Progress Payment Invoicing User Manual

V1.0.4

Table of Contents

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Setup

The Progress Payment Invoicing app is installed and setup per company. When using this app with different companies, you must follow the following instructions in each company. Note that you must be a Global Administrator to install and purchase the app.

Subscription Setup – Purchase your license

1) Open the Extension Marketplace
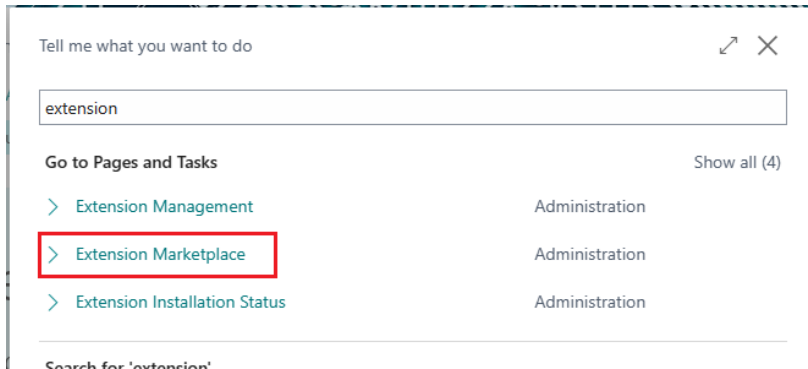
2) Search "Progress Payment Invoicing" in the AppSource to find the Progress Payment Invoicing app and open the information page.

3) Click on **Buy Now**.

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4) Click on **Buy now**

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

6) Go through the Billing information pages.

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Apps > Progress Payment Invoicing > **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 (4-1,000,000) *

| 4 | ⌃⌄ |

[Back]   [**Next**]

---

7) Enter your payment information.

Apps > Progress Payment Invoicing > **Checkout**

Checkout

- ✓ Plan
- ✓ Price + billing
- ● **Payment**
- ○ Complete purchase

Payment

Product name		Price (USD)	Quantity
Offer	Progress Payment Invoicing	First month free, then $30.00/ user/one-time payment	4
Plan	Standard Monthly Plan Free trial		
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

Bill to *
Select the billing profile you want to use for this purchase. You can also edit an existing profile. Learn more about billing profiles

Billing profile
| APC | ⌄ |

✎ Edit   + Add new

Summary
Subtotal after trial (before tax):
Estimated taxes: ⓘ
Total:

[Back]   [**Place order**]

---

8) Click on the **Place order.**

Summary

Subtotal after trial (before tax):
Estimated taxes: ⓘ
Total:

[Back]   [**Place order**]

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9) After you place your order, click on **Assign license** to open the **Microsoft 365 admin center.**

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. To manage your licenses anytime, click on your account at the top right, open **Admin center** and go to **Licenses.**

