Manual Installment Payment

Prepared for
Customers & Partners

Project
OPplus Installment Payment

Prepared by
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Contents

General Information

Manual Structure

This manual describes the following modules of the certified vertical solution OPplus:

- OPplus Installment Payment

In the application menu, the functionalities of these modules are available via the "Associations" menu group.

The manual describes the relevant fields and functions as well as procedures exemplifying the use of OPplus. For help about a specific field, click the field and press F1.

Please note that OPplus modules may be purchased individually. Therefore, descriptions, menu items and illustrations of cross-module functionalities are not necessarily available to all users.

The following modules of the certified vertical solution OPplus are described in separate manuals: OPplus Payments, OPplus G/L Open Entries, OPplus Ext. Lists and Reports, OPplus Analysis (Trial Balance & VAT).

Description of Icons

Information – Indicates sections which include important information to be considered by the user.

Reminder – Reminds the user of already mentioned information or processes which enable the user to achieve optimized results.

Tip – Indicates sections which assist the user to apply the functionality correctly.

Warning – Signifies information of high importance to be considered in order to avoid any errors.

OPplus Navigation Area

After having imported the OPplus .fob files, the OPplus functionality is shown as a new menu within the Microsoft Dynamics NAV navigation pane placed below the Financial Management menu by default:
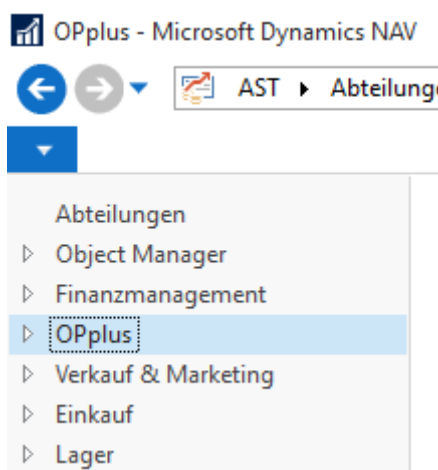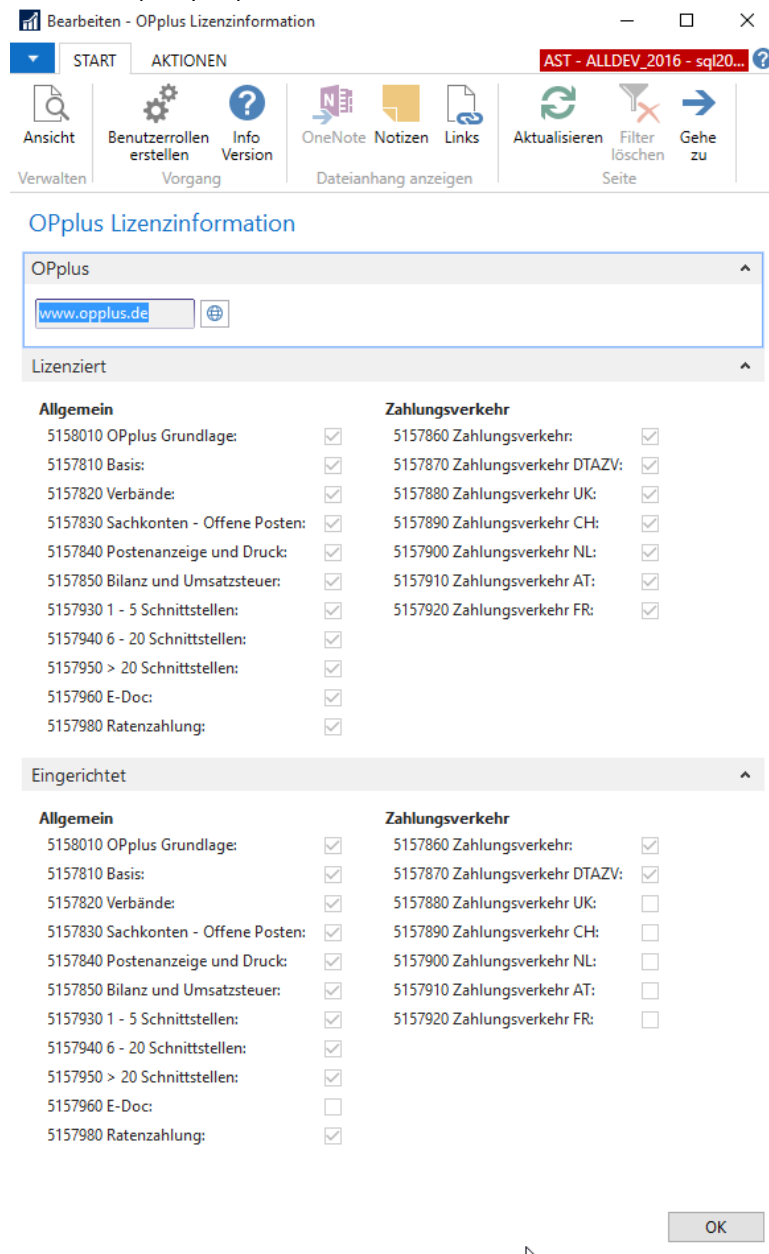

