IT - ZITA Procedure

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
  - Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
  - Unit and Domain according to the List of labels to be used in the Finance Service Line space
    - **E.g. 1:** WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
      - Labels to be used: ***ww, financial_accounting, central_fin_proc_compliance***
    - **E.g. 2:** France Operation in Financial Accounting:
      - Labels to be used: ***country_accounting, france, financial_accounting***
        (for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the SBS-Finance approval workflow

Domain: Country Accounting	**Responsibility area:** N/A

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Scope

financial_accounting

country_accounting

service_invoicing

ERP

PF1

Frequency

Monthly

References

Z1M_IT_ZITA; FBL3N; FB05

Forms

Attachments

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Objective and Scope

1.1. Objective of this Operation

This document describes in detail how to perform the operations through Z1M_IT_ZITA transaction for creation of sales orders regarding goods leaving the warehouse.

"ZITA" was born from the necessity to apply a method homogeneous for all users, that SAP did not predicted to allow the follow in real time the handling of materials.

In the plant it is useful to speed the registration of the operations, to check and the printing of the transport document that follows the materials with complete bound and unbound data based on SAP master data and helps to control data continuously and in real time using customizing and own database linked to standard modules MM / PM / FI / CO. It was also adopted to simplify accounting operations.

1.2. Scope

This procedure is only applicable for company 0270 in Italy, in ERP Solvay environment PF1.
Solutions mentioned here do not apply to other countries.

2. Definitions

NA

3. Tasks description

3.1. Periodicity

This procedure must be done monthly, staring D-2 collecting the proforma invoice numbers and D+1 by performing the necessary accounting operations.

3.2. Responsibilities

Finance Operations Responsibilities:

- Accounting Platform is responsible for the launching of the Z1M_IT_ZITA transaction (from step 3.3. and 3.4 of this procedure).

Plant Responsibilities:

- Maintenance of the tables;
- Ensure the execution of step 3.5 of this procedure (this is because of some access/transaction limitations).

3.3. I understand the principles of ZITA process

“ZITA” is organized based on the type of Operation, the main motive for the issue of the “DDT”, the Transport Document that is a document required by Italian law on the transport of goods, which in various cases has replaced a previous document called the "delivery note.

Every month there are documents issued for the sale of various materials (crushed stone, iron and steel scrap, grain, etc.) with specific conditions (transport, payment, price and expected quantity) and they are recorded under the heading "Sales Documents" .
Each document is assigned an annual progressive numbering.

It can be broken down into:

Departures without Return (Transfers, Sending for disposal and scrapping, Returns for replacement, etc.);
Exit with Return (C / Processing, Vision, Deposit and Use Loan);
Free Sales and Transfers;
Returns to Third Parties (from ENTRY documents from Third Parties in C / Processing, Vision, Deposit and Use Loan).

It includes the following functions:

OUTPUTS
RETURN
REVENUE
SALES DOCUMENTS
ACCOUNTING SALES
Customizing FUNCTIONS, User authorizations and Internal Numbering Management and Typographic (DDT or EICAM)
REPORTING

Transaction Z1M_IT_ZITA presents the following screen:

Our activity consists in checking and, if necessary, complete the sales document with the necessary information to invoice (the material code associated with the VAT code and with the Order CO).

The documents prepared in this way will support the exit document with the purpose of sale both for the compilation of the DDT and for the accounting.

3.3.1 I collect data from the shipping agent

Before month end (around D-2/D-1) you will need to contact the shipping agent Ezio Chiappe,Srl, via email Rosignano.Chiappe@solvay.com to obtain the number of pro forma invoices issued during the month.

EXAMPLE OF A MESSAGE TO BE SENT TO SHIPPING AGENT:

To: Rosignano.Chiappe@solvay.com

Subject: ZITA Reminder 04/2022 - Request n. proforma

Good morning,
Can you please confirm, if we have any Proforma Invoice addressed to Solvay Chimica and issue for the DDT document on April 2022?
Is yes, could you please let me know the proforma invoice number and it's details?

Thanks and best regards.

EXAMPLE OF RESPONSE MESSAGE FROM THE SHIPPING AGENT:

Fatture proforma aprile:

Fatt.n. 12/PF del 27/04/2022 ddt 3040000185 destinazione Giappone

3.3.2 *I prepare the data before issuing the self invoicing*

Remark

Before to run this procedure be sure that you have a SAP Session opened in Italian language. This is a developed transaction and sometimes in English can originate problems.

3.3.2.1 Z1M_IT_ZIVM - Exclude DDT

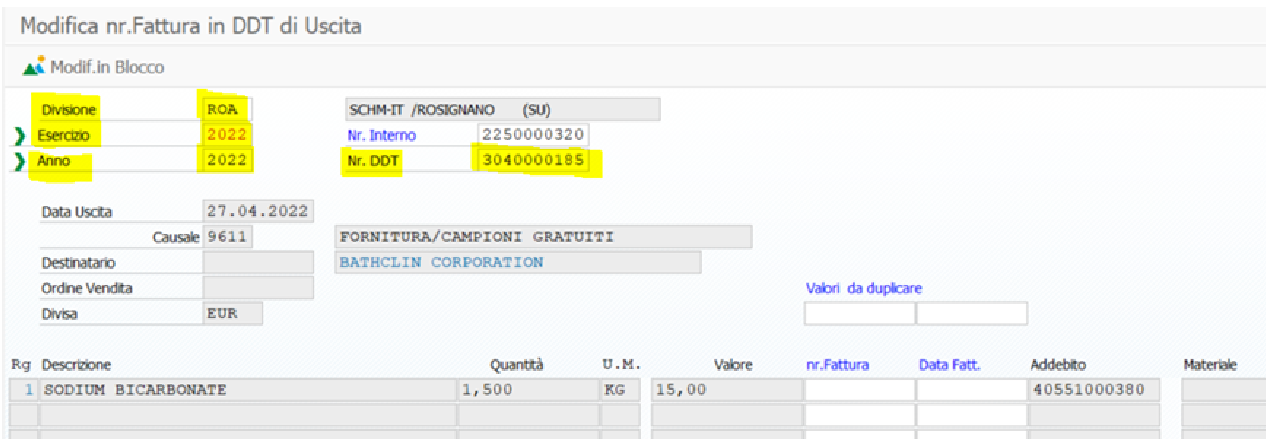
The DDT documents indicated by the shipping agent should be exclude from the procedure. It will be necessary to operate this exclusion manually by adding the proforma invoice number and issuing date to the DDT.

