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2023

# EMPOWERED

USER CONFERENCE 2023

## BUSINESS CENTRAL REPORTING

PRESENTED BY  
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# VIEWS

Filtered Lists in Business Central

# VIEWS

Lists can be filtered, and filters stored for future use

The screenshot displays the Dynamics 365 Business Central interface. At the top, the navigation bar includes the 'akoyaGO' logo and 'Dynamics 365 Business Central' text. The main navigation pane on the left shows 'Empowered' and various functional areas like Finance, Cash Management, Revenues, Expenses, and Approvals. The central pane shows a list of 'Unpaid Invoices'. A filter is applied to the 'Remaining Amount' column, showing only invoices with a value greater than 0. The list contains two entries: one for 'Redemption House' and another for 'Office Depot'.

No.	Vendor Invoice No.	Vendor No.	Vendor	Currency Code	Amount	Amount Including Tax	Posting Date	Due Date	Remaining Amount	Closed	Canceled	Correcti...
108081	107107	ORG-002043	Redemption House		1,500.00	1,500.00	4/18/2023	4/18/2023	1,500.00	No	-	-
108090	OFFICE DEPO...	Y00280	Office Depot		1,225.00	1,225.00	2/15/2023	2/15/2023	1,225.00	No	-	-

Tip: Try personalizing views to add/remove columns

# VIEWS

- Some lists in Business Central display totals, such as the Chart of Accounts
- These list totals can be filtered by date, fund and department

The screenshot displays the akoyaGO Dynamics 365 Business Central interface. The top navigation bar includes the akoyaGO logo, the text "Dynamics 365 Business Central", and user profile information. Below the navigation bar, the "Empowered" section is active, showing a list of financial accounts under the "Chart of Accounts" view. The list is filtered by date, fund, and department. The "Filter totals by:" section is highlighted with a red box, showing filters for Date (03/31/23), Fund (00001), and Department (00001). The list of accounts includes columns for No., Name, Account Category, Net Change, Balance, Income/Balance, Account Subcategory, and Account Type. The accounts listed are: 1001 Checking (Assets, 9,953,356.00, 9,884,504.00, Balance Sheet, Cash, Po), 1002 Petty Cash (Assets, -, -, Balance Sheet, Po), 1005 Meridith Savings (Assets, -9,558.78, -9,558.78, Balance Sheet, Po), 1007 River State Bank-Checking (Assets, -, -, Balance Sheet, Po), 1030 Money Market Account (Assets, -6,097,468.27, -6,049,468.27, Balance Sheet, Po), 1050 Wells Fargo Checking (Assets, -, -, Balance Sheet, Po), 1058 Checking REG, LLC (Assets, -, 1,500.00, Balance Sheet, Po), 1100 Joint Investments (Assets, -, -, Balance Sheet, Po), and 1101 Strategic Pool (Assets, -1,552,477.84, -1,493,277.84, Balance Sheet, Po).

No.	Name	Account Category	Net Change	Balance	Income/Balance	Account Subcategory	Account Type
1001	Checking	Assets	9,953,356.00	9,884,504.00	Balance Sheet	Cash	Po
1002	Petty Cash	Assets	-	-	Balance Sheet		Po
1005	Meridith Savings	Assets	-9,558.78	-9,558.78	Balance Sheet		Po
1007	River State Bank-Checking	Assets	-	-	Balance Sheet		Po
1030	Money Market Account	Assets	-6,097,468.27	-6,049,468.27	Balance Sheet		Po
1050	Wells Fargo Checking	Assets	-	-	Balance Sheet		Po
1058	Checking REG, LLC	Assets	-	1,500.00	Balance Sheet		Po
1100	Joint Investments	Assets	-	-	Balance Sheet		Po
1101	Strategic Pool	Assets	-1,552,477.84	-1,493,277.84	Balance Sheet		Po

