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HOTELS · RESORTS · SPAS

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Hotels & Resorts

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HOTELS & RESORTS

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 withholding 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.

Customer Display: Initial Screen

Customer: 1008949566 HOTELBEDS PRODUCT SLU

Company Code: ES01 NH HOTEL GROUP, S.A

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

The next screen shows information of the customer.

Display Customer: General Data

Other Customer Company Code Data

Customer: 2000000000 Sony Barcelona

Address Control Data Payment Transactions

Preview

Name Title Sony

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.





[illegible]

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.

Create Sales Order: Initial Screen

 Create with Reference
  Sales
  Item overview
  Ordering party


Order Type:

Organizational Data

Sales Organization	<input type="text" value="0094"/>
Distribution Channel	<input type="text" value="EI"/>
Division	<input type="text" value="01"/> 
Sales Office	<input type="text"/>
Sales Group	<input type="text"/>

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”.

Create Back EI Invoice: Overview

Back EI Invoice: Net value: 0,00 EUR

Sold-To Party: 2200723920 Anact Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036...

Ship-To Party: 2200723920 Anact Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036...

PO Number: PO date:

Req. delv. date: D 22.10.2022 Deliver. Plant: Total Weight: 0,000 KG

Complete div.: Delivery block: Volume: 0,000

Billing block: Pricing date: 22.10.2022


Payment card: Exp. date:

Card Verif. Code:

Payment terms: C030

Incoterms:

Item	Material	Order Quantity	Un	S	Description	ITCa	Amount	Crcy	Product hierarchy	Parti...	Pay...	Usage	Pric.Ref.Mat.	Result...	Costn...	Overh...	Recei...	De...
10	98000055	1	PC		OTHER CENTRAL SERVICES INCOME	2TAD	100	EUR			C030							

- 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.

Create Back EI Invoice: Overview

Back EI Invoice: Net value: 100,00 EUR

Sold-To Party: 2200723920 Anact Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036...

Ship-To Party: 2200723920 Anact Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036...

PO Number: PO date:

Req. delv. date: D 22.10.2022 Deliver. Plant: Total Weight: 0,000 KG

Complete div.: Delivery block: Volume: 0,000

Billing block: Pricing date: 22.10.2022

Payment card: Exp. date:

Card Verif. Code:

Payment terms: C030

Incoterms:

Item	Material	Order Quantity	Un	S	Description	ITCa	Amount	Crcy	Product hierarchy	Parti...	Pay...	Usage	Pric.Ref.Mat.	Result...	Costn...	Overh...	Recei...	De...
10	98000055	1	PC		OTHER CENTRAL SERVICES INCOME	2TAD	100	EUR			C030							

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

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

Create Back EI Invoice: Overview

Back EI Invoice: Net value: 100,00 EUR

Sold-To Party: 2200723920 Anact Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036...

Ship-To Party: 2200723920 Anact Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036...

PO Number: PO date:

Req. delv. date: D 22.10.2022 Deliver. Plant: Total Weight: 0,000 KG

Complete div.: Delivery block: Volume: 0,000

Billing block: Pricing date: 22.10.2022

Payment card: Exp. date:

Card Verif. Code:


Payment terms: C030

Incoterms:

Item	Material	Order Quantity	Un	S	Description	ITCa	Amount	Crcy	Product hierarchy	Parti...	Pay...	Usage	Pric.Ref.Mat.	Result...	Costn...	Overh...	Recei...	De...	Ma...	Ov...
10	98000055	1	PC		LIMPIEZA OCTUBRE 2TAD	100,00	EUR				C030	HSR COMMON AREAS								

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.

Create Back EI Invoice: Header Data

Back EI Invoice Purchase order no.
Sold-to party Anacti Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 280...

Sales Shipping Billing Document Payment cards Accounting Conditions Account assignment Part

Order Type Back EI Invoice Document date
Sales area data / / NH COLL.EUROBUILDING, External Invoice, Product Division 01
Sales office Created by
Sales group Created on
Version Guarantee
Order reason
Delivery time

Pricing and Statistics

Doc. Currency / Pricing date
Pric. procedure NH Pricing Proc Customer group
Price List Usage
Price group Sales district

This header details will be common 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 manually. 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.

N..	CnTy	Amount	Crcy	per	U...	Condition value	Curr.	Status	Condition value	CdCur	Stat	Description
	ZPRC					100,00	EUR		0,00			Price
						100,00	EUR		0,00			Gross Value
	ZVAT					0,00	EUR		0,00			Discount Amount
						0,00	EUR		0,00			Net Value for Item
						1,00	EUR		0,00			VAT
						1,00	EUR		0,00			Total
	SKTO					0,00	EUR		0,00		<input checked="" type="checkbox"/>	Cash Discount
						0,00	EUR		0,00			Profit Margin

- 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 .

