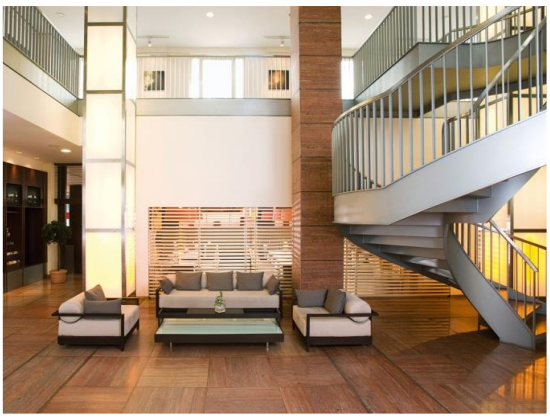
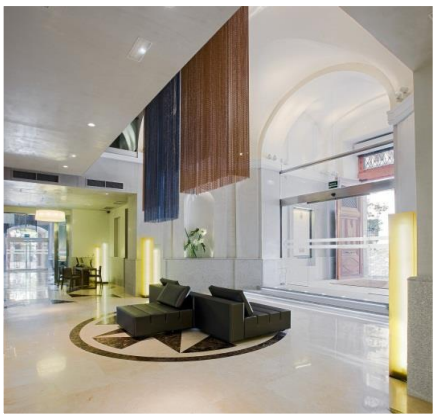

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Job Aids

- Accounts Receivable
  - Invoicing (non-core)

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	October, 2023	

1. Processes and Transactions

• **Invoicing (non core)**

• Customer Display	FD03
• Sales Order and Credit Memo Creation	VA01
• Billing Creation	VF01
• Billing Document Display	VF03
• Billing Output	VF31
• Billing Change	VF02

2. Roles

- AR Supervisor
- AR Analyst

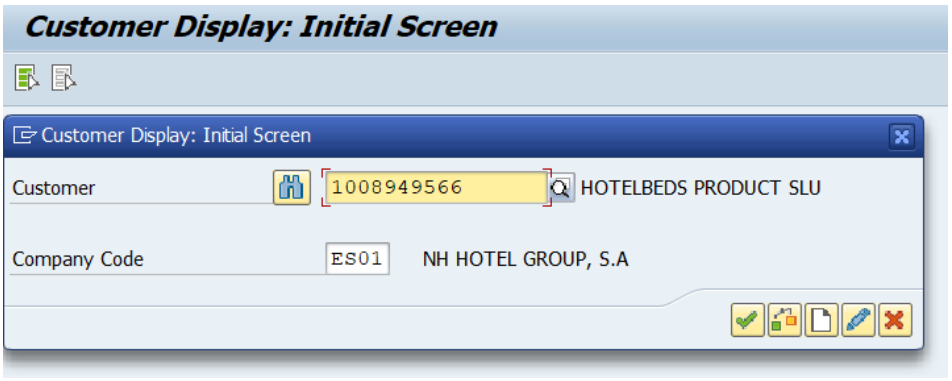
4. Invoice Creation Execution in SAP

4.1. It is possible to find a customer who needs a withholding tax. In this case, there are required steps to do in SAP.

- The first one is the verification of the witholding tax in the customer. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

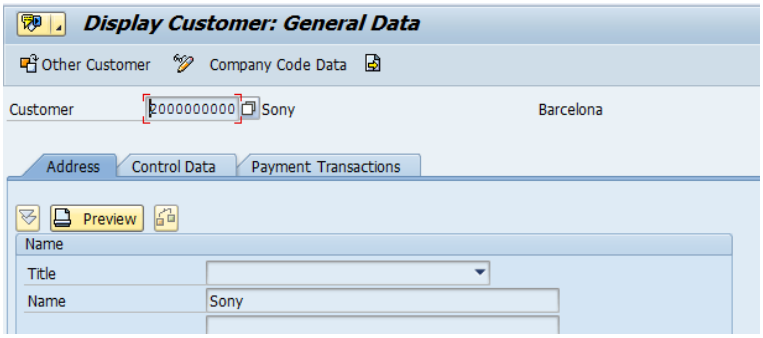
  Transaction code: FD03

  The first screen is used to filter the customer who will be displayed.

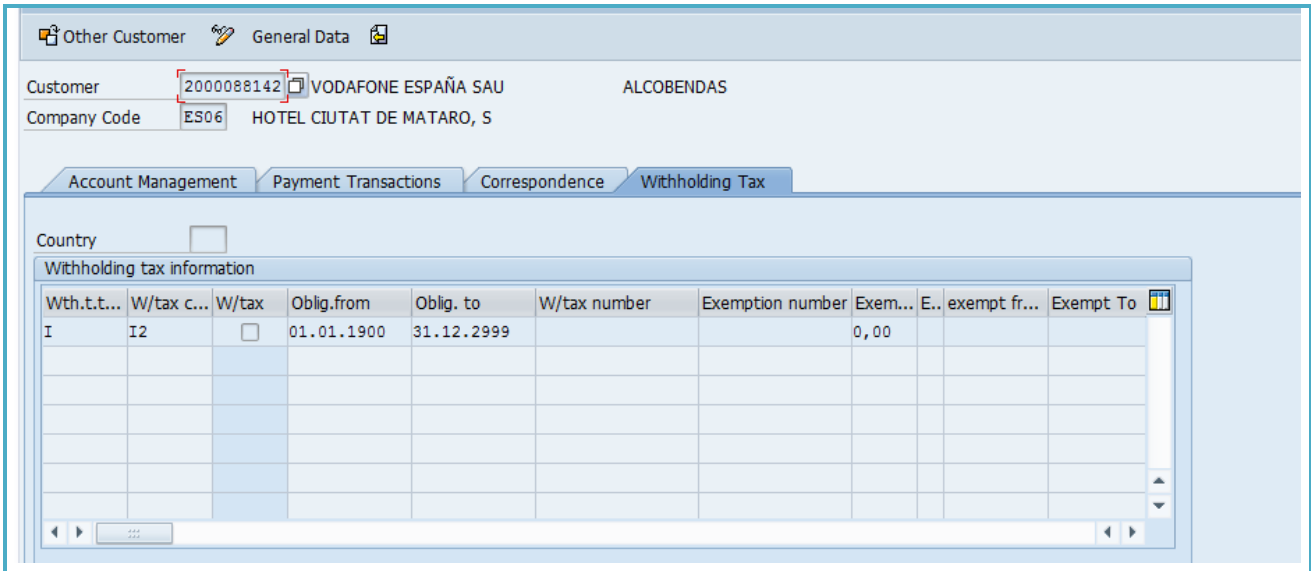


  Once the customer and the company code are introduced, click in the button .

