replace it, or not if you don't want to.



Print Settings page opens.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	131/217

Click on the field **Due Date**

Print Settings

Selected printer: (Browser)

Options

Due Date: **[Red Box]**

Sort Order:

Details

Subtotal by Vendor:

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Select a due date and enter any other filters if needed.

From this window you are able to preview report, send it to print by the clicking on "PRINT" button or you can use option "SEND TO..." to open report in PDF, Word or Excel format.

Click on the button **Send to...**

Filter totals by:

+ Filter...

[Red Box] Send to... Print Preview

Detail

Click on the button OK to generate report in PDF format.

Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

[Red Box] OK Cancel

AP Batch Report is generated in PDF Format.

"Printed" is turned to Yes in the AP Batch window.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	132/217

Dynamics 365 Business Central

AP BATCH MANAGER CARD

APB00003

Batch Functions Post More options

General

No. APB00003

Description Driver Training

Batch ID ODT\KRISTINA

Due Date 2020-09-17

Control Amount Incl. Taxes 925.00

Batch Amount 925.00

Remaining Amount 925.00

Remaining Count 2

Posted Amount Incl. Taxes 0.00

Released Count 0

Posted Count 0

Completed

Recurring

Printed

Lines Manage More options

Document Type	No.	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Authorizati... No.	Status	Remittance Description	Vendor Invoice No.	Vendor Cr. Memo No.	Batch No.	Batch ID	Gross Amount Including Tax	Posting Date	Location Code	Error Message
Invoice	1PI00001	V00002	Bell Mobility		Open		JULY20-CELL		APB00003	ODT\KRISTL...	450.00	2020-09-17		
Invoice	1PI00002	V00002	Bell Mobility		Open		AUG20-CELL		APB00003	ODT\KRISTL...	475.00	2020-09-17		

Detail

Invoice Remaining Amount Incl. Tax 925.00

Credit Memo Remaining Amount Incl. Tax 0.00

3.3.6. How to Post AP Batch

3.3.6.1. Overview

AP Batch can be posted after AP Batch report is printed.

Posting the AP Batch will result to posting all the invoices and credit memos created within this batch.

3.3.6.2. How to Post AP Batch

Fund Accounting Profile.

Click on the navigation menu item popup **Accounts Payable**

DSuite Demo | General Ledger | Accounts Payable | Accounts Receivable

Lists Sales lists

Purchase Invoice > See Purchase Invoices Sales Invoices Report

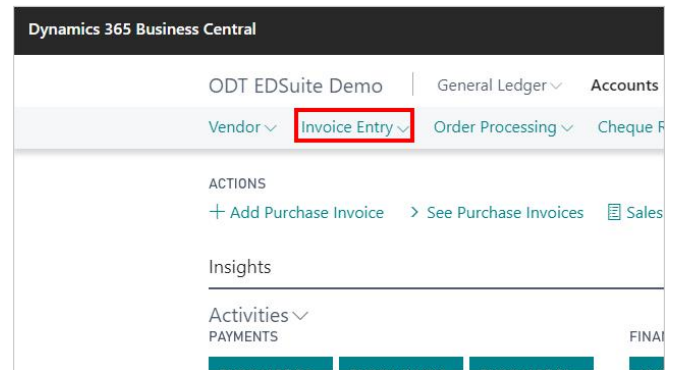
ies

FINANCIALS

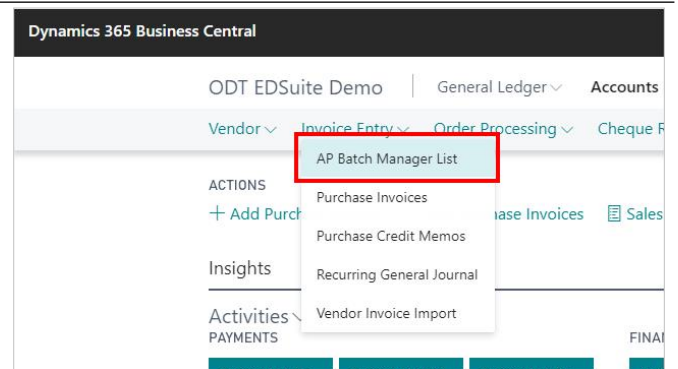


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	133/217

Click on the navigation menu item popup **Invoice Entry**

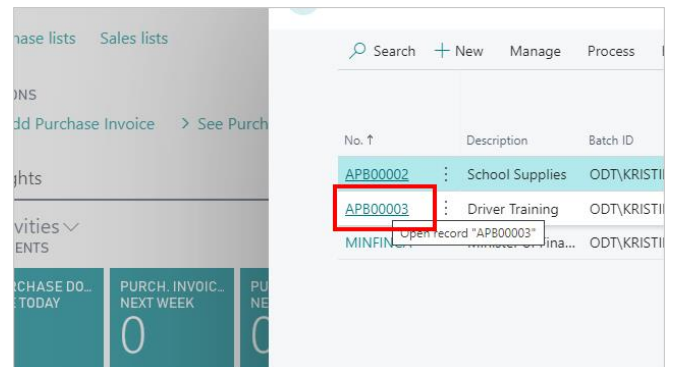


Click on the navigation menu item **AP Batch Manager List**



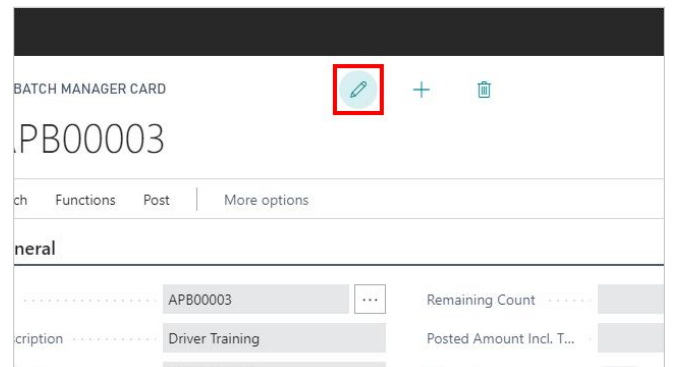
AP Batch list opens.

Click on the AP Batch Number you are going to post.



AP Batch page opens, but not in editable mode.

To turn on editable mode, click on the action toggle edit/view





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	134/217

Click on the navigation menu item popup **Post**

Click on the navigation menu item **Batch Post**

You can enter any additional filters before posting.
Otherwise, click on the button OK

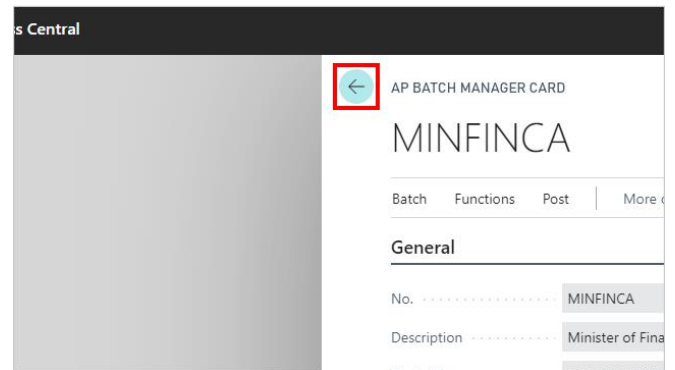
Click on the button OK on the confirmation message.

All the invoices created within Batch are posted. Keep in mind, that AP Batch disappears after posting.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	135/217

Click on the back button



3.4. Process Invoicing

3.4.1. Process Invoicing Overview

3.4.1.1. Overview

This section covers accounts payable invoice processing in Business Central Education Suite. Invoices are typically entered and posted individually when they are received and then paid in a separate process when they are due.

The Education Suite adds the ability to input vendor invoices by user batches with or without batch control totals. This Chapter explains the pros and cons of each method.

3.4.1.2. Process Invoicing Overview

Generally, it makes sense to choose either individual invoice processing or batch processing but it is possible to use both methods concurrently.

Even when using batches, invoices may still be entered and posted individually without batches depending on the situation.

An important point to note is that regardless of the method chosen, the program always posts invoices individually in order to retain the drill down and navigation capability from ledger entries to source documents.

We will first review individual invoice processing outside of a batch and then cover invoice processing from within a batch. Scenarios covered in this section include:

- 1) Direct individual invoicing – no purchase order in the system and no batch.
- 2) Direct batch invoicing – no purchase order in the system.
- 3) Purchase order receiving and invoicing – there are several methods to invoicing when Purchase Orders exist in the system.

3.4.2. How to Process Direct Invoicing Within a Batch

3.4.2.1. Overview

Invoicing within a batch is almost exactly the same as invoicing outside of a batch except there is an additional layer.

In this method invoices are processed after first creating a batch, and then adding invoices to that batch before posting the entire batch.

Once the batch is created you are ready to start invoicing.

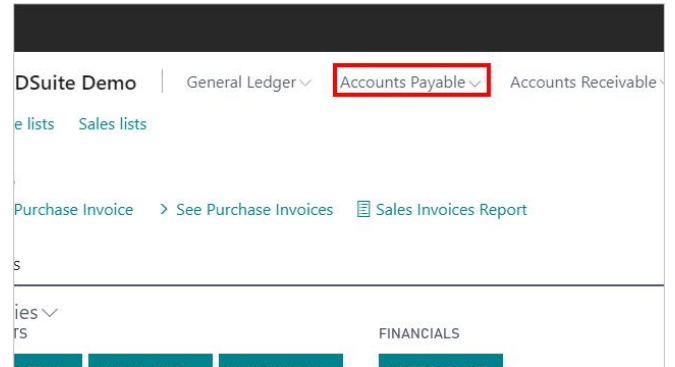


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	136/217

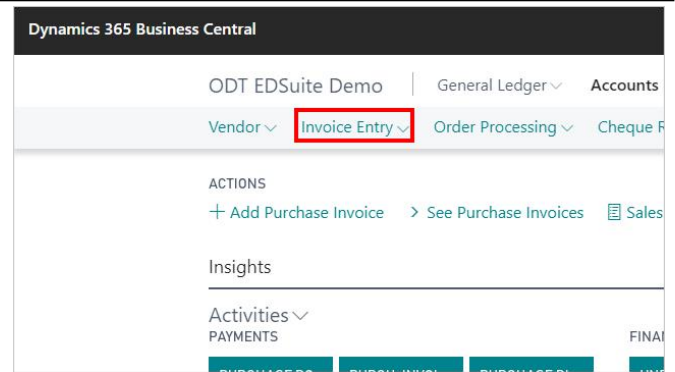
3.4.2.2.

How to Process Direct Invoicing Within a Batch

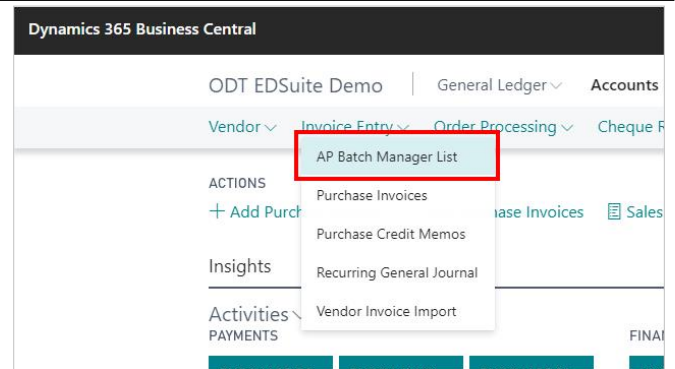
Click on the navigation menu item popup **Accounts Payable**



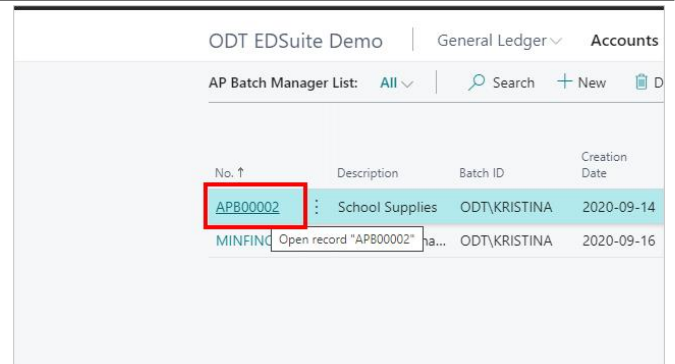
Click on the navigation menu item popup **Invoice Entry**



Click on the navigation menu item **AP Batch Manager List**



Click on the line with AP Batch you want to create new Invoice within.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	137/217

Click on the action toggle **edit/view**

Click on the navigation menu item popup **Functions**

Click on the navigation menu item **Create Invoice**

New Purchase Invoice window opens.

Click on the field Vendor Number



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	138/217

Enter **Vendor Number**.

No. ↑	Name	City	Postal Code
→ EMP001	Cary Grant	Saskatoon	S4L
EMP003	Alec Guinness	Saskatoon	S4L
EMP005	Bette Davis	Saskatoon	S7L

Select Vendor from the drop-down list.

No. ↑	Name	City
V00005	Acklands	W
V00006	School Supplies and Beyond	La
V00007	Staples	
V00008	Select record "V00007"	SA
V00009		

Enter **Vendor Purchase Invoice Number**.

Vendor No. V00007

Miscellaneous Vendor ☒

Buy-from Vendor Name Staples

BUY-FROM

Address

Address 2

City

Province/State

Postal/ZIP Code

Click on the cell Number to enter proper G/L Account.

Type	No.	No.	Salvage Value	Vendor It
→ G/L Account	*		0.00	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	139/217

Enter **G/L Account Name or Number**.

No.	Name	Incom
1101001001	Rural Levy	Incon
1101001002	Urban Levy	Incon
1101001004	Supplemental Levy	Incon
1101002005	Federal Government	Incon
1101002006	Provincial Government	Incon

Type	No.	+	New
G/L Account	*		

Select G/L Account from the drop-down list. Click Enter

No.	Name	Incom
1212130312	Academic Supplies	Incon
1212140253	Purchase of Academic Furniture	Incon
1216130312	Academic Supplies	Incon
1216140253	Academic Equipment	Incon
1221130312	Academic Supplies	Incon

Type	No.	+	New
G/L Account	*		

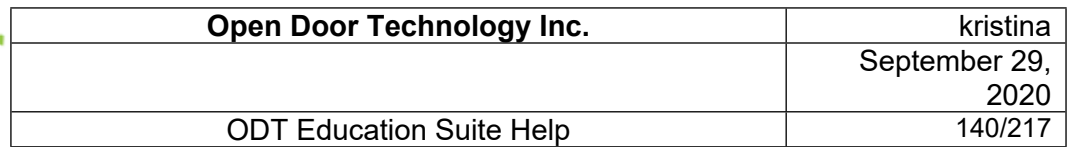
Move to the right on the line.

Click on the cell **Gross Amount Including Tax**

Quantity	Direct Unit Cost Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
100	*	SK	0.00	0.00	R

Enter **Gross Amount Incl. Tax**. Press the **Enter** key.

Quantity	Direct Unit Cost Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
100	*	SK	0.00	0.00	R



Self Assessed Amount	Self Assessment Document No.	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	P
0.00		1	<div style="border: 2px solid red; padding: 2px;"> </div>			
			<div style="border: 1px solid black; padding: 2px;">Look up value</div>			

[illegible][illegible][illegible]



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	141/217

Click on the cell Program Code.

Budget Manager Code	Subprogram Code	School Based Funds	Program Code
007	BBAL		

Select Program Code from the drop-down list.

Budget Manager Code	Subprogram Code	School Based Funds	Program Code
	BBAL		

Code	Name
→ 001	System
400	Aboriginal Curriculum
401	Aboriginal Equity
402	Administrators
403	Alternate Education

Go to the Control Totals.

Click on the field **Gross Amt. Incl. Tax**

ODT\KRISTINA	PST Amount
APB00002	Other Tax Am
	Amount Excl.
0.00	Self Assessme

Enter **Gross Amt. Incl. Tax**. Press the **Enter** key.

ODT\KRISTINA	PST Amount
APB00002	Other Tax Am
	Amount Excl.
0.00	Self Assessme



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	142/217

Click on the back button to exit the page.

Click on the button Yes to exit the Invoice page with no posting it.

Newly created Invoice is added to the AP Batch Lines.
Batch Amount is updated respectively.

No.	Description	Batch
APB00002	School Supplies	ODT
MINFINCA	Minister of Fin...	ODT

General		Show more	
No.	APB00002	Remaining Count	4
Description	School Supplies	Posted Amount Incl. T...	0.00
Batch ID	ODTKRISTINA	Printed	0
Due Date		Released Count	0
Control Amount Incl...	20,000.00	Posted Count	0
Batch Amount	14,562.00	Completed	0
Remaining Amount	14,562.00	Recurring	0

Lines		Manage		More options	
Document	No.	Buy-from	Buy-from Vendor Name	Vendor	Status
Invoice	PI00003	V00007	Staples	Open	
Invoice	PI00005	V00006	School Supplies and Beyond	Open	
Invoice	PI00006	V00006	School Supplies and Beyond	Open	
Invoice	PI00009	V00005	Acklands	Open	

3.4.3. How to Process Direct Invoicing Outside of a Batch

3.4.3.1. Overview

This scenario involves entering an individual invoice outside of a batch that is not related to a purchase order.

Invoices consist of a header with several tabs and detail lines.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	143/217

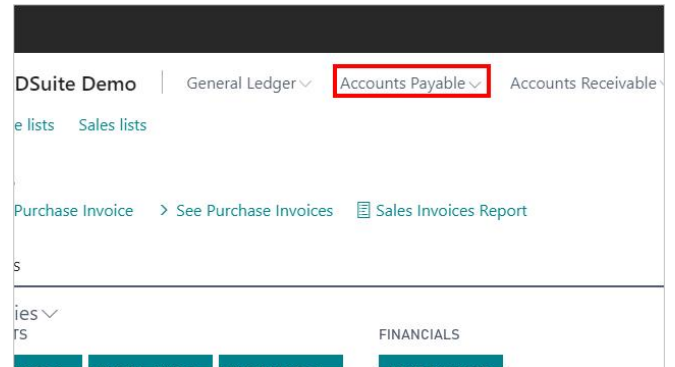
Typically information from the vendor defaults in on the header and then from the header to the lines as detail lines are entered.

3.4.3.2. How to Process Direct Invoicing Outside of a Batch

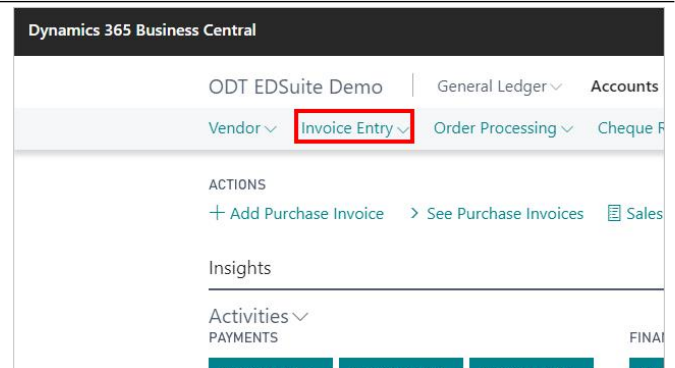
Fund Accounting Profile

Regular accounts payable invoices are entered by going to Accounts Payable Tab.

