

Customer with Multiple Booking Locations:

CSI SOP for Billing, Verification & Payments of Customer with multiple Booking Locations:

- Any customer booking at more than one location will be treated as NAF customer.
- Booking, Billing will be made against single customer ID. Payment can be processed against each Booking location or Single payment at any one location. This will be decided by Nodal Office.
- Nodal Office to have agreement with Customer as standard norms.
- Nodal Office to identify any one location for Billing for CSI bookings.
- Nodal Office to ensure recovery of payments from Customer and payments processing in CSI.

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Customer with Multiple Booking Locations:

i. BILLING:

A. **Tcode:** VF06

The screenshot shows the SAP 'Creating Background Jobs for Billing' interface. It is divided into several sections: 'Documents to be billed', 'Customer data', 'Documents to be selected', and 'Job started on'. Red circles and lines with numbers 1 through 5 highlight specific fields and options. 1. Points to the 'Sales org.' field containing 'DOPI'. 2. Points to the 'Billing date' range from '01.04.2018' to '30.04.2018'. 3. Points to the 'Sold-to party' field containing '2954'. 4. Points to the 'Sales orders' checkbox, which is checked. 5. Points to the 'Start immediately' checkbox, which is checked. The 'Job started on' section shows a start date of '12.11.2018' and a time of '10:23:03'. There are also 'Display Variants' icons at the top left and 'Execute' icons (represented by arrows) next to several fields.

1. Sale Org. to be DOPI.
2. Billing date is Date of booking of articles For Ex: April 2018 Bill will be generated in November. Date selection will be 01.04.2018 to 30.04.2018 as shown in screenshot.
3. Enter Customer ID in Sold to Party.
4. Documents to be selected - Sale orders. Uncheck other Items if selected.
5. Enable check Box- Start Immediately.
6. Execute (F8) after making above selection.
7. Incase if any data exist, below screen appears. Incase VF06 already processed for selected Dates or no data available: Cursor will move to DOPI(Same screen).

Customer with Multiple Booking Locations:

Creating Background Jobs for Billing				
Job name	Steps	Customers	Documents	Target computer
INVOICE_181112_105637_01_BPECCAV	1	1	8	

Note: Bill may be generated for any month only on or after 4th of next Month.

B. **Tcode:** VF24

Edit Work List for Invoice Lists				
Display work list for invoice lists DisplayVariants				
Billing Data				
Billing Date from	01.05.2018	To	31.05.2018	1
Billing Type		to		
Billing Document		to		
Organizat. Data				
Sales Organization	DOPI			2
Distribution Channel		to		
Division		to		
Customer Data				
Payer	2954	3	to	
Destination Country		to		


1. Billing Date: Date of Execution of VF06 tcode . VF06 will be done for April 2018 billing on or after 04th of May 2018. For Ex: May 2018 Billing, Billing Date in VF24 will be 04.06.2018 to any date where VF06 is processed.
2. Sale Organization to be DOPI.
3. Payer is Customer ID.
4. Click on Display Work list of Invoice List or press F8.
5. Few documents will be displayed in Yellow (Selected). In case of Blank screen, process would have already completed or no data available. Try again after 1 day if not executed before.

Customer with Multiple Booking Locations:












Edit Work List for Invoice Lists

Individual billing document Collective billing document **Collective billing doc./online**

S	BlCat	SOrg.	Billing Date	Sold-to party	BlIT	DstC	Document	DChl	Dv	DocCa	Address	Name of sold-to party
X	R	DOPI	03.11.2018	3000004519	ZLV	IN	900165361	PS	MO	M		902-112 WARD 33-2 INCOME TAX DEPT
X	R	DOPI	07.11.2018	3000004519	ZLV	IN	900176049	PS	MO	M		902-112 WARD 33-2 INCOME TAX DEPT
X	R	DOPI	07.11.2018	3000004519	ZLV	IN	900176050	PS	MO	M		902-112 WARD 33-2 INCOME TAX DEPT

6. Clicking on Collective Billing doc./Online & Save 

Invoice list Edit Goto Header Item Environment System Help

Invoice List (ZLV) Create: Invoice List Items Overview

Partner Conditions Output Log

Payer 902-112 WARD 33-2 INCOME TAX DEPT
 Billing date

Net Value	27,080.00	INR
Tax amount	0.00	
RListCond	735.75-	
Condition Tax	0.00	
Final amount	26,344.25	

All invoice list items

Item	Bill.Doc.	Sold-to pt	Name
1	900165361	3000004519	902-112 WARD 33-2
2	900176049	3000004519	902-112 WARD 33-2
3	900176050	3000004519	902-112 WARD 33-2

Conditions Output

7. Document saved successfully message will be displayed.

Customer with Multiple Booking Locations:

ii. PRINTING INVOICE:

- Printing of bill is based on Invoice numbers.
- Separate invoices will be generated based on booking locations.

