

Fast.
Safe.
Yavrio



[User Guide]

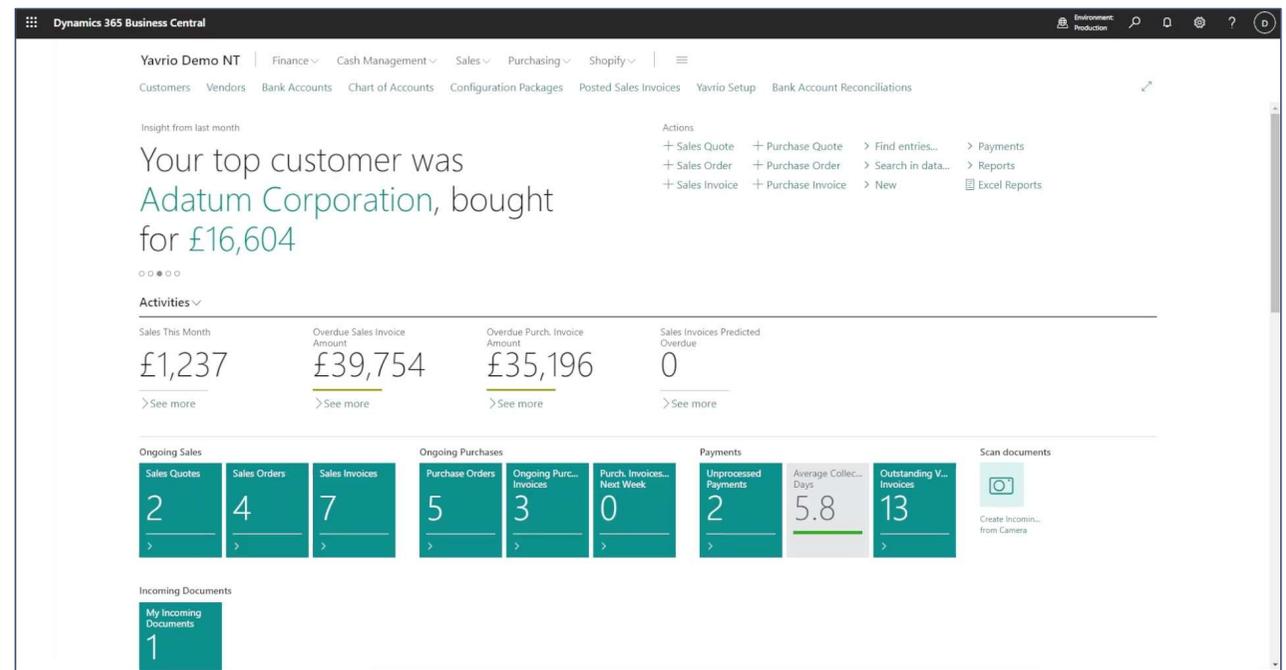
How to Connect your bank
account to Dynamics 365
Business Central

Welcome to Yavrio!

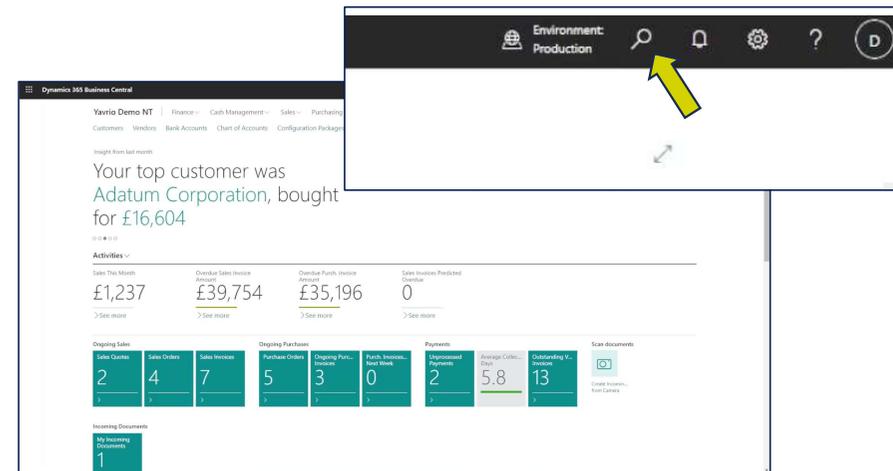
This guide will take you step-by-step through connecting your bank account to D365 Business Central with Yavrio

Let's begin connection of your Business Central bank account to a live bank account

