ReBilS Add-On

User Guide

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CONTENTS

INTRODUCTION

The **Recurring Billing Sheduler (ReBilS)** is a Business Central (Dynamics NAV) add-on that facilitates the issue of recurring invoices.

At the heart of the add-on is contract registration, where you can record the agreements on services with the customers, including currencies, prices, discounts, and invoice periods.

You can create sales orders from this set of contracts and then sales invoices from posting the orders. Orders can be generated manually or scheduled using **Job Queue**.

All generated order lines, along with the invoice lines generated from posting the order lines, are added to the **History** table of the add-on. It also includes manual correction invoices and credit memo lines associated with generated invoice lines. Thus the **History** table shows the complete sales history of contracts, providing a valuable basis for queries and analysis.

Other useful features:

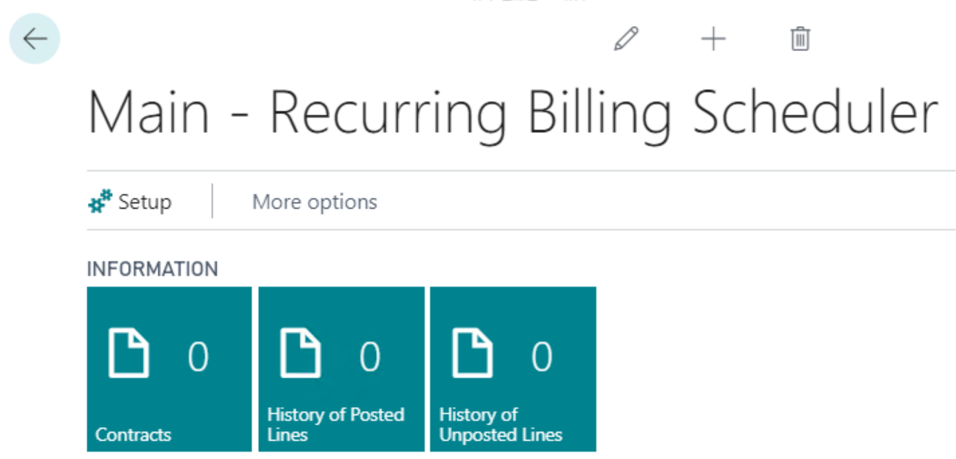
- freely adjustable invoice frequency with date formula
- pricing based on the length of the invoice period
- comment lines above and/or below invoice lines with placeholders
- registration and integration of customers' end users in contracts
- automatic creation of maintenance lines linked to perpetual licence sales
- charge-forward management in drop-shipment mode

ReBilS requires the Business Central Essentials functionality.

1. DESCRIPTION OF FEATURES

1.1. Main menu

The Recurring Billing Sheduler add-on can be started from the following screen:



Three tiles are displayed:

- **Contracts** tile: Here you can view the list of existing contracts. REBILSUSER role is needed.
- **History of Posted Lines** tile: Here you can view the list of sales invoice/credit memo lines associated with contract lines. REBILSUSER role is needed.
- **History of Unposted Lines** tile: Here you can view the list of sales order lines created from contract lines. REBILSUSER role is needed.

With the **Setup** menu action you can set the initial parameters of the add-on.

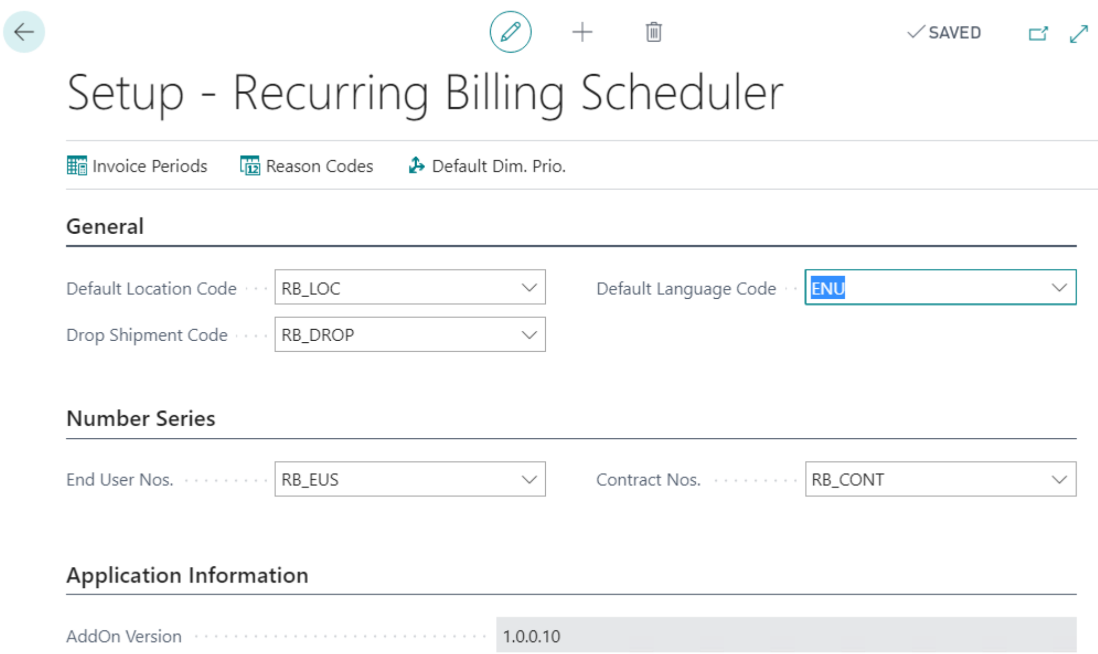
1.2. Initialization

When the add-on is started, that is, the **Main** page is first opened, the program automatically:

- sets the current version number (e.g. 1.0.0.10)
- creates the roles required for using the add-on:
    - REBILSADMIN (settings and usage)
    - REBILSUSER (usage)
- automatically records the following typical periods if no invoice periods have been added yet:
    - 1M (1 month)
    - 1Y (1 year)
    - 365D (365 days)

1.3. Basic settings

For using the system, some settings must be defined. These are collected on the **Setup** screen of the Recurring Billing Scheduler:



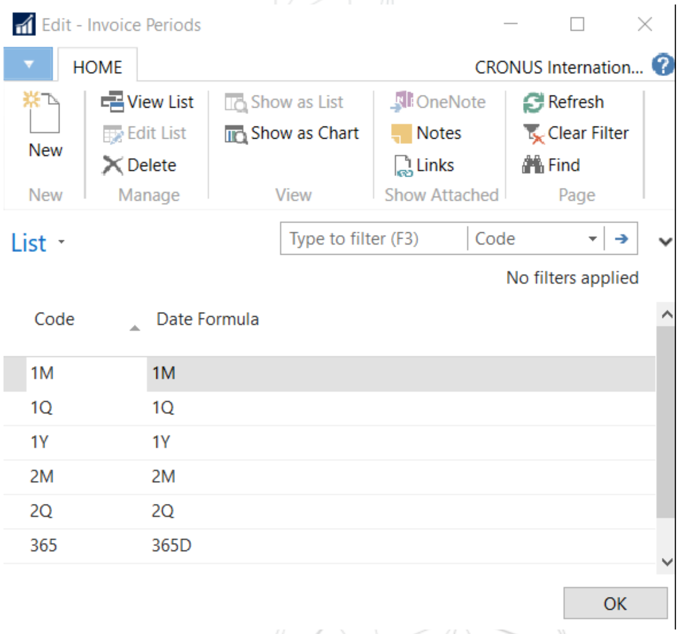
Parameters:

Default Location Code	If the services to bill are represented by articles and the system also uses warehouses, you can define here the code of the warehouse used by the program in the contract (and invoice) lines. You can only specify a warehouse that has no bins and document issuing.
Drop Shipment Code	If you fill in this field with a purchasing code set on a drop shipment, the purchase order is automatically created when billing for resale products and is posted as a receipt. You can only enter this code.
Default Language Code	default language code of default ReBilS comments linked to items/resources/GL accounts
End User Nos	To register end users, you need to enter here the numbering range from which the program can generate end user IDs.
Contract Nos	Specify the numbering range from which the program can generate contract IDs.
AddOn Version	Informative field: the current version of the add-on is displayed by default.

