



Simplify Your Move to Microsoft Dynamics 365 Business Central

USER GUIDE

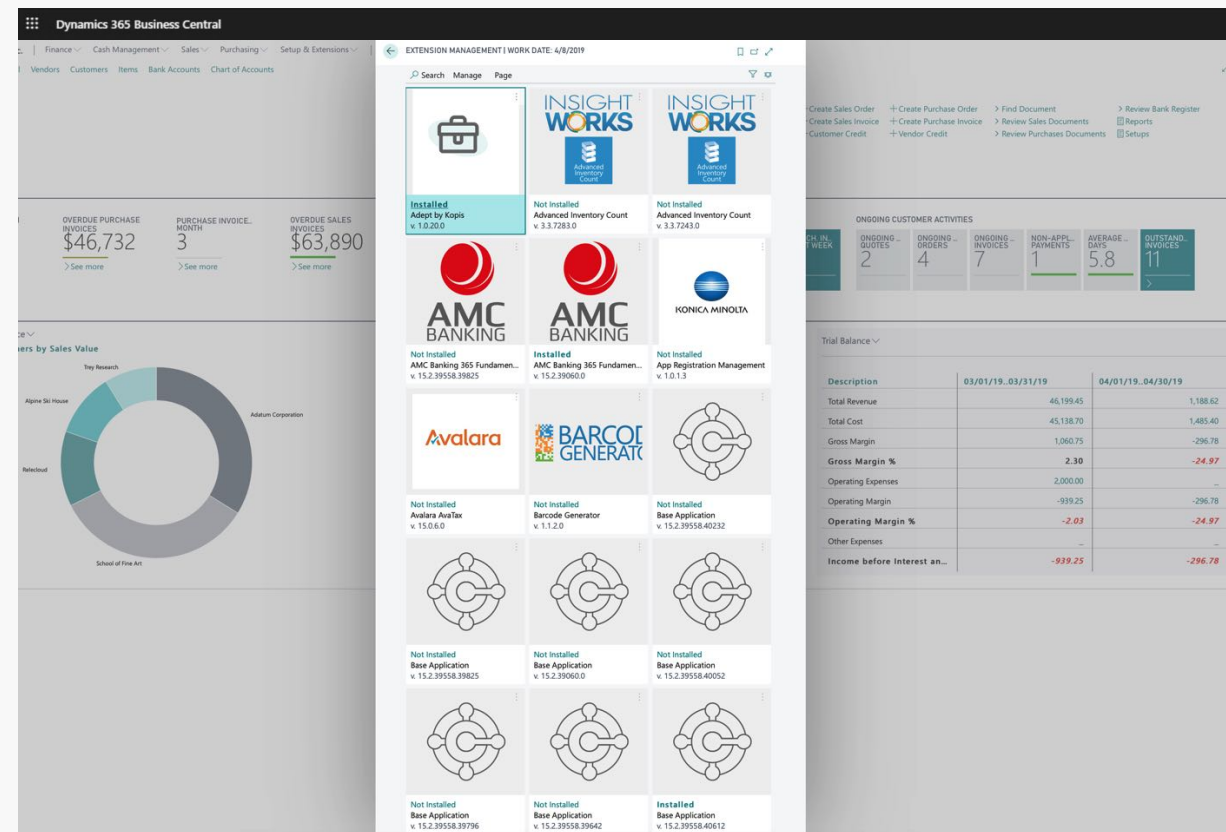
OnBoarding

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 Dynamics 365 Business Central interface. The main window shows the 'EXTENSION MANAGEMENT' page for the date 4/8/2019. It features a grid of extension cards, each with a logo and status (e.g., 'Installed Adept by Kopis v. 1.0.20.0', 'Not Installed Advanced Inventory Count v. 3.3.7283.0'). The left sidebar shows navigation options like 'Vendors', 'Customers', and 'Bank Accounts'. Below the navigation, there are summary cards for 'OVERDUE PURCHASE INVOICES' (\$46,732), 'PURCHASE INVOICE MONTH' (3), and 'OVERDUE SALES INVOICES' (\$63,890). A donut chart titled 'Sales by Sales Value' is also visible. On the right, there are 'ONGOING CUSTOMER ACTIVITIES' cards and a 'Trial Balance' table.