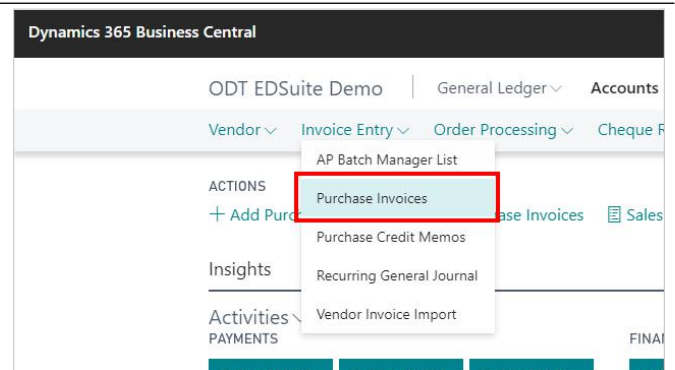
Click on the navigation menu item popup **Accounts Payable**



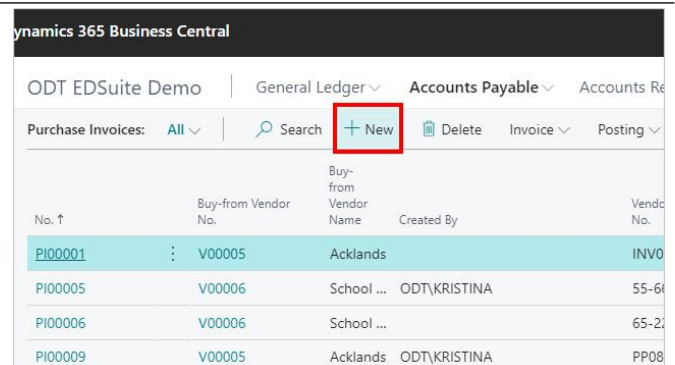
Click on the navigation menu item popup **Invoice Entry**



Click on the navigation menu item **Purchase Invoices**



Click on the navigation menu item **New**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	144/217

New Purchase Invoice window opens. Invoice Number is assigned automatically if Number Series is set to default.

Click on the field Vendor Number.

Enter **Vendor name or number** to find the correct **Vendor** from the drop-down menu.

Click on the correct Vendor from the list

Selecting the vendor populates several fields on the invoice header including name and address, tax information and payment term if any.

Ensure that the Tax Group Code and other tax information fields are appropriate for the transaction.

Click on the field Vendor Invoice Number



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	145/217

Enter **Vendor Invoice Number**.

Go to the Invoice Lines.
G/L Account is set to default in the cell Type

Enter G/L Account Number. Start typing name or number to search from the drop-down menu.

Notice that the G/L Account description comes in automatically when the account is selected. This can be overwritten if needed.

Move to the right to Enter Gross Amount of the Purchase.

Click on the cell Gross Amount Including Tax.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	146/217

Enter **Gross Amount Incl. Tax**. Press the **Enter** key.

Status Open					
Self Assessed <input type="checkbox"/>					
Quantity	Direct Unit Cost Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
100	*	SK	0.00	0.00	R

Business Central will calculate the GST Amount and PST Amount fields.

Enter mandatory dimensions for the account.

Click on the cell **Budget Manager Code**

Status Open					
Self Assessed <input type="checkbox"/>					
Self Assessed Amount	Self Assessment Document No.	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds
0.00		1			

Select Budget Manager Code from the drop-down menu.

Tax Liab <input checked="" type="checkbox"/>		
Status <input type="checkbox"/>		
Self Assessed <input type="checkbox"/>		
Self Assessed Amount	Self Assessment Document No.	Fund Account
0.00		1

Code	Name
→ 000	Begin-Total
006	Facility 006
007	Facility 007
009	Facility 009
010	Facility 010
011	Facility 011

Click on the cell **Subprogram Code**

Status Open					
Self Assessed <input type="checkbox"/>					
Self Assessment Document No.	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code
	1	009			



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	147/217

Select Subprogram Code from the drop-down menu.

Code	Name
→ ACCO	Accommodation
APPL	Appliances
BBAL	Basketball
BUSS	Busses
CONF	Conferences

Click on the cell **Program Code**

Budget Manager Code	Subprogram Code	School Based Funds	Program Code
009	CONF		

Select Program Code from the drop-down menu.

Code	Name
407	Campfire Teachings
408	Catholic Section Seminar
409	Child Hunger
410	Christian Ethics
411	Community School
412	Community School Snacks

Go to the Control Totals Tab.

Click on the field **Gross Amt. Incl. Tax**

	PST Amount	Other Tax Am	Amount Excl.	Self Assesse
Gross Amt. Incl. Tax	0.00	0.00	0.00	0.00



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	148/217

Enter **Gross Amt. Incl. Tax.** Press the **Enter** key.

Tax and other amounts are entered automatically by the Business Central.

Once the Total Including Tax and the Total GST and Total PST agree with the corresponding Control Totals, entered on the invoice header, the invoice is complete and ready to post.

Click on the navigation menu item popup **Posting**

Before posting the invoice, it is recommended to run Preview Posting first.

Click on the navigation menu item **Preview Posting**

Click on G/L Entries to see which entries will be posted to the General Ledger.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	149/217

Click on the back button

1452907998 OUTSTANDING INVOICES

G/L Entries Preview

Posting Date	Document Type	Document
2020-09-17	Invoice	***
2020-09-17	Invoice	***
2020-09-17	Invoice	***

Click on the back button

POSTING PREVIEW

Search Show Related Entries

Related Entries

- G/L Entry
- Vendor Ledger Entry
- Tax Entry
- Detailed Vendor Ldg. Entry

Now you can Post invoice.

Click on the navigation menu item popup **Posting**

PURCHASE INVOICE

PI00011 · Duna's Books Ltd

Invoice **Posting** Request Approval Incoming Document Release Nav

Lines Manage Line Fewer options

Type	GST Amount	Tax Group Code	PST Amount	Other Amount
G/L Account	353.60	R	424.32	

Click on the navigation menu item **Post**

PURCHASE INVOICE

PI00011 · Duna's Books Ltd

Invoice **Posting** Request Approval Incoming Document Release Nav

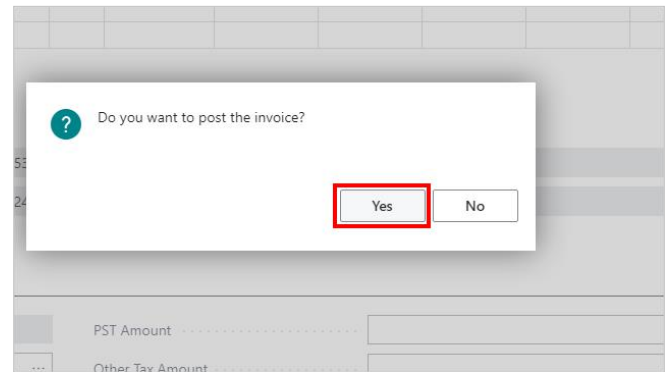
Post Post and Print Preview Posting Post and New...

Lines Manage Line Fewer options

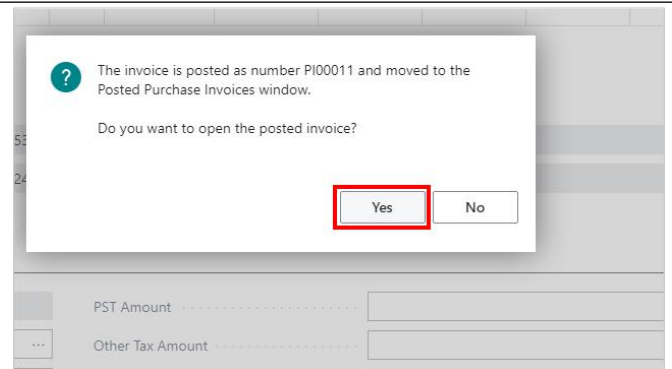
Type	GST Amount	Tax Group Code	PST Amount	Other Amount
G/L Account	353.60	R	424.32	

Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	150/217

Click on the button Yes on the confirmation message.

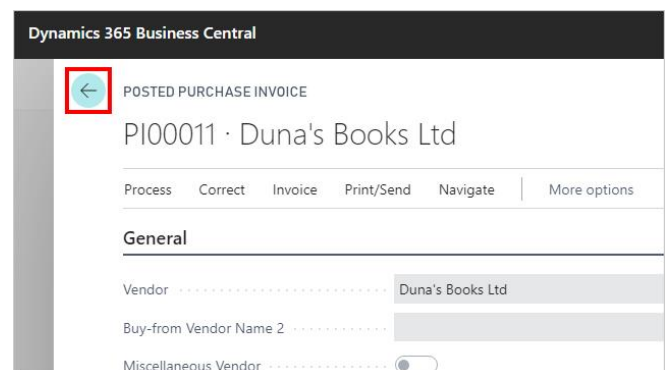


Click on the button Yes to open the posted invoice



Posted Purchase Invoice window opens.

You can exit this page now. Click on the back button.



3.4.4. How to Process Invoicing with Purchase Orders

3.4.4.1. Overview

Timely purchases that are made at the best price improve an organization's inventory management, reduce costs, and have a direct effect on the budget management.

Posting of a Purchase Order receiving results in a Posted Purchase Receipt document in the program. This serves as an electronic packing slip that can be referred to at any time. There are several different options for receiving purchase orders that goint to be reviewed in this chapter.

3.4.4.2. Receiving on Purchase Orders

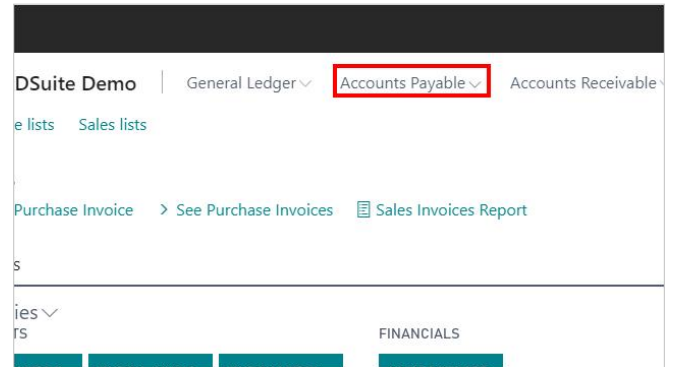
Fund Accounting Profile



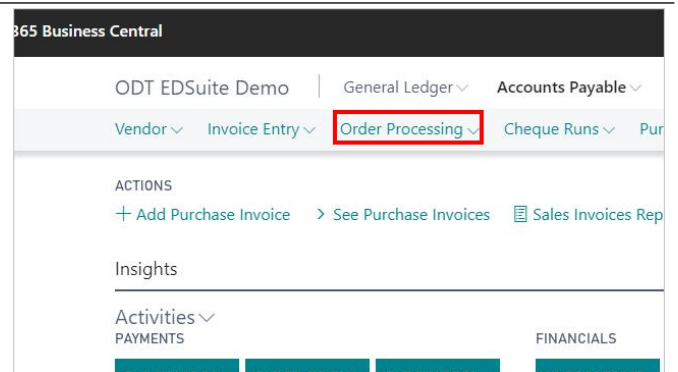
Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	151/217

3.4.4.3. How to Create Purchase Order

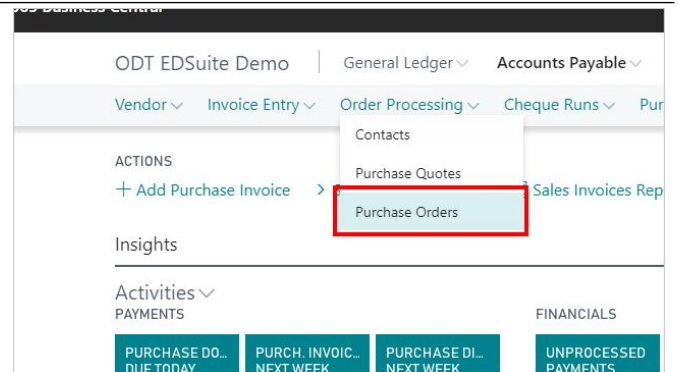
Click on the navigation menu item popup **Accounts Payable**



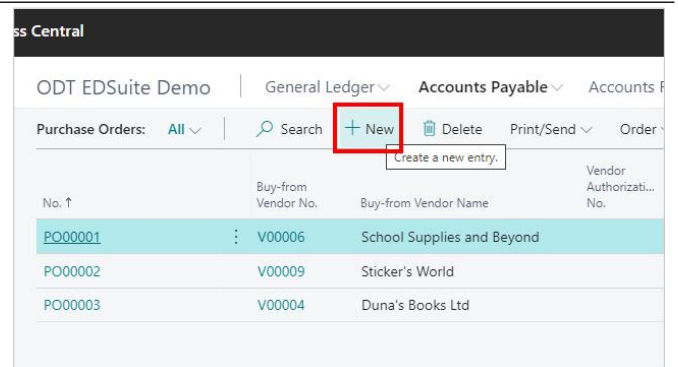
Click on the navigation menu item popup **Order Processing**



Click on the navigation menu item **Purchase Orders**



Click on the navigation menu item **New**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	152/217

Click on the field Vendor Number

Enter Vendor Number. Select from the drop-down list.

Other Vendor information, including Invoice By and Order Tax Calculation, is populated automatically in the header lines.

Click on the field Vendor Invoice Number.

Enter **Vendor Invoice Number**.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	153/217

Go to Purchase Order Lines.

Contact

Document Date 2020-09-22

Vendor Invoice No. * PI2351

No. of Archived Versions

<

Lines | Manage | Line | Functions | Order | Fewer options

Type	No.	GST/HST	Description
→ G/L Account	*		

Click on the cell Number

No. of Archived Versions

<

Lines | Manage | Line | Functions | Order | Fewer options

Type	No.	GST/HST	Description
→ G/L Account	*		

Enter **G/L Account** name or number.

No. of Archived Versions

Lines | Manage | Line | Functions | Order | Fewer options

Type	No.	GST/HST	Description
→ G/L Account	* ▼		

No. Name Incom

→ 1101001001 Rural Levy Incon

1101001002 Urban Levy Incon

1101001004 Supplemental Levy Incon

Select proper G/L Account from the drop-down list.

Lines | Manage | Line | Functions | Order | Fewer options

Type	No.	GST/HST	Description
→ G/L Account	* aca ▼		

No. Name Incom

→ 1212130312 Academic Supplies Incon

1212140253 Purchase of Academic Furniture Incon

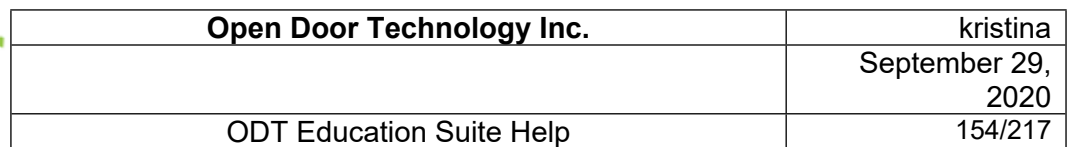
1216130312 Academic Supplies Incon

1216140253 Academic Equipment Incon

1221130312 Academic Supplies Incon

LINE DETAIL

GST Amount + New



Type	No.	GST/HST	Description
→ G/L Account	121213031		Academic Supplies

LINE DETAIL Instruction - Academic Supplies

GST Amount

ons		Order	Fewer options		
Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gross Amount Total	Gross Amount To Invoice	GST Amount
	SK	R	0.00	0.00	0.00

ons		Order	Fewer options		
Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gross Amount Total	Gross Amount To Invoice	GST Amount
	SK	R	31	0.00	0.00

[illegible]



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	155/217

Click on the cell **Subprogram Code**

0 Status Open

ty id	Promised Receipt Date	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code
		1	009	<input type="text" value="v"/>		

Select Subprogram Code from the drop-down list.

Code	Name
→ ACCO	Accommodation
APPL	Appliances
BBAL	Basketball
BUSS	Busses
CONF	Conferences

.86 Other Tax Amount
.43 Tot. Incl. Tax 3

Click on the cell **Program Code**

..... Open

Budget Manager Code	Subprogram Code	School Based Funds	Program Code	Over-Receipt Quantity
009	CONF		<input type="text" value="v"/>	0

Overd
Invoice
Payme
Refund
Last Pa
Buy-
Vendo
Quote

Select Program code from the drop-down list.

Code	Name
→ 001	System
400	Aboriginal Curriculum
401	Aboriginal Equity
402	Administrators
403	Alternate Education

Buy-from
Pstd. Return



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	156/217

Control Totals lines are filled out by the system automatically.

LINE DETAIL Instruction - Academic Supplies

Facility 009

GST Amount

PST Amount

Control Totals >

Gross Amt. Incl. Tax

GST Amount

PST Amount

Purchase Order is created now.

3.4.4.4. How to Receive only on Purchase Order

Receiving only from Purchase Order involves BC users receiving Purchase Orders lines. Typically, based on signed packing slips and/or receiving reports provided by school staff indicating what has been physically received.

Full or partial receiving is possible.

It is possible to receive Orders partially from the Vendors that are set to be Invoice by Quantity. Enter exact quantity to receive in to the cell "Quantity to Receive" on the lines.

Dynamics 365 Business Central

PURCHASE ORDER

PO00004 · School Supplies and Beyond

Process Release Posting Order Request Approval Print/Send Navigate More options

General

Vendor No. V00006 Invoice By Gross Amount

Miscellaneous Vendor Order Line Tax Calculation Gross Amount Including Tax

Buy-from Vendor Name School Supplies and Beyond Clear PO

Contact Self Assessed

Document Date 2020-09-22 Requisition No.

Vendor Invoice No. PI2351 Vendor Shipment No.

No. of Archived Versions 0 Status Open

Lines Manage Line Functions Order Fewer options

Type	Tax Diff. Acc.	Self Ass.	Self Assessed Amount	Self Assessment Document No.	Encumbr. Train. No.	Last Open Encls. Exits	Line Amount Excl. Tax	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	Promised Receipt Date	Fund
→ G/L Account		<input type="checkbox"/>	0.00		0	No	3,257.21	100		100			1

LINE DETAIL Instruction - Academic Supplies

Facility 009

GST Amount 162.86 Other Tax Amount 0.00

PST Amount 195.43 Tot. Incl. Tax 3,615.50

Control Totals

Details Attachments (0)

Vendor Statistics

Vendor No. V00006

Balance (\$) 0.00

Outstanding Orders (\$) 10,135.50

Amt. Rcd. Not Invd. (\$) 0.00

Outstanding Invoices (\$) 6,882.00

Total (\$) 17,017.50

Overdue Amounts (\$) as of 2... 0.00

Invoiced Prepayment Amoun... 0.00

Payments (\$) 0.00

Refunds (\$) 0.00

Last Payment Date -

Buy-from Vendor History

Vendor No. V00006

0	0	2
Quoter	Blanket Orders	Orders
2	0	0
Invoices	Return Orders	Credit Memos
0	0	0
Ptd. Return Segments	Ptd. Receipts	Ptd. Invoices
0	0	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	157/217

Click on the navigation menu item popup **Posting**

Dynamics 365 Business Central

PURCHASE ORDER

PO00004 · School Supplies and Beyond

Process Release **Posting** Order Request Approval Print/Send Na

No. of Archived Versions

Lines Manage Line Functions Order Fewer options

Type Qty. to Receive Quantity Received Qty. to Invoice Qu Inv

Click on the navigation menu item **Post...**

Dynamics 365 Business Central

PURCHASE ORDER

PO00004 · School Supplies and Beyond

Process Release Posting Order Request Approval Print/Send Na

Post... Post and Print... Preview Posting Post and New...