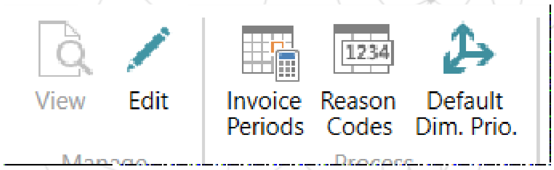
As there are no fix built-in invoice periods, these must be added in advance to the Invoice Periods table, which can be accessed from the menu bar.

Each invoice frequency must be identified by a unique code, and the length of the period must be specified by a date formula.

Example:

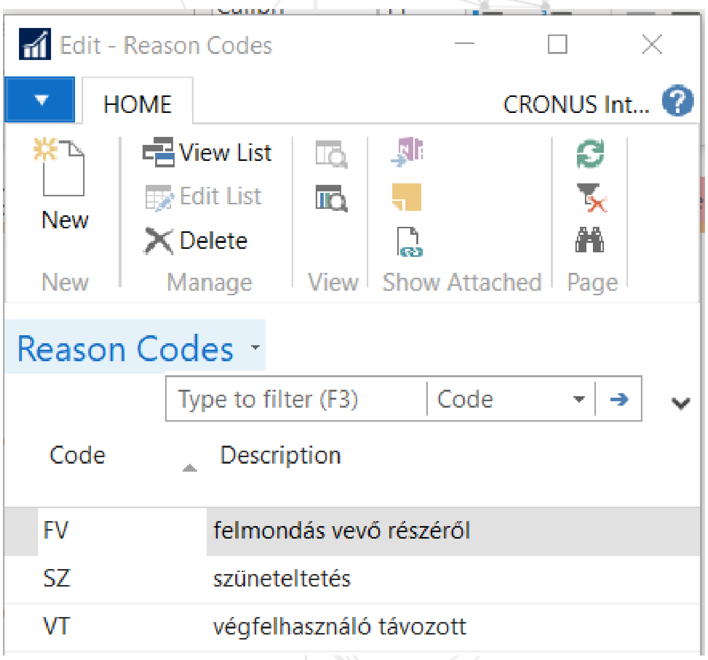


Contracts may require reason code and dimension priority setting. These features are available from the menu bar of the **Setup** screen:



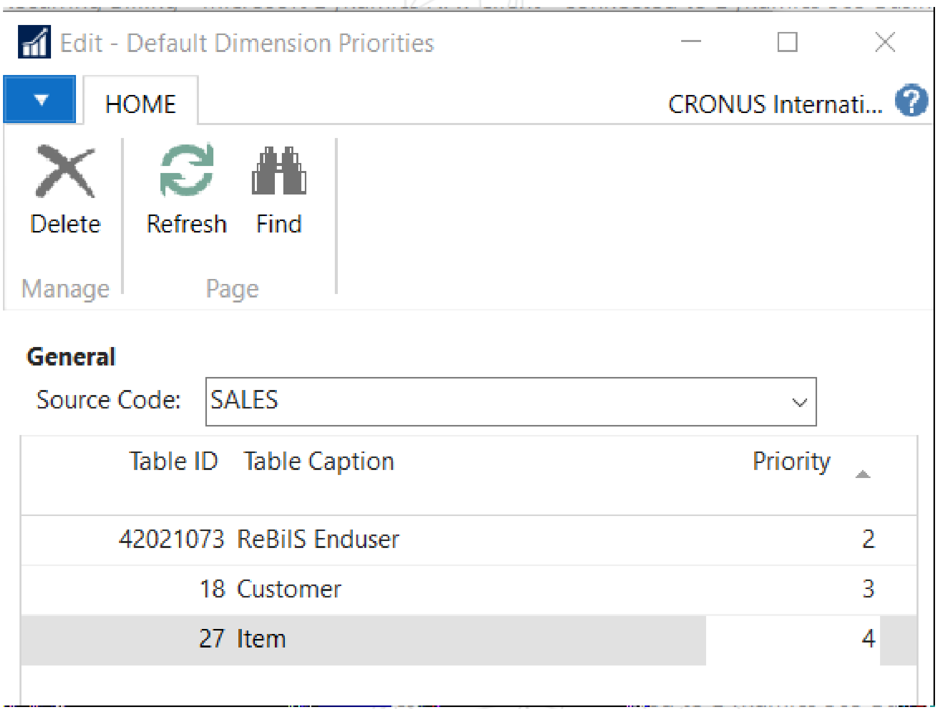
Add the contract-related codes to the reason codes.

Example:



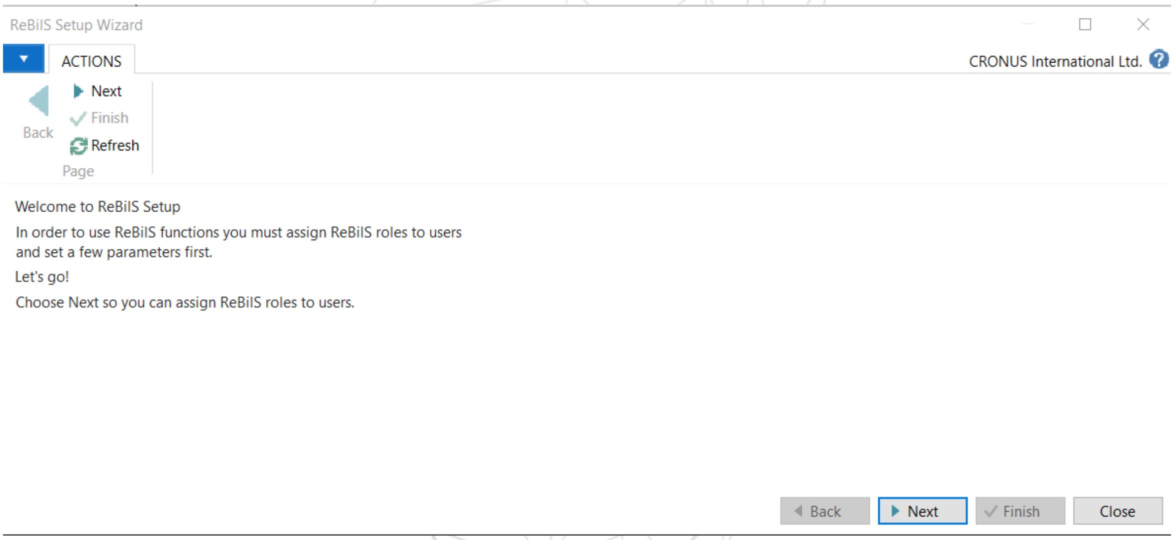
By setting default dimension priorities, you can determine where the dimension values assigned to end users go in order of importance.

Example:



The default dimension priority is handled in a standard mode:

- The contract uses the SALES code settings for sale.
- Lower number = higher priority
- If a dimension receives a value from two sources and no priority is given or they are equal, the value from the table with the higher number is the stronger.



You can also make these settings using the **Assisted Setup**. Here you must select the **Set up ReBilS** line and invoke the **Start Setup** function. The home screen of the **ReBilS Setup** wizard is displayed:

This wizard guides you through the necessary settings.

