

Acumens Contract Payments Usage Scenarios Documentation

Prepared & developed by



Document History

Revision History:

VERSION	DATE	SECTIONS REVISED	DESCRIPTION
1.0	August 2024		Document Prepared

1	Acumens Contract Payments	4
1.1	Introduction	Error! Bookmark not defined.
1.2	Overview:.....	Error! Bookmark not defined.
1.3	Key Capabilities:.....	Error! Bookmark not defined.
2	Sales Contract Payments	5
2.1	Setups	5
2.2	Prepayment Schedule on Sales Quotes	10
2.3	Payment Schedule On Sales Order	12
2.4	Preparing A Prepayment Invoice	12
2.5	Preparing A Prepayment Credit Memo	17
2.6	Receiving Customer Prepayment	19
2.7	Preparing A Billing Invoice (With Sufficient Prepayment)	20
2.8	Preparing A Billing Invoice (With Insufficient Prepayment)	21
3	Purchase Contract Payments.....	23
3.1	Setups	23
3.2	Prepayment Schedule on Purchase Quotes	27
3.3	Payment Schedule On Purchase Order	29
3.4	Preparing A Prepayment Invoice	31
3.5	Preparing A Prepayment Credit Memo	37
3.6	Making Vendor Prepayment.....	Error! Bookmark not defined.
3.7	Recognizing A Billing Invoice (With Sufficient Prepayment)	39
3.8	Recognizing A Billing Invoice (With Insufficient Prepayment)	40

1 Acumens Contract Payments

1.1 Application Overview

Acumens Contract Payments, an innovative extension for Microsoft Dynamics 365 Business Central, designed to revolutionize the handling of purchase and contract payments. Tailored for precision and flexibility, this solution introduces a new paradigm for preparing and tracking dynamic payment schedules seamlessly woven into the fabric of your sales and purchase processes.

The following features are supported.

1. **Flexible Prepayment Scheduling:** Acumens allows you to prepare and manage prepayment schedules with a level of flexibility that adapts to the nuances of agreements with customers or vendors. This feature facilitates the customization of payment structures, aligning with the unique terms negotiated in your business relationships.
2. **Seamless Integration at Every Stage:** Initiate prepayment schedules effortlessly at either the Quote or Order stage, ensuring a smooth flow throughout the entire sales and purchase lifecycle. Acumens seamlessly integrates into your existing processes, enhancing overall operational efficiency and minimizing disruptions.
3. **Dynamic Work Order Integration:** Track prepayments with precision by tying them directly to specific Work Order Numbers. Acumens ensures a seamless flow of prepayment data through the General Ledger and Customer/Vendor Ledger, providing a comprehensive and accurate financial overview.
4. **Tailored Invoice Management:** Exercise control over your financial records by choosing whether to automatically delete Sales or Purchase Invoices upon Complete Posting. Acumens Contract Payments empowers you to customize your invoice management process according to the unique needs and preferences of your business.

1.2 System Requirements

Acumens Contract Payments extension for BC365 supports all BC365 deployment scenarios and imposes no additional requirements nor restrictions on the standard system requirements for BC365.

Acumens Contract Payments requires Microsoft Dynamics 365 Business Central version 14.00 or later and works with all BC365 clients (Dynamics NAV Web Client, Dynamics NAV Tablet Client, Dynamics NAV Phone Client (in a Browser) and Dynamics NAV Universal App)

2 Sales Contract Payments

2.1 Setups

1. The **Acumens Contract Payments Setup** card will open as shown.

Acumens Contract Payments Setup

Show Attached

General

Enable Contract Payments ☒

Purchase Contract Payments

Dim for Purch WorkOrder No. Global Dimension 2 Code Purch WorkOrder No. Mandate Prepayment Orders Only

Sales Contract Payments

Dim for Sales Work Order No. Global Dimension 1 Code Sales Work Order No. Mandate Prepayment Orders Only

2. On the **Sales Contract Payments** tab, select the suitable dimensions for the field “**Dimension for Work Order No.**” and “**Work Order No. Mandate**”

Acumens Contract Payments Setup

Show Attached

General

Enable Contract Payments ☒

Purchase Contract Payments

Dim for Purch WorkOrder No. Global Dimension 2 Code Purch WorkOrder No. Mandate Prepayment Orders Only

Sales Contract Payments

Dim for Sales Work Order No. Global Dimension 1 Code Sales Work Order No. Mandate Prepayment Orders Only

3. In this example, we have selected “**Global Dimension 2 Code**” as our Dimension for Work Order No. and “**Prepayment Orders Only**” as our Work Order No. Mandate.

NOTE: This means that Work Order No. values will be stored as Global Dimension 2-dimension values across the application, and Work Order No. will only be required on Prepayment Sales Orders only and not others.

- 4. Next, in Dynamics 365 Business Central, use search to open the **Customer Posting Groups** list

TELL ME WHAT YOU WANT TO DO

customer posting

Go to Pages and Tasks

> Customer Posting Groups

Administration

- 5. Set up the **Sales Advances** and **Deferred Sales Tax** G/L accounts for the various Customer Posting Groups

CUSTOMER POSTING GROUPS | WORK DATE: 1/27/2022

✓ SAVED

Search

New

Edit List

Delete

Edit

View

Show Attached

Open in Excel

Show All Accounts

CODE ↑	DEBIT CURR. APPLN. RNDG. ACC.	CREDIT CURR. APPLN. RNDG. ACC.	DEBIT ROUNDING ACCOUNT	CREDIT ROUNDING ACCOUNT	CASH ADVANCES	DEFERRED SALES TAX	
DOMESTIC	70500	70500	70500	70500	11200	15010	
EU	70500	70500	70500	70500	11200	15010	
FOREIGN	70500	70500	70500	70500	11200	15010	

6. Search for Unit of Measure and add a Unit of Measure “EACH”

← UNITS OF MEASURE | WORK DATE: 1/27/2022 ✓ SAVED ↗

Search + New Edit List Delete Show Attached Open in Excel More options

CODE ↑	DESCRIPTION	INTERNATIONAL STANDARD CODE	SAT UOFM CLASSIFICATION
BOX	Box	BX	
CAN	Can	CA	
DAY	Day	DAY	
EACH	Each	EACH	
GR	Gram	GRM	
HOUR	Hour	HUR	
KG	Kilo	KGM	
KM	Kilometer	KMT	
L	Liter	LTR	
MILES	Miles	1A	
PACK	Pack	PK	
PALLET	Pallet	PF	
PCS	Piece	EA	

7. Create the Tax Group Code “ADVANCES” and map it accordingly

← TAX GROUPS | WORK DATE: 1/27/2022 ↗

Search + New Edit List Delete Show Attached Open in Excel More options

CODE ↑	DESCRIPTION
ADVANCES	Vendor & Customer Prepayments
FURNITURE	Taxable Olympic Furniture
LABOR	Labor on Job
MATERIALS	Taxable Raw Materials
NONTAXABLE	Nontaxable
SUPPLIES	Taxable Olympic Supplies

8. In Dynamics 365 Business Central, use search to open the **Sales & receivables Setup** card

TELL ME WHAT YOU WANT TO DO

Sales & REC

Go to Pages and Tasks

> Sales & Receivables Setup

Administration

9. The **Sales & Receivables Setup** card will open as shown. Under the **Archiving** fast tab, set up the desired option on the **Delete Orders on Posting** field.