  The next screen shows information of the customer.



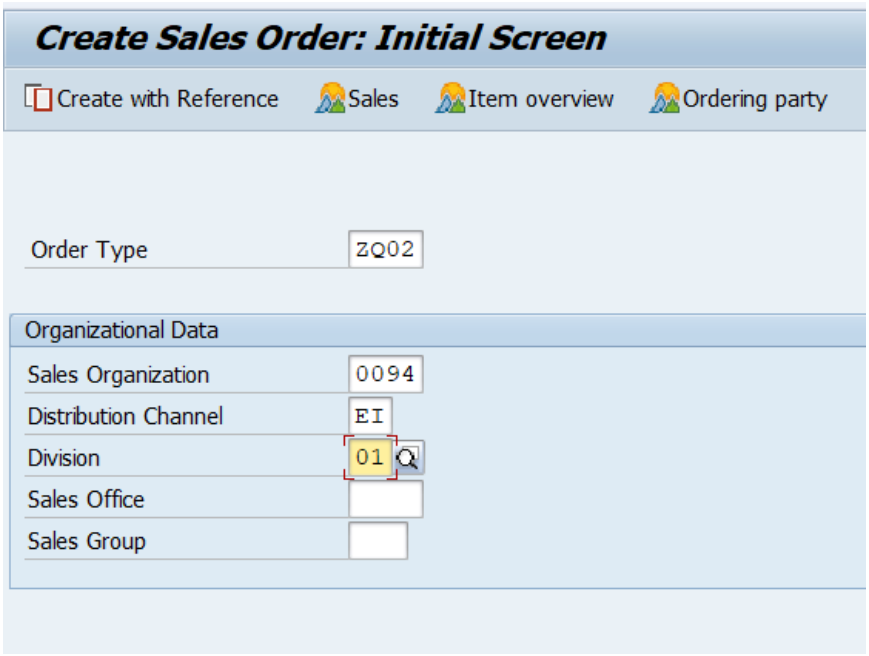
  The button Company Code Data should be clicked to go to the screen where the information of the company code in this customer is shown. And in this screen, by clicking on the tab "Withholding Tax", all the information relative to the withholding tax in this customer is displayed.



4.2. After the process of configure customers and materials, the next step will be the invoice creation. Firstly, to perform the Sales Order Creation transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **VA01**

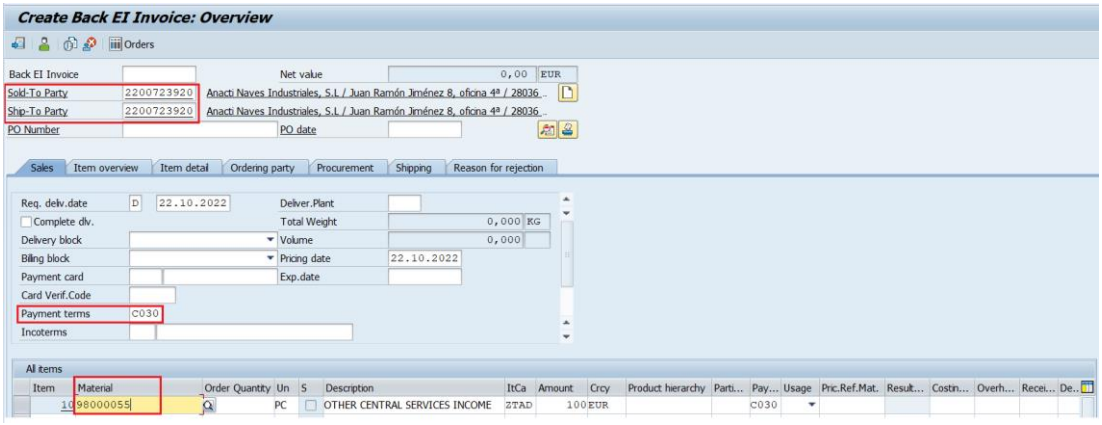
- The first screen will be filled with the order type, and the sales area.



The main fields will be explained on the table below.

Field	Brief Explanation
Order Type	To perform a sales order, the code will be ZQ02
Sales Organization	Hotel code (e.g. 0094)
Distribution Channel	For invoice creation, this field will be “EI”
Division	The division of the hotel which creates the sales order (e.g. 01)

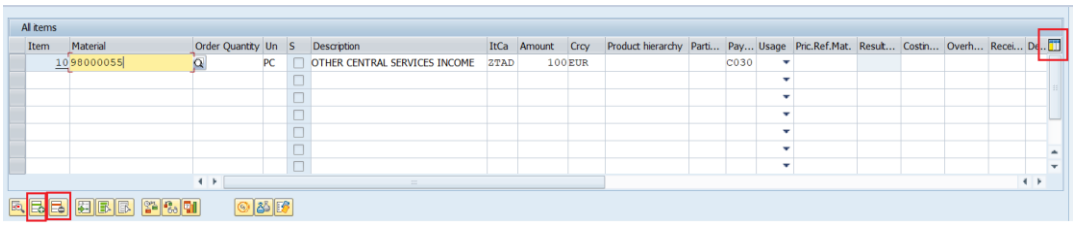
- Once the fields are informed, validate to inform the "Sold-To Party" fields with the customer code, and sales order by introducing the name in the field "PO Number".



- Similarly, validate to proceed to "Ship-To Party" and "Payment terms" fields.

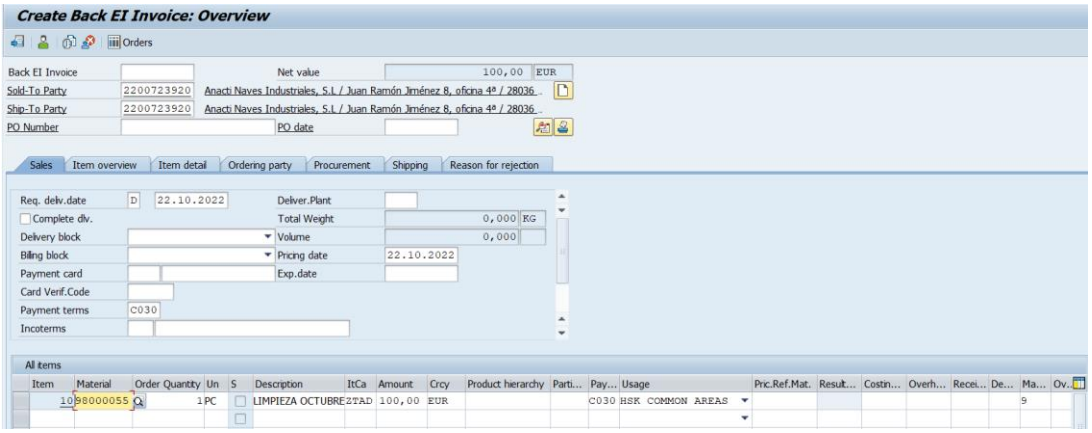
  If the customer used in the Sales Order was configured with more than one Shipping Address, a box asking which must be used will appear after this step.

- After information is completed, validate it. The code of the material must be introduced in this cell. By pressing the "Enter", all the columns configured for this material will be autocompleted. The next screen shows the columns already filled.



  The columns showed can be reordered by the user through "Configure" (marked in red). It is also possible to "Delete" items throught the corresponding button (marked in red).

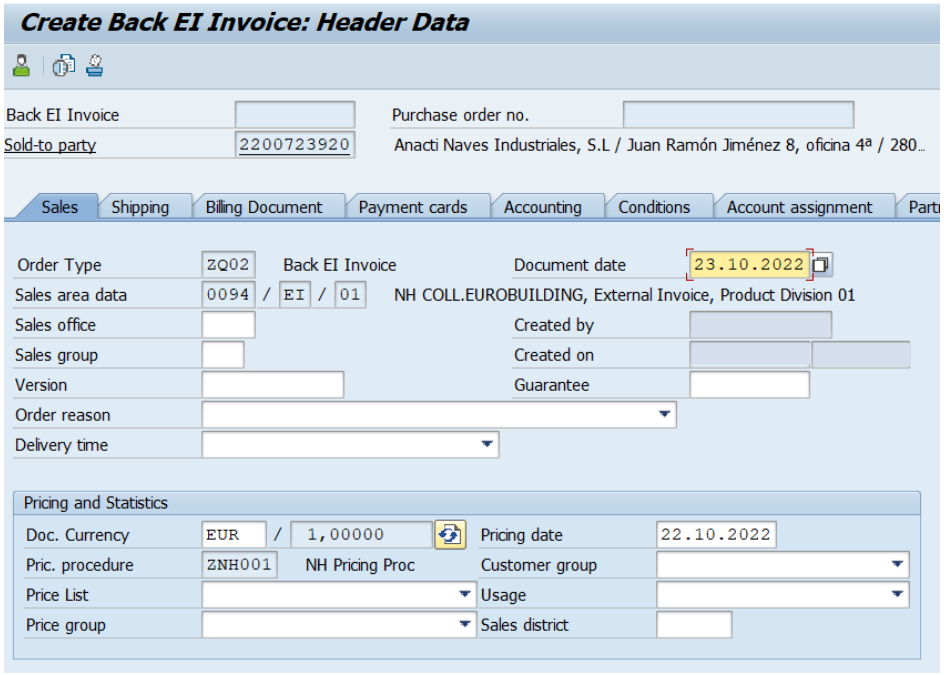
  The columns must be configured to be displayed as showed in this picture:



The main fields to inform are detailed in the table below:

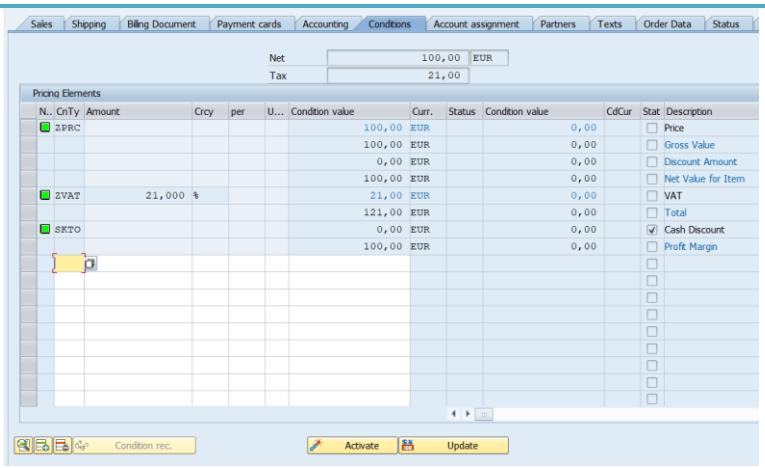
Column	Brief Explanation
Material	Material code (e.g. 98000055– Must be a 8 digit number)
Description	Free text, or text configured on the material which will appear in the invoice
Order Quantity	Quantity of materials ordered
Amount	Amount of the material
Usage	Possible usages prefixed within a list
Profit and Cost Centers	(e.g. ES10000401)

- Clicking on the button , the document header details will be displayed.



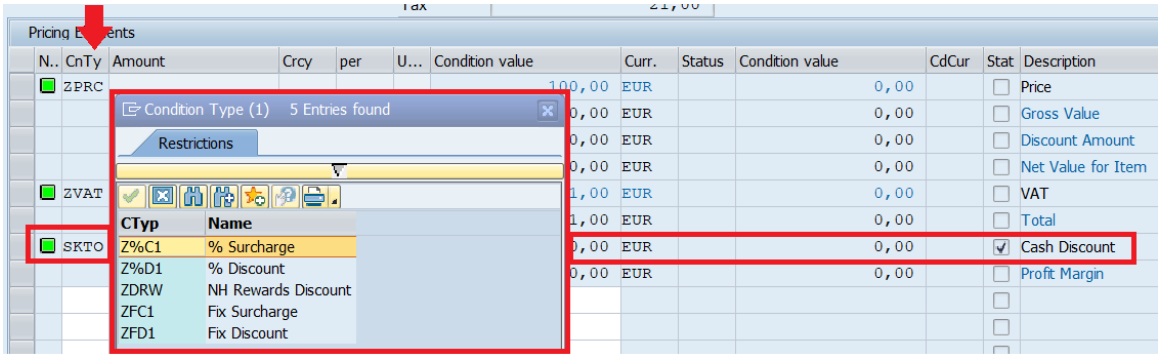
This header details will be cummon for all the materials introduced in the sales order. If any field is modified in this screen, it will be applied in all the materials introduced in the sales order.

