



Credit Controller Tasks

For Microsoft Dynamics 365 Business Central

- User Guide. Manual Setup -

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Manual Setup

This document explains in detail all setup required for Customer Payment Plans app.



Payment Plans Setup

Payment plans setup holds the main configuration of the app. It can be setup using *Assisted Setup* or manually by opening the *Payment Plans Setup* page.

General Tab

Define main parameters of the app here, or even switch off the functionality if the app is not used in this company:

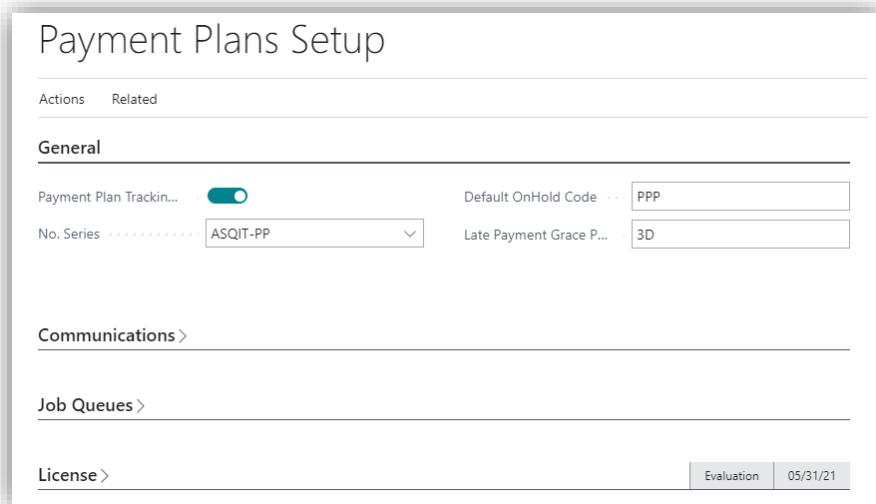


Figure 1 - Payment Plans Setup. General Tab.

- **Payment Plan Tracking Enabled.** Disable the automated tracking of payment plans if the app is not used in this company.
- **Payment Plan No. Series** are used to generate a number for a new promised payment plan. The series ASQiT-PP are created for you to use, but it can be changed to any other valid number series.
- **Payment Plan OnHold Code** will be stamped onto the related customer ledger entry when the payment plan with this invoice is activated.
- **Late Payment Grace Period** – define the period that the plan will not be marked as late after the payment is missed, to allow for delayed payment posting in the system. The grace period is also applied when finding late plans to send “late plan notification” emails.

General Tab

Configure what emails are automatically sent when activating a plan, when a plan becomes late and when a plan is closed:

Payment Plans Setup

Actions Related

General > ASQIT-PP PPP

Communications

Additional Recipients

CC Email Address

BCC Email Address

On Activate Plan

Send Confirmation E...

Confirm Before Sendi...

Email Subject Payment Plan Status - %3

Attachment Name Payment Plan for %2 - %4.pdf

On Late Plan

Send Email Confirmati...

Email Subject Late Payment Plan Notification - %9

Attachment Name Payment Plan for %2 - %4.pdf

On Closed Plan

Send Confirmation E...

Send Only Closed by ...

Email Subject Payment Plan Status - %3

Attachment Name Payment Plan for %2 - %4.pdf

Figure 2 - Payment Plans Setup. Communications Tab.

- **CC/BCC Email Address** will be automatically added to each outgoing email, making it possible to store sent emails on your mail server for the future reference.

On Activate Plan:

- **Send Confirmation Email.** Enable if confirmation email should be sent to a customer when the plan is activated.
- **Confirm Before Sending.** When enabled, system will ask the user if the email should be sent, when the payment plan is activated.
- **Email Subject** defines the subject of outgoing email. Use “%” to replace the number with specific data: %1 – customer number, %2 – customer name, %3 - your company name, %4 – statement date, %5 – credit contact name.
- **Attachment Name** defines the name of email attachment, if used. Use “%” to replace the number with specific data: %1 – customer number, %2 – customer name, %3 - your company name, %4 – statement date.

