

Contract Management

Installation and setup

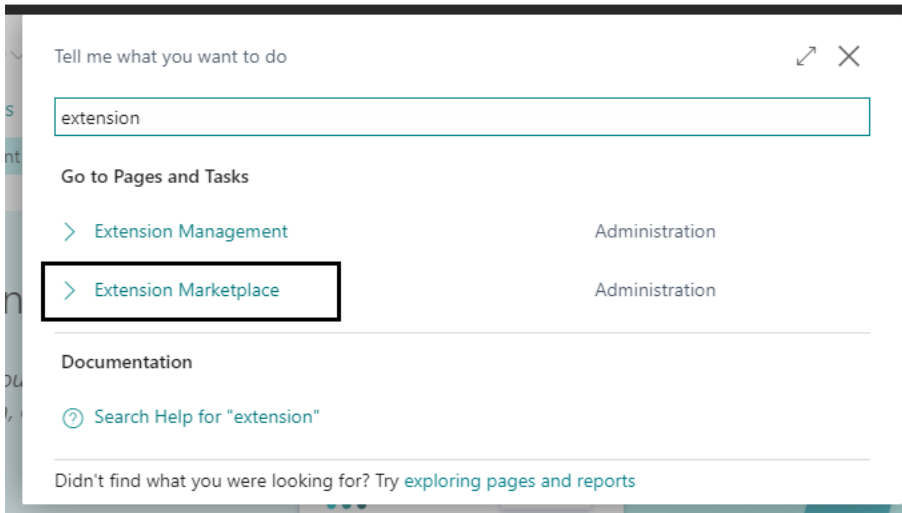


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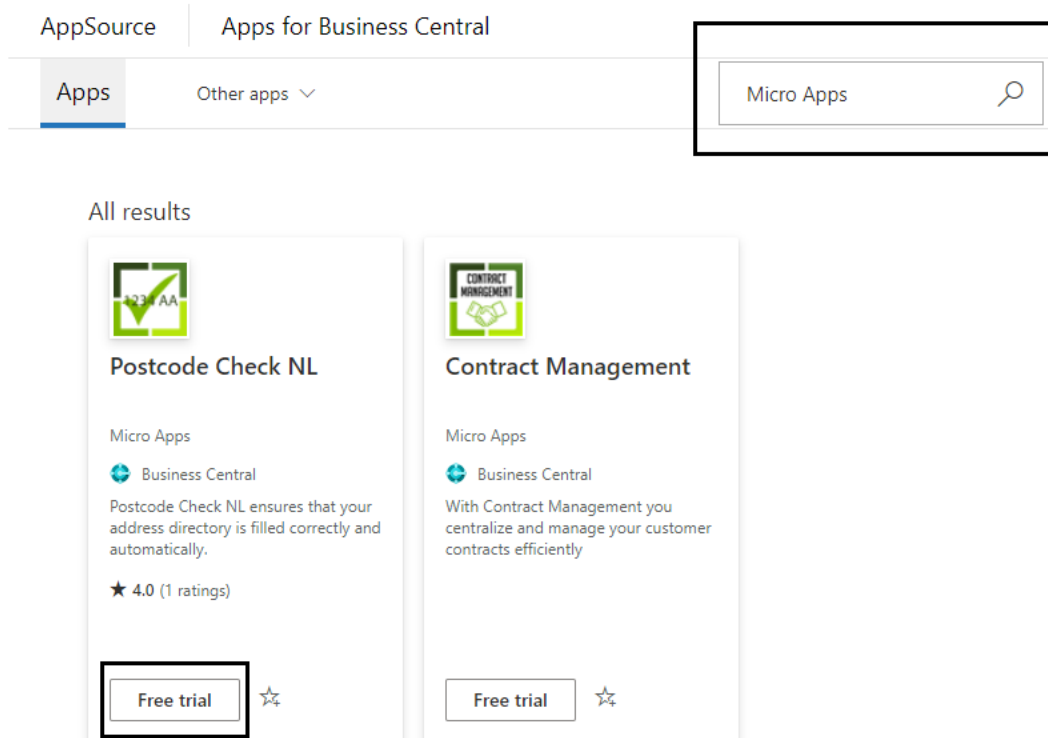
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Installation

All apps are available through the Microsoft Marketplace for Business Central extensions/apps. From here you can automatically install the extension and make it available within every company in your Business Central environment. Click on the search icon and type Extension to go to the extension marketplace page.

