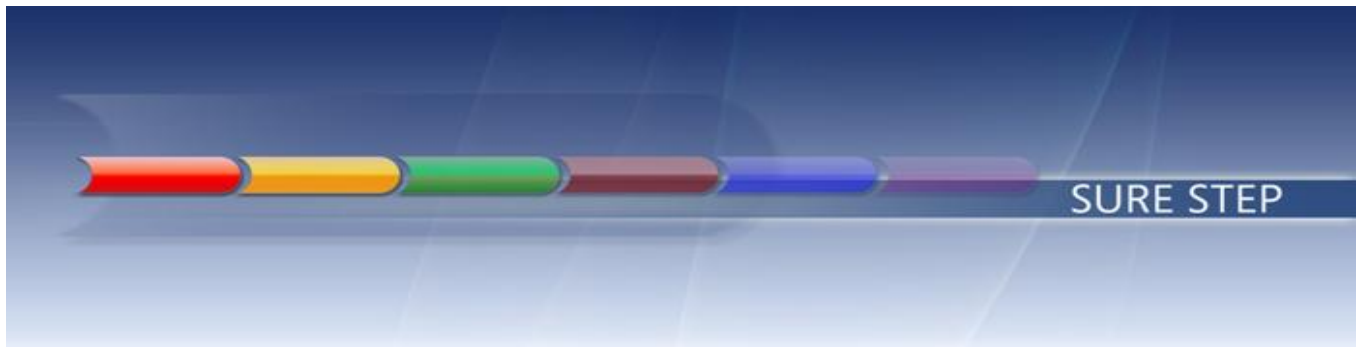




Acumens Software Sales & Services

Version: MS Dynamics BC25

Prepared & developed by

SBC Dynamics ERP.

Document History

Revision History:

VERSION	DATE	SECTIONS REVISED	DESCRIPTION
1.0	04-01-2025		Document Prepared

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1. Assumptions.

For this documentation, it is assumed that the user is already familiar with the processes and features of the following Add-ons.

- Acumens Subscription & Maintenance Fee Billing.
- Acumens Professional Services Management.
- Acumens e-Payments.
- Acumens Emailing.
- Acumens e-Receiveables Management.

2. Role Center.



3. Software Sales.

Licenses and Software sales are handled and processed through the Acumens Subscription & Maintenance Fee Billing Add-on which is part of the app packages that make up Acumens Software Sales and Services app.

SMFee Sales Orders are used to sales licenses or Software.

To create and process a SMFee Sales Order, on the role center navigate to SMFee Documents > SMFee Sales Orders. This is also available by search.

The screenshot shows the Dynamics 365 Business Central role center for 'CRONUS USA, Inc.'. The navigation pane on the left includes 'SMFee Documents' which is expanded to show 'SMFee Sales Orders' (highlighted with a red box). The main area displays 'Acumens Professional Services Activities' with a 'Work Orders' section showing counts for New (0), Pending (1), Approved (0), In Process (0), and Completed (0). Below this is an 'Invoicing' section with 'Open Invoicing' and 'Posted Invoicing' cards showing various counts like '11' for Sales Invoices and '251' for Posted Sales Invoices.

Opens SMFee Orders list.

The screenshot shows the 'SMFee Sales Orders' list. The table has columns: No., Sell-to Customer No., Sell-to Customer Name, Customer PO No., Amount, Amount Including Tax, Location Code, Document Date, Status, Email, and Completely Shipped. One record is visible with No. 1, Sell-to Customer No. 10000, Sell-to Customer Name 'The Cannon Group PLC', Amount 0.00, Amount Including Tax 0.00, Location Code CA, Document Date 1/20/2025, Status Open, Email Developer@sbcdynamicserp.com, and Completely Shipped No.

No.	Sell-to Customer No.	Sell-to Customer Name	Customer PO No.	Amount	Amount Including Tax	Location Code	Document Date	Status	Email	Completely Shipped
1	10000	The Cannon Group PLC		0.00	0.00	CA	1/20/2025	Open	Developer@sbcdynamicserp.com	No

Create a new Order and Select customer.

Dynamics 365 Business Central

SMFEE Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFEE Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

General

Customer Name: The Cannon Group PLC Due Date: 5/1/2025

Contact: Mr. Andy Teal Requested Delivery Date:

Posting Date: 4/1/2025 Customer PO No.:

Order Date: 4/1/2025 Acumens ePayments

Apply Credit No.:

Lines Manage Line Order

Type	No.	Description	Variant Code	SMFEE Starting Date	Next Invoice Date	SMFEE Installation Date	SMFEE Cotermi... No Of Days	SMFEE Cotermi... Amount	SMFEE Cotermi... Cost Amount	SMFEE Freque...	SMCost/Unit...	SMFEE/Unit/Peri...	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax	Amount Including Tax
→ Item	*	*					0	0.00	0.00	Month	0.00	0.00				0

Subtotal Excl. Tax (USD): 0.00 Total Excl. Tax (USD): 0.00

Inv. Discount Amount Excl. Tax (USD): 0.00 Total Tax (USD): 0.00

Invoice Discount %: 0 Total Incl. Tax (USD): 0.00

On the Order lines, select the Item and update SMFEE Start and Next invoice date.

Dynamics 365 Business Central

SMFEE Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFEE Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

General

Customer Name: The Cannon Group PLC Due Date: 5/1/2025

Contact: Mr. Andy Teal Requested Delivery Date:

Posting Date: 4/1/2025 Customer PO No.:

Order Date: 4/1/2025 Acumens ePayments

Apply Credit No.:

Lines Manage Line Order

Type	No.	Description	Variant Code	SMFEE Starting Date	Next Invoice Date	SMFEE Installation Date	SMFEE Cotermi... No Of Days	SMFEE Cotermi... Amount	SMFEE Cotermi... Cost Amount	SMFEE Freque...	SMCost/Unit...	SMFEE/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax	Amount Including Tax
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00	1,442.00

Subtotal Excl. Tax (USD): 1,400.00 Total Excl. Tax (USD): 1,400.00

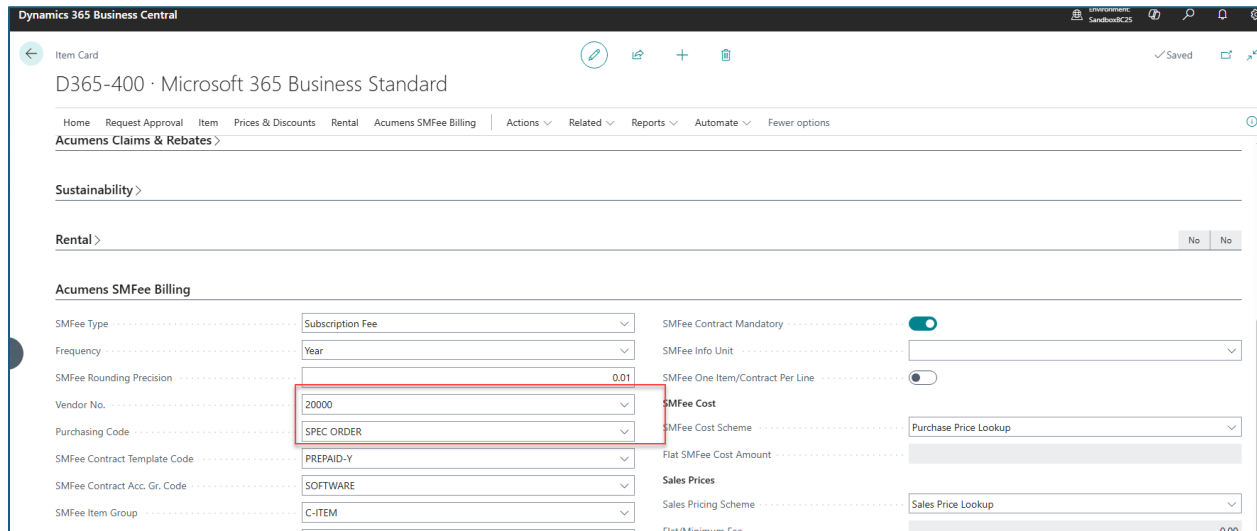
Inv. Discount Amount Excl. Tax (USD): 0.00 Total Tax (USD): 42.00

Invoice Discount %: 0 Total Incl. Tax (USD): 1,442.00

In some cases, you may be purchasing the softwares or licenses you sell directly from you vendor. In this case, you can opt to create a purchase order directly from the SMFee Sales Order. This is not a mandatory step.

To do that,

- a. Ensure the Vendor No. and the Purchasing code on the item is populated.



Dynamics 365 Business Central

Item Card

D365-400 · Microsoft 365 Business Standard

Home Request Approval Item Prices & Discounts Rental Acumens SMFee Billing Actions Related Reports Automate Fewer options

Acumens Claims & Rebates >

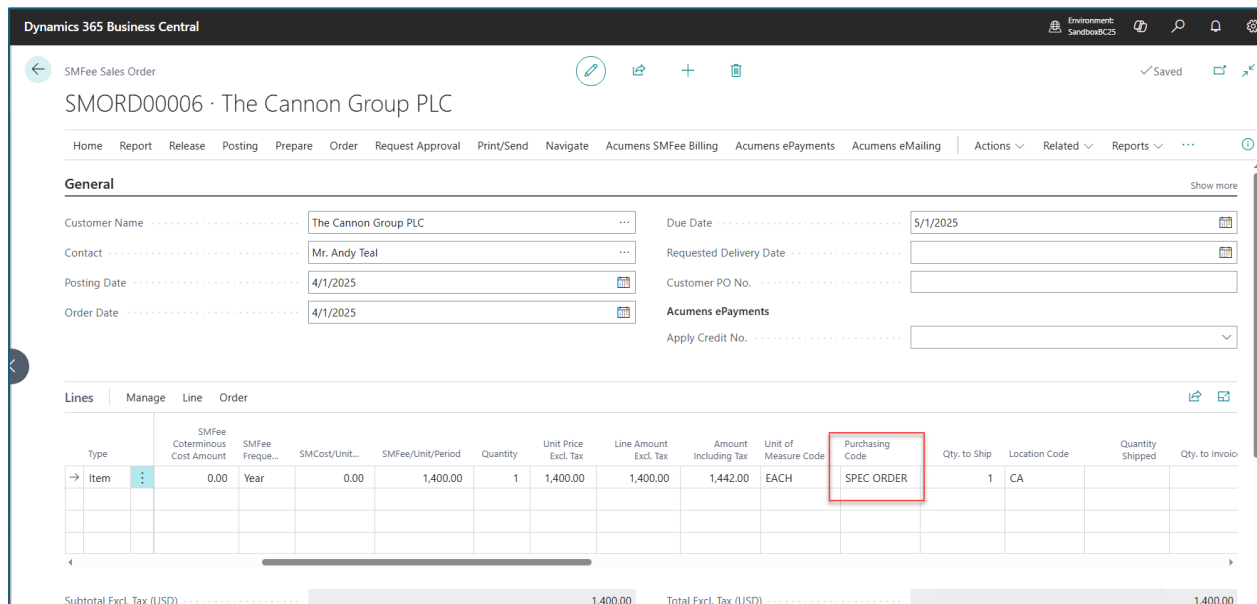
Sustainability >

Rental > No No

Acumens SMFee Billing

SMFee Type	Subscription Fee	SMFee Contract Mandatory	☒
Frequency	Year	SMFee Info Unit	
SMFee Rounding Precision	0.01	SMFee One Item/Contract Per Line	☐
Vendor No.	20000	SMFee Cost	
Purchasing Code	SPEC ORDER	SMFee Cost Scheme	Purchase Price Lookup
SMFee Contract Template Code	PREPAID-Y	Flat SMFee Cost Amount	
SMFee Contract Acc. Gr. Code	SOFTWARE	Sales Prices	
SMFee Item Group	C-ITEM	Sales Pricing Scheme	Sales Price Lookup
		Flat/Minimum Fee	0.00

- b. These are defaulted to the sales line when the item is selected but user can be change.



Dynamics 365 Business Central

SMFee Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFee Billing Acumens ePayments Acumens eMailing Actions Related Reports

General

Customer Name The Cannon Group PLC Due Date 5/1/2025

Contact Mr. Andy Teal Requested Delivery Date

Posting Date 4/1/2025 Customer PO No.

Order Date 4/1/2025 Apply Credit No.

Lines Manage Line Order

Type	SMFee Cotermi... Cost Amount	SMFee Freque...	SMCost/Unit...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax	Amount Including Tax	Unit of Measure Code	Purchasing Code	Qty. to Ship	Location Code	Quantity Shipped	Qty. to Invoice
→ Item	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00	1,442.00	EACH	SPEC ORDER	1	CA		

Subtotal Excl. Tax (USD) 1,400.00 Total Excl. Tax (USD) 1,400.00

- c. Release the order. On the action ribbon go to “Acumens SMFee Billing” and click on “Create Linked PO” action to create a purchase Order.

Dynamics 365 Business Central

SMFee Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate **Acumens SMFee Billing** Acumens ePayments Acumens eMailing Actions Related Reports

Create Linked PO Open Linked PO

General

Customer Name: The Cannon Group PLC Due Date: 5/1/2025

Contact: Mr. Andy Teal Requested Delivery Date:

Posting Date: 4/1/2025 Customer PO No.:

Order Date: 4/1/2025 Acumens ePayments Apply Credit No.:

Lines	Type	SMFee Cotermi... Cost Amount	SMFee Freque...	SMCost/Unit...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax	Amount Including Tax	Unit of Measure Code	Purchasing Code	Qty. to Ship	Location Code	Quantity Shipped	Qty. to Invoic
→ Item	:	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00	1,442.00	EACH	SPEC ORDER	1	CA		

Dynamics 365 Business Central

SMFee Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate **Acumens SMFee Billing** Acumens ePayments Acumens eMailing Actions Related Reports

Create Linked PO Open Linked PO

General

Customer Name: The Cannon Group PLC Due Date: 5/1/2025

Contact: Mr. Andy Teal Requested Delivery Date:

Posting Date: 4/1/2025

Order Date: 4/1/2025

Purchase Order(s) will be created based on selected Purchasing Code on Order lines. Proceed?

Yes No

Lines	Type	No.	Description	Variant Code	SMFee Starting Date 1	Next Invoice Date	SMFee Installation Date	SMFee Cotermi... No Of Days	SMFee Cotermi... Amount	SMFee Cotermi... Cost Amount	SMFee Freque...	SMCost/Unit...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line
→ Item	:	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1

Dynamics 365 Business Central

SMFee Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFee Billing Acumens ePayments Acumens eMailing Actions Related Reports

Create Linked PO Open Linked PO

General

Customer Name: The Cannon Group PLC Due Date: 5/1/2025

Contact: Mr. Andy Teal Requested Delivery Date:

Posting Date: 4/1/2025

Order Date: 4/1/2025

106024 Purchase Order created Successfully

OK

Type	No.	Description	Variant Code	SMFee Starting Date T	Next Invoice Date	SMFee Installation Date	SMFee Cotermi... No Of Days	SMFee Cotermi... Amount	SMFee Cotermi... Cost Amount	SMFee Freque...	SMCost/Unit...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line
Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1

d. Open to view the created Purchase Order.

Dynamics 365 Business Central

SMFee Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFee Billing Acumens ePayments Acumens eMailing Actions Related Reports

Create Linked PO Open Linked PO

General

Customer Name: The Cannon Group PLC Due Date: 5/1/2025

Contact: Mr. Andy Teal Requested Delivery Date:

Posting Date: 4/1/2025

Order Date: 4/1/2025

Customer PO No.:

Acumens ePayments

Apply Credit No.:

Type	No.	Description	Variant Code	SMFee Starting Date T	Next Invoice Date	SMFee Installation Date	SMFee Cotermi... No Of Days	SMFee Cotermi... Amount	SMFee Cotermi... Cost Amount	SMFee Freque...	SMCost/Unit...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Li
Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	

Dynamics 365 Business Central

Purchase Order
106024 · First Up Consultants

Home Prepare Print/Send Order Acumens eMailing Acumens Document Approvals Actions Related Automate Fewer options

General Show more

Vendor Name First Up Consultants
 Contact Evan McIntosh
 Document Date 4/1/2025
 Vendor Invoice No. PI00006

Construction Project Code
 Vendor Shipment No.
 Linked with E-Document

Acumens Document Approvals

Approval Status New Status Open

Lines Manage Line Functions Order Show Lines with Issues

Type	No.	Item Reference No.	Description	Location Code	Bin Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gen. Prod. Posting Group	Line Amount Excl. Tax	Qty. to Re
→ Item	D365-400		Microsoft 365 Business Standard	CA		1		EACH	1,250.00		SALESTAX	SERVICES	1,250.00	

e. Update Vendor Invoice No., Release and post purchase order.

