



Manual for Finance Add-on: Difference letter – Accounts receivable

Brief description of add-on functionality:

This add-on enables to create the letter for customer with identification of payment - invoice settlement and residual differences. This functionality can be used directly in settlement process or subsequently from selected customer transactions. Standard texts can be predefined and used as a default during letter creation.



CIRCON Circle Consulting AG
Technoparkstrasse 3
CH-8406 Winterthur
T +41 (0)43 501 12 12
F +41 (0)43 501 12 11

D-30177	Hannover
D-42799	Leichlingen
D-78048	VS-Villingen
D-93047	Regensburg
A-1100	Wien
A-6850	Dornbirn
A-8041	Graz
CZ-190 00	Praha
CZ-68601	Uherské Hradiště
CZ-370 06	České Budějovice



Gold Enterprise Resource Planning
Microsoft Dynamics AX



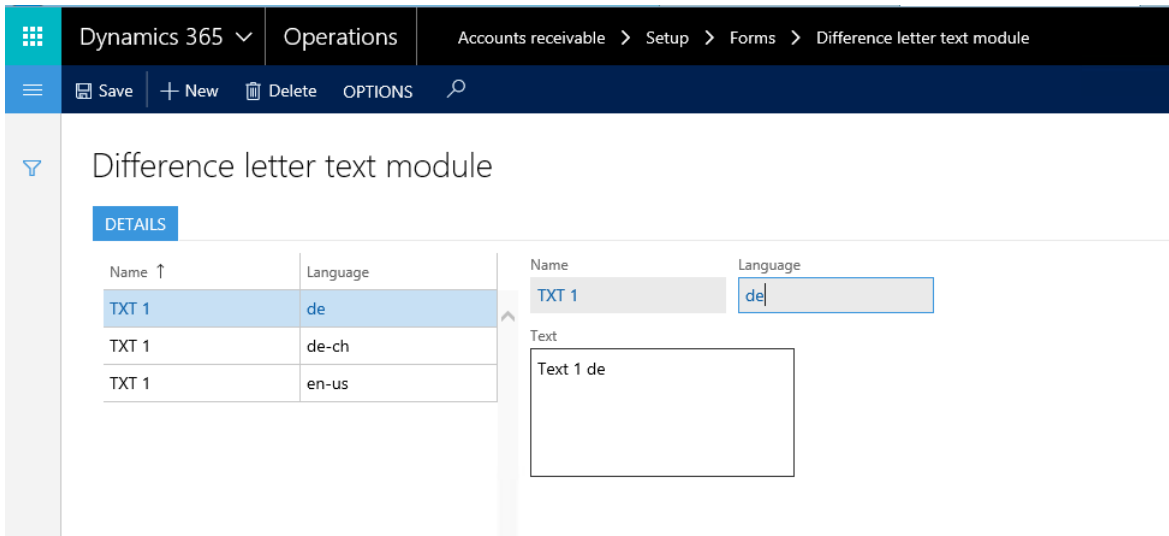
CIRCON Circle Consulting AG
is official Premium Partner of
Microsoft Consulting Service

1 ADD-ON SETUP

1.1 Setup of default difference letter texts

Go on Accounts receivable / Setup / Forms / Difference letter text module

Define standard texts which can used as default in process later



The screenshot shows the Dynamics 365 interface for the 'Difference letter text module'. The breadcrumb navigation is: Accounts receivable > Setup > Forms > Difference letter text module. The main title is 'Difference letter text module'. Below it, there is a 'DETAILS' tab. A table lists existing text entries:

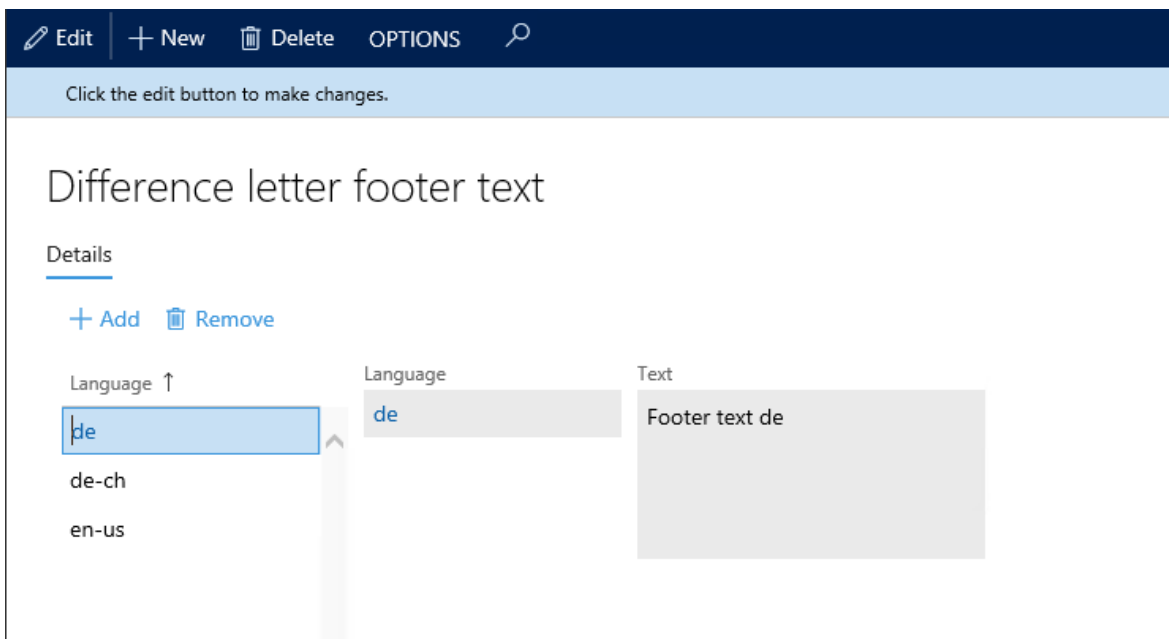
Name ↑	Language
TXT 1	de
TXT 1	de-ch
TXT 1	en-us

To the right of the table, there is a form for adding a new entry. It has fields for 'Name' (TXT 1) and 'Language' (de). Below these fields is a 'Text' area containing 'Text 1 de'.

1.2 Setup of default difference letter footer texts

Go on Accounts receivable / Setup / Forms / Difference letter footer text

Define standard footer texts which can will be automatically printed in the difference letter footer



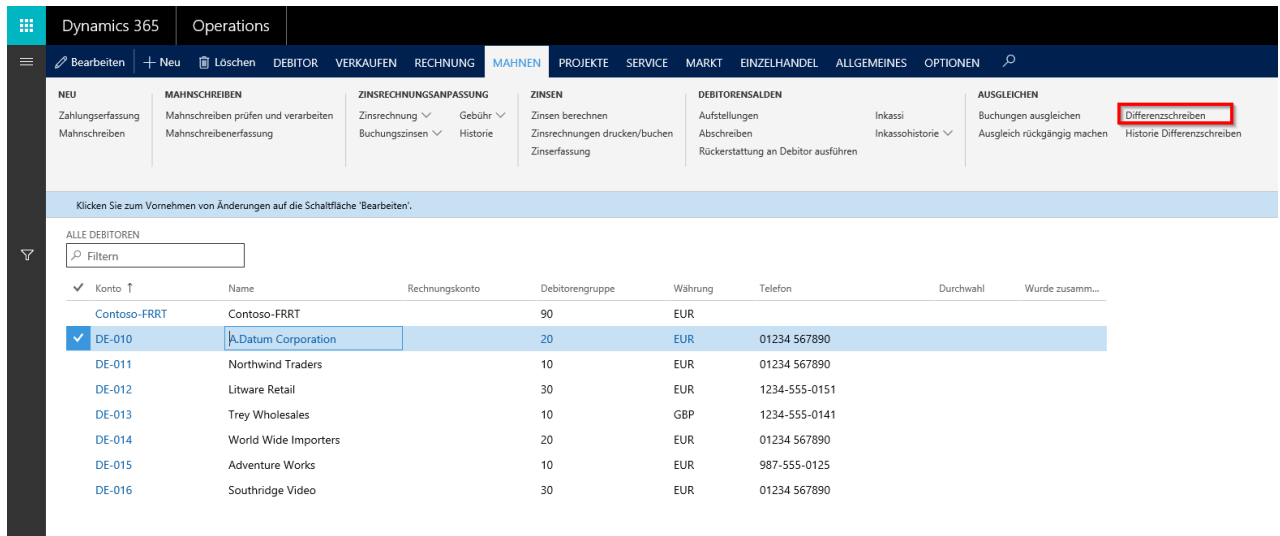
The screenshot shows the Dynamics 365 interface for the 'Difference letter footer text' module. The breadcrumb navigation is: Accounts receivable > Setup > Forms > Difference letter footer text. The main title is 'Difference letter footer text'. Below it, there is a 'Details' tab. Above the table, there are buttons for '+ Add' and 'Remove'. A table lists existing footer text entries:

Language ↑	Language	Text
de	de	Footer text de
de-ch		
en-us		

2 ADD-ON SCENARIO

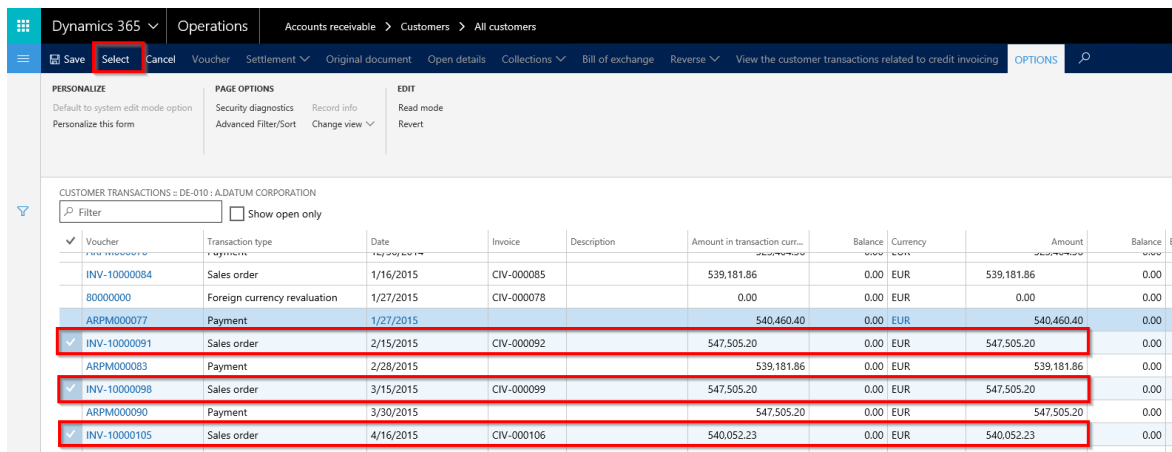
2.1 Difference letter on Customer list page

Go on Accounts receivable / Common / Customers / open some customer / Collect / **Difference letter**



The screenshot shows the Dynamics 365 Operations interface. The top navigation bar includes 'Dynamics 365' and 'Operations'. Below it, the 'MAHNEN' (Collections) tab is active. The 'Differenzschreiben' (Difference letter) button is highlighted in the top right corner. The main area displays a list of customers under the heading 'ALLE DEBITOREN'. The list includes columns for 'Konto', 'Name', 'Rechnungskonto', 'Debitorengruppe', 'Währung', 'Telefon', 'Durchwahl', and 'Wurde zusammen...'. The first customer listed is 'Contoso-FRRT' with account 'Contoso-FRRT' and group '90'. Other customers include 'A.Datum Corporation', 'Northwind Traders', 'Litware Retail', 'Trey Wholesales', 'World Wide Importers', 'Adventure Works', and 'Southridge Video'.

Select the transaction for which difference letter should be created. Click on the button **Select**.



The screenshot shows the Dynamics 365 Operations interface. The top navigation bar includes 'Dynamics 365' and 'Operations'. Below it, the 'Accounts receivable > Customers > All customers' path is shown. The 'Select' button is highlighted in the top left corner. The main area displays a list of customer transactions for 'A.DATUM CORPORATION'. The list includes columns for 'Voucher', 'Transaction type', 'Date', 'Invoice', 'Description', 'Amount in transaction curr...', 'Balance', 'Currency', 'Amount', and 'Balance'. The first transaction is 'INV-10000084' (Sales order) dated 1/16/2015. Other transactions include '80000000' (Foreign currency revaluation), 'ARPM000077' (Payment), 'INV-10000091' (Sales order), 'ARPM000083' (Payment), 'INV-10000098' (Sales order), 'ARPM000090' (Payment), and 'INV-10000105' (Sales order). The 'Select' button is highlighted in the top left corner of the transaction list.

Click on the button **Text** module to select default text you want to use.

Dynamics 365 ▾ Operations Accounts receivable > Customers > All customers

Save + New Delete **Text module** Print OPTIONS 🔍

DE-010 : ADATUM CORPORATION
Difference letter

Filter

✓ Voucher	Date	Invoice	Description	Remarks	Curre...	Original amount	Amount settled	Other settlements	Cash discount	Open amount
INV-10000091	2/15/2015	CIV-000092			EUR	547,505.20	-547,505.20			0.00
ARPM000090	3/30/2015				EUR	-547,505.20	547,505.20			0.00
INV-10000098	3/15/2015	CIV-000099			EUR	547,505.20	-547,505.20			0.00
ARPM000097	4/26/2015				EUR	-547,505.20	547,505.20			0.00
✓ INV-10000105	4/16/2015	CIV-000106			EUR	540,052.23	-540,052.23			0.00
ARPM000104	5/31/2015				EUR	-540,052.23	540,052.23			0.00
Total					EUR		0.00			0.00

Select default text you want to use and click on **OK**.

Dynamics 365 ▾ Operations Accounts receivable > Customers > All customers

Save + New Delete OPTIONS 🔍

Difference letter text module

DETAILS

+ OK Cancel

Name ↑	Language
TXT 1	de
TXT 1	de-ch
TXT 1	en-us

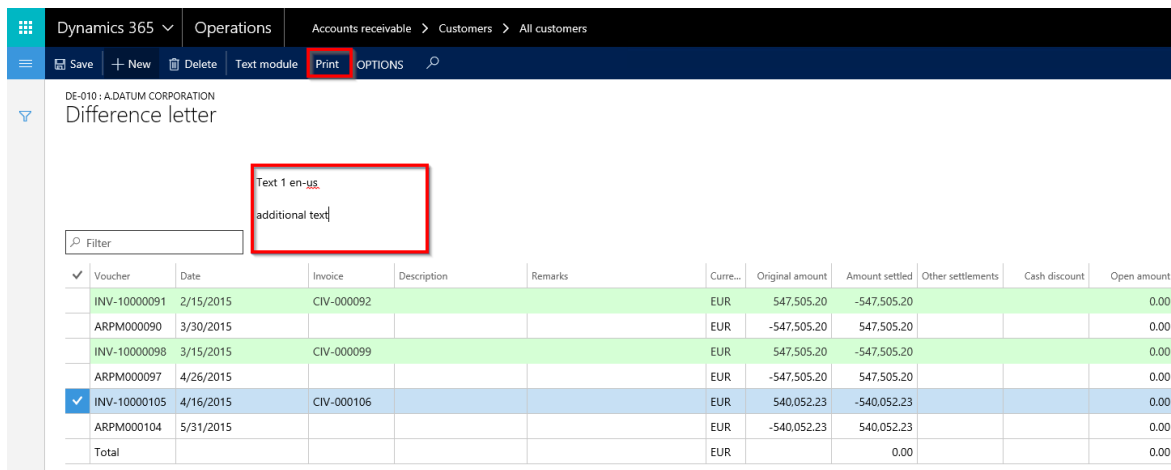
Name Language

TXT 1 en-us

Text

Text 1 en-us

You can add or change the text additionally.



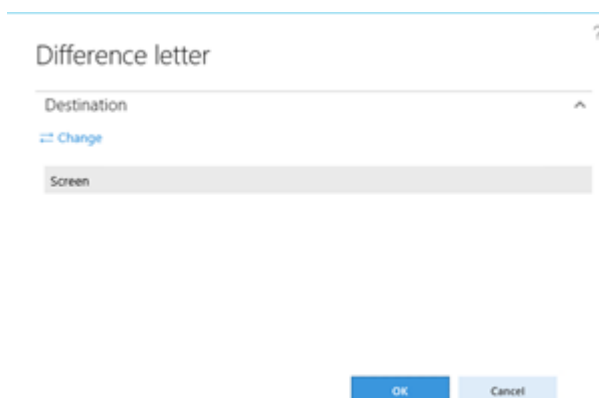
✓	Voucher	Date	Invoice	Description	Remarks	Curre...	Original amount	Amount settled	Other settlements	Cash discount	Open amount
	INV-10000091	2/15/2015	CIV-000092			EUR	547,505.20	-547,505.20			0.00
	ARPM000090	3/30/2015				EUR	-547,505.20	547,505.20			0.00
	INV-10000098	3/15/2015	CIV-000099			EUR	547,505.20	-547,505.20			0.00
	ARPM000097	4/26/2015				EUR	-547,505.20	547,505.20			0.00
✓	INV-10000105	4/16/2015	CIV-000106			EUR	540,052.23	-540,052.23			0.00
	ARPM000104	5/31/2015				EUR	-540,052.23	540,052.23			0.00
	Total					EUR		0.00			0.00

You can see that settled payments was assigned to the invoices.

Logic of selection and order of the positions:

1. All payments and credit note, which are settled with selected positions, are found.
2. Based on this payments / credit note are the settlements displayed:
 - a) First, the oldest payment / credit note.
 - b) To this settled invoices, discounts, only the amounts that have been settled with this payments:
 - Full invoices (100% compensation)
 - Rest of the open transactions (compensation of the rest open transactions)
 - Partial compensation
 - c) Then the next payment / credit note and the compensation (analog 2a./2b)
 - a) Finally, a total line is calculated.
 - b) Then the next payment / credit note and the compensation (analog 2a./2b)
 - c) Finally, a total line is calculated.

Then click on the button Print, select in dialogue print destination in standard way - difference letter can be printed or saved as a PDF file.



Difference letter

Go to  Find  Zoom  Export 

Difference letter

Contoso Entertainment System Germany

Page 1 of 1
5/24/2017
6:47 AM

Contoso Entertainment System Germany
Bahnhofstraße 5
79539 Berlin
DEU

Telephone
Fax
Giro
Tax registration number 203/118/12345
Our tax exempt No. DE100200300
Enterprise number

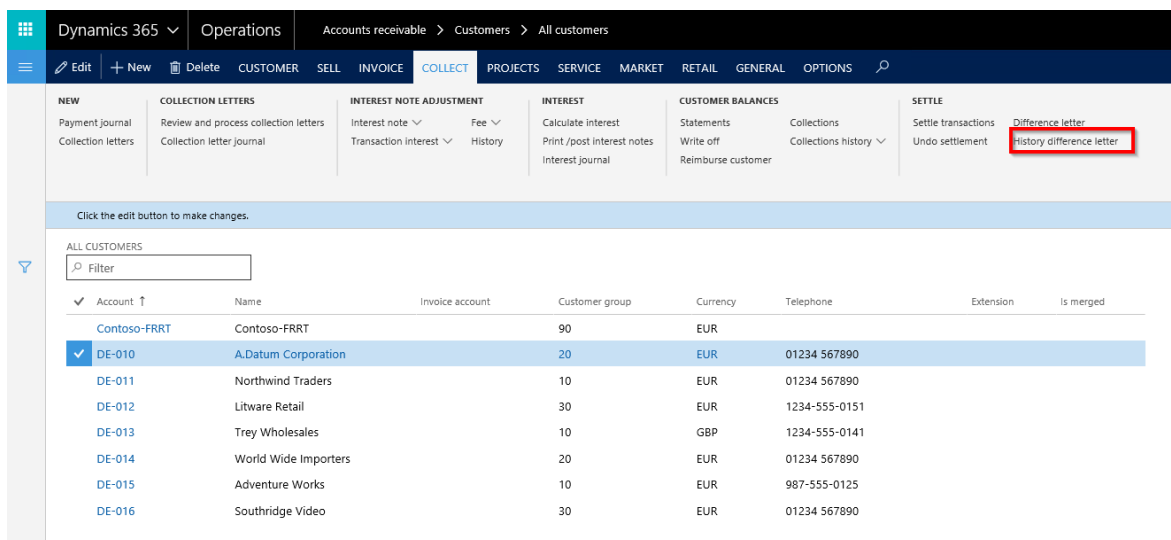
Text 1 en-us

additional text

Voucher	Date	Invoice	Remarks	Currency	Original amount	Amount settled	Other settlements	Cash discount	Open amount
INV-10000091	2/15/2015	CIV-000092		EUR	547505.20	-547505.20			0.00
ARPM000090	3/30/2015			EUR	-547505.20	547505.20			0.00
INV-10000098	3/15/2015	CIV-000099		EUR	547505.20	-547505.20			0.00
ARPM000097	4/26/2015			EUR	-547505.20	547505.20			0.00
INV-10000105	4/16/2015	CIV-000106		EUR	540052.23	-540052.23			0.00
ARPM000104	5/31/2015			EUR	-540052.23	540052.23			0.00
Total				EUR					0.00

After Print, the difference letter entry will be saved in the History difference letter.

Accounts receivable / Common / Customers / open some customer / Collect / History difference letter



The screenshot shows the Dynamics 365 interface for Accounts receivable > Customers > All customers. The 'COLLECT' tab is active, showing options like 'NEW', 'COLLECTION LETTERS', 'INTEREST NOTE ADJUSTMENT', 'INTEREST', 'CUSTOMER BALANCES', and 'SETTLE'. The 'History difference letter' option is highlighted in the 'SETTLE' section. Below the navigation bar, there is a list of customers with columns for Account, Name, Invoice account, Customer group, Currency, Telephone, Extension, and Is merged. The customer 'DE-010' (A.Datum Corporation) is selected.

Only information about this entry will be saved, original print is not possible.

Dynamics 365 Operations Accounts receivable > Customers > All customers

Edit + New Delete OPTIONS

Click the edit button to make changes.

DE-010 : A.DATUM CORPORATION
History difference letter

Filter

Account number	Date	Name
DE-010	5/17/2017	
DE-010	5/24/2017	TXT 1
DE-010	5/24/2017	TXT 1

2.2 Difference letter on Settle open transactions form

You can create Difference letter directly from open transactions form as well.

