



# Billing Run Instructions

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# About this document

## How to read this document

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# Chapter 1

## Introduction to Infor LX

1

## Overview of Infor LX

This topic contains information that pertains to all applications of the Infor LX product. This information enables you to perform the following tasks:

- Navigate through menus and screens
- Specify information in the fields on the screens
- Use the screen actions
- Access the online help text
- Become familiar with terms used throughout Infor LX

## Navigation

The features described in the following paragraphs help you navigate within and between Infor LX screens and programs quickly and easily.

### Menus

Use Infor LX menus to choose individual programs to process or view information. You can call individual applications directly from any menu.

### Dates

Infor LX includes full support for dates up to and beyond the year 2000. Although most date fields display six characters, Infor LX stores the date as eight characters to include century information. Use Company Name and Date Format, SYS820, in the System Parameters Generation program, SYS800, to configure century dates and specify dates beyond 1999.

## Attention key and quick access icon

The character-based user interface uses the attention key to directly access other programs, menus, and applications. On an Infor LX screen, press the Esc key.

The Webtop user interface uses the Quick Access icon to directly access programs. On an Infor LX screen, click the Quick Access icon.

You must have security authorization to use these features.

## Look-up features

On the character-based user interface, a plus sign (+) indicates a prompt-capable field. Use F4 to display a look-up screen.

On the Webtop user interface, an arrow indicates a prompt-capable field. Click the arrow to display a look-up screen.

Most screens called from inquiry programs allow you to search for alphanumeric strings.

## Remembered keys

Infor LX remembers certain key values, such as item number, salesperson, or container, in your workstation memory as you process information in certain programs. You can assign one of the following values to each field:

- 0. Infor LX automatically retrieves this value from remember key memory. Infor LX updates this value on a continual basis.
- 1. Infor LX automatically retrieves the value you specify in Display Remembered Keys, SYS080. It does not update the value from any other program.
- 2. Infor LX does not retrieve or update remembered key fields.

Use the Display Remembered Keys program, SYS080, to set up remembered keys.

## Standard online help features

Many Infor LX programs display generic help text. Use F1 from within a field on the character-based user interface. Click the Show/Hide Help icon on the Webtop user interface. This generic help text includes help for standard line actions, standard screen actions, which are also called function keys or F keys, the run time parameter, and some screens types.

The information in the generic help text for line actions and screen actions in this document is not included in the help text for individual Infor LX programs and screens. If a line action or screen action other than those defined in the generic help text occurs in a program, the help text for that program describes the specific action.

Additional generic help text is stored in the SSARUNHT document for users of the character-based UI. You can print this document and the individual application run instructions, SSARUN01, SSARUN02, and so on, from the DOC menu on the IBM(R) iSeries(TM) in the character-based user interface.

## Generic help text for line actions

### Line actions

The following line actions are valid in numerous screens. They have the functions described in the following sections.

#### 1=Create

Specify Create on the prompt line and a value in at least one key field to add new information to the file. The system displays maintenance screens on which you can specify the new data. The system prints the new data on the audit report.

Note: You cannot specify Create next to existing data.

#### 1=Select

On a prompt screen, specify 1 to return the selected data to the original screen.

#### 2=Revise

Specify Revise to change the information for a line. Specify 2 and a value in at least one key field or specify 2 next to a line. The audit report lists the change. If you specify Revise next to a line with inactive information, the system reactivates the information.

#### 3=Copy

Specify Copy to copy existing information. You can specify 3 and a value for at least one key field or you can specify 3 next to a line. The system displays a maintenance screen on which you can specify new data and change existing data.

#### 4=Delete

Specify Delete to deactivate the information on a line. You can specify 4 and a value in the key fields or you can specify 4 next to the line to delete. Use Revise to reactivate deleted information.

#### 5=Display

Specify Display to view information. You can specify 5 and a value in the key fields or you can specify 5 next to a line.

## 6=Print

Specify Print to print information on the audit trail. You can specify 6 and a value in the key fields or you can specify 6 next to a line.

## 8=Position To

Specify Position To to move a line to the top of the list. You can specify 8 and a value in the key fields or you can specify 8 next to a line. The system repositions the list to begin with the requested line or, if the line does not exist, to the line that is next in sequence.

After you use the Position To feature, you can page down or you can use the Position To action with a different value, but you cannot page up. You can return to the top of the list if you specify Position To but do not specify a value in the key fields on the prompt line. On a prompt screen, display details matching the information you specified.

## 10=Search

On the top line of a prompt screen, use 10 and known field data to locate specific information.

## Additional line actions

If a program contains additional line actions, see the line actions help text in that specific program for descriptions of those line actions.

# Generic help text for screen actions

Many screen actions, also called F keys, perform the same function for every program or screen in Infor LX. Definitions for these screen actions follow.

## Enter

Proceed to the next screen of a maintenance program. On the final screen, press Enter to update the file and return to the first screen of the program for additional maintenance activity.

## Enter

Validate data in a screen. This function of Enter generally occurs in transaction programs that have an F6=Accept screen action, which saves the data on the screen.

## Enter

Send the output from a report or listing program to an output queue for processing.

## F1=Help

Display help text. This screen action applies to the character-based user interface only.

## F3=Exit

Exit a program and do not record, update, or print the information you specified on the program screens.

## F4=Prompt

Display a pop-up screen that lists existing values for the field. A plus (+) character denotes a prompt-capable field in the character-based user interface. In the Webtop user interface, the prompt-capable field has a small arrow that points to the right .

## F5=Refresh

On a list screen, redisplay the screen to check the status of an executed function.

On a maintenance screen, redisplay the original values on the screen.

## F6=Accept

Accept your changes and exit the program.

## F7=Backward

Display previous lines, that is, those alphanumerically closer to A or those with earlier dates.

## F8=Forward

Display additional lines, that is, those alphanumerically closer to Z or 9, or those with later dates.

## F11=Fold

Display a folded view of the screen that contains additional information. Use F11 again to return the screen to its previous format.

## F12=Cancel

Return to the previous screen and do not save values you specified on this screen. If you use F12 to return to a selection screen in a maintenance program, you cancel changes you made to any screens in the program.

## F23=More Actions

Display additional line actions. If a screen has many screen actions, you may need to press F24 to see that there is an F23 action, which indicates that additional line actions are available.

## F24=More Keys

Display additional function keys.

## Generic help text for standard screens

Several categories of screens have identical functionality, though the content differs. These types of screens are explained in the following sections.

### Generic help text for list screens

Many Infor LX programs contain screens with lists of information to specify for maintenance or inquiry. You have two options to specify the information to process on a list screen:

- Use the Act field and the key fields that appear at the top of the list.
- Specify a line action in the Act field of the line with the information you want to process.

After you make your entries, press Enter to perform the line action.

### Generic help text for filter screens

Some Infor LX programs feature a filter screen, which you can access with F13. The filter screen enables you to filter the data to display. For example, if you use F13 in Warehouse Master Maintenance, INV110, you can display all records by warehouse or active records by warehouse or active records by description. Some filter screens provide sort or sequence options.

### Generic help text for the run time parameter

Run Time Parameter (1,0):

Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

## Infor LX menus

This section describes the menus in Infor LX.

### ERPLX main menu

The ERPLX Main Menu is the first of five master menus. You can access the four major Infor LX application groups from this menu:

- Configurable Enterprise Financials, CEF
- Multi-Mode Manufacturing, MMM
- Supply Chain Management, SCM
- Cross-Product Applications, XPA

Specify the abbreviated application group fast path code to access the master menu for the desired application group.

### Configurable enterprise financials menu

Use the Configurable Enterprise Financials menu, CEF, to access Infor LX financial applications. Specify the application fast path code to access the desired application menu.

### Multi-mode manufacturing master menu

Use the Multi-Mode Manufacturing master menu, MMM, to access Infor LX manufacturing applications. Specify the application fast path code to access the desired Infor LX application menu.

### Supply chain management master menu

Use the Supply Chain Management master menu, SCM, to access Infor LX supply chain management applications. Specify the application fast path code to access the desired Infor LX application menu.

### Cross-product application menu

Use the Cross Product Application menu, XPA, to access, analyze, and transmit information within Infor LX. Specify the application fast path code to access the desired Infor LX application menu.

# Commonly used terms in Infor LX

## Reference only

Reference only indicates that the system uses the information for the given field only for reference and does not use it for processing.

## Extreme values by default

Some fields display extreme values by default. The system uses an alphanumeric or numeric extreme in these fields if you do not override the value. Use these default values, which are usually specified as ranges, to include all information in the range. The default values or any other values specified to designate a range do not have to be valid values in a database file.

## (Y/blank)

If the screen displays (Y/blank) for a field, specify Y or Yes for a particular action to take place. Otherwise, leave the field blank. The screen displays (Y/N) if the field requires a Y or an N.

## Ranges

Ranges refer to fields you can use to limit an inquiry or report or to display specific data. If there are multiple range fields in a program, you can tailor your inquiry or report to produce only the data you need.

Infor LX sorts the information alphanumerically. Therefore, the value in the *From* field must be a lower alphanumeric value than the value in the *To* field.

Infor LX usually inserts extreme values as defaults in the lower and upper fields. See the description for Extreme values by default. The entries you make in range fields do not have to be valid values in a database file.

Review the following suggestions to limit the information:

Specify the first value to include on the inquiry or report in the *From* field. Leave the *To* field blank to include all information to the end of the file. For example, you can print a report that starts with the customer number you specify in the *From* field and stops at the end of the Customer Master file.

Specify the last value to include on the inquiry or report in the *To* field. Leave the *From* field blank to start at the beginning of the file. For example, you can perform an inquiry that starts with the beginning of the Customer Master file and ends with the customer number you specify in the *To* field.

Specify the same value in both the *From* and *To* fields. For example, you can limit a display to one customer.

To include a group of items, specify a value in the *From* field and another value in the *To* field. For example, you can perform an inquiry that starts with the first of the month and ends with the last day of the month.

## Alphanumeric

Alphanumeric refers to text that contains letters, letters and numbers together, and numbers arranged uniformly with special characters, such as dates in MM/DD/YY format. Infor LX sorts reports and inquiries in ascending alphanumeric order, unless indicated otherwise. Ascending order arranges items from the lowest value to the highest value. Alphanumeric text is sorted in ascending order according to the following rules:

- Special characters, such as \$, %, - (hyphen), comma, and period, come before all others
- Lowercase letters come before uppercase letters
- Uppercase letters come before numbers
- Numbers, that is, 0 through 9, come last

## A/R, A/P

The documentation uses the abbreviations A/R and A/P to denote the terms accounts receivable and accounts payable, respectively. The abbreviations distinguish the terms from the corresponding program indicators of ACR, and ACP, which precede program numbers, for example, ACR500 and ACP150.

## Ranges

Ranges refer to fields you can use to limit an inquiry or report or to display specific data. If there are multiple range fields in a program, you can tailor your inquiry or report to produce only the data you need.

Infor LX sorts the information alphanumerically. Therefore, the value in the *From* field must be a lower alphanumeric value than the value in the *To* field.

Infor LX usually inserts extreme values as defaults in the lower and upper fields. See the description for Extreme values by default. The entries you make in range fields do not have to be valid values in a database file.

Review the following suggestions to limit the information:

Specify the first value to include on the inquiry or report in the *From* field. Leave the *To* field blank to include all information to the end of the file. For example, you can print a report that starts with the customer number you specify in the *From* field and stops at the end of the Customer Master file.

Specify the last value to include on the inquiry or report in the *To* field. Leave the *From* field blank to start at the beginning of the file. For example, you can perform an inquiry that starts with the beginning of the Customer Master file and ends with the customer number you specify in the *To* field.

Specify the same value in both the *From* and *To* fields. For example, you can limit a display to one customer.