Dynamics 365 Business Central

Purchase Order
106024 · First Up Consultants

Home Prepare Print/Send Order Acumens eMailing Acumens Document Approvals Actions Related Automate Fewer options

General Show more

Vendor Name First Up Consultants
 Contact Evan McIntosh
 Document Date 4/1/2025
 Vendor Invoice No. PI00006

Construction Project Code
 Vendor Shipment No.
 Linked with E-Document

Acumens Document Approvals

Approval Status New Status Released

Lines Manage Line Functions Order Show Lines with Issues

Type	No.	Item Reference No.	Description	Location Code	Bin Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gen. Prod. Posting Group	Line Amount Excl. Tax	Qty. to Re
→ Item	D365-400		Microsoft 365 Business Standard	CA		1		EACH	1,250.00		SALESTAX	SERVICES	1,250.00	

Receive

☐ Receive
☐ Invoice
☒ Receive and Invoice

OK Cancel

Dynamics 365 Business Central

Environment: Sandbox125

Purchase Order

106024 · First Up Consultants

Home Prepare Print/Send Order Acumens eMailing Acumens Document Approvals Actions Related Automate Fewer options

General

Vendor NameFirst Up ConsultantsConstruction Project CodeVendor Shipment No.Document Date4/1/2025Linked with E-DocumentVendor Invoice No.PI00006

Acumens Document Approvals

Approval StatusNewReleased

Lines

Manage Line Functions Order Show Lines with Issues

Type	No.	Item Reference No.	Description	Location Code	Bin Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Gen. Prod. Posting Group	Line Amount Excl. Tax	Qty. to Re
→ Item	D365-400		Microsoft 365 Business Standard	CA		1		EACH	1,250.00		SALESTAX	SERVICES	1,250.00	

The order is posted as number 108217 and moved to the Posted Purchase Invoices window.

Do you want to open the posted invoice?

YesNo

Dynamics 365 Business Central

Environment: Sandbox125

Posted Purchase Invoice

108217 · First Up Consultants

Home Print/Send Invoice Incoming Document More options

General

VendorFirst Up ConsultantsDue Date4/30/2025ContactEvan McIntoshVendor Invoice No.PI00006Posting Date4/1/2025

Lines

Manage Line

New LineDelete Line

Type	No.	Item Reference No.	Description	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Unit Price (\$)	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. Tax	Project No.	Deferral
→ Item	D365-400		Microsoft 365 Business Standard	1	EACH	1,250.00	1,400.00		SALESTAX		1,250.00		

Invoice Discount Amount Excl. Tax0.00Total Tax (USD)0.00

Total Excl. Tax (USD)1,250.00Total Incl. Tax (USD)1,250.00

Proceed to post the SMFee Sales Order.

Dynamics 365 Business Central

Environment: SandboxBC25

SMFee Sales Order

SMORD00006 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFee Billing Acumens ePayments Acumens eMailing Actions Related Reports

General Show more

Customer Name The Cannon Group PLC Due Date 5/1/2025

Contact Mr. Andy Teal Requested Delivery Date

Posting Date 4/1/2025 Customer PO No.

Order Date 4/1/2025

Lines Manage Line Order

Type	No.	Description	Variant Code	SMFee Starting Date	Date	Days	Amount	Cost Amount	SMFee Freque...	SMCost/Unit...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00

Subtotal Excl. Tax (USD) 1,400.00 Total Excl. Tax (USD) 1,400.00

Ship

Invoice

Ship and Invoice

OK Cancel

Dynamics 365 Business Central

Environment: SandboxBC25

SMFee Sales Order

SMORD00006 · The Cannon Group PLC

Default Dimension Priorities are not defined for Source Code: SERVICE. Don't show again | Do you want to initialize Dimension Priorities?

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFee Billing Acumens ePayments

General Show more

Customer Name The Cannon Group PLC Due Date 5/1/2025

Contact Mr. Andy Teal Requested Delivery Date

Posting Date 4/1/2025 Customer PO No.

Order Date 4/1/2025

Lines Manage Line Order

Type	No.	Description	Variant Code	SMFee Starting Date	Next Invoice Date	SMFee Installation Date	SMFee Cotermi... No Of Days	SMFee Cotermi... Amount	SMFee Cotermi... Cost Amount	SMFee Freque...	SMCost/Unit...
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00

The order is posted as number PSCI0000004 and moved to the Posted Sales Invoices window.

Do you want to open the posted invoice?

Yes No

Posted SMFee Invoice

PSCI0000004 · The Cannon Group PLC

Invoice Correct Print/Send Navigate Electronic Document Acumens ePayments Acumens eMailing More options

General

Show more

No.	PSCI0000004	Quote No.	
Customer	The Cannon Group PLC	Order No.	SMORD00006
Contact	Mr, Andy Teal	Your Reference	
Posting Date	4/1/2025	Closed	☐
Due Date	5/1/2025	Email	developer@sbcdynamicserp.com

Lines		Manage	Line													
Type	No.	Variant Code	Description	SMFee Starting Date	Next Invoice Date	SMFee Install... Date	SMFee Coterminous No Of Days	SMFee Cotermin... Amount	SMFee Frequency	SMCost...	SMFee/...	Quantity	Unit Price Excl. Tax	Unit of Measure Code	Line Amount Excl. Tax	
→ Item	D365-400		Microsoft 365 Business Standard	4/1/2025	4/1/2025	4/1/2025	0	0.00	Year	0.00	1,400...	1	1,400.00	EACH	1,400.00	

Invoice Discount Amount Excl. Tax	0.00	Total Tax (USD)	42.00
Total Excl. Tax (USD)	1,400.00	Total Incl. Tax (USD)	1,442.00

SMFee Contract is also created when the order is posted. This will serve as an agreement with your customer, and it will allow you to bill renewal or maintenance fees when next due.

Dynamics 365 Business Central

Environment: SandboxBC25

SMFee Contract

SC00004 · Microsoft 365 Business Standard

Home Report Print/Send Contract Actions Related Reports Automate Fewer options

General

Contract No. SC00004

Master Contract No. MSC000002

Description Microsoft 365 Business Standard

Customer No. 10000

Contact No. CT000001

Name The Cannon Group PLC

Address 1099 38th Ave

Address 2

City Santa Cruz

ZIP Code 95062

Country/Region Code US

Contact Name Mr. Andy Teal

Phone No.

E-Mail developer@sbcdynamicserp.com

Combine Invoices ☒

Prepaid ☒

Automatic Credit Memos ☐

Template Code PREPAID-Y

Frequency Year

Current Annual Amount 1,400.00

Current Periodic Amount 1,400.00

Current Annual Discount % 0.00

Current Annual Disc. 0.00

Current Annual Tax Amount 0.00

Amount Including Tax 1,400.00

Current Periodic Disc. 0.00

Tax % 0.00

Starting Date 4/1/2025

Next Invoice Date 4/1/2025

Next Invoice Period Start 4/1/2025

Next Invoice Period End 3/31/2026

Next Invoice Period 04/01/25 to 03/31/26

Last Invoice Date 3/31/2025

Expiration Date

Contract Term

Contract Term End Date

Contract Notice Period

Status Signed

Change Status Released

Discount Type Percent

Currency Code

Customer PO No.

Unposted SMFee Sales Orders 0

Unposted SMFee Contract Invoices 0

Unposted SMFee Contract Credit Memos 0

Posted SMFee Contract Invoices 1

Posted SMFee Contract Credit Memos 0

Vendor No. 20000

Vendor Name First Up Consultants

Vendor Calc. Formula

Sales Document No. SMORD00006

Item No. D365-400

Responsibility Center

Last Modified DateTime 4/1/2025 5:27 AM

Details >

Lines Manage Line

Customer Item No.	Description	Serial No.	Item No.	Variant Code	Quantity	Current Annual SMFee	Current Periodic SMFee	Current Period Disc.	Current SMFee Discount %	Periodic SMFee Cost	Ca
→ 03	Microsoft 365 Business St...		D365-400		1.00	1,400.00	1,400.00	0.00		0.00	

Period Amount Excl. Tax 1,400.00

Period Discount 0.00

Tax Rate % 0.00

Period Tax 0.00

Annual Amount 1,400.00

Annual Discount 0.00

Tax Rate % 0.00

Annual Tax 0.00

4. Project and Project Work Orders.

Acumens Professional Services Management Add-on provides an option to manage the projects, resources, billing and budget through the Work Orders. Projects are created and managed on the Standard Microsoft Projects Module.

4.1. Create Work Orders.

To create and process Work orders,

Go to or Search for Projects.

The screenshot shows the Dynamics 365 Business Central interface for 'CRONUS USA, Inc.'. The 'Projects' tab is selected under the 'Resources' section. The 'Acumens Professional Services Activities' section displays a 'Work Orders' summary with five status cards: New (0), Pending (1), Approved (0), In Process (0), and Completed (0). Below this, the 'Invoicing' section shows 'Open Invoicing' and 'Posted Invoicing' tabs, with various invoice types listed.

The screenshot shows a list of Projects in Dynamics 365 Business Central. The table has columns for No., Description, Bill-to Customer No., Status, Search Description, and Rental Contract No. The project 'Implementation of BC - Task' is highlighted.

No.	Description	Bill-to Customer No.	Status	Search Description	Rental Contract No.
J00010	Installation of S-200 Semi-Automatic	10000	Open	INSTALLATION OF S-200 ...	
J00020	Supplies and maintenance of S-200 Semi-Automatic	10000	Open	SUPPLIES AND MAINTEN...	
J00030	Software update	10000	Open	SOFTWARE UPDATE	
J00040	Implementation of BC - Task	01121212	Open	IMPLEMENTATION OF BC...	
JOB00010	Reception area remodel	30000	Open	RECEPTION AREA REMO...	
JOB00020	Decorate Conference Room	10000	Open	DECORATE CONFERENCE...	
JOB00030	New Office Furniture	20000	Open	NEW OFFICE FURNITURE	

Create a new Project,

Dynamics 365 Business Central

Environment: SandboxBC25

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack More options

General Show more

No. J00050 Blocked 4/1/2025

Description D365 ERP Upgrade, Training and Go Live Support

Customer Name The Cannon Group PLC Project Manager

External Document No. Rental Contract No.

Person Responsible TERRY

Tasks Manage Line

Edit View New New Line Delete Line

Project Task No.	Description	APS Work Order No.	APS Cha...	Project Task Type	Start Date	End Date	Budget (Total Cost)	Budget Hours	Actual (Total Cost)	Actual Hours	Billable (Total Price)	Bill
→			☐	Posting				0.00		0.00		

Posting > Open SETTING UP 0.00 0.00

Invoice and Shipping >

Verify that the report usage fields are populated.

Dynamics 365 Business Central

Environment: SandboxBC25

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack More options

Person Responsible TERRY

Tasks >

Posting > Open SETTING UP 0.00 0.00

Invoice and Shipping >

Duration >

Foreign Trade >

WIP and Recognition >

Acumens Professional Services

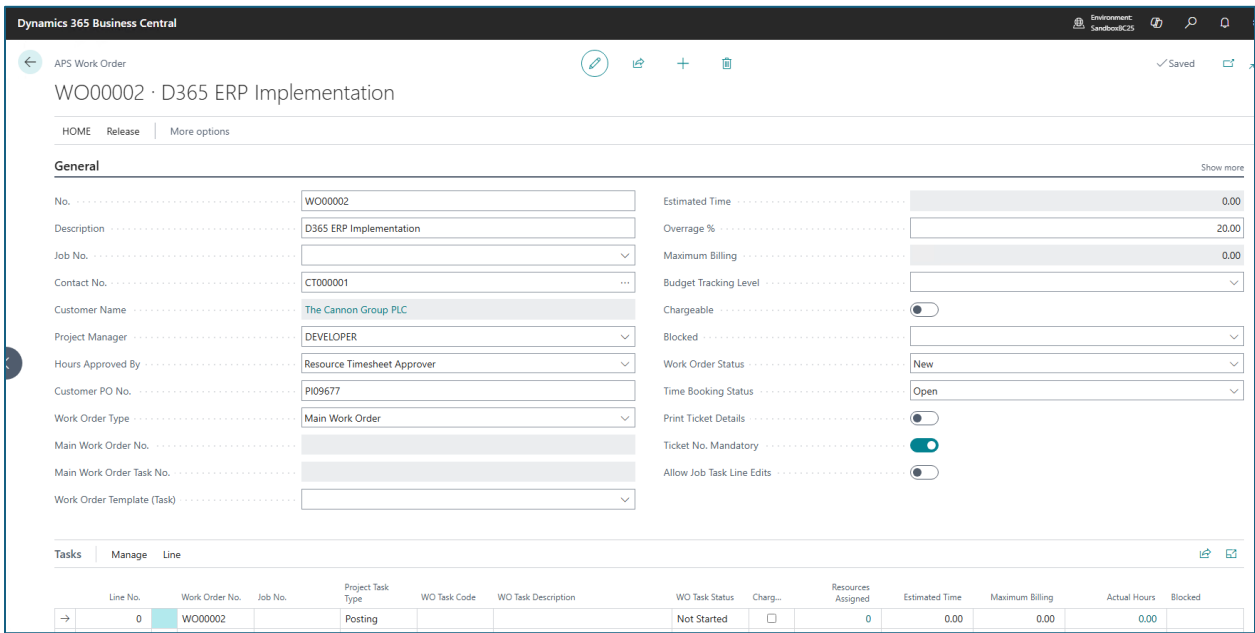
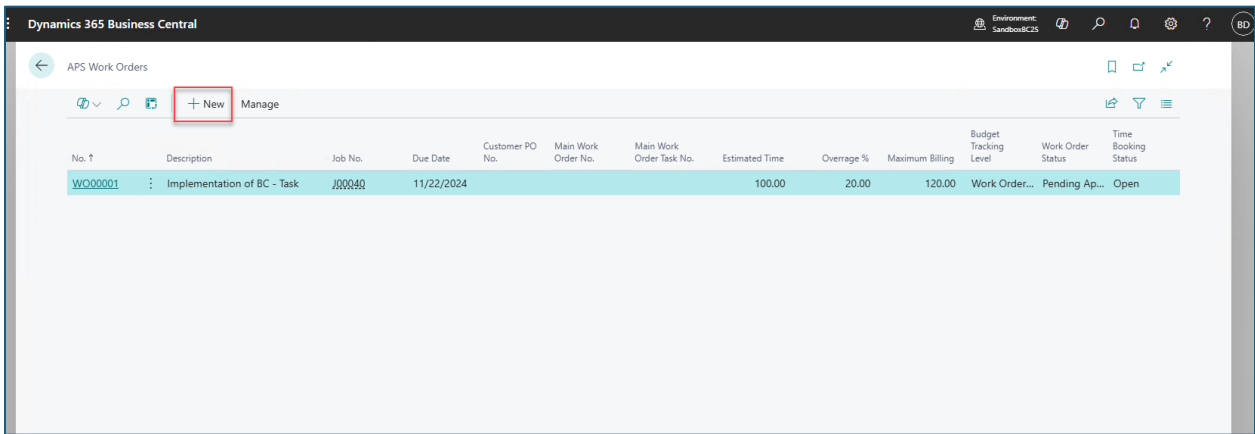
Report Usage (Sales Invoice) Posted APS Sales Invoice v1 Project Contact Name John Doe Developer

Report Usage (Project Invoice) APS Project Invoice Project Contact e-Mail Developer@sbcdynamicserp.com

Acumens StarterPack >

At this point, it is not necessary to enter the project task lines. This will be updated automatically later.

Create a new APS Work Order.



Select the Project created earlier.

