User Guide for Microsoft Dynamics 365 Business Central

Product: SD Long Term Agreements

Release: D365 BC V24+

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1 Contents

2   Getting Started

SD Long Term Agreements allows you to set up and calculate what are variously called Long Term Agreements, Over-riders, or Rebates, with your customers and suppliers in Microsoft Dynamics 365 Business Central.

Long Term Agreements (LTAs), Over-riders, and Rebates are used in situations where individual customers buy products from your company, but the head office of these individual customers has agreed and cleared the purchase of certain products. The customer's head office has an agreement that they will get a percentage of the sales amount that is charged to the individual customer. Your business would allocate off a percentage of the sales price to one side so, at the end of a defined period, the percentage can be allocated and paid off by your company either to the individual customer, to pass on to their head office, or directly to the head office itself.

The concept of the accrual is the process of continuously allocating off a percentage of the sales value to one side to allocate to a general ledger account as part of a Long Term Agreement, Over-rider, or Rebate. The idea of the accrual is to make a provision for an outgoing into your accounts.

The concept of the settlement is the amount that is finally agreed with and sent to the customer (either the individual customer or the customer's head office) at the end of the agreement (generally at the end of the year). You would generally accrue at the most pessimistic level. You accrue for a higher level and settle for a lower level.

Some sites may create a settlement only and not an accrual.

The Worksheet in SD Long Term Agreements calculates the accrual and settlement amounts and reports on the accruals as part of the long term agreement between you and your customer or supplier. The settlement types allowed In SD Long Term Agreements are report, credit memo or free of charge stock items.
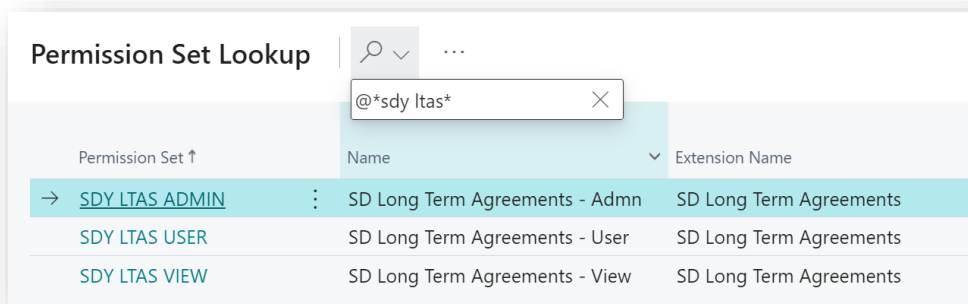
3 Installing SD Long Term Agreements

SD Long Term Agreements is available to download from AppSource or you can install the App from within Business Central using Extension Marketplace.

The **Allow HttpClient Requests** option is automatically enabled on install of SD Long Term Agreements. Switching on the **Allow HttpClient Requests** option allows SD Long Term Agreements to call an API that sends and returns licence key information to activate the product licence. The **Allow HttpClient Requests** option is automatically enabled on install of SD Long Term Agreements.

3.1 Security Setup

We have provided the following permission sets for SD Long Term Agreements: SDY LTAS ADMIN, SDY LTAS USER and SDY LTAS VIEW *(Figure 3-1)*.

Figure 3-1

We have also created extensions on the following standard Microsoft Dynamics 365 Business Central Permissions:

- Exten. Mgt. - Admin includes SDY LTAS ADMIN permissions.
- D365 BUS FULL ACCESS includes SDY LTAS USER permissions.
- D365 BASIC includes SDY LTAS VIEW permissions.

3.2 Choosing the SD Long Term Agreements Role

1. From your Dynamics 365 Business Central Web Client, in the app bar, select the **Settings** icon and then select **My Settings** *(Figure 3-2)*.
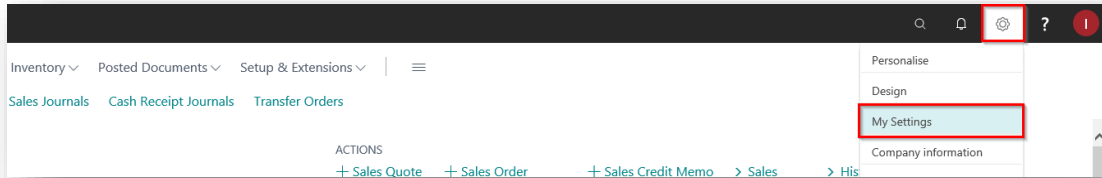
Figure 3-2

2. In the **My Settings** page, on the **Role** field, select the **AssistEdit** icon *(Figure 3-3)*.
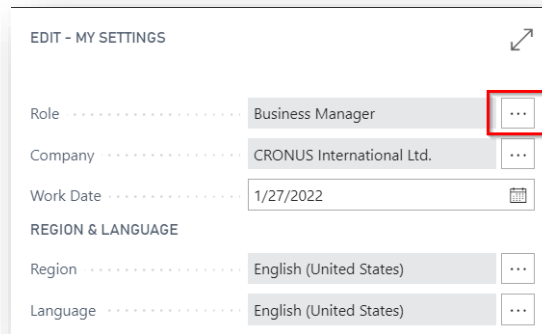

Figure 3-3

3. You should see **SD Long Term Agreements** in the list of Roles *(Figure 3-4)*.
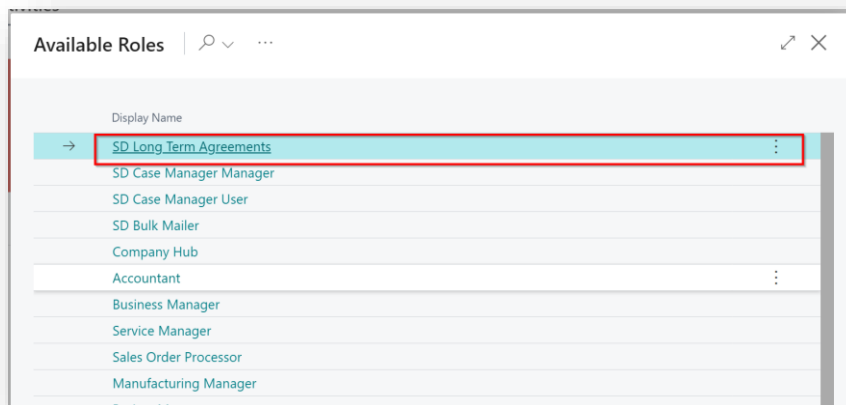
Figure 3-4

4. Choose **SD Long Term Agreements** and click **OK**.

5. The **SD Long Term Agreements** Role should now be displayed in the **Role** field. Click **OK** to close the **My Settings** page *(Figure 3-5)*.

Figure 3-5

3.3   Accessing the SD Long Term Agreements Pages

Use the **Tell Me** to search for SD Long Term Agreements pages. Begin typing **SD** or **Long** to see a list of the SD Long Term Agreements pages *(Figure 3-6)*.

Figure 3-6

User Guide: SD Long Term Agreements
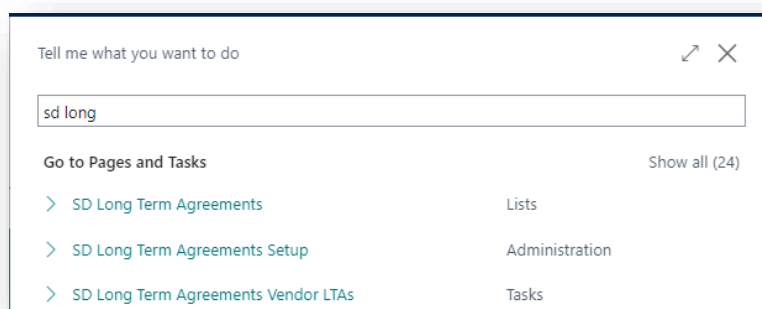
3.4 Bookmarking the SD Long Term Agreement Pages to Your Role Centre

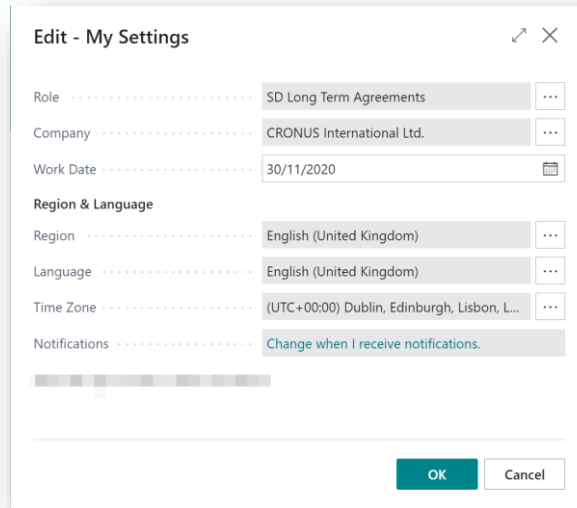For easy access to SD Long Term Agreements, you can bookmark the SD Long Term Agreements Customer LTAs page and the SD Long Term Agreements Vendor LTAs page to your default Role Centre.

Search for **ltas** in the Tell Me and choose the Book Mark action to the right of the result *(Figure 3-7)*.
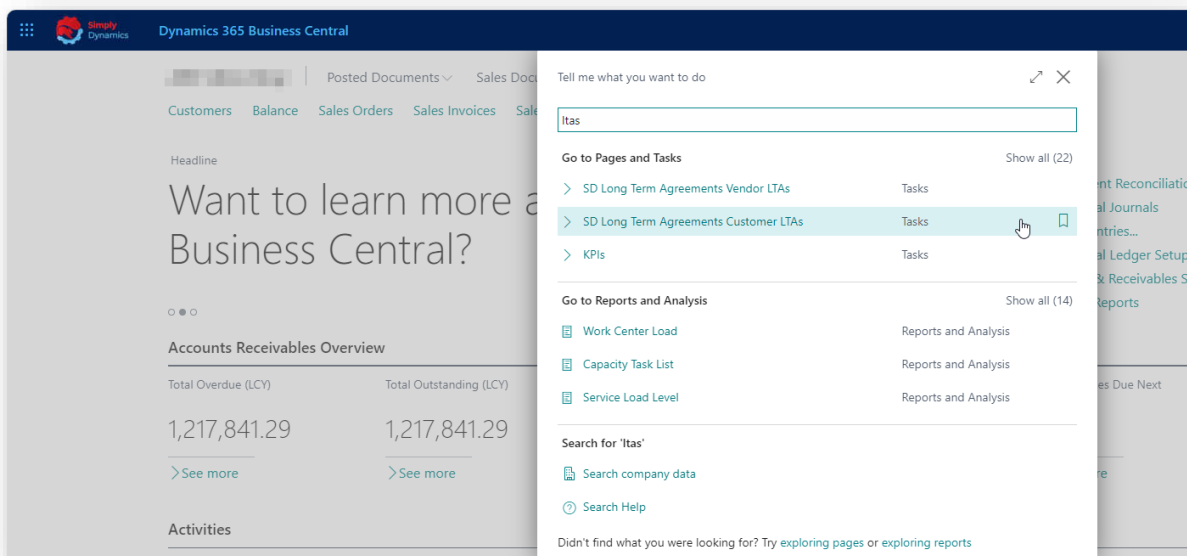
Figure 3-7

The SD Long Term Agreements pages are now available in the navigation menu on your Role Centre *(Figure 3-8)*.

Figure 3-8

User Guide: SD Long Term Agreements
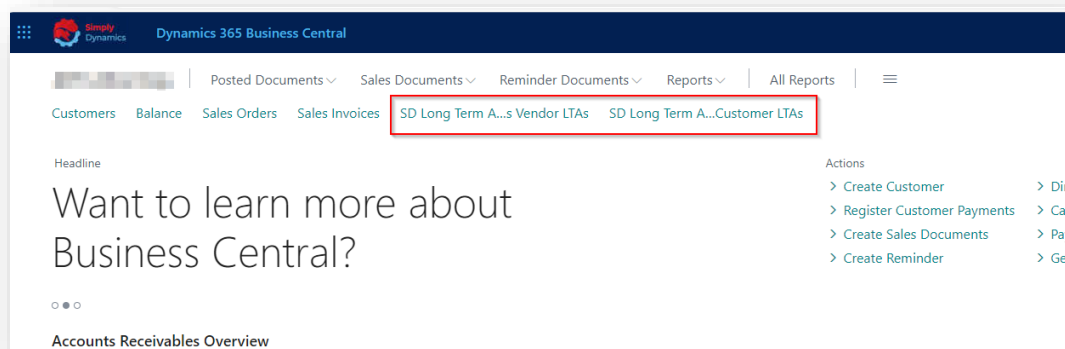
3.5 Activating the SD Long Term Agreements Licence

To use SD Long Term Agreements, you must activate the licence.

1. From the **Tell Me**, search for and select the **SD Long Term Agreements Setup** page. When the **SD Long Term Agreements Setup** opens, you will be prompted that "Your license is invalid." Choose **OK** *(Figure 3-9)*.
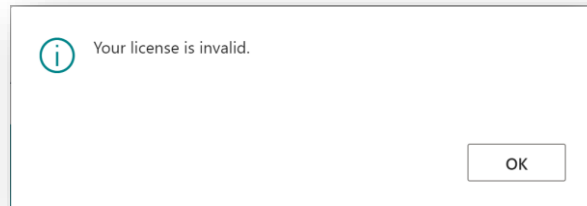
Figure 3-9

2. You will be prompted that "Your SD Long Term Agreements license needs to be validated." Choose **Yes** *(Figure 3-10)*.
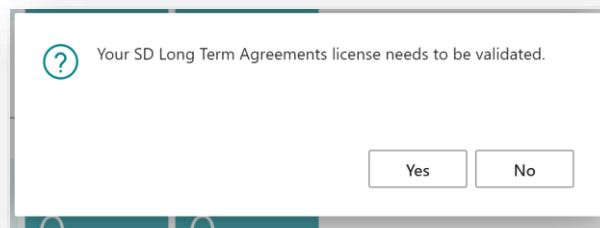
Figure 3-10

3. You will then see **the Activate your product** page.

3.5.1 Activating the SD Long Term Agreements Licence with a Free Trial

If you have not received a Product Key from Simply Dynamics Ltd. and want to avail of a free 30 trial:

1. In the **Activate your Product** page *(Figure 3-11)*
    Enter your company name in **Company Name.**
    Enter your company email in **Email.**
    Choose **Free Trial.**

Figure 3-11

2. You are then prompted to choose **Yes** to activate your free trial *(Figure 3-12).*

Figure 3-12

User Guide: SD Long Term Agreements

3. The **Activate your product page** will update to display a message that the activation was successful. The expiry date will depend on the date that you activated your free trial *(Figure 3-13)*.

