# **Combo Billing**

Work Stream	Billing and Accounts Receivable (BAR)
Version #	1.0
Last Revised Date	
Process Implementation Date	
SOP Owner	
SOP Approver	

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# **1. Overview**

# **1.1 General Information**

Audience	Billing
Frequency	As and when required

### **1.2 Related Internal Policies and Processes**

Upstream/Downstream processes	<ul> <li>Upstream: Delivery information received from the bottler upon product delivery to the end customer</li> <li>Downstream: Generate Credit for paying the bottler for delivery and a Debit for invoicing the customer for the product</li> </ul>

## **1.3 Systems/Tools**

# 1.3.1 Global Systems/Tools

System/Tool	System ID/Name	Description
CBS Email (airlines)	ΝΑ	Centralized Billing System Email from bottler (airlines)
SAP S/4 HANA	P41	S4 Prod

# 1.3.2 Market-specific/Regional Systems/Tools

System/Tool	System ID	Description
NA	NA	NA

# **2 Executive Summary**

# 2.1 Synopsis

The Combo billing process is carried out to generate a Debit Invoice document for billing the end customer and a credit memo document for paying the bottler/distributor, upon delivery of goods. This activity will generate a billing document to the customer and a payment to the bottler/distributor. The process starts with the creation of the Debit memo to the customer. The credit memo is then automatically created from the Debit memo and billed based on regular scheduled billing jobs.

Airlines – The airlines combo billing process begins with the receipt of an email from the bottler upon delivery of product to the customer. The billing analyst then manually creates the customer debit memo and the rest of the process happens automatically.

Contract Bid – The contract bid process is completely automated; including the initial customer debit memo creation. CBS receives delivery notifications from the bottlers and send those via IDOC to the S4 system. This IDOC automatically creates a customer debit memo request. A system batch job automatically creates a credit memo request from the debit memo request. When the regular scheduled billing job runs it turns the debit memo request into a customer invoice and the bottler credit memo request into a payment to the bottler.

The debit memo will include the bottler number as a supplier partner. This bottler will then become the sold to customer on the credit memo. The credit memo will then include the customer as an "end customer" partner. This is done to insure the correct customer pricing on the debit memo and bottler pricing on the credit memo. Additionally, the debit memo will contain the delivery ticket number sent by CBS in the "ship to PO" field. This delivery ticket number represents the bottlers PO with us, so it then carries over to the credit memo as the bottler PO. This bottler PO also carries onto the FICA posting document from the credit memo so it can be included in the remittance advice sent to the bottler with the check. Additionally, the customer PO if present on the customer master data will pull into the Customer PO field on the debit memo.

#### The debit memo encompasses the following parameters:

- 1. Includes both the customer and the Supplier (bottler) partners
- Includes the required reference information for each partner (for example, customer PO "sold to part reference" field and bottler delivery ticket number in "ship to party purchase order No" field)
- 3. Provides aid in referring to an item proposal (Airlines) for a quicker line item entry
- 4. Determines a price based on a customer/Material & Material dimensions
- 5. The legacy product/package code sent from CBS is stored in a text field on the debit memo
- 6. All incompletion checks to cover debit memo and credit memo are performed within the debit memo creation:

#### Incompletions

Duplicate delivery number sent from CBS Unauthorized material appearing on the debit memo Invalid material appearing on the debit memo Missing customer PO if PO is set as mandatory in the customer master record Standard incompletions...pricing etc.

#### The credit memo encompasses the following parameters:

- 1. It is created automatically from an unblocked debit memo request which has all incompletions resolved
- 2. The Supplier becomes the customer
- 3. The Customer from debit memo carries on to credit memo as an "end Customer" partner
- 4. Determines a price based on a Supplier (Customer)/Material & Material dimensions

#### **Process Steps: -**

2)

- 1) Delivery notification from Bottler/supplier
  - a. Contract Bid: IDOC received from CBS
  - b. Airlines: Delivery information sent via email
  - Creation of Debit memo request in SAP S4 SD
    - a. Contract Bid: automatic from IDOC
    - b. Airlines: manually created
- 3) A subsequent Credit memo request to pay the Supplier/Bottler will be created
- automatically from the debit memo request
- 4) Billing job will then create a billing document for the debit memo and the credit memo
- 5) Invoice document will be generated for both Debit and Credit
- The system tools used to conduct the invoicing process are IDOC, SAP S/4 Fiori

**Returns:** Customers can also return product to the bottler as deliveries are being received. When this happens, the quantity sent to CBS shows as negative. CBS will split these off and send a separate IDOC to the S4 system so that the reversal of the normal flow can occur for these returned items. In that case, the credit memos to the customer will automatically be created from the IDOC and the debit memo for reducing payment to the bottler is automatically created from the credit memo. The billing job will then turn these into a credit to the customer and a debit to Bottler (reducing the next payment made to the bottler for the returned items).

