



Simplify Your Move to Microsoft Dynamics 365 Business Central

USER GUIDE

OnBoarding



Installing and configuring Adept is made to be a straightforward process that requires little guidance. You start by installing the extension by going to the Extension Management Page, finding Adept, and installing.

From there, this extension is made to automatically complete the necessary setups so you don't have to waste a bunch of time on complex configurations. By opening the Adept Setup page underneath the ACTIONS list on the righthand side of the homepage, and selecting Adept Setup, select Actions, and then dropdown to select Autogenerate Set-up, your job is almost done. Under the Action menu item, select Bank Account Posting Groups, where you will add mapping to the G/L account for the UNDEPOSITED line item, changing your role to Adept Manager, and then assigning users the ability to use Adept.

One important thing to note is that Adept isn't changing the data model of BC or leveraging a different set of tables. It uses the cash receipt journals, the payment journals, the things already setup in the system. This makes it so advanced users aren't hindered by the simplified interface afforded by Adept, but someone like a bookkeeper still benefits from the more straightforward interface. And if you ever outgrow Adept and decide to turn it off, your data is in the right place and you can continue business uninhibited. You can also pick and choose which screens you utilize the overlay for, so if you want to continue to use it for Sales Quotes but not for Purchase Invoices, you have that option.

Lastly, a Welcome Wizard on the Business Central Role Center page (also referred to as the Home page) walks you through the major areas of the overlay so you know exactly what you're getting, and can easily navigate to those screens which are most significantly impacted by the installation of Adept. When you click Open Viceroy Tutorial it'll walk you through the changes to usability within the role center and the streamlined interfaces for AP and AR tasks.

The screenshot displays the 'EXTENSION MANAGEMENT' interface with a grid of extension cards. Each card shows the extension name, version, and installation status. For example, 'Adept by Kopsis v. 1.0.20.0' is marked as 'Installed', while 'Advanced Inventory Count v. 3.3.7283.0' is 'Not Installed'. Other visible extensions include 'AMC BANKING', 'KONICA MINOLTA', 'Avalara', and 'BARCODE GENERATOR'. The interface also includes a search bar and a 'Page' indicator.

ONGOING CUSTOMER ACTIVITIES

ONGOING QUOTES	ONGOING ORDERS	ONGOING INVOICES	NON-APPL. PAYMENTS	AVERAGE DAYS	OUTSTANDING INVOICES
2	4	7	1	5.8	11

Trial Balance

Description	03/01/19..03/31/19	04/01/19..04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,138.70	1,485.40
Gross Margin	1,060.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	-
Operating Margin	-939.25	-296.78
Operating Margin %	-2.03	-24.97
Other Expenses	-	-
Income before interest an...	-939.25	-296.78

Home Page

The Role Center or Home Page is your primary dashboard within Business Central. The main benefit of Adept on this screen is eliminating the fear of the unknown – providing you with the Welcome Wizard referenced before, providing navigation options and Actions that should be familiar to those coming from a simple accounting system, and giving you quick access to all the reports that you rely on currently. To put it one way, we’re keeping all the best parts of Business Central at the forefront while hiding whatever is confusing or unnecessary.

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Setup & Extensions |

Open Adept Tutorial Vendors Customers Items Bank Accounts Chart of Accounts

HEADLINE
Welcome to Adept

ACTIONS
 + Create Bank Reconciliation + Pay Bills + Create Sales Order + Create Purchase Order + Find Document + Review Bank Register
 + Receive Payments + Write Checks + Create Sales Invoice + Create Purchase Invoice + Review Sales Documents + Reports
 + Record Deposits + Create Sales Quote + Customer Credit + Vendor Credit + Review Purchases Documents + Setups

Activities

SALES THIS MONTH \$1,906 > See more	OVERDUE PURCHASE INVOICES \$46,732 > See more	PURCHASE INVOICE MONTH 3 > See more	OVERDUE SALES INVOICES \$63,890 > See more	REQUESTS TO APPROVE 0 > See more	MY INCOMING DOCUMENTS 1 > See more	ONGOING VENDOR ACTIVITIES PURCHASE ORDERS: 4 ONGOING INVOICES: 3 PURCH. IN NEXT WEEK: 11	ONGOING CUSTOMER ACTIVITIES ONGOING QUOTES: 2 ONGOING ORDERS: 4 ONGOING INVOICES: 7 NON-APPL. PAYMENTS: 1 AVERAGE DAYS: 5.8 OUTSTAND. INVOICES: 11
-------------------------------------------	-----------------------------------------------------	-------------------------------------------	--------------------------------------------------	----------------------------------------	------------------------------------------	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Insights

Business Assistance

Top Five Customers by Sales Value

My Accounts

Account No.	Name	Balance
10100	Checking account	-4,265.69
10200	Saving account	0.00
10300	Petty Cash	96,549.23
10400	Accounts Receivable	72,893.84
20100	Accounts Payable	-45,846.88

