



Infor LN Invoicing User Guide for Invoicing

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About this Guide

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

Intended audience

This document is intended for the following categories of users:

- Key users who set up Invoicing
- Users who perform and monitor the invoicing process

Assumed knowledge

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

Document summary

This document contains the following chapters:

- Invoicing Overview
Provides an introduction to Invoicing, sources of billable lines, invoicing process and status (both with and without workflow), and the concept of central invoicing.
- Invoicing Setup
Provides instructions on how to combine and aggregate invoices, configure invoices, set up invoice distribution, mass, ad hoc and self-billed invoicing, and specify posting data, and tax data.
- Invoicing Procedure
Describes all steps in the invoicing process.
- Mass Invoicing
Provides an overview of mass invoicing, and information on recurring invoicing batches, and the Mass Invoicing Workbench (cisl3620m000) session.
- Ad Hoc Invoicing
Provides an overview of ad hoc invoicing, information on the **Invoicing 360 (cisl3600m000)** session, and the process of manual sales invoicing.
- Self-Billed Invoicing
Provides an overview of self-billed invoicing, information on the **Self-Billing Workbench (cisl5620m000)** session, and the process of manual matching.

- **Invoicing Data Maintenance**
Provides information on user profile authorization, maintenance options, maintenance of billable lines and invoices, credit and rebill functionality, and credit invoice lines.
- **Invoicing Utilities**
Describes tools that you can use to generate sales listings, update tax registers, archive and delete invoice data, and clear obsolete invoice tables.
- **Taxation**
Describes various country-specific tax features, such as tax date, sales listing, Vertex integration, and tax on separate invoice.
- **Revenue Recognition**
Includes information on project invoicing and service contract invoicing.
- **Miscellaneous**
Covers a variety of topics, including invoice workflow authorization, invoice distribution, shipment-based invoicing, and installment invoicing.
- **Glossary**
Provides definitions of the terms and concepts used in this document, in alphabetical order.

How to read this document

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

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

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

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Chapter 1: Invoicing Overview

Invoicing

You use Invoicing to create billable lines, which can be used to invoice business partners. Billable lines can originate from the following sources:

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

Invoice processing

An invoice needs to be composed before it can be draft printed. The draft print is required to do initial verification of basic data on the invoice, such as customer VAT ID, terms of payment, and legal text.

Once an invoice is printed, it is a legal invoice. If at this stage an invoice is not correct, it needs to be canceled and recreated.

When the user has - optionally - draft printed the invoice, the invoice must be submitted for approval. Its status will then be set to **Pending Approval** at once, which means that the invoice will be blocked for processing. Any session that processes a range of invoices will skip this invoice. The status submitted for ION Workflow is **Ready to Print**. This status is stored and will be visible on the invoice after the invoice is approved in ION Workflow.

If a user runs the **Compose/Print/Post Invoices (cisl2200m000)** session as a single step, all invoices should be submitted for ION Workflow approval. As a consequence, this process is interrupted and cannot be completely executed for invoices that need to be composed, printed, and posted. Invoices that only require printing and posting and that have status **Ready to Print** can be processed, of course.

After the invoice is approved in ION Workflow, the status of the invoice is set to **Ready to Print** and from here the invoice can be selected for final printing and posting.

If the invoice is rejected in ION Workflow, the status of the invoice is reset to **On Hold**. From here, the data must be corrected after which the invoice can be submitted again for ION Workflow approval. This process could be repeated multiple times.

Direct processing and ION Workflow

Some types of invoices in LN allow for direct processing, such as *collect orders* (Order Management), *debit/credit notes* (Financials), and *manual sales invoices* (Invoicing).

If ION Workflow is implemented, however, only collect orders will be enabled for direct processing, whereas debit/credit notes and manual sales invoices will be subject to ION Workflow approval.

Printing invoices

The following table shows which invoicing statuses are valid for printing.

Invoicing Status	Print Option Available?		
	Draft	Original	Reprint
On Hold			
Confirmed	Yes*		
Ready to Submit	Yes		
Pending Approval	Yes		
Ready to Print	Yes	Yes	
Printed			Yes
Posted			Yes

Chapter 2: Invoicing Setup

Setting up Invoicing

To set up Invoicing, refer to the following topics:

- Setting up invoice combining and aggregation
- Setting up invoice configuration
- Setting up invoice distribution
- Setting up financial data
- Setting up tax data
- Setting up mass invoicing
- Setting up ad hoc invoicing
- Setting up self-billed invoicing

Note: All required invoicing-related parameters and settings can be accessed through the **Invoicing Parameters (cisli0100m000)** session.

Setting up invoice combining and aggregation

To set up invoice combining and aggregation:

- 1 In the **Invoicing Methods (tcmcs0555m000)** session, specify *invoicing methods*.
- 2 In the **Invoicing Options (cisli1520m000)** session, specify *invoicing options*.
- 3 In the **Invoicing Parameters (cisli0100m000)** session, optionally select **Aggregate Shipment Lines**.

Setting up invoice configuration

To set up invoice configuration:

- 1 In the **Invoice Layouts (cisli1150m000)** session, specify layouts for a fixed number of invoice layout types.
- 2 In the **Invoice Layouts by Business Partner (cisli1159m000)** session, optionally link invoice layouts to a combination of invoice-to business partner and department.
- 3 In the **Invoicing Options (cisli1520m000)** session, specify invoicing options.

- 4 In the **Invoice Texts (cisli1110m000)** session, optionally specify language-specific standard texts for invoice headers and footers.
- 5 In the **Invoicing User Profiles (cisli0110m000)** session, specify default print options, and whether a user is authorized to change invoicing data.

Setting up invoice distribution

To set up invoice distribution:

- 1 In the **Invoice Delivery Methods (tcmcs0156m000)** session, specify *invoice delivery methods*.
- 2 In the **Document Output Management Rules (tccom6170m000)** session, do the following:
 - For a combination of document type and business partner, or a set of business partners, specify how invoices must be processed.
 - Specify the destination types (**Mail**, **Fax**, or **Print**) that apply to the recipients.
 - Store the address information, such as e-mail address or fax number.
- 3 In the **Invoice Printing Sequences (cisli1540m000)** session, specify printing sequences for original invoices.
- 4 In the **Invoicing User Profiles (cisli0110m000)** session, specify default devices and print options.

Setting up mass invoicing

To set up mass invoicing:

- 1 In the **Invoicing Batch Templates (cisli1125m000)** session, specify at least one *invoicing batch template*.
- 2 In the **Invoicing Parameters (cisli0100m000)** session, on the **Processing** tab, specify defaults for invoice date, printing, and posting.
- 3 For batch processing, under **Processing Defaults**, in the **Composing Reference Based** fields, specify default templates for invoicing batches and *invoicing options*.

Setting up ad hoc invoicing

To set up ad hoc invoicing:

- 1 In the **Invoicing Batch Templates (cisli1125m000)** session, specify at least one *invoicing batch template*.
- 2 In the **Invoicing Parameters (cisli0100m000)** session, you can specify these parameters:
 - Select or clear the **Use General Ledger Code** check box to indicate the default way in which you want to specify the posting data. If you select the **Use General Ledger Code** check box, in the **Manual Sales Invoice Lines (cisli2125m000)** session you can still empty the **GL Code** field and use the integration ledger account and dimensions.

- Specify 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 specify the default *GL code* for the credit entry.
- The **Manual Sales Order Header Dimensions** check box. If you select this check box, you can select the dimensions for the control account when you create the manual sales invoice header in the **Manual Sales Invoice Lines (cisli2125m000)** session.
- A default invoicing batch template and default *invoicing options*.
- Default *transaction types* and *series* to be used for invoice numbering, depending on the origin of the invoice transactions, such as sales orders and service orders. In this way, you permit or restrict the grouping of invoicing data types on the invoices: to be grouped on a single invoice, the invoicing data lines must have the same transaction type and series.

Setting up self-billed invoicing

To set up self-billed invoicing:

- 1 In the **Match Codes (tcmcs0158m000)** session, specify at least one *match code*.
- 2 In the **Invoicing Parameters (cisli0100m000)** session, on the **Miscellaneous** tab, under **Self-Billed Invoice**, specify the following as required:
 - **Match Code** (mandatory)
 - **Automatic Match Self-Billed Invoice** (recommended)
 - **Automatic Approve Self-Billed Invoice**
- 3 In the same session, on the **Number Groups** tab, specify a number group and series for self-billed invoices.
- 4 In the **Self-Billing Authorizations (cisli0120m000)** session, specify minimum and maximum amounts, and percentages for users when they approve matched self-billed invoices.

Activation of the Extended SBI functionality

The Extended SBI functionality is available for companies defined in LN for which the **Self-Billing (Sales)** check box is selected in the **Implemented Software Components (tccom0100s000)** session.

For companies migrated from an earlier LN version without the Extended SBI functionality, you must activate the Extended SBI functionality to use this functionality.

For new companies, activation is not required.

The activation process consists of these steps:

- **In Preparation**
- **Activate**

In Preparation

After launching the **In Preparation** step, you must perform these activation activities:

- **Define Sold-To BP using Price Components**
- **Upgrade Self-Billed Invoice Lines**
- **Upgrade Billable SBI Lines**

Define Sold-to BP Using Price Components

In this activation activity, you access the **Sold-to Business Partners (tccom4510m000)** session to select the **Price Component in use** check box for the relevant business partners.

Upgrade Self-Billed Invoice Lines

In this activation activity, the **Upgrade Self-Billed Invoice Lines (cisli5205m100)** session is used to update these self-billed invoice line fields with the values of their counterparts of the **Self-Billed Invoices (cisli5100m000)** header session:

- **Invoice-to Business Partner**
- **Receipt Date**
- **Self-Billed Invoice Type**
- **Price Component**

Note:

You can run this session as often as needed before completing the activation activity. Any previously upgraded invoice lines will not be overwritten.

Upgrade Billable SBI Lines

In this activation activity, the **Upgrade Billable SBI Line (cisli5230m000)** session is used to create data for the **Billable SBI Lines (cisli5130m000)** session.

The **Billable SBI Lines (cisli5130m000)** session contains information about the billable lines for which a self-billed invoice is to be expected. This information supports matching billable lines of these correction invoice types:

- **Debit Note**
- **Credit Note**
- **Price Variation**

Note:

You can run this session as often as needed before completing the activation activity. Any previously upgraded invoice lines will not be overwritten.

Activate

When you have completed the activation activities, you can set the Extended SBI functionality to **Active**.

