

Installment Payment Terms User Manual

Table of Contents

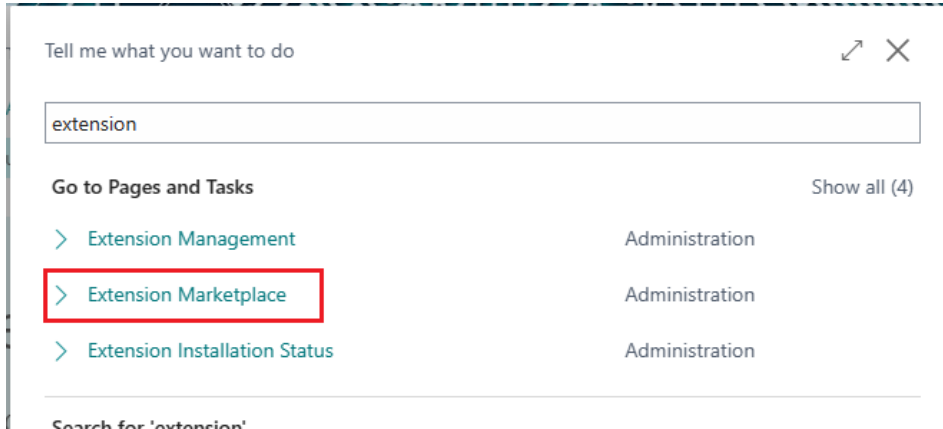
Installation & Setup.....	2
Creating the Subscription.....	2
Cancelling the Subscription.....	9
Setup the Installment Payment Terms App.....	10
Assign User Permission Set	10
User Guide	11
Creating the Payment Terms	11
Create Installment Payment Terms	11
Add Additional Payments Terms.....	11
Add Installment Payment Amount Percentage	12
Limitations.....	14

Installation & Setup

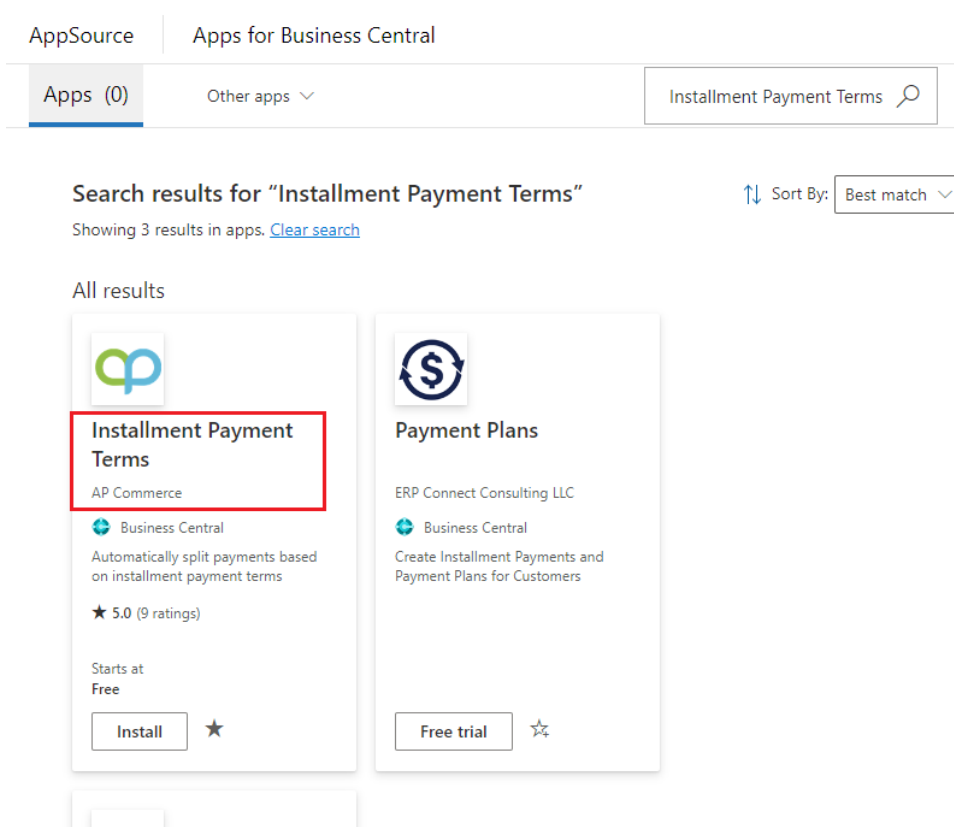
The Installment Payment Terms app is licensed through Microsoft, follow these instructions to license and initialize the app.

