

APAC - Change Due Date

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Objective of this Procedure

This operational procedure (OP) demonstrates processes and procedures to changing due date of account receivable activities for all legal entities. This OP provides instruction for users to perform recurring activities and reacting expected scenarios.

Scope

This operational procedure (OP) applies for Accounts Receivable activities of entities:

Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- OP: Operating procedure
- CSR: Customer Assistant Representative

Process Flows

AR Billing Change due date

Scope



ERP

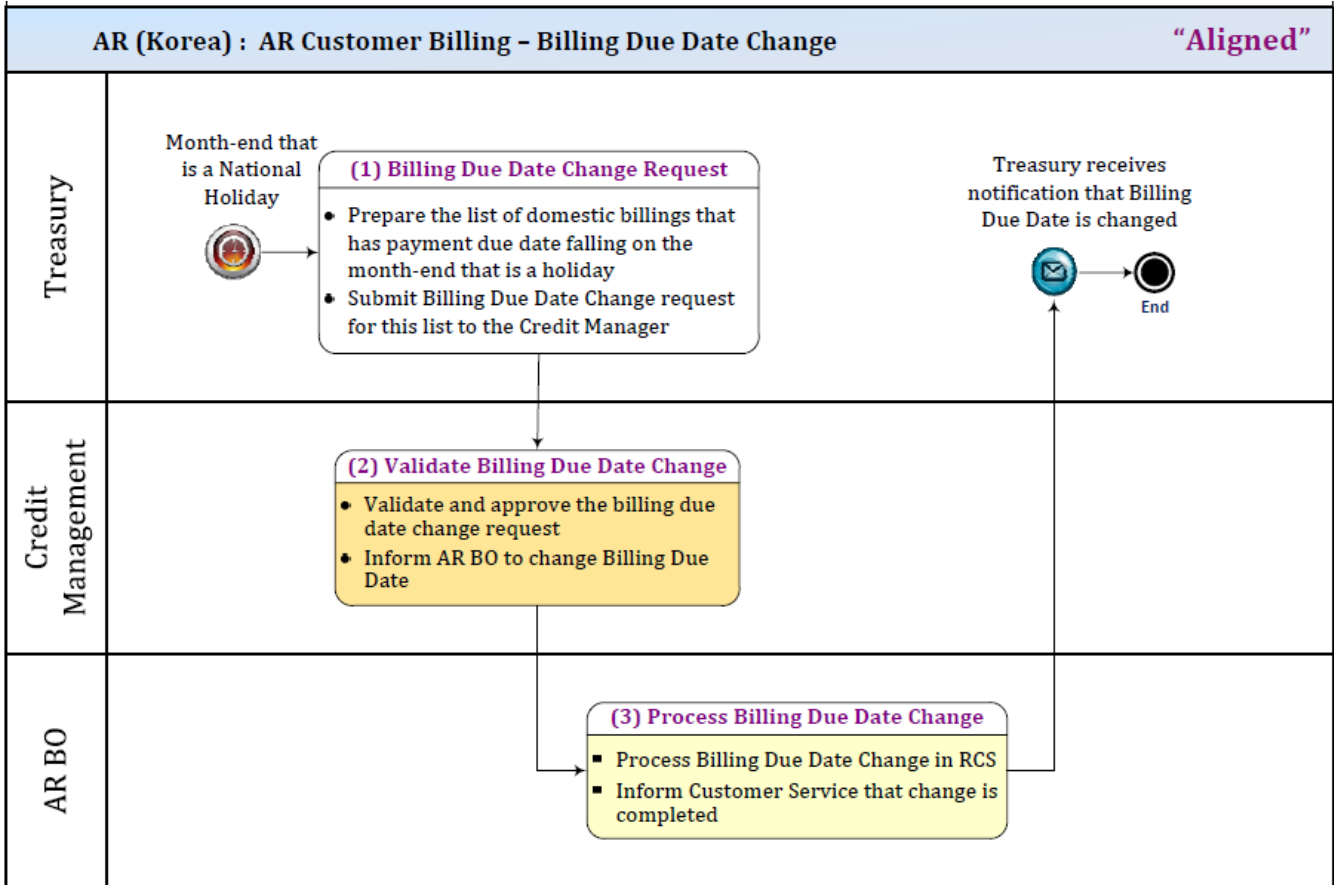


References

- [FBxx - Change Due date in term of invoice was not assigned to Factoring company.](#)
- [Z3F_FA_CHGE_DOCS_ERP - Change Due date in term of invoice was assigned to WARP](#)

Attachments

Process Flow version 1.50 (shown in the process)



Applicable to domestic customers' billing whose payment are due on month-end, and that particular month-end is a national/ bank holiday

Step:

Treasury team / Customer Service Team or requester prepare the list of billings that needs to change due date, and submit request to Credit Management to verify and approve.

After Credit Management team approves, send the list to AR BO to change due date in RCS

Change Due date in term of invoice was not assigned to WARP.

Unable to render {include} The included page could not be found.

Change Due date in term of invoice was assigned to WARP.

STEP 1

Use **Z3F_FA_CHGE_DOCS_ERP** - Factoring - Change document fields

- **Customer:** Customer code PF1 or WP1
- **Company code:** Legal Entity of invoice belong to

Change document fields

Choose partner type

Change vendor documents

Change customer documents **Choose**

Common selection

Customer	1069	to		
Company Code	6062	to		
Document Number	99544902	to		
Fiscal Year		to		
Factoring contract number		to		
Purchasing Document		to		
Invoice number		to		
Baseline Payment Dte		to		
Amount		to		

Choose field to change

Payment method

Due Date/Calculated paym. date **Choose**

Cancel assignment to WARP

Dunning block

click "yes"

WW1(2)/400 Performance problem

No company code/document number/fiscal year entered. Selection may take a long time, proceed anyway? (Risk of runtime error)

STEP 2

Change due date as per Credit Management's advice

Put the new due date which requester need.

Change document(s) field(s)

Set new data for all lines **Click**

Status	Customer no.	Name	Country	Doc. no.	Com.	Fisc.	Item	Org.	Due Date	Due Date(s)	Invoice Date	CD1	CD% 1	CD2	CD% 2	Net Due Date
	3000001000	SOLWAY JAPAN LTD	JP	999994902	6062	2012	1	20	09-2012	09-20-2012		72	0.000	0	0.000	

STEP 3

1. Save  document to change the due date.