

Due Date modification

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2. Objective and Scope

The purpose of this document is to describe the valid reasons which AR team can accept as justification to change the due date of a sales document and what are the steps to do it in the SAP system.

This operating procedure (OP) applies to all sales documents.

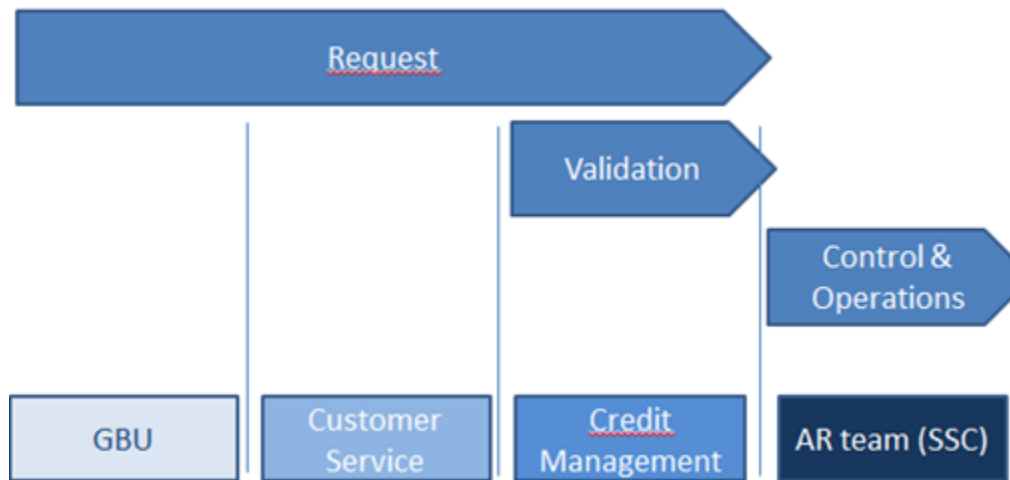
3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR: Accounts Receivable
- DSO: Days Since Overdue
- GBU: Global Business Unit
- OP: Operating procedure
- SSA: Solvay S.A.
- 0231: Company code in PI1 system for Solvay S.A.

4. Due date modification reasons

The due date modification is a critical process with potential impact in AR performance (Pastdues & DSO), possible detrimental of GBU action plans to improve DSO and Lack of Control.

As so, there should be maximum restriction of due date modifications. The request should come from GBU, Collections and validated by CM:



AR team should check if the request is according to the reasons validated and with the necessary Documentation or Evidence:

Scope



ERP



References

Attachments

| Case | Acceptation Y/N | Comments | Documentation / Evidence |
|--|-----------------|--|---|
| L/C & CAD | | | No documentation required. AR team can amend the due date to maximum of LC due date + 15 calendar days |
| Too early invoice | | Incorrect Incoterms - If pastdue => Postinvoicing / if not due yet change of due date | Email from Cust Services with Print screen of Invoice |
| Export shipment instead of domestic | | Consider the Usual terms + Transit time => Good practice : manage at order level | All documentation stating original error |
| Export business – error not B/L date as ref. | | System cannot calculate form B/L date | Document with Date of B/L |
| Wrong DN/CN due date | | Eg. No reference to original document causing an error in due date | Copy of DN/CN & Original document |
| Wrong payment terms set-up | | | Evidence of the correct terms requested (eg. Contract, evidence of renegotiation with customer + implementation date) |

Here also some examples of other reasons which are not valid to change the due date:

| Case | Acceptation Y/N | Comments | Documentation / Evidence |
|--|-----------------|--|-------------------------------|
| Request for earlier payment – customer refusal | | Exception : (* eg. due to due date on week-end – except if domestic regulation) | Domestic regulation reference |
| GBU/Cust. agreement | | | |
| Cust. Request (financial issue) | | Agreement on payment plan | |
| Commercial litigation | | If litigation (Price / Quality) accepted by Solvay, Solvay will issue a Credit Note (CN) | |
| Invoice not received | | | |

Warning

AR should only change the due date when it is **validated by Credit Representative** and **Credit Representative is in charge to communicate the info to the WW GBU Credit Manager.**

AR does **not change the due date on D+4 and D+5 (frozen period)** in order to avoid any impact on Credit Management reports.

If material document (>100K€) needs a change on D+4 or D+5, the **WW GBU Credit Manager has to validate the change.**

If a case is not compliant with the valid reasons it should be **escalated to Aurelie Mazerot**, Credit Management Service Unit Manager.

5. Due date modification in SAP

If the reason is valid, and the request has been validated by the respective Credit Management team, we should proceed with the due date modification as follows:

Note


The example given below is for invoices assigned to Solvay S.A.

STEP 1

Open transaction **ZZF_AR_DOC_CHANGE** in P11 if the invoice is assigned to SSA, or the local ERP if the invoice is not assigned.

The fields should be filled in as below:

- **Company code**
- **Customer**

Press Execute 

In the next screen you can see the invoice open on account and several information for each document.

