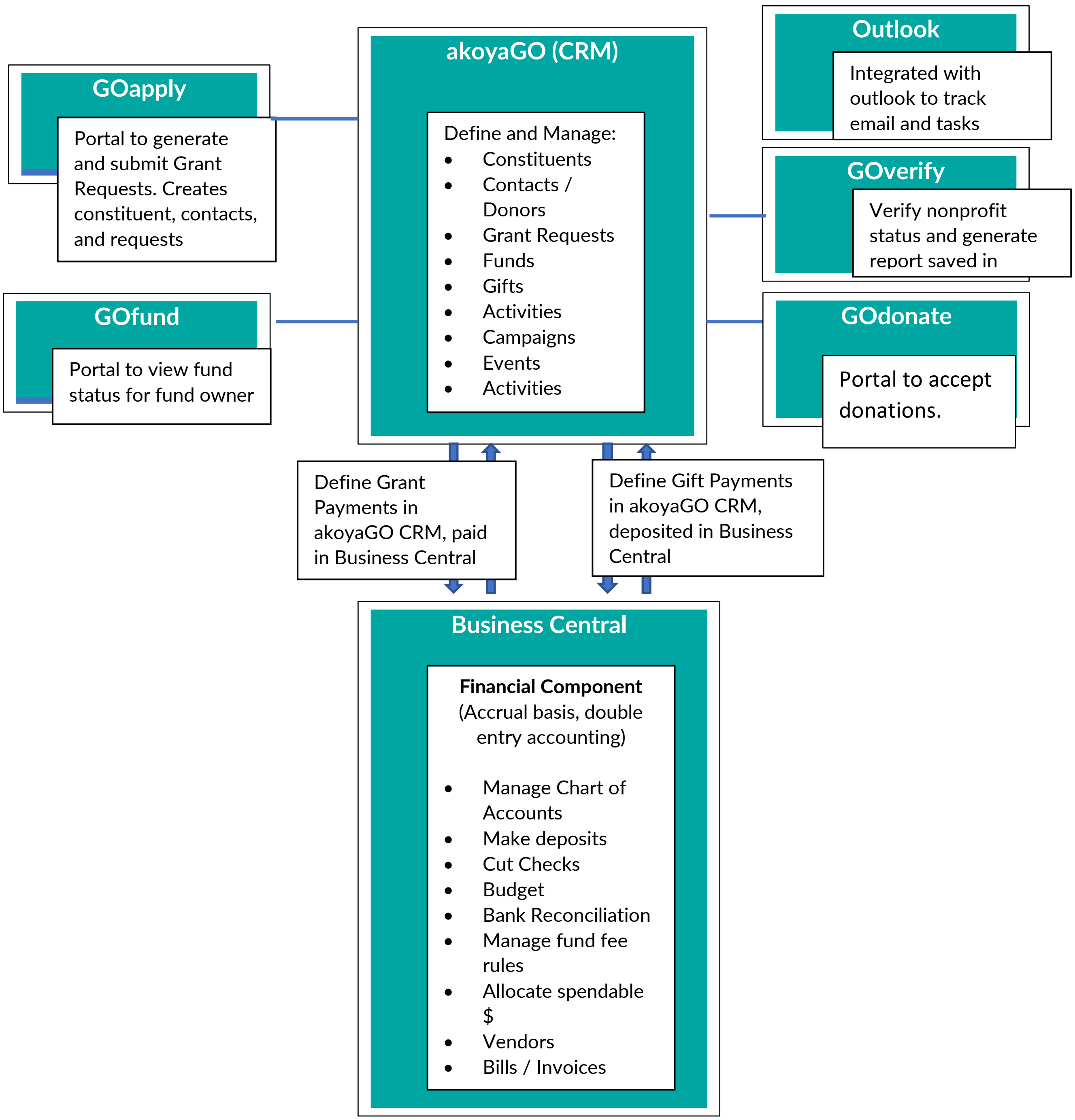
akoyaGO User Guide

Contents

Components

The major components of akoyaGO are the following



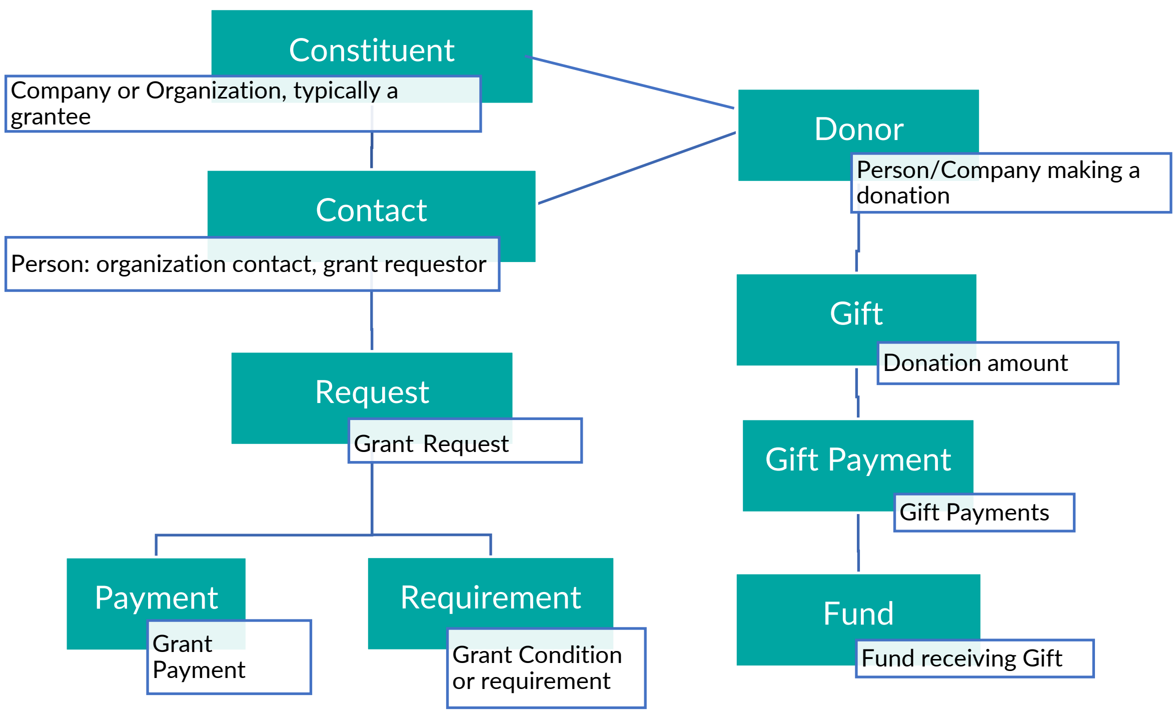
Overview

akoyaGO has 4 major components. Each component is considered a **workplace** in akoyaGO.

- **CRM:** Contact and constituent relationship management is integral with akoyaGO. Having everything linked provides the ability to understand your data and helps you develop strategies for fundraising and managing grants.
- **Grants Management:** Grants management covers grant requests and scholarships. Key features in this workplace includes programs, concepts, proposals, funding opportunities as well as tracking outcomes to better determine the success of your grant programs.
- **Donor Management:** Donor management covers fundraising and gifts. Key features include managing your donor gifts as well as developing prospects and donor opportunities. To aide in this process there are interest areas, campaigns, and event management.
- **Fund Management:** Fund management covers your funds, accounts, and interfund transactions. All accounting related features are part of this component.

Entities

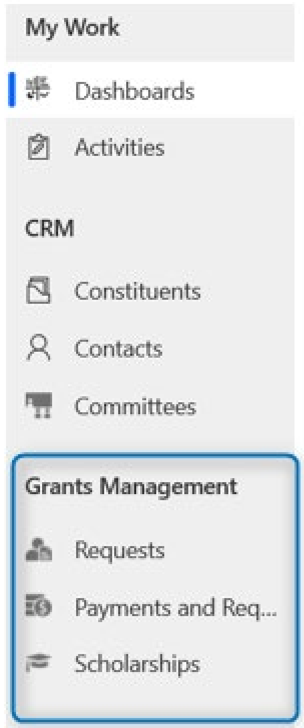
Data components in akoyaGO are referred to as entities. The major entities and their relationships are shown below.



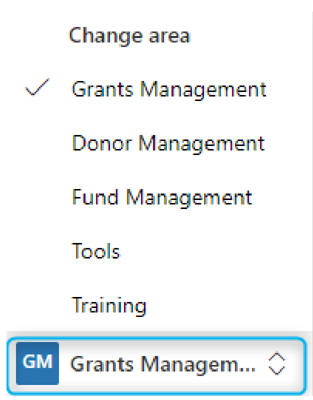
Navigation

To make navigation between components easier, the navigation bar to the left of your screen allows you to navigate to different workplaces and entities. The navigation bar has constant links at the top and workplace.

The top of the navigation bar remains consistent, the area highlighted in blue is considered a workplace. It groups entities related to the workplace. The example below shows the Grants Management workplace and lists entities such as requests, payments, and scholarships.



To change your workplace, click on the workplace name at the bottom of the navigation bar. It will display all workplaces. Select the workplace you want to use and the workplace will change and display entities related to that workplace.



Views

A View is a filtered list of information containing information about any Entity is akoyaGO. A view consists of the following elements:

- The columns to display
- Default sorting options
- Filters to show rows that match specific criteria, if needed

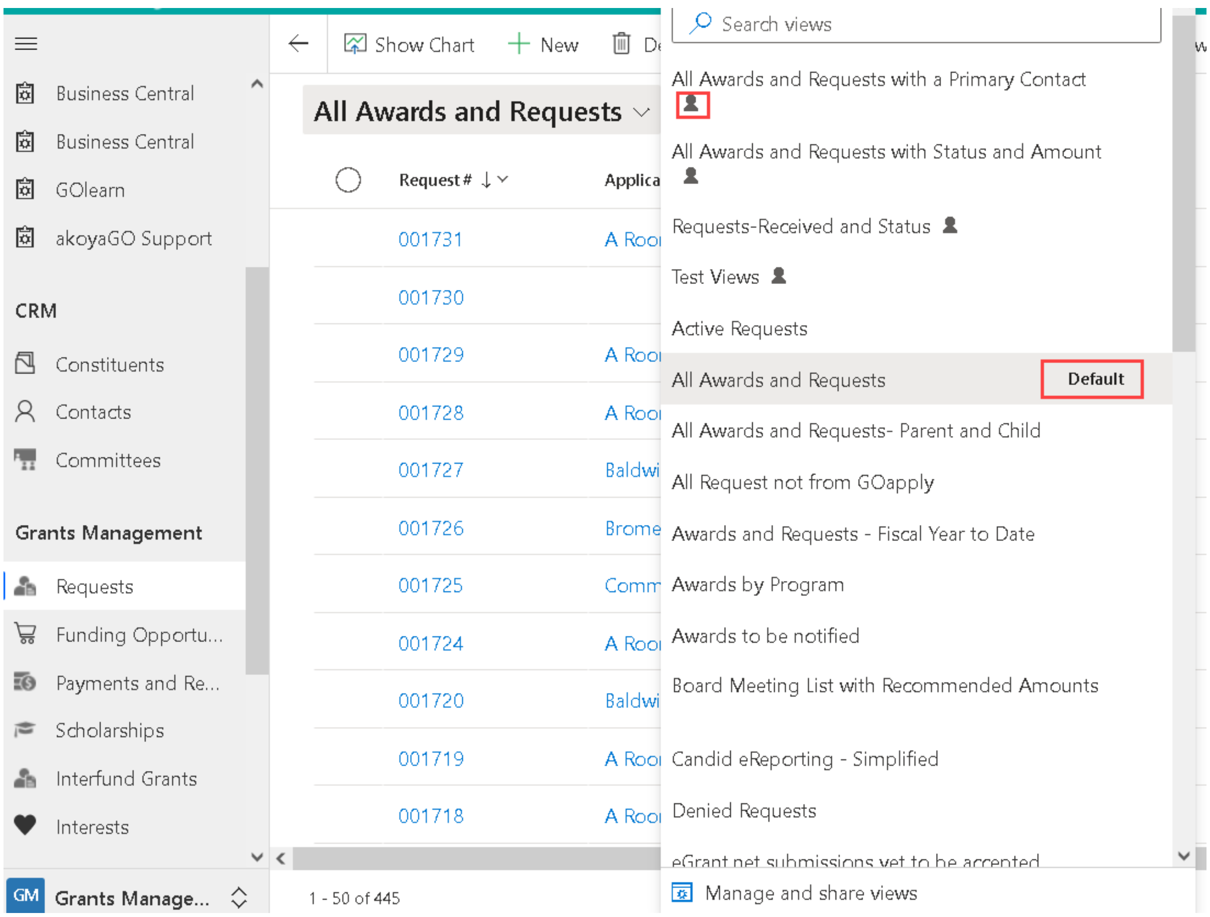
Views are one of the most customizable benefits within the akoyaGO software. For this reason, the following

section of the guide is quite extensive.
There are two types of views: System and Personal (**My Views**).

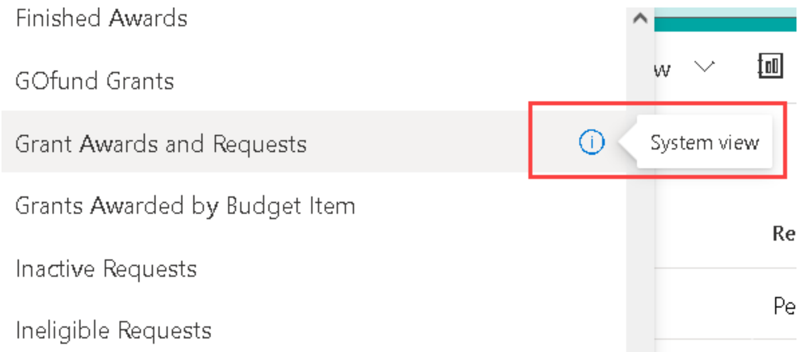
System Views are standard and available to all akoyaGO users. They are provided "out of the box" and a part of your software solution and are found in any of the View dropdowns. The word **Default** will appear to the right of the View which is selected as the main view.