On Late Plan:

- **Send Email Confirmation.** Enable if late plan notification email should be sent to a customer when the plan is marked as late. Grace period is applied on “late plan” calculations.
- **Email Subject** defines the subject of outgoing email. Use “%” to replace the number with specific data: %1 – customer number, %2 – customer name, %3 - your company name, %4 – statement date, %5 – credit contact name.

- **Attachment Name** defines the name of email attachment, if used. Use “%” to replace the number with specific data: %1 – customer number, %2 – customer name, %3 - your company name, %4 – statement date.

On Closed Plan

- **Send Confirmation Email.** Enable if confirmation email should be sent to a customer when the plan is closed / fulfilled.
- **Send Only Closed by Payment.** When enabled, system will only send the closed plan confirmation email, if the plan is closed by the payment, as opposed to the credit note or write-off.
- **Email Subject** defines the subject of outgoing email. Use “%” to replace the number with specific data: %1 – customer number, %2 – customer name, %3 - your company name, %4 – statement date, %5 – credit contact name.
- **Attachment Name** defines the name of email attachment, if used. Use “%” to replace the number with specific data: %1 – customer number, %2 – customer name, %3 - your company name, %4 – statement date.

Job Queues

Job Queue tab allows to easily schedule required job queue entry for sending payment plan emails (Late Plan and Closed Plan). To access Job Queue Entry, click on the *Assist Edit* button on each the job queue entry description:

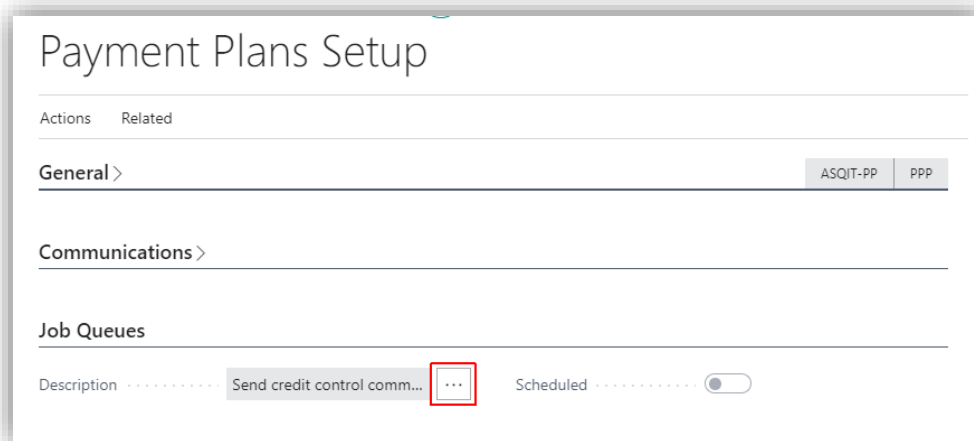


Figure 3 - Payment Plans Setup. Job Queues.

To schedule the job queue entry, click on the *Assist Edit* button and open the Job Queue Entry card. In the Recurrence section define days of the week to run the job queue and *Starting Time*:

Recurrence

Recurring Job	<input type="checkbox"/>	Next Run Date Formula	<input type="text"/>
Run on Mondays	<input checked="" type="checkbox"/>	Starting Time	<input type="text" value="04:00:00"/>
Run on Tuesdays	<input checked="" type="checkbox"/>	Ending Time	<input type="text"/>
Run on Wednesdays	<input checked="" type="checkbox"/>	No. of Minutes between...	<input type="text" value="0"/>
Run on Thursdays	<input checked="" type="checkbox"/>	Inactivity Timeout Peri...	<input type="text" value="0"/>
Run on Fridays	<input checked="" type="checkbox"/>		
Run on Saturdays	<input checked="" type="checkbox"/>		
Run on Sundays	<input checked="" type="checkbox"/>		