Back   **Assign licenses**
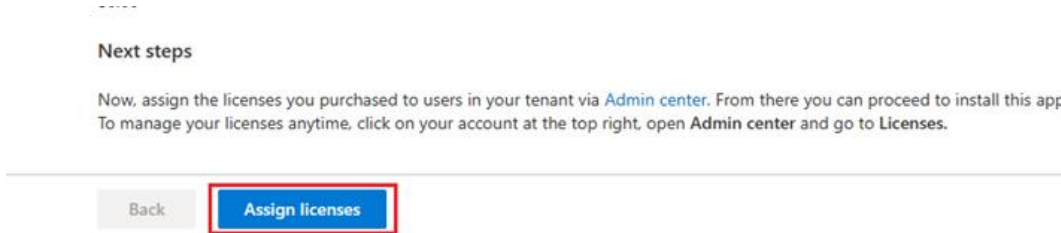
10) Click on the app that is just purchased.
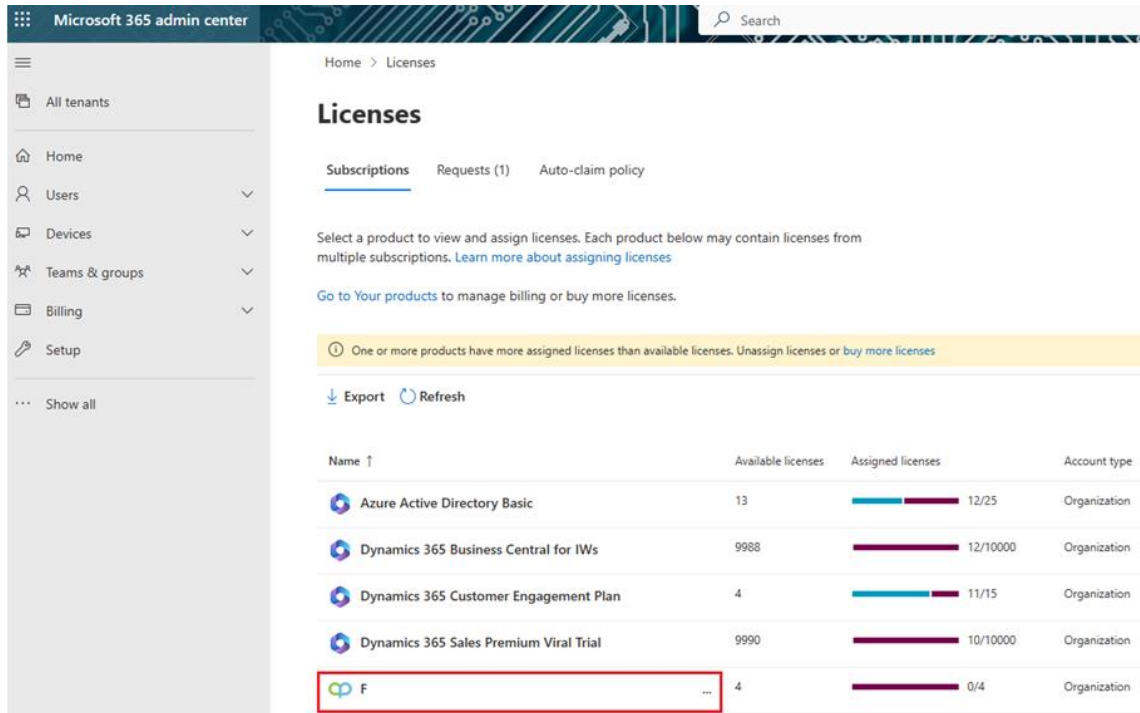
11) Click on **Assign Licenses** to assign the licenses to the users that will be using the app.

Home > Licenses > License details

Back to Licenses

F
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Plan

Licenses
4 available

0 assigned of 4 total
Install this product

Users
Manage and view licenses for your users.

+ Assign licenses   ↓ Export users   ↻ Refresh

	Name	Email		Type

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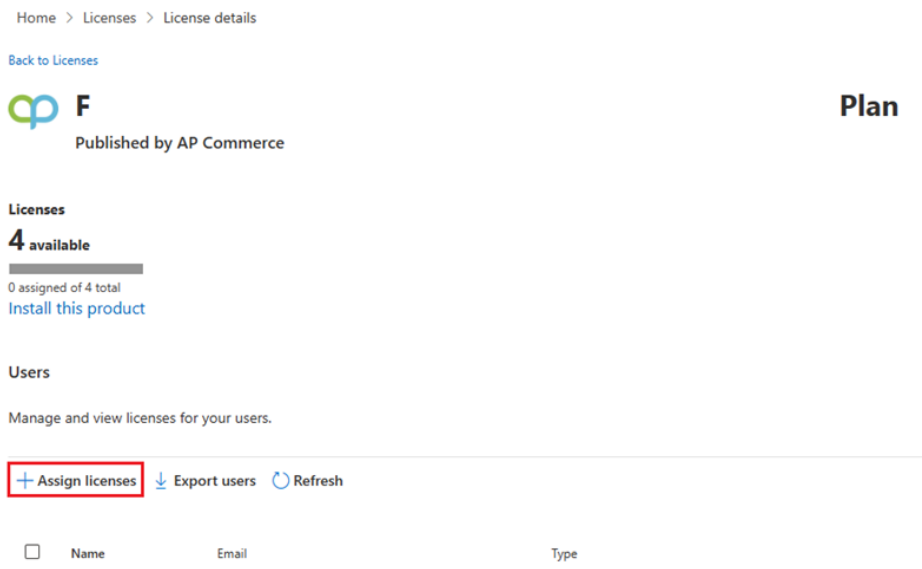
12) If you already have the app installed, you do not need to complete steps 13 through 15.

13) Once you have assigned your licenses, click on **Install this Product** to install the app in your tenant.