←

...ABLES SETUP | WORK DATE: 1/27/2022

+

✓ SAVED

Sales & Receivables Setup

Customer GroupsPaymentsShow AttachedMore options

Stockout Warning

Allow Tax Difference

Invoice Rounding

Calc. Inv. Discount

Default Item Quantity

Tax Bus. Posting Gr. (...)

Create Item from Ite...

Prepmt. Auto Update...

Never

Create Item from Des...

Ignore Updated Addr...

Copy Customer Nam...

Skip Manual Reservat...

Dimensions >

Number Series >

Background Posting >

Archiving

Archive Quotes

Never

Archive Orders

Batch Archiving Quot...

Archive Return Orders

Archive Blanket Orders

Delete Orders On Pos...

2.2 Prepayment Schedule on Sales Quotes

This task will guide you in preparing the prepayment schedule at the Sales Quote stage. Once this is done, when a Sales Quote is converted to order, the prepayment schedule will be transferred to the created Sales Order.

- 1. To prepare the Payment Schedule, click on **Process -> Payment Schedule** on the top left of the page

Sales Quote | Work Date: 1/23/2025

1001 · The Cannon Group PLC

Home

Prepare

Request Approval

Prepare

Approve

Acumens Contract Payments

Actions

Related

Reports

Fewer options

Payment Schedule

General

Show more

Customer Name

The Cannon Group PLC

Contact

Mr. Andy Teal

Requested Delivery Date

1/23/2025

External Document No.

Due Date

2/23/2025

Status

Released

Work Order No.

MERCEDES

Lines

Manage

Line

Functions

New Line

Delete Line

Select Items...

Insert Ext. Text

Dimensions

- 2. The empty payment Schedule page will open, with the whole Contract Amount as Unscheduled and none as scheduled or paid.

Prepayment Schedule | Work Date: 1/23/2025

1001 · The Cannon Group PLC

General

No.

1001

City

Atlanta

Bill-to Customer No.

10000

Currency Code

Name

The Cannon Group PLC

AQDWork Order No.

MERCEDES

Address

192 Market Square

Statistics

Sales Line:

Payment Schedule:

Unscheduled:

Payments

Sales A...

12,000.00

Amount

12,000.00

Amount

0.00

No of Pa...

3

Tax Amo...

0.00

Tax Am...

0.00

Tax Am...

0.00

Amount ...

0.00

Total A...

12,000.00

Total A...

12,000.00

Total A...

0.00

Amount ...

0.00

Percent...

100.00

Percent...

0.00

Sales Payment Schedule >

3. Capture the payment schedule as desired and monitor the statistics

←

Prepayment Schedule | Work Date: 1/23/2025

✎

🔗

+

🗑

✓ Saved

🔗

↗

1001 · The Cannon Group PLC

General

No.

1001

City

Atlanta

Bill-to Customer No.

10000

Currency Code

Name

The Cannon Group PLC

AQDWork Order No.

MERCEDES

Address

192 Market Square

Statistics

Sales Line:

Sales A... · 12,000.00

Tax Amo... · 0.00

Total A... · 12,000.00

Payment Schedule:

Amount · 12,000.00

Tax Am... 0.00

Total A... 12,000.00

Percent... 100.00

Unscheduled:

Amount · 0.00

Tax Am... 0.00

Total A... 0.00

Percent... 0.00

Payments

No of Pa... 3

Amount ... 0.00

Amount ... 0.00

Sales Payment Schedule

➕ New Line

✖ Delete Link

📄 Create Prepayment Invo

📄 Create Prepayment Cr. Mer

🔗

🔗

Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	
→	1		3,000.00	0.00	25.00	3,000.00	⬆
	2		4,000.00	0.00	33.33	4,000.00	
	3		5,000.00	0.00	41.67	5,000.00	

4. Close the Payment Schedule and convert the Quote to Order.

2.3 Payment Schedule On Sales Order

1. If transferred from Sales Quote, take note of the “Contract Payment Schedule” subpage below or capture new details as may be necessary, stating the amount to be paid in each installment:

Sales Payment Schedule													
		New Line		Delete Line		Create Prepayment Invoice		Create Prepayment Cr. Memo					
Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	0.00	3,000.00	1/23/2025	Pending			0.00
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00
→	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00

Sales Payment Schedule							
		New Line		Delete Line		Create Prepayment Invoice	
Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	
→	4	Installment 4	6,000.00	0.00	35.29	6,000.00	

2.4 Preparing A Prepayment Invoice

1. To prepare a prepayment invoice, select the desired installment and click on Click on **Manage -> Create Prepayment Invoice**

Sales Payment Schedule							
		New Line		Delete Line		Create Prepayment Invoice	
						Create Prepayment Cr. Memo	
Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	
→	4	Installment 4	6,000.00	0.00	35.29	6,000.00	

2. A prompt to confirm creation of the invoice will be seen as shown. Click **Yes** if you want to proceed, otherwise, click **No**.

Prepayment Schedule | Work Date: 1/23/2025

1017 · The Cannon Group PLC

General

No. 1017 Address 192 Market Square Work Order No. 1017

Bill-to Customer No. 10000 City Atlanta

Name The Cannon Group PLC Currency Code

Statistics

Sales Line:

Sales Amount 17,000.00 Payment Schedule: Amount 17,000.00 Unscheduled: Amount 0.00 Payments

Tax Amount 0.00 Tax Amount 0.00 No of Payments

Total Amount 17,000.00 Total Amount 0.00 Amount Invoiced

Percentage 0.00 Amount Paid

1 ? You have requested to generate Invoice for Payment No. 1 to be dated 01/23/25 for a total of 3,000 would You like to continue?