Figure 3-13

4. Choose **Finish** to exit the page.

5. When your Free Trial has expired, choose **Request Subscription** to request a Product Key from Simply Dynamics.

3.5.2 Activating the SD Long Term Agreements Licence with a Product Key
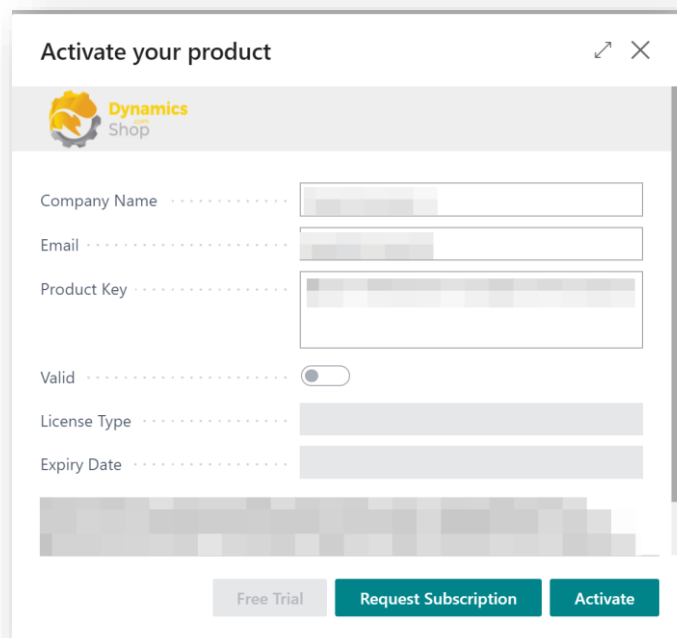
Take the following steps if you have received a Product Key from Simply Dynamics Ltd.:

1. In the **Activate your product** page *(Figure 3-14)*:

   Enter your company name in **Company Name.**
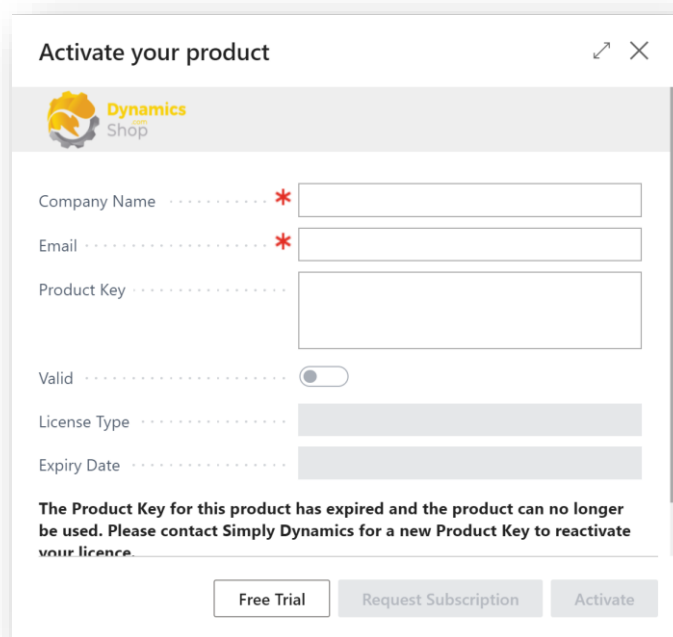   Enter your company email in **Email.**
   Paste the supplied product key into the **Product Key** field. **Tab off the Product Key field to validate the contents of the field and to enable the Activate key**. Choose **Activate**.
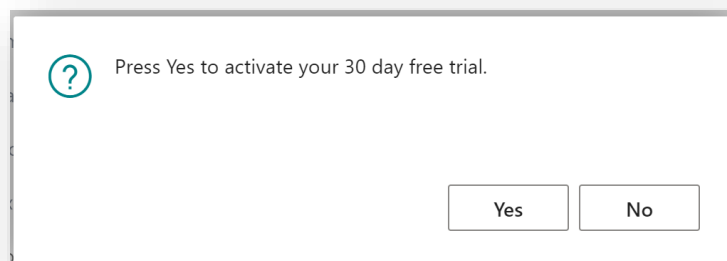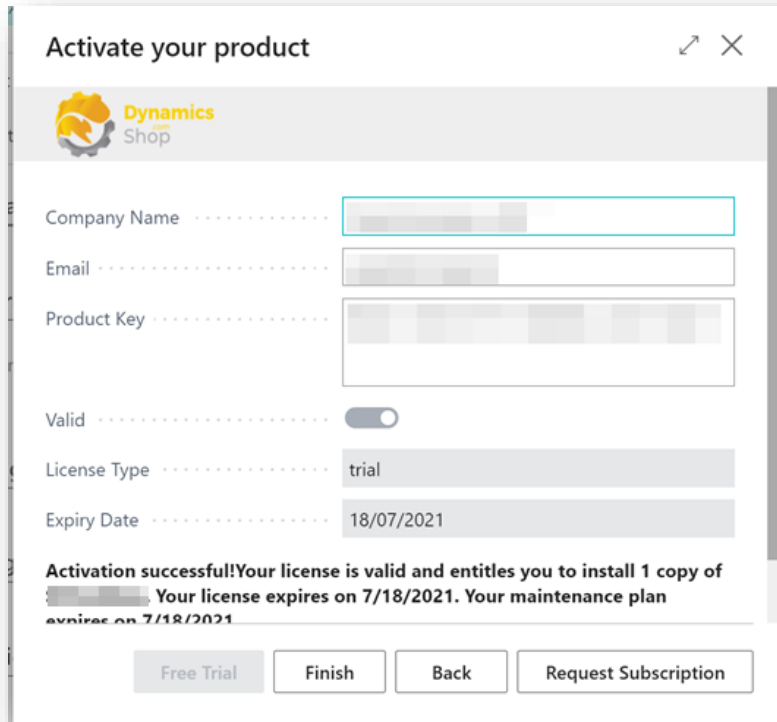

Figure 3-14

2. The **Activate your product** page will update to display a message that the activation was successful. The expiry date will depend on the expiration date of your subscription licence.

3. Choose **Finish** to exit the page.

4 Setup and Configuration

4.1 SD Long Term Agreements Assisted Setup Wizard

You can easily create default setup for SD Long Term Agreements using the **Assisted Setup** Action on the **SD Long Term Agreements Setup** page.

1. From the menu choose the **Process** group, and then **Assisted Setup** *(Figure 4-1)*.
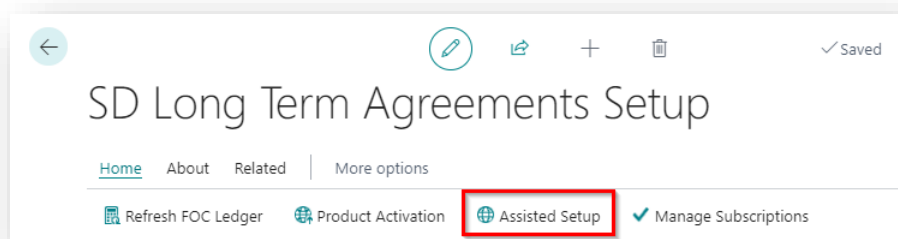
Figure 4-1

2. The **Assisted Setup Wizard** is displayed and guides you through set up. Choose **Next** *(Figure 4-2)*.

Figure 4-2

User Guide: SD Long Term Agreements
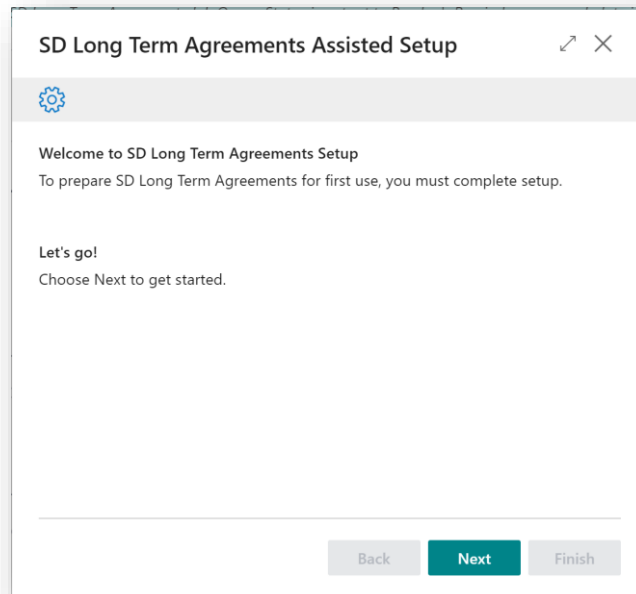
3. Choose or create a No. Series that will be used in the LTA Card in SD Long Term Agreements. Choose **Next** *(Figure 4-3)*.
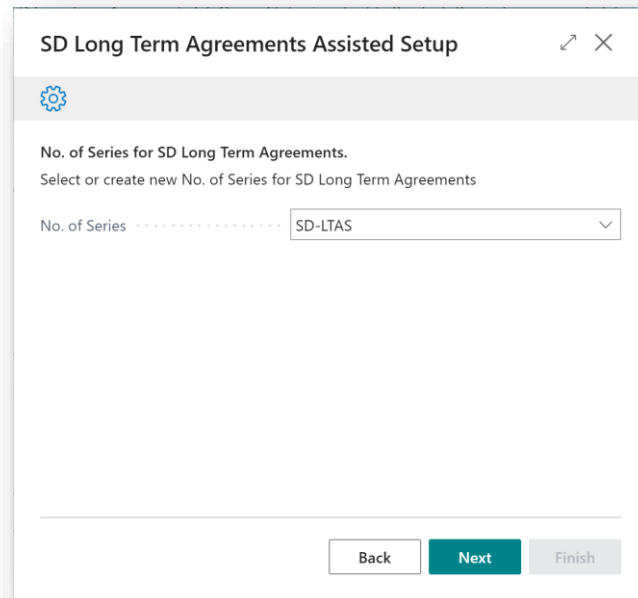
Figure 4-3

4. Choose or create an item to use as the Default Settlement Credit Item. The Item must be of Type Service. The Default Settlement Credit Item is used when creating Credit Memos for Settlement types of Credit Memo. Choose **Next** *(Figure 4-4)*.
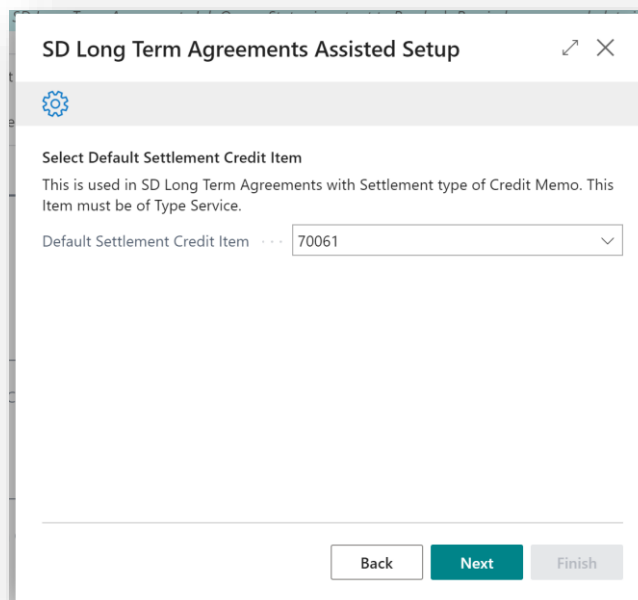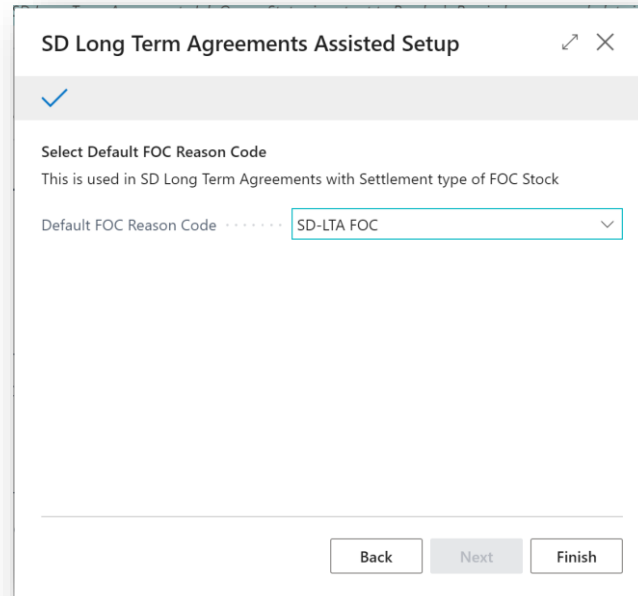
Figure 4-4

5. Choose or create a Default FOC Reason Code. This is used when flagging Sales Lines as a Free of Charge Line with Settlement types of FOC. Choose **Finish** *(Figure 4-5).*
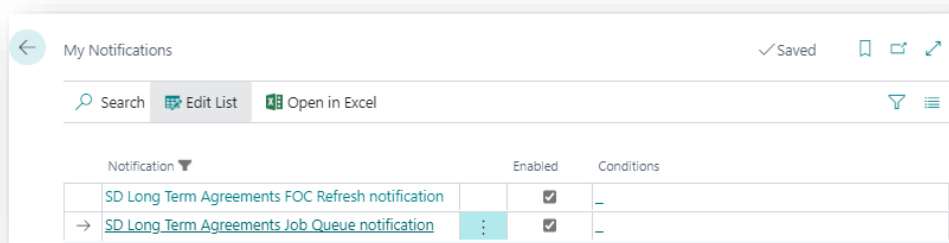
Figure 4-5

4.2   SD Long Term Agreements Notifications

On install SD Long Term Agreements automatically inserts two notifications into the My Notifications table for use in the App. These notifications are SD Long Term Agreements FOC Refresh notification and SD Long Term Agreements Job Queue notification *(Figure 4-6).*

Figure 4-6

5 Accruals and Settlements in SD Long Term Agreements

The LTA Worksheet calculates the accrual and settlement amounts as part of the long term agreement between you and your customer. There are two LTA Worksheets in SD Long Term Agreements, a Customer Worksheet, and a Vendor Worksheet.

