Infor LN Invoicing User Guide for Sales Invoicing

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Publication Information

Document code	cisliug (U8935)
Release	10.3 (10.3)
Publication date	January 28, 2020

Table of Contents

About this document

Chapter 1 Central Invoicing....................9

Invoicing....................9

Using Invoicing....................10

Chapter 2 To Set up Sales Invoicing....................13

Setting up Invoicing....................13

Setting up recurrent invoicing....................14

Setting up self-billed invoicing....................14

Valuation price and invoice amounts for staggered consignments....................14

Printing texts on invoices....................16

To print header and footer texts on invoices....................17

Printing additional text and detail texts on invoices....................17

To print reference texts on invoices....................18

To print tax articles on invoices....................18

To print business partner bank details on invoices....................19

Print euros....................19

Chapter 3 To Process Sales Invoices....................21

Invoicing....................21

Invoicing procedure....................22

Release the invoicing data to Invoicing....................22

View the invoicing data....................23

Confirm the invoicing data....................24

Create a billing request....................24

Process the billing request....................24

To print and post the invoices separately....................26

Reprint printed and posted invoices....................26

Removing the invoicing data....................26

Selecting order data for invoicing....................26

        - Overwriting the transaction types and series....28
        - Creating separate invoices for each kind of order....28
    - Composing criteria....28
    - Correct the invoices....29
    - Sending sales invoices with EDI....31

Chapter 4 Automatic Processing of Invoices....33

- Direct processing of invoices....33
    - Direct processing....33
- Job processing of invoices....34
    - Setting up job processing of invoices....34
    - To create a billing request set:....34
    - To process a billing request set:....35

Chapter 5 Self-Billed Invoice Matching....37

- Self-billed invoice matching....37
    - Approve matched self-billed invoices....38
- Setting up self-billed invoice matching....38

Chapter 6 Manual Sales Invoices....39

- Manual sales invoices....39
    - Manual sales invoice posting data....39
    - To set up manual sales invoices:....39
    - To create a manual sales invoice:....40
    - To process manual sales invoices....41
    - Disposal of fixed assets....41

Chapter 7 Rebates....43

- Rebates....43
    - Financial postings for rebates....43

Chapter 8 Interest Invoices....45

- Interest invoices....45
    - To set up interest invoicing....45

To process interest invoices..46

Appendix A Glossary..47

Index

About this document

This document describes the process to set up, generate, and handle the sales invoices that originate from the various LN packages, in Invoicing. The creation and use of manual sales invoices and interest invoices, which includes the usage and setup of self-billed invoice matching, are also detailed.

Objectives

This User Guide describes how you can set up, generate, and process the sales invoices that originate from the various LN packages in Invoicing.

Intended audience

This document is intended for the following categories of users:

- The key users who set up Invoicing
- The users who perform and monitor the invoicing process

Assumed knowledge

Understanding this document is easier if you have some basic knowledge of the functionality of the various logistic LN packages and LN Financials

Document summary

This document contains the following chapters:

- **Central Invoicing**
  Provides an introduction to Invoicing and an description of the basic sales invoicing procedure.
- **To Set up Sales Invoicing**
  Provides instructions on how to set up Invoicing.
- **To Process Sales Invoices**
  Provides instructions on how to process sales invoices.
- **Automatic Processing of Invoices**
  Provides instructions on how to set up automatic composing, printing, and posting of invoices and how you can set up automatic processing of recurring invoices.
- **Self-Billed Invoice Matching**
  Provides instructions on how to set up automatic and manual matching of self-billed invoices with corresponding sales and warehouse order data.
- **Manual Sales Invoices**
  Provides instructions on how to create and process sales invoices manually.
- **Rebates**
  Rebates from Order Management can result in credit notes or in invoice lines with a negative invoice amount. This chapter describes how rebates are processed in Invoicing.
- **Interest Invoices**
  LN can create interest invoices for sales invoices. This chapter provides detailed instructions on how to set up and process interest invoices from Accounts Receivable.

- **Glossary**
  Provides definitions of the terms and concepts used in this document, in alphabetical order.

How to read this document

This document was assembled from online Help topics. As a result, references to other sections in the manual are presented as shown in the following example:

For details, refer to *To print texts on invoices*. To locate the referred section, please refer to the Table of Contents or use the Index at the end of the document.

Underlined terms indicate a link to a glossary definition. If you view this document online, you can click the underlined term to go to the glossary definition at the end of the document .

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Chapter 1
Central Invoicing

1

Invoicing

You use Invoicing to compose invoice lines from various origins on a single invoice for an invoice-to business partner. Invoice lines can originate from the following sources:

- Sales, for example, sales orders and rebates
- Project
- Procurement, for example, purchase orders
- Warehousing
- Freight
- Service, for example, service orders and service calls
- Interest invoices generated in Accounts Receivable
- Debit notes and credit notes from Cash Management
- Sales invoices manually entered in Invoicing

Invoices are generated for these scenarios:

- **Internal material delivery**
  In a multicompany structure, invoices can be generated for internal trade between warehouses that are linked to different financial companies.
- **External material delivery**
  Invoices can be generated for transactions within a single logistic company that are associated with entities that are linked to different enterprise units.
- **Self-billed invoicing**
  Self-billed invoices can be received from customers and matched with sales orders. After matching, an accounts receivable transaction is created in Financials.
- **Internal invoicing**
  Internal invoices can be sent from:
  - One warehouse to another warehouse for a warehouse transfer.
  - One work center to another work center for a WIP transfer.
  - A purchase office to a sales office for a direct delivery.

    - A warehouse to a sales office, if a warehouse does not belong to the same financial company as the warehouse that implements the order.
    - A shipping office to a sales office, if the shipping office does not belong to the same financial company as the sales office that ships the goods.
- **Intercompany settlements**
  In a multicompany structure, intercompany settlement transactions can be generated instead of regular invoices for transactions between logistic companies that are associated with entities linked to the same financial company.
- **Shipment-based invoicing**
  You can base invoicing on the sales amounts of the contract deliverables that are linked to the contract shipments.

Using Invoicing

Using Invoicing includes these tasks:

1. **Set up Invoicing**
   Before you can create sales invoices for sales orders, you must define the invoice parameters, the layout of the printed invoices, and the rules for the selection of orders for which LN creates the invoices.
2. **Print draft invoices in Operations Management (optional)**
   In the various Operations Management packages, you can print a draft invoice to check the invoice and to make corrections to the invoice amounts before you release the order data to Invoicing. The default template and billing request additions that you define in the SLI Parameters (cisli0100m000) session are used for the draft invoice. When you print a draft invoice in Operations Management, the order data is not released to Invoicing.
3. **Release the invoices to Invoicing**
   You can release the order data for invoicing in various sessions within LN:
   - **Sales**
     Release Sales Orders/Schedules to Invoicing (tdsls4247m000), which you can start from the appropriate menu in the Sales Orders (tdsls4100m000) session or the Maintain Deliveries Sales Order Lines (tdsls4101m200) session. Invoices with a negative amount, for example, for return orders, result in a credit note.
   - Release Commissions/Rebates to Invoicing (tdcms2201m000)
   - **Project**
     Transfer Project Data to Central Invoicing (tppin4200m000)
   - **Service**
     Service order invoicing data is released to Invoicing when you set an actual cost line to **Costed** in one of these sessions:
     - Service Order Estimated Material Costs (tssoc2120m000)
     - Service Order Estimated Labor Costs (tssoc2130m000)
     - Service Order Estimated Other Costs (tssoc2140m000)

    - Service Orders (tssoc2100m000)
    - Service Order Activities (tssoc2110m000)
  - Service call invoicing data is released to Invoicing if from the appropriate menu of the Call Invoicing (tsclm1105s000) session, you select **Create Invoice**.
  - **Freight**
    Freight order data is released to Invoicing in the Release to Invoicing (fmfri0210m000) session.
  - If you select the **Invoice for Freight** check box in the Sales Order Lines (tdsls4101m000) session, freight order data is automatically released to Invoicing when you release sales orders.
  - **Financials**
    Interest invoices from the Accounts Receivable module, in the Transfer Interest Invoices To SLI (tfacr5220m000) session.
  - Debit notes and credit notes from the Cash Management module.
  - In addition, you can create manual invoices directly in Invoicing in the Manual Sales Invoice Data (cisli2520m000) session.

