

# Daily Invoicing Report with G/L Breakdown

## Table of Contents

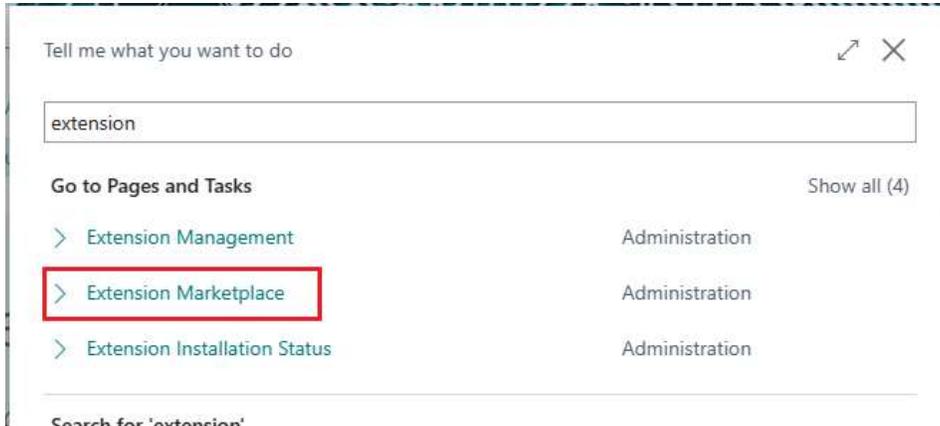
Installation & Setup.....	2
Licensing.....	2
Cancelling the Subscription.....	7
Setup the Permission .....	7
Assign User Permission Set .....	7
User Guide .....	7

## Installation & Setup

The Installment Payment Terms app is licensed through Microsoft, follow these instructions to license and initialize the app.

### Licensing

- 1) Go to the Extension Marketplace and click on the app you want to subscribe to.



- 2) Search "Daily Invoicing Report with G/L Breakdown" in the AppSource to find the offering and open the information page.
- 3) On the **Drop Down** next to **Buy Now**.

AppSource
Apps for Business Central

---

< Apps

---



**Buy now**

v

**Products**  
Dynamics 365 Business Central

**Publisher**  
AP Commerce

**Acquire Using**  
Work or school account

### App You Want to Install

AP Commerce  
★★★★★ 5.0 (9)

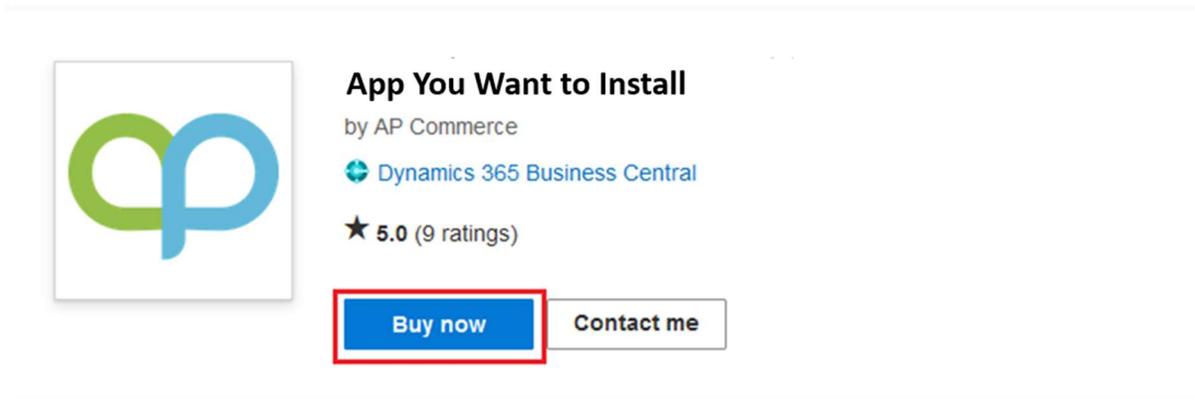
**Overview**   [Plans + Pricing](#)   [Ratings + reviews](#)

Automatically split payments based on installment payment terms

***Automatically Split Payments into Installments***

Looking for a solution to split payments into installment plans? Installment payments enable you to divide the total amount owed for an invoice into multiple smaller payments over a specific timeframe, rather than paying it all at once.

