

## Subscription Management – user scenario documentation

### Prerequisites:

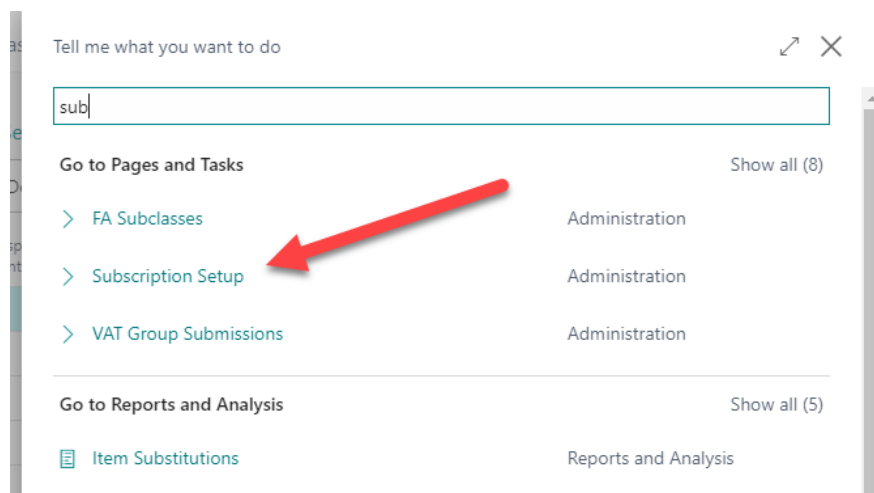
Installed Business Central ver. 19 cloud or higher.

### Setting up subscription management:

1. On the Business Central home page, click the Tell me



2. Key in 'Subscription Setup' and choose Subscription Setup



3. Click as shown, to make changes to the subscription setup



## Subscription Setup

[Update license status](#) [Activate license](#) [Activate trial license](#) [Subscription Types](#) | [More options](#)

### General

Default Subscription F... · 1Y      Default Subcr. Headline · Subscription  
Default Payment Freq... · 1M      Payment date calc. m... · Last day prior month  
Use default subscrip... ·

### Number series

Subscription Nos. · SUB      Subscription Invoice ... · SUB+

### License

License status · Trial      Product Key · 6166f90b86810109000443e1

You can buy a license key, by contacting <https://anago.dk/en/> to request a product key.

4. Enter the mandatory fields as shown:

Subscription Setup

Update license status | Activate license | Activate trial license | Subscription Types | More options

**General**

Default Subscription F...	1Y	Default Subcr. Headline	Subscription
Default Payment Freq...	1M	Payment date calc. m...	Last day prior month
Use default subscrip...	<input type="checkbox"/>		

**Number series**

Subscription Nos. ....	SUB	Subscription Invoice ...	SUB+
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**License**

License status .....	Trial	Product Key .....	6166f90b86810109000443e1
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You can buy a license key, by contacting <https://anago.dk/en/> to request a product key.

5. Activate the trial license, by clicking 'Activate trial license'.

6. Choose Yes to activate the trial license:

7. You should now see, that the field 'License status' and Product Key has been filled:

Subscription Setup

Update license status | Activate license | Activate trial license | Subscription Types | More options

### General

Default Subscription F... : 1Y | Default Subcr. Headline : Subscription

Default Payment Freq... : 1M | Payment date calc. m... : Last day prior month

Use default subscrip... :

### Number series

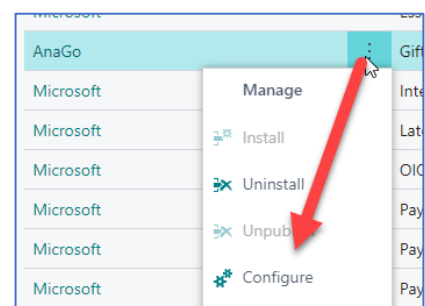
Subscription Nos. : SUB | Subscription Invoice ... : SUB+

### License

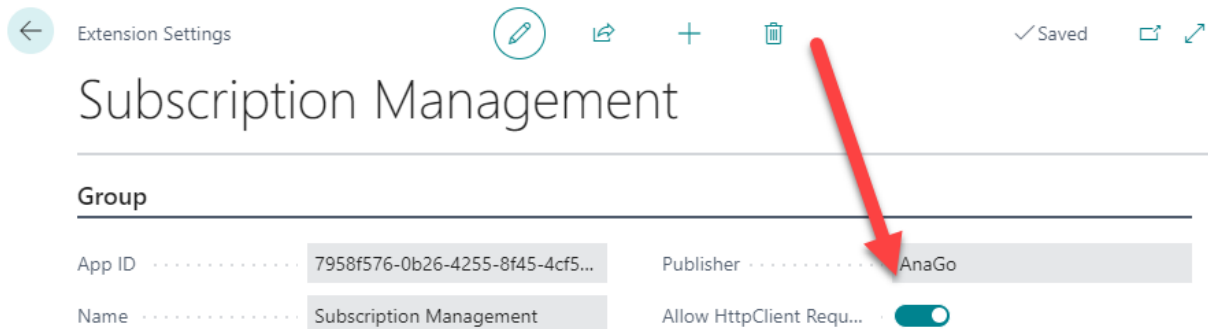
License status : Trial | Product Key : 6166f90b86810109000443e1

You can buy a license key, by contacting <https://anago.dk/en/> to request a product key.