Activating the Extended SBI functionality

- 1 In the **Concept Activation (tcomm4600m100)** session, select **Extended SBI Configuration**.
- 2 In the **Concept Activation (tcomm4600m000)** workbench session, click **In Preparation**.
- 3 Click OK to enable the activation activities when prompted to continue or cancel.

- 4 Click the activation activity options to perform the activation activities:
 - **Define Sold-To BP using Price Components**
 - **Upgrade Self-Billed Invoice Lines**
 - **Upgrade Billable SBI Lines**
- 5 Click **Activate** to set the Extended SBI functionality to **Active**.

Setting up financial data

To set up financial data:

- 1 In the **Invoicing Parameters (cisli0100m000)** session, on the **Processing** tab, specify defaults for invoice date, printing, and posting. Under **Processing Defaults** specify a default *invoicing batch template* and default *invoicing options*.
- 2 In the **Invoicing Transaction Types (cisli0101m000)** session, specify for each source type and invoicing scenario combination, default transaction types and series to generate the invoice document numbers.
- 3 In the **Bank Reference Positions by Country (cisli1130m000)** session, specify start positions and lengths of the fields for the components of the *bank reference number*.

Setting up tax data

To set up tax data:

- 1 In the **Invoicing Parameters (cisli0100m000)** session, on the **Processing** tab, specify the following:
 - **Tax Date**
 - **Settlement Tax Date**
 - **Fiscal Period Derived From**
 - **Tax Period Derived From**

Setting up the intracommunity listing

LN collects the data from the sales invoices that you send to business partners with addresses in EU member countries that are different from the country of your company's address.

To set up LN to collect the sales-listing data, use the following sequence of sessions:

- 1 **Implemented Software Components (tccom0100s000)**, select the **EU Sales Listing** check box.
- 2 In the **General Company Data (tccom0102s000)**, specify your company's own VAT number in the **Tax Number of Own Company** field.

- 3 In the **Countries (tcmcs0510m000)**, select the **EU Member State** check box when you define a country that is a member of the European Union (EU).
- 4 In the **Tax Numbers by Business Partner (tctax4100m000)**, specify the tax identification number of each business partner in an EU member country.
- 5 In the **Intracommunity Listing Declaration Periods by Tax Period (tccom7103m000)**, specify the periods for which you must submit the *sales listing* and map the periods to the tax periods defined for the financial company.
- 6 In the **Sales Listing Declaration Layout (tccom7101m000)**, specify or update the layout of the sales listing XML file. If you generate a comma-separated (CSV) file, you must also use this session to define the required fields.

Printing texts on invoices

You can print the following texts on invoices:

- **Header and Footer**
Standard header text and footer text that LN can print on all invoices in the languages of the invoice-to-business partners.
For details, refer to Printing header and footer texts on invoices.
- **Additional Text and Detail Text**
Specific text that you can add to the invoicing data.
For details, refer to Printing additional text and detail texts on invoices.
- Lot and serial numbers
If serialized items and/or lot items occur on the invoice, LN can print the serial numbers and lot numbers on the invoice. In the **Invoicing Options (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 Printing tax articles on invoices.
- Tax exemption certificate number
To print *tax exemption certificate* numbers on orders and invoices, select the **Print Tax Exemption** check box for the *tax country* in the **Countries (tcmcs0110s000)** session.
- Business partner's bank address and account number
In some countries, the bank address and the business partner's bank account number must be printed on the invoice.
For details, refer to Printing business partner bank details on invoices.
- *Delivery notes*
If the goods are accompanied by a delivery note, LN prints the delivery note numbers and the weight of the goods as stated on the delivery notes, on the invoice.
- 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 Printing reference texts on invoices.

Printing 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:

- 1 In the **Invoice Texts (cisl1110m000)** session, click **New** to add a record.
- 2 In the **Standard Text** field, specify a code for the text.
- 3 In the **Language** field, specify the appropriate language code.
- 4 In the **Description** field, type the text as it must appear in the language.
- 5 Save the data.
- 6 Repeat the previous steps to specify 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 **Invoicing Options (cisl1120s000)** session, specify the standard text codes in the **Header** field and/or the **Footer** field. When you print the invoices, LN prints the text in the language of the invoice-to business partner.

Printing additional text and detail texts on invoices

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

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

To create, view, or change text:

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

Printing reference texts on invoices

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

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:

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

Printing tax articles on invoices

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:

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

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

Printing business partner bank details on invoices

To print the bank address or the business partner's bank account number on invoices:

- In the **Payment/Receipt Method (tfcmg0140s000)** session, select the following check boxes, as applicable:
 - **Bank Address Required**
 - **Bank Account Required**

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

Print Euros

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

Amounts in currencies marked as EMU currencies in the **Currencies (tcmcs0102m000)** session are then printed in the euro currency of the financial company, which you can select in the **Transition Currency** field of the **Companies (tceem1170m000)** session (under Master Data, Enterprise Modeling Management, Enterprise Structure).

Chapter 3: Invoicing Procedure

Invoicing procedure

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

- 1 Release invoicing data to Invoicing
- 2 View invoicing data
- 3 Correct invoicing data
- 4 Confirm invoicing data
- 5 Create an invoicing batch
- 6 Process the invoicing batch

If required, you can reprint the invoices as described in Reprint printed and posted invoices.

Periodically, you can remove the invoices from the operational system as described in Removing invoicing data.

Release invoicing data to Invoicing

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

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

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

The following table shows the status of the invoicing data.

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

Confirmed	Confirmed OR On Hold	On Hold
Rebates	-	-
Freight orders	-	-

View invoicing data

You can view transferred but not yet invoiced data in the **Billable Lines (cisl8110m000)** session. When invoiced, you can view the data in the **Invoice Lines (cisl3110m000)** session.

If invoicing lines exist with status **On Hold** or **Confirmed**, depending on the invoicing data type, you can usually change a number of data, including the following:

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

If you change any of these fields, the new data only applies to the invoice lines that must still be processed.

Depending on the invoice status, a number of data can be changed even after composing and printing. The following table shows which subset of data can be changed.

Ready to Submit, Ready to Print	Printed	Ready to Submit, Ready to Print, Printed
<ul style="list-style-type: none"> • Rate Date • Tax Date • Settlement Tax Date Based on 	<ul style="list-style-type: none"> • Tax Year/Period • Fiscal Year/Period • Reporting Year/Period 	<ul style="list-style-type: none"> • Bank Account • Invoice Delivery Method • Financial Department • Invoice Layout • Invoice-to Address • Link to Monthly Billing Invoice • Payment Method • Pay-by Address • Sales Type

To use the new data for already composed invoices, you must undo the composition in the **Compose/Print/Post Invoices (cisl2200m000)** session. See: Correct invoicing data.

Correct invoicing data

If changes to the invoice amounts are required, you can undo the composition of a **Ready to Print** invoice in Invoicing. In the related *Operations Management* package, such as Sales or Service, you can change the invoice-related data. LN will then update the billable lines (status: **On Hold**) accordingly, after which you can reprocess the invoicing data.

Note: You cannot make corrections to invoices for which you use Direct processing of invoices, for example, debit notes and credit notes.

1 Undo the composition of invoices

In the **Invoicing 360 (cisli3600m000)** session, select the invoicing batch or the recurring invoicing batch. Select one of these check boxes:

- **Undo Compose**

If you click **Continue**, the application performs these actions:

- Removes the invoices from Invoicing.
- Sets the billable line status to **Confirmed**.
- Sets the invoicing batch status to **On Hold**.

For example, you can use this function if you want to change the selection ranges of the invoicing batch, and/or the invoicing options, and then reprocess the invoicing batch.

- **Undo Compose and Delete**

If you click **Continue**, the application performs these actions:

- Removes the generated invoices from Invoicing.
- Removes billable lines for Contract Management contracts, Service contracts, interest invoices, and manual sales invoices from the **Billable Lines (cisli8110m000)** session.

Note: Manual sales invoices are retained in the **Manual Sales Invoices (cisli2520m000)** session. However, their status will be reverted to **On Hold**.

- Sets the billable line status of other kinds of orders to **On Hold**.
- Sets the invoicing batch status to **On Hold**.

2 Correct the selection of invoices

To change the selection ranges of the invoicing batch, and/or the invoicing options:

- a In the **Invoicing Batch** session, open the invoicing batch and make the necessary changes.
- b Confirm the billable lines whose status was set to **On Hold**, for example, using the **Global Confirmation of Billable Lines (cisli2219m000)** session.
- c In the **Compose/Print/Post Invoices (cisli2200m000)** session, reprocess the invoicing batch.

3 Correct the billable lines

To change the billable lines:

- a Change the billable lines in the corresponding Operations Management package.

For kinds of orders other than for Contract Management or Service contract, the billable lines still exist in Invoicing. You do not need to release the order lines to Invoicing again. If you save the new data in the appropriate sessions in Contract Management, Sales, Project, or Service, the application automatically updates the billable lines in Invoicing and sets the status to **Confirmed**.

If you performed undo compose and delete for a Contract Management invoice or a Service contract invoice, the billable lines no longer exist in Invoicing. Change the data in the appropriate sessions of Contract Management or Service, and then release the data again to Invoicing.

- b** If you are authorized to do so, you can change a great number of data in the **Billable Lines (cisli8110m000)** session, including the following:
 - **Pay-by Business Partner**
 - **Invoice Delivery Method**
 - **Delivery Terms**
 - **Cut-off Date**
 - **Invoicing Method**
 - **Report Layout**
 - **Payment Terms**
 - **Late Payment Surcharge**
 - **Payment Method**
 - **Tax Code**
- c** Confirm the billable lines whose status was set to **on Hold**, for example, using the **Global Confirmation of Billable Lines (cisli2219m000)** session.
- d** In the **Compose/Print/Post Invoices (cisli2200m000)** session, reprocess the invoicing batch.

Confirm 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 can confirm individual lines or ranges of lines.

To confirm individual lines:

- 1** Access the **Invoicing 360 (cisli3600m000)** session, or the **Billable Lines (cisli8110m000)** session.
- 2** Select one or more lines that have the **on Hold** status and, on the *appropriate* menu, click **Confirm Lines**. The line status is set to **Confirmed**.

To confirm ranges of invoicing data:

- 1** In the **Invoicing 360 (cisli3600m000)** session, click **Confirm Lines**.
- 2** In the **Global Confirmation of Billable Lines (cisli2219m000)** session, select the check boxes for the types of invoicing data that you want to confirm, and specify selection ranges.
- 3** Click **Confirm**. The line status is set to **Confirmed**.