### **2.2 Objective**

This document describes how the process can be executed manually, although this will all typically happen automatically in the background.

### 2.3 Risks and Controls

### 2.3.1 Global Risks and Controls

Risk	Control
NA	ΝΑ

### 2.3.2 Market-specific Risks and Controls

Risk	Control
NA	NA

### 2.4 Roles and Responsibilities

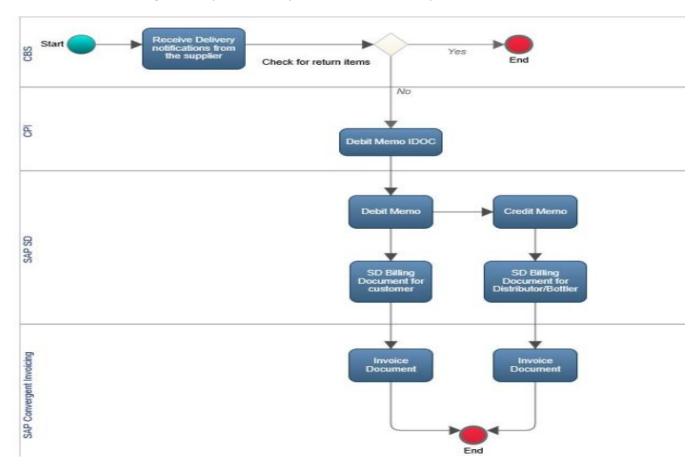
Role	Responsibilities
Bottlers/Suppliers	Send delivery information to XXX company. This is handled either as an electronic feed through CBS (standard contract bid process) or via email to Billing Analyst (standard Airlines process).
CPI/Billing Team	<ul> <li>Resolve any incompletions in the debit or credit memos (returns).</li> <li>Manual corrections as needed.</li> </ul>

# **3. Inputs**

Input	File Type and Location	Frequency	Owner	Purpose/Usage
Delivery Notification	Debit Memo IDOC	As and when required	Bottlers/ Suppliers	Generate SD Document and create Debit memo

# 4. Process Map

Given below is the high-level process map that describes this process:



# **5. Process Steps**

This section details the entire desktop procedure if executed manually along with screenshots, wherever applicable. The Contract bid process happens automatically via an IDOC from CBS and regularly scheduled batch jobs.

#### **Disclaimer**!

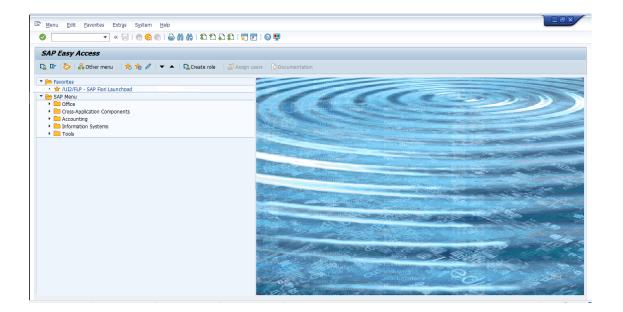
<u>Please note that the screenshots used in this document are purely for illustration</u> <u>purposes only and may not be an exact representation of the actual environment</u>.

Note: To manage debit memo requests, the Billing Analyst performs the following steps:

1. Log in to the SAP S/4 HANA system.

Note: To navigate directly to Fiori, click the following link:

https://wddixdb.na.ko.com:44312/sap/bc/ui2/flp?sap-client=060&sap-language=EN#Shell-home



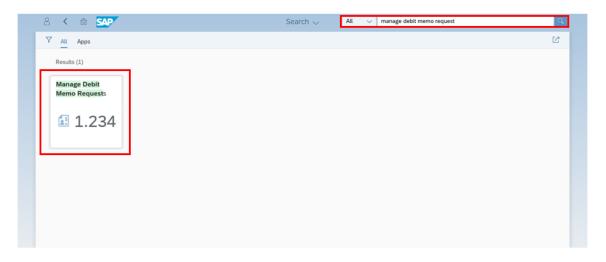
2. The Fiori **Home** page is displayed.

