

# WW - Change Due Date for Invoice

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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

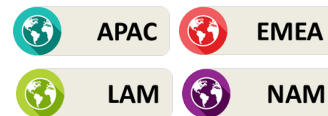
- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- OP: Operating procedure
- CSR: Customer Assistant Representative

## Process Flows

### AR Billing Change due date

## Scope

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## ERP

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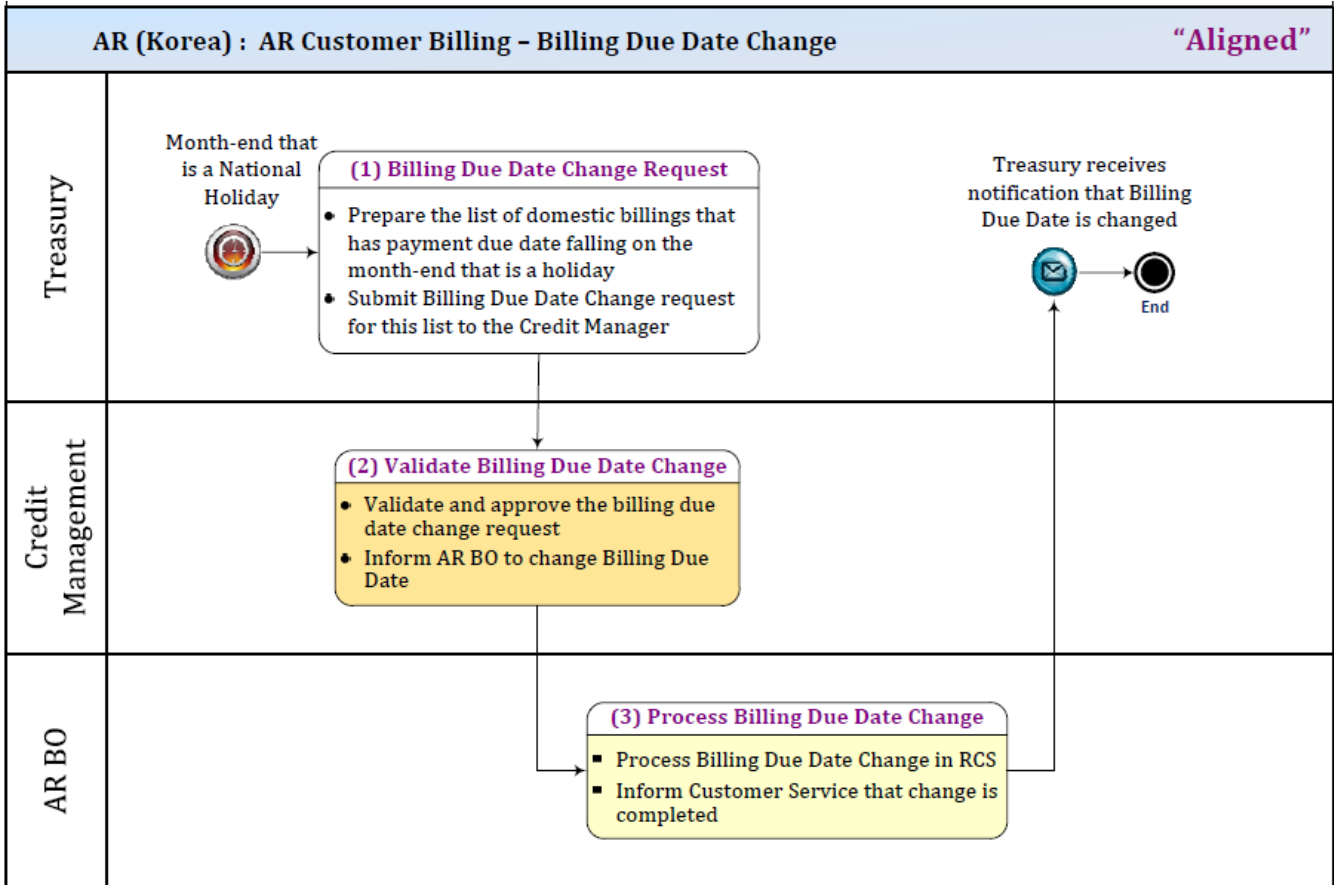
## References

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## Attachments

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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

**Error rendering macro 'include-content'**

Couldn't find page: OA:FBxx - Change Due date in term of invoice was not assigned to Factoring company

### 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	SOLARY JAPAN LTD	JP	999944902	6062	2015	1	20	09-2015	09-20-2015		72	0.000	0	0.000	

**STEP 3**

1. Save  document to change the due date.

[Link](#)