Yes No

Sales Payment Schedule

New Line Delete Line Create Prepayment Invoice Create Prepayment Cr. Memo

Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt
→	1	Installment 1	3,000.00	0.00	17.65	3,000.00	0.00	3,000.00	1/23/2025	Pending			
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			
	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			

17,000.00 Amount

1 ? You have requested to generate Invoice for Payment No. 1 to be dated 01/23/25 for a total of 3,000 would You like to continue?

Yes No

3. The prepayment invoice is created for the scheduled payment and same work order no.

Sales Invoice | Work Date: 1/23/2025

1004 · The Cannon Group PLC

Home Prepare Print/Send Request Approval Invoice Acumens Customer ePortal More options

Post Release

General Show more

Customer Name The Cannon Group PLC Tax Date 1/23/2025 CFDI Export Code
Contact Mr. Andy Teal Due Date 2/23/2025 CFDI Period Diario
Posting Date 1/23/2025 Status Open Work Order No. 1017

Lines Manage Line ✎ 🔍

Select items... New Line Delete Line

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Amou. Excl. 1
→ G/L Account	85100		Installment 1	BLUE	1	EACH	3,000.00	ATLANTA, GA	ADVANCES		3,000.

Subtotal Excl. Tax (USD) 3,000.00 Invoice Discount % 0 Total Tax (USD) 0.00
Inv. Discount Amount Ex... 0.00 Total Excl. Tax (USD) 3,000.00 Total Incl. Tax (USD) 3,000.00

Prepayment Schedule | Work Date: 1/23/2025

1017 · The Cannon Group PLC

General

No. 1017 Address 192 Market Square Work Order No. 1017
Bill-to Customer No. 10000 City Atlanta
Name The Cannon Group PLC Currency Code

Statistics

Sales Line:	Payment Schedule:	Unscheduled:	Payments
Sales Amount 17,000.00	Amount 17,000.00	Amount 0.00	No of Payments 4
Tax Amount 0.00	Tax Amount 0.00	Tax Amount 0.00	Amount Invoiced 3,000.00
Total Amount 17,000.00	Total Amount 17,000.00	Total Amount 0.00	Amount Paid 0.00
	Percentage 100.00	Percentage 0.00	

Sales Payment Schedule New Line Delete Line Create Prepayment Invoice Create Prepayment Cr. Memo

Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amnt Due
→	1	Installment 1	3,000.00	0.00	17.65	3,000.00	3,000.00	0.00	1/23/2025	Complete	103033		3,000.00
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00
	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00

Payments

No of Payments 4

Amount Invoiced 3,000.00

Amount Paid 0.00

On Payment Schedule:

Statistics

Sales Line:

Sales Amount

Tax Amount

Total Amount

17,000.00

0.00

17,000.00

Payment Schedule:

Amount

Tax Amount

Total Amount

Percentage

17,000.00

0.00

17,000.00

100.00

Unscheduled:

Amount

Tax Amount

Total Amount

Percentage

0.00

0.00

0.00

0.00

Payments

No of Payments

Amount Invoiced

Amount Paid

4

3,000.00

0.00

Sales Payment Schedule

New Line

Delete Line

Create Repayment Invoice

Create Repayment Cr. Memo

Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	3,000.00	0.00	1/23/2025	Complete	103033		3,000.00
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00
	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00

Balance On Customer Card:

Customer Card | Work Date: 1/23/2025

10000 · The Cannon Group PLC

Home

Request Approval

New Document

Prices & Discounts

Customer

Report

Actions

Related

Reports

Fewer options

Statement

Account Detail

Open Entries

Scheduled Statements

Sales

General

Show more

No.

10000

Balance Due (\$)

-443.30

CFDI Relation

Name

The Cannon Group PLC

Credit Limit (\$)

0.00

CFDI Export Code

CFDI Customer Name

*

Blocked

SAT Tax Regime Classifica...

Balance (\$)

258,736.91

Total Sales

29,324.08

CFDI General Public

Balance (\$) As Vendor

0.00

Costs (\$)

18,175.60

CFDI Period

Diario

CFDI Purpose

On Customer Ledger Entries:

10000 - The Cannon Group PLC | Work Date: 1/23/2025

Customer Ledger Entries

Search

Edit List

Home

Entry

More options

Show Document

Apply Entries

Find entries...

Reverse Transaction...

Create Reminder...

Create Finance Charge Memo...

Posting Date	Document Type	Document No.	Customer No.	Customer Name	Description	Department Code	Project Code	Currency Code	Original Amount	Amount
1/23/2025	Invoice	103033	10000	The Cannon Group PLC	WO# - 1017 - Installment 1	SALES	1017		3,000.00	3,000.00
1/20/2025	Invoice	103001	10000	The Cannon Group PLC	Invoice 103001	SALES			11,776.25	11,776.25
1/15/2025	Invoice	103028	10000	The Cannon Group PLC	Order 6005	SALES			5,354.85	5,354.85
1/12/2025	Credit Memo	104001	10000	The Cannon Group PLC	Credit Memo 104001	SALES			-382.86	-382.86
1/5/2025	Invoice	103015	10000	The Cannon Group PLC	Order 101001	SALES			10,806.72	10,806.72
12/31/2024	Invoice	00-9	10000	The Cannon Group PLC	Opening Entries, Customers	SALES			78,254.54	78,254.54
12/31/2024	Invoice	00-16	10000	The Cannon Group PLC	Opening Entries, Customers	SALES			52,169.68	52,169.68
12/31/2024	Invoice	00-11	10000	The Cannon Group PLC	Opening Entries, Customers	SALES			97,818.17	97,818.17
5/17/2023	Payment	171BF3CE85...	10000	The Cannon Group PLC	Posted Invoice 103032	SALES			-15.11	-15.11
5/16/2023	Payment	0547A7020...	10000	The Cannon Group PLC	Order 1003	SALES			-15.11	-15.11
5/16/2023	Payment	9EDB023F4...	10000	The Cannon Group PLC	Order 1002	SALES			-15.11	-15.11
5/16/2023	Payment	369CCC8AE...	10000	The Cannon Group PLC	Order 1001	SALES			-15.11	-15.11

The Work Order No., etc.

10000 - The Cannon Group PLC | Work Date: 1/23/2025

Customer Ledger Entries

Search

Edit List

Home

Entry

More options

Show Document

Apply Entries

Find entries...

Reverse Transaction...

Create Reminder...

Create Finance Charge Memo...

