



encore

Subscription Billing

User Manual GP2016 – GP18.3

ENCORE BUSINESS SOLUTIONS

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**Microsoft
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Silver Datacenter
Silver Small and Midmarket Cloud Solutions
Silver Cloud Customer Relationship Management

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Introduction

Subscription Billing

Subscription Billing allows you to create contracts with customers within your Microsoft Dynamics[®] GP system. These contracts can include inventory and non-inventory items that are set up for automatic payments (ie EFTs and Credit cards) with different billing frequencies.

Subscription Billing requires minimal setup as it takes advantage of all the standard setup options from the Microsoft Dynamics GP Sales Order Processing, Receivables, Inventory, and Posting modules. The contract billing process in Subscription Billing creates batches of documents (invoices, orders, quotes) in the Sales Order Processing module to take advantage of the standard editing, invoicing and posting functionality in GP. With Subscription Billing you can take create contracts in different currencies, and having line items that inherit all of properties (such as Sales Inventory and Kit items) of the Inventory module. You also have a number of options for when to recognize revenue through the integration to the Revenue Expense Deferral module.

Subscription Billing will:

- Calculate commissions using information from the customer record.
- Calculate sales tax using information from the customer record.
- Include customers who exceed their credit limit or put their invoices on “Process Hold”.
- Include or exclude customers who are on Hold. This option can be password protected.
- Include or exclude customers who are Inactive. This option can be password protected.
- Include or exclude items that are discontinued. This option can be password protected.
- Include freight charges on the invoices created.
- Calculate payment terms based on information in the customer record.
- Create the invoices / orders / quote documents within Sales Order Processing that are ready to be reviewed and posted / transferred.
- Print a Subscription Agreement which will contain contract details in a legal contract format for customer review and signature.
- Print an exception report that lists why certain items and/or customers were not included in the invoice batch.
- When creating contracts, you have the ability to select various ranges that will determine which contracts will be included in a batch.
- Instantly create documents from the Contract
- When used in conjunction with Microsoft Dynamics GP Electronic Funds Transfer (EFT) for Receivables, the Electronic Funds Transfer module (EFT) will create an EFT file to send to your bank during the invoice posting process.

- The integration of Subscription Billing with Microsoft Dynamics GP Revenue/Expense Deferral module provides an automatic method of allocating sales amounts over specific time periods.
- Delay revenue recognition for created SOP documents.
- Generate project distributions when used in conjunction with Encore's Project Tracking module.
- Define contracts to be dominated in any currency.
- Consolidate line items on a contract to a single item on the SOP document created.
- Consolidate multiple contracts to a single SOP document.
- Ability to prorate the Unit Price for line items for the start and / or End of a Contract.
- Forecast Revenue reporting for existing Contracts.
- Invoiced Revenue Reporting for existing Contracts.

Subscription Billing Importer

The Subscription Billing Importer (SB Importer) allows you to import data needed to set up contracts from data input text files. This is especially useful if you are moving to Microsoft Dynamics GP from an older system or if you use an external Customer Relationship Management system to gather contract information. The data is exported from the original system to a simple text file: either fixed field, comma delimited, or tab delimited. There is no limit to the number of contracts that can be created using Subscription Billing Importer.

The import utility has a powerful range of contract creating abilities. You can use the following two methods to import new data:

- Method 1: Use a simple list of customer numbers (matches to Microsoft Dynamics GP Customer Numbers) to create contracts with default line items.
- Method 2: Use a pair of data input text files: One for the contract header and one for the contract line items. This method allows for the greatest flexibility for individual contracts because the line item file is matched to the Contract Header file, allowing for any combination of line items per contract.

The Import utility can also be used to update existing Contract Header and line items. This can be used to perform mass updates to your Contracts or to sync SB contract data with an external Customer Relationship Management system.

With this utility, you can:

- Set constant (default) values for a large number of fields in both the Header and Line Item contract files.
- Obtain reports of imported data and data inconsistencies.

You don't need to have a large amount of knowledge about file formats and structures to quickly and easily successfully import contracts. Subscription Billing Importer makes educated guesses for you in certain instances and informs you of the choices made. For example, if you don't include the contract start date in your import, it will automatically default to the User Date, if you don't include Frequency, it will default to Monthly.

Mass Billing

Subscription Billing comes with Mass Billing. Mass Billing allows you to generate multiple invoices from a single template in Sales Order Processing. These documents created are not associated with Subscription Billing Contracts.

What's in This Manual?

This manual contains a detailed description of Subscription Billing, step-by-step instructions to guide you through the installation and setup of your Subscription Billing module.

This manual assumes that you are familiar with navigation principles in Microsoft Dynamics GP and that you know how to operate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP has been installed and configured on your computer.

This manual contains the following chapters:

The [Introduction](#) chapter lists the benefits and features of Subscription Billing.

[Chapter 1: Installation & Registration](#) chapter has step-by-step instructions that guide you through the installation of your Subscription Billing module.

[Chapter 2: Subscription Billing Setup](#) explains the setup options for Subscription Billing

[Chapter 3: Create & Edit Subscription Billing Contracts](#) explains how to create new Contracts and edit existing contracts.

[Chapter 4: Create Revenue & Expense Deferrals](#) explains how you can setup deferral options on your Contracts to recognize the revenue over time.

[Chapter 5: Subscription Billing Line Item Defaults](#) explains how you can predefine line item deferral settings for your line items.

[Chapter 6: Create SOP Documents](#) explains how to create SOP documents from your contracts.

[Chapter 7: Consolidation](#) explains how to leverage Line and Contract Consolidation options.

[Chapter 8: Subscription Billing Inquiry](#) explains the Inquiry options for Subscription Billing.

[Chapter 9: Create SOP Returns](#) explains how you can generate SOP Returns for your posted invoices created from Subscription Billing.

[Chapter 10: Reporting](#) reviews the reporting options for Subscription Billing.

[Chapter 11: Utilities](#) explains the Utility options for Subscription Billing.

[Chapter 12: Subscription Billing Smartlist Objects](#) explains the Smartlist Objects that come preloaded with subscription Billing.

[Chapter 13: Using Subscription Billing Importer](#) explains the Additional Add module Subscription Billing Importer.

[Chapter 14: Mass Billing](#) explains the Additional Add module Mass Billing.

[Appendix A: Data Tables & Default Security Tasks](#) chapter details the product tables and the Default Security Tasks.



[Appendix B: Subscription Billing Importer Fields](#) chapter details the Subscription Billing importer fields and file types.

[Appendix C: Field Level Security & Validations](#) chapter details how to setup field level security for Subscription Billing Contract Entry and provides details on the validation messages that may occur.

[What's New in Subscription Billing](#) chapter details which build this manual is up to date for and provides details where to review for future updates.

Symbols and conventions

This user manual and the online help uses the following symbols and conventions to make important information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information may be affected.
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
File >> Print	The (>>) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

Additional resources

The Subscription Billing user manual is provided in your Microsoft Dynamic GP folder in the hard copy format as an Adobe Acrobat PDF file. Online help is available for this version of Subscription Billing by pressing F1 on any of the Subscription Billing windows. The online help includes all the information in the user manual except the What's New and Known Issues sections.

Support services

To obtain product support services:

Please refer to this quick reference table when you need to use Encore's Technical Support services. You can also obtain the latest updates for this product from our product website at

<https://www.encorebusiness.com/solutions/subscription-billing/>

Service	Contact
General Calls	204.989.4330
Toll Free Number (North America Only)	888.898.4330
Fax	204. 235.2331

E-mail	support@encorebusiness.com
Web	www.encorebusiness.com

Before You Call Support:

You should have the answers for all the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?
- Have you performed any of the table maintenance processes?
- If you have performed table maintenance processes and received error messages, what were the messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?

Verify the version numbers for Microsoft Dynamics GP, your database software, Encore product and Windows. Also note service packs.

To locate the version number for the Subscription Billing version, go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration. The Version number is located on the right-hand side beside the product name listed. You can also access the About window which can be located by selecting Subscription Billing and expanding the window. The About window link is located in the bottom left hand corner of the Encore Product Registration window.



Chapter 1: Installation & Registration

This chapter describes how to install and register Subscription Billing. You will need separate registration keys to register Subscription Billing and Subscription Billing Importer.

This chapter contains the following sections:

- [Prior to Upgrading or Installing a new build](#)
- [Installing Subscription Billing](#)
- [Entering registration keys](#)
- [Creating tables](#)
- [Setting up security](#)

Prior to Upgrading or Installing a new build

Before upgrading from an earlier version or installing a new build of Subscription Billing, be sure to back up your data, especially any customized reports/windows. Once your backup files have been created you can complete the installation and setup procedures described in this manual.

To create a backup file of your customized reports/ windows:

1. Open the Customization Maintenance window.
(Microsoft GP>>Tools>>Customize>>Customization Maintenance)
2. Locate the customized Encore product in the Product column.
3. Highlight all the Modified Reports/Windows in the list.
4. Click on Export.
5. Enter a name for the file.
6. Select a folder location to save the package to.

Installing Subscription Billing

You will use the installation program to install Subscription Billing.

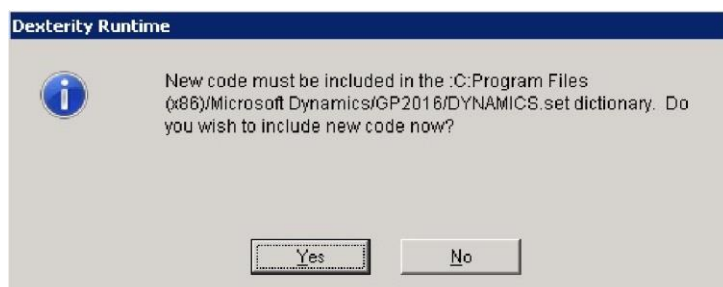
Before you begin installing, do the following:

1. Note the directory location of your Microsoft Dynamics GP installation. You will need this information during the installation.
2. Verify that the SB20xx.00.xxx.exe file has been loaded on to your computer.
(The x's in the file name will be replaced with numbers.)
3. Create a backup of your Microsoft Dynamics GP data before installing Subscription Billing.
4. Note the directory location of your Microsoft Dynamics GP installation
(You will need to know this during the installation.)
5. Exit all applications.

To install Subscription Billing:

1. Open Windows Explorer and locate the SB20xx.00.xxx.exe file. The location of this file will vary depending on how you acquired the application.
(The x's in the file name will be replaced with numbers.)

2. Launch the SB20xx.00.xxx.exe file by double-clicking it. The installation program for Subscription Billing will start.
3. Follow the instructions in each window.
4. After the installation is complete, start Microsoft Dynamics GP. You will receive the following message.



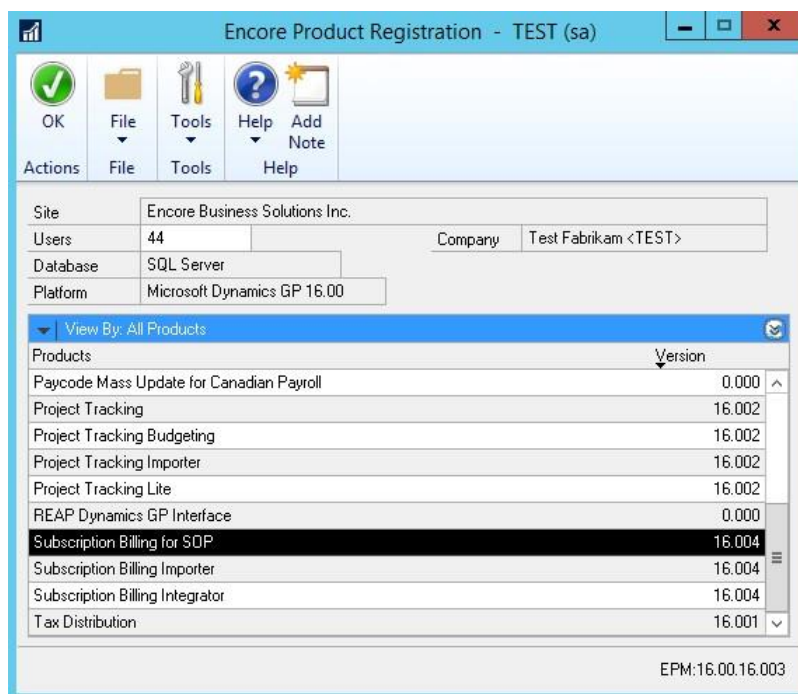
5. Select Yes. Information for Subscription Billing and Encore Product Registration will be included in the Dynamics.set file.

Entering registration keys

Before you can use Subscription Billing with your company data, you must register your software. To register your software, enter the product registration key or the drop file provided to you by Encore. If you choose not to enter the registration information, you will only be able to create sample transactions using Fabrikam Inc - the lesson company.

To register Subscription Billing:

1. Open the Encore Product Registration window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)
2. Highlight Subscription Billing for SOP.



- Choose the show detail expansion button to display the detailed view of the registration window.



- Enter the product registration key provided by Encore.
- If you have purchased more than one Subscription Billing product, repeat steps 2 to 4 until all your purchased products are registered.
- Select the About zoom field to open the About window for this product. This window contains the version number for this product and information on how to contact Encore.

7. Select OK to close the window.

To register Subscription Billing using a drop file:

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP.
For Example: C:\Microsoft Dynamics GP
2. Log in to Microsoft Dynamics GP as a system administrator.
3. The system will notify you that it has found a registration file, accept the prompt.
4. The system will notify you when the product has been registered.
5. Open the Encore Product Registration window to ensure that it has been registered.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)

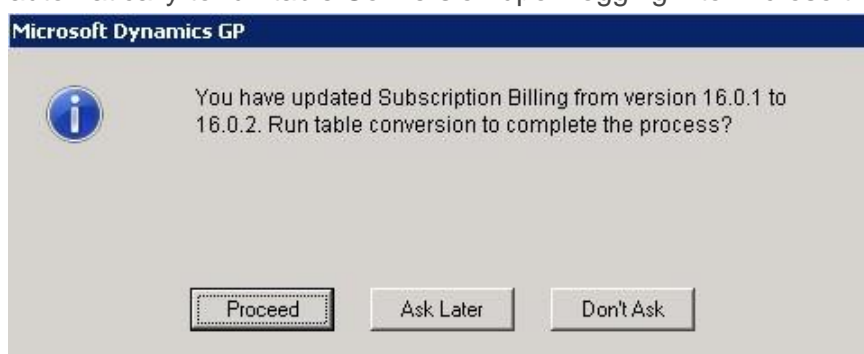
Creating tables



Whether you want to demo or run the product, you must run the Table Conversion/Upgrade process to create tables—this will set up SQL components and convert any existing data.

You must log in as System Administrator to run the Table Conversion/Upgrade process.

Existing users upgrading to a new build in Microsoft Dynamics GP will be prompted automatically to run table Conversion upon logging into Microsoft Dynamics GP.

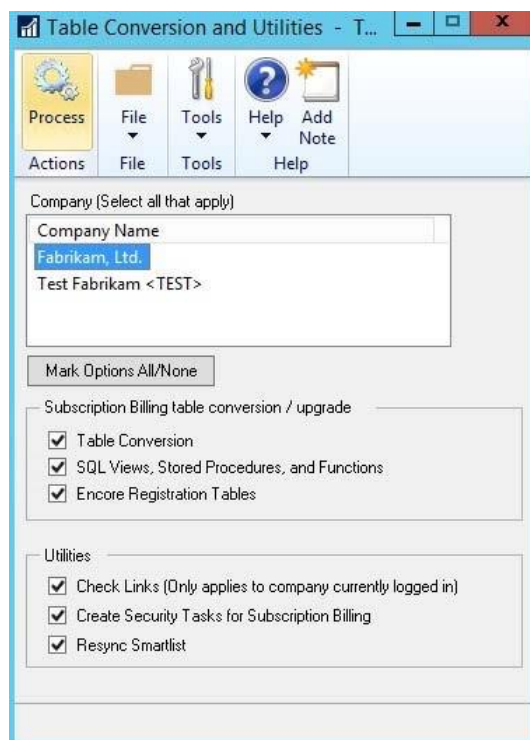


You will be provided with 3 options to proceed with upon logging into GP:

- **Proceed** - This will open the Table Conversion and Utilities window to proceed with Table Conversion.
- **Ask Later** - This will close the validation message window. You will be prompted again to run Table Conversion the next time you log into GP.
- **Don't Ask** - This will close the validation message. You will no longer receive any prompt to run table conversion for the company Db.
(Don't Ask would be the option to select if not installing Subscription Billing in all company Db.)

Table Conversion and Utilities:

1. Select Proceed if prompted to run Table conversion which will Open the Table Conversion window. You can also manually open the Table Conversion and Utilities window.
(Microsoft Dynamics GP menu >> Maintenance >> Subscription Billing >> Table Conversion)



2. By default, the company you are logged into is selected. You can select multiple company Db using the CTRL / Shift Keys and select each Company Db you will be using Subscription Billing in.



If multiple Company Db's are selected, they will run concurrently one after the other until all have been completed.

3. When you initially open this window, all items are selected. You can deselect which process to run. For Initial installation and upgrade to a higher build the following are required:
 - **Table Conversion** - creates / updates Subscription Billing Tables
 - **SQL Views, Stored Procedures, and Functions** - creates / updates SQL Views, Stored Procedures, and Functions.
 - **Encore Registration Tables** - creates / updates Encore Product Registration Tables. (This process is normally automatically occurring when you log into each company Database as the "sa" User.)
4. Select the Check Links process only when experiencing slowdown issues with the Subscription Billing module.



Check Links will only apply to the company you are currently logged in. Check Links will remove all orphaned Contract Lines, and Document History.

5. Have "Create Security Tasks for Subscription Billing" selected to create default Security tasks and power user role created. See [Default Security Tasks & Role](#), for further details on the tasks created.
6. Resync Smartlist is recommended to be selected when upgrading to a higher build or when label changes are made to any User Defined Field. This process will ensure that all existing Subscription Billing default SmartList objects are updated accordingly for any new columns added to the default Smartlist and name changes. This will also apply to any favorites saved for these SmartList

Objects. for further details on the Smartlist objects see [Subscription Billing Smartlist Objects](#).

7. Select Process. Tables will be created, permissions will be set, and existing data will be converted.



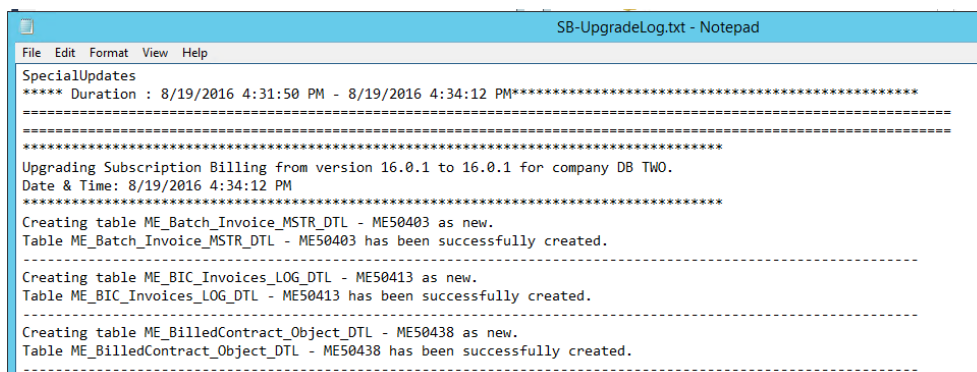
Every time you install Subscription Billing, you must run the Table Conversion/ Upgrade process for each company.

Companies that have a large volume of records may take an extended period of time to run the table conversion process.

8. Once Table Conversion Process is completed a log file with the file name “SB-UpgradeLog.txt” will be created and placed in the Data folder where GP is installed. The log file will indicate the following:
 - The version Subscription Billing installed prior to table conversion.
 - The version of subscription Billing installed during table conversion.
 - The Company Db table conversion was run for.
 - Timestamp when Table conversion was being run.
 - Each section of table conversion will be listed and indicate if run successfully or not.
 - The holding table for data should a table fail to convert properly.



During Table conversion should existing data fail to transfer back into the proper table, then a holding table is created to ensure existing data is not lost and can be transferred back into the table later.



```

File Edit Format View Help
SpecialUpdates
**** Duration : 8/19/2016 4:31:50 PM - 8/19/2016 4:34:12 PM*****
*****
*****
Upgrading Subscription Billing from version 16.0.1 to 16.0.1 for company DB TWO.
Date & Time: 8/19/2016 4:34:12 PM
*****
Creating table ME_Batch_Invoice_MSTR_DTL - ME50403 as new.
Table ME_Batch_Invoice_MSTR_DTL - ME50403 has been successfully created.
-----
Creating table ME_BIC_Invoices_LOG_DTL - ME50413 as new.
Table ME_BIC_Invoices_LOG_DTL - ME50413 has been successfully created.
-----
Creating table ME_BilledContract_Object_DTL - ME50438 as new.
Table ME_BilledContract_Object_DTL - ME50438 has been successfully created.
-----
  
```

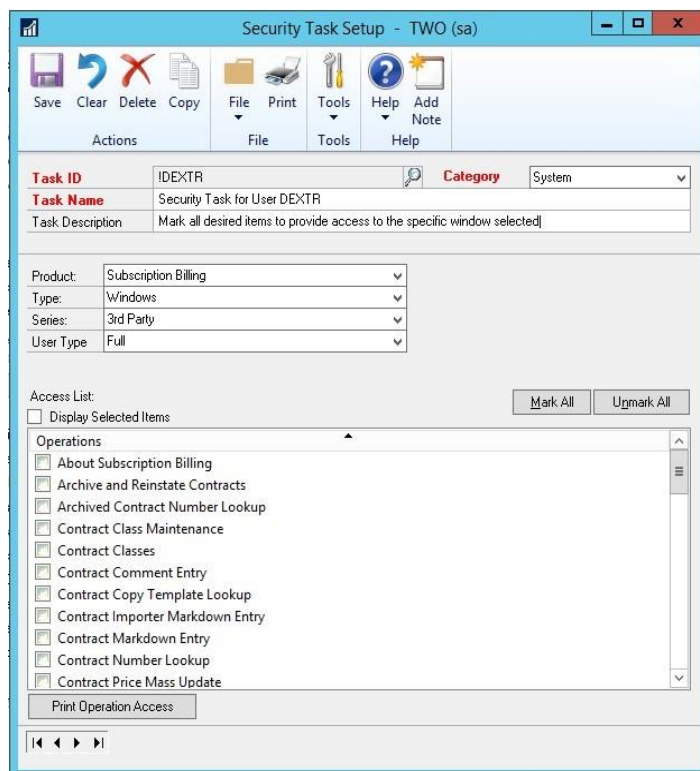
Setting up Security

For Subscription Billing, you must assign the Subscription Billings windows and reports to a security task, and then assign the security task to a specific role in your company. You can use the [Default Security Tasks & Role](#) created with Subscription Billing. Alternatively, you can manually create Security Tasks for Subscription Billing, see [Manually create Security Tasks](#) for more details.

For basic security instructions, please refer to Assigning security in Microsoft Dynamics GPs documentation.

[Manually create Security Tasks:](#)

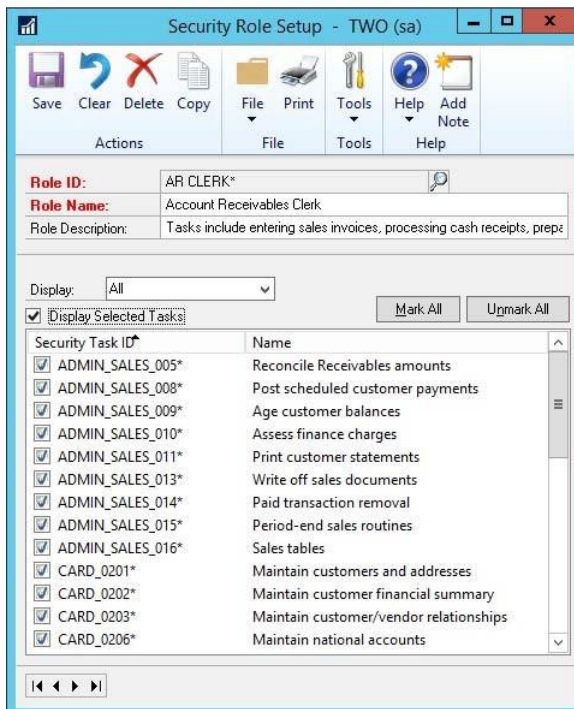
1. Open the Security Task Setup window.
(Tools>>Setup>>System>>Security>>Security Tasks)



2. Create a new Task ID, or select an existing Task ID.
3. From the Product list, select Subscription Billing.
4. From the Type list, select Windows (or Reports).
5. From the Series list, select 3rd Party.
6. To select all the operations, click Mark All, or select the applicable operations.
7. Click Save.
8. Repeat this procedure selecting Reports from the Type list.

To assign the Security Task to a role:

1. Open the Security Role Setup window.
(Tools >> Setup >> System >> Security >> Security Roles)



Security Role Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Actions File Tools Help

Role ID: AR CLERK*

Role Name: Account Receivables Clerk

Role Description: Tasks include entering sales invoices, processing cash receipts, prep

Display: All

☒ Display Selected Tasks

Mark All Unmark All

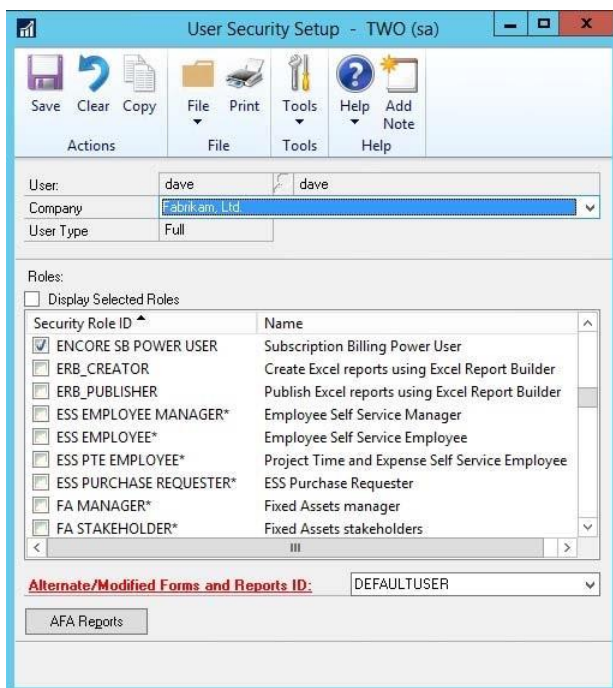
Security Task ID*	Name
<input checked="" type="checkbox"/> ADMIN_SALES_005*	Reconcile Receivables amounts
<input checked="" type="checkbox"/> ADMIN_SALES_008*	Post scheduled customer payments
<input checked="" type="checkbox"/> ADMIN_SALES_009*	Age customer balances
<input checked="" type="checkbox"/> ADMIN_SALES_010*	Assess finance charges
<input checked="" type="checkbox"/> ADMIN_SALES_011*	Print customer statements
<input checked="" type="checkbox"/> ADMIN_SALES_013*	Write off sales documents
<input checked="" type="checkbox"/> ADMIN_SALES_014*	Paid transaction removal
<input checked="" type="checkbox"/> ADMIN_SALES_015*	Period-end sales routines
<input checked="" type="checkbox"/> ADMIN_SALES_016*	Sales tables
<input checked="" type="checkbox"/> CARD_0201*	Maintain customers and addresses
<input checked="" type="checkbox"/> CARD_0202*	Maintain customer financial summary
<input checked="" type="checkbox"/> CARD_0203*	Maintain customer/vendor relationships
<input checked="" type="checkbox"/> CARD_0206*	Maintain national accounts

Navigation buttons: < > << >>

2. Select a Role ID.
3. To select all of the operations, click Mark All, or select the applicable operations.
4. Click Save.

To assign the Security Task to a role

1. Open the User Security Setup window.
(Microsoft Dynamics GP menu>>Tools>>Setup>>System>>User Security)



User Security Setup - TWO (sa)

Save Clear Copy File Print Tools Help Add Note

Actions File Tools Help

User: dave

Company: Fabrikam, Ltd.

User Type: Full

Roles:

☐ Display Selected Roles

Security Role ID *	Name
<input checked="" type="checkbox"/> ENCORE SB POWER USER	Subscription Billing Power User
<input type="checkbox"/> ERB_CREATOR	Create Excel reports using Excel Report Builder
<input type="checkbox"/> ERB_PUBLISHER	Publish Excel reports using Excel Report Builder
<input type="checkbox"/> ESS EMPLOYEE MANAGER*	Employee Self Service Manager
<input type="checkbox"/> ESS EMPLOYEE*	Employee Self Service Employee
<input type="checkbox"/> ESS PTE EMPLOYEE*	Project Time and Expense Self Service Employee
<input type="checkbox"/> ESS PURCHASE REQUESTER*	ESS Purchase Requester
<input type="checkbox"/> FA MANAGER*	Fixed Assets manager
<input type="checkbox"/> FA STAKEHOLDER*	Fixed Assets stakeholders

Alternate/Modified Forms and Reports ID: DEFAULTUSER

AFA Reports

2. Select the User ID.

3. Select the company Db
4. Select the Role you wish to add to the user.
5. Set the “Alternate/Modified Forms and Reports ID” if one has not been set for the user.
6. Click Save.

Chapter 2: Subscription Billing Setup

This chapter describes how to set up Subscription Billing. Subscription Billing for your company's use. All Subscription Billing Menu Items except Setup and Table Conversion will be hidden, until Subscription Billing Setup has been completed and the product registration keys have been entered. To learn more on completing product registration please see [Entering registration keys](#).

This chapter contains the following sections:

- [Subscription Billing Setup](#)
- [Subscription Billing User-Defined Labels](#)
- [Subscription Billing User Preferences](#)
- [Subscription Billing Contract Class](#)

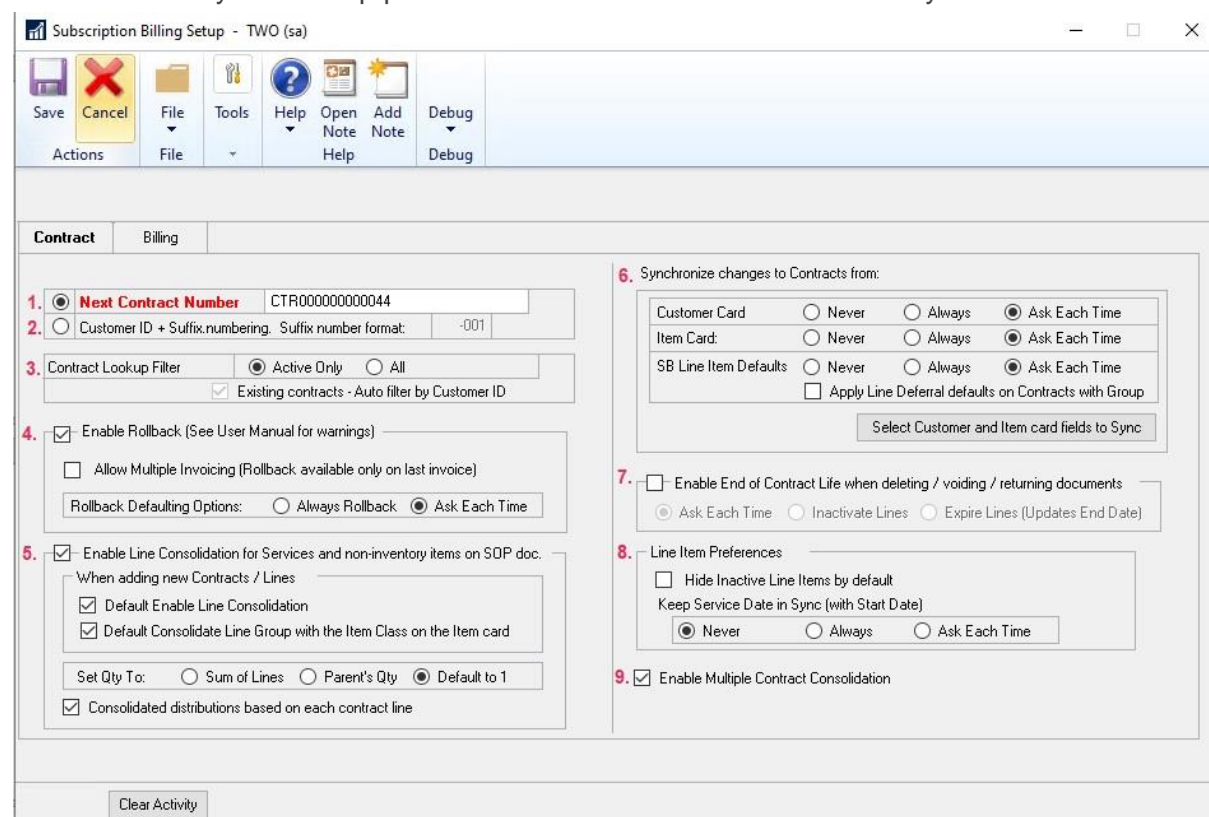
Subscription Billing Setup

The Subscription Billing Setup window is where you setup your preferences when in the Contract Entry window and when creating documents.
Subscription Billing Setup window

The Subscription Billing Setup window has been separated into two different tabs to provide options to setup Subscription Billing to be more meaningful to your company:

Contract Tab

This tab allows you to setup preferences when in the SB Contract Entry window.



Subscription Billing Setup - TWO (sa)

Save Cancel File Tools Help Open Note Add Note Debug

Contract Billing

1. ☒ Next Contract Number CTR000000000044

2. ☐ Customer ID + Suffix numbering. Suffix number format: -001

3. Contract Lookup Filter ☒ Active Only ☐ All
☒ Existing contracts - Auto filter by Customer ID

4. ☒ Enable Rollback (See User Manual for warnings)
☐ Allow Multiple Invoicing (Rollback available only on last invoice)
Rollback Defaulting Options: ☐ Always Rollback ☒ Ask Each Time

5. ☒ Enable Line Consolidation for Services and non-inventory items on SOP doc.
When adding new Contracts / Lines
☒ Default Enable Line Consolidation
☒ Default Consolidate Line Group with the Item Class on the Item card
Set Qty To: ☐ Sum of Lines ☐ Parent's Qty ☒ Default to 1
☒ Consolidated distributions based on each contract line

6. Synchronize changes to Contracts from:
Customer Card ☐ Never ☐ Always ☒ Ask Each Time
Item Card: ☐ Never ☐ Always ☒ Ask Each Time
SB Line Item Defaults ☐ Never ☐ Always ☒ Ask Each Time
☐ Apply Line Deferral defaults on Contracts with Group
Select Customer and Item card fields to Sync

7. ☐ Enable End of Contract Life when deleting / voiding / returning documents
☒ Ask Each Time ☐ Inactivate Lines ☐ Expire Lines (Updates End Date)

8. Line Item Preferences
☐ Hide Inactive Line Items by default
Keep Service Date in Sync (with Start Date)
☒ Never ☐ Always ☐ Ask Each Time

9. ☒ Enable Multiple Contract Consolidation

Clear Activity

The following options are available:

1. Next Contract Number sequence.
Required Field. This will be the default numbering scheme when creating new contracts.
2. Customer ID + Suffix numbering. Suffix number format
Optional method for Contract Numbering. When set this will allow the user to select the Customer ID first when creating a new Contract. The Contract Number will default accordingly with the Customer ID + Suffix. You can then specify the Suffix numbering format.
3. Set the Contract Lookup Filter default option:
Optional field to filter which contracts are visible in Contract Lookup.
 - a. Active Only *(Only Active Contracts will be displayed – Out of the box default)*
 - b. All *(All contracts will be displayed)*

Sub option available for Existing Contracts – Auto Filter by Customer ID.

Optional setup option only available when using optional Contract Numbering by Customer ID. When you use the Contract Number Lookup and this feature is enabled, the lookup will filter by Contract Numbers containing the same Customer ID.
4. Enable Rollback options
Rollback allows you to restore the contract to its original state prior to the last SOP document being generated. Rollback occurs when you Delete, Void, and Return a document in the SOP module. For more information about the rollback feature, see [How to rollback a Contract](#). The options are as follows:
 - a. Enable Rollback.
 - b. Allow Multiple Invoicing for a contract.
This disables the Document creation validation that Contract has unposted documents allowing the user to create the next bill cycles SOP document prior to posting the current SOP document. Note with this option enabled rollback will only occur for the last SOP document generated.
 - c. Set rollback Defaulting Options.
 - i. Always Rollback
 - ii. Ask Each Time
5. Enable Line Consolidation on SOP Documents options
This feature allows you to consolidate non-inventory / Service based line items to be a single line item on the SOP document created. For more information about the Consolidation feature, see [Line Item Consolidation](#). You have the following options available:
 - a. Default Enable Line Consolidation.
This will enable the “Enable Line Consolidation” option on the contract header when new Contracts are created.
 - b. Enable Default Consolidate Line Group with the item Class on the Item Card. With this option marked, when new contract lines are created, the Consolidated Line Group on the contract line will default with Item Class.
 - c. Set QTY to option:

- i. **Sum of Lines** - *This will set the quantity of the consolidated line item to be the Sum of the quantity for all line items being consolidated.*
- ii. **Parent's QTY** - *This will set the quantity of the consolidated line item to be the parent line items quantity.*
- iii. **Default to 1** - *This will set the quantity of the consolidated line item to be 1.*
- d. Enable Consolidated distributions based on each contract line.
While line consolidation combines multiple contract lines into a single line on the document, this option allows for maintaining each child lines distributions on the SOP document generated.

6. Set Synchronization to Contract Options

This section allows you to specify how changes made in the following areas will be synchronize onto existing Contracts:

- a. Customer Card*
- b. Item Card*
- c. SB Line item defaults**

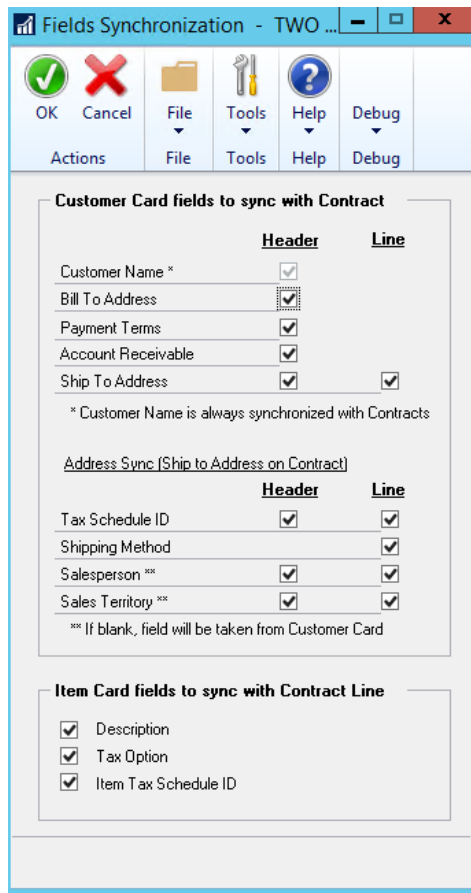
*You do not have to synchronize all fields – see below on how you can specify which fields should kept in sync.

**For more information about SB Line item defaults see Chapter 5: Subscription Billing Line Item Defaults.

Each Option will have Three Radio Button Options:

- i. Never (*Synchronization will never occur*)
- ii. Always (*Synchronization will always occur for the fields enabled*)
- iii. Ask Each Time (*You will be prompted to Synchronize for the fields enabled*)
- d. Enable SB Line Item defaults sub option for Apply Line Deferral Defaults on Contract with Group. *This option allows you to still roll down SB Line Item defaults on contracts that have a Deferral Profile group set.*
- e. Select Customer Card and Item Card fields to Sync button.
This will open the new Fields to Synchronize window. It allows you to set which fields from the Customer and Item cards are to be included in the Synchronization to the Contract for both Contract Header and Contract Line items. This list includes all fields are exists in both SB and GP.

The customer card fields are split into sections. The first section are fields found on the main customer card window. The second section are found on the Customer Address Maintenance window – for the Ship To address.



Customer Card fields to sync with Contract

	Header	Line
Customer Name *	<input checked="" type="checkbox"/>	
Bill To Address	<input checked="" type="checkbox"/>	
Payment Terms	<input checked="" type="checkbox"/>	
Account Receivable	<input checked="" type="checkbox"/>	
Ship To Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* Customer Name is always synchronized with Contracts

Address Sync (Ship to Address on Contract)

	Header	Line
Tax Schedule ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shipping Method		<input checked="" type="checkbox"/>
Salesperson **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Territory **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

** If blank, field will be taken from Customer Card

Item Card fields to sync with Contract Line

<input checked="" type="checkbox"/> Description
<input checked="" type="checkbox"/> Tax Option
<input checked="" type="checkbox"/> Item Tax Schedule ID

7. Enable End of Life for Contract when deleting / voiding / returning documents.

This option allows you to automatically expire or inactivate a contract when you delete / void / or return an SOP document.

If enabled, you can then set which option to default:

- Ask Each Time – *You will be asked each time if you wish to Inactivate or Expire the Contract*
- Inactive – *All line items included on the SOP document will be flagged as inactive on the Contract. If contract has no Active line items, then Contract Status will be set to Inactive*
- Expired – *All line items included on the SOP document will be flagged as inactive and End date will be set to the day before Next Bill Date. If contract has no active line items, then Contract Status will be set to Expired.*

8. Set Line Item Preferences options:

These are options on the Line Items tab in the Contract Entry window.

- Hide Inactive Line items. – *With this option checked the Option to Hide Inactive Line Items will be checked in Contract Entry when you first open the window. This means, that you will only see active contract lines when the contract entry window is opened.*
- Keep Service Date in Sync. – *This option for use with Line deferrals to allow the user to keep the service date synchronized to Start date should you make changes to the start date.*

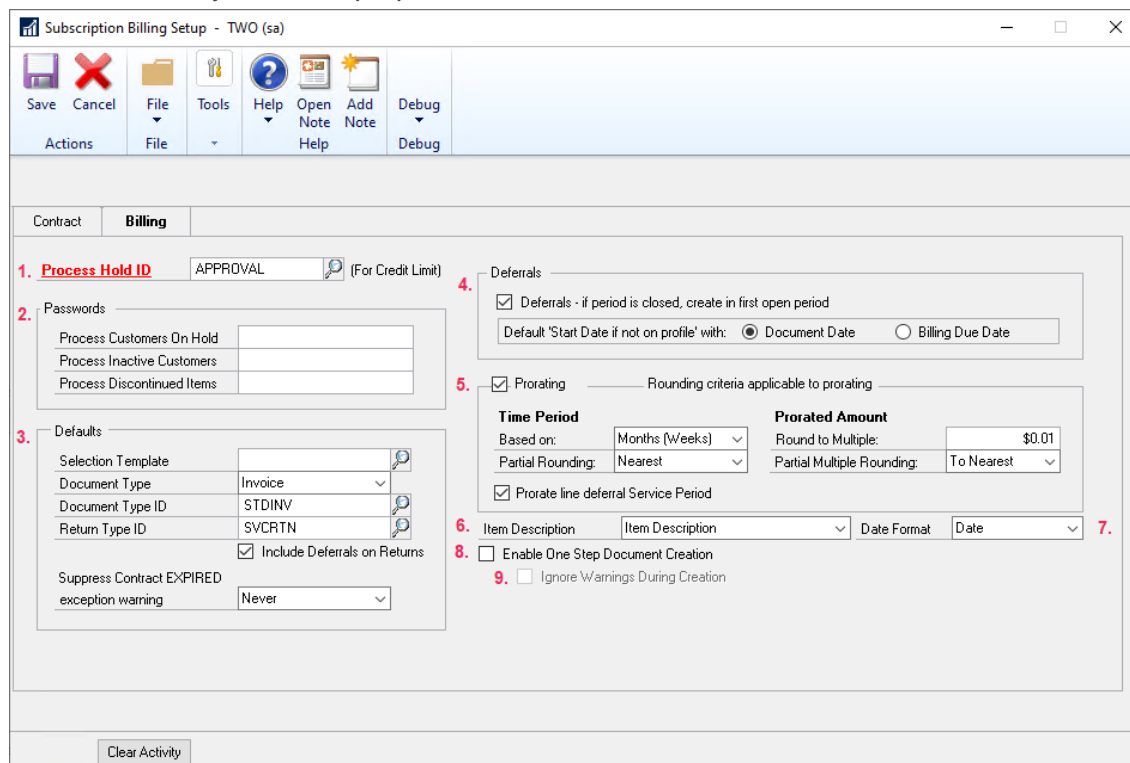
- i. **Never** - *Will not synchronize changes in Contract Entry.*
- ii. **Always** - *Should a change to the start date be made, it will automatically update the service date to remain in sync.*
- iii. **Ask Each Time** - *Should start date and service date on the line item be in sync, if the start date is changed you will receive a pop-up inquiring if you wish to keep the service date in Sync. Selecting yes will advance the Service date to be in Sync with Start Date. Selecting No the service date will remain unchanged.*

9. Enable Multiple Contract Consolidation

This feature allows you to Consolidate multiple Contracts with a Parent / Child relationship to generate a single SOP document from multiple Contracts. See [Contract Consolidation](#) for further details.

Billing Tab

This tab allows you to setup options for SOP document creation.



The following options are available:

1. Set the process Hold ID (for Credit Limit.) – **Required Field.** *This is used to setup the Hold ID for credit limits. If no ID exists, select the Hold ID link to create a new ID.*
2. Set passwords (Optional)
The passwords are to enable creating documents for each situation listed below. Otherwise, these customers and items will not be included when SOP documents are created.
 - a. Process Customers on Hold - *To allow users to include customers who are on hold, enter a password.*

- b. Process Inactive Customers - *To allow to include customers who are inactive, enter a password.*
 - c. Process Discontinues Items - *To allow users to include discontinued items in invoices, enter a password.*
3. Set the Defaults for SOP document Creation:
- a. Selection Template – *A Selection Template saves default values for most of the fields on the Document Creation window. So, by entering Selection Template default, the SOP Document creation window will be opened with many of the field already set.*
 - b. Document Type – *Set the default document type to be used by the company: Quote, Order, or Invoice. Used in conjunction with Document ID to set the defaults for SOP document Creation window and instant Create options.*
 - c. Document Type ID *The document Type ID is used in conjunction with the Document Type. This is required field if Document Type set.*
 - d. Return Type ID – *Used to specify a default Return Document ID for the Create Returns selection window.*
 - e. Enable Include Deferrals on Returns – *Normally, deferrals are not created when a Return document is created. Mark this option if you need the ability to include deferrals on returns.*
 - f. Suppress Contract Expired exception warning message option:
This option allows you to bypass the contract will be expired warning validation that appears when the document creation process is finished. The available selections:
 - i. Never – *Warning is never suppressed.*
 - ii. Onetime Billing Frequency – *Warning suppressed when all active contract lines are for One-time Billing frequency.*
 - iii. Always – *Warning is always suppressed.*

4. Deferral Options

This section allows you to set your contract lines to deferring revenue when creating SOP documents. The following options are:

- a. Deferrals – if period is closed create in first open period. Normally when deferrals are created – the system ignores whether the period is closed. However, with this option set, If deferral distribution date starts in a closed period then it will be changed to the first open fiscal period. *This setting will apply to both Line deferrals and deferred profile groups for both SOP invoices and SOP Returns.*
- b. Default Start Date if not on Profile.
This option for use with Deferred Profile groups to set how the Start date will default in for the SOP Document Creation window. The following options are available:
 - i. Document Date
 - ii. Billing Due Date

5. Prorating Options

Proration allows the system to recalculate the Unit price for the line item for first and last invoicing based on the number of active days in the billing cycle. For the First billing, it is the difference between Start date and Next Bill Date on the contract line versus the number of days in the billing cycle. and For the Last billing,

it is the difference between Next Bill Date and End date versus the number of days in the billing cycle.

This section allows you to set your preferences for how the system will calculate the proration of the line item.

The following options are available:

- a. Based on option:
 - i. Days – *Calculation is based on number of Days*
 - ii. Months (Weeks) - *Calculation is based on Months (Weeks)*
- b. Partial Rounding
 Rounding method for how the system should handle partial months. For example, If the Billing cycle is quarterly and it starts on Jan 1. If the contract line starts on Jan 17th. This is about 2.5 months – but since the calculation is based on Months. The system needs further instructions on what to do with the partial month of January. Therefore, this option is Disabled for Based on Days option. Selections are:
 - i. Up - *Partial months will be round up to the full month.*
 - ii. Down – *Partial months will be discarded.*
 - iii. Nearest – *if the start date is more than midway through the month, the month is disregarded. If the start date is midway or earlier then the month is added to the initial bill.*
- c. Round to Multiple – *This allows you to specify the decimal to round the prorated unit cost to. This option works together with the Partial Multiple Rounding setting. ie. If you enter \$0.01, it will round to the penny. If you \$1.00, it will round to the dollar. Whether the system rounds it up/down depends on the Partial Multiple rounding setting.*
- d. Partial Multiple Rounding. – This allows you to specify how the system should round the calculated prorated unit costs. The following options are available in the pulldown. *This option works together with the Round to Multiple setting.*
 - i. Up –*The prorated amount is always rounded up*
 - ii. Down –*The prorated amount is always rounded down.*
 - iii. To the Nearest – *The prorated amount is rounded to the nearest currency unit.*
 - iv. No Proration. – *if selected this will turn off Proration. It is supported for legacy purposes only.*
- e. Prorate Line Deferral Service Period. – *This option applies when the contract line is using deferrals. If enabled, the service period will also be prorated based on the difference in days for line deferrals. For example, If the Billing cycle is quarterly and it starts on Jan 1st, but the contract line starts on Jan 17th. The service date is set for a 2 months later on March 1. By setting this option, the system will not use 3 months for the service period – but start the service period on March 17th.*

6. Item Description.

This option is by default set to Item Description. However, you can provide additional Information about in the contract line in the Line item description on the SOP document. The options available are:

- a. Item Description – *Normal default. Uses the description from the line item.*
- b. Billing Date – *The contract line Billing Period will replace the Item Description*

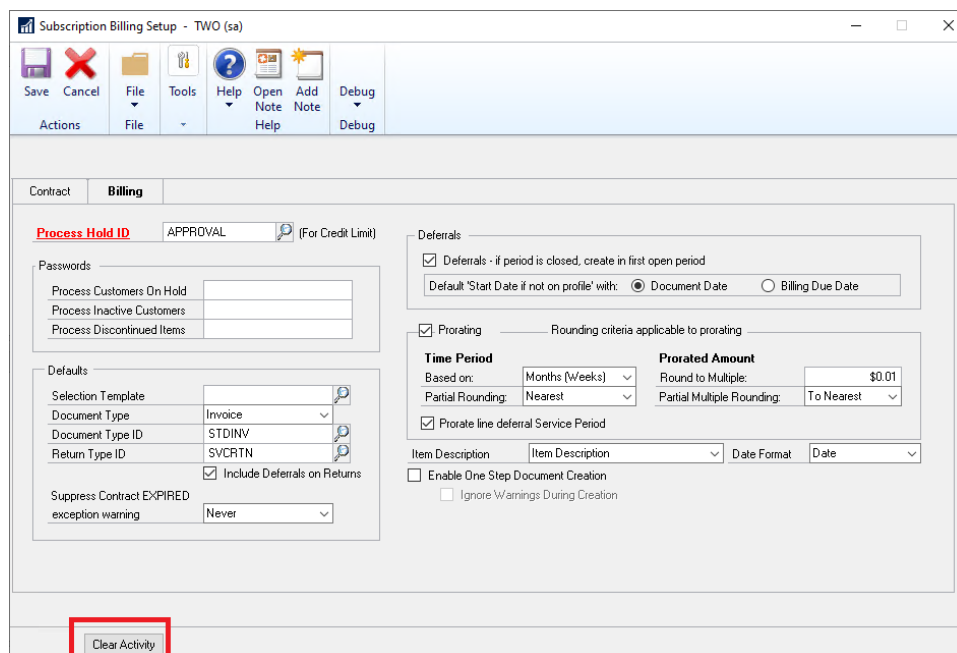
- c. Item Description & Billing Date – *The contract line Billing Period will be included with the Item Description*
 - d. Service Date – *The contract line Deferral Service Period will replace the Item Description*
 - e. Item Description & Service Date – *The contract line Deferral Service Period will be included with the Item Description*
7. Date Format.
- This option is used in conjunction with the Item Description option. It applies will one of the Date options is selected. It allows for the setting the date format when including the Periods for Service or Billing in the Item Description Selection. The options are:
- a. Date – *Default selection It will display the date mm/dd/yyyy values.*
 - b. Name of Month – *with this option selected the date will just be the name of the month.*
8. Enable one Step Document Creation. – *Normally, the SB documentation creation process is a twostep process. In the first step, the data is gathered, and validations are performed. The system stops processing at this point giving the user the opportunity to verify the contracts that were selected. With this option selected the system will automatically start the second step of the SOP creation process If they are no Warnings or Errors that occur during first step.*
9. Ignore Warnings During Creation. – *This option is disabled unless Enable One Step Document Creation is enabled. With this option selected, if the system only encountered warnings during the first step, then it will automatically continue to the second step.*

Clear Activity

There are two types of activity locks in SB. When the Clear Activity button is clicked you will be asked for each activity type if want to clear the activity lock.

The first type of lock is used whenever a contract is accessed in Subscription Billing Contract Entry. An Activity lock is generated on the contract to prevent other users or processes from editing or using the contract. The activity lock is cleared automatically once you leave the Contract.

The second type of Activity lock is created as each contract is picked up during SOP document Creation. The lock is released when SOP document creation process is finished. Should the Activity lock fail to be cleared because of connection issues to the server, you can force clear the lock.



Subscription Billing Setup - TWO (sa)

Save Cancel File Tools Help Open Note Add Note Debug

Contract Billing

Process Hold ID: APPROVAL (For Credit Limit)

Passwords:

- Process Customers On Hold
- Process Inactive Customers
- Process Discontinued Items

Defaults:

- Selection Template
- Document Type: Invoice
- Document Type ID: STDINV
- Return Type ID: SVCRTN
- Include Deferrals on Returns: ☒
- Suppress Contract EXPIRED exception warning: Never

Deferrals:

- ☒ Deferrals - if period is closed, create in first open period
- Default 'Start Date if not on profile' with: ☒ Document Date ☐ Billing Due Date

Prorating:

- ☒ Prorating
- Rounding criteria applicable to prorating
- Time Period: Based on: Months (Weeks)
- Round to Multiple: \$0.01
- Partial Rounding: Nearest
- Partial Multiple Rounding: To Nearest
- ☒ Prorate line deferral Service Period

Item Description: Item Description Date Format: Date

☐ Enable One Step Document Creation

☐ Ignore Warnings During Creation

Clear Activity

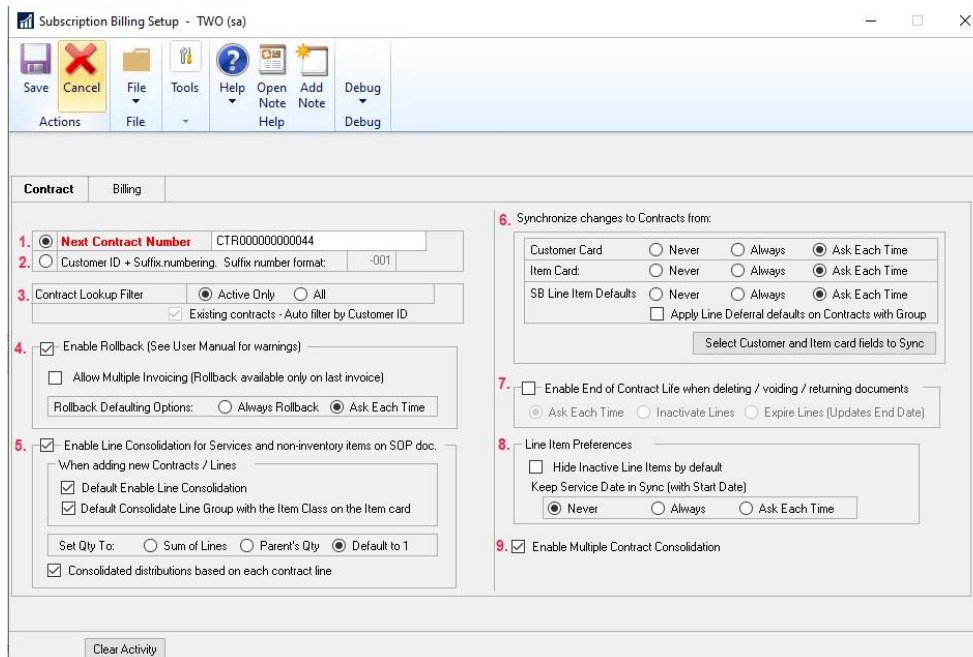
Completing Subscription Billing Setup

Once you complete Subscription Billing Setup you can start using Subscription Billing to create contracts and generate SOP documents from the contracts.

To complete Subscription Billing Setup:

1. Open the Subscription Billing Setup Options window to the Contract Tab.

(Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Subscription Billing Setup >> Contract Tab).



Subscription Billing Setup - TWO (sa)

Save Cancel File Tools Help Open Note Add Note Debug

Contract Billing

1. ☒ Next Contract Number CTR000000000044

2. ☐ Customer ID + Suffix numbering. Suffix number format: -001

3. Contract Lookup Filter: ☒ Active Only ☐ All

☒ Existing contracts - Auto filter by Customer ID

4. ☒ Enable Rollback (See User Manual for warnings)

☐ Allow Multiple Invoicing (Rollback available only on last invoice)

Rollback Defaulting Options: ☐ Always Rollback ☒ Ask Each Time

5. ☒ Enable Line Consolidation for Services and non-inventory items on SOP doc.