Open transaction **Z1M_IT_ZITA**, choose **VENDITE CONTABITI (CTA)** and select **Z1M_IT_ZIVM** to modify:

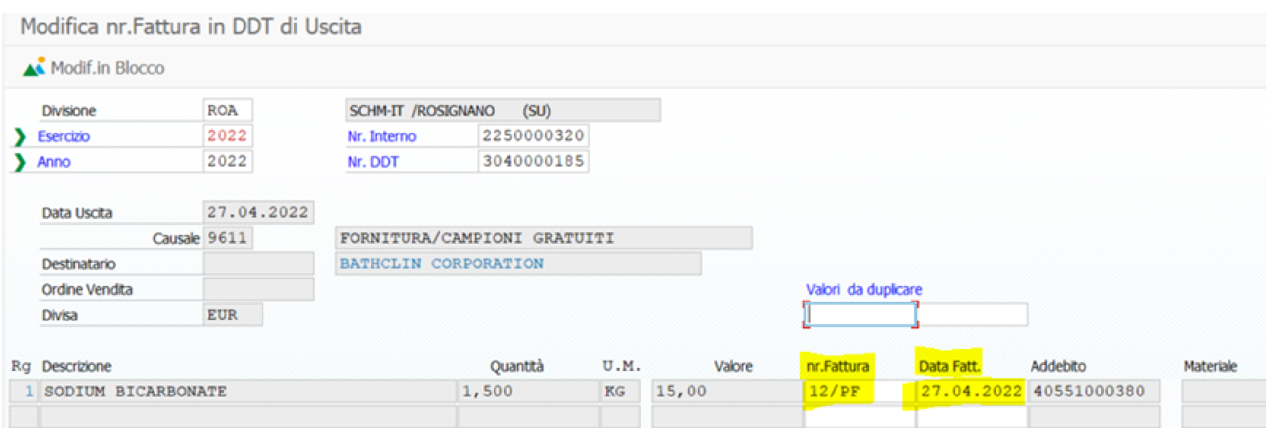
It will open a new screen and you will have to add the following details:

1. Division ROA for entity 0270
2. Esercizio + Anno: date of DDT issue
3. Nr. DDT: see shipping agent's response - DDT number

Press enter and all details available will appear in the screen:



The next step is to add in fields in blank the proforma number and date of issue:



As soon as you copy the data, press the "save" key.

After saving the document, a message appears:

Press enter twice.

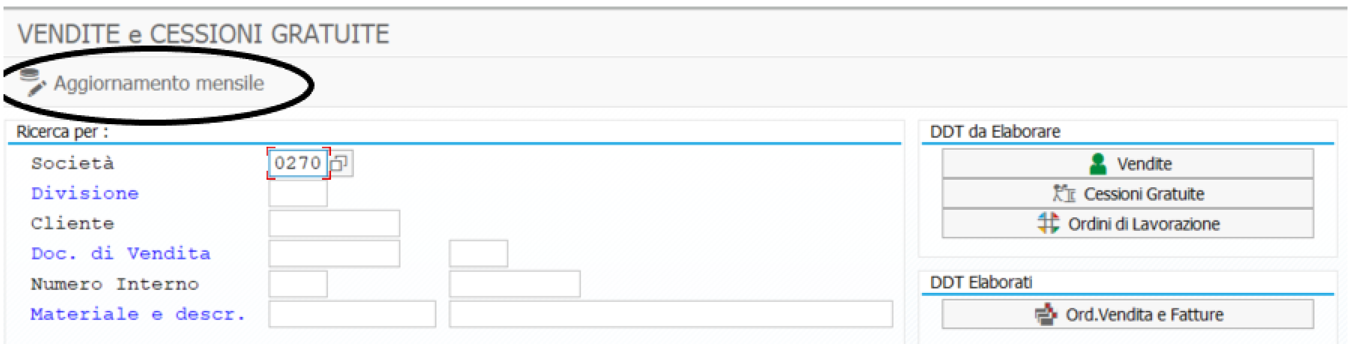
The DDT is invoiced, so it will not appear in the DDT list of documents to be invoiced.

3.3.2.2 Z1M_IT_ZIVA - Resume of all delivery notes

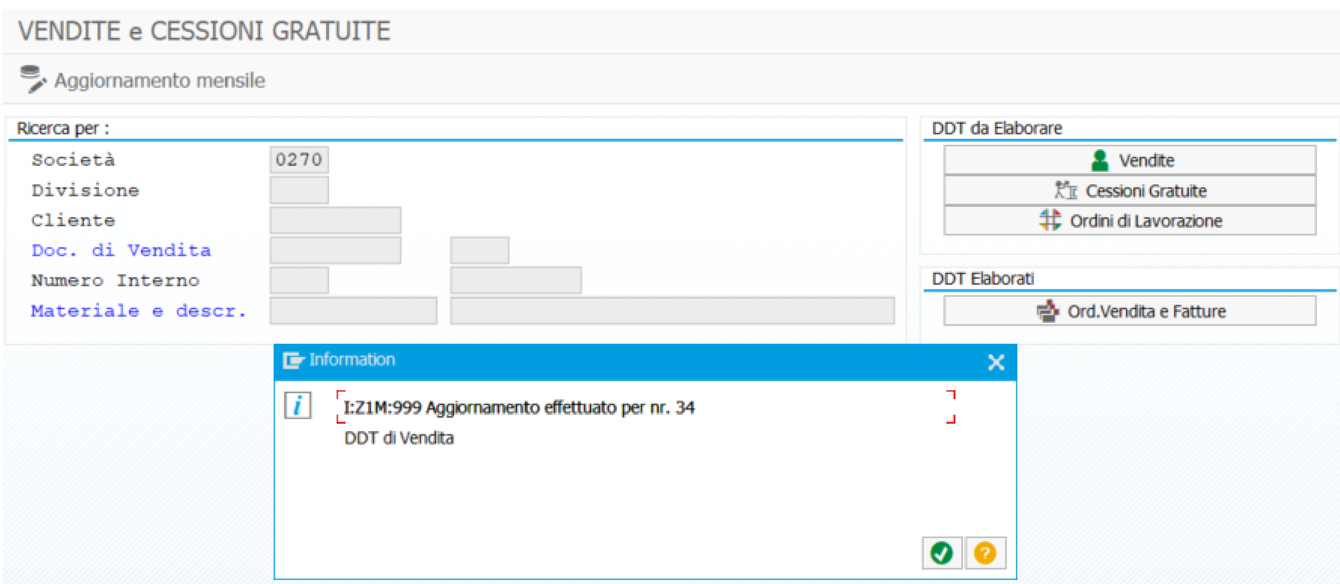
Open transaction Z1M_IT_ZITA; choose **VENDITE CONTABITI (CTA)** and select **Z1M_IT_ZIVA** to process the accounting sales.