The OPplus menu shows the following menu groups if all OPplus modules are used. The History menu item is always included in the OPplus menu, regardless of which OPplus modules are used:
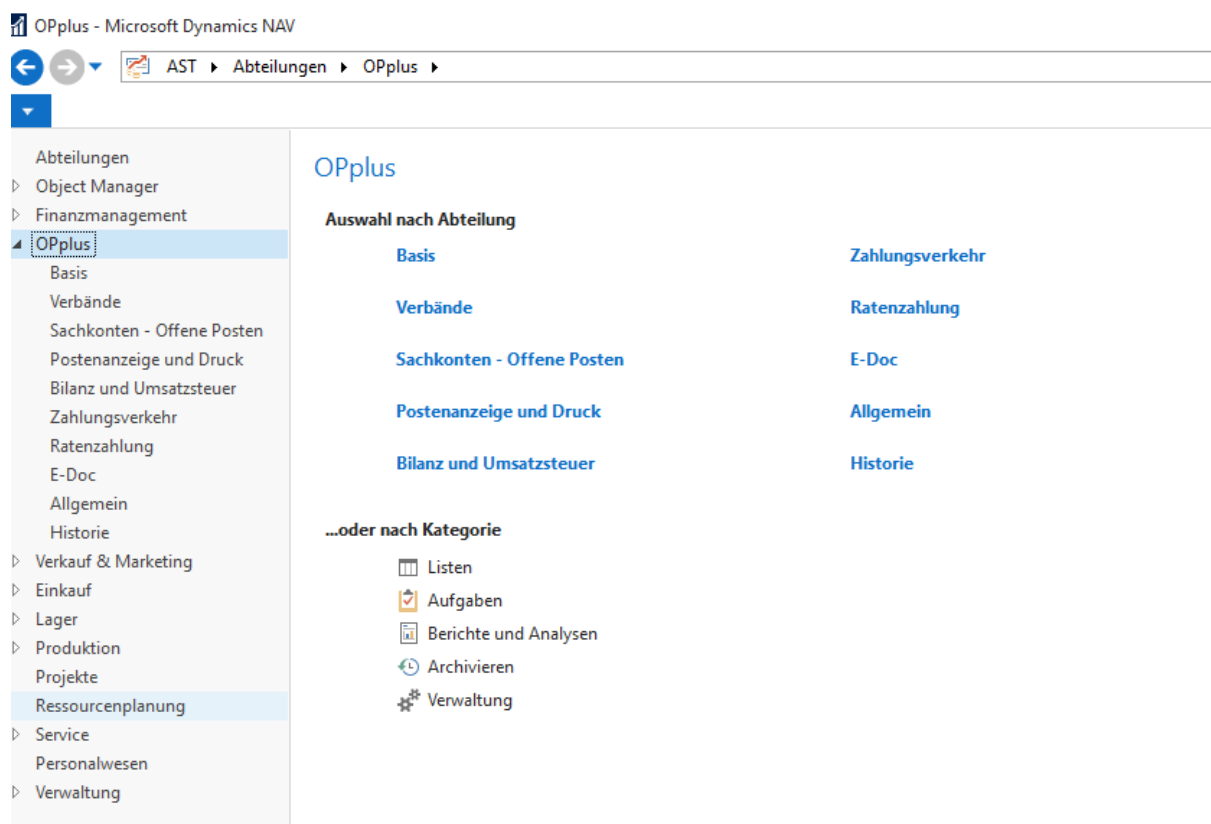
OPplus License Information module

This chapter describes the benefit of the OPplus License Information module which you will find in the navigation area of the General group. This module is always integrated and a prerequisite for using OPplus regardless which modules of OPplus you plan to use.

On the OPplus License Information page, you can see which modules are activated in the customer license. You may implement OPplus in a database without activating all modules in every company. In order to activate a module it is necessary that a) the respective module is licensed and b) that the setup of the module has been started.

[i] If you have licensed the Associations module, the "Setup done" field will automatically contain a check mark. The system will not have a check mark for this field if any associations/linkages have been set up.
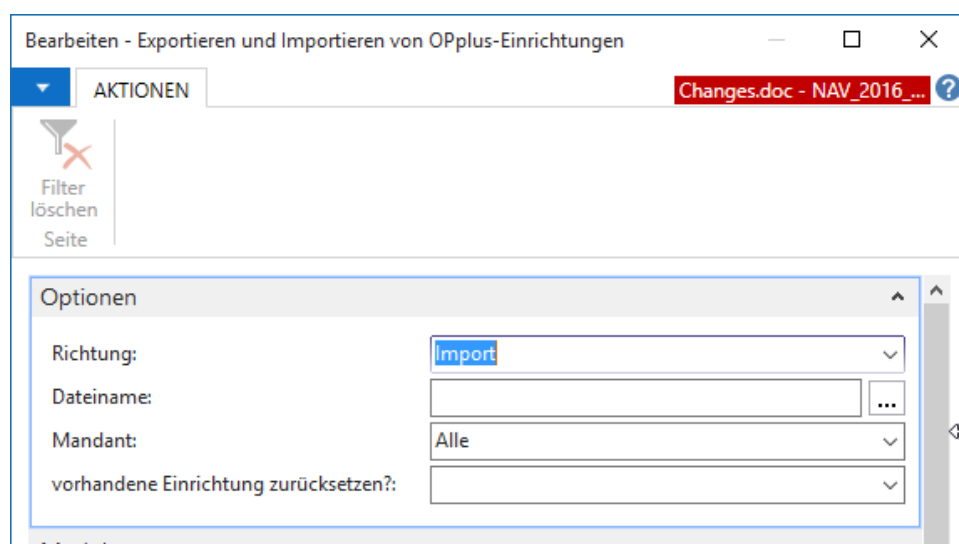
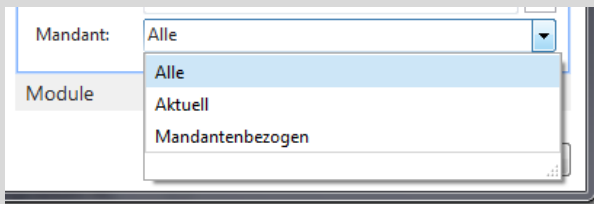Via this form, you can now set up the user roles for all licensed modules.