# STANDARD REPORTS

Business Central include a full suite  
of standard reports

# STANDARD REPORTS

- Standard Reports can be found in the related tables
- For example:
  - Trial Balance is found on the Chart of Accounts page
  - Aged Accounts Payable is found on the Vendor/Payee page
  - Positive Pay Export is found on the bank account record

The screenshot displays the Dynamics 365 Business Central interface with the 'akoyaGO' logo. The top navigation bar includes 'Empowered', 'Finance', 'Cash Management', 'Revenues', 'Expenses', and 'Approvals'. The main area is titled 'Chart of Accounts: Custom filtered'. A table lists accounts with columns for No., Name, Account Category, Net Change, and Balance. A dropdown menu for 'Report' is open, showing options: Trial Balance Detail/Summary, Trial Balance (highlighted), Consol. Trial Balance, and G/L Register. A tooltip for 'Trial Balance' reads: 'View the chart of accounts that have balances and net changes.'

No.	Name	Account Category	Net Change	Balance
1001	Checking	Assets	9,953,356.00	9,884,50
1002	Petty Cash	Assets	-	
1005	Meridith Savings	Assets	-9,558.78	-9,558.78

# STANDARD REPORTS

- Standard Reports can also be found by searching using the magnifying glass in the upper right-hand corner
- Users can bookmark frequently used reports by selecting the bookmark icon in the search results


Tell me what you want to do



trial balance

Go to Reports and Analysis

Show all (15)