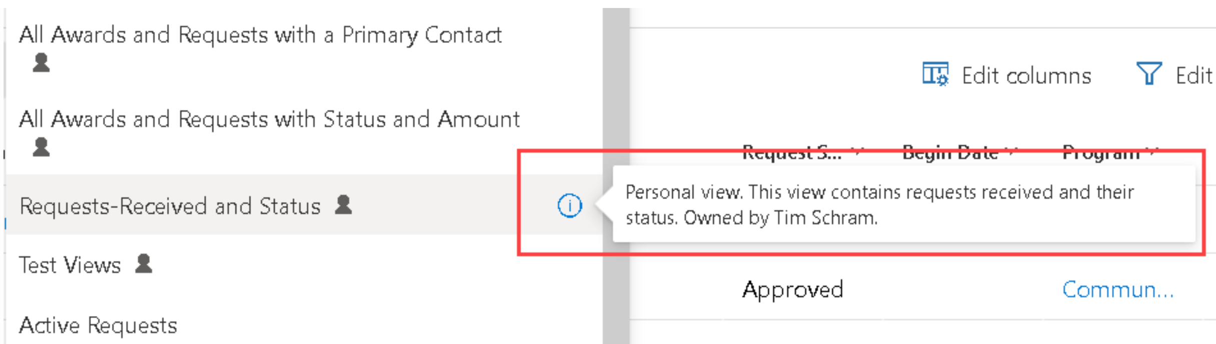
Personal Views are something you create. You will find an icon of a person next to Personal Views. Once you've created a Personal View, you can set it as a **Default**.

System views are views that are created by your administrator and shared with you. You typically can't modify them. However, you can create and manage personal views. Personal views are available to you only unless you share them.



By hovering your mouse to the right of any View, you will see an information icon (Blue circle with an 'i' in it). This information icon will tell you if you if it's a System View or a Personal View. If it's a Personal View, it will show you the owner.

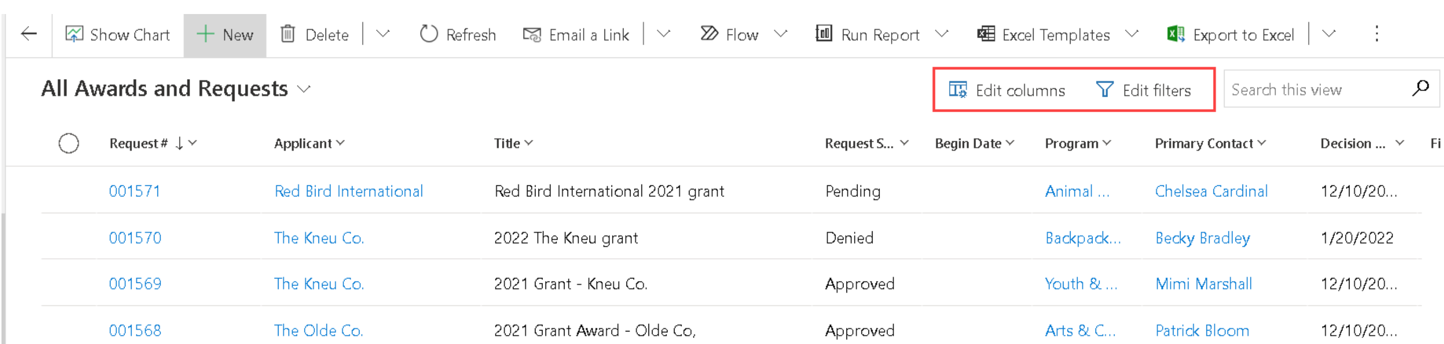




ENHANCED FILTERING

Under the Tool Bar in any View, you will see Edit Columns and Edit Filters. These are considered Enhanced Filtering tools.

- **Edit Columns** allows you to add or delete columns in a View.
- **Edit Filters** allows you to add or remove criteria so you can sort rows of information in a View.

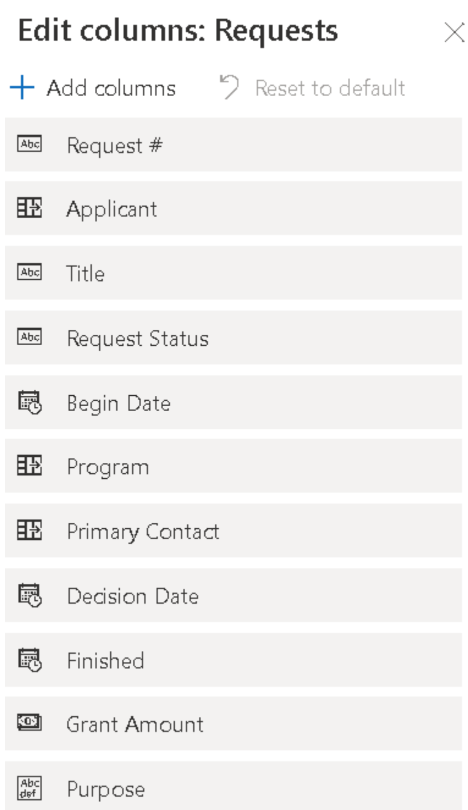


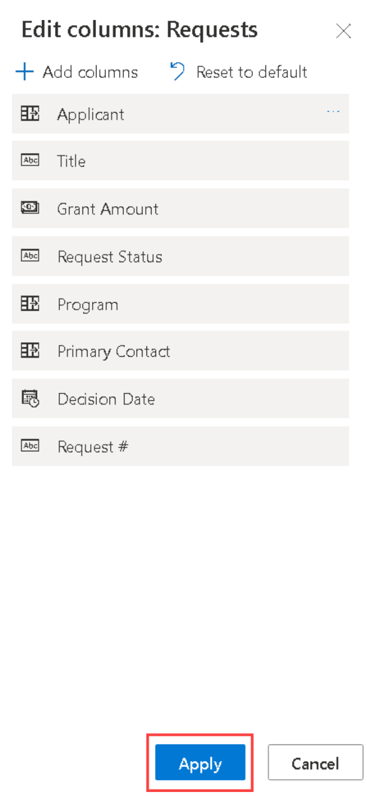
EDITING COLUMNS

When **Edit Columns** is selected, a list of columns appears. Select **Edit columns** to remove, reorder, or add columns to get a clearer view of your data. You can 'drag and drop' the column headings in any order. You can also delete out columns.

The following actions are available in the column editor:

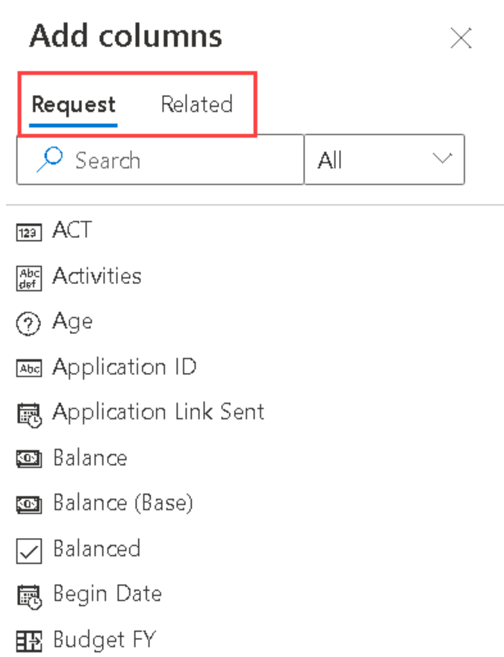
- To remove a column, hover over the column name, select ..., and then select Remove.
- To change the order of the columns, select ..., and then select Move up or Move down. Or, drag the column to the desired position in the list.
- In the second example below, columns were rearranged, and some were deleted. When you are finished editing, select the **Apply** button.





You can also click on the **Add Columns** to show a list of additional columns to add. You can select the **Related** tab to find additional columns related to where you started working with your View. There is also a **Reset to Default** button so you can return your View to the original criteria.

- To add columns to the view, select Add columns, and then do one or more of the following:
  - Select a column from the default set of system columns in the table.
  - Select Default, then select All or Custom, and then select from the set of columns in the table.
  - Type a column name in the Search box to find a specific column, and then select it.



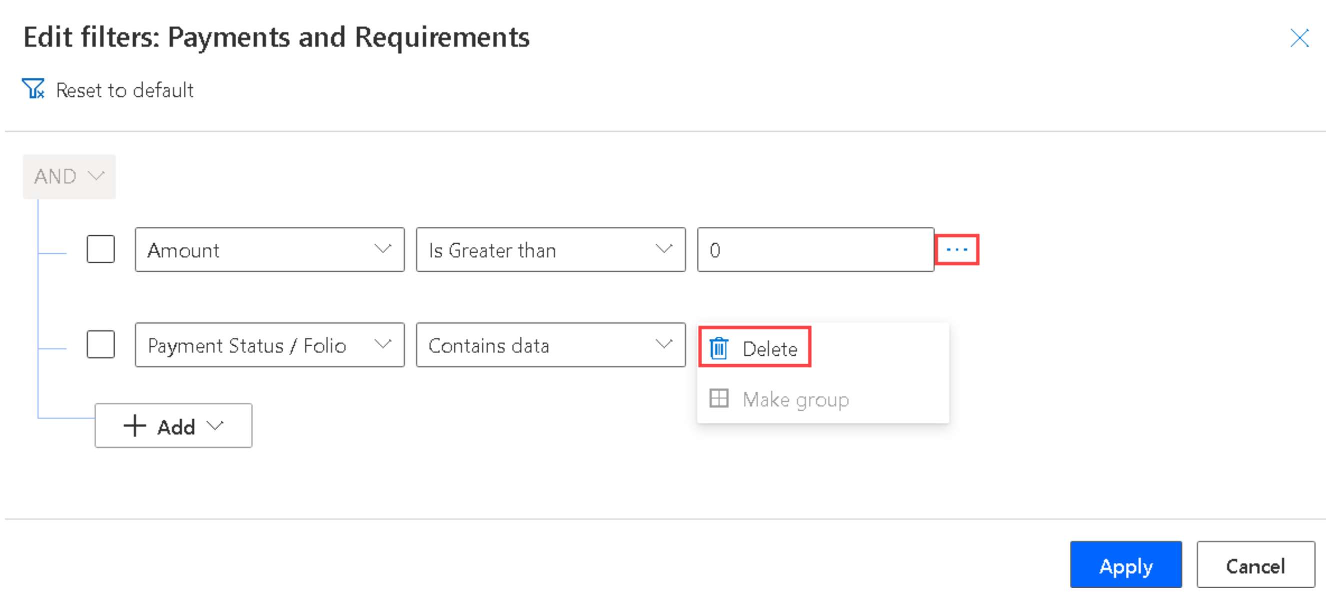
- To add columns from other tables, select the **Related** tab. Expand the table that contains the column you want to add, and then select the column. When you're done adding columns, select **Close**.
- To undo changes to the view's columns at any time, select **Reset to default**.

EDITING FILTERING

Use the filter editor to view or change the query that underlies the data in the current view.

EDIT OR DELETE A CONDITION

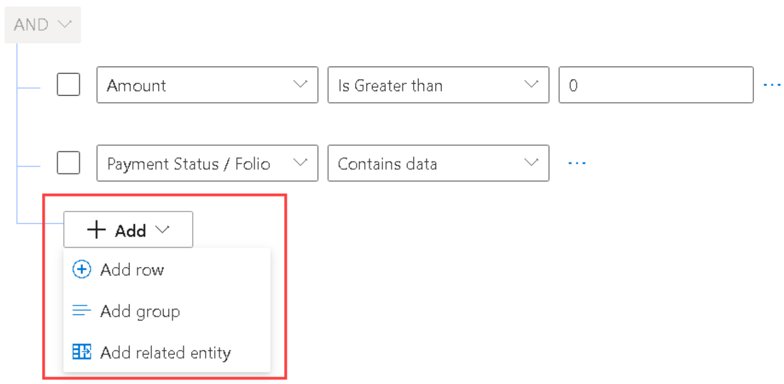
- To change a condition, select the column, operator, or value and edit as needed.
- To remove a condition, select More commands (...) next to the row, and then select **Delete**.



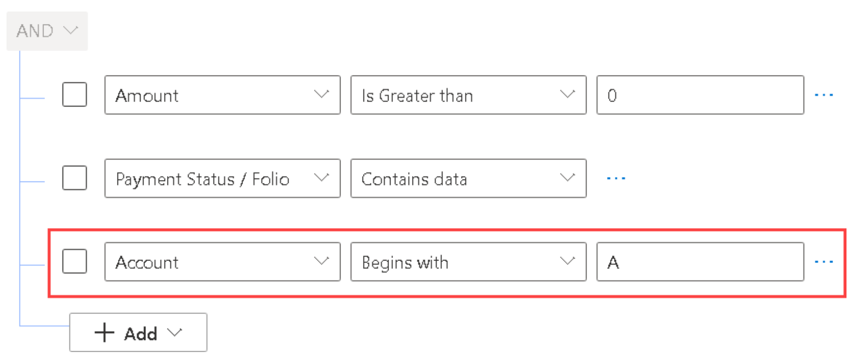
ADD CONDITIONS

- To add one or more conditions, select **Add**.
- When you're finished editing the view filters, select **Apply** to see your changes on the grid page.