Figure 4 - Job Queue Entry Card

When the schedule is set, make sure the job queue is scheduled. Click on *Actions* -> *Set Status To Ready*:

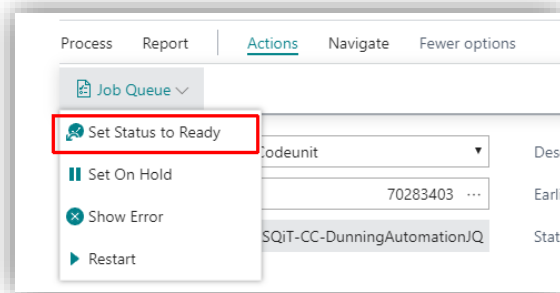


Figure 5 - Schedule Job Queue Entry

Report Selections – Payment Plans

To change the report that is used as email body or the attachment on automated payment plans emails, go to *Report Selections – Payment Plans*. There are 3 options to choose from – Active Payment Plan, Late Payment Plan and Completed Payment Plan:

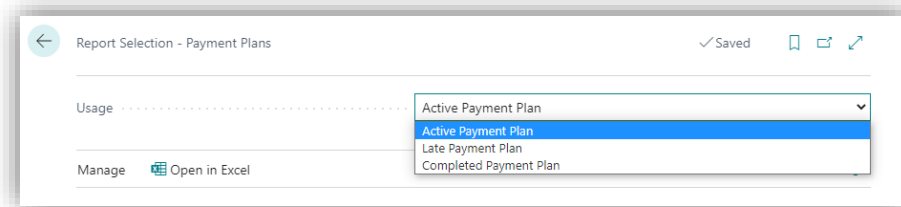
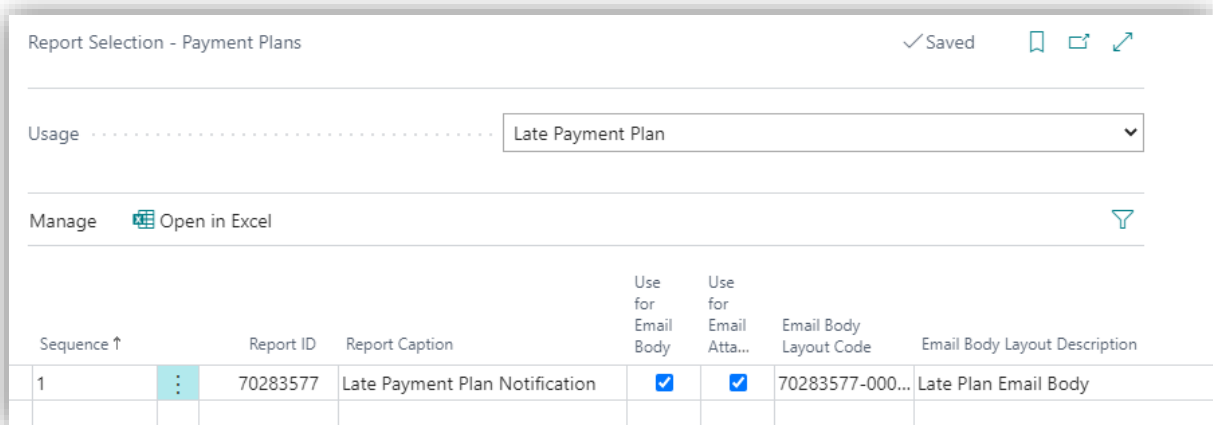


Figure 6 - Report Selections - Payment Plans.

When selecting reports and layouts for specific scenario, make sure *Use for Email Body* is always ticked:



Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Atta...	Email Body Layout Code	Email Body Layout Description
1	70283577	Late Payment Plan Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70283577-000...	Late Plan Email Body

Figure 7 - Report Selections - Payment Plans.

If the attachment is used on the email, tick the *Use for Email Attachment* box.

If the email body layout is different from the attachment layout, select the email body layout in the *Email Body Layout Code* field.