Dynamics 365 Business Central

APS Work Order

WO00002 · D365 ERP Implementation

HOME Release More options

General

No. WO00002 Estimated Time 0.00

Description D365 ERP Implementation Overage % 20.00

Job No. Maximum Billing 0.00

Contact No. Budget Tracking Level

Customer Name No. ↑ Description Bill-to Customer No. Chargeable

Project Manager J00030 Software update 10000 Blocked

Hours Approved By J00040 Implementation of BC - Task 01121212 Work Order Status New

Customer PO No. J00050 D365 ERP Upgrade, Training and Go Live Support 10000 Booking Status Open

Customer PO No. J000010 Reception area remodel 30000

Work Order Type + New Show details Select from full list Ticket Details

Main Work Order No. Ticket No. Mandatory

Main Work Order Task No. Allow Job Task Line Edits

Work Order Template (Task)

Tasks Manage Line

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Charg...	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
→	0	WO00002	Posting			Not Started	☐	0	0.00	0.00	0.00	

Dynamics 365 Business Central

APS Work Order

WO00002 · D365 ERP Implementation

HOME Release More options

General

No. WO00002 Estimated Time 0.00

Description D365 ERP Implementation Overage % 20.00

Job No. J00050 Maximum Billing 0.00

Contact No. CT000001 Budget Tracking Level

Customer Name The Cannon Group PLC Chargeable

Project Manager DEVELOPER Blocked

Hours Approved By Resource Timesheet Approver Work Order Status New

Customer PO No. PI09677 Time Booking Status Open

Work Order Type Main Work Order Print Ticket Details

Main Work Order No. Ticket No. Mandatory

Main Work Order Task No. Allow Job Task Line Edits

Work Order Template (Task)

Tasks Manage Line

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Charg...	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
→	0	WO00002	Posting			Not Started	☐	0	0.00	0.00	0.00	

On the “Blocked” field, select “Time Entry”. This will prevent posting of timesheets against the Work Order/Tasks.

The screenshot displays the 'APS Work Order' form for 'WO000002 · D365 ERP Implementation'. The 'General' tab is active, showing various fields. The 'Blocked' dropdown menu is open, and 'Time Entry' is selected. Below the form, the 'Tasks' table is visible, showing a single task with 'Blocked' status.

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Charg...	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
→	0	WO000002			Posting	Not Started	☐	0	0.00	0.00	0.00	

Work Order tasks can be manually entered or automatically by selecting the Work Order Template.

For this case, we select the work order template to populate the work order tasks.

The screenshot shows the 'Work Order Template (Task)' dropdown menu open, displaying a list of templates. The first template, 'WOT000001 D365 ERP Implementation', is highlighted. The 'Blocked' field in the 'General' tab is still set to 'Time Entry'.

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Charg...	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
→	0	WO000002			Posting	Not Started	☐	0	0.00	0.00	0.00	

Work Order Tasks are populated from the template. Add or remove the lines as required.

Dynamics 365 Business Central

Environment: SandBox/C25

APS Work Order

WO00002 · D365 ERP Implementation

HOME Release More options

General >

Tasks Manage Line

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Charg...	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
700	WO00002	J00050	Posting	060-DATA CO...	Data Conversion	Not Started	☐	0	0.00	0.00	0.00	
800	WO00002	J00050	Posting	070-QA	Quality Assurance	Not Started	☐	0	0.00	0.00	0.00	
900	WO00002	J00050	Posting	080-TRAIN	Training	Not Started	☐	0	0.00	0.00	0.00	
1000	WO00002	J00050	Posting	090-SECURITY	Security and Role Config	Not Started	☐	0	0.00	0.00	0.00	
1100	WO00002	J00050	Posting	100-LIAT	User Acceptance Testing	Not Started	☐	0	0.00	0.00	0.00	
1200	WO00002	J00050	Posting	110-FINAL DC	Final Data Conversion	Not Started	☐	0	0.00	0.00	0.00	
1300	WO00002	J00050	Posting	120-GO LIVE	Go Live	Not Started	☐	0	0.00	0.00	0.00	
1400	WO00002	J00050	Posting	130-WMS	Warehouse Management	Not Started	☐	0	0.00	0.00	0.00	
1500	WO00002	J00050	Posting	140-LS RETAIL	LS Retail	Not Started	☐	0	0.00	0.00	0.00	
1600	WO00002	J00050	Posting	150-ADDL NAV	Additional NAV Granules	Not Started	☐	0	0.00	0.00	0.00	
1700	WO00002	J00050	Posting	160-AFTER LIVE	After Live Actions	Not Started	☐	0	0.00	0.00	0.00	
1800	WO00002	J00050	Posting	170-SUPPORT	Support	Not Started	☐	0	0.00	0.00	0.00	
1900	WO00002	J00050	Posting	175-WO	Work Orders	Not Started	☐	0	0.00	0.00	0.00	
2000	WO00002	J00050	Posting	180-TRAVEL	Travel	Not Started	☐	0	0.00	0.00	0.00	
2100	WO00002	J00050	Posting	190-NB	Non-Billable	Not Started	☐	0	0.00	0.00	0.00	
2200	WO00002	J00050	Posting	200-NBT	Non-Billable Travel	Not Started	☐	0	0.00	0.00	0.00	
2300	WO00002	J00050	Posting	999-EXPENSES	Expenses	Not Started	☐	0	0.00	0.00	0.00	

Assign resources to the work Order.

Dynamics 365 Business Central

Environment: SandBox/C25

APS Work Order

WO00002 · D365 ERP Implementation

HOME Release More options

Assign Resources Acumens Secure Attachments

General

No. WO00002

Description D365 ERP Implementation

Job No. J00050

Contact No. CT000001

Customer Name The Cannon Group PLC

Project Manager DEVELOPER

Hours Approved By Resource Timesheet Approver

Customer PO No. P109677

Work Order Type Main Work Order

Main Work Order No.

Main Work Order Task No.

Work Order Template (Task) WOT00001

Estimated Time 0.00

Overtime % 20.00

Maximum Billing 0.00

Budget Tracking Level

Chargeable

Blocked Time Entry

Work Order Status New

Time Booking Status Open

Print Ticket Details

Ticket No. Mandatory

Allow Job Task Line Edits

Tasks Manage Line

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Charg...	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
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Dynamics 365 Business Central

Environment: SandboxBC25

APS Assigned Work Order Resources

+ New Edit List Delete

Resource No. ↑	Work Type	Assigned Hrs	Project Role	Role Description
→		0.00		

Select the resource assigned to the project and their roles.

Dynamics 365 Business Central

Environment: SandboxBC25

APS Assigned Work Order Resources

✓ Saved

+ New Edit List Delete

Resource No. ↑	Work Type	Assigned Hrs	Project Role	Role Description
BUILD	DESIGN	23.00	TECHNICAL	Technical Team
DESIGN	DESIGN	5.00	TECHNICAL	Technical Team
KATHERINE	DATA	20.00	LEAD	Team Lead
LINA	DATA	12.00	SUPERVISOR	Project Supervisor
LIVE	DATA	5.00	TECHNICAL	Technical Team
MARTY	TRAINING	15.00	LEAD	Team Lead
→ TERRY	SUPPORT	20.00	MANAGER	Project Manager

Resources assigned to the tasks are updated.

Dynamics 365 Business Central

Environment: SandboxBC25

APS Work Order

WO00002 · D365 ERP Implementation

HOME Release More options

Assign Resources Acumens Secure Attachments

General >

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Charge...	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
800	WO00002	J00050	Posting	070-QA	Quality Assurance	Not Started		7	0.00	0.00	0.00	
900	WO00002	J00050	Posting	080-TRAIN	Training	Not Started		7	0.00	0.00	0.00	
1000	WO00002	J00050	Posting	090-SECURITY	Security and Role Config	Not Started		7	0.00	0.00	0.00	
1100	WO00002	J00050	Posting	100-UIAT	User Acceptance Testing	Not Started		7	0.00	0.00	0.00	
1200	WO00002	J00050	Posting	110-FINAL DC	Final Data Conversion	Not Started		7	0.00	0.00	0.00	
1300	WO00002	J00050	Posting	120-GO LIVE	Go Live	Not Started		7	0.00	0.00	0.00	
1400	WO00002	J00050	Posting	130-WMS	Warehouse Management	Not Started		7	0.00	0.00	0.00	
1500	WO00002	J00050	Posting	140-LS RETAIL	LS Retail	Not Started		7	0.00	0.00	0.00	
1600	WO00002	J00050	Posting	150-ADDL NAV	Additional NAV Granules	Not Started		7	0.00	0.00	0.00	
1700	WO00002	J00050	Posting	160-AFTER LIVE	After Live Actions	Not Started		7	0.00	0.00	0.00	
1800	WO00002	J00050	Posting	170-SUPPORT	Support	Not Started		7	0.00	0.00	0.00	
1900	WO00002	J00050	Posting	175-WO	Work Orders	Not Started		7	0.00	0.00	0.00	
2000	WO00002	J00050	Posting	180-TRAVEL	Travel	Not Started		7	0.00	0.00	0.00	
2100	WO00002	J00050	Posting	190-NB	Non-Billable	Not Started		7	0.00	0.00	0.00	
2200	WO00002	J00050	Posting	200-NBT	Non-Billable Travel	Not Started		7	0.00	0.00	0.00	
→ 2300	WO00002	J00050	Posting	999-EXPENSES	Expenses	Not Started		7	0.00	0.00	0.00	

You can also assign a resource to the individual Task.

Dynamics 365 Business Central

APS Work Order

WO00002 · D365 ERP Implementation

HOME Release More options

General >

Tasks Manage Line

Assign Resources

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Chargeable	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
100	WO00002	J00050	Posting	000-PM	Project Management	Not Started	☐	7	0.00	0.00	0.00	
200	WO00002	J00050	Posting	010-DESIGN	Design	Not Started	☐	7	0.00	0.00	0.00	
300	WO00002	J00050	Posting	020-INSTALL	Install ZetaDocs and Jets	Not Started	☐	7	0.00	0.00	0.00	
400	WO00002	J00050	Posting	030-DB CONF...	Database Configuration	Not Started	☐	7	0.00	0.00	0.00	
500	WO00002	J00050	Posting	040-DEV	Development	Not Started	☐	7	0.00	0.00	0.00	
600	WO00002	J00050	Posting	050-TEST	Testing	Not Started	☐	7	0.00	0.00	0.00	
700	WO00002	J00050	Posting	060-DATA CO...	Data Conversion	Not Started	☐	7	0.00	0.00	0.00	
800	WO00002	J00050	Posting	070-QA	Quality Assurance	Not Started	☐	7	0.00	0.00	0.00	
900	WO00002	J00050	Posting	080-TRAIN	Training	Not Started	☐	7	0.00	0.00	0.00	
1000	WO00002	J00050	Posting	090-SECURITY	Security and Role Config	Not Started	☐	7	0.00	0.00	0.00	
1100	WO00002	J00050	Posting	100-UAT	User Acceptance Testing	Not Started	☐	7	0.00	0.00	0.00	
1200	WO00002	J00050	Posting	110-FINAL DC	Final Data Conversion	Not Started	☐	7	0.00	0.00	0.00	
1300	WO00002	J00050	Posting	120-GO LIVE	Go Live	Not Started	☐	7	0.00	0.00	0.00	
1400	WO00002	J00050	Posting	130-WMS	Warehouse Management	Not Started	☐	7	0.00	0.00	0.00	
1500	WO00002	J00050	Posting	140-LS RETAIL	LS Retail	Not Started	☐	7	0.00	0.00	0.00	

Enter the estimated Hours for each task. Chargeable column indicates if a task will be billable or not.

Dynamics 365 Business Central

APS Work Order

WO00002 · D365 ERP Implementation

HOME Release More options

General >

Tasks Manage Line

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Chargeable	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
→ 100	WO00002	J00050	Posting	000-PM	Project Management	Not Started	☐	7	2.00	2.40	0.00	
200	WO00002	J00050	Posting	010-DESIGN	Design	Not Started	☒	7	20.00	24.00	0.00	
300	WO00002	J00050	Posting	020-INSTALL	Install ZetaDocs and Jets	Not Started	☒	7	3.00	3.60	0.00	
400	WO00002	J00050	Posting	030-DB CONFIG	Database Configuration	Not Started	☒	7	2.00	2.40	0.00	
500	WO00002	J00050	Posting	040-DEV	Development	Not Started	☒	7	30.00	36.00	0.00	
600	WO00002	J00050	Posting	050-TEST	Testing	Not Started	☒	7	10.00	12.00	0.00	
700	WO00002	J00050	Posting	060-DATA CONV	Data Conversion	Not Started	☒	7	25.00	30.00	0.00	
800	WO00002	J00050	Posting	070-QA	Quality Assurance	Not Started	☒	7	5.00	6.00	0.00	
900	WO00002	J00050	Posting	080-TRAIN	Training	Not Started	☒	7	10.00	12.00	0.00	
1000	WO00002	J00050	Posting	090-SECURITY	Security and Role Config	Not Started	☒	7	4.00	4.80	0.00	
1100	WO00002	J00050	Posting	100-UAT	User Acceptance Testing	Not Started	☒	7	7.00	8.40	0.00	
1200	WO00002	J00050	Posting	110-FINAL DC	Final Data Conversion	Not Started	☒	7	20.00	24.00	0.00	
1300	WO00002	J00050	Posting	120-GO LIVE	Go Live	Not Started	☒	7	10.00	12.00	0.00	
1400	WO00002	J00050	Posting	130-WMS	Warehouse Management	Not Started	☒	7	5.00	6.00	0.00	
1500	WO00002	J00050	Posting	140-LS RETAIL	LS Retail	Not Started	☒	7	5.00	6.00	0.00	
1600	WO00002	J00050	Posting	150-ADOL NAV	Additional NAV Granules	Not Started	☒	7	4.00	4.80	0.00	
1700	WO00002	J00050	Posting	160-AFTER LIVE	After Live Actions	Not Started	☒	7	6.00	7.20	0.00	
1800	WO00002	J00050	Posting	170-SUPPORT	Support	Not Started	☒	7	20.00	24.00	0.00	
1900	WO00002	J00050	Posting	175-WO	Work Orders	Not Started	☒	7	6.00	7.20	0.00	
2000	WO00002	J00050	Posting	180-TRAVEL	Travel	Not Started	☒	7	3.00	3.60	0.00	
2100	WO00002	J00050	Posting	190-NB	Non-Billable	Not Started	☐	7	0.00	0.00	0.00	
2200	WO00002	J00050	Posting	200-NBT	Non-Billable Travel	Not Started	☐	7	12.00	14.40	0.00	
2300	WO00002	J00050	Posting	999-FXPENERS	Fiservenc	Not Started	☒	7	5.00	6.00	0.00	

← APS Work Order



✓ Saved

WO00002 · D365 ERP Implementation

HOME Release More options

General

Show more

No.	WO00002	Estimated Time	214.00
Description	D365 ERP Implementation	Overtime %	20.00
Job No.	J00050	Maximum Billing	256.80
Contact No.	CT000001	Budget Tracking Level	Work Order+Task
Customer Name	The Cannon Group PLC	Chargeable	☒
Project Manager	DEVELOPER	Blocked	Time Entry
Hours Approved By	Resource Timesheet Approver	Work Order Status	New
Customer PO No.	PI09677	Time Booking Status	Open
Work Order Type	Main Work Order	Print Ticket Details	☐
Main Work Order No.		Ticket No. Mandatory	☒
Main Work Order Task No.		Allow Job Task Line Edits	☐
Work Order Template (Task)	WOT00001		

Tasks Manage Line



4.2. Work Order Approval Process

This process is outlined in the DocuSign Approval Process section of the Acumens Professional Service Management user manual.

The screenshot displays the 'General' tab of a Work Order in Dynamics 365 Business Central. The work order is titled 'WO00002 · D365 ERP Implementation'. The 'Work Order Status' is set to 'Approved', which is highlighted in green. Other fields include 'No.' (WO00002), 'Description' (D365 ERP Implementation), 'Job No.' (J00050), 'Contact No.' (CT000001), 'Customer Name' (The Cannon Group PLC), 'Project Manager' (DEVELOPER), 'Hours Approved By' (Resource Timesheet Approver), 'Customer PO No.' (PI09677), 'Work Order Type' (Main Work Order), 'Main Work Order No.', 'Main Work Order Task No.', and 'Work Order Template (Task)' (WOT00001). The 'Estimated Time' is 214.00, 'Overrage %' is 20.00, and 'Maximum Billing' is 256.80. The 'Budget Tracking Level' is 'Work Order+Task', 'Chargeable' is checked, 'Blocked' is 'Time Entry', 'Time Booking Status' is 'Open', 'Print Ticket Details' is unchecked, 'Ticket No. Mandatory' is checked, and 'Allow Job Task Line Edits' is unchecked.

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Chargeable	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
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4.3. Release the Work Order.

After the Work Order has been approved, click the “**Release**” action to release the Work Order.

The screenshot shows the same Work Order form as in the previous image, but with the 'Release' button highlighted in the top navigation bar. The 'Release' button is located next to the 'Reopen' button. The 'Work Order Status' remains 'Approved'.