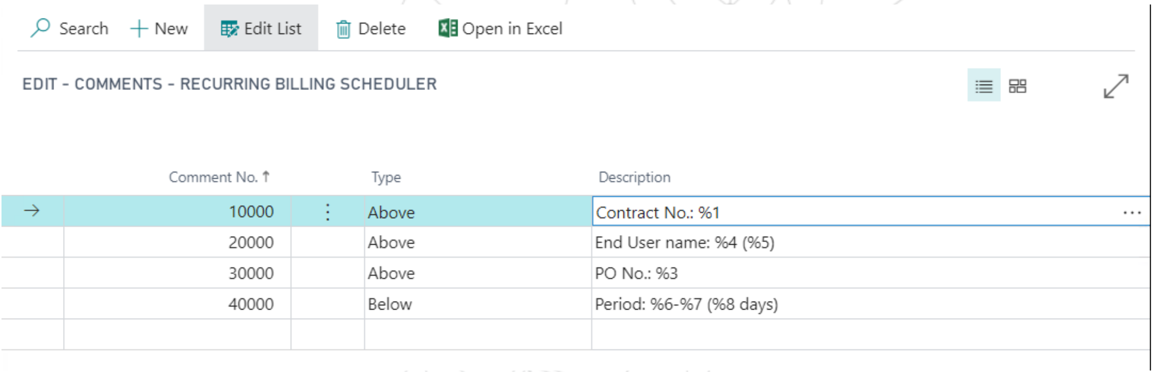
1.4. Registry of entries for sale

Entries that can be sold are managed by the add-on in the form of a General Ledger Account, a resource, and an item. The user can decide which representation to use. Each representation provides a different functionality increasing in this order.

1.4.1. Entries for sale, as G/L accounts

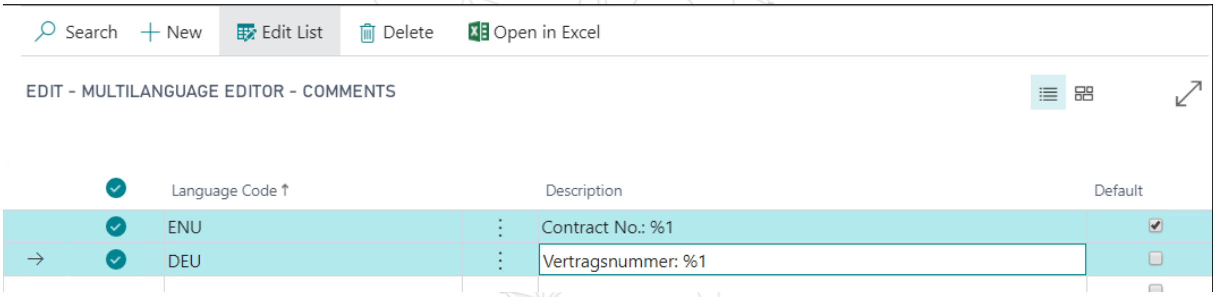
The program can insert comment lines above or below the contract lines. The function is similar to the extended text, but here you can also define that the comment line should be inserted above or below the item line, and certain placeholders may be used.

With the Rec. Billing Comments function on the menu bar of the GL account card, you can define default comment lines by language code for the invoice.



Example:

By default, comments can be added in the client language, but by clicking on the ... icon, other languages can be used, as well.



Example:

Based on the ReBilS setup, the Default (language) attribute is checked but can be modified manually.

The following placeholders can be used in the **Description** and **Description 2** fields of the comment line:

Description

%1 - Contract No.
%2 - External Document No.
%3 - Your Reference
%4 - Enduser Name
%5 - Enduser External Code
%6 - Invoice Period Start
%7 - Invoice Period End %8 - Period Length (days)

These placeholders will be replaced by the actual values in the sales document when creating the order from the contract.

1.4.2. Entries for sale, as resources

Similar to the GL accounts, here you can add the default comment lines, as well. See above.

The add-on can use resource prices in contracts, but be aware that the standard resource price list offers much more limited options than that of the articles. For example, there is no validity test depending on the date.

The resource card has been expanded with the default invoice period.

Example:

Default Invoice Period: 1M

This has a dual role:

- This will be the default invoice period in the contract line.
- The price of the resource is referenced in the price table for this period, regardless of the base unit of measure of the resource. If the actual invoice period differs, we recommend that the new price be scaled.

If the item represents a perpetual license, annual maintenance can be attached. The add-on can automatically create the contract line for this. The item card has been expanded with the following fields:

Recurring Billing

Default Invoice Period: Maintenance %: 16,00

Maintenance Item No.: 70070 Maintenance by Sales Value:

Maintenance Item No.	Maintenance article number (default invoice period is set to one year)
Maintenance %	Annual percentage of maintenance
Maintenance by Sales Value	If enabled, the unique sales value of the license. If disabled, maintenance calculation is based on the license value specified by the operator.

The same **Maintenance Item No.** may belong to several items.

In order for the system to register of the inventory movements of the item, we must configure the item to be inventoryable (default setting):

Type: Inventory

In this case, when posting the sales document, the add-on:

- automatically generates a purchase order for a purchased item (the vendor number is specified in the contract line), posts it as a receipt and connects the sales item with it (drop shipment function in the background)

Based on the information above, we recommend to represent entries for sale as inventoriable items.

1.5. Registry of customers

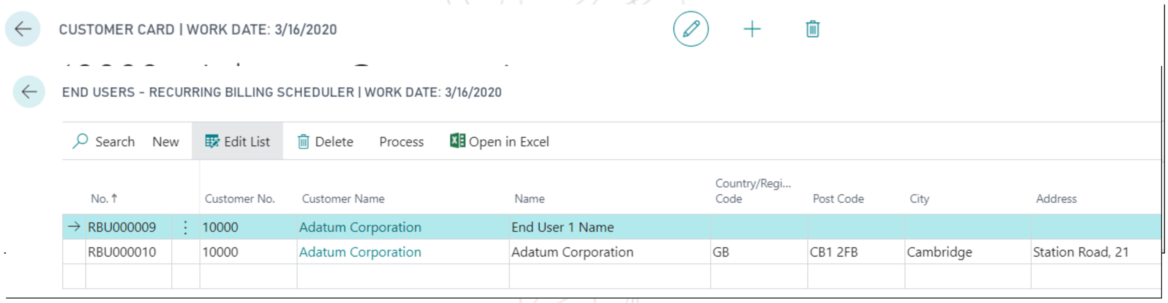
The following fields have been added to the customer data in the add-on:

Combine Invoices	Enable this feature if you want the program to place the lines of the contract that can be combined in other aspects into an order - and consequently an invoice - when generating a sales order (the Bill-to Customer configuration is decisive).

1.6. Registry of end users

It may be necessary to register the end users of the customers, for example, a Microsoft partner as customer orders it for the end users.

End user registration is made in a separate table, which can be accessed via the **End users** function from the menu bar of the customer card:

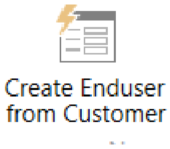


Example:

The end user is identified by a unique identifier, which is provided from the number series defined.

End user data:

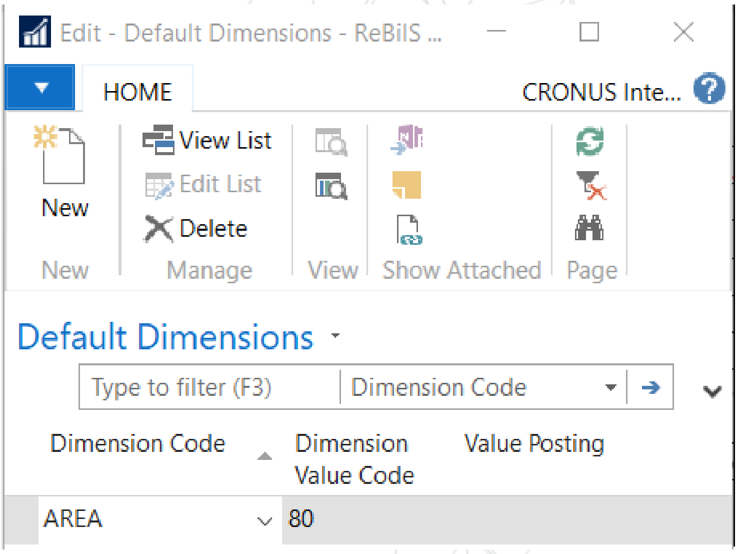
Customer No.	unique id of the customer
Customer Name	Informative field: the name of the customer.
Name	The name of the end user.
Name 2	Continuation of the name of the end user.
Country/Region Code	The country or region code of the end user.
Post Code	The post code of the end user.
County	The county code of the end user.
City	The city of the end user.
Address	The address of the end user.
Address 2	Continuation of the address of the end user.
External Code	The external code identifying the end user, for example, VOICE ID in case of Microsoft.
Is Customer	The customer is the end user (technical field)

To add the customer as an end user, for example, in order to store the customer's Voice ID, use the 

function from the menu bar.

