



SKEEHAN & YOUNG, CPA INC.

Daxko Accounting

Comprehensive Training Guide

*Complete reference for AP, AR, GL, Bank Reconciliation,
Reporting, and Daxko Ops Integration.*

Outsourced accounting & financial strategy for mission-driven nonprofits.

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GETTING STARTED

User permissions, roles, and navigating the Daxko Accounting interface

User Permissions & Roles

Think of Daxko permissions as the bouncer at the club of your financial data. Some people get VIP access to everything; others are kept behind the velvet rope.

Managing Roles

Roles are like permission bundles that you can assign to users. Instead of individually selecting 57 different permissions for each person, you create role templates.

Create a role:

1. Go to Daxko Accounting System Menu > Manage Roles
2. Click Add New Role
3. Name your role (something professional like 'AP Clerk' or 'Financial Director')
4. Check the boxes for permissions this role should have
5. Click Save

Adding Users

1. Head to Daxko Accounting System Menu > Manage Users
2. Click Add New User
3. Fill out their details (yes, you need their email address)
4. Click Save
5. Assign them roles, task permissions, or account permissions

The Big Three Permission Categories

- Role Permissions — The easy button. Assign a pre-configured role.
- Task Permissions — Granular control over what actions they can perform.
- Account Permissions — Control which GL accounts they can access.

Deactivating Users

When someone leaves or is banished from the accounting kingdom:

1. Go to Daxko Accounting System Menu > Manage Users
2. Find them and click User Info
3. Click Edit this User Record
4. Change status from "Active" to "Inactive"
5. Click Save

Navigating the Interface

The Main Modules

Your primary navigation hubs are:

- Accounts Payable — Where money leaves your organization
- Accounts Receivable — Where money comes into your organization
- General Ledger — The central nervous system of your accounting
- Budgeting — Where hopes and dreams meet financial reality
- Reports — Where you prove to others that you've been working

The System Menu

The Daxko Accounting System Menu is your control center. This is where you manage:

- Users and permissions
- Periods and fiscal years
- Notifications
- Document storage
- Event logs

PRO TIP: Use the breadcrumbs at the top of the page to track where you are. Bookmark frequently used pages in your browser.

ACCOUNTS PAYABLE

Managing vendors, invoices, payments, and purchase orders

Overview

Accounts Payable is all about managing what your organization owes to others — vendors, suppliers, service providers, and that guy who delivers the water cooler refills.

Key Functions in Accounts Payable

- Vendor Management — Adding and updating vendor information
- Invoice Processing — Entering, approving, and posting invoices
- Payments — Printing checks or recording electronic payments
- Purchase Orders — Creating structured requests for goods/services
- Bank Reconciliation — Matching your records with bank statements

Before You Begin: Setup Requirements

Before diving into AP, make sure you have:

1. Set up AP accounts in Custom Fields and Defaults
2. Set up Cash accounts in Custom Fields and Defaults
3. Created Bank Accounts and Checkbooks if you'll be printing checks
4. Set up Vendor Categories for easier reporting

Managing Vendors

Adding a New Vendor

1. Go to Accounts Payable > Vendors > Enter New Vendor Record
2. Enter the Vendor Name (required) and phone number
3. Add their Mailing Address (so you know where to send those checks)
4. Add Contact Information for your primary contact person
5. Configure Vendor Settings:
 - Select a vendor category
 - Set vendor status (active/inactive)
 - Check 1099 status if applicable
6. Set up Payment Information:
 - Default bank account
 - Payment terms (Net 30, etc.)
 - Pay priority status
7. Assign default AP and Expense accounts
8. Upload documents if needed
9. Click Save

Updating Vendors

1. Go to Accounts Payable > Vendors > View/Update Vendors
2. Search for your vendor
3. Click View/Update
4. Click Edit this Vendor Record
5. Make your changes
6. Click Save

Invoices & Payments

Creating Invoices

Method 1: Manual Entry

1. Go to Accounts Payable > Invoices > Enter New Invoice
2. Complete required fields (those with asterisks)
3. Select accounts and split amounts if needed
4. Click Save to post immediately or Save as Pending for review

Method 2: Importing Invoices

1. Go to Accounts Payable > Importing > Import Invoice File
2. Upload your properly formatted Excel file
3. Check the Queue for processing status
4. Review imported invoices and post them

Making Payments

Individual Payments:

1. Open the invoice and click Make Payment
2. For checks: select manual or printed check

3. For drafts: enter payment date and amount

Bulk Payments:

1. Go to Accounts Payable > Payments > Make Payments
2. Filter to find invoices due
3. Select invoices to pay
4. Choose to record manual checks or print checks

Voiding Checks and Payments

Because mistakes happen:

- For unused checks: Accounts Payable > Payments > Manage Checks > Void Unused Check
- For payments: Accounts Payable > Payments > View/Void Payments

Purchase Orders

Purchase Orders create a structured requisition process and enable electronic three-way matching (PO → Invoice → Receipt).

