

WP1 FI Invoicing

Authorizations & Roles

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Objective and Scope

Objective of this Procedure

The purpose of this document is to guide the issuance of a FI type of Invoicing in RCS system. Contains instructions in how to issue an invoice, credit note and vendor's claim, as well as the preliminary checks and possible problems.

Scope

This operating procedure (OP) applies to Service Invoicing companies worldwide.

Identify in the request

Services invoicing request

In a FI type of invoicing, on tab **Services Invoicing Request** the following fields must be completed

WP1 - EXCEPTIONNAL INVOICING



[Please fulfill "WP1 - EXCEPTIONNAL INVOICING" sheet](#)

WP1 - EXCEPTIONNAL INVOICING

Clicking on the hyperlink or tab WP1 – EXCEPTIONNAL INVOCING sheet

Operation item	Posting date (DD-MM-YYYY)	GL Account	Amounts (Excluding tax ; with minus for credit note)	Currency	Billing/Sender Company Cost Object (Cost Center / WBS / Order)	In case of intercompany invoicing: Invoiced/Receiving Cost Object (Cost Center / WBS / Order) <small>Attention: The Revenue will not be cleared in case of intercompany invoicing</small>	Text of the invoice
Revenue	30-03-2015	98112300 SALES INDUSTRIAL SERVICES HOME	1.234,50	EUR	293-7812		Service Invoicing - FI Invoicing
Cost of Sales	30-03-2015	Select Value					

Pay attention if the second line is filled. That means the cost of sales must be posted first.

COST OF SALES POSTING

Operation item	Posting date (DD-MM-YYYY)	GL Account	Amounts (Excluding tax ; with minus for credit note)	Currency	Billing/Sender Company Cost Object (Cost Center / WBS / Order)	In case of intercompany invoicing: Invoiced/Receiving Cost Object (Cost Center / WBS / Order) <small>Attention: The Revenue will not be cleared in case of intercompany invoicing</small>	Text of the invoice
Revenue	07-05-2015	98036600 OTHER FINANCIAL INCOME	10.000,00	EUR	6065-0041		Tetrisopropyl dehydroethylenediphosphonate, CAS 9906-22-2, EC 430-630-9
Cost of Sales	07-05-2015	98300104 FC SUB-CONTRACTING/OTHER EXTERNAL SERVICES	10.000,00	EUR	6066-7041		PEACH Letter of Access fees (non-Medex - US/MT) as per SRF Agreement

If there is a cost of sales to be posted, this should be done first. For that, fulfill the file bellow and post it using the Excel file seen in Service Excellence named:

SBS-FRM-DRTR-04-054 WP1 FI Invoicing Posting file

PRELIMINARY CHECKS

These checks must be performed in order to get information needed, such as tax code and payment terms.

Check Tax Code and Payment Terms

Go to transaction FBL5N:
 Insert the customer account and the company code

Customer Line Item Display

Data Sources

Customer selection

Customer account: 2010618 to []

Company code: zfr3 to []

Selection using search help

Search help ID: []

Search string: []

Search help

Line item selection

Status

Open items

Open at key date: 30.03.2015

Cleared items

Clearing date: [] to []

Open at key date: []

All items

Posting date: [] to []

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer: 53331
 Company Code: ZFR3
 Name: ALPHA
 City: METZ CEDEX 1

It	CoCd	DocumentNo	Doc. Date	Net due dt	Typ	Amount in DC	Curr.	Amt in loc.cur.	Acct	Text	Document Header Text	S	G/L	Reference
	ZFR3	1800000260	28.11.2014	12.01.2015	DR	14.451,94	EUR	14.451,94	77	valorisation metaux_plastique- juillet/aout/septem	M. DANTZER	C	41150100	G SCHELCHER/DB
*						14.451,94	EUR	14.451,94						

Select document type DR (FI invoices are the ones that start with 18xx). Double click on the line to see the document.

Display Document: Line Item 001

Additional Data Withholding Tax Data

Customer: 53331 ALPHA G/L Acc: 41150100

Company Code: ZFR3 76 AVENUE ANDRE MALRAUX

Rhodia Opérations: METZ CEDEX 1 Doc. no.: 1800000260

Line Item 1 / Other customer serv. / 09 C

Amount: 14.451,94 EUR

Tax code: 6U

Additional Data

Due on: 12.01.2015

Pmnt Block: D Payment Method: []

Contract: [] / []

Flow Type: [] Invoice ref.: [] / [] / 0

Assignment: G SCHELCHER/PIPI Sp.G/L assgt: []

Text: valorisation metaux_plastique- juillet/aout/septem Long text

Check the tax code and payment terms.

Check for Credit notes with reference

Go to transaction FBL5N:

Customer Line Item Display

Data Sources

Customer selection

Customer account: 2010618 to []

Company code: zfr3 to []

Selection using search help

Search help ID: []

Search string: []

Search help

Line item selection

Status

Open items

Open at key date: 30.03.2015

Cleared items

Clearing date: [] to []

Open at key date: []

All items

Posting date: [] to []

Type

Normal items

Special G/L transactions

Noted items

Parked items

Insert the customer account and the company code

Select document type **DR** (FI invoices are the ones that start with 18xx). Double click on the line to see the document.

Customer 53331 Company Code ZFR3													
Name ALPHA City METZ CEDEX 1													
It	CoGd	DocumentNo	Doc. Date	Met due dt	Typ	Amount in DC	Curr.	Amt in loc.cur.	Arrear	Text	Document Header Text	S G/L	Reference
	ZFR3	1800000260	28.11.2014	12.01.2015	DR	14.451,94	EUR	14.451,94	77	valorisation métaux_plastique- juillet/aout/septem	M. DANTZER	C 41150100	G SCHELCHER/DB
*						14.451,94	EUR	14.451,94					

Display Document: Line Item 001

Additional Data Withholding Tax Data

Customer 53331 ALPHA G/L Acc 41150100
 Company Code ZFR3 76 AVENUE ANDRE MALRAUX
 Rhodia Opérations METZ CEDEX 1 Doc. no. 1800000260

Line Item 1 / Other customer serv. / 09 C
 Amount 14.451,94 EUR
 Tax code 6U

Additional Data
 Due on 12.01.2015
 Pmnt Block D Payment Method
 Contract /
 Flow Type Invoice ref. / / 0
 Assignment G SCHELCHER/PIPI Sp.G/L assgt
 Text valorisation métaux_plastique- juillet/aout/septem Long text

Check if the invoice of reference (to be cancelled with the credit note) exists.
 Check the Tax Code of the original invoice.