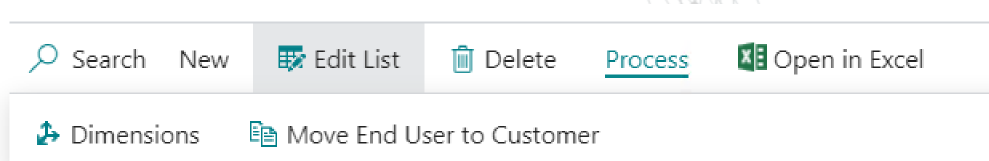
As with other bodies, you can assign default dimension values to end users so they can be entered into accounting. For this reason, use the 

function from the menu bar. For example, you can assign a South American regional dimension value to a Brazilian end user:



<u>Move end user:</u>

The end user may change the partner. In this case, you can enter the new partner with the



Move End User to Customer function when selecting a particular end user from the end-user list.

As a result:

- The unique identifier of the end user remains unchanged, so it can be used to search end user data regardless of who the partner is.
- The customer code is changed in the record of the end user.

The end user cannot be moved if:

- the end user is the customer itself
- the end user has a signed contract

1.7. Registry of prices and discount

Prices and discounts are registered with the standard features, no changes have been made.

However, pricing based on the invoice period has changed:

- For resources and items, the program uses the same algorithm to find the price as it does on the sales line
- By definition, this price refers to the default invoice period on the resource or item card page(new field).
- If the invoice period in the contract line is different (either longer or shorter), the price is calculated in proportion to the length of the two periods.
- The price calculated this way can be modified in the contract line.

Line discounts are calculated in the same way as in case of line items.

1.8. Registry of contracts

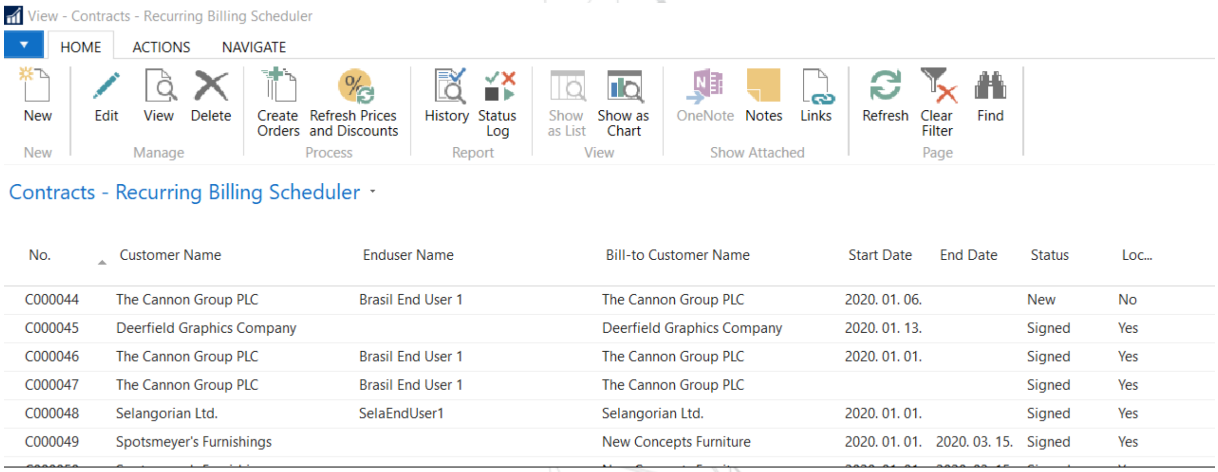
Contracts make up the central registry of the add-on. All customer agreements, from which the invoices are created, are stored here.

New contracts are added in the case of an order that is likely to result in multiple billing in the future.

Contracts are registered separately. Each contract has a unique identifier provided by the program from a preset number series.

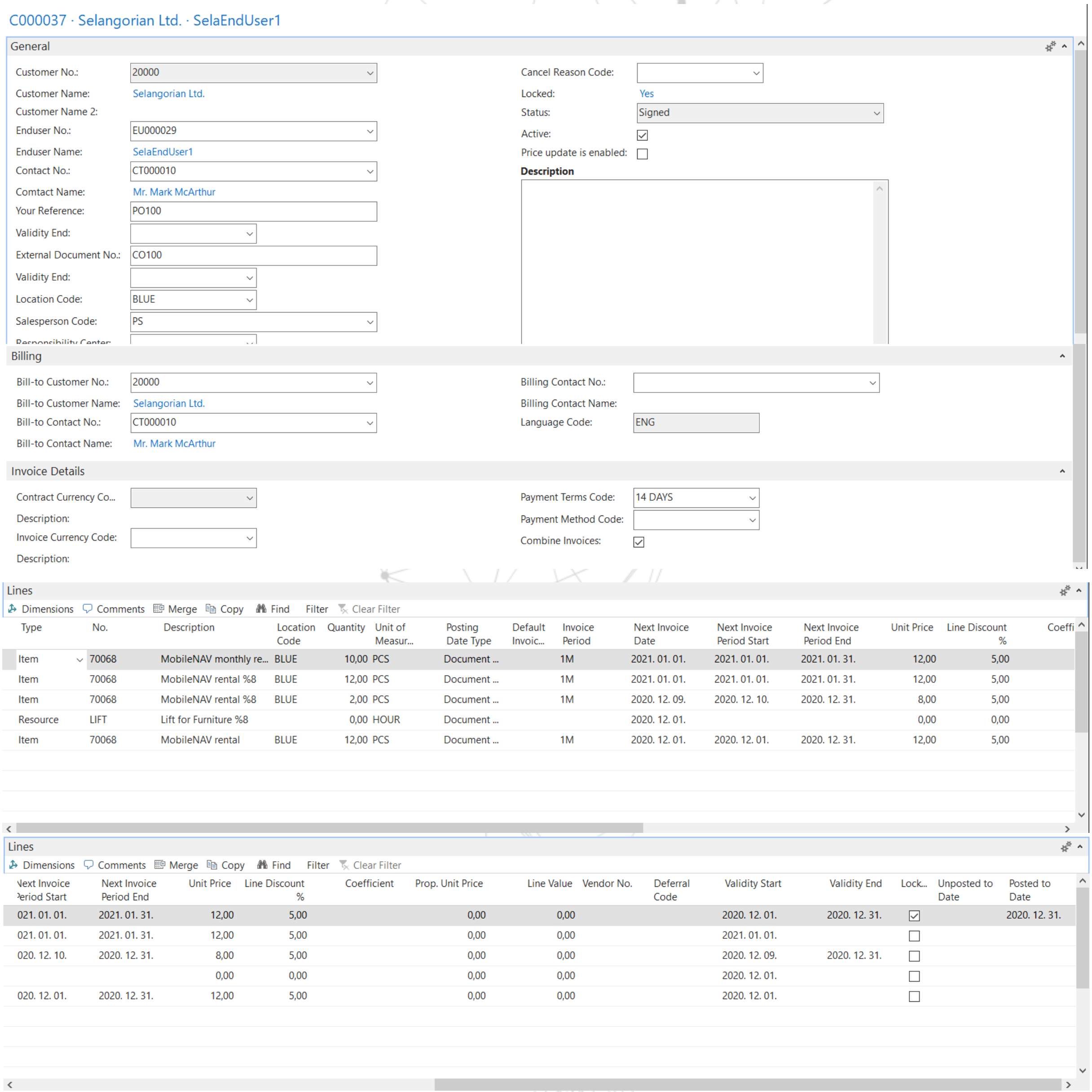
The list of contracts can be opened by clicking on the **Contracts** tile in **Main** page:

Example:



Here you can add new contracts, modify and delete existing contracts, and invoke contract-related functions, such as the **Create contract** function.