					<b>FI DOA</b>	
My Home MI	NT - Reports FI: GL	- Common Display	Vendor Invoice Manager	ment Payment Request	FI: PCA - Common	Display > ~
Process Withholdings and Argentina						
WINT - Reports			PO Report	Budget Shift Report	Budget Status	
Dashboard (SLT view)	Budget Control Report	Call to SAC	PO Report	budget onne report	Report	

3. In the search field, enter the T-code description **Manage debit Memo request** and press the enter key to continue.

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MINT - Reports Dashboard (SLT		Call to SAC		Budget Shift Report		

4. From the search results, select the **Manage Debit Memo Requests** tile.



5. The **Manage Debit Memo Requests** page is displayed. Select the **Create Debit Memo Request** tab.

Search Q d d d d d d d d d d d d d d d d d d	ng Date: Billing Status: ດັ່ງ Adapt Filter	~
Search Q Document Date:	Ð	_
6 ^ *	Adapt Filter	0.
		rs Go
Debit Memo Requests (0) Standard V Create Debit Memo Request Reject All Items Set Billing Blog	ck Remove Billing Block Preview Billing Docum	ient 🐽
Debit Memo Request Sold-To Party Customer Reference Billing Date Billing Status Over	erall Status Net Value Docum	nent Date
To start, set the relevant filters.		

- 6. The **Create Sales Documents** page is displayed. In this screen, enter the following details corresponding to their respective fields, and press the **Continue** button.
  - a. Order Type. (ZCMD = contract bid, ZARD = Airlines)
  - b. Sales Organization
  - c. Distribution Channel
  - d. Division

8 < 🏫 💁	Create Sales Documents	Q
More ~		Exit
Order Type:* ZCMD		
Sales Organization: 0101		
Distribution Channel: 10		
Division: 📴 🔍		
Sales office:		
Sales group:		
	Continue Create with R	eference

- 7. The **Create Contract Bid Debit: Overview** page is displayed. In this screen, enter the following details corresponding to their respective fields, and press the **Save** button.
  - a. Ship to Party hit enter
  - b. If pop up asks you to choose **Sold to party** use the one that does not match the ship to party number
  - c. **Price date** enter delivery date
  - d. Material
  - e. Target Quantity
  - f. Enter to accept Billing date

8 < @	SAP"	Create Contract Bid	Debit: Overview		Q,
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tem Material		Reqmit Segment Target Quantity UoM Net Value	Doc Item Description	Customer Material	ItCa

8. The **Save Incomplete Document** pop-up box is displayed. Click the **Edit** button.

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			Save Cancel

9. The **Create Contract Bid Debit: Incompletion Log** page is displayed. Double-click the **Missing Partner** field.

8 < a SAP	Create Contract Bid Debit: Incompletion Log	٩
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Create Contract Bid Debit: Incompletion Lo	g	
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Missing Partner		
Purchase Order No.		
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10. The **Create Contract Bid Debit: Header Data** page is displayed. From the drop-down list, select **Supplier**.

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	Contract Bid De	bit	Cust	omer Reference:				
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11. In the **Supplier** field, enter the **delivering bottler BP #** and click the **Edit Next Data** tab.

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Sold-to party Bill-to party Payer Ship-to party Supplier	<pre>&gt; 11: &gt; 11: 1</pre>		MAIN STREET 123 MAIN STREET 123 MAIN STREET 123			

12. The **Create Contract Bid Debit: Incompletion Log** page is displayed. Double-click the **Purchase Order No.** field.

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©, ∰ III Complete Data More ∽		
Create Contract Bid Debit: Incompletion Log		
Sold-To Party		
Following data still needs to be completed		
10 Item Short Description Missing Data	-	
Purchase Order No.		
		Save

13. The **Create Contract Bid Debit: Header Data** page is displayed. In the **Purchase Order No.** field, enter the **delivery ticket #** in the "Ship to customer purchase order no" field and click the **Edit Next Data** tab.

