

WW - Cancel Billing

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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:

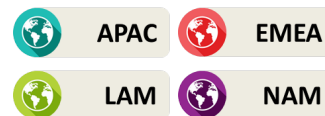
Definitions

- 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

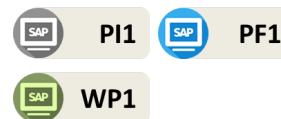
Process Flows

AR Billing Cancellation

Scope



ERP

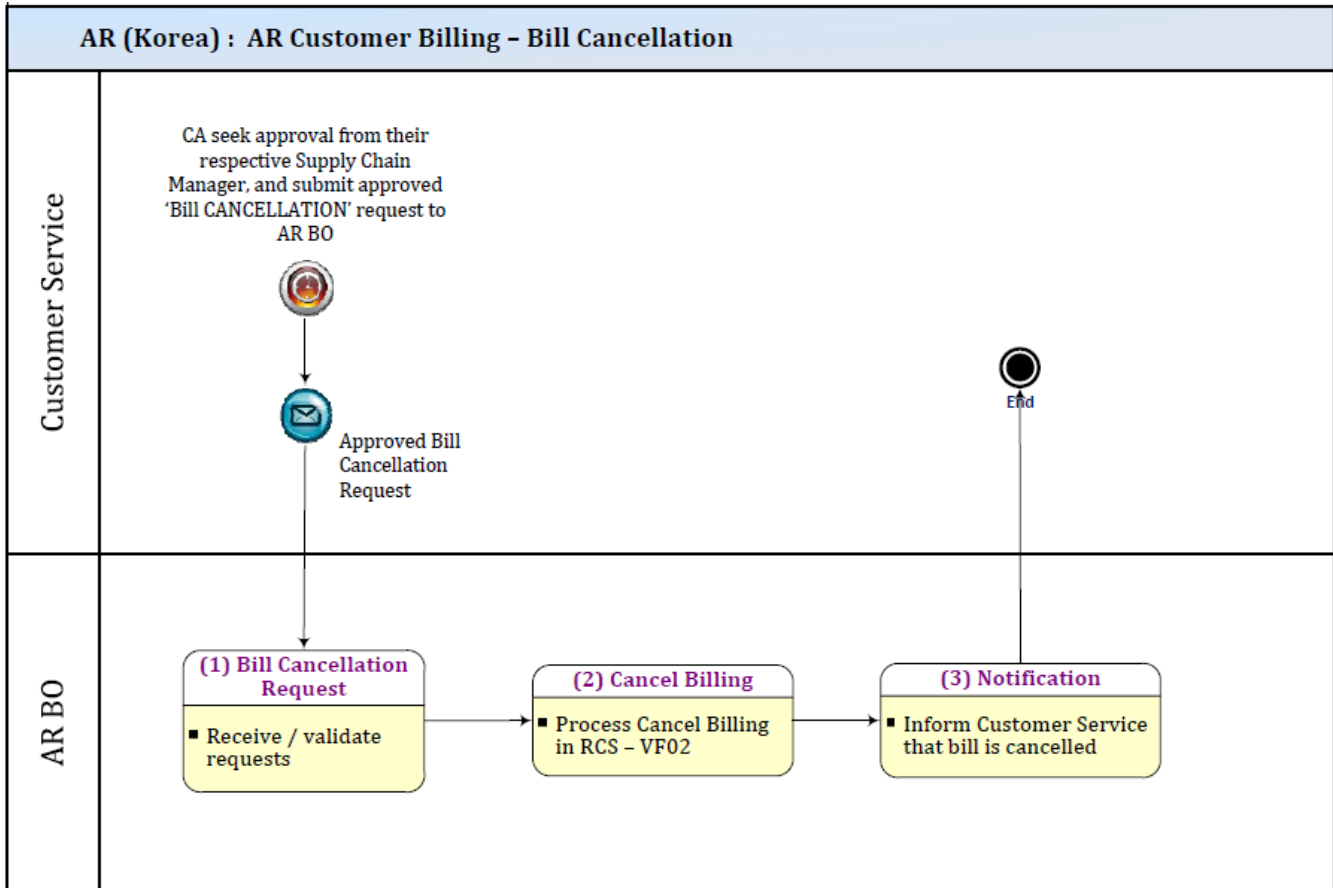


References

- [VFxx - AR Billing Cancellation](#)

Process Flow version 1.50 (shown in the process)

Attachments



Step:

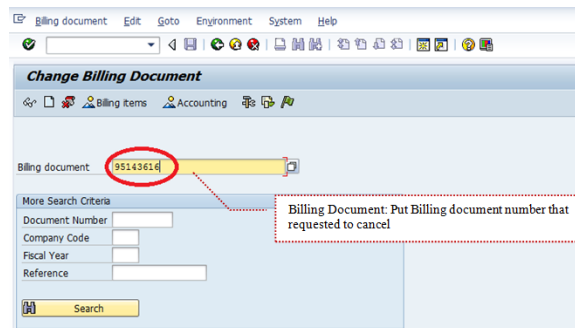
After receiving approved Billing Cancellation request from Customer Service, validate the request and follow below steps:

STEP 1

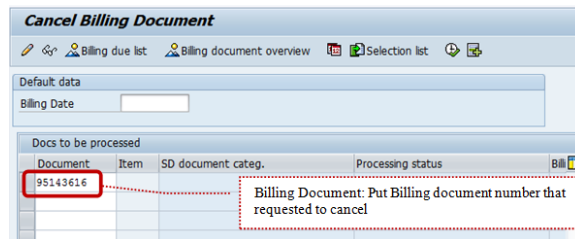
Process cancellation by entering transaction VF02 or VF11

Input Billing document number and press "Enter"

Screen of VF02

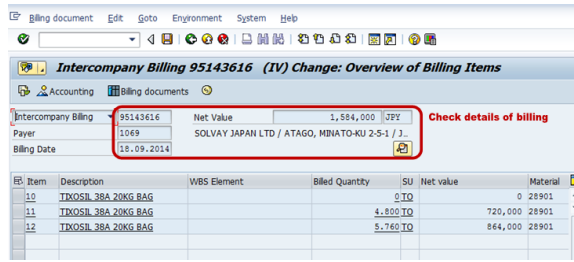


Screen of VF11



STEP 2

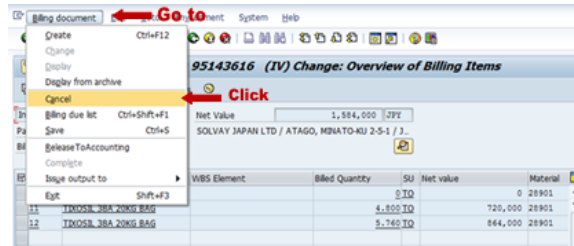
Check details and information of the billing



STEP 3

Click "Cancel" in Billing document button.

Save 



[Link](#)