Contract card page:



<u>Parameters of the Contract header:</u>

Customer No.	The unique identifier of the customer. Involves default data from the customer card and the default dimensions of the customer.
Customer Name	Informative field: the name of the customer.
End user No.	One of the customer end users. This field can be left empty, as the use of end users is optional. Involves the default dimensions of the end user.
End user Name	Informative field: the name of the customer.
Contact No.	The identifier of the customer's contact.

Contact Name	Informative field: the name of the customer's contact.
Your Reference	Customer reference, for example, PO number. Can be displayed on the contract.
Your reference Validity End	The validity end of the customer reference. Used when the customer adds a new PO number from time to time. If not valid, billing is not possible.
External Document No.	Customer reference, for example, the contract number at the customer. Can be displayed on the invoice.
External Document No. Validity End	The validity end of the external document number. Used when the customer adds a new number from time to time. If not valid, billing is not possible.
Location Code	The code of the location, initialized from the setup.
Salesperson Code	The code of the salesperson, initialized from the customer.
Responsibility Center	Responsibility center, initialized from the customer.
Assigned User ID	The identifier of the assigned user, initialized from the customer.
Cancel Reason Code	Reason code: the reason for the cancellation of the contract. Without a reason code, the contract cannot be canceled.
Locked	Informative field: indicates whether a posted invoice has been made from the contract.
Status	The status of the contract: • empty at new entry • signed: if the contract has been signed • canceled: if the contract has been canceled
Active	All contracts are active by default, but you may have to temporarily suspend billing without canceling your contract. For example, when waiting to get the PO number. In this case, set the status of the contract to inactive.
Price Update Enabled	Indicates whether bulk update from the price list is permitted for this contract. Not enabled by default: the price can only be updated manually in the lines.
Description	Job description of the contract. May contain multiple lines of text.
Bill-to Customer No.	The code of the Bill-to customer, initialized from the customer.
Bill-to Customer Name	Informative field: The name of the Bill-to customer.
Bill-to Contact No.	The code of the Bill-to contact, initialized from the customer.

Bill-to Contact Name	Informative field: The name of the Bill-to contact.
Language Code	Informative field: the language code of the customer.
Contract Currency Code	The currency of the contract, initialized from the customer. Can be modified before billing.
Invoice Currency Code	The currency of the invoices to be created, initialized from the customer. Can be modified continuously.
Payment Terms Code	The code of calculating the due date for payment, initialized from the customer.
Payment Method Code	The code of payment method, initialized from the customer.
Combine Invoices	Indicates whether the lines of the contract can be combined on a common invoice, if the conditions are met. initialized from the Bill-to customer.

The items to be invoiced are described in the contract lines. Each contract line is identified by a contract number and a serial number. The serial number is automatically generated by the program in group of ten thousand.

<u>Parameters of the contract line:</u>

Type	Empty Possible values: G/L account, Item, Resource. Lines of Empty type are only informative, and will not be included on the invoice.
No.	An identifier corresponding to the type, for example, item number. When an ID is validated, its comment lines are also copied. In case of article and resource, the billing period is also copied. If the article includes maintenance, a maintenance line is created automatically.
Variant Code	The code of the item variant (not used by default).
Description	Description. The placeholders mentioned in the comment lines can also be used here.
Description 2	Continuation of the description.
Location Code	The code of the location, initialized from the contract header.
Quantity	Quantity to sell.
Unit of Measure Code	The code of the Unit of Measure, initialized from the Item or Resource card page.
Unit Price	Unit price, initialized from the price list, proportional to the length of the period.
Line Discount %	Line discount %, initialized from the price list and discount list.

Vendor No.	The code of the vendor in case of charge-forward item, initialized from the Item card page.
Deferral Code	Code of accrue.
Posting Date Type	The method of defining the Posting date in the invoices to be created. May be the same as the Document Date, Period Start, Period End or Due Date field values.
Invoice Period	The code of invoice frequency. At one-time billing (such as selling a perpetual license) may be left empty. Initialized from Item or Resource. Can be manually modified. The unit price is recalculated when modified.
Next Invoice Date	The earliest date of issue of the next invoice. By default, the beginning of the validity of the contract.
Next Invoice Period Start	The beginning of the next invoice period.
Next Invoice Period End	The end of the next invoice period.
Validity Start	The beginning of the validity of the line, initialized from the validity start of the contract.
Validity End	The end of the validity of the line, initialized from the validity end of the contract.
Locked	Informative field: indicates that an invoice has already been made from the line.
Unposted to Date	If unposted invoice has been created from the line which was not yet posted, it indicates the end of the period on that invoice in a recurring case and the document date in a one-time event.
Posted to Date	If posted invoice has been created from the line, it indicates the end of the period on that invoice in a recurring case and the document date in a one-time event.

When creating a new contract header, the default dimensions are added from the customer, end user, salesperson, responsibility center. You can view and modify them with the Dimensions function on the contract header.

When creating lines, the header dimensions and the default dimensions of the item or resource are added to the line dimensions. You can view and modify them with the Dimensions function in the lines, just as in the case of the header.

By defining the G/L account / resource / item, their default comment lines are added to the lines. The program tries to add those default comment lines that have the same language code as the contract (i.e. customer of the contract). If there are no comment lines with this language code, the program tries to add the comment lines with the default language code. This is the reason of defining the default language.

You can view and modify them with the Comments function.

These comment lines are stored in different tables. Here the lines are identified by the Contract No. + Contract Line No. + Line No. The Line No. is automatically generated by the program in group of ten thousand.

The following placeholders can be used in the **Description** and **Description 2** fields of the contract and comment lines:

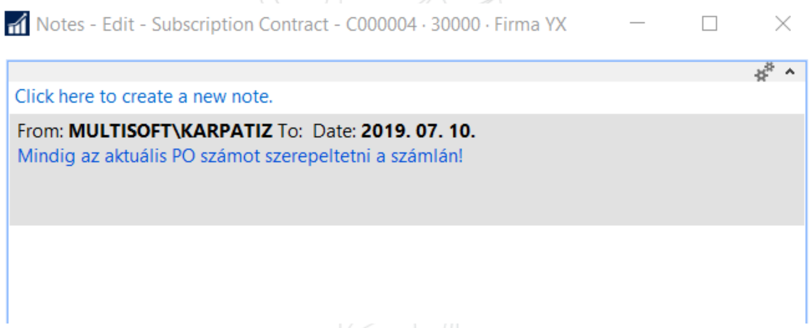
- %1 : Contract No.
- %2 : Externel Document No.
- %3 : Your Reference
- %4 : End User Name
- %5 : End User External Code
- %6 : Next Invoice Period Start
- %7 : Next Invoice Period End
- %8 : Length of period in days

These placeholders will be replaced by the actual values when creating the invoice.

If the type is Above, the lines on the invoice are displayed above the item line. If the type is Below, the lines on the invoice are displayed below the item line.

Notes to the manager that should not to be displayed on the invoice can be stored in standard comments or in Notes.

