

Business Unit or Link

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# ***User Manual***

## **Sales: Debit Memo & Credit Memo**

28 April 2020





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*PricewaterhouseCoopers LLP, [PwC Address 1] [PwC Address 2]  
T: +44 (0) 00 0000 0000, F: +44 (0) 00 0000 0000*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque justo augue, tempor at tincidunt et, convallis scelerisque orci. Aliquam fringilla pulvinar ipsum ac venenatis. Sed ut dolor augue, sit amet ultrices velit. Etiam mollis, quam eget scelerisque scelerisque, ante tellus ullamcorper libero, sed convallis odio ante pharetra elit. Pellentesque facilisis consequat venenatis. Aliquam erat volutpat. Nullam volutpat condimentum consectetur.

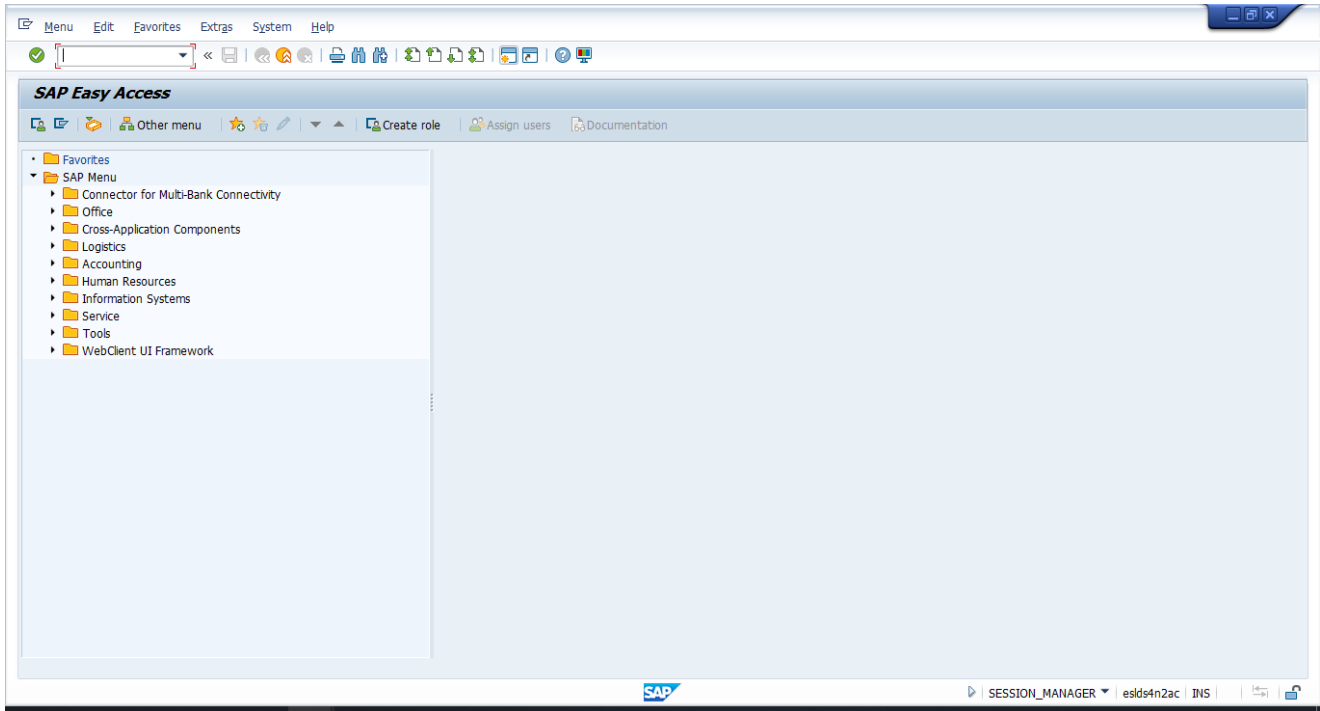
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# 1. Debit Memo

## 1.1. Creation

Log in S4 HANA



**TCODE- VA01**



Sales Document Edit Goto Extras Environment System Help

**Create Debit Memo Request: Overview**

Debit Memo Reque... Net Value 262,029.76 INR

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Ship-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Cust. Reference test\_mkm Cust. Ref. Date

Sales Item Overview Item detail Ordering party Procurement Reason for rejection

Billing Date 02.05.2020 Serv. Rendered 30.04.2020

Billing Block 09 Check Debit Memo Pricing Date 30.04.2020

All Items

Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value	Doc...	Item Description
	1050110055001200		9.950	TO	262,029.76	INR	REBAR IS 1786 FE500D DIA 10MM-L12 MTR