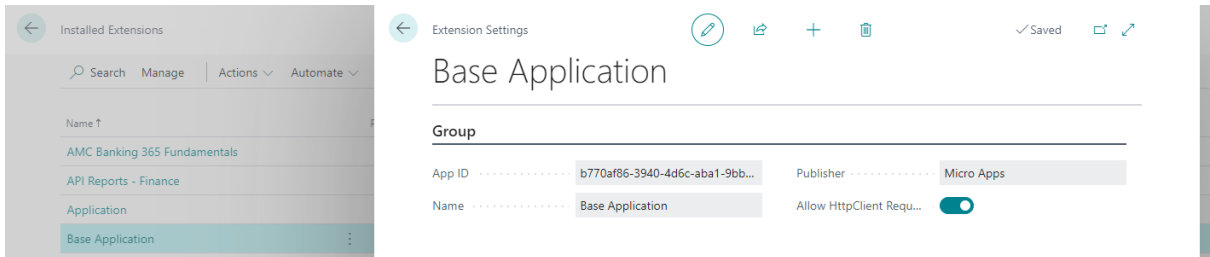


Search for your app and click on Free Trial. Confirm your details and click again on Free Trial. Your App is getting installed and is visible on the extensions page.



Configuration base application

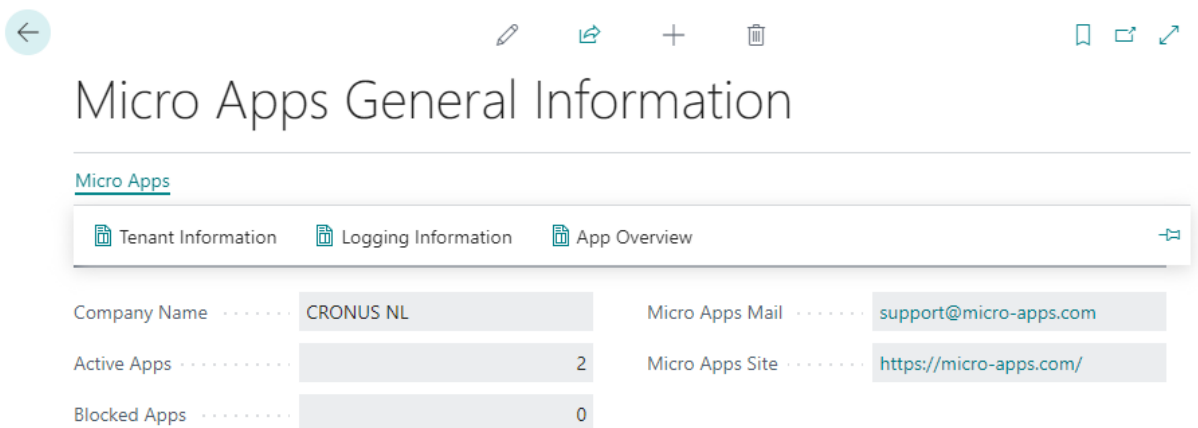
To be able to use the application correctly, you need to make sure that the field “Allowing HttpClient Request” is checked for the Base Application. During the setup you’ll get a message saying to activate this field. If the message did not appear, go to the page “Extension Management” and click on the Base Application by Micro Apps. You’ll see basic information of the app and also the field “Allowing HttpClient Request”. Make sure that the field is checked.



After downloading and installing the application, the setup wizard will automatically show up. During the setup you’ll have to register at Micro Apps.

Registering

Before you can use the application, you’ll need to register. This can be done in the “Tenant Information” page. Navigate to “Micro Apps General Information” and click on “Micro Apps”. You’ll see 3 buttons: Tenant Information, Logging Information and App Overview. To register you’ll need to click on “Tenant Information”.