To include a group of items, specify a value in the *From* field and another value in the *To* field. For example, you can perform an inquiry that starts with the first of the month and ends with the last day of the month.



## General instructions

This document contains the following sections:

- Product overview of the functions and highlights of the product
- System highlights
- System features
- Return Material Authorization (RMA) process
- Drop shipment
- Billing Product Prerequisites
- Billing and Invoicing Orders from the Configurable Order Management
- Billing and Tax Calculations and the use of system parameters
- Posting to Other Products

The Menus display all the menus associated with the product. The program numbers are in parentheses to the right of the program name on the menus.

The Run Instruction contains operating instructions for the product, appearing in the program sequence described in the Flow section. Each program description has three sections: Overview, Field descriptions, and Screen actions.

## Product overview

This document guides you through the Infor LX Billing product.

The Infor LX Billing product (BIL) enables you to produce invoices for orders that generate through Order Entry. Taxes calculate automatically at the time the system creates the invoices. If you create invoices, Infor LX updates the accounting and sales information files.

**Note:** Sales and Commission Analysis (SAL) installs at the same time the Billing Product installs. Because you can use these two products at different times, the documentation is separate for user convenience.

For detailed information about the Sales and Commission Analysis programs, please refer to the documentation for that product.

## Product Highlights

Infor LX products contain the following highlights.

- Online invoice release, with order data maintainable at release time
- Automatic backordering and partial shipments
- Full accounts receivable and inventory posting with audit trails throughout
- Post shipment billing and adjustments
- Correction of invoices before printing
- Control and monitoring of customer requests for return goods
- Acceptance and processing of customer orders for inventory items shipped directly from a vendor to the customer

The billing product integrates with Supply Chain Management and Configurable Enterprise Financials. It uses information from the Order Entry program to print invoices and update Accounts Receivable, Sales, Inventory, Cash Management, and Configurable Enterprise Accounting files. You do not need to use all of these products, but you need a Customer file with prerequisite Accounts Receivable files, an Inventory Item Master file with prerequisite Inventory files, and a Salesperson file. For convenience use the Order Entry Address file and the Special Pricing file. Below is the general sequence of implementation.

## Configurable Enterprise Accounting

- Chart of Accounts
- Advanced Transaction Processing

## Accounts Receivable Files

- Company Related Applications
- Customer Type
- Customer Terms
- Payment Types
- Salesperson
- Customer Master

## Customer Order Entry Files

- Address Master
- Special Pricing

## Salesperson Files

- Salesperson Master
- Commission Rates

## Cash Management Files

- Bank Master
- Draft Terms
- Payment Agreement
- Payment Distribution

## Distribution Resources Planning Files

- Distribution Relationships

## Configurable Enterprise Accounting Files

- Chart of Accounts, Advanced Transaction Processing

## Accounts Receivable Files

- Company, Related Applications
- Customer Type
- Customer Terms
- Payment Types
- Salesperson
- Customer Master

## Customer Order Entry Files

- Address Master
- Special Pricing

## Salesperson Files

- Salesperson Master
- Commission Rates

## Application interfaces

Billing interfaces with these applications.

- Accounts Receivable
- Inventory
- Sales

The following products are optional.

- Cash Management
- Configurable Enterprise Accounting
- Configurable Order Management
- Distribution Resource Planning

## System features

This section describes specific features in Billing.

### Invoicing, BIL500D

BIL500 invoices with information copied from the customer order. You can print copies of the invoices for review without posting data. You issue a Self Invoice if a customer receives free goods but must pay a tax. If necessary, add changes, such as freight charges, at invoice release time. If you need no changes, you release the invoice.

### Post to Accounts Receivable and Sales and Commission Analysis Products

Post to Accounts Receivable and Sales Analysis automatically after you accept the invoices to process.

### Post to CEA or EGLi

Post to CEA or EGLi using ATP if you installed either financial product and you accept the invoices to process.

### Post-Shipment Billing/Debits/Credits

Billing processes post-shipment orders and debit/credit memos that you created through Order Entry. Correct these invoices before you print them. They post automatically to Accounts Receivable, Sales Analysis, and General Ledger.

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## Return material authorization

The Return Material Authorization (RMA) process controls and monitors the return of goods cycle.

The system generates an RMA that mirrors the terms and conditions of the return. Copy the RMA from a processed invoice or specify it from an existing order. If you copy an invoice to create an RMA, Infor LX copies regular lines, not special lines. You manually add special lines as credits on the RMA. You specify an RMA the same way as a customer quote. Similar to a customer quote, an RMA has no immediate affect on inventory, accounts receivable, sales, or general ledger.

Infor LX generates a Return Material document that provides the customer with the authorization to proceed with the return. Internal procedures, return reason codes, and instructional notes on the RMA identify the disposition processing.

Perform credit processing and determine update effects by entering the RMA number and assigning the appropriate order type.

## Drop shipment

Infor LX provides a tightly integrated Drop Shipment processing capability. The system supports the creation, tracking, and management of customer drop shipment orders through enhancements to the Order Management, Purchasing, and Billing applications.

An order processing professional initiates drop shipments during customer order creation. You can designate as a drop ship item any order line that meets user-defined drop ship controls. If you designate a line as a drop ship line, the system creates a Drop Ship Request in Purchase Order Processing.

After a buyer responds to a Drop Ship Request by creating a purchase order, Infor LX notifies the order processing department and cross references both the customer order and the purchase order. After vendor shipment confirmation, the system notifies billing to initiate the invoice process. The system supports constant communication between the order professional, the buyer, and the billing professional throughout the order cycle.

## Billing product prerequisites

Set up the following products.

- If you use Configurable Enterprise Accounting (CEA) or Enterprise General Ledger for System i (EGLi), become familiar with the programs in CEA and objects in EGLi that relate to Advanced Transaction Processing (ATP). ATP integrates and creates Billing journal entries and posts them to your primary financial product.
- Complete all of the setup for ATP before Infor LX posts A/R transactions to CEA or EGLi. Find an outline of the setup in the ATP Configuration documentation.

- Set up Customer Terms codes, ACR110, and Customer Types, ACR170.
- Assign each customer a valid default Company in the customer master file (RCM). Assign the default company to customers in IDF Customer.

## Invoice orders from Configurable Order Management

The Billing product follows logically from the Configurable Order Management application. In Order Entry you specify, acknowledge, and allocate stock to a customer order; pick the goods, and print shipping documents, and packing slips. The order ships and is ready to invoice.

The Billing product uses the order information to create and print invoices. Billing updates Accounts Receivable, Inventory, Sales, CEA or EGLi, if installed, and Cash Management products.

The Proforma option on the Invoice Release program, BIL500D, prints copies of the invoices generated at the workstation. You can review these invoices for accuracy before you release them without updating any files. If no changes are necessary, for example, freight charges or price, you can release the invoice.

You print invoices and save in the print queue or reprint the invoices through Invoice Reprint, BIL560. The program assigns invoice numbers. If document sequence is turned off in the Billing system parameters, the system assigns invoice numbers. The invoice number starts with the number specified on the Billing system parameters screen in the Last Invoice Number Used field.

If document sequence is turned on, Infor LX retrieves the invoice numbers from the Document Sequence file (RDS). You update the Document Sequencing file through the Document Sequence program, ACR160.

The system enables you to issue Self Invoices to fulfill fiscal, tax, and accounting requirements of various countries. A Self Invoice relates to value added tax (VAT) on goods given for free. To designate a line item for self invoicing specify Tax Only treatment, option 3, during order entry. Refer to Windows help in Configurable Order Management for more information about Tax Only treatment.

If you use Order Entry, a daily run has the following elements.

- Quote Entry is a key customer quote that can become actual orders
- Order Entry acknowledges customer orders
- Credit Release releases from credit hold orders to ship and bill
- Picking Documents prints picking documents that update goods to a picked status
- Pick Confirm confirms that orders were shipped
- Invoice Release reviews invoices before printing. If the invoices are correct, release and print the invoice.

Printing invoices updates Inventory, Sales, Accounts Receivable, CEA or EGLi, and Cash Management. The files that are updated depend on the order type.

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## Billing and tax calculations

The tax calculations on invoices occur during the tax processing programs. The system calls the tax processing programs during invoice release. Set the following four system parameters before taxation takes place in the Billing programs.

These are from SYS810, Tax System Parameters.

Order Entry/Billing List Price: this flag, Y/N, indicates if the price of the item entered or billed includes tax. Depending on this flag, the taxes calculate as follows:

N

The tax calculation multiplies the tax rate times the item price.

Y

The price of the item includes tax. The system uses the tax rate to determine what portion of the item price is actual price and what is tax.

Tax Net of Price Discounts: this flag, Y/N, indicates if the amount of the total order and line discounts taken on an invoice is taxable. If the flag is set to Y, the tax applies on the order amount before you take a discount. The tax amount is part of the base order amount that calculates the total order discount. If N, the tax calculates after the discount is taken.

Payment Tax Adjustments: key one of the following codes to designate the taxation method to use for discounts that use a cash receipt.

0

Do not adjust the tax amount.

1

Adjust the tax amount. This option divides the discount by the highest tax rate. It subtracts the discount result amount from the original discount amount to arrive at the tax adjustment.

2

Adjust the tax amount. This option divides the taxable portion of the invoice by the invoice amount to arrive at the taxable percentage. It multiplies the discount amount times the tax rate to arrive at the tax on gross discount amount. These two results are multiplied by each other to obtain the tax adjustment. Subtract the tax adjustment from the original discount amount to give the actual discount amount.

Record Tax History: key one of the following codes to designate the method to record tax history.

0

Record no tax history. If you use CEA or EGLi, this option is not available. You must specify 1 or 2.

1

Save the tax total per invoice in the A/P Tax History file, ATX, and the A/P Tax Paid file, ATP, or the A/R Tax Amount Invoiced file, RTX, and the A/R Tax Paid file, RTP, depending on the application.

2

Save the same information as the 1 option plus the detail tax information for each item on the invoice. The system saves this detail information in the same history files as above.

The examples below discuss the usage of the parameters and their impact on the billing procedure.

## Billing processing options, tax calculations

Following is an example of both billing processing options:

### Tax Not Included in Item Price

In this example, the item price does not include the tax; therefore, the system performs a straightforward tax calculation on the item price.

Calculation

Item 1	100.00
Item 2	200.00
Freight (not taxable)	15.00
6.2% Tax = (100 x 0.062) + (200 x 0.062) =	18.60
	<hr/>
Invoiced Amount	333.60

Journal Entries

---

DR A/R	333.60
CR Revenue 1	100.00
CR Revenue 2	200.00
CR Freight	15.00
Tax Invoiced	18.60

---

## Tax Included in Item Price

In this example, the item price includes tax. Thus, the system determines what portion of the item price is actual price and what portion is tax.

Calculation

---

Item 1 (6.2% tax, included in price)	100.00
Item 2 (6.2% tax, included in price)	200.00
Freight (not taxable)	15.00
Item 1 Actual Price: $100/1.062 \times =$	94.16
Item 2 Actual Price: $200/1.062 \times =$	188.32
	_____
Actual Price Total	282.48
Tax ( $94.16 \times .062$ ) + ( $188.32 \times .062$ )	+17.51
Freight	+15.00
Round to balance	.01
	_____
Invoiced Total	315.00

---

$\times 1.062 = 100\% + 6.2\%$ , that is, 1.062% of the Actual Price equals the Item Price

Journal Entries		
DR	A/R	315.00
CR	Revenue 1	94.16
CR	Revenue 2	188.33
CR	Freight	15.00
CR	Tax Invoiced	17.51

## Payment processing options, tax adjustments

### Highest tax rate

This example illustrates a tax that calculates the Highest Tax Rate algorithm. An invoice amount of 333.60 discounts by 3%. This results in a 10.00 Gross Discount. The Gross Discount is divided by the highest tax rate to produce the Actual Discount. The Actual Discount subtracts from the Gross Discount and produces the final tax adjustment.

$$d = \text{Actual Discount} = 9.42$$

$$\text{Tax Adjustment} = 10.00 - 9.42 = 0.58$$

Example: d equals the Actual Discount portion of the 10.00 Discount and 1.062 equals 100% + 6.2%; that is, 106% of the Actual Discount equals the Gross Discount.