- After this tab is configured, “Conditions” will be completed, detailing the different parts of the invoice (net value, VAT and Cash Discount). As example,



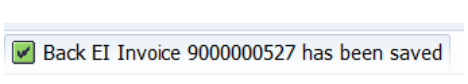
An extra discount can be introduced by double clicking on the "CnTy" column. There will be different possible discounts. The discount entered will appear on a new row, and the user will introduce the amount discounted mannually. When the amount is correctly introduced, by pressing on enter key, the sales order will be calculated.

In case of a customer who require withholding tax in the invoice, a new line entry in this screen is required. To introduce the new line, the user should click on the next free cell in the "CnTy" column, and then select the withholding tax option.



The new line will appear, and the process will continue as explained in this guide.

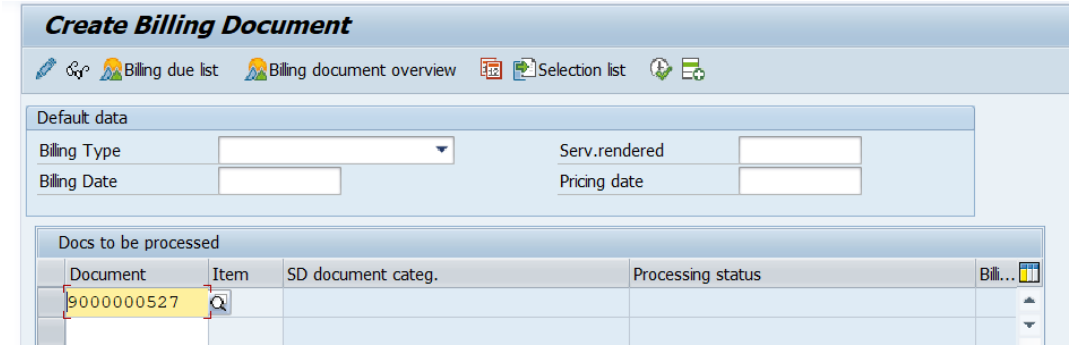
- The VAT will be completed automatically with the material. Then, if we need to have other information we have to create a jira in order to request the new material with the tax needed.
- Once the configuration of the sales order is completed, the process will be saved by clicking on the diskette .



It is important to write this number down, because it will be used on next steps.

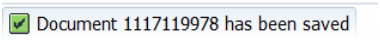
4.3. The second part of the invoice creation is the billing document creation. To perform this action in SAP, we will use the transaction VF01.

Transaction code: **VF01**

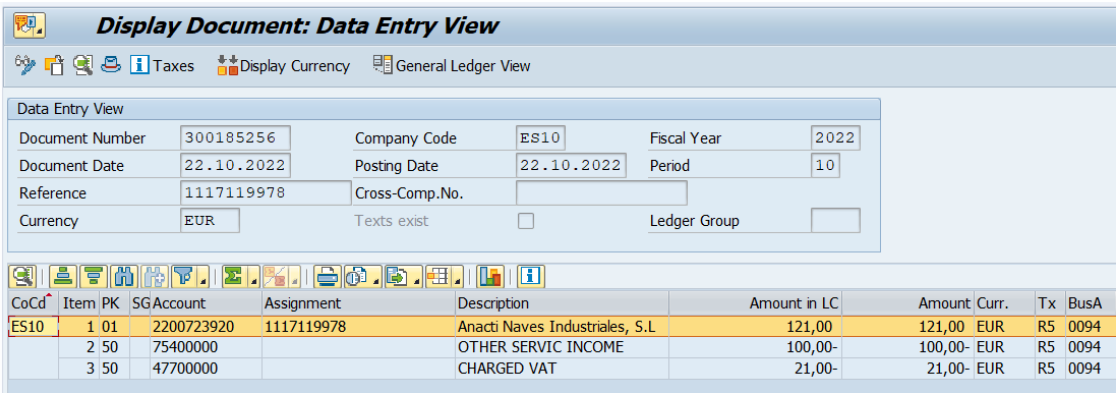


The next screen displays the items introduced in the sales order.

By clicking on , the billing document will be created, and a message with the number of the document created will be displayed.



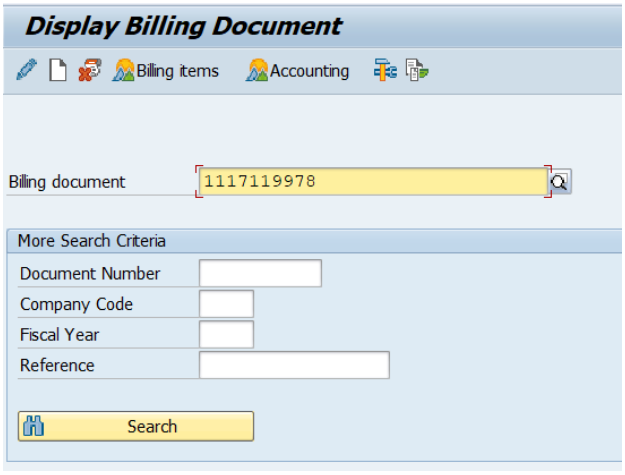
We can see the posting of the invoice using transction FB03 or VF03 clicking on :