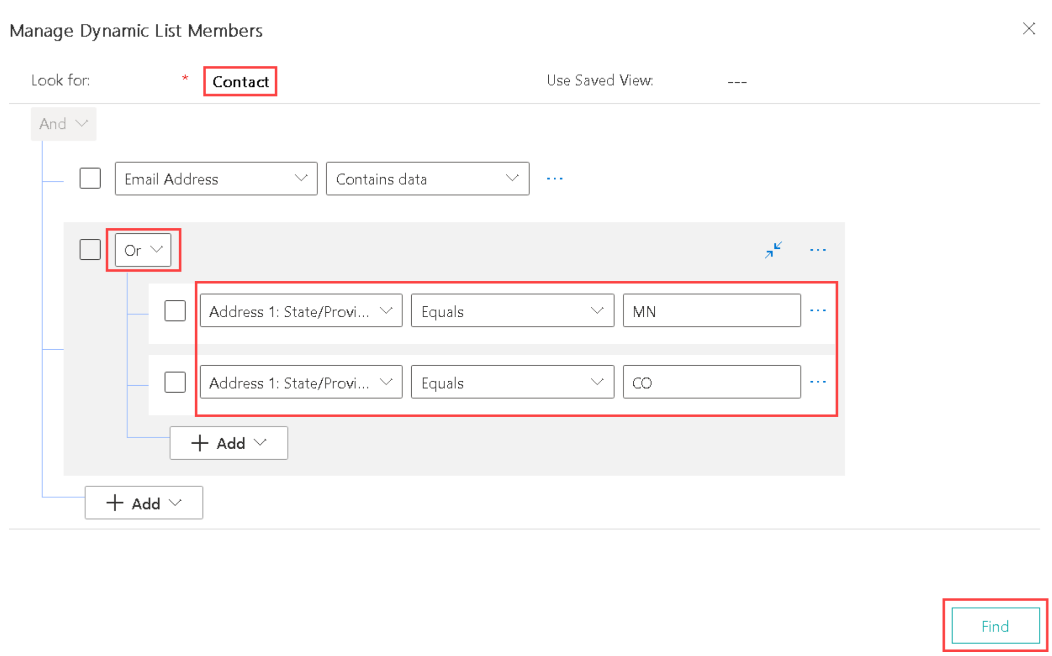
The following options are available when you add conditions in the filter editor:



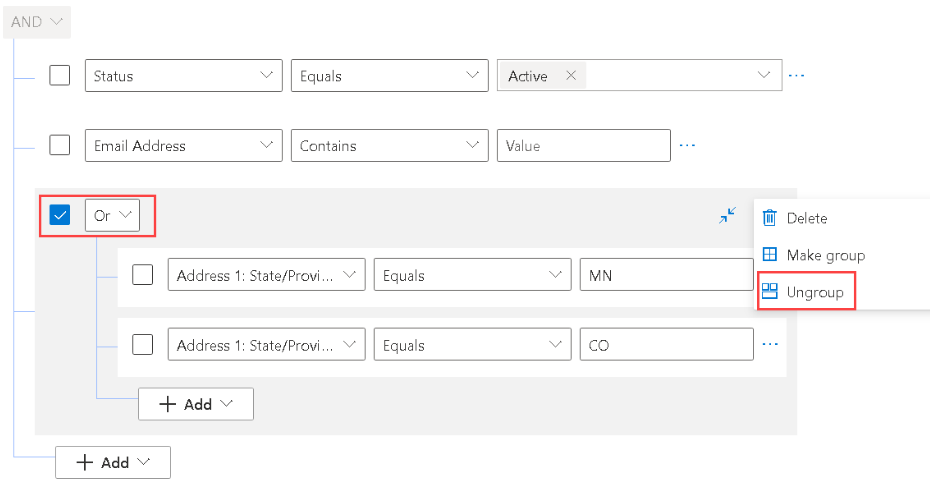
- To add a condition, select **Add Row**, and then select the criteria for your View.



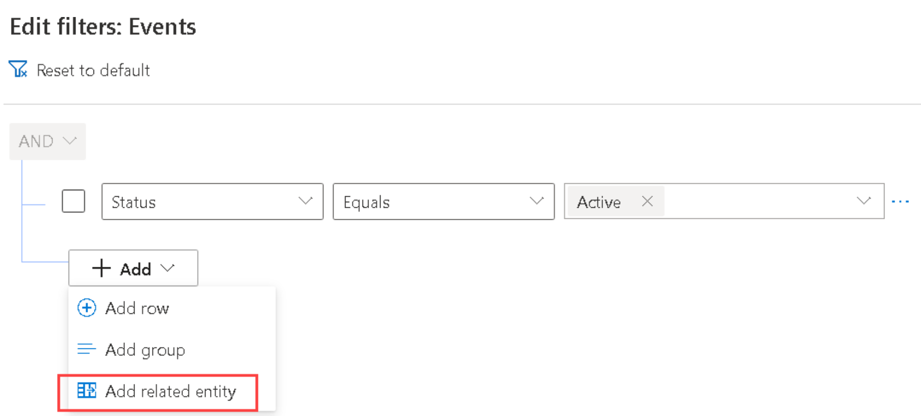
- To add a group of conditions, select Add group. You can create multiple sub conditions and group them using AND & OR operators to create an expression.

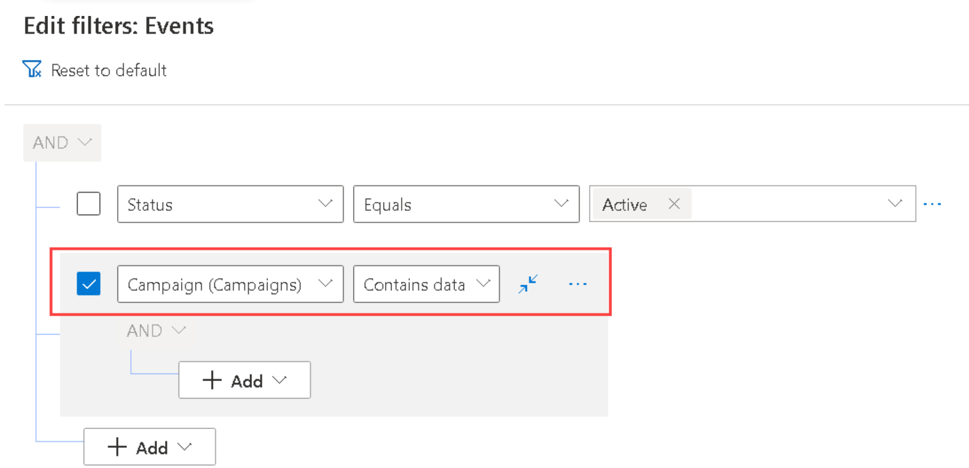


- To add a single condition to a group, select the condition checkbox, then select ..., and then select Make group.
- To separate a group of conditions, select the group's checkbox, then select ..., and then select Ungroup.



- To add a condition based on a column in a related table, select Add related entity, and then select a table. **Contains Data** is the only condition that can be used with a related table in a view filter. Then, select the parameters for that related entity.





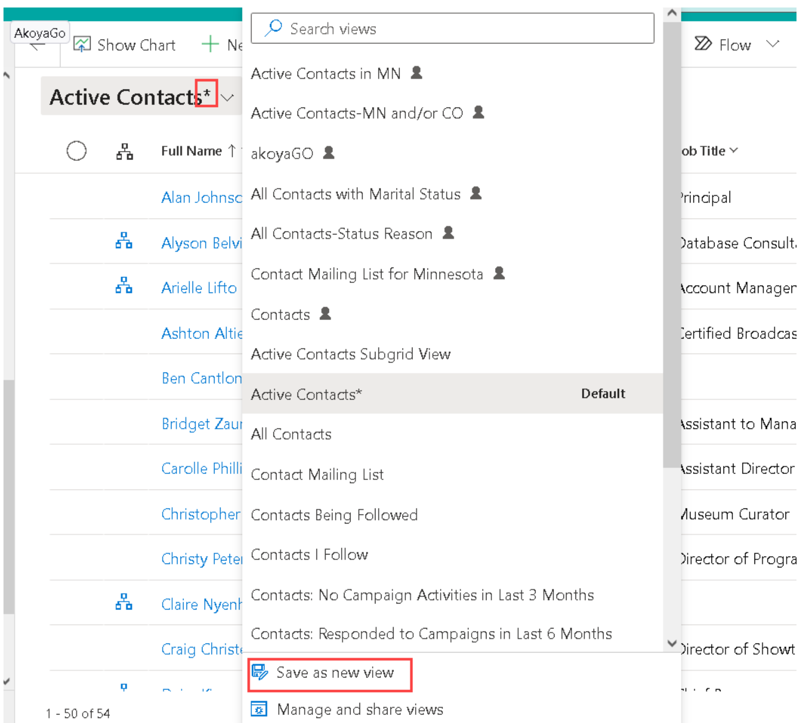
To undo changes to the view filter at any time, select **Reset to default** in the upper left-hand corner.

PERSONAL VIEWS

Once you've adjusted your columns and filtered rows, you need to save your View. After hitting the **Apply** button, you will be returned to the View on which you started. An asterisk (*) beside the view name indicates you edited the view and haven't saved it. If you switch to another view or leave the page, the view will revert to its original definition. To keep your changes and add the new view to the list of views available to you, be sure to save it.

SAVING YOUR EDITS AS A NEW VIEW

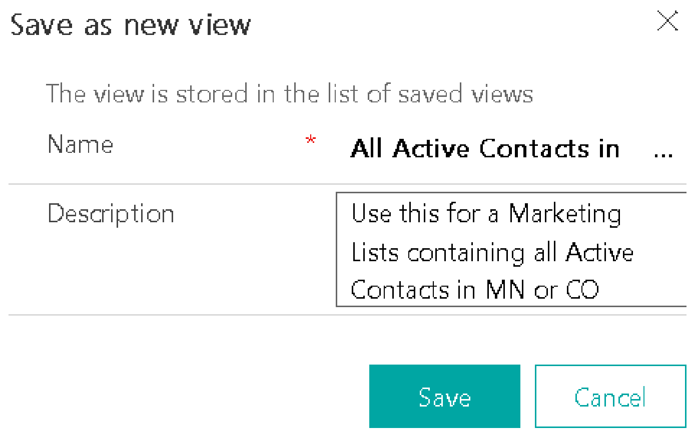
Once you've adjusted your columns and filtered rows, you need to save your View. After hitting the **Apply** button, you will be returned to the View on which you started. An asterisk (*) beside the view name indicates you edited the view and haven't saved it. If you switch to another view or leave the page, the view will revert to its original definition. To keep your changes and add the new view to the list of views available to you, be sure to save it.



To keep the original view, save your edited version as a new view with a different name. If you made changes to a view you don't have *Write* permission to, whether it's a system view or a personal view, then you can only **Save As New View**.

The next window will prompt you to enter a new **Name** and **Description** before you click on **Save**.

Note: If you want to keep the original view, be sure to give your edited view a different name. If you don't, your changes will *overwrite the existing view without confirmation*, even though you selected to save it as a new view.

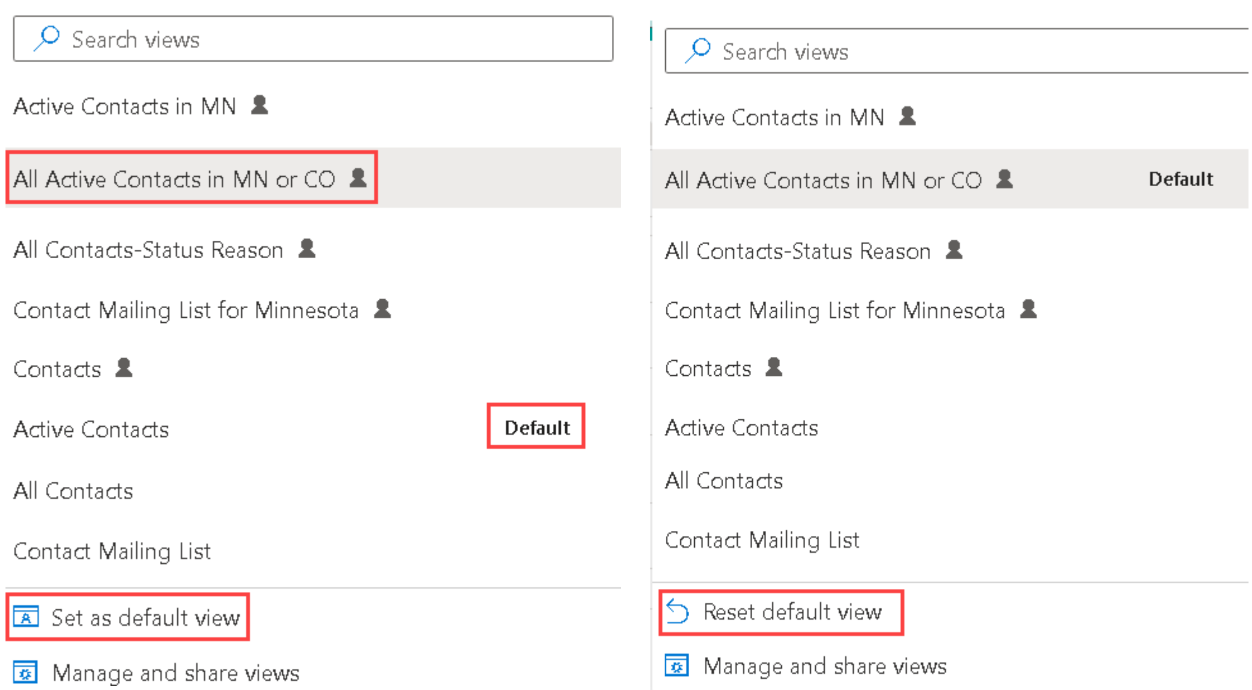


CHANGING THE DEFAULT VIEW

The default view for a table is indicated by the **Default** label in the View selector. You can set a different view as your personal default.

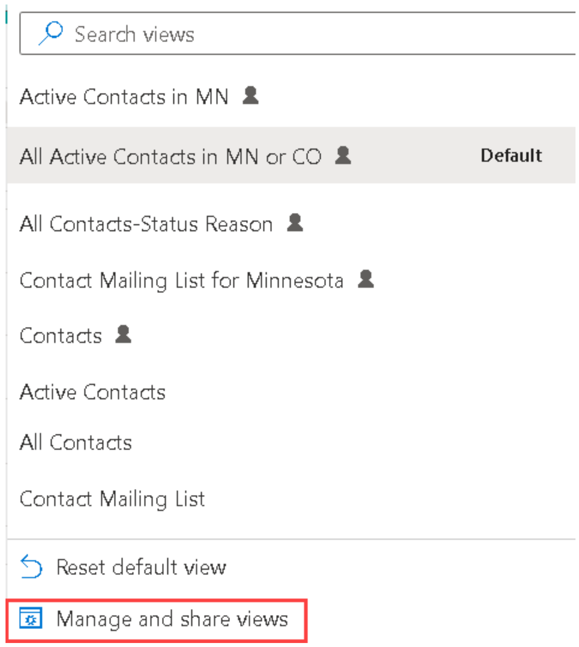
In the following example, **Active Contacts** is set as the default. To change your default View to **All Active Contacts in MN or CO**:

- In the View selector, select **All Active Contacts in MN or CO** to apply the view to the grid page.
- Open the View selector again and select **Set As Default View**.
- To change your personal default view back to the original default view, select **Reset Default View** in the View selector.

