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

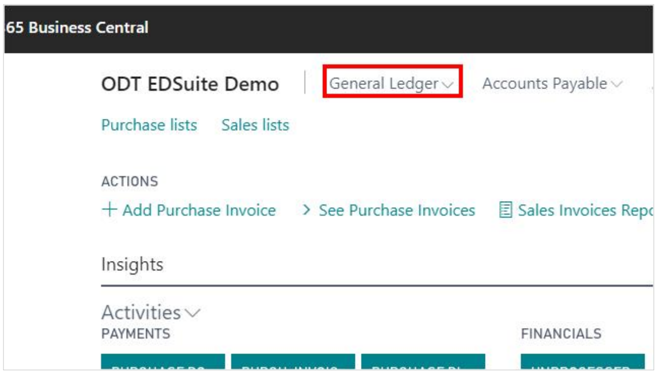
2.1.1.1. Overview

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 flexibility to meet the needs of educational organizations.

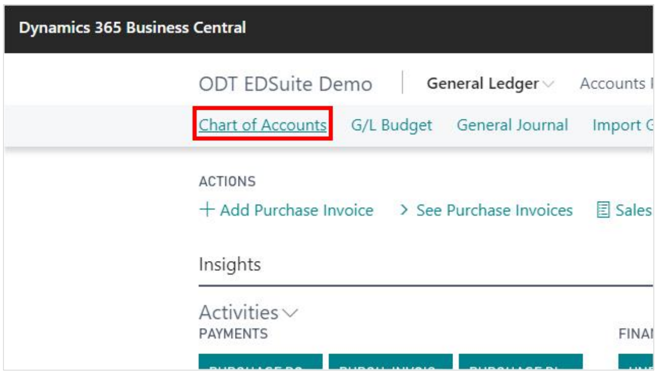
Work in Fund Accounting Role

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

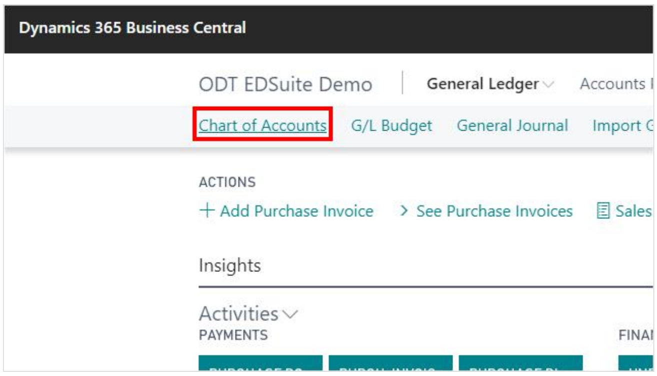


Navigation menu "General ledger" consist of:

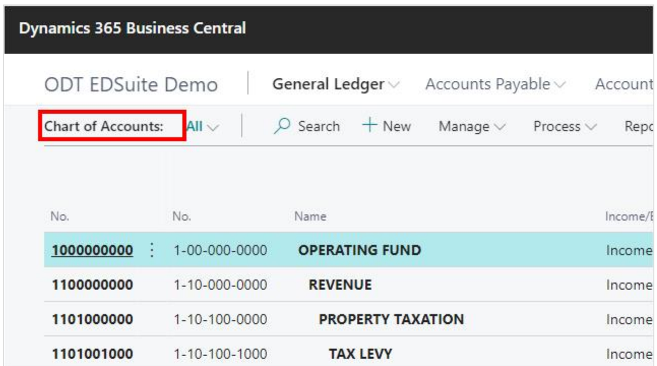
- Chart of Accounts
- G/L Budgets
- General Journal
- Import General Journal
- and other related Periodic Activities



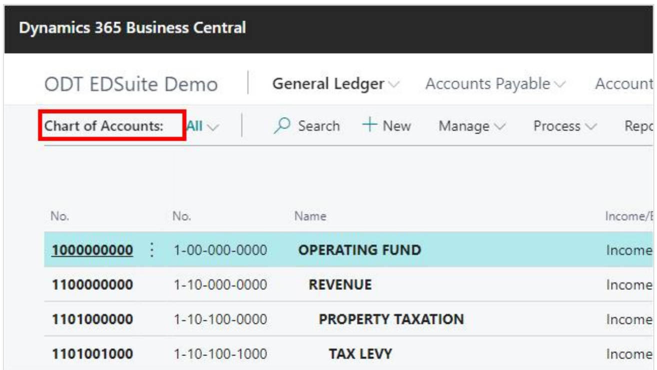
The Education Suite allows a number of standard cost centers to be incorporated directly into the account number fields as segments.



Additional cost centers may then be tracked in additional dimensions.



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.



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

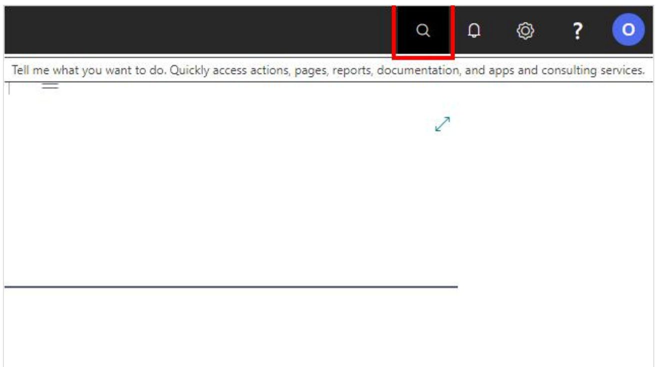
The Education Suite allows a number of standard cost centers or dimensions to be incorporated directly into the account number field as segments.
Additional cost centers may then be tracked using additional dimensions.

2.2.1.2. How to Open Chart of Accounts

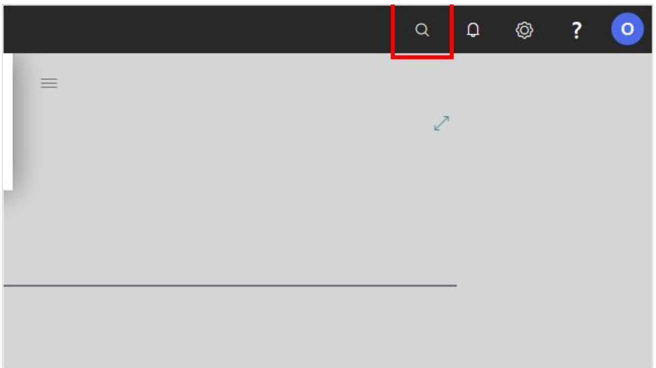
There are 2 ways to open Chart of Accounts from the Fund Accounting Profile.

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.**



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



Click on **Chart of Accounts Lists**

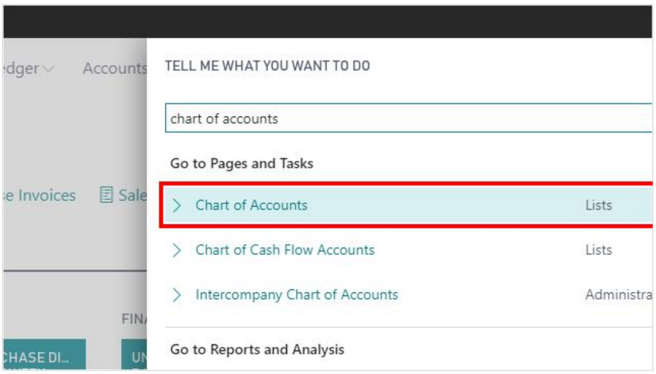
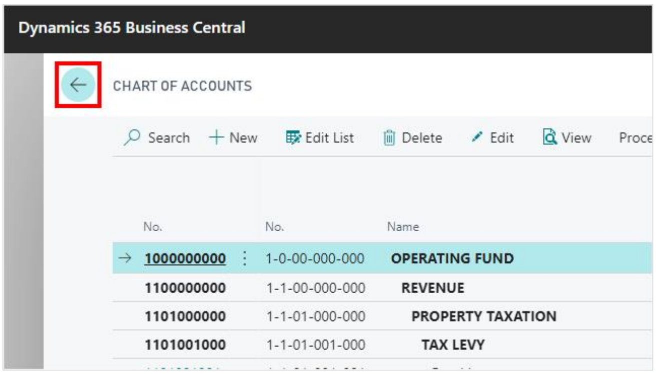


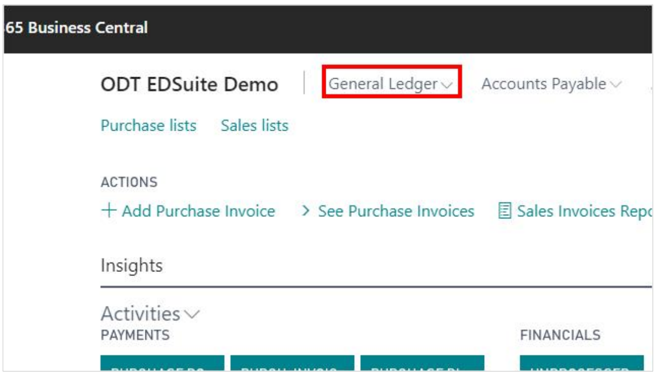
Chart of Accounts window opens.

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

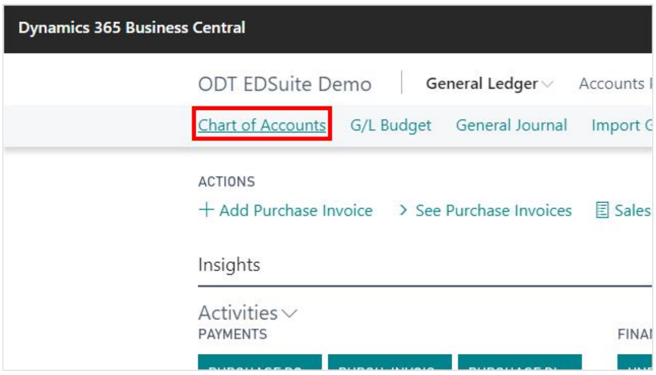


Another option to access Chart of Accounts is as follows:

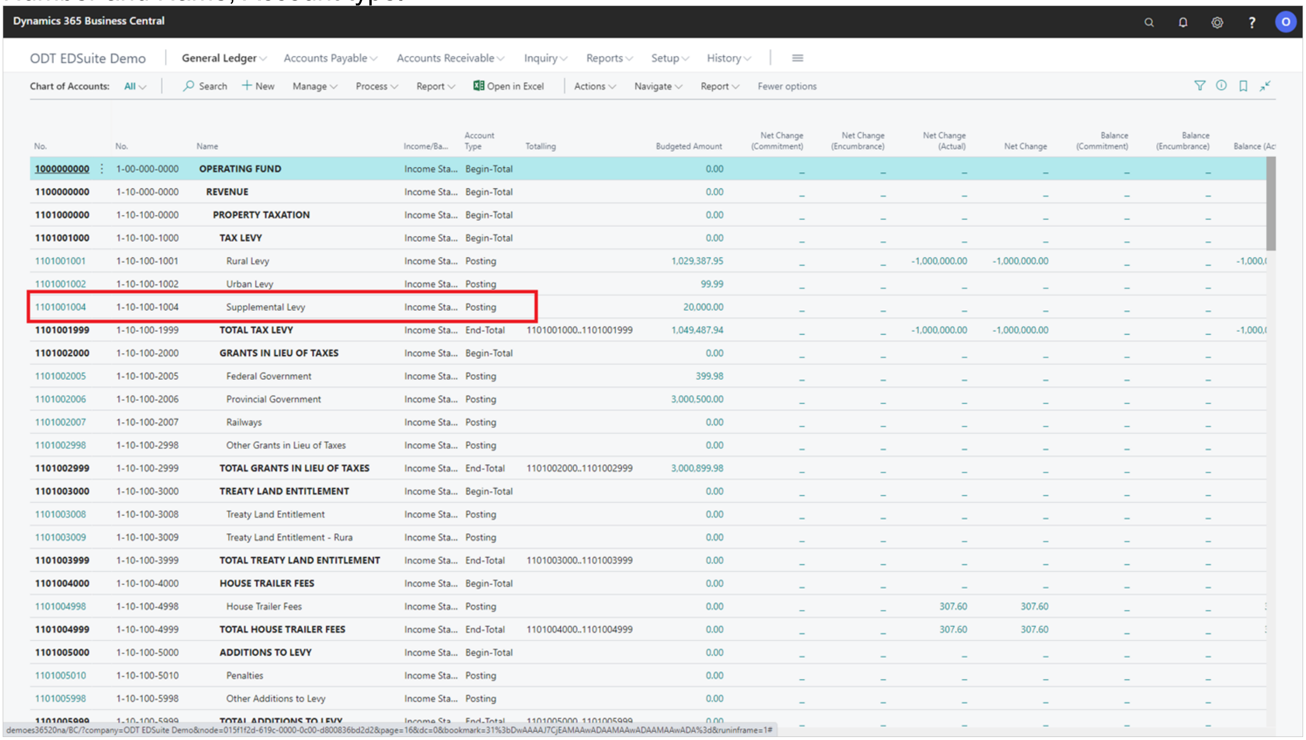
Click on the navigation menu item popup **General Ledger**



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



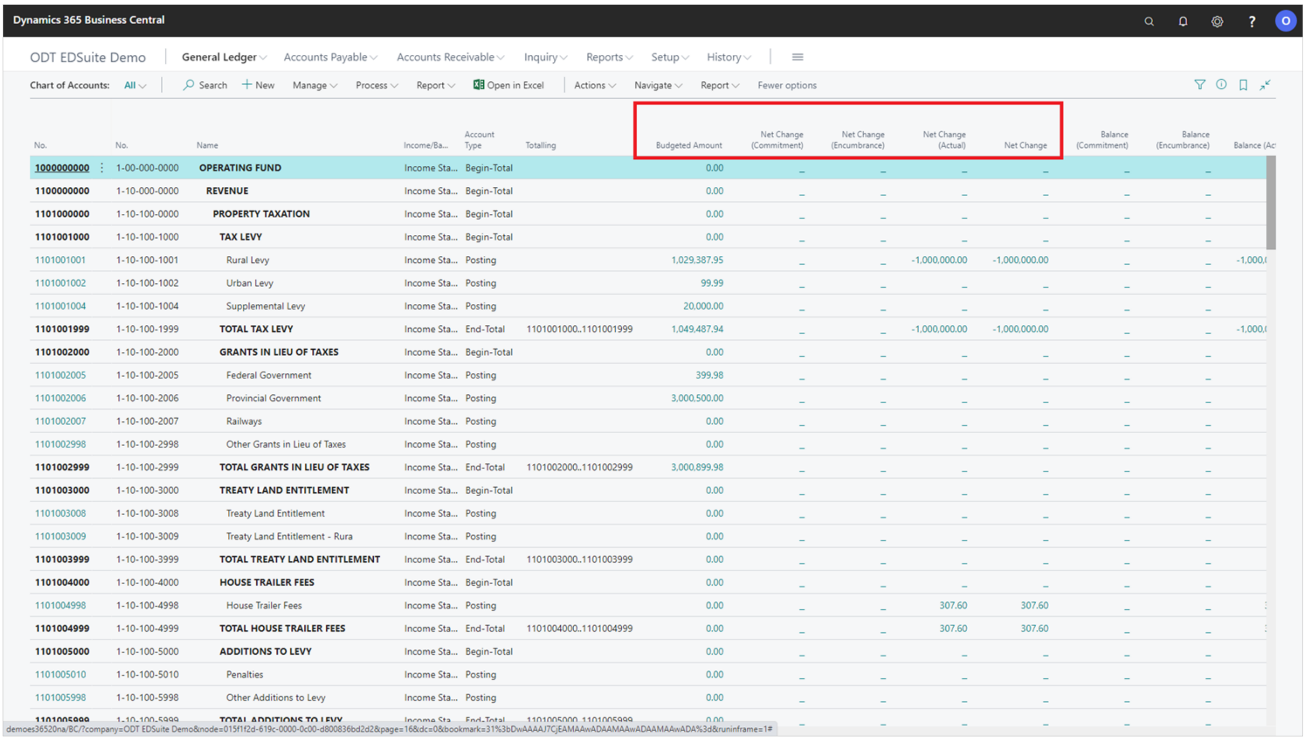
The Chart of Accounts contains a lot of information that is showing in a columnar format. User can see Account Number and Name, Account type.



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 (Ac
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,(
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,(
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	–	–	–	–	–	–	

demoes36520na/BC/?company=ODT EDSuite Demo&node=015f1f2d-619c-0000-0c00-d800836bd2d2&page=16&dc=0&bookmark=31%3bDwAAAAJ7CjEAMAAwADAAMAAwADAAMAAwADA%3d&runinframe=1#

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



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 (Ac
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,(
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,(
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	_	_	_	_	_	_	

demoes36520na/BC/?company=ODT EDSuite Demo&node=015f1f2d-619c-0000-0c00-d800836bd2d2&page=16&dc=0&bookmark=31%3bDwAAAAJ7CjEAMAAwADAAMAAwADAAMAAwADA%3d&runinframe=1#

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

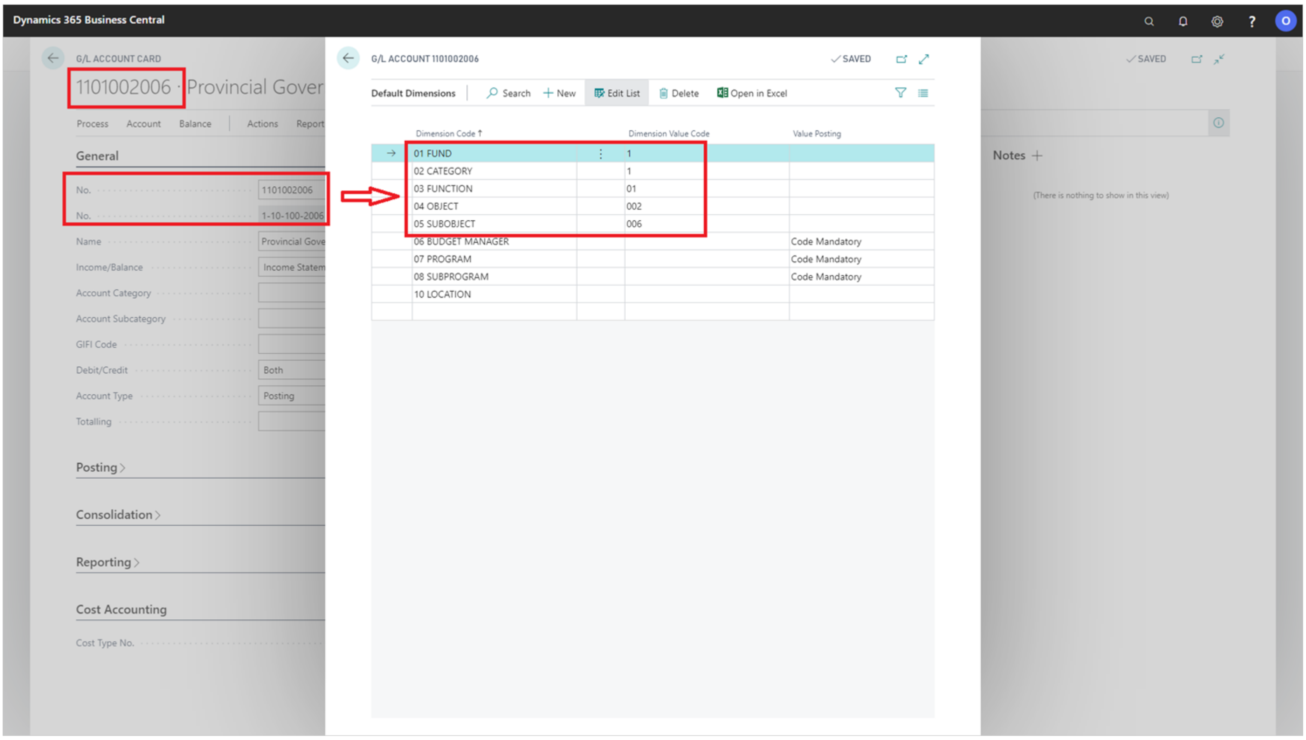
2.2.2.2. Overview

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.

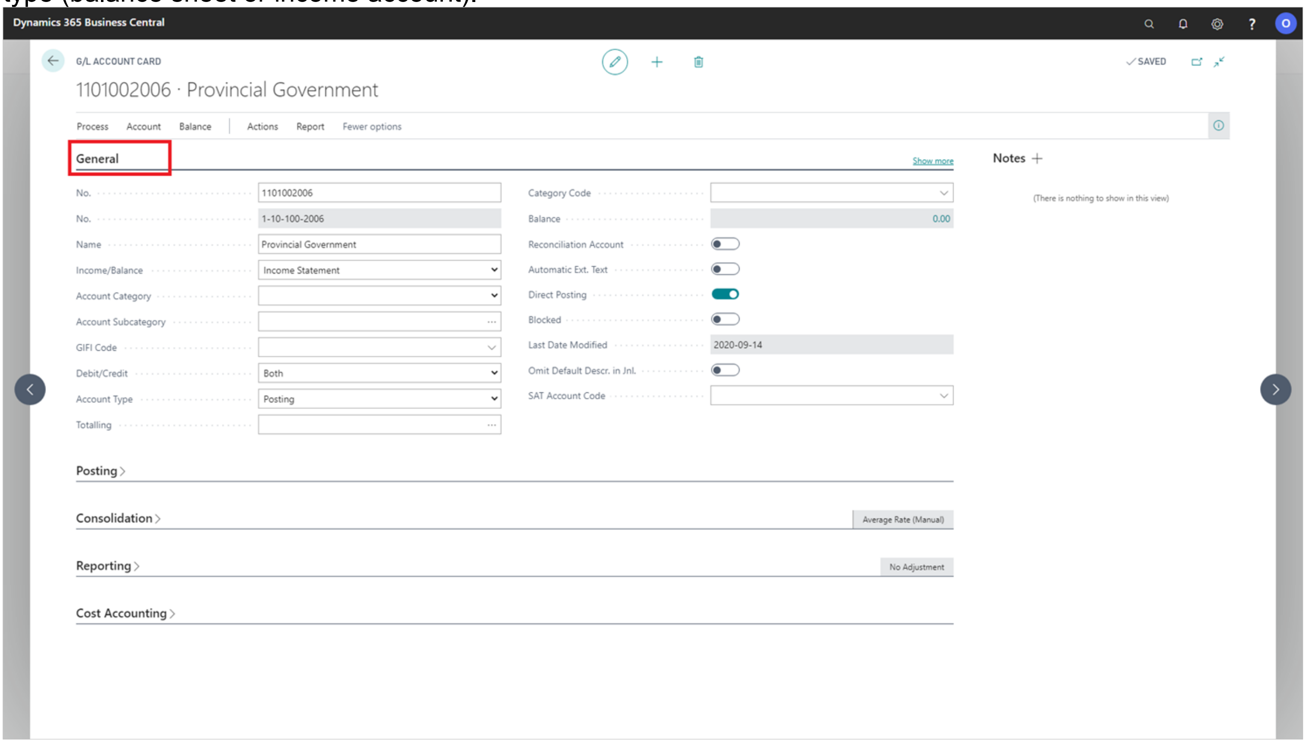
G/L Accounts are always referred to by their Number which is a code that identifies them.

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

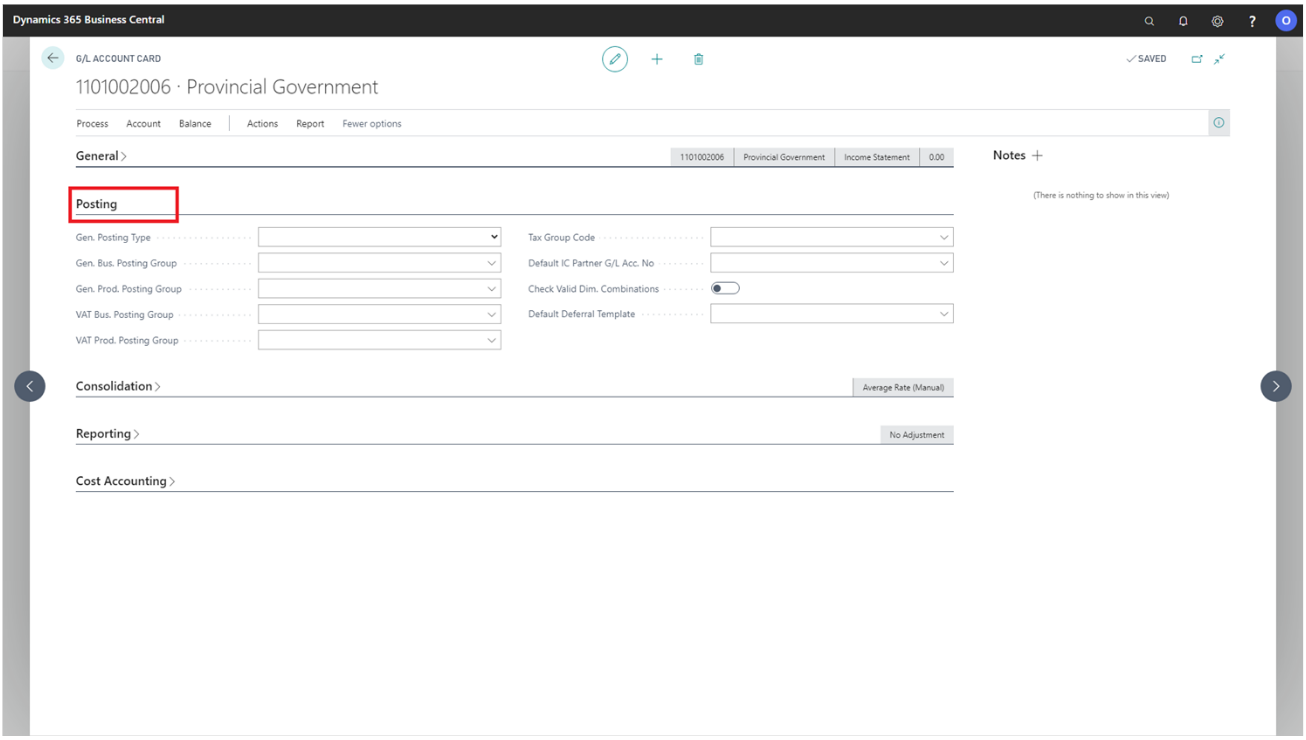


Education Suite G/L Account Card consist of the 5 Tabs that store main information:

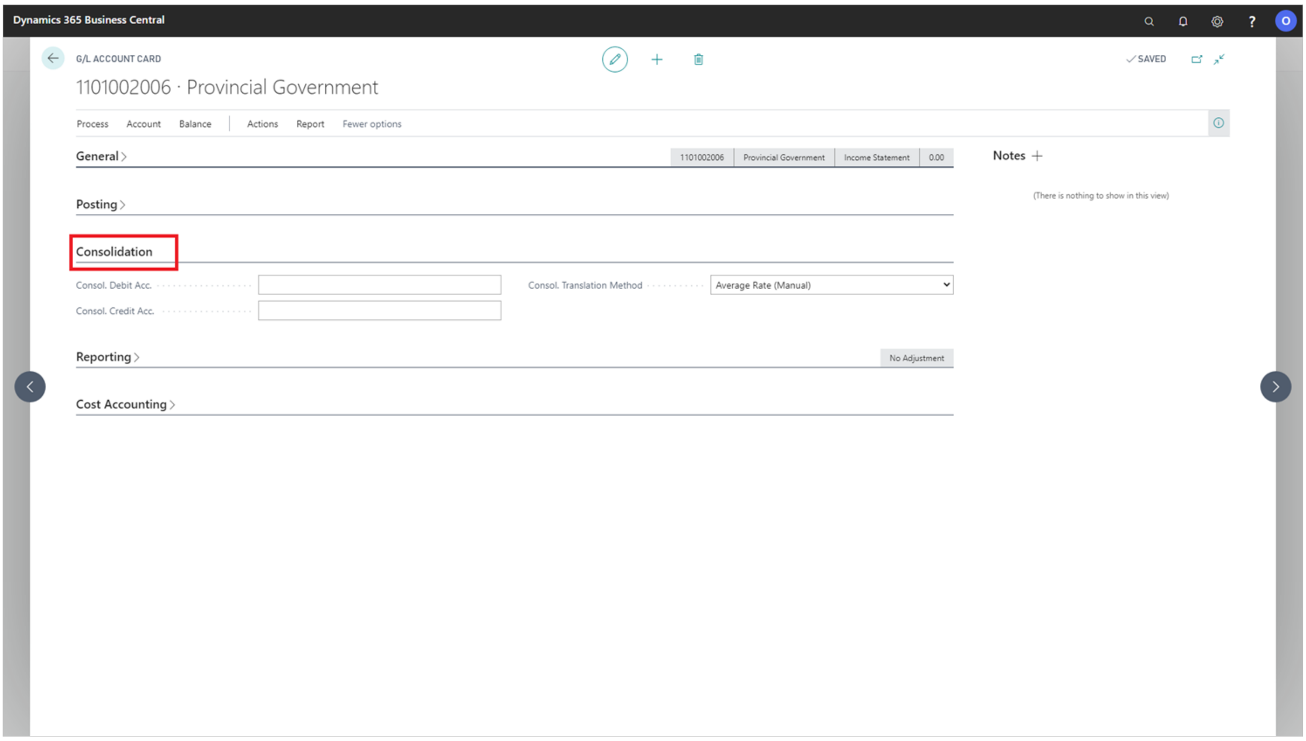
1) General Tab: This is used for information about the G/L account, such as the number, name, and account type (balance sheet or income account).



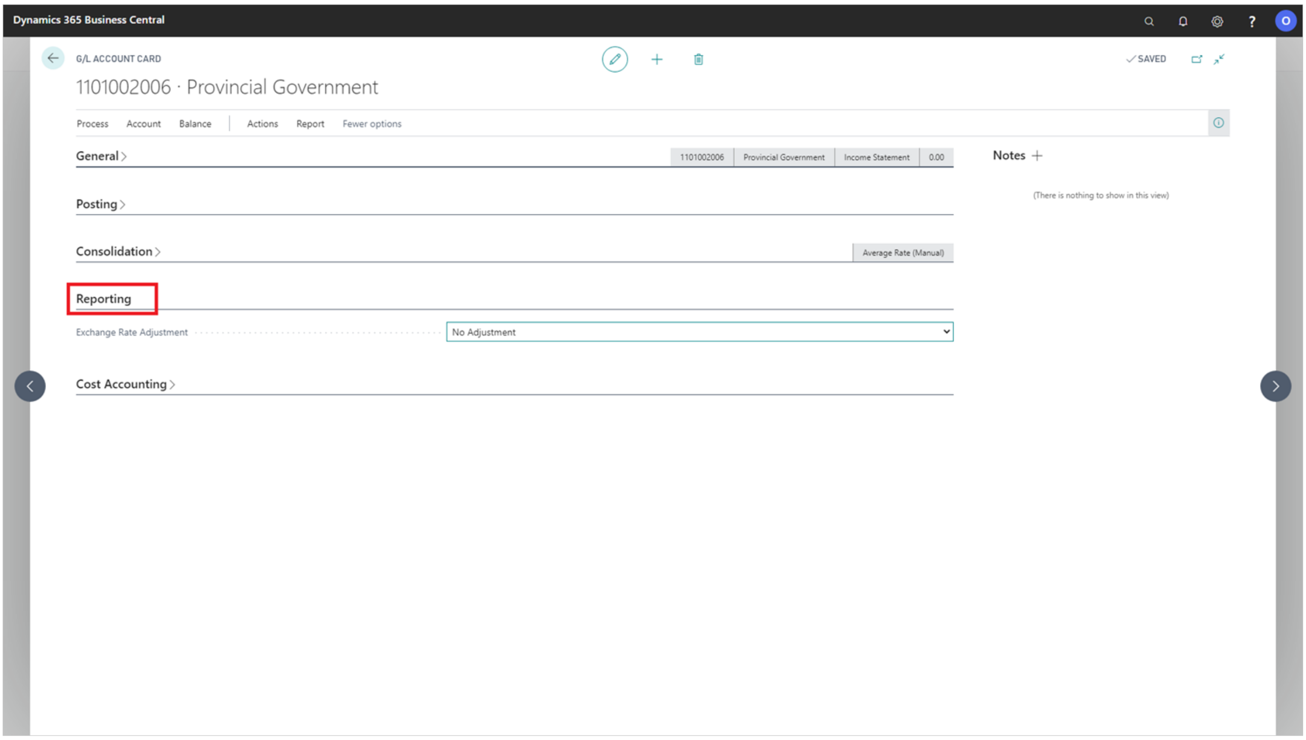
2) Posting tab: This is used for information about the general posting group and tax posting group



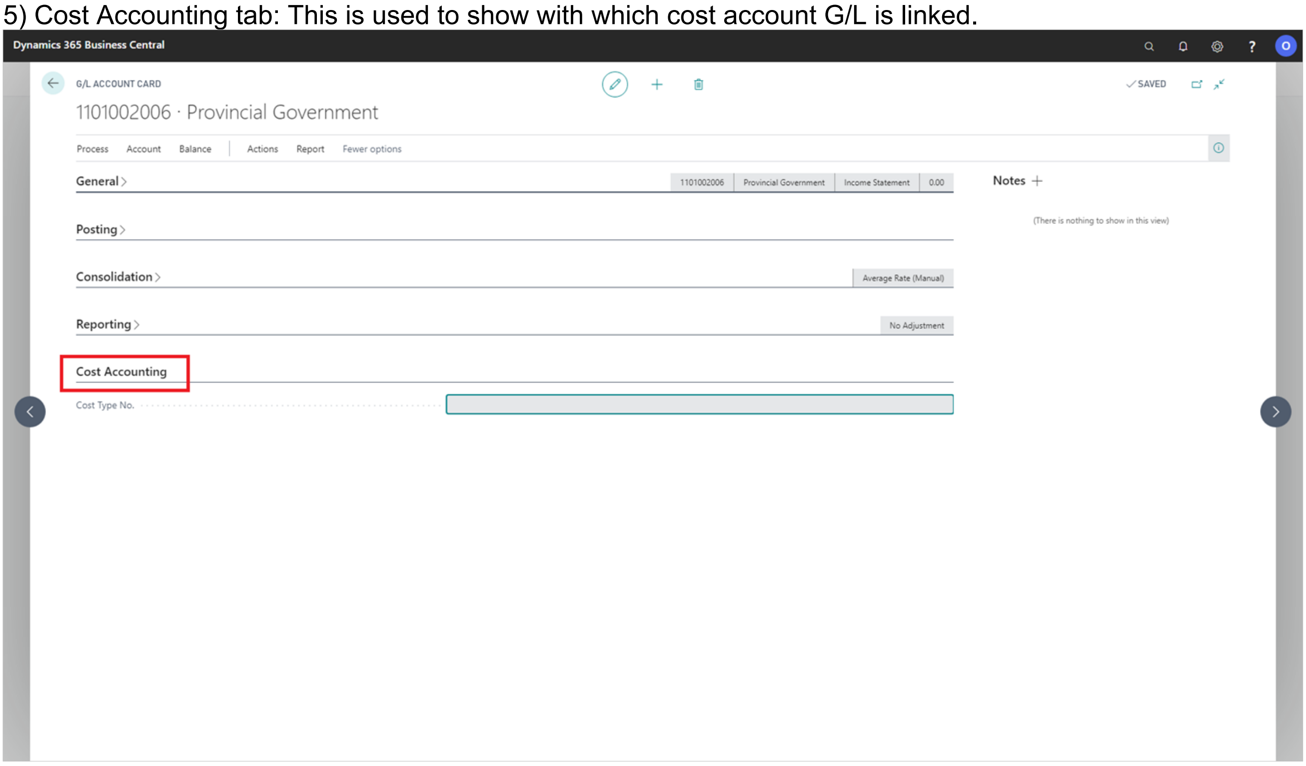
3) Consolidation tab: This is used for information about the consolidation debit or credit account and the translation method.



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



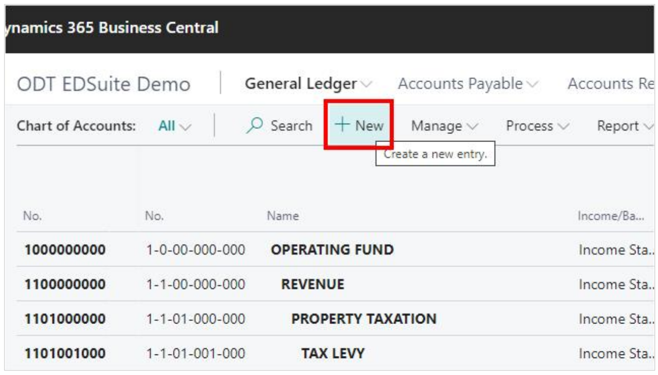
5) Cost Accounting tab: This is used to show with which cost account G/L is linked.



2.2.2.3. G/L Account Creation Process

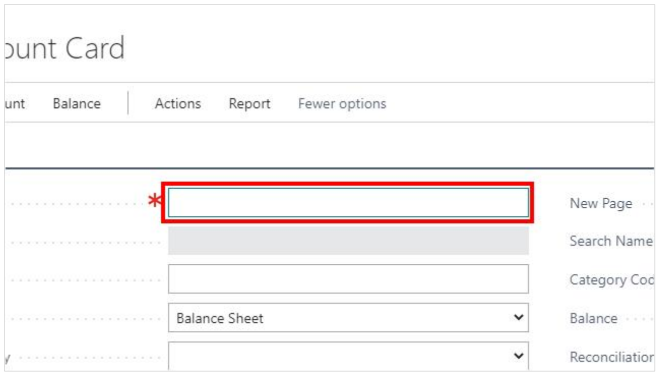
Let's review the process of creating a new G/L Account for Education Organization.

Click on the navigation menu item **New**

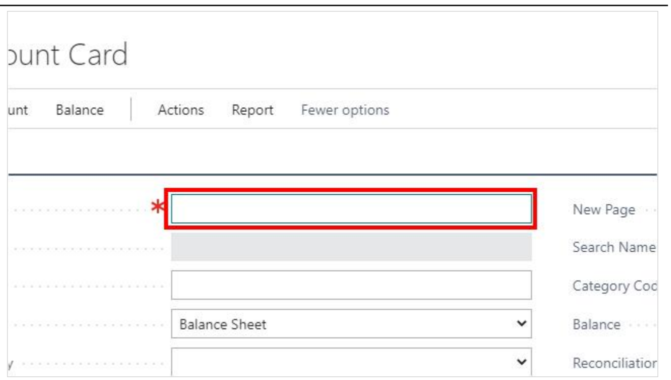


G/L Account Card Opens. Now fill in the information in each Tab
Number field is mandatory

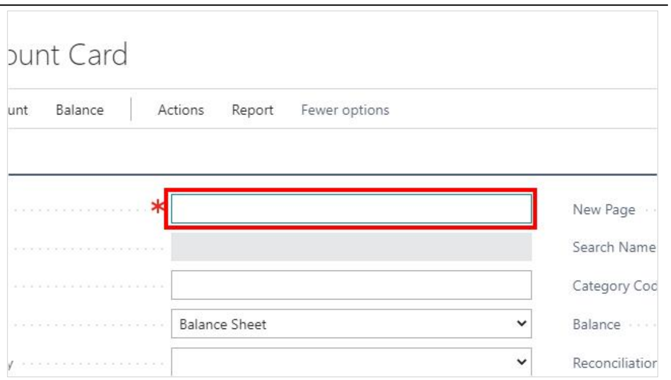
Click on the field Number.



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

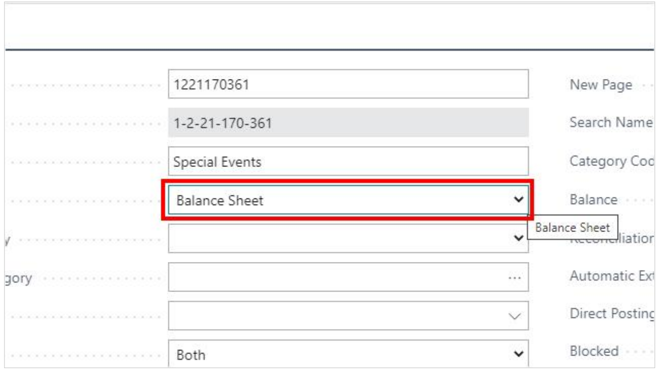


Enter **Account Name**. Press the **Enter** key.

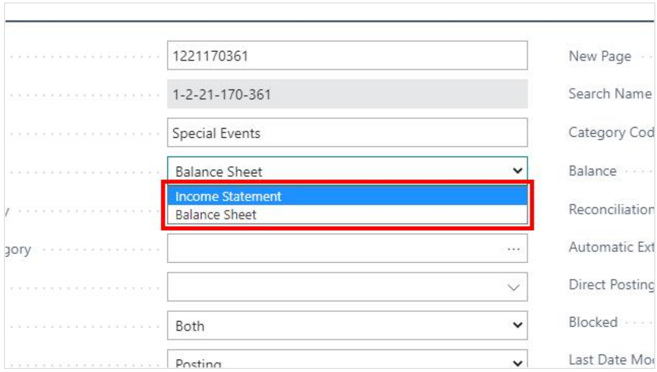


Search name field is populated automatically.

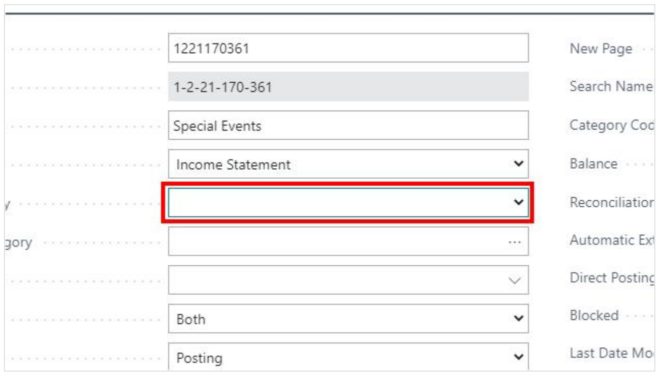
Click on the field **Income/Balance**



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

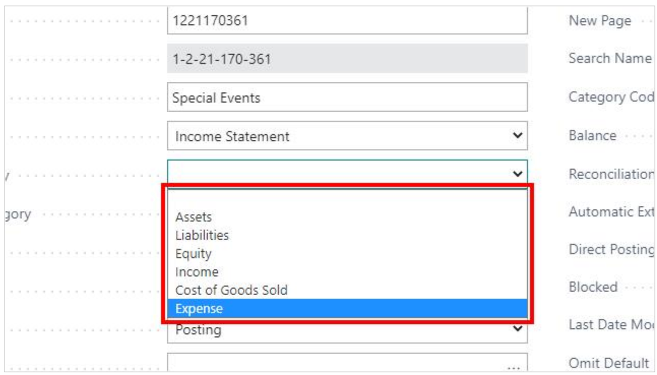


Click on the field **Account Category**

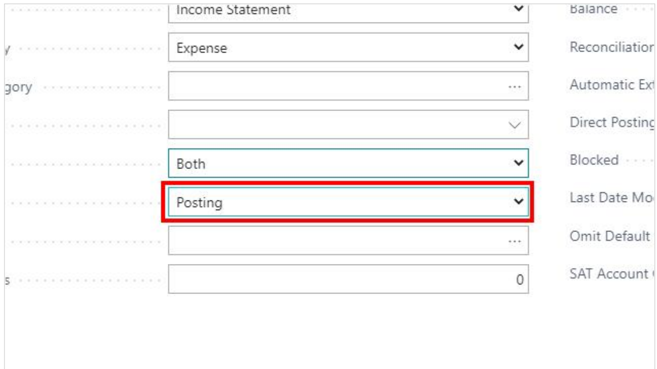


Select an Account Category. An Account Category is not mandatory, however it is recommended. The Account Category filter will be useful when generating various financial reports.

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

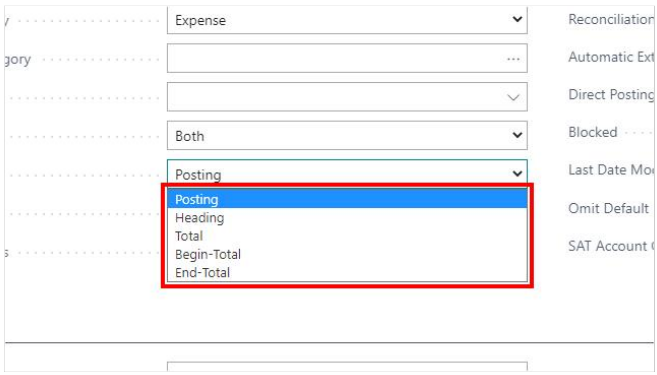


Click on the field **Account Type**

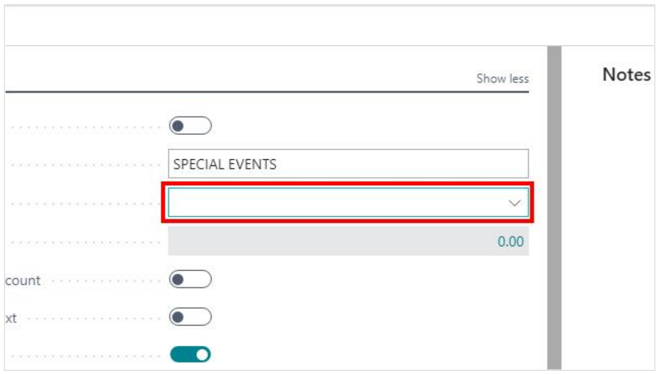


As you can see, you have the possibility to choose if it is a debit or credit account, then you can select the account type. It is important to know that with the account type, you can structure your Chart of Accounts.

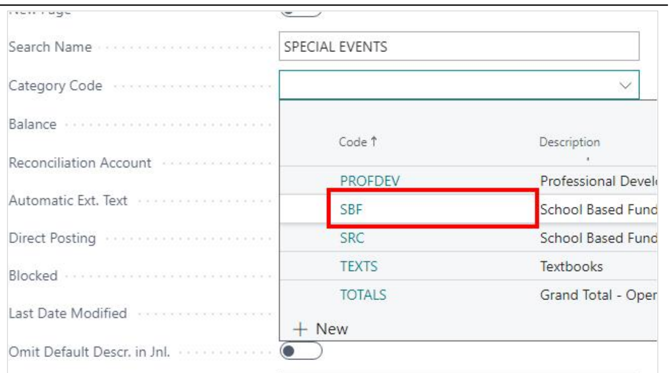
Click on the item **Posting** in the list



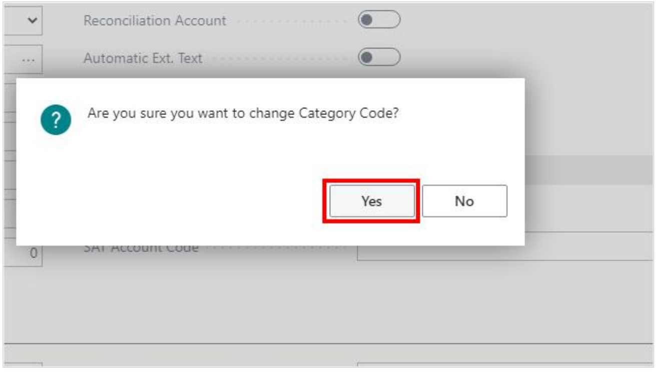
Click on the field Category Code. G/L Account Categories are used to restrict access to general ledger detail by Education Suite users. Categories can be unique by organization. Each account is then assigned only one category. Restricting a user to certain categories limits their access in both Business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



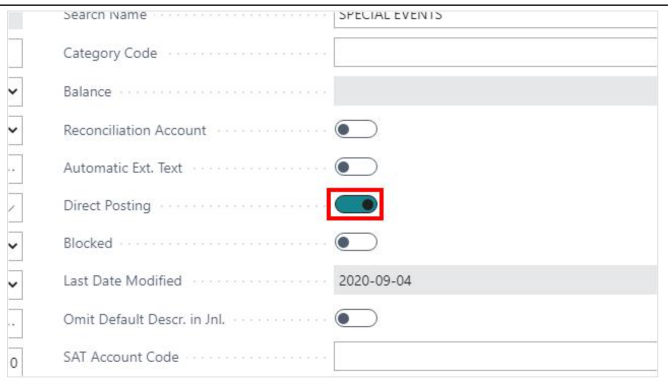
Select proper Category Code for the Account.



Click on the button Yes on the conformation message.



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

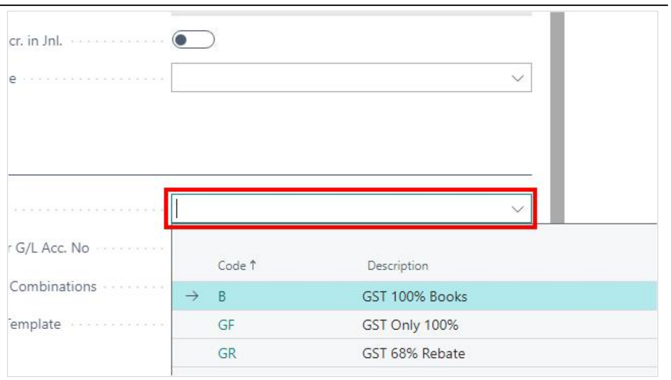


Enter proper Posting setups if needed into Posting Tab

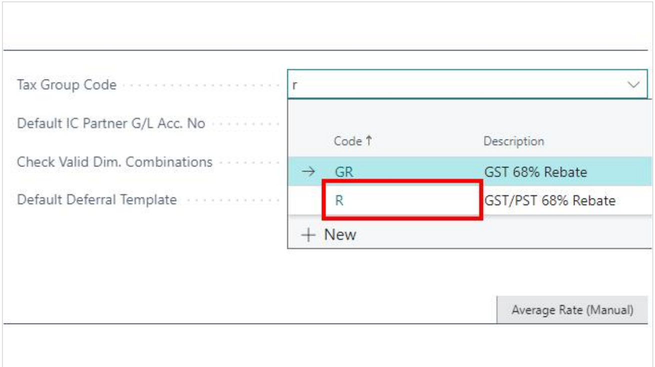
As an example, let's select Tax Group Code.

Click on the field **Tax Group Code**

Enter **Tax Group Code**.

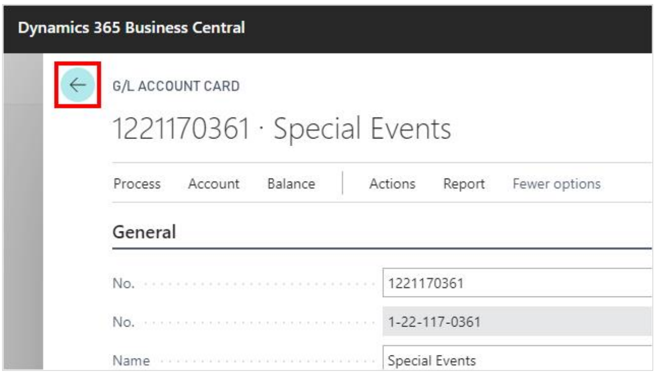


Select proper Tax Group Code from the drop-down list.



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.



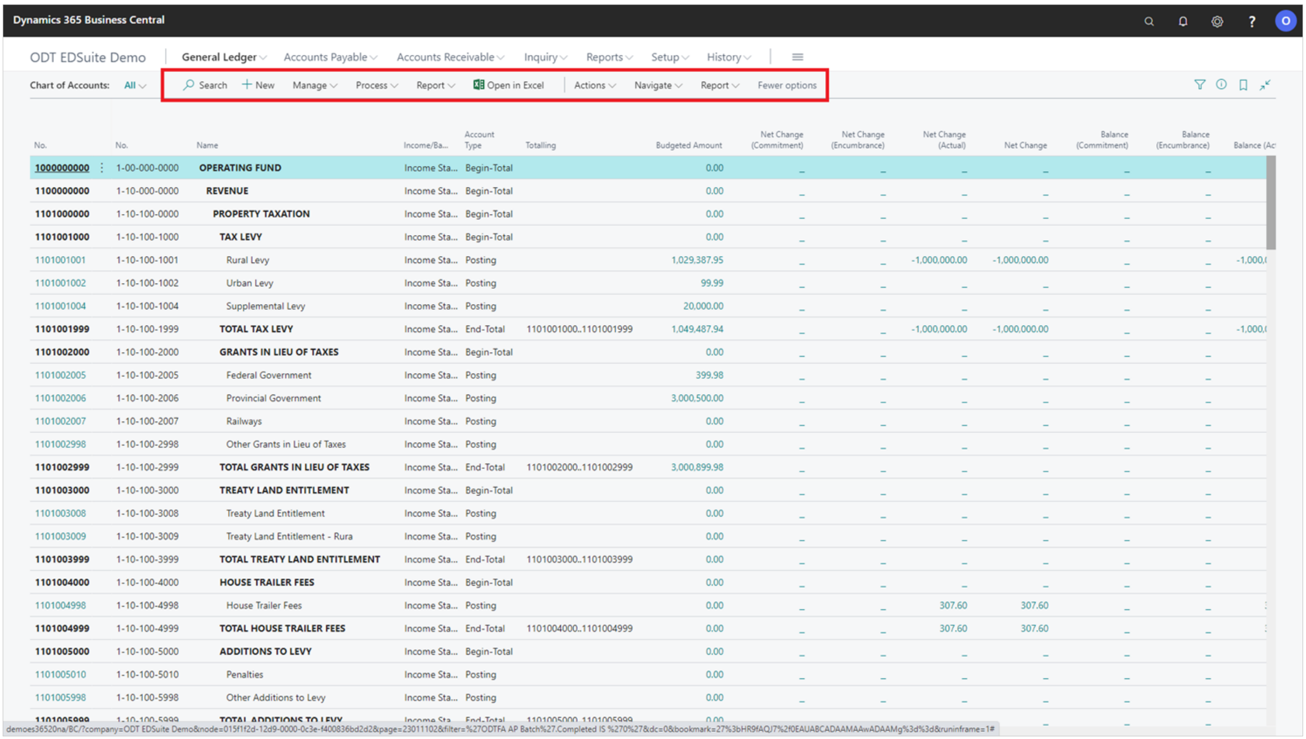
2.2.3. How to Navigate on Chart of Accounts

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.

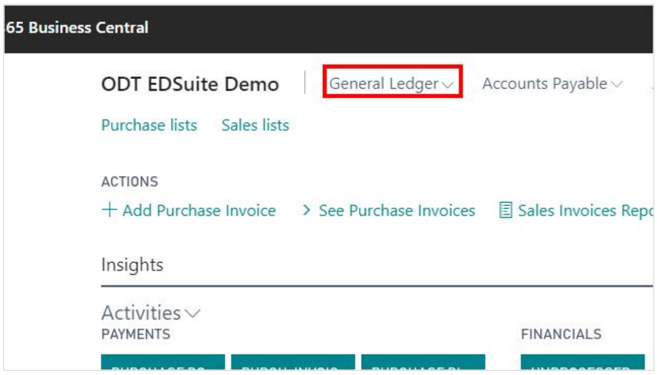
In Business Central Education Suite you can navigate on Chart of Accounts by using buttons on the Action Pane from the Chart of Accounts page.



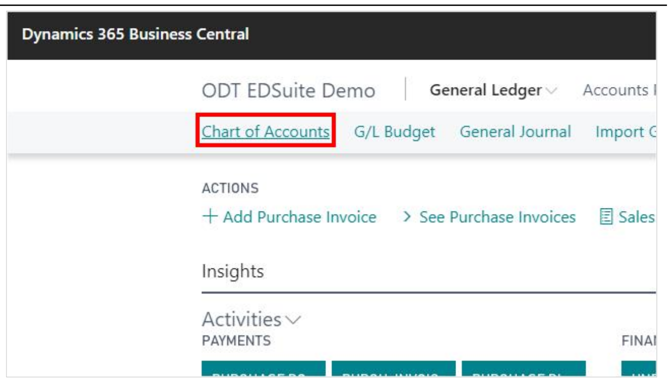
2.2.3.2. How to Navigate on Chart of Accounts

Fund Accounting Profile

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

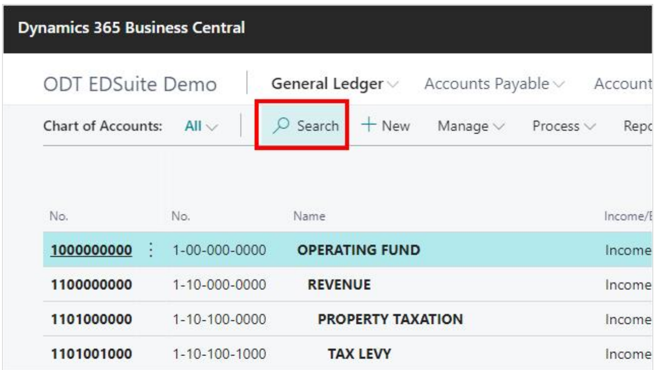


Click on the navigation menu item **Chart of Accounts**

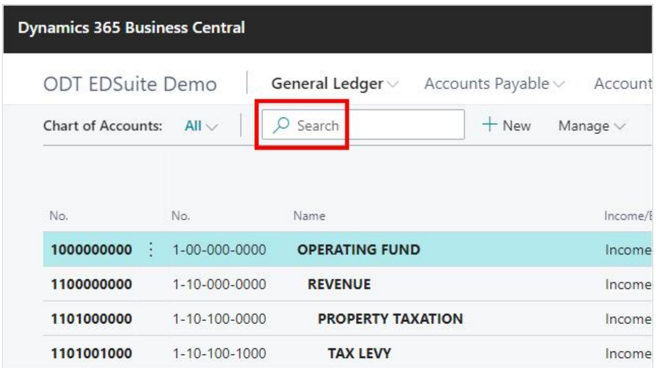


To quickly access any G/L Account on a list use a Search button.

Click on Search button.

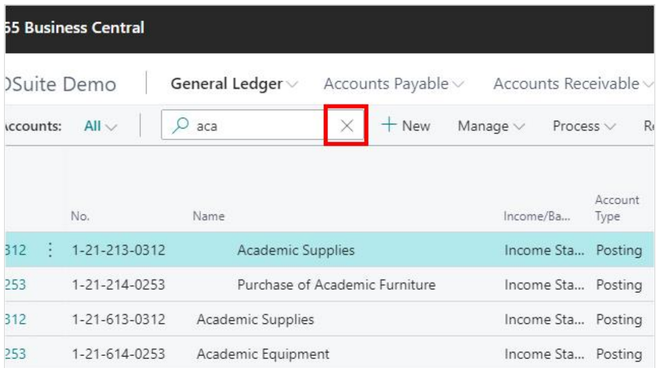


Enter **number or name of the Account you are looking for**.



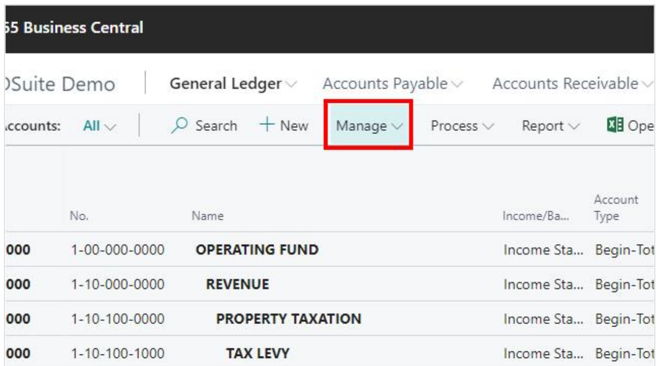
Click Enter and system displays only Accounts wich includes search criteria.

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



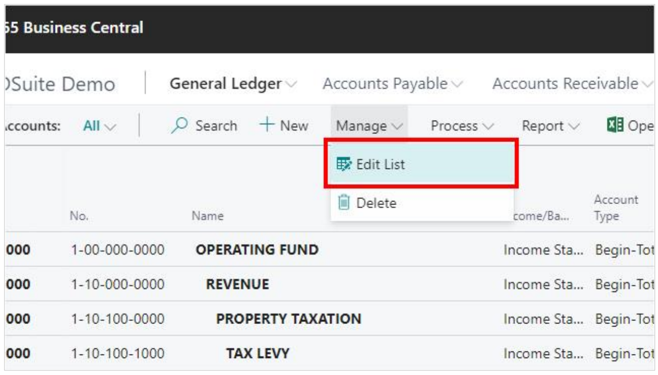
You can manage Chart of Accounts list by using a Manage button.

Click on the link **Manage**



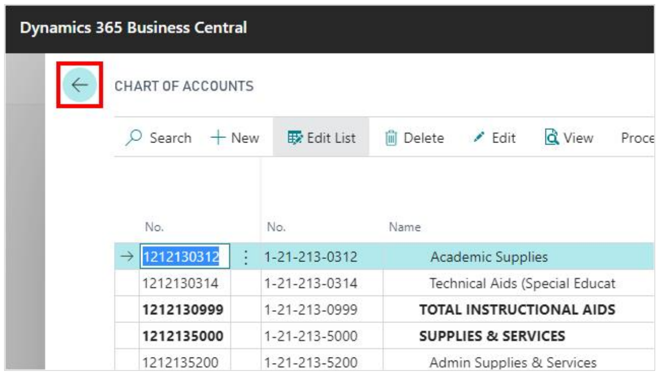
Click Edit List to open page in an editable mode.

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

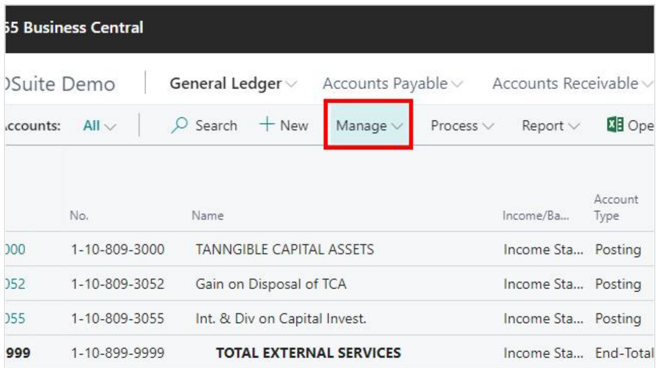


Make any changes to the Chart of Accounts if needed.

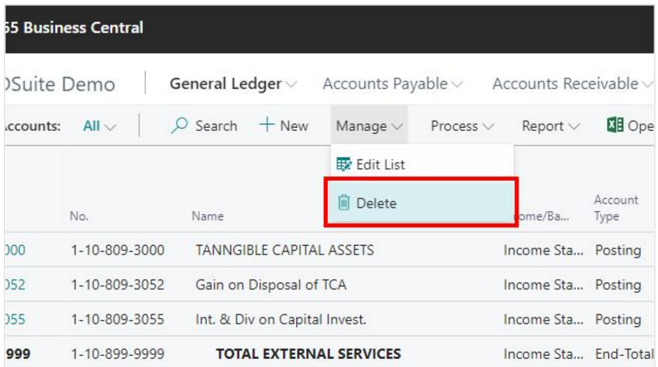
Click on the back button



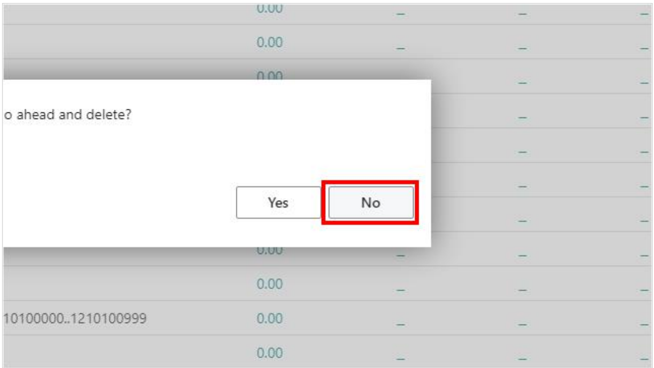
Click on the link **Manage**



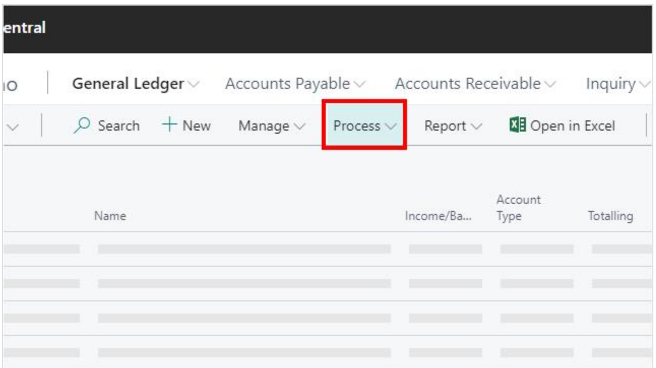
Click on the navigation menu item **Delete**



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

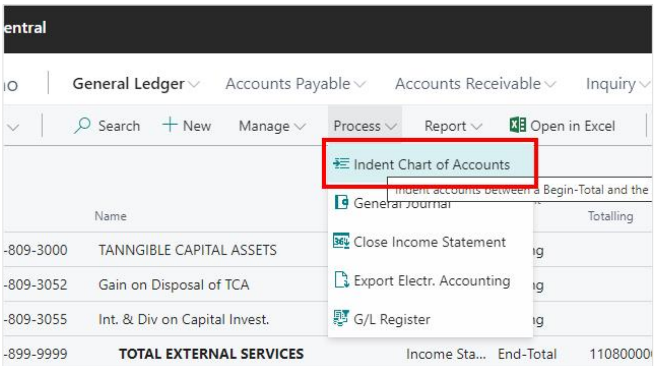


Click on the navigation menu item popup **Process**

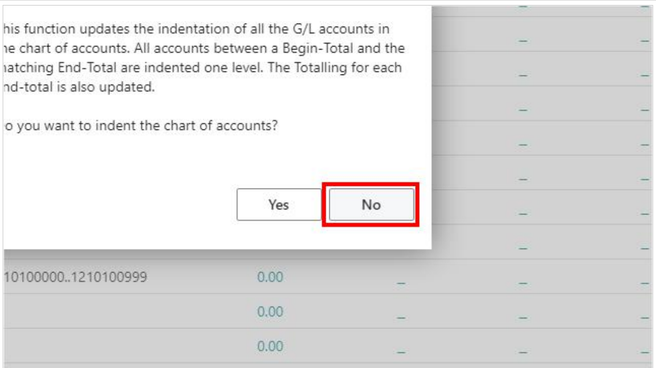


Create new General Journal, Intend Chart of Accounts or even Close Income Statements from this menu.

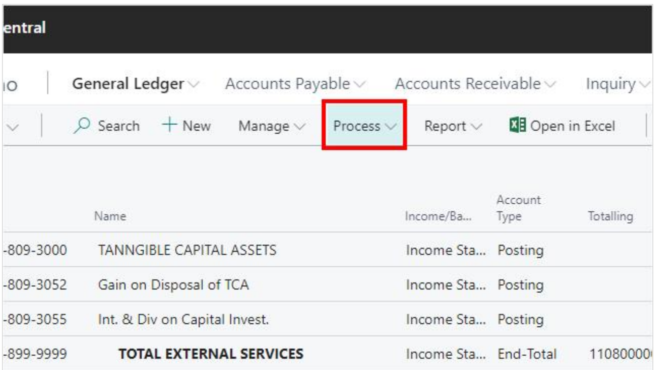
Click on the navigation menu item **Indent Chart of Accounts**



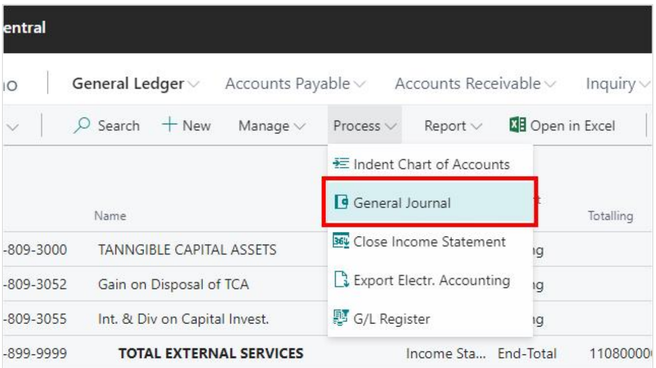
Click on the button No to the warning message, unless you want to proceed and intend Chart of Accounts.



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

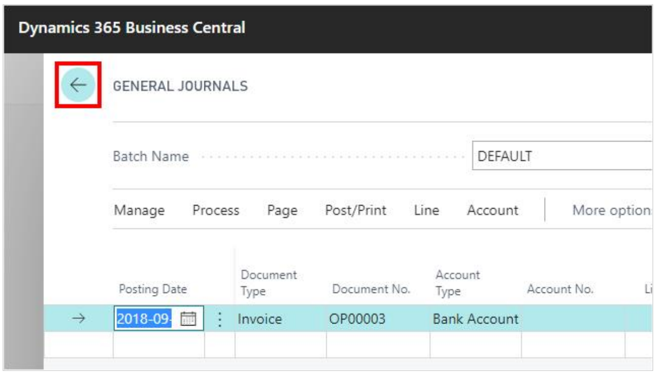


Click on the navigation menu item **General Journal**

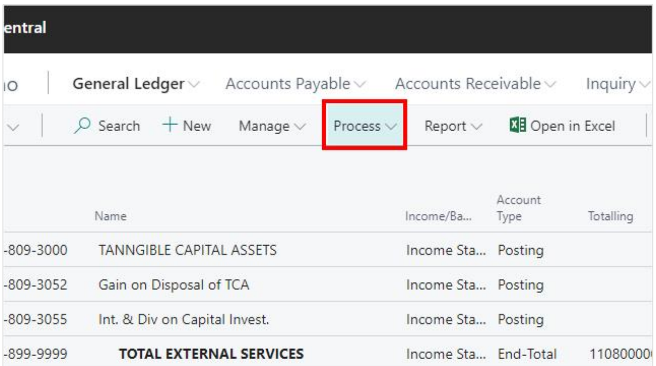


System opens General Journal page automatically.

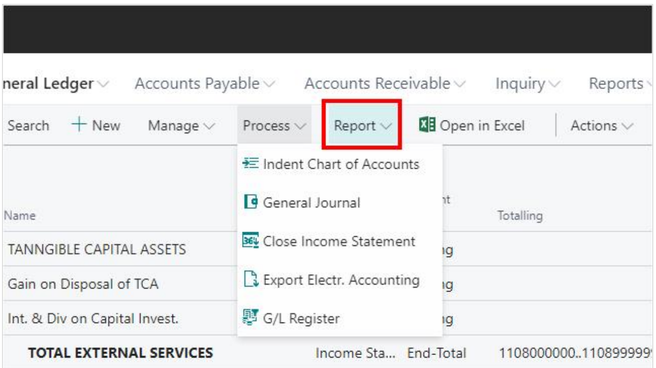
Click on the back button to return back to the Chart of Accounts page.



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

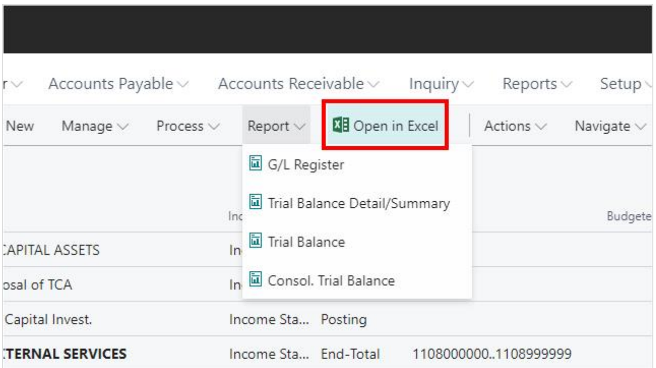


Click on the navigation menu item popup **Report**

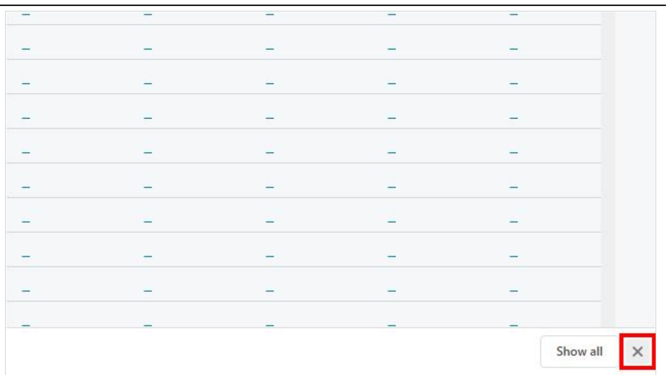


Run reports and open G/L Registers by the using Report button.

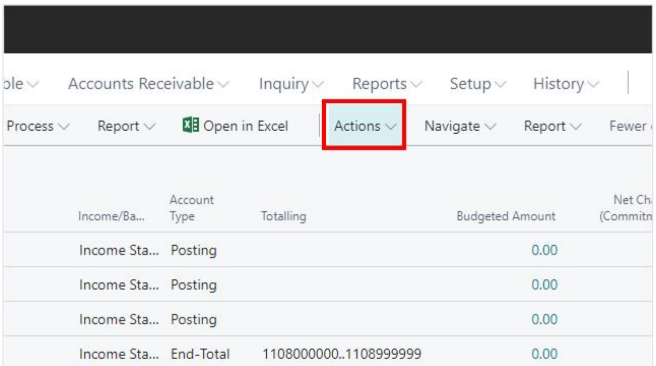
Click on the navigation menu item **Open in Excel**



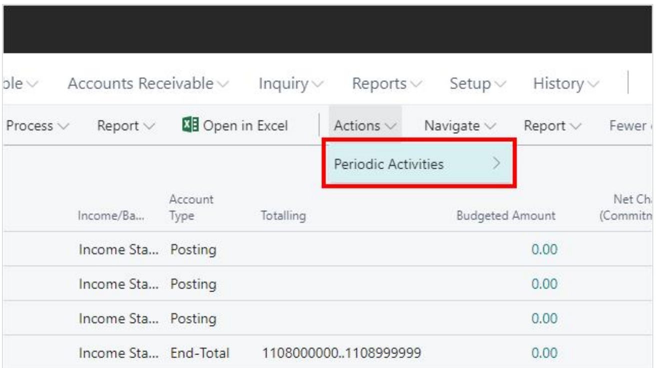
System generates Chart of Account in Excel file format.



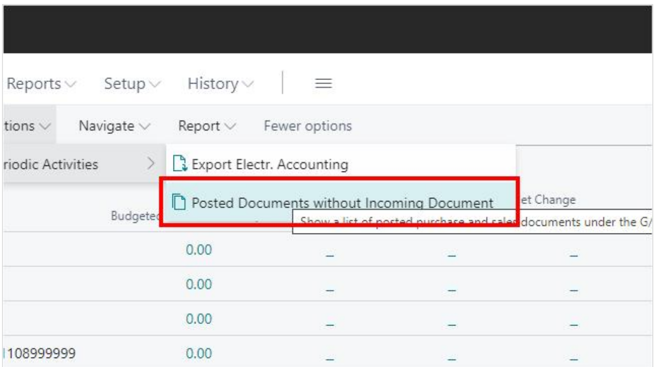
Click on the navigation menu item popup **Actions**



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

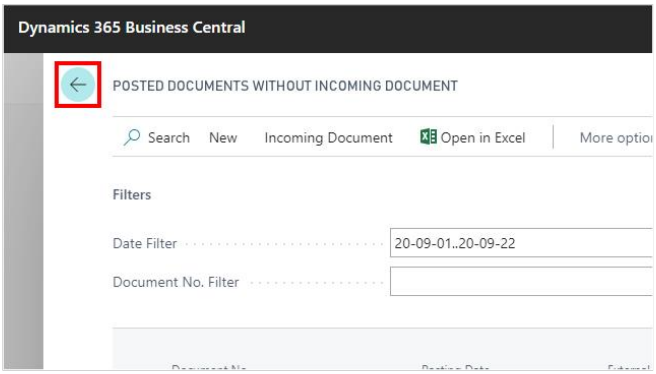


Click on the navigation menu item **Posted Documents without Incoming Document**

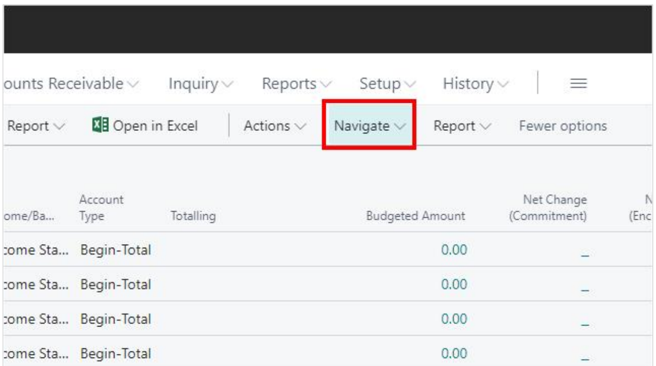


Page with the list of all posted documents without Incoming Documents opens.

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

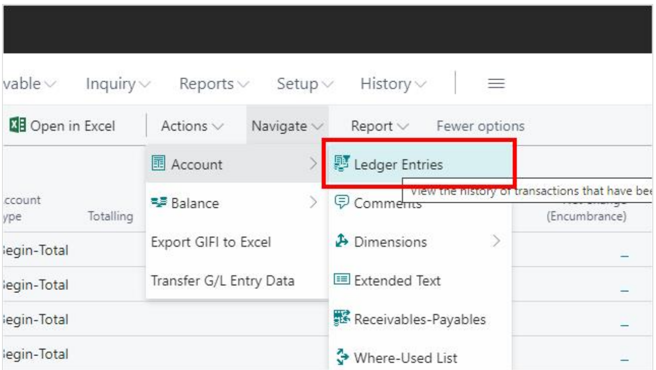


Click on the navigation menu item popup **Navigate**



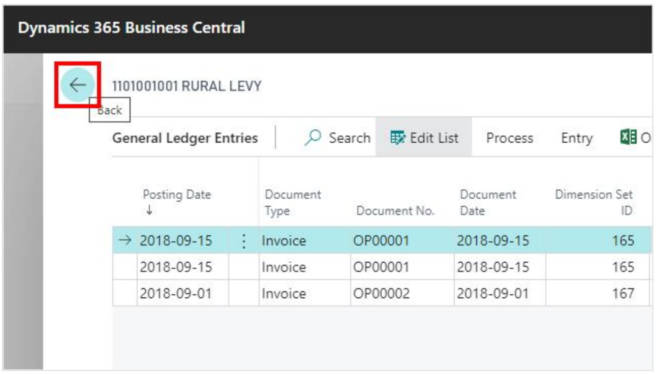
Navigate functionality is letting you access Ledger Entries, Dimension information of the Account and run some important reports.

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

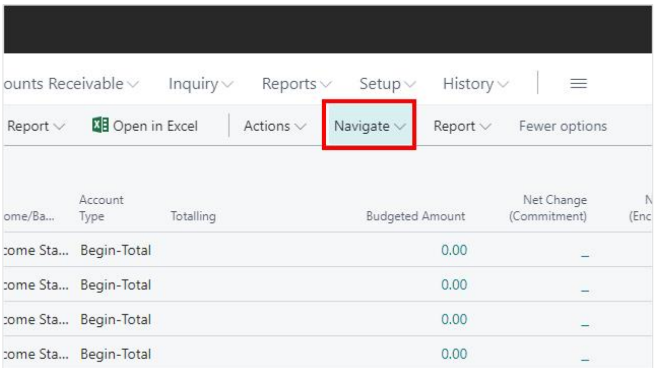


Ledger Entries list for the G/L Account opens.

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

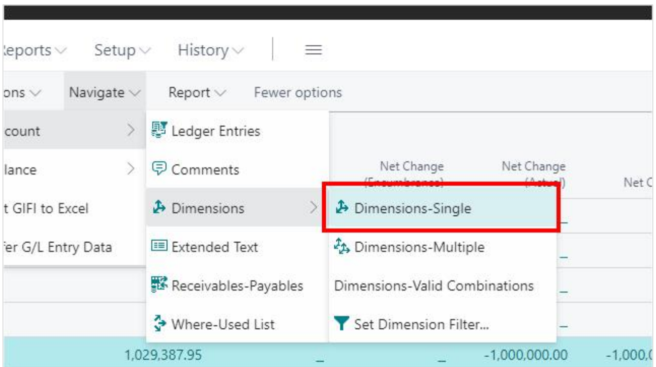


Click on the navigation menu item popup **Navigate**



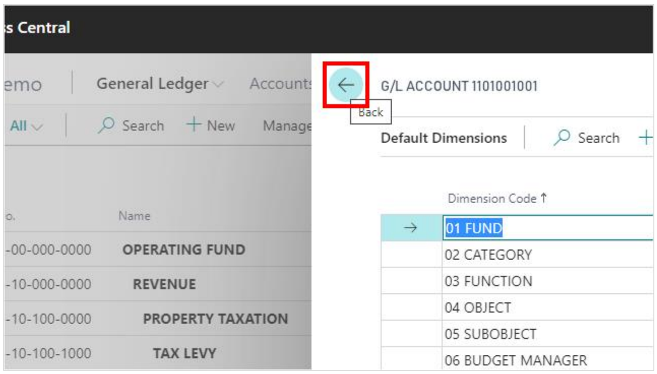
Access single and multiple Dimensions of the Account, as well as Dimension combinations.

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

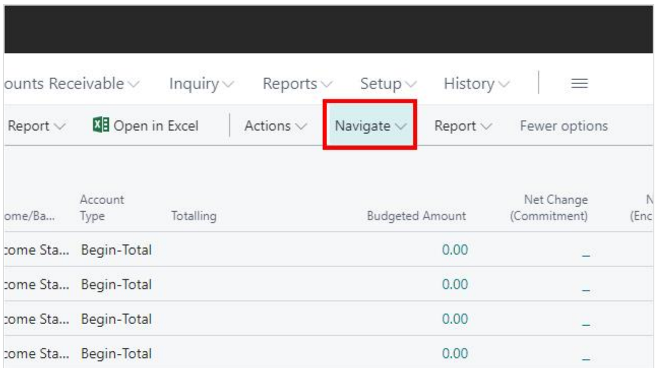


Single Dimensions list of the Rural Levy account opens.

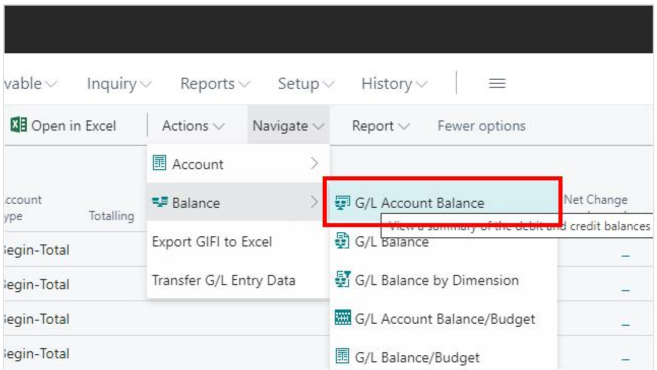
Click on the back button to return to the Chart of Accounts page.



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

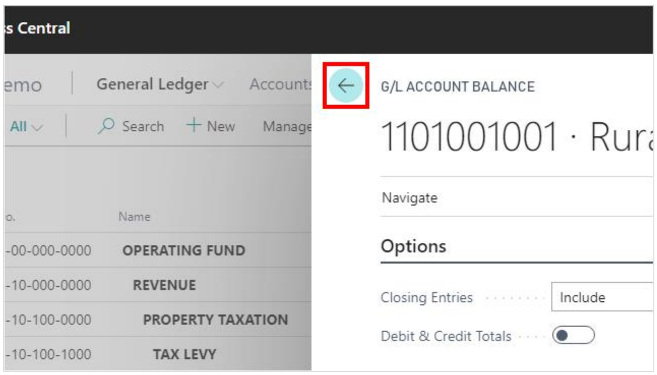


Click on the navigation menu item **G/L Account Balance**

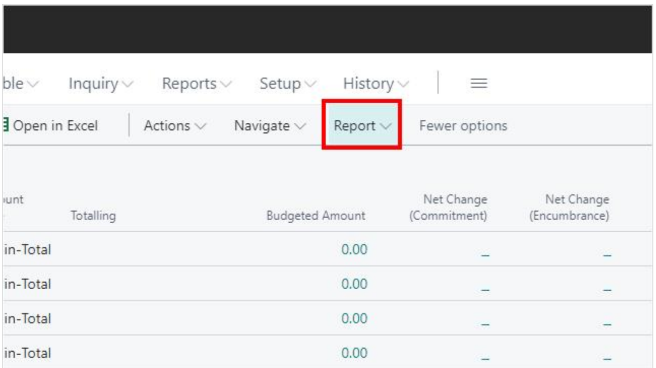


G/L Account Balance report opens.

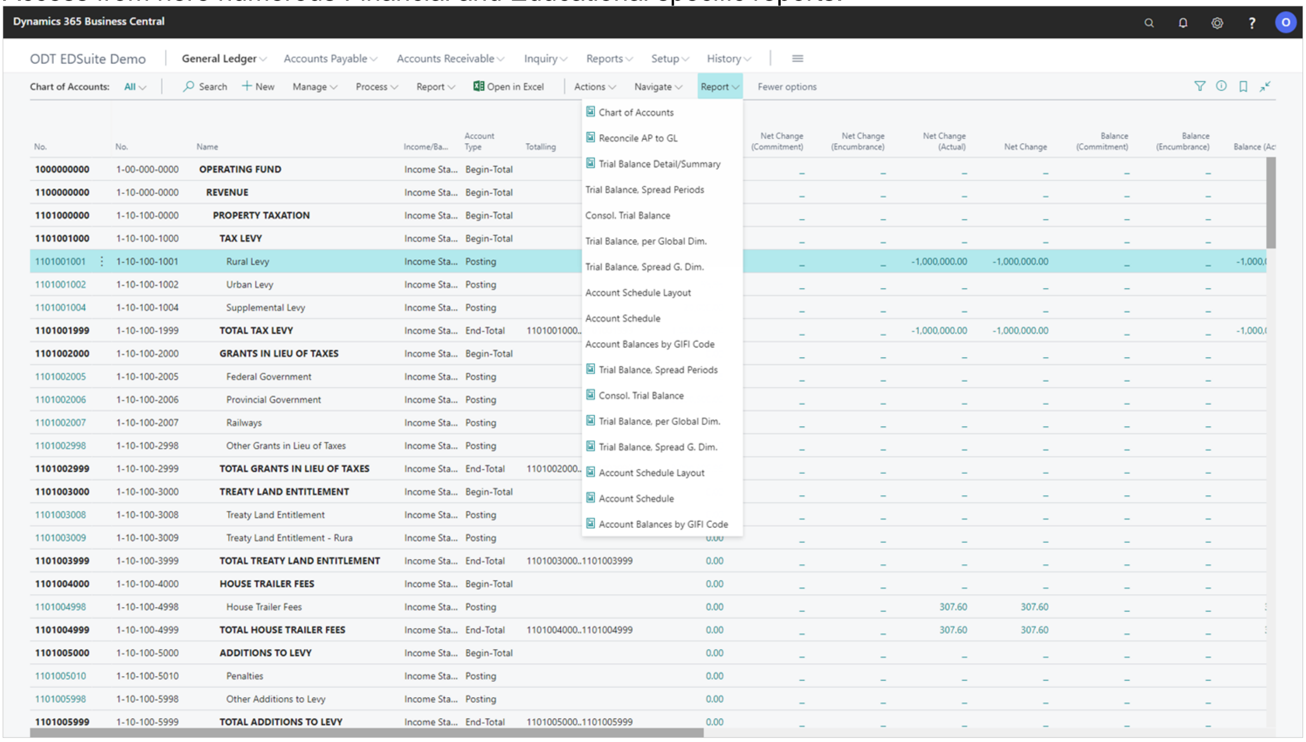
Click on the back button to return to the Chart of Accounts page.



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



Access from here numerous Financial and Educational specific reports.



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

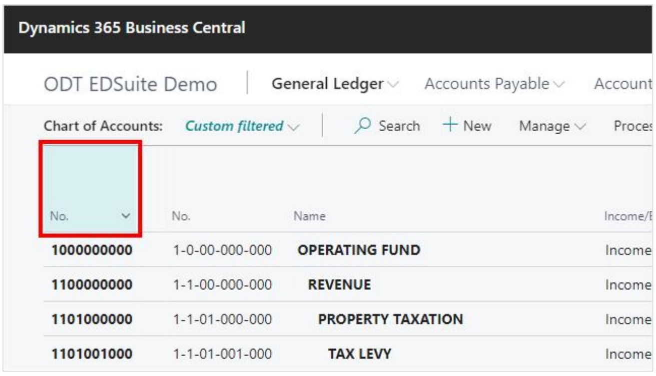
In Business Central Education Suite there are a few things that you can do that will help you scan, find, and limit records on a list. These include sorting and filtering. You can apply some or all of these simultaneously to quickly find or analyse your data.

2.2.4.2. How to use Filtering on Chart of Accounts

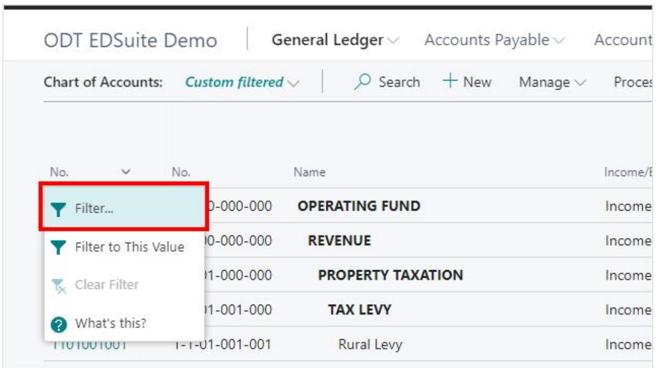
Filtering provides a more advanced and versatile way of controlling which records display on a list or report. Filtering enables you to display records for specific accounts or customers, dates, amounts, and other information by specifying filter criteria. Only records that match the criteria are displayed 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, press Shift+F3

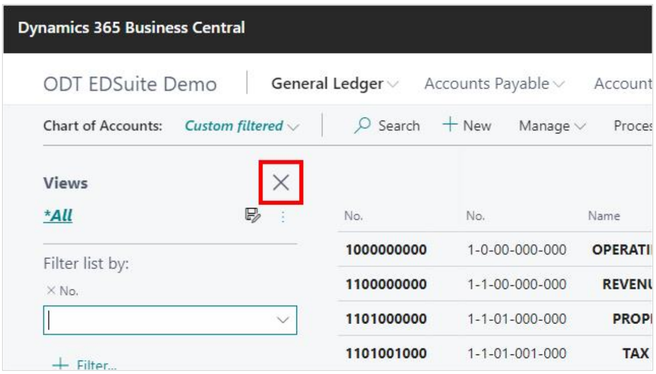
Click on the column header **No.**



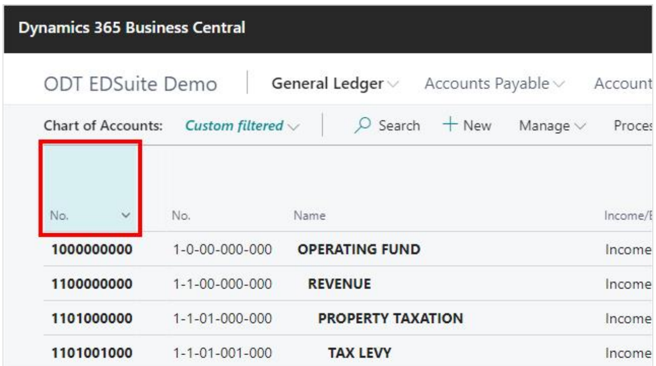
Click on the menu item **Filter...**



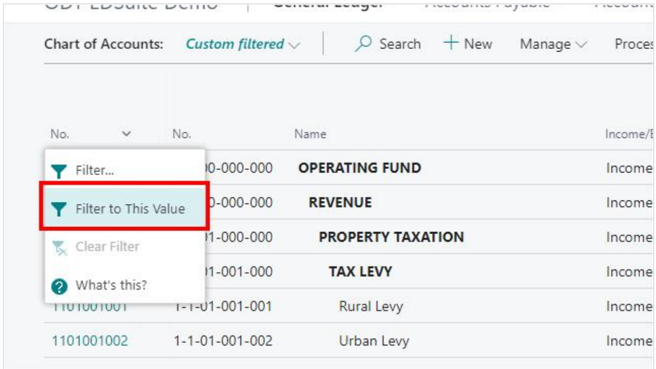
Click on the button **Hide the filter pane without clearing any filters.**



Click on the column header Number.



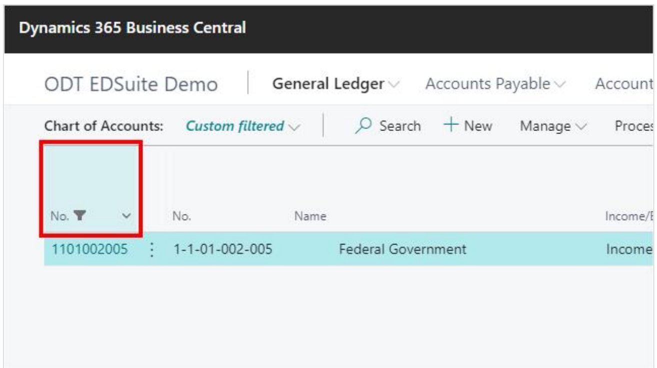
Click on the menu item **Filter to This Value**



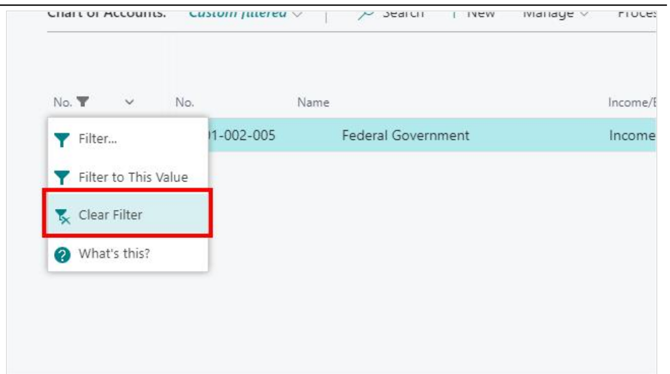
System filters list to certain value

To clear filters do as follow:

Click on the column header **No.**

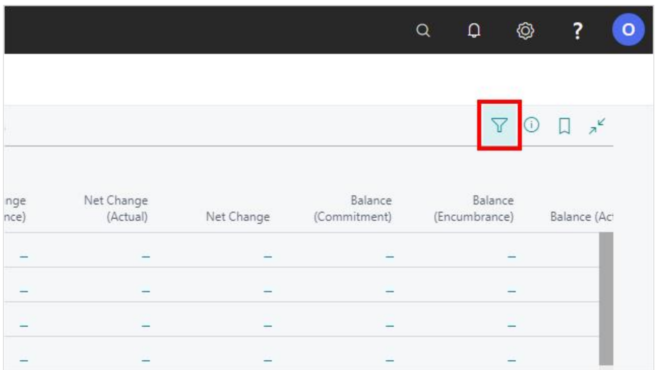


Click on the menu item **Clear Filter**

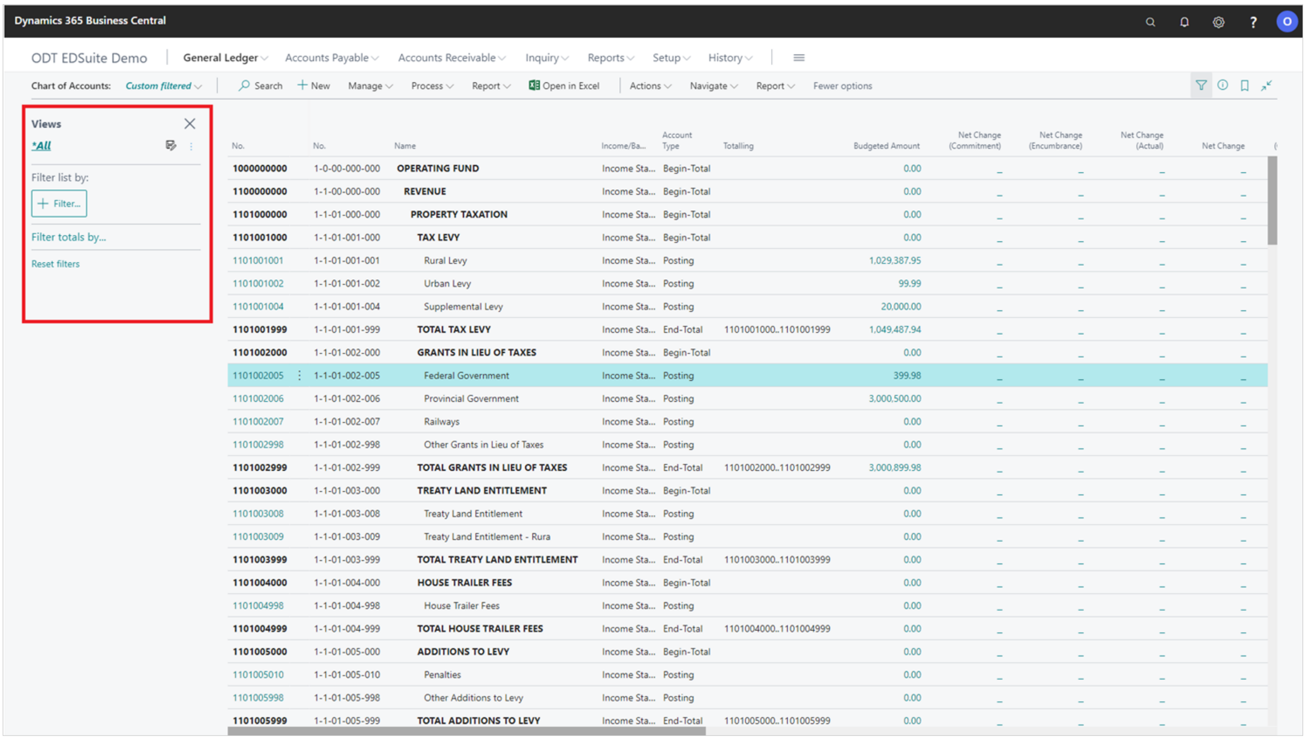


The filter pane displays the current filters for a list, and enables you to set your own custom filters on one or more fields by choosing the + Filter action

Click on the button **Show filter pane**



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



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

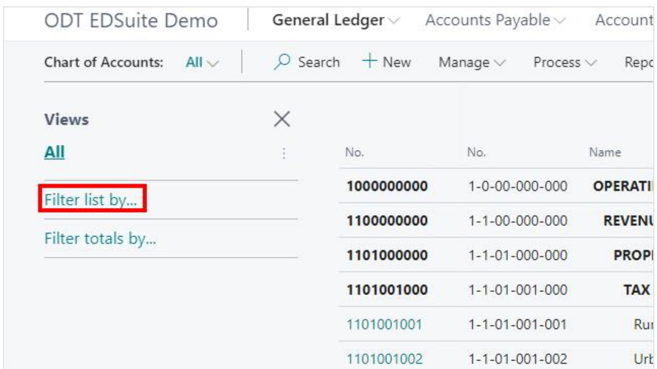
This is where you add filters on specific fields to reduce the number of displayed records. To add a filter, choose the + Filter action, type the name of the field that you want to filter the list by, or pick a field from the drop-down list.