4. **Compose, print, and post the invoices**
   Compose the invoices for the released orders and print the original invoices. You can customize the invoice text and layout. Send the printed invoices to your business partners using various invoice delivery methods. When you post the invoices, the ledger accounts in the General Ledger module, and open entries in the Accounts Receivable module, are updated.

5. **Remove the invoicing data**
   Use the Purge Sales Invoice Data (cisli3210m000) session periodically to remove the invoicing data and the posted invoices from the Invoicing tables. You can archive the data to the **History Company** of the current financial company.

Chapter 2
To Set up Sales Invoicing

2

Setting up Invoicing

Prerequisites

Before you set up the invoicing data in Invoicing, in Common you can define this data:

1. Invoicing methods in the Invoicing Methods (tcmcs0555m000) session.
2. Late payment surcharges in the Late Payment Surcharges (tcmcs0111m000) session.
3. Invoice delivery methods in the Invoice Delivery Methods (tcmcs0156m000) session.
4. Link the invoicing methods and other invoicing related data to the invoice-to business partners in the Invoice-to Business Partner (tccom4112s000) session.

To set up Invoicing:

1. Define the invoicing parameters in the Sales Invoicing Parameters (cisli0100m000) session. In the Sales Invoicing Parameters (cisli0100m000) details session, you can set up:
    - For each invoicing data type or kind of order, the default transaction type and series to generate the invoice document numbers. The transaction category must be **Sales Invoices**. In this way, you permit or restrict the grouping of invoicing data types on the invoices, because to be grouped on a single invoice, the invoicing data lines must have the same transaction type and series. For details, refer to *Selecting order data for invoicing (p. 26)*.
    - A default billing request templates and billing request addition.
    - The default account and dimensions for manual sales invoices.
    - Default billing request templates and billing request additions for direct processing of sales orders, manual sales invoices, debit notes, and credit notes.
    - Parameters related to self-billed invoicing.
    - Various other options.
2. Define billing request templates in the Billing Request Templates (cisli1125m000) session.
3. Optionally, define invoice header and footer texts in each language, in the Invoice Header/Footer Text Language - Standard Text (cisli1110m000) session.

   For details, refer to *To print header and footer texts on invoices (p. 17)*.

4. Define billing request additions in the Billing Request Additions (cisli1520m000) session. The billing request additions control the appearance of the printed invoices.
5. Define invoice printing sequences for the original invoices, in the Invoice Printing Sequences (cisli1540m000) session. You can select sort criteria with different priorities.

   For details, refer to *Valuation price and invoice amounts for staggered consignments (p. 14)*.
6. If bank reference numbers are required on the invoices, set up the bank reference numbers in the Bank Reference Positions by Country (cisli1130m000) session.

   For details, refer to Bank reference numbers.

Setting up recurrent invoicing

To process similar selections of invoicing data regularly, you can define billing request sets and create a job to process the request sets.

For details, refer to *Direct processing of invoices (p. 33)*.

Setting up self-billed invoicing

To automatically or manually match self-billed invoices with corresponding sales and warehouse order data, you must set a number of parameters in Invoicing and in Common.

For details, refer to *Setting up self-billed invoice matching (p. 38)*.

Valuation price and invoice amounts for staggered consignments

In case of staggered consignments, LN distributes the invoice value across the components' subdeliveries when the final price of the complete kit is fixed.

Example

Kit K consists of three components: C1, C2, C3.

One kit K requires 1 piece C1, 2 pieces C2, 4 pieces C3.

Sales price of kit K = EUR 1,000

Valuation price of C1 = EUR 100

Valuation price of C2 = EUR 60

Valuation price of C3 = EUR 80

LN determines the price rate as follows:

- C1: 3 * 100 = 300 (300 / 1400)
- C2: 5 * 60 = 300 (300 / 1400)
- C3: 10 * 80 = 800 (800 / 1400)

Three kits K are delivered (2 complete, 1 partially):

- Total invoice amount = 2,000 EUR

Distribution of invoice amounts:

Seq.No.	Shipm.	Comp.	Qty	Amount
1	1	C1	1	142.86
2	1	C2	2	171.43
3	1	C3	4	457.14
4	2	C1	1	142.86
5	2	C2	2	171.43
6	2	C3	4	457.14
7	3	C1	1	142.86
8	3	C2	1	85.71
9	3	C3	2	228.57

Calculation of invoice amounts:

1. (300 / 1400) * (1 / 3) * 2,000 = 142.8571429
2. (300 / 1400) * (2 / 5) * 2,000 = 171.4285714
3. (800 / 1400) * (4 / 10) * 2,000 = 457.1428571
4. (300 / 1400) * (1 / 3) * 2,000 = 142.8571429
5. (300 / 1400) * (2 / 5) * 2,000 = 171.4285714
6. (800 / 1400) * (4 / 10) * 2,000 = 457.1428571
7. (300 / 1400) * (1 / 3) * 2,000 = 142.8571429
8. (300 / 1400) * (1 / 5) * 2,000 = 85.7142857

9. (800 / 1400) * (2 / 10) * 2,000 = 228.5714286

Printing texts on invoices

You can print the following texts on invoices:

- **Header and Footer**
  Standard header text and footer text that LN can print on all invoices in the languages of the invoice-to business partners.

  For details, refer to *To print header and footer texts on invoices (p. 17)*.
- **Additional Text and Detail Text**
  Specific text that you can add to the invoicing data.

  For details, refer to *Printing additional text and detail texts on invoices (p. 17)*.
- **Lot and serial text**
  If serialized items and/or lot items occur on the invoice, LN can print the serial numbers and lot numbers on the invoice. In the Billing Request Addition (cisli1120s000) session, select the **Print Lot and Serial Text** check box.
- **Text related to a tax code**
  If special tax rates apply, in some cases a reference to the applicable tax law chapter must be printed on the invoice.

  For details, refer to *To print tax articles on invoices (p. 18)*.
- **Tax exemption certificate number**
  To print tax exemption certificate numbers on orders and invoices, select the **Print Tax Exemption** check box for the tax country in the Countries (tcmcs0110s000) session.
- **Business partner's bank address and account number**
  In some countries, the bank address and the business partner's bank account number must be printed on the invoice.

  For details, refer to *To print business partner bank details on invoices (p. 19)*.
- **Delivery notes**
  If the goods are accompanied by a delivery note, LN prints the delivery note numbers and the weight of the goods as stated on the delivery notes, on the invoice.

  For details, refer to Delivery notes.
- **Reference text**
  A text printed at the bottom of the sales invoice. For example, you can use this text for references to rebate agreements that apply to the invoice.

  For details, refer to *To print reference texts on invoices (p. 18)*.

To print header and footer texts on invoices

Standard header and footer texts

To print a standard text on the invoices in the languages of the invoice-to business partners, take the following steps:

1. In the Invoice Header/Footer Text Language - Standard Text (cisli1110m000) session, click **New** to add a record.
2. In the **Standard Text** field, enter a code for the text.
3. In the **Language** field, select the appropriate language code.
4. In the **Description** field, type the text as it must appear in the language.
5. Save the data.
6. Repeat the previous steps to define the standard texts in all the languages of your invoice-to business partners. Use the same codes for similar texts in the various languages.
7. In the Billing Request Addition (cisli1120s000) session, enter the standard text codes in the **Header** field and/or the **Footer** field. When you print the invoices, LN prints the text in the language of the invoice-to business partner.