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Chargeable	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
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←

APS Work Order

✓ Saved

WO00002 · D365 ERP Implementation

HOME

Release

More options

Release

Reopen

General

Show more

No.

WO00002

Estimated Time

214.00

Description

D365 ERP Implementation

Overtime %

20.00

Job No.

J00050

256.80

Contact No.

CT000001

Customer Name

The Cannon Group PLC

Project Manager

DEVELOPER

Hours Approved By

Resource Timesheet Approver

Work Order Status

Work Order+Task

Customer PO No.

PI09677

Time Entry

Time Entry

Work Order Type

Main Work Order

Approved

Approved

Main Work Order No.

Open

Open

Main Work Order Task No.

Print Ticket Details

Work Order Template (Task)

WOT00001

Ticket No. Mandatory

Allow Job Task Line Edits

?

Are you sure you want to release APS Work Order WO00002?

Yes

No

Dynamics 365 Business Central

Environment: Sandbox125

✓ Saved

APS Work Order

WO00002 · D365 ERP Implementation

HOME

Release

More options

Release

Reopen

General

Show more

No.

WO00002

Estimated Time

214.00

Description

D365 ERP Implementation

Overtime %

20.00

Job No.

J00050

256.80

Contact No.

CT000001

Customer Name

The Cannon Group PLC

Project Manager

DEVELOPER

Hours Approved By

Resource Timesheet Approver

Work Order Status

Work Order+Task

Customer PO No.

PI09677

Time Entry

Time Entry

Work Order Type

Main Work Order

Approved

Approved

Main Work Order No.

Released

Released

Main Work Order Task No.

Print Ticket Details

Work Order Template (Task)

WOT00001

Ticket No. Mandatory

Allow Job Task Line Edits

i

The Job number J00050 has been successfully updated!

OK

Dynamics 365 Business Central

APS Work Order

WO00002 · D365 ERP Implementation

HOME **Release** More options

Release Reopen

General Show more

No.	WO00002	Estimated Time	214.00
Description	D365 ERP Implementation	Overtime %	20.00
Job No.	J00050	Maximum Billing	256.80
Contact No.	CT000001	Budget Tracking Level	Work Order + Task
Customer Name	The Cannon Group PLC	Chargeable	☐
Project Manager	DEVELOPER	Blocked	Time Entry
Hours Approved By	Resource Timesheet Approver	Work Order Status	Approved
Customer PO No.	PI09677	Time Booking Status	Released
Work Order Type	Main Work Order	Print Ticket Details	☐
Main Work Order No.		Ticket No. Mandatory	☐
Main Work Order Task No.		Allow Job Task Line Edits	☐
Work Order Template (Task)	WOT00001		

Tasks Manage Line

Line No.	Work Order No.	Job No.	Project Task Type	WO Task Code	WO Task Description	WO Task Status	Chargeable	Resources Assigned	Estimated Time	Maximum Billing	Actual Hours	Blocked
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Once released, the Work Order Tasks are populated on the project lines as below.

Dynamics 365 Business Central

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack More options

General D365 ERP Upgrade, Training and Go Live Support The Cannon Group PLC TERRY

Tasks Manage Line

Project Task No.	Description	APS Work Order No.	APS Cha...	Project Task Type	Start Date	End Date	Budget (Total Cost)	Budget Hours	Actual (Total Cost)	Actual Hours	Billable (Total Price)	Billable Hours
→ 000-PM	Project Management	WO00002	☐	Posting	4/1/2025	4/1/2025	240.00	2.00	—	0.00	—	0.
010-DESIGN	Design	WO00002	☒	Posting	4/1/2025	4/1/2025	2,400.00	20.00	—	0.00	—	0.
020-INSTALL	Install ZetaDocs and Jets	WO00002	☒	Posting	4/1/2025	4/1/2025	360.00	3.00	—	0.00	—	0.
030-DB CO...	Database Configuration	WO00002	☒	Posting	4/1/2025	4/1/2025	240.00	2.00	—	0.00	—	0.
040-DEV	Development	WO00002	☒	Posting	4/1/2025	4/1/2025	3,600.00	30.00	—	0.00	—	0.
050-TEST	Testing	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	10.00	—	0.00	—	0.
060-DATA ...	Data Conversion	WO00002	☒	Posting	4/1/2025	4/1/2025	3,000.00	25.00	—	0.00	—	0.
070-QA	Quality Assurance	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	5.00	—	0.00	—	0.
080-TRAIN	Training	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	10.00	—	0.00	—	0.
090-SECUR...	Security and Role Config	WO00002	☒	Posting	4/1/2025	4/1/2025	480.00	4.00	—	0.00	—	0.
100-UAT	User Acceptance Testing	WO00002	☒	Posting	4/1/2025	4/1/2025	840.00	7.00	—	0.00	—	0.
110-FINAL ...	Final Data Conversion	WO00002	☒	Posting	4/1/2025	4/1/2025	2,400.00	20.00	—	0.00	—	0.
120-GO LIVE	Go Live	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	10.00	—	0.00	—	0.
130-WMS	Warehouse Management	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	5.00	—	0.00	—	0.
140-LS RET...	LS Retail	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	5.00	—	0.00	—	0.
150-ADDL ...	Additional NAV Granules	WO00002	☒	Posting	4/1/2025	4/1/2025	480.00	4.00	—	0.00	—	0.

View and update the actual hours on the project task lines.

Dynamics 365 Business Central

Environment: SandboxBC25

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home

Order

Approve

Release

Prepare

Report

Acumens Flexible Commissions R2

Rental

Acumens StarterPack

Actions

Related

Reports

Automate

Fewer options

Dimensions

Statistics

Ledger Entries

Attachments

Comments

Project Planning Lines

Sales Invoices/Credit Memos

Tasks

Manage

Line

Project Task No.	Description	APS Work Order No.	APS Cha...	Project Task Type	Start Date	End Date	Budget (Total Cost)	Budget Hours	Actual (Total Cost)	Actual Hours	Billable (Total Price)	Billable Hours
→ 000-PM	Project Management	WO00002	☐	Posting	4/1/2025	4/1/2025	240.00	2.00	—	0.00	—	0.00
010-DESIGN	Design	WO00002	☒	Posting	4/1/2025	4/1/2025	2,400.00	20.00	—	0.00	—	0.00
020-INSTALL	Install ZetaDocs and Jets	WO00002	☒	Posting	4/1/2025	4/1/2025	360.00	3.00	—	0.00	—	0.00
030-DB CO...	Database Configuration	WO00002	☒	Posting	4/1/2025	4/1/2025	240.00	2.00	—	0.00	—	0.00
040-DEV	Development	WO00002	☒	Posting	4/1/2025	4/1/2025	3,600.00	30.00	—	0.00	—	0.00
050-TEST	Testing	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	10.00	—	0.00	—	0.00
060-DATA ...	Data Conversion	WO00002	☒	Posting	4/1/2025	4/1/2025	3,000.00	25.00	—	0.00	—	0.00
070-QA	Quality Assurance	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	5.00	—	0.00	—	0.00
080-TRAIN	Training	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	10.00	—	0.00	—	0.00
090-SECUR...	Security and Role Config	WO00002	☒	Posting	4/1/2025	4/1/2025	480.00	4.00	—	0.00	—	0.00
100-UAT	User Acceptance Testing	WO00002	☒	Posting	4/1/2025	4/1/2025	840.00	7.00	—	0.00	—	0.00
110-FINAL ...	Final Data Conversion	WO00002	☒	Posting	4/1/2025	4/1/2025	2,400.00	20.00	—	0.00	—	0.00
120-GO LIVE	Go Live	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	10.00	—	0.00	—	0.00
130-WMS	Warehouse Management	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	5.00	—	0.00	—	0.00
140-LS RET...	LS Retail	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	5.00	—	0.00	—	0.00

Dynamics 365 Business Central

Environment: SandboxBC25

J00050 D365 ERP Upgrade, Training and Go Live Support 999-EXPENSES Expenses

Project Planning Lines

Create Sales Invoice... Create Project Journal Lines Sales Invoices/Credit Memos... Create Sales Credit Memo... Reserve... Item Tracking Lines Open Project Journal Item Availability by

Project Task No.	Line Type	Planni... Date	Planned Delivery Date	Document No.	Type	No.	Description	Billable	Quantity	Qty. Transferred to Invoice	Qty. to Assemble	Unit Cost	Total Cost
000-PM	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Project Management	✓	2	0		120.00	240.00
010-DESIGN	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Design	✓	20	0		120.00	2,400.00
020-INSTALL	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Install ZetaDocs and Jets	✓	3	0		120.00	360.00
030-DB CON...	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Database Configuration	✓	2	0		120.00	240.00
040-DEV	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Development	✓	30	0		120.00	3,600.00
050-TEST	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Testing	✓	10	0		120.00	1,200.00
060-DATA C...	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Data Conversion	✓	25	0		120.00	3,000.00
070-QA	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Quality Assurance	✓	5	0		120.00	600.00
080-TRAIN	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Training	✓	10	0		120.00	1,200.00
090-SECURITY	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Security and Role Config	✓	4	0		120.00	480.00
100-UAT	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	User Acceptance Testing	✓	7	0		120.00	840.00
110-FINAL DC	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Final Data Conversion	✓	20	0		120.00	2,400.00
120-GO LIVE	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Go Live	✓	10	0		120.00	1,200.00
130-WMS	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Warehouse Management	✓	5	0		120.00	600.00
140-LS RETAIL	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	LS Retail	✓	5	0		120.00	600.00
150-ADDL N...	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Additional NAV Granules	✓	4	0		120.00	480.00
160-AFTER LI...	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	After Live Actions	✓	6	0		120.00	720.00
170-SUPPORT	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Support	✓	20	0		120.00	2,400.00
175-WO	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Work Orders	✓	6	0		120.00	720.00
180-TRAVEL	Both Budget and Billable	4/1/2025	4/1/2025	WO00002	Resource	BUDGET	Travel	✓	3	0		120.00	360.00

4.4. Create Project Invoice for billing.

You can create an Invoice for the whole project or for Individual task Lines.

Dynamics 365 Business Central

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack Actions Related Reports Automate Fewer options

General >

Functions > Create Purchase Orders > Archive Project > **Create Project Sales Invoice**

Tasks Manage Line

Project Task No.	Description	APS Work Order No.	APS Cha...	Project Task Type	Start Date	End Date	Budget (Total Cost)	Budget Hours	Actual (Total Cost)	Actual Hours	Billable (Total Price)	Billable Hou
000-PM	Project Management	WO00002		Posting	4/1/2025	4/1/2025	240.00	0.00	—	0.00	300.00	2.
010-DESIGN	Design	WO00002		Posting	4/1/2025	4/1/2025	2,400.00	0.00	—	0.00	3,000.00	20.
020-INSTALL	Install ZetaDocs and Jets	WO00002		Posting	4/1/2025	4/1/2025	360.00	0.00	—	0.00	450.00	3.
030-DB CO...	Database Configuration	WO00002		Posting	4/1/2025	4/1/2025	240.00	0.00	—	0.00	300.00	2.
040-DEV	Development	WO00002		Posting	4/1/2025	4/1/2025	3,600.00	0.00	—	0.00	4,500.00	30.
050-TEST	Testing	WO00002		Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.
060-DATA ...	Data Conversion	WO00002		Posting	4/1/2025	4/1/2025	3,000.00	0.00	—	0.00	3,750.00	25.
070-QA	Quality Assurance	WO00002		Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.
080-TRAIN	Training	WO00002		Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.
090-SECUR...	Security and Role Config	WO00002		Posting	4/1/2025	4/1/2025	480.00	0.00	—	0.00	600.00	4.
100-UAT	User Acceptance Testing	WO00002		Posting	4/1/2025	4/1/2025	840.00	0.00	—	0.00	1,050.00	7.
110-FINAL ...	Final Data Conversion	WO00002		Posting	4/1/2025	4/1/2025	2,400.00	0.00	—	0.00	3,000.00	20.
120-GO LIVE	Go Live	WO00002		Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.
130-WMS	Warehouse Management	WO00002		Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.
140-LS RET...	LS Retail	WO00002		Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.
150-ADDL ...	Additional NAV Granules	WO00002		Posting	4/1/2025	4/1/2025	480.00	0.00	—	0.00	600.00	4.

Dynamics 365 Business Central

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack Actions Related Reports Automate Fewer options

General >

D365 ERP Upgrade, Training and Go Live Support The Cannon Group PLC TERRY

Tasks Manage Line

Project Task Dimensions-Single Documents History Functions

010-DESIGN Design Create Sales Invoice... Sales Invoices/Credit Memos

Project Task No.	Description	APS Work Order No.	APS Cha...	Project Task Type	Start Date	End Date	Budget (Total Cost)	Budget Hours	Actual (Total Cost)	Actual Hours	Billable (Total Price)	Billable Hou
010-DESIGN	Design	WO00002		ig	4/1/2025	4/1/2025	2,400.00	0.00	—	0.00	3,000.00	20.
020-INSTALL	Install ZetaDocs and Jets	WO00002		ig	4/1/2025	4/1/2025	360.00	0.00	—	0.00	450.00	3.
030-DB CO...	Database Configuration	WO00002		Posting	4/1/2025	4/1/2025	240.00	0.00	—	0.00	300.00	2.
040-DEV	Development	WO00002		Posting	4/1/2025	4/1/2025	3,600.00	0.00	—	0.00	4,500.00	30.
050-TEST	Testing	WO00002		Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.
060-DATA ...	Data Conversion	WO00002		Posting	4/1/2025	4/1/2025	3,000.00	0.00	—	0.00	3,750.00	25.
070-QA	Quality Assurance	WO00002		Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.
080-TRAIN	Training	WO00002		Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.
090-SECUR...	Security and Role Config	WO00002		Posting	4/1/2025	4/1/2025	480.00	0.00	—	0.00	600.00	4.
100-UAT	User Acceptance Testing	WO00002		Posting	4/1/2025	4/1/2025	840.00	0.00	—	0.00	1,050.00	7.
110-FINAL ...	Final Data Conversion	WO00002		Posting	4/1/2025	4/1/2025	2,400.00	0.00	—	0.00	3,000.00	20.
120-GO LIVE	Go Live	WO00002		Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.
130-WMS	Warehouse Management	WO00002		Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.
140-LS RET...	LS Retail	WO00002		Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.
150-ADDL ...	Additional NAV Granules	WO00002		Posting	4/1/2025	4/1/2025	480.00	0.00	—	0.00	600.00	4.
160-AFTER ...	After Live Actions	WO00002		Posting	4/1/2025	4/1/2025	720.00	0.00	—	0.00	900.00	6.

To create an invoice for the project, click **“Create Project Sales Invoice”** to create a sales invoice for the billable total price.