Filter totals by

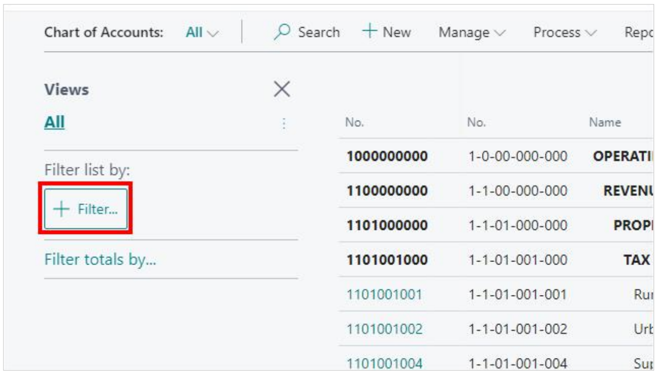
Some lists that display calculated fields, such as amounts and quantities, will include the Filter totals by section where you can adjust various dimensions that influence calculations. To add a filter, choose the + Filter action, type the name of the field that you want to filter the list by, or pick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

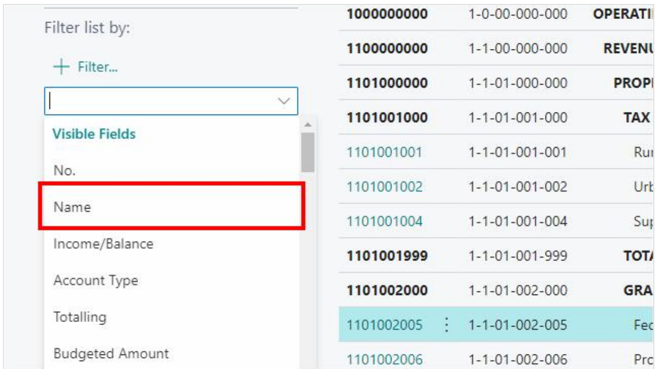
Click on the button **Filter list by...**



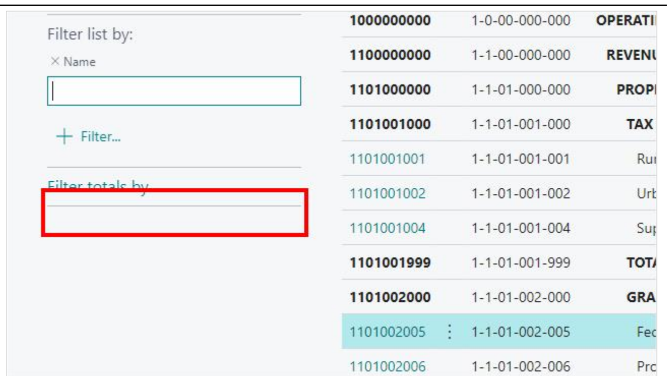
Click on the button **Filter...**



Click on the filter option Name



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



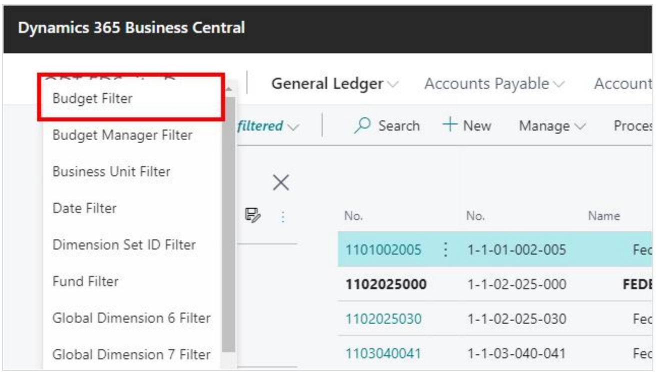
System filters to anything that include word "Federal"

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...**

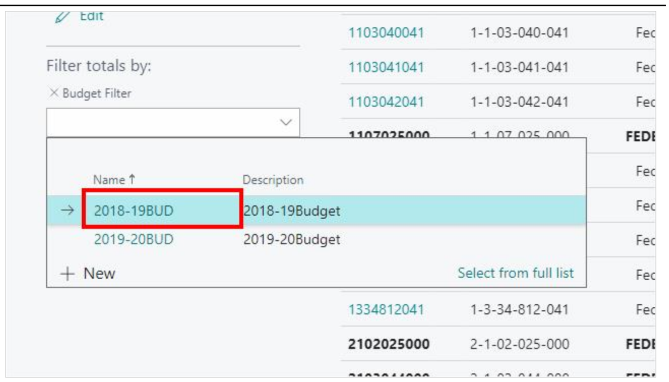
Click on the button **Filter...**

Click on the filter option Budget Filter



Click on the lookup button **Budget Filter**

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



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

Click on Reset Filters to clear the filters

2.3. Dimension Codes and Dimension Values

2.3.1. Dimension Overview

2.3.1.1. Overview

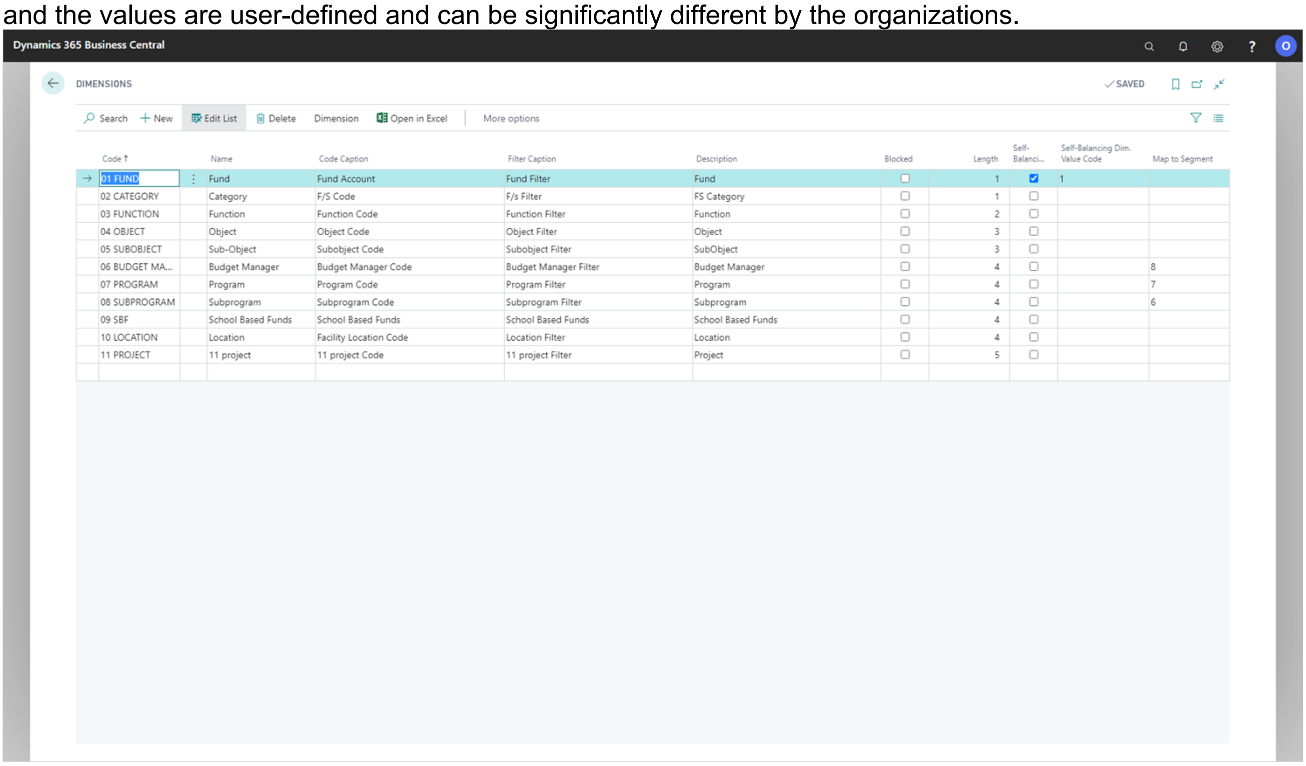
Dimensions can be thought of as an extension of the G/L Account number and together with the G/L Account make up the transaction coding structure of the General Ledger.
The following section describes how you access dimension codes and dimension values.

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.

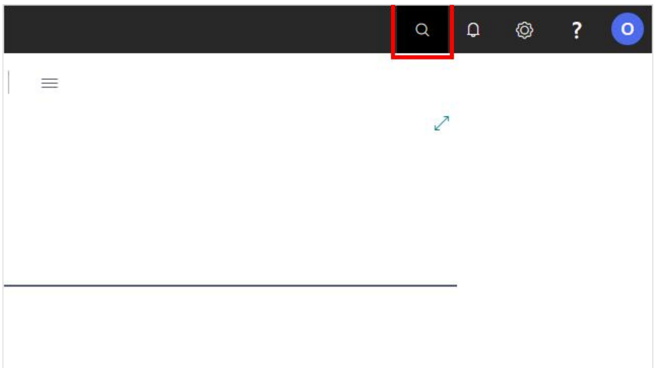


The separation of dimensions from the account number means that all combinations of account numbers and various dimensions do not have to be created in order to code to the general ledger. Typically, the G/L

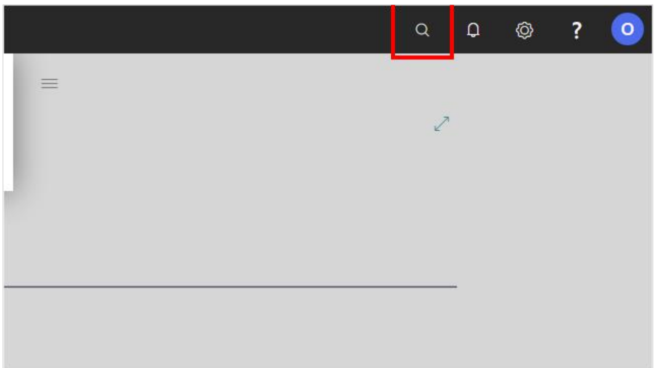
Accounts will include the government-mandated reporting requirements by combining the necessary dimensions as account segments.

To open Dimensions page do as follows:

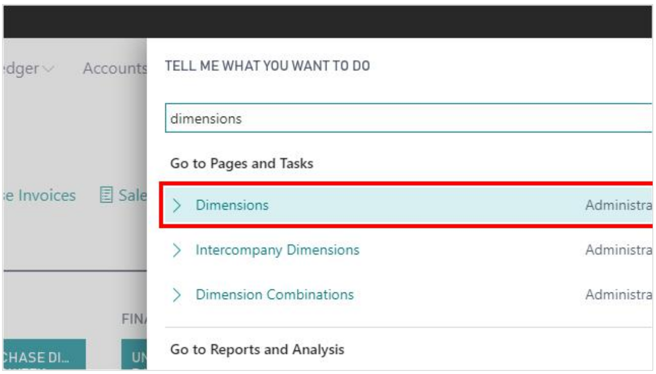
Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**



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.

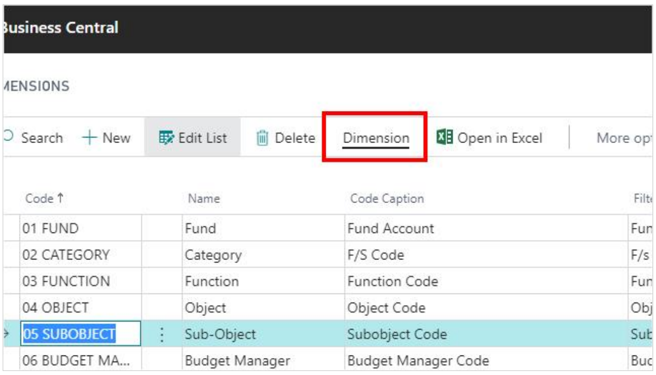
If using numeric codes only and a length of 3, including “000” there are 1000 possible values. Each value code must be unique within the given Dimension. These values can be entered on transactions throughout the system and are posted to ledger entries.

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

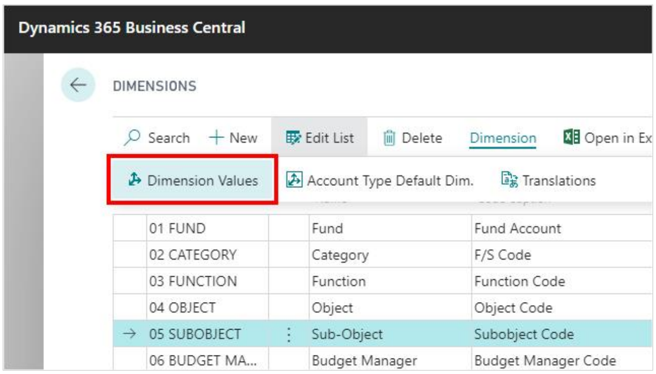
Dimension. It describes the manner in which a Dimension Value is used when posting, and corresponds almost exactly to Account Type in the Chart of Accounts.

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

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

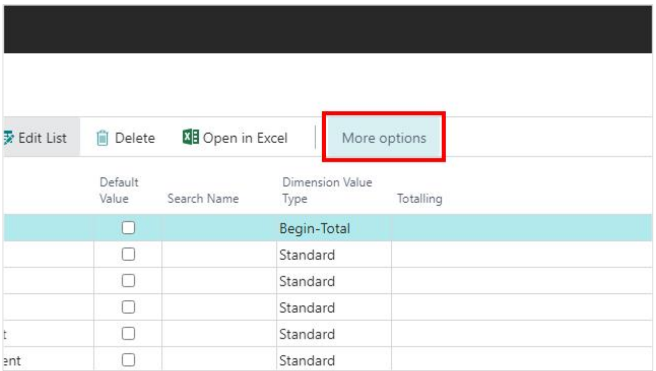


Click on the navigation menu item **Dimension Values**

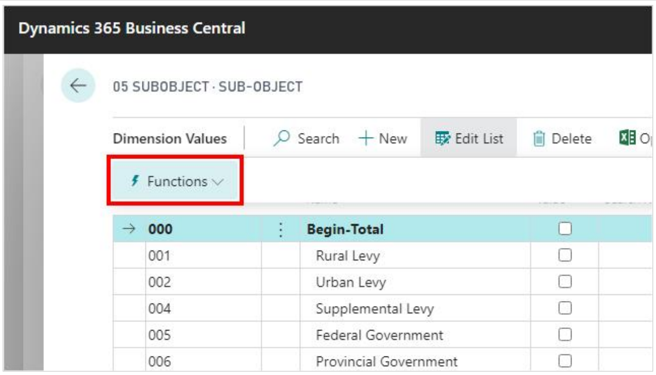


List of the Dimension Values opens. You can Edit this List or open it in Excel by the using buttons on the Action Pane.

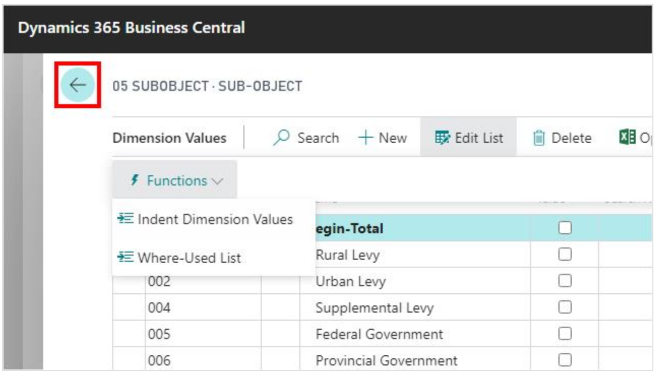
Click on the navigation menu item **More options**



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

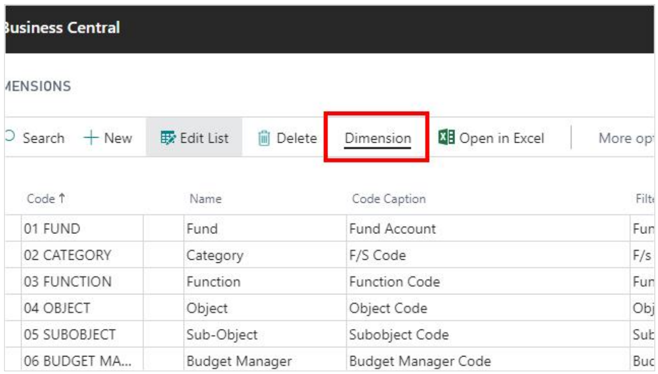


From here you are able to Intent Dimension Values or open Where Used list.

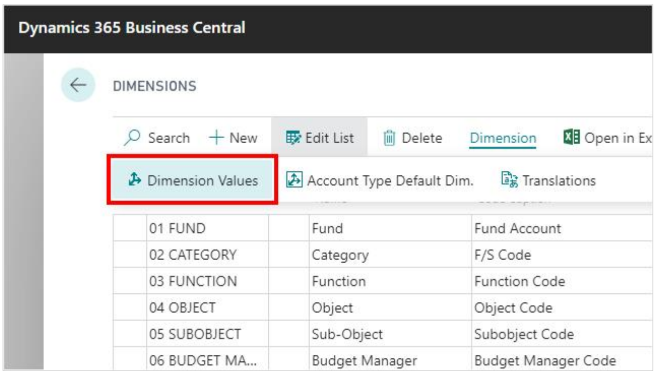


Now let's open Values for the Dimension "08 SUBPROGRAM".

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

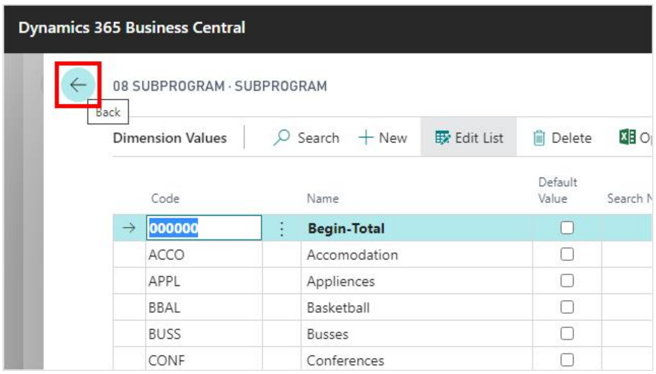


Click on the navigation menu item **Dimension Values**



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

Click on the back button



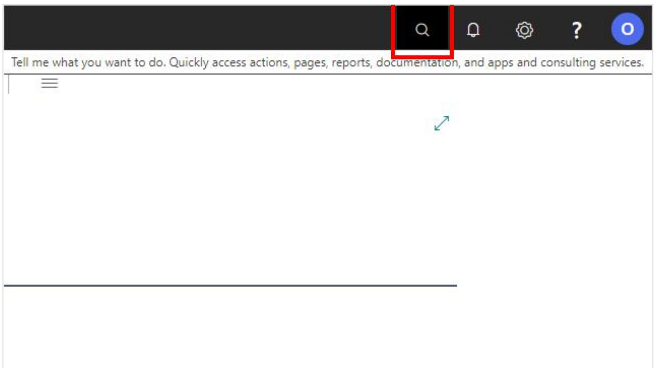
2.3.2. How to Create a Dimension

2.3.2.1. Overview

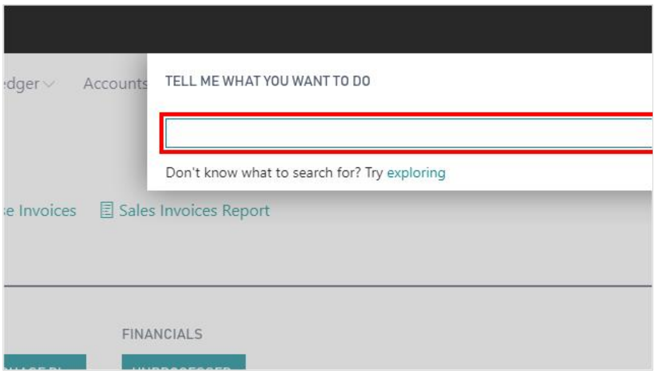
Dimensions can be thought of as an extension of the G/L Account number and together with the G/L Account make up the transaction coding structure of the General Ledger. The following section describes how you can add new dimension codes and dimension values.

2.3.2.2. How to Add New Dimension Code

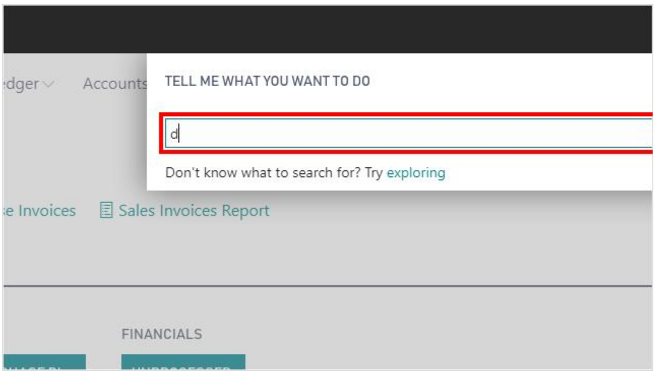
Click on the link Tell me what you want to do.



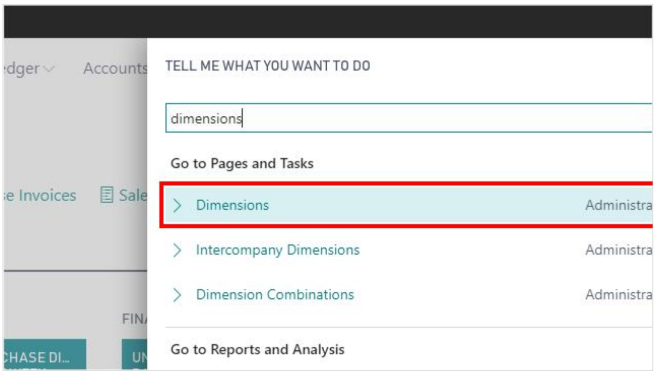
Click on the field **Type to start search:**



Enter **Dimensions**.



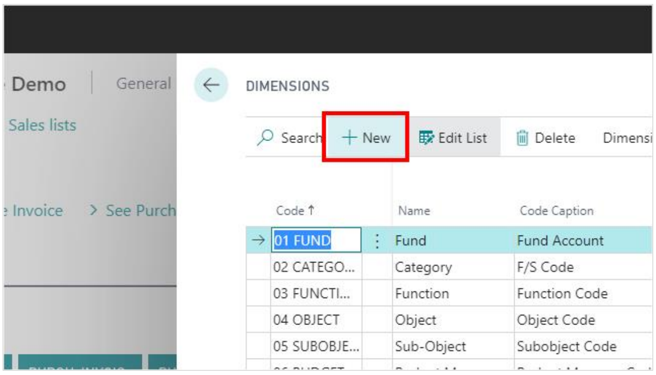
Click on **Dimensions Administration**



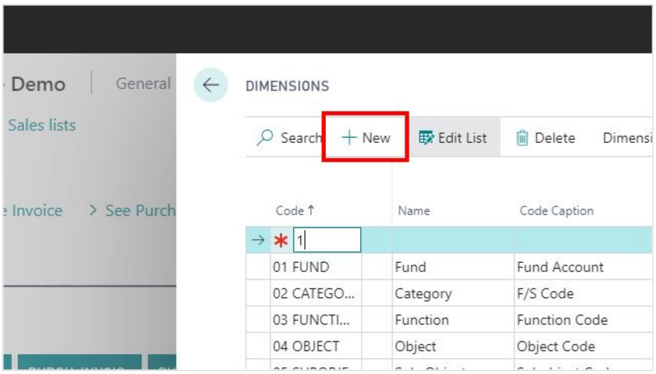
Dimensions list page opens

Now let's create New Dimension "Project"

Click on the navigation menu item **New**

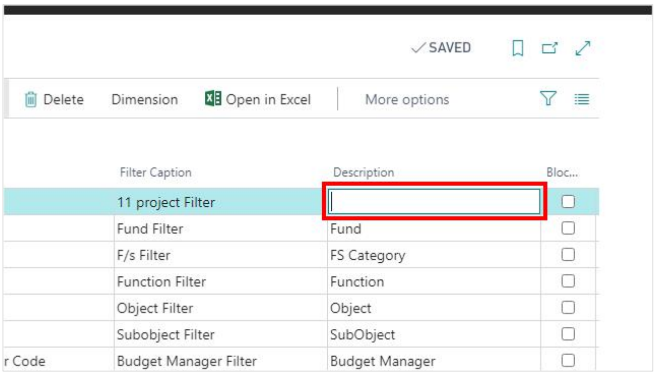


Enter **New Dimension Code**.

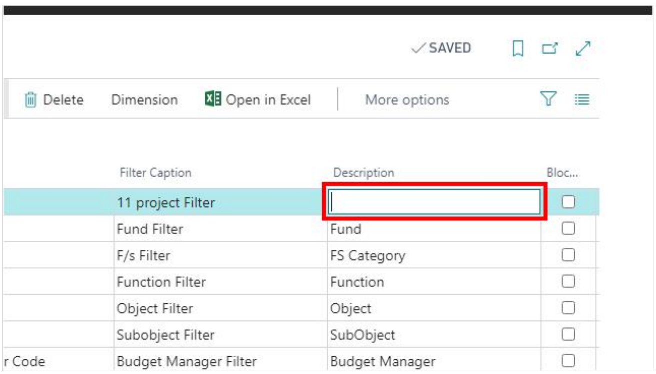


Dimension Name, Code Caption and Filter Caption are populated by the system automatically

Click on the cell **Description**

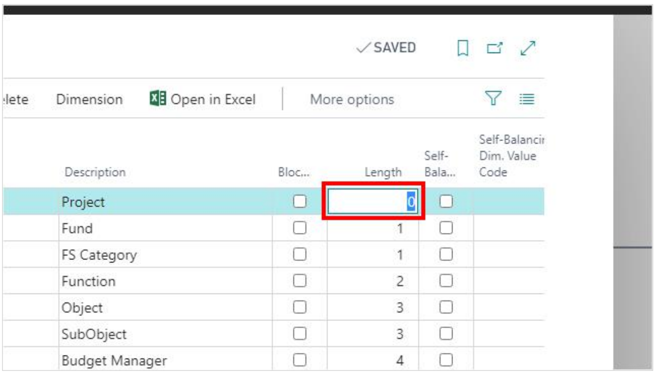


Enter **the text Project**. Press the **Enter** key.



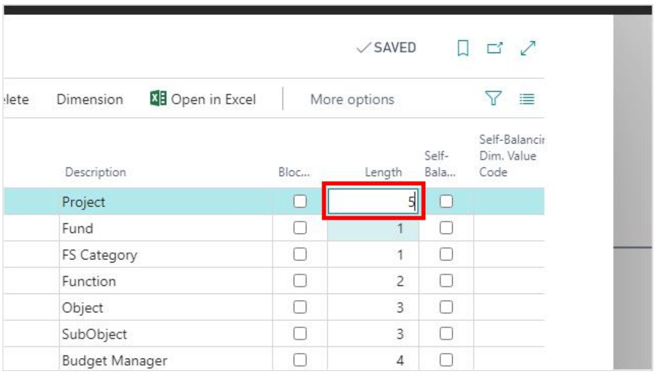
Move to the right on the line

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



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

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



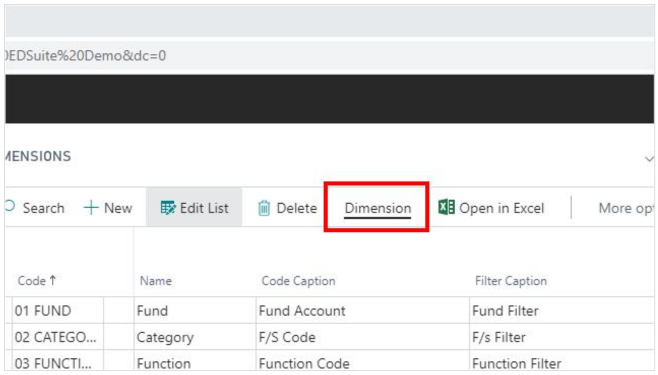
New Dimension Code is created

Now we let's create Values for this Dimension.

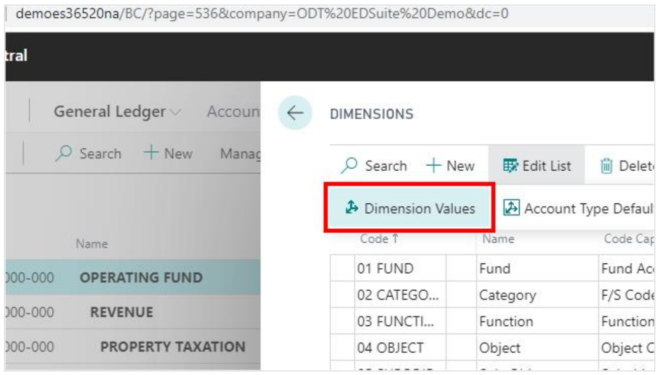
2.3.2.3. How to Add a Dimension Value

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

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



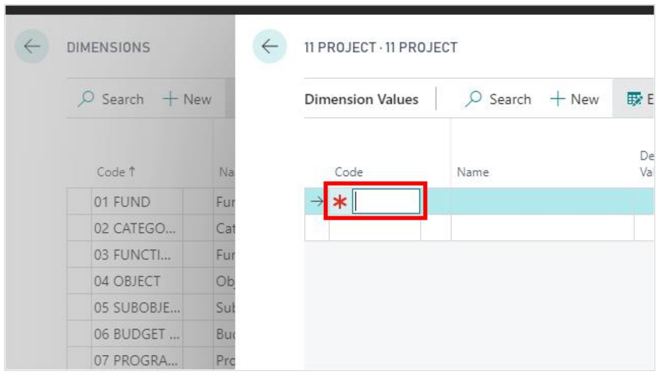
Click on the navigation menu item **Dimension Values**



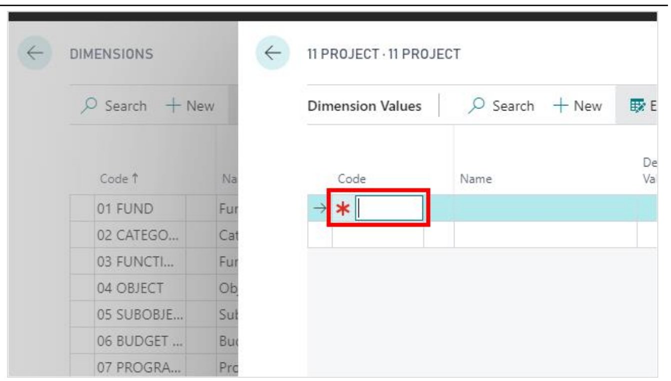
It is recommended to create list of dimension values with subcategories. In our example, it will let you report on expenses by the each school Project, and get totals for the whole Project.

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

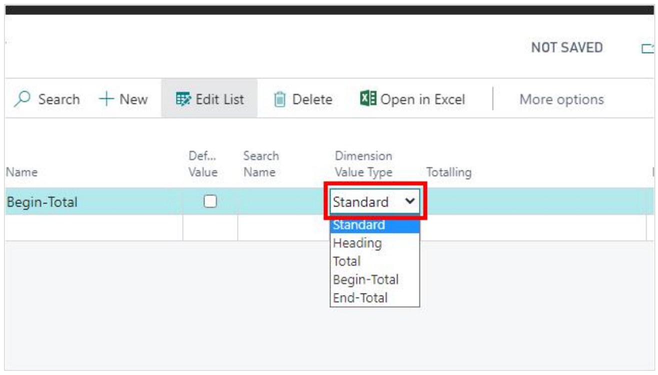
Click on the cell **Code**



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



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

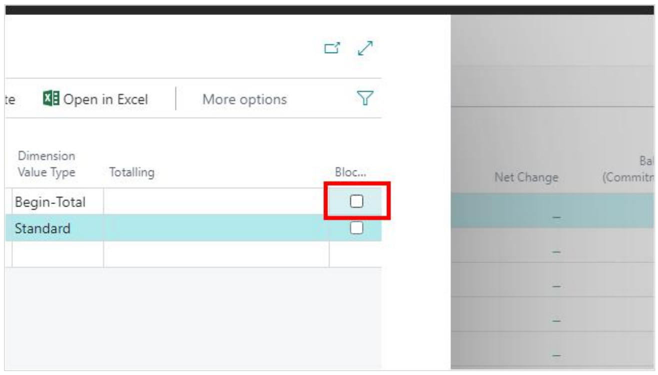


The dimension value types are as follows:

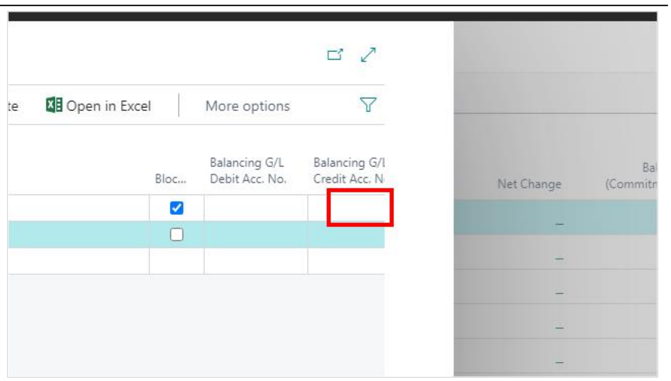
* Standard - Posting dimensions
* Heading - Group heading
* Begin-Total - Marks the beginning of a range of dimensions values to be totaled with end totals
* End-Total - Marks the end of a range of dimension values that start with a begin total.

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)

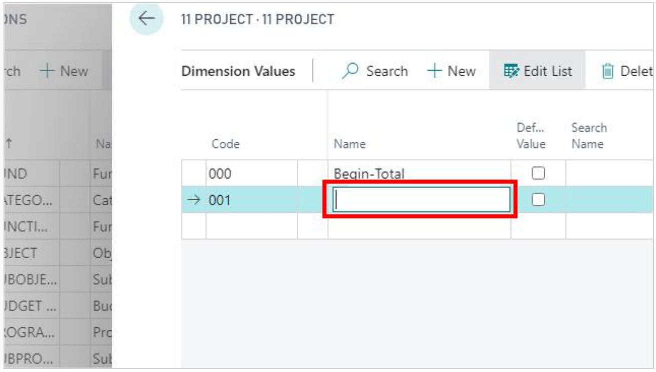


Enter **the next value Code**.

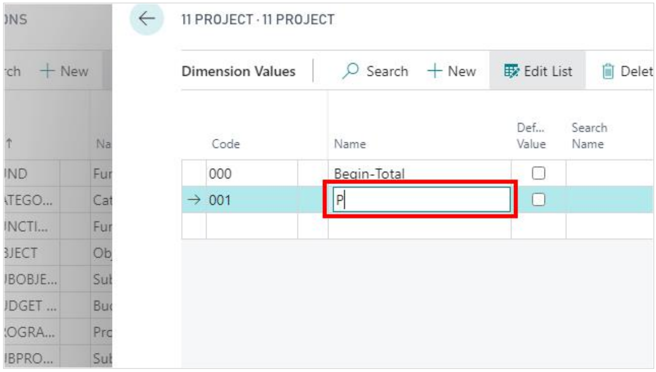


Note: Balancing G/L Debit and Credit Account Numbers as well as Control G/L Debit and Credit Account Numbers are used when Self-Balancing is activated.

Click on the cell **Name**

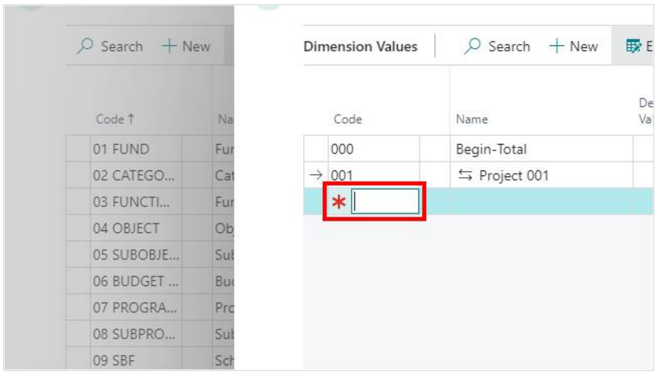


Enter **Name**.

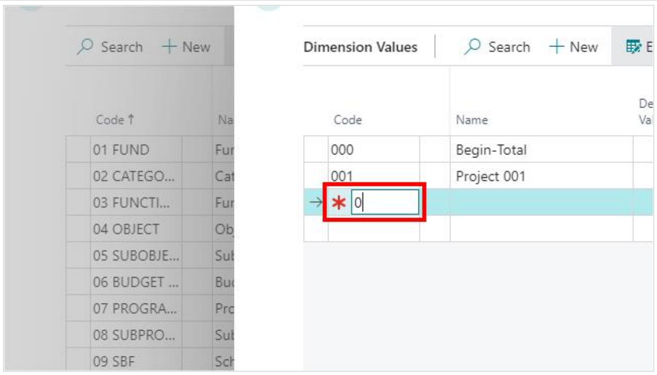


When new Dimension Values are created they are automatically assigned Standard type.

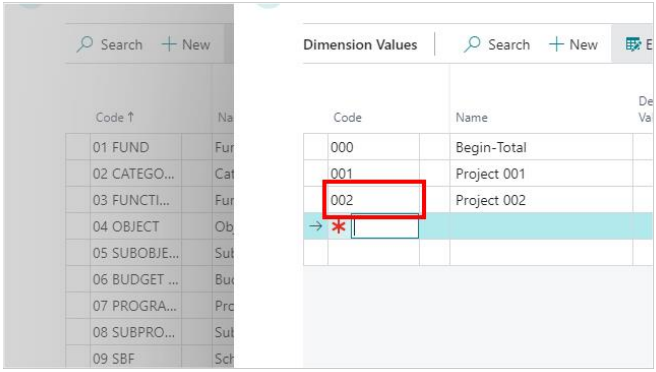
Keep creating new dimension values by adding more lines.



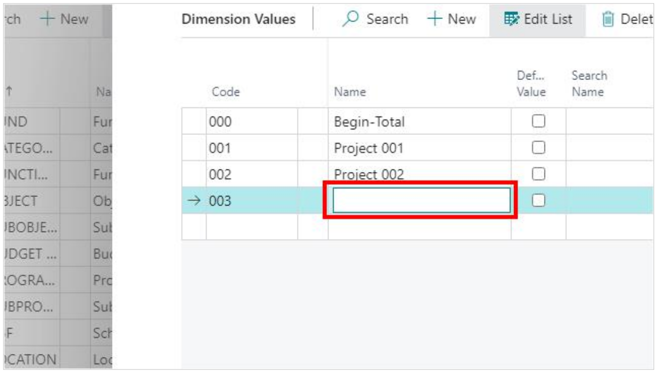
Enter **Code**.



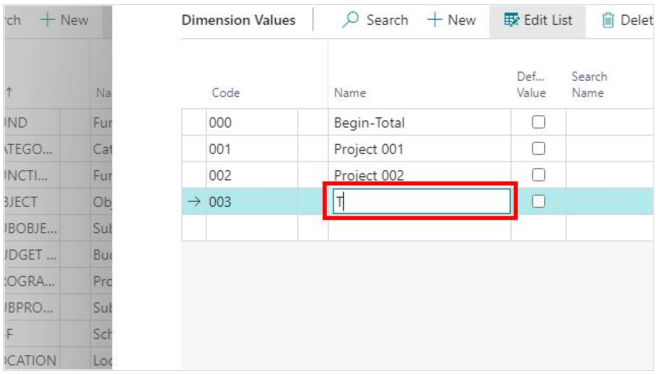
Enter **Totaling Value Code**.



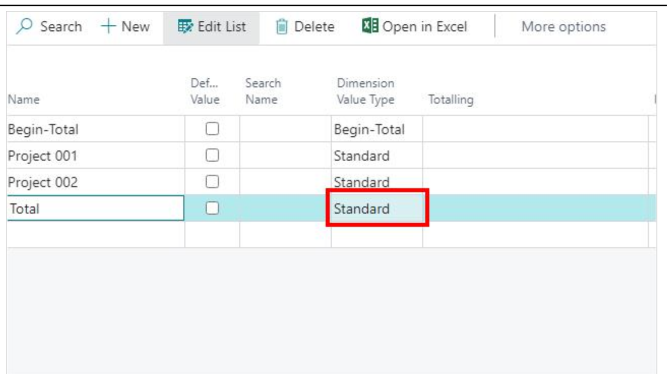
Click on the cell **Name**



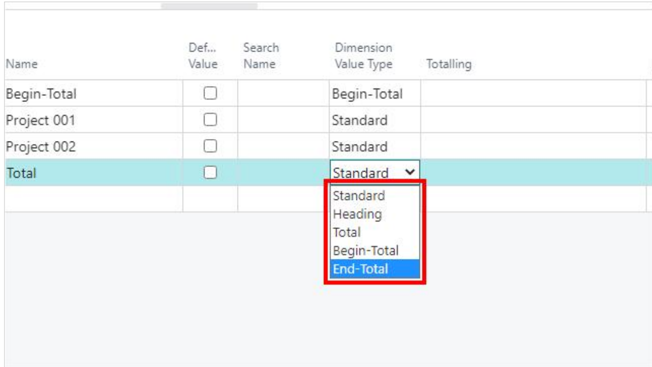
Enter **Name**.



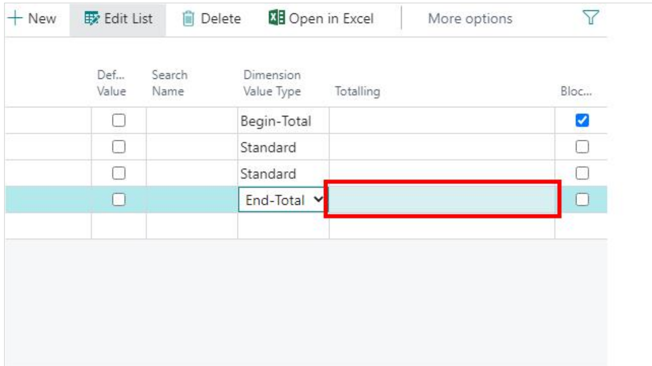
Click on the cell Dimension Value Type



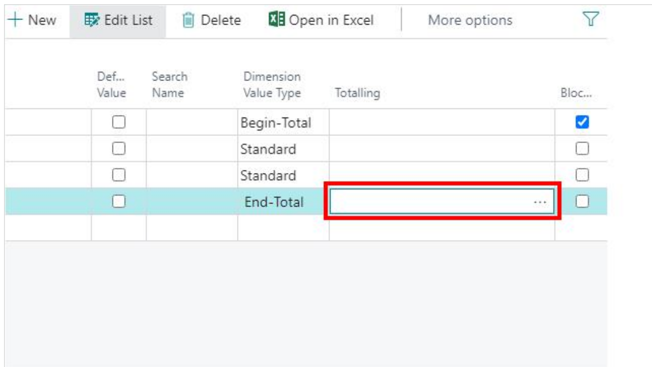
Click on the item **End-Total** in the list



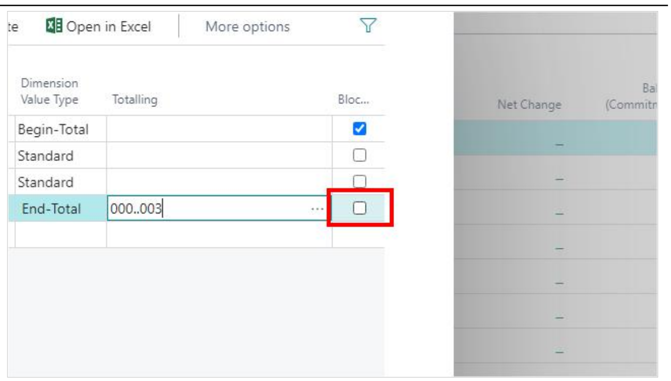
Click on the cell Totalling to enter the formula



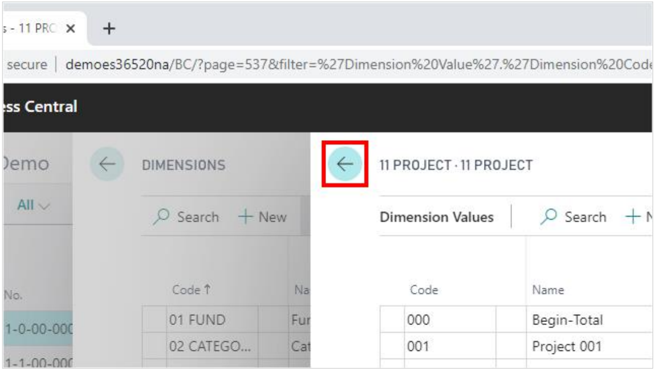
Enter **Totaling Formula**.



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

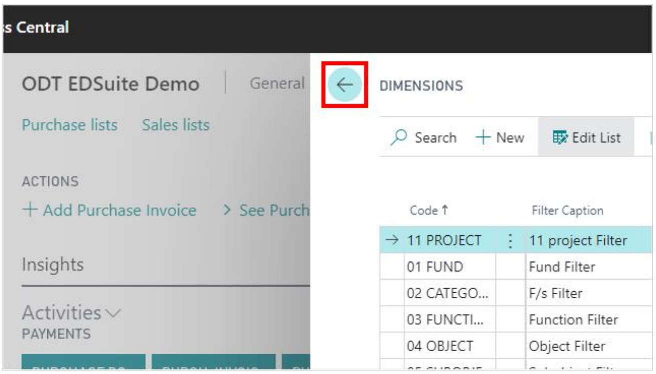


Click on the back button to exit the window.



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:

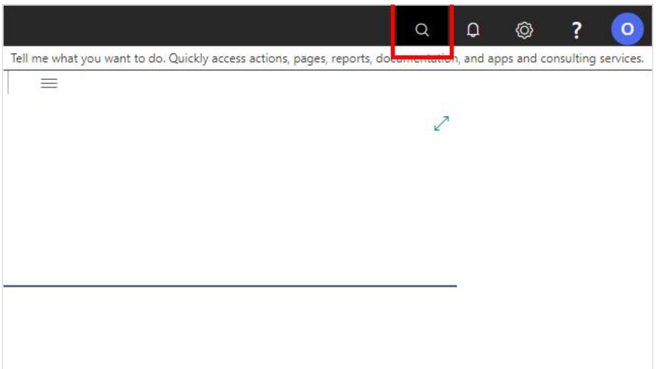
The 1st way is: Blocking the use of all Dimension Values for a given Dimension Code from being used with the Dimension Values for another Dimension Code.

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.

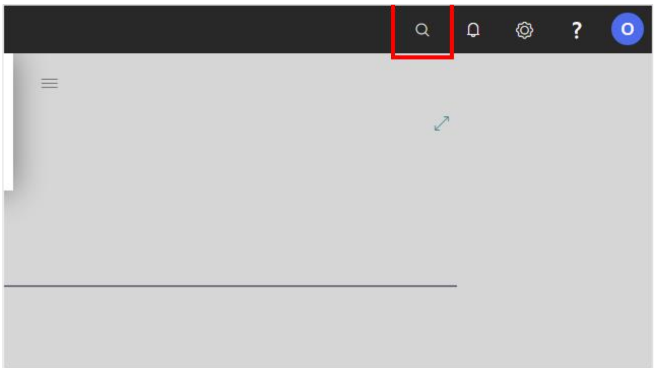
2.3.3.2. How to Setup Dimension Combinations

2.3.3.3. The 1st Way to Setup Dimension Combinations

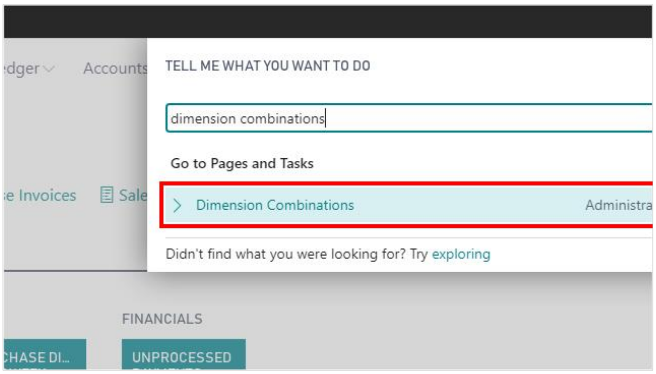
Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**



Enter **Dimension Combinations**.



Click on **Dimension Combinations Administration**



The Dimension Combinations window opens

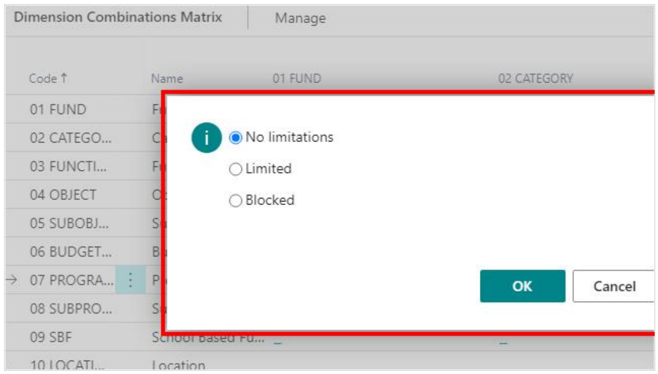
This window is essentially a matrix of all combinations of dimensions that have been setup in Business Central, default settings allow all combinations of dimensions to be used.

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

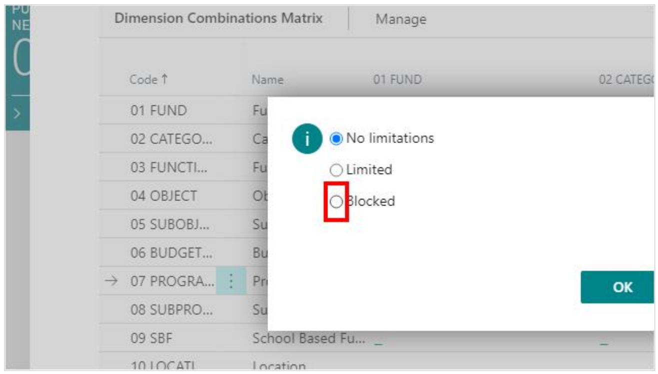
If you wish to change default settings, place your cursor in the location of the Matrix where the dimension codes you want to restrict intersect.

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

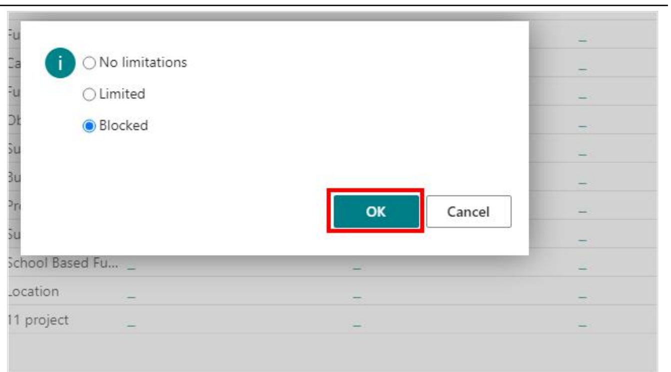
The options available for selection will be displayed.



Select BLOCKED



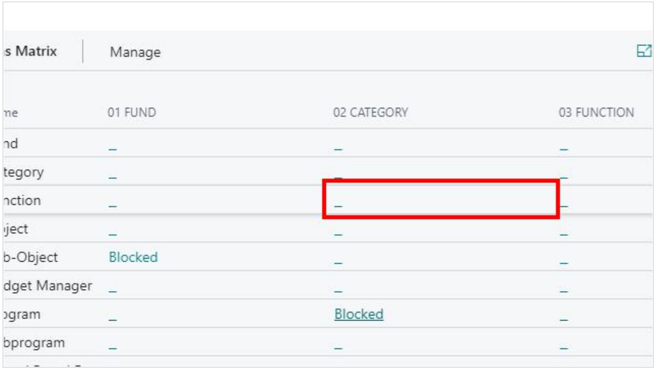
Click on the button **OK**



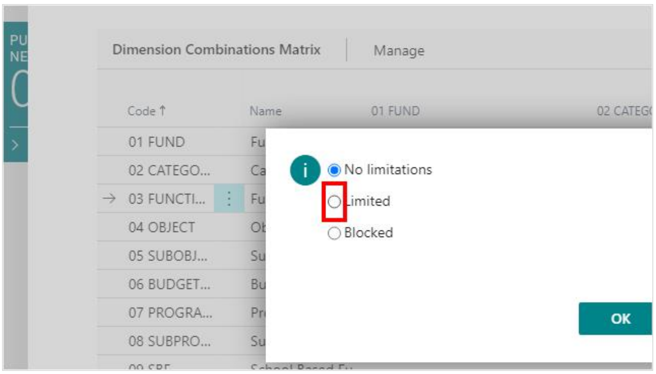
By setting up Dimension Combinations to "Blocked", the two Dimension Codes will not be allowed to be used together on the same transaction.

Let's set Dimension Combinations to LIMITED

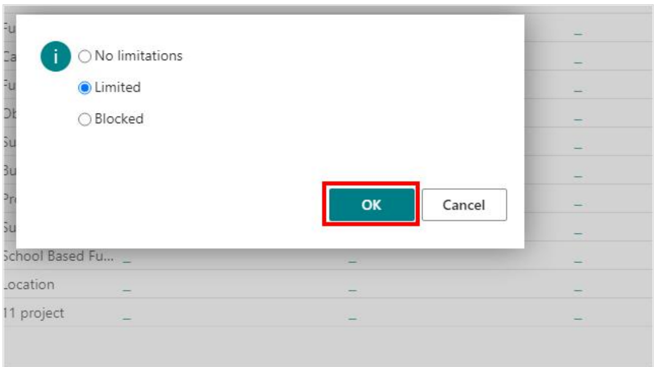
Double click on the link in cell **null** with the value



Select Limited from the options list

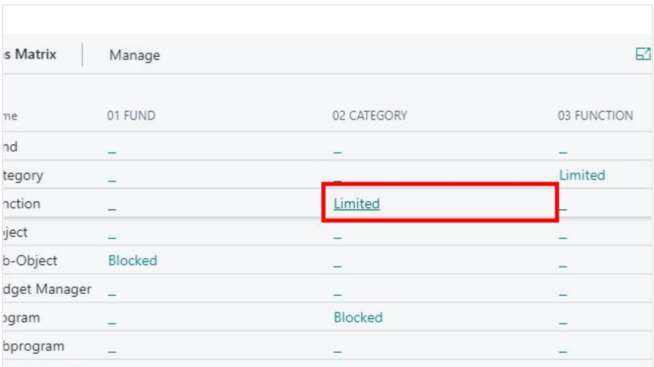


Click on the button **OK**

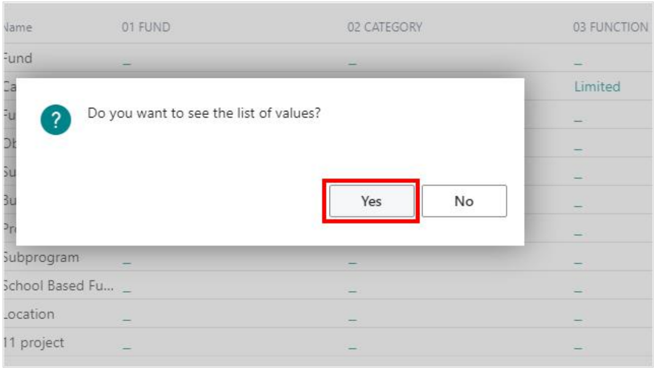


Limited options means that certain specific dimension value combinations are blocked. With this option it is important to select values that are blocked within this combination.

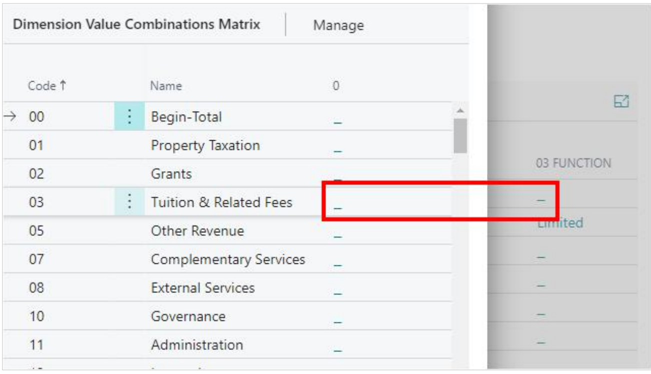
Double click on the link in cell **null** with the value **Limited**



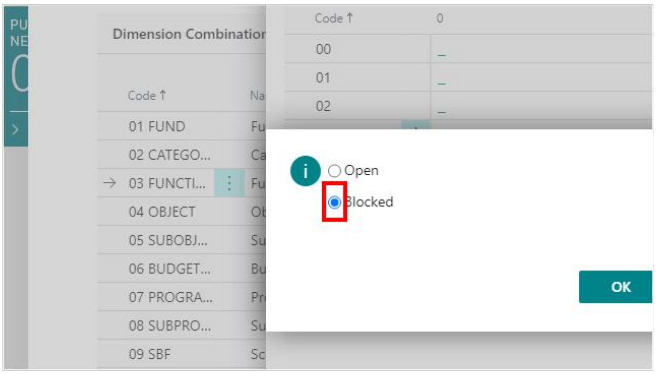
Click on the button Yes to see the values list



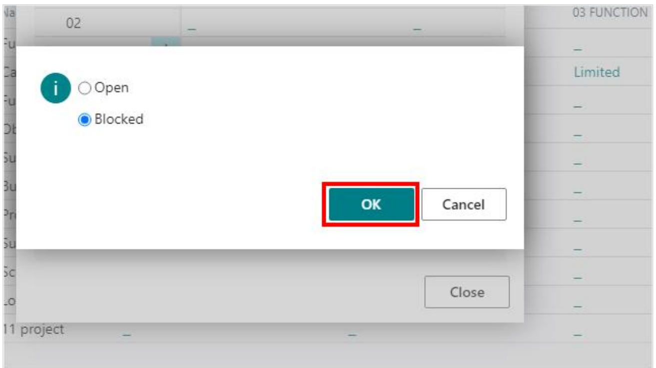
Click on the link with the Dimension value



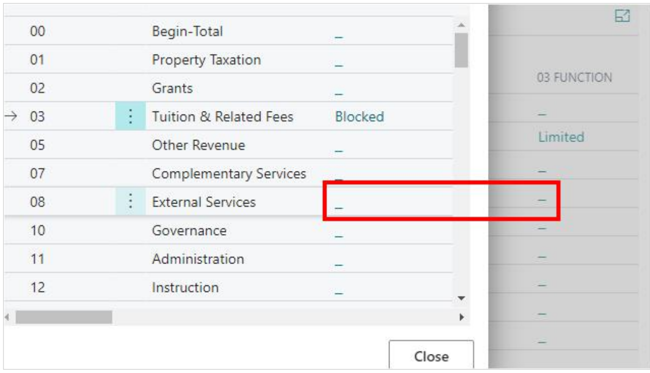
Select BLOCKED



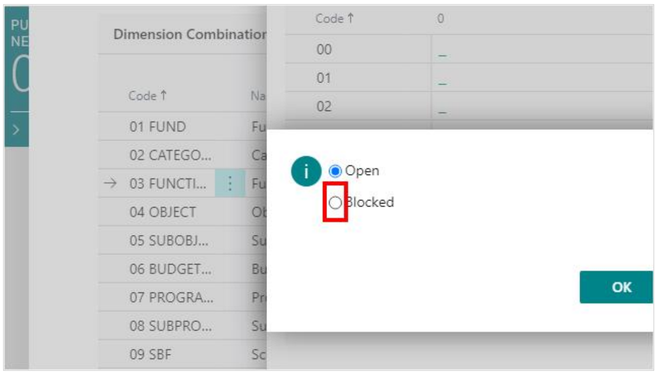
Click on the button **OK**



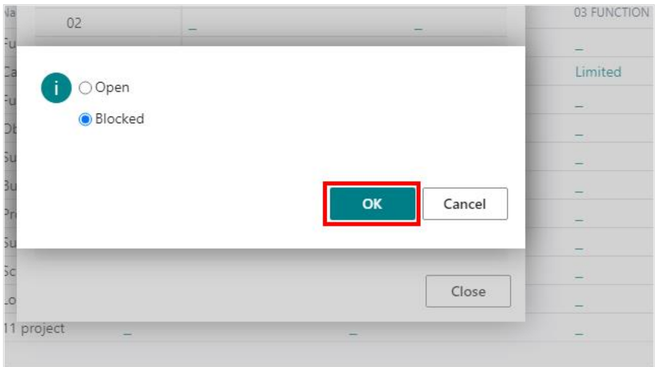
Click on the link with the Dimension value



Select BLOCKED

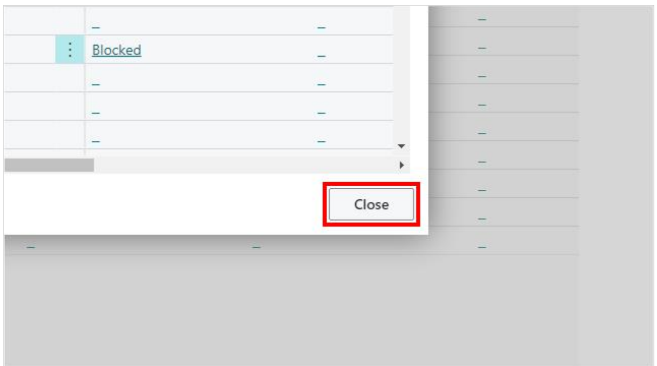


Click on the button **OK**

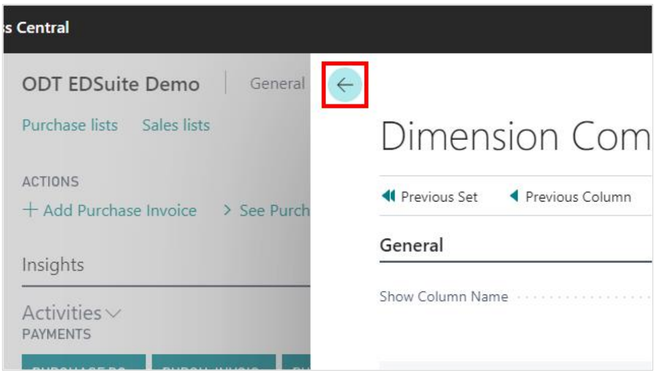


Now you set two values to Blocked for usage

Click on the button **Close**



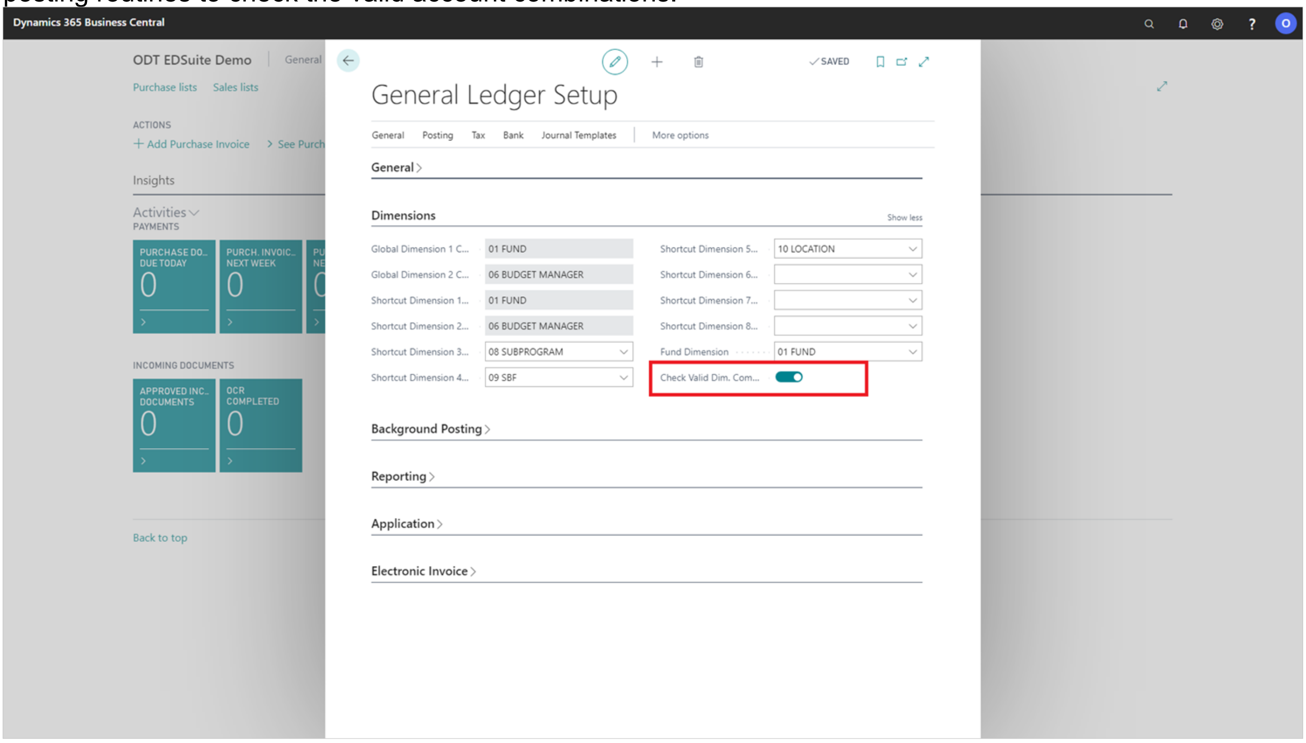
Click on the back button to exit the window



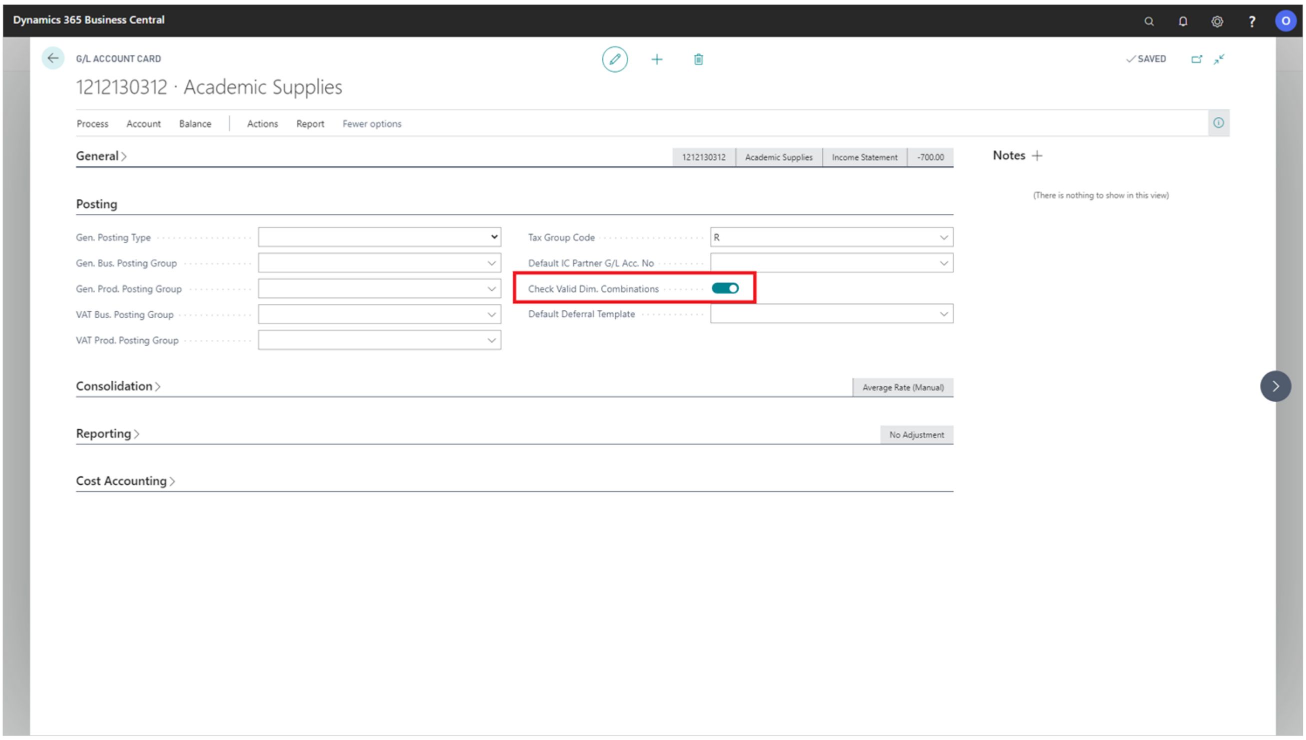
2.3.3.4. The 2nd Way to Setup Dimension Combinations

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.



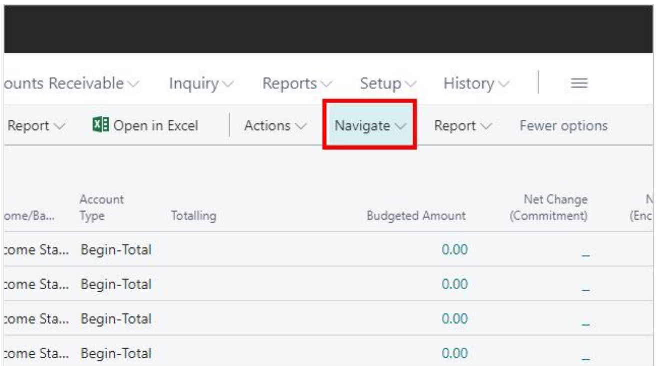
If Check Valid Dimension Combinations is enabled, and the same field name in the G/L Account is enabled as well, then the posting routine will generate an error if the combinations does not exist for the G/L Account.



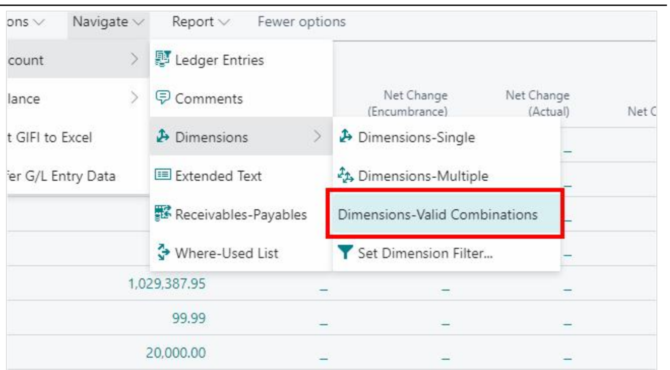
In the G/L Setup, if the Valid Dimension Combinations is not check marked, the user can still enter valid combinations for any G/L Account Record. The valid combination records can then be used for other purposes too, for instance budgets.

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**

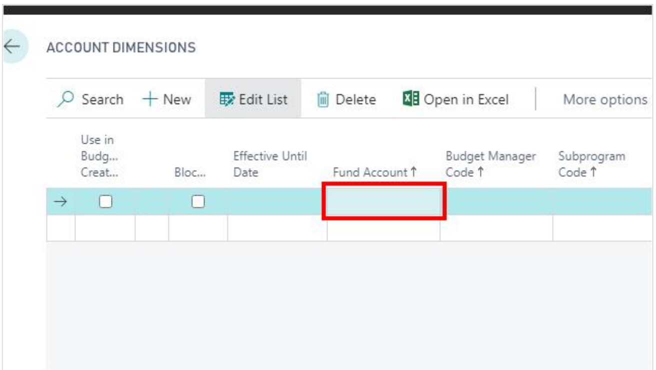


Click on the navigation menu item **Dimensions-Valid Combinations**

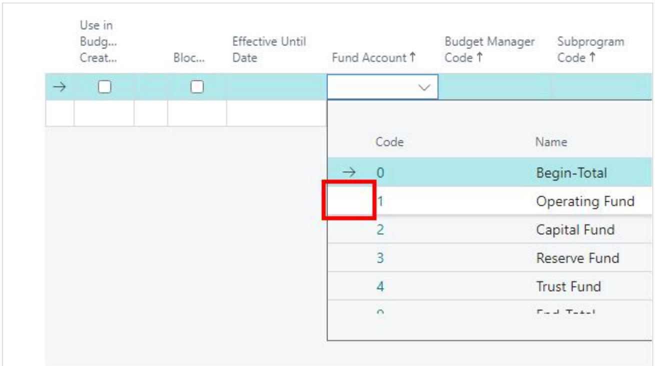


Create line by the selecting Dimensions that you want to combine for the account

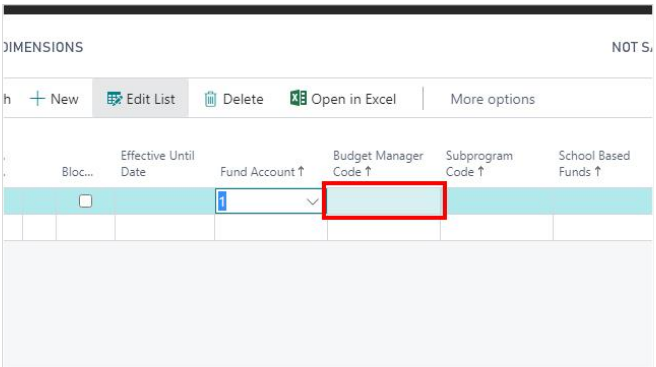
Click on the cell **Fund Account**



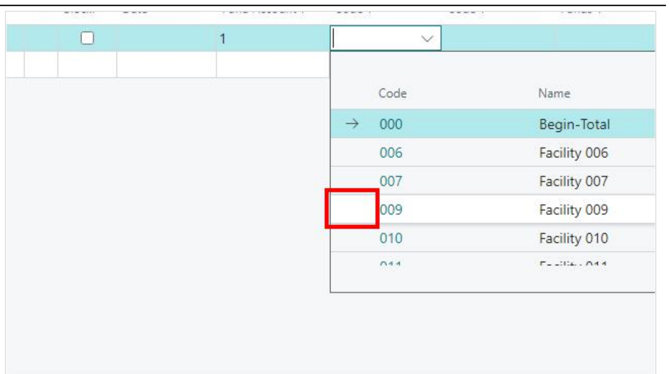
Click on **Code = 1, Name = Operating Fund**



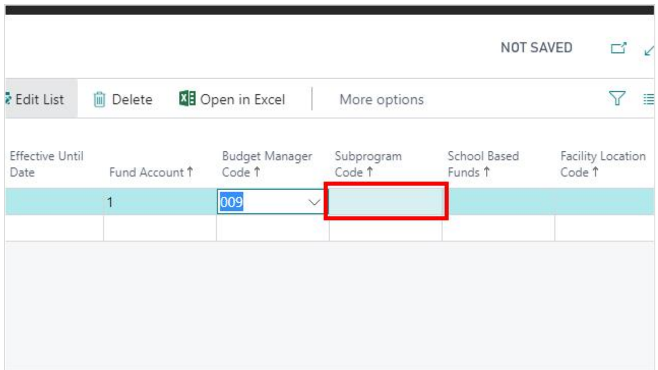
Click on the cell **Budget Manager Code**



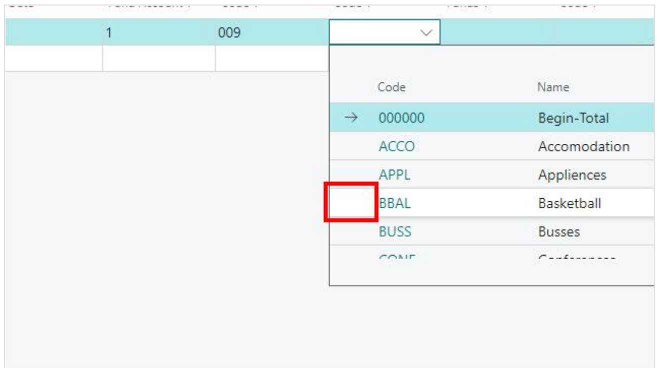
Select Budget Manager Code from the drop-down list



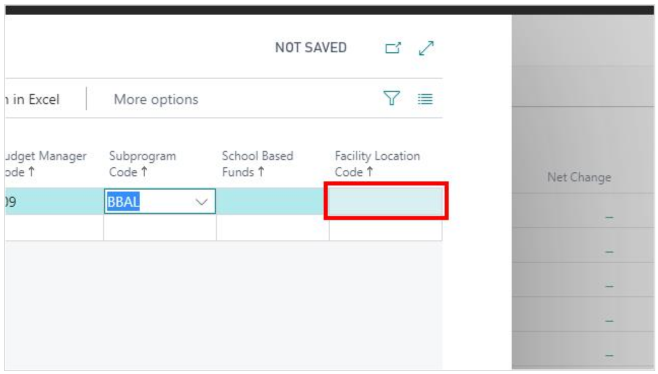
Click on the cell **Subprogram Code**



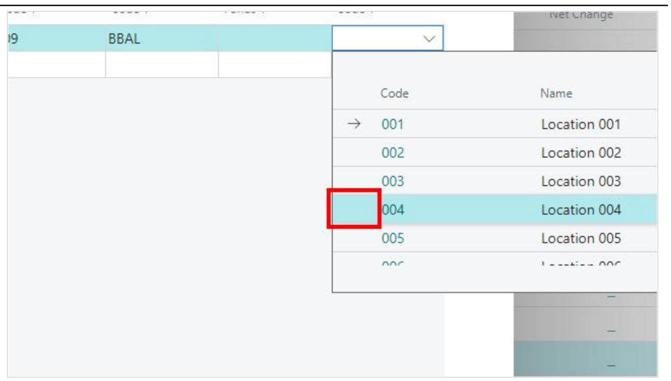
Select Subprogram Code from the drop-down list



Click on the cell **Facility Location Code**

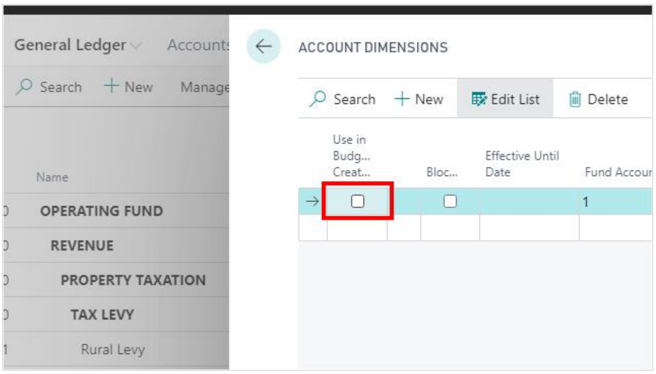


Select Facility Location Code from the drop-down list

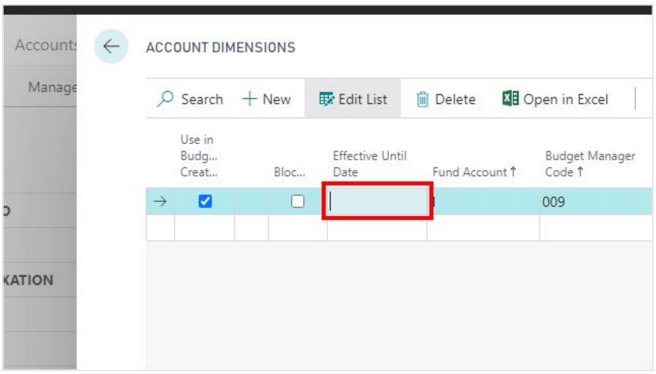


The ‘Use in Budget Creation’ field is used to indicate which Account Dimension combinations will create G/L Budget Entries.

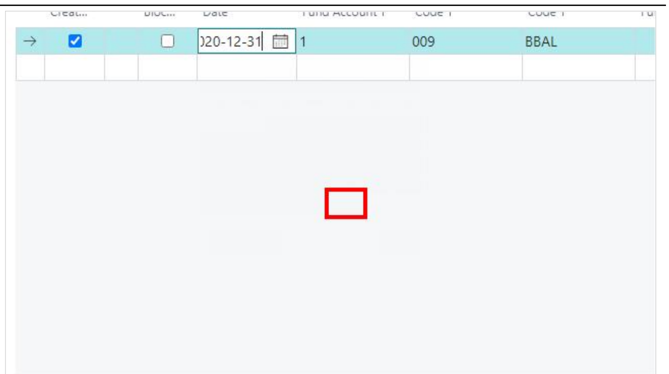
Click on **Use in Budget Creation**



Click on the cell **Effective Until Date**

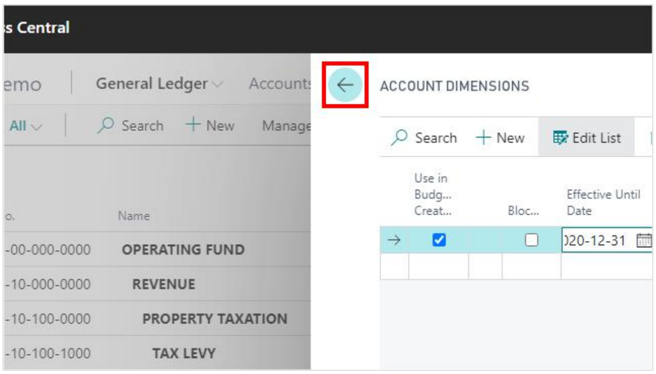


Click on a date in the calendar



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

Click on the back button to exit the window.



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 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

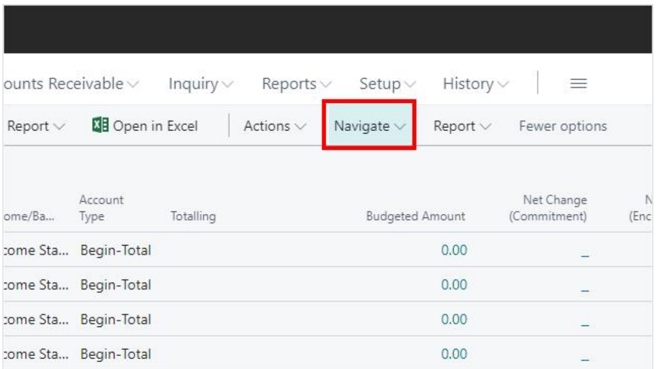
Work in Fund Accounting Role

2.3.4.2. Dimensions - Single

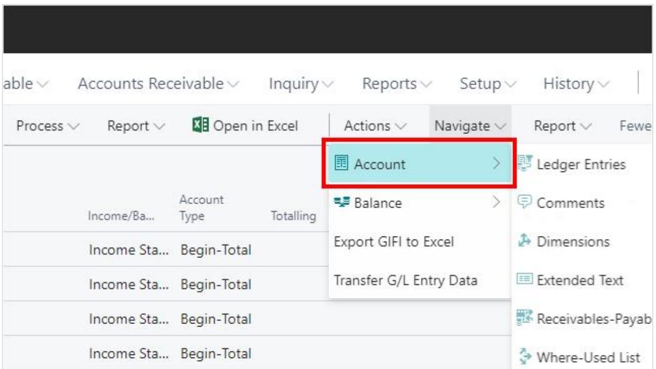
To illustrate the use of single dimensions, let's take a look at the default G/L Account dimensions

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

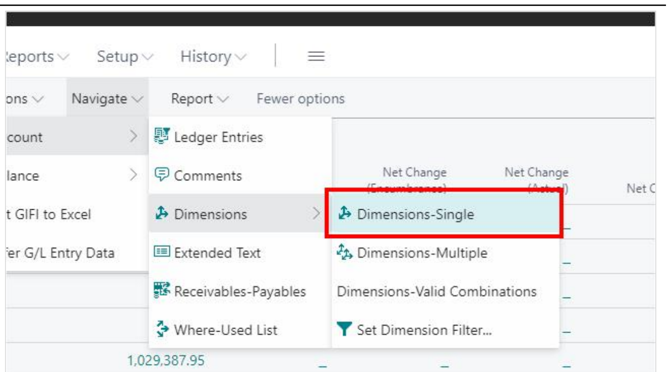
Click on the navigation menu item popup **Navigate**



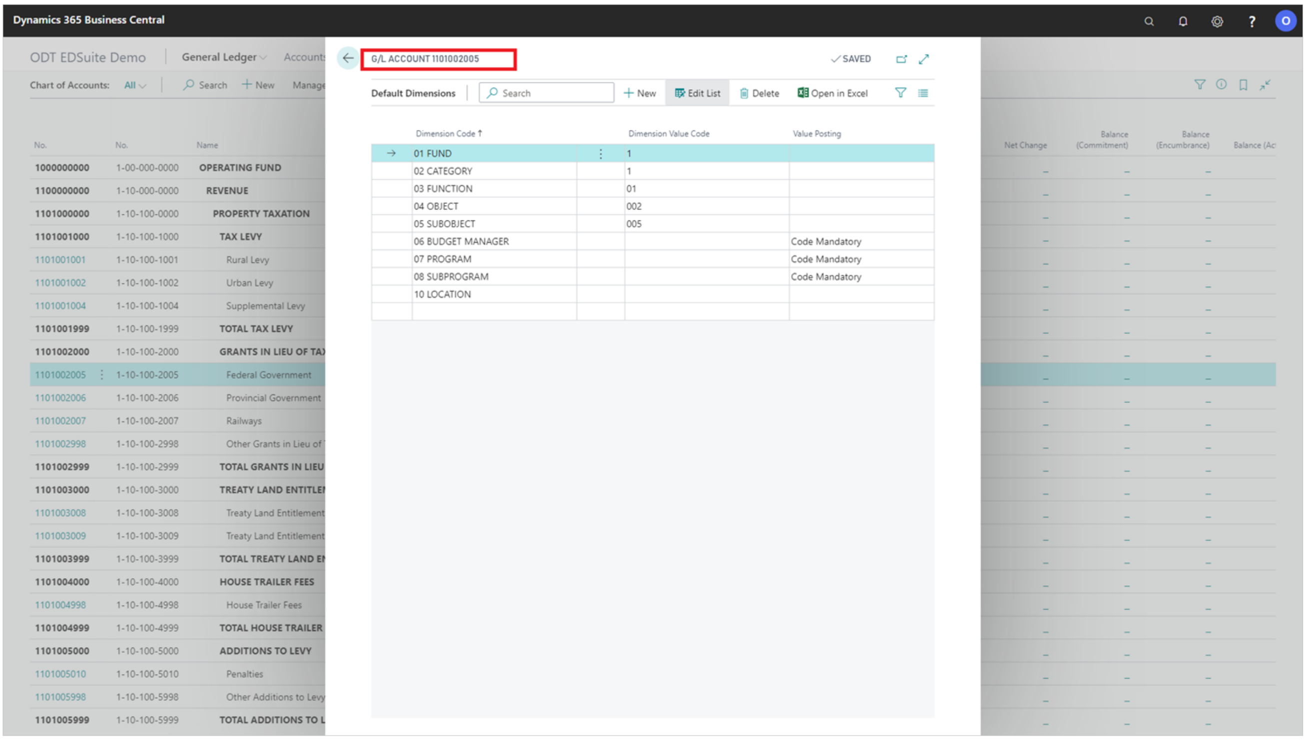
Click on the link **Account**



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



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

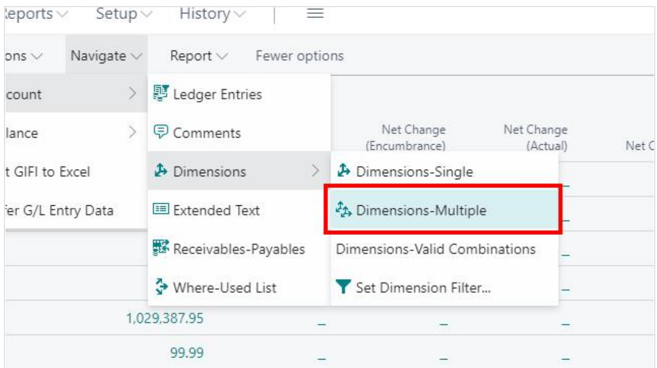


The above screen shows what the default dimensions for an account with the standard setup will look. It is possible to additional dimension codes to the setup and have them be required by setting the Value Posting to be Code Mandatory

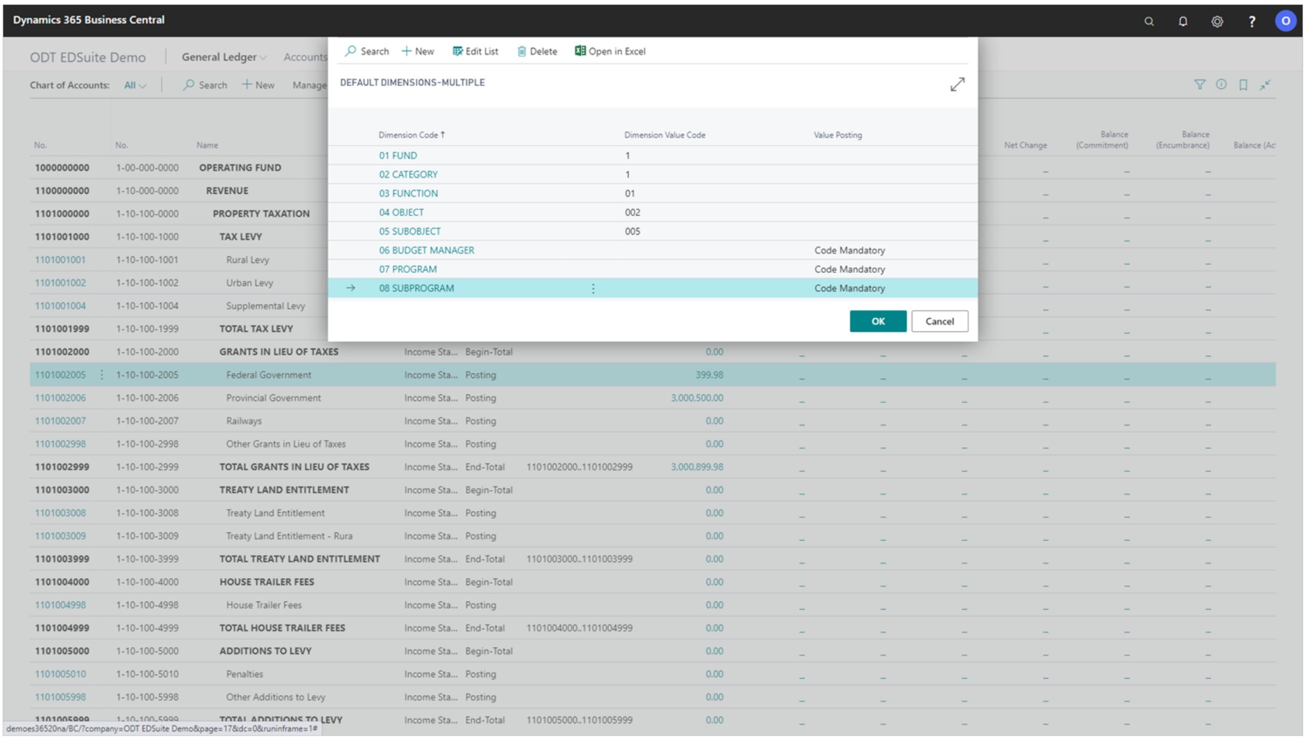
2.3.4.3. Dimensions - Multiple

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

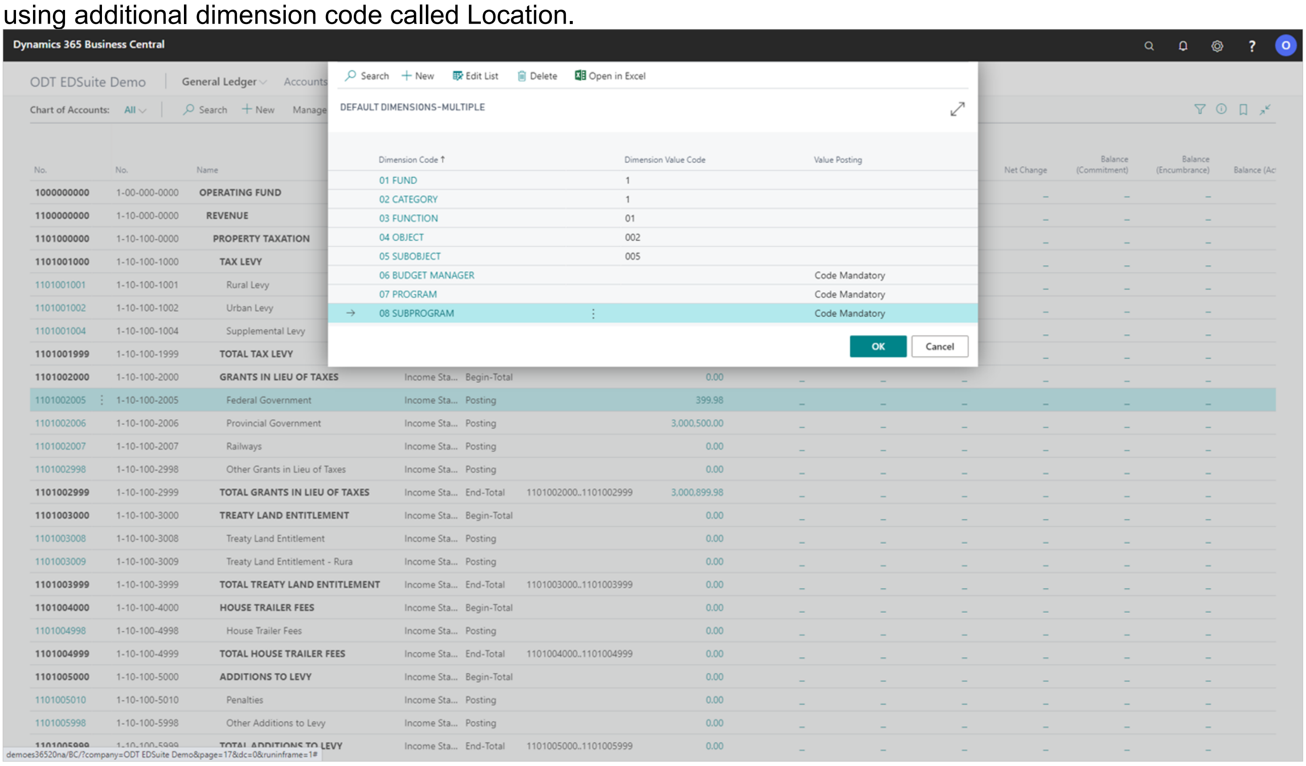
From the Chart of Account page click on the navigation menu item Dimensions-Multiple



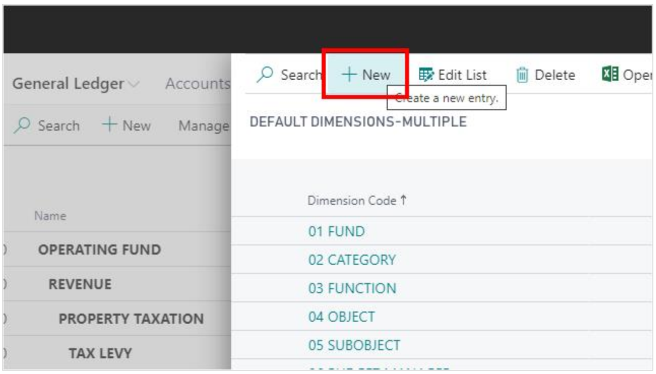
Window with Default Multiple Dimensions for the G/L Account "Federal Government" opens:



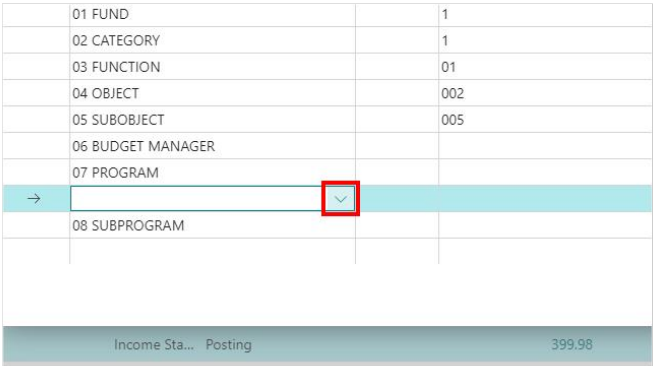
As an example, lets say you decide that you wanted to track information for G/L Account "Federal Government" using additional dimension code called Location.