AR Document change

Change Documents

| | | | | |
|-----------------|--|----|--|--|
| Company Code | | to | | |
| Customer | | to | | |
| Document Number | | to | | |
| Fiscal Year | | to | | |

Display changed documents

| | | | | |
|-----------------|--|----|--|--|
| Company Code | | to | | |
| Customer | | to | | |
| Document Number | | to | | |
| Fiscal Year | | to | | |

CAMS - AR Document change


Change Due Date

| CoCode | Customer | Type | DocumentNo | Reference | Doc. Date | Amount | Currency | Day 1 | Discount % | Day 2 | Discount 2 | Due Date |
|--------|----------|------|------------|----------------|------------|-----------|----------|-------|------------|-------|------------|------------|
| 0231 | 53169 | F4 | 5000134471 | 00058590000017 | 30.04.2017 | 5,797.81 | EUR | 60 | 0,000 | 0 | 0,000 | 30.06.2017 |
| 0231 | 53169 | F4 | 5000134472 | 00058590000018 | 30.04.2017 | 11,091.84 | EUR | 60 | 0,000 | 0 | 0,000 | 30.06.2017 |
| 0231 | 53169 | F4 | 5000134473 | 00058590000019 | 30.04.2017 | 6,029.28 | EUR | 60 | 0,000 | 0 | 0,000 | 30.06.2017 |
| 0231 | 53169 | F4 | 5000134474 | 00058590000020 | 30.04.2017 | 5,723.79 | EUR | 60 | 0,000 | 0 | 0,000 | 30.06.2017 |
| 0231 | 53169 | F4 | 5000144468 | 00058510051493 | 15.05.2017 | 17,424.45 | EUR | 60 | 0,000 | 0 | 0,000 | 14.07.2017 |
| 0231 | 53169 | F4 | 5000144467 | 00058510051492 | 15.05.2017 | 16,637.76 | EUR | 60 | 0,000 | 0 | 0,000 | 14.07.2017 |
| 0231 | 53169 | F4 | 5000144469 | 00058510051494 | 15.05.2017 | 5,723.79 | EUR | 60 | 0,000 | 0 | 0,000 | 14.07.2017 |
| 0231 | 53169 | F4 | 5000164274 | 00058510051531 | 31.05.2017 | 5,545.92 | EUR | 60 | 0,000 | 0 | 0,000 | 30.07.2017 |
| 0231 | 53169 | F4 | 5000164275 | 00058510051532 | 31.05.2017 | 17,121.90 | EUR | 60 | 0,000 | 0 | 0,000 | 30.07.2017 |

STEP 2

Select the document for which the due date has to be updated using the left side (highlight + red arrow).

In case there are **more than one document to be modified** with the same New Due Date, select all the lines to modify.

Press the  **Change Due Date** button.

CAMS - AR Document change


Change Due Date

| CoCode | Customer | Type | DocumentNo | Reference | Doc. Date | Amount | Currency | Day 1 | Discount % | Day 2 | Discount 2 | Due Date |
|--------|----------|------|------------|----------------|------------|-----------|----------|-------|------------|-------|------------|------------|
| 0231 | 53169 | F4 | 5000134471 | 00058590000017 | 30.04.2017 | 5,797.81 | EUR | 60 | 0,000 | 0 | 0,000 | 30.06.2017 |
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| 0231 | 53169 | F4 | 5000134474 | 00058590000020 | 30.04.2017 | 5,723.79 | EUR | 60 | 0,000 | 0 | 0,000 | 30.06.2017 |
| 0231 | 53169 | F4 | 5000144468 | 00058510051493 | 15.05.2017 | 17,424.45 | EUR | 60 | 0,000 | 0 | 0,000 | 14.07.2017 |
| 0231 | 53169 | F4 | 5000144467 | 00058510051492 | 15.05.2017 | 16,637.76 | EUR | 60 | 0,000 | 0 | 0,000 | 14.07.2017 |
| 0231 | 53169 | F4 | 5000144469 | 00058510051494 | 15.05.2017 | 5,723.79 | EUR | 60 | 0,000 | 0 | 0,000 | 14.07.2017 |
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| 0231 | 53169 | F4 | 5000164275 | 00058510051532 | 31.05.2017 | 17,121.90 | EUR | 60 | 0,000 | 0 | 0,000 | 30.07.2017 |


STEP 3

The fields should be filled in as below:

- **New Due Date**
- **Reason:** Reason for the due date modification
- **Filename** (optional)
- **Comments:** Freshdesk ticket number
- **Requestor:** Credit Manager who validated the request

Once the fields are filled in accordingly, press  to proceed with the modification.