Home > Licenses > License details

Back to Licenses

F
Published by AP Commerce

Licenses
4 available

0 assigned of 4 total
Install this product
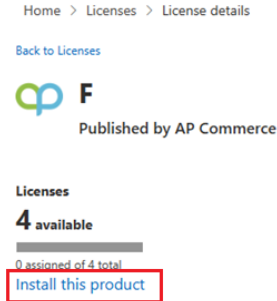
14) Select an environment and click on **Install.**

Dynamics 365 Business Central   ×

We see that you have more than one environment available. Select the environment that you want to access.
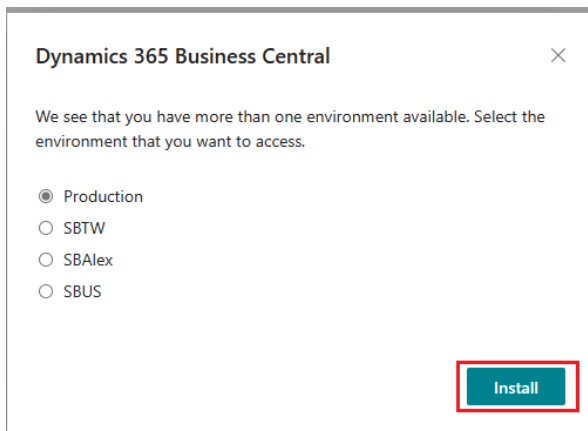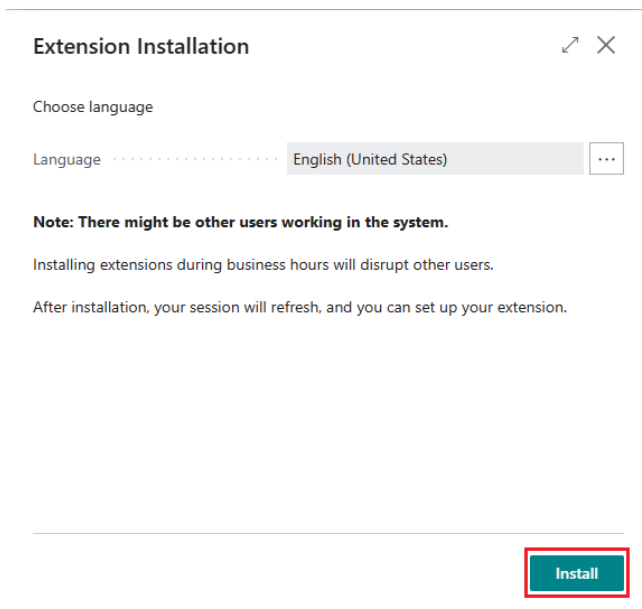
⦿ Production
○ SBTW
○ SBAlex
○ SBUS

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**.

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Assigning Permission Sets

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. **APEPROGPMTPERMISSION**

        i. This permission is needed only for users that will be creating, updating, or processing Sales or Purchase Documents with Progress Payments.

        ii. A license is required for this permission.

    b. **APEPROGPMTREAD**

        i. Any user that may need to review but not update Sales or Purchase Documents.

        ii. These users do not need to be assigned a license.

    c. **APEPROGPMTTESTE**

        i. A special license is available to be used to allow one account to test this app in a Sandbox.

        ii. This permission set is only for use in a Sandbox environment and cannot be assigned to any user in a Production environment

Permission Set ↑		Name	Type ↑	Extension Name
→ APEPROGPMTPERMISSION	⋮	Progress Payment Inv. User	System	Progress Payment Invoicing
APEPROGPMTREAD		Progress Payment Inv. Read	System	Progress Payment Invoicing
APEPROGPMTTESTE		Progress Payment Inv. Test	System	Progress Payment Invoicing

Progress Payment Setup

1) Choose the icon that opens the **Tell Me** feature, enter **"Progress Payment Setup"** and click on the related link

Tell me what you want to do	↗ ✕
Progress Payment Setup	
Go to Pages and Tasks	
› **Progress Payment Setup**	Administration
Documentation	
⑦ Search Help for "Progress Payment Setup"	
Get from Microsoft AppSource	Show all (500)

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2) Define the setup that you wish to use:

Progress Payment Setup

General

Check Prog. Pmt. when Posting

Sales Progress Payments

Progress Payment Sales G/L Account	22160

Invoice No. Series

Progress Pmt Sales Invoice No. Series	SI-PRGPMT
Progress Pmt Posted Sales Invoice No. Series	SI-PRGPMT+

Credit Memo No. Series

Progress Pmt Sales Cr. Memo No. Series	SCM-PRGPMT
Progress Pmt Posted Sales Cr. Memo No. Series	SCM-PRGPMT+