 Trial Balance

Reports and Analysis



 Detail Trial Balance

Reports and Analysis

 Trial Balance/Budget

Reports and Analysis

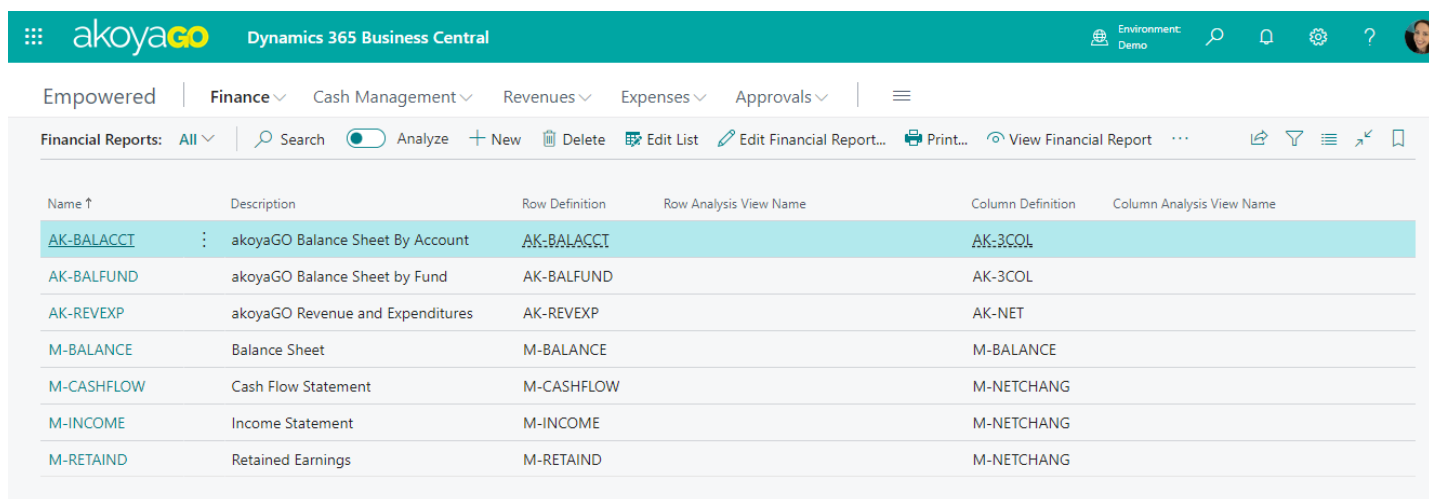


# CUSTOM FINANCIAL REPORTS

Create and manage custom  
financial reports

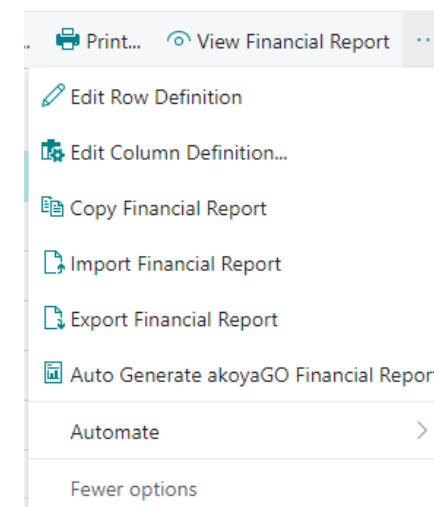
# CUSTOM FINANCIAL REPORTS

- Financial Reports are comprised of two parts:
  - Row Definition
  - Column Definition
- A row or column definition can be used by multiple financial reports, if desired



The screenshot shows the 'Financial Reports' section in the akoyaGO Dynamics 365 Business Central interface. The table lists various financial reports with their names, descriptions, row definitions, row analysis view names, column definitions, and column analysis view names.

Name ↑	Description	Row Definition	Row Analysis View Name	Column Definition	Column Analysis View Name
AK-BALACCT	akoyaGO Balance Sheet By Account	AK-BALACCT		AK-3COL	
AK-BALFUND	akoyaGO Balance Sheet by Fund	AK-BALFUND		AK-3COL	
AK-REVEXP	akoyaGO Revenue and Expenditures	AK-REVEXP		AK-NET	
M-BALANCE	Balance Sheet	M-BALANCE		M-BALANCE	
M-CASHFLOW	Cash Flow Statement	M-CASHFLOW		M-NETCHANG	
M-INCOME	Income Statement	M-INCOME		M-NETCHANG	
M-RETAIND	Retained Earnings	M-RETAIND		M-NETCHANG	



# CUSTOM FINANCIAL REPORTS

- To edit a row definition, from the Financial Reports page, select the relevant Financial Report, and then choose Edit Row Definition
- Rows can be based on specific accounts, account categories, or formulas.

akoyaGO Dynamics 365 Business Central

Row Definition

Changes to this row definition will affect all financial reports using it. Don't show again

Name: AK-BALACCT




Manage Process Insert Automate Fewer options


Row No.	Description	Totalling Type	Totalling	Row Type	Amount Type	Show Opposite Sign	Show	Bold	Italic	Undelete
→	<b>Assets</b>	Posting Accounts		Net Change	Net Amount	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1001 - Checking	Posting Accounts	1001	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1002 - Petty Cash	Posting Accounts	1002	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1005 - Meridith Savings	Posting Accounts	1005	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1007 - River State Bank-Checking	Posting Accounts	1007	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1030 - Money Market Account	Posting Accounts	1030	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1050 - Wells Fargo Checking	Posting Accounts	1050	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1058 - Checking REG, LLC	Posting Accounts	1058	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1101 - Strategic Pool	Posting Accounts	1101	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1102 - Moderately Conservative Pool	Posting Accounts	1102	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1103 - SRL Pool	Posting Accounts	1103	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1104 - Fixed Income Pool	Posting Accounts	1104	Net Change	Net Amount	<input type="checkbox"/>	If Any Colu...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# CUSTOM FINANCIAL REPORTS

- To edit a column definition, from the Financial Reports page, select the relevant Financial Report, and then choose Edit Column Definition
- Each row represents a column in the report layout

Name.....AK-3COL...

