Acumens Contract Payments

Usage Scenarios Documentation

Prepared & developed by

SBC **Dynamics ERP**
making microsoft dynamics nav/bc work for you™

Document History

Revision History:

VERSION	DATE	SECTIONS REVISED	DESCRIPTION
1.0	August 2024		Document Prepared

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.

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

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

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

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**"

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

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.

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

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

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:		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   🗗 New Line 🗙 Delete Line 🖹 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:

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**.

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
Inv. Discount Amount Ex...	0.00	Total Excl. Tax (USD)	3,000.00

Total Tax (USD)   0.00
Total Incl. Tax (USD)   3,000.00

Prepayment Schedule | Work Date: 1/23/2025   ✓ Saved

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 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

Payments

No of Payments	**4**
Amount Invoiced	*3,000.00*
Amount Paid	**0.00**

On Payment Schedule:

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 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:

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 Me...	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.

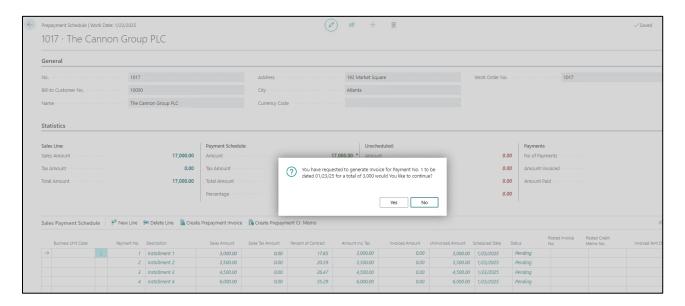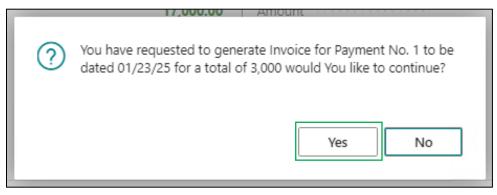| Posting Date ↓	Message to Recipient	Recipient Bank Account	Electronic Document Status	Fiscal Invoice Number PAC	Error Code	Error Description	Work Order No.	CFDI Cancelation Reason Code	Substitution Entry No.	Customergro... Code
1/23/2025							1017		0	MEDIUM
1/20/2025									0	MEDIUM

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**
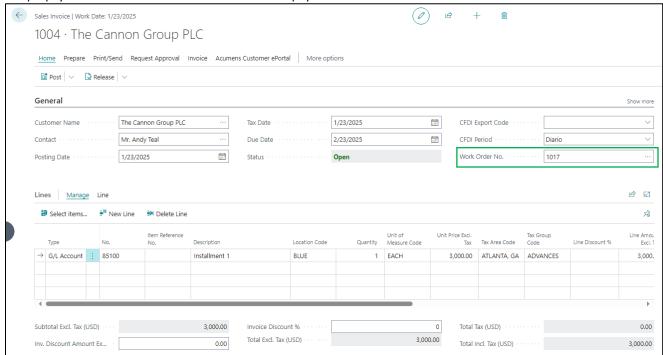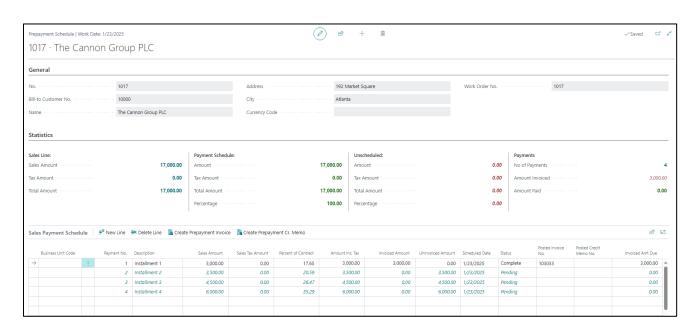
Sales Payment Schedule		New Line	Delete Line	Create Prepayment Invoice	Create Prepayment Cr. Memo										Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Du
	Business Unit Code	Payment No.	Description		Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status					
→		:	1	Installment 1	3,000.00	0.00	17.65	3,000.00	3,000.00	0.00	1/23/2025	Complete	103033			3,000.0
			2	Installment 2	3,500.00	0.00	20.59	3,500.00	0.00	3,500.00	1/23/2025	Pending				0.0
			3	Installment 3	4,500.00	0.00	26.47	4,500.00	0.00	4,500.00	1/23/2025	Pending				0.0
			4	Installment 4	6,000.00	0.00	35.29	6,000.00	0.00	6,000.00	1/23/2025	Pending				0.0

