Acumens Subcription & Maintenance Fee Billing Functionality

Prepared & developed by

SBC Dynamics ERP

Document History

Revision History:

VERSION	DATE	SECTIONS REVISED	DESCRIPTION
1.0	01-25-2024		Document Prepared
2.0	02-29-2024	Revised Section 2	Document Revised
3.0	08-28-2024		Document Revised

Table of Contents

1 Overview

Acumens Subscription & Maintenance Fee Billing app is abbreviated as Acumens SMFee Billing.

This functional document has been developed to enable you to perform the following actions:

- ✓ Role Centers & User Profiles.
  - o This is the entry point and home page for Acumens SMFee Billing with Business Central and assigned to a user profile.
- ✓ SMFee Items.
  - o This is a list of SMFee items that are billed periodically.
  - o Allows you to set up billing frequency for each SMFee item.
- ✓ SMFee Master Contracts.
  - o A master contract acts as a main agreement with a summary of the main and related secondary contracts.
  - o It shows a summary of related SMFee Customer Contracts based on specific parameters. You can choose to combine customer contracts based on SMFee items or Vendors or per customer only.
- ✓ SMFee Contract Management.
  - o Allows you to maintain contract agreement for SMFee items.
  - o Allows you to invoice subscription or maintenance fees periodically.
  - o You can set a batch process to automatically create invoices when due.
- ✓ SMFee Order Processing.
  - o Allows you to create Invoices for subscriptions that have coterminous periods.
  - o Allows you to create an SMFee Contracts from the order to allow billing for the subsequent periods.
- ✓ SMFee Document Reports.
  - o Allows you to set up default report templates for the App.
  - o This has separate report selection setup for the app reports so you can have different setup for standard order processing.
  - o Comes with default email body templates.

2 Role Centers & User Profiles

The values on Cues are displayed based on the SMFee role that each user will be assigned to in the system. For example, Admin will access everything within the system, Sales Team Manager will access activities for all the salespeople assigned to him/her while the salesperson will access its own activities only etc.

Assigning a profile to a user.

	Display Name
	Company Hub
	Test Role Center
→	Acumens SMFee Billing
	Accountant
	Business Manager
	Business Manager Evaluation
	Service Manager
	Sales Order Processor
	Manufacturing Manager
	Project Manager
	Sales and Relationship Manager
	Administration of users, user groups and permissions
	Inventory Manager

Available Roles

OK   Cancel

3   SMFee Items.

SMFee items are service items hence have no inventory. Several setups can be done on SMFee Items. These setups will be defaulted when the item is selected on SMFee Order or SMFee Contract.