Posting Date	Message to Recipient	Recipient Bank Account	Electronic Document Status	Fiscal Invoice Number PAC	Error Code	Error Description	Work Order No.	CFDI Cancellation Reason Code	Substitution Entry No.	Customer group Code
1/23/2025							1017		0	MEDIUM
1/20/2025									0	MEDIUM

2.5 Preparing A Prepayment Credit Memo

1. To prepare a prepayment credit memo for the prepayment invoice, select the desired installment and click on Click on **Manage -> Create Prepayment Cr. Memo**

Sales Payment Schedule													
New Line Delete Line Create Prepayment Invoice Create Prepayment Cr. Memo													
Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	3,000.00	0.00	1/23/2025	Complete	103033		3,000.00
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00
	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00

?

You have requested to generate Credit for Payment No. 1 to be dated 01/23/25 for a total of 3,000 would You like to continue?

Yes

No

2. A Sales credit Memo will be created
3. Post the credit memo
4. Impact of the posted credit memo

On the Sales Order Payment Schedule Statistics:

Prepayment Schedule | Work Date: 1/23/2025

1017 · The Cannon Group PLC

General

No.1017

Address192 Market Square

Work Order No.1017

Bill-to Customer No.10000

CityAtlanta

NameThe Cannon Group PLC

Currency Code

Statistics

Sales Line:

Sales Amount17,000.00

Tax Amount0.00

Total Amount17,000.00

Payment Schedule:

Amount17,000.00

Tax Amount0.00

Total Amount17,000.00

Percentage100.00

Unscheduled:

Amount0.00

Tax Amount0.00

Total Amount0.00

Percentage0.00

Payments

No of Payments4

Amount Invoiced0.00

Amount Paid0.00

Sales Payment Schedule

New LineDelete LineCreate Prepayment InvoiceCreate Prepayment Cr. Memo

Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	0.00	3,000.00	1/23/2025	Pending	103033	104007	0.00
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00
	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00

Payments

No of Payments

4

Amount Invoiced

0.00

Amount Paid

0.00

It cancels the Invoiced Amount

On the Sales Order Payment Schedule:

Sales Payment Schedule													New Line		Delete Line		Create Prepayment Invoice		Create Prepayment Cr. Memo			
Business Unit Code		Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due								
→			1	Installment 1	3,000.00	0.00	17.65	3,000.00	0.00	3,000.00	1/23/2025	Pending	103033	104007	0.00							
			2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00							
			3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00							
			4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00							

It resets the Amount Invoiced and Amount Due to 0, and also the status back to 'Pending'

On Customer Ledger Entries:

10000 - The Cannon Group PLC Work Date: 1/23/2025										
Customer Ledger Entries										
<a>Show Document <a>Apply Entries <a>Find entries... <a>Reverse Transaction... <a>Create Reminder... <a>Create Finance Charge Memo...										
Posting Date	Document Type	Document No.	Customer No.	Customer Name	Description	Department Code	Project Code	Currency Code	Original Amount	Amount
1/23/2025	Credit Memo	104007	10000	The Cannon Group PLC	Credit Memo 1005	SALES			-3,000.00	-3,000.00
1/23/2025	Invoice	103033	10000	The Cannon Group PLC	WO# - 1017 - Installment 1	SALES	1017		3,000.00	3,000.00
1/23/2025	Credit Memo	104006	10000	The Cannon Group PLC	Credit Memo 1001	SALES			-15.11	-15.11
1/23/2025	Invoice	103032	10000	The Cannon Group PLC	Order 1006	SALES			15.11	15.11

10000 - The Cannon Group PLC Work Date: 1/23/2025											
Customer Ledger Entries											
<a>Show Document <a>Apply Entries <a>Find entries... <a>Reverse Transaction... <a>Create Reminder... <a>Create Finance Charge Memo...											
Posting Date	Error Description	Work Order No.	CFDI Cancellation Reason Code	Substitution Entry No.	Customer group Code	Area Code	Business group Code	Sales campaign Code	Document GUID	Partner Account No.	End User Acc. No.
1/23/2025		1017		0	MEDIUM	30	-	-			
1/23/2025		1017		0	MEDIUM	30	-	-	C132E5F4791449698AC15...	800012	
1/23/2025				0	MEDIUM	30	-	-			

2.6 Receiving Customer Prepayment

- 1. To acknowledge receipt of a customer prepayment, you could make use of a Cash Receipts Journal.

Batch Name: BANK

Manage Home Request Approval Line More options

Post Renumber Document Numbers Reconcile Apply Entries...

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (\$)	Bal. Account Type	Bal. Account No.	App... (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Corr...	Department Code
1/23/2025		G02001	Customer	10000	The Cannon Group PLC	3,000.00	3,000.00	Bank Acco...	WWB-OPERA...	<input type="checkbox"/>			<input type="checkbox"/>	SALES

Create the journal.

- 2. Apply the journal entry to the prepayment invoice

Cash Receipt Journals | Work Date: 1/23/2025

Batch Name: BANK

Manage Home Request Approval Line More options

Post Renumber Document Numbers Reconcile Apply Entries...

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (\$)	Bal. Account Type	Bal. Account No.	App... (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Corr...	Department Code
1/23/2025		G02001	Customer	10000	The Cannon Group PLC	3,000.00	3,000.00	Bank Acco...	WWB-OPERA...	<input type="checkbox"/>			<input type="checkbox"/>	SALES

Apply Customer Entries - 10000 - The Cannon Group PLC

General

Posting Date: 1/23/2025 Currency Code: Amount: -3,000.00 Document Type: Document No.: G02001 Remaining Amount: -3,000.00 Customer Name:

Home Entry

Set Applies-to ID Show Only Selected Entries to Be Applied Show Posted Document

Applies-to ID	Posting Date	Document Type	Document No.	Pre...	Customer No.	Customer Name	Descri
	5/16/2023	Payment	369CCC8AE...	<input type="checkbox"/>	10000	The Cannon Group PLC	Order
	5/16/2023	Payment	9EDB023F4...	<input type="checkbox"/>	10000	The Cannon Group PLC	Order
	5/16/2023	Payment	0547A7020...	<input type="checkbox"/>	10000	The Cannon Group PLC	Order
	5/17/2023	Payment	171BF3CE8...	<input type="checkbox"/>	10000	The Cannon Group PLC	Poste
	1/12/2025	Credit Me...	104001	<input type="checkbox"/>	10000	The Cannon Group PLC	Credi
	12/31/2024	Invoice	00-11	<input type="checkbox"/>	10000	The Cannon Group PLC	Open
	12/31/2024	Invoice	00-16	<input type="checkbox"/>	10000	The Cannon Group PLC	Open
	12/31/2024	Invoice	00-9	<input type="checkbox"/>	10000	The Cannon Group PLC	Open
	1/5/2025	Invoice	103015	<input type="checkbox"/>	10000	The Cannon Group PLC	Order
	1/15/2025	Invoice	103028	<input type="checkbox"/>	10000	The Cannon Group PLC	Order
	1/20/2025	Invoice	103001	<input type="checkbox"/>	10000	The Cannon Group PLC	Invoic
→ G02001	1/23/2025	Invoice	103034	<input type="checkbox"/>	10000	The Cannon Group PLC	WOC#

Appln. Currency	Amount to Apply	Pmt. Disc. Amo...	Rounding	Applied Amount	Available Amount	Balance
	3,000.00	0.00	0.00	3,000.00	-3,000.00	0.00

OK Cancel

Journal Line Details

Account Name: The Cannon Group

General Posting Setup

Tax Posting Setup

Balance Account

Bal. Account Name: World Wide B

General Posting Setup

Tax Posting Setup

Incoming Document Files

Name Type

(There is nothing to show in this view)

- 3. Post the Journal
- 4. The journal will be posted successfully.
- 5. Check the impact of the prepayment receipt.