Setup Configuration

By using the "Export/Import Setups" function via the "OPplus License Information", you can transfer OPplus setup tables from one database into another or from company A to company B.
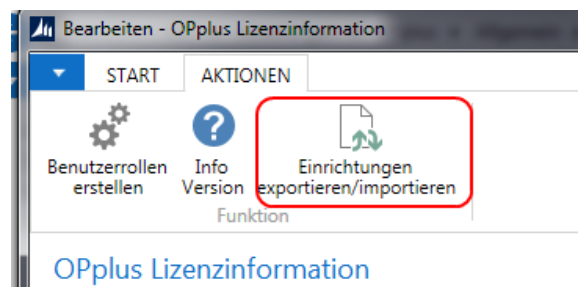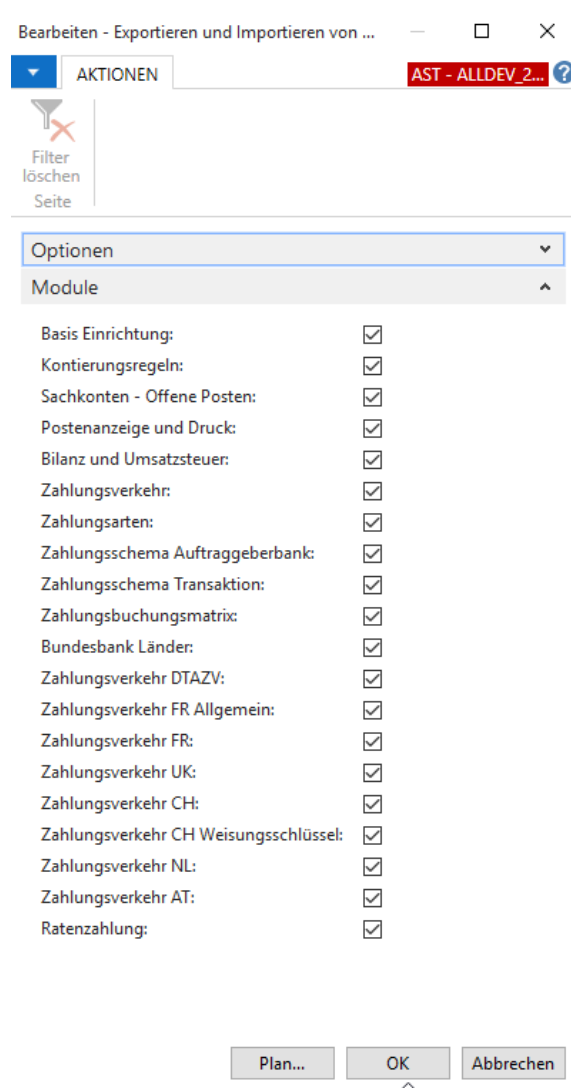
The report is divided into two parts, providing four fields in the upper Options section.

Field	Description
Direction	In this field, you can select whether to import or to export files.
Filename	This field contains the name of the file you want to import and/or create.
Company	In this field, you can select one of the following 3 options: • All o Export Select this option to export the data of all companies of the database into the text file. o Import If you select this option, the data included in the text file will be imported into the companies of the database. If you have exported several companies into the file, the system will import the data of the first company contained in the file.

	• Current
	  o Export
	   Select this option to export the data of the current company into the text file.
	  o Import
	   Select this option to import the data of the text file into the selected company.
	
	• Company Related
	  o Export
	   This option is not available for export.
	  o Import
	Select this option if you have previously exported all company data, and some companies are still missing in the database. The system will check if the corresponding company is included in the current database. If yes, the data of this company will be imported. If not, the company will be skipped.

Reset Existing Setup	In this field, you can select one of the following 4 options: • **Blank** The system will not delete the setup data. • **All** The system will delete all setup data, if any. • **Selected** With this option, you can specify in the "Modules" area the setup data to delete. • **From File** The system will delete all setup data included in the file before starting the import. The option selected in this field will be applicable for the company specified in the "Company" field.

In the lower part of the report, you will find a list of export/import data of respective modules:

When you open the report, the system checks which of the modules are included in the license. According to the license, the respective option fields are automatically enabled with a check mark. However, the user can change these settings manually.

When you select the "Import" option, the system will automatically import all modules included in the license. When you select the "Export" option, the system will automatically export all modules which are included in the license and (at least) have one record in the corresponding table.

Please note/make sure:
- that the current customer license is activated in the server,
- NO number series are created/edited during the import.
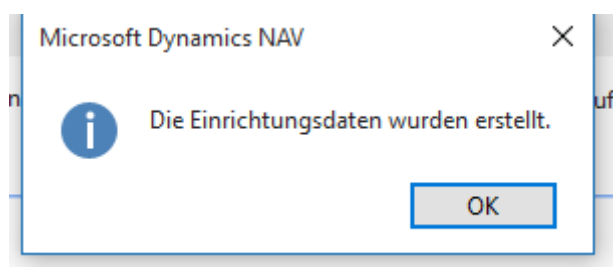
OPplus Installment Payment module

This chapter describes how to set up and to use the OPplus Installment Payment module. In the application, you will find this module within the navigation area in the Installment Payment group.

Installment Pmt. Setup

The Installment Pmt. Setup window is used to set up the initial settings (to be set up once) as well as default values.

