

# Microsoft Dynamics 365 Business Central Charity Accounts



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## Contents

1.	An Introduction to the Charity Accounts App .....	3
1.1.	Key Charity Accounting Requirements .....	3
1.2.	The Charity Accounts App .....	3
2.	Managing Funds and Donations in Business Central.....	4
2.1.	Charity Accounts Setup .....	4
2.1.1.	Charity Funds G/L Accounts .....	4
2.1.2.	Charity Funds Dimensions .....	4
2.1.3.	Charity Setup Page .....	6
2.1.4.	Charity G/L Account Mapping .....	8
2.2.	The Designated Fund Process.....	9
2.3.	Donation receipts .....	9
2.4.	Spending Charitable Funds.....	10
2.4.1.	Raising Purchase Invoices.....	10
1.1.1.	Raising Purchase Orders .....	12
1.1.1.	Raising Corrective Credit Memos .....	12
1.2.	Designated Charity Funds Report.....	13
1.3.	Converting Designated Funds to Unrestricted .....	14
2.	Managing Gift Aid with the Charity Accounts App.....	16
2.1.	Charity Accounts Setup for Gift Aid.....	16
2.2.	Processing Gift Aid Receipts .....	17
2.3.	Standard Gift Aid Returns.....	18
2.4.	Mark Gift Aid Donations as Claimed.....	20
2.5.	Calculate Gift Aid .....	21
3.	Frequently Asked Questions.....	21

## 1. An Introduction to the Charity Accounts App

The Charity Accounts App for Dynamics 365 for Business Central has been designed by Tisski to help non-profit organisations better manage their charitable donations.

### 1.1. Key Charity Accounting Requirements

The key difference between standard legal entity accounting requirements and those of a charity are:

- Designated funding: there is a requirement to allocate certain revenue which can only be spent on certain areas.
- Gift Aid: where monies are received applicable to gift aid there is a requirement to manage this data;
- Reporting: there are several reporting requirements over and above statutory accounts.

Similarly, Gift Aid also has specific requirements. Gift Aid allows UK charities to claim back from the government 25p for every £1 donated, (Which is based on an amount equal to basic rate tax (20%) on the amount of the donation, plus basic rate tax already paid by that taxpayer on that donation, using a 'grossing up' fraction, e.g. for a £100 donation, Gift Aid is calculated as  $100 \times 20/80$ , (25% of £100 which equals £25).

To claim back Gift Aid, donation details need to be uploaded to the HMRC Gift Aid website using the HMRC Gift Aid Upload template. Details on this template are controlled according to the type of donation, e.g. if they were received from a sponsored event and the value of the donations.

### 1.2. The Charity Accounts App

Non-profits are legally obliged to ensure that restricted funds are correctly used according to the donor's wishes and the Dynamics 365 Business Central Charity Accounts App helps address these specific requirements by identifying and managing restricted and unrestricted funds.

Temporarily restricted funds can be identified and automatically unrestricted according to an expiration date.

Dynamics 365 Business Central enables users to identify donations covered by Gift Aid and calculate the Gift Aid amounts that can be claimed.

An Excel export option provides a quick and easy method to extract the detail of donations that can then be used to populate the HMRC Gift Aid Upload template ready for uploading to the HMRS website. This includes details of individual donors and rules have been added to the Dynamics 365 Business Central Cash Receipt Journal to check for sponsored events. For example, details of donors for sponsored events can be recorded according to donation threshold rules, e.g. if claiming Gift Aid on donations from a sponsored event, details of individual donors are not required unless an individual gives more than £500. Similarly, the Charity Accounts App will check the values of aggregated donations; aggregated receipts should not be more than £1000 and do not require donor details to be recorded.

As part of the Gift Aid Excel export, a further option allows the user to calculate the Gift Aid value on the donations received and populate a journal with this amount that can then be posted to a specific G/L Account.

## 2. Managing Funds and Donations in Business Central

The following section explains how the Tisski Charity Accounts App can help manage funds and donations in Dynamics 365 Business Central.

### 2.1. Charity Accounts Setup

The following section explains the specific setup that is required in Dynamics 365 Business Central before the Tisski Charity Accounts App can be used.

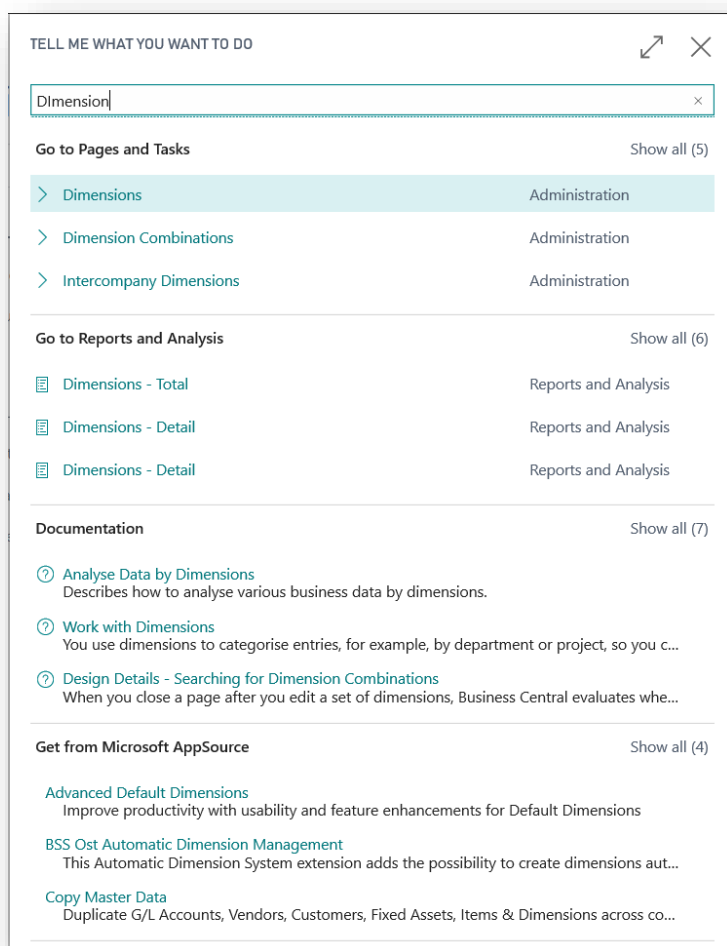
#### 2.1.1. Charity Funds G/L Accounts

Firstly, ensure that the following G/L accounts exist in the Chart of Accounts:

- A donations Revenue account in the Balance Sheet;

#### 2.1.2. Charity Funds Dimensions

A new Dimension needs to be created that will be used to assign to receipts and expenditure to indicate the fund that the donation was made to. Search for and open Dimensions:



In the Dimensions page, select New and enter a new Code, e.g. FUND:

← DIMENSIONS | WORK DATE: 14/06/2019 ✓ SAVED ↗

Search + New Edit List Delete Dimension Page More options

CODE	NAME	CODE CAPTION	FILTER CAPTION	DESCRIPTION
CUSTOMER...	Customer Group	Customergroup Code	Customergroup Filter	
DEPARTME...	Department	Department Code	Department Filter	
FUND	Fund	Fund Code	Fund Filter	

While still on the line of the newly created dimension, select Dimension > Dimension Values for the toolbar:

← DIMENSIONS | WORK DATE: 14/06/2019 ✓ SAVED ↗

Search + New Edit List Delete Dimension Page More options

Dimension Values Account Type Default Dim. Translations

In the Dimension Values page for the new Dimension, add values for each of the charity funds that your Charity is managing, for example:

← FUND · FUND | WORK DATE: 14/06/2019 ✓ SAVED ↗

### Dimension Values

Search + New Edit List Delete Page Actions Fewer options

CODE	NAME	DIMENSION VALUE TYPE	TOTALLING	BLO...
HOMELESS	Homeless Fund	Standard		<input type="checkbox"/>
ROOF	Roofing Fund	Standard		<input type="checkbox"/>
UNRESTRICTED	Unrestricted	Standard		<input type="checkbox"/>
WINDOW	Window Fund	Standard		<input type="checkbox"/>
				<input type="checkbox"/>

Ensure that at least one of the values represents unrestricted, (non-designated) donations. Close the Dimension pages.

Finally, this new funding Dimension should be designated as one of the eight Shortcut Dimensions in Dynamics 365 Business Central. To do this, search for and open the General Ledger Setup page. On the Dimensions fasttab in this page, drill into one of the Shortcut Dimension fields and select the new funding Dimension:

Note also that if a new charity fund is set up, then a new funding dimension value needs to be added to this set up.

New parameters also need to be set up in a new Charity Accounts set up page. Search for and open the Charity Setup page:

TELL ME WHAT YOU WANT TO DO

Charity S

Go to Pages and Tasks Show all (11)

- > Charity Setup Administration
- > Charity Mappings Lists
- > Designated Charity Funds Administration

Go to Reports and Analysis

- Chart of Accounts Reports and Analysis

Documentation Show all (7)

- How to Indent and Validate Chart of Accounts  
You can indent and validate the chart of accounts on the G#x2FL Account Card page. You ...
- How to Map IRS Numbers to Chart of Accounts  
Companies in Iceland are required to send the tax authority a data file in a predefined for...
- Learn About General Ledger and COA  
Describes the general ledger, the chart of accounts, and account categories.

Get from Microsoft AppSource

Wise  
Get clarity over your business. Wise is clever business software that handles complexity.

Charity Setup

Actions

**General**

Fund Dimension : FUND Unrestricted Fund Di... UNRESTRICTED

Fund Gen. Journal Bat... FUND Unrestricted Gen. Jou... UNRESTRICT

**Gift Aid**

Max Aggregated Don... 20.00 Gift Aid G/L Account : 40300

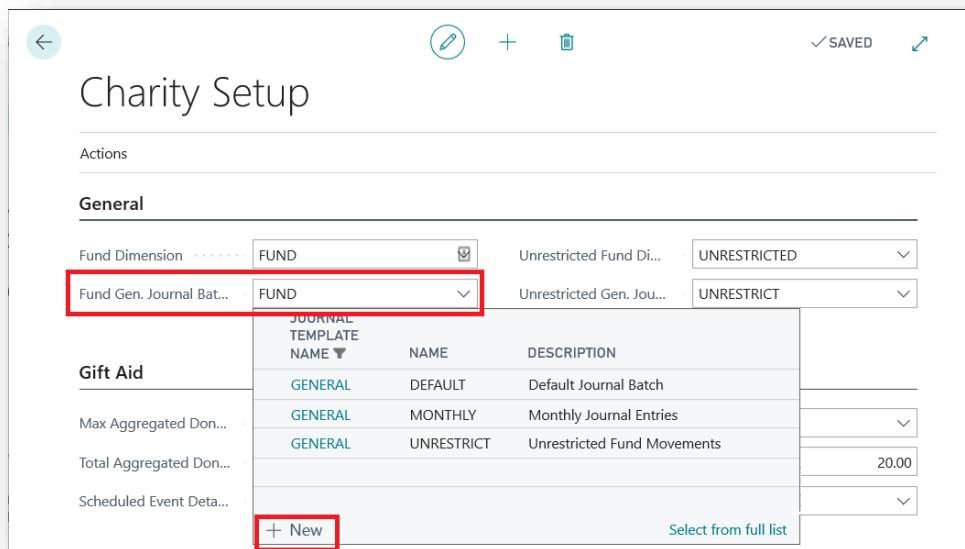
Total Aggregated Don... 1,000.00 Gift Aid Basic Rate Tax... 20.00