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.

☰ Dynamics 365 Business Central

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	ONGOING INVOICES	PURCH. IN NEXT WEEK
4	3	11

ONGOING CUSTOMER ACTIVITIES

ONGOING QUOTES	ONGOING ORDERS	ONGOING INVOICES	NON-APPL. PAYMENTS	AVERAGE DAYS	OUTSTAND. INVOICES
2	4	7	1	5.8	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
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Other Expenses	-	-
Income before Interest an...	-939.25	-296.78

[Back to top](#)

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.

The screenshot shows the Dynamics 365 Business Central interface. At the top, there's a navigation bar with 'Dynamics 365 Business Central' and a breadcrumb trail: 'CRONUS USA, Inc.' > Finance > Cash Management > Sales > Purchasing > Setup & Extensions. Below the navigation bar is a 'HEADLINE' section with 'Welcome to Adept'. A red box highlights the 'ACTIONS' menu, which contains the following items:

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

The interface also features a dashboard with various metrics and a main content area with a donut chart and a table.

ACTIONS

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

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.

Dynamics 365 Business Central

BANK REC. WORKSHEET | WORK DATE: 4/8/2019

CHECKING · 24

Process Report Posting Bank Rec. More options

General

Bank Account No.	CHECKING	Posted Balance at Stat...	-4,265.69
Statement No.	24	less Balance on Bank S...	0.00
Statement Date	4/8/2019	equals Amount Not to...	1,638.40

Notes +
(There is nothing to show in this view)

Clearing Statistics

Total Cleared Deposits ...	31,638.40	Checks Total on Bank ...	0.00
Deposits Total on Bank...	0.00	Adjustments Made	0.00
Total Cleared Checks ...	0.00	equals Difference after...	1,638.40

Deposits/Transfers >

Checks >

Adjustments >

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.

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.

The screenshot displays the Dynamics 365 Business Central interface. The main window is titled "Record Deposits" and shows a form for recording a deposit. The form includes fields for "Posting Date", "Bank Account", "Bank Account No.", and "Document No.". Below the form is a table with columns for "Select Deposits", "Description", and "Deposit to Bank Account".

On the right side of the interface, there is a "Trial Balance" table showing financial data for two periods: 03/01/19..03/31/19 and 04/01/19..04/30/19.

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.

Key Metrics:

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

Top Five Customers by Sales Value:

Customer	Share
Tony Research	~35%
Adatum Corporation	~25%
School of Fine Art	~15%
Alpine Ski House	~10%
Relecloud	~15%

Pay Bills Form:

- Bank Account: CHECKING
- Bank Account N.: World Wide Bank
- Filter by vendor: 30000
- Vendor Name: Graphic Design Institute
- Payment Method: Computer Check
- Posting Date: 4/7/2019
- Last Refresh of L: 2/6/2020 2:52 PM
- Due on or before: [Empty]

Table of Bills to Pay:

Select Invo... to Pay	Printed or Expor...	Due Date	Vendor Name	Ref. No.
→		3/31/2019	Graphic Design Institute	108204
		3/31/2019	Institute	108207
		3/31/2019	Graphic Design Institute	108208

Summary Table:

Description	03/01/19..03/31/19	04/01/19..04/30/19
Total Revenue	-	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.