Purchase Progress Payments

Progress Payment Purch. G/L Account	13510

Invoice No. Series

Progress Pmt Purchase Invoice No. Series	PI-PRGPMT
Progress Pmt Posted Purchase Invoice No. Series	PI-PRGPMT+

Credit Memo No. Series

Progress Pmt Purchase Cr. Memo No. Series	PCM-PRGPMT
Progress Pmt Posted Purchase Cr. Memo No. Series	PCM-PRGPMT+

a. **General Group**

   i. **Check Prog. Pmt. When Posting**

      1. If this is set to true, you cannot ship or invoice an order that has an unpaid Progress Payment.

b. **Sales Progress Payments Group**

   i. **Progress Payment Sales G/L Account**

      1. Defines the G/L Account to use for Progress Payment Sales Invoices and Cr. Memos.

   ii. **Progress Pmt Sales Invoice No. Series**

      1. Specifies the No. Series used for Progress Payment Sales Invoices. If this field is left empty, the system will use the default Sales Invoices No. Series set on the Sales & Receivables Setup page.

   iii. **Progress Pmt Posted Sales Invoice No. Series**

      1. Specifies the No. Series to use for Posted Progress Payment Sales Invoices. If this field is left empty, the system will use the default Posted Sales Invoices No. Series set on the Sales & Receivables Setup page.

   iv. **Progress Pmt Sales Cr. Memo No. Series**

      1. Specifies the No. Series to use for Progress Payment Sales Cr. Memos. If this field is left empty, the system will use the default Sales Cr. Memos No. Series set on the Sales & Receivables Setup page.

   v. **Progress Pmt Posted Sales Cr. Memo No. Series**

      1. Specifies the No. Series to use for Posted Progress Payment Sales Cr. Memos. If this field is left empty, the system will use the default Posted Sales Cr. Memos No. Series set on the Sales & Receivables Setup page.

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c. **Purchase Progress Payments Group**

    i. **Progress Payment Purch. G/L Account**

        1. Defines the G/L Account to use for Progress Payment Purchase Invoices and Cr. Memos.

    ii. **Progress Pmt Purchase Invoice No. Series**

        1. Specifies the No. Series to use for Progress Payment Purchase Invoices. If this field is left empty, the system will use the default Purchase Invoices No. Series set on the Purchases & Payables Setup page.

    iii. **Progress Pmt Posted Purchase Invoice No. Series**

        1. Specifies the No. Series to use for Posted Progress Payment Purchase Invoices. If this field is left empty, the system will use the default Posted Purchase Invoices No. Series set on the Purchases & Payables Setup page.

    iv. **Progress Pmt Purchase Cr. Memo No. Series**

        1. Specifies the No. Series to use for Progress Payment Purchase Cr. Memos. If this field is left empty, the system will use the default Purchase Cr. Memos No. Series set on the Purchases & Payables Setup page.

    v. **Progress Pmt Posted Purchase Cr. Memo No. Series**

        1. Specifies the No. Series to use for Posted Progress Payment Purchase Cr. Memos. If this field is left empty, the system will use the default Posted Purchase Cr. Memos No. Series set on the Purchases & Payables Setup page.

* **Note about No. Series fields** - You must set the Manual Nos. field to true in the No. Series page for the No. Series assigned to your posted documents (Posted Invoices and Posted Cr. Memos for both Sales and Purchasing).

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User Guide

Sales Progress Payments

This guide provides a step-by-step process for posting a Progress Payment Invoice for Sales Orders. Be sure to assign the **APEPROGPMTPERMISSION** permission sets to the users that will be processing viewing Progress Payment Invoices.

On the Sales Order Card, you will find a group called **Progress Payment**. This group has information regarding the status of any Progress Payments made for the Sales Order.

Progress Payment Group

Progress Payment

Progress Amount to Apply		0.00	Posted Progress Documents ∨			
Invoiced Prog. Payment Posted		30,000.00	Posting Type	Posted Document No.	Amount	Remaining Amount	Document Due Date
Credited Prog. Payment Amount		0.00	→ Invoice ⋮ PSI-PRG0000001	30,000.00	-30,000.00	8/22/2024
Total Progress Pmt Applied		-7,500.00	Application 103060	-7,500.00	0.00	_
Remaining Progress Pmt to Apply		22,500.00				
Show Line Details	⬤					

- **Progress Amount to Apply**
  a) This field will be filled when you are posting the current sales order to allocate previously posted Progress Payment Invoices.
- **Invoiced Prog. Payment Posted**
  a) The total of all Progress Payment Invoices posted for the current sales order.
- **Credited Prog. Payment Amount**
  a) The total of all Progress Payment Cr. Memos posted for the current sales order.
- **Total Progress Pmt Applied**
  a) The total of Progress Payments applied to the current sales order.
- **Remaining Progress Pmt to Apply**
  a) The total amount of the remaining Progress Payments to be applied to the Sales Order
- **Show Line Details**
  a) Mark this to true if you want to add the contents of the current sales order to the Progress Payment Invoice created.
- **Posted Progress Documents**
  a) This will show a log all Progress Invoices, Cr. Memos, and Applications for the current sales order

Create Progress Invoices for Sales Orders.