On the next page you need to fill in your information. After filling in your information, you can click on “Register or Update Tenant Information.” If there’re any changes to the company information, you can fill the fields again and click on the same button. The information will be updated in our systems.



✓ Saved



Micro Apps Tenant Information

Register or Update Tenant Information

Update Tenant Info...Company Information

More options

Company

Company Name	<input type="text" value="CRONUS NL"/>	Phone No.	<input type="text" value="0666-666-6666"/>
Address	<input type="text" value="De Ring 5"/>	Contact Name	<input type="text" value="Liam Wolthuis"/>
Address 2	<input type="text" value="Buitenveldert"/>	Contact E-mail	<input type="text" value="LiamWoltuis@cronus.nl"/>
Post Code	<input type="text" value="1111 DA"/>	IBAN	<input type="text" value="NL20CEBU 0699212979"/>
City	<input type="text" value="Amsterdam"/>	BIC	<input type="text"/>
Country Code	<input type="text" value="NL"/>	VAT Registration No.	<input type="text" value="NL777777770B77"/>

If you've bought Micro Apps through a Reseller, you'll need to fill in their information. This can also be done on the "Micro Apps Tenant Information" page. Billing will be done through the reseller.

Partner

Partner Company Na...	<input type="text"/>	Microsoft PSBC Accou...	<input type="text"/>
Partner Contact Person	<input type="text"/>	Billing from Micro Ap...	<input type="text" value="Reseller"/>
Partner E-mail	<input type="text"/>		

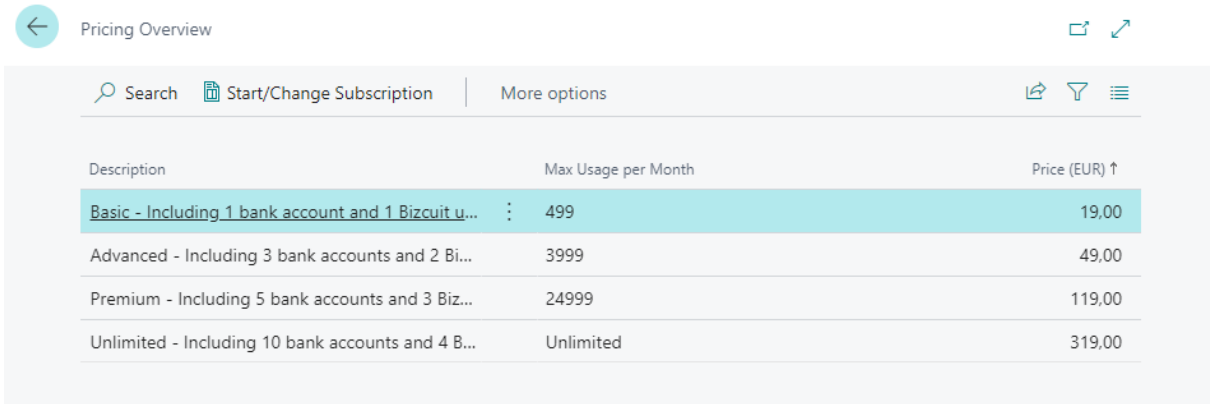
Activating Trial or Subscription

Before you finally can use your app, we need to activate before starting using it. Apps may contain different subscriptions see <https://micro-apps.com/> for pricing and contract details. By uninstalling one of your apps, don't forget to uninstall it within the base application to stop the billing process. (See the next page to uninstall your app). Go back to the "Micro Apps General Information" page and click on "Micro Apps" and select "App Overview". Select your app by clicking on the app name.

The screenshot shows the 'App Card' for 'Banking NL'. The interface includes a search bar, a list of apps, and a detailed view of the selected app. The subscription details are as follows:

General	
Name	Banking NL
Max Usage per Month	499
Start Date Trial	
Price Subscription (E...)	19,00
End Date Trial	10-1-2023
Invoice per	Month

If you want to test our app, you can start a free trial period by clicking on “Start Free Trial”. If you want to start your subscription, click on “Check Subscription Pricing”. Select the subscription that fits your needs and click on “Start/Change Subscription”.



