

User's Guide for Sales Invoicing

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About this document

Objectives

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

Intended audience

This document is intended for the following categories of users:

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

Assumed knowledge

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

Document summary

This document contains the following chapters:

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

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

How to read this document

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

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

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

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-

Central Invoicing

Use Central Invoicing to create and post invoices based on the order data from Operations Management.

Central Invoicing

Central Invoicing is called 'central' because you can use this package to compose invoice lines from various origins on a single invoice for an invoice-to business partner. The invoice lines can originate from the following sources:

- Order Management, for example, sales orders, rebates, and purchase orders.
- Warehouse Management.
- Project.
- Service, for example, Service orders and service calls.
- Sales invoices manually entered in Central Invoicing.
- Interest invoices generated in the Accounts Receivable module of Financials.
- Debit notes and credit notes, from the Cash Management module of Financials.

In Central Invoicing, ERP LN can also generate the invoices for the following situations:

- **Bilateral invoicing**
In a multicompany structure, ERP LN can generate invoices for goods transfers between warehouses that are linked to different financial companies. For details, refer to Intercompany transactions.
- **Triangular invoicing**
ERP LN can generate triangular invoices for transactions within a single logistic company that involve entities which are linked to different enterprise unit. For details, refer to To use triangular invoicing.

- **Company settlements**

In a multicompany structure, ERP LN can generate company settlement transactions instead of regular invoices for transactions between logistic companies that involve entities linked to the same financial company. For details, refer to Intercompany transactions.

Central Invoicing only contains the *Sales Invoicing (SLI)* (p. 3-1) module.

Invoicing

To use Central Invoicing consists of the following procedures:

1. **Set up Central Invoicing**

Before you can create sales invoices for sales orders, you must define the invoice parameters, the layout of the printed invoices, and the rules for the selection of orders for which ERP LN creates the invoices. For details, refer to *To set up Central Invoicing* (p. 2-1)

2. **Print draft invoices in Operations Management (optional)**

In the various Operations Management packages, you can print a draft invoice to check the invoice and to make corrections to the invoice amounts before you release the order data to Central Invoicing. The default template and billing request additions that you define in the SLI Parameters (cisli1500m000) session are used for the draft invoice. When you print a draft invoice in Operations Management, the order data is not released to Central Invoicing.

3. **Release the invoices to Central Invoicing**

You can release the order data for invoicing in various sessions of the Operations Management packages:

- **Order Management**

- The Release Sales Orders/Schedules to Invoicing (tdsls4247m000) session, which you can start from the **Specific** menu in the **Sales Orders (tdsls4100m000)** session or the Maintain Deliveries Sales Order Lines (tdsls4101m200) session. Invoices with a negative amount, for example, for return orders, result in a credit note.
- The Release Commissions/Rebates to Invoicing (tdcms2201m000) session.

- **Project**

The Transfer Project Data to Central Invoicing (tppin4200m000) session.

- **Service**

Service order invoicing data is released to Central Invoicing when you set an actual cost line to **Costed** in one of the following sessions:

- Service Order Estimated Material Costs (tsoc2120m000).
-

- Service Order Estimated Labor Costs (tssoc2130m000).
 - Service Order Estimated Other Costs (tssoc2140m000).
 - Service Orders (tssoc2100m000).
 - Service Order Activities (tssoc2110m000).
 - Service call invoicing data is released to Central Invoicing if on the **Specific** menu of the Call Invoicing (tsclm1105s000) session, you click **Create Invoice**.
 - **Freight Management**
Freight order data is released to Central Invoicing in the Release to Invoicing (fmfri0210m000) session. For details, refer to The freight invoicing process
 - If you select the **Invoice for Freight** check box in the Sales Order Lines (tdsls4101m000) session, freight order data is automatically released to Central Invoicing when you release sales orders. For details, refer to Integration Freight Invoicing and Sales Invoicing.
 - **Financials**
Interest invoices from the Accounts Receivable module, in the Transfer Interest Invoices To SLI (tfacr5220m000) session.
 - Debit notes and credit notes from the Cash Management module. For details, refer to The cash application procedure and to *Direct processing of invoices (p. 4-1)* .
 - In addition, you can create manual invoices directly in Central Invoicing in the Manual Sales Invoice Data (cisli2520m000) session. For details refer to *To create manual sales invoices (p. 5-1)* .
4. **Compose, print, and post the invoices**
Compose the invoices for the released orders and print the original invoices. You can customize the invoice text and layout. Send the printed invoices to your business partners using various invoice delivery methods. When you post the invoices, the ledger accounts in the General Ledger module, and open entries in the Accounts Receivable module, are updated. For details, refer to *The invoicing procedure (p. 3-2)* .
5. **Remove the invoicing data**
Use the Purge Sales Invoice Data (cisli3210m000) session regularly to remove the invoicing data and the posted invoices from the Central Invoicing tables. You can archive the data to the **History Company** of the current financial company.
-

