

Inventory Aging

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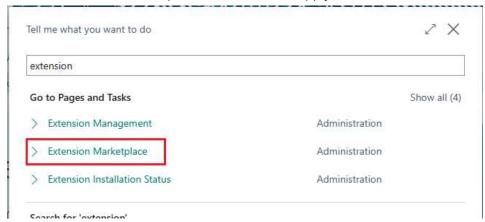


Installation & Setup

The Inventory Aging report 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 "Inventory Aging" 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



App You Want to Install

AP Commerce

5.0 (9)

Overview Plans + Pricing Ratings + reviews

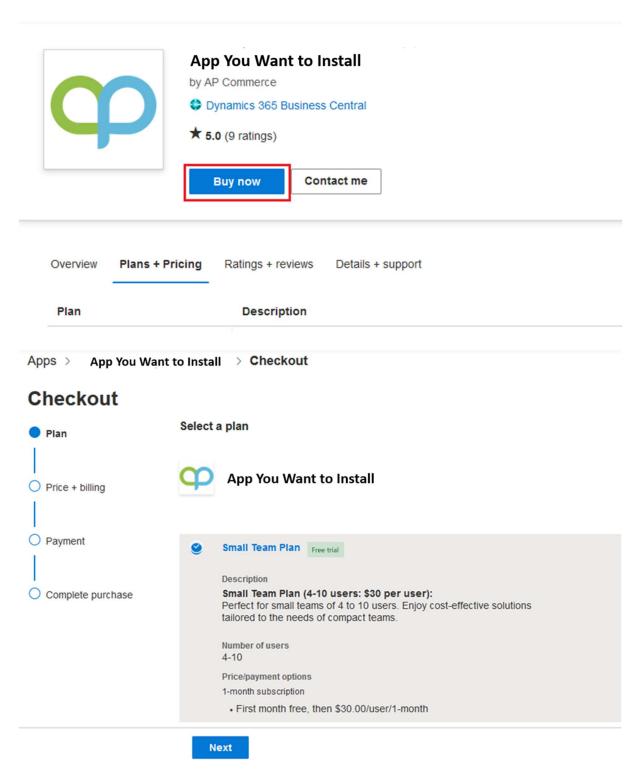
Automatically split payments based on installment payment terms

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

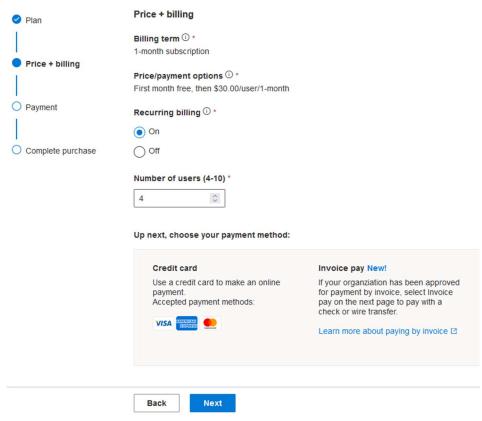


5) Go through the Billing information pages.



Apps > Installment Payment Terms > Checkout

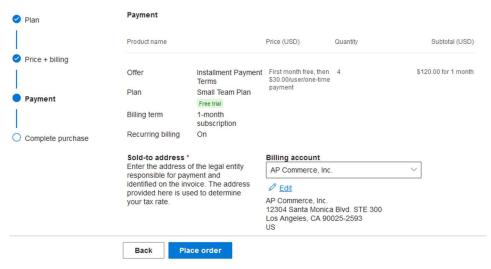
Checkout



6) Enter your payment information.

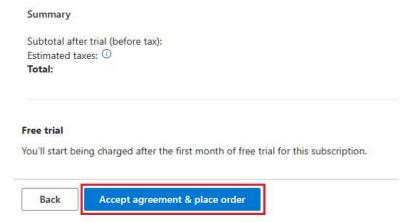
Apps > Installment Payment Terms > Checkout

Checkout





7) Click on the Accept agreement & place order.



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

Total \$0.00

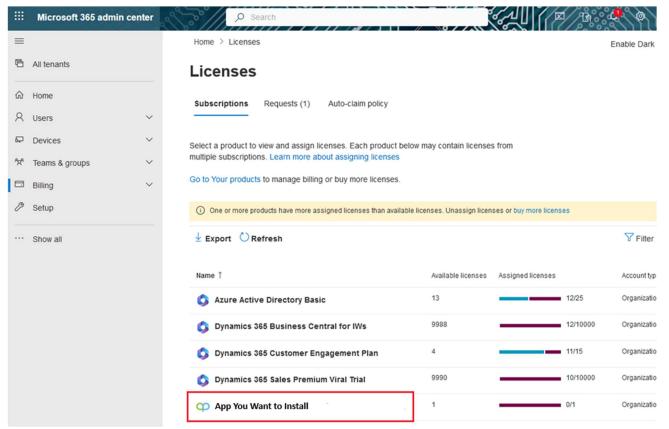
Next steps

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

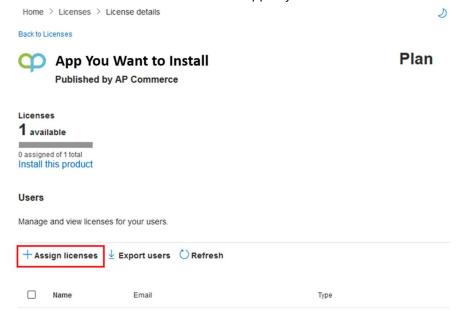


9) Click on the app that is just purchased.



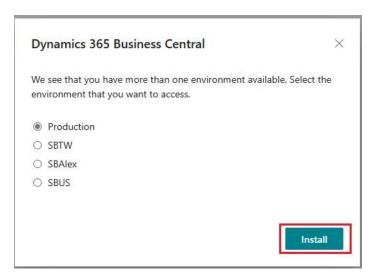


- 10) Click on **Assign Licenses** to assign the licenses to the users that will be using the app.
- 11) Click on **Install this Product** to install the app in your tenant.

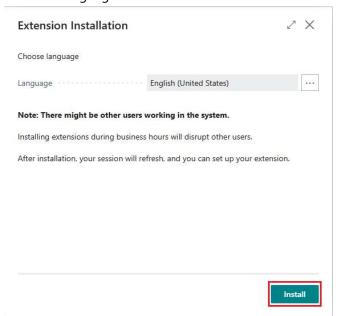


12) Select an environment and click on Install.





13) Choose a language and click on 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 Permission

Assign User Permission Set

- 1) Choose the Dicon 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 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:

APEINVTAAGINGPROD - Assign this to the users that will be using this app in the production environment.

User Guide

- 1) Search on the report Inventory Aging.
- 2) Set the As of Date as the date that you would like to run the aging as of
- 3) Click on Print or Preview
- 4) For a video to see it in action, visit: https://youtu.be/bqpadBk_qFc