



Microsoft Dynamics™ GP
Scheduled Instalments

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Introduction

Scheduled Instalments is a tool that allows you to split the total amount of an invoice into different instalments due on different days. For each of these instalments, the corresponding due date is established as the day on which the debtor must pay the amount without incurring any additional cost.



You cannot use Payment Terms and Scheduled Instalments together.

Check for current instructions

This information was current as of February 2007. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=79222>) for the most current documentation.

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

What's in this manual

This manual is designed to give you an understanding of how to use the features of Scheduled Instalments, and how it integrates with the Microsoft Dynamics™ GP system.

To make best use of Scheduled Instalments, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.



To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following chapters:

- [Chapter 1, "Setup,"](#) provides information on setting up and enabling Scheduled Instalments.
- [Chapter 2, "Transactions,"](#) provides information about the various transactions you can process with scheduled instalments.
- [Chapter 3, "Record Maintenance,"](#) provides information about maintaining records and searching for information.
- [Chapter 4, "Enquiry and Reports,"](#) provides information on viewing and printing Scheduled Instalments reports.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or File > Print	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

Orientation Training

Accesses online tutorials that show you how to complete basic procedures within Microsoft Dynamics GP. Additional tutorials are available through the CustomerSource Web site.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

U.S. Payroll Updates

Provides access to tax updates for state and federal tax withholding. When you select an option, the process to install the updates will begin immediately.



Check with your system administrator before installing tax updates. To be sure that tax updates are installed correctly, refer to documentation for specific tax updates on the CustomerSource Web site.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Setup

Use this information to complete the setup procedures to begin using Scheduled Instalments.

When you set up Scheduled Instalments, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. Refer to your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

This information is divided into the following sections:

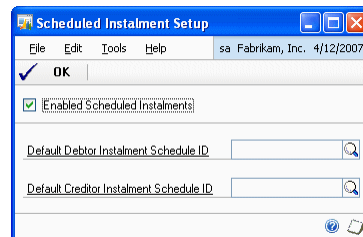
- [Enabling Scheduled Instalments](#)
- [Setting up instalment schedules](#)
- [Assigning scheduled instalments to debtors](#)
- [Assigning scheduled instalments to creditors](#)

Enabling Scheduled Instalments

Use the following information to enable Scheduled Instalments.

To enable Scheduled Instalments:

1. Open the Scheduled Instalment Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Instalment Schedule Setup)



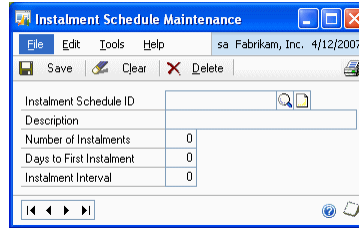
2. Mark the Enabled Scheduled Instalments option to set default schedules for debtors and creditors.
3. Select a predefined scheduled instalment to be set as a default debtor schedule from the Debtor Scheduled Instalments ID lookup. Click the Default Debtor Instalment Schedule ID link to set up instalment schedules for debtors.
4. Select a predefined scheduled instalment to be set as a default creditor schedule from the Creditor Scheduled Instalments ID lookup. Click the Default Creditor Instalment Schedule ID link to set up instalment schedules for creditors.
5. Choose OK to close the window.

Setting up instalment schedules

Use the following information to set up the instalment schedules for both payments and receipts.

To set up instalment schedules:

1. Open the Instalment Schedule Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Instalment Schedule Maintenance).



2. Enter or select the instalment schedule ID.
3. Enter a brief description for the instalment schedule ID in the Description field.
4. Enter the number of instalments into which the invoice amount is divided in the Number of Instalments field.
5. Enter the number of days between the invoice date and the first instalment payday in the Days to First Instalment field.
6. Enter the number of days between each instalment in the Instalment Interval field.

The following example shows how the due dates and payment deadlines based on the data provided are calculated:

A particular creditor’s invoice for an amount of 660 is recorded on the 10th of April, 2005. The Scheduled Instalments agreed with the Creditor is 30/60/90 days from the date of the invoice.