1) Open the Sales Order Card and click on **Actions.**

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Sales Order

1058 · The Cannon Group PLC

Home   Prepare   Print/Send   Request Approval   Order   Report | Actions ⌄   Related ⌄   Automate ⌄   Fewer options

📑 Post... ⌄   📝 Release ⌄   📑 Create Warehouse Shipment   📑 Create Inventory Put-away/Pick...   📑 Archive Document   📑 Freight Quo

General

No.	1058	⋯	Order Date
Customer Name	The Cannon Group PLC	⋯	Due Date
Contact	Mr. Andy Teal	⋯	Requested Delive
Document Date	7/22/2024	📅	External Docume
Posting Date	7/22/2024	📅	Status

2)   Click Posting>>Progress Payment>>Post Progress Payment Invoice.

3)   Update any details and enter the amount of the Progress Payment Invoice you want created.

Post Sales Progress Payment

Options

Progress Payment Type	Invoice
Progress Payment Posting Date	7/22/2024
Progress Payment Document Date	7/22/2024
Enter Progress Payment Amount	0.00
External Document No.	INV000928
Posting Description	
Progress Payment Terms Code	1M(8D)
Due Date	8/22/2024
Payment Discount %	2.00
Payment Discount Date	7/30/2024

Schedule...   OK   Cancel

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4) Click **OK**.

5) The **Progress Payment** group will now show that a Progress Payment Invoice has been posted against the sales order.

6) You can view the Customer Ledger Entry for the posted Progress Invoice by clicking on the **Remaining Amount** field.

Allocate Progress Payments when Invoicing Sales Orders

To recognize the Progress Payments against your Sales Order, you must tell Business Central the amount to Allocate. You are not allowed to allocate more than the amount being invoiced and not allowed to invoice more than the amount remaining to be allocated.

Steps to allocate Progress Payments:

1) Enter the Qty. to Invoice that you will be posting for the current sales order.

2) Enter the Progress Amount to Apply

3) Click **Posting>>Post...** and select the posting option you want to perform

Sales Order

1058 · The Cannon Group PLC

4) Select the posting type you will be performing, either **Invoice** or **Ship and Invoice** and click **OK**

5) Once the invoice is applied, the Posted Progress Documents will show a log of the Application amount.

Posted Progress Documents ∨

	Posting Type		Posted Document No.	Amount	Remaining Amount	Document Due Date
→	Invoice	⋮	PSI-PRG0000001	30,000.00	-30,000.00	8/22/2024
	Application		103060	-7,500.00	0.00	_

6) The Total Progress Pmt Applied and Remaining Progress Pmt to Apply fields will now be updated

Progress Payment

|	
Progress Amount to Apply	0.00
Invoiced Prog. Payment Posted	30,000.00
Credited Prog. Payment Amount	0.00
Total Progress Pmt Applied	-7,500.00
Remaining Progress Pmt to Apply	22,500.00
Show Line Details	

Find Progress Payment Documents

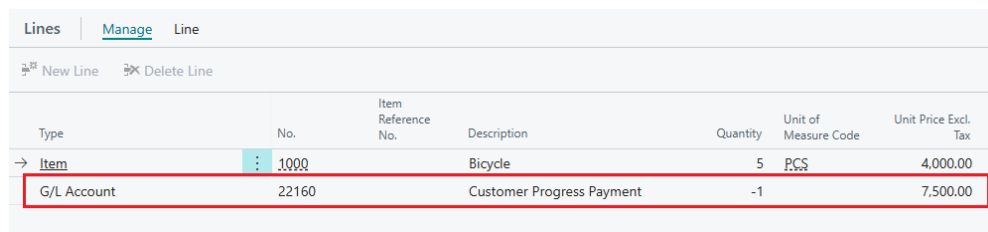Do the following to find related Progress Payment Invoices