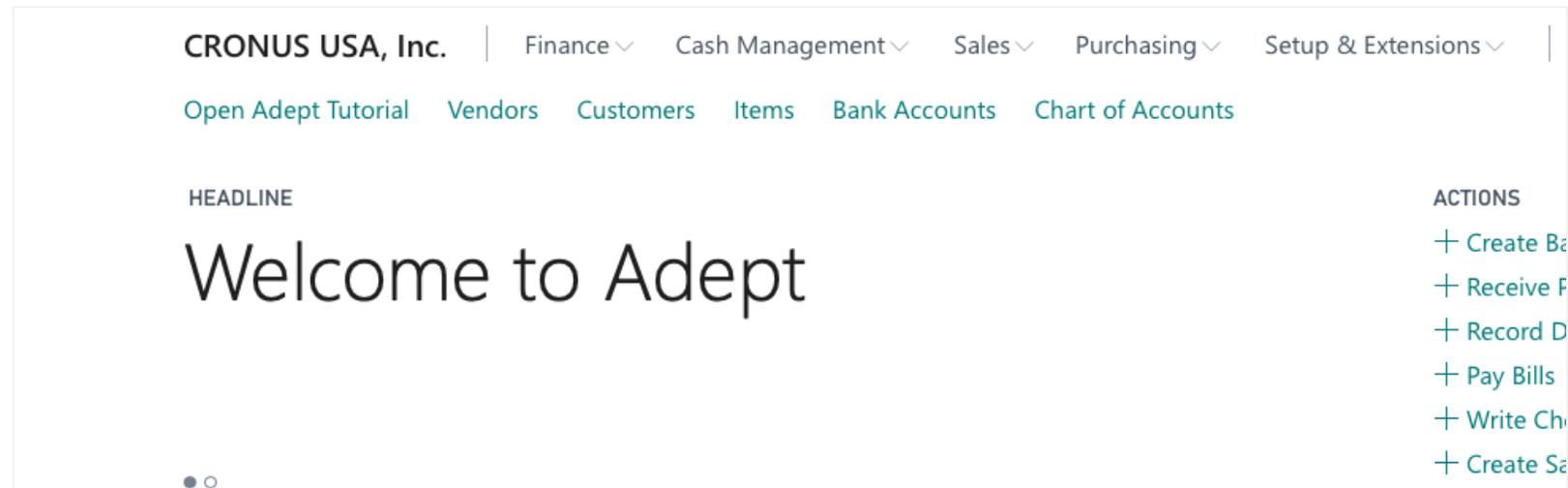
Trial Balance

Description	03/01/19_03/31/19	04/01/19_04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,138.70	1,485.40
Gross Margin	1,060.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	-
Operating Margin	-939.25	-296.78
Operating Margin %	-2.03	-24.97
Other Expenses	-	-
Income before Interest an...	-939.25	-296.78

Back to top

Heading Sub-Menu Navigation

On the left side of your Home Page, you will see written in green the most commonly used featured of Business Central. You will be able to use the Welcome Wizard to walk you through the app step by step. You may click on Vendors, Customers, Items, Bank Accounts, Chart of Accounts to open up directly to these listings and make necessary changes.



The screenshot shows the top navigation bar of the Adept Business Central interface. It includes the company name "CRONUS USA, Inc." followed by a series of menu items: "Finance", "Cash Management", "Sales", "Purchasing", and "Setup & Extensions", each with a dropdown arrow. Below this is a secondary row of navigation links: "Open Adept Tutorial", "Vendors", "Customers", "Items", "Bank Accounts", and "Chart of Accounts". The main content area features a "HEADLINE" section with the text "Welcome to Adept" and a "ACTIONS" column on the right with several green plus icons and labels: "+ Create Ba", "+ Receive F", "+ Record D", "+ Pay Bills", "+ Write Ch", and "+ Create Sa". At the bottom left of the screenshot, there are two small circular indicators, one filled and one empty.

Vendors

The Vendor's tab allows users to review vendor statistics, a tile formation of all vendor partners, and statistics regarding balance, outstanding orders, amount received/not received, outstanding invoices, overdue amounts, payments, refunds, and last payment date. Users can also add, delete, pay vendors, and review contact information.

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Setup & Extensions

Vendors: All | Search | + New | Delete | Process | New Document | Vendor | Navigate | Page | More options

10000 Fabrikam, Inc. Krystal York	2,071.13 2,071.13	20000 First Up Cons... Evan McIntosh	2,214.13 2,214.13	30000 Graphic Desig... Bryce Jasso	6,979.57 6,979.57	40000 Wide World L... Toby Rhode	14,978.76 14,978.76	50000 Nod Publish... Raymond Hill	17,273.87 17,273.87
-----------------------------------------	----------------------	--------------------------------------------	----------------------	------------------------------------------	----------------------	----------------------------------------	------------------------	-----------------------------------------	------------------------

Vendor Statistics

Balance (\$)	2,071.13
Outstanding Orders (\$)	5,792.79
Amt. Rcd. Not Invd. (\$)	0.00
Outstanding Invoices (\$)	226.84
Total (\$)	8,090.76
Overdue Amounts (\$) as of 04...	2,071.13
Invoiced Prepayment Amount...	0.00
Payments (\$)	20,814.56
Refunds (\$)	0.00
Last Payment Date	2/9/2019

Buy-from Vendor History

0	0	1	1
Quotes	Blanket Orders	Orders	Invoices
0	0	0	17
Return Orders	Credit Memos	Paid Return Shipments	Paid Receipts
17	0	0	0
Paid Invoices	Paid Credit Memos	Incoming Documents	

Customers

The Customers tab allows users to pull all customer-related information directly from one page. Users can see Sell-to Customer Sales History, Customer Statistics, Power Bi Reports as well as click through and review customer payments, export customer order summaries and customer sales lists, Sales quotes, invoices, orders, credit memos and reminders.