Once inside you will have to:

- Add the company 0270 in field Società;
- Then press "Aggiornamento Mensile" button available on the top

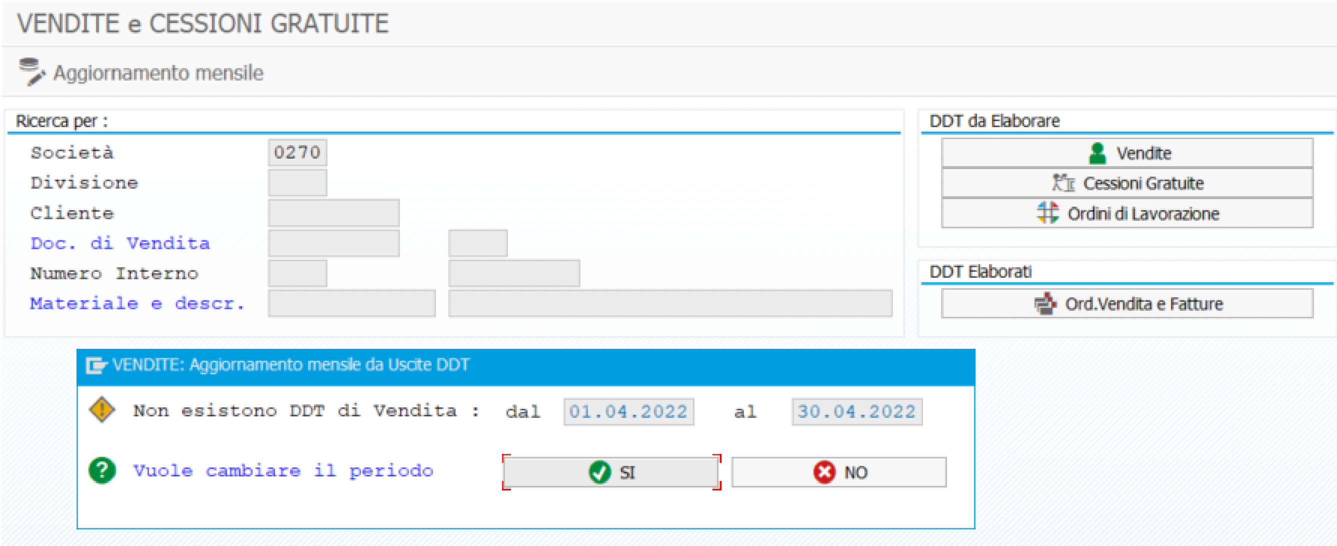


The following message will appear:



Confirm by clicking 

The following message will appear:



1. Check that the period is correct and corresponds to the current month;
2. If it is correct press NO, otherwise press YES and change the period.

The other option is normally used when something from the past month has remained to invoice then will appear the previous period and in this case you should select YES to change the period and generate the sales order.

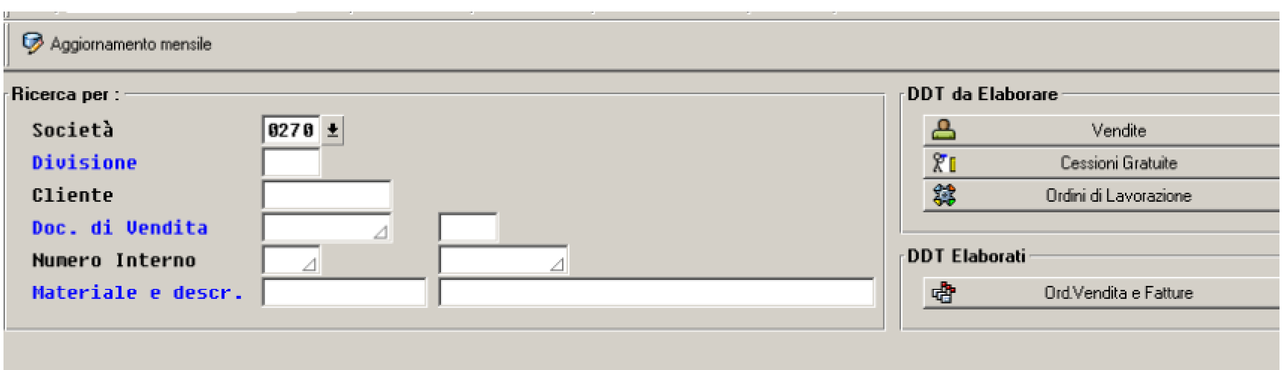
Normally all the data is processed with in the correspondent month.

3.4 I run Z1M_IT_ZIVA: Free sampling and issuing of self invoices

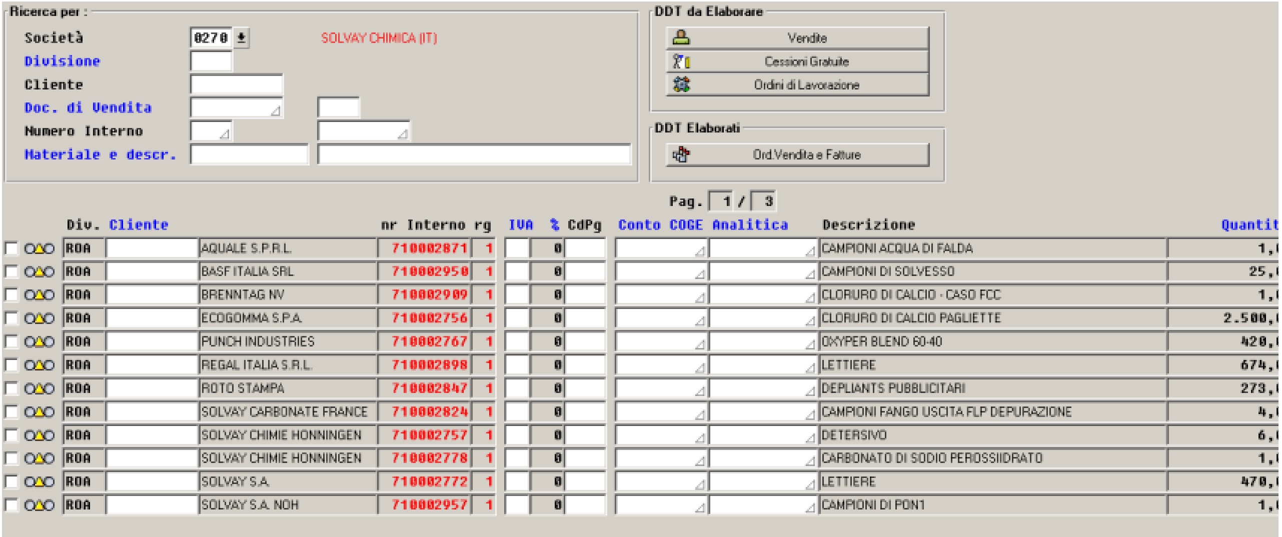
Open transaction Z1M_IT_ZITA; choose **VENDITE CONTABITI (CTA)** and select **Z1M_IT_ZIVA** to process the accounting sales.