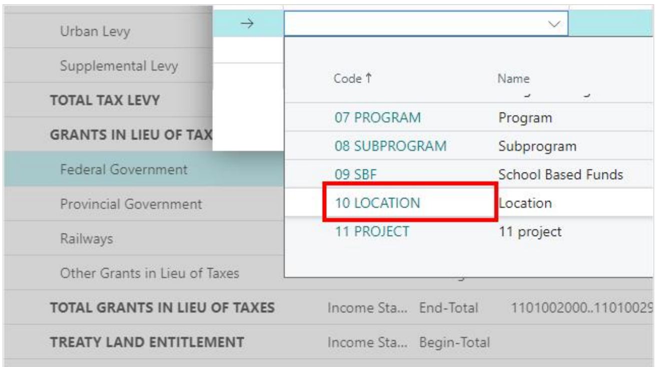
Click on the navigation menu item **New**



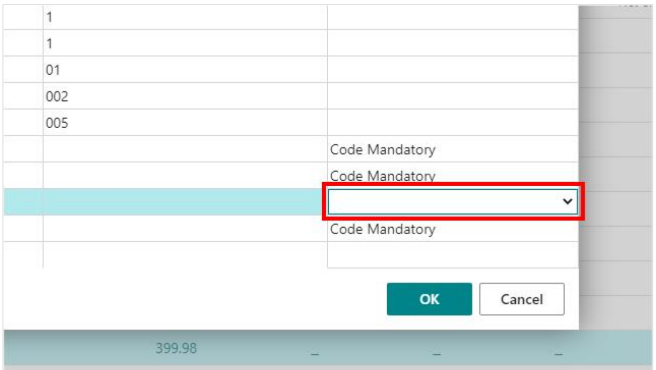
Click on the lookup button in the cell **Dimension Code**



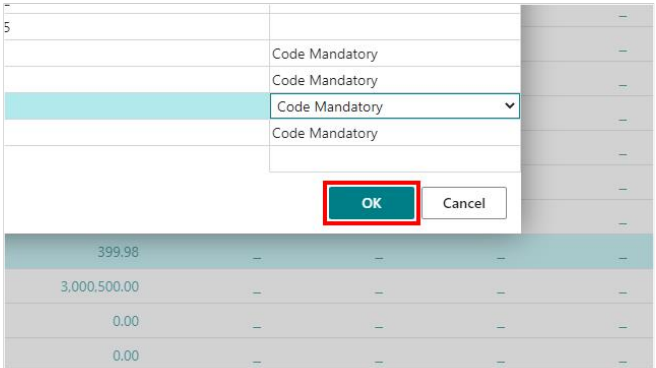
Click on the link in cell **Code** with the value **10 LOCATION**



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



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

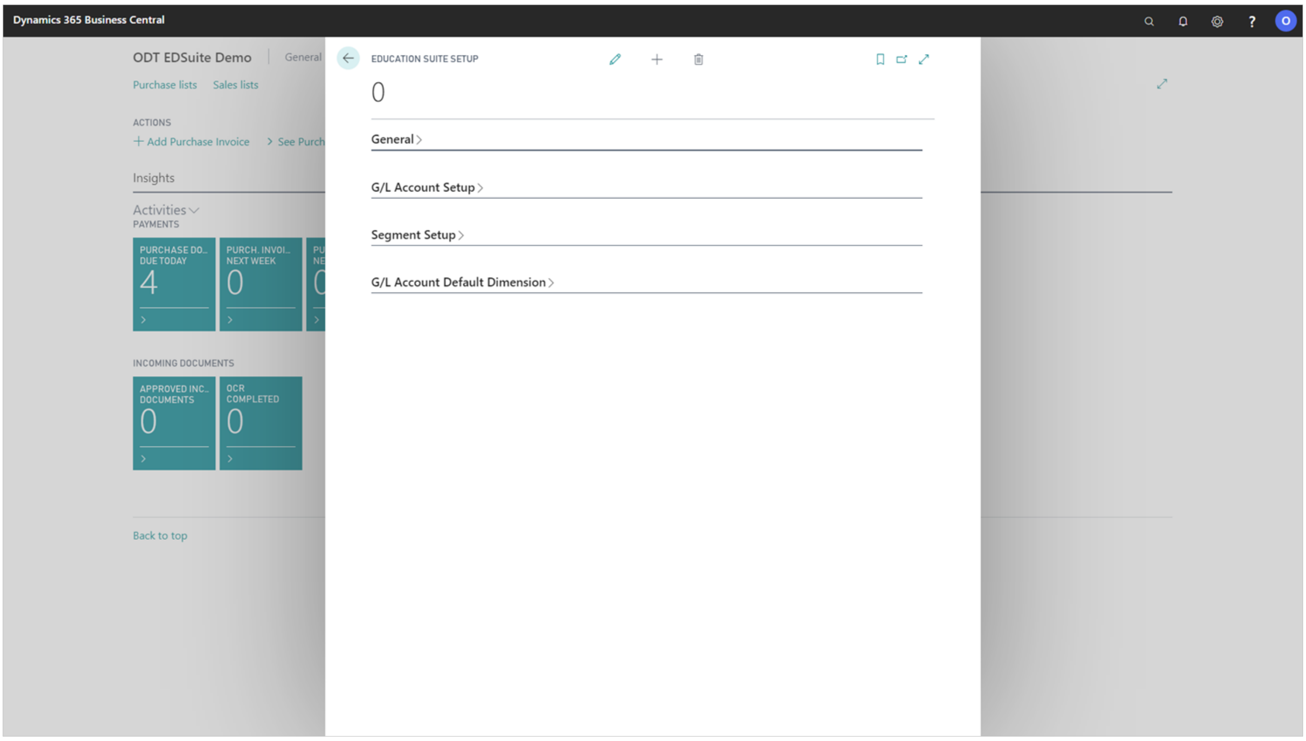
2.4.1.1. Overview

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:

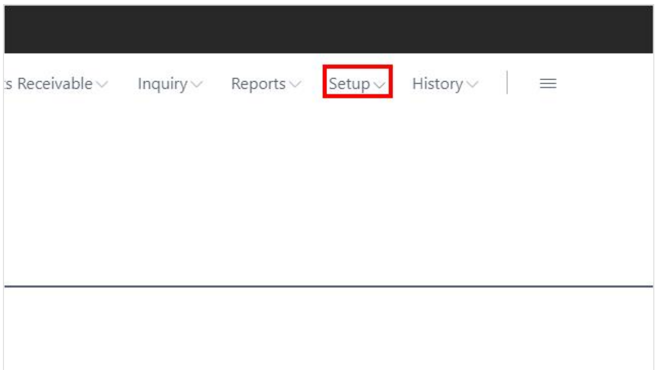
- General - defines current budget and fund information
- G/L Account Setup - defines G/L Account structure and view
- Segment Setup - activates Dimensions up to 8 segments respectively
- G/L Account Default Dimensions - defines default G/L Account dimensions



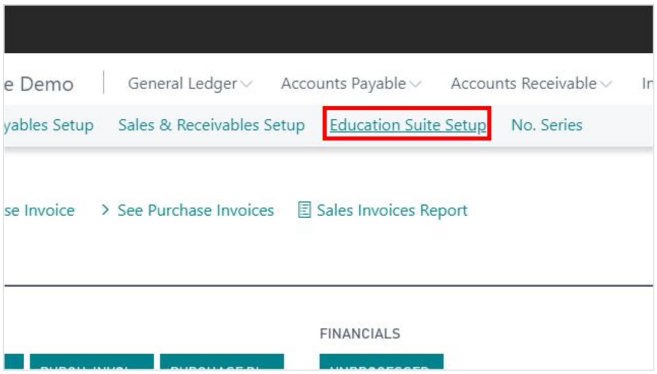
2.4.1.2. Steps to Setup Educations Suite Setup

Fund Accounting Profile

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

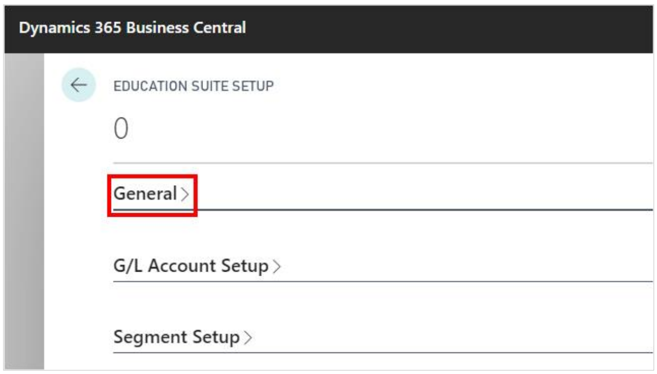


Click on the navigation menu item **Education Suite Setup**

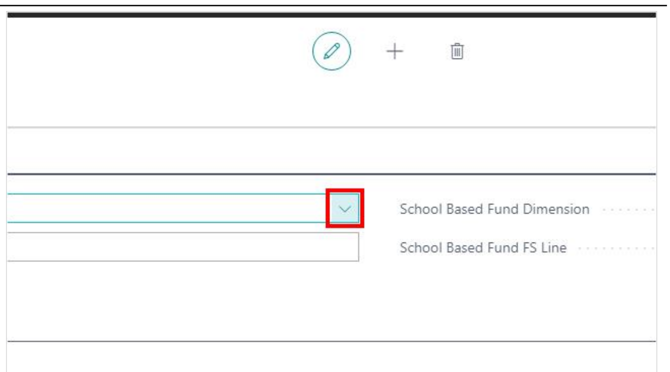


Fill in General Tab first.

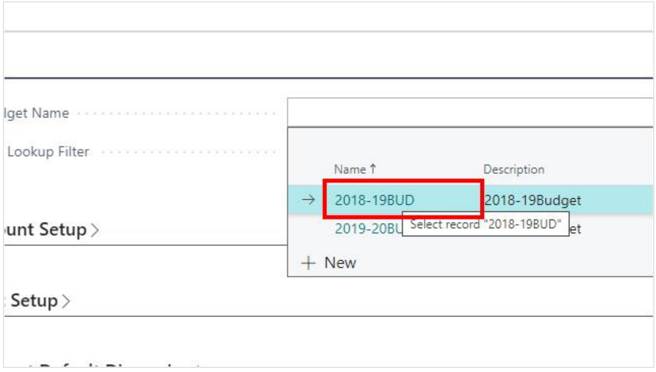
Click on **General**



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

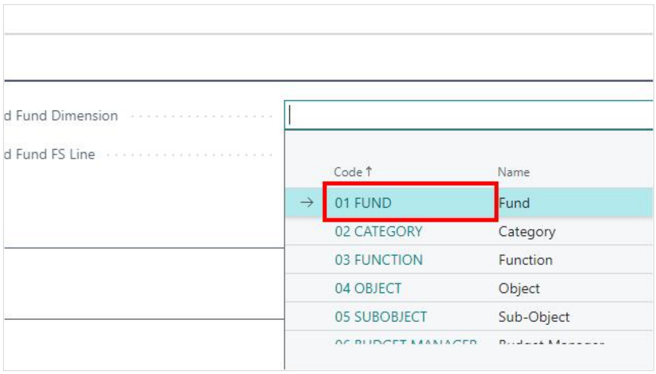


Click on the link in cell Name. Select proper Budget name from the drop-down list.



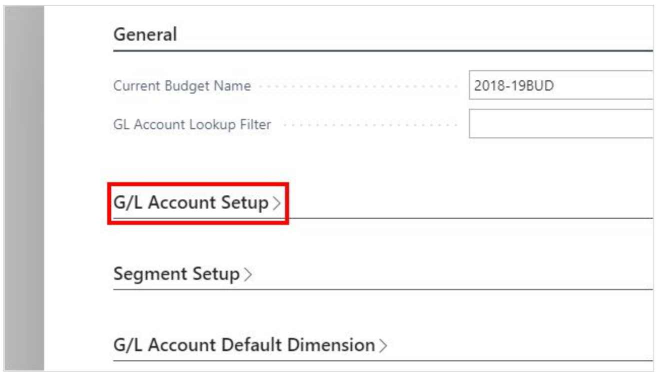
Click on the field **School Based Fund Dimension**

Click on the link in cell Code. Select proper Fund Dimension from the drop-down menu



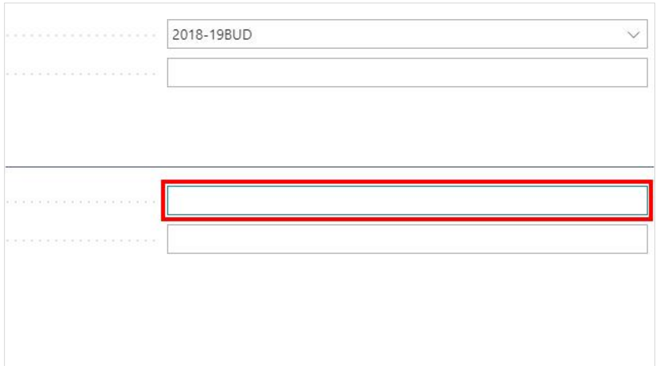
Fill in information into G/L Account Setup

Click on **G/L Account Setup**



Click on the field **G/L Account Separator**

Enter **G/L Account Separator**.

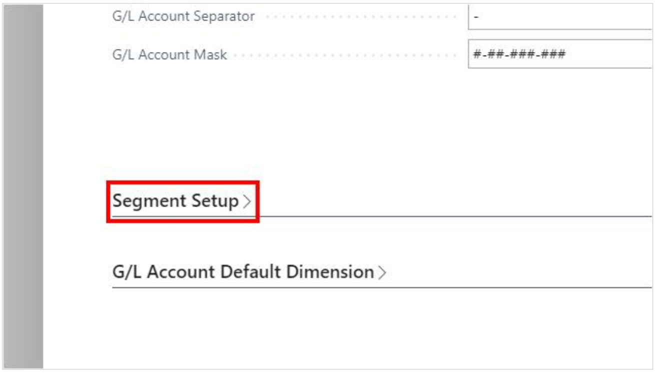


Click on the field **G/L Account Mask**

Enter **G/L Account Mask**.

Enter Segment Setup settings to manage segments.

Click on **Segment Setup**



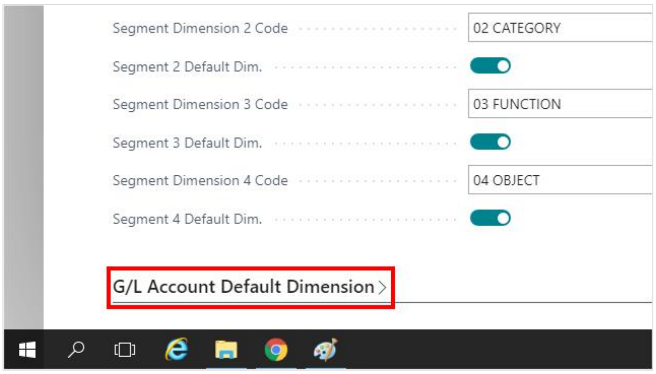
Remember, that G/L Account Segment Setup cannot be activated/deactivated if any unposted transaction lines found by the system

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

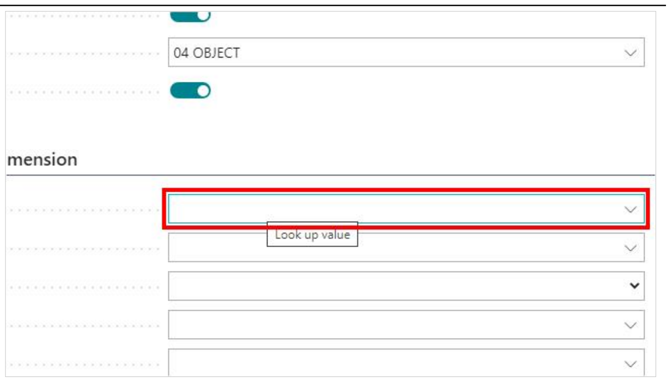
You can assign a default dimension for a specific account. The dimension will be copied to the journal or document when you enter the account number on a line, but you can delete or change the code on the line if appropriate.

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

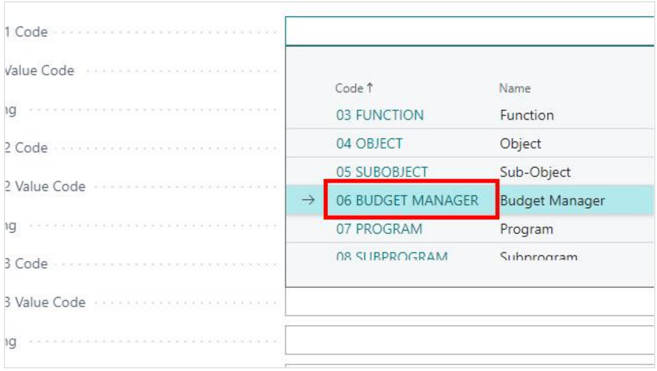
Click on **G/L Account Default Dimension**



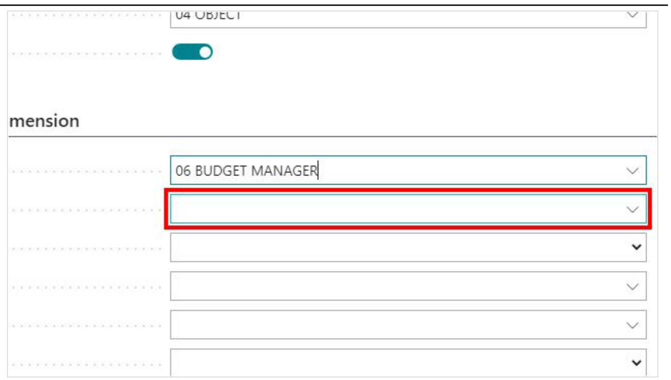
Click on the field **Dimension 1 Code**



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

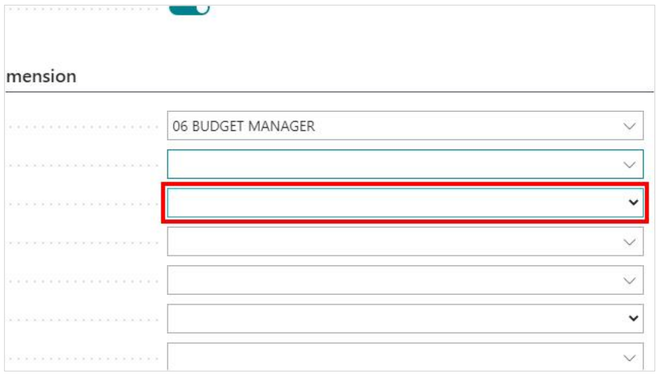


Click on the field **Dimension Value Code**



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

Click on the field **Value Posting**



Value Posting can be selected as per list below:

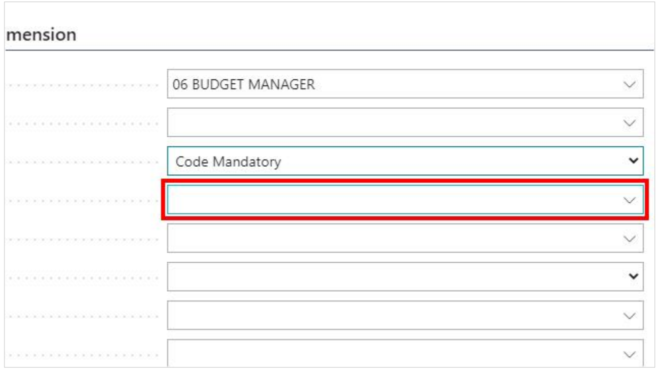
Blank means no posting restriction.Transactions can be posted with any dimension value or without a dimension value.

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

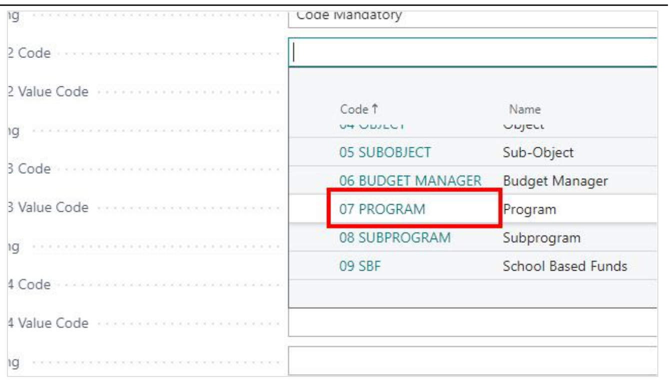
Same Code - only a single dimension value defined in Default Dimension can be used while posting.

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

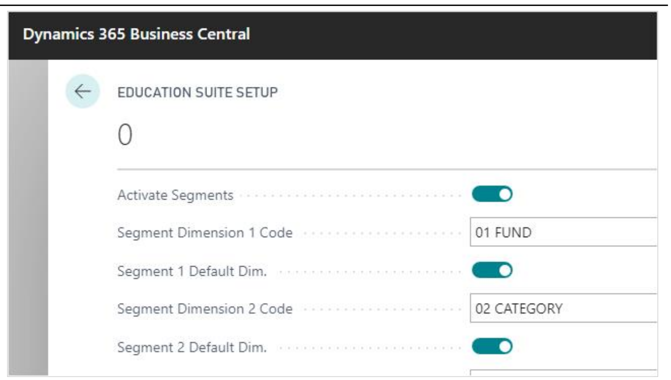
Click on the field **Dimension 2 Code**



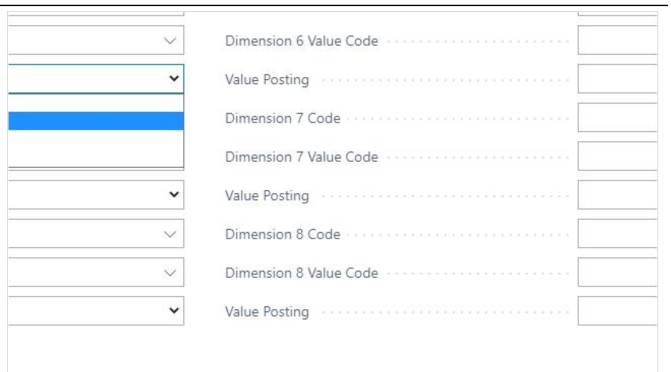
Click on the link in cell **Code** with the value **07 PROGRAM**



Click on the item **in the list**

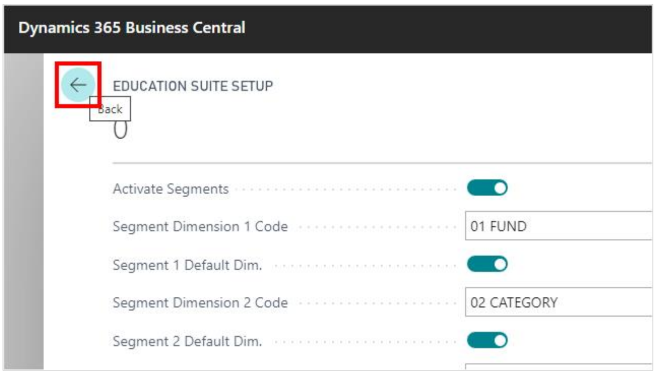


Click on the field **Value Posting**



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

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.

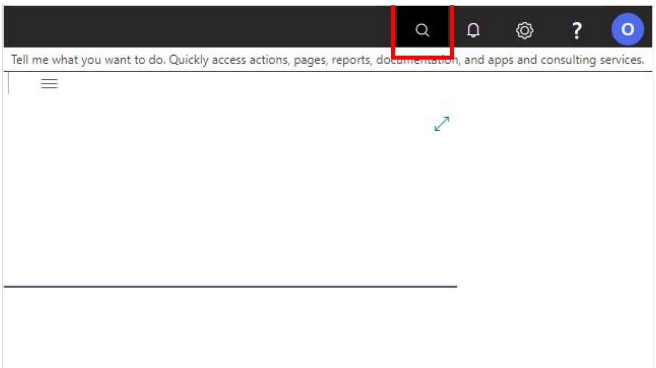
It would be fairly simple to automatically balance the two funds entry but anything with more than two funds would be impossible to balance automatically.

2.5.2. How to Setup Self-Balancing Functionality

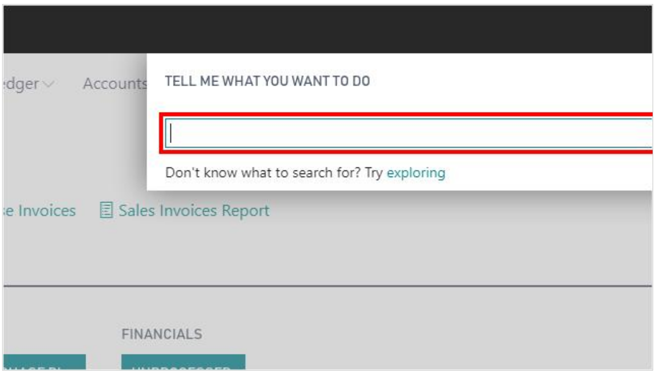
2.5.2.1. Steps to Setup Self-Balancing Functionality

Self-Balancing setup is determined from the Dimension Table.

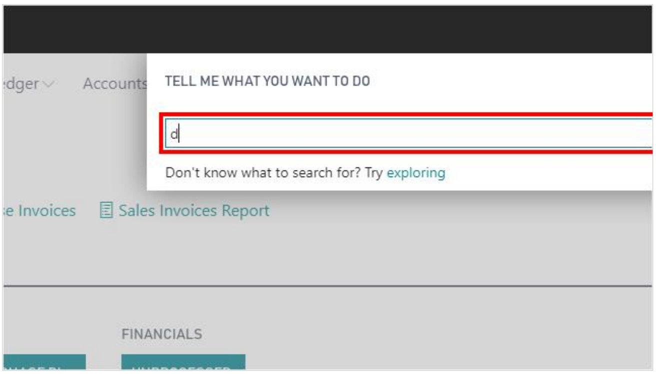
Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**



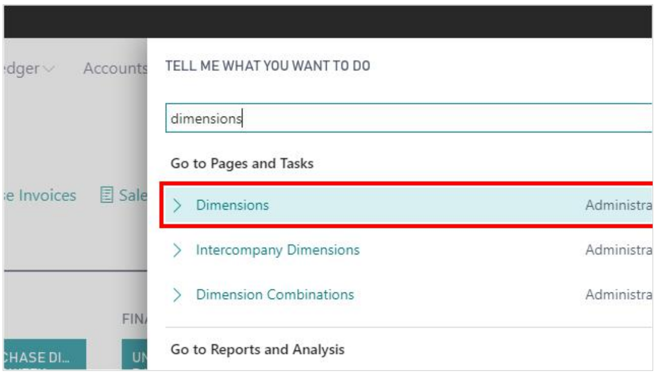
Click on the field **Type to start search:**



Enter **Type to start search:**.



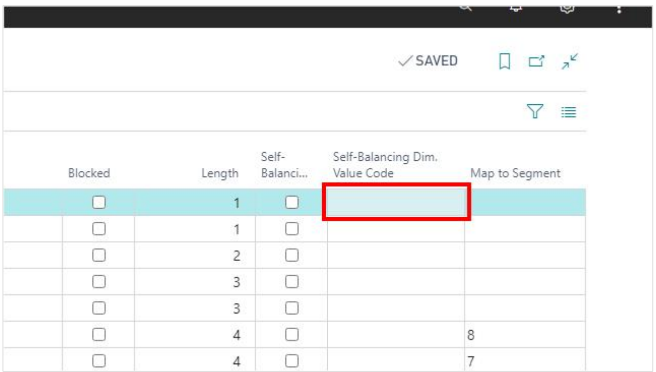
Click on **Dimensions Administration**



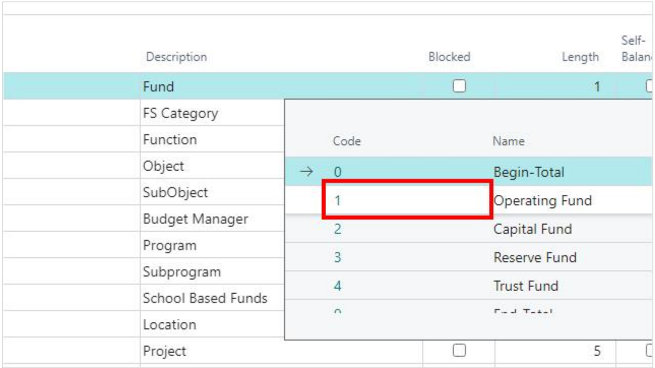
Select the Dimension from the list, which will be set as clearing account. As was mentioned previously, for most organizations, this will be the Operating fund.

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

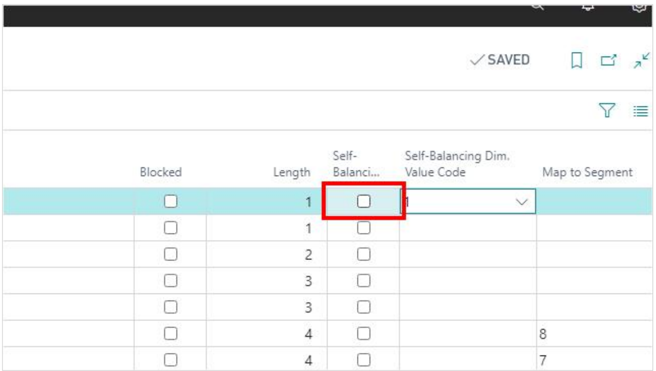
Click on the cell Self-Balancing Dimension Value Code



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



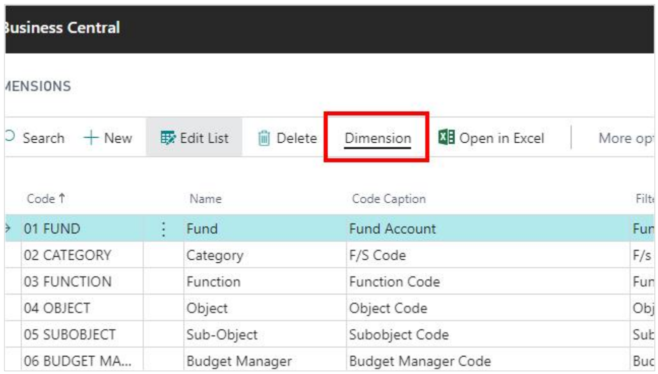
Click on **Self-Balancing**



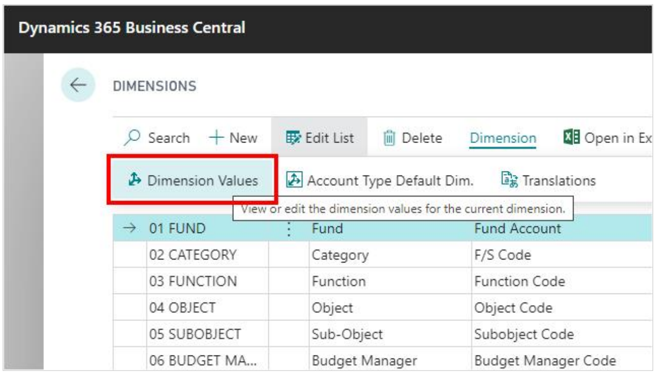
Dimension "01 FUND" is set to be self-balancing fund now.

Next step is to setup proper Dimension Values.

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

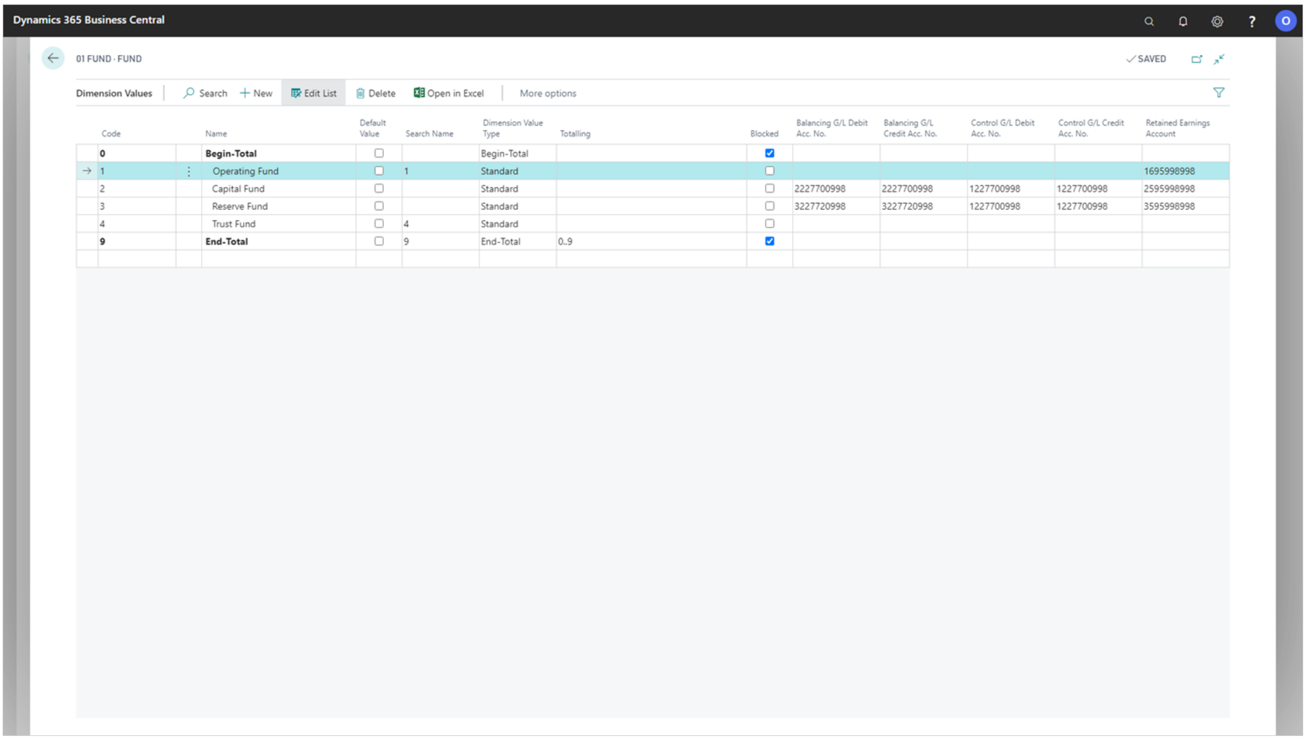


Double click on the navigation menu item **Dimension Values**

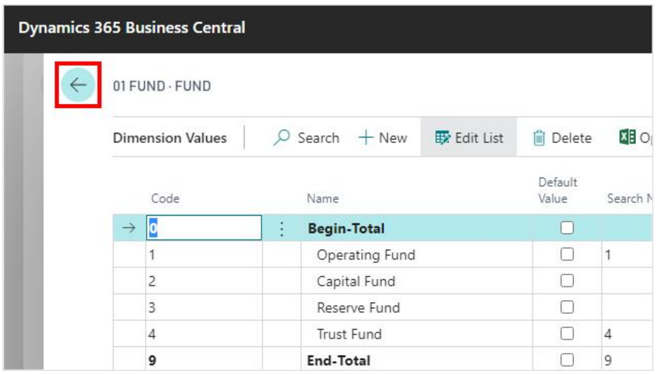


Enter proper G/L Accounts by the selecting accounts from drop down menu.

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



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



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.

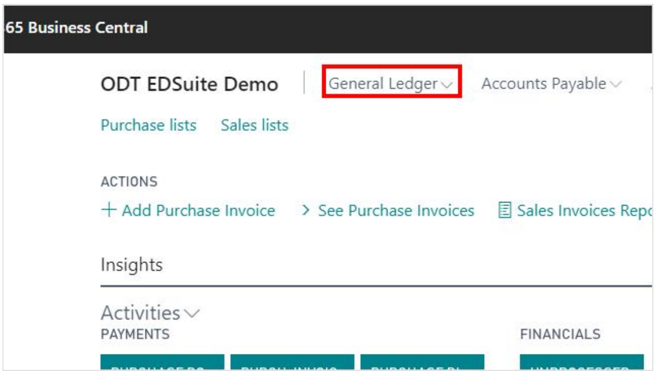
2.6.1.2. General Ledger Budgets Overview

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.

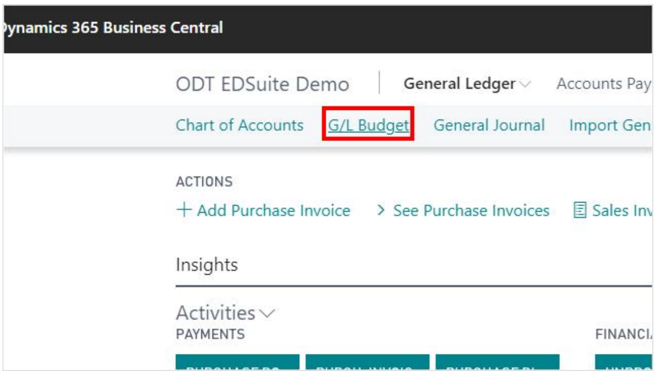
The method you ultimately choose to use depends on your specific budget processes and the detail level that you budget to. The following section will cover several methods of establishing your budget in Business Central Education Suite.

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

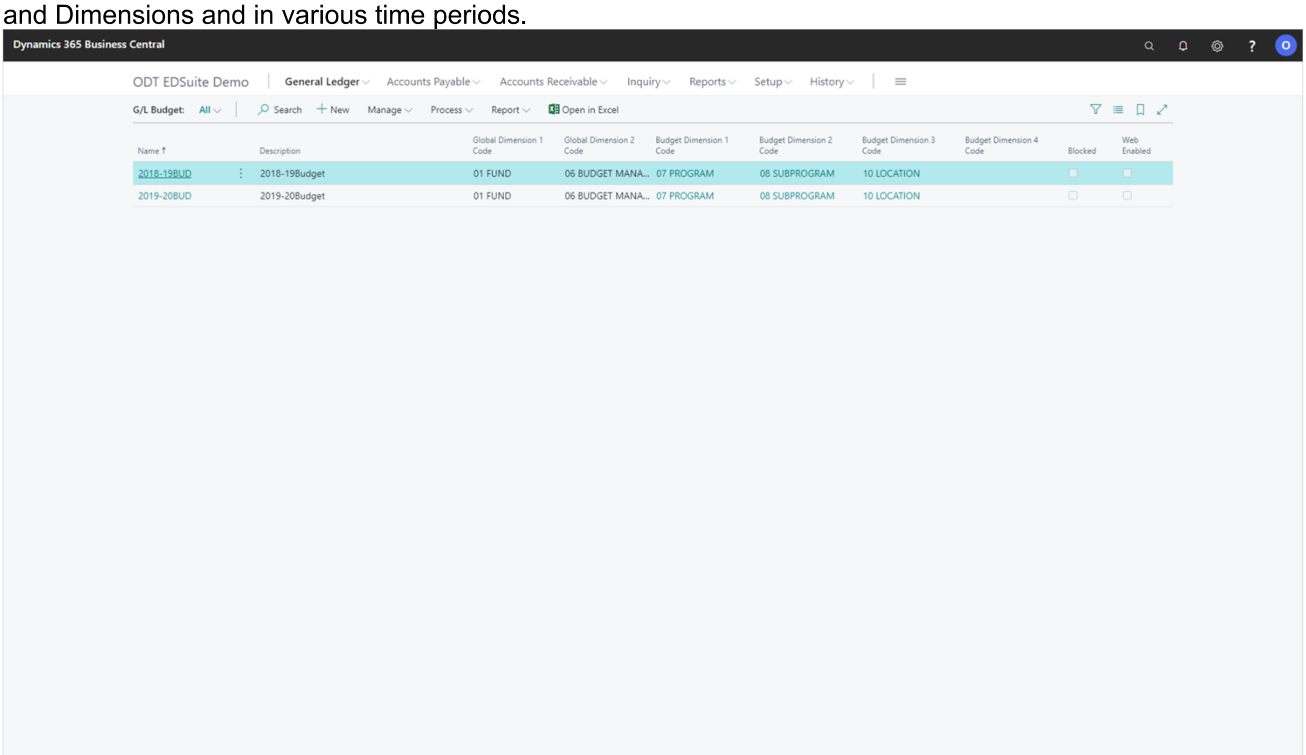
Click on the navigation menu item popup **General Ledger**



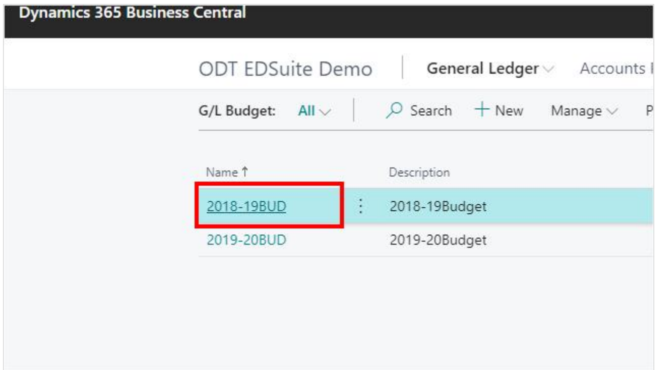
Click on the navigation menu item **G/L Budget**



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



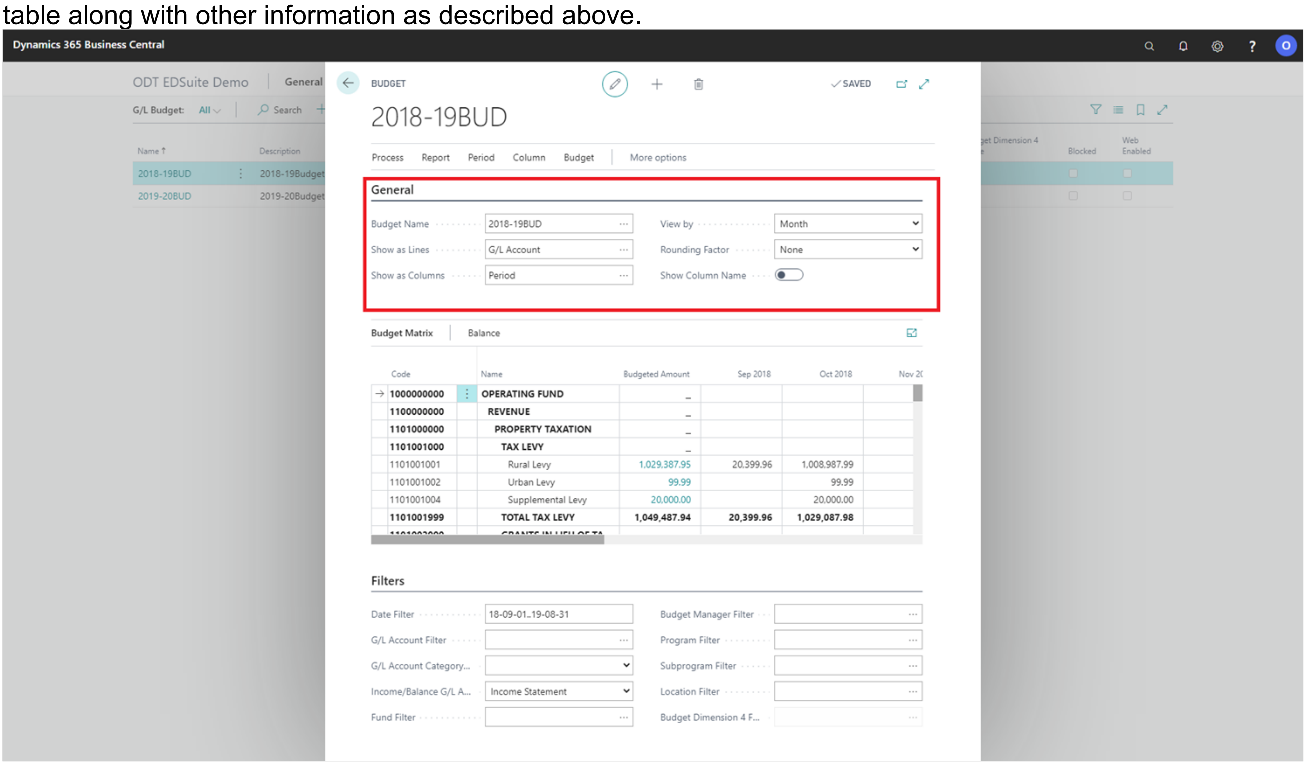
Click on the link in cell **Name** with the value **2018-19BUD**



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

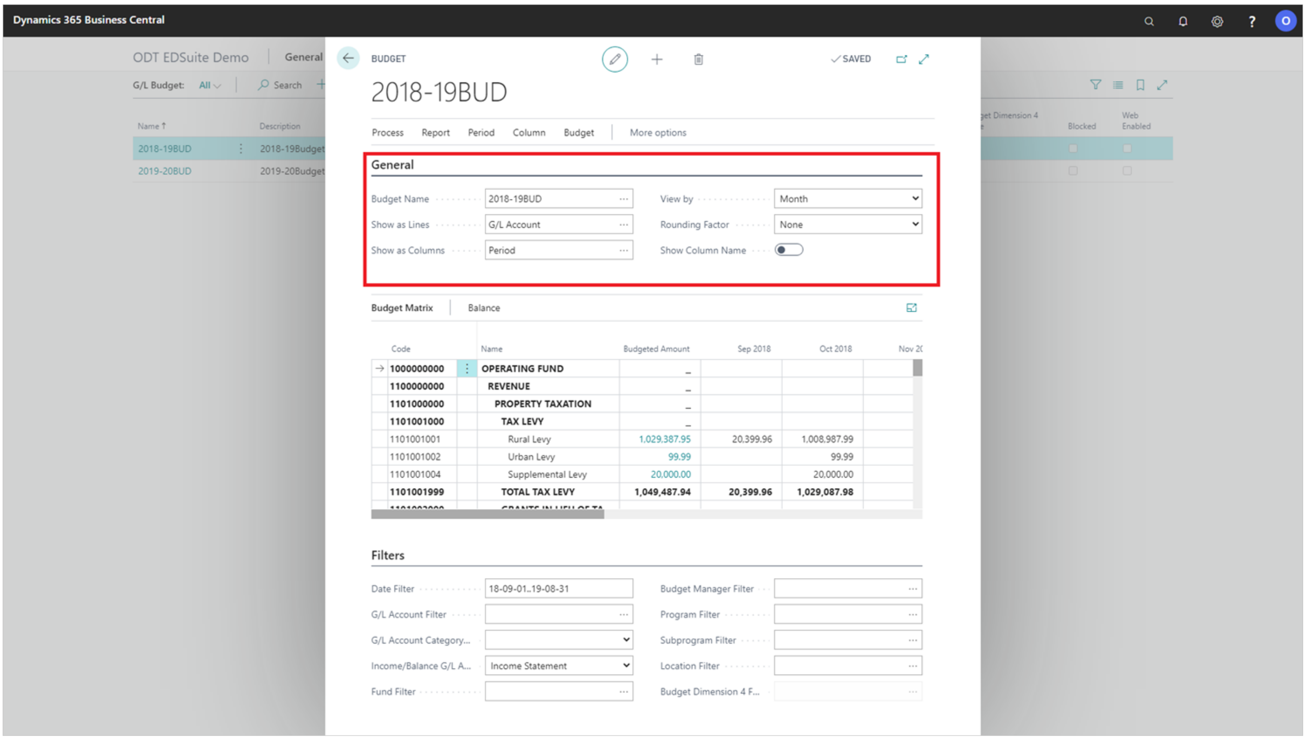
General tab fields includes:

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.



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

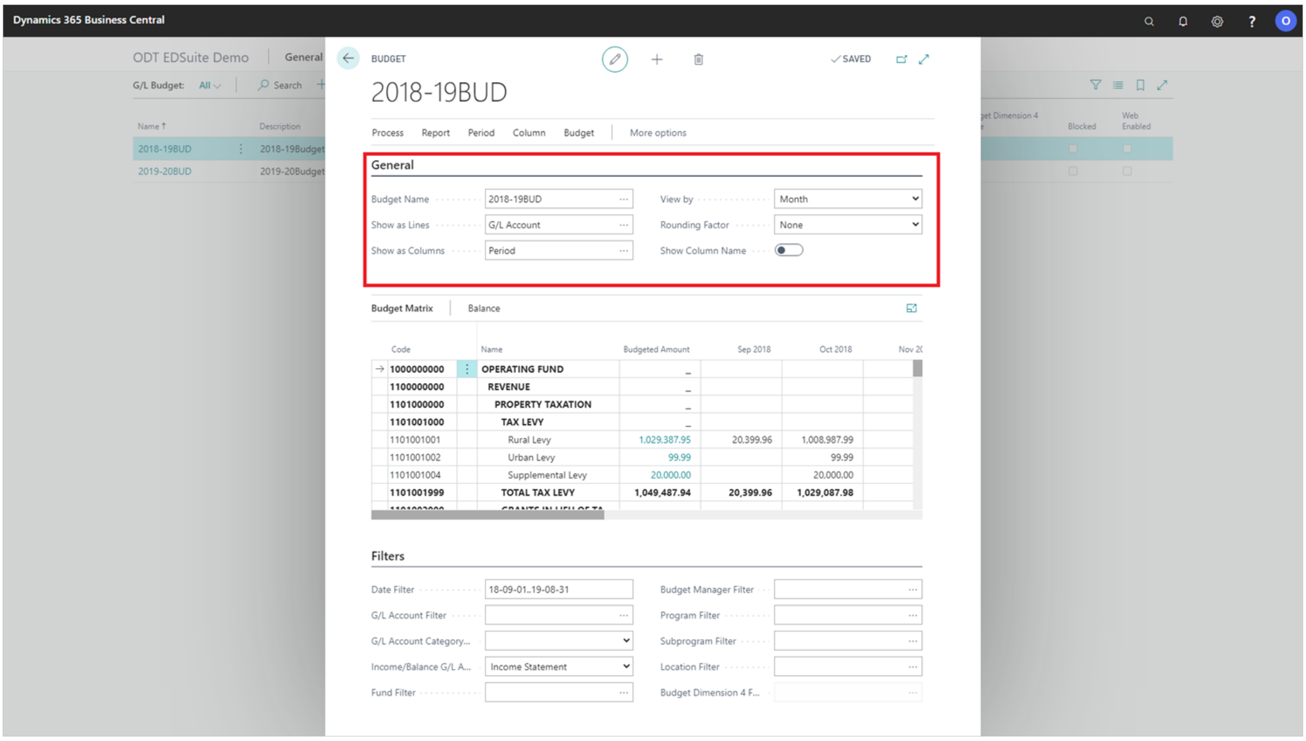
Show as Columns - Default is Period but can be changed to be a Dimension Code or G/L Account.



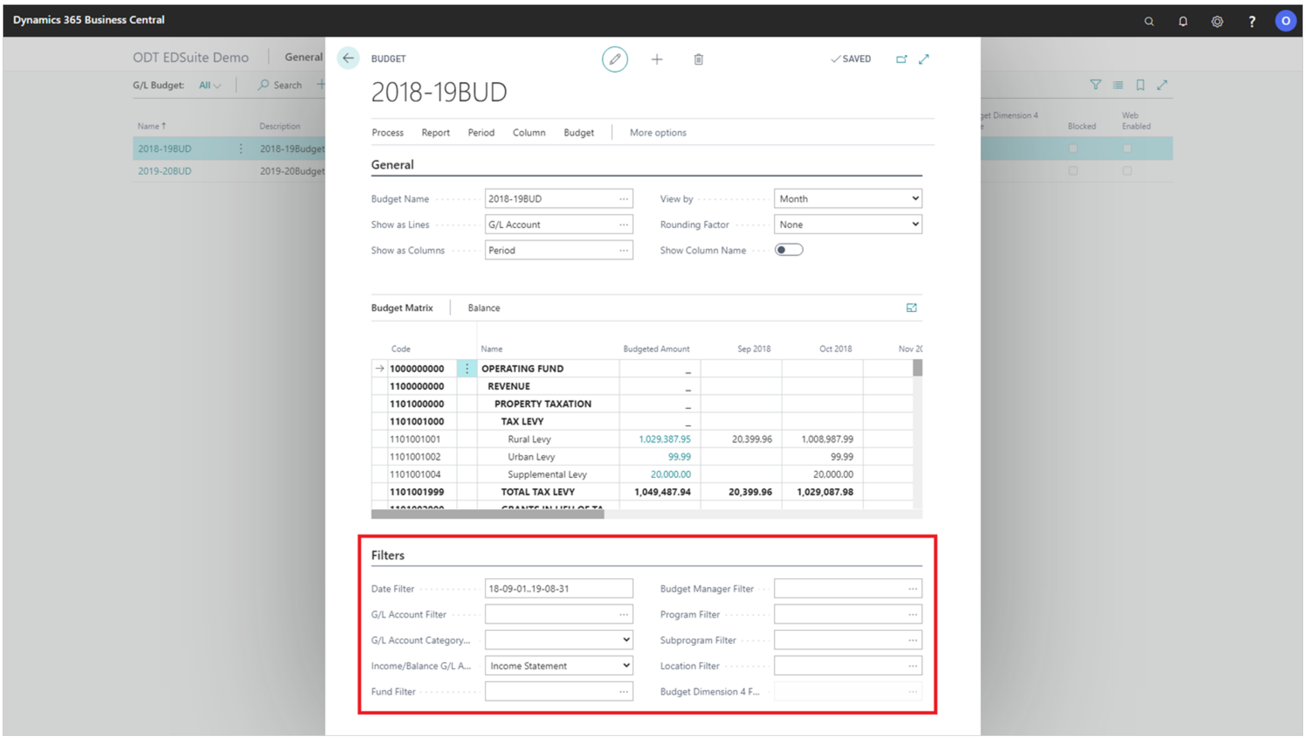
View By - Default G/L Budget view by the different time period.

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.

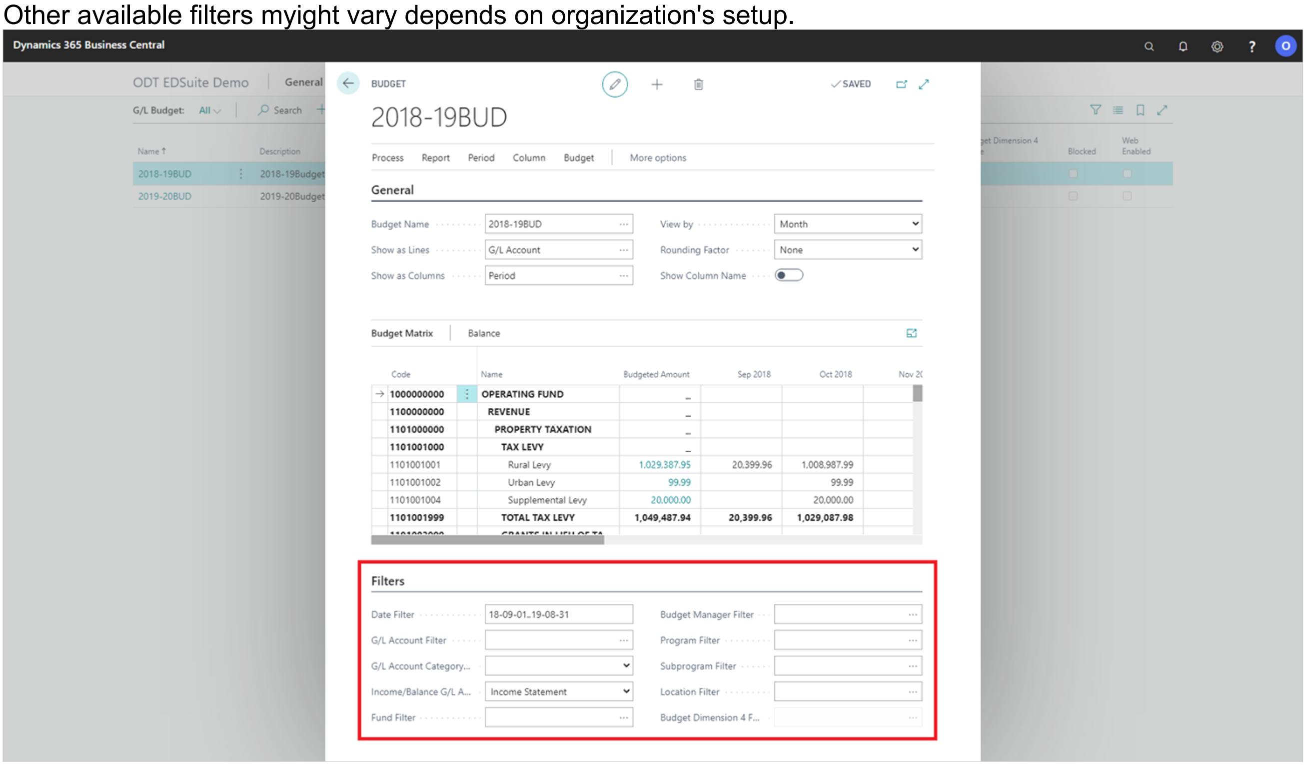
Show Column Name - If selected the Column heading will be the name of the Period, G/L Account or Dimension rather than the code.



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



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 myight vary depends on organization's setup.

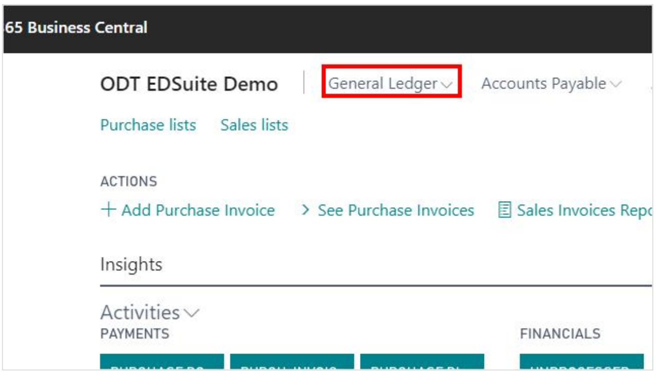


2.6.2. How to Create a Budget

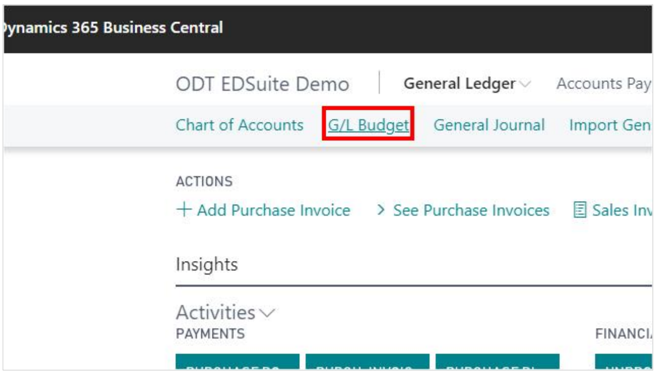
2.6.2.1. How to Create Budget Manually

Fund Accounting Profile

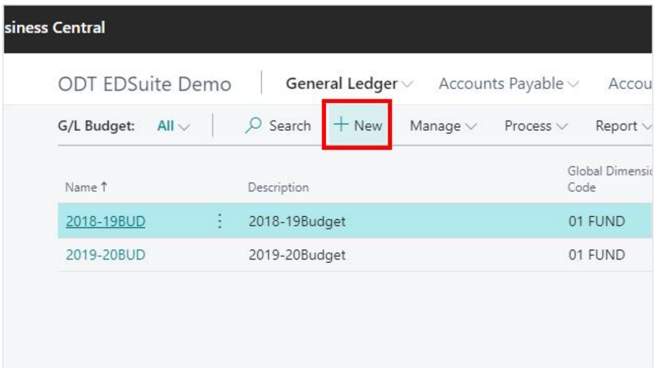
Click on the navigation menu item popup **General Ledger**



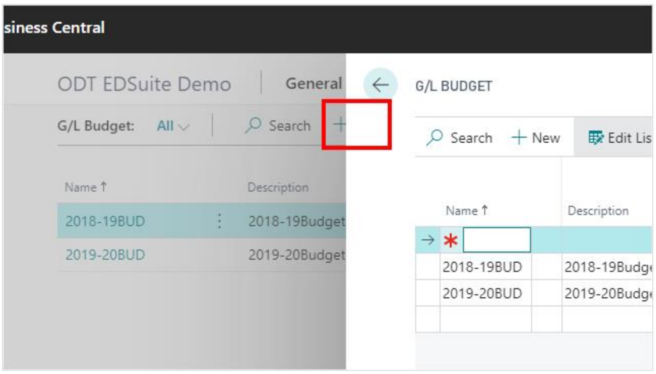
Click on the navigation menu item **G/L Budget**



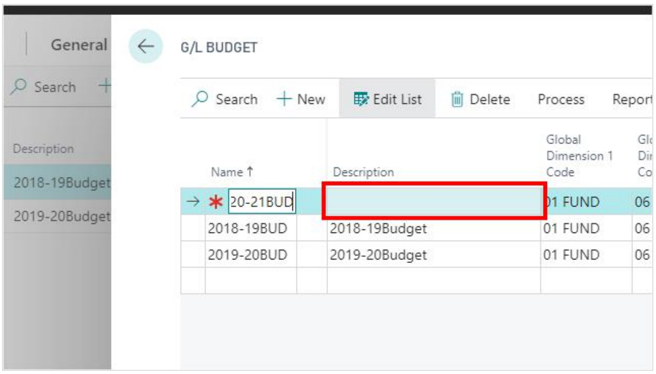
Click on the navigation menu item **New**



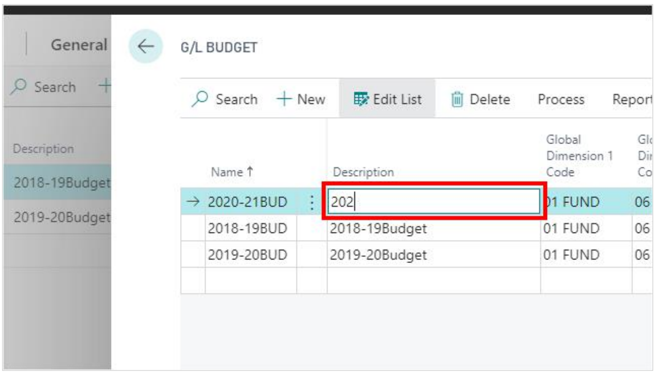
Enter **Unique Budget Name**.



Click on the cell **Description**



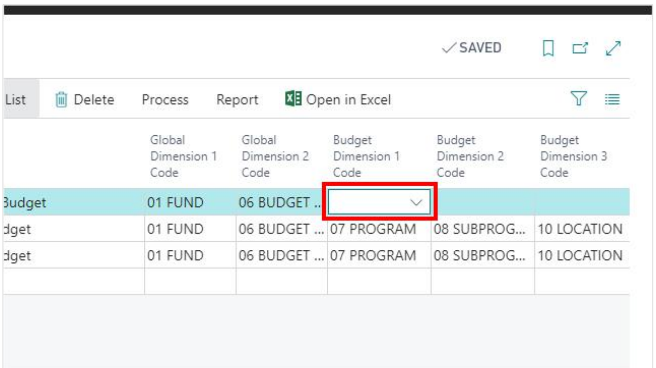
Enter **Unique Budget Description**. Press the **Enter** key.



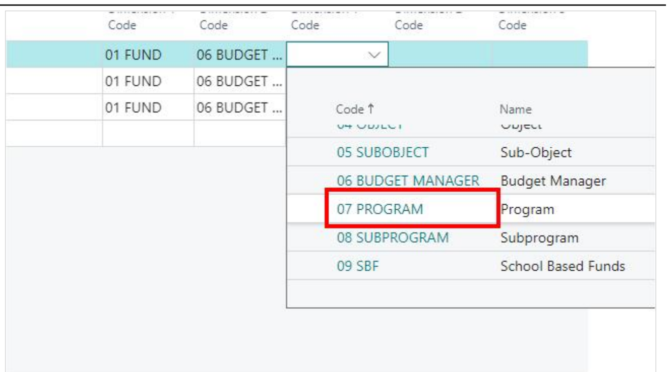
Assign the appropriate Budget Dimension Codes.

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.

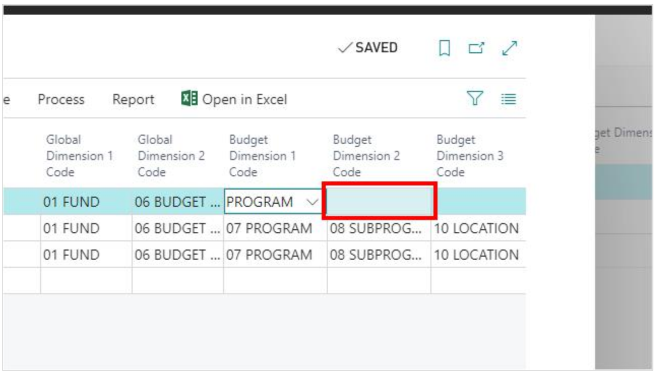
Click on the cell **Budget Dimension 1 Code**



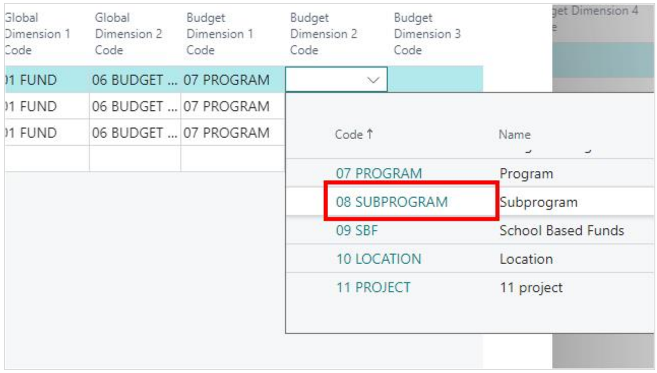
Click on the link in cell **Code** with the value **07 PROGRAM**



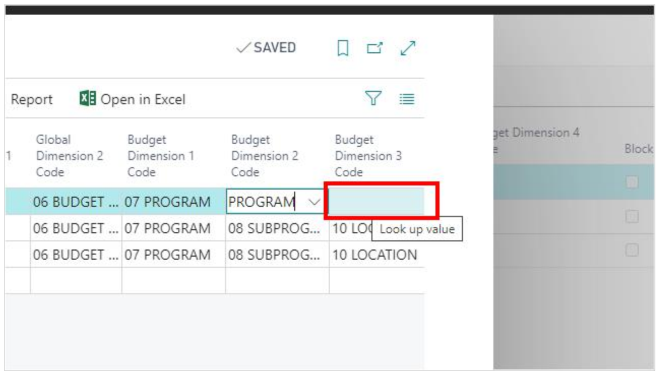
Click on the cell **Budget Dimension 2 Code**



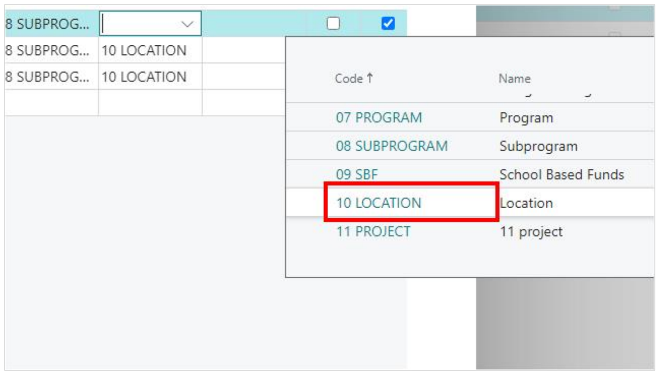
Click on the link in cell **Code** with the value **08 SUBPROGRAM**



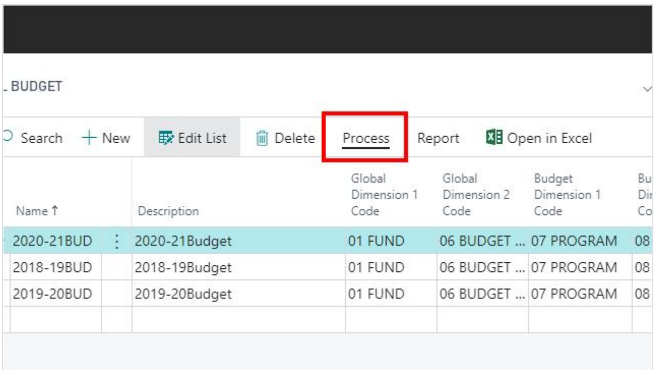
Click on the cell **Budget Dimension 3 Code**



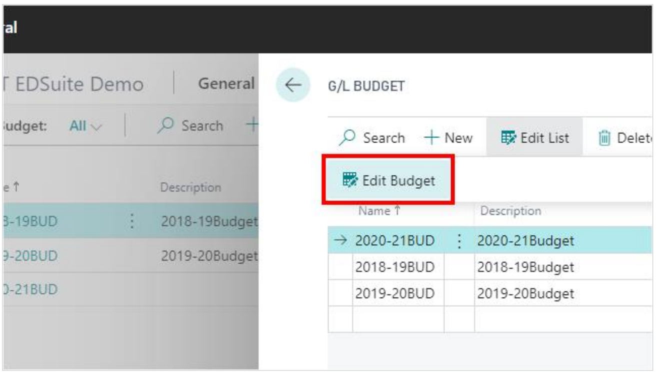
Click on the link in cell **Code** with the value **10 LOCATION**



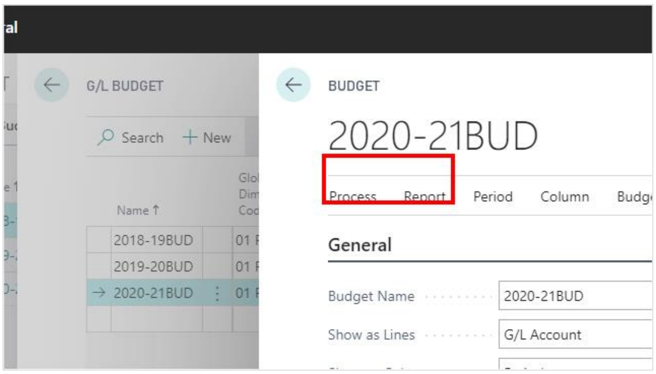
Click on the navigation menu item popup **Process**



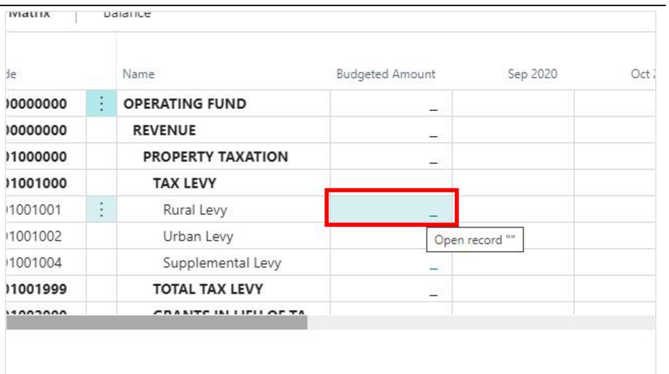
Click on the navigation menu item **Edit Budget**



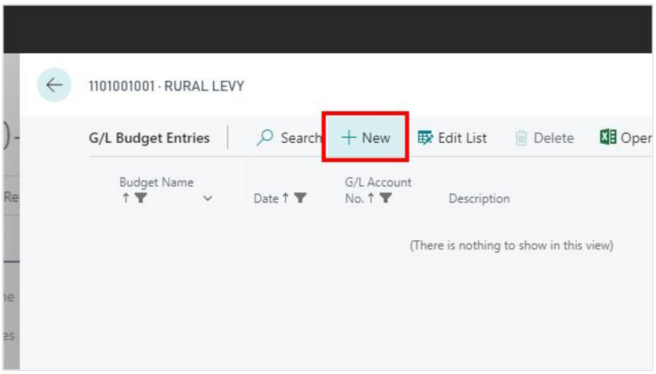
Enter **Budget manually, enter Date Filters on the Filters tab of the Budget Window and enter amounts right in the Budget Window.** . Press the **Enter** key.



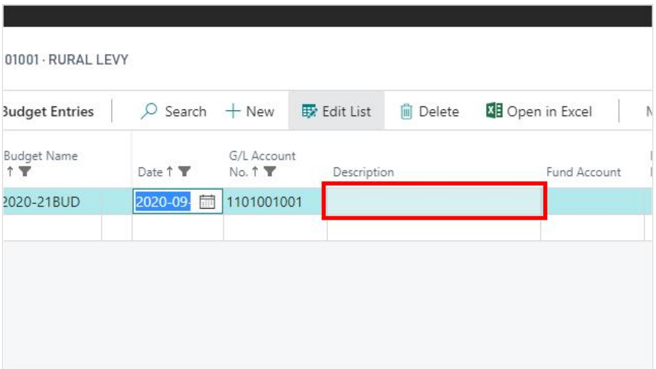
Click in the appropriate Account Number under the period you want to enter your budget for



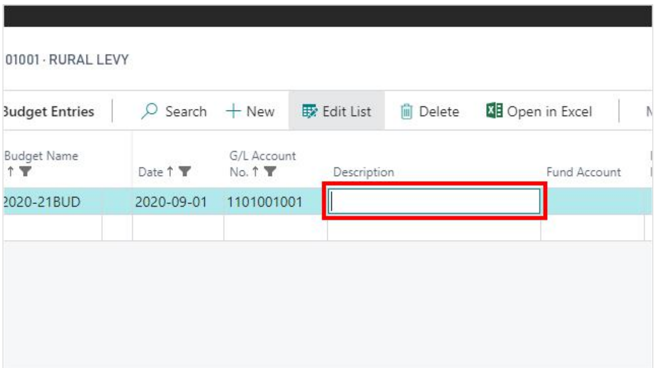
Click on the navigation menu item **New**



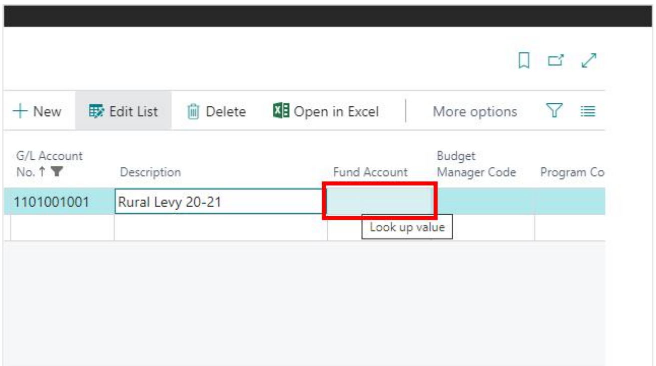
Click on the cell **Description**



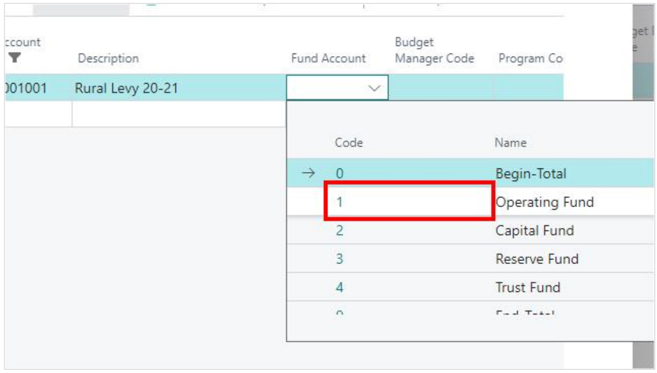
Enter **Description. However, it is not mandatory**.



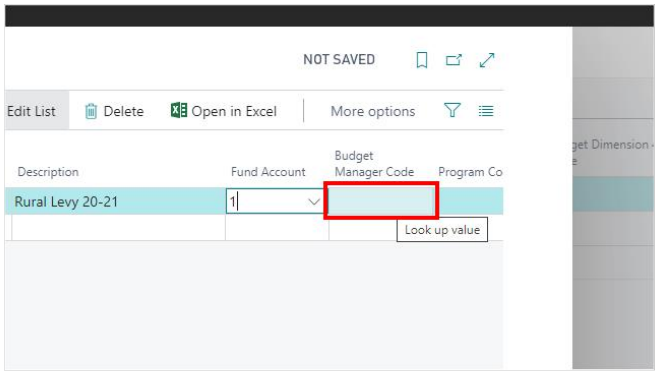
Click on the cell **Fund Account**



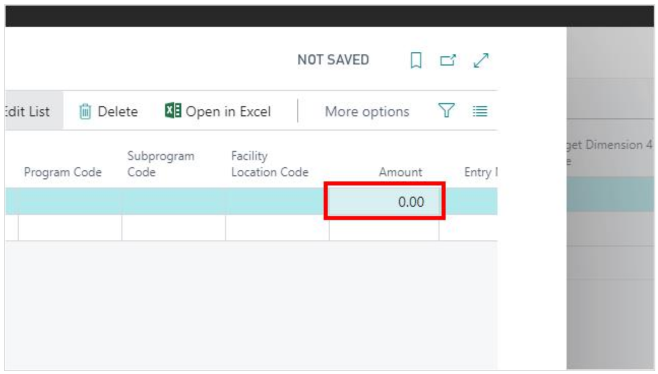
Select Fund Account from the drop-down list



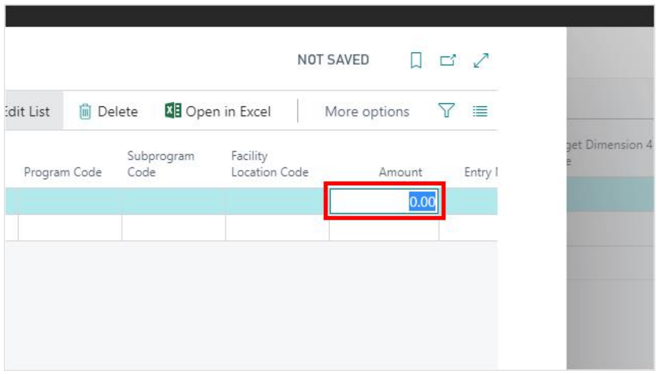
Enter Dimensions, if applicable.



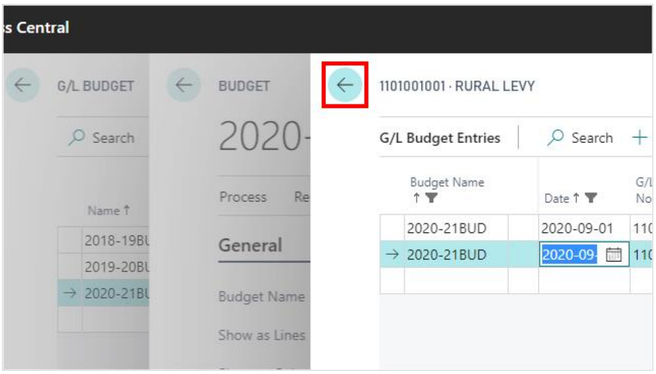
Click on the cell Amount



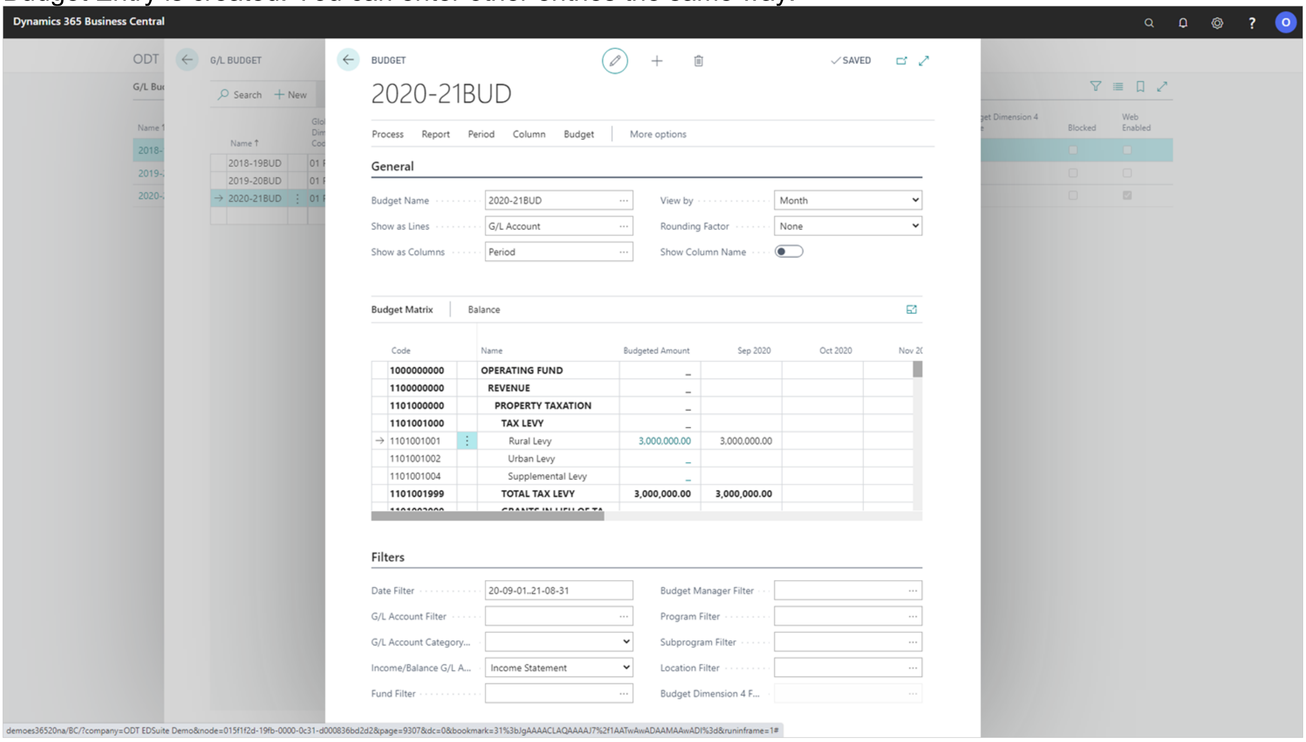
Enter **Amount**. Press the **Enter** key.



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

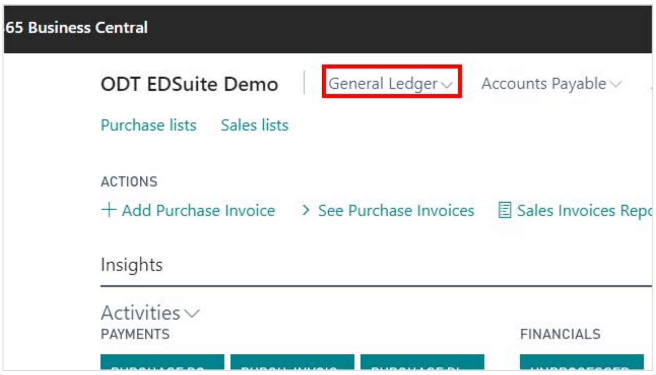
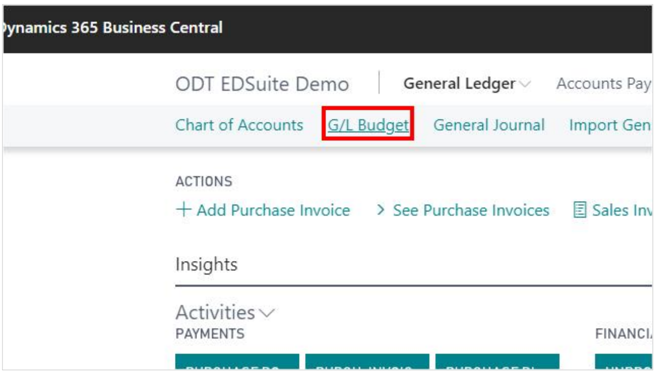
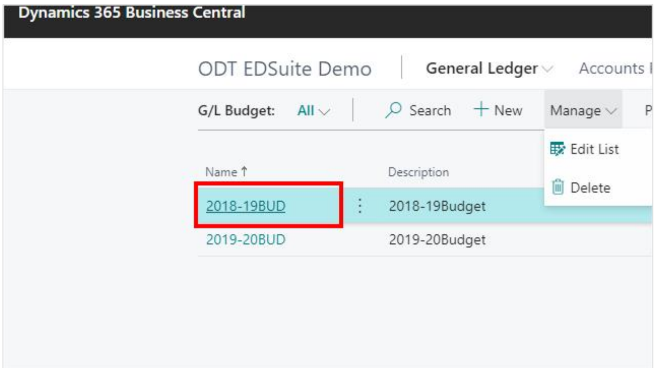
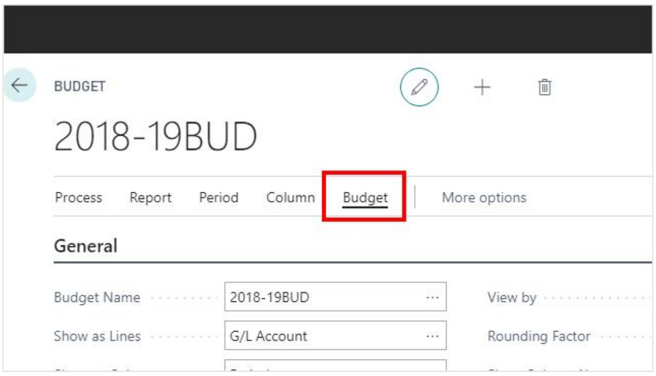
2.6.3.1. Overview

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.

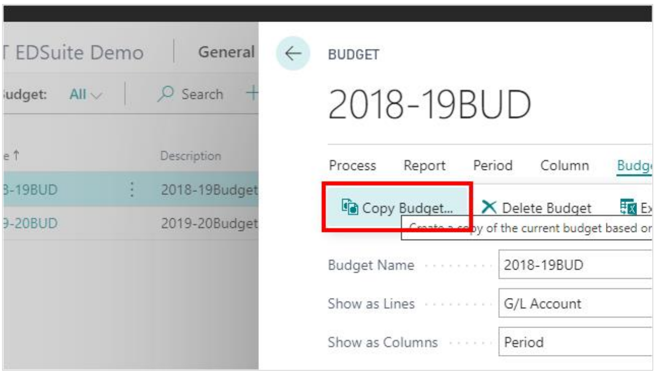
2.6.3.2. How to Copy Budgets

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

Fund Accounting Role

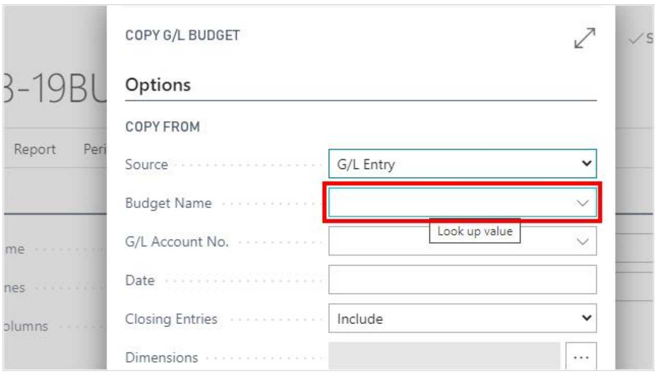
Click on the navigation menu item popup **General Ledger**	
Click on the navigation menu item **G/L Budget**	
Click on the link in cell Name with the Budget Name you want to copy	
Click on the navigation menu item popup **Budget**	

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

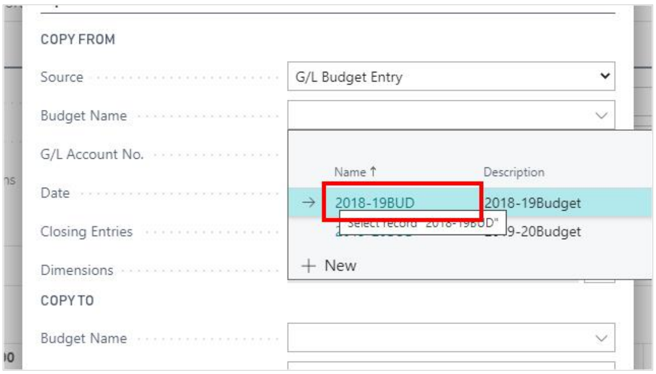


Options window opens. Let's create a new Budget for the same accounts, exept that we are expecting our 2019-2020 costs to be 5% higher than they were last period.

Click on the field Budget Name in a Copy From section



Select a Budget name to copy from

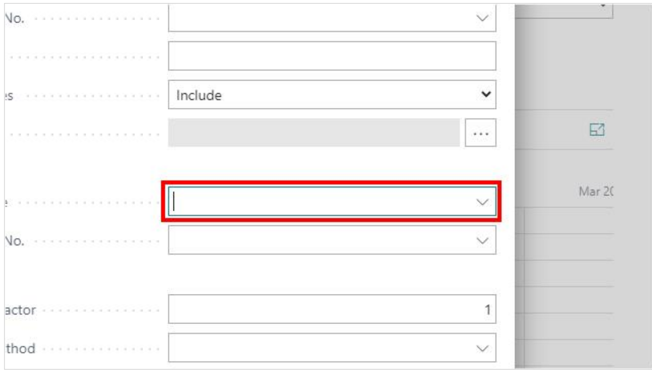


Set other options if applicable:

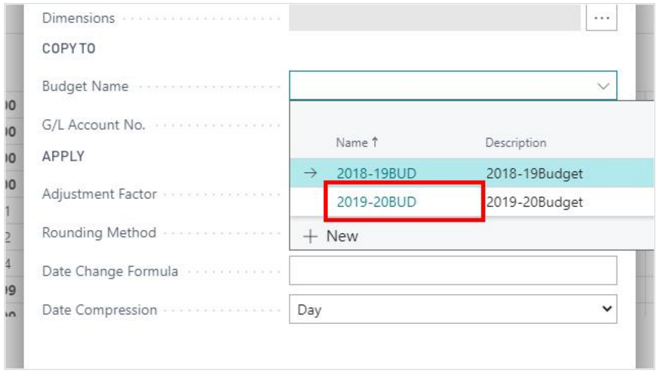
- G/L Account Number – you can select an account or accounts to copy information for.
- Date – the date or date range to read from
- Closing Entries – If Source is G/L Entries then indicate whether to include closing entries or not.
- Dimensions – choose all of the dimensions that you want to include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

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

Click on the field Budget Name in a Copy To section

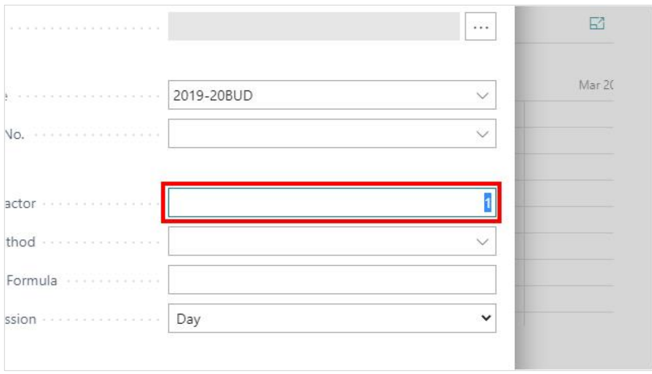


Select a Budgtet name to copy to

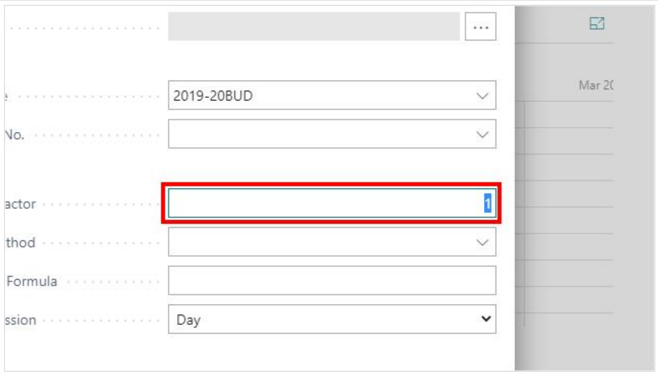


Fill in the Apply section

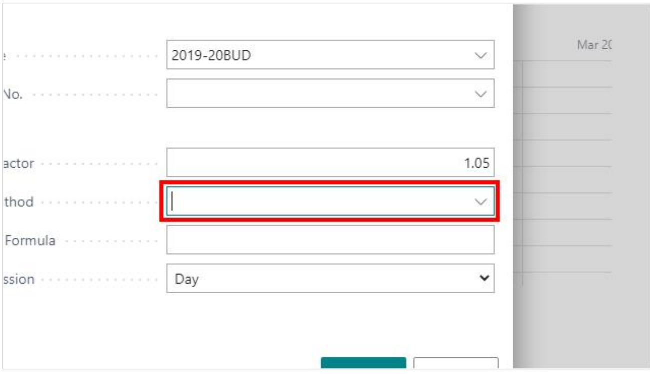
Click on the field **Adjustment Factor**



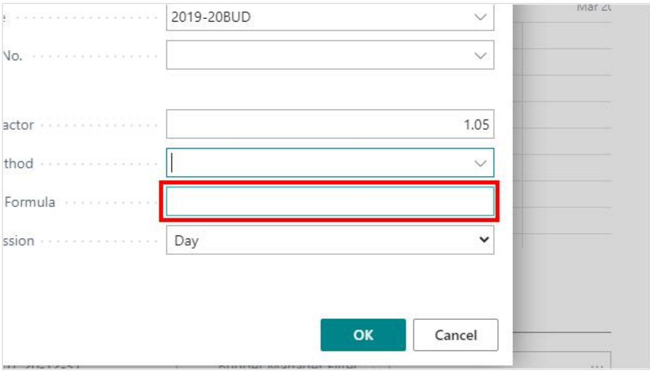
Enter **the text 1.05. Adjustment Factor is set to 1 what is 100%, 1.05 would be a 5% increase**.