Cost Center and G/L Account Consistency

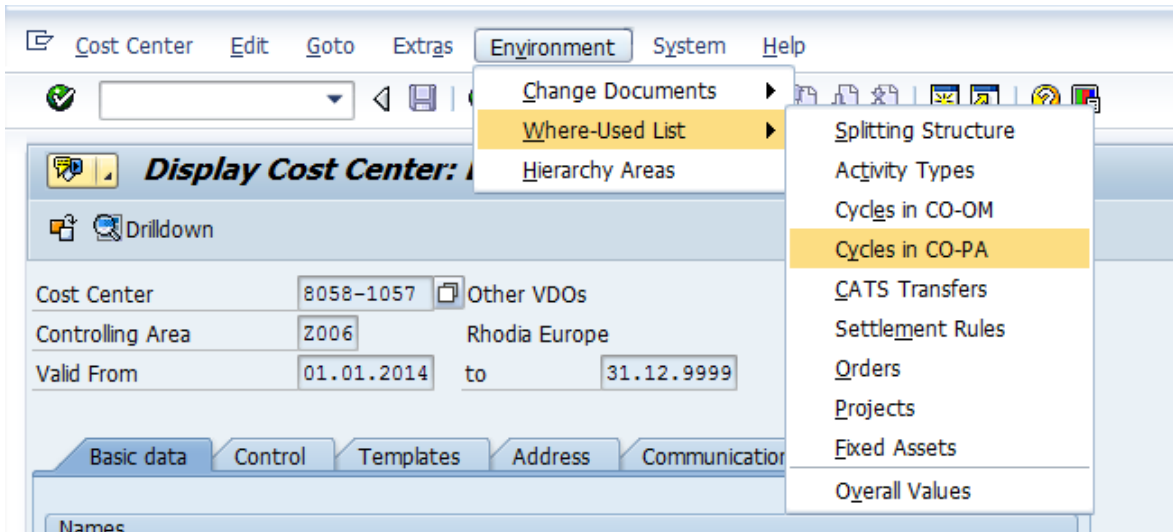
Check in the allocation in cycles if the cost element is assigned to the cost center.
 Go to transaction **KS03** and insert the cost center:

Display Cost Center: Initial Screen

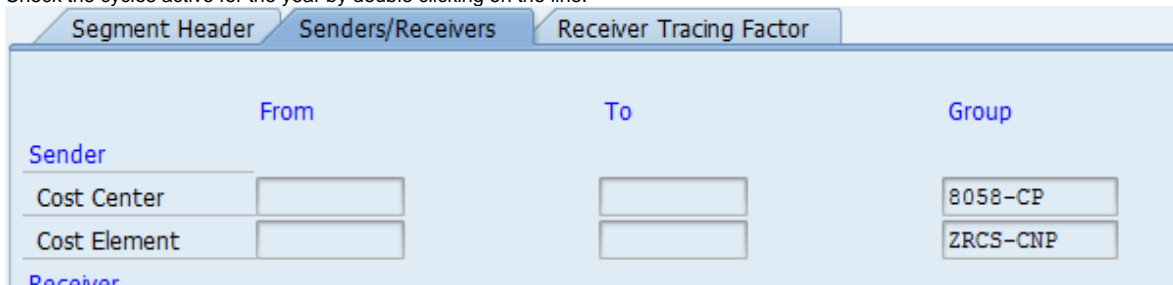
Master Data

Cost Center 8058-1057

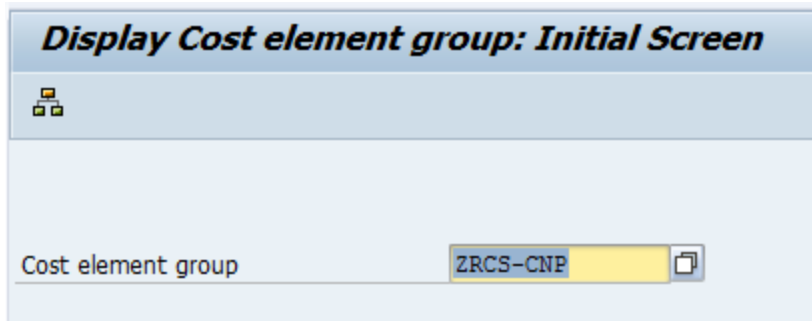
Press enter.



Then go to *Environment Where-Used List Cycles in CO-PA*
 Check the cycles active for the year by double clicking on the line:

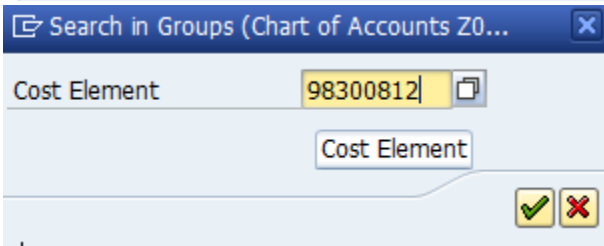
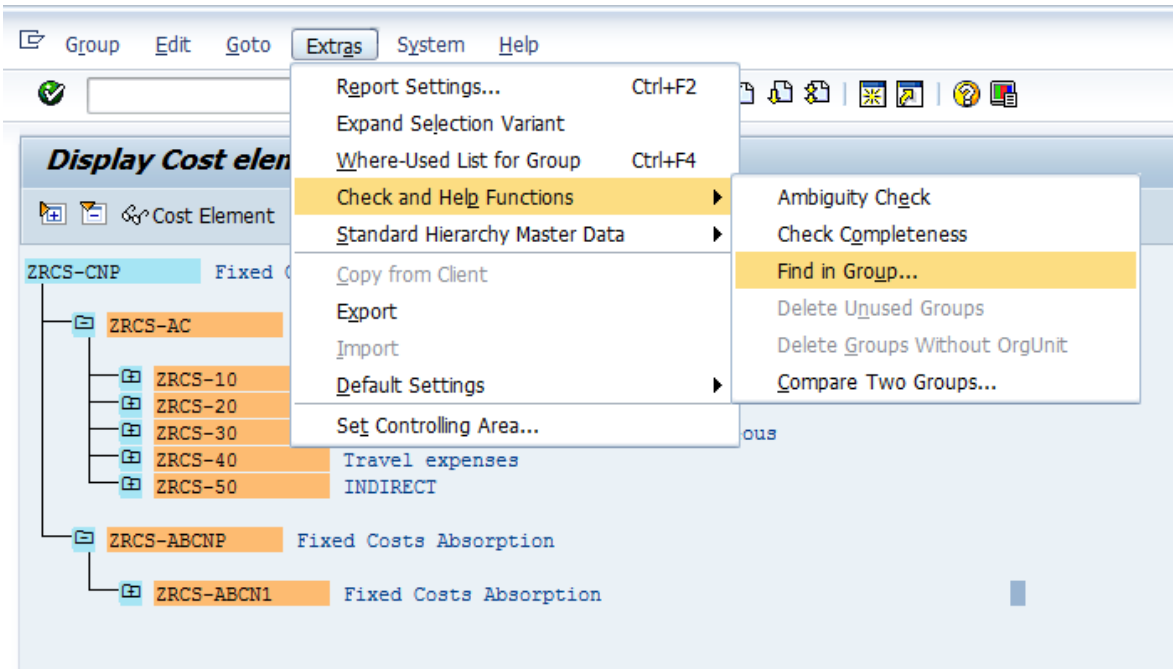


Check the Cost Element Group **ZRCS-CNP**
 Go to transaction **KAH3**:



Press Enter.

Go to Extras *Check and Help Functions Find in Group...*



Insert the GL Account

Cost Element Groups With value 0098300812

Set Name	Organizational Unit	Description	From value	To value
0087-MACHI	2001		98300132	98319999
0214-FCACT	2001		98300132	98325220
0214-FCASS	2001	Oldbury FC Actuals Asse-	98300132	98325220
3863-CNP	2001		98300132	98325220
3866-CTRE2	2001		98120000	99421036
3866-CTRE3	2001		98120000	99422305
3866-CTRE4	2001		98120000	99420999
3866-CTREF	2001		98120000	99421027
3941-CNP	2001		98300132	98325220
3944_CNPPR	2001		98300331	98325220
4019-3040	2001	Other costs	98300810	98300910
4021-VVK25	2001		98300000	98340499

Check if Cost Element Group is on the list.