When adding new Contracts / Lines:

- ☒ Default Enable Line Consolidation
- ☒ Default Consolidate Line Group with the Item Class on the Item card

Set Qty To: ☐ Sum of Lines ☐ Parent's Qty ☒ Default to 1

☒ Consolidated distributions based on each contract line

6. Synchronize changes to Contracts from:

- Customer Card: ☐ Never ☐ Always ☒ Ask Each Time
- Item Card: ☐ Never ☐ Always ☒ Ask Each Time
- SB Line Item Defaults: ☐ Never ☐ Always ☒ Ask Each Time
- ☐ Apply Line Deferral defaults on Contracts with Group

Select Customer and Item card fields to Sync

7. ☐ Enable End of Contract Life when deleting / voiding / returning documents

☒ Ask Each Time ☐ Inactivate Lines ☐ Expire Lines (Updates End Date)

8. Line Item Preferences

- ☐ Hide Inactive Line Items by default
- Keep Service Date in Sync (with Start Date): ☒ Never ☐ Always ☐ Ask Each Time

9. ☒ Enable Multiple Contract Consolidation

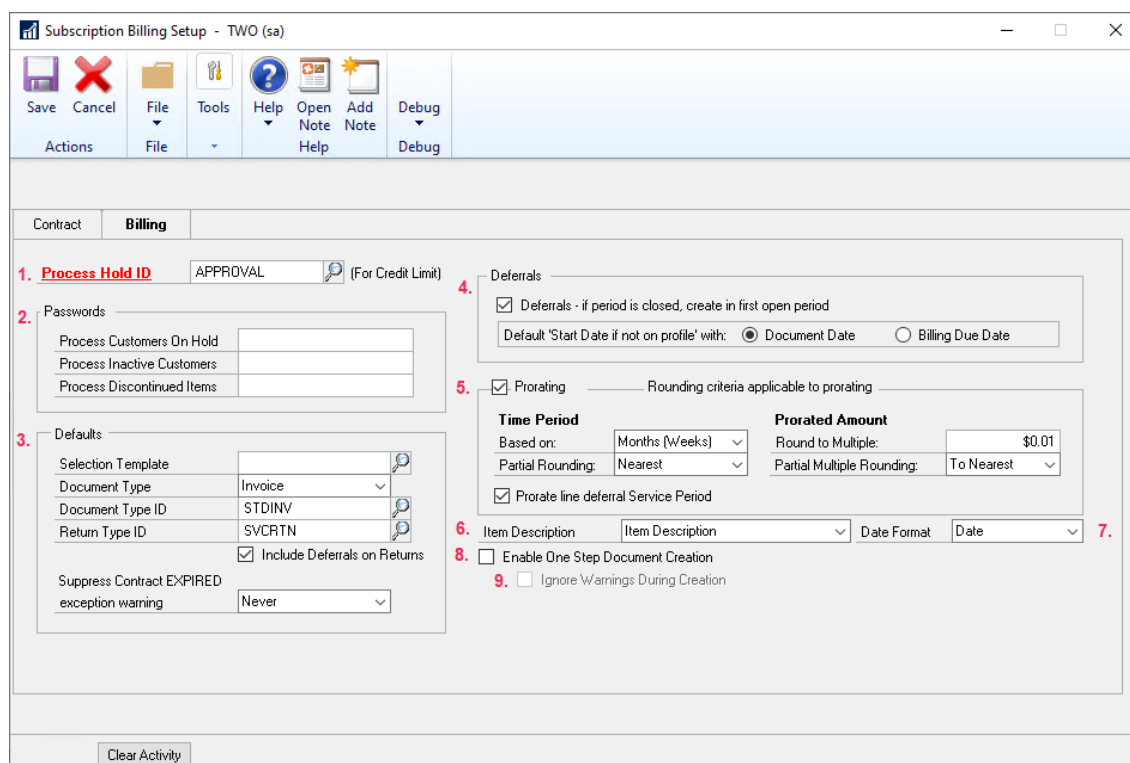
Clear Activity

2. Accept the default Contract numbering scheme or enter the contract number that you would like to use. This can be any alphanumeric string, up to 20 characters long. Leave leading zeros and make the number long enough to be incremented as the system will not add digits. (Required Field – Point 1 on screenshot above)



Do not set the Next Contract Number as an Alpha String only. Such Contract Numbers cannot be incremented and would cause issues when starting a new Contract. you can set the Contract Number manually in Contract Entry to a non-incrementing Contract Number when starting a new Contract.

3. Set the optional Contract Setup options 2 through 8 as outlined in [Contract Tab](#) of Subscription Billing Setup window.
4. Select the Billing Tab



5. Enter or select a Process Hold ID. (Required Field - Point 1 in Screenshot above)



Process hold is used to prevent users from processing Sales Order Documents that cause customers to exceed their credit limits. You can select a Process Hold ID that has a password set up in the Sales Process Holds Setup window. This will ensure that the user must enter the correct password before selecting the Exceed Credit Limit option.

6. Set the optional Contract Setup options 2 through 9 as outlined in [Billing Tab](#) of Subscription Billing Setup window.
7. Once all setting options have been set press Save to complete Subscription Billing Setup.
8. Should you wish to use any of the Subscription Billing User Defined Fields for either the contract Header or contract Lines you can setup the labels for the User Defined fields in [Subscription Billing User-Defined Labels Setup Window](#).

Subscription Billing User-Defined Labels Setup Window

Subscription Billing- Provides 16 optional user-defined fields to be used for the contract header and 8 user-defined fields to be used for the contract lines. The Subscription Billing User-Defined Labels window allows you to setup the Label for each User Defined Field to meet your company needs. These labels should be meaningful descriptions to your users on the intent of the user defined field.

The following User-Defined Fields are available:

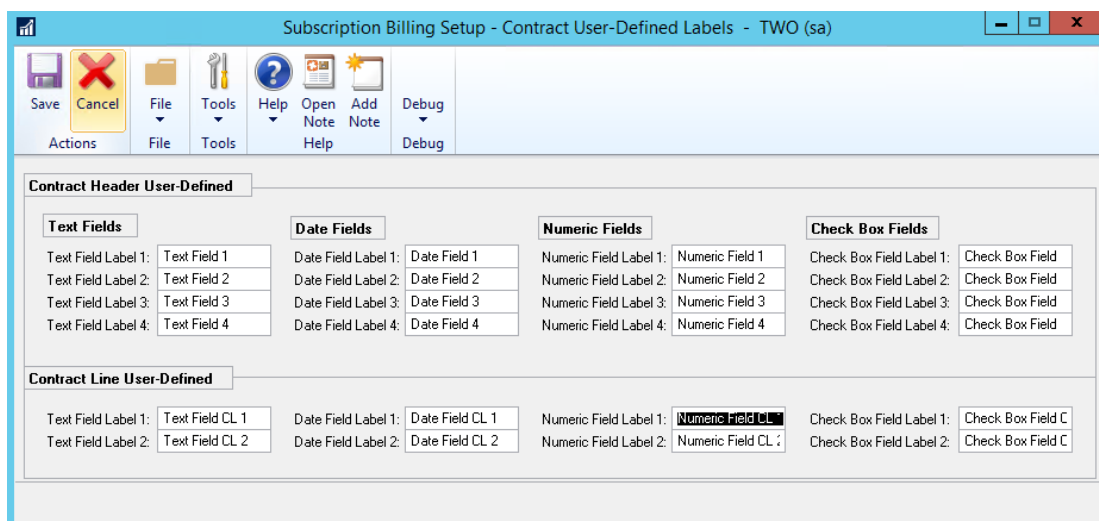
- 4 Text (60 characters) for header, 2 Text (30 characters) for lines
- 4 Date for header, 2 for lines
- 4 Numeric for header, 2 for lines
- 4 Check Box for header, 2 for lines



Updating User defined labels for Subscription Billing and / or Sales Order processing will require the Smartlist objects to be resync through Table Conversion and Utilities or rebuild through the Rebuild Smartlist Utility to have new label names to be updated on the Subscription Billing Smartlist.

To set up Subscription Billing - User-Defined Labels

1. Open the Subscription Billing Setup Options window.
(**Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Subscription Billing User-Defined Labels**).
The User Defined fields will have the following labels listed below after initial installation.



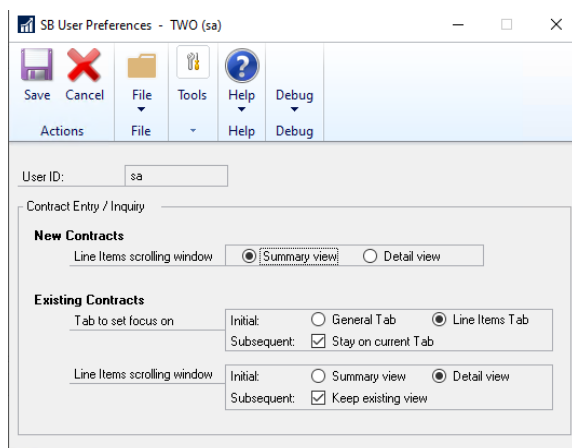
Subscription Billing Setup - Contract User-Defined Labels - TWO (sa)															
Contract Header User-Defined															
Text Fields				Date Fields				Numeric Fields				Check Box Fields			
Text Field Label 1:	Text Field 1	Date Field Label 1:	Date Field 1	Numeric Field Label 1:	Numeric Field 1	Check Box Field Label 1:	Check Box Field	Text Field Label 2:	Text Field 2	Date Field Label 2:	Date Field 2	Numeric Field Label 2:	Numeric Field 2	Check Box Field Label 2:	Check Box Field
Text Field Label 3:	Text Field 3	Date Field Label 3:	Date Field 3	Numeric Field Label 3:	Numeric Field 3	Check Box Field Label 3:	Check Box Field	Text Field Label 4:	Text Field 4	Date Field Label 4:	Date Field 4	Numeric Field Label 4:	Numeric Field 4	Check Box Field Label 4:	Check Box Field
Contract Line User-Defined															
Text Field Label 1:	Text Field CL 1	Date Field Label 1:	Date Field CL 1	Numeric Field Label 1:	Numeric Field CL 1	Check Box Field Label 1:	Check Box Field C	Text Field Label 2:	Text Field CL 2	Date Field Label 2:	Date Field CL 2	Numeric Field Label 2:	Numeric Field CL 2	Check Box Field Label 2:	Check Box Field C

2. In the Contract Header User-Defined section set the desired labels for:
 - Text Fields
 - Date Fields
 - Numeric Fields
 - Check Box Fields
3. In the Contract Line User-Defined section set the desired labels for:
 - Text Fields
 - Date Fields
 - Numeric Fields
 - Check Box Fields

4. Select Save.
5. Once Completed Resync SmartList Objects in [Table Conversion and Utilities](#) to refresh Subscription Billing SmartList objects with the label changes.

Subscription Billing User Preferences

Subscription Billing User preferences allows each user to customize their workflow experience when creating New Contracts and accessing existing Contracts in Subscription Billing Contract Entry.



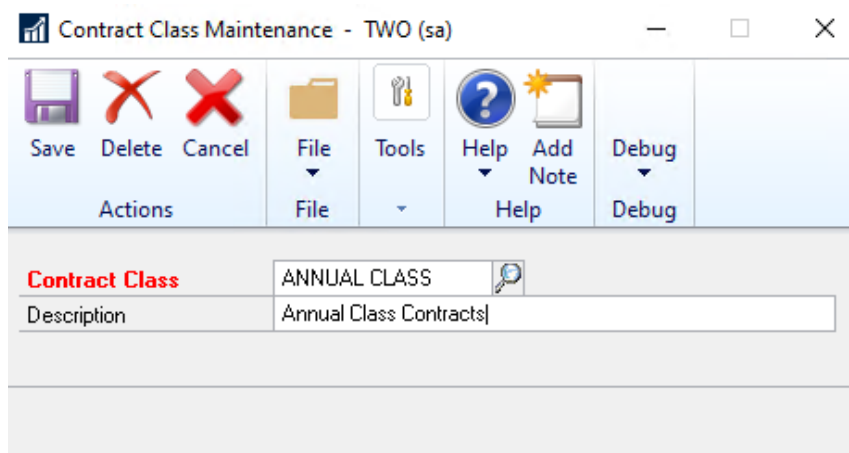
To customize Subscription Billing User Preferences

1. Open SB User Preferences window
(Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Subscription Billing User Preferences)
(This is also accessible by selecting the Additional >> SB User Preferences menu option while in Subscription Billing Contract Entry).
2. Set the Line items scrolling window option for New Contracts. When you start a new Contract and proceed to the line item tab, the system will default the scrolling window view in as the option selected:
 - a. Summary View
 - b. Detail View
3. You can have different default viewing options when existing contracts are selected,
 In Existing Contracts section allows you to customize:
 - a. Set the contract Tab that you to set focus on: *(Which tab will you default to when opening an existing Contract)*
 - i. General Tab
 - ii. Line Items Tab
 - b. Check Stay on Current Tab option, if you wish to stay on whichever tab you currently have focus on when navigating to other contracts.
 - c. Line items scrolling window options: *(Set which view to default to for the Line items tab)*
 - i. Summary View

- ii. Detail View
 - d. Keep existing view Checkbox. *This allows you to stay on whatever scrolling window view you currently have when moving to another Contract.*
4. Select Save to keep any changes made to User Preferences.

Subscription Billing Contract Class

Subscription Billing gives you the ability to group contracts by assigning a Contract Class ID to contracts. This ID can be up to 16 alpha numeric characters long and have its own description up to 63 characters in length. The Contract Class can then be used for additional reporting information as well as filtering options for creation of SOP documents. This setup is optional and can be added at any time.



Contract Class Maintenance - TWO (sa)	
Save	Delete
Cancel	File
Tools	Help
Add Note	Debug
Contract Class: ANNUAL CLASS	
Description: Annual Class Contracts	

To set up Subscription Billing Contract Class

1. Open the Subscription Billing Contract Class window.
(Cards >> Subscription Billing User >> Subscription Billing Contract Class)
2. Enter a new Contract Class ID
3. Enter a Description for the Class ID entered.
4. Press Save.



Chapter 3: Create & Edit Subscription Billing Contracts

Subscription Billing allows you to create contracts in Microsoft Dynamics GP that will generate invoices, quotes or orders at regular intervals.

This chapter provides detail instructions on creating and editing Subscription Billing Contracts. This chapter includes the following topics:

- [Entering customer contracts](#)
 - [Contract Header](#)
 - [Contract Line Items](#)
- [Editing Line Details](#)
- [Contract Note](#)
- [Skipping billing cycles](#)
- [Using Subscription Billing user-defined fields](#)
- [Using Sales Order Processing user-defined fields](#)
- [Integrating with Receivables Electronic Funds Transfer \(EFT\)](#)
- [Copying an existing contract](#)
- [Contract Line Mass Update](#)
- [Create / Append a Subscription Billing Contract from SOP](#)
- [Creating project distributions in Project Tracking](#)

Entering customer contracts

Every contract that you create will have a Customer ID and may include inventory and non-inventory line items with differing billing frequencies, unit prices and quantities. Based on the information you enter, SOP documents (quotes, orders, or invoices) for items that are due to be billed will be created as part of the create documents process.

For more information about the create document process, see [Create SOP Documents](#).

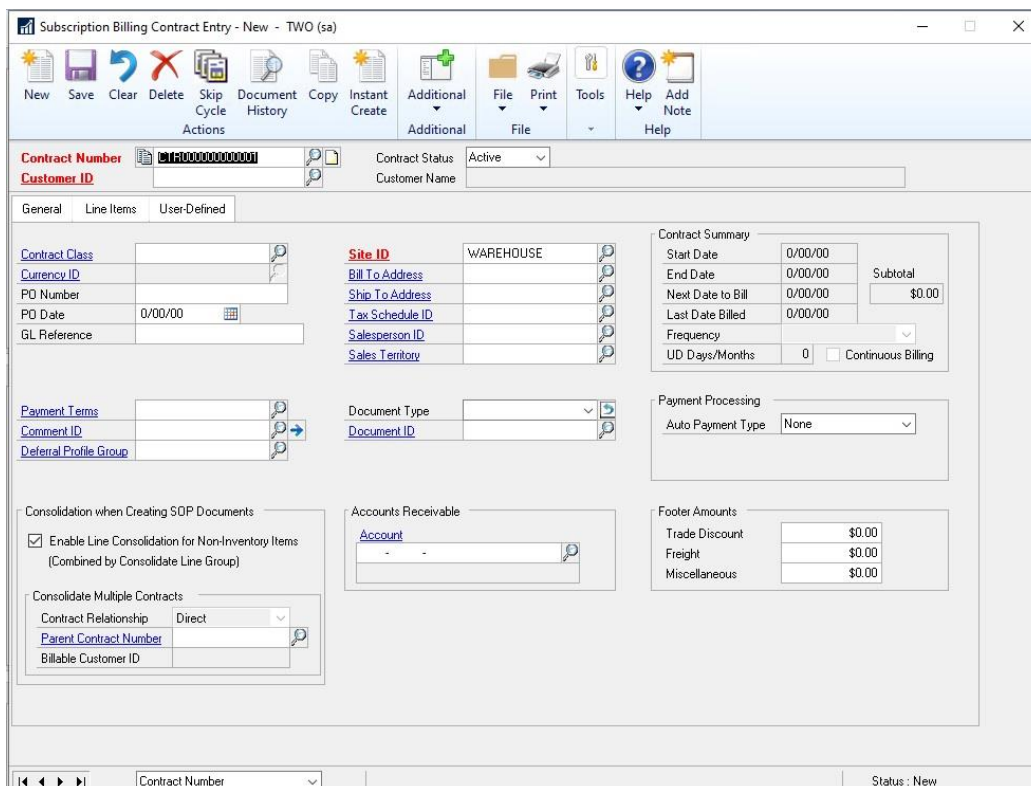


Make sure you have completed the setup as described in [Subscription Billing Setup](#). Once the setup is complete, you are ready to enter customer contracts.

Each time you access a contract an Activity Lock will be created for the contract preventing other users or processes from updating the contract. The activity lock is cleared when you exit the contract.

To enter Customer Contracts - Contract Header:

1. Open the Subscription Billing Contract Entry window.
(***Transactions >> Sales >> Subscription Billing Contract Entry***)



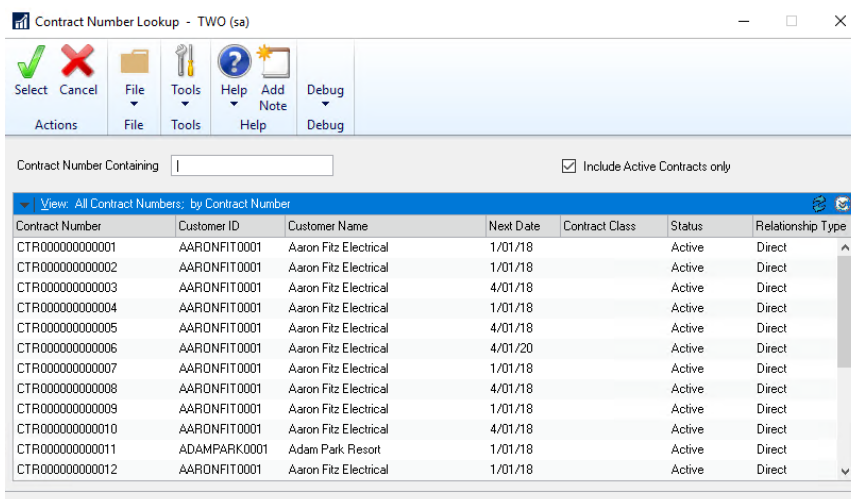

The footer toolbar on the Contract has VCR buttons to cycle through Existing Contracts based on the setting option for the cycle:

- **Contract Number**
- **Customer ID**
- **Customer Name**
- **PO Number**
- **Contract Class / Contract**
- **Contract Class / Customer**

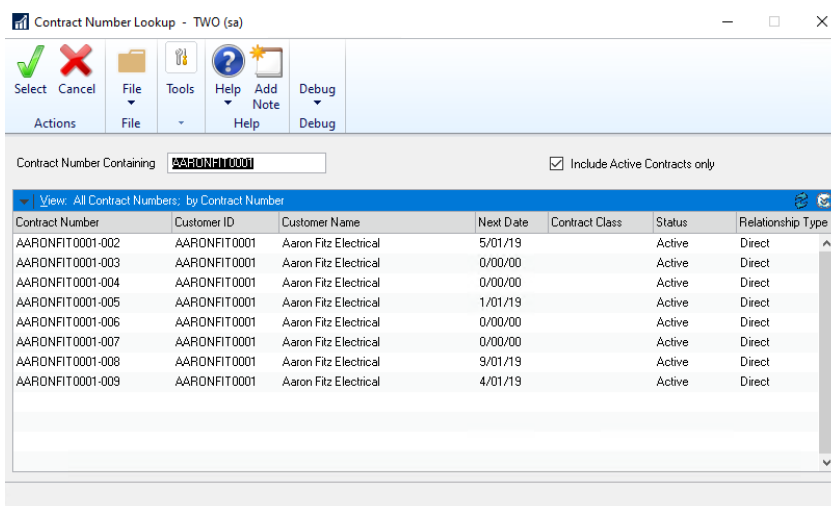
2. To edit an existing contract: enter or select a contract number using the Contract Number Lookup



On the Contract Number Lookup window, you can limit your search to active contracts only by checking the checkbox for Include Active Contract only. This option can be defaulted as checked in the Subscription Billing Setup options on the Contract Tab.



If Subscription Billing Setup is enabled for “Existing Contracts – Auto filter by Customer ID”, then Contract Number lookup will be limited to display the Contract Numbers starting with the same Customer ID as the Customer ID on the Contract you are currently viewing.

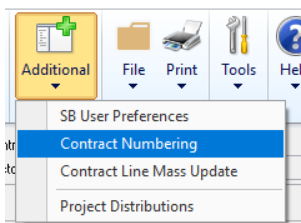


- To create a new Contract: Select the New option and accept the defaulted Contract Number or enter a new Contract Number.



If the feature for Customer ID + Suffix number is set in Subscription Billing Setup, then you can skip to Step 5 to set the Customer ID.

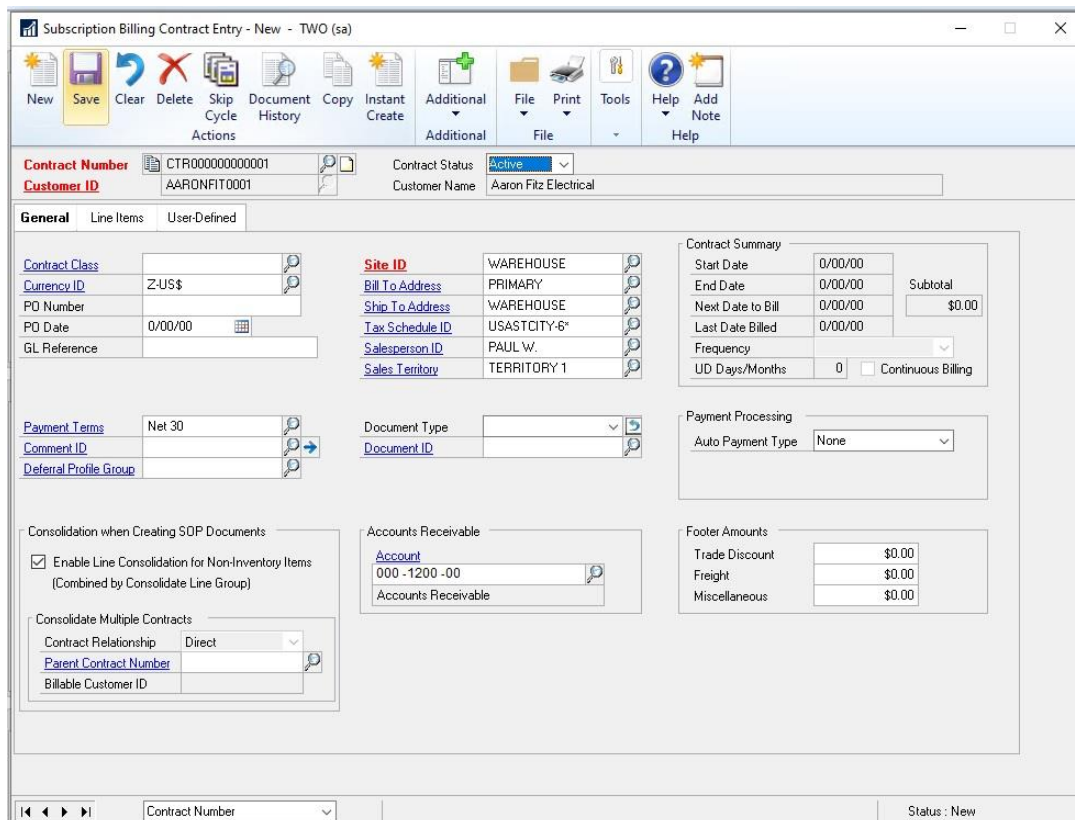
If a change needs to be made to the contract number format you can select Contract Numbering from the Additional menu or CTRL+N which will take you to the Subscription Billing Setup window. Or you can open the Subscription Billing Setup window from the Setup menu.



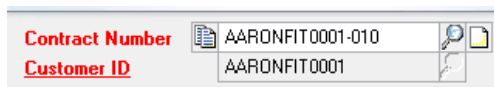
4. For new Contracts enter the Customer ID.



Information from the customer record such as Bill to Address ID, Ship To Address ID, Tax Schedule ID, Salesperson ID, Sales Territory, Payment Terms, Currency ID, Account Receivable will default on the Contract Header and be used when creating the SOP Document. Note that if no AR account is set on the Customer Card then this will default from posting account setup.




If the feature in Subscription Billing Setup is set for Customer ID + Suffix numbering is set for Contract Number, then the Contract Number will default to be Customer ID + next available Suffix number for that Customer ID.



5. Select a contract status. New contracts will default with Active Status. Contracts with a status of Inactive, Hold, or Expired will not be billed.



When flipping Contract Status to inactive you will receive an option to automatically inactivate all line items.

When flipping Contract Status to Expired you will receive a notification that all line items must be expired. You must select Yes to expire contract.

6. Select the General Tab. This tab generally contains fields that will be populated from the Microsoft Dynamics GP customer card. Any changes made to the fields will only affect the current contract.



The following fields will be used to default on the line items added. Should you adjust the field on the Contract Header then you will be prompted if you wish to roll down the change to the existing line items.

- **Site ID*** (required field)
- **Salesperson ID****
- **Ship To Address ID**
- **Sales Territory**
- **Tax Schedule ID**

**Note: If the Customer Card has a Site ID set on the Ship to Address ID then this will default on the Contract Header when the Customer ID is set. That is, the Site ID defaults from the Ship To Address.*

***Note: Commission is calculated based on the Salesperson ID Applied to setting. However, if Sales Person on any of the Contract Lines is different than the Sales Person ID listed on the Contract Header than Commission Calculation is applied to Sales only.*

7. To group your contracts into different classes, enter a Contract Class.

To create a new Contract Class see [Subscription Billing Contract Class](#).

8. Select the Currency ID if you want to use different currency for the contract.



The currency fields will be formatted using the currency selected for the contract. If a currency has not been selected for the contract, the functional currency will be used. All setup for Currency ID will be done in the Dynamics GP multicurrency windows (Tools >> Setup >> Financial >> Multicurrency).

9. If desired, enter a PO Number and the PO Date.

10. Set a GL reference to Set the reference field in the (GL) Journal Entry after the SOP document has been created and posted.

11. Accept the default Site ID or select a different one.



Site ID will default from the Customer Card ship to address ID if set. Otherwise it will default from the Site ID set in the Sales Order Process Setup window. (Microsoft Dynamics GP >> Tools >> Setup >> Sales >> Sales Order Processing)

12. Accept the Bill To Address or select a different one.

13. Accept the Ship To Address or select a different one.

14. Accept the Tax Schedule ID or select a different one.

15. Accept the Salesperson ID or select a different one.



16. Accept the Sales Territory or select a different one.

The Tax Schedule ID, Salesperson ID, Sales Territory is defaulted from the Ship to Address Card.



17. Accept the Payment Terms or select a different one.

Payment Terms will default in from the Customer Card.


18. Enter a Comment on the Contract Header (optional).

Comments entered on the Contract header will display on the Comment ID section of the Sales Transaction Entry header. You can add a contract header comment through three methods.


- A. **Comment ID Text:** Select a Comment ID using the Lookup option provided. The comment set for the ID in Comment Setup will display as the default comment text in the Contract header.



Be careful: Editing the text in Contract Comment Entry will be change the text to be an Edited Comment ID text. This means that changes made in the Comment Setup for the Comment ID will no longer roll down to the Contract and when SOP Documents are created from the contract.

- B. **Edited Comment ID Text:** Select a Comment ID using the lookup option provided. Edit the comment text listed on the Contract Comment Entry. This is accessed by selecting the zoom into option, , next to the

Comment ID lookup. An icon will be displayed to indicate that the comment has been changed.

- C. **Edited Text (No Comment ID):** Do not select a Comment ID on the Contract Header. Select the zoom into option, , next to the Comment ID lookup to open the Contract Comment Entry window. In this window enter in the Comment Text you wish to display. An icon will display to indicate that edited comment text has been entered for the Contract Header.

19. The Deferral Profile Group allows you to group Deferral Profiles and associate them to the Contract. Should you wish to recognize the revenue using Deferral profiles select the Deferral Profile group.

For more information about creating deferrals, see [Create Revenue & Expense Deferrals](#)

20. Set the Document Type and Document ID. (Optional Setting)



The document creation process will use the Doc Type and Doc ID set on the contract – overriding the Doc Type and Doc ID set in the SB Create SOP Documents window. The main purpose is when there is a need to specify different Doc Id's per Contract.

21. Auto Payment Type. This section is used when an Electronic Funds Transfer (EFT) payment record is to be created along with the invoice. Select the “EFT Active” Auto Payment option from the drop-down list.

For EFT options see [Integrating with Receivables Electronic Funds Transfer \(EFT\)](#) for more information.

22. Auto Payment ID. This section is used when using Nodus Credit Card or Nodus Checking third party payment processing. For Nodus Checking / Nodus CC select the Nodus CC ID / Nodus Checking ID.



Note that should user be using PayFabric then do not set an AutoPayment ID.

Also note that this section will be blank if you do not have Nodus Credit Card installed.

23. Mark the Enable Line Consolidation for Non-Inventory Items option if you wish to consolidate line items on the contract. This option will default to the selection set in Subscription Billing Setup but can be adjusted.

See [Line Item Consolidation](#) for further information.

24. Consolidate Multiple Contracts Section. This section is used when you want to combine multiple contracts onto a single SOP Document. This section is only accessible if Contract Consolidation has been enabled in Subscription Billing setup. In this section it will display:

- A. **Contract Relationship** – This field specifies the relationship type for the contract currently selected. It is not set directly by the user but is determined by the system based on the Parent Contract Number field. The relationship can be:
- i. **Direct** – Default setting for all contracts. Signifies that there is no parent /child relationship
 - ii. **Parent** – Specifies that the Contract selected is the Parent Contract in the consolidation group.
 - iii. **Child** – Specifies that the Contract selected is the Child Contract in the consolidation group
- B. **Parent Contract Number** - This field is blank by. You would only set the Parent Contract number when you wish to create a consolidation group.

If the Parent Contract Number is set, then the contract relationship for the currently selected document will be set to Child. In addition, for the Parent Contract Number, the contract relationship will be set to Parent. The Parent Contract can be specific on several contracts. Otherwise, the contract relationship will be set to Direct.

- c. **Billable Customer ID** – This will display the Customer ID for the Parent Contract Number entered.



The Consolidate Multiple Contracts Section is disabled unless the feature is activated in Subscription Billing Setup. See [Contract Consolidation](#) for further information on this feature.



25. Accept the Accounts Receivable account that defaulted in or select another.

The AR account will default from the Customer Card selected if set on the Customer Card otherwise it would default from posting account setup

26. (Optional) Footer Amounts. You can set footer amounts on the contract that will appear on the SOP Document Created. The optional footer amounts:

- Trade Discount
- Freight
- Miscellaneous

To enter Customer Contracts - Contract Line Items:

1. Open the Subscription Billing Contract Entry window.
(*Transactions >> Sales >> Subscription Billing Contract Entry*)
2. Select the existing Contract to Edit or start a new Contract as outlined in [Contract Header](#) section.
3. Select the Line items Tab. This tab contains both Header and Footer toolbars.

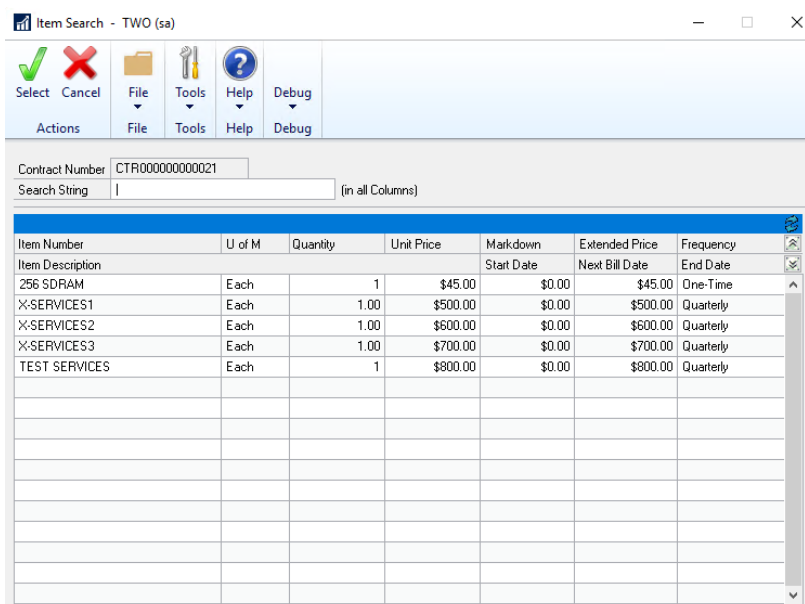
Header toolbar on both the right-hand side and left-hand side of the toolbar, you are provided functionality such as:

- **Delete Row** - Deletes the selected Line item.
- **Insert Row** - Inserts a new row above the selected line item.
- **Show Detail** - Option to expand the line details for the selected line item.
- **Hide Detail** - Closes the line details to revert to the Summary view for line items.
- **Item Search** - Use the Item search option on Contract Entry screen to quickly find key line items. Selecting this option will open the Item Search Window.

General	Line Items	User-Defined	<input type="checkbox"/> Hide Inactive Line Items
Line Items by Order Entered			
Quantity	U of M	Unit Price	Ext. Price
Inactive CP	Price Level	Markdown Amt	Comment ID
1	Each	\$50.00	\$50.00
1	Each	\$80.00	\$80.00
0.00		\$0.00	\$0.00

- The Item Search window will display a brief review of all active line items on the contract. It will display the Item Number, U of M, Quantity, Unit Price, Markdown, Extended Price, and Frequency.

- Expanding the Line details will display the Item Description, Start Date, Next Bill Date, and End date.
- You can filter the items displayed by entering your search criteria in Search String field. Note that the search will look in all columns in the window. So, for example, you can search on the Item Number, Description or Amount.
- Double clicking on any item in the list or selecting the item and clicking the Select button will return the user back to contract entry with focus set on that line item.



Item Number	U of M	Quantity	Unit Price	Markdown	Extended Price	Frequency	End Date
256 SDRAM	Each	1	\$45.00	\$0.00	\$45.00	One-Time	
X-SERVICES1	Each	1.00	\$500.00	\$0.00	\$500.00	Quarterly	
X-SERVICES2	Each	1.00	\$600.00	\$0.00	\$600.00	Quarterly	
X-SERVICES3	Each	1.00	\$700.00	\$0.00	\$700.00	Quarterly	
TEST SERVICES	Each	1	\$800.00	\$0.00	\$800.00	Quarterly	

Footer toolbar provides functionality such as:

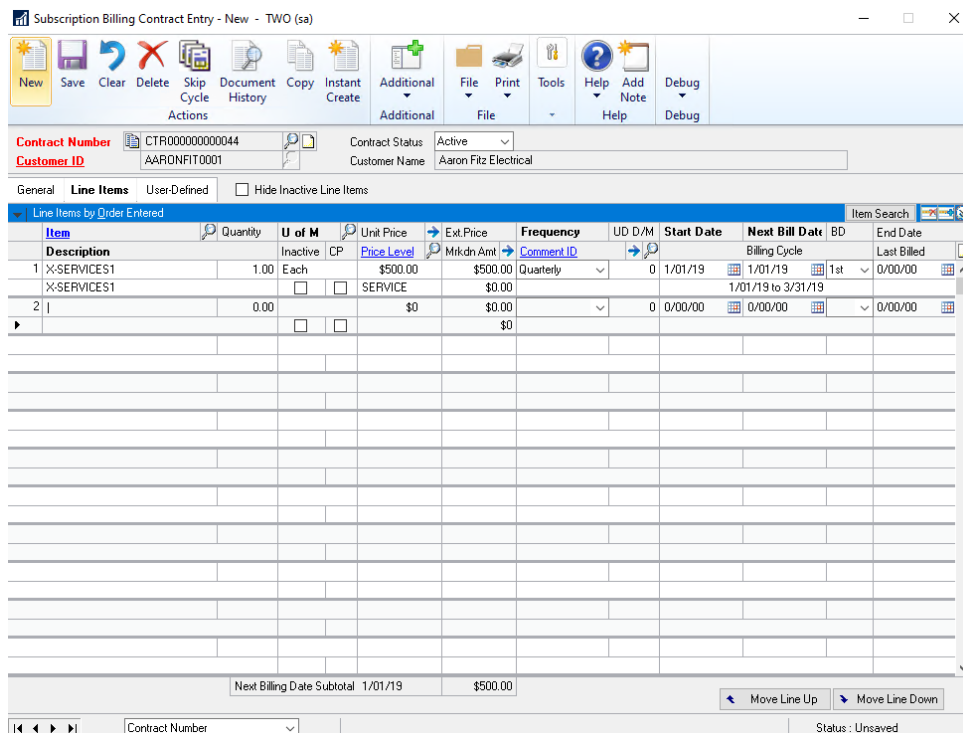
- **Move Line Up & Move Line Down buttons** - Used to change the order the line item appears in Contract Entry. This will be the order the line items appear on the SOP Document.
 - **Next Billing Date Subtotal** – For the earliest next bill date on the contract, this will display the subtotal of all line items that are active with the same next bill date.
- When you mark the Hide Inactive Line Items checkbox, the system will refresh the scrolling window so that only active contract lines will be displayed. When Unmarking the checkbox, the scrolling window will display both active and inactive line items. This option will default based on Subscription Billing Setup options on the [Contract Tab](#).
 - Enter all the items to be invoiced to the Customer for this contract.
 - **Enter / select the item number**
 - If the item is inventoried, the following fields will default automatically based on the Item Card setup
 - U of M (unit of measure)
 - item quantity



III. Unit Price.

Any inventory item that is included in an active contract cannot be deleted from Microsoft Dynamics GP. If you need to delete an inventory item that is on an active contract, inactivate the line item row on the contract first before deleting it from Microsoft Dynamics GP.

- If the item is non-inventoried, the following fields will default:
 - I. U of M (unit of measure)
 - II. CP checkbox defaults as checked.
 - III. Unit Price defaults as \$0.00



6. Accept the Item Description which will default from the Item Card or edit the description.
7. Quantity will default to 1 but can be adjusted to meet the quantity needs.
8. Mark the Inactive checkbox if you wish to inactivate the line item so it is not picked up during SOP document creation.




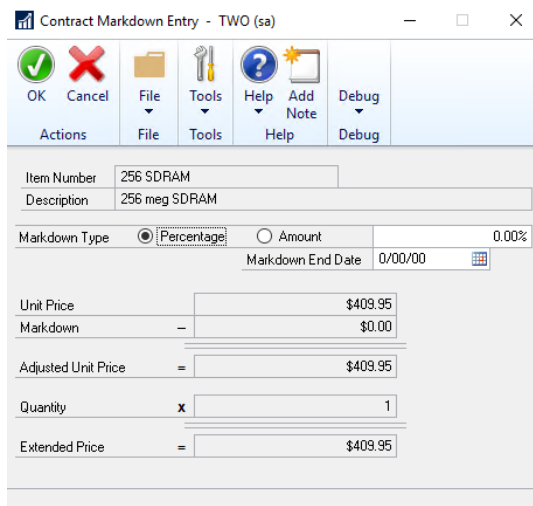
If all line items on Contract are inactive you will be prompted if you wish to flip the Contract Status to Inactive when saving.

9. To keep an item at a static price, mark the CP (Contracted Price) checkbox. When the CP checkbox is marked, all price levels are disabled, and any price changes must be entered manually for the contract line.



If you leave the Contract Price checkbox unmarked, price level pricing at the time of invoice creation will override the unit price entered in this window. Notes: Changes made to the price levels will be reflected on the contract as the changes are made.

10. Unit Price field. This field is locked unless the CP checkbox is checked. When the CP checkbox is not checked, the Unit price will default from the line items price list for the price level set on the contract line item.
11. The Price Level will default from the Item Price List Maintenance for the selected line Item. It can be adjusted manually on the Contract line which will adjust the Unit price provided the CP checkbox is not checked.
12. Enter a markdown if applying a markdown. You can enter a markdown as an amount or percentage. You can enter the Markdown amount on the contract line.
 - **To enter a markdown as a percentage:** Choose the Markdown expansion button, , beside the header label Markdown. The Contract Markdown Entry window will open. Mark the percentage option and enter the percentage.
 - **To enter a markdown end date:** Set the Markdown End date in the Contract Markdown Entry window. This date will define the end date for the markdown amount being applied to a line item in Subscription Billing Contract Entry.



The screenshot shows the 'Contract Markdown Entry - TWO (sa)' window. It has a menu bar with 'OK', 'Cancel', 'File', 'Tools', 'Help', 'Add Note', and 'Debug'. Below the menu bar, there are fields for 'Item Number' (256 SDRAM) and 'Description' (256 meg SDRAM). The 'Markdown Type' is set to 'Percentage' (radio button selected) with a value of '0.00%'. The 'Markdown End Date' is '0/00/00'. Below these are fields for 'Unit Price' (\$409.95), 'Markdown' (\$0.00), 'Adjusted Unit Price' (\$409.95), 'Quantity' (1), and 'Extended Price' (\$409.95).



A markdown cannot be specified for a line item that has been entered with a negative price.

A Deferral Profile can be established for a markdown distribution. You can alternatively set a line deferral for a markdown as well.

13. Ext. Price. This read only field will display the calculated Extended price for the line item: (Quantity) x (Unit Price – Markdown).
14. Select a Billing frequency for the line item. You can select from the following frequencies:
 - Daily
 - Weekly
 - Biweekly
 - Monthly
 - Bimonthly
 - Quarterly
 - Semiannually
 - Annually
 - One-Time

- UD-Days
- UD-Months



The billing cycle for the contract header will be based on the active line item with the lowest denominated billing cycle. For example, if a contract has a line item with a weekly billing frequency and the rest of the line items on the contract have a monthly billing frequency, the billing cycle will be based on weekly billings.

If you chose a user defined billing frequency of UD-Days or UD-Months, enter the number of days/months between billings in the corresponding UD-Days/UD-Months field. You can use the UD-Months frequency option when exceeding Annual billing frequency.


15. Enter a Comment on the Contract Line (optional).


Comments entered on the Contract line will display on the line comment on the SOP Transaction. You can add a line comment through three methods.



A. **Comment ID Text:** Select a Comment ID using the Lookup option provided. The comment set for the ID in Comment Setup will display as the default comment text on the Contract line.

Be careful: Editing the text in Contract Comment Entry will be change the text to be an Edited Comment ID text. This means that changes made in the Comment Setup for the Comment ID will no longer roll down to the Contract line and when SOP Documents are created from the contract.

B. **Edited Comment ID Text:** Select a Comment ID using the lookup option provided. Edit the comment text listed on the Contract Comment Entry. This is accessed by selecting the zoom into option, , next to the Comment ID lookup. An icon will be displayed to indicate that the comment has been changed.

C. **Edited Text (No Comment ID):** Do not select a Comment ID on the Contract Header. Select the zoom into option, , next to the Comment ID lookup to open the Contract Comment Entry window. In this window enter in the Comment Text you wish to display. An icon will display to indicate that edited comment text has been entered for the Line item.

16. Enter the Start Date.



The Start date will default from the Contract Header if value exists on Contract Header. Otherwise If Next Bill Date is entered first the Start Date will default to the Next Bill Date This date will be used in the proration calculation if the line is set to be prorated.

17. Enter the Next Bill date or accept the default value.



The Next Bill Date will default from the Contract Header value, otherwise it will default from the Start date.

This is a key field in SB, as the SOP document creation process uses the Next Bill Date to determine which contract line items are included on the SOP document. An active contract line will be included if the Next Bill date is on or earlier than the Billing Due Date in the Document creation window.

The system will advance the Next Bill Date by the billing frequency on the line once an SOP document has been created.

18. Billing Day, BD, will default based on the day of the month of the Next Bill Date.



If you desire the BD to be the End of the Month for each Billing cycle, then setting EOM is set as the Billing day will ensure the Next Bill date is always the last day of the month after Document Creation.

19. End Date (optional). Enter an End date if you want to set when the system should terminate invoicing of the line item. If no date is entered the line item will be billed indefinitely.



Once the End date is reached during SOP document creation the line item will automatically get checked as inactive. If all line items have been expired on the Contract, then the Contract status will be updated to Expired.

If Continuous Billing has been marked for a line item, in the Line Item Details, the line item will continue to bill past the entered end date. This can be used as a flag that the customer is continuing to receive services after the end of the contract.


20. The Billing Cycle Field will display the Billing cycle date range for the line item. This is a read only field.

If the line item has the prorated check box checked then the Billing cycle will display the prorated billing cycle.








21. The Last Billed field will display the Next Billed Date the last time the line item was included on a SOP document. This field will be blank when initially adding a line item to a Contract but will be updated after each document creation.

The Last Billed field will revert to blank for One-Time Billing Frequency Line items that have been re-activated.

22. Project Pricing (Optional)

- To use the Project Pricing feature for the Contract line, you will use the Item Advanced Pricing Maintenance window. Project pricing is used when the length of the contract is determined by contract amounts and not by dates (time period). For example, a \$15,000 contract is determined to be completed when exactly \$15,000 has been invoiced.
- The Item Advanced Pricing Maintenance window is accessible by selecting the line item and pressing the zoom into option, , next to the Unit Price Header.
- Once it is opened, the user can enable the Project Price option. When an SOP invoice is created for line item the Project Invoiced will increment by the Ext price for the line item. The line item will continue to invoice until the Project remaining is \$0.00. Project Remaining is calculated as Project Price – Project Invoiced – Project Cancelled.
- Should the contract line be discontinued, future invoice can be stopped by setting the project Cancelled amount.

Item Advanced Pricing Maintenance

						
OK	Cancel	Additional	File	Tools	Help	Debug
Actions		Additional	File		Help	Debug

Contract Number: CTR000000000044

Item Number: X-SERVICES1 | Record 1 of 1

Item Description: X-SERVICES1

☒ Project Pricing


Project Price	\$5,000.00	Qty	1.00
Project Invoiced (Net)	\$0.00	Unit Price	\$500.00
Project Cancelled	\$0.00	Extended Price	\$500.00
Project Remaining	\$5,000.00		

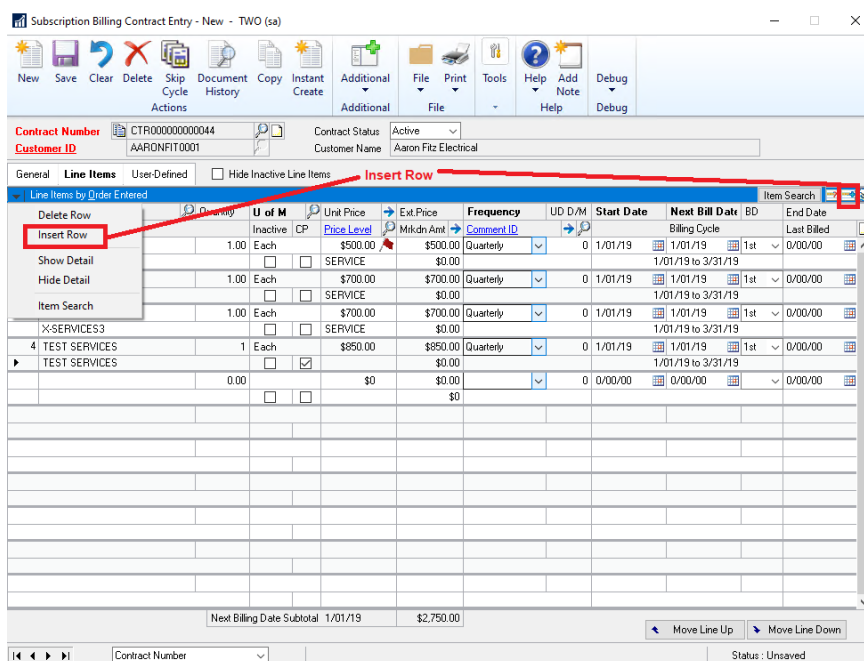
When a line item has a Project Price set the Unit Price will display a red flag, .

General		Line Items		User-Defined		<input type="checkbox"/> Hide Inactive Line Items					
Line Items by Order Entered											
Item		Quantity		U of M		Unit Price		Ext. Price		Frequency	
Description				Inactive CP		Price Level		Mrkdn Amt		Comment ID	
1 X-SERVICES1		1.00		Each		\$500.00		\$500.00		Quarterly	
X-SERVICES1				<input type="checkbox"/>		SERVICE		\$0.00			

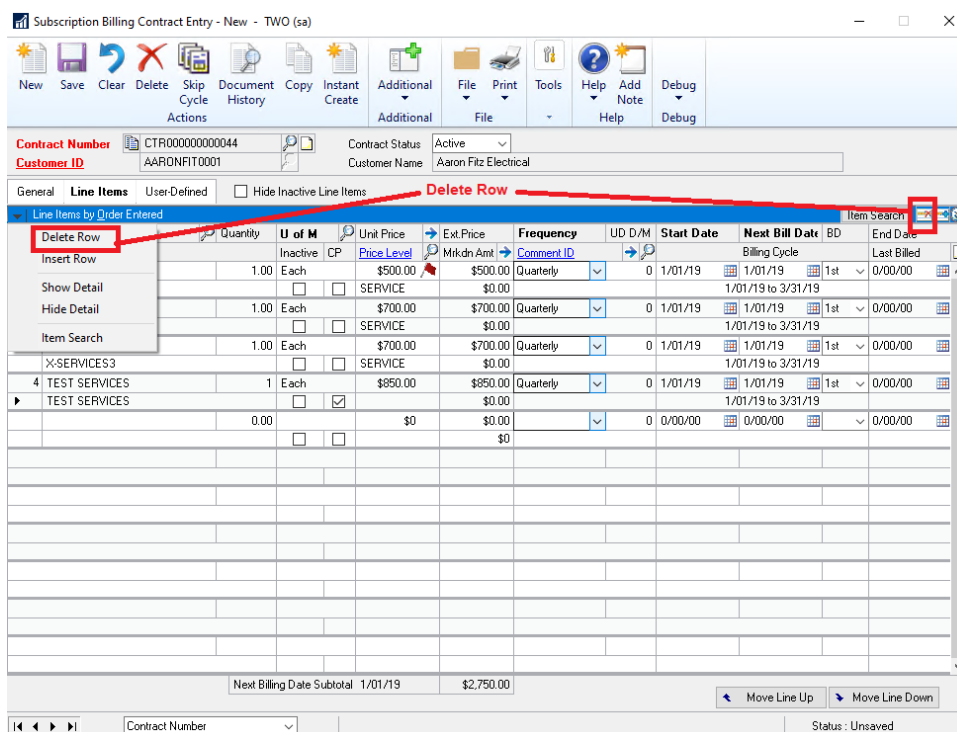
23. Tab to or select the next blank row to enter in an additional line item on the contract.

Note 1: The order that each line item appears in the contract is the order the line items will appear on the SOP document as indicated by the first column (record number). Use the Move Line Up and Move Line Down option to adjust the order the line items appear in the contract.

Note 2: To insert a new row prior to an existing line item, select the Line item and select insert row option on the header bar. The line selected will display the  image next to the Item Number. This will insert a blank row above the selected item. You can also insert a new row by right clicking on the item and select Insert Row.



Note 3: To delete a line item entered select the Line Item you wish to delete and select the Delete Row option on the header bar. You can also delete the row by right clicking on the line item and select Delete row.



Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR000000000044
Customer ID: AARONFIT0001
Contract Status: Active
Customer Name: Aaron Filz Electrical

General Line Items User-Defined ☐ Hide Inactive Line Items

Line Items by Order Entered

Delete Row

Quantity	U of M	Inactive	CP	Price Level	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1.00	Each	<input type="checkbox"/>			\$500.00	\$500.00	Quarterly	0	1/01/19	1/01/19	1st	0/00/00
1.00	Each	<input type="checkbox"/>			\$700.00	\$700.00	Quarterly	0	1/01/19	1/01/19	1st	0/00/00
1.00	Each	<input type="checkbox"/>			\$700.00	\$700.00	Quarterly	0	1/01/19	1/01/19	1st	0/00/00
1	Each	<input type="checkbox"/>			\$850.00	\$850.00	Quarterly	0	1/01/19	1/01/19	1st	0/00/00
0.00		<input type="checkbox"/>			\$0	\$0		0	0/00/00	0/00/00		0/00/00

Next Billing Date Subtotal: 1/01/19 \$2,750.00

Contract Number: Status: Unsaved

24. Press Save to save the contract or expand the line item details to edit further details for the line item. See [Editing Line Details](#) for further information.

Editing Line Details

Contract line items have further line details that can be edited using the detail view on the line item in Subscription Billing Contract Entry. These further line details are fields that are not shown in summary view on the Line Item tab. They include fields such as the proration flag, the continuous billing flag, and times to which can be edited using the detail view for the individual line item.

To edit line items using the Detail view in Contract Entry

1. Open the Subscription Billing Contract Entry window.
(**Transactions >> Sales >> Subscription Billing Contract Entry**)
2. Enter or select the contract number.
3. Choose the Line Items tab.
4. Select the line item you wish to edit for further details.
5. Select the Show Detail option.



The Show detail options can be selected by the pulldown menus on the right or by selecting the show details button on the right-hand side of the line details header bar.

Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR000000000044 Contract Status: Active
 Customer ID: AARONFIT0001 Customer Name: Aaron Fitz Electrical

General Line Items User-Defined ☐ Hide Inactive Line Items **Show Detail**

Line Items by Order Entered	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1.00 Each	CP	Price Level	\$500.00	\$500.00	Quarterly	0	1/01/19	1/01/19 to 3/31/19	1st	0/00/00
1.00 Each		SERVICE	\$700.00	\$700.00	Quarterly	0	1/01/19	1/01/19 to 3/31/19	1st	0/00/00
1.00 Each		SERVICE	\$700.00	\$700.00	Quarterly	0	1/01/19	1/01/19 to 3/31/19	1st	0/00/00
4 TEST SERVICES	1	Each	\$850.00	\$850.00	Quarterly	0	1/01/19	1/01/19 to 3/31/19	1st	0/00/00
TEST SERVICES			\$0.00	\$0.00		0	0/00/00	0/00/00		0/00/00

Next Billing Date Subtotal: 1/01/19 \$2,750.00

Contract Number: Status: Unsaved

6. The Details display has the following footer options:

- **Previous / Next Buttons** - Used to cycle through the line items on the contract.
- **Skip Cycle Button** - Used to skip the bill cycle for the displayed line item and advance the Next Bill Date to the next bill date for the billing cycle. further details on this option can be found in [Skipping billing cycles](#).

Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR000000000021 Contract Status: Active
Customer ID: ADAMPARK0001 Customer Name: Adam Park Resort

General Line Items User-Defined ☐ Hide Inactive Line Items

Line Items by Order Entered

Item	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
256 meg SDRAM	1	Each	\$45.00	\$45.00	One-Time	0	6/01/18	6/01/18	N/A	6/01/18

Item Long Description: 256 meg SDRAM

☐ Non Inventory ☐ Prorate ☐ Continuous Billing ☐ Prime Consolidate Ln

Site ID: WAREHOUSE Salesperson ID: GREG E. Ship To Address ID: PRIMARY Sales Territory ID: TERRITORY 2 Shipping Method: GROUND Tax Schedule ID: USASTCITY-6*

Consolidate Ln Group: 0 Times to Bill: 1 Mkt'dn End Date: 0/00/00 Unit Cost: \$247.50 Item Tax Option: Nontaxable Item Tax Schedule ID:

Defer Revenue: ☐ Calculation Method: Equal Per Period Delay Recognition: ☐ Service Date: 0/00/00 Number of Periods: 0 Service Period: QTY Recognized: 0.00 Deferral Doc Number:

Billing Recognition Account: Sales: Mark down:

Distribution Accounts: Sales: 888-8888-.01 Sales Def 1: Mark Def 1: Cost of Sales: 777-7777-.01 Cost of Goods Sold - Finished Goods: 000-4510-.02

User Defined: Text Field CL 1: Date Field CL 1: 0/00/00 Numeric Field CL 1: 0.00000 Date Field CL 2: 0/00/00 Numeric Field CL 2: 0.00000 Check Box Field CL 1: Check Box Field CL 2:

Skip Cycle

Record 1 of 5 Previous Next

Next Billing Date Subtotal 9/01/18 \$1,800.00

Move Line Up Move Line Down

Contract Number Status: Existing

7. If the Item entered is does not exist in Inventory, then the system will mark the Non-Inventory Checkbox.



8. Mark the prorate Checkbox to prorate the line item. When the document is created the unit price will be prorated based on the start date, next bill date and end date on the line item.

- When the Start Date is **before** the Next Bill Date, then the prorated amount will be greater than the unit price as this indicates that the customer started earlier.
- When the Start Date is **after** the Next Bill Date, then the prorated amount will be less than the unit price as this indicates that the customer started after the normal start of the billing cycle.
- When the End Date is **before** the Next Bill Date plus one billing cycle, then the prorated amount will be less than the unit price as the customer ended the contract before the end of the billing cycle.