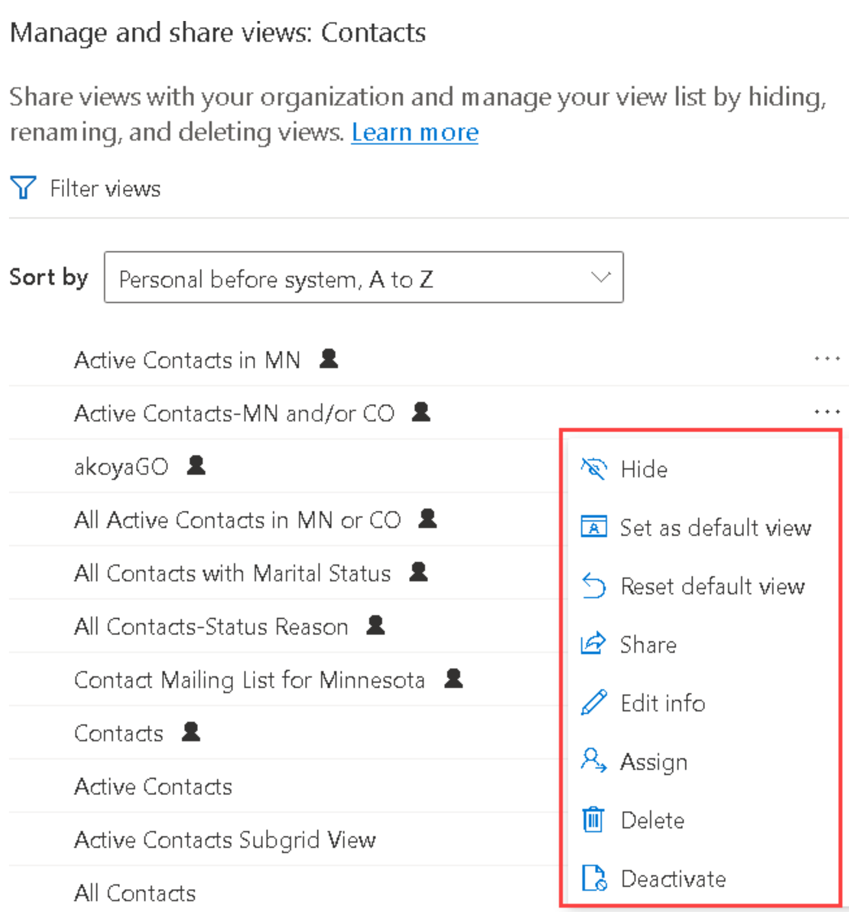


MANAGING AND SHARING PERSONAL VIEWS

With the right permissions, you can share, assign, hide, rename, and delete views. In the view selector, select **Manage and Share Views**.



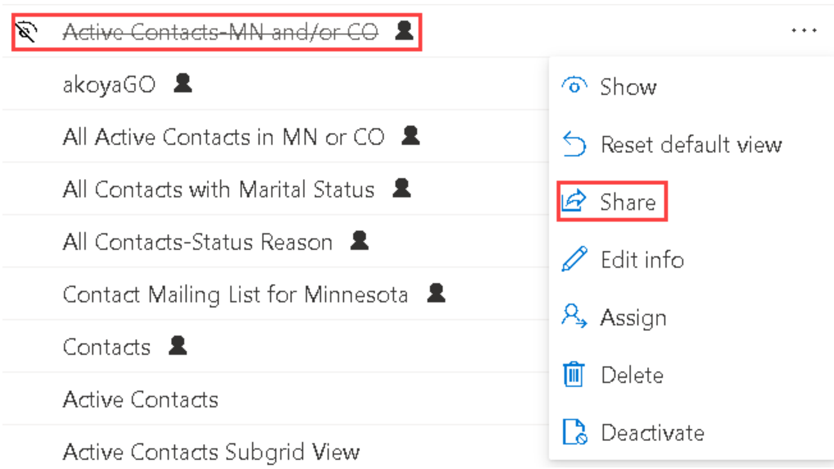
Select View commands (...) and then choose your option.



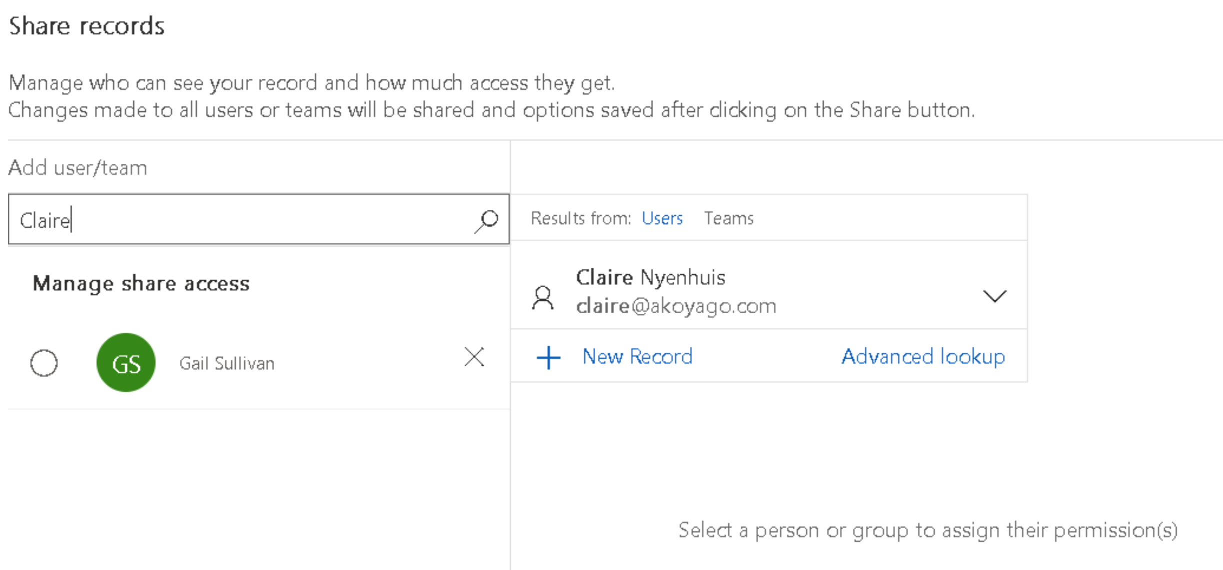
SHARING A VIEW

Sharing a View allows other Users to use the View while you maintain ownership rights. Before you can share a personal view, it must be saved. To share a View, select a View and click on **Share**.

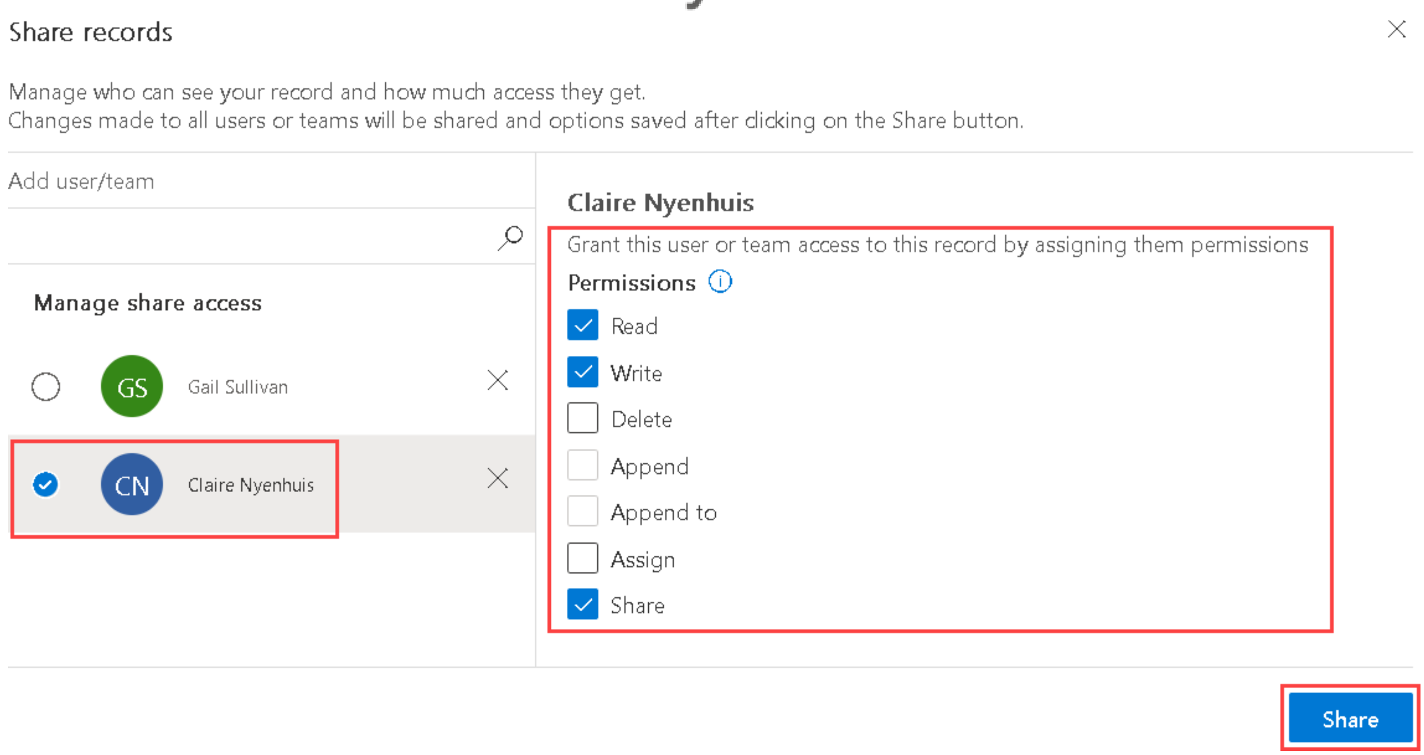
- In the view selector, select **Manage and Share Views**.
- Click on **Share**.



- **Add** as many Users or Teams using **Search**.

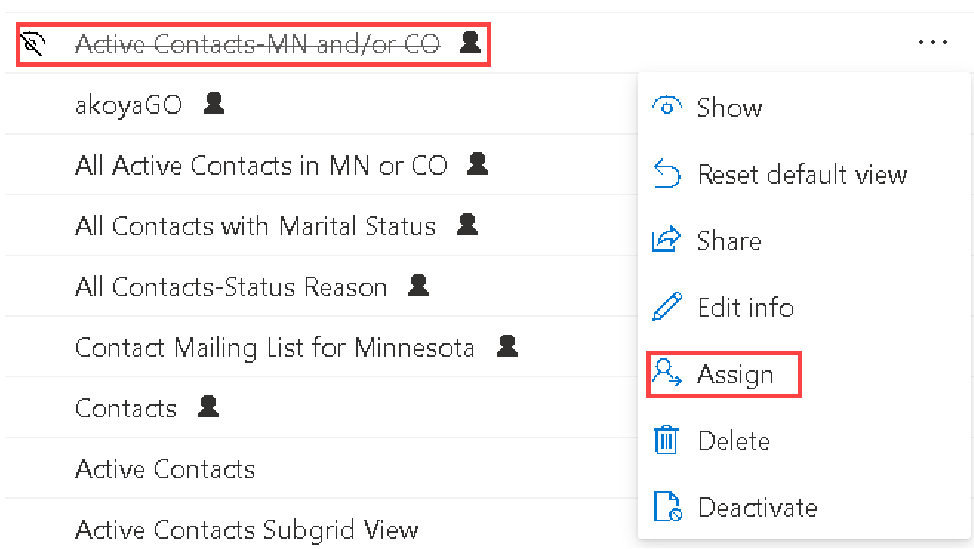


- Select the User and then grant individual permissions: Read, Write, Delete, Assign, and/or Share. You can select one or more permissions per User.

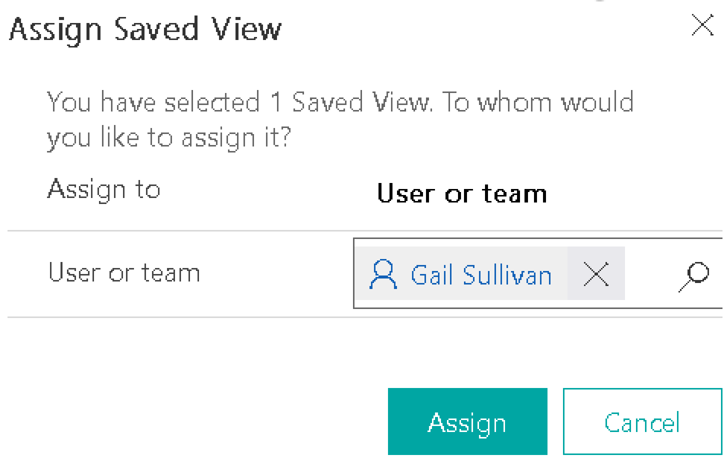


ASSIGNING A VIEW

Assigning ownership of the View to another User or Team in your organization can be done, but you give up all ownership rights. Assigning a View only appears on personal Views that you own. Before you can assign a personal View, it must be saved. To assign a View, select a View and click on **Assign**.



- In the view selector, select **Manage and Share Views.**
- Click on **Assign**.
- Select **Assign to User or Team**.
- Look up the User or Team and then select **Assign**.



Remember: Once you have assigned a View to another user, you will not be able to edit or share it. Best Practice: Before assigning a View, let the User or Team know they will be owners of that View.

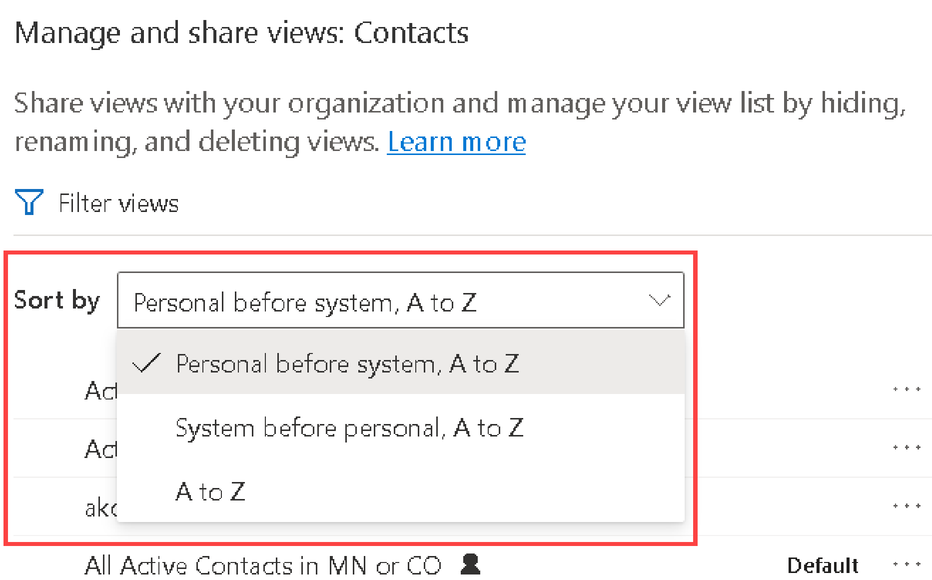
CHANGE THE ORDER OF VIEWS IN THE VIEW SELECTOR

By default, the view selector lists views in two groups, personal views and system views, each ordered alphabetically. You can change the sort order within groups or remove the grouping entirely and order the entire list alphabetically.