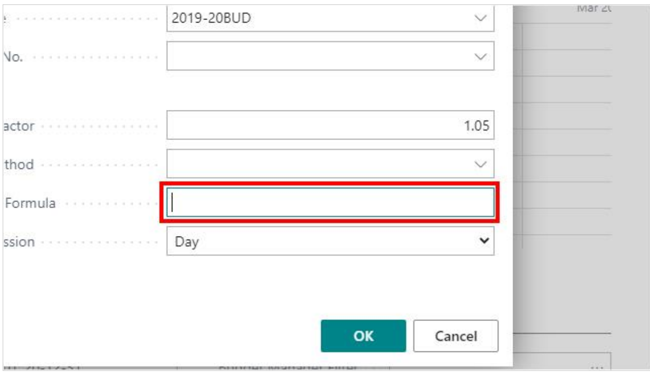
Click on the field Rounding Method. Rounding Method – If using an Adjustment Factor other than 1 you could end up with decimals.



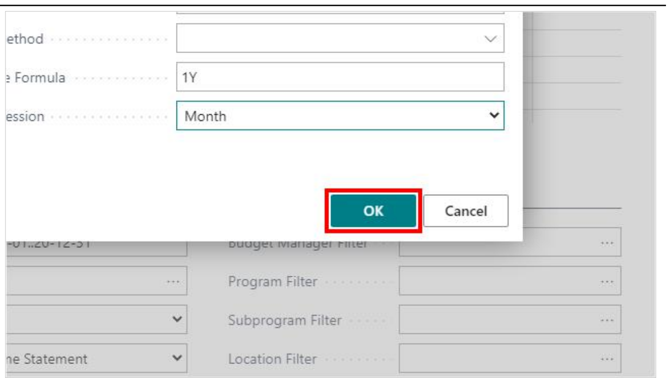
Click on the field **Date Change Formula**



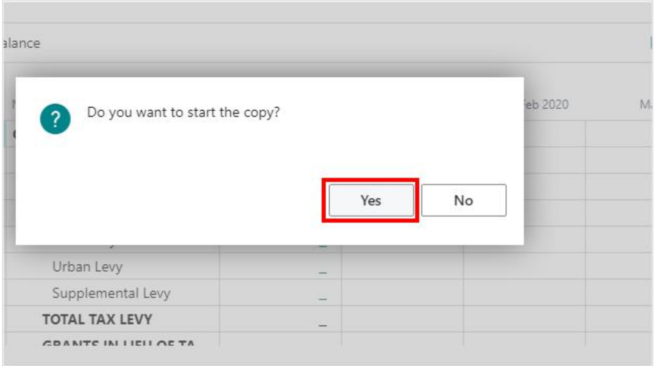
Enter **If copying an annual budget, use 1Y**.



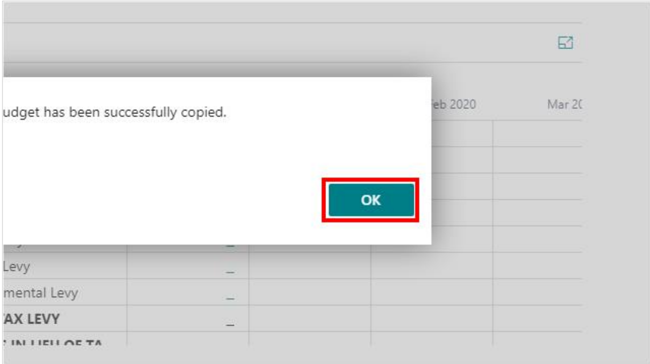
Set Date Compression to Month and click OK



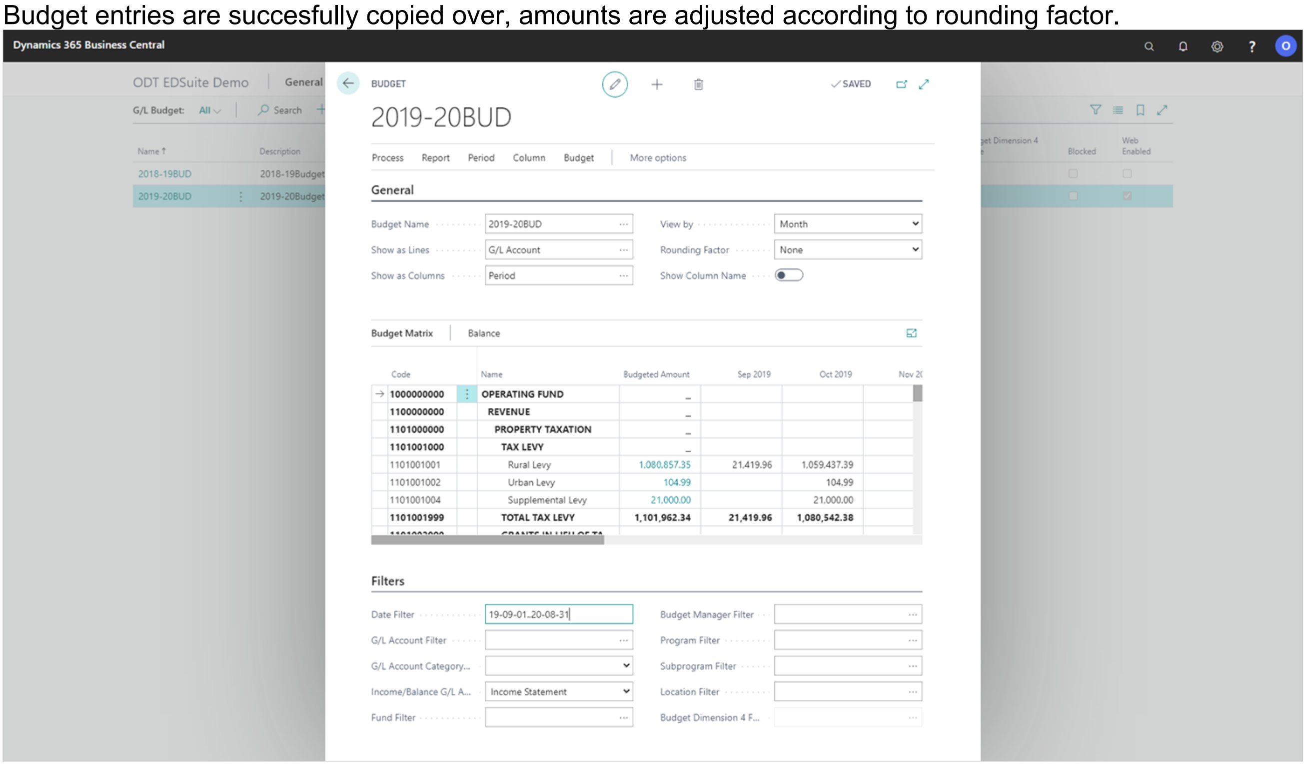
Click on the button Yes on the confirmation message



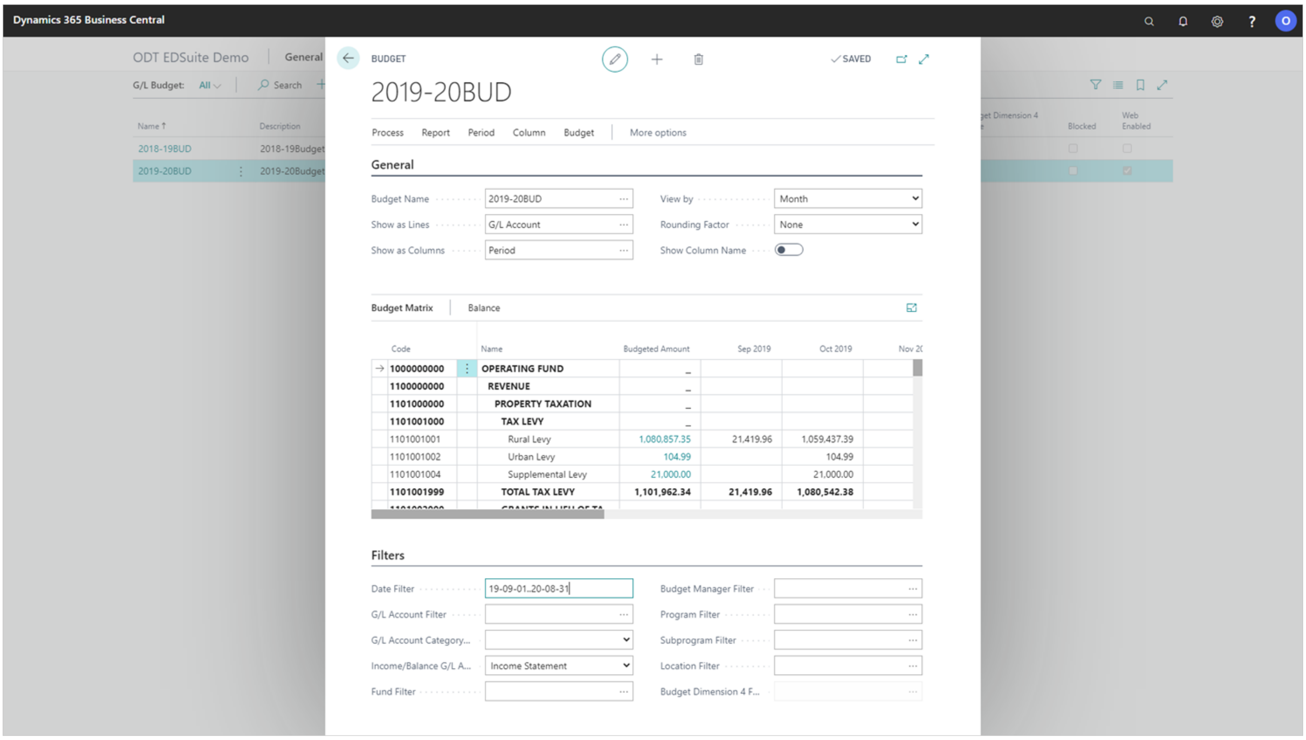
Click on the button **OK**



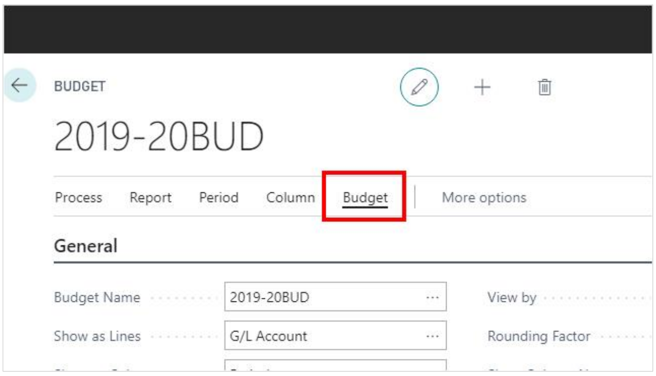
Budget entries are succesfully copied over, amounts are adjusted according to rounding factor.



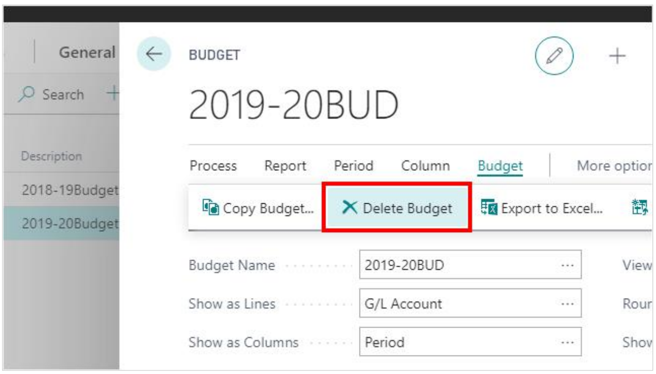
If you tried the Copy Budget functionality and messed it up, you can use function "Delete Budget" from the Budget window to delete the budget and start over.



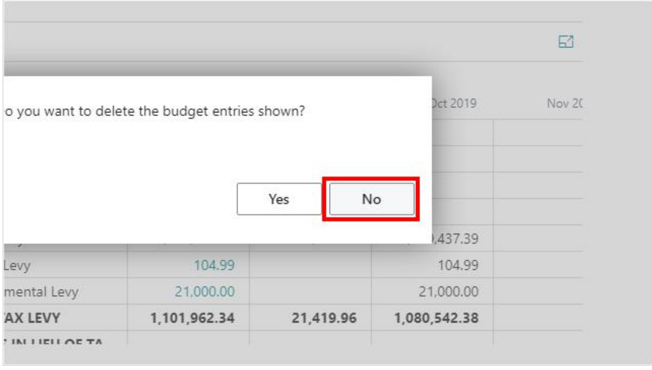
Click on the navigation menu item popup **Budget**



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



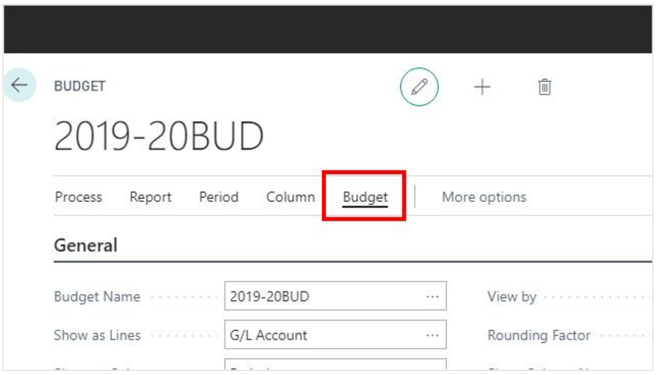
Clicking Yes on the confirmation message does not delete the Budget Name but it will delete all Budget Entries for the Budget you are currently viewing. Click NO to the confirmation message for now.



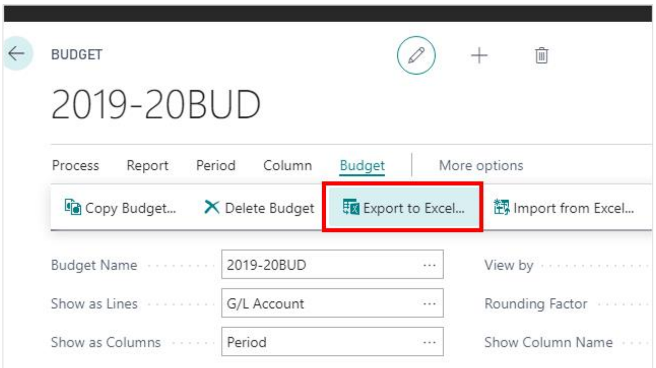
2.6.3.3. How to Export Budget to Excel

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...**



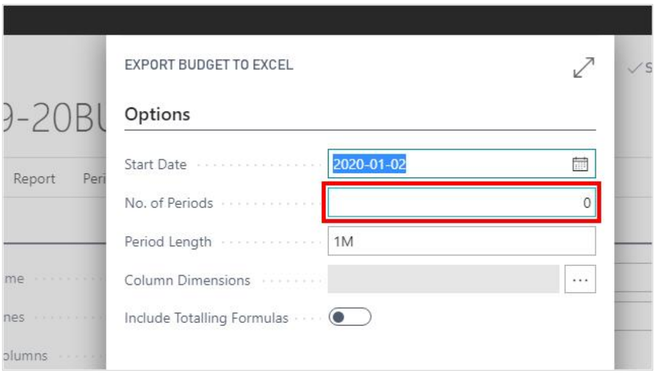
Export Budget to Excel window opens.

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.

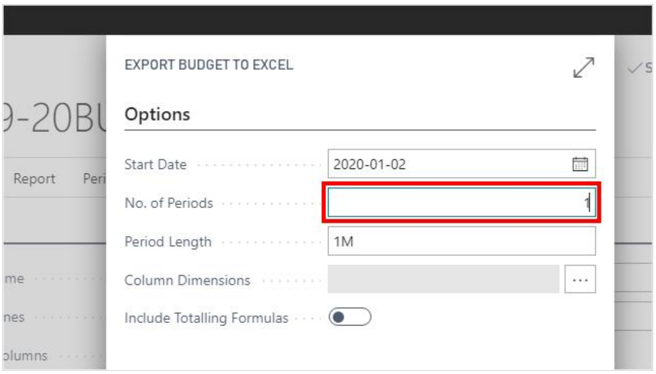
If you have no filters other than the Budget name, all budget entries for that budget will be exported.

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.

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



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

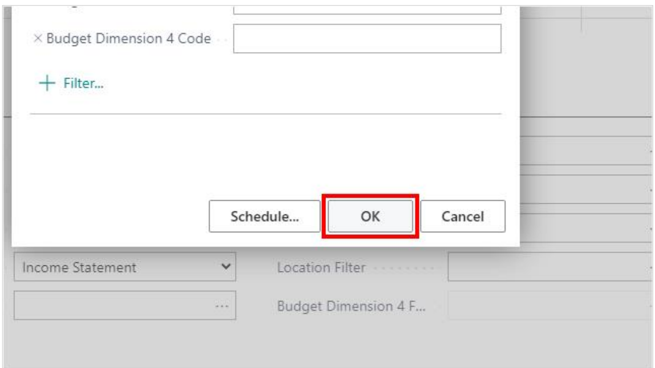


Period Length – date formula field. In BC Education Suite period is 1 month.

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 Totaling 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.

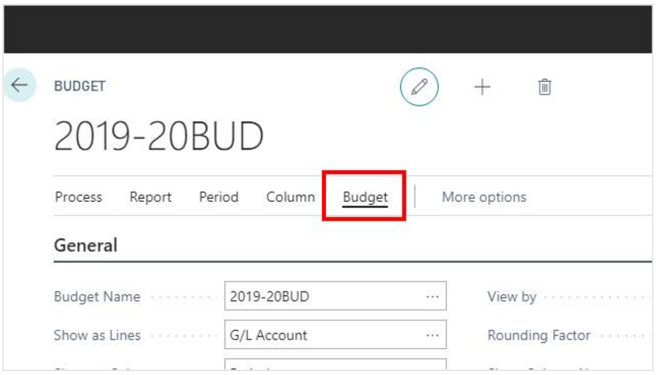
Click on the button OK to complete the Export to Excel. This can take a seconds or minutes depending on the size of the budget information being exported.



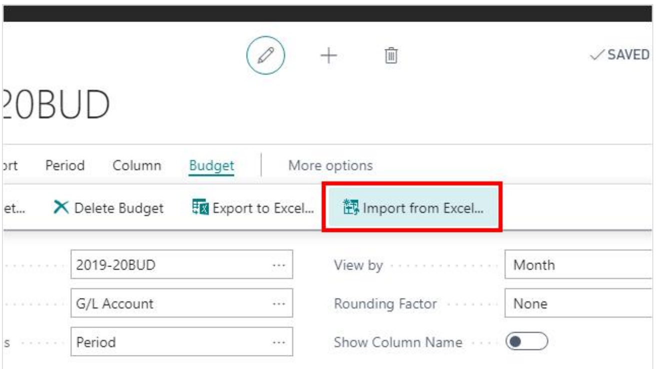
2.6.3.4. How to Import Budget from Excel

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

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



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

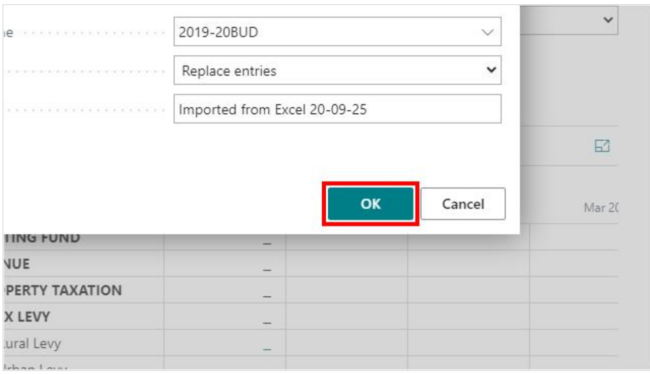


Import Budget from Excel window opens.

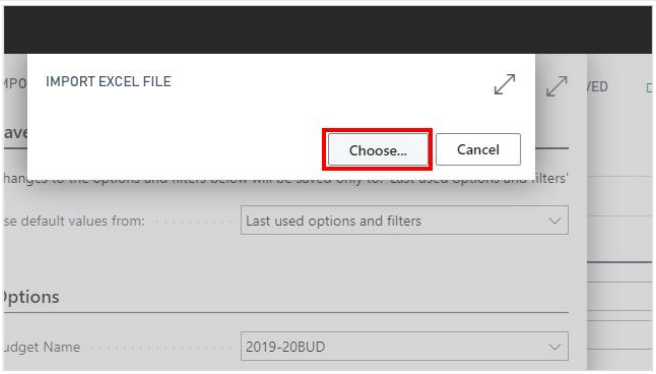
Select the Budget Name to import into, indicate whether you want to add entries or replace existing entries, and put in a description (each budget entry created will have this description).

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.



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



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

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.

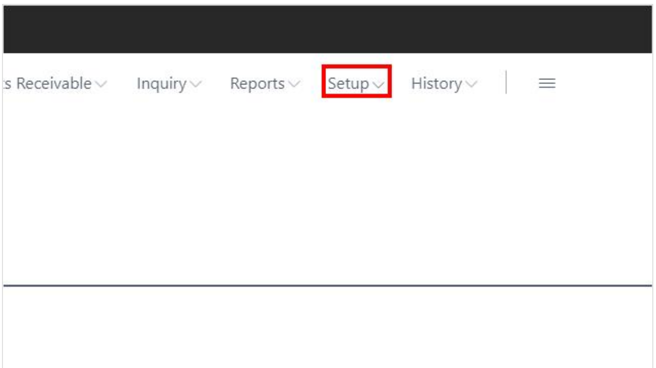
Before you begin working with Purchases & Payables, you specify here the number series that will be used for vendors, purchase documents, and so on. You also specify here other options such as how you want to calculate and post discounts and whether you want to round invoices

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

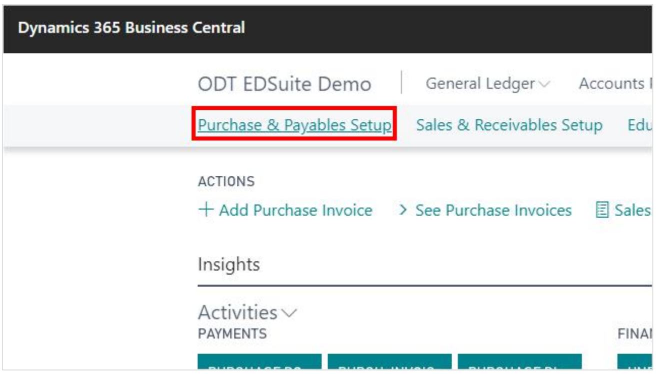
3.2.1.2. How to Setup Purchase & Payables Setup

Fund Accounting Profile

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



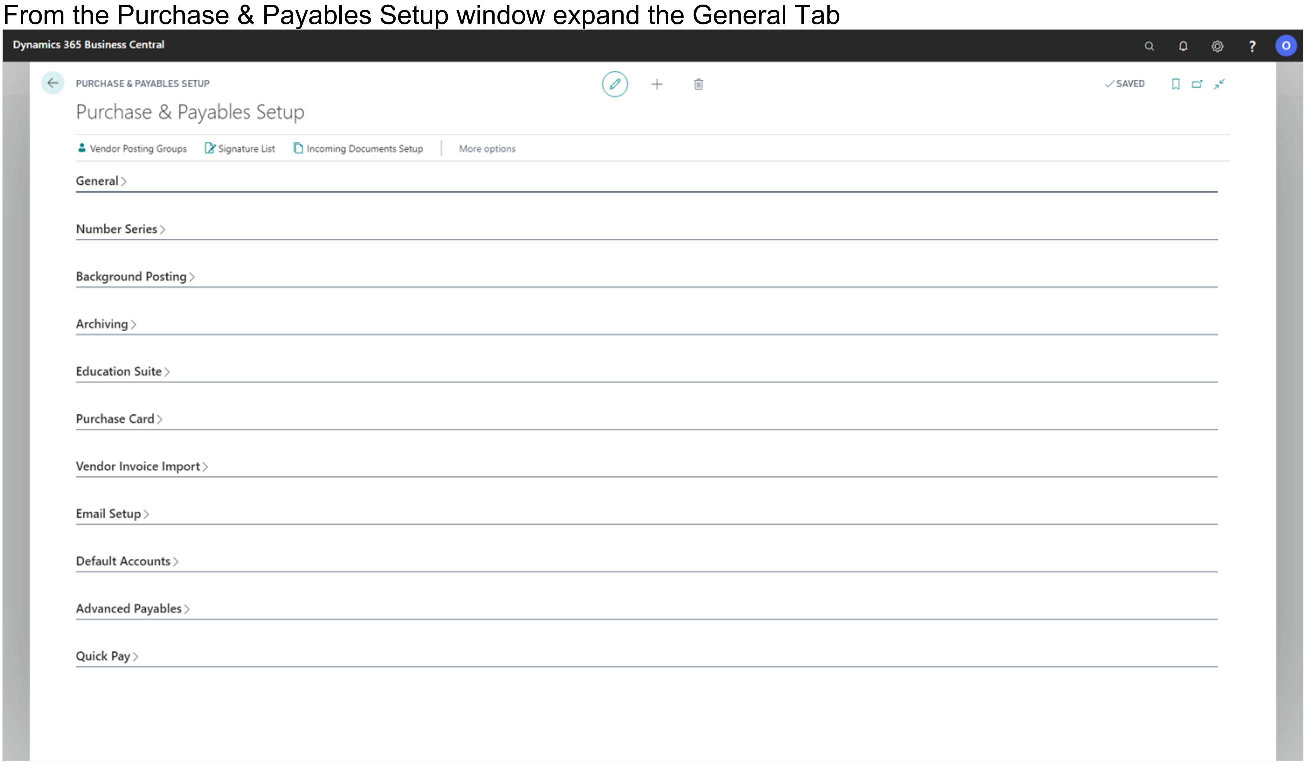
Click on the navigation menu item **Purchase & Payables Setup**



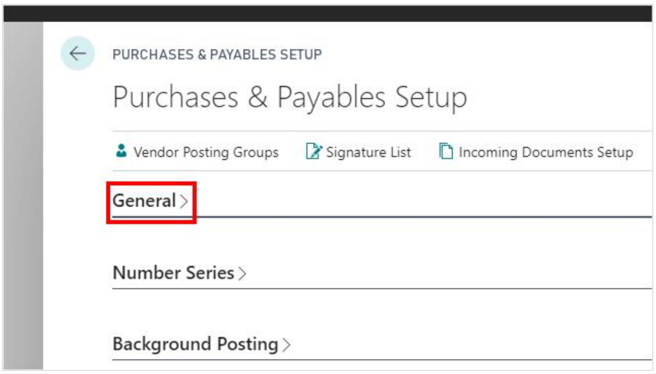
Purchase & Payables Setup window opens

3.2.1.3. How to Setup the General Tab

From the Purchase & Payables Setup window expand the General Tab

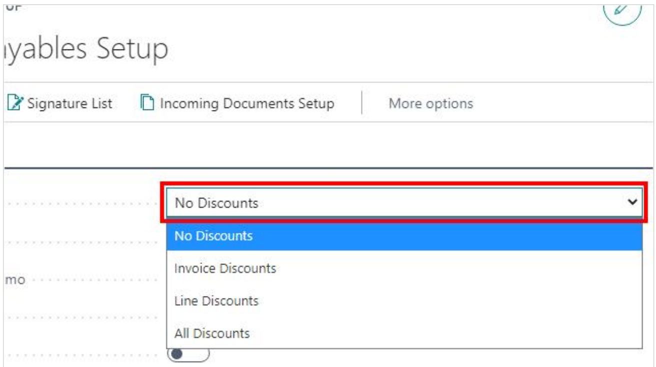


Click on **General**

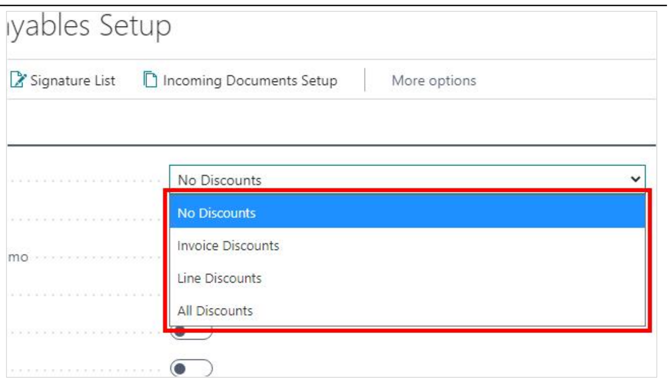


The following setting are recommended for Education Suite. However, might vary depending on the School Division policy.

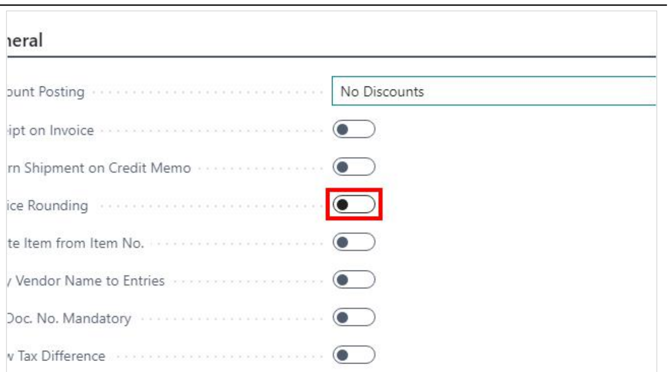
Click on the field **Discount Posting**

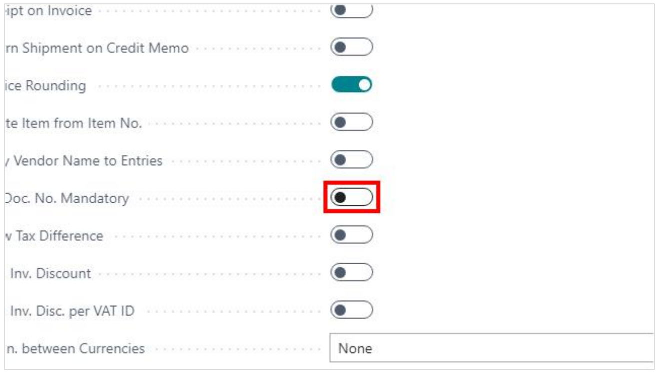
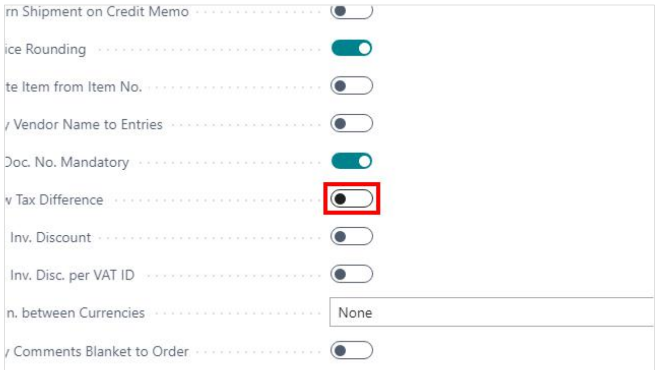
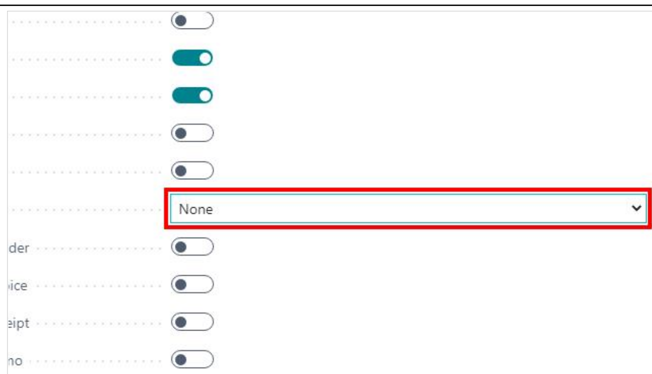
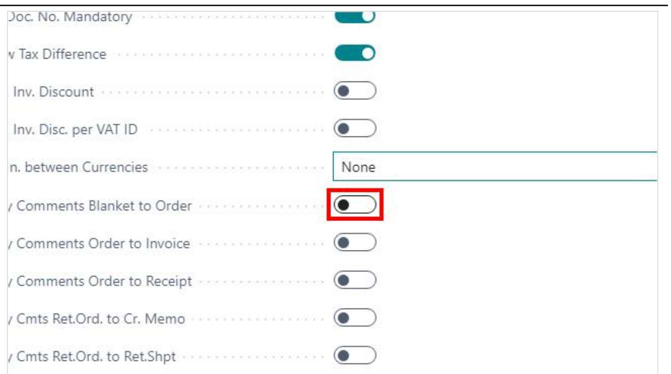


Click on the item **No Discounts** in the list

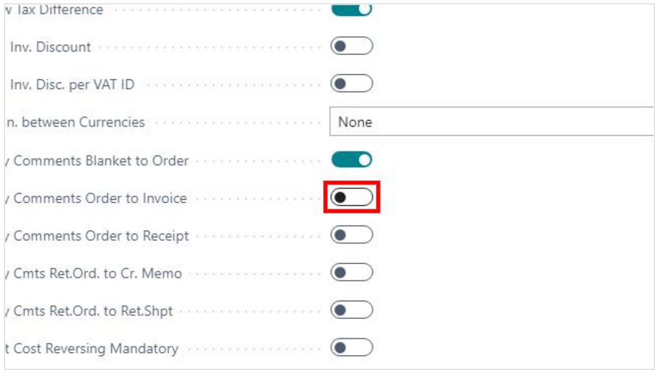


Click on the toggle field **Invoice Rounding**

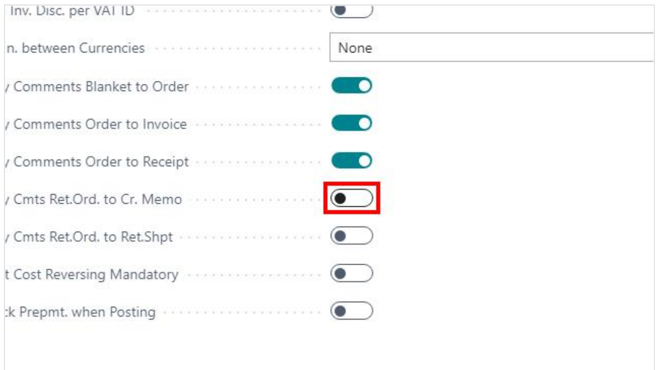


Click on the toggle field External Document Noumber Mandatory	
Click on the toggle field **Allow Tax Difference**	
Click on the field Application between Currencies	
Click on the toggle field **Copy Comments Blanket to Order**	

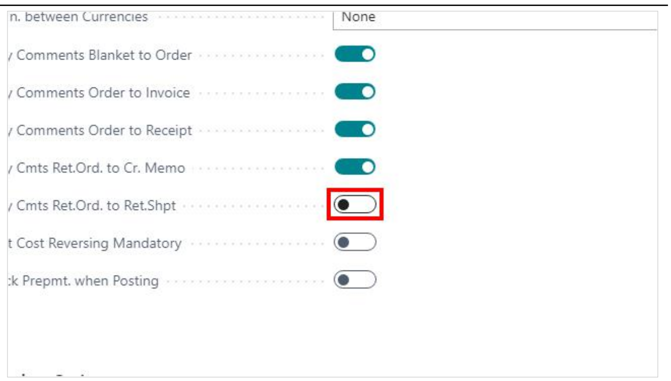
Click on the toggle field **Copy Comments Order to Invoice**



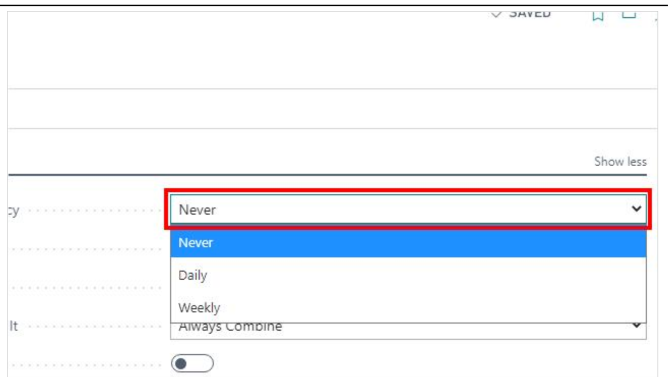
Click on the toggle field Copy Comments Return Order to Credit Memo



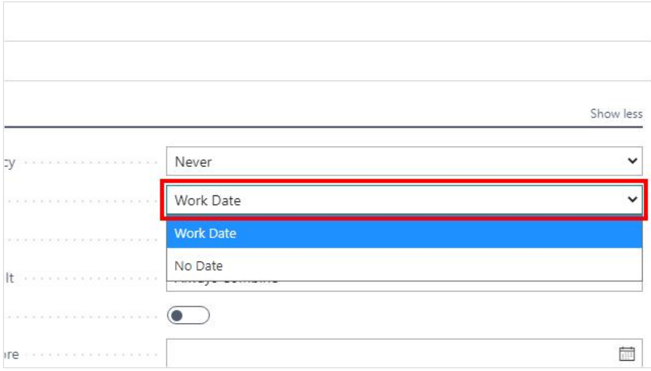
Click on the toggle field Copy Comments Return Order to Return Shipments



Click on the field Prepayment Auto Update Frequency

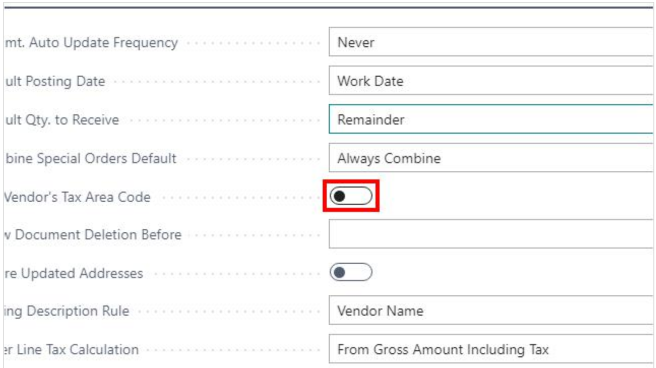


Click on the field **Default Posting Date**



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

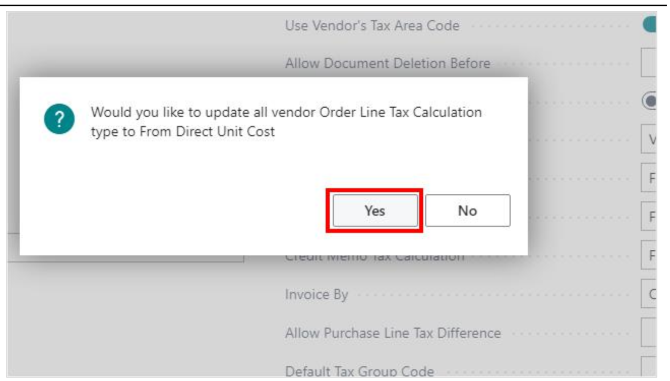
Click on the toggle field **Use Vendor's Tax Area Code**



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**

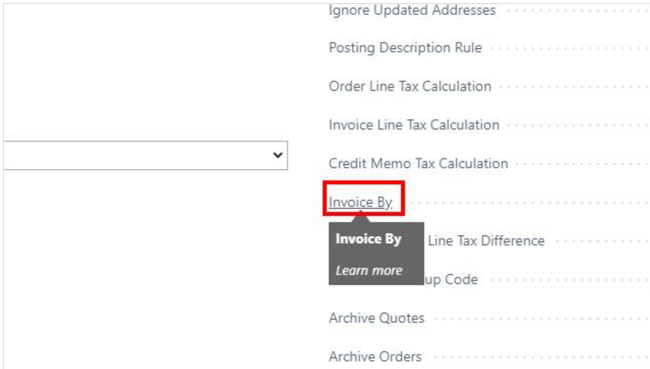
Click on the button Yes to the warning message



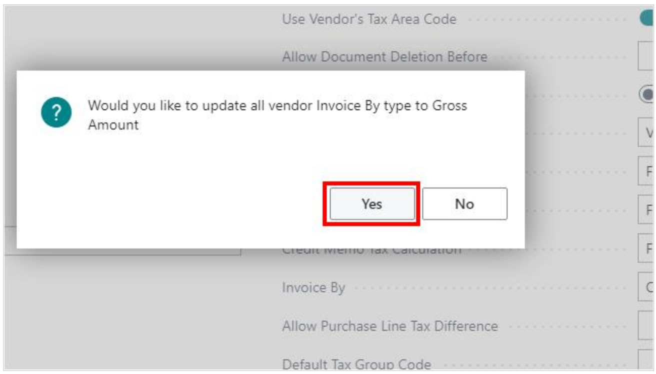
The same way select Invoice and Credit Memo Tax Calculation options.

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

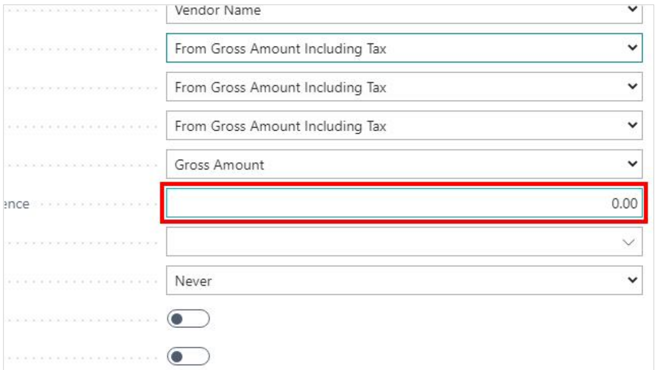
Click on the link **Invoice By**



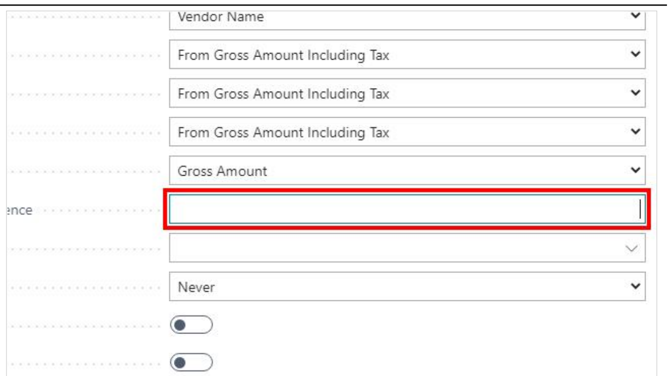
Click on the button Yes to the warning message



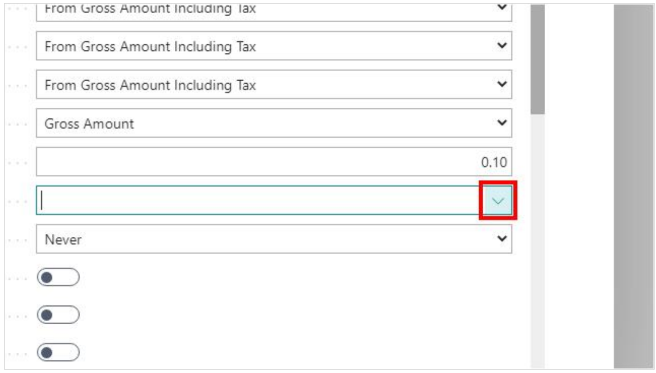
Click on the field **Allow Purchase Line Tax Difference**



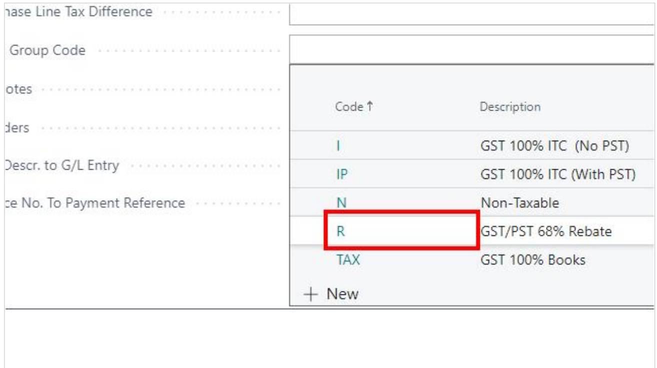
Enter **Allow Purchase Line Tax Difference.** Press the **Enter** key.



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



Click on the link in select default Tax Group Code

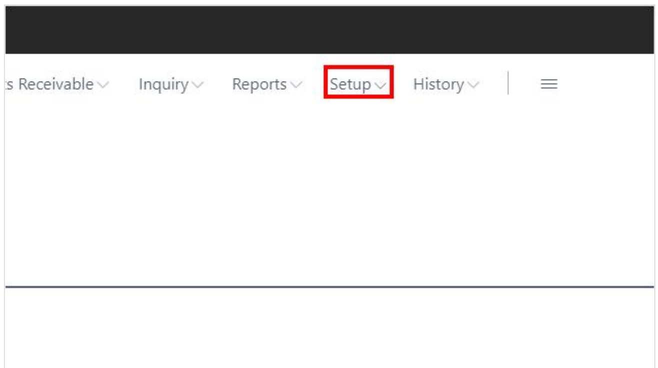


Enable any other fields if you prefer.

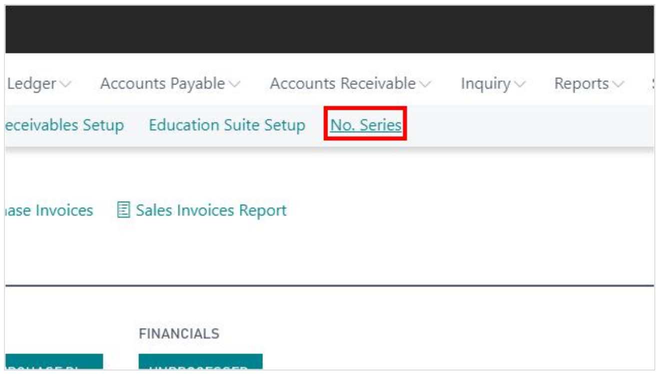
3.2.1.4. How to Setup the Number Series Tab

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**

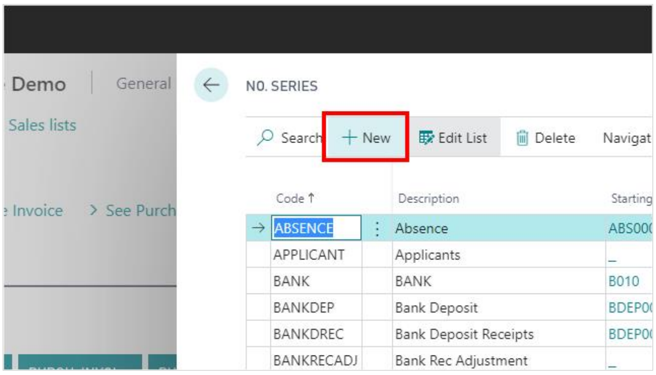


Click on the navigation menu item Number Series

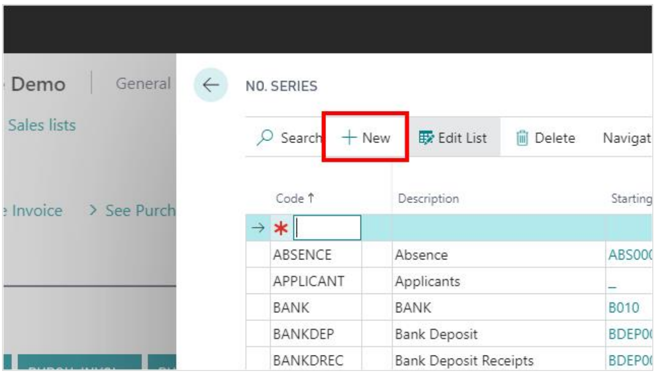


Here is an example, how to create New Number Series for Education Suite Business Central.

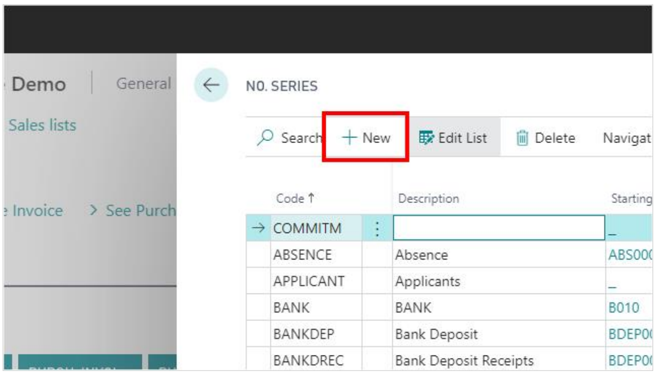
Click on the navigation menu item **New**



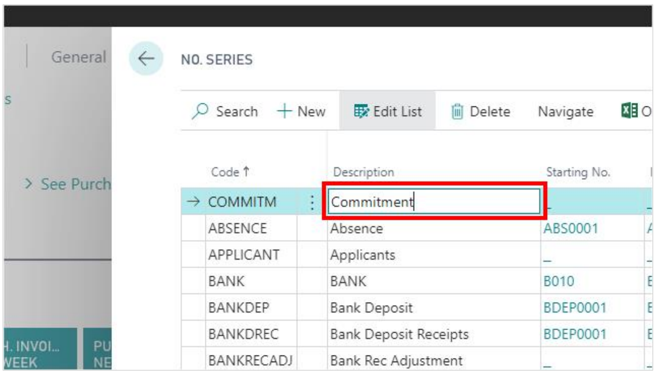
Enter **the Number Series Code**. Press the **Enter** key.



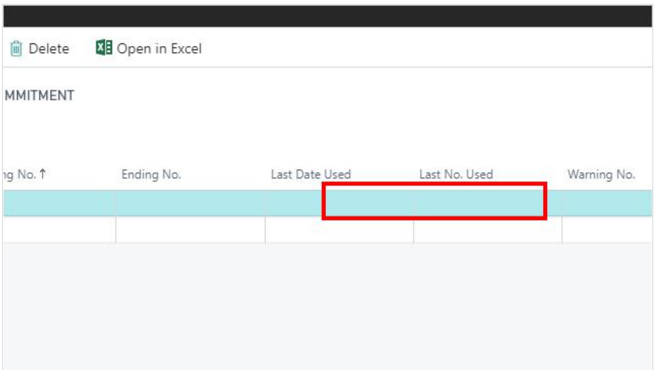
Enter **Description**.



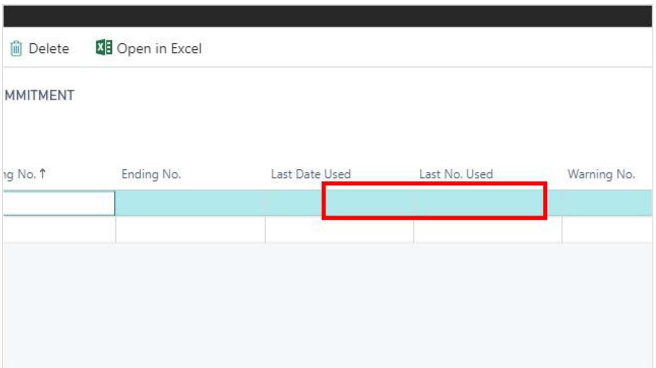
Click on the cell **Description** with the value **Commitment**



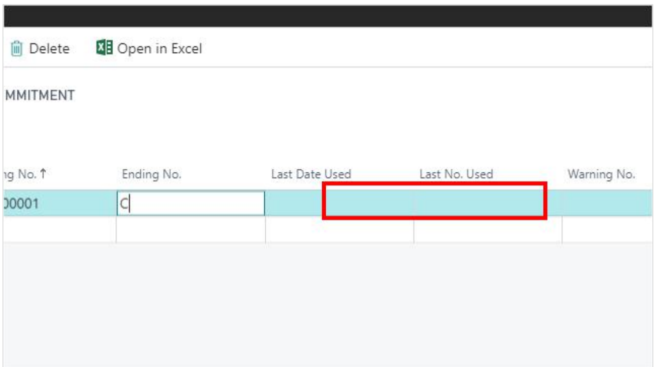
Enter **Startig Date**. Press the **Enter** key.



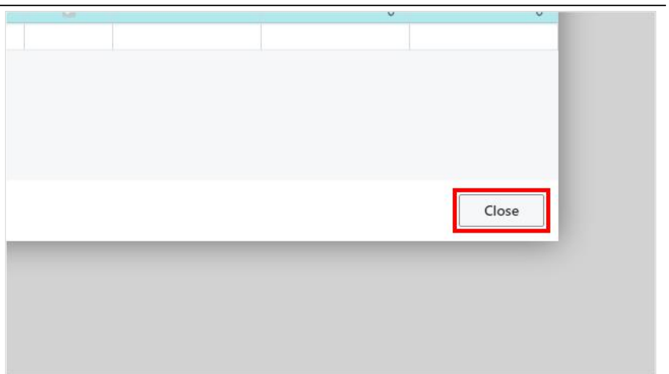
Enter **Starting Number. Press the enter key**.



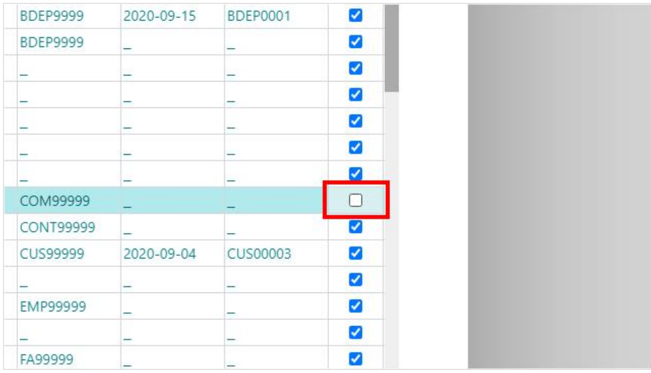
Enter **Ending Number. Press the Enter key.**.



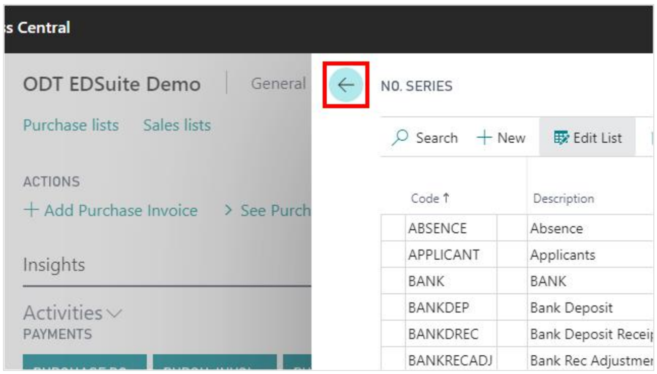
Click on the button **Close**



Click on **Default Nos.**

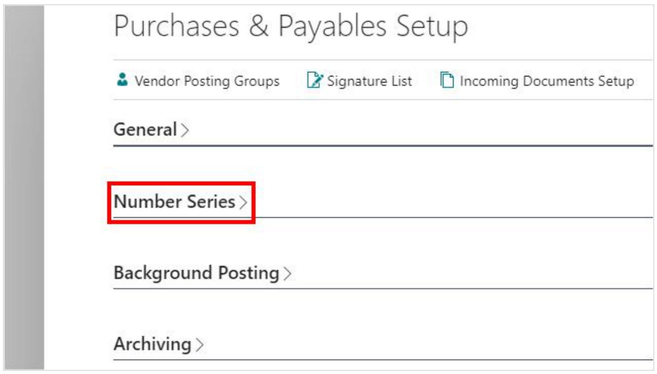


Click on the back button

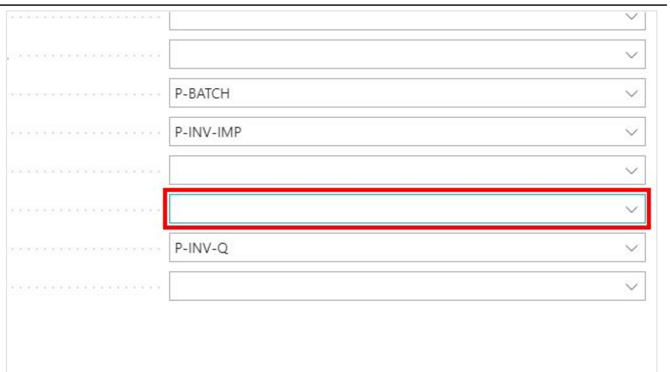


With the full Number Series list setup, go back to Purchase & Payables to define default number series for each field as needed.

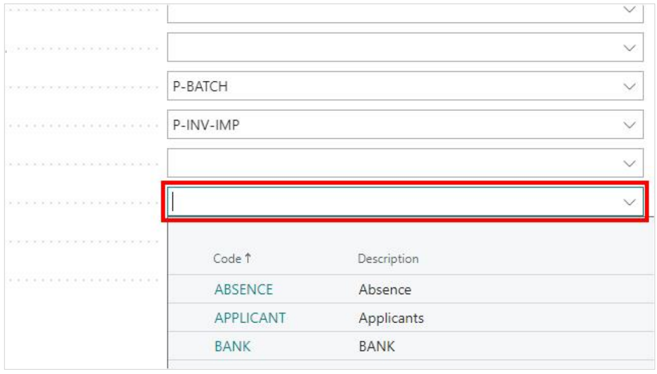
Click on **Number Series**



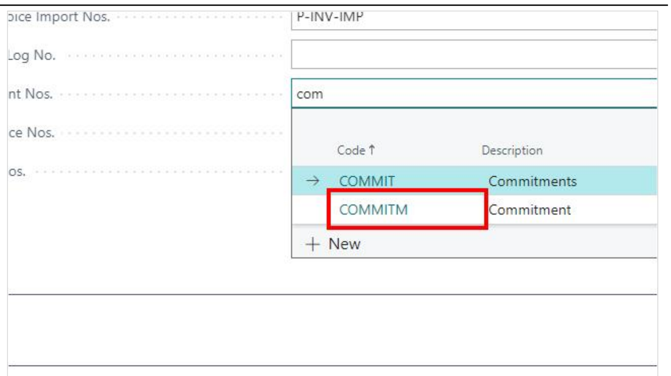
Click on the field **Commitment Nos.**



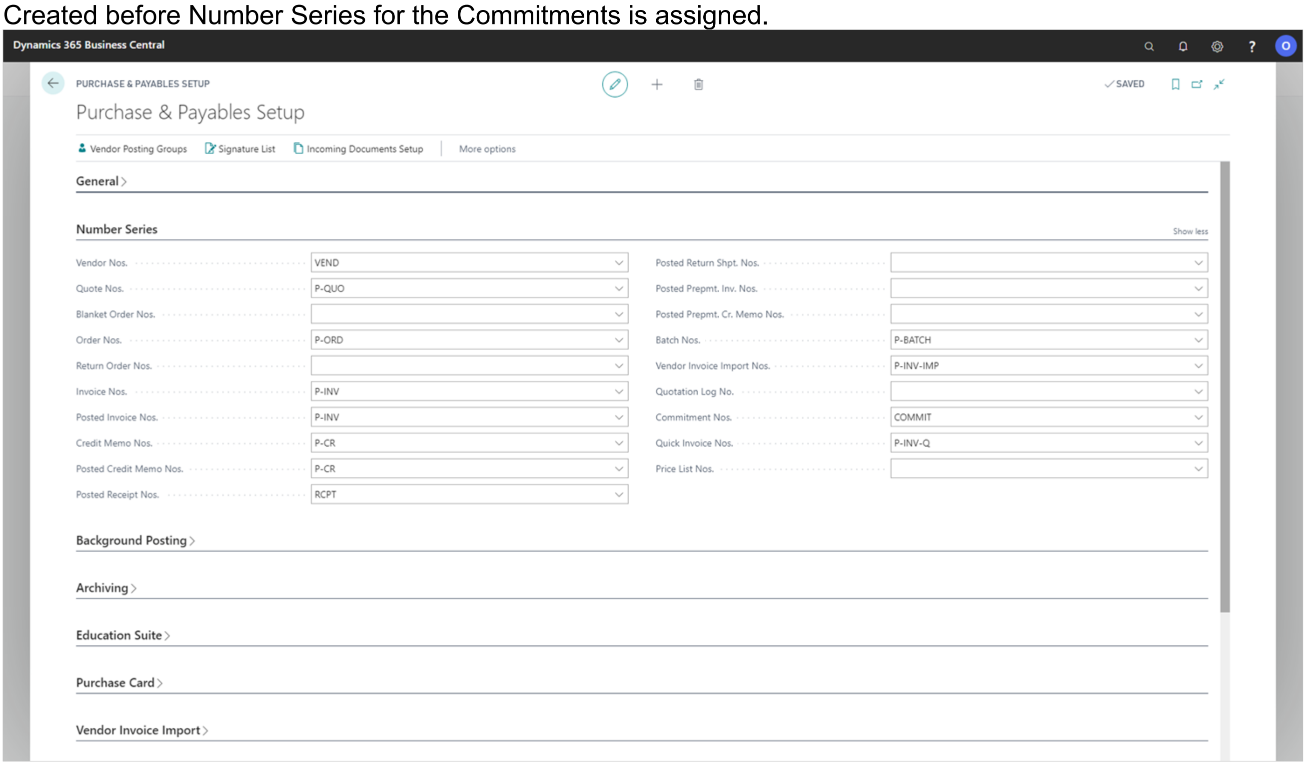
Enter **Commitment Nos.**.



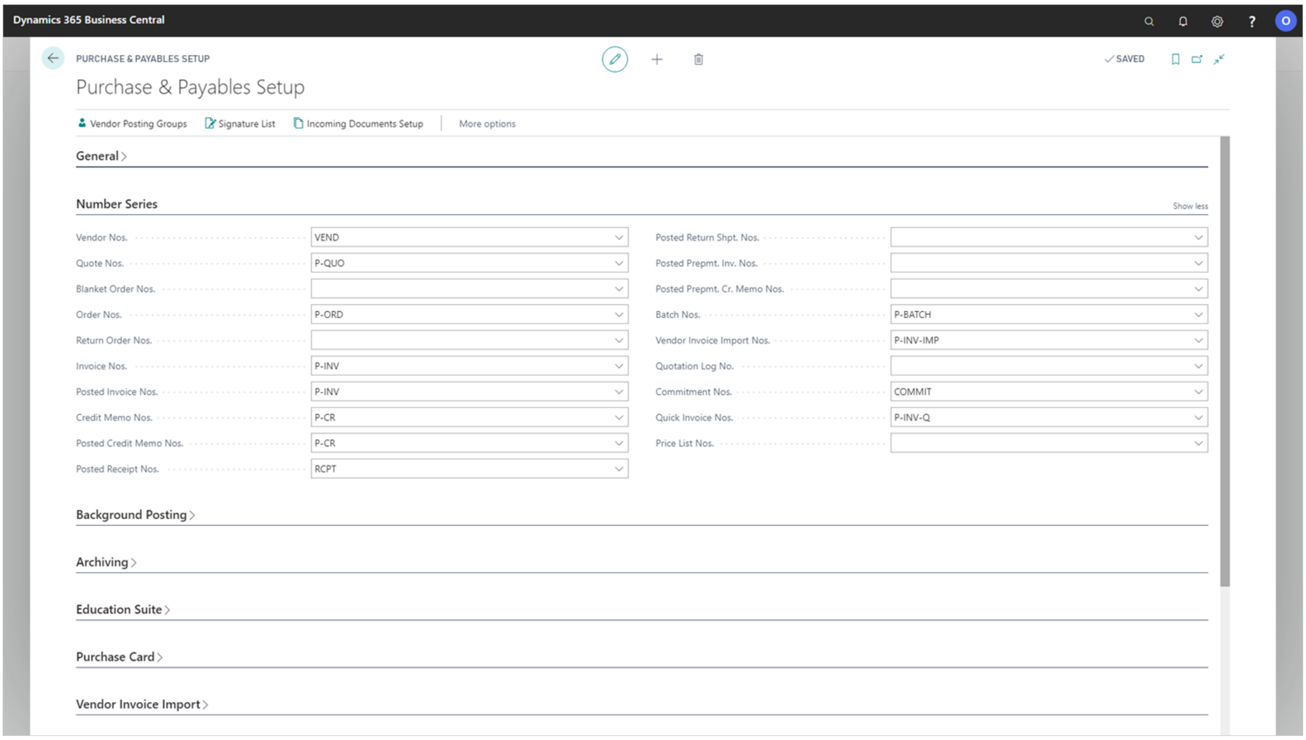
Click on the link in cell **Code** with the value **COMMITM**



Created before Number Series for the Commitments is assigned.

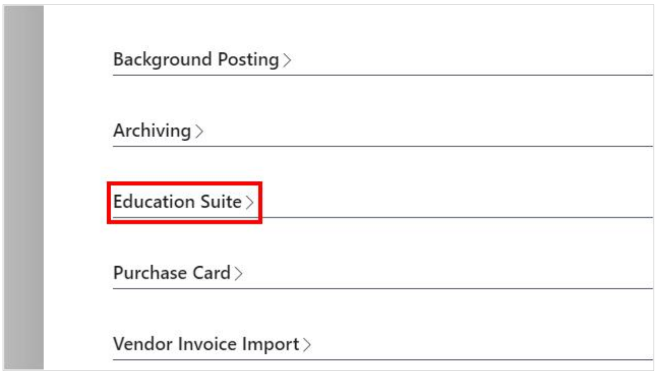


For each field determine Number Series by the selecting preferable one from the drop-down menu.

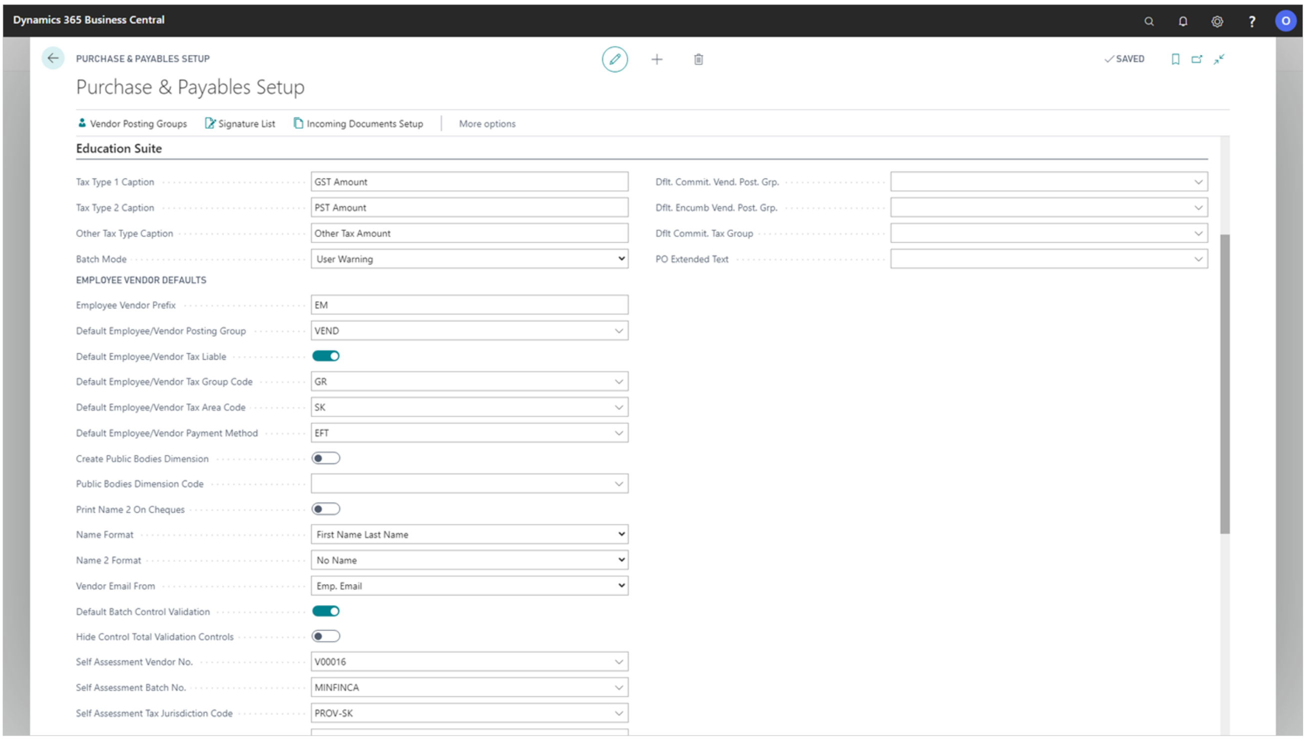


3.2.1.5. How to Setup the Education Suite Tab

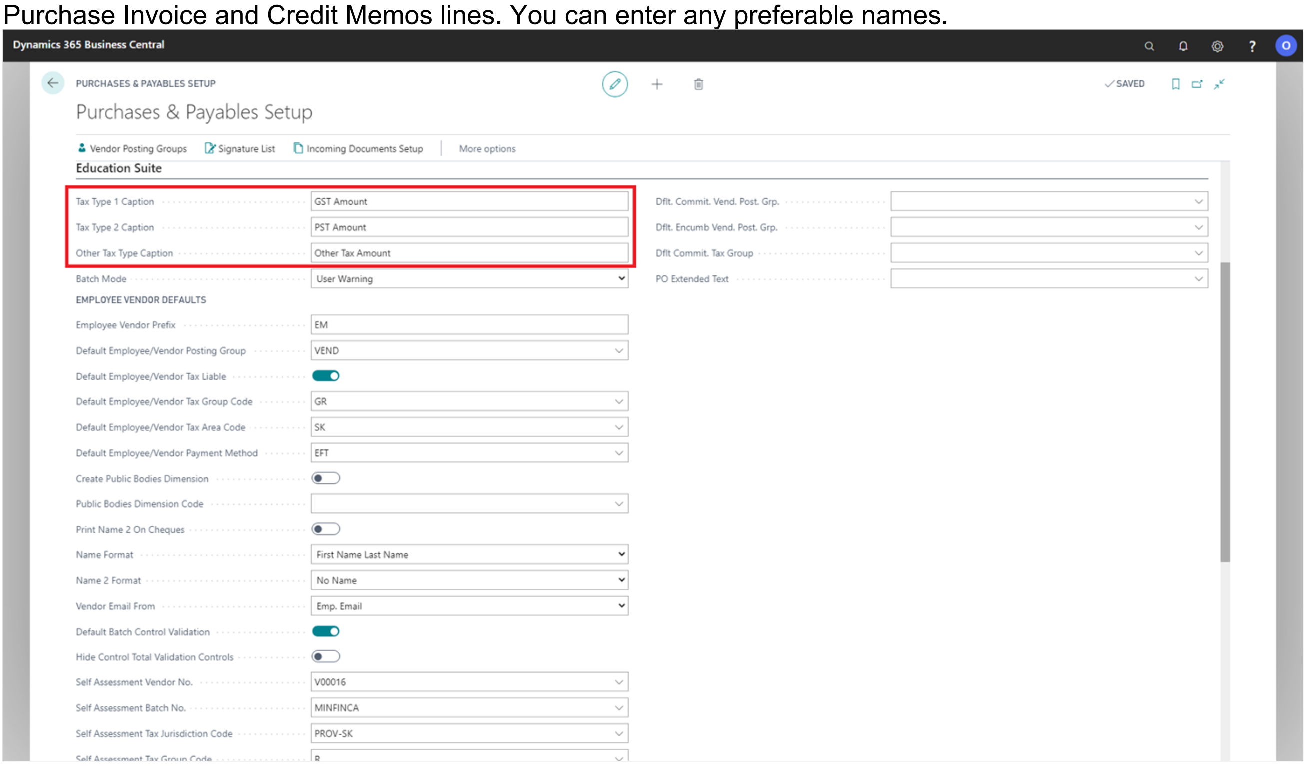
Click on **Education Suite**



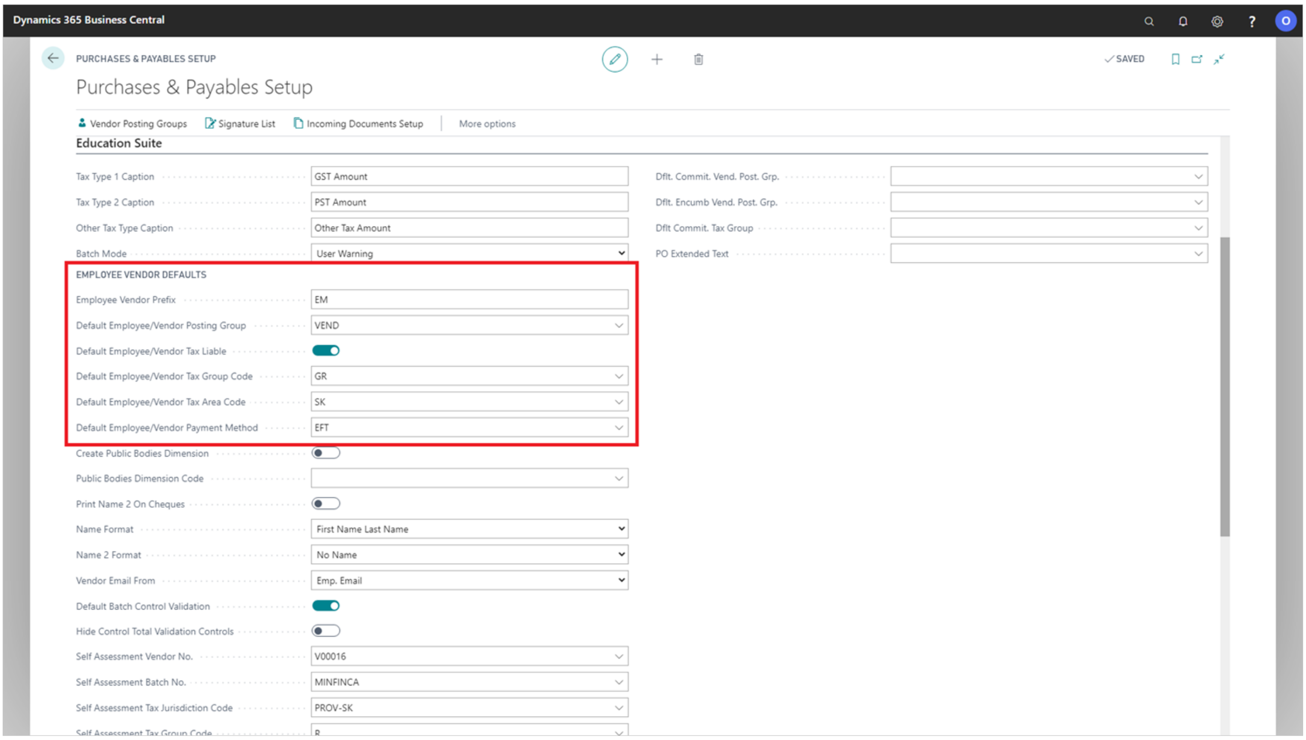
Education Suite Tab defines key Accounts Payables areas.



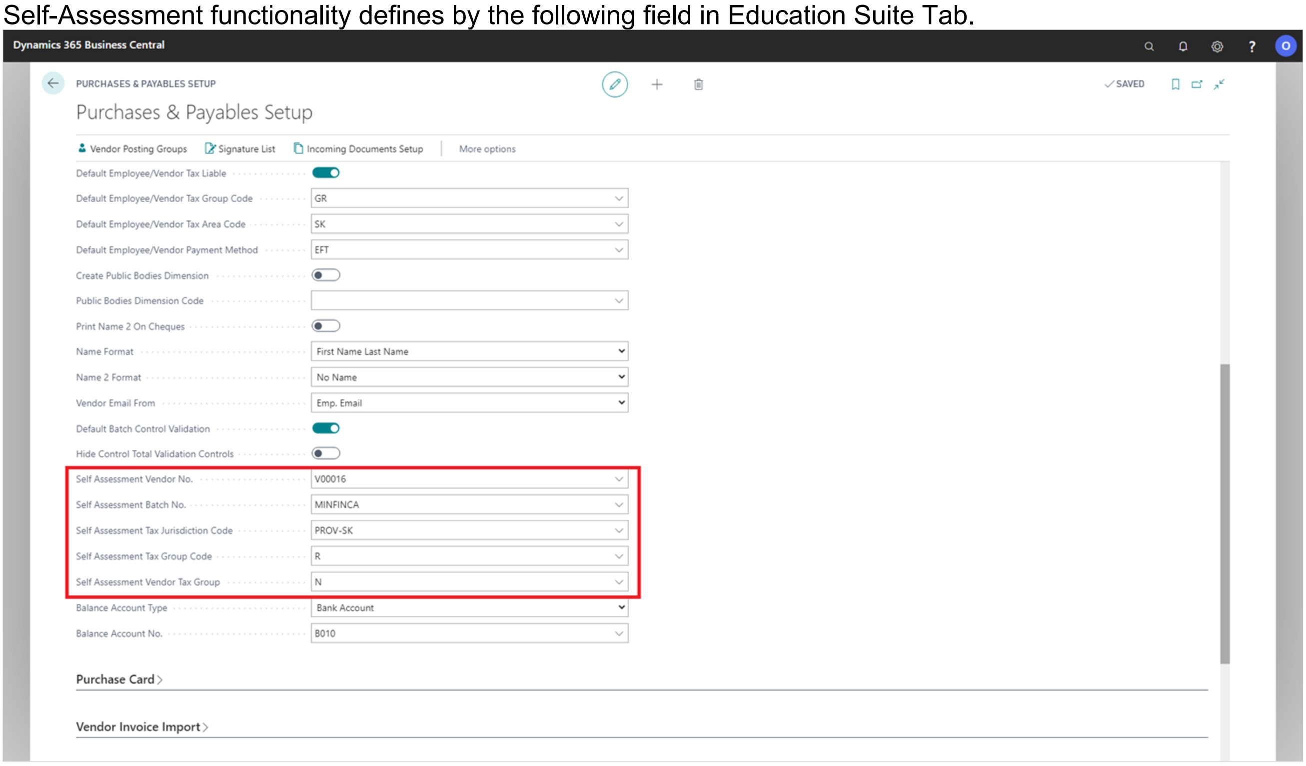
Tax Type 1 and 2 Captions, as well as Other Tax Type Captions defines the Tax names in Purchase Order, Purchase Invoice and Credit Memos lines. You can enter any preferable names.



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

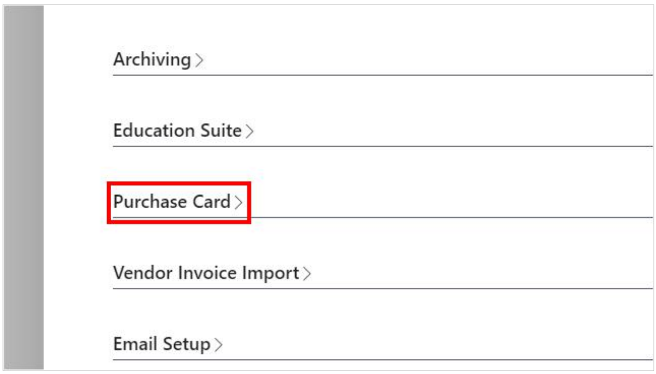


Self-Assessment functionality defines by the following field in Education Suite Tab.

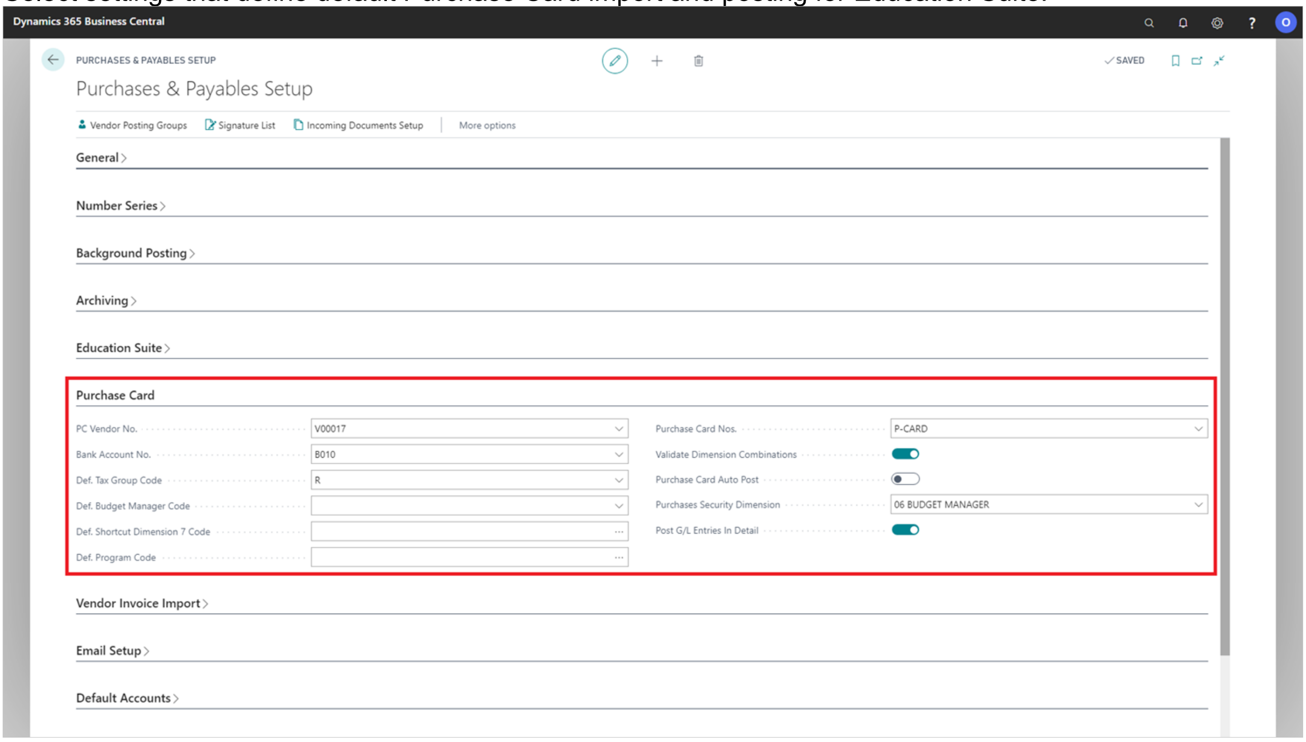


3.2.1.6. How to Setup the Purchase Card Setup

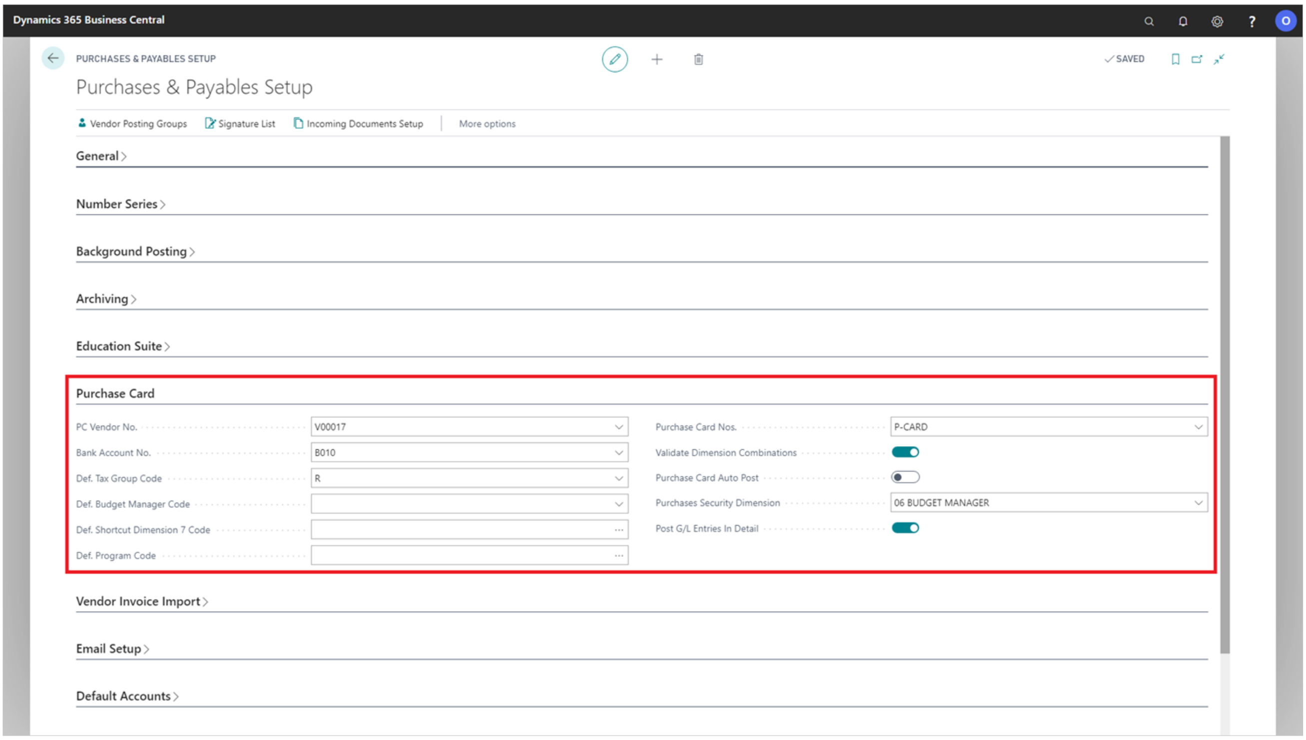
Click on **Purchase Card**



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

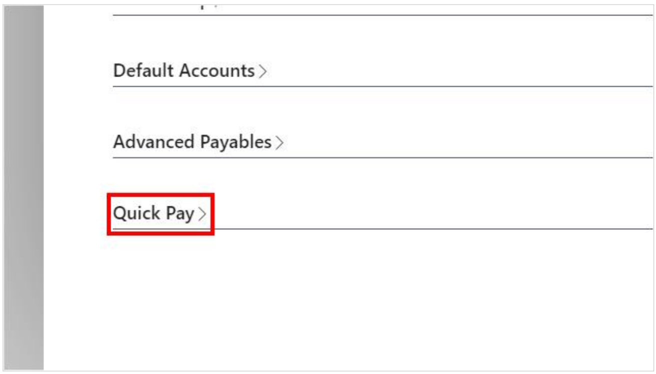


Select default Purchase Card Vendor, Bank Account and Tax Group Code. Select Number Series. Enable Validate Dimension Combinations and Purchase Card Auto Post if needed. Purchase card dimension is defined from this tab as well. Enable Post G/L Entries in Detail if needed.

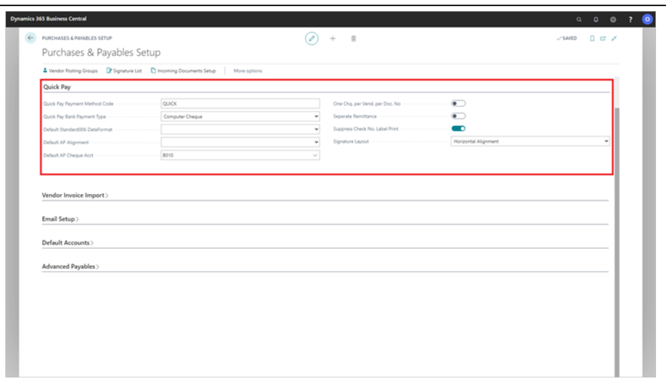


3.2.1.7. How to Setup Quick Pay Setup

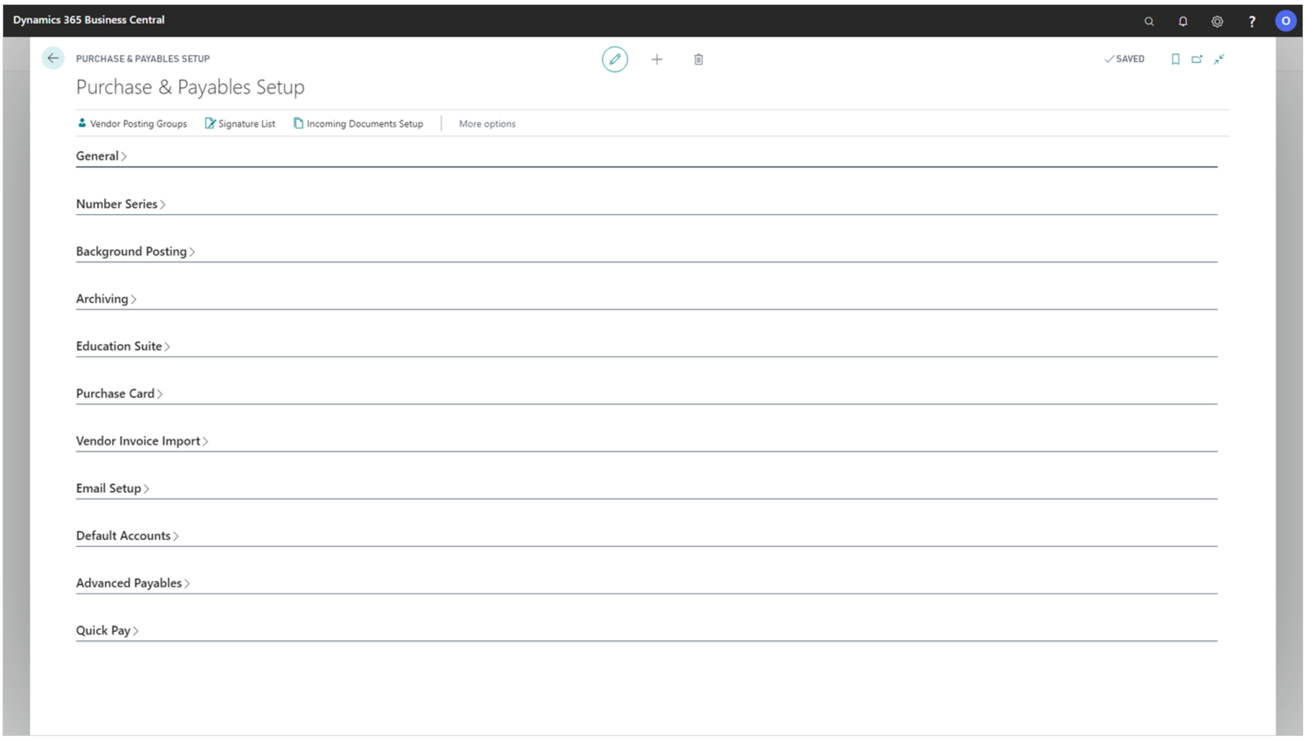
Click on **Quick Pay**



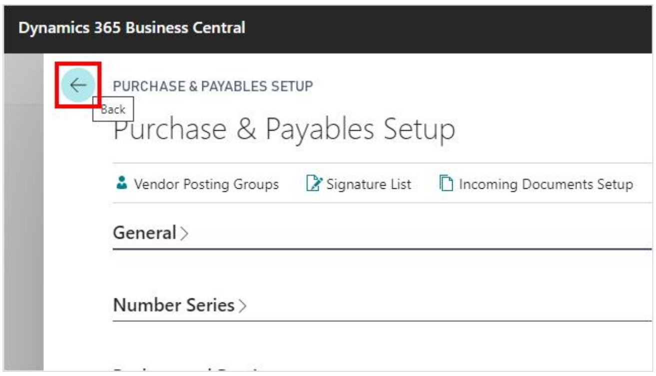
Select settings to define Quick Pay functionality process. Select Quick Pay Method Code and Payment Type, as well as Default AP Cheque Account. Other fields are optional.



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.



Click on the back button



3.3. Accounts Payable Batch Management

3.3.1. Accounts Payable Batch Management Overview

3.3.1.1. Overview

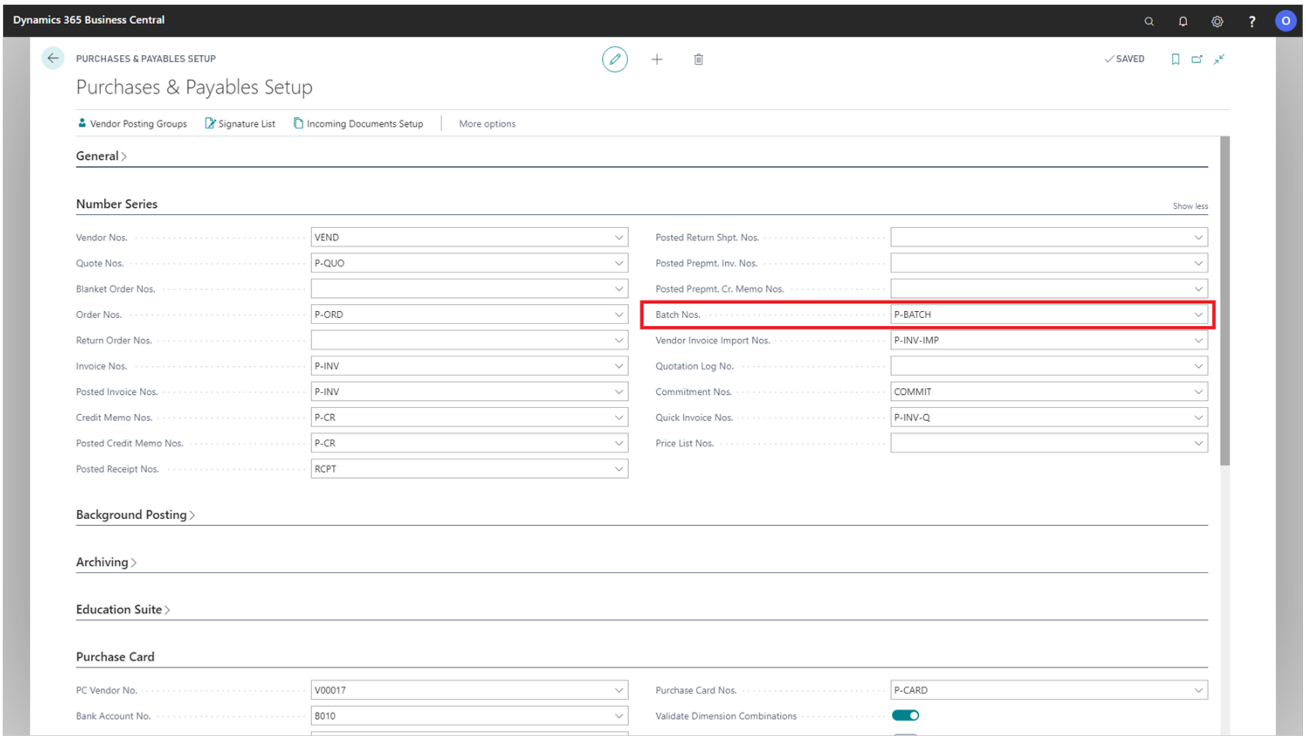
The Education Suite adds the ability to input vendor invoices by user batches with or without batch control totals. Accounts Payable Batch Management allows to control invoice processing by separate users within individiual batch.

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.