1) Click **Related>>Progress Payment>Progress Payment Invoices**
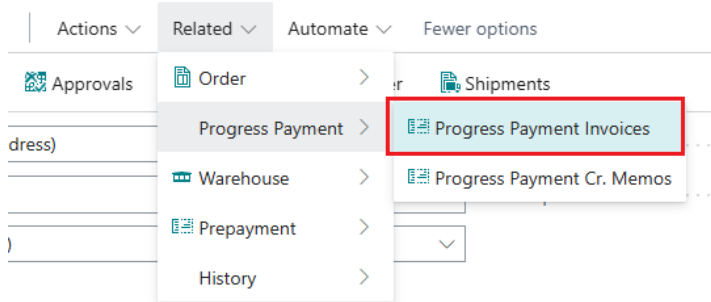
2) Open the Posted Sales Invoice
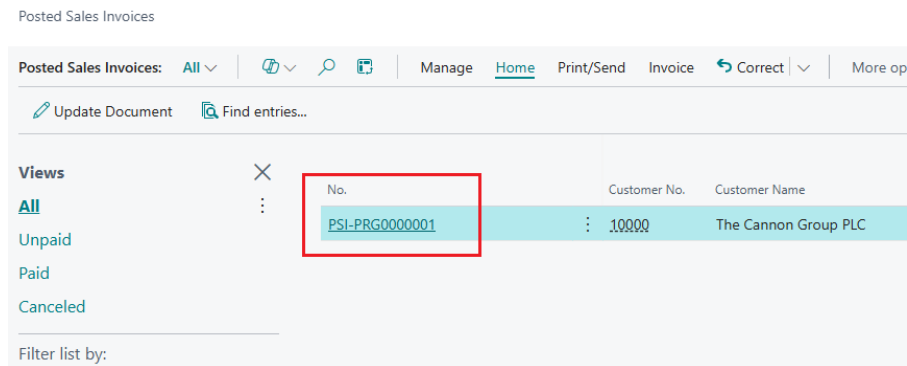
3) You will see the Customer Progress Payment recognized on the lines of the corresponding Posted Sales Invoice

| Type	No.	Item Reference No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Ta
→ Item	1000		Bicycle	5	PCS	4,000.00	A
G/L Account	22160		Customer Progress Payment	-1		7,500.00	A

Purchase Progress Payments

This guide provides a step-by-step process for posting a Progress Payment Invoice for Purchase Orders. Be sure to assign the **APEPROGPMTPERMISSION** permission sets to the users that will be processing viewing Progress Payment Invoices.

On the Purchase Order Card, you will find a group called **Progress Payment**. This group has information regarding the status of any Progress Payments made for the Purchase Order.

Progress Payment Group
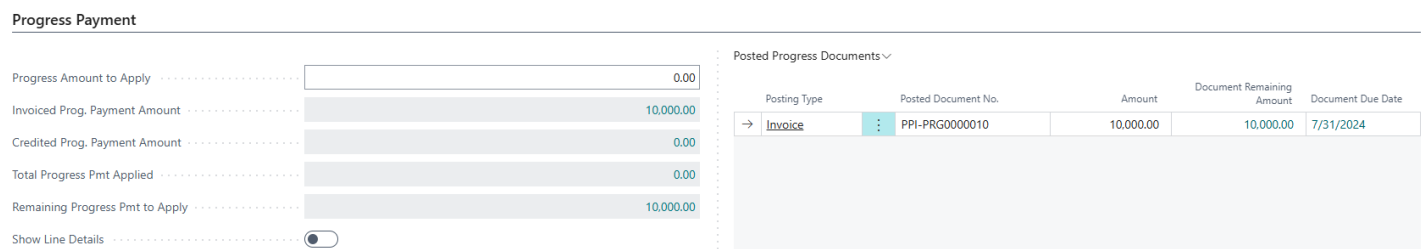
- Progress Amount to Apply
  a) This field will be filled when you are posting the current Purchase order to allocate previously posted Progress Payment Invoices.
- Invoiced Prog. Payment Amount
  a) The total of all Progress Payment Invoices posted for the current Purchase order.
- Credited Prog. Payment Amount
  a) The total of all Progress Payment Cr. Memos posted for the current Purchase order.
- Total Progress Pmt. Applied
  a) The total of all Progress Payment Applications posted for the current Purchase order.
- Remaining Progress Pmt to Apply
  a) The total amount of the remaining Progress Payments to be applied to the Purchase Order
- Show Line Details
  a) Mark this to true if you want the line detail of the current Purchase order to transfer to the Progress Payment Invoice created.
- Posted Progress Documents
  a) This will show a log all Progress Invoices, Cr. Memos, and Applications for the current Purchase order

Create Progress Invoices for Purchase Orders.