- In the view selector, select Manage and share views.
- Change the view selector sort order, and then select Apply.

The following sorting options are available:

- Personal before system, A to Z: This is the default. Both groups are ordered alphabetically. Personal views appear above system views.
- System before personal, A to Z: Both groups are ordered alphabetically. System views appear above personal views.
- A to Z: The grouping is removed. All views (system and personal) are presented in alphabetical order.



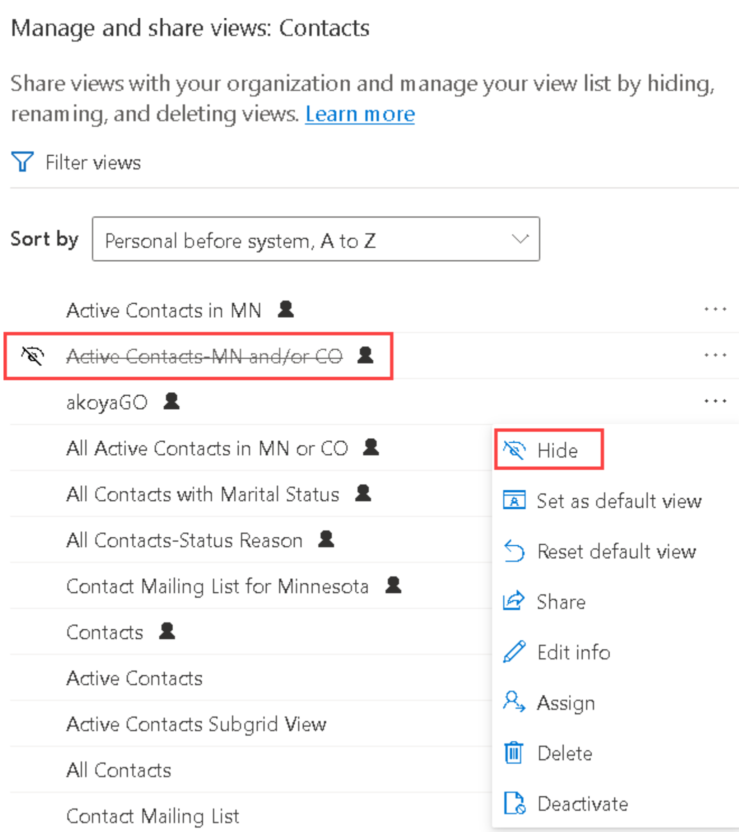
HIDING VIEWS

There may be times when the You can hide Views in the View selector to personalize the list and reduce clutter. You should keep some things in mind:

- When you hide a View, it's hidden from that table's views.
- If the View is shared with you and other team members, hiding it only hides the View for you. It's not hidden for everyone else who has access to the View.
- You can hide your Personal Views by default. You can hide System Views only if the administrator has allowed it.
- You can't hide a table's Default View. If you want to hide the Default View, set another View as the Default first.
- You can't set a Hidden View as the Default View for a table.

To hide a View:

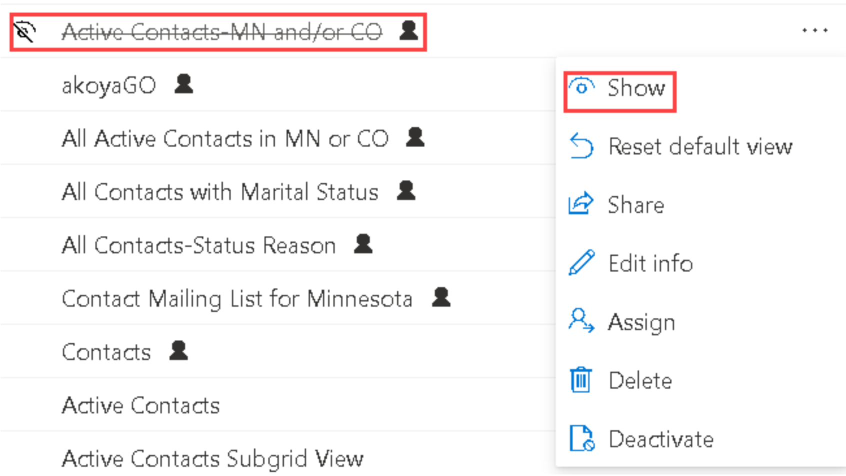
- In the View selector, select **Manage and Share Views**.
- Hover over the View and select **Hide**. Or you can select View commands (**...**) to the right of the View, and then select **Hide**.
- Select **Apply**.



To restore a Hidden View:

- In the View selector, select **Manage and Share Views**.

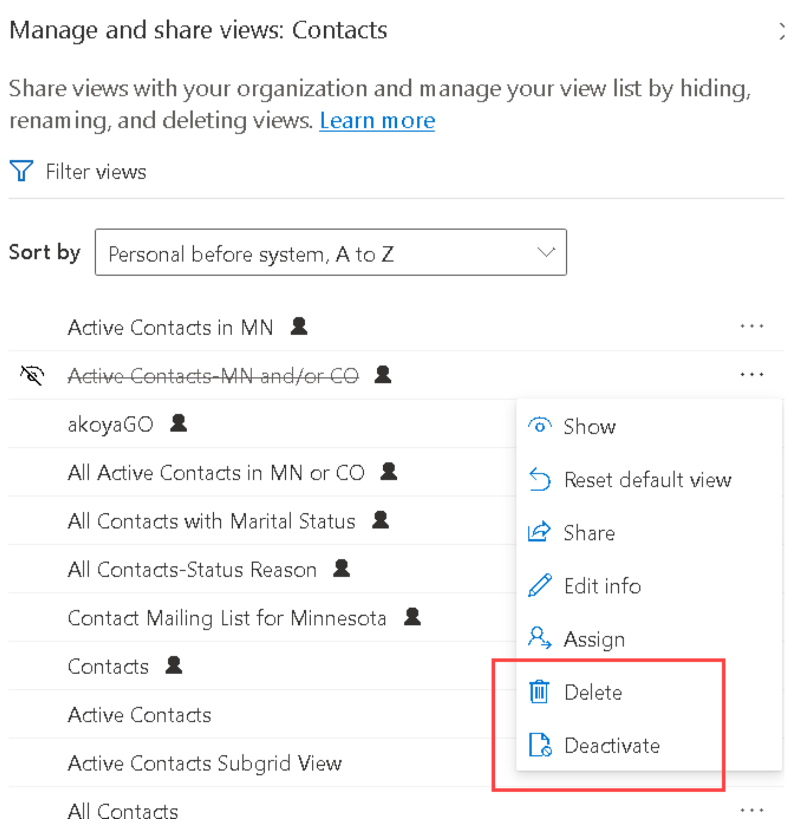
- Hover over the View and select **Show**. You can also select View commands (...) to the right of the View, and then select **Show**.
- Select Apply.



DEACTIVATING OR DELETING A VIEW

The best practice is to deactivate a view. You may want to reactivate it later and change criteria. Highlight the View and select **Deactivate**.

To delete a View, highlight the View and select **Delete**.



Searching

There are multiple ways to search for a specific record.

Quick Search

Quick search is available in the top-right of the view. It searches for entries that match your search criteria for that entity type.

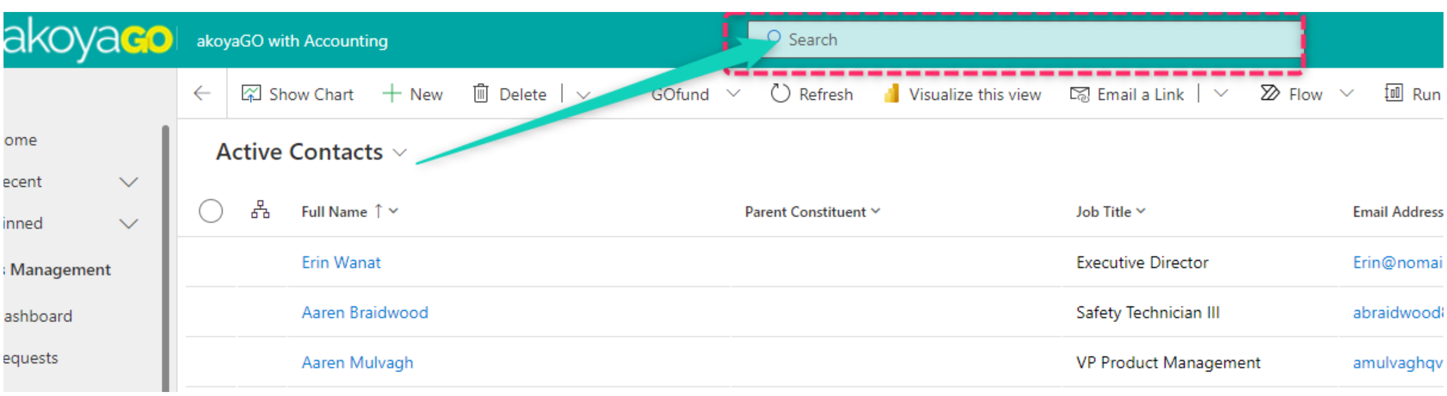
When using quick search, the results may not be all-inclusive. To pull in several records loosely based on your search, use a wildcard character in front of your search string. The wildcard is an asterisk *. If you are searching for Smith, you may need to enter *Smith.

You can use multiple search strings, each with an asterisk in front to help narrow down your search. For example, *School would find any records with School in the name. If you entered *Family *School, would find records that have both Family and School in the name.

Global Search

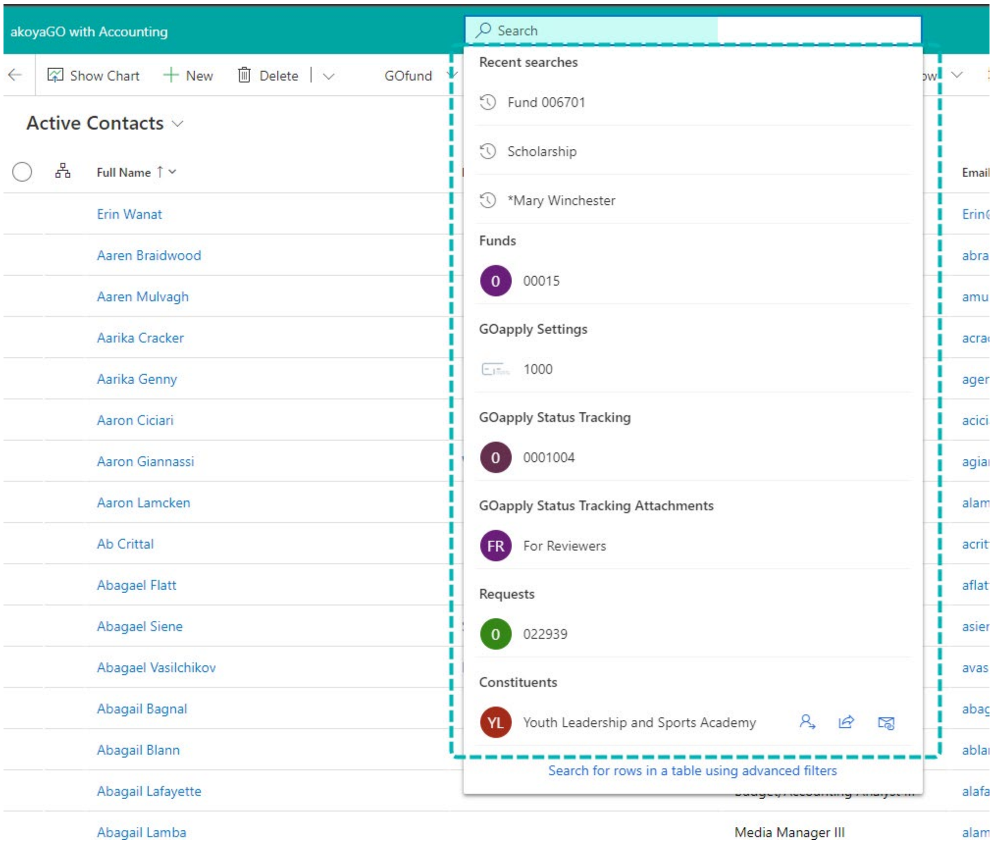
Global search does a search across entities. While quick search only looks within an entity, this type of search spans multiple areas within the system.

The global search bar can be seen at the very top of the screen and is visible throughout all workplaces and entities.



When you first click within the search bar, a list of recently visited records and/or most recent searches will be shown. Similar to the “Recent” entity, this allows for a quick look at recent history.

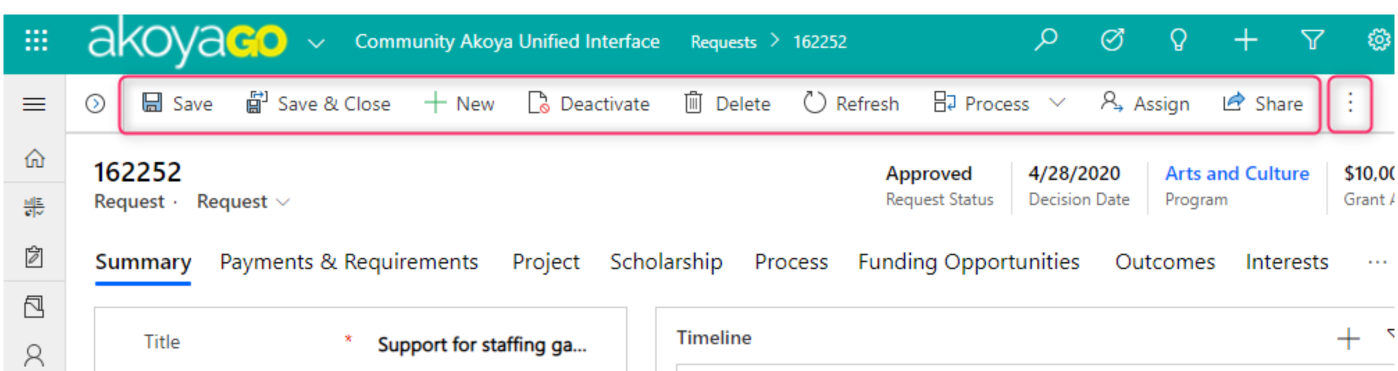
AMPLIFY YOUR IMPACT



Forms

A form lists the details of an individual record. From a view, select an entry and it will open a form that displays the details for that record. You create, edit, and view details for a record on a form.