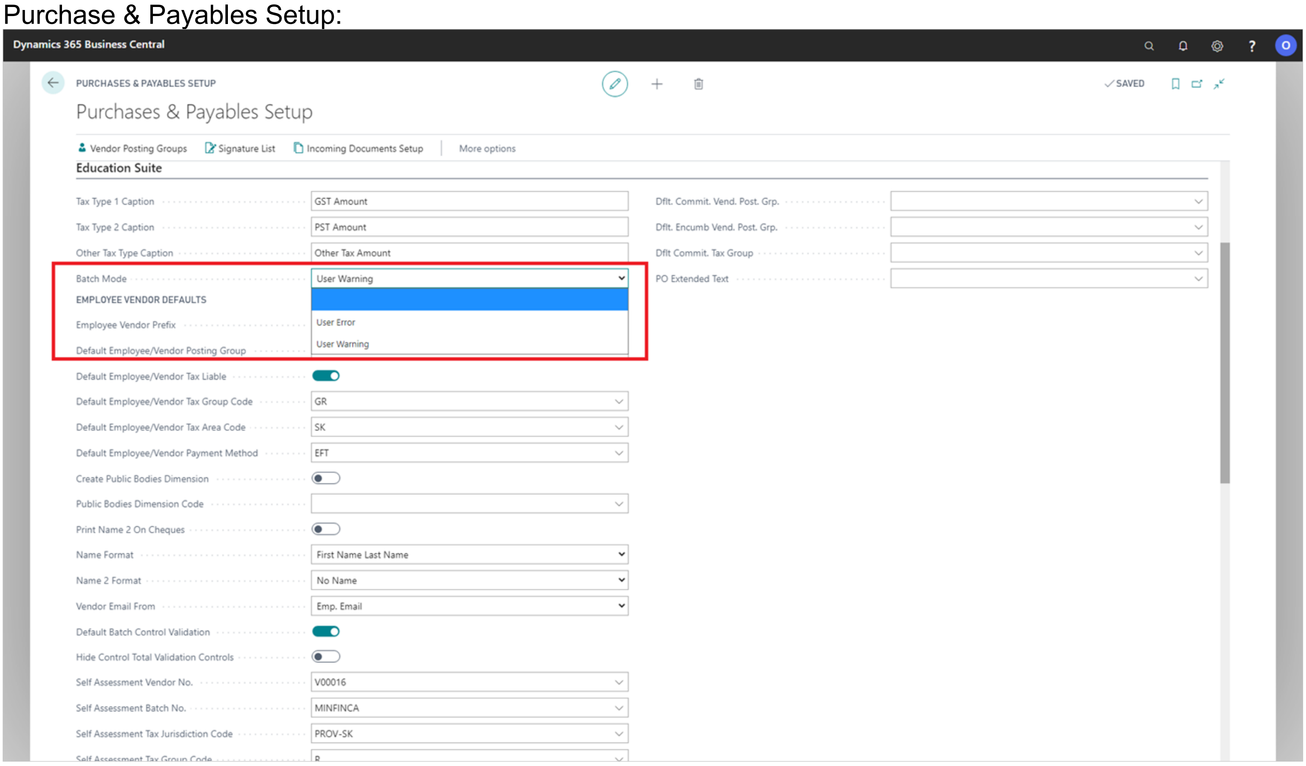
3.3.1.2. Accounts Payable Batch Management Overview

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



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



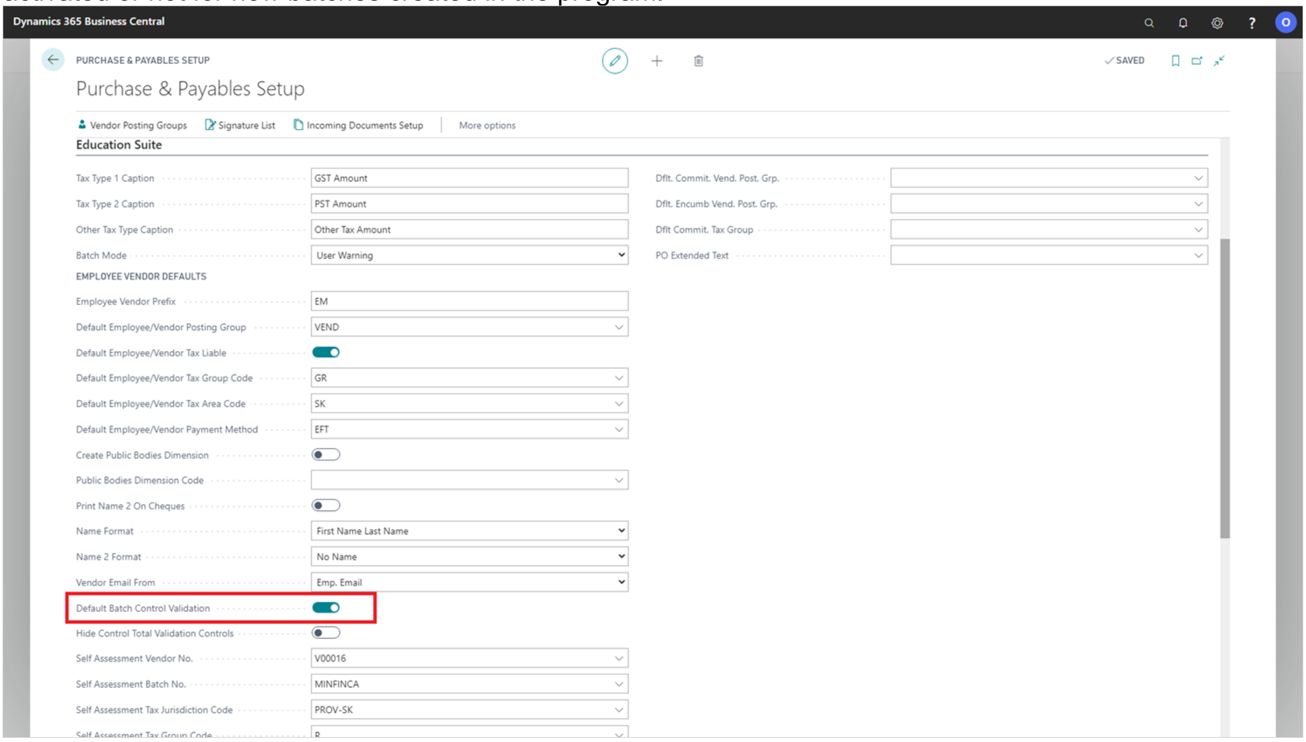
There are three options:

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.

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.



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.

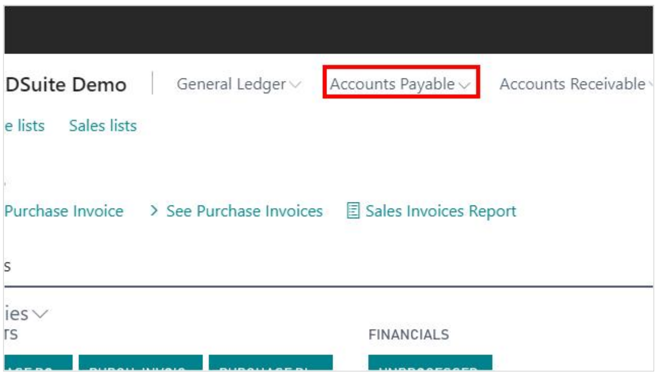
3.3.2. How to create a New AP Batch

3.3.2.1. How to Create a New AP Batch

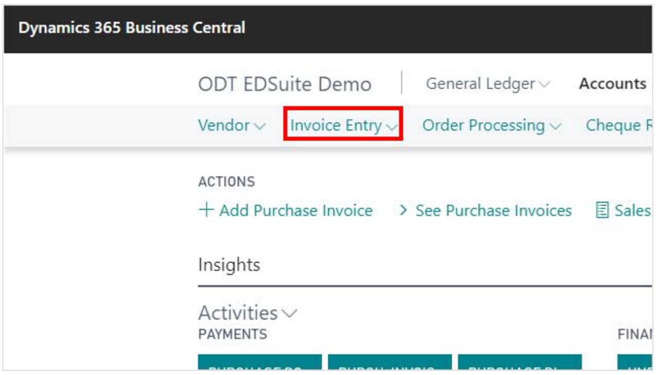
When using the batch processing method of accounts payable invoicing, the first step in invoicing is to create a new batch.

Fund Accounting Profile

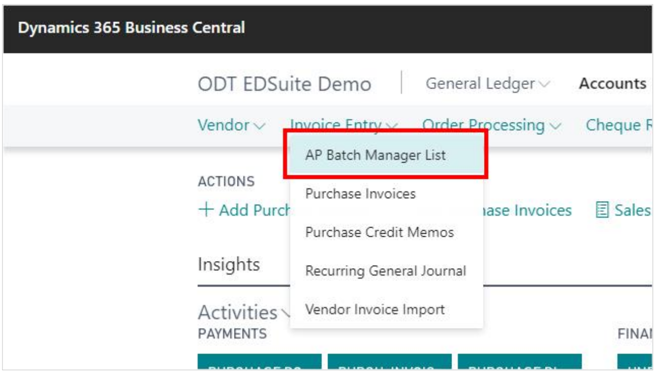
Click on the navigation menu item popup **Accounts Payable**



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

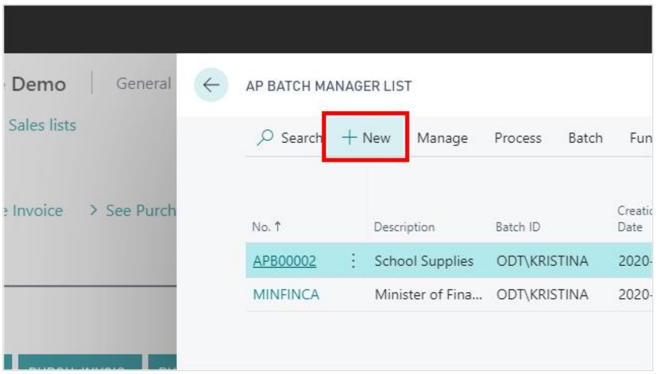


Click on the navigation menu item **AP Batch Manager List**

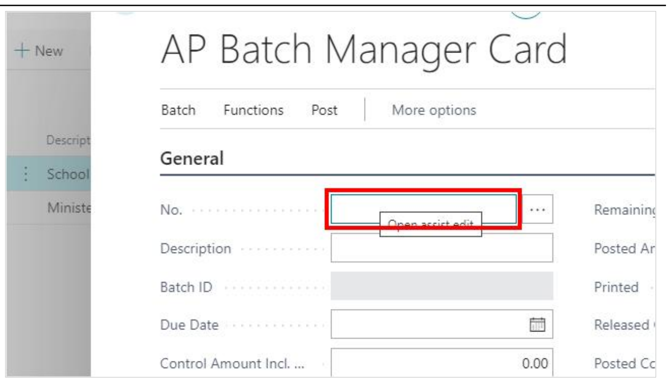


AP Batch Manager list opens.

Click on the navigation menu item **New**

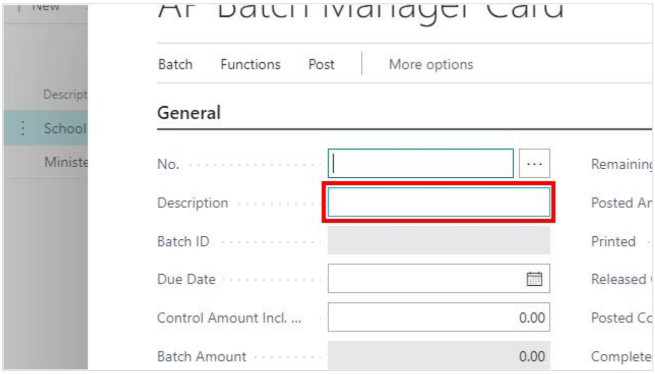


Click on the Field Number.

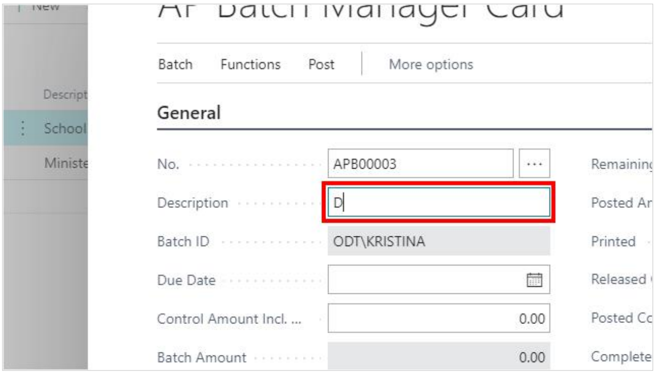


Business Central will automatically assign the next available batch number from the Number Series

Click on the field **Description**



Enter **Description**.



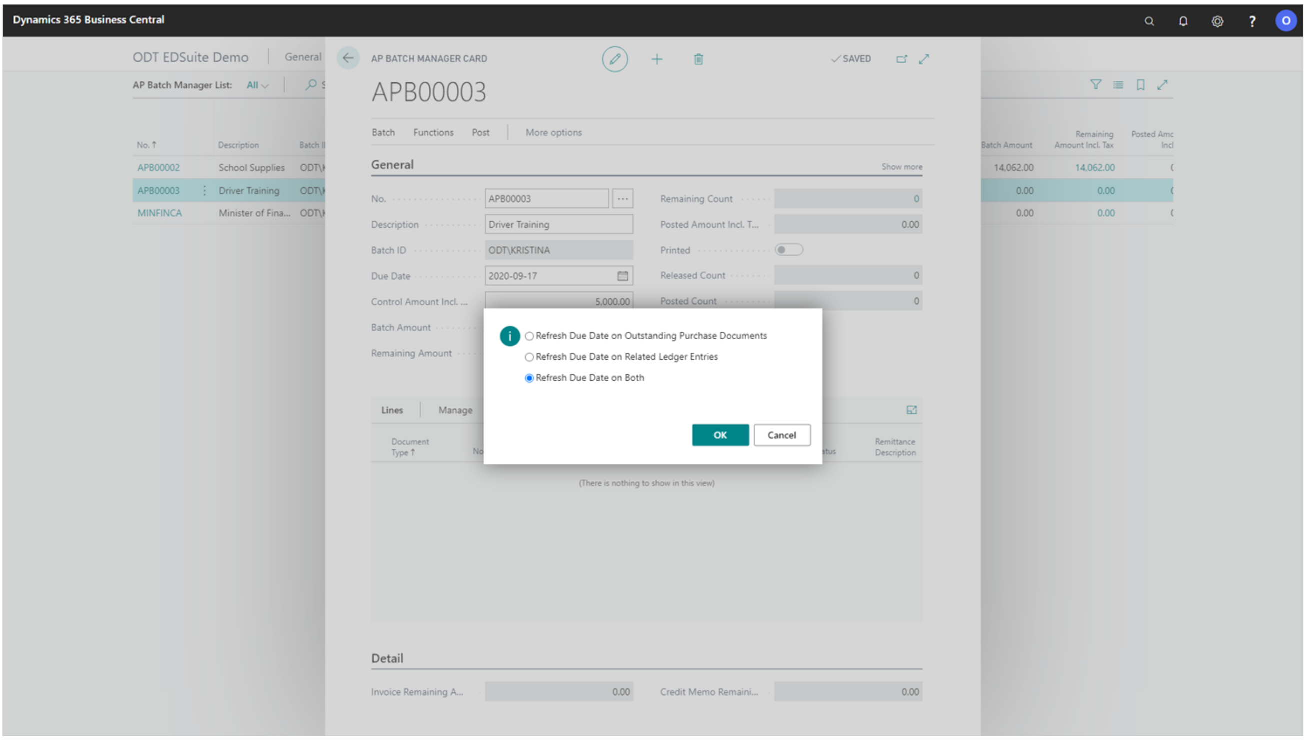
Batch ID is assigned automatically, based on your user id when you insert a new batch

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

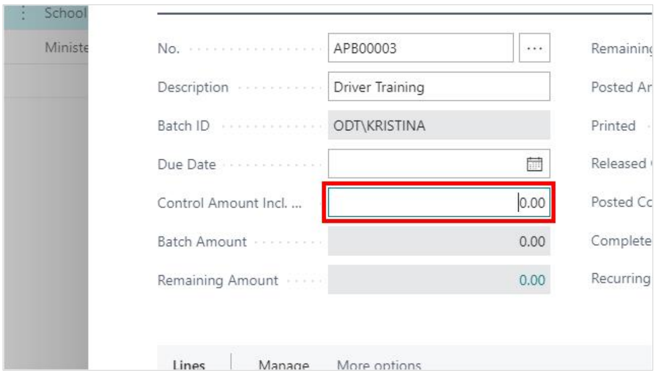
However, if a document date is changed on an individual document, the due date for that document will be recalculated based on the payment terms in effect. If there is no payment term on that invoice, the Due date will become the document date.

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.

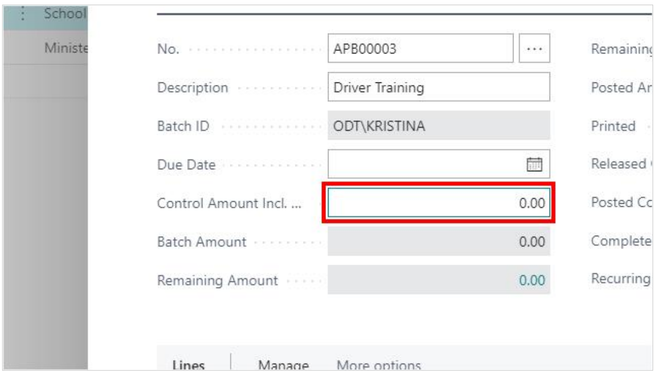
Entering or changing the due date on the batch card will result in the following screen being displayed automatically.



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



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



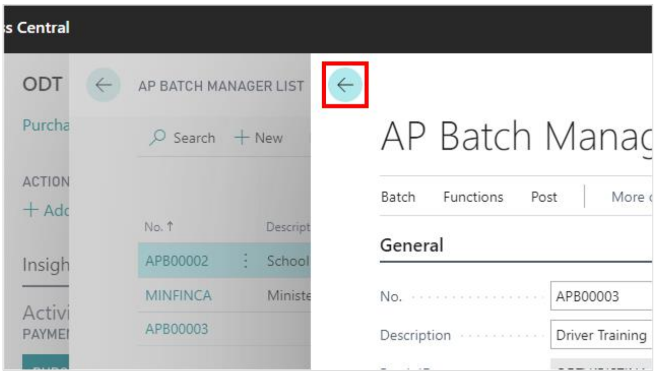
Control Amount Including Tax the total of all invoices in the batch must be entered in this field if Batch Control Validation is activated. The intent of this field is to have accounts payable clerks use an adding machine to add up the total invoices to be entered in their batch and enter the total.

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.

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

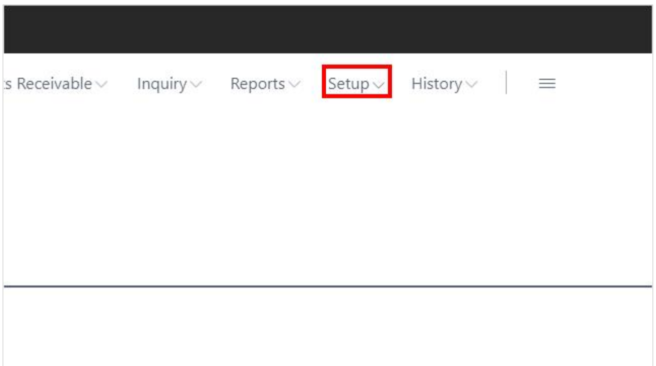
Fund Accounting Profile

There are a couple of steps to setting this up:

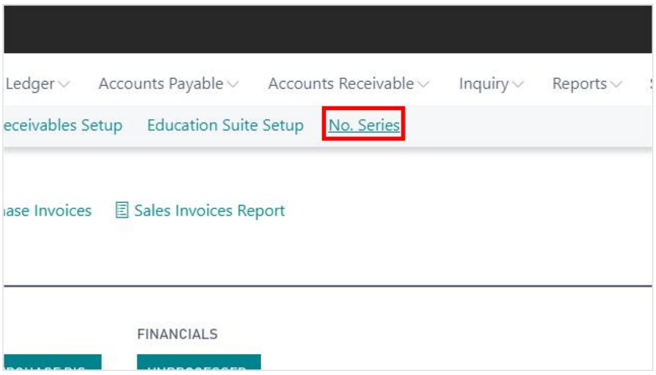
1) Setup Number Series
2) Attach Number Series to each User

Let's start with creating special Number Series.

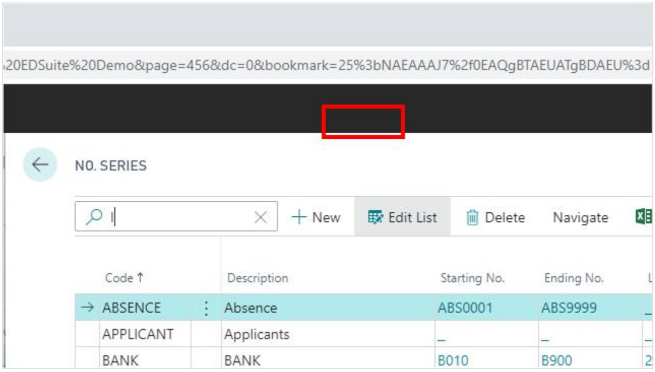
Click on the navigation menu item popup **Setup**



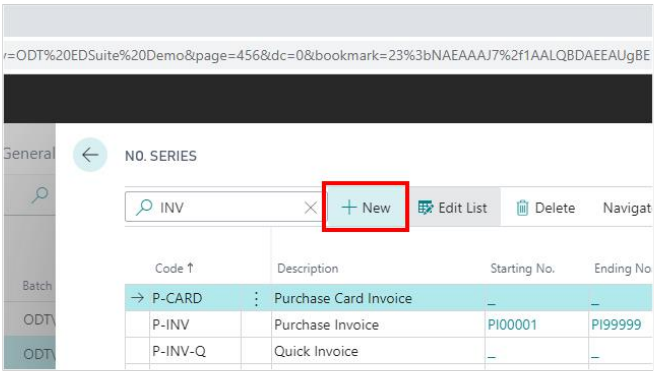
Click on the navigation menu item Number Series



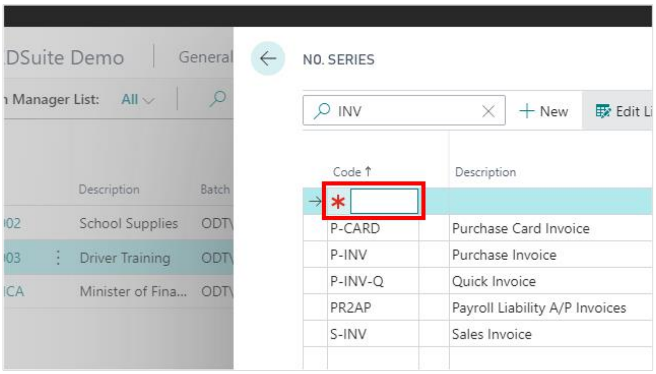
Enter **INV on the Search button to sort out any Invoice related Number series**. Press the **Enter** key.



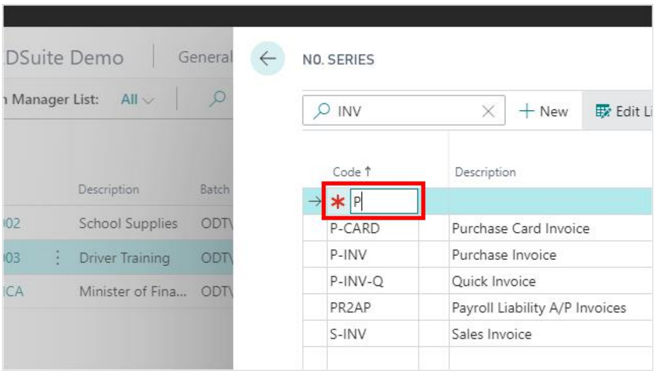
Click on the navigation menu item **New**



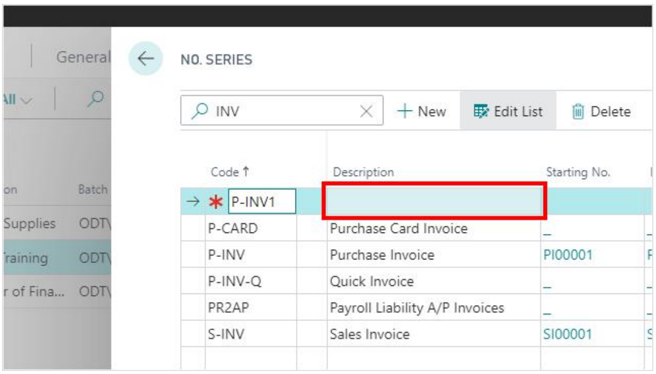
Click on the cell **Code**



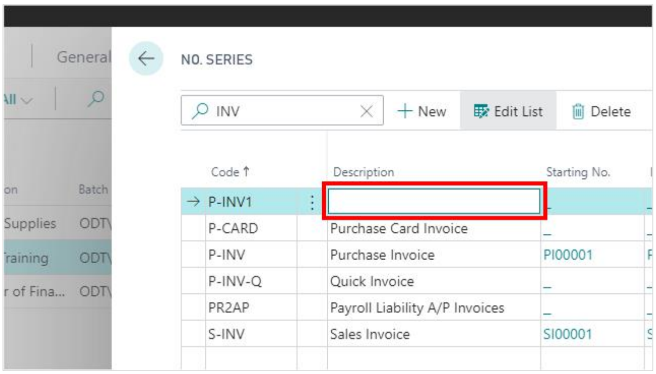
Enter **Code for the new user specific Number Series**.



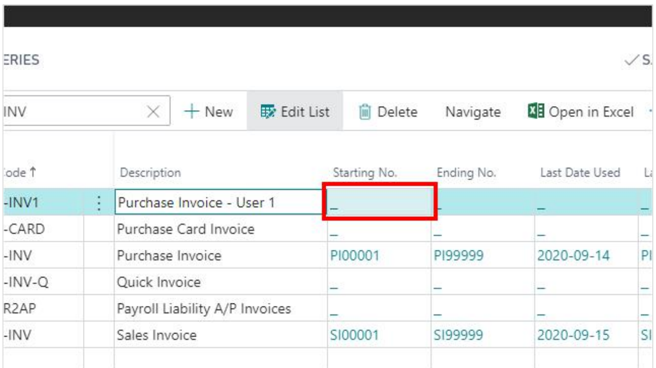
Click on the cell **Description**



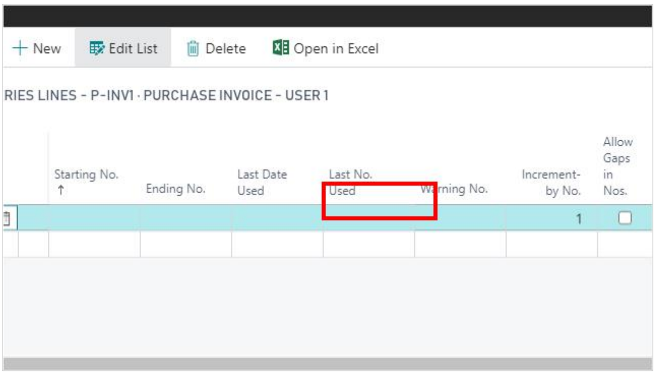
Enter **Description**.



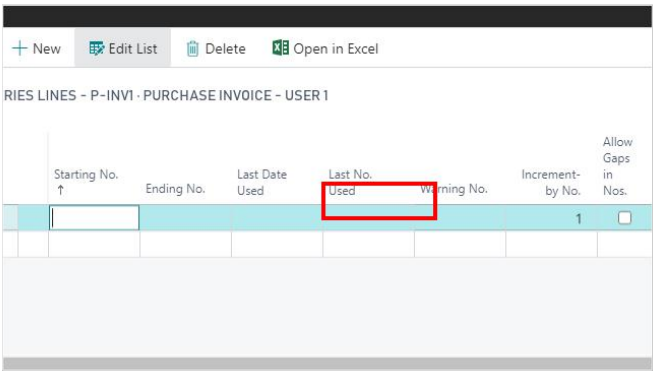
Double click on the starting number to open line in Edit mode.



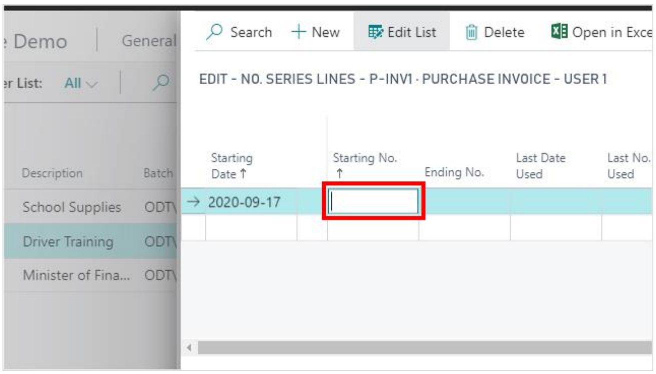
Enter **Starting Date**.



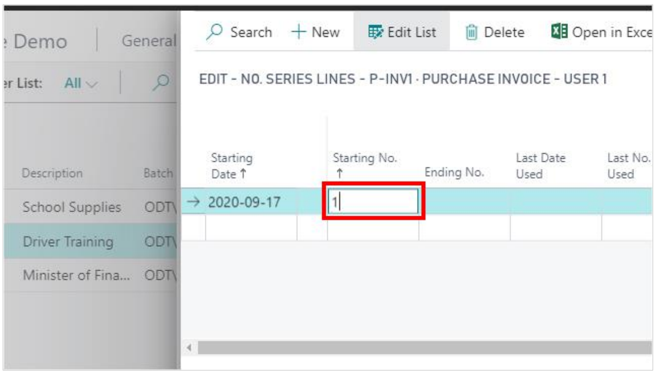
Press the **Enter** key.



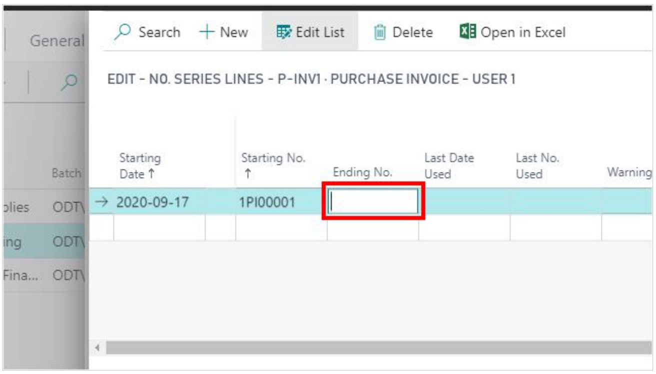
Click on the cell Starting number to enter starting user specific Invoice number series.



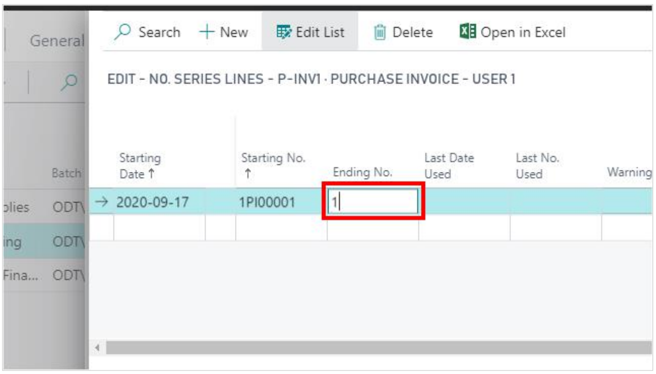
Enter **Starting Number**.



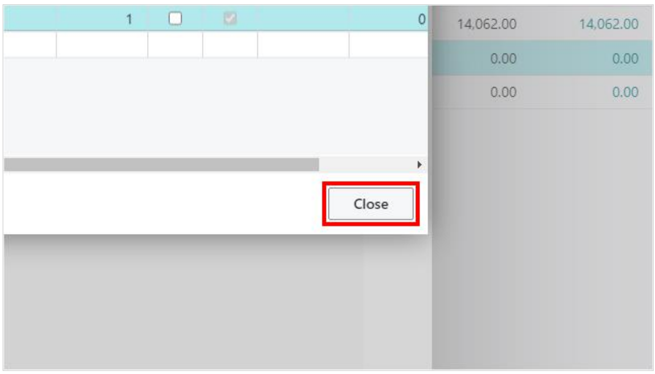
Click on the cell Ending number to enter ending user specific Invoice number series.



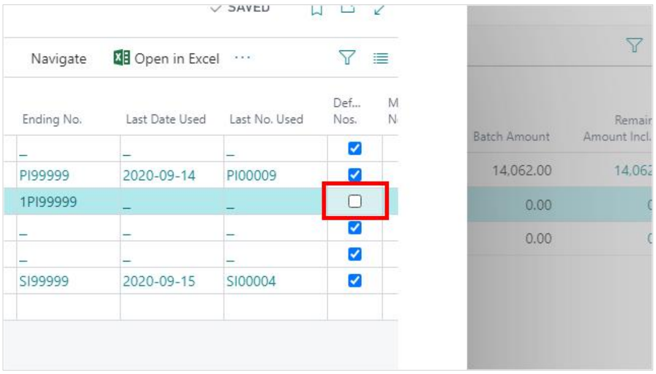
Enter **Ending Number**.



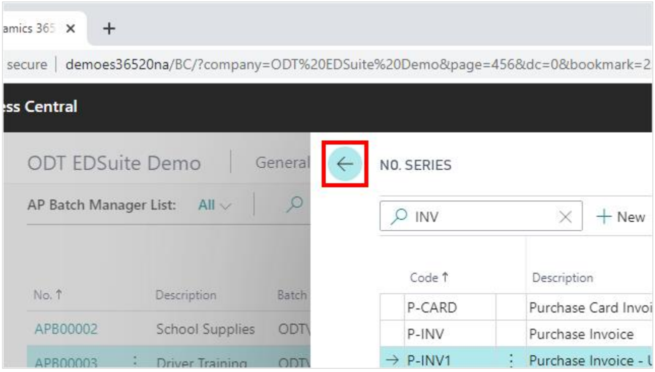
Click on the button **Close**



Click on **Default Nos.**

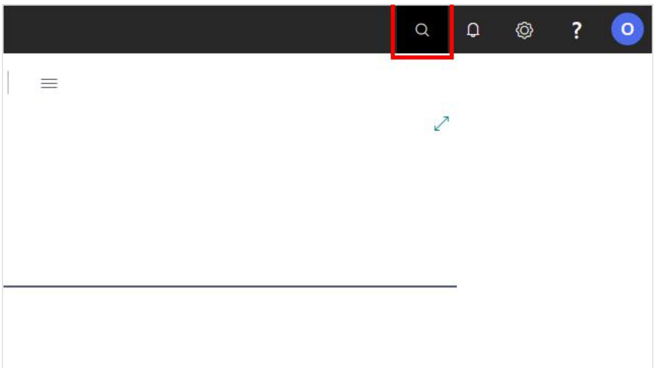


Click on the back button

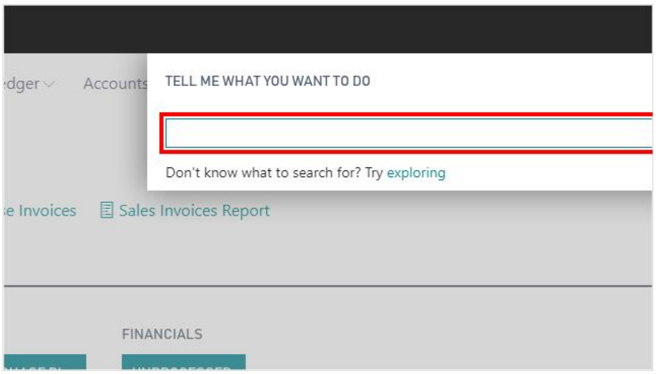


Now you need to attach created Number Series to the User.

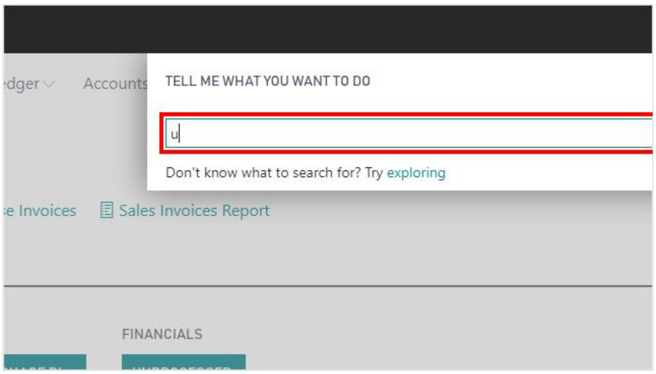
Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**



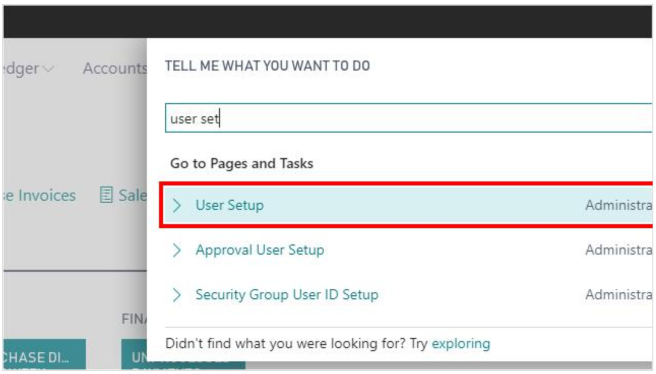
Click on the field **Type to start search:**



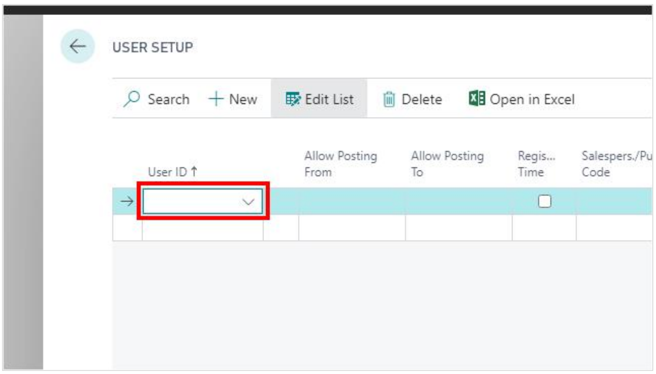
Enter **Type to start search:**.



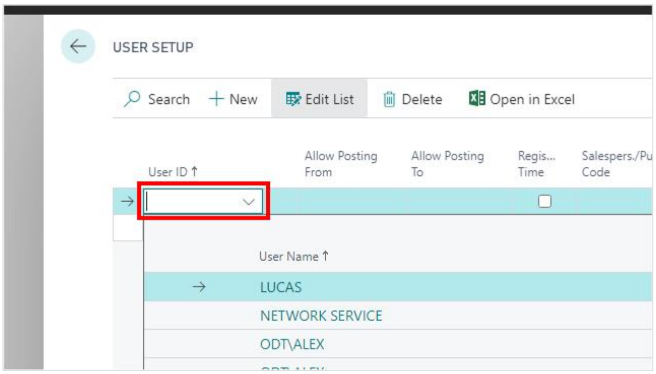
Click on **User Setup Administration** □



Click on the cell **User ID**

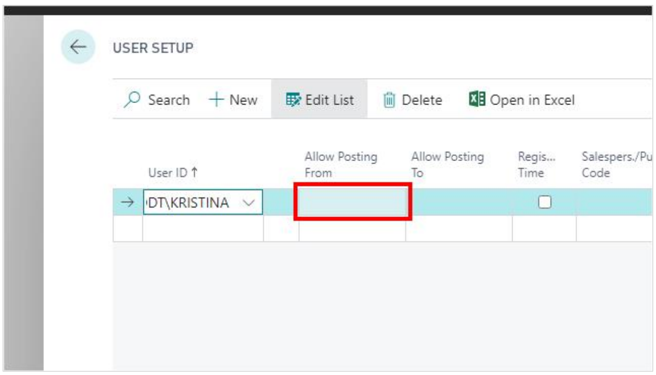


Enter **User ID**.

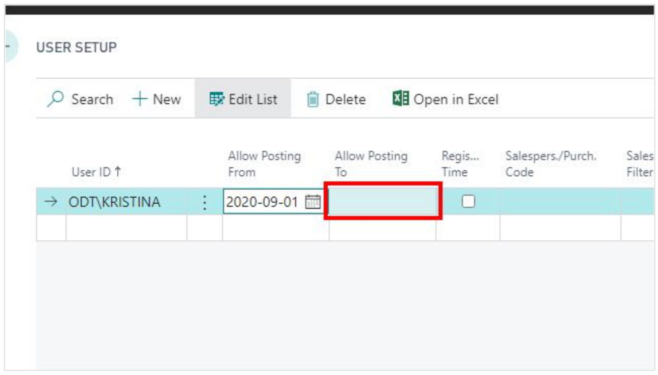


Select User ID from the drop-down list.

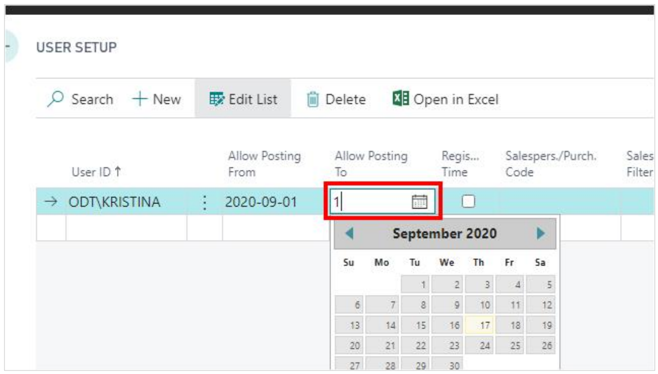
Click on the cell **Allow Posting From**



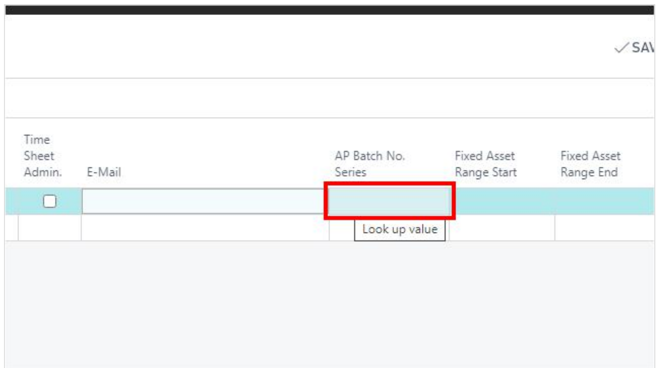
Click on the cell **Allow Posting To**



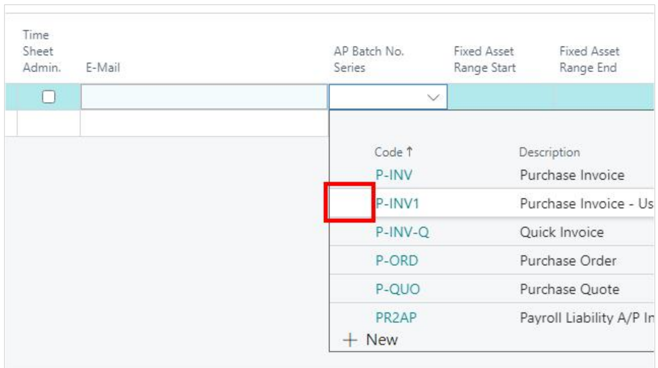
Enter **Allow Posting To**. Press the **Enter** key.



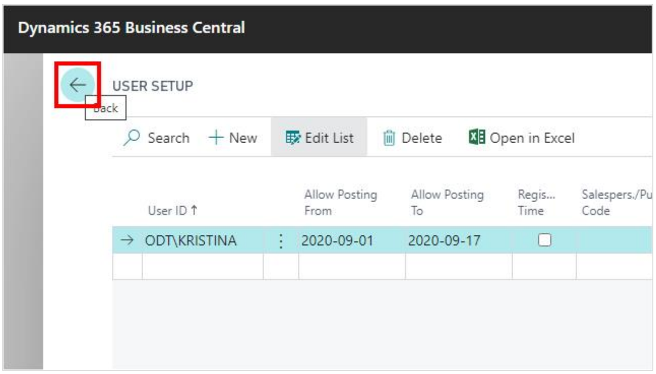
Click on the cell AP Batch Number Series



Select newly created user specific number series code from the drop-down list.



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

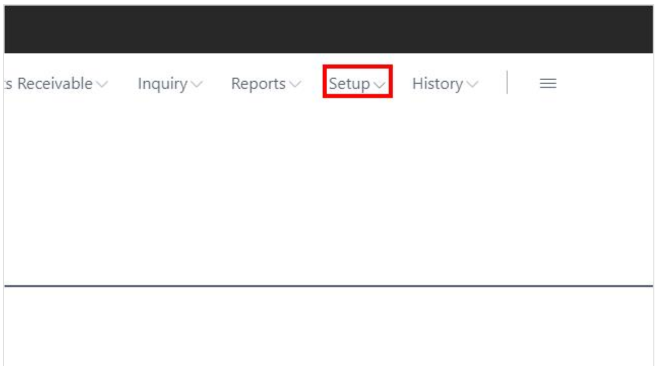
Fund Accounting Profile

There are a couple of steps to setting this up:

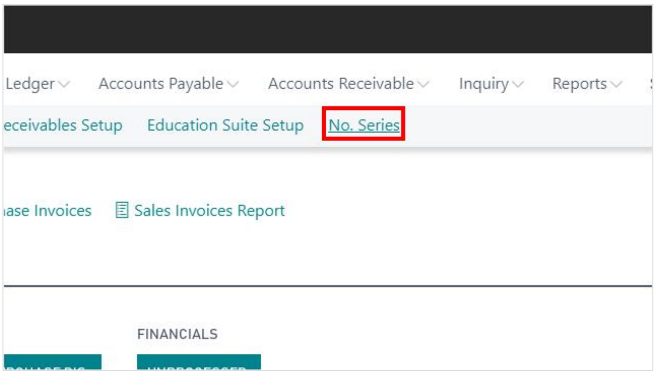
1) Setup Number Series
2) Attach Number Series to each User

Let's start with creating special Number Series.

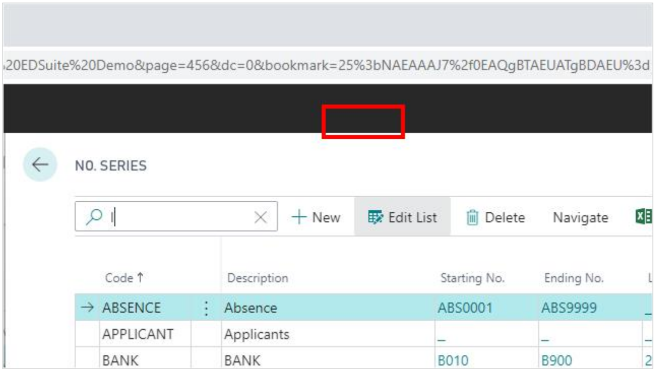
Click on the navigation menu item popup **Setup**



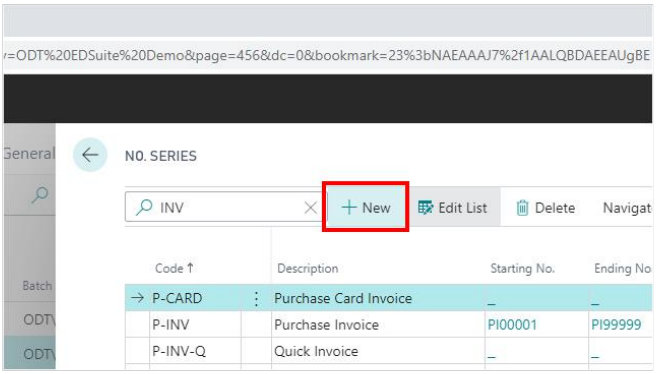
Click on the navigation menu item Number Series



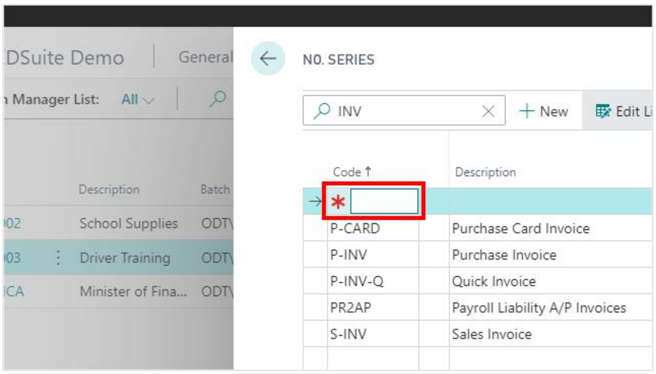
Enter **INV on the Search button to sort out any Invoice related Number series**. Press the **Enter** key.



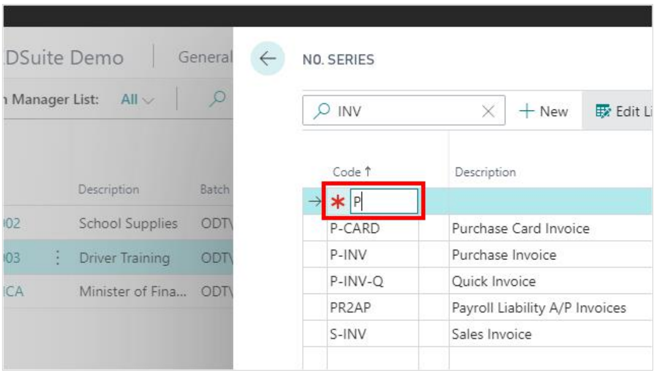
Click on the navigation menu item **New**



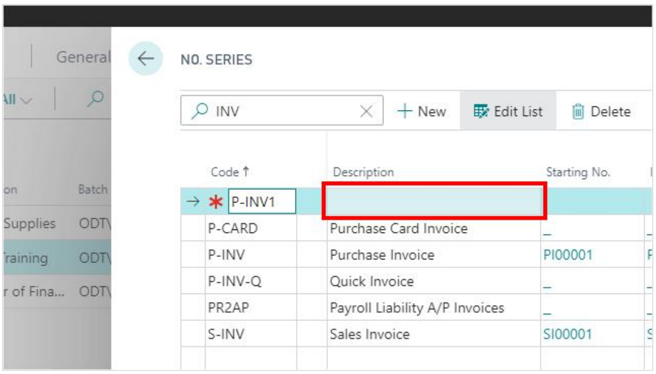
Click on the cell **Code**



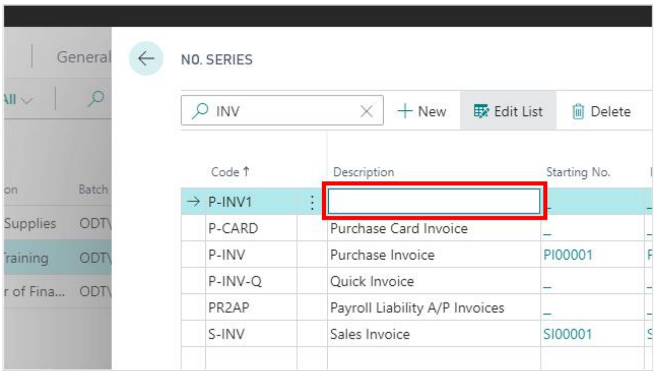
Enter **Code for the new user specific Number Series**.



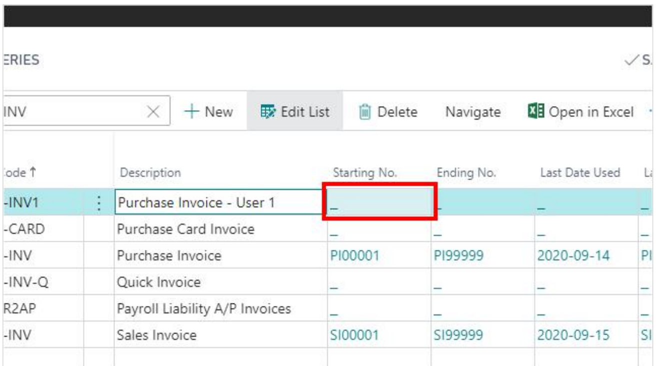
Click on the cell **Description**



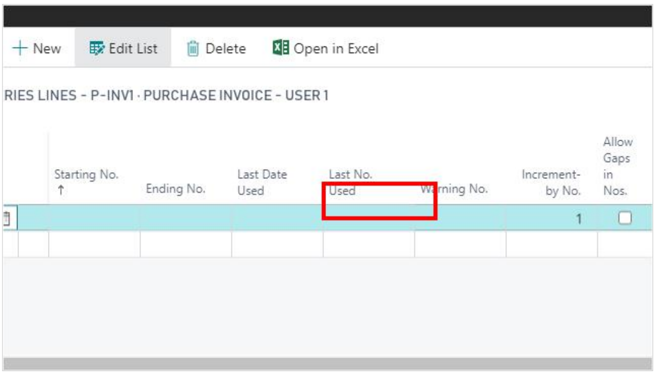
Enter **Description**.



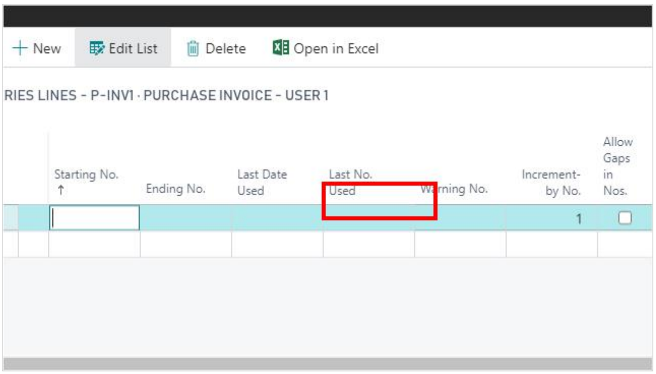
Double click on the starting number to open line in Edit mode.



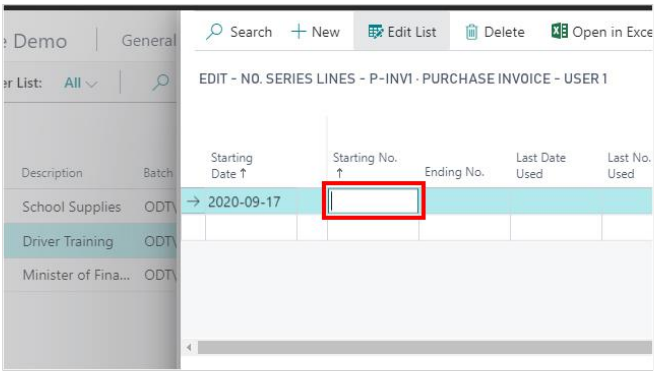
Enter **Starting Date**.



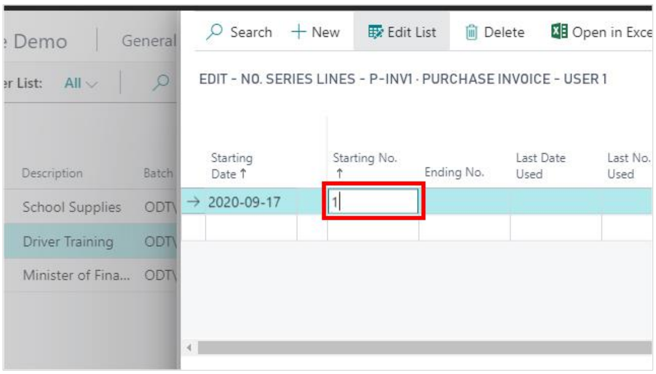
Press the **Enter** key.



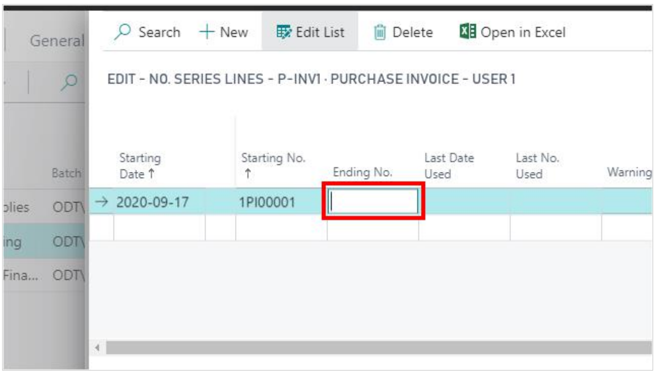
Click on the cell Starting number to enter starting user specific Invoice number series.



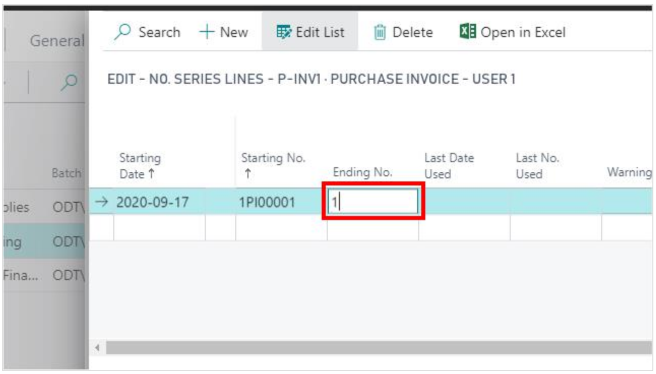
Enter **Starting Number**.



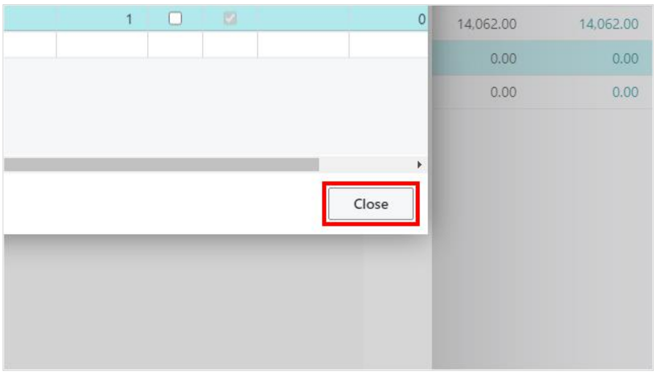
Click on the cell Ending number to enter ending user specific Invoice number series.



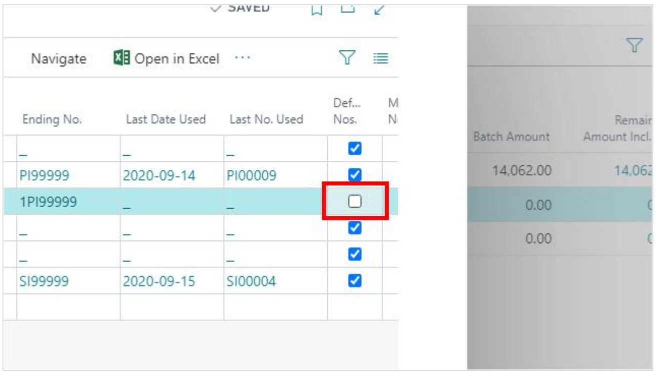
Enter **Ending Number**.



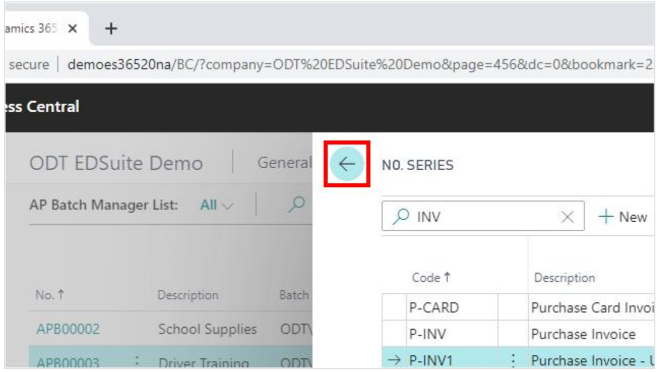
Click on the button **Close**



Click on **Default Nos.**



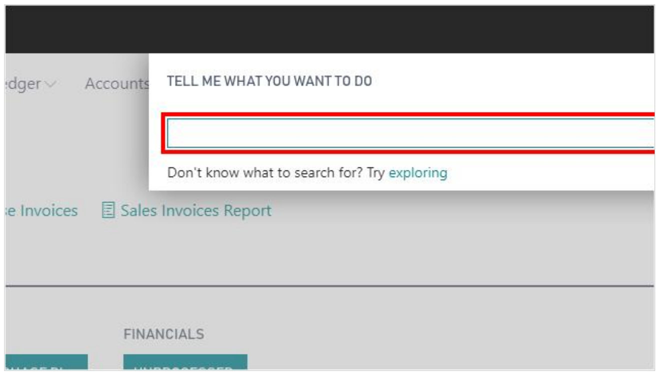
Click on the back button



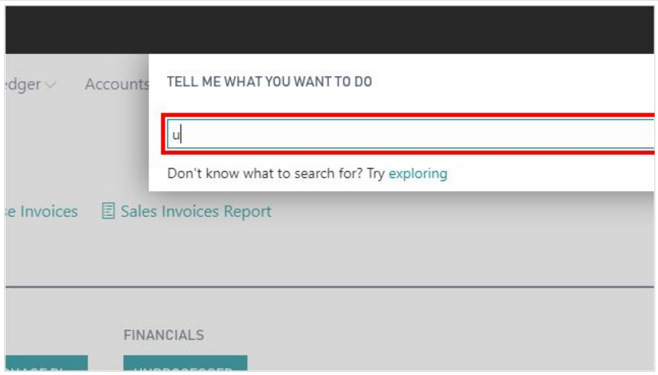
Now you need to attach created Number Series to the User.

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

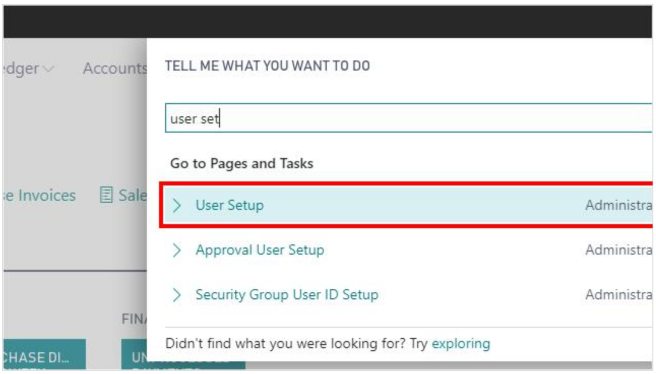
Click on the field **Type to start search:**



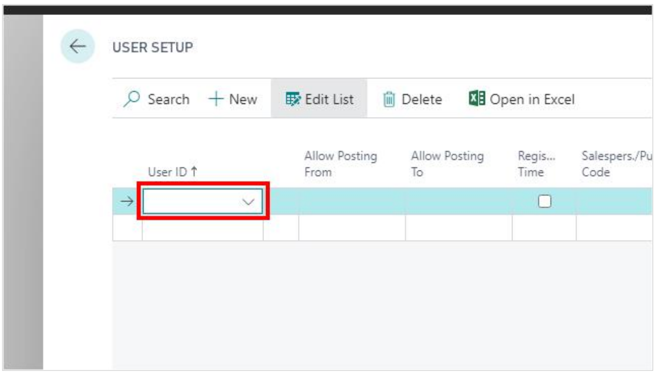
Enter **Type to start search:**.



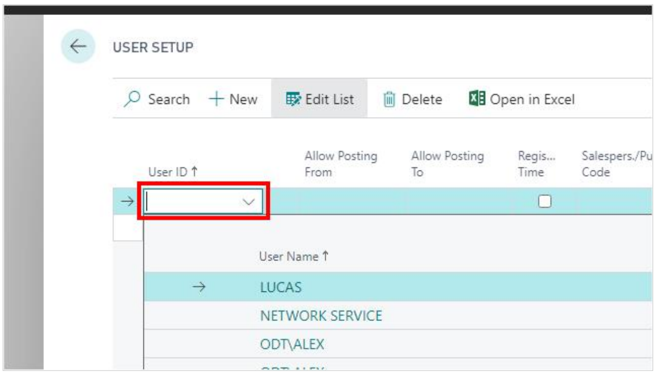
Click on **User Setup Administration**



Click on the cell **User ID**

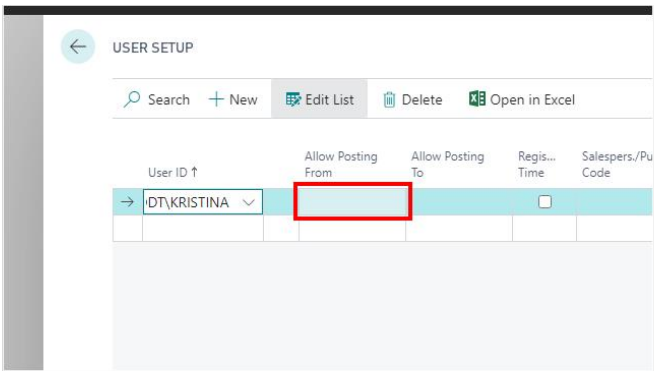


Enter **User ID**.

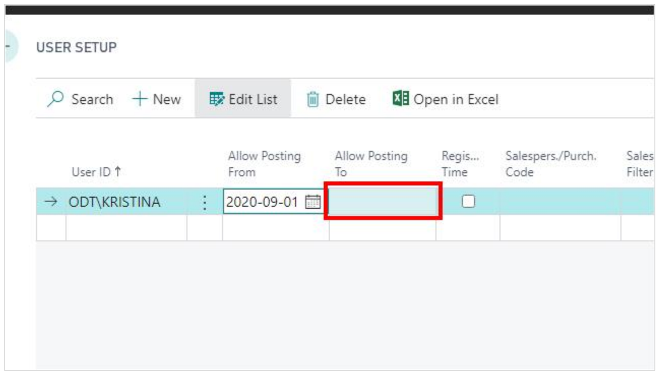


Select User ID from the drop-down list.

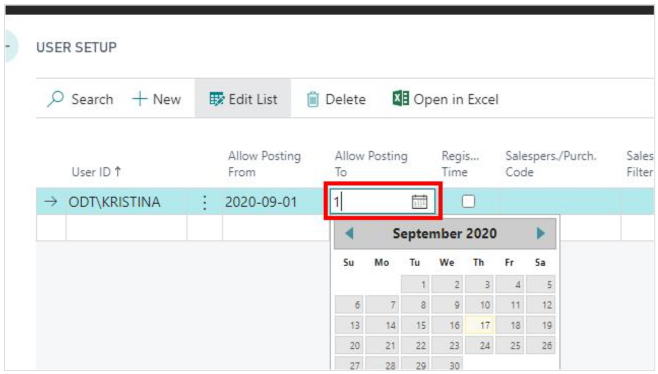
Click on the cell **Allow Posting From**



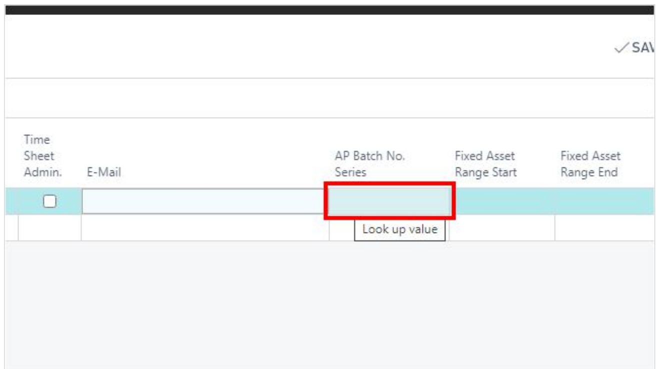
Click on the cell **Allow Posting To**



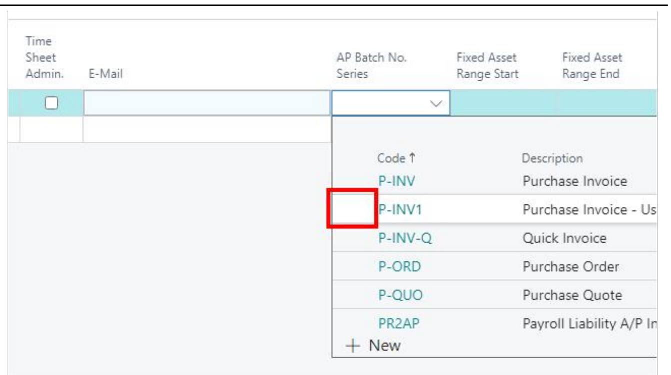
Enter **Allow Posting To**. Press the **Enter** key.



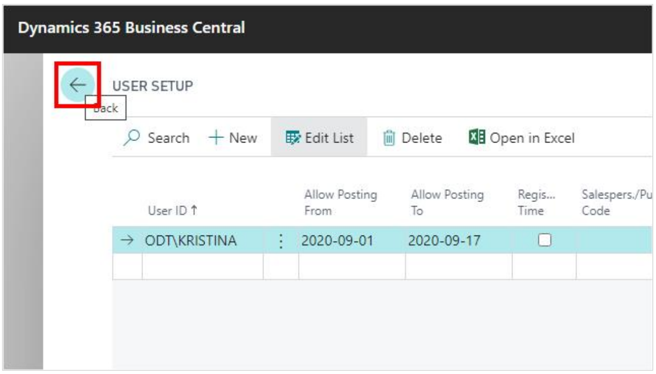
Click on the cell AP Batch Number Series



Select newly created user specific number series code from the drop-down list.



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

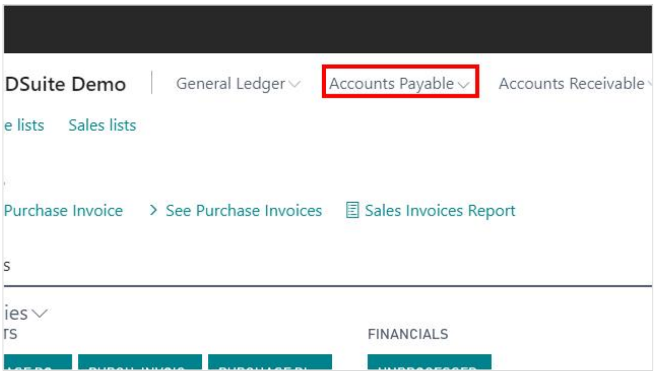
3.3.5.1. Overview

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.

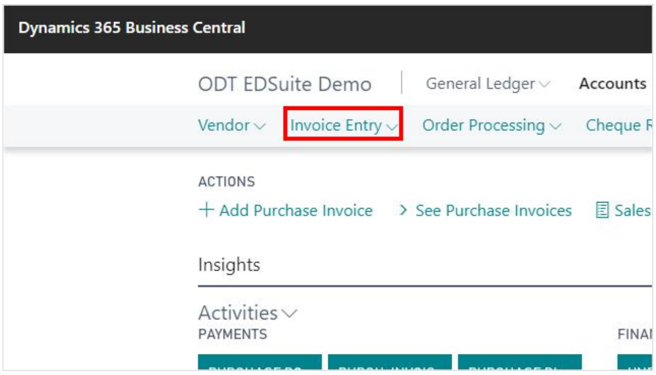
3.3.5.2. How to print AP Batch Management Report

Fund Accounting Profile.

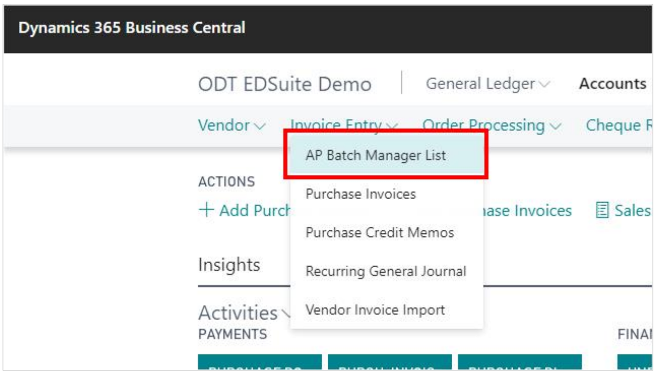
Click on the navigation menu item popup **Accounts Payable**



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

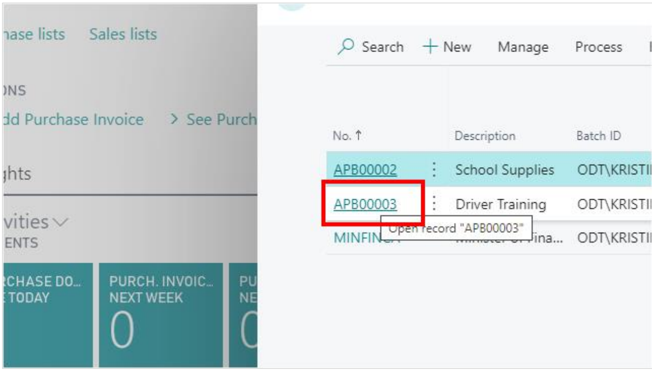


Click on the navigation menu item **AP Batch Manager List**



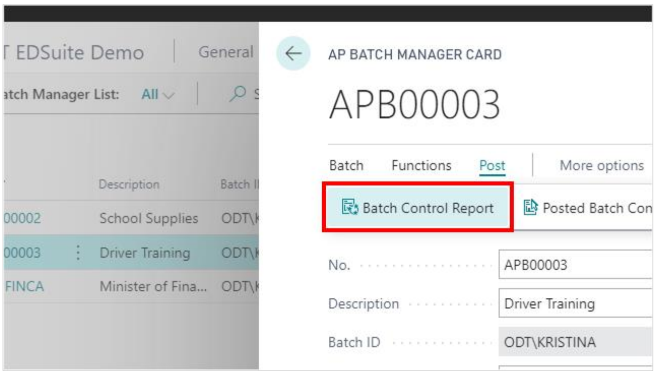
AP Batch list opens.

Click on the AP Batch Number you are going to print report for.

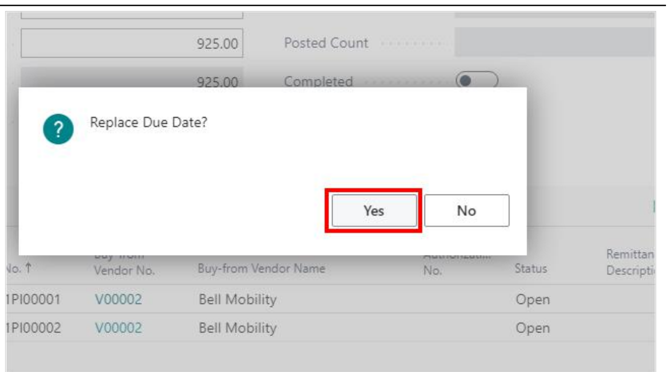


Click on the navigation menu item popup Post.

Click on the navigation menu item **Batch Control Report**

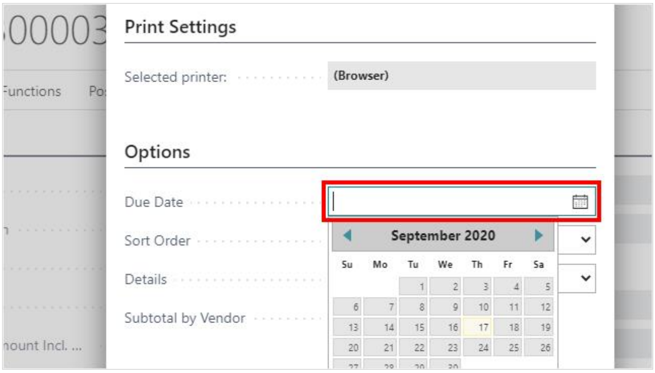


System pops up the message asking if you wish to replace a Due Date,
Click YES if you want to replace it, or not if you don't want to.



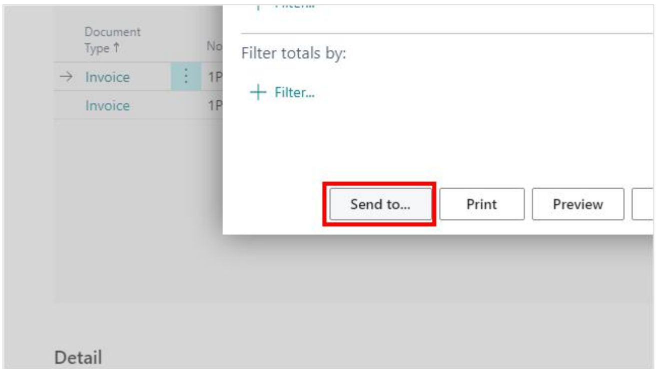
Print Settings page opens.

Click on the field **Due Date**

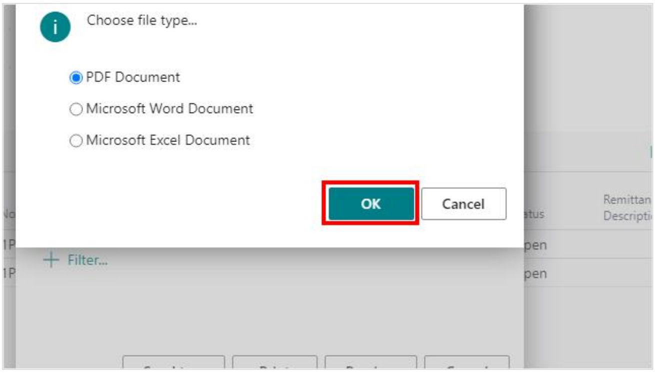


Select a due date and enter any other filters if needed.
From this window you are able to preview report, send it to print by the clicking on "PRINT" button or you can use option "SEND TO..." to open report in PDF, Word or Excel format.

Click on the button **Send to...**

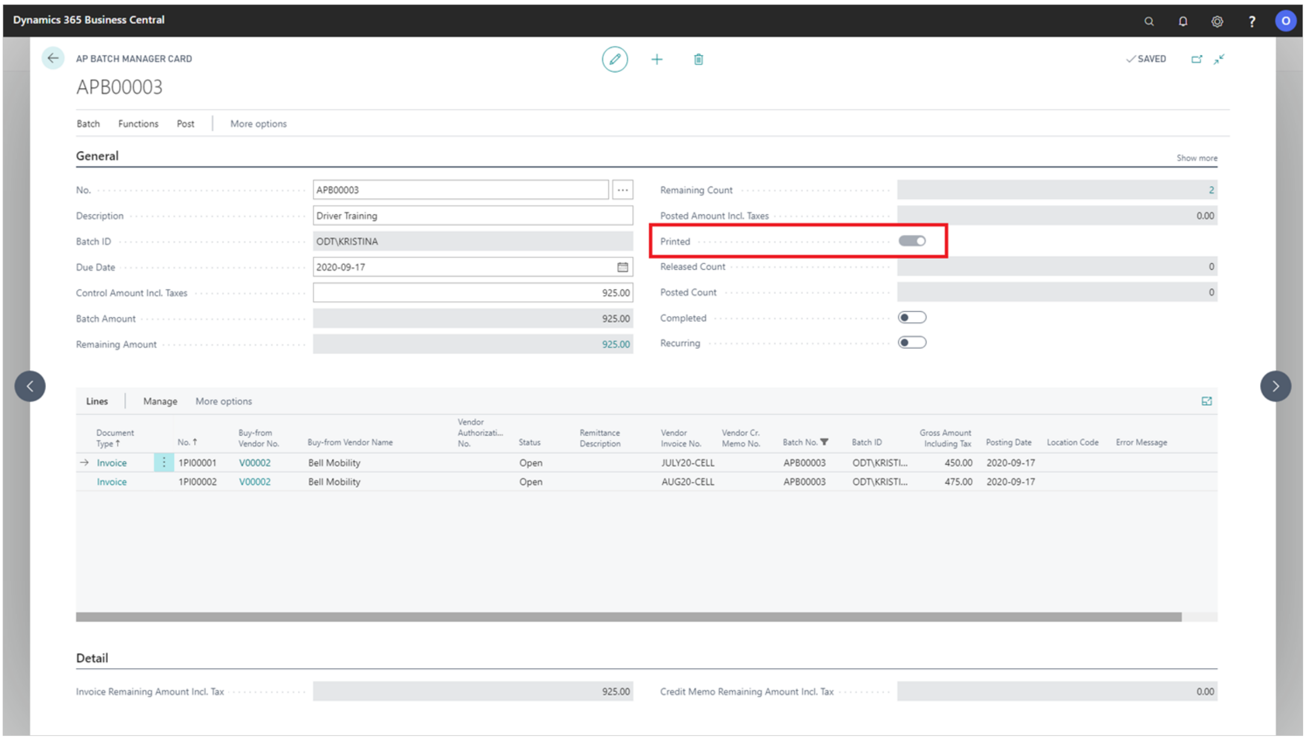


Click on the button OK to generate report in PDF format.



AP Batch Report is generated in PDF Format.

"Printed" is turned to Yes in the AP Batch window.



3.3.6. How to Post AP Batch

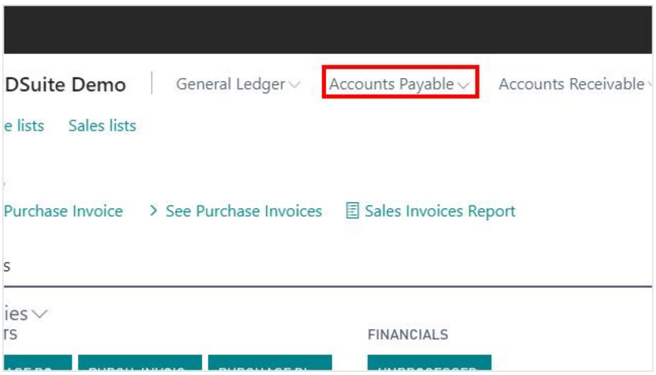
3.3.6.1. Overview

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.

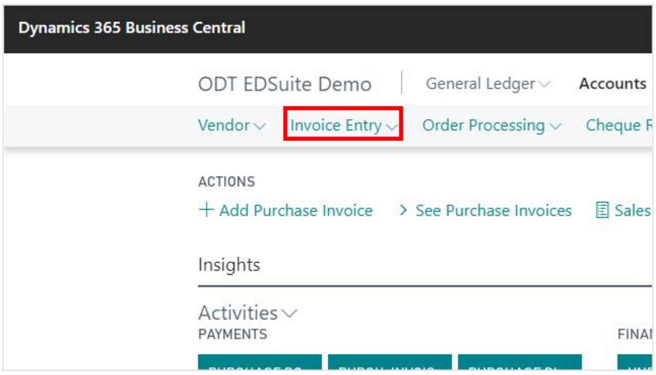
3.3.6.2. How to Post AP Batch

Fund Accounting Profile.

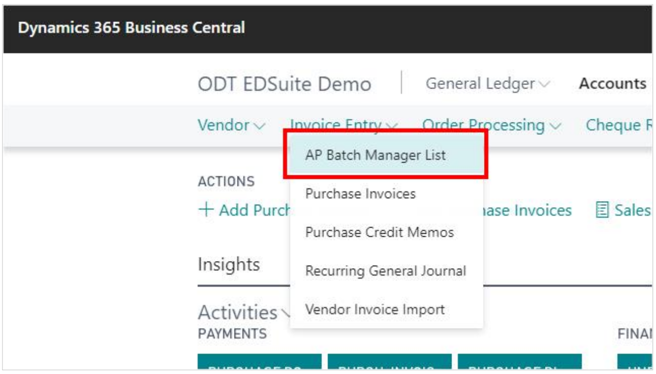
Click on the navigation menu item popup **Accounts Payable**



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

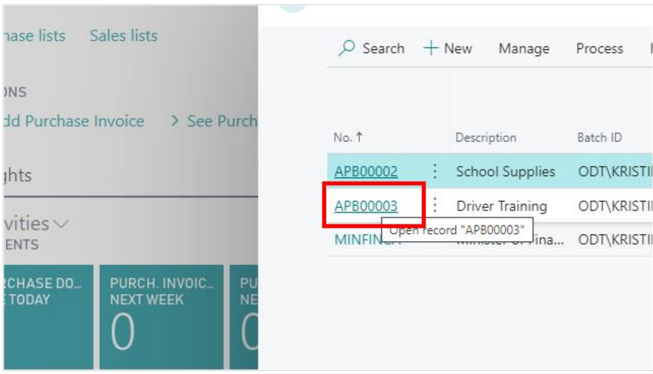


Click on the navigation menu item **AP Batch Manager List**



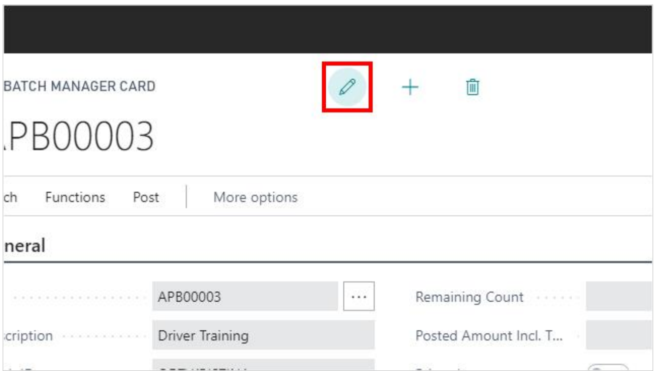
AP Batch list opens.

Click on the AP Batch Number you are going to post.

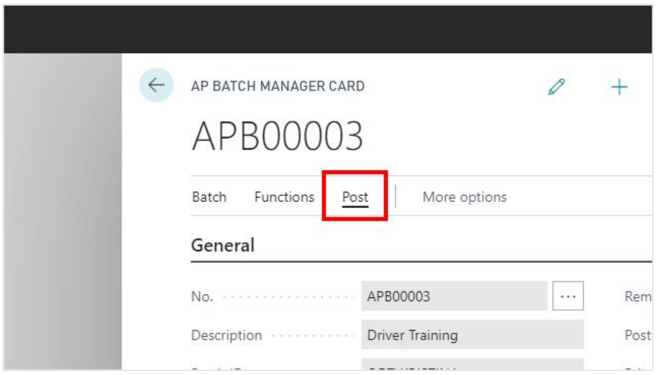


AP Batch page opens, but not in editable mode.

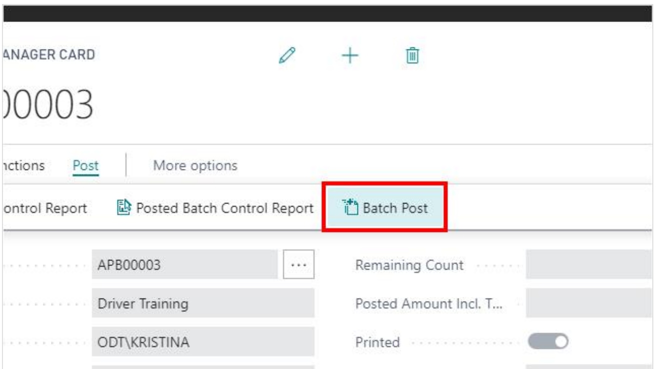
To turn on editable mode, click on the action toggle edit/view



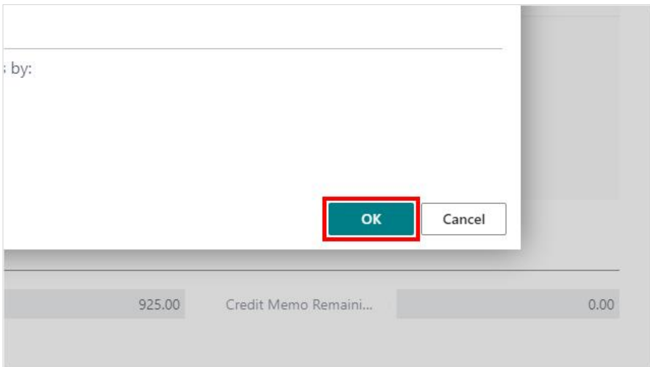
Click on the navigation menu item popup **Post**



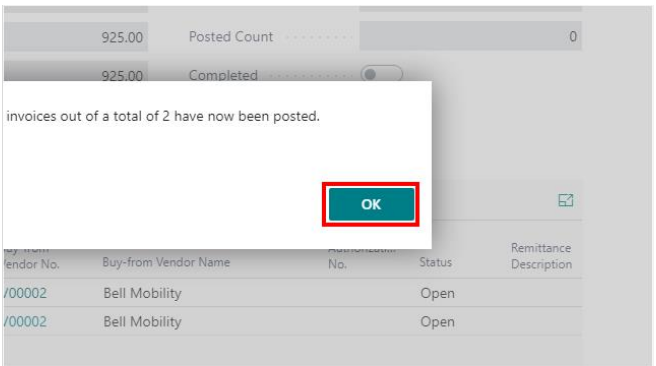
Click on the navigation menu item **Batch Post**



You can enter any addtional filters before posting. Otherwise, click on the button OK

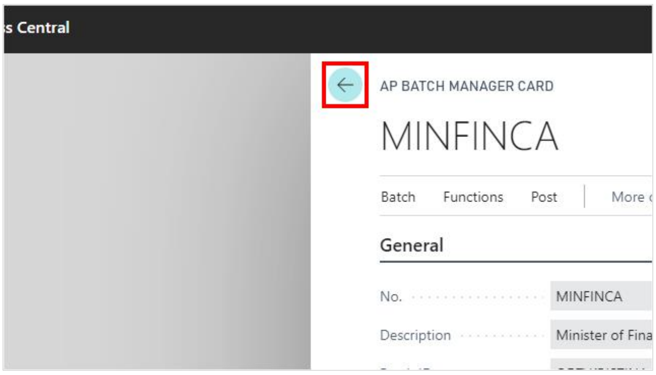


Click on the button OK on the confirmation message.



All the invoices created within Batch are posted. Keep in mind, that AP Batch disappears after posting.

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

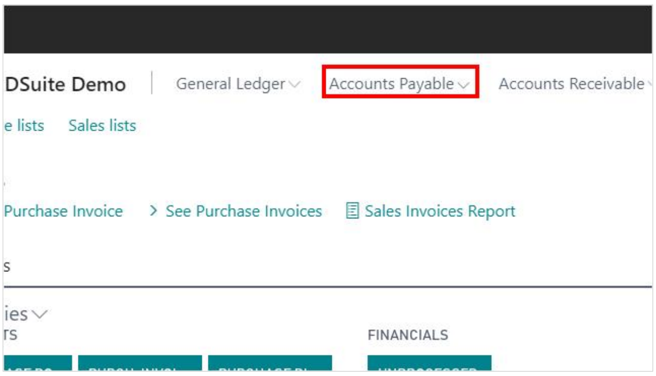
3.4.2.1. Overview

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.

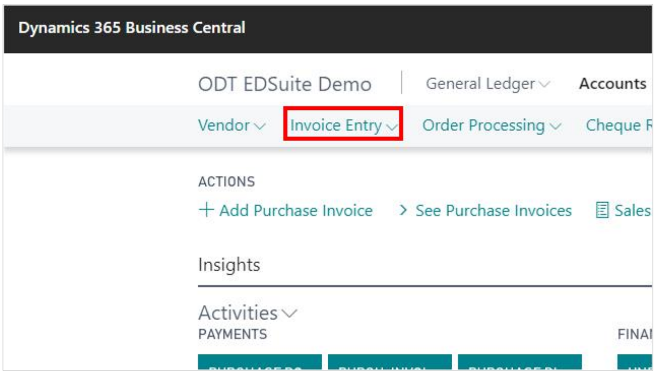
Once the batch is created you are ready to start invoicing.

3.4.2.2. How to Process Direct Invoicing Within a Batch

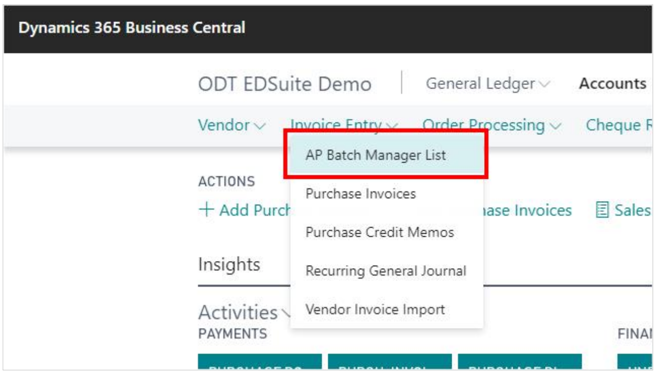
Click on the navigation menu item popup **Accounts Payable**



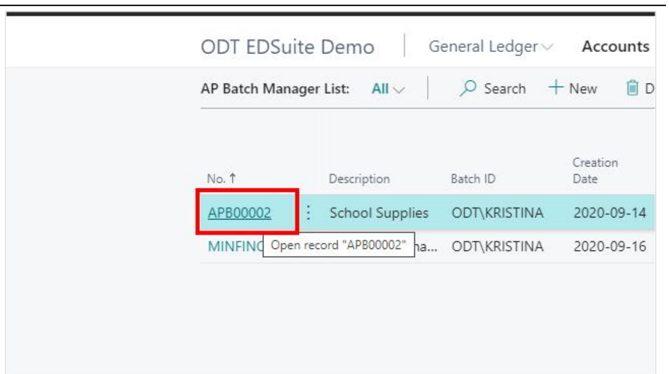
Click on the navigation menu item popup **Invoice Entry**



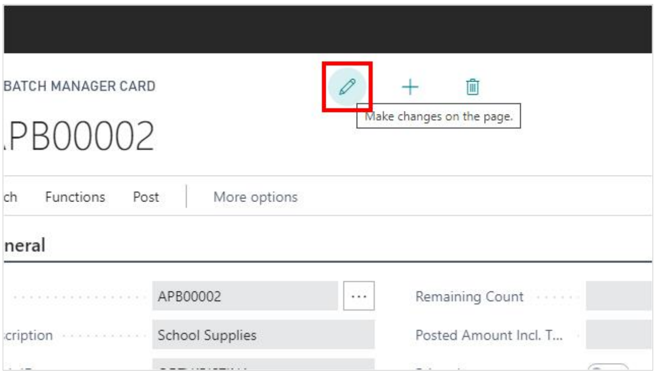
Click on the navigation menu item **AP Batch Manager List**



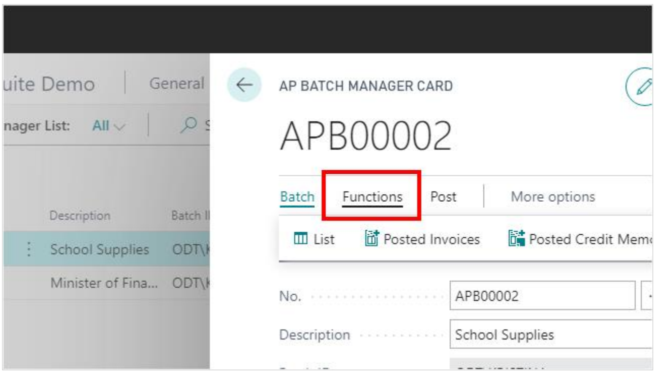
Click on the line with AP Batch you want to create new Invoice within.



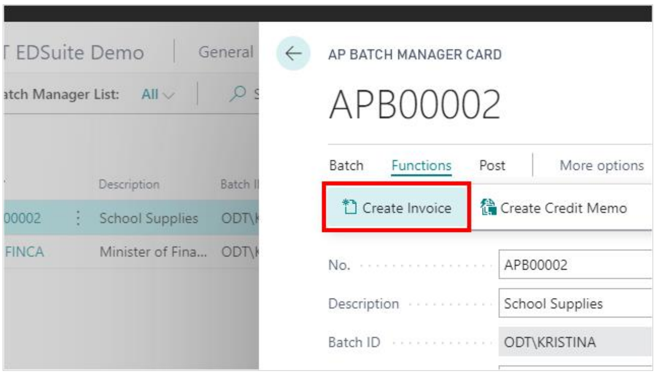
Click on the action toggle **edit/view**



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

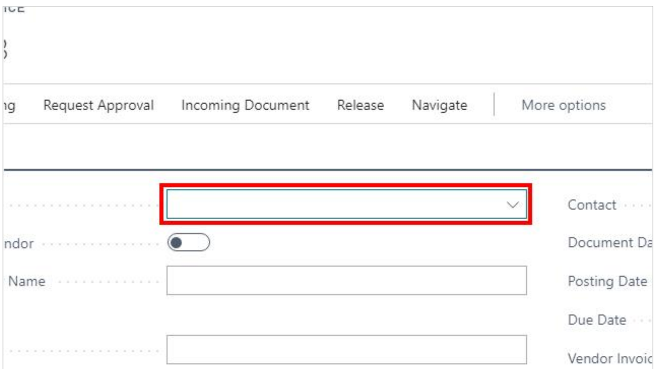


Click on the navigation menu item **Create Invoice**

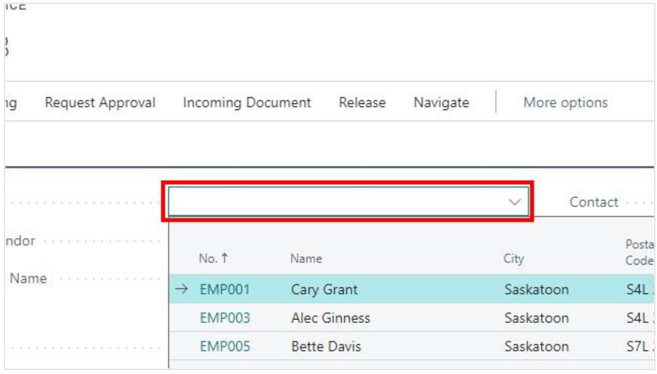


New Purchase Invoice window opens.

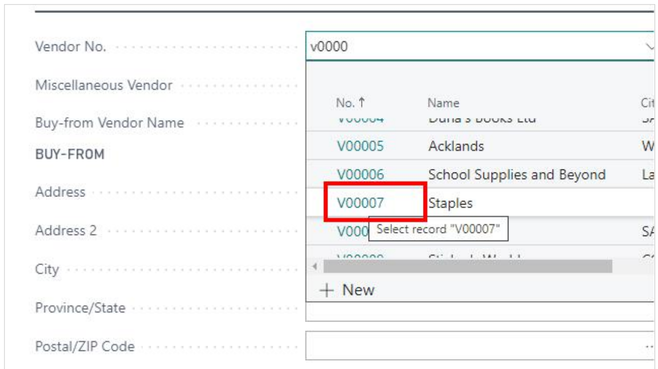
Click on the field Vendor Number



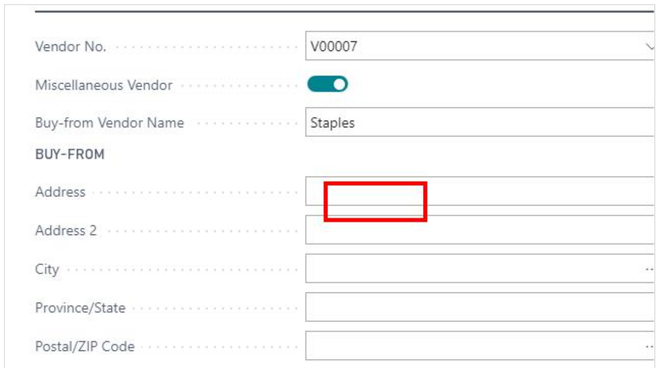
Enter **Vendor Number**.