8 < & <b>SP</b>	Greate Contract Bid Debit: Header Data	Q
Edit Next Data More V		
Contract Bid Debit Sold-To Party: 11	Customer Reference:	Î
Order Data Sold-To Party		_
Customer Rel. Date Customer Rel. Date Purchase Order Type: Lest Contace Date Name: Your Reference Talephone:	AddL	
Ship-To Party Purchase Order No. 22132 Purchase Order Date:		
Pur. Ord. Type: Your Reference: Missing data: Purchase Order No. View Details		

14. Click the **Save** button.

**Note:** Since no data is missing on this page, a notification message at the bottom left of the page is shown to indicate the **Document is Complete**.

8	< 🌣 💁		c	reate	Contract Bid Debit: O	verview	f		q
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	Material	Regmnt Segment			Net Value		Item Description	Customer Material	HCa
	19	٩	10	GAL	1.500,00	USD			21.2
Document	t is complete								Save Cancel

15. A notification message at the bottom left of the page is shown to indicate the **Contract Bid Debit details** are saved successfully.

Name       Network       Reference       Const. Ref. Date:       Out         Sale       Rem Overview       Rem detail       Overring party       Pocurement       Reason for rejection         Sale       Rem Overview       Rem detail       Overring party       Pocurement       Reason for rejection         Billing Date:       Sale       Billing Date:       Projectig Date:       14.02.2020         Or willing Date:       Sale       Content of the second for rejection       Sale       Sale         Rem Overview       Rem detail       Network       Rem detail	8 < a 💁			Create Contract Bid De	bit: Overview		q
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Cust. Reference:     Cust. Ref. Date:       Sales     Rem Overview       Item detail     Ordering party       Procurement     Reason for rejection       Billing Date:     Serv. Rendered       Billing Bitoc:     Pricing Date:       Pricing Date:     Pricing Date:       Billing Bitoc:     Pricing Date:       It Rems     C Group	Sold-To Party:	٩	Net Value:				
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tem Material Request Segment Target Quantity UvM Net Value Doc Item Description Customer Material I							
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	Billing Block:		Pricing Date: 14.02.2020	UoM Net Value	Doc Rem Description	Customer Material	
	Billing Block:		Pricing Date: 14.02.2020	UoM Net Value	Dot Item Description	Customer Material	

**Note:** To generate a credit memo request, the Billing Analyst needs to navigate back to the Fiori Home page and perform the following steps.

16. The Fiori **Home** page is displayed.

å sap			Home 🧹				Q
My Home MI	NT - Reports FI: GL	- Common Display	/endor Invoice Manage	ment Payment Request	FI: PCA - Common	Display >	~
Process Withholdings and Argentina							,
Dashboard (SLT view)	Budget Control Report	Call to SAC	PO Report	Budget Shift Report	Budget Status Report		
	.iı. \$⊚		<u>®h</u>	2	ాకో		

17. In the **Search** field, enter the T-code description **COMBO** and press the enter key to continue.

My Home M	INT - Reports FI: GL	- Common Display	/endor Invoice Manage	ment Payment Request	FI: PCA - Commor	n Display > ~
Process Withholdings and Argentina						
MINT - Reports Dashboard (SLT view)	Budget Control Report	Call to SAC	PO Report	Budget Shift Report	Budget Status Report	

18. From the search results, click the **Combo Billing & Payment Box** tile.

V All Billing Documents Credit	demo Requests Debit Memo Requests	Fixed Assets and		C .
Buutess Area - Asset Main Namber text	Plant. D115	Manufacturen	Assatt Type: =	^
Combo Rack				
Post Depreciation Manually - Unp	lanned and Planned Black Asset Chang	# Asset Change Group Asset Create As	ant Create Asset Master Record - For Legacy Asset	
	GL Account			
Chart of Accounts:	Balance Sheet Account: No	Account Groum	Trading Partner:	
				~
	Customer			
Address	ORTO1:	Country: USA	Buliness Partner:	
Combo Billing & Payment Box				
- opinion soon				
Plan Combo Meals Engagement	nt Project			
Project Manager;	Drape:	Service Organization:	Duration:	

- 19. The **Combo Billing & Payment Box** page is displayed. In this screen, enter the following details corresponding to their respective fields:
  - a. Created On.
  - b. Sold to Party.
  - c. Sales Document Type.

d. Select the checkbox corresponding to the **Open** field.