Printing additional text and detail texts on invoices

You can print the following types of specific text on an invoice:

- **Detail Text**
  Specific text that you can add to an invoicing data line.
- **Additional Text**
  Order-specific text that you can add to the invoicing data.

To create, view, or change text:

1. Select the order or the order line in the appropriate invoicing data session in Invoicing.
2. Click the **Text Editor** button or, on the **Edit** menu, click *Texts*. The text editor starts.
3. If the status of the invoicing data is **On Hold** or **Confirmed**, you can create or change the text. Because additional text and detail text applies to a single order or invoice line, you can enter the text in only one language.

To print reference texts on invoices

LN prints reference texts at the bottom of the sales invoice. For example, you can use this text for references to rebate agreements that apply to the invoice.

Reference texts

In some countries, if you have a rebate agreement or a bonus agreement with your business partner, you must print a reference to the agreement on the sales invoices. To print a reference to rebate agreements on sales invoices, take the following steps:

1. In the Billing Request Additions (cisli1520m000) overview session or the Billing Request Addition (cisli1120s000) details session, select the billing request addition to which you want to add the reference text.
2. Click the **Text** button or on the **Edit** menu, click **Texts**. The text editor starts.
3. Type the text. Usually, the text of the reference to a rebate agreement can be generic, for example, "Deductions apply based on rebate and bonus agreements."
4. If you save the text, LN automatically selects the **Rebate Agreement Text** check box in the Billing Request Addition (cisli1120s000) details session.

Note

You must manually check whether a rebate agreement or bonus agreement with the business partner exists.

You can only print references to rebate agreements on sales invoices, not on service invoices.

To print tax articles on invoices

Tax articles

If special tax rates apply, in some cases a reference to the applicable tax law chapter must be printed on the invoice. To print tax articles on invoices, take the following steps:

1. In the Tax Codes by Country (tcmcs0136s000) session define the tax code by country details.
2. Click the **Text** button or on the **Edit** menu, click **Texts**. The text editor starts.
3. Type the text.
4. If you save the text, LN automatically selects the **Text** check box.

If you print invoices with this tax code, LN automatically prints the text on the invoice.

To print business partner bank details on invoices

To print the bank address and/or the business partner's bank account number on invoices, perform the following action:

In the Payment/Receipt Method (tfcmg0140s000) session of the Cash Management module, select the following check boxes, as required:

- **Bank Address required**
- **Bank Account required**

LN retrieves the details from the Bank Account by Pay-by Business Partner (tccom4115s000) session.

Print euros

If you print invoices and other financial reports, you can usually choose to print the amounts in euros instead of in Economic and Monetary Union (EMU) currencies.

Amounts in currencies marked as EMU currencies in the Currencies (tcmcs0102m000) session are then printed in the euro currency of the financial company, which you can select in the **Euro Currency** field of the Companies (tcemm1170m000) session in the Enterprise Modeling Management module.

For details about the conversion to euros, refer to Euro compliance.

Chapter 3
To Process Sales Invoices

3

Invoicing

Use Invoicing to create, print, and post sales invoices from several LN packages. You can either print the sales invoices or send the invoices to your business partners using EDI messages.

The invoicing procedure includes these steps:

1. When orders are ready to be invoiced, the Operations Management packages release the invoice data of the orders to Invoicing.
2. LN generates the invoices for the invoice data that you select in a billing request. The invoice data selection for a billing request is controlled by a billing request template, which defines the types and number of orders that can be grouped on one invoice.
3. When you create a billing request, you must select a billing request addition which defines the appearance of the invoices.
4. If you compose the billing request, LN generates the invoices. Depending on various parameter settings, the invoice data lines can be combined on one invoice based on a number of composing criteria such as the order or project, the invoice-to address, and the payment method. You can also set up LN in such a way that the invoice for a sales order and the credit note for a return order are composed on a single invoice.
5. You can print a draft invoice to check whether the invoices are correct.
6. If the invoice is correct, you can print the original invoice which you send to the invoice-to business partner, and post the invoice to Financials where open entries are created in the Accounts Receivable module.
7. If corrections are required, you can undo the composition of the invoice. After the invoice data is corrected in Operations Management, you can repeat the invoicing procedure.

Note

The Credit and Rebill command allows you to change invoice data even after sending the invoice to the customer, and posting the invoice to Financials.

Invoicing procedure

The procedure to generate and print sales invoices includes these steps:

1. *Release the invoicing data to Invoicing (p. 22)*
2. *View the invoicing data (p. 23)*
3. *Correct the invoices (p. 29)*, if necessary
4. *Confirm the invoicing data (p. 24)*
5. *Create a billing request (p. 24)*
6. *Process the billing request (p. 24)*

If necessary, you can *reprint Printed and Posted invoices (p. 26)*.

Periodically, you can *remove the invoicing data (p. 26)* from the operational system.

Release the invoicing data to Invoicing

The invoicing data must be transferred from the various Operations Management packages to Invoicing.

Before you process the invoices, you can view the invoicing data in the various invoicing data sessions. The status of the invoicing data lines indicates whether you can generate invoices from the invoicing data.

After release to Invoicing, the status of the invoicing data is either **Confirmed** or **On Hold**. For some invoicing data, you can select the **Confirmed** or **On Hold** status when you release the data to Invoicing.

The following table shows the status of the invoicing data.

Confirmed	**Confirmed or On Hold**	**On Hold**
Sales orders	Projects (TP)	Service orders
Sales schedules	Service contracts	Service calls
Installments for sales orders	Interest invoices	Maintenance sales orders
Commissions	-	-
Rebates	-	-
Freight orders	-	-

Continue with: *View the invoicing data (p. 23)*

View the invoicing data

You can optionally view the transferred data in the various **Invoicing Data** sessions in Invoicing.

If invoicing lines exist of which the status is **On Hold** or **Confirmed**, depending on the invoicing data type, you can usually change this data:

- First Reference
- Second Reference
- Original Pay-by Business Partner
- Invoice-to Address
- Invoice Delivery Method
- Payment Method
- Terms of Payment
- Late Payment Surcharge

If you change any of these fields, the new data only applies to the invoice lines that must still be processed. For already printed and posted invoices, the data cannot be changed.

To use the new data for already composed invoices, you must undo the composition in the Compose/Print/Post Invoices (cisli2200m000) session. See: *Correct the invoices (p. 29)*.

Continue with: *Confirm the invoicing data (p. 24)*

Confirm the invoicing data

You can only generate invoices from invoicing data that has the **Confirmed** status.

If the invoicing data has the **On Hold** status, you must confirm the data in one of these ways:

- To confirm individual lines:
  a. Start the appropriate **Invoicing Data** session in Invoicing and, on the appropriate menu, click **Lines** to display the lines.
  b. In the **Invoicing Data - Lines** session, on the appropriate menu you can click **Show On Hold and Confirmed** to display only the lines that are available for processing.
  c. Select one or more lines that have the **On Hold** status and, on the appropriate menu, click **Confirm**. The line status is set to **Confirmed**.
- To confirm ranges of invoicing data, use the Global Confirmation of Order data (cisli2219m000) session.

Continue with: *Create a billing request (p. 24)*

Create a billing request

In the Billing Requests (cisli2100m000) session, create a billing request. You must select a billing request template and a billing request addition for the billing request.

Enter selection ranges for the invoicing data (p. 26) that you want to process.

Only the lines of the selected invoicing data that have the **Confirmed** status will be processed.

Continue with: *Process the billing request (p. 24)*

Process the billing request

To process the billing request, start the Compose/Print/Post Invoices (cisli2200m000) session. You can process individual billing requests or process multiple billing requests in a billing request set. See: *Job processing of invoices (p. 34)*.