INVOICE ISSUANCE

Press enter.

Enter Customer invoice: Correct Customer item

More data Acct model Fast Data Entry Taxes Withholding tax

Customer ROUVREAU SARL G/L Acc

Company Code 201 RUE JEAN JAURES

Rhodia Opérations NIORT

Item 1 / Other customer serv. / 09 C

Amount EUR

Tax

Calculate tax Tax code

Due on

Invoice ref. / /

Pmnt Block Payment Method

Contrct / Trans. Type

Assignment

Text

Next Line Item

PstKy Account SGL Ind TType New co.code

The following screen appears:

Amount: Enter the amount of the invoice (including tax – After checking tax code in the preliminary checks, calculate the total value with vat).

Calculate tax: Check the box

Tax Code: Enter the value according to the one found on preliminary checks (FBL5N) or the one indicated by requestor.

Due Date: Enter the one on customer master data or from previous invoices on the account.

If not indicated, use the generic rule:

- Accounting date + 30 days for Third party costumers
- Accounting date + 10 days for Intragroup costumers

Text: Enter the text indicated in the form request.

Posting key: 50

Account: Account indicated for revenue in the request.

Press enter.

The following screen appears:

Enter Customer invoice: Add G/L account item

More data
 Acct model
 Fast Data Entry
 Taxes

G/L Account SALES ADMINISTRAT.& COMMERCIAL EXPORT
 Company Code Rhodia Opérations

Item 2 / Credit entry / 50

Amount EUR
 Tax code

W/o Cash Dscnt
 Cost Center Order

WBS Element

Real Estate Obj

Sales Order

Asset

Purchasing Doc.

Quantity

Assignment Asst retirement

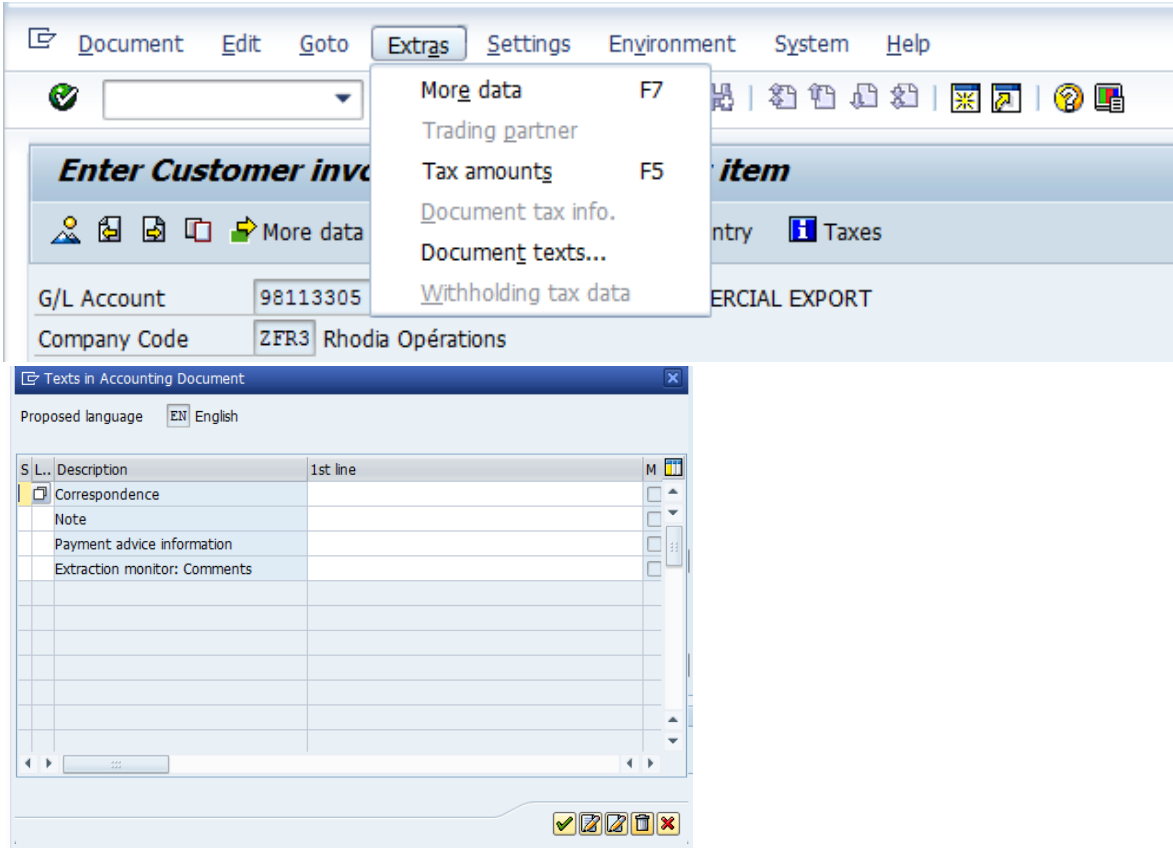
Text

Next Line Item

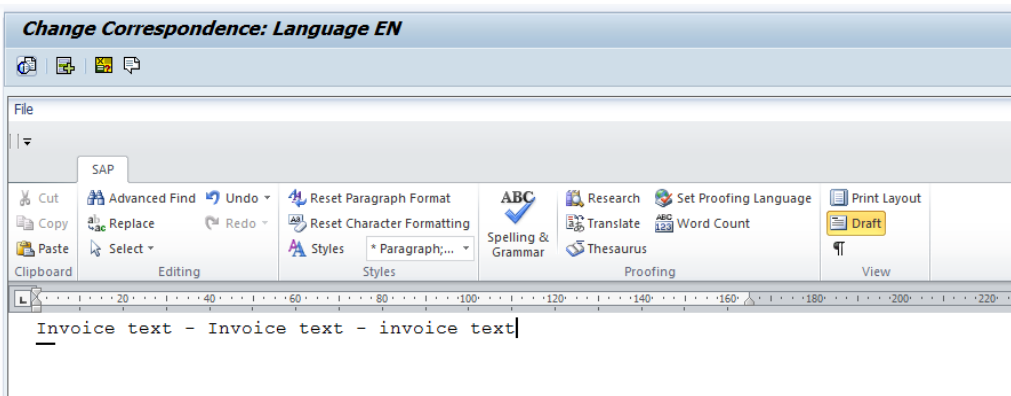
PstKy Account SGL Ind TType New co.code

Amount: Amount indicated on the request form (excluding tax)
Cost Center: Cost Center indicated for revenue in the request
Assignment: Same as the one entered on the debit side of the document
Text: Same as the one entered on the debit side of the document

Then, go to *Extras Document texts*:

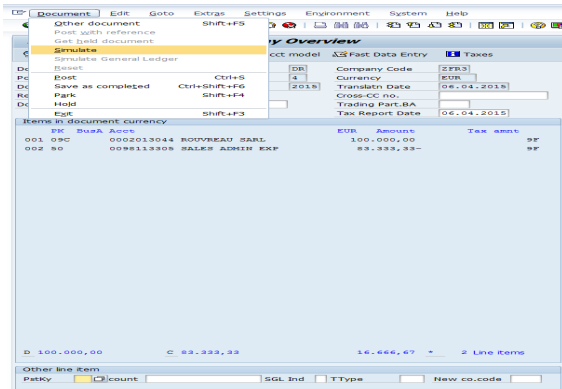


Double click on correspondence.