Once inside you will have to:

- Add the company 0270 in field Società;
- Then press "**CESSIONI GRATUITE**" button



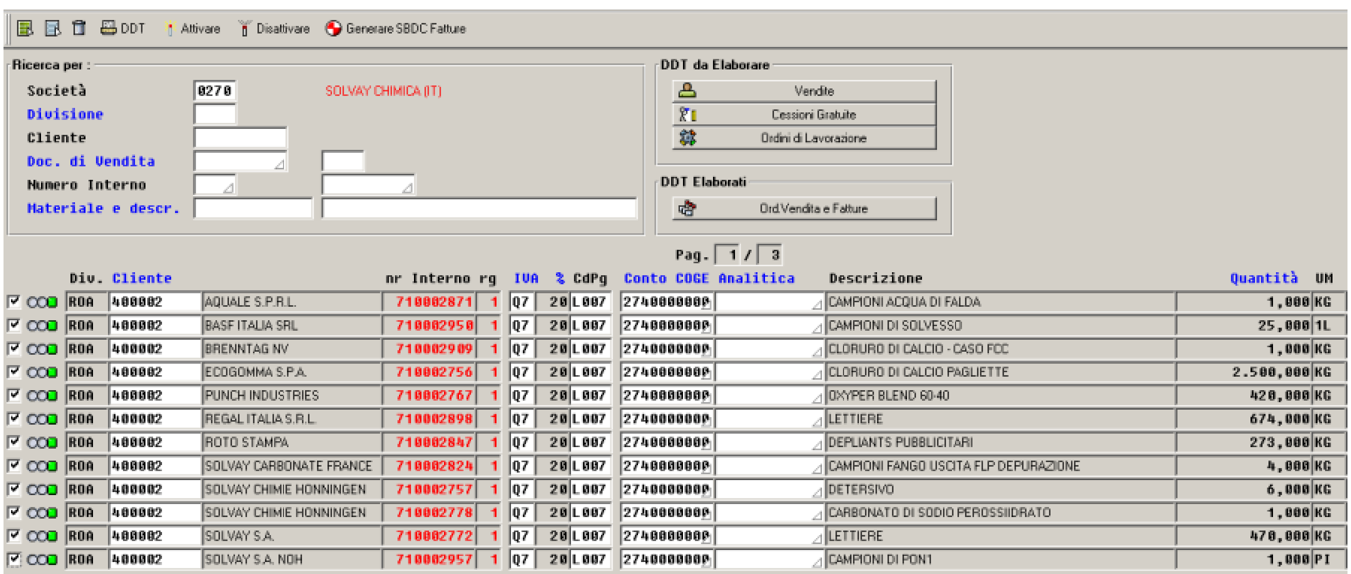
In the next display we shall see the DDT list of documents still to be invoiced. It appears as follow:



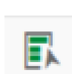
You will find some columns in blank, important information that will allow us to process the posting in SAP. You will have to enter in each the following data:

	Customer	Tax code	Payment conditions	Conto Coge
	CLIENTE	**IVA**	**CdPg**	**CONTO CoGe**
0270	400002	N2	L007	2740000000

After all data is there press "enter" and the yellow symbol should turn a green symbol if it is to be processed:

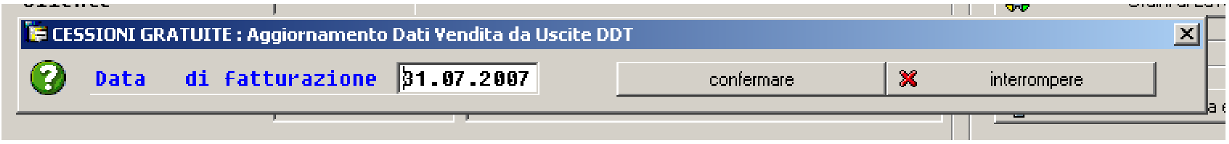


The following steps consists in:

1. Select all lines visible using button 
2. Then click Attivare (Enabling) button 

3. And to finalize Generating the SBDC fatture (generate batch input session) button 

At this point the procedure asks for confirmation of the invoice date:

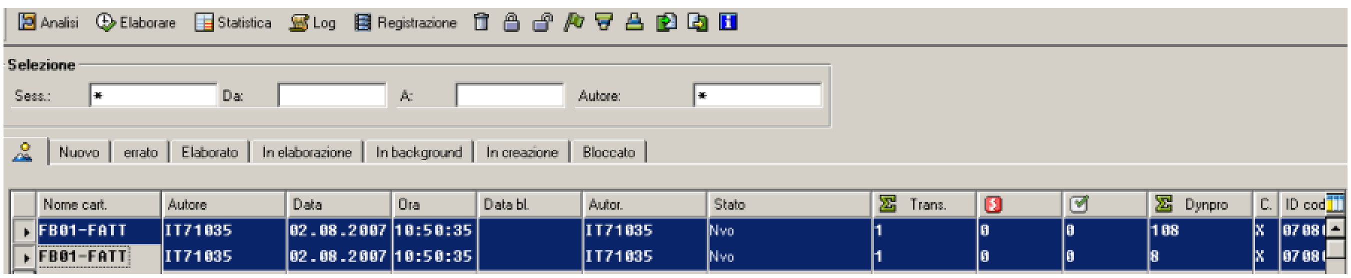


If the proposed date is correct press the "confermare" button, otherwise change the date manually.

After confirming the following screen appear indicating the number of batch inputs created:

Press this key: 

It will jump to the transaction and the following screen than appears:



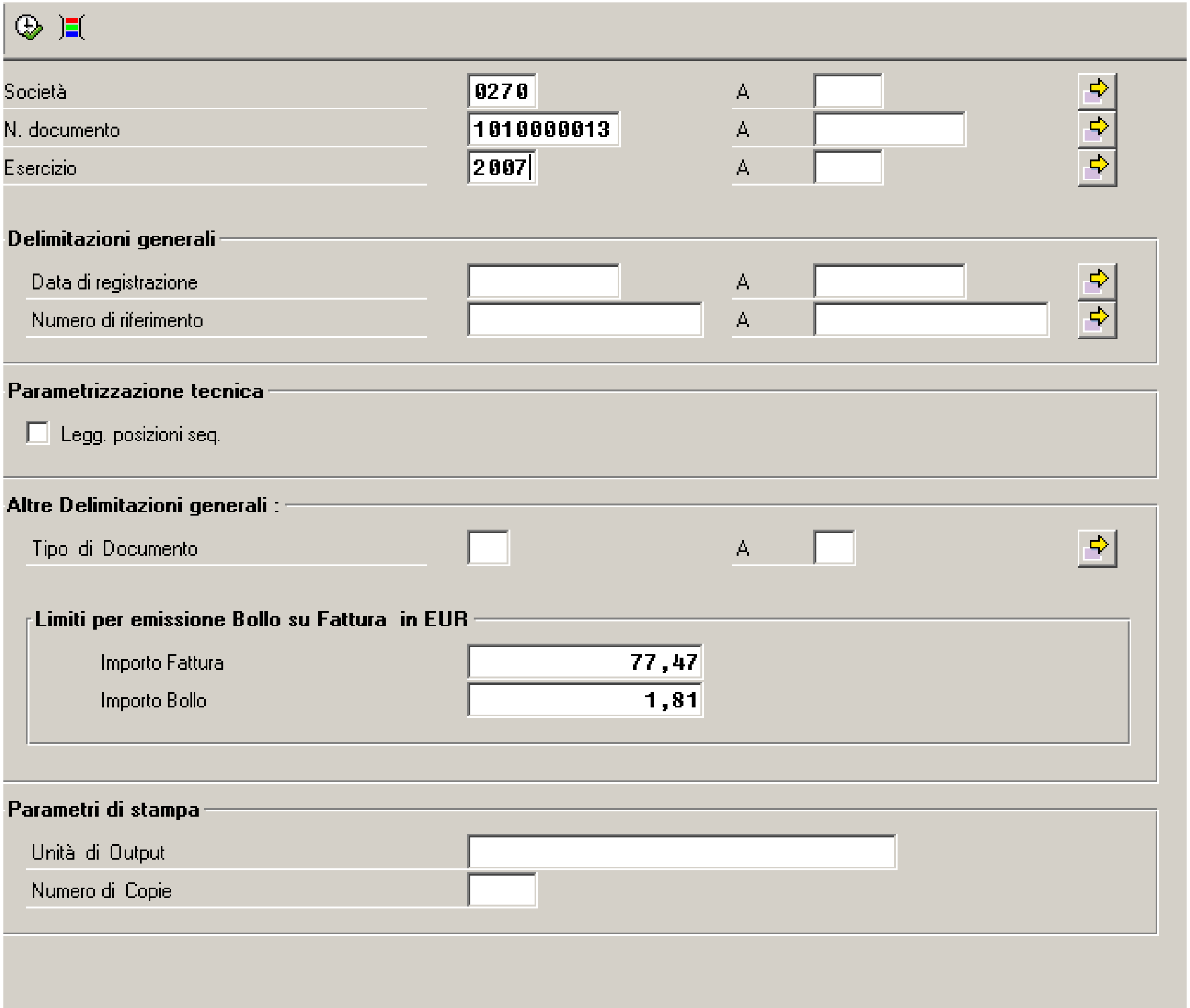
Select the batch session created "FB01-FATT" and press the "process" key in mode display only errors.
The posting of the self-invoice will be done automatically, to visualize it open the account number 2740000000 through the transaction FBL3N and search for doc type C1.