In the Compose/Print/Post Invoices (cisli2200m000) session, select the check boxes to indicate the process. To perform the complete invoicing process, for example, in a batch job, select all three check boxes.

You can select these processes:

- **Composing**
  LN generates invoices from the selected invoicing data. The invoicing data lines are grouped on the invoices according to the relevant composing criteria. See: *Selecting order data for*

invoicing (p. 26). The invoicing data lines status and the billing request status are set to **Composed**. The invoice receives a temporary invoice sequence number.

LN retrieves the address for the invoices from the invoice-to business partner details.

- To check the invoices, you can print draft invoices or you can view the composed invoices in the Invoices (cisli2505m100) session. If corrections to the invoicing data or to the printed invoices are required, you can undo the composition of the invoices. See: *Correct the invoices (p. 29)*.
- **Printing**
    - **Draft**
      LN prints draft invoices that you can check. The draft invoice shows the temporary invoice sequence number. The invoicing data lines status and the billing request status remain **Composed**.
    - **Original**
      LN prints the final invoices that you can send to the business partners. To perform the complete invoicing process, select this check box.

      In the **Number of Extra Invoice Copies** field of the Invoice-to Business Partners (tccom4112s000) session, you can specify the number of copies of the invoice in addition to the original invoice, that you want to print.

      The status of the invoicing data lines, the billing request, and the invoices is set to **Printed**. LN generates the invoice document numbers from the applicable transaction types and series.

      In the **Printing Sequence** field, you can select a printing sequence for the invoices. By default, the invoices are sorted by invoice delivery method. See: *Valuation price and invoice amounts for staggered consignments (p. 14)*.

      If you use grand total rounding, LN rounds the total sales invoice amount, which includes the tax amount and rebate amounts. The actual total invoice amount and the rounded invoice amount are both printed on the invoice. See: Grand total rounding.

      If payment schedules are linked to the invoice, LN prints the payment schedule lines and the payment methods on the invoices.
- **Posting**
  LN posts the invoices to Financials. LN performs these actions:
    - Creates open entries in Accounts Receivable.
    - Creates non-finalized integration transactions according to the integration mapping scheme. See: Financial integrations - overview.
    - Creates non-finalization transactions in Financials.
    - Returns the invoice information, for example, the invoice document number and date, to Operations Management.
    - Sets the status of the invoicing data lines, the billing request, and the invoices to **Posted**.

To print and post the invoices separately

If you do not perform the complete process in the Compose/Print/Post Invoices (cisli2200m000) session, you can use these sessions to print and post the invoices separately:

- Print Invoices (cisli2400m000)
- Post Invoices (cisli3200m000)

Continue with: *Reprint printed and posted invoices (p. 26)*

Reprint printed and posted invoices

If you have printed the final invoices, you can *not* print the invoices again in the Compose/Print/Post Invoices (cisli2200m000) or the Print Invoices (cisli2400m000) session.

To reprint invoices or ranges of invoices that have the **Printed** or **Posted** status:

1. Select or display an invoice in this session:
   - Invoices (cisli2505m100)
2. On the **File** menu, point to **Print** and on the submenu, click **Reprint Invoices**. The Reprint Invoices (cisli2405m000) session starts.
3. Enter the selection criteria for the invoices that you want to reprint. You can also reprint the invoice in a different language.

Continue with: *Removing the invoicing data (p. 26)*

Removing the invoicing data

To remove the invoicing data and the posted invoices from the Invoicing tables, use the Purge Sales Invoice Data (cisli3210m000) session regularly. You can archive the data to the archive company of the current financial company.

Selecting order data for invoicing

You must create a billing request to create selections of invoicing data for which LN generates invoices.

If you create a new billing request in the Billing Requests (cisli2100m000) session, you must select a billing request template for the billing request. The billing request template determines the types and number of invoice data lines you can select for the billing request.

Note

A template must exactly define the number and types of orders for which you want to create invoices in a billing request. In the billing request, you cannot ignore the selections defined in the billing request template. For all the kind of orders for which the template defines that you can select **Several**, the full range of invoicing data is selected in the billing request by default. You can enter a smaller range in the billing request however, you cannot select none.

For example, to create only interest invoices, the billing request template must have the value **None** for all other types of orders.

If you compose the invoices for the data selected through the billing request, LN can either generate a separate invoice for each invoice data line or combine invoice data on the invoices.

Whether the invoice data is grouped on one invoice depends on these criteria and parameters:

- **Transaction type and series**
  The transaction type and series used for the invoice document number. Orders for which the invoice document numbers are generated with different transaction types and/or series cannot be grouped on one invoice.
    - In the SLI Parameters (cisli0100m000) session, you can for every kind of order define the default transaction type and series for the invoice document number. In this way, you can set up the default way to group the invoice lines per invoice. To group invoices of different kind of orders on one invoice, enter the same transaction type and series for the kind of orders.

      To compose the invoice for a sales order and the credit note for a return order on a single invoice, the credit note and the order invoice must have the same transaction type. You must ensure that for all order invoice transaction types, negative amounts are allowed.
    - If the billing request selection includes order invoices and related credit notes for return orders, LN first settles the order invoices with the credit notes and generates a sales invoice for the remaining amount. The operational company, the invoice transaction type and the invoice number of the order invoice must be available in Invoicing.
    - In the Billing Request Addition (cisli1120s000) session, you can specify that you can overwrite the transaction type when you create a billing request. You can use this feature to overrule the way in which the invoice lines are grouped by default. For details, refer to Overwriting the transaction types and series
- **Composing criteria**
  Invoice lines can only be grouped on one invoice if the composing criteria have the same values. For example, invoice lines for different invoice-to business partners cannot be grouped on one invoice. For a list of the predefined composing criteria, refer to *Composing criteria (p. 28)*.
- **Invoicing method**
  The invoicing method defines whether various orders and kind of orders can be grouped on one invoice. You define invoicing methods in the Invoicing Methods (tcmcs0155s000) session and link the methods to the business partner in the Invoice-to Business Partners (tccom4112s000) session.

- **Billing request template**
  The billing request template controls the number and type of orders that you can select for invoicing in a billing request. If the billing request template and the applicable invoicing method allow different types of grouping, LN applies the most restricted grouping.

Overwriting the transaction types and series

If the billing request addition permits, you can enter a transaction type and series in the Billing Requests (cisli2100m000) session that will be used to generate the invoice document numbers, instead of the transaction type and series defined in the SLI Parameters (cisli0100m000) session.

You can use this feature for two purposes:

- If the billing request template allows you to select multiple kinds of orders for which you defined different default transaction types and series, and you want to collect the orders on one invoice.
- If you create billing requests for a billing request set, the billing request template allows you to select one kind of order, and you want to distinguish the invoices created, for example, by various departments. For details, refer to *Job processing of invoices (p. 34)*.

Creating separate invoices for each kind of order

Various types of invoices exist, for example, sales invoices, project invoices, and service invoices. To invoice each kind of order separately, you can do some or all of the following:

- In the Invoicing Methods (tcmcs0155s000) session, create separate invoicing methods for each type of order.
- In the SLI Parameters (cisli0100m000) session, enter different transaction types and/or series for the various kind of orders.
- Create billing request templates that each select a single invoicing data type.

Composing criteria

Composing criteria define whether invoice lines can be grouped on an invoice. For example, invoice lines with different invoice-to addresses or different invoice currencies cannot be grouped on one invoice. In addition, to support dimension accounting, invoice lines that must be posted to different dimensions cannot be grouped on one invoice.

Two types of composing criteria exist:

- **Fixed general criteria**
  Predefined general composing criteria that always apply to all types of invoices.
- **Specific criteria**
  Specific criteria that apply to specific types of invoicing data. For example, a composing criterion for project invoices can be the project, and for service invoices, the service contract. You can

define the composing criteria for various types of invoices in the invoicing method that you define in the Invoicing Methods (tcmcs0155s000) session.