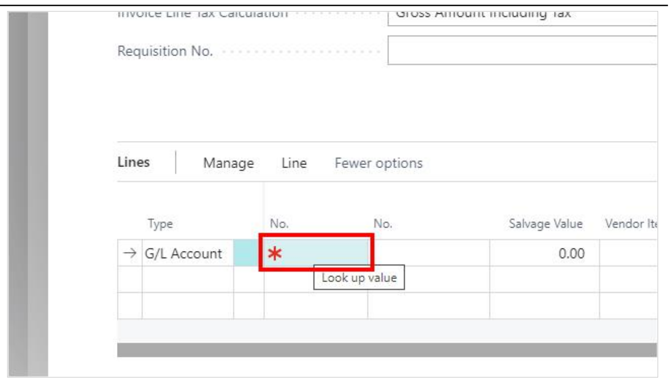
Select Vendor from the drop-down list.



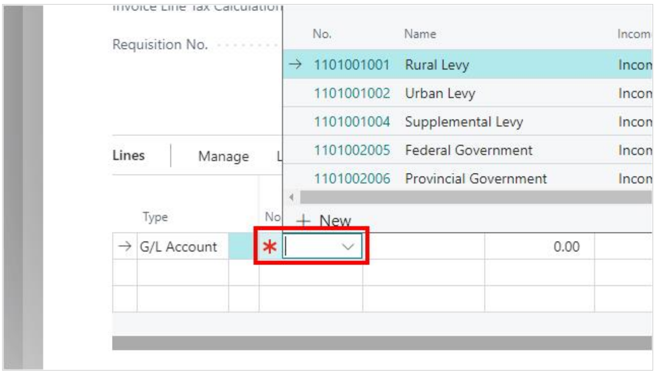
Enter **Vendor Purchase Invoice Number**.



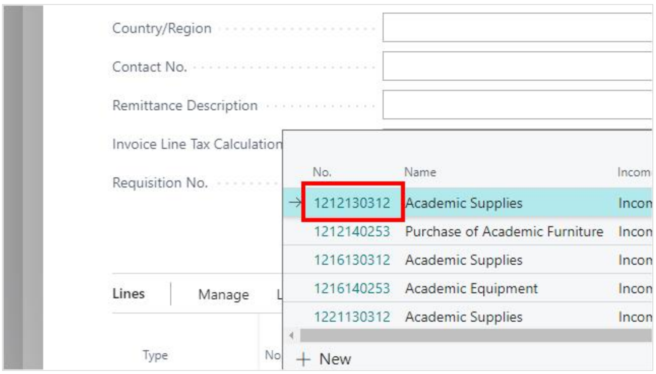
Click on the cell Number to enter proper G/L Account.



Enter **G/L Account Name or Number**.

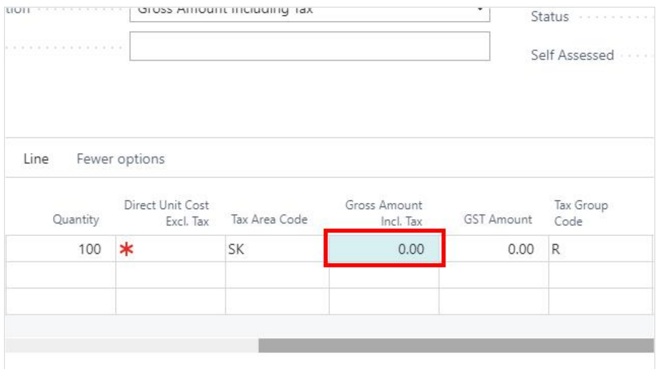


Select G/L Account from the drop-down list. Click Enter

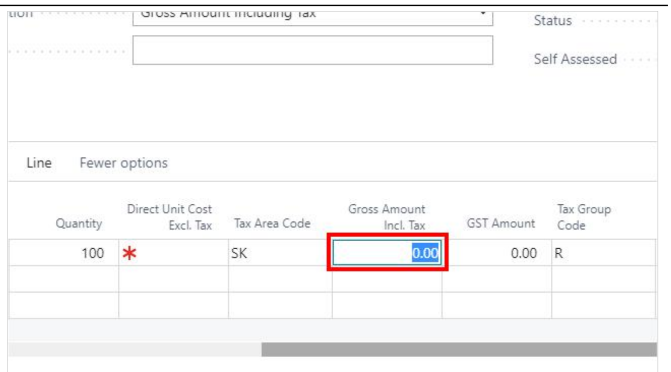


Move to the right on the line.

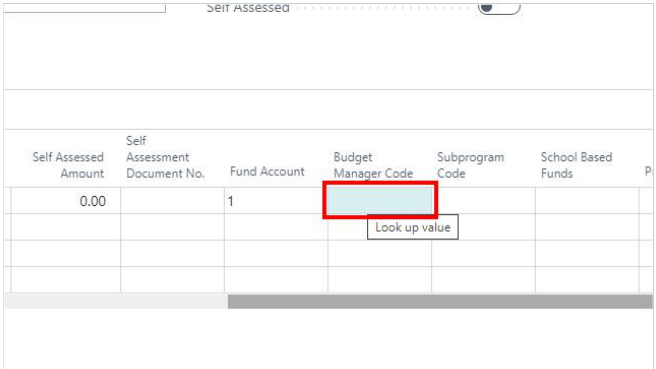
Click on the cell Gross Amount Including Tax



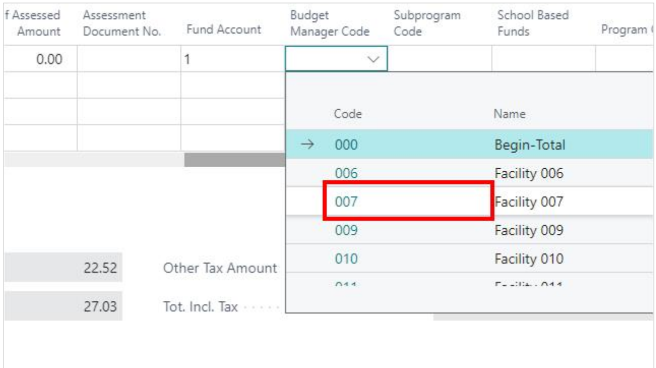
Enter **Gross Amount Incl. Tax**. Press the **Enter** key.



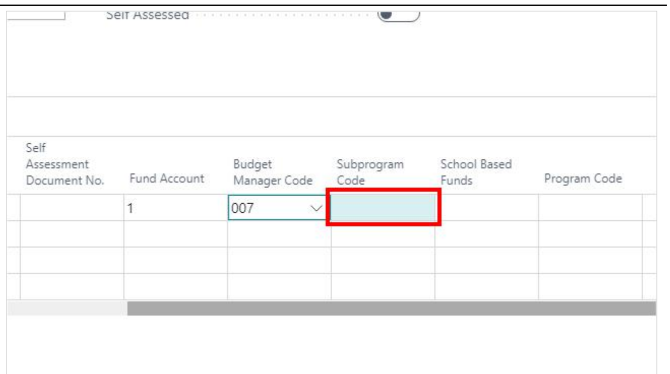
Click on the cell **Budget Manager Code**



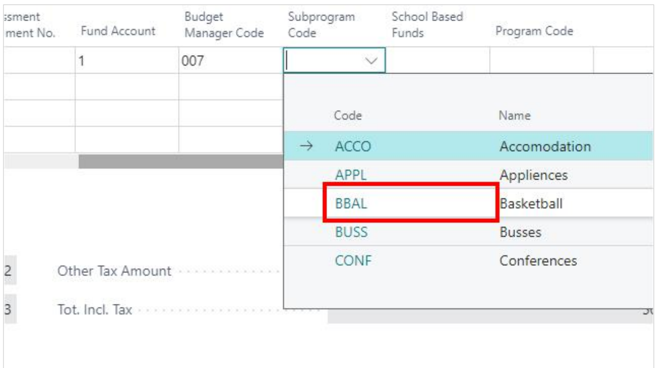
Select Budget Manager Code from the drop-down list.



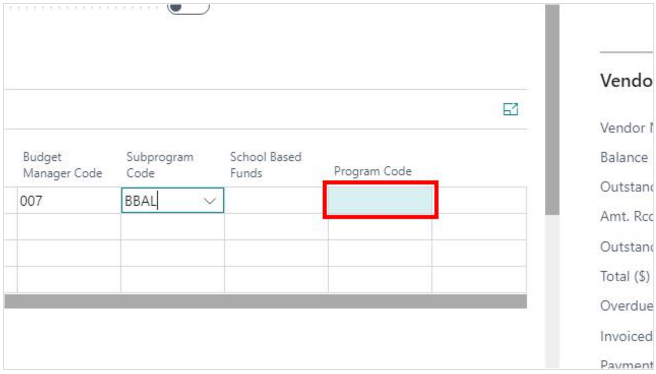
Click on the cell Subprogram Code.



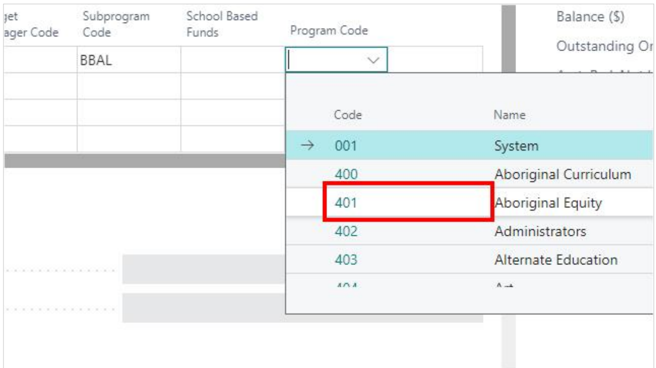
Select Subprogram Code from the drop-down list.



Click on the cell Program Code.

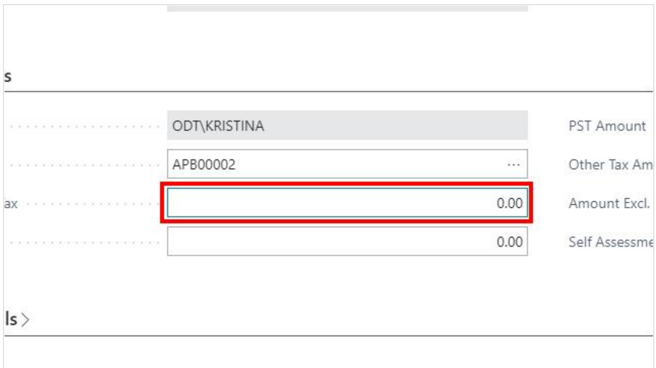


Select Program Code from the drop-down list.



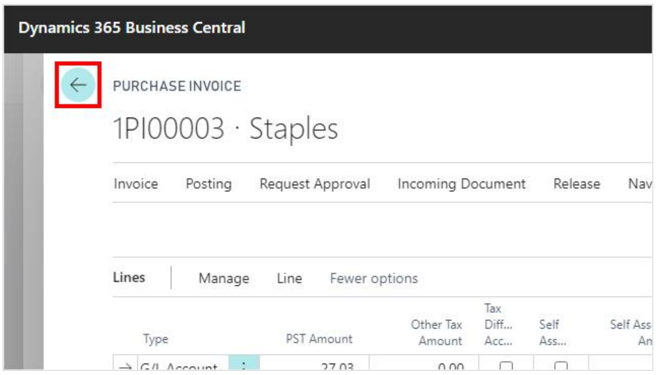
Go to the Control Totals.

Click on the field **Gross Amt. Incl. Tax**

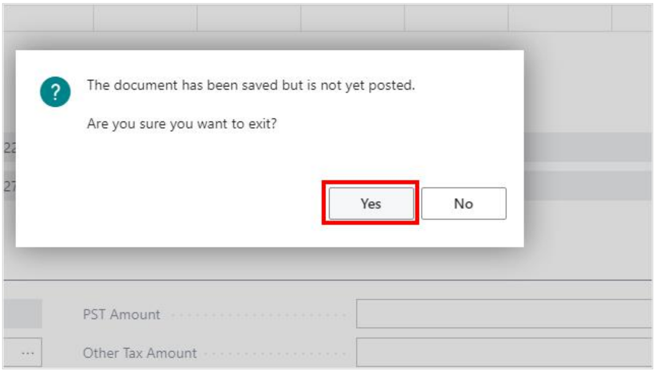


Enter **Gross Amt. Incl. Tax**. Press the **Enter** key.

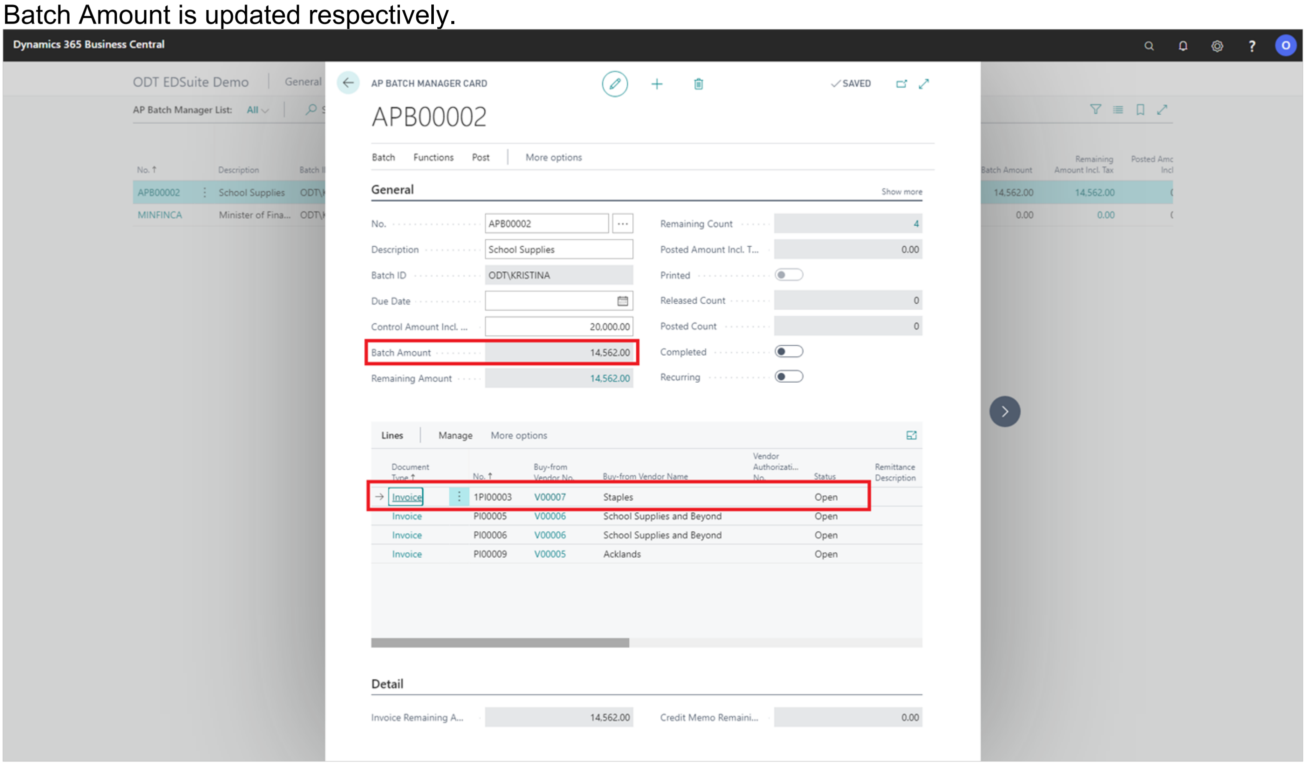
Click on the back button to exit the page.



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.



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.

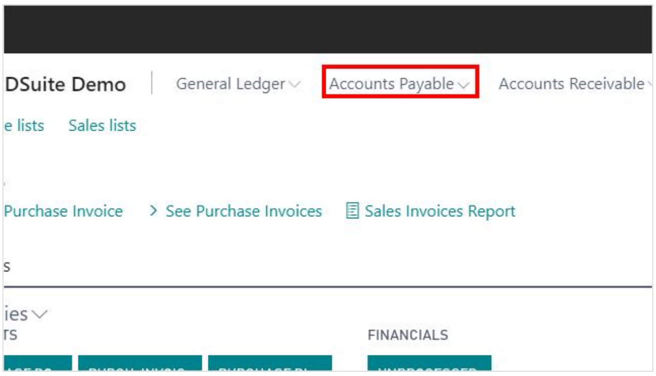
Typically information from the vendor defaults in on the header and then from the header to the lines as detail lines are entered.

3.4.3.2. How to Process Direct Invoicing Outside of a Batch

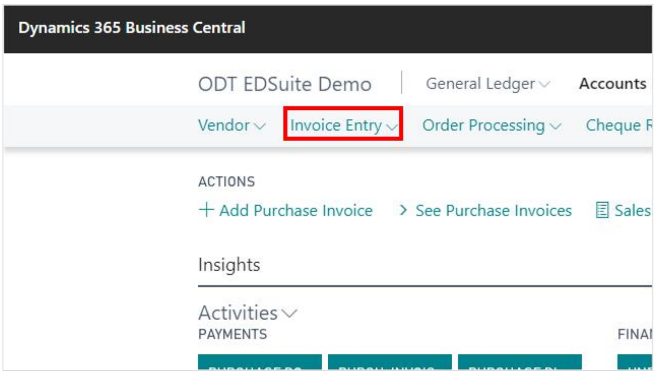
Fund Accounting Profile

Regular accounts payable invoices are entered by going to Accounts Payable Tab.

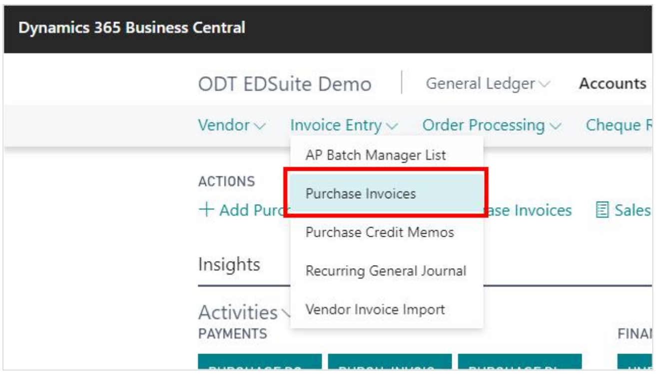
Click on the navigation menu item popup **Accounts Payable**



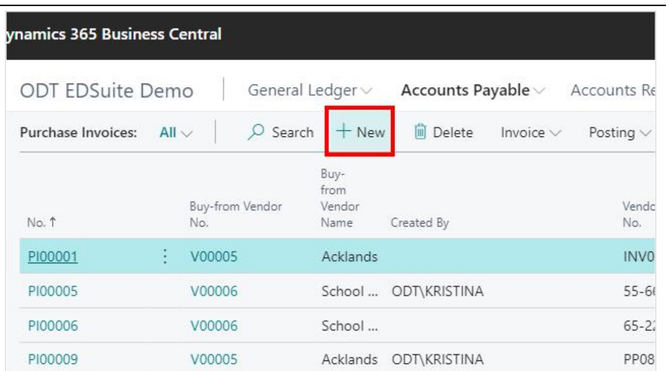
Click on the navigation menu item popup **Invoice Entry**



Click on the navigation menu item **Purchase Invoices**

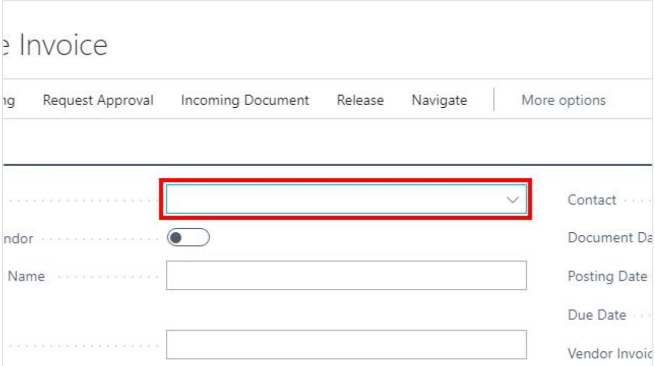


Click on the navigation menu item **New**

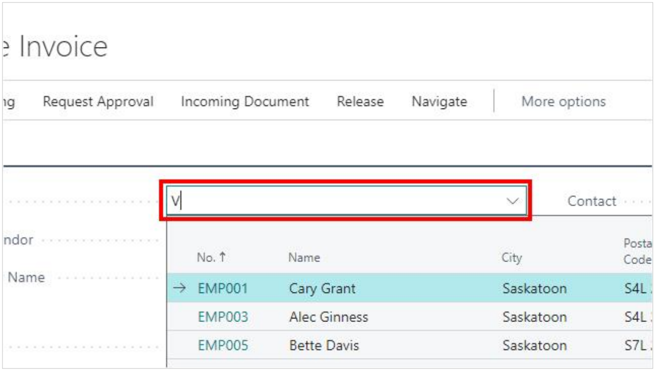


New Purchase Invoice window opens. Invoice Number is assigned automatically if Number Series is set to default.

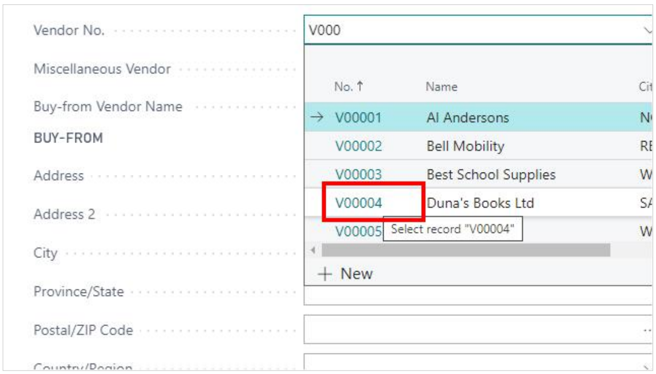
Click on the field Vendor Number.



Enter **Vendor name or number to find the correct Vendor from the drop-down menu**.



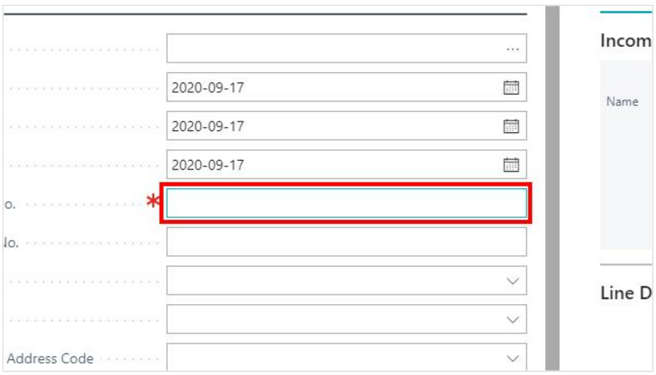
Click on the correct Vendor from the list



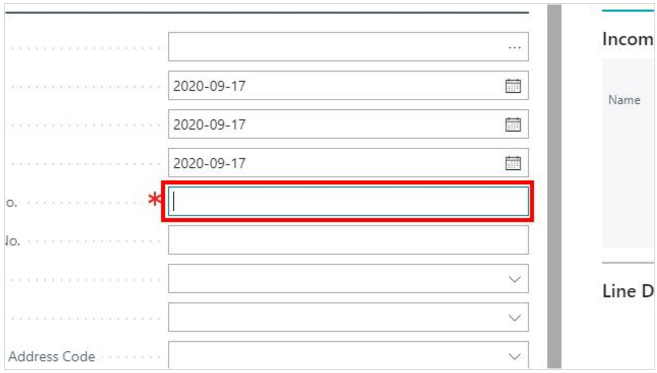
Selecting the vendor populates several fields on the invoice header including name and address, tax information and payment term if any.

Ensure that the Tax Group Code and other tax information fields are appropriate for the transaction.

Click on the field Vendor Invoice Number

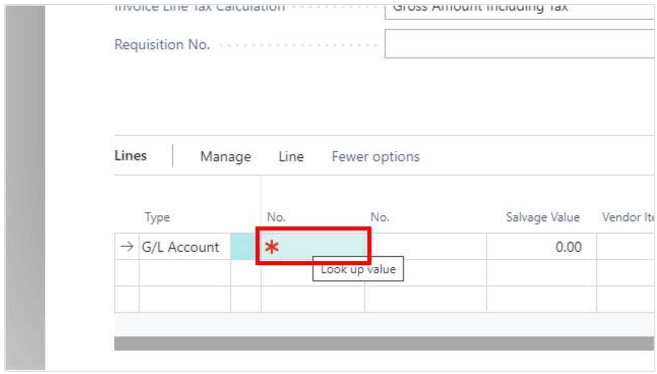


Enter **Vendor Invoice Number**.



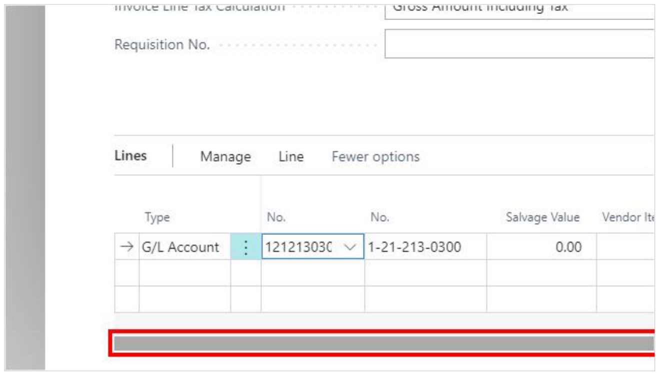
Go to the Invoice Lines.
G/L Account is set to default in the cell Type

Enter G/L Account Number. Start typing name or number to search from the drop-down menu.

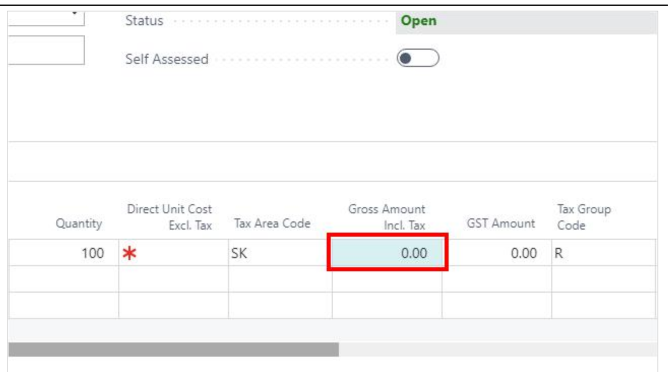


Notice that the G/L Account description comes in automatically when the account is selected. This can be overwritten if needed.

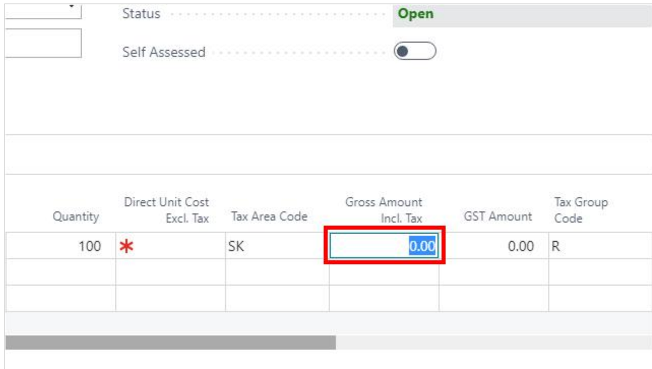
Move to the right to Enter Gross Amount of the Purchase.



Click on the cell Gross Amount Including Tax.



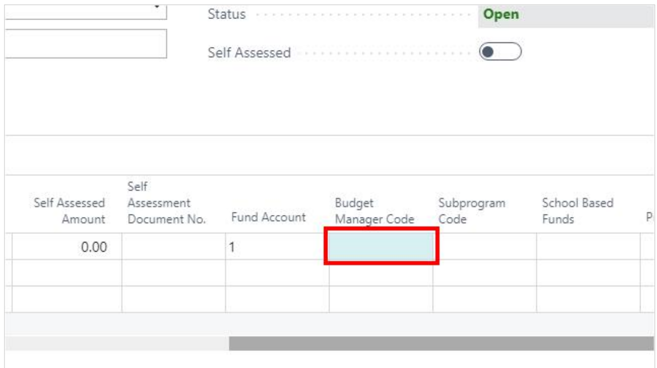
Enter **Gross Amount Incl. Tax**. Press the **Enter** key.



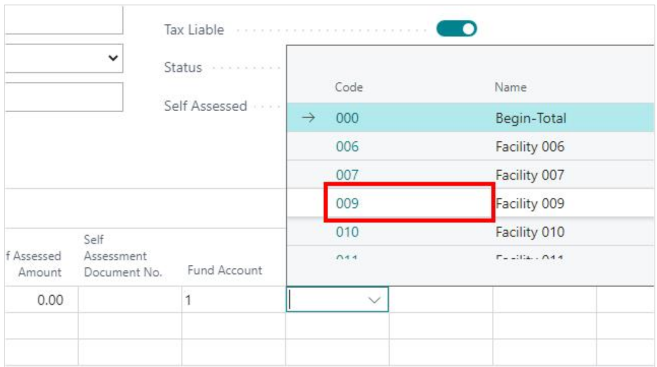
Business Central will calculate the GST Amount and PST Amount fields.

Enter mandatory dimensions for the account.

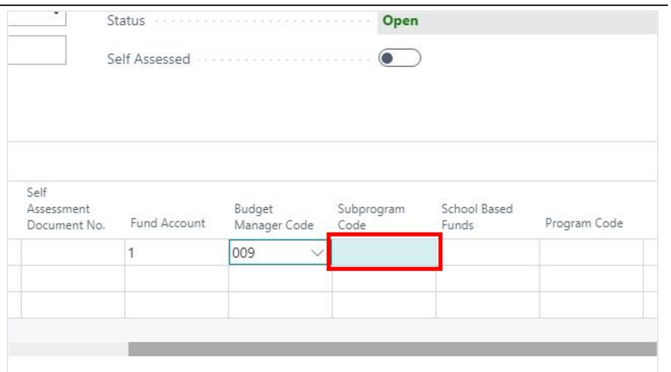
Click on the cell **Budget Manager Code**



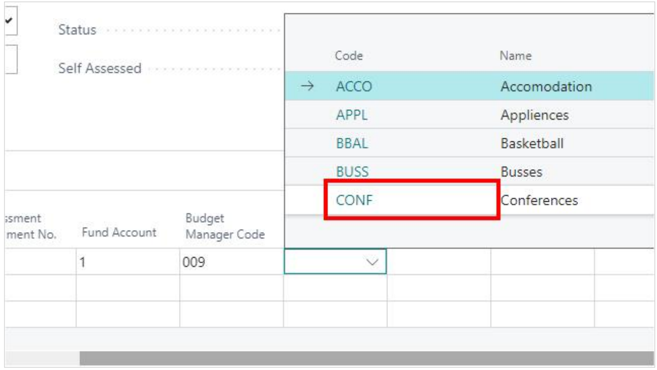
Select Budget Manager Code from the drop-down menu.



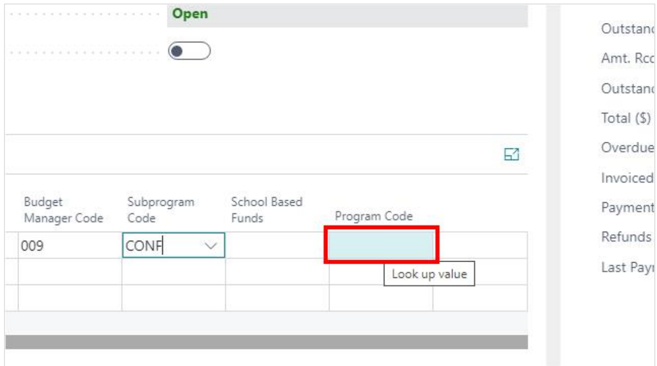
Click on the cell **Subprogram Code**



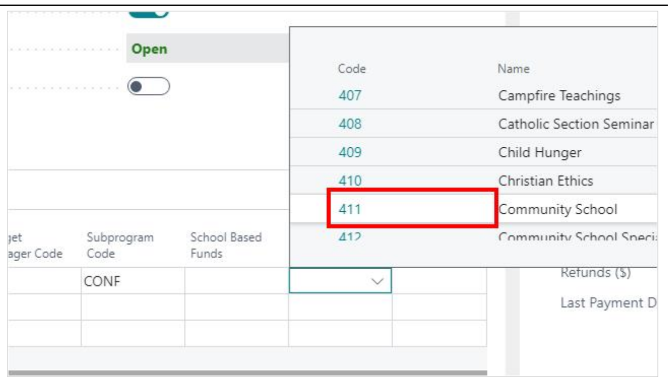
Select Subprogram Code from the drop-down menu.



Click on the cell **Program Code**

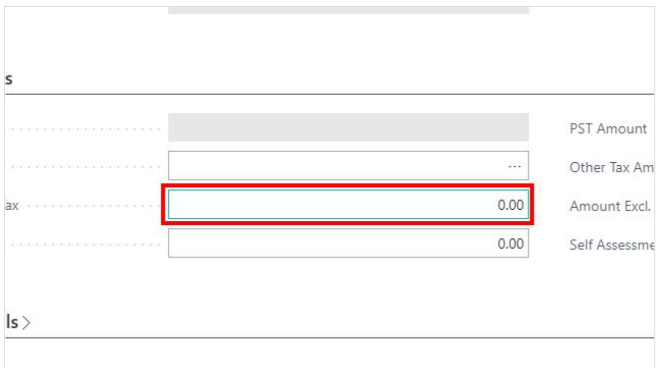


Select Program Code from the drop-down menu.

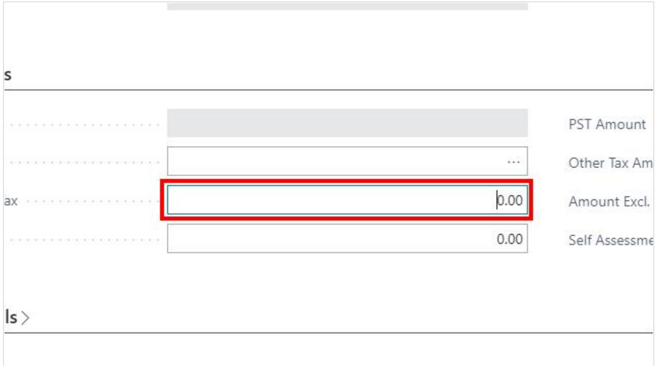


Go to the Control Totals Tab.

Click on the field **Gross Amt. Incl. Tax**



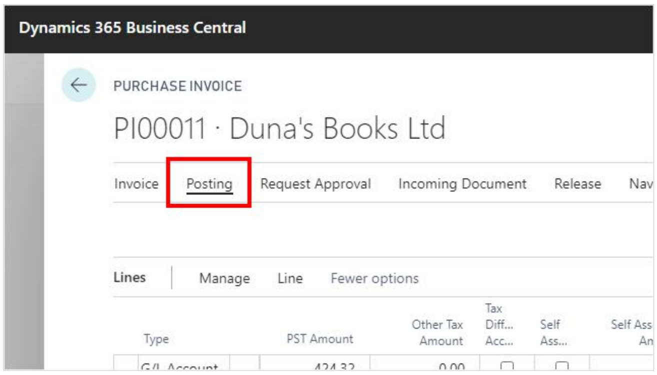
Enter **Gross Amt. Incl. Tax**. Press the **Enter** key.



Tax and other amounts are entered automatically by the Business Central.

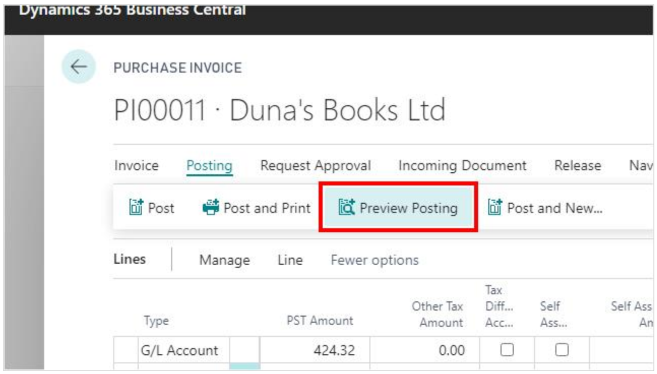
Once the Total Including Tax and the Total GST and Total PST agree with the corresponding Control Totals, entered on the invoice header, the invoice is complete and ready to post.

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

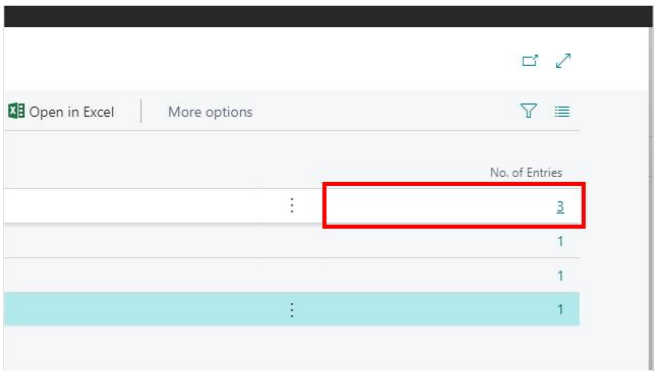


Before posting the invoice, it is recommended to run Preview Posting first.

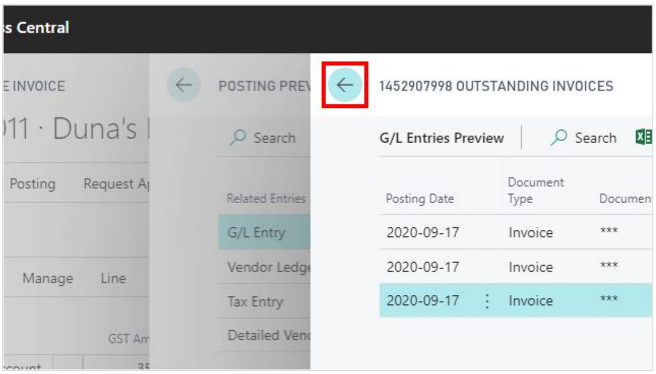
Click on the navigation menu item **Preview Posting**



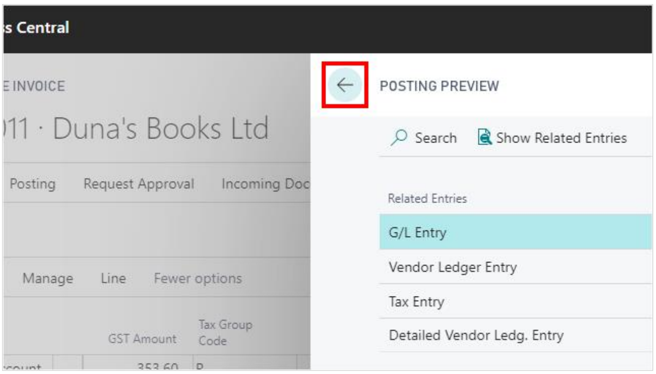
Click on G/L Entries to see which entries will be posted to the General Ledger.



Click on the back button

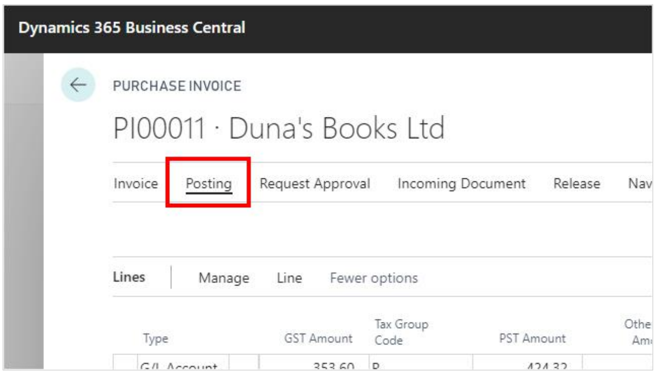


Click on the back button

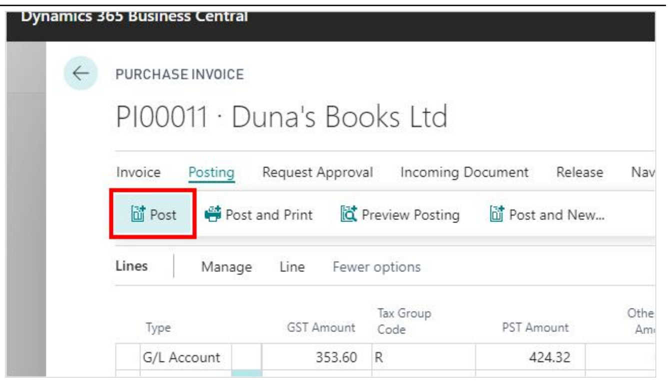


Now you can Post invoice.

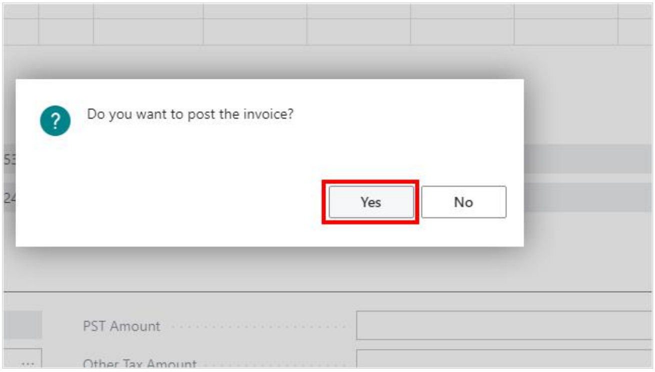
Click on the navigation menu item popup **Posting**



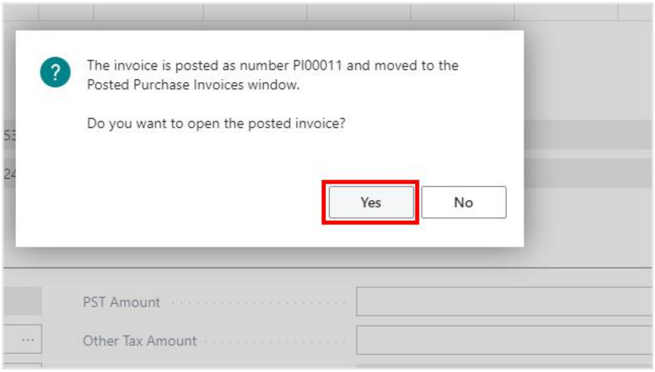
Click on the navigation menu item **Post**



Click on the button Yes on the confirmation message.

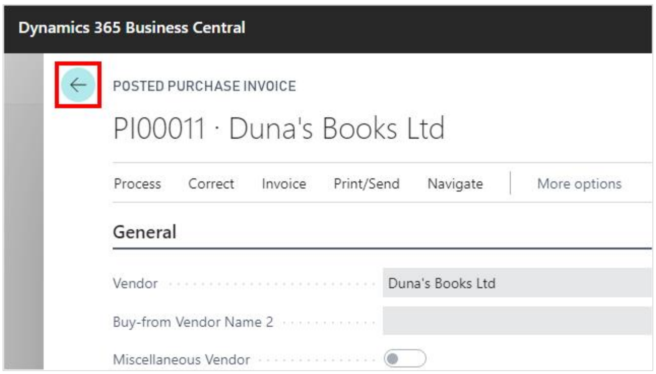


Click on the button Yes to open the posted invoice



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.

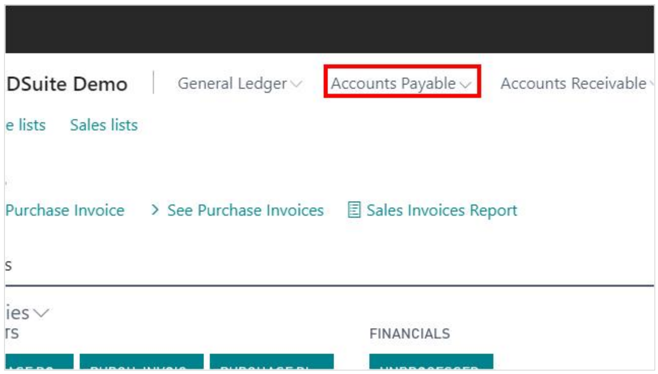
Posting of a Purchase Order receiving results in a Posted Purchase Receipt document in the program. This serves as an electronic packing slip that can be referred to at any time. There are several different options for receiving purchase orders that goint to be reviewed in this chapter.

3.4.4.2. Receiving on Purchase Orders

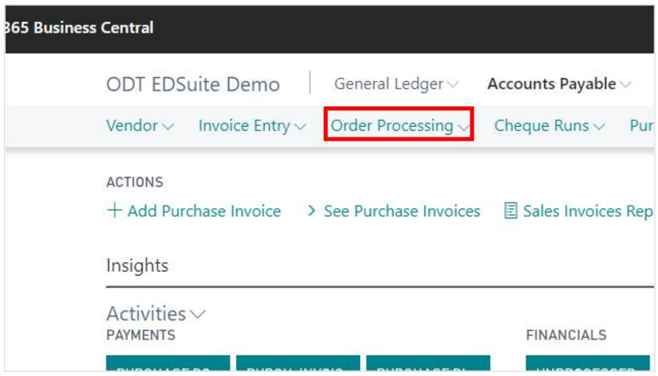
Fund Accounting Profile

3.4.4.3. How to Create Purchase Order

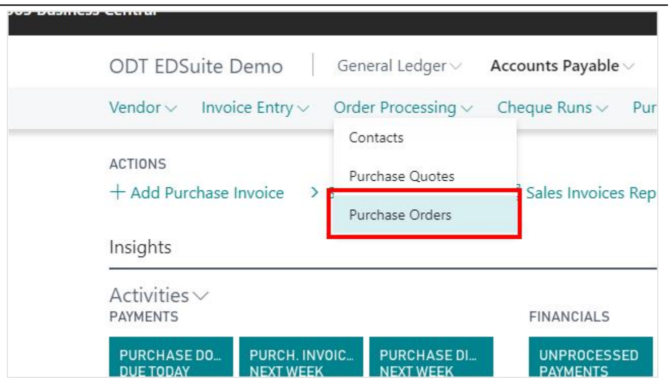
Click on the navigation menu item popup **Accounts Payable**



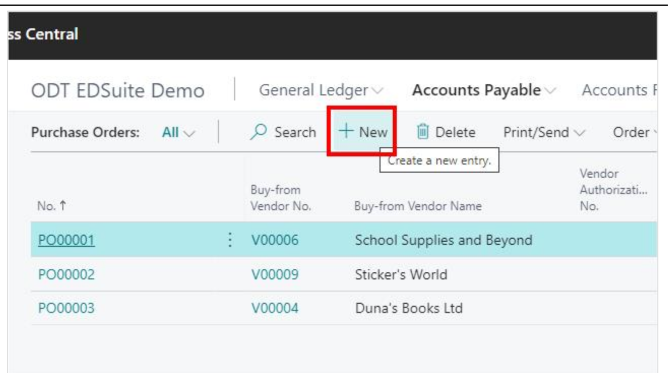
Click on the navigation menu item popup **Order Processing**



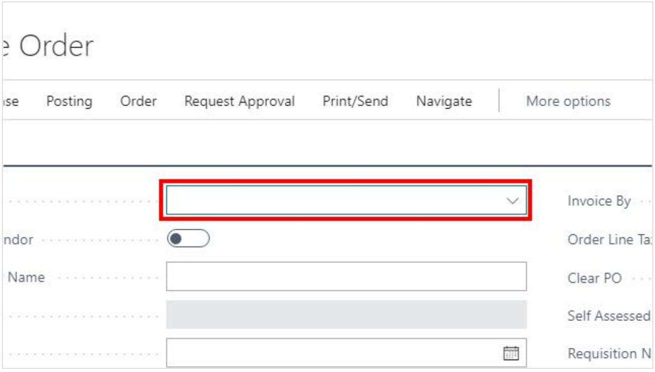
Click on the navigation menu item **Purchase Orders**



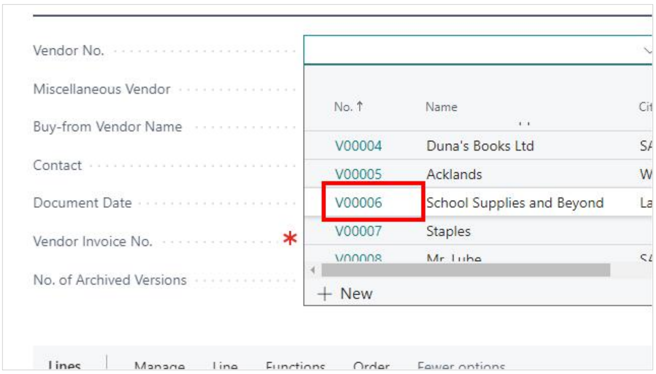
Click on the navigation menu item **New**



Click on the field Vendor Number

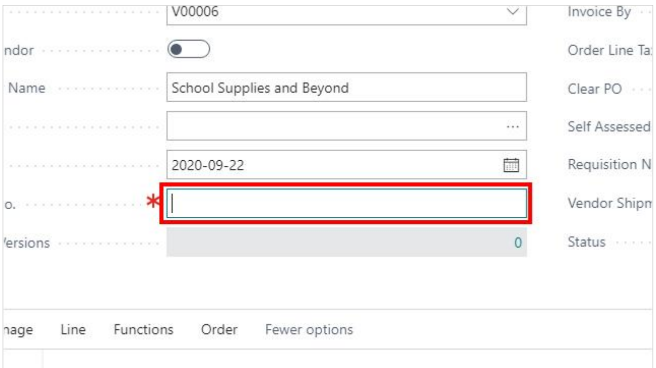


Enter Vendor Number. Select from the drop-down list.

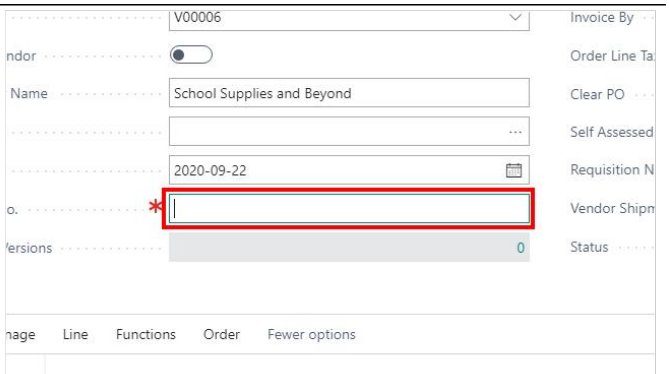


Other Vendor information, including Invoice By and Order Tax Calculation, is populated automatically in the header lines.

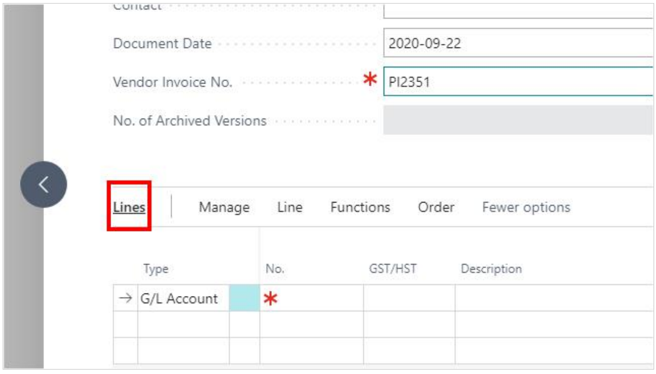
Click on the field Vendor Invoice Number.



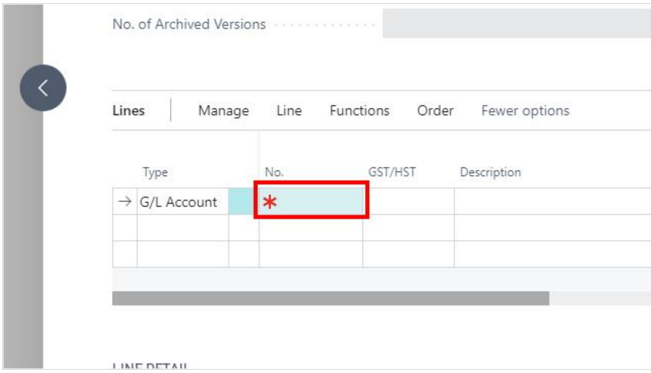
Enter **Vendor Invoice Number**.



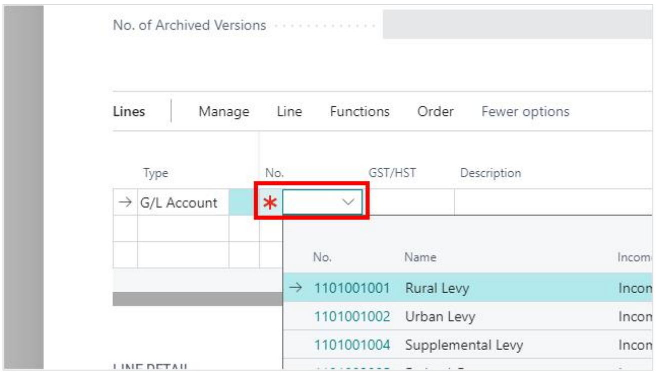
Go to Purchase Order Lines.



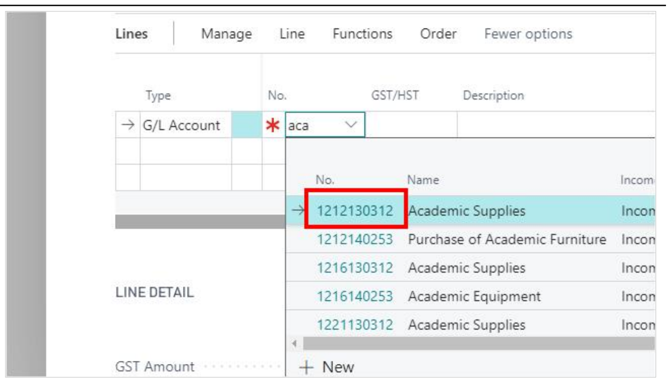
Click on the cell Number



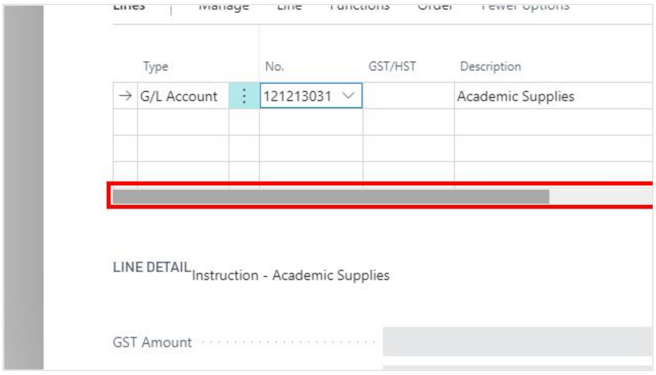
Enter **G/L Account name or number**.



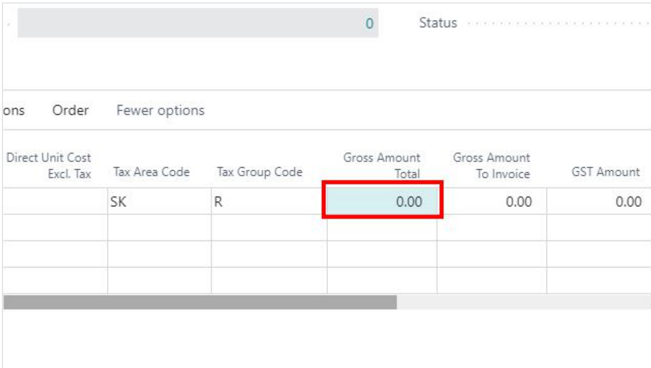
Select proper G/L Account from the drop-down list.



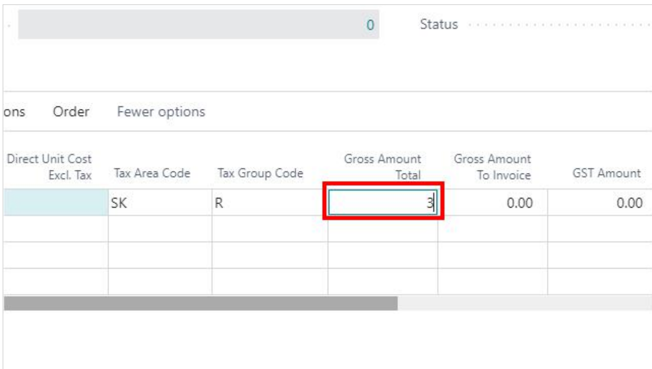
Scroll to the right on the line.



Click on the cell Gross Amount Total.

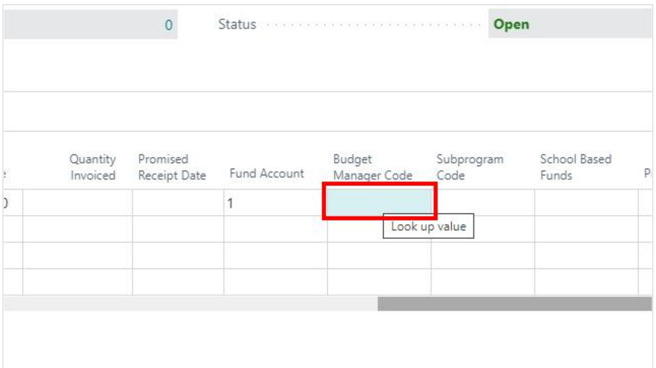


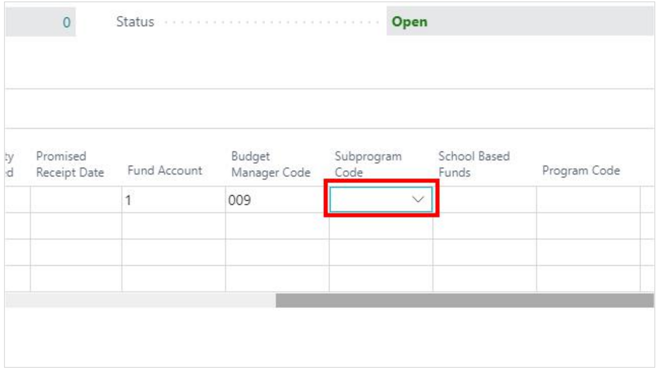
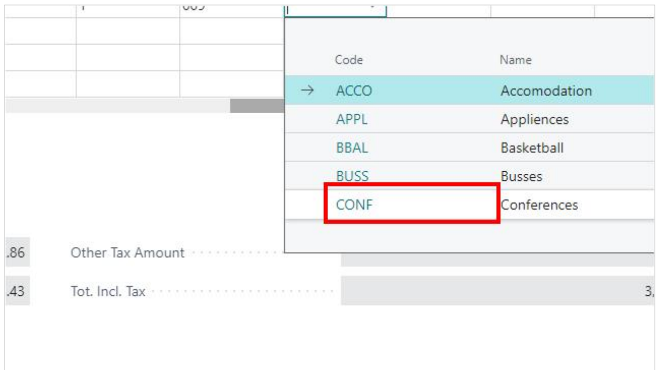
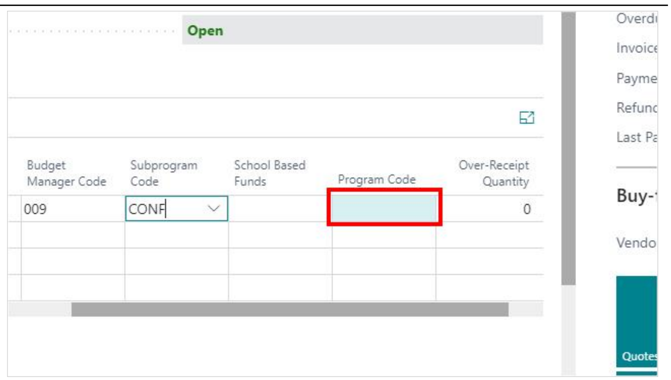
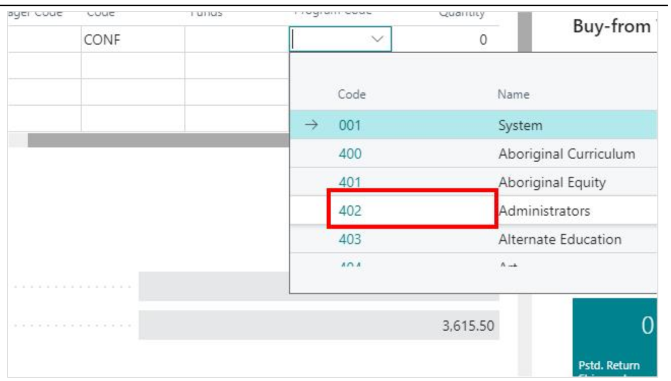
Enter **Gross Amount**. Press the **Enter** key.



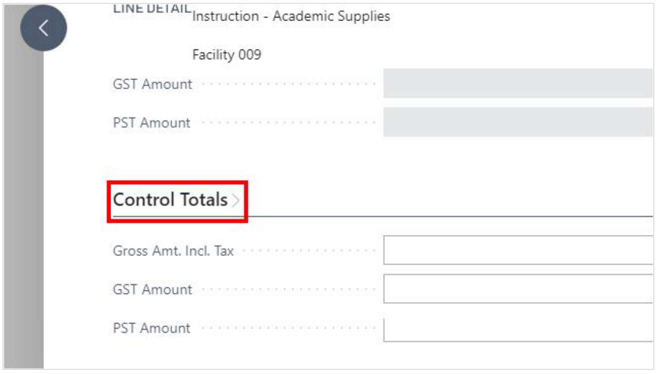
Enter Direct Unit Cost for the Vendors that are set as Invoice by Quantity

Click on the cell Budget Manager Code and select one from the drop-down list.



Click on the cell **Subprogram Code**	
Select Subprogram Code from the drop-down list.	
Click on the cell **Program Code**	
Select Program code from the drop-down list.	

Control Totals lines are filled out by the system automatically.



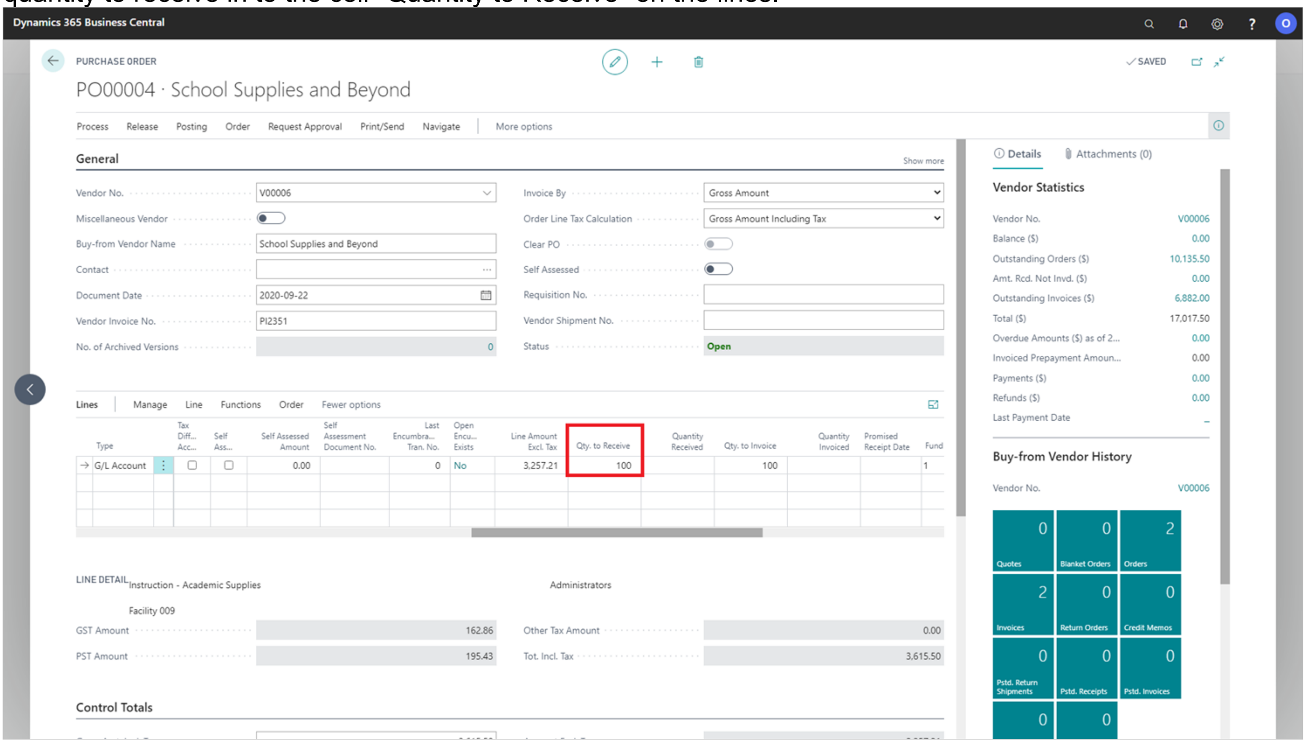
Purchase Order is created now.

3.4.4.4. How to Receive only on Purchase Order

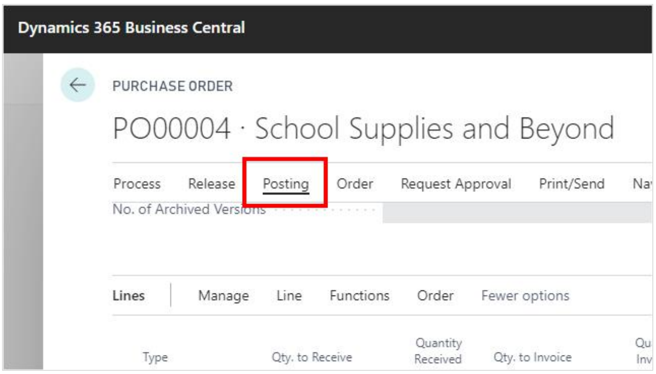
Receiving only from Purchase Order involves BC users receiving Purchase Orders lines. Typically, based on signed packing slips and/or receiving reports provided by school staff indicating what has been physically received.

Full or partial receiving is possible.

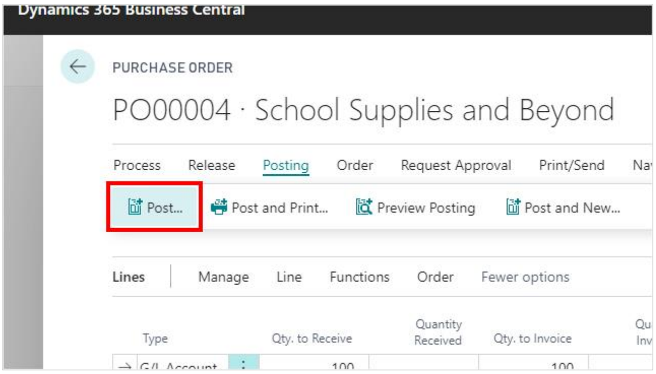
It is possible to receive Orders partially from the Vendors that are set to be Invoice by Quantity. Enter exact quantity to receive in to the cell "Quantity to Receive" on the lines.



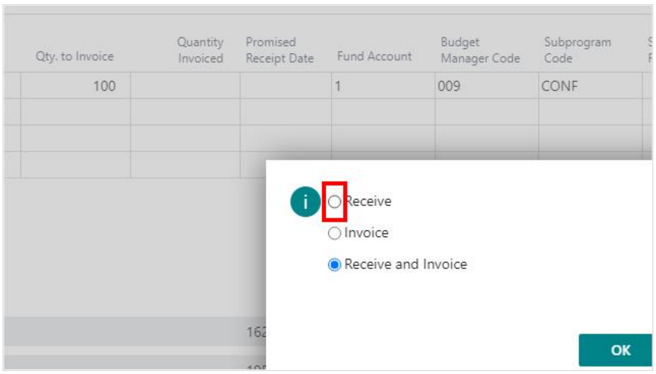
Click on the navigation menu item popup **Posting**



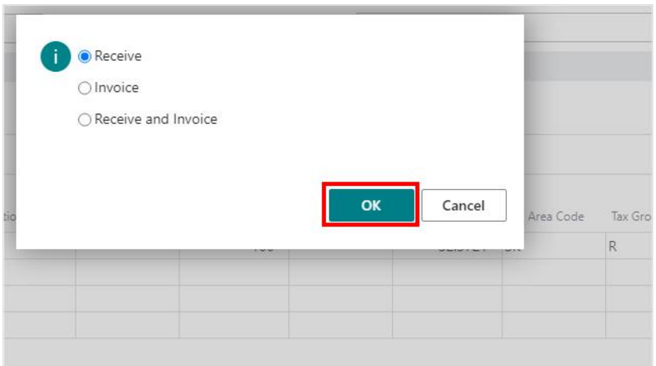
Click on the navigation menu item **Post...**



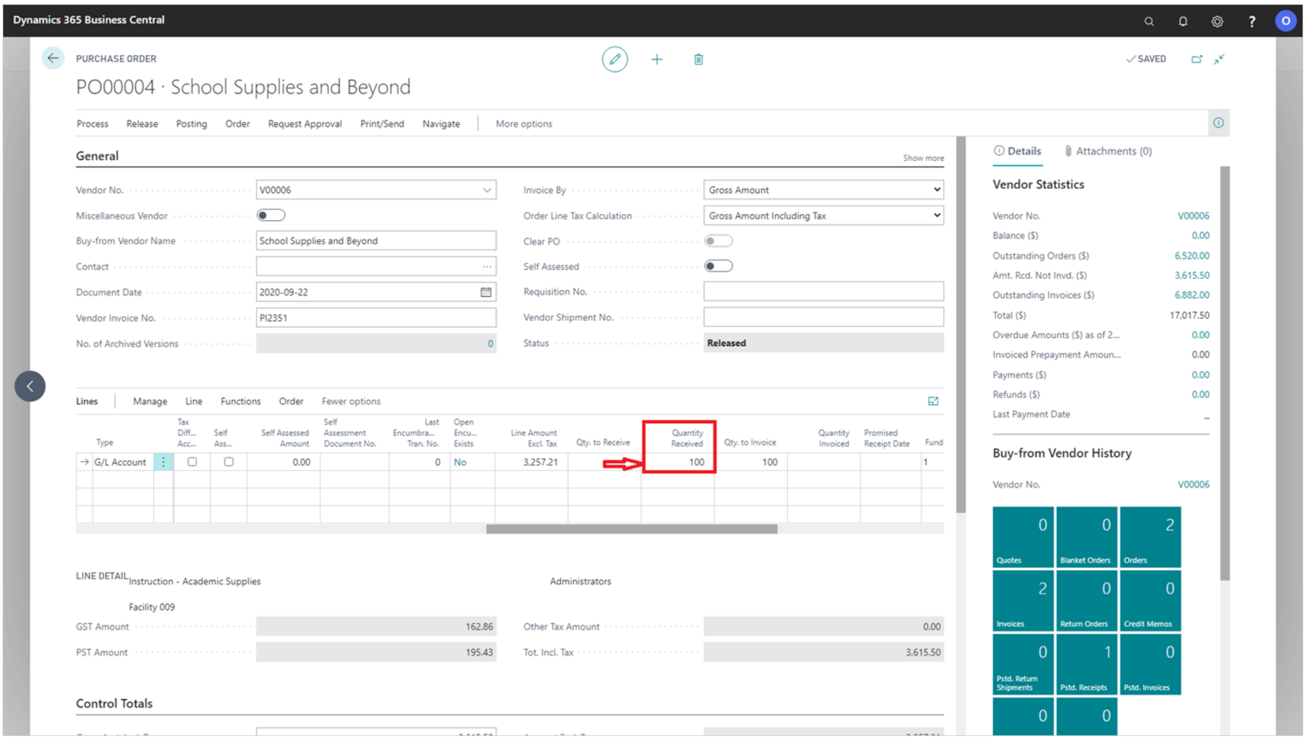
Select "Receive" option on the pop up window.



Click on the button **OK**

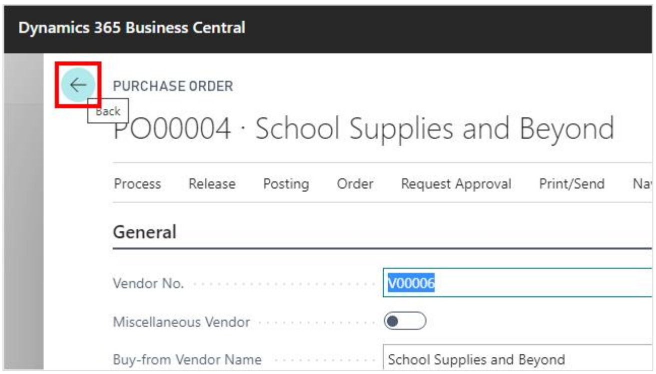


You will notice that Quantity to Receive on the lines is switched to Quantity Received cell and Purchase Order is set as "Released" now.

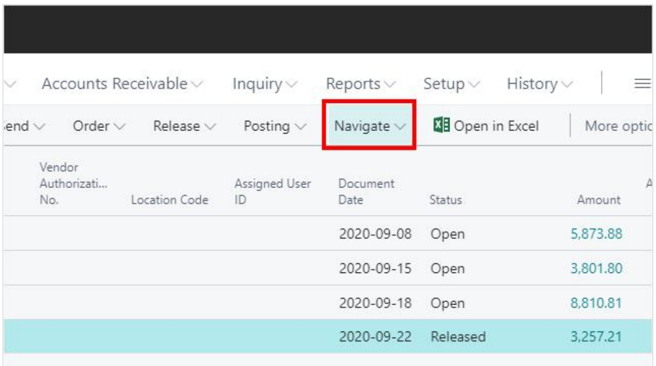


Purchase Receipt is created by the system automatically.

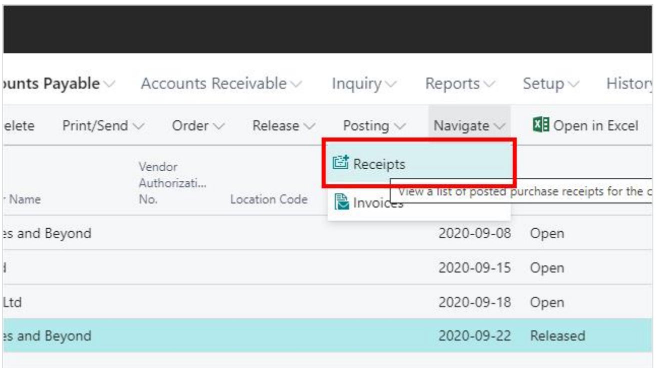
Click on the back button to return to the Purchase Orders list.



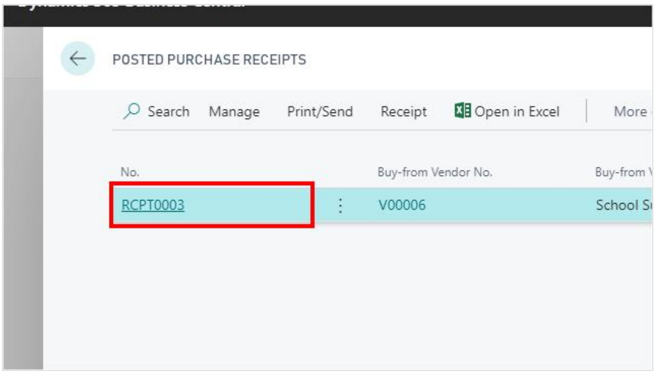
Click on the navigation menu item popup **Navigate**



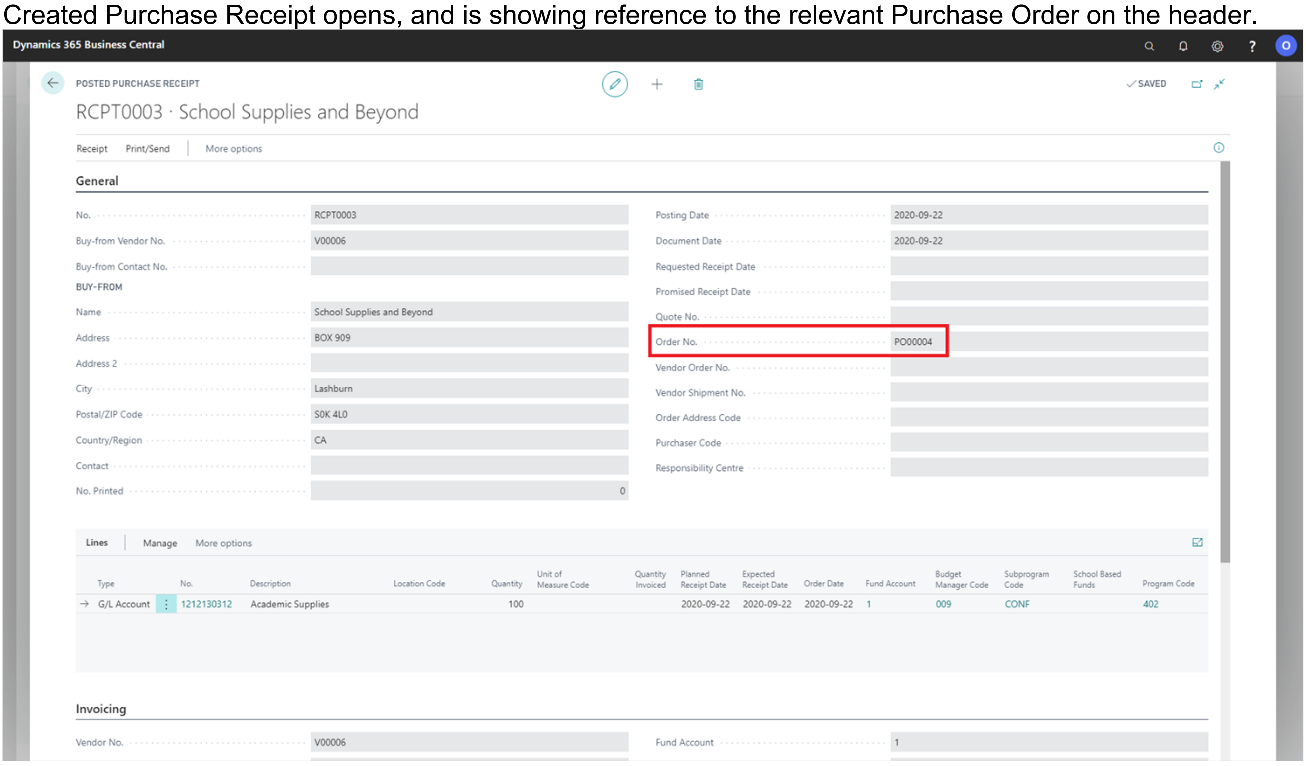
Click on the navigation menu item **Receipts**



Click on the line to open Receipt card.



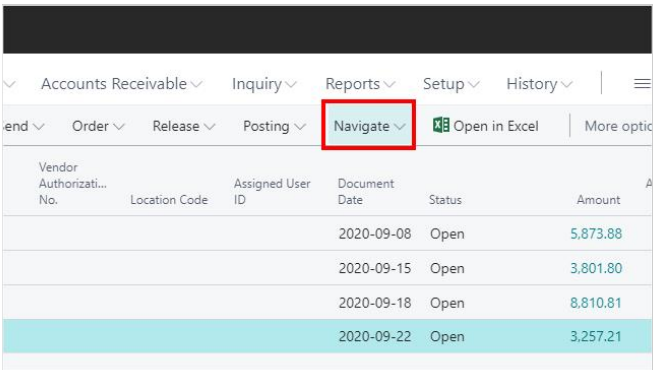
Created Purchase Receipt opens, and is showing reference to the relevant Purchase Order on the header.



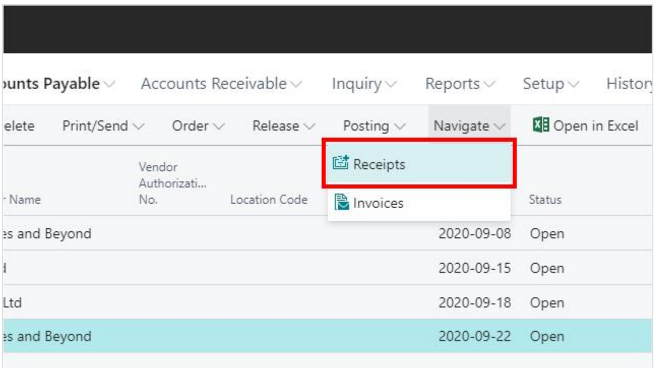
3.4.4.5. How to Reverse Received Purchase Order

There is an option in Business Central Education Suite to reverse (undo) created Receipt.

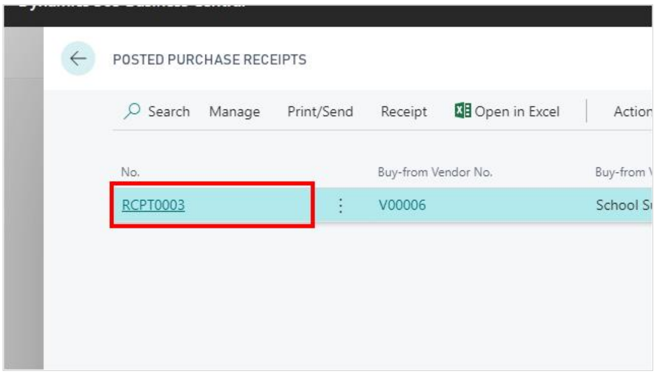
Click on the navigation menu item popup **Navigate**



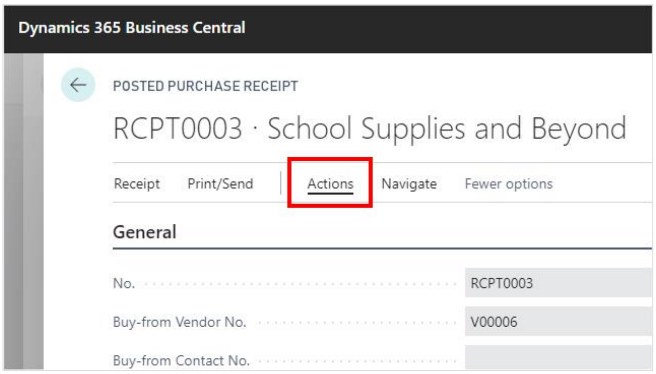
Click on the navigation menu item **Receipts**



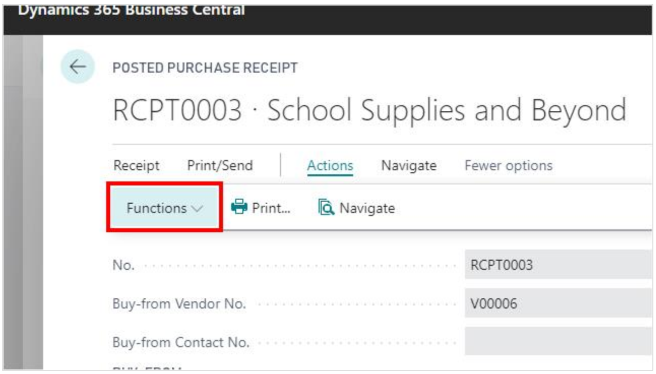
Click on the Receipt line to open it.



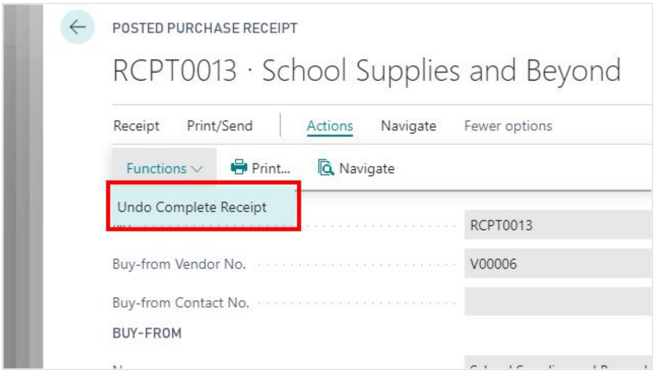
Click on the navigation menu item popup **Actions**



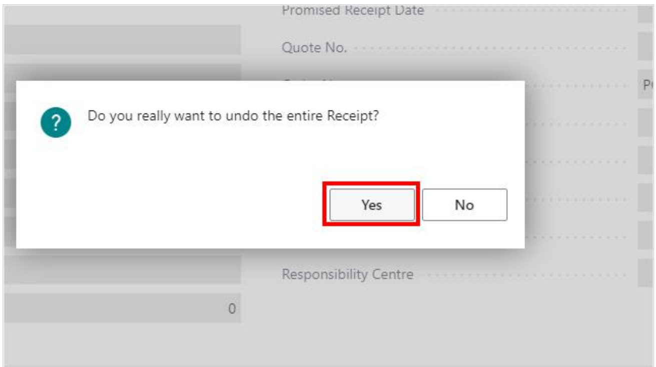
Click on the navigation menu item popup **Functions**



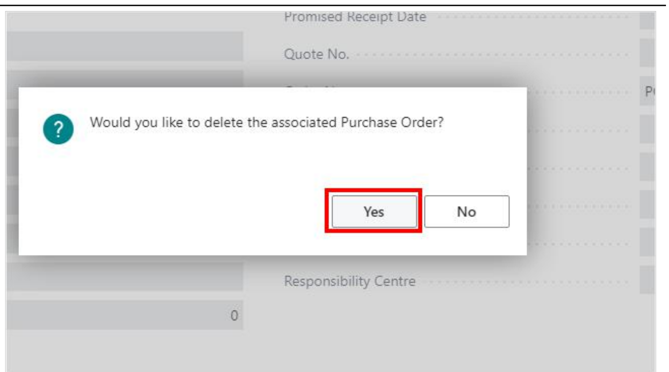
Click on the navigation menu item **Undo Complete Receipt**



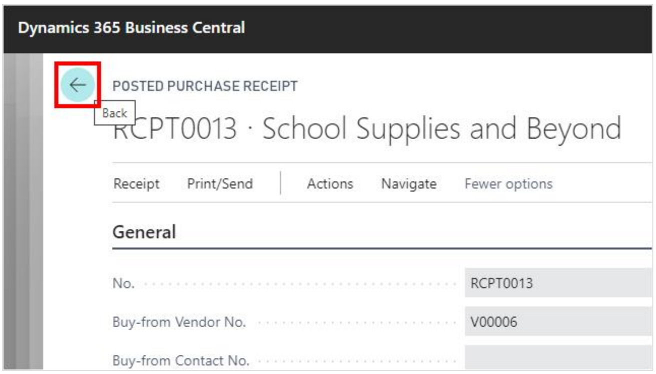
Click on the button Yes on the confirmation message



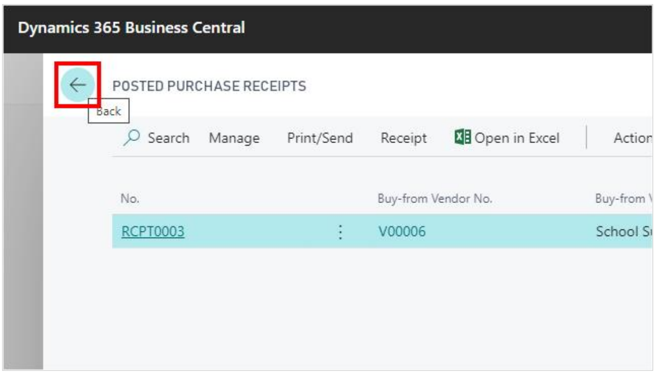
Click on the button Yes if you want to delete related Purchase Order. Select No if you want just to reverse Receipt lines



Reversed receipt line is created. Click on the back button to close Purchase Receipt



Click on the back button to exit the window



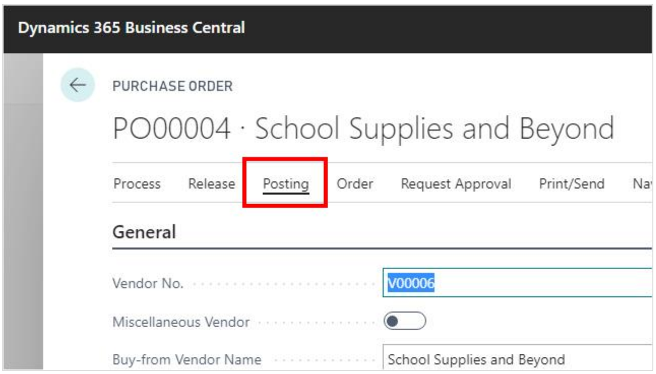
3.4.4.6. How to Receive and Invoice on Purchase Order

Receive and Invoice also involves BC users receiving Purchase Order lines.

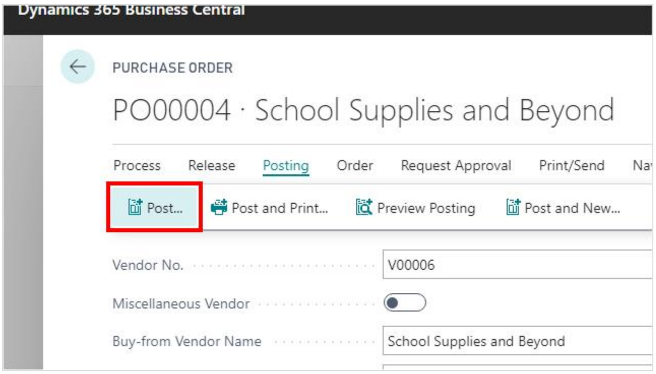
This method could be used in situations where an approved invoice is sent in to accounts payable from the schools and serves as both proof of receiving and authorization for payment. Receiving in this scenario happens at the same time as invoicing.

Follow the same steps as described in above to create Purchase Order.

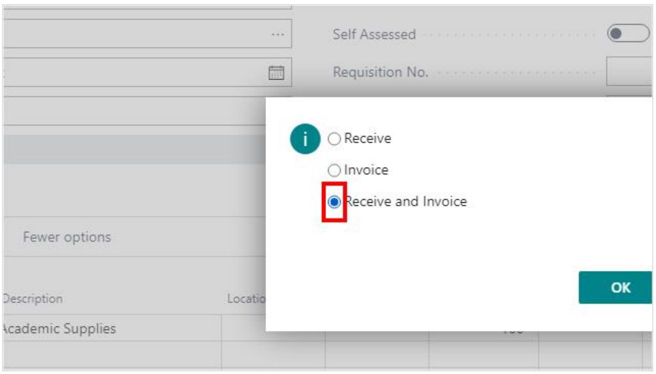
Click on the navigation menu item popup **Posting**



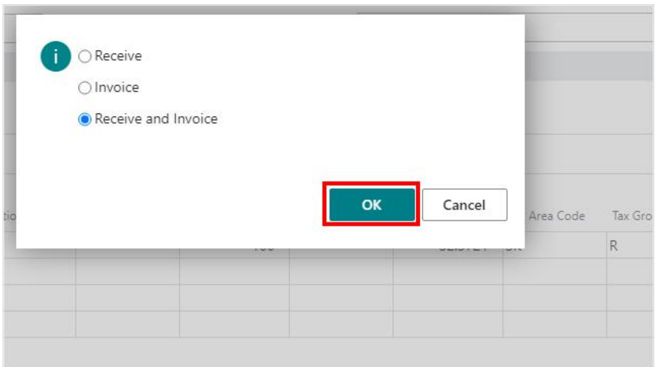
Click on the navigation menu item **Post...**



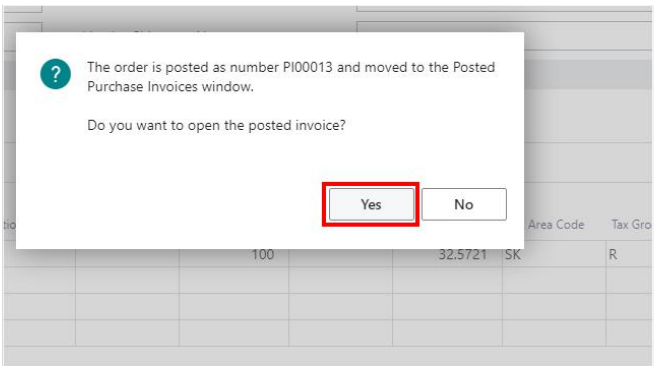
Select Receive and Invoice option on the pop up message.



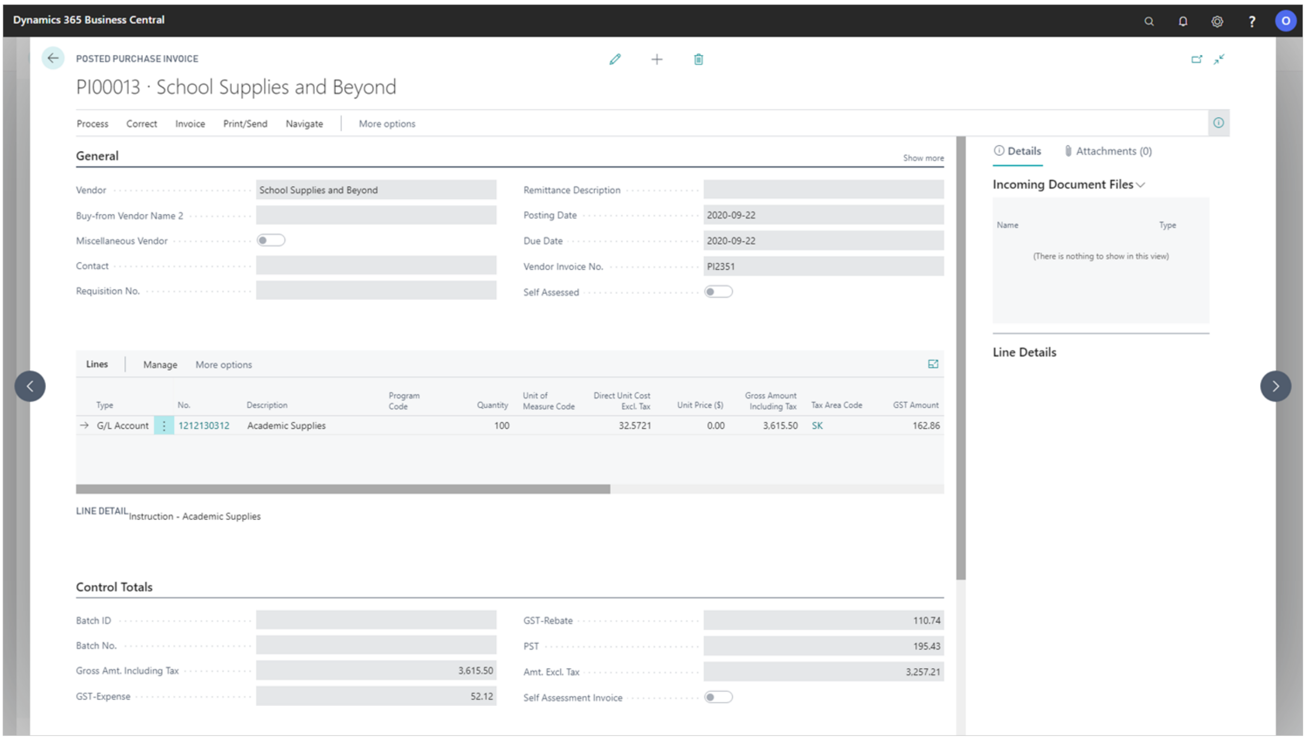
Click on the button **OK**



Click on the button Yes to the confirmation message.



Posted Purchase Invoice window opens.