See the Prorating Options section in the Subscription Billing Setup window for information on the setting the options that affect how the system calculates the proration amount.


Line items can only be prorated for the initial and final invoice.

9. To continue to bill a line item past the end date entered for the line item, mark the Continuous Billing check box.

10. If the Line item is to be grouped as a consolidated line item, select or enter a Consolidate Line Group.



The Consolidate Line Group would default from Item Class on the Item card if this option is enabled on the Contract Tab in Subscription Billing Setup.

11. If the line item will be the primary line item in the consolidated grouping, select the Grouping Primary flag. If no line in group is flagged to be the primary line item, then the first line item on the contract assigned to the group will be the primary line item. For further details on this option see [Line Item Consolidation](#).
12. The following Details default from the contract header when a new line item is added to a contract. You can accept the default ID's or override them:
 - Site ID
 - Salesperson ID
 - Ship To Address ID
 - Sales Territory
 - Tax Schedule ID
13. The Shipping Method defaults from the Ship To address ID selected. Adjusting the Ship to Address will update the Shipping Method that defaulted for the line item or select a new one.
14. To bill the selected line item a specific number of times, enter the number of Times to Bill in the "Times to Bill" Field. Entering a value here will update the End date for the line item accordingly.
Note that Times to Bill is not compatible with the Continuous Billing option. That is, the continuous billing option will override the Times to Bill option. This could be used to indicate that the customer has gone past their required contract period.
15. The Times Billed field is a read only field to indicate the number of times a document has been generated for the line item.
16. To set a Markdown End Date for a markdown amount enter the Markdown end date. Once the next bill date has been updated through document generated to past the Markdown end date, the markdown amount will be removed from the line item.

This is a useful tool that can be used to provide a discount on a specific line item for a limited time frame.
17. The Item Tax Option and Item Tax Schedule ID will default from the Item Card. You can choose to accept these defaults or override them by selecting a new option.
18. Line Item Deferrals are enabled by marking the Defer Revenue checkbox. Subscription Billing will then integrate with GP's revenue expense deferral module, allow revenue to be recognized over several months. For more information about creating deferrals, see [Create Revenue & Expense Deferrals](#).
19. The Distributions Accounts displayed will be defaulted from either the customer card or the Item card depending on the Posting Accounts setting on Sales Order Processing Setup. You can choose to accept the default or override the account listed by selecting a new one.
Accounts that have been overridden will have a notepad icon to the left of the account number field.
To restore the default distribution accounts, select the Restore Defaults button.

Distribution Accounts

Sales	<input checked="" type="checkbox"/> 000 -4110 -02	<input checked="" type="checkbox"/> US Sales - Finished Goods
Markdown	<input checked="" type="checkbox"/> 000 -4180 -00	<input checked="" type="checkbox"/> US Sales Discounts
Cost of Sales	<input checked="" type="checkbox"/> 000 -4510 -02	<input checked="" type="checkbox"/> Cost of Goods Sold - Finished Goods

20. Set any of the provided User Defined Fields. Each Line item can make use of the following User Defined Fields:

- Two Text Fields
- Two Date Fields
- Two Numeric Fields
- Two Check Box Fields.

User Defined

Text Field CL 1				
Text Field CL 2				
Date Field CL 1	0/00/00	<input checked="" type="checkbox"/>	Numeric Field CL 1	0.00000
Date Field CL 2	0/00/00	<input checked="" type="checkbox"/>	Numeric Field CL 2	0.00000
Check Box Field CL 1	<input type="checkbox"/>		Check Box Field CL 2	<input type="checkbox"/>

You can adjust the labels for each User Defined Field in the Subscription Billing User-Defined Labels Window. These fields are not transferred to the SOP document but can be used for reporting purposes or as range limits in SOP document creation.

21. Use the Previous and Next buttons to cycle through the line items listed.
22. Use the Move Line Up and Move Line Down Buttons to change the order the line item appears on the contract.
23. At the footer of the window the Next Billing Date Subtotal will display. This is the subtotal of the Extended price for all line items that share the same Next Bill Date that is listed on the Contract Header.


Next Billing Date Subtotal	9/01/18	\$1,800.00
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24. Select Save once all updates have been completed to the contract.
- The status of the contract will be changed to Existing when the save button is selected.**
25. You can use the VCR buttons to cycle through the existing contracts.

Should you access a contract that is being locked by another user, you will be notified that the contract is being edited by another user. The contract will open with a Read Only Status.

Microsoft Dynamics GP



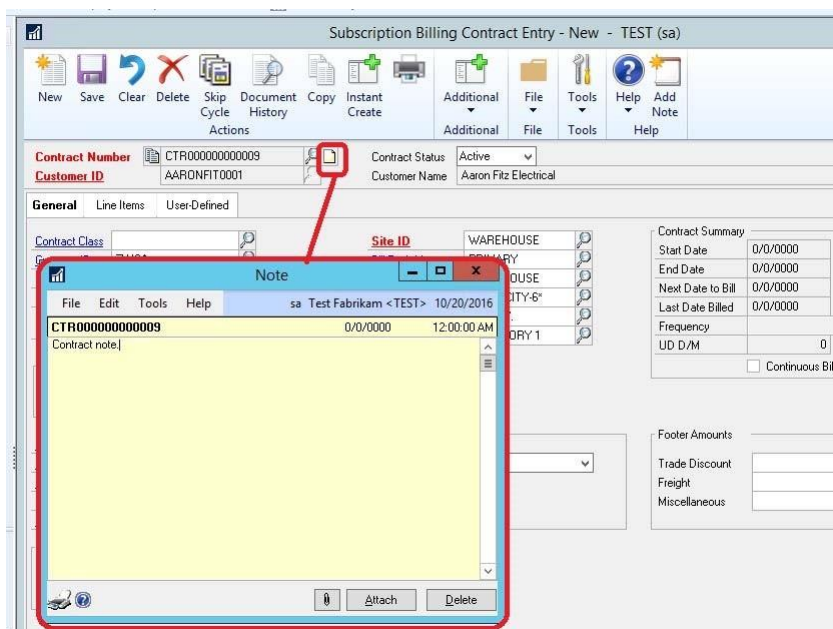
Contract CTR000000000021 is being edited by UserID sa. This contract has been set as Read Only.

Contract Note

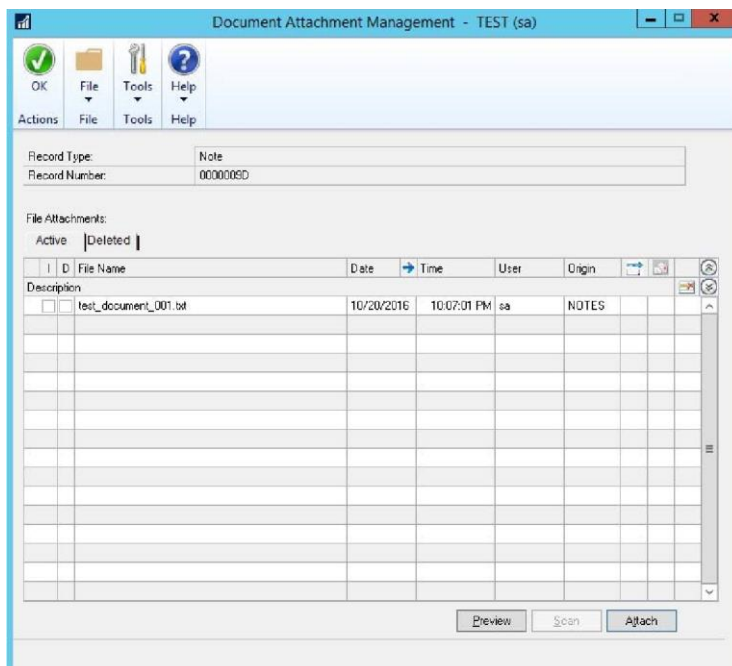
With Subscription Billing you can create a note on the Contract Header. This information is specific to the contract only and will not transfer to the SOP document generated. If required, you can add attachments to the Contract Note.

To create Contract Note on Contract Header

1. Open the Subscription Billing Contract Entry window.
(*Transactions >> Sales >> Subscription Billing Contract Entry*)
2. Enter or select the Contract Number.
3. Select the Notepad icon Next to the Contract Number in Contract Entry. This will open the Note window.
4. Enter the note you wish to add.



5. Select the Paperclip icon to attach a document to the note. This will open the Document Attachment Management window.



6. Press the Attach button and select the file you wish to attach.
7. Select Ok to return to the Note window.
8. Select Attach on the Note window to attach the note to the Contract.
9. You can review the Attach Note by selecting the Notepad Icon next to the Contract Number on the Contract.

Skipping billing cycles

When all items on the contract have the same billing frequencies, you may use the Skip Cycle button on the tool bar header of the Subscription Billing Contract Entry window to skip a billing cycle. If the recurring billing frequencies differ per line item, then you must use the Skip Cycle button in the line item details view for the Line item.



When a cycle has been skipped for line items that have an end date, you will have to manually change the end date to reflect the new date if you want the client to be billed for the missed cycle.

To skip a billing cycle for an entire contract:


1. Open the Subscription Billing Contract Entry window.
(Transactions >> Sales >> Subscription Billing Contract Entry)
2. Enter or choose a contract.
3. Select the Skip Cycle button on the Header bar.



4. Select Skip on the message. The Next Date to Bill will move ahead as per the billing frequency.



Skip a billing cycle for a line item:

1. Open the Subscription Billing Contract Entry
(*Transactions >> Sales >> Subscription Billing Contract Entry*)
2. Enter or choose a contract.
3. Select the Line Item tab.
4. Choose the line item you want to skip a billing cycle.
5. Select the show details option.
6. Select the Skip Cycle button  Skip Cycle on the Detail Line item view footer toolbar.
7. You will receive the notification that the next bill date has been advanced. You will need to save the contract to complete the update.



Using Subscription Billing user-defined fields

There are sixteen user-defined fields available on the contract header. The labels for these fields are entered in the [Subscription Billing User-Defined Labels Window](#). The values that you enter for these user-defined fields can be added onto the Subscription Contract Agreement template using Report Writer.

There are also eight user-defined fields available for contract line – See the Line Details section for more information.

To enter values for Subscription Billing user-defined fields:

1. **Open the Subscription Billing Contract Entry window.**
(*Transactions >> Sales >> Subscription Billing Contract Entry*)
2. Enter or select a contract.
3. Choose the User-Defined tab >> Contract Fields section.

Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR0000000000044
Customer ID: AARONFIT0001
Contract Status: Active
Customer Name: Aaron Fitz Electrical

General Line Items User-Defined

Contract

Text Field 1	
Text Field 2	
Text Field 3	
Text Field 4	
Date Field 1	0/00/00
Date Field 2	0/00/00
Date Field 3	0/00/00
Date Field 4	0/00/00
Numeric Field 1	0.00000
Numeric Field 2	0.00000
Numeric Field 3	0.00000
Numeric Field 4	0.00000

Sales

Document Origin	
List 2	
List 3	
Quote Sent Date	0/00/00
Date Field 2	0/00/00

Priority:
Confirmation:
Ordered by:
Text Field 4:
Text Field 5:

Contract Number:
Status: Existing

4. Enter values for the Contract user-defined fields as required.
5. Select Save.

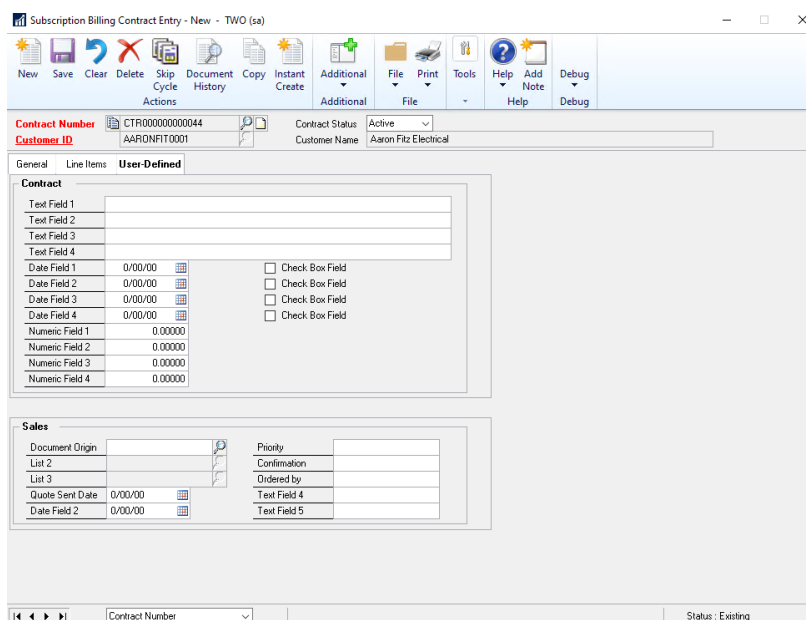
Using Sales Order Processing user-defined fields

There are ten user-defined fields available in Subscription Billing that are setup in the Sales Order Processing system. (Tools >> Setup >> Sales >> Sales Order Processing >> User-Defined button) Any values you enter for those fields in the User-Defined tab on the Subscription Entry window will be transmitted to the corresponding user-defined field on the Sales Order Processing documents.

To view these fields on reports, you must add the fields to the desired reports using Report Writer. See [Adding fields to Microsoft Dynamics GP reports in Report Writer](#) on page 168.

Enter values for Sales Order Processing user-defined fields:

1. Open the Subscription Billing Contract Entry
(Transactions >> Sales >> Subscription Billing Entry)



2. Enter or select a contract.
3. Choose the User-Defined tab.
4. Choose the Sales Fields section.
5. Enter values for the Sales Order Processing user-defined fields you want to see on the documents.
6. Select Save.

Integrating with Receivables Electronic Funds Transfer (EFT)

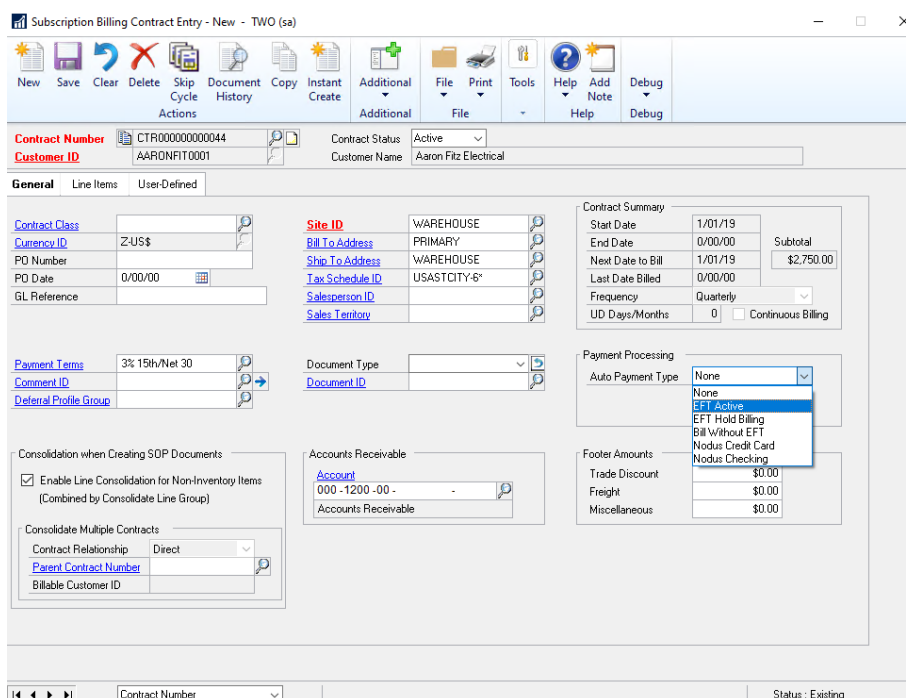
If you are using the Electronic Funds Transfer or eBanking module and you have the Subscription Billing contract line set up to use EFT, then the EFT payment is included on the SOP Invoice that was created. At this point, you can create an EFT file to send to your bank.

To view individual EFT payments that were created during the invoicing process open the Sales Payment Entry window which is available when you have selected a Sales Order Processing invoice.

Refer to the Microsoft Dynamics GP Receivables Electronic Fund Transfer documentation for EFT setup information.

To set up EFT on a Subscription Billing Contract:

1. Open the Subscription Billing Contract Entry window.
(Transactions >> Sales >> Subscription Billing Contract Entry)
2. Enter or select a contract.
3. Select the General tab.
4. Choose an EFT option from the Auto Payment Type drop-down list.




Microsoft Dynamics GP eBanking module must be installed for EFT to be activated.

5. Select Save.

Copying an existing contract

If a contract exists that is similar to one you are creating, you can copy the existing contract and use it as a template for the new contract. The copy contract will copy all Active contract lines from the source contract. Specific header information from a source contract can be copied as well. As there are many options available when copying contracts, templates are a useful tool to default these options as your company would commonly use.



Please note that only active lines will be copied.

Copy a current contract

1. Open the Subscription Billing Contract Entry.
(**Transactions >> Sales >> Subscription Billing Entry**)
2. When copying contracts, you start by selecting or creating the **target** Contract. So, enter or select a contract number using the Contract Number Lookup or accept the default entry if creating a new contract.
3. If creating a new contract, enter the Customer ID or select it using the Customer ID look-up, and then click Copy. The Copy a Contract window opens.

Copy a Contract - TWO (sa)

Process Save Clear Cancel File Tools Help Open Note Add Note Debug

Source Contract

Contract Number	TEMPLATE1
Customer ID	AARONFIT0001
Currency ID	Z-US\$

Target Contract

Contract Number	CTR0000000000045
Customer ID	AARONFIT0001
Currency ID	Z-US\$

Template Name: TEMPLATE1 ☐ Default

Contract Line Details - Use current Target Contract

☒ Use Price Level assigned to Target Customer
☒ Use Ship Method and Tax ID from Customer Card
 Use Ship-to-Address from: ☒ Customer Card ☐ Header
☒ Use Site ID
☒ Use Salesperson ID and Territory

Contract Line Details - Additional Options

☐ Clear End Date
☐ Copy Line Comments from source contract
☒ Use Start Date 9/01/19
☒ Use Next Billed Date 9/01/19
☐ Include Inactive Lines
☐ Mark line as active

Contract Header - Use Source Contract

☐ Contract Class, Site ID, GL Reference
☐ Consolidate SOP Documents Options
☐ Option details: (All)
☐ Comment ID, Deferral Profile
☐ Accounts Receivable
☐ Payment Terms, Salesperson ID, Territory
☐ Footer Amounts
☐ Doc Type, Doc Type ID
☐ User Defined: (All)
☐ Contract Fields
☐ Sales Fields

4. Under Source Contract, select the contract number you want to copy from. The Customer ID and Currency will be set.
5. Select a Template Name if you previously created a template. To start a template, enter a new template name.
This is optional if you wish to copy using a preset template.
6. Select the Template Default Checkbox to have the selected template default as selected when the Copy a Contract window opens.
7. Select from the following options from "Contract Line Details - Use current Target Contract" that apply to the new contract:
 - Use the Price Level assigned to the Target Customer.
 - Use Ship Method and Tax ID from Target's Customer Card.
 - Use Ship-To-Address from Target's Customer Card or from the contract Header.
 - Use Site ID from the Target contract.
 - Use Salesperson ID and Territory from the Target contract.
8. Select from following options from "Contract Line Details - Additional Options" that apply to the new contract:
 - Clear End Date.
 - Copy Line Comments from source contract.

- Use Start Date - Set the Start Date.
 - Use Next Billed Date - Set the Next Billed Date.
 - Include Inactive Lines (*Inactive lines will not be copied if this option is not selected*)
 - i. Mark line as active (*Sub option to reactivate inactive copied lines*)
9. Select from following options from "Contract Header - Use Source Contract" that apply to the new contract:
- Contract Class, Site ID, GL Reference.
 - Consolidate SOP Documents Options
 - Option Details: (All) or you can select individual options:
 - i. Comment ID, Deferral Profile.
 - ii. Accounts Receivable.
 - iii. Payment Terms, Salesperson ID, Territory.
 - iv. Footer Amounts
 - v. Doc Type, Doc Type ID.
 - User Defined: (All) or select individual options:
 - i. Contract Fields.
 - ii. Sales Fields.
10. To Save the selected options to a template for use later, press the Save Template button.
11. Click Process to copy from the Source Contract.
12. Once the Copy process is completed you will be on the Target contract with the Copied data.

Contract Line Mass Update

The Contract Line Mass Update will allow you to perform mass updates to the Unit Price for Contracted Price Line items on existing contracts. You can update using a % increase or a \$ increase for multiple selected contract line items. You can also choose to manually edit each individual line items.

Use Contract Line Mass Update

1. Open the Contract Price Mass Update window.
(*Transactions >> Sales >> Contract Line Mass Update*)

- ## Subscription Billing - Chapter 3: Create & Edit Subscription Billing Contracts

7. Set the Round to value. By default, this will be \$0.01.
8. Select the Preview button once your selections are completed.

Contract Price Mass Update - TWO (sa)

Commit Clear Preview File Print Tools Help Debug

Actions File Help Debug

☒ Only include Active contracts
☐ Select Month of Contract Start Date
 Month to Apply: January

☒ % Increase 5.00% Rounding Round half up
☐ \$ Increase \$0.00 Round to \$0.01

All	Customer Name	Item Description	Start Date	Next Bill Date	Frequency	Unit Price	Proposed Price
<input type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/15/18	4/01/18	Quarterly	\$600.00	\$630.00
<input type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$500.00	\$525.00
<input type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$50.00	\$52.50
<input type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$500.00	\$525.00
<input type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$500.00	\$525.00

Total records: 5 Total Unit Price: \$2,150.00 \$2,257.50

9. The window will display only the line items that met the range selection criteria. The total Unit Price will be displayed in the page footer.
10. For Each line item there is a proposed Price field which will display the proposed unit price for the line item based on the increase option selected.
11. You can choose to accept the proposed Price listed or manually adjust the proposed price per line item.
12. Mark only the line items you wish to Commit the Proposed Price updates to. This can be done by selecting all or selecting the checkbox beside each Customer Name.

Contract Price Mass Update - TWO (sa)

Commit Clear Preview File Print Tools Help Debug

Item Number: ☐ All ☒ From: X-SERVICES1 To: X-SERVICES1

Customer ID: ☐ All ☐ From: To:

Contract Number: ☐ All ☐ From: To:

Contract Class: ☐ All ☐ From: To:

Next Bill Date: ☐ All ☐ From: 0/00/00 To: 0/00/00

☒ Only include Active contracts

☐ Select Month of Contract Start Date

Month to Apply: January

☒ % Increase 5.00% Rounding Round half up

☐ \$ Increase \$0.00 Round to \$0.01

All	Customer Name	Item Description	Start Date	Next Bill Date	Frequency	Unit Price	Proposed Price
<input checked="" type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/15/18	4/01/18	Quarterly	\$600.00	\$630.00
<input checked="" type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$500.00	\$525.00
<input type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$50.00	\$52.50
<input checked="" type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$500.00	\$525.00
<input checked="" type="checkbox"/>	Aaron Fitz Electrical	X-SERVICES1	1/01/18	4/01/18	Quarterly	\$500.00	\$525.00

Total records: 5 Total Unit Price: \$2,150.00 \$2,257.50

13. Should you wish to abort the update press the Clear Button.

14. Select the Print Button to preview what will be updated prior to committing the transaction.

Screen Output - Contract Price Mass Update

File Edit Tools Find Help Debug sa Fabrikam, Inc. 8/21/19

Print Send To Modify Completed 1 Page Page 1

System: 8/21/19 Fabrikam, Inc.
User Date: 8/21/19 CONTRACT PRICE MASS UPDATE
Page: 1
User ID: sa

Month to Apply: ALL Item Number: From X-SERVICES1 To: X-SERVICES1
Active contracts Customer ID: ALL
Increase By: 5.00% Contract Number: ALL
Round half up Contract Class: ALL
Round to : \$0.01 Next Bill Date: ALL

Contract Number	Customer ID	Customer Name	Item Number	Item Description	Unit Price	Proposed Price	Start Date	Next Date	Frequency
CTR00000000000008	AARONFIT0001	Aaron Fitz Electrical	X-SERVICES1	X-SERVICES1	\$600.00	\$630.00	1/15/18	4/01/18	Quarterly
CTR00000000000010	AARONFIT0001	Aaron Fitz Electrical	X-SERVICES1	X-SERVICES1	\$500.00	\$525.00	1/01/18	4/01/18	Quarterly
CTR00000000000018	AARONFIT0001	Aaron Fitz Electrical	X-SERVICES1	X-SERVICES1	\$500.00	\$525.00	1/01/18	4/01/18	Quarterly
CTR00000000000023	AARONFIT0001	Aaron Fitz Electrical	X-SERVICES1	X-SERVICES1	\$500.00	\$525.00	1/01/18	4/01/18	Quarterly

Total: 4 Records \$2,100.00 \$2,205.00

15. Select Commit to complete the updates to the selected items. This will also open the Contract Price Mass Update report and clear the Contract Mass update window.

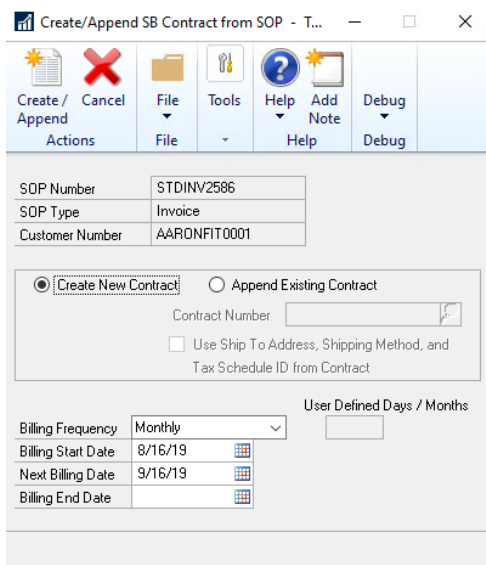
Create / Append a Subscription Billing Contract from SOP

You can create or update a Subscription Billing contract from the Sales Transaction Entry window and the Sales Transaction Inquiry Zoom window.

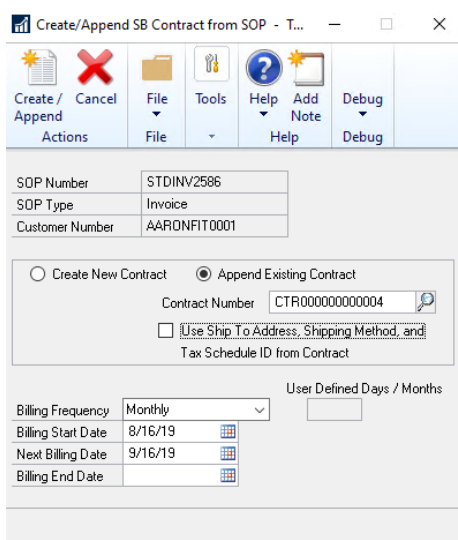
To create / update an existing contract from Sales Transaction Entry:

1. Open the Sales Transaction Entry window.
(Transactions >> Sales >> Sales Transaction Entry)
2. In the Sales Transaction Entry window choose an document.

3. Go to the Additional menu and select the menu option Create/Append SB Contract.
4. The Create/Append SB Contract from SOP window will open.

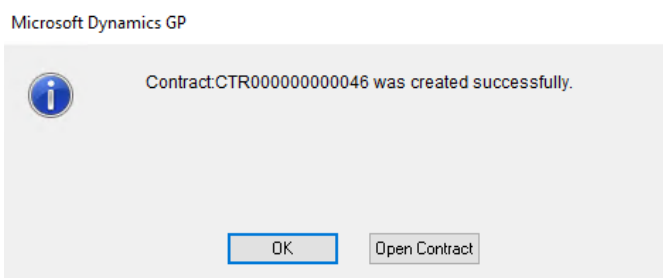


5. The window will default to the radio option Create New Contract. If you wish to Append an existing Contract, then select the Append Existing Contract option.
 - a When using the Append option select or enter in the Contract Number you wish to append.
 - b If needed mark the checkbox option for Use Ship To Address, Shipping Method, and Tax Schedule ID from Contract. Otherwise, these values will be set from the SOP document.



6. Select the desired Contract line field values for:
 - Billing Frequency – Defaults to Monthly frequency.
 - Billing Start Date – Defaults to the Document date.
 - Next Billing date – Defaults to the next natural next bill date based on the Frequency and Start Date set.

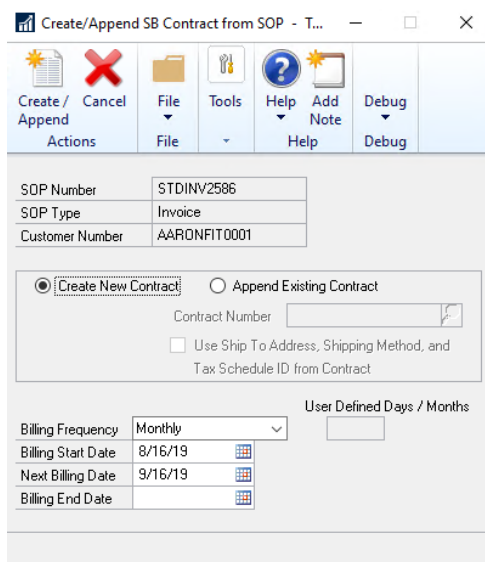
- Billing End Date – Optional field to set an end date for the line item.
- Click on the Create button. A message will be generated with the new contract number.



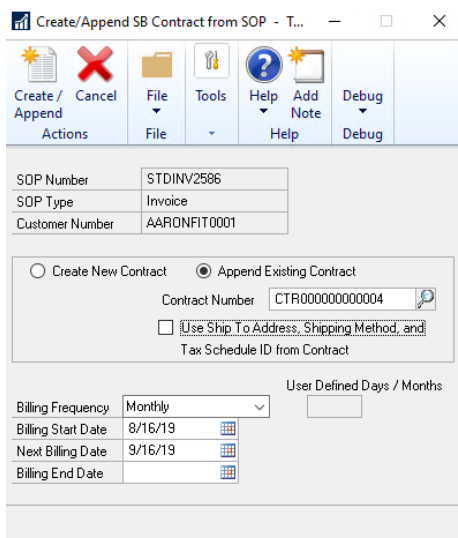
Click on the Open Contract button on the message to view the new contract.

To create / update an existing contract from SOP Document Inquiry:

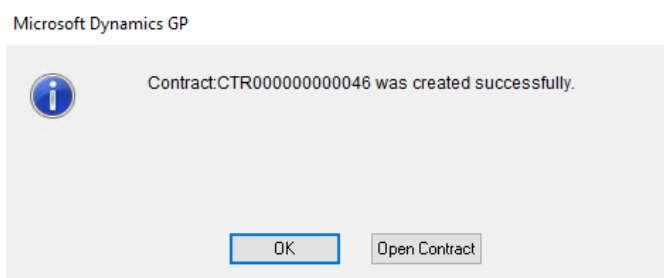
- Open the Sales Order Processing Entry window.
(*Inquiry >> Sales >> Sales Documents*)
- In the Sales Order Processing Document Inquiry window select a document. You can proceed to create the contract in the Inquiry window, or in the Sales Transaction Inquiry Zoom for the SOP document.
- Go to the Additional menu and select the menu option Create SB Contract from SOP.
- The Create SB Contract window will open.



- The window will default to the radio option Create New Contract. If you wish to Append an existing Contact, then select the Append Existing Contact option.
 - When using the Append option select or enter in the Contract Number you wish to append.
 - If needed mark the checkbox option for Use Ship To Address, Shipping Method, and Tax Schedule ID from Contract. Otherwise, these values will be set from the SOP document.



6. Select the desired Contract line field values for:
 - Billing Frequency – Defaults to Monthly frequency.
 - Billing Start Date – Defaults to the Document date.
 - Next Billing date – Defaults to the next natural next bill date based on the Frequency and Start Date set.
 - Billing End Date – Optional field to set an end date for the line item.
7. Click on the Create button. A message will be generated with the new contract number.



Click on the Open Contract button on the message to view the new contract.

Creating Project Distributions in Project Tracking

Subscription Billing can be used in conjunction with Encore's Project Tracking module to create project distributions for each contract. Encore's Project Tracking module analyzes profitability on "projects" in your business. Project Tracking's powerful reports will help you to analyze your business and to monitor and control costs.

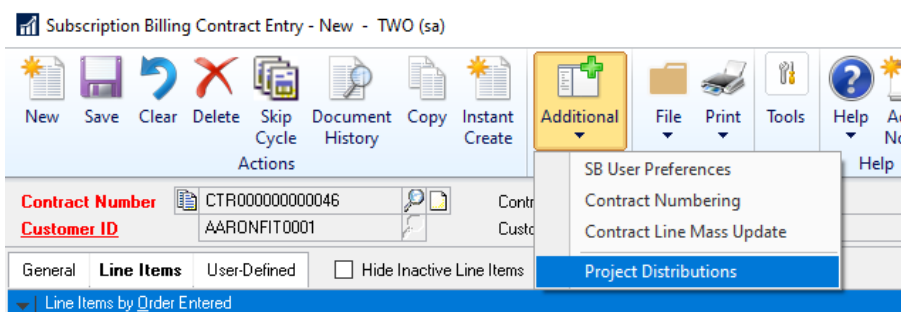
If you're using Encore's Project Tracking module with Subscription Billing, you will attach project tracking distributions to the contract line.



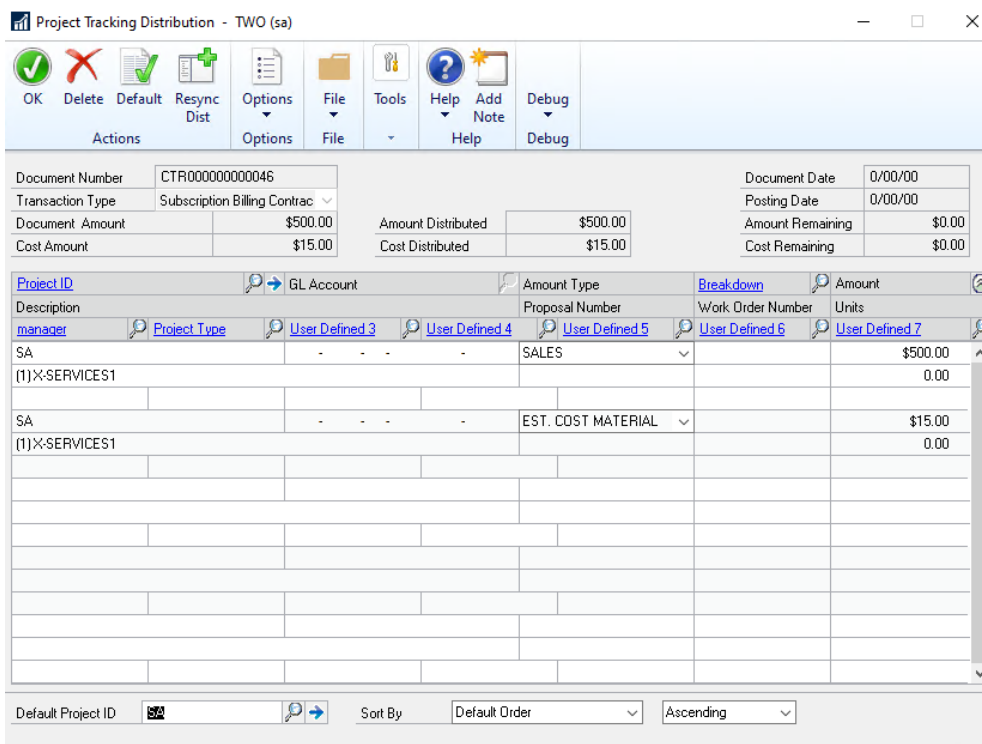
When using Line item consolidation and Project Tracking distributions; any distributions added to consolidated line items will have PT distributions generated to the Primary flagged item only on the SOP Document generated.

To create project distributions in Project Tracking:

1. Open the Subscription Billing Contract Entry window.
(*Transactions >> Sales >> Subscription Billing Contract Entry*)
2. Enter or select a Contract.
3. Open the Project Tracking Distribution window.
(*Additional >> Project Distributions Ctrl + J*)



4. When you open this window, the default project distributions are automatically created based on the contract lines.



If you have made changes to the items in the Line Items tab, select the Resync Dist button on the Project Tracking Distribution window to include any new or items or changes to existing line items.

The general ledger accounts for distributions will be blank because the general ledger accounts are assigned to the actual project distributions at invoice creation. You can assign account numbers in the Default Account Override fields

in the Line Item Details and select them in the Project Tracking distribution window if you want to use specific account numbers.

When you first distribute to a project from Subscription Billing, the originating contract number will be the document number and the transaction type will be Subscription Billing Contract. When you create a SOP Document, the project distributions associated with the contract will be copied to the created invoices, orders or quotes.

As documents are created the distributed project amounts are compared to the transaction amounts. If a discrepancy is found, the distribution amounts will be changed to the actual transaction amounts. (For example, if an item cost is changed after being distributed on a contract, the distribution would reflect the correct amount.)

1. When an existing distributed line item changes (quantity, amount, etc.), the distributions will automatically be adjusted. However, if you add or delete a line item, you must open the distribution window and choose Resync button to correct the distribution. You will only be notified to distribute if the contract is set to Require Full Project Distribution on the Project Tracking Setup window.
2. As invoice with auto-pay items are created, project distributions for the payments are automatically created. The project ID, description and user defined fields will default to the same values that were associated with the contract line item project distribution for the amount type SALES. However, the breakdown code will originate from the default breakdown code set up for CASH in the Project Setup Options window.



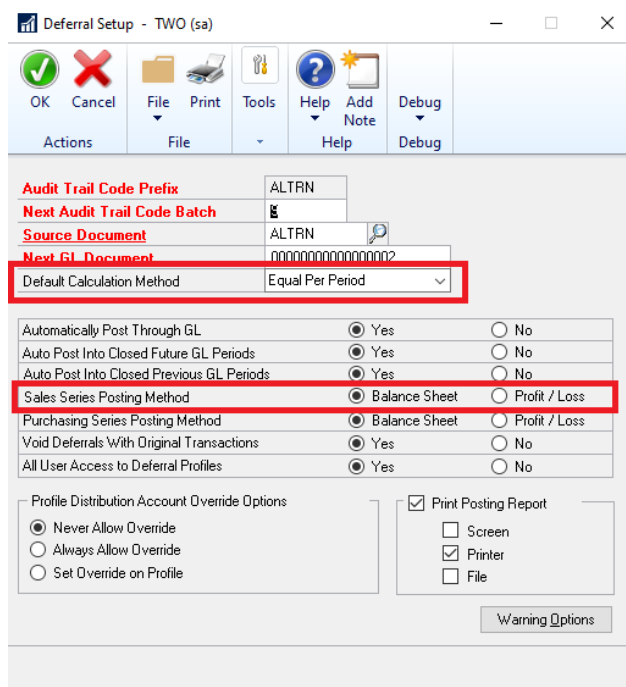
Chapter 4: Create Revenue & Expense Deferrals

Microsoft Dynamics GP Revenue / Expense Deferrals module enable users to defer revenues and distribute costs over a specified period by calculating and posting values spread over selected date ranges. The integration of Subscription Billing with Deferrals provides an automatic method of allocating sales amounts and markdown amounts over specific time periods for invoices and orders.

There are two ways to create revenue / expense deferrals in Subscription Billing. The first way is to assign the deferral on the contract line item itself. The other way is by using deferral profiles and combining them into a Group Profile. The group deferral profile which is entered on the Subscription Billing Contract Entry window - General tab. You must choose which method you are going to use; you cannot use both on a contract.

In the Deferral Setup window (Tools >> Setup >> Financial >> Deferral), the Sales Series posting Method option can be set to either Balance Sheet or Profit/Loss. Depending on the method selected, the steps required in Subscription Billing will be different as the Profit/Loss method requires more fields. In addition, Subscription Billing uses the Default Calculation Method from this window. Only Days in Period or Equal per Period are supported. The Miscellaneous option is not supported.

For further information about Deferral Setup, refer to GP's Revenue & Expense user documentation.



Deferral Setup - TWO (sa)

OK Cancel File Print Tools Help Add Note Debug

Audit Trail Code Prefix ALTRN

Next Audit Trail Code Batch 1

Source Document ALTRN

Next GL Document 000000000000000002

Default Calculation Method Equal Per Period

Automatically Post Through GL ☒ Yes ☐ No

Auto Post Into Closed Future GL Periods ☒ Yes ☐ No

Auto Post Into Closed Previous GL Periods ☒ Yes ☐ No

Sales Series Posting Method ☒ Balance Sheet ☐ Profit / Loss

Purchasing Series Posting Method ☒ Balance Sheet ☐ Profit / Loss

Void Deferrals With Original Transactions ☒ Yes ☐ No

All User Access to Deferral Profiles ☒ Yes ☐ No

Profile Distribution Account Override Options

☒ Never Allow Override

☐ Always Allow Override

☐ Set Override on Profile

☒ Print Posting Report

☐ Screen

☒ Printer

☐ File

Warning Options

Subscription Billing Line Deferrals

- Line deferrals will allow you to setup how the revenue will be recognized on each line item. With the Line deferrals you can specify the deferral period or choose to delay the recognition until a later time.

- By default, the deferral period will be the same as the Billing Cycle. For example, the contract line is billed quarterly starting on April 1st. The deferral period will also be for 3 months starting on April 1st.
- If you want to recognize revenue differently than the billing cycle, enter the starting date in the Service Date field. For example, the contract line is billed quarterly starting on April 1st but the Service date is set to May 1st. The deferral period will then be for 3 months starting on May 1st.
- The end of the deferral period will match the true end of the period based on the Billing day set on the line item and the frequency of the line item. For example, if the Service Date on the line item is 09/01/2019 and the billing day is 1st with a frequency or Quarterly then the end of the deferral period will be 09/30/2019 as the next bill date after invoice creation is 09/01/2016.
- Once an Invoice is generated the service date will advance accordingly based on the Billing Frequency for the line item. So, using the example above, the Service Date will be set to August 1st.
- The Service Date will default when the deferred revenue Checkbox is checked based on the times billed.
 - If Times Billed = 0 then Service date defaults based on the Start Date set for the line item.
 - If Times Billed > 0 then Service date defaults based on Next Bill Date set for the line item.
- For Delay Recognition you will need to use the Recognize Delayed Deferred Revenue window to create the Deferrals. See Recognize Delayed Deferred Revenue for further details regarding this process.
- If the Line item will always have the same deferral setting, you can utilize the Subscription Billing Line Item defaults setup. This option allows you to create default deferral settings for a line item which will default on the contract whenever the line item is added. For further details, see [Subscription Billing Line Item Defaults](#).
(See Microsoft Dynamics GP Revenue Expense Deferral documentation for information on setting up Deferred Revenue.)

To defer revenue for line items with Balance Sheet

Refers to the Sales Series posting Method option in the Deferral Setup window (Tools>> Setup>> Financial>> Deferral)

1. Open the Subscription Billing Contract Entry window.
(Transactions >> Sales >> Subscription Billing Contract Entry)
2. Select the contract.
3. Select the Line Items tab.
4. Select the Line item.
5. Select the show details option.
6. Mark the Defer Revenue check box.
7. The Calculation method will default from the Deferral setup. You can accept the default or change to the desired calculation method.

8. Check the Delay Recognition checkbox to delay revenue recognition on this line item as the deferral period is not currently known. See [Delay Revenue Recognition](#) for further details on Delay Recognition.
9. Accept the defaulted Service Date or adjust it accordingly to when the start of the deferral period should be.
Note selecting the delay recognition and deselecting the delay recognition checkbox will force the service date to re-default.
10. Accept the Number of Periods or adjust to the desired number of periods.
The Number of periods will default based on the Frequency set for the line item. For example, for Quarterly this will be 3. However, you can adjust the Number of Periods to extend or diminish how many periods you wish to recognize the revenue into. The Number of periods set will reflect the Service Period displayed.
11. If the line item is flagged as Prorated and [Subscription Billing Setup](#) is set to Prorate the service period as shown in Point 5 of the [Billing Setup](#) then the Service period will be prorated accordingly from the Service date entered. Otherwise the service period will be based on the Service date entered and Number of periods set.
12. Set the Sales Billing Recognition Account. (this is the account that will be used to recognize the deferred sales revenue)
Note that the Sales Account for the line item cannot be the same as the Sales Billing Recognition Account. The Sales Account for the line item will need to be set to the deferral account. If needed you can use the override on the Sales Account listed in the Distribution Accounts section to set the deferral account.
13. If you wish to defer Markdown recognition for a markdown amount set on the line item, then set the Markdown Billing Recognition Account. (this is the account that will be used to recognize the deferred markdown revenue) (This is optional and not required)
Note that the Markdown Account for the line item cannot be the same as the Markdown Billing Recognition Account. The Markdown Account for the line item will need to be set to the deferral account. If needed you can use the override on the Markdown Account listed in the Distribution Accounts section to set the deferral account. You will not be able to delay Markdown recognition.

Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR000000000002 Contract Status: Active
Customer ID: AARONFIT0001 Customer Name: Aaron Fitz Electrical

General Line Items User-Defined ☒ Hide Inactive Line Items

Line Items by Order Entered

Item	Description	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1	X-SERVICES1	1	Each	\$500.00	\$500.00	Quarterly	0	4/01/20	4/01/20	1st	0/00/00
	X-SERVICES1			SERVICE	\$0.00						4/01/20 to 6/30/20

Item Long Description: X-SERVICES1

☐ Non Inventory
☐ Prorate
☐ Continuous Billing
☐ Prime Consolidate Ln

Site ID: WAREHOUSE
 Salesperson ID: PAUL W.
 Ship To Address ID: WAREHOUSE
 Sales Territory ID: TERRITORY 1
 Shipping Method: LOCAL DELIVERY
 Tax Schedule ID: USASTCITY-6*

Consolidate Ln Group: SERVICES
 Times to Bill: 0
 Times Billed: 0
 Mktkn End Date: 0/00/00
 Unit Cost: \$0.00
 Item Tax Option: Nontaxable
 Item Tax Schedule ID:

Defer Revenue: ☒
 Calculation Method: Equal Per Period
 Delay Recognition: ☐
 Service Date: 4/01/20
 Number of Periods: 3
 Service Period: 4/01/20 to 6/30/20
 QTY Recognized: 0.00
 Deferral Doc Number:

Billing Recognition Account:
 Sales: 000 -4100 -00
 Markdown: 000 -4100 -00

Distribution Accounts
 Sales: 888 -8888 -01 SALES DEF 01
 Markdown: 777 -7777 -01 Mark Def 01
 Cost of Sales: 000 -4510 -01 Cost of Goods Sold - Retail/Parts

User Defined
 Text Field CL 1:
 Text Field CL 2:
 Date Field CL 1: 0/00/00
 Date Field CL 2: 0/00/00
 Check Box Field CL 1: ☐
 Numeric Field CL 1: 0.00000
 Numeric Field CL 2: 0.00000
 Check Box Field CL 2: ☐

Record 1 of 1 Previous Next

Next Billing Date Subtotal 4/01/20 \$500.00

Move Line Up Move Line Down

Contract Number Status: Unsaved

14. Repeat steps 4 to 13 for additional line items on the contract.
15. Press save to save the update to the contract.
16. When the invoice is created it will then set the Deferral on the SOP transaction for the distribution accounts if delay recognition was unchecked for the line item.

To defer revenue for line items with Profit & Loss

Refers to the Sales Series posting Method option in the Deferral Setup window (Tools>> Setup>> Financial>> Deferral)

1. Open the Subscription Billing Contract Entry window.
(Transactions >> Sales >> Subscription Billing Contract Entry)
2. Select the contract.
3. Select the Line Items tab.
4. Select the Line item.
5. Select the show details option.
6. Mark the Defer Revenue check box.
7. The Calculation method will default from the Deferral setup. You can accept the default or change to the desired calculation method.

8. Check the Delay Recognition checkbox to delay revenue recognition on this line item as the deferral period is not currently known. See Delay Recognition for further details on Delay Recognition.
9. Accept the defaulted Service Date or adjust it accordingly to when the start of the deferral period should be.
Note selecting the delay recognition and deselecting the delay recognition checkbox will force the service date to re-default.
10. Accept the Number of Periods or adjust to the desired number of periods.
The Number of periods will default based on the Frequency set for the line item. For example, for Quarterly this will be 3. However, you can adjust the Number of Periods to extend or diminish how many periods you wish to recognize the revenue into. The Number of periods set will reflect the Service Period displayed.
11. If the line item is flagged as Prorated and the [Subscription Billing Setup](#) Prorate Line Deferral Service Period option is marked (as shown in Point 5 of the [Billing Setup](#)) then the Service period will also be prorated accordingly. Otherwise the service period will be based on the Service date entered and Number of periods set.
Note this setting is only useful if also set your Item Description to include the Service Date. See point 6 of the Billing Setup.
12. Set the Sales Deferral Account.
Note that the Sales Account for the line item cannot be the same as the Sales Deferral Account.
13. The Sales Deferred Billing Account will default to be the same as the Sales Distribution account listed for the line item. You can choose to keep the default value or select a different account.
14. The Sales Billing Recognition Account will default from the Sales Distribution account listed for the line item. You can choose to keep the default value or select a different account.
15. If you wish to defer Markdown recognition for a markdown amount set on the line item, then set the Markdown Deferral Account.
Note that the Markdown Account for the line item cannot be the same as the Markdown Deferral Account. If needed you can use the override on the Markdown Account listed in the Distribution Accounts section to set the deferral account. You will not be able to delay Markdown recognition.
16. The Markdown Deferred Billing Account will default to be the same as the Markdown Distribution account listed for the line item. You can choose to keep the default value or select a different account.
17. The Markdown Billing Recognition Account will default from the Markdown Distribution account listed for the line item. You can choose to keep the default value or select a different account.

Subscription Billing Contract Entry - New - THREE (sa)

Contract Number: CTR000000000001 Contract Status: Active
Customer ID: AARONFIT0001 Customer Name: Aaron Fitz Electrical

General Line Items User-Defined ☒ Hide Inactive Line Items

Line Items by Order Entered

Item	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1 X-SERVICES1	1	Each	\$700.00	\$700.00	Semiannually	0	4/01/20	4/01/20	1st	0/00/00

Item Long Description: X-SERVICES1

☐ Non Inventory ☐ Prorate ☐ Continuous Billing ☐ Prime Consolidate Ln
☒ SERVICE

Site ID: WAREHOUSE Salesperson ID: PAUL W. Ship To Address ID: WAREHOUSE Sales Territory ID: TERRITORY 1 Shipping Method: LOCAL DELIVERY Tax Schedule ID: USASTCITY-6*
 Consolidate Ln Group: SERVICES Times to Bill: 0 Times Billed: 0 Mktkn End Date: 0/00/00 Unit Cost: \$0.00 Item Tax Option: Nontaxable Item Tax Schedule ID:

Defer Revenue: ☒ Calculation Method: Equal Per Period Delay Recognition: ☐ Service Date: 4/01/20 Number of Periods: 6 Service Period: 4/01/20 to 9/30/20 QTY Recognized: 0.00 Deferral Doc Number:

Deferral Account: Sales: 888 -8888 -01 Markdown: 777 -7777 -01
 Deferred Billing Account: Sales: 888 -8888 -02 Markdown: 777 -7777 -02
 Billing Recognition Account: Sales: 888 -8888 -03 Markdown: 777 -7777 -03

Distribution Accounts
 Sales: 000 -4100 -00 Sales: 000 -4180 -00 US Sales Discounts
 Cost of Sales: 000 -4510 -01 Cost of Goods Sold - Retail/Parts

User Defined
 Text Field CL 1: Text Field CL 2: Date Field CL 1: 0/00/00 Date Field CL 2: 0/00/00
 Numeric Field CL 1: 0.00000 Numeric Field CL 2: 0.00000
 Check Box Field CL 1: Check Box Field CL 2:

Record 1 of 1 Previous Next

Next Billing Date Subtotal 4/01/20 \$700.00

Contract Number Status: Unsaved

18. Repeat steps 4 to 17 for additional line items on the contract.

19. Press save to save the update to the contract.

20. When the SOP invoice is created the system will set the Deferral on the SALES distribution account that matches the contract line item Sales account. If delay recognition was checked for the line item, then there will no deferral on the Invoice as the recognition date is unknown. See below more information.

Delay Revenue Recognition

If the customer is pre-paying for services and the revenue for those services is not going to be recognized until later, Subscription Billing allows you to bill now, and recognize the revenue at a later time.

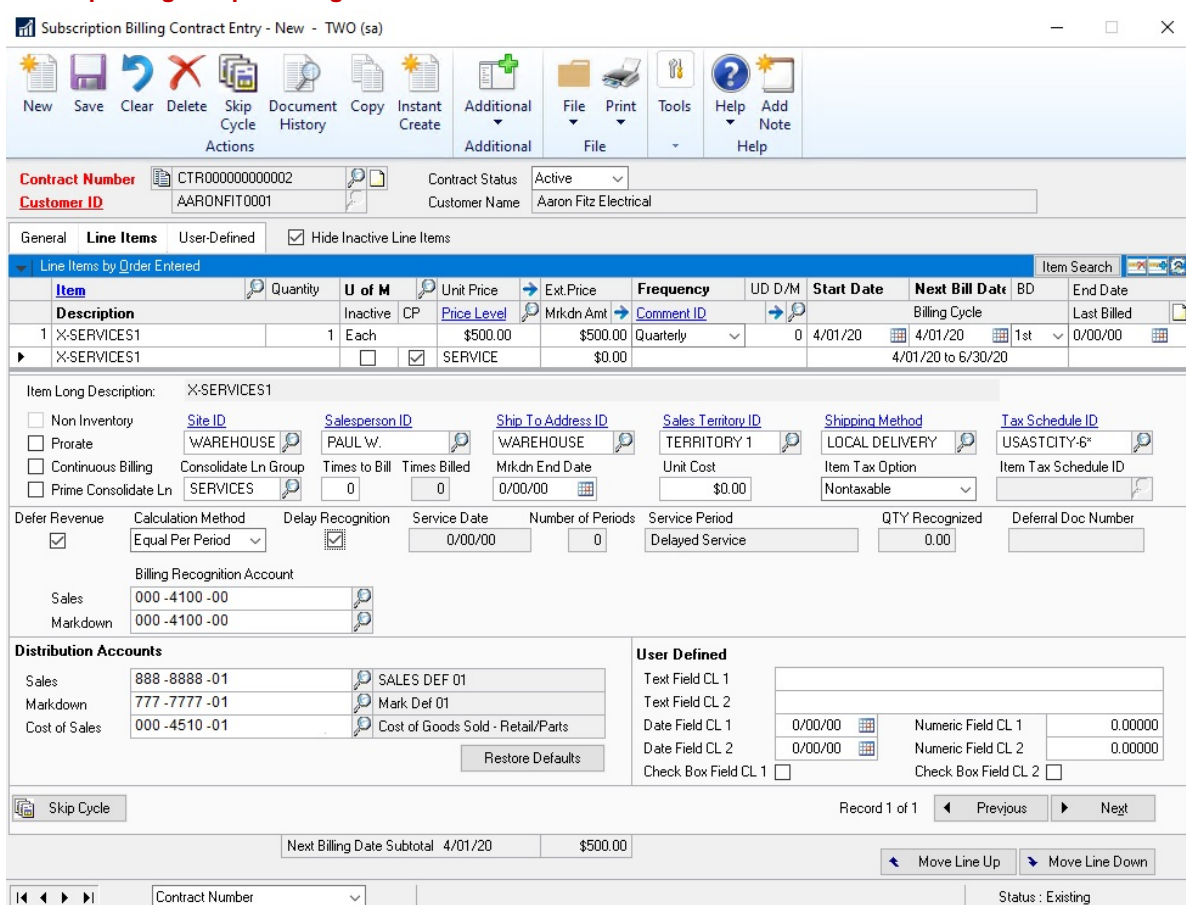
You do this by selecting the Delay Recognition Checkbox in the contract Line details window which will blank the Service Date field. When you are ready to recognize the revenue so that you know the date the revenue will be recognized, you can complete the process by the creation of the deferrals using the Recognize Deferred Revenue window.

To recognize deferred revenue at a later date

1. Open the Subscription Billing Contract Entry window.

(Transactions >> Sales >> Subscription Billing Contract Entry)

2. Choose a contract and a customer.
3. Select the Line Items tab.
4. Enter a new line item or select existing line item.
5. Select the Show Details option.
6. Set the line deferral information depending on deferral posting method:
For Balance Sheet, follow section, [To defer revenue for line items with Balance Sheet](#).
For Profit and Loss, follow section, [To defer revenue for line items with Profit & Loss](#).
7. Mark the Delay Recognition check box.
Note the Defer Revenue section in the screen shot will include more accounts when deferrals posting setup is using Profit and Loss.



Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR000000000002
Customer ID: AARONFIT0001
Contract Status: Active
Customer Name: Aaron Fitz Electrical

General | **Line Items** | User-Defined | ☒ Hide Inactive Line Items

Line Items by Order Entered

Item	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1 X-SERVICES1	1	Each	\$500.00	\$500.00	Quarterly	0	4/01/20	4/01/20	1st	0/00/00
X-SERVICES1			SERVICE	\$0.00				4/01/20 to 6/30/20		

Item Long Description: X-SERVICES1

☐ Non Inventory
☐ Prorate
☐ Continuous Billing
☐ Prime Consolidate Ln

Site ID: WAREHOUSE
 Salesperson ID: PAUL W.
 Ship To Address ID: WAREHOUSE
 Sales Territory ID: TERRITORY 1
 Shipping Method: LOCAL DELIVERY
 Tax Schedule ID: USASTCITY-6*

Consolidate Ln Group: SERVICES
 Times to Bill: 0
 Times Billed: 0
 Mktg End Date: 0/00/00
 Unit Cost: \$0.00
 Item Tax Option: Nontaxable
 Item Tax Schedule ID:

Defer Revenue: ☒
 Calculation Method: Equal Per Period
 Delay Recognition: ☒
 Service Date: 0/00/00
 Number of Periods: 0
 Service Period: Delayed Service
 QTY Recognized: 0.00
 Deferral Doc Number:

Billing Recognition Account:
 Sales: 000 -4100 -00
 Markdown: 000 -4100 -00

Distribution Accounts
 Sales: 888 -8888 -01
 Markdown: 777 -7777 -01
 Cost of Sales: 000 -4510 -01

SALES DEF 01
 Mark Def 01
 Cost of Goods Sold - Retail/Parts

Restore Defaults

User Defined
 Text Field CL 1:
 Text Field CL 2:
 Date Field CL 1: 0/00/00
 Date Field CL 2: 0/00/00
 Numeric Field CL 1: 0.00000
 Numeric Field CL 2: 0.00000
 Check Box Field CL 1: ☐
 Check Box Field CL 2: ☐

Record 1 of 1 | Previous | Next

Next Billing Date Subtotal: 4/01/20 | \$500.00

Move Line Up | Move Line Down

Contract Number: | Status: Existing

8. Create the SOP document for the contract.
9. This step only applies when using Profit and Loss deferral posting setup. Skip to step 10 when using Balance Sheet.

The GP Distributions for the invoice generated will have additional distribution rows. Both Rows will have the amount type of Other and consist of the following:

- Credit to the Sales Deferral Account for the Sales amount on the line item.
- Debit to the Deferred Billing Account for the sales amount on the line item.

These additional distributions would normally occur as part of Profit and Loss Deferrals generated for a SOP transaction. As the delay revenue recognition uses GP deferral Document entry process this distribution is required to occur on the SOP transaction.

Sales Distribution Entry - THREE (sa)

Customer ID: AARONFIT0001 Document No.: STDINV2262
 Name: Aaron Fitz Electrical Document Type: Invoice
 Functional Amount: \$700.00
 Originating Amount: \$0.00

Account Distributions

Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit
Distribution Reference			
000 -1200 -00	RECV	\$700.00	\$0.00
000 -4100 -00	SALES	\$0.00	\$700.00
888 -8888 -01	OTHER	\$0.00	\$700.00
888 -8888 -02	OTHER	\$700.00	\$0.00
300 -5130 -00	COMMEXP	\$21.00	\$0.00
000 -2120 -00	COMMPAY	\$0.00	\$21.00
- -		\$0.00	\$0.00
Functional Totals		\$1,421.00	\$1,421.00
Originating Totals		\$0.00	\$0.00

You will receive a validation warning should you select Default on the SOP Distribution window. The validation is to advise you the additional Other distributions will not be recreated. You will need to manually re-add the distributions if this occurs.

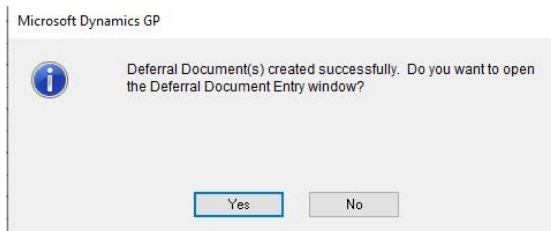
Microsoft Dynamics GP

Defaulting will not recreate the additional Other Amount Type distributions created by Subscription Billing for delayed deferral recognition. Do you wish to continue?

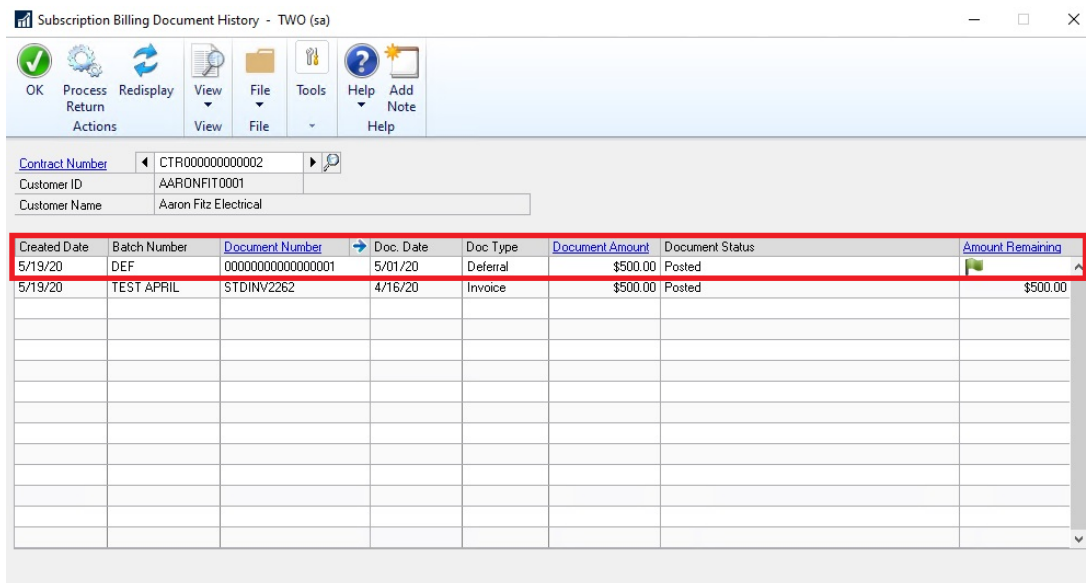
Yes No

- Once the SOP transaction has been posted, the contract line with the Delay Recognition checkbox marked will display in the Recognize Deferred Revenue window.
(Transactions >> Sales >> Recognize Deferred Revenue)

You will receive a notification if you wish to open the Deferral Document Entry window. Select yes to review the Deferral Document created.



23. Post the Deferral Batch ID to post the deferrals generated.
24. To view deferral details, in the Subscription Billing Contract Entry window, click on Document History. The Subscription Billing Document History window opens



25. Highlight the line item you want to view, and then click on Document Number. The Deferral Inquiry Zoom window opens.

- Note the Defer Revenue section in the screen shot will include more accounts when deferrals posting setup is using Profit and Loss.

Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR000000000002
Customer ID: AARONFIT0001
Contract Status: Active
Customer Name: Aaron Fitz Electrical

General Line Items User-Defined Hide Inactive Line Items

Line Items by Order Entered

Item	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1 X-SERVICES1	1	Each	\$500.00	\$500.00	Quarterly	0	4/01/20	7/01/20	1st	0/00/00

Item Long Description: X-SERVICES1

☐ Non Inventory
☐ Prorate
☐ Continuous Billing
☐ Prime Consolidate Ln

Site ID: WAREHOUSE
 Salesperson ID: PAUL W.
 Ship To Address ID: WAREHOUSE
 Sales Territory ID: TERRITORY 1
 Shipping Method: LOCAL DELIVERY
 Tax Schedule ID: USASTCITY-6*

Consolidate Ln Group: SERVICES
 Times to Bill: 0
 Times Billed: 1
 Mktkn End Date: 0/00/00
 Unit Cost: \$0.00
 Item Tax Option: Nontaxable
 Item Tax Schedule ID:

Defer Revenue: ☒
 Calculation Method: Equal Per Period
 Delay Recognition: ☐
 Service Date: 8/01/20
 Number of Periods: 3
 Service Period: 8/01/20 to 10/31/20
 QTY Recognized: 1.00
 Deferral Doc Number: 000000000000000001

Billing Recognition Account:
 Sales: 000 -4100 -00
 Markdown: 000 -4100 -00

Distribution Accounts
 Sales: 888 -8888 -01 SALES DEF 01
 Markdown: 777 -7777 -01 Mark Def 01
 Cost of Sales: 000 -4510 -01 Cost of Goods Sold - Retail/Parts

User Defined
 Text Field CL 1:
 Text Field CL 2:
 Date Field CL 1: 0/00/00
 Date Field CL 2: 0/00/00
 Check Box Field CL 1: ☐
 Numeric Field CL 1: 0.00000
 Numeric Field CL 2: 0.00000
 Check Box Field CL 2: ☐

Skip Cycle
 Record 1 of 1 Previous Next
 Next Billing Date Subtotal: 7/01/20 \$500.00
 Move Line Up Move Line Down
 Contract Number: Status: Existing



Chapter 5: Subscription Billing Line Item Defaults

Subscription Billing Line Item Defaults is a useful setup tool that allows you to create default settings for Contract Line items. The defaults that are created will automatically default on the line item details when the line item is added to the contract. You can also set the default selections to be Constants preventing users from editing the setting on the contract.

Currently the Line Item Defaults are only used to set Line deferral settings for contract line items.



See Microsoft Dynamics GP Revenue Expense Deferral documentation for information on setting up Deferred Revenue.

You can set Line Item Defaults for either inventory or non-inventory items by setting up a default to the specific Item number name. In addition, you set up a generic default setting for all non-inventory item by using the special SB NON-INV DEF item number. This generic default is only used when there is no specific item number default.

Each section of Line Item defaults contains synchronize selection options:

- **Default & Synchronize** - With this selected, the line item defaults will default when the line item is added to the contract. In addition, any changes made to the SB Line item defaults will also rolldown to existing contracts based on the synchronize settings in Subscription Billing Setup window.
- **Default only** - With this selected, the line item default will only default when the line item is added to the contract.
- **Constant** - With this selected, the line item default will default when the line item is added to the contract. In addition, any settings will rolldown to all existing contracts with this line item. Users will be unable to change the default setting on any contracts.

The synchronize options are affect by the SB Line Item Defaults settings within the SB Setup window. The SB Line Item Defaults radio buttons are found In the Subscription Billing Setup window on the Contract Tab, within the Synchronize changes section. With this option, after you make changes to a Line Item Default, you can specify whether you are prompted before the changes are rolled down to existing contract lines.

- If the option is set to Never, then the system will not change existing contract lines – the line item defaults will only apply to new lines. Therefore, you cannot set the synchronize options per Item and the radio buttons will be disabled. The system will always behave as the “default only” setting
- If the option is set to Always, then the system will always use your synchronize selection setting. The user will not be prompted to confirm the change.
- If the option is set to Ask Each time, then the system will always use your synchronize selection setting. However, the user will not be prompted to confirm the change before it is rolled down.

However, sections flagged as a Constant will automatically rolldown to all contracts containing this item regardless this Ask each time setting.

Line Item Defaults

These are line item defaults associated the Inventory and non-inventory line items.

To create Line Item Defaults



1. Open the Subscription Billing Line Item Defaults window.
(Microsoft Dynamics GP >> Tools >> Setup >> Sales >> Subscription Billing Line Item Defaults)
This window can also be accessed from the Item Card by selecting Additional >> Open SB Line Item defaults while reviewing the item card.
2. Select the Item Number by using the second Magnifier lookup option or enter in the Item ID.
The first magnifier lookup button gives a list of Items that have been added to Line Items Default.
3. If the Item Number is a non-inventory item, then the system will mark the Non-Inventory field in the window.
4. Check Defer Revenue to default the Defer Revenue Checkbox.
5. Check Delay Revenue Recognition to default Delay Revenue Recognition.
6. Select the default Calculation method for the Line Item Default.
7. Set the Default Sales Accounts for Line deferrals.
The "Profit and Loss" and "Balance Sheet" below refers to the Sales Series posting Method option in the Deferral Setup window (Tools>> Setup>> Financial>> Deferral)

For Profit and Loss set the following:

- Deferral Account
- Deferred Billing
- Billing Recognition



Deferred Billing and Billing Recognition will default as the Sales account listed on the item card.

For Balance Sheet set the following:

- Billing Recognition

Subscription Billing Line Item Defaults - TWO (sa)

Save Delete Clear File Tools Help

Item Number: X-SERVICES1 Non-Inventory Set Non-Inventory Default

Description: X-SERVICES1

Defer Revenue Defaults

Contract Line default and Synchronize selection options:

☒ Defer Revenue ☒ Default & Rolldown ☐ Default only ☐ Constant

☐ Delay Revenue Recognition ☒ Default & Rolldown ☐ Default only ☐ Constant

Calculation Method: Equal Per Period ☒ Default & Rolldown ☐ Default only ☐ Constant

Sales and Markdown Accounts

☒ Default & Rolldown ☐ Default only ☐ Constant

Sales		Markdown	
Billing Recognition	000 -4100 -00	Markdown Billing Recognition	000 -4180 -00
	Sales		US Sales Discounts

8. Set the Default Markdown Accounts for Line deferrals. (Optional - Used only if deferring Markdown amounts)

For Profit and Loss set the following:

- Markdown Deferral Account
- Markdown Deferred Billing
- Markdown Billing Recognition



Markdown Deferred Billing and Markdown Billing Recognition will default as the Markdown account listed on the item card.

For Balance Sheet set the following:

- Markdown Recognition

Subscription Billing Line Item Defaults - THREE (sa)

Save Delete Clear File Tools Help

Item Number: X-SERVICES1 Non-Inventory Set Non-Inventory Default

Description: X-SERVICES1

Defer Revenue Defaults

Contract Line default and Synchronize selection options:

☒ Defer Revenue ☒ Default & Rolldown ☐ Default only ☐ Constant

☐ Delay Revenue Recognition ☒ Default & Rolldown ☐ Default only ☐ Constant

Calculation Method: Equal Per Period ☒ Default & Rolldown ☐ Default only ☐ Constant

Sales and Markdown Accounts

☒ Default & Rolldown ☐ Default only ☐ Constant

Sales		Markdown	
Deferral Account	888 -8888 -01	Markdown Deferral Account	777 -7777 -01
	SALES DEF 01		Mark Def 01
Deferred Billing	888 -8888 -02	Markdown Deferred Billing	777 -7777 -02
	SALES DEF 02		Mark Def 02
Billing Recognition	888 -8888 -03	Markdown Billing Recognition	777 -7777 -03
	SALES DEF 03		Mark Def 03

- Press Save to complete the Subscription Billing Line item defaults (selecting save will also kick off Rolldown options).

Note that Rolldown will fail should the line item be on a contract is being edited. You can re-rolldown by accessing the line item default created and selecting save after the activity lock has been cleared.

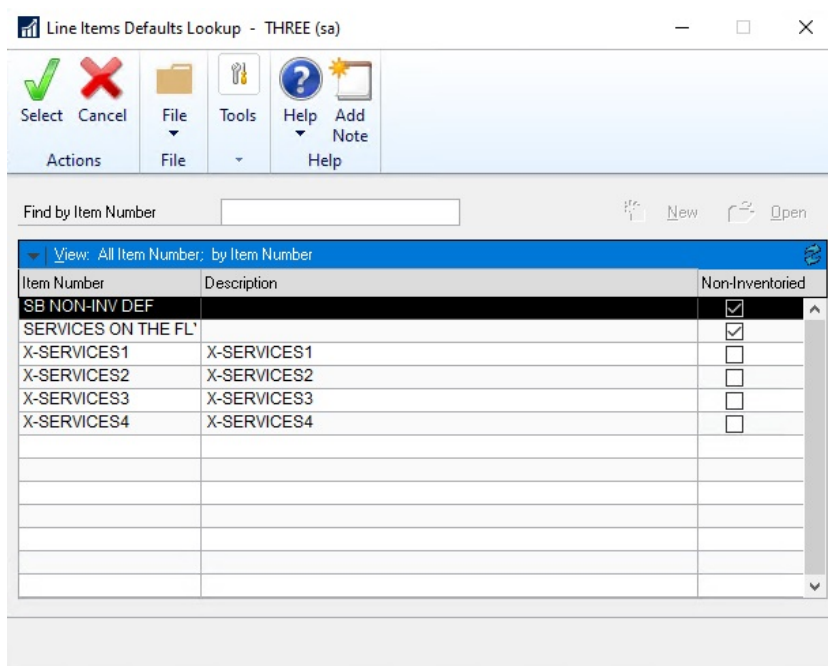
Microsoft Dynamics GP

The item defaults cannot be Rolldown to any Contract as the following are locked. Once locks are removed, click save for this item to continue roll down to these Contracts.

CTR000000000002 by UserID sa in Contract Entry

OK

- Repeats steps 2 through 8 for all Items that you want to set defaults for.
- You can edit existing Line item defaults by entering the Item Number or selecting using the first magnifier lookup.



Item Number	Description	Non-Inventoried
SB NON-INV DEF		<input checked="" type="checkbox"/>
SERVICES ON THE FL		<input checked="" type="checkbox"/>
X-SERVICES1	X-SERVICES1	<input type="checkbox"/>
X-SERVICES2	X-SERVICES2	<input type="checkbox"/>
X-SERVICES3	X-SERVICES3	<input type="checkbox"/>
X-SERVICES4	X-SERVICES4	<input type="checkbox"/>

Non-Inventory Items Line Item Defaults

Default Non-Inventory Items.

This is the generic default for all non-Inventory line items. When a non-inventoried item is entered in the Contract Entry window and there is no default for the Item number, then this special Item Number will be used for the default values. This Default can be set as a constant value, but it cannot be used to rolldown to existing contracts.

To set the default non-inventoried line default. Click the Set Non-Inventory Default button. The system will then create the ID "SB NON_INV DEF" and mark the Non-Inventory flag in the window.

Constant Value Line Item Defaults:

When a Line Item Defaults option is flagged as a Constant Value the defaults will automatically rolldown to all existing contracts containing this line item. Users will be unable to change the value in the Contract Entry window for these line items as the fields will be locked.

If delay recognition is flagged as a constant value t, then the Line item will remain flagged as delayed revenue recognition on the contract even after the delayed revenue recognition process has been completed. For further details on this process see [Delay Revenue Recognition for a later date.](#)

Subscription Billing Line Item Defaults - TWO (sa)

Save Delete Clear File Tools Help

Item Number: X-SERVICES1 Non-Inventory Set Non-Inventory Default

Description: X-SERVICES1

Defer Revenue Defaults

Contract Line default and Synchronize selection options:

☒ Defer Revenue ☐ Default & Rolldown ☐ Default only ☒ Constant
☐ Delay Revenue Recognition ☐ Default & Rolldown ☐ Default only ☒ Constant
 Calculation Method: Equal Per Period ☐ Default & Rolldown ☐ Default only ☒ Constant

Sales and Markdown Accounts

☐ Default & Rolldown ☐ Default only ☒ Constant

Sales: Billing Recognition: 000 -4100 -00 Sales

Markdown: Markdown Billing Recognition: 000 -4180 -00 US Sales Discounts

Subscription Billing Contract Entry - New - TWO (sa)

New Save Clear Delete Skip Cycle Document Copy Instant Create Additional File Print Tools Help Add Note

Contract Number: CTR00000000000002 Contract Status: Active

Customer ID: AARONFIT0001 Customer Name: Aaron Fitz Electrical

General Line Items User-Defined Hide Inactive Line Items

Line Items by Order Entered

Item	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1 X-SERVICES1	1	Each	\$500.00	\$500.00	Quarterly	0	4/01/20	7/01/20	1st	0/00/00
X-SERVICES1			SERVICE	\$0.00				7/01/20 to 9/30/20		4/01/20

Item Long Description: X-SERVICES1

☐ Non Inventory ☐ Prorate ☐ Continuous Billing ☐ Prime Consolidate Ln
 Site ID: WAREHOUSE Salesperson ID: PAUL W. Ship To Address ID: WAREHOUSE Sales Territory ID: TERRITORY 1 Shipping Method: LOCAL DELIVERY Tax Schedule ID: USASTCITY-6*
 Consolidate Ln Group: SERVICES Times to Bill: 0 Times Billed: 1 Mkrdn End Date: 0/00/00 Unit Cost: \$0.00 Item Tax Option: Nontaxable Item Tax Schedule ID:

Defer Revenue: ☒ Calculation Method: Equal Per Period Delay Recognition: ☐ Service Date: 8/01/20 Number of Periods: 3 Service Period: 8/01/20 to 10/31/20 QTY Recognized: 1.00 Deferral Doc Number: 000000000000000001

Billing Recognition Account: Sales: 000 -4100 -00 Markdown: 000 -4180 -00

Distribution Accounts: Sales: 888 -8888 -01 SALES DEF 01 Markdown: 777 -7777 -01 Mark Def 01 Cost of Sales: 000 -4510 -01 Cost of Goods Sold - Retail/Parts

User Defined: Text Field CL 1: Date Field CL 1: 0/00/00 Numeric Field CL 1: 0.00000 Date Field CL 2: 0/00/00 Numeric Field CL 2: 0.00000 Check Box Field CL 1: Check Box Field CL 2:

Skip Cycle

Record 1 of 1 Previous Next

Next Billing Date Subtotal: 7/01/20 \$500.00

Move Line Up Move Line Down

Contract Number: Status: Existing

Subscription Billing Contract Entry - New - THREE (sa)

Contract Number: CTR000000000001 Contract Status: Active
Customer ID: AARONFIT0001 Customer Name: Aaron Fitz Electrical

General Line Items User-Defined ☒ Hide Inactive Line Items

Line Items by Order Entered

Item	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
Description	Inactive	CP	Price Level	Mkdn Amt	Comment ID		Billing Cycle			Last Billed
1 X-SERVICES1	1	Each	\$700.00	\$700.00	Semiannually	0	4/01/20	10/01/20	1st	0/00/00
			SERVICE	\$0.00				10/01/20 to 3/31/21		4/01/20

Item Long Description: X-SERVICES1

☐ Non Inventory ☐ Prorate ☐ Continuous Billing ☐ Prime Consolidate Ln
☐ Site ID: WAREHOUSE ☐ Salesperson ID: PAUL W. ☐ Ship To Address ID: WAREHOUSE ☐ Sales Territory ID: TERRITORY 1 ☐ Shipping Method: LOCAL DELIVERY ☐ Tax Schedule ID: USASTCITY-6*
☐ Consolidate Ln Group: SERVICES ☐ Times to Bill: 0 ☐ Times Billed: 1 ☐ Mkdn End Date: 0/00/00 ☐ Unit Cost: \$0.00 ☐ Item Tax Option: Nontaxable ☐ Item Tax Schedule ID:

Defer Revenue: ☒ Calculation Method: Equal Per Period ☐ Delay Recognition: ☐
 Service Date: 11/01/20 Number of Periods: 6 Service Period: 11/01/20 to 4/30/21 QTY Recognized: 1.00 Deferral Doc Number: 000000000000000001
 Deferral Account: Sales: 888 -8888 -01, Markdown: 777 -7777 -01
 Deferred Billing Account: Sales: 888 -8888 -02, Markdown: 777 -7777 -02
 Billing Recognition Account: Sales: 888 -8888 -03, Markdown: 777 -7777 -03

Distribution Accounts
 Sales: 000 -4100 -00, Markdown: 000 -4180 -00, Cost of Sales: 000 -4510 -01
 Sales: Sales, US Sales Discounts, Cost of Goods Sold - Retail/Parts

User Defined
 Text Field CL 1:
 Text Field CL 2:
 Date Field CL 1: 0/00/00, Numeric Field CL 1: 0.00000
 Date Field CL 2: 0/00/00, Numeric Field CL 2: 0.00000
 Check Box Field CL 1: ☐ Check Box Field CL 2: ☐

Record 1 of 1 Previous Next

Next Billing Date Subtotal: 10/01/20 \$700.00

Move Line Up Move Line Down

Contract Number: Status: Existing



Chapter 6: Create SOP Documents

Subscription Billing allows you to create SOP quotes, orders, or invoices from the Contracts. This chapter will review the SOP documents created. This chapter will also review rolling back a contract, allocating and fulfillment of line items and posting invoices.

This chapter includes the following topics:

- [SOP Document creation review](#)
- [Subscription Billing Create SOP Documents](#)
- [Selection Template](#)
- [Instant Create](#)
- [Allocation and fulfillment](#)
- [Posting invoices from Subscription Billing](#)
- [Using Rollback](#)

SOP Document creation review

The type of document you create from your contract is determined by the SOP type that is selected either on the contract or in the Document creation window. See [Entering customer contracts](#) for further details on this option. See [Entering customer contracts](#) for further details on this option.

If you create more than one type of document (quote, order or invoice) and you want to create separate batches for each type – we recommend that you create a Contract class for each document type and assign it to each contract.

Sales order documents are created based on the information entered in the Subscription Billing Contract Entry window. The SOP document creation process will pick up all billing frequencies having a contract line Next Bill Date on or before the date entered. You will need to run the create document process as often as your shortest billing frequency to ensure that all customers are billed for all periods. The options and ranges you select in the Document Creation window, compared with the frequency and dates entered for each contract line will determine which contracts and which items are included in the document creation run.

For example, if some items have a frequency of weekly and some have a frequency of monthly, then you must run the create documents process weekly.

When multicurrency is being used, the applicable exchange rate will only be calculated when a SOP document is created. As a result, contracts are always entered and displayed in the originating currency – no functional amounts are displayed.



Be sure to set up default account numbers for each of your customers and for each of your posting accounts. Refer to Sales Order Processing documentation for instructions.

Before you can run the creation process, make sure you have completed [Installation & Registration](#) and [Setup](#) for Subscription Billing.

Once you have created your Subscription Billing Contracts you can start creating SOP documents. With Subscription Billing you have two options for creating SOP Documents. You can utilize the [Instant Create](#) process to create a single SOP Document directly from the Contract. For large batches of SOP documents, you can instead use the Create

Subscription Billing Documents process which allows you to create multiple SOP Documents from multiple Subscription Billing Contract in a batch process.



We strongly recommend the use of a distinct SOP Document Type ID to prevent numbering problems that may occur in multi-user situations.

Subscription Billing Create SOP Documents

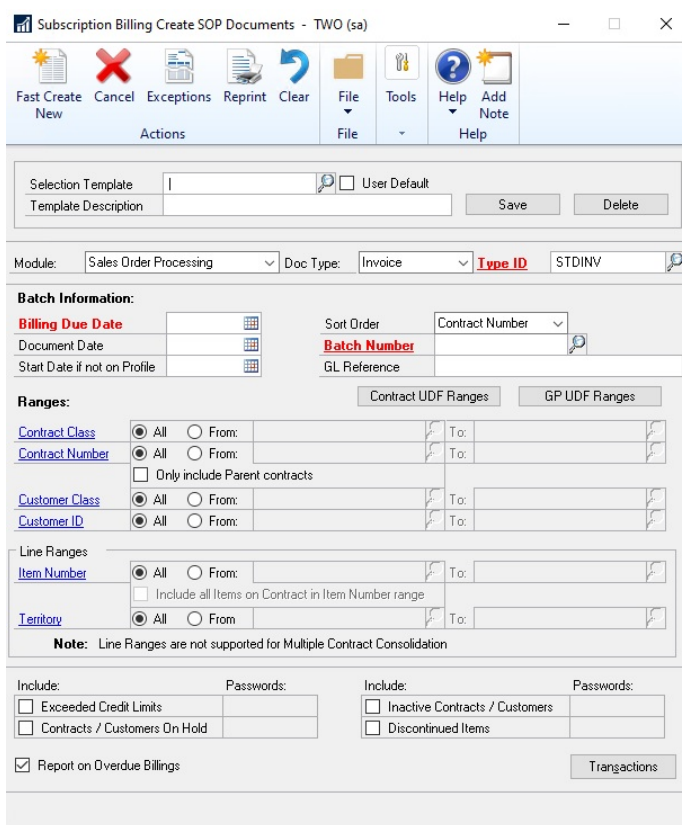
The Subscription Billing Create SOP Documents window will allow you to create multiple SOP documents from multiple contracts and assign them to a batch. You can also create Selection templates which can be used by multiple users or assign a user default for your own user ID.

The create documents process is a 2-step document creation process. The first step to query the contracts based on the range selection set in the create window. You can then review the contracts selected in the Batch Progress window. Then the second step process is started in the Batch Progress window which will create the SOP documents.

You can make the document creation a single step process by enabling One Step Document Creation in [Setting up Subscription Billing](#). With a one step process the second step will automatically start unless there is an exception or warning that occurs in the first step. you can enable One Step Document Creation to Ignore Warnings during creation.

To create a batch of SOP documents from Subscription Billing:

1. Open the Subscription Billing Create SOP Documents window.
(***Transactions >> Sales >> Subscription Billing Create SOP Documents***)



2. The Selection Template field allows you to setup templates to streamline Subscription Billing create process. See Selection Template for details on creating templates. When opening the window, it will default in the selection template if one is set as a default in Subscription Billing Setup or a User default in the Create Subscription Billing Documents window.
3. The module selected will default to Sales Order Processing.
4. Choose a document type (either invoice, order, or quote) to create the preferred document.
5. Choose the Type ID. This is the “Fulfillment Order/Invoice ID” from Sales Order Processing.



The Doc Type and Type ID will default to the Doc Type and Type ID set in the [Subscription Billing Setup Window](#), if this was setup.

If the Document Type and Document ID are set on the contract, then this will be used during document creation for the contract instead of what is selected in the Create Subscription Billing Documents window.

6. Enter the Billing Due Date—the cut-off date for billing contracts. Only those contracts with a next billing date on or before this date will be created. For contracts with varying billing due dates for line items, only the line items due on or before this date will appear on the contract bills.
7. The Document Date will default from the Billing Due Date entered. This will be the document date on the SOP document created. You can accept the default or choose a different document date.
8. The Start Date if not on profile will default in from either the Billing Due date entered or the Document date depending on the selection option in the [Subscription Billing Setup Window](#). The start date is used to set the start of the deferral period when using deferral profiles groups on a contract if the deferral profile does not have a start date. You can choose to accept **this** default or select a different date if desired.



This field not used when using Line Level Deferrals and will be disabled if Deferral module is not registered.

9. Select a Sort Order:
 - Contract Number
 - Contract Class
 - Customer ID



The sort order you select will be the order in which the documents will be created.

10. Enter a Batch Number—you can assign an existing batch for all the documents that will be created, or you can create a new batch.
11. You may choose to enter a GL Reference. This GL reference will be used if you have not assigned a GL reference to the contract on the General tab. The GL Reference will show up on the Reference field in the (GL) Journal Entry after the SOP documents have been created and after it has been posted in SOP.



When you use an existing batch for the invoice, the GL Reference can be very handy to distinguish the invoices created by this process.

12. To limit the documents being created, enter ranges for the various categories listed. Only those due-for-billing contracts that fall within all entered ranges will be created. The following categories are available:
 - Contract Class

- Contract Number
 - Customer Class
 - Customer ID
 - Item Number—if a contract has an Item Number within this range, then only that item will be billed.
 - Include all items on Contract in Item Number Range-available when the Item Number range is enabled. When selected, if the item exists on the contract – then ALL line items on the contract are selected.
 - Territory—contracts and line items within the specified territory range will be billed; any line items whose Sales Territory falls outside of the range will not be included.
13. To restrict the documents created by Contract user-defined fields, choose the Contract User-Defined Ranges button to open the Contract User-Defined Ranges window. Enter any ranges that apply.

Contract User-Defined Ranges - TWO (sa)

OK File Tools Help Debug

Actions File Help Debug

Contract Header User-Defined Ranges You may leave the field empty (or 0) to indicate the start/end of the range

Text Field 1	<input checked="" type="radio"/> All <input type="radio"/> From		To:	
Text Field 2	<input checked="" type="radio"/> All <input type="radio"/> From		To:	
Text Field 3	<input checked="" type="radio"/> All <input type="radio"/> From		To:	
Text Field 4	<input checked="" type="radio"/> All <input type="radio"/> From		To:	
Date Field 1	<input checked="" type="radio"/> All <input type="radio"/> From	0/00/00	To:	0/00/00
Date Field 2	<input checked="" type="radio"/> All <input type="radio"/> From	0/00/00	To:	0/00/00
Date Field 3	<input checked="" type="radio"/> All <input type="radio"/> From	0/00/00	To:	0/00/00
Date Field 4	<input checked="" type="radio"/> All <input type="radio"/> From	0/00/00	To:	0/00/00
Numeric Field 1	<input checked="" type="radio"/> All <input type="radio"/> From	0.00000	To:	0.00000
Numeric Field 2	<input checked="" type="radio"/> All <input type="radio"/> From	0.00000	To:	0.00000
Numeric Field 3	<input checked="" type="radio"/> All <input type="radio"/> From	0.00000	To:	0.00000
Numeric Field 4	<input checked="" type="radio"/> All <input type="radio"/> From	0.00000	To:	0.00000
Check Box Field	<input checked="" type="radio"/> All <input type="radio"/> From	<input type="checkbox"/>		
Check Box Field	<input checked="" type="radio"/> All <input type="radio"/> From	<input type="checkbox"/>		
Check Box Field	<input checked="" type="radio"/> All <input type="radio"/> From	<input type="checkbox"/>		
Check Box Field	<input checked="" type="radio"/> All <input type="radio"/> From	<input type="checkbox"/>		

Contract Line User-Defined Ranges

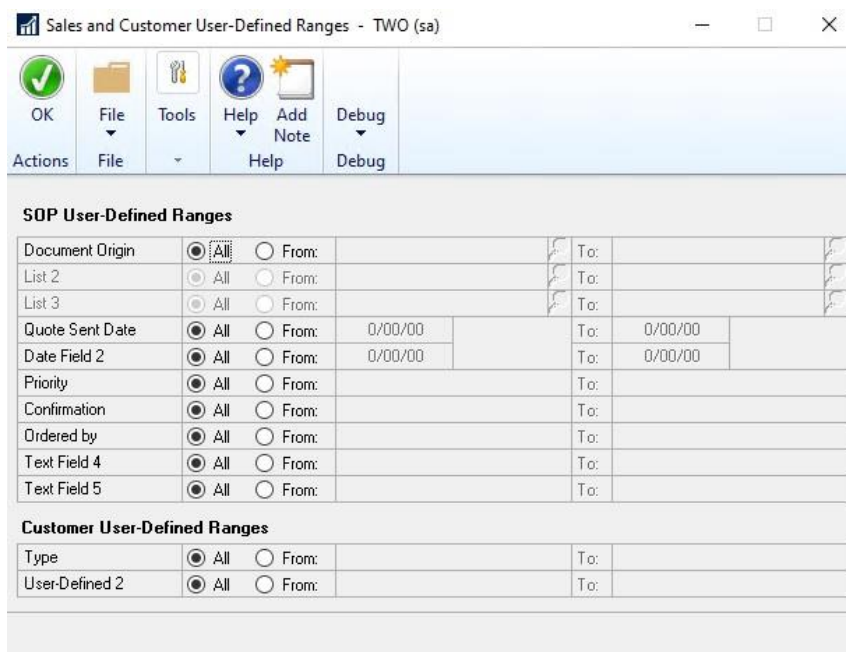
Text Field CL 1	<input checked="" type="radio"/> All <input type="radio"/> From		To:	
Text Field CL 2	<input checked="" type="radio"/> All <input type="radio"/> From		To:	
Date Field CL 1	<input checked="" type="radio"/> All <input type="radio"/> From	0/00/00	To:	0/00/00
Date Field CL 2	<input checked="" type="radio"/> All <input type="radio"/> From	0/00/00	To:	0/00/00
Numeric Field CL 1	<input checked="" type="radio"/> All <input type="radio"/> From	0.00000	To:	0.00000
Numeric Field CL 2	<input checked="" type="radio"/> All <input type="radio"/> From	0.00000	To:	0.00000
Check Box Field CL 1	<input checked="" type="radio"/> All <input type="radio"/> From	<input type="checkbox"/>		
Check Box Field CL 2	<input checked="" type="radio"/> All <input type="radio"/> From	<input type="checkbox"/>		

14. To restrict the documents created by GP user-defined fields, choose the GP User-Defined Ranges button to open the Sales and Customer User-Defined Ranges window. Enter any ranges that apply.



Access setup for the SOP User-Defined Fields and Dates by choosing Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> User-Defined.

Access setup for the Customer User-Defined fields by choosing Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Receivables >> Options.



SOP User-Defined Ranges					
Document Origin	<input checked="" type="radio"/> All	<input type="radio"/> From:		To:	
List 2	<input type="radio"/> All	<input type="radio"/> From:		To:	
List 3	<input type="radio"/> All	<input type="radio"/> From:		To:	
Quote Sent Date	<input checked="" type="radio"/> All	<input type="radio"/> From:	0/00/00	To:	0/00/00
Date Field 2	<input checked="" type="radio"/> All	<input type="radio"/> From:	0/00/00	To:	0/00/00
Priority	<input checked="" type="radio"/> All	<input type="radio"/> From:		To:	
Confirmation	<input checked="" type="radio"/> All	<input type="radio"/> From:		To:	
Ordered by	<input checked="" type="radio"/> All	<input type="radio"/> From:		To:	
Text Field 4	<input checked="" type="radio"/> All	<input type="radio"/> From:		To:	
Text Field 5	<input checked="" type="radio"/> All	<input type="radio"/> From:		To:	

Customer User-Defined Ranges			
Type	<input checked="" type="radio"/> All	<input type="radio"/> From:	To:
User-Defined 2	<input checked="" type="radio"/> All	<input type="radio"/> From:	To:

15. If desired, mark the check boxes that will allow you to create sop documents for:
 - **Exceed Credit Limits** - include customers that exceeded their credit limit.
 - **Contracts / Customers On Hold** - Include customers and / or contracts with Hold status.
 - **Inactive Contracts / Customers** - include customers and / or contracts with an inactive status.
 - **Discontinued items** - include discontinued line items.

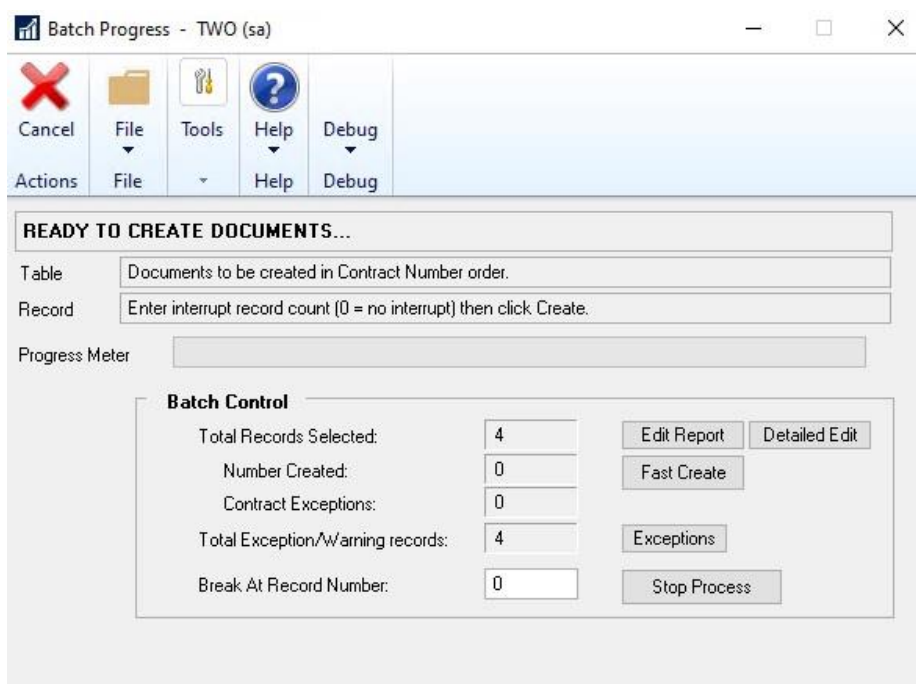
If you want users to be required to enter a password to be able to use these overrides, enter the passwords.

Note: These passwords are defined in the Subscription Billing Setup Options window.

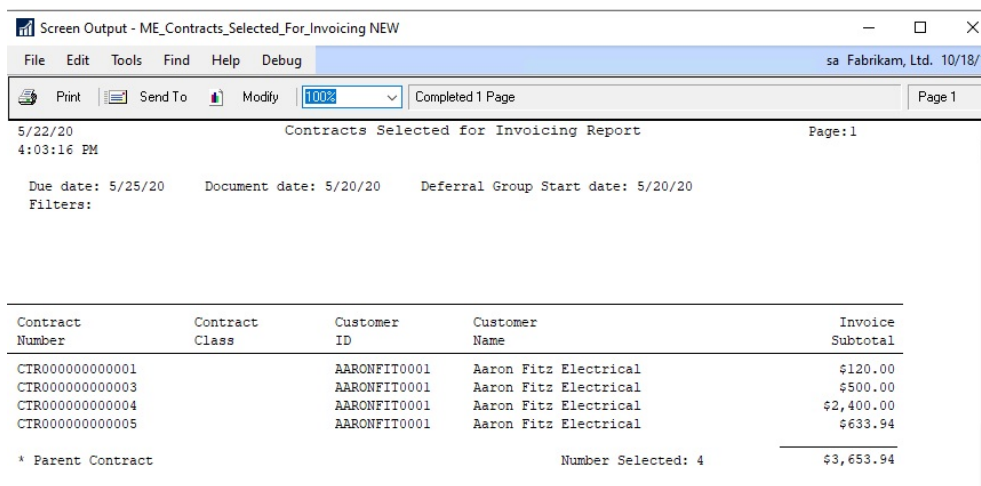
16. Report on Overdue Billing will default as checked. With this option checked should an SOP document be created for greater than one full billing period a warning exception will be received during the first step create. Uncheck this item to bypass such warnings.
17. Choose Fast Create New —this will begin the create document routine as the first step of the create documents process. The Batch Progress window will open once the selection process is completed.
 - The number of contracts selected to be processed will appear in the Total Records Selected field.
 - The number of Contracts that were not selected due to exceptions will appear in the Contract Exceptions field.
 - The total Exceptions / Warning records will display the total number of Exceptions & Warnings received.



To have a one-step creation process check "Enable One Step Document Creation" in the Subscription Billing Setup Window. With this option selected the create SOP document process will automatically run the second step if no exceptions or warnings are received. Check "Ignore Warnings During Creation" in Subscription Billing setup to ignore warnings.



18. To preview or print a report listing the contracts selected, choose the Edit Report button.



Contract Number	Contract Class	Customer ID	Customer Name	Invoice Subtotal
CTR00000000000001		AARONFIT0001	Aaron Fitz Electrical	\$120.00
CTR00000000000003		AARONFIT0001	Aaron Fitz Electrical	\$500.00
CTR00000000000004		AARONFIT0001	Aaron Fitz Electrical	\$2,400.00
CTR00000000000005		AARONFIT0001	Aaron Fitz Electrical	\$633.94
* Parent Contract				Number Selected: 4 \$3,653.94

19. To preview or print the Detail edit list report, which will list the contracts to be processed as well as the line item details, choose the Detail Edit button.

Screen Output - ME Contracts Selected For Invoicing Detail NEW

File Edit Tools Find Help Debug sa Fabrikam, Ltd. 10/18/19

Print Send To Modify 100% Completed 1 Page Page 1

5/22/20 Contracts Selected for Invoicing Report Page:1
 4:05:54 PM

Due date: 5/25/20 Document date: 5/20/20 Deferral Group Start date: 5/20/20

Filters:

Contract Number	Contract Class	Customer ID	Customer Name
Item Number	Source Contract	Next B. Date	Frequency
Item Description		QTY U of M	Unit Price Markdown Amt
Ext. Price			
CTR0000000000001	AARONFIT0001	Aaron Fitz Electrical	
SOMETHING NEW	**	4/01/20	Monthly
SOMETHING NEW			1.00 Each \$0.00
X-SERVICES1	**	4/01/20	Monthly
X-SERVICES1			1.00 Each \$50.00
X-SERVICES2	**	4/01/20	Monthly
X-SERVICES2			1.00 Each \$70.00
		CTR0000000000001	Invoice Subtotal: \$120.00
CTR0000000000003	AARONFIT0001	Aaron Fitz Electrical	
NON-INVENTORY	**	1/01/20	Quarterly
NON-INVENTORY			1.00 Each \$500.00
		CTR0000000000003	Invoice Subtotal: \$500.00

20. Select the Exceptions button to review the line item that went to exceptions.

Screen Output - ME Exceptions Report

File Edit Tools Find Help Debug sa Fabrikam, Ltd. 10/18/19

Print Send To Modify 1000 Completed 1 Page Page 1

System: 5/22/20 4:09:21 PM Page: 1
 User Date: 10/18/19 User ID: sa

BATCH EXCEPTION REPORT
 =====

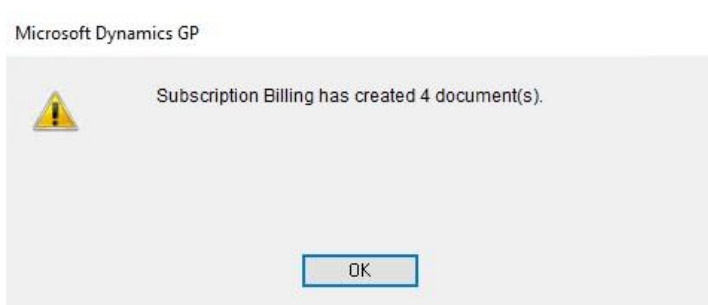
Contract Number	Customer Name	Item Number	Exception Description
CTR00000000000001	Aaron Fitz Electrica	X-SERVICES1	WARNING: Item 1 Billings past due
CTR00000000000001	Aaron Fitz Electrica	X-SERVICES2	WARNING: Item 1 Billings past due
CTR00000000000001	Aaron Fitz Electrica	SOMETHING NEW	WARNING: Item 1 Billings past due
CTR00000000000003	Aaron Fitz Electrica	NON-INVENTORY	WARNING: Item 1 Billings past due

4 Total Exceptions



If you have received a message during the fast create process you don't understand, see the list of validation messages [Valid Fast Create Messages](#).

21. Choose the Fast Create New button to create the transactions in Sales Order Processing. You will receive a notification when the process is completed for how many documents were generated and assigned to the Batch ID.





If the Total Records Selected is large, you may wish to interrupt the batch creation process before it is completed. This will allow you to limit the number of SOP documents created. To interrupt the batch creation process, set a value in the "Break at Record Number" field in the Batch Progress window that is less than the Total Records Selected. When that number is reached, the process will be interrupted, and you will then have the option of canceling the remaining contracts or continuing the batch. If you don't want to interrupt the batch creation process, leave the Break at Record number field set to 0.

22. After the documents are created, a report will be generated detailing the documents that were created. Use the document numbers on this report to view or edit any documents in the appropriate Microsoft Dynamics GP sales entry window.

Screen Output - ME Invoices Created Report NEW

File Edit Tools Find Help Debug sa Fabrikam, Ltd. 10/18/15

Print Send To Modify 100% Completed 1 Page Page 1

5/22/20 Invoices Created Report Page: 1
4:15:02 PM

Batch: TESTBATCH Due date: 5/25/20 Document date: 5/20/20 Deferral Group Start date: 5/20/20
Filters:

Contract Number	Customer ID	Customer Name	Document Number	Document Type	Document Amount	Originating Doc Amount
CTR0000000000001	AARONFIT0001	Aaron Fitz Electrical	STDINV2269	Invoice	\$120.00	
CTR0000000000003	AARONFIT0001	Aaron Fitz Electrical	STDINV2270	Invoice	\$535.00	
CTR0000000000004	AARONFIT0001	Aaron Fitz Electrical	STDINV2271	Invoice	\$2,400.00	
CTR0000000000005	AARONFIT0001	Aaron Fitz Electrical	STDINV2272	Invoice	\$633.94	
* Parent Contract			Documents Created: 4		\$3,688.94	

23. After the document created report is generated if there are any exceptions during the creation process you will receive a prompt indicating exceptions had occurred. Use this report to review the exceptions that occurred.
 24. To view the first document that was created to the batch, choose the Transactions button in the Create Subscription Billing Documents window.
 25. To reprint an Exceptions report, choose Exceptions button on the Create Subscription Billing Documents window. This report lists only those contracts that were due to be processed but excluded due to a validation exception. A short description is provided of why the document was not generated.
- If you have received a message during the fast create process you don't understand, see the list of validation messages [Valid Fast Create Messages](#)**
26. Once the SOP documents are generated the Contract Next Bill Date will advance based on the Frequency of the line item. (Should you have a line deferral on the line item the service date will also advance accordingly.)



Selection Template

A selection Template allows you to preset the selection options set for the Create Subscription Billing Documents window. This can be a useful tool if you have a few different Range options for SOP document creation.

For example, if you have created Contract Class ids for your Subscription Billing Contracts and wished to separate SOP document creation by Class IDs you can create a Selection Template for each Class id.

You can Create a default Selection Template that would be set when any user opens the Create Subscription Billing Documents window. This is done by setting the Default Selection template in the [Subscription Billing Setup Window](#).

How to create a Selection Template

1. Open the Subscription Billing Create SOP Documents window.
(Transactions >> Sales >> Subscription Billing Create SOP Documents)
2. Enter a Selection Template Name.
3. Enter a Template Description.
4. Set all the selection fields you wish to default into the create documents window. You can set any field for the selection template and any checkbox option. The only required fields for a selection template are the Template ID and Template Description. For further details on each field please see [Subscription Billing Create SOP Documents](#).



Note that passwords cannot be stored in a selection template.

Subscription Billing Create SOP Documents - TWO (sa)

Fast Create New Cancel Exceptions Reprint Clear File Tools Help Add Note Debug

Selection Template Annual Class ☐ User Default
Template Description Annual Billing Frequency Save Delete

Module: Sales Order Processing Doc Type: Invoice **Type ID** STDINV

Batch Information:
Billing Due Date 5/01/20 Sort Order Contract Number
Document Date 5/15/20 Batch Number TEST BATCH
Start Date if not on Profile 5/15/20 GL Reference

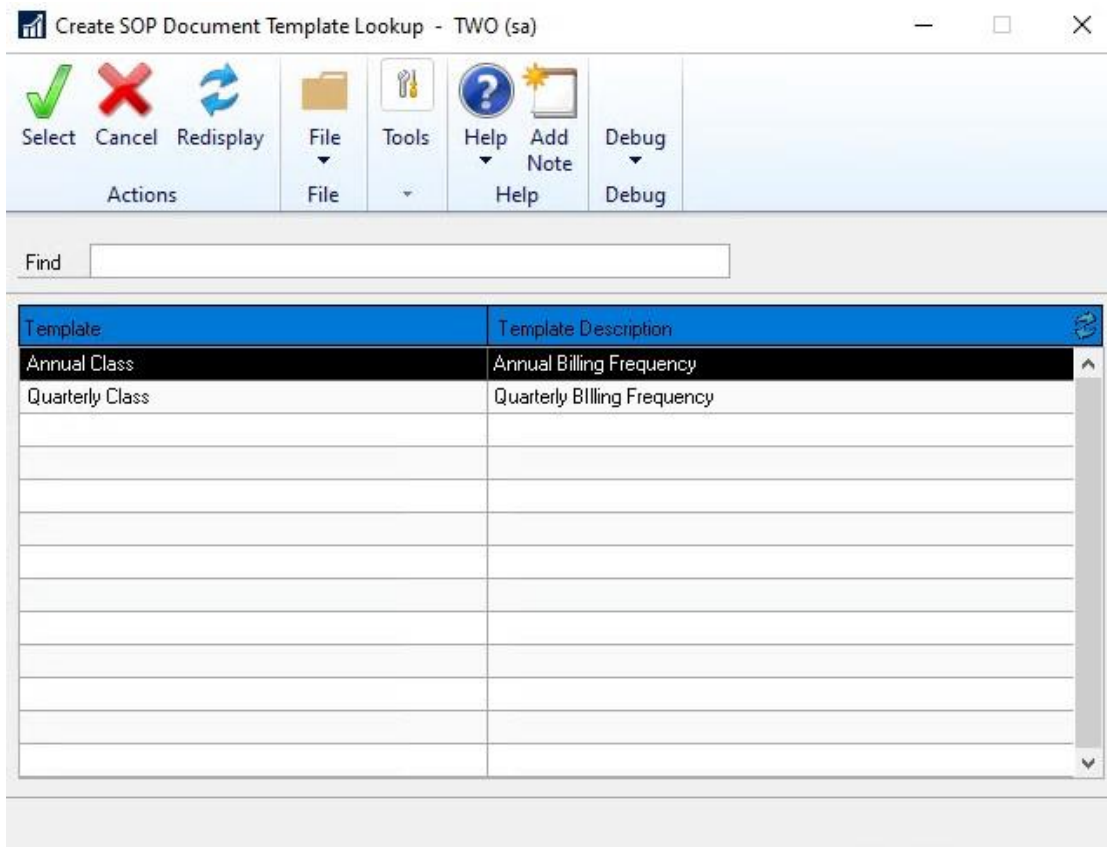
Ranges: Contract UDF Ranges GP UDF Ranges
Contract Class ☐ All ☒ From: ANNUAL CLASS To: ANNUAL CLASS
Contract Number ☒ All ☐ From: To:
☐ Only include Parent contracts
Customer Class ☒ All ☐ From: To:
Customer ID ☒ All ☐ From: To:

Line Ranges:
Item Number ☒ All ☐ From: To:
☐ Include all Items on Contract in Item Number range
Territory ☒ All ☐ From: To:

Note: Line Ranges are not supported for Multiple Contract Consolidation

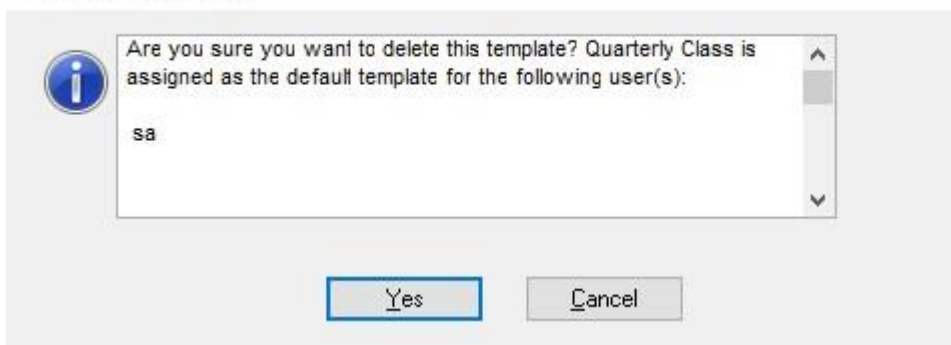
Include: Exceeded Credit Limits Passwords:
Contracts / Customers On Hold
☒ Report on Overdue Billings Transactions
Include: Inactive Contracts / Customers Passwords:
Discontinued Items

5. Check the User Default check box if you wish to create your own default selection Template that would default in the Create Subscription Billing Documents window when you open it. Such a template is assigned to your UserID and would only default if you have this checkbox checked.
6. Press Save to Save the template.
7. You can look up any template created by using the magnifier lookup option in the Create Subscription Billing Documents window.



8. To delete a Selection template, select the Template and press the delete button. if the template you wish to delete is assigned as a user default template then you will be notified of this so you can make a better-informed decision to continue the deletion process.

Microsoft Dynamics GP



Instant Create

Instant Create allows you to create the SOP document directly from the contract. Instant create will pick up all line items on the contract that share the earliest Next Bill date. The Document Date on the SOP document created will be the system date. Should you have a Deferral Profile set on the contract then the start of the deferral period will be the system date.

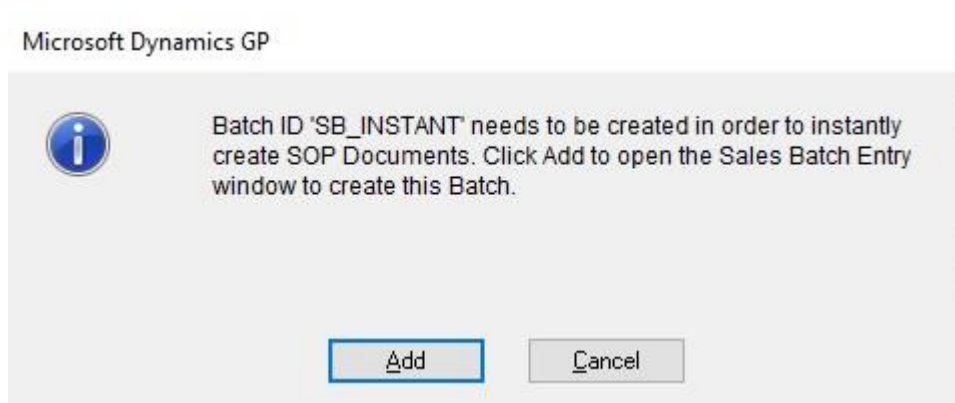
Instant Create requires that a Document Type and Document ID be set prior to running Instant Create. This can be done in one of two sections:

- Subscription Billing Setup by setting the defaults for Document Type and Type ID. See "[Subscription Billing Setup - Billing Tab](#)" for further details.
- Subscription Billing Contract Entry by setting the Document Type and Document ID on the contract. See [Entering customer contracts](#) for further details.



If Doc Type and Document ID are set on both the Contract and Subscription Billing Setup, then Instant Create will use the id set on the Contract.

The First-time running Instant Create you will be prompted to create the batch ID 'SB_INSTANT'. This batch id is required to be created to continue to use Instant Create. All documents will initially be assigned to this batch id as part of instant create. once the document is generated the Batch id will be removed from the SOP document so you can manually assign the document to the batch you wish to assign it to.