Note

- If you use monthly billing invoices and you selected the **Receipts Against Shipments** check box in the CMG Parameters (tfcmg0100s000) session, sales and warehouse order invoice lines cannot be composed on an invoice. LN generates a separate invoice for every shipment. For more information, refer to Monthly billing invoices.
- For credit notes, the **Operational Company** is an important criterion. The operational company is the financial company in which the original invoice was created. LN can only compose credit notes with invoices that have the same operational company.

Fixed general criteria

- Financial Company
- **Dimensions**
- **Transaction Type**
- **Operational Company**
- Sold-to Business Partner
- Invoice-to Business Partner
- **Invoicing Method**
- Pay-by Business Partner
- Ship-to Business Partner
- Ship-to Address
- Invoice-to Address
- **Pay-by Address**
- **Invoice Currency**
- **Payment Terms**
- **Late Payment Surcharge**
- Invoice Delivery Method
- **Payment Method**
- **Tax Country**
- **Business Partner Tax Country**
- Rate Determiner
- The **Link to Monthly Billing Invoice** option of the sales invoice.

Correct the invoices

If changes to the invoice amounts are required, you can undo the composition of a **Composed** invoice in Invoicing. In the related Operations Management package, you can change the invoice-related data of the order lines, such as the price and the discount percentage or amount. If you save the data, LN automatically transfers the new data to Invoicing. You can then reprocess the invoicing data.

Note

You cannot make corrections to invoices for which you use direct processing, for example, debit notes and credit notes. For details, refer to *Direct processing of invoices (p. 33)*.

To correct the invoices:

Step 1: Undo the composition of invoices

In the Compose/Print/Post Invoices (cisli2200m000), select the billing request or the billing request set.

Select one of these check boxes:

- **Undo Compose**
  If you click **Continue**, LN performs these actions:
  - Removes the invoices from Invoicing.
  - Sets the invoicing data lines status to **On Hold**.
  - Sets the billing request status to **On Hold**.

  For example, you can use this function if you want to change the selection ranges of the billing request, and/or the billing request addition, and then reprocess the billing request.
- **Undo Compose and Delete**
  If you click **Continue**, LN performs these actions:
  - Removes the generated invoices from Invoicing.
  - Removes Project invoicing data and Service contract invoicing data from Invoicing.
  - Sets the invoicing data lines status of other kinds of orders to **On Hold**.
  - Sets the billing request status to **On Hold**.

Step 2: Correct the selection of invoices

To change the selection ranges of the billing request, and/or the billing request addition:

1. In Billing Requests (cisli2100m000) session, open the billing request and make the necessary changes.
2. Confirm the invoicing data of which the status was set to **On Hold**, for example, using the Global Confirmation of Order data (cisli2219m000) session.
3. In the Compose/Print/Post Invoices (cisli2200m000) session, reprocess the billing request.

Step 3: Correct the invoicing data

To change the invoicing data:

- Change the invoicing data in the corresponding Operations Management package.
- For kinds of orders other than Project or Service contract, the invoicing data still exists in Invoicing. You do not need to release the order lines to Invoicing again. If you save the new data in the appropriate sessions in Sales, Project or Service, LN automatically updates the invoicing data in Invoicing and sets the status to **Confirmed**.

- If you performed undo compose and delete for a Project invoice or a Service contract invoice, the invoicing data no longer exists in Invoicing. Change the data in the appropriate sessions of Project or Service and then release the data again to Invoicing.
- In Invoicing, you can change some data in these **Invoicing Data - Lines** sessions:
  - **Rebate Invoice Data - Line**
    You can change the rebate amount.
  - **Interest Invoice Data (cisli2110s000)**
    You can change this data:
    - **Pay-by Business Partner**
    - **Original Pay-by Business Partner**
    - **Invoice Delivery Method**
    - **Tax Code**
    - **Invoice Number**
    - **Method**
    - **Terms of Payment**
    - **Late Payment Surcharge**
  - **Manual Sales Invoice Data - Lines (cisli2525m000)**
    You can change the rebate amount.
- Confirm the invoicing data of which the status was set to **On Hold**, for example, using the Global Confirmation of Order data (cisli2219m000) session.
- In the Compose/Print/Post Invoices (cisli2200m000) session, reprocess the billing request.

Sending sales invoices with EDI

To send sales invoices with electronic data interchange (EDI), use the Outgoing Messages by Session (ecedi0115m000) session to create a link between Electronic Commerce and Invoicing.

You can link these sessions to EDI:

- Compose/Print/Post Invoices (cisli2200m000)
- Print Invoices (cisli2400m000)

If the business partner supports the sales invoice message, you can automatically send EDI messages by printing an invoice.

Example

Session	cisli2200m000		
Organization	Description	EDI Message	Description
X12	ANSI X12	810	X12 Sales Invoices

Chapter 4
Automatic Processing of Invoices

4

Direct processing of invoices

Direct processing of invoices implies the automatic composition, printing, and posting of a sales invoice. However, before LN performs these actions, you must manually set the line status to **Confirmed**.

You can use direct processing of invoices to generate individual sales invoices for these types of invoicing data:

- **Sales orders**
  LN produces the invoice immediately after you release a sales order from Sales to Invoicing.
- **Debit notes and credit notes**
  Direct processing starts in Financials. For details, refer to Cash application procedure.
- **Manual sales invoices**
  Direct processing starts as described in To process manual sales invoices.

Prerequisites

In the SLI Parameters (cisli0100m000) session, set up this data:

- A default billing request template and billing request addition for the invoicing data type.
- The device to which the invoices can be printed.
- For sales order types for which you want to use direct invoicing, select the **Collect Order** check box in the Sales Order Types (tdsls0594m000) session.

Direct processing

Prerequisites

- Manually change the line status to **Confirmed**.

During direct processing, LN performs these actions:

- Composes the invoice.

- Prints the invoice according to the default template addition, to the device defined for direct processing in the SLI Parameters (cisli0100m000) session.
- Posts the invoice amounts to Financials.
- Changes the invoicing data status to **Posted**.

Job processing of invoices

To process invoices in a batch job, you must use billing request sets. For example, you can define billing request sets to process similar selections of invoicing data regularly without the need to create a new billing request every time.

For example, you can set up daily processing of invoices related to sales orders.

Setting up job processing of invoices

To generate invoices for specific order types for specific business partners at regular time intervals:

1. In the Global Confirmation of Order data (cisli2219m000) session, select the order type or types that you want to process automatically.
2. Click **Add to Job** to create a job that automatically confirms the invoicing data at the required time interval.
3. Create a billing request template for the order type and set the number of orders to **Several**.
4. Define the invoice layout in a billing request addition.
5. Create a billing request to select the invoicing data.
6. Create a billing request set.
7. Add the billing request to the billing request set. You can add multiple billing requests to a billing request set.
8. In the Compose/Print/Post Invoices (cisli2200m000) session, enter these details:
    a. Select the billing request set in the **Billing Request Set** field.
    b. Select the **Composing**, **Printing**, and **Posting** check boxes.
    c. Leave the current date and time in the **Cut Off Date** field.
    d. Click **Add to Job** to create a job that processes the billing request set at the required time interval.

       Leave a time interval of, for example, 30 minutes, between the job that confirms the invoicing data and the job that processes the billing requests. For more information, refer to Using jobs.

To create a billing request set:

- In the Billing Request Sets (cisli1106m000) session, create a billing request set.

- Select the billing request set and on the appropriate menu, click **Billing Requests**. The Billing Request Set - Billing Requests (cisli1107m000) session starts.
- To add billing requests to the billing request set, click **New**. In the **Billing Request** field, click the browse arrow to select a billing request in the Billing Requests (cisli2100m000) session.
- Save the data and close the Billing Request Set - Billing Requests (cisli1107m000) session.
- In the Billing Request Sets (cisli1106m000) session, save the data.

To process a billing request set:

1. In the Billing Request Sets (cisli1106m000) session, select the billing request set.
2. On the appropriate menu, click **Process**. The Compose/Print/Post Invoices (cisli2200m000) session starts. The billing request set is already selected.
3. In the Compose/Print/Post Invoices (cisli2200m000) session, enter the required data in the remaining fields.
4. Click **Continue** to process the billing requests of the billing request set.

Chapter 5
Self-Billed Invoice Matching

5

Self-billed invoice matching

Self-billed invoices can be *automatically* matched based on:

- **Fixed criteria**
  These fields are *fixed* matching criteria:
  - **Invoice-to Business Partner**
  - **Currency**
  - **Unit Delivered Quantity**
  - **Tax Country**
  - **Tax Code**

  Note: Only billable lines that have status **Confirmed** and for which the **Receive Invoice** check box was selected, will be considered for matching.
- **Optional criteria**
  These fields are *optional* matching criteria:
  - **Sales Order**
  - **Customer Order Number**
  - **Shipment**
  - **Shipment Line**
  - **Packing Slip**
  - **Packing Slip External**
  - **Item**
  - **VAT Number Customer**
  - **Shipment Reference**
  - **Ship-to Address**
  - **Delivery Point**

  To include or exclude (optional) fields for field matching, use the Match Codes (tcmcs0158m000) session. In this session, you can create multiple match codes that can be assigned to the various invoice-to business partners.

Note

- For each match, identified by a matched SBI relations code, LN creates a line in the Self-Billed Invoice Line Relations (cisli5110m000) session. This session allows authorized users to approve rejected matches or to cancel successful matches.
- To *manually* match self-billed invoices, use the Match Self-Billed Invoices (cisli5200m000) session or the Self-Billed Invoice Header (cisli5100m000) session.

Approve matched self-billed invoices

After self-billed invoices have been matched, they must be approved. To manually approve a range self-billed invoices, use the Approve Matched Self-Billed Invoices (cisli5210m000) session.

Note

- Even if, in the Sales Invoicing Parameters (cisli0100m000) session, in addition to the **Automatic Match Self-Billed Invoice** check box, **Automatic Approve Self-Billed Invoice** is selected, the approval step applies for those matches that were initially rejected by LN but later on accepted by an authorized user.
- Matched self-billed invoices can only be approved by users who are listed in the Self-Billing Approve Authorizations (cisli0120m000) session.

Setting up self-billed invoice matching

To set up self-billed invoice matching:

1. In the Terms and Conditions Line (tctrm1620m000) session, on the Invoicing tab, ensure that *both* of the following check boxes are selected:
   - **Self-Billing**
   - **Receive Invoice**
2. In the Match Codes (tcmcs0158m000) session, define at least one match code.
3. In the Sales Invoicing Parameters (cisli0100m000) session, on the **Defaults** tab, under **Self-Billed Invoice**, enter these fields as required:
   - **Match Code** (mandatory)
   - **Automatic Match Self-Billed Invoice** (recommended)
   - **Automatic Approve Self-Billed Invoice**
4. In the same session, on the **Number Groups** tab, enter a number group and series for self-billed invoices.
5. In the Self-Billing Approve Authorizations (cisli0120m000) session, define minimum and maximum amounts and percentages for users when they approve matched self-billed invoices.

Chapter 6
Manual Sales Invoices

6

Manual sales invoices

To create invoices for which no related sales order or other type of order exists, for example, the disposal of a fixed asset, you can create a manual sales invoice.

Manual sales invoice posting data

You can specify the posting data for the credit posting of manual sales invoices in the following ways:

- You define the mapping of the Manual Sales Invoice / Revenues Analysis integration document type in the integration mapping scheme.
- You manually enter an integration ledger account and dimensions in Invoicing.
- You use a GL code.

To set up manual sales invoices:

1. **Define the mapping**
   In the Mapping Scheme (tfgld4573m000) session, define the mapping of the Manual Sales Invoice / Revenues Analysis integration document type.
2. **Define the manual sales parameters**
   In the Invoicing Parameters (cisli0100m000) session, you can enter these manual sales parameters:
   - Select or clear the **Use General Ledger Code** check box to indicate the default way in which you want to specify the posting data. If you select the **Use General Ledger Code** check box, in the Manual Sales Invoice Data - Lines (cisli2525m000) session you can still empty the **GL Code** field and use the integration ledger account and dimensions.
   - Enter the default manual sales ledger account and dimensions for the credit entry of the manual sales invoices. The debit entry is posted to the business partner control account.
   - You can also enter the default GL code for the credit entry.

- The **Manual Sales Order Header Dimensions** check box. If you select this check box, you can select the dimensions for the control account when you create the manual sales invoice header in the Manual Sales Invoice Data - Lines (cisli2525m000) session.
- The default billing request template and billing request addition for the direct processing of manual sales invoices.
- The default transaction type and series to generate invoice document numbers.

To create a manual sales invoice:

1. In the Manual Sales Invoice Data (cisli2520m000) session, click **New** to create the manual sales invoice header. The Manual Sales Invoice Data (cisli2120s000) details session starts.
2. Enter the required data.
3. The **Control Account** field displays the control account of the financial business partner group to which the invoice-to business partner belongs. If you selected the **Allow Dimensions on Header** check box in the SLI Parameters (cisli0100m000) session, you can enter the control account dimensions.
4. To create the invoice lines, from the appropriate menu, select Lines. The Manual Sales Invoice Data - Lines (cisli2525m000) session starts.
5. Click **New** to start the details session.
6. Enter the invoice data.

   If you clear the **Asset Disposal** check box, the manual sales ledger account and GL code defined in the SLI Parameters (cisli0100m000) session are displayed by default. You can enter a different ledger account or, if you select the **Use GL Code** check box in the SLI Parameters (cisli0100m000) session, you can enter a GL code or accept the default GL code. The manual sales ledger account is used for the credit posting.

   If you select the **Asset Disposal** check box, LN uses the default **Asset Disposal** account from the SLI Parameters (cisli0100m000) session.
7. if you wish, you can click the **Text Editor** button to add a detail text to the invoice line. For details, refer to *Printing texts on invoices (p. 16)*.
8. To enter multiple invoice lines, repeat steps 5 to 7.
9. Save the data and in the Manual Sales Invoice Data (cisli2520m000) session, save the invoice header data and close the details session.

The newly created manual sales invoice has the **On Hold** status.

To process manual sales invoices

You can process a manual sales invoice either manually or directly:

- **Direct processing**
  To directly process a manual sales invoice, you must have entered default billing request templates and billing request additions in the Invoicing Parameters (cisli0100m000) session.
  a. In the Manual Sales Invoice Data (cisli2520m000) session, select the invoices that you wish to process.
  b. From the appropriate menu, select **Direct Processing**.
  Without asking for confirmation, LN automatically processes the invoice. LN performs these actions:
    - Changes the status to **Confirmed**.
    - Composes the invoice.
    - Prints the invoice according to default template addition for manual sales, to the device defined for direct processing in the Invoicing Parameters (cisli0100m000) session.
    - Posts the invoice amounts.
    - Changes the status to **Posted**.
- **Manual processing**
  To manually process a manual sales invoice:
  a. The newly created manual sales invoice has the **On Hold** status. To change the status to **Confirmed**, do either of the following:
    - In the Global Confirmation of Order data (cisli2219m000) session, select the **Manual Sales Invoices** check box, and then click **Process**. LN changes the status of all manual invoices that have the **On Hold** status to **Confirmed**.
    - In the Manual Sales Invoice Data - Lines (cisli2525m000) overview session, select the invoicing data line and from the appropriate menu, click **Confirm**.
  b. Create and process a billing request for the manual sales invoice as described in *Invoicing procedure (p. 22)*.