It allows you to set up sales prices for the items. You can set up billing frequency for each item.
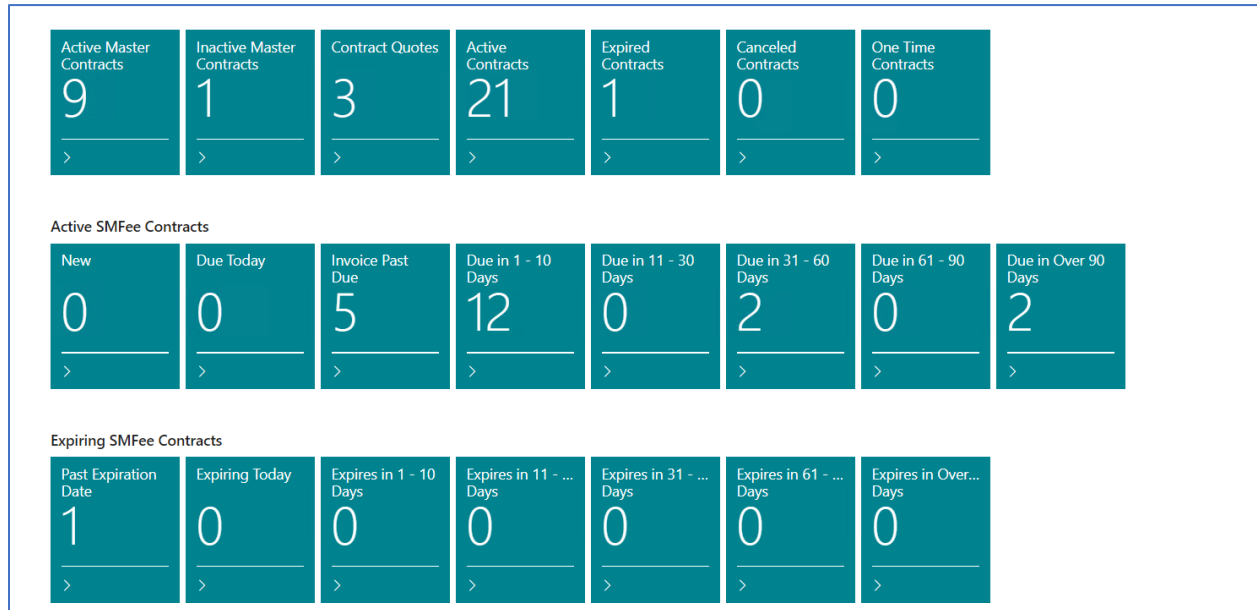
You can set up Customer items and link to the items.
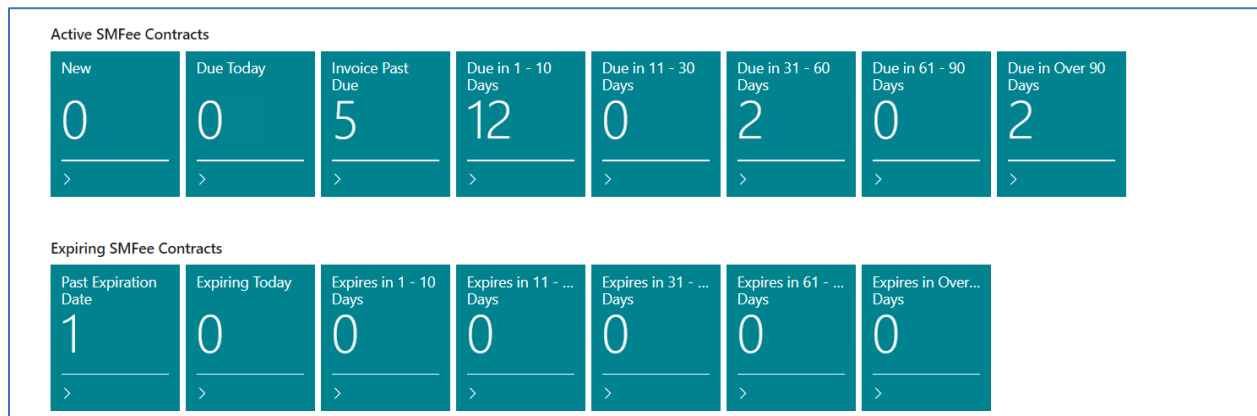
4 SMFee Contracts.

SMFee Contract allows you to manage customer subscription and maintenance contract agreements. Multiple contracts can be linked to a master contract. Master contract can have one main contract and multiple secondary contracts.

4.1 Summarized view.

On the role center, a summary of SMFee Contract Cues is shown.

Active Master Contracts	Inactive Master Contracts	Contract Quotes	Active Contracts	Expired Contracts	Canceled Contracts	One Time Contracts
9	1	3	21	1	0	0

Active SMFee Contracts

New	Due Today	Invoice Past Due	Due in 1 - 10 Days	Due in 11 - 30 Days	Due in 31 - 60 Days	Due in 61 - 90 Days	Due in Over 90 Days
0	0	5	12	0	2	0	2

Expiring SMFee Contracts

Past Expiration Date	Expiring Today	Expires in 1 - 10 Days	Expires in 11 - ... Days	Expires in 31 - ... Days	Expires in 61 - ... Days	Expires in Over... Days
1	0	0	0	0	0	0

The summarized aging is available based on invoicing and expiry dates.