4) Click on **Buy now**



 **App You Want to Install**  
by AP Commerce  
 Dynamics 365 Business Central  
★ 5.0 (9 ratings)

**Buy now** [Contact me](#)

Overview **Plans + Pricing** Ratings + reviews Details + support

**Plan** Description

Apps > **App You Want to Install** > **Checkout**

## Checkout

- Plan
- Price + billing
- Payment
- Complete purchase

### Select a plan

 **App You Want to Install**

**Small Team Plan** Free trial

#### Description

**Small Team Plan (4-10 users: \$30 per user):**  
Perfect for small teams of 4 to 10 users. Enjoy cost-effective solutions tailored to the needs of compact teams.

Number of users  
4-10

Price/payment options  
1-month subscription

- First month free, then \$30.00/user/1-month

**Next**

5) Go through the Billing information pages.

Apps > Installment Payment Terms > **Checkout**

## Checkout

Plan

**Price + billing**

Payment

Complete purchase

### Price + billing

#### Billing term ⓘ \*

1-month subscription

#### Price/payment options ⓘ \*

First month free, then \$30.00/user/1-month

#### Recurring billing ⓘ \*

On

Off

#### Number of users (4-10) \*

4

Up next, choose your payment method:

#### Credit card

Use a credit card to make an online payment.  
Accepted payment methods:



#### Invoice pay **New!**

If your organization has been approved for payment by invoice, select Invoice pay on the next page to pay with a check or wire transfer.

[Learn more about paying by invoice](#)

Back

Next

### 6) Enter your payment information.

Apps > Installment Payment Terms > **Checkout**

## Checkout

Plan

Price + billing

**Payment**

Complete purchase

### Payment

Product name	Price (USD)	Quantity	Subtotal (USD)	
Offer	Installment Payment Terms	First month free, then \$30.00/user/one-time payment	4	\$120.00 for 1 month
Plan	Small Team Plan	<b>Free trial</b>		
Billing term	1-month subscription			
Recurring billing	On			

#### Sold-to address \*

Enter the address of the legal entity responsible for payment and identified on the invoice. The address provided here is used to determine your tax rate.

#### Billing account

AP Commerce, Inc.

[Edit](#)

AP Commerce, Inc.  
12304 Santa Monica Blvd. STE 300  
Los Angeles, CA 90025-2593  
US

Back

Place order

### 7) Click on the **Accept agreement & place order.**

### Summary

Subtotal after trial (before tax):

Estimated taxes: ⓘ

**Total:**

### Free trial

You'll start being charged after the first month of free trial for this subscription.

Back

Accept agreement & place order

8) Click on **Assign license** to open the **Microsoft 365 admin center**.