The command bar at the top of the form indicates actions you can take on the record. The 3 dots on the right of the command bar list other available actions.



Adding Constituents

Constituents define a company or organization. They are typically the grantee. To add a constituent, do the following.

1. Select Grants Management from the Navigation Bar, then select Constituents
2. Do a "Quick Search" to make sure the Constituent doesn't already exist
3. Click on "New"
4. Enter all required information, and as much optional information that you have.
    - Enter the **Constituent Name** as it should appear in publications
    - Use **AKA** for acronyms and "formerly known as" data
    - akoyaGO will automatically add "https://" to the beginning of the **Website** field data
5. Click the save icon SAVE in the upper left-hand corner of the screen to save your record

Adding Contacts

Contacts can be added independently or from a constituent form. Adding from the constituent form sets up an association between the contact and the constituent.

Every constituent needs a primary contact. You can create the contact from the constituent form. To add a contact from the constituent form, go to the email section and search for the contact. If it exists, select the correct contact and the association is created. If it does not exist, press the +New

You can also add a contact from the Organization Details section of the Constituent.

To add a contact without linking it to a constituent, select Grants Management from the Navigation Bar, then select Contacts. Always do a 'quick search' to make sure the contact doesn't already exist. If it does not already exist, click on 'New'

1. Enter all required information, and any optional information that you have
2. When you click on **Full Name**, you will see a pop-up window that displays the **First Name** and **Last Name** fields
3. Enter the **Salutation** as you would like it to appear in correspondence (e.g., "Mr. Bromelkamp" or "Henry")
4. Assigning a **Parent Constituent** links the Contact record to that Constituent. The contact's name will show in the list of Contacts for that Constituent on the Constituent form.
5. Enter address and communication information and any details that help you define the contact.
6. Click the save icon SAVE in the upper left-hand corner of the screen to save your record

Grant Requests

Grant requests are a request for funds and define the amount of the grant. They are linked to the applicant (constituent) that will receive the request. For scholarships, it is also linked to the student requesting the grant (primary contact).

Find Grant Requests for a constituent

To find grant requests for a constituent, do the following:

1. Open the Constituent record for the Applicant. If the Constituent record doesn't exist, create it first.
2. Click the down arrow to the right of the record title in the Navigation Pane to view its related records.
3. Select Requests (Applicant) to view existing Request records for the Constituent
4. The Request Status is calculated based on the Grant Amount field (blank=pending, >0=approved, 0=denied)
5. The Grant Amount is a calculated field (Grant Amount = Original Grant + Grant Amendment)
6. To override the default Request Status, select and option from the Special Request Status field

Adding Grant Requests

To create a grant request, do the following:

1. Open the Constituent record for the Applicant
2. Select Requests tab to view existing Request records for the Constituent
3. Press **+ New** a new Request
4. Enter as much detail as you have available to define the grant request.
   - **Title**: Describes the request
   - **Applicant**: automatically filled in with the constituent you started from
   - **Primary Contact:** If a scholarship, this is the student that is requesting the funds
   - **Program**: category for the grant. Scholarships are one of the choices and must be selected to define this grant as a scholarship.
   - **Amount Requested** – There are fields in the Project section for Amount Requested and purpose. The title is usually an indicator of the anticipated use of the funds
5. Click the save icon SAVE in the upper left-hand corner of the screen to save your record

Award Grant Requests

To award a grant request, do the following:

1. Open the Constituent record for the Applicant.
2. Select Requests tab to view existing Request records for the Constituent
3. Select New Grant Request to add a new request
4. Define the request details.
5. Enter the amount to be paid in the **Grant Amount** field

Amend award for Grant Requests

To change the amount for a grant request, do the following:

1. Open the Constituent record for the Applicant.
2. Select Requests tab to view existing Request records for the Constituent
3. Select the Request you want to amend
4. Enter the amendment amount in the **Grant Amendment** field.

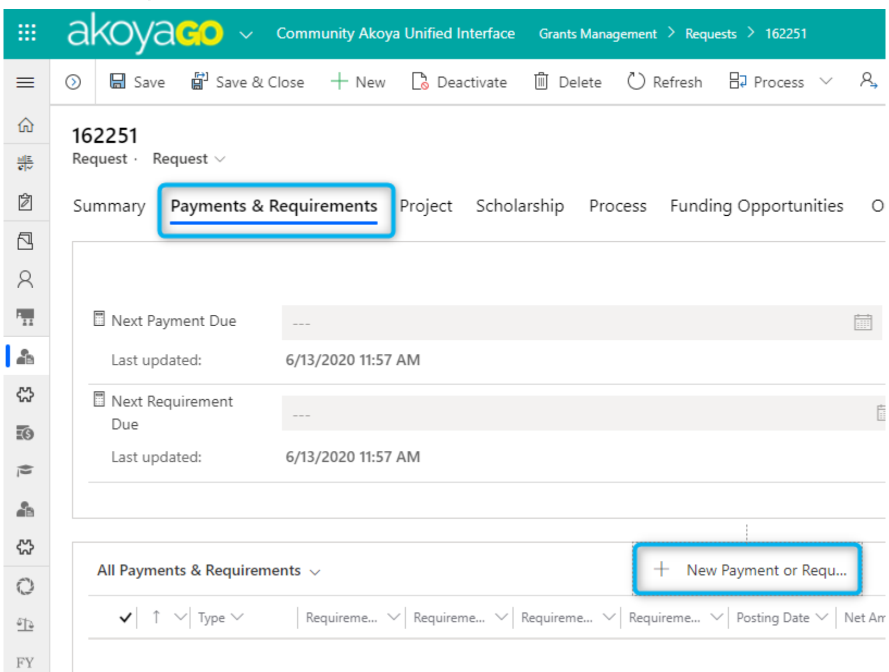
Denying Grant Requests

To deny a grant request, do the following:

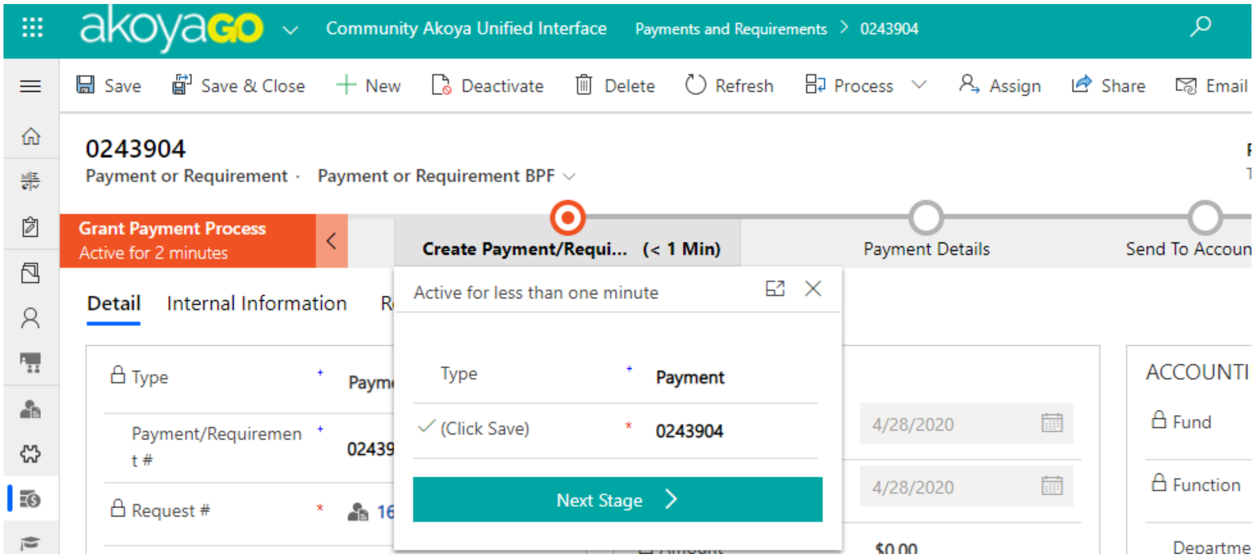
1. Open the Constituent record for the Applicant.
2. Select Requests tab to view existing Request records for the Constituent
3. Select the Request you want to deny
4. Enter 0 in the **Grant Amount** field.

Adding payments for a grant request

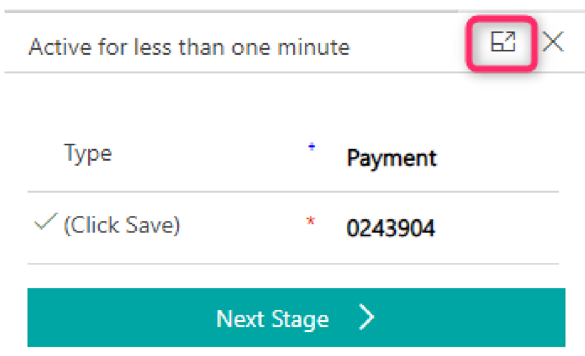
To schedule a payment for a grant request, do the following:

1. Open the Constituent record for the Applicant.
2. Select **Requests** tab to view existing Request records for the Constituent
3. Select the Request you want to pay
4. On the Request form, select the **Payments and Requirements** tab
5. In the **All Payments and Requirements** grid, select **New Payment**. If you don't see it, click the 3 dots to see more options
6. 

7. The payment processing window opens. Follow the process flow at the top ("bullseyes) to define the payment details. The process flow controls what you need to enter based on the payment type. Start by setting the type to **Payment** and click **Save**.



Note: you can dock the process flow window to the side of your screen by pressing the dock button highlighted in red below. Docking the window puts it to the right of your screen and remains in a consistent location throughout the payment process.



8. Press **Next Stage** to continue to the next stage in the payment process.
9. Continue through the payment processing steps entering the details that define the payment. At the end of each step, press **Next Stage**.
   Note: What you enter on the memo field will be the text that is displayed on the check

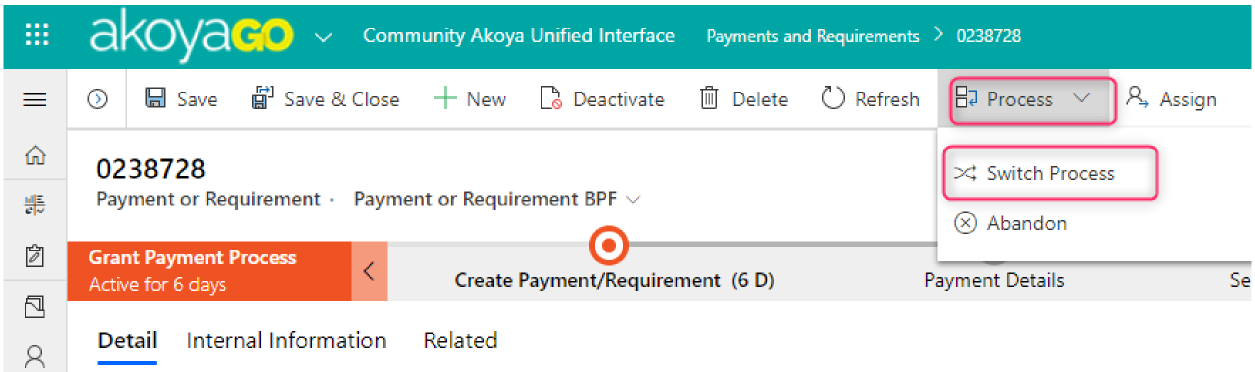
10. The last step in the process flow is transferring the payment to accounting. Enter "Go" in the folio field to transfer the payment to accounting. Folio will be updated to "Received" when the request is successfully transferred. When the payment is made in accounting, the folio will update to "Paid" and the payment date and check # will be updated.

Reversing Grant Requests

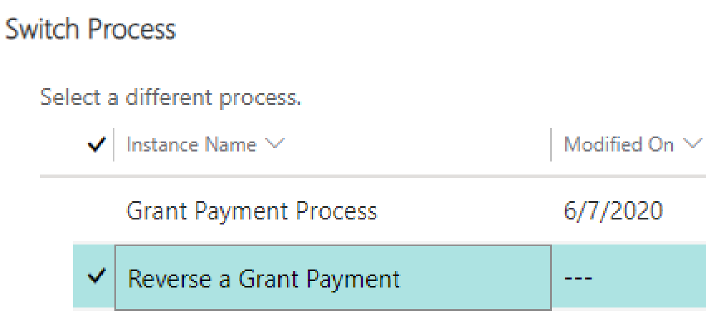
To reverse a payment for a grant request, you start the reversal in akoyaGO, not in your accounting system. To do a reversal, do the following:

1. Select the Request that needs a payment reversed

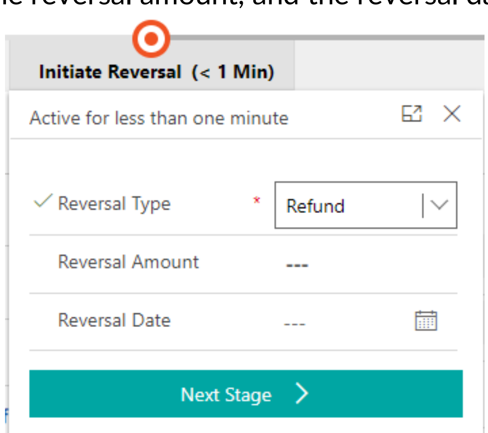
2. Select the **Payments and Requirements** tab
3. Select the Payment you want to reverse
4. Select **Process** then **Switch Process**



5. A dialog is displayed giving you options for which process to perform. Select **Reverse a Grant Payment** and press **OK** to start the reversal process.