Lines Manage Line Functions Order Fewer options

Type Qty. to Receive Quantity Received Qty. to Invoice Qu Inv

Select "Receive" option on the pop up window.

Qty. to Invoice Quantity Invoiced Promised Receipt Date Fund Account Budget Manager Code Subprogram Code

100 1 009 CONF

163

Receive
☐ Invoice
☒ Receive and Invoice

OK

Click on the button **OK**

Receive
☐ Invoice
☐ Receive and Invoice

OK Cancel

Area Code Tax Gro

R

You will notice that Quantity to Receive on the lines is switched to Quantity Received cell and Purchase Order is set as "Released" now.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	158/217

Vendor No.	Quoted	Blanket Orders	Orders	Invoices	Return Orders	Credit Memos	Ptd. Return Shipments	Ptd. Receipts	Ptd. Invoices
V00006	0	0	2	2	0	0	0	1	0

Purchase Receipt is created by the system automatically.

Click on the back button to return to the Purchase Orders list.

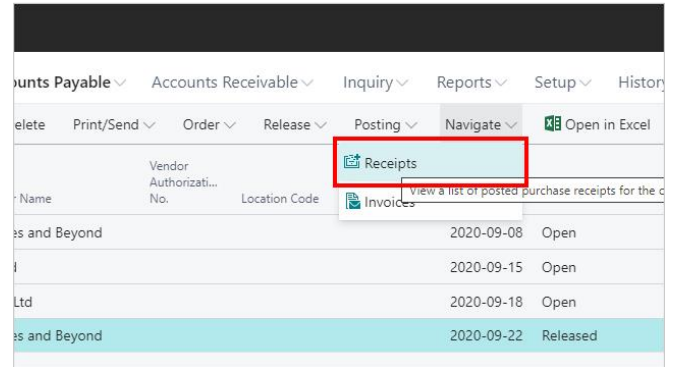
Click on the navigation menu item popup **Navigate**

Vendor Authorizati...	Location Code	Assigned User ID	Document Date	Status	Amount
			2020-09-08	Open	5,873.88
			2020-09-15	Open	3,801.80
			2020-09-18	Open	8,810.81
			2020-09-22	Released	3,257.21

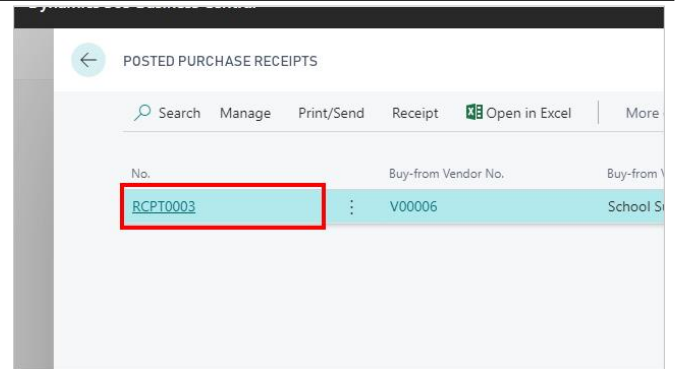


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	159/217

Click on the navigation menu item **Receipts**



Click on the line to open Receipt card.



Created Purchase Receipt opens, and is showing reference to the relevant Purchase Order on the header.

Dynamics 365 Business Central

POSTED PURCHASE RECEIPT

RCPT0003 · School Supplies and Beyond

Receipt Print/Send More options

General

No.	RCPT0003	Posting Date	2020-09-22
Buy-from Vendor No.	V00006	Document Date	2020-09-22
Buy-from Contact No.		Requested Receipt Date	
BUY-FROM		Promised Receipt Date	
Name	School Supplies and Beyond	Quote No.	
Address	BOX 909	Order No.	PO00004
Address 2		Vendor Order No.	
City	Lashburn	Vendor Shipment No.	
Postal/ZIP Code	S0K 4L0	Order Address Code	
Country/Region	CA	Purchaser Code	
Contact		Responsibility Centre	
No. Printed	0		

Lines Manage More options

Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Quantity Invoiced	Planned Receipt Date	Expected Receipt Date	Order Date	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code
→ G/L Account	1212130312	Academic Supplies		100			2020-09-22	2020-09-22	2020-09-22	1	009	CONF	402	

Invoicing

Vendor No.	V00006	Fund Account	1
------------	--------	--------------	---

3.4.4.5. How to Reverse Received Purchase Order

There is an option in Business Central Education Suite to reverse (undo) created Receipt.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	160/217

Click on the navigation menu item popup **Navigate**

Accounts Receivable						
Accounts Receivable Inquiry Reports Setup History						
end	Order	Release	Posting	Navigate	Open in Excel	More options
Vendor Authorizati... No.	Location Code	Assigned User ID	Document Date	Status	Amount	
			2020-09-08	Open	5,873.88	
			2020-09-15	Open	3,801.80	
			2020-09-18	Open	8,810.81	
			2020-09-22	Open	3,257.21	

Click on the navigation menu item **Receipts**

Accounts Payable						
Accounts Payable Accounts Receivable Inquiry Reports Setup History						
delete	Print/Send	Order	Release	Posting	Navigate	Open in Excel
				Receipts	Invoices	
Name	Vendor Authorizati... No.	Location Code		Status		
es and Beyond			2020-09-08	Open		
			2020-09-15	Open		
Ltd			2020-09-18	Open		
es and Beyond			2020-09-22	Open		

Click on the Receipt line to open it.

POSTED PURCHASE RECEIPTS			
Search Manage Print/Send Receipt Open in Excel Action			
No.	Buy-from Vendor No.	Buy-from V	
RCPT0003	V00006	School S	

Click on the navigation menu item popup **Actions**

Dynamics 365 Business Central				
POSTED PURCHASE RECEIPT				
RCPT0003 · School Supplies and Beyond				
Receipt	Print/Send	Actions	Navigate	Fewer options
General				
No.	RCPT0003			
Buy-from Vendor No.	V00006			
Buy-from Contact No.				



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	161/217

Click on the navigation menu item popup **Functions**

Dynamics 365 Business Central

← POSTED PURCHASE RECEIPT

RCPT0003 · School Supplies and Beyond

Receipt Print/Send Actions Navigate Fewer options

Functions Print... Navigate

No. RCPT0003

Buy-from Vendor No. V00006

Buy-from Contact No.

Click on the navigation menu item **Undo Complete Receipt**

Dynamics 365 Business Central

← POSTED PURCHASE RECEIPT

RCPT0013 · School Supplies and Beyond

Receipt Print/Send Actions Navigate Fewer options

Functions Print... Navigate

Undo Complete Receipt

RCPT0013

Buy-from Vendor No. V00006

Buy-from Contact No.

BUY-FROM

Click on the button Yes on the confirmation message

Do you really want to undo the entire Receipt?

Yes No

Click on the button Yes if you want to delete related Purchase Order. Select No if you want just to reverse Receipt lines

Would you like to delete the associated Purchase Order?

Yes No



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	162/217

Reversed receipt line is created. Click on the back button to close Purchase Receipt

Dynamics 365 Business Central

POSTED PURCHASE RECEIPT

Back RCPT0013 · School Supplies and Beyond

Receipt Print/Send Actions Navigate Fewer options

General

No. RCPT0013

Buy-from Vendor No. V00006

Buy-from Contact No.

Click on the back button to exit the window

Dynamics 365 Business Central

POSTED PURCHASE RECEIPTS

Back Search Manage Print/Send Receipt Open in Excel Action

No.	Buy-from Vendor No.	Buy-from V
RCPT0003	V00006	School S

3.4.4.6. How to Receive and Invoice on Purchase Order

Receive and Invoice also involves BC users receiving Purchase Order lines.

This method could be used in situations where an approved invoice is sent in to accounts payable from the schools and serves as both proof of receiving and authorization for payment. Receiving in this scenario happens at the same time as invoicing.

Follow the same steps as described in above to create Purchase Order.

Click on the navigation menu item popup **Posting**

Dynamics 365 Business Central

← PURCHASE ORDER

PO00004 · School Supplies and Beyond

Process Release Posting Order Request Approval Print/Send Na

General

Vendor No. V00006

Miscellaneous Vendor

Buy-from Vendor Name School Supplies and Beyond



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	163/217

Click on the navigation menu item **Post...**

Select Receive and Invoice option on the pop up message.

Click on the button **OK**

Click on the button Yes to the confirmation message.

Posted Purchase Invoice window opens.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	164/217

POSTED PURCHASE INVOICE

PI00013 · School Supplies and Beyond

Process Correct Invoice Print/Send Navigate More options

General

Vendor School Supplies and Beyond Remittance Description

Buy-from Vendor Name 2 Posting Date 2020-09-22

Miscellaneous Vendor Due Date 2020-09-22

Contact Vendor Invoice No. PI2351

Requisition No. Self Assessed

Lines Manage More options

Type	No.	Description	Program Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Unit Price (\$)	Gross Amount Including Tax	Tax Area Code	GST Amount
G/L Account	1212130312	Academic Supplies		100		32.5721	0.00	3,615.50	SK	162.86

LINE DETAIL Instruction - Academic Supplies

Control Totals

Batch ID		GST-Rebate	110.74
Batch No.		PST	195.43
Gross Amt. Including Tax	3,615.50	Amt. Excl. Tax	3,257.21
GST-Expense	52.12	Self Assessment Invoice	

3.4.5. How to Create Invoice by the Getting PO Lines

3.4.5.1. Overview

Invoicing from Invoice window when PO has not been received method is based on the created, but not received yet Purchase Order.

When using this method the user goes directly to a Purchase Invoice and uses special function "Get PO Lines" to bring in un-received PO lines for invoicing. Receiving of quantities occurs automatically when lines are copied into the invoice.

This method is identical for the Purchase Invoices created within or outside of the AP Batch.

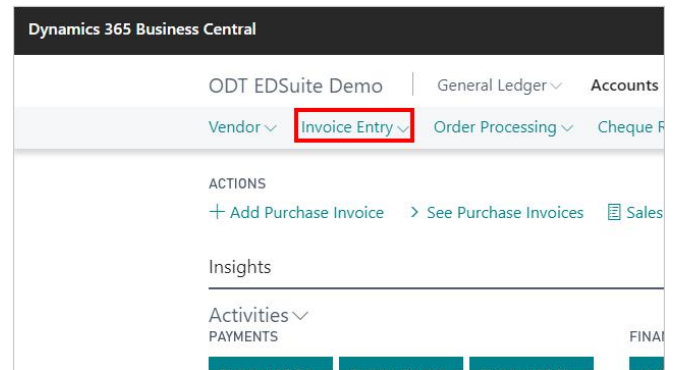
3.4.5.2. How to Process Invoicing by getting Purchase Order Lines

Click on the navigation menu item popup **Accounts Payable**

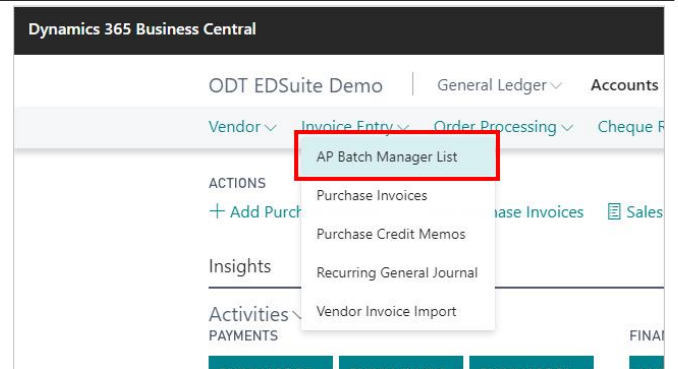


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	165/217

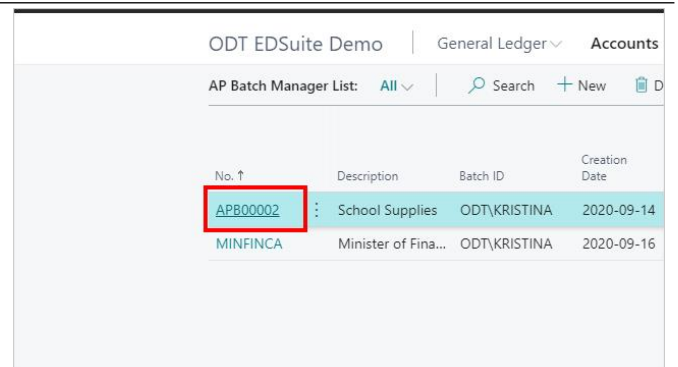
Click on the navigation menu item popup **Invoice Entry**



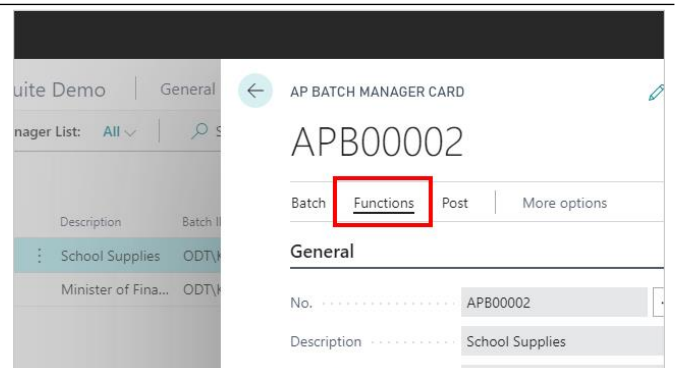
Click on the navigation menu item **AP Batch Manager List**



Click on AP Batch you are going to create Purchase Invoice in.



Click on the navigation menu item popup **Functions**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	166/217

Click on the navigation menu item **Create Invoice**

EDSuite Demo | General | AP BATCH MANAGER CARD

Batch Manager List: All | Search

APB000002

Batch: Functions Post More options

Create Invoice Create Credit Memo

Create Invoice (Ctrl+I)

No. APB000002

Description School Supplies

Batch ID ODT\KRISTINA

Click on the field Purchase Order Number

2020-09-23

2020-09-23

o. *

o. *

Address Code

ntre

Name

Line D

Enter **Purchase Order**, that is already created.
Press the **Enter** key.

2020-09-23

2020-09-23

o. *

o. *

Address Code

ntre

Name

Line D

System will bring in automatically all the Vendor information from the Purchase Order.

Click on the navigation menu item popup **Line**

Remittance Description

Invoice Line Tax Calculation Gross Amount Including Tax

Requisition No.

Lines Manage Line Fewer options

Type No. No. Salvage Value Vendor It

→ G/L Account *



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	167/217

Click on the navigation menu item **Get PO Lines**

Invoice Line Tax Calculation Gross Amount Including Tax:

Requisition No.

Lines | Manage | **Line** | Fewer options

Functions ▾ **Get PO Lines** Undo Receipt Line Item Availability by ▾

→ G/L Account	*			0.00
---------------	---	--	--	------

Page with Purchase Order lines opens.

Click on the navigation menu item **OK**

Dynamics 365 Business Central

OK Actions Navigate Fewer options

GET PO - P000006 - DUNA'S BOOKS LTD

No. ↑ ▾ Buy-from Vendor No. Name

→ P000006 : V000004 Duna's Books Ltd

Lines

Type	No.	Description
→ G/L Account	1-21-213-0300	Textbooks

Lines are automatically entered with all the copied from the Purchase Order information.

Now you can proceed with usual invoice processing.
Or there is an option to Undo Created lines if needed.

Click on the navigation menu item popup **Line**

Remittance Description Gross Amount Including Tax:

Invoice Line Tax Calculation Requisition No.

Lines | Manage | **Line** | Fewer options

Type	No.	No.	Salvage Value	Vendor It
→ G/L Account	1212130300	1-21-213-0300	0.00	0.00

Click on the navigation menu item **Undo Receipt Line**

Invoice Line Tax Calculation Gross Amount Including Tax:

Requisition No.

Lines | Manage | Line | Fewer options

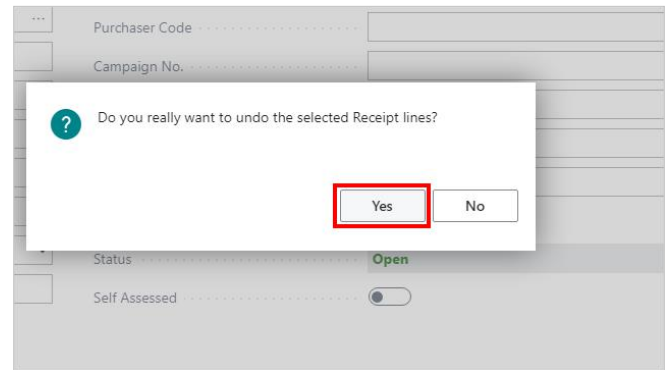
Functions ▾ Get PO Lines **Undo Receipt Line** Item Availability by ▾

→ G/L Account	1212130300	1-21-213-0300	0.00	0.00
---------------	------------	---------------	------	------

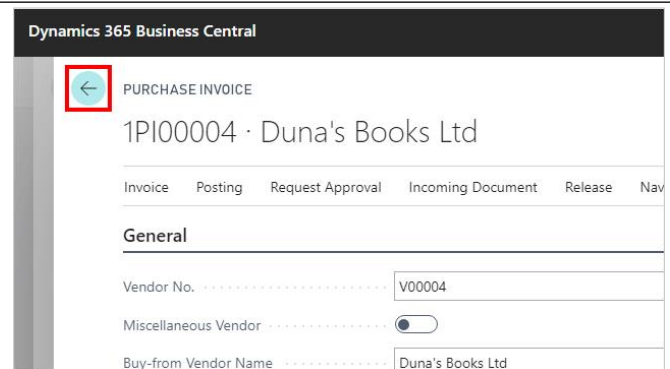


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	168/217

Click on the button Yes on the confirmation message.



Click on the back button to go back to the AP Batch window.



3.4.6. How to Create Invoice by getting Purchase Receipt Lines

3.4.6.1. Overview

Invoicing from Invoice window when Purchase Order is already received can be used with the Business Central Receive Only done first.