3.4.5. How to Create Invoice by the Getting PO Lines

3.4.5.1. Overview

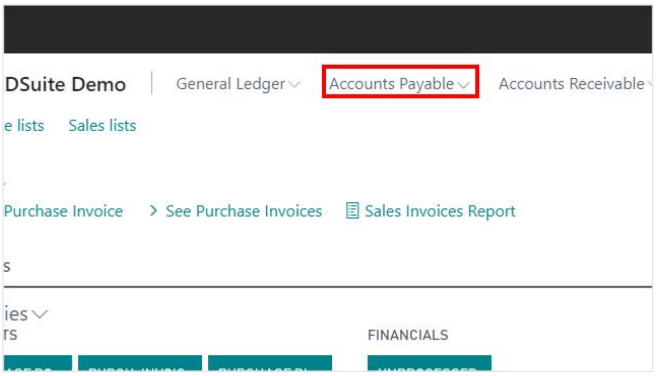
Invoicing from Invoice window when PO has not been received method is based on the created, but not received yet Purchase Order.

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.

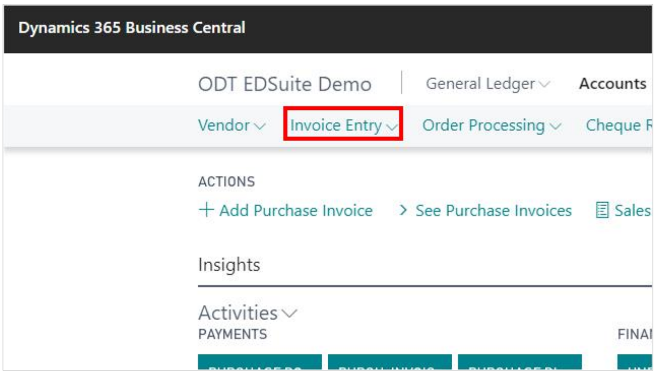
This method is identical for the Purchase Invoices created within or outside of the AP Batch.

3.4.5.2. How to Process Invoicing by getting Purchase Order Lines

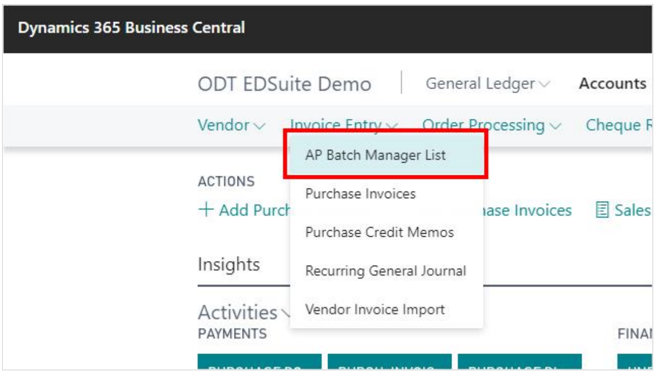
Click on the navigation menu item popup **Accounts Payable**



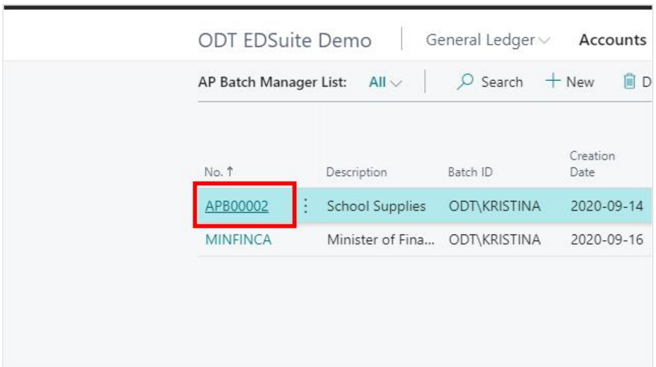
Click on the navigation menu item popup **Invoice Entry**



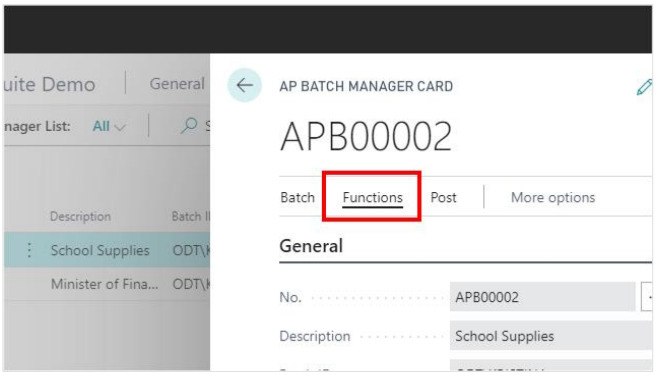
Click on the navigation menu item **AP Batch Manager List**



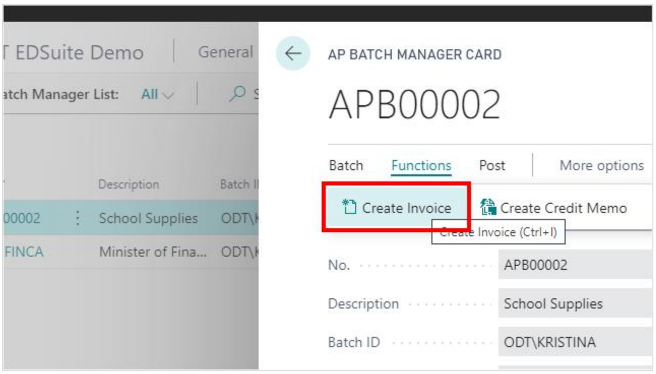
Click on AP Batch you are going to create Purchase Invoice in.



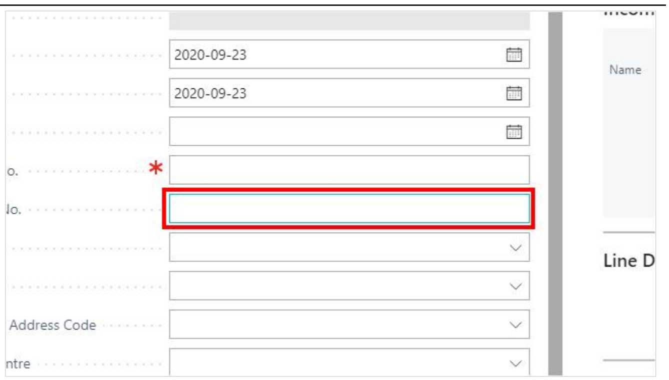
Click on the navigation menu item popup **Functions**



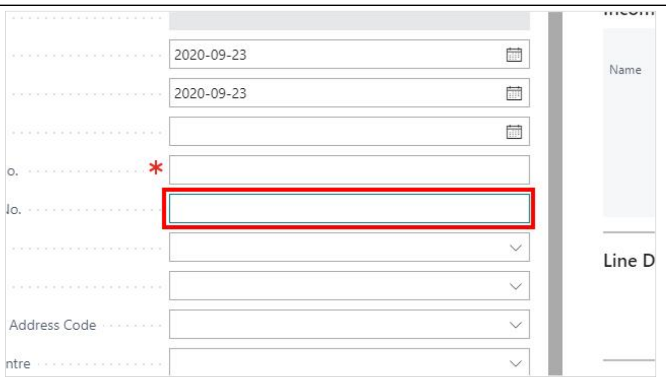
Click on the navigation menu item **Create Invoice**



Click on the field Purchase Order Number

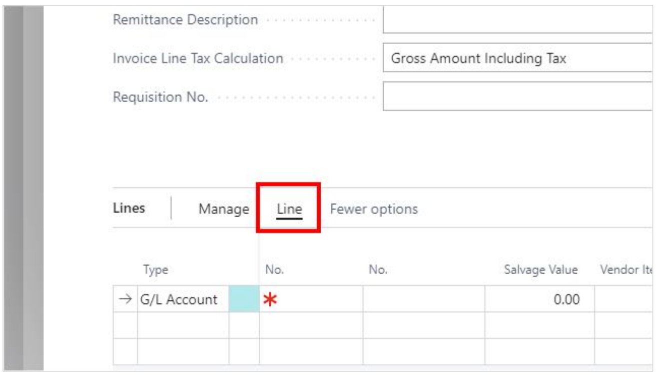


Enter **Purchase Order, that is already created.**
Press the **Enter** key.

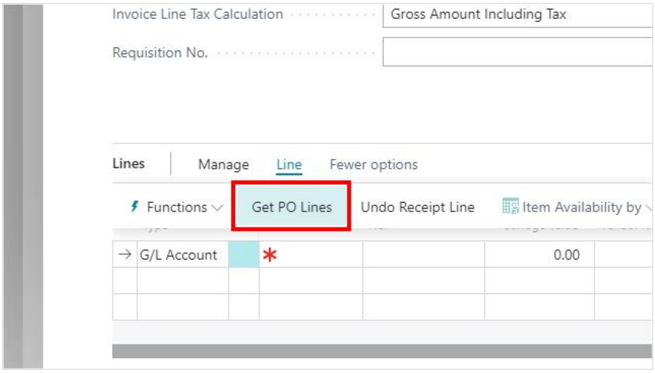


System will bring in automatically all the Vendor information from the Purchase Order.

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

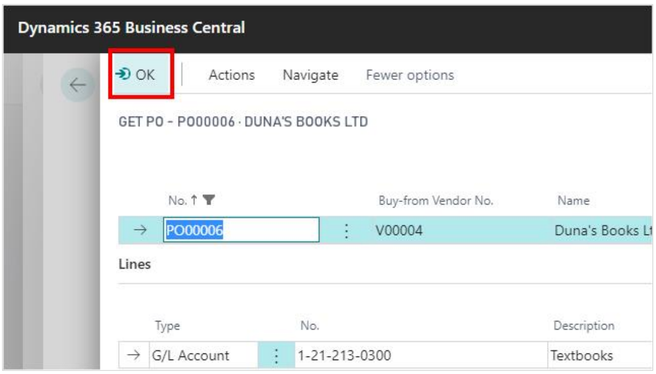


Click on the navigation menu item **Get PO Lines**



Page with Purchase Order lines opens.

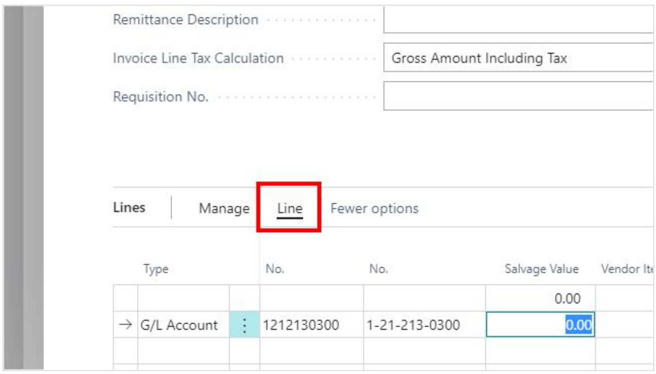
Click on the navigation menu item **OK**



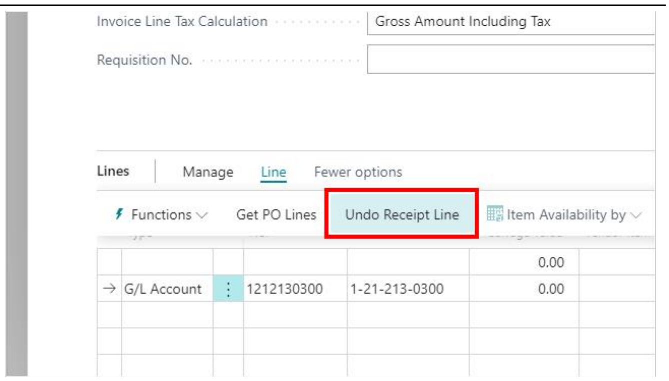
Lines are automatically entered with all the copied from the Purchase Order information.

Now you can proceed with usual invoice processing.
Or there is an option to Undo Created lines if needed.

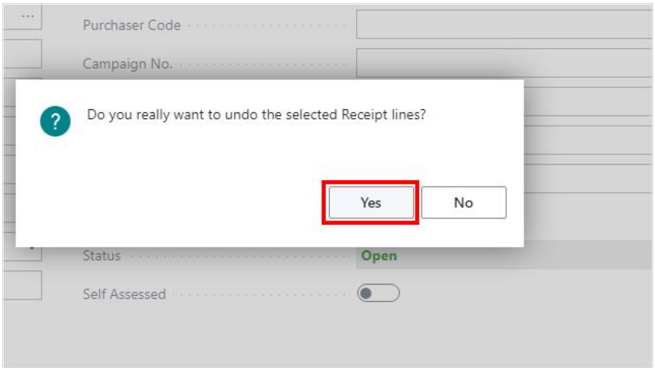
Click on the navigation menu item popup **Line**



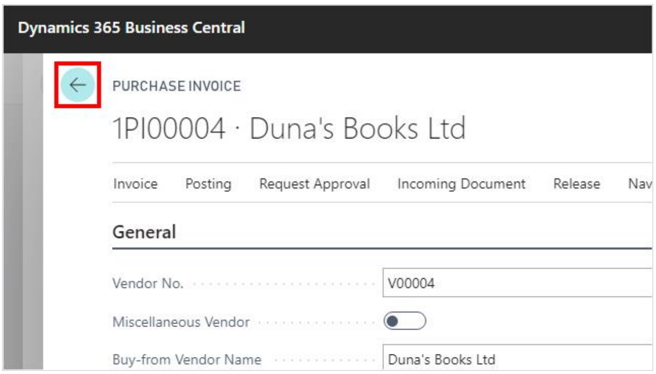
Click on the navigation menu item **Undo Receipt Line**



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.

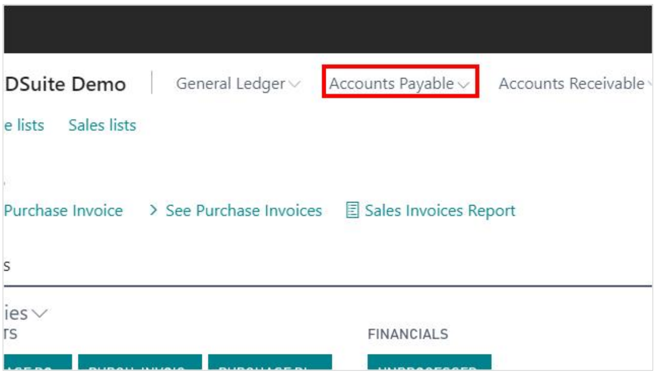
With this method the user goes directly to the Purchase Invoice window and uses function "Get Receipt Lines" to bring in already received purchase order lines for invoicing.

3.4.6.2. How to Process Invoicing by getting Purchase Receipt Lines

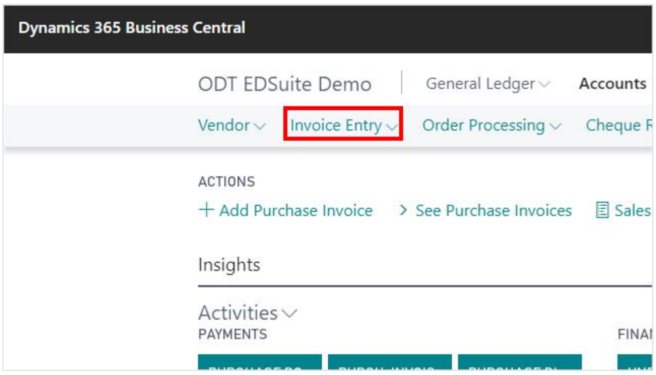
Fund Accounting Profile

3.4.6.3. Option #1: Using Purchase Order Number

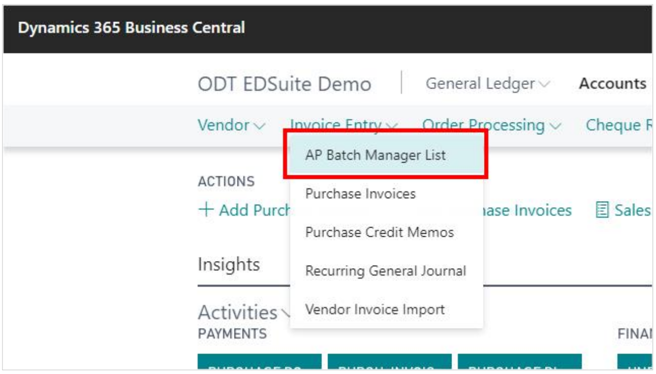
Click on the navigation menu item popup **Accounts Payable**



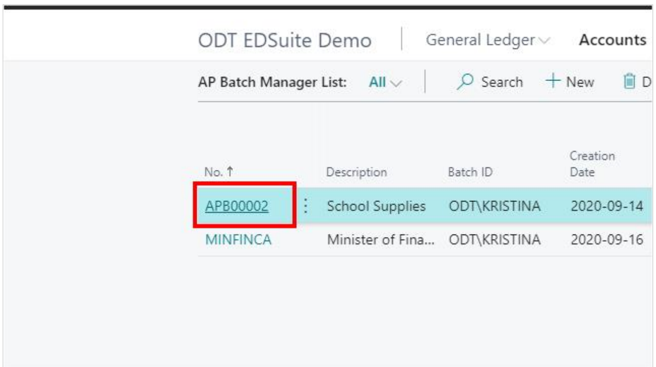
Click on the navigation menu item popup **Invoice Entry**



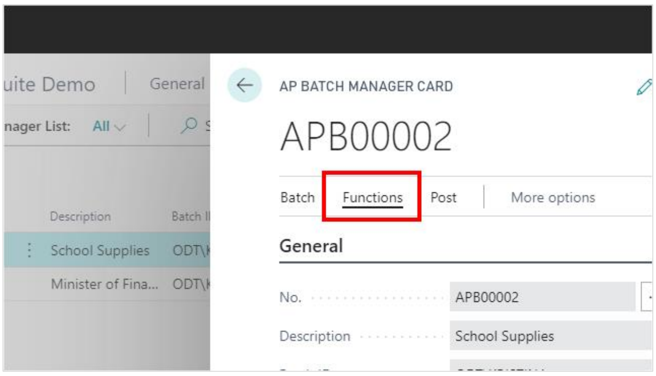
Click on the navigation menu item **AP Batch Manager List**



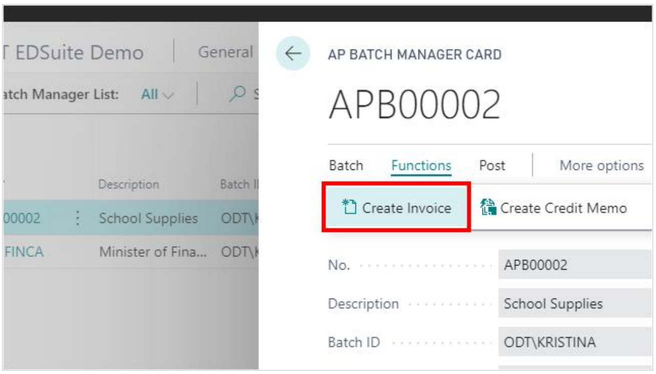
Click on AP Batch you are going to create Purchase Invoice in.



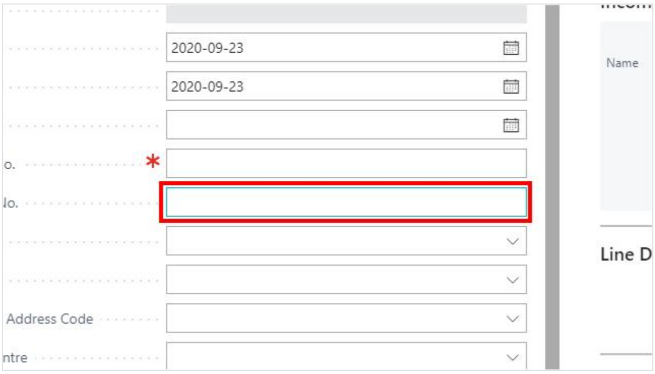
Click on the navigation menu item popup **Functions**



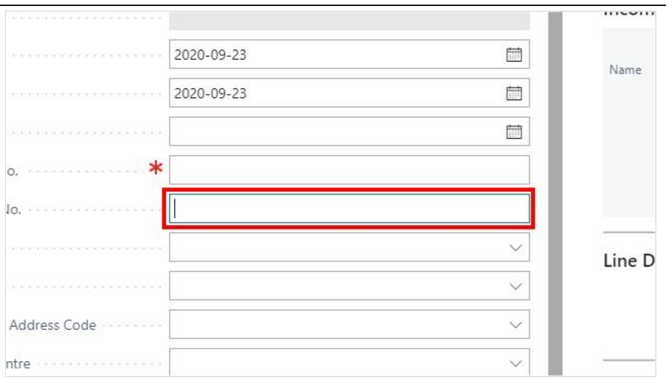
Click on the navigation menu item **Create Invoice**



Click on the field Purchase Order Number

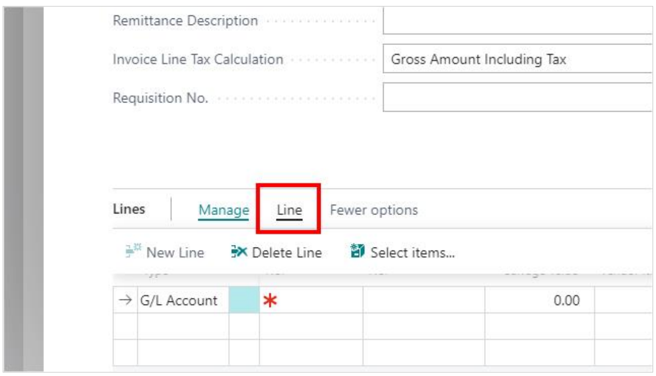


Enter **Purchase Order, that is already created and received**. Press the **Enter** key.

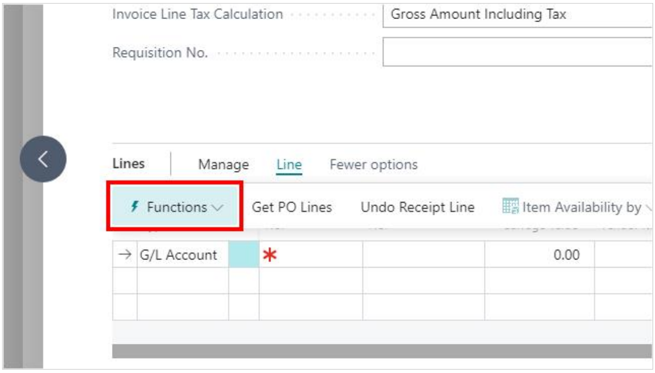


System populates Vendor information from the Purchase Order automatically in the Purchase Invoice header.

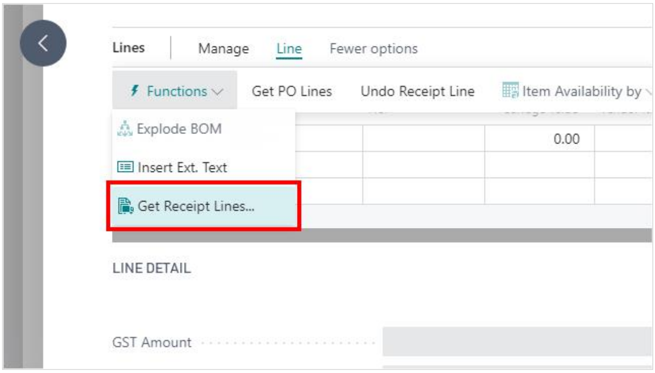
Click on the navigation menu item popup **Line**



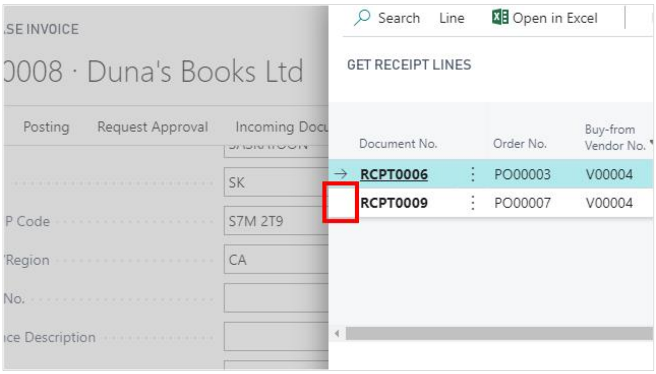
Click on the navigation menu item popup **Functions**



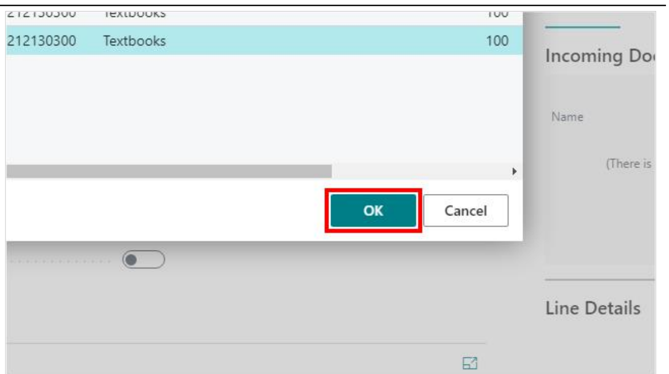
Click on the navigation menu item **Get Receipt Lines...**



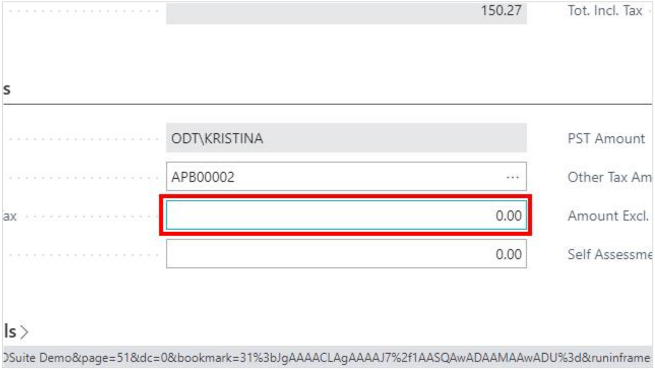
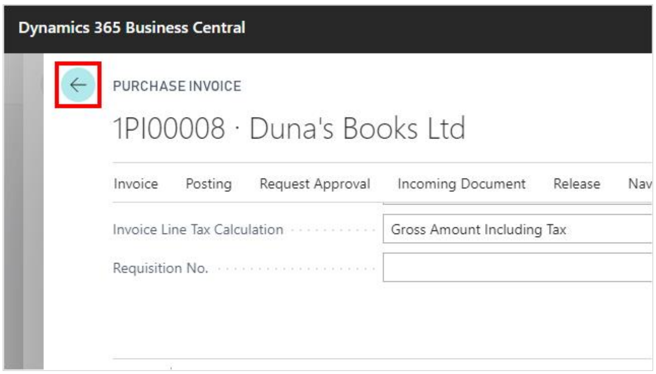
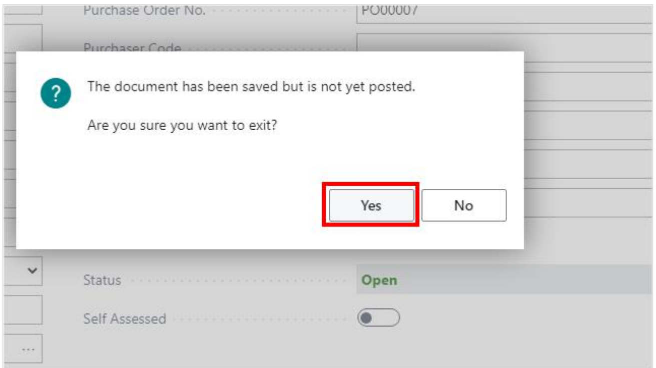
Get Receipt Lines window open. This window displays previously posted purchase receipt lines for the selected vendor. Select the Purchase Order lines that you will be invoicing.



Click on the button **OK**

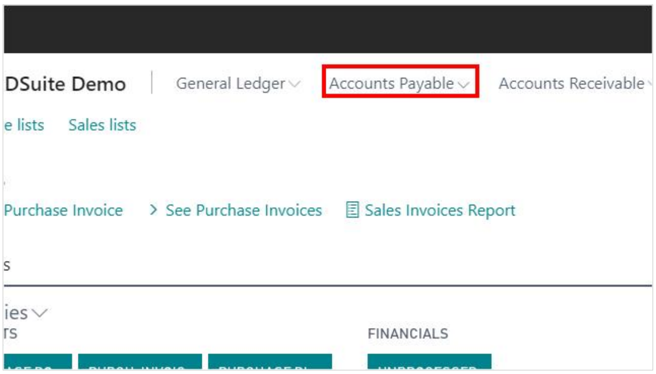


Business Central copies the information from the receipt line into the purchase invoice window. The resulting invoice lines includes a line with the Purchase Receipt Number.

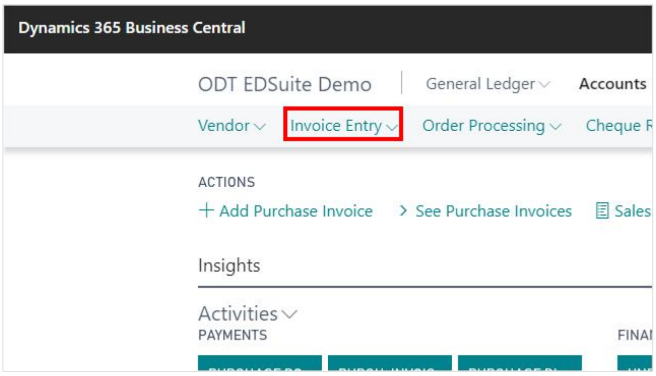
Fill in Gross Amount Including Tax into Control Totals lines.	
Enter **Gross Amt. Incl. Tax**. Press the **Enter** key.	
Click on the back button to go back to the AP Batch window.	
Click on the button Yes on the confirmation message.	

3.4.6.4. Option #2: Using Vendor Number

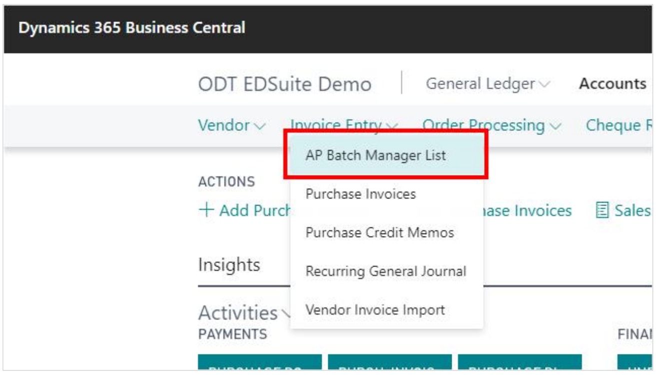
Click on the navigation menu item popup **Accounts Payable**



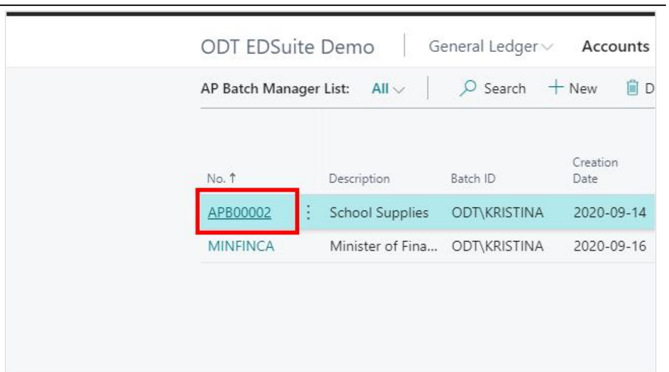
Click on the navigation menu item popup **Invoice Entry**



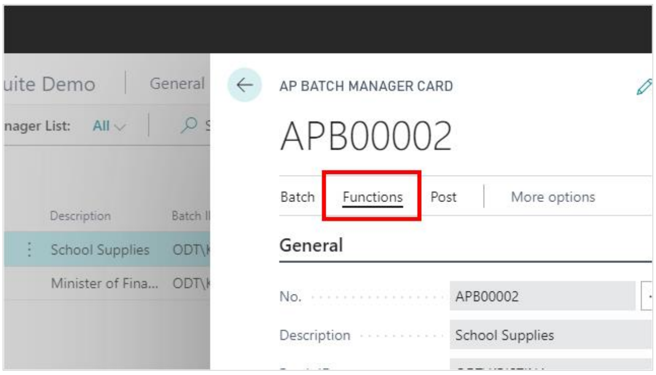
Click on the navigation menu item **AP Batch Manager List**



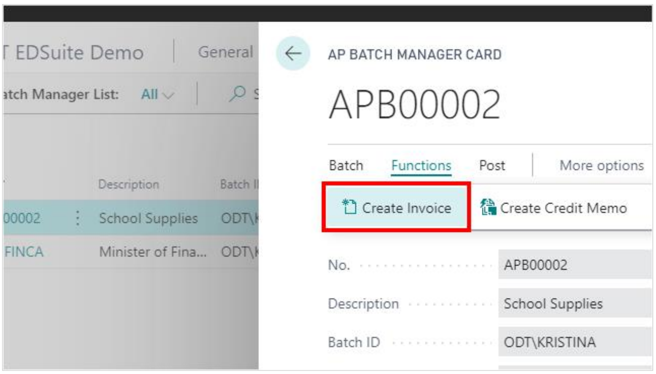
Click on AP Batch you are going to create Purchase Invoice in.



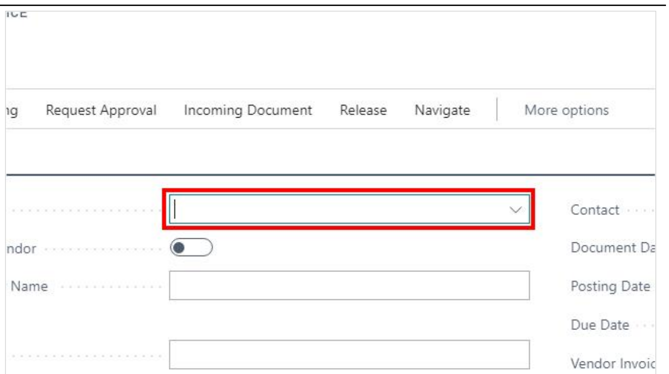
Click on the navigation menu item popup **Functions**



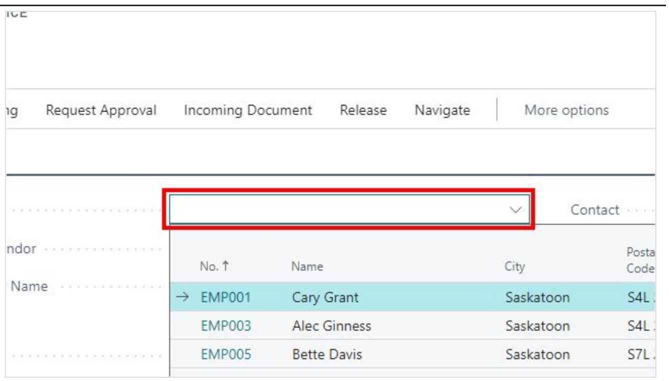
Click on the navigation menu item **Create Invoice**



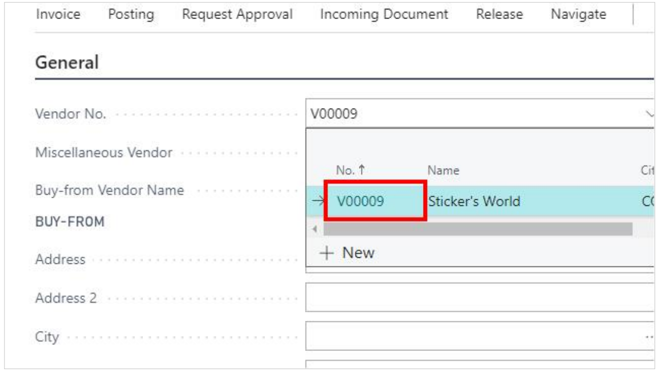
Click on the field Vendor Number



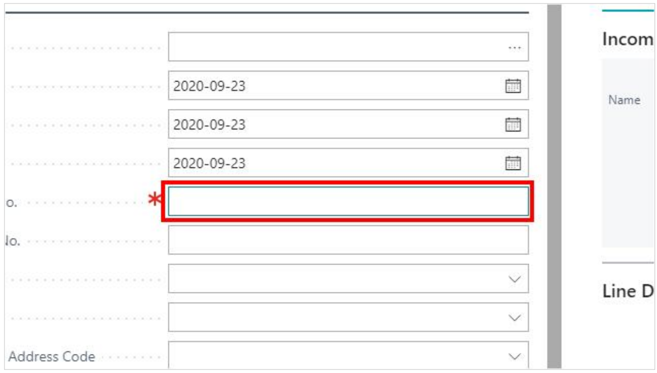
Enter **Vendor Number**.



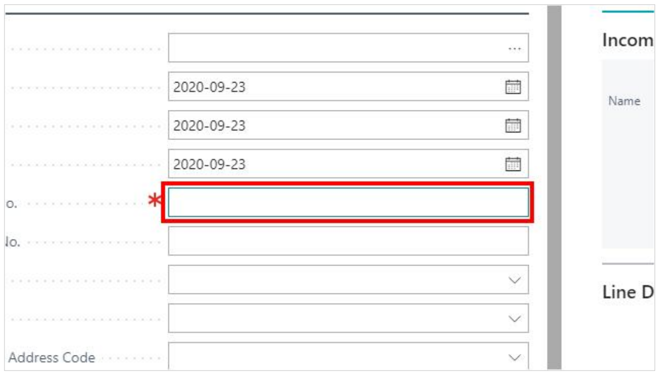
Select vendor from the drop-down list.



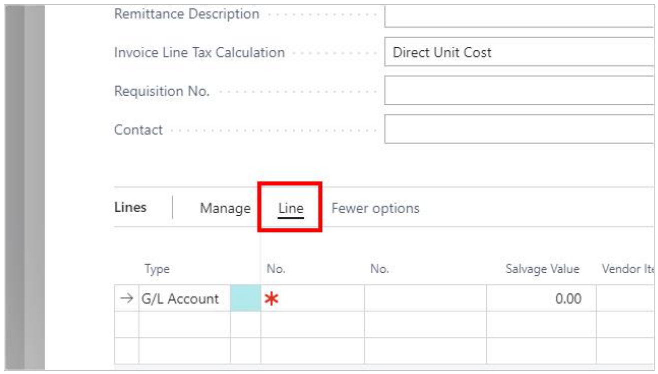
Click on the field Vendor Invoice Number



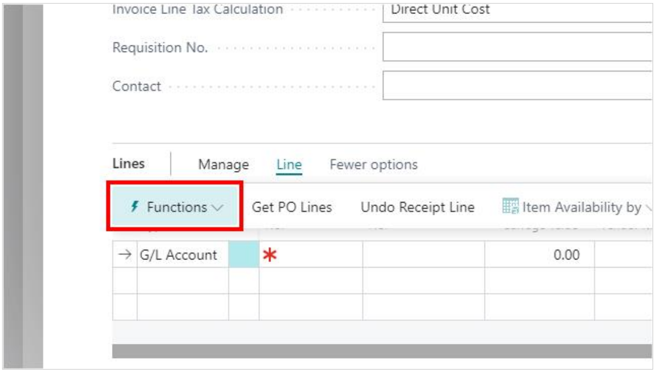
Enter **Vendor Invoice Number**.



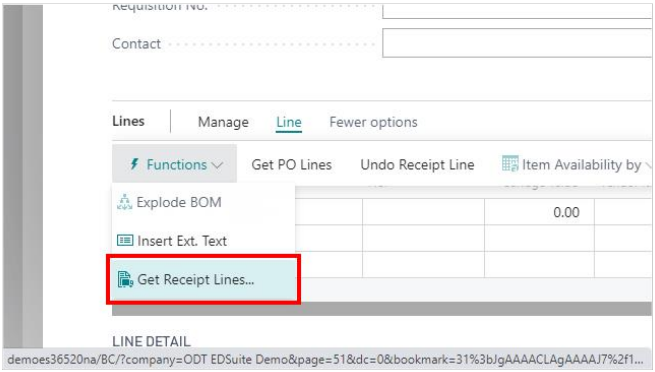
Click on the navigation menu item popup **Line**



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

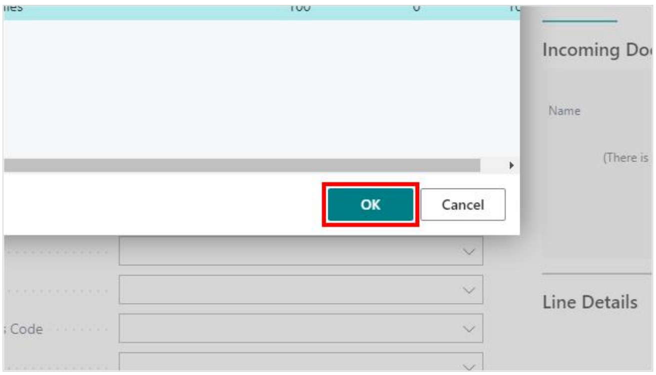


Click on the navigation menu item **Get Receipt Lines...**



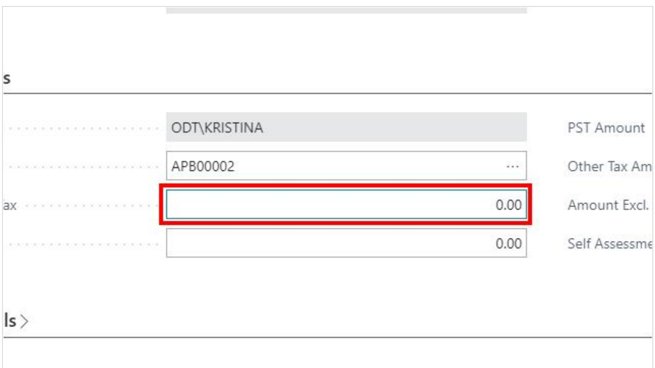
Get Receipt Lines window opens. This window displays previously posted purchase receipt lines for the selected vendor. Select the Purchase Order lines that you will be invoicing.

Click on the button **OK**



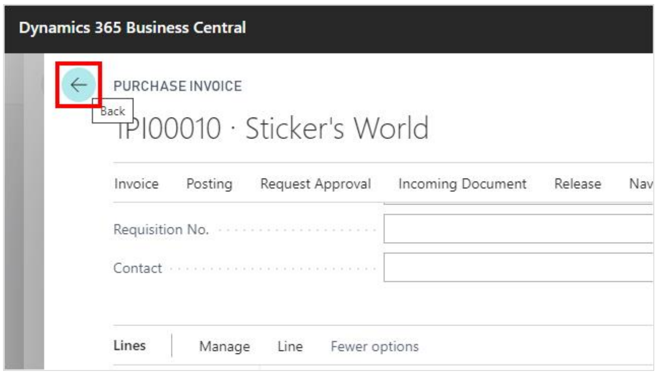
The resulting invoice lines include a line with the Purchase Receipt Number.

Fill in Gross Amount Including Tax into Control Totals lines.

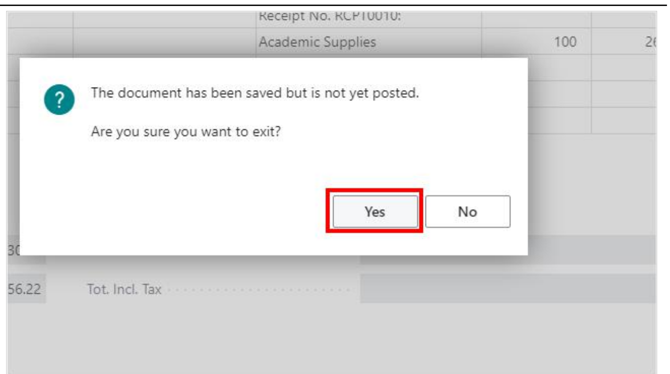


Enter **Gross Amount Including Tax**. Press the **Enter** key.

Click on the back button to go back to the AP Batch window.



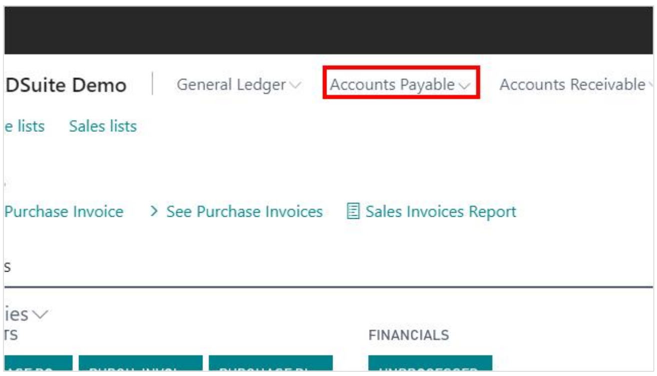
Click on the button Yes on the confirmation message.



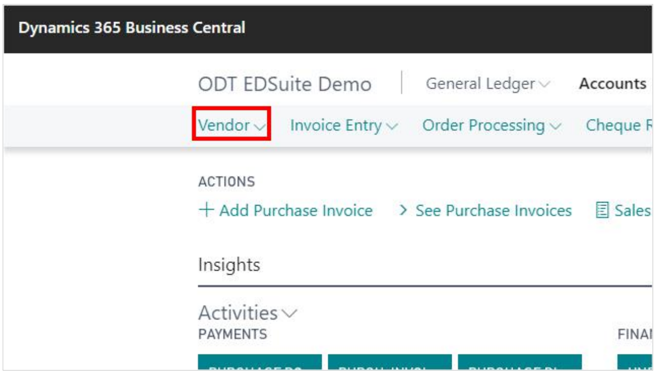
3.4.7. How to create Purchase Document directly from Vendor's Card

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.

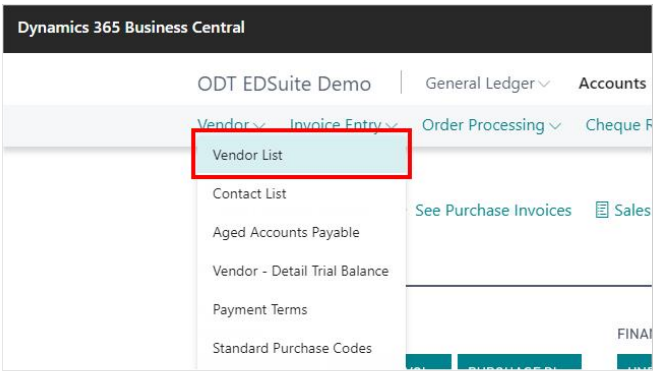
Click on the navigation menu item popup **Accounts Payable**



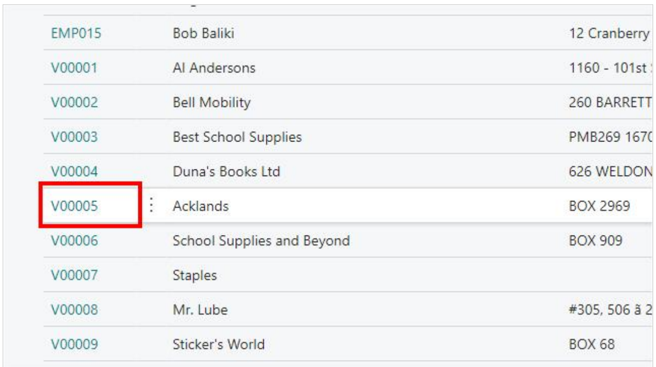
Click on the navigation menu item popup **Vendor**



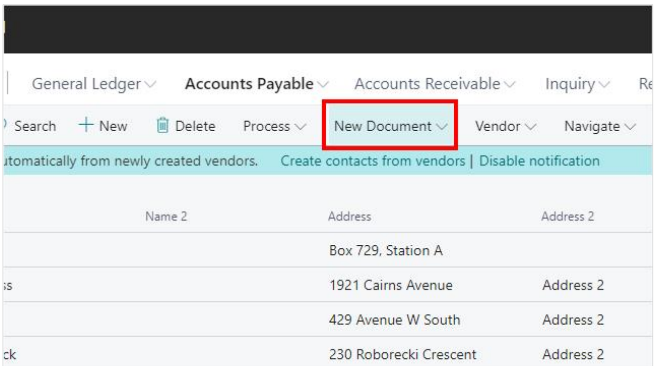
Click on the navigation menu item **Vendor List**



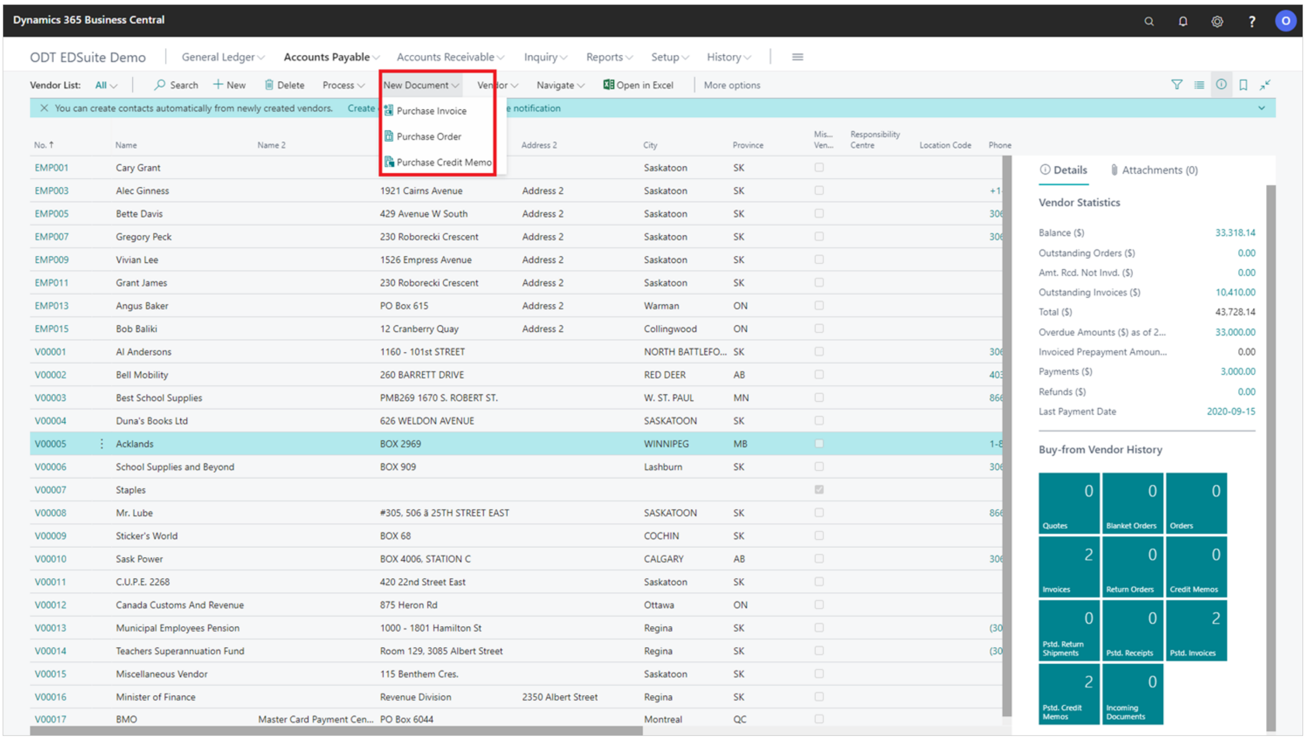
Stay on the line with the Vendor name you are going to create Purchase Document for.



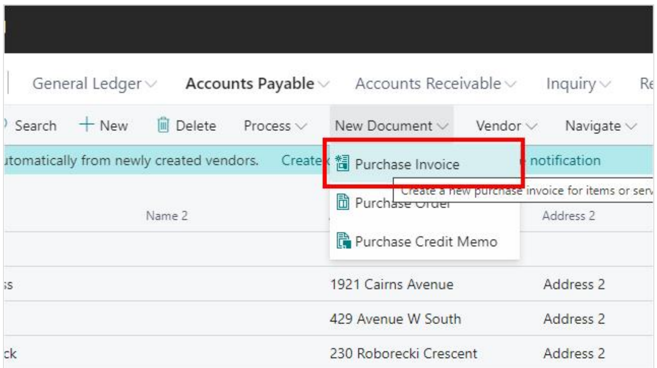
Click on the navigation menu item popup **New Document**



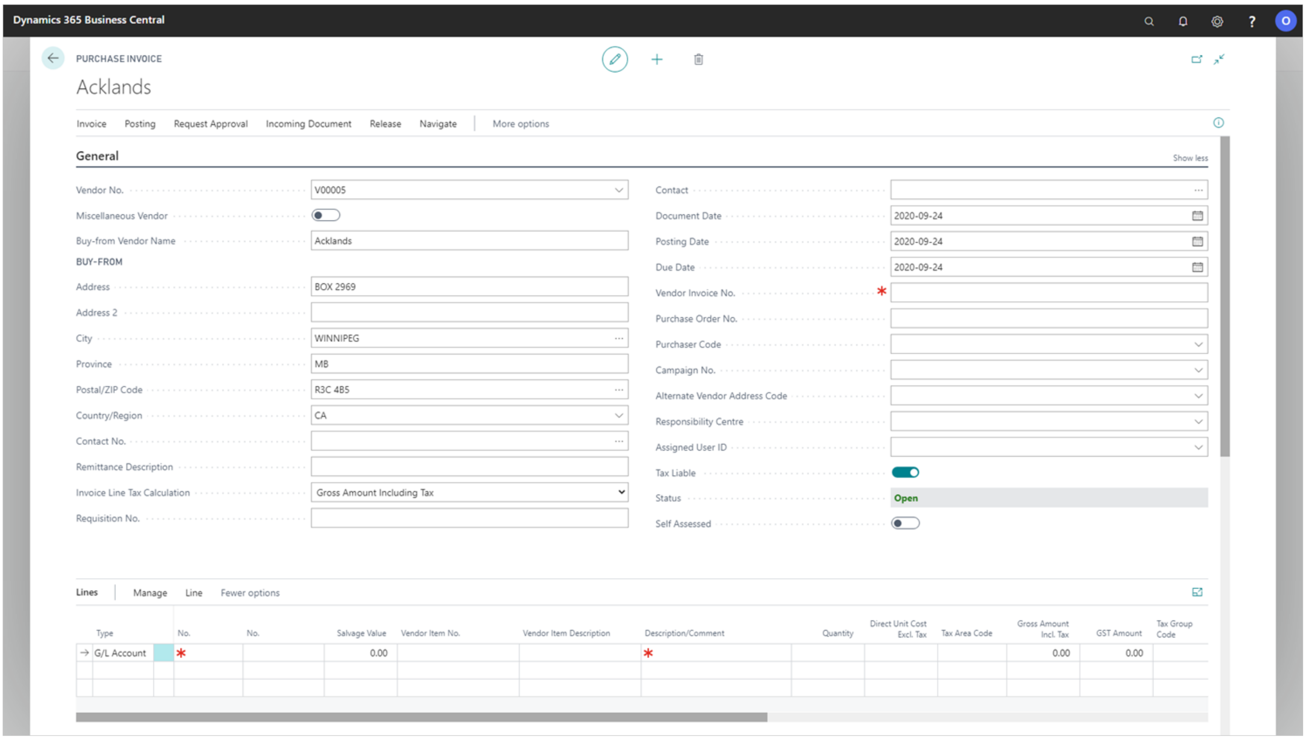
From this link you can select an option to create Purchase Order, Purchase Invoice or Purchase Credit Memo for this vendor.



Click on the navigation menu item **Purchase Invoice**



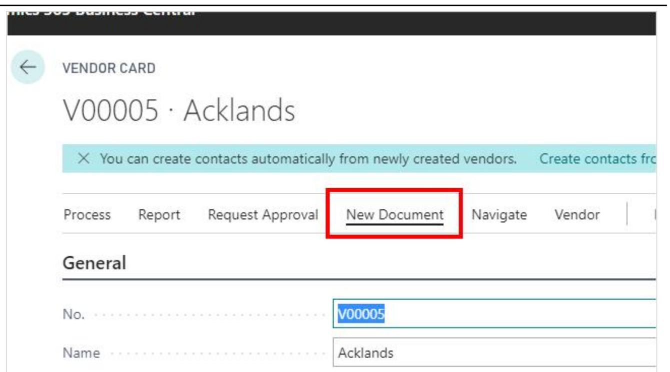
System creates Purchase Invoice automatically with Vendor infrormation already filled in on the Header



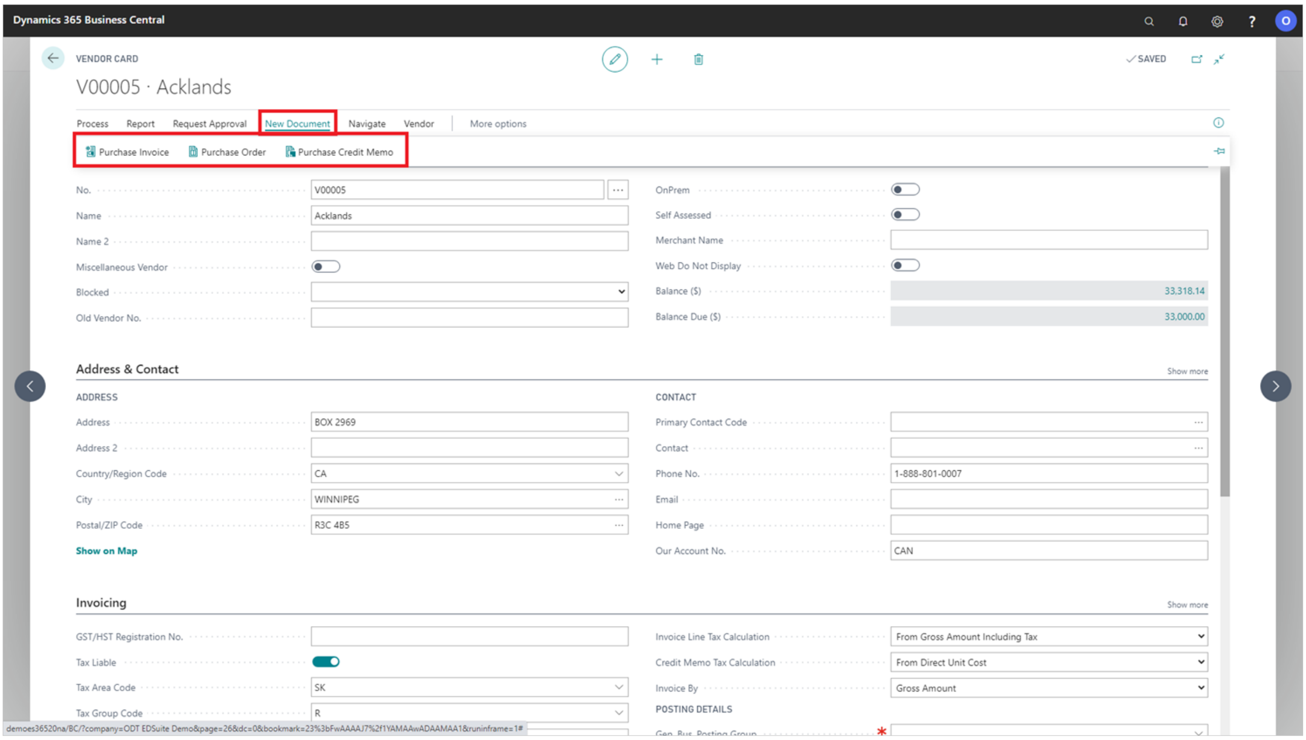
You can create Purchase Documents from the Vendor's Card as well.

Stay on the line with the Vendor name you are going to create Purchase Document for.

Click on the navigation menu item popup **New Document**



Select from the pop up lit selection Purchase Document you want to create for this Vendor. Click on any, and system will create Purchase Document automatically.



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.

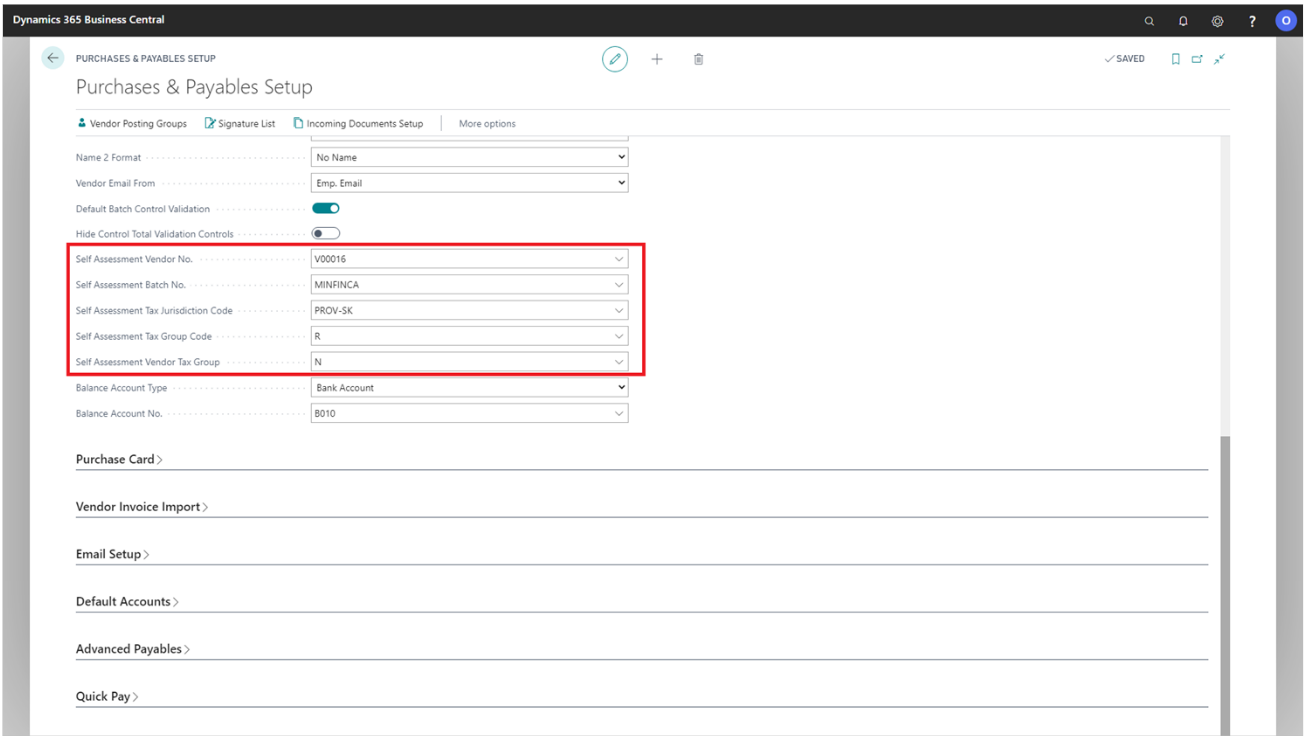
The self-assessed tax will be coded to the expense account on the original invoice although it will show up separately in the general ledger for the original purchase amount.

3.4.8.2. Default Self-Assessment Parameters

The Purchases & Payables Setup screen contains default information for the self-assessment process.

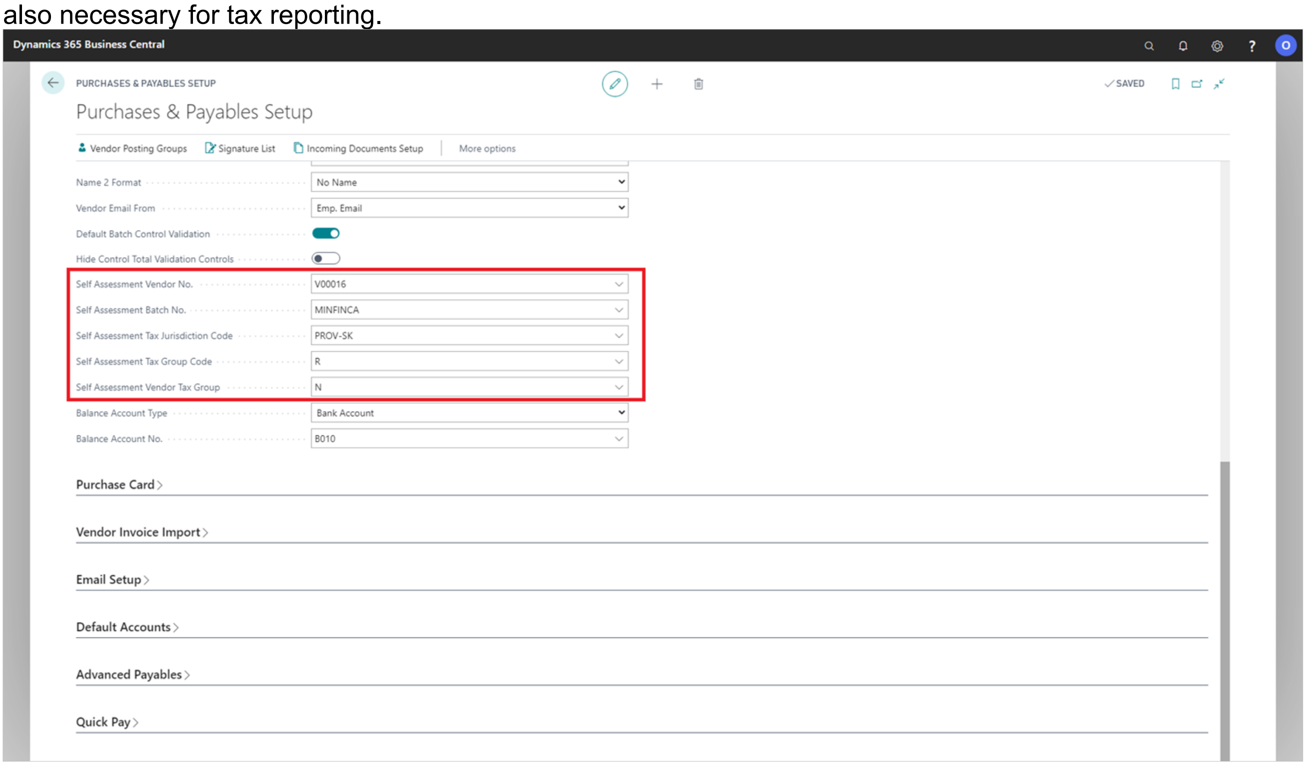
Self Assess. Vendor Number – The default vendor to whom the self-assessment tax is payable. There is only one allowed per organization.

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.

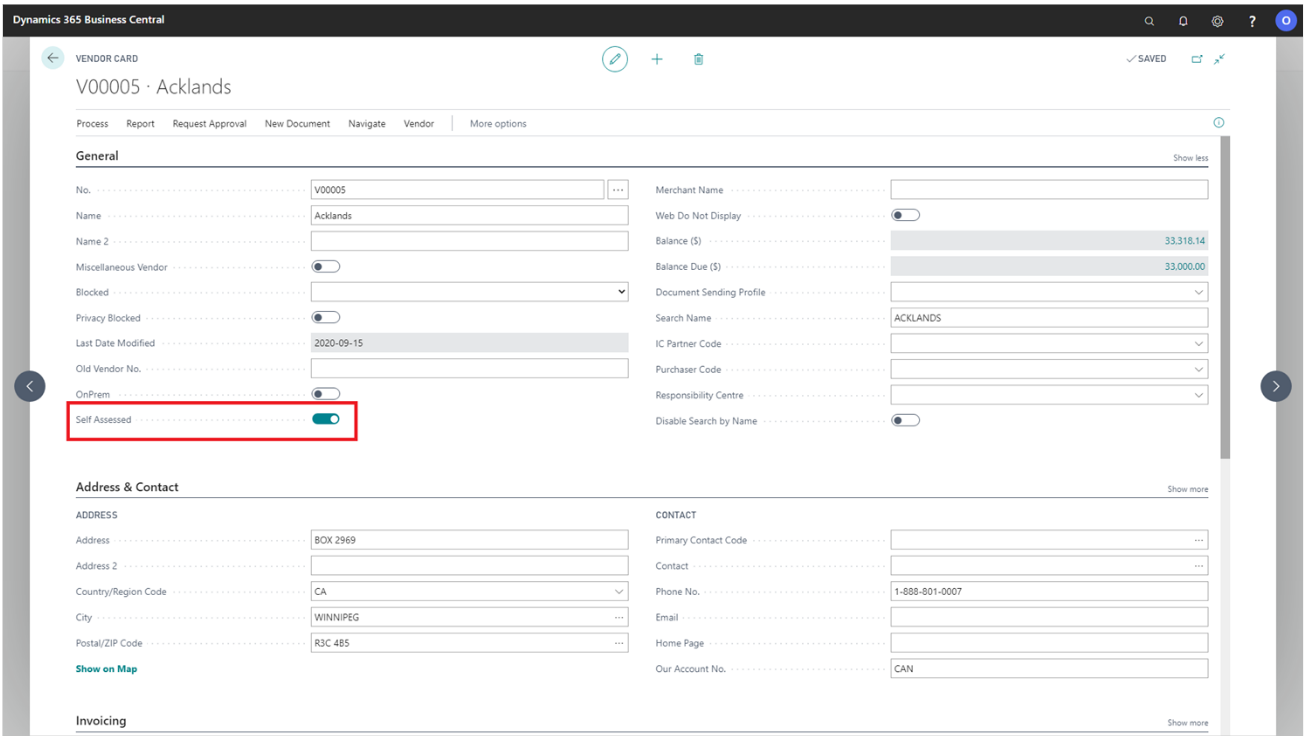


Self Assess. Tax Jurisdiction – This field represents the default tax jurisdiction code for the self-assessment vendor. This is necessary for the transactions to be coded correctly for purposes of tax reporting.

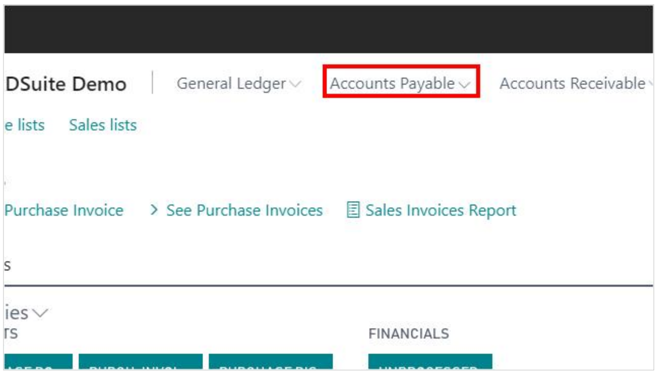
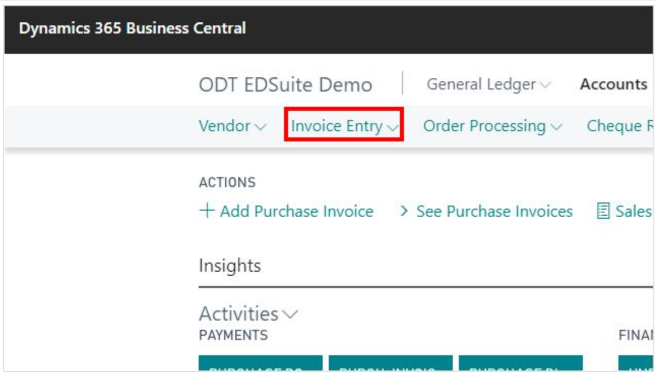
Self Assess. Tax Group – This field represents the default tax group code for the self-assessment vendor. It is also necessary for tax reporting.



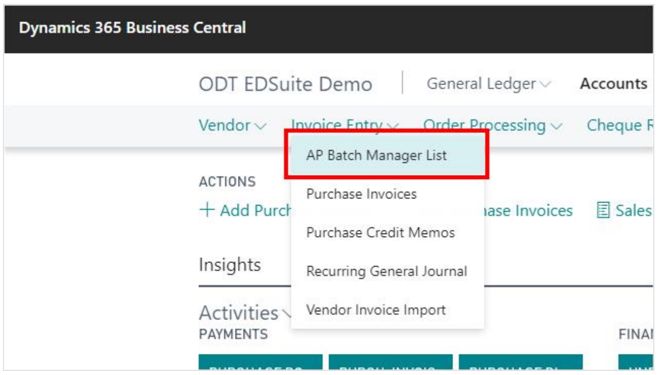
Vendors, that are subject to self-assessment of provincial sales tax, has to be set to default self-assessment in Vendor Card. Self-Assessed need to be enabled in General Tab of the Vendor's Card.



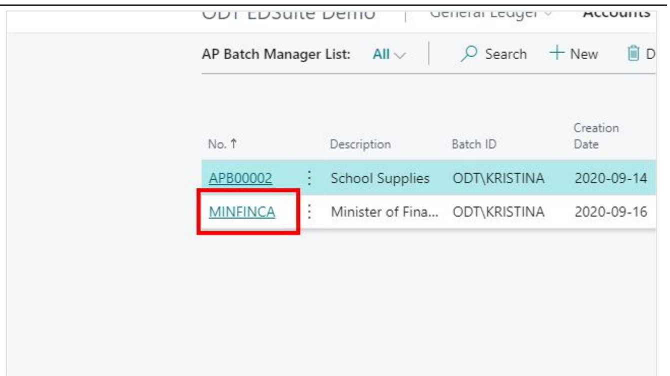
3.4.8.3. How to Process AP PST Self-Assessment

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

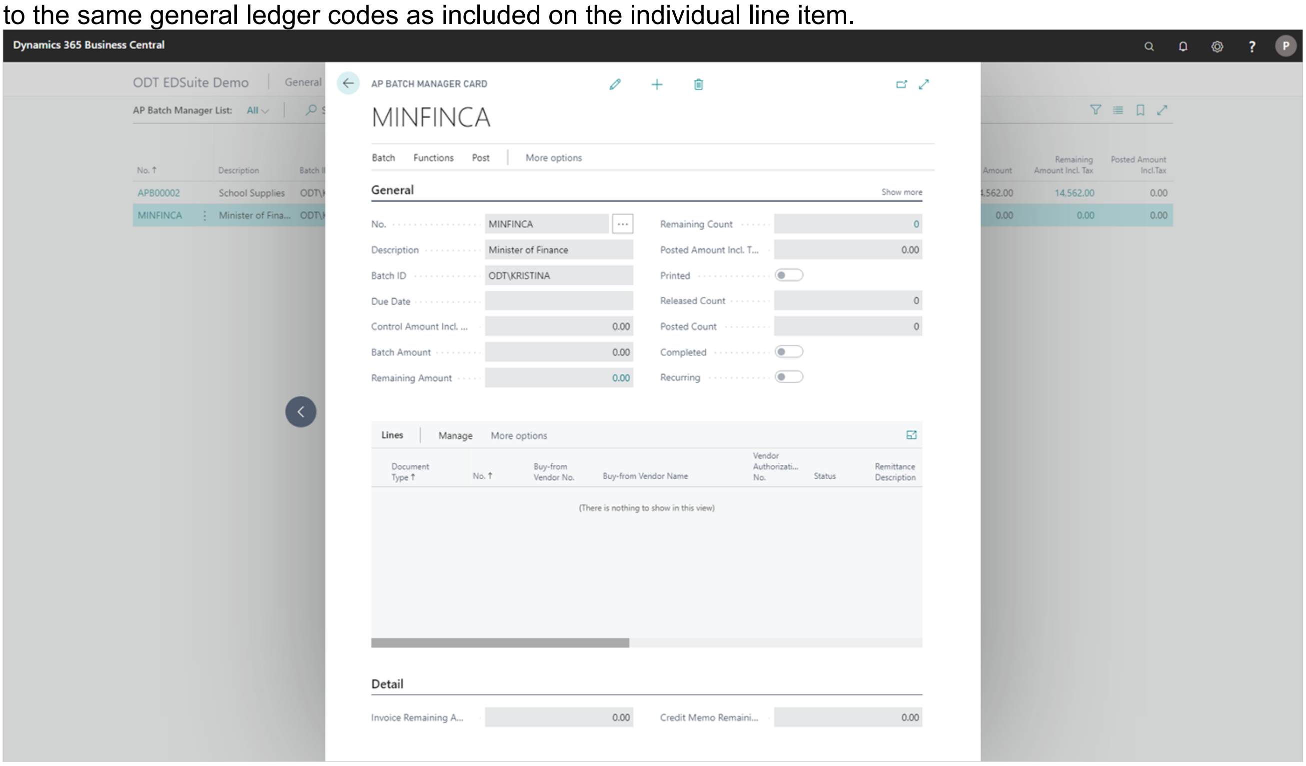
Click on the navigation menu item **AP Batch Manager List**



Clik on the AP Batch specially created for self-assessed postings.

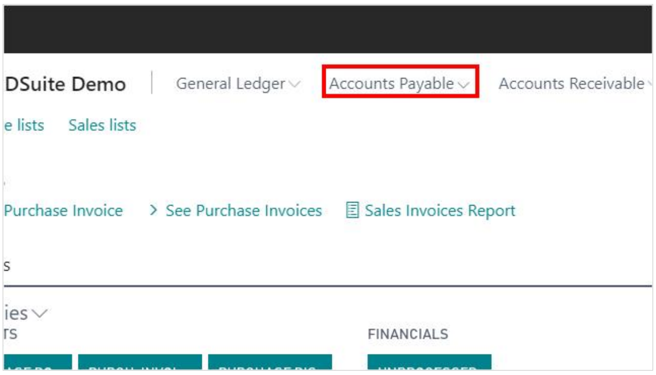


This Batch is specially created and shouldn't be ever posted.
Any self-assessed provincial tax will be transferred to the invoice payable to the tax authority and will be coded to the same general ledger codes as included on the individual line item.

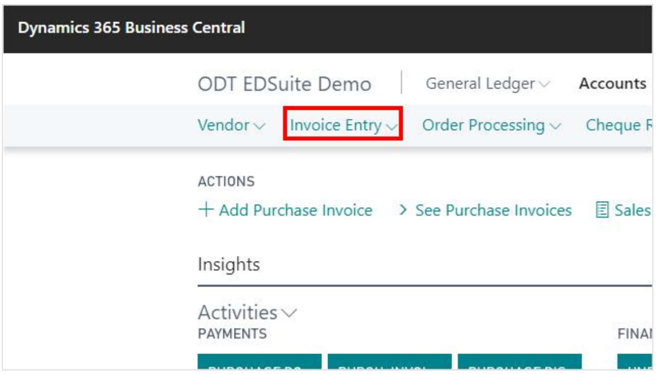


Let's create Purchase Invoice of something purchased from outside the province. For example, for purchasing school supplies from Manitoba for Saskatchewan-based school division.

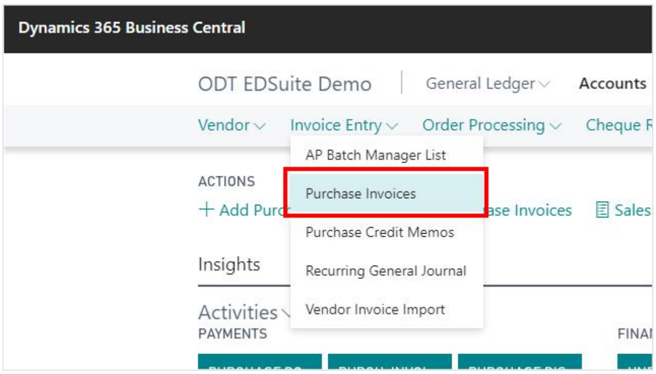
Click on the navigation menu item popup **Accounts Payable**



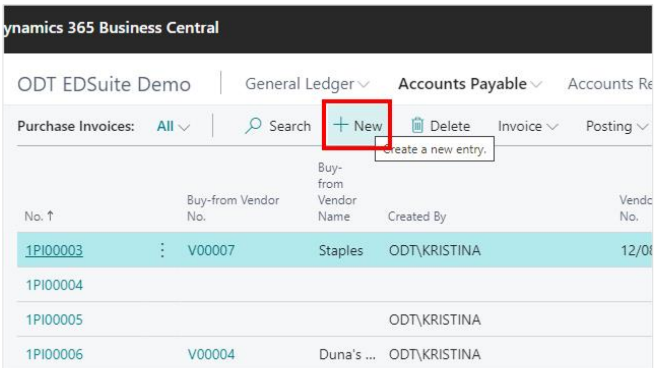
Click on the navigation menu item popup **Invoice Entry**



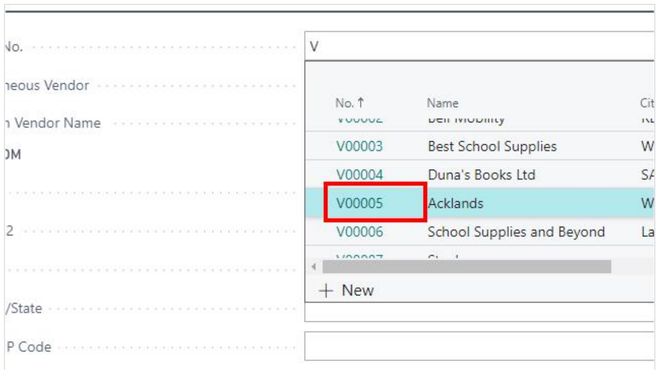
Click on the navigation menu item **Purchase Invoices**



Click on the navigation menu item **New**

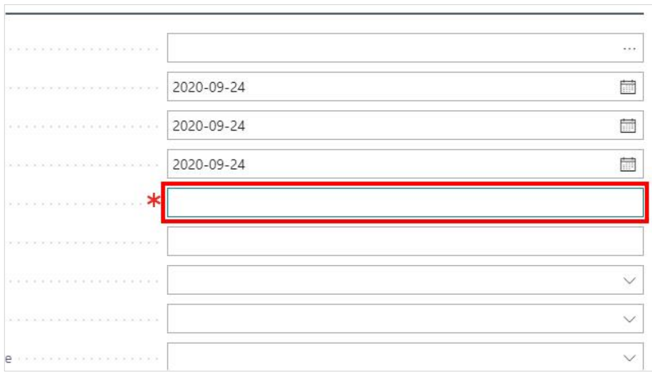


Enter Vendor Number. Select Vendor from the drop-down list.



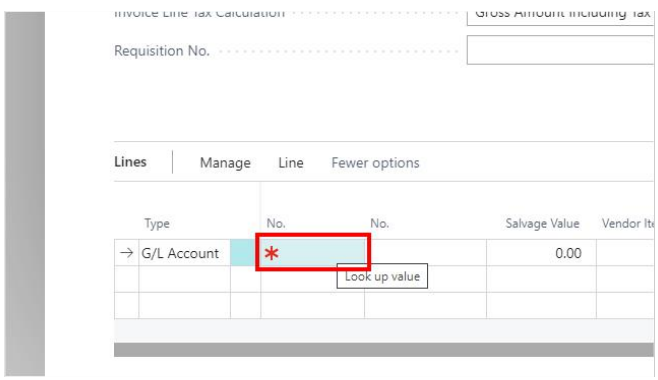
Click on the field Vendor Invoice Number

Enter **Vendor Invoice number**.

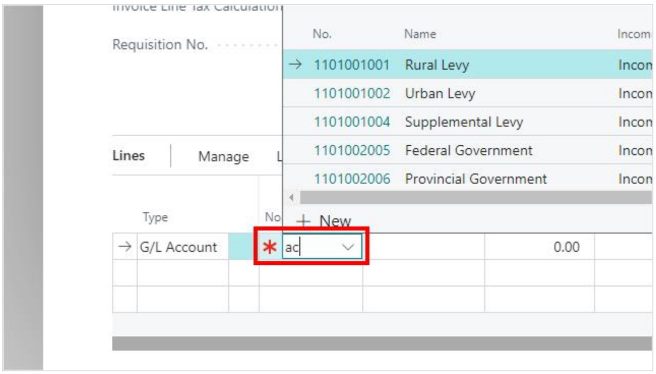


Go to Purchase Invoice Lines.

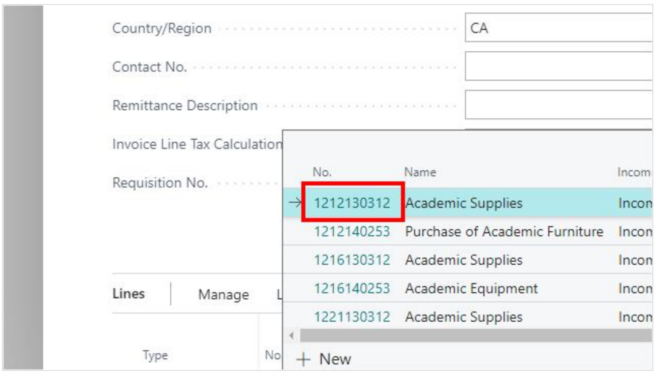
Click on the cell Number.



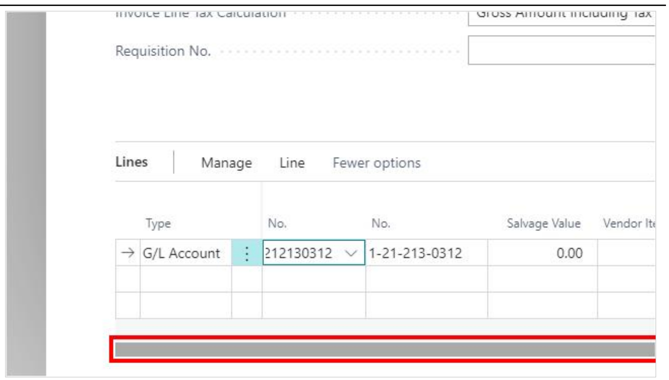
Enter **G/L Account Number**.



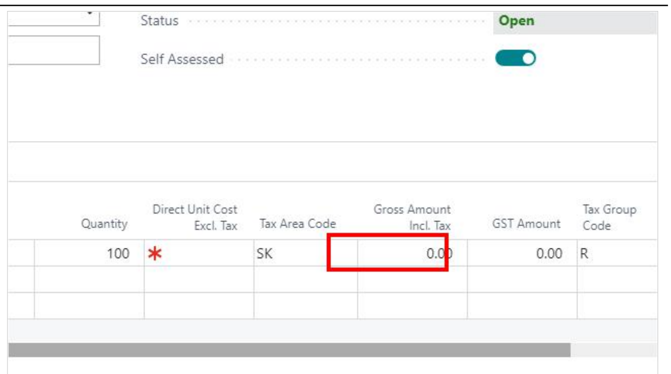
Select one from the drop-down list.



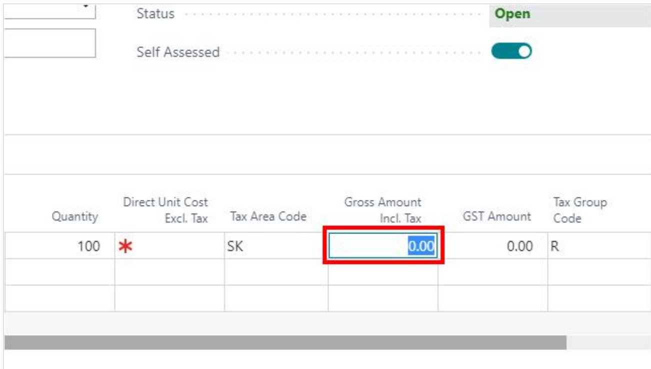
Move to the right.



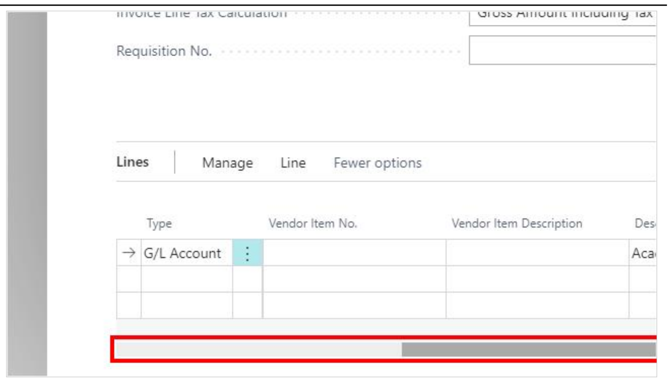
Click on the cell Gross Amount Incl. Tax



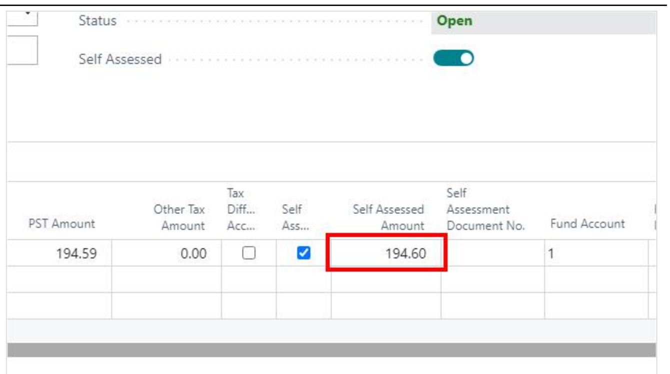
Enter **Gross Amount Incl. Tax**. Press the **Enter** key.



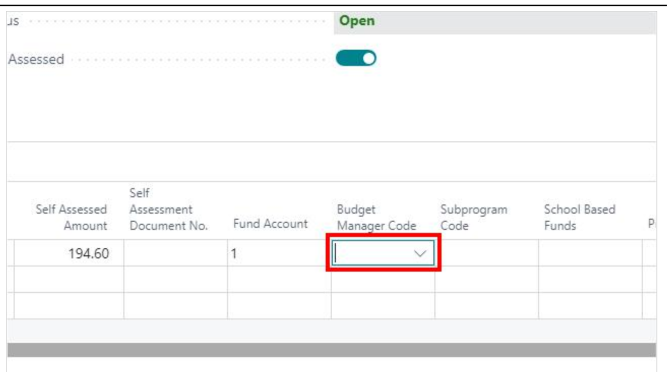
Scroll furter to the righ on a line.



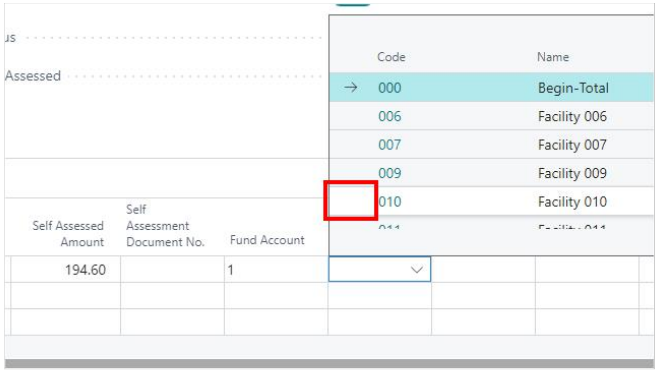
You can see that PST Amount of $194.60 is set as a Self-Assessed Amount, and Self-Assessed is enabled on a line and on Purchase Header.



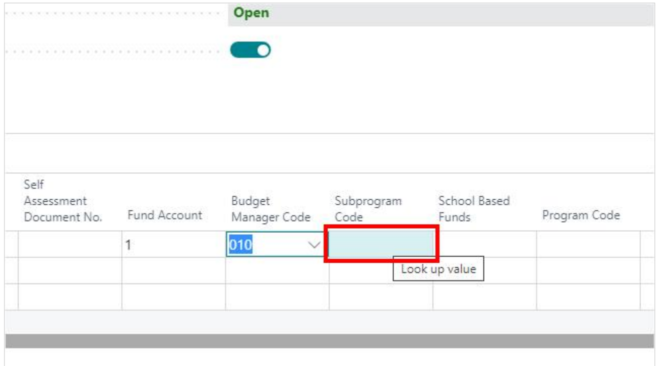
Click on the cell **Budget Manager Code**



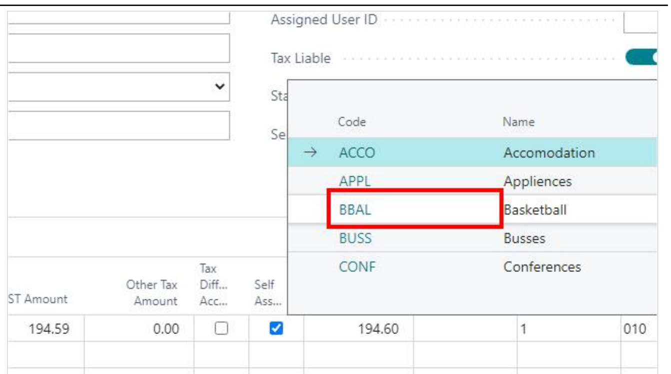
Select Budget Manager Code from the drop-down list.



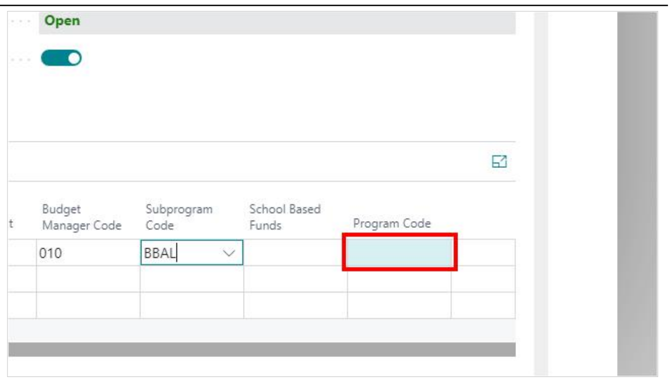
Click on the cell **Subprogram Code**



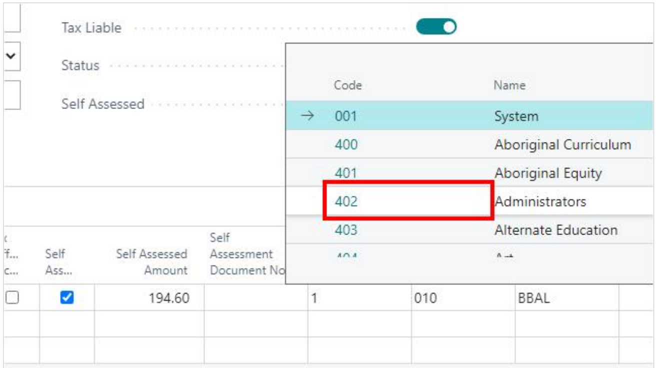
Select Subprogram Code from the drop-down list.



Click on the cell **Program Code**

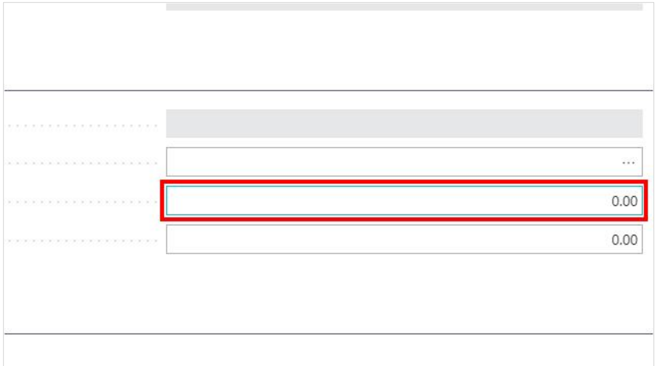


Select Program Code from the drop-down list.

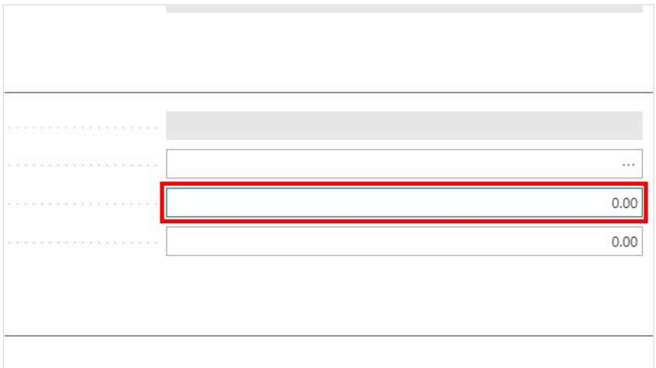


Go to Control Totals.

Click on the field **Gross Amt. Incl. Tax**

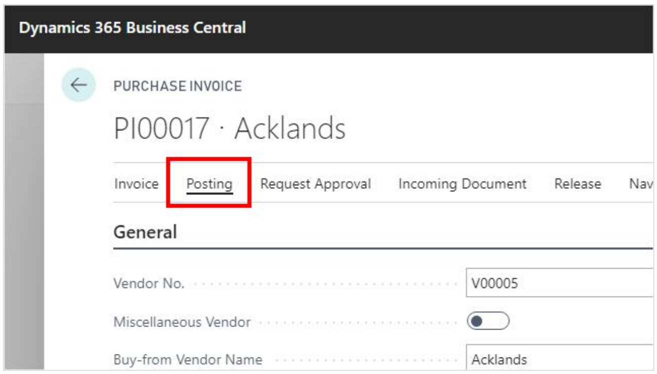


Enter **Gross Amt. Incl. Tax**. Press the **Enter** key.

