



Infor LN User Guide for Business Partners

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor LN 2022.x

Publication Date: December 5, 2022

Document code: ln_2022.x_combpug__en-us

Contents

Contacting Infor.....	4
Chapter 1: Introduction.....	5
Business partners.....	5
Chapter 2: Business Partner Setup.....	8
Business partner default data.....	8
Defining business partners.....	8
Chapter 3: Business Partner Data.....	10
Business partner types.....	10
Parent business partner.....	11
Business partner status.....	11
Delivery terms.....	12
Business partner contacts.....	14
Integration between LN and Twitter.....	15
Chapter 4: Financial Data.....	17
Financial business-partner data.....	17
To define business partner financial details by financial company.....	18
Example of business partner financial details by financial company.....	20
To use an accounting office.....	22
Chapter 5: Credit Limits.....	24
The business partner's credit limit.....	24
Defining a credit limit for the invoice-to business partner role.....	24
Credit rating.....	26
Chapter 6: Business Partner Balances.....	27
Business partner balances.....	27
Recalculating the business partner balances.....	28

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1: Introduction

Business partners

You must define your customers and suppliers as *business partners*.

For each business partner you can specify:

- *Business partner roles*
- *Business partner status*
- *Contacts*
- Business partner types

Business partner roles

The business partner's role determines the types of transactions you can carry out with the business partner. For example, you can ship goods only to a business partner with a ship-to role.

The business partner roles enable you to address the correct office and contact, for each part of a business transaction.

Customer roles

For your customers you can specify these roles:

- *Sold-to business partner*
- *Ship-to business partner*
- *Invoice-to business partner*
- *Pay-by business partner*

Supplier roles

For your suppliers you can specify these roles:

- *Buy-from business partner*
- *Ship-from business partner*
- *Invoice-from business partner*
- *Pay-to business partner*

Business partner contacts

For each business partner, you can define the business partner's *contacts*. A contact can be linked to more than one *business partner role*.

Parent business partners

You define *parent business partners* to indicate the link between business partners with different roles. This enables you to define distributed business partner structures. You can define a business partner without any roles to link related business partners.

Business partner types

You can specify these types of business partners:

- External business partners
- *Internal business partners*
- *Affiliated-company business partners*

See Business partner types

Departments and sites

You can link a specific *department* to an invoice-to, invoice-from, pay-by, or pay-to business partner role to define business-partner role data by department. The business-partner role data is used for orders generated for the linked department. The business partner's financial role data is registered in the financial company to which the department is linked.

You can specify commercial and invoicing data that is specific to a department and a sold-to or buy-from role using these sessions:

- Sold-to Business Partner by Department (tccom2110m000)
To specify sold-to data by *sales office*, *service office*, or *accounting office*.
- Buy-from Business Partner by Department (tccom2120m000)
To specify buy-from data by *purchase office* or *accounting office*.

If the *multisite* functionality is activated for your company, you can specify logistic data that is specific to a *site* and a ship-to or ship-from business partner role. Use these sessions to specify ship-to and ship-from data by site:

- Ship-to Business Partner by Site (tccom2111m000)
- Ship-from Business Partner by Site (tccom2121m000)

Financial business partner data

In Financials, you must group your customers and suppliers into *financial business partner groups* and set up the *control accounts* for each group in Accounts Receivable and Accounts Payable.

To view the business partners' and your own payment performance, use these sessions:

- **Pay-by Business Partner Statistics (tfcmg3500s000)**
- **Pay-to Business Partner Statistics (tfcmg3502m000)**

To each invoice-to business partner, you can assign a *credit analyst* and control the business partner's *credit limit*.

Chapter 2: Business Partner Setup

Business partner default data

When you define a new business partner, you must specify many details in the **Business Partner (tccom4100s000)** session. To speed up the process, you can specify sets of default business partner details in the **Business Partner Defaults (tccom4101m000)** session.

In the **Easy Entry Business Partner (tccom4201m000)** session, you can select the required set of default details. In this way, details for the mandatory fields are immediately available and you can create transactions for the business partner.

Note: If you use default business partner details and at a later date, you want to verify or modify the data, select the **To be Verified** check box in the **Business Partners (tccom4500m000)** session. Afterwards, you can clear the check box.

Defining business partners

These methods are available to define business partners:

- Specify all the business partner details in the Business Partner (tccom4100s000) session.
- Select business partner default details in the Easy Entry Business Partner (tccom4201m000) session.

In the **COM Parameters (tccom0000s000)** session, you can assign a default number group for business partners. If a default number group is not specified, you can manually specify your own code.

Complete these steps to set up and use business partner default data:

- 1** Define sets of default details for business partners in the **Business Partner Defaults (tccom4101m000)** session.

To verify the details in the **Business Partner (tccom4100s000)** session, you can select the **To be Verified** check box. After you verified the details or specified the remaining details, you can clear the check box.

If you create a new set of default data, LN retrieves the initial default language from the **General Company Data (tccom0102s000)** session, and the currency and the exchange rate type from the **Companies (tcemm1170m000)** session.

- 2** Specify the business partner code and name in the **Easy Entry Business Partner (tccom4201m000)** session.

In the **Business Partner Defaults** field, select the required set of default business partner data.

In the **Business Partner Role** field, the business partner role type of the selected set of default data is specified by default. If required, you can overrule the default value.