Manage  Copy Column Layout | More options  

Column No.	Column Header	Column Type	Ledger Entry Type	Amount Type	Formula	Fund Totaling	Departme... Totaling	Show Opp... Sign	Comparison Period Formula	Show	Rounding Factor
→		Beginning Balance	Beginning Balance	Entries	Net Amount			<input type="checkbox"/>		Always	None
		Net Change	Net Change	Entries	Net Amount			<input type="checkbox"/>		Always	None
		Balance at Date	Balance at Date	Entries	Net Amount			<input type="checkbox"/>		Always	None

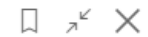
# SAVED REPORT FILTERS

Retain report filters for future use

# SAVED REPORT FILTERS

Report filters can be saved and shared with other users

Akoya.net Balance Sheet by Account



Printer	(Handled by the browser)	▼
Report Layout	./Report/Layouts/Akoya Account Schedule.rdl	...
Use default values from	Last used options and filters	▼
Options		
Filters		
Starting Date		📅
Ending Date		📅
G/L Budget		▼

Name ↑

Consolidated Balance Sheet 2023

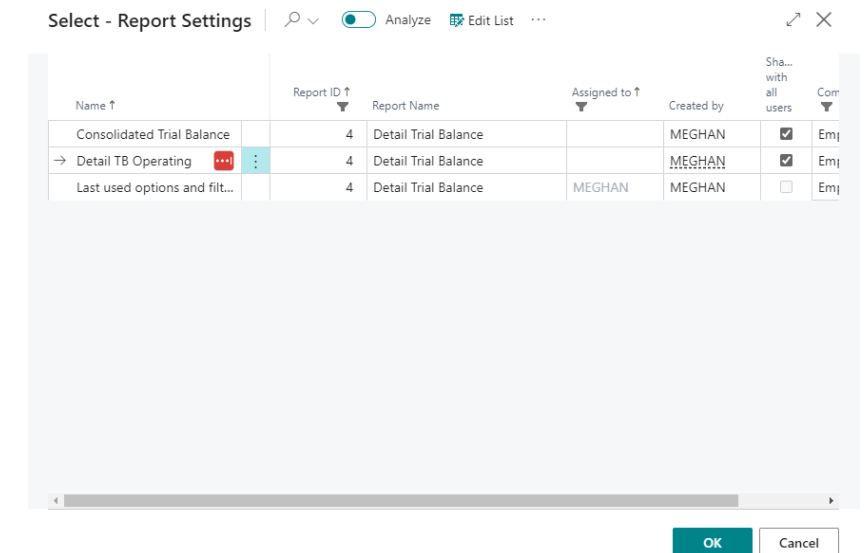
→ Last used options and filters

Select from full list

Show more

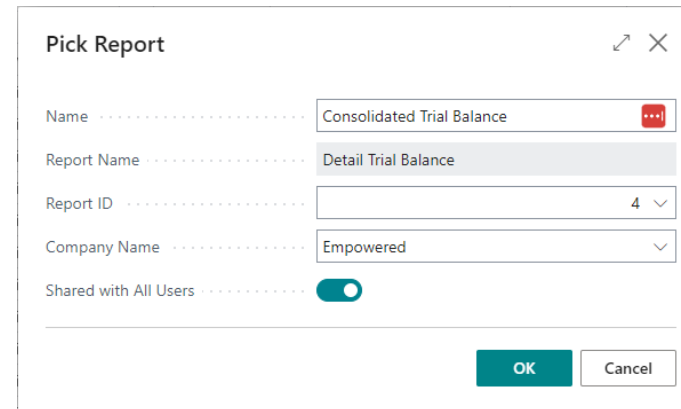
# SAVED REPORT FILTERS

- Every time a report is printed (or “Sent to” another format), Business Central saves the filter as the “Last used options and filters”
- Those options can be renamed and saved
  - Choose “Select from full list”
  - Highlight the last used options and filters and select “Copy”
  - Select “Edit List”
  - Rename the copied filter
  - To share with other users, clear the “Assigned to” value