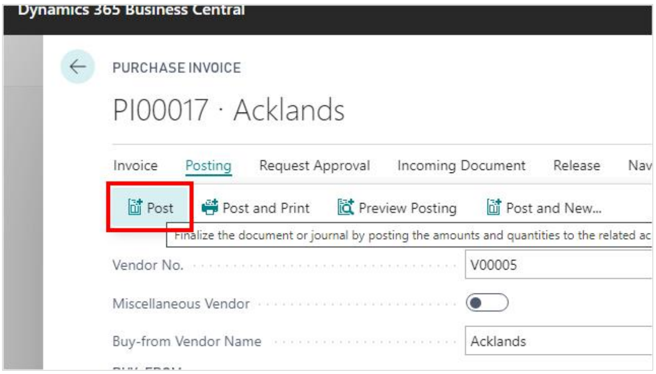


Invoice need to be posted now in order to create entry in AP Batch payable to Minister of Finance.

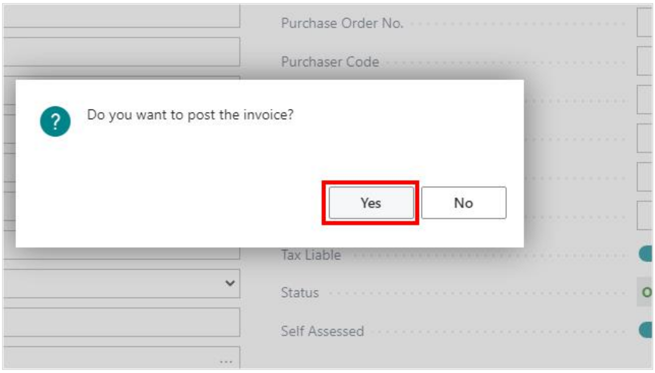
Click on the navigation menu item popup **Posting**



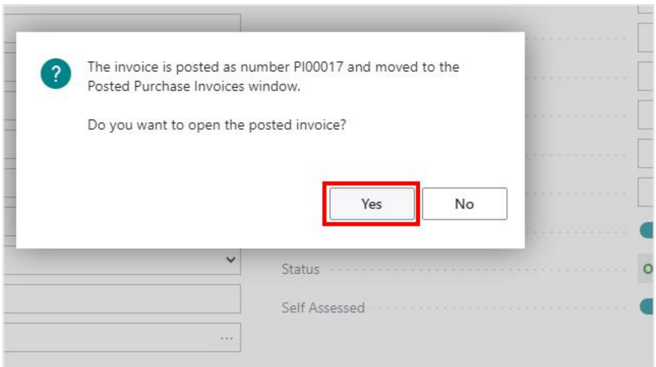
Click on the navigation menu item **Post**



Click on the button Yes on the confirmation message.

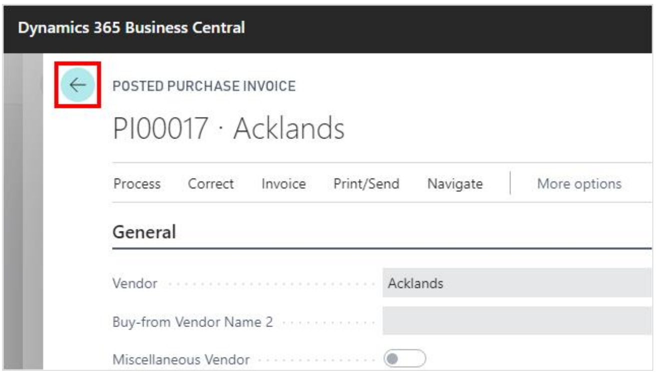


Click on the button Yes to open posted Purchase Invoice.



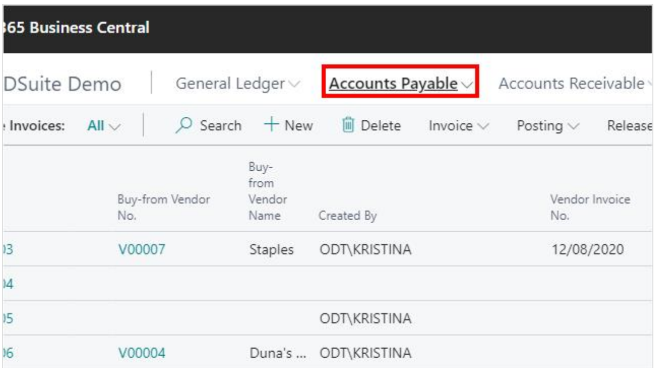
Self-Assessed is enable on the posted Invoice.

Click on the back button to exit Posted Purchase Invoice.

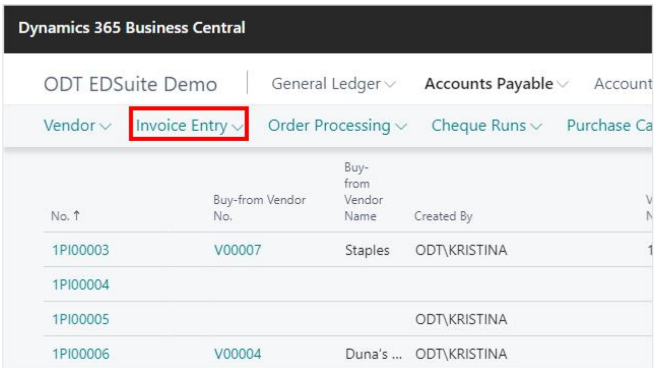


Let's review now the posting created by the Business Central in special Minister of Finance AP Batch.

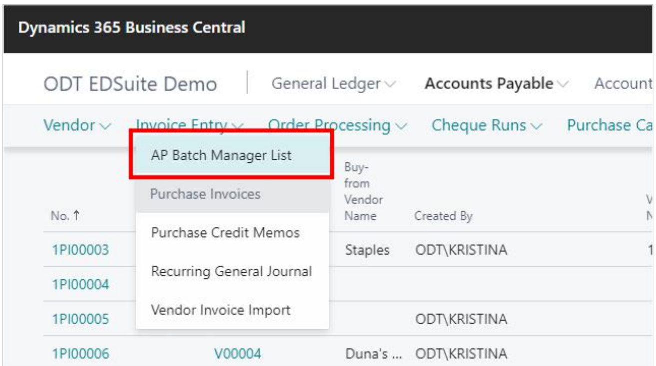
Click on the navigation menu item popup **Accounts Payable**



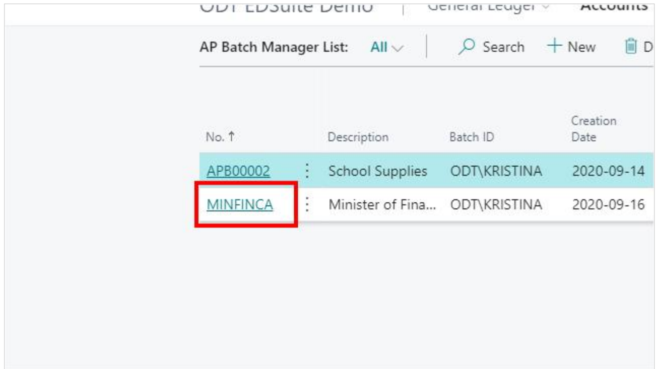
Click on the navigation menu item popup **Invoice Entry**



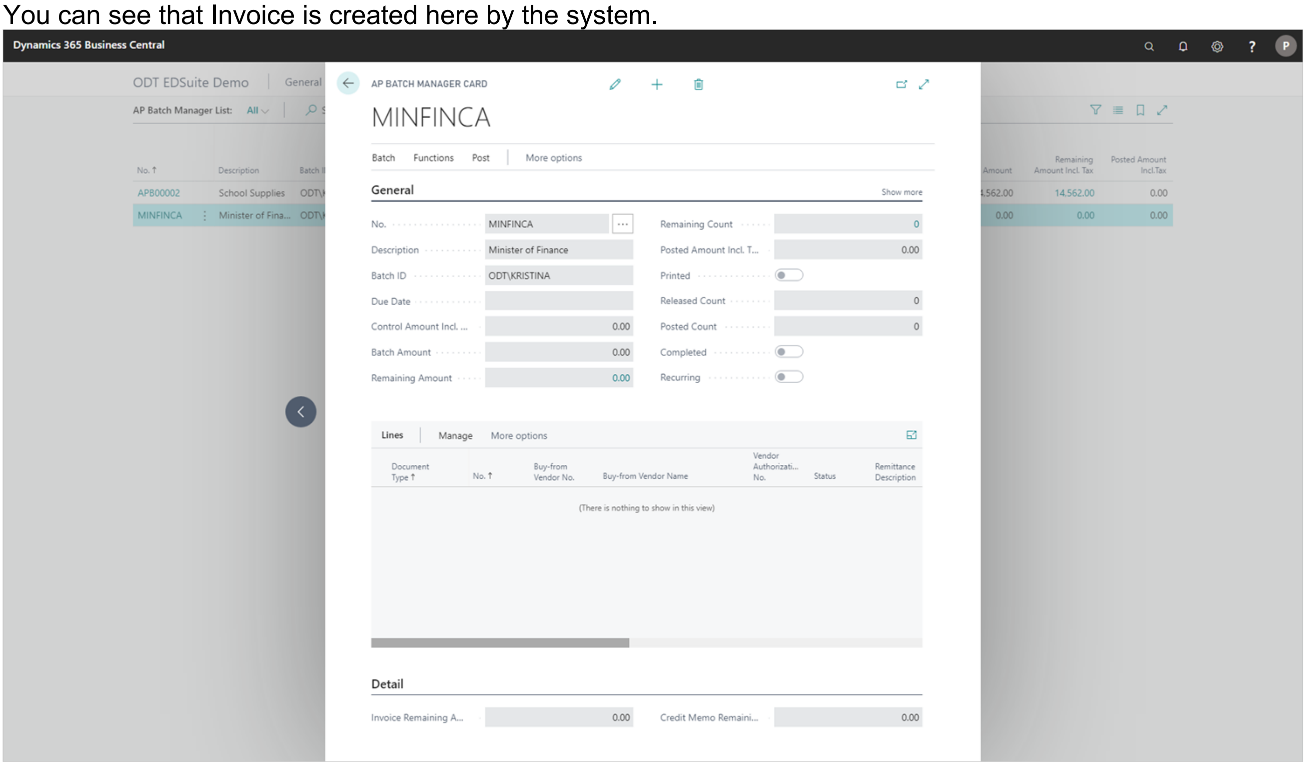
Click on the navigation menu item **AP Batch Manager List**



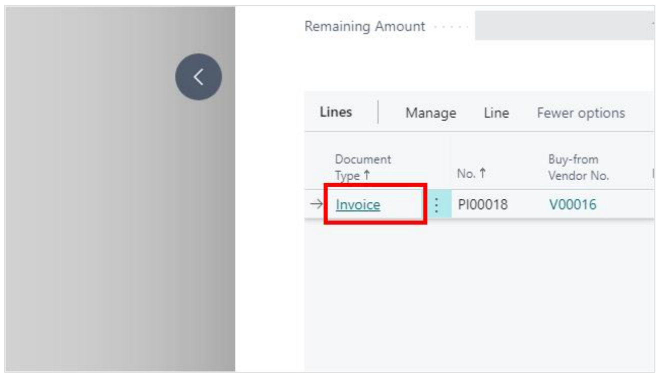
Select Minister of Finance AP Batch from the AP Batch Manager List.



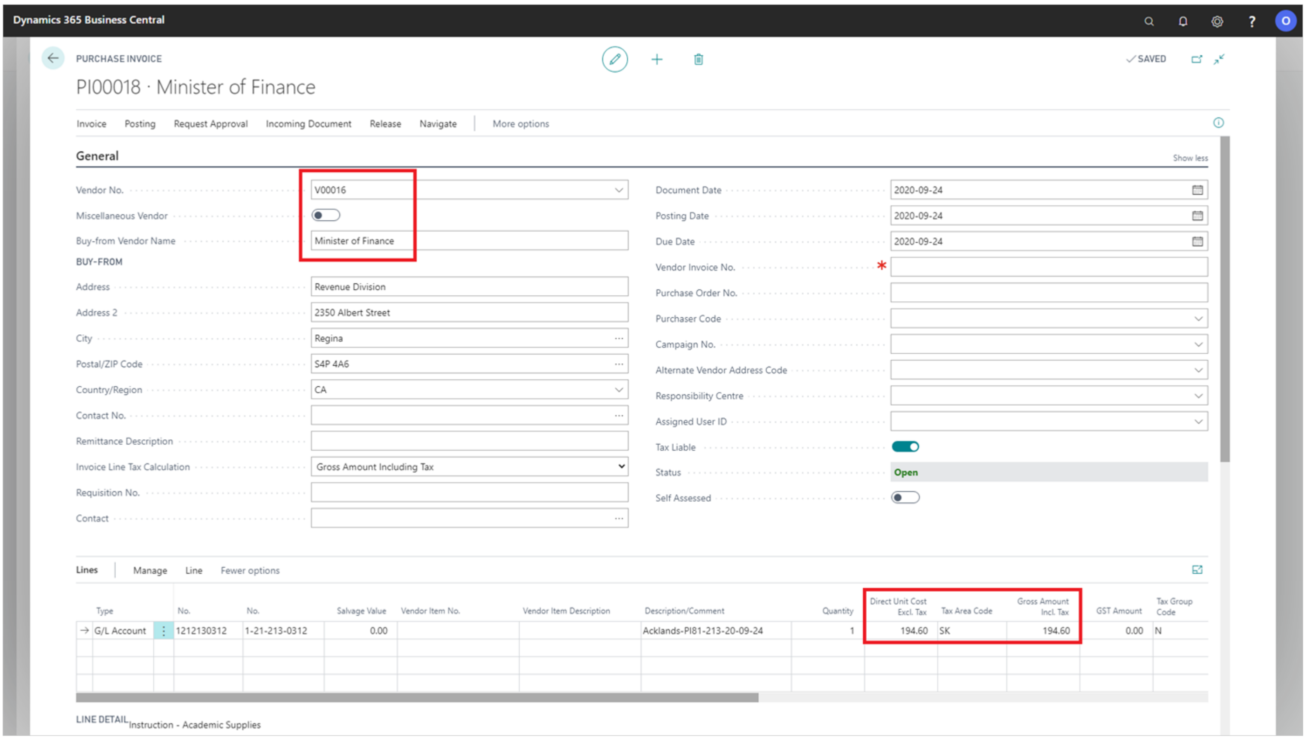
You can see that Invoice is created here by the system.



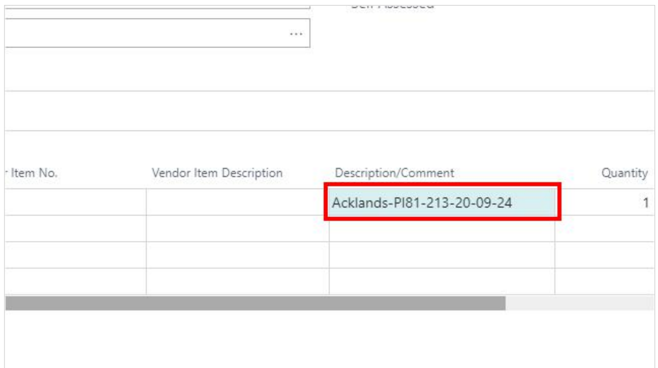
Click on the link in cell Document Type with the value Invoice



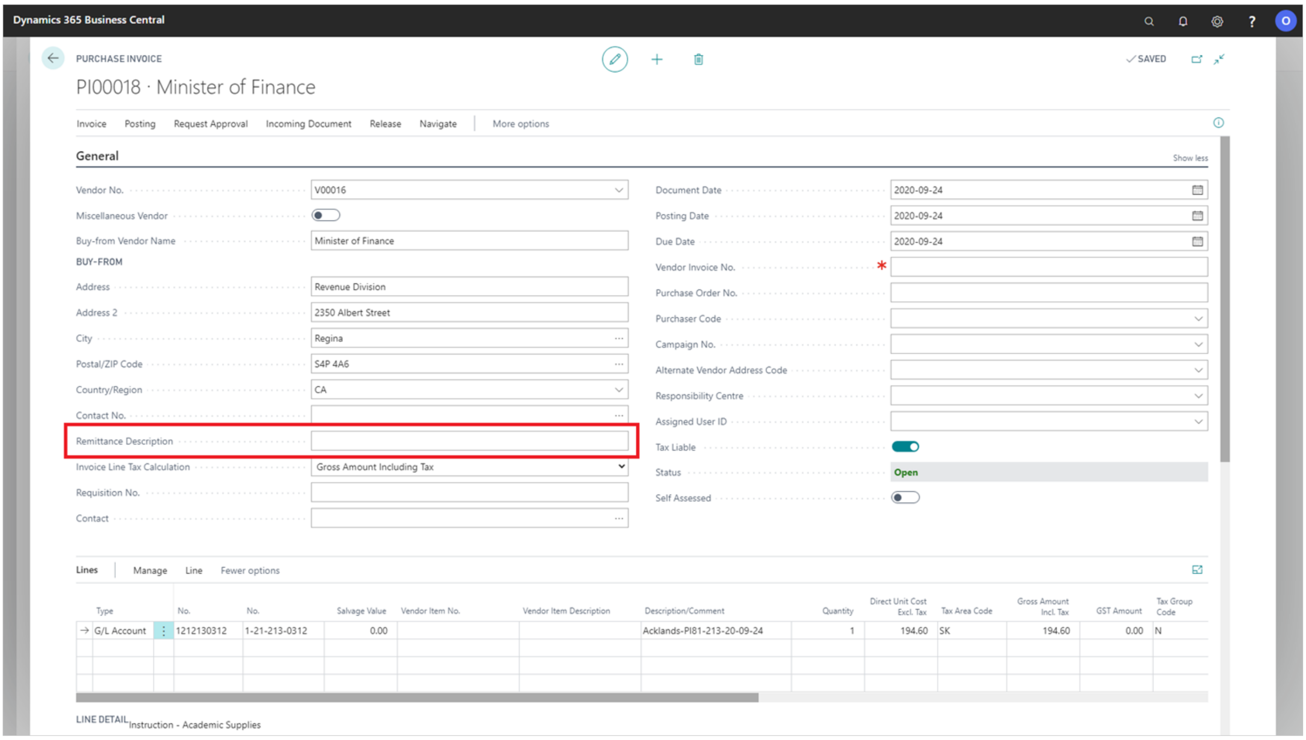
Invoice payable to Minister of Finance is created in the amount of provincial sales tax:



Notice, that system created description related to the original invoice automatically.



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.



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.

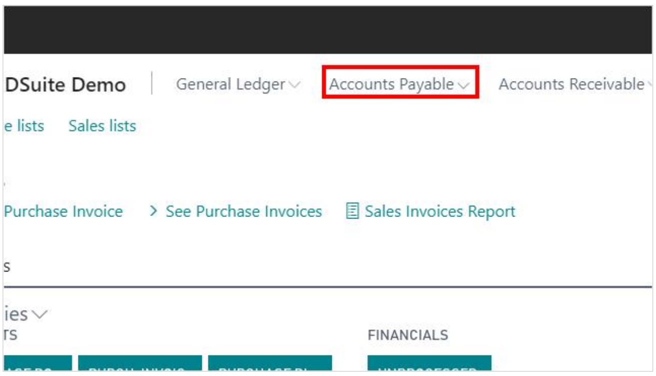
Able to use the Payment Journal and the Suggest Vendor Payments functionality as for any other vendor.

Able to print cheques from the posted invoice using the vendor's name and address information.

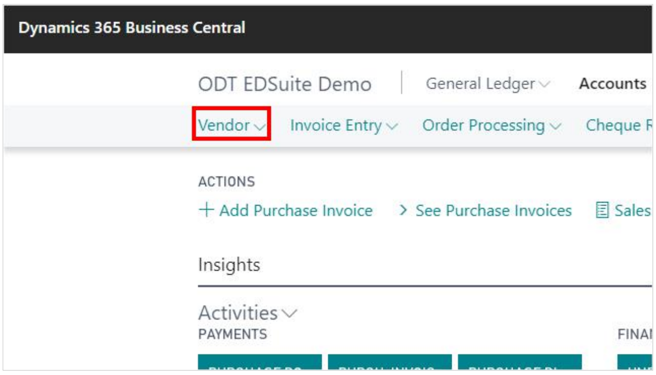
3.4.9.2. How to Create Miscellaneous Vendor

Separate Vendor Card need to be Created for Miscellaneous Vendor.

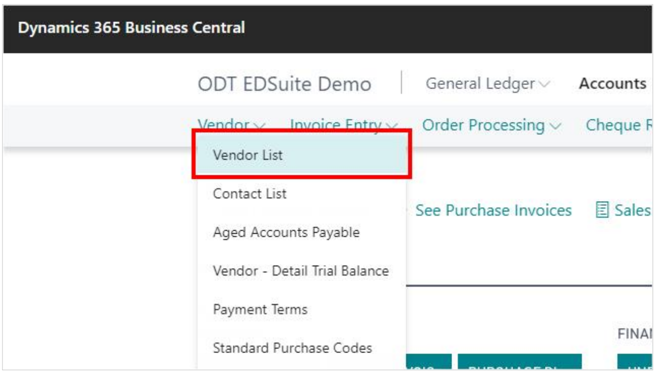
Click on the navigation menu item popup **Accounts Payable**



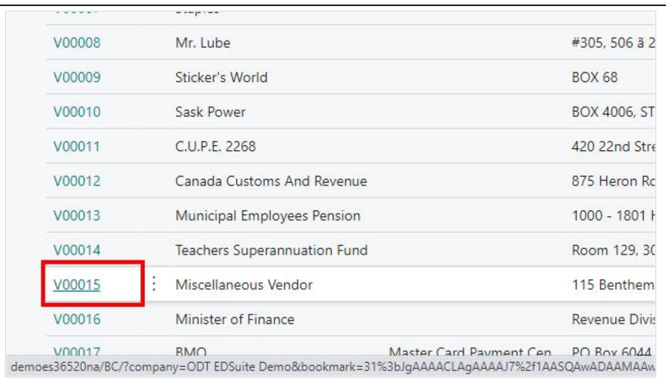
Click on the navigation menu item popup **Vendor**



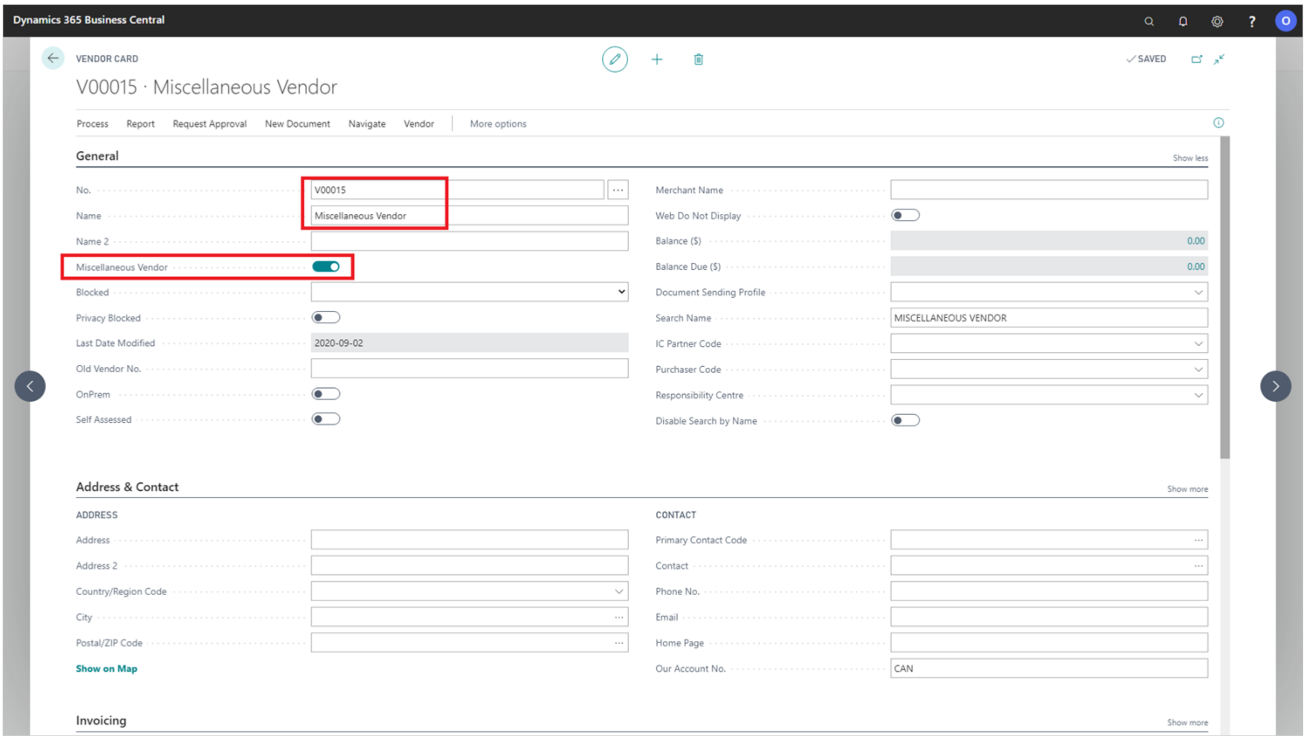
Click on the navigation menu item **Vendor List**



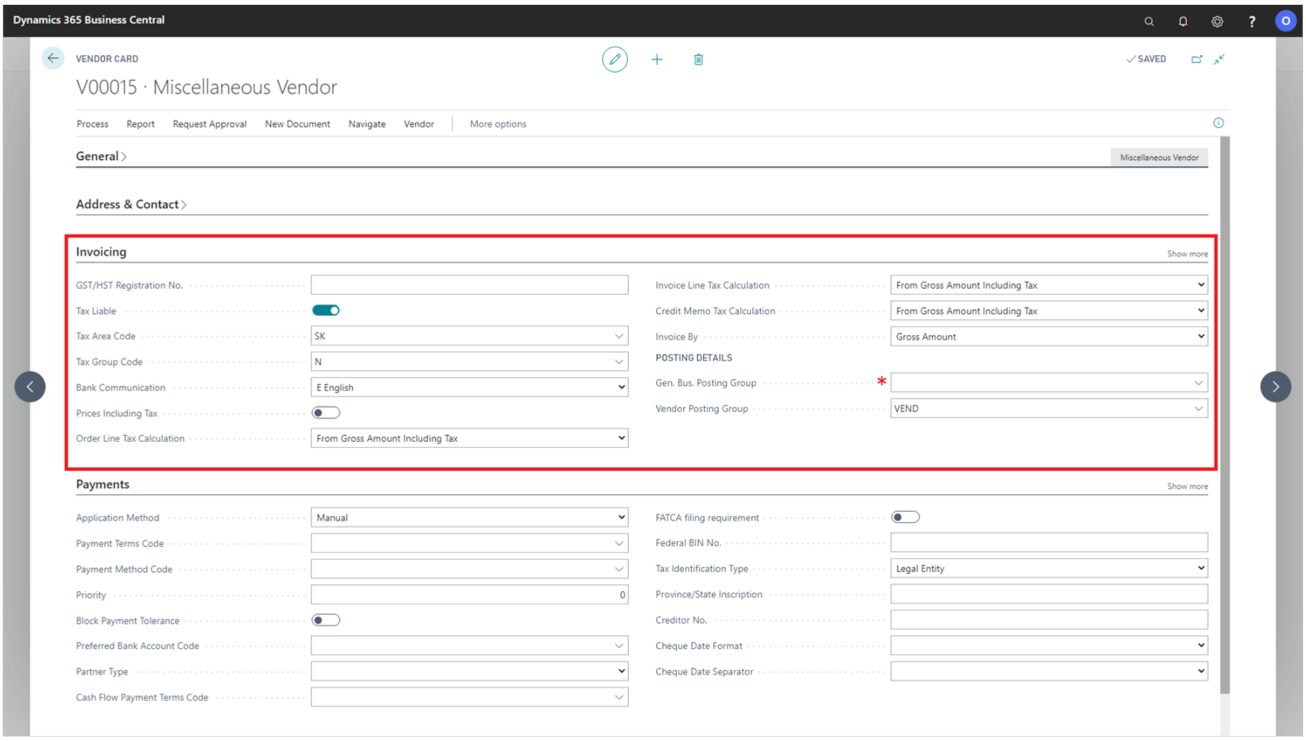
Click on the link with Miscellaneous Vendor



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.



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 Liable, and Vendor Posting Group fields must be filled in.



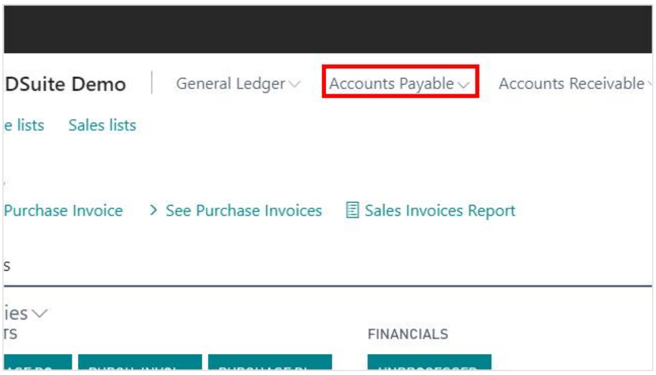
It may be desirable to set up multiple miscellaneous vendors to accommodate a variety of scenarios involving different combinations of set up fields, such as posting groups, tax groups, etc.

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

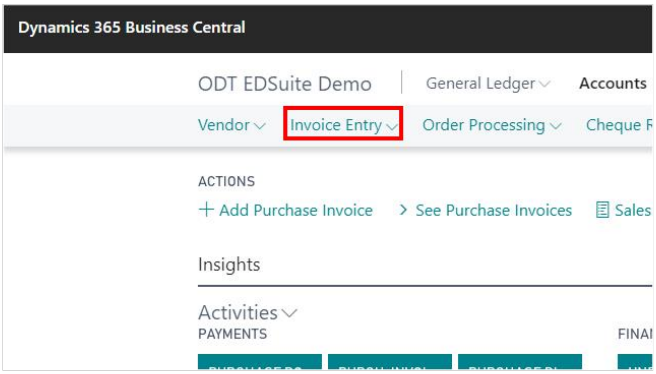
“TaxExpense”, etc., or by assigning miscellaneous vendors to a unique number series.

3.4.9.3. How to create invoice for Miscellaneous Vendor

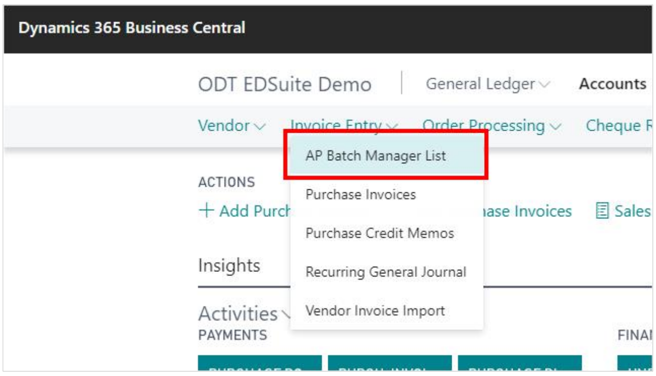
Click on the navigation menu item popup **Accounts Payable**



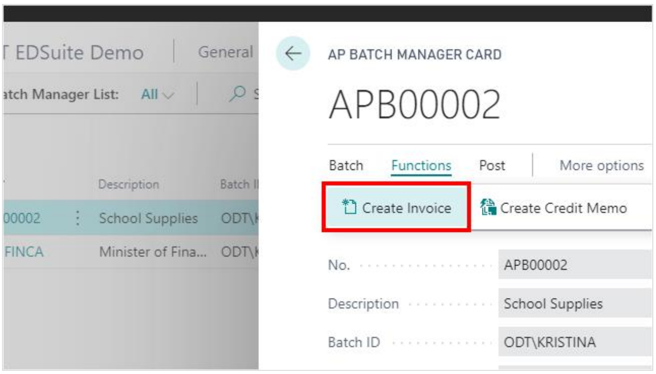
Click on the navigation menu item popup **Invoice Entry**



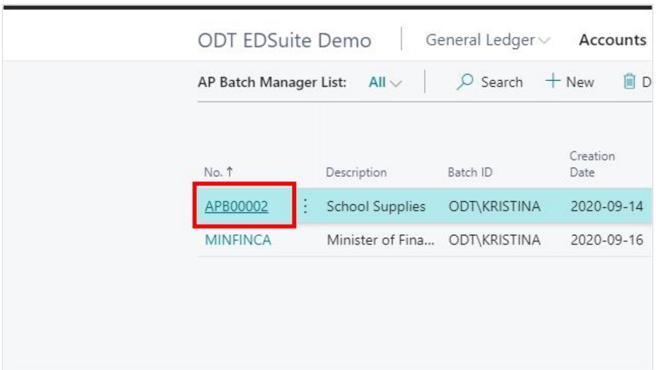
Click on the navigation menu item **AP Batch Manager List**



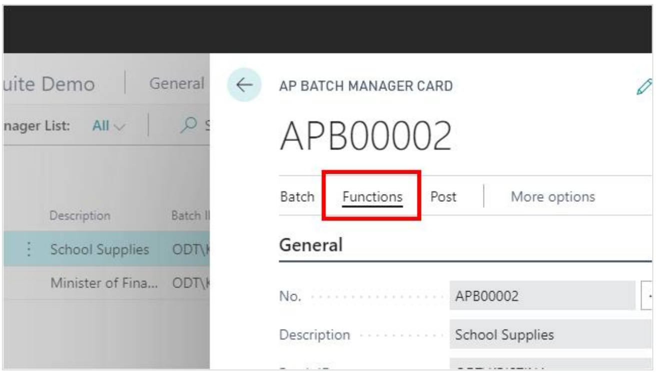
Click on the navigation menu item **Create Invoice**



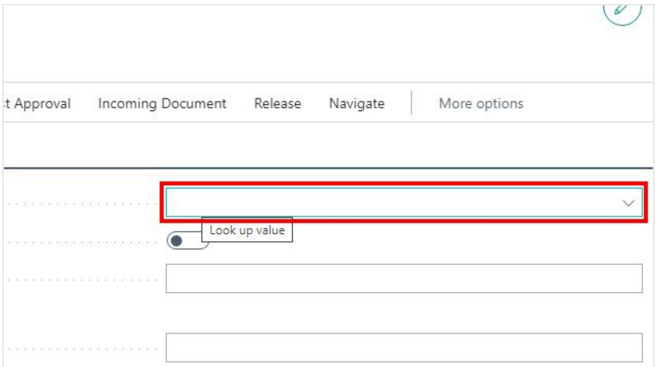
Select AP Batch from the list.



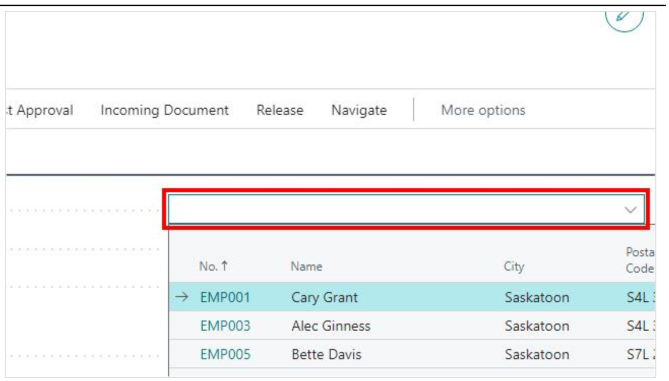
Click on the navigation menu item popup **Functions**



Click on the field Vendor Number.

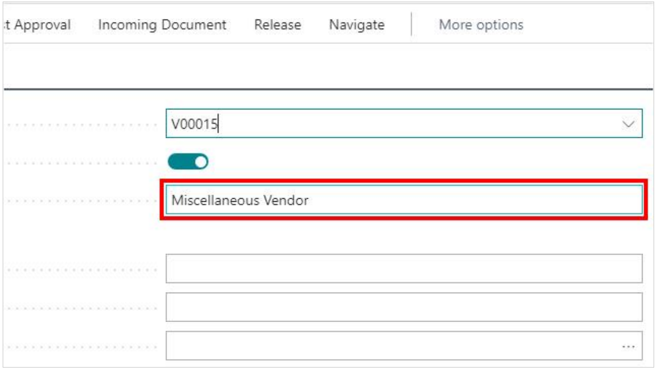


Enter **Miscellaneous Vendor Number**.



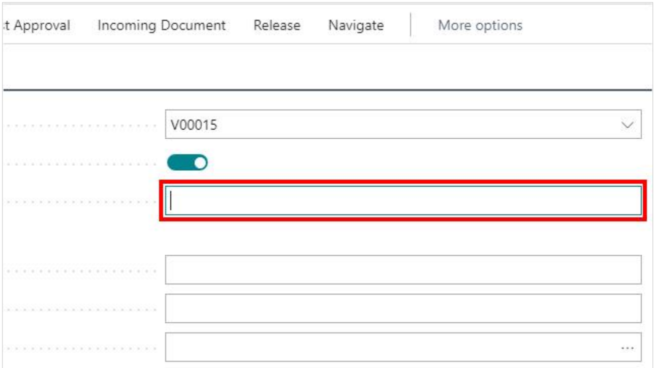
Select Miscalleneous vendro from the drop-down list.

Click on the field **Buy-from Vendor Name**

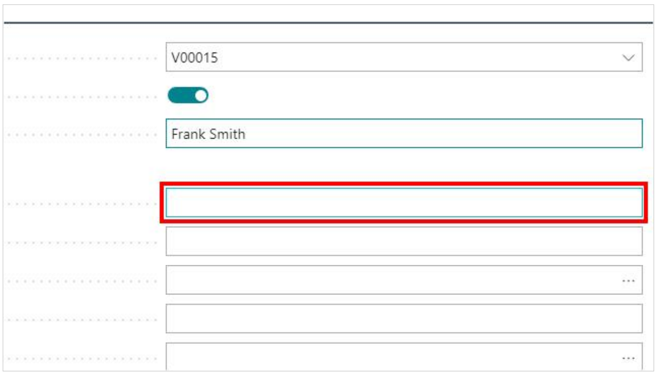


Vendor name could be overridden if needed.

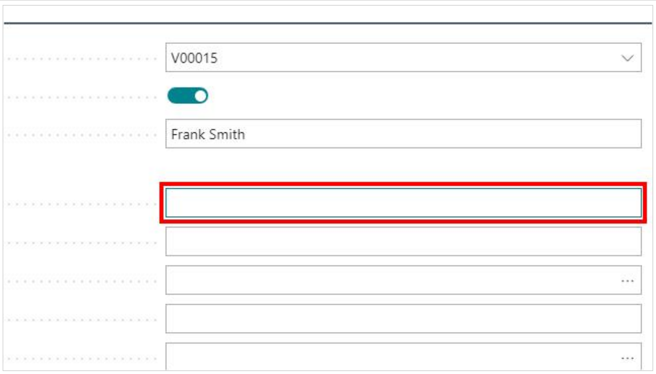
Delete Miscellaneous Vendor name. Enter the new Vendor name.



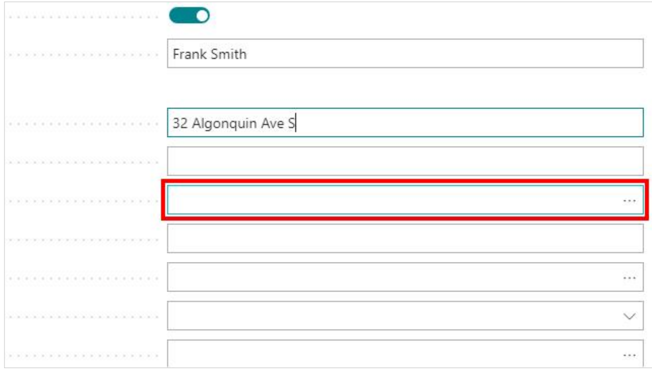
Click on the field **Address**



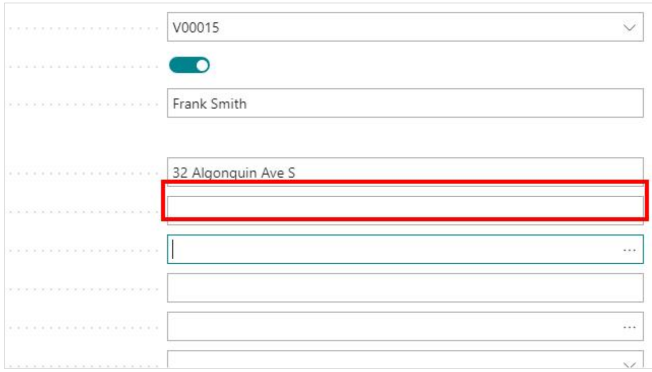
Enter **Address**.



Click on the field **City**



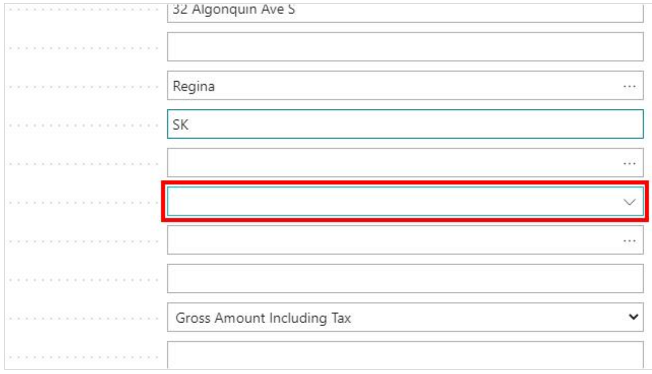
Enter **City**.



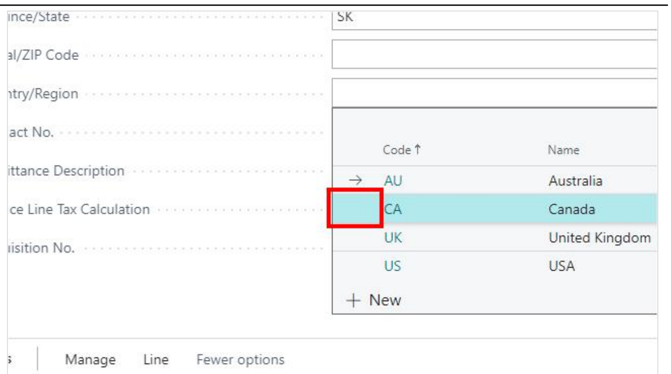
Click on the field **Province/State**

Enter **Province**.

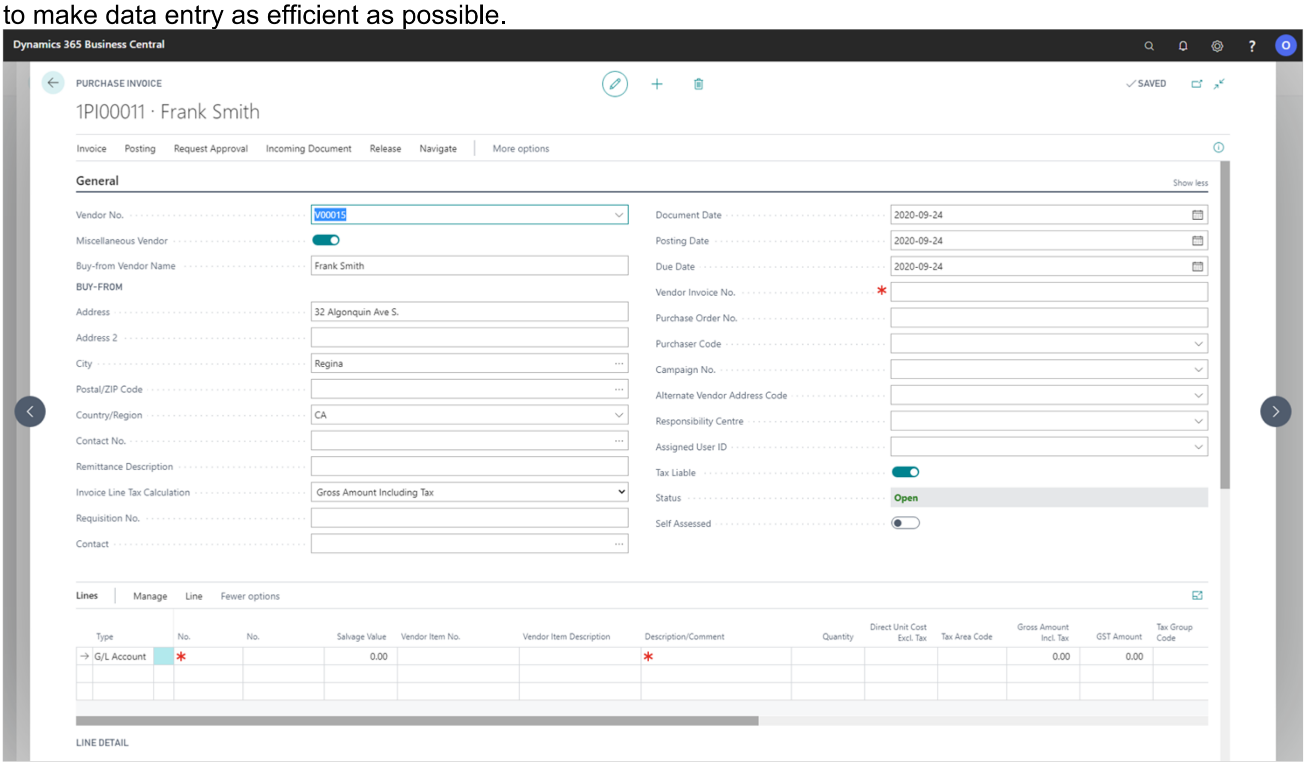
Click on the field **Country/Region**



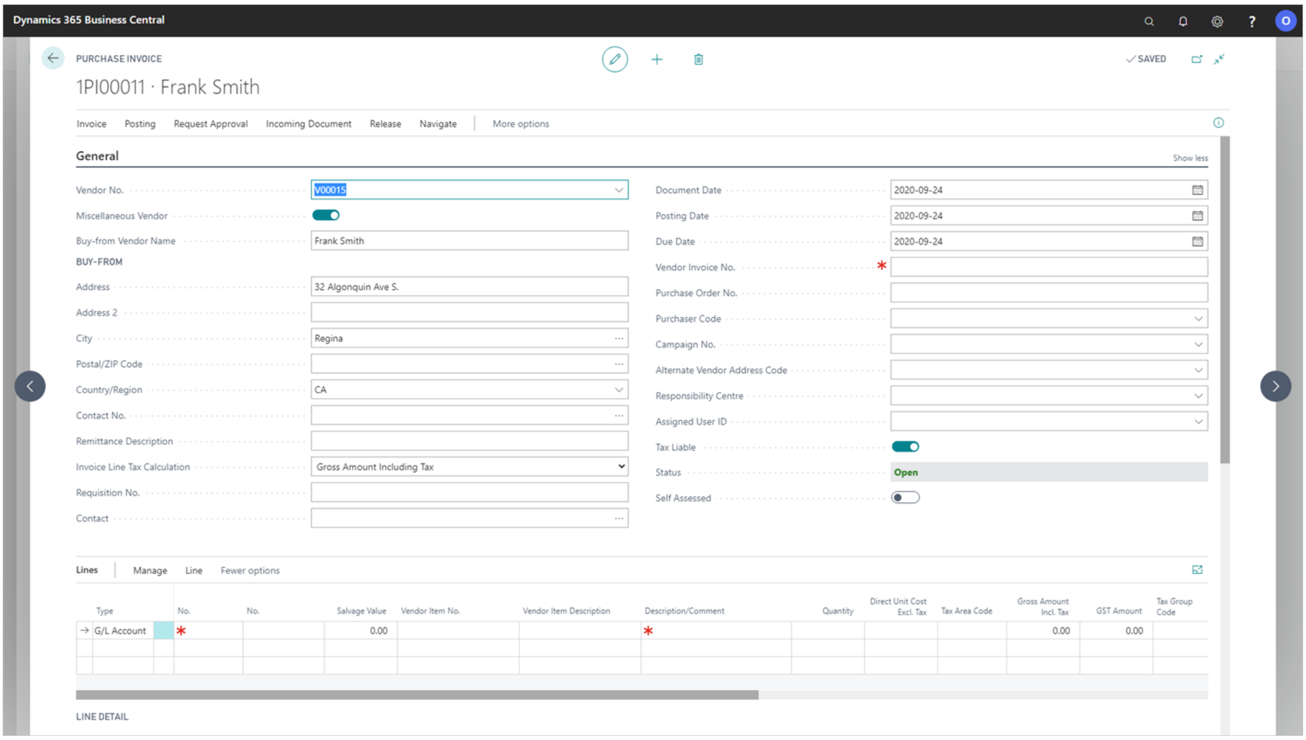
Select country code



Override other invoicing information if necessary. Use different set up scenarios to make data entry as efficient as possible.



Enter a vendor invoice number, complete the purchase lines and post the document.



3.5. Encumbrances on Purchase Order

3.5.1. Encumbrances on Purchase Order Overview

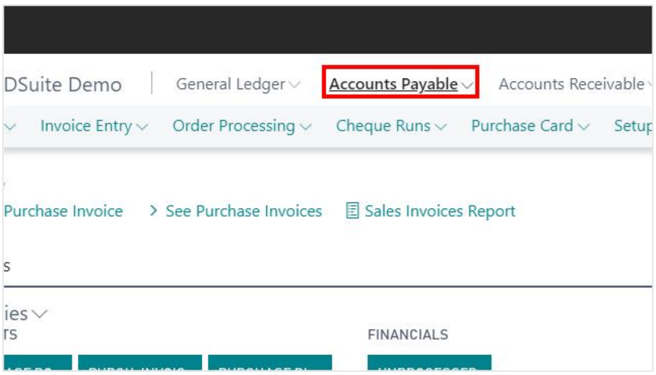
An encumbrance refers to restricted funds inside an account that are reserved for a specific debt or liability in the future.

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**



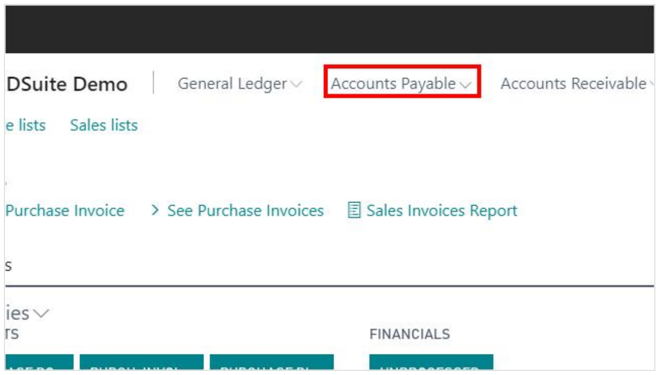
3.5.2. How to post Encumbrances for Purchase Order

3.5.2.1. How to create Purchase Order to post Encumbrances

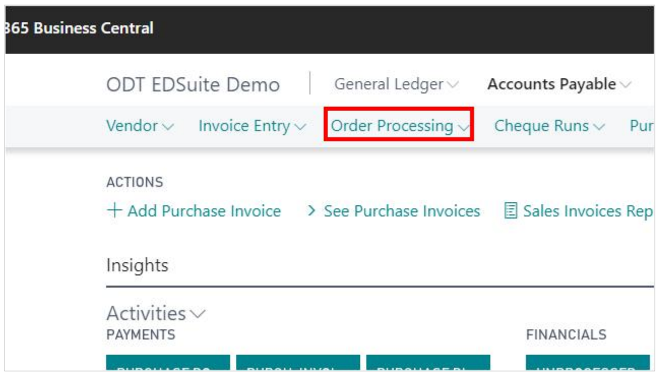
Fund Accounting Profile

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.

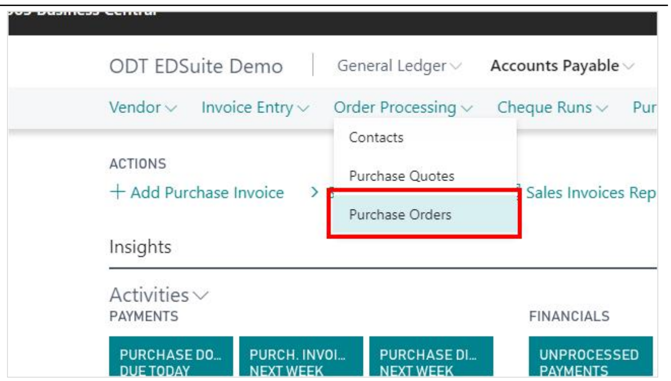
Click on the navigation menu item popup **Accounts Payable**



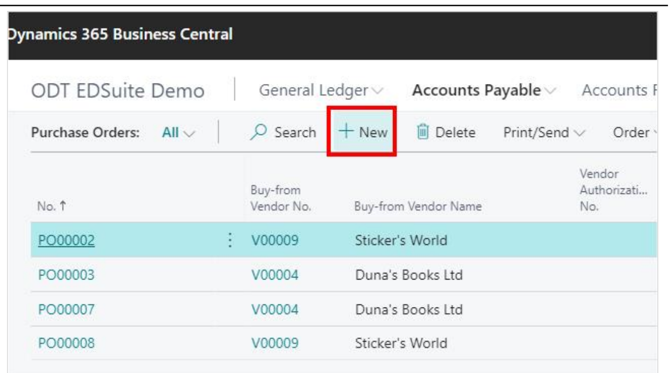
Click on the navigation menu item popup **Order Processing**



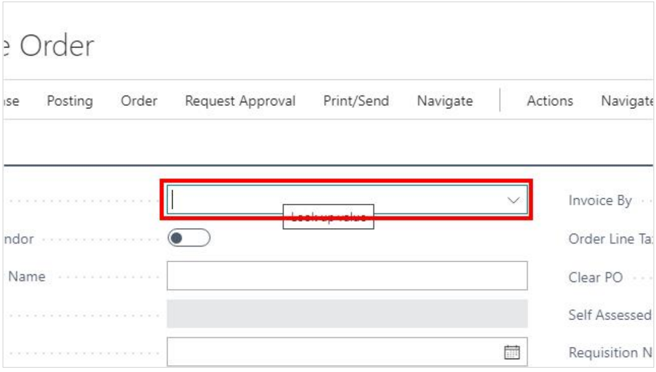
Click on the navigation menu item **Purchase Orders**



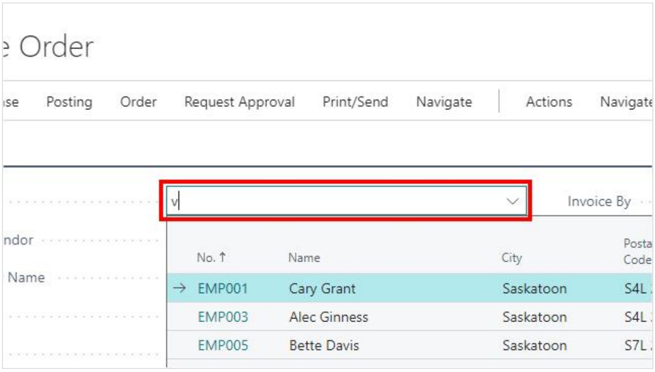
Click on the navigation menu item **New**



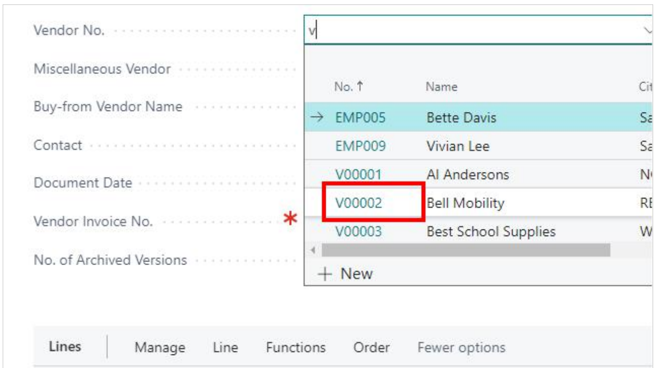
Click on the field Vendor Number



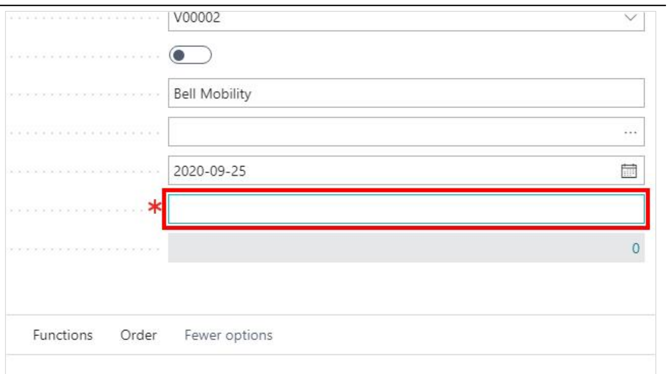
Enter **Vendor Number**.



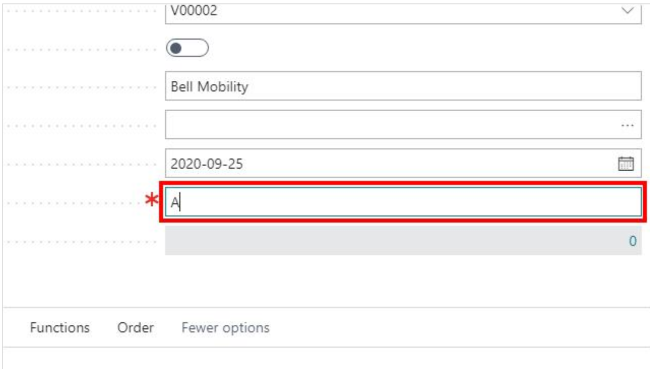
Select Vendor from the drop-down list.



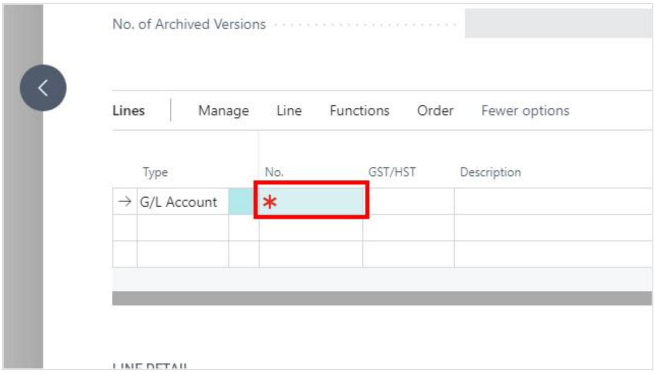
Click on the field Vendor Invoice Number.



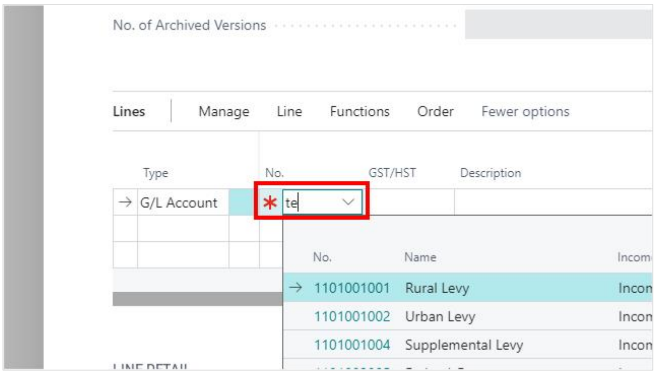
Enter **Vendor Invoice Number**. Press the **Enter** key.



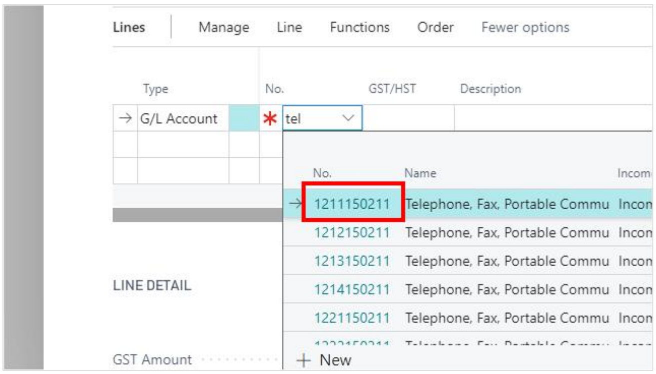
Go to lines. Click on the cell Number.



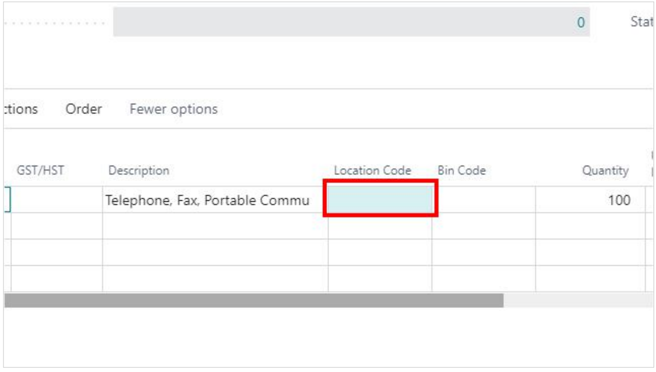
Enter **G/L Account Number.**



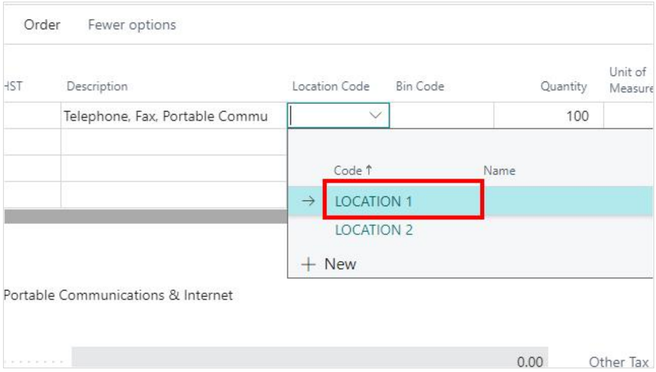
Select G/L Account from the drop-down list.



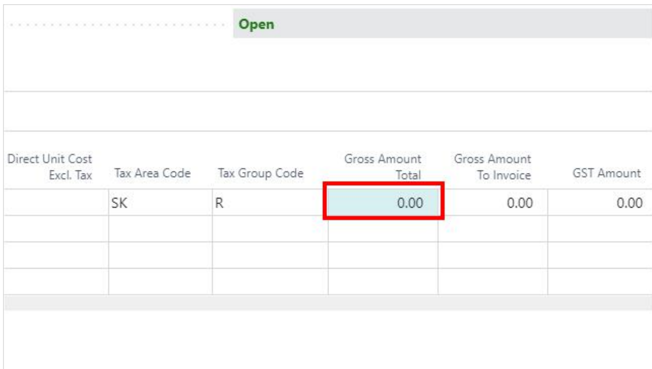
Click on the cell **Location Code**



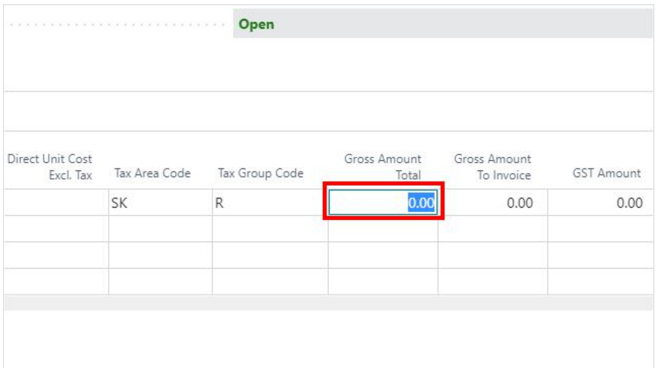
Select Location code for the line.



Click on the cell Gross Amount Total

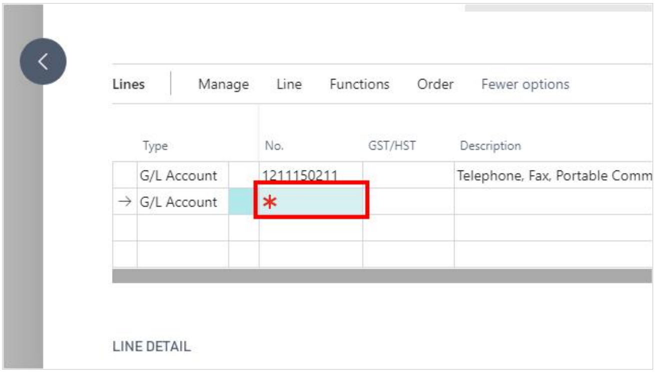


Enter **Gross Amount Total**. Press the **Enter** key.

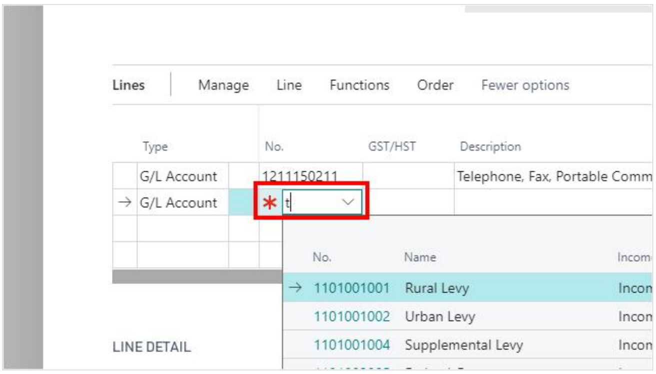


Now let's create a second line for the order.

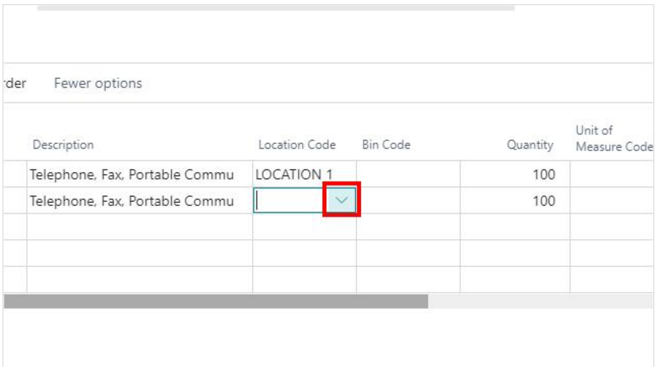
Click on the cell Number.



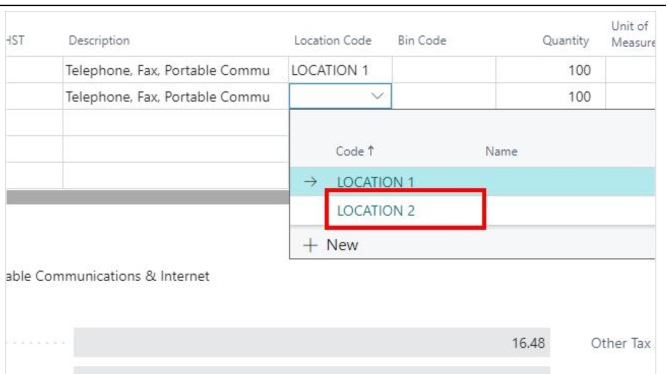
Enter **Select G/L Account from the drop-down list**.



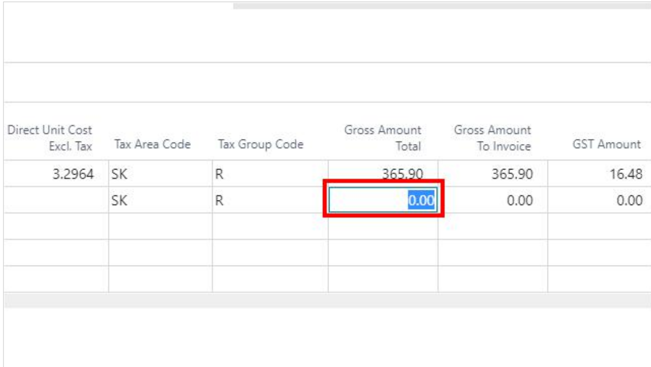
Click on the lookup button in the cell **Location Code**



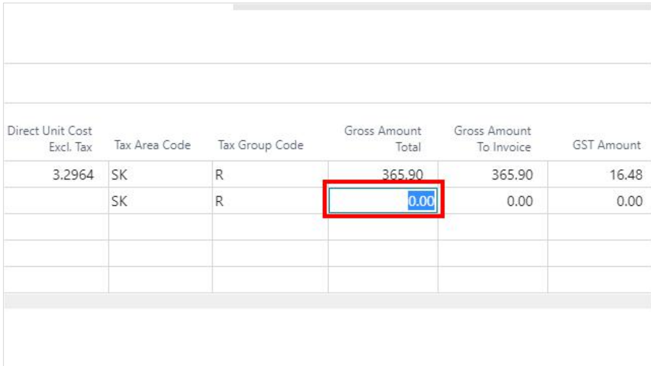
Select Location code for the line.



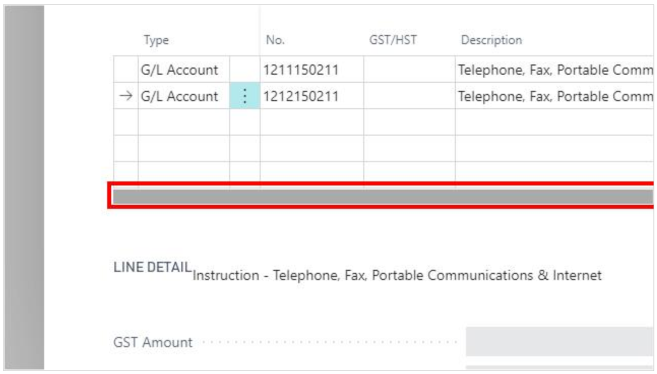
Click on the cell Gross Amount Total.



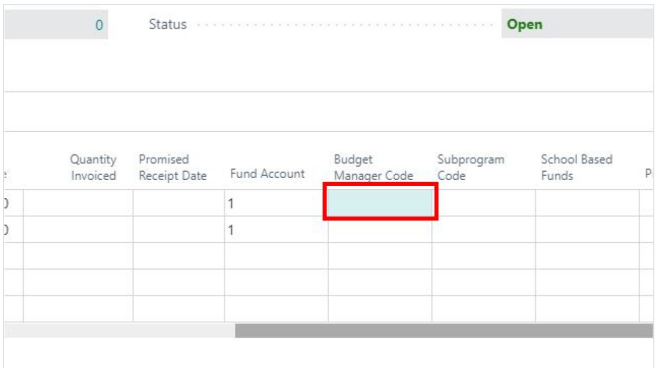
Enter **Gross Amount Total**. Press the **Enter** key.



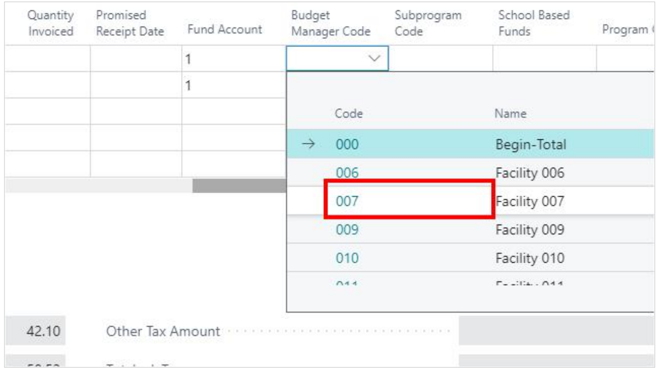
Move to the right to enter Dimensions for the lines.



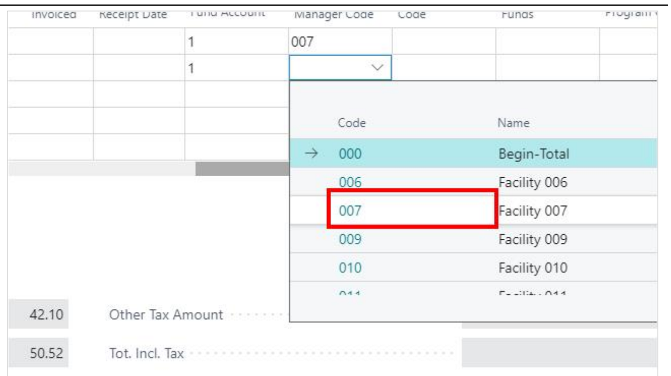
Click on the cell **Budget Manager Code**



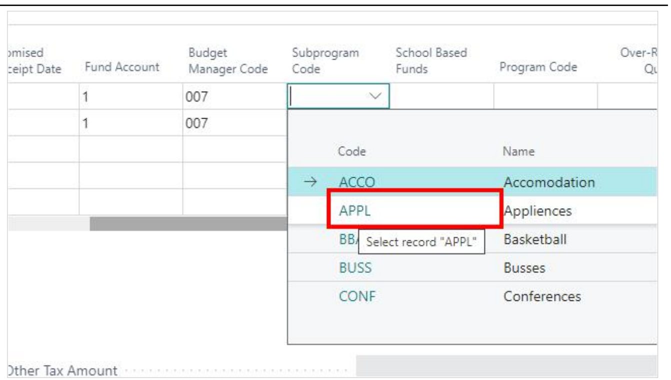
Select Budget Manager code from the drop-down list for the first line.



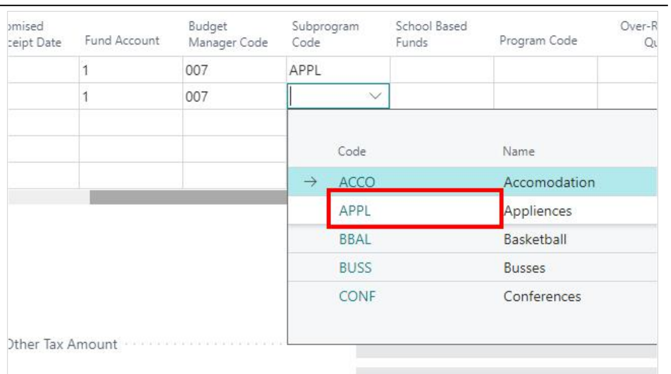
Select Budget Manager code from the drop-down list for the second line.



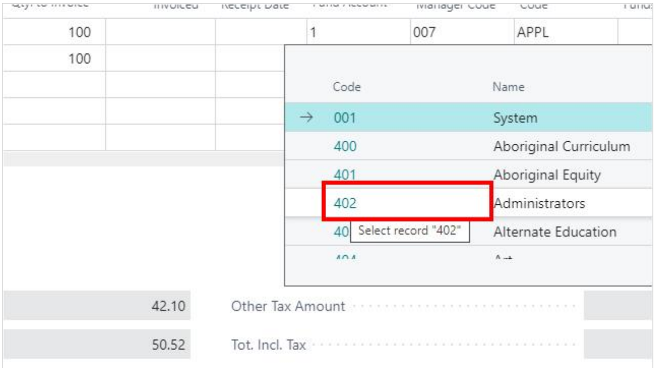
Select Subprogram code from the drop-down list for the first line.



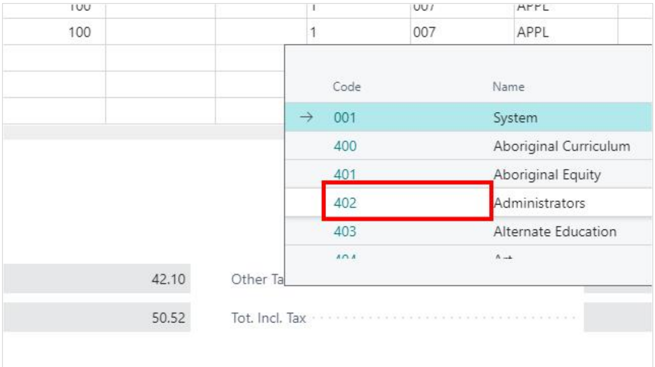
Select Subprogram code from the drop-down list for the second line.



Select Program code from the drop-down list for the first line.



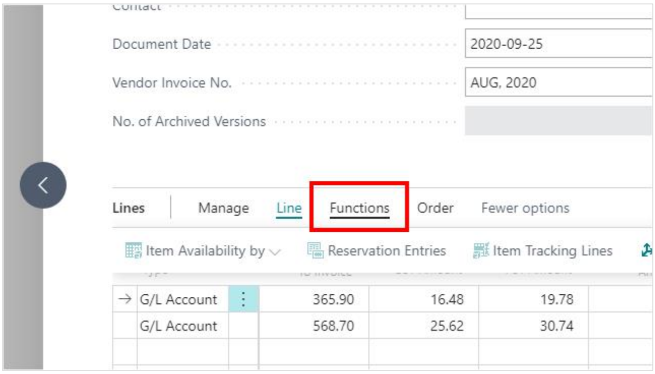
Select Program code from the drop-down list for the second line.



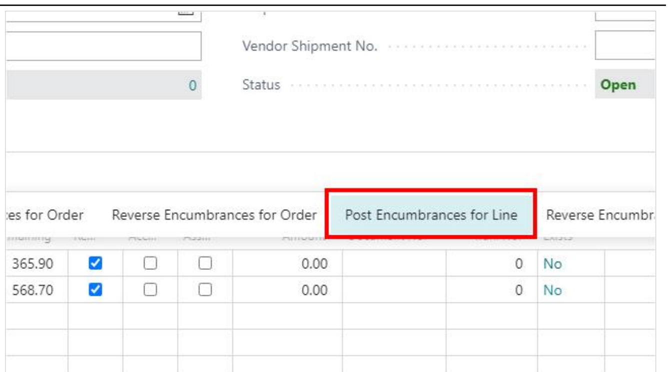
3.5.2.2. How to Post Encumbrances for the Line

Stay on the line you are going to post Encumbrances for.

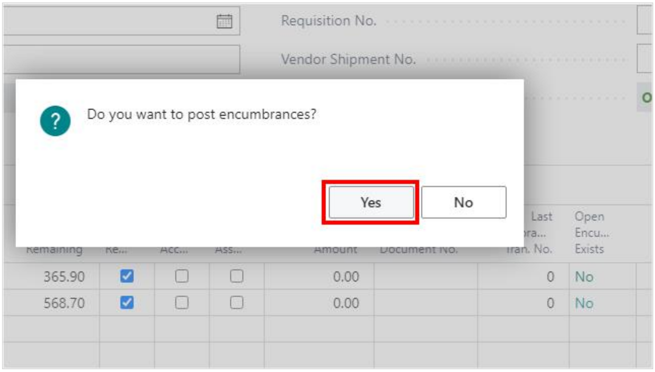
Click on the navigation menu item popup **Functions**



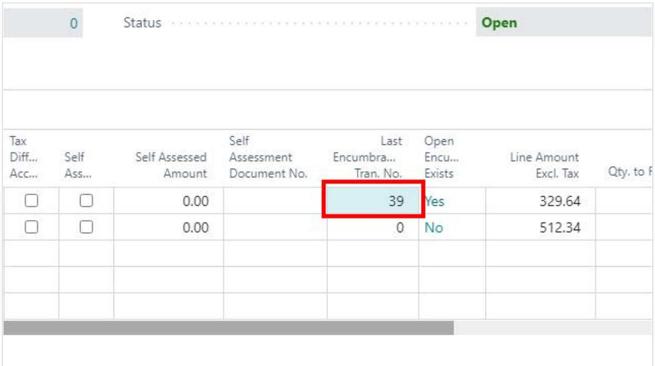
Click on the navigation menu item **Post Encumbrances for Line**



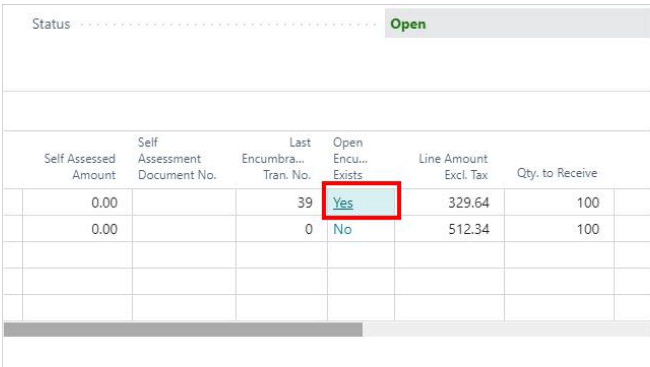
Click on the button Yes on the confirmation message



Encumbrances for the line are posted. "Open Encumbrance Exist" for the lined turned to Yes.

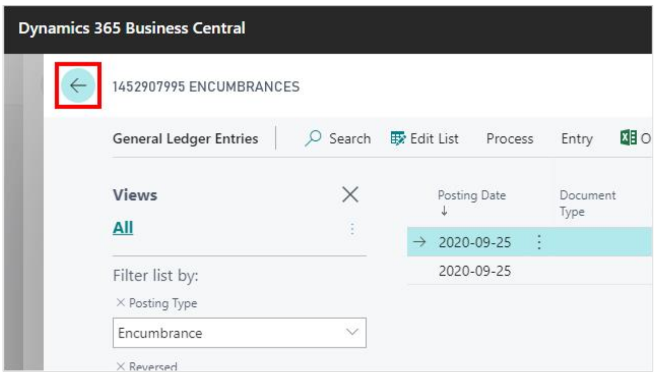


Click on the link in cell **Open Encumbrance Exists** with the value **Yes**



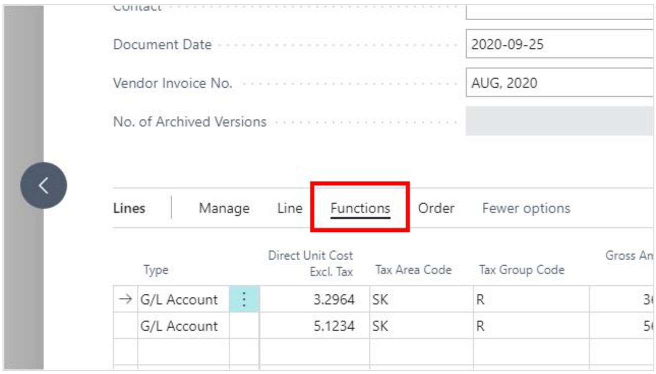
Posted Encumbrances Entries window opens.

Click on the back button to return to the Purchase Order.

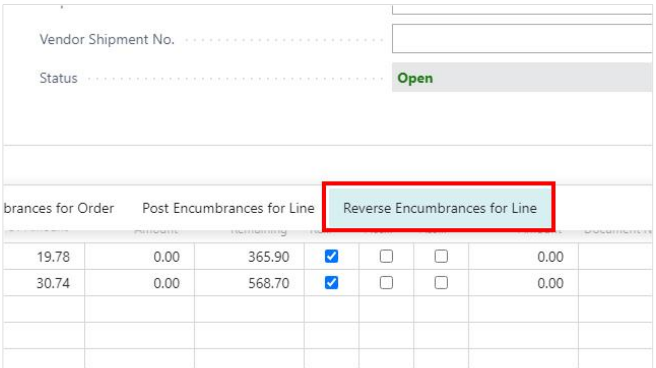


3.5.2.3. How to Reverse posted Encumbrances

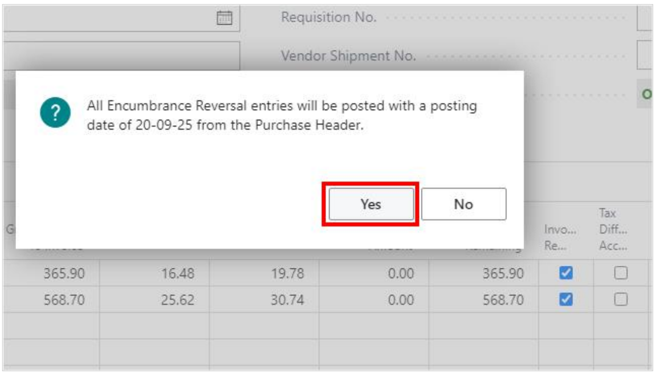
Click on the navigation menu item popup **Functions**



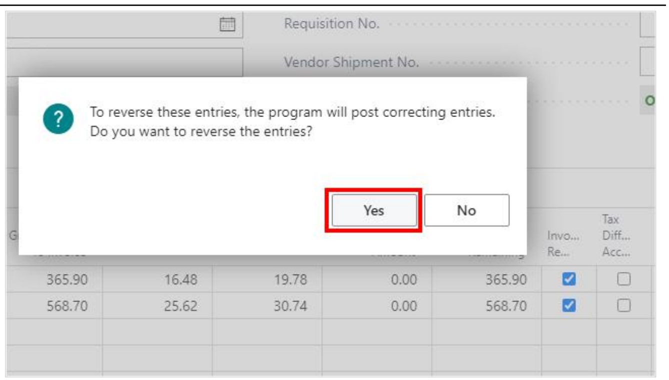
Click on the navigation menu item **Reverse Encumbrances for Line**



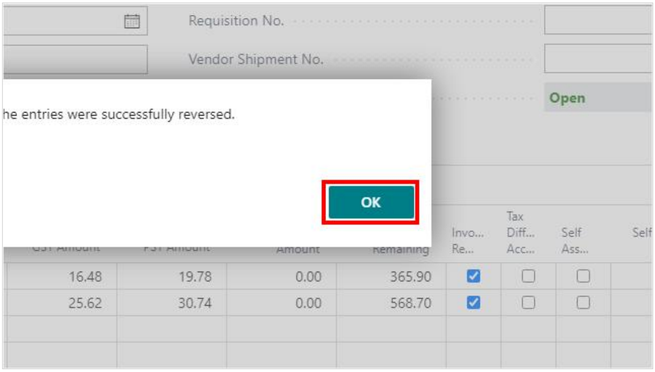
Click on the button Yes to the confirmation message.



Click on the button Yes to the confirmation message.



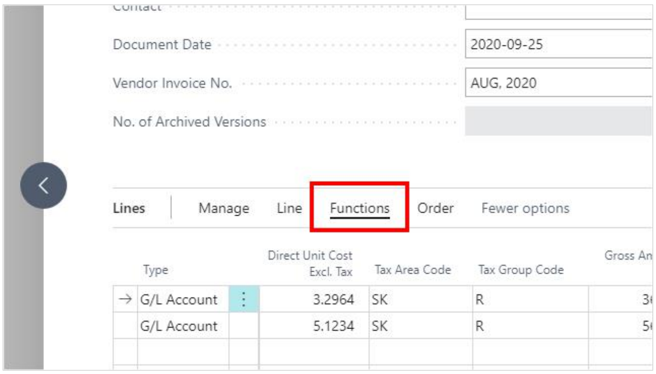
Click on the button OK to the pop up message.



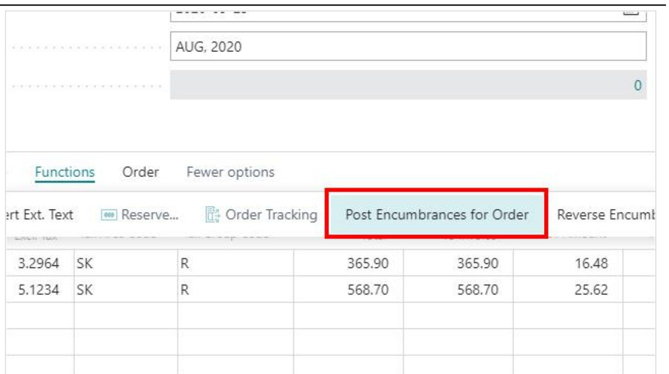
Posted Encumrance entries for the line are reversed.

3.5.2.4. How to Post Encumbrances for Purchase Order

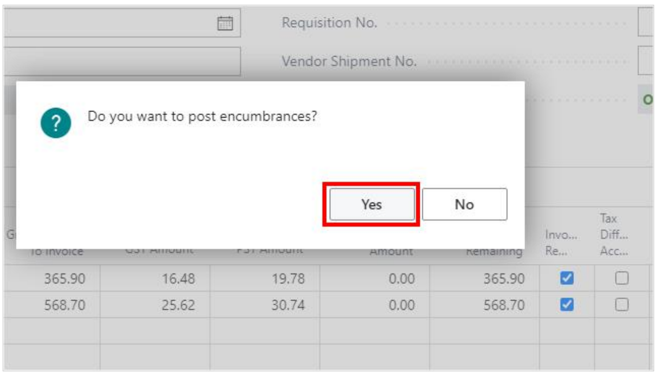
Click on the navigation menu item popup **Functions**



Click on the navigation menu item **Post Encumbrances for Order**

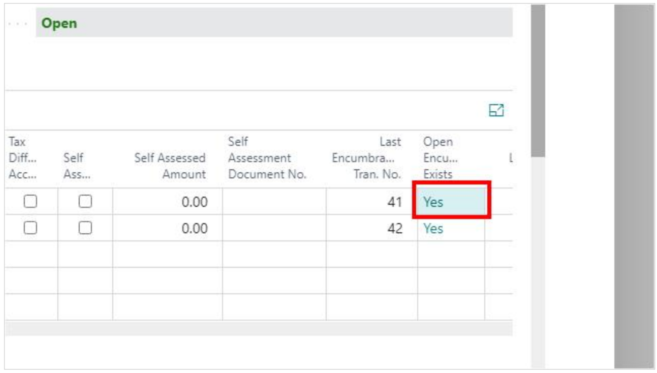


Click on the button Yes to the confirmation message.



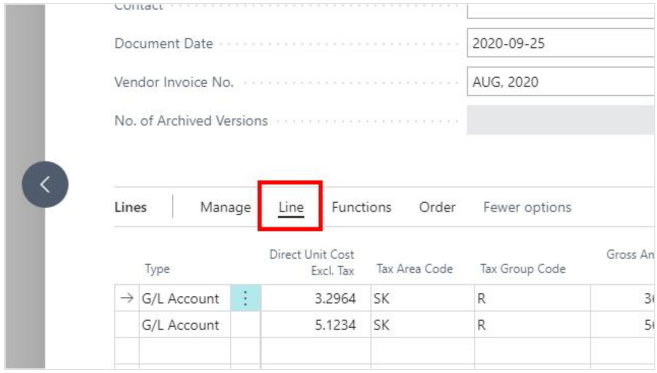
Encumbrance Entries are posted to both lines now.

Click on the link in cell Open Encumbrance Exists with the value Yes to open posted entries.

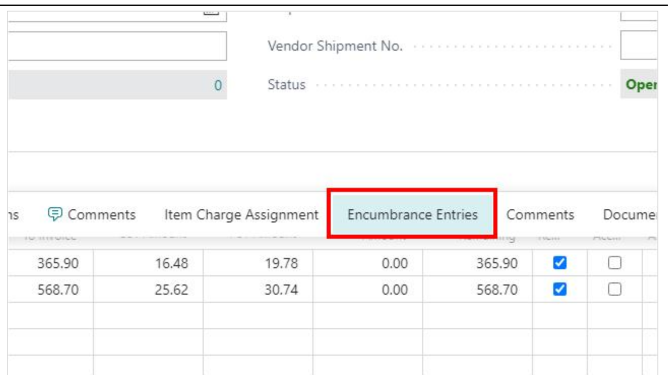


Another way to open posted Encumbrances is by the using action "Line" from the navigation menu.

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

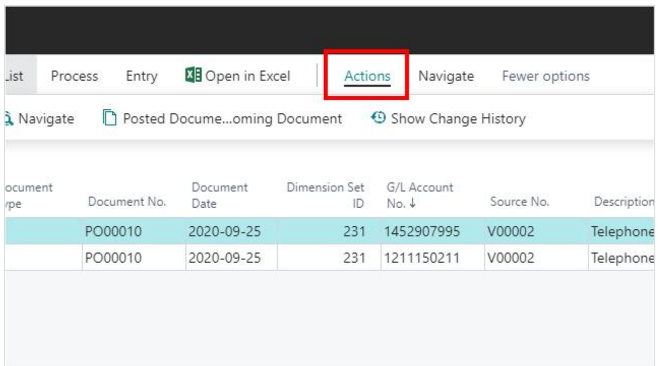


Click on the navigation menu item **Encumbrance Entries**

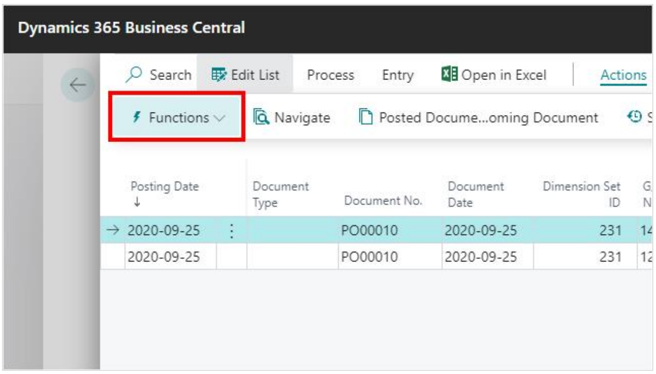


From this window user can Reverse Transaction, Navigate or Open list in Excel.

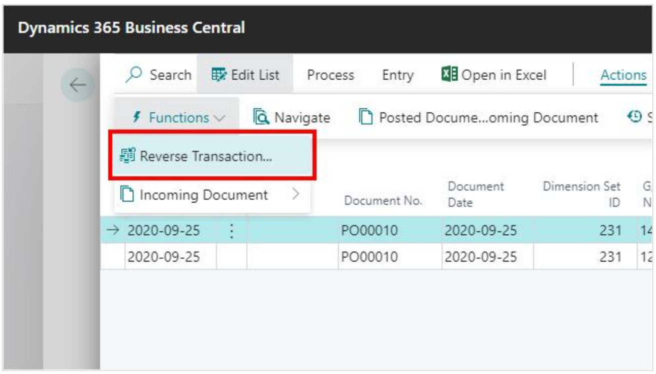
Click on the navigation menu item popup **Actions**



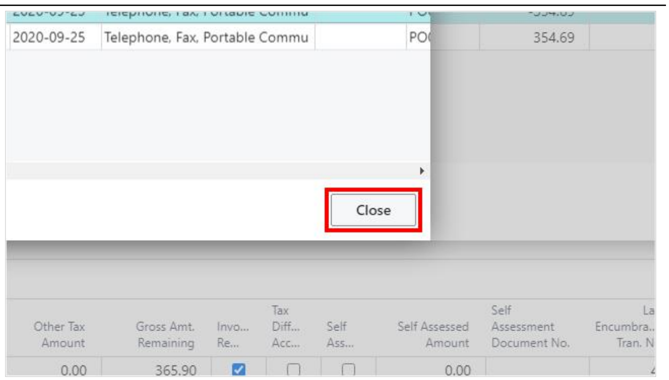
Click on the navigation menu item popup **Functions**



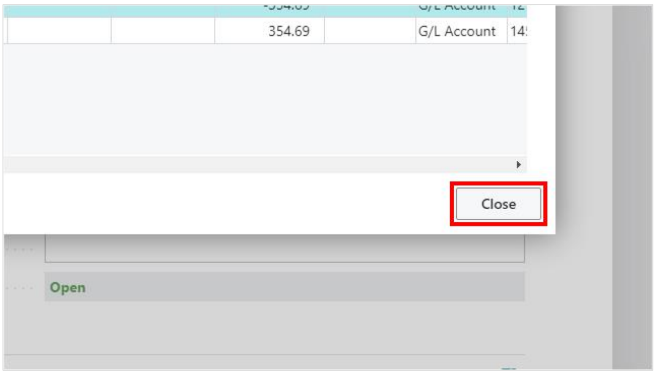
Click on the navigation menu item **Reverse Transaction...**



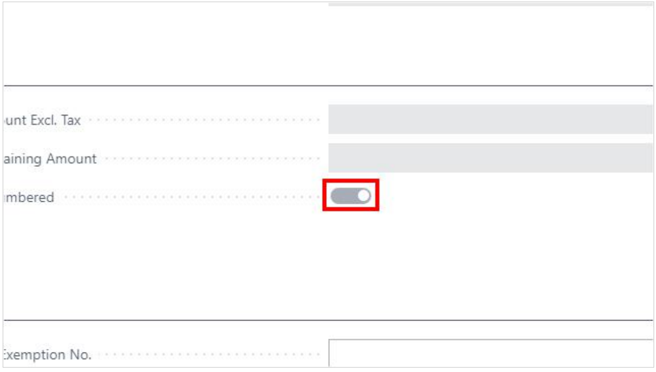
Click on the button Close or proceed from this window to reverse posted transactions.



Click on the button Close to return to the Purchase Order.



Note: Encumbered is enabled on the Purchase Order header.



Proceed and post Purchase Order or click on the back button to exit the window.