Purchase Invoice	Due Date	Instalment Amount
Total Amount Payable: 660	1st 10-05-2005	220
Invoice Date: 10-04-2005	2nd 09-06-2005	220
Scheduled Instalments: 30/ 60/90.	3rd 09-07-2005	220



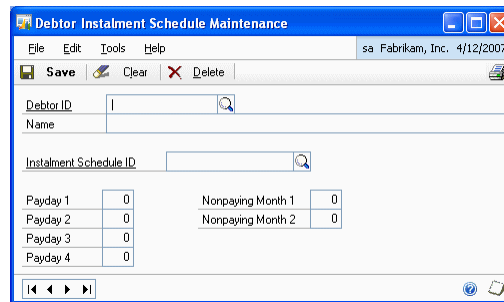
The information posted in this window can be modified at any time. This is possible even when the plan is associated with debtors or creditors and has been used in purchase and sales transactions. Any scheduled instalments can also be deleted without causing any damage regardless of whether it has been assigned to the entities or whether transactions have been carried out with them.

Assigning scheduled instalments to debtors

Use the following information to allow you to associate a scheduled instalments ID with each debtor and thus allow the invoice to be divided automatically when issued. You can specify paydays and nonpaying months which influence the calculation of the due dates.

To assign scheduled instalments to debtors:

1. Open the Debtor Instalment Schedule Maintenance window.
(Cards >> Sales >> Instalment Schedule)



2. Enter or select a debtor ID in the Debtor ID field.
3. Select an instalment schedule ID in the Instalment Schedule ID field.
4. In the Payday 1,2,3 and 4 fields, you can specify up to four dates on which the payment will be due. All instalment due dates falling before the date entered in the Payday 1 field will be payable on Payday 1, and so on for Payday 2,3, and 4.

For example, if you specify Payday 1 as 10, then all instalment due dates between 1 and 10 of a month will be due on the 10th of that month.

5. Enter up to two months in which no payments are due in the Nonpaying Month 1 and 2 fields.

For example, if one of the instalment due dates falls in August and the debtor is closed for the summer holidays during that month, you can specify August as Nonpaying Month 1. The instalment due date will be moved to the following month. This takes care of the condition of a debtor being on holiday.

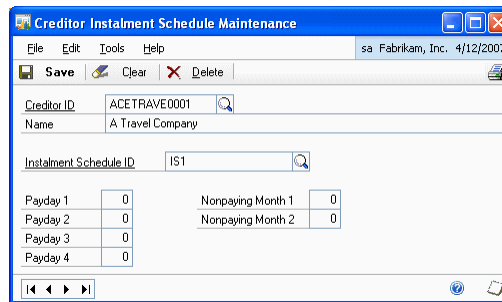
The chosen scheduled instalments may be changed at any time and a new schedule may be assigned to the debtor. This is regardless of the invoices being prepared previously as different scheduled instalments cannot be assigned to the same debtor. Debtor instalment schedule associated with a debtor will be voided automatically when the debtor's record is voided.

Assigning scheduled instalments to creditors

Use the following information to allow you to associate a scheduled instalments ID with each creditor and thus allow the invoice to be divided automatically when it is recorded. You can specify paydays and nonpaying months which influence the calculation of the due dates.

To assign scheduled instalments to creditors:

1. Open the Creditor Instalment Schedule Maintenance window. (Cards >> Purchasing >> Instalment Schedule)



2. Enter or select a creditor ID in the Creditor ID field.
3. Select an instalment schedule ID in the Instalment Schedule ID field.
4. In the Payday 1,2,3 and 4 fields, you can specify up to four dates on which the payment will be due. All instalment due dates falling before the date entered in the Payday 1 field will be payable on Payday 1, and so on for Payday 2,3, and 4.

For example, if you specify Payday 1 as 10, then all instalment due dates between 1 and 10 of a month will be due on the 10th of that month.

5. Enter up to two months in which no payments are due in the Nonpaying Month 1 and 2 fields. The due dates for these instalments will be shifted to the same date of the following month.

For example, if one of the instalment due dates falls in August and the creditor is closed for the summer holidays during that month, you can specify August as Nonpaying Month 1. The instalment due date will be moved to the following month. This takes care of the condition of a creditor being on holiday.

The chosen scheduled instalments may be changed at any time and a new schedule may be assigned to the creditor. This is regardless of the invoices being prepared previously as different scheduled instalments cannot be assigned to the same creditor. Creditor instalment schedule associated with a creditor will be voided automatically when the creditor's record is voided.

Chapter 2: Transactions

You can understand the processes that take place in the daily sales (Receivables Management and Sales Order Processing) and purchasing (Payables Management and Purchase Order Processing) modules when you post a transaction with scheduled instalments. Internally, batch processing is also integrated with scheduled instalments.