Total

\$0.00

### Next steps

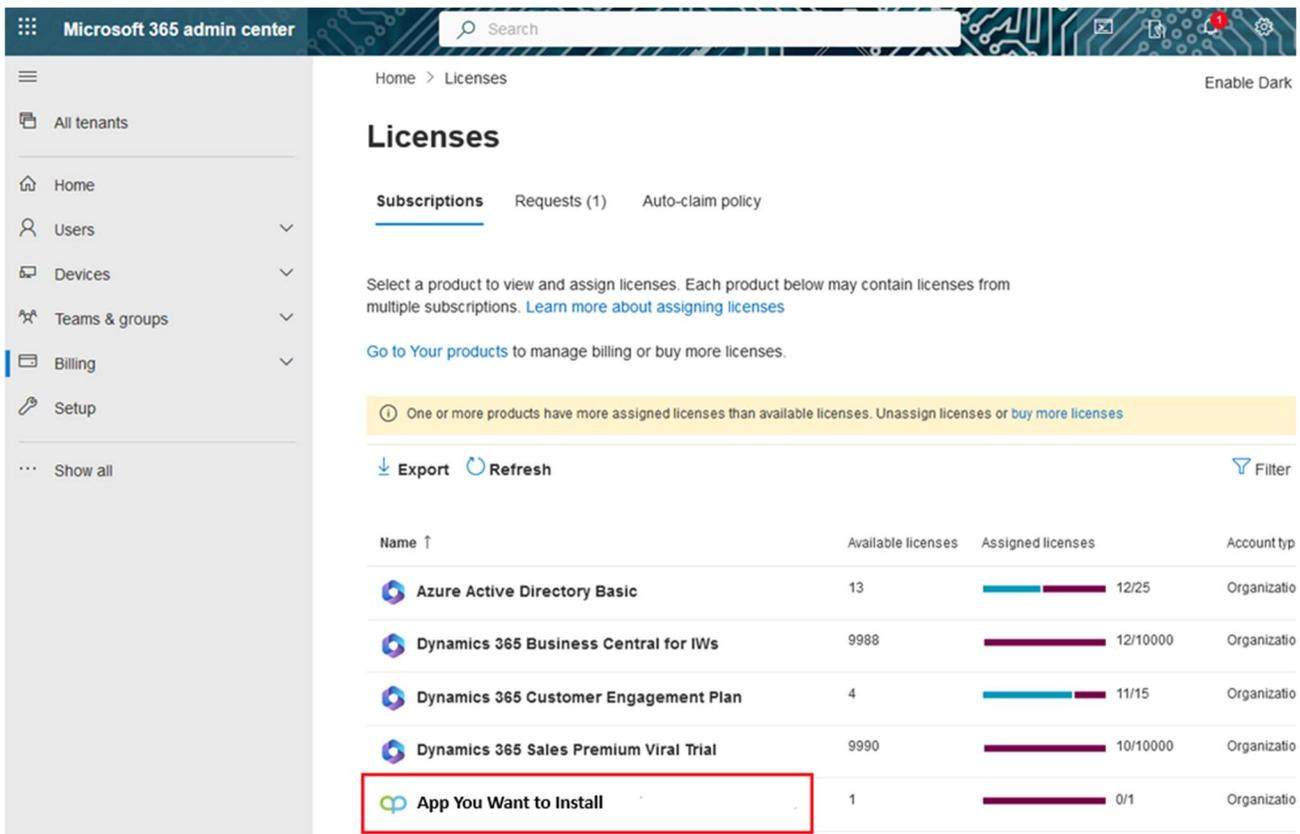
Now, assign the licenses you purchased to users in your tenant via [Admin center](#). From there you can proceed to install this app.

Back

Assign licenses



9) Click on the app that is just purchased.

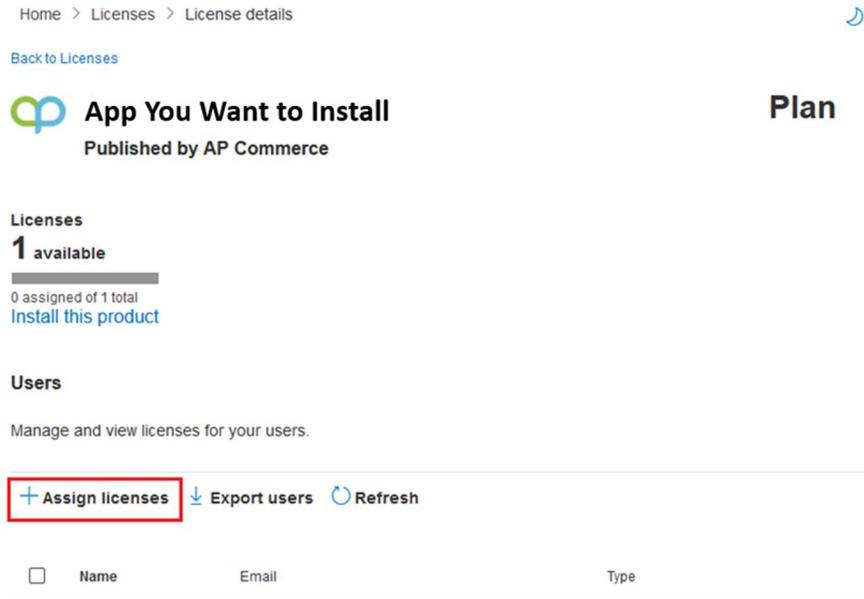


The screenshot shows the Microsoft 365 admin center interface. The left sidebar contains navigation options: All tenants, Home, Users, Devices, Teams & groups, Billing, and Setup. The main content area is titled 'Licenses' and includes tabs for Subscriptions, Requests (1), and Auto-claim policy. A yellow warning banner states: 'One or more products have more assigned licenses than available licenses. Unassign licenses or buy more licenses'. Below this, there are 'Export' and 'Refresh' buttons. A table lists various licenses with columns for Name, Available licenses, Assigned licenses (with a progress bar), and Account type. The last row, 'App You Want to Install', is highlighted with a red box.