Journal Entries:

DR Cash	323.60
DR Discount	9.42
DR Tax Invoiced	.58
CR A/R	333.60

## Taxable percentage

This is similar to the Highest Tax Rate example, except that the algorithm splits the Gross Discount of 10.00 into the Actual Discount and the Tax Adjustment is different.

Calculation:

Amount Received	323.60
Gross Discount includes tax adjustment and actual discount	10.00
Taxable portion of invoice	300.00
Invoiced Amount	333.60
Percentage Taxable	$300/333.60=89.93\%$
Tax on Gross Discount Amount	$10.00 \times .062 = .62$
Pro-rated Tax Adjustment on Percentage	$0.62 \times .8993 = .56$
Taxable	
Actual Discount	$10.00 - .56 = 9.44$

Journal Entries:

---

DR Cash	323.60
DR Discount	9.44
DR Tax Invoiced	.56
CR A/R	333.60

---

## Rounding of line item taxes

Because tax regulations require that taxes apply to the invoice total, line item taxes are for display or print informational purposes. Line taxes round individually; therefore, the sum of the individual, rounded line taxes do not necessarily match the calculated tax for a total invoice.

## Posting to other products

### Accounts Receivable

The invoice date is the significant date for A/R and CEA posting. Invoices transfer to the A/R transaction file (RAR) one transaction per invoice.

### Sales

All regular charge lines post automatically to the sales fields on the master files depending on the order type. Special charge lines summarize in the Invoice History file.

### Inventory

The system creates inventory transactions with transaction type B to issue the stock that was sold or returned with post-ship billing. The system backs out the allocated quantity, and the quantity on-hand updates.

#### CEA

Create journal models to generate CEA journals for billing transactions. User-defined models debit an accounts receivable account based on the customer type, and credit the revenue accounts based on the item class. For more information about this interface, refer to the ATP Configuration documentation.

Function	Program
Inquire on customers, customer alpha lookup	ACR310
Inquire on material status	INV300
Inquire on open orders	ORD300D
Maintain regular invoices	BIL500D
Post post-ship invoices	BIL500D
Post regular invoices	BIL530
Print register of regular invoices	BIL500D
Print invoices	BIL550D
Reprint invoices	BIL560
Review invoices before release	BIL500D
Drop ship confirmation	BIL650D

## Menus

### Billing Menu

The Billing Menu is the only Billing product menu.

Specify from the Billing Menu to:

- Release, edit, print, and reprint invoices for orders generated through Order Management (ORD)
- Confirm released drop shipment requests
- Inquire into open orders, customers, alpha lookup, material status, and sales history
- Print a list of uninvoiced orders that shipped or partially shipped
- Access menus for Order Entry maintenance (ORD) and Tax processing (TAX)

Specify specific menu options or choose to display another menu. Specify specific menu options by specifying the appropriate menu option number in the Enter Option field. Display the menu for another

product by specifying the three-character sequence that identifies the product, such as CST for the Cost Accounting menu.

## Sales and Commission Analysis menu

The Sales and Commission Analysis system accompanies the Billing product. You access the Sales and Commission Analysis Menu (SAL) from the Infor LX Master Menu. It provides access to:

- Salesperson, commission rate, and commission payment maintenance
- Sales history by customer, item, salesperson, and warehouse
- Listings of salesperson information, commission rates, and commission payments

Refer to the Sales and Commission Analysis help files for further information on these programs.

## Billing System Parameters

You must set System Parameters in programs before you go live with Billing. To change or specify system parameters, use the Parameter Generation program, SYS800, from the SYS Menu. Parameters in the following programs affect BIL.

- Specify billing system invoice parameters, BIL820D
- Specify billing system transaction descriptions, BIL820D-02
- Order Entry System Parameters, ORD820D-01

Set the parameters for the Special Pricing Hierarchy on the Order Entry System Parameters screen, ORD820D-01.

See the System Parameters documentation for additional details about how to set the parameters.



## Invoice Release, BIL500D

Use the Invoice Release programs to create and maintain regular and proforma invoices for customer orders. You can choose to update invoice information without printing a copy of the invoice. This feature enables you to maintain master and transaction file information without printing the invoice each time.

### Regular Invoices

- Use regular invoices to notify customers of the money they owe.
- Release a regular invoice to update Accounts Receivable (RAR) Sales History (SSH) and Sales Invoice History (SIH) files.
- Create regular invoices after the system confirms an order.

### Proforma Invoices

- Use proforma invoices to provide documentation of valuation for a shipment of goods that need insurance.
- Create proforma invoices before or after the order confirmation. If you create the invoice before order confirmation, the system retrieves existing order information from the Customer Order Header (ECH) and Customer Order Line Items (ECL) files. No changes made to the invoice are saved. Proforma invoices created after order confirmation retrieve information from the Customer Order Header (ECH) and Billing Release Line Items (BBL) files. Any change made to the invoice at this time updates the files and reflects on the regular invoice.

The invoice header screens display information for the following topics: financial, sales and order, and shipping. The title of the screen indicates if the invoice is a consolidated or non-consolidated record. Invoice consolidation takes place during the processing of document release, or if you pre-assign invoice numbers, at the time of pick confirm. There are special considerations for maintaining header and line information.

To consolidate into a single invoice, orders must have the same Infor LX company, order type, currency codes, profit center, A/R Customer, multiplier, and divisor exchange rates.

- You can maintain header information for both consolidated and non-consolidated records. You cannot change header information for individual records that are part of a consolidated group.

- You can maintain line information for non-consolidated records and for individual records in a consolidated group.

### Invoice Numbers

The system assigns invoice numbers during invoice batch processing unless you pre-assigned invoice numbers during the Pick Confirmation process.

Use ORD150D1, Item X-Reference Maintenance, to specify the item number and description to include on the invoice. You have the following choices:

- Print only your internal item number and description
- Print only the customer's item number and description
- Print both your item number and description and the customer's item number and description.

Use the Company Master, ACR120D1, to specify whether to print the company code and registration number on the invoice.

### RMS Processing

If you use Infor LX Release Management (RMS) product, there are some additional considerations. RMS processes each item on a separate customer order. Therefore, a shipment of more than one item consists of order lines from more than one customer order. Infor LX can assign order lines from a single order to more than one packing group. This occurs if the order line quantity divides among shipments at different times.

If a customer requires that the invoice number and packing group number must be the same, Infor LX pre-assigns an invoice number at the same time the system creates the packing group. This is at pick release. Infor LX ensures that orders that consolidate for invoice purposes can combine in the same packing group.

The order quantity and ship quantity shown on the Customer Document Detail selection screen, BIL501D01, is the sum of the quantities for all packing groups shipped on that order. The system displays one packing group number even though there can be several packing groups on the order. Use Action 12, Line Detail, to see the detailed list of all packing groups.

If you specify one packing group on the Customer Document Detail selection screen, BIL501D01, you must process each packing group separately. You cannot use Action 12, Line Detail, to view order lines associated with a pre-assigned invoice number. The invoices show the order line information. Run proforma invoices to review complete order line information if you process each packing group separately.

Access: Menu BIL

## Specify document release - selection filter

Use the Document Release - Selection Filter screen, BIL500D-01, to specify parameters for customer document release.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - BIL500D-01

Fields	Description
<b>Consolidation Number (6,0)</b>	<p>Use the Consolidation Number to specify orders for invoicing. Type or prompt the Consolidation Number assigned to the order group in Pick Release, ORD550, or Pick Confirmation, ORD570.</p> <p>Invoice consolidation is not related to consolidation numbers.</p>
<b>Billing Selection Flag (1,A)</b>	<p>Specify a value to select all customers with that value. If you do not specify a value, Infor LX does not limit the selection of invoices, but selects all records for processing.</p> <p>Make a separate invoice release run for each different billing selection flag if all of the following apply:</p> <ul style="list-style-type: none"> <li>■ An order contains both regular and drop shipment lines.</li> <li>■ You use a billing selection flag.</li> <li>■ You override the billing selection flag in the order header.</li> <li>■ You use the billing selection flag feature during invoice release.</li> </ul>
<b>Packing Group Number From/To (8,0)</b>	<p>Specify packing groups to release invoices for a specific packing group or range of packing groups.</p>
<b>From/To Load Number (9,0)</b>	<p>Specify load numbers to release invoices for a specific load(s).</p>
<b>From/To Shipment Number (3,0)</b>	<p>Specify shipment numbers to release invoices for a specific shipment(s). This field is valid if you entered a load number in the previous field.</p>
<b>From/To Consignment Number (8,0)</b>	<p>Specify consignment number to release invoices for a specific consignment(s). To invoice by consignment, press F19 on BIL500D02.</p>
<b>From/To Sales Organization (8,0)</b>	<p>Specify sales organization numbers to release invoices for a specific sales organization(s). This selects all eligible records for a customer whose sales parent falls in this range.</p>
<b>From/To Facility (3,A)</b>	<p>Specify facility numbers to release invoices for specific facilities. This selects all eligible records for a facility that falls in the range.</p>
<b>From/To Warehouse (3,A)</b>	<p>Specify warehouse numbers to release invoices for a specific warehouses. This selects all eligible records for a warehouse that falls in the range.</p>
<b>From/To Customer Type (4,A)</b>	<p>Specify customer type code to release invoices for a specific customer types. This selects all eligible records for a customer type that fall in the range.</p>

- From Customer Number (8,0)** Specify a customer number to release invoices for a specific customer.
- To Customer Number (8,0)** Specify a customer number to release invoices for a specific customers.
- From Ship-To Number (4,0)** Specify a ship-to number to release invoices for a specific ship-to. To see a range of ship-to for a customer, specify that customer number.
- To Ship-To Number (4,0)** Specify a ship-to number to release invoices for a specific ship-to. To see a range of ship-tos for a customer, specify that customer number.
- From Order Number (9,0)** Specify a single order number of orders to invoice. The system cannot update orders previously invoiced.
- To Order Number (9,0)** Specify a single order number of orders to invoice. The system cannot update orders previously invoiced.
- You must print and confirm Customer orders before you can bill them. Do this even if there is no inventory to allocate, as in Features and Options orders.

#### Screen actions - BIL500D-01

Commands	Description
<b>F14=Open Order Inquiry</b>	Access the Open Order Inquiry, ORD300-01, and specify order numbers.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

## Specify document release and invoice processing options

Use the Document Release - Selection Options screen, BIL500D-02, to specify invoice processing options. Specify how Infor LX selects invoices, the type of invoice, whether to print the invoice, and whether to process invoices interactively or in batch.

#### Field descriptions - BIL500D-02

Fields	Description
<b>Invoice Processing, (1,A)</b>	Specify the type of criteria to use for invoice processing. Valid values are as follows:

**Valid choices****■ 0 = Selection**

Use the selection criteria to process invoices. Ignore invoice frequency information in the customer master file for the A/R Customer. The option limits the criteria to specific records. The option enters information in one or more of the selection and range fields.

**■ 1 = Selection and Frequency**

Use the selection criteria and the frequency information in the customer master file for the A/R Customer. The option limits the criteria to specific records. The option enters information in one or more of the selection and range fields.