Scheduled Instalments can only be applied to invoice-type documents. This function is unavailable in the Invoicing module.

This information is divided into the following sections:

- [Entering sales transactions with scheduled instalments](#)
- [Posting a sales invoice with scheduled instalments](#)
- [Entering purchasing transactions with scheduled instalments](#)
- [Posting a purchasing invoice with scheduled instalments](#)

Entering sales transactions with scheduled instalments

You can select one of the available instalment schedules or assign one to a debtor who does not have an associated instalment schedule. The instalments for the selected schedule are calculated automatically.



You must enter the document number and date, debtor ID, amount on account in the Receivables Transaction Entry window or the Sales Transaction Entry window to open the Debtor Instalment Schedule Entry window. The Payment Terms field must be blank.

To enter sales transactions with scheduled instalments:

1. Open the Debtor Instalment Schedule Entry window.
(Transactions >> Sales >> Transaction Entry >> Additional >> Schedule Instalment)
(Transactions >> Sales >> Sales Transaction Entry >> Additional >> Schedule Instalment)

Due Date	Doc. Amount
1/1/2000	C\$1,129.60
1/1/2000	C\$1,129.60
1/1/2000	C\$1,129.60
1/1/2000	C\$1,129.60
1/1/2000	C\$1,129.61
Total	C\$5,648.01
Difference	C\$0.00

2. The Doc. Number and Doc. Date fields display the values entered for the invoice in the Transaction Entry window.

3. The On Account field displays the amount calculated for the invoice in the Transaction Entry window.
4. The Instalment Schedule ID field displays the Instalment Schedule ID assigned to the debtor. You can assign a schedule instalment for a transaction if it has not been assigned one. Refer to [Assigning scheduled instalments to debtors](#) on page 6, for more information.
5. The instalment due dates are calculated according to the instalment schedule ID you have entered and are displayed in the Due Date column in the scrolling window. If you change the instalment schedule ID, the due dates are recalculated. You can edit the values in the Due Date field.
6. The instalment amounts are calculated according to the instalment schedule ID you have entered and are displayed in the Doc. Amount column in the scrolling window. If you change the instalment schedule ID, the amounts are recalculated. You can change the values in the Doc. Amount field, provided that the total of all Doc. Amounts is equal to the value in the On Account field in the Transaction Entry window.
7. The Total field displays the total of all instalment amounts. If this total is not equal to the value in the On Account field in the Transaction Entry window, the difference is displayed in the Difference field. You can post an invoice only if the value in the Difference field is zero.



When the amount on the original invoice cannot be divided on an equal basis for each instalment, it will be rounded off in the final instalment.

8. Choose Redisplay to update the window with changes you've made.
9. Choose Save to save the information you have entered and close the window.

Posting a sales invoice with scheduled instalments

The following processes take place when you post a sales invoice with scheduled instalments:

- A credit memo is created corresponding to the original invoice, to which the total amount of the original invoice is applied automatically. The document number for the credit memo corresponds to the next document number available for this type of document. You cannot unapply this credit memo.
- The current transaction amount of the original document is set to zero, and the original invoice and the credit memo remains open in Receivables Management until all the related instalments have been fully paid. You can move the original invoice to history in the Paid Sales Transaction Removal window (Microsoft Dynamics GP menu >> Tools >> Routines >> Sales >> Paid Transaction Removal).
- An invoice document is created in Receivables Management for each instalment. Each invoice is numbered so that it reflects the original invoice number, suffixed with a two digit number. For example, if the invoice document number 100102 has three instalments, the resulting instalment invoices in Receivables Management are numbered 100102.01, 100102.02 and 100102.03.

- The amounts and due dates of the instalment invoices are calculated based on the instalments set up for the scheduled instalment ID assigned to the original invoice. The instalment invoices maintain the same currency as the original invoice and the characteristics of the batch of the original invoice.
- The credit memo and the instalment invoices do not indicate the VAT amount (to avoid results from being cancelled in VAT reports). They also do not create account entries (to avoid information from being cancelled in General Ledger).

Entering purchasing transactions with scheduled instalments

You can select one of the available instalment schedules or assign one to a creditor who does not have an associated instalment schedule. The instalments for the selected schedule are calculated automatically. If you do not assign an instalment schedule to an invoice, the document will function as a standard document.



You must enter the voucher number and date, creditor ID, document number, and amount on account in the Purchasing Transaction Entry window to be able to open the Creditor Instalment Schedule Entry window through the Additional menu. The Payment Terms field must be blank.