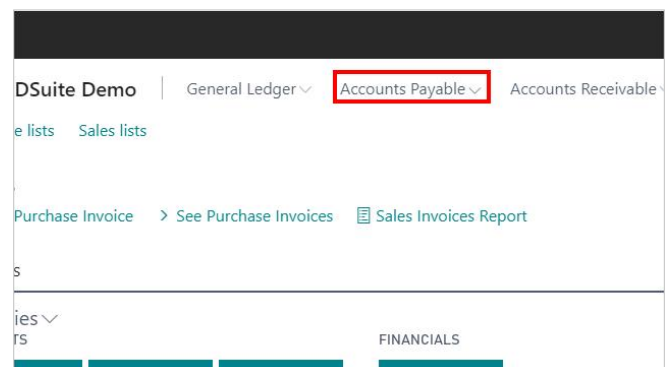
With this method the user goes directly to the Purchase Invoice window and uses function "Get Receipt Lines" to bring in already received purchase order lines for invoicing.

3.4.6.2. How to Process Invoicing by getting Purchase Receipt Lines

Fund Accounting Profile

3.4.6.3. Option #1: Using Purchase Order Number

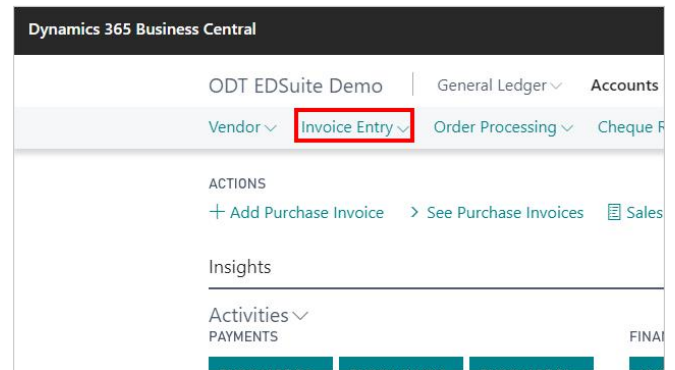
Click on the navigation menu item popup **Accounts Payable**



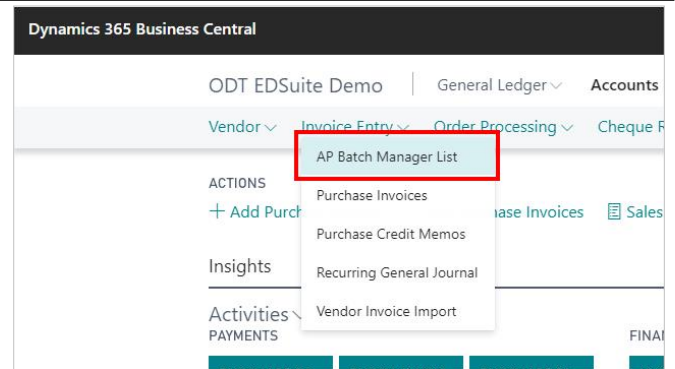


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	169/217

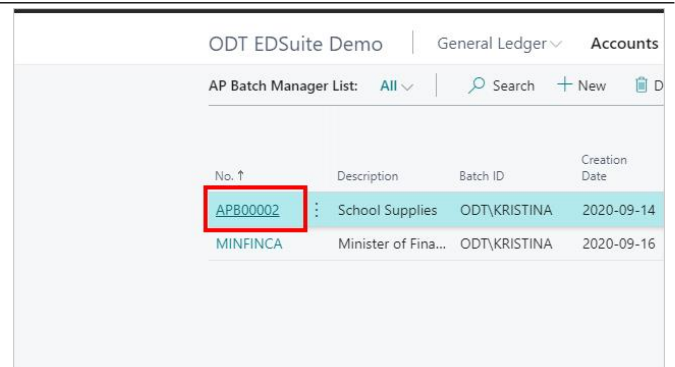
Click on the navigation menu item popup **Invoice Entry**



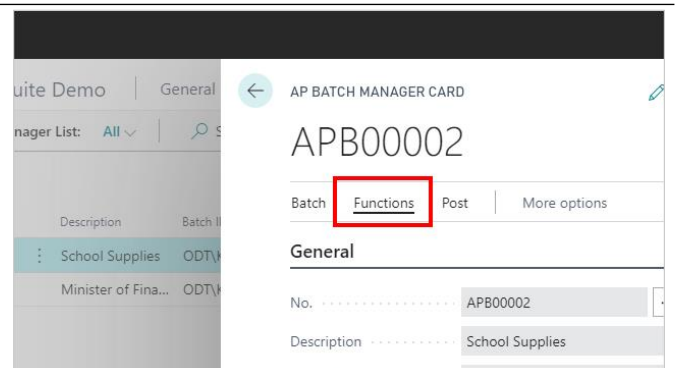
Click on the navigation menu item **AP Batch Manager List**



Click on AP Batch you are going to create Purchase Invoice in.



Click on the navigation menu item popup **Functions**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	170/217

Click on the navigation menu item **Create Invoice**

EDSuite Demo | General | AP BATCH MANAGER CARD

Batch Manager List: All | Search

APB000002

Batch: Functions Post More options

Create Invoice Create Credit Memo

No. APB000002

Description School Supplies

Batch ID ODT\KRISTINA

Click on the field Purchase Order Number

2020-09-23

2020-09-23

Name

o. *

o. *

Line D

Address Code

ntre

Enter **Purchase Order**, that is already created and received. Press the **Enter** key.

2020-09-23

2020-09-23

Name

o. *

o. *

Line D

Address Code

ntre

System populates Vendor information from the Purchase Order automatically in the Purchase Invoice header.

Click on the navigation menu item popup **Line**

Remittance Description

Invoice Line Tax Calculation Gross Amount Including Tax

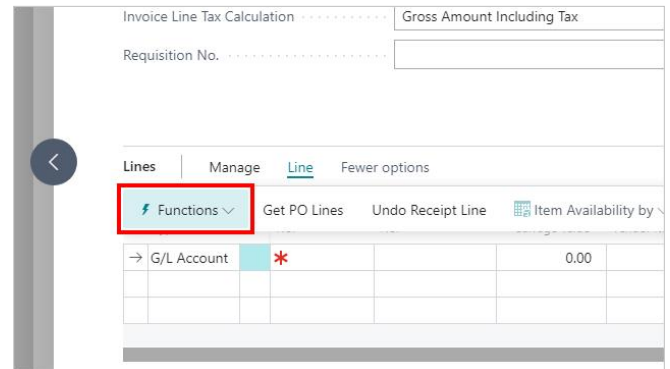
Requisition No.

Lines Manage Line Fewer options

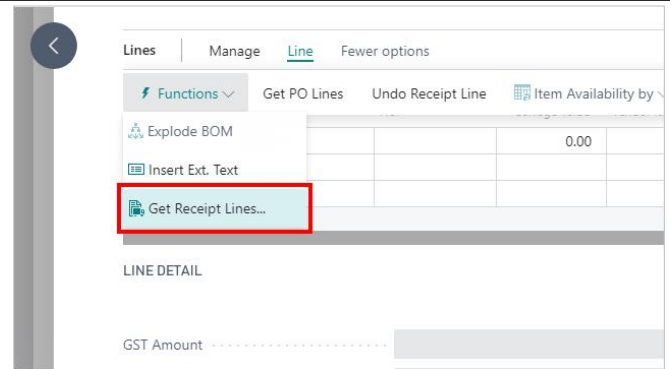
New Line Delete Line Select items...

→ G/L Account * 0.00

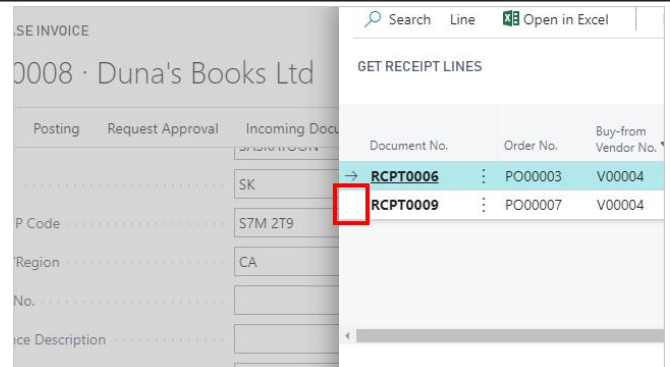
Click on the navigation menu item popup **Functions**



Click on the navigation menu item **Get Receipt Lines...**

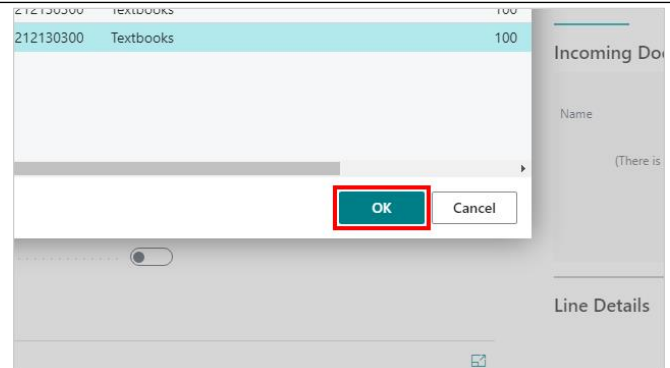


Get Receipt Lines window open. This window displays previously posted purchase receipt lines for the selected vendor. Select the Purchase Order lines that you will be invoicing.



Document No.	Order No.	Buy-from Vendor No.
RCPT0006	PO00003	V00004
RCPT0009	PO00007	V00004

Click on the button **OK**



Business Central copies the information from the receipt line into the purchase invoice window. The resulting invoice lines includes a line with the Purchase Receipt Number.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	172/217

Fill in Gross Amount Including Tax into Control Totals lines.

150.27 Tot. Incl. Tax

ODT\KRISTINA PST Amount

APB00002 ... Other Tax Am

ax 0.00 Amount Excl.

0.00 Self Assessme

Is >

DSuite Demo&page=51&dc=0&bookmark=31%3bjgAAAAACLAjAAAAJ7%2f1AASQAwADAAMAawADU%3d&runinframe

Enter **Gross Amt. Incl. Tax**. Press the **Enter** key.

150.27 Tot. Incl. Tax

ODT\KRISTINA PST Amount

APB00002 ... Other Tax Am

ax 0.00 Amount Excl.

0.00 Self Assessme

Is >

Click on the back button to go back to the AP Batch window.

Dynamics 365 Business Central

PURCHASE INVOICE

1PI00008 · Duna's Books Ltd

Invoice Posting Request Approval Incoming Document Release Nav

Invoice Line Tax Calculation Gross Amount Including Tax

Requisition No.

Click on the button Yes on the confirmation message.

?

The document has been saved but is not yet posted.

Are you sure you want to exit?

Yes No

Status Open

Self Assessed

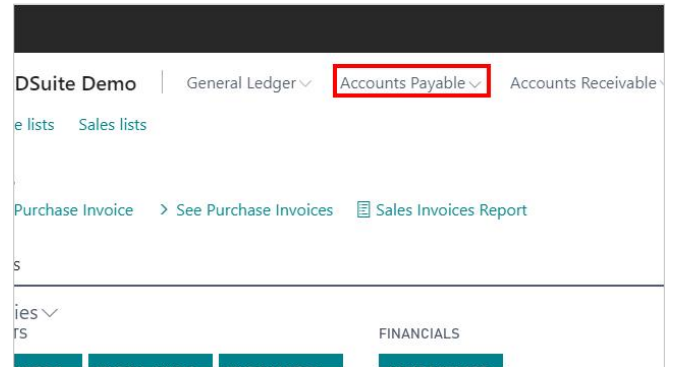


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	173/217

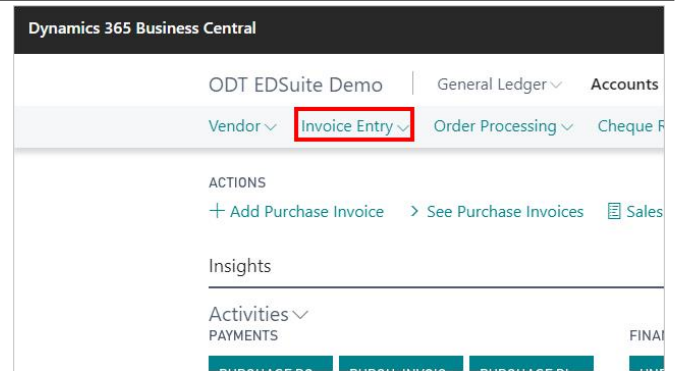
3.4.6.4.

Option #2: Using Vendor Number

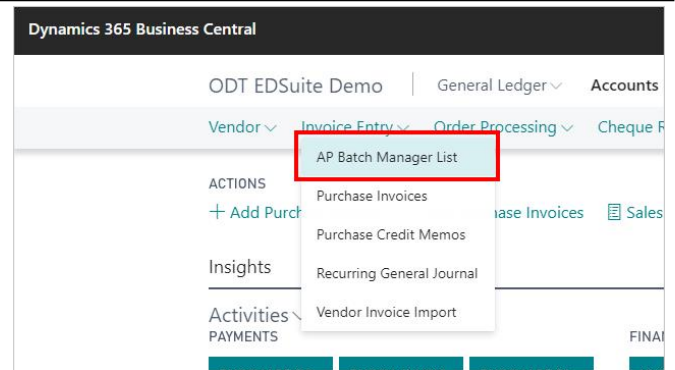
Click on the navigation menu item popup **Accounts Payable**



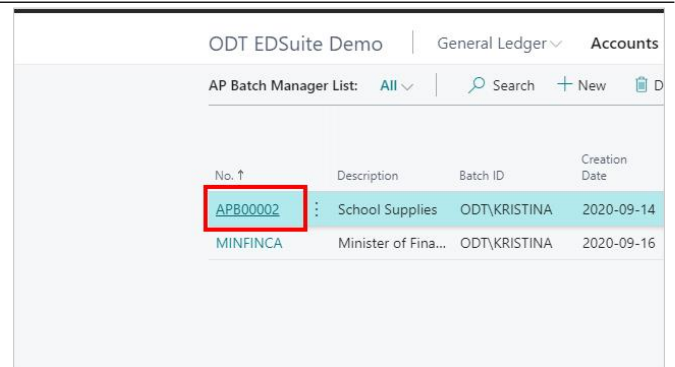
Click on the navigation menu item popup **Invoice Entry**



Click on the navigation menu item **AP Batch Manager List**



Click on AP Batch you are going to create Purchase Invoice in.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	174/217

Click on the navigation menu item popup **Functions**

Click on the navigation menu item **Create Invoice**

Click on the field Vendor Number

Enter **Vendor Number**.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	175/217

Select vendor from the drop-down list.

Invoice Posting Request Approval Incoming Document Release Navigate

General

Vendor No. V00009

Miscellaneous Vendor

Buy-from Vendor Name V00009 Sticker's World

BUY-FROM

Address + New

Address 2

City

Click on the field Vendor Invoice Number

2020-09-23

2020-09-23

2020-09-23

o. *

io.

Address Code

Incom

Name

Line D

Enter **Vendor Invoice Number**.

2020-09-23

2020-09-23

2020-09-23

o. *

io.

Address Code

Incom

Name

Line D

Click on the navigation menu item popup **Line**

Remittance Description

Invoice Line Tax Calculation Direct Unit Cost

Requisition No.

Contact

Lines Manage **Line** Fewer options

Type	No.	No.	Salvage Value	Vendor It
→ G/L Account	*		0.00	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	176/217

Click on the navigation menu item popup **Functions**

The screenshot shows the 'Invoice Line Tax Calculation' window. The 'Functions' menu item is highlighted with a red box. Other visible options include 'Get PO Lines', 'Undo Receipt Line', and 'Item Availability by...'. The 'G/L Account' field shows a red asterisk, indicating an error or warning.

Click on the navigation menu item **Get Receipt Lines...**

The screenshot shows the 'Functions' menu open, with 'Get Receipt Lines...' highlighted in a red box. Other options include 'Explode BOM', 'Insert Ext. Text', and 'Get PO Lines'. The 'LINE DETAIL' section at the bottom shows a URL for the demo environment.

Get Receipt Lines window opens. This window displays previously posted purchase receipt lines for the selected vendor. Select the Purchase Order lines that you will be invoicing.

Click on the button **OK**

The screenshot shows the 'Get Receipt Lines' window. The 'OK' button is highlighted with a red box. The window displays a list of lines and a 'Line Details' section on the right.

The resulting invoice lines include a line with the Purchase Receipt Number.

Fill in Gross Amount Including Tax into Control Totals lines.

The screenshot shows the 'Control Totals' section of the invoice. The 'Gross Amount Including Tax' field is highlighted with a red box and contains the value '0.00'. Other fields include 'PST Amount', 'Other Tax Am', 'Amount Excl', and 'Self Assessme'.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	177/217

Enter **Gross Amount Including Tax**. Press the **Enter** key.

ODT\KRISTINA PST Amount
APB00002 Other Tax Am
ax Amount Excl. 0.00
Self Assessme
ls >

Click on the back button to go back to the AP Batch window.

Dynamics 365 Business Central
PURCHASE INVOICE
PI00010 · Sticker's World
Invoice Posting Request Approval Incoming Document Release Nav
Requisition No.
Contact
Lines Manage Line Fewer options

Click on the button Yes on the confirmation message.

? The document has been saved but is not yet posted.
Are you sure you want to exit?
Yes No

3.4.7. How to create Purchase Document directly from Vendor's Card

Business Central provides an ability for user to create Purchase Document, such as Purchase Order, Invoice or Credit Memo, directly from the Vendor List or Vendor Card.

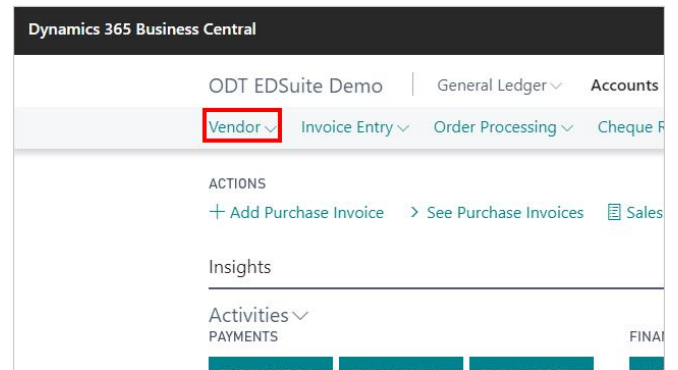
Click on the navigation menu item popup **Accounts Payable**

DSuite Demo | General Ledger Accounts Payable Accounts Receivable
e lists Sales lists
Purchase Invoice > See Purchase Invoices Sales Invoices Report
ies
FINANCIALS

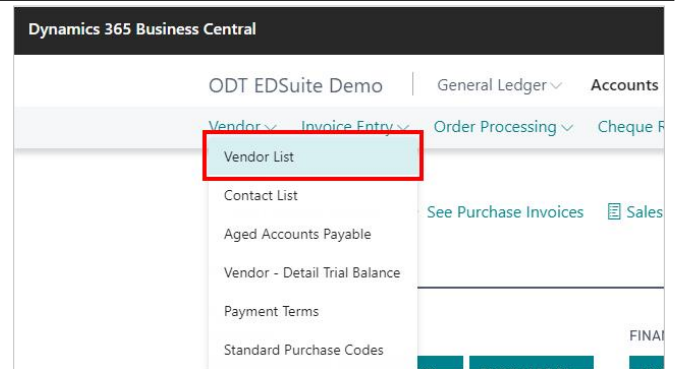


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	178/217

Click on the navigation menu item popup **Vendor**



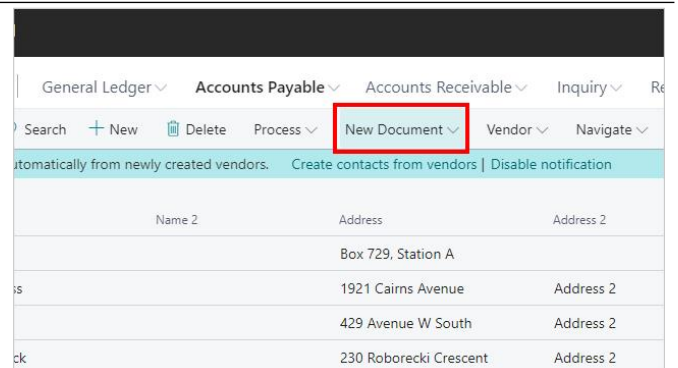
Click on the navigation menu item **Vendor List**



Stay on the line with the Vendor name you are going to create Purchase Document for.