Scheduled Event Deta... 500.00 Gift Aid Journal Batch : GIFT AID

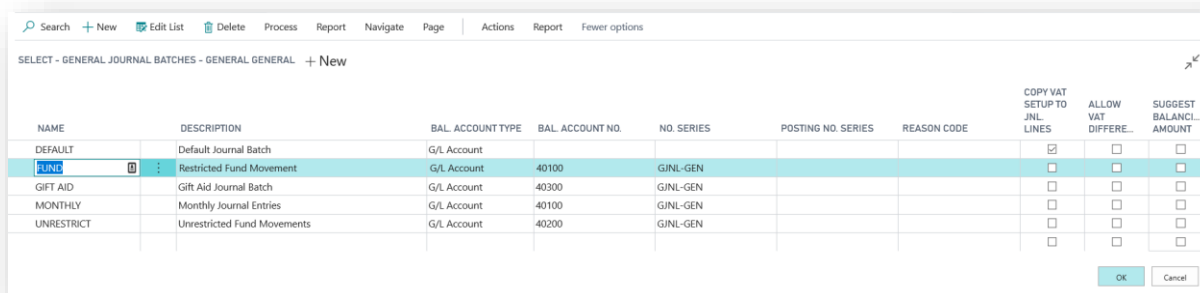
Once in the Charity Setup page, the following parameters need setting up on the General Fasttab:

- **Fund Dimension:** This is the Dimension whose dimension values will be assigned to donations to indicate the fund that it has been donated to.  
  
To populate this field, drill into the field and select the new funding Dimension, set up in the first setup step explained above;
- **Fund Gen. Journal Batch:** This is the general journal batch that will be used by Dynamics 365 Business Central to automatically transfer used donation funds from the designated Balance Sheet fund G/L Account to the Revenue account.

To set this up, drill into the field to view the existing General Journal Batches and click New



In the General Journal Batches page, enter the name of the batch, e.g. Fund, along with a Description. Select a Balancing Account Type of G/L Account and in the Bal. Account No., drill in and select the created donations Revenue Balance Sheet account. Ensure the 'Copy VAT Setup to Jnl Lines' is not ticked and click OK, to populate the setup field with the new journal batch.



NAME	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	REASON CODE	COPY VAT SETUP TO JNL LINES	ALLOW VAT DIFFERENTIAL	SUGGEST BALANCE AMOUNT
DEFAULT	Default Journal Batch	G/L Account					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FUND	Restricted Fund Movement	G/L Account	40100	GINL-GEN			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIFT AID	Gift Aid Journal Batch	G/L Account	40300	GINL-GEN			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONTHLY	Monthly Journal Entries	G/L Account	40100	GINL-GEN			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNRESTRICT	Unrestricted Fund Movements	G/L Account	40200	GINL-GEN			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Unrestricted Fund Dimension:** This indicates the Fund Dimension Value that is used to identify any unrestricted donations, i.e. funds that are not designated to a specific revenue and only to be spent on certain areas.

Drill into this field and select the unrestricted Dimension Value created in the setup step already described above;

- **Unrestricted Gen. Journal Batch:** This is the General Journal Batch that Dynamics 365 Business Central will use to populate those funds where the restriction has expired and can now be recognised as unrestricted.

To populate, drill into this field and select New to create a new journal batch, in the same way as described above. Note that the balancing G/L Account;

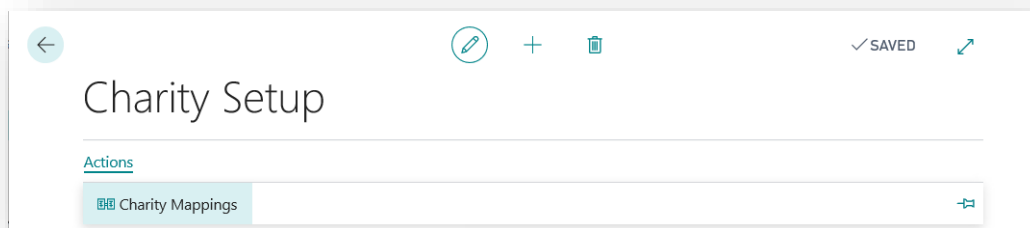
#### 2.1.4. Charity G/L Account Mapping

A new table allows the mapping of the various fund Dimension Values set up in the instruction above to be mapped to specific G/L Accounts that have been set up to hold the funds received.



This mapping is used by Dynamics 365 Business Central to identify specific funds and post the to the correct accounts.

From the Charity Setup page, select Actions > Charity Mapping:



In the Charity Mappings page, select a fund G/L Account, the funding dimension and the related funding Dimension Value. Add a line for each funding Dimension value that exists, for example:

CHARITY MAPPINGS | WORK DATE: 14/06/2019

Search + New Edit List Delete Page

G/L ACCOUNT	DIMENSION	DIMENSION VALUE
40500	FUND	HOMELESS
40600	FUND	ROOF
40700	FUND	WINDOW

Note that if a new charity fund is set up with a new funding dimension value then the new mapping needs to be added to this set up.

## 2.2. The Designated Fund Process

The process for managing designated funds in Dynamics 365 Business Central is illustrated below:



## 2.3. Donation receipts

Funds received from donations should be entered onto Dynamics 365 Business Central using the Cash Receipt Journal.

Ensure that each journal line has a Funding Dimension Value selected to indicate which fund the donation has been given to. If the donation is for a specific cause, then a funding dimension value other than Unrestricted should be selected. If this designated fund is to be only temporarily restricted, enter a date in the Expiration Date field, see the example below:

CASH RECEIPT JOURNALS | WORK DATE: 14/06/2019

Batch Name: GENERAL

Manage Process Approve Page Post/Print Line Account Actions Navigate Fewer options

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	FUND CODE	EXPIRATI... DATE	DONOR'S TITLE	DONOR'S FIRST NAME	DONOR'S LAST NAME
14/06/2019	Payment	G02010	Bank Account	CHECKING	World Wide Bank	-550.00	G/L Account	40500	HOMELESS	30/06/2019			

Post the journal when ready. If the donation was temporarily designated to a specific fund and included an expiration date, this date will be included with the G/L entry that's created on posting:

PREPAID RENT | WORK DATE: 14/06/2019 40500

General Ledger Entries

Search Edit List Process Entry Page Actions Navigate Fewer options

Filters

Filter list by:

Entry No. 3444.3445

+ Filter...

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	G/L ACCOUNT NAME	FUND CODE	EXPIRATI... DATE	DONOR'S TITLE	DONOR'S FIRST NAME	DONOR'S LAST NAME
14/06/2019		G02011	40500	Prepaid Rent	HOMELESS	17/06/2019			
14/06/2019		G02011	40100	Checking account	HOMELESS	17/06/2019			

## 2.4. Spending Charitable Funds

The following section explains how to manage the use of funds.

### 2.4.1. Raising Purchase Invoices

When funds are used to purchase items, e.g. a restoration fund is used to purchase replacement windows, the purchase invoice lines raised on Business Central should include the relevant funding dimension value, in this example, Windows Fund:

← PURCHASE INVOICE

107212 · Fabrikam, Inc.

Invoice Posting Request Approval Incoming Document Release Navigate More options

BUY-FROM Invoice Receipt Date 08/04/2019

Address 10 North Lake Avenue Posting/Tax Point Date 08/04/2019

Address 2 Due Date 30/04/2019

City Vendor Invoice No. TEST FUND 1

State GA Purchaser Code

Postcode US-GA 31772 Campaign No.

Country/Region US Alternate Vendor Address Code

Contact No. CT000011 Responsibility Centre

Assigned User ID

Status Open

Lines Manage Line Fewer options

TYPE	NO.	DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. VAT	FUND	AN EXC
G/L Account	20100	Repair of Window		1		50.00	WINDOW	

(Search for and open Purchase Invoice and select New. Select and add the required Vendor, as standard and add the Vendor invoice No. On the invoice lines, select Type G/L Account and the relevant G/L account in the No. field. Enter the quantity and direct unit cost and select the required funding dimension value in the dimension column).

On posting the Purchase Invoice, the Tisski Charity Accounts App will auto-create and post a general journal batch to manage the restricted, (designated) Funding by debiting the Balance Sheet designated funds G/L Account and crediting the Revenue G/L Account, (according to the setup defined in the Charity Setup page, explained above). An example of the journal that is automatically populated and posted is shown below:

← GENERAL JOURNALS

Batch Name FUND

Manage Process Payroll Page Post/Print Line Account More options

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	ACCOUNT NAME	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
08/04/2019		G00001	G/L Account	40405	Restricted Funds	PI107212 WINDOWS	-50.00	G/L Account	40400

Balance Sheet G/L Fund Account

G/L Revenue Account

It is the funding dimension value on the invoice line that triggers this automatic process and the posted journal entries will include this dimension value to enable further analysis, if required.

### 1.1.1. Raising Purchase Orders

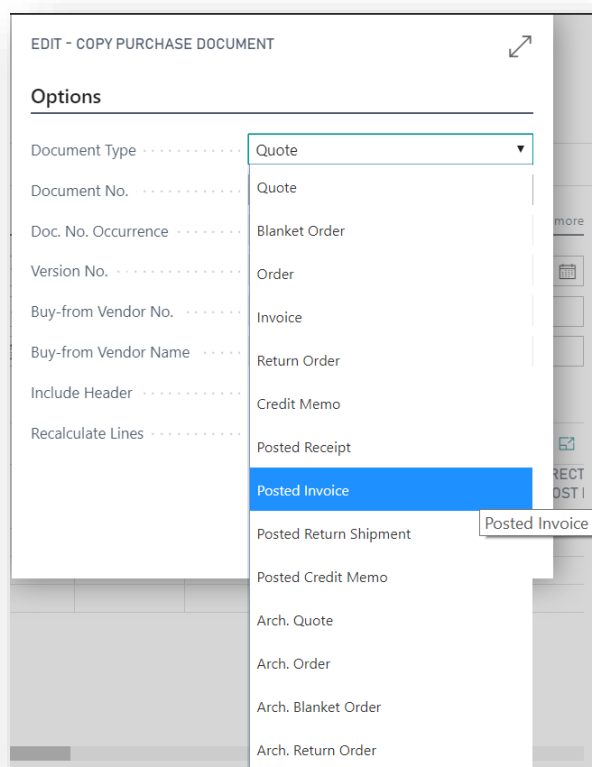
In the same way as described above, a purchase order can be created to manage the purchase of equipment and services using donations received. Search for and go to Purchase Orders and create a new order. Ensure that the relevant fund is entered on the order lines in the Fund Code column.

Upon posting the invoice, as described above, the Tisski Charity Accounts App will auto-create and post a general journal batch to manage the restricted, (designated) Funding, debiting the Balance Sheet designated funds G/L Account and crediting the Revenue G/L Account.

### 1.1.1. Raising Corrective Credit Memos

If an invoice has been posted incorrectly or needs to be refunded, then a Purchase Credit Memo can be created.

Search for and open Purchase Credit Memo. Enter the Vendor and use the Process > Copy Document and select Document Type > Posted Invoice:



In the Document No., select the invoice to be credited and click OK to populate the lines. Check that the detail is correct, including the Fund Dimension Code.

Post the Credit Memo.

Alternatively, search for and open the posted purchase invoice to be corrected. From the toolbar, select Correct > Create Corrective Credit Memo:

← POSTED PURCHASE INVOICE | WORK DATE: 08/04/2019

108214 · Fabrikam, Inc.

Process Correct Invoice Print/Send Navigate More options

↩ Correct ✕ Cancel **Create Corrective Credit Memo** 📄 Show Cancelled/...ive Credit Memo

---

Vendor ..... Fabrikam, Inc. Due Date ..... 30/04/2019

Contact ..... Krystal York Vendor Invoice No. .... TEST F 001

Posting/Tax Point Date ..... 08/04/2019

Again, check that the correct Fund Code is on the credit memo line(s) and Post.

## 1.2. Designated Charity Funds Report

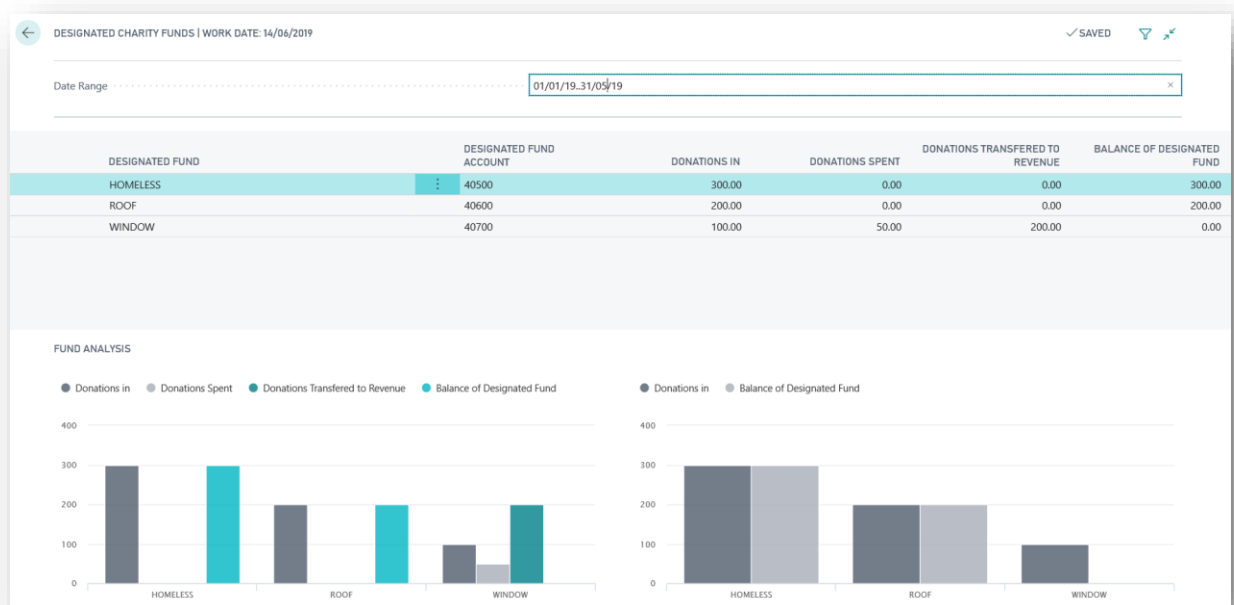
The Tisski Charity Accounts App includes a new page to help manage the restricted funds. Search for and open Designated Charity Funds:

TELL ME WHAT YOU WANT TO DO

designated

Go to Pages and Tasks

> Designated Charity Funds Administration



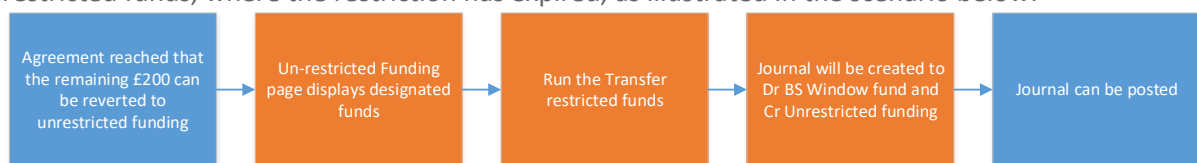
This page displays both in actual amounts and graphically the balance in each designated fund, the total value of donations received per fund, the total amount spent per fund and the total value per fund that has been transferred from the restricted fund to the revenue account.

This Designated Charity Funds page includes a date filter option where a date range can be added to filter the values and graphs, e.g. 01/01/2019..31/12/2019.

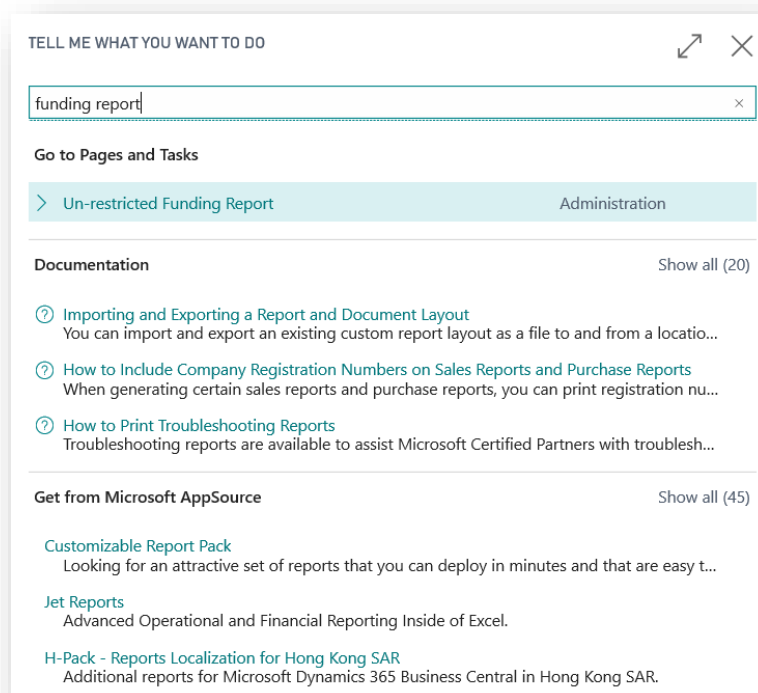
Two graphs are included on the page: the one on the left displays the donations received, spent, transferred and the balance for each fund while the simpler graph on the right details monies received and the total balance for each designated fund.