Enter the text to be indicated in the invoice.

Then go back and click



Go to Document Simulate, to retrieve the VAT line

If the line doesn't appear:

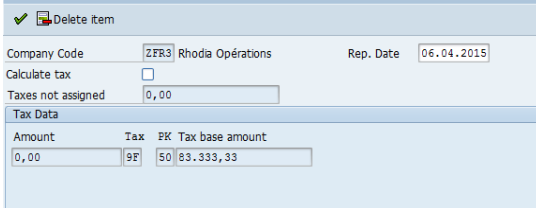
1. Double click on the credit side of the document



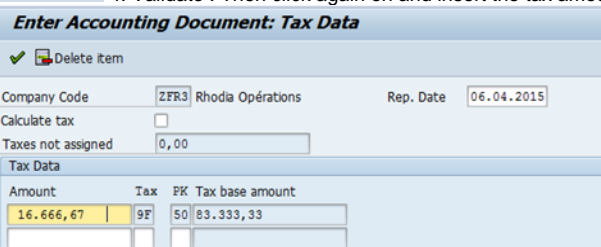
2. Click on

3. Unflag "Calculate tax"

Enter Accounting Document: Tax Data

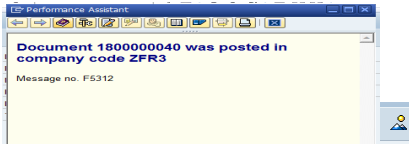


4. Validate . Then click again on and insert the tax amount manually.



And Validate.





Then go back and click



Compare the values with the ones on the request and save.

To print the invoice's image, Go to transaction F.62:

Internal Documents

General selections

Company code	ZFr3	to		
Document number	1800000040	to		
Fiscal year	2015	to		
Document type		to		
Reference number		to		
Intercompany number		to		
Document date		to		
Posting date		to		
CPU date		to		
Entered by		to		

Further selections

Standard documents
 Reverse documents
Reverse document number to

Recurring entry documents
 Actual documents
Recurring entry document no. to

Sample documents
 Noted items
 Parked documents

Output control

Additional header
Correspondence ZW001

Program control

Delete if finished since

Print control

Log to printer Print Immediately

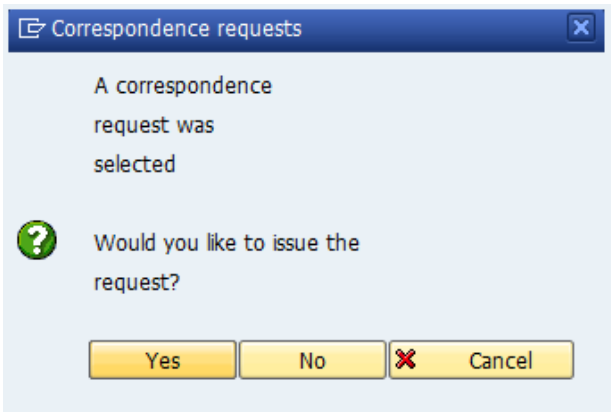
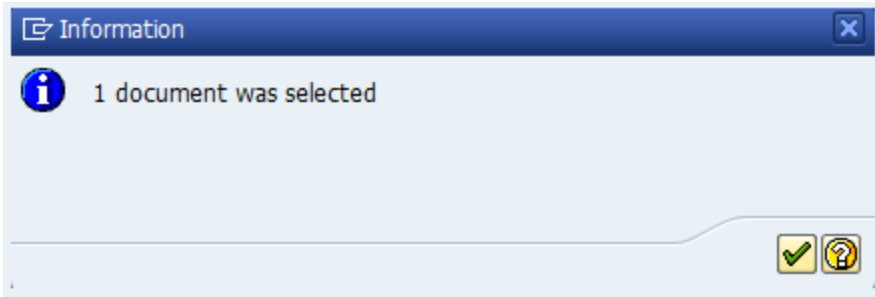
Insert company code, document number, fiscal year.

Flag "Standard documents"

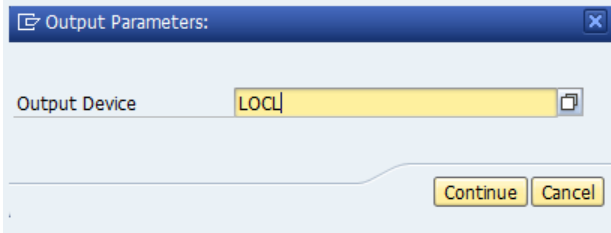
Correspondence : ZW001



And execute.

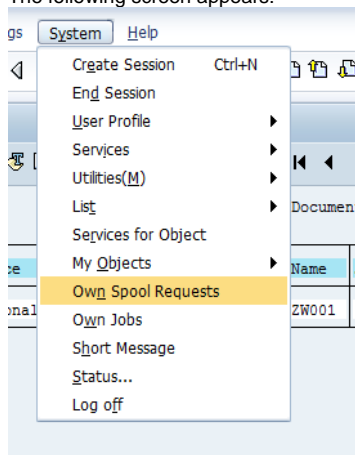


Click Yes.



Select output device **LOCL**.

The following screen appears:



List Edit Goto Settings System Help

Internal Documents

Pre-Production RCS Internal Documents Time 12:38:24 Date 06.04.2015
 Paris Log RFWORB00/PT63018384 Page 1

CoCd	Type of correspondence	Spool no.	Name	Suf1	Suffix 2	Pages	Fax/e-mail
ZFR3	Print various/additional sales invoice	244.159	ZW001		ZFR3	1	

Go to System Own Spool Requests

Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
<input type="checkbox"/> 244159		06.04.2015	12:38	-	1	ZW001 LOCN ZFR3
<input type="checkbox"/> 207014		27.02.2015	11:01	-	1	SCRIPT CL04 PT63018384
<input type="checkbox"/> 207013		27.02.2015	11:01	-	1	SCRIPT PR16 PT63018384

3 Spool requests displayed

3 Spool requests without output request

Double click on icon



RHODIA OPERATIONS
25 rue de Clichy
75009 Paris

S.A.S au capital de 696 097 050 EUR
N. Siret 8220708300327
R. C. RCS PARIS B 622 037 043
Id. TVA - FR4182207083

FACTURE INVOICE

Payer/Payeur :
Id TVA/FR54349469905
ROUVREAU SARL
Z.I DE SAINT FLORENT
201 RUE JEAN JAURES
79000 NIORT

2013044

ROUVREAU SARL
Z.I DE SAINT FLORENT
201 RUE JEAN JAURES
79000 NIORT

A l'attention de SOLVAY SA

Date de paiement/Payment date : 30.04.2015

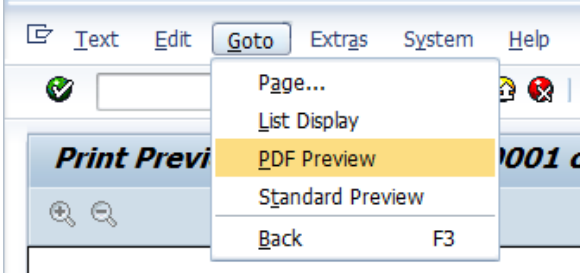
NOTRE REF./OUR REF. : 1800000040
DATE/DATE : 06.04.2015