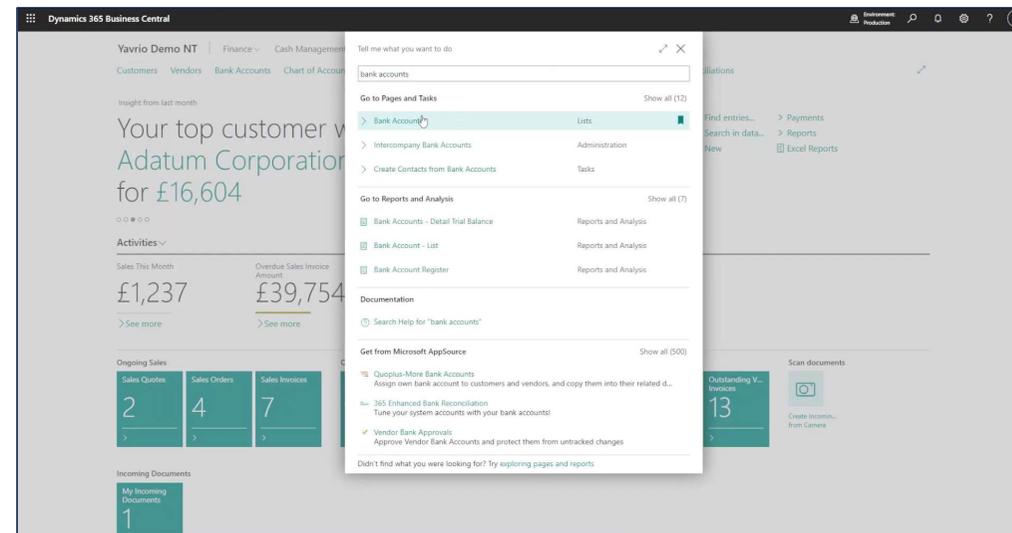
- Log in to your Microsoft Dynamics 365 Business Central account. The process starts from your role centre.



- On the top right-hand side of your role centre screen you will find the magnifying glass 'search' icon.
- Click on this and a search bar will appear

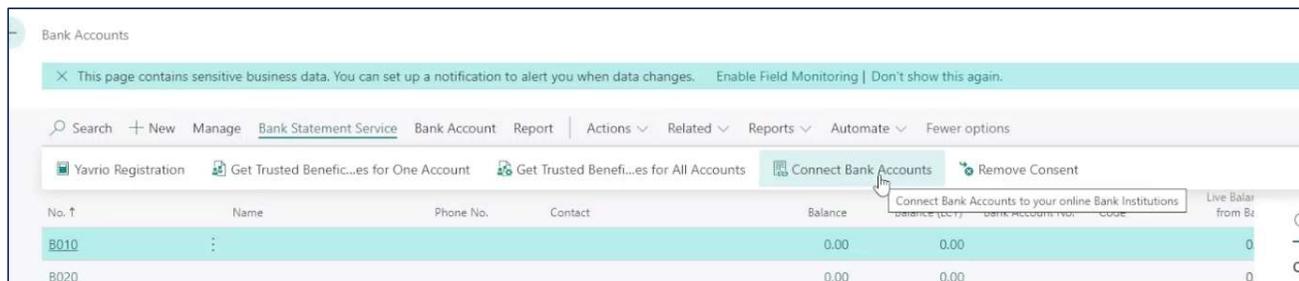
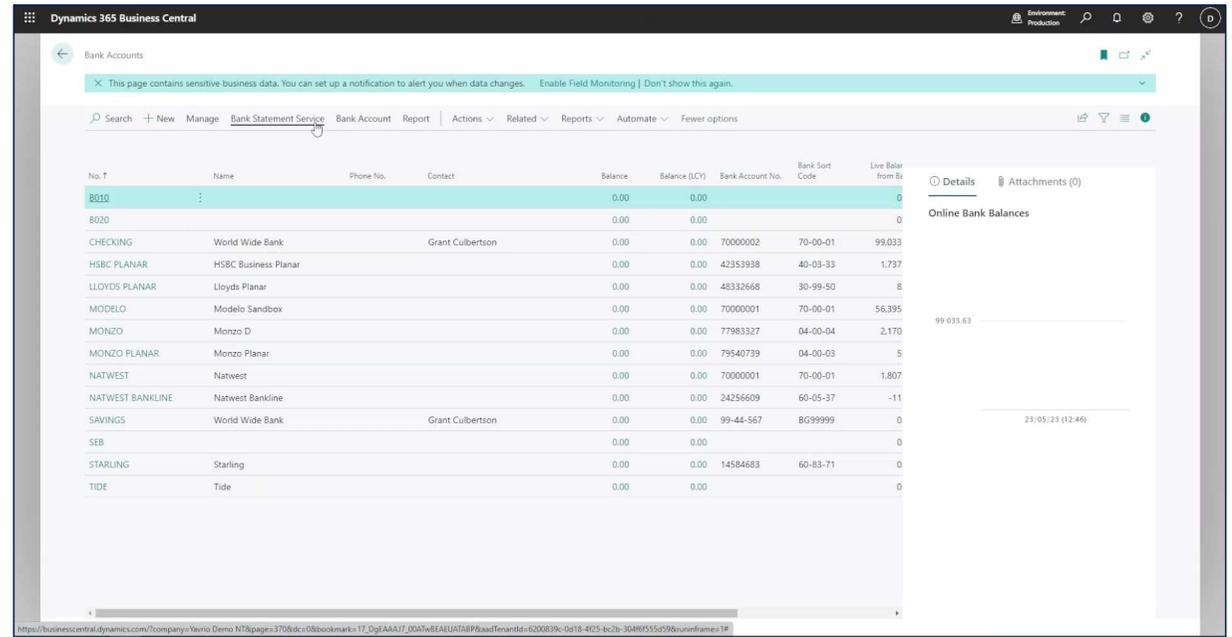


