Infor LN User Guide for Retrobilling

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Table of Contents

About this document

About this document

This document describes the process to set up and handle <u>retrobilling</u>, which is used to re-invoice previously invoiced items in Sales and Procurement based on updated prices for contracts and items.

Assumed knowledge

Although you need no detailed knowledge of the LN software to read this guide, general knowledge of the Infor LN functionality will help you understand this guide.

References

Use this guide as the primary reference for retrobilling. Use the current editions of these related references to research information that is not covered in this guide:

- *User Guide for Sales Master Data U9839 US*
- *User Guide for Sales Contracts U9844 US*
- *User Guide for Sales Orders U9845 US*
- *User Guide for Purchase Master Data U9817 US*
- *User Guide for Purchase Contracts U9822 US*
- *User Guide for Purchase Orders U9824 US*
- *User Guide for Purchase and Sales Schedules U9541 US*
- *User Guide for Pricing U9179 US*

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Chapter 1

1

Retrobilling in Sales

If price changes are made to a sales contract or to an item because of price renegotiations, the retrobilling functionality can be used to re-invoice previously invoiced items for sales orders and schedules. Price differences are handled through retrobilled sales orders, which have an item quantity of zero and an order amount that includes the price difference.

Retrobilling master data

To set up retrobilling:

1. In the Sales Order Types (tdsls0594m000) session, specify a sales order type for retrobilling.
2. In the Sales Order Parameters (tdsls0100s400) session, specify these fields:
   - **Retro-Billing**
   - **Order Type Retrobilling**
   - **Retro-Billing Cost/Service**
   - **Number Group Retro-Billing**
   - **Number Group Update**
   - **Date for Generating Retro-Billed Advice**
3. In the Items - Sales Business Partner (tdisa0510m000) session, specify these fields:
   - **Item applicable for Retro-Billing**
   - **Retro-Billed Sales Orders per Business Partner**

Note

If you use the DEM Content Pack with Infor LN, consider using the MSL3080 (Retrobilling) wizard to set up retrobilling. You can execute this predefined wizard from the Wizards by Project Model (tgwzr4502m000) session after you specified the business function model for your company.

Retrobilling procedure

A retrobilled sales order has an item quantity of zero and an order amount that includes the price difference.

To generate a retrobilled sales order:

1. Generate price change advices in the Generate Retrobilled Price Change Advice (tdsls3270d000) session.
   You can start this session as follows:

   - Automatically, whenever you make a price change to a contract
   - Manually, to generate price change advices for changed item prices

   Note

   - In the Generate Retrobilled Price Change Advice (tdsls3270d000) session, you must manually specify a price change (a percentage or a fixed value). This price change is then applied to the specified range of sales orders, sales schedules, or shipments.
   - Price change advice header information is displayed in the Retrobilled Price Change Advice (tdsls3570d000) session. Price change advice line information is displayed in the Retrobilled Price Change Advice Lines (tdsls3571d000) session. You can change or delete the price change advice line information before you approve the line.

2. Approve the price change advices in the Approve Retrobilled Price Changes (tdsls3275d000) session. You can start this session from the <u>appropriate menu</u> in the Retrobilled Price Change Advice Lines (tdsls3571d000) session.

3. Generate retrobilled sales orders in the Generate Retrobilled Sales Orders (tdsls3271d000) session. You can start this session from the <u>appropriate</u> menu in the Retrobilled Price Change Advice Lines (tdsls3571d000) session. To update the sales contract with the new price, select the **Update Contract with New Price** check box in the Generate Retrobilled Sales Orders (tdsls3271d000) session.

4. Use the standard invoicing procedure to invoice the retrobilled sales order for the price difference.

Note

The original invoice line data of retrobilled sales orders is displayed in the Linked Order Line Data (tdsls4102s200) session. This information is released to Invoicing and used for the invoice.

Chapter 2

<div style="text-align: right; color: white; background: red;">2</div>

Retrobilling in Procurement

If the price of a purchase contract or an item is modified because of price renegotiations, the retrobilling functionality can be used to re-invoice the previously invoiced items for purchase orders or schedules. Price differences are handled using price change advice lines, which are based on the purchase payable receipts of the order or schedule. After approving and processing a price change advice line, an additional (retro-active) payable receipt line is generated for the order or schedule.

Retrobilling master data

To set up retrobilling:

1. In the Procurement Parameters (tdpur0100m000) session, specify these fields:
   - **Retro-Billing**
   - **Number Group for Retro-Billing Advices**
   - **Series for Retro-Billing Advices**
   - **Retro-Billing Cost/Service**
   - **Date for Generating Retro-Billed Advice**

2. In the Buy-from Business Partners (tccom4520m000) session, (optionally) select the **Retro-Billing Applicable** check box.

3. In the Items - Purchase Business Partner (tdipu0110m000) session, select the **Item applicable for Retro-Billing** check box.

Note

If you use the DEM Content Pack with Infor LN, consider using the MPU3300 (Retrobilling Purchase) wizard to set up retrobilling. You can execute this predefined wizard from the Wizards by Project Model (tgwzr4502m000) session after you specified the business function model for your company. See **Business function model**.

Retrobilling manual price changes

To retrobill manual price changes:

1. Specify a price change advice in the Retro-Billed Price Change Advice (tdpur3670m000) session. Specify an update type (**Percentage** or **Value**) and a selection range to which the price change must be applied.

2. Click **Generate** in the Retro-Billed Price Change Advice (tdpur3670m000) session to generate price change advice lines for the specified range of purchase orders, schedules, or receipts. If landed cost lines are available, these lines are also included in the generation process. Price change advice line information is displayed on the Retrobilled Price Change Advice Lines tab. You can modify or delete the price change advice line information before you approve the line.