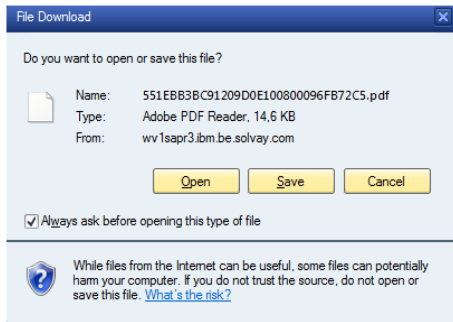
VOTRE CONTACT/YOUR CONTACT :
Catarina TOME

E-mail : Catarina.TOME@solvay.com

POSTE ITEM	LIBELLE DESCRIPTION	TOTAL NET NET VALUE	TAXE TAX
1	1891	83.333,33	
	Total HT	83.333,33	20.0%

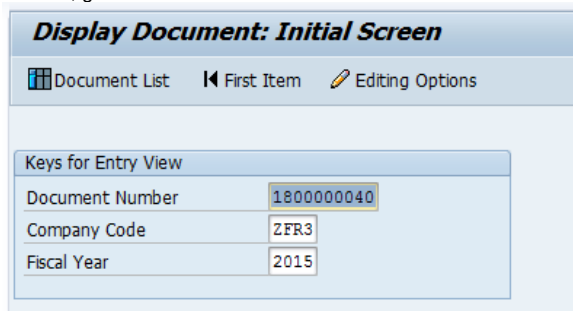
Check the details of the invoice. If it's correctly issued, go to *Goto PDF Preview*





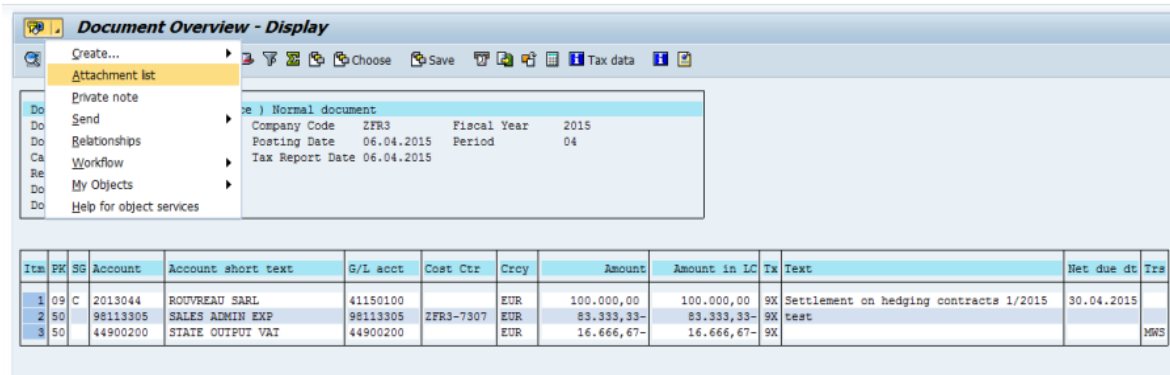
Choose save.

The last step of performing the invoice is to attach the image to the document.
For that, go to transaction **FB03**:

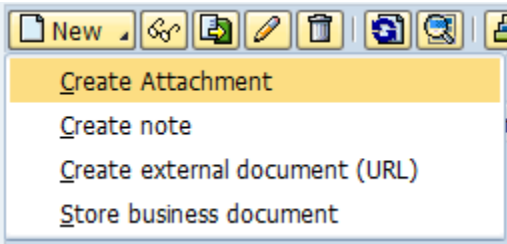
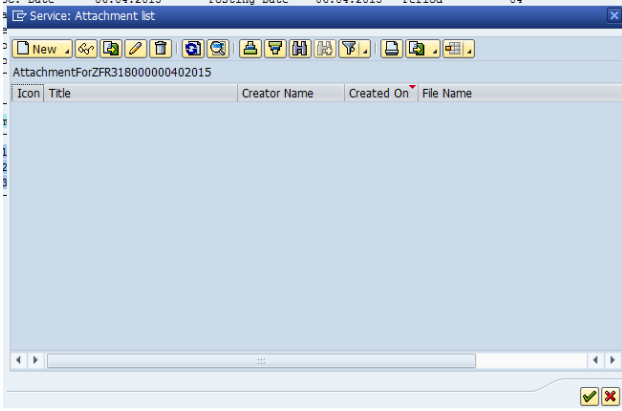


Insert Document Number
Company Code
Fiscal Year

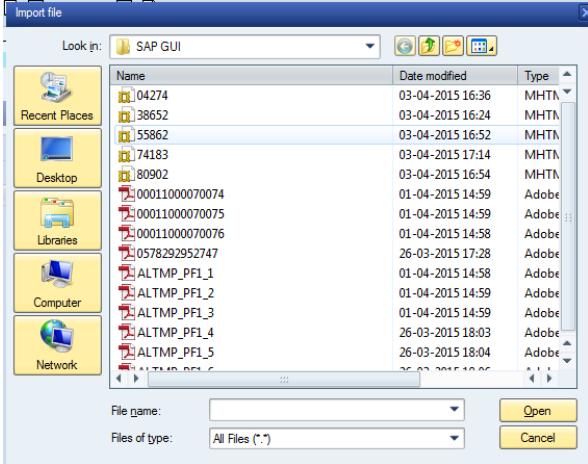
Press Enter.



Click on *Attachment list*



Click on New *Create Attachment*



And select the invoice from your computer. Then Exit.

- 19 for invoices with Special G/L Indicator "C" (related to Service Invoicing)
- 11 for invoices without a Special G/L Indicator (when the cost of sales cost element is 981001xx)

Account: Enter the customer account
Special G/L Indicator:

- Enter a "C" for Service Invoicing
- Keep empty if the cost of sales cost element is 981001xx

Press enter.
 The following screen appears:

Enter Customer credit memo: Add Customer item

Customer: 2013044 ROUVREAU SARL G/L Acc: 41150100
 Company Code: ZFR3 201 RUE JEAN JAURES
 Rhodia Opérations: NIORT

Item 1 / Other customer serv. / 19 C

Amount: 100.000,00 EUR
 Tax: Calculate tax Tax code: 9X
 Due on: 30.04.2015
 Invoice ref.: / /
 Pmnt Block: Payment Method:
 Contract: / Trans. Type:
 Assignment: KC NOV
 Text: Settlement on hedging contracts 1/2015 06.04.2015 [Long Texts](#)

Next Line Item

PstKy: 40 Account: 98113305 L Ind: New co.code:

Amount: Enter the amount of the credit note (including tax – After checking tax code in the preliminary checks, calculate the total value with vat).

Calculate tax: Check the box

Tax Code: Enter the value according to the one found on preliminary checks (FBL5N) or the one indicated by requestor.

Due Date: Enter the due date manually. If not indicated in the request form:

- Accounting date + 30 days for Third party costumers
- Accounting date + 10 days for Intragroup costumers

Assignment: First letter of requestors first and last name.