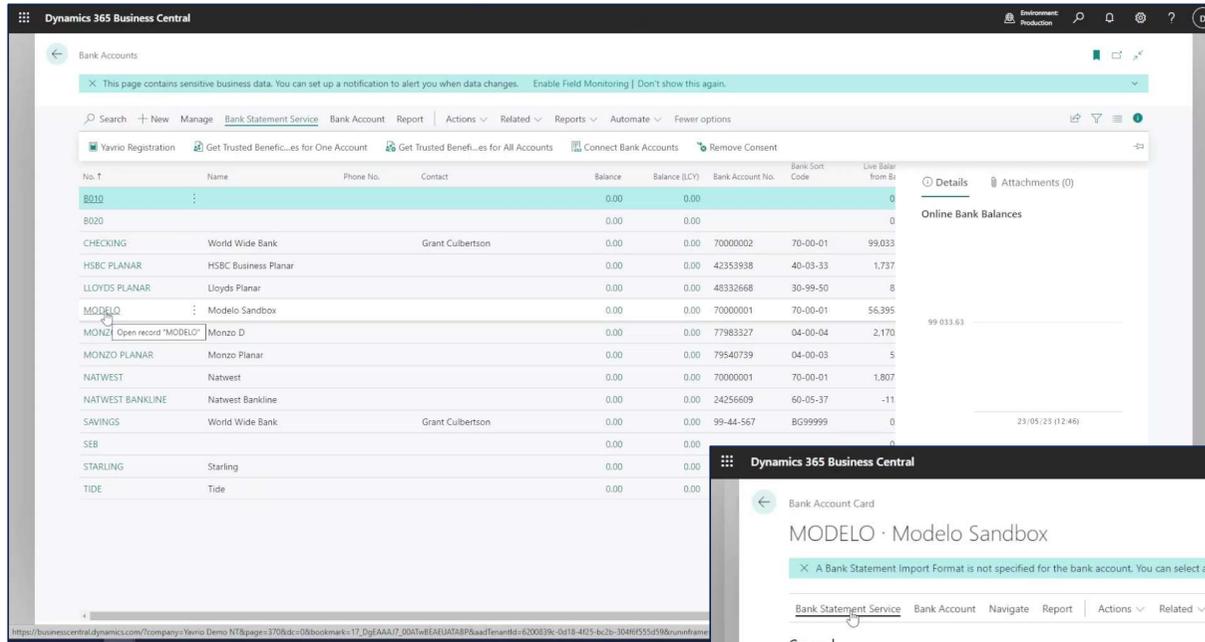
- Into the search bar, search 'Bank Accounts'
- A drop-down list will appear. From this list, select 'Bank Accounts - Lists'
- Upon selecting this, the list of bank accounts you have previously set up within Business Central will open.