Dynamics 365 Business Central

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack Actions Related Reports Automate Fewer options

General >

Functions >

Rental >

Other >

Create Purchase Orders

Archive Project

Create Project Sales Invoice

Tasks	Manage	Line										
Project Task No.	Description	APS Work Order No.	APS Cha...	Project Task Type	Start Date	End Date	Budget (Total Cost)	Budget Hours	Actual (Total Cost)	Actual Hours	Billable (Total Price)	Billable Hou...
000-PM	Project Management	WO00002	☐	Posting	4/1/2025	4/1/2025	240.00	0.00	—	0.00	300.00	2.00
010-DESIGN	Design	WO00002	☒	Posting	4/1/2025	4/1/2025	2,400.00	0.00	—	0.00	3,000.00	20.00
020-INSTALL	Install ZetaDocs and Jets	WO00002	☒	Posting	4/1/2025	4/1/2025	360.00	0.00	—	0.00	450.00	3.00
030-DB CO...	Database Configuration	WO00002	☒	Posting	4/1/2025	4/1/2025	240.00	0.00	—	0.00	300.00	2.00
040-DEV	Development	WO00002	☒	Posting	4/1/2025	4/1/2025	3,600.00	0.00	—	0.00	4,500.00	30.00
050-TEST	Testing	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.00
060-DATA ...	Data Conversion	WO00002	☒	Posting	4/1/2025	4/1/2025	3,000.00	0.00	—	0.00	3,750.00	25.00
070-QA	Quality Assurance	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.00
080-TRAIN	Training	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.00
090-SECUR...	Security and Role Config	WO00002	☒	Posting	4/1/2025	4/1/2025	480.00	0.00	—	0.00	600.00	4.00
100-UAT	User Acceptance Testing	WO00002	☒	Posting	4/1/2025	4/1/2025	840.00	0.00	—	0.00	1,050.00	7.00
110-FINAL ...	Final Data Conversion	WO00002	☒	Posting	4/1/2025	4/1/2025	2,400.00	0.00	—	0.00	3,000.00	20.00
120-GO LIVE	Go Live	WO00002	☒	Posting	4/1/2025	4/1/2025	1,200.00	0.00	—	0.00	1,500.00	10.00
130-WMS	Warehouse Management	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.00
140-LS RET...	LS Retail	WO00002	☒	Posting	4/1/2025	4/1/2025	600.00	0.00	—	0.00	750.00	5.00
150-ADDL ...	Additional NAV Granules	WO00002	☒	Posting	4/1/2025	4/1/2025	480.00	0.00	—	0.00	600.00	4.00

Dynamics 365 Business Central

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack Actions Related Reports Automate Fewer options

General >

Tasks Manage Line

Project Task No. Description APS Work Order No. APS Cha... Project Task Type Start Date End Date Budget (Total Cost) Budget Hours Actual (Total Cost) Actual Hours Billable (Total Price) Billable Hours

010-DESIGN Design WO00002 ☒ Posting 4/1/2025 4/1/2025 2,400.00 0.00 — 0.00 3,000.00 20.00

020-INSTALL Install ZetaDocs and Jets WO00002 ☒ Posting 4/1/2025 4/1/2025 360.00 0.00 — 0.00 450.00 3.00

030-DB CO... Database Configuration WO00002 ☒ Posting 4/1/2025 4/1/2025 240.00 0.00 — 0.00 300.00 2.00

040-DEV Development WO00002 ☒ Posting 4/1/2025 4/1/2025 3,600.00 0.00 — 0.00 4,500.00 30.00

050-TEST Testing WO00002 ☒ Posting 4/1/2025 4/1/2025 1,200.00 0.00 — 0.00 1,500.00 10.00

060-DATA ... Data Conversion WO00002 ☒ Posting 4/1/2025 4/1/2025 3,000.00 0.00 — 0.00 3,750.00 25.00

070-QA Quality Assurance WO00002 ☒ Posting 4/1/2025 4/1/2025 600.00 0.00 — 0.00 750.00 5.00

080-TRAIN Training WO00002 ☒ Posting 4/1/2025 4/1/2025 1,200.00 0.00 — 0.00 1,500.00 10.00

090-SECUR... Security and Role Config WO00002 ☒ Posting 4/1/2025 4/1/2025 480.00 0.00 — 0.00 600.00 4.00

100-UAT User Acceptance Testing WO00002 ☒ Posting 4/1/2025 4/1/2025 840.00 0.00 — 0.00 1,050.00 7.00

110-FINAL ... Final Data Conversion WO00002 ☒ Posting 4/1/2025 4/1/2025 2,400.00 0.00 — 0.00 3,000.00 20.00

120-GO LIVE Go Live WO00002 ☒ Posting 4/1/2025 4/1/2025 1,200.00 0.00 — 0.00 1,500.00 10.00

130-WMS Warehouse Management WO00002 ☒ Posting 4/1/2025 4/1/2025 600.00 0.00 — 0.00 750.00 5.00

140-LS RET... LS Retail WO00002 ☒ Posting 4/1/2025 4/1/2025 600.00 0.00 — 0.00 750.00 5.00

150-ADDL ... Additional NAV Granules WO00002 ☒ Posting 4/1/2025 4/1/2025 480.00 0.00 — 0.00 600.00 4.00

160-AFTER ... After Live Actions WO00002 ☒ Posting 4/1/2025 4/1/2025 480.00 0.00 — 0.00 900.00 6.00

Project Create Sales Invoice

Options

Posting Date 4/1/2025

Document Date 4/1/2025

Create Invoice per Project

Non-Chargeable Lines at Zero Pri... ☐

Filter: Project Task

× Project No. J00050

× Project Task No.

+ Filter...

Filter totals by:

× Planning Date Filter

+ Filter...

OK Cancel

Invoice is created.

Project Card

J00050 · D365 ERP Upgrade, Training and Go Live Support

Home Order Approve Release Prepare Report Acumens Flexible Commissions R2 Rental Acumens StarterPack Actions Related Reports Automate Fewer options

General > D365 ERP Upgrade, Training and Go Live Support The Cannon Group PLC TERRY

Tasks Manage Line

1 invoice is created.

Project Task No.	Description	APS Work Order No.	APS Char...	Project Task Type	Start Date	End Date	Budget (Total Cost)	Budget Hours	Actual (Total Cost)	Actual Hours	Billable (Total Price)	Billable Hours
010-DESIGN	Design	WO00002		P						0.00	3,000.00	20.00
020-INSTALL	Install ZetaDocs and Jets	WO00002		P						0.00	450.00	3.00
030-DB CO...	Database Configuration	WO00002		P						0.00	300.00	2.00
040-DEV	Development	WO00002		P						0.00	4,500.00	30.00
050-TEST	Testing	WO00002		P						0.00	1,500.00	10.00
060-DATA ...	Data Conversion	WO00002		P						0.00	3,750.00	25.00
070-QA	Quality Assurance	WO00002		P						0.00	750.00	5.00
080-TRAIN	Training	WO00002		P	4/1/2025	4/1/2025	1,200.00	0.00		0.00	1,500.00	10.00
090-SECUR...	Security and Role Config	WO00002		P	4/1/2025	4/1/2025	480.00	0.00		0.00	600.00	4.00
100-UAT	User Acceptance Testing	WO00002		P	4/1/2025	4/1/2025	840.00	0.00		0.00	1,050.00	7.00
110-FINAL ...	Final Data Conversion	WO00002		P	4/1/2025	4/1/2025	2,400.00	0.00		0.00	3,000.00	20.00
120-GO LIVE	Go Live	WO00002		P	4/1/2025	4/1/2025	1,200.00	0.00		0.00	1,500.00	10.00
130-WMS	Warehouse Management	WO00002		P	4/1/2025	4/1/2025	600.00	0.00		0.00	750.00	5.00
140-LS RET ...	LS Retail	WO00002		P	4/1/2025	4/1/2025	600.00	0.00		0.00	750.00	5.00
150-ADDL ...	Additional NAV Granules	WO00002		P	4/1/2025	4/1/2025	480.00	0.00		0.00	600.00	4.00
160-AFTER ...	After Live Actions	WO00002		P	4/1/2025	4/1/2025	720.00	0.00		0.00	900.00	6.00

Dynamics 365 Business Central

Sales Invoice

S-INV102232 · The Cannon Group PLC

Home Posting Print/Send Prepare Acumens Flexible Commissions R2 Acumens eMailing Acumens ePayments Acumens Document Approvals More options

Post Release

General

Customer Name The Cannon Group PLC Contact Mr. Andy Teal Due Date 5/1/2025

Walk-in Customer No. Document Date 4/1/2025 Email developer@sbodydynamicserp.com

Salesperson Base Count 1 Posting Date 4/1/2025

Acumens Document Approvals > Open

Lines Manage Line Show Lines with Issues

Select items... New Line Delete Line

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Tax Code	Line Discount %	Line Amount Excl. Tax	Amount Including Tax	Qty. to Assign	Department Code
Resource	BUDGET		Project Management		2	HOUR	150.00		87480000A0...	87480000A0...		300.00	300.00	0	SALES
Resource	BUDGET		Design		20	HOUR	150.00		87480000A0...	87480000A0...		3,000.00	3,000.00	0	SALES
Resource	BUDGET		Install ZetaDocs and Jets		3	HOUR	150.00		87480000A0...	87480000A0...		450.00	450.00	0	SALES
Resource	BUDGET		Database Configuration		2	HOUR	150.00		87480000A0...	87480000A0...		300.00	300.00	0	SALES
Resource	BUDGET		Development		30	HOUR	150.00		87480000A0...	87480000A0...		4,500.00	4,500.00	0	SALES
Resource	BUDGET		Testing		10	HOUR	150.00		87480000A0...	87480000A0...		1,500.00	1,500.00	0	SALES
Resource	BUDGET		Data Conversion		25	HOUR	150.00		87480000A0...	87480000A0...		3,750.00	3,750.00	0	SALES
Resource	BUDGET		Quality Assurance		5	HOUR	150.00		87480000A0...	87480000A0...		750.00	750.00	0	SALES
Resource	BUDGET		Training		10	HOUR	150.00		87480000A0...	87480000A0...		1,500.00	1,500.00	0	SALES
Resource	BUDGET		Security and Role Config		4	HOUR	150.00		87480000A0...	87480000A0...		600.00	600.00	0	SALES
Resource	BUDGET		User Acceptance Testing		7	HOUR	150.00		87480000A0...	87480000A0...		1,050.00	1,050.00	0	SALES
Resource	BUDGET		Final Data Conversion		20	HOUR	150.00		87480000A0...	87480000A0...		3,000.00	3,000.00	0	SALES

Post the invoice to bill the project.

5. Process Credit Card and ACH payments.

SMFee and APS sales documents supports receiving payments through both Credit Cards and ACH.

These are processed via authorize.Net frameworks.

For SMFee Sales documents and APS Sales Documents, the transactions are performed the same way as standard sales documents.

Dynamics 365 Business Central

APS Sales Invoice

S-INV102232 · The Cannon Group PLC

Home Prepare Print/Send Request Approval Invoice **Acumens ePayments** Acumens eMailing More options

Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries Credit Card Processing... eCheck Processing...

General Show more

Customer Name The Cannon Group PLC Due Date 5/1/2025
Contact Mr. Andy Teal Status Open
Document Date 4/1/2025 Email developer@sbcynamicserp.com
Posting Date 4/1/2025

Lines Manage Line Show Lines with Issues

Select items... New Line Delete Line

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code
→ Resource	BUDGET		Project Management		2	HOUR	150.00	
Resource	BUDGET		Design		20	HOUR	150.00	
Resource	BUDGET		Install ZetaDocs and Jets		3	HOUR	150.00	
Resource	BUDGET		Database Configuration		2	HOUR	150.00	
Resource	BUDGET		Development		30	HOUR	150.00	
Resource	BUDGET		Testing		10	HOUR	150.00	
Resource	BUDGET		Data Conversion		25	HOUR	150.00	

Details Attachments (0)

Payment Info FactBox

Card Type
Credit Card Number
Amount Authorized 0.00
Amount Captured 0.00
More Information [More Information](#)

Customer Statistics

Customer No. 10000
Balance (\$) 96,102.20
Balance (\$) As Vendor 0.00

Sales
Outstanding Orders (\$) 244,065.37
Shipped Not Invd. (\$) 0.00
Outstanding Invoices (\$) 51,284.20

Service
Outstanding Serv. Orders (\$) 0.00

5.1. Credit Card Transaction.

Credit Cards transactions can be performed for SMFee Sales documents and APS Sales documents.

Below is a sample on SMFee Sales Order.

To process a credit card transaction for the document, Open the Order to charge a card for.

The screenshot displays the 'SMFee Sales Order' form in Dynamics 365 Business Central. The order number is SMORD00007 and the customer is The Cannon Group PLC. The form includes a navigation bar with tabs for Home, Report, Release, Posting, Prepare, Order, Request Approval, Print/Send, Navigate, Acumens SMFee Billing, Acumens ePayments, Acumens eMailing, Actions, Related, Reports, Automate, and Fewer options. Below the navigation bar, there are links for Credit Card Processing, eCheck Processing, Credit Cards, ACH Bank Accounts, Credit Cards Transaction Log Entries, and eCheck Transaction Log Entries. The 'General' section contains fields for Customer Name, Contact, Posting Date, Order Date, Due Date, Requested Delivery Date, Customer PO No., and Apply Credit No. The 'Lines' section shows a table with columns for Type, No., Description, Variant Code, SMFee Starting Date, Next Invoice Date, SMFee Installation Date, SMFee Coterm... No Of Days, SMFee Coterm... Amount, SMFee Coterm... Cost Amount, SMFee Frequency, SMCost/..., SMFee/Unit/Period, Quantity, Unit Price Excl. Tax, Line Amount Excl. Tax, and Amount Including Tax. The table contains one line item for 'Microsoft 365 Business Standard'. The 'Totals' section shows Subtotal Excl. Tax (USD) as 1,400.00, Total Excl. Tax (USD) as 1,400.00, Inv. Discount Amount Excl. Tax (USD) as 0.00, Total Tax (USD) as 0.00, Invoice Discount % as 0, and Total Incl. Tax (USD) as 1,400.00.

Type	No.	Description	Variant Code	SMFee Starting Date	Next Invoice Date	SMFee Installation Date	SMFee Coterm... No Of Days	SMFee Coterm... Amount	SMFee Coterm... Cost Amount	SMFee Frequency	SMCost/...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax	Amount Including Tax
Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00	1,400.00

Subtotal Excl. Tax (USD)		Total Excl. Tax (USD)
1,400.00		1,400.00

Inv. Discount Amount Excl. Tax (USD)		Total Tax (USD)
0.00		0.00

Invoice Discount %		Total Incl. Tax (USD)
0		1,400.00

Check the Payment method code and select the payment method code with payment process=Authorize.net.

The screenshot displays the 'Invoice Details' section of the 'SMFee Sales Order' form. The form includes a navigation bar with tabs for Home, Report, Release, Posting, Prepare, Order, Request Approval, Print/Send, Navigate, Acumens SMFee Billing, Acumens ePayments, Acumens eMailing, Actions, Related, Reports, Automate, and Fewer options. Below the navigation bar, there are links for Credit Card Processing, eCheck Processing, Credit Cards, ACH Bank Accounts, Credit Cards Transaction Log Entries, and eCheck Transaction Log Entries. The 'General' section contains fields for Currency Code, Payment Terms Code, Payment Method Code, Tax Liabile, Tax Area Code, Payment Service, Department Code, Customergroup Code, Payment Discount %, Discount Date, and Debit Mandate ID. The 'Payment Method Code' dropdown is open, showing a list of payment methods: CCAUTHORIZ (Authorize .Net API), CHECK (Check payment), GIRO (Giro transfer), INTERCOM (Intercompany payment), and MULTIPLE (Multiple payment methods). The 'Shipping and Billing' section is also visible.

Code ↑	Description
→ CCAUTHORIZ	Authorize .Net API
CHECK	Check payment
GIRO	Giro transfer
INTERCOM	Intercompany payment
MULTIPLE	Multiple payment methods
+ New	

Dynamics 365 Business Central

Payment Methods

Environment: SandboxUC25

Payment Processor: Authorize.Net

Code	Description	Bal. Account Type	Bal. Account No.	Direct Debit	SMFee CM Refund Option	Direct Debit Pmt. Terms Code	Pmt. Export Line Definition	Payment Processor	Payment Type	Cash Payment
→ CCAUTHORIZ	Authorize .Net API	Bank Account	CHECKING	☐				Authorize.Net		☐
PAYPAL	PayPal payment	G/L Account		☐						☐
MULTIPLE	Multiple payment methods	G/L Account		☐						☐
INTERCOM	Intercompany payment	G/L Account		☐						☐
GIRO	Giro transfer	G/L Account		☐						☐
CHECK	Check payment	G/L Account		☐						☐
CC_DATACAP	Datacap	Bank Account	CHECKING	☐						☐
CASH	Cash payment	G/L Account	18100	☐						☐
CARD	Card payment	G/L Account		☐						☐
BNKCONVINT	Bank Data Conversion for International Banks	G/L Account		☐						☐
BNKCONVDOM	Bank Data Conversion for Domestic Banks	G/L Account		☐						☐
BANK	Bank Transfer	G/L Account		☐						☐
ACCOUNT	Payment on account	G/L Account		☐						☐

On the action ribbon, go to Acumens ePayments > Credit Card Processing.

Dynamics 365 Business Central

Environment: SandboxUC25

SMFee Sales Order

SMORD00007 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFee Billing **Acumens ePayments** Acumens eMailing Actions Related Reports Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General Show more

Customer Name: The Cannon Group PLC Due Date: 5/2/2025

Contact: Mr. Andy Teal Requested Delivery Date:

Posting Date: 4/2/2025 Customer PO No.:

Order Date: 4/2/2025 Acumens ePayments Apply Credit No.:

Type	No.	Description	Variant Code	SMFee Starting Date	Next Invoice Date	SMFee Installation Date	SMFee Cotermi... No Of Days	SMFee Cotermi... Amount	SMFee Cotermi... Cost Amount	SMFee Frequency	SMCost/...	SMFee/Units/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax	Amount Including Tax
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00	1,400.00

Subtotal Excl. Tax (USD): 1,400.00 Total Excl. Tax (USD): 1,400.00

Inv. Discount Amount Excl. Tax (USD): 0.00 Total Tax (USD): 0.00

Invoice Discount %: 0 Total Incl. Tax (USD): 1,400.00

Opens the Credit Card Transaction page. The order details are prepopulated.