Active SMFee Contracts

New	Due Today	Invoice Past Due	Due in 1 - 10 Days	Due in 11 - 30 Days	Due in 31 - 60 Days	Due in 61 - 90 Days	Due in Over 90 Days
0	0	5	12	0	2	0	2

Expiring SMFee Contracts

Past Expiration Date	Expiring Today	Expires in 1 - 10 Days	Expires in 11 - ... Days	Expires in 31 - ... Days	Expires in 61 - ... Days	Expires in Over... Days
1	0	0	0	0	0	0

4.2 SMFee Contract Invoicing.

SMFee Contract allows the user to set up and manage billing dates.

Users can create invoices and credit memos from the contract. Once an invoice is created and posted, the billing dates are automatically updated to the next billing period.

Users can create SMFee Contract Invoices and credit memos from the contract.

Invoices can also be created from a batch job. When run it will create invoices for all due invoices with the set filters.

Once a contract estimate is confirmed then it can be signed.

SMFee Contract can also be canceled or marked as expired. Cancelled or expired contract can not be processed further.

5   SMFee Master Contracts.

Master Contract provides a summarized view of related SMFee contracts. Multiple contracts can be linked to a master contract. Master contract can have one main contract and multiple secondary contracts.

5.1   Summarized view.

On the role center, a summary of the Cues is shown. You can click on a cue to view the documents.
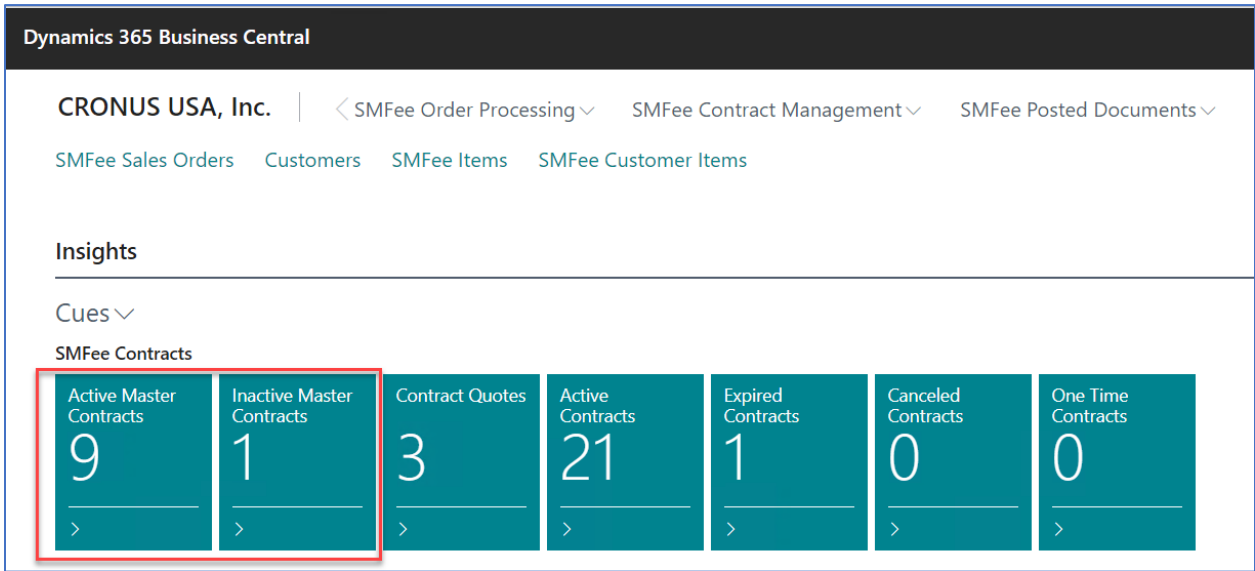
5.2   Creating Master Contracts.