 Back EI Invoice 900000527 has been saved



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**

Create Billing Document

Billing due list
 Billing document overview
 Selection list
 Save

Default data

Billing Type:
 Billing Date:
 Serv.rendered:
 Pricing date:

Docs to be processed

Document	Item	SD document categ.	Processing status	Billing
9000000527				

Back EI Invoice (ZRO2) Create: Overview of Billing Items

Billing documents

Back EI Invoice: \$000000001
 Payer: 2200723920
 Billing Date: 22.10.2022
 Net Value: 100,00 EUR
 Anacti Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4..

Item	Description	Billed Quantity	SU	Net value	Material	Cost	Tax amount
10	OTHER CENTRAL SERVICES INCOME		1 PC	100,00	98000055	0,00	21,00

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.

Document 1117119978 has been saved

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

Display Document: Data Entry View

Taxes
 Display Currency
 General Ledger View

Data Entry View

Document Number: 300185256
 Document Date: 22.10.2022
 Reference: 1117119978
 Currency: EUR
 Company Code: ES10
 Posting Date: 22.10.2022
 Cross-Comp.No.:
 Fiscal Year: 2022
 Period: 10
 Texts exist: ☐
 Ledger Group:

CoCd	Item	PK	SGAccount	Assignment	Description	Amount in LC	Amount	Curr.	Tx	BusA
ES10	1	01	2200723920	1117119978	Anacti Naves Industriales, S.L	121,00	121,00	EUR	R5	0094
	2	50	75400000		OTHER SERVIC INCOME	100,00-	100,00-	EUR	R5	0094
	3	50	47700000		CHARGED VAT	21,00-	21,00-	EUR	R5	0094

- 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.

Display Billing Document

Billing document: 1117119978

More Search Criteria

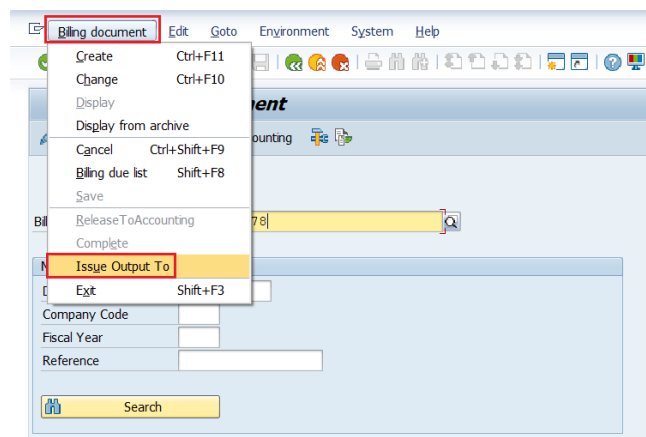
Document Number:

Company Code:

Fiscal Year:

Reference:

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)

Message type	Name	Process status	Transm. Medium
ZCFC	Correo "Copy"	0	5
ZCFO	Correo "Org"	0	5
ZIFC	Inv. Form "Ccopy"	0	1
ZIFO	Inv. Form "Original"	0	1

Print Options

Print preview (Ctrl+Shift+F1)

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

Document Flow

Status overview | Display document | Service documents | Additional links


Business partner 2200723920 Anacti Naves Industriales, S.L.

Document

Document	Status
Back EI Invoice 9000000527	1. Completed
Back EI Invoice 1117119978	1. Completed
Accounting document 0300185256	1. Not cleared

Back EI Invoice 1117119978

Doc.no.	Item	Preced.Doc	Item	Quantity	Bun	Ref. value	Curr.	Created On	Material	Material Description	Status
1117119978	10	9000000527	10	1	PC	100,00	EUR	24.11.2023	98000055	OTHER CENTRAL SERVICES INCOME	Completed

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

Display Document: Data Entry View

Taxes | Display Currency | General Ledger View

Data Entry View


Document Number	300185256	Company Code	ES10	Fiscal Year	2022
Document Date	22.10.2022	Posting Date	22.10.2022	Period	10
Reference	1117119978	Cross-Comp.No.			
Currency	EUR	Texts exist	<input type="checkbox"/>	Ledger Group	

CoCd	Item	PK	SG Account	Assignment	Description	Amount in LC	Amount	Curr.	Tx	BusA
ES10	1	01	2200723920	1117119978	Anacti Naves Industriales, S.L	121,00	121,00	EUR	R5	0094
	2	50	75400000		OTHER SERVIC INCOME	100,00-	100,00-	EUR	R5	0094
	3	50	47700000		CHARGED VAT	21,00-	21,00-	EUR	R5	0094

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:

Back EI Invoice 1117119978 (ZR02) Display Billing Document

Billing items | Accounting | 

List of Documents in Accounting

Documents in Accounting

Document	Object type text
0300185256	Accounting document
0164307505	Profit center doc.
1164739995	Controlling Document

Separate | Original document

- 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”).