Take note of the document number C1 generated, you will need it in the next step.

3.4.1 I run Z1M_IT_ZIVA: Free sampling and issuing of self invoices - print and archive pdf

Open transaction Z1M_IT_ZITA; choose **VENDITE CONTABITI (CTA)** and select **Z1M_IT_ZIV3** to print the self -invoicing.

Press the Z1M_IT_ZIV3 transaction key: the following screen appears:



You will have to enter the

- Company
- self-invoicing document number processed in the previous step
- year of issue

Press the "Execute" button:

An image of the self-invoicing document appears, and then it will be necessary to proceed as follows:

1. Printing the document in PDF format Print ZPDF > add your email address;
2. SAP sends the invoice to your mail (it can take some minutes);
3. Attach the pdf to the SAP document processed in the previous step for optical storage.

3.4.2 I clear GL accounts

The process ends with the balancing of:

- Account 2740000000 - transaction F-03;
- Costumer account 400002; transaction F-32 or FB05.

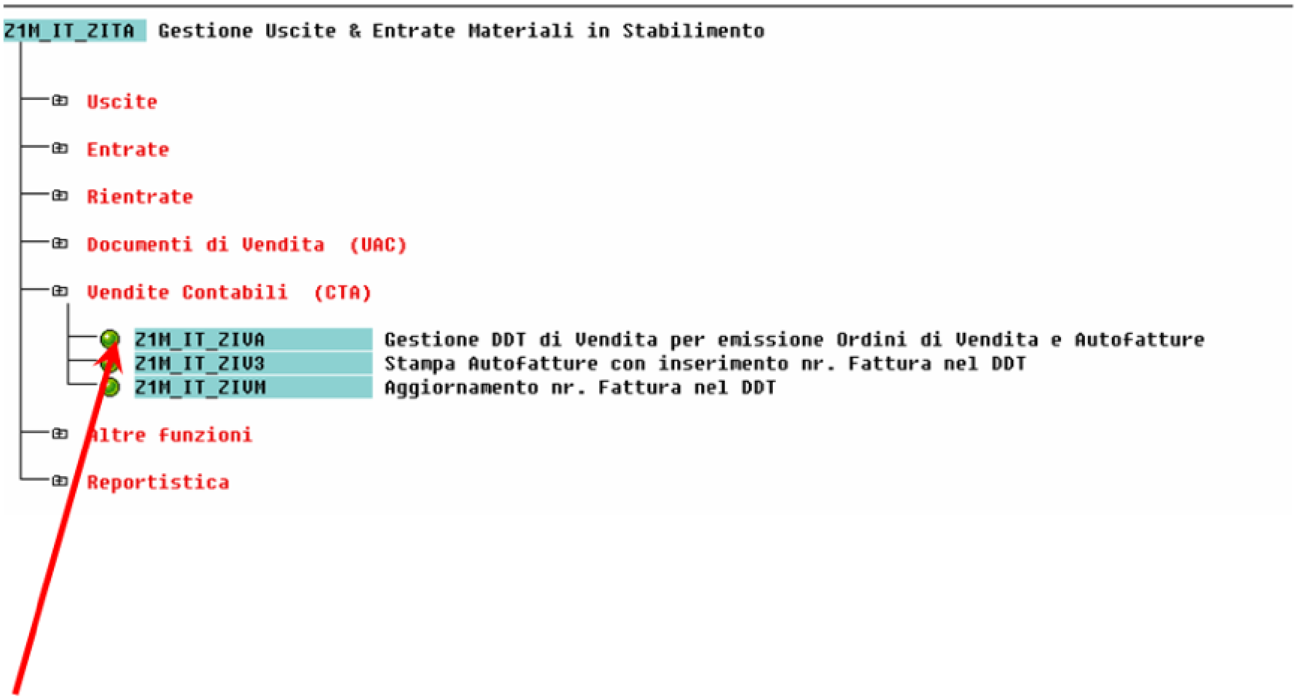
Choose the customer account select the information concerned to the self billing generated and use account 6470000000 – (NON – DEDUCTIBLE VAT ON FREE SUPPLIES) with cost center XU800CPFIN.

THIS CASE DOESN'T PRODUCE ANY INVOICE

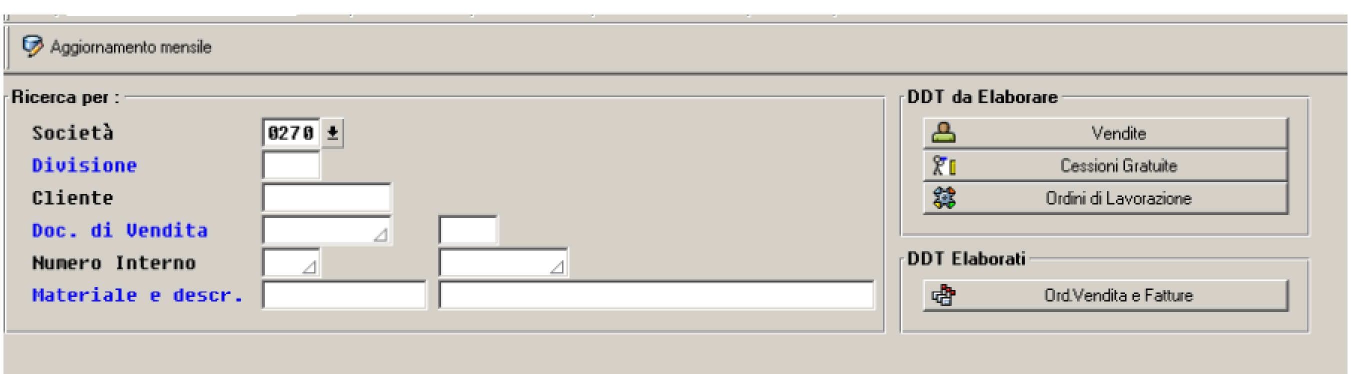
3.5. I run Z1M_IT_ZITA: Goods leaving the warehouse with a DDT for order processing

At the end of the month we will resume all the delivery notes for each sales document and will authorize the creation of the standard sales order with automatic VA01 for final accounting. The final outcome is generation of a CROCO Invoice.