Master Contracts can be created through multiple options.
- You can setup to automatically create master contracts when an SMFee order is posted.
- It can be created directly from the contract.
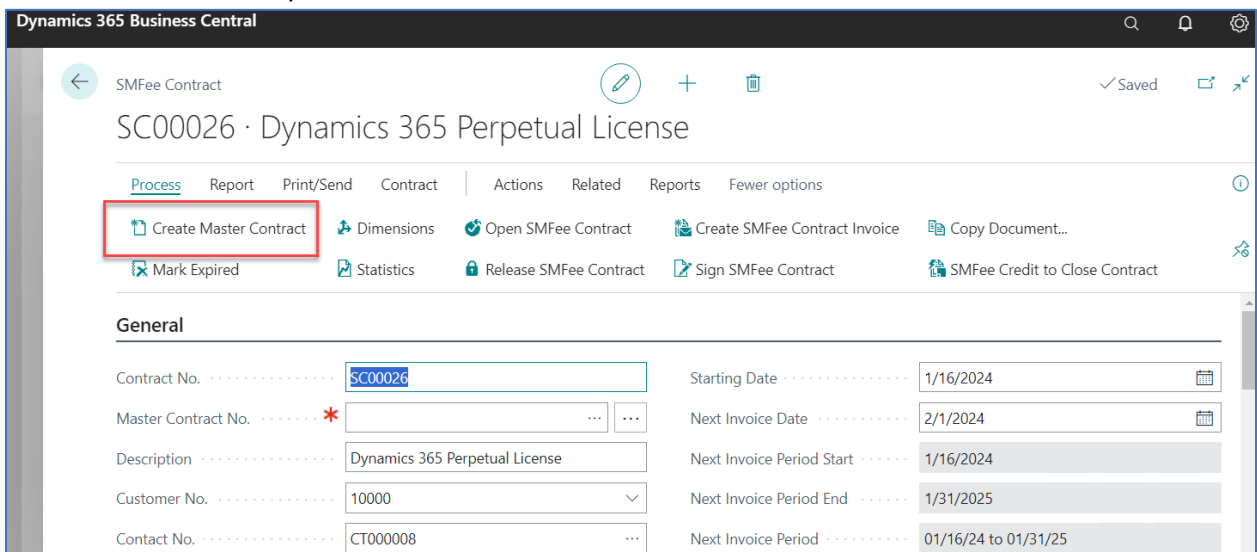
- It can also create by running a batch. These master contracts will be created based on the set-up options.

5.3 Link Secondary SMFee Contracts.

This is to allows adding secondary Contracts to the master contract. You can add by selection as new line on master contract or Selection on the SMFee contract itself.