You must fill in the fields of the Installment Pmt. Setup window for each company you manage with Microsoft Dynamics™ NAV. This section describes the tabs and fields of the Installment Pmt. Setup window.

To open the Installment Pmt. Setup window from the navigation pane, click OPplus → Installment Payment → Setup → Installment Pmt. Setup.
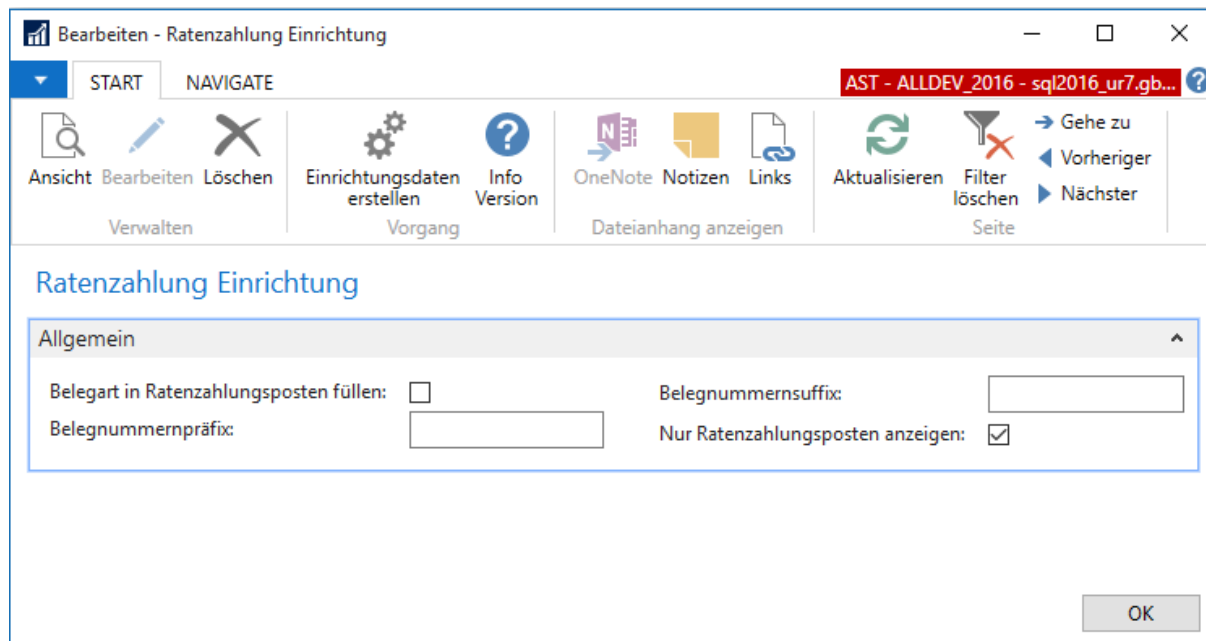

Generate Setup Entries

Before you can use the Installment Payment module, it is necessary to specify the initial settings:
For this, select OPplus → Installment Payment → Setup → Installment Pmt. Setup → Create Setup Data.

The message which appears is shown for each company of your database, regardless from which company this menu item is selected. Based on these initial settings, specific setup fields are filled, among others, with default values.

The setup data is created only the first time you select this function thus ensuring that any existing configuration data is not overwritten.

When creating the installment pmt. setup data, the OPplus roles are not created automatically. For this, you need to open the required roles by selecting Departments -> OPplus -> General -> OPplus License Information -> Create User Roles. This step only needs to be performed once.
Subsequently, you need to assign the roles required for the Installment Payment module to the respective users to ensure that the OPplus modules seamlessly interact with each other.

General tab

Field	Description
Populate Installment Pmt. Entries with Document Type	If this field contains a check mark, the new installment pmt. entries will be populated with the original document type. For example, if an invoice is divided into installments, the new entries will have the Invoice document type. To use this function, you need to specify a document number suffix or a document number prefix. This field contains a check mark by default which is preset by initial setup.
Document No. Suffix	In this field, you can enter a document number suffix which can increment accordingly. This is required and only possible if you want to fill the "Populate Installment Pmt. Entries with Document Type" field and you do not want to use a prefix. Alternatively, you can add a suffix without using the document type. Example: Posting of invoice **INV-2016-0001** The system will post 4 installments. With the suffix "-001", they will be shown as follows: **INV-2016-0001**-001 **INV-2016-0001**-002 **INV-2016-0001**-003 **INV-2016-0001**-004 This value is preset with the value "-001" by initial setup enabling a maximum division of 999 installments.

Document No. Prefix	In this field, you can enter a document number prefix which can be increment accordingly.
	This is required and only possible if you want to fill the "Populate Installment Pmt. Entries with Document Type" field and you do not want to use a suffix. Alternatively, you can add a prefix without using the document type.
	Example:
	Posting of invoice **INV-2016-0001**
	The system will post 4 installments. With the prefix "001-", they will be shown as follows:
	• 001-**INV-2016-0001**
	• 002-**INV -2016-0001**
	• 003-**INV -2016-0001**
	• 004-**INV -2016-0001**
Only Show Installment Pmt. Entries	If you activate this check box, only the installment pmt. entries will be shown in the ledger entries. The original posting and deletion will be automatically hidden.
	You can change this setting via a function in the Installment Pmt. Setup window.

If you use the "Populate Installment Pmt. Entries with Document type" field, keep in mind that the postings run differently and have different results. This should be agreed upon with your auditor before using this feature.

If you activate this feature, the invoice will be applied with a credit memo. The, the new installment pmt. entries are re-entered with the Invoice document type. This has an effect on your monthly figures and thus on your customer statistics and so on.