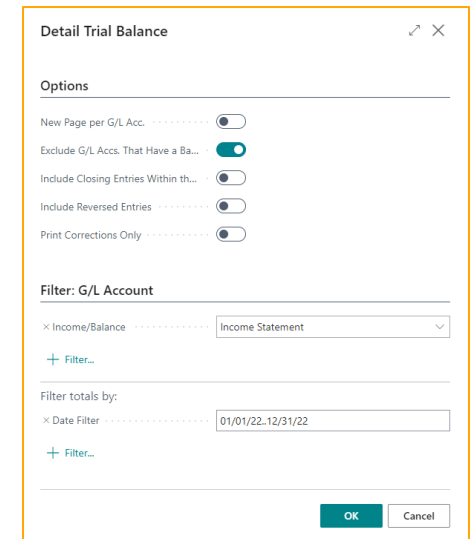
# SAVED REPORT FILTERS

- Filters can be built from scratch in the “Report Settings” page.
  - Choose “New”
  - Provide a name for the filter and select the appropriate Report ID (which report the filter applies to)
  - Specify if the filter should be shared with all users
  - Select “OK”
  - Set filter properties
  - Select “OK”



The 'Pick Report' dialog box contains the following fields and controls:

- Name:** Consolidated Trial Balance (with a red menu icon)
- Report Name:** Detail Trial Balance (highlighted)
- Report ID:** 4 (with a dropdown arrow)
- Company Name:** Empowered (with a dropdown arrow)
- Shared with All Users:** A toggle switch that is currently turned on.
- Buttons:** OK and Cancel at the bottom right.



The 'Detail Trial Balance' dialog box contains the following sections and controls:

- Options:**
  - New Page per G/L Acc.: Toggle switch (off)
  - Exclude G/L Accs. That Have a Ba...: Toggle switch (on)
  - Include Closing Entries Within th...: Toggle switch (off)
  - Include Reversed Entries: Toggle switch (off)
  - Print Corrections Only: Toggle switch (off)
- Filter: G/L Account:**
  - Income/Balance: Income Statement (dropdown menu)
  - + Filter... (link)
- Filter totals by:**
  - Date Filter: 01/01/22-12/31/22 (text input)
  - + Filter... (link)
- Buttons:** OK and Cancel at the bottom right.

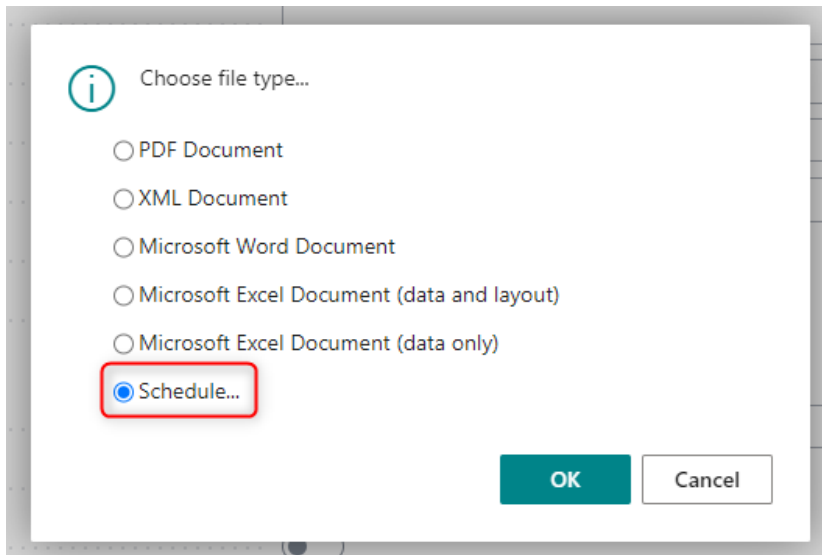


# SCHEDULED REPORTS

Automate report generation

# SCHEDULED REPORTS

- Automatically generate reports and send them to the Report Inbox
- When printing a report choose “Send To...”