Output from Billing

Message Data

Output type	<input type="text" value=""/>	to	<input type="text" value=""/>
Transmission medium	<input type="text" value=""/>	to	<input type="text" value=""/>
Sort order	<input type="text" value="01"/>		
Processing mode	<input type="text" value="1"/>		

Billing data

Billing document	<input type="text" value="1117119978"/>	to	<input type="text" value=""/>
Billing date	<input type="text" value=""/>	to	<input type="text" value=""/>
<input checked="" type="checkbox"/> Delivery-related			
<input checked="" type="checkbox"/> Order-related			
<input type="checkbox"/> Rebate-related			
<input type="checkbox"/> Intercompany billing			
<input type="checkbox"/> Invoice lists			
<input type="checkbox"/> Billing plan			
Sales organization	<input type="text" value="0094"/>		
Distribution channel	<input type="text" value="EI"/>		
Division	<input type="text" value="01"/>		
Sold-to party	<input type="text" value=""/>	to	<input type="text" value=""/>
Payer	<input type="text" value=""/>	to	<input type="text" value=""/>
Destination country	<input type="text" value=""/>		

Selection Sequence

☒ First Read Messages

☐ First Read Billing Documents

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:

Job Aids AR - Invoicing (non-core)

Output from Billing

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

Create Sales Order: Initial Screen

☐ Create with Reference Sales Item overview Ordering party

Order Type:

Organizational Data

Sales Organization:

Distribution Channel:

Division:

Sales Office:

Sales Group:

- 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 .

Propose Items

Default without quantity Default with quantity Selection list

Credit Memo: Net value: EUR

Sold-To Party: Anacti Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036 ..

Ship-To Party: Anacti Naves Industriales, S.L / Juan Ramón Jiménez 8, oficina 4ª / 28036 ..

PO Number: PO date:

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date: 25-11-2015

☐ Complete dlv.

Delivery block:

Billing block:

Payment card:

Card Verif.Code:

Payment terms:

Incoterms:

All items

Item	Material

Propose Items

Sales document:

Description:

Search Criteria

Description:

Purchase order no.:

Sold-to party:

Delivery:

WBS element:

Search

Default without quantity **Default with quantity** Selection list

- 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.

Create Credit Memo: Overview

Orders

Credit Memo: Net value: 0,00 EUR

Sold-To Party: 2200723920 Anacti Naves Industriales, S.L. / Juan Ramón Jiménez 8, oficina 4ª / 28036 -

Ship-To Party: 2200723920 Anacti Naves Industriales, S.L. / Juan Ramón Jiménez 8, oficina 4ª / 28036 -

PO Number: PO date:

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date: D 25.10.2022

☐ Complete div.

Delivery block: Total Weight: 0,000 KG

Billing block: Volume: 0,000

Payment card: Pricing date: 25.10.2022

Card Verif.Code: Exp.date:

Payment terms: C030

Incoterms:

Item	Material	Order Quantity	Un	S	Description	ItCa	Amount	Crcy	Product hierarchy	Parti...	Pay...
	1098000055		1 PC		OTHER CENTRAL SERVICES INCOME	ZREN		EUR			C030

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

Create Back EI Invoice: Overview

Orders

Back EI Invoice: Net value: 150,00 EUR

Sold-To Party: 2200723920 Anacti Naves Industriales, S.L. / Juan Ramón Jiménez 8, oficina 4ª / 28036 -


Ship-To Party: 2200723920 Anacti Naves Industriales, S.L. / Juan Ramón Jiménez 8, oficina 4ª / 28036 -

PO Number: PO date:

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date: D 25.11.2023 Deliver.Plant:

Item	Material	Order Quantity	Un	S	Description	ItCa	Amount	Crcy	Product hierarchy	Parti...	Pay...	Usage	Prc.Ref.Mat.
	1098000055		1 PC		OTHER CENTRAL SERVICES INCOME	ZTAD	150,00	EUR			C030	HSK COMBO...	
	2098000055		1 PC		OTHER CENTRAL SERVICES INCOME	ZTAD	150,00	EUR			C030	HSK COMBO...	

- 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.

Change Sales Order: Initial Screen

Sales Item overview Ordering party Orders

Order

Search Criteria

Purchase Order No.
Sold-to party
Delivery
Billing Document
WBS Element

Search

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

Change Credit Memo 9000000529: Overview

Credit Memo Net value EUR

Sold-To Party Anacti Naves Industriales, S.L. / Juan Ramón Jiménez 8, oficina 4ª / 28036...

Ship-To Party Anacti Naves Industriales, S.L. / Juan Ramón Jiménez 8, oficina 4ª / 28036...

PO Number PO date

Req. deliv. date

☐ Complete div. Total Weight KG

Delivery block Volume

Billing block Pricing date

Payment card Exp. date

Card Verif. Code

Payment terms

Incoterms

Item	Material	Order Quantity	Un	S	Description	ItCa	Amount	Crcy	Product hierarchy	Parti...	Pay...	Usage
	1098000055	1 PC			OTHER CENTRAL SERVICES INCOME	ZREN	100,00	EUR			C030 HSK COMMO...	

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

Document 2000600025 has been saved

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](#)