To enter purchasing transactions with scheduled instalments:

1. Open the Creditor Instalment Schedule Entry window.
 (Transactions >> Purchasing >> Transaction Entry >> Additional >> Schedule Instalment)
 (Transactions >> Purchasing >> Receivings Transaction Entry >> Enter a Shipment/ Invoice >> Additional >> Schedule Instalment)
 (Transactions >> Purchasing >> Enter/ Match Invoices >> Enter an Invoice >> Additional >> Schedule Instalment)

Due Date	Doc. Amount
4/13/2007	\$1,000.00
4/28/2007	\$1,000.00
5/13/2007	\$1,000.00
5/28/2007	\$1,000.00
6/12/2007	\$1,000.00
Total	\$5,000.00
Difference	\$0.00

2. The Doc. Number and Doc. Date fields display the values entered for the invoice in the Transaction Entry window.
3. The On Account field displays the amount calculated for the invoice in the Transaction Entry window.

4. The Instalment Schedule ID field displays the Instalment Schedule ID assigned to the creditor. You can assign a schedule instalment for a transaction if it has not been assigned one. Refer to [Assigning scheduled instalments to creditors](#) on page 7, for more information.
5. The instalment due dates are calculated according to the instalment schedule ID you have entered and are displayed in the Due Date column in the scrolling window. If you change the instalment schedule ID, the due dates are recalculated. You can edit the values in the Due Date field.
6. The instalment amounts are calculated according to the instalment schedule ID you have entered and are displayed in the Doc. Amount column in the scrolling window. If you change the instalment schedule ID, the amounts are recalculated. You can change the values in the Doc. Amount field, provided that the total of all Doc. Amounts is equal to the value in the On Account field in the Transaction Entry window.
7. The Total field displays the total of all instalment amounts. If this total is not equal to the value in the On Account field in the Transaction Entry window, the difference is displayed in the Difference field. You can post an invoice only if the value in the Difference field is zero.



When the amount on the original invoice cannot be divided on an equal basis for each instalment, it will be rounded off in the final instalment.

8. Choose Redisplay to update the window with changes you've made.
9. Choose Save to save the information you have entered and close the window

Posting a purchasing invoice with scheduled instalments

When you post a purchasing invoice with scheduled instalments, the following processes take place:

- A credit memo is created corresponding to the original invoice, to which the total amount of the original invoice is applied automatically. The document number for the credit memo corresponds to the next document number available for this type of document. You cannot unapply this credit memo.
- The current transaction amount of the original document is set to zero, and the original invoice and the credit memo confirming payment of this invoice are automatically transferred to history.
- A voucher document is created in Payables Management for each instalment. Each voucher is numbered so that it reflects the original creditor invoice number entered in the original invoice, suffixed with a two digit number. For example, if the creditor invoice number 100102 has three instalments, the resulting instalment invoices in Payables Management are numbered 100102.01, 100102.02 and 100102.03.
- The amounts and due dates of the instalment invoices are calculated based on the instalments set up in the scheduled instalment ID assigned to the original invoice. The instalment invoices maintain the same currency as the original invoice and the characteristics of the batch of the original invoice.

- The credit memo and the instalment invoices do not indicate the VAT amount (to avoid results from being cancelled in VAT reports). They also do not create account entries (to avoid information from being cancelled in General Ledger).

Chapter 3: Record Maintenance

You can understand the procedures for transaction maintenance, such as voiding, transferring commissions and removing historical receivables transactions.

This information is divided into the following sections:

- [*Voiding posted sales invoices*](#)
- [*Transferring sales personnel commissions*](#)
- [*Removing historical receivables transactions*](#)
- [*Voiding posted purchasing invoices*](#)

Voiding posted sales invoices

Use the Receivables Posted Transaction Maintenance window (Transactions >> Sales >> Posted Transactions) to void a posted sales invoice with scheduled instalments.

- You can only void an original sales invoice that has been posted, if none of the instalment invoices associated with it have been applied either partially or fully.
- When you void an original invoice, the corresponding credit memo and all the associated instalment invoices are automatically voided.
- Neither the credit memo nor the instalment invoices will create an account entry.
- The Void button is not available if you select an instalment invoice in the Receivables Posted Transaction Maintenance window.

Refer to the Receivables Management documentation for more information on voiding posted sales invoices.