Creating the Subscription

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




- 2) Search "Installment Payment Terms" in the AppSource to find the Installment Payment Terms offering and open the information page.




- 3) On the **Drop Down** next to **Buy Now**.

AppSource | Apps for Business Central

< Apps



Buy now 

Products
[Dynamics 365 Business Central](#)

Publisher
AP Commerce

Acquire Using
Work or school account

Installment Payment Terms

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**.

AppSource | Apps for Business Central

< Apps



Buy now 

Buy now

Install

AP Commerce

Acquire Using
Work or school account

Version
1.1.0.0

Installment Payment Terms

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.

While the standard Microsoft Dynamics 365 Business Central offers only a single payment term for transactions, you may encounter limitations if you need

- 5) Click on **Buy now**

Apps > **Installment Payment Terms**



Installment Payment Terms

by AP Commerce

 Dynamics 365 Business Central

★ 5.0 (9 ratings)

Buy now

Contact me

Overview

Plans + Pricing

Ratings + reviews

Details + support

Plan

Description

6) Select a plan and click **Next**.

≡ All Apps Categories Industries Consulting Services Partners

Apps > Installment Payment Terms > **Checkout**

Checkout

● Plan

○ Price + billing

○ Payment

○ Complete purchase

Select a plan



Installment Payment Terms

Free Test Users

Description

Up to 5 free user licenses for testing in a Sandbox environment

Number of users

1-5

Price/payment options

1-month subscription

• \$0.00/user/1-month

✓ **Installment Payment Terms - Standard**

Description

Monthly Pricing:

Price: \$1 per user per month

Minimum Users: 99 users*

Billed monthly

Yearly Pricing:

Initial Price: \$900 per year (equivalent to \$75 per month)

Minimum Users: 99 users*

Billed annually

*License only required for individuals tasked with posting sales/purchase invoices with installment payment terms.

Number of users

99-1,000,000

Price/payment options

1-month subscription

• \$1.00/user/1-month

1-year subscription

• \$9.09091/user/1-year

Next

- 7) Go through the Billing information pages.
- a) Note: You have the option to choose a 1 month or 1 year subscription in the Billing Terms section.

Apps > Installment Payment Terms > **Checkout**

Checkout

☒ Plan

☒ Price + billing

☐ Payment

☐ Complete purchase

Price + billing

Billing term ⓘ *

☒ 1-month subscription

☐ 1-year subscription

Price/payment options ⓘ *

\$1.00/user/1-month

Recurring billing ⓘ *

☒ On

☐ Off

Number of users (99-1,000,000) *

99

Up next, choose your payment method:

Credit card

Use a credit card to make an online

Invoice pay **New!**

If your organization has been approved

Back

Next

8) 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	\$1.00/user/one-time payment	99
Plan	Installment Payment Terms - Standard		
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
APC Dynamics

[Edit](#)
APC Dynamics
12304 Santa Monica Blvd. STE 300
Los Angeles, CA 90025-2593
US

9) Click on the **Accept agreement & place order**.

Summary

Subtotal after trial (before tax):

Estimated taxes: ①

Total:

Free trial

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

10) 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.



11) Click on the app that is just purchased.

Microsoft 365 admin center

Home > Licenses

Licenses







Subscriptions Requests (1) Auto-claim policy

Select a product to view and assign licenses. Each product below may contain licenses from multiple subscriptions. [Learn more about assigning licenses](#)

[Go to Your products](#) to manage billing or buy more licenses.

One or more products have more assigned licenses than available licenses. Unassign licenses or [buy more licenses](#)

Export Refresh Filter

Name ↑	Available licenses	Assigned licenses	Account type
 Azure Active Directory Basic	13	12/25	Organization
 Dynamics 365 Business Central for IOWs	9988	12/10000	Organization
 Dynamics 365 Customer Engagement Plan	4	11/15	Organization
 Dynamics 365 Sales Premium Viral Trial	9990	10/10000	Organization
 Installment Payment Terms - Internal Private Plan	1	0/1	Organization
 Microsoft 365 Audio Conferencing	0	1/1	Organization

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

Home > Licenses > License details

Enable

[Back to Licenses](#)

Installment Payment Terms - Plan

Published by AP Commerce

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
--------------------------	------	-------	------

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

[Back to Licenses](#)

Installment Payment Terms - Free Test Users

Published by AP Commerce

Licenses

Licenses assigned 1/5

Install this product

Users

Manage and view licenses for your users.