### 1.3. Converting Designated Funds to Unrestricted

Another new page is provided by the Tisski Charity Accounts App to manage temporarily restricted funds, where the restriction has expired, as illustrated in the scenario below:



Search for and open the Un-restricted Funding Report:



← CHARITY UN-RESTRICTED FUNDING REPORT | WORK DATE: 14/06/2019 ✓ **SAVED** ↗

Search + New Edit List Delete Page Actions Fewer options

DESIGNATED FUND	DESIGNATED FUND ACCOUNT	DONATIONS IN	DONATIONS EXPIRED
HOMELESS	40500	50.00	10.00
HOSPICE	40800	200.00	600.00
ROOF	40600	0.00	1,466.00
WINDOW	40700	50.00	0.00

The Un-restricted Funding Report page displays the current total for donations received per fund and the value of any expired funds, that is where the fund expiration date on the G/L entry is on or before today's date.

To move any expired designated funds to an un-restricted G/L account, select the required funding line(s) and then select Actions > Transfer Expired Funds:

← CHARITY UN-RESTRICTED FUNDING REPORT | WORK DATE: 14/06/2019 ✓ **SAVED** ↗

Search + New Edit List Delete Page Actions Fewer options

Transfer Expired Funds

HOMELESS	40500	50.00	10.00
HOSPICE	40800	200.00	600.00
ROOF	40600	0.00	1,466.00
WINDOW	40700	50.00	0.00

This function will identify the total sum of donation receipts that have an expiration date on or before the date that this function that have not already been spent and create a journal line on the Unrestricted General Journal Batch indicated in the Charity Setup page, (see above) to transfer the expired value from the designated G/L account into the un-restricted G/L Account, (the default Balancing G/L Account set up for that batch):

GENERAL JOURNALS | WORK DATE: 14/06/2019

Batch Name: UNRESTRICT

Manage Process Payroll Page Post/Print Line Account Actions Navigate Fewer options

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	ACCOUNT NAME	VAT AMOUNT	DESCRIPTION	VAT PROD. POSTING GROUP	AMDL
14/06/2019		G00005	G/L Account	40800	Equipment	0.00	Un - Restricted HOSPICE		-600

Dimensions

DIMENSION CODE	DIMENSION VALUE CODE	DIMENSION 1
(There is nothing to show in this view)		

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Funds processed. 1 Journal Lines Created

OK

ACCOUNT NAME	BAL. ACCOUNT NAME	BALANCE	TOTAL BALANCE
Equipment	Savings account	0.00	0.00

A message will confirm the number of journal lines created and on clicking OK, the general journal batch is presented.

Check the journal lines created and post.

Note that if no expired funds exist, Dynamics 365 Business Central will confirm that no journal lines have been created:

No Journal Lines Created!

OK

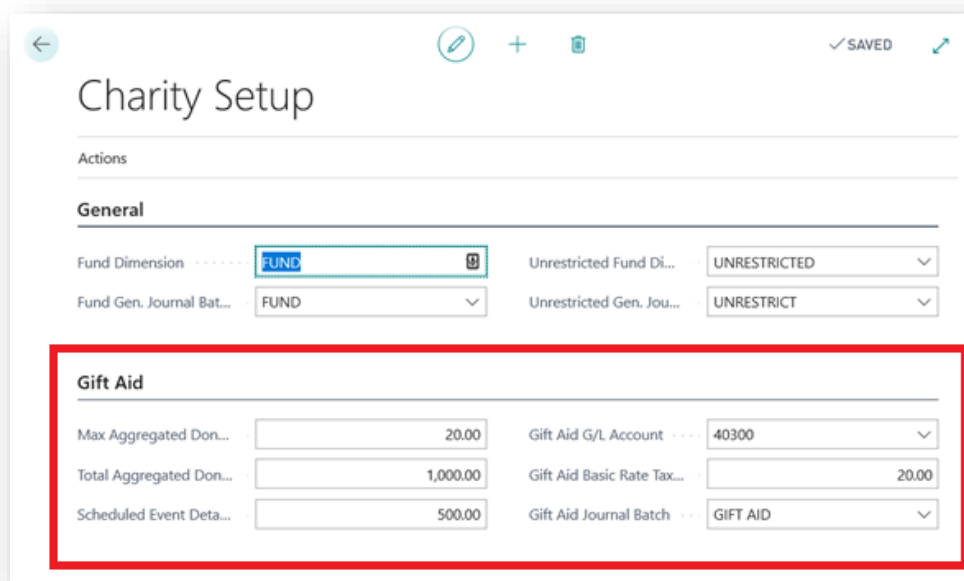
## 2. Managing Gift Aid with the Charity Accounts App

To help manage Gift Aid donations, the Tisski Charity Accounts App in Dynamics 365 Business Central provides tools to help calculate the Gift Aid value.