If you select **Customer**, LN uses the default details for these business partner roles:

- **Sold To**
- **Ship To**
- **Invoice To**
- **Pay By**

If you select **Supplier**, LN uses the default details for these business partner roles:

- **Buy From**
- **Ship From**
- **Invoice From**
- **Pay To**

These roles are financial roles:

- **Invoice To**
- **Pay By**
- **Invoice From**
- **Pay To**

You can only select the financial roles if these conditions apply:

- The **Financial Roles** check box is selected for the supplier in the **Business Partner Defaults (tccom4101m000)** session.
- You are working in a company of type **Financial** or type **Both**. See Business partner data by financial company Financial business-partner data.

If you select **No roles**, LN only uses the default details for the business partner master details.

- 3 Select an address and a contact in the **Easy Entry Business Partner (tccom4201m000)** session. If you press Tab, LN displays the address details or the contact details in the corresponding fields.
- 4 Click **Create** in the **Easy Entry Business Partner (tccom4201m000)** session. LN creates the business partner master data and the business partner roles. You can use the **Business Partner (tccom4100s000)** session to view and verify the generated details, and to specify details in the optional fields.

Note: The default set for which the **Number** field is one (1) in the **Business Partner Defaults (tccom4101m000)** session, must have the **Business Partner Role** field set to **Customer** and **Supplier** and can never be deleted. The reason for this is that this set is used as a fallback if the default set selected in the **Easy Entry Business Partner (tccom4201m000)** session includes invalid data and cannot be used to generate business partner data.

Chapter 3: Business Partner Data

Business partner types

To use pricing and invoicing functionality for a party, you must define that party as a business partner. Business partners can have various roles and can be of different types.

A business partner's role determines the types of transactions that you can perform with the business partner. A business partner type determines the position of the business partner in the multicompany environment. For example, a partner outside your organization, a logistic company within your organization, or a department of your organization.

For multicompany situations, you can define these types of business partners:

- **External business partners**
Customers and suppliers outside your own organization.
- **Internal business partners**
An internal business partner is a business partner that is linked to enterprise units of the same logistic company. You must define all the business partner roles for an internal business partner.
The internal business partner is used when, for example, goods are transferred from a warehouse belonging to financial company F100, to a warehouse that belongs to a different financial company (F200). Intergroup transactions are created.
A one-to-one relationship must exist between internal business partners and enterprise units. This means that you can define one internal business partner for each enterprise unit.
- **Affiliated company business partner**
Logistic companies within the same multicompany structure that act as a business partner to your logistic company. You must define the Sold-to and the Buy-from roles for an affiliated-company business partner before you can define the enterprise modeling data in the EMM module.
The affiliated company is used in these places:
 - The multiplant master plan, to distinguish the dependent demand from the independent demand when you analyze the order file in Enterprise Planning.
 - Multicompany electronic data interchange (EDI) to determine the company for which an internal EDI message is intended.

You can define a business partner as an internal business partner or an affiliated company on the **Enterprise Modeling** tab of the **Business Partner (tccom4100s000)** session.

If you define internal business partners and affiliated-company business partners, you can invoice an enterprise unit or a logistic company, use pricing and discounts, and maintain a balance of open invoices for the enterprise unit or logistic company. This can be required for financial accounting and local tax reporting.

Parent business partner

The parent business partner links the various business-partners with different roles in a distributed business partner organization.

To process a sales order from a sold-to business partner, send an invoice to an invoice-to business partner, and to register the receipt of an invoice amount from a pay-by business partner, one of the following must be true:

- The business-partner roles mentioned have the same parent business partner.
- The sold-to business partner is the parent of the invoice-to business partner and of the pay-by business partner.
- The sold-to business partner is the parent or child of the invoice-to business partner and the invoice-to business partner is the parent or child of the pay-by business partner.

The ship-to business partner does not need to be related to the sold-to business partner by means of a parent business partner.

The same rules apply to the combination of buy-from, ship-from, invoice-from, and pay-to business partners.

You can select the parent business partner in the **Business Partner (tccom4100s000)** session. If you leave the **Parent Business Partner** field empty, the business partner is considered to be its own parent.

Business partner status

The *business partner status* determines if you can create sales orders, shipments, invoices, and make payments to a business partner. The following business partner statuses exist:

- **Active**
- **Inactive**
- **Prospect**

In addition, for an invoice-to business partner you can set the status to **Doubtful**. Sales orders from business partners with this status can be blocked, depending on the selection of the various blocking parameters in the **Sales Parameters (tdsls0100s000)** session.

For more information, refer to **Business Partner Status**.

When you carry out a transaction with a business partner, LN checks the statuses of the following business partners, in this order:

- The business partner role
- The business partner master data
- The parent business partner

You can only carry out the transaction if all statuses permit the transaction at the current date and time.

From and To dates

For the business partner statuses **Active** and **Prospect** you can specify **From** and **To** dates. The status is only valid between these two dates.

If the period that you defined in the **From** and **To** fields is expired, the actual status of the business partner becomes **Inactive**. You cannot use the business partner anymore, for example, to create sales orders.

Delivery terms

The delivery terms define the agreements with the business partner concerning the way the goods are delivered. The delivery terms can include the point of title passage.

The point of title passage is the point at which the legal ownership changes. At this point, the risk passes from the seller to the buyer.