3. Directly approve the price change advice (line) in the applicable session, or use the Approve Retro-Billed Price Change Advice (tdpur3270m100) session.

4. Directly process the price change advice (line) in the applicable session, or use the Process Retro-Billed Price Change Advice (tdpur3270m200) session. After processing, **Retro-Active** payable receipts are generated that can be invoiced. The payable receipts are displayed in the Purchase Payable Receipts (tdpur4130m000) and Purchase Payable Receipts for Schedules (tdpur3118m000) sessions.

5. Select the order or schedule in the Process Purchase Invoices (tfacp2107m000) or Purchase Invoice Entry (tfacp2600m000) session, and click **Match Retroactive Lines** on the appropriate menu to match the lines in the Match Retroactive Lines (tfacp2544m100) session. If landed cost lines are linked to the advice line, click **Match Retroactive Landed Costs** to match these lines in the Match Retroactive Landed Cost Lines (tfacp2144m000) session.

6. Approve the invoice in the Process Purchase Invoices (tfacp2107m000) or Purchase Invoice Entry (tfacp2600m000) session. Consequently, the status of the price change advice is set to **All Approved**.

7. Process the purchase order in the Process Delivered Purchase Orders (tdpur4223m000) session and the purchase schedule in the Process Purchase Schedules (tdpur3223m000) session. Consequently, the status of the price change advice is set to **Finalized**.

Note

You can delete price change advices and advice lines with the **Open** or **Finalized** status in the Delete Retro-Billed Price Change Advice (tdpur3270m300) session.

Retrobilling contract price changes

To retrobill contract price changes for the linked purchase orders or schedules:

1. Specify a price or discount change and select the **Selected for Retro-billing** check box in the Purchase Contract Prices (tdpur3103m000) session.

2. (Re)activate the contract. Consequently, the Generate Retro-Billed Price Change Advice (tdpur3270m000) session is started.

3. Specify your selection criteria and click **Generate** in the Generate Retro-Billed Price Change Advice (tdpur3270m000) session.

4. View the generated price change advice in the Retro-Billed Price Change Advice (tdpur3670m000) session. The **Update Type** field is set to **Contract Price Revisions** for this price change advice.

5. Complete steps three to seven specified in the Retrobilling manual price changes section.

> **Note**
>
> If the contract price changes are approved using ION Workflow, the price change advice lines are generated automatically. The Generate Retro-Billed Price Change Advice (tdpur3270m000) session is not started.

Retrobilling price changes using change requests

If you use change request to update purchase orders and purchase contracts, retrobilling can be initiated only using a change request.

To specify a price or discount change for an invoiced or processed purchase order:

1. Update the price or discount in the Purchase Change Request Payable Receipts (tdpur4130m100) or Landed Cost Lines (tclct2100m010) sessions.

2. Approve and process the change request, which generates a price change advice in the Retro-Billed Price Change Advice (tdpur3670m000) session. The **Update Type** field is set to **Change Request** and the **Status** field is set to **Approved** for this price change advice.

3. Complete steps four to seven specified in the Retrobilling manual price changes section.

To specify a price or discount change for a purchase contract:

1. De-activate the price revision in the Purchase Contract Change Request Prices (tdpur3103m100) session.

2. Update the price or discount and select the **Selected for Retro-billing** check box in the Purchase Contract Change Request Prices (tdpur3103m100) session.

3. Activate the changed price revision in the Purchase Contract Change Request Prices (tdpur3103m100) session.

4. Approve and process the change request. Consequently, the Generate Retro-Billed Price Change Advice (tdpur3270m000) session is started.

5. Specify your selection criteria and click **Generate** in the Generate Retro-Billed Price Change Advice (tdpur3270m000) session.

6. View the generated price change advice in the Retro-Billed Price Change Advice (tdpur3670m000) session. The **Update Type** field is set to **Contract Price Revisions** for this price change advice.

7. Complete steps three to seven specified in the Retrobilling manual price changes section.

Note

If the **Process Purchase Contract Change Requests Automatically** check box is selected in the Purchase Contract Parameters (tdpur0100m300) session, or if the change request is approved using ION Workflow, the price change advice lines are generated automatically. The Generate Retro-Billed Price Change Advice (tdpur3270m000) session is not started.

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.

business-function model

A part of a business model that is built from a selection of business functions that are initially created in the repository.

change request

A change document that includes a proposal for the adjustment of an actual document. The change request is copied from and linked to the actual document. Changes are applied to the actual document after the change request is approved and processed.

contract price revision

A date-controlled agreement for price and discount elements on the contract line. Price revisions enable you to have several prices over time. An active revision is valid from its effective date up to the effective date of the next revision, or the expiry date of the contract line.

purchase payable receipt

Indicates when billing is applicable for purchased goods and contains the payable and invoicing details for an order or schedule. By means of purchase payable receipts, updates to and from the Accounts Payable module are handled.

If the payment for the purchased goods is set to **Pay on Use**, the payable receipt is generated when inventory related to a purchase order or a purchase schedule is consumed, that is, issued from the warehouse. If the payment is set to **Pay on Receipt**, the payable receipt is generated the moment the purchased goods are received.

retroactive billing

See: *retrobilling (p. 14)*

retrobilling

The process of issuing credit or debit invoices, based on price renegotiations, for previously invoiced items. Retrobilling can be performed on orders or schedules that are linked to a contract or on individual orders or schedules.

Synonym: retroactive billing

wizard

A special form of user assistance that automates a task by setting the parameter values within a business model and which directs the software to meet the specific requirements of an organization.

Index