The settlement types allowed In SD Long Term Agreements are:

- Report,
- Credit Memo or
- Free of Charge stock items.

The settlement type of **Report** is used where you may have your own specific internal processes on how to record the final settlements with your customers and vendors. Users can print the details of settlements.

The settlement type of **Credit Memo** creates a standard credit memo to post for the settlement, stamped with the item number specified in the LTA. The credit memo is stamped with the LTA number in the Your Reference field on the credit memo. The settlement process creates, but does not post, the credit memo.

The settlement type of **free of charge stock** is applicable only for LTAs that have a rebate type of Quantity (Base). When posting the settlement for a settlement type of free of charge stock, SD Long Term Agreements posts a positive free of charge entry into a free of charge ledger. As a settlement, you give an item free to the customer. You then create a sales order with the FOC item on the line. When you post the FOC line, the balance on the free of charge ledger is updated. You can also manually intervene to post an adjustment into the FOC ledger entry.

The LTA bands can be used on a tiered basis.

Note: In the Band definition of the **LTA** Card for the **From Value** and **To Value**, to simplify the Band Setup and the calculations, the **From Value** is exclusive and the **To Value** inclusive. An example of a Band Setup would be (*Table 1*):

From Value	To Value	
4	10	(> 4 up to and including 10)
10	20	(> 10 up to and including 20)

Table 1

User Guide: SD Long Term Agreements

6   Using SD Long Term Agreements

6.1   SD Long Term Agreements Setup Card

The **SD Long Term Agreements Setup** card is accessed from the **SD Long Term Agreements Role Centre**, by selecting the **Setup** action, or, by searching for the page in the **Tell Me**.

In the **SD Long Term Agreements Setup** page, expand the **General** FastTab. The **General** FastTab contains the following fields (*Figure 6-1*):
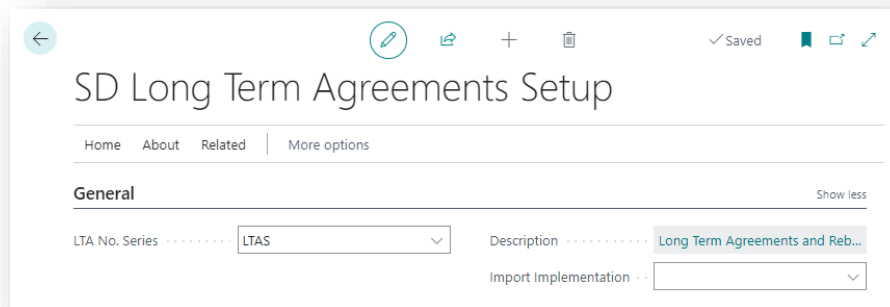
Figure 6-1

- **LTA No. Series** –This field specifies the number series used when creating the LTAs. Select from a list of existing number series.

- **Description**– Displays the description of the value chosen in LTA No. Series.

- **Import Implementation** – You can import amounts from an outside rebate system into SD Long Term Agreements for creation of settlements in Business Central. To use this feature, set the import implementation to Default.

In the **Settlement** FastTab (*Figure 6-2*):
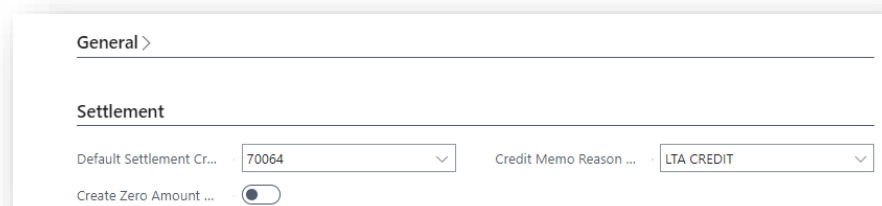
Figure 6-2

- **Default Settlement Credit Item** – Select an item of **Type Service** to use as the default settlement credit item. A credit memo will be automatically created with this item when the LTA has a Settlement Type of Credit Memo and the settlement for the LTA is closed.

- **Create Zero Amount Credit Memos** – Applies to Settlement Types of Credit Memo. Choose whether to create a zero amount credit memo if the settlement amount for the period was zero.

- **Credit Memo Reason Code** – Select a Reason Code to stamp on credit memos created by SD Long Term Agreements. This reason code can be used as a filter when suggesting customer refunds based on the credit memos created by SD Long Term Agreements.

In the **Free of Charge** FastTab (*Figure 6-3*):
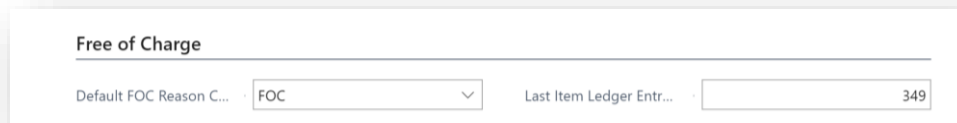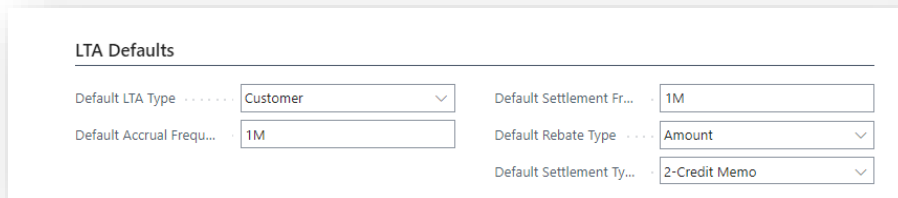
Figure 6-3

- **Default FOC Reason Code** – Select a reason code to use as the default free of charge reason code that is manually added on a sales order line to indicate to SD Long Term Agreements that the sales order contains an FOC item.

- **Last Item Ledger Entry** – This field displays the last item ledger entry that was searched on when calculating how much FOC stock was posted to the item ledger entry. This value is updated when the Refresh FOC Ledger functionality is run.

You can import amounts from an outside rebate system into SD Long Term Agreements for creation of settlements in Business Central.

The defaults in the **LTA Defaults** FastTab (*Figure 6-4*) are used by SD Long Term Agreements to create LTA Cards for the customers whose settlement data you are importing if the LTA Cards do not currently exist. They are also used when manually creating a new LTA card.

Figure 6-4

- **Default LTA Type** – Choose the default LTA Type.

- **Default Accrual Frequency** – Choose the default Accrual Frequency.

- **Default Settlement Frequency** – Choose the default Settlement Frequency.

- **Default Rebate Type** – Choose the default Rebate Type.

- **Default Settlement Type** – Choose the default Settlement Type.

In the **KPIs** FastTab *(Figure 6-5)*:
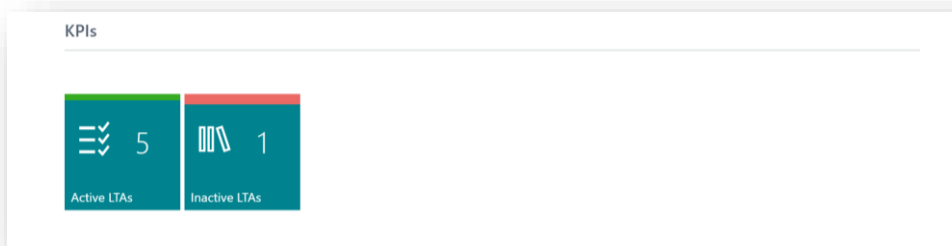
Figure 6-5

- **Active LTAs** – A flowfield count of active LTAs in SD Long Term Agreements.

- **Inactive LTAs** – A flowfield count of the inactive LTAs in SD Long Term Agreements.

The following actions are available in the **Related** menu group in the **SD Long Term Agreements Setup** card (*Figure 6-6*):
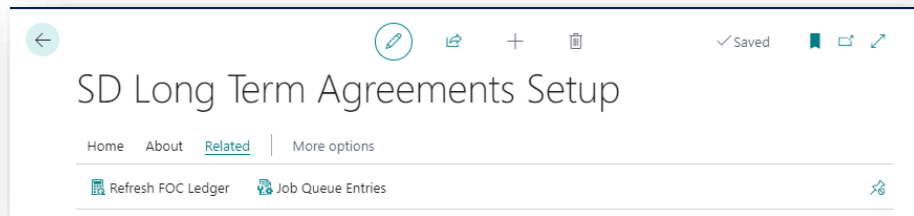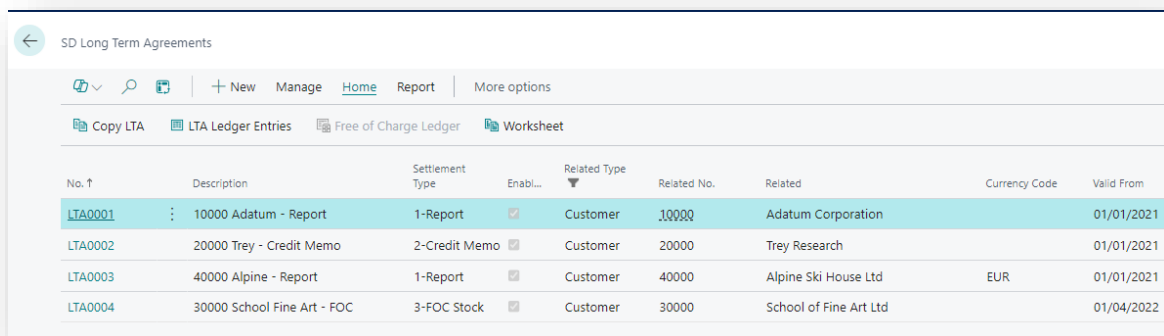
Figure 6-6

- **Refresh FOC Ledger** – Choose this action to update the Free of Charge Ledger Entry. The Refresh FOC Ledger action polls the item ledger entry for entries with the reason code specified on the LTA card and a negative entry is written to the Free of Charge Ledger Entry for the posted sales invoices.

- **Job Queue Entries** – Choose this action to create a Job to automatically refresh the Free of Charge Ledger.

6.2   SD Long Term Agreements List

The **SD Long Term Agreements** list is accessed from the **SD Long Term Agreements Role Centre**, by drilling through on the **All LTAs** cue in the Customer activity group or the **All LTAs** cue in the Vendor activity group, or, by searching for the **SD Long Term Agreements** page in the **Tell Me**.

The **SD Long Term Agreements** list *(Figure 6-7)* is a list of the long term agreements that have been setup**.** In **SD Long Term Agreements**, there is a Customer Long Term Agreement list and a Vendor Long Term Agreement list.

Figure 6-7

The following actions are available in the **New** and **Home** menu groups in the **SD Long Term Agreements List** (*Figure 6-8*):
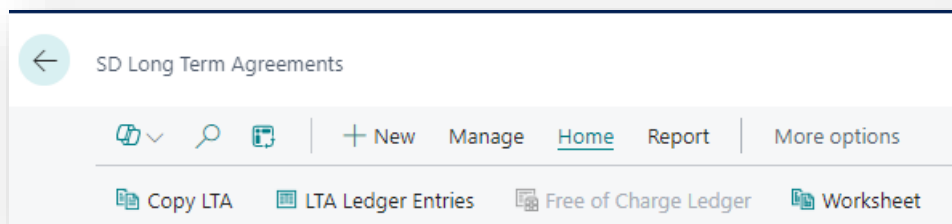
Figure 6-8

- **New** - Choose this action to create a new LTA. This will open the LTA card.

- **Copy LTA** – Choosing this action allows you to easily create a new LTA by copying the details of another LTA.

User Guide: SD Long Term Agreements

- **LTA Ledger Entries** - Choose this action to view the SD Long Term Agreements Ledger Entries, both open and closed, that have been created in the LTA Worksheet for the LTA. This will open the SD Long Term Agreements Ledger Entry list and from here you can drill down to the LTA Ledger Entry Details or view the SD Long Term Agreements Ledger Entry card.

- **Free of Charge Ledger** - Applicable only for LTAs with a Settlement Type of FOC Stock, choose this action to view the SD Long Term Agreements Free of Charge Ledger Entries.

- **Worksheet –** Choose this action to open the SD Long Term Agreements Worksheet. Depending on the value of Related Type in the LTA card, either the Vendor or Customer Worksheet will open.

The following actions are available in the **Report** group in the **SD Long Term Agreements List** (*Figure 6-9*):
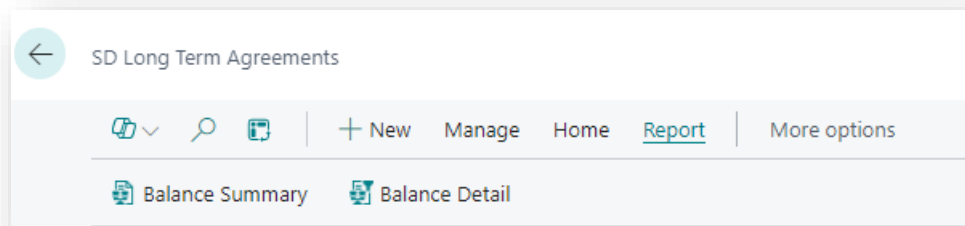
Figure 6-9

- **Balance Summary** – Choose this action to run the SD Long Term Agreements Balance Summary Report.