Example:



Functions in the contract header:

Sign Contract	Sign Contract	This function sets the status of the contract to **Signed**. Invoices can be created only from signed contracts.
Cancel Contract	Cancel Contract	This function cancels the contract, its status is set to **Canceled**. The **Cancel Reason Code** must be defined.
Status Log	Status Log	This functions shows the changes in the contract status: when was the contract created, signed, canceled, locked.

Create Orders	Create Orders	When called from a contract, this function creates sales orders from the lines of this contract. When called from the list screen of the contracts, this function creates orders from the selected contracts.
History	History	Contains the sales order and posted invoice lines created from the lines of the contract. In addition, the followings are displayed: handmade corrective invoice attached to the contract line, credit, posted invoice, and posted credit lines.
Refresh Prices and Discounts	Refresh Prices and Discounts	This function refreshes the unit price and the line discount % in the lines of the selected contracts, if price update is allowed in the contract header.
Print		The function prints the contract.

<u>Functions on the contract lines:</u>

Copy	Copy	This function creates new contract line(s) based on the existing line.
Merge	Merge	This function creates new contract line(s) by merging existing lines. Useful in case of maintenance lines.

A colouring feature has been added to the lines to give the user visual help to see the lines that can be posted. The lines stay grey until every necessary field has been filled in for creating sales orders (Type, No., Quantity, Unit Price, Next Invoice Date and Next Invoice Period if the invoicing field is filled in). If so, and the workdate equals or is greater than the Next Invoice Date, the lines turn blue. Black colour means that the line could be posted in the future.

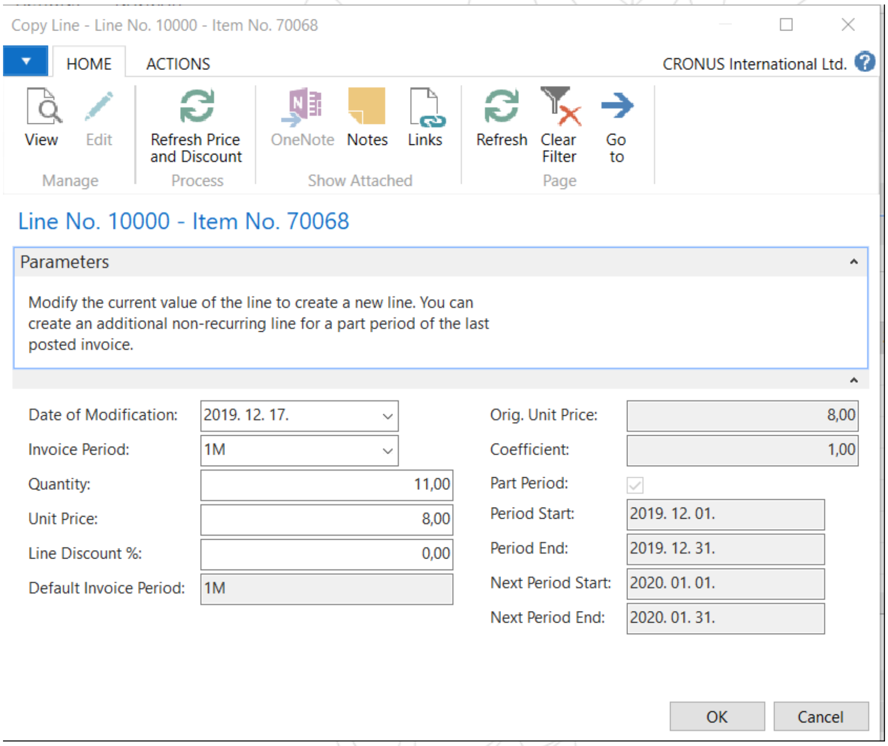
Sales Orders can only be created for contracts that are active and their status is not canceled. If the contract is inactive but it has blue contract lines to be invoiced the system sends a warning when you close the Contract Card.

If the contract is active but it has new, incomplete grey coloured contract lines that has no History record the system warns the user about it as well.

<u>Operation of the Copy function:</u>

This function is not required, it only servers your convenience. It modifies a selected row by closing the row itself and creating new row(s) with the changes.

Can be used for lines that have already been invoiced (locked) and are still valid.



When starting the function, the following screen is displayed:

Data of the current row is displayed on the screen and can be modified here.

The date of the modification means the beginning of the validity of the modification. Must be no earlier than the beginning of the last invoiced period and no later than the validity end of the line (if filled in).

The following fields can be modified:

- Invoice Period
- Quantity
- Unit Price
- Line Discount %

The program can calculate the unit price and discount from the price list/discount list and can scale the price to the length of the period.

The modifications are performed after exiting the screen with the **OK** button.

If the modification date falls within the last invoiced period:

- the line is invalidated, that is, the value of the validity of the modification - 1 day is inserted into the Validity End Date field
- a copy of the line is created with new data
- if the volume has increased, an incomplete period line is also created with the increment and the new (proportional) price and discount

If the modification date falls to the beginning of a future invoice period:

- the line is invalidated, that is, the value of the validity of the modification - one day is inserted into the **Validity End Date** field
- a copy of the line is created with new data

If the modification date falls within a future invoice period but not the beginning:

- the value of the beginning of the period minus 1 day to which the modification falls (that is, the line remains valid only until the end of the period prior to the period affected by the modification) is inserted into the **Validity End Date** field
- a copy of the line is created with new data
  The validity of the line and the beginning of the invoice period corresponds to the beginning of the period that follows the period affected by the modification.
- two fraction perod lines are created:
  - the first line contains data before the modification, from the beginning of the period affected by the modification to the day before the date of the modification
  - the second line contains modified data, from the date of modification to the end of the period affected by the modification

The validity of the fraction period lines is set so that they are invoiced only once, as they form a transition.

For new lines, the comment lines associated with the original line are also copied.

In the example above, we changed the original quantity of 8 to 11 in the middle of the last invoiced period and updated the unit price from the price list. The program created the following two new lines:

Lines

Dimensions Comments Merge Copy Find Filter Clear Filter

Quantity	Unit of Measur...	Invoice Period	Posting Date Type	Next Invoice Date	Next Invoice Period Start	Next Invoice Period End	Unit Price	Line Discount %	Validity Start	Validity End	Lock...	U D
8,00	PCS	1M	Document Date	2020. 01. 01.	2020. 01. 01.	2020. 01. 31.	9,20	2,00	2019. 12. 01.	2019. 12. 16.	☑	
11,00	PCS	1M	Document Date	2020. 01. 01.	2020. 01. 01.	2020. 01. 31.	8,00	0,00	2019. 12. 17.		☐	
3,00	PCS	1M	Document Date	2019. 12. 17.	2019. 12. 17.	2019. 12. 31.	4,45	0,00	2019. 12. 17.	2019. 12. 31.	☐	

(The validity of the original line is limited and a new line containing a quantity of 11 is added. The new line is valid from the next invoice period. A fraction period line is also added with 3 increments, which is valid only for this (fraction) period. In addition, the unit price was scaled to the length of the fraction period.)

Operation of the Merge function:

This function is not required, it only servers your convenience. Useful in the following case: we have sold perpetual licenses and associated tracking, making sure the cut-off date of tracking is the same. From the second year, we have more lines representing tracking in the contract that have the same period. The **Merge** function allows the combination of these lines into one line in order to bill for one line.

To use this function, you must select the lines to merge and call the function. The program checks that all selected lines

- are valid
- item numbers are the same
- **Next Invoice Date** is the same
- **Next Invoice Period Start** is the same
- **Next Invoice Period End** is the same

If these conditions are met, the selected lines are invalidated, that is, the value of the **Posted Invoice to Date** field is inserted into the **Validity End Date** field, and a new line is created as a copy of the first line, where quantity is 1, unit price is the total price of the lines to be merged, and discount % is 0. The line will be closed.

The comment lines of the first line to be merged are copied to the new line created by the merge.

The number of contracts is limited by the license. The program checks the number of contracts when creating a new contract and when creating sales order from contract. If there are more contracts than allowed, error message appears.

