

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.

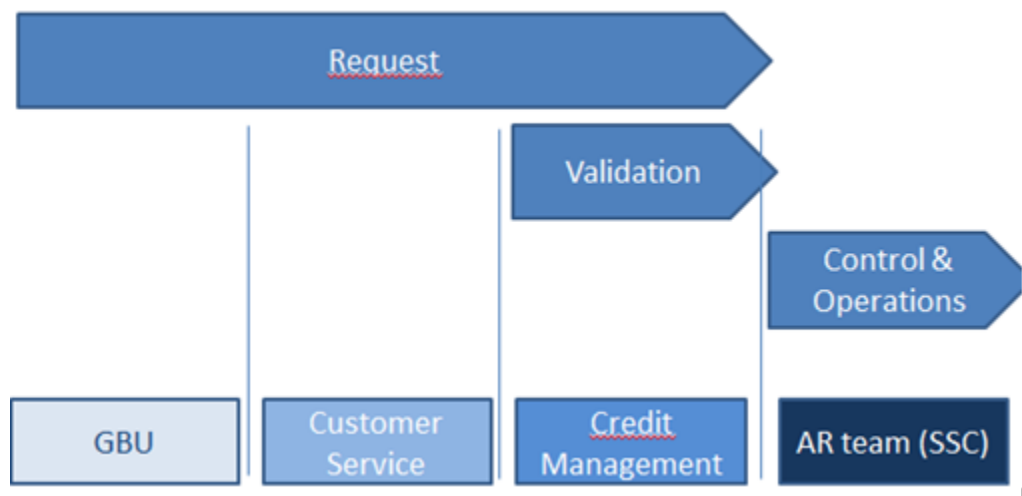
3. Definitions

- 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



WW

ERP



PI1



PF1



WP1

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 PI1 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

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

CAMS - AR Document change

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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
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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

PI1(3)/020 Change Due Date

New Due Date	
Reason	
Filename	
Comments	
Requestor	

☒ ☒

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.

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



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												
	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.
☐	☒ 6111391647	DB	29.12.2018			121.250,00	EUR	6512934229
☐	☒ 2510351830	DS	02.01.2019			121.250,00-	EUR	6512934229

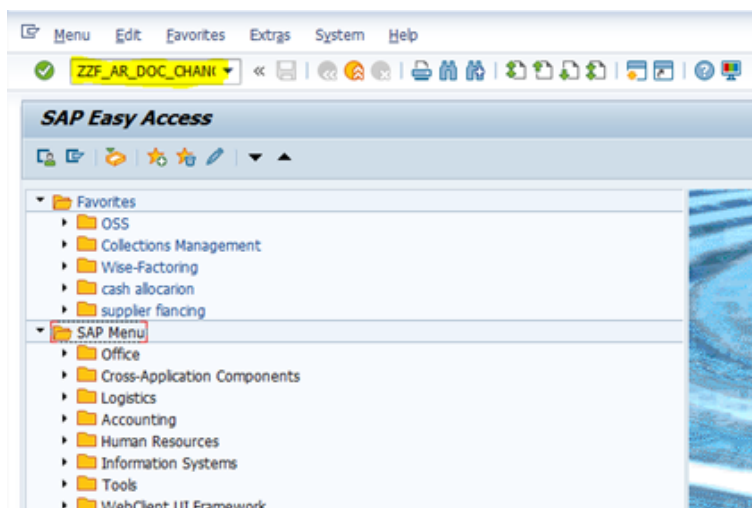
- FBRA in clearing document, "**Only resetting**" (please be careful not to reset and reverse as you will "destroy" the DS document (payment from Solvay SA to local company))
- Change the due date using ZZF_AR_DOC_CHANGE
- Go to F-03 with misdirected payment g/l account (the reason of this is because 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

The screenshot shows the 'AR Document change' dialog box. It has two tabs: 'Change Documents' and 'Display changed documents'. The 'Change Documents' tab is active, showing a form with fields for 'Company Code', 'Customer', 'Document Number', and 'Fiscal Year'. Each field has a 'to' field next to it, and there are three yellow buttons on the right side of the form. The 'Display changed documents' tab is also visible, showing a similar form structure.