Creating a Purchase Order

1. Go to Accounts Payable > Purchasing > Create a Purchase Order
2. Complete the Basic Information section
3. Add items, quantities, and costs in the Items section
4. Save as Pending or Submit for approval

Approving Purchase Orders

1. Go to Accounts Payable > Purchasing > View/Edit a Purchase Order
2. Review the PO details
3. Click Approval Actions to approve, reject, or request changes
4. Add your e-signature when approving

Accounts Payable Quick Reference

AP > Vendors > Enter New Vendor Record — Add vendors
AP > Invoices > Enter New Invoice — Create invoices
AP > Payments > Make Payments — Bulk payments
AP > Purchasing > Create a Purchase Order — Create POs
AP > Reconciliation > Reconcile Bank Accounts — Bank rec

ACCOUNTS RECEIVABLE

Managing customers, invoices, payments, and bank deposits

Overview

Accounts Receivable tracks money owed TO your organization by customers, members, and other entities.

Key Functions in Accounts Receivable

- Customer Management — Adding and updating customer information
- Invoice Creation — Creating and sending invoices
- Payment Processing — Recording payments received
- Credit Management — Handling credits and refunds
- Bank Deposits — Recording deposits to your bank

Customer Management

Adding a Customer

1. Go to Accounts Receivable > Customers > Customer Activity
2. Click Create New
3. Enter Customer Name and Contact Information
4. Enter Billing Address
5. Enter Customer Settings (including customer number)
6. Click Save Customer

Viewing or Editing a Customer

1. Go to Accounts Receivable > Customers > Find/Update Customers
2. Search for the customer
3. Select the customer
4. Click Edit Customer
5. Make your changes
6. Click Save Customer

Invoices & Credits

Creating Invoices

1. Go to Accounts Receivable > Invoices > Create Invoice
2. Search for your Customer
3. Complete all required fields
4. Add items to the invoice
5. Click Save or Save as Pending

Creating Credits

Credit Invoice (tied to a specific invoice):

1. Find the invoice in Manage Invoices
2. Click Create Credit Invoice
3. Enter the credit amount and post date
4. Click Apply Credit

Credit Memo (for future use):

1. Go to Accounts Receivable > Create Credit Memo
2. Find the Customer
3. Enter Credit Amount and Post Date
4. Select Credit and Debit Accounts
5. Click Create Credit Memo

Applying Payments

Individual Invoice:

1. Open the invoice and click Apply Payment
2. Enter Amount, Payment Date, and Payment Type
3. Click Make Payment

Bulk Payments:

1. Go to Accounts Receivable > Customers > Customer Activity
2. Find the Customer
3. Click Make Payment under Open Invoices
4. Enter payment details
5. Click Make Payment

Bank Deposits

After recording payments, you need to create bank deposits:

1. Go to Accounts Receivable > Bank Deposits > Make Bank Deposit
2. Choose the Cash Account
3. Select all Cash/Checks to include
4. Click Make Bank Deposit
5. Print or Export the deposit slip

If you forgot to include a payment:

- Same-day only: Find the deposit and click Reverse Bank Deposit
- Create a new deposit for the missed payment

Accounts Receivable Quick Reference

AR > Customers > Customer Activity — View customer activity
AR > Invoices > Create Invoice — Create invoices
AR > Create Credit Memo — Create credits
AR > Bank Deposits > Make Bank Deposit — Create deposits

GENERAL LEDGER

Chart of accounts, journal entries, and period management

Chart of Accounts

Your chart of accounts defines the structure of your financial reporting.

Account Structure

Daxko uses a five-component structure:

1. Fund — Operating Fund, Capital Fund, etc.
2. Branch — Downtown, Westside, etc.
3. Department — Aquatics, Fitness, etc.
4. Major Code — The account type (revenue, expense, asset, liability)
5. PCS Code (optional) — Program Classification Structure

Creating Account Components

Before creating accounts, you need the building blocks:

1. Go to General Ledger > Chart of Accounts > Manage Account Components
2. Select the component type tab
3. Click Add New [Component]
4. Name it and assign user permissions
5. Click Save

Creating Accounts

Once you have components, build accounts:

1. Go to General Ledger > Chart of Accounts > Create One Account
2. Select components from dropdowns
3. Name the account
4. Select restriction type (Unrestricted, Temporarily Restricted, Permanently Restricted)
5. Ensure status is "Active"
6. Click Create Account

Using Translations

Translations reroute account numbers from external systems:

1. Go to General Ledger > Chart of Accounts > Update Accounts
2. Find the account
3. Click Add in the translations column
4. Enter the translation number
5. Click Save Translation Numbers

Journal Entries

Journal entries are the backbone of accounting adjustments.

Creating Manual Journal Entries

1. Go to General Ledger > Journal Entries > Create Manual Journal Entry
2. Enter a unique Reference Number

3. Enter a Summary Description
4. Find accounts and enter Debit and Credit amounts
5. Choose to Post Now, Save as Pending, Save as Template, or Schedule

Journal Entry Templates

For recurring entries:

1. Create a template with accounts and amounts
2. Access via General Ledger > Journal Entries > Manage Journal Entry Templates
3. Find template and click Use
4. Update reference number and amounts
5. Click Post Now

Managing Journal Entries

View and manage entries:

1. Go to General Ledger > Journal Entries > Journal Entry Lists
2. Search by reference number or status
3. For posted entries: View/Reverse
4. For pending/scheduled entries: Edit/Delete

Periods & Years

Managing accounting periods ensures data integrity by controlling when transactions can be posted.