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Setup & Extensions

Customers: All | Search | + New | Delete | Process | Report | New Document | Customer | Navigate | Page | More options

 10000 Adatum Corporation Robert Townes 0.00 0.00	 20000 Trey Research Helen Ray 3,036.60 2,024.40	 30000 School of Fine Art Meagan Bond 53,833.52 51,793.67
 40000 Alpine Ski House Ian Deberry 4,316.92 4,316.92	 50000 Relecloud Jesse Homer 8,836.80 5,754.96	

Details | Attachments (0)

Power BI Reports

There are no enabled reports. Choose Select Report to see a list of reports that you can display.

Sell-to Customer Sales History

0 Ongoing Sales Quotes	0 Ongoing Sales Blanket Orders	2 Ongoing Sales Orders
2 Ongoing Sales Invoices	0 Ongoing Sales Return Orders	0 Ongoing Sales Credit Memos
33 Posted Sales Shipments	33 Posted Sales Invoices	0 Posted Sales Return Receipts
0 Posted Sales Credit Memos		

Customer Statistics

Balance (\$) 0.00

SALES

Bank Accounts

The Bank Accounts tab displays all connected checking and saving accounts to your BC account, as well as the phone number and contact at each bank in case of emergency.

CRONUS USA, Inc. | Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Setup & Extensions ▾ | ☰

Items: All ▾ | 🔍 Search + New Manage ▾ Page ▾ | More options 🔍 ☰ ↗

Item No. ↑	Vendor Item No.	Lead Time Calculation
1908-S	1908-S	
1908-S	1908-S	
1908-S	BLUESWIVEL	
1928-S	D200552	

Chart of Accounts

The chart of accounts tab displays all balances, assets, total assets, liabilities, total liabilities, income statement, income, total income, cost of goods sold, total cost of goods sold, total expenses and net income for a quick but thorough review of all expenses, pending and posted. Users can generate G/L Register reports, Trial Balance Detail/Summary and Trial Balance reports.

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Setup & Extensions |

Chart of Accounts: All | Search | + New | Manage | Process | Report | Page | More options

No.	Name	Net Change	Balance	Income/Balan...	Account Subcategory	Account Type	Totaling	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Cost Type No.	Default Deferral Template
10000	BALANCE SHEET	-	-		Balance Sh...	Assets						
10001	ASSETS	-	-		Balance Sh...	Assets						Begin-Total
10100	Checking account	-4,265.69	-4,265.69		Balance Sh...	Cash						Posting
10200	Saving account	-	-		Balance Sh...	Cash						Posting
10300	Petty Cash	96,549.23	96,549.23		Balance Sh...	Cash						Posting
10400	Accounts Receivable	72,893.84	72,893.84		Balance Sh...	Accounts Receivable						Posting
10500	Prepaid Rent	-	-		Balance Sh...	Prepaid Expenses						Posting
10600	Prepaid Insurance	-	-		Balance Sh...	Prepaid Expenses						Posting
10700	Inventory	73,141.26	73,141.26		Balance Sh...	Inventory						Posting
10800	Equipment	5,498.00	5,498.00		Balance Sh...	Equipment						Posting
10900	Accumulated Depreciation	3,499.00	3,499.00		Balance Sh...	Accumulated Depreciation						Posting
10910	WIP Job Sales	-	-		Balance Sh...	Assets						Posting
10920	Invoiced Job Sales	-	-		Balance Sh...	Assets						Posting
10940	Accrued Job Costs	-	-		Balance Sh...	Assets						Posting
10950	WIP Job Costs	-	-		Balance Sh...	Assets						Posting
10990	TOTAL ASSETS	247,315.64	247,315.64		Balance Sh...	Assets	End-Total				10001..10990	
20001	LIABILITIES	-	-		Balance Sh...	Liabilities						Begin-Total
20100	Accounts Payable	-45,846.88	-45,846.88		Balance Sh...	Current Liabilities						Posting
20200	Purchase Discounts	-	-		Balance Sh...	Current Liabilities						Posting
20300	Purchase Returns & Allowances	-	-		Balance Sh...	Current Liabilities						Posting
20400	Deferred Revenue	-	-		Balance Sh...	Current Liabilities						Posting
20500	Credit Cards	-	-		Balance Sh...	Current Liabilities						Posting
20600	Sales Tax Payable	-9,792.32	-9,792.32		Balance Sh...	Current Liabilities						Posting
20700	Accrued Salaries & Wages	-	-		Balance Sh...	Payroll Liabilities						Posting
20800	Federal Withholding Payable	-	-		Balance Sh...	Payroll Liabilities						Posting
20900	State Withholding Payable	-	-		Balance Sh...	Payroll Liabilities						Posting
21000	FICA Payable	-	-		Balance Sh...	Payroll Liabilities						Posting

Actions Menu Navigation

The Actions sub-menu links users to commonly used Business Central function. These things used to be buried in menus, or you would need to know what to search for in order to find these options. Now they're front and center so you can quickly get to the tasks you perform most. Users can also quickly generate reports for an instantaneous glance at certain areas of the business.

Reports are standard in simple accounting systems, like the AR Aging Detail report. Without Adept, you would need to know which report to open and then specify a flag or perform some type of configuration in order to get the AR Aging Detail. With Adept, all these options are easily accessible, sending the proper configuration to the report you need so you don't have to worry about it.

The following slides will break-down the items in our Actions Menu.