EMP015	Bob Baliki	12 Cranberry
V00001	Al Andersons	1160 - 101st
V00002	Bell Mobility	260 BARRETT
V00003	Best School Supplies	PMB269 1670
V00004	Duna's Books Ltd	626 WELDON
V00005	Acklands	BOX 2969
V00006	School Supplies and Beyond	BOX 909
V00007	Staples	
V00008	Mr. Lube	#305, 506 à 2
V00009	Sticker's World	BOX 68

Click on the navigation menu item popup **New Document**



From this link you can select an option to create Purchase Order, Purchase Invoice or Purchase Credit Memo for this vendor.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	179/217

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger | Accounts Payable | Accounts Receivable | Inquiry | Reports | Setup | History

Vendor List: All | Search | + New | Delete | Process | **New Document** | Vendor | Navigate | Open in Excel | More options

× You can create contacts automatically from newly created vendors. Create

Purchase Invoice | Purchase Order | Purchase Credit Memo

No.	Name	Name 2	Address 2	City	Province	Mis. Ven.	Responsibility Centre	Location Code	Phone
EMP001	Cary Grant			Saskatoon	SK				
EMP003	Alec Guinness		1921 Cairns Avenue	Saskatoon	SK				+1
EMP005	Bette Davis		429 Avenue W South	Saskatoon	SK				306
EMP007	Gregory Peck		230 Roborecki Crescent	Saskatoon	SK				306
EMP009	Vivian Lee		1526 Empress Avenue	Saskatoon	SK				
EMP011	Grant James		230 Roborecki Crescent	Saskatoon	SK				
EMP013	Angus Baker		PO Box 615	Warman	ON				
EMP015	Bob Baliki		12 Cranberry Quay	Collingwood	ON				
V00001	Al Andersons		1160 - 101st STREET	NORTH BATTLEFO...	SK				306
V00002	Bell Mobility		260 BARRETT DRIVE	RED DEER	AB				403
V00003	Best School Supplies		PMB269 1670 S. ROBERT ST.	W. ST. PAUL	MN				866
V00004	Duna's Books Ltd		626 WELDON AVENUE	SASKATOON	SK				
V00005	Acklands		BOX 2969	WINNIPEG	MB				1-6
V00006	School Supplies and Beyond		BOX 909	Lashburn	SK				306
V00007	Staples								
V00008	Mr. Lube		#305, 506 & 25TH STREET EAST	SASKATOON	SK				866
V00009	Sticker's World		BOX 68	COCHIN	SK				
V00010	Sask Power		BOX 4006, STATION C	CALGARY	AB				306
V00011	C.U.P.E. 2268		420 22nd Street East	Saskatoon	SK				
V00012	Canada Customs And Revenue		875 Heron Rd	Ottawa	ON				
V00013	Municipal Employees Pension		1000 - 1801 Hamilton St	Regina	SK				(30
V00014	Teachers Superannuation Fund		Room 129, 3085 Albert Street	Regina	SK				(30
V00015	Miscellaneous Vendor		115 Benthem Cres.	Saskatoon	SK				
V00016	Minister of Finance		Revenue Division	Regina	SK				
V00017	BMO		Master Card Payment Cen... PO Box 6044	Montreal	QC				

Details | Attachments (0)

Vendor Statistics

Balance (\$)	33,318.14
Outstanding Orders (\$)	0.00
Amt. Recd. Not Invd. (\$)	0.00
Outstanding Invoices (\$)	10,410.00
Total (\$)	43,728.14
Overdue Amounts (\$) as of 2...	33,000.00
Invoiced Prepayment Amoun...	0.00
Payments (\$)	3,000.00
Refunds (\$)	0.00
Last Payment Date	2020-09-15

Buy-from Vendor History

0	0	0
Quotes	Blanket Orders	Orders
2	0	0
Invoices	Return Orders	Credit Memos
0	0	2
Paid. Return Shipments	Paid. Receipts	Paid. Invoices
2	0	
Paid. Credit Memos	Incoming Documents	

Click on the navigation menu item **Purchase Invoice**

General Ledger | Accounts Payable | Accounts Receivable | Inquiry | Re

Search | + New | Delete | Process | **New Document** | Vendor | Navigate

× You can create contacts automatically from newly created vendors. Create

Purchase Invoice | Purchase Order | Purchase Credit Memo

Create a new purchase invoice for items or serv

Name 2	Address 2
1921 Cairns Avenue	Address 2
429 Avenue W South	Address 2
230 Roborecki Crescent	Address 2

System creates Purchase Invoice automatically with Vendor information already filled in on the Header



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	180/217

PURCHASE INVOICE
Acklands

Invoice Posting Request Approval Incoming Document Release Navigate More options

General

Vendor No. V00005
Miscellaneous Vendor
Buy-from Vendor Name Acklands
BUY-FROM
Address BOX 2969
Address 2
City WINNIPEG
Province MB
Postal/ZIP Code R3C 4B5
Country/Region CA
Contact No.
Remittance Description
Invoice Line Tax Calculation Gross Amount Including Tax
Requisition No.

Contact
Document Date 2020-09-24
Posting Date 2020-09-24
Due Date 2020-09-24
Vendor Invoice No.
Purchase Order No.
Purchaser Code
Campaign No.
Alternate Vendor Address Code
Responsibility Centre
Assigned User ID
Tax Liable
Status Open
Self Assessed

Lines Manage Line Fewer options

Type	No.	No.	Salvage Value	Vendor Item No.	Vendor Item Description	Description/Comment	Quantity	Direct Unit Cost	Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
→ G/L Account	*		0.00			*					0.00	0.00	

You can create Purchase Documents from the Vendor's Card as well.

Stay on the line with the Vendor name you are going to create Purchase Document for.

EMP015	Bob Baliki	12 Cranberry
V00001	Al Andersons	1160 - 101st
V00002	Bell Mobility	260 BARRETT
V00003	Best School Supplies	PMB269 1670
V00004	Duna's Books Ltd	626 WELDON
V00005	Acklands	BOX 2969
V00006	School Supplies and Beyond	BOX 909
V00007	Staples	
V00008	Mr. Lube	#305, 506 à 2
V00009	Sticker's World	BOX 68

Click on the navigation menu item popup **New Document**

VENDOR CARD
V00005 · Acklands

× You can create contacts automatically from newly created vendors. Create contacts from

Process Report Request Approval **New Document** Navigate Vendor

General

No. V00005
Name Acklands

Select from the pop up list selection Purchase Document you want to create for this Vendor. Click on any, and system will create Purchase Document automatically.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	181/217

The screenshot shows the Dynamics 365 Business Central interface for a Vendor Card. The vendor is V00005 - Acklands. The 'New Document' button is highlighted in red. Below the card header, there are tabs for 'Purchase Invoice', 'Purchase Order', and 'Purchase Credit Memo'. The 'Purchase Invoice' tab is selected. The card displays various fields for vendor information, including Name, Address, Contact, and Invoicing. The 'Purchase Invoice' button is also highlighted in red.

3.4.8. How to Process AP PST Self-Assessment

3.4.8.1. Overview

Business Central for Education Suite has been enhanced to allow an Accounts Payable user to mark all transactions purchased from outside of the province, that are subject to self-assessment of provincial sales tax.

The system will then post the calculated sales tax to an open invoice, or create one if one does not exist, for payment.

This sales tax invoice can be posted at any time and as frequently as desired.

The self-assessed tax will be coded to the expense account on the original invoice although it will show up separately in the general ledger for the original purchase amount.

3.4.8.2. Default Self-Assessment Parameters

The Purchases & Payables Setup screen contains default information for the self-assessment process.

Self Assess. Vendor Number – The default vendor to whom the self-assessment tax is payable. There is only one allowed per organization.

Self Assess. Batch Number – If the organization is using batch entry for AP Invoice entry, a batch can be specified for the creation of the self-assessment invoice and that will remain open even after the invoice has been posted.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	182/217

Dynamics 365 Business Central

PURCHASES & PAYABLES SETUP

Purchases & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

Name 2 Format: No Name

Vendor Email From: Emp. Email

Default Batch Control Validation: ON

Hide Control Total Validation Controls: OFF

Self Assessment Vendor No.: V00016

Self Assessment Batch No.: MINFINCA

Self Assessment Tax Jurisdiction Code: PROV-SK

Self Assessment Tax Group Code: R

Self Assessment Vendor Tax Group: N

Balance Account Type: Bank Account

Balance Account No.: B010

Purchase Card >

Vendor Invoice Import >

Email Setup >

Default Accounts >

Advanced Payables >

Quick Pay >

Self Assess. Tax Jurisdiction – This field represents the default tax jurisdiction code for the self-assessment vendor. This is necessary for the transactions to be coded correctly for purposes of tax reporting.

Self Assess. Tax Group – This field represents the default tax group code for the self-assessment vendor. It is also necessary for tax reporting.

Dynamics 365 Business Central

PURCHASES & PAYABLES SETUP

Purchases & Payables Setup

Vendor Posting Groups | Signature List | Incoming Documents Setup | More options

Name 2 Format: No Name

Vendor Email From: Emp. Email

Default Batch Control Validation: ON

Hide Control Total Validation Controls: OFF

Self Assessment Vendor No.: V00016

Self Assessment Batch No.: MINFINCA

Self Assessment Tax Jurisdiction Code: PROV-SK

Self Assessment Tax Group Code: R

Self Assessment Vendor Tax Group: N

Balance Account Type: Bank Account

Balance Account No.: B010

Purchase Card >

Vendor Invoice Import >

Email Setup >

Default Accounts >

Advanced Payables >

Quick Pay >

Vendors, that are subject to self-assessment of provincial sales tax, has to be set to default self-assessment in Vendor Card. Self-Assessed need to be enabled in General Tab of the Vendor's Card.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	183/217

Dynamics 365 Business Central

VENDOR CARD
V00005 · Acklands

Process Report Request Approval New Document Navigate Vendor More options

General Show less

No. V00005
Name Acklands
Name 2
Miscellaneous Vendor
Blocked
Privacy Blocked
Last Date Modified 2020-09-15
Old Vendor No.
OnPrem
Self Assessed

Merchant Name
Web Do Not Display
Balance (\$) 33,318.14
Balance Due (\$) 33,000.00
Document Sending Profile
Search Name ACKLANDS
IC Partner Code
Purchaser Code
Responsibility Centre
Disable Search by Name

Address & Contact Show more

ADDRESS
Address BOX 2969
Address 2
Country/Region Code CA
City WINNIPEG
Postal/ZIP Code R3C 4B5
[Show on Map](#)

CONTACT
Primary Contact Code
Contact
Phone No. 1-888-801-0007
Email
Home Page
Our Account No. CAN

Invoicing Show more

3.4.8.3. How to Process AP PST Self-Assessment

Click on the navigation menu item popup **Accounts Payable**

DSuite Demo | General Ledger ▾ **Accounts Payable ▾** Accounts Receivable ▾

[e lists](#) [Sales lists](#)

[Purchase Invoice](#) > [See Purchase Invoices](#) [Sales Invoices Report](#)

[ies ▾](#)

FINANCIALS

Click on the navigation menu item popup **Invoice Entry**

Dynamics 365 Business Central

ODT EDSuite Demo | General Ledger ▾ Accounts

Vendor ▾ **Invoice Entry ▾** Order Processing ▾ Cheque F

ACTIONS
[+ Add Purchase Invoice](#) > [See Purchase Invoices](#) [Sales](#)

Insights

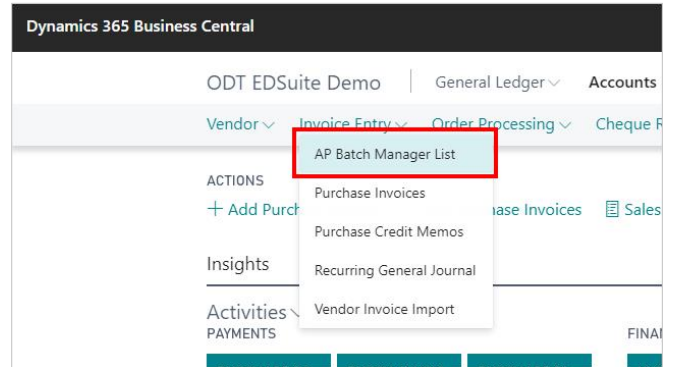
Activities ▾
PAYMENTS

FINAI

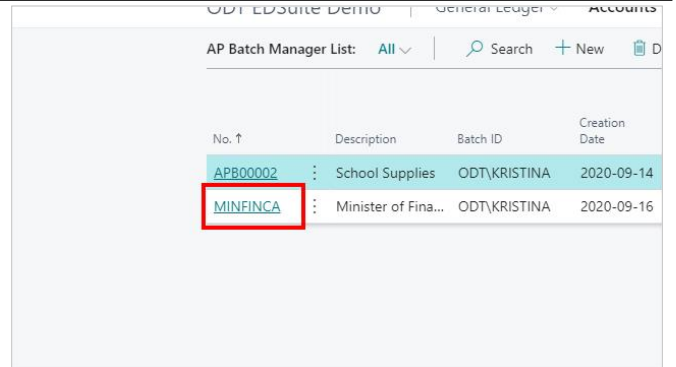


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	184/217

Click on the navigation menu item **AP Batch Manager List**

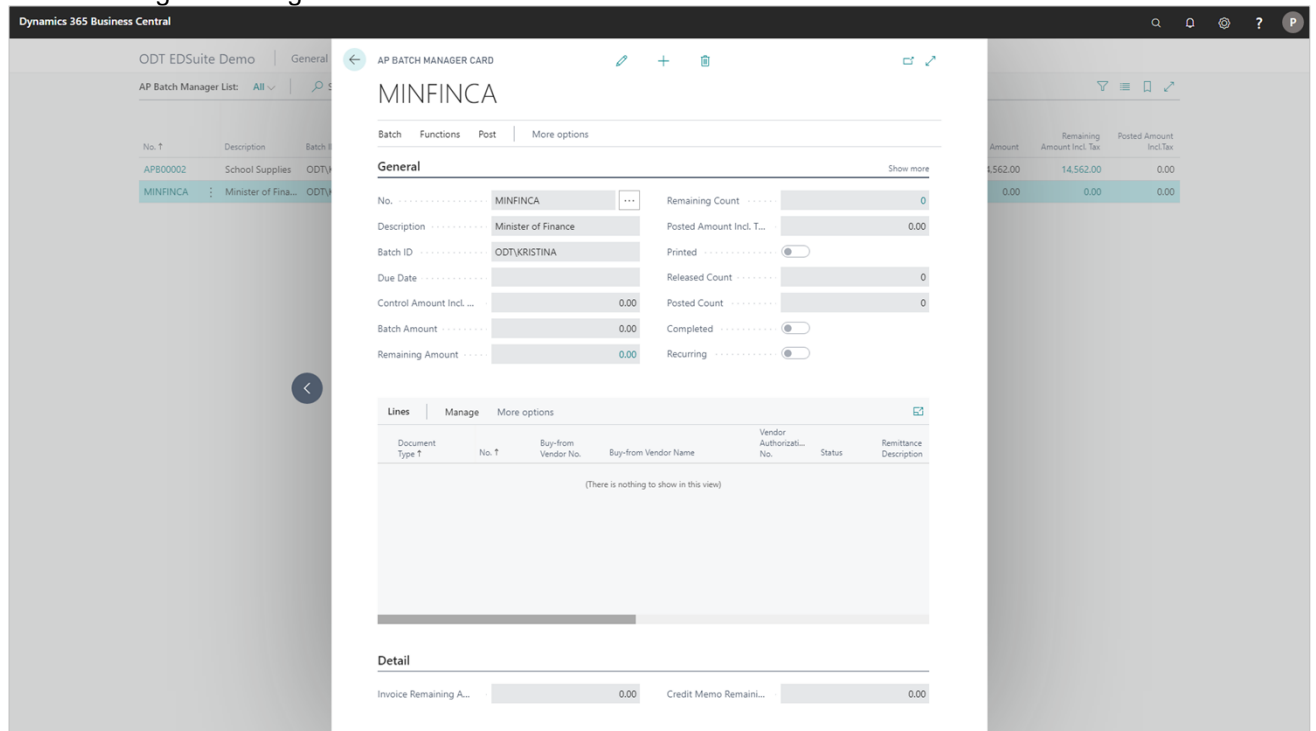


Click on the AP Batch specially created for self-assessed postings.



This Batch is specially created and shouldn't be ever posted.

Any self-assessed provincial tax will be transferred to the invoice payable to the tax authority and will be coded to the same general ledger codes as included on the individual line item.

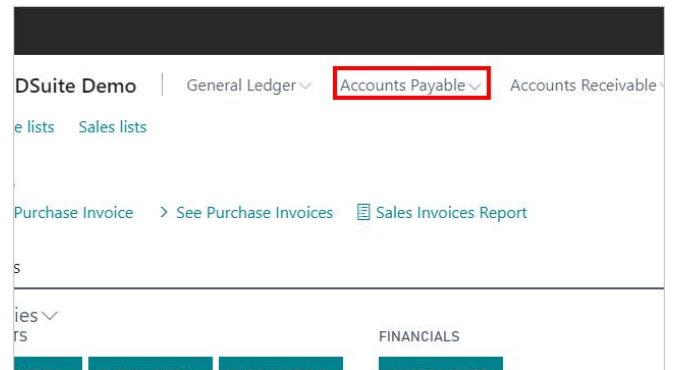


Let's create Purchase Invoice of something purchased from outside the province. For example, for purchasing school supplies from Manitoba for Saskatchewan-based school division.