- **Balance Detail** – Choose this action to run the SD Long Term Agreements Balance Detail Report.

6.3   SD Long Term Agreement Card

The **SD Long Term Agreement** card is accessed from the **SD Long Term Agreements** list**.** To create a new LTA, from the menu select **New**. To access an existing LTA from the **SD Long Term Agreements** list, from the menu, in the **Manage** group, select **View,** or **Edit**.

The **SD Long Term Agreement** card displays the following fields in the **General** FastTab (*Figure 6-10*):
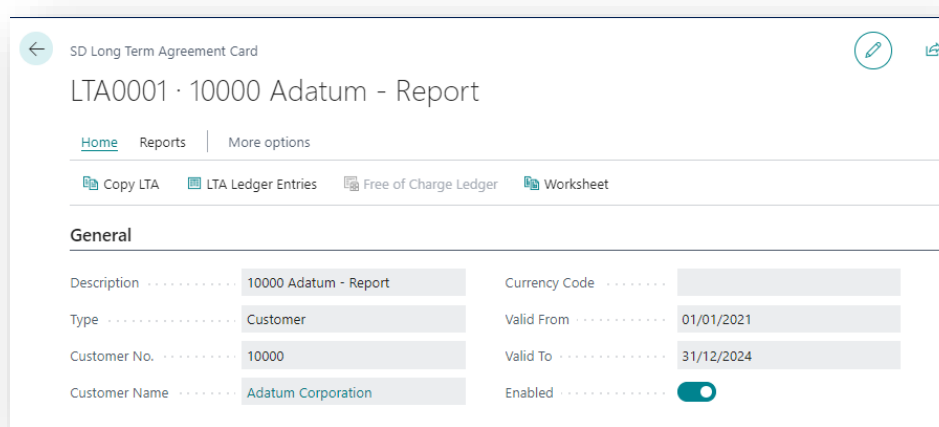
Figure 6-10

- **No.** – Enter a unique code that identifies the LTA. If you specified a number series in the SD Long Term Agreements Setup Card, this field defaults to the next value in the series.

- **Description** – This is a user defined description of the LTA.

- **Type** - Enter the Type for the LTA. Options are **Customer**, **Vendor**.
    Customer - Select this option if the LTA applies to a customer.
    Vendor - Select this option if the LTA applies to a vendor.

- **No**. - Depending on the type chosen in **Type** (**Customer** or **Vendor**), select the customer or vendor for whom you are setting up the LTA.

- **Name** - Displays the name of the customer or vendor chosen in **No.**

- **Currency Code** - This is the currency code of the LTA and its worksheet entries. Defaults to the currency code of the chosen customer or vendor.

- **Valid From** - Enter the date from which the LTA is valid.

  The Valid From date is used, in conjunction with the accrual frequency or settlement frequency, when determining the period start date from which the transactions in the ledger entries will be included in the accruals and settlements calculations in the LTA Worksheet.

  Depending on the value chosen in **Type,** the customer ledger entry or the vendor ledger entry will be examined.
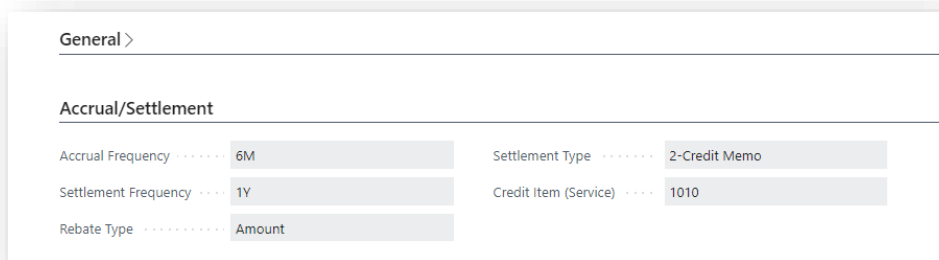
- **Valid To** – Enter the date up to which the LTA is valid.

  The Valid To date is used, in conjunction with the accrual frequency or settlement frequency, when determining the period end date up to which the transactions in the ledger entries will be included in the accruals and settlements calculations in the LTA Worksheet.

  Depending on the value chosen in **Type,** the customer ledger entry or the vendor ledger entry will be examined.

- **Enabled** – Select this option to enable the LTA and include it in the Worksheet Calculations when Accruals and Settlements are suggested.

The following fields exist in the **Accrual/Settlement** FastTab where you can determine the frequency for which the Accruals and Settlements will be calculated and reported on (*Figure 6-11*):

Figure 6-11

- **Accrual Frequency** - A Date Formula that defines the accrual frequency. e.g., 1M. 3M.

  The Accrual Frequency is used, in conjunction with the Valid From date and Valid To date, when calculating the period start and end date within which the transactions from the customer or vendor ledger entries are to be included in the accrual calculations in the LTA Worksheet.

- **Settlement Frequency** - A Date Formula that defines the settlement frequency. e.g., 3M, 6M, 1Y.

    The Settlement Frequency is used, in conjunction with the Valid From date and Valid To date, when calculating the period start and end date within which the transactions from the customer or vendor ledger entries are to be included in the settlement calculations in the LTA Worksheet.

- **Rebate Type** - Select the Rebate Type which SD Long Term Agreements will use to examine the customer or vendor ledger entries.

    This field allows you to define whether the accrual and settlement amounts will be calculated as based on a percentage of the transactions' values, or, whether the accrual and settlement amounts will be calculated based as an amount per quantity of the transactions' quantities. Options are **Amount** or **Quantity (Base)**.

    Amount - Select this option if you want to calculate the accrual and settlement amounts as a percentage amount of the transactions' values in the customer's or vendor's ledger entries.

    Quantity (Base) - Select this option if you want to calculate the accrual and settlement amounts as an amount per quantity of the item on the customer's or vendor's ledger transaction(s). For each quantity of the item(s) on the transaction lines, you define an amount to accrue or settle with the customer or vendor. Quantity (Base) option is normally only used when there is a narrow range of products.

- **Settlement Type** - Select how you want to process and finalise the settlement. Options are **1-Report**, **2-Credit Memo** or **3-FOC Stock.**

    1-Report - The settlement type of report is used where each individual site installation has their own internal processes on how to record the final settlements with their customers. Users can print the details of settlements.

    2-Credit Memo - The settlement type of credit memo creates an unposted credit note for the customer or vendor.

    The LTA number is stamped on the Your Reference field on the credit memo and a line with an Item No, as per the Default Settlement Credit Item defined on the SD Long Term Agreements Setup Card, is created on the Credit Memo with a Quantity of 1 and a Unit Price Excl. VAT as of the Total Settlement Amount on the LTA Ledger Entry line.

Dynamics
Shop
.com

Simply
Dynamics
.com

3- Free of Charge – The settlement type of free of charge can be used for rebate types of quantity (base).
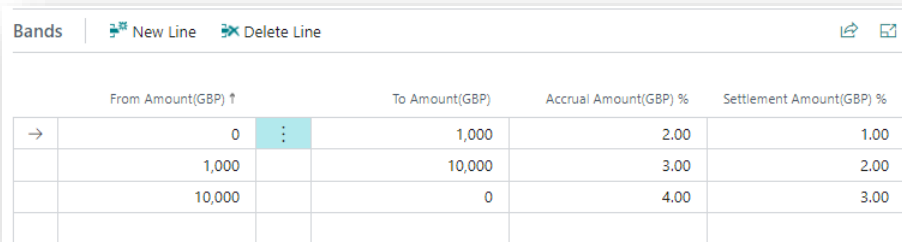
When the settlement is closed for a customer a positive entry with a quantity is written to a free of charge ledger entry. A free of charge reason code is specified on the LTA card. When a sales invoice is posted with this free of charge reason code on the line, a negative entry is then posted to the free of charge ledger when the Refresh FOC Ledger action is run.

The Refresh FOC Ledger action polls the item ledger entry for entries with the reason code on the LTA card and a negative entry is written for the sales invoice. Users are allowed to adjust the settlement amount and can write a manual adjustment to the free of charge ledger.

- **Credit Item (Service)** – Applicable if the settlement type is credit memo. Enter an item number of type service that will be inserted on the credit memo when the settlement is generated.

- **FOC Reason Code** - – Applicable if the settlement type is free of charge. Enter a reason code which users will add to the sales invoice raised for the settlement. When the settlement is closed for a customer, a positive entry with a quantity is written to the free of charge ledger. SD Long Term Agreements will search the item ledger entry for the free of charge reason code and add a negative entry to the free of charge ledger.

The Bands in the **Bands** FastTab allow you to setup the differing bands/ranges that will be used to define the percentages to apply to the sales value, or, to define the amount per quantity to calculate on the transaction's quantities, when the LTA Worksheet calculates the accrual and settlement amounts for the individual LTAs. The LTA bands can be used on a tiered basis.

If the **Rebate Type** chosen for the LTA is **Amount,** then the following fields are displayed in the **Bands** FastTab (*Figure 6-12*):

Bands	New Line	Delete Line		
From Amount(GBP) ↑	To Amount(GBP)	Accrual Amount(GBP) %	Settlement Amount(GBP) %
→ 0	1,000	2.00	1.00
1,000	10,000	3.00	2.00
10,000	0	4.00	3.00

Figure 6-12

- **From Amount** - Defines the minimum sales value from which the Band will apply (i.e., greater than this amount).

- **To Amount** - Defines the sales value up to and including that for which the Band will apply.

- **Accrual Amount %** - The accrual percentage to calculate on the sales value for the transactions when the LTA Worksheet is run.

- **Settlement Amount %** - The settlement percentage to calculate on the sales value for the transactions when the LTA Worksheet is run.

If the **Rebate Type** chosen for the LTA is **Quantity (Base),** then the following fields are displayed in the **Bands** FastTab (*Figure 6-13*):
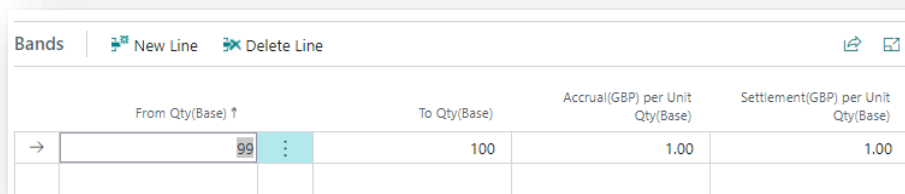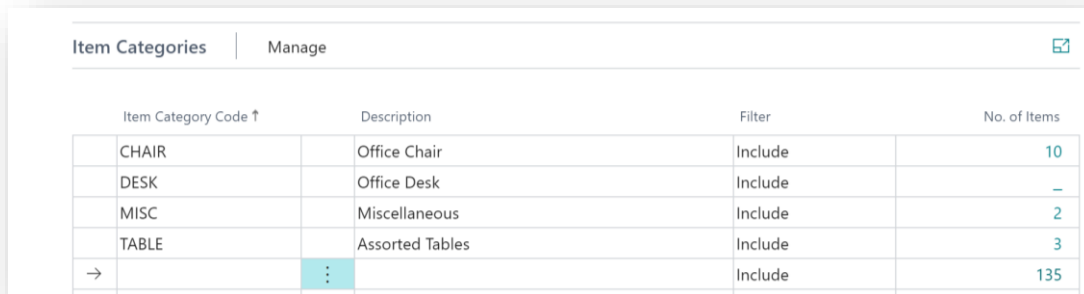

Figure 6-13

- **From Qty (Base)** - Defines the minimum quantity from which the band will apply (i.e., greater than this quantity). For example, in this band an Amount of 1.00 will be calculated per unit quantity greater than 99 and up to 100.

- **To Qty (Base)** - Defines the quantity up to and including that for which the Band will apply. For example, in this band an Amount of 1.00 will be calculated per unit quantity greater than 99 and up to 100.

- **Accrual per Unit Qty (Base)** - The accrual amount per quantity to calculate on the particular transaction quantities when the LTA Worksheet is run.

- **Settlement per Unit Qty (Base)** - The settlement amount per quantity to calculate on the particular transaction quantities when the LTA Worksheet is run.

Defining an item category enables you to include or exclude (depending on the option chosen in **Filter**) those items in the LTA Card that have the particular item category defined on its Item Card. The **Item Categories** FastTab contains the following fields (*Figure 6-14*):
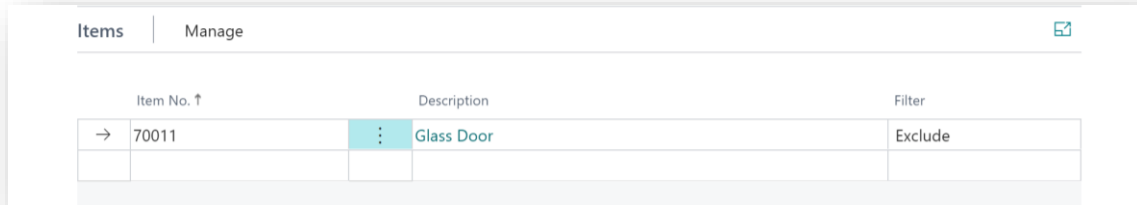

Figure 6-14

- **Item Category Code** - The item category code for which to include, or exclude, (depending on the option chosen in **Filter**) those items in the LTA card that have the particular item category defined on its item card.

  Select from a list of existing item categories in your Microsoft Dynamics 365 Business Central Database.

  Note: To include or exclude items that have no item category defined on the item card, create a record with a blank item category code. The No. of Items on the record will update to reflect the count of items that have no item category defined on the item card.

- **Description** - The description of the category chosen in **Item Category**.