Chapter 2

To Set up Sales Invoicing

2

To set up Central Invoicing

Prerequisites

Before you set up the invoicing data in Central Invoicing, in Common Data you can define the following data:

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

To set up central invoicing

To set up Central Invoicing, take the following steps:

1. Define the invoicing parameters in the SLI Parameters (cisli1500m000) session.

In the SLI Parameters (cisli1500m000) details session, you can set up:

- For each invoicing data type or kind of order, the default transaction type and series to generate the invoice document numbers. The transaction category must be **Sales Invoices**. In this way, you permit or restrict the grouping of invoicing data types on the invoices, because to be grouped on a single invoice, the invoicing data lines must have the same transaction type and series. For details, refer to *To select order data for invoicing (p. 3-7)*.
- A default billing request templates and billing request addition.
- The default account and dimensions for manual sales invoices.

- Default billing request templates and billing request additions for direct processing of sales orders, manual sales invoices, debit notes, and credit notes. For details, refer to *Direct processing of invoices* (p. 4-1).
 - Various other options.
2. Define billing request templates in the Billing Request Templates (cisli2501m000) session. For details, refer to *To select order data for invoicing* (p. 3-7).
 3. Optionally, define invoice header and footer texts in each language, in the Invoice Header/Footer Text Languages (cisli1511m000) session. For details, refer to *To print texts on invoices* (p. 2-3).
 4. Define billing request additions in the Billing Request Additions (cisli1520m000) session. The billing request additions control the appearance of the printed invoices.
 5. Define invoice printing sequences for the original invoices, in the Invoice Printing Sequences (cisli1540m000) session. You can select sort criteria with different priorities. For details, refer to *To define the invoice printing sequence* (p. 2-2).
 6. If bank reference numbers are required on the invoices, set up the bank reference numbers in the Bank Reference Positions by Country (cisli1130m000) session. For details, refer to Bank reference numbers.

To set up recurrent invoicing

To process similar selections of invoicing data regularly, you can define billing request sets and create a job to process the request sets. For details, refer to *Direct processing of invoices* (p. 4-1).

To define the invoice printing sequence

If you print original invoices, you can select a printing sequence for the invoices. For example, ERP LN can print the invoices in the order of the postal code, or of the invoice-to address.

In the Invoice Printing Sequences (cisli1540m000) session, you can define invoice printing sequences. For each printing sequence, you can select sort criteria with different priorities.

In each **Sort Order** field, you can select the following sort criteria:

- **Invoice Delivery Method**
 - **Invoice-to BP**
 - **Postal Code**
 - **Invoice-to Address**
 - **Invoice Number**
-

For example, to print the invoices sorted by invoice delivery method, invoice-to address, and invoice number, select the following sort orders:

- **Sort Order 1 = Invoice Delivery Method**
- **Sort Order 2 = Invoice-to Address**
- **Sort Order 3 = Invoice Number**

By default, ERP LN prints the invoices in the order of the invoice number.

To print texts on invoices

You can print the following texts on invoices:

- **Header and Footer**
Standard header text and footer text that ERP LN can print on all invoices in the languages of the invoice-to business partners. For details, refer to *To print header and footer texts on invoices (p. 2-4)*
 - **Additional Text and Detail Text**
Specific text that you can add to the invoicing data. For details, refer to *To print additional text and detail texts on invoices (p. 2-4)*.
 - **Lot and serial text**
If serialized items and/or lot items occur on the invoice, ERP LN can print the serial numbers and lot numbers on the invoice. In the Billing Request Addition (cisli1120s000) session, select the **Print Lot and Serial Numbers** check box.
 - **Text related to a tax code**
If special tax rates apply, in some cases a reference to the applicable tax law chapter must be printed on the invoice. For details, refer to *To print tax articles on invoices (p. 2-6)*.
 - **The tax exemption certificate number**
To print tax exemption certificate numbers on orders and invoices, select the **Print Tax Exemption** check box for the tax country in the Countries (tcmcs0110s000) session.
 - **The business partner's bank address and account number**
In some countries, the bank address and the business partner's bank account number must be printed on the invoice. For details, refer to *To print business partner bank details on invoices (p. 2-6)*
 - **Delivery notes**
If the goods are accompanied by a delivery note, ERP LN prints the delivery note numbers and the weight of the goods as stated on the delivery notes, on the invoice. For details, refer to *Delivery notes*.
 - **A reference text**
A text printed at the bottom of the sales invoice. For example, you can use this text for references to rebate agreements that apply to the invoice. For details, refer to *To print reference texts on invoices (p. 2-5)*.
-