If you deactivate this field, the invoice will be posted using the "Invoice" document type and the remaining entries without a document type. Thus, the turnover is completely posted based on the first invoice. The system will only post a distribution of due amounts.

Installment Pmt. Templates

By using installment pmt. templates, you can define templates in order to avoid the necessity of redefining certain distribution processes.

To open the Installment Pmt. Setup window from the navigation pane, click OPplus → Installment Payment → Setup → Installment Pmt. Templates.

In the Installment Pmt. Templates window, you can define and set up new templates by selecting the "Installment Pmt. Template Lines" function.
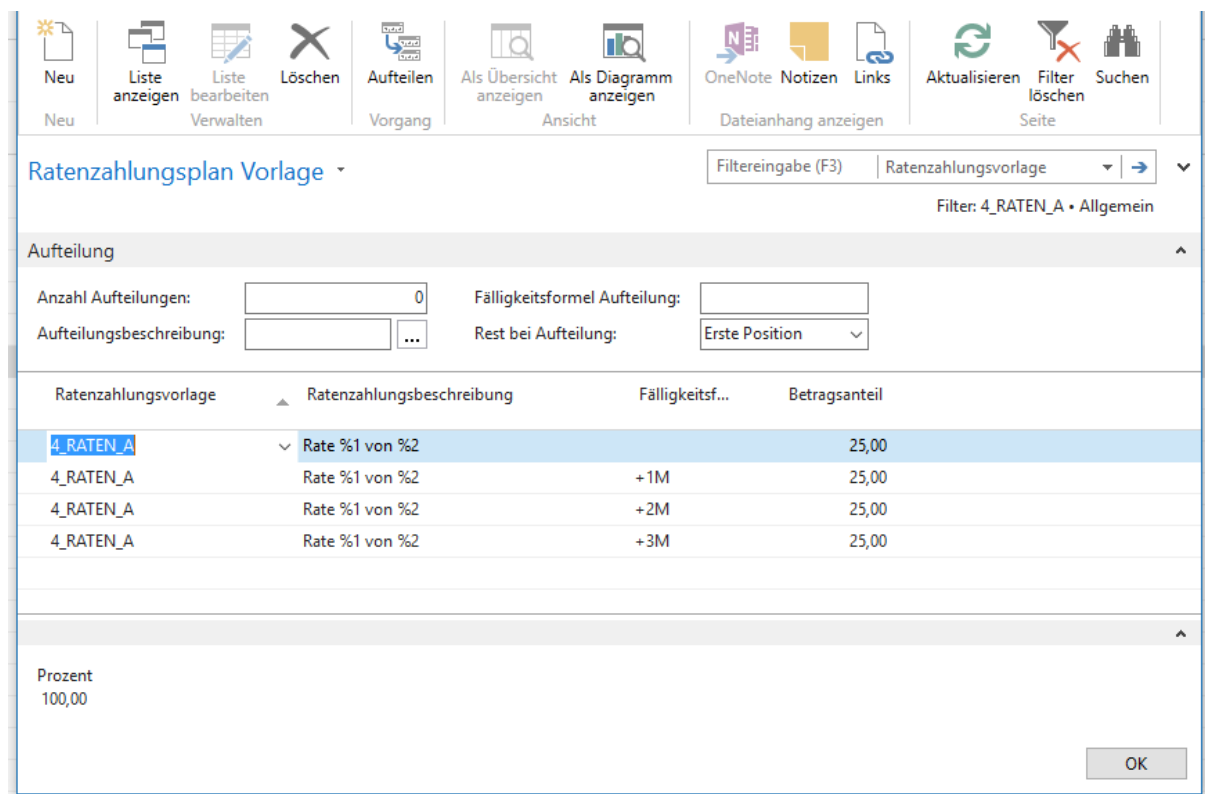

Field	Description
Code	In this field, you can specify a unique code for each type. You can define each code per type only once.
Type	In this field, you can select the template type. The following options are available: Customer, Vendor or General type (applicable for both) Depending on the selected template type, you can select the customers and/or vendors.
Description	In this field, you can enter a template description.

Installment Pmt. Template Lines

In the Installment Pmt. Template Lines, you can define the exact distribution of installments, either manually or automatically by using the calculation function in the "Distribution" area of the "Installment Pmt. Plan Template" section.

Field	Description
Installment Pmt. Template	This field shows the code of the associated installment pmt. template.
Installment Pmt. Description	This field is used to specify the description text of the entry created later on. Here, you can use a number of placeholders. The following options are available: • %1 Number of installment • %2 Max. number of installments (no. of distributions) • %3 Document number
Due Date Formula	In this field, you can enter the formula to calculate the due date of individual installment entries which refer to the date of the original entry.
Amount Proportion	In this field, you can specify the amount proportion in percent in relation to the original entry. Please note that the amount proportions must be 100 percent in total.