- **Filter** - Options are **Include** or **Exclude**.
  o **Include** - Select this option if you wish to include items in the LTA that have the particular item category code (or, depending on your setup, no item category code) defined on its item card.

  o **Exclude** - Select this option if you wish to exclude Items in the LTA that have the particular item category code (or, depending on your setup, no item category code) defined on its item card.

- **No. of Items** - A count of the number of items that meet the filter criteria specified in the **Item Category Code** and the **Filter**. Drill down on the **No. of Items** to view the list of items that meet the filter criteria specified for the record.

In the **Items** FastTab you define a list of the individual items that you want to include, or exclude, in the LTA (*Figure 6-15*):

- **Item No**. - Defines the item to include, or exclude, (depending on the option chosen in **Filter**) in the LTA.

  Select from a list of existing items in your Microsoft Dynamics 365 Business Central Database.

- **Description** - The description of the item chosen in **Item No.**

- **Filter** - Options are **Include** or **Exclude**.
  - **Include** - Select this option if you wish to include the item in the LTA.

  - **Exclude** - Select this option if you wish to exclude the item in the LTA.

Several actions can be chosen from the **Home** group in the menu on the SD Long Term Agreement Card (*Figure 6-16*):
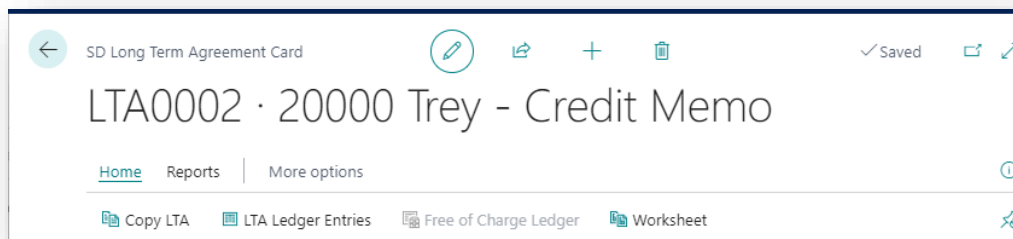
- **Copy LTA** – Choosing this action allows you to easily create a new LTA by copying the details of a specific LTA.

- **LTA Ledger Entries** - Choose this action to view the SD Long Term Agreements Ledger Entries, both open and closed, that have been created in the LTA Worksheet for the

LTA. This will open the SD Long Term Agreements Ledger Entry list and from here you can drill down to the LTA ledger entry details or view the SD Long Term Agreements Ledger Entry card.

- **Free of Charge Ledger** - Applicable only for LTAs with a Settlement Type of FOC Stock, choose this action to view the SD Long Term Agreements Free of Charge Ledger Entries.

- **Worksheet –** Choose this action to open the SD Long Term Agreements Worksheet. Depending on the value of Related Type in the LTA card, either the Vendor or Customer Worksheet will open.

Several actions can be chosen from the **Report** group in the menu on the SD Long Term Agreement Card (*Figure 6-17*):
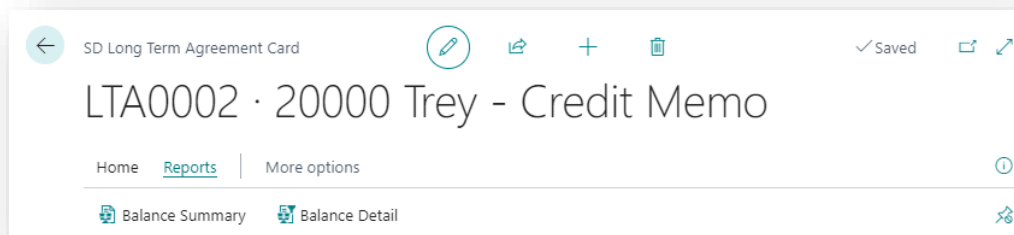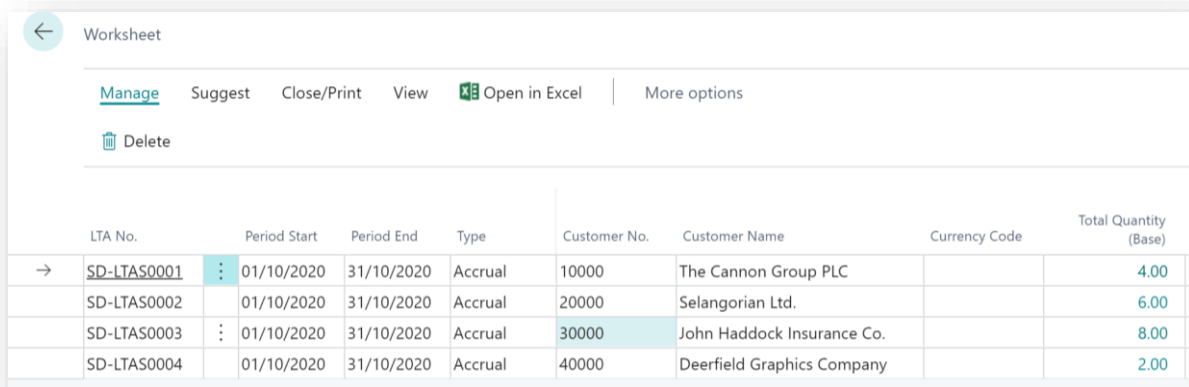

Figure 6-17

- **Balance Summary** – Choose this action to run the SD Long Term Agreements Balance Summary Report.

- **Balance Detail** – Choose this action to run the SD Long Term Agreements Balance Detail Report.

6.4 SD Long Term Agreements Worksheet

The **SD Long Term Agreements Worksheet** is accessed from the **SD Long Term Agreements** list. From the menu, in the **Home** group, select **Worksheet**. There are two SD Long Term Agreement Worksheets, one for customers and the other for vendors. The SD Long Term Agreement Worksheet, allows you to calculate and report on the accrual and settlement amounts agreed in your LTAs and contains the following fields from the LTA Ledger Entry table (*Figure 6-18*):

Figure 6-18

- **LTA No**. - The LTA No. for which the LTA Ledger Entry was generated in the LTA Worksheet.

- **Period Start** - The period start of the LTA Ledger Entry as calculated by the LTA Worksheet.

- **Period End** - The period end of the LTA Ledger Entry as calculated as by the LTA Worksheet.

- **Type** - Displays the Type of the LTA Ledger Entry, depending on the Action chosen.
  - o **Accrual** - Displays if the LTA Ledger Entry is an accrual.
  - o **Settlement** - Displays if the LTA Ledger Entry is a settlement.

- **Customer No.** - Depending on the **Type** on the LTA, the customer or vendor number of the LTA Ledger Entry.

- **Customer Name** - Displays the name of the customer or vendor in **Related No.**

- **Currency Code** - The currency code, of the LTA Leger Entry, as specified on the LTA Card.

- **Total Quantity (Base)** - The total quantity (base) for the transactions included in the LTA Ledger Entry as calculated by the LTA Worksheet. Users can drill down on this field to view the detailed LTA Ledger Entries that make up the calculated values.

- **Total Amount** - The total amount for the transactions included in the LTA Ledger Entry as calculated by the LTA Worksheet. Users can drill down on this field to view the detailed LTA Ledger Entries that make up the calculated values.

- **Rebate Type** – The Rebate Type that SD Long Term Agreements used to examine the customer or vendor ledger entries picked up from the LTA Card.

- **Total Accrual Amount** - The total accrual amount for the transactions included in the LTA Ledger Entry as calculated by the LTA Worksheet. Users can drill down on this field to view the detailed LTA Ledger Entries that make up the calculated values.

- **Total Settlement Amount** - The total settlement amount for the transactions included in the LTA Ledger Entry as calculated by the LTA Worksheet. Users can drill down on this field to view the detailed LTA Ledger Entries that make up the calculated values.

- **Open** - Defaults to selected (True) when the LTA Worksheet Entries are created.

- **Entry Source** – Displays **Calculated** if the entry was calculated using the LTA Worksheet or **Imported** if the entry was imported from an external source. Settlement amounts can be imported from an external source by drilling through on the **Staged Imports** cue in the SD Long Term Agreements Role Centre or by searching for **lta imports** in the **Tell Me**.

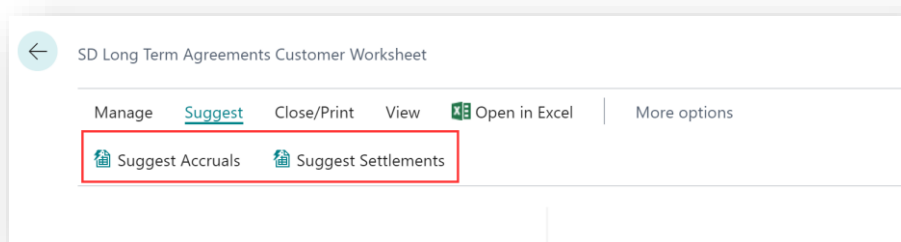The following **Actions** are available in the **Suggest** group in the menu on the **LTA Worksheet** (*Figure 6-19*):

Figure 6-19

- **Suggest Accruals -** Select this action to suggest accruals based on the setup defined for those LTAs that are marked as enabled, that are currently valid, and where the work date is greater than the period end of the LTA Card. Accruals are not suggested for a future period.

The next period for the accrual is calculated. If accrual entries exist in the LTA Ledger Entry for the LTA, the period end of the last entry in the LTA Ledger is taken as the period start for this run. If no accrual entries exist in the LTA Ledger for the LTA, then the period start is calculated as the period start date of the valid from date on the LTA Card.

The period end is calculated as the last day of the period start plus the accrual frequency specified on the LTA Card, or, as the valid to date on the LTA Card if the calculated period end would be greater than the valid to date that is specified on the LTA Card.

A separate entry is created in the LTA Ledger Entry for each LTA that is marked as enabled, that is currently valid, and, where the work date is greater than the period end of the individual LTA. If you are in the Worksheet, SD Long Term Agreements searches through either the standard Microsoft Dynamics 365 Business Central Customer Ledger Entries or Vendor Ledger Entries, with a document type of invoice or credit memo, that have a posting date within the period start and period end of the LTA Ledger Entry for the customer or vendor specified in the LTA.

The SD Long Term Agreements Worksheet searches through the filtered Customer Ledger Entries or the filtered Vendor Ledger Entries for those items that are flagged to be included in the Worksheet calculations (as determined by the filters specified in the Item Categories FastTab, and Items FastTab of the LTA Card).

If an entry exists in the Customer Ledger Entry, or the Vendor Ledger Entry, (depending on the Worksheet you are in) then an LTA Detailed Ledger Entry for accruals is created. Taking the LTA Detailed Ledger Entries created, the accrual amounts are then calculated using the bands that were defined in the LTA Card and applied to the running total of the transactions included in the period.

The credit memos generated by SD Long Term Agreements are excluded from the next periods by stamping the LTA number on the Your Reference field on the credit memo.

The FOC items generated by the SD Long Term Agreements functionality are excluded from the next periods by filtering out the Free of Charge Reason Code (defined on the LTA Card) in the calc.

- **Suggest Settlements -** Select this action to suggest settlements based on the setup defined for those LTAs that are marked as enabled, that are currently valid, and where the work date is greater than the period end of the LTA Card. Settlements are not suggested for a future period.

  The next period for the settlement is calculated. If settlement entries exist in the LTA Ledger Entry for the LTA, the period end of the last entry in the LTA Ledger is taken as the period start for this run. If no settlement entries exist in the LTA Ledger for the

LTA, then the period start is calculated as the period start date of the valid from date on the LTA Card.

The period end is calculated as the last day of the period start plus the settlement frequency specified on the LTA Card, or, as the valid to date on the LTA Card if the calculated period end would be greater than the valid to date that is specified on the LTA Card.

A separate entry is created in the LTA Ledger Entry for each LTA that is marked as enabled, that is currently valid, and, where the work date is greater than the period end of the individual LTA. If you are in the Worksheet, SD Long Term Agreements searches through either the standard Microsoft Dynamics 365 Business Central Customer Ledger Entries or Vendor Ledger Entries, with a document type of invoice or credit memo, that have a posting date within the period start and period end of the LTA Ledger Entry for the customer or vendor specified in the LTA.

The SD Long Term Agreements Worksheet searches through the filtered Customer Ledger Entries or the filtered Vendor Ledger Entries for those items that are flagged to be included in the SD Long Term Agreements Worksheet calculations (as determined by the filters specified in the Item Categories FastTab, and Items FastTab of the LTA Card).

If an entry exists in the Customer Ledger Entry, or the Vendor Ledger Entry, (depending on the Worksheet you are in) then an LTA Detailed Ledger Entry for settlements is created. Taking the LTA Detailed Ledger Entries created, the settlement amounts are then calculated using the bands that were defined in the LTA Card and applied to the running total of the transactions included in the period.

The credit memos generated by SD Long Term Agreements are excluded from the next periods by stamping the LTA number on the Your Reference field on the credit memo.

The FOC items generated by the SD Long Term Agreements functionality are excluded from the next periods by filtering out the Free of Charge Reason Code (defined on the LTA Card) in the calc.

The following **Actions** are available in the **Close/Print** group in the menu on the **LTA Worksheet** (*Figure 6-20)*:
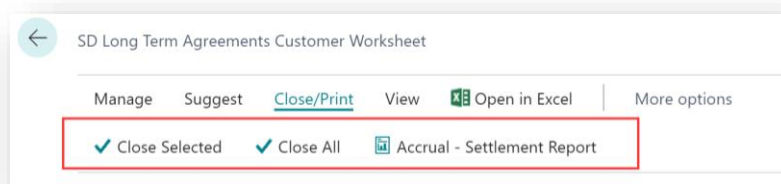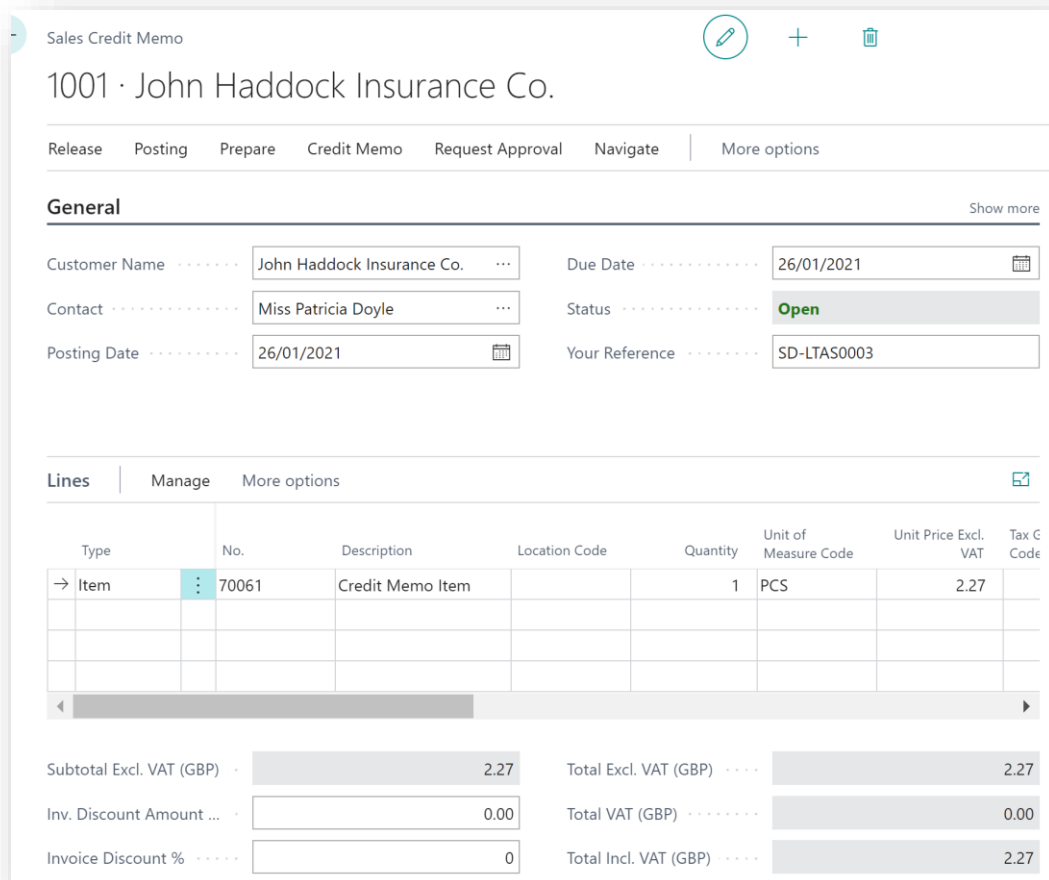

Figure 6-20

- **Close Selected** - Choose this action to mark the selected LTA Ledger Entry as Closed.

For LTA Ledger Entries of Type **Accrual**, users can simply print off the Accrual/Settlement Report before closing the accrual line and follow their own internal processes to record the accruals with their customers. The Entry line is marked as closed.

For LTA Ledger Entries of Type **Settlement** with a settlement type of **Report**, users print off the Accrual/Settlement report and follow their own internal processes to record the final settlements with their customers. The Entry is marked as closed.

For LTA Ledger Entries of Type **Settlement** with a settlement type of **Credit Memo**, when the Entry is closed, an unposted credit note for the customer or vendor is created. The LTA number is stamped on the Your Reference field on the credit memo and a line with an Item No, as per the Default Settlement Credit Item defined on the SD Long Term Agreements Setup Card, is created on the Credit Memo with a Quantity of 1 and a Unit Price Excl. VAT as of the Total Settlement Amount on the Entry line (*Figure 6-21*).

Figure 6-21

For LTA Ledger Entries of Type **Settlement** and with a settlement type of **Free of Charge**, when the settlement is closed for a customer, a positive entry with a quantity is written to the free of charge ledger entry.

As a settlement, you give an item free to the customer. You then create a sales order with the FOC item on the line. When a sales invoice is posted with the free of charge reason code from the LTA card specified on the sales line, a negative entry is posted to the free of charge ledger using the Refresh FoC Ledger functionality. The Refresh FOC Ledger functionality polls the Item Ledger Entry for entries with the reason code on the LTA card and a negative entry is written for the sales invoice to the LTA FOC Ledger. Users are allowed to adjust the settlement amount and can write a manual adjustment to the free of charge ledger (*Figure 6-22*).

Figure 6-22

- **Close All** - Choose this action to mark all the LTA Ledger Entries in the Worksheet as Closed.

- **Accrual/Settlement Report** - Choose this action to run the Accrual/Settlement Report for the LTA Ledger Entry.

The following **Actions** are available in the **View** group in the menu on the **LTA Worksheet** (*Figure 6-23*):
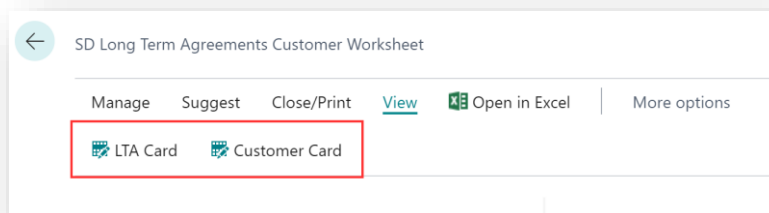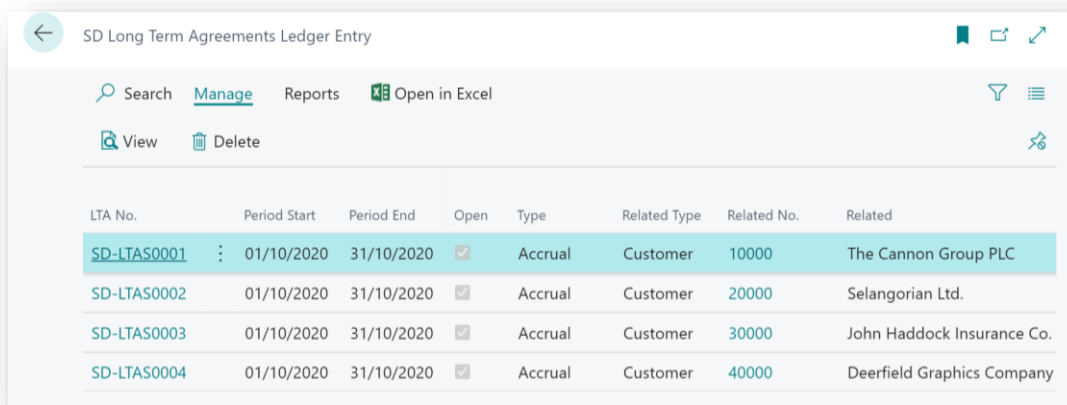

Figure 6-23

- **LTA Card** – Select this action to open the associated LTA card for the LTA ledger entry.

- **Customer Card** - Select this action to open the associated customer card for the LTA ledger entry.

6.5   SD Long Term Agreements Ledger Entry List

The **SD Long Term Agreements Ledger Entry** list can be accessed from the **LTA** card by choosing the **LTA Ledger Entries** action, by drilling down on the Total Quantity (Base), Total Amount, Total Accrual Amount or Total Settlement Amount fields in the **SD Long Term Agreements Worksheet** to view the **SD Long Term Agreements Detailed Ledger Entries** or searching for **SD Long Term Agreements Ledger Entry** in the **Tell Me**.

The **SD Long Term Agreements Ledger Entry** list displays the LTA ledger entries, both open and closed, that were calculated by the LTA Worksheet (*Figure 6-24*).

Figure 6-24

- **LTA No.** - Displays the LTA No. for which the LTA Ledger Entry was generated in the LTA Worksheet.

- **Entry Source** - Displays **Calculated** if the entry was calculated using the LTA Worksheet or **Imported** if the entry was imported from an external source. Settlement amounts can be imported from an external source by drilling through on the **Staged Imports** cue in the SD Long Term Agreements Role Centre or by searching for **lta imports** in the **Tell Me**.

- **Period Start** - Displays the period start of the LTA Ledger Entry, as calculated in the LTA Worksheet.

- **Period End** - Displays the period end of the LTA Ledger Entry, as calculated as in the LTA Worksheet.

- **Open** - Indicates if this LTA ledger entry is open (suggested) or closed (issued).

- **Type** - Displays the LTA Ledger Entry type, Accrual or Settlement.

- **Related Type** - The related type, customer, or vendor, of the LTA Ledger Entry, as specified on the LTA card.

- **Related No.** - The related no, customer, or vendor No., of the LTA Ledger Entry, as specified on the LTA card.

- **Related** - The name of the customer or vendor in Related No.

- **Currency Code** - The Currency Code of the LTA Ledger Entry.

- **Total Quantity (Base)** - The total quantity (base) of the individual LTA Ledger Entry Details as calculated by the LTA Worksheet. You can drill down on this field to see the LTA Detailed Ledger Entries that make up the LTA Ledger Entry.

- **Total Amount** - The total amount of the individual LTA Ledger Entry Details as calculated by the LTA Worksheet. You can drill down on this field to see the LTA Detailed Ledger Entries that make up the LTA Ledger Entry.

- **Rebate Type** – The Rebate Type that SD Long Term Agreements used to examine the customer or vendor ledger entries picked up from the LTA Card.

- **Total Accrual Amount** - Where the rebate type is accrual, the total of the accrual amount of the individual LTA Ledger Entry Details as calculated by the LTA Worksheet. You can drill down on this field to see the LTA Detailed Ledger Entries that make up the LTA Ledger Entry.

- **Total Settlement Amount** - Where the rebate type is settlement, the total of the settlement amount of the individual LTA Ledger Entry Details as calculated by the LTA Worksheet. You can drill down on this field to see the LTA Detailed Ledger Entries that make up the LTA Ledger Entry.

- **File Name** – Displays the File Name if the LTA Ledger Entry was imported from an external source.

- **Closed At** – The date/time at which the accrual or settlement entry was closed/issued.

- **Closed By** – The user who closed/issued the accrual or settlement entry.

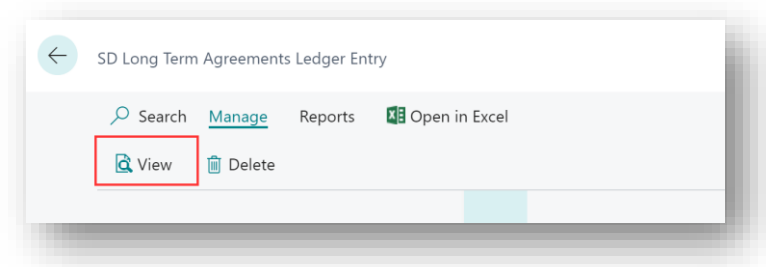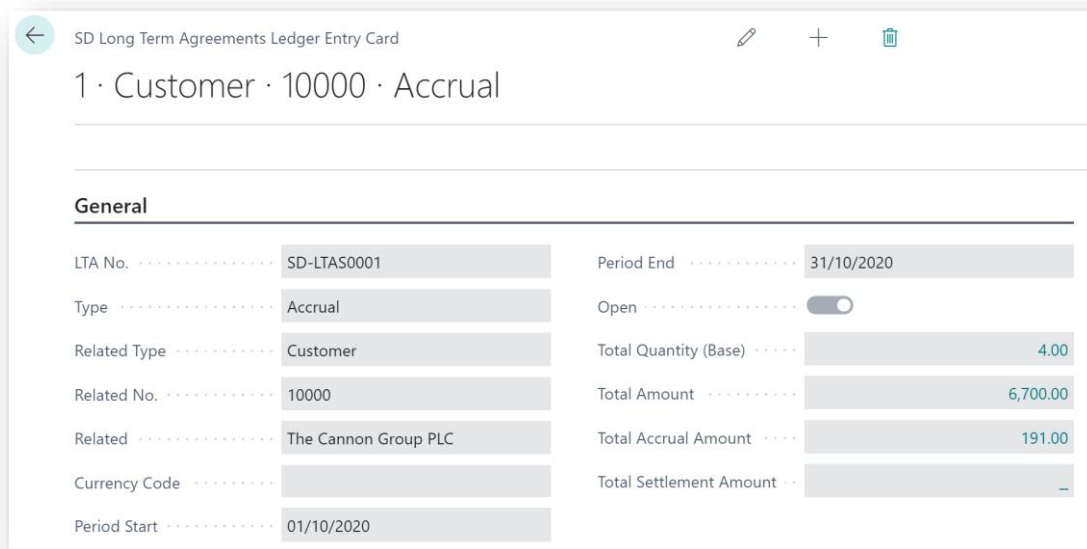The following **Action** can be selected from the **SD Long Term Agreement Ledger Entry List** (*Figure 6-25*):

Figure 6-25

- **View** – Select this action to view the SD Long Term Agreement Ledger Entry Card.

6.6 SD Long Term Agreements Ledger Entry Card

The **SD Long Term Agreement Ledger Entry** card displays the details of the LTA ledger entries as calculated in the LTA Worksheet (*Figure 6-26*):
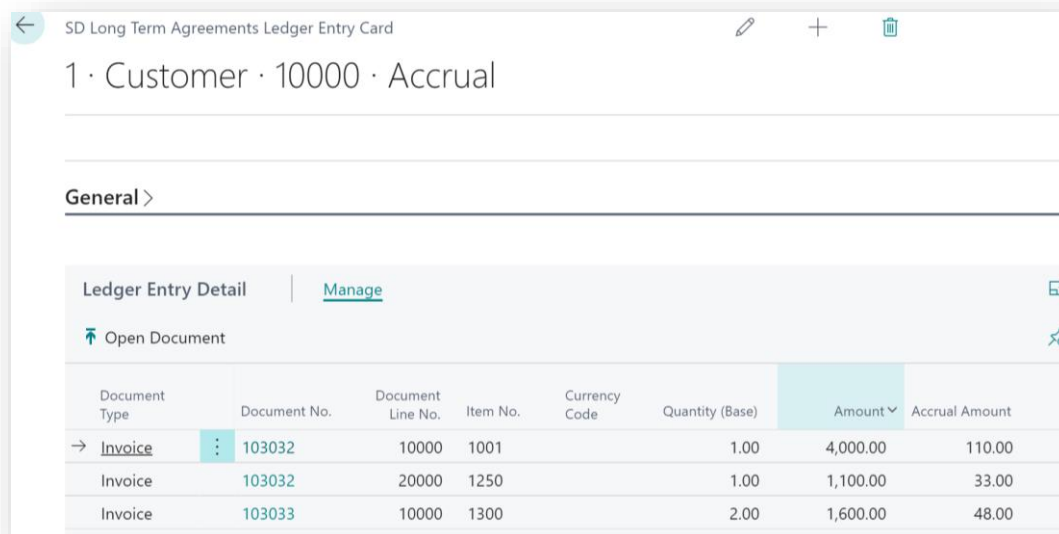

Figure 6-26

- **LTA No.** - Displays the LTA No. for which the LTA Ledger Entry was generated in the LTA Worksheet.

- **Type** - Displays the LTA Ledger Entry, Accrual or Settlement.

- **Related Type** - The related type, customer, or vendor, of the LTA Ledger Entry, as specified on the LTA card.

- **Related No.** - The related no, customer, or vendor No., of the LTA Ledger Entry, as specified on the LTA card.

- **Currency Code** - The Currency Code of the LTA Ledger Entry.

- **Period Start** - Displays the period start of the LTA Ledger Entry, as calculated in the LTA Worksheet.

- **Period End** - Displays the period end of the LTA Ledger Entry, as calculated as in the LTA Worksheet.

- **Open** - Indicates if this LTA Ledger Entry is marked as open or closed.

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- **Total Quantity (Base)** - The total quantity (base) of the individual LTA Detailed Ledger Entry as calculated by the LTA Worksheet. Users can drilldown on this field to see the detailed entries behind the total.

- **Total Amount** - The total amount of the individual LTA Detailed Ledger Entry as calculated by the LTA Worksheet. Users can drilldown on this field to see the detailed entries behind the total.

- **Total Accrual Amount** - Where the rebate type is accrual, the total of the accrual amount of the individual LTA Detailed Ledger Entry as calculated by the LTA Worksheet. Users can drilldown on this field to see the detailed entries behind the total.

- **Total Settlement Amount** - Where the rebate type is settlement, the total of the settlement amount of the individual LTA Detailed Ledger Entry as calculated by the LTA Worksheet. Users can drilldown on this field to see the detailed entries behind the total.

The following fields exist in the **Ledger Entry Detail** FastTab (*Figure 6-27*):

Figure 6-27

- **Document Type** - Displays the Document Type, **Invoice** or **Credit Memo**, of the transaction (Document No.) (taken from the Customer Ledger Entry if the related type is customer or from the Vendor Ledger Entry if the related type is vendor) on the individual LTA Detailed Ledger Entry.

- **Document No.** - Displays the Document No. of the transaction (taken from the Customer Ledger Entry if the related type is customer or from the Vendor Ledger Entry if the related type is vendor) on the individual LTA Detailed Ledger Entry.

- **Document Line No.** - Displays the Line No. of the Document No. in Document No. of the transaction (taken from the Customer Ledger Entry if the related type is customer or from the Vendor Ledger Entry if the related type is vendor) on the individual LTA Detailed Ledger Entry.

- **Item No.** - Displays the Item No. of the Item on the Document Line No. on the transaction (taken from the Customer Ledger Entry if the related type is customer or from the Vendor Ledger Entry if the related type is vendor) on the individual LTA Detailed Ledger Entry.

- **Currency Code** - The Currency of the LTA Detailed Ledger Entry.

- **Quantity (Base)** - The quantity (base) of the Item on the Document Line No. on the transaction (taken from the Customer Ledger Entry if the related type is customer or from the Vendor Ledger Entry if the related type is vendor) on the individual LTA Detailed Ledger Entry.

- **Amount** - The amount of the Item on the Document Line No. on the transaction (taken from the Customer Ledger Entry if the related type is customer or from the Vendor Ledger Entry if the related type is vendor) on the individual LTA Detailed Ledger Entry.

- **Accrual Amount** - Where the rebate type is accrual, the accrual amount of the individual LTA Detailed Ledger Entry as calculated by the LTA Worksheet.

- **Settlement Amount** - Where the rebate type is settlement, the settlement amount of the individual LTA Detailed Ledger Entry as calculated by the LTA Worksheet.

The following **Actions** can be selected from the **Ledger Entry Detail** FastTab (*Figure 6-28*):
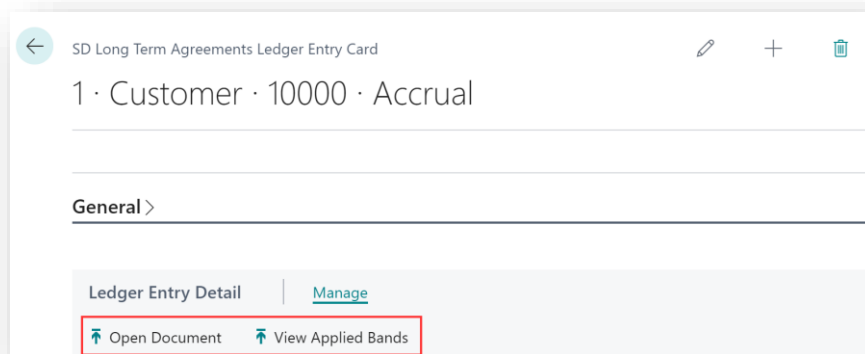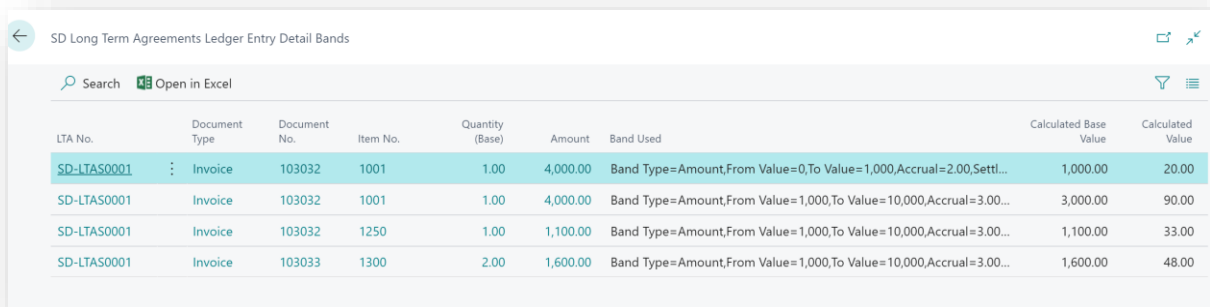

Figure 6-28

- **Open Document** - Select this action to open the document associated with the LTA Ledger Entry Detail Line.

- **View Applied Bands** – Select this action to view the Bands that were used and the Base Value that the Band was calculated on for each transaction included in the accrual or settlement calculation (*Figure 6-29*).

Figure 6-29

6.7 SD Long Term Agreements Free of Charge Ledger

The **SD Long Term Agreements Free of Charge Ledger** list can be accessed from the **LTA** card by choosing the **Free of Charge Ledger** action (*Figure 6-30*).
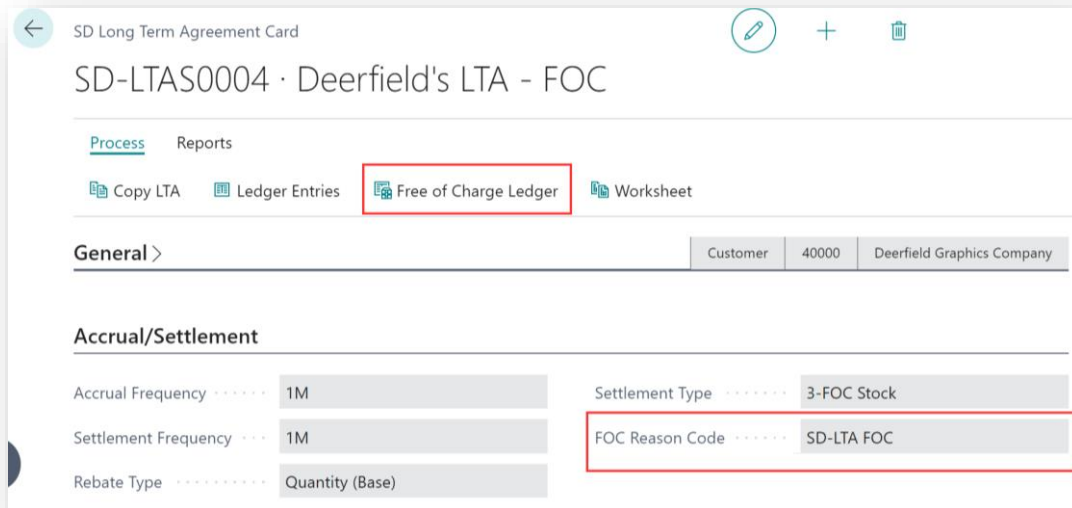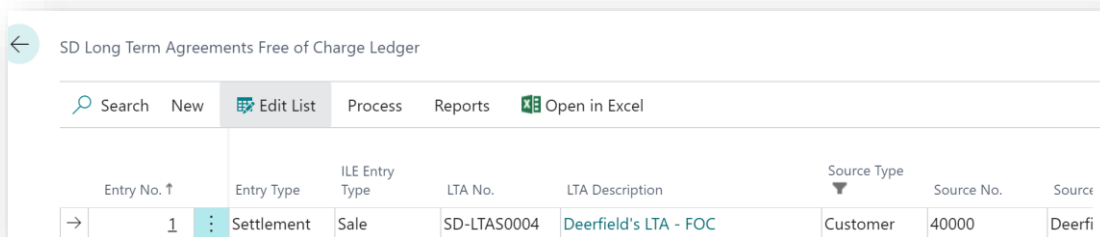
Figure 6-30

As mentioned above in the section on the **SD Long Term Agreements Worksheet**, for those LTA Ledger Entries of Type **Settlement** and with a settlement type of **Free of Charge**, when the settlement is closed in the Worksheet (for a customer for example), a positive entry with a quantity is written to the free of charge ledger entry (*Figure 6-31*).

Figure 6-31

When a sales invoice is posted with the **FOC Reason Code** from the LTA card specified in the Return Reason Code field on the sales line (you need to manually set the Amount on the line to 0 for the FOC stock item), a negative entry is posted to the free of charge ledger when the **Refresh FoC Ledger** action is run (*Figure 6-32*).
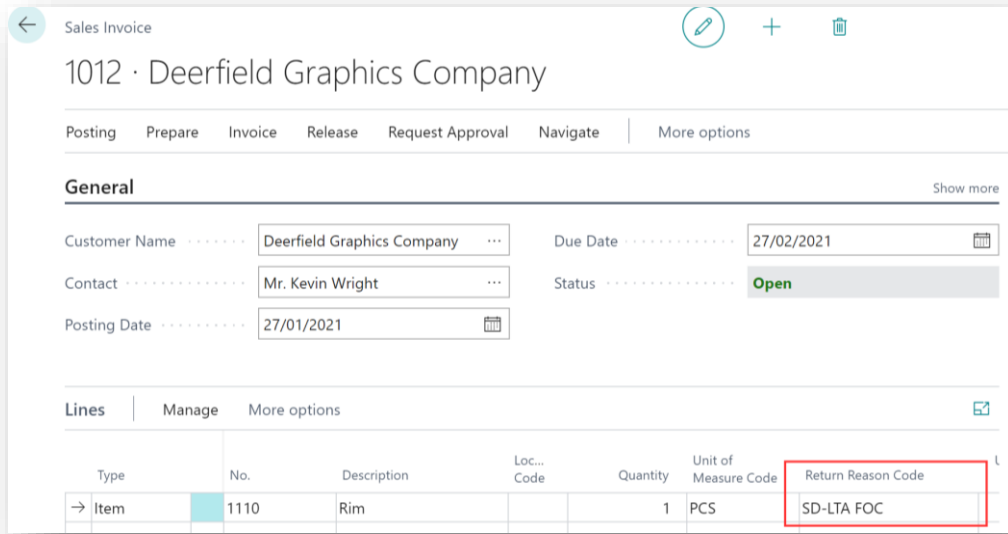
Figure 6-32

The **Refresh FOC Ledger** functionality, accessible from the **SD Long Term Agreements Setup** card, polls the Item Ledger Entry for entries with the reason code on the LTA card and a negative entry is written for the sales invoice (*Figure 6-33*).
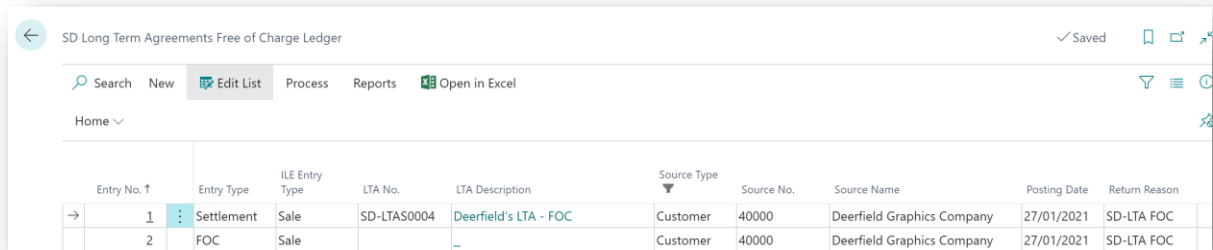