**■ 2 = Frequency**

Process customers with invoice frequency information in the customer master file. The option considers the last invoice date and the frequency parameters that you defined or updated in the Customer Master file for the A/R Customer. The option ignores all other range selection criteria.

**Include Self-Bill Orders (1,0)** Specify one of these options.

0=No, Default

Delete self bill orders from your billing run.

1=Yes

Include self-bill orders in your billing run.

The system displays this field if you have OLM installed.

**Include Credit Card Orders (1,0)** Specify whether to include orders with credit card terms.

0=No, Default

Exclude orders with credit card terms from the selection.

1=Yes

Include orders with credit card terms in the selection.

2=CC Only

Restrict the selection to orders with credit card terms.

Note that you cannot include credit card term orders in a consolidated invoice.

**Invoice Date (6,0)** Specify the invoice date to use for invoice frequency comparison. This is the date of the invoice run.

**Invoice Type (1,A)**

Specify the type of invoice to process.

0	Regular
1	Proforma

**Print Invoices (1,A)**

Specify whether to print the invoices.

0	Release invoices, but do not print.
1	Print invoices after release. Default

The option to delay print of the invoices rather than to create and print them simultaneously applies to the pre-defined document ID for invoices, LX INVOICE. If you created your own document ID for invoices, you print them at the release time.

Screen actions - BIL500D-02

**Commands**

**Description**

**F14=Open Order Inquiry** Access the Open Order Inquiry, ORD300-01, to view and specify order numbers.

**F19=Invoice by Consignment** Access the Invoice Release by Consignment screen, BIL501D4-01, to view and specify consignment numbers.

**F22 = In Use Audit Report** Print the Orders Not Selected Report, ORD952B, to produce a list of orders that qualified for selection. The orders were excluded because the In Use flag was on, or the order has a credit, margin, user, or customer hold. To view this report, use the wrksplf command.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

## Customer Document Detail, BIL501D

Invoice consolidation takes place during the processing of document release or, if you pre-assign invoice numbers, at the time of pick confirm.

If you set the print flag in Item X-Reference Maintenance to 1, print only the customer item number and description, then the invoice shows only the customer item number and description. If you set the print flag to 2, print both the internal item number and description and the customer item number and description, then the invoice contains the internal item number and description followed by the customer item number and description.

If you use Infor LX Release Management (RMS), there are additional considerations. RMS processes each item on a separate customer order. A shipment of more than one item consists of order lines from more than one customer order. The system can assign order lines from a single order to more than one packing group. This occurs if the order line quantity divides among shipments at different times.

If a customer requires that the invoice number and packing group number be the same, Infor LX pre-assigns an invoice number at the same time that the system creates the packing group at pick release. The system combines orders that it can consolidate for invoice purposes combine in the same packing group.

If you specify one packing group on the Customer Document Detail selection screen, BIL501D1-01, you must process each packing group separately. You cannot use Action 12 - Line Detail to view order lines associated with a pre-assigned invoice number. The invoices show the order line information. You can run proforma invoices to review complete order line information if you process each packing group separately.

Note: For orders with a credit card payment term, the system checks the customer to see if it should issue an invoice for a zero-balance. If the customer is set not to receive zero-balance invoices, that order is not selected

## Select an order for document processing

The Customer Document Detail Selection screen, BIL501D-01, displays the information that resulted from the selection criteria you specified on the document release screens, BIL500D-01/02. Select an order for further processing.

### Field descriptions - BIL501D1-01

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	Specify the action to perform.
	<b>11=Header Detail</b>
	Display the Customer Document Release Header screen in maintenance mode. If the selected record is part of a consolidated invoice, but is not the consolidated header, the system displays the Customer Document Release Header screen in display mode.

**12=Line Detail**

Display the Customer Document Release Line screen in maintenance mode.

If you use the Release Management application (RMS), the order quantity is the sum of the quantities for all packing groups shipped on that order. The system displays one packing group number even though there can be several packing groups on the order. To see a detailed list of the packing groups use Action 12 - Line Detail.

**13=Select**

Select an order to invoice and change the status to \*INVC\*.

**14=De-select**

Exclude a previously selected order from the invoice and change the status.

**15=Pre-assigned Invoice Detail**

Display the prefix, document number, company, document type, and document year for pre-assigned invoices.

This action applies if you use Outbound Logistics Management (OLM).

**Act (Action Code) (2,0)** Specify the number for the line action to perform and press Enter to perform the action.

**Packing Group Number From/To (8,0)** Infor LX displays the range of packing groups in the header if you selected a range on the previous screen. The system displays a list of each packing group in the range. Specify one of the actions for any Packing Group. You can release invoices for these packing groups.

**Packing Group Number (8,0)** If you selected a range of packing groups, the system displays a list of each packing group in the range. Specify one of the actions for any packing group. You can release invoices for any packing group(s).

If you use the Release Management product (RMS), the order quantity is the sum of the quantities for all packing groups shipped on that order. Infor LX displays one packing group number even if there are several packing groups on the order. To see the detailed list of all the packing groups, use Action 12, Line Detail.

**Order** The order number is displayed for invoices that are not consolidated, or for each order included in a consolidated invoice. No order number is displayed for a consolidated invoice header.

**Customer** Infor LX displays the value from the A/R Customer Number field from the Customer Order Header file (ECH).

---

<b>Request</b>	<p>If this is a consolidated record, Infor LX displays the current date. If this is not a consolidated record, the system displays the order request date from the Customer Order Header (ECH).</p>
<b>Line</b>	<p>Infor LX displays the number of the lines available to invoice for each record. If this is a consolidated record, the system displays the total number of lines available to invoice all the records of the consolidated invoice.</p> <p>While Infor LX enables you to create orders up to 9999 lines, creating a large number of extremely long orders can negatively impact system performance.</p>
<b>Number</b>	<p>Infor LX displays the internal invoice number or the pre-assigned invoice number.</p>
<b>Order Quantity</b>	<p>If this is a consolidated record, Infor LX displays the sum of all the order quantities on the consolidated invoice. If this is not a consolidated record, the system displays the order quantity from the Customer Order Header file (ECH).</p> <p>If you use the Release Management product (RMS), the order quantity is the sum of the quantities for all packing groups shipped on that order. Infor LX displays one packing group number even if there are several packing groups on the order. To see the detailed list of all the packing groups, use Action 12, Line Detail.</p>
<b>Ship Quantity</b>	<p>If this is a consolidated record, Infor LX displays the sum of the shipped quantities from the Billing Release Line Items file (BBL) for all the records of the consolidated invoice. If this is not a consolidated record, the system displays the sum of the shipped quantities from the Billing Release Line Items file (BBL).</p> <p>If you use the Release Management product (RMS) the order quantity is the sum of the quantities for all packing groups shipped on that order. Infor LX displays one packing group number even if there are several packing groups on the order. To see the detailed list of all the packing groups use Action 12, Line Detail.</p>
<b>Status</b>	<p>If you selected a record to invoice, the status is *INVC*. If a record is not selected to invoice, the status is blank.</p>

## Screen actions - BIL501D1-01

Commands	Description
<b>F6=Accept</b>	Accept the changes made from this screen, accept changes from the header and line detail screens, and process all the selected records for invoicing.  Batch or interactive processing occurs based on the value from the Customer Document Release Prompt screen.
<b>F14=Open Order Inquiry</b>	Access Open Order Inquiry, ORD300.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

## View the invoice address detail

The Customer Document Header - Invoicee Address, BIL501D2-01, displays the sold-to information for the selected document. If more than one order consolidates into a single invoice, Infor LX displays the Consolidated Header screen.

Use the screen actions to access Address Master Maintenance, Consolidated Header - Sales and Order, and Shipping screens.

The address lines on this screen contain the information for the AR customer.

## Field descriptions - BIL501D2-01

Fields	Description
<b>Order</b>	For non-consolidated records. Infor LX displays the order number you entered on the selection screen.
<b>Sold-to Customer</b>	For consolidated records, Infor LX displays the A/R customer number and name. For non-consolidated records, the system displays the sold-to customer.
<b>A/R Customer</b>	For consolidated records, Infor LX displays the A/R customer number and name. For non-consolidated records, the system displays the sold-to customer.
<b>Invoice To Customer</b>	Infor LX displays the customer who receives the invoice. Specify a valid customer number that exists in the corporate hierarchy of the ordering customer. This field is not enterable for individual records of a consolidated group, or if you set the Tax Only Treatment flag to 3 during order entry.

<b>Attention (30,A)</b>	Attention displays for non-consolidated records. Specify the ship-to attention name for this order.
<b>Address 1 through Address 6 (50,A)</b>	Addresses display for non-consolidated records. Specify the address lines for this order. The address lines are for the A/R customer.
<b>State (3,A)</b>	State displays for non-consolidated records. Specify the address state for this order. The address lines are for the A/R customer.
<b>Country (4,A)</b>	Country displays for non-consolidated records. Specify the address country for this order. The address lines are for the A/R customer.
<b>Postal Code (9,A)</b>	Postal Code field displays for non-consolidated records. Specify the address postal code for this order. The address lines are for the A/R customer.
<b>Phone Number (25,A)</b>	Specify the phone number for this record.
<b>Fax Number (25,A)</b>	Specify the fax number, if any, for this record.
<b>E-Mail Number (80,A)</b>	Specify the E-Mail number, if any, for this record.

Screen actions - BIL501D2-01

<b>Commands</b>	<b>Description</b>
<b>F6=Accept</b>	Accept the changes made from this screen and process the selected records for invoicing.  Batch or interactive processing occurs based on the value from the Customer Document Release Prompt screen.
<b>F10=Language Override</b>	If the Invoice To Number is not 0, the Address Master Language Override screen (ORD101D-01) is displayed so you can view MLS address information. If the Invoice To Number is 0, the Customer Master Language Override screen (ACR101D-01) is displayed so you can view MLS address information.
<b>F17=Customer Document Header</b>	Access Customer Document or Consolidated Header - Financial screen, BIL501D2-02.
<b>F18=Sales and Order</b>	Access Customer Document or Consolidated Header - Sales and Order screen, BIL501D2-03.
<b>F19=Shipping</b>	Access Customer Document or Consolidated Header - Shipping screen, BIL501D2-04.

- F20=Invoice-To Address**      Access Invoice-to Address on Address screen, SYS530D-01.
  
- F22=Pre-assigned Invoice**      Access the Pre-assigned Invoice Detail window, BIL501D5-01.  
    This action applies if you use Outbound Logistics Management, OLM.  
    All other screen actions on this screen perform standard Infor LX functions.  
    See *Generic help text for screen actions (p. 14)* in the overview information in this document.

## View and update document financial data

The Customer Document Header - Financial screen, BIL501D2-02, displays financial header information for the selected document. If the system consolidated more than one order into a single invoice, Infor LX displays the Consolidated Header screen.

Use the screen actions to access Invoice Address, Sales and Order, and Pre-assigned Invoice Detail screens.

All header information on this screen defaults from the Customer Order Header (ECH) file unless otherwise indicated.

### Field descriptions - BIL501D2-02

<b>Fields</b>	<b>Description</b>
<b>Order</b>	Order displays for non-consolidated records. Infor LX displays the order number you entered on the selection screen.
<b>Lock Box-To Customer/ Number (8,0/4,0)</b>	This is the customer number for the current customer who receives the credit payments. Specify a valid customer number that exists in the corporate hierarchy of the ordering customer. This field is not enterable for individual records that are part of a consolidated group.
<b>Remit-From Customer (8,0)</b>	This is the customer who pays the invoice. To override this value, specify a valid customer number that exists in the corporate hierarchy of the ordering customer. This field is not enterable for individual records that are part of a consolidated group.
<b>Document Date (6,0)</b>	Specify the date for the invoice. This date is posted to your primary financial product. This field is not enterable for individual records that are part of a consolidated group. The entry in the Invoice Date field becomes the Last Sold Date in the Sales History file (SSH).