On the relevant order documents, LN prints the following information:

- The delivery terms code
- The place specification
- The text you attach to the delivery terms

If the delivery terms text is available in the language of the document, this is printed, otherwise the English text is printed.

If the delivery terms do not include a place specification, LN prints the place specification of the point of title passage if one is supplied.

Points of title passage

You can define points of title passage in two ways:

- In the **Delivery Terms (tcmcs0141m000)** session, you can define generic points of title passage. This means that you can indicate that the point of title passage is either the point of origin or the point of destination. For the place specification you can then select a part of the ship-from or ship-to address, for example, the city, the country, or the postal address.
- In the **Points of Title Passage (tcmcs0142m000)** session, you can define specific points of title passage, for example, that correspond with specific addresses.

The point of title passage can consist of an address defined in the **Addresses (tccom4530m000)** session. In that case, for the **Place Specification** you can select an address part of the address. LN prints the place specification of the point of title passage on the order documents if the delivery terms do not include a place specification.

You can select a default point of title passage for your business partners in these sessions:

- **Ship-from Business Partner by Site (tccom2121m000)**
- **Ship-from Business Partner (tccom4121s000)**
- **Buy-from Business Partner (tccom4120s000)**

You can select or change points of title passage, for example, in the **Manual Sales Invoice Data (cisli2120s000)** or **Purchase Orders (tdpur4100m000)** sessions.

Delivery terms

You can define delivery terms in the **Delivery Terms (tcmcs0141m000)** session. If you use the Incoterms delivery terms, enter the Incoterms codes in the **Delivery Terms** field. LN prints this code on the order documents.

In the **Delivery Terms (tcmcs0141m000)** session, for the **Point of Title Passage Category** you can select one of the following:

- The point of origin
- The point of destination
- A specific location that you manually enter on the orders

If the point of title passage category is **Point of Origin** or **Point of Destination**, in the **Place Specification** field you can specify an address part of the ship-from or ship-to address.

If the point of title passage category is **Named Location**, in the **Place Specification** field you can select one of the following values:

- To indicate that the point of title passage location will be manually entered on the orders, select **Named Location**
- To use the place specification supplied for a specific point of title passage defined in the **Points of Title Passage (tcmcs0142m000)** session, select **Not Applicable**.

Example

If the point of title passage is the point of origin, you can enter the following values in the **Delivery Terms (tcmcs0141m000)** session:

- In the **Point of Title Passage Category** field, select **Point of Origin**.
- In the **Place Specification** field, select the part of the ship-from that must be printed on the order.

Example

If the delivery terms text contains all the information you want to print on the orders and you do not wish to specify an address or a named location, select the following values in the **Delivery Terms (tcmcs0141m000)** session:

- In the **Point of Title Passage Category** field, select **Named Location**.
- In the **Place Specification** field, select **Not Applicable**.

You can select default delivery terms for your business partners in the following sessions:

- **Ship-from Business Partner by Site (tccom2121m000)**
- **Ship-from Business Partner (tccom4121s000)**
- **Buy-from Business Partner (tccom4120s000)**

Example

If you set up the following data:

Term	Point of Title Passage Category	Place Specification	Delivery Terms Text
CIF	Named Location	Named Location	Cost Insurance Freight Incoterms 2000
DDP	Point of Destination	City	Delivery Duties Paid Incoterms 2000
EXW	Point of Origin	Address	Ex Works Incoterms 2000
FOB	Named Location	Named Location	Free on Board Incoterms 2000

LN prints the following information on the orders:

Delivery Terms	Point of Title Passage Category	Printed on the order
CIF	Named Location entered on the order: Antwerpen haven	CIF Antwerpen haven Cost Insurance Freight Incoterms 2000
DDP	Point of Destination	DDP <City of Ship-to address> Delivery Duties Paid Incoterms 2000
EXW	Point of Origin	EXW <Ship-from address> Ex Works Incoterms 2000
FOB	Named Location entered on the order: Antwerpen haven	FOB Antwerpen haven Free on Board Incoterms 2000

Business partner contacts

For each business partner you can define the business partner's *contact*.

Contact parameters

In the **COM Parameters (tccom0000s000)** session, you can define these contact parameters :

- Use Number Group for Contacts
- Number Group
- Series
- Initials Based On
- Synchronize Contacts

Contacts and business partner roles

Use the Contacts (tccom4540m000) session to specify a new contact after which you can use the Contact (tccom1640m000) session to register the contact's details.

A contact can be linked to more than one *business partner role*.

You can link:

- Business partners to a contact in the Business Partner Roles by Contact (tccom4546m000) session.
- Contacts to a business partner in the Contacts by Business Partner Role (tccom4545m000) session.

In both sessions, you can also specify whether the contact is the primary contact for a business partner role.

If a contact represents the business partner in a specific role, the contact is displayed on the **Contacts** tab of the relevant business partner session. The **Contacts** tab refers to the **Contacts by Business Partner Role (tccom4545m000)** session and is included in these sessions:

- Business Partner (tccom4100s000)
- Sold-to Business Partner (tccom4110s000)
- Buy-from Business Partner (tccom4120s000)
- Invoice-to Business Partner (tccom4112s000)
- Invoice-from Business Partner (tccom4122s000)
- Pay-by Business Partner (tccom4114s000)
- Pay-to Business Partner (tccom4124s000)
- Ship-to Business Partner (tccom4111s000)
- Ship-from Business Partner (tccom4121s000)

Integration between LN and Twitter

If you use Infor Ming.le for LN, you can call the Twitter Tracker Context Application to display a business partner's or contact's latest tweets.