### 2.1. Charity Accounts Setup for Gift Aid

Before the Gift Aid functionality can be used in Dynamics 365 Business Central, additional set up needs to be completed. Search for and open the Charity Setup page:





**Charity Setup**

Actions

**General**

Fund Dimension ..... FUND Unrestricted Fund Di... UNRESTRICTED

Fund Gen. Journal Bat... FUND Unrestricted Gen. Jou... UNRESTRIC

**Gift Aid**

Max Aggregated Don... 20.00 Gift Aid G/L Account ... 40300

Total Aggregated Don... 1,000.00 Gift Aid Basic Rate Tax... 20.00

Scheduled Event Deta... 500.00 Gift Aid Journal Batch ... GIFT AID

On the Gift Aid Fasttab, the following parameters require setting up:

- **Max. Aggregated Donation:** enter a value here to indicate the maximum donation amount, e.g. £20 that can be aggregated together from different donors. The Tisski Charity Accounts App will check this when creating the Excel export for the HMRC Gift Aid Upload;
- **Total Aggregated Donation:** enter a value here to indicate the maximum aggregated receipt amount, e.g. £1000 that does not require donor details to be recorded. The Tisski Charity Accounts App will check this when receipts are posted and will warn the user if there should be donor details attached to the payments;
- **Scheduled Event Detail Threshold:** the Tisski Charity App will check this value, e.g. £500 and if the amount is greater than this on the cash receipt journal line, Dynamics 365 Business Central will check that the Donor's Last Name and / or Donor's House No. and / or Donor's Postcode are included. If not, posting of the journal will be prevented and an error given;
- **Gift Aid G/L Account:** this indicates the G/L Account where calculated Gift Aid is posted to;
- **Gift Aid Basic Rate Tax %:** this indicates the basic rate of tax used when calculating Gift Aid, e.g. 20%
- **Gift Aid Journal Batch:** this indicates the General Journal Batch that the Tisski Charity App will use when calculating Gift Aid.

To populate this field, drill into the field to view the existing General Journal Batches and click New. In the General Journal Batches page that opens, enter the name of the batch, e.g. Gift Aid, along with a description. Ensure the 'Copy VAT Setup to Jnl Lines' is not ticked and click OK, to populate the setup field with the new journal batch.

## 2.2. Processing Gift Aid Receipts

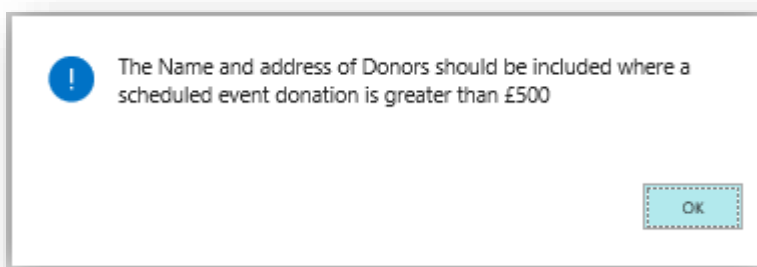
When posting Gift Aid donations in the Cash Receipt Journal, the Tisski Charity App provides additional fields that can be used to record that it has been agreed as Gift Aid, donors' details and whether the donation was raised as a sponsored event. Specifically, the fields available on the journal lines are:

- Donor's Title, e.g. Mr, Mrs, Miss, etc;

- Donor's First Name;
- Donor's Last Name;
- Donor's House No. or Name;
- Donor's Postcode;
- Donation Date;
- Sponsored Event, (true or false)
- Gift Aid, (true or false)

DONOR'S TITLE	DONOR'S FIRST NAME	DONOR'S LAST NAME	DONOR'S HOUSE NO. OR NAME	DONOR'S POSTCODE	DONATION DATE	GIFT AID	SP... EV...
Mr	John	Williams	5	B27 4KT	18/06/2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

When the cash receipt journal is posted, Dynamics 365 Business Central will check that if the Sponsored Event is true, (ticked) and the amount is greater than the value in the new 'Scheduled Event Detail Threshold' (indicated in Charity Setup) that the Donor's Last Name and / or Donor's House No. and / or Donor's Postcode is included. If this detail is missing, a warning will be given, and the journal will be prevented from posting:



Once run, this report can be used to manually populate the HMRC Gift Aid Upload template:

These fields on the cash receipt journal are also replicated on the general ledger entries and on posting the journal, values in these fields if populated, will be carried through to the General Ledger entries created.

### 2.3. Standard Gift Aid Returns

Once a year, a charity can claim gift aid from the inland revenue using a standard gift aid return. The Inland revenue provide a spreadsheet for the calculation, as below:

Fig.1 Examples	Title up to 4 characters	First name or initial up to 35 characters with no spaces, or just enter an initial	Last name up to 35 characters	House name or number up to 40 characters	Postcode UPPER CASE and include a space	Aggregated donations a simple description up to 35 characters - DON'T enter Yes or Not Applicable.	Sponsored event enter Yes or leave blank	Donation date (DD/MM/YY) DON'T use hyphens or full stops	Amount DON'T use a £ sign
	Prof	Henry	House Martin	152A	M99 2QD			24/03/15	240.00
	Mr	John	Smith	100 Champs Elysees, Paris	X			24/06/15	250.00
						One off Gift Aid donations		31/03/15	880.00
	Miss	B	Chaudry	21	L43 4FB		Yes	26/04/15	80.00

To help populate the HMRC Gift Aid Upload template, the Tisski Charity Accounts App in Dynamics 365 Business Central provides a CSV export that calculates what Gift Aid can be claimed based on the receipts marked as Gift Aid, posted in the system.