Maintain invoicing data

If changes to the invoice amounts are required, you can undo the composition of a **Ready to Print** invoice in Invoicing. In the related *Operations Management* package, such as Sales or Service, you can change the

invoice-related data. LN will then update the billable lines (status: **On Hold**) accordingly, after which you can reprocess the invoicing data.

Note: You cannot make corrections to invoices for which you use Direct processing of invoices, for example, debit notes and credit notes.

1 Undo the composition of invoices

In the **Compose/Print/Post Invoices (cisli2200m000)**, select the invoicing batch or the recurring invoicing batch.

Select one of these check boxes:

- **Undo Compose**

If you click **Continue**, the application performs these actions:

- Removes the invoices from Invoicing.
- Sets the billable line status to **Confirmed**.
- Sets the invoicing batch status to **On Hold**.

For example, you can use this function if you want to change the selection ranges of the invoicing batch, and/or the invoicing options, and then reprocess the invoicing batch.

- **Undo Compose and Delete**

If you click **Continue**, the application performs these actions:

- Removes the generated invoices from Invoicing.
- Removes billable lines for Contract Management contracts, Service contracts, interest invoices, and manual sales invoices from the **Billable Lines (cisli8110m000)** session.

Note: Manual sales invoices are retained in the **Manual Sales Invoices (cisli2520m000)** session. However, their status will be reverted to **On Hold**.

- Sets the billable line status of other kinds of orders to **On Hold**.
- Sets the invoicing batch status to **On Hold**.

2 Correct the selection of invoices

To change the selection ranges of the invoicing batch, and/or the invoicing options:

- a** In the **Invoicing Batch** session, open the invoicing batch and make the necessary changes.
- b** Confirm the billable lines whose status was set to **On Hold**, for example, using the **Global Confirmation of Billable Lines (cisli2219m000)** session.
- c** In the **Compose/Print/Post Invoices (cisli2200m000)** session, reprocess the invoicing batch.

3 Correct the billable lines

To change the billable lines:

- a** Change the billable lines in the corresponding Operations Management package.

For kinds of orders other than for Contract Management or Service contract, the billable lines still exist in Invoicing. You do not need to release the order lines to Invoicing again. If you save the new data in the appropriate sessions in Contract Management, Sales, Project, or Service, the application automatically updates the billable lines in Invoicing and sets the status to **Confirmed**.

If you performed undo compose and delete for a Contract Management invoice or a Service contract invoice, the billable lines no longer exist in Invoicing. Change the data in the appropriate sessions of Contract Management or Service, and then release the data again to Invoicing.

- b** If you are authorized to do so, you can change a great number of data in the **Billable Lines (cisli8110m000)** session, including the following:

- **Pay-by Business Partner**
 - **Invoice Delivery Method**
 - **Delivery Terms**
 - **Cut-off Date**
 - **Invoicing Method**
 - **Report Layout**
 - **Payment Terms**
 - **Late Payment Surcharge**
 - **Payment Method**
 - **Tax Code**
- c** Confirm the billable lines whose status was set to **on Hold**, for example, using the **Global Confirmation of Billable Lines (cisli2219m000)** session.
- d** In the **Compose/Print/Post Invoices (cisli2200m000)** session, reprocess the invoicing batch.

Create an invoicing batch

In the **Invoicing Batch** session, create an *invoicing batch*. You must select an *invoicing batch template* and *invoicing options* for the invoicing batch.

Specify selection ranges for the invoicing data that you want to process.

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

Process the invoicing batch

To process the invoicing batch, start the **Compose/Print/Post Invoices (cisli2200m000)** session. You can process individual invoicing batches or process multiple invoicing batches in a *recurring invoicing batch*. See: Job processing of invoices.

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

You can select these processes:

- **Compose**

LN generates invoices from the selected invoicing data. The invoicing data lines are grouped on the invoices according to the relevant composing criteria. See: Selecting order data for invoicing. The invoicing data lines status is set to **Ready to Print** and the invoicing batch status is set to **Composed**. The invoice receives a temporary invoice sequence number.

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

- To check the invoices, you can print draft invoices or you can view the composed invoices in the **Invoices (cisli2505m100)** session. If corrections to the invoicing data or to the printed invoices are required, you can undo the composition of the invoices. See: Correct invoicing data.
- **Print**
 - **Draft**

LN prints draft invoices that you can check. The draft invoice shows the temporary invoice sequence number. The invoicing data lines status remains **Ready to Print** and the invoicing batch status remains **Composed**.
 - **Original**

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

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

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

In the **Printing Sequence** field, you can select a printing sequence for the invoices. By default, the invoices are sorted by invoice delivery method.

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

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

When posting the invoices to Financials, LN performs these actions:

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

Printing and posting the invoices separately

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

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

Reprint printed and posted invoices

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

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

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

Continue with: Removing invoicing data

Selecting order data for invoicing

You must create an *invoicing batch* to create selections of invoicing data for which the application generates invoices.

If you create a new invoicing batch in the **Invoicing Batch** session, you must select an *invoicing batch template* for the invoicing batch. The invoicing batch template determines the types and number of invoice data lines you can select for the invoicing batch.

Note:

A template must exactly define the number and types of orders for which you want to create invoices in an invoicing batch. In the invoicing batch, you cannot ignore the selections defined in the invoicing batch template. For all kinds of orders for which the template defines that you can select **Several**, the full range of invoicing data is selected in the invoicing batch by default. You can specify a smaller range in the invoicing batch. However, you cannot select **None**.

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

If you compose the invoices for the data selected through the invoicing batch, the application can either generate a separate invoice for each invoice data line, or combine invoice data on the invoices.

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

- Transaction type and series

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

- In the **Invoicing Transaction Types (cisli0101m000)** session, for every kind of order, you can specify 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, specify the same transaction type and series for the kind of orders.

Within a specific source type, grouping is done based on the regular transaction type: if the final invoice is a credit note, the credit note transaction type of that source type is used. However, if you

group different source types on the invoice (based on the invoicing method and setting the same transaction type for the source types), you must set the credit note transaction type to the same value for these source types.

- If the invoicing batch selection includes order invoices and related credit notes for return orders, the application first settles the order invoices with the credit notes, and then generates a sales invoice for the remaining amount. The operational company, invoice transaction type and invoice number of the order invoice must be available in Invoicing.
- In the **Invoicing Options (cisli1120s000)** session, you can specify that you can overwrite the transaction type when you create an invoicing batch. You can use this feature to overrule the way in which the invoice lines are grouped by default.
- **Composing criteria**
Invoice lines can only be grouped on one invoice if the composing criteria have the same values. For example, invoice lines for different invoice-to business partners cannot be grouped on one invoice. For a list of the predefined composing criteria, refer to Composing criteria.
- **Invoicing method**
The *invoicing method* defines whether various orders and kind of orders can be grouped on one invoice. You specify invoicing methods in the **Invoicing Methods (tcmcs0155s000)** session, and then link the methods to the business partner in the **Invoice-to Business Partner (tccom4112s000)** session.
- **Invoicing batch template**
The *invoicing batch template* controls the number and type of orders that you can select for invoicing in an invoicing batch. If the invoicing batch template and the applicable invoicing method allow different types of grouping, the application applies the most restricted grouping.

Overwriting the transaction types and series

If the invoicing batch template permits, you can specify a transaction type and series in the **Invoicing Batch** session that will be used to generate the document numbers, instead of the transaction type and series defined for invoice and credit note invoices in the **Invoicing Transaction Types (cisli0101m000)** session.

You can use this feature for two purposes:

- If the invoicing batch 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 invoicing batches for a *recurring invoicing batch*, the invoicing batch 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.

Creating separate invoices for each kind of order

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

- In the **Invoicing Methods (tcmcs0155s000)** session, create separate invoicing methods for each type of order.
- In the **Invoicing Transaction Types (cisli0101m000)** session, specify different transaction types and/or series for the various kinds of orders.
- Create invoicing batch templates that each select a single invoicing data type.

Composing criteria

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

Two types of composing criteria exist:

- Fixed general criteria

Predefined general composing criteria that always apply to all types of invoices.

- Specific criteria

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

Note:

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

Fixed general criteria

- Financial Company
- Dimensions
- Transaction Type
- Operational Company
- Sold-to Business Partner
- Invoice-to Business Partner
- Invoicing Method
- Pay-by Business Partner
- Ship-to Business Partner
- Ship-to Address
- Invoice-to Address
- Pay-by Address
- Invoice Currency
- Payment Terms
- Late Payment Surcharge
- Invoice Delivery Method
- Payment Method
- Tax Country
- Business Partner Tax Country
- Rate Determiner
- Report Layout

- The **Link to Monthly Billing Invoice** option of the sales invoice.

Sending sales invoices through EDI

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

You can link these sessions to EDI:

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

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

Example

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

Chapter 4: Mass Invoicing

Before you start using mass invoicing, please refer to the setup requirements as described in *Setting up mass invoicing*.

Use the **Mass Invoicing Workbench (cisl3620m000)** session to view all invoices and billable lines that have been processed at a specific processing date. For each status, this session summarizes the numbers of invoicing batches, invoices, and exceptions. It also allows you to filter and to browse easily to earlier or later dates.

Because recurring invoice batches can be large, you can handle exceptions by taking care of the invoices that have not been completed successfully. For example, because the financial period in the General Ledger was not open.

Also in this session, you can set up recurring invoicing batches, define jobs, and view job history.

Job processing of invoices

To process invoices in a batch job, you must use *recurring invoicing batches*. Typically, you would define recurring invoicing batches to process similar selections of invoicing data regularly without the need to create a new invoicing batch every time.

Example: daily processing of invoices related to sales orders.

To set up job processing of invoices:

- 1** In the **Global Confirmation of Billable Lines (cisl2219m000)** 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 an invoicing batch template for the order type and set the number of orders to **Several**.
- 4** Define the invoice layout in invoicing batch options.
- 5** Create an invoicing batch to select the invoicing data.
- 6** Create a recurring invoicing batch.
- 7** Add the invoicing batch to the recurring invoicing batch. You can add multiple invoicing batches to a recurring invoicing batch.
- 8** In the **Compose/Print/Post Invoices (cisl2200m000)** session, specify these details:
 - a** Select the recurring invoicing batch in the **Recurring Invoicing Batch** field.
 - b** Select the **Compose**, **Print**, and **Post** check boxes.
 - c** Leave the current date and time in the **Cut-off Date** field.

- d** Click **Add to Job** to create a job that processes the recurring invoicing batch 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 invoicing batches. For more information, refer to Using jobs.

To create a recurring invoicing batch:

- 1** In the **Recurring Invoicing Batches (cisli1106m000)** session, create a recurring invoicing batch.
- 2** Select the recurring invoicing batch and on the *appropriate menu*, click **Invoicing Batches**. The **Recurring Invoicing Batch - Invoicing Batches (cisli1107m000)** session starts.
- 3** To add invoicing batches to the recurring invoicing batch, click New. In the **Invoicing Batch** field, click the browse arrow to select an invoicing batch in the **Invoicing Batch** session.
- 4** Save the data and close the **Recurring Invoicing Batch - Invoicing Batches (cisli1107m000)** session.
- 5** In the **Recurring Invoicing Batches (cisli1106m000)** session, save the data.

To process a recurring invoicing batch:

- 1** In the **Recurring Invoicing Batches (cisli1106m000)** session, select the recurring invoicing batch.
- 2** On the *appropriate menu*, click **Process**. The **Compose/Print/Post Invoices (cisli2200m000)** session starts. The recurring invoicing batch is already selected.
- 3** In the **Compose/Print/Post Invoices (cisli2200m000)** session, enter the required data in the remaining fields.
- 4** Click **Continue** to process the invoicing batches of the recurring invoicing batch.

Chapter 5: Ad Hoc Invoicing

Before you start using ad hoc invoicing, please refer to the setup requirements as described in Setting up ad hoc invoicing.

Use the **Invoicing 360 (cisli3600m000)** session to view the overall status of all billable lines and invoices, and a summary of the related amounts. In addition to this, you can use this session for manual invoicing.

Manual sales invoices

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

To create a manual sales invoice:

- 1 In the **Invoicing 360 (cisli3600m000)** session, on the *appropriate menu*, click **Create Manual Sales Invoice**. The **Manual Sales Invoice (cisli2620m000)** session starts.
- 2 On the **Common** and **Financial** tabs, specify the data required to create the manual sales invoice header.
- 3 To create the invoice lines, on the **Lines** tab, click **New**.
- 4 Specify the invoice data.
- 5 If you wish, you can click the Text button to add a detail text to the invoice line. For details, refer to Printing texts on invoices.
- 6 Save the data in the **Manual Sales Invoice (cisli2620m000)** session.

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

To process manual sales invoices:

- Direct processing To directly process a manual sales invoice, you must have specified default invoicing batch templates and invoicing options in the **Invoicing Parameters (cisli0100m000)** session.
 - 1 In the **Manual Sales Invoices (cisli2520m000)** session, select the invoices that you wish to process.
 - 2 From the *appropriate menu*, select **Direct Processing**.

Without asking for confirmation, LN automatically processes the invoice. LN performs these actions:

- Changes the status to **Confirmed**.
- Composes the invoice.
- Prints the invoice according to default template addition for manual sales, to the device defined for direct processing in the **Invoicing Parameters (cisli0100m000)** session.
- Posts the invoice amounts.
- Changes the status to **Posted**.

- Manual processingTo manually process a manual sales invoice:
 - 1 The newly created manual sales invoice has the **On Hold** status. To change the status to **Confirmed**, do either of the following:
 - In the **Global Confirmation of Billable Lines (cisli2219m000)** session, select the **Manual Sales Invoices** check box, and then click **Confirm**. LN changes the status of all manual invoices that have the **On Hold** status to **Confirmed**.
 - In the **Manual Sales Invoice Lines (cisli2125m000)** overview session, select the invoicing data line and from the *appropriate* menu, click **Confirm**.
 - 2 Create and process an invoicing batch for the manual sales invoice as described in Invoicing procedure.

Disposal of fixed assetsTo create and process a manual sales invoice for disposed fixed assets:

- 1 In the **Invoicing Parameters (cisli0100m000)** session, specify the default **Asset Disposal** account and dimensions.

Specify a ledger account of which the **Fixed Asset Integration** field in the **Chart of Accounts (tfgld0508m000)** session is **Disposal**.
- 2 In the **Manual Sales Invoice Lines (cisli2125m000)** session, select the **Asset Disposal** check box., and then select the asset.

LN uses the default **Asset Disposal** account from the **Invoicing Parameters (cisli0100m000)** session.
- 3 Post the invoice.

LN generates a batch.
- 4 To set the asset status to **Disposed**, finalize the batch in Financials.

Chapter 6: Self-Billed Invoicing

Before you start using self-billed invoicing, please refer to the setup requirements as described in Setting up self-billed invoicing.

Use the **Self-Billing Workbench (cisl5620m000)** session to view the summary of all the self-billed invoices that are processed. In this exception-based session, you can focus on self-billed invoice lines that did not match automatically, and take the required actions to make them match.

Self-billed invoice matching

Self-billed invoices can be automatically matched based on:

- Fixed criteria

These fields are fixed matching criteria:

- **Invoice-to Business Partner**
- **Currency**
- **Unit Delivered Quantity**
- **Tax Country**
- **Tax Code**

Note: Only billable lines that have status **Confirmed** and for which the Receive Invoice check box was selected, will be considered for matching.

- Optional criteria

These fields are optional matching criteria:

- **Sales Order**
- **Customer Order Number**
- **Shipment**
- **Shipment Line**
- **Packing Slip**
- **Packing Slip External**
- **Item**
- **VAT Number Customer**
- **Shipment Reference**
- **Ship-to Address**
- **Delivery Point**

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

Note:

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

Approve matched self-billed invoices

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

Note:

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

Chapter 7: Invoicing Data Maintenance

In addition to specifying default settings for output devices and print options, the **Invoicing User Profiles (cisli0110m000)** session allows you to specify whether a user is authorized to make changes to invoicing data, that is, to billable lines with status **On Hold**.

Invoicing statuses

Invoicing Status

On Hold

- Billable lines
The invoicing data cannot be selected for invoicing. You must confirm the invoicing data before you can generate the invoices.
- Invoices
The status of the original invoice when an invoice with status **Posted** is reversed using the Credit and Rebill command in either of the **Invoice (cisli3605m000)** and **Invoices (cisli3105m000)** sessions.

Note:

- If ION Workflow is implemented, the **On Hold** status applies to all transferred billable lines with negative amounts.
- An *invoicing batch* with **On Hold** status can be processed in the **Compose/Print/Post Invoices (cisli2200m000)** session. For more information, refer to **Invoicing batch status**.

Canceled

The invoicing data line has been canceled. If you undo the cancellation, the invoicing data status is set to **On Hold**.

Confirmed

The invoicing data can be selected for invoicing when you process an invoicing batch in the **Compose/Print/Post Invoices (cisli2200m000)** session.

Note: If ION Workflow is implemented, a billable line will receive status **Confirmed** only after approval through the workflow process.

Ready to Submit

Applicable if ION Workflow is implemented.

This status matches the **Ready to Print** status, except that the invoice must first be approved.

You can print a draft invoice to check the invoice. If the draft invoice is not correct, you can undo the composition of the invoice. The invoicing data status is then reset to **Confirmed**.

Pending Approval

Applicable if ION Workflow is implemented.

This status indicates that the invoice has been submitted for approval. As a result, the invoice can no longer be changed.

An invoice with status **Pending Approval** is excluded from any processing in Invoicing.

Ready to Print

The invoice is ready for printing. LN has generated a temporary sequence number to identify the invoice. You can change the invoice date to the current date or to another date in the past, as required. The invoice will then be recalculated.

You can print a draft invoice to check the invoice or you can print an original invoice and send it to the invoice-to business partner. If the draft invoice is not correct, you can undo the composition of the invoice. The invoicing data status is then reset to **Confirmed**.

Printed

An original invoice has been printed that you can send to the customer. LN has replaced the temporary invoice sequence number with the original invoice document number.

The invoice is final and you must post the invoice. You cannot undo the composition and change the invoicing data. You can reprint the original invoice if this is necessary.

Note: For tax invoices, the invoice number assigned during composing is also the final invoice number.

Posted

The invoice has been sent to the customer and posted to Financials. An open entry has been created in Accounts Receivable.

If required, you can reprint the original invoice, or you can use the Archive/Delete Invoice Data (cisl3205m000) session to remove the invoice data from Invoicing.

Note: The **Posted** status does not apply to billable lines, because these are removed when the related invoice is posted.

Invoicing Batch Status

On Hold

You can process or reprocess the invoicing batch in the **Compose/Print/Post Invoices (cisl2200m000)** session.

Before you process or reprocess the invoicing batch, you can perform these actions:

- Modify the invoicing data of the selected orders.
- Change the selection ranges, in the **Invoicing Batch** session.
- Link a different invoicing batch template to the invoicing batch, and then specify new selection ranges in the **Invoicing Batch** session.

Note: Invoicing data with the **On Hold** status cannot be selected for invoicing. You must confirm the invoicing data before you can generate the invoices.

In Process

The invoicing batch is currently processed. You cannot make any changes to the invoicing batches.

If the composing process is interrupted as a result of an error, the invoicing batch and related invoices have this status. Solve the problem and restart the process. LN automatically continues with the unprocessed invoicing batches and invoices.

Composed

The invoices have been composed. LN has generated temporary sequence numbers to identify the invoices.

You can print draft invoices to check the invoice, or you can print the original invoices and send them to the invoice-to-business partners. If the draft invoice is not correct, you can undo the composition of the invoicing batch. The invoicing data status and the invoicing batch status are then set to **On Hold**.

Printed

The original invoices, which can be sent to the customer, are printed. The temporary invoice sequence numbers are replaced with the original invoice document numbers.

The invoices are final and you must post the invoices. You can reprint the original invoices, if required. You cannot undo the composition and change the invoicing data.

Posted

The original invoices, which are sent to the customer, are posted to Financials. Open entries are created in Accounts Receivable. If required, you can reprint the original invoices, or you can use the **Archive/Delete Invoice Data (cisl3205m000)** session to remove the invoice data from Invoicing.

Credit and Rebill

The **Credit and Rebill** functionality is used to create a replacement invoice.

The entire invoice is reversed, for which the following billable lines are generated:

- For each invoice, a credit note, which is automatically processed.
- For each invoice line, a new billable line.

This command is only available if these conditions are met:

- The invoice status is **Posted**.
- The invoice has not yet been paid.
- The invoice is not related to installments or advanced receipt requests.
- The invoice is not a self-billing invoice.
- The invoice is not an internal invoice.
- The invoicing scenario of the original invoice is **All Scenarios**.
- The source type is not any of the following:
 - **Customer Claim**
 - **Rebate**
 - **Debit/Credit Note**
 - **Purchase Order**

- **PCS Order**
- **Warehouse Order**
- The document type is not any of the following:
 - **Advance Receipt Request**
 - **Pay-from Receipt**
 - **Credit Note**
- None of the invoice lines is related to an **Interest Invoice**.
- The source order is not yet closed:
 - For contracts, the project may not yet be closed.
 - For Sales, the sales order may not yet be processed (process delivered orders).
 - For Service, the service order may not yet be closed.
- The period in which the invoice date of the original invoice occurs, is still open.
- You are authorized to make changes.
(Allow Change Invoicing Data selected in the **Invoicing User Profiles (cisli0110m000)** session.)

Chapter 8: Invoicing Utilities

To log *sales listing* data that is missing from tcom700 (Sales Listing Data) table, use the **Generate Sales Listing (cisli2280m000)** session.

If you use a *tax provider*, you can use the **Update Tax Registers (cisli2290m000)** session to update the tax registers in the tax provider interface with the tax data of the selected invoices.

Removing invoicing data

Use the **Archive/Delete Invoice Data (cisli3205m000)** session to remove this data for a range of invoices or invoicing batches:

- Fully paid invoices, related invoicing data and invoicing batches
- Canceled invoice lines

The normal invoicing process will automatically remove all billable data except for interest invoices, manual sales invoices, and debit/credit notes.

You can archive the data to the *archive company* of the current financial company.

To remove invoicing batches or posted invoices from the Invoicing tables, use the **Clear Obsolete Invoice Tables (cisli9205m000)** session.

Chapter 9: Taxation

Tax date

For all invoicing origins, the following *tax date* options apply:

- **Invoice Date**
- **Order Date**
- **Delivery Date**

If no delivery date is specified, the invoice date is used. Example: **Installment Invoice**. In case of multiple delivery dates, the first delivery date is used as tax date.

If you change the tax date after composing, tax details as well as year and period will be recalculated.

For correction invoices (return orders, credit notes, etc.), the tax dates of the original invoices are used.

Generating the intracommunity listing

To generate the intracommunity listing:

- 1 From the *appropriate* menu in the **Invoice-to Business Partner Open Entries (tfacr2520m000)** session in Financials, start the **Sales Listing Data (tfacr1113s000)** session to transfer the open invoice data to the sales listing.
- 2 Optionally, use the **Sales Listing (tccom7570m000)** session to:
 - Display the reported amounts by invoice, date, business partner, and transaction type.
 - Specify or correct invoices that must be included in the sales listing but are not recorded, or are recorded incorrectly, in Invoicing.
 - Select the **Subcontracting** check box, where this is required.
- 3 Use the **Process Intracommunity Listing (tccom7270m000)** session to generate the sales listing. You can optionally generate a partial sales listing.

You can create:

- An XML file for automatic transfer
- A sequential comma-separated file
- A printed report

Subcontracting indicator

LN cannot set the subcontracting indicator that is required for the sales listing, on the invoices. You must do this yourself in the **Sales Listing (tccom7170s000)** session.

Generating the next intracommunity listing

You can generate the next intracommunity listing in two ways:

- In the **Process Intracommunity Listing (tccom7270m000)** session, clear the **Including Processed Lines** check box. LN includes only the invoices that have not yet been processed in the sales listing.
- Specify the declaration period in the **Process Intracommunity Listing (tccom7270m000)** session to generate the sales listing of a specific period.

If you specify a period for which you already generated the sales listing, LN automatically generates correction entries for that period. You can only generate corrections for the most recent period for which you generate the sales listing. LN does not retain the sales listing details of older periods.

Updating the sales listing

If applicable, use the **Update Deductions in Sales Listing (tctax7200m000)** session to update discount, late payment surcharge, or payment differences (subtracted on payment of an invoice) in the sales listing.

North American expensed purchase tax

North American expense purchase tax

In North America, specific rules apply to the posting of tax on purchase invoices.

To set up expense purchase tax handling:

- 1 In the **Tax Code by Country (tcmcs0136s000)** session, select the **Expense Purchase Tax** check box.
- 2 In the **ACP Parameters (tfacp0100m000)** session, select the **At Invoice Approval** check box and select a tax variance account and dimensions.

If you set up North American expense purchase tax handling, purchase invoices with an expense purchase tax code are handled as follows:

- 1 The expense tax code of the invoice is replaced with the expense tax code of the order.
- 2 During approval of the purchase invoice, the tax amount of the invoice is reversed and posted in the approval document.
- 3 The tax of each matched order line is handled and posted in the approval document.
- 4 Any difference between the total tax amount on the invoice, which was reversed, and the sum of the tax amounts on the matched order lines is posted to the **Tax Variance Account** that you select in the **ACP Parameters (tfacp0100m000)** session.

The tax variance account is an interim account that is reversed if you process the inventory variances in Warehousing.

Using a tax provider

Use the tax-handling sessions to implement the interface between LN and a *tax provider*. For Sales and Use Tax, **Vertex 0 Series** is supported.

The tax provider calculates the tax amounts and provides tax registers for auditing and tax reporting of transactions with addresses in the countries that belong to the *country set* that you specify in the **Country Set (tccom1680m000)** session.

When you generate the final invoices in Invoicing, the tax provider tax register is updated automatically. The tax amounts are calculated per invoice line rather than per invoice. In addition, the tax provider calculates the tax amounts for invoices created manually in the **Manual Sales Invoice Data (cisli2120s000)** session.

If you activate the tax-provider interface, the following LN functionality is not applied to those transactions:

- Tax exemption processing
- Multilevel tax processing
- Tax-rate selection and tax calculation

These functions are carried out by the tax provider. For transactions with addresses in countries other than the countries specified in the country set selected in the **Tax Provider Parameters (tctax6100m000)** session, tax is calculated in the normal way.

To start using a tax provider

If you already use the application, you can start using a tax provider:

- At month end after closing your financial period
- Before processing begins for the current period

However, we recommend that you start using a tax provider at quarter end to facilitate tax reporting.

Note:

If you cannot start using the tax provider at quarter end, you must consult the following tax registers when you file your quarterly reports:

- LN tax registers
- Tax-provider tax registers

Setting up the tax-provider interface

After the tax provider is installed on the application server, you must set up the interface between the application and the tax provider.

To set up a tax provider:

1 Prepare the tax-provider interface implementation

To prepare the tax-provider interface implementation:

- a Use the **Country Set (tccom1680m000)** session to specify a *country set* for the countries for which the tax provider must calculate the tax amounts and keep a sales-tax register. For orders with addresses in other countries, LN calculates the tax amounts.
- b Verify that existing addresses in the countries specified in step 1, have the format that is required by the tax provider. The city, state/province, and ZIP/Postal code for US and Canadian addresses must be specified in the correct address fields.
- c Install the tax provider using the instructions provided by the tax-provider vendor.
- d Close the fiscal period using the Close Periods (tfgld1206m000) session.

2 Implement the tax-provider interface

To implement the tax provider interface:

- a Select the Use Tax Provider check box in the **Tax Provider Parameters (tctax6100m000)** session.
- b Select the tax provider in the **Tax Provider Parameters (tctax6100m000)** session. The tax provider must be **Vertex 0 Series** for Sales and Use Tax.
- c Specify the countries to which the tax provider applies, in the **Country Set (tccom1680m000)** session. If the business partner's address is located in one of these countries, LN does not calculate the tax amounts but passes the tax data on to the tax provider. For addresses in other countries, LN calculates the tax amounts.
- d Verify and assign GEO codes to existing address data by using the **Address Jurisdiction Verification Utility (tctax6210m000)** session.
- e Evaluate the GEO codes and redefine the codes if necessary.
 - If you use Vertex, perhaps you need to change the default selection of the **Inside City Limits** check box in the **Addresses (tccom4130s000)** session.
 - If more than one jurisdiction corresponds with the address data, on the *appropriate* menu select **Jurisdiction** to start the **GEO Codes by Address Data (tctax6105m000)** session.
- f Enter your company, business partners, and product-related data in the tax provider.
- g Define the valid *product categories* in the **Product Categories (tctax6101m000)** session. The product categories that you define must match the taxability drivers defined in the tax provider.
- h Specify the matrix of item groups, items, contract types, service types, and ledger account numbers by product category, in the **Product Category Tax Matrix (tctax6102m000)** session.

3 Adjust the tax-provider interface setup

After you have implemented the tax-provider interface, consider making these adjustments:

- Simplify the tax-code structure

If you have already used LN without a tax provider, consider to perform a reevaluation of your current tax structure in Financials. The tax provider does not require the complex tax handling implemented in LN for non-tax-provider users.

If you use a tax provider, LN uses the tax codes to determine the ledger accounts to which the various amounts are posted. LN sets all tax codes to singular tax during implementation of the tax-provider interface. The tax provider determines the tax rates and the jurisdictions.
- Use separate tax codes for financial transactions

You must enter the tax amounts of financial transactions manually in the tax provider prior to filing your quarterly reports. This is because the tax amounts of financial transactions are not written to the tax-provider tax register. Use the **Tax Provider Calculation Utility (tctax6212m000)** session to enter these tax amounts. You can define separate tax codes for financial transactions to facilitate tracking of the tax amounts of financial transactions.

Stamp tax

Stamp tax is a type of tax that is imposed on *trade notes*, and consists of a fixed amount instead of a percentage. Depending on the country of your company, if you issue trade notes you can be obliged to pay stamp tax on the trade note.

In some countries, such as Spain and Japan, to pay the stamp tax, you must stick a stamp on the trade note document. In other countries, to pay the stamp tax, you must buy an official form for the trade note.

To set up stamp tax:

1 CMG Parameters (tfcmg0100s000)

On the Trade Notes tab, select the **Trade Notes** check box. Next, specify the other trade notes information required in this session.

2 Tax Code by Country (tcmcs0136s000)

Specify a tax code for the stamp tax, and in the **Kind of Tax** field, select **Stamp Tax**.

3 Posting Data for Tax Codes (tfgld0171s000)

For the stamp tax code, select the following ledger accounts:

- **Accrued Stamp Tax Account**
- **Purchase Tax**, which is renamed to **Purchase Tax** if the kind of tax is **Stamp Tax**.

4 Revenue Stamp Tax (tcmcs1131m000)

Specify the stamp tax rates on trade notes applied in your financial company's home country. You can specify the stamp tax amount as an amount or as a percentage.

5 Pay-by Business Partner (tccom4114s000) and Pay-to Business Partner (tccom4124s000)

If you wish to generate trade notes for the business partner based on the stamp tax rates, in the **Trade Note Division Method** field select **Revenue Stamp Tax Division**.

6 Division for Revenue Stamp Tax (tcmcs1132m000)

If for some or all of your pay-to and pay-by business partners you have selected the **Revenue Stamp Tax Division** trade note division method described in Step 5, use this session to define the division data.

Tax on separate invoice

Usually, the invoice currency matches the local currency of the sales company. Sometimes, however, the invoice currency deviates from the local currency of the sales company. Many countries require invoices to be printed with the tax amount in local currency. When invoicing in foreign currency, the tax amount does not match the invoiced amount multiplied by a certain tax percentage because of the currency rate.

To create separate invoices for net and tax amounts, in the **Tax Code by Country (tcmcs0136s000)** session, set **Tax Scenario** to **Tax on Separate Invoice**.

An order line with the **Tax on Separate Invoice** option allows you to specify tax invoice data. In the **Billable Lines (cisl8110m000)** session, on the *appropriate* menu, select the **Tax Invoice Data** command to start the Billable Line Satellites (cisl8112m000) session. In this session, you can specify the tax currency and the currency rates to convert the tax base amount in order currency to the tax base amount in tax currency.

When invoicing the billable line, this will result in two invoices - a net invoice and a tax only invoice. The tax invoice will be created based on the data specified in **Tax Invoice Data**.

Chapter 10: Revenue Recognition

Use Project Invoicing to collect and transfer invoicing data to Central Invoicing for final editing and printing. You can choose from various *invoice methods*:

- To use cost plus invoicing
- To use unit rate invoicing
- Installment invoicing
- To use progress invoicing
- To use delivery-based invoicing

Revenue Recognition Overview and Data Setup

Point in Time Revenue Recognition

To implement revenue recognition at a point in time, financial companies must consider when the customer is able to direct the use of the assets and the remaining benefits from these assets.

Point in Time Revenue Recognition is applicable for the following business objects:

- Sales Order
- Sales Schedule
- Service Order
- Maintenance Sales Order
- Project Contract Deliverable

Note: This functionality is applicable only if the **Point in Time Revenue Recognition** check box is selected in the **Implemented Software Components (tccom0500m000)** session.

Revenue Recognition - setup

You must specify these data to setup revenue recognition:

- **Revenue Recognition Date Based On:** It is possible to indicate on what date the revenues must be recognized. To indicate this, Basis Date and a Delay must be specified in the Revenue Recognition Method Dates (cirrc0111m000) session.
- **Revenue Contract:** When contracts are used, as soon as a revenue document line (which is in fact a sales order line, sales schedule line, service line, maintenance sales line or contract deliverable) is generated, LN tries to find a contract to which this revenue document line can be linked. If such a contract is found,

the revenue document line is linked to this contract. If such a contract is not found, a new contract is generated and the revenue document line is linked to this contract. Document lines can only be linked automatically to a contract when the contract status is Open. **Note** You must select the **Use Revenue Contracts** check box in the **Revenue Recognition Methods (cirrc0110m000)** session.

- **Revenue Recognition Level:** The revenue recognition level indicates at what level recognition must be done. You must define the **Revenue Recognition Level** in the **Revenue Recognition Methods (cirrc0110m000)** session.
- **Revenue Recognition Rate Based On:** With the revenue recognition rate based on, you can indicate which rate date, rate and rate factor must be used for the recognition transactions. You must define the **Revenue Recognition Rate Based On** in the **Revenue Recognition Methods (cirrc0110m000)** session.
- **Approval Settings:** when **Use Approval** is selected in the **Revenue Recognition Parameters (cirrc0100m000)** session, you can define **Automatic Approve**, **Automatic Approve Split Lines** and **Automatic Submit for Approval** in the **Revenue Recognition Automatic Approval (cirrc0112m000)** session.
- **Contract settings:**
 - The **Use Revenue Contracts** check box must be selected in the **Revenue Recognition Methods (cirrc0110m000)** session.
 - You must define the **Number Group Revenue Contract** and **Series Revenue Contract** in the **Revenue Recognition Methods (cirrc0110m000)** session.
 - You must define the **Revenue Recognition Level** in the **Revenue Recognition Methods (cirrc0110m000)** session.
- **Parameters:** This functionality is applicable only if the **Point in Time Revenue Recognition** check box is selected in the **Implemented Software Components (tccom0500m000)** session.

In the **Revenue Recognition Parameters (cirrc0100m000)** session, following options are available:

 - **Log History:** History must be logged for the Revenue Contracts, Revenue Document Lines, Revenue Lines and Invoice Lines
 - **1:** the search sequence can be defined to find a revenue recognition method.
 - **Revenue Contracts Implemented:** If this check box is selected, the Revenue Contracts can be used. In that case, also a number group and series can be defined

Revenue Document Lines and Revenue Lines

This topic describes the implementation and usage of the Revenue Document Lines and Revenue Lines.

- **Create Revenue Document Line:** A revenue document line must be created from the existing LN package. The revenue document must be created from the following business objects:
 - Sales Order
 - Sales Schedule
 - Service Order
 - Maintenance Sales Order
 - Contract Deliverable
 - The Revenue Recognition module populates the business object data and if required original business object data, based on the original document identification (and the backorder/original document

data). In case the value of Document Business Object in Business Objects is cleared, LN considers the status as selected.

- Also the Revenue Recognition module retrieves the revenue recognition method. This is used to set values for automatic approval (if **Use Approval** is selected in the **Revenue Recognition Parameters (cirrc0100m000)** session), revenue recognition date based on (basis date + delay), and revenue recognition level. LN also checks if a contract is required. If yes, the revenue document line is linked to an existing contract if possible, otherwise a new contract is generated. The order series of the revenue recognition method is used for this, if this is empty the order series of the parameters is used. The revenue recognition method contract fields must match the selected contract fields.
- Update Revenue Document Line: A revenue document line must be updated from the existing LN package, in case one of the fields that are used when creating the revenue lines are modified.
- Delete Revenue Document Line: A revenue document line must be deleted in the following situations:
 - the sales order line (or other document line) is deleted and no deliveries are to be processed (so not when the sales order line is deleted after it is fully processed).
- Cancel Revenue Document Line: A revenue document line must be canceled from existing LN package, in case the sales order line (or other document line) is canceled. You cannot cancel the revenue document, if deliveries are already done.
- Update Revenue Document Line: Revenue document lines can be manually updated. The fields generated from the revenue recognition method can be changed (like revenue recognition date based on). Furthermore, if contracts are applicable, the revenue document line can be linked to another contract, linked to a new contract, or unlinked from a contract, if the **Revenue Document Line Status** in the contract is set to **Open**. If changes are made and approved revenue lines are already present, the revenue lines must be approved again. The revenue document line can be automatically set to **Invoicing Finished** if no changes (more deliveries, more invoices) are required. It can be set to **Recognition Finished** if all revenue lines have status recognized
- Delete Revenue Document Line: Only revenue document lines with **Revenue Document Line Status** set to **Canceled** or **Closed** can be deleted with the **Remove Revenue Document Lines (cirrc1210m200)** session (for revenue document lines that are not linked to a revenue contract) or with the **Remove Revenue Contracts (cirrc1200m200)** session (for revenue document lines that are linked to a revenue contract).
- Archiving: Archiving is based on the history tables. Archiving (and deleting) of history tables can be done with the **Archive/Delete Revenue Document Line History (cirrc1260m000)** session. **Note:** If the **Log History** check box is cleared, while closing the contract/revenue document line you can create a history record, in that case only one history record is present for each original record.
- Status: You must define the **Revenue Document Line Status** in the **Revenue Document Lines (cirrc1110m000)** session. Also, the Revenue Document Line is automatically defined for the **Recognition Finished, Invoicing Finished, Performance Obligation Finished** and **Delivery Started** values.

Revenue Document Lines

Revenue Lines

This topic describes in detail, the user actions allowed for the Revenue Lines within the Revenue Recognition module in LN.

Revenue Lines

- **Revenue Origin:** A revenue line can have different origins. You must define the **Revenue Recognition Revenue Origin** in the **Revenue Line (cirrc1620m000)** session.
- Create Initial Revenue Line: A revenue document line must be created from the existing LN package. The revenue document must be created in the following situations:
 - Sales Orders
 - When a delivery is done.
 - In case of customer approval: when an approval is done.
 - In case of consumptions: when a consumption is done.
 - Sales Schedules
 - When a delivery is done.
 - In case of consumptions: when a consumption is done.
 - Service Orders
 - When actual quantity is specified on the revenue document line (in case of material this means a delivery is done).
 - When completion date is specified on the revenue document line and actual quantity is already present.
 - Maintenance Sales Orders
 - When an actual coverage line is created and the actual delivery date/actual receipt date is specified on the order line.
 - Contract Deliverables
 - When a delivery is done.
- Create or Update Revenue Line:
 - Update Delivery Date, Quantity, Quantity Unit, Revenue Amount, Order Discount Amount
 - This is only possible for Service Orders and Maintenance Sales Orders.
 - Change Price/Discount after Delivery
 - The price and discounts can be changed after delivery for sales orders, sales schedules, service order and maintenance sales orders.
 - Change Cost of Sales after Delivery
 - In case of direct delivery, it is possible the Cost of Sales change after delivery, for instance when a purchase price variance comes up.
- Create Revenue Line (from Invoicing): Invoicing can create only revenue lines with revenue origin Invoice Currency Rates Differences (this must be done when revenue line is already recognized during updating the invoice data, and rates are different and rate determiner is linked with invoice data) or Advance Payment Currency Rates Differences (this must be done when the revenues must be recognized against the rates used for the cash payment)
- Create Revenue Line (from Revenue Recognition module):
 - Manual Lines
 - It is possible to create revenue lines manually if the revenue document line has status open and Invoicing is not Finished. Using this option, it is even possible to recognize revenues before delivery.
 - Balancing Revenue Document Line
 - If the revenue document line is not balanced, the lines which are invoiced must be recognized also. With the **Balance Revenue Document Lines (cirrc1210m000)** session, you must create revenue lines with the **Revenue Recognition Revenue Origin** set to **Balancing Revenue Document Line**, that makes these amounts/Cost of Sales equal, based on business object balance reference

level or link between business objects. For example, if the invoiced revenue amount is 100 and the recognized revenue amount is 80, the revenue amount on the new revenue line is 20.

- Update Revenue Line: Revenue lines can be manually updated from the Revenue Recognition module.
- Delete Revenue Line: Only revenue document lines with **Revenue Document Line Status** set to **Canceled** or **Closed** can be deleted with the **Remove Revenue Document Lines (cirrc1210m200)** session (for revenue document lines that are not linked to a revenue contract) or with the **Remove Revenue Contracts (cirrc1200m200)** session (for revenue document lines that are linked to a revenue contract).
- Archiving: Archiving is based on the history tables. Archiving (and deleting) of history tables can be done with the **Archive/Delete Revenue Document Line History (cirrc1260m000)** session. **Note:** If the **Log History** check box is cleared, while closing the contract/revenue document line you can create a history record, in that case only one history record is present for each original record.
- Status: You must define the **Revenue Document Line Status** in the **Revenue Document Lines (cirrc1110m000)** session.

Revenue Recognition Invoice Lines

Revenue Recognition - Invoice Lines, Interim Revenue/Cost of Sales Integration Transactions, Revenue Contracts and Integration Transactions

This topic describes in detail Invoice Lines, Interim Revenue/Cost of Sales Integration Transactions, Revenue Contracts and Integration Transactions within the Revenue Recognition module.

Invoice Lines

- Create Invoice Line (from Invoicing module): When an invoice line is posted in the Invoicing module, an invoice line is created (including Cost of Sales) in the Revenue Recognition if revenue recognition has value Yes on invoice line.
- Delete Revenue Line: Only revenue document lines with **Revenue Document Line Status** set to **Canceled** or **Closed** can be deleted with the **Remove Revenue Document Lines (cirrc1210m200)** session (for revenue document lines that are not linked to a revenue contract) or with the **Remove Revenue Contracts (cirrc1200m200)** session (for revenue document lines that are linked to a revenue contract).
- Archiving: Archiving is based on the history tables. Archiving (and deleting) of history tables can be done with the **Archive/Delete Revenue Document Line History (cirrc1260m000)** session. **Note:** If the **Log History** check box is cleared, while closing the contract/revenue document line you can create a history record, in that case only one history record is present for each original record.

Interim Revenue/Cost of Sales Integration Transactions

The Interim Revenue/Cost of Sales Integration Transactions are imported from the integration transactions, however, only the interim revenues are stored. This is required to calculate the correct currency differences.

- Create Interim Revenue/Cost of Sales Integration Transactions: When LN creates new integration transactions that logs debit or credit on one of the new interim revenue reconciliation groups (defined for the Revenue Recognition module) is logged, a record is created in the Interim Revenue/Cost of Sales Integration Transactions. **Note:** In case the Currency system is Independent, Dependent or Standard with multiple functional currencies, the amounts are specified in all the company currencies. In case the

Currency system is Single or Standard without multiple functional currencies, only the local amount is specified.

- Currency Differences: Currency differences are created when the home amounts per reconciliation group and reconciliation reference link are not balanced.
- Delete Interim Revenue/Cost of Sales Integration Transactions: Only revenue document lines with **Revenue Document Line Status** set to **Cancelled** or **Closed** can be deleted with the **Remove Revenue Document Lines (cirrc1210m200)** session (for revenue document lines that are not linked to a revenue contract) or with the **Remove Revenue Contracts (cirrc1200m200)** session (for revenue document lines that are linked to a revenue contract).

Revenue Contracts

- Create Revenue Contract: A revenue contract is created when revenue contracts are used, automatically when a revenue document line is created, and no suitable contract is available.
- Update Revenue Contract: Revenue contracts can be manually updated within the Revenue Recognition module. You can only update the **Revenue Recognition Level** in the **Revenue Recognition Methods (cirrc0110m000)** session.
- Delete Revenue Contracts: Only revenue document lines with **Revenue Document Line Status** set to **Cancelled** or **Closed** can be deleted with the **Remove Revenue Document Lines (cirrc1210m200)** session.
- Archiving: Archiving is based on the history tables. Archiving (and deleting) of history tables can be done with the **Archive/Delete Revenue Document Line History (cirrc1260m000)** session. **Note:** If the **Log History** check box is cleared, while closing the contract/revenue document line you can create a history record, in that case only one history record is present for each original record.
- Status: You can set the Revenue Document Lines using the **Revenue Document Line Status**.

Integration Transactions

The integration transactions which must be logged are dependent on the revenue recognition indicator on the invoice line. This indicator can have the values No and Yes. If the value is No, the integration transactions that are currently created are still created. In case the value is Yes, the new integration transactions are created.

Advance Payment Rates in Revenue Recognition

To calculate the actual revenue at the time of settling advances with an invoice, the currency rates of the exact day when the advance payment is paid must be used. This is required to support the IFRS requirements (IFRIC [IFRS Interpretations Committee] 22).

IFRIC 22 - Foreign Currency Transactions and Advance Consideration: IFRIC 22 provides the standard for the accounting of transactions that include the receipt or payment of advance consideration in a foreign currency.

IFRIC 22 is effective for annual reporting periods beginning on or after 1st January, 2018 and adopted by the EU on 3rd April, 2018.

Setup and implementation in Infor ERP LN

These are the steps to set up and implement Advance Payment Currency Rates in revenue recognition:

1 Specify the parameters

- a In the Implemented Software Components (tccom0100s000) session, ensure that the Point in Time Revenue Recognition check box is selected.
- b In the Invoicing Parameters (cisli0100m000) session, select the Use Advance Payment Rates for Revenue.

Note: This field is enabled only if the Separate Account for Paid Advance Installments check box is selected in the Finance Company Parameters (tfgld0503m000) session.

2 When you create the advance invoice:

In the Invoices (cisli3105m000) session, ensure that these (initially hidden):

- the Store Advance Payments check box is selected where Infor ERP LN stores the advance payments when the payments are processed for the revenue invoice document.
- the Use Advance Payment Rates for Revenue check box is selected which Infor ERP LN uses to calculate the payment rates as defined by IFRIC 22 for revenue recognition .

3 Verify advance invoice line payments – When the advance invoice is paid:

In the Advance Invoice Line Payments (cisli3118m000) session, the advance invoice lines are maintained. The payments are stored by invoice line to ensure that the settlement is adjusted against the payment rates.

4 Verify advance invoice lines payments – When advance invoice is settled:

In the Installment Invoice Settlement (cisli3620m100), review the Advance Invoice Line Payments details.

5 In the Settled Advance Payment (cisli3122m000) session, review the data in line with the settlements and payments. This session enables you to view the details of the settlement amounts for the advance invoice and related payments. This is created when advance invoice is settled with the settlement invoice.**6** When the goods invoiced is posted:

- the advance installment paid transaction is reversed with the original payment rates. Revenue integration transactions are created with invoice rates. Additionally, revenue correction lines are created in the Revenue Lines (cirrc1120m000) session.
- if the Point in Time Revenue Recognition is selected in the Implemented Software Components (tccom0100s000) session:
 - the settled payments are stored in Revenue Invoice Line Settled Advance Payments (cirrc1132m000) session.
 - advance currency rate difference records, for the advance settlement amounts are created in the Revenue Lines (cirrc1120m000) session.

Note: If the Separate Account for Paid Advance Installments check box is cleared or there is an advance payment request instead of an advance invoice, the payments of the advance are processed after goods are settled. In this scenario, the record is not created in the Settled Advance Payment (cisli3122m000) session are not created during composing the goods line, but immediately after the payment.

To use cost plus invoicing

You can maintain and control the invoicing of cost plus projects and *extensions* in Project. Invoicing amounts are based on the actual costs plus a markup, or the sales price/rate for the product, or the service extended to the customer.

LN displays the billing amounts and quantities, based on the effort spent, on the contract lines of type **Cost Reimbursement** and **Time & Materials**. You can create a business partner's invoice only when you incur the actual costs.

To use cost plus invoicing:

- 1 In the **Contracts (tpctm1100m000)** and **Contract Lines (tpctm1110m000)** sessions, ensure to do the following:
 - a Set **Contract Type** to either **Cost Reimbursement** or **Time & Materials**,
 - b Set **Invoice Type** to **Cost-Plus**.
 - c Specify a project that is linked to the relevant contract line.
 - d Register unit costs on the project. LN then registers the unit costs on the contract line.
- 2 Assign the revenue codes in the **Assign to Revenue Codes (tppin0810m000)** session.
- 3 Record the actual costs in the **Cost Entry Overview (tpppc2811m000)** session. The options are:
 - By *element/ activity*
 - By *cost type*
 - By *control code*
 - By *cost object*: If you define an element with the **Elements (tpptc1100m000)** session or an activity with the **Activities (tppss2100m000)** session, use the **Cost Control** check box to indicate whether you want to record project unit costs for the element or activity. If this check box is cleared, Project aggregates the element costs to the parent element.
- 4 Confirm the unit costs in the **Approve Costs (tpppc4811m000)** session.
- 5 Process the transactions in the **Process Transactions (tpppc4802m000)** session. Using this session you post the confirmed unit costs to the project history and Financials.

Note: This is relevant only for unit costs registered for a project. LN approves and processes the unit costs that are not part of the project.
- 6 Set the transactions to **To be Invoiced** using the **Cost-Plus Transactions to be Invoiced (tppin4810m000)** session.
- 7 Process the transactions to Invoicing using the **Transfer Transactions to Invoicing (tppin4200m000)** session.

In Invoicing:

 - a Confirm the future invoices.
 - b Check the invoice headers.
 - c Compose, print, and post invoices to Accounts Receivable.

The associated revenues are defaulted to Project Progress for transaction processing.

To use unit rate invoicing

The unit rate invoice is based on the sales price of an element or an activity. The amount to be invoiced equals the sales price multiplied by the physical progress quantity.

To use unit rate invoicing:

- 1 Assign the elements or activities to revenue codes in the **Assign Elements and Activities to Revenue Codes (tpcin0820m000)** session.
- 2 Select the relevant **Contract Type** and specify **Unit Rate** in the **Invoice Type** field, in the **Contract Lines (tpctm1110m000)** session.
- 3 Specify the relevant elements or activities for the project with the sales price to be used for invoicing.
- 4 Record the progress in the **Element Physical Progress (tpppc1550m000)** or the **Activity Physical Progress (tpppc1560m000)** session.
- 5 Transfer the project data with the **Transfer Transactions to Invoicing (tppin4200m000)** session.

Note: The **Transferred Unit Rate Invoiced Lines (tppin0550m000)** session displays the lines for a specific project, element, and activity that have successfully been transferred.

In Invoicing:

- a Confirm the future invoices.
- b Check the invoice headers.
- c Compose, print and post invoices to Accounts Receivable.

The associated revenues are simultaneously processed in Project Accounting. The invoice number is displayed on the transaction when the revenues are posted.

Installment invoicing

Use installment invoicing to generate and control installments and *progress invoice* details. Installments are partial contract amounts that you send at regular intervals. For example, if you agree to send two invoices, one invoice is sent during the project and the other at the project completion.

In the **Contract (tpctm1600m000)** session, on the **Invoicing** tab,

- 1 Define the **Invoice Type**.
- 2 Set the **Contract Type** to **Fixed Price**.
- 3 Set the **Installment Type** to **Amount, Percentage, Or Points**

To use progress invoicing

Progress Invoice is an invoice type similar to **Installment**. The installment amount depends on the project progress and the element or activity sales rates. Progress invoice specifications involve invoicing partial contract amounts at agreed intervals, for example, every four weeks. You can release this data to Invoicing.

The fixed amount of all the installments is equal to the total contract price. If progress is 100%, you can invoice the entire contract amount.

To use progress invoicing:

- 1** In the **Contract Lines (tpctm1110m000)** session, specify the invoice type:
 - a** Set the **Contract Type** to **Fixed Price**.
 - b** Set the **Invoice Type** to **Progress Invoice**.
- 2** Specify the element/activity data in the **Elements (tpptc1100m000)** or **Activities (tppss2100m000)** sessions. This data is the basis for setting up installment specifications such as the sales unit, sales quantity, and sales price for to the project structure (element/activity). The sales value of an element or activity is the product of the sales price and quantity.
- 3** Specify the element progress in the **Element Physical Progress (tpppc1550m000)** session or the activity progress in the **Activity Physical Progress (tpppc1560m000)** session.
- 4** Using the **Create Progress Invoice Installments (tppin1210m000)** session, generate installments based on the sales data for the elements, activities for the project, and the progress registered for the elements and activities. Evaluate the generated installment data. To evaluate installment specifications, use the **Progress Invoice Specifications (tppin1510m000)** session.
- 5** Transfer the project data to Invoicing using the **Transfer Transactions to Invoicing (tppin4200m000)** session.

In Invoicing:

- a** Confirm the future invoices.
- b** Check the invoice headers.
- c** Compose, print, and post invoices to Accounts Receivable.

The associated revenues are simultaneously processed in Project Accounting. The invoice number is displayed on the transaction when the revenues are posted.

To use delivery-based invoicing

Delivery-based invoices are based on the sales amounts of the contract deliverables. Delivery-based invoice specifications involve invoicing the customer, based on the shipment or delivery of the service to the customer.

- 1** In the **Contract (tpctm1600m000)** session, on the **Invoicing** tab, specify the invoice type:
 - a** Set **Contract Type** to **Fixed Price**.
 - b** Set **Invoice Type** to **Delivery Based**.
- 2** In the **Contract Deliverables (tppdm7100m100)** session, click **Release to Warehousing** to release the deliverables to warehousing and ship the deliverables using Warehousing.
- 3** Select the lines to be invoiced in the **Invoicing 360 (cisli3600m000)** session.
- 4** Process and post the invoices.

Service contract installments

Service contract installments enable you to invoice the contract sales amounts and the service activity amounts.

When a service contract is posted to history, the associated installments are also posted to history.

Invoice methods for service contracts.

A number of methods are available that you can use to invoice a contract:

- The invoice method you choose determines the type of installments, and the number of installments generated.
- The invoice method also determines the billing method. The billing can be carried out before the work order is started or after the work order is completed.
- The invoice method is linked to the service contract by means of an installment template.

Service Order Invoicing

The invoice process is triggered when you set the order or activity status to Costed. The cost lines that underlie the order or the activity are sent to Invoicing, from where further processing is carried out to send the invoices to the customer locations.

Depending on the case at hand, an order can be costed at once, costed at an activity level, or each cost line can be costed individually. Taxes applicable for each country are applied at the time of invoicing.

The invoice from a contract (installments) or an invoice from a maintenance sales order can be combined with a service order, into a collect invoice to prevent a bureaucratic burden in the financial department. In the background, the ledger accounts in Financials are updated. The order information is held until the financial reconciliation is carried out.

Call invoicing

You can use Invoicing to invoice the business partner for the service calls that you handle.

Invoicing parameters

Before you invoice a call, you must first set the invoicing parameters in the **Call Parameters (tsclm0100m000)** session:

- Invoice after Call
Select this check box to enable call invoicing.
- Time Interval

When a call is logged, the person who handles the call must determine the invoice interval for the customer. If the sold-to business partner has signed a contract, the invoice interval is taken from the service contract (help desk) terms. If the sold-to business partner did not sign a contract, the invoice interval of the call center, which you define here, is used.

The time interval for invoicing is used to check if the time spent on the call is invoiceable or not based on the invoice interval limits.

Start the **Invoicing Intervals (tsclm0170m000)** session to define a time interval. The main characteristics of the time interval are the lower and upper limits, which are used to determine whether the time spent on a call is invoiced. If the time spent is less than the lower limit, no invoice is created. Otherwise, the actual amount of time spent is invoiced, with the upper limit as maximum.

- **Cost Component**

The default *cost component* that is used to invoice a call, and which can also be used to influence the level of contract or warranty coverage. Run the **Cost Components (tcmcs0148m000)** session to select or define the appropriate cost component.

- **Coverage Type**

The value in this field indicates to what extent work is covered under warranty, and what part of the activities can be charged. To select the appropriate coverage type, start the **Coverage Types (tsmdm0135m000)** session.

- **Path for Labor Rate**

Specify up to three levels for the search path used to retrieve the labor rate:

- **Installation Group**
- **Support Engineer**
- **Activity Taken**
- **Serialized Item Group**
- **Support Department**

Invoicing a call

The call invoicing procedure includes these steps:

- 1** Select the call in the **Invoice Calls (tsclm1519m000)** session.
- 2** On the *appropriate* menu, click **Call to be Invoiced**. The **Call Invoicing (tsclm1105s000)** session starts, in which you can view the call invoicing details.
- 3** In the **Call Invoicing (tsclm1105s000)** session, on the *appropriate* menu, click **Print Draft Invoice** to print a draft invoice, which you can check.
- 4** In the **Call Invoicing (tsclm1105s000)** session, on the *appropriate* menu, click **Call to be Invoiced** to transfer the call invoicing details to Invoicing.
- 5** For details about the invoicing procedure, refer to Using Invoicing .

Chapter 11: Miscellaneous

Document authorization using ION Workflow

For several *business objects* in LN, document authorization approval logic is available using ION Workflow. ION based workflows cater for a monitored approval, data validation, and financial control process in which multiple persons can be involved.

With document authorization workflow approval:

- You can specify which actions and amounts are auto-approved and which actions, amounts, and discounts require management approval based on business rules. A management hierarchy can have parallel approval levels, or single approval by level.
- Approvers are alerted for approval and notified if they did not act in time to an approval request. Unanswered requests can be forwarded or escalated to other approvers or managers.
- The approval's initiator can expedite the approval in cases such as critical shortages, critical project requirement changes, and best price retrieval.

If workflow approval logic applies to a business object, which you can specify by *object type* in the **Object Types (overview) (ttocm0502m000)** session, a **Workflow Status** field is displayed in the relevant session. This **Workflow Status** field is displayed alongside any existing status field. It does not replace, but it complements the usual approval, activation, or validation logic.

When you perform a change that requires authorization, a checked-out version is automatically created for the business object in the **Checked-out Objects (ttocm9599m000)** session. The object changes take effect in LN and the approval becomes final after you submit the changes and the changes are approved in ION Workflow by all relevant persons. You can also undo your changes, or recall your submitted changes.

If the changes you submitted are rejected in ION Workflow, the **Workflow Status** is set to **Rejected** and the object cannot be approved in LN. Rejected changes can be updated and resubmitted for approval, or can be deleted.

Note: For more information on setting up and using ION Workflow for business objects in LN, refer to the *Infor LN Integration Guide for Infor ION Workflows and Monitors* at [Infor Xtreme](#).

Purchase invoice authorization

In Accounts Payable, to release the purchase invoice for further processing, you can use these types of invoice authorization:

- Confirmation of received purchase invoices

If you record the receipt in the **Received Purchase Invoices (tfacp1500m000)** session, you can link *assigned approvers* to the invoice. The assigned approver can verify the invoice, and then register the invoice.

- Authorization of registered invoices

To exclude invoices from the automatic payment procedure, if you register an invoice in the **Purchase Invoice Entry (tfacp2600m000)** session, you can link a *hold reason* to the invoice. For example, reasons for blocking an invoice can be incorrect quantities, incorrect prices, or defects found in the received goods. To release the invoice for further processing, an *assigned approver* must remove the hold reason.

- Authorization of price differences and additional costs

If the invoice amount differs from the order amount and the difference exceeds the matching tolerances, an authorized user must approve the price difference and the additional cost.

- Payment authorization

For the types of invoices for which payment authorization is required, an authorized user must approve the invoices for payment.

Note: In Cash Management, you can authorize users to process the payments and approve the payment batch. For details, refer to Payment authorization in Cash Management – setup

Print a report

You can use the **Print Not Fully Approved Invoices (tfacp1402m000)** session to print a report of the invoices that require an action by the assigned approver or authorized user before they can be processed further.

The report shows the invoices that require one or several of these actions:

- Removal of the hold reason
- Approval of the price difference and additional costs
- Approval for payment.

Purchase invoice authorization history

For the approval history of a purchase invoice, LN registers the history of these invoice details:

- Approval of the price difference and additional costs
- Approval for payment
- The hold reason
- The assigned approver
- The date before which the invoice must be approved

In the **Invoice Authorization History (tfacp2510m000)** session, LN displays the current value, the previous value, the user and assigned approver who made the change, and the modification date.

If you archive and delete fully paid purchase invoices, LN also archives and deletes the approval history.

Valuation price and invoice amounts for staggered consignments

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

Example

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

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

Sales price of kit K = EUR 1,000

Valuation price of C1 = EUR 100

Valuation price of C2 = EUR 60

Valuation price of C3 = EUR 80

LN determines the price rate as follows:

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

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

- Total invoice amount = 2,000 EUR

Distribution of invoice amounts:

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

Calculation of invoice amounts:

- 1 $(300 / 1400) * (1 / 3) * 2,000 = 142.8571429$
- 2 $(300 / 1400) * (2 / 5) * 2,000 = 171.4285714$
- 3 $(800 / 1400) * (4 / 10) * 2,000 = 457.1428571$
- 4 $(300 / 1400) * (1 / 3) * 2,000 = 142.8571429$
- 5 $(300 / 1400) * (2 / 5) * 2,000 = 171.4285714$
- 6 $(800 / 1400) * (4 / 10) * 2,000 = 457.1428571$

- 7** $(300 / 1400) * (1 / 3) * 2,000 = 142.8571429$
- 8** $(300 / 1400) * (1 / 5) * 2,000 = 85.7142857$
- 9** $(800 / 1400) * (2 / 10) * 2,000 = 228.5714286$

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