Social Media To display tweets, specify the following fields in the **Business Partner (tccom4100s000)** or **Contact (tccom1640m000)** session:

- **Social Media Type 1**
Select **Twitter** to display the tweets for a specific twitter account.
- Select **Twitter Tags** to display the tweets that include the specified tag(s).
- Social Media Link
If the **Social Media Type 1** is **Twitter**, specify the twitter account whose tweets you want to display.
- If the **Social Media Type 1** is **Twitter Tags**, specify the tag(s) for the tweets you want to display.

Optionally, you can use the Twitter Tracker Context Application. To call this Context Application from an LN session that includes the business partner or contact, click the Twitter Tracker icon on the Context Applications panel. The tweets are displayed based on the twitter data that is specified in the **Social Media** group box of the **Business Partner (tccom4100s000)** or **Contact (tccom1640m000)** session.

You can call the Twitter Tracker Context Application from the following sessions:

Session	Display tweets for contact	Display tweets for business partner
<ul style="list-style-type: none"> • Business Partners (tccom4500m000) • Business Partner (tccom4100s000) 	Only when selecting the Primary Contact .	By default.

Session	Display tweets for contact	Display tweets for business partner
<ul style="list-style-type: none"> • Sold-to Business Partners (tc-com4510m000) • Sold-to Business Partner (tc-com4110s000) 	Only when selecting the Primary Contact .	By default.
<ul style="list-style-type: none"> • Buy-from Business Partners (tc-com4520m000) • Buy-from Business Partner (tc-com4120s000) 	Only when selecting the Primary Contact .	By default.
<ul style="list-style-type: none"> • Contacts (tccom4540m000) • Contact (tccom1640m000) 	By default.	
<ul style="list-style-type: none"> • Contacts by Business Partner Role (tccom4545m000) 	When selecting the Contact .	When selecting the Business Partner .
<ul style="list-style-type: none"> • Customer 360 (tdsmi1500m000) 		By default.
<ul style="list-style-type: none"> • Supplier 360 (tdsmi1501m000) 		By default.
<ul style="list-style-type: none"> • Opportunity (tdsmi1610m000) • Opportunities (tdsmi1110m000) 	Only when selecting the Contact on the Contacts tab.	By default.
<ul style="list-style-type: none"> • Sales Quotations Overview (tdsls1500m000) • Sales Quotation (tdsls1600m000) 	Only when selecting a contact.	By default.
<ul style="list-style-type: none"> • Customer Call 360 (tsclm1509m100) 		<ul style="list-style-type: none"> • By default, the tweets for the Sold-to BP. • When selecting the Invoice-to Business Partner, the tweets for the invoice-to business partner.
<ul style="list-style-type: none"> • Call (tsclm1100m000) 		By default, the tweets for the Business Partner .

Chapter 4: Financial Data

Financial business-partner data

The financial data of your business partners is defined in the financial companies, or in the companies of type **Both**, in your multicompany environment.

The financial data is defined for one or more of these business partner roles:

- *Invoice-to business partner*
- *Pay-by business partner*
- *Invoice-from business partner*
- *Pay-to business partner*

For example, the financial data includes these details:

- Currency and the exchange rate type
- Invoicing method
- Credit control details
- Bank relation and bank account number
- Payment terms
- Financial business partner group for Accounts Payable or Accounts Receivable

Other business partner financial data consists of composed invoice balances, open invoice balances, and aging summaries. Order balances are stored by sales office or purchase office, and invoice balances are stored by accounting office.

Default financial business-partner data

You must supply default business partner financial details, which are not linked to a specific financial company. LN uses the default details for the financial companies for which you do not define specific details. To define the default business partner financial details, you can work in any financial company, or a company of type **Both**, in your multicompany structure.

The default data is specified when you define the first instance of a financial business-partner role. When defining the first instance of a role, you cannot specify a department. Thus the data applies to all departments of all the companies in your multicompany structure, unless data is specified for a specific department. See To define business partner financial details by financial company.

Business-partner data by financial company

In a multifinancial company structure, business partners' financial data can vary by financial company. The financial data can vary, for example, in a single logistic, multifinancial company structure in which the financial companies reside in different countries.

For example, in various countries the business partner can use different invoicing methods, and different bank relations. In such a situation, you can define the business partner's financial roles separately for each financial company.

LN uses the financial company's *accounting office* to link the specific financial business partner details to the financial company. A financial company's accounting office is defined in the **Finance Company Parameters (tfgld0503m000)** session of the financial company.

To specify the financial business partner data for a specific financial company, or a company of type **Both**, you must work in this company. To indicate that the financial data applies to this company, you must select the company's accounting office. See *To define business partner financial details by financial company*.

Specific data by department

Within a financial company, for each business-partner role the financial data can vary for specific departments. For example, a company has sales offices in Germany and in the United Kingdom, which both conduct business with the same business partner. In the different countries, you can then use a different default currency and different invoicing methods for the business partner.

Note:

When defining financial business-partner data, these rules apply:

- You can specify a business partner's credit limit as part of the default financial data for all departments of all companies of your company structure, or by financial company. See *The business partner's credit limit*.
- You cannot enter the financial data in a logistic company, because in a logistic company, the tables for the financial data do not exist. You must change to one of the financial companies, or a company of type **Both**, of the multicompany structure to specify the financial business partner data.