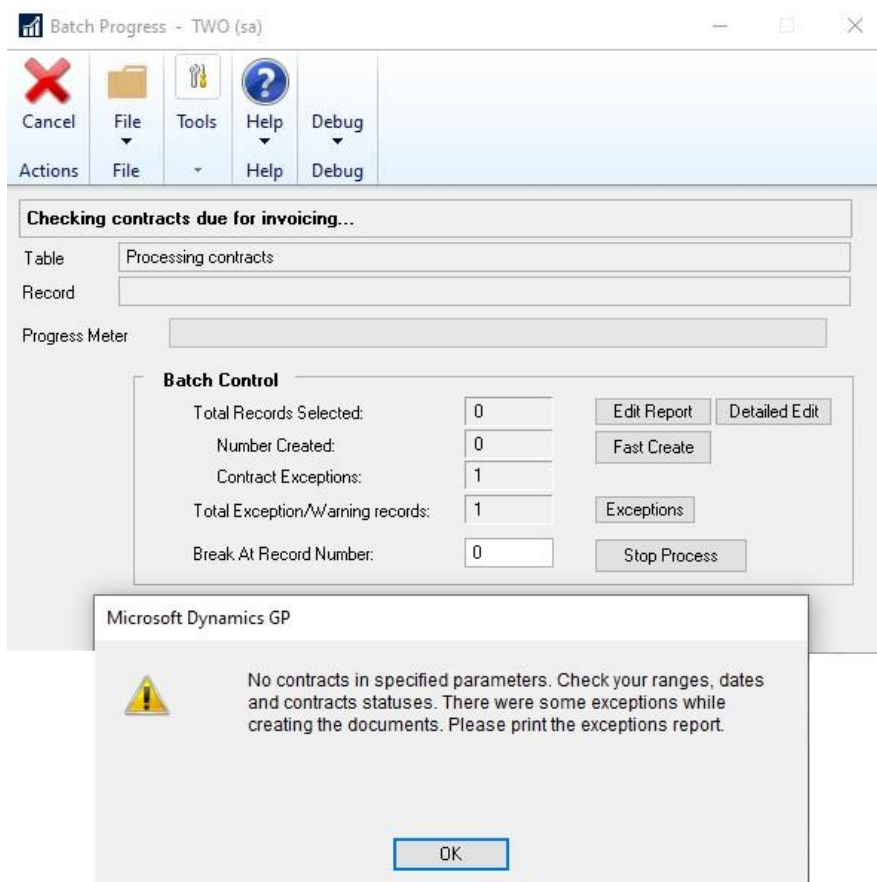


To run Instant Create

1. Open the Subscription Billing Contract Entry window.
(Transactions >> Sales >> Subscription Billing Contract Entry)
2. Select the contract you wish to create the invoice for.
If the Contract has a relationship type of "Parent" then all associated Child contracts will also be picked up during document creation.
3. Press Instant Create.
4. You will be prompted to confirm the document creation. Select Yes to continue.



5. Should no exceptions occur then the Sales Transaction Entry window will appear with the document generated. To save the Transaction you need to assign it to a Batch ID.
6. Should an exception occur then you will be redirected to the Batch Progress window. You can review the exceptions to resolve the issue occurred and recreation the SOP document.



7. Once the SOP document is generated the Contract Next Bill Date will advance based on the Frequency of the line item. (Should you have a line deferral on the line item the service date will also advance accordingly.)
8. The SOP Document date will default to the GP System Date.
9. If the Contract was set to use Deferral Profile Group then the Start of the deferral period will be the GP system Date.

Allocation and fulfillment

The allocation and fulfillment process in Sales Order Processing depends on how your Document ID is set up in the Sales Order Setup window. If the invoice or order that you're using is set up to use a separate fulfillment process, then you will need to manually allocate the batch. If the invoice or order that you're using is NOT set up to use a separate fulfillment process, the batch will be automatically fulfilled when it is posted.

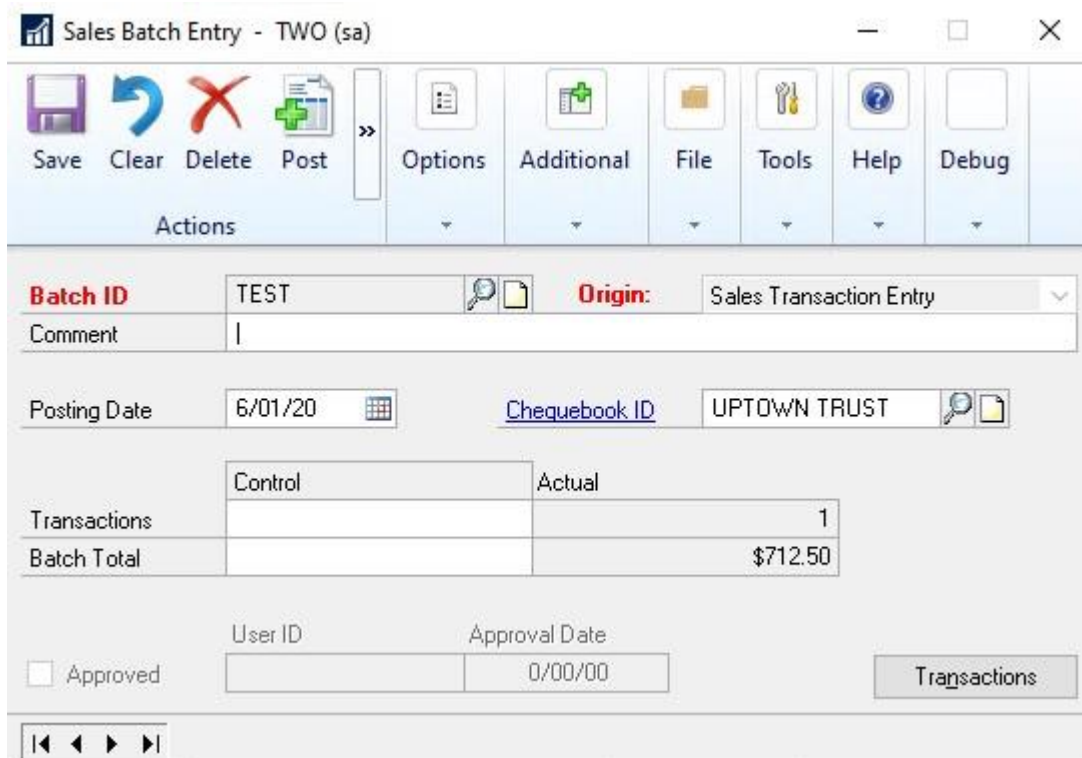
For a serial or lot-numbered item, if the quantity being invoiced or ordered is less than or equal to the quantity available, then an invoice or order will automatically be created whether or not the option in Sales Order Processing to auto-assign serial numbers and lot numbers is marked. If the quantity being invoiced or ordered for a serial-numbered item is greater than the quantity available, the serial-numbered item will not appear on the invoice or order and will be noted as an exception.

Posting invoices from Subscription Billing

Once you have created the invoices using the Create Subscription Billing Documents window, you will have an invoice batch ready to post in Sales Order Processing.

To post the Sales Order invoicing batch:

1. Open the Sales Batch Entry window.
(*Transactions >> Sales >> Sales Batches*)



Sales Batch Entry - TWO (sa)

Save Clear Delete Post Options Additional File Tools Help Debug

Batch ID TEST **Origin:** Sales Transaction Entry

Comment I

Posting Date 6/01/20 **Chequebook ID** UPTOWN TRUST

	Control	Actual
Transactions		1
Batch Total		\$712.50

☐ Approved
 User ID Approval Date 0/00/00
 Transactions

2. Enter the batch number of the batch you just created.
3. Select Print from the File menu to print invoices, picking tickets, edit list, and any other documents that you may need.
4. Choose Post. The invoices will be posted to the Microsoft Dynamics GP Receivables system and the General Ledger.

Using Rollback

If a price was set incorrectly on an inventory item and 1,000 documents were generated with incorrect pricing, what would you do? The rollback feature in Subscription Billing protects you from generating a large number of incorrect invoices or documents in Sales Order Processing based on an error in the system setup. Using the rollback feature, you can delete or Void the documents prior to posting and roll back all the contracts to their status prior to the creation of the documents.

When you first open the [Subscription Billing Setup Window](#), the rollback feature is enabled. We recommend that you leave this option enabled unless you have a good reason to disable it. If you must disable rollback, make sure you have a backup of your contracts prior to creation of your documents, so that you have a fallback position in the event of system or setup error.



You cannot create Sales Order Processing documents of the same SOP Type i.e. Quote/Order/Invoice from a contract that has an unposted SOP document of the same type if you have enabled Rollback in the Setup window. You can however create new SOP documents for a contract if you select a different SOP type. If you are creating subsequent SOP documents prior to posting prior documents and running into this scenario often you may consider enabling Allow Multiple Invoicing in Subscription Billing Setup described in [To set up Subscription Billing - Contract Tab](#). With this option turned on, you can only rollback on the last invoice generated for the contract.

If the rollback feature is enabled, the following business rules apply to all document types (invoices, quotes, or orders):

Rollback Rule #1: You can only roll back a contract by one billing. (Rollback can only occur from the last SOP document generated from the contract.)

For example, if INV1 has been created for CONTRACT1 and posted. INV2 was then created from the same CONTRACT1. Rollback can only occur if INV2 is deleted or Voided.

Rollback Rule #2: Rollback can only occur by Voiding or Deleting unposted SOP documents or by Voiding a posted invoice generated from Subscription Billing.)

After posting INV1, you can run the create recurring process for CONTRACT1 again to create INV2. Transferring INV2 it to a back order will make CONTRACT1 unavailable to roll back. When deleting or voiding INV2, you will be asked if you want to roll back CONTRACT1. Choosing Yes will put CONTRACT1 back to the state it was in before creating INV2.

Rollback Rule #3: Rollback for a posted invoice can occur only when Voiding a posted Invoice.

If the last invoice generated from a contract is posted, you can void the invoice from Receivables Posted Transaction Maintenance. Voiding this invoice will allow you to rollback the contract. Voiding from this window will only generate reversing entries made in Receivables management and General Ledger only.

Rollback Rule #4: Rollback can occur automatically, or you can be asked to rollback.

How rollback to occur is set in the [Subscription Billing Setup Window](#). Once Enabled you can set the option to Ask Each Time to rollback or Always Rollback.

Rollback Rule #5: Rollback cannot occur if the Contract being rolled back has an activity lock.

Should you select to delete or Void a SOP transaction and the contract it was generated from is currently locked by another user for editing then rollback will fail. An activity lock is created whenever a user accesses a contract in Contract entry or a process to generate an SOP document is being run.

Rollback Rule #6: Rolling back a contract deletes any changes made to it since the last billing.

For example, if you add a line item to CONTRACT1 after it has been invoiced and INV1 has been created, and if CONTRACT1 is rolled back when INV1 is deleted or voided, the added line item is no longer on CONTRACT1.

If rolling back a contract results in any changes to the contract, you will receive a report listing the changed items.

[How to rollback a Contract](#)

There are two methods to rollback an unposted SOP transaction.

- Deleting or Voiding from SOP transaction Entry.
- Deleting the SOP Batch.

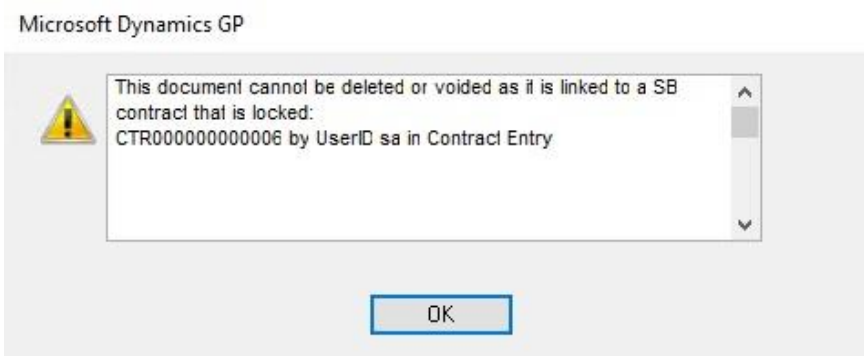
You can also rollback a contract from the last invoice generated if it was posted by voiding the posted transaction.

[To rollback Single contract from unposted / un-transferred SOP document](#)

1. Open the SOP Transaction Entry window.
(Transactions >> Sales >> Sales Transaction Entry)
2. Select the Transaction associated to the Contract
3. Select Actions and choose to Delete or Void the SOP document.
Delete or voiding an unposted SOP document from Sales Order Processing will:
 - Automatically rollback the contract if you have Rollback set to Always in [Subscription Billing Setup Window](#).
 - Prompt you if you wish to rollback the contract if you have Rollback set to Ask in [Subscription Billing Setup Window](#).
4. If prompted to rollback select Yes or Yes to All to rollback the contract. Select no to not rollback the contract.



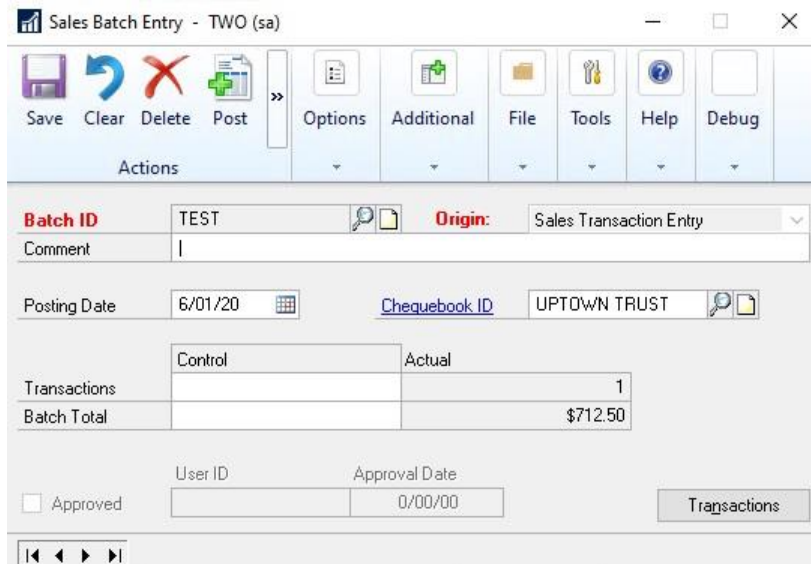
5. Should the Contract be locked for editing with an activity lock then you will be prompted that the document cannot be deleted or voided due to the activity lock. Have the user exist the contract to clear the activity lock and re-attempt.



To rollback multiple Contracts from unposted / un-transferred SOP documents

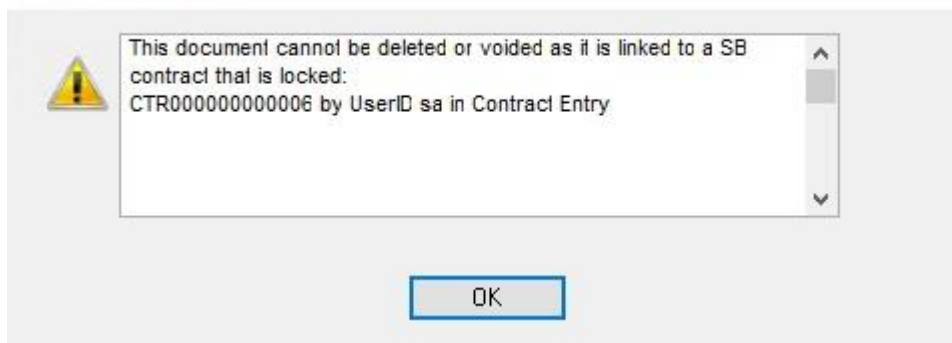
When documents are created using the create documents process, they are assigned to a batch. Deleting the batch will delete all the SOP documents assigned to the Batch. If rollback is enabled, you will be able to rollback all the contracts. Rollback will either occur automatically if it is set to automatically occur or you will be prompted per contract for rollback. Used the following instructions:

1. Open the Sales Batch Entry window.
(*Transactions >> Sales >> Sales Batches*)
2. Select the Batch Id you wish to delete.



3. Should a contract that created one of the invoices in the batch be locked by another user this will cause the batch deletion to fail. You can re-attempt to delete the batch once the activity lock is cleared. You will be notified which contract contains the lock and by which user.

Microsoft Dynamics GP



4. If no lock is present, then rollback will occur. If Rollback is set to always in [Subscription Billing Setup Window](#), then the contract will automatically be rollback back.
If Rollback is set to 'Ask Each Time' in [Subscription Billing Setup Window](#), then you will receive a pop up on each contract in the batch. Select from the following options:
 - **Yes** - This will rollback the single contract displayed in the message. It will then advance to the next contract associated to the batch.
 - **No** - This will not rollback the contract displayed in the message. It will then advance to the next contract associated to the batch.
 - **Yes to All** - This will rollback all the contracts associated the batch.



To rollback from Posted invoice

Voiding posted invoices will also kick off the rollback procedure to rollback the contract. This will only occur if the invoice being voided was the last invoice generated from the contract. Use the following instructions to rollback the contract.

1. Open the Receivables Posted Transaction Maintenance window.
(**Transactions >> Sales >> Posted Transactions**)
2. Select the Customer ID for the invoice you wish to Void.
3. Select the Document Number you wish to Void.
4. Set the Void Date accordingly.



Receivables Posted Transaction Maintenance - TWO (sa)

Clear File Tools Help Add Note Debug

Action... File Help Help Debug

Customer ID: AARONFIT0001
Name: Aaron Fitz Electrical

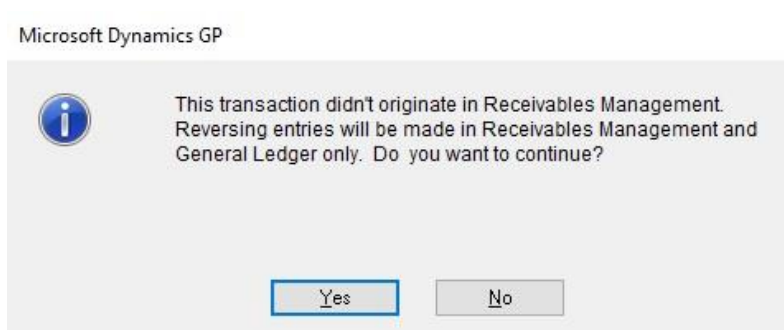
Document Type: Sales / Invoices
Number: STDINV2277
Currency ID: Z-US\$
Void Date: 6/01/20
Posting Date: 6/01/20
Due Date: 7/01/20

Original Amount: \$712.50
Document Date: 6/01/20
Cheque Number:

NSF Void Waive

by Customer ID

5. Press Void. You will be provided the following notification. Select yes to proceed.



6. If rollback is set to always in [Subscription Billing Setup Window](#), then the contract will be rolled back. If rollback is set to "Ask Each Time", then you will be prompted if you wish to rollback the contract. Select Yes or yes to all to rollback. Select No to not rollback.





Chapter 7: Consolidation

Subscription Billing allows you to be able to consolidate Line items on a contract to be a single line item on the SOP document generated. You can also consolidate multiple contracts to generate a single SOP document. This chapter will discuss both consolidation options and covers the following topics:

- [Line Item Consolidation](#)
- [Contract Consolidation](#)

Line Item Consolidation

Line item consolidation allows the user to group Non-inventory line items on a contract so that only a single line item is created on the SOP document created. The primary line item on the grouped line items will be displayed on the SOP document created.

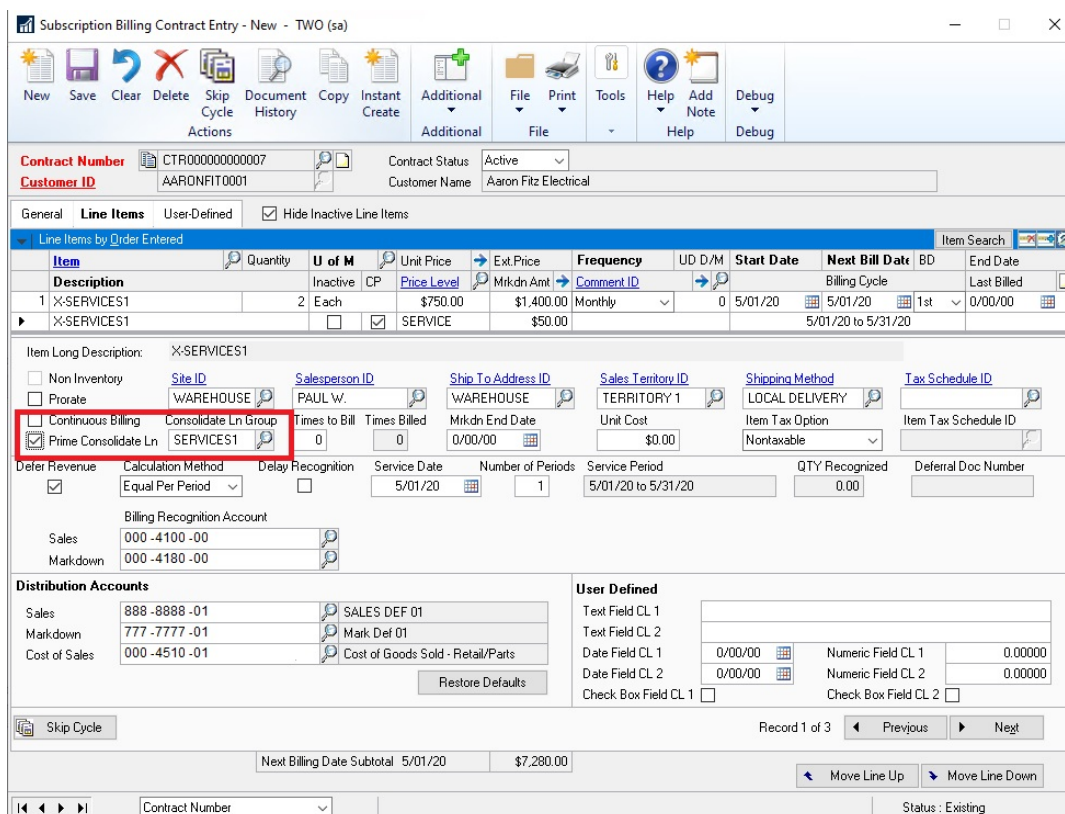
Sales Inventory and Kit Item Types cannot be grouped for line item consolidation.

To use Line Item Consolidation, you must enable this feature first in [Subscription Billing Setup Window](#). Once enabled in Subscription Billing Setup the option must be enabled on the Contract as shown in [Entering customer contracts](#).

With this feature enabled consolidation is done by grouping line items to the Grouped Item Class set on the line item. The Grouped Item Class can default from the Item Class set on the item card for the non-inventory item. This is done by selecting the Default Group Item Class Checkbox in the [Subscription Billing Setup Window](#). You can also manually Enter a Class in the Grouped Item class field.

Note that manually entering a class in the Grouped Item class field does not create an item class.

The Grouped Items will be grouped to a primary line item in the group. This is done by selecting the Grouping Primary flag on a line item on the contract with the Group Item Class. If no item is flagged as primary, then the first line item on the contract with the grouped item class will be the primary line item on the SOP document created.



For Line item consolidation the line item generated on the SOP document will be the primary line item on the contract. For the consolidated line item appearing on the SOP transaction the following fields will be set based on the Primary line item on the contract:

- Price Level
- Salesperson ID
- Territory ID
- Comment ID (any comment text will only come from the Primary)
- Ship to Address ID
- Shipping Method
- Ship to Tax Schedule ID
- Item Tax Option
- Item Tax Schedule ID



If Encore Project Tracking add on is installed and Project Distributions are created on the contract, then only the PT distributions on the primary line item will transfer over to the SOP document created.

The Distributions accounts for the Line item on the SOP document generated can be one of the following:

- The distribution accounts for the primary line item on the contract.

With this option any deferral setup will be deferred based on the Primary line item distribution accounts.

- The distribution accounts for each contract line item in the consolidated group. This is turned on in the [Subscription Billing Setup Window](#).

With this option any deferral setup will be deferred based on the distribution accounts for each line item. Line deferrals are not supported for this method.

The Extended Price listed on the SOP document will be a summed calculated value of the extended price for all line items being consolidated.

The Quantity of the Consolidated Line item will be set based on the following settings in the Subscription Billing Setup Window:

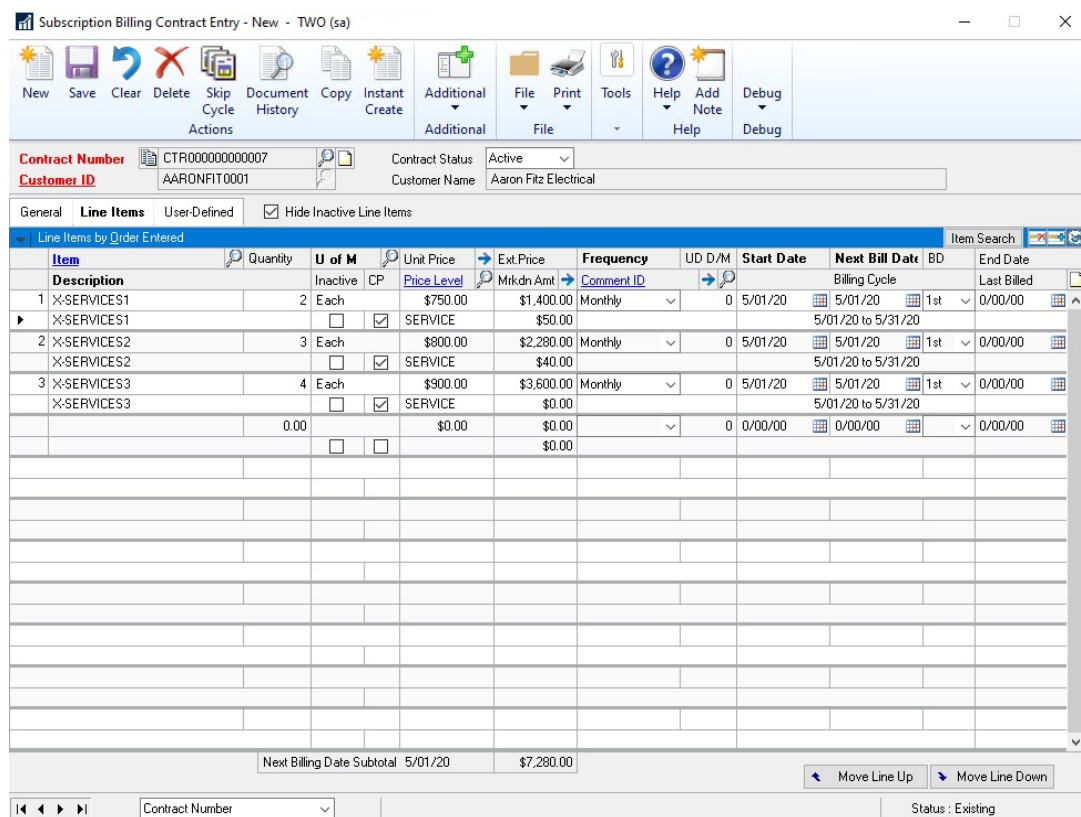
- Sum quantity of all grouped line items
- Parents Quantity only
- Default quantity to 1

The Unit Price and Markdown amount listed is calculated based on the Quantity option set.

Sum quantity of all grouped line items

With this setup option the Consolidated Line item on the SOP document will be a sum of the quantity for all line items in the group. The unit price and markdown amount on the consolidated line item will be calculated based on this summed quantity.

For Example: Contract has 3-line items. 2 Line items are grouped to the same class and the third is set to its own item class. The first line item on the contract is flagged as the primary line item.



Item	Description	Quantity	U of M	Unit Price	Ext. Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1	X-SERVICES1	2	Each	\$750.00	\$1,400.00	Monthly	0	5/01/20	5/01/20	1st	0/00/00
2	X-SERVICES2	3	Each	\$800.00	\$2,280.00	Monthly	0	5/01/20	5/01/20	1st	0/00/00
3	X-SERVICES3	4	Each	\$900.00	\$3,600.00	Monthly	0	5/01/20	5/01/20	1st	0/00/00
		0.00		\$0.00	\$0.00		0	0/00/00	0/00/00		0/00/00

Next Billing Date Subtotal 5/01/20 \$7,280.00

The Primary Flag and Grouped Item Class are available in the Line Item Details.

Subscription Billing Contract Entry - New - TWO (sa)

Contract Number: CTR000000000007 Contract Status: Active
Customer ID: AARONFIT0001 Customer Name: Aaron Fitz Electrical

General Line Items User-Defined Hide Inactive Line Items

Line Items by Order Entered

Item	Quantity	U of M	Unit Price	Ext Price	Frequency	UD D/M	Start Date	Next Bill Date	BD	End Date
1 X-SERVICES1	2	Each	\$750.00	\$1,400.00	Monthly	0	5/01/20	5/01/20	1st	0/00/00
X-SERVICES1			SERVICE	\$50.00				5/01/20 to 5/31/20		

Item Long Description: X-SERVICES1

Non Inventory Site ID Salesperson ID Ship To Address ID Sales Territory ID Shipping Method Tax Schedule ID

Prorate WAREHOUSE PAUL W. WAREHOUSE TERRITORY 1 LOCAL DELIVERY

Continuous Billing Consolidate Ln Group Times to Bill Times Billed Mkdn End Date Unit Cost Item Tax Option Item Tax Schedule ID

Prime Consolidate Ln SERVICES1 0 0 0/00/00 \$0.00 Nontaxable

Defer Revenue Calculation Method Delay Recognition Service Date Number of Periods Service Period QTY Recognized Deferral Doc Number

Equal Per Period 5/01/20 1 5/01/20 to 5/31/20 0.00

Billing Recognition Account

Sales 000 -4100 -00

Markdown 000 -4180 -00

Distribution Accounts

Sales 888 -8888 -01 SALES DEF 01

Markdown 777 -7777 -01 Mark Def 01

Cost of Sales 000 -4510 -01 Cost of Goods Sold - Retail/Parts

Restore Defaults

User Defined

Text Field CL 1

Text Field CL 2

Date Field CL 1 0/00/00 Numeric Field CL 1 0.00000

Date Field CL 2 0/00/00 Numeric Field CL 2 0.00000

Check Box Field CL 1 Check Box Field CL 2

Skip Cycle

Record 1 of 3 Previous Next

Next Billing Date Subtotal 5/01/20 \$7,280.00

Move Line Up Move Line Down

Contract Number Status: Existing

In this example There are two groups:

SERVICE1: This group is assigned to two-line items with the following details for line item calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
X-SERVICES1	2	\$750.00	\$50.00	\$1,400.00
X-SERVICES2	3	\$800.00	\$40.00	\$2,280.00

SERVICE 2: This group is assigned to one-line items with the following details for line item calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
X-SERVICES3	4	\$900.00	\$0.00	\$3,600.00

The SOP document generated will contain two-line items. The first item X-SERVICES1 which is consolidated from X-SERVICES1 and X-SERVICES2 on the Contract. The second item is X-SERVICES3 which is X-SERVICES3 on the Contract. The following details are for each item for the consolidation calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
X-SERVICES1	5	\$780.00	\$44.00	\$3,680.00
X-SERVICES3	4	\$900.00	\$0.00	\$3,600.00

Sales Transaction Entry - TWO (sa)

Save Actions AA Options View Additional Go To File Print E-mail Tools Help Add Note Debug

Type/Type ID: Invoice STDINV **Date:** 5/15/20

Document No.: STDINV2278 **Batch ID:** MAY 2020

Customer ID: AARONFIT0001 **Default Site ID:** WAREHOUSE

Customer Name: Aaron Fitz Electrical **Customer PO Number:**

Ship To Address: WAREHOUSE 11403 45 St. South **Currency ID:** Z-US\$

Line Items by Order Entered

Item Number	D	U of M	Invoice Quantity	Unit Price	Extended Price
X-SERVICES1	<input type="checkbox"/>	Each	5	\$780.00	\$3,680.00
X-SERVICES3	<input type="checkbox"/>	Each	4	\$900.00	\$3,600.00
	<input type="checkbox"/>		0.00	\$0.00	\$0.00

Amount Received \$0.00 Subtotal \$7,280.00

Terms Discount Taken \$0.00 Trade Discount \$0.00

On Account \$7,280.00 Freight \$0.00

Comment ID Miscellaneous \$0.00

Tax \$0.00

Total \$7,280.00

by Document No. Document Status

If Consolidated distributions based on each contract line is set in the [Subscription Billing Setup Window](#), then the distribution lines on the SOP document will be based on the distribution accounts for each line item in the Group as Follows:

- Sales Distributions:**
 All line items associated in a group will be distributed as a credit for the Sales type to the Parent Line items Sales distribution account. Any Child line items in that grouping will then be Debited to that same account as OTHER distribution Type and then Credited as Other Type to the Child Line items sales account. If the Group only contains a Parent Line item, then there will not be any OTHER distributions.
- Markdown Distributions:**
 All line items associated in a group will be distributed as a Debit for the Mark type to the Parent Line items Markdown distribution account. Any Child line items in that grouping will then be Credited to that same account as OTHER distribution Type and then Debited as Other Type to the Child Line items Markdown account. If the Group only contains a Parent Line item, then there will not be any OTHER distributions.

Sales Distribution Entry - TWO (sa)

OK Delete Default View Additional File Tools Help Add Note Debug

Customer ID: AARONFIT0001 Document No.: STDINV2279
 Name: Aaron Fitz Electrical Document Type: Invoice
 Functional Amount: \$7,280.00
 Originating Amount: \$0.00

Account Distributions

Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit
Distribution Reference			
000 - 1200 - 00	RECV	\$7,112.56	\$0.00
888 - 8888 - 01	SALES	\$0.00	\$3,900.00
888 - 8888 - 02	OTHER	\$0.00	\$2,400.00
888 - 8888 - 01	OTHER	\$2,400.00	\$0.00
777 - 7777 - 01	MARK	\$220.00	\$0.00
777 - 7777 - 02	OTHER	\$120.00	\$0.00
777 - 7777 - 01	OTHER	\$0.00	\$120.00
888 - 8888 - 03	SALES	\$0.00	\$3,600.00
000 - 1205 - 00	AVAIL	\$167.44	\$0.00
- -		\$0.00	\$0.00
Functional Totals		\$10,020.00	\$10,020.00
Originating Totals		\$0.00	\$0.00



Note that Defaulting the distribution will result in the following validation:

Microsoft Dynamics GP

i Defaulting will not recreate the distributions based on each contract line created by Subscription Billing for consolidated billing. Do you wish to continue?

Yes No

Parents Quantity only

With this setup option the Consolidated Line item on the SOP document will be the quantity listed for the parent item in the group. Unit price and markdown amount on the consolidated line item will be calculated based on this quantity.

For Example: Contract has 3-line items. 2 Line items are grouped to the same class and the third is set to its own item class. The first line item on the contract is flagged as the primary line item.

The Primary Flag and Grouped Item Class are available in the Line Item Details.

In this example There are two groups:

SERVICE1: This group is assigned to two-line items with the following details for line item calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
SERVICE ITEM 1	2	\$750.00	\$50.00	\$1,400.00
SERVICE ITEM 2	3	\$800.00	\$40.00	\$2,280.00

SERVICE 2: This group is assigned to one-line items with the following details for line item calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
SERVICE ITEM 3	4	\$900.00	\$0.00	\$3,600.00

The SOP document generated will contain two-line items. The first item SERVICE ITEM 1 which is consolidated from SERVICE ITEM 1 and SERVICE ITEM 2 on the Contract. The second item is SERVICE ITEM 3 which is SERVICE ITEM 3 on the Contract. The following details are for each item for the consolidation calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
SERVICE ITEM 1	2	\$1,950.00	\$110.00	\$3,680.00
SERVICE ITEM 2	4	\$900.00	\$0.00	\$3,600.00

If Consolidated distributions based on each Contract Line is set in the [Subscription Billing Setup Window](#), then the distribution lines on the SOP document will be based on the distribution accounts for each line item in the Group.

Note that Defaulting the distribution will result in the following validation:

Default quantity to 1

With this setup option the Consolidated Line item on the SOP document will have a quantity of 1. Unit price and markdown amount on the consolidated line item will be calculated based on this quantity.

For Example: Contract has 3 Line Items. 2 Line Items are grouped to the same class and the third is set to its own item class. The first line item on the contract is flagged as the primary line item.

The Primary Flag and Grouped Item Class are available in the Line Item Details.

In this example There are two groups:

SERVICE1: This group is assigned to two-line items with the following details for line item calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
SERVICE ITEM 1	2	\$750.00	\$50.00	\$1,400.00
SERVICE ITEM 2	3	\$800.00	\$40.00	\$2,280.00

SERVICE 2: This group is assigned to one-line items with the following details for line item calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
SERVICE ITEM 3	4	\$900.00	\$0.00	\$3,600.00

The SOP document generated will contain two-line items. The first item SERVICE ITEM 1 which is consolidated from SERVICE ITEM 1 and SERVICE ITEM 2 on the Contract. The second item is SERVICE ITEM 3 which is SERVICE ITEM 3 on the Contract. The following details are for each item for the consolidation calculation:

Item Number	QTY	Unit Price	Markdown	Ext Price
SERVICE ITEM 1	1	\$3,900.00	\$220.00	\$3,680.00
SERVICE ITEM 2	4	\$900.00	\$0.00	\$3,600.00

If Consolidated distributions based on each contract line is set in the [Subscription Billing Setup Window](#), then the distribution lines on the

SOP document will be based on the distribution accounts for each line item in the Group.

Note that Defaulting the distribution will result in the following validation:

Contract Consolidation

Contract consolidation allows you to combine multiple contracts via parent child relationships. A single SOP document is generated for all consolidated contracts in the relationship when creating SOP documents.

Contract Consolidation can be used concurrently with [Line Item Consolidation](#). Consolidation Line Item Groupings are limited to the Contract they reside on. As such you cannot Group lines from one contract with lines on another contract with Line Item Consolidation.

To use this feature, you must enable the option in the [Subscription Billing Setup Window](#). Once Enabled you can assign a contract to a Parent Contract. Once assigned this will set the Relationship status to Child on the contract.

Note that SOP documents can only be created from the Parent Contract.



This section will review the following topics:

- [Consolidated Document Details](#)
- [Create Parent & Child Relationships](#)
- [Creating Contract Consolidated Documents](#)
- [Consolidated Contract Document History](#)
- [Rollback of Consolidated Document](#)

Consolidated Document Details

The following will occur on the consolidate document generated:

- The Header information on the consolidate document will come from the Parent Contract.
- All Line items details will come from the Parent Contract and all associated Child Contracts.
- The Ship to Address ID listed on line items originating from Child Contracts will be the Address ID from the Child Contract line item. The Address Details will be from the Child Contract Customer Address.
- Any Auto Payment Type Processing will occur based on the Auto Payment processing setting on the Parent Contract.
- Deferral profile Group Settings from the Parent Contract will be applied to the SOP document Generated.
- Only Footer amounts set on the Parent Contract will be applied to the SOP document Generated.
- Only Trade discounts set on the Parent Contracts Customer ID will be applied to the SOP document Generated.
- Account Receivable Distribution on the SOP document generated will come from the Parent Contract.
- Only line items within the Billing Due date will be added to the SOP document Generated.



Note that Parent Contracts do not require to have any Line items.

Create Parent & Child Relationships

To create Multiple Contract consolidated invoices, you must first create the Parent & Child Contract Relationships. There are two methods in which you can created the Relationship:

- [Assign Parent Contract Number in Contract Entry](#)
- [Assign Child Contracts in Parent Contract Relationship Window](#)

Assign Parent Contract Number in Contract Entry

With this method you will be setting the Parent Contract Number on the Contract you wish to assign as a Child Contract to the set Parent. once a Contract Number is assigned it will update the relationship status of the assigned Parent Contract Number to be Parent and the relationship status of the contract in Contract entry to be Child.

To complete this setup:



1. Open the Subscription Billing Contract Entry window.
(Transactions >> Sales >> Subscription Billing Contract Entry)
2. Select the General Tab.
3. Use the Parent Contract Number Lookup option to assign a Parent Contract Number or Enter in the Contract Number in the available field.
Note only Contracts with relationship Status of Direct or Parent can be assigned as Parent Contract number.
4. Save the Contract. This will update the Relationship Status on this Contract to be Child and the Relationship Status on the set Parent Contract Number to be Parent.
5. Selecting the Parent Contract Number link will open the Parent Contract Relationship Window displaying all Parent Child relationships for the assigned Parent Contract Number.
6. You can re-assign a Child contract to a different Parent Contract number by changing the Parent Contract Number listed in Contract Entry.
7. You can revert a Child Contract back to a direct Contract by removing the Parent Contract Number listed in Contract Entry or deleting Child Contract Number listed in the Parent Contract Relationship Window.
8. You can Re-assign a Child contract to a different parent by changing the Parent Contract Number Listed on the Child Contract.



Note that Re-assigning Child Contracts or removing Child relationships can only be done if there are no unposted or Not-transferred SOP documents generated on the Parent that have not been voided.

Assign Child Contracts in Parent Contract Relationship Window

With this method you will be assigning Child Contract Numbers to a Parent Contract Number in the Parent Contract Relationship window.



Only Contracts with a relationship status of Direct can be Assigned to a Parent Contract Number with this Method.

Once a Contract Number is assigned it will update the relationship status of the assigned Child Contract Number to be Child and the relationship status of the Parent Contract Number listed to be Parent.

To complete this setup:

1. Open the Subscription Billing Parent Contract Relationship window.
(Cards >> Subscription Billing >> Subscription Billing Parent Contract Relationship)
2. Use the Parent Contract Number lookup to select the Parent Contract Number.
Contracts with Relationship Type of Direct in the Lookup window.
3. Enter or Select a Contract Number you wish to assign as a Child Contract to the Parent Contract Number Selected.
Only Contracts with Relationship Type of Direct can be selected.
4. Repeat Step 3 for Multiple Child Contracts.
5. Select Ok.
6. You can Remove the Child Contract Relationship by deleting the Assigned Child Contracts row from the window.
To delete the Child Contract Right click on the selected Contract and press Delete Row.

Creating Contract Consolidated Documents

Once the Parent / Child relationships has been created then any SOP document Generated for the Parent Contract will include the Line items from the Child contracts assigned to the Parent.

The Parent Contract does not require to have any Line items. Line Ranges (Item Number, Territory) are not supported for Multiple Contract Consolidation. All other range filters used in the Subscription Billing Create SOP documents will apply towards the Parent Contract Only. If the Parent Contract is within the range limits set, then all Child contracts associated to the Parent Contract will also be picked up during the document creation process.

For both Parent and Child Contracts, the line items that are within the Billing Due Date range will be included on the SOP document generated.

The Line items will appear in the following order:

- Parent Contract Line items first.
- Child Contract Line items in order by Contract Number.

Example: Parent Contract has two Line items and 3 Child contracts associated each with their own Line item.

The SOP document generated will contain all items from the Parent and Child contracts.

Consolidated Contract Document History

Once a Consolidated SOP document is created the Subscription Billing Document History will be created for the Parent Contract. Viewing Document history for a Child Contract will not display any Transactions. It will indicate that the Document History will be displayed on the parent Contract and indicate the Parent Contract Number.

When viewing the Subscription Billing Document history for a Parent Contract, the Document Number will contain a flag "C". This will indicate the document is a Consolidated document generated from multiple Contracts.

Press the Line details for the Consolidated Document. The line details will indicate the Originating Contract Number for each line item.

Selecting the line item and pressing the Originating Contract Number link will open Contract Entry to the selected Contract.

For further details regarding document history, see [Document History](#).

Selecting the expansion details option will display additional details for each line item.

Posted Footer Amounts in this window will display the amounts listed on the SOP invoice which include any edits to the SOP invoice on the line items and / or additional items added manually after the document was Generate.

Rollback of Consolidated Document

If rollback is enabled, when the Consolidated document is deleted or Voided both Parent and Child Contracts can be rolled back. In the case where Rollback is set to Ask in Subscription Billing Setup the user will be notified that rollback includes any associated child contracts.

For further details regarding rollback of Contracts, see [Using Rollback](#).





Chapter 8: Subscription Billing Inquiry

This Chapter will review the Inquiry option for Subscription Billing. With Subscription Billing you can review contracts through [Subscription Billing Inquiry](#). You will also be able to access [Document History](#) to review the SOP documents generated.

Subscription Billing Inquiry

Subscription Billing inquiry allows you to review Subscription Billing Contracts in a read only mode. No Activity lock is created on a contract being reviewed in Subscription Billing Inquiry.



Note that users cannot have Subscription Billing Contract Entry and Subscription Billing Contract inquiry windows open at the same time.

To access Subscription Billing Inquiry.

1. Open the Subscription Billing Contract Inquiry window.
(*Inquiry >> Sales >> Subscription Billing Document History*)
2. Enter or select a contract.

Document History

The Subscription Billing Document History window displays all the documents that have been created for the selected contract. If a deferral was created for the selected contract, the deferral document will also be available. If no recurring documents have been created, the window will be empty.

To view contract SOP Document History:

1. Open the Subscription Billing Contract Entry window.
(*Transactions >> Sales >> Subscription Billing Contract Entry >> Document History button*)
Or
(*Inquiry >> Sales >> Subscription Billing Document History*)
2. Enter or select a contract.
Select the Contract Number link to zoom into the Contract.
3. To change the currency view of a contract to either functional or originating select View >> Currency. Select the currency option you wish to view.
4. The Document History for the contract will display the created date, Batch Number, Document Number, Doc Type, Document Date, Document Amount, and Document Status.
5. The Document History will also display the posting status of the SOP document Created.
 - **Quotes / Orders:** Not Transferred / Transferred.
 - **Invoices:** Unposted / Posted.

Should the SOP Document generated become Voided or Returned a secondary status will be listed beside the original status. For example, the status "Posted - Returned" will be displayed if the SOP invoice was posted and a return document created from the invoice. Where if an Unposted SOP Invoice was voided then the status will display as "Unposted - Voided".

6. Highlight a document and select the Document Number link to view the details of the selected document.
7. Highlight a document and select the zoom into option next to Document number to view the Sales Document Detail Inquiry Zoom for the transaction.
8. To view the Contract Line details used to create the SOP document, highlight a document line and choose the Document Amount Link. This will open the Document History Line Details Window.
9. Select the Expand details option to view further details.



***The Footer of this window will display a sum subtotal of all line items on the document and the footer amounts from the SOP document
Each line item will display the Originating Contract Number and Customer ID. This will be the same as the Contract Number unless parent Child relationships were created for the SOP document generated. For further details for contract consolidation document see Contract Consolidation.***

10. Use the VCR buttons on Document Number field to cycle through each Document created from the Contract.

Deleted SOP Documents

When a SOP document is deleted then the document history created for the document is deleted.

Voiding SOP Documents

SOP document can be voided either through the document or from the batch if it is unposted; or through Receivables Posted Transaction Maintenance window for posted transactions.

When a SOP document is Voided then the document history will be updated in the Document Status Column to indicate that the document was voided.



Chapter 9: Create SOP Returns

Subscription Billing allows you to create an SOP Return document on the SOP invoice generated from Subscription Billing. Creating the Return from Subscription billing allows you to associate the Return Document back to the original SOP invoice and the associated Contract (s).

The Create SOP Return option uses the Copy action on Sales Transaction Entry to generate the SOP Return. This will require that Copier Series Product ID 2992 to be installed. Without this installed you will be notified of this when starting the Process SOP Return.

When generating the Return:

- You can choose which line items are included in the Return document being generated.
- You can choose to adjust the Qty of the line items included in the Return Document being generated.
- You can choose the date of the Return, the return Batch number, and the Return Document Type when generating the Document.
- If Rollback is enabled, then the user will be given the option to flag the Return document to rollback the Contract(s) when the Return is posted. This option is only available if the Return is being generated is from the latest invoice generated from the Contract.
- If the SOP Invoice was edited or new lines added after it was generated from Subscription Billing, then the Return will pick up the edits as part of the Return creation process.

This Chapter contains will discuss the following:

- [Create Return Setup](#)
- Create Return Document
- Return Document Rollback

Create Return Setup

The Create Return process will default the Return Type id based on the Return Type ID setup option in the [Subscription Billing Setup Window](#).

Create Return Document

The Return document can only be created from Posted SOP Invoices that have not been Voided. The Create Return process will only create a single Return document from a Single invoice generated. Deferrals will not be generated for the SOP return document created

To Create SOP Return Document

1. Open the Subscription Billing Contract Entry window.
(*Transactions >> Sales >> Subscription Billing Contract Entry >> Document History button*)
or
(*Inquiry >> Sales >> Subscription Billing Document History*)
2. Enter or select a contract.
3. Select the Invoice you wish to create the return from.
4. Press the Process Return Button to open the Create Return - Select Line Items window.



Only Posted Invoices can have a return Generated.

You can also create a return document while in the Document History Line Details window for the selected Invoice.



5. This will open the Create Return - Select Line Items window.
If the SOP invoice is a Contract Consolidated Invoice, then the Originating Contract Number association for each line item will exist on the return document generated.
6. The Return Batch ID will default to be SB_INSTANT. You can keep this default or adjust it to the Batch Id you wish to use.
7. The Return Date will default to the users System Date. This date will be the document date for the return created. You can choose to keep this date or adjust it to the desired date.
8. The Return Type ID will default with the Type ID set in the [Subscription Billing Setup Window](#). If not, ID is set, then this will default as blank. You can choose to keep the default Id from setup or adjust it to the desired ID using the lookup field.
This is a required field.
9. Ensure that the checkbox option "Rollback Enabled For Return" is checked should you need to rollback the Contract (s) for the Return Document Generated.
Rollback for return can only be performed for the Last invoice generated from Subscription Billing. See Return Document Rollback for more details. This checkbox option will be disabled if rollback from the return is not available.
10. The Line items displayed will be all the Line items on the SOP invoice generated. This will include any manually added line item and edited line item after the SOP invoice was Generated. Select the Items you wish to Include in the Return Document Generated. By default, all items are selected.
Any edited or added line item will have an * beside the Item Number.
11. You can manually adjust the quantity for the line item should a partial return be needed.
12. Adjusting the quantity will adjust the Extended price listed in the Select Line Items window.
13. Press the Create SOP Return button to create the Return document.
If Contract Entry window is open pressing Create Return will close the Contract Entry window for the user.
14. You will receive a confirmation to create the SOP return document. press yes to continue.
15. Select Yes to continue with the Return Document creation.
Selecting No will return you back to the Create Return - Select Line Items Window.
16. The SOP Transaction Entry window will open with the return created for the selected line items.
The Distributions for the Return document are set based on setup for Returns. Item Tax Schedule ID for each line item on the Return Document created will be set based on the Line item from the SOP Invoice the return was created from.
17. You can save the invoice Generated to the Batch Assigned. Rollback of the associated Contract only occurs once the Return document is posted - provided that "Rollback Enabled For Return" was checked.
See Return Document Rollback for further details.
18. The Subscription Billing Document History window for the originating invoice will update to display Posted - Returned in the Document Status column. This will indicate a Return was generated from the Invoice.



19. The Return document will also have its own entry generated into Subscription Billing Document History created.
20. The Document History Line Details for the Return Document details will indicate the Invoice the Return Document was generated from. The line details will be based on what was generated from Subscription Billing from the lines selected and the quantities set in the Select line Items window.
21. Post the Return Batch or SOP Return document directly when ready for posting.
You will not be able to generate the Next SOP document for a Contract should it have an unposted Return document that was flagged for rollback when it was created. Note this validation during document creation process can be bypassed by Enabling Allow Multiple Invoicing in Subscription Billing Setup. Should another invoice be generated when Allow Multiple Invoicing was checked then rollback will not occur should the return be posted.
22. Should the Return Document that was generated be Voided or Deleted then the Originating Invoice will have its document status revert back to Posted.



Return Document Rollback

Rollback of contracts associated to the Invoice a return document is being generated for can only occur if the invoice is the latest invoice generated from the Contract.

Rollback will only be able to occur if the option Rollback Enabled for Return is checked in the Create Return - Select Line Items window.



By default, this option is checked if Rollback is enabled in Subscription Billing Setup and the invoice is the latest invoice generated from the Contract.

Should the Invoice the return is being generated for not be the latest invoice generated for the Contract then the option "Rollback Enabled For Return", will be unchecked and disabled.



This option will also be disabled if Rollback is turned off in Subscription Billing Setup.

If the Rollback Enabled option is set, then Rollback of the associated Contract(s) will occur once the Return Document Generated is posted. The Rollback will be automatic during the posting. Should rollback occur all the line items on the associated contracts included on the originating invoice will be rolled back.



Chapter 10: Reporting

This chapter includes the following sections:

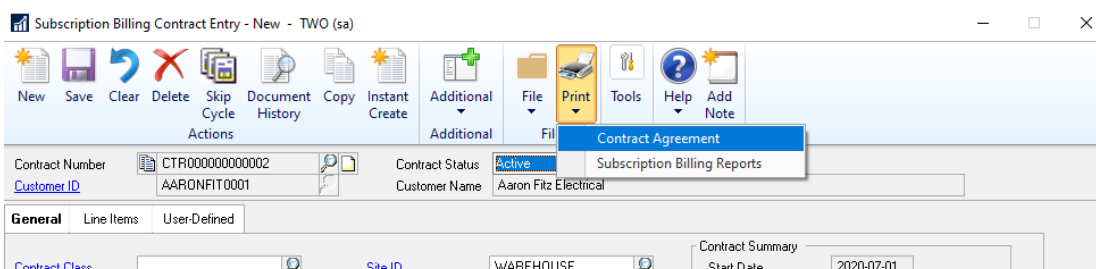
- [Printing a Subscription Billing Agreement](#)
- [Printing the Subscription Billing Reports](#)
- [Adding fields to Microsoft Dynamics GP reports in Report Writer](#)
- [Setting security access for modified reports](#)
- [Running the Rollback Archive report](#)
- [Purging the rollback archive](#)

Printing a Subscription Billing Agreement

You can print a Subscription Agreement for a selected contract. This document is a template for a printable contract can include all the fields from the contract header and the contract line items. All fields can be added or removed using Report Writer. Legal terms and conditions can be included using Report Writer. You can print the single Contract from Contract entry or multiple contracts from the reporting window.

To print a single Subscription Billing Contract Agreement:

1. Open the Subscription Billing Contract Entry window.
(*Transactions >> Sales >> Subscription Billing Contract Entry*)
2. Select the contract you wish to print.
3. Select the Print icon then select Contract Agreement from the Print drop-down list.



Selecting Subscription Billing Reports will open the Reports window.

4. The Report Destination dialogue window will open.
5. Choose the preferred destination for your document, screen, printer, or file.

Screen Output - Subscription Billing Contract Agreement

File Edit Tools Find Help 58

Print Send To Modify 90% Completed 1 Page

SUBSCRIPTION BILLING AGREEMENT

Fabrikam, Ltd.
4277 West Oak Parkway
Chicago IL 60601-4277

CONTRACT NUMBER: CTR000000000002

Customer Number: AARONFIT0001 Customer Name: Aaron Fitz Electrical	
Primary Address	
One Microsoft Way Redmond, WA USA, 98052-6399 Bob Fitz Ph: (425) 555-0101 Ext. 0000 Fax: (312) 555-0101 Ext. 0001	
Bill To Address	Ship To Address
One Microsoft Way Redmond, WA USA, 98052-6399 Bob Fitz Ph: (425) 555-0101 Ext. 0000 Fax: (312) 555-0101 Ext. 0001	11403 45 St. South Chicago, IL USA, 60603-0776 Bob Fitz Ph: (312) 555-0102 Ext. 0000 Fax: (312) 555-0102 Ext. 0001

Item Description	U of M Frequency	Quantity Billing Day	Unit Price Start Date	Extended Price End Date
256 SDRAM	Each	1	\$650.00	\$650.00
256 meg SDRAM	Monthly	1st	2020-07-01	0000-00-00
Total:				\$650.00

Credit Card	Payment Terms
Card Name Card Holder Card Number Expiration	Net 30 Due by Net Days 30 Discount Days (0) Discount by 0.00 percent Calculate Discount on S/P

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the client: _____ Date _____

On behalf of Fabrikam, Ltd. _____ Date _____

- To modify the Subscription Agreement, print the Subscription Agreement to the screen.
- Select the modify button on the screen output toolbar or select Microsoft Dynamics GP menu >> Tools >> Customize >> Modify Current Report. This will open the Report Writer so you can modify the contract template as required.

Printing the Subscription Billing Reports

You can print a wide variety of reports showing all contracts for a customer, all contracts for an item, all contracts within a range of territories or all contracts ready to expire by a certain date.

The following reports will display the currency ID of the contract. If the contract does not have a specified currency ID, the functional currency is to be used.

- Contract Item Listing Report
- Comprehensive Contract Item Listing Report

- Contract Agreement Report
- Forecasted Revenue Report
- Invoice Revenue Report

When you are ready to print the desired report see Print reports.

Contract Item Listing Report

This report will provide you the simple item listing for each line item on each contract you wish to report on. You can sort the details in the report by Contract or by Customer. The report includes the following information for each line item:

- Contract Number
- Customer ID
- Item Number
- Item Description
- U of M
- Quantity
- Frequency
- CP Flag
- Start Date
- Unit Price
- Next Bill Date
- Markdown
- End date
- Extended Price
- Last Billed date
- Inactive Checkbox
- Comment ID (Line)

Screen Output - Contract Item Report

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Print Send To Modify 90% Completed 1 Page Page 1

System: 2020-07-14 10:00:00 AM Fabrikam, Ltd. Page: 1
 User: 2020-07-14 SUBSCRIPTION BILLING - CONTRACT ITEM LISTING
 Sorted by Contract Number

Include Active Customer Range: All Next Bill Date Range: All
 Contract: CTR0000000000003 to CTR0000000000003 Item Range: All End Date Range: All
 Contract Class Range: All Territory Range: All

Contract ID	Customer ID	U of M	QTY	CP	Unit Price	Markdown	Extended Price	Inactive
Item Number	Item Description	Frequency	Start Date	Next Bill	End Date	Last Billed	Comment ID	
CTR0000000000003	BAKERSEM0001							
256 SDRAM		Each	1	Yes	\$750.00	\$0.00	\$750.00	
256 meg SDRAM		Monthly		2020-07-01	2020-08-01		2020-07-01	

Total Contracts: 1 Total Contract Lines: 1

Comprehensive Contract Item Listing Report

This report will provide you with further details regarding each line item for each contract you wish to report on. You can sort the details in the report by Contract or by Customer. In addition to the fields listed on the Contract Item Listing Report, you will be provided with the following additional details for each line item:

- Site ID
- Customer Name
- Contract Class
- Currency ID
- Contract Status
- PO Number
- Salesperson ID
- Comment ID (Header)
- Auto Payment Type
- Price Level
- Unit Cost
- Prorate Checkbox
- Line Defer Checkbox
- Service Date
- Contract Footer Amounts (Trade Discount, Freight, Miscellaneous)

Screen Output - Comprehensive Contract Item Report

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Print Send To Modify 90% Completed 1 Page Page 1

System: 2020-07-14 10:01:44 AM Fabrikam, Ltd. Page: 1
 User: 2020-07-14

SUBSCRIPTION BILLING - COMPREHENSIVE CONTRACT ITEM LISTING
 Sorted by Contract Number

Include Active Customer Range: All Next Bill Date Range: All
 Contract: CTR000000000003 to CTR000000000003 Item Range: All End Date Range: All
 Contract Class Range: All Territory Range: All

Contract ID	Customer ID and Name	Contract Class	Currency ID	Contract Status
PO Number	Salesperson ID	Auto Payment Type		
CTR0000000000003	BAKERSEM0001 Baker's Emporium Inc. GREG E.		Z-US\$	Active
256 SDRAM	Each	1	Yes	\$750.00
256 meg SDRAM	Monthly	2020-07-01	2020-08-01	\$0.00
WAREHOUSE	EXTPRCLVL	\$247.50	X	2020-08-
Trade Disc:	Freight:	Misc:		
Total Contracts:	1	Total Contract Lines:	1	

Contract Agreement Report

The Contract Agreement selection allows you to print the Subscription Billing Contract Agreement for all contracts picked up in the selected Range filtering. This would be the same report format printed in [Printing a Subscription Billing](#)

Agreement. You can sort the contract agreements in the report by Contract or by Customer.

Forecasted Revenue Report

The Forecasted Revenue report allows you to estimate future revenue for your current existing contracts. The report calculates the Ext price for all the line items on the contract based on the billing day and frequency for the line item. It does not take proration into consideration and deferral of revenue for the forecasted calculation. The report will generate the estimated calculated result from all the contracts picked up in the range filtering for the forecasted date range selected. You can sort the report by Contract or by Items. you can choose not to group the results or group by day or by month.

Screen Output - SB Forecast Summary Report					
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2020-07-14					
Subscription Billing Forecast Report Forecast Date: 2020-08-01 to 2020-12-31 By Item by Month					
Include Active Contract: CTR0000000000003 to CTR0000000000003 Contract Class Range: All Customer Range: All					
Date	Item	Qty	Unit Price	Extended Price	
2020-08-31	256 SDRAM	1.00	\$750.00	\$750.00	\$750.00
Total for Date: 2020-08-31		Currency: Z-US\$		\$750.00	\$750.00
2020-09-30	256 SDRAM	1.00	\$750.00	\$750.00	\$750.00
Total for Date: 2020-09-30		Currency: Z-US\$		\$750.00	\$750.00
2020-10-31	256 SDRAM	1.00	\$750.00	\$750.00	\$750.00
Total for Date: 2020-10-31		Currency: Z-US\$		\$750.00	\$750.00
2020-11-30	256 SDRAM	1.00	\$750.00	\$750.00	\$750.00
Total for Date: 2020-11-30		Currency: Z-US\$		\$750.00	\$750.00
2020-12-31	256 SDRAM	1.00	\$750.00	\$750.00	\$750.00
Total for Date: 2020-12-31		Currency: Z-US\$		\$750.00	\$750.00
Total for Currency: Z-US\$				\$3,750.00	\$3,750.00

Invoice Revenue Report

The Invoice Revenue Report allows you to report on the Invoices generated for the contracts picked up in the range selection. The report can be a summary report which will provide details of the SOP header amounts. The report can also be a detail report which will provide the line item details for the SOP transactions. You can also limit the date range for the contracts. The details in the report can be sorted by Contract, Customer, Invoice Date, or by Invoice Number.



On this report any return documents generated through Subscription Billing will appear as a negative amount deducting from the footer totals. You can choose to exclude unposted invoices in the report by ensuring the checkbox option "Exclude Unposted Transactions" is checked.

Screen Output - SB Invoice Revenue Summary Report

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System: 2020-07-14 10:05:19 AM Fabrikam, Ltd. Page: 1

User: 2020-07-14 Subscription Billing Invoice Revenue Summary Report

Contract: CTR0000000000003 to CTR0000000000003

* - Unposted Transactions

Customer Range: All

** - Document created by a Parent Contract

Invoice Date: 2020-06-01 To 2020-12-31

Document No	Doc. Type	Customer ID	Customer Name	Date	Doc Amount	Contract Number
STDINV2266	Invoice	BAKERSEM0001	Baker's Emporium Inc.	2020-07-14	\$750.00	CTR0000000000003

Total Documents:

1

Total Amount:

\$750.00

This report will indicate the Source Contract for each line item.

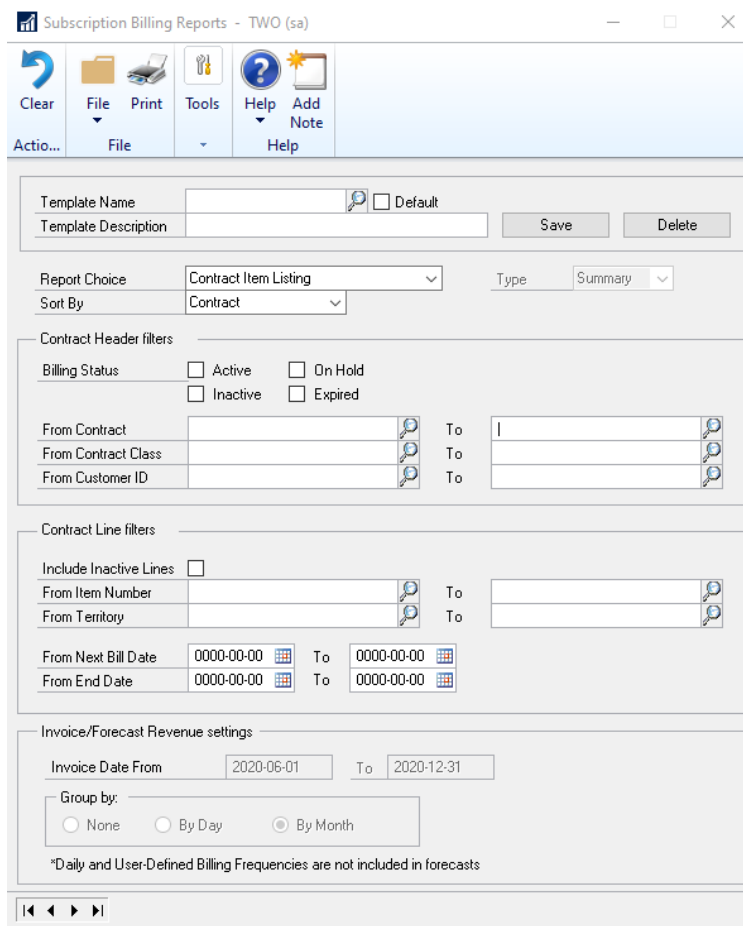
Printing Reports

Printing Reports from the Subscription Billing reports window will pick up all Contracts for any report choice selected without Header or Line Filters set. Header Filters are available for any report choice. Line Filters are only available for Contract Item listing and Comprehensive Contract Item Listing Reports. The following section will detail how to print the report and will note which sections are not available for certain report types.

Note that Contract Class Header Filter is not available for Invoice Revenue Report.

To print the Subscription Reports:

1. Open the Subscription Reports window.
(Reports >> Sales >> Subscription Billing Reports)
or
(Transactions >> Sales >> Subscription Billing Contract Entry and select the Print drop-down list)
2. Select a template if you have previously created a report Template. This will populate all other fields that you have set in the template.
3. Choose a Report Choice option or accept the default. For details on each report see [Printing the Subscription Billing Reports](#).



4. Choose a Sort By option or accept the default.
5. If the report choice selected is Invoice Revenue select the Report Type:
 - Summary
 - Invoice

You can also choose to exclude Unposted Transactions in the report results.
6. Set the Contract Header Billing Status Filter selections if needed.

This filter option allows you to limit the contracts picked up in reporting to contracts with the selected status. This option is only available to Contract item listing and Comprehensive Contract Item Listing Reports.

If no status is selected, then all billing status will be included in the results.

You can limit the status to the following options:

 - Active
 - Inactive
 - on Hold
 - Expired
7. Set Contract Filter range to limit the contracts in the report to specific contracts.
8. Set the Contract Class range should you wish to limit contracts in the report to contract with a specific Class range.



This filter option is not available for Invoice Revenue Reports.

9. Set the Customer ID range to limit contracts for specific customers.
10. Set Line filters for the report choice.

Line filters are only available for Contract Item Listing and Comprehensive Contract Item Listing reports. You can set any of the following filter options for these reports:

 - Include Inactive Lines Checkbox.
 - Item number Range option.
 - Territory Range option.
 - Next Bill Date range option.
 - End date range option.
11. For Forecast Revenue report choice, you are required to set a Revenue Forecasted date range.

For Forecast Revenue report choice select the Group by option. The options available are:

 - None
 - By Day
 - By Month
12. For Invoice Revenue Report you can set an Invoice Date range to limit the range of invoices included in the report. ***(Optional)***
13. You can choose to save the range and report selections to a template.

To do this enter a template name and description and select the Save button.
14. To delete a template created select the template name and press Delete.
15. Select Print to print the report.

Adding fields to GP reports in Report Writer

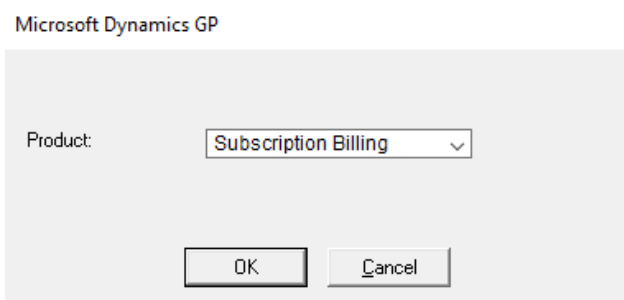
Many Subscription Billing users like to print information from Subscription Billing on Microsoft Dynamics GP reports, such as a Sales Order Processing Invoice. To make this task easier, Encore has added five Report Writer functions to Subscription Billing. These functions make it easy for you to print the following information on Microsoft Dynamics GP reports:

- **Contract Number** - Each contract set up in Subscription Billing has a unique contract number. When invoices are created from a contract, the contract number stays associated with the invoice. You can print the contract number on the invoice itself if you choose.
- **Contract Total** - Include the aggregate dollar value of the extended price of each line item on a contract plus any freight amount, trade discount amount, and miscellaneous amount on the contract, in other words, the total for the contract from which the invoice in question was created including the extended price of all line items on a contract, even those line items not included in that billing period.
- **Line Item Billing End Date** - Include the contract billing end date for each line item on an invoice generated by a recurring contract.
- **Line Item Next Date-To-Bill** - Include the next date to bill for each line item on an invoice generated by a recurring contract.
- **Line Item Billing Frequency** - Include the billing frequency of each line item on an invoice generated from a recurring contract.

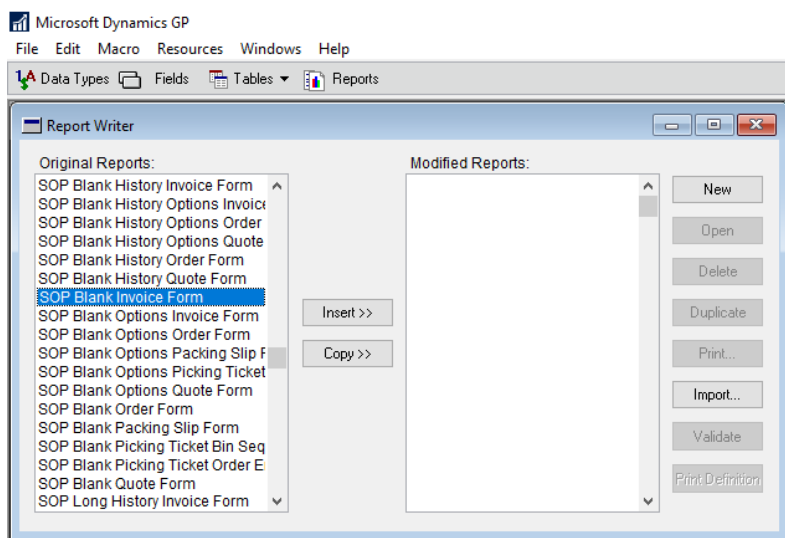
You can add fields to Microsoft Dynamics GP reports to make the reports more useful to you.

To add fields to Microsoft Dynamics GP reports:

1. Open the Report Writer window.
(*Microsoft Dynamics GP menu >> Tools >> Customize >> Report Writer*)
2. Select Subscription Billing as the Product.



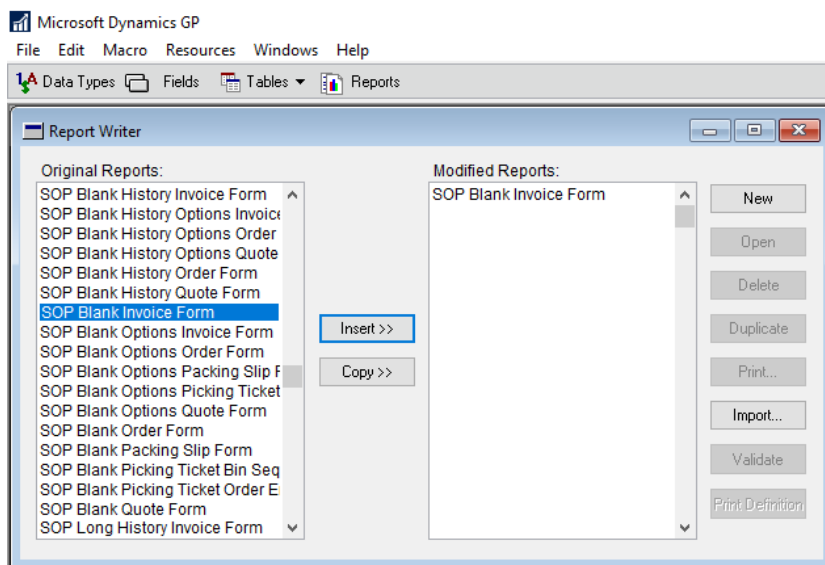
3. Choose the Reports option button. In the left-hand column, you will see all of the accessible reports. Find the report you wish to modify.



Note: The screenshot contains only a partial list of the reports available for modification. Please scroll the entire list to find the report you wish to modify.

The Next Line Billing Date and the Line Billing End Date cannot be added on the SOP Blank Options Invoice Form.

4. Highlight the report you want to modify on the left side of the Report Writer window under Original Reports. Choose the Insert button. The report will appear on the right side of the window under Modified Reports.
(If you are modifying a previously modified report, skip this step.)



5. In the right-hand column, under Modified Reports, double-click the report you want to modify or highlight the report and choose Open. The Report Definition window will open.
6. Choose Layout. The report you selected will open.
7. If the Toolbox window is not open, select Layout >> Toolbox.
8. Choose the Layout tab on the Toolbox window.

9. From the drop-down list, choose Calculated Fields and select the New button. The Calculated Field Definition window will open.
10. Enter the name for the calculated field and select the result type. The following chart details the options:

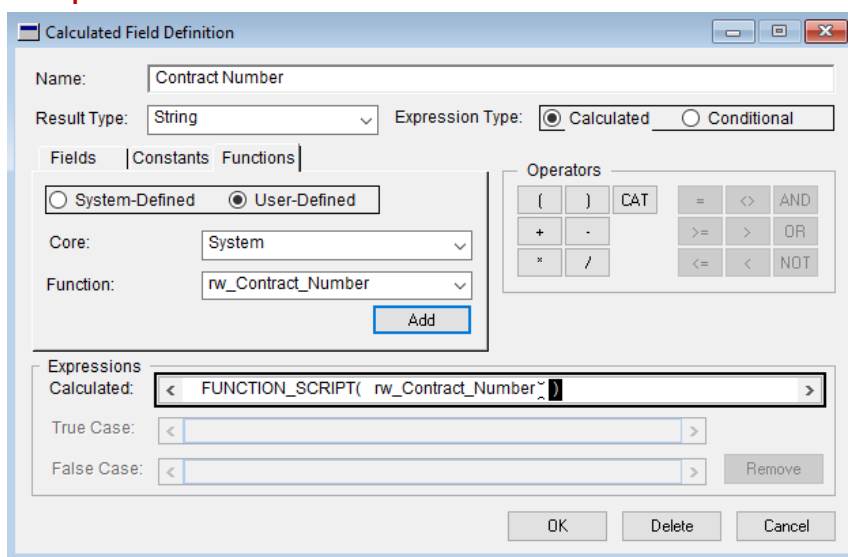
Fields	Result Type
Contract Number	String
Contract Total	Currency
Line Billing End Date	Date
Next Line Billing Date	Date
Line Item Frequency	String

11. Choose the Functions tab.
12. Mark the User-Defined radio button.
13. Select System from the Core drop-down list.
14. Select the appropriate function from the Function drop-down list. The following chart details the options:

Fields	Function
Contract Number	rw_Contract_Number
Contract Total	rw_Contract_Total
Line Billing End Date	rw_Line_billing_EndDate
Next Line Billing Date	rw_Next_line_Billing_Date
Line Item Frequency	rw_Line_Frequency

15. Choose Add.

Example Contract Number



16. Select the Fields tab.

17. Based on the module your report is created on, select the appropriate resource and the first field shown in the following tables:

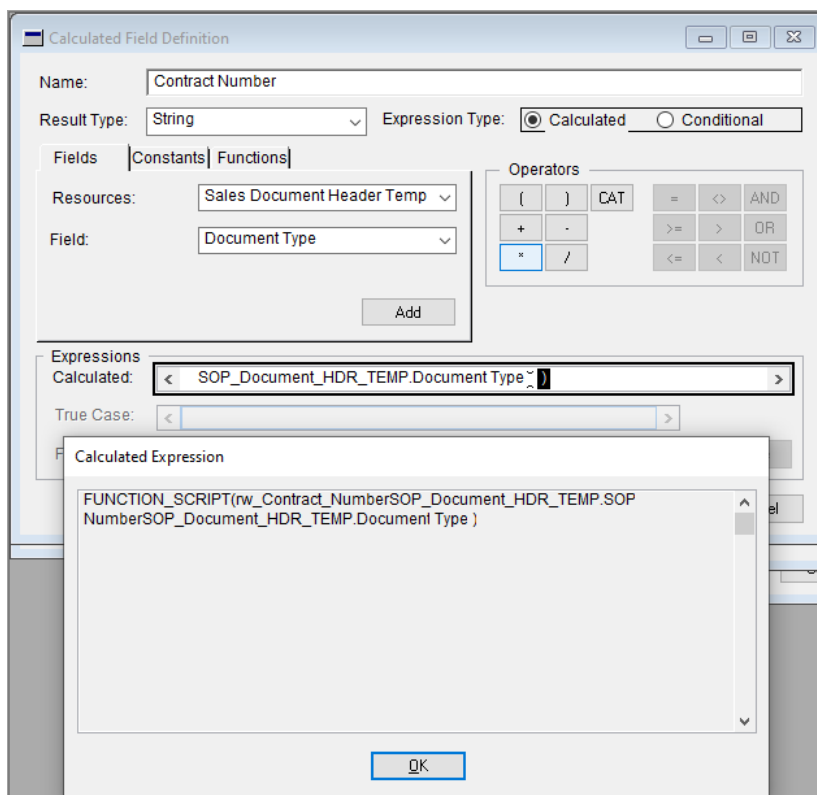
Field to be added to an invoicing report	Fields
Contract Number or Contract Total	Invoice Number, Document Type
Line Billing End Date	Invoice Number, Document Type, Component Sequence, Line Item Sequence
Line Item Frequency	Invoice Number, Document Type, Line Item Sequence
Next Line Billing Date	Invoice Number Document Type, Component Sequence, Line Item Sequence

Field to be added to SOP report	Fields
Contract Number	SOP Number, Document Type
Contract Total	SOP Number, Document Type
Line Billing End Date	SOP Number, Document Type, Component Sequence, Line item Sequence
Line Item Frequency	SOP Number, Document Type, Line Item Sequence
Next Line Billing Date	SOP Number, Document Type, Component Sequence, Line Item Sequence

18. Choose Add and select the next field in the chart (if any). Repeat until all fields are selected.
19. Choose OK to save the field.

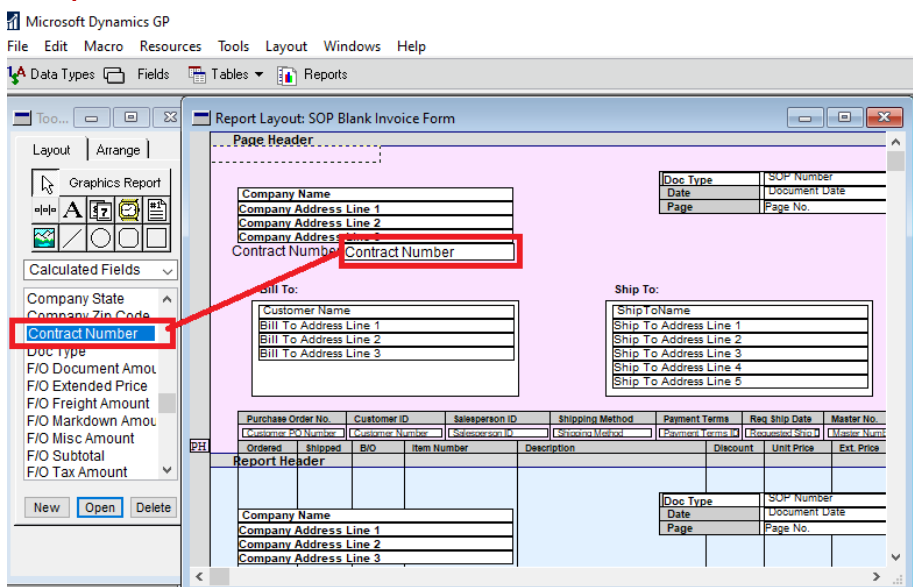
Example SOP Blank Invoice

Expression Calculated: `FUNCTION_SCRIPT(rw_Contract_Number
SOP_Document_HDR_TEMP.SOP Number SOP_Document_HDR_TEMP.Document Type)`



20. Close the Calculated Field Definition window.
21. Select the field you just created from the Toolbox Layout list and drag it to where you would like it displayed on your report.

Example Contract Number on SOP blank invoice form.

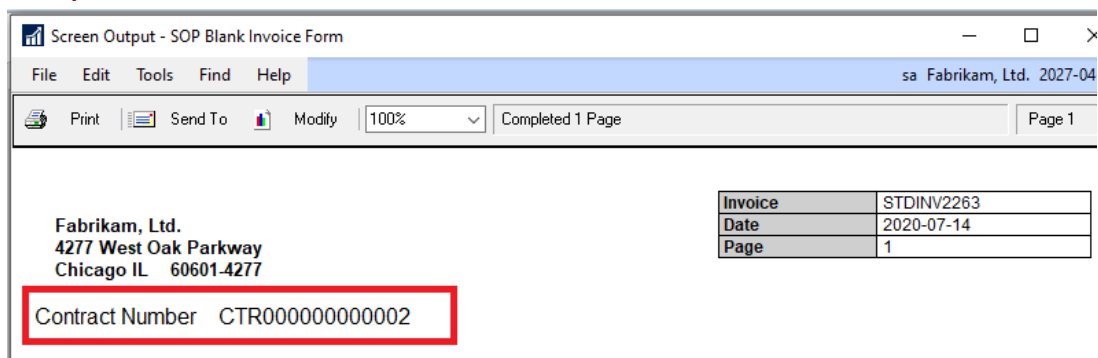


22. Close the Report Layout window.
23. Choose Save to save the report.
24. Return to Microsoft Dynamics GP.

(File >> Microsoft Dynamics GP)

25. To be able to use the updated report update Security access for the modified report.
26. Once completed for users set to use the new modified report the customized field added will appear on the report.

Example SOP Blank Invoice Form.



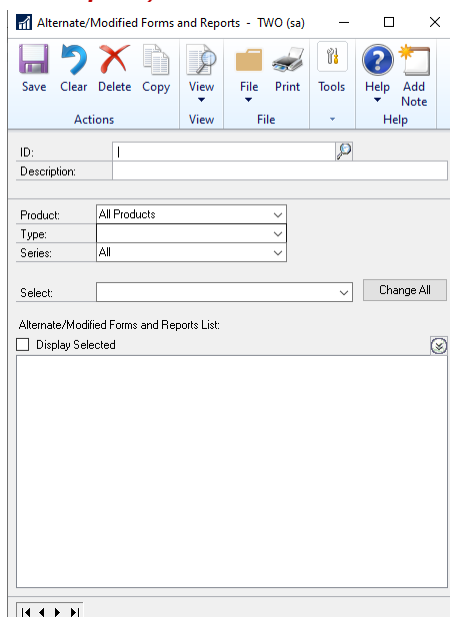
Invoice	STDINV2263
Date	2020-07-14
Page	1

Setting security access for modified reports

If you modify a statement report, you will have to set security access on the modified report in order to see your changes.

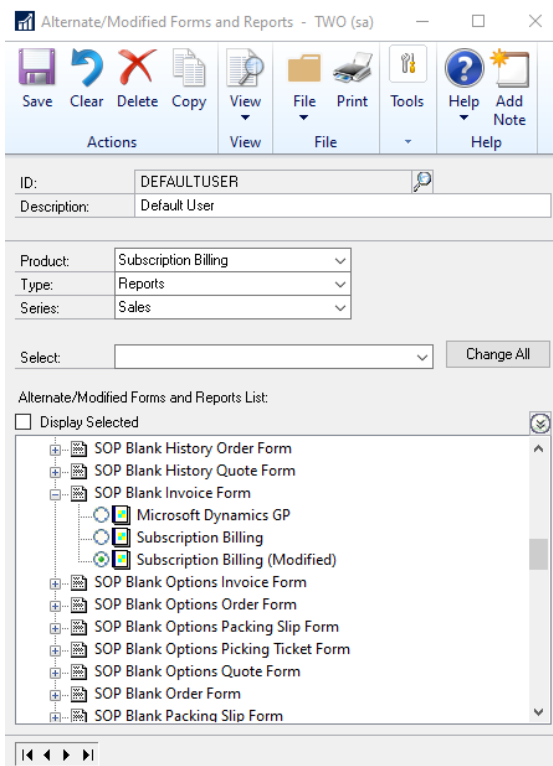
To set security access for the modified report for each company:

1. Open the Alternate/Modified Forms and Reports window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Alternate/Modified Forms and Reports)

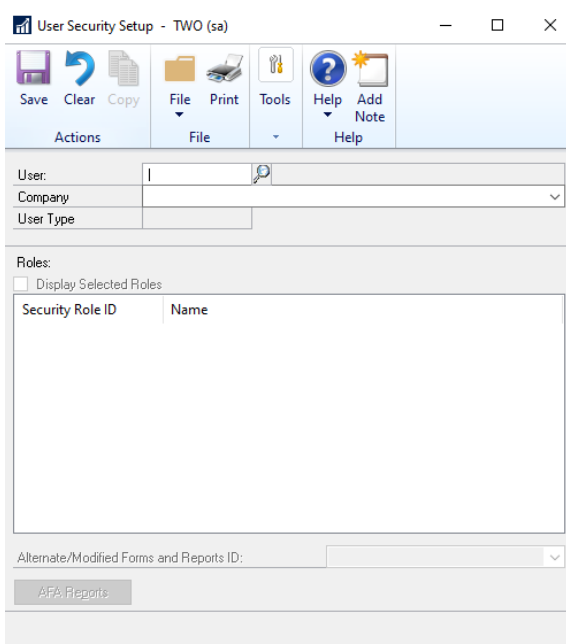


2. Create or select an ID to which you want to grant access.
3. Choose Subscription Billing from the Product list.

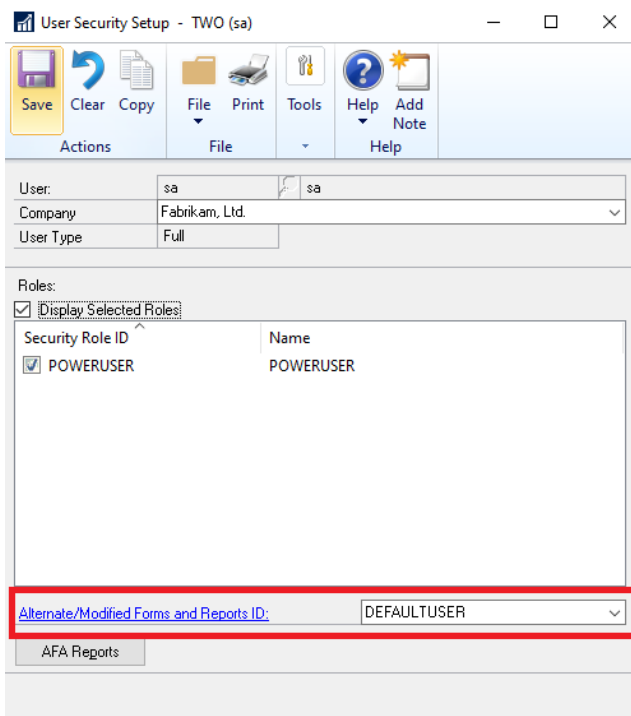
4. Choose Reports from the Type list.
5. Highlight and expand the module for your modified report. Ensure that the modified report option is marked.



6. Select Save to save your changes.
7. Open the User Security Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Security)



8. Select the user that you want to provide access to the modified report.
9. Choose the company for which the user needs access to the modified report.
Ensure that the correct Alternate/Modified Forms and Reports ID is displayed in the Alternate/Modified Forms and Reports ID field at the bottom of the window.



The screenshot shows the 'User Security Setup - TWO (sa)' window. It has a menu bar with 'Save', 'Clear', 'Copy', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. Below the menu bar, there are fields for 'User:' (sa), 'Company:' (Fabrikam, Ltd.), and 'User Type:' (Full). Under the 'Roles:' section, there is a checkbox for 'Display Selected Roles' which is checked. Below this, there is a table with two columns: 'Security Role ID' and 'Name'. The table contains one row with 'POWERUSER' in both columns. At the bottom of the window, there is a field labeled 'Alternate/Modified Forms and Reports ID:' with a dropdown menu showing 'DEFAULTUSER'. This field is highlighted with a red rectangle. There is also a button labeled 'AFA Reports' at the bottom left.

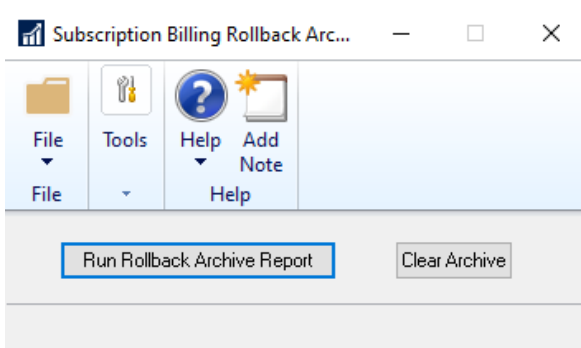
10. Find and mark the appropriate Security Role ID.
11. Select Save to save your changes. Changes will not take effect until you log out and back into Microsoft Dynamics GP.

Running the Rollback Archive report

When a contract is rolled back, Subscription Billing keeps an archived copy of the contract. You can print a listing of rolled-back contracts by running the Rollback Archive Report.

To run the Rollback Archive report:

1. Open the Subscription Billing Rollback Archive window.
(**Reports >> Sales >> Subscription Billing Rollback Archive**)



The screenshot shows the 'Subscription Billing Rollback Arc...' window. It has a menu bar with 'File', 'Tools', 'Help', and 'Add Note'. Below the menu bar, there are buttons for 'Run Rollback Archive Report' and 'Clear Archive'. The 'Run Rollback Archive Report' button is highlighted with a blue rectangle.

2. Choose Run Rollback Archive Report. The report writer printer options window will open.
3. Select the location for the report to be printed.

Screen Output - ME_Rollback_Archive_Report

File Edit Tools Find Help sa Fabrikam, Ltd. 2020-07-14

Print Send To Modify 100% Completed 2 Pages Page 1

2020-07-14 Rollback Archive Report Page 1

Contract Number	Rollback Date	User ID	Document No
CTR0000000000002	2020-07-14	sa	STDINV2263

Customer: AARONFIT0001 Freq: Monthly
 Contract Class: Start Date: 2020-07-01
 PO Number: End Date:
 PO Date: Next Date: 2020-08-01
 Site ID: WAREHOUSE Last Billed Date: 2020-07-01
 Bill To: PRIMARY Comment ID:
 Ship To: WAREHOUSE Auto-Pay: Un-Checked
 Salesperson: PAUL W. Territory: TERRITORY 1

Item No	Item Description
256 SDRAM	256 meg SDRAM

Freq: Monthly #D: 0 #P: 0 #B: 1 UoM: Each QTY: 1

Price Level: EXTPRCLVL Comment ID:
 Unit Cost: \$247.50 Continuous: Un-Checked
 Unit Price: \$650.00 Non-Inventory: Un-Checked
 Extended Price: \$650.00 Contract Price: Checked
 Markdown: \$0.00 Territory: TERRITORY 1
 Salesperson: PAUL W.

Start Date: 2020-07-01 Next Date: 2020-08-01
 End Date: Last Billed Date: 2020-07-01

4. To completely erase all archived records, see the next section [Purging the rollback archive](#).



The rollback feature uses a fair amount of disk space. Every contract that has been billed at least once will have two copies stored in the database. If you have 10,000 contracts that have been billed at least once, you are storing an additional 10,000 copies of the contract before the last billing. However, if you post, delete, or void an invoice created from a contract, the extra copy is purged from the database.

Purging the rollback archive

The rollback archive also uses large amounts of disk space; it stores a copy of every contract that is rolled back. If you frequently roll back contracts, we recommend that you regularly monitor the amount of space the archive is consuming and purge records when necessary.

To manually purge the archive:

1. Open the Subscription Billing Rollback Archive (**Reports >> Sales >> Subscription Rollback Archive**)
2. Choose Clear Archive.
3. You will receive a notification that once cleared the archive is not recoverable. Select Yes to continue.

Microsoft Dynamics GP



Once cleared, the archive is not recoverable. Are you sure?

Yes

No



Chapter 11: Utilities

Subscription Billing comes with the following utilities to assist you in maintaining Subscription Billing.

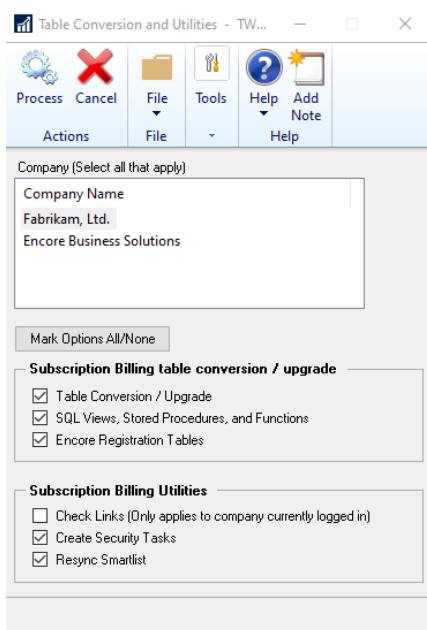
The following topics are covered in this chapter:

- [Subscription Billing Table Conversion and Utilities](#)
- [Rebuild Smartlist](#)
- [Rebuild Navigation Pane](#)
- [Archive Contracts](#)
- [Purge Archived Contracts](#)

Subscription Billing Table Conversion and Utilities

The Table Conversion and Utilities Utility window is divided into 2 sections:

1. [Subscription Billing table conversion / upgrade](#)
2. [Subscription Billing Utilities](#)



Subscription Billing table conversion / upgrade

This section allows the user to:

- Upgrade the tables to the latest build installed.
- Upgrade SQL Views, Stored Procedures and Functions to the latest build installed.
- Upgrade the Encore Registration Tables for each Company Db.

Subscription Billing Utilities

This section allows the user to:

- Perform Subscription Billing Check links **(only performed on the company Db you are logged into. Note by default this option is not checked when opening the window.)**
- Create Default Security Tasks and Role.
- Resync Subscription Billing Smartlist Objects for Dictionary changes.

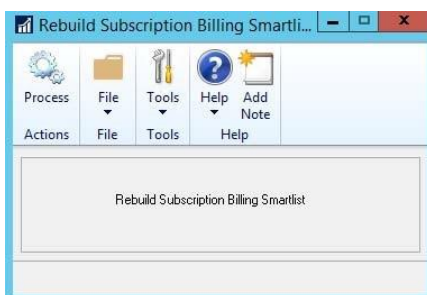
This Utility is detailed in the Installation Chapter. For more information, please see [Table Conversion and Utilities](#)

Rebuild Smartlist

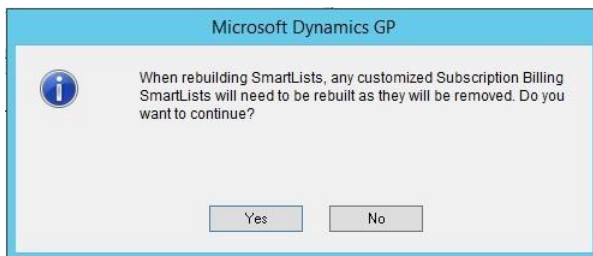
The Rebuild Smartlist Utility allows the user to rebuild the Subscription Billing Smartlist objects from the Subscription Billing dictionary. The main difference between the Resync and Rebuild is resync will update for changes whereas rebuild will completely remove and rebuild the objects. Should you rebuild the Smartlist; than any Favorites or additional SmartLists created under the Subscription Billing menu will be removed. You will be notified of this when processing. To preserve any Favorites or additional SmartLists created it would be recommended to use Resync Smartlist in [Table Conversion and Utilities](#)

To rebuild Smartlists:

1. Open the Rebuild Smartlist window.
(Microsoft Dynamics GP menu >> Maintenance >> Subscription Billing >> Rebuild Smartlist)
2. Select the Process Button.



3. You will receive a confirmation to rebuild the SmartLists. Select Yes to continue.



Rebuild Navigation Pane

The Rebuild Navigation Pane Utility allows the user to recreate the Subscription Billing Menus. This Utility would be used should navigation menu fail to install, or the navigation menu be removed.

To rebuild navigation pane:

1. Select the Rebuild Navigation Pane Utility.
2. (Microsoft Dynamics GP menu >> Maintenance >> Subscription Billing >> Rebuild Navigation Pane)
3. Users will receive a notification to restart GP. The menus will re-appear once GP is restarted.



Archive Contracts

The Archive Contracts Utility allows you to separate inactive and / or expired contracts from current contracts. This will simplify the managing and maintaining of active contracts by providing you the ability to move the inactive and / or expired contracts to historical tables. When archiving contracts, all contract header and line information, as well as all the document history created for the contract is preserved.

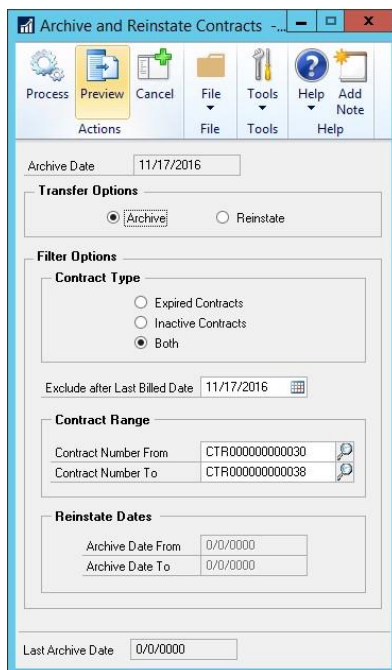
By Archiving a contract, you preserve the Contract number, preventing it from being used on any new contracts. You can review the Archived data through the [Subscription Billing Smartlist Objects](#)

Archived contracts can be reinstated so they can be re-accessed in Contract entry and status updated back to being an active status. See [To Reinstate Archived Contracts](#), for instructions on this process.

You can permanently remove archived contracts through the [Purge Archived Contracts](#) Utility.

To Archive Contracts

1. Open the Archive and Reinstate Contracts window.
(**Microsoft Dynamics GP >> Maintenance >> Subscription Billing >> Archive Contracts**)
2. The Archive Date will be set to the system date.
3. Select the Transfer Option of Archive
4. Set the Contract Type Filter Option. your choices are:
 - Expired Contracts.
 - Inactive Contracts.
 - Both.



Archive and Reinstate Contracts - ...

Process Preview Cancel File Tools Help Add Note

Archive Date: 11/17/2016

Transfer Options

☒ Archive ☐ Reinstate

Filter Options

Contract Type

☐ Expired Contracts
☐ Inactive Contracts
☒ Both

Exclude after Last Billed Date: 11/17/2016

Contract Range

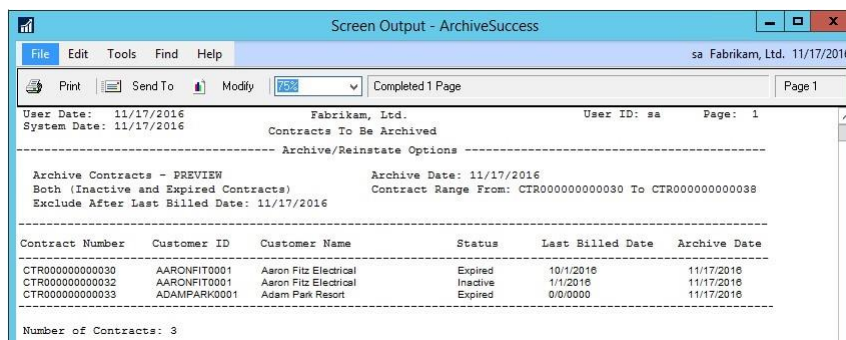
Contract Number From: CTR000000000030
 Contract Number To: CTR000000000038

Reinstate Dates

Archive Date From: 0/0/0000
 Archive Date To: 0/0/0000

Last Archive Date: 0/0/0000

5. Exclude after Last Billed Date will default to the system date. This filter will ignore contracts that have a last billed date after the date listed. You can accept the default date loaded or change it to the last billed date you wish to filter by.
6. To further filter the contracts being archived set the Contract Number From and Contract Number To range options
7. Select the Preview Button to preview what contracts are picked up based on the filters set.



Screen Output - ArchiveSuccess

File Edit Tools Find Help sa Fabrikam, Ltd. 11/17/2016

Print Send To Modify Completed 1 Page Page 1

User Date: 11/17/2016 System Date: 11/17/2016 Fabrikam, Ltd. User ID: sa Page: 1

Contracts To Be Archived

Archive/Reinstate Options

Archive Contracts - PREVIEW Archive Date: 11/17/2016
 Both (Inactive and Expired Contracts) Contract Range From: CTR000000000030 To CTR000000000038
 Exclude After Last Billed Date: 11/17/2016

Contract Number	Customer ID	Customer Name	Status	Last Billed Date	Archive Date
CTR000000000030	AARONFIT0001	Aaron Fitz Electrical	Expired	10/1/2016	11/17/2016
CTR000000000032	AARONFIT0001	Aaron Fitz Electrical	Inactive	1/1/2016	11/17/2016
CTR000000000033	ADAMPARK0001	Adam Park Resort	Expired	0/0/0000	11/17/2016

Number of Contracts: 3

8. Should any failures occur you will be prompted to print the Archive Failure report.

Screen Output - ArchiveFailure

File Edit Tools Find Help sa Fabrikam, Ltd. 11/17/2016

Print Send To Modify 633 Completed 1 Page Page 1

User Date: 11/17/2016 Fabrikam, Ltd. User ID: sa Page: 1
System Date: 11/17/2016 Contracts To Be Archived

-----Archive/Reinstate Options-----

Archive Contracts - PREVIEW Archive Date: 11/17/2016
Both (Inactive and Expired Contracts) Contract Range From: CTR00000000000030 To CTR00000000000088
Exclude After Last Billed Date: 11/17/2016

Contract Number	Customer ID	Customer Name	Contract Status	Error Message
CTR00000000000031	AARONFIT0001	Aaron Fitz Electrical	Inactive	Contract has unposted documents.
CTR00000000000088	AARONFIT0001	Aaron Fitz Electrical	Expired	Contract has outstanding deferrals

Number of Contracts: 2

- To proceed with the archive, select the process button. You will be able to print the Success and Failure reports.



Should you require to re-instate an archived contract use the Reinstate process described in To Reinstate Archived Contracts.

To Reinstate Archived Contracts

- Open the Archive and Reinstate Contracts window.
(Microsoft Dynamics GP >> Maintenance >> Subscription Billing >> Archive Contracts)
- The Archive Date will be set to the system date.
- Select the Transfer Option of Reinstate.
- Set the Contract Range to limit which contracts are reinstated.

Archive and Reinstate Contracts

Process Preview Cancel File Tools Help Add Note

Archive Date 11/17/2016

Transfer Options

☐ Archive ☒ Reinstate

Filter Options

Contract Type

☐ Expired Contracts
☐ Inactive Contracts
☒ Both

Exclude after Last Billed Date 0/0/0000

Contract Range

Contract Number From CTR00000000000032
Contract Number To 0111000000000088

Reinstate Dates

Archive Date From 0/0/0000
Archive Date To 0/0/0000

Last Archive Date 11/17/2016

- Set the Archive Date Range to filter by the Archive date (optional).
- Select the Preview Button to review what contracts will be re-instated.

Screen Output - ArchiveSuccess

File Edit Tools Find Help sa Fabrikam, Ltd. 11/17/2016

Print Send To Modify Completed 1 Page Page 1

User Date: 11/17/2016 System Date: 11/17/2016 Fabrikam, Ltd. User ID: sa Page: 1

Contracts To Be Reinstated

Archive/Reinstate Options

Reinstate Contracts - PREVIEW

Contract Range From: CTR000000000032 To CTR000000000032
Archived Date : ALL

Contract Number	Customer ID	Customer Name	Status	Last Billed Date	Archive Date
CTR000000000032	AARONPH0001	Aaron Piz Electrical	Inactive	1/1/2016	11/17/2016

Number of Contracts: 1

- To proceed with the reinstatement, select the process button. Once completed you will be provided the option to print the success report.

Purge Archived Contracts

The Purge Archived Contracts utility will allow you to permanently remove Archived Contracts. By Purging the contract, you will also purge any subsequent document history.



Warning. Purged Contracts cannot be reinstated. As such all document history and data pertaining to contracts will be permanently lost once you purge Archived Contracts.

To Purge Archived Contracts

- Open the Archive and Reinstate Contracts window.
(Microsoft Dynamics GP >> Maintenance >> Subscription Billing >> Purge Archive Contracts)

Purge Archived Contracts - TE...

Purge Preview Cancel File Tools Help Add Note

Actions File Tools Help

Contract Range

Contract From: CTR000000000003

Contract To: CTR000000000003

* Purge Archived Contracts and all associated document history

- To limit the purge to a specific Contract range set the From and To Contract Range.
- Select the Preview Button to review the Purge report prior to performing the Purge.

Screen Output - PurgeSuccess

File Edit Tools Find Help sa Test Fabrikam <TEST> 11/20/2016

Print Send To Modify 1/25 Completed 1 Page Page 1

User Date: 11/20/2016 Test Fabrikam <TEST> User ID: aa Page: 1
System Date: 11/20/2016 Archived Contracts To Be Purged

----- Purge Options -----

Purge Archived Contracts - PREVIEW
Contract Range from: CTR000000000003 To: CTR000000000003

Contract Number	Customer ID	Customer Name	Contract Status	Last Billed Date	Archive Date
CTR000000000003	AARONFIT0001	Aaron Fita Electrical 2	Inactive	9/1/2016	8/28/2016

Number of Contracts: 1



4. Press Purge button to purge the Archive contracts and all subsequent document history. You will be provided with the purge success report.

Once a contract is purged their contract number can be re-used in Contract entry.



Chapter 12: Subscription Billing Smartlist Objects

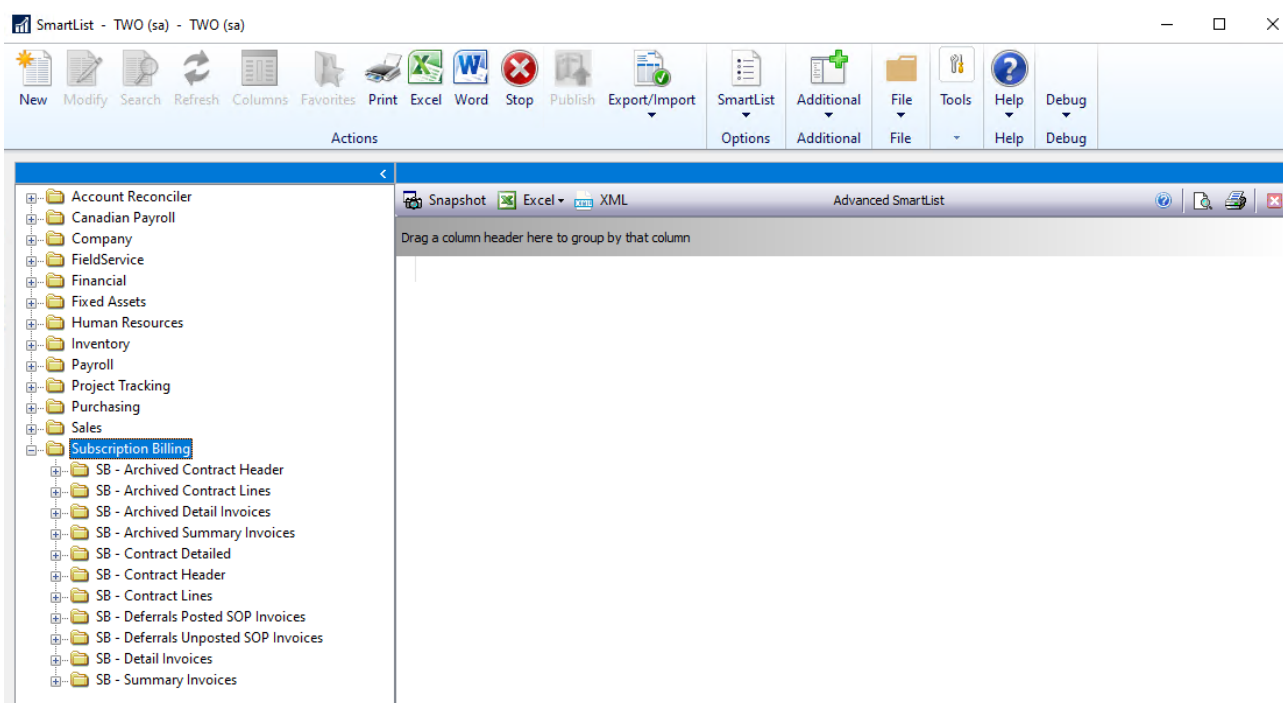
Subscription Billing comes with the following utilities to assist you in maintaining Subscription Billing and reviewing Contracts on a mass scale. For any Smartlist created you can add additional columns, remove existing columns, sort, and use Filters. You can Save changes you made as a Favorite to better assist your Subscription Billing review.



Should user rebuild the Subscription Billing Smartlist, then any Favorites or additional SmartLists created under the Subscription Billing menu will be removed. User will be notified of this when processing.

The following topics are covered in this chapter:

- [SB - Archived Contract Header](#)
- [SB - Archived Contract Lines](#)
- [SB - Archived Detail Invoices](#)
- [SB - Archived Summary Invoices](#)
- [SB - Contract Detailed](#)
- [SB - Contract Header](#)
- [SB - Contract Line Items](#)
- [SB - Deferrals Posted SOP Invoices](#)
- [SB - Deferrals Unposted SOP Invoices](#)
- [SB - Detail invoices](#)
- [SB - Summary Invoices](#)



SB - Archived Contract Header

The Subscription Billing - Archived Contract Header Smartlist Object allows you to be able to do a quick review of all the Archived Contract Header details.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
• Contract Number	• Accounts Receivable
• Contract Class	• Auto Payment ID
• Archive User ID	• Auto Payment Type
• Archive Date	• Bill To Address
• Customer Number	• Checkbox Box Field 1 *
• Customer Name	• Checkbox Box Field 2 *
• Site	• Checkbox Box Field 3 *
• Start Date	• Checkbox Box Field 4 *
• Contract Status	• Comment Flag
• Frequency	• Comment ID
• Next Date to Bill	• Comment Text
• Currency ID	• Contract Relationship
• Last Billed Date	• Date Field 1 *
	• Date Field 2 *
	• Date Field 3 *
	• Date Field 4 *
	• Deferral Profile Group
	• Document ID
	• Document Type
	• Enable Line Consolidation
	• End Date
	• Freight Amount
	• GL Reference
	• Miscellaneous Amount
	• Numeric Field 1 *
	• Numeric Field 2 *
	• Numeric Field 3 *
	• Numeric Field 4 *
	• Parent Contract Number
	• Payment Terms
	• PO Date
	• PO Number
	• Sales Territory
	• Salesperson ID
	• Ship To Address
	• SOP Date Field1 **
	• SOP Date Field2 **
	• SOP List 1 **
	• SOP List 2 **
	• SOP List 3 **
	• SOP Test Field1 **

	• SOP Test Field2 **
	• SOP Test Field3 **
	• SOP Test Field4 **
	• SOP Test Field5 **
	• Tax Schedule ID
	• Text Field 1 *
	• Text Field 2 *
	• Text Field 3 *
	• Text Field 4 *
	• Trade Discount Amount



*** Subscription Billing Header User Defined Labels.** These are the default labels for Subscription Billing. The label will be set based on the label set in [Subscription Billing User-Defined Labels Window](#).

**** These fields are SOP User Defined Fields.** They will only appear in the Smartlist if a label has been set for the Field in SOP Setup.



If you change the User Defined Labels in Subscription Billing User-Defined Labels window or Sales Order Processing Setup, you will need to either rebuild the Subscription Billing Smartlist or Resync the Subscription Billing Smartlist so the new field names are displayed correctly. Resync Smartlist is performed in [Table Conversion and Utilities](#).

SB - Archived Contract Lines

The Subscription Billing - Archived Contract Lines Smartlist Object allows you to be able to do a quick review of all the Line Item Details for all Archived Contracts.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
• Contract Number	• Billing Day
• Line Item Status	• Billing End Date
• Item Number	• Billing Recognition (Balance Sheet) *
• Item description	• Bill Start Date
• Quantity	• Calculation Method
• U of M	• Checkbox Box Field 1 ***
• Billing Frequency	• Checkbox Box Field 2 ***
• Next Bill date	• Comment Flag
• Unit price	• Consolidate Line Group
• Currency ID	• Contract Price
• Ext. Price	• Cost of Sales Account
	• Date Field 1 ***
	• Date Field 2 ***
	• Defer Revenue
	• Deferral account
	• Deferral Document Number
	• Delay Recognition
	• Extended Cost
	• Last Billed Date
	• Line Item Sequence
	• Markdown – Billing Recognition **

	• Markdown – Deferred Billing **
	• Markdown Account
	• Markdown Amount
	• Markdown Deferral **
	• Markdown Recognition (Balance Sheet) *
	• Non-Inventory Item
	• Number of Payments
	• Number of Periods
	• Number of Times Billed
	• Numeric Field 1***
	• Numeric Field 2***
	• Originating Ext Cost
	• Originating Ext Price
	• Originating Markdown Amount
	• Originating Unit Cost
	• Originating Unit Price
	• Price Level
	• Prime Consolidate Line
	• Project Cancelled
	• Project Invoiced
	• Project Price
	• Project Pricing
	• Project Remaining
	• Prorate
	• Qty Recognized
	• Sales – Billing Recognition **
	• Sales – Deferred Billing **
	• Sales Account
	• Sales Territory ID
	• Salesperson ID
	• Service Date
	• Ship To Address ID
	• Shipping method
	• Tax Schedule ID
	• Text Field 1***
	• Text Field 2***
	• UD D/M
	• Unit Cost



*** These columns are only used for line Deferrals when Deferral setup is set for Balance Sheet.**

****These columns are only used for Line Deferrals when Deferral setup is set for Profit and Loss.**

***** Subscription Billing Line Item User Defined Labels. These are the default labels for Subscription Billing. The label will be set based on the label set in [Subscription Billing User-Defined Labels Window](#).**



If you change the User Defined Labels in Subscription Billing User-Defined Labels window, you will need to either rebuild the Subscription Billing Smartlist or Resync the Subscription Billing Smartlist so the new field names are displayed correctly. Resync Smartlist is performed in [Table Conversion and Utilities](#).

SB - Archived Detail Invoices

The Subscription Billing - Archived Invoices Smartlist Object allows you to be able to do a quick review of all the Document History Line details for all the SOP documents generated for Archived Subscription Billing Contracts.

The Smartlist contains the following fields:

Default Columns	Additional Columns
• Contract Number	• Batch number
• Customer Number	• Billing Day
• Customer Name	• Contract price
• Doc Number	• Deferral Profile Group
• Item Number	• Doc Type
• Item Description	• Document Amount
• Quantity	• From Date
• U of M	• Last Billed Date
• Unit Price	• Line Item Sequence
• Markdown Amount	• Markdown Account
• Ext Price	• Non-Inventory Item
• Currency ID	• Originating Contract Number
• Comment ID	• Originating Extended price
	• Originating Unit Cost
	• Originating Unit Price
	• Price Level
	• Sales Account
	• Sales Territory
	• Salesperson ID
	• Service From Date
	• Service To Date
	• Site ID
	• To Date
	• Unit Cost
	• Void

SB - Archived Summary Invoices

The Subscription Billing - Archived Invoices Summary Smartlist Object allows you to be able to do a quick review of all the Document History Header details for all the SOP documents generated for Subscription Billing Contracts.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
• Contract Number	• Batch number
• Customer Number	• Batch Source
• Customer Name	• Contract Relationship
• Doc Number	• Created Date
• Document Amount	• Created Time
• Currency ID	• Deferral profile Group
• Void	• Doc Date
	• Doc Type
	• Original Document Amount
	• Post User ID
	• Posted
	• User ID

SB - Contract Detailed

The Subscription Billing - Contract Detailed Smartlist Object that is a combination of both Contract Line Items and Contract Header details.

Double clicking on any transaction line will open the Subscription Billing Contract Entry window with the Contract selected.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
• Contract Number	• Account Receivable
• Contract Status	• Auto payment ID
• Customer Number	• Auto Payment Type
• Customer Name	• Bill To Address
• Contract Class	• Billing Cycle
• Line Item Status	• Billing Day
• Item number	• Billing Recognition (Balance Sheet)
• Item Description	• Billing Start Date
• Quantity	• Calculation Method
• U of M	• Checkbox Box Field 1 ****
• Billing Frequency	• Checkbox Box Field 2 ****
• Next Bill Date	• Checkbox Box Field 3 ****
• Unit Price	• Checkbox Box Field 4 ****
• Currency Id	• Check Box Field CL 1 ***
• Ext. Price	• Check Box Field CL 2 ***
	• Comment Header Flag
	• Comment Header ID
	• Comment Header Text
	• Comment Line Flag
	• Comment Line ID
	• Comment Line Text

	• Consolidate Line Group
	• Contract Price
	• Contract Relationship
	• Cost Of Sales Account
	• Date Field 1 ****
	• Date Field 2 ****
	• Date Field 3 ****
	• Date Field 4 ****
	• Date Field CL 1 ***
	• Date Field CL 2 ***
	• Defer Revenue
	• Deferral Account **
	• Deferral Document Number
	• Deferral Profile Group
	• Delay Recognition
	• Document ID
	• Document Origin
	• Document Type
	• Enable Line Consolidation
	• End Date
	• Extended Cost
	• Freight Amount
	• GL Reference
	• Last Billed Date
	• Line Item Sequence
	• Markdown – Billing Recognition **
	• Markdown Deferred Billing **
	• Markdown Account
	• Markdown Amount
	• Markdown Deferral **
	• Markdown Recognition (Balance Sheet) *
	• Miscellaneous Amount
	• Non-Inventory Item
	• Number of Payments
	• Number of Periods
	• Number of Times Billed
	• Numeric Field 1 ****
	• Numeric Field 2 ****
	• Numeric Field 3 ****
	• Numeric Field 4 ****
	• Numeric Field CL 1 ***
	• Numeric Field CL 2 ***
	• Ordered by
	• Originating Extended Cost

	• Originating Extended Price
	• Originating Markdown Amount
	• Originating Unit Cost
	• Originating Unit Price
	• Parent Contract Number
	• Payment Terms
	• PO Date
	• PO Number
	• Price Level
	• Prime Consolidate Line
	• Priority
	• Project Cancelled
	• Project invoiced
	• Project Price
	• Project Pricing
	• Project Remaining
	• Prorate
	• Qty Recognized
	• Quantity Billed
	• Quantity Canceled
	• Quantity Contract
	• Quantity Remaining
	• Sales – Billing Recognition **
	• Sales – Deferred Billing **
	• Sales Account
	• Sales Territory ID
	• Salesperson ID
	• Service Cycle
	• Service Date
	• Ship To Address
	• Shipping Method
	• SOP Date Field 1 *****
	• SOP Date Field 2 *****
	• SOP List 1 *****
	• SOP List 2 *****
	• SOP List 3 *****
	• SOP Text Field 1 *****
	• SOP Text Field 2 *****
	• SOP Text Field 3 *****
	• SOP Text Field 4 *****
	• SOP Text Field 5 *****
	• Tax Schedule ID
	• Tax Schedule ID(Header)
	• Text Field 1 ****

	• Text Field 2 ****
	• Text Field 3 ****
	• Text Field 4 ****
	• Text Field CL 1 ***
	• Text Field CL 2 ***
	• Trade Discount Amount
	• UD D/M
	• Unit Cost



* These columns are only used for line Deferrals when Deferral setup is set for Balance Sheet.

**These columns are only used for Line Deferrals when Deferral setup is set for Profit and Loss.

*** Subscription Billing Line Item User Defined Labels. These are the default labels for Subscription Billing. The label will be set based on the label set in [Subscription Billing User-Defined Labels Window](#).

****Subscription Billing Header User Defined Labels. These are the default labels for Subscription Billing. The label will be set based on the label set in [Subscription Billing User-Defined Labels Window](#).

***** These fields are SOP User Defined Fields. They will only appear in the Smartlist if a label has been set for the Field in SOP Setup.



If you change the User Defined Labels in Subscription Billing User-Defined Labels window, you will need to either rebuild the Subscription Billing Smartlist or Resync the Subscription Billing Smartlist, so the new field names are displayed correctly. Resync Smartlist is performed in [Table Conversion and Utilities](#).

SB - Contract Header

The Subscription Billing - Contract Header Smartlist Object allows you to be able to do a quick review of all the current Contract Header details.

Double clicking on any transaction line will open the Subscription Billing Contract Entry window with the Contract selected.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
• Contract Number	• Accounts Receivable
• Contract Class	• Auto payment Type
• Customer Number	• Bill To Address
• Customer Name	• Contract Relationship
• Site	• Chk Box Field 1*
• Start Date	• Chk Box Field 2*
• Contract Status	• Chk Box Field 3*
• Frequency	• Chk Box Field 4*
• Next Date to Bill	• Date Field 1 *
• Currency ID	• Date Field 2 *
• Last Billed Date	• Date Field 3 *
	• Date Field 4 *
	• Deferral profile Group
	• Document Creation Grouping
	• Document ID
	• Document Type

	• End Date
	• GL Reference
	• Numeric Field 1*
	• Numeric Field 2*
	• Numeric Field 3*
	• Numeric Field 4*
	• Parent Contract Number
	• Payment Terms
	• PO Date
	• PO Number
	• Sales Territory
	• Salesperson ID
	• Ship to Address
	• SOP Date Field 1 **
	• SOP Date Field 2 **
	• SOP List 1 **
	• SOP List 2 **
	• SOP List 3 **
	• SOP Test Field 1 **
	• SOP Test Field 2 **
	• SOP Test Field 3 **
	• SOP Test Field 4 **
	• SOP Test Field 5 **
	• Text Field 1 *
	• Text Field 2 *
	• Text Field 3 *
	• Text Field 4 *



** Subscription Billing Header User Defined Labels. These are the default labels for Subscription Billing. The label will be set based on the label set in [Subscription Billing User-Defined Labels Window](#).*

*** These fields are SOP User Defined Fields. They will only appear in the Smartlist if a label has been set for the Field in SOP Setup.*



If you change the User Defined Labels in Subscription Billing User-Defined Labels window or Sales Order Processing Setup, you will need to either rebuild the Subscription Billing Smartlist or Resync the Subscription Billing Smartlist so the new field names are displayed correctly. Resync Smartlist is performed in [Table Conversion and Utilities](#).

SB - Contract Line Items

The Subscription Billing - Contract Line Items Smartlist Object allows you to be able to do a quick review of all the Line Item Details for all current Contracts.

Double clicking on any transaction line will open the Subscription Billing Contract Entry window with the Contract selected.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
-----------------	--------------------

• Contract Number	• Billing Day
• Line Item Status Class	• Billing End Date
• Item Number	• Billing Recognition (Balance Sheet) *
• Item Description	• Bill Start Date
• Quantity	• Calculation Method
• U of M	• Checkbox Box Field 1 ***
• Billing Frequency	• Checkbox Box Field 2 ***
• Next Bill Date	• Comment Flag
• Unit Price	• Consolidate Line Group
• Currency ID	• Contract Price
• Ext Price	• Cost of Sales Account
	• Date Field 1***
	• Date Field 2***
	• Defer Revenue
	• Deferral account
	• Deferral Document Number
	• Delay Recognition
	• Extended Cost
	• Last Billed Date
	• Line Item Sequence
	• Markdown – Billing Recognition **
	• Markdown – Deferred Billing **
	• Markdown Account
	• Markdown Amount
	• Markdown Deferral **
	• Markdown Recognition (Balance Sheet) *
	• Non-Inventory Item
	• Number of Payments
	• Number of Periods
	• Number of Times Billed
	• Numeric Field 1***
	• Numeric Field 2***
	• Originating Ext Cost
	• Originating Ext Price
	• Originating Markdown Amount
	• Originating Unit Cost
	• Originating Unit Price
	• Price Level
	• Prime Consolidate Line
	• Project Cancelled
	• Project Invoiced
	• Project Price
	• Project Pricing
	• Project Remaining

	• Prorate
	• Qty Recognized
	• Sales – Billing Recognition **
	• Sales – Deferred Billing **
	• Sales Account
	• Sales Territory ID
	• Salesperson ID
	• Service Date
	• Ship To Address ID
	• Shipping method
	• Tax Schedule ID
	• Text Field 1***
	• Text Field 2***
	• UD D/M
	• Unit Cost



* These columns are only used for line Deferrals when Deferral setup is set for Balance Sheet.

**These columns are only used for Line Deferrals when Deferral setup is set for Profit and Loss.

*** Subscription Billing Line Item User Defined Labels. These are the default labels for Subscription Billing. The label will be set based on the label set in [Subscription Billing User-Defined Labels Window](#).



If you change the User Defined Labels in Subscription Billing User-Defined Labels window, you will need to either rebuild the Subscription Billing Smartlist or Resync the Subscription Billing Smartlist, so the new field names are displayed correctly. Resync Smartlist is performed in [Table Conversion and Utilities](#).

SB - Deferrals Posted SOP Invoices

The Subscription Billing - Deferrals Posted SOP Invoices Smartlist Object allows you to be able to do a quick review of all the Deferral Entries pertaining to the SOP Transaction Created through Subscription Billing that are posted. Note that If Line deferrals were used then the Deferral Entry will list the Item Number and Item Description. However, if Deferral Profiles were used on the Contract instead then these fields will be blank as there is no method to directly associate the deferral created to a line item using Deferral Profile Groups. Double clicking on any transaction line will open the Subscription Billing Document History window with the Contract selected. The Smartlist contains the following fields:

Default Columns	Additional Columns
• Contract Number	• Billing Rec Account (Balance Sheet) *
• Customer Number	• Billing Recognition **
• Customer Name	• Consolidate LN Group
• Document Number	• Credit Amount
• Item number ***	• Debit Amount
• Item Description ***	• Deferral Account *
• Net Apportion Amount	• Deferral sequence
• Period Start Date	• Deferral Transfer **
• Period End Date	• Deferral Profile Group ID
• Net Deferral Amount	• Deferred Billing **

• GL Posting Date	• Doc Type
• Journal Entry	• Offset Sequence
• GL Posted Status	• Originating Contract Number
• Net Dist Amount	• Originating Customer Name
• Dist Type	• Originating Customer Number
	• Prime Consolidate Ln



** These columns are only used for line Deferrals when Deferral setup is set for Balance Sheet.*

***These columns are only used for Line Deferrals when Deferral setup is set for Profit and Loss.*

****These columns only would contain values if the Contract used Line item Deferrals. If Deferred Profile group was used these would be blank.*

SB - Deferrals UnPosted SOP Invoices

The Subscription Billing - Deferrals UnPosted SOP Invoices Smartlist Object allows you to be able to do a quick review of all the Deferral Entries pertaining to the SOP Transaction Created through Subscription Billing that are not posted. Note that If Line deferrals were used then the Deferral Entry will list the Item Number and Item Description. However, if Deferral Profiles were used on the Contract instead then these fields will be blank as there is no method to directly associate the deferral created to a line item using Deferral Profile Groups.

Double clicking on any transaction line will open the Subscription Billing Document History window with the Contract selected. The Smartlist contains the following fields:

Default Columns	Additional Columns
• Contract Number	• Billing Rec Account (Balance Sheet) *
• Customer Number	• Billing Recognition **
• Customer Name	• Consolidate LN Group
• Document Number	• Credit Amount
• Item number ***	• Debit Amount
• Item Description ***	• Deferral Account *
• Net Apportion Amount	• Deferral sequence
• Period Start Date	• Deferral Transfer **
• Period End Date	• Deferral Profile Group ID
• Net Deferral Amount	• Deferred Billing **
• GL Posting Date	• Doc Type
• Journal Entry	• Offset Sequence
• GL Posted Status	• Originating Contract Number
• Net Dist Amount	• Originating Customer Name
• Dist Type	• Originating Customer Number
	• Prime Consolidate Ln



** These columns are only used for line Deferrals when Deferral setup is set for Balance Sheet.*

***These columns are only used for Line Deferrals when Deferral setup is set for Profit and Loss.*

****These columns only would contain values if the Contract used Line item Deferrals. If Deferred Profile group was used these would be blank.*

SB - Detail invoices

The Subscription Billing - Detail Invoices Smartlist Object allows you to be able to do a quick review of all the Document History Line details for all the SOP documents generated for Subscription Billing Contracts.

Double clicking on any transaction line will open the Subscription Billing Contract Entry window with the Contract selected.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
• Contract Number	• Batch Number
• Customer Number	• Billing Day
• Customer Name	• Contract Price
• Document Number	• Deferral profile Group
• Item number	• Doc Type
• Item Description	• Document Amount
• Quantity	• From Date
• U of M	• Last Billed Date
• Unit Price	• Line Item Sequence
• Markdown Amount	• Markdown Account
• Ext. Price	• Non-Inventory Item
• Currency id	• Originating Contract Number
• Comment ID	• Originating Customer ID
	• Originating Customer Name
	• Originating Extended Price
	• Originating Unit Cost
	• Originating Unit Price
	• Price Level
	• Sales Account
	• Sales Territory
	• Salesperson ID
	• Service From Date
	• Service To Date
	• Site ID
	• To Date
	• Unit Cost
	• Void

SB - Summary Invoices

The Subscription Billing - Summary Invoices Smartlist Object allows you to be able to do a quick review of all the Document History Header details for all the SOP documents generated for Subscription Billing Contracts.

Double clicking on any transaction line will open the Subscription Billing Contract Entry window with the Contract selected.

The Smartlist contains the following fields from Subscription Billing Contract Entry.

Default Columns	Additional Columns
• Contract Number	• Batch Number
• Customer Number	• Batch Source
• Customer Name	• Contract Relationship
• Document Number	• Created Time
• Document Amount	• Deferral Profile Group
• Currency ID	• Doc Date
• Void	• Doc Type
• Posted	• Originating Document Amount
	• Post user ID
	• User ID



Chapter 13: Using Subscription Billing Importer

The Subscription Billing Importer is an additional Add on module that can be purchased to use. It allows you to import on a mass scale new Contract Header and Line items from a import file; as well update existing Contract Header and Line items.

It is important to have your Sales (including customer records) and Inventory (including items and pricing) modules completely set up before using the Subscription Billing Importer, otherwise the importer process will fail validations. The amount of data in your data input text file can be minimal because Subscription Billing Importer uses default values for a number of fields in the contract header and line item files.

The importer can be used to import non-inventory items which do not need inventory cards to be set up.



We recommend testing out your imports in Fabrikam, Inc. before processing your import with live company data.

This chapter contains the following sections:

- [Selecting an Import method](#)
- [Setting up an Import Setup ID](#)
- [Constant Values](#)
- [Importing data using the single text file import method](#)
- [Importing data using the double text file import method](#)
- [Skip Fields](#)

Selecting an Import method

Deciding which Import method to use is the first step to using the Subscription Billing Importer:

- **METHOD 1** - Use this method to create contracts using a simple data input text file consisting of a list of customer numbers and the default line items scrolling window to import the line items. Any other fields for the header may be included in the data input text file or included as default values.
You can enter the line items that will be used for all contracts in the import. The default line item scrolling window works much like entering line items in the Sales Transaction Entry window.
- **METHOD 2** - Use this method to create contracts using two separate data input text files: One for the contract header and One for the contract lines. You will also need to perform two separate imports. The first import uses a data input text file containing contract header information including customer number and contract number. The second import uses a line item file matched to the header file by contract number*, allowing for any numbers of line items for each contract. You can set constant values for nearly all fields in both files.

*Note- You will not be able to use Auto Number Contracts option with this method.

Updating

You can also update the input data on the existing contracts using Update Contract Header and Update Contract Line Items options. You can change any contract header information except Customer Number and Currency ID and any contract line information except Item Number and Non-Inventory Item.

Setting up an Import Setup ID

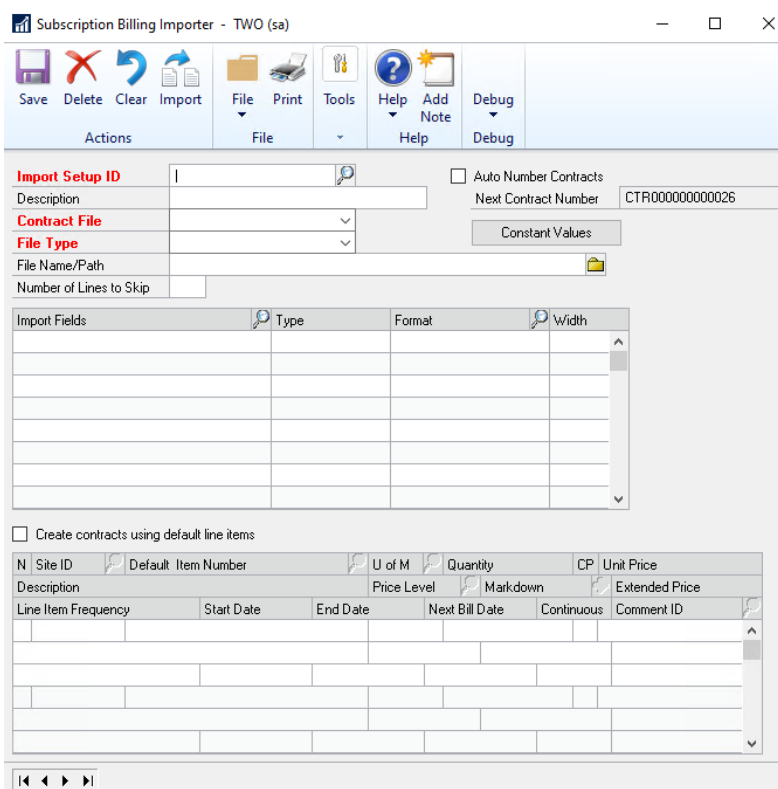
You must set up an Import ID for each data input text file to be read.

- If you are using Method 1, you will need to define one Import ID for the contract header information being imported.
- If you are using Method 2, you will need to define two Import IDs; one for the contract header information being imported and one be the contract lines that are matched to the contract header file.

Before you create an import ID, make a map of your data input text file, that is, a list of the fields in the file, the fields order, the size of each field in number of characters (if your file is Fixed Field Width), and the format of each field (dates, currency etc.).

To create an Import Setup ID:

1. Open the Subscription Billing Importer window.
(**Transactions >> Sales >> Subscription Billing Importer**)



Subscription Billing Importer - TWO (sa)

Save Delete Clear Import File Print Tools Help Add Note Debug

Actions File Help Help Debug

Import Setup ID []

Description []

Contract File []

File Type []

File Name/Path []

Number of Lines to Skip []

☐ Auto Number Contracts

Next Contract Number CTR0000000000026

Constant Values

Import Fields	Type	Format	Width

☐ Create contracts using default line items

N	Site ID	Default	Item Number	U of M	Quantity	CP	Unit Price
Description	Price Level	Markdown	Extended Price	Line Item Frequency	Start Date	End Date	Next Bill Date

Comment ID []

2. Enter the Import Setup ID. This ID will be used to store your import setup so that it can be reused - a descriptive name will be helpful.
3. Enter a description for the Import Setup ID.
4. Choose the Contract File:

- **Contract Header** - Import New Contract Headers.
- **Contract Line Items** - Import New Line Items to existing contracts.
- **Update Contract Header** - Update existing Contract Headers.
- **Update Contract Line Items** - Update existing Contract lines.



The Contract file chosen will determine the type of import being performed. Once the Contract File is chosen for a given Import ID, it cannot be changed.

5. Choose the file type format that matches your data input text file: Tab Delimited, Comma Delimited or Fixed Field Width.
6. Enter the Header File name and location - browse to the location of the data input text file to be read. This field is not required in order to save the Import ID and is often entered at the time of importing the data.
7. If your data file contains one or more header rows before the actual data rows, you enter in the number of rows to skip in the Number of Lines to Skip field.
8. To auto-number contracts as they are created, mark the Auto-Number Contracts check box.

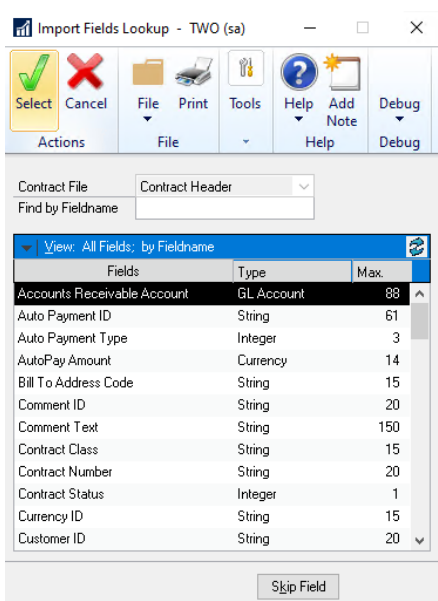


This field is only available for Contract File selection of Contract Header. Subscription Billing Setup must be completed first to initialize the contract numbering. If the contract number is defined in the scrolling window and the Auto Number Contracts is marked, the system generated contract number will override the contract number in the file.

9. Enter the Import field's data using the Import Fields lookup window (CTRL+L). For more details on the fields that can be imported see [Appendix B: Subscription Billing Importer Fields](#).



The import field name is case sensitive. So, if you type the name, it must match the case is displayed in lookup window.



Import Fields Lookup - TWO (sa)

Contract File: Contract Header

Find by Fieldname

View: All Fields: by Fieldname

Fields	Type	Max.
Accounts Receivable Account	GL Account	88
Auto Payment ID	String	61
Auto Payment Type	Integer	3
AutoPay Amount	Currency	14
Bill To Address Code	String	15
Comment ID	String	20
Comment Text	String	150
Contract Class	String	15
Contract Number	String	20
Contract Status	Integer	1
Currency ID	String	15
Customer ID	String	20

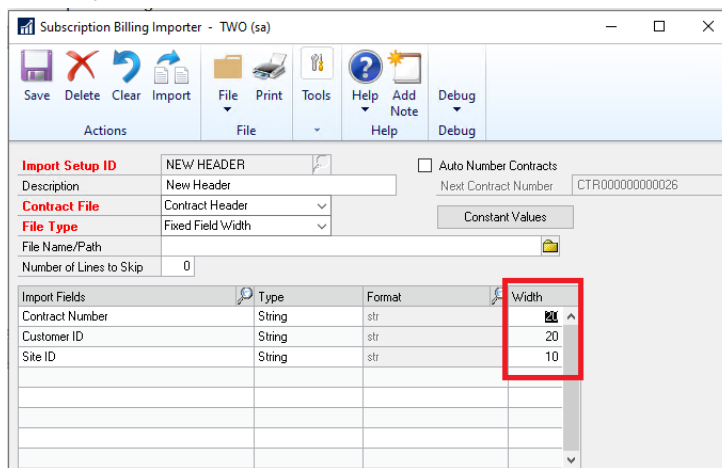
Skip Field



You must list the fields in the order in which they are found in your input data text file. If you want the Importer to ignore a field in the file, open the lookup window and choose the Skip Field button for that field. If you accidentally miss entering a field in the correct order of your data input text file, highlight the field name of the field that is just after the field you missed, choose Edit >> Insert Row. Then enter the field that was missed.

Depending on the field type, you may need to enter more information as follow:

- For any Fixed Field Width format fields, enter the number of characters.



Subscription Billing Importer - TWO (sa)

Import Setup ID: NEW HEADER

Description: New Header

Contract File: Contract Header

File Type: Fixed Field Width

File Name/Path:

Number of Lines to Skip: 0

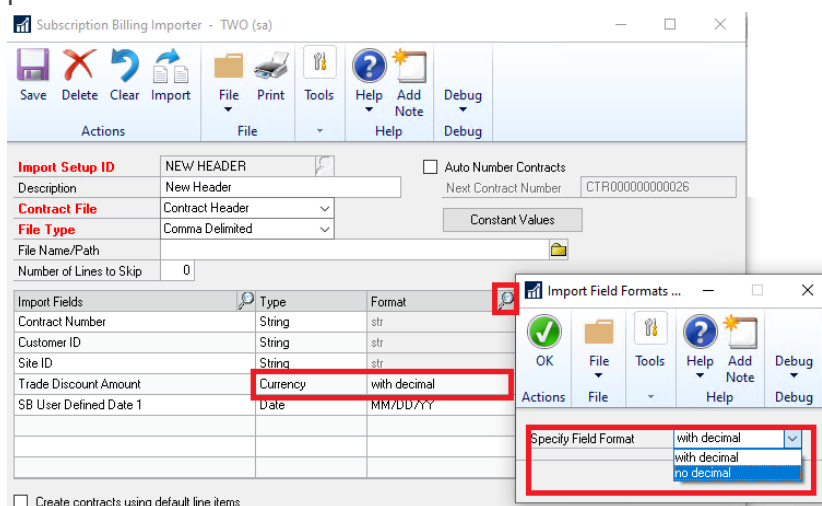
Auto Number Contracts: ☐

Next Contract Number: CTR0000000000026

Constant Values:

Import Fields	Type	Format	Width
Contract Number	String	str	20
Customer ID	String	str	10
Site ID	String	str	10

- For any Currency fields, indicate whether or not the data contains a decimal place.



Subscription Billing Importer - TWO (sa)

Import Setup ID: NEW HEADER

Description: New Header

Contract File: Contract Header

File Type: Comma Delimited

File Name/Path:

Number of Lines to Skip: 0

Auto Number Contracts: ☐

Next Contract Number: CTR0000000000026

Constant Values:

Import Fields	Type	Format
Contract Number	String	str
Customer ID	String	str
Site ID	String	str
Trade Discount Amount	Currency	with decimal
SB User Defined Date 1	Date	MM/DD/YY

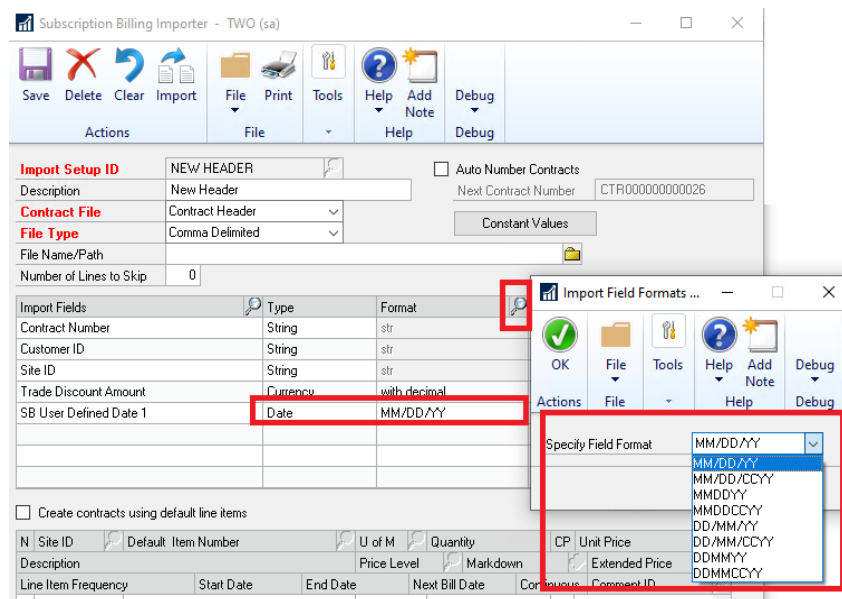
Import Field Formats ...

Specify Field Format: with decimal

with decimal

no decimal

- For any Date fields, select the date format that matches the format of the data in your data input text file.



10. To set a constant value for a specific Contract field that is not part of the data input text file, choose the button Constant Values to open the constant values window. In this window you select the field that you want to set a constant value for and enter the desired constant value.
11. To print a report that lists the fields for the contract file and other information about each field, choose the Print button.
12. Select Save.

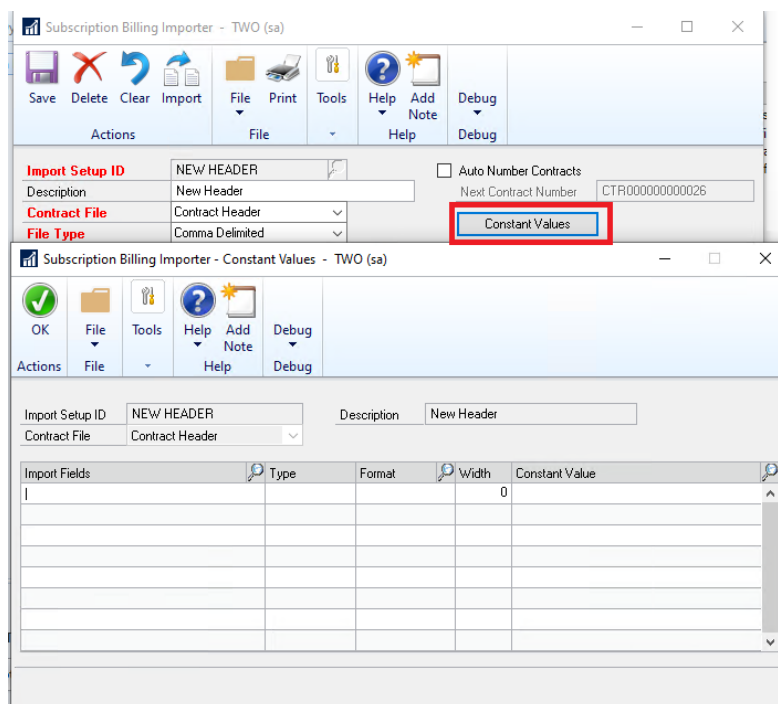
Constant Values

Before importing a file, you must check that the required fields have been entered. If the required field is not in your import file, it can be added as a constant value.

As the import file is being processed, any specified constant values will either set the value or override the value in the import file.

To set up constant values

1. Open the Contract Import window
(**Transactions >> Sales >> Subscription Billing Importer**)
2. Enter the Import Setup ID.
3. Choose the Contract File (Contract Header, Contract Line Items, Update Contract Header or Update Contract Line Items).
4. Click on the "Constant Values" button to open the Constant Values window.



5. Using the Import Fields lookup window (Ctrl+L), add the fields that you want to set a constant value for.



The constant value field is case sensitive. So if the value is an existing GP field, be sure to match the case as well as the spelling.

Only the fields that can be selected as constant values are available in the lookup window. See [Appendix B: Subscription Billing Importer Fields](#) for list of available fields.

6. Enter the desired constant value in the last field of the line or select the value from the Constant Value Lookup window.
7. Select OK.

Method 1: Importing data using the single text file import method

To import data using the single text file import method, you must set up a Contract Header Import ID for a text data file containing the contract header information.

The Contract File selection must be Contract Header. The Create Invoices Using Default Line Item check box must be checked. This will enable the default line items scrolling window. The line items entered here will be used for all of the contracts created.

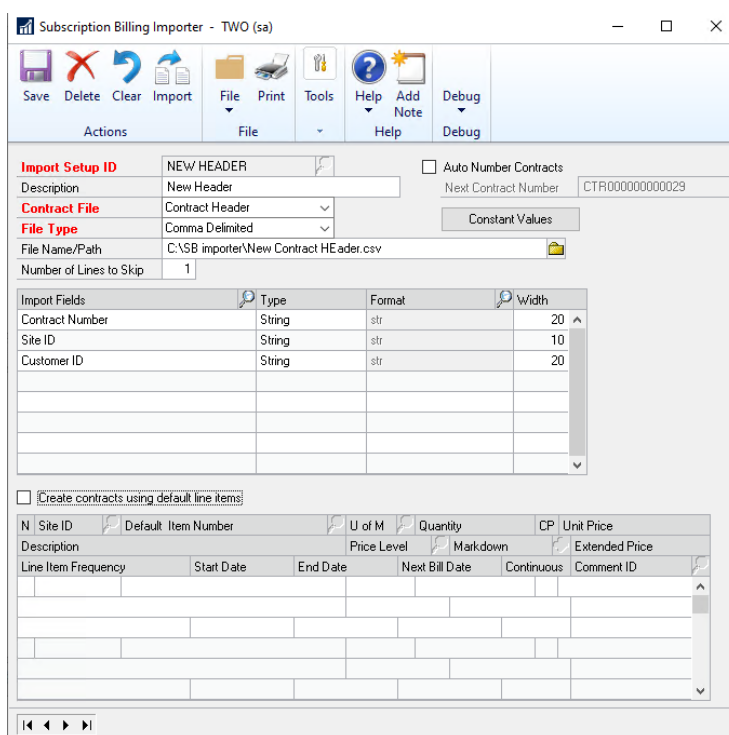
The Contract Header File Import ID must contain the following field names:

- Customer ID - an existing Microsoft Dynamics GP Customer ID
- Contract Number - in the text file or Auto Numbered Contracts
- Site ID - in the text file or as the constant value.

The Import ID may include any of the other fields to be imported into the Contract Header table either in the text file or as the constant values.

To import data using a single text file:

1. Open the Contract Import window.
(**Transactions >> Sales >> Subscription Billing Importer**)
2. Enter the Import ID for the Contract Header file.
3. Set the Description for the Import ID.
4. To auto-number the contracts, mark the Auto-Number Contracts check box.
5. Verify that the Contract file is Contract Header.
6. Select the File Type for the import file.
7. Enter or verify the header file name and the path.
8. If there are one of more header rows before the actual data rows on the import file, enter the number of lines to skip.
9. Enter the Import field's data using the Import Fields lookup window (CTRL+L).
For more details on the fields that can be imported see Contract Header file fields.
10. Mark the Create contracts using default line items check box. The scrolling window will now allow you to select line items that will be used for all of the contracts that will be created.



11. Enter the line Items to be associated with each contract in the line items scrolling window as follows:
 - If the item is a non-inventory item, mark the N check box.
 - If the item is an inventory item, select the Site ID.
 - Select the Item Number.
 - Select the U of M or accept the default.

12. Choose **Import**. The contract header text file will be imported.
13. Choose **Save** to save the Import Setup ID for future use.

Use this method to mass create contracts from two separate data input text files by performing two separate imports:

- New Header Import Setup ID - to import New Contract Header details.

- Line items will appear on the contract in the order they appear on the import file.**



New Header Import Setup ID

- [illegible]

- 

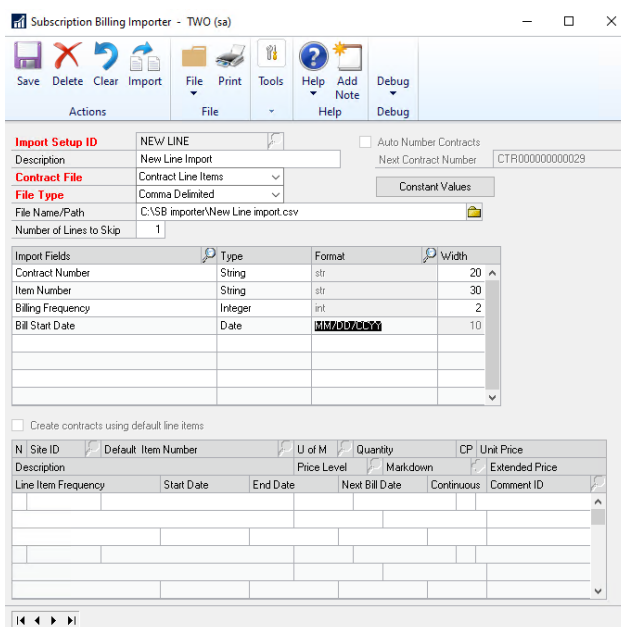
For ease of setup it would be recommended to import Contract Number as you will need to know the Contract Number for the Second import file.

7. Enter the file and path for the Header text file.
8. Enter the Import field's data using the Import Fields lookup window (CTRL+L). For more details on the fields that can be imported see Contract Header file fields. The following fields must be contained in the import file:
 - **Contract Number** - Not required if Auto Number is used.

- **Site ID** - Either include the Site ID in the file which will appear in the top scrolling window OR enter a constant value in the Constant Values window.
 - **Customer ID** - must be an existing customer in the Microsoft Dynamics GP
9. Choose Import. The contract header file will be imported.
 10. Select Save to save Import id for future use.

New Line Import Setup ID

1. Open the Contract Import window.
(**Transactions >> Sales >> Subscription Billing Importer**)



2. Enter the Import Setup ID for the Contract Line Items file.
3. Enter in the Description for the Import Setup ID.
4. Select the File Type for the Import File.
5. Enter the file and path for the Line Items defaults text file.
6. If the Import file has Header columns you will need to skip these rows by entering in the Number of Rows to skip.
7. Enter the Import field's data using the Import Fields lookup window (CTRL+L). For more details on the fields that can be imported see Contract Line Items fields. The following fields must be contained in the import file:
 - Contract Number
 - Item Number

Billing Frequency and Bill Start Date will be required if the Contract Header does not have a default value.

The item number must be an existing Microsoft Dynamics GP inventory item or must be marked as a non-inventory item.

8. Select Import. The Contract line items file will be imported.
9. Select Save to save the Import Setup ID for future use.

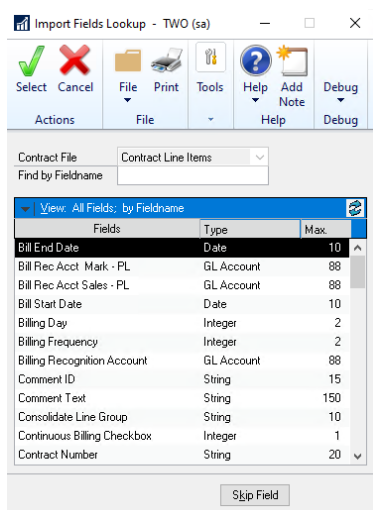


Skip Fields

When mapping fields on the Import Setup ID you can skip fields on the import file. This way if additional information is included in the import file that you do not require to import you can use the skip field option to skip a particular field on the import file.

Using Skip Fields

1. Open the Contract Import window.
(Transactions >> Sales >> Subscription Billing Importer)
2. Select the Import ID you wish to update for a skipped field.
3. Select the field in the scrolling window you wish to set as a skipped field.
4. Open the Import Fields lookup window (CTRL+L).



5. Press Skip Field Button at the bottom of window.
6. This will add an Import Field labeled "Skip Field X"
Recommend renumbering the numeric value to correspond with the field on the import file.



- ## Subscription Billing - Chapter 13: Using Subscription Billing Importer



Chapter 14: Mass Billing

Mass Billing is an Add on module that allows you to generate multiple invoices from a single template. These invoices are not associated with Subscription Billing Contracts.

This chapter explains how to generate multiple invoices from a single template in either Sales Order Processing or Invoicing and how to generate multiple returns in Invoicing. The generated documents will be ready to be allocated, fulfilled, and posted. The documents can be edited in the same way you edit a manually created invoice.

This chapter contains the following sections:

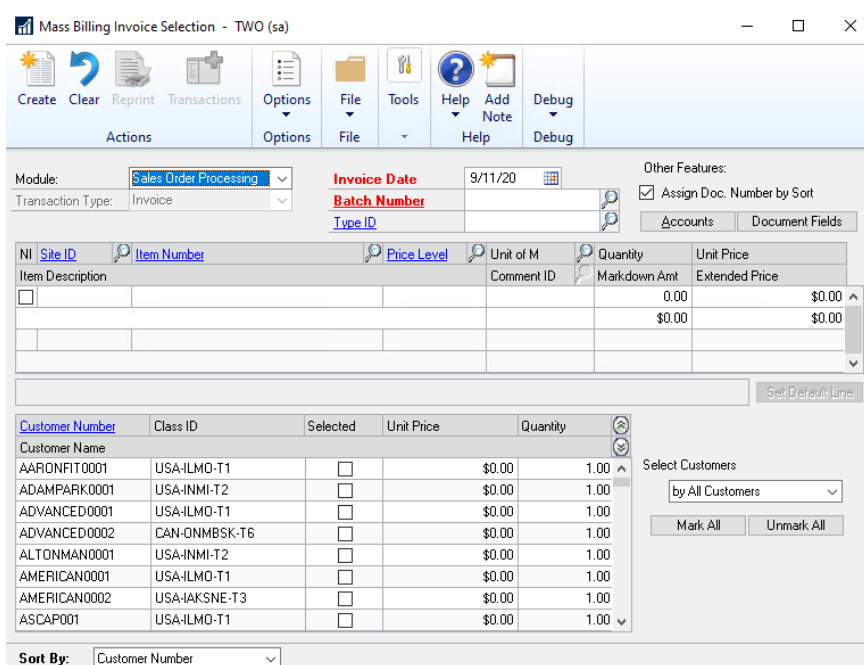
- [Creating mass invoices or returns](#)
- [Overriding the default accounts](#)
- [Overriding customer default data](#)
- [Selecting customers for a mass billing](#)

Creating mass invoices or returns:

You will use the Mass Billing Invoice Selection window to select customers, items, prices, and quantity to be billed. Mass Billing will generate an invoice or return for the items chosen for every customer that you select.

To create mass invoices or returns.

1. Open the Mass Billing Invoice Selection window.
(**Transactions >> Sales >> Mass Billing Invoice Selection**)



2. The module type will open as Sales Order Processing. You can also choose Invoicing if it is registered. If Invoicing is not registered, the option will be greyed out.
3. If you have selected the Invoicing module, choose a transaction type of either Invoicing or Returns. Returns can only be created from the Invoicing module.

4. Enter an invoice date or accept the default entry. The invoice date will be used as the date on the invoice.
5. Enter or select a batch ID.
6. If you are entering a Sales Order Processing document, enter or select the type ID.
7. Mark the Assign Doc. Number by Sort check box, to sort the invoices that will be created in the same sequential order as the Sort By option of Customer ID or Customer Class. If this check box is unmarked, invoiced numbers will be automatically generated by the system based on Customer Number.
8. To select accounts other than the default Receivable and Sales accounts for distributions for one-time billing, choose the Accounts button. For more information, see [Overriding the default accounts](#).
9. To over-ride customer default information for all invoices created, choose the Document Fields button. For more information, see [Overriding customer default data](#).
10. If the item you are billing is a non-inventory item, mark the NI (non-inventory) check box.
11. Enter or select a site ID.
12. Enter or select an item number. If the item selected is an inventory item, the quantity and unit price will be entered automatically.

NI	Site ID	Item Number	Price Level	Unit of M	Quantity	Unit Price
Item Description				Comment ID	Markdown Amt	Extended Price
<input type="checkbox"/>	WAREHOUSE	256 SDRAM	RETAIL	Each	1	229.95
		256 meg SDRAM			0.00	229.95
<input type="checkbox"/>	WAREHOUSE	128 SDRAM	RETAIL	Each	1	135.20
		128 meg SDRAM			0.00	135.20
DEFAULT LINE - ITEM: 256 SDRAM - QUANTITY: 1.00000 - UNIT PRICE: \$229.950						Set Default Line

The first line item that you enter will become the default line item. The default line is special because the Unit Price and Quantity can be changed per customer.

NI	Site ID	Item Number	Price Level	Unit of M	Quantity	Unit Price
Item Description				Comment ID	Markdown Amt	Extended Price
<input type="checkbox"/>	WAREHOUSE	256 SDRAM	RETAIL	Each	1	229.95
		256 meg SDRAM			0.00	229.95
<input type="checkbox"/>	WAREHOUSE	128 SDRAM	RETAIL	Each	1	135.20
		128 meg SDRAM			0.00	135.20
DEFAULT LINE - ITEM: 128 SDRAM - QUANTITY: 1.00000 - UNIT PRICE: \$135.200						Set Default Line

13. The default line item can be edited on the item line and your changes will roll down to all the customers in the Mass Billing scrolling window. Only the item price and quantity can be adjusted.

To adjust the line item price and quantity for individual customers edit the entries in the second scrolling window at the bottom of the Mass Billing Invoice Selection window. Only one line item can have varying quantities/unit prices per batch.

DEFAULT LINE - ITEM: 128 SDRAM - QUANTITY: 1.00000 - UNIT PRICE: \$135.200 Set Default Line

Customer Number	Class ID	Selected	Unit Price	Quantity
Customer Name				
AARONFIT0001	USA-ILMO-T1	<input type="checkbox"/>	\$135.20	1.00
ADAMPARK0001	USA-INMI-T2	<input checked="" type="checkbox"/>	\$250.00	3.00
ADVANCED0001	USA-ILMO-T1	<input type="checkbox"/>	\$135.20	1.00
ADVANCED0002	CAN-ONMBSK-T6	<input type="checkbox"/>	\$135.20	1.00
ALTONMAN0001	USA-INMI-T2	<input type="checkbox"/>	\$135.20	1.00
AMERICAN0001	USA-ILMO-T1	<input type="checkbox"/>	\$135.20	1.00
AMERICAN0002	USA-IKSNE-T3	<input type="checkbox"/>	\$135.20	1.00
ASCAP001	USA-ILMO-T1	<input type="checkbox"/>	\$135.20	1.00

Sort By: Customer Number


Select Customers
by All Customers ▼
Mark All Unmark All



If you make changes to a default line item after editing invoices for individual customers, your individual changes will be lost.

- To change the default line item, highlight the desired line and choose the Set Default Line button. You can then change quantity and unit price for that item for all customers in the mass billing. When changing the default line item, you will receive a confirmation to proceed.

Microsoft Dynamics GP

 Set the over-ride line item and its price to the selected line item?

Set Cancel

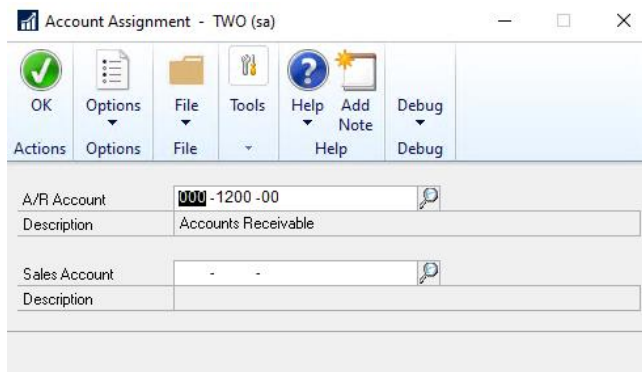
- If applicable, enter a markdown amount.
- Repeat steps 10 through 13 until all line items are entered.
- Select the customers for which you want to create the mass billing. See [Selecting customers for a mass billing](#) for detailed instructions.
- Select Create to create invoices for the selected customers.

Overriding the default accounts

Mass Billing uses the default Receivable from the Posting Accounts Setup and Sales accounts from the Inventory Item Setup for distributions. However, if you wish to use different accounts for the one-time billing, you may do so.

To override the default accounts for a mass billing:

- Open the Mass Billing Invoice Selection window.
(**Transactions >> Sales >> Mass Billing Invoice Selection**)
- Enter all the header information as described in [Creating mass invoices or returns](#).
- Choose the Accounts button. The Account Assignment window will open.



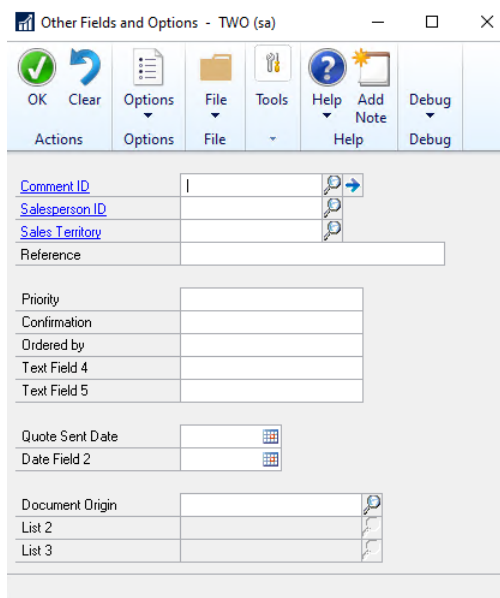
4. Enter the Accounts Receivable account to be used when this batch of invoices is posted. The Accounts Receivable account will default from the Posting Accounts Setup, but you can override it.
5. Enter the Sales account to be used when this batch of invoices is posted. The Sales Account will default from the Inventory Item setup, but you can override it.
6. Select OK.

Overriding customer default data

Mass Billing uses the Customer Maintenance information as default when creating invoices. Opening the Other Fields and Options window will allow you to override any of those defaults for all the invoices you are creating.

To Override customer default data

1. Open the Mass Billing Invoice Selection window.
(**Transactions >> Sales >> Mass Billing Invoice Selection**)
2. Enter all the header information as described in [Creating mass invoices or returns](#).
3. Choose the Document Fields button. The Other Fields and Options window will open.



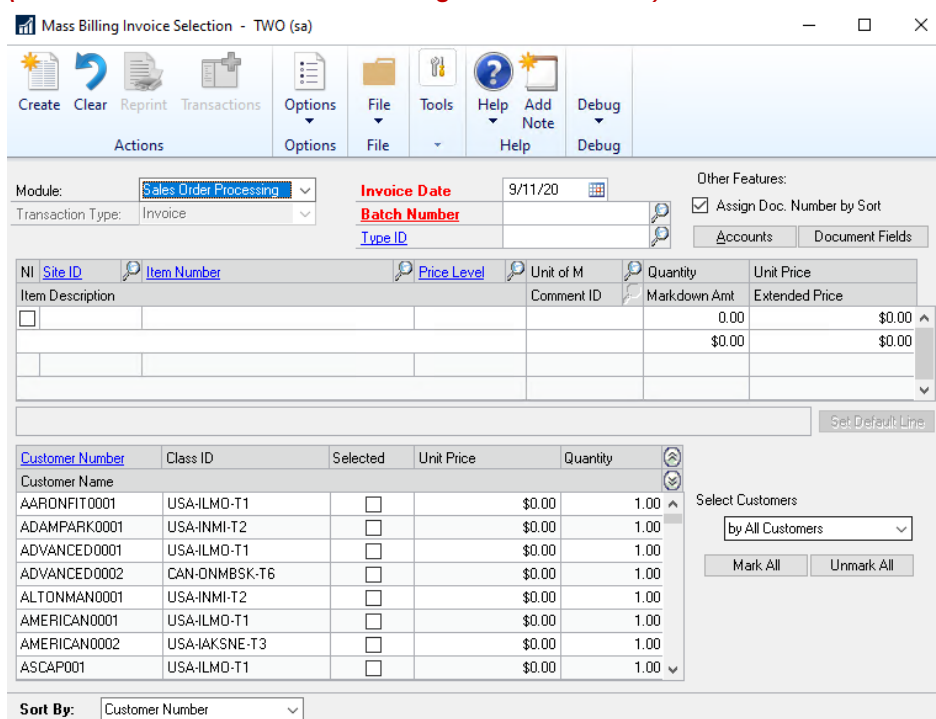
4. Enter any fields you wish to override for ALL invoices that will be created.
5. Select OK.

Selecting customers for a mass billing

Customers may be selected in several ways. You may select them one at a time by manually marking the check box for each individual customer in the Select Customer scrolling window. You also may select customers by groups: all customers, customer class and by the two-customer user defined fields found on the customer cards.

To select customers for a mass billing:

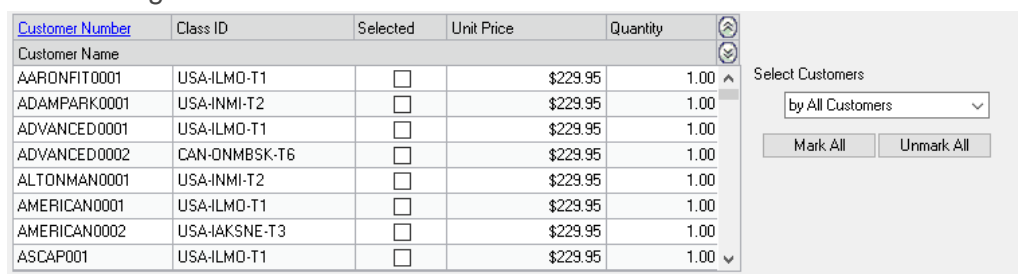
1. Open the Mass Billing Invoice Selection window.
(**Transactions >> Sales >> Mass Billing Invoice Selection**)



Customer Number	Class ID	Selected	Unit Price	Quantity
AARONFIT0001	USA-ILMD-T1	<input type="checkbox"/>	\$0.00	1.00
ADAMPARK0001	USA-INMI-T2	<input type="checkbox"/>	\$0.00	1.00
ADVANCED0001	USA-ILMD-T1	<input type="checkbox"/>	\$0.00	1.00
ADVANCED0002	CAN-ONMBSK-T6	<input type="checkbox"/>	\$0.00	1.00
ALTONMAN0001	USA-INMI-T2	<input type="checkbox"/>	\$0.00	1.00
AMERICAN0001	USA-ILMD-T1	<input type="checkbox"/>	\$0.00	1.00
AMERICAN0002	USA-IKSNE-T3	<input type="checkbox"/>	\$0.00	1.00
ASCAP001	USA-ILMD-T1	<input type="checkbox"/>	\$0.00	1.00

2. Enter all the invoice information as described in [Creating mass invoices or returns](#).
3. Select the category of customers that you want to be able to select customers from.

If you select by All Customers - all customers in the system will be displayed in the scrolling window.



Customer Number	Class ID	Selected	Unit Price	Quantity
AARONFIT0001	USA-ILMD-T1	<input type="checkbox"/>	\$229.95	1.00
ADAMPARK0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
ADVANCED0001	USA-ILMD-T1	<input type="checkbox"/>	\$229.95	1.00
ADVANCED0002	CAN-ONMBSK-T6	<input type="checkbox"/>	\$229.95	1.00
ALTONMAN0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
AMERICAN0001	USA-ILMD-T1	<input type="checkbox"/>	\$229.95	1.00
AMERICAN0002	USA-IKSNE-T3	<input type="checkbox"/>	\$229.95	1.00
ASCAP001	USA-ILMD-T1	<input type="checkbox"/>	\$229.95	1.00

- If you chose to display by Customer Class, select or enter the Class ID you want to view, only the customers with that Class ID will be displayed in the scrolling window.

Customer Number	Class ID	Selected	Unit Price	Quantity
Customer Name				
ADAMPARK0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
ALTONMAN0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
ASTORSUI0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
BAKERSEM0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
GETAWAY10001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
HOMEFURN0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
MANCHEST0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
MENDOTAU0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00

Select Customers
by Customer Class
Mark Class Unmark Class
Class ID USA-INMI-T2

- If you chose to display by User-Defined field, enter the User-Defined value you want to view.

Customer Number	Class ID	Selected	Unit Price	Quantity
Customer Name				
AARONFIT0001	USA-ILMO-T1	<input type="checkbox"/>	\$229.95	1.00
ADAMPARK0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
ADVANCED0001	USA-ILMO-T1	<input type="checkbox"/>	\$229.95	1.00
ALTONMAN0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00
AMERICAN0001	USA-ILMO-T1	<input type="checkbox"/>	\$229.95	1.00
AMERICAN0002	USA-IKSNE-T3	<input type="checkbox"/>	\$229.95	1.00
ASSOCIAT0001	USA-IKSNE-T3	<input type="checkbox"/>	\$229.95	1.00
ASTORSUI0001	USA-INMI-T2	<input type="checkbox"/>	\$229.95	1.00

Select Customers
by User Defined
Mark User Def Unmark User Def
User Def 1 Retail
User Def 2 I

Only the user defined group that has been defined in the User Defined field will be displayed in the scrolling window.



To change the sort order in the scrolling window, select one of the sort options in the Sort By drop-down list in the footer of the window.

- Mark the check boxes manually or to select all displayed customers, choose Mark All.
Choose Unmark All to unmark all the customers and start the selection process from scratch.
- Select create after all your selections have been made.

Appendix A: Data Tables & Default Security Tasks

The following chapter will review the [Data Tables](#) and [Default Security Tasks & Role](#) for Subscription Billing

Data Tables

The following charts list all related data tables and Views created in Subscription Billing and their descriptions.