> 17,000.00 | Amount
>
> (?) 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   ✓ Saved

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

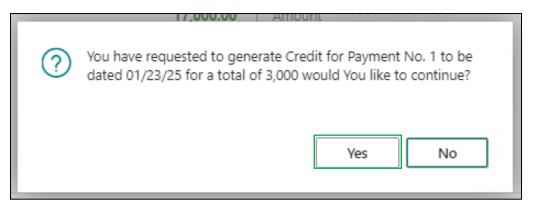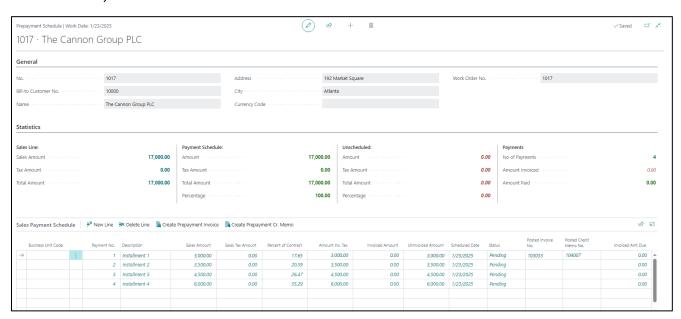| Sales Line:		Payment Schedule:		Unscheduled:		Payments	
Sales Amount	17,000.00	Amount	17,000.00	Amount	0.00	No of Payments	4
Tax Amount	0.00	Tax Amount	0.00	Tax Amount	0.00	Amount Invoiced	0.00
Total Amount	17,000.00	Total Amount	17,000.00	Total Amount	0.00	Amount Paid	0.00
		Percentage	100.00	Percentage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

Sales Payment Schedule		New Line	Delete Line	Create Prepayment Invoice	Create Prepayment Cr. Memo										Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt Due
	Business Unit Code	Payment No.	Description		Sales Amount	Sales Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Uninvoiced Amount	Scheduled Date	Status					
→		:	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 | 🔍 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	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 | 🔍 Search | 🖉 Edit List | Home | Entry | More options

📄 Show Document | ∨ | 📄 Apply Entries | ∨ | 🔍 Find entries... | 🔁 Reverse Transaction... | 📄 Create Reminder... | 📄 Create Finance Charge Memo...

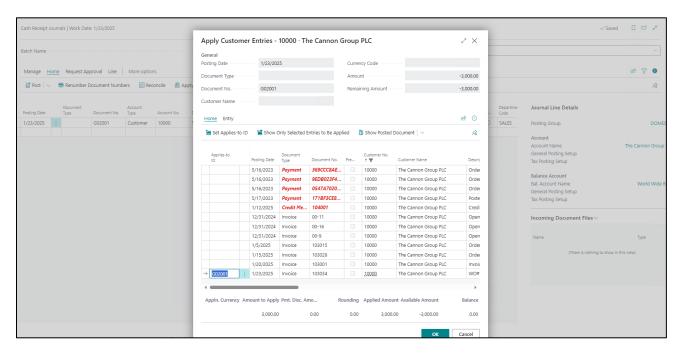| Posting Date ↓	Error Description	Work Order No.	CFDI Cancelation Reason Code	Substitution Entry No.	Customergro... Code	Area Code	Businessgroup Code	Salescampaign Code	Document GUID	Partner Account No.	End User Acc. No
1/23/2025		1017		0	MEDIUM	30	_	_			
→ 1/23/2025 ⋮		1017		0	MEDIUM	30	_	_	C132E5F4791449698AC15...	P00012	
1/23/2025				0	MEDIUM	30	_	_			

2.6   Receiving Customer Prepayment

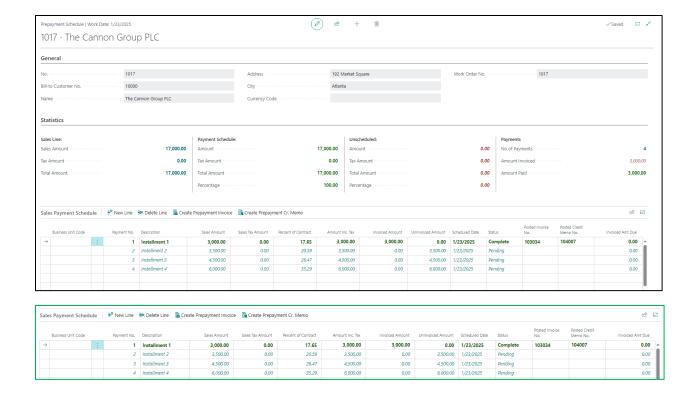1. To acknowledge receipt of a customer prepayment, you could make use of a Cash Receipts Journal.

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...	Departmer Code
										BANK					
1/23/2025	⋮		G02001	Customer	10000	The Cannon Group PLC	3,000.00	3,000.00	Bank Acco...	WWB-OPERA...	☐			☐	SALES

Create the journal.

2. Apply the journal entry to the prepayment invoice

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:
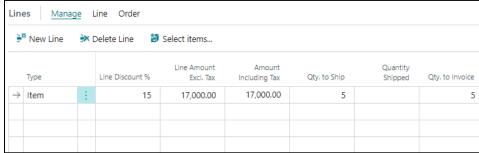
1017 · The Cannon Group PLC

✓ Saved

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 ↓	Original Amount	Amount
1/23/2025		G02001	10000	The Cannon Group PLC	The Cannon Group PLC	SALES			-3,000.00	-3,000.00

2.7   Preparing A Billing Invoice (With Sufficient Prepayment)

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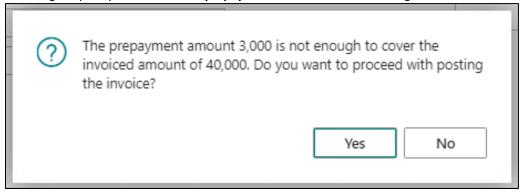
Lines | Manage   Line   Order

➕ 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:**

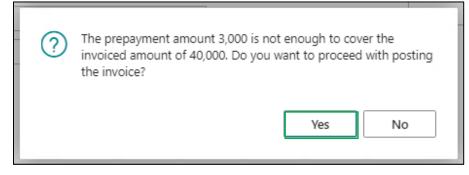## 2.8   Preparing A Billing Invoice (With Insufficient Prepayment)

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

Lines	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

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 Document   Request Approval   Navigate   Customer   Show 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

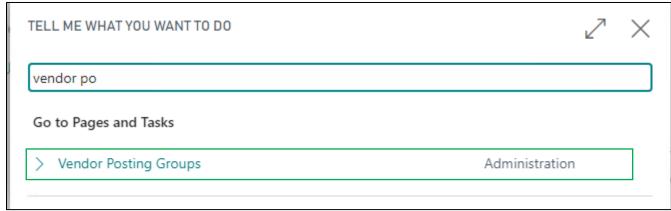2. The **Acumens Contract Payments Setup** card will open as shown

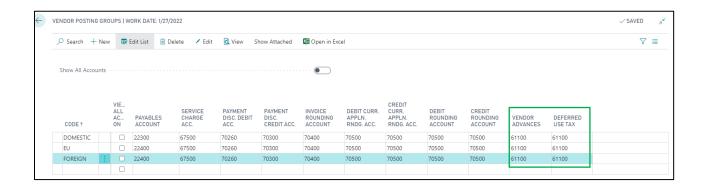3. On the **Purchase Contract Payments** tab, select the suitable dimensions for the field "**Dimension for Purch Work Order No.**" and **"Purch Work Order No. Mandate."**

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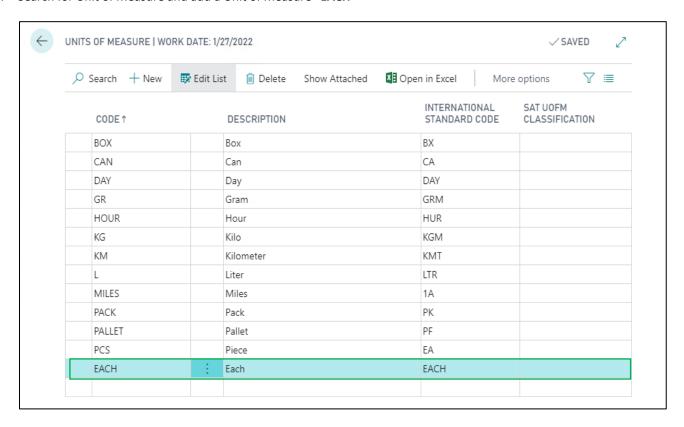
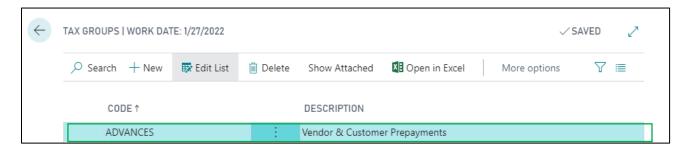6. Set up the **Vendor Advances** and **Deferred Use Tax** G/L accounts for the various Vendor Posting Groups

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	☐	22300	67500	70260	70300	70400	70500	70500	70500	70500	61100	61100
EU	☐	22400	67500	70260	70300	70400	70500	70500	70500	70500	61100	61100
FOREIGN	☐	22400	67500	70260	70300	70400	70500	70500	70500	70500	61100	61100
	☐											

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

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

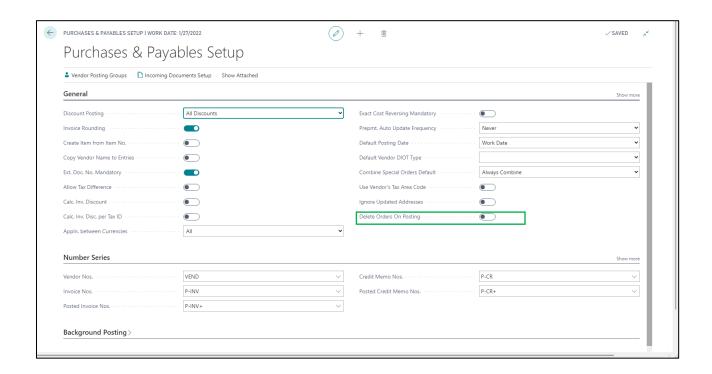| CODE ↑	DESCRIPTION	INTERNATIONAL STANDARD CODE	SAT UOFM CLASSIFICATION
BOX	Box	BX	
CAN	Can	CA	
DAY	Day	DAY	
GR	Gram	GRM	
HOUR	Hour	HUR	
KG	Kilo	KGM	
KM	Kilometer	KMT	
L	Liter	LTR	
MILES	Miles	1A	
PACK	Pack	PK	
PALLET	Pallet	PF	
PCS	Piece	EA	
EACH	Each	EACH	

8. Create the Tax Group Code "**ADVANCES**" and map it accordingly.

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

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.

3.2   Prepayment Schedule on Purchase Quotes

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

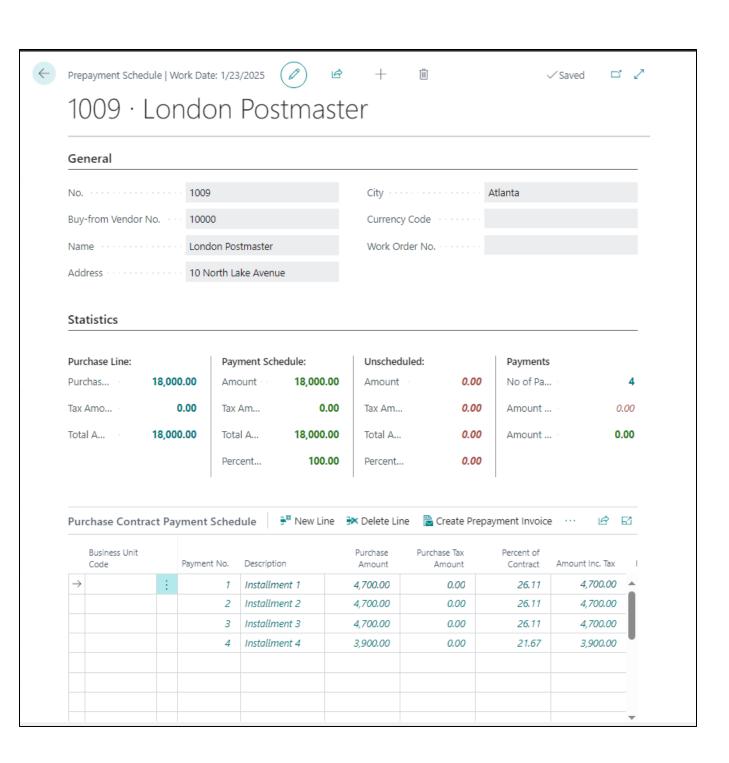|			
No.	1009	City	Atlanta
Buy-from Vendor No.	10000	Currency Code	
Name	London Postmaster	Work Order No.	
Address	10 North Lake Avenue		

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   ⊞ 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

3.3   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**:

2. The schedule will open.

Prepayment Schedule | Work Date: 1/23/2025 ✓ Saved

106042 · London Postmaster

General

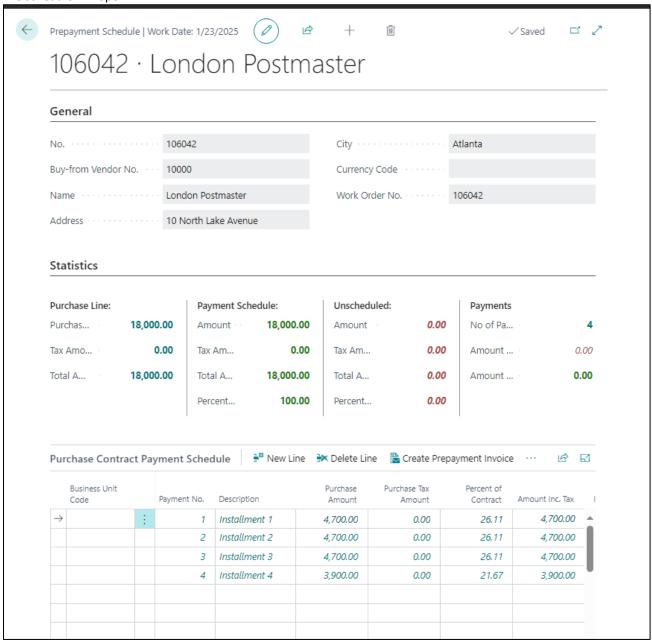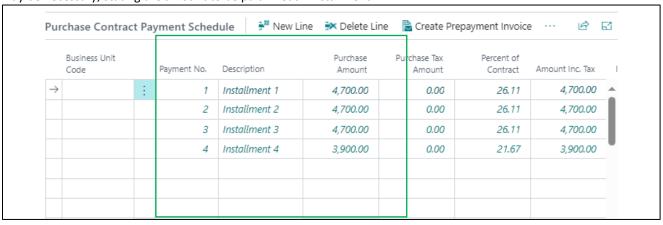|			
No.	106042	City	Atlanta
Buy-from Vendor No.	10000	Currency Code	
Name	London Postmaster	Work Order No.	106042
Address	10 North Lake Avenue		

Statistics

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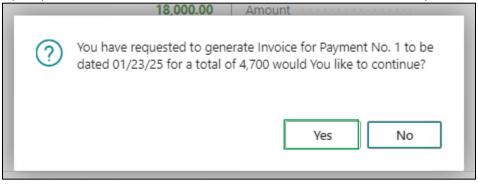
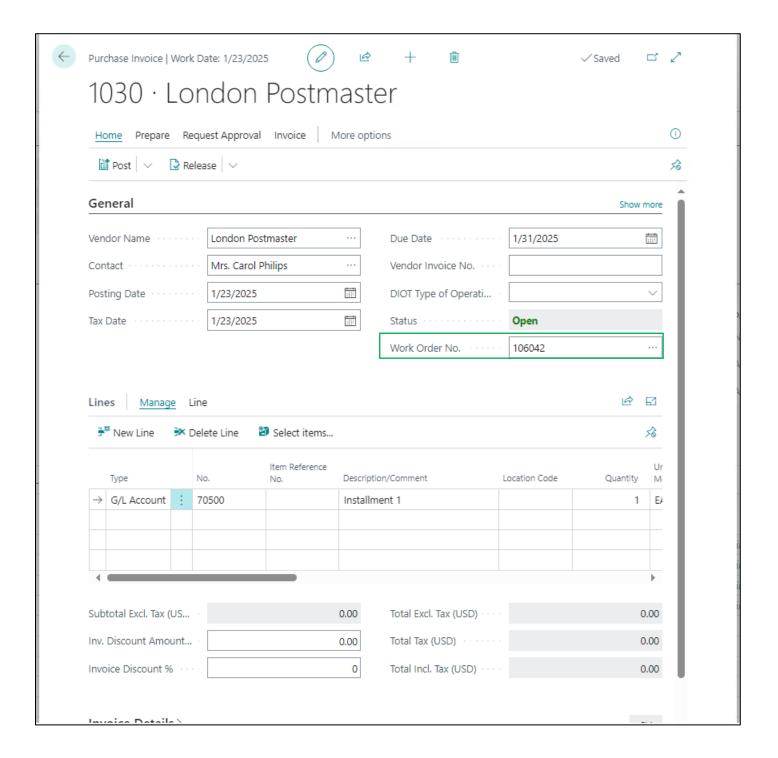| Business Unit Code		Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	
→	⋮	1	Installment 1	4,700.00	0.00	26.11	4,700.00	▲
		2	Installment 2	4,700.00	0.00	26.11	4,700.00	
		3	Installment 3	4,700.00	0.00	26.11	4,700.00	
		4	Installment 4	3,900.00	0.00	21.67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

3.4 Preparing A Prepayment Invoice

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

		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

2. 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?
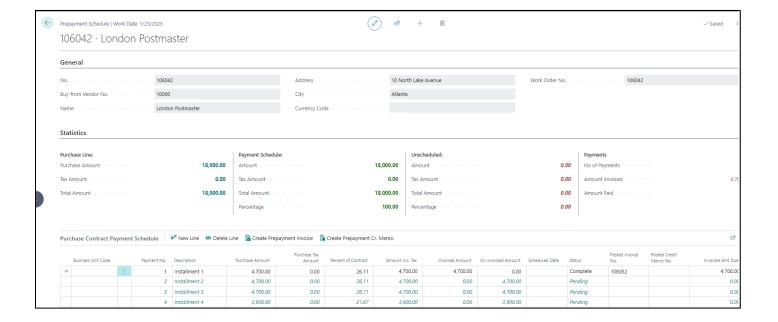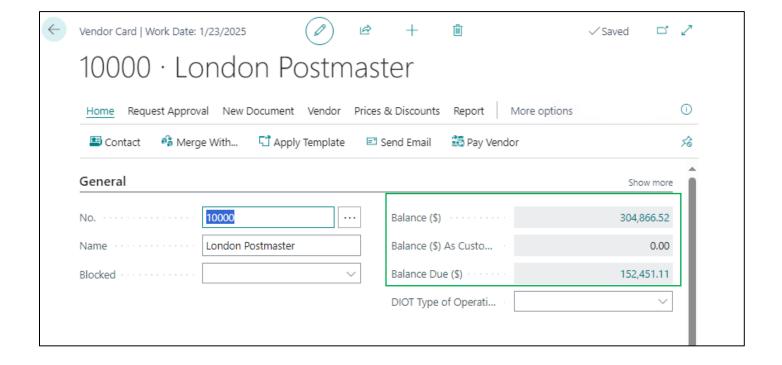
Yes   No

3. The prepayment invoice is created for the scheduled payment and same Purch Work Order No.
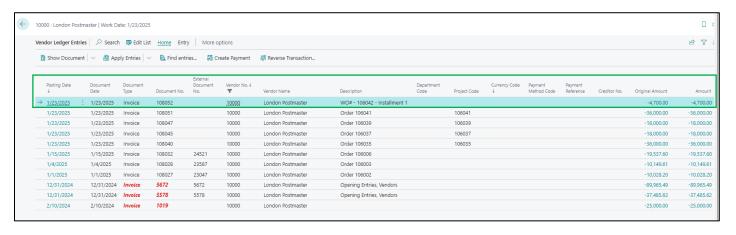
4. After Posting, the prepayment invoice is posted and now rests in the following areas: Vendor ledger entry, prepayment schedule lines, advances account, etc.

On Payment Schedule:

Prepayment Schedule | Work Date: 1/23/2025   ✓ Saved

106042 · London Postmaster

General

No.	106042	Address	10 North Lake Avenue	Work Order No.	106042
Buy-from Vendor No.	10000	City	Atlanta		
Name	London Postmaster	Currency Code			

Statistics

Purchase Line:		Payment Schedule:		Unscheduled:		Payments	
Purchase Amount	18,000.00	Amount	18,000.00	Amount	0.00	No of Payments	
Tax Amount	0.00	Tax Amount	0.00	Tax Amount	0.00	Amount Invoiced	4,70
Total Amount	18,000.00	Total Amount	18,000.00	Total Amount	0.00	Amount Paid	
		Percentage	100.00	Percentage	0.00		

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

Balance On Vendor Card:

On Vendor Ledger Entries:

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.

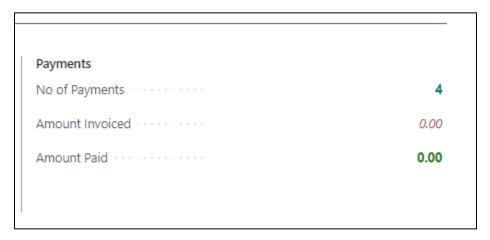| Entry No.	Exp... to Pay... File	Recipient Bank Account	Work Order No.
2224	☐		106042

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**

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:

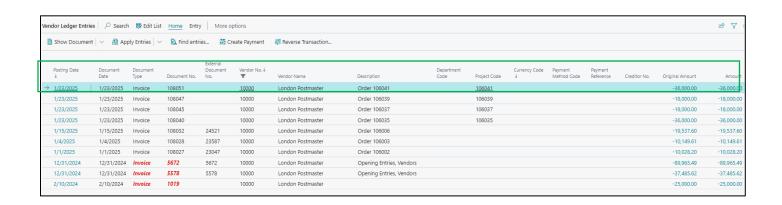| Business Unit Code		Payment No.	Description	Purchase Amount	Purchase Tax Amount	Percent of Contract	Amount Inc. Tax	Invoiced Amount	Un-Invoiced Amount	Scheduled Date	Status	Posted Invoice No.	Posted Credit Memo No.	Invoiced Amt D
→	⋮	1	Installment 1	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending	108052	109004	0
		2	Installment 2	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0
		3	Installment 3	4,700.00	0.00	26.11	4,700.00	0.00	4,700.00		Pending			0
		4	Installment 4	3,900.00	0.00	21.67	3,900.00	0.00	3,900.00		Pending			0

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

On the Vendor Card:

On Vendor Ledger Entries:

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	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

Posting Date ↓	Remaining Amt. ($)	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible	Remaining Pmt. Disc. Possible	Max. Payment Tolerance	Open	On Hold	IRS 1099 Code	IRS 1099 Amount	Entry No.	Exp... to Pay... File	Recipient Bank Account	Work Order No.	Customergro... Code	Area Code	Businessgroup Code
1/23/2025	-36,000.00	1/31/2025	1/23/2025	1/23/2025	0.00	0.00	0.00	☑			0.00	2222			106041	_	30	INDUSTRIAL
1/23/2025	-18,000.00	1/31/2025	1/23/2025	1/23/2025	0.00	0.00	0.00	☑			0.00	2208			106039	_	30	INDUSTRIAL
1/23/2025	-18,000.00	1/31/2025	1/23/2025	1/23/2025	0.00	0.00	0.00	☑			0.00	2201			106037	_	30	INDUSTRIAL
1/23/2025	-36,000.00	1/31/2025	1/23/2025	1/23/2025	0.00	0.00	0.00	☑			0.00	2183			106035	_	30	INDUSTRIAL

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**

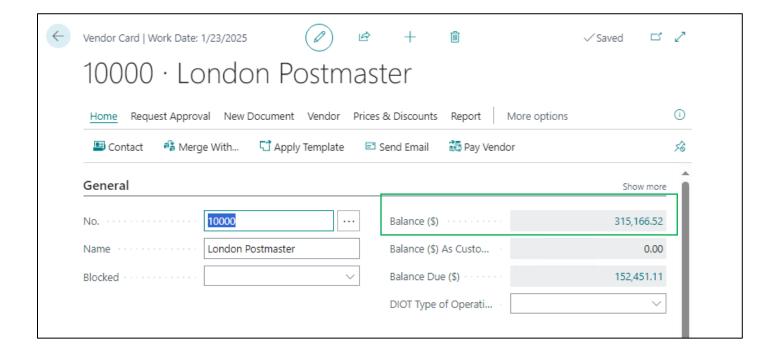| Posting Date	Vendor No.	Vendor Name	Description	Department Code	Project Code	Currency Code	Payment Method Code	Payment Reference	Creditor No.	Original Amount	Amount	Amo
1/23/2025	10000	London Postmaster	Order 106043		106043					0.00	0.00	
1/23/2025	10000	London Postmaster	London Postmaster				BANK			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.

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