On the Sales Order Payment Schedule:

Prepayment Schedule | Work Date: 1/23/2025

1017 · The Cannon Group PLC

General

No. 1017 Address 192 Market Square Work Order No. 1017
 Bill-to Customer No. 10000 City Atlanta
 Name The Cannon Group PLC Currency Code

Statistics

Sales Line:	Payment Schedule:	Unscheduled:	Payments
Sales Amount 17,000.00	Amount 17,000.00	Amount 0.00	No of Payments 4
Tax Amount 0.00	Tax Amount 0.00	Tax Amount 0.00	Amount Invoiced 3,000.00
Total Amount 17,000.00	Total Amount 17,000.00	Total Amount 0.00	Amount Paid 3,000.00
	Percentage 100.00	Percentage 0.00	

Sales Payment Schedule | New Line | Delete Line | Create Prepayment Invoice | Create Prepayment Cr. Memo

Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	3,000.00	0.00	1/23/2025	Complete	103034	104007	0.00
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00
	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00

Sales Payment Schedule | New Line | Delete Line | Create Prepayment Invoice | Create Prepayment Cr. Memo

Business Unit Code	Payment No.	Description	Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
	1	Installment 1	3,000.00	0.00	17.65	3,000.00	3,000.00	0.00	1/23/2025	Complete	103034	104007	0.00
	2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending			0.00
	3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending			0.00
	4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending			0.00

On Customer Ledger Entries:

Customer Ledger Entries									
Search Edit List Home Entry More options									
Show Document Apply Entries Find entries... Reverse Transaction... Create Reminder... Create Finance Charge Memo...									
Posting Date	Document Type	Document No.	Customer No.	Customer Name	Description	Department Code	Project Code	Currency Code	Amount
1/23/2025		G02001	10000	The Cannon Group PLC	The Cannon Group PLC	SALES			-3,000.00

2.7 Preparing A Billing Invoice (With Sufficient Prepayment)

- To prepare a billing invoice, from the Sales Order Lines, update the desired **Qty to Ship** and **Qty to Invoice**.

Lines						
Manage Line Order						
New Line Delete Line Select items...						
Type	Line Discount %	Line Amount Excl. Tax	Amount Including Tax	Qty. to Ship	Quantity Shipped	Qty. to Invoice
→ Item	15	17,000.00	17,000.00	5		5

The invoice will be posted with the **prepayment offset**, thereby making the invoice with a **net effect of 0**:

2.8 Preparing A Billing Invoice (With Insufficient Prepayment)

1. To prepare a billing invoice, from our Sales Order Lines, update the desired **Qty to Ship** and **Qty to Invoice**

Lines <u>Manage</u> Line Order							
New Line Delete Line Select items...							
Type	Line Discount %	Line Amount Excl. Tax	Amount Including Tax	Qty. to Ship	Quantity Shipped	Qty. to Invoice	
→ Item	15	17,000.00	17,000.00	5		5	

2. You will get a prompt on **insufficient prepayment** and choose whether to go ahead and invoice.

The prepayment amount 3,000 is not enough to cover the invoiced amount of 40,000. Do you want to proceed with posting the invoice?

Yes

No

3. If you do not wish to proceed with invoicing until a prepayment invoice is made, choose **No**. The Invoice posting will be aborted.
4. In case you want to continue and post the billing invoice regardless of the insufficient deposit, choose **Yes** on the prompt.

The prepayment amount 3,000 is not enough to cover the invoiced amount of 40,000. Do you want to proceed with posting the invoice?

Yes

No

5. The impact will be as follows.

On Customer Card – The customer balance will increase by the net value of the billing invoice.

CUSTOMER CARD | WORK DATE: 1/27/2022

20000 · Selangorian Ltd.

New DocumentRequest ApprovalNavigateCustomerShow Attached

General

No.

20000

...

Name

Selangorian Ltd.

Balance (\$)

207,258.97

Balance Due (\$)

76,771.80

Credit Limit (\$)

0.00

On Customer Ledger Entries

Customer Ledger Entries												
Search Edit List Process Line Entry Navigate Show Attached Open in Excel More options												
POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	CUSTOMER NO. ▼	DESCRIPTION	CURRENCY CODE	ORIGINAL AMOUNT	AMOUNT	AMOUNT (\$)	REMAINING AMOUNT	REMAINING AMT. (\$)	DUE DATE	PMT. DISCOUNT DATE
1/27/2022	Invoice	103034	20000	WO# - 1001 - Billing		60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	2/10/2022	1/27/2022

3 Purchase Contract Payments

3.1 Setups

This task will guide you in setting up the **Acumens Contract Payments** extension for use after installation.

- 1. In Dynamics 365 Business Central, use search to open the **Acumens Contract Payments Setup** card

Acumens Contract Payments Setup

✓ SAVED

Show Attached

General

Enable Contract Payments

Purchase Contract Payments

Dim for Purch WorkOrder No.

Global Dimension 2 Code

Purch WorkOrder No. Mandate

Prepayment Orders Only

Sales Contract Payments

Dim for Sales WorkOrder No.

Global Dimension 1 Code

Sales Work Order No. Mandate

Prepayment Orders Only

- 2. The **Acumens Contract Payments Setup** card will open as shown

Acumens Contract Payments Setup

✓ SAVED

Show Attached

General

Enable Contract Payments

Purchase Contract Payments

Dim for Purch WorkOrder No.

Global Dimension 2 Code

Purch WorkOrder No. Mandate

Prepayment Orders Only

Sales Contract Payments

Dim for Sales WorkOrder No.