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

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

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

Dynamics 365 Business Central

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

☒ Production

☐ SBTW

☐ SBAlex

☐ SBUS

Install

15) 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

Cancelling 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 Installment Payment Terms App

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) APEINSTALLPMTADMINE

- i) Assign this to the users that are considered administrators of the app and responsible for setting up and maintaining Additional Payment Terms.
- ii) These users must be licensed through the Microsoft 365 admin center.

b) APEINSTALLPMTE

- i) Assign this to the users that are considered users of the app, these users should be any user that can invoice Sales or Purchase documents.
- ii) These users must be licensed through the Microsoft 365 admin center.

c) APEINSTALLPMTREADE

- i) This should be assigned to any users that do not have the ability to invoice sales documents.
- ii) These users **do not need to be licensed**, but this permission set must be assigned to prevent any licensing errors while using areas touched by the app. (ex.: the flowfield on the Payment Terms page.)

d) APEINSTALLPMTDEMO

- i) A special, unlicensed Permission Set available to allow testing this app in a Sandbox
- ii) This permission set is only for use in a Sandbox environment and not licensed for use in a Production environment.

Permission Set ↑	Name	Type ↑	Extension Name
APEINSTALLPMTDEMO	Installment Payment ...	System	Installment Payment Terms
APEINSTALLPMTREADE	Installment Payment ...	System	Installment Payment Terms
APEINSTMTNTPMTE	Installment Payment ...	System	Installment Payment Terms
APEINSTPMTADMINE	Installment Payment ...	System	Installment Payment Terms

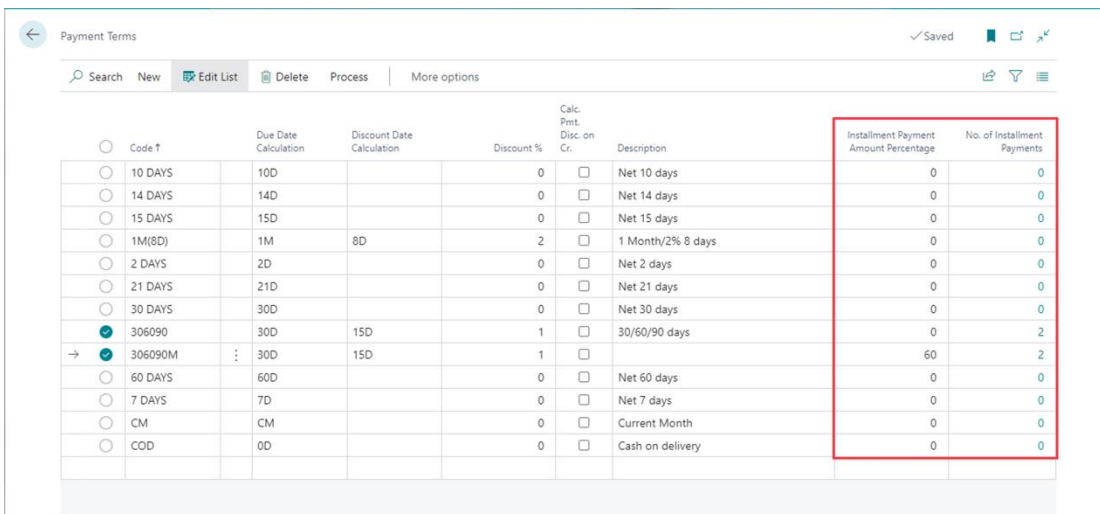
User Guide

Companies need to create installment payments for customers and vendors. Users may run into challenges creating installments using out-of-the-box Business Central Payment Terms. The installments need to be added manually to Purchase and Sales Orders. The Installment Payment Terms app will help you easily split payments into installments. Use the payment term codes with additional installment payment terms on Purchase and Sales Orders/Invoices. After posting a purchase or sales invoice, the system will automatically split the payment according to the installment payment setup.