1.9. Generating invoices

Sales orders can be created with the 

function from contracts. Sales invoices are created from posting these orders.

This function can be called from:

- the card page of the contract: the order is created from the lines of the contract
- the list screen of the contracts: the orders are created from the lines of the selected contracts

The conditions of creating the order:

- the contract
  - **Status** = signed
  - **Active** = yes
  - **Your Reference Validity End** empty or >= WORKDATE
  - **External Doc. No. Validity End** empty or >= WORKDATE
- the contract line
  - **Type** not empty
  - **Quantity** > 0
  - **Next Invoice Date** not empty and <= WORKDATE
  - **Validity Start** empty or <= Next Invoice Period Start
  - **Validity End** empty or >= Next Invoice Period End
  - If **Invoice Period** is filled in, meaning that it is recurring, in the line, **Next Invoice Period Start** and **Next Invoice Period End** is also filled in.
  - **Unposted to Date** empty, meaning, there are no unposted orders from the line

The main details of the created orders:

- header:
  - **Document Date** = WORKDATE
  - **Posting Date** generated according to the rule specified in the contract line
  - **Currency Code** = **Invoice Currency Code** of the contract
  - **Customer**, **Bill-to Customer**, other fields initialized from the contract header and customer
  - **Generated** = yes (new field, indicates that the invoice is generated from the contract)
- line:
  - initialized from the contract line and item/resource/ledger number
  - **Unit Price** converted from contract currency to invoice currency on WORKDATE

The order header dimensions are re-created based on the body references in the header, but the contract line dimensions are moved to the order line dimensions.

The program combines lines from multiple contracts into a single order if the following conditions are met:

- the **Combine Invoices** attribute on the contracts is TRUE
- in the orders to be created, the following fields have identical values:
  - **Customer No.**
  - **Bill-to Customer No.**
  - **Document Date**
  - **Posting Date**
  - **Due Date**
  - **Currency Code**
  - **Payment Method**
  - **Billing Contact No.**

The existence of the created order can be seen in two places:

- The **Unposted to Date** field in the contract line is not empty. In case of a recurring line (where the **Invoice Period** is filled in), it contains the end date of the period, for which a sales order exists. In non-recurring case, it contains the date of the sales order document. From here you can drill down to **History**.
- A new entry is made in the **History**, showing the main details of the order line generated from the contract line. From here you can drill down to the sales order itself.

The sales order created this way is distinguished by the **Generated** field from the manually created orders.

The sales order can be deleted or modified, even line by line, before posting. Generating can be restarted in case of deletion. Modification, however, does not affect the contract.

The number of contracts is limited by the license. The program checks the number of contracts when creating a new contract and when creating sales order from contract. If there are more contracts than allowed, error message appears.

1.10. Printing pro forma invoice

If necessary, you can print a pro forma invoice from the generated sales order using the standard function (located in the **Actions** section of the menu bar). Can be used, for example, for requesting an advance payment.

1.11. Posting invoices

Posting can be done as usual, the order must be posted with shipping + invoice combination.

When an invoice is posted from a contract-generated order, the add-on automatically makes the following changes:

- Clears the **Unposted to Date** field in the contract row. In recurring case, the end date of the period for which the posted invoice was created is entered into the **Posted to Date** field. In a single case, the document date of the posted invoice is entered here. From here you can drill down into **History**.
- **Locked** is set to YES in the contract line and contract header.
- The order entry is modified in the **History**, so that its type is posted invoice and refers to the posted invoice. From here you can drill down into the posted invoice itself.
- In the case of resale items that can be stocked:

  This item is charged forward if the **Dropshipment Code** is set in the the setup and the **Vendor No.** field of the contract line is filled in. The following actions are needed:

  - create a purchase order from this vendor (document date = invoice document date, posting date = invoice posting date), with this item (the line gets the invoice line dimension),
  - get as much quantity as you want to sell (quantity = invoice quantity, quantity unit = invoice quantity unit, warehouse = invoice warehouse, unit price null)
  - post the order as receipt

1.12. History

The add-on keeps a separate record of order lines created from contracts and posted invoice lines for various user queries. The followings are included if they refer to a contract line:

- manually created invoice
- manually created credit
- posted invoice lines created when the invoice is posted
- posted credit lines created when the credit is posted

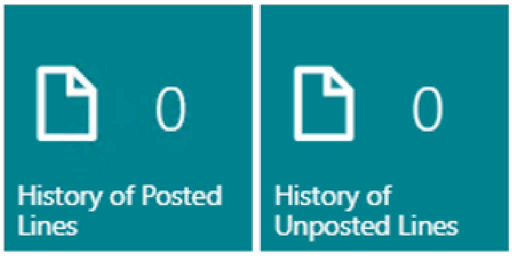
- and refer to a contract
- and credit lines created when the invoice and credeit are posted and refer to a contract line are also included here.

This way, all billings related to contracts are displayed at this one place.

Data fields:

Contract No.	The number of the contract
Contract Line No.	The line number of the contract
Line No.	Running line number
Period Start	Beginninig of the period
Period End	End of period
Invoice Date	The earliest date when the invoice could have been created.
Is Posted	If the line refers to a posted or unposted invoice line.
Created On	The date and time of creating the invoice.
Created By	The identifier of the user who created the invoice.
Document No.	The number of the sales order or the posted invoice.
Document Line No.	The number of the order or invoice line.
Document Date	Date of the invoice
Posting Date	Date of posting
Due Date	Deadline of payment
Customer No.	Code of the customer
End user No.	Code of the end user
Invoice Currency Code	Currency code of the invoice
Unit of Measure Code	Code of the Unit of Measure
Quantity	Quantity
Line Amount Excl./Inc. VAT	The net and gross value of the line
Type	G/L number/resource/item
Source No.	Number of G/L number/resource/item
Open	If the invoice is not fully payed (valid only for posted invoice)
Assigned to No.	If it is the line of manual modification, indicates which generated line it refers to
Document Type	Document type: order, invoice, credit, etc.
Is Corrected	If a manual modification invoice and/or credit has been created.
Description	Description
Customer Name	Name of the customer
End user Name	Name of the end user
Line Amount LCY	Line amount in local currency

You can reach history lines representing posted sales invoice or credit memo lines, and history lines representing unposted sales order lines separately:



indicates the number of the generated order lines, or manually added (repair) invoice lines, or credit lines, that is, the number of unposted sales lines related to the contract.

Opening the screen, all the posted and unposted document lines are displayed.

History - Recurring Billing Scheduler

Type to filter (F3) | Contract No.

Show results:
Where Document No. is Enter a value.
Add Filter

Document No.	Post...	Docu... Line ...	Con... No.	Contract Line N...	Line No.	Customer Name	Enduser Name	Type	No.	Description	Invoice Date	Period Start	Period End	Document Date	Posting Date	D
103135	☑	20000	C000060	100000	33	The Cannon Group PLC	Brasil End User 1	Item	70070	MobileNAV maintenance	2021. 02. 23.	2021. 02. 23.	2022. 02. 09.	2021. 02. 23.	2021. 02. 23.	20
103135	☑	10000	C000060	90000	33	The Cannon Group PLC	Brasil End User 1	Item	70075	MobileNAV user licence extra	2021. 02. 23.		2021. 02. 23.	2021. 02. 23.	2021. 02. 23.	20
103136	☑	10000	C000060	80000	34	The Cannon Group PLC	Brasil End User 1	Item	70070	MobileNAV maintenance	2022. 02. 01.	2022. 02. 10.	2023. 02. 09.	2022. 02. 20.	2022. 02. 20.	20
103134	☑	20000	C000060	70000	31	The Cannon Group PLC	Brasil End User 1	Item	70070	MobileNAV maintenance	2021. 02. 20.	2021. 02. 20.	2022. 02. 09.	2021. 02. 23.	2021. 02. 23.	20
103134	☑	10000	C000060	60000	31	The Cannon Group PLC	Brasil End User 1	Item	70075	MobileNAV user licence extra	2021. 02. 20.		2021. 02. 20.	2021. 02. 23.	2021. 02. 23.	20
103133	☑	10000	C000060	50000	29	The Cannon Group PLC	Brasil End User 1	Item	70070	MobileNAV maintenance	2020. 01. 01.	2021. 02. 10.	2022. 02. 09.	2021. 02. 13.	2021. 02. 13.	20

The **History** list screen:

History - Recurring Billing Scheduler

Type to filter (F3) | Contract No.