← Pricing Overview 📄 ↗

🔍 Search 📄 Start/Change Subscription | More options 🔗 🔍 ☰

Description	Max Usage per Month	Price (EUR) ↑
Basic - Including 1 bank account and 1 Bizcuit u...	499	19,00
Advanced - Including 3 bank accounts and 2 Bi...	3999	49,00
Premium - Including 5 bank accounts and 3 Biz...	24999	119,00
Unlimited - Including 10 bank accounts and 4 B...	Unlimited	319,00

Setup

Once the installation is completed, you’ll need to setup the app. This can be done with the Contract Management Wizard. The wizard contains all the necessary steps to complete the setup for the application. It automatically popups after installing the application from the AppSource.

Contract Management Wizard ↗ ✕



Welcome to the contract configuration setup

Easily invoice your recurring subscriptions and one-time subscription fees in Dynamics 365 Business Central.

Get Started!

This setup wizard configures the Contract Management app created by Micro-Apps. In the next steps we activate the application and start with assigning the contract no. series.

[Next](#)

Pre-setup

If this is your first time installing a Micro Apps application, then you’ll need to register. Click on the “Next” button. You will see the following page. On this page you can register yourself at Micro Apps and activate a trial or subscription.



Contract Management Wizard



Beforehand - Activate trial/subscription

To use this app, you need to register yourself. If you have not registered yet, click on the 'Register' button, fill in the required information on the page and click on 'Register or Update Tenant Information'.

Tenant Information Registered

To use this app, you need to start a free trial or subscription. If you have not done this yet, click on 'App Card' and activate a trial or subscription.

App Activated

Click on 'Next' if you have a trial or subscription for this app.

To register, click on the “Register” button. After registering, you also need to activate the trial or subscription. To activate the trial or subscription, press the “App Card” button. This will take you to the card page of the Contract Management application. When choosing the trial, keep in mind that you can use the app for 2 weeks free of charge. After the trial period, you’ll need to activate the subscription. When you’ve registered at Micro Apps and activated a trial or subscription, the 2 fields in the image above are checked.

Select no. series

To use the Contract Management app, you’ll need to create or choose a no. series. This No. Series will be used for the contracts. To choose a no. series, click on the on the dropdown menu as shown below. In this menu choose the No. Series that you want to use for the contracts.

Contract Management Wizard



Select the no. series you want to use for contracts

Contract Nos.

Code ↑	Description
→ EXAMPLE	
FDB-ALG	Fin. dagboek
FDB-BET	Betalingsdagboek
FDB-ONTV	Ontvangstendagboek
GEBDIRTR	Geboekte directe transfer
+ New	Select from full list



After choosing a no. series, click on “Next” to continue.

Dimension

With the contract management app, you can automatically enter dimension values to a contract after creating or updating one. Choose a dimension in the “Dimension Code Contract” drop menu below. You can also choose which shortcut dimension the value gets inserted. This can be chosen in the “Shortcut Dimension” drop down menu. Click on “Next” to continue.

Contract Management Wizard



If you want to automatically enter dimension values after creating or updating a contract, select a value below. If you leave the field blank, no extra dimension is created.

Dimension Code Contract

Shortcut Dimension

Permission sets

To be able to use the app, users need additional permissions. Users that have the “Super” permission set have sufficient permissions. They will not need any additional permissions. To add the additional permission to other users, go to the “Users” page. You can use the search bar or click on “Open User Overview”.

Contract Management Wizard



Permission Sets

The users of the app need additional permissions to use the app. Users with the 'super' permission set have sufficient permissions.

Set the permissionset

To add the necessary permissions to the user, open the user overview within Business Central. Then select the user who should have access to the app and assign the "Contracts" permission set.

Back

Open User Overview

Next

Go to the user that needs the permission and add the “MAP CM Permissions”. This permission set is made during the installation of the application.