8 < a 👐	Combo Billing and Payment Box	Q
Save as Variant Get Variant More 🗸		Exit
Operation to be performed:		
Bitting and Payments:		
Returns/Credits and Charges: ()		
Selection Criteria		
Created on: 14.02.2020	101 C <sup>4</sup>	
Created by:		
Sold to party 112	to:	
Sales organisation:	<b>a</b> *	
Distribution Channel:		
Division	<b>1</b> <sup>*</sup>	
SD Document:	10: C*	
Sales Document Type 2CMD	<b>2</b> *	
Filter Dr.		
Complete: Incomplete:	Rejected: Open: 17	
Filter Cr.		
Comoleter 🗌 Incomoleter 🗌	Rejected: Onex	Execute
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20. Select the debit memo and then click the CR from DR button

1	Terrer and						12010-00-2001	22.000	12002020
DR #	Debit PO # Customer PO DAL	Customer Debit Customer Name	CCC	tion Status Debit Rejectio		Status Created on 03.03.2020	Net Value 572,40	Biling doc. CR #	Credit PO #
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70	DALRetestsf	1120:			000	05.03.2020		9000	retest
20	testDal1	1120	000			09.03.2020		9000	ist1
20	Testdal2	1120	000	000	000	09.03.2020		9000	ist2
20	Testdal3	1120	000	000	000	09.03.2020	535,00		ist3
20	testdal4	1120	000	000	000	09.03.2020	668,75		ist4
20	testdal5	1120	000	000	000	09.03.2020	802,50		ist5
70	Datestpo	1120	000	000	000	09.03.2020	930,00		isttest
20	daltest2	1120		000	COM	09.03.2020	510,00		isttest.
20	daltest3	1120	000	000	000	09.03.2020	1.140,00		isttest
70	daltest4	1120	000	000	000	09.03.2020	810,00		isttest
70	daltest5	1120	000	000	000	09.03.2020		9000	isttest
70	daltest6	1120	000	000	000	09.03.2020	367,20	9000	isttest
70	daltest7	1120	00	000	000	09.03.2020	738,00	2000	isttest
20	daltest8	1120	000	000	000	09.03.2020	572,40	9000	isttest
70	daltest9	1120	000	000	000	09.03.2020	667,80	2000	isttest
70	daltest10	1120	000	000	000	10.03.2020	1.440,00	2000	isttest
20	daltest11	1120	000	000	000	10.03.2020	0,00	2000	usttest
70	rest160320dal	1120	i com	000	000	16.03.2020	570,00	9000	stesto
20		1120	000	CC	CO	17.03.2020	60,00	2000	3
70	retestbiltrust1	1120	000	000	000	18.03.2020	240,00	9000	stestbi
70	daltest	1120	000	000	COL	19.03.2020	4.560,00	9000	testvo
70	daltest2	1120	000	000	000	19.03.2020	0,00	9000	testvo
70	daltest2	1120	E 000	000	000	19.03.2020	5.535,00	9000	testvo
70	dairetest3	1120	000	000	000	19.03.2020	4.044,60	9000	testvo
70	restdal4	1120		000	000	19.03.2020	4.182,00	2000	testvo
70	dairestest4	1120	000	000	00	19.03.2020	3.498,90	9000	pretest
20	dalvoiretest5	1120	000	000	000	19.03.2020	3.896,40	2000	slvoket

**Note:** The credit memo request number will be created through the batch job.

21. In the DR column, click the checkbox corresponding to the third line item and click the **Run Billing** tab.

		< 🏠 💁			ombo Billing and Payment						Q
DX         1121         14.02.2030         1.500,00         2000         1844           DX         1121         1.402.2030         1.500,00         2000         234         1           DX         1121         1.202.000         1.500,00         2000         234         1	R From DR	Run Billing Error Log 🏔		More V							Q, @ E
NA         1121         1	DR #	DR PO# Customer Name	Debit Incompletion Status	Debit Rejection Status	Debit Billing Status	Created on	Net Value BilLDocs.	CR #	CR PO# Customer	Name	Credit Incompl
21 1121 • 14.02.2020 1.500,00 <u>9000</u> 421 •			•								
			-								_
	20	1120	•			14.02.2020	1.500,00 2000		556		
							_				

The billing documents for the debit & credit memos are successfully.