Show results:
Where Document No. is Enter a value.
Add Filter

Type	No.	Description	Invoice Date	Period Start	Period End	Document Date	Posting Date	Due Date	Quantity	Unit of Meas...	Line Amount Excl. VAT	Line Amount LCY	Curre... Code	Document Type	Op...	Created On	Created By	Cor...
Item	70070	MobileNAV maintenance	2021. 02. 23.	2021. 02. 23.	2022. 02. 09.	2021. 02. 23.	2021. 02. 23.	2021. 03. 23.	1,00	PCS	96,44	0,00		Invoice	Yes	2020. 02. 10. 15:19	MULTISOFT...	No
Item	70075	MobileNAV user licence extra	2021. 02. 23.		2021. 02. 23.	2021. 02. 23.	2021. 02. 23.	2021. 03. 23.	1,00	PCS	800,00	0,00		Invoice	Yes	2020. 02. 10. 15:19	MULTISOFT...	No
Item	70070	MobileNAV maintenance	2022. 02. 01.	2022. 02. 10.	2023. 02. 09.	2022. 02. 20.	2022. 02. 20.	2022. 03. 20.	1,00	PCS	1 424,00	0,00		Invoice	Yes	2020. 02. 10. 15:26	MULTISOFT...	No
Item	70070	MobileNAV maintenance	2021. 02. 20.	2021. 02. 20.	2022. 02. 09.	2021. 02. 23.	2021. 02. 23.	2021. 03. 23.	1,00	PCS	404,60	0,00		Invoice	Yes	2020. 02. 10. 15:11	MULTISOFT...	No
Item	70075	MobileNAV user licence extra	2021. 02. 20.		2021. 02. 20.	2021. 02. 23.	2021. 02. 23.	2021. 03. 23.	1,00	PCS	2 000,00	0,00		Invoice	Yes	2020. 02. 10. 15:11	MULTISOFT...	No
Item	70070	MobileNAV maintenance	2020. 01. 01.	2021. 02. 10.	2022. 02. 09.	2021. 02. 13.	2021. 02. 13.	2021. 03. 13.	1,00	PCS	1 008,00	0,00		Invoice	Yes	2020. 02. 10. 15:04	MULTISOFT...	No
Item	70070	MobileNAV maintenance	2020. 03. 02.	2020. 03. 02.	2021. 02. 09.	2020. 03. 02.	2020. 03. 02.	2020. 04. 02.	1,00	PCS	196,60	0,00		Invoice	Yes	2020. 02. 10. 15:00	MULTISOFT...	No
Item	70075	MobileNAV user licence extra	2020. 03. 02.		2020. 03. 02.	2020. 03. 02.	2020. 03. 02.	2020. 04. 02.	1,00	PCS	1 000,00	0,00		Invoice	Yes	2020. 02. 10. 15:00	MULTISOFT...	No
Item	70070	MobileNAV maintenance	2020. 02. 10.	2020. 02. 10.	2021. 02. 09.	2020. 02. 10.	2020. 02. 10.	2020. 03. 10.	1,00	PCS	800,00	0,00		Invoice	Yes	2020. 02. 10. 14:54	MULTISOFT...	Yes
Item	70069	MobileNAV user licence	2020. 02. 10.		2020. 02. 10.	2020. 02. 10.	2020. 02. 10.	2020. 03. 10.	10,00	PCS	4 000,00	0,00		Invoice	Yes	2020. 02. 10. 14:54	MULTISOFT...	Yes
Item	70070	MobileNAV maintenance	2020. 01. 01.	2020. 02. 10.	2020. 12. 31.	2023. 05. 05.	2023. 05. 05.	2023. 06. 05.	1,00	PCS	192,00	0,00		Invoice	Yes	2020. 02. 10. 10:35	MULTISOFT...	No

1.13. Correction of invoices

Created sales orders can be deleted and modified before posting. If canceled, the contract line shows that the line has no related order. However, any changes will not be reflected in the contract.

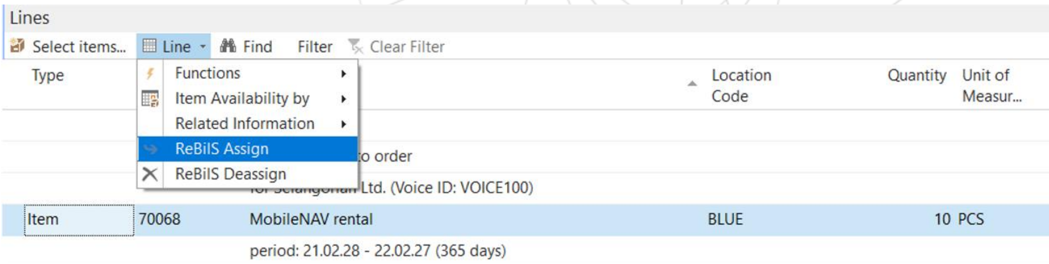
For the correction of a posted invoice created from contract, we recommend to manually cancel the invoice and create the new invoice.

Our add-on provides the following:

- the operator can refer to the contract and contract line number in the credit memo and invoice item lines to be created
- based on this, the manually created credit memos and invoices are also displayed in the **History**

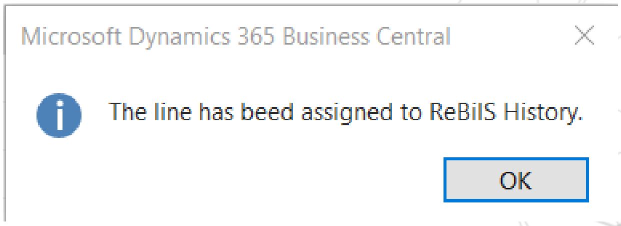
The documents created this way do not qualify as the document generated by the add-on, so their automation will not work either.

To create a reference:



On the credit line of the sales invoice, choose the **ReBilS Assign** function to link the line to an invoice line generated from a contract.

As a result, selectable invoice lines are displayed. Select an invoice line and press **OK**. The assignment is confirmed by a message:



ReBilS Deassign serves the cancellation of the assignment.

If you create the modification document with the copy document function, the created lines will be attached to the lines of the starting document.

1.14. Queries, reports

For the purposes of queries and analysis, the following read-only screen and reports are available:

<u>Contract lines</u>

List screen containing the contract lines with the most important header data.

Suitable for listing, for example, invoiceable lines in a future date range by filtering.

<u>History</u>

List screen containing the posted and unposted invoice lines created from the contract lines.

Applies to customer, end user, item and period queries by filtering.

<u>End user report</u>

The report shows end user data in end user number range within customer number.

<u>Customer/End User/Item Sales report</u>

Customer/End User/Item Sales report is created based on the Customer/Item sales report, which shows the sales to end users.

Invoice forecast

The report shows at a given depth (day/week/month) the expected billings in itemized or combined form for a future period (net income from the contracts).

1.15. Posting purchase invoices

For charge-forward items, purchase orders are automatically created and posted as received when posting sales invoices.

These orders are distinguished from the manual orders by the **Generated** flag.

At the arrival of the invoice, a new purchase invoice header must be created. The item lines can be recorded with the **Get Receipt Lines** function.

It is recommended to occasionally cancel orders that have already been fully invoiced.

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