**Value Date (6,0)**

Specify the date to use to calculate the invoice and discount due dates. This field defaults to the document date. If you change the document date on the Customer Document Release screen in the BIL Invoice Release program, Infor LX does not update the value date. This field is not enterable for individual records that are part of a consolidated group. See the System Parameters documentation for additional details about how to set the parameters.

Countries that do not use the invoice date to calculate the due date require the invoice value date. For example, the invoice value date is factored into the due date calculation for the time it takes to clear customs.

**Prefix (2,A)**

This field appears if you specify the Company/Prefix Document sequence field in Billing System Parameters. Specify the company-specific prefix code to retrieve the invoice number from the Document Sequence Numbering file (RDS).

If you installed Infor Financial Management, the Document Prefix validates against the Infor FM Prefix Code (BPR0) file. Prompt to display up the Document Prefix window, WINBPRD, where you can select a value for this field.

**Terms Code (2,A)**

If this is a consolidated order and the terms of the individual records differ, Infor LX displays asterisks (\*). For non-consolidated records, specify the terms code and prefix to apply to this order. This field is not enterable for individual records that are part of a consolidated group. Infor LX generates invoice and discount due dates and payment discounts from this code.

You cannot change a non-credit card terms code to a credit card terms code. If this order already has a credit card terms code, you cannot change the value.

For more information about Terms Code Maintenance (ACR) refer to the Accounts Receivable Operator help document.

**Terms Description (15,A)**

If this is a consolidated order and the terms of the individual records differ, Infor LX displays asterisks (\*). For non-consolidated records, specify the terms description to apply to this order. This field is not enterable for individual records that are part of a consolidated group. Infor LX generates invoice and discount due dates and payment discounts from this code. If the terms code differs for any of the consolidated orders, the system displays 00 as the terms code.

For more information about Terms Code Maintenance (ACR) refer to the Accounts Receivable Operator help document.

**Company**

Infor LX displays the company number for this order.

**Financial Reason Code (5,A)** Specify the reason code that applies to this transaction. This is a valid reason code set up in Reason Code Maintenance (SYS) or Financial Reason Codes. This field is not enterable for individual records that are part of a consolidated group. The reason code is used to select the correct event to generate journal entries with ATP in your primary financial product. For more information see the ATP Configuration Guide.

**Event** Event appears if you installed Advanced Transaction Processing (ATP). The system displays the event number, name, and set of models that define the CEA or EGLi journal entries.

**Self Bill Flag** This field appears if the customer uses the Self billing option.

### Screen actions - BIL501D2-02

Commands	Description
<b>F6=Accept</b>	Accept the changes made from this screen, the header and line detail screens, and process all the selected records for invoicing.  Batch or interactive processing occurs based on the value from the Customer Document Release Prompt screen.
<b>F16=Invoice Address</b>	Access Customer Document or Consolidated Header - Invoice Address, BIL501D2-01.
<b>F18=Sales and Order</b>	Access Customer Document or Consolidated Header - Sales and Order screen, BIL501D2-03.
<b>F22=Pre-assigned Invoice Detail</b>	Access the Pre-assigned Invoice Detail screen, BIL501D5-01.  This action applies if you use Outbound Logistics Management (OLM).  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

## View sales and order data

The Customer Document Header - Sales and Order screen, BIL501D2-03, displays sales and order header information for the selected customer. If more than one order consolidates into a single invoice, Infor LX displays the Consolidated Header screen. Use the screen actions to access Invoice Address, Financial, and Pre-assigned Invoice Detail screens.

Two totals fields display order-level discount information for the order. The Order Disc Offered field shows the total discount amount applied to the order. The Total Order Disc shows remaining amount of the discount available to apply to the invoice.

You can change the currency code in this screen, but Infor LX does not re-price the invoice lines. You must manually re-price the invoice lines in the new currency.

All header information on this screen defaults from the Customer Order Header (ECH). file unless otherwise indicated.

If you change any information on this screen, the change defaults to all invoices that are part of a consolidated invoice.

### Field descriptions - BIL501D2-03

Fields	Description
<b>Order</b>	Order appears for non-consolidated records. Infor LX displays the order number you entered on the selection screen.
<b>Sold-to Customer</b>	For consolidated records, Infor LX displays the A/R customer number and name. For non-consolidated records, Infor LX displays the sold-to customer.
<b>Customer Tax Code (5,A)</b>	Specify the tax code and description for this order. Infor LX uses this tax code to calculate the VAT, value added, and sales taxes on the invoice. If this is a consolidated order and the terms of the individual records differ, Infor LX displays asterisks (*). This field is not enterable for individual records that are part of a consolidated group. The field is not enterable if the order has a tax exemption declaration.
<b>VAT Registration Country Code (4,A)</b>	Specify the country code for this order. This field is not enterable for individual records that are part of a consolidated group.
<b>VAT Registration Number (15,A)</b>	Specify the customer registration number for this order. This field is not enterable for individual records that are part of a consolidated group.
<b>Order Currency (3,A)</b>	This appears if you have the Multi-Currency product installed. Specify the currency type for amounts that are stated for this order. This field is not enterable for individual records that are part of a consolidated group. You can change the currency code in this field, but Infor does not recommend it. You must manually update the invoice lines for the new currency.
<b>Recognition Date (6,0)</b>	This field is displayed if you have the Multi-Currency product installed. Specify the date to retrieve the exchange and spot rate for this order. See the System Parameters documentation for additional details about how to set the parameters.

This field is not enterable for individual records that are part of a consolidated group. Infor LX does not use this field for CEA or EGLi journal entry processing.

**Exchange Rate (15,7)** This appears if you have the Multi-Currency product installed. If your system is not euro enabled, Infor LX displays the default spot rate with the order currency as the From currency, the base currency as the To currency, and the recognition date. You can override the value in this field.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, the multiplier exchange rate appears in this field. You cannot maintain the exchange rate on this screen. Use F2=Exchange Rate to call the Override Exchange Rate screen, MLT940D. This program overrides the appropriate multiplier or divisor exchange rate. You can maintain exchange rates between national currencies of countries that do not participate in the single currency euro, or between the national currency of a non-participating country and the euro.

**Foreign Exchange Reservation Number (10, A)** This appears if you have the Multi-currency product installed. Infor LX displays the foreign exchange, FOREX, reservation code the system uses to retrieve a pre-defined, reserved exchange rate for this transaction (order). You maintain reservations in Foreign Exchange Reservation Maintenance, MLT130. If the reservation is in effect, that is the transaction date is on or between the start date and the end date, the exchange rate associated with the reservation takes precedence over any spot rate in effect. You can override the value in this field.

**Bank (3,A)** Specify the bank code and description for this order. If this is a consolidated order and the terms of the individual records differ, Infor LX displays asterisks (\*). This field is not enterable for individual records that are part of a consolidated group.

**Payment (1,A)** Use this field if you installed the Infor LX Cash Management product on your system. Specify the method of payment, for example, check or wire transfer, for this order. If a draft payment is used, a valid payment agreement must exist between your company and the customer in the order currency. Payment agreements are maintained in Payment Agreements, CSH140. This field is not enterable for individual records that are part of a consolidated group.

**Sales History Customer** Infor LX displays the name and number of the customer to receive the report in the sales history for orders that were entered against the current customer.

**Salesperson (6,0)** Specify the primary salesperson number for this record. If this is a consolidated order and the primary salespersons for the individual records differ, Infor LX displays zeros (0). This field is not enterable for individual records that are part of a consolidated group.

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- CC (Commission Code) (2,A)** Specify the commission code number for this record. If this is a consolidated order and the commission codes of the individual records differ, the system displays asterisks (\*). This field is not enterable for individual records that are part of a consolidated group.
- Split Salesperson (6,0)** Specify the split salesperson number for this record. If this is a consolidated order and the split salespersons for the individual records differ, the system displays zeros (0). This field is not enterable for individual records that are part of a consolidated group.
- Split Commission Code (2,A)** Specify the split commission code for this record. If this is a consolidated order and the split commission codes for the individual records differ, the system displays asterisks (\*). This field is not enterable for individual records that are part of a consolidated group.
- Order Type** Infor LX displays the alphanumeric code that identifies a specific user order type.
- Default Warehouse (3,A)** Specify the warehouse from which to pick the items. The system picks all items from this warehouse unless changed on a line-by-line basis. If this is a consolidated order and the default warehouses for the individual records differ, the system displays asterisks (\*). This field is not enterable for individual records that are part of a consolidated group.
- For more information, refer to the discussion of the Warehouse Maintenance program (INV) in the Inventory Management Operator help.
- Schedule Date (6,0)** Specify the date to ship the order. See the System Parameters documentation for additional details about how to set the parameters.
- If this is a consolidated order and the schedule dates for the individual records differ, the system displays nines (9). This field is not enterable for individual records that are part of a consolidated group.
- Customer PO (23,A)** Specify the customer purchase order for this record. If this is a consolidated order and the purchase orders for the individual records differ, the system displays asterisks (\*). This field is not enterable for individual records that are part of a consolidated group.
- User Date (1,6,0)** Specify the first user-defined date for this record. See the System Parameters documentation for additional details about how to set the parameters.
- If this is a consolidated order and the first user dates for the individual records differ, the system displays asterisks (\*). This field is not enterable for individual records that are part of a consolidated group.

<b>Freight Amount,(15,2)</b>	Specify the amount paid for freight charges for this order. This field is not enterable for consolidated records.
<b>Order Weight</b>	For non-consolidated records, the system displays the approximate total weight of this order. For consolidated records, this is the total weight of the consolidated records.
<b>User Date (2,6,0)</b>	Specify the second user-defined date for this record. If this is a consolidated order and the second user dates for the individual records differ, the system displays asterisks (*). This field is not enterable for individual records that are part of a consolidated group.
<b>Source (3,A)</b>	Specify the source code for this record. If this is a consolidated order and the source codes for the individual records differ, the system displays asterisks (*). This field is not enterable for individual records that are part of a consolidated group.
<b>Request Date</b>	Infor LX displays the date the customer requested delivery of the order. If this is a consolidated order and the request dates for the individual records differ, the system displays nines (9).
<b>Total Order Discount (15,2)</b>	<p><b>Changed:</b> <i>MR81269 Removed an excess "." in the functional description</i></p> <p>Infor LX displays the total order discount amount that is eligible for the customer's invoice. The currency code, company, customer number, and billing date that you entered determine the number. Set up order total discounts in Special Pricing Maintenance (ORD), or use Promotions and Deals (PRO).</p> <p>The Total Order Discount equals the sum of all orders that have a total order discount for the company reported. This discount amount can not increase. You can specify a smaller amount or remove the discount completely. If you delete the amount, set the pricing source code for this order to Special Price. This field is not enterable for consolidated records.</p> <p>To include special line amounts in the calculation of the total order discount, specify the field Include Special Lines in Order Total Discount on Order Entry System Parameters, ORD.</p> <p>The order total discount calculates on the full order amount. If you ship a partial order and want to split the discount amount among two or more invoices, calculate the discount portion you want to apply and specify it here.</p>

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 Screen actions - BIL501D2-03

Commands	Description
<b>F2=Exchange Rate</b>	<p>Call the Override Exchange Rate screen. This screen action appears if you installed the Multiple Currencies Product, turned on Order Entry and Billing, and enabled euro support in Multi-Currency System Parameters, MLT800. The Exchange Rate field on the screen inhibits input.</p> <p>This screen action calls the Override Exchange Rate Window, MLT940D. You maintain the exchange rate between national currencies of countries that do not participate in the euro, or between the national currency of a non-participating country and the euro. The screen displays the multiplier exchange rate and divisor exchange rate.</p>
<b>F6=Accept</b>	<p>Accept the changes made from this screen, changes from the header and line detail screens, and process all the selected records for invoice.</p> <p>Batch or interactive processing uses the value from the Customer Document Release Prompt screen.</p>
<b>F16=Invoice Address</b>	Access Customer Document Header - Invoice Address, BIL501D2-01.
<b>F17=Customer Header - Financial</b>	Access Customer Document Header - Financial screen, BIL501D2-02.
<b>F22=Pre-assigned Invoice</b>	<p>Access the Pre-assigned Invoice Detail screen, BIL501D5-01.</p> <p>This action applies if you use Outbound Logistics Management (OLM).</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.</p>

## Customer Document Header-Shipping

This screen displays shipping header information for the selected document. If you consolidate more than one order into a single invoice, Infor LX displays the Customer Consolidated Document Header screen. Use the screen actions to access the Address Master Maintenance, Customer Document Header - Invoice Address, Customer Document Header - Financial, and Customer Document Header - Sales and Order screens.