5.4   Create SMFee Invoices

You can quickly create a contract invoice(s) for all signed contract on a master contract. You can simulate before creating the actual invoice.
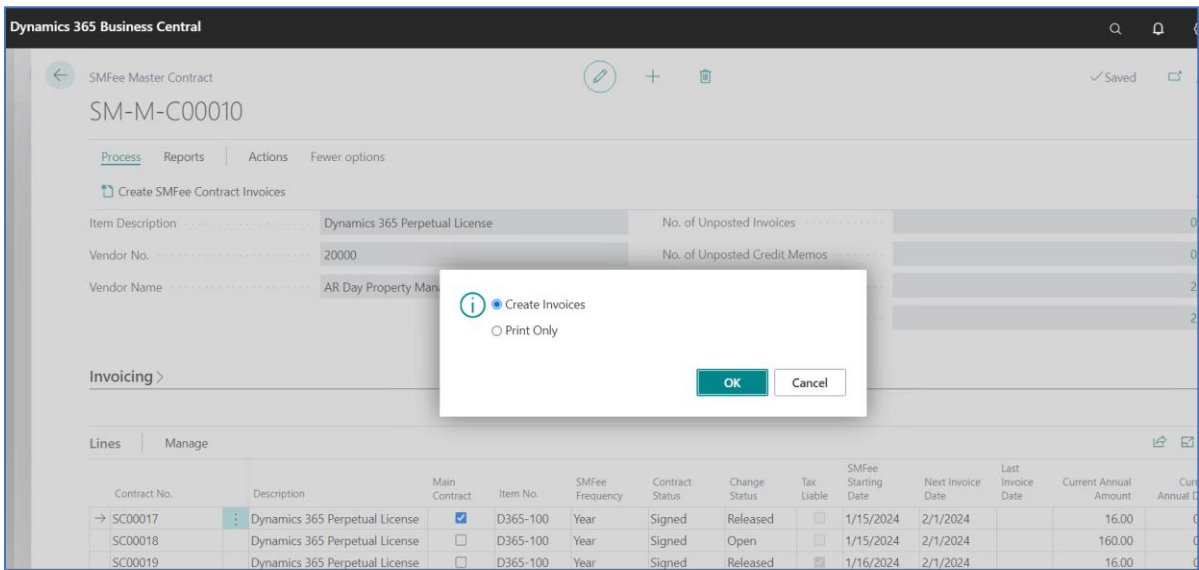
6 SMFee Order Processing.

This includes the sales order processing for Acumens SMFee Billing app.
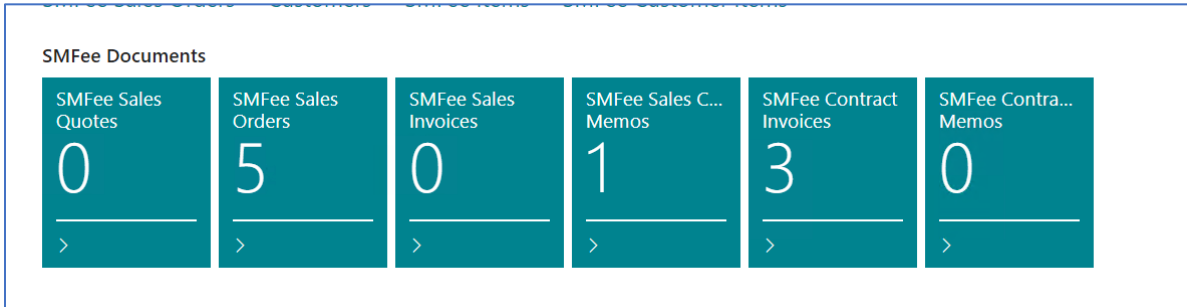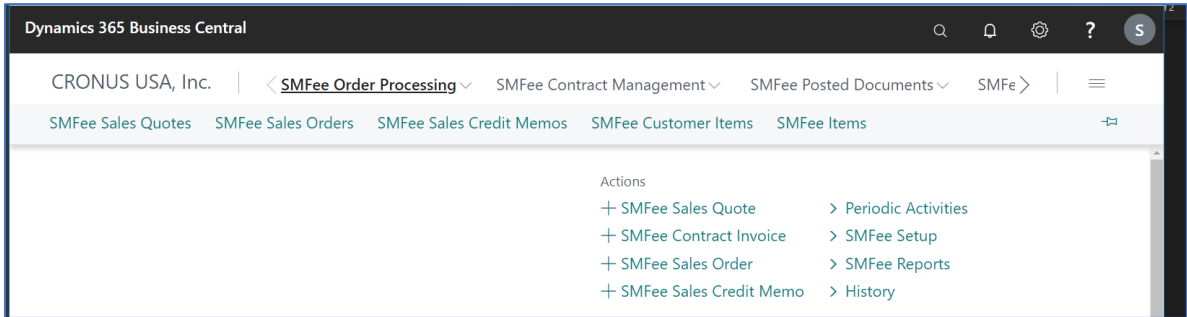