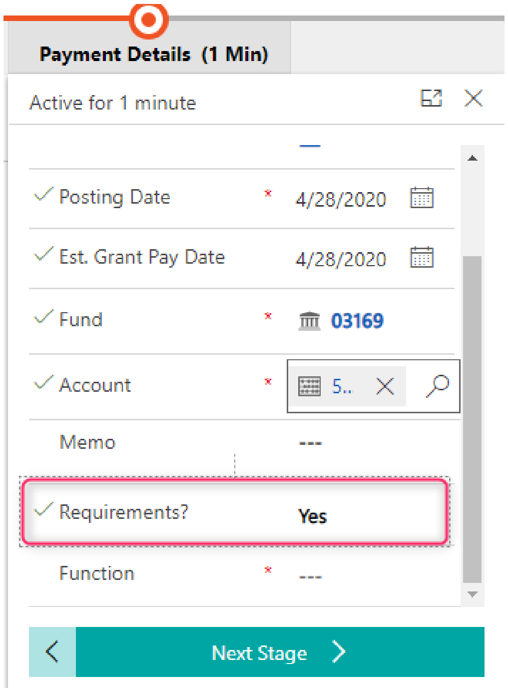
6. The process flow changes to reflect the reversal process. Select **Initiate Reversal** and select the reversal type, the reversal amount, and the reversal date. Press **Next Stage** to continue.



7. You will be prompted to confirm the reversal amount. Press OK to continue. When you press OK, the reversal is sent to the accounting system.
8. The reversal confirmation is displayed. Click Finish to complete the transaction.

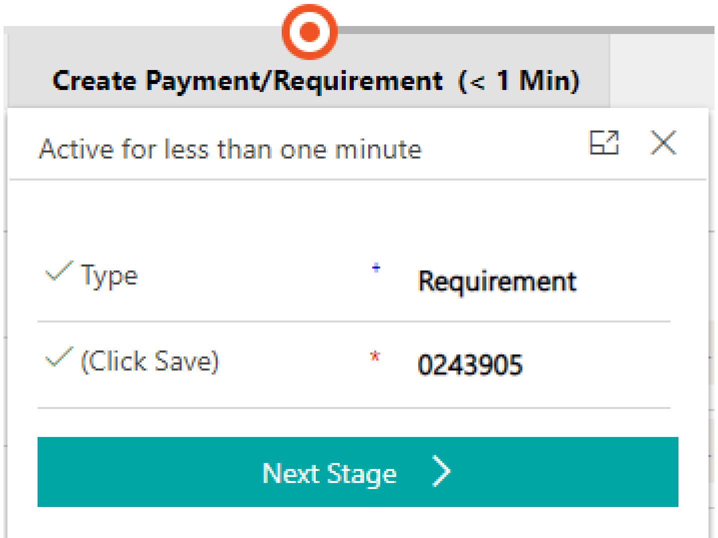
Adding requirements or conditions for a Grant Request

Requirements can be stand-alone or tied to a payment. If you have conditions for a specific payment, you would indicate that during the payment process.

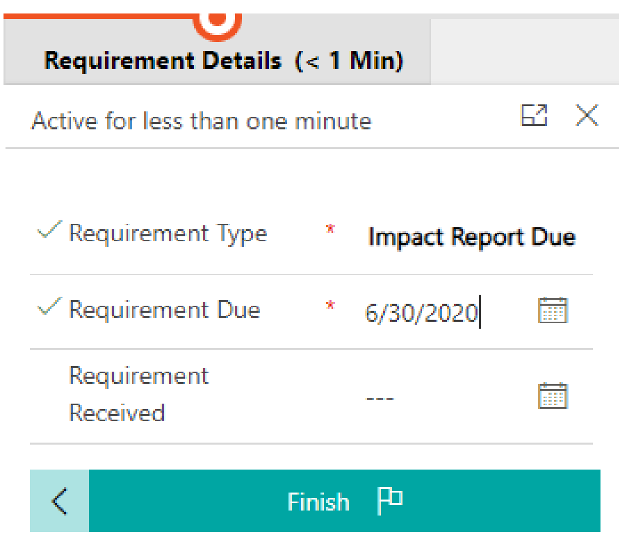


To add a stand-alone requirement or condition to a grant request, do the following:

1. Select the Request you to which you want to add a requirement or condition.
2. Select the **Payments & Requirements** tab
3. Click **+New Payment**
4. When payment/requirement form is displayed, select the **Create Payment/Requirement** process step and set the type to **Requirement**. Click Save to define the requirement process. Note that your process flow will be updated to collect the details about your requirement. Press **Next Stage** to start defining your requirement.



5. Define the requirement and set the requirement due date. Press **Finish**.



Donors and Prospects

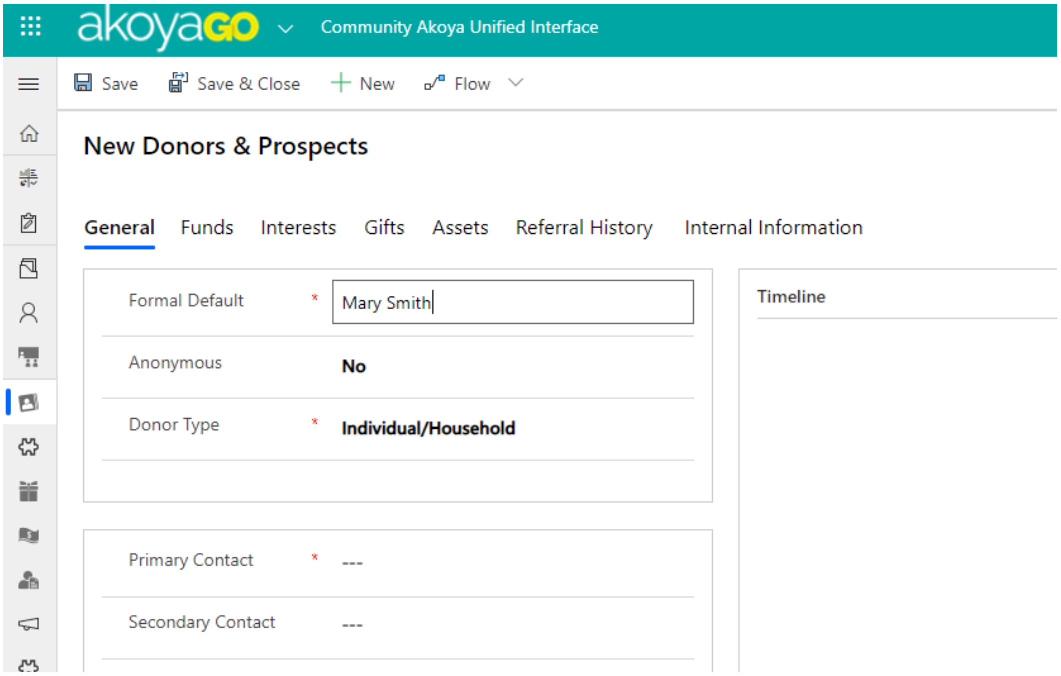
Donors and Prospects are part of Donor Management and define donors and potential donors.

Adding a Donor

To add a Donor, do the following.

Defining a Donor that is an individual

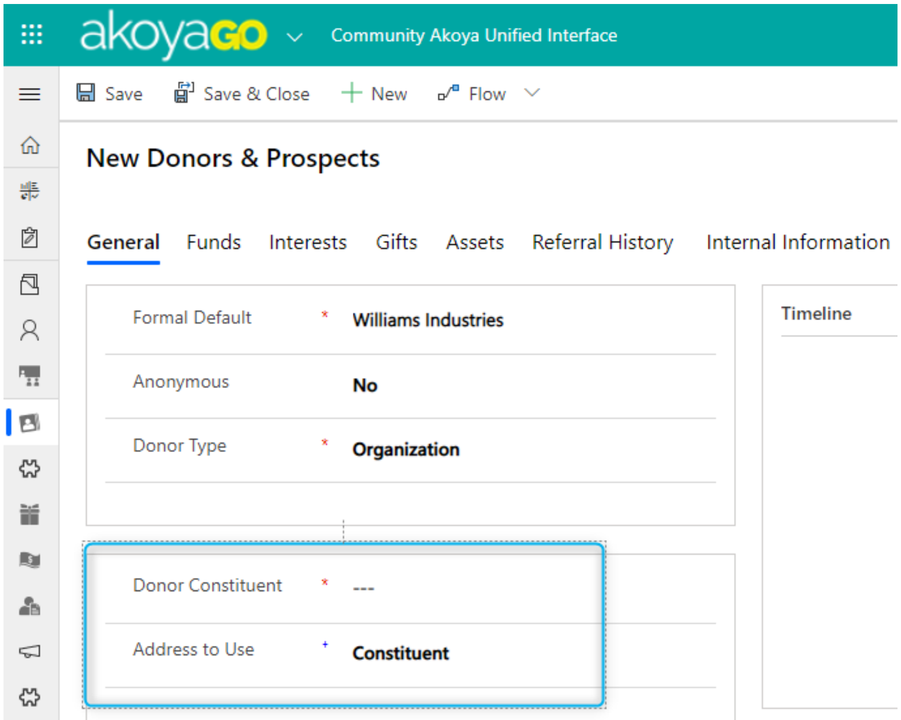
1. Select Donor Management from the Navigation Bar, then select Donors and Prospects
2. Do a "Quick Search" to make sure the Donor doesn't already exist
3. Click on **+New** on the command bar of the Donors and Prospects view.
4. Enter the name of the donor in the **Formal Default** field. This is the name that will be associated with the donor and will appear in publications.



5. In the **Primary Contact** field, select the contact record that defines the donor. If the contact is not defined, press New Contact to define the contact.
6. If this is a household and you want both the husband and wife listed, define the spouse on the Secondary Contact field.
7. Enter all other details available for the donor.
8. Click the save icon SAVE in the upper left-hand corner of the screen to save your record

Defining an Organizational Donor

1. Select Donor Management from the Navigation Bar, then select Donors and Prospects
2. Do a "Quick Search" to make sure the Donor doesn't already exist
3. Click on **+New** on the command bar of the Donors and Prospects view.
4. Enter the name of the donor in the **Formal Default** field. This is the name that will be associated with the donor and will appear in publications.
5. The **Donor Type** defaults to **Individual/Household**. If this is an organizational donor, click on the Individual/Household and it will switch to Organization. The form changes to collect the constituent details instead of the primary contact.



6. Enter all other details available for the donor.

7. Click the save icon SAVE in the upper left-hand corner of the screen to save your record

Gifts

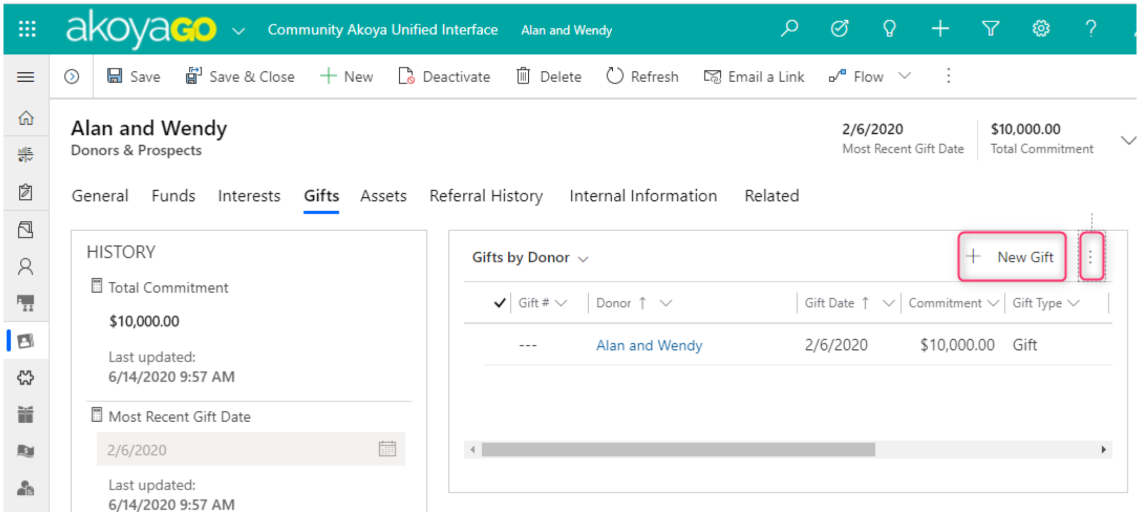
Gifts are a part of Donor Management and define donations made to the foundation.

Select the Donor Management workspace and search for the donor that has made a gift. If the donor does not exist, define the donor.

Adding a Gift

To add a Gift, do the following.