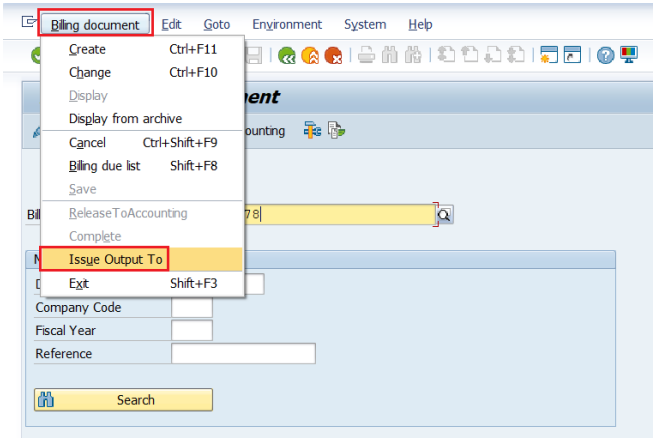
4.4. It is possible to display the billing documents. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: VF03

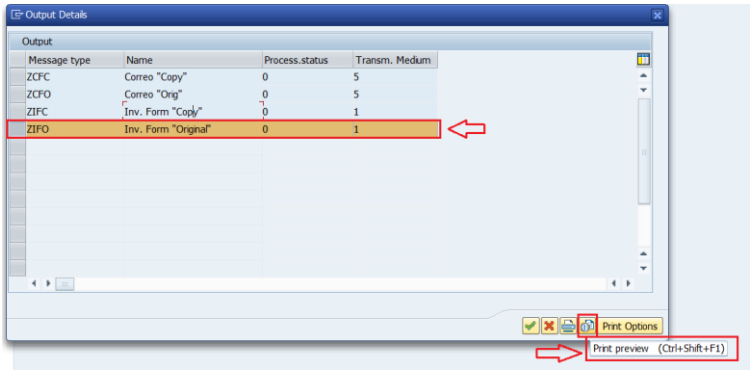
The next screen displayed is a filter, and the document of the invoice should be entered in the "Billing document" field.



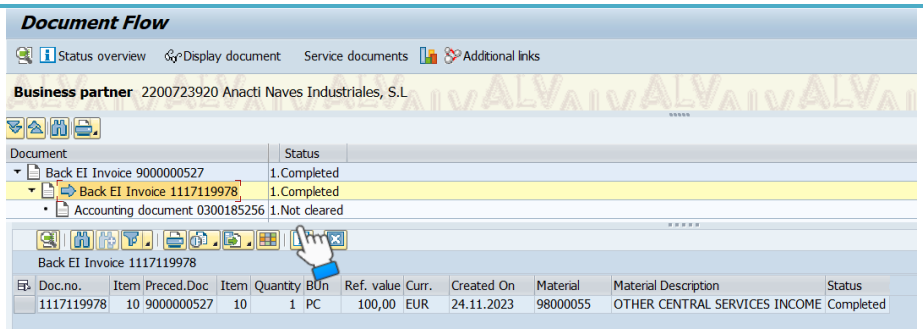
To See the pdf of the invoice press "Billing document" and "Issue Output To"

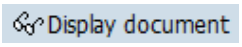


Output Details click on "Original invoice" and print preview (mark in red)

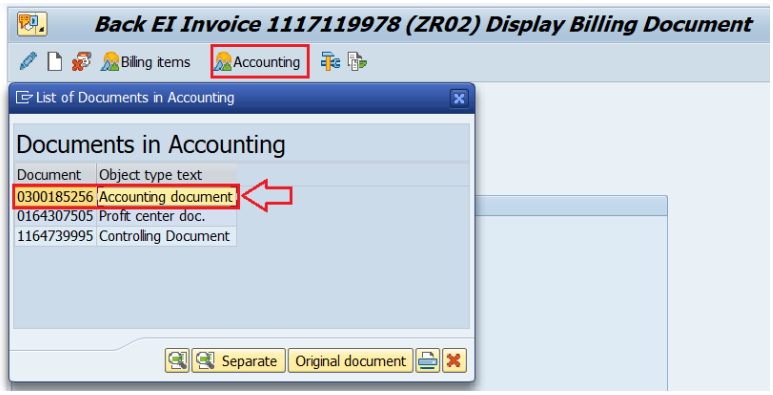


By clicking on "Display document flow" ., the flow of the process will be displayed.



Selecting "Accounting document", and clicking on "Display document"  the next screen where appears the movements realized in this document will be showed:

In this screen. The invoice number is displayed in the "Assignment" column, and the "Cost and Profit Centers" in their corresponding columns.
In addition, other way to see the movement posted in customer account is clicking on VF03 and later that "Accounting document", press enter:



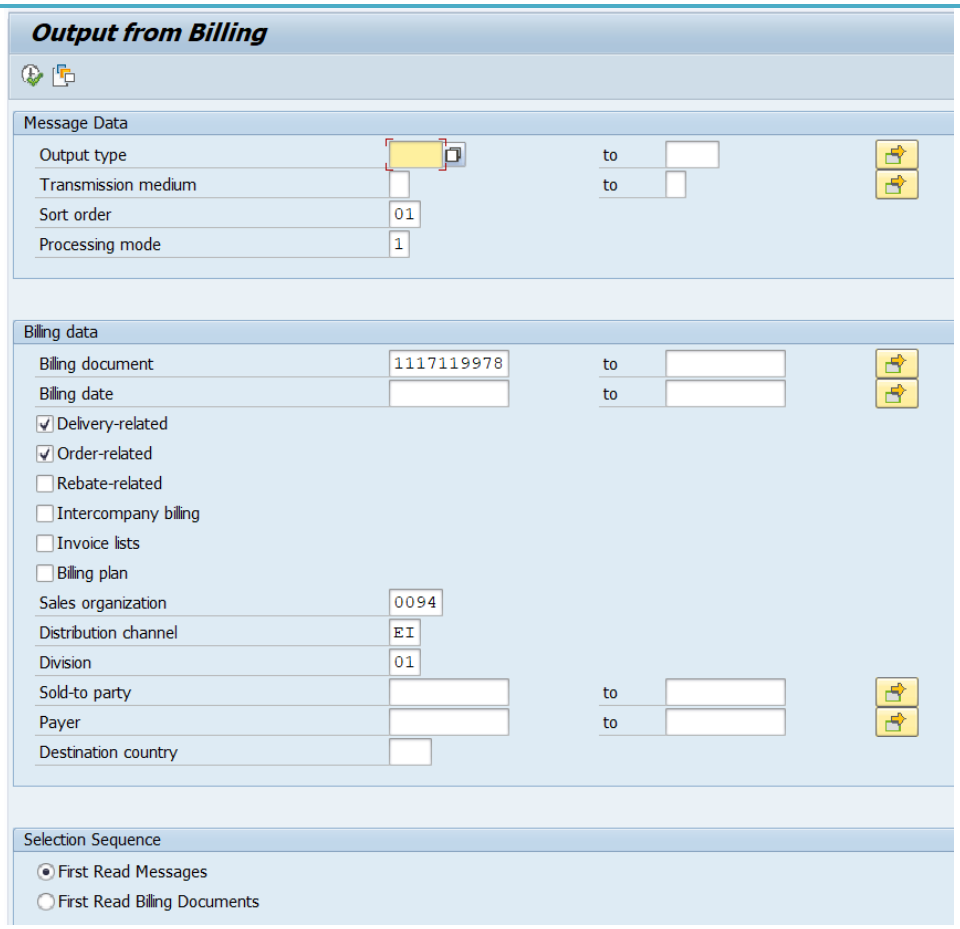
4.5. Additionally, it is also possible to visualize the billing documents. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.
This case is more useful in we want to print several invoices at the same time will be as follows:

Transaction code: **VF31**

The next screen displayed is a filter, and allows to select the "output type":

- Invoice from original, ZIFO
- Copy, ZIFC

The document of the invoice should be entered in the "Billing document" field, and the corresponding Sales Area ("Sales organization", "Distribution channel" and "Division").

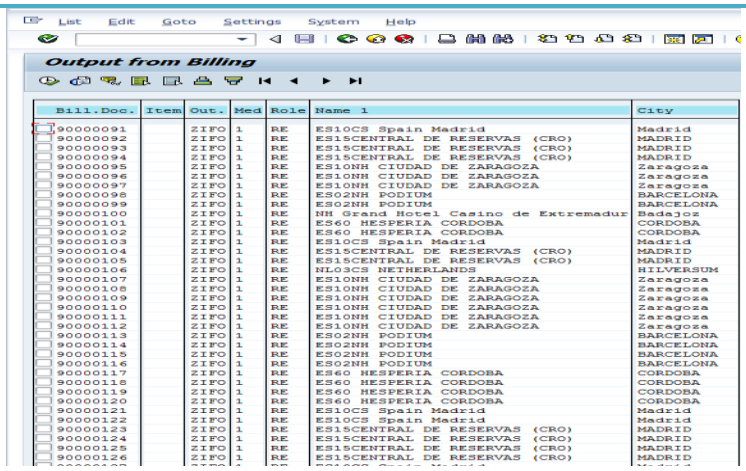


On this screen, we can filter by different fields, the most common being the following:

- Output Type: Indicates if the invoice is original (ZIFO) or has already been printed elsewhere (ZICO). (Note: The invoices will always be available to be printed, both original and copy).
- Billing Document: We can indicate a list of invoices to be printed.
- Billing Date: We can indicate a date period in which the invoices have been made for printing.
- Sales Organization: We can indicate a sales Organization to print only the invoices issued by a hotel.
- Distribution Channel: We can indicate if we want to print the external invoices (EI) or the intercompany (IC).
- Sold-To Party: We can indicate one or several clients from which we want to print their invoices.

The Delivery-related validation should always be marked.

Once selected, the invoices to be printed, we execute. All the invoices that meet the indicated filters will be shown:



Bill.Doc.	Item	Out.	Med	Role	Name 1	City
90000091		ZIFO	1	RE	ES10CS Spain Madrid	Madrid
90000092		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000093		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000094		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000095		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000096		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000097		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000098		ZIFO	1	RE	ES02NH PODIUM	BARCELONA
90000099		ZIFO	1	RE	ES02NH PODIUM	BARCELONA
90000100		ZIFO	1	RE	NH Grand Hotel Casino de Extremadur	Badajoz
90000101		ZIFO	1	RE	ES60 HESPERIA CORDOBA	CORDOBA
90000102		ZIFO	1	RE	ES60 HESPERIA CORDOBA	CORDOBA
90000103		ZIFO	1	RE	ES10CS Spain Madrid	Madrid
90000104		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000105		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000106		ZIFO	1	RE	NL03CS NETHERLANDS	HILVERSUM
90000107		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000108		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000109		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000110		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000111		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000112		ZIFO	1	RE	ES10NH CIUDAD DE ZARAGOZA	Zaragoza
90000113		ZIFO	1	RE	ES02NH PODIUM	BARCELONA
90000114		ZIFO	1	RE	ES02NH PODIUM	BARCELONA
90000115		ZIFO	1	RE	ES02NH PODIUM	BARCELONA
90000116		ZIFO	1	RE	ES02NH PODIUM	BARCELONA
90000117		ZIFO	1	RE	ES60 HESPERIA CORDOBA	CORDOBA
90000118		ZIFO	1	RE	ES60 HESPERIA CORDOBA	CORDOBA
90000119		ZIFO	1	RE	ES60 HESPERIA CORDOBA	CORDOBA
90000120		ZIFO	1	RE	ES60 HESPERIA CORDOBA	CORDOBA
90000121		ZIFO	1	RE	ES10CS Spain Madrid	Madrid
90000122		ZIFO	1	RE	ES10CS Spain Madrid	Madrid
90000123		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000124		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000125		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID
90000126		ZIFO	1	RE	ES15CENTRAL DE RESERVAS (CRO)	MADRID

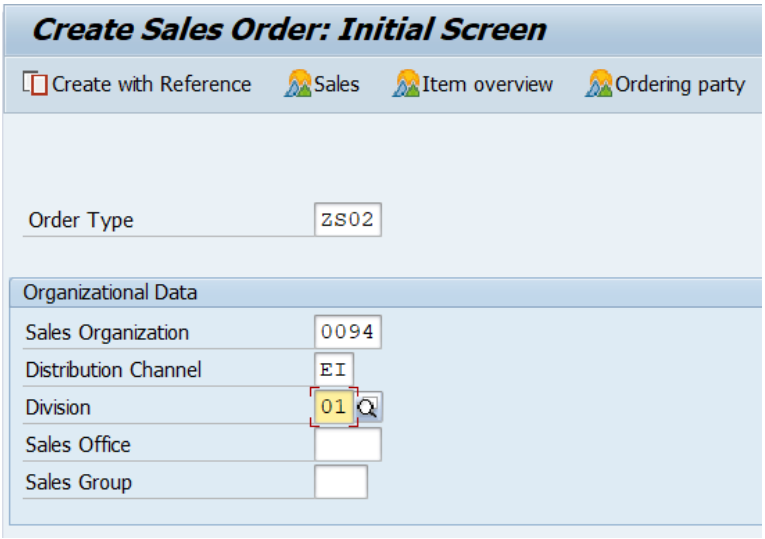
We mark those invoices that we want to print and we execute. Upon performing it, we would have send to printer, configured in the system all the selected invoices.

