

S.No.	Business Requirements for Implementing Dynamics 365 Finance & Operations in a Non-Profit Organization	
1	General Ledger	<ul style="list-style-type: none"> ✓ Setup Chart of Accounts ✓ Setup Dimensions ✓ Setup ledgers ✓ Define Fiscal Periods ✓ Setup Operating/Extended Budget ✓ Create budget versions ✓ Load GL Balances/Transactions ✓ Generate Recurring Transactions ✓ Release GL batches ✓ Posting Transactions to GL ✓ Closing GL
2	Accounts Payable –	<ul style="list-style-type: none"> ✓ Create Vendors/classes ✓ Enter AP invoices & adjustments ✓ Invoice POs with/without Receipt ✓ Enter Prepayments ✓ Apply Prepayments ✓ Select documents for payment ✓ Prepare checks ✓ Prepare Electronic payments ✓ Print/Reprint checks ✓ Void checks ✓ Reconcile AP checks ✓ Closing AP
3	Accounts Receivable –	<ul style="list-style-type: none"> ✓ Define Customers/classes ✓ Define statement cycles ✓ Setup finance charges ✓ Enter invoices & debit/credit notes ✓ Enter & apply payments ✓ Reverse payments ✓ Write-Off small balances ✓ Calculate finance charges ✓ Aging customer balances ✓ Print customer statements ✓ Close AR
4	Cash Management –	<ul style="list-style-type: none"> ✓ Setup Cash/Bank accounts ✓ Enter Cash/Bank account transactions ✓ Enter Cash/Bank account transfers ✓ Reconcile Bank ✓ Cash flow projections ✓ Close month end ✓ Consolidate activities
5	Project Management and Accounting	<ul style="list-style-type: none"> ✓ Setup Project & Tasks

		<ul style="list-style-type: none"> ✓ Setup GL Account categories ✓ Setup Project Budgets ✓ Setup Project Employees/Rates ✓ Handle Multiple Billing methods (Cost Plus, T&M & Fixed) ✓ Allocate indirect costs to Project ✓ Monitor Project performance ✓ Revise Project budget ✓ Track Project profitability ✓ Track Project Cost Vs Revenue ✓ Track Project time & expenses ✓ Track Direct labor costs ✓ Close Project
6	Revenue Recognition –	<ul style="list-style-type: none"> ✓ Carry out Revenue Recognition ✓ Create invoice formats ✓ Setup billing rules ✓ Load billable transactions ✓ Create Automatic/Manual invoice ✓ Combine projects in one invoice ✓ Create scheduled billings ✓ Perform Cost Mark-up ✓ Track retention amounts ✓ Post to GL & AR
7	Grant Management and Accounting –	<ul style="list-style-type: none"> ✓ Update invoice details for each grant opportunity and account in AR & GL automatically ✓ Update payment details against the invoice and account in AR & GL automatically ✓ Track deliverables and restricted fund balances in ERP for those awards paid in advance
8	Donations –	<ul style="list-style-type: none"> ✓ Update invoice details for each Donation opportunity and account in AR & GL automatically ✓ Update Payment details against the invoice and account in AR & GL automatically
9	Corporate Membership –	<ul style="list-style-type: none"> ✓ Update invoice details for each membership opportunity and account in AR & GL automatically ✓ Update Payment details against the invoice and account in AR & GL automatically

10	Individual Membership –	<ul style="list-style-type: none"> ✓ Update invoice details for each membership opportunity and account in AR & GL automatically ✓ Update Payment details against the invoice and account in AR & GL automatically
11	Endowment Tracking –	<ul style="list-style-type: none"> ✓ New custom add-on to be developed for endowment tracking ✓ This add-on will automatically create a journal entry to account the monthly draw ✓ Track and allocate investment gain/loss across individual endowment ✓ Reporting with the current value of the endowment, including original corpus, net appreciation or loss, additions, and withdrawals
12	Financial Reporting –	<ul style="list-style-type: none"> ✓ Income statement ✓ Balance sheet ✓ Statement of cash flows ✓ Statement of retained earnings ✓ Project income statements ✓ Labor distribution Reports by employee, costs & hours ✓ Dashboard – HR & Program reports
13	Requisitions –	<ul style="list-style-type: none"> ✓ Create Purchase request (PRQ) ✓ Approve PRQ ✓ Create Request for Quote (RFQ) ✓ Select Vendor ✓ Approve RFQ ✓ Create PO
14	Purchasing –	<ul style="list-style-type: none"> ✓ Setup GL accounts for PO ✓ Create PO (Regular/Standard/Blanket order) ✓ Print Purchase Orders ✓ Enter PO Receipts ✓ Enter PO Returns
15	Labor Cost Distribution –	<ul style="list-style-type: none"> ✓ Update Timesheet hours ✓ Apply Cost Distribution logic ✓ Allocate labor cost & rent ✓ Carry out cost accounting in GL with an automated journal entry ✓ Pass the values to ADP payroll automatically

16	Event Management System –	<ul style="list-style-type: none"> ✓ Events Management is used by Client to book rooms and allocate resources for the events. ✓ Catering and other resources have costs that needs to flow into ERP ✓ EMS has APIs that have been used by other systems. ✓ Use the cost of events stored in EMS to be sent automatically into ERP as journal
20	Time Collection –	<ul style="list-style-type: none"> ✓ The timesheet application to integrate with ERP ✓ Need labor cost allocation ✓ Need auto-adjustment JEs resulting from timesheet corrections ✓ Need real-time cost data to be reflected in financial statement and project cost reports
22	Indirect Cost allocations –	<ul style="list-style-type: none"> ✓ Setup Rate hierarchies ✓ Setup allocation methods ✓ Setting up rates for overhead, fringe, labor, subcontract ✓ Calculate indirect costs ✓ Apply indirect cost to projects ✓ Create billable transactions ✓ Posting transactions to GL
23	Advanced project inquiry/analysis –	<ul style="list-style-type: none"> ✓ Advanced options for project inquiry and analysis ✓ Maintain budget revisions ✓ Manage EAC & FAC