SMFee orders allows you to create Invoices for subscription that have coterminous periods. When posted both the amount for the coterminous period and the first period will be invoiced.
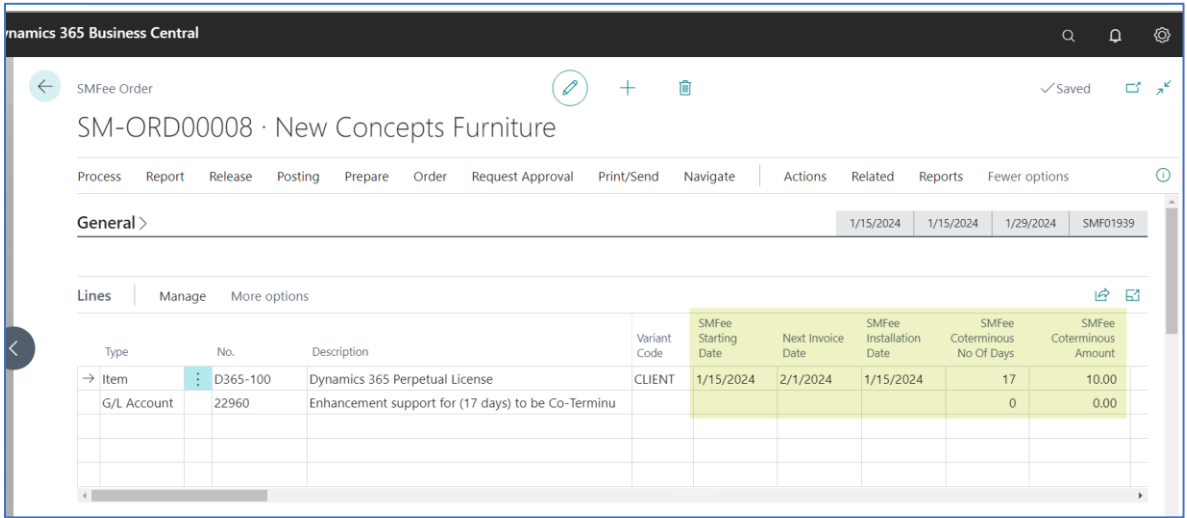
When a shipment is posted, it also automatically creates SMFee Contract for subsequent periods.