ACTIONS

- | | | |
|------------------------------|---------------------------|------------------------------|
| + Create Bank Reconciliation | + Create Sales Order | > Find Document |
| + Receive Payments | + Create Sales Invoice | > Review Sales Documents |
| + Record Deposits | + Customer Credit | > Review Purchases Documents |
| + Pay Bills | + Create Purchase Order | > Review Bank Register |
| + Write Checks | + Create Purchase Invoice | ☰ Reports |
| + Create Sales Quote | + Vendor Credit | ☰ Setups |

Create Bank Reconciliation

For this screen, we incorporated some elements from an additional screen that exists within the on-premise version of BC (NAV). With that it looks much closer to what you would be used to in a simple accounting system. Another reason we wanted to tweak this screen is because there were no fields to tell you how much was left to be reconciled, which felt unintuitive and cumbersome to figure out, so we added that as well.

← BANK REC. WORKSHEET | WORK DATE: 4/8/2019
✎ + 🗑️
✓ SAVED 📄 ↶

CHECKING · 24

Process Report Posting Bank Rec. More options
ⓘ

General

Bank Account No.	<input type="text" value="CHECKING"/>	Posted Balance at Stat...	<input type="text" value="-4,265.69"/>
Statement No.	<input type="text" value="24"/>	less Balance on Bank S...	<input type="text" value="0.00"/>
Statement Date	<input type="text" value="4/8/2019"/>	equals Amount Not to...	<input type="text" value="1,638.40"/>

Clearing Statistics

Total Cleared Deposits ...	<input type="text" value="31,638.40"/>	Checks Total on Bank ...	<input type="text" value="0.00"/>
Deposits Total on Bank...	<input type="text" value="0.00"/>	Adjustments Made	<input type="text" value="0.00"/>
Total Cleared Checks ...	<input type="text" value="0.00"/>	equals Difference after...	<input type="text" value="1,638.40"/>

Deposits/Transfers >

Checks >

Adjustments >

Notes +

(There is nothing to show in this view)

Receive Payments

Once you're ready to receive payments, you can go to your role center and choose Banking > Receive Payments. From there, you choose who you want to receive from within the dropdown menu.

One thing to note is the red message at the top of the screen, indicating that the user should select Receive From. Since Business Central doesn't provide any basic instruction on how to go through a workflow, like receiving a customer payment, we wanted to provide some basic guidelines on what to do so someone using this for the first time doesn't feel completely lost. You'll notice these messages throughout the screens that we're reviewing.

One thing we noticed during this process is that setting the apply to could be a challenge, especially when you have multiple documents you're receiving payments against. So, we added a simple checkbox that, when clicked, will fill out the corresponding field for Payment Amount. Once that's done, you're ready to post the payment.

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Setup & Extensions

Open Adept Tutorial | Vendors | Customers | Items | Bank Accounts | Chart of Accounts

HEADLINE

Activities

SALES THIS MONTH \$1,906 > See more	OVERDUE PURCHASE INVOICES \$46,732 > See more	PURCHASE INVOICE MONTH 3 > See more	OVERDUE SALES INVOICES \$63,890 > See more
-------------------------------------------	-----------------------------------------------------	-------------------------------------------	--------------------------------------------------

Insights

Business Assistance

Top Five Customers by Sales Value

Back to top

Receive Payments

Posting Line | More options

Message

Select Receive From.

Enter Amount to Pay.

Payment Date: 4/8/2019 | Reference No./C...
 Receive From: [Dropdown] | Customer Balance: 0.00
 Customer Name: [Dropdown] | Deposit To: UNDEPOSITED
 Payment Amount: 0.00 | A/R Account: [Dropdown]
 Payment Method: CHECK

Paym. Made [Checkbox]

Invoice Date	Invoice No.	Original Amount	Remaining Amount
(There is nothing to show in this view)			

Create Sales Order | Create Purchase Order | Find Document | Review Bank Register
 Create Sales Invoice | Create Purchase Invoice | Review Sales Documents | Reports
 Customer Credit | Vendor Credit | Review Purchases Documents | Setups

ONGOING CUSTOMER ACTIVITIES

CH-IN-HEEK	ONGOING QUOTES 2	ONGOING ORDERS 4	ONGOING INVOICES 7	NON-APPL. PAYMENTS 1	AVERAGE DAYS 5.8	OUTSTAND. INVOICES 11
------------	---------------------	---------------------	-----------------------	-------------------------	---------------------	--------------------------

Trial Balance

Description	03/01/19..03/31/19	04/01/19..04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,138.70	1,485.40
Gross Margin	1,060.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	-
Operating Margin	-939.25	-296.78
Operating Margin %	-2.03	-24.97
Other Expenses	-	-
Income before interest an...	-939.25	-296.78

Record Deposits

Another thing to note is the complexity of receiving multiple checks and depositing them at your bank all at once. If I receive five checks and go to the bank to deposit them, the bank will treat that as one deposit. Unfortunately, in the Cash Receipts journal in Business Central, it's difficult to get all those checks to post as one lump sum. So you end up with five different deposits in your Cash Receipts journal, but your bank has one deposit, making it difficult to reconcile the two.

Our solution is to deposit the payments in an UNDEPOSITED bucket and then post all at once. So once you've posted payment for those five checks, you can go to your Deposit screen, select the deposits you want to post, post them all at once, and they'll all go in as one lump sum, making your bank rec that much easier.

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Setup & Extensions

Open Adept Tutorial | Vendors | Customers | Items | Bank Accounts | Chart of Accounts

HEADLINE
Welcome to Adept

Activities

SALES THIS MONTH \$1,906 > See more	OVERDUE PURCHASE INVOICES \$46,732 > See more	PURCHASE INVOICE MONTH 3 > See more	OVERDUE SALES INVOICES \$63,890 > See more
-------------------------------------------	-----------------------------------------------------	-------------------------------------------	--------------------------------------------------

Insights

Business Assistance

Top Five Customers by Sales Value

Back to top

Record Deposits

Post/Print | Line | Account | More options

Message

Select a posting date and bank account.