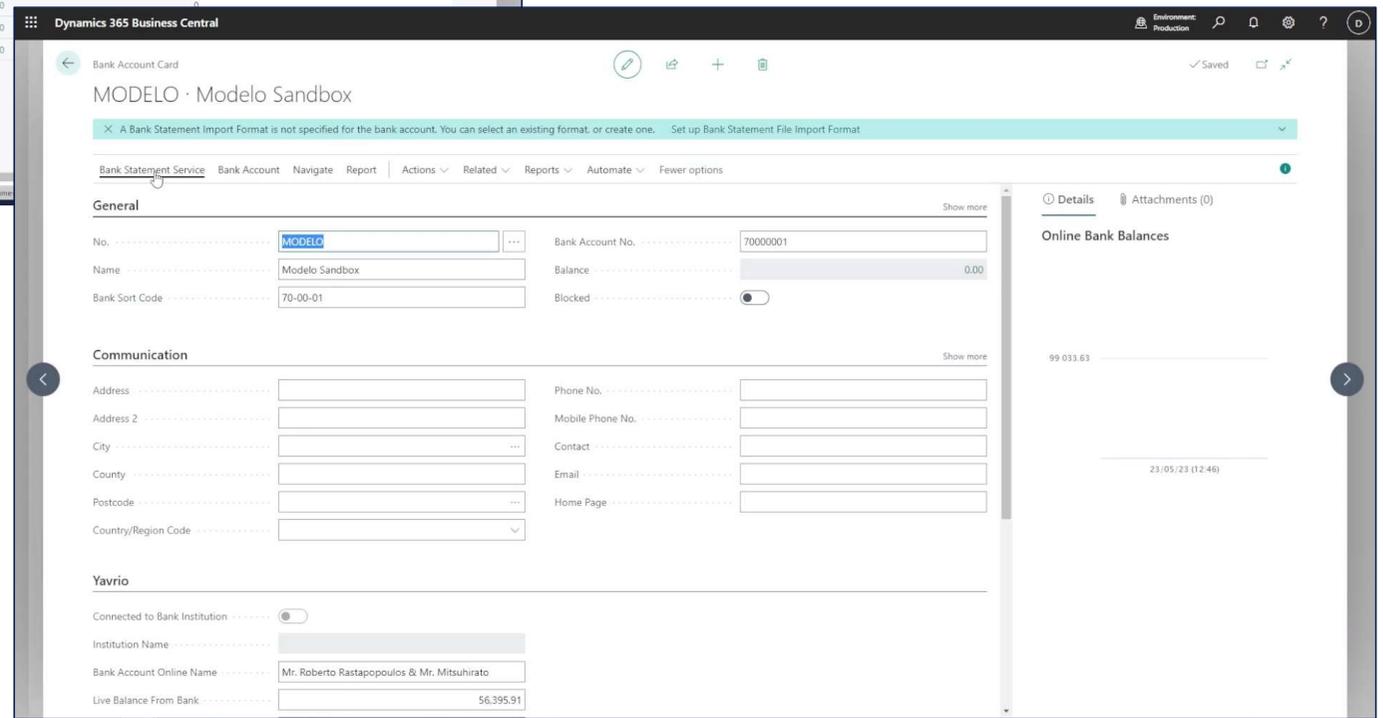
This is what your 'Bank Accounts' list will look like.

- In the top ribbon, you'll find the 'Bank Statement Service' button. This is a Yavrio-specific button that only appears after installation of our add-on.
- Click this button and you will be presented with a suite of options.
- Select 'Connect Bank Accounts'

