Simplify Your Move to Microsoft Dynamics 365 Business Central

www.kopisusa.com/adept-support
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.
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.
On the left side of your Home Page, you will see written in green the most commonly used features 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.
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.
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.
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.
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.
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.

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<th>ACTIONS</th>
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<td>+ Create Bank Reconciliation</td>
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<tr>
<td>+ Receive Payments</td>
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<td>+ Create Sales Quote</td>
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› Find Document
› Review Sales Documents
› Review Purchases Documents
› Review Bank Register
› Reports
› 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.
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 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.
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.
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.
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.
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.
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.
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.
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.
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