General

Posting Date: [Calendar icon] Bank Account No.: [Text field]

Bank Account: [Dropdown] Document No.: [Text field]

Select Deposits	Description	Deposit to Bank Account
<input type="checkbox"/>		

Create Sales Order | Create Purchase Order | Find Document | Review Bank Register

Create Sales Invoice | Create Purchase Invoice | Review Sales Documents | Reports

Customer Credit | Vendor Credit | Review Purchases Documents | Setups

ONGOING CUSTOMER ACTIVITIES

CH IN WEEK	ONGOING QUOTES	ONGOING ORDERS	ONGOING INVOICES	NON-APPL PAYMENTS	AVERAGE DAYS	OUTSTAND. INVOICES
	2	4	7	1	5.8	11

Trial Balance

Description	03/01/19..03/31/19	04/01/19..04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,138.70	1,485.40
Gross Margin	1,060.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	-
Operating Margin	-939.25	-296.78
Operating Margin %	-2.03	-24.97
Other Expenses	-	-
Income before Interest an...	-939.25	-296.78

Pay Bills

Select your bank account and you'll notice a popup window saying that you've created suggested vendor payment lines. This is another great example of something running under the hood within Business Central that has been automated. While it's a small example, this removes one more click from your workflow so that the right processes are running when you select certain filters.

When you go to print the checks, a popup will appear asking if you want to post the checks before you print – this is important because you really need to post them before you print, but someone unfamiliar with the concept of posting might not realize that. In addition, the check format has been adjusted so that it more closely matches what a user would be used to within a simple accounting system.

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Setup & Extensions

Open Adept Tutorial Vendors Customers Items Bank Accounts Chart of Accounts

HEADLINE
Welcome to Adept

Activities

SALES THIS MONTH \$1,906 > See more	OVERDUE PURCHASE INVOICES \$46,732 > See more	PURCHASE INVOICE MONTH 3 > See more	OVERDUE SALES INVOICES \$63,890 > See more
-------------------------------------------	-----------------------------------------------------	-------------------------------------------	--------------------------------------------------

Insights

Business Assistance

Top Five Customers by Sales Value

Trey Research	Alpine Ski House	Relocloud	School of Fine Art	Adatum Corporation
---------------	------------------	-----------	--------------------	--------------------

Back to top

BILLS | WORK DATE: 4/8/2019

Pay Bills

Print/Void Checks Post Payments EFT More options

Message

Select Invoices to Pay

Payment Filters

Bank Account: CHECKING Posting Date: 4/7/2019

Bank Account N.: World Wide Bank Last Refresh of L: 2/6/2020 2:52 PM

Filter by vendor: 30000 Due on or before:

Vendor Name: Graphic Design Institute Show all bills:

Payment Method: Computer Check Manual Check No.:

Select Invoic... to Pay	Printed or Expor...	Due Date	Vendor Name	Ref. No.
<input checked="" type="checkbox"/>		3/31/2019	Graphic Design Institute	108204
<input type="checkbox"/>		3/31/2019	Institute	108207
<input type="checkbox"/>		3/31/2019	Institute	108208

Create Sales Invoice + Create Purchase Order > Find Document > Review Bank Register

Create Sales Invoice + Create Purchase Invoice > Review Sales Documents Reports

Customer Credit + Vendor Credit > Review Purchases Documents Setups

ONGOING CUSTOMER ACTIVITIES

ONGOING QUOTES	ONGOING ORDERS	ONGOING INVOICES	NON-APPL PAYMENTS	AVERAGE DAYS	OUTSTANDING INVOICES
2	4	7	1	5.8	11

Trial Balance

Description	03/01/19..03/31/19	04/01/19..04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,138.70	1,485.40
Gross Margin	1,060.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	
Operating Margin	-939.25	-296.78
Operating Margin %	-2.03	-24.97
Other Expenses		
Income before interest an...	-939.25	-296.78

Create Sales Invoice

When the overlay is activated, the Sales Invoice screen has all the necessary fields above the fold so you can see everything at a glance. It takes important items that are buried further down the screen and brings them to the top for ease of use. In addition, it makes it so you only need to specify a few fields to get the invoice out the door.

All Sales Invoices

Out of the box Business Central doesn't provide a single screen where you can view ALL of your sales invoices, both posted and unposted. Adept remedies this by providing a combined screen with both review sales documents and review purchase documents at your disposal.

This is useful if, for example, you're trying to apply payments but can't find an invoice; you can quickly identify that it's unposted and not waste time searching through a list that doesn't have it. The concept of posting can be foreign when coming from a simple accounting system, so this reinforces that concept while also providing a practical way to work more efficiently.

NO.	INVOICE	CUSTOMER NO.	CUSTOMER	DATE	DUE DATE	AMOUNT	AGING	REMAINING AMT
PS-INV13200	Posted	10000	Trinity Research, LLC	08/14/2019	09/14/2019	0.00	Value	0.00
S-INV102204	Unposted	40000	Alpine Ski House	08/12/2019	09/12/2019	0.00	Value	0.00

Document Type	No.	Customer No.	Customer
Order	S-ORD101001	10000	Adatum Corporation
Order	S-ORD101002	10000	Adatum Corporation
Order	S-ORD101003	30000	School of Fine Art
Order	S-ORD101004	40000	Alpine Ski House
Invoice	S-INV102199	10000	Adatum Corporation
Invoice	S-INV102200	10000	Adatum Corporation

Document Type	No.	Customer No.	Customer
Invoice	PS-INV103198	30000	School of Fine Art
Invoice	PS-INV103197	50000	Relocloud
Invoice	PS-INV103196	30000	School of Fine Art
Invoice	PS-INV103195	20000	Trinity Research
Invoice	PS-INV103194	40000	Alpine Ski House
Invoice	PS-INV103193	30000	School of Fine Art

Description	03/01/19..03/31/19	04/01/19..04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,138.70	1,485.40
Gross Margin	1,060.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	-
Operating Margin	-939.25	-296.78
Operating Margin %	-2.03	-24.97
Other Expenses	-	-
Income before interest an...	-939.25	-296.78

Create Purchase Invoice

The overlay works similarly here as it does on the Create Sales Invoice screen. Everything is above the fold and all the most important fields have been brought to the forefront.

To create your invoice simply choose the vendor, enter your items, and enter your Vendor Invoice No. Then go ahead and post.

Purchase Invoice

Show more fields

Invoice Posting Request Approval Incoming Document Release Navigate More options

Details Attachments (0)

General Show more

Vendor Name *	<input type="text"/>	Posting Date	<input type="text"/>	Vendor Invoice No. *	<input type="text"/>
Contact	<input type="text"/>	Due Date	<input type="text"/>	DIOT Type of Operation	<input type="text"/>

Lines | Manage | More options Show more

Type	No.	Description/Comment	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax	Qty. to Assign	Qty. #
-> Item	:										0	

Subtotal Excl. Tax (USD)	0.00	Invoice Discount %	0	Total Tax (USD)	0.00
Inv. Discount Amount (USD)	0.00	Total Excl. Tax (USD)	0.00	Total Incl. Tax (USD)	0.00

Invoice Details Show more

Currency Code	<input type="text"/>	Department Code	<input type="text"/>	Tax Liable	<input type="checkbox"/>
Expected Receipt Date	<input type="text"/>	Customergroup Code	<input type="text"/>	Tax Area Code	<input type="text"/>
Tax Bus. Posting Group	<input type="text"/>	Payment Discount %	<input type="text"/>	Tax Exemption No.	<input type="text"/>
Payment Terms Code	<input type="text"/>				

Shipping and Payment >

Not enough historical data

Incoming Document Files ▼

Name	Type
(There is nothing to show in this view)	

Vendor Statistics

Vendor No.	-
Balance (\$)	-
Outstanding Orders (\$)	-
Amnt. Rcd. Not Invd. (\$)	-
Outstanding Invoices (\$)	-
Total (\$)	0.00
Overdue Amounts (\$) as of 04...	0.00
Invoiced Prepayment Amount ...	0.00
Payments (\$)	-
Refunds (\$)	-
Last Payment Date	-

Forecast ▼

There is nothing to show in this view.

Find Document

When looking for an invoice that you want to receive payment against, or any other document type, BC requires that you pull up a list and add filters. This can present the same issue where you might not know which filters to add, and in general it isn't as intuitive as some simpler accounting solutions which offer a find screen. So, we added our own find screen.

All you need to do is choose the document type from a dropdown and enter the amount, and you're presented with a succinct list of related entries. In our current example, we'll choose the sales invoice we just posted.

Activities

SALES THIS MONTH \$1,906 See more	OVERDUE PURCHASE INVOICES \$46,732 See more	PURCHASE INVOICE MONTH 3 See more	OVERDUE SALES INVOICES \$63,890 See more
---------------------------------------------------------	-------------------------------------------------------------------	---------------------------------------------------------	----------------------------------------------------------------

Business Assistance

Top Five Customers by Sales Value

Alpine Ski House	Try Research	Adatum Corporation	School of Fine Art	Relecloud
------------------	--------------	--------------------	--------------------	-----------

Find Document | WORK DATE: 4/8/2019

Type of Document: Posting Date:
 No.: Amount:
 External Document No.:
 Document No.:

[Show Related Entries](#) [Find](#) [Print](#) [More options](#)

Related Entries No. of Entries

(There is nothing to show in this view)

Ongoing Customer Activities

CH. IN WEEK	ONGOING QUOTES	ONGOING ORDERS	ONGOING INVOICES	NON-APPL. PAYMENTS	AVERAGE DAYS	OUTSTAND. INVOICES
	2	4	7	1	5.8	11

Trial Balance

Description	03/01/19..03/31/19	04/01/19..04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,138.70	1,485.40
Gross Margin	1,060.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	--
Operating Margin	-939.25	-296.78
Operating Margin %	-2.03	-24.97
Other Expenses	--	--
Income before Interest an...	-939.25	-296.78

Review Sales Documents

If you're not looking for a particular document or just want a way to look at all the sales documents in your system, BC doesn't provide an immediate solution to your needs. Each document type has its own list that you must view in isolation. Same goes for posted and unposted documents – BC doesn't allow you to see both types in one place.

To make it easier to see all your sales documents at a glance, we added the Review Sales Documents screen. You should find a link to this screen in the role center, or you can search for it using the magnifying glass in the top right. From here you can view all your sales documents or create new ones, whether it's an invoice, credit memo, order, quote, or return. To create a new sales document, select Edit List and choose the corresponding document you'd like to create. You can also filter by Customer and click into the details of any document if you need more information.