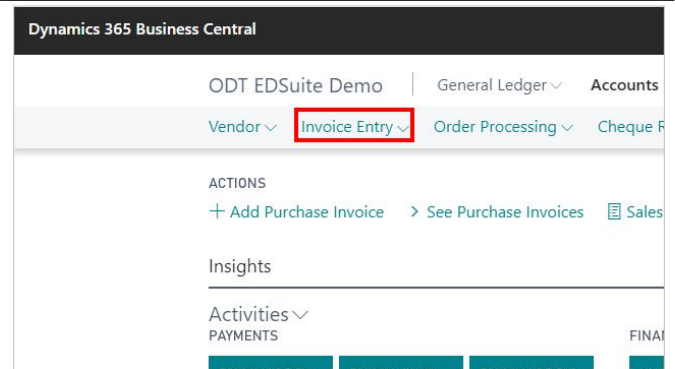


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	185/217

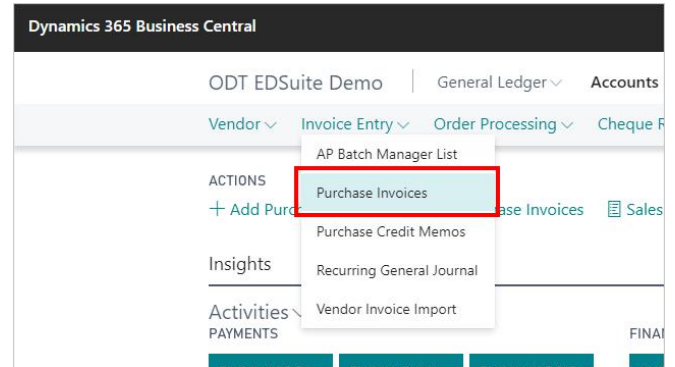
Click on the navigation menu item popup **Accounts Payable**



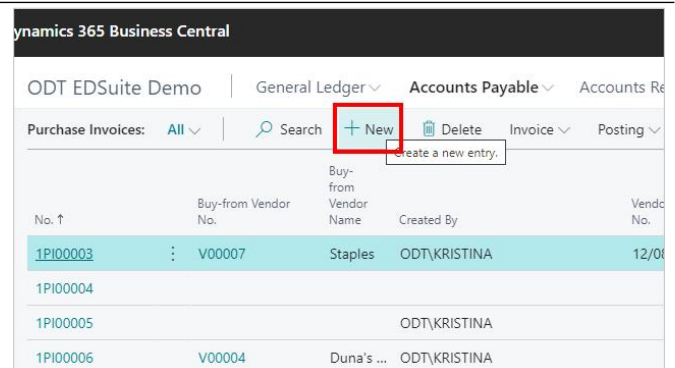
Click on the navigation menu item popup **Invoice Entry**



Click on the navigation menu item **Purchase Invoices**



Click on the navigation menu item **New**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	186/217

Enter Vendor Number. Select Vendor from the drop-down list.

No.	V
Previous Vendor	
Vendor Name	
DM	
2	
/State	
P Code	

No. ↑	Name	City
V00003	Best School Supplies	W
V00004	Duna's Books Ltd	SA
V00005	Acklands	W
V00006	School Supplies and Beyond	La
V00007		
+ New		

Click on the field Vendor Invoice Number

.....	...
.....	2020-09-24
.....	2020-09-24
.....	2020-09-24
.....	*
.....
.....
.....
e

Enter **Vendor Invoice number**.

.....	...
.....	2020-09-24
.....	2020-09-24
.....	2020-09-24
.....	*
.....
.....
.....
e

Go to Purchase Invoice Lines.

Click on the cell Number.

Invoice Line Tax Calculation					Gross Amount including tax	
Requisition No.						
Lines Manage Line Fewer options						
Type	No.	No.	Salvage Value	Vendor It		
→ G/L Account	*		0.00			
		Look up value				



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	187/217

Enter **G/L Account Number**.

Invoice Line Tax Calculation

Requisition No.

No.	Name	Incom
→ 1101001001	Rural Levy	Incon
1101001002	Urban Levy	Incon
1101001004	Supplemental Levy	Incon
1101002005	Federal Government	Incon
1101002006	Provincial Government	Incon

Lines | Manage | L

Type No. + New

→ G/L Account * ac 0.00

Select one from the drop-down list.

Country/Region CA

Contact No.

Remittance Description

Invoice Line Tax Calculation

Requisition No.

No.	Name	Incom
→ 1212130312	Academic Supplies	Incon
1212140253	Purchase of Academic Furniture	Incon
1216130312	Academic Supplies	Incon
1216140253	Academic Equipment	Incon
1221130312	Academic Supplies	Incon

Lines | Manage | L

Type No. + New

Move to the right.

Invoice Line Tax Calculation

Requisition No.

Gross Amount including tax

Lines | Manage | Line | Fewer options

Type	No.	No.	Salvage Value	Vendor It
→ G/L Account	212130312	1-21-213-0312	0.00	

Click on the cell Gross Amount Incl. Tax

Status Open

Self Assessed ☒

Quantity	Direct Unit Cost Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
100	*	SK	0.00	0.00	R



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	188/217

Enter **Gross Amount Incl. Tax**. Press the **Enter** key.

Status Open

Self Assessed Toggle

Quantity	Direct Unit Cost Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
100	*	SK	0.00	0.00	R

Scroll further to the right on a line.

Invoice Line Tax Calculation Gross Amount including tax

Requisition No.

Lines | Manage | Line | Fewer options

Type	Vendor Item No.	Vendor Item Description	Des
→ G/L Account			Aca

You can see that PST Amount of \$194.60 is set as a Self-Assessed Amount, and Self-Assessed is enabled on a line and on Purchase Header.

Status Open

Self Assessed Toggle

PST Amount	Other Tax Amount	Tax Diff... Acc...	Self Ass...	Self Assessed Amount	Self Assessment Document No.	Fund Account
194.59	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	194.60		1

Click on the cell **Budget Manager Code**

Status Open

Assessed Toggle

Self Assessed Amount	Self Assessment Document No.	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	P
194.60		1				



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	189/217

Select Budget Manager Code from the drop-down list.

Assessed	Code	Name
	→ 000	Begin-Total
	006	Facility 006
	007	Facility 007
	009	Facility 009
	010	Facility 010
	011	Facility 011
Self Assessed Amount	Self Assessment Document No.	Fund Account
194.60		1

Click on the cell **Subprogram Code**

Self Assessment Document No.	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code
	1	010			

Select Subprogram Code from the drop-down list.

Assigned User ID	Tax Liabile	Code	Name		
		→ ACCO	Accommodation		
		APPL	Appliances		
		BBAL	Basketball		
		BUSS	Busses		
		CONF	Conferences		
ST Amount	Other Tax Amount	Tax Diff... Acc...	Self Ass...		
194.59	0.00			194.60	1

Click on the cell **Program Code**

Budget Manager Code	Subprogram Code	School Based Funds	Program Code
010	BBAL		



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	190/217

Select Program Code from the drop-down list.

Code	Name
→ 001	System
400	Aboriginal Curriculum
401	Aboriginal Equity
402	Administrators
403	Alternate Education

Go to Control Totals.

Click on the field **Gross Amt. Incl. Tax**

	0.00
	0.00

Enter **Gross Amt. Incl. Tax**. Press the **Enter** key.

	0.00
	0.00

Invoice need to be posted now in order to create entry in AP Batch payable to Minister of Finance.

Click on the navigation menu item popup **Posting**

Dynamics 365 Business Central

← PURCHASE INVOICE

PI00017 · Acklands

Invoice **Posting** Request Approval Incoming Document Release Nav

General

Vendor No. V00005

Miscellaneous Vendor

Buy-from Vendor Name Acklands



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	191/217

Click on the navigation menu item **Post**

Dynamics 365 Business Central

PURCHASE INVOICE

PI00017 · Acklands

Invoice Posting Request Approval Incoming Document Release Nav

Post Post and Print Preview Posting Post and New...

Finalize the document or journal by posting the amounts and quantities to the related accounts.

Vendor No. V00005

Miscellaneous Vendor ☐

Buy-from Vendor Name Acklands

Click on the button Yes on the confirmation message.

Do you want to post the invoice?

Yes No

Click on the button Yes to open posted Purchase Invoice.

The invoice is posted as number PI00017 and moved to the Posted Purchase Invoices window.

Do you want to open the posted invoice?

Yes No

Self-Assessed is enable on the posted Invoice.

Remittance Description

Posting Date 2020-09-24

Due Date 2020-09-24

Vendor Invoice No. PI81-213

Self Assessed ☒

Unit of Measure Code Direct Unit Cost Unit Price (\$)

Gross Amount Tax Area Code GST Amount



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	192/217

Click on the back button to exit Posted Purchase Invoice.

Dynamics 365 Business Central

POSTED PURCHASE INVOICE

PI00017 · Acklands

Process Correct Invoice Print/Send Navigate More options

General

Vendor Acklands

Buy-from Vendor Name 2

Miscellaneous Vendor

Let's review now the posting created by the Business Central in special Minister of Finance AP Batch.

Click on the navigation menu item popup **Accounts Payable**

Dynamics 365 Business Central

EDSuite Demo General Ledger Accounts Payable Accounts Receivable

Invoices: All Search + New Delete Invoice Posting Release

	Buy-from Vendor No.	Buy-from Vendor Name	Created By	Vendor Invoice No.
3	V00007	Staples	ODT\KRISTINA	12/08/2020
4			ODT\KRISTINA	
5			ODT\KRISTINA	
6	V00004	Duna's ...	ODT\KRISTINA	

Click on the navigation menu item popup **Invoice Entry**

Dynamics 365 Business Central

ODT EDSuite Demo General Ledger Accounts Payable Account

Vendor Invoice Entry Order Processing Cheque Runs Purchase Ca

No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Created By	V
1PI00003	V00007	Staples	ODT\KRISTINA	1
1PI00004			ODT\KRISTINA	
1PI00005			ODT\KRISTINA	
1PI00006	V00004	Duna's ...	ODT\KRISTINA	

Click on the navigation menu item **AP Batch Manager List**

Dynamics 365 Business Central

ODT EDSuite Demo General Ledger Accounts Payable Account

Vendor Invoice Entry Order Processing Cheque Runs Purchase Ca

AP Batch Manager List

Purchase Invoices

Purchase Credit Memos

Recurring General Journal

Vendor Invoice Import

No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Created By	V
1PI00003		Staples	ODT\KRISTINA	1
1PI00004			ODT\KRISTINA	
1PI00005			ODT\KRISTINA	
1PI00006	V00004	Duna's ...	ODT\KRISTINA	



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	193/217

Select Minister of Finance AP Batch from the AP Batch Manager List.

No. ↑	Description	Batch ID	Creation Date
APB00002	School Supplies	ODT\KRISTINA	2020-09-14
MINFINCA	Minister of Fina...	ODT\KRISTINA	2020-09-16

You can see that Invoice is created here by the system.

MINFINCA

Batch Functions Post More options

General

No. MINFINCA Remaining Count 0

Description Minister of Finance Posted Amount Incl. Tax 0.00

Batch ID ODT\KRISTINA Printed

Due Date Released Count 0

Control Amount Incl. Tax 0.00 Posted Count 0

Batch Amount 0.00 Completed

Remaining Amount 0.00 Recurring

Lines Manage More options

Document Type ↑	No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Authorizati... No.	Status	Remittance Description
(There is nothing to show in this view)						

Detail

Invoice Remaining A... 0.00 Credit Memo Remain... 0.00

Click on the link in cell Document Type with the value Invoice

Remaining Amount

Lines Manage Line Fewer options

Document Type ↑	No. ↑	Buy-from Vendor No.
Invoice	PI00018	V00016

Invoice payable to Minister of Finance is created in the amount of provincial sales tax:



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	194/217

Dynamics 365 Business Central

PURCHASE INVOICE

PI00018 · Minister of Finance

Invoice Posting Request Approval Incoming Document Release Navigate More options

General

Vendor No. V00016

Miscellaneous Vendor

Buy-from Vendor Name Minister of Finance

BUY-FROM

Address Revenue Division

Address 2 2350 Albert Street

City Regina

Postal/ZIP Code S4P 4A6

Country/Region CA

Contact No.

Remittance Description

Invoice Line Tax Calculation Gross Amount Including Tax

Requisition No.

Contact

Document Date 2020-09-24

Posting Date 2020-09-24

Due Date 2020-09-24

Vendor Invoice No. *

Purchase Order No.

Purchaser Code

Campaign No.

Alternate Vendor Address Code

Responsibility Centre

Assigned User ID

Tax Liabilities

Status Open

Self Assessed

Lines Manage Line Fewer options

Type	No.	No.	Salvage Value	Vendor Item No.	Vendor Item Description	Description/Comment	Quantity	Direct Unit Cost Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
→ G/L Account	1212130312	1-21-213-0312	0.00			Acklands-PI81-213-20-09-24	1	194.60	SK	194.60	0.00	N

LINE DETAIL Instruction - Academic Supplies

Notice, that system created description related to the original invoice automatically.

Item No.	Vendor Item Description	Description/Comment	Quantity
		Acklands-PI81-213-20-09-24	1

Remittance Description field in the AP Invoice header allow the user to print a description line on the cheque stub for a specific invoice. This quick note can be added to the invoice header screen and will print on the cheque stub just below the payment detail line for that invoice.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	195/217

Dynamics 365 Business Central

PURCHASE INVOICE

PI00018 · Minister of Finance

Invoice Posting Request Approval Incoming Document Release Navigate More options

General

Vendor No. V00016 Document Date 2020-09-24

Miscellaneous Vendor ☒ Posting Date 2020-09-24

Buy-from Vendor Name Minister of Finance Due Date 2020-09-24

BUY-FROM Vendor Invoice No. *

Address Revenue Division Purchase Order No.

Address 2 2350 Albert Street Purchaser Code

City Regina Campaign No.

Postal/ZIP Code S4P 4A6 Alternate Vendor Address Code

Country/Region CA Responsibility Centre

Contact No. Assigned User ID

Remittance Description Tax Liabile ☒

Invoice Line Tax Calculation Gross Amount Including Tax Status Open

Requisition No. Self Assessed ☐

Contact

Lines Manage Line Fewer options

Type	No.	No.	Salvage Value	Vendor Item No.	Vendor Item Description	Description/Comment	Quantity	Direct Unit Cost	Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
→ G/L Account	1212130312	1-21-213-0312	0.00			Acklands-P181-213-20-09-24	1	194.60	SK		194.60	0.00	N

LINE DETAIL Instruction - Academic Supplies

At the end of reporting period invoice can be posted and submitted as usual.

3.4.9. How to Create Invoice for Miscellaneous Vendor

3.4.9.1. Overview

Purchase Invoices and Credit Memos are modified to allow a Miscellaneous Vendor to be used. The name, address and invoicing information of the vendor is directly entered on the Purchase Invoice or Credit Memo header form.

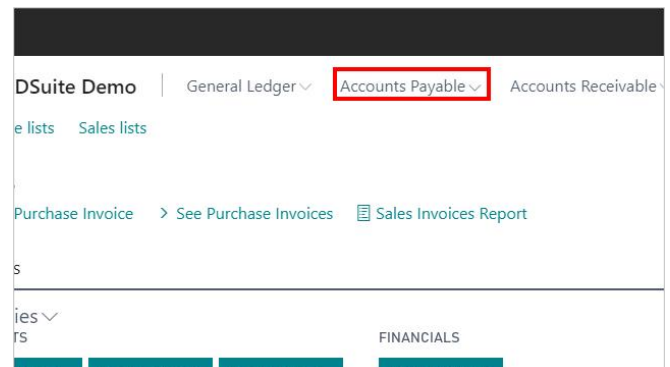
Able to use the Payment Journal and the Suggest Vendor Payments functionality as for any other vendor.

Able to print cheques from the posted invoice using the vendor's name and address information.

3.4.9.2. How to Create Miscellaneous Vendor

Separate Vendor Card need to be Created for Miscellaneous Vendor.

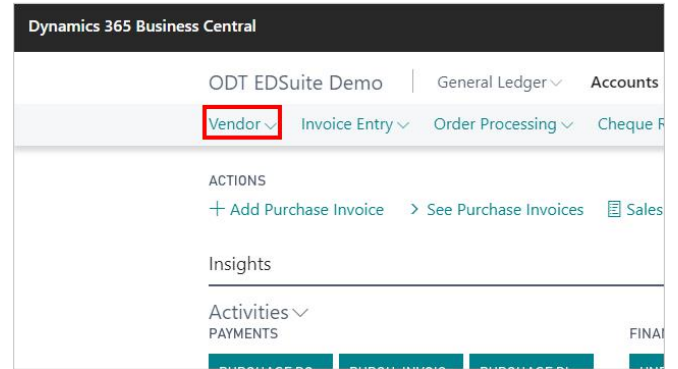
Click on the navigation menu item popup **Accounts Payable**



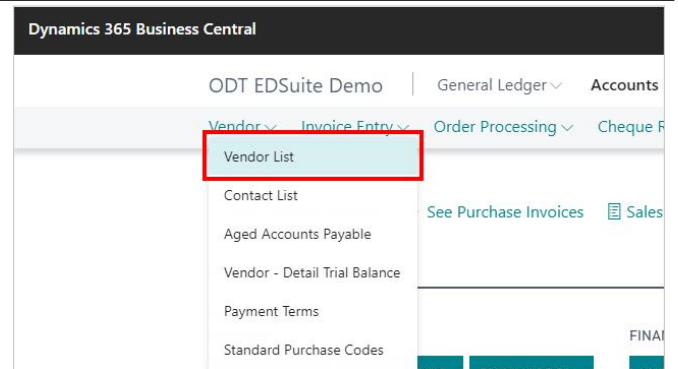


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	196/217

Click on the navigation menu item popup **Vendor**



Click on the navigation menu item **Vendor List**



Click on the link with Miscellaneous Vendor



Any number of miscellaneous vendors can be set up by creating a new vendor card and clicking on the Miscellaneous Vendor flag. No other information is required on the General tab other than a vendor number and a general description.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	197/217

Dynamics 365 Business Central

VENDOR CARD

V00015 - Miscellaneous Vendor

Process Report Request Approval New Document Navigate Vendor More options

General

No. V00015

Name Miscellaneous Vendor

Name 2

Miscellaneous Vendor ☒

Blocked

Privacy Blocked

Last Date Modified 2020-09-02

Old Vendor No.

OnPrem

Self Assessed

Merchant Name

Web Do Not Display

Balance (\$)

Balance Due (\$)

Document Sending Profile

Search Name MISCELLANEOUS VENDOR

IC Partner Code

Purchaser Code

Responsibility Centre

Disable Search by Name

Address & Contact

ADDRESS

Address

Address 2

Country/Region Code

City

Postal/ZIP Code

CONTACT

Primary Contact Code

Contact

Phone No.

Email

Home Page

Our Account No. CAN

Invoicing

Invoicing Tab need to be filled as for any other Vendor.

The completion of this may vary by school organization and according to the number and type of miscellaneous vendors. The above is a sample. The Tax Group Code, Tax Area Code, Tax Liabile, and Vendor Posting Group fields must be filled in.

Dynamics 365 Business Central

VENDOR CARD

V00015 - Miscellaneous Vendor

Process Report Request Approval New Document Navigate Vendor More options

General

Address & Contact

Invoicing

GST/HST Registration No.