A. Obtaining Invoice numbers based on Booking Office Profit centers:

Tcode: FBL5N

Customer Line Item Display

Data Sources

Customer selection

Customer account: 2954

Company code: DOPI

Line item selection

Status

Open items

Cleared items

All items

Posting date: 01.11.2018 to 12.11.2018

Type

Normal items

Special G/L transactions

Noted items

Parked items

Vendor items

List Output

Layout: /NAF

1. Enter Customer ID
2. Enter Bill Date or Range. Billing details of Oct 2018 will be listed provided bill is generated within mentioned dates.
3. Enter/Select Layout a" /NAF "and execute.

Customer with Multiple Booking Locations:

Customer Line Item Display

Customer: 2954
Company Code: DOPI
Name: AMAZON
City: BANGALORE

St	DocumentNo	Typ	Doc. Date	Amt in loc.cur.	Clrng doc.	Text	Reference	BusA	Profit Ctr
<input type="checkbox"/>	9013508182	RV	05.11.2018	16,614.40		1020300519803002	0950337350	1018	2602107600
<input type="checkbox"/>	9013508183	RV	05.11.2018	54,409.80		1021116271203002	0950337351	1016	2433903607
<input type="checkbox"/>	9013508184	RV	05.11.2018	250,891.60		1021494393803002	0950337352	1016	2443903600
<input type="checkbox"/>	9013508185	RV	05.11.2018	662,434.30		1022318492303002	0950337353		1613901015
<input type="checkbox"/>	9013508186	RV	05.11.2018	5,899,061.90		1020479478603002	0950337354	1001	1502115800
<input type="checkbox"/>	9013508187	RV	05.11.2018	4,077,962.00		1023542475203002	0950337355	1009	1702207600
<input type="checkbox"/>	9013508188	RV	05.11.2018	552,723.80		1024353173903002	0950337356	1019	2702007600
<input type="checkbox"/>	9013508189	RV	05.11.2018	146,084.00		1024421415003002	0950337357	1021	2923903900
<input type="checkbox"/>	9013508190	RV	05.11.2018	423,785.20		SL0228000051540978547	0950337358	1008	1632507600
*				12,083,967.00					

- Reference is Invoice number and Profit ctr is Booking Office Profit Centre. Doc Date denotes Billing Date. If Profit centre is not available against any reference, please copy Document numbers, navigate to FAGLL03 tcode, Enter 1101020100(PRC-Speed Post) in G/L, enter Doc Date(Billing Date) and in customs selections (Ctrl+F1) enter only above Document No in New Filed Selection-> Document Numbers, Generate the report to get Profit centers of Each document.

(Or)

Tcode: VF24

List of Invoice Lists

DisplayVariants Further sel.criteria Organizational data Partner function...