CRONUS USA, Inc. | Finance

Open Adept Tutorial Vendors Cust

HEADLINE

Activities

SALES THIS MONTH

\$1,906

> See more

MY INCOMING DOCUMENTS

1

> See more

ONGOING VENDOR ACTIVITIES

PURCHASE ORDERS 4

ONGOING PUR. INVOICES 3

PUR. NE 1

ALL SALES DOCUMENTS | WORK DATE: 4/8/2019

SAVED

Edit List View Page More options

Filters

Customer

Unposted Sales Documents | Manage

Document Type ↑	No. ↑	Customer No.	Customer	Date	Due Date	Am
Order	S-ORD101002	10000	Adatum Corporation	5/1/2019	6/1/2019	2,28
Order	S-ORD101003	30000	School of Fine Art	4/22/2019	4/30/2019	5,18
Order	S-ORD101004	40000	Alpine Ski House	5/13/2019	4/22/2019	57
Invoice	S-INV102199	10000	Adatum Corporation	4/4/2019	5/4/2019	10,73
Invoice	S-INV102200	10000	Adatum Corporation	5/1/2019	6/1/2019	7,36
Invoice	S-INV102201	20000	Trey Research	4/3/2019	4/17/2019	1,97
Invoice	S-INV102202	30000	School of Fine Art	4/5/2019	4/30/2019	2,59

Posted Sales Invoices | Manage More options

Document Type	No.	Document Type	Customer No.	Customer	Date ↓	Due Date
→ Invoice	PS-INV1031...	Posted Sale...	30000	School of Fine Art	4/1/2019	4/30/2019
Invoice	PS-INV1031...	Posted Sale...	50000	Relecloud	3/31/2019	4/14/2019
Invoice	PS-INV1031...	Posted Sale...	30000	School of Fine Art	3/27/2019	3/31/2019
Invoice	PS-INV1031...	Posted Sale...	20000	Trey Research	3/26/2019	4/9/2019
Invoice	PS-INV1031...	Posted Sale...	40000	Alpine Ski House	3/24/2019	3/24/2019
Invoice	PS-INV1031...	Posted Sale...	30000	School of Fine Art	3/24/2019	3/24/2019
Invoice	PS-INV1031...	Posted Sale...	50000	Relecloud	3/23/2019	3/23/2019

Find Document

Review Sales Documents

Review Purchases Documents

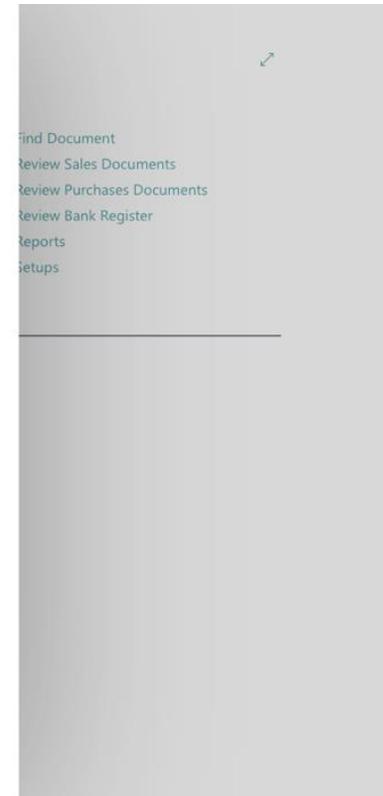
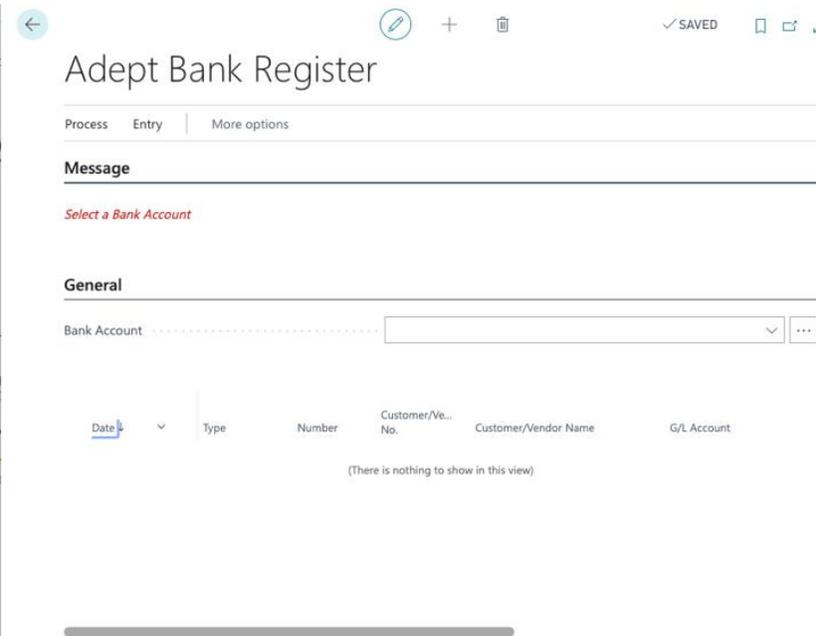
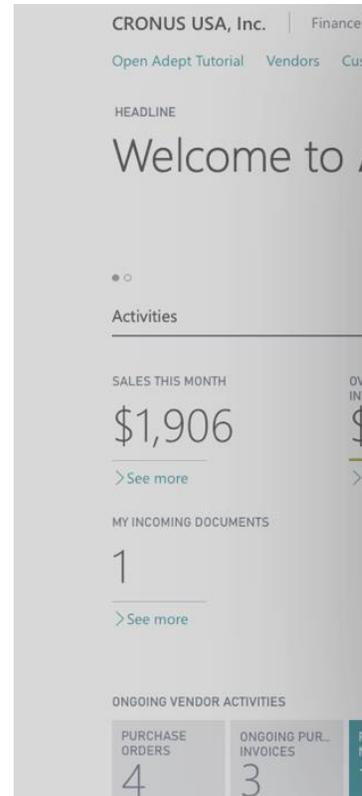
Review Bank Register

Reports

Setups

Review Bank Register

Purpose of the Review Bank Register is to give you a quick glance at the transactions within your bank. We wanted to provide a screen that uses similar terminology to a simple accounting solution. When you open up the screen and select a bank account, you can see all your transactions, and you'll notice this Cleared column which has a checkbox indicating which transactions have cleared.