Tables

Sales Series

Physical Name	Technical Name / Display Name	Description
ME50402	ME_Batch_Invoice_SETP	SB Setup
ME50403	ME_Batch_Invoice_MSTR_DTL	Contract Entry Line
ME504031	ME_Rollback_Archive_DTL	Archived Contract Entry Document Rolled Back Contract Line
ME50403ARCH	ME_Batch_Invoice_MSTR_DTL_ARCH	Archive Contract Entry Line
ME50403TEMP	ME_Batch_Invoice_MSTR_DTL_Temp	Contract Entry Line Work Table
ME50405	ME_Batch_Invoice_MSTR_HDR	Contract Entry Header
ME504051	ME_Rollback_Archive_HDR	Archived Contract Entry Document Rolled Back Contract Header
ME50405ARCH	ME_Batch_Invoice_MSTR_HDR_ARCH	Archive Contract Entry Header
ME50405TEMP	ME_Batch_Invoice_MSTR_HDR_Temp	Contract Entry Header Work Table
ME50406	ME_Line_Item_TEMP_Spool	SB Create SOP Document Work Table
ME50408	ME_Batch_Invoice_Contract_CLASS	Contract Class Definitions (most fields are reserved for future use)
ME50411	ME_BIC_Invoices_LOG	SB Document History Log
ME50411ARCH	ME_BIC_Invoices_LOG_ARCH	SB Document History Archive Log
ME50412	ME_Exceptions_Report_Table	SB Created SOP Document Exceptions
ME50413	ME_BIC_Invoices_LOG_DTL	SB Document History Line Log
ME50413C	ME_BIC_Invoices_Log_ConDTL	SB Document History Consolidated Line Log
ME50413ARCH	ME_BIC_Invoices_LOG_DTL_ARCH	Archive Document History Line Log
ME50413CARCH	ME_BIC_Invoices_LOG_ARCHConDTL	Archive Document History Consolidated Line Log
ME50415	ME_Create_Recurring_Invoices_Selection	SB SOP Documents Template
ME50417	ME_LINE_CMT_WORK_HIST	Contract Entry Line Comment
ME50423	SB_LineItemDefaults	SB Line Item Defaults
ME50430	ME_Import_Fields	SB Contract Importer Fields
ME50431	ME_Import_SETP	SB Importer Setup

ME50432	ME_Import_SETP_DTL	Importer Setup Details
ME50434	ME_Recurring_Batch_Activity	Matching Invoicing Batch Activity
ME50435	ME_Contract_Line_Item_Note	Contract Line Details Notes
ME50436	ME_Import_Line_Items	Importer Default Line Items
ME50437	ME_BilledContract_Object_HDR	Contract Entry Rolled Back Contract Header
ME50438	ME_BilledContract_Object_DTL	Contract Entry Rolled Back Contract Line
ME50439	ME_Import_SETP_Constants	Importer Setup Constants
ME50440	ME_Deferral_Profile_Group	Deferral Profile Group
ME50445	ME_Deferral_Profile_Group_LINE	Deferral Profile Group Lines
ME50446	EBS_CRM_Order_Lines	SB Integrator Line
ME50447	EBS_CRM_SB_Contract_Lines	SB Integrator Line Details
ME50448	EBS_Contract_Copy_Template	Copy Contract Template.
ME50452	SB_Report_Templates	SB Report Template
ME50453	ME_Create_Recurring_Invoices_User_Template	Create SOP Documents User Template
ME50454	SB User Preference	SB User Preferences

Views

Sales Series

Physical Name	Technical Name / Display Name	Description
ME50406AV	ME_Header_Spool_VIEW	SB Create SOP Document Work Table Work Header View
ME50406BV	ME_Line_Spool_VIEW	SB Create SOP Document Work Table Work Line View
ME50411V	ME_BIC_Invoices_LOG_VIEW	SB Document History Log View
ME50413V	ME_BIC_Invoices_LOG_DTL_VIEW	SB Document History Line Log View
ME50450V	EBS_Batch_Invoice_MSTR_HDR_DTL	SB Contract Detail View

Default Security Tasks & Role

When using [Table Conversion and Utilities](#) to create Security Tasks for Subscription Billing the following Tasks will be generated:

- [ENCORE SB ARCHIVE](#)
- [ENCORE SB CONTRACT ENTRY](#)
- [ENCORE SB CREATE DOCUMENT](#)
- [ENCORE SB IMPORTER](#)
- [ENCORE SB INQUIRY](#)
- [ENCORE SB INTEGRATOR](#)
- [ENCORE SB MASS BILLING](#)
- [ENCORE SB MASS UPDATE](#)

- [ENCORE SB PURGE](#)
- [ENCORE SB REBUILD](#)
- [ENCORE SB REPORTS](#)
- [ENCORE SB SETUP](#)
- [ENCORE SB SMARTLIST OBJ](#)
- [ENCORE SB TABLE CONV](#)

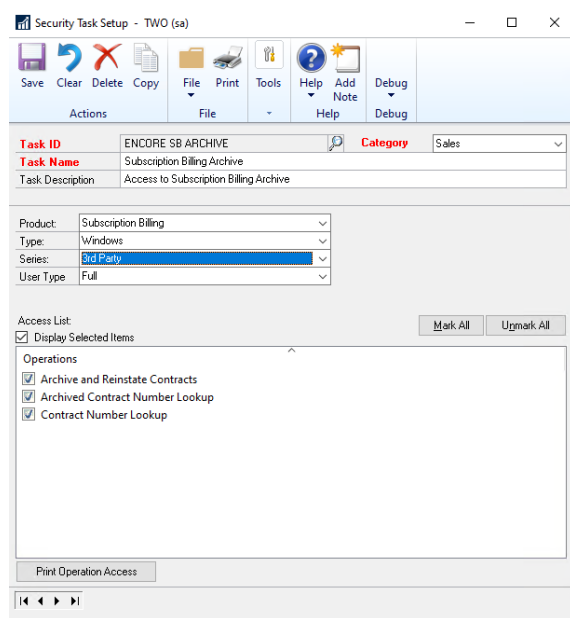
The process will also generate a default security role that contains all the security tasks called ENCORE SB POWER USER.

Default Security Task Details

Below are the Details for each default Security Task.

ENCORE SB ARCHIVE

This security task provides access to the following windows and reports.



The screenshot shows the 'Security Task Setup - TWO (sa)' window. The 'Task ID' is 'ENCORE SB ARCHIVE' and the 'Category' is 'Sales'. The 'Task Name' is 'Subscription Billing Archive' and the 'Task Description' is 'Access to Subscription Billing Archive'. The 'Product' is 'Subscription Billing', 'Type' is 'Windows', 'Series' is '3rd Party', and 'User Type' is 'Full'. The 'Access List' section shows a list of operations: 'Archive and Reinststate Contracts', 'Archived Contract Number Lookup', and 'Contract Number Lookup', all of which are checked. There are buttons for 'Mark All' and 'Unmark All'. At the bottom, there is a 'Print Operation Access' button and a navigation bar.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB ARCHIVE Category: Sales

Task Name: Subscription Billing Archive

Task Description: Access to Subscription Billing Archive

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations

- ☒ ArchiveFailure
- ☒ ArchiveSuccess

Print Operation Access

ENCORE SB CONTRACT ENTRY

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB CONTRACT ENTRY Category: Sales

Task Name: Subscription Billing Contract Entry

Task Description: Access to Contract Entry window and subsequent reports

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations

- ☒ About Subscription Billing
- ☒ Contract Class Maintenance
- ☒ Contract Classes
- ☒ Contract Comment Entry
- ☒ Contract Copy Template Lookup
- ☒ Contract Markdown Entry
- ☒ Contract Number Lookup
- ☒ Copy a Contract
- ☒ Create/Append SB Contract from SOP
- ☒ Deferral Profile Group Lookup
- ☒ Deferral Profile Group Maintenance
- ☒ Item Search
- ☒ Line Item Detail
- ☒ Line Item Note
- ☒ Line Items Defaults Lookup
- ☒ Parent Contract Relationship
- ☒ SB User Preferences
- ☒ Subscription Billing Contract Entry
- ☒ Subscription Billing Contract Entry - New
- ☒ Subscription Billing Contract Entry - Original .net
- ☒ Subscription Billing Contract Entry - Web Client
- ☒ Subscription Billing Contract Entry/Inquiry - New
- ☒ Subscription Billing Document History
- ☒ Subscription Billing Line Item Defaults

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB CONTRACT ENTRY Category: Sales

Task Name: Subscription Billing Contract Entry

Task Description: Access to Contract Entry window and subsequent reports

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: ☒ Display Selected Items Mark All Unmark All

Operations

- ☒ Comprehensive Contract Item Report
- ☒ Contract Item Report
- ☒ ME Batch Invoices Report
- ☒ ME Batch Invoices Report By Customer
- ☒ ME Batch Invoices Report By Item
- ☒ ME Exceptions Report
- ☒ ME_Rollback_Archive_Report
- ☒ Recurring Contract Agreement
- ☒ SB Forecast Report
- ☒ SB Forecast Report - By Contract
- ☒ SB Forecast Summary Report
- ☒ SB Forecast Summary Report - By Contract
- ☒ SB Invoice Revenue Detail Report
- ☒ SB Invoice Revenue Summary Report
- ☒ Subscription Billing Contract Agreement

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB CONTRACT ENTRY Category: Sales

Task Name: Subscription Billing Contract Entry

Task Description: Access to Contract Entry window and subsequent reports

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items Mark All Unmark All

Operations

- ☒ ME Contract Due for Billing
- ☒ ME Contracts Selected For Invoicing Detail
- ☒ ME Contracts Selected For Invoicing Detail NEW
- ☒ ME Expiring Contracts
- ☒ ME Import Setup
- ☒ ME Import Status
- ☒ ME Invoices Created Report
- ☒ ME Invoices Created Report NEW
- ☒ ME_Contracts_Selected_For_Invoicing
- ☒ ME_Contracts_Selected_For_Invoicing NEW
- ☒ ME_Error_Log
- ☒ ME_Field_List
- ☒ ME_One_Time_Invoices_Created

Print Operation Access

ENCORE SB CREATE DOCUMENT

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB CREATE DOCUMENT Category: Sales

Task Name: Subscription Billing Create documents

Task Description: Access to Create Subscription Billing Documents and Recognize Delayed Deferred Revenue

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: Mark All Upmark All

☒ Display Selected Items

Operations

- ☒ About Subscription Billing
- ☒ Contract Number Lookup
- ☒ Create SOP Document Template Lookup
- ☒ Create Subscription Billing Documents Selection Template
- ☒ Create/Append SB Contract from SOP
- ☒ Recognize Delayed Deferred Revenue
- ☒ Subscription Billing Create SOP Documents

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB CREATE DOCUMENT Category: Sales

Task Name: Subscription Billing Create documents

Task Description: Access to Create Subscription Billing Documents and Recognize Delayed Deferred Revenue

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: Mark All Upmark All

☒ Display Selected Items

Operations

- ☒ Comprehensive Contract Item Report
- ☒ Contract Item Report
- ☒ ME Batch Invoices Report
- ☒ ME Batch Invoices Report By Customer
- ☒ ME Batch Invoices Report By Item
- ☒ ME Exceptions Report
- ☒ ME_Rollback_Archive_Report
- ☒ Recurring Contract Agreement
- ☒ SB Forecast Report
- ☒ SB Forecast Report - By Contract
- ☒ SB Forecast Summary Report
- ☒ SB Forecast Summary Report - By Contract
- ☒ SB Invoice Revenue Detail Report
- ☒ SB Invoice Revenue Summary Report
- ☒ Subscription Billing Contract Agreement

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB CREATE DOCUMENT Category: Sales

Task Name: Subscription Billing Create documents

Task Description: Access to Create Subscription Billing Documents and Recognize Delayed Deferred Revenue

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ ME Contract Due for Billing
- ☒ ME Contracts Selected For Invoicing Detail
- ☒ ME Contracts Selected For Invoicing Detail NEW
- ☒ ME Expiring Contracts
- ☒ ME Import Setup
- ☒ ME Import Status
- ☒ ME Invoices Created Report
- ☒ ME Invoices Created Report NEW
- ☒ ME_Contracts_Selected_For_Invoicing
- ☒ ME_Contracts_Selected_For_Invoicing NEW
- ☒ ME_Error_Log
- ☒ ME_Field_List
- ☒ ME_One_Time_Invoices_Created

ENCORE SB IMPORTER

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB IMPORTER Category: Sales

Task Name: Subscription Billing Importer

Task Description: Access to Subscription Billing Importer

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ About Subscription Billing
- ☒ Contract Importer Markdown Entry
- ☒ Import Fields Lookup
- ☒ Import Setup ID Lookup
- ☒ Subscription Billing Importer

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB IMPORTER Category: Sales

Task Name: Subscription Billing Importer

Task Description: Access to Subscription Billing Importer

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ ME Contract Due for Billing
- ☒ ME Contracts Selected For Invoicing Detail
- ☒ ME Contracts Selected For Invoicing Detail NEW
- ☒ ME Expiring Contracts
- ☒ ME Import Setup
- ☒ ME Import Status
- ☒ ME Invoices Created Report
- ☒ ME Invoices Created Report NEW
- ☒ ME_Contracts_Selected_For_Invoicing
- ☒ ME_Contracts_Selected_For_Invoicing NEW
- ☒ ME_Error_Log
- ☒ ME_Field_List
- ☒ ME_One_Time_Invoices_Created

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB IMPORTER Category: Sales

Task Name: Subscription Billing Importer

Task Description: Access to Subscription Billing Importer

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ Comprehensive Contract Item Report
- ☒ Contract Item Report
- ☒ ME Batch Invoices Report
- ☒ ME Batch Invoices Report By Customer
- ☒ ME Batch Invoices Report By Item
- ☒ ME Exceptions Report
- ☒ ME_Rollback_Archive_Report
- ☒ Recurring Contract Agreement
- ☒ SB Forecast Report
- ☒ SB Forecast Report - By Contract
- ☒ SB Forecast Summary Report
- ☒ SB Forecast Summary Report - By Contract
- ☒ SB Invoice Revenue Detail Report
- ☒ SB Invoice Revenue Summary Report
- ☒ Subscription Billing Contract Agreement

ENCORE SB INQUIRY

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB INQUIRY Category: Sales

Task Name: Subscription Billing Inquiry

Task Description: Access to Subscription Billing Inquiry

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ About Subscription Billing
- ☒ Contract Comment Entry
- ☒ Contract Number Lookup
- ☒ SB User Preferences
- ☒ Subscription Billing Contract Entry/Inquiry - New
- ☒ Subscription Billing Contract Inquiry
- ☒ Subscription Billing Contract Inquiry - New
- ☒ Subscription Billing Document History

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB INQUIRY Category: Sales

Task Name: Subscription Billing Inquiry

Task Description: Access to Subscription Billing Inquiry

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ Comprehensive Contract Item Report
- ☒ Contract Item Report
- ☒ ME Batch Invoices Report
- ☒ ME Batch Invoices Report By Customer
- ☒ ME Batch Invoices Report By Item
- ☒ ME Exceptions Report
- ☒ ME_Rollback_Archive_Report
- ☒ Recurring Contract Agreement
- ☒ SB Forecast Report
- ☒ SB Forecast Report - By Contract
- ☒ SB Forecast Summary Report
- ☒ SB Forecast Summary Report - By Contract
- ☒ SB Invoice Revenue Detail Report
- ☒ SB Invoice Revenue Summary Report
- ☒ Subscription Billing Contract Agreement

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB INQUIRY Category: Sales

Task Name: Subscription Billing Inquiry

Task Description: Access to Subscription Billing Inquiry

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ ME Contract Due for Billing
- ☒ ME Contracts Selected For Invoicing Detail
- ☒ ME Contracts Selected For Invoicing Detail NEW
- ☒ ME Expiring Contracts
- ☒ ME Import Setup
- ☒ ME Import Status
- ☒ ME Invoices Created Report
- ☒ ME Invoices Created Report NEW
- ☒ ME_Contracts_Selected_For_Invoicing
- ☒ ME_Contracts_Selected_For_Invoicing NEW
- ☒ ME_Error_Log
- ☒ ME_Field_List
- ☒ ME_One_Time_Invoices_Created

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ENCORE SB INTEGRATOR

This security task provides access to the following windows and reports.

Note this window is enabled if registration keys for SB Integrator are set.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB INTEGRATOR Category: Sales

Task Name: Subscription Billing Integrator

Task Description: Access to Subscription Billing Integrator

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ About Subscription Billing
- ☒ Contract Number Lookup
- ☒ Subscription Billing Integrator

Navigation: < > << >>

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB INTEGRATOR Category: Sales

Task Name: Subscription Billing Integrator

Task Description: Access to Subscription Billing Integrator

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: ☒ Display Selected Items Mark All Unmark All

Operations

- ☒ Comprehensive Contract Item Report
- ☒ Contract Item Report
- ☒ EBS SB Integration Report
- ☒ ME Batch Invoices Report
- ☒ ME Batch Invoices Report By Customer
- ☒ ME Batch Invoices Report By Item
- ☒ ME Exceptions Report
- ☒ ME_Rollback_Archive_Report
- ☒ Recurring Contract Agreement
- ☒ SB Forecast Report
- ☒ SB Forecast Report - By Contract
- ☒ SB Forecast Summary Report
- ☒ SB Forecast Summary Report - By Contract
- ☒ SB Invoice Revenue Detail Report
- ☒ SB Invoice Revenue Summary Report
- ☒ Subscription Billing Contract Agreement

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB INTEGRATOR Category: Sales

Task Name: Subscription Billing Integrator

Task Description: Access to Subscription Billing Integrator

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items Mark All Unmark All

Operations

- ☒ ME Contract Due for Billing
- ☒ ME Contracts Selected For Invoicing Detail
- ☒ ME Contracts Selected For Invoicing Detail NEW
- ☒ ME Expiring Contracts
- ☒ ME Import Setup
- ☒ ME Import Status
- ☒ ME Invoices Created Report
- ☒ ME Invoices Created Report NEW
- ☒ ME_Contracts_Selected_For_Invoicing
- ☒ ME_Contracts_Selected_For_Invoicing NEW
- ☒ ME_Error_Log
- ☒ ME_Field_List
- ☒ ME_One_Time_Invoices_Created

Print Operation Access

ENCORE SB MASS BILLING

This security task provides access to the following windows and reports.

Note this Task applies only to Mass Billing.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Task ID: ENCORE SB MASS BILLING Category: Sales

Task Name: Subscription Billing Mass Billing

Task Description: Access to Mass Billing

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ About Subscription Billing
- ☒ Contract Price Mass Update
- ☒ Mass Billing Invoice Selection
- ☒ One Time Batches Lookup
- ☒ View One Time Contract Log

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Task ID: ENCORE SB MASS BILLING Category: Sales

Task Name: Subscription Billing Mass Billing

Task Description: Access to Mass Billing

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ Comprehensive Contract Item Report
- ☒ Contract Item Report
- ☒ ME Batch Invoices Report
- ☒ ME Batch Invoices Report By Customer
- ☒ ME Batch Invoices Report By Item
- ☒ ME Exceptions Report
- ☒ ME Rollback Archive Report
- ☒ Recurring Contract Agreement
- ☒ SB Forecast Report
- ☒ SB Forecast Report - By Contract
- ☒ SB Forecast Summary Report
- ☒ SB Forecast Summary Report - By Contract
- ☒ SB Invoice Revenue Detail Report
- ☒ SB Invoice Revenue Summary Report
- ☒ Subscription Billing Contract Agreement

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB MASS BILLING Category: Sales

Task Name: Subscription Billing Mass Billing

Task Description: Access to Mass Billing

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ Contract Price Mass Update
- ☒ ME Contract Due for Billing
- ☒ ME Contracts Selected For Invoicing Detail
- ☒ ME Contracts Selected For Invoicing Detail NEW
- ☒ ME Expiring Contracts
- ☒ ME Import Setup
- ☒ ME Import Status
- ☒ ME Invoices Created Report
- ☒ ME Invoices Created Report NEW
- ☒ ME_Contracts_Selected_For_Invoicing
- ☒ ME_Contracts_Selected_For_Invoicing NEW
- ☒ ME_Error_Log
- ☒ ME_Field_List
- ☒ ME_One_Time_Invoices_Created

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ENCORE SB MASS UPDATE

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB MASS UPDATE Category: Sales

Task Name: Subscription Billing Mass Update

Task Description: Access to Subscription Billing Mass Update Windows and Reports

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ Contract Price Mass Update

Navigation: < > >>

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Add Note Debug

Task ID: ENCORE SB MASS UPDATE Category: Sales

Task Name: Subscription Billing Mass Update

Task Description: Access to Subscription Billing Mass Update Windows and Reports

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations: ☒ Contract Price Mass Update

Print Operation Access

ENCORE SB PURGE

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Add Note Debug

Task ID: ENCORE SB PURGE Category: Sales

Task Name: Subscription Billing Purge

Task Description: Access to Subscription Billing Purge

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations: ☒ Archived Contract Number Lookup ☒ Purge Archived Contracts

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Add Note Debug

Task ID: ENCORE SB PURGE Category: Sales

Task Name: Subscription Billing Purge

Task Description: Access to Subscription Billing Purge

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations: ☒ PurgeSuccess

Print Operation Access

ENCORE SB REBUILD

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB REBUILD Category: Sales

Task Name: Subscription Billing Rebuild Utilities

Task Description: Access to Subscription Billing Rebuild Utilities

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ About Subscription Billing
- ☒ Rebuild Subscription Billing Navigation Pane
- ☒ Rebuild Subscription Billing Smartlist

Navigation: < > >> <<

ENCORE SB REPORTS

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB REPORTS Category: Sales

Task Name: Subscription Billing Reports

Task Description: Access to Subscription Reports windows

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ About Subscription Billing
- ☒ Subscription Billing Reports
- ☒ Subscription Billing Rollback Archive

Navigation: < > >> <<

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB REPORTS Category: Sales

Task Name: Subscription Billing Reports

Task Description: Access to Subscription Reports windows

Product: Subscription Billing

Type: Reports

Series: Sales

User Type: Full

Access List: Mark All Unmark All

☒ Display Selected Items

Operations

- ☒ Comprehensive Contract Item Report
- ☒ Contract Item Report
- ☒ ME Batch Invoices Report
- ☒ ME Batch Invoices Report By Customer
- ☒ ME Batch Invoices Report By Item
- ☒ ME Exceptions Report
- ☒ ME_Rollback_Archive_Report
- ☒ Recurring Contract Agreement
- ☒ SB Forecast Report
- ☒ SB Forecast Report - By Contract
- ☒ SB Forecast Summary Report
- ☒ SB Forecast Summary Report - By Contract
- ☒ SB Invoice Revenue Detail Report
- ☒ SB Invoice Revenue Summary Report
- ☒ Subscription Billing Contract Agreement

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB REPORTS Category: Sales

Task Name: Subscription Billing Reports

Task Description: Access to Subscription Reports windows

Product: Subscription Billing

Type: Reports

Series: 3rd Party

User Type: Full

Access List: Mark All Unmark All

☒ Display Selected Items

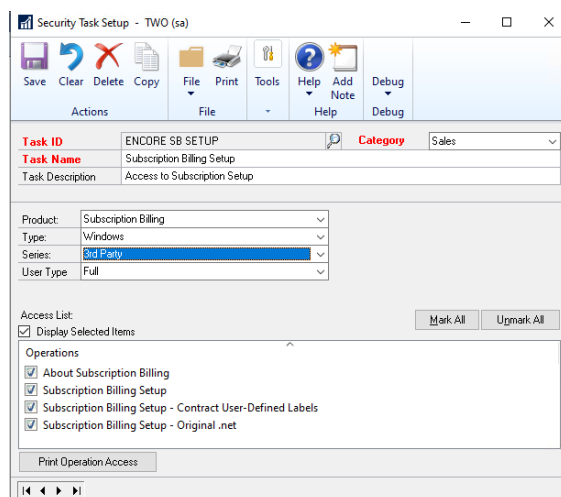
Operations

- ☒ ME Contract Due for Billing
- ☒ ME Contracts Selected For Invoicing Detail
- ☒ ME Contracts Selected For Invoicing Detail NEW
- ☒ ME Expiring Contracts
- ☒ ME Import Setup
- ☒ ME Import Status
- ☒ ME Invoices Created Report
- ☒ ME Invoices Created Report NEW
- ☒ ME_Contracts_Selected_For_Invoicing
- ☒ ME_Contracts_Selected_For_Invoicing NEW
- ☒ ME_Error_Log
- ☒ ME_Field_List
- ☒ ME_One_Time_Invoices_Created

Print Operation Access

ENCORE SB SETUP

This security task provides access to the following windows and reports.



Security Task Setup - TWO (sa)

Actions: Save, Clear, Delete, Copy, File, Print, Tools, Help, Add Note, Debug

Task ID: ENCORE SB SETUP Category: Sales

Task Name: Subscription Billing Setup

Task Description: Access to Subscription Setup

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

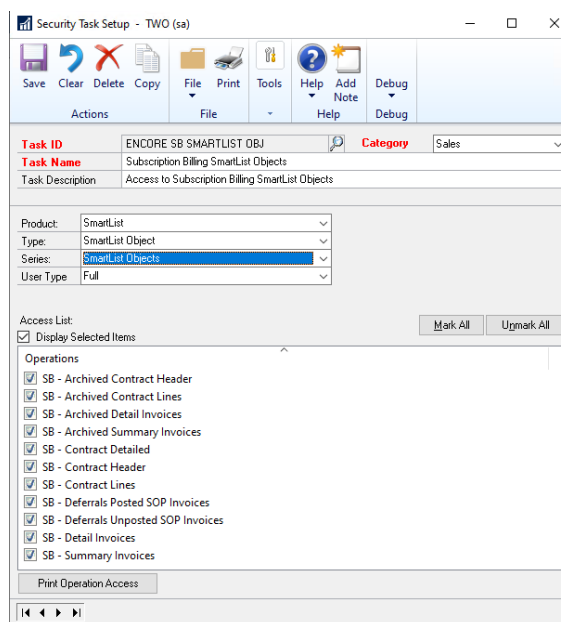
Operations:

- ☒ About Subscription Billing
- ☒ Subscription Billing Setup
- ☒ Subscription Billing Setup - Contract User-Defined Labels
- ☒ Subscription Billing Setup - Original .net

Print Operation Access

ENCORE SB SMARTLIST OBJ

This security task provides access to the following SmartList Object.



Security Task Setup - TWO (sa)

Actions: Save, Clear, Delete, Copy, File, Print, Tools, Help, Add Note, Debug

Task ID: ENCORE SB SMARTLIST OBJ Category: Sales

Task Name: Subscription Billing SmartList Objects

Task Description: Access to Subscription Billing SmartList Objects

Product: SmartList

Type: SmartList Object

Series: SmartList Objects

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations:

- ☒ SB - Archived Contract Header
- ☒ SB - Archived Contract Lines
- ☒ SB - Archived Detail Invoices
- ☒ SB - Archived Summary Invoices
- ☒ SB - Contract Detailed
- ☒ SB - Contract Header
- ☒ SB - Contract Lines
- ☒ SB - Deferrals Posted SOP Invoices
- ☒ SB - Deferrals Unposted SOP Invoices
- ☒ SB - Detail Invoices
- ☒ SB - Summary Invoices

Print Operation Access

ENCORE SB TABLE CONV

This security task provides access to the following windows and reports.

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE SB TABLE CONV Category: Sales

Task Name: Subscription Billing Table Conversion and Utilities

Task Description: Access to Subscription Billing Table Conversion and Utilities

Product: Subscription Billing

Type: Windows

Series: 3rd Party

User Type: Full

Access List: ☒ Display Selected Items

Operations

☒ About Subscription Billing

☒ Table Conversion and Utilities

Defaults Security Role Details

The following default Security role is created with the following assigned security tasks:

ENCORE SB POWER USER

Security Role Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Role ID: ENCORE SB POWER USER

Role Name: Subscription Billing Power User

Role Description: Access to all Subscription Billing except to Table Conversion

Display: All

☒ Display Selected Tasks

Security Task ID	Name
<input checked="" type="checkbox"/> DEFAULTUSER	Default User
<input checked="" type="checkbox"/> ENCORE SB ARCHIVE	Subscription Billing Archive
<input checked="" type="checkbox"/> ENCORE SB CONTRACT ENTRY	Subscription Billing Contract Entry
<input checked="" type="checkbox"/> ENCORE SB CREATE DOCUMENT	Subscription Billing Create documents
<input checked="" type="checkbox"/> ENCORE SB IMPORTER	Subscription Billing Importer
<input checked="" type="checkbox"/> ENCORE SB INQUIRY	Subscription Billing Inquiry
<input checked="" type="checkbox"/> ENCORE SB INTEGRATOR	Subscription Billing Integrator
<input checked="" type="checkbox"/> ENCORE SB MASS BILLING	Subscription Billing Mass Billing
<input checked="" type="checkbox"/> ENCORE SB MASS UPDATE	Subscription Billing Mass Update
<input checked="" type="checkbox"/> ENCORE SB PURGE	Subscription Billing Purge
<input checked="" type="checkbox"/> ENCORE SB REBUILD	Subscription Billing Rebuild Utilities
<input checked="" type="checkbox"/> ENCORE SB REPORTS	Subscription Billing Reports
<input checked="" type="checkbox"/> ENCORE SB SETUP	Subscription Billing Setup
<input checked="" type="checkbox"/> ENCORE SB SMARTLIST OBJ	Subscription Billing SmartList Objects
<input checked="" type="checkbox"/> ENCORE SB TABLE CONV	Subscription Billing Table Conversion and Utilities

Appendix B: Subscription Billing Importer Fields

For Each Contract File you will have available Import fields that can be selected to meet your import needs into Subscription Billing. The Import Fields mapped in the Scrolling window for the Importer must be in the order they appear on the Import File.

This chapter contains the following sections:

- [Contract Header Import](#)
- [Contract Line Items Import](#)

Contract Header Import

For the Contract Header you can Import the following Contract file types:

- [Contract Header file](#)
- [Update Contract Header file](#)

Contract Header file

Contract Header file is used to import new Contracts into Subscription Billing. This following fields are required for the import file:

- Site ID
- Customer ID

This file will also require the Contract Number field if not using Auto Number Contracts.

Update Contract Header file

When the Update Contract Header option is selected, the user can change the header fields on an existing contract. The Contract Number must be included in the import file. The system will match the row in the import file with the contract based on the Contract Number.

The importing contract will be updated with the other fields specified in the import file. You can use the Constant Values window to apply the same updates for all contracts.



Neither the Customer ID nor the Currency ID can be updated.

Contract Header Import Fields

No	Field	Default	Values
1.	Account Receivable Account	Microsoft Dynamics GP	Use GL Account lookup
2.	Auto Payment ID	None	Nodus Credit Card ID * *Requires Nodus Credit Card advantage to be installed.
3.	Auto Payment Type	None	1= EFT Active 2 = EFT hold Billing 3 = Bill Without EFT 100 = Nodus Credit Card *

No	Field	Default	Values
			101 = Nodus Checking * *Requires Nodus Credit Card advantage to be installed.
4.	AutoPay Amount	\$0.00	Any value greater than \$0.00 will cause the invoicing to generate an auto-payment
5.	Bill To Address Code	Customer Default	
6.	Comment ID	None	
7.	Comment Text	None	
8.	Contract Class	None	
9.	Contract Number	Required or auto number	Required field if Auto Number is not used. Maximum of 20 Characters in length. Can be Alpha Numeric
10.	Contract Status	Active	1 = Active 2 – Inactive 3 = Hold 4 = Expired* * This status cannot be set through the Importer
11.	Currency ID	System default with functional currency	* This Field only available on New Header Import
12.	Customer ID	Required	* This Field only available on New Header Import
13.	Deferral profile Group	None	The Microsoft Dynamics GP Deferral Module must be installed before import deferral profile groups.
14.	Document ID	None	This fields requires Document Type to also be mapped.
15.	Document Type	None	1 = Quote 2 = Order 3 = Invoice
16.	Enable Line Consolidation	None	0 = Unchecked 1 = Checked
17.	Freight Amount	\$0.00	
18.	GL Reference	None	
19.	Last Billed Date	None	
20.	Misc. Amount	\$0.00	
21.	PO Date	None	
22.	PO Number	None	
23.	Parent Contract Number	None	

No	Field	Default	Values
24.	Payment Terms ID	From Customer Maintenance Card	
25.	SB User Defined Check Box 1	None	1 = Yes, any other value = No
26.	SB User Defined Check Box 2	None	1 = Yes, any other value = No
27.	SB User Defined Check Box 3	None	1 = Yes, any other value = No
28.	SB User Defined Check Box 4	None	1 = Yes, any other value = No
29.	SB User Defined Date 1	None	
30.	SB User Defined Date 2	None	
31.	SB User Defined Date 3	None	
32.	SB User Defined Date 4	None	
33.	SB User Defined Numeric 1	None	
34.	SB User Defined Numeric 2	None	
35.	SB User Defined Numeric 3	None	
36.	SB User Defined Numeric 4	None	
37.	SB User Defined Text 1	None	
38.	SB User Defined Text 2	None	
39.	SB User Defined Text 3	None	
40.	SB User Defined Text 4	None	
41.	Sales Territory	From Customer Maintenance Card	
42.	Salesperson ID	From Customer Maintenance Card	
43.	Ship To Address Code	From Customer Maintenance Card	Manual Input only as there is no Lookup Available
44.	Site ID	Required	
45.	Tax Schedule ID	From Customer Maintenance Card	
46.	Trade Discount Amount	\$0.00	
47.	User Defined 1	None	
48.	User Defined 2	None	
49.	User Defined 3	None	
50.	User Defined 4	None	
51.	User Defined 5	None	
52.	User Defined Date 1	None	
53.	User Defined Date 2	None	
54.	User Defined Table 1	None	
55.	User Defined Table 2	None	
56.	User Defined Table 3	None	

Contract Line Items Import

For the Contract Line Items you can Import the following Contract file types:

- [Contract Line Items file](#)
- [Update Contract Line Items file](#)

Contract Line Items file

Contract Line Items file is used to import new line items into Subscription Billing on existing contracts. This following fields are required for the import file:

- Contract Number
- Site ID
- Item Number

This file will also require the Billing Frequency and Bill Start Date if no such details are set on the Contract header. All other fields will default in accordingly from the Contract Header, Customer Card, and Item Card if not included in the import file.



If importing in a Unit Price, then the Contracted Price Checkbox is required as well as Unit Price.

Update Contract Line Items file

When the Update Contract Line Items option is selected, the user can update Line Item fields in previously entered contracts.

To identify the line to be updated you must specify the Contract Number, and either the Item Number or the Line Item Sequence number.

The Item Number can only be used when it is the only active item on the contract. The Line Item Sequence number is not visible in any of the Subscription Billing Contract windows. The Line Item Sequence is found in the Me_Batch_Invoice_MSTR_DTL (ME50403) table. It can also be found using the Contract lines and Contract Detailed Smartlist objects for Subscription Billing and including it as an additional column.

Contract Line Import Fields

No	Field	Default	Values
1.	Bill End Date	None	Must be on or after Bill Start Date
2.	Bill Rec Acct Mark – PL	None or SB Line Item Defaults	
3.	Bill Rec Acct Sales – PL	None or SB Line Item Defaults	
4.	Bill Start Date	User Date or from Header (if Specified)	<ul style="list-style-type: none"> ➤ Must be on or before Bill End Date ➤ Must be on or before Next Bill Date
5.	Billing Day	When Billing Frequency is Monthly or Bimonthly, Quarterly, Semi-annually,	

No	Field	Default	Values
		Annually: Day of the month for the Next Bill Date	
6.	Billing Frequency	Monthly or from Header (if Specified)	1 = Daily 2 = Weekly 3 = Biweekly 4 = Monthly 5 = Bimonthly 6 = Quarterly 7 = Semi-annually 8 = Annually 9 = One-Time 10 = User Defined Days 11 = User Defined Months
7.	Billing Recognition Account	None or SB Line Item Defaults	
8.	Comment ID	None	
9.	Comment Text	None	
10.	Consolidate Line Group	None	Used to Group Line items into consolidated line groups
11.	Continuous Billing Checkbox	Uncheck or from Header (if specified)	0 = unchecked 1 = checked
12.	Contract Number	Required	
13.	Contract Price Checkbox	Required for non-inventory items or if importing Unit Price	0 = unchecked 1 = Checked
14.	Cost of Sales Account	From Microsoft Dynamics GP	
15.	Def Bill Acct Mark – PL	None or SB Line Item Defaults	
16.	Def Bill Acct Sales – PL	None or SB Line Item Defaults	
17.	Defer Revenue Checkbox	None or SB Line Item Defaults	0 = unchecked 1 = Checked
18.	Deferral Account	None or SB Line Item Defaults	
19.	Delay Revenue Recog CB	None or SB Line Item Defaults	0 = unchecked 1 = Checked
20.	Inactive Checkbox	None	0 = unchecked 1 = Checked

No	Field	Default	Values
21.	Item Description	Item Card	Overrides description from item if entered. Enter this if this is a non-inventory Item
22.	Item Number	New Line Import file - Required Update Line Import file - Required if not mapping Line Item Sequence	
23.	Item Tax Option	Item Card	
24.	Item Tax Schedule ID	Item Card	
25.	Last Billed Date	None	
26.	Line Item Sequence	*Only available on Update Line Import file Required if not mapping Item Number	
27.	Markdown Account	From Microsoft Dynamics GP	
28.	Markdown Amount	\$0.00	Cannot Exceed Unit price and cannot be negative
29.	Markdown Percent	0	Only needed if setting a percentage value
30.	Markdown Recognition Account	None or SB Line Item Defaults	
31.	Markdown Type	0	0 = Percentage 1 = Amount
32.	Next Bill Date	Bill Start Date	Cannot precede Start Date and cannot be null
33.	Non-Inventory Item	Unchecked	Set to checked for any item which does not have an inventory card setup 0 = Unchecked 1 = Checked
34.	Number of Payments	0	Enter only if the Contract is for a specified number of billing periods
35.	Number of Periods	Defaults from Billing Frequency	This is an override value for the number of Service Periods you wish to defer revenue into. This only needs to be included if you wish to override the number of periods for the deferral
36.	Number of Times Billed	0	

No	Field	Default	Values
37.	PP Calculation Method	None or SB Line Item Defaults / Deferral Setup	1 = Days in Period 2 = Equal per Period
38.	Price Level	Item Card	Or blank if Contract Price is checked
39.	Prime Consolidate Line	Unchecked	Only needed if you require to specify the Consolidated line item on the contract when using Consolidated line items. 0 = Unchecked 1 = Checked
40.	Project Cancelled	\$0.00	Only needed if using Project Pricing and you wish to specify a cancellation amount
41.	Project Price	\$0.00	Only required if using Project level pricing. This value entered is the total amount you wish to stop invoicing for
42.	Project Pricing CB	Unchecked	Required to be set to value 1 if you need to set project pricing. 0 = Unchecked 1 = Checked
43.	Prorate Checkbox	Unchecked	If Checked this will perform a proration calculation of the Unit price for the first and / or Last Billing for the item. 0 = Unchecked 1 = Checked
44.	Quantity	1.0	
45.	SB User Defined Check Box 1	None	
46.	SB User Defined Check Box 2	None	
47.	SB User Defined Date 1	None	
48.	SB User Defined Date 2	None	
49.	SB User Defined Numeric 1	None	
50.	SB User Defined Numeric 2	None	
51.	SB User Defined Text 1	None	
52.	SB User Defined Text 2	None	
53.	Sales Account	From Microsoft Dynamics GP	Use GL Account Lookup. This can be defaulted from Item Card or

No	Field	Default	Values
			Customer card depending on SOP Setup
54.	Sales Territory	Contract Header	
55.	Salesperson ID	Contract Header	
56.	Service Date	Start Date if Times Billed = 0 Next Bill Date if Times Billed > 0	
57.	Ship To Address ID	Contract Header	
58.	Shipping Method	Customer Card	
59.	Site ID	Contract Header	
60.	Tax Schedule ID	Contract Header	
61.	Unit Cost	From Item Card	
62.	Unit Price	From Item (for Inventory Items) Required (for Non-Inventory Items)	
63.	Unit of Measure	From Microsoft Dynamics GP (for inventory items) Each (for non-inventory items)	
64.	User Defined Months/Days in Cyc	0 Required (if Billing Frequency is User Defined Days or User Defined Months)	

Appendix C: Field Level Security & Validations

The following Appendix provides details of the Validation messages that can occur as part of document creation and instructions on setting up field level security.

Field Level Security

In Subscription Billing, Field Level security can be activated on the Delete Button for Subscription Billing Contract Entry. This will allow you to create a field level security option to prevent accidental deletion of contracts.

Setting field level security for the delete button

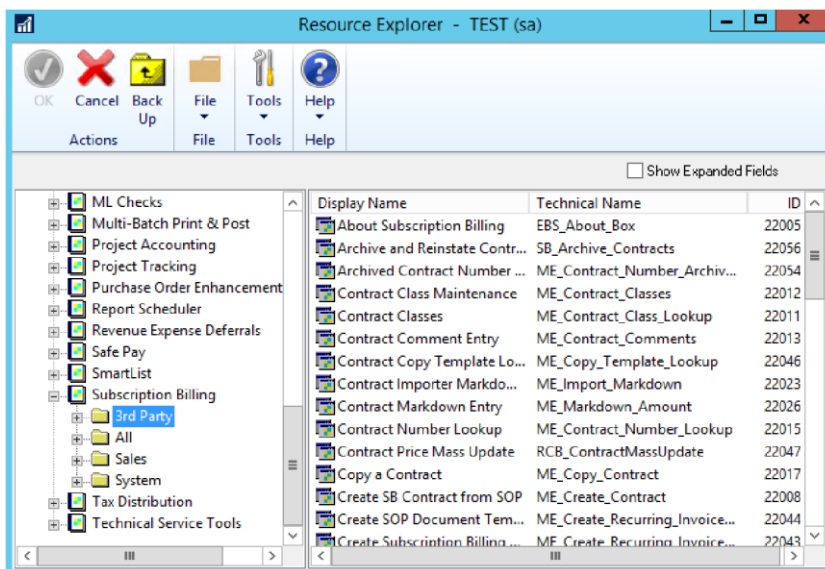
Modify Field Level security for the Delete Button in the SB Contract Entry window in order to hide the Delete button so it cannot be used by the user.

To setup field level security:

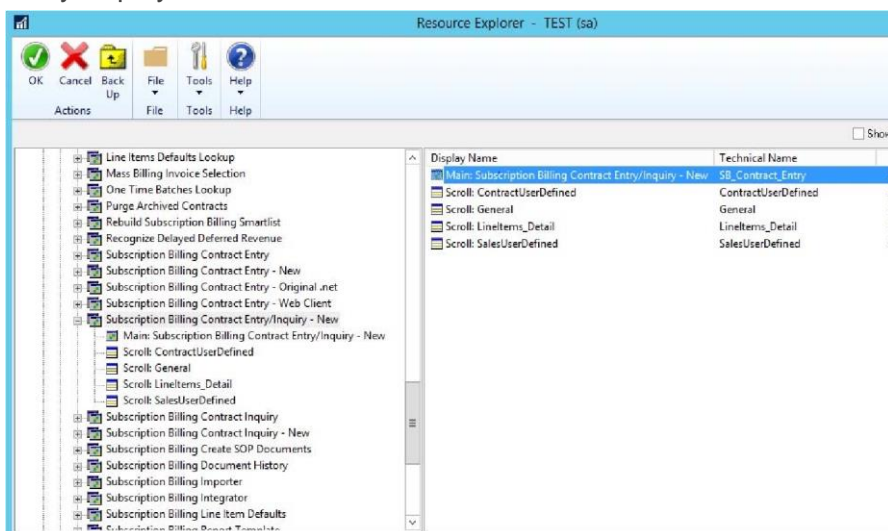
1. Open the Field Level Security window.
(*Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Field Level Security*)
2. Select the user in the Field Security ID and the Company the id is to be applied to.
3. Click on the Add button. The Field Security Maintenance window will open.



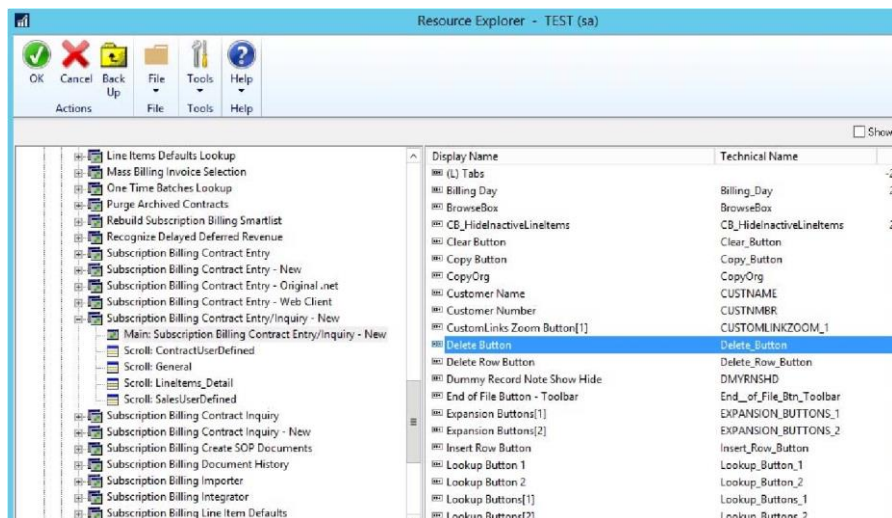
4. In the Field Security ID enter an ID that describes the security ID.
5. In the Description field enter a description to describe the security ID.
6. Select the Product Name search magnifier icon to open the Resource Explorer window.



7. Find the product name and click on it to open the associated list. Select the option 3RD Party.
8. Scroll down the list of windows and click on Subscription Billing Contract Entry/Inquiry - New.



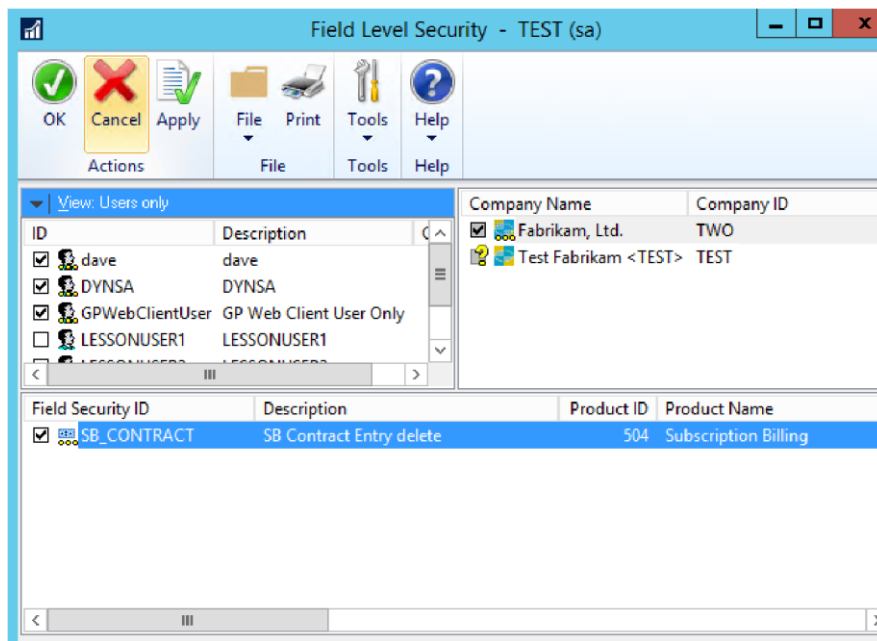
9. Select option Main: Subscription Billing Contract Entry/Inquiry - New and double click on it to display all the fields and buttons associated with the window.
10. Scroll down the list and highlight the Delete button.



11. Click on the OK button at the top of the window. The selected options will be saved to the Field Security Maintenance window.
12. From the Security Mode drop down list select the option you wish to add for Field level security. Click on the Save button.

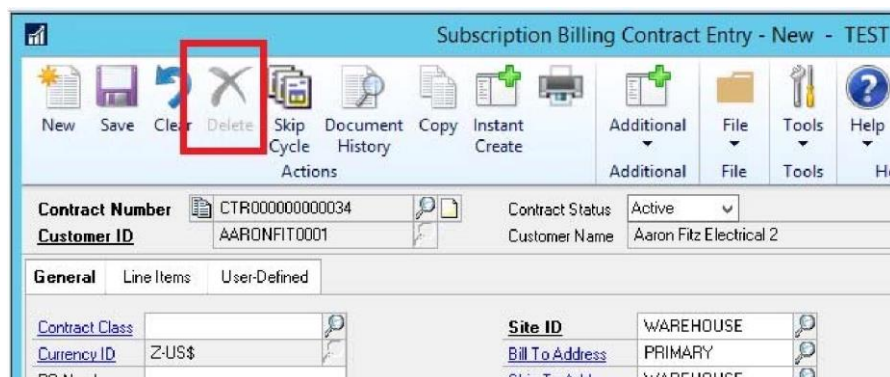


13. On the Field Level Security window:
 - Select the Company Name the Field Security ID to apply to
 - Then select the Users that the Security ID will apply to
 - Then check the Field Security ID created.
14. Repeat Step 13 for the next Company Name this is to apply to.



15. Click on the Apply button and then click on the OK button.

Field Level Security will then start the next time the user logs into GP. For example, if Disable is set for the button then when the Subscription Billing Contract Entry window is opened the Delete button will be disabled.



Valid Fast Create Messages

The following are the validation messages that will be provided during the first and second process when using the Fast Create option.

Validation Checks in First Create Process

These are Validation checks that will occur in the Batch selection process. They will display in the exception report that can be accessed in the Batch Progress window. there are Two types of validations:

- Contract Header Validations
- Contract Line Validations

Contract Header Validations	
Validation Message	Notes
Bill to Address on header does not exist: "XX".	This Validation will occur if Bill to Address on the Contract Header does not exist.
CCP not setup for this Dynamics company.	This will occur if credit card options are not setup for the company.
Contract has unposted document: "XX".	This situation can occur if a customer has unposted documents and Rollback is enabled in Subscription Billing settings. It will indicate the document id that has not been posted.
Contract is being edited by User: "XX".	This validation occurs when contract is locked for editing by user. The message will display the user that locked the contract.
Currency ID does not exist.	This will occur if the currency has not been setup for the contract and the Company is setup as a multicurrency company in Dynamics.
Customer exceeds credit limit.	This validation will occur if the customer has exceeded their credit limit for currency and override was not selected during the create invoice process.
Customer has no credit.	This validation will occur if the customer has no credit limit and override was not selected during the create invoice process.
Customer is inactive.	This situation will occur if a customer is updated to inactive and has an active contract prior to being updated to inactive.
Customer is on hold.	This situation will occur if a customer is updated to on hold and has an active contract prior to being updated to on hold.
Customer records not found.	This situation can occur if a customer has been deleted from Dynamics that has existing contracts.
Deferral Profile Group does not exist: "XX".	This Validation will occur if Deferral Profile Group on the Contract Header does not exist.
Document ID does not exist (for Document Type).	This Validation will occur if Document ID on the Contract Header does not exist.
Customer exceeds credit limit.	This validation will occur if the customer has exceeded their credit limit for currency and override was not selected during the create invoice process.
Customer has no credit.	This validation will occur if the customer has no credit limit and override was not selected during the create invoice process.
Customer is inactive.	This situation will occur if a customer is updated to inactive and has an active contract prior to being updated to inactive.
Customer is on hold.	This situation will occur if a customer is updated to on hold and has an active contract prior to being updated to on hold.
Customer records not found.	This situation can occur if a customer has been deleted from Dynamics that has existing contracts.
Deferral Profile Group does not exist: "XX".	This Validation will occur if Deferral Profile Group on the Contract Header does not exist.
Document ID does not exist (for Document Type).	This Validation will occur if Document ID on the Contract Header does not exist.
EFT address record missing Bank/Transit.	This will occur if the contract is set to active EFT however the EFT is not valid. To be able to create invoices for this contract, EFT will need to be setup.
EFT module not setup.	This will occur if EFT has not been setup. EFT setup will need to be completed before invoice creation can occur.

Contract Header Validations	
Validation Message	Notes
EFT prenote date has not been set for customer.	This will occur if the contract is set to active EFT however the EFT prenote date has not been set. EFT setup will need to be updated in order to proceed.
EFT prenote date is after document date.	This will occur if the contract is set to active EFT however the EFT prenote date is after the document date for invoice creation. EFT setup will need to be updated in order to proceed.
EFT termination date is before document date.	This will occur if the contract is set to active EFT however the termination date on the EFT is prior to the document date for the invoice creation. EFT setup will need to be updated in order to proceed.
Not valid EFT and set to EFT hold billing.	This will occur when the contract is set to EFT on hold.
Payment Terms does not exist: "XX".	This Validation will occur if Payment Terms on the Contract Header does not exist.
Quote will not include auto payment.	This will occur if a contract has the EFT flag on hold and the recurring document that is created is a quote.
Sales Territory on header does not exist: "XX".	This Validation will occur if Sales Territory on the Contract Header does not exist.
Salesperson ID on header does not exist: "XX".	This Validation will occur if Salesperson ID on the Contract Header does not exist.
Ship to Address on header does not exist: "XX".	This Validation will occur if Ship to Address on the Contract Header does not exist.
Site ID on header does not exist: "XX".	This Validation will occur if Site ID on the Contract Header does not exist.
Valid exchange rate could not be found: Currency "XX".	This will occur if an exchange rate was not setup for the currency ID. An exchange rate will need to be created in order to proceed.
WARNING: Contract Class does not exist: "XX".	This Validation will occur if Contract Class set on the Contract Header does not exist.
WARNING: EFT status set to Bill Without EFT.	This will occur if the contract EFT status is set to bill without EFT. This warning will not prevent invoice creation.
Warning: Order will not include deferrals.	This warning message will occur when deferrals have been setup for contracts. It will not prevent the order from being created.
Warning: Quote will not include deferrals.	This warning message will occur when deferrals have been setup for contracts. It will not prevent the quote from being created.
WARNING: Valid EFT but set to EFT Hold Billing.	This will occur if the contract EFT status is set to on hold. This warning will not prevent invoice creation.

Contract Line Validations	
Validation Message	Notes
Billing Recognition (PP_PLRecognition_Sales) invalid in table	This validation will occur when Sales Billing Recognition Account is invalid.
Billing Recognition Account (ACTINDX) in table invalid	This Validation will occur if the Sales Billing Recognition Account set on the line item is invalid.

Contract Line Validations	
Validation Message	Notes
Contract Line needs User Defined Days.	This will occur if the contract line item is setup for user-defined days and the number of userdefined days have not been defined.
Contract Line needs User Defined Months.	This will occur if the contract line item is setup for user-defined months and the number of userdefined have not been defined.
Cost of Sales Account override (CSLSINDX) in table invalid.	This Validation will occur if the override Cost of Sales Account set on the line item is invalid.
Deferral Account (OFFACCT) in table invalid.	This Validation will occur if the Deferral Account set on the line item is invalid.
Deferral Billing (PP_PLDeferred_Sales) invalid in table.	This Validation will occur if Deferred Billing Account set on line item is invalid.
Deferrals and Consolidations based on each line is not supported.	This validation will occur if line deferrals are set for each consolidated Line item and Consolidated distributions based on each contract line is set in Subscription Billing Setup.
Group Item Class has more than one record marked as Primary.	This validation will occur if more than one Item in the Consolidation group is flagged as Primary.
Group Item Class lines must all have the same U of M.	This validation will occur if an item in the Consolidation group has a different U of M the other items in the group.
Inventoried and Kit items are illegible for line consolidation.	This validation will occur if Contract is set for line item consolidation and a line item set for consolidation is an inventoried or Kit Item.
Item Currency's List Price not valid for item/currency.	This will occur if Item Currency does not exist for the price list on the item.
Item discontinued.	This validation will occur if the item on the contract is discontinued but it is still active on the contract and the override during invoice creation is not selected.
Item not found.	This validation will occur if the item has been deleted from item cards but still exists on an existing contract and it is not a non-inventoried item.
Line has invalid Next Date to Bill.	This situation can occur if the Next Bill Date on the contract was an invalid date.
Markdown Account override (MKDNINDX) in table invalid.	This Validation will occur if the override Markdown Account set on the line item is invalid.
Markdown Billing Recognition (PP_PLRecognition_Markd) invalid in table.	This Validation will occur if Markdown Billing Recognition Account is invalid.
Markdown Deferred Billing (PP_PLDeferred_Markdown) invalid in table.	This Validation will occur if Markdown Deferred Billing Account is invalid.
Markdown Recognition Account in table invalid (PP_Markdown_Index).	This Validation will occur if the Markdown Billing Recognition Account set on the line item is invalid.

Contract Line Validations	
Validation Message	Notes
Must complete delayed deferral process for Contract line.	This will occur if the contract has delayed deferrals from previous invoices that has not been recognized yet. These deferrals must be recognized before proceeding.
Price Level does not exist on Contract Line "XX".	This will occur if Price Level set on line item does not exist for the Item.
Price List for item/ currency/price level/UofM not valid.	This validation would indicate that there is an issue with the currency on the line item &/or the price level on the line item &/or the unit of measure for the item. All three would have to be correct for inventoried items.
Sales Account override (SLSINDX) in table invalid.	This Validation will occur if the override Sales Account set on the line item is invalid.
Sales Territory does not exist: "XX".	This Validation will occur if Sales Territory on the Contract Line Item does not exist.
Salesperson ID does not exist: "XX".	This Validation will occur if Salesperson ID on the Contract Line Item does not exist.
Ship to Address does not exist: "XX".	This Validation will occur if Ship to Address on the Contract Line Item does not exist.
Shipping Method does not exist: "XX".	This Validation will occur if Shipping Method on the Contract Line Item does not exist.
Site ID does not exist: "XX".	This Validation will occur if Site ID on the Contract Line Item does not exist.
Tax Schedule ID does not exist: "XX".	This Validation will occur if Tax Schedule ID on the Contract Line Item does not exist.
Warning: Delayed Line Deferrals will not include Markdown amounts.	This validation occurs when markdown and delay deferral is set on the line item with Markdown set for line deferrals.
WARNING: Item x Billing past due.	This is a warning indicating that a contract had invoices created that were past due the billing period.

Validation Checks in Second Create Process	
Validation Message	Notes
Contract Status Set to Expired.	This Exception will occur after the SOP document is created and the contract has been updated to Expired status as the end date has been reached for the line item.
Warning: Customer over credit limit.	This is a credit limit warning that will appear when a customer did not exceed credit limit during the first create process but taxes added to the invoice during the second create process caused the customer to exceed the credit limit. This will not prevent the invoice from being created but will identify invoices that may need to be rolled back and reviewed.

What's New in Subscription Billing

This User manual for Subscription Billing has been updated to reflect the latest updates based on the following builds:

- **GP18.3 – Build 18.330**
Future updates will be listed in the [GP18.3 Online Build notes](#).
- **GP18.2 – Build 18.222**
Future updates will be listed in the [GP18.2 Online Build notes](#).
- **GP2018 – Build 18.015**
Future updates will be listed in the [GP2018 Online Build notes](#).
- **GP2016 – Build 16.035**
Future updates will be listed in the [GP2016 Online Build notes](#).

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Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft® Business Solutions. Encore is also an authorized Solution Developer for Microsoft Business Solutions developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

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- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

Billing Solutions:

- Subscription Billing
- Subscription Billing Importer
- Subscription Billing CRM Integrator
- Subscription Billing Lite

Bank Reconciliation Solutions:

- Auto Reconciler
- Account Reconciler

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- T4 & T4A Report package
- [Paycode Mass Update](#)

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