Global Dimension 1 Code

Sales Work Order No. Mandate

Prepayment Orders Only

3. On the **Purchase Contract Payments** tab, select the suitable dimensions for the field “**Dimension for Purch Work Order No.**” and “**Purch Work Order No. Mandate.**”

Acumens Contract Payments Setup

Show Attached

General

Enable Contract Payments ☒

Purchase Contract Payments

Dim for Purch WorkOrder No. Global Dimension 2 Code Purch WorkOrder No. Mandate Prepayment Orders Only

Sales Contract Payments

Dim for Sales Work Order No. Global Dimension 1 Code Sales Work Order No. Mandate Prepayment Orders Only

4. In this example, we have selected “**Global Dimension 2 Code**” as our Dimension for Purch Work Order No. and “**Prepayment Orders Only**” as our Purch Work Order No. Mandate.

NOTE: This means that Purch Work Order No. values will be stored as Global Dimension 2-dimension values across the application, and Purch Work Order No. will only be required on Prepayment Purchase Orders only and not others.

5. Next, in Dynamics 365 Business Central, use search to open the **Vendor Posting Groups** list.

TELL ME WHAT YOU WANT TO DO

vendor po

Go to Pages and Tasks

> Vendor Posting Groups Administration

6. Set up the **Vendor Advances** and **Deferred Use Tax** G/L accounts for the various Vendor Posting Groups

VENDOR POSTING GROUPS | WORK DATE: 1/27/2022

✓ SAVED

Search + New Edit List Delete Edit View Show Attached Open in Excel

Show All Accounts

CODE ↑	VIE... ALL AC... ON	PAYABLES ACCOUNT	SERVICE CHARGE ACC.	PAYMENT DISC. DEBIT ACC.	PAYMENT DISC. CREDIT ACC.	INVOICE ROUNDING ACCOUNT	DEBIT CURR. APPLN. RNDG. ACC.	CREDIT CURR. APPLN. RNDG. ACC.	DEBIT ROUNDING ACCOUNT	CREDIT ROUNDING ACCOUNT	VENDOR ADVANCES	DEFERRED USE TAX
DOMESTIC	<input type="checkbox"/>	22300	67500	70260	70300	70400	70500	70500	70500	70500	61100	61100
EU	<input type="checkbox"/>	22400	67500	70260	70300	70400	70500	70500	70500	70500	61100	61100
FOREIGN	<input checked="" type="checkbox"/>	22400	67500	70260	70300	70400	70500	70500	70500	70500	61100	61100
	<input type="checkbox"/>											

NOTE: Enable **Direct Posting** on the accounts selected

7. Search for Unit of Measure and add a Unit of Measure **“EACH”**

UNITS OF MEASURE | WORK DATE: 1/27/2022

✓ SAVED

Search + New Edit List Delete Show Attached Open in Excel More options

CODE ↑	DESCRIPTION	INTERNATIONAL STANDARD CODE	SAT UOFM CLASSIFICATION
BOX	Box	BX	
CAN	Can	CA	
DAY	Day	DAY	
GR	Gram	GRM	
HOUR	Hour	HUR	
KG	Kilo	KGM	
KM	Kilometer	KMT	
L	Liter	LTR	
MILES	Miles	1A	
PACK	Pack	PK	
PALLET	Pallet	PF	
PCS	Piece	EA	
EACH	Each	EACH	

8. Create the Tax Group Code “ADVANCES” and map it accordingly.

TAX GROUPS | WORK DATE: 1/27/2022

✓ SAVED

Search + New Edit List Delete Show Attached Open in Excel More options

CODE ↑	DESCRIPTION
ADVANCES	Vendor & Customer Prepayments

9. In Dynamics 365 Business Central, use search to open the **Purchases & Payables Setup** card.

CRONUS USA, Inc. | Sales Purchasing Inventory

TELL ME WHAT YOU WANT TO DO

Purchase & pa

Go to Pages and Tasks

- Purchases & Payables Setup
- Administration

Good morning!

Sales Credit Memo > History > Sales

Price > Tasks > Reports

10. The **Purchases & Payables Setup** card will open as shown. Under the **General** fast tab, set up the desired option on the **Delete Orders on Posting** field.

PURCHASES & PAYABLES SETUP | WORK DATE: 1/27/2022

Purchases & Payables Setup

Vendor Posting Groups Incoming Documents Setup Show Attached

General Show more

Discount Posting All Discounts

Invoice Rounding

Create Item from Item No.

Copy Vendor Name to Entries

Ext. Doc. No. Mandatory

Allow Tax Difference

Calc. Inv. Discount

Calc. Inv. Disc. per Tax ID

Appln. between Currencies All

Exact Cost Reversing Mandatory

Prepm. Auto Update Frequency Never

Default Posting Date Work Date

Default Vendor DIOT Type

Combine Special Orders Default Always Combine

Use Vendor's Tax Area Code

Ignore Updated Addresses

Delete Orders on Posting

Number Series Show more

Vendor Nos. VEND

Invoice Nos. P-INV

Posted Invoice Nos. P-INV+

Credit Memo Nos. P-CR

Posted Credit Memo Nos. P-CR+

Background Posting >

This task will guide you in preparing the prepayment schedule at the Purchase Quote stage. To prepare the Payment Schedule, click on **Acumens Contract Payments -> Payment Schedule** on the top left of the page.

1. Capture the payment schedule as desired and monitor the statistics.



1009 · London Postmaster

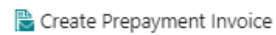
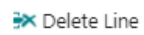
General

No.	1009	City	Atlanta
Buy-from Vendor No.	10000	Currency Code	
Name	London Postmaster	Work Order No.	
Address	10 North Lake Avenue		

Statistics

Purchase Line:	Payment Schedule:	Unscheduled:	Payments
Purchas... 18,000.00	Amount 18,000.00	Amount 0.00	No of Pa... 4
Tax Amo... 0.00	Tax Am... 0.00	Tax Am... 0.00	Amount ... 0.00
Total A... 18,000.00	Total A... 18,000.00	Total A... 0.00	Amount ... 0.00
	Percent... 100.00	Percent... 0.00	

Purchase Contract Payment Schedule



Business Unit Code	Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	
→	1	Installment 1	4,700.00	0.00	26.11	4,700.00	▲
	2	Installment 2	4,700.00	0.00	26.11	4,700.00	
	3	Installment 3	4,700.00	0.00	26.11	4,700.00	
	4	Installment 4	3,900.00	0.00	21.67	3,900.00	

3.3 Payment Schedule On Purchase Order

1. To view or create a prepayment schedule on a Purchase Order, ensure the Order is **"Released"**. Click on **Actions -> Acumens Contract Payments -> Payment Schedule**:

Purchase Order | Work Date: 1/23/2025

106042 · London Postmaster

Home Prepare Navigate Request Approval Credit Memo **Acumens Contract Payments** Actions ...

Payment Schedule Close Order

Vendor No.	10000	Tax Date	1/23/2025
Vendor Name	London Postmaster	Due Date	1/31/2025
Buy-from		Vendor Invoice No.	
Address	10 North Lake Avenue	Your Reference	
Address 2		Purchaser Code	RB
City	Atlanta	No. of Archived Versi...	0
State	GA	Order Date	1/23/2025
ZIP Code	31772	Quote No.	1009
Country/Region	US	Vendor Order No.	
Contact No.	CT000129	Vendor Shipment No.	
Phone No.	4255550101	Alternate Vendor Ad...	
Mobile Phone No.		Responsibility Center	NEW YORK
Email	mrs.carol.philips@contoso.com	Assigned User ID	
Contact	Mrs. Carol Philips	Status	Open
Document Date	1/23/2025	Work Order No.	106042
Posting Date	1/23/2025		

Lines | [Manage](#) Line Functions Order

New Line Delete Line Select items...

2. The schedule will open.

←

Prepayment Schedule | Work Date: 1/23/2025

✓ Saved

106042 · London Postmaster

General

No. 106042

City Atlanta

Buy-from Vendor No. 10000

Currency Code

Name London Postmaster

Work Order No. 106042

Address 10 North Lake Avenue

Statistics

Purchase Line:

Purchas... 18,000.00

Tax Amo... 0.00

Total A... 18,000.00

Payment Schedule:

Amount 18,000.00

Tax Am... 0.00

Total A... 18,000.00

Percent... 100.00

Unscheduled:

Amount 0.00

Tax Am... 0.00

Total A... 0.00

Percent... 0.00

Payments

No of Pa... 4

Amount ... 0.00

Amount ... 0.00

Purchase Contract Payment Schedule

New Line

Delete Line

Create Prepayment Invoice

...

Business Unit Code	Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	
→	:	1	Installment 1	4,700.00	0.00	26.11	4,700.00
		2	Installment 2	4,700.00	0.00	26.11	4,700.00
		3	Installment 3	4,700.00	0.00	26.11	4,700.00
		4	Installment 4	3,900.00	0.00	21.67	3,900.00

- If transferred from Purchase Quote, take note of the “Contract Payment Schedule” subpage below or capture new details as may be necessary, stating the amount to be paid in each installment:

Purchase Contract Payment Schedule							
		New Line		Delete Line		Create Prepayment Invoice	
Business Unit Code	Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	
→	1	Installment 1	4,700.00	0.00	26.11	4,700.00	
	2	Installment 2	4,700.00	0.00	26.11	4,700.00	
	3	Installment 3	4,700.00	0.00	26.11	4,700.00	
	4	Installment 4	3,900.00	0.00	21.67	3,900.00	

3.4 Preparing A Prepayment Invoice

- To prepare a prepayment invoice, select the desired installment and click on **Manage -> Create Prepayment Invoice**

Purchase Contract Payment Schedule													
		New Line		Delete Line		Create Prepayment Invoice		Create Prepayment Cr. Memo					
Business Unit Code	Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Un-Invoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
→	1	Installment 1	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	2	Installment 2	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	3	Installment 3	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	4	Installment 4	3,900.00	0.00	21.67	3,900.00	0.00	3,900.00		Pending			0.00

- A prompt to confirm creation of the invoice will be seen as shown. Click **Yes** if you want to proceed, otherwise, click **No**.

18,000.00

Amount

?

You have requested to generate Invoice for Payment No. 1 to be dated 01/23/25 for a total of 4,700 would You like to continue?

Yes

No

3. The prepayment invoice is created for the scheduled payment and same Purch Work Order No.

Purchase Invoice | Work Date: 1/23/2025

1030 · London Postmaster

Home Prepare Request Approval Invoice More options

Post Release

General

Show more

Vendor Name	London Postmaster	Due Date	1/31/2025
Contact	Mrs. Carol Philips	Vendor Invoice No.	
Posting Date	1/23/2025	DIOT Type of Operati...	
Tax Date	1/23/2025	Status	Open
		Work Order No.	106042

Lines

Manage Line

New Line Delete Line Select items...

Type	No.	Item Reference No.	Description/Comment	Location Code	Quantity	Ur M
→ G/L Account	70500		Installment 1		1	E

Subtotal Excl. Tax (US...	0.00	Total Excl. Tax (USD)	0.00
Inv. Discount Amount...	0.00	Total Tax (USD)	0.00
Invoice Discount %	0	Total Incl. Tax (USD)	0.00

Invoice Details

4. After Posting, the prepayment invoice is posted and now rests in the following areas: Vendor ledger entry, prepayment schedule lines, advances account, etc.

On Payment Schedule:

Prepayment Schedule | Work Date: 1/23/2025

+

✓ Saved

106042 · London Postmaster

General

No.106042

Address10 North Lake Avenue

Work Order No.106042

Buy-from Vendor No.10000

CityAtlanta

NameLondon Postmaster

Currency Code

Statistics

Purchase Line:

Purchase Amount18,000.00

Tax Amount0.00

Total Amount18,000.00

Payment Schedule:

Amount18,000.00

Tax Amount0.00

Total Amount18,000.00

Percentage100.00

Unscheduled:

Amount0.00

Tax Amount0.00

Total Amount0.00

Percentage0.00

Payments

No of Payments

Amount Invoiced4,700.00

Amount Paid

Purchase Contract Payment Schedule

New Line

Delete Line

Create Prepayment Invoice

Create Prepayment Cr. Memo

Business Unit Code	Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Un-Invoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
→													
	1	Installment 1	4,700.00	0.00	26.11	4,700.00	4,700.00	0.00		Complete	108052		4,700.00
	2	Installment 2	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	3	Installment 3	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	4	Installment 4	3,900.00	0.00	21.67	3,900.00	0.00	3,900.00		Pending			0.00

Vendor Card | Work Date: 1/23/2025

✓ Saved

10000 · London Postmaster

Home

Request Approval

New Document

Vendor

Prices & Discounts

Report

More options

Contact

Merge With...

Apply Template

Send Email

Pay Vendor

General

Show more

No. 10000 ...

Name London Postmaster

Blocked

Balance (\$) 304,866.52

Balance (\$) As Custo... 0.00

Balance Due (\$) 152,451.11

DIOT Type of Operati... ..

On Vendor Ledger Entries:

10000 - London Postmaster | Work Date: 1/23/2025

Vendor Ledger Entries

Search

Edit List

Home

Entry

More options

Show Document

Apply Entries

Find entries...