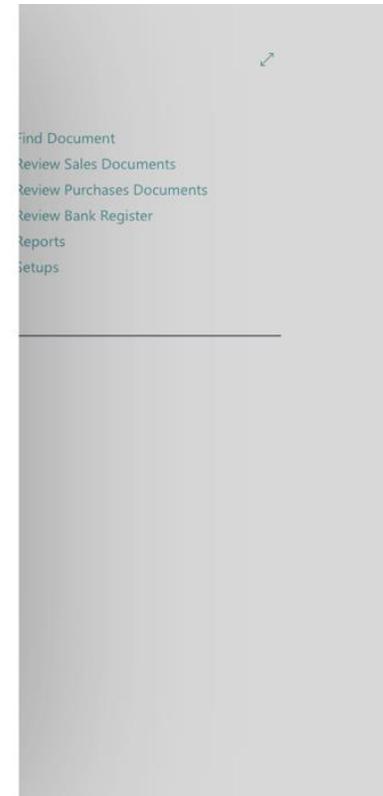
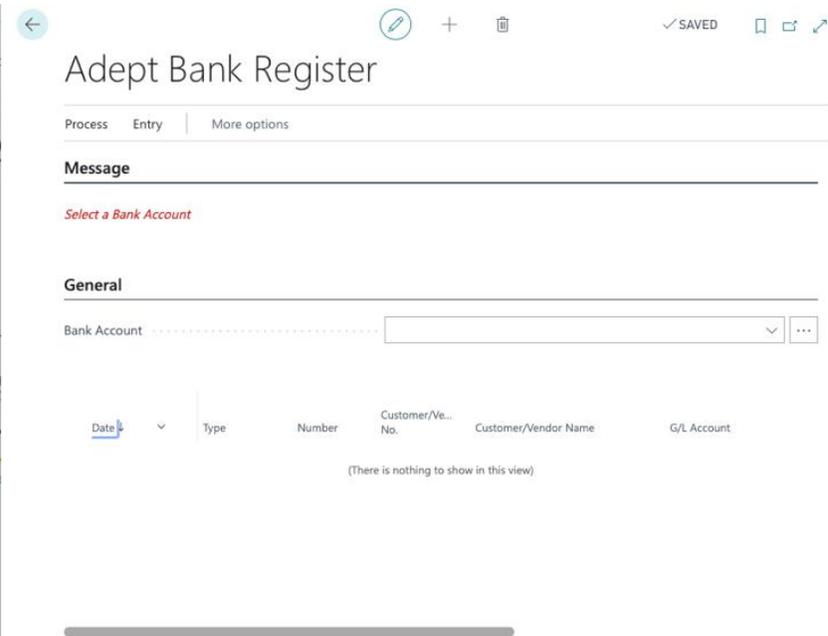
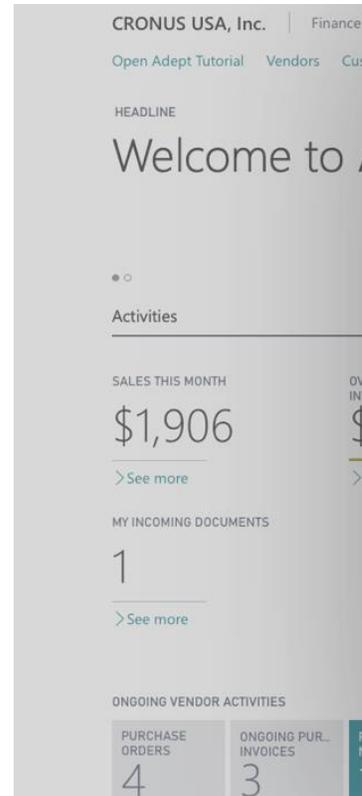


Jobs

Adept takes the complexity out of Jobs to make the process of creating Jobs, entering time or items against it, and transferring those entries to an invoice much more seamless. Issuing credit memos and making adjustments is greatly streamlined as well.

You can find the list of your Jobs by selecting the Review Jobs link in the role center. From this page you can quickly review your budgets, quantities invoiced, and other high level project details. You can open the Job Card for any existing Jobs to review details such as the customer, description, status, and budgeted lines.

To create a new Job, you select the New link at the top of the Review Jobs page, enter a handful of key fields at the top of the Job Card screen, then enter your Job task lines. These task lines can be an item, team member, or G/L account depending on what you're billing for. Job Task lines can be billed based on time & materials or a fixed price, or can be non-billable if you choose. You can post usage to the Job Journal by selecting Process > Job Journal, and once usage is posted you can transfer it to an invoice by selecting Process > Entries to Invoice and choosing the entries you're ready to bill for. You have the flexibility to do partial invoicing, aggregate entries onto a single line, and much more.



Have additional questions? Ask online at
kopisusa.com/adept-support or email
AdeptSupport@KopisUSA.com