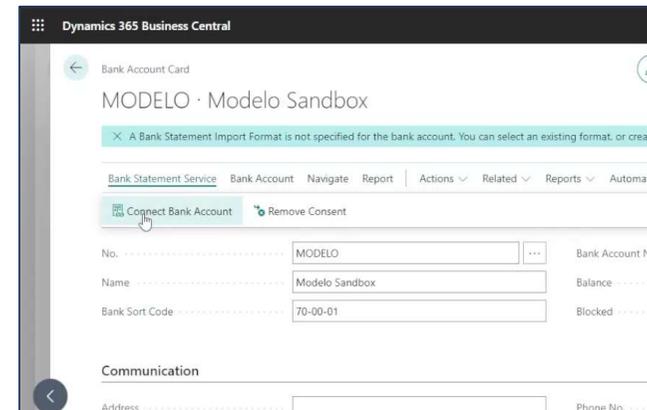




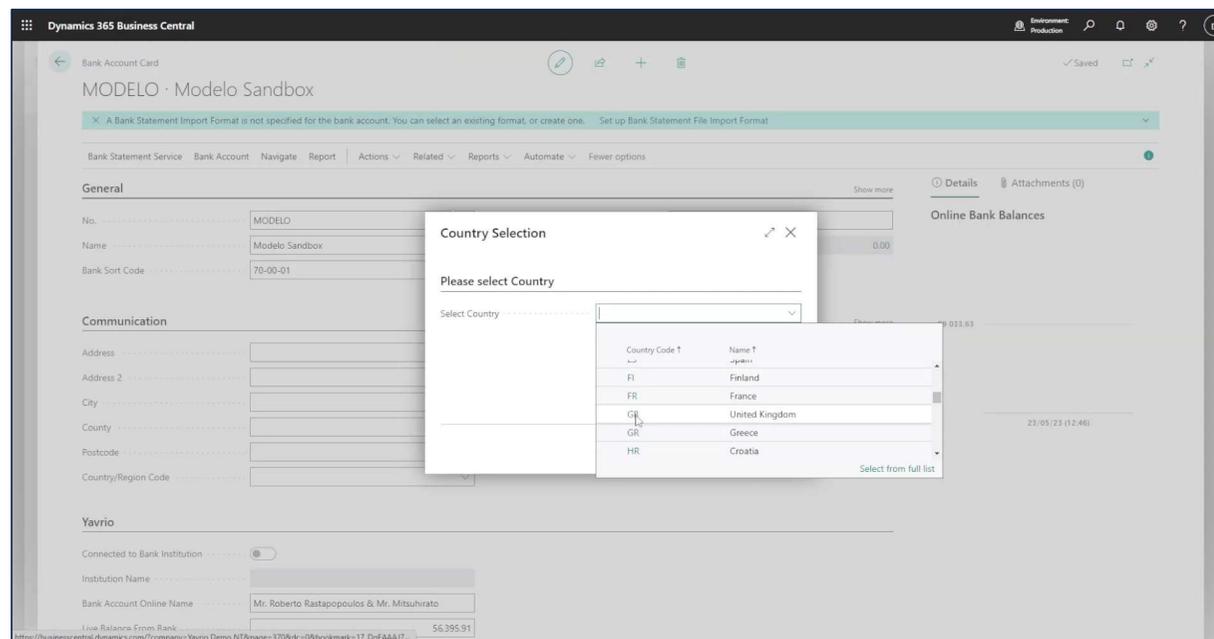
Alternatively you can click onto your bank account's card in the 'Bank Accounts' list and find the 'Bank Statement Service' button in the same place in the ribbon towards the top of the screen.



- Once you have selected 'Connect Bank Accounts', you will be prompted to choose the country in which your bank account is based



- You can either scroll and select, or if you know the country code (once you've completed this process a few times), you can type this in and select, as a shortcut.