Enter the quantity for which Debit memo is getting raised

Sales Document Edit Goto Extras Environment System Help

**Create Debit Memo Request: Overview**

Debit Memo Reque... Net Value 32,918.31 INR

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Ship-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Cust. Reference test\_mkm Cust. Ref. Date

Sales Item Overview Item detail Ordering party Procurement Reason for rejection

Billing Date 02.05.2020 Serv. Rendered 30.04.2020

Billing Block 09 Check Debit Memo Pricing Date 30.04.2020

All Items

Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value	Doc...	Item Description
	1050110055001200		1.250	TO	32,918.31	INR	REBAR IS 1786 FE500D DIA 10MM-L12 MTR

Sales Document Edit Goto Extras Environment System Help

**Create Debit Memo Request: Header Data**

Debit Memo Request: [ ] Customer Reference: test mkm  
 Sold-To Party: 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Sales Shipping Billing Document Electronic Payments Billing plan Accounting Conditions Account Assignment Partner Texts Ord...

Net: 32,918.31 INR  
 Tax: 5,925.30

Condition Record [ ] Activate [ ] Update [ ]

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	ATO/MTS Component	Condition Value	CdCur	S
		Basic Price					31,323.75	INR			0.00		
		Price after Disc/Pre					31,323.75	INR			0.00		
		% Inspection Charges	1.000	%			313.24	INR			0.00		
		Insurance %	0.100	%			31.32	INR			0.00		
		Normal Freight	1,000.00	INR		1 TO	1,250.00	INR			0.00		
		Base + Freight					32,918.31	INR			0.00		
		Taxable Value without					32,918.31	INR			0.00		
		Transaction Value					32,918.31	INR			0.00		
		IN A/R IGST					5,925.30	INR			0.00		
		Transaction Value +					38,843.61	INR			0.00		

Delete all NSR component if not required

Sales Document Edit Goto Extras Environment System Help

**Create Debit Memo Request: Header Data**

Debit Memo Request: [ ] Customer Reference: test mkm  
 Sold-To Party: 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Sales Shipping Billing Document Electronic Payments Billing plan Accounting Conditions Account Assignment Partner Texts Ord...

Net: 32,918.31 INR  
 Tax: 5,925.30

Condition Record [ ] Activate [ ] Update [ ]

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	ATO/MTS Component	Condition Value	CdCur	S
		Total Price					38,843.61	INR			0.00		
		Gross Value					38,843.61	INR			0.00		
		% Commission	1.000	%			388.44	INR			0.00		
		Quantity Commission 1	1.00	INR		1 TO	1.25	INR			0.00		
		Quantity Commission 2	1.00	INR		1 TO	1.25	INR			0.00		
		% Handling Charge	1.000	%			388.44	INR			0.00		
		Qty Handling Charge	1.00	INR		1 TO	1.25	INR			0.00		
		Interest Free Credit	13.000	%			830.08	INR			0.00		
		Other Selling expen.	1.00	INR		1 TO	1.25	INR			0.00		
		Sub-NSR Component (+)					1,611.96	INR			0.00		
		Customer Disc(Qty)					1.25	INR			0.00		

SAP | ESQ (4) 1

Sales Document Edit Goto Extras Environment System Help

**Create Debit Memo Request: Header Data**

Debit Memo Request: [ ] Customer Reference: test mkm  
 Sold-To Party: 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Sales Shipping Billing Document Electronic Payments Billing plan Accounting Conditions Account Assignment Partner Texts Ord...

Net: 32,918.31 INR  
 Tax: 5,925.30

Condition Record [ ] Activate [ ] Update [ ]

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	ATO/MTS Component	Condition Value	CdCur	S
		ZCM1 % Comission	1.000	%			388.44	INR			0.00		
		ZCM2 Quantity Comission 1	1.00	INR		1 TO	1.25	INR			0.00		
		ZCM6 Quantity Comission 2	1.00	INR		1 TO	1.25	INR			0.00		
		ZHL1 % Handling Charge	1.000	%			388.44	INR			0.00		
		ZHL2 Qty Handling Charge	1.00	INR		1 TO	1.25	INR			0.00		
		ZIFC Interest Free Credit	13.000	%			830.08	INR			0.00		
		ZOSE Other Selling expen.	1.00	INR		1 TO	1.25	INR			0.00		
		Sub-NSR Component (+)					1,611.96	INR			0.00		
		ZDI1 Customer Disc(Qty)					1.25	INR			0.00		
		ZDI2 Customer Disc(MOU)					2.50	INR			0.00		
		ZDI3 Customer Disc(%)					329.18	INR			0.00		

ESQ(4)/100 Create Debit Memo Request: Header Data

**Create Debit Memo Request: Header Data**

Debit Memo Request: [ ] