APPLIBRA

USER GUIDE

AL Payment Management & Open **Items**

PMB

The open items of customers and vendors by financial document, payment plans that give posted invoices new payment terms, and the payment agreements made with customers.

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AppLibra - applibra.com

AL Payment Management & Open Items shows the open items of customers and vendors organized by financial document, lets you act on them from the same view, gives posted invoices new payment terms through payment plans and records the payment agreements made with customers.

1. Concepts in one minute

- A **financial document** is a posted document, such as an invoice, a credit memo or a payment, with the ledger entries it produced. The financial entries pages show a tree: the financial document on the first level, its ledger entries on the second, the entries applied to them on the third.
- The tree is **calculated**: it is a view over the standard customer and vendor ledger entries, and it is calculated again every time you change a filter.
- What you change on a row is **written back** to the ledger entry through the standard edit functions of Business Central.
- A **payment plan** gives a posted invoice new payment terms: posting it closes the open entries of the invoice with correction entries and posts a new invoice entry with the new due date.
- A **payment agreement** records on a customer ledger entry what the customer agreed to pay, how and when.

2. Prerequisites

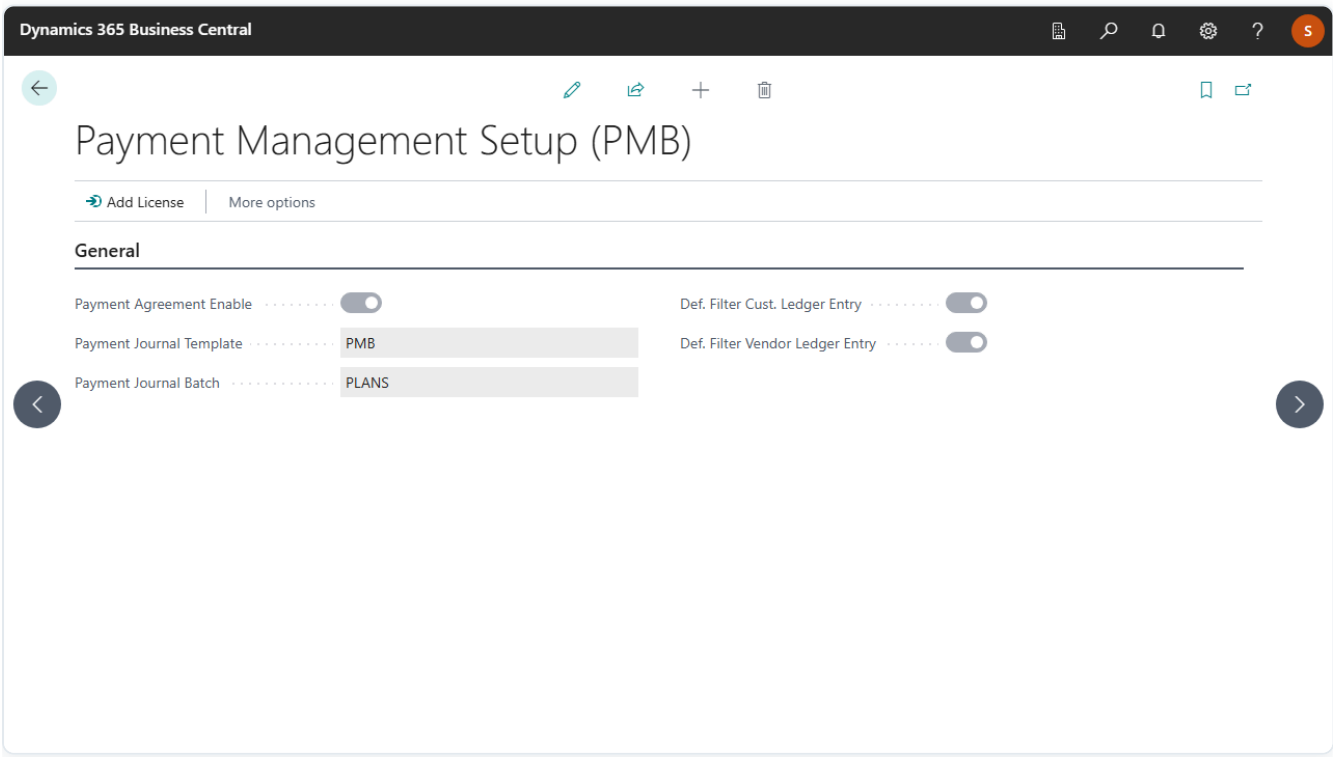
- Microsoft Dynamics 365 Business Central, version 29.0 or higher, online (SaaS) and on-premises. AppSource covers online environments; on-premises is distributed and installed directly by AppLibra, through the AppLibra License Manager.
- Languages available: en-US and it-IT.
- The app installs together with its AppLibra dependencies: **AL License and Trial Management**, **AL Message Passing** and **AL Role Center**.
- Licensing: creating the setup starts the trial period of the AppLibra license. Posting a payment plan and printing check the license. The standard ledger entries, which every user modifies, are checked only in companies where the app is in use, that is with the payment journal set up or the payment agreements turned on.
- Permissions: assign **ALPPMB-USER** (AL Payment Management - User) to the people who work with open items, payment plans and agreements, and **ALPPMB-ADMIN** (AL Payment Management - Admin) to whoever maintains the setup. ALPPMB-ADMIN includes everything in ALPPMB-USER. With the Italian localization, assign also **ALPPMBIT-USER** (AL Payment Management IT - User) to whoever issues bank receipts or prints the account book sheet.
- Upgrade from an earlier version: users who held the role AL-FINANCE find ALPPMB-ADMIN assigned, and those who held AL-FINANCE-IT find ALPPMBIT-USER; permission sets of your own that included or excluded the old roles now include or exclude the new ones. If you assigned the old roles to new users through the permission sets per license plan, set that configuration again by hand: an upgrade cannot change it.

3. Setup

Search **Payment Management Setup (PMB)** in Tell Me, or open it from Manual Setup or from the Setup of the **Payment Management (PMB)** group of the Business Manager and Accountant role centers. It is also in the Setup of the AppLibra role center, which you reach from any profile with Shift+F12, Explore other roles, AppLibra.

> The setup action is visible to everyone, as in standard Business Central: a user who holds only ALPPMB-USER and chooses it gets a permission error.

- **Payment Journal Template** and **Payment Journal Batch**: the general journal where payment plans are posted. Both are required to post a plan.
- **Payment Agreement Enable**: shows the payment agreements in the company. Each user who works with them also needs **Payment Agreement Enable** in User Setup.
- **Def. Filter Cust. Ledger Entry** and **Def. Filter Vendor Ledger Entry**, on by default: the standard Customer Ledger Entries and Vendor Ledger Entries pages hide the correction entries written by payment plans.
- **Add License**: enter the AppLibra license when you have it.

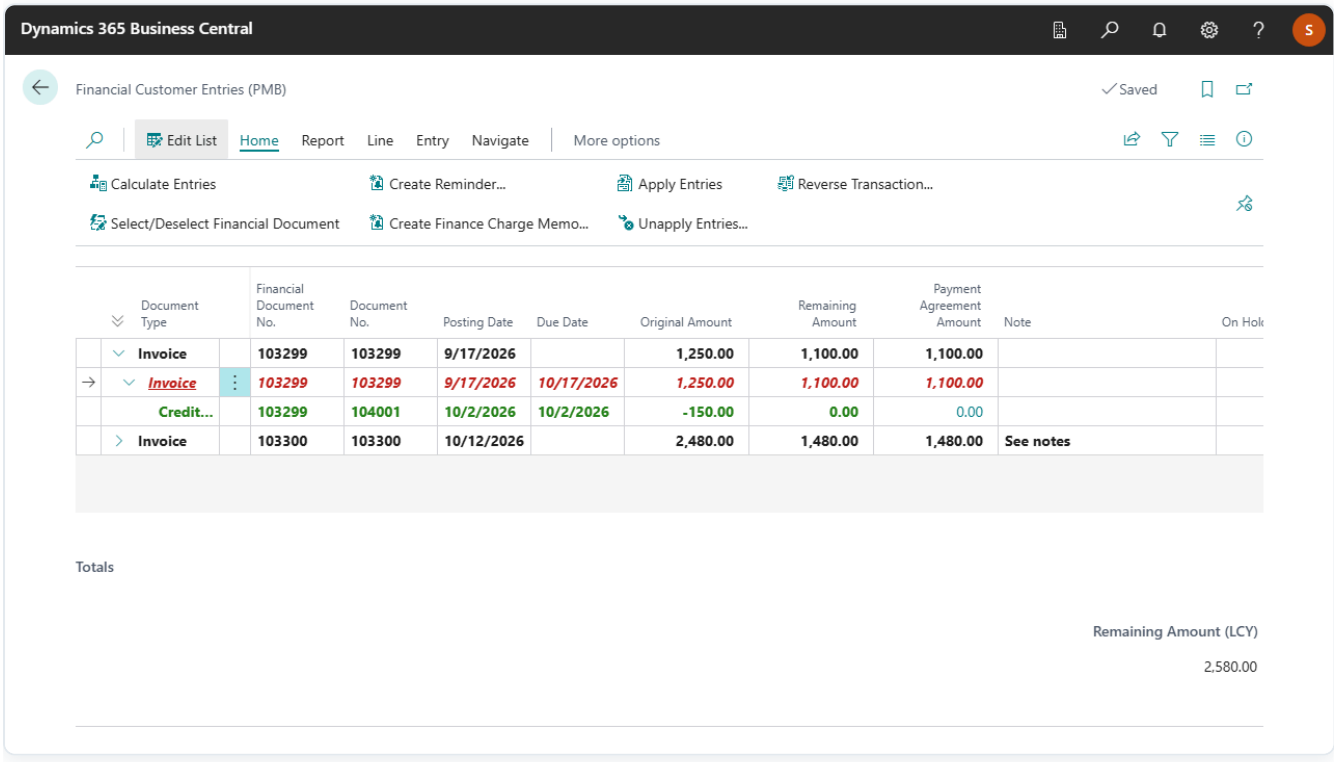


The setup as the demo data leave it: the journal of the payment plans and the payment agreements turned on.

4. Open items

4.1 Open the financial entries

From a customer or vendor card or list, choose **Financial Customer Entries (PMB)** or **Financial Vendor Entries (PMB)**, next to **Ledger Entries**: the page opens already calculated for that account. In the Business Manager role center the pages are in **Sales**, after **Customers**, and in **Purchasing**, after **Vendors**; in the Accountant role center they are in **Cash Management**, after **Payment Terms**. In both, and in the AppLibra role center, they are also in the **Payment Management (PMB)** group at the end of the sections. You can also search them in Tell Me, for instance with "open items". Opened from the role center, the page starts empty: enter a **Customer No.** or **Vendor No.**, or leave it blank and choose **Calculate Entries** to calculate all the accounts.



Document Type	Financial Document No.	Document No.	Posting Date	Due Date	Original Amount	Remaining Amount	Payment Agreement Amount	Note	On Hol
Invoice	103299	103299	9/17/2026		1,250.00	1,100.00	1,100.00		
Invoice	*103299*	*103299*	*9/17/2026*	*10/17/2026*	*1,250.00*	*1,100.00*	*1,100.00*		
Credit...	103299	104001	10/2/2026	10/2/2026	-150.00	0.00	0.00		
Invoice	103300	103300	10/12/2026		2,480.00	1,480.00	1,480.00	See notes	

The open items of a customer by financial document, with remaining amounts and totals.

4.2 Filters

- **Customer No.** or **Vendor No.**: the account to calculate.
- **To Date Filter**: includes the entries posted up to that date, with the remaining amounts at that date.
- **Salesperson Code** or **Purchaser Code**.
- **Open Financial Entries**: shows only the documents that are still open.

Every change calculates the tree again, and **Calculate Entries** does it on demand.

> **Open Financial Entries** looks at the entries as they are today, even when a **To Date Filter** is set.

4.3 Read the tree

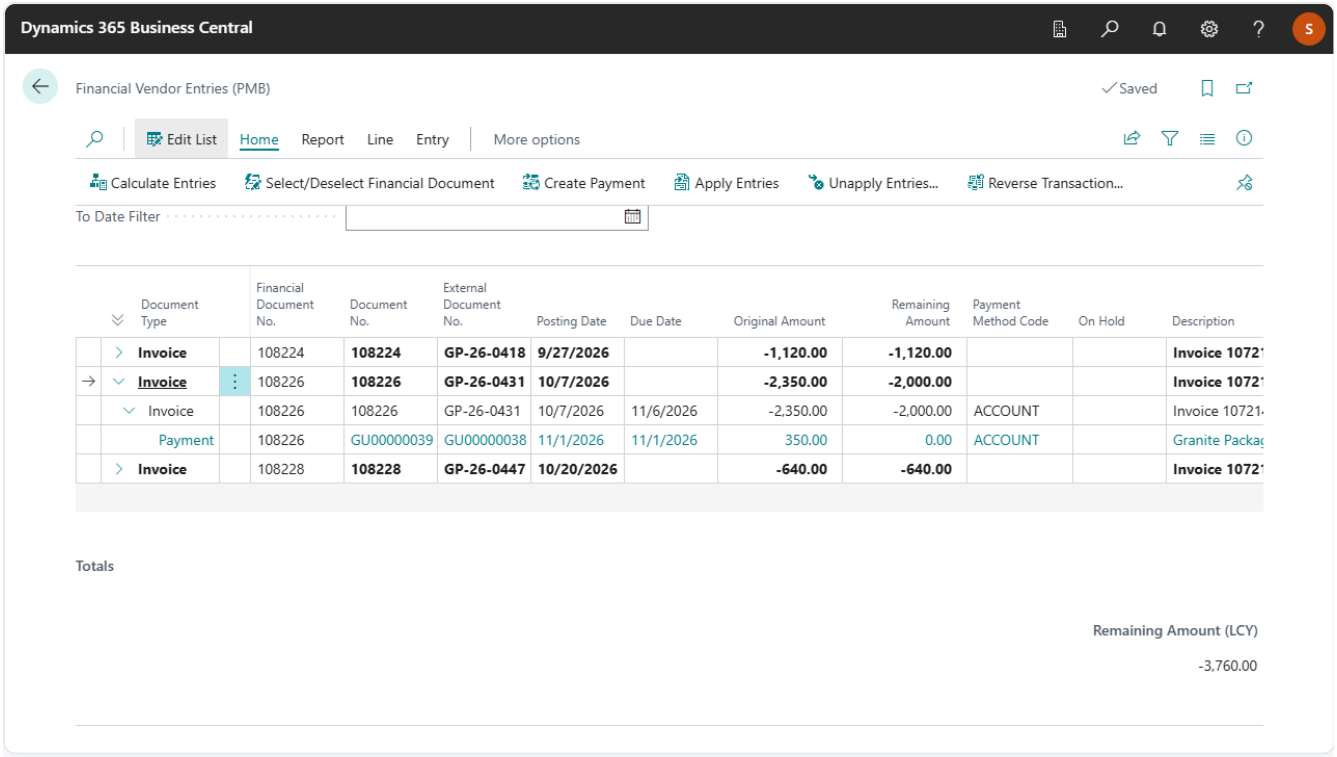
- First level: the financial document, with document type and number, dates, original and remaining amounts.
- Second level: the ledger entries of the document.
- Third level: the entries applied to them, such as payments and credit memos.
- Columns: first **Document Type** and **Financial Document No.**, the key of the tree, which every row carries for the document it belongs to; then **Document No.** (on vendors also **External Document No.**, the number of the vendor's invoice), **Posting Date**, **Due Date**, **Original Amount** and **Remaining Amount**; on customers then **Payment Agreement Amount** and **Note**; then **On Hold**, payment method, salesperson and description, currency, dimensions and the remaining amount in local currency. Hidden, and shown with Personalize: **Document Date** and the other amounts in local currency. With the Italian localization the customer page also shows the bank receipt and **Exposure**.
- Totals: one line under the tree with **Remaining Amount (LCY)**, the sum of the remaining amounts of the entries on the page; **Remaining Amount** in currency is added only when all the rows share one foreign currency. Customers and vendors alike.
- **Set Dimension Filter** filters the calculated rows by dimension.

4.4 Change the entries from the tree

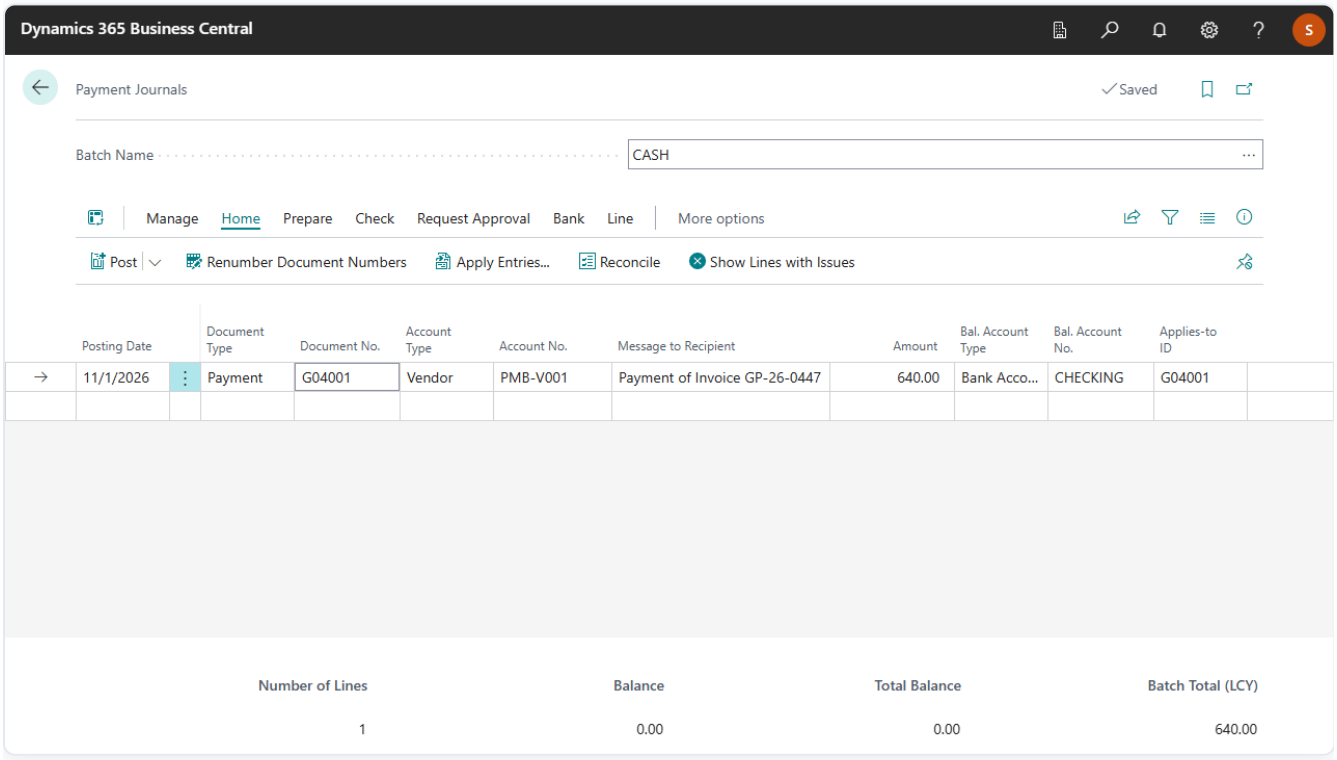
On customer rows you can change due date, payment method, on hold, salesperson and note; on vendor rows due date and payment method. The change is written to the ledger entry and the tree is calculated again. On the row of a financial document, salesperson or purchaser and payment method pass to all the entries of the document, and each entry keeps its own due date.

4.5 Actions

- On customers and vendors: **Apply Entries**, **Unapply Entries**, **Reverse Transaction**, **Find entries**, **Show Document**, **Show Document Attachment**, **Incoming Document**, **Detailed Ledger Entries**, **Applied Entries**, **Dimensions** and **Select/Deselect Financial Document**; **Print Financial Customer Entry** or **Print Financial Vendor Entry** runs the print (section 7).
- On customers only: **Create Reminder** and **Create Finance Charge Memo**, which open the existing document of the customer or run the batch for that customer, and **Reminder/Fin. Charge Entries**.
- Reports: besides the print of the app (section 7), **Aged Accounts Receivable (Excel)** and **Customer - Balance to Date** on customers, **Aged Accounts Payable (Excel)** and **Vendor - Balance to Date** on vendors. They are the standard reports (the aging ones open in Excel), opened for the account of the page, or for all the accounts when none is chosen.
- On vendors only: **Create Payment**. Select the rows of the invoices to pay and choose the action: the standard **Create Payment** page prepares the payment journal with the open invoices behind the selected rows.



The open items of a vendor: select the open invoices and create the payment journal.



The payment journal that Create Payment prepares from the selected invoice, ready to post.

5. Payment plans

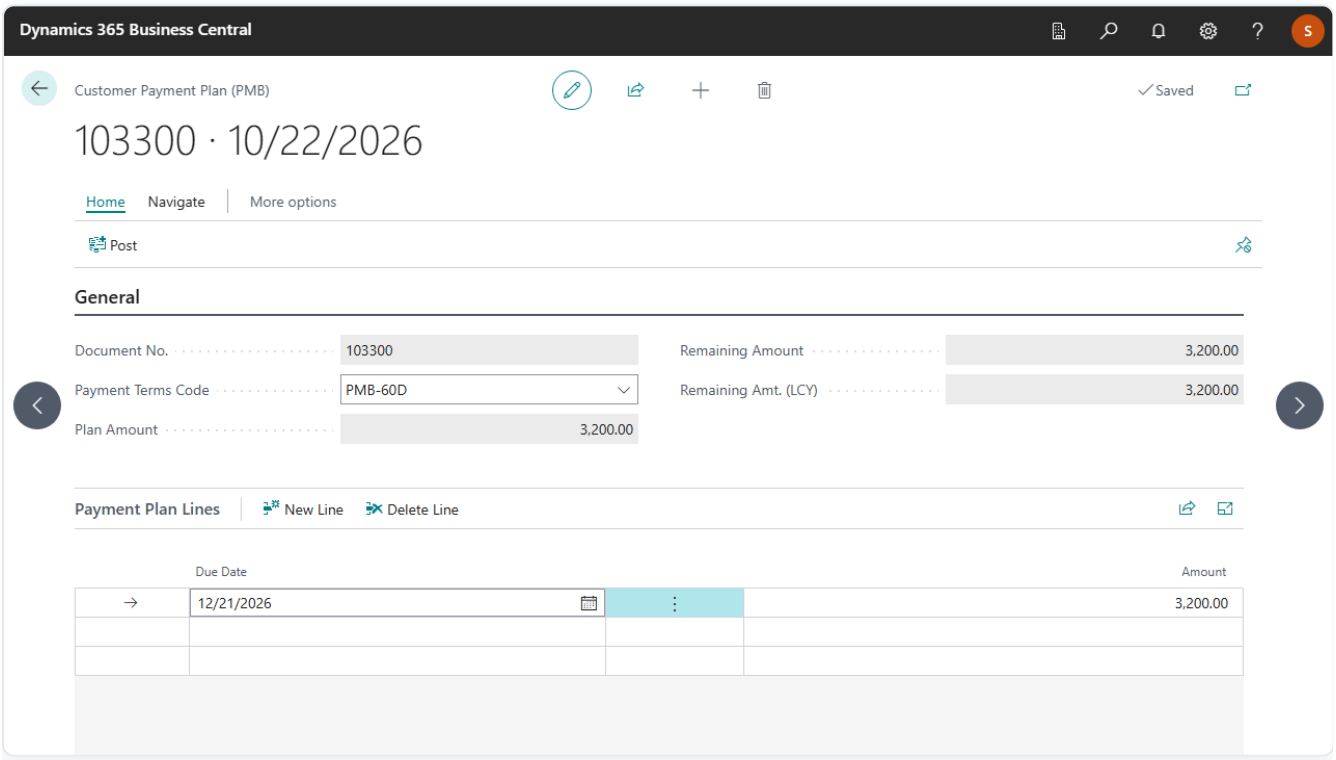
5.1 Start a plan

Choose **Update Payment Terms** on an invoice entry in Customer Ledger Entries or Vendor Ledger Entries, or on a Posted Sales Invoice or Posted Purchase Invoice. The action is available on invoices only.

> The plan starts from the posted invoice and its payment terms. On an invoice posted from a journal, without a posted invoice document, the payment terms of the plan cannot be changed.

5.2 Choose the new payment terms

On **Customer Payment Plan (PMB)** or **Vendor Payment Plan (PMB)**, choose the new **Payment Terms Code**: the plan calculates its line, with the amount and the new due date, that is the document date plus the formula of the payment terms. **Plan Amount** must be equal to the **Remaining Amount** of the document.



A payment plan: new payment terms and the new due date of a posted invoice.

> In the worldwide version the new entry takes the due date of the payment terms, and changing the date on the plan line has no effect. Multiple installments need the Italian localization (section 8).

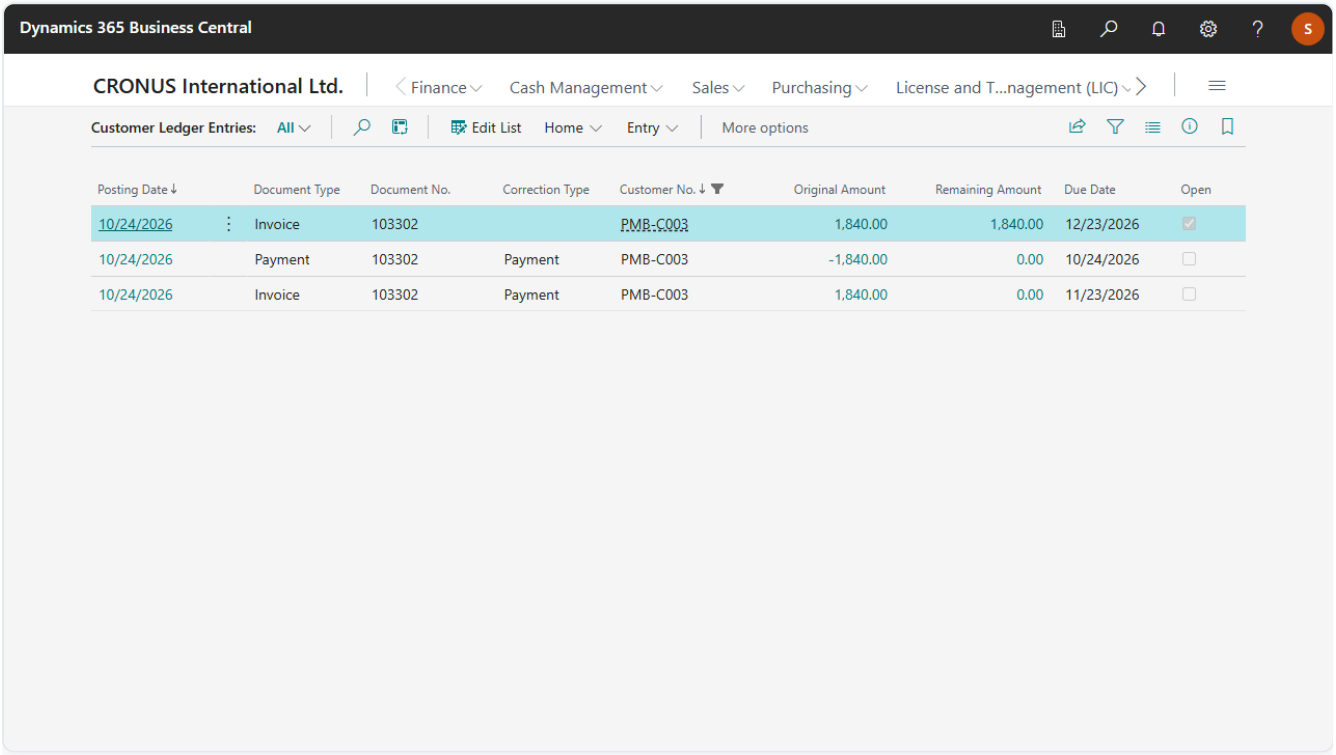
5.3 Post the plan

Choose **Post** and confirm. For each open entry of the invoice the plan posts a correction entry that closes it, with **Correction Type** Payment, then posts a new invoice entry for the whole amount with the new payment

terms and due date. No general ledger entries are posted. The payment terms of the posted invoice are updated and the plan is deleted. If you close the card without posting, the plan is discarded.

> The open entries of the invoice must not be applied to other entries: unapply them first.

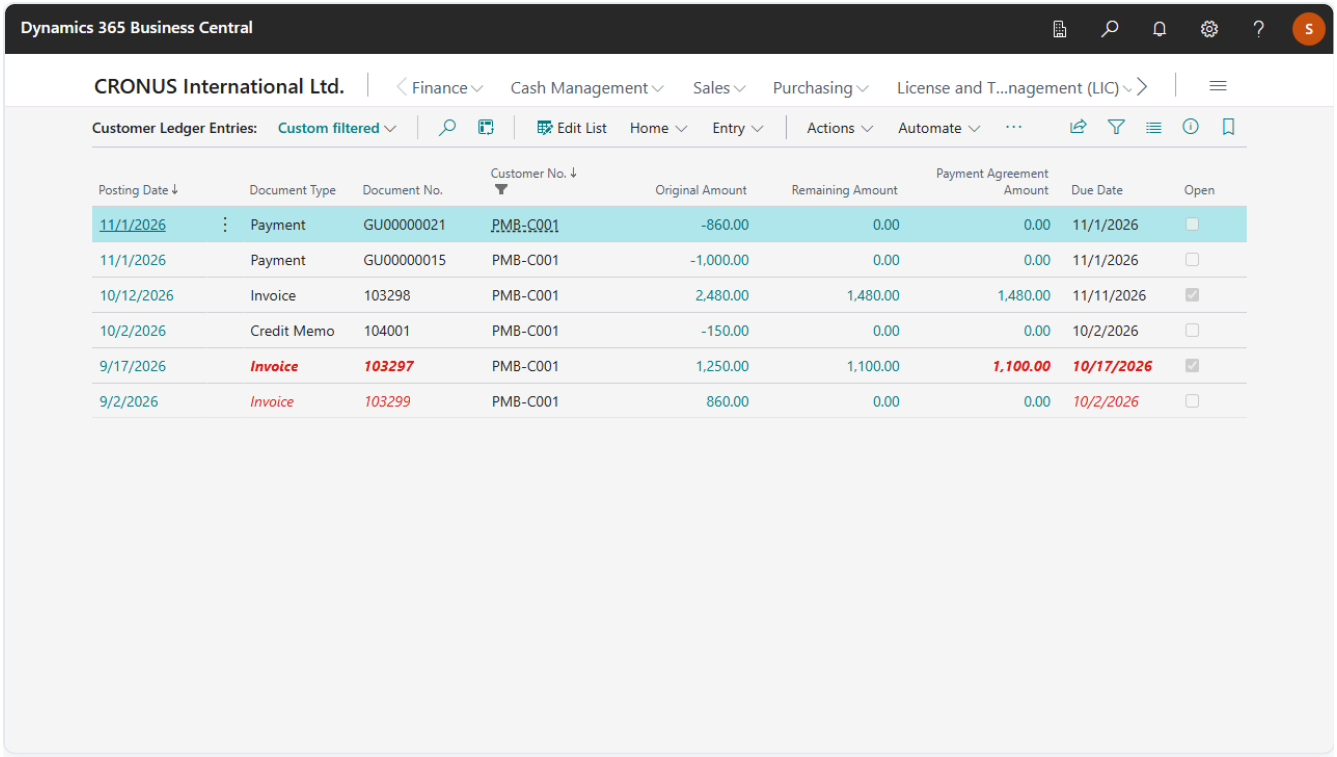
Customer Ledger Entries and Vendor Ledger Entries hide the correction entries by default (see the setup), and the **Correction Type** column shows them for what they are.



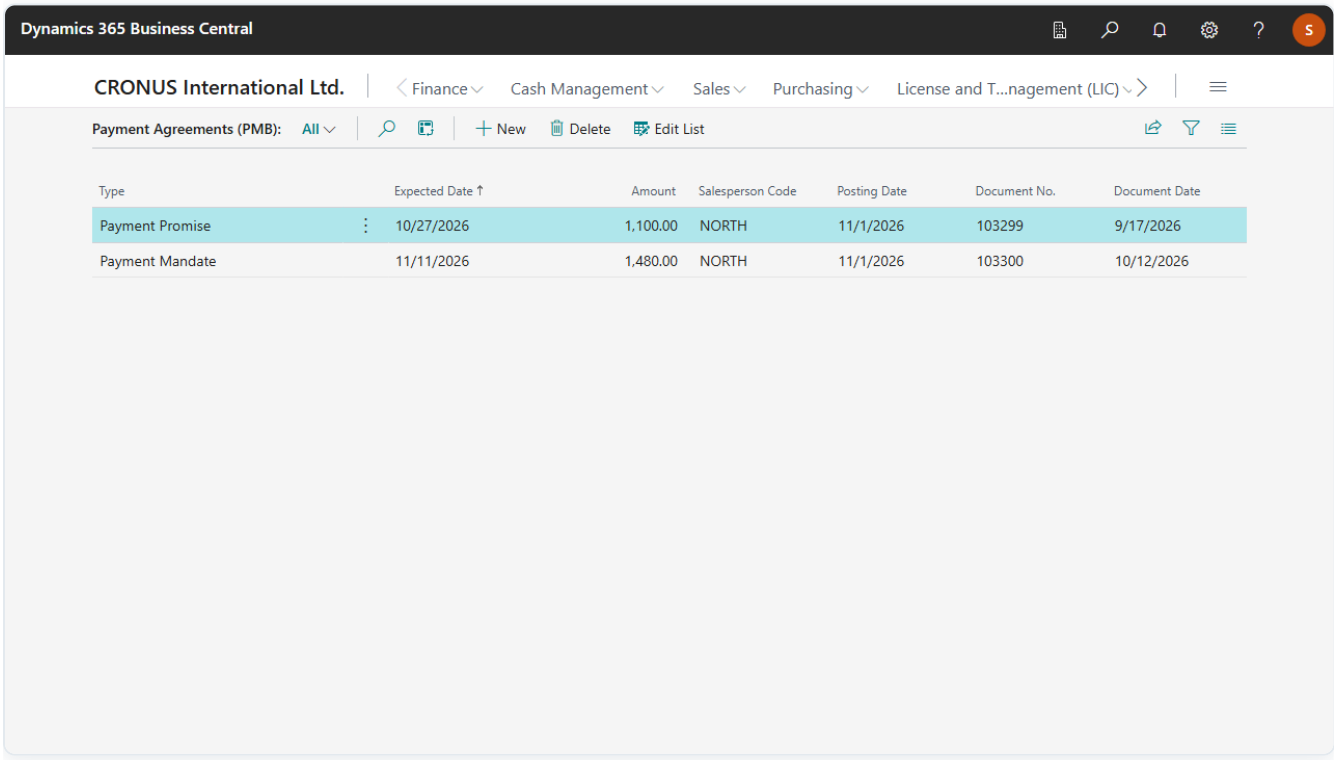
After posting a plan: the original invoice entry and its technical payment, with Correction Type Payment, and the new open entry with the new due date. The default filter of the setup is turned off here, to show the correction entries.

6. Payment agreements

- Turn them on in the setup and, for each user, in User Setup (**Payment Agreement Enable**).
- On Customer Ledger Entries, the **Payment Agreement Amount** column shows the total agreed on each entry. Choose the amount to open **Payment Agreements (PMB)** and record a line with **Type** (Payment Mandate, Payment Promise or Cash on Delivery), **Expected Date**, **Amount**, **Salesperson Code**, **Posting Date**, **Document No.** and **Document Date**. A new line proposes the work date, the due date of the entry and its amount.
- The amount is shown in red when the entry is still open and an expected date has passed.
- When the entry is closed, its agreements are deleted.



Payment agreements on the customer ledger entries, highlighted when overdue.



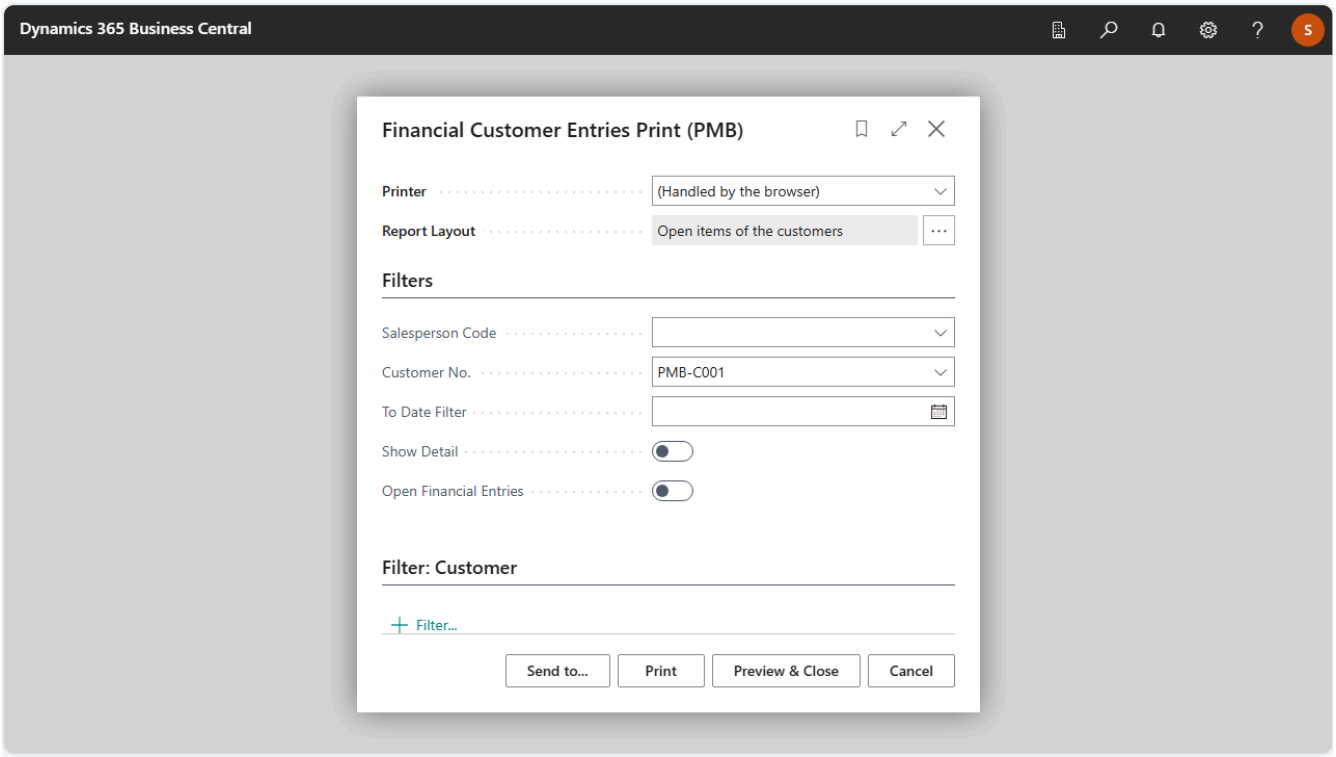
Payment Agreements (PMB): a payment promise, overdue, and a payment mandate, each on its customer ledger entry.

7. Print the open items

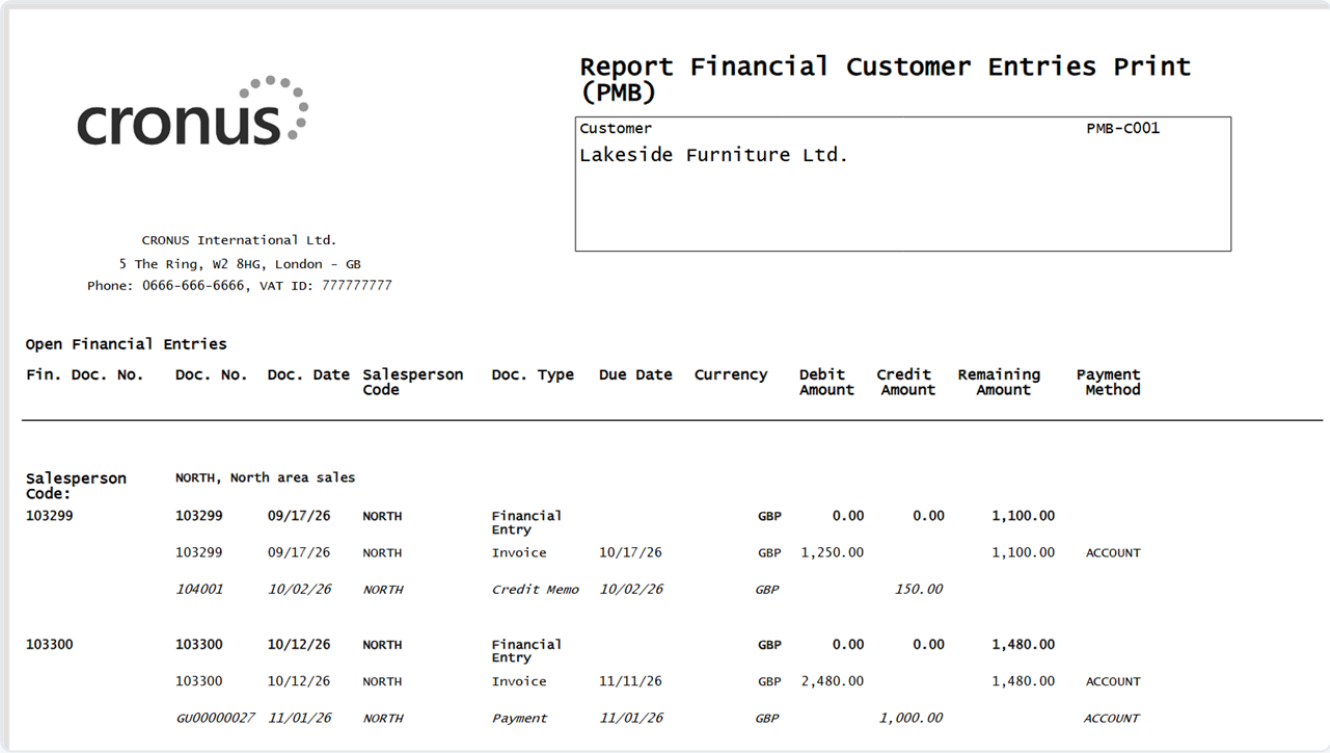
Run **Financial Customer Entries Print (PMB)** or **Financial Vendor Entries Print (PMB)** from the role center, next to the financial entries pages, or choose **Print Financial Customer Entry** or **Print Financial**

Vendor Entry on the financial entries page, which starts from the filters of the page. The request page offers the salesperson or purchaser, the customer or vendor, the **To Date Filter**, **Open Financial Entries** and **Show Detail**, which adds the ledger entries under each document. From the financial entries page you can also choose **Split Per Customer** or **Split Per Vendor**, to get a ZIP file with one PDF per account.

The print groups the documents by customer and salesperson, or vendor and purchaser: it is not a statement of account.



The request page of the customer print.



cronus

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Report Financial Customer Entries Print (PMB)

Customer PMB-C001
Lakeside Furniture Ltd.

Open Financial Entries

Fin. Doc. No.	Doc. No.	Doc. Date	Salesperson Code	Doc. Type	Due Date	Currency	Debit Amount	Credit Amount	Remaining Amount	Payment Method
Salesperson Code:	NORTH, North area sales									
103299	103299	09/17/26	NORTH	Financial Entry		GBP	0.00	0.00	1,100.00	
	103299	09/17/26	NORTH	Invoice	10/17/26	GBP	1,250.00		1,100.00	ACCOUNT
	104001	*10/02/26*	*NORTH*	*Credit Memo*	*10/02/26*	*GBP*		*150.00*		
103300	103300	10/12/26	NORTH	Financial Entry		GBP	0.00	0.00	1,480.00	
	103300	10/12/26	NORTH	Invoice	11/11/26	GBP	2,480.00		1,480.00	ACCOUNT
	GU00000027	*11/01/26*	*NORTH*	*Payment*	*11/01/26*	*GBP*		*1,000.00*		*ACCOUNT*

The open items print, by customer and salesperson.

8. Italian localization

On an Italian Business Central the app recognizes the localization by itself:

- the remaining amount of the invoices with an issued bank receipt (RiBa) moves to **Exposure**, and the totals add **Exposure** and **Total** (remaining amount plus exposure), on the page and in the customer print;
- **Apply Entries** is not available on bank receipt rows;
- once the bank receipt of an entry is issued, its payment method and the bank account of the customer can no longer be changed, as in the Italian standard.

The companion app **AL Payment Management & Open Items IT**, offered for the Italian market, adds:

- installments in payment plans: when the payment terms have payment lines, the plan has one line for each of them, with its due date, its discount and the share of the amount its percentage gives; the last line takes the rounding. Payment terms without payment lines give a single line for the whole amount, due on the document date: in the Italian version the due dates of payment terms come only from their payment lines, as in the standard. Posting the plan writes the payment lines of the journal, so the installments reach the ledger entries;
- the issuing of bank receipts with preview: run **Issue Bank Receipts with Preview (PMB)**, or choose **Issue Bank Receipts** on the customer open items. Set the posting date, the document date and the posting description: the report collects the open invoices that can be presented, dated up to the document date, and skips those that already have an open bank receipt. **Bank Receipts to Issue (PMB)** shows them with their total, the due dates before the document date in red; select the ones to issue, confirm the total, and the bank receipts are posted as in standard Business Central. Each one takes its

temporary bill number when it is posted, so the invoices you leave out do not use numbers of the series. When there is nothing to issue the report says so, and at the end it says how many bank receipts it issued;

- the bank receipt payments shown under the invoices they close, with the final bill number;
- **Reverse Transaction** on the open items follows the Italian standard: invoices and credit memos cannot be reversed;
- on the lines of a general journal, **Payment Date Lines** opens the payment lines of the line;
- on the account book sheet, the option **Include Accounts Without Entries**: run **Account Book Sheet - Print (PMB)**, or the standard report, and turn it on to print also the accounts that have an opening balance and no entries in the period. With the option off the report is the standard one.

9. References

- Website: https://applibra.com/apps/al-payment-management-and-open-items
- Privacy policy: https://applibra.com/privacy-policy
- License agreement (EULA): https://applibra.com/eula