Figure 6-33

You can apply the FOC Sale line to an LTA by choosing the **Apply to LTA** action (*Figure 6-34*).
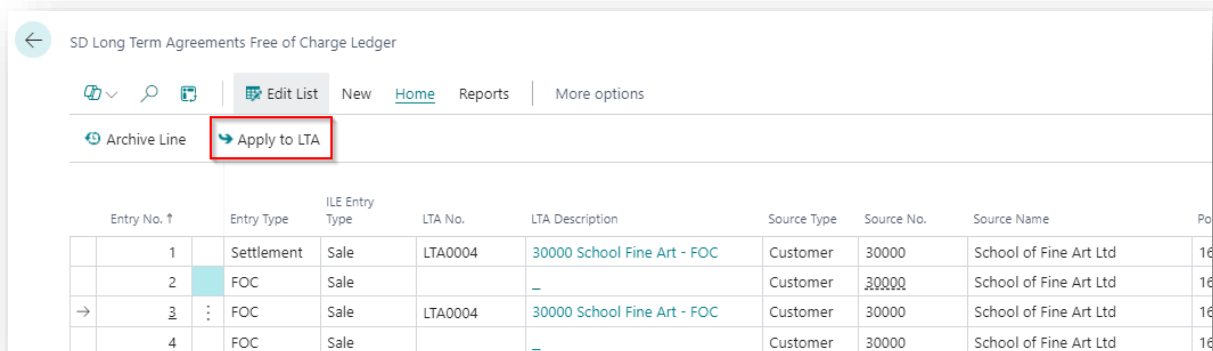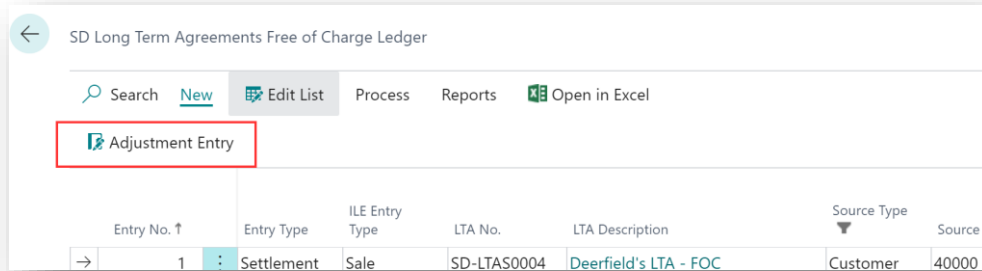

Figure 6-34

Users can adjust the settlement amount and can write a manual adjustment to the free of charge ledger (*Figure 6-35*).

Figure 6-35

6.8 Applying Settlement Types of Credit Memos to Customer Refunds

When a settlement type of Credit Memos is specified for a customer, SD Long Term Agreements creates an unposted credit note for the customer on close of the settlement.

The LTA number is stamped on the Your Reference field on the credit memo and a line with an Item No, as per the Default Settlement Credit Item defined on the SD Long Term Agreements Setup Card, is inserted on the Credit Memo with a Quantity of 1 and a Unit Price Excl. VAT as of the Total Settlement Amount on the LTA Ledger Entry line.

There may be situations where you do not want to apply the Credit Memos to your customer's invoices but rather give the actual cash physically back to the customer. In the Customer Card, the **Application Method** should be set to **Manual** if you do not want Credit Memos to auto apply to Invoices.

The **Credit Memo Reason Code** on the SD Long Term Agreements Setup is stamped on the Reason Code field on credit memos created by SD Long Term Agreements. This reason code is used as a filter when suggesting customer refunds based on the credit memos created by SD Long Term Agreements.

An action has been surfaced on the standard Dynamics 365 Business Central Payment Journal to suggest customer refunds (*Figure 6-36*).
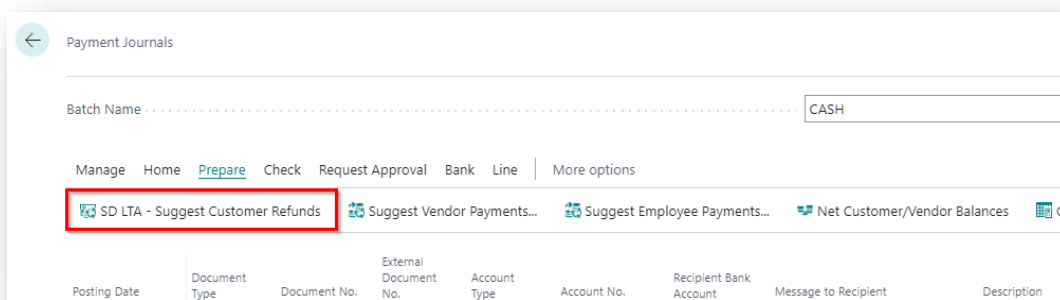

Figure 6-36

When the **SD LTA – Suggest Customer Refunds** action is chosen a report page opens where you can filter on the Credit Memo Reason Code (*Figure 6-37*).

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Figure 6-37

A customer refund journal is created and applied to the specific credit memo created by SD Long Term Agreements (*Figure 6-38*).

Figure 6-38

6.9 Importing Amounts from External Rebate Systems to Create Settlement Types of Credit Memos

You can import amounts from an external rebate system into SD Long Term Agreements for creation of settlements in Business Central. The **LTA Defaults** on the **Setup** card are used to create LTA Cards for the customers whose settlement data you are importing and for whom an LTA Card does not already exist. The customer number on the external file is used as the LTA Card No. There is no need to create Bands or specify Item Categories on the LTA Card if you are importing amounts from an external system.

From the **SD Long Term Agreements Role Centre**, drill through on the **Staged Imports** cue or search for **SD Long Term Agreements Customer Imports** in the Tell Me.

Choose the **Import From Excel Worksheet** action or drag and drop an excel spreadsheet file to the Drop Area (*Figure 6-39*).
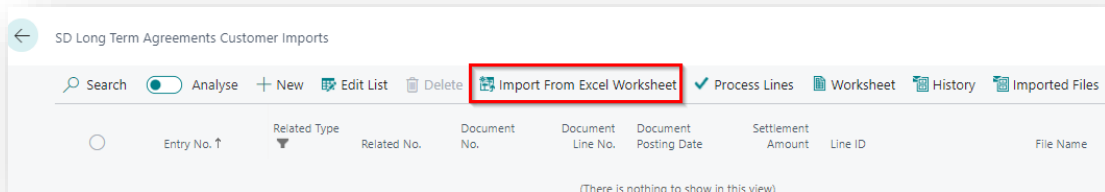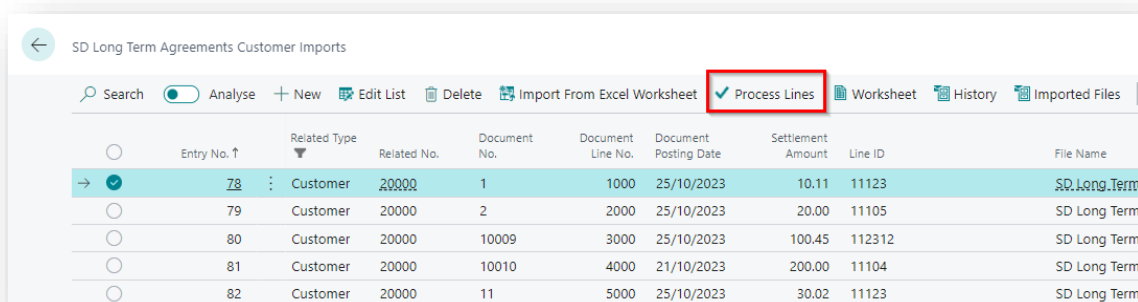
Figure 6-39

The lines are imported from the excel spreadsheet file. Choose the **Process Lines** action to create an LTA Card for the customer if one does not already exist and to transfer the lines to the worksheet where a line per customer of Type Settlement with the Total Settlement Amount populated from the file is created (*Figure 6-40*).

Figure 6-40

The excel spreadsheet is of fixed layout with 6 columns as per below table *(Table 2)*. The Related No., and Settlement Amount are the only required columns. The other columns are used for reference only.

Related No.	Document No.	Document Line No.	Document Posting Date	Settlement Amount	Key
20000	1	1000	25/10/2023	10.11	11123
20000	2	2000	25/10/2023	20	11105
20000	10009	3000	25/10/2023	100.45	112312
30000	10010	1000	21/10/2023	200	11104
30000	11	2000	25/10/2023	30.02	11123

Table 2

7 Refreshing the FOC Ledger Automatically

The **SD Long Term Agreements Job Queue Entry** card is used to refresh the FOC ledger entries automatically (*Figure 7-1*).
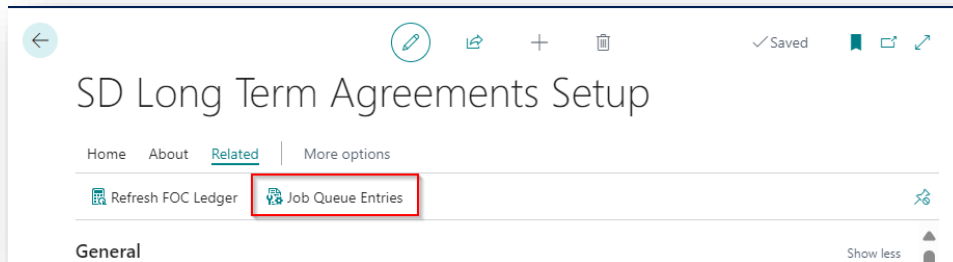

Figure 7-1

As a pre-requisite, you must have Job Queues already setup and running in Microsoft Dynamics 365 Business Central.

To set up the FOC ledger entries to refresh automatically in SD Long Term Agreements:

1. Navigate to the **SD Long Term Agreements Setup** page. In the **Related** tab in the menu, choose **Job Queue Entries**.

2. In the **Job Queue Entries** list, create a **New** job queue entry. The job created will run an object type of **Codeunit** to run **Object ID 43020004**.

3. In SD Long Term Agreements Job Queue Entry card, enter a **Description**. Update the **Schedule** and **Recurrence** details as required.

4. When you have reviewed your job queue entry, set the status to **Ready**.

According to your schedule details, the job will automatically refresh the SD Long Term Agreements FOC Ledger Entries when executed.

8 ODATA Feeds for Power BI

The **SD Long Term Agreements Ledger Entries** table has have been surfaced as an ODATA feed and can be accessed by Power BI.

When you log in to Power BI, select your environment, your company and then select Advanced APIs. Search for simplyd/ltas from the list and from there choose ledgerEntries (*Figure 8-1*).
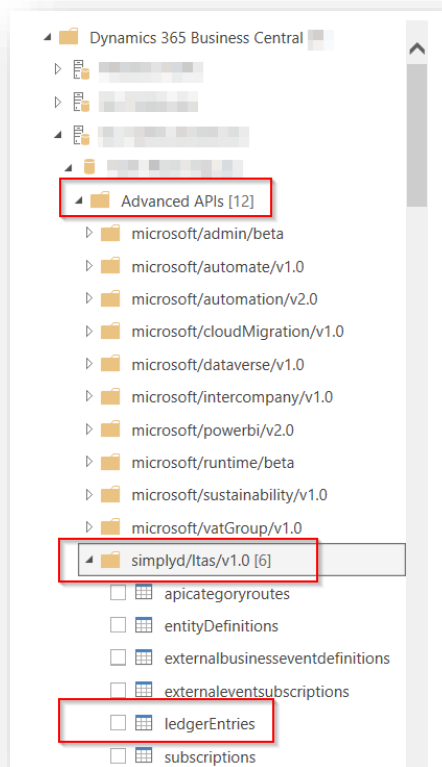

Figure 8-1

9   Uninstalling SD Long Term Agreements

You can uninstall **SD Long Term Agreements** using the Web Client:

1. Open your Dynamics 365 Business Central Web Client and use the **Tell Me** to search for **Extension Management** *(Figure 9-1)*.
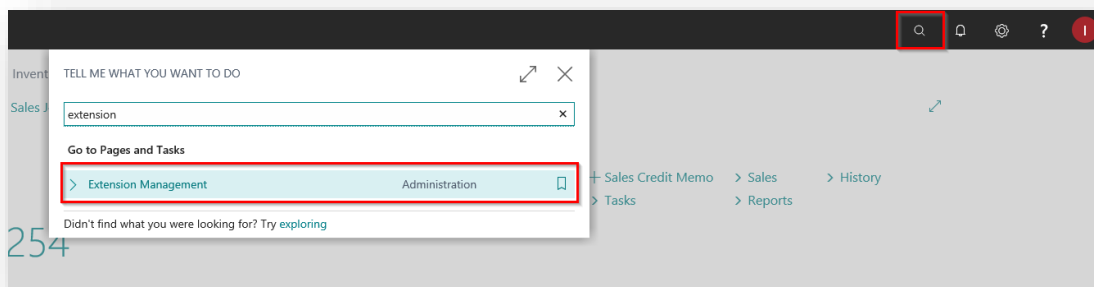
Figure 9-1

2. In **Extension Management**, you should see the **SD Long Term Agreements** App installed.

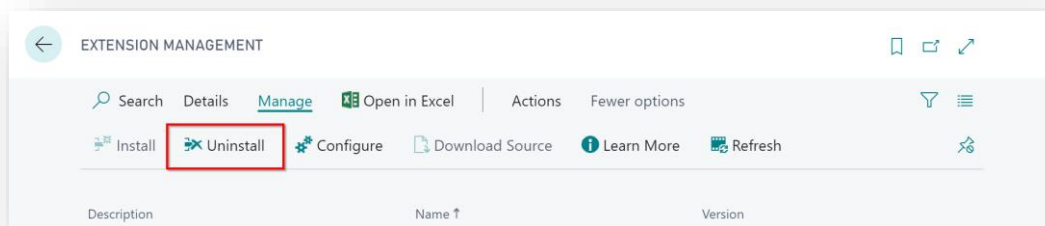3. Select the **SD Long Term Agreements** App and choose the **Uninstall** Action (*Figure 9-2*).

Figure 9-2

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