- a. **If you don't get a trial license**, you need to allow the Subscription Management App extension Http-allowance.
  - i. Go to the menu Extension Management and find the Gift Card extension



ii. Make sure the field 'Allow HttpClient Request' has been set:



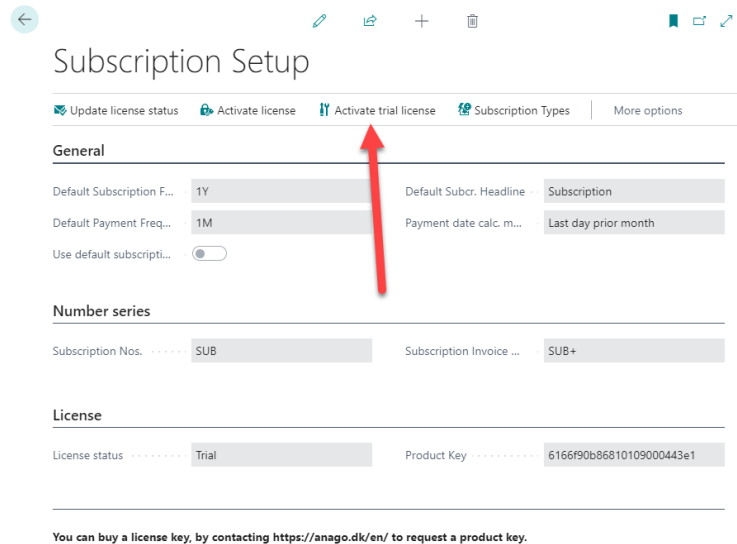
Extension Settings

## Subscription Management

Group

App ID	7958f576-0b26-4255-8f45-4cf5...	Publisher	AnaGo
Name	Subscription Management	Allow HttpClient Requ...	<input checked="" type="checkbox"/>

iii. Try to activate the Trial License again:



Subscription Setup

Update license status | Activate license | **Activate trial license** | Subscription Types | More options

### General

Default Subscription F...	1Y	Default Subcr. Headline	Subscription
Default Payment Freq...	1M	Payment date calc. m...	Last day prior month
Use default subscripti...	<input type="checkbox"/>		

### Number series

Subscription Nos.	SUB	Subscription Invoice ...	SUB+
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### License

License status	Trial	Product Key	6166f90b86810109000443e1
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You can buy a license key, by contacting <https://anago.dk/en/> to request a product key.

## Using Subscription Management:

After you have made the setup, you should now be ready to create your first subscription.

1. From the search bar, find the Subscription Order List:

Tell me what you want to do ↗ ✕

Go to Pages and Tasks Show all (5)

- > [Subscription Setup](#) Administration
- > [Subscription Type List](#) Administration
- > [Subscription Order List](#) Lists

Go to Reports and Analysis

- 📄 [Subscription Order](#) Documents
- 📄 [Subscription overview report](#) Reports and Analysis
- 📄 [Subscription Invoice Document](#) Documents

Documentation

2. Choose 'New' to create your first subscription:

← Subscription Order List 📌 📧 ↗

🔍 Search + New 📄 Edit List 🗑 Delete ✎ Edit 🔍 View ⋮ 📄 🔍 ☰

No. ↓	Bill-to Customer No.	Bill-to Name	Document Date	Amount	Currency Code	Salesper: Code
→ <a href="#">SUB00008</a>	10000	Kontorcentralen A/S	31/07/2022	0.00		LB
<a href="#">SUB00006</a>	10000	Kontorcentralen A/S	12/04/2022	735.71	EUR	LB
<a href="#">SUB00005</a>	10000	Kontorcentralen A/S	11/04/2022	200.00		LB

3. Key in the fields like shown to fill the subscription:

Subscription Order ✓ Saved

## SUB00006 · Kontorcentralen A/S

Dimensions | Print... | Actions | Fewer options i

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**General** Show less

No. .... SUB00006	Contact ..... Robert Townes
Customer No. .... 10000	Order Date ..... 12/04/2022
Customer Name ..... Kontorcentralen A/S	External Document No. ....
<b>Sell-to</b>	Your Reference .....
Address ..... Carl Blochs Gade 7	Salesperson Code ..... LB
Address 2 .....	Responsibility Center ...
Post Code ..... 5800	Assigned User ID .....
City ..... Nyborg	Status ..... Open
Contact No. .... E000001	