A confirmation message at the bottom should appear:

 **Changes have been saved**

P11(3)/020 Change Due Date

| | | |
|--------------|--------------------------|--|
| New Due Date | <input type="checkbox"/> | |
| Reason | <input type="checkbox"/> | |
| Filename | <input type="checkbox"/> | |
| Comments | <input type="checkbox"/> | |
| Requestor | <input type="checkbox"/> | |



Whenever the Customer Service issues invoices at D+1 with doc. date <=D-1, in PI1 the invoice is posted at D+1, therefore even if we change the due date in PI1, in terms of reporting at end of month, BW will only retrieve the invoice in local system.

So, whenever changing the due dates, we should always check the **document date** field (ERP) and the **posting date** (PI1) especially in the closing period. If the these dates are in different months, we should analyse.

| CAMS - AR Document change | | | | | | | | | | | | |
|---------------------------|----------|------|------------|------------------|-----------|------|------------|--------------|------------|-----------|----|--|
| Change Due Date | | | | | | | | | | | | |
| CoCode | Customer | Type | DocumentNo | Reference | Fiscal Yr | Item | Doc. Date | Posting Date | D/C indic. | Amount | Cu | |
| 0231 | 603646 | F4 | 5000019758 | 42741400001984~2 | 2017 | 1 | 18.02.2014 | 01.02.2017 | H | 166,60 | EU | |
| 0231 | 603646 | F4 | 5000019794 | 62600092582271 | 2017 | 1 | 01.08.2014 | 01.02.2017 | S | 4.488,00 | GB | |
| 0231 | 603646 | F4 | 5000019822 | 62600092582963 | 2017 | 1 | 15.09.2014 | 01.02.2017 | S | 14.848,63 | GB | |
| 0231 | 603646 | F4 | 5000019823 | 62600092582967 | 2017 | 1 | 15.09.2014 | 01.02.2017 | S | 14.790,10 | GB | |
| 0231 | 603646 | F4 | 5000019838 | 00058210005112 | 2017 | 1 | 11.11.2014 | 01.02.2017 | H | 22.359,21 | EU | |
| 0231 | 603646 | F4 | 5000024844 | 02706111012566 | 2017 | 1 | 29.12.2016 | 01.02.2017 | S | 305,00 | EU | |
| 0231 | 603646 | F4 | 5000027663 | 62600092583939 | 2017 | 1 | 19.11.2014 | 01.02.2017 | H | 14.907,17 | GB | |

If the due dates are not aligned in both systems (for example, if the posting date is 1st February and document date is 31st January), we should analyse if the local clearing should be reset and due date changed. If this is the case and we need to reverse, please consider the following example (this should be performed always by a Specialist):

| | |
|--------------|---------------------------------|
| Customer | 4208075 |
| Company Code | 0005 |
| Name | TRADEASIA INTERNATIONAL PVT LTD |
| City | MUMBAI |

| St | DocumentNo | Typ | Doc. Date | S | DD | Amt in loc.cur. | LCurr | Clrng doc. |
|--------------------------|-------------------------------------|------------|-----------|------------|----|-----------------|-------|------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6111391647 | DB | 29.12.2018 | | 121.250,00 | EUR | 6512934229 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2510351830 | DS | 02.01.2019 | | 121.250,00- | EUR | 6512934229 |

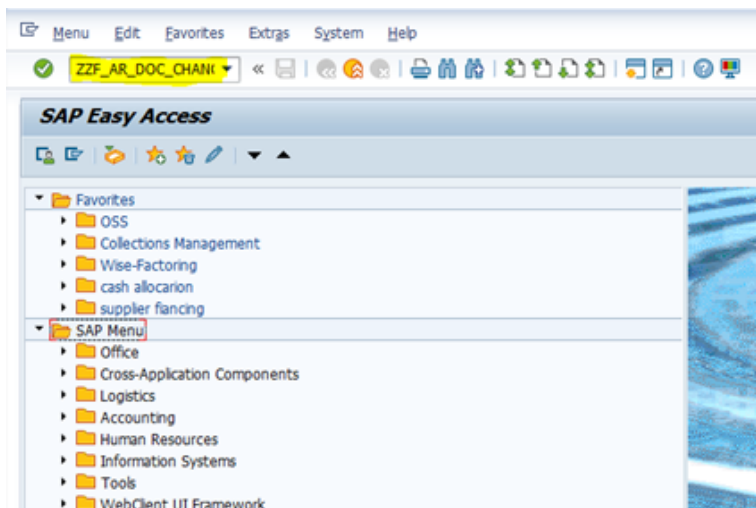
- FBRA in clearing document, "**Only resetting**" (please be careful not to reset and reverse as you will "destroy" the DS document (payment from Solvay SA to local company)
- Change the due date using ZZF_AR_DOC_CHANGE
- Go to F-03 with misdirected payment g/l account (the reason of this is because as soon as the documents are assigned, there is a validation that doesn't able to clear the documents), change the Account type to D, insert the customer number and clear again the DS with the invoice

5. Reporting

A report is available in SAP in order to track the change of due date by documents:

Transaction: ZZF_AR_DOC_CHANGE

Access transaction directly in the command bar



Display changes documents