The screenshot shows the Dynamics 365 Business Central interface. In the background, the 'SMFree Sales Order' for 'The Cannon Group' (Order ID: SMORD00007) is visible. The 'General' tab is selected, showing fields for Currency Code, Payment Terms Code, Payment Method Code, Tax Liable, Tax Area Code, and Payment Service. The 'Invoice Details' section is also visible. In the foreground, the 'Credit Card Transaction' window is open, displaying the 'General' tab. The window title is 'Credit Card Transaction - Order - SMORD00007 - 10000 - The Cannon Group PLC'. The 'Charge Card' tab is selected. The 'General' section contains the following fields:

Field	Value	Field	Value
Merchant ID	AUTHDOTNET	Amount Captured	0.00
Default Card to Use On...	Enter Card Data	Amount Authorized	0.00
Card Swipe Test		Reauthorize	☐
Credit Card Number		Amount to Capture	1,400.00
Card Type		Amount To Void	0.00
Credit Card No.		Customer No.	10000
Cr. Card Number (Last...)		Company Name	The Cannon Group PLC
First Name		Address	1099 38th Ave
Last Name		Address 2	
Card Expiry (MMYY)		Zip Code	95062
Save Card	☒	City	Santa Cruz
Parent Entry No.	0	State	CA
Total Amount	1,400.00	Country/Region Code	US
Apply Credit No.		Fax No.	

Enter or Select details of the credit card to charge.

The screenshot shows the Dynamics 365 Business Central interface. In the background, the 'SMFree Sales Order' for 'The Cannon Group' (Order ID: SMORD00007) is visible. The 'General' tab is selected, showing fields for Currency Code, Payment Terms Code, Payment Method Code, Tax Liable, Tax Area Code, and Payment Service. The 'Invoice Details' section is also visible. In the foreground, the 'Credit Card Transaction' window is open, displaying the 'General' tab. The window title is 'Credit Card Transaction - Order - SMORD00007 - 10000 - The Cannon Group PLC'. The 'Charge Card' tab is selected. The 'General' section contains the following fields:

Field	Value	Field	Value
Merchant ID	AUTHDOTNET	Amount Captured	0.00
Default Card to Use On...	Enter Card Data	Amount Authorized	0.00
Card Swipe Test		Reauthorize	☐
Credit Card Number		Amount to Capture	1,400.00
Card Type	DISCOVER	Amount To Void	0.00
Credit Card No.		Customer No.	10000
Cr. Card Number (Last...)	*****1111	Company Name	The Cannon Group PLC
First Name	Patrick	Address	1099 38th Ave
Last Name	Johnson	Address 2	
Card Expiry (MMYY)	1230	Zip Code	95062
Save Card	☒	City	Santa Cruz
Parent Entry No.	0	State	CA
Total Amount	1,400.00	Country/Region Code	US
Apply Credit No.		Fax No.	

Charge Card.

The amount to charge is defaulted to the order amount.

The screenshot shows the Dynamics 365 Business Central interface for a Credit Card Transaction. The form is titled "Credit Card Transaction - Order - SMORD00007 - 10000 - The Cannon Group PLC". The "General" tab is active, and the "Charge Card" action is selected. The "Amount to Capture" field is highlighted with a red box, showing a value of 1,400.00. Other fields include Merchant ID (AUTHDOTNET), Card Type (DISCOVER), Card Number (*****1111), First Name (Patrick), Last Name (Johnson), Card Expiry (1230), and Total Amount (1,400.00).

General	
Merchant ID	AUTHDOTNET
Default Card to Use On...	Enter Card Data
Card Swipe Test	
Credit Card Number	
Card Type	DISCOVER
Credit Card No.	
Cr. Card Number (Last...)	*****1111
First Name	Patrick
Last Name	Johnson
Card Expiry (MMYY)	1230
Save Card	☒
Parent Entry No.	0
Total Amount	1,400.00
Apply Credit No.	
Amount Captured	0.00
Amount Authorized	0.00
Reauthorize	☐
Amount to Capture	1,400.00
Amount To Void	0.00
Customer No.	10000
Company Name	The Cannon Group PLC
Address	1099 38th Ave
Address 2	
Zip Code	95062
City	Santa Cruz
State	CA
Country/Region Code	US
Fax No.	

Update the amount to charge if required. Click on Charge Card action.

The screenshot shows the Dynamics 365 Business Central interface for a Credit Card Transaction. The form is titled "Credit Card Transaction - Order - SMORD00007 - 10000 - The Cannon Group PLC". The "General" tab is active, and the "Charge Card" action is highlighted with a red box. The "Amount to Capture" field is highlighted with a red box, showing a value of 1,400.00. Other fields include Merchant ID (AUTHDOTNET), Card Type (DISCOVER), Card Number (*****1111), First Name (Patrick), Last Name (Johnson), Card Expiry (1230), and Total Amount (1,400.00).

General	
Merchant ID	AUTHDOTNET
Default Card to Use On...	Enter Card Data
Card Swipe Test	
Credit Card Number	
Card Type	DISCOVER
Credit Card No.	
Cr. Card Number (Last...)	*****1111
First Name	Patrick
Last Name	Johnson
Card Expiry (MMYY)	1230
Save Card	☒
Parent Entry No.	0
Total Amount	1,400.00
Apply Credit No.	
Amount Captured	0.00
Amount Authorized	0.00
Reauthorize	☐
Amount to Capture	1,400.00
Amount To Void	0.00
Customer No.	10000
Company Name	The Cannon Group PLC
Address	1099 38th Ave
Address 2	
Zip Code	95062
City	Santa Cruz
State	CA
Country/Region Code	US
Fax No.	

The card is charged.

Dynamics 365 Business Central

SMFEE Sales Order

SMORD00007 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFEE Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General

Customer Name The Cannon Group PLC Due Date 5/2/2025

Contact Mr. Andy Teal Requested Delivery Date

Posting Date 4/2/2025 Customer PO No.

Order Date 4/2/2025

Transaction Type 'Charge' is successfully completed.

OK

Type	No.	Description	Variant Code	SMFEE Starting Date	Next Invoice Date	Installation Date	No Of Days	Cotermious Amount	Cotermious Cost Amount	SMFEE Frequency	SMCost/...	SMFEE/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00

Subtotal Excl. Tax (USD) 1,400.00 Total Excl. Tax (USD) 1,400.00

Inv. Discount Amount Excl. Tax (USD) 0.00 Total Tax (USD) 0.00

Review Credit Card Transaction Log entries.

Dynamics 365 Business Central

SMFEE Sales Order

SMORD00007 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFEE Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General

Customer Name The Cannon Group PLC Due Date 5/2/2025

Contact Mr. Andy Teal Requested Delivery Date

Posting Date 4/2/2025 Customer PO No.

Order Date 4/2/2025

Acumens ePayments

Apply Credit No.

Type	No.	Description	Variant Code	SMFEE Starting Date	Next Invoice Date	SMFEE Installation Date	SMFEE Cotermious No Of Days	SMFEE Cotermious Amount	SMFEE Cotermious Cost Amount	SMFEE Frequency	SMCost/...	SMFEE/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00

Subtotal Excl. Tax (USD) 1,400.00 Total Excl. Tax (USD) 1,400.00

Inv. Discount Amount Excl. Tax (USD) 0.00 Total Tax (USD) 0.00

Deposit is created for posting.

Dynamics 365 Business Central

Bank Deposit

BD00008 (20250402CH)

Posting Bank Deposit More options

General

No. BD00008 ...

Bank Account No. CHECKING ...

Total Deposit Amount 0.00

Difference -1,400.00

Posting Date 4/2/2025

Post as Lump Sum ☐

Document Date 4/2/2025

Department Code

Customergroup Code

Currency Code

Lines | Manage | Functions | Line

Account Type	Account No.	Description	Document Date	Document Type	Document No.	External Document No.	Credit Amount	Payment Method Code	Credit Card Type
→ Customer	10000	Order SMORD00007	4/2/2025	Payment	120060501336	BD00008	1,400.00		VISA

Total Deposit Lines 1,400.00

Void a Card Charge.

Select Transaction to Void.

Dynamics 365 Business Central

SMFree Sales Order

SMORD00007 · The Cannon Group

Home Report Release Posting Prepare Order Re

Credit Card Processing... eCheck Processing...

General

Customer Name The Cannon Group

Contact Mr. Andy

Posting Date 4/2/2025

Order Date 4/2/2025

Lines | Manage | Line | Order

Type	No.	Description
→ Item	D365-400	Microsoft 365 Business Standard

Subtotal Excl. Tax (USD)

Inv. Discount Amount Excl. Tax (USD)

Invoice Discount %

Credit Card Transaction - Order · SMORD00007 · 10000 · The Cannon Group PLC

Manage Home Void Card Page

Select Trans. to Void... Void

General

Merchant ID DEFAULT

Default Card to Use O... Card on File

Card Swipe Test

Credit Card Number

Card Type

Credit Card No.

Cr. Card Number (Last... ..

First Name

Last Name

Card Expiry (MMYY)

Save Card ☒

Parent Entry No. 0

Total Amount 1,400.00

Apply Credit No.

Amount Captured 1,400.00

Amount Authorized 0.00

Reauthorize ☐

Amount to Capture 0.00

Amount To Void 0.00

Customer No. 10000

Company Name The Cannon Group PLC

Address 1099 38th Ave

Address 2

Zip Code 95062

City Santa Cruz

State CA

Country/Region Code US

Fax No.

Close

Dynamics 365 Business Central

SMFee Sales Order

SMORD00007 · The Cannon Group PLC

Home Report Release Posting Prepare Order Re Manage Home Void Card Page

Credit Card Processing... eCheck Processing...

General

Customer Name The Cannon Group PLC
Contact Mr. Andy
Posting Date 4/2/2025
Order Date 4/2/2025

Lines Manage Line Order

Type	No.	Description
→ Item	D365-400	Microsoft 365 Business Standard

Subtotal Excl. Tax (USD)
Inv. Discount Amount Excl. Tax (USD)
Invoice Discount %

AEP Transaction Log Entries

Document Type	Document No.	Customer No.	Card Type	Credit Card No.	Credit Card Number	ACH Bank No.	Bank Name
→ Order	SMORD00007	10000	VISA	CC-000003	*****		

OK Cancel

Dynamics 365 Business Central

SMFee Sales Order

SMORD00007 · The Cannon Group PLC

Home Report Release Posting Prepare Order Re Manage Home Void Card Page

Select Trans. to Void... Void

General

Merchant ID DEFAULT Amount Captured 1,400.00
Default Card to Use O... Card on File Amount Authorized 0.00
Card Swipe Test Reauthorize ☐
Credit Card Number Amount to Capture 0.00
Card Type VISA Amount To Void 1,400.00
Credit Card No. CC-000003 Customer No. 10000
Cr. Card Number (Last... *****1111 Company Name The Cannon Group PLC
First Name Ivan Address 1099 38th Ave
Last Name Test Address 2
Card Expiry (MMYY) 1231 Zip Code 95062
Save Card ☒ City Santa Cruz
Parent Entry No. 5 State CA
Total Amount 1,400.00 Country/Region Code US
Apply Credit No. Fax No.

Close

Void card charge.

Dynamics 365 Business Central

SMFree Sales Order

SMORD00007 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFree Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General

Customer Name: The Cannon Group PLC

Contact: Mr. Andy Teal

Posting Date: 4/2/2025

Order Date: 4/2/2025

Lines

Type	No.	Description
→ Item	D365-400	Microsoft 365 Business Standard

Subtotal Excl. Tax (USD): 1,400.00

Inv. Discount Amount Excl. Tax (USD): 0.00

Invoice Discount %: 0

Credit Card Transaction - Order · SMORD00007 · 10000 · The Cannon Group PLC

Manage Home Void Card Page

Select Trans. to Void... Void

General

Merchant ID: DEFAULT

Amount Captured: 1,400.00

Default Card to Use On File: Card on File

Amount Authorized: 0.00

Card Swipe Test:

Reauthorize:

Credit Card Number:

Amount to Capture: 0.00

Card Type: VISA

Amount To Void: 1,400.00

Credit Card No.: CC-000003

Customer No.: 10000

Cr. Card Number (Last...): *****1111

Company Name: The Cannon Group PLC

First Name: Ivan

Address: 1099 38th Ave

Last Name: Test

Address 2:

Card Expiry (MMYY): 1231

Zip Code: 95062

Save Card:

City: Santa Cruz

Parent Entry No.: 5

State: CA

Total Amount: 1,400.00

Country/Region Code: US

Apply Credit No.:

Fax No.:

Close

Dynamics 365 Business Central

SMFree Sales Order

SMORD00007 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFree Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General

Customer Name: The Cannon Group PLC

Contact: Mr. Andy Teal

Posting Date: 4/2/2025

Order Date: 4/2/2025

Lines

Type	No.	Description	Variant Code	SMFree Starting Date	Next Invoice Date	Installation Date	No. Of Days	Customer Amount	Customer Cost Amount	SMFree Frequency	SMCost/V...	SMFree/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/1/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00

Subtotal Excl. Tax (USD): 1,400.00

Total Excl. Tax (USD): 1,400.00

Inv. Discount Amount Excl. Tax (USD): 0.00

Total Tax (USD): 0.00

Invoice Discount %: 0

Total Incl. Tax (USD): 1,400.00

Transaction Type 'Void' is successfully completed.

OK

Review Credit Card Transaction Log entries.

Dynamics 365 Business Central

AEP Transaction Log Entries

Apply Transactions Void Authorization Void Capture Print Email

Document Type	Document No.	Customer No.	Card Type	Credit Card No.	Credit Card Number	ACH Bank No.	Bank Name	Bank Acc. Number	Transaction Type	Transaction Result	Transaction Status	Transaction Description	Transaction Date-Time	Transaction ID
Order	SMORD000...	10000	VISA	CC-000003	*****				Void	Success		Payment transaction has been ...	4/2/2025 5:18 AM	120060501336
Order	SMORD000...	10000	VISA	CC-000003	*****				Charge	Success	Voided	Payment transaction has been ...	4/2/2025 5:08 AM	120060501336

Deposit line is removed.

Dynamics 365 Business Central

Environment: Sandbox/UC25

✓ Saved

Bank Deposit

BD00008 (20250402CH)

Posting | Bank Deposit | More options

General

No. BD00008 ...

Bank Account No. CHECKING

Total Deposit Amount 0.00

Difference 0.00

Posting Date 4/2/2025

Post as Lump Sum ☐

Document Date 4/2/2025

Department Code

Customergroup Code

Currency Code

Lines | Manage | Functions | Line

Account Type	Account No.	Description	Document Date	Document Type	Document No.	External Document No.	Credit Amount	Payment Method Code	Credit Card Type
→ G/L Account			4/2/2025		BD00008				
Total Deposit Lines 0.00									

5.2. ACH Transaction.

ACH transactions can be performed for SMFee Sales documents and APS Sales documents. Transactions are performed the same way as standard sales documents.

Below is a sample on SMFee Sales Order.

To process the ACH payments on the Order,

Open the Order and select Payment Method.

The screenshot shows the 'SMFee Sales Order' form for 'The Cannon Group PLC' (SMORD00008). The 'Payment Method Code' field is highlighted with a red box and contains the value 'CCAUTHORIZ'. Other fields include 'Customer Name', 'Contact', 'Posting Date', 'Order Date', 'Due Date', 'Requested Delivery Date', 'Customer PO No.', 'Acumens ePayments', 'Apply Credit No.', 'Currency Code', 'Payment Terms Code', 'Department Code', 'Customergroup Code', 'Payment Discount %', 'Tax Liable', 'Tax Area Code', 'Payment Service', 'Pmt. Discount Date', and 'Direct Debit Mandate ID'.

Click on eCheck Processing action.

The screenshot shows the 'SMFee Sales Order' form for 'The Cannon Group PLC' (SMORD00008). The 'eCheck Processing...' action is highlighted in the top navigation bar. The form displays a table of lines with columns for Type, No., Description, Variant Code, SMFee Starting Date, Next Invoice Date, SMFee Installation Date, SMFee Cotermi... No Of Days, SMFee Cotermi... Amount, SMFee Cotermi... Cost Amount, SMFee Frequency, SMCost/..., SMFee/Unit/Period, Quantity, Unit Price Excl. Tax, and Line Amount Excl. Tax. The table contains one line item: 'D365-400 Microsoft 365 Business Standard' with a quantity of 1 and a line amount of 1,400.00. The bottom of the form shows summary fields: Subtotal Excl. Tax (USD) 1,400.00, Total Excl. Tax (USD) 1,400.00, Inv. Discount Amount Excl. Tax (USD) 0.00, Total Tax (USD) 0.00, and Total Tax (USD) 1,400.00.