To print header and footer texts on invoices

Standard header and footer texts

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

1. In the Invoice Header/Footer Text Languages (cisli1511m000) session, select a language from the company's languages that you defined in the Languages (tcmcs0146m000) session. On the **Specific** menu, click **Standard Text by Language**. The Invoice Header/Footer Text Language - Standard Text (cisli1110m000) session starts.
2. In the Invoice Header/Footer Text Language - Standard Text (cisli1110m000) session, click **New** to add a record. In the **Description** field, type the text as it must appear in the language. In the **Standard Text** field, enter a code for the text. Next, save the data.
3. To define the same text in another language, perform one of the following actions:
 - In the Invoice Header/Footer Text Language - Standard Text (cisli1110m000) session, click the **Find** button to browse for the next language.
 - Return to the Invoice Header/Footer Text Languages (cisli1511m000) session, select the next language, and on the **Specific** menu, click **Standard Text by Language**.
4. In the Invoice Header/Footer Text Language - Standard Text (cisli1110m000) session, click **New** to add a record for the new language.
5. In the **Description** field, type the text. In the **Standard Text** field, enter the code that you also used for the same text in the previous language. Next, save the data.
6. Repeat steps to define the standard texts in all the languages of your invoice-to business partners. Use the same codes for similar texts in the various languages.
7. In the Billing Request Addition (cisli1120s000) session, enter the standard text codes in the **Header** field and/or the **Footer** field. When you print the invoices, ERP LN prints the text in the language of the invoice-to business partner.

To print additional text and detail texts on invoices

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

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

- **Additional Text**

Order-specific text that you can add to the invoicing data.

Additional text and detail text

To create, view, or change an additional text or a detail text, take the following steps:

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

To print reference texts on invoices

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

Reference texts

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

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

Note

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

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

To print tax articles on invoices

Tax articles

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

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

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

To print business partner bank details on invoices

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

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

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

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

Print euros

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

Amounts in currencies marked as EMU currencies in the Currencies (tcmcs0102m000) session are then printed in the euro currency of the financial company, which you can select in the **Transition Currency** field of the Companies (tcomm1170m000) session in the Enterprise Modeling Management module.

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

Chapter 3

To Process Sales Invoices

3

Sales Invoicing (SLI)

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

The invoicing procedure consists of the following steps:

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

For the invoicing procedure details, refer to *The invoicing procedure* (p. 3-2) .

The invoicing procedure

The procedure to generate and print sales invoices consists of the following steps:

1. *Release the invoicing data to Central Invoicing (p. 3-2)*
2. *View the invoicing data (p. 3-3)*
3. *Correct the invoices (p. 3-10) , if necessary.*
4. *Confirm the invoicing data (p. 3-4)*
5. *Create a billing request (p. 3-4)*
6. *Process the billing request (p. 3-4)*

If necessary, you can reprint the invoices as described in *Reprint Printed and Posted invoices (p. 3-6)* .

Periodically, you can remove the invoices from the operational system as described in *Remove the invoicing data (p. 3-7)* .

Release the invoicing data to Central Invoicing

The invoicing data must be transferred from the various Operations Management packages to Central Invoicing. For details, refer to *Invoicing (p. 1-2)* .

Before you process the invoices, you can view the invoicing data in the various **Invoicing Data** sessions. The status of the invoicing data lines indicates whether you can generate invoices from the invoicing data. In the following invoicing data lines sessions, you can also cancel invoicing data lines:

- Project Invoice Data - Lines (cisli2535m000)
- Service Contract Invoice Data - Installments (cisli2565m000)

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

The following table shows the status of the invoicing data.

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

Continue with: *View the invoicing data (p. 3-3)*

View the invoicing data

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

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

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

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

To use the new data for already composed invoices, you must undo the composition in the Compose/Print/Post Invoices (cisl2200m000) session. For details, refer to *Correct the invoices (p. 3-10)*.