User Card

× Web Service Access Key is no longer supported in Business Central online. Integrations using this technology will stop working. Please use OAuth instead. [Don't show me again](#)

Effective Permissions	Send Email	Sent Emails	More options
D365 BACKUP/RESTORE			Backup of herstel van database
D365 BUS FULL ACCESS			Volledige bedrijfs toegang exclusief gebr.beheer
D365 INTERNAL ADMIN			Gegevens exporteren
D365 TROUBLESHOOT			Problemen met D365 oplossen
EXCEL EXPORT ACTION			D365 Excel-exportactie

User Permission Sets | Manage

Permission Set ↑	Description	Company ↑	Extension Name
LOCAL	Country/region-specific func.	CRONUS NL	Base Application
LOGIN	Login access	CRONUS NL	System Application
MAKVKK KVK	Chamber of Commerce		Chamber of Commerce Check N
MAP CS PERMISSIONS	Company Lookup		Company Lookup
MAP ET EXCISE	Excise NL		Accijns NL
MAP PP PERMISSIONS	Payment Provider Permissions		Payment Providers
MICRO APPS BASE APP	Micro Apps Base Application		Base Application
SECURITY	Assign permissions to users	CRONUS NL	
SUPER	This role has all permissions.		
TROUBLESHOOT TOOLS	Troubleshoot Tools	CRONUS NL	System Application
→ MAP CM PERMISSIONS	Contracts		Contract Management

Go back to the wizard and click on “Next”. You’ll be finished with the setup of the Contract Management application. Click on “Finish” to leave the wizard.

Contract Management Wizard



The configuration wizard has finished!

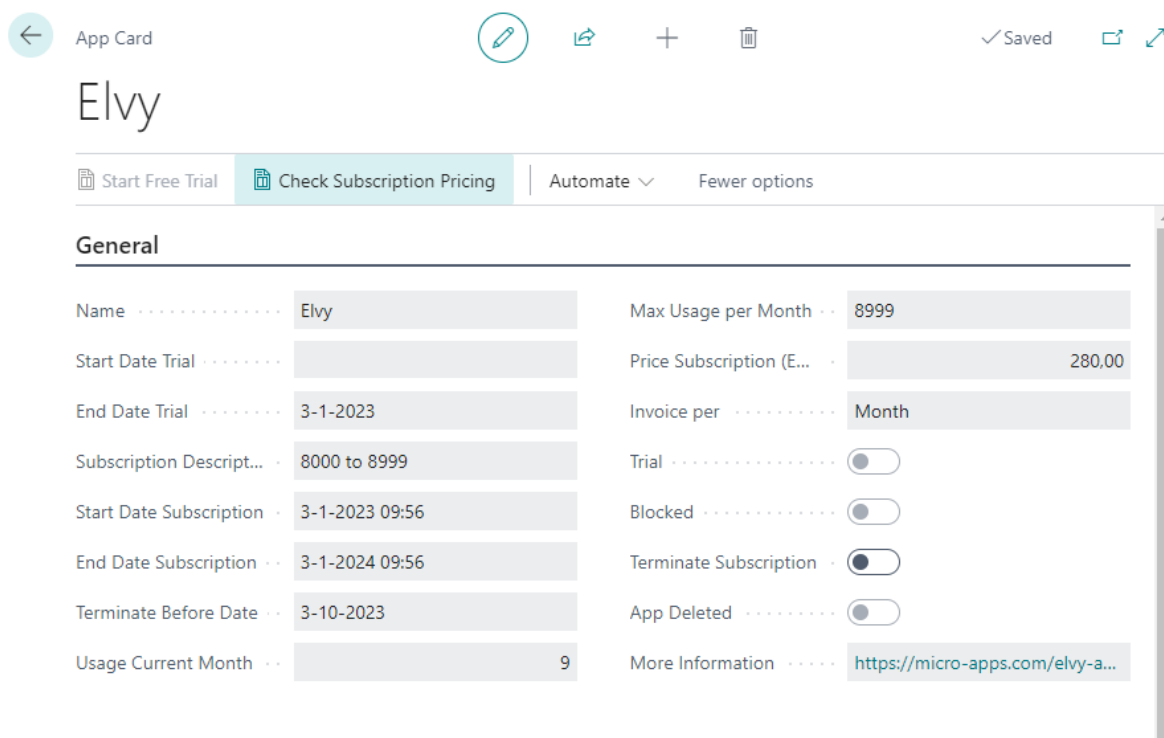
You are now able to create contracts. To close this setup, choose Finish.