Create Payment

Reverse Transaction...

Posting Date	Document Date	Document Type	Document No.	External Document No.	Vendor No.	Vendor Name	Description	Department Code	Project Code	Currency Code	Payment Method Code	Payment Reference	Creditor No.	Original Amount	Amount
→ 1/23/2025	1/23/2025	Invoice	108052		10000	London Postmaster	WO# - 106042 - Installment 1							-4,700.00	-4,700.00
1/23/2025	1/23/2025	Invoice	108051		10000	London Postmaster	Order 106041		106041					-36,000.00	-36,000.00
1/23/2025	1/23/2025	Invoice	108047		10000	London Postmaster	Order 106039		106039					-18,000.00	-18,000.00
1/23/2025	1/23/2025	Invoice	108045		10000	London Postmaster	Order 106037		106037					-18,000.00	-18,000.00
1/23/2025	1/23/2025	Invoice	108040		10000	London Postmaster	Order 106035		106035					-36,000.00	-36,000.00
1/15/2025	1/15/2025	Invoice	108032	24521	10000	London Postmaster	Order 106006							-19,537.60	-19,537.60
1/4/2025	1/4/2025	Invoice	108028	23587	10000	London Postmaster	Order 106003							-10,149.61	-10,149.61
1/1/2025	1/1/2025	Invoice	108027	23047	10000	London Postmaster	Order 106002							-10,028.20	-10,028.20
12/31/2024	12/31/2024	Invoice	5672	5672	10000	London Postmaster	Opening Entries, Vendors							-89,965.49	-89,965.49
12/31/2024	12/31/2024	Invoice	5578	5578	10000	London Postmaster	Opening Entries, Vendors							-37,485.62	-37,485.62
2/10/2024	2/10/2024	Invoice	1019		10000	London Postmaster								-25,000.00	-25,000.00

NOTE:

The Amount

Original Amount	Amount	Amount (\$)	Remaining Amount	Remaining Amt. (\$)
-4,700.00	-4,700.00	-4,700.00	-4,700.00	-4,700.00
-36,000.00	-36,000.00	-36,000.00	-36,000.00	-36,000.00
-18,000.00	-18,000.00	-18,000.00	-18,000.00	-18,000.00
-18,000.00	-18,000.00	-18,000.00	-18,000.00	-18,000.00
-36,000.00	-36,000.00	-36,000.00	-36,000.00	-36,000.00
-19,537.60	-19,537.60	-19,537.60	-19,537.60	-19,537.60
-10,149.61	-10,149.61	-10,149.61	-10,149.61	-10,149.61
-10,028.20	-10,028.20	-10,028.20	-10,028.20	-10,028.20
-89,965.49	-89,965.49	-89,965.49	-89,965.49	-89,965.49
-37,485.62	-37,485.62	-37,485.62	-37,485.62	-37,485.62
-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00

The Purch Work Order No., etc.

Entry No.	Exp... to Pay... File	Recipient Bank Account	Work Order No.
2224	<input type="checkbox"/>		106042

3.5 Preparing A Prepayment Credit Memo

1. To prepare a prepayment credit memo for the prepayment invoice, select the desired installment and click on Click on **Manage -> Create Prepayment Cr. Memo**

Purchase Contract Payment Schedule													
New Line Delete Line Create Prepayment Invoice Create Prepayment Cr. Memo													
Business Unit Code	Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Un-Invoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
→	1	Installment 1	4,700.00	0.00	26.11	4,700.00	4,700.00	0.00		Complete	108052		4,700.00
	2	Installment 2	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	3	Installment 3	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	4	Installment 4	3,900.00	0.00	21.67	3,900.00	0.00	3,900.00		Pending			0.00

2. On posting the impact of the posted credit memo is ;

On the Purchase Order Payment Schedule Statistics:

Payments	
No of Payments	4
Amount Invoiced	0.00
Amount Paid	0.00

It cancels the Invoiced Amount

On the Purchase Order Payment Schedule:

Purchase Contract Payment Schedule													
New Line Delete Line Create Prepayment Invoice Create Prepayment Cr. Memo													
Business Unit Code	Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Un-Invoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
→	1	Installment 1	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending	108052	109004	0.00
	2	Installment 2	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	3	Installment 3	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0.00
	4	Installment 4	3,900.00	0.00	21.67	3,900.00	0.00	3,900.00		Pending			0.00

It resets the Amount Invoiced and Amount Due to 0, and also the status back to 'Pending'

On the Vendor Card:

3.6 Recognizing A Billing Invoice (With Sufficient Prepayment)

1. To recognize a billing invoice, from the Purchase Order Lines, update the desired **Qty to Receive** and **Qty to Invoice**.

Qty. to Receive	Quantity Received	Qty. to Invoice
8		8

2. On Posting Notice the following changes:

On Vendor Card – No change on Vendor Balance

On Vendor Ledger Entries – A **zero value Billing Invoice**

Posting Date ↓	Vendor No. ↓	Vendor Name	Description	Department Code	Project Code	Currency Code ↓	Payment Method Code	Payment Reference	Creditor No.	Original Amount	Amount	Amo
1/23/2025	10000	London Postmaster	Order 106043		106043					0.00	0.00	
1/23/2025	10000	London Postmaster	London Postmaster				BANK			48,000.00	48,000.00	48,
1/23/2025	10000	London Postmaster	WO# - 106043 - Installment 1							-48,000.00	-48,000.00	-48,

3.7 Recognizing A Billing Invoice (With Insufficient Prepayment)

- 1. To record a billing invoice, from our Purchase Order Lines, update the desired **Qty to Receive** and **Qty to Invoice**.

Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced
3		3	

- 2. On posting you will notice the following changes:
On Vendor Card – The Vendor balance will increase by the net value of the billing invoice.

Vendor Card | Work Date: 1/23/2025

10000 · London Postmaster

Home

Request Approval

New Document

Vendor

Prices & Discounts

Report

More options

Contact

Merge With...

Apply Template

Send Email

Pay Vendor

General

No.10000

NameLondon Postmaster

Blocked

Balance (\$)315,166.52

Balance (\$) As Custo...0.00

Balance Due (\$)152,451.11

DIOT Type of Operati...

On Vendor Ledger Entries

Posting Date	Department Code	Project Code	Currency Code	Payment Method Code	Payment Reference	Creditor No.	Original Amount	Amount	Amount (\$)	Remaining Amount	Remaining Amt. (\$)	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date
→ 1/23/2025		106038					-15,000.00	-15,000.00	-15,000.00	-15,000.00	-15,000.00	1/31/2025	1/23/2025	1/23/20

#END