Tax Liabile ☒

Tax Area Code SK

Tax Group Code N

Bank Communication E English

Prices Including Tax

Order Line Tax Calculation From Gross Amount Including Tax

Invoice Line Tax Calculation From Gross Amount Including Tax

Credit Memo Tax Calculation From Gross Amount Including Tax

Invoice By Gross Amount

POSTING DETAILS

Gen. Bus. Posting Group *

Vendor Posting Group VEND

Payments

Application Method Manual

Payment Terms Code

Payment Method Code

Priority 0

Block Payment Tolerance

Preferred Bank Account Code

Partner Type

Cash Flow Payment Terms Code

FATCA filing requirement

Federal BIN No.

Tax Identification Type Legal Entity

Province/State Inscription

Creditor No.

Cheque Date Format

Cheque Date Separator

It may be desirable to set up multiple miscellaneous vendors to accommodate a variety of scenarios involving different combinations of set up fields, such as posting groups, tax groups, etc.

All fields, except posting groups, can be overridden on the Purchase Invoice or Credit Memo form. Multiple miscellaneous vendors can be made more readily identifiable by assigning unique vendor numbers such as

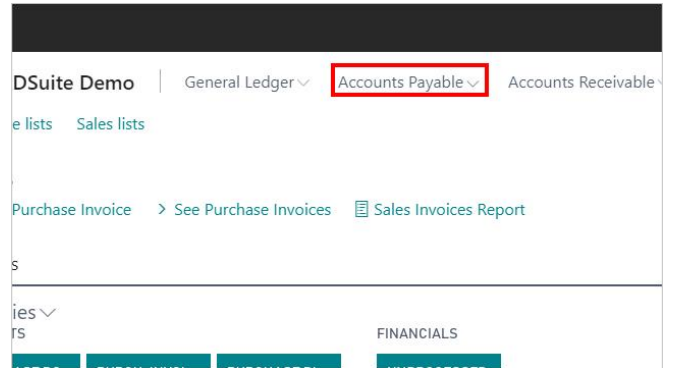


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	198/217

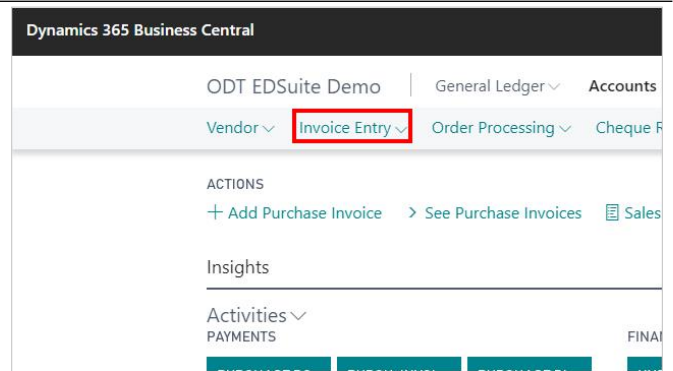
"TaxExpense", etc., or by assigning miscellaneous vendors to a unique number series.

3.4.9.3. How to create invoice for Miscellaneous Vendor

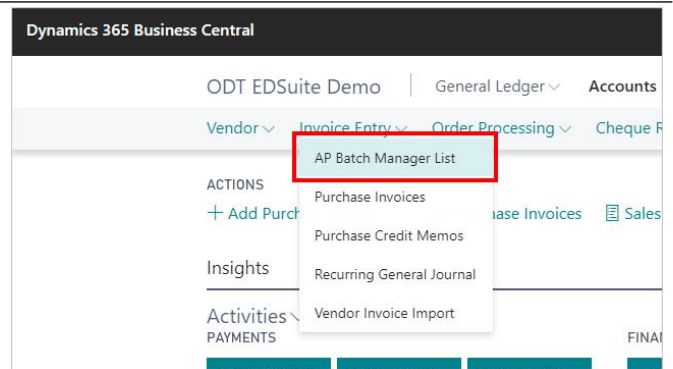
Click on the navigation menu item popup **Accounts Payable**



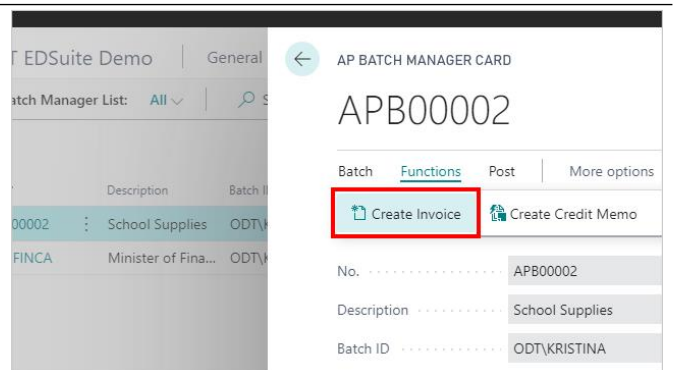
Click on the navigation menu item popup **Invoice Entry**



Click on the navigation menu item **AP Batch Manager List**



Click on the navigation menu item **Create Invoice**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	199/217

Select AP Batch from the list.

ODT EDSuite Demo General Ledger Accounts			
AP Batch Manager List: All Search + New			
No. ↑	Description	Batch ID	Creation Date
APB00002	School Supplies	ODT\KRISTINA	2020-09-14
MINFINCA	Minister of Fina...	ODT\KRISTINA	2020-09-16

Click on the navigation menu item popup **Functions**

uite Demo General			
nager List: All Search			
Description	Batch ID		
School Supplies	ODT\KRISTINA		
Minister of Fina...	ODT\KRISTINA		

AP BATCH MANAGER CARD			
APB00002			
Batch	Functions	Post	More options
General			
No.	APB00002		
Description	School Supplies		

Click on the field Vendor Number.

Approval	Incoming Document	Release	Navigate	More options
----------	-------------------	---------	----------	--------------

.....	Look up value
.....	
.....	

Enter **Miscellaneous Vendor Number**.

Approval	Incoming Document	Release	Navigate	More options
----------	-------------------	---------	----------	--------------

.....	
.....	
.....	

No. ↑	Name	City	Postal Code
→ EMP001	Cary Grant	Saskatoon	S4L 1A1
EMP003	Alec Guinness	Saskatoon	S4L 1A1
EMP005	Bette Davis	Saskatoon	S7L 1A1

Select Miscellaneous vendor from the drop-down list.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	200/217

Click on the field **Buy-from Vendor Name**

t Approval Incoming Document Release Navigate More options

V00015

Miscellaneous Vendor

Vendor name could be overridden if needed.

Delete Miscellaneous Vendor name. Enter the new Vendor name.

t Approval Incoming Document Release Navigate More options

V00015

Click on the field **Address**

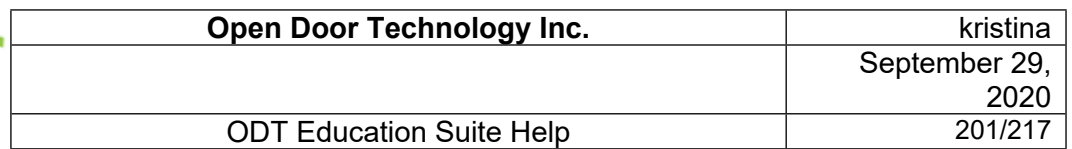
V00015

Frank Smith

Enter **Address**.

V00015

Frank Smith

[illegible]

V00015
<input checked="" type="checkbox"/>
Frank Smith
32 Algonquin Ave S

	Frank Smith	
	32 Algonquin Ave S	
	Regina	...
		...
		▼
		...

.....	Frank Smith	
.....	32 Algonquin Ave S	
.....	Regina	...
.....		
.....		...
.....		▼
.....		...
.....		



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	202/217

Click on the field **Country/Region**

32 Algonquin Ave S

Regina

SK

Gross Amount Including Tax

Select country code

Country/Region

Code ↑ Name

→ AU Australia

CA Canada

UK United Kingdom

US USA

+ New

Manage Line Fewer options

Override other invoicing information if necessary. Use different set up scenarios to make data entry as efficient as possible.

Dynamics 365 Business Central

PURCHASE INVOICE

1PI00011 · Frank Smith

Invoice Posting Request Approval Incoming Document Release Navigate More options

General

Vendor No. 100015

Miscellaneous Vendor

Buy-from Vendor Name Frank Smith

BUY-FROM

Address 32 Algonquin Ave S.

Address 2

City Regina

Postal/ZIP Code

Country/Region CA

Contact No.

Remittance Description

Invoice Line Tax Calculation Gross Amount Including Tax

Requisition No.

Contact

Document Date 2020-09-24

Posting Date 2020-09-24

Due Date 2020-09-24

Vendor Invoice No. *

Purchase Order No.

Purchaser Code

Campaign No.

Alternate Vendor Address Code

Responsibility Centre

Assigned User ID

Tax Liable

Status Open

Self Assessed

Lines Manage Line Fewer options

Type	No.	No.	Salvage Value	Vendor Item No.	Vendor Item Description	Description/Comment	Quantity	Direct Unit Cost Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
→ Q/L Account *			0.00			*				0.00	0.00	

LINE DETAIL

Enter a vendor invoice number, complete the purchase lines and post the document.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	203/217

Dynamics 365 Business Central

PURCHASE INVOICE
1PI00011 · Frank Smith

Invoice Posting Request Approval Incoming Document Release Navigate More options

General

Vendor No. V00015 Document Date 2020-09-24

Miscellaneous Vendor Buy-from Vendor Name Frank Smith Posting Date 2020-09-24

BUY-FROM Due Date 2020-09-24

Address 32 Algonquin Ave S. Vendor Invoice No. *

Address 2 Purchase Order No.

City Regina Purchaser Code

Postal/ZIP Code Campaign No.

Country/Region CA Alternate Vendor Address Code

Contact No. Responsibility Centre

Remittance Description Assigned User ID

Invoice Line Tax Calculation Gross Amount Including Tax Tax Liab. Open

Requisition No. Status

Contact Self Assessed

Lines Manage Line Fewer options

Type	No.	No.	Salvage Value	Vendor Item No.	Vendor Item Description	Description/Comment	Quantity	Direct Unit Cost	Excl. Tax	Tax Area Code	Gross Amount Incl. Tax	GST Amount	Tax Group Code
→ G/L Account *			0.00			*					0.00	0.00	

LINE DETAIL

3.5. Encumbrances on Purchase Order

3.5.1. Encumbrances on Purchase Order Overview

An encumbrance refers to restricted funds inside an account that are reserved for a specific debt or liability in the future.

The encumbering process has the principal purpose of preventing the creation of liabilities in excess of approved appropriations.

In order for a school district to maintain budgetary control and to arrive at an accurate estimate of its uncommitted appropriations, it is necessary to encumber all of its known obligations.

Business Central for Education Suite allows users to post encumbrances on Purchase Order for a separate line or for the whole Purchase Order.

Click on the navigation menu item popup **Accounts Payable**

DSuite Demo | General Ledger | **Accounts Payable** | Accounts Receivable

Invoice Entry | Order Processing | Cheque Runs | Purchase Card | Setup

Purchase Invoice > See Purchase Invoices | Sales Invoices Report

FINANCIALS



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	204/217

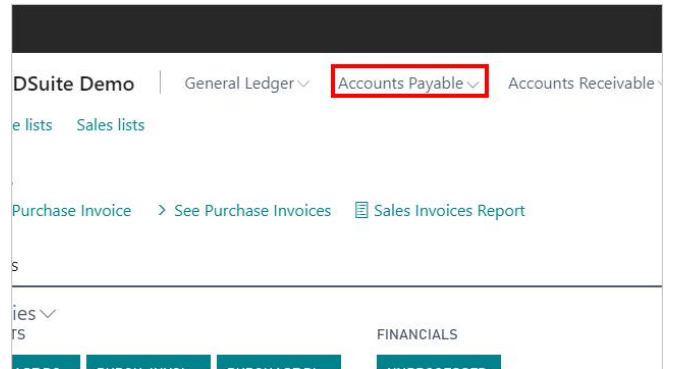
3.5.2. How to post Encumbrances for Purchase Order

3.5.2.1. How to create Purchase Order to post Encumbrances

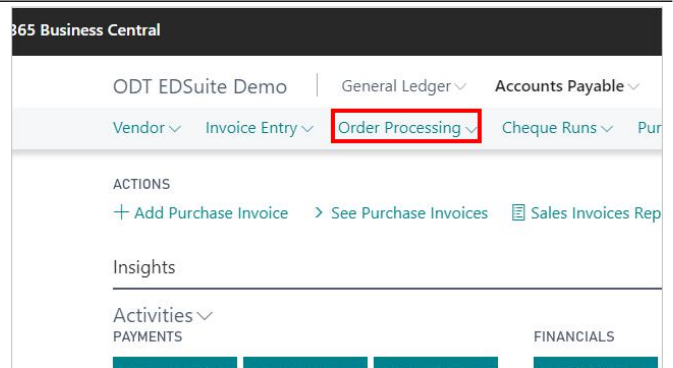
Fund Accounting Profile

To demonstrate how to post encumbrances for Purchase order, let's create an example with 2 lines reflecting telephone expenses in August, 2020 for 2 different locations of the organization.

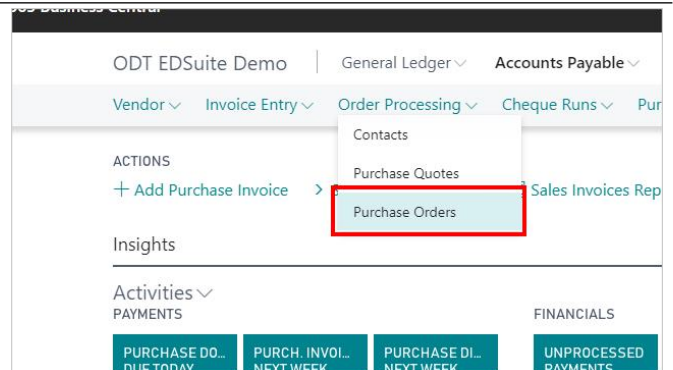
Click on the navigation menu item popup **Accounts Payable**



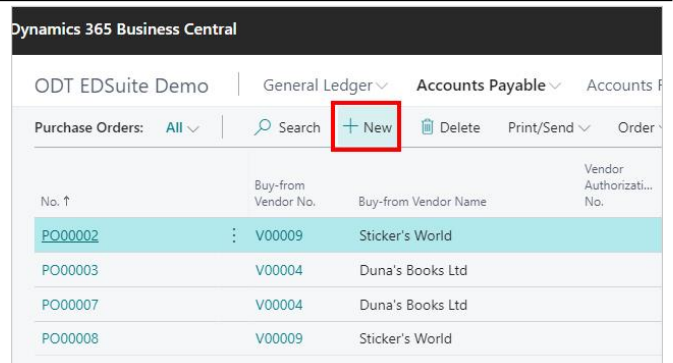
Click on the navigation menu item popup **Order Processing**



Click on the navigation menu item **Purchase Orders**



Click on the navigation menu item **New**





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	205/217

Click on the field Vendor Number

Order

Posting Order Request Approval Print/Send Navigate Actions

Vendor Invoice By

Name Order Line Ta

Clear PO Self Assessed

Requisition N

Enter **Vendor Number**.

Order

Posting Order Request Approval Print/Send Navigate Actions

Vendor Invoice By

Name

No. ↑	Name	City	Posta Code
→ EMP001	Cary Grant	Saskatoon	S4L
EMP003	Alec Guinness	Saskatoon	S4L
EMP005	Bette Davis	Saskatoon	S7L

Select Vendor from the drop-down list.

Vendor No.

Miscellaneous Vendor

Buy-from Vendor Name

Contact

Document Date

Vendor Invoice No.

No. of Archived Versions

Vendor No.

No. ↑	Name	City
→ EMP005	Bette Davis	Sa
EMP009	Vivian Lee	Sa
V00001	Al Andersons	Ni
V00002	Bell Mobility	RF
V00003	Best School Supplies	W

+ New

Lines Manage Line Functions Order Fewer options

Click on the field Vendor Invoice Number.

Vendor No.

Miscellaneous Vendor

Buy-from Vendor Name

Contact

Document Date

Vendor Invoice No.

No. of Archived Versions

Vendor No.

Bell Mobility

2020-09-25

*

0

Functions Order Fewer options



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	206/217

Enter **Vendor Invoice Number**. Press the **Enter** key.

V00002

Bell Mobility

2020-09-25

*A

0

Functions Order Fewer options

Go to lines. Click on the cell Number.

No. of Archived Versions

Lines Manage Line Functions Order Fewer options

Type	No.	GST/HST	Description
→ G/L Account	*		

LINE DETAIL

Enter **G/L Account Number**.

No. of Archived Versions

Lines Manage Line Functions Order Fewer options

Type	No.	GST/HST	Description
→ G/L Account	* tel		

No.	Name	Incom
→ 1101001001	Rural Levy	Incon
1101001002	Urban Levy	Incon
1101001004	Supplemental Levy	Incon

LINE DETAIL

Select G/L Account from the drop-down list.

Lines Manage Line Functions Order Fewer options

Type	No.	GST/HST	Description
→ G/L Account	* tel		

No.	Name	Incom
→ 1211150211	Telephone, Fax, Portable Commu	Incon
1212150211	Telephone, Fax, Portable Commu	Incon
1213150211	Telephone, Fax, Portable Commu	Incon
1214150211	Telephone, Fax, Portable Commu	Incon
1221150211	Telephone, Fax, Portable Commu	Incon
1222150211	Telephone, Fax, Portable Commu	Incon

LINE DETAIL

GST Amount + New



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	207/217

Click on the cell **Location Code**

0					Stat
Options Order Fewer options					
GST/HST	Description	Location Code	Bin Code	Quantity	
	Telephone, Fax, Portable Commu			100	

Select Location code for the line.

Order Fewer options					
HST	Description	Location Code	Bin Code	Quantity	Unit of Measure
	Telephone, Fax, Portable Commu			100	
Portable Communications & Internet					
0.00 Other Tax					

Code ↑

→ LOCATION 1

LOCATION 2

+ New

Click on the cell **Gross Amount Total**

Open					
Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gross Amount Total	Gross Amount To Invoice	GST Amount
	SK	R	0.00	0.00	0.00

Enter **Gross Amount Total**. Press the **Enter** key.

Open					
Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gross Amount Total	Gross Amount To Invoice	GST Amount
	SK	R	0.00	0.00	0.00

Now let's create a second line for the order.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	208/217

Click on the cell Number.

Lines	Manage	Line	Functions	Order	Fewer options
Type	No.	GST/HST	Description		
G/L Account	1211150211		Telephone, Fax, Portable Comm		
→ G/L Account	*				

LINE DETAIL

Enter **Select G/L Account** from the drop-down list.

Lines	Manage	Line	Functions	Order	Fewer options
Type	No.	GST/HST	Description		
G/L Account	1211150211		Telephone, Fax, Portable Comm		
→ G/L Account	*				

LINE DETAIL

- 1101001001 Rural Levy
- 1101001002 Urban Levy
- 1101001004 Supplemental Levy

Click on the lookup button in the cell **Location Code**

Description	Location Code	Bin Code	Quantity	Unit of Measure
Telephone, Fax, Portable Commu	LOCATION 1		100	
Telephone, Fax, Portable Commu	*		100	

LINE DETAIL

Select Location code for the line.