Launch the Z1M_IT_ZITA transaction and the following display appears

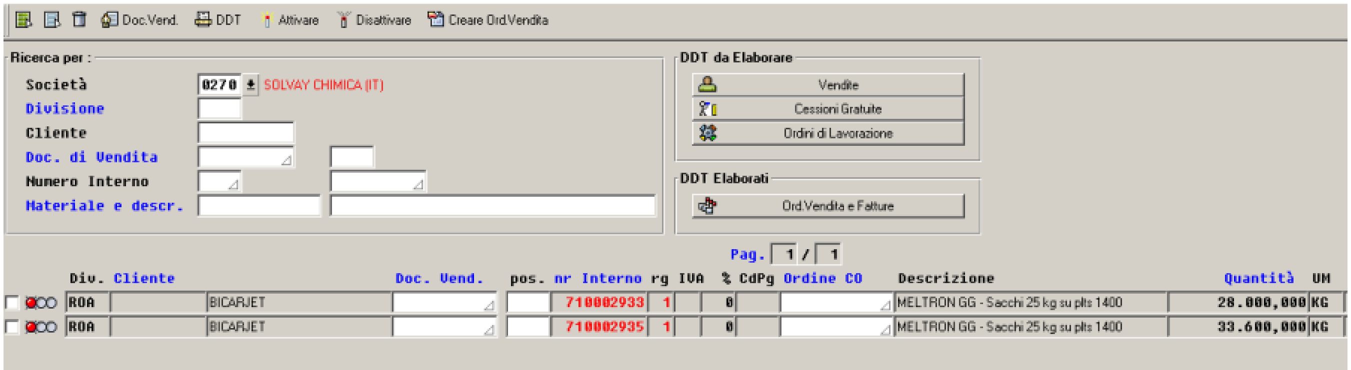


Premere il tasto sulla variante Z1M_IT_ZIVA e si aprira' la seguente videata:



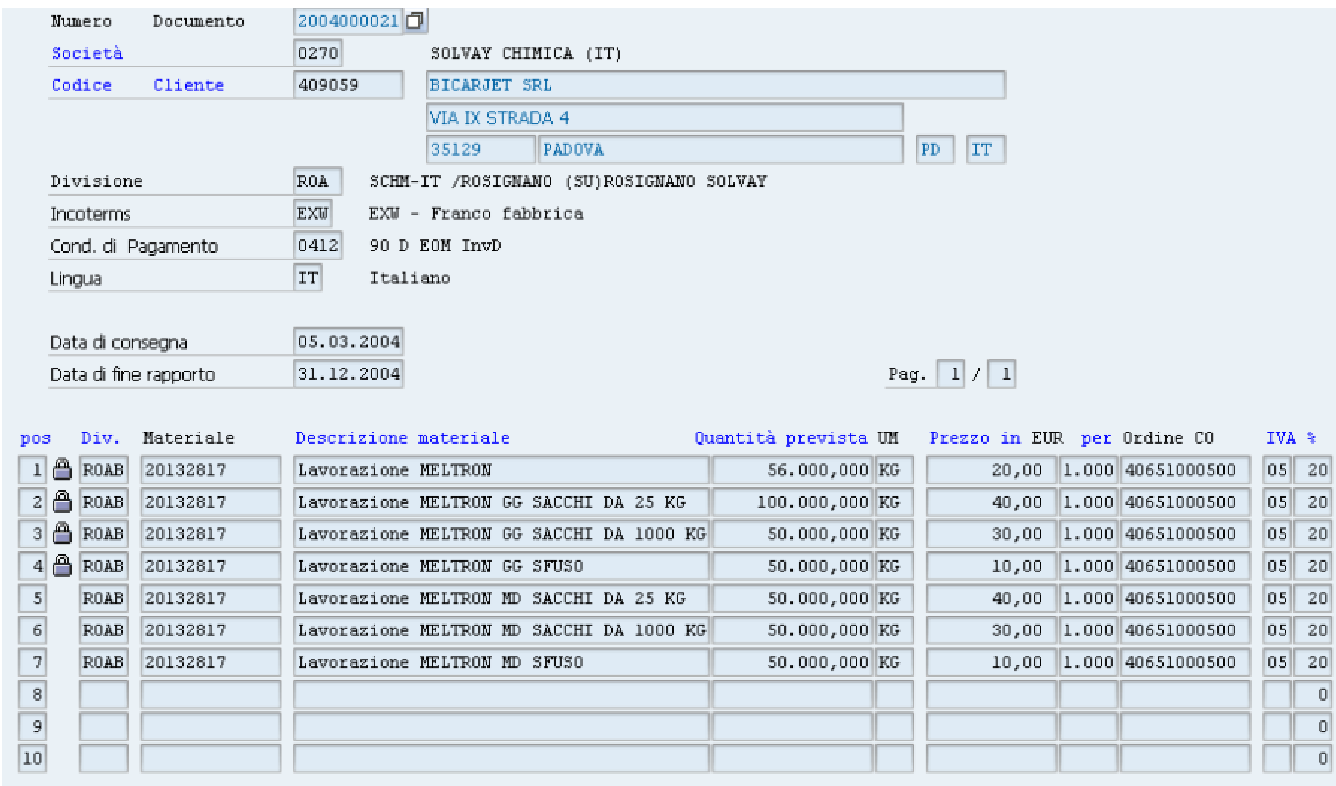
Enter Company code
Press key: Ordini di Lavorazione

The following display with the DDT document list for invoicing to our BICARJET client appears:



DDTs are always presented in red cell because there are still the following elements to be added:

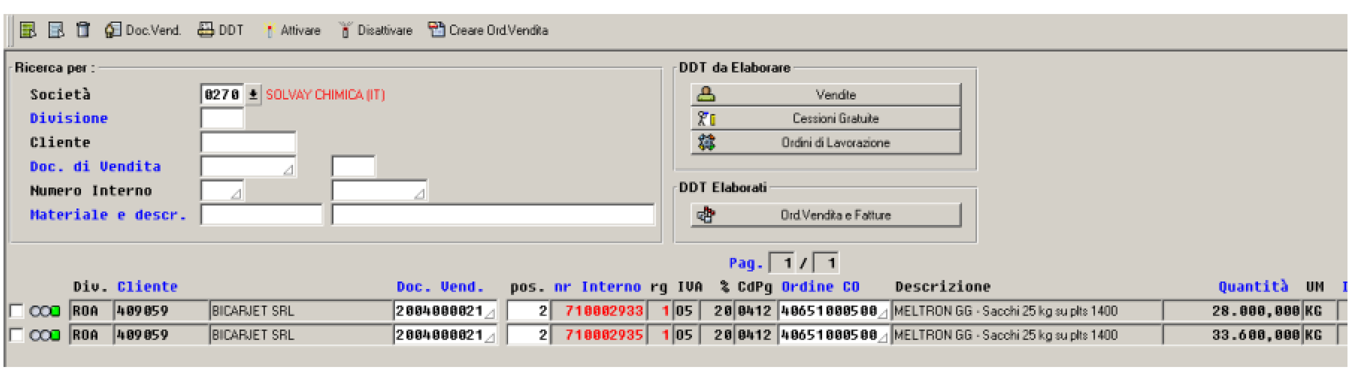
1. Sales document issued by the Purchasing Office n°2004000021
2. The position of the sales document on the basis of the material description, that have different prices check in Z1M_IT_ZIV4 Ordine di Lavorazione Visualizzare. Then insert 2004000021 and click on "Dettaglio Posizioni", Select the position corresponding to the material that should be invoiced



Numero Documento	2004000021	
Società	0270	SOLVAY CHIMICA (IT)
Codice Cliente	409059	BICARJET SRL
		VIA IX STRADA 4
		35129 PADOVA PD IT
Divisione	ROA	SCHM-IT /ROSIGNANO (SU)ROSIGNANO SOLVAY
Incoterms	EXW	EXW - Franco fabbrica
Cond. di Pagamento	0412	90 D EOM InvD
Lingua	IT	Italiano
Data di consegna	05.03.2004	
Data di fine rapporto	31.12.2004	Pag. 1 / 1

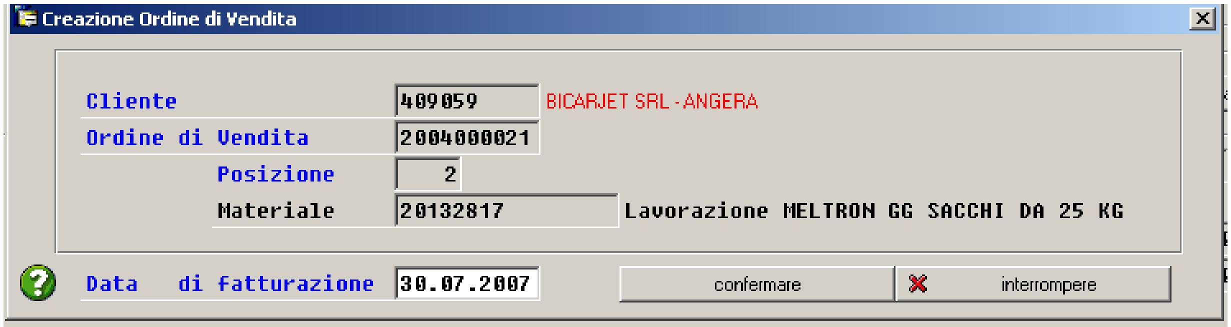
pos	Div.	Materiale	Descrizione materiale	Quantità prevista	UM	Prezzo in EUR	per	Ordine CO	IVA	%
1	ROAB	20132817	Lavorazione MELTRON	56.000,000	KG	20,00	1.000	40651000500	05	20
2	ROAB	20132817	Lavorazione MELTRON GG SACCHI DA 25 KG	100.000,000	KG	40,00	1.000	40651000500	05	20
3	ROAB	20132817	Lavorazione MELTRON GG SACCHI DA 1000 KG	50.000,000	KG	30,00	1.000	40651000500	05	20
4	ROAB	20132817	Lavorazione MELTRON GG SFUSO	50.000,000	KG	10,00	1.000	40651000500	05	20
5	ROAB	20132817	Lavorazione MELTRON MD SACCHI DA 25 KG	50.000,000	KG	40,00	1.000	40651000500	05	20
6	ROAB	20132817	Lavorazione MELTRON MD SACCHI DA 1000 KG	50.000,000	KG	30,00	1.000	40651000500	05	20
7	ROAB	20132817	Lavorazione MELTRON MD SFUSO	50.000,000	KG	10,00	1.000	40651000500	05	20
8										0
9										0
10										0

Press enter until cells go green:



1. Press "activate" key
2. Press the "sales order creation "key

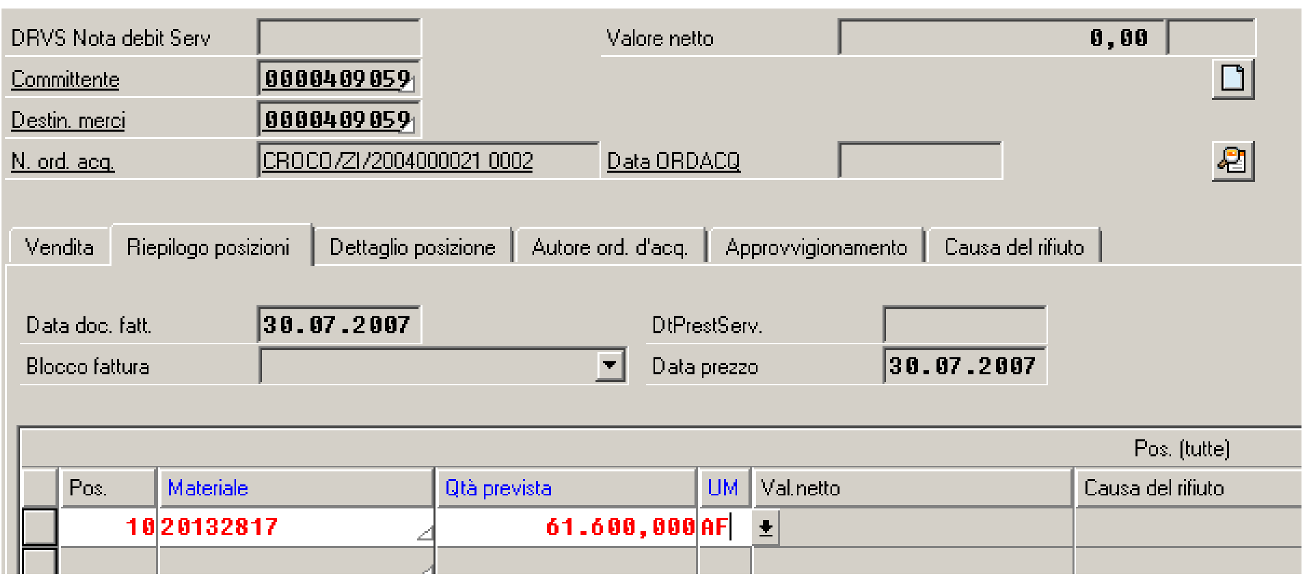
The following screen appears:



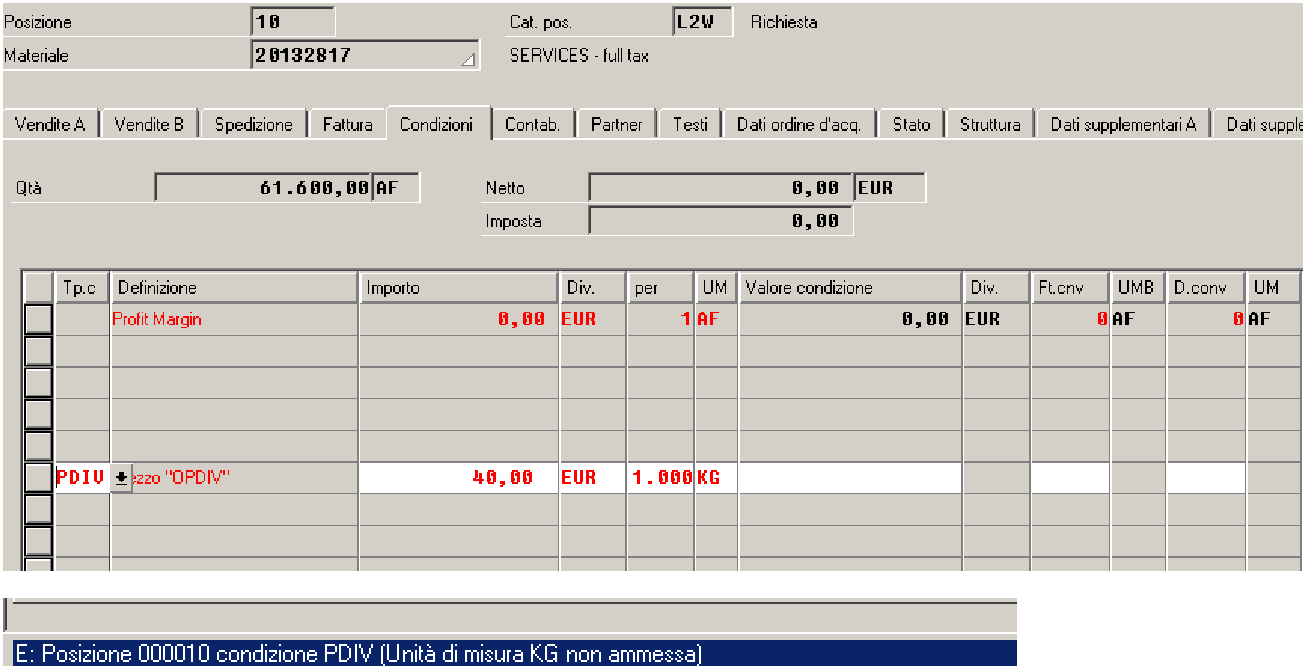
1. Invoice date updating
2. Press " confirm"

After confirming the following screen appears with the following message:

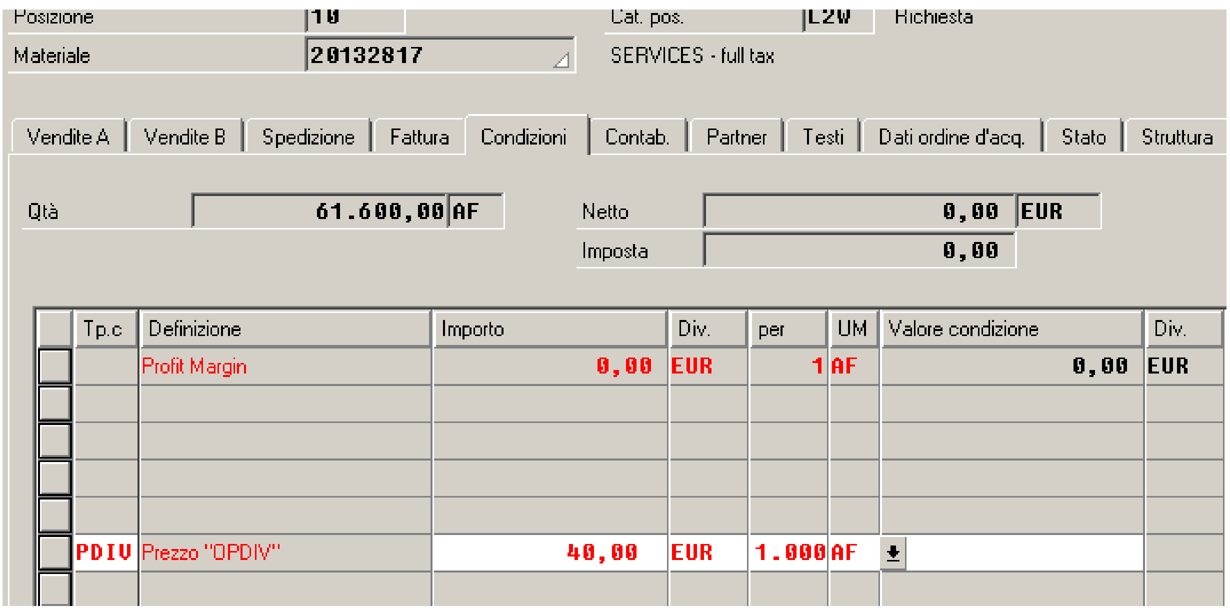
Unit measurement KG must be modified in AF



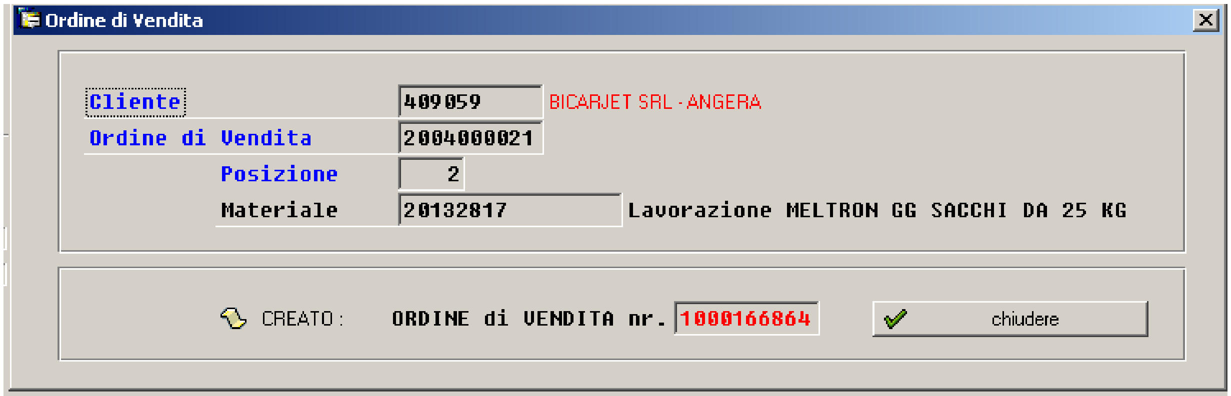
Press "enter "and a display with an error message appears:



Modify the unit measurement in AF in PDIV line:



Press "enter" and this display appears:



THIS OPERATION CREATES A SALES ORDER FOLLOWING THE INVOICE STANDARD PROCEDURE. PLEASE ENSURE INVOICE IS ISSUED.

End of document.