Transferring sales personnel commissions

Use the Transfer Sales Commissions window (Microsoft Dynamics GP menu >> Tools >> Routines >> Sales >> Transfer Commission) to transfer sales personnel commissions on invoices with scheduled instalments.

If you have marked the option Pay Commissions after Invoice Paid in the Receivables Management Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Receivables), commissions will be paid when all the instalments of the corresponding invoice have been paid and fully applied.

Refer to the Sales Order Processing documentation for more information on transferring sales commissions.

Removing historical receivables transactions

Use the Remove Receivables Transaction History window (Microsoft Dynamics GP menu >> Tools >> Utilities >> Sales >> Remove Transaction History) to remove historical invoices with Scheduled Instalments. You cannot remove a historical invoice unless all its associated instalments have been fully applied.

Refer to the Receivables Management documentation for more information on voiding historical receivables transactions.

Voiding posted purchasing invoices

You can void a posted purchasing invoice with scheduled instalments by voiding its associated credit memo in the Void Historical Payables Transactions window (Transactions >> Purchasing >> Void Historical Transactions).

- You can only void a credit memo if the associated instalment invoices have not been applied. If any of the instalment invoices have been partially or fully applied, you must first unapply them.
- When you void a credit memo, the corresponding original invoice and all the associated instalment invoices are automatically voided.

Refer to the Payables Management documentation for more information on voiding posted purchasing invoices.

Chapter 4: Enquiry and Reports

You can view and print various documents and reports for transactions with Scheduled Instalments.

This information is divided into the following sections:

- [Viewing sales documents generated after posting](#)
- [Viewing purchasing documents generated after posting](#)
- [Printing Scheduled Instalments reports](#)

Viewing sales documents generated after posting

You can view documents generated after posting a sales invoice in the Receivables Transaction Enquiry - Debtor window.

To view sales documents generated after posting:

1. Open the Receivables Transaction Enquiry- Debtor window.
(Enquiry >> Sales >> Transaction by Debtor)
2. You can view the following documents in the scrolling window:
 - Original invoice
 - Instalment invoices according to the instalment schedule assigned to the original invoice
 - Credit memo applied to the original invoice
3. Click the Document No. link to check the details of each document.

Viewing purchasing documents generated after posting

You can view documents generated after posting a purchasing invoice in the Payables Transaction Enquiry- Creditor window

To view purchasing documents generated after posting:

1. Open the Payables Transaction Enquiry- Creditor window.
(Enquiry >> Purchasing >> Transaction by Creditor)
2. You can view the following documents in the scrolling window:
 - Original invoice
 - Instalment invoices as per the instalment schedule assigned to the original invoice
 - Credit memo applied to the original invoice
3. Click the Document No. link to check the details of each document.

Printing Scheduled Instalments reports

You can view or print reports for the scheduled instalments you have set up and used in transactions.

The following scheduled instalments reports can be printed:

Instalment Schedule Maintenance Report

You can print a report that shows all the scheduled instalments set up in the company from the Instalment Schedule Maintenance window.

To print the Instalment Schedule Maintenance Report, choose (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Instalment Schedule Maintenance >> Choose the Print icon).

Debtor Instalment Schedule Maintenance Report

You can print a report that shows the instalment schedule ID and payment terms set up for each debtor from the Debtor Instalment Schedule Maintenance window.

To print the Debtor Instalment Schedule Maintenance Report, choose (Cards >> Sales >> Instalment Schedule >> Choose the Print icon).

Creditor Instalment Schedule Maintenance Report

You can print a report that shows the instalment schedule ID and payment terms set up for each creditor from the Creditor Instalment Schedule Maintenance window.

To print the Creditor Instalment Schedule Maintenance Report, choose (Cards >> Purchasing >> Instalment Schedule >> Choose the Print icon).

Debtor Instalment Schedule report

You can print a report that shows the due dates and instalment amount for each instalment for a selected sales invoice from the Debtor Instalment Schedule Entry window.

To print the Debtor Instalment Schedule Report, choose (Transactions >> Sales >> Transaction Entry >> Additional >> Schedule Instalment >> Choose the Print icon).

Creditor Instalment Schedule report

You can print a report that shows the due dates and instalment amount for each instalment for a selected purchasing invoice from the Creditor Instalment Schedule Entry window.

To print the Creditor Instalment Schedule Report, choose (Transactions >> Purchasing >> Transaction Entry >> Additional >> Schedule Instalment >> Choose the Print icon).

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