HST	Description	Location Code	Bin Code	Quantity	Unit of Measure
	Telephone, Fax, Portable Commu	LOCATION 1		100	
	Telephone, Fax, Portable Commu	*		100	

LINE DETAIL

- LOCATION 1
- LOCATION 2
- + New



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	209/217

Click on the cell Gross Amount Total.

Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gross Amount Total	Gross Amount To Invoice	GST Amount
3.2964	SK	R	365.90	365.90	16.48
	SK	R	0.00	0.00	0.00

Enter **Gross Amount Total**. Press the **Enter** key.

Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gross Amount Total	Gross Amount To Invoice	GST Amount
3.2964	SK	R	365.90	365.90	16.48
	SK	R	0.00	0.00	0.00

Move to the right to enter Dimensions for the lines.

Type	No.	GST/HST	Description
G/L Account	1211150211		Telephone, Fax, Portable Comm
→ G/L Account	1212150211		Telephone, Fax, Portable Comm
LINE DETAIL Instruction - Telephone, Fax, Portable Communications & Internet			
GST Amount			

Click on the cell **Budget Manager Code**

0	Status	Open					
	Quantity Invoiced	Promised Receipt Date	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	P
0			1				
0			1				



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	210/217

Select Budget Manager code from the drop-down list for the first line.

Quantity Invoiced	Promised Receipt Date	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code														
		1	<input type="text" value="000"/>																	
		1																		
			<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>→ 000</td> <td>Begin-Total</td> </tr> <tr> <td>006</td> <td>Facility 006</td> </tr> <tr> <td>007</td> <td>Facility 007</td> </tr> <tr> <td>009</td> <td>Facility 009</td> </tr> <tr> <td>010</td> <td>Facility 010</td> </tr> <tr> <td>011</td> <td>Facility 011</td> </tr> </tbody> </table>				Code	Name	→ 000	Begin-Total	006	Facility 006	007	Facility 007	009	Facility 009	010	Facility 010	011	Facility 011
Code	Name																			
→ 000	Begin-Total																			
006	Facility 006																			
007	Facility 007																			
009	Facility 009																			
010	Facility 010																			
011	Facility 011																			
42.10	Other Tax Amount																			

Select Budget Manager code from the drop-down list for the second line.

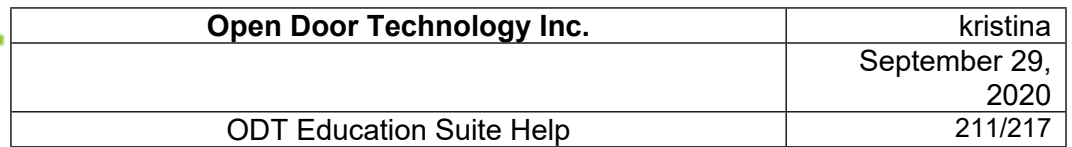
Quantity Invoiced	Promised Receipt Date	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code														
		1	007																	
		1	<input type="text" value="000"/>																	
			<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>→ 000</td> <td>Begin-Total</td> </tr> <tr> <td>006</td> <td>Facility 006</td> </tr> <tr> <td>007</td> <td>Facility 007</td> </tr> <tr> <td>009</td> <td>Facility 009</td> </tr> <tr> <td>010</td> <td>Facility 010</td> </tr> <tr> <td>011</td> <td>Facility 011</td> </tr> </tbody> </table>				Code	Name	→ 000	Begin-Total	006	Facility 006	007	Facility 007	009	Facility 009	010	Facility 010	011	Facility 011
Code	Name																			
→ 000	Begin-Total																			
006	Facility 006																			
007	Facility 007																			
009	Facility 009																			
010	Facility 010																			
011	Facility 011																			
42.10	Other Tax Amount																			
50.52	Tot. Incl. Tax																			

Select Subprogram code from the drop-down list for the first line.

Promised Receipt Date	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code	Over-Ride												
	1	007	<input type="text" value="ACCO"/>															
	1	007																
			<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>→ ACCO</td> <td>Accommodation</td> </tr> <tr> <td>APPL</td> <td>Appliances</td> </tr> <tr> <td>BBAL</td> <td>Basketball</td> </tr> <tr> <td>BUSS</td> <td>Busses</td> </tr> <tr> <td>CONF</td> <td>Conferences</td> </tr> </tbody> </table>				Code	Name	→ ACCO	Accommodation	APPL	Appliances	BBAL	Basketball	BUSS	Busses	CONF	Conferences
Code	Name																	
→ ACCO	Accommodation																	
APPL	Appliances																	
BBAL	Basketball																	
BUSS	Busses																	
CONF	Conferences																	
Other Tax Amount																		

Select Subprogram code from the drop-down list for the second line.

Promised Receipt Date	Fund Account	Budget Manager Code	Subprogram Code	School Based Funds	Program Code	Over-Ride												
	1	007	APPL															
	1	007	<input type="text" value="ACCO"/>															
			<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>→ ACCO</td> <td>Accommodation</td> </tr> <tr> <td>APPL</td> <td>Appliances</td> </tr> <tr> <td>BBAL</td> <td>Basketball</td> </tr> <tr> <td>BUSS</td> <td>Busses</td> </tr> <tr> <td>CONF</td> <td>Conferences</td> </tr> </tbody> </table>				Code	Name	→ ACCO	Accommodation	APPL	Appliances	BBAL	Basketball	BUSS	Busses	CONF	Conferences
Code	Name																	
→ ACCO	Accommodation																	
APPL	Appliances																	
BBAL	Basketball																	
BUSS	Busses																	
CONF	Conferences																	
Other Tax Amount																		

[illegible][illegible]

Contact: _____

Document Date: _____ 2020-09-25

Vendor Invoice No.: _____ AUG, 2020

No. of Archived Versions: _____

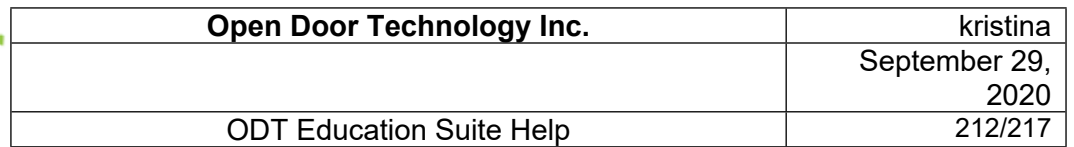
Lines | Manage | Line | **Functions** | Order | Fewer options

Item Availability by v Reservation Entries Item Tracking Lines

→ G/L Account	:	365.90	16.48	19.78
G/L Account		568.70	25.62	30.74

Vendor Shipment No.		
Status		Open

Amount for Order	Reverse Encumbrances for Order	Post Encumbrances for Line	Reverse Encumbr
365.90	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0.00	0 No
568.70	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0.00	0 No



Do you want to post encumbrances?

☒ Yes ☐ No

0		Status		Open			
Tax Diff...	Self Ass...	Self Assessed Amount	Self Assessment Document No.	Last Encumbra... Tran. No.	Open Encu... Exists	Line Amount Excl. Tax	Qty. to F
<input type="checkbox"/>	<input type="checkbox"/>	0.00		39	Yes	329.64	
<input type="checkbox"/>	<input type="checkbox"/>	0.00		0	No	512.34	

Status	Open											
Self Assessed Amount	Self Assessment Document No.	Last Encumbrance Tran. No.	Open Encumbrance Exists	Line Amount Excl. Tax	Qty. to Receive							
0.00		39	Yes	329.64	100							
0.00		0	No	512.34	100							

Dynamics 365 Business Central

1452907995 ENCUMBRANCES

General Ledger Entries | Search | Edit List | Process | Entry

Views

All

Filter list by:

× Posting Type

Encumbrance

Posting Date

Document Type

→ 2020-09-25

2020-09-25



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	213/217

3.5.2.3. How to Reverse posted Encumbrances

Click on the navigation menu item popup **Functions**

Document Date: 2020-09-25
Vendor Invoice No.: AUG, 2020
No. of Archived Versions:

Lines | Manage | Line | **Functions** | Order | Fewer options

Type	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gross Amount
→ G/L Account	3.2964	SK	R	3.2964
G/L Account	5.1234	SK	R	5.1234

Click on the navigation menu item **Reverse Encumbrances for Line**

Vendor Shipment No.:
Status: Open

Encumbrances for Order | Post Encumbrances for Line | **Reverse Encumbrances for Line**

Amount	Encumbrance	Amount	Encumbrance	Amount	Encumbrance	Amount	Encumbrance
19.78	0.00	365.90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
30.74	0.00	568.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	

Click on the button Yes to the confirmation message.

Requisition No.:
Vendor Shipment No.:

Confirmation Message: All Encumbrance Reversal entries will be posted with a posting date of 20-09-25 from the Purchase Header.

Yes No

Amount	Encumbrance	Amount	Encumbrance	Amount	Encumbrance	Amount	Encumbrance
365.90	16.48	19.78	0.00	365.90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
568.70	25.62	30.74	0.00	568.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Click on the button Yes to the confirmation message.

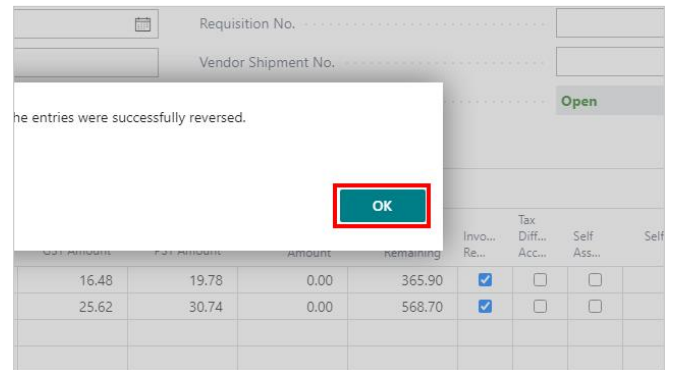
Requisition No.:
Vendor Shipment No.:

Confirmation Message: To reverse these entries, the program will post correcting entries. Do you want to reverse the entries?

Yes No

Amount	Encumbrance	Amount	Encumbrance	Amount	Encumbrance	Amount	Encumbrance
365.90	16.48	19.78	0.00	365.90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
568.70	25.62	30.74	0.00	568.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

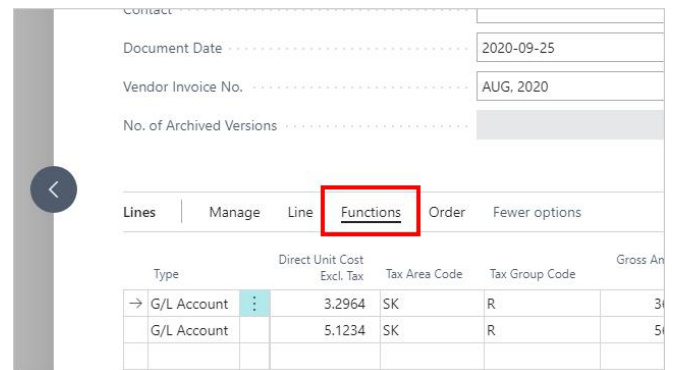
Click on the button OK to the pop up message.



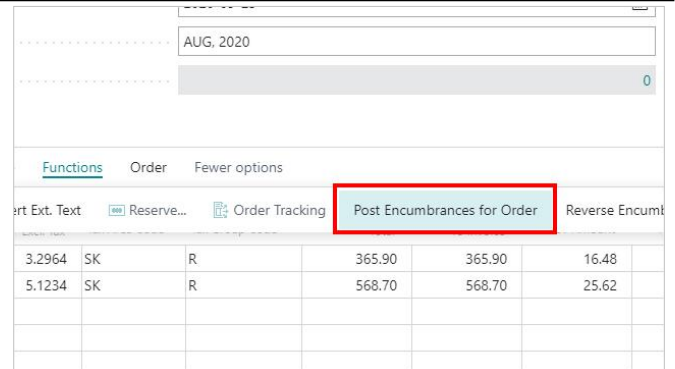
Posted Encumbrance entries for the line are reversed.

3.5.2.4. How to Post Encumbrances for Purchase Order

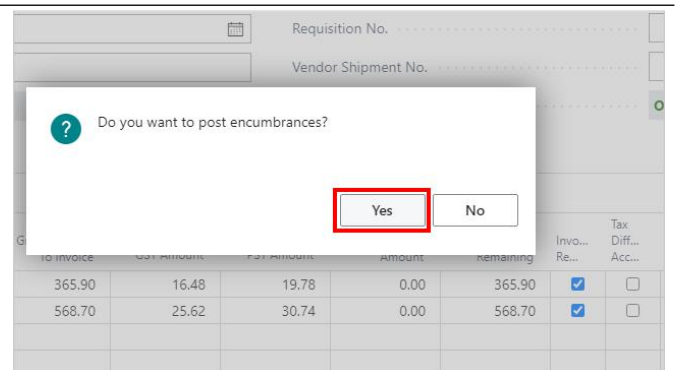
Click on the navigation menu item popup **Functions**



Click on the navigation menu item **Post Encumbrances for Order**



Click on the button Yes to the confirmation message.



Encumbrance Entries are posted to both lines now.



Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	215/217

Click on the link in cell Open Encumbrance Exists with the value Yes to open posted entries.

Open					
Tax Diff... Acc...	Self Ass...	Self Assessed Amount	Self Assessment Document No.	Last Encumbra... Tran. No.	Open Encu... Exists
<input type="checkbox"/>	<input type="checkbox"/>	0.00		41	Yes
<input type="checkbox"/>	<input type="checkbox"/>	0.00		42	Yes

Another way to open posted Encumbrances is by the using action "Line" from the navigation menu.

Click on the navigation menu item popup **Line**

Contact

Document Date

Vendor Invoice No.

No. of Archived Versions

2020-09-25

AUG, 2020

<

Lines

Manage

Line

Functions

Order

Fewer options

Type

Direct Unit Cost
Excl. Tax

Tax Area Code

Tax Group Code

Gross An

→ G/L Account

:

3.2964

SK

R

3

G/L Account

5.1234

SK

R

5

Click on the navigation menu item **Encumbrance Entries**

			Vendor Shipment No.	
		0	Status	Open
ns	Comments	Item Charge Assignment	Encumbrance Entries	Comments
365.90	16.48	19.78	0.00	365.90
568.70	25.62	30.74	0.00	568.70

From this window user can Reverse Transaction, Navigate or Open list in Excel.

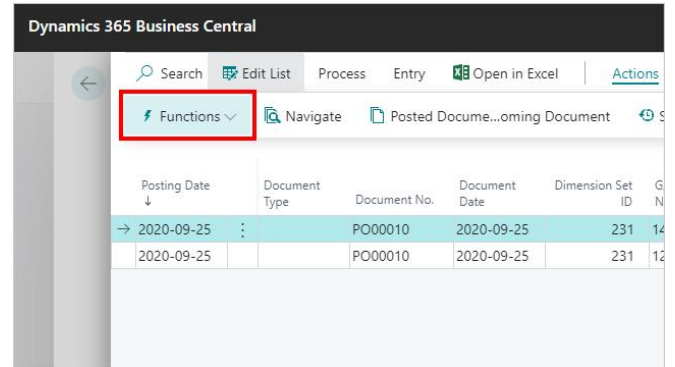
Click on the navigation menu item popup **Actions**

List	Process	Entry	Open in Excel	Actions	Navigate	Fewer options
Navigate	Posted Docume...oming Document	Show Change History				
Document Type	Document No.	Document Date	Dimension Set ID	G/L Account No. ↓	Source No.	Description
	PO00010	2020-09-25	231	1452907995	V00002	Telephone
	PO00010	2020-09-25	231	1211150211	V00002	Telephone

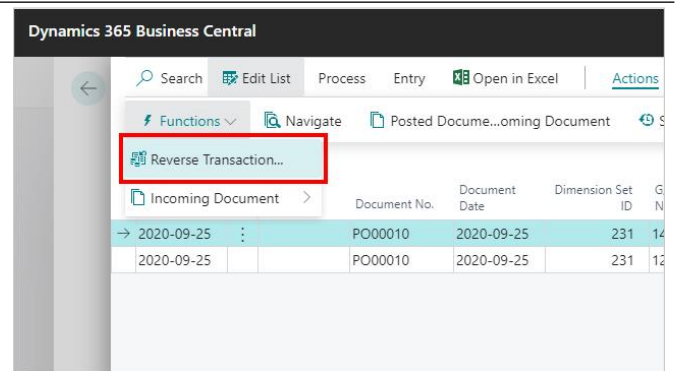


Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	216/217

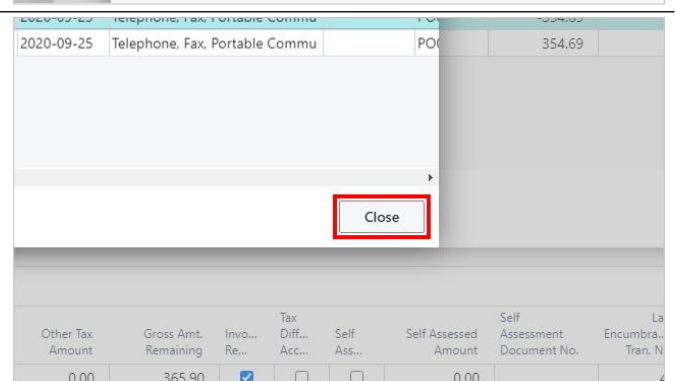
Click on the navigation menu item popup **Functions**



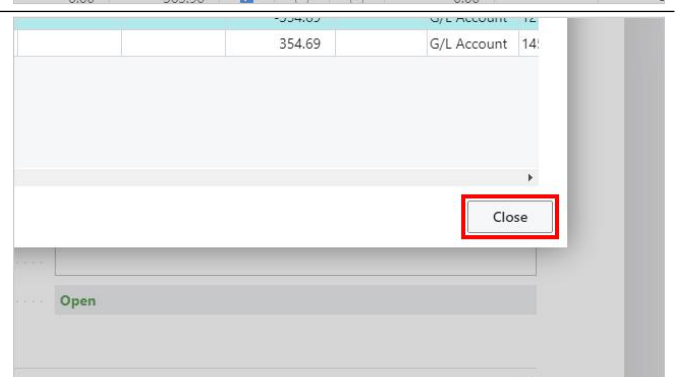
Click on the navigation menu item **Reverse Transaction...**



Click on the button Close or proceed from this window to reverse posted transactions.



Click on the button Close to return to the Purchase Order.





Open Door Technology Inc.	kristina
	September 29, 2020
ODT Education Suite Help	217/217

Note: Encumbered is enabled on the Purchase Order header.

Amount Excl. Tax	
Remaining Amount	
Encumbered	<input checked="" type="checkbox"/>
Exemption No.	

Proceed and post Purchase Order or click on the back button to exit the window.

Dynamics 365 Business Central

←

Back

PURCHASE ORDER

PO00010 · Bell Mobility

ProcessReleasePostingOrderRequest ApprovalPrint/SendNa

Document Date2020-09-25

Vendor Invoice No.AUG, 2020

No. of Archived Versions