Created on         Net Value         Bill Docs.         CR #         CR #OF Customer         Name         Credit Incompletion Status         Credit Rejection Status         Credit Billing Status </th <th>8</th> <th>&lt; 🌣 🗹</th> <th><b>.</b></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Combo Billing and F</th> <th>ayment Box</th> <th></th> <th></th> <th></th> <th></th> <th>Q,</th>	8	< 🌣 🗹	<b>.</b>						Combo Billing and F	ayment Box					Q,
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22. Supplier/Bottler Credit memo posts into FICA

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23. Accounts payable performs Payment run

Run ID		Run Status				I	nterval Stat	us
Date ID	03/20/2020	Parameter:	Saved			Ν	lumber: 1	
Identification	001	Program Run	Not Sch	neduled		R	Ready: 0	1
General Selecti	Custom Selections	Bank Selection	Technical Set	tings	Logs			
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Specification Number Reference Number				to				
Promise to Pay				to to				
Repayment Request				to				
Pre-Notification				to			n n n n	
Payment methods a	nd due dates							
Due date		03/19/2020	То		06/30/2020			
Payment Methods		C			Country	US		
Payment card type					,			
Posting Date		03/19/202	0					
Reconcil. Key		200						
Type of Run								

#### List of Payment Data (Standard ALV with Logical Database)

ayment Run 03	/20/20	20/KB	001									T	ime 20:45:32/	Date 03/23/	2020	Page
BusPartner 1 Contract Acct Payment doc. Paid Document	Ref. refere	Bank	CoCd P	House Acc	s acct	Cash	Stre Discount		TC Clearin				Crcy PL Contract	Net amount	Contract	
1120						_	DANE	ORTH RD								
1100							Debit	OKIN KD								
0051			0101 C	CIUS2 USD	02		0.00				8,008	.27-	USD	8,008.27-		
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0070	:300	025C	03/09/20	20 04/08/	2020 0	.000		800.00-		800.00-	USD				VERKO	
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0070	*300	0250	03/09/20	20 04/08/	2020 0	000		952.15-		952.15-	1150				VBRKO	

#### Payment Run 03/20/2020/KB001

#### Time 20:45:32/Date 03/23/2020 Page

clearing amount Di		Payment Amount TC W/H tax creditor W/H	Clearing Amount tax cust. No.		Net amount	tax creditor Difference	W/H tax cust.
101 CIUS2 USD02 C	0.00	8,008.27-	8,008.27-	1	0.00 8,008.27-	0.00	0.00
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#### List of Payment Data (Standard ALV with Logical Database)

BusPartner Name of the Payee Ctr City Contract Acct Ref. Bank number Payee's

Payment Run 03/20/2020/KB001

Time 20:45:32/Date 03/23/2020 Page Street

aid Docu	ment MTra	STra	DocDate	Due Date	Dis N		Amount 1	C Clearing	Amount	Crcy	Ind.	PL Contract		Contract
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0070	C300	025C	03/09/2020	04/08/2020	0.000		600.00-	6	-00.00	USD				VBRK
0070	C300	025C	03/09/2020	04/08/2020	0.000		400.00-	4	00.00-	USD				VBRK
0070	C300	025C	03/09/2020	04/08/2020	0.000		800.00-	8	-00.00	USD				VBRK
0070	C300	025C	03/09/2020	04/08/2020	0.000	1,	200.00-	1,2	-00.00	USD				VBRK
0070	C300	025C	02/26/2020	03/27/2020	0.000	1,	917.00-	1,9	17.00-	USD				VBRK
0070	C300	070C	03/16/2020	04/15/2020	0.000		464.12-	4	64.12-	USD				VBRK
0070	C300	025C	02/27/2020	03/30/2020	0.000		675.00-	6	75.00-	USD				VBRK
0070	C300	025C	03/09/2020	04/08/2020	0.000		952.15-	9	52.15-	USD				VBRKI

CoCd House bk Acct ID P Cr C clearing amount Disco	nt in LC		TC Clearing Amount W/H tax cust. No.		in FC W/H Net amount	tax creditor Diffe		H tax cust.
0101 CIUS2 USD02 C US 8,008.27-	0.00	8,008.27-	8,008.27-	1	0.00	0.00	0.00	0.00

