

IT - Autofattura Procedure

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

ERP



Frequency

References

Z1F_ITAUTOF;
ZZF_POSTING_FILE; F-03; F-32 or
F-44; Z1F_CRC_DATA_ENRICH;
Z1V_CRC_BILLING

Forms

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The following gives you detailed posting instructions with regard to specifics which can happen in all invoices from foreign suppliers. This document describes the local specifics on the handling of "autofature".

1.2. Scope

The procedure is currently performed for the following list of companies:

- 0270 - Solvay Chimica Italia S.p.A
- 0279 - Solvay IT
- 5835 - Solvay Specialty Polymers Italy S.p.A
- 6306 - Cogen Spinetta
- 6328 - Cogen Rosignano

2. Definitions

See Finance Glossary:

- CICC
- FI
- WBS

3. Tasks description

3.1. Responsibilities

SBS Finance Operations

- All the tasks described in this procedure will be under SBS Finance Operations Central Finance Operations, Data Management & Intercompany responsibility.

Local department

- Local Department should only contact Locals in case of Tax problems.

3.2. Autofattura (Reverse VAT Charge)

3.2.1. Introduction

An "Autofattura" must be issued by an Italian purchaser in certain cases of services supplied by a non-resident vendor. In these cases the service supply is deemed made in Italy and as a consequence, the Italian VAT is due and needs to be recovered. The application of an "autofattura" is ruled by the article 7 of the Italian VAT law DPR 633/72.

3.2.2. Technical Features

Prerequisite	Prerequisite for the "autofattura" is that the company itself is represented by a supplier account, i.e. Solvay Chimica Italia is set up as supplier 402400002 in company code 0270 .
Technical features	<p>The "autofattura" is effectively a program which will create two documents on the supplier account based on the original document:</p> <ul style="list-style-type: none"> • A credit note (asset posting) and an invoice (liability posting) if the original posting is an invoice. • An invoice and a credit note, if the original posting is a credit note. <p>Only the first document is considered the true "autofattura" with document type R5. The second document receives document type R0.</p>
Original document – document type	<p>A characteristic of the original documents which require the issue of an "autofattura" is that they need to be posted with document types used for national and extra EC suppliers, i.e. for EC suppliers you need to pay attention to switch the document type:</p> <ul style="list-style-type: none"> • All foreign intercompany invoices which require an "autofattura" must be posted with document type R0. • All invoices from foreign suppliers which require an "autofattura" must be posted with document type R2.

3.2.3. "Autofattura" in Solvay

CICC Intercompany business	<p>Main part of the "autofattura" is raised for intercompany invoices (among others invoices/credit notes from CICC). Of those invoices only the "autofattura" for CICC invoices need to be created manually, the "autofattura" for other intercompany invoices are created during month end closure via a specific batch job. Reason is that the original invoices from CICC are posted manually and not via the CROCO.</p>
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3.3. I perform the posting of invoices which require an Auto Fattura

3.3.1. I run SAP transaction Z1F_ITAUTOF

- 1) Go to transaction Z1F_ITAUTOF
- 2) Select "Create Output"

Autofattura - Menu of Transactions



- Create Output
- Complete (update log table)
- Check Setps

3) Select variant of company – search for *0270* when doing the autofattura for cy 0270 and *5835* for cy 5835

The 'Find Variant' dialog box contains the following fields:

Variant	*0270*
Environment	
Created by	
Changed by	
Original Language	

Change the fields:

- o "Fiscal YEAR": put the year of the current month
- o "Posting Period": put the current month
- o "Posting Date": put the current date

The configuration screen shows the following fields:

Fiscal Year	2019		
Posting Period	02		
Company Code	0270		
Document Number		to	
Document Type	R0 and R2		
Sales Tax Code	KE, KT, KZ		
Posting Date	18.02.2019		
Add Text to Item Text	AUTOFATTURA SU NS.PROT.N.		
Business Area	8500		
File Name	AUTOFATTURA		

Process (F8) to generate the file

The SAP dialog box shows the following fields and buttons:

Directory	C:\Documents and Settings\it90059\SapWorkDir\
File Name	AUFATTURA_20110520_115410=YMD=CORR_DEC=XLS

Buttons: Generate, Replace, Extend, X

Choose the directory where the file will be saved and Select **"GENERATE"**

4) Exit the transaction.

Open the file and make sure to make the following changes for the extraction of company **0270**:

- Change the document type from SW to SB in the column *DocumentTy* (Column D)
- Change the document date and posting date format (in the file it will appear for example "20190218" and it should be "18.02.2019") in the columns *DocumentDa* and *PostingDat* (Columns E and F)
- Add the GL accounts in the column *G/LAccount* (Column K) (the order of the GL account is always the same as shown bellow - the order of the posting keys is changed automatically when the file is originated)

2220209900
7640000000

- Change in column *amount* "." to "," (Column L)
- Add the cost center XR800SERVI in the column *cost center* (Column R) (always on the second line of the posting).

Save the file and change the name (add "1st post cy 0270" to not get confused)

After you save the 1st posting file, open again the file generated (without any changes made in the previous step) and make the following changes: - This is the posting that will generate the invoice

- Change the document type from SW to SB in the column *DocumentTy* (Column D)
- Document date and posting date format (in the file it will appear for example "20190218" and it should be "18.02.2019") in the columns *DocumentDa* and *PostingDat* (Columns E and F)
- Add the GL accounts in the column *G/LAccount* (Column K) (the order of the GL account is always the same as shown bellow - the order of the posting keys is changed automatically when the file is originated)

7640000000
2320200000

- In the Column R replace the text CostCenter to WBSElement and add the WBS **I00270SDTI00270-1** (always in the first line of the posting)

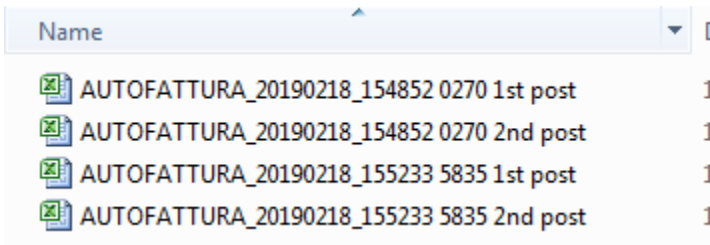
Save the document and change the name (add "2nd post cy 0270")

Make the same changes to file generate for company 5835:

Cost center is B7800SERVI

WBS is I05835SPTI05835

After all the changes, you will have 4 different excel files, two files for each company:



3.3.2. I upload and post Croco invoices

1) Once the changes are made and saved, go to the transaction **ZZF_POSTING_FILE** to upload the files:

Upload a file for posting

Template

File name

Decimal Format

As entered in file
 Correct decimal: point, number

Date format

Date format YYYYMMDD
 DD.MM.YYYY

Test Run

Do it in test run first to check if there is any error - In case there isn't, post the file. In case there is, check if every change was made correctly in the excel files.

For the 1st post of each company, save the documents numbers and there is no additional action.
 For the 2nd post of each company run the CROCO for the WBSs:

I00270SDTI00270-1

I00279CBTI00279-1

I05835SPTI05835

I06306CBTI06306-1

I06328CBTI06328-1

Material linked to the invoice is: 20194723

- 2) Run the IDOCS and post the invoice receipts.
- 3) And after the invoice is issued and posted, settle the WBSs in CJ88.

3.3.3. I clear the accounts

- 1) Go to the transaction F-03 to clear the accounts

2320200000

2220209900

In companies 0270 and 5835

Clear G/L Account: Header Data

Process open items

Account Clearing Date Period
 Company Code Currency

Open Item Selection

Normal OI

Additional Selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment order
- Collective invoice
- Document Type
- Business Area
- Tax code
- Others

Select only the documents related with Autofattura the the invoice receipt - the Not assigned amount has to be zero - (filter by date and document type SB and RO)

Clear G/L Account Process open items

Distribute Difference Charge off diff. Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 2320200000 Purchase accruals-cross-company-all

Assignment	Document...	D.	P..	Posting ...	Docum...	EUR Gross
20190218	4300000024	SB	50	18.02.2...	18.02.2...	3.456,22-
20190218	4300000025	SB	50	18.02.2...	18.02.2...	3.456,22-
I00270SD...	3010000038	RO	40	18.02.2...	18.02.2...	6.912,44

Processing Status

Number of items	<input type="text" value="3"/>	Amount entered	<input type="text" value="0,00"/>
Display from item	<input type="text" value="1"/>	Assigned	<input type="text" value="0,00"/>
Display in clearing currency		Not assigned	<input type="text" value="0,00"/>

Save the documents and go to FBL3N of these accounts in 0270 and 5835 to check if everything is cleared.