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**Lines** | Manage | Line | Fewer options 🔗 📄

Type	No.	Subscription Type	Subscription start date	Subscription End Date	Sub. Payment Frequency	Next payment date	Subscription Status
→ G/L Account	01200		01/03/2022	01/03/2023	1M	01/08/2022	Active
G/L Account	01200		01/03/2022	01/03/2023	1M	01/03/2022	Active
Item	1906-S	Y1P1M	01/03/2022	01/03/2023	1M	01/03/2022	On Hold



4. Create and collect your subscription invoices:

No. ↓	Bill-to Customer No.	Bill-to Name	Document Date	Amount	Currency Code	Salesperson Code
SUB00008	10000	Kontorcentralen A/S	31/07/2022	0.00	LB	LB
SUB00006	10000	Kontorcentralen A/S	12/04/2022	735.71	EUR	LB
SUB00005	10000	Kontorcentralen A/S	11/04/2022	200.00	LB	LB

5. Fill in the required fields to create subscription invoices:

## Subscription Invoice Collection Creation

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### Subscription Invoice Patameters

Include lines up until date	<input type="text" value="01/10/2022"/>
Subscription Head Line	<input type="text" value="Subscription October 2022"/>
Posting Date	<input type="text" value="01/10/2022"/>
Document Date	<input type="text"/>

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### Report Information

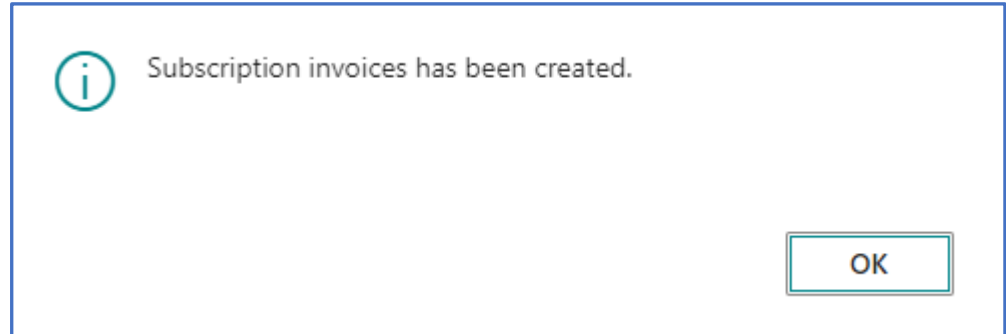
**Based on the active subscription lines, the report create subscription invoices.**

**You can find the subscription invoices in the Subscption Invoice List.**

Advanced >

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6. After the Subscription Invoice Collection Creation report has run, you will get a message telling, that subscription invoices have been created.:



- Find the created subscription invoices from the Subscription Order List, or key in 'Subscription Invoice' from the 'Tell me' menu:

No. ↓	Bill-to Customer No.	Bill-to Name	Document Date	Amount	Currency Code	Salesperson
SUB00008	10000	Kontorcentralen A/S	31/07/2022	0.00		LB
SUB00006	10000	Kontorcentralen A/S	12/04/2022	735.71	EUR	LB
SUB00005	10000	Kontorcentralen A/S	11/04/2022	200.00		LB

- If you want to post a subscription invoice, open the subscription invoice you want to post. Click on 'Post' to post:

Subscription Invoice Document

BS00052 · Kontorcentralen A/S

Dimensions **Post** Print... Actions Fewer options

**General**

No.	BS00052	Posting Date	01/10/2022
Customer No.	10000	Due Date	01/11/2022
Customer Name	Kontorcentralen A/S	Order Date	12/04/2022
<b>Sell-to</b>		External Document No.	
Address	Carl Blochs Gade 7	Your Reference	SUB00006
Address 2		Salesperson Code	LB
Post Code	5800	Responsibility Center	
City	Nyborg	Assigned User ID	
Contact No.	E000001	Status	Open
Contact	Robert Townes		

**Lines** Manage Line Functions Fewer options

Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Qty. to Ship	Quantity Shipped	Quantity Invoiced	Shipment Date	Afdeling
→		Subscription October 2022										
G/L Account	01200	Office 365	1		100.00		100.00	1			12/04/2022	
G/L Account	01200	Business Central Essentials	1		200.00		200.00	1			12/04/2022	

- The posted subscription invoices can be found from the Subscription Order List:

No. ↓	Bill-to Customer No.	Bill-to Name	Document Date	Amount	Currency Code
SUB00008	10000	Kontorcentralen A/S	31/07/2022	0.00	
SUB00006	10000	Kontorcentralen A/S	12/04/2022	735.71	EUR
SUB00005	10000	Kontorcentralen A/S	11/04/2022	200.00	