Back

Finish

Deactivating subscription

To deactivate your subscription, go to “Micro Apps General Information”, click on “Micro Apps” and then on “App Overview”. On this page choose your app.



App Card

Elvy

Start Free Trial | Check Subscription Pricing | Automate | Fewer options

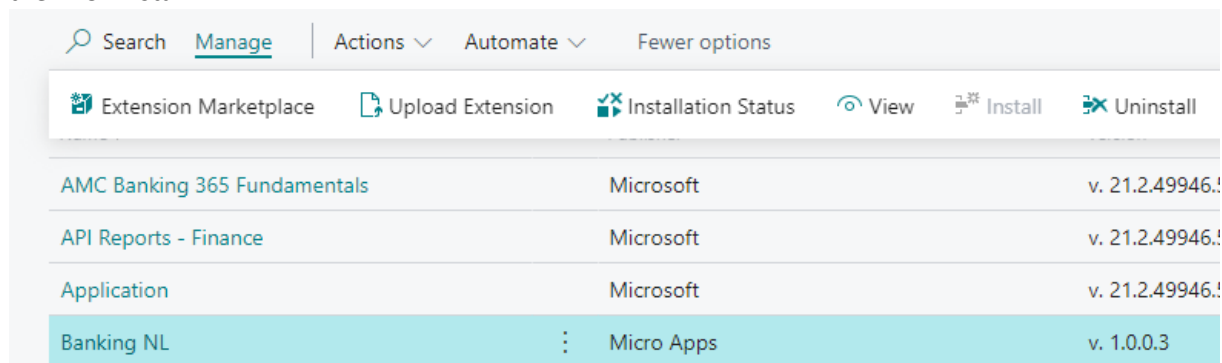
General

Name	Elvy	Max Usage per Month	8999
Start Date Trial		Price Subscription (E...)	280,00
End Date Trial	3-1-2023	Invoice per	Month
Subscription Descript...	8000 to 8999	Trial	<input type="checkbox"/>
Start Date Subscription	3-1-2023 09:56	Blocked	<input type="checkbox"/>
End Date Subscription	3-1-2024 09:56	Terminate Subscription	<input checked="" type="checkbox"/>
Terminate Before Date	3-10-2023	App Deleted	<input type="checkbox"/>
Usage Current Month	9	More Information	https://micro-apps.com/elvy-a...

On this page you’ll see a field called “Terminate Subscription”. Check this field to deactivate your Subscription. At the end of your subscription date the app will be blocked. During the period of when you’ve checked this field and the end of your subscription date, you can change your mind by unchecking the field. **Be aware of the fact that 3 months before your subscription end, you cannot change this field.** If the field is checked, you’ll need to make new subscription. If the field is not checked, your current subscription will be extended by 1 year.

Uninstalling

To uninstall your app, you can follow the default step of Business Central to uninstall. Go to “Extension Management” and choose the app that you want to uninstall. Next click on “Manage” and then “Uninstall”.



Search | Manage | Actions | Automate | Fewer options

Extension Marketplace | Upload Extension | Installation Status | View | Install | Uninstall

AMC Banking 365 Fundamentals	Microsoft	v. 21.2.49946.!
API Reports - Finance	Microsoft	v. 21.2.49946.!
Application	Microsoft	v. 21.2.49946.!
Banking NL	Micro Apps	v. 1.0.0.3



MICRO APPS

A new screen will open and Business Central will ask you if you want to delete the extension data. To completely uninstall the app, check this field. After uninstalling the app, you can choose to unpublish the app or not. You can do this by clicking on “Unpublish” under the “Manage” tab.

Extension Uninstallation



Uninstall Extension

Uninstall extension to remove added features.

Name	Banking NL
Description	Banking NL Application
Version	1.0.0.3
Publisher	Micro Apps
App ID	62bbfa1b-2fec-4a2b-beaf-be2c79b47000
Published As	Dev
Delete Extension Data	<input type="checkbox"/>

Uninstall