Automatic Distribution

In the upper are of the Installment Pmt. Template Lines window, you can determine the distribution rules and then distribute the installments by selecting the "Distribute" function.
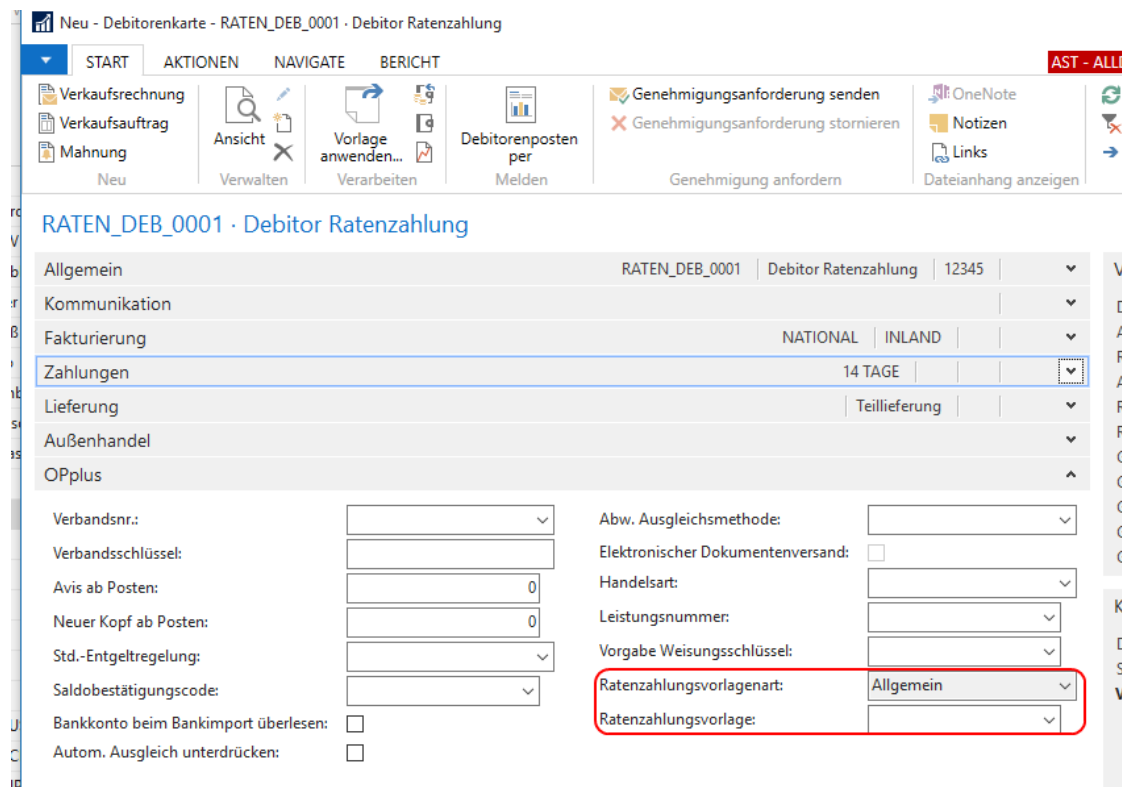
Field	Description
No. of Distributions	In this field, you can enter the number of distributions you want to perform for installments.
Distribution Description	In this field, you can enter a description to be entered in the installment payments. If you want to use manual texts which are different for each line, it is not recommended to use a predefined text here.
Due Date Formula for Distribution	This field is used to enter a due date formula. You cannot define any negative formulas which would lead to an error. However, you can use common values, such as weeks, months, days, or years. Example 1: Division of payment into 4 installments by using "+1M" Installment 1 = Due date of original entry Installment 2 = Due date of original entry +1 month Installment 3 = Due date of original entry +2 months Installment 4 = Due date of original entry +3 months Example 2: Division of payment into 4 installments by using "+2W" Installment 1 = Due date of original entry Installment 2 = Due date of original entry +2 weeks Installment 3 = Due date of original entry +4 weeks Installment 4 = Due date of original entry +6 weeks
Remaining Amount after Distribution	If you get a remaining amount after having performed distribution (e. g. divided into 3 installments), you can define the position to use for posting the remaining value. You can select the first or last position. This is required since you always need to ensure a distribution of 100 percent. If a distribution of 100 percent is not given, you cannot post the installment payment.

Customer Setup
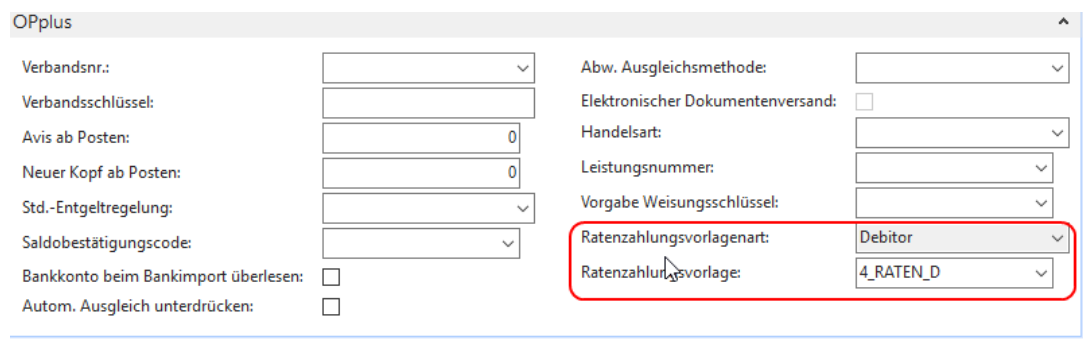
If you use the OPplus Installment Payment module, you will have a new field on the Customer Card which allows the user to select an installment pmt. template:

Field	Descripion
Installment Pmt. Template Type	This field cannot be modified. It shows the respective value depending on the option selected in the Installment Pmt. Template (General, Customer or Vendor).
Installment Pmt. Template	In this field, you can select a template for the customer via the lookup button. The window which opens is automatically set to "Customer" or "General".

After having selected the template, the installment pmt. template type will be populated accordingly.

Customer Posting Group Setup

In the Customer Posting Group Setup window, you need to specify the "Installment Pmt. Account" field if you want to use the Installment Payment feature.

This G/L account is used for the general ledger entries if you subsequently specify and post an entry with an installment payment.

