



Infor LN User Guide for Retrobilling

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About this Guide

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

Assumed knowledge

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

References

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

- *User Guide for Sales Master Data*
- *User Guide for Sales Contracts*
- *User Guide for Sales Orders*
- *User Guide for Purchase Master Data*
- *User Guide for Purchase Contracts*
- *User Guide for Purchase Orders*
- *User Guide for Purchase and Sales Schedules*
- *User Guide for Pricing*

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Chapter 1: Sales

Retrobilling in Sales

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

Retrobilling master data

To set up retrobilling:

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

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

Retrobilling procedure

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

To generate a retrobilled sales order:

- 1** Generate price change advices in the Generate Retro-Billed Price Change Advice (tdsls3270d000) session. You can start this session as follows:
 - Automatically, whenever you make a price change to a contract
 - Manually, to generate price change advices for changed item prices

Note

- In the **Generate Retro-Billed Price Change Advice (tdsls3270d000)** session, you must manually specify a price change (a percentage or a fixed value). This price change is then applied to the specified range of sales orders, sales schedules, or shipments.
 - Price change advice header information is displayed in the Retro-Billed Price Change Advices (tdsls3570d000) session. Price change advice line information is displayed in the Retro-Billed Price Change Advice Lines (tdsls3571d000) session. You can change or delete the price change advice line information before you approve the line.
- 2 Approve the price change advices in the Approve Retro-Billed Price Changes (tdsls3275d000) session. You can start this session from the *appropriate menu* in the **Retro-Billed Price Change Advice Lines (tdsls3571d000)** session.
 - 3 Generate retrobilled sales orders in the Generate Retro-Billed Sales Orders (tdsls3271d000) session. You can start this session from the *appropriate menu* in the **Retro-Billed Price Change Advice Lines (tdsls3571d000)** session. To update the sales contract with the new price, select the Update Contract with New Price check box in the **Generate Retro-Billed Sales Orders (tdsls3271d000)** session.
 - 4 Use the standard invoicing procedure to invoice the retrobilled sales order for the price difference.
- Note:** The original invoice line data of retrobilled sales orders is displayed in the **Linked Order Line Data (tdsls4102s200)** session. This information is released to Invoicing and used for the invoice.

Chapter 2: Procurement

Retrobilling in Procurement

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

Retrobilling master data

To set up retrobilling:

- 1 In the **Procurement Parameters (tdpur0100m000)** session, specify these fields:
 - Retro-Billing
 - Number Group for Retro-Billed Advices
 - Series for Retro-Billed Advices
 - Retro-Billing for Cost / Service Items
 - Date for Generating Retro-Billed Advice
- 2 In the **Buy-from Business Partners (tccom4520m000)** session, (optionally) select the Retro-Billing Applicable check box.
- 3 In the **Items - Purchase Business Partner (tdipu0110m000)** session, select the Item applicable for Retro-Billing check box.

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

Retrobilling manual price changes

To retrobill manual price changes:

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

- 3 Directly approve the price change advice (line) in the applicable session, or use the **Approve Retro-Billed Price Change Advice (tdpur3270m100)** session.
- 4 Directly process the price change advice (line) in the applicable session, or use the **Process Retro-Billed Price Change Advice (tdpur3270m200)** session. After processing, **Retro-Active** payable receipts are generated that can be invoiced. The payable receipts are displayed in the **Purchase Payable Receipts (tdpur4130m000)** and **Purchase Payable Receipts for Schedules (tdpur3118m000)** sessions.
- 5 Select the order or schedule in the **Process Purchase Invoices (tfacp2107m000)** or **Purchase Invoice Entry (tfacp2600m000)** session, and click **Match Retroactive Lines** on the *appropriate menu* to match the lines in the **Match Consumptions (tfacp2544m100)** session. If landed cost lines are linked to the advice line, click **Match Retroactive Landed Costs** to match these lines in the **Match Landed Cost Lines (tfacp2144m000)** session.
- 6 Approve the invoice in the **Process Purchase Invoices (tfacp2107m000)** or **Purchase Invoice Entry (tfacp2600m000)** session. Consequently, the status of the price change advice is set to **All Approved**.
- 7 Process the purchase order in the **Process Delivered Purchase Orders (tdpur4223m000)** session and the purchase schedule in the **Process Purchase Schedules (tdpur3223m000)** session. Consequently, the status of the price change advice is set to **Finalized**.

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

Retrobilling contract price changes

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

- 1 Specify a price or discount change and select the Selected for Retro-billing check box in the **Purchase Contract Prices (tdpur3103m000)** session.
- 2 (Re)activate the contract. Consequently, the Generate Purchase Retro-Billed Advice (tdpur3270m000) session is started.
- 3 Specify your selection criteria and click **Generate** in the **Generate Purchase Retro-Billed Advice (tdpur3270m000)** session.
- 4 View the generated price change advice in the **Retro-Billed Advice (tdpur3670m000)** session. The **Update Type** field is set to **contract** for this price change advice.
- 5 Complete steps three to seven specified in the [Retrobilling manual price changes](#) on page 8 section.

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

Retrobilling price changes using change requests

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

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

- 1 Update the price or discount in the Purchase Change Request Payable Receipts (tdpur4130m100) or Landed Cost Lines (tclct2100m010) sessions.
- 2 Approve and process the change request, which generates a price change advice in the **Retro-Billed Advice (tdpur3670m000)** session. The **Update Type** field is set to **Purchase Order Change Request** and the **Status** field is set to **Approved** for this price change advice.
- 3 Complete steps four to seven specified in the [Retrobilling manual price changes](#) on page 8 section.

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

- 1 De-activate the *price revision* in the Purchase Contract Change Request Prices (tdpur3103m100) session.
- 2 Update the price or discount and select the Selected for Retro-billing check box in the **Purchase Contract Change Request Prices (tdpur3103m100)** session.
- 3 Activate the changed price revision in the **Purchase Contract Change Request Prices (tdpur3103m100)** session.
- 4 Approve and process the change request. Consequently, the Generate Purchase Retro-Billed Advice (tdpur3270m000) session is started.
- 5 Specify your selection criteria and click **Generate** in the **Generate Purchase Retro-Billed Advice (tdpur3270m000)** session.
- 6 View the generated price change advice in the **Retro-Billed Advice (tdpur3670m000)** session. The **Update Type** field is set to **Contract** for this price change advice.
- 7 Complete steps three to seven specified in the [Retrobilling manual price changes](#) on page 8 section.

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

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