5. Credit Memo Creation Execution in SAP

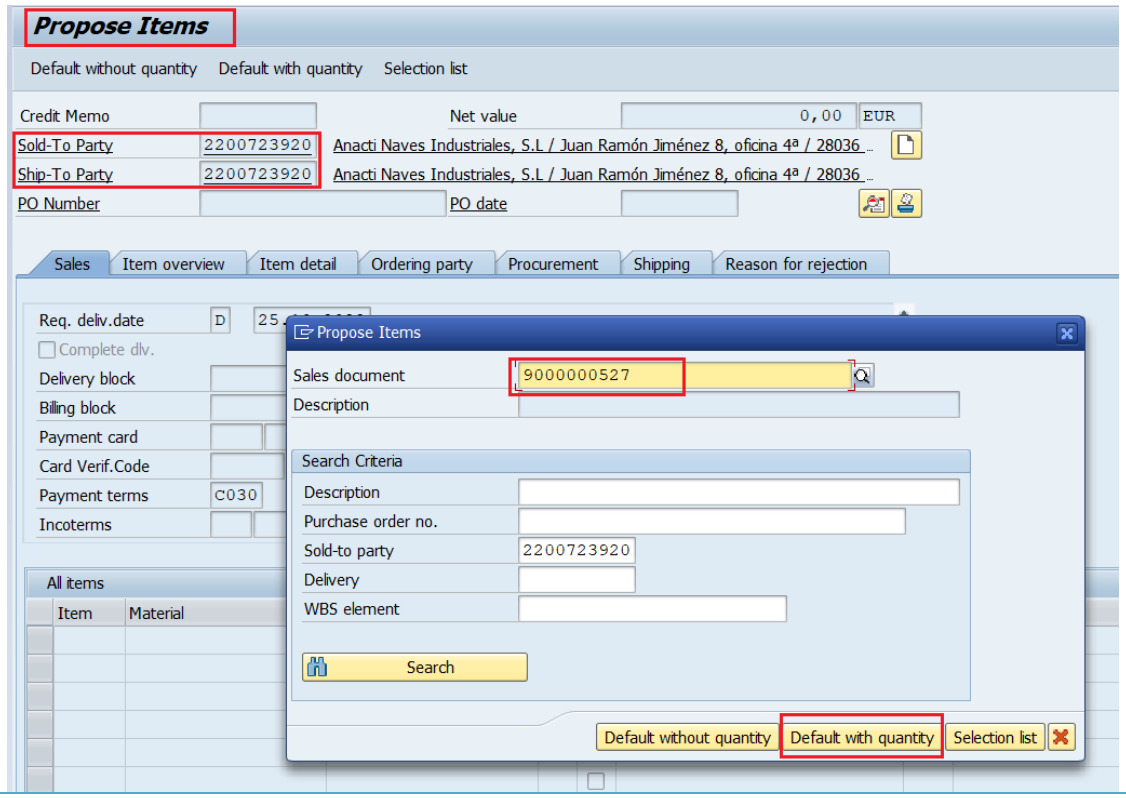
5.1. The first step will be **the order of credit memo creation**. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **VA01**

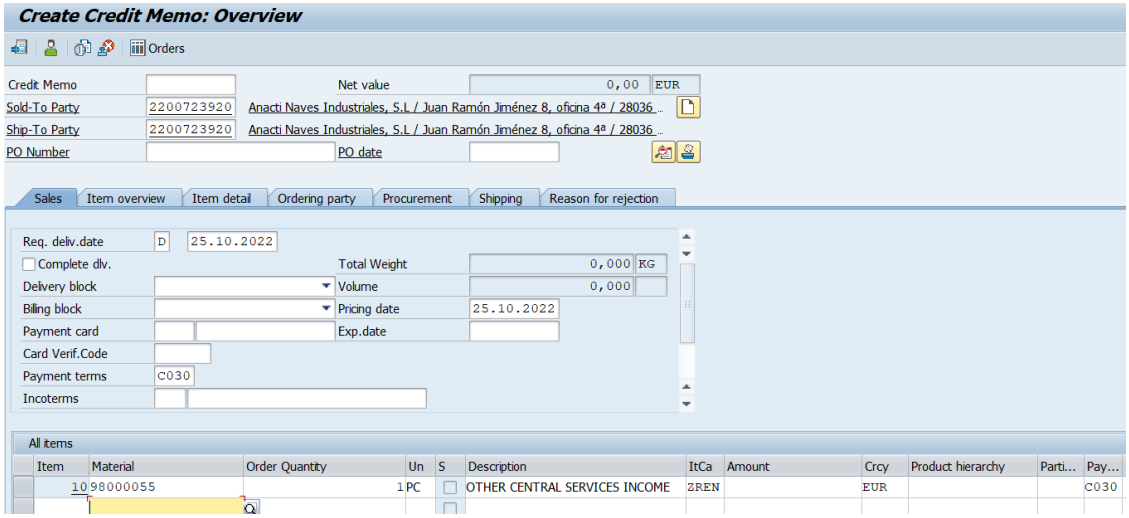
Within the first screen, both the order type (i.e. ZS02 for credit memos), and the sales area will be informed.