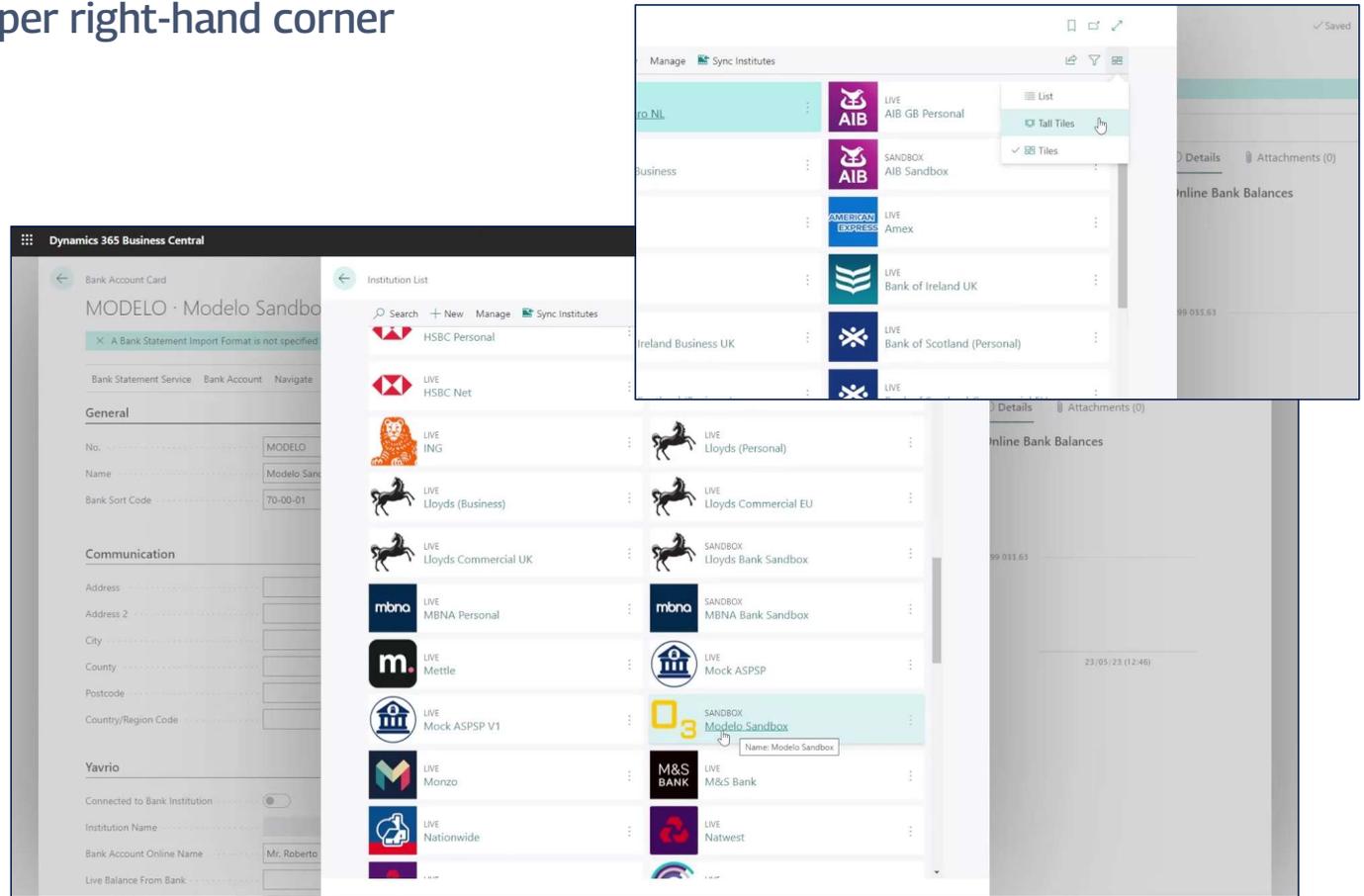


Once selected, click to proceed, and the list of available Bank Institutions will appear.

This can be viewed as either a list, tall tiles, or small tiles (as pictured) through the menu in the upper right-hand corner

- Use the 'Search' bar in the top left, or scroll down to find the institution you wish to connect to.

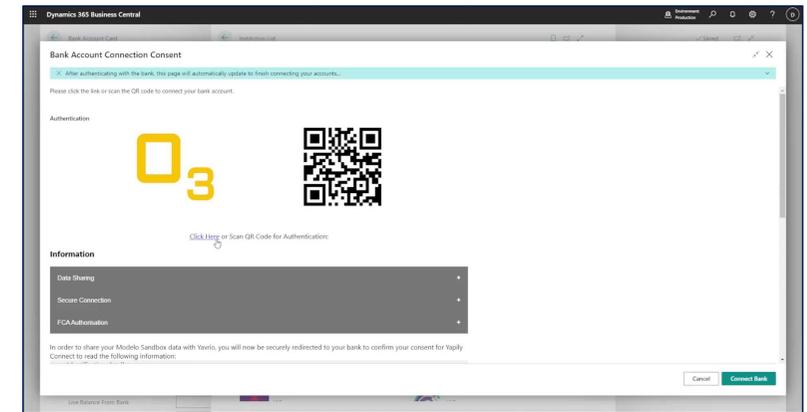
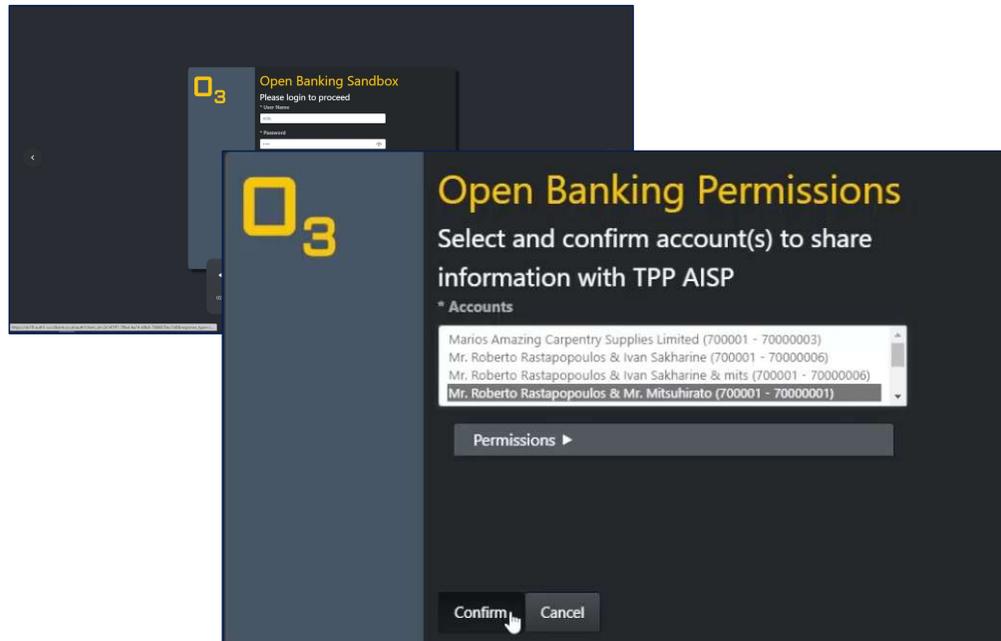
For this demonstration we will use our 'Modelo Sandbox' Bank Institution