To define business partner financial details by financial company

When defining business-partner financial details, for the financial business partner roles you must define default details that apply to the entire company structure, and details that apply to specific financial companies. Within each financial company, you can define role data by department.

To define specific business partner financial details for the financial companies, complete these steps:

- 1 Set up default accounting offices for the financial companies.

See *To create an accounting office*.

The financial company's accounting office is defined in the **Finance Company Parameters (tfgld0503m000)** session.

- 2 Switch to the financial company, or the company of type **Both**, for which you want to define financial business partner data.
- 3 In the **Business Partners (tccom4500m000)** session, define a new business partner or select the business partner for which to specify financial data.
- 4 In the **Business Partner (tccom4100s000)** session, click one of these role buttons to start the corresponding session. The procedure is similar for each role.
 - **Invoice-to**
Starts the **Invoice-to Business Partner (tccom4112s000)** session.
 - **Pay-by**
Starts the **Pay-by Business Partner (tccom4114s000)** session.
 - **Invoice-from**
Starts the **Invoice-from Business Partner (tccom4122s000)** session.
 - **Pay-to**
Starts the **Pay-to Business Partner (tccom4124s000)** session.
- 5 Enter the default business partner details. When specifying the first role specific data, the **Department** field is blank and unavailable. This is because the default business partner details apply to all departments of all companies of your multicompany environment.
- 6 Save the data.
- 7 Click New to specify a new instance of the business partner role, this time defining the financial business-partner role data for the current financial company or company of type **Both**.
- 8 Select the financial company's accounting office in the **Department** field. The financial data related to the accounting office applies to all transactions that involve the current financial company or company of type **Both**.
- 9 Specify the other business partner role details that are specific for the financial company as required and save the data.
- 10 Optionally, click New to define another instance of the business partner role related to one of the other departments of the current financial company or company of type **Both**.
- 11 In the **Department** field, select the department to which the financial role data applies.
- 12 Specify the financial data as required and save the data.
- 13 Optionally, repeat steps 10 to 12 to define specific business partner financial data for any other departments of the current financial company.
- 14 Repeat steps 2 to 4 and 7 to 13 to define specific business partner financial data for each financial company for which specific data is required. The default data defined in steps 5 and 6 applies to all companies. Therefore, the **Department** field is available when defining role data for the second and subsequent companies.

Note:

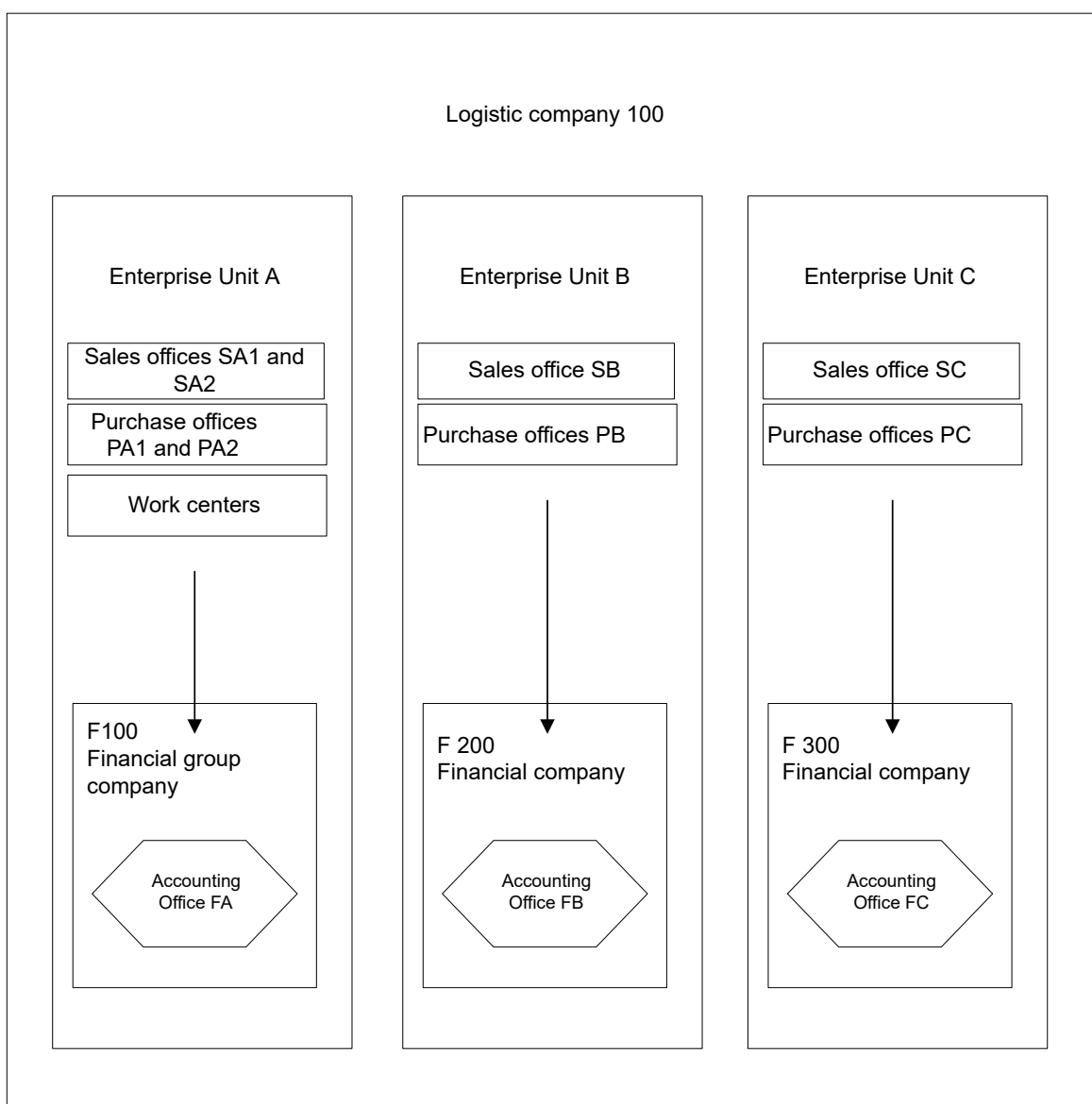
When defining financial business-partner data, these rules apply:

- If the database tables of your multicompany environment are shared, you can work in any of the financial companies to define the financial business-partner role data. After you have defined the default financial business-partner role data for the entire multicompany environment, you can also work in the logistic company to define the financial data by department. See the *Infor LN User Guide for Table Sharing (Incomtableshug)*.
- The setting of the Credit Limit Check Per Department check box in the **Business Partner (tccom4100s000)** session determines whether you can specify a credit limit by financial company or for all companies of your multicompany structure.

See The business partner's credit limit.

Example of business partner financial details by financial company

This diagram illustrates how LN stores and retrieves the business partner data for each department in a single logistic, multifinancial company structure:



All the companies use the same database server. Therefore, the companies can share the database tables to share data. This table shows the data that can be defined in shared tables.

Shared tables	Business partner master data		
Default role data	Role data for SA1, SA2, PA1, and PA2	Role data for SB and PB	Role data for SC and PC
Financial business partner data	Financial data for FA	Financial data for FB	Financial data for FC

In the diagram, this setup is displayed:

- Financial company F200 uses the business partner data that is registered for accounting office FB.
- Financial company F300 uses the business partner data that is registered for the company's accounting office FC.
- Financial company F100 uses company F100's accounting office FA.

If you do not define specific business partner details for accounting office FA, then financial company F100 uses the default data defined for the entire multicompany environment. The default data is defined in the first instance of the business partner role data, for which the department field is empty.

Note: A financial company's accounting office is defined in the **Finance Company Parameters (tfgld0503m000)** session. For example, for financial company F100, accounting office FA is defined as the company's accounting office in the **Finance Company Parameters (tfgld0503m000)** session of financial company F100.

To define the business partner financial data at department, company, or multicompany level, you must define multiple instances of each financial business partner role. That is, multiple instances for the invoice-to role, multiple instances for the invoice-from role, multiple instances for the pay-by role, and multiple instances for the pay-to role.

In the first instance of each role, you must define the default financial data for the entire multicompany environment.

Next, you must define financial business-partner role data by financial company. That is, for each role, you must define a separate instance for each financial company.

The role data defined for a financial company applies to the sales orders and purchase orders involving the departments of the financial company. For example, financial data defined for the invoice-to role and financial company F200 applies to the departments of company F200.

Finally, for each role you must create as many instances as required to define the role data by department.

In this example, for the invoice-to, pay-by, invoice-from, and pay-to roles, you must define a separate instance to specify the financial data of each of these *entities*:

- The default financial data for the entire multicompany environment. For this instance, the **Department** field is unavailable and blank.
- Financial company F100. For this instance, specify accounting office FA in the **Department** field.
- Financial company F200. For this instance, specify accounting office FB in the **Department** field.
- Financial company F300. For this instance, specify accounting office FC in the **Department** field.
- These departments:
 - SA1

- SA2
- PA1
- PA2
- SB
- PB
- SC
- PC

Note:

Because the database tables are shared in this example, you can work in any of the financial companies to define the financial business-partner role data. After you have defined the default financial data for the entire multicompany environment, you can also work in the logistic company to define the financial data by department. See the *Infor LN User Guide for Table Sharing (Incomtableshug)*.

If the database tables are not shared, you must work in a financial company to define the financial role data for the company and the departments of the company.

To define the business partner financial details by financial company in the example, complete these steps:

- 1 Make sure you are working in one of the financial companies.
- 2 For the invoice-to, pay-by, invoice-from, and pay-to roles, define a separate instance to specify this data:
 - The default financial data that apply to the entire multicompany environment. This is the first instance. In this instance, the **Department** field is unavailable and blank.
 - The data that apply to the departments of a specific financial company. In this instance, specify the financial company's accounting office in the **Department** field.
 - The data that apply to a specific department, which you must specify in the **Department** field. Because the database tables are shared in this example, you can specify a department of the logistic company or any of the financial companies.

To use an accounting office

The accounting office

To group or distinguish transactions by department in a company of the type **Financial**, you can define one or several *accounting offices*.

The type of data that you can group by department is mainly:

- Manually entered sales invoices.
- *Trade notes*.
- Business partner financial data, such as the bank relation, the payment method, and the control accounts and other ledger accounts defined for the financial business partner groups in Accounts Receivable and Accounts Payable.