For Rhodia Operations: The 2 or 3 first letters of the BU names : Novecare NOV; Silices SIL ; Electronic&Catalysis EC ; Eng Plastics EP ; Polyamides intermed. PI ; Consumer Fibers CF ; Novecpre NOV ; Organics Isocyanates ORI ; Organics Diphenois ORD ; Organics Salicylics ORS ; Recherche et Technologie RT ; Rh Services RS

Text: Insert "Invoice n° XXXXX Cancelation" + Date of the original invoice

Posting key: 40

Account: Account indicated for revenue in the request.

Press enter.

The following screen appears:

Enter Customer credit memo: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 98113305 SALES ADMINISTRAT.& COMMERCIAL EXPORT
 Company Code ZFR3 Rhodia Opérations

Item 2 / Debit entry / 40

Amount 83.333,33 EUR
 Tax code 9X

Cost Center ZFR3-7307 W/o Cash Dscnt
 Order

WBS Element Real Estate Obj
 Sales Order

Asset
 Purchasing Doc. More

Assignment KC NOV Quantity
 Asst retirement

Text Settlement on hedging contracts 1/2015 06.04.2015 Long Texts

Next Line Item

PstKy Account L Ind New co.code

Amount: Amount indicated on the request form (excluding tax)
Cost Center: Cost Center indicated for revenue in the request
Assignment: Same as the one entered on the credit side of the document
Text: Same as the one entered on the credit side of the document
 Then, go to *Extras* *Document texts*:

Document Edit Goto Extras Settings Environment System Help

More data F7
 Trading partner
 Tax amounts F5
 Document tax info.
 Document texts...
 Withholding tax data

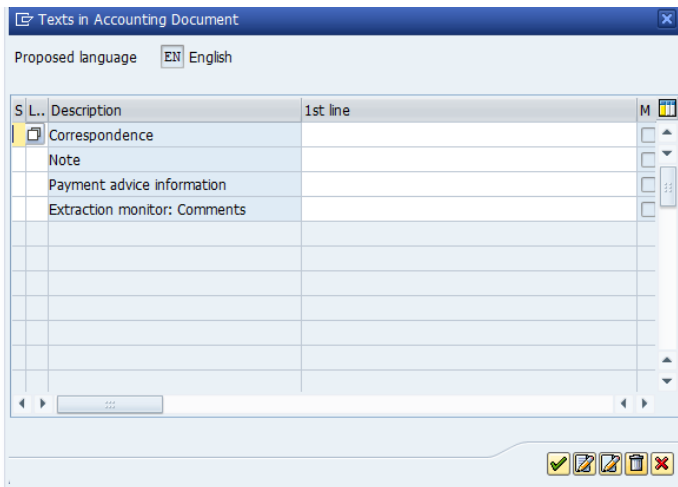
Enter Customer invoice

More data

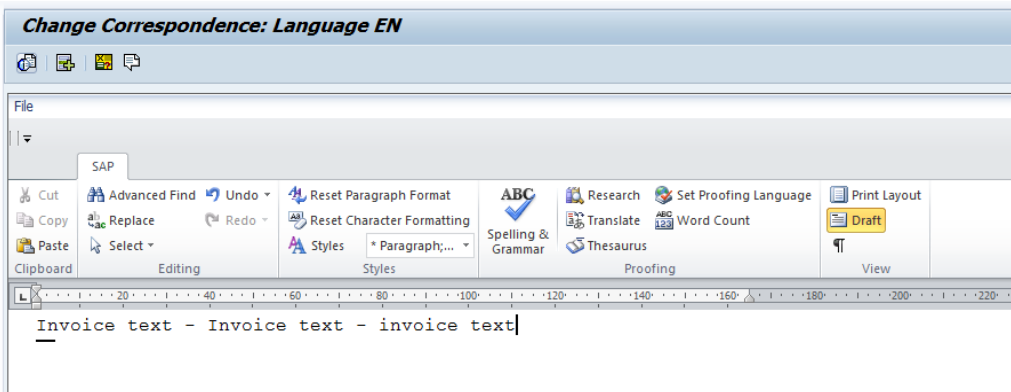
G/L Account 98113305
 Company Code ZFR3 Rhodia Opérations

SALES ADMINISTRAT.& COMMERCIAL EXPORT


Taxes

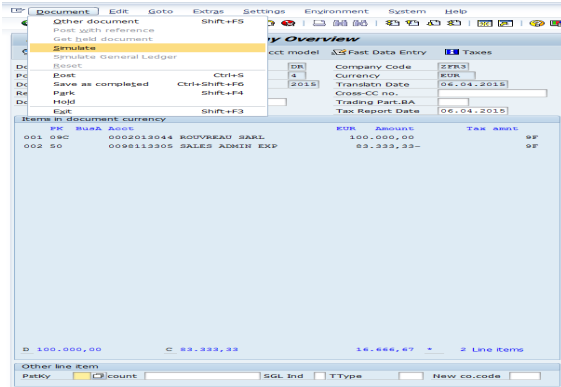


Double click on correspondence.



Enter the text to be indicated in the credit note

Then go back and click 

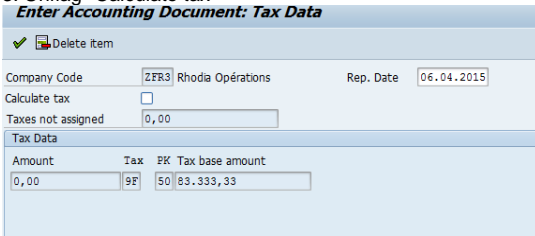


Go to *Document Simulate*, to retrieve the VAT line

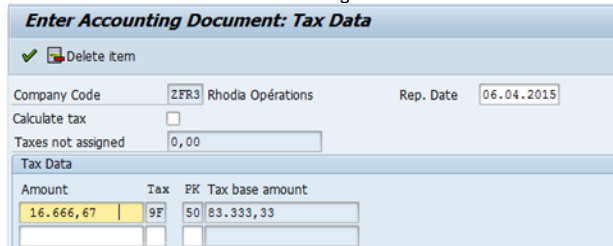
If the line doesn't appear:

1. Double click on the credit side of the document

2. Click on
3. Unflag "Calculate tax"



4. Validate . Then click again on and insert the tax amount manually.



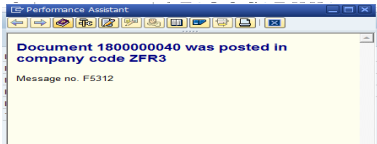
And Validate.



Then go back and click



Compare the values with the ones on the request and save.