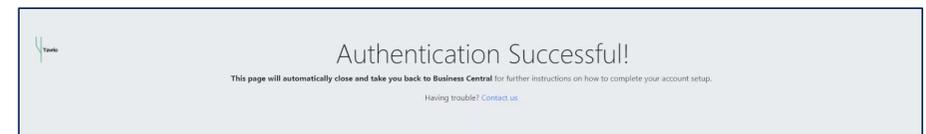
The displayed page will then appear, where you will be given both a QR code and a link -->

- You can use either of these to be directed to your own bank's authentication page to go through security protocols.

(This will look different from one bank to another, and the complexity of the security process may also differ depending on your bank)

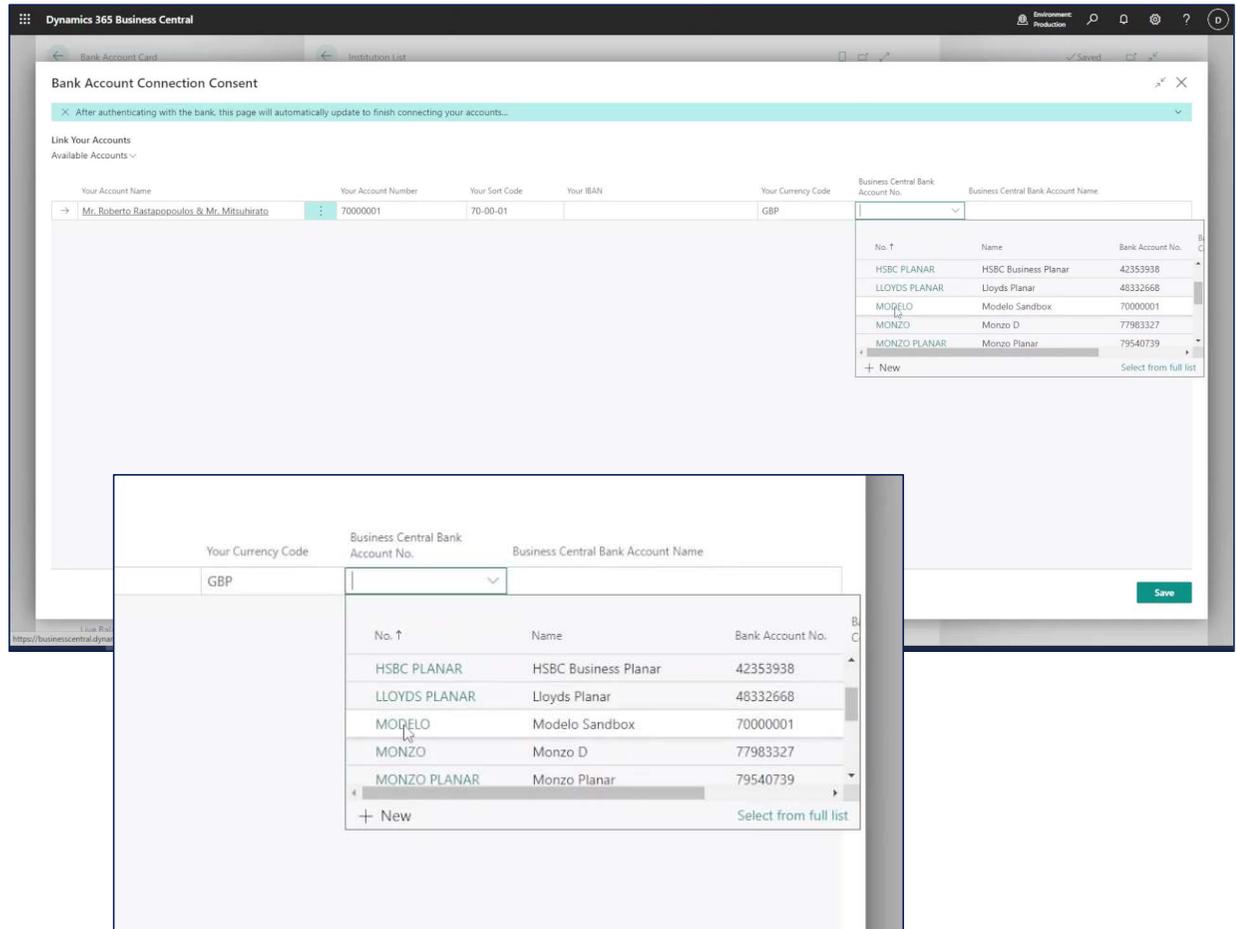


- Choose which account within your bank you wish to connect to Business Central
- Upon success, your bank's page will close and the below message will be displayed at the top of your browser window. You will be automatically redirected to BC from here.



The Bank Account Connection Consent box requires you to confirm details of the bank account connection you are making. Please note that every bank is different and not all fields may be complete. This is normal.

- *Please do not* click save until you have chosen the 'Business Central Bank Account No.' you want to connect to this live bank account:
- *Please select* from the dropdown, clicking the 'No.' of the bank account you wish to connect your live account to, and then click 'Save' .
- The Consent box will close and you will notice you are now back at the Institution List.



Congratulations, you have made your connection!

Now, click back out of the Institution List and refresh your page

- You will notice that there are now changes on your bank account card:
your bank institution's logo will be displayed
the toggle entitled 'Connected to Bank Institution' (under the 'Yavrio' tab) will be set to 'true'
- Yavrio will start pulling the live balance from your bank every hour. And updating this within the Live Balance From Bank field.

Don't worry if this shows 'zero' at first, it will update within an hour

You have now connected your bank account to D365 Business Central!

The screenshot displays the Dynamics 365 Business Central interface for a Bank Account Card. The card is titled 'MODELO · Modelo Sandbox' and shows a balance of 0.00. The 'Yavrio' section is highlighted with a yellow box and the number '3', indicating the 'Connected to Bank Institution' toggle is turned on. A callout box provides a closer look at the Yavrio settings, showing the 'Connected to Bank Institution' toggle is on, the 'Institution Name' is 'Modelo Sandbox', and the 'Bank Account Online Name' is 'Mr. Roberto Rastapopoulos & Mr. Mitsuhirato'. A line chart on the right shows 'Online Bank Balances' for 'CHECKING' and 'MODELO'.

If you wish to disconnect from your live bank account and remove consent at any time:

- Go to the 'Bank Statement Service' button within your Bank Account Card and select 'Remove Consent'. Following a couple of prompts, the consent will be immediately removed
- Upon refreshing your page, you will notice that your Bank Institution's logo has been removed and the Connected to Bank Institution toggle (under the 'Yavrio' tab) will be set to 'False'.
- This confirms your account has been disconnected

The screenshot displays the Dynamics 365 Business Central interface for a Bank Account Card. The account name is 'MODELO - Modelo Sandbox'. A notification at the top states: 'A Bank Statement Import Format is not specified for the bank account. You can select an existing format, or create one. Set up Bank Statement File Import Format'. The navigation bar includes 'Bank Statement Service', 'Bank Account', 'Navigate', 'Report', 'Actions', 'Related', 'Reports', 'Automate', and 'Fewer options'. A 'Remove Consent' button is highlighted in the top navigation bar, with a tooltip that reads: 'Remove Consent to disconnect the online institution from Business Central'. The 'Communication' section contains fields for Address, Address 2, City, County, Postcode, and Country/Region Code, along with Phone No., Mobile Phone No., Contact, Email, and Home Page. The 'Yavrio' section shows the 'Connected to Bank Institution' toggle is turned off. Other fields include Institution Name (Modelo Sandbox), Bank Account Online Name (Mr. Roberto Rastapopoulos & Mr. Mitsuhirato), Live Balance From Bank (56,395.91), Last Routine Transaction Date, and Last Manual Transaction Date. A line chart on the right shows 'Online Bank Balances' for 'CHECKING' and 'MODELO' from 21/05/23 to 21/05/23 08:55.