Continue with: *Confirm the invoicing data (p. 3-4)*

Confirm the invoicing data

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

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

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

Continue with: *Create a billing request (p. 3-4)*

Create a billing request

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

Enter selection ranges for the invoicing data that you want to process. For details, refer to *To select order data for invoicing (p. 3-7)* . Only the lines of the selected invoicing data that have the **Confirmed** status will be processed.

Continue with: *Process the billing request (p. 3-4)*

Process the billing request

To process the billing request, start the Compose/Print/Post Invoices (cisli2200m000) session. You can process individual billing requests or process multiple billing requests in a billing request set. For details, refer to *Job processing of invoices (p. 4-2)* .

In the Compose/Print/Post Invoices (cisli2200m000) session, select the check boxes to indicate the process.

You can select the following processes. To perform the complete invoicing process, for example, in a batch job, select all three check boxes.

- **Compose**

ERP LN generates invoices from the selected invoicing data. The invoicing data lines are grouped on the invoices according to the relevant composing criteria. For details, refer to *To select order data for invoicing (p. 3-7)*.

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

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

- To check the invoices, you can print draft invoices or you can view the composed invoices in the Invoices (cisli2505m100) session. If corrections to the invoicing data or to the printed invoices are required, you can undo the composition of the invoices. For details, refer to *Correct the invoices (p. 3-10)*.

- **Print**

- **Draft**

ERP LN prints draft invoices that you can check. The draft invoice shows the temporary invoice sequence number. The invoicing data lines status and the billing request status remain **Composed**.

- **Original**

ERP LN prints the final invoices that you can send to the business partners. To perform the complete invoicing process, select this check box.

In the **Number of Extra Invoice Copies** field of the Invoice-to Business Partners (tcom4112s000) session, you can specify the number of copies of the invoice in addition to the original invoice, that you want to print.

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

In the **Printing Sequence** field, you can select a printing sequence for the invoices. By default, the invoices are sorted by invoice delivery method. For details, refer to *To define the invoice printing sequence (p. 2-2)*.

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

If payment schedules are linked to the invoice, ERP LN prints the payment schedule lines and the payment methods on the invoices.

- **Post**

ERP LN posts the invoices to Financials. ERP LN performs the following actions:

- Creates open entries in the Accounts Receivable module.
- Creates non-finalized integration transactions according to the integration mapping scheme. For details, refer to Financial integrations - overview.
- Creates non-finalization transactions in Financials.
- Returns the invoice information, for example, the invoice document number and date, to Operations Management.
- Sets the status of the invoicing data lines, the billing request, and the invoices to **Posted**.

To print and post the invoices separately

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

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

Continue with: *Reprint Printed and Posted invoices (p. 3-6)*

Reprint Printed and Posted invoices

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

To reprint invoices or ranges of invoices that have the **Printed** or **Posted** status, take the following steps:

1. Select or display an invoice in one of the following the sessions:
 - Invoices (cisli2505m100)
 - Invoice - Source Relation (cisli2505m200)
 - Billing Request - Invoices (cisli2505m000)
2. On the **File** menu, point to **Print** and on the submenu, click **Reprint Invoices**. The Reprint Invoices (cisli2405m000) session starts.
3. Enter the selection criteria for the invoices that you want to reprint. You can also reprint the invoice in a different language.

Continue with: *Remove the invoicing data (p. 3-7)*

Remove the invoicing data

Use the Purge Sales Invoice Data (cisl3210m000) session regularly to remove the invoicing data and the posted invoices from the Central Invoicing tables. You can archive the data to the **History Company** of the current financial company.

To select order data for invoicing

You must create a [billing request](#) to create selections of invoicing data for which ERP LN generates invoices.

If you create a new billing request in the Billing Requests (cisl2100m000) session, you must select a [billing request template](#) for the billing request. The billing request template determines the types and number of invoice data lines you can select for the billing request.

Note

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

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

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

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

- **The transaction type and series**

The transaction type and series used for the invoice document number. Orders for which the invoice document numbers are generated with different transaction types and/or series cannot be grouped on one invoice.

- In the SLI Parameters (cisl1500m000) session, you can for every kind of order define the default transaction type and series for the invoice document number. In this way, you can set up the default way to group the invoice lines per invoice. To group invoices of different kind of orders on one invoice, enter the same transaction type and series for the kind of orders.

To compose the invoice for a sales order and the credit note for a return order on a single invoice, the credit note and the order invoice must have the same transaction type. To achieve this, in the SLI Parameters (cisl1500m000) session, you can select the **Use Order Transaction Type for Credit Note** check box. You must ensure that for all order invoice transaction types, negative amounts are allowed.