All header information on this screen defaults from the Customer Order Header (ECH) file unless otherwise indicated.

If you change any information on this screen, the change defaults to all invoices that are part of a consolidated invoice.

Field descriptions - BIL501D2-04

Fields	Description
<b>Order</b>	This displays for non-consolidated records only. Infor LX displays the order number you entered on the selection screen.
<b>Sold-to Customer</b>	For consolidated records, Infor LX displays the A/R customer number and name. For non-consolidated records, the system displays the sold-to customer.
<b>Shipper Name (30,A)</b>	Specify the name of the shipper for this record. If this is a consolidated order and the shipper names for the individual records differ, the system displays asterisks (*). This field is not enterable for individual records that are part of a consolidated group.
<b>Carrier (6,A)</b>	Specify the carrier who is to deliver this order. If this is a consolidated order and the carrier codes for the individual records differ, the system displays asterisks (*). This field is not enterable for individual records that are part of a consolidated group.
<b>Route (6,A)</b>	Specify the route code associated with this order. The route code denotes a particular geographical area for shipment staging. Pick Release program (ORD) uses the code. If this is a consolidated order and the route codes for the individual records differ, the system displays asterisks (*). This field is not enterable for individual records that are part of a consolidated group.
<b>Usage (1,A)</b>	Specify the usage code associated with this order. Usage codes are user-defined and are for reference only. If this is a consolidated order and the usage codes for the individual records differ, the system displays asterisks (*). This field is not enterable for individual records that are part of a consolidated group.
<b>Means</b>	Infor LX displays the shipping means code for the record. If this is a consolidated order and the means codes for the individual records differ, the system displays asterisks (*).
<b>Ship-to Customer/Number (8,0/4,0)</b>	This displays for non-consolidated records only. Specify the customer number to ship this order. The ship-to customer number must exist in the corporate hierarchy of the ordering customer.
<b>Store (6,0)</b>	This displays for non-consolidated records only. Specify the store number associated with this order.
<b>Name (50,A)</b>	This appears for non-consolidated records only. Specify the ship-to name for this order.

<b>Attention (30,A)</b>	This appears for non-consolidated records only. Specify the ship-to attention name for this order.
<b>Address 1 through Address 6 (50,A)</b>	These appear for non-consolidated records only. Specify the address lines for this order.
<b>State (3,A)</b>	This appears for non-consolidated records only. Specify the address state for this order.
<b>Country (4,A)</b>	This appears for non-consolidated records only. Specify the address country for this order.
<b>Postal Code (9,A)</b>	This appears for non-consolidated records only. Specify the address postal code for this order.
<b>Phone Number (25,A)</b>	Specify the phone number for this record.
<b>Fax Number (25,A)</b>	Specify the fax number, if any, for this record.
<b>E-Mail Number (80,A)</b>	Specify the E-Mail address, if any, for this record.

Screen actions - BIL501D2-04

<b>Commands</b>	<b>Description</b>
<b>F6=Accept</b>	Accept the changes made from this screen, changes from the header and line detail screens, and process all the selected records to invoice.  Batch or interactive processing calculates the value from the Customer Document Release Prompt screen.
<b>F10=Language Overrides</b>	Display the Invoice Release Language Override screen, ORD765D-01, to update shipping address information for language records for the order.  Note that, when you use F10 and address changes cause the pop-up window "Are changes to be updated to all Language records?" to appear, you update the BBH file with any changes made, just as if you had pressed F6=Accept.
<b>F15=Ship-to Maintenance</b>	Access the Ship-to Maintenance selection screen, ORD100D1-01.
<b>F16=Customer Invoice Address</b>	Access Customer Document Header - Invoice Address, BIL501D2-01.

**F17=Customer Document Financial** Access Customer Document Header - Financial screen, BIL501D2-02.

**F22=Pre-assigned Invoice** Access the Pre-assigned Invoice Detail window, BIL501D5-01.  
 If you are not using Outbound Logistics Management (OLM) this option does not apply or display.  
 All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

## Maintain customer document line detail

The Customer Document Line Detail screen, BIL501D3, displays all lines that are eligible to invoice for a selected order. Use this screen to maintain the net selling price and item tax code for an order line. Use the screen actions to access Order Header Detail and Order Additional Information.

If the item is a DWM item and you change a unit price, the calculation of the extended amount is different from that for a non-DWM item. The DWM pricing unit of measure expresses the unit price for a DWM item, not the stocking unit of measure. Recalculation of the extended amount must take the weight and unit price into consideration.

All field information defaults from the Customer Order Header (ECH) file unless otherwise indicated.

If you access this screen through the Invoice by Consignment screen, BIL501D4-01, the F6=Accept and F15=Document Header screen actions are not available.

### Field descriptions - BIL501D3-01

Fields	Description
<b>Order</b>	Infor LX displays the order number you entered on the selection screen.
<b>Control Number</b>	Infor LX displays the internally generated control number for this record.
<b>Total</b>	Infor LX displays the sum of the monetary amount of the regular line items and special charges to invoice for this order. At the time you process the screen, the system automatically updates this field to reflect changes to the selling price or special charge amount.
<b>Customer</b>	Infor LX displays the customer number and name for this record.
<b>Pricing Customer</b>	Infor LX displays the pricing customer number and name for this record.
<b>Ship-to Customer</b>	Infor LX displays the ship-to customer number and name for this record.

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<b>Billing Selection Flag (1,A)</b>	Specify a value to select all customers with that value. If you do not specify a value, the system does not limit the selection of invoices, but selects all records for processing.
<b>Currency</b>	This displays if you have the multi-currency field set in your system parameters. Infor LX displays the currency code for this record.
<b>Rate</b>	This field displays if you have the multi-currency field set in your system parameters. Infor LX displays the exchange rate for this record.
<b>Order Type</b>	Infor LX displays the order type code for this record.
<b>Line</b>	Infor LX displays the order line numbers for this record from the Customer Order Line Items (ECL) file.
<b>Item</b>	Infor LX displays the item numbers for each record from the Customer Order Line Items (ECL) file.
<b>Drop (1,0)</b>	<p>Specify the drop code for special order lines. This field is not enterable for regular order lines. The system displays the code for each record from the Customer Order Line Items (ECL) file.</p> <p>You can change this field to No if the linked regular line is active.</p>
<b>Quantity Shipped</b>	Infor LX displays the quantity of the item to ship for each record from the Billing Release Line Items (BBL) file.
<b>Unit of Measure</b>	Infor LX displays the unit of measure for each record from the Customer Order Line Items (ECL) file.
<b>Selling Price (15,5)</b>	<p>This field displays the net selling price for this order line. You can override a price in this field unless one or more of the the following conditions applies:</p> <ul style="list-style-type: none"><li>■ There is a promotion entered against the line.</li><li>■ The line is a tax-only line.</li><li>■ The order has a tax exemption declaration.</li><li>■ The item is a component of a kit.</li></ul> <p>If the system allows an override, see the restrictions above. The Net Price - Transaction - Selling Unit of Measure field, ECL.CLNPTL, updates with the override value. If the sold-to customer requires a reason code for a manual price override, if you override the price, Infor LX presents the Manual Price Override Reason Code screen, ORD751D-01. You must provide a valid reason code in the Reason Code field before invoicing can proceed.</p>

If there are multiple Billing Release Line Item (BBL) records for a single order line that result from multiple shipments of the line, the last override applies and updates the order line.

You can specify positive or negative values for special lines on regular orders.

For DWM items, you specify the price and display it in the DWM Pricing Unit of Measure.

**Tax Code (5,A)**

Specify the item tax code for this order line. The field is not enterable if the order has a tax exemption declaration. This field displays under these conditions.

- There is a promotion entered against the line.
- The line is a tax only line.
- The item is a component of a kit.

To process any changes to the invoice, use Enter to validate. Use Cancel to return to the previous screen for the system to accept the changes.

**Item Description**

Infor LX displays the order line number from the Customer Order Line Items (ECL) file.

**Quantity Ordered**

Infor LX displays the ordered quantity of the item from the Customer Order Line Items (ECL) file.

**Self Bill Ref Number (35,A)**

The field is reference only. Infor LX displays the Self Billing Reference Number for the Customer and Order. The system displays this field if the customer is a Self Billing customer.

**Line Salesperson Number**

**Added:** MR80338 Added the new field for line sales person commission code of the invoice line

Infor LX displays the salesperson number defined for the selected invoice line during Order Entry, if commission is enabled at the line level.

This field is displayed for:

- The regular lines only if the SAL821 commission system parameter, Commission at Line Level field is set to 'Y' (yes).
- The special lines only if the SAL821 commission system parameters, Commission at Line Level field is set to 'Y' (yes) and the Commission on Special Lines field is set to 'Y' (yes).

This value is blank, if the line level salesperson is not applicable for a regular line or a special line.

**Note**

This value defaults from the Customer Order Line level (ECL for regular lines, or ECS for special lines).

**Commission Code**

**Added:** MR80338 Added the new field for line sales person commission code of the invoice line

The commission code associated with salesperson number that is used to calculate the commission for the invoice only if the commission is paid at the line level. Infor LX allows you to modify this value if the line level commission must be transferred to another salesperson.

This field is displayed for:

- The regular lines only if the SAL821 commission system parameter, Commission at Line Level field is set to 'Y' (yes).
- The special lines only if the SAL821 commission system parameters, Commission at Line Level field is set to 'Y' (yes) and the Commission on Special Lines field is set to 'Y' (yes).

**Note**

This value defaults from the Customer Order Line level (ECL for regular lines, or ECS for special lines).

If the Line Salesperson Number is modified, this value is defaulted from the updated salesperson definition.

Screen actions - BIL501D3-01

**Commands**

**Description**

**F6=Accept**

Accept the changes made from this screen and from the header and line detail screens, and process the selected records for invoicing.

Batch or interactive processing calculates the value from the Customer Document Release Prompt screen.

**F14=Open Order Inquiry** Access Open Order Inquiry, ORD300.

**F15=Invoice Address** Access Customer Document Header - Invoice Address, BIL501D2-01.

**F22=Pre-assigned Invoice**

Access the Pre-assigned Invoice Detail screen, BIL501D5-01.

This action applies if you use Outbound Logistics Management (OLM).

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

## Select/de-select an invoice release by consignment

The Invoice Release by Consignment screen, BIL501D4-01, displays all consignments in the range you selected on the previous screen. You select or de-select consignments from this list to invoice.

