

WW - Cancel Billing

Table of contents

- [Table of contents](#)
- [Objective of this Procedure](#)
- [Scope](#)
- [Definitions](#)
- [Process Flows](#)

Objective of this Procedure

This operational procedure (OP) demonstrates processes and procedures to cancel billing of Accounts 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 Cancellation

Scope



APAC



EMEA



LAM



NAM

ERP



PI1



PF1



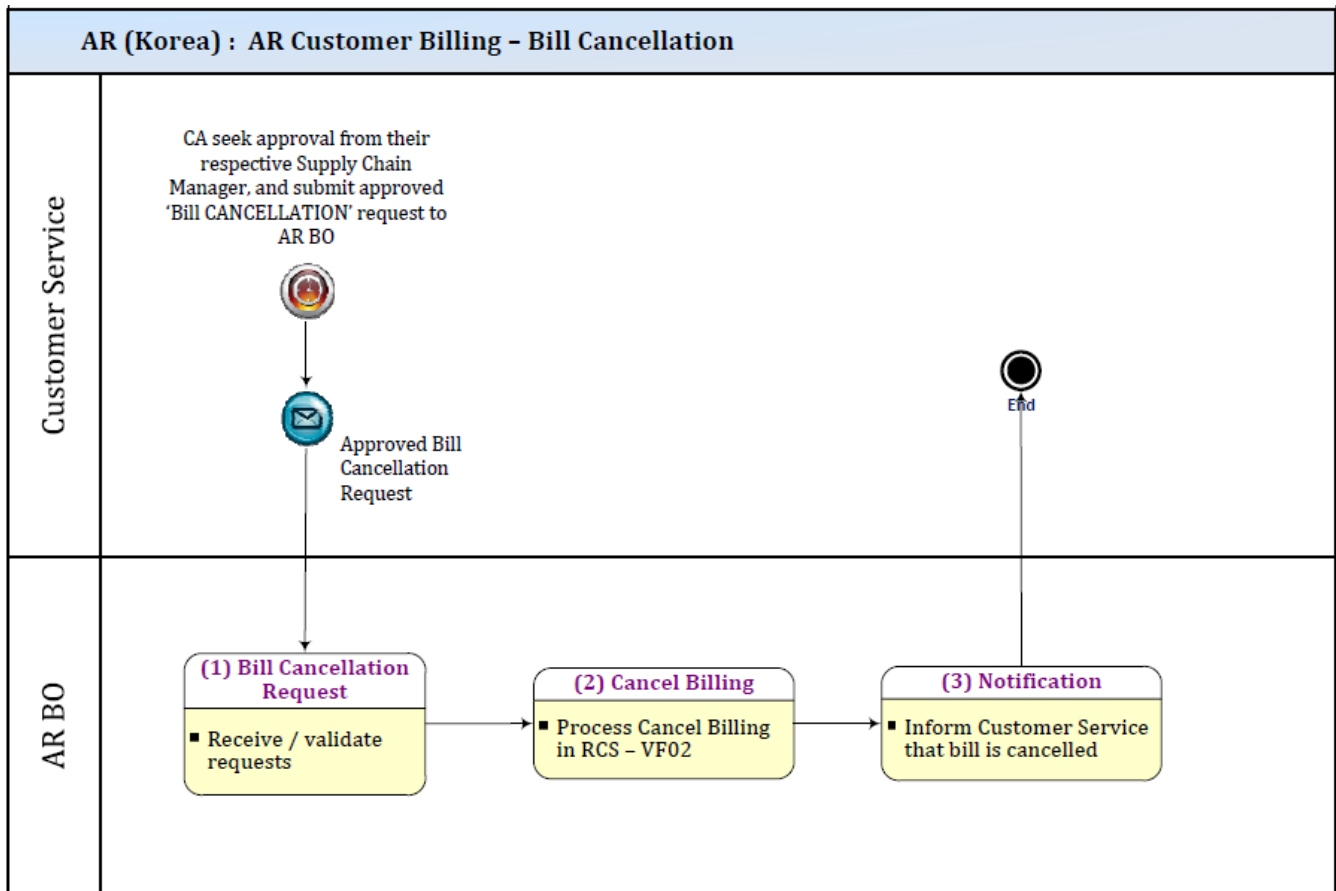
WP1

References

- [VFxx - AR Billing Cancellation](#)

Process Flow version 1.50 (shown in the process)

Attachments



Step:

After receiving approved Billing Cancellation request from Customer Service, validate the request and follow below steps:

STEP 1

Process cancellation by entering transaction VF02 or VF11

Input Billing document number and press "Enter"

Screen of VF02

Screen of VF11

STEP 2

Check details and information of the billing

Billing document Edit Goto Environment System Help

Intercompany Billing 95143616 (IV) Change: Overview of Billing Items

Accounting Billing documents

Intercompany Billing: 95143616 Net Value: 1,554,000 JPY **Check details of billing**

Payer: 1049 SOLVAY JAPAN LTD / ATAGO, MINATO-KU 2-5-1 / J.

Billing Date: 18.09.2014

Item	Description	WBS Element	Billed Quantity	SU	Net value	Material
10	TXOSIL_38A 20KG BAG		0	TO	0	28901
11	TXOSIL_38A 20KG BAG		4,800	TO	720,000	28901
12	TXOSIL_38A 20KG BAG		5,760	TO	864,000	28901

STEP 3

Click "Cancel" in Billing document button.

Save 

Billing document **Go to** Environment System Help

Create Ctrl+F12

Change

Display

Display from archive

Cancel

Billing due list Ctrl+Shift+F1

Save Ctrl+S

ReleaseToAccounting

Complete

Issue output to

Exit Shift+F3

Click

95143616 (IV) Change: Overview of Billing Items

Net Value: 1,554,000 JPY

SOLVAY JAPAN LTD / ATAGO, MINATO-KU 2-5-1 / J.

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[Link](#)