- If the billing request selection includes order invoices and related credit notes for return orders, ERP LN first settles the order invoices with the credit notes and generates a sales invoice for the remaining amount. The operational company, the invoice transaction type and the invoice number of the order invoice must be available in Central Invoicing.
- In the Billing Request Addition (cisl1120s000) session, you can specify that you can overwrite the transaction type when you create a billing request. You can use this feature to overrule the way in which the invoice lines are grouped by default. For details, refer to *To overwrite the transaction types and series* (p. 3-?)
- **The composing criteria**
Invoice lines can only be grouped on one invoice if the composing criteria have the same values. For example, invoice lines for different invoice-to business partners cannot be grouped on one invoice. For a list of the predefined composing criteria, refer to *The composing criteria* (p. 3-9) .
- **The invoicing method**
The invoicing method defines whether various orders and kind of orders can be grouped on one invoice. You define invoicing methods in the Invoicing Methods (tcmcs0155s000) session and link the methods to the business partner in the Invoice-to Business Partners (tccom4112s000) session.
- **The billing request template**
The billing request template controls the number and type of orders that you can select for invoicing in a billing request. If the billing request template and the applicable invoicing method allow different types of grouping, ERP LN applies the most restricted grouping.

To overwrite the transaction types and series

If the billing request addition permits, you can enter a transaction type and series in the Billing Requests (cisl2100m000) session that will be used to generate the invoice document numbers, instead of the transaction type and series defined in the SLI Parameters (cisl1500m000) session.

You can use this feature for two purposes:

- If the billing request template allows you to select multiple kinds of orders for which you defined different default transaction types and series, and you want to collect the orders on one invoice.
-

- If you create billing requests for a billing request set, the billing request template allows you to select one kind of order, and you want to distinguish the invoices created, for example, by various departments. For details, refer to *Job processing of invoices* (p. 4-2) .

To create separate invoices for each kind of order

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

- In the Invoicing Methods (tcmcs0155s000) session, create separate invoicing methods for each type of order.
- In the SLI Parameters (cisli1500m000) session, enter different transaction types and/or series for the various kind of orders.
- Create billing request templates that each select a single invoicing data type.

The composing criteria

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

Two types of composing criteria exist:

- **Fixed general criteria**
Predefined general composing criteria that always apply to all types of invoices.
- **Specific criteria**
Specific criteria that apply to specific types of invoicing data. For example, a composing criterion for project invoices can be the project, and for service invoices, the service contract. You can define the composing criteria for various types of invoices in the invoicing method that you define in the Invoicing Methods (tcmcs0155s000) session.

Note

- If you use monthly billing invoices and you selected the **Receipts Against Shipments** check box in the CMG Parameters (tfcmg0100s000) session, sales and warehouse order invoice lines cannot be composed on an invoice. ERP LN generates a separate invoice for every shipment. For details, refer to *Monthly billing invoices*.

- Invoices for VAT book transactions and other transactions cannot be composed on an invoice. For details, refer to VAT book transaction types.
- For credit notes, the **Operational Company** is an important criterion. The operational company is the financial company in which the original invoice was created. ERP LN can only compose credit notes with invoices that have the same operational company.

Fixed general criteria

- **Fin. Company Interest Invoices**
- **Dimensions**
- **Transaction Type**
- **Operational Company**
- **Sold-to Business Partner**
- **Invoice-to Business Partner**
- **Invoicing Method**
- **Pay-by Business Partner**
- **Ship-to Business Partner**
- **Ship-to Address**
- **Invoice-to Address**
- **Pay-by Address**
- **Invoice Currency**
- **Terms of Payment**
- **Late Payment Surcharge**
- **Invoice Delivery Method**
- **Payment Method**
- **Tax Country**
- **Business Partner Tax Country**
- **Rate Determinator**
- The **Link to Monthly Billing Invoice** option of the sales invoice.
- The **Include In VAT Book** option of the tax code by country combination.

Correct the invoices

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

Note

You cannot make corrections to invoices for which you use direct processing, for example, debit notes and credit notes. For details, refer to *Direct processing of invoices* (p. 4-1) .

To correct the invoices

To make corrections to invoices that have the **Composed** status, take the following steps:

Step 1: Undo the composition of invoices

In the Compose/Print/Post Invoices (cisl2200m000), select the billing request or the billing request set.

Select one of the following check boxes:

- **Undo compose**

If you click **Continue**, ERP LN performs the following actions:

- Removes the invoices from Central Invoicing.
- Sets the invoicing data lines status to **On Hold**.
- Sets the billing request status to **On Hold**.

For example, you can use this function if you want to change the selection ranges of the billing request, and/or the billing request addition, and then reprocess the billing request.

- **Undo compose and Delete**

If you click **Continue**, ERP LN performs the following actions:

- Removes the generated invoices from Central Invoicing.
- Removes Project invoicing data and Service contract invoicing data from Central Invoicing.
- Sets the invoicing data lines status of other kinds of orders to **On Hold**.
- Sets the billing request status to **On Hold**.

Step 2: Correct the selection of invoices

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

1. In Billing Requests (cisl2100m000) session, open the billing request and make the necessary changes.
2. Confirm the invoicing data of which the status was set to **On Hold**, for example, using the Global Confirmation of Order data (cisl2219m000) session.
3. In the Compose/Print/Post Invoices (cisl2200m000) session, reprocess the billing request.

Step 3: Correct the invoicing data

To change the invoicing data:

- Change the invoicing data in the corresponding Operations Management package.
- For kinds of orders other than Project or Service contract, the invoicing data still exists in Central Invoicing. You do not need to release the order lines to Central Invoicing again. If you save the new data in the appropriate sessions in Order Management, Project or Service, ERP LN automatically updates the invoicing data in Central Invoicing and sets the status to **Confirmed**.
- If you performed **Undo compose and Delete** for a Project invoice or a Service contract invoice, the invoicing data no longer exists in Central Invoicing. Change the data in the appropriate sessions of Project or Service and then release the data again to Central Invoicing.
- In Central Invoicing, you can change some data in the following **Invoicing Data - Lines** sessions:
 - **Rebate Invoice Data - Lines (cisli2595m000)**
You can change the rebate amount.
 - **Interest Invoice Data (cisli2110s000)**
You can change the following data:
 - **Pay-by Business Partner**
 - **Original Pay-by Business Partner**
 - **Invoice Delivery Method**
 - **Tax Code**
 - **Invoice Number**
 - **Receipt Method**
 - **Terms of Payment**
 - **Late Payment Surcharge**
 - **Manual Sales Invoice Data - Lines (cisli2525m000)**
You can change the rebate amount.
- Confirm the invoicing data of which the status was set to **On Hold**, for example, using the Global Confirmation of Order data (cisli2219m000) session.
- In the Compose/Print/Post Invoices (cisli2200m000) session, reprocess the billing request.

To send sales invoices with EDI

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

You can link the following sessions to EDI:

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

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

Example

Session cisli2200m000			
Organization	Description	EDI Mes- sage	Description
X12	ANSI X12	810	X12 Sales Invoices

Chapter 4

Automatic Processing of Invoices

4

Direct processing of invoices

Direct processing of invoices implies the automatic confirmation, composition, printing, and posting of a sales invoice. During direct processing, ERP LN automatically processes the invoicing data. No user interaction is required.

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

- **Sales orders**
ERP LN produces the invoice immediately after you release a sales order from Order Management to Central Invoicing.
- **Debit notes and credit notes**
Direct processing starts in Financials. For details, refer to The cash application procedure.
- **Manual sales invoices**
Direct processing starts as described in *To process manual sales invoices* (p. 5-3) .

Prerequisites

For direct processing, you must set up the following data in the SLI Parameters (cisl1500m000) session:

- A default billing request template and billing request addition for the invoicing data type.
- The device to which the invoices can be printed.
- For sales order types for which you want to use direct invoicing, select the **Collect Order** check box in the Sales Order Types (tdsls0194s000) session.

Direct processing

During direct processing, ERP LN performs the following actions:

- Changes the invoicing data status to **Confirmed**.

- Composes the invoice.
- Prints the invoice according to the default template addition, to the device defined for direct processing in the SLI Parameters (cisli1500m000) session.
- Posts the invoice amounts to Financials.
- Changes the invoicing data status to **Posted**.

Job processing of invoices

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

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

To set up job processing of invoices

To generate invoices for specific order types for specific business partners at regular time intervals, take the following steps:

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

Leave a time interval of, for example, 30 minutes, between the job that confirms the invoicing data and the job that processes the billing requests. For details, refer to [To use jobs](#).

To create a billing request set

To create a billing request set, take the following steps:

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

To process a billing request set

To process a billing request set, take the following steps:

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

To create manual sales invoices

To create invoices for which no related sales order or other type of order exists, for example, if you require an invoice when you dispose of a fixed asset, you can create a manual sales invoice.

Manual sales invoice posting data

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

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

To set up manual sales invoices

To set up manual sales invoices, perform the following actions:

- **Define the mapping**
In the Mapping Scheme (tfgld4573m000) session, define the mapping of the Manual Sales Invoice / Revenues Analysis integration document type.
- **Define the manual sales parameters**
In the SLI Parameters (cisli1500m000) session, you can enter the following manual sales parameters:
 - Select or clear the **Use GL Code** check box to indicate the default way in which you want to specify the posting data. If you select the **Use GL Code** check box, in the Manual Sales Invoice Data - Lines (cisli2525m000) session you can still empty the **GL Code** field and use the integration ledger account and dimensions.

- Enter the default manual sales ledger account and dimensions for the credit entry of the manual sales invoices. The debit entry is posted to the business partner control account.
- You can also enter the default GL code for the credit entry.
- The **Allow Dimensions on Header** check box. If you select this check box, you can select the dimensions for the control account when you create the manual sales invoice header in the Manual Sales Invoice Data - Lines (cisli2525m000) session.
- The default billing request template and billing request addition for the direct processing of manual sales invoices.
- The default transaction type and series to generate invoice document numbers.

To create manual sales invoices

To create a manual sales invoice, take the following steps:

1. In the Manual Sales Invoice Data (cisli2520m000) session, click **New** to create the manual sales invoice header. The Manual Sales Invoice Data (cisli2120s000) details session starts.
2. In the Manual Sales Invoice Data (cisli2120s000) session, enter the required data.
3. The **Control Account** field displays the control account of the financial business partner group to which the invoice-to business partner belongs. If you selected the **Allow Dimensions on Header** check box in the SLI Parameters (cisli1500m000) session, you can enter the control account dimensions.
4. To create the invoice lines, on the **Specific** menu click **Lines**. The Manual Sales Invoice Data - Lines (cisli2525m000) session starts.
5. In the Manual Sales Invoice Data - Lines (cisli2525m000) session, click **New** to start the details session.
6. In the Manual Sales Invoice Data - Lines (cisli2525m000) session, enter the invoice data.

If you clear the **Asset Disposal** check box, the manual sales ledger account and GL code defined in the SLI Parameters (cisli1500m000) session are displayed by default. You can enter a different ledger account or, if you select the **Use GL Code** check box in the SLI Parameters (cisli1500m000) session, you can enter a GL code or accept the default GL code. The manual sales ledger account is used for the credit posting.

If you select the **Asset Disposal** check box, ERP LN uses the default **Asset Disposal** account from the SLI Parameters (cisli1500m000) session.

7. if you wish, you can click the **Text** button to add a detail text to the invoice line. For details, refer to *To print texts on invoices (p. 2-3)*.
 8. To enter multiple invoice lines, repeat steps 5 to 7.
-

9. Save the data and in the Manual Sales Invoice Data (cisli2520m000) session, save the invoice header data and close the details session.

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

To process manual sales invoices

You can process a manual sales invoice in two ways:

- Through direct processing
- Through manual processing

Direct processing

- To directly process a manual sales invoice, you must have entered default billing request templates and billing request additions in the SLI Parameters (cisli1500m000) session. In the Manual Sales Invoice Data (cisli2520m000) session, select the invoices that you wish to process and on the **Specific** menu, click **Direct Processing**. Without asking for confirmation, ERP LN automatically processes the invoice.

ERP LN performs the following actions:

- Changes the status to **Confirmed**.
- Composes the invoice.
- Prints the invoice according to default template addition for manual sales, to the device defined for direct processing in the SLI Parameters (cisli1500m000) session.
- Posts the invoice amounts.
- Changes the status to **Posted**.

Manual processing

To manually process a manual sales invoice, take the following steps:

1. The newly created manual sales invoice has the **On Hold** status. Change the status to **Confirmed** in one of the following ways:
 - In the Global Confirmation of Order data (cisli2219m000) session, select the **Manual Sales Invoices** check box and then click **Process**. ERP LN changes the status of all manual invoices that have the **On Hold** status to **Confirmed**.
 - In the Manual Sales Invoice Data - Lines (cisli2525m000) overview session, select the invoicing data line and on the **Specific** menu, click **Confirm**.
 2. Create and process a billing request for the manual sales invoice as described in *The invoicing procedure* (p. 3-2) .
-