### Field descriptions - BIL501D4-01

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	<p>Specify one of the following.</p> <p><b>12 = Line Detail</b></p> <p>Specify Line Detail against a record that is not consolidated to display the Customer Document Line Detail screen, BIL501D3-01, in maintenance mode.</p> <p><b>13 = Select</b></p> <p>Select against a previously deselected order to invoice and change the status to *INVC*.</p> <p><b>14 = De-select</b></p> <p>Exclude a previously selected order from the invoice and change the status.</p> <p><b>15 = Pre-assigned Invoice Detail</b></p> <p>Display the prefix, document number, company, document type, and document year for pre-assigned invoices.</p> <p>If you are not using Outbound Logistics Management (OLM) this action does not apply and does not display.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 13)</i> in the overview information in this document.</p>
<b>Act, Action Code (2,0)</b>	Specify the number for the line action to perform and use Enter.
<b>Consignment Number</b>	The system displays the consignment numbers in the range you selected on the previous screen.

<b>Order</b>	The system displays the order numbers on the consignments you selected on the previous screen. It is possible for lines of a given order to exist on more than one shipment.
<b>Customer</b>	<p>The system displays the value from the A/R Customer Number field from the Customer Order Header (ECH) file.</p> <p>Orders in a single consignment can have different A/R customers if you did not apply invoice consolidation rules during load generation. If you specify such a consignment to invoice, the system can assign more than one invoice number.</p>
<b>Ship Date</b>	The system displays the date the items on the consignment shipped in the format specified in System Parameters.
<b>Order Quantity</b>	The system displays the sum of the order quantities in the consignment.
<b>Ship Quantity</b>	The system displays the sum of the shipped quantities from the Billing Release Line Items (BBL) file.
<b>Status</b>	If you selected a record to invoice, the status is *INVC*. If a record is not selected to invoice, the status is blank.

#### Screen actions - BIL501D4-01

<b>Commands</b>	<b>Description</b>
<b>F6=Accept</b>	<p>Accept the changes made from this screen, the changes from the header and line detail screens, and process all the selected records for invoicing.</p> <p>Batch or interactive processing occurs based on the value from the Customer Document Release Prompt screen.</p>
<b>F14=Open Order Inquiry</b>	<p>Access Open Order Inquiry, ORD300.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.</p>

## Display pre-assigned invoice detail

If you installed OLM, the Pre-assigned Invoice Detail screen, BIL501D5-01, displays detailed information for the pre-assigned invoice you specified.

## Field descriptions - BIL501D5-01

Fields	Description
<b>Prefix (Document Prefix)</b>	The system displays the company specific document prefix code.
<b>Document</b>	The system displays the pre-assigned document number that you specified.
<b>Company</b>	The system displays the company number for the pre-assigned invoice you specified.
<b>Doc Type, Document Type</b>	The system displays the document type of the pre-assigned invoice. The field usually displays a value of 1 since invoices with pre-assigned invoice numbers are normally regular invoices.
<b>Doc Year (Document Year)</b>	The system displays the document year associated with the pre-assigned invoice.

## Screen actions - BIL501D5-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

# Invoice Print, BIL550D

With the Billing product you choose to create and print the invoices in separate steps, or create and print invoices simultaneously. The Customer Document Release program (BIL500D) creates invoices and updates the file records. The Invoice Print program (BIL550B) prints the invoices.

The option to delay print of the invoices rather than to create and print them simultaneously applies to the pre-defined document ID for invoices, LX INVOICE. If you have created your own document ID for invoices, you print them at the release time.

The system prints the following information on the invoice.

- The Date you print the invoice
- The Accounts Receivable customer number, name, and address of the customer paying the invoice

- The customer name, invoice number, and address information to mail the invoice
- The Ship-to customer and ship to number with address information
- The Customer Number
- The customer tax ID number
- The internal order number the system assigns
- The customer purchase order number
- The date of the invoice
- The base order type for the invoice
- The user-defined order class for the invoice
- The code that represents the credit terms for the customer for this invoice
- The name of salesperson
- The region for the ship-to number or sold to customer
- The shipping method
- The date the customer asked to receive the order
- The actual date the items on the invoice shipped
- The scheduled receipt date for the order
- The tax exemption number for this customer, if any
- The tax exemption certificate number for this customer, if any
- The date the tax exemption certificate number for this customer expires
- Optionally, prints the tax registration number for the company. Define this Company Master Maintenance, ACR120
- Optionally, prints the tax registration number for the customer or ship-to. Define options in IDF Customer, or Address Master Maintenance, ORD100.
- Optionally, prints the alpha-numeric number that you defined for the items on this order. Define further print options in Item X-reference Maintenance, ORD150.
- The description that corresponds to the item numbers for items on the order. Multiple language support is available for this field. Define in Translate action in IDF Enterprise Item.
- The quantity of the items the customer ordered
- The selling unit of measure associated with the items
- The quantity of the item shipped and included in the invoice
- The price for the selling unit of measure for the items
- The calculated total price for the quantity of the item shipped
- The customer purchase order or requisition number
- The number the system assigns to a delivery of goods ordered from a vendor using the purchase order
- The sequential control number the system assigns to a shipment
- The amount of discount applied to the invoice based on qualification at the line item or total order level for a particular promotion
- The amount of credit or cash back that applies to the customer based on the requirement of a promotion at the line level
- The promotion number that applies to the order at the line level

- The name of the tax body and amount of tax that applies to the order
- The total of all extended amounts on the order
- The amount of discount that applies to the invoice based on qualification at the total order level for a specific promotion
- The amount of credit or cash back to the customer that fulfills the requirements of a promotion at the total order level
- The promotion number that applies to the order at the total order level
- The total amount of promotional incentives deducted from the sub-total
- The sum of taxes that apply to the order and add to the sub-total.
- The net invoice amount after the addition of applicable taxes and the deduction of applicable promotional incentives from the sub-total.
- The name of the currency on the invoice
- A listing of taxes that apply to the invoice
- The date payment of the invoice is due.
- The amount of payment due on each due date
- Optionally, any alternate invoice amount in a different currency with the invoice amount, tax amount, and any separate invoice due date amounts in the alternate currency. Define print and alternate currency options in the A/R Customer in IDF Customer.

Note: If the invoice was paid by credit card, the reports include a note that shows the credit card provider and the masked credit card number and states that the balance due is zero. For returns, the credit card shows the credit card provider and the masked credit card number for the card credited.

Access Billing Menu. BIL

## Specify criteria for invoice print

Use Customer Invoice Print screen, BIL550D-01, to specify the range and type of invoices to print.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

### Field descriptions - BIL550D-01

Fields	Description
<b>From/To Customer Number (8,0)</b>	Specify the accounts receivable customers for invoices to print.
<b>From/To Ship-To Number (4,A)</b>	Specify the ship-to numbers for invoices to print.
<b>From/To Order Number (9,0)</b>	Specify the order numbers for invoices to print.

<b>From/To Document Prefix (2,A)</b>	This appears if you selected the document prefix processing field. Specify the document prefix numbers for invoices to print.
<b>From/To Document Number (6,0)</b>	Specify the document numbers for invoices to print.
<b>From/To Document Date (6,0)</b>	Specify the document dates for invoices to print.  The system defaults to the earliest and latest extreme dates. For regular invoices, the system defaults to the last transaction date from the Sales Invoice Line History (SIL) file. For proforma invoices with confirmed orders, the system defaults to the billing request date from the Billing Release Line Items (BBL) file. If you print proforma invoices with unconfirmed orders, this is the last maintained date from the Customer Order Line Items (ECL) file.
<b>User ID (10,A)</b>	Specify a user ID to print invoices for a specific user.
<b>Run Time Parameter</b>	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

#### Screen actions - BIL550D-01

<b>Commands</b>	<b>Description</b>
<b>F4=Prompt</b>	Access the Customer/Document List from the Document Prefix /Number field.
<b>F14=Open Order Inquiry</b>	Access Order Inquiry, ORD300D1-01.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

## Invoice reprint, BIL560

The Invoice Reprint program, BIL560, reprints a specific customer invoice for order types that affect sales statistics.

Note: If the invoice was paid by credit card, the reports include a note that shows the credit card provider and the masked credit card number and states that the balance due is zero. For returns, the credit card shows the credit card provider and the masked credit card number for the card credited.

## Maintain criteria for invoice reprints

In the Invoice Reprint screen, BIL560D-01, you specify criteria for a reprint.

Set the print flag in Item X-Reference Maintenance to 1 to print the customer item number and description. The invoice contains the internal item number and description followed by the customer item number and description.

Access: Billing Menu (BIL)

### Field descriptions - BIL560-01

<b>Fields</b>	<b>Description</b>
<b>Customer Number (8,0)</b>	Specify the customer number to reprint invoices.
<b>Document Prefix (2,A)</b>	This field appears when the Company/Prefix Document sequence flag in the Billing System Parameters is set to 1. Specify the company specific document prefix code to retrieve the invoice number from the Document Sequence File (RDS).
<b>Document Number (8,0)</b>	Specify the document number to reprint.  You can reprint invoices for order types that affect sales statistics. This includes reserved order types 1, 2, 7, and 8 and all user-defined order types.
<b>Print format (1,0)</b>	Specify the print format code that represents the format to print the invoice.  <b>Valid choices</b> <ul style="list-style-type: none"> <li>■ <b>0</b> Regular invoice format</li> <li>■ <b>1</b> Delivery Note Invoice</li> <li>■ <b>2</b> Invoice Alternate invoice format</li> </ul>
<b>Run Time Parameter</b>	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

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## Screen actions - BIL560D-01

Commands	Description
<b>F4=Prompt</b>	Access the Customer/Document List from the Document Prefix /Number field.
<b>F17=Override Language</b>	Access the Language Override Selection screen, SYS531D-01.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

## Billing quantity variance, BIL580

The Billing Quantity variance program, BIL580D, is available if you installed Outbound Logistics Management (OLM). To access the program, use F6 = Accept on the Shipment Arrival/POD Maintenance screen, OLM580D-03, if the shipped quantity does not match the received quantity for any lines on the order.

### Maintain billing quantity variance

Use Billing Quantity Variance screen, BIL580D01, to assign a reason code to the entire order or to a line on the order. The system uses the reason code to track shipping/receiving discrepancies.

The quantities and amounts on this screen come from the unit of measure entered on the OLM580D-03 screen. You cannot update them on this screen.

## Field descriptions - BIL580D-01

Fields	Description
<b>Reason Code (2,A)</b>	Specify a reason code for the difference between shipped and received quantities, and use Enter. The value you specify in the header populates blank line reason codes but does not overwrite existing line reason codes.

## Screen actions - BIL580D-01

Commands	Description
<b>Standard screen actions</b>	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

## Drop Ship Confirmation, BIL650

In Drop Ship Confirmation, BIL650D, you confirm released drop shipment requests after the goods are received and recorded at the customer site. After you confirm a drop shipment request, you choose options to backorder and close customer and purchase orders. After this step is complete, the normal system Invoice Release processing occurs.

After vendors have shipped the order, a Drop Ship Confirmation includes orders on credit, margin, user, or customer hold. You can proceed with invoicing for these orders.

The first screen is a prompt screen that enables selection criteria to restrict the drop shipment requests available for processing.

- Billing Drop Ship Prompt, BIL650-01
- Billing Drop Ship Confirmation, BIL650-02
- Billing Drop Ship Confirmation Window

Access: Menu BIL

### Specify prompts for a billing drop shipment

Use the BIL650-01 screen to specify selection criteria to restrict the drop shipment requests available for processing.