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Checks for doc.		Document	t in Contract Acco	ounts Rec. 💌			
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Check Data		Issuing Organization	
Check Number	51	Company Code	0101
House bank	CI	Business Area	
Account ID	US		
Amount	8,008.27- USD	Check Numbering	
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Payee			
Business Partner	112		
	1100		
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Contract Acct Payment Doc.	1100	nsfer Doc. Data	Overview of Issued Checks
Contract Acct	1100	nsfer Doc. Data	Overview of Issued Checks
Contract Acct Payment Doc.	1100	nsfer Doc. Data	Overview of Issued Checks
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Contract Acct Payment Doc. Given to Name Loc Status Current Status	110C 005 Tra	Redeemability Report	Nothing to report
Contract Acct Payment Doc. Given to Name Loc Status Current Status	110C 005 Tra	Redeemability Report Rep.dt cash chck	Nothing to report

24. Remittance Advice shows **Delivery ticket #** information

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		Invoice/ Credit Memo	1997) 	Andrews and Andr	Ansount
Store #			Document No	ShipTo	Amount 952.15
Store #	Date	Credit Memo	Document No Delivery Ticket #	ShipTo POit	
Store #	Date	Credit Memo	Document No Delivery Ticket # 7055 0903 7055	ShipTo POit	
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Store #	Date 03/09/2020 02/27/2020 03/09/2020 03/09/2020 03/09/2020 03/09/2020	Credit Memo 4606 4506 4006 4206 4906 4906	Document No Delivery Ticket # 7055 10903 7055 1085 10901 7065 0901 7065 0901 7065 0901 7065 0901 7065 0901 7065	ShipTo POit 1000 1000 1000 1000 1000 1000 1000	952.15 675.00 400.00 1917.00 600.00 800.00 1000.00

Sum total

8,008.27

Payment Doc	Date	Currency	Payment Amt	
5140000107	03/23/2020	USD ·····	*****8,008.27*	

# 6. Abbreviations/Acronyms

Short Form	Full Form
CBS	Centralized Billing System
СРІ	Cloud Platform Integration
IDOC	Intermediate Document

# 7. Outputs

Output Name	Output Type	Output Location
Debit Memo	NA	NA
Credit Memo	NA	NA

# 8. Version History

Version	Date	Change Owner	Change Request No.	Change Details
1.0	Month in words/Date/Year	Name of the change owner	Change request ID	Change description

# 9. Appendix

#### Sales document types:

#### **Combo Billing Sales Doc Types**

- ZCMDContract Bid Debit (Customer triggers entire regular flow)ZCMCContract Bid Credit (Bottler triggered from ZCMD)
- ZCMR Contract Bid Return (Customer triggers ZCNP)
- ZCNP Contract Bid negative payment (Bottler triggered from ZCMR)
- ZARD Airline Debit Memo (Customer triggers ZARC)
  - ZARC Airline Credit Memo (Bottler triggered from ZARD)
- ZCBC Airlines Combo Reversal Credit (Customer) triggers ZCBD)
  - ZCBD Airlines Combo Reversal Debit (Bottler triggered from ZCBC)

#### Non-Combo Billing Sales Doc types

- ZDR Create Debit Memo (Customer)
- ZCR Create Credit Memo (Customer)
- ZDR1 Create Debit Memo (Bottler)
- ZCR1 Create Credit memo (Bottler)

#### **Additional Notes**

"Ship-To Party - Purchase Order No" field contains **Delivery Ticket number** 

"Sold-To Party - Customer Reference" field contains Customer PO #

Enter Delivery date as Price Date when manually creating sales documents

#### ZBAR\_COMBO Box

Blue = Debit side

Yellow = Credit side

Attach delivery document (PDF) when keying ticket manually

The following table contains cross reference - SAP material number to Product/package code

File not available

To research SAP Transaction Codes in FIORI go to Search and then the SAP tab

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Catalog User Menu S	AP Menu	
Z40CLNT010	Change	Z40CLNT010
Accounting	>	
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Human Resources	>	
Information Systems	>	ſ
Logistics	>	
Office	>	
Tools	>	

Steps for processing a delivery ticket from start to finish:

- 1. Determine customer account number
- 2. Pull pricing
- 3. Load pricing in to ZPRO
- 4. Create Product Proposal for customer (enter in FIORI on Create Material Listing tile)
- 5. Make sure delivery fee is in and CO2 fees
- 6. Pull product material numbers
- 7. Key order in FIORI (Manage Debit Memo Requests) then Create Debit Memo Request
- 8. Execute to billing invoice

The following Sales Area is used for Contract Bid, Airlines and transfer document creation:

Organizational Data
Sales Organization: 0101
Distribution Channel: 10
Division: 99
Sales office:
Sales group: