



Acumens Flexible Prepayments Key Usage Scenarios

Prepared & developed by
SBC Dynamics ERP

Document History

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1 Application Overview

1.1 Application Overview

Acumens Flexible Prepayments for Dynamics Business Central/Dynamics NAV

Acumens Flexible Prepayments is an add-on designed to enhance the standard prepayment functionality and improve Accounts Receivable and Payable Reporting within Dynamics Business Central and Dynamics NAV. This extension provides businesses with more flexibility and control over their prepayment processes, ensuring smoother financial operations and better cash flow management.

Key Features:

1. Sales Order Prepayment

- This feature allows businesses to set up prepayments at the sales order level, rather than the standard line-by-line prepayment. It offers flexible prepayment setup options, including the ability to calculate prepayment amounts by percentage or to define a fixed prepayment amount. This ensures that businesses can tailor their prepayment processes to meet their specific needs.

2. Purchase Order Prepayment

- Like the Sales Order Prepayment feature, this allows businesses to set up prepayments at the purchase order level. It provides the same flexible prepayment setup options, ensuring consistency and ease of use across sales and purchase transactions.

3. Purchase Order Master Prepayment

- This feature enables businesses to use a master list to combine multiple purchase orders for the same vendor and process prepayments in a consolidated manner. This simplifies the prepayment process and reduces administrative overhead.

4. Sales Order Master Prepayment

- Like the Purchase Order Master Prepayment, this feature allows businesses to combine multiple sales orders for the same customer and process prepayments in a consolidated manner. This helps streamline the prepayment process and improves efficiency.

5. Advanced Accounts Receivable / Payable Reporting

- This feature enhances the standard reporting capabilities for accounts receivable and payable. It provides advanced reporting options that give businesses better insights into their financial status, helping them make informed decisions and manage their cash flow more effectively.

2 Acumens Flexible Prepayment Setup

2.1 Acumens Flexible Prepayments Setup

←

✓ Saved

Acumens Flexible Prepayments Setup

HOME | Automate ▾ Fewer options

?

General

Prepayment Enabled ☒

Customer Prepayments

Prepayment Amount Based On

Prepayment Amount Available ▾

Prepayment Calculation Type

Fixed Amount ▾

Apply Customer Prepayment by

Sales Order ▾

Customer Prepayment Bal. Acc. Type

G/L Account ▾

Customer Prepayment Bal. Acc. No.

20100 ▾

Cust.Pre Journal Template

GENERAL ▾

Cust.Pre Journal Batch

DEFAULT ▾

Release Sales Order on FullPayment ☒

Send Prepayment Paid Email ☒

Vendor Prepayments

Prepayment Amount Based On

Prepayment Amount Available ▾

Prepayment Calculation Type

Fixed Amount ▾

Apply Purchase Prepayment by

Purchase Order ▾

Vend.Pre Bal. Acc. Type

G/L Account ▾

Vend.Pre Bal. Acc. No.

20100 ▾

Vend.Pre Journal Template

GENERAL ▾

Vend.Pre Journal Batch

DEFAULT ▾

Release Purch. Order on FullPayment ☒

Send Prepayment Paid Email ☒

Number Series

Master Sales Order Nos

MSO ▾

Master Purch.Order Nos

PSO ▾

3 Purchase Prepayment

3.1 Purchase Order Master Prepayment.

We can combine multiple purchase orders into a master list and create a single prepayment from it as seen below.

The prepayment calculation methods are percentage and Fixed amount as seen below.

3.1.1 Percentage

Purchase Order Master Card

✓ Saved

PSO-00002

Home

Posted Documents

Automate

Fewer options

Create Prepayment Invoice

General

No.	PSO-00002	Zip Code	31772
Vendor No	10000	Country/Region Code	US
Vendor Name	Fabrikam, Inc.	Document Date	9/24/2024
Address	10 North Lake Avenue	Vendor Invoice No.	INV001245
Address 2		Amount	0.00
City	Atlanta	Amount inc Tax	0.00
State		No of Purch Orders	2

Prepayments

Prepayment Calculation Type	Percentage	Prepayment Amount Invoiceable	3,710.00
Prepayment Percentage	50.00	Prepayment Amount Unapplied	0.00
Prepayment Amount	1,855.00	Amount Paid	0.00
Prepayment Due Date	9/24/2024	Paid in Full	<input type="checkbox"/>
Posted Prepayment Amount	0.00	Total Purchase Order Amount	3,710.00

3.1.2 Fixed Amount

Purchase Order Master Card

PSO-00003

Home

Posted Documents

Automate

Fewer options

Create Prepayment Invoice

General

No.

PSO-00003

Zip Code

31772

Vendor No.

10000

Country/Region Code

US

Vendor Name

Fabrikam, Inc.

Document Date

9/24/2024

Address

10 North Lake Avenue

Vendor Invoice No.

INV741741

Address 2

Amount

0.00

City

Atlanta

Amount inc Tax

0.00

State

No of Purch Orders

1

Prepayments

Prepayment Calculation Type

Fixed Amount

Prepayment Amount Invoiceable

424.00

Prepayment Percentage

0.00

Prepayment Amount Unapplied

0.00

Prepayment Amount

212.00

Amount Paid

0.00

Prepayment Due Date

9/24/2024

Paid in Full

☐

Posted Prepayment Amount

0.00

Total Purchase Order Amount

424.00

3.1.3 Posted Prepayment Invoice

Posted Purchase Invoices

Manage

Home

Print/Send

Invoice

Report

Acumens Flexible Prepayments

More options

Update Document

Find entries...

No.	Vendor Invoice No.	Vendor No.	Vendor	Currency Code	Amount	Amount Including Tax	Location Code	No. Printed	Due Date	Remaining Amount	Closed	Can
107214	INV001245	100000	Fabrikam, Inc.		1,855.00	1,855.00		0	9/24/2024	1,855.00	No	

←

Posted Purchase Invoice

✎

🔗

+

🗑

🔖

✎

107214 · Fabrikam, Inc.

Home

Print/Send

Invoice

Incoming Document

Acumens Flexible Prepayments

More options

✎ Update Document

🔍 Find entries...

✎

General

Show more

Vendor

Fabrikam, Inc.

Vendor Invoice No.

INV001245

Contact

Krystal York

Master Purch Order No

PSQ-00002

Posting Date

9/24/2024

Correction Method

Due Date

9/24/2024

Lines

Manage

Line

🔗

🔗

➕ New Line

✖ Delete Line

✎

Invoice Discount Amount Excl. Tax

0.00

Total Tax (USD)

0.00

Total Excl. Tax (USD)

1,855.00

Total Incl. Tax (USD)

1,855.00

Invoice Details >

CM

3.1.4 Apply Payment to Prepayment Invoice

We use a Payment journal to apply the prepayment invoice as seen below.

Payment Journals

✓ Saved

Batch Name

CASH

Manage

Home

Prepare

Check

Request Approval

Bank

Line

More options

Post

Renumber Document Numbers

Apply Entries...

Reconcile

</

←

Purchase Order Master Card

PSO-00003

Home

Posted Documents

Automate

Fewer options

Create Prepayment Invoice

General

No.	PSO-00003	Zip Code	31772
Vendor No.	10000	Country/Region Code	US
Vendor Name	Fabrikam, Inc.	Document Date	9/24/2024
Address	10 North Lake Avenue	Vendor Invoice No.	INV741741
Address 2		Amount	0.00
City	Atlanta	Amount inc Tax	0.00
State		No of Purch Orders	1

Prepayments

Prepayment Calculation Type	Fixed Amount	Prepayment Amount Invoiceable	212.00
Prepayment Percentage	0.00	Prepayment Amount Unapplied	212.00
Prepayment Amount	0.00	Amount Paid	212.00
Prepayment Due Date		Paid in Full	<input checked="" type="checkbox"/>
Posted Prepayment Amount	212.00	Total Purchase Order Amount	424.00

3.2 Purchase Order Prepayment

Prepayments can also be performed at the Purchase order level directly as seen below. The deference from standard being that prepayment is applied on the whole Purchase order as opposed to line by line.

Purchase Order

106016 · Fabrikam, Inc.

Home Prepare Print/Send Request Approval Order **Acumens Flexible Prepayments** More options

Create Prepayment Invoice Calculate Contract Amounts Prepayment Documents List **Posted Prepayment Invoice** Posted Prepayment Credit Memo

Document Date9/24/2024Master Puch Order NoVendor Invoice No. INV7005Linked with E-Document

LinesManageLine Functions Order

New LineDelete LineSelect Items...

Type	No.	Item Reference No.	Description	Location Code	Bin Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code
→ Item	1906-S		ATHENS Mobile Pedestal			1		PCS	2,000.00	ATLANTA, GA	FURNITURE

Subtotal Excl. Tax (USD)2,000.00

Inv. Discount Amount (USD)0.00

Invoice Discount %0

Total Excl. Tax (USD)2,000.00

Total Tax (USD)120.00

Total Incl. Tax (USD)2,120.00

Invoice Details >CM

Shipping and Payment >

Acumens Flexible Prepayments

PrepaymentCalculation TypeFixed Amount

Prepayment Percentage0.00

Prepayment Amount0.00

Prepayment Due Date9/30/2024

Posted Prepayment Amount0.00

Amount Paid0.00

Paid in Full

Amount inc Tax0.00

3.3 Prepayment Credit Memo

From the Master Purchases Order Card, we can view all Prepayment documents related to the Master Purchases Order from the Prepayment document list as seen below and create a credit memo.

Posted Purchase Invoices

Manage Home Print/Send Invoice Report **Acumens Flexible Prepayments** More options

Create Prepayment Credit Memo

No.	Vendor Invoice No.	Vendor No.	Vendor	Currency Code	Amount	Amount Including Tax	Location Code	No. Printed	Due Date	Remaining Amount	Closed	Cancel...	Correc...
197215	INV741741	10800	Fabrikam, Inc.		212.00	212.00		0	9/24/2024	0.00	Yes		

4. Sales Prepayment

4.1 Sales Order Prepayment Master.

4.1.1 Percentage

Sales Order Master Card

MSO-00001

HomePosted DocumentsMore options

General

No.

MSO-00001

State

Customer No

10000

Zip Code

31772

Customer Name

Adatum Corporation

Country/Region Code

US

Address

192 Market Square

Document Date

9/24/2024

Address 2

No of Sales Orders

2

City

Atlanta

Prepayments

Prepayment Calculation Type

Percentage

Prepayment Amount Invoiceable

1,500.80

Prepayment Percentage

50.00

Prepayment Amount Unapplied

0.00

Prepayment Amount

750.40

Amount Paid

0.00

Prepayment Due Date

9/24/2024

Paid in Full

Posted Prepayment Amount

0.00

Total Sales Order Amount

1,500.80

4.1.2 Fixed Amount

Sales Order Master Card

MSO-00001

HomePosted DocumentsMore options

General

No.

MSO-00001

State

Customer No

10000

Zip Code

31772

Customer Name

Adatum Corporation

Country/Region Code

US

Address

192 Market Square

Document Date

9/24/2024

Address 2

No of Sales Orders

2

City

Atlanta

Prepayments

Prepayment Calculation Type

Fixed Amount

Prepayment Amount Invoiceable

1,500.80

Prepayment Percentage

0.00

Prepayment Amount Unapplied

0.00

Prepayment Amount

1,000.00

Amount Paid

0.00

Prepayment Due Date

9/24/2024

Paid in Full

Posted Prepayment Amount

0.00

Total Sales Order Amount

1,500.80

4.1.3 Posted Prepayment Invoice

←Posted Sales Invoices

Posted Sales Invoices: All

ManageHomePrint/SendInvoiceAcumens Flexible PrepaymentsMore options

Update DocumentFind entries...

No.	Customer No.	Customer Name	Currency Code	Due Date	Amount	Amount Including Tax	Remaining Amount	Sell-to Address	Bill-to Address
PS-INV103275	10000	Adatum Corporation		9/24/2024	1,000.00	1,000.00	1,000.00	192 Market Square	192 Market Square

4.1.4 Apply Payment to Prepayment Invoice

←Payment Journals

✓ Saved

Batch NameCASH

ManageHomePrepareCheckRequest ApprovalBankLineMore options

PostRenumber Document NumbersApply Entries...Reconcile

→	Posting Date	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description	Currency Code	Payment Method Code	Payment Referen...	Amount	Bal. Account Type	Bal. Account No.	App. (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Due Date	Bank Payment Type	Transa Type
	9/24/2024	G04006		Customer	10000		Adatum Corporation		BANK		-1,000.00	G/L Ac...	10100		Invoice	PS-INV103275	9/24/2024		BUS

Sales order Master after applying payment

←Sales Order Master Card

MSO-00001

HomePosted DocumentsMore options

General

No.

MSO-00001

State

Customer No.

10000

Zip Code

31772

Customer Name

Adatum Corporation

Country/Region Code

US

Address

192 Market Square

Document Date

9/24/2024

Address 2

No of Sales Orders

3

City

Atlanta

Prepayments

Prepayment Calculation Type

Fixed Amount

Prepayment Amount Invoiceable

500.80

Prepayment Percentage

0.00

Prepayment Amount Unapplied

1,000.00

Prepayment Amount

0.00

Amount Paid

1,000.00

Prepayment Due Date

Paid in Full

Posted Prepayment Amount

1,000.00

Total Sales Order Amount

1,500.80

4.2 Sales Order Prepayment

Prepayments can also be performed at the sales order level directly as seen below. The deference from standard being that prepayment is applied on the whole sales order as opposed to line by line.

Sales Order

S-ORD101115 · Adatum Corporation

Home Prepare Print/Send Request Approval Order Report Acumens Flexible Prepayments Acumens Customer Portal Acumens e-POS Payments Actions Related Automate Fewer options

Create Prepayment Invoice Calculate Sales Amounts Prepayment Documents List Posted Prepayment Invoice Posted Prepayment Credit Memo

General

Customer Name Adatum Corporation Due Date 10/4/2024

Contact Robert Townes Requested Delivery Date

Document Date 9/24/2024 External Document No.

Posting Date 9/24/2024 Status Open

Order Date 9/24/2024 Master Sales Order No.

Lines

Acumens Customer Portal

Invoice Details 10 DAYS No ATLANTA, GA

Shipping and Billing LEVES ROAD 9/24/2024

Acumens Flexible Prepayments

PrepaymentCalculation Type Percentage Posted Prepayment Amount 0.00

Prepayment Percentage 50.00 Amount Paid 0.00

Prepayment Amount 500.40 Paid in Full

Prepayment Due Date 9/24/2024 Amount inc Tax 1,000.80

4.3 Sales Credit Memo

Posted Sales Invoice

PS-INV103277 · Adatum Corporation

Home Print/Send Invoice Incoming Document Electronic Document Acumens Flexible Prepayments Acumens Customer Portal Acumens e-POS Payments Related Automate

Create Prepayment Credit Memo

General

No. PS-INV103277 Order No.

Customer Adatum Corporation Canceled No

Contact Robert Townes Closed

Posting Date 9/24/2024 Dispute Status

Due Date 9/24/2024 Master Sales Order No.

Promised Pay Date Correction Method

Quote No.

Lines

Manage Line

New Line Delete Line

Type	No.	Item Reference No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Line Discount %	Line Am Exc
→ G/L Account	10400		Accounts Receivable	1		500.40		NONTAXABLE		500.40

5 Reporting

5.1 AFP Aged Accounts Receivables

Summarized AR report.

Aged Accounts Receivable

CRONUS USA, Inc.

Tuesday, September 24, 2024 12:33 PM

Page 1

DEVELOPER

(Summary, aged as of September 24, 2024)

Aged by transaction date.

Customer: No.: 10000

Aged Customer Balances								
No.	Name	Credit Limit	Prepayment	Balance Due	Current	31 - 60 Days	61 - 90 Days	Over 90 Days
10000	Adatum	Phone No.			Contact	Robert Townes		
	Total Amount Due	No Limit	500.40	29,350.69	-197.07	0.00	352.00	29,195.76
					-0.67%	0.00%	1.20%	99.47%
	Report Total Amount Due (USD)		500.40	29,350.69	-197.07	0.00	352.00	29,195.76
					-0.67%	0.00%	1.20%	99.47%

Detailed AR report.

Aged Accounts Receivable

CRONUS USA, Inc.

Tuesday, September 24, 2024 12:35 PM

Page 2

DEVELOPER

(Detail, aged as of September 24, 2024)

No.	Name	Document		Aged Customer Balances						Doc.
Trx Date	Description	Type	Number	Prepayment	Balance Due	Current	31 - 60 Days	61 - 90 Days	Over 90 Days	Curr.
9/13/2024	Posted Invoice	Paym	2M1JEQYK	0.00	-50.00	-50.00	0.00	0.00	0.00	
9/13/2024	Posted Invoice	Paym	2M1JERCU	0.00	-50.00	-50.00	0.00	0.00	0.00	
9/13/2024	Payment	Paym	2M1TMOH	0.00	-110.55	-110.55	0.00	0.00	0.00	
9/14/2024	Order S-	Invoice	PS-	0.00	5.24	5.24	0.00	0.00	0.00	
9/14/2024	Order S-	Invoice	PS-	0.00	5.24	5.24	0.00	0.00	0.00	
9/14/2024	Order S-	Invoice	PS-	0.00	5.24	5.24	0.00	0.00	0.00	
9/19/2024	Finance Charge	Finan	S-	0.00	0.10	0.10	0.00	0.00	0.00	
9/19/2024	Order S-	Invoice	PS-	0.00	5.24	5.24	0.00	0.00	0.00	
9/23/2024	Order S-	Paym	2MTENTBE	0.00	-7.14	-7.14	0.00	0.00	0.00	
9/23/2024	Finance Charge	Finan	S-	0.00	0.03	0.03	0.00	0.00	0.00	
9/23/2024	Finance Charge	Finan	S-	0.00	0.10	0.10	0.00	0.00	0.00	
9/23/2024	Invoice S-	Invoice	PS-	0.00	5.24	5.24	0.00	0.00	0.00	
9/23/2024	Finance Charge	Finan	S-	0.00	0.10	0.10	0.00	0.00	0.00	
9/23/2024	Order S-	Invoice	PS-	0.00	5.24	5.24	0.00	0.00	0.00	
9/23/2024	Finance Charge	Finan	S-	0.00	0.03	0.03	0.00	0.00	0.00	
9/23/2024	Finance Charge	Finan	S-	0.00	0.03	0.03	0.00	0.00	0.00	
9/23/2024	Order S-	Invoice	PS-	0.00	10.00	10.00	0.00	0.00	0.00	
9/23/2024	Finance Charge	Finan	S-	0.00	0.05	0.05	0.00	0.00	0.00	
9/23/2024	Order S-	Invoice	PS-	0.00	10.00	10.00	0.00	0.00	0.00	
9/24/2024	Order S-	Invoice	PS-	0.00	100.00	100.00	0.00	0.00	0.00	
9/24/2024	Invoice S-	Invoice	PS-	500.40	0.00	0.00	0.00	0.00	0.00	
10000	Total Amount Due			500.40	29,350.69	-197.07	0.00	352.00	29,195.76	
		Credit Limit:			No Limit	-0.67%	0.00%	1.20%	99.47%	
	Report Total Amount Due (USD)			500.40	29,350.69	-197.07	0.00	352.00	29,195.76	
						-0.67%	0.00%	1.20%	99.47%	

5.2 AFP Aged Accounts Payable

Summarized Accounts Payable Report.

Aged Accounts Payable

CRONUS USA, Inc.

Aged as of September 24, 2024

Aged by Due Date

Vendor: No.: 10000

Tuesday, September 24, 2024 12:40 PM

Page 1 / 1

DEVELOPER

					Aged Overdue Amounts				
No.	Name	Currency Code	Balance	Prepayment	Not Due	08/25/24 ..09/24/24	07/25/24 ..08/24/24	06/25/24 ..07/24/24	Before 06/25/24
10000	Fabrikam, Inc.	USD	-3,131.13	-1,060.00	0.00	-1,060.00	0.00	0.00	-2,071.13
Total (LCY)			-3,131.13	-1,060.00	0.00	-1,060.00	0.00	0.00	-2,071.13
					0%	33.9%	0%	0%	66.1%

Currency Specification	USD	-3,131.13	0.00	-1,060.00	0.00	0.00	-2,071.13
------------------------	-----	-----------	------	-----------	------	------	-----------

Detailed Accounts Payable Report.

Aged Accounts Payable

CRONUS USA, Inc.

Aged as of September 24, 2024

Aged by Due Date

Vendor: No.: 10000

Tuesday, September 24, 2024 12:41 PM

Page 1 / 1

DEVELOPER

						Aged Overdue Amounts					
Posting Date	Document Type	Document No.	Due Date	Original Amount	Balance	Prepayment	Not Due	08/25/24 ..09/24/24	07/25/24 ..08/24/24	06/25/24 ..07/24/24	Before 06/25/24
10000	Fabrikam, Inc.			Phone No.: 4255550101		Prepayment	Contact: Krystal York				
03/12/23	Invoice	108201	03/31/23	-2,071.13	-2,071.13	0.00	0.00	0.00	0.00	0.00	-2,071.13
09/24/24	Invoice	106017	09/24/24	-1,060.00	-1,060.00	-1,060.00	0.00	-1,060.00	0.00	0.00	0.00
Total for Fabrikam, Inc.				USD	-3,131.13	-1,060.00	0.00	-1,060.00	0.00	0.00	-2,071.13
Total (LCY)					-3,131.13	-1,060.00	0.00	-1,060.00	0.00	0.00	-2,071.13
							0%	33.9%	0%	0%	66.1%
Currency Specification				USD	-3,131.13		0.00	-1,060.00	0.00	0.00	-2,071.13