The accounting office determines, among other things, the control accounts for the various transactions in Accounts Receivable and Accounts Payable. Because the control accounts must not be changed, once you have selected an accounting office for a financial company and saved the details, you cannot change the

accounting office. This also applies if you select no accounting office for the financial company. You cannot select an accounting office for the financial company at a later stage.

To use the default business partner financial data You can use the accounting office to link a specific set of business partner financial data to the financial company. Two ways exist to use the default business partner financial data for the financial company:

- Select no accounting office for the financial company. In other words, in the **Finance Company Parameters (tfgld0503m000)** session, leave the **Accounting Department** field empty.
- Select an accounting office for the financial company, however, do not define specific financial business partner data for the accounting office. This is the preferred method.

In Invoicing, you can manually enter invoices in the **Manual Sales Invoice Data (cisli2120s000)** session. You must enter a department for the invoice. The department is one of the aggregation criteria. If you defined multiple accounting offices for the company, you can select one of these. By default, LN uses the company's default accounting office to post the invoices.

In a company of type **Financial**, you must use an office of type **Accounting Office**.

In a company of type **Both**, you can use the following department types as accounting office:

- **Sales Office.**
- **Purchase Office.**
- **Accounting Office.**

The *operational company* of the selected department must be the current company.

You must define the accounting office as a key entity of an enterprise unit. In a company of type **Financial**, you can link the accounting office to any enterprise unit that is linked to the financial company.

You can create accounting offices as described in [To create an accounting office](#).

Chapter 5: Credit Limits

The business partner's credit limit

For invoice-to business partners and invoice-from business partners, you can set a credit limit.

Credit checking is performed during sales order or purchase order entry for the invoice-to business partner or the invoice-from business partner.

If you perform credit checking for the business partner, LN checks that the sum of the open orders, the open invoicing batches, the open invoices, and the amount of the new order does not exceed the credit limit.

The *credit rating* that you select for the business partner determines when you perform a credit check.

For the invoice-to role of the business partner, you can specify a credit limit that applies to:

- All departments of all companies of your multicompany environment.
- All departments related to a specific financial company of your multicompany environment. This means that you can specify a credit limit for each financial company and company of type **Both**.

For the invoice-from role, you can specify a specific credit limit for each department.

Checking the credit limit

To perform a credit check, LN checks that these amounts do not exceed the credit limit:

- The total amount of open orders of the business partner for all sales offices or purchase offices in the multicompany environment or the financial company for which the credit limit is defined.
- The invoice balance for the invoice-to business partner in all financial companies of the multicompany environment or the financial company for which the credit limit is defined.
- The balance receivables of the business partner in all financial companies of the multicompany environment or the financial company for which the credit limit is defined.

Defining a credit limit for the invoice-to business partner role

You can define a credit limit that spans all departments of your multicompany environment, or the departments related to a specific financial company.

Defining a credit limit for the entire multicompany environment

- 1 Switch to one of the financial companies or companies of type **Both** of your multicompany environment.
- 2 Double-click the business partner in the **Business Partners (tccom4500m000)** session.
- 3 In the **Business Partner (tccom4100s000)** session, make sure that the Credit Limit Check Per Department check box is cleared.
- 4 Click the **Invoice-to** role button to start the **Invoice-to Business Partner (tccom4112s000)** session.
- 5 If this is the first invoice-to role in the first financial company, specify the default invoice-to role data as described in To define business partner financial details by financial company and proceed to step 6.
If this is the second or later instance of the invoice-to role, the session starts displaying the default invoice-to role data. Proceed to step 6.
- 6 On the **Credit Control** tab, specify the credit limit amount in the **Credit Limit** field.

Defining a credit limit for a specific financial company

- 1 Switch to the financial company for which to specify a credit limit.
- 2 Double-click the business partner in the **Business Partners (tccom4500m000)** session.
- 3 In the **Business Partner (tccom4100s000)** session, make sure that the Credit Limit Check Per Department check box is selected.
- 4 Click the **Invoice-to** role button to start the **Invoice-to Business Partner (tccom4112s000)** session.
- 5 Perform the procedure for Defining the first role or Defining a subsequent role, according to whether this is the first invoice-to-role, or a subsequent invoice-to role as described in To define business partner financial details by financial company.

Defining the first role

- a Specify the default invoice-to data for the business partner.
For the default instance, you cannot specify a credit limit.
- b Click New to specify a new instance of the invoice-to business partner role.
- c In the **Department** field, specify the *accounting office* of the current financial company.
- d In the **Credit Control** tab, specify the credit limit amount in the **Credit Limit** field.

Defining a subsequent role

For a subsequent instance of the invoice-to role, the **Invoice-to Business Partner (tccom4112s000)** session starts. It displays the default invoice-to role data.

- a Complete either of these steps:
 - Use the arrows in the toolbar to browse to the role instance defined for the accounting office of the current company. The accounting office is displayed in the **Department** field.
 - If no role is defined for the accounting office, click New to create this role and specify the invoice-to role data as required.
- b In the **Credit Control** tab, specify the credit limit amount in the **Credit Limit** field.

Credit rating

The continuation of a sales order can depend on the credit checking of the business partner. For every customer, you must select a *credit rating* in the **Invoice-to Business Partner (tccom4112s000)** session. The credit rating determines the action to be taken when you handle sales orders for the business partner and the resulting open invoice amount exceeds the business partner's credit limit.