Search for and open Charity Gift Aid Summary:

TELL ME WHAT YOU WANT TO DO

Charity Gift

Go to Pages and Tasks

> Charity Gift Aid Summary Administration

CHARITY GIFT AID SUMMARY

Donations Start Date: 01/05/2019

Donations End Date: 14/06/2019

Mark as Claimed: ☐

Calculate Gift Aid: ☐

Actions

ITEM	TITLE	FIRST NAME	LAST NAME	HOUSE NAME OR NUMBER	POSTCODE	AGGREGATED DONATIONS	SPONSORED EVENT	DONATION DATE	AMOUNT
1						One of Gift Aid Donations		13/06/2019	-150.00
2	Mrs	Doreen	Smith	3	3			01/05/2019	200.00

A Start and End Date can be added to the top of the page to filter the donations being reported on:

CHARITY GIFT AID SUMMARY

Donations Start Date: 01/05/2019

Donations End Date: 14/06/2019

Mark as Claimed: ☒

Calculate Gift Aid: ☒

Select Actions > Export to CSV to export details of all donations marked as Gift Aid for the filtered date range entered:

CHARITY GIFT AID SUMMARY | WORK DATE: 14/06/2019

Donations Start Date: 01/01/2018

Donations End Date: 31/12/2019

Actions

Export To CSV

ITEM	TITLE	FIRST NAME	LAST NAME	HOUSE NAME OR NUMBER
------	-------	------------	-----------	----------------------

The export will generate the Gift Aid detail using the following rules:

- total all non-sponsored entries up to the Maximum Aggregated Donation Amount, (indicated in the Charity Setup) with the same Donation Date. Begin a new line when the Total Aggregated Donation Amount has been reached. These report lines will be marked as Aggregated Donations and will include the total aggregated amount.

- Include on separate lines all non-sponsored entries where the amount is greater than the 'Max Aggregated Donation Amount' value, (as indicated in the Charity Setup) together with the donor's details
- Include on separate lines all sponsored event donations marked as a sponsored event. If the value of the sponsored donation is greater than the 'Scheduled Event Detail Threshold' (indicated in the Charity Setup), the donors' details will be included.

The export is in the same format, (column layout) as the HMRC Gift Aid Upload template and once the CSV file has been created, the details can be transferred, (copy / paste) to the Upload template:

Enter details from here

Box 1  Earliest donation date in the period of claim. (DD/MM/YY)

Box 2  Previously over-claimed amount. Leave blank if none

For aggregated donations, this date may be earlier than any date entered in the donation date column of the donations schedule table below.

Make sure you show the tax not the donation. This amount will be deducted from your claim.

The total below is automatically calculated from the amounts you enter in the schedule.

**Total donations: £300.00**

**Donations schedule table**

Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsored event (Yes/blank)	Donation date (DD/MM/YY)	Amount
1	Mr	John	Smith	123	cv4 5 tt			01/01/18	300.00
2									
3									
4									
5									

## 2.4. Mark Gift Aid Donations as Claimed

Two further options are available on the header of the Charity Gift Aid Summary page, Mark as Claimed and Calculate Gift Aid:

← CHARITY GIFT AID SUMMARY

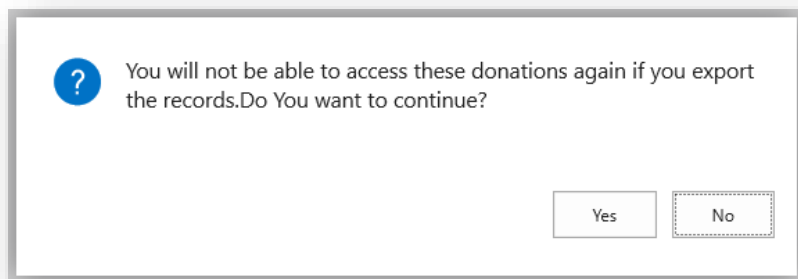
Donations Start Date ..... 01/05/2019

Donations End Date ..... 14/06/2019

Mark as Claimed ..... ☒

Calculate Gift Aid ..... ☒

If the Mark as Claimed option is select, then when the Gift Aid export to CSV is run, (as explained above) as well as generating the CSV file, all G/L entries included in the export will be marked as Claimed and will not be included in the CSV export file again. If this option is selected when exporting the CSV file, a warning will be given:



## 2.5. Calculate Gift Aid

If the second option, Calculate Gift Aid, is selected, then on running the CSV file export, the gift aid for each donation marked as Gift Aid is calculated based on the 'Gift Aid Basic Rate Tax %' on the Charity Setup page and entered onto a General Journal Batch, (again as indicated in the Charity Setup).

Once the export has run, navigate to the journal, check and post.

## 3. Frequently Asked Questions

As the Tisski Charity Accounts App is largely driven by Dimensions, most issues that might be encountered will probably have something to do with either a missing or incorrect Dimension Value.

**Q1.** When I add lines to the Cash Receipt Journal and enter Fund Dimension, the correct balancing G/L Account isn't being populated by Business Central.

**A1.** Search for and select Charity Mappings and check that the Fund Dimension Value is included in the table and that the correct G/L Account is mapped against it.

**Q2.** When I open the Designated Charity Funds Report page my donations are not being included in the values and graphs.

**A2.** Things to check:

- a.** Firstly, check the data filter at the top of the Designated Charity Funds page to ensure that it includes the dates of the posted donation receipts that are missing.
- b.** Check that the donation cash receipts were posted with the correct Fund Dimension Value. Go to the G/L Registers to find the posted cash receipt entries to check the dimensions against the entries.

**Q3.** When running the Transfer Expired Funds, I receive an error "No Journal Lines Created!" even though there are funds that are expiring.

**A3.** Check expiry date for the funds. If the funds are not included in the Donations Expired column on the Charity Un-Restricted Funding Report page, then they will not be transferred to the journal. Note that the expiry date must be on or before the date that the Transfer Expired Funds routine is run.

To check the expiry date on the funds, go to the Chart of Accounts and find the relevant G/L Account for that fund. While focused on that G/L Account line, go to Navigate > Account > Ledger Entries. Here, the entries can be filtered by Expiration Date to check when the donations can be transferred to an un-restricted fund.

- Q4.** When the Gift Aid Export to csv is run from the Charity Gift Aid Summary page, donations were not included that were expected to be inserted in the export.
- A4.** Check that the donations were ticked as Gift Aid when receipted. Go to the Chart of Accounts and find the relevant G/L Account for that fund. While focused on that G/L Account line, go to Navigate > Account > Ledger Entries. Here, the entries can be filtered by Gift Aid, (Yes / No).