1) Open the Purchase Order Card and click on **Actions.**

Purchase Order

106112 · London Postmaster

Home   Prepare   Print/Send   Request Approval   Order | Actions ⌄   Related ⌄   Automate ⌄   Fewer options

📄 Post... | ⌄   📄 Release | ⌄   📋 Create Whse. Receipt   📋 Create Inventory Put-away/Pick...   📋 Send Intercompany Purchase Order

General

Vendor Name	London Postmaster	Status	
Contact	Mrs. Carol Philips	Linked with E-Document	
Document Date	7/22/2024	Purchase Item Type	
Vendor Invoice No.	TESTORDER0011	Request User ID	
Vendor Shipment No.			

2) Click Posting>>Progress Payment>>Post Progress Payment Invoice.

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3) Update any details and enter the amount of the Progress Payment Invoice you want created.

4) Click **OK**.

5) The **Progress Payment** group will now show that a Progress Payment Invoice has been posted against the Purchase order.

6) You can view the Vendor Ledger Entry for the posted Progress Invoice by clicking on the **Remaining Amount** field.

Allocate Progress Payments when Invoicing Purchase Orders

To recognize the Progress Payments against your Purchase Order, you must tell Business Central the amount to Allocate. You are not allowed to allocate more than the amount being invoiced and not allowed to invoice more than the amount remaining to be allocated.

Steps to allocate Progress Payments:

1) Enter the Qty. to Invoice that you will be posting for the current Purchase order.
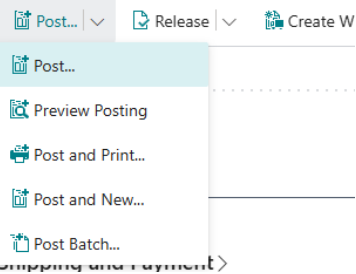

2) Enter the Progress Amount to Apply

3) Click **Home>>Post..** and select a posting option

Purchase Order

106112 · London Postmas

Home Prepare Print/Send Request App

Post... | ∨   Release | ∨   Create W

- Post...
- Preview Posting
- Post and Print...
- Post and New...
- Post Batch...

Shipping and Payment >

4) Select the posting type you will be performing, either **Invoice** or **Receive and Invoice** and click **OK**

(i) ○ Receive
     ○ Invoice
     ● Receive and Invoice

                          OK   Cancel

5) Once the invoice is applied, the Posted Progress Documents will show a log of the Application amount.

Posted Progress Documents ∨

	Posting Type		Posted Document No.	Amount	Document Remaining Amount	Document Due Date
→	Invoice	⋮	PPI-PRG0000010	10,000.00	10,000.00	7/31/2024
	Application		108291	-2,000.00	0.00	_

6) The Remaining Progress Amount will now be updated

Progress Payment

Progress Amount to Apply · · · · · · · · · · · · · · ·	0.00
Invoiced Prog. Payment Amount · · · · · · · · · · · ·	10,000.00
Credited Prog. Payment Amount · · · · · · · · · · · ·	0.00
Total Progress Pmt Applied · · · · · · · · · · · · ·	-2,000.00
Remaining Progress Pmt to Apply · · · · · · · · · · ·	8,000.00
Show Line Details · · · · · · · · · · · · · · · · · ·	⬤

7) You will see the Customer Progress Payment recognized on the lines of the corresponding Posted Purchase Invoice

Posted Purchase Invoice

108291 · London Postmaster

Home   Print/Send   Invoice   Incoming Document | Related ∨   Automate ∨   Fewer options

✎ Update Document   🔍 Find entries...   ↶ Correct | ∨

Email	mrs.carol.philips@contoso.com			Canceled	No	
Contact	Mrs. Carol Philips			Corrective	No	
Posting Date	7/22/2024					

Lines   Manage   Line

📑 New Line   ✂ Delete Line

Type	No.	Item Reference No.	Description	Quantity	Unit of Measure Code	Line Amount Excl. Tax	Unit Price ($)	Direct Unit Cost Excl. Tax	Tax Area Cod
→ Item	1000		Bicycle	10	PCS	10,000.00	4,000.00	1,000.00	ATLANTA,
Item	1100		Front Wheel	10	PCS	1,300.00	1,000.00	130.00	ATLANTA,
G/L Account	13510		Vendor Progress Payment	-1		-2,000.00	0.00	2,000.00	ATLANTA,