For example, the action can be to check the business partner's credit, or to hold the sales order. You define the credit rating and the corresponding actions in the Credit Ratings (tcmcs0564m000) session.

Whether credit checking takes place and which action is taken depends on a combination of the following settings:

- The Credit Rating selected for the business partner in the **Invoice-to Business Partner (tccom4112s000)** session.
- The **credit rating action** selected for the credit rating in the **Credit Ratings (tcmcs0564m000)** session.
- The setting of the following sales parameters in the **Sales Order Parameters (tdsls0100s400)** session:
 - Signal if Credit Limit is Exceeded
 - Block if Credit Limit is Exceeded
 - Pre-Defined Credit Rating Code
 - Change Customer's Credit Rating
- The selection of the Credit Check check box for the sales order type in the **Sales Order Types (tdsls0594m000)** session.

If the credit rating action is **Check Credit**, LN can check the credit limit at various phases in the order procedure.

In the **Credit Ratings (tcmcs0564m000)** session, you can select the following stages in the procedure at which LN must perform a credit check:

- **Credit Check Sales Order Entry**
- **Credit Check Release to Warehousing**
- **Credit Check Confirm Shipment**

LN can display a warning or block the order if the credit limit of the invoice-to business partner is exceeded.

If the credit rating action is **Always Hold (Credit)** or **Always Hold (Overdue Invoice)**, LN always blocks the sales order entry, the release of the sales order to Warehousing, or the shipment, without checking the business partner's credit limit. In the blocked order lines, the action **Always Hold (Credit)** or **Always Hold (Overdue Invoice)** indicates the blocking reason.

In the Hold Reason by Business Partner Type (tdsls0193s000) session, you can select a reason code for blocking the sales orders per business partner type. For each hold reason, you can specify the actions that can be taken when a sales order line is put on hold for a specific hold reason.

If the sales order is blocked, you cannot continue the order procedure. After a release of the blocked sales order line in the Blocked Sales Order (Lines) (tdsls4520m000) session, the order procedure can continue.

Chapter 6: Business Partner Balances

Business partner balances

You can register and display invoice-to and invoice-from business partner balances within different *logistic companies*.

When you display the balances by using the **Invoice-to Business Partner Balances (tccom4513m000)** and **Invoice-from Business Partner Balances (tccom4523m000)** sessions, LN displays the following amounts:

- Order Balance
- Composed Invoice Balance
- Balance Receivable/ Balance Payable
- *Turnover*

The order balances are recorded in Sales Control, Purchase Control, Service, and so on. The order balance increases when you create and approve an order. The purchase order balance decreases when you match a purchase invoice with the order in Financials. The sales order balance decreases when you compose an invoice in Invoicing.

The balance payable increases when you register a purchase invoice and decreases when you match the purchase invoice with the payment in Financials.

The balance receivable increases when you post the sales invoices and decreases when you apply the cash to the invoices.

If you select the **Include Tax in BP Balances** check box in the **COM Parameters (tccom0000s000)** session, LN includes the calculated tax amounts in the order balance.

Currencies

LN registers the balances in the *reference currency* that you defined for the logistic company.

LN registers the turnover amounts in the *home currencies* that you defined for the logistic company.

Rounding effects

LN raises and lowers the balance by the amounts on the order lines and invoice lines. This can cause an accumulation of rounding-differences. You can recalculate the amounts at regular intervals to correct them.

To recalculate order balances, use the following sessions:

- **Rebuild Invoice-from Business Partner Order Balances (tccom4223m000)**
- **Rebuild Invoice-to Business Partner Order Balances (tccom4213m000)**

To recalculate balances receivable and payable, use the following sessions:

- **Recalculate Invoice-from Business Partner Balances (tfacp2245m000)**
- **Recalculate Invoice-to Business Partner Balances (tfacr2245m000)**

Note: You can also use these sessions to rebuild the balances. You can do this, for example, after a system failure.

Actual status

The *order balance* and *invoice balance* displayed show the data of the most recent time orders and/or invoices were processed.

The *turnover* of the current year field displays the data generated when you last updated the Sales statistics or Purchase statistics.

Recalculating the business partner balances

You can use the **Rebuild Invoice-to Business Partner Order Balances (tccom4213m000)**, **Rebuild Invoice-to Business Partner Composed Invoice Balances (tccom4213m100)**, and **Rebuild Invoice-from Business Partner Order Balances (tccom4223m000)** sessions to recalculate the total open orders and composed invoice balances of your *invoice-to* and *invoice-from* business partners.

You can run these sessions:

- Periodically, to correct rounding-differences that occur as the amounts are registered by order or invoice line.
- After the business partner balance currency has been changed in the **BP Balance Currency** field of the **Business Partner (tccom4100s000)** session.
- After a system failure, if you decide not to use the backup data.

To recalculate the amounts

- 1 Specify the range of business partners and click **Rebuild** to carry out the calculations.
- 2 You must select a print device (your screen or a printer). LN displays or prints the currently recorded amounts and the new amounts that result from the recalculation on the print device.

To preview the resulting amounts

Select the **Simulate** check box if you want to display or print the calculated amounts for reviewing, without changing the amounts in the database.

To update the database, you must clear the **Simulate** check box and click **Rebuild** again.