Using Installments in Sales Document

You can create an installment plan in your sales documents (e. g. sales orders, sales invoices, sales credit memos) in 2 ways: You can either use the templates or you can generate an installment plan independently.

Template Selection

The "Installment Pmt. Template" field is also available in sales documents which allows to specify and select a template in the same way as on the Customer Card.

For a customer who already has a specified installment template on the respective Customer Card, the value will be automatically copied into the respective sales document.

Field	Description
Installment Pmt. Template Type	This field cannot be modified. It shows the respective value depending on the option selected in the Installment Pmt. Template (General, Customer or Vendor).
Installment Pmt. Template	In this field, you can select a template for the customer via the lookup button. The window which opens is automatically set to "Customer" or "General".

You can now continue processing the sales document.

Provisional Installment Pmt. Plan

If you want to see how the installment pmt. plan affects your inputs, you can view the Provisional Installment Plan.

💡 This option is only available if you have defined a template which can be used to perform precalculation!
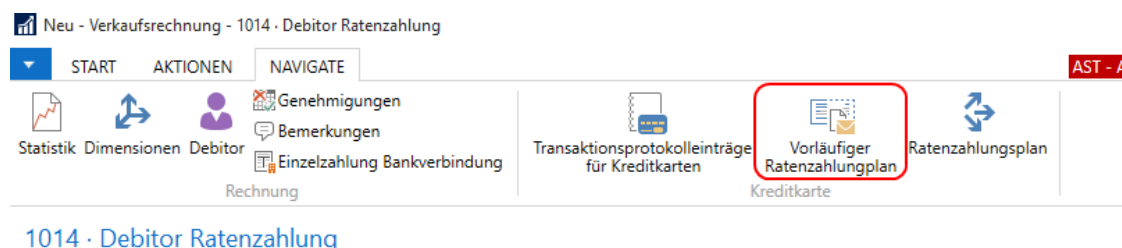
The window which opens cannot be edited and is only for information purposes. The following example shows the division of 2,000.00 EUR into 4 installments.

Creating Manual Installment Pmt. Plan

If you want to create a manual installment pmt. plan, it is required to **release** the document after having finished processing. Then, you can select the "Installment Pmt. Plan" button.

It is necessarily required that the remaining amount in the installment pmt. plan is 0.00 EUR. Otherwise, you will receive an error message during posting.

In the installment pmt. plan, you have the option to assign a template subsequently. This feature is explained in the following chapter "Installment Pmt.Plan".

Installment Pmt. Plan

A specified installment pmt. plan which is relevant for posting can only be used if the sales document has the **Released** status.

💣 If the sales document is not released, the installment pmt. plan will not be generated/posted!

By clicking the "Installment Pmt. Plan" button", you can open and change the plan, if required.

$\boxed{i}$ When posting an installment pmt. plan, it will be performed based on the modified/specified installment pmt. plan instead of using the template.

In the window which opens you have the option to modify all values.

Field	Description
Posting Date	This field contains the posting date of the document by default. However, you can enter an alternative posting date for the installment pmt. entries. This may be required for any subsequent installment agreements.
Due Date	This field contains the entry's due date which is calculated based on the template or which has been entered manually.
Amount Proportion	This field contains the entry's amount proportion which is calculated based on the template or which has been entered manually. If you change this value, the amount will be re-calculated.
Amount	This field contains the entry's amount which is calculated based on the template or which has been entered manually. If you change this value, the amount proportion will be re-calculated.
Pmt. Condition Code	In this field, you can enter the customer's pmt. condition code. If the installments have an alternative pmt. condition code, you can select it here.
Description	This field contains the description of the entry which is calculated based on the template or which has been entered manually.
Posted	A check mark in this field indicates that this installment pmt. plan line has already been posted.
Cancelled	A check mark in this field indicates that this installment pmt. plan line has already been cancelled.

If you want to use another template for the generated installment plan, or if you want to copy a template into an empty installment plan, you can simply click the "Apply Template" button. After having selected a template, the plan will be re-calculated.

If you change or create a plan manually, it can happen that you receive a remaining amount in the last line. This open balance (which may happen if you want to work with "round installment amounts") can be copied to the currently selected line. To do so, click the "Copy Remaining Amount into Line" function. The remaining amount will now appear **1: 1 in the currently selected line.**

If you want to add a remaining amount to an existing line, select "Add Remaining Amount to Line". The remaining amount will now be **added to the currently selected line**.

After having finished processing the installment pmt. plan in the sales document, you can post the document. The system will automatically post the installment pmt. plan.

Using Installments in Customer Ledger Entries

If you already have an existing customer ledger entry for which an installment pmt. has been agreed subsequently, you can define an installment pmt. in the customer ledger entries by clicking the "Installment Payment" button.
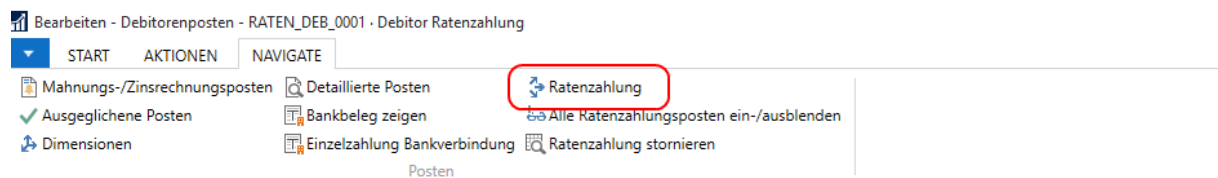
In the Installment Pmt. Plan window, you are offered the same selections and options of the installment pmt. plan, as already described in the Installment Pmt. Plan section.