To print the credit note's image, Go to transaction **F.62**:

Internal Documents

General selections

Company code	zfr3	to		→
Document number	180000040	to		→
Fiscal year	2015	to		→
Document type		to		→
Reference number		to		→
Intercompany number		to		→
Document date		to		→
Posting date		to		→
CPU date		to		→
Entered by		to		→

Further selections

Standard documents
 Reverse documents
Reverse document number to →
 Recurring entry documents
 Actual documents
Recurring entry document no. to →
 Sample documents
 Noted items
 Parked documents

Output control

Additional header
Correspondence **ZW001**

Program control

Delete if finished since B

Print control

Log to printer Print Immediately

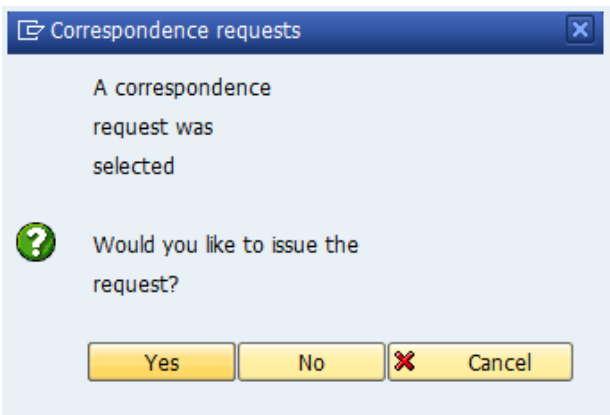
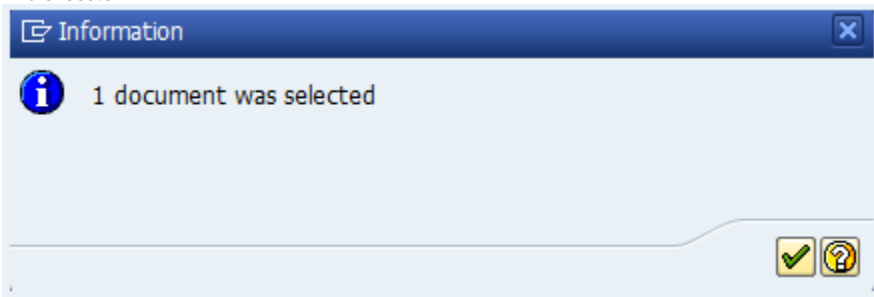
Insert company code, document number, fiscal year.

Flag "Standard documents"

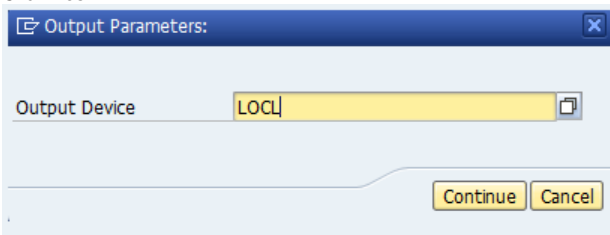
Correspondence : ZW001



And execute.

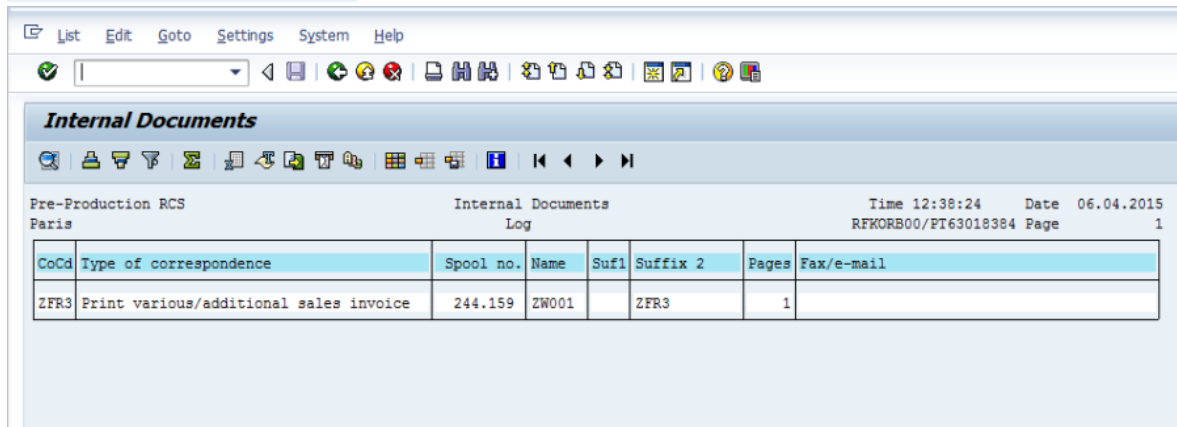
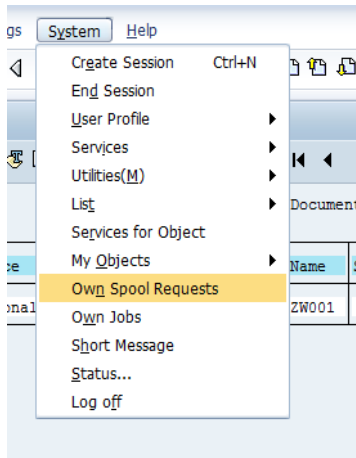


Click Yes.

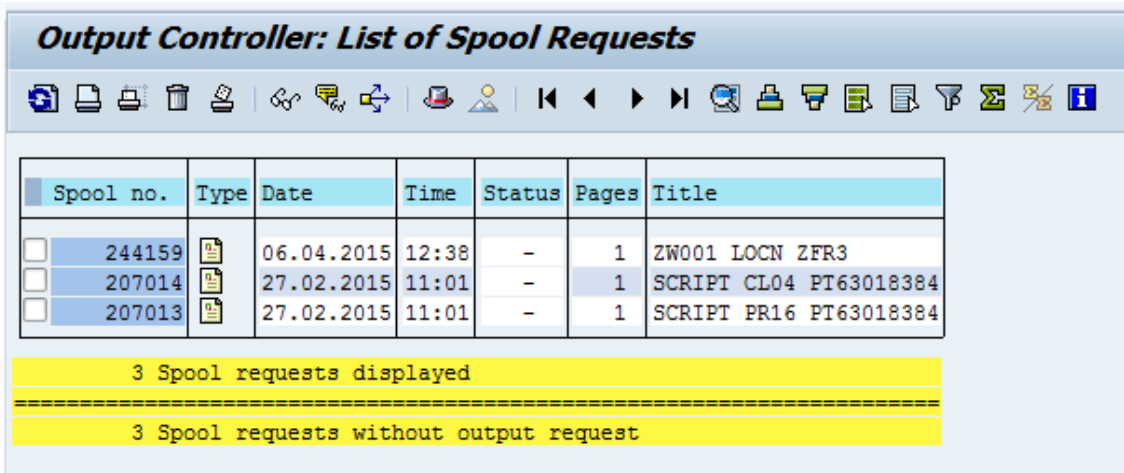


Select output device **LOCL** .

The following screen appears:



Go to System Own Spool Requests



Double click on icon



RHODIA OPERATIONS
25 rue de Clichy
75009 Paris

S.A.S au capital de 696 097 050 EUR
N. Siret : 6220768300327
R. C. RCS PARIS B 622 037 043
Id. TVA - FR4162207043

FACTURE INVOICE

Payer/Payeur :
Id : TVAFR54349469905
ROUVREAU SARL
Z.I DE SAINT FLORENT
201 RUE JEAN JAURES
79000 NIORT

2013044

ROUVREAU SARL
Z.I DE SAINT FLORENT
201 RUE JEAN JAURES
79000 NIORT

A l'attention de SOLVAY SA

Date de paiement/Payment date : 30.04.2015

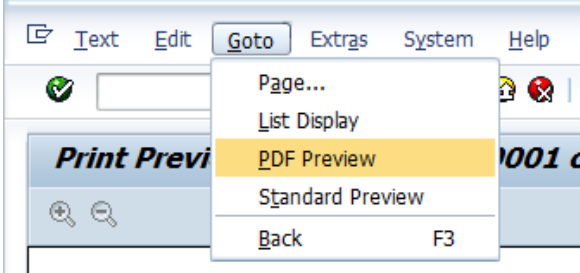
NOTRE REF./OUR REF. : 1800000040
DATE/DATE : 06.04.2015