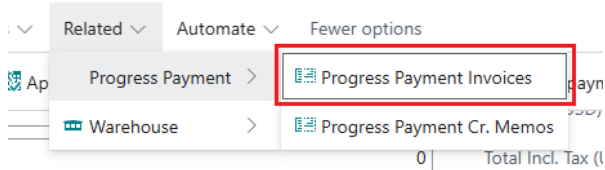|			
Invoice Discount Amount Excl. Tax	0.00	Total Tax (USD)	0.00
Total Excl. Tax (USD)	9,300.00	Total Incl. Tax (USD)	9,300.00

Find Progress Payment Documents

Do the following to find related Progress Payment Invoices

1) Click Related>>Progress Payment>Progress Payment Invoices

2) Open the Posted Purchase Invoice

3) The Progress Payment will be listed in the Lines section of the Posted Purchase invoice

Posted Purchase Invoice

PPI-PRG0000010 · London Postmaster

Home   Print/Send   Invoice   Incoming Document | Related ⌄   Automate ⌄   Fewer options

✎ Update Document   🔍 Find entries...   ↩ Correct | ⌄

General

Vendor	London Postmaster	Due Date	7/31/2024
Contact	Mrs. Carol Philips	Vendor Invoice No.	TESTORDER0011_PP
Posting Date	7/22/2024	Progress Pmt Order No.	106112

Lines | Manage | Line

⊞ New Line   ✖ Delete Line

Type		No.	Item Reference No.	Description	Quantity	Unit of Measure Code	Line Amount Excl. Tax	Unit Price (:
G/L Account	⋮	13510		$10,000 Prog. Pmt 09/09/24	1		10,000.00	0.0

FAQ

What No. Series are used when processing Progress Payment Invoices?

The Progress Payment Invoicing process uses the Posting No. Series set up in the corresponding Sales & Receivables Setup and Purchase & Payables Setup pages.

What do I do if a Progress Invoice is incorrect?

You can create Progress Payment Cr. Memos from the original order. The steps are like posting a Progress Payment Invoice. Once you create the Progress Payment Cr. Memo, apply that document against the original Progress Payment Invoice. You can either credit a partial amount of the original Progress Payment Invoice or the whole amount and redo the Progress Payment Invoice.

I made a Progress Payment Invoice for too much, what should I do?

If you posted too much with a Progress Payment Invoice, you should post a Progress Payment Cr. Memo by clicking on **Posting>>Progress Payment>>Post Progress Payment Cr. Memo**. You will be prompted to enter an amount to credit (the steps are like creating a Progress Payment Invoice), you can either enter the amount to bring the total Progress Payment amount to the correct amount or enter the full amount of the incorrect Progress Payment amount. Either of these choices will be shown in the Progress Payment Documents list and will reduce the Remaining Progress Amount.

Can I post several Progress Payment Invoices for an order?

Yes, you can post as many Progress Payment Invoices as you need as long as you do not go over the Order total amount.

Do I need to apply payments against the Progress Payment Invoices?

Only if you mark the Check Prog. Pmt. When Posting field on Progress Payment Setup page to true.

Do I have to post my shipment or receipt before I post a Progress Payment Invoice?

No! You are able to post Progress Payment Invoices at any point during you're A/R and A/P process.

I get a Missing No. Series Setting Error when I try posting a Progress Payment, what do I do?

> (!) **Missing No. Series Setting Error**
>
> The Progress Pmt Posted Sales Invoice No. Series field on the Progress Payment Setup page is set to use No. Series SI-PRGPMT+
>
> You will need to set the Manual Nos. to True for No. Series S-INV+ or remove the Progress Pmt Posted Sales Invoice No. Series on the Progress Payment Setup page before you can post a Progress Invoice.
>
> Share details ˅
>
> Navigate to No. Series   OK

When you get this error, click on the Navigate to No. Series button and set the Manual Nos. field to True.

Code ↑		Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order
→ S-INV+	⋮	Posted Sales Invoice	103001	104999	4/2/2023	103059	☑	☑	☐

Next, go back to the order and run the Post Progress Payment Invoice (or Cr. Memo) process again.

But why did I get the Missing No. Series Setting Error?

You have assigned a No. Series to the Posted Progress Payment document No. Series fields in the Progress Payment Setup page. To allow you to use different No. Series than what is assigned as the Default No. Series for Posted Invoices and Posted Cr. Memos, Business Central requires that you mark the default No. Series as allowing Manual Nos.

16)