The screenshot displays the Dynamics 365 Business Central interface. The top navigation bar shows 'Dynamics 365 Business Central'. The main content area is titled 'All Sales Invoices' and features a table with columns: NO., INVOICE, CUSTOMER NO., CUSTOMER, DATE, DUE DATE, AMOUNT, AGING, and REMAINING AMT. The table lists two invoices: PS-INV13200 (Posted, 10000, Trinity Research, LLC, 08/14/2019, 09/14/2019, 0.00, Value, 0.00) and S-INV102204 (Unposted, 40000, Alpine Ski House, 08/12/2019, 09/12/2019, 0.00, Value, 0.00). Below this, there are three overlapping panels. The left panel shows a 'Welcome to Adept' dashboard with 'Activities' (Sales This Month: \$1,906, Overdue Purchase Invoices: \$46,732, Purchase Invoice Month: 3, Overdue Sales Invoices: \$63,890) and 'Insights' (Top Five Customers by Sales Value pie chart). The middle panel shows 'ALL SALES DOCUMENTS | WORK DATE: 4/8/2019' with filters and lists for 'Unposted Sales Documents' and 'Posted Sales Invoices'. The right panel shows 'DASHBOARD CUSTOMER ACTIVITIES' with a 'Trial Balance' table for periods 03/01/19-03/31/19 and 04/01/19-04/30/19.

Description	03/01/19-03/31/19	04/01/19-04/30/19
Total Revenue	46,199.45	1,188.62
Total Cost	45,116.70	1,485.40
Gross Margin	1,082.75	-296.78
Gross Margin %	2.30	-24.97
Operating Expenses	2,000.00	-
Operating Margin	-917.25	-296.78
Operating Margin %	-2.01	-24.97
Other Expenses	-	-
Income before interest on...	-917.25	-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.

Dynamics 365 Business Central

Purchase Invoice

Show more fields | Invoice | Posting | Request Approval | Incoming Document | Release | Navigate | More options

General Show more

Vendor Name: [Dropdown] * | Posting Date: [Date Picker] | Vendor Invoice No.: [Text] * | Contact: [Text] | Due Date: [Date Picker] | DIOT Type of Operation: [Dropdown]

Lines | Manage | More options

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: [Dropdown] | Department Code: [Dropdown] | Tax Liable: [Toggle] | Expected Receipt Date: [Date Picker] | Customergroup Code: [Dropdown] | Tax Area Code: [Dropdown] | Tax Bus. Posting Group: [Dropdown] | Payment Discount %: [Text] | Tax Exemption No.: [Text] | Payment Terms Code: [Dropdown]

Shipping and Payment >

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.

Not enough historical data

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.

The screenshot displays the Dynamics 365 Business Central interface. A 'FIND DOCUMENT' overlay is active, allowing users to search for documents based on type, date, number, and amount. The background dashboard shows key performance indicators and a donut chart representing the top five customers by sales value.

Activities Summary:

Metric	Value
SALES THIS MONTH	\$1,906
OVERDUE PURCHASE INVOICES	\$46,732
PURCHASE INVOICE MONTH	3
OVERDUE SALES INVOICES	\$63,890

Top Five Customers by Sales Value (Donut Chart):

- They Research
- Alpine Ski House
- Belecloud
- School of Fine Art
- Adatum Corporation

Related Entries: (There is nothing to show in this view)

ONGOING CUSTOMER ACTIVITIES:

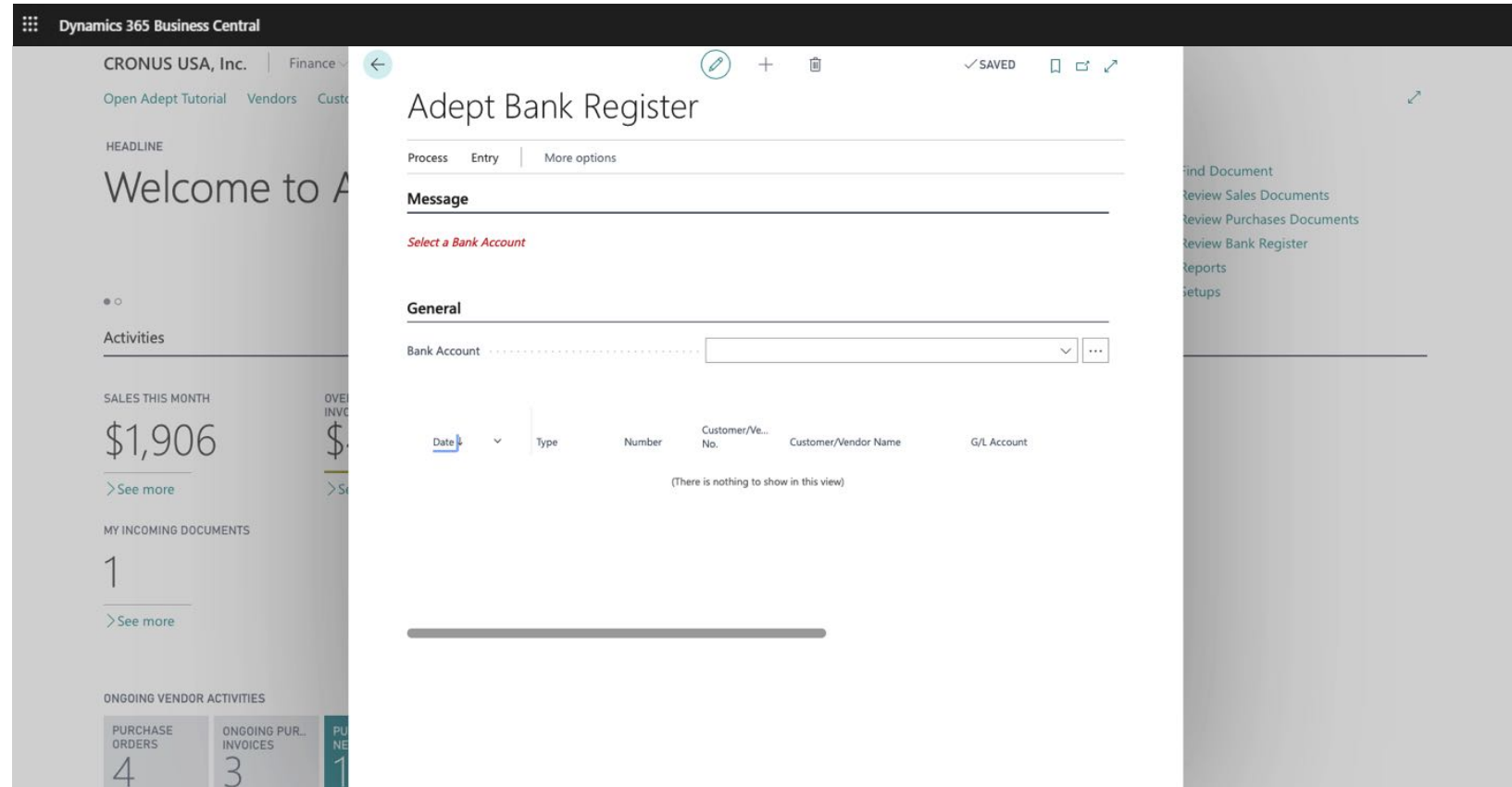
Metric	Value
ONGOING QUOTES	2
ONGOING ORDERS	4
ONGOING INVOICES	7
NON-APPL PAYMENTS	1
AVERAGE DAYS	5.8
OUTSTAND. INVOICES	11

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

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.



The screenshot shows the Dynamics 365 Business Central interface for 'Adept Bank Register'. The top navigation bar includes 'Dynamics 365 Business Central', 'CRONUS USA, Inc.', and 'Finance'. The main header area displays 'Adept Bank Register' with a 'Process' menu containing 'Entry' and 'More options'. A 'Message' section prompts the user to 'Select a Bank Account'. Below this is a 'General' section with a 'Bank Account' dropdown menu. A table header is visible with columns: 'Date', 'Type', 'Number', 'Customer/Ve... No.', 'Customer/Vendor Name', and 'G/L Account'. A message '(There is nothing to show in this view)' is displayed below the table. The left sidebar contains various navigation options like 'Find Document', 'Review Sales Documents', 'Review Purchases Documents', 'Review Bank Register', 'Reports', and 'Setups'. The bottom of the sidebar shows summary cards for 'PURCHASE ORDERS' (4), 'ONGOING PUR. INVOICES' (3), and 'PUR. NE' (1).

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