

The basic principles of applying open entries which were created by posting invoices, payment, credit notes...

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 Důvod (reason) : učební text (study material)

Invoice <->Credit Notes

1. Create invoice by selling an item :

The screenshot shows the SAP Invoicing form with the following data:

- General tab selected.
- No.: 1016
- Posting Date: 16.11.10
- Sell-to Customer No.: 40000
- Order Date: 16.11.10
- Sell-to Contact No.: CT000004
- Document Date: 16.11.10
- Sell-to Customer Name: Deerfield Graphics Company
- Sell-to Address: 10 Deerfield Road
- Sell-to Post Code/City: GL1 9HM, Gloucester
- Sell-to Contact: Mr. Kevin Wright
- No. of Archived Versions: 0
- Status: Open

T...	No.	Description	Location ...	Quantity	Reserve...	Unit of M...	Unit Pric...	Line Amount ...	Line ...	Qty. to ...
I...	1960-5	ROME Guest Chair, green	BLUE	10		PCS	125,10	1.251,00		10

2. Post it by F11 and go to Customer 40000 and Ctrrel-F5 observe entries :

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible
10.12.07	Invoice	103019	40000	Invoice 1001		1.328,88	1.328,88	1.328,88	10.01.08	16.12.07	18.12.07	26,58
16.11.10	Invoice	103031	40000	Order 1016		1.563,75	1.563,75	1.563,75	16.12.10	24.11.10	24.11.10	31,28

3. Create manually Return Order (mind you that you have to show in the selling line a field Apply from Item Entry see marked filed where you will choose appropriate sales entry by F6

The screenshot shows the SAP Invoicing form with the following data:

- General tab selected.
- No.: 1001
- Posting Date: 16.11.10
- Sell-to Customer No.: 40000
- Order Date: 16.11.10
- Sell-to Contact No.: CT000004
- Document Date: 16.11.10
- Sell-to Customer Name: Deerfield Graphics Company
- Sell-to Address: 10 Deerfield Road
- Sell-to Post Code/City: GL1 9HM, Gloucester
- Sell-to Contact: Mr. Kevin Wright
- Status: Open

T...	No.	Description	Return Reason Code	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Disc... %	Return Qty. to Receive	Return Qty. Received	Qty. to Invoice	Quantity Invoiced	Qty. to Assign	Qty. Assigned	Appl.-from Item Entry
I...	1960-5	ROME Guest Chair, green		BLUE	10	PCS	125,10	1.251,00		10		10				385

4. Post it by F11 and you will see customer ledger entries as follows :

Open	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date
	10.12.07	Invoice	103019	40000	Invoice 1001		1.328,88	1.328,88	1.328,88	10.01.08
✓	16.11.10	Invoice	103031	40000	Order 1016		1.563,75	1.563,75	1.563,75	16.12.10
✓	16.11.10	Credit Memo	104006	40000	Return Order 1001		-1.563,75	-1.563,75	-1.563,75	16.11.10

As you can see , when manually created return order (not by using function copy document) the credit note is created, but is not applied to any invoice.

5. From Customer Ledger Entries window use button Function->Apply Entries (Shift-F9)

And you will get :

General													
Posting Date	16.11.10	Currency Code		Amount	0,00	Remaining Amount	0,00						
Document Type													
Document No.													
Customer No.													
Description													
Applies-t...	Posting ...	D..	Docume...	Custome...	Description	Curr...	Remaining A...	Appln. Remai...	Amount to A...	Appln. Amou...	Due Date	Pmt. Dis...	Pmt. Disc...
	16.11.10	C..	104006	40000	Return Order 1001		-1.563,75	-1.563,75	0,00	0,00	16.11.10		
	10.12.07	I...	103019	40000	Invoice 1001		1.328,88	1.328,88	0,00	0,00	10.01.08	18.12.07	18.12.07
	16.11.10	I...	103031	40000	Order 1016		1.563,75	1.563,75	0,00	0,00	16.12.10	24.11.10	24.11.10

Where first and third line should be applied by tools as it will be shown:

6. Put the cursor to one lien – e.g. Credit note and from the button Application (Vyrovnání) make a choice of Set Applying Entry (Shift-F9) . The amount will be transferred to th header of the window and on the lower part of the window you will get only two lines :

General													
Posting Date	16.11.10	Currency Code		Amount	-1.563,75	Remaining Amount	-1.563,75						
Document Type	Credit Memo												
Document No.	104006												
Customer No.	40000												
Description	Return Order 1001												
Applies-t...	Posting ...	D..	Docume...	Custome...	Description	Curr...	Remaining A...	Appln. Remai...	Amount to A...	Appln. Amou...	Due Date	Pmt. Dis...	Pmt. Disc...
	10.12.07	I...	103019	40000	Invoice 1001		1.328,88	1.328,88	0,00	0,00	10.01.08	18.12.07	18.12.07
	16.11.10	I...	103031	40000	Order 1016		1.563,75	1.563,75	0,00	0,00	16.12.10	24.11.10	24.11.10

7. Move cursor to the entry which will be applied and mark it by F9 (See Application button for meaning of it(Set Apply to ID):

General													
Posting Date	16.11.10	Currency Code		Amount	-1.563,75	Remaining Amount	-1.563,75						
Document Type	Credit Memo												
Document No.	104006												
Customer No.	40000												
Description	Return Order 1001												
Applies-t...	Posting ...	D..	Docume...	Custome...	Description	Curr...	Remaining A...	Appln. Remai...	Amount to A...	Appln. Amou...	Due Date	Pmt. Dis...	Pmt. Disc...
	10.12.07	I...	103019	40000	Invoice 1001		1.328,88	1.328,88	0,00	0,00	10.01.08	18.12.07	18.12.07
	16.11.10	I...	103031	40000	Order 1016		1.563,75	1.563,75	1.563,75	1.563,75	16.12.10	24.11.10	24.11.10

Instead of *** you will have 1 because this is the ID of the User.

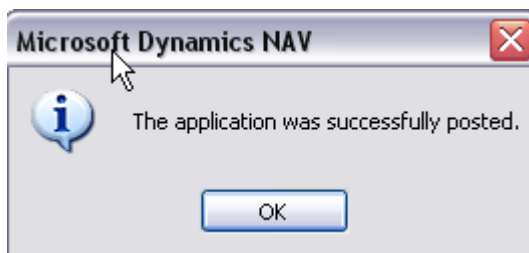
8. Post Application by F11 and you will get :

General

Document No. 104006

Posting Date 16.11.10

9. Make OK button :



and entries will be closed (applied) :

	Open	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount
▶	<input checked="" type="checkbox"/>	10.12.07	Invoice	103019	40000	Invoice 1001		1.328,88
		16.11.10	Invoice	103031	40000	Order 1016		1.563,75
		16.11.10	Credit Memo	104006	40000	Return Order 1001		-1.563,75

10. To make a training you can from the button Function make a Unapply Entries and start again to Apply by Shift-F9.