You can create an SMFee Sales Credit memo to reverse the Posted Invoice.

7 Document Reports

This allows you to print and email document report printout directly from the document. The report printouts are standardized across SMFee Documents.

7.1 Overview of the reports.

All the document reports have a standardized print layout below.

7.2   Setup Payment Remittance Information.

You can set the preferred and alternate payment options to be printed on the report.

Preferred and alternate payment options can also be set up for individual customers.

7.3 Setup report texts.

These are customizable texts that are printed on the reports.

Billing texts.

Terms and Conditions.

7.4　Email Templates.

Allows you to send quick emails with the preformatted email body templates. The email will include an attachment of the related document report.

When a user clicks on Send email, they will get an email dialog to preview before sending the email.
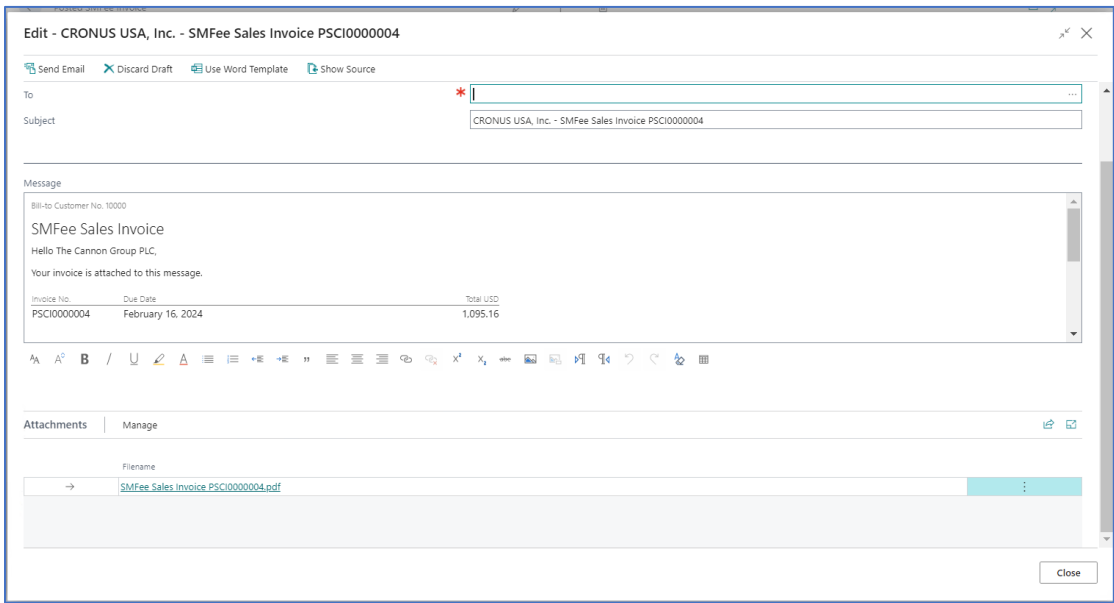
Sample of the received email.

CRONUS USA, Inc. - SMFee Sales Invoice PSCI0000004

BC Business Central Developer
To Business Central Developer

☺ ↩ Reply   ↩ Reply Al

📄 SMFee Sales Invoice PSCI0000004.pdf ⌄
PDF 210 KB

📕 Open P

Bill-to Customer No. 10000

SMFee Sales Invoice

Hello The Cannon Group PLC,

Your invoice is attached to this message.

Invoice No.	Due Date	Total USD
PSCI0000004	February 16, 2024	1,095.16

If we receive the payment before 01/24/2024, you are eligible for a 2% payment discount.
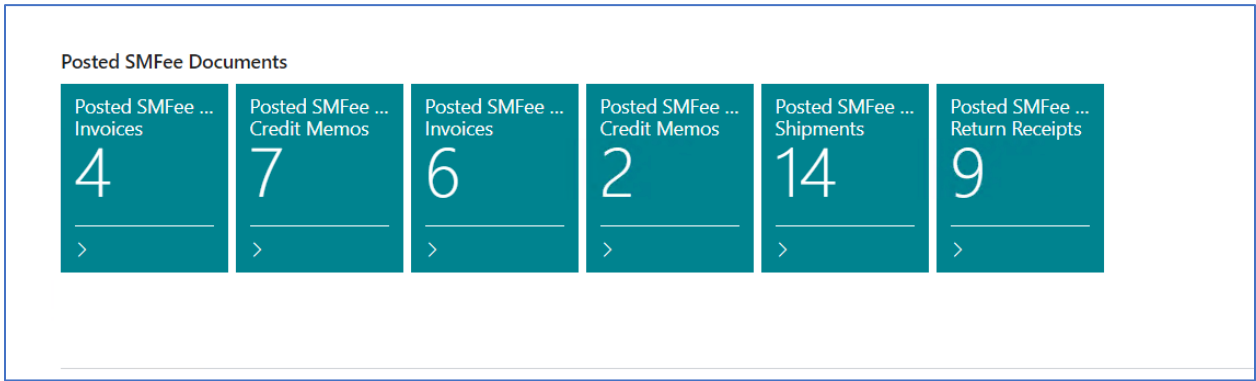
Thank you for your business.

Sincerely,
Jim Olive

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USA
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8 Posted Documents

Posted documents.

Summary of the posted documents.

SMFee Ledger Entries

This is a ledger summary for all posted SMFee documents.