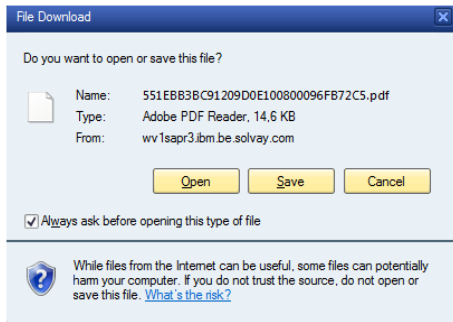
VOTRE CONTACT/YOUR CONTACT :
Catarina TOME

E-mail : Catarina.TOME@solvay.com

POSTE ITEM	LIBELLE DESCRIPTION	TOTAL NET NET VALUE	TAXE TAX
1	1891	83.333,33	
	Total HT	83.333,33	20.0%

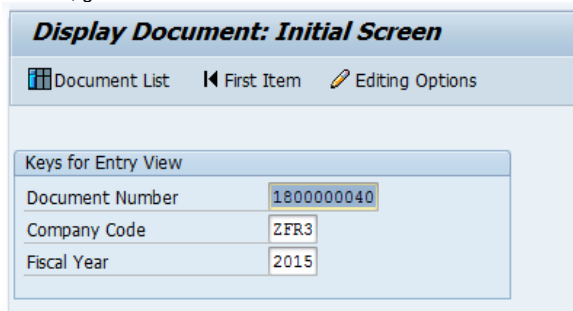
Check the details of the invoice. If it's correctly issued, go to *Goto PDF Preview*





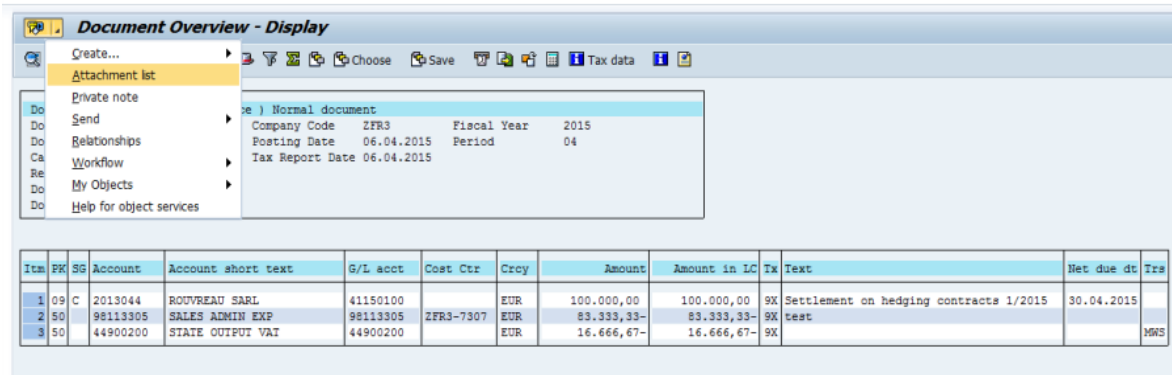
Choose save.

The last step of performing the invoice is to attach the image to the document.
 For that, go to transaction **FB03**:

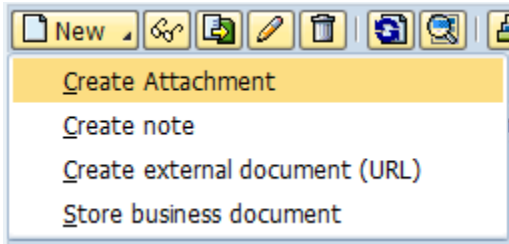
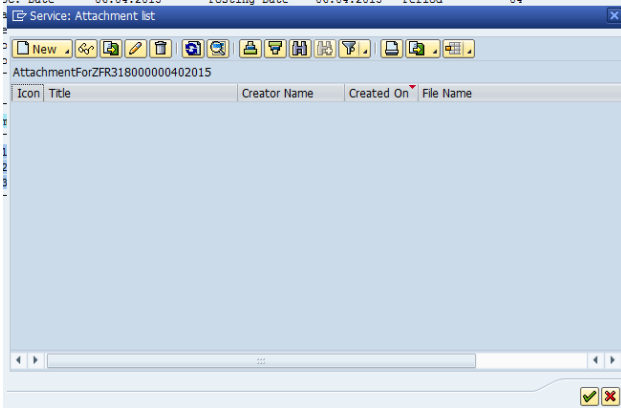


Insert Document Number
 Company Code
 Fiscal Year

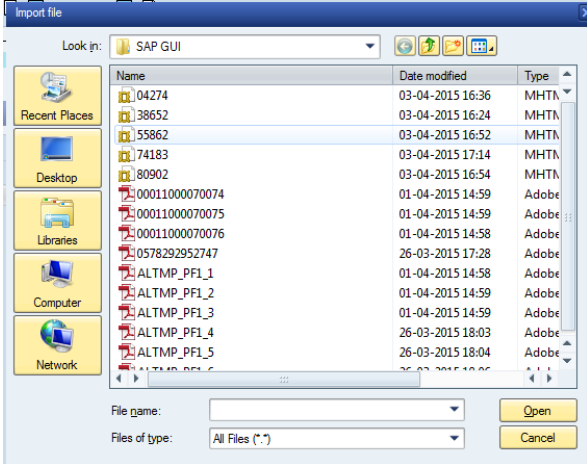
Press Enter.



Click on *Attachment list*



Click on New *Create Attachment*



And select the invoice from your computer. Then Exit.

VENDOR CLAIM ISSUANCE

Same as for invoice issuance, but insert in **Document Header Text** "RECLAMATION N°XXXXX"

POSSIBLE ISSUES

Wrong Text

If you or the requestor identify an error in text, this can be changed without issuing a credit note and re-issuing the invoice. For that: Go to transaction **FB02**:

Change Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View

Document Number 1800000040

Company Code ZFR3

Fiscal Year 2015

Insert Document Number
 Company Code
 Fiscal Year

Press Enter.

Doc.Type : DR (Customer invoice) Normal document

Doc. Number 1800000040 Company Code ZFR3 Fiscal Year 2015

Doc. Date 06.04.2015 Posting Date 06.04.2015 Period 04

Calculate Tax Tax Report Date 06.04.2015

Ref.Doc. SMITHJ/ CT

Doc. Currency EUR

Doc. Hdr Text SOLVAY SA

Itm	FK	SG	Account	Account short text	G/L acct	Cost Ctr	Croy	Amount	Amount in LC	Tx	Text	Net due dt	Trs
1	09	C	2013044	ROUVREAU SARL	41150100		EUR	100.000,00	100.000,00	9X	Settlement on hedging contracts 1/2015	30.04.2015	
2	50		98113305	SALES ADMIN EXP	98113305	ZFR3-7307	EUR	83.333,33-	83.333,33-	9X	test		
3	50		44900200	STATE OUTPUT VAT	44900200		EUR	16.666,67-	16.666,67-	9X			MWS

Double click on the credit line of the document.

Go to *Extras* *Texts*

Double click on Correspondence and modify the text.



Then Save and repeat transaction **F.62**.

End of document