Creating the Payment Terms

Create Installment Payment Terms

- 1) Open the payment terms page and enter a new **Payment Term**.
 - There are two columns added to the **Payment Terms** table to manage **Installment Payments**.
 - **Installment Payment Amount Percentage:** Enter the percentage of the order total for this part of the payment term split.
 - **No. of installment payments:** This is a flowfield that shows the number of Installment Payment splits that have been associated to this Payment Term.



	Code	Due Date Calculation	Discount Date Calculation	Discount %	Calc. Pmt. Disc. on Cr.	Description	Installment Payment Amount Percentage	No. of Installment Payments
<input type="radio"/>	10 DAYS	10D		0	<input type="checkbox"/>	Net 10 days	0	0
<input type="radio"/>	14 DAYS	14D		0	<input type="checkbox"/>	Net 14 days	0	0
<input type="radio"/>	15 DAYS	15D		0	<input type="checkbox"/>	Net 15 days	0	0
<input type="radio"/>	1M(8D)	1M	8D	2	<input type="checkbox"/>	1 Month/2% 8 days	0	0
<input type="radio"/>	2 DAYS	2D		0	<input type="checkbox"/>	Net 2 days	0	0
<input type="radio"/>	21 DAYS	21D		0	<input type="checkbox"/>	Net 21 days	0	0
<input type="radio"/>	30 DAYS	30D		0	<input type="checkbox"/>	Net 30 days	0	0
<input checked="" type="radio"/>	306090	30D	15D	1	<input type="checkbox"/>	30/60/90 days	0	2
→ <input checked="" type="radio"/>	306090M	30D	15D	1	<input type="checkbox"/>		60	2
<input type="radio"/>	60 DAYS	60D		0	<input type="checkbox"/>	Net 60 days	0	0
<input type="radio"/>	7 DAYS	7D		0	<input type="checkbox"/>	Net 7 days	0	0
<input type="radio"/>	CM	CM		0	<input type="checkbox"/>	Current Month	0	0
<input type="radio"/>	COD	0D		0	<input type="checkbox"/>	Cash on delivery	0	0

Add Additional Payments Terms

- 1) Click on the number in the **No. of Installment Payments** field to drill into and open the **Additional Installment Payment Terms** page.
- 2) Setup any additional Payment Terms

- **Due Date Calculation:** Date formula to calculate the additional payments.
- **Discount Date Calculation:** Date formula to calculate payment discounts.
- **Discount %:** Discount percentage to use if paid within the discount period.
- **Installment Payment Amount Percentage:**

← Additional Installment Payment Terms

Search + New Edit List Delete

Due Date Calculation	Discount Date Calculation	Discount %	Installment Payment Amount Percentage	Description
→ 60D	45D	2.00	0	
90D	70D	3.00	0	

NOTE: If there are rounding issue, the system will add the difference the last payment entry.

Posting Date	Due Date	Document Type	Document No.	Customer No.	Description	Original Amount	Amount	Sales (\$)
6/27/2022	9/25/2022	Invoice	103040-3	20000	Installment Payment 3/3 for 103040	33.34	33.34	0.00
6/27/2022	8/26/2022	Invoice	103040-2	20000	Installment Payment 2/3 for 103040	33.33	33.33	0.00
6/27/2022	7/27/2022	Invoice	103040	20000	Installment Payment 1/3 for 103040	33.33	33.33	100.00

Add Installment Payment Amount Percentage

You can also enter different percentage per payment installment.

- 1) Setup the payment percentage on the **Payment Terms** page for the first installment.

Payment Terms: All Search New Delete Edit List Process More options

Code	Due Date Calculation	Discount Date Calculation	Discount %	Calc. Pmt. Disc. on Cr. Memos	Description	Installment Payment Amount Percentage	No. of Installment Payments
306090M	30D	15D	1	<input type="checkbox"/>		60	2
306090	30D	15D	1	<input type="checkbox"/>	30/60/90 days	0	2

- 2) Setup additional payment percentages on the **Additional Installment Payment Terms** page.