Payer: 2954

Document data

Invoice lists from: 05.11.2018 To: 05.11.2018

Selection criteria

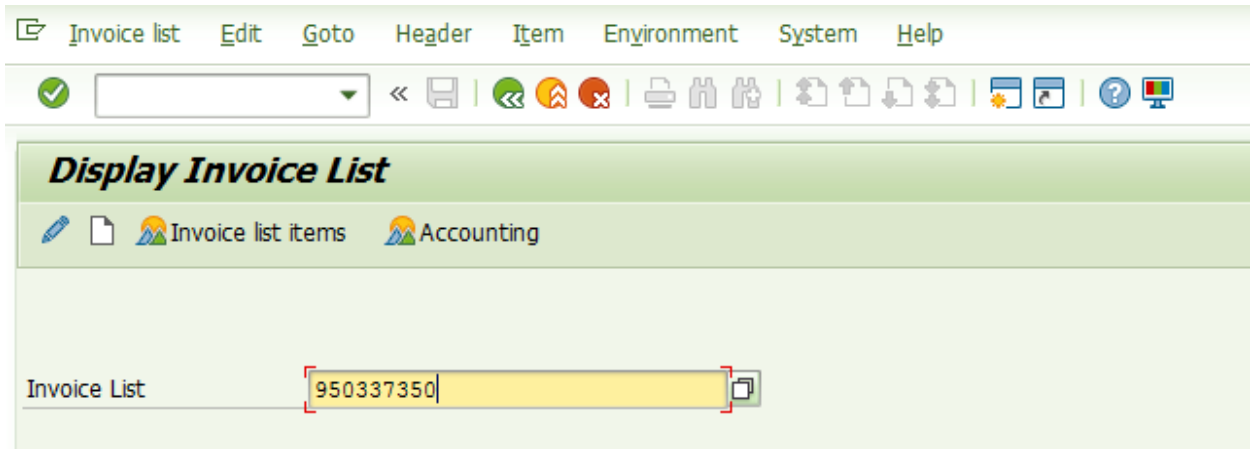
Open invoice lists
 All invoice lists

- Fill Customer Id and Billing Date(In range) and press Enter Key.
- List Of Invoices generated will be available as Billing Doc which the Invoice Reference number.

Customer with Multiple Booking Locations:

B. Printing Invoice(Bill):

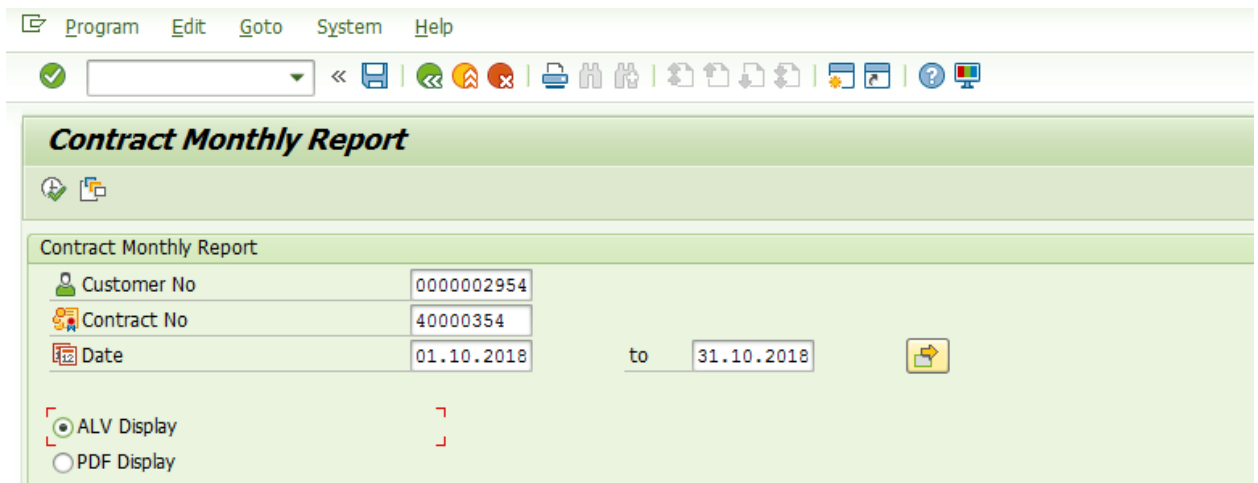
Tcode: VF23



1. Enter Invoice number copied from FBL5N or VF25 (Don't press Enter Key)
2. Click on Invoice List-> Issue Output to-> Print or Print Preview buttons will be available.

iii. Booking Details:

Tcode: ZBNPL_NEW



1. Enter Customer No & Contract number> Booking date may be selected for required period.
2. ALV Display is selected by default. Execute(F8) the report.
3. Booking made across all locations will be listed.
4. Click on Post office Location Id, Filter. Select Booking Office Facility Id to list Office specific list.
5. Scroll down to see Consolidated count and amount.

Customer with Multiple Booking Locations:

Main Report:

Contract Monthly Report

BNPL Monthly Report

Article No	Material Description	Booking Date	Post Office location ID	Post Office Description	Addressee	Addressee City
AW733437230IN	Inland Speed Post	01.10.2018	PC22130000650	Kochi SPC BNPL	Nishaj kv	KOZHIKODI
AW733439978IN	Inland Speed Post		PC22150000650	Kochi SPC BNPL	majeed k a	MUNNAR
AW733390872IN	Inland Speed Post		PC29250000653	SALEM RMS BOOKING COUNTER	B.Radha	Coimbatore
AW207694625IN	Inland Speed Post		PC17104000650	Gurgaon BPC	Prem chand	HAMIRPUR
AW207713196IN	Inland Speed Post		PC17104000650	Gurgaon BPC	Saurabh Rawat	CHAMOLI

Filter Office:

Determine Values for Filter Criteria

Select.

Post Office location ID to

Consolidate Details:

Booking Date	Post Office location ID	Post Office Description	Addressee	Addressee city	Destination Pl.	Weight	Σ Net Value	Σ Count	Σ COD amount
31.10.2018	PC16307000650	Surat HO at BDO Surat BPC	Harish chouhan	KANKER	494670	200.000	47.20	1	0.00
	PC16307000650	Surat HO at BDO Surat BPC	Nirmala	Chirimiri	497557	760.000	47.20	1	0.00
	PC16307000650	Surat HO at BDO Surat BPC	Mohd Altaf Sofi	SUMBAL	193501	530.000	47.20	1	0.00
	PC16307000650	Surat HO at BDO Surat BPC	Nabiulla	RANGPO	737136	170.000	29.50	1	0.00
31.10.2018						15,699.90	194	0.00	
						423,78...	5,474	0.00	

This can be verified with Bill printed via VF23.

Copy Of Bill is available in next page

Customer with Multiple Booking Locations:

**MONTHLY ACCOUNT OF SPEED POST BOOKING ACCEPTED
FROM BNPL CUSTOMERS MAINTAINED AT BILLING OFFICE**





Name of the Booking Office: Surat HO at Name of Billing office: Mysuru H.O
BDO Surat BPC Month: October 2018
Name of the Customer: 0000002954-AMAZON GSTIN:
Invoice Number 950337358

	No. of articles received in the month		SPEED POST charges for articles	
	With paper Manifest	With soft copy in the prescribed format	With paper manifest	With soft copy
	(1)	(2)	(3)	(4)
		5474	0.00	359,140.00
(5)	Total SPEED POST Business for the month			359,140.00
(6)	Discount % applicable on {(3) + (4)} (as per para 5 (a))			
(7)	Total Discount applicable (Discount is calculated on each booking and then consolidated for showing the total amount)			0.00
(8)	Net SPEED POST charges			359,140.00
(9)	CGST (Central GST) Tax applicable (Central GST on number of bookings in a month)			32,322.60
(10)	SGST/UTGST (State/Union Territory) Tax applicable (State/Union Territory GST on number of bookings in a			32,322.60
(11)	Net amount payable			423,785.20
<p style="text-align: center;">Net amount payable(In words): FOUR LAKH TWENTY THREE THOUSAND SEVEN HUNDRED EIGHTY FIVE RUPEES TWENTY PAISE</p>				

Customer with Multiple Booking Locations:

iv. Payments Processing:

Below report can be generated through FBL5N9refer Page 5). Red Item  Denotes payment not received, after processing payment, the same will changed to Green.

Customer Line Item Display									
									
Customer		2954							
Company Code		DOPI							
Name		AMAZON							
City		BANGALORE							
St	DocumentNo	Typ	Doc. Date	Amt in loc.cur.	Clrng doc.	Text	Reference	BusA	Profit Ctr
<input checked="" type="checkbox"/>	9013508182	RV	05.11.2018	16,614.40		1020300519803002	0950337350	1018	2602107600
<input checked="" type="checkbox"/>	9013508183	RV	05.11.2018	54,409.80		1021116271203002	0950337351	1016	2433903607
<input checked="" type="checkbox"/>	9013508184	RV	05.11.2018	250,891.60		1021494393803002	0950337352	1016	2443903600
<input checked="" type="checkbox"/>	9013508185	RV	05.11.2018	662,434.30		1022318492303002	0950337353		1613901015
<input checked="" type="checkbox"/>	9013508186	RV	05.11.2018	5,899,061.90		1020479478603002	0950337354	1001	1502115800
<input checked="" type="checkbox"/>	9013508187	RV	05.11.2018	4,077,962.00		1023542475203002	0950337355	1009	1702207600
<input checked="" type="checkbox"/>	9013508188	RV	05.11.2018	552,723.80		1024353173903002	0950337356	1019	2702007600
<input checked="" type="checkbox"/>	9013508189	RV	05.11.2018	146,084.00		1024421415003002	0950337357	1021	2923903900
<input checked="" type="checkbox"/>	9013508190	RV	05.11.2018	423,785.20		SL0228000051540978547	0950337358	1008	1632507600
*				12,083,967.00					

Tcode: F-28

- Process remains same as accepting payments from any other BNPL customers.
- Single payment against customer can be accepted at one office by processing based on posting date (05.11.2018) in above case.
- Payments based on Booking office (Profit centre) can be posted based on Document number or Reference number.
- Any adjustment as per instructions from nodal office may be made using “Charge Of Difference” option while posting through F-28.