Opens the ACH Transaction page.

Dynamics 365 Business Central

SMFree Sales Order

SMORD00008 · The Cannon Group PLC

Home Report Release Posting Prepare Order Re

Credit Card Processing... eCheck Processing...

Customer Name: The Cannon Group PLC

Contact: Mr. Andy

Posting Date: 4/2/2025

Order Date: 4/2/2025

Lines Manage Line Order

Type	No.	Description
Item	D365-400	Microsoft 365 Business Standard

Subtotal Excl. Tax (USD): 1,400.00

Inv. Discount Amount Excl. Tax (USD): 0.00

Invoice Discount %: 0.00

ACH Transaction - Order · SMORD00008 · 10000 · The Cannon Group PLC

Manage Home ACH Bank Page

Debit Bank Account

General

Merchant ID: AUTHDOTNET

Transaction Fee: 0.00

Data Entry Options: Account on File

Amount to Debit: 1,400.00

ACH Bank No.:

Customer No.: 10000

Bank Name:

Company Name: The Cannon Group PLC

Name On Account:

Address: 1099 38th Ave

Bank Account Number:

Address 2:

Bank Acc. No.(Last 4 ...):

Zip Code: 95062

ABA Routing No.:

City: Santa Cruz

Bank Acc. Type:

State: CA

Save Bank Account: ☒

Country/Region Code: US

Total Amount: 1,400.00

Fax No.:

Apply Credit No.:

Phone No.:

Applied Credit Amount: 0.00

Mobile Phone No.:

Amount Paid: 0.00

Email: developer@sbcdynamicserp.com

Close

Select or enter the ACH Bank details. In this case, we are going to enter bank account details manually.

Dynamics 365 Business Central

SMFree Sales Order

SMORD00008 · The Cannon Group PLC

Home Report Release Posting Prepare Order Re

Credit Card Processing... eCheck Processing...

Customer Name: The Cannon Group PLC

Contact: Mr. Andy

Posting Date: 4/2/2025

Order Date: 4/2/2025

Lines Manage Line Order

Type	No.	Description
Item	D365-400	Microsoft 365 Business Standard

Subtotal Excl. Tax (USD): 1,400.00

Inv. Discount Amount Excl. Tax (USD): 0.00

Invoice Discount %: 0.00

ACH Transaction - Order · SMORD00008 · 10000 · The Cannon Group PLC

Manage Home ACH Bank Page

Debit Bank Account

General

Merchant ID: AUTHDOTNET

Transaction Fee: 0.00

Data Entry Options: Enter Account Data

Amount to Debit: 1,400.00

ACH Bank No.:

Customer No.: 10000

Bank Name: Bank of America

Company Name: The Cannon Group PLC

Name On Account: Patrick Johnson

Address: 1099 38th Ave

Bank Account Number: 4111111111111111

Address 2:

Bank Acc. No.(Last 4 ...): 1111

Zip Code: 95062

ABA Routing No.: 114000721

City: Santa Cruz

Bank Acc. Type: Business Checking

State: CA

Save Bank Account: ☒

Country/Region Code: US

Total Amount: 1,400.00

Fax No.:

Apply Credit No.:

Phone No.:

Applied Credit Amount: 0.00

Mobile Phone No.:

Amount Paid: 0.00

Email: developer@sbcdynamicserp.com

Close

Debit Bank Account.

By default the amount is defaulted to the Order amount including Tax. Update the amount to Debit and Click on Debit Bank Account action.

Dynamics 365 Business Central

SMFree Sales Order

SMORD00008 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFree Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General

Customer Name: The Cannon Group PLC

Contact: Mr. Andy Teal

Posting Date: 4/2/2025

Order Date: 4/2/2025

Lines

Type	No.	Description
→ Item	D365-400	Microsoft 365 Business Standard

Subtotal Excl. Tax (USD): 1,400.00

Inv. Discount Amount Excl. Tax (USD): 0.00

Invoice Discount %: 0.00

ACH Transaction - Order · SMORD00008 · 10000 · The Cannon Group PLC

Manage Home ACH Bank Page

Debit Bank Account

General

Merchant ID: DEFAULT

Data Entry Options: Enter Account Data

ACH Bank No.: Bank of America

Bank Name: Bank of America

Name On Account: Patrick Johnson

Bank Account Number: *****1111

ABA Routing No.: 114000721

Bank Acc. Type: Business Checking

Save Bank Account: ☒

Total Amount: 1,400.00

Apply Credit No.:

Applied Credit Amount: 0.00

Amount Paid: 0.00

Transaction Fee: 0.00

Amount to Debit: 10.00

Customer No.: 10000

Company Name: The Cannon Group PLC

Address: 1099 38th Ave

Address 2:

Zip Code: 95062

City: Santa Cruz

State: CA

Country/Region Code: US

Fax No.:

Phone No.:

Mobile Phone No.:

Email: developer@sbcdynamicserp.com

Close

Dynamics 365 Business Central

SMFree Sales Order

SMORD00008 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFree Billing Acumens ePayments Acumens eMailing Actions Related Reports Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General

Customer Name: The Cannon Group PLC

Contact: Mr. Andy Teal

Posting Date: 4/2/2025

Order Date: 4/2/2025

Due Date: 5/2/2025

Requested Delivery Date:

Customer PO No.:

Transaction Type 'Charge' is successfully completed.

OK

Lines

Type	No.	Description	Variant Code	SMFree Starting Date	Next Invoice Date	Installation Date	No. Of Days	Continuous Amount	Continuous Cost Amount	SMFree Frequency	SMCost/...	SMFree/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/2/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00

Subtotal Excl. Tax (USD): 1,400.00

Total Excl. Tax (USD): 1,400.00

eCheck Transaction entries.

Dynamics 365 Business Central

Environment: SandboxSC25

eCheck Transaction Log Entries

Apply Transactions Print Email

Document Type	Document No.	Customer No.	ACH Bank No.	Bank Name	Bank Acc. Number	Transaction Type	Transaction Result	Transaction Status	Transaction Description	Transaction Date-Time	Transaction ID
Order	SMORD00008	10000	ACH00001	Bank of America	*****1111	Charge	Success	Posting No...	Payment transaction has been performed successfully.	4/2/2025 5:29 AM	12006050237

Bank Deposit for the transaction is also created for posting.

Dynamics 365 Business Central

Environment: SandboxSC25

Bank Deposit

BD00008 (20250402CH)

Posting Bank Deposit More options

General

No. BD00008 Post as Lump Sum

Bank Account No. CHECKING Document Date 4/2/2025

Total Deposit Amount 0.00 Department Code

Difference -10.00 Customer Group Code

Posting Date 4/2/2025 Currency Code

Lines Manage Functions Line

Account Type	Account No.	Description	Document Date	Document Type	Document No.	External Document No.	Credit Amount	Payment Method Code	Credit Card Type
→ Customer	10000	Order SMORD00008	4/2/2025	Payment	120060502376	BD00008	10.00		ECHECK

Total Deposit Lines 10.00

6. Emailing and e-Receiptables.

6.1. e-Receiptables for SMFee and APS Documents.

All the features for Acumens e-Receiptable App apply for this app.

The screenshot shows the Dynamics 365 Business Central interface for CRONUS USA, Inc. The top navigation bar includes tabs for Sales Documents, APS Documents, SMFee Documents, Posted Sales Documents, Posted APS Documents, and Posted SMFee Documents. The left sidebar shows the Acumens e-Receiptables menu, which is highlighted. The main area displays the Acumens Professional Services Activities dashboard, including Work Orders and Invoicing sections. A red box highlights the Acumens e-Receiptables menu, which includes options like Customer Statement, ChangeLog, Past Due Invoices, and Past Due Receivables by Customer & Dim.

Work Orders
New: 0
Pending: 1
Approved: 1
In Process: 0
Completed: 0

Invoicing
Open Invoicing: APS Sales Invoices: 1, APS Sales Credit Memos: 0, Sales Invoices: 12, Sales Credit Memos: 3
Posted Invoicing: Posted APS Sales Invoices: 0, Posted APS Sales Credit Memos: 0, Posted Sales Invoices: 253, Posted Sales Credit Memos: 7

The screenshot shows the Dynamics 365 Business Central interface for CRONUS USA, Inc. The top navigation bar includes tabs for Sales Documents, APS Documents, SMFee Documents, Posted Sales Documents, Posted APS Documents, and Posted SMFee Documents. The left sidebar shows the Acumens e-Receiptables menu, which is highlighted. The main area displays the Acumens e-Receiptables Activities dashboard, including Payments, Summary of Past Due Receivables, Aging Cues, Sales Documents, and Posted Sales Documents sections. A red box highlights the Acumens e-Receiptables Activities dashboard.

Payments
Overdue Sales Documents: 44
Customers - Blocked: 0
Customers on Review: 6
Skipped Invoices: 0
Overdue Invoices: 27
Overdue Customers: 9
Customers on Hold: 0
Projected Credit Hold: 0

AGING FOR PAST-DUE RECEIVABLE LAST UPDATED
Aging Cues: Current: 41,250.37, 1 - 30 Days Past Due: 7.28, 31 - 60 Days Past Due: 4,364.13, 61 - 90 Days Past Due: 4,558.07, Over 90 Days Past Due: 104,334.96, Total Balance: 154,514.81
Sales Documents: Sales Quotes: 18, Sales Orders: 184, Sales Invoices: 12, Sales Credit Memos: 3, Sales Return Orders: 1, Sales Blanket Orders: 0

Posted Sales Documents
Posted Sale Invoices: 253
Posted Sale Credit Memos: 7
Posted Sales Shipments: 253
Posted Return Receipts: 1

Dynamics 365 Business Central														
Past Due Invoices														
Edit List Sales Quick e-Mail Quick AR Reminder Update Credit Review Credit Mngt. Comments Show Document Document Comments More options														
Document Type	Invoice No. 1	Customer No.	Customer Name	Document Date	Due Date	Payment Terms	Amount	Pending Deposits Amount	Invoice Classification	e-Mail Invo.	Pay By Date	Suspension Code	Days Past Due	Hold Comments
Invoice	P5C0000001	01121212	Spotsmeier's Furnishings	10/15/2024	10/31/2024	Current Month	102.58	0.00	OVERDUE	☐		JG	138	HOLD
Invoice	P5C0000002	10000	The Cannon Group PLC	1/20/2025	2/20/2025	1 Month/2% 8 days	7.28	0.00	OVERDUE	☐		BJ	26	HOLD
Invoice	P5-INV103169	20000	Selangorian Ltd.	1/27/2024	2/10/2024	Net 14 days	809.76	0.00	OVERDUE	☐		JO	402	HOLD
Invoice	P5-INV103170	30000	John Haddock Insurance Co.	1/28/2024	1/31/2024	Current Month	11,439.05	0.00	OVERDUE	☐		JO	412	HOLD
Invoice	P5-INV103171	50000	Relecloud	1/31/2024	2/14/2024	Net 14 days	2,877.48	0.00	OVERDUE	☐		JO	398	HOLD
Invoice	P5-INV103172	30000	John Haddock Insurance Co.	2/1/2024	2/29/2024	Current Month	1,223.33	0.00	OVERDUE	☐		JG	383	HOLD
Invoice	P5-INV103180	40000	Deerfield Graphics Company	2/23/2024	3/23/2024	1 Month/2% 8 days	4,316.92	0.00	OVERDUE	☐		JO	360	HOLD
Invoice	P5-INV103181	20000	Selangorian Ltd.	2/24/2024	3/9/2024	Net 14 days	1,214.64	0.00	OVERDUE	☐		JO	374	HOLD
Invoice	P5-INV103182	30000	John Haddock Insurance Co.	2/24/2024	2/29/2024	Current Month	16,333.12	0.00	OVERDUE	☐		JO	383	HOLD
Invoice	P5-INV103183	30000	John Haddock Insurance Co.	2/28/2024	2/29/2024	Current Month	2,853.48	0.00	OVERDUE	☐		JO	383	HOLD
Invoice	P5-INV103184	50000	Relecloud	2/28/2024	3/13/2024	Net 14 days	2,877.48	0.00	OVERDUE	☐		JO	370	HOLD
Invoice	P5-INV103195	20000	Selangorian Ltd.	3/26/2024	4/9/2024	Net 14 days	1,012.20	0.00	OVERDUE	☐		JO	343	HOLD
Invoice	P5-INV103196	30000	John Haddock Insurance Co.	3/27/2024	3/31/2024	Current Month	19,944.69	0.00	OVERDUE	☐		JO	352	HOLD
Invoice	P5-INV103197	50000	Relecloud	3/31/2024	4/14/2024	Net 14 days	3,081.94	0.00	OVERDUE	☐		JO	338	HOLD
Invoice	P5-INV103198	30000	John Haddock Insurance Co.	4/1/2024	4/30/2024	Current Month	2,039.85	0.00	OVERDUE	☐		JO	322	HOLD
Invoice	P5-INV103220	10000	The Cannon Group PLC	10/15/2024	11/15/2024	1 Month/2% 8 days	433.60	0.00	OVERDUE	☐		JO	123	HOLD
Invoice	P5-INV103221	10000	The Cannon Group PLC	10/15/2024	11/15/2024	1 Month/2% 8 days	192.80	0.00	OVERDUE	☐		JO	123	HOLD
Invoice	P5-INV103223	10000	The Cannon Group PLC	11/20/2024	12/20/2024	1 Month/2% 8 days	400.00	0.00	OVERDUE	☐		JO	88	HOLD
Invoice	P5-INV103225	10000	The Cannon Group PLC	12/1/2024	1/1/2025	1 Month/2% 8 days	200.00	0.00	OVERDUE	☐		JO	76	HOLD
Invoice	P5-INV103226	10000	The Cannon Group PLC	11/27/2024	12/27/2024	1 Month/2% 8 days	867.20	0.00	OVERDUE	☐		JO	81	HOLD
Invoice	P5-INV103227	10000	The Cannon Group PLC	11/20/2024	12/20/2024	1 Month/2% 8 days	1,090.87	0.00	OVERDUE	☐		JO	88	HOLD
Invoice	P5-INV103229	01121212	Spotsmeier's Furnishings	12/11/2024	12/31/2024	Current Month	1,000.00	0.00	OVERDUE	☐		JO	77	HOLD
Invoice	P5-INV103230	01121212	Spotsmeier's Furnishings	12/11/2024	12/31/2024	Current Month	1,000.00	0.00	OVERDUE	☐		JO	77	HOLD
Invoice	P5-INV103232	10000	The Cannon Group PLC	10/20/2024	11/20/2024	1 Month/2% 8 days	30,300.00	0.00	OVERDUE	☐		JO	118	HOLD
Invoice	P5-INV103233	10000	The Cannon Group PLC	1/14/2025	2/14/2025	1 Month/2% 8 days	1,168.38	0.00	OVERDUE	☐		BJ	32	HOLD
Invoice	P5-INV103234	01121212	Spotsmeier's Furnishings	1/14/2025	1/31/2025	Current Month	1,975.50	0.00	OVERDUE	☐		BJ	46	HOLD
Invoice	P5-INV103235	01121212	Spotsmeier's Furnishings	10/20/2025	1/31/2025	Current Month	1,220.25	0.00	OVERDUE	☐		BJ	46	HOLD

More details on these features are available in Acumens e-Receiveables Management App documentation.

6.2. Acumens e-Mailing.

Emailing for SMFee and APS documents is handled the same as for Standard Sales Documents.

6.2.1. eMailing Cards for Sales Documents

An e-mail card specifies various parameters that are used to send emails.

Dynamics 365 Business Central										
e-Mail Cards										
Code	Description	Document Type	From Name	e-Mail Subject	Attach Document	Batch Report Name	Send-from Address	Send-to CC Address	From Address	Send-to BCC Address
EC0001	Sales Order	Sales Order	CRONUS USA, Inc.	Sales Order # [No.]	☒	Sales - Confirmation	Sender			
EC0002	Sales Return Order	Sales Return Order	CRONUS USA, Inc.	Sales Return Order # [No.]	☒	Return Authorization	Sender			
EC0003	Sales Invoice	Sales Invoice	CRONUS USA, Inc.	Sales Invoice # [No.]	☒	Draft Invoice	Sender			
EC0004	Posted Sales Invoice	Posted Sales Invoice	CRONUS USA, Inc.	Sales Invoice # [No.]	☒	Sales - Invoice	Sender			
EC0005	Posted Sales Credit Memo	Posted Sales Cr. Memo	CRONUS USA, Inc.	Sales Credit Memo # [No.]	☒	Sales - Credit Memo	Sender			
EC0006	Posted Sales Shipment	Posted Sales Shipment	CRONUS USA, Inc.	Posted Sales Shipment # [No.]	☒	Sales Shipment	Sender			
EC0007	Unposted Sales Credit Memo	Sales Cr. Memo	CRONUS USA, Inc.	Draft Sales Credit Memo # [No.]	☒	Sales Document - Test	Sender			
EC0008	Unposted Sales Invoice	Sales Invoice	CRONUS USA, Inc.	Draft Sales Invoice # [No.]	☒	Draft Invoice	Sender			
EC0009	Purchase Order	Purchase Order	CRONUS USA, Inc.	[No.] (Buy-from Vendor Name)	☒	Purchase - Order	Sender			
EC0010	Customer Statement	StandardEmailCustStmnt	CRONUS USA, Inc.	Your Account Statement	☒	Customer Statements	Sender			
EC0011	Sales Quote	Sales Quote	CRONUS USA, Inc.	Sales Quote # [No.]	☒	Sales - Quote	Sender			
EC0012	EQM Rental Contract	EQM Rental Contract	CRONUS USA, Inc.	EQM Rental Contract # [Contract No.]	☒	Rental Contract	Sender			
EC0013	EQM Posted Rental Shipment	EQM Posted Shipment	CRONUS USA, Inc.	EQM Posted Rental Shipment # [No.]	☒	Rental - Shipment	Sender			
EC0014	EQM Rental Order	EQM Rental Order	CRONUS USA, Inc.	EQM Rental Order # [No.]	☒	Sales - Confirmation	Sender			
EC0015	EQM Rental Credit Memo	EQM Rental Sales Cr. Memo	CRONUS USA, Inc.	EQM Rental Credit Memo # [No.]	☒	Sales Document - Test	Sender			
EC0016	EQM Posted Rental Invoice	EQM Posted Rental Invoice	CRONUS USA, Inc.	Sales Credit Memo # [No.]	☒	Rental - Invoice	Sender			
EC0017	EQM Rental Shipment Order	EQM Rental Shipment Order	CRONUS USA, Inc.	EQM Rental Shipment Order # [No.]	☒	Rental Shipment Order	Sender			
EC0018	EQM Rental Collection Order	EQM Rental Coll. Order	CRONUS USA, Inc.	EQM Rental Collection Order # [No.]	☒	Rental Collection Order	Sender			
EC0019	EQM Posted Rental Collection Order	EQM P. Rental Coll. Order	CRONUS USA, Inc.	EQM Posted Rental Collection Order # [No.]	☒	Posted Rental Collection Order	Sender			
EC0020	EQM Posted Shipment Order	EQM Posted Shipment Order	CRONUS USA, Inc.	EQM Posted Shipment Order # [No.]	☒	Posted Shipment Order	Sender			
EC0021	EQM Posted Rental Credit Memo	EQM Posted Rental Cr. Memo	CRONUS USA, Inc.	EQM Posted Rental Credit Memo # [No.]	☒	Rental - Credit Memo	Sender			
EC0022	Order Confirmation W/O Discount...	Order Confirmation W/O Discount...	CRONUS USA, Inc.	Rental Contract Packet	☒	Rental Contract	Sender			
EC0023	Order Confirmation W/O Pricing R...	Order Confirmation W/O Pricing R...	CRONUS USA, Inc.	Rental Contract Packet	☒	Rental Contract	Sender			
EC0024	Standard Order Confirmation Packet	Standard Order Confirmation Packet	CRONUS USA, Inc.	Rental Contract Packet	☒	Rental Contract	Sender			
EC0025	Customer Statement Reminder - C...	Customer Statement Reminder - C...	CRONUS USA, Inc.	Customer Statement Reminder - Current ...	☒	Customer Statement	Sender			
EC0026	Customer Statement Reminder - 3...	Customer Statement Reminder - 3...	CRONUS USA, Inc.	Customer Statement Reminder - 30 Day ...	☒	Customer Statement	Sender			
EC0027	Customer Statement Reminder - 6...	Customer Statement Reminder - 6...	CRONUS USA, Inc.	Customer Statement Reminder - 60 Day ...	☒	Customer Statement	Sender			

Email Cards are set up for each ASM Document by specifying the Document Type field.

</

Dynamics 365 Business Central

e-Mail Card

EC0001 - Sales Order

New Acumens e-Mailing Attachments Actions Automate Fewer options

General

Code EC0001

Description Sales Order

Document Type Sales Order

e-Mail Subject Sales Quote

Template Type Sales Order

e-Mail Body Report ID Sales Invoice

e-Mail Body Report Caption Posted Sales Invoice

e-Mail Body Report Layout Code Posted Sales Cr. Memo

Preview in NAV Sales Return Order

Edit Email in Outlook (Windows Client) StandardEmailCustSmt

Send-From EQM Rental Contract

Send-From Address EQM Rental Order

Send From e-Mail Address EQM Rental Sales Cr. Memo

Send From e-Mail Address EQM Posted Rental Invoice

Send From e-Mail Address EQM Posted Rental Cr. Memo

Send From e-Mail Address EQM Rental Shipment Order

Send From e-Mail Address EQM Rental Dispatch

Send From e-Mail Address EQM Rental Coll. Order

Send From e-Mail Address EQM P. Rental Coll. Order

Send From e-Mail Address EQM Posted Shipment Order

Send-to Recipients

Send-to Address Developer@SBCDynamiccorp.com

Send-to CC Address

Send-to BCC Address

CC Sales Manager on e-Mails

BCC Sales Manager on e-Mails

e-Mail To Vendor Option Buy-From

e-Mail To Customer Option Sell-To

Use Document Sell-To e-Mail

Use Primary e-Mail

Use Secondary e-Mail 1

Use Secondary e-Mail 2

Use Secondary e-Mail 3

Use Secondary e-Mail 4

Use Secondary e-Mail 5

Use e-Mail Address List

Use AR Contact e-Mail

Copy e-Mail to sender

e-Mail Attachments

Attach Document

Attach Document Format PDF

Attach Report ID 1305

Attach Report Caption Sales - Confirmation

Use BLOB attachment for Batch

No of Additional Attachments 0

Testing

Test Document No.

Test Email Address

Test Mode

Test Mode

Test e-Mail

7.2.1. Default e-Mail Cards by Document.

Specifies the e-Mail card to use by default for each document when emailing the document and what should happen when a document is posted. Here you can also control visibility of actions within documents such as Activate custom e-Mail, activate report packets, and enable test menu actions.

Dynamics 365 Business Central

Default e-Mail Card by Document Type

New Edit List Delete

Document Type 1	e-Mail Card	Batching Frequency	One Batch Per Month	Do not Send Zero Amount Document	Batch Generation Report Id	Enable History Resend	Posting Document Action	Activate Custom e-Mail	Activate Report Packet	Enable Test Menu Actions	Enable Email Action
Purchase Order	EC0009	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Purchase Invoice	EC0038	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Posted Purchase Invoice	EC0039	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Sales Quote	EC0011	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Sales Order	EC0001	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Sales Invoice	EC0003	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Sales Cr. Memo	EC0007	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Posted Sales Invoice	EC0004	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Posted Sales Cr. Memo	EC0005	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Posted Sales Shipment	EC0006	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
Sales Return Order	EC0002	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
StandardEmailCustSmt	EC0010	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
EQM Rental Contract	EC0012	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
EQM Posted Shipment	EC0013	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
EQM Rental Order	EC0014	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
EQM Rental Sales Cr. Memo	EC0015	Monthly	☒	☒	0	☒	No Action	☐	☐	☐	☐
EQM Posted Rental Invoice	EC0016	Monthly	☒	☒	0	☒	No Action	☐	☐	☐	☐
EQM Posted Rental Cr. Memo	EC0021	Daily	☒	☒	0	☒	No Action	☐	☐	☐	☐
EQM Rental Shipment Order	EC0017	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
EQM Rental Coll. Order	EC0018	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
EQM P. Rental Coll. Order	EC0019	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
EQM Posted Shipment Order	EC0020	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
AgingReminderCurrent	EC0025	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
AgingReminder30	EC0026	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
AgingReminder90	EC0027	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
AgingReminder90	EC0028	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐
AgingReminder120	EC0029	Monthly	☐	☒	0	☐	No Action	☐	☐	☐	☐

7.2.1. e-Mailing SsMFee and APS Documents.

On SMFee Document list and card pages, Acumens e-Mailing action group is available as below.

Dynamics 365 Business Central

Environment: SandboxBC25

CRONUS USA, Inc. | Sales Documents | APS Documents | **SMFee Documents** | Posted Sales Documents | Posted APS Documents | Posted SMFee Documents | All Reports

SMFee Sales Quotes | SMFee Sales Orders | SMFee Sales Credit Memos | SMFee Contract Quotes | Active Master Contracts | Active SMFee Contracts

SMFee Sales Orders: All | + New | Delete | Report | Order | Release | Posting | Print/Send | Navigate | Acumens ePayments | **Acumens eMailing** | More options

No.	Self-to Customer No.	Self-to Customer Name	Customer PO No.	Amount	Amount Including Tax	Location Code	Document Date	Status	Acumens eMailing	Completely Shipped
SMORD00004	10000	The Cannon Group PLC		0.00	0.00	CA	1/20/2025	Op	Send e-Mail Send Test e-Mail Send Selected to Batch	No
SMORD00007	10000	The Cannon Group PLC		1,400.00	1,400.00	CA	4/2/2025	Rel		No
SMORD00008	10000	The Cannon Group PLC		1,400.00	1,400.00	CA	4/2/2025	Released		No

Dynamics 365 Business Central

Environment: SandboxBC25

SMFee Sales Order

SMORD00008 · The Cannon Group PLC

Home | Report | Release | Posting | Prepare | Order | Request Approval | Print/Send | Navigate | Acumens SMFee Billing | Acumens ePayments | **Acumens eMailing** | Actions | Related | Reports | Automate | Fewer options

Send e-Mail | Acumens e-Mailing Attachments

General

Customer Name: The Cannon Group PLC | Due Date: 5/2/2025

Contact: Mr. Andy Teal | Requested Delivery Date:

Posting Date: 4/2/2025 | Customer PO No.:

Order Date: 4/2/2025 | Acumens ePayments

Apply Credit No.:

Type	No.	Description	Variant Code	SMFee Starting Date	Next Invoice Date	SMFee Installation Date	SMFee Cotermi... No Of Days	SMFee Cotermi... Amount	SMFee Cotermi... Cost Amount	SMFee Frequency	SMCost/...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax
Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/2/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00

Subtotal Excl. Tax (USD): 1,400.00 | Total Excl. Tax (USD): 1,400.00

Inv. Discount Amount Excl. Tax (USD): 0.00 | Total Tax (USD): 0.00

Invoice Discount %: 0 | Total Incl. Tax (USD): 1,400.00

Dynamics 365 Business Central

Environment: SandboxBC25

APS Sales Invoices

+ New | Manage | Release | Post | Invoice | Acumens ePayments | **Acumens eMailing** | More options

Send e-Mail | Acumens e-Mailing Attachments

No.	Self-to Customer No.	Self-to Customer Name	Self-to Address	External Document No.	Self-to Contact	Bill-to Address	Email
S-INV102232	10000	The Cannon Group PLC	1099 38th Ave		Mr. Andy Teal	1099 38th Ave	developer@sbcynam

Dynamics 365 Business Central Environment: SandboxBC25

APS Sales Invoice

S-INV102232 · The Cannon Group PLC

Home Prepare Print/Send Request Approval Invoice Acumens ePayments **Acumens eMailing** More options

Send e-Mail Acumens e-Mailing Attachments

General > The Cannon Group PLC 4/1/2025 4/1/2025 5/1/2025 Open

Lines Manage Line Show Lines with Issues | >

Select items... New Line Delete Line

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Tax Co
→ Resource	BUDGET		Project Management		2	HOURL	150.00		87480000A0...	87
Resource	BUDGET		Design		20	HOURL	150.00		87480000A0...	87
Resource	BUDGET		Install ZetaDocs and Jets		3	HOURL	150.00		87480000A0...	87
Resource	BUDGET		Database Configuration		2	HOURL	150.00		87480000A0...	87
Resource	BUDGET		Development		30	HOURL	150.00		87480000A0...	87
Resource	BUDGET		Testing		10	HOURL	150.00		87480000A0...	87
Resource	BUDGET		Data Conversion		25	HOURL	150.00		87480000A0...	87
Resource	BUDGET		Quality Assurance		5	HOURL	150.00		87480000A0...	87

You can send individual documents per email template defined for each document based on the Defaults E-Mail cards by Document setup.

Example on SMFee Sales Order.

Dynamics 365 Business Central Environment: SandboxBC25

SMFee Sales Order

SMORD00008 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval Print/Send Navigate Acumens SMFee Billing Acumens ePayments **Acumens eMailing** Actions Related Reports Automate Fewer options

Send e-Mail Acumens e-Mailing Attachments

General Show more

Customer Name The Cannon Group PLC Due Date 5/2/2025

Contact Mr. Andy Teal Requested Delivery Date

Posting Date 4/2/2025 Customer PO No.

Order Date 4/2/2025 Acumens ePayments

Apply Credit No.

Lines Manage Line Order

Type	No.	Description	Variant Code	SMFee Starting Date	Next Invoice Date	SMFee Installation Date	SMFee Cotermi... No. Of Days	SMFee Cotermi... Amount	SMFee Cotermi... Cost Amount	SMFee Frequency	SMCost/...	SMFee/Unit/Period	Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax
→ Item	D365-400	Microsoft 365 Business Standard		4/1/2025	4/1/2025	4/2/2025	0	0.00	0.00	Year	0.00	1,400.00	1	1,400.00	1,400.00

Subtotal Excl. Tax (USD) 1,400.00 Total Excl. Tax (USD) 1,400.00

Inv. Discount Amount Excl. Tax (USD) 0.00 Total Tax (USD) 0.00

Invoice Discount % 0 Total Incl. Tax (USD) 1,400.00

Dynamics 365 Business Central

Environment: Sandbox(UC2)

SMFree Sales Order

SMORD00008 · The Cannon Group PLC

Home Report Release Posting Prepare Order Request Approval

Send e-Mail Acumens e-Mailing Attachments

General

Customer Name: The Cannon Group PLC

Contact: Mr. Andy Teal

Posting Date: 4/2/2025

Lines Manage Line Order

Type	No.	Description
→ Item	D365-400	Microsoft 365 Business Standard

Subtotal Excl. Tax (USD)

Inv. Discount Amount Excl. Tax (USD)

Invoice Details

Currency Code

Payment Terms Code: 1M(BD)

Payment Method Code: CCAUTHORIZ

SMFree Sales Order # SMORD00008

Send email Discard draft Use Word template Show source document Page

Email Details

From: developer (developer@sbcdynamicserp.com)

To: developer@sbcdynamicserp.com

Subject: SMFree Sales Order # SMORD00008

Message

Date: 04/02/25

To: The Cannon Group PLC,

Please find attached a confirmation for your order #SMORD00008 placed on 04/02/25. Should you have any questions regarding your order please contact us.

Thank you for your business.

Regards,
Business Central Developer
CRONUS USA, Inc.

Attachments

Add files Add files from default selection Add file from source document

File Name	File Size
→ Order No. SMORD00008.pdf	62 KB

Close

Automate Fewer options

Quantity	Unit Price Excl. Tax	Line Amount Excl. Tax	Amount Including Tax	Unit of Measure Code	Purch Code
1	1,400.00	1,400.00	1,400.00	EACH	SPEC

0.00

1,400.00

MEDIUM

2

4/10/2025

SMFee Sales Order # SMORD00008



Business Central Developer
To Business Central Developer
Cc Bernard Rono



1:13 PM



Order No. SMORD00008.pdf
62 KB

Date: **04/02/25**

To: **The Cannon Group PLC,**

Please find attached a confirmation for your order #**SMORD00008** placed on **04/02/25**.
Should you have any questions regarding your order please contact us.

Thank you for your business.

Regards,
Business Central Developer
CRONUS USA, Inc.