Name ↑	Available licenses	Assigned licenses	Account typ
Azure Active Directory Basic	13	12/25	Organizatio
Dynamics 365 Business Central for IWS	9988	12/10000	Organizatio
Dynamics 365 Customer Engagement Plan	4	11/15	Organizatio
Dynamics 365 Sales Premium Viral Trial	9990	10/10000	Organizatio
<b>App You Want to Install</b>	1	0/1	Organizatio

10) Click on **Assign Licenses** to assign the licenses to the users that will be using the app.

11) Click on **Install this Product** to install the app in your tenant.



Home > Licenses > License details

[Back to Licenses](#)

## App You Want to Install

Published by AP Commerce

### Plan

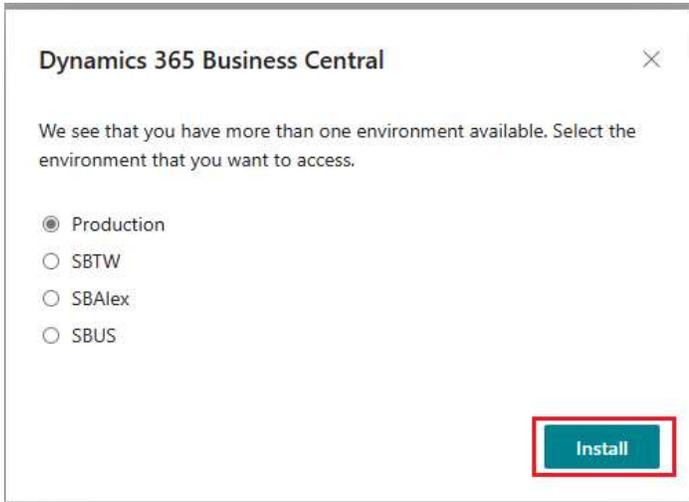
**Licenses**  
**1** available  
0 assigned of 1 total  
[Install this product](#)

**Users**  
Manage and view licenses for your users.

[+ Assign licenses](#) [↓ Export users](#) [Refresh](#)

<input type="checkbox"/>	Name	Email	Type
--------------------------	------	-------	------

12) Select an environment and click on **Install**.



**Dynamics 365 Business Central** [Close]

We see that you have more than one environment available. Select the environment that you want to access.

- Production
- SBTW
- SBAlex
- SBUS

[Install](#)

13) Choose a language and click on **Install**.

**Extension Installation** ↗ ✕

Choose language

Language ..... English (United States) ...

**Note: There might be other users working in the system.**

Installing extensions during business hours will disrupt other users.

After installation, your session will refresh, and you can set up your extension.

**Install**

## Canceling the Subscription

- 1) To Cancel Subscription, open the **Microsoft 365 admin center** and go to **Billing>>Your Products**.
- 2) Click on the app you want to cancel the subscription for and click on **Cancel Subscription**.

## Setup the Permission

### Assign User Permission Set

- 1) Choose the  icon to enter "**User**" and click on the related link to open the **Users** list.
- 2) On the Users list, select users that will require permissions to the Installment Payment Terms app.
- 3) On each of the selected **User Cards**, go to the **User Permission Sets** tab, add the necessary permission sets based on the role of the user:
  - a) **APEDAILYINVGLBRKTEST**
    - i) Assign this to the users that are going to be using this app in the Sandbox for testing.
  - b) **APEDAILYINVGLBRKPROD**
    - i) Assign this to the users that will be using this app in the production environment.

## User Guide

- 1) Search on the report **Daily Invoicing with G/L Breakdown**.
- 2) Run the report and ensure the Show G/L Breakdown is marked as true
- 3) Run the report and see the General Ledger Breakdown at the end of the report
- 4) For a video to see it in action, visit:  
<https://www.youtube.com/watch?v=3MVrfdbcIqk&t>