The only difference is that you need to post the entries directly from the installment pmt. plan.
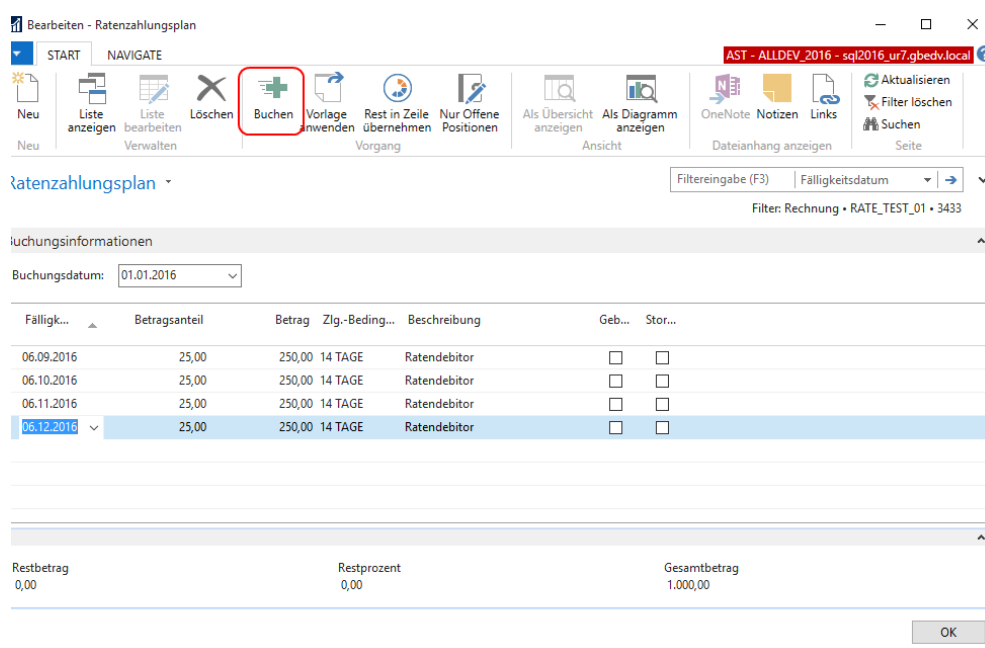
You can only perform posting if the amount is 0.00 EUR. Otherwise, the system will show an error message.
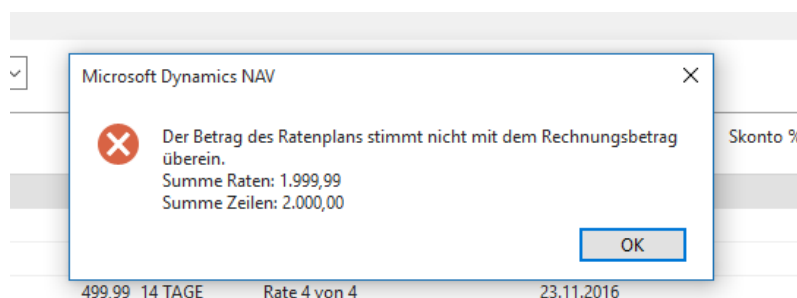
If you define an amount which exceeds the total amount, you will get the following error message:

Cancelling Installment Payments

You can cancel an installment payment directly from the customer ledger entries.

If you click "Cancel Installment Payment", a dialog box appears asking you if you really want to cancel the entries.
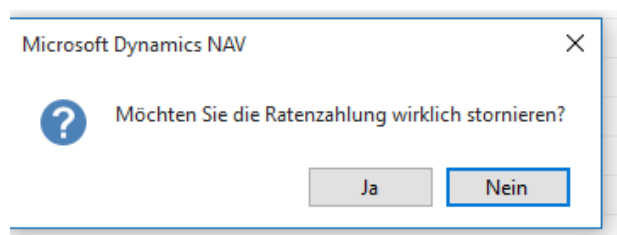
If you confirm by clicking "Yes", the current applications will be "rotated", which means that

- the original invoice will be opened
- the offsetting posting will be opened
- the single installment pmt. entries will be linked with the offsetting posting

☞ You can only cancel installment payments if you change to the original invoice entry and no installment pmt. entry has been applied yet.

View in Customer Ledger Entries

The created customer ledger entries of an installment payment will appear as follows:

The original invoice (document no. 103056) has been posted with an installment pmt. plan. The system will create a corresponding offset entry which is automatically applied with the invoice. Thus, the first two entries are closed.

Then, the system will post the single installments (4 in the example above).

When you open the customer ledger entries, you may only see the installment pmt. entries, depending on the setup. The entries have been automatically applied and are not visible/hidden by the system.

If you want to show all entries, you can click "Show/Hide All Installment Pmt. Entries". The window will be automatically populated with the predefined values.

Vendor Setup

You can also define installment pmt. template for your vendors. For this, you need to select the "General" or "Vendor" template type.

The remaining settings are identical with those applicable for customers.

Vendor Posting Group Setup

You can set up the vendor posting group in the same manner as for the customer posting group.

Using Installments in Purchase Documents

You can also use the installment feature entirely in your purchase documents (e. g. purchase orders, purchase invoices, purchase credit memos). The way of processing installment payments in purchase documents is the same as it is the case for sales documents.

Using Installments in Vendor Ledger Entries

You can also completely view and process installments in the vendor ledger entries. Here, you are offered the same features and options as in the customer ledger entries.

For more information about OPplus please refer to
http://www.opplus.de
and
http://www.gbedv.de

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