Choose file type...

☐ PDF Document

☐ XML Document

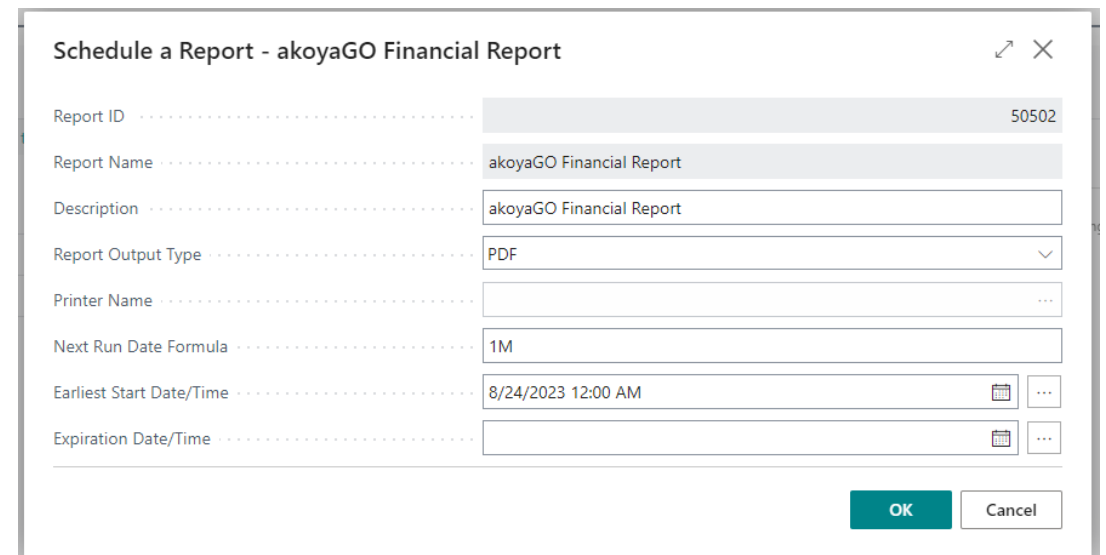
☐ Microsoft Word Document

☐ Microsoft Excel Document (data and layout)

☐ Microsoft Excel Document (data only)

☒ Schedule...

OK Cancel



Schedule a Report - akoyaGO Financial Report

Report ID ..... 50502

Report Name ..... akoyaGO Financial Report

Description ..... akoyaGO Financial Report

Report Output Type ..... PDF

Printer Name ..... .....

Next Run Date Formula ..... 1M

Earliest Start Date/Time ..... 8/24/2023 12:00 AM

Expiration Date/Time ..... .....

OK Cancel

# SCHEDULED REPORTS

- Find reports listed in the “Report Inbox” on the dashboard once they’ve been run
- Manage scheduled reports by searching

Report Inbox

Description	Created Date-Time ↓	Output Type
<a href="#">akoyaGO Financial Report</a>	7/24/2023 11:34 AM	PDF

Job Queue Entries

Status	User ID	Object Type to Run	Object ID to Run	Object Caption to Run	Description
Ready	ALYSON	Report	1511	Delegate Approval Requests	Auto-cre
Ready	ALYSON	Codeunit	6700	O365 Sync. Management	Auto-cre
Ready	ALYSON	Codeunit	1350	Telemetry Management	
Ready	ALYSON	Codeunit	1281	Update Currency Exchange Rat...	Bank of C
Ready	SYSTEM	Codeunit	5339	Integration Synch. Job Runner	PAYMEN
Ready	SYSTEM	Codeunit	5339	Integration Synch. Job Runner	SHIPMEI
Ready	SYSTEM	Codeunit	5339	Integration Synch. Job Runner	SHIPPIN
→ Ready	MEGHAN	Report	50502	akoyaGO Financial Report	akoyaGO

# THANK YOU

Presented By

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