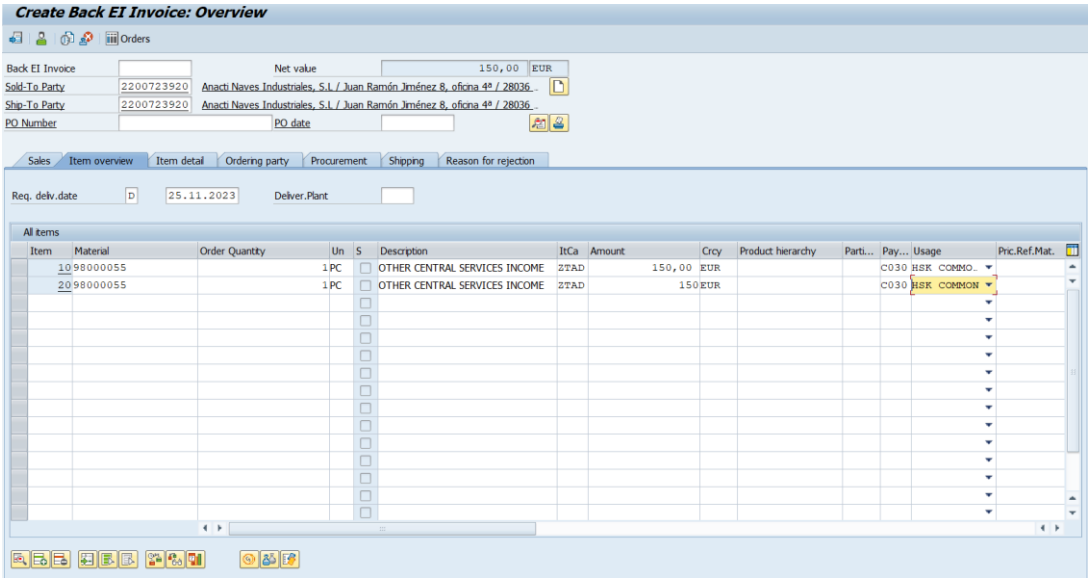
- Once the fields are informed, validate it . The following steps are similar the invoice creation explained above.
- After indicating "Sold- and Ship-To-Party" fields, it will be possible to "Propose items" by clicking on the corresponding button .



- Once the items are completed, through the button Default with quantity, all the items of the sales order, cost centers of each item in the column "Usage" can be informed.



To include several lines related to different concepts we use the second tab "Item Overview" and complete the information:



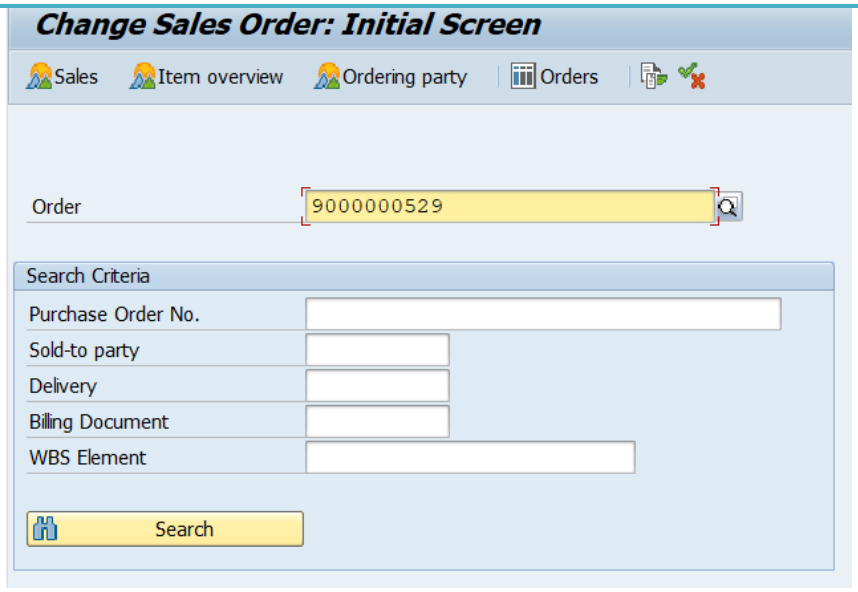
- Once all the fields are completed, the document will be saved on the diskette .

Credit Memo 9000000529 has been saved

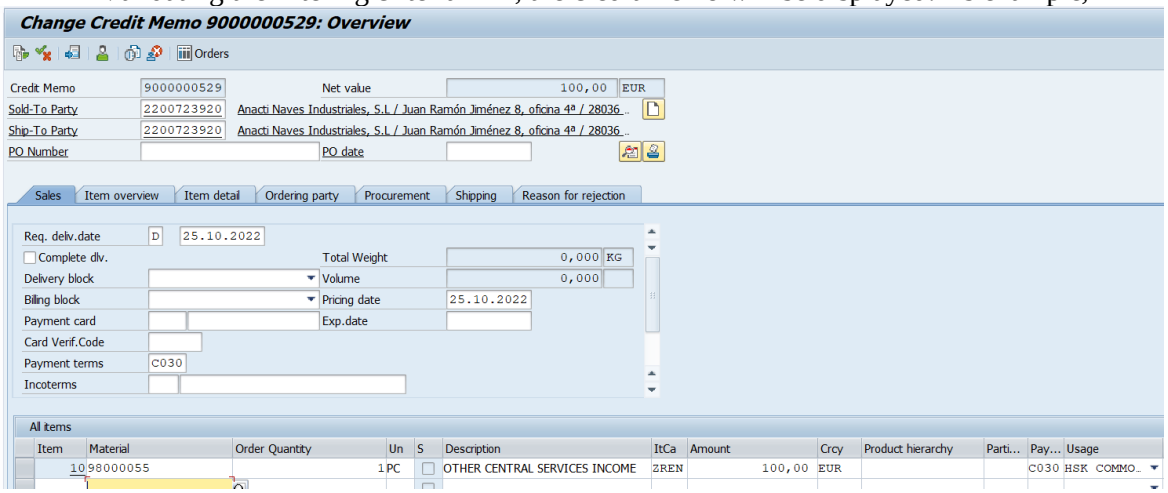
5.2. The second step will be **the invoicing of the credit memo**, . To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **VA02**

The first filter informs the order number (e.g. 9000000529), and other filtering criteria are available.



- Validating the filtering criteria , the credit memo will be displayed. As example,



- If the credit memo is correctly configured, the process will be saved by clicking on the diskette

6. Summary Codes Invoicing Transactions

In the following link we will see a summary of the codes transactions to be used per country:
AR - Billing countries Codes.xlsx