---

 Field descriptions - BIL650-01

Fields	Description
<b>Facility Range (3,A)</b>	Specify the facility number range to restrict the drop shipment order lines to confirm. Specify a valid facility on the facility master file. A blank equals all facilities.
<b>Warehouse Range (3,A)</b>	Specify the warehouse range for the drop shipment requests to confirm. An entry must be a valid warehouse on the warehouse master file. This warehouse should belong to the facility entered, or no records are selected. A blank entry selects all warehouses. You process requests only for warehouses for which you have authority.
<b>Customer Range (8,0)</b>	Specify the customer range for the drop shipment orders to process.
<b>Ship-to Range (4,0)</b>	Specify the customer order ship-to range for the drop shipment order lines to confirm.
<b>Customer Order Range (9,0)</b>	Specify the customer order number range for the drop shipment order lines to confirm.
<b>Request Date Range (6,0)</b>	Specify the range of request dates for drop shipment lines to process.

## Screen actions - BIL650-01

Commands	Description
<b>F13=Filters</b>	Display the sequence window. Specify from the following sequences. <ul style="list-style-type: none"> <li>■ Active customer orders by order number and line number</li> <li>■ Active customer orders by warehouse, item, and requested date</li> <li>■ Active customer orders by item, order number, and line number</li> <li>■ Active customer orders by item, requested date, order number, and line</li> </ul>

The system defaults to the first sequence.

**F15=Open Order Inquiry** Access the Open Order Inquiry (ORD300) where you search for orders and display information about the orders. You cannot specify order numbers from this screen. You specify these numbers in the order number range field(s).

**F17=Alpha Search** Use Customer Alpha Search (ACR310) to search and display information about those customers. Specify the customer order numbers in the order number range field(s).

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

## Maintain drop ship confirmation detail

Infor LX displays the Billing Drop Ship Confirmation screen, BIL650-02, after you use Enter from the prompt screen. The screen contains drop shipment requests in the ranges specified on the previous screen.

Hard allocations are not allowed for Drop Shipments

If you have Dynamic Weights and Measures functionality activated in your environment through Order Entry System Parameters, and this is a DWM item, Infor LX displays fields in this screen that express quantity values in the equivalent Dual Unit of Measure values <Weight>.

### Field descriptions - BIL650-02

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	Specify one of the following.
	<b>10=Bill and Backorder</b>
	This prepares the order line for normal Infor LX invoice release. The system invoices the billing quantity and backorders the remaining quantity, and updates the Back Order Counter in the Order Header file (ECH) and Order Lines file (ECL).
	<b>11=Bill and No Backorder</b>
	This prepares the order line for normal Infor LX invoice release. The system invoices the billing quantity and does not backorder the remaining quantity.

## 12=Close Customer and Purchase Orders

Infor LX closes the customer and purchase order lines without any further billing.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 13)* in the overview information in this document.

<b>Act (Action Code) (2,A)</b>	Specify the number for the line action to perform and use Enter. To use the first line, specify the line action and at least one key field value.
<b>Facility</b>	The system displays the facility that you entered on the selection screen.
<b>Warehouse</b>	The system displays the warehouse that you entered on the selection screen.
<b>From/To Customer</b>	The system displays the range of customers that you entered on the selection screen.
<b>From/To Ship-to</b>	The system displays the range of ship-to numbers that you entered on the selection screen.
<b>From/To Customer Order</b>	The system displays the range of customer order numbers that you entered on the selection screen.
<b>S, Selected</b>	An asterisk appears in this field if you selected a line for billing. If you try to bill a line with an asterisk, you receive an error message.
<b>Customer Order Number</b>	The system displays the customer order records that have drop ship requests and meets the selection parameters that you entered on the previous screen.
<b>Customer Order Line Number</b>	The system displays the customer order line number for each record.
<b>Purchase Order Number</b>	The system displays the purchase order number for each record.
<b>Purchase Order Line Number</b>	The system displays the purchase order line number for each record.
<b>Type</b>	The system displays the drop shipment type for customer or purchase order lines.
<b>BO</b>	The system displays the back order code for customer or purchase order lines.

<b>Status</b>	The system displays the order line status for customer order lines or the purchase order line status for purchase order lines.
<b>UM</b>	The system displays the selling unit of measure for customer order lines or the purchasing unit of measure for purchase order lines.
<b>Order Quantity</b>	The system displays the order quantity for customer order lines and purchase order lines. This value defaults to the converted selling unit of measure.
<b>Ship Quantity</b>	The system displays the shipping quantity for customer order lines.
<b>Received Quantity</b>	The system displays the received quantity for purchase order lines.
<b>Quantity to Bill</b>	The system displays the drop shipment quantity to bill for this order line.
<b>Remaining Quantity</b>	The system displays the remaining open quantity for customer order and purchase order lines. The system back-orders this quantity if you accept this screen.
<b>Facility</b>	The system displays the ordered facility for each record.
<b>Warehouse</b>	The system displays the ordered warehouse for each record.
<b>Customer Number</b>	The system displays the sold-to customer number for each record.
<b>Ship-To</b>	The system displays the order line ship-to number for each record.
<b>Item</b>	The system displays the ordered item number for each record.
<b>Request Date</b>	The system displays the request date for each record.

#### Screen actions - BIL650-02

<b>Commands</b>	<b>Description</b>
<b>F13=Filters</b>	<p>Specify display of all records or active records. Specify from the following sequences.</p> <ul style="list-style-type: none"> <li>■ Customer orders by order number and line number</li> <li>■ Customer orders by warehouse, item, and requested date</li> <li>■ Customer orders by item, order number, and line number</li> <li>■ Customer orders by item, requested date, order number, and line</li> </ul>

The system defaults to the first sequence.

- F14=Mark Complete Orders** Places action 11, bill and no backorder, before all lines on the screen that have a quantity of zero (0), and back order code of 0, 1, or 2.
- F15=UOM Switch** Toggles between quantities displayed in selling unit of measure or purchasing unit of measure. The message on line 9 toggles between All Quantities in Selling UOM and All Quantities in Purchasing UOM.
- F16=CO Inquiry** Performs a customer order inquiry, ORD300. Search and display customer order information.
- F17=PO Inquiry** Performs a purchase order inquiry, PUR300. Search and display purchase order information.  
  
All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

## Accept or cancel the drop ship lot

If you confirm a lot-controlled drop shipment item by selecting line action 10, the system displays Billing Drop Ship Confirmation window. This window lists the lot numbers, lot quantities, manufacturer name, and manufacturer lot number for each lot in the drop shipment. Use F6=Accept to confirm the lots for drop shipment, or F12 to cancel confirmation.

If you have Dynamic Weights and Measures functionality activated in your Infor LX environment, Order Entry System Parameters, and this is a DWM item, you see fields that express quantity values in the equivalent Dual Unit of Measure values. If you call the screen, the field literals and values are expressed in quantity. For DWM Items, use the DWM Switch screen action (F10) to toggle between quantity and dual measure values.

### Field descriptions - Confirmation window

<b>Fields</b>	<b>Description</b>
<b>Order Line</b>	The system displays the customer order and purchase order line numbers that you specified on the selection screen.
<b>Ty (Type)</b>	The system displays the drop shipment types for customer order and purchase order lines.
<b>B (Backorder)</b>	The system displays the backorder codes for customer order lines.

<b>S (Status)</b>	The system displays the order line statuses for customer order lines, and the purchase order line statuses for purchase order lines.
<b>UM</b>	The system displays the selling units of measure for customer order lines and purchase order lines.
<b>Quantity Ordered</b>	The system displays the order quantities for customer order lines and purchase order lines. This value defaults to the converted selling unit of measure.
<b>Shp/Rec</b>	The system displays the shipped quantities for customer order lines and the received quantities for purchase order lines.
<b>Remaining Quantity</b>	The system displays the remaining open quantities for customer order and purchase order lines. The system backorders the lines if you accept this screen.
<b>Invoice Quantity</b>	The system displays the drop shipment quantities to bill for this order line.
<b>Facility</b>	The system displays the facility that you specified on the selection screen.
<b>Warehouse</b>	The system displays the warehouse that you specified on the selection screen.
<b>Customer Number</b>	The system displays the customer number that you specified on the selection screen.
<b>Ship-to</b>	The system displays the ship-to number that you specified on the selection screen.
<b>Request Date</b>	The system displays the request date that you specified on the selection screen.
<b>Item Number</b>	The system displays the item number that you specified on the selection screen.
<b>Lot Number</b>	The system displays the lot number for each received lot.
<b>Quantity</b>	The system displays the transaction quantity for each received lot.
<b>Manufacturer</b>	The system displays the manufacturer for each received lot.
<b>Manufacturer Lot</b>	The system displays the manufacturer lot number for each received lot.

---

## Screen actions - Confirmation window

Commands	Description
<b>F6=Accept</b>	Confirm the lots for the Drop Shipment.
<b>F10=DWM Switch</b>	Toggle between display of quantities and display of equivalent DWM dual measure values for DWM items.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

## Shipped but uninvoiced orders, BIL660D

The Shipped but Uninvoiced orders screen enables you to specify a warehouse range to include in a report and to print the report.

### Specify criteria for uninvoiced orders

In the Shipped but Uninvoiced Orders screen, BIL660D, specify and submit the warehouse range. The report program selects active regular line Billing Release Line Item (BBL) records in the requested warehouse range. The records sequence by company number in the selected warehouse range, and for each company number by ascending order number.

The following fields appear on the report.

- Shipped Date
- Customer Number
- Order Number
- Line Number
- Sequence Number
- Transaction currency
- Amount

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Access: Billing menu, Option 26

## Field descriptions - BIL660D

Fields	Description
<b>From/To Warehouse</b>	Specify the range of warehouses to run the report.
<b>Run Time Parameter (1,0)</b>	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

## Screen actions - BIL660D

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

# Shipped but Uninvoiced Consignments, BIL662D

The Shipped but Uninvoiced Consignments enables you to specify a warehouse range to include in a report and to print the report.

## Specify criteria for uninvoiced consignments

In the Shipped but Uninvoiced Consignments screen, BIL662D, specify and submit the warehouse range. The report program selects active regular line Billing Release Line Item (BBL) records in the requested warehouse range. Records list in ascending sequence by consignment number.

The report provides no totals because orders of different currencies and exchange rates can appear on the same consignment. For currency-based totals for accounting adjustment purposes, use the standard Shipped but Uninvoiced Orders report.

The following fields appear on the report.

- Consignment number
- Ship from warehouse
- Load number
- Shipment number
- Load status
- Shipment date
- Sold to customer number
- Order number

- Transaction currency
- Amount

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see *Ranges* in the overview section of this document.

Access: Billing menu, Option 27

#### Field descriptions - BIL662D

<b>Fields</b>	<b>Description</b>
<b>From/To Warehouse</b>	Specify the range of warehouses to run the report.
<b>Run Time Parameter</b>	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

#### Screen actions - BIL662D

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.



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# Appendix A

## Glossary



# A

### Ranges

Ranges refer to fields you can use to limit an inquiry or report or to display specific data. If there are multiple range fields in a program, you can tailor your inquiry or report to produce only the data you need.

Infor LX sorts the information alphanumerically. Therefore, the value in the *From* field must be a lower alphanumeric value than the value in the *To* field.

Infor LX usually inserts extreme values as defaults in the lower and upper fields. See the description for Extreme values by default. The entries you make in range fields do not have to be valid values in a database file.

Review the following suggestions to limit the information:

Specify the first value to include on the inquiry or report in the *From* field. Leave the *To* field blank to include all information to the end of the file. For example, you can print a report that starts with the customer number you specify in the *From* field and stops at the end of the Customer Master file.

Specify the last value to include on the inquiry or report in the *To* field. Leave the *From* field blank to start at the beginning of the file. For example, you can perform an inquiry that starts with the beginning of the Customer Master file and ends with the customer number you specify in the *To* field.

Specify the same value in both the *From* and *To* fields. For example, you can limit a display to one customer.

To include a group of items, specify a value in the *From* field and another value in the *To* field. For example, you can perform an inquiry that starts with the first of the month and ends with the last day of the month.



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