Disposal of fixed assets

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

- In the SLI Parameters (cisli1500m000) session, enter the default **Asset Disposal** account and dimensions. Enter a ledger account of which the **Fixed Asset Integration** field in the Chart of Accounts (tfgld0108s000) session is **Disposal**.
 - In the Manual Sales Invoice Data - Lines (cisli2525m000) session, select the **Asset Disposal** check box. You can then select the asset. ERP LN uses the default **Asset Disposal** account from the SLI Parameters (cisli1500m000) session.
 - When you post the invoice, ERP LN generates a batch. To set the asset status to **Disposed**, you must finalize the batch in Financials. ERP LN generates the integration transactions described in Interim Revenue for Asset Disposal.
-

Rebates

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

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

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

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

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

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

Financial postings for rebates

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

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

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

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

Interest invoices

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

To set up interest invoicing

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

To set up interest invoicing, use the following sessions:

- **Invoice-to Business Partners (tccom4112s000)**
For invoice-to business partners for which you want to raise interest invoices, select the **Charge Interest** check box.
- **Mapping Scheme (tfld4573m000)**
Use this session to define the mapping of the Interest Invoice / Revenues Analysis integration document type.
- **Accounts by Financial BP Group (tfacr0110m100)**
Use this session to select the **interest invoices** ledger account for the business partner group.
- **Interest Percentages (tfacr5102m000)**
Use this session to define the interest percentages for each financial business-partner group, and for different periods of days.
- **Interest Invoice Related Data (tfacr5101s000)**
Use this session to define whether interest must be calculated on unpaid invoices, partly paid invoices, interest invoices, and/or fully paid invoices. You can also indicate that ERP LN must take advance payments, unallocated payments, and credit notes into account for the generation of interest invoices.
- In addition, you can set up the following conditions.

ERP LN only generates an interest invoice advice entry if the following conditions are met:

- The total of all advice entries in one currency is higher than the allowed minimum amount of an interest invoice defined in the **Min Amnt for Int. Inv** field.
- The invoice is overdue for a greater number of days than the number of days defined in the **Min. Days for Int. Inv** field.

To process interest invoices

To generate interest invoices, take the following steps:

1. In the Accounts Receivable module, use the following sessions:
 - **Select Inv.-to BP Receipts for Interest Invoices (tfacr5210m000)**
Use this session to select invoices for which interest invoices can be generated and calculate the interest amounts according to the parameter settings of the Interest Invoice Related Data (tfacr5101s000) session.
 - **Interest Invoice Advice (tfacr5510m000)**
You can use this session to view the selected interest invoicing data, and delete some records if this is necessary.
 - **Transfer Interest Invoices To SLI (tfacr5220m000)**
Use this session to transfer the interest invoice advice from the Accounts Receivable module to Central Invoicing. If you select the **Confirmed** check box, the interest invoicing data lines in Central Invoicing have the **Confirmed** status.
When you transfer the interest invoices to Central Invoicing, ERP LN deletes the interest advice lines from the Accounts Receivable module.
2. In Central Invoicing, take the following steps:
 - a. In the Interest Invoice Data (cisl2510m000) session, you can optionally view the interest invoice data. You can change the status of individual lines to **Confirmed** or **On Hold**, as required.
 - b. Create a billing request to process the interest invoicing data, or process a billing request set that contains such a billing request. For details, refer to *The invoicing procedure* (p. 3-2) .

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

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

Appendix A

Glossary

A

bank reference

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

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

billing request

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

billing request addition

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

billing request set

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

billing request template

Defines the type and number of orders that you can select through the billing request. For example, the types of orders can be Sales, Freight, Project, or Service, and the number of orders of each type can be none, one, or several.

composing criteria

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

Example

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

delivery note

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

EDI messages

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

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

electronic data interchange (EDI)

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

financial business-partner group

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

GL code

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

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

grand total rounding

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

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

integration mapping scheme

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

intercompany settlement transaction

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

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

interest invoice

An invoice to charge interest.

You can create interest invoices for:

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

invoice delivery method

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

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

invoicing method

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

invoicing method

This method is only used for contract projects to invoice to Financials. Capital projects have no invoicing. Sales order project use Sales Control for invoicing.

late payment surcharge

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

manual sales invoice

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

monthly billing invoice

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

Operations Management

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

payment schedule

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

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

Note

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

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

Synonym: receipt schedule

receipt schedule

See: *payment schedule (p. A-5)*

relation

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

sales invoice

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

sales type

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

tax country

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

tax exemption certificate

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

triangular invoicing

The generation of internal financial settlements if goods and the invoice for the goods are sent by or received by different entities. The entities can be departments, warehouses, and internal or external business partners. ERP LN automatically generates the internal invoices or the settlement between the entities in the financial companies that are involved.

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