Additional Installment Payment Terms

Search + New Edit List Delete

Due Date Calculation	Discount Date Calculation	Discount %	Installment Payment Amount Percentage	Description
→ 60D	45D	2.00	15	
90D	70D	3.00	25	

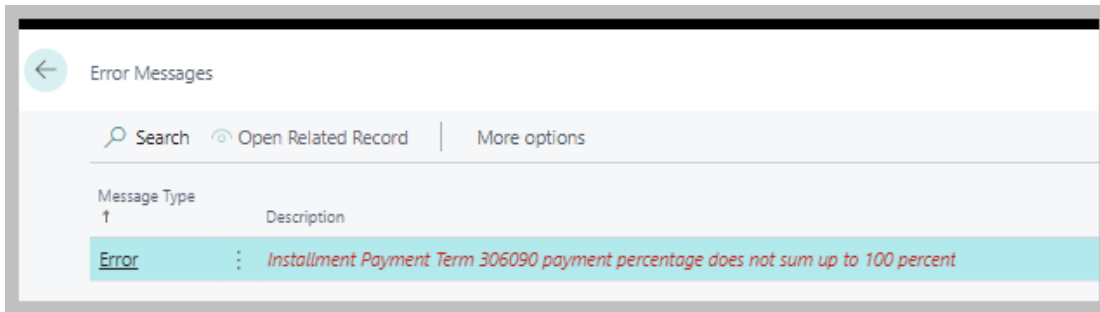
- 3) Add the new **Installment Payment Terms** to the Customer or Vendor Card in the **Payment Terms** field to default on documents.
- 4) Create a new Sales Order with the new Installment Payment Terms.
- 5) Post the Sales Invoice
- 6) Go to the **Customer Ledger Entries** page to view the entries created from the new **Installment Payment Terms**.

Posting Date	Due Date	Document Type	Document No.	Customer No.	Description	Original Amount	Amount	Sales (\$)
→ 6/27/2022	9/25/2022	Invoice	103041-3	20000	Installment Payment 3/3 for 103041	25.00	25.00	0.00
6/27/2022	8/26/2022	Invoice	103041-2	20000	Installment Payment 2/3 for 103041	15.00	15.00	0.00
6/27/2022	7/27/2022	Invoice	103041	20000	Installment Payment 1/3 for 103041	60.00	60.00	100.00

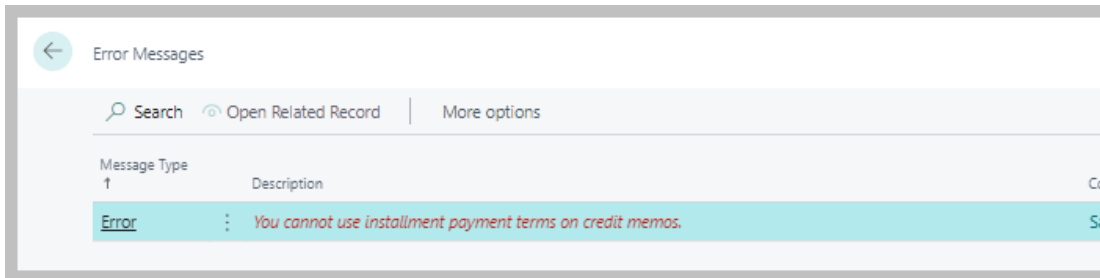
Once setup, the system will automatically split the payments, according to the records in the additional installment payment terms page.

Limitations

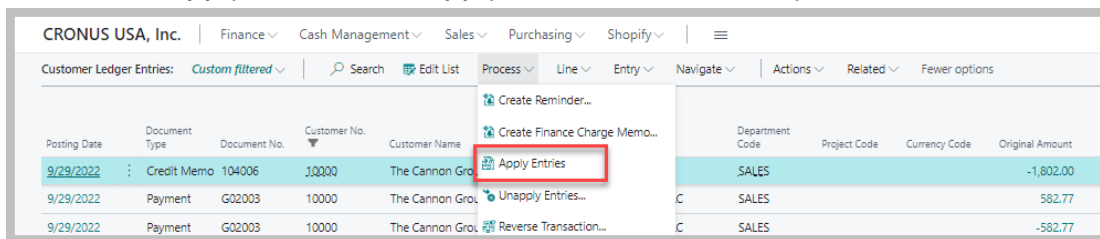
- 1) Installment Payment Terms need to sum up to 100 percent. If they do not, the system will display this error on Post Invoice.



- 2) Installment Payment Terms cannot be used on Credit Memos.



- To correct, Remove Installment Payment terms from the Credit Memo and Post the document.
- Go to the Customer/Vendor Ledger Entries page. Select the Posted Credit Memo. Select Process Apply Entries and apply the entries manually.



- 3) Due to localization limitations, US users will need to manually enter the IRS 1099 Amounts on purchase documents or create an extension to populate the 1099 fields after posting installment payment invoices.