Managing Periods

Only two consecutive periods can be open at a time:

1. Go to Daxko Accounting System Menu > Manage Periods and Years
2. Use Close Period, Open Period, or Close Period and Open Period

⚠ WARNING: Once closed, a period cannot be reopened!

Managing Years

Year-end procedures:

1. Make all prior year adjustments
2. Perform Trial Close Fiscal Year
3. When balanced, perform Final Close Fiscal Year

⚠ WARNING: Final close cannot be reversed after the nightly update

Troubleshooting Imbalances

If trial balance doesn't balance:

1. Check the Trial Balance report
2. Run the General Ledger Report to identify imbalanced accounts
3. Run the report again with "Link to Journal Entries"
4. Find and correct the issue

General Ledger Quick Reference

GL > Chart of Accounts > Create One Account — Add accounts
GL > Journal Entries > Create Manual Journal Entry — Create JEs
GL > Journal Entries > Journal Entry Lists — Manage JEs
System Menu > Manage Periods and Years — Period management

BANK ACCOUNTS & RECONCILIATION

Setting up bank accounts and performing reconciliations

Setting Up Bank Accounts

Before you start writing checks, you need somewhere to write them from:

1. Set up a Cash Account in GL
2. Designate it as a Cash Account in Custom Fields and Defaults
3. Go to Accounts Payable > Bank Accounts, E-Sign, Checkbooks
4. Click Set Up New Account
5. Choose account type (checking/savings)
6. Set up payment methods and checkbook information
7. Click Save

Bank Reconciliation

The monthly ritual of matching your records with the bank's:

1. Go to Accounts Payable > Reconciliation > Reconcile Bank Accounts
2. Select Bank Account and "As of" Date
3. Enter ending Statement Balance
4. Clear checks, fees, and deposits that appear on your statement
5. When variance is \$0.00, click Reconcile

Tips for Painless Reconciliation

- You can Save as Pending and come back later
- Use Actions > Add Check/Payment or Add Deposit/Credit for missing items

When the variance is zero, you've achieved accounting nirvana.

REPORTING

Financial statements and module-specific reports

Key Financial Statements

Statement of Activities (Income Statement):

- Shows revenue minus expenses
- Go to General Ledger > Financial Statements > Statement of Activities

Statement of Financial Position (Balance Sheet):

- Shows assets, liabilities, and net assets
- Go to General Ledger > Financial Statements > Statement of Financial Position

Report Customization

For all reports, you can:

- Filter by account components
- Set date ranges
- Add headers and footers
- Save report formats for future use
- Export to PDF or Excel

Module-Specific Reports

Accounts Payable Reports

- All Invoices — Invoices entered during a date range
- Open Invoices — Unpaid invoices
- Aged Payables — How long you've owed vendors
- 1099 Invoices — For tax reporting
- Vendor Ledger — Activity by vendor

Accounts Receivable Reports

- Aged Receivables — How long customers have owed you
- Deferred Revenue — Future revenue recognition

General Ledger Reports

- General Ledger — Account activity detail
- Journal — Transaction detail by source
- Trial Balance — Debits and credits by account
- Benchmark Reports — Performance metrics

Budget Reports

- Budget Report — Budgeted amounts by account
- Annual Budget Comparison — Multi-year analysis
- Forecast by Month — Projections and actuals
- Statement of Activities — Budget vs. actual performance

Report Formats



Daxko lets you save report configurations for quick future access:

1. Set up all your report filters and selections
2. Click Save as at the bottom of the report
3. Name your report format
4. Optionally check "Shared" to make it available to others
5. Click Save Report

These saved formats appear in a dropdown at the top of each report.

DAXKO OPS INTEGRATION

Connecting Daxko Operations and Daxko Accounting

Permission Setup

In both systems:

- Daxko Accounting: Enable "Daxko Operations Login" permission
- Daxko Operations: Enable "Daxko Accounting Login" permission
- For exporting: Set up "Export to Daxko Accounting" or "Post to Daxko Accounting"

Exporting from Operations to Accounting

1. Go to Finance > Accounting > Export in Operations
2. Enter "To" date (the "From" date auto-populates)
3. Select accounting system
4. Click Export
5. Choose to export to Daxko Accounting
6. Mark as posted when complete

Importing in Daxko Accounting

1. Go to General Ledger > Queue
 2. Expand "Imported Journal Entries"
 3. When "Completed" appears, click "Review imported journal entry"
 4. Click Post Now
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You've Made It!

Keep this guide handy and ask for help when you need it.



Need Help?

Skeehan & Young specializes in Daxko implementations and ongoing support.

www.skeehanandyoung.com