Accounts receivable / Common / Customers / open some customer / Collect / Settle / Settle open transactions

Dynamics 365 Operations Accounts receivable > Customers > All customers

Save + New Delete CUSTOMER SELL INVOICE COLLECT PROJECTS SERVICE MARKET RETAIL GENERAL OPTIONS

NEW

NEW	COLLECTION LETTERS	INTEREST NOTE ADJUSTMENT	INTEREST	CUSTOMER BALANCES	SETTLE
Payment journal Collection letters	Review and process collection letters Collection letter journal	Interest note Transaction interest	Fee History	Calculate interest Print /post interest notes Interest journal	Statements Write off Reimburse customer

SETTLE transactions (highlighted)

Undo settlement Difference letter History difference letter

ALL CUSTOMERS

Filter

Account	Name	Invoice account	Customer group	Currency	Telephone	Extension	Is merged
Contoso-FRRT	Contoso-FRRT		90	EUR			
DE-010	A.Datum Corporation		20	EUR	01234 567890		
DE-011	Northwind Traders		10	EUR	01234 567890		
DE-012	Litware Retail	30	EUR	1234-555-0151			
DE-013	Trey Wholesales		10	GBP	1234-555-0141		
DE-014	World Wide Importers		20	EUR	01234 567890		
DE-015	Adventure Works		10	EUR	987-555-0125		
DE-016	Southridge Video		30	EUR	01234 567890		

Select the transactions to be settle and click on the button "Update and difference letter".

Dynamics 365 | Operations | Accounts receivable > Customers > All customers

Save | + New | Delete | CUSTOMER | SELL | INVOICE | **COLLECT** | PROJECTS | SERVICE | MARKET | RETAIL | GENERAL | OPTIONS

NEW | COLLECTION LETTERS | INTEREST NOTE ADJUSTMENT | INTEREST | CUSTOMER BALANCES | **SETTLE**

Payment journal | Review and process collection letters | Interest note | Fee | Calculate interest | Statements | Collections | **Settle transactions** | Difference letter

Collection letters | Collection letter journal | Transaction interest | History | Print/post interest notes | Interest journal | Write off | Collections history | Undo settlement | History difference letter

Reimburse customer

ALL CUSTOMERS

Filter

Account	Name	Invoice account	Customer group	Currency	Telephone	Extension	Is merged
Contoso-FRRT	Contoso-FRRT		90	EUR			
DE-010	A.Datum Corporation		20	EUR	01234 567890		
DE-011	Northwind Traders		10	EUR	01234 567890		
DE-012	Litware Retail	30	EUR	1234-555-0151			
DE-013	Trey Wholesales		10	GBP	1234-555-0141		
DE-014	World Wide Importers		20	EUR	01234 567890		
DE-015	Adventure Works		10	EUR	987-555-0125		
DE-016	Southridge Video		30	EUR	01234 567890		

Invoices will be source for the difference letter.
Use invoices (yes) or the payments (no)?

Yes

No

Transactions are settled together and Difference letter can be generated same as in previous chapter.

Dynamics 365 | Operations | Accounts receivable > Customers > All customers

Save | + New | Delete | TextModule | Print | OPTIONS

DE-012: LITWARE RETAIL

Difference letter

Filter

Voucher	Date	Invoice	Description	Remarks	Curre...	Original amount	Amount settled	Other settlements	Cash discount	Open amount
INV-10000149	10/15/2015	CIV-000150			EUR	410,142.00	-410,142.00			0.00
ARPM000145	10/31/2015				EUR	-160,142.00	160,142.00			0.00
GNUL000056	5/27/2017				EUR	-250,000.00	250,000.00			0.00
Total					EUR		0.00			0.00

Autor Klara.Calabro@circon.net
Erstellt 26.7.2017
Version 1
Language English
AX Version AX 365
Country specific..... No

NOTE

Microsoft Dynamics AX and Dynamics 365 are protected and registered trademarks of the Microsoft Corporation in the USA and / or other countries. The company and / or product names referred to in this document are protected and registered trademarks of the relevant proprietor / manufacturer.