Disposal of fixed assets

If you create and process a manual sales invoice for disposed fixed assets, note the following points:

- In the Invoicing Parameters (cisli0100m000) session, enter the default **Asset Disposal** account and dimensions. Enter a ledger account of which the **Fixed Asset Integration** field in the Chart of Accounts (tfgld0508m000) session is **Disposal**.
- In the Manual Sales Invoice Data - Lines (cisli2525m000) session, select the **Asset Disposal** check box. You can then select the asset. LN uses the default **Asset Disposal** account from the Invoicing Parameters (cisli0100m000) session.

- When you post the invoice, LN generates a batch. To set the asset status to **Disposed**, you must finalize the batch in Financials. LN generates the integration transactions described in Interim Revenue for Asset Disposal.

Chapter 7
Rebates

7

Rebates

Rebates are created as rebate sales orders in the Commissions and Rebates module of Sales. The rebate amounts are based on the rebate agreements that you defined for the sold-to business partner and the rebate relation in the Rebate Agreements (tdcms1130m000) session.

In the Release Commissions/Rebates to Invoicing (tdcms2201m000) session, the rebate orders are passed on to Invoicing. The rebate order lines have the **Confirmed** status.

Depending on the transaction type used, a rebate invoice consist of:

- A sales invoice with a negative amount.
- A credit note.

You can specify the tax code that applies to the rebates of a specific relation in the Relations (tdcms0110s000) session. The tax code of the rebate must be linked to the relation's country in the Tax Codes by Country (tcmcs0536m000) session.

After processing in Invoicing, the rebates are sent to the customers in the form of sales invoices or credit notes, and posted to Financials as open entries in the Accounts Receivable module.

Financial postings for rebates

When the rebate order is passed from Sales to Invoicing, LN creates the Sales Order / Rebate integration transaction.

When the rebate invoice is posted to Financials, LN creates the following financial postings:

- Debit: Customer Control Account
- Credit: Interim Revenues - Sales Order Rebates

LN retrieves the control account from the financial business partner group, based on the sales type of the rebate line.

Chapter 8
Interest Invoices

8

Interest invoices

You can generate interest invoices for paid invoices, partially paid invoices, and unpaid invoices. In addition, after you generate and send an interest invoice, you can generate a subsequent interest invoice for the next period.

To set up interest invoicing

You can set up interest invoicing in Accounts Receivable and in the General Ledger.

To set up interest invoicing, use these sessions:

- **Invoice-to Business Partners (tccom4112s000)**
  For invoice-to business partners for which you want to raise interest invoices, select the **Charge Interest** check box.
- **Mapping Scheme (tfgld4573m000)**
  Use this session to define the mapping of the Interest Invoice / Revenues Analysis integration document type.
- **Interest Percentages (tfacr5102m000)**
  Use this session to define the interest percentages for each financial business-partner group, and for different periods of days.
- **Interest Invoice Parameters (tfacr5101s000)**
  Use this session to define whether interest must be calculated on unpaid invoices, partly paid invoices, interest invoices, and/or fully paid invoices. You can also indicate that LN must take advance payments, unallocated payments, and credit notes into account for the generation of interest invoices.
- **Optionally, set conditions**
  Example: LN only generates an interest invoice advice entry if these conditions are met:
  - The total of all advice entries in one currency is higher than the allowed minimum amount of an interest invoice defined in the **Min Amnt for Int. Inv** field.
  - The invoice is overdue for a greater number of days than the number of days defined in the **Min. Days for Int. Inv** field.

To process interest invoices

To generate interest invoices:

1. In Accounts Receivable, use these sessions:
   - **Select Invoices for Interest Invoicing (tfacr5210m000)**
     Use this session to select invoices for which interest invoices can be generated and calculate the interest amounts according to the parameter settings of the Interest Invoice Parameters (tfacr5101s000) session.
   - **Interest Invoice Advice (tfacr5510m000)**
     You can use this session to view the selected interest invoicing data, and delete some records if this is necessary.
   - **Transfer Interest Invoices To SLI (tfacr5220m000)**
     Use this session to transfer the interest invoice advice from Accounts Receivable to Invoicing.

   When you transfer the interest invoices to Invoicing, LN deletes the interest advice lines from Accounts Receivable.

See: *Invoicing procedure (p. 22)*.

If interest invoices for the business partner already exist in Invoicing that have the **Printed** or **Posted** status, LN generates a new interest invoice. If a previous interest invoice with the **Selected** status exists for the business partner in Accounts Receivable, LN changes the existing interest invoice to include the new number of days and the new interest amount.

When you post the interest invoices, LN creates open entries for the interest amounts in Accounts Receivable. The interest invoices are posted to the ledger accounts to which you mapped the Interest Invoice / Revenues Analysis integration document type.

Appendix A
Glossary

A

appropriate menu

Commands are distributed across the **Views**, **References**, and **Actions** menus, or displayed as buttons. In previous LN and Web UI releases, these commands are located in the *Specific* menu.

archive company

A company created for the purpose of archiving historic documents and data. You can store redundant data in an archive company.

To access and retrieve data from an archive company, you must change company to the archive company.

bank reference

A unique number used by the banks to reference each invoice. The bank reference number can be a string of 20 or more digits, composed in such a way that a number check can be performed to check its validity.

In some countries, the bank reference number is a critical component of payment and receipt transactions, especially if payment slips are used. If bank reference numbers are used, the bank reference number must appear on the invoice document, on the payment slip if applicable, and on the payment document.

billing request

Selects the order types and orders to be invoiced. If you process a billing request, LN selects the invoicing data and generates the invoices for the order types and orders selected through the billing request.

billing request addition

Defines the text and the layout of the printed invoices and whether or not you can overwrite the default transaction types and series used for the invoice document numbering.

billing request set

A set of one or more billing requests set up for recurring processing. If you process a billing request set, LN selects the invoicing data according to the billing requests.

billing request template

Defines the type and number of orders that you can select through the billing request. For example, the types of orders can be Sales, Freight, Projects, or Service, and the number of orders of each type can be **None**, **One**, or **Several**.

composing criteria

The predefined criteria for grouping invoice lines on a single invoice. The invoice lines of an invoice must have the same values for the composing criteria.

Example

Invoice lines with different invoice currencies, or with different invoice-to addresses, cannot be combined on one invoice.

contract deliverable

A contract deliverable is a tangible or intangible item that is produced or purchased as a result of a contract.

delivery note

A transport document that provides information on a consignment contained in one truck (or other vehicle) and refers to an order or a set of orders for one consignee at a delivery address. If the truck load contains shipments for various business partners, the load includes more than one delivery note. The information on a delivery note includes the delivery date and address, the customer's name, the contents of the consignment, and so on. In Italy, a delivery note is a legally required document, where it used to be called BAM (Bolla Accompagnamento Merci). Currently it is called DDT (Documento di Trasporto). In Portugal and Spain delivery notes are also used, but there they do not have the same legal status as in Italy.

direct delivery

The process in which a seller orders goods from a buy-from business partner, who must also deliver the goods directly to the sold-to business partner. By means of a purchase order that is linked to a sales order or a service order, the buy-from business partner delivers the goods directly to the sold-to business partner. The goods are not delivered from your own warehouse, so Warehousing is not involved.

In a Vendor Managed Inventory (VMI) setup, a direct delivery is achieved by creating a purchase order for the customer warehouse.

A seller can decide for a direct delivery because:

- There is a shortage of available stock.
- The ordered quantity cannot be delivered in time.
- The ordered quantity cannot be transported by your company.
- Costs and time are saved.

EDI messages

An electronic document (for example, an electronic order acknowledgment) that consists of an organization and a message.

Incoming and/or outgoing messages are processed in specific libraries invoked by EDI communication sessions (for example, in the Sales Control (SLS), Sales Invoicing (SLI), Accounts Payable (ACP), Cash Management (CMG), Purchase Control (PUR), Inventory Handling (INH), and Electronic Data Interchange (EDI) modules).

electronic data interchange (EDI)

The computer-to-computer transmission of a standard business document in a standard format. Internal EDI refers to the transmission of data between companies on the same internal company network (also referred to as multisite or multicompany). External EDI refers to the transmission of data between your company and external business partners.

financial business-partner group

A group of business partners with common characteristics, for which you can define the creditors' account or the debitors' account and a set of additional control accounts such as control accounts for doubtful invoices, advance and anticipated payments or receipts, and realized and unrealized currency profit or loss. LN automatically uses these control accounts in business processes such as sales invoice registration, and the payment process.

GL code

Represents a ledger account and the corresponding dimensions. GL codes are used to represent ledger accounts to users who are not familiar with the structure of the chart of accounts.

To specific logistic transactions, you can link a GL code. Such integration transactions are mapped directly to the ledger account and dimensions of the GL code, they are not included in the mapping process.

grand total rounding

To round the grand total amounts on legal documents that you send to your customers, such as sales quotations, service contracts, and sales invoices.

For example, if the currency rounding factor is 0.01 and grand totals must be rounded on 0.05, you can use grand total rounding and define a grand total rounding factor of 0.05.

integration mapping scheme

A scheme that defines the ledger accounts and dimensions to which the integration transactions are posted.

intercompany settlement transaction

The automatic postings in one financial company to intercompany billing and clearing accounts instead of invoices generated for sales/purchase transactions between the entities of two logistic companies.

You must define the logistic companies as affiliated-company business partners and you must indicate that intercompany settlements can be performed for the business partner.

interest invoice

An invoice to charge interest.

You can create interest invoices for:

- Unpaid overdue invoices.
- Invoices that were paid or partially paid later than their due dates.

invoice delivery method

A user-definable way to categorize invoices by their delivery method. LN prints invoices grouped by the invoice delivery method. Per invoice delivery method, LN sorts and prints the invoices within each ZIP/postal code by address.

You can select a default invoice delivery method for each invoice-to business partner.

invoicing method

A set of parameters that defines, among other things, the types of orders and orders lines that can be combined on an invoice, and the type of invoice to be generated and the costs to be aggregated on Project invoices and Service invoices. You can define different invoicing methods for your invoice-to business partners.

invoicing method

This method is only used for contract projects to invoice to Financials.

Capital projects have no invoicing. Sales order projects use Invoicing for invoicing.

late payment surcharge

The percentage that is charged over the goods amount or over rendered services that the recipient of the invoice must pay if the invoice is not paid within a specified period.

manual sales invoice

An invoice without a related sales order or goods receipt and which is directly created in Invoicing.

match code

A code that defines a set of additional criteria that must be applied when self-billed invoices are automatically matched with corresponding order data.

matched SBI relations code

A number that identifies a set of matched (customer) self-billed invoice lines with billable lines.

monthly billing invoice

A monthly statement of the open sales invoices that you send to an invoice-to business partner. The business partner generates self-billed invoices and uses the monthly billing invoice for reference.

Operations Management

A collective name for the non-financial LN packages. Operations Management represents all the logistic LN packages.

payment schedule

Agreements about the amounts that must be paid by payment period. You can link a payment schedule to the payment terms and, in this way, to sales invoices and purchase invoices.

Each line of the payment schedule defines a part of the invoice amount that must be paid within a specific period, the payment method used for the payment, and the discount conditions that apply to the payment.

Note

In many sessions, 'payment schedule' refers to a payment schedule *line*.

If you use receipts against shipments, 'payment schedule' refers to a shipment.

Synonym: receipt schedule

receipt schedule

See: *payment schedule (p. 51)*

relation

A shortened term for trade relation. Relation is a collective term for an employee or buy-from business partner that is entitled to a commission, and a sold-to business partner entitled to a rebate. Relations can be grouped in a relation team for the purpose of assigning the same agreement structure.

sales invoice

A bill that relates to the sale of goods or services. A sales invoice is a document, sent by the seller to the buyer, for each sale containing details on the goods sold.

sales type

A sales order property that allows you to identify the kind of sale made and the kind of receivable. This property is used to post the sales to the correct Accounts Receivable account when the invoice is created. To post a sales invoice, LN retrieves the control account from the sales type linked to the sales order line, project contract, and so on.

staggered consignments

The delivery of several components of a complete product at different times. Staggered consignments are not declared until the last consignment is delivered.

tax country

The country in which the tax must be paid and/or reported. The tax country can be different from the country where the goods are issued or delivered.

tax exemption certificate

A certificate issued by a tax authority to a specific business, exempting them from sales tax within the tax authority's jurisdiction. When you purchase goods or services, you must provide the certificate number to your supplier to authorize them not to collect the tax.

warehouse transfer

A warehousing order to move an item between warehouses.

A warehouse transfer consists of a warehousing order of inventory transaction type **Transfer**.

WIP transfer

The transfer of the value of the work in process from one work center to the next, in accordance with a physical transfer of a subassembly to the work center where the next operation must be performed.

Index

appropriate menu, 47
archive company, 47
bank reference, 47
billing request, 47
billing request addition, 47
Billing request
  procedure, 22, 23, 24, 24, 24, 26
  selections, 26
billing request set, 47
Billing request sets
  invoicing, 34
billing request template, 48
Company
  settlements, 9
composing criteria, 48
Composing criteria
  invoicing, 28
contract deliverable, 48
Corrections
  invoicing, 29
delivery note, 48
direct delivery, 48
Direct processing
  invoices, 33
EDI messages, 49
EDI
  sales invoices, 31
electronic data interchange (EDI), 49
External material delivery
  invoicing, 9
financial business-partner group, 49
GL code, 49
grand total rounding, 49
integration mapping scheme, 49
intercompany settlement transaction, 50
interest invoice, 50
Interest invoices
  Invoicing, 45
Internal material delivery
  invoicing, 9
Invoice amounts
  staggered consignments, 14
invoice delivery method, 50
Invoices
  additional text, 17
  business partner bank details, 19
  direct processing, 33
  header and footer texts, 17
  reference texts, 18
  standard texts, 16, 17
  tax articles, 18
Invoicing data
  remove, 26
Invoicing, 21
  billing request sets, 34
  composing criteria, 28
  corrections, 29
  external material delivery, 9
  interest invoices, 45
  internal material delivery, 9
  manual sales invoices, 39
  procedure, 22, 22, 23, 24, 24, 24, 26
  rebates, 43
  select order data, 26
  setup, 13
  shipment based, 9
  use, 10
invoicing method, 50**,** 50
late payment surcharge, 50
manual sales invoice, 50
match code, 51
matched SBI relations code, 51
Matching
  self-billed invoices, 37
monthly billing invoice, 51
Operations Management, 51

payment schedule, 51
Procedure
  invoicing, 22
Rebates, 43
receipt schedule, 51
Recurrent invoicing, 34
relation, 51
Remove
  invoicing data, 26
sales invoice, 51
Sales invoices
  EDI, 31
  manual, 39
sales type, 52
SBI matching
  setup, 38
Self-billed invoices
  matching, 37
Settlements
  company, 9
Setup
  Invoicing, 13
  SBI matching, 38
Shipment based
  invoicing, 9
staggered consignments, 52
Staggered consignments
  invoice amounts, 14
  valuation price, 14
Standard text
  on invoices, 17
tax country, 52
tax exemption certificate, 52
Texts
  on invoices, 16, 17, 17, 18, 18, 19
Use
  Invoicing, 10
Valuation price
  staggered consignments, 14
warehouse transfer, 52
WIP transfer, 52