1. Select Donor Management from the Navigation Bar, then select Donor.
2. Find the donor making the gift and open the donor
3. Select the **Gifts** tab of the form
4. Press **+New Gift** to add a gift. If you do not see New Gift, press the 3 dots to display options

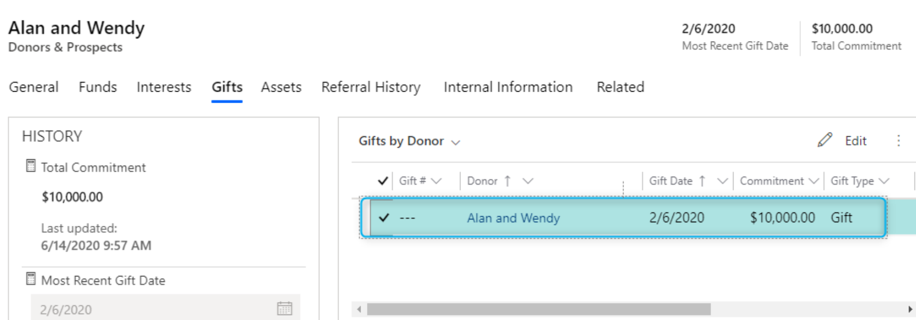


5. The Gift form opens. Enter the amount of the gift in the **Commitment** field.
6. Enter the date of the gift in the **Gift Date** field
7. Enter any other details available.
8. Click the save icon SAVE in the upper left-hand corner of the screen to save your record

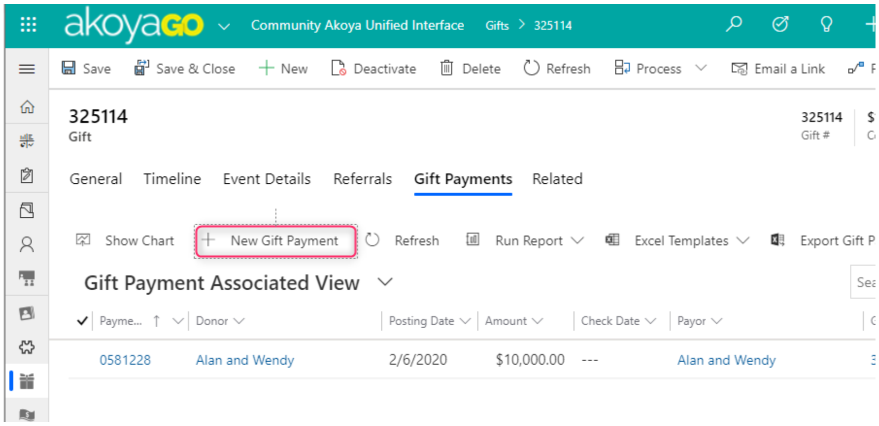
Adding a gift payment

To add a gift payment

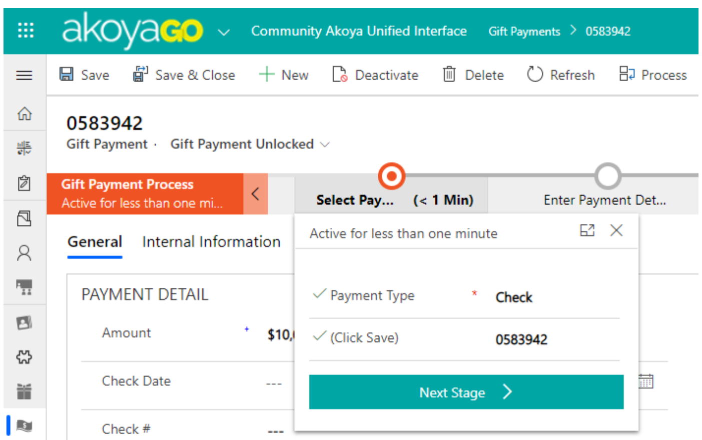
1. Find the donor making the gift and open the donor
2. Select the Gifts tab of the form
3. Select the **Gift** to open the Gift form.



4. Select the **Gift Payments** tab. If you do not see the Gift Payments tab, selected Related to see related entities and select Gift Payments.
5. Press **+New Gift Payment** to add a new gift payment



6. The Gift Payment form opens. Follow the process flow to define the gift details. Start by pressing the **Select Payment Type** gift processing step. The process flow will control what you need to enter based on the payment type..



7. Enter the **Payment Type**
8. Click the save icon SAVE in the upper left-hand corner of the screen to save the payment.
9. Press **Next Stage** to continue entering payment information
10. Enter the details for the type of gift. The process flow helps you enter the required details based on the payment type you selected. For checks, it would be the **Check Date** and **Check Number**.
11. Enter the **Fund** to receive the gift.
12. Enter the **Account** to receive the funds. It must be an account in the 4000 range.
13. Enter the **Department** and **Function** for the gift.
14. Press **Next Stage**.
15. Enter go in the **folio** and press **Next Stage** to send the payment to accounting.
16. The **folio** will update to Received when it is accepted by Business Central.

Fund Management

The Fund Management workplace has fund and accounting entities listed. Select the Funds Management workplace on the Navigation Bar to see a list of funds.

Creating a fund

To add a fund, do the following.

1. Select Funds Management from the Navigation Bar, then select Funds
2. Do a "Quick Search" to make sure the Fund doesn't already exist
3. Click on "New"
4. Enter all required information, and as much optional information that you have.
   - Enter the **Fund Name** that uniquely identifies the fund
   - Set a **Primary Contact** for the fund. You can add the contact from here if it doesn't exist.
   - Set the **Fund Type** (donor advised or pass-thru)
   - DT stands for Due To. The fund needs to have 100% of its assets allocated to one or more pools in any percentage wanted. If changing pools at a later date, put an end date in one already allocated and create a new one.
5. Click the save icon SAVE in the upper left-hand corner of the screen to save your record

Accounting

akoyaGO is an **accrual-basis** accounting system, meaning revenues/expenditures are recorded when they are incurred, regardless of when cash is exchanged.

Double Entry accounting

AkoyaGO is a double-entry accounting system. This means that for every transaction, there are at least two entries: one in assets/liabilities and another in revenue/expenditures. The total of debits must always equal total of credits for the transaction. For example, the double-sided entry (transaction) for a grant payment of $500 might look like this:

Expenditures - Grants Disbursement (5010)		Liability – Grants Payable (2030)	
Debit	Credit	Debit	Credit
$500.00			$500.00

Or the transaction for a contribution might look like this:

Revenue - Contributions (4010)		Asset – Contributions Receivable (1500)	
Debit	Credit	Debit	Credit
	$500.00	$500.00	

The following table summarizes the akoyaGO account categories

Flow of gifts/grant transactions

Defining Gifts and Payments is done in akoyaGO. The actual transfer of funds is done in Business Central. The following defines the flow of payments and gifts.

Gift Payment

Revenue Account 4xxx

A GL entry is made in 4xxx revenue (credit), 1xxx receivable (debit) account, then moved to 1999 undeposited funds. Net Assets are

Undeposited Funds

1999

All undeposited funds can all be deposited into checking account or into investment accounts.

Deposit checks in BC creates GL codes moving from 1999 to 1xxx account used for deposit.

If deposited in checking account, a monthly run of auto balance will show money transfers required to investment accounts. GL codes are created for moving money

Fund

Fund balances use net accounts, so they immediately reflect gift and grant payments

DT Accounts define which investment accounts are used by

Grant Payment

Expense Account 5xxx

A GL entry is made in the 5xxx payable (debit) and 2xxx expense (credit) accounts. Net Assets are calculated using 3xxx.

Grants Payable

2xxx

Grant payments can all be made directly from the checking account or an investment account.

Check writing in BC creates GL codes moving from 2xxx to 1xxx account for check writing.

A monthly run of auto balance will show money transfers required from investment accounts. GL codes are created for moving money.

Checking Account

1001

Running a balance sheet on Fund 01 lists all accounts. Investment accounts that are due money show a negative amount. Money is transferred from the checking to the investment account and the correct GL entries are created to reflect the transfer. (Auto balance feature)

Investment Accounts

1xxx

Dimensions

akoyaGO has 3 standard dimensions that are required for accounting

- **Fund** – represents donor funds managed by the foundation. This is required for all transactions.
- **Department** – Group of funds, sometimes for an affiliate organization or sub-entity of the foundation; this is required for all transactions. The default is one department (01).
- **Function** - represents a unit within the operations of the foundation such as Fundraising, Program, or Operations

Net Assets

Each revenue and expenditure account nets to a specified "Net Asset" account (numbered between 3000 and 3999) in order to track the change in spendable, non-spendable, accumulated earnings, and other categories of assets.

For example, when receiving the contribution below, if the net account for account 4010 is account 3000 (net assets – spendable), this gift would increase the spendable balance of this fund by $500.

Net assets on a balance sheet are defined as the amount by which your total assets exceed your total liabilities and is calculated by simply adding what you own (assets) and subtract it from whatever you owe (liabilities).

akoyaGO uses Net Assets to determine fund balances.

Glossary

Term	Workplace	Description
CRM		Customer Relationship Management. A database that allows you to keep track of relationships and interactions. Helps foundations stay connected to customers and streamline processes.
System View		"Out of the box" views set up within akoyaGO. You can customize your own view and save them, so they show up under "My Views"
Workplace		A collection of entities that pertain to a certain sector of business. In akoyaGO, our workplaces are **Grants Management, Donor Management,** and **Fund Management**
Entity		A collection of tables in each workplace. Each entity consists of records, and each record consists of fields/columns
Constituents	**All**	Constituents are places – organizations, businesses, nonprofits, etc. The Constituent Record holds the basic information about an organization and connects to one or multiple contacts.
Contacts	**All**	Contacts are people – they can be associated with a constituent or not. Contact records hold the basic contact information for individuals.

Committees	**All**	Committees are collections of contacts which are grouped for a specific purpose.
Requests	**Grants Management**	The Request entity houses the information associated with a request for funding by an organization – aka grant records, or an individual – aka scholarship records.
Funding Opportunities	**Grants Management, Fund Management**	Only in akoyaGO with Accounting. A funding opportunity tracks the foundation's proposal to a Fund for support of a Request. After a Request is received, the foundation can share it with fund holders as a Funding Opportunity. Funding Opportunities are also available in the Fund Management workplace.
Payments and Requirements	**Grants Management, Fund Management**	In the Payments and Requirements entity you'll find two record types that are linked to Requests. Payment records detail the payment information on the Request – things like how much was paid out, which fund did the money come from and when it was paid. Payments are used to create entries in akoyaGO's integrated accounting platform. Requirement records keep track of any conditions or contingencies related to the Request or specific Payment e.g., a report, a contract, or a transcript. Payments and Requirements is also available in the Fund Management workplace.
Term	Workplace	Description
Scholarships	**Grants Management, Fund Management, Donor Management**	The Scholarships entity tracks the scholarship programs administered by the foundation. On a Scholarship record you'll find conditions, eligibility requirements, and other details. Interfund Grants (akoyaGo Community) An Interfund Grant is a transfer of money from one fund to another within the foundation. Interfund Grants is also available in the Donor Management and Fund Management workplaces.
Interfund Grants	**Grants Management, Fund Management, Donor Management**	Interfund records allow you to create Request and Gift records for a transfer of money between funds. When fiscally transferred, a journal entry is created in akoyaGO's integrated accounting. Interfund Grants is also available in the Donor Management and Fund Management workplaces.
Concepts	**Grants Management**	Concepts are a developing idea that may progress into a grant or another foundation initiative
Interests	**Grants Management, Fund Management, Donor Management**	The Interests entity is a shared list of categories that can be applied to Requests, Funds and Donors. Interests can be used to connect requests with specific Donors or Funds.
Programs	**Grants Management**	Programs are categories or areas of giving your foundation supports. Programs are specific to Requests.

Program Budgets	**Grants Management**	Program Budgets allow you to set an amount you intend to fund in a specific Program.
Fiscal Year	**Grants Management**	A Fiscal Year is a defined period of time used for Program Budgets.
Outcomes	**Grants Management**	Measurable results pertaining to Requests funded by the foundation.
Outcome Measures	**Grants Management**	User defined units for quantitative and qualitative analysis of Outcomes.
Donors & Prospects	**Donor Management**	Donors & Prospects are individuals, households or organizations who have given or may give to the foundation. Individual or Household donors must be linked to a Contact record, and Organizations must be linked to a Constituent record
Donor Opportunities	**Donor Management**	Donor Opportunities allows you to track your stewardship of a donor for a specific purpose such as – a gift, starting a fund, volunteering, a bequest, etc.
Gifts	**Donor Management**	Gift records track money committed to your foundation by a Donor.
Term	Workplace	Description
Gift Payments	**Donor Management, Fund Management**	A Gift Payment the receipt of funds toward a Donor commitment (Gift). This includes information such as the payment type, the payment date, and to which fund the money was credited. Gift Payments is also available in the Fund Management workplace.
Campaigns	**Donor Management**	A campaign is an initiative made up of one or more Activities - a capital campaign, for example.
Gift Fees	**Donor Management, Fund Management**	The Gift Fees allows you to define types of fees that be applied to Gift Payments - such as PayPal or Credit Card fees
Events	**Donor Management**	Through the Events entity, you can create records that track the attendees and planning information for events hosted by your foundation.
Interests	**Grants Management, Donor Management, Fund Management**	The Interests entity is a shared list of categories that can be applied to Requests, Funds, and Donors. Interests can be used to connect requests with specific Donors or Funds.
Proposals	**Donor Management**	A Proposal is a request for funding to an outside agency - for example, to receive a grant.
Referrals	**Donor Management**	Referrals are used to soft credit Donors for bringing Gifts to the foundation.
Marketing Lists	**Donor Management**	Marketing Lists are lists of Contacts or Constituents manually selected or be based on a set of criteria.

Quick Campaigns	**Donor Management**	Quick Campaigns are used to distribute a single activity, such as a mailing, a phone call or task, to selected Constituents, Contacts, or Marketing Lists.
Funds	**Fund Management**	A fund is a pool of money used for a specific purpose. Types of Funds include donor advised, scholarship, agency endowment, designated, field of interest, etc.
Accounts	**Fund Management**	Account records are used to sort, store, and summarize financial transactions including assets, liabilities, net assets, income, and expenses.
Term	Workplace	Description
Payments and Requirements	**Fund Management**	In the Payments and Requirements entity you'll find two record types that are kinked to Requests. Payment records detail the payment information on the Request - things like how much was paid out, which fund did the money come from and when it was paid. Payments are also fiscal transferred to akoyaGO's integrated accounting. Requirement records keep track of any reports that the applicant is required to complete in exchange for your foundation funding their project.
Scheduled Distributions	**Fund Management**	A Scheduled Distribution is a predefined recurring grant made to a specific recipient.
Gift Fees (Fund Management)	**Fund Management**	The Gift Fee entity allows you to set up reoccurring fees that gifts may incur, such as PayPal or Credit Card fees. When you set a Gift Fee record up, you'll be prompted to add it to a Gift Payment in our Gift Payment Business Process Flow.
Accounting Settings	**Fund Management**	Accounting Settings are organization level settings used with the integrated accounting platform, Business Central.
Departments	**Fund Management**	A department is a group of funds, sometimes for an affiliate organization or a sub-entity
Functions	**Fund Management**	A function is a unit within the foundation such as fundraising, program, or operations. Functions are assigned to income or expense transactions.
Reports	**Tools**	Within the Reports entity you'll find a list of all the supplied or custom reports for your organization and where you can create your own custom reports.
Fund Fee Formulas (akoyaGO with Accounting)	**Tools**	Fees charged to funds administered by the Foundation. Fund Fee formulas are set here

Spendable Allotment (akoyaGO with Accounting)	**Tools**	The target amount each year that a fund is permitted to spend. The formula for spendable allotment is set here.
Service Areas	**Tools**	The list of Service Areas can be managed here. A service area can be designated on the Request record.
Project Areas	**Tools**	The list of Project Areas can be managed here. A Project area can be designated on the Request record.
Scholarships	**Tools**	Your list of scholarships can be managed here. Scholarships are selected on the Request record.