2) Go to the transaction F-32 or F-44

	Customer	Vendor
270	400002	402400002
5835	409015	402440392
279	400001	402400001
6328	422248	406204302
6306		

F-32

Put the customer account and process open items: - in the transaction F-44 put the vendor account

Clear Customer: Header Data

Process open items

Account 400002 Clearing Date 18.02.2019 Period 2

Company Code 0270 Currency EUR

Open Item Selection

Special G/L Ind Normal OI

Additional Selections

None
 Amount
 Document Number

Select the invoice issued related to Autofattura and click on charge off diff:

Clear Customer Process open items

Distribute Difference
 Charge off diff.
 Editing Options
 Cash Disc. Due
 Create Dispute Case

Standard
 Partial Pmt
 Res.Items
 WH Tax

Account items 400002 SOLVAY CHIMICA ITALIA S.P.A.

Assignment	Document...	D..	P..	Posting ...	Docum...	EUR Gross	CashDiscount	CDPer.
90007213...	1000000120	C0	01	18.02.2...	18.02.2...	8.433,18		
AUTOFAT...	1010000003	C1	01	31.01.2...	31.01.2...	4,35		

Select the documents posted in the current date related with autofattura

Choose open items:

Clear Customer Display Overview

Process open items
 Choose open items
 Display Currency
 Acct model
 Taxes

Document Date	18.02.2019	Type	AB	Company Code	0270
Posting Date	18.02.2019	Period	2	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2019	Translatn Date	18.02.2019
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	
Inv. rcpt date					

Since we are using the the transaction F-32, in the *Account* we have to use the 0270 vendor number and the *Account Type* is K:

Clear Customer Select open items

Process open items

Open item selection	Additional selecti
Company Code	0270
Account	402400002 → Vendor account
Account Type	K → In transaction F-44 is D instead of K
Special G/L ind	
Pmnt advice no.	

None
 Document N
 Posting Date
 Dunning Are
 Reference

Select the corresponding invoice receipt and save the document:

Clear Customer Process open items

Distribute Difference Charge off diff. Editing Options Cash Disc. Due Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 400002 SOLVAY CHIMICA ITALIA S.P.A. (More)

Assignment	Document...	D..	P..	Posting ...	Docum...	EUR Gross	CashDiscount	CDPer.
90007213...	1000000120	CO	01	18.02.2...	18.02.2...	8.433,18		
AUTOFAT...	1010000003	C1	01	31.01.2...	31.01.2...	4,35		
20190270...	3010000038	RO	31	18.02.2...	18.02.2...	8.433,18-		

Processing Status

Number of items	3	Amount entered	0,00
Display from item	1	Assigned	0,00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0,00

It has to be zero!

Do the same thing for cy 5835, don't forget to change the accounts numbers (customer and vendor) to 5835.

3.3.4. I check if the accounts are cleared

Check FBL5N or FBL1N to see if everything is cleared:

Vendor Line Item Display

Vendor: 402440392
Company Code: 5835
Name: SOLVAY SPECIALTY POLYMERS ITALY S.p
City: BOLLATE

St	CoCode	Tradg	Part	Account	DocumentNo	Type	Doc. Date	Fatng Date	Entry Date	Blind Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Assignment	Text	Amount in DC	Curr.	Tx	PayT	Int
	5835	5835		402440392	6512135713	AB	18.02.2019	18.02.2019	18.02.2019	18.02.2019			42.478,25	EUR	6512135713			42.478,25	EUR			651
	5835	5835		402440392	3010000124	RO	18.02.2019	18.02.2019	18.02.2019	18.02.2019			42.478,25-	EUR		5835100000092	Technical Invoice	42.478,25-	EUR	TI	H000	301
**													0,00	EUR				0,00	EUR			

End of document.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

From	Actor	Type	Activity	Version
Nov 16, 2021 to Jan 02, 2026				
Published	FABIANO, Valentina , Rodrigo Santos , FURTADO, Catia and FERNANDES , Edmundo	Edit	multiple updates from FABIANO, Valentina , Rodrigo Santos , FURTADO, Catia and FERNANDES, Edmundo Other contributors:	

	 FERNANDES, Edmundo	State	changed state to Published at 10:22 am	v18
Draft	 FERNANDES, Edmundo	State	gave <i>Approvers</i> approval at 10:22 am	
		State	changed state to Draft at 10:22 am	v18
Published	 FERNANDES, Edmundo	State	changed state to Published at 10:22 am	v17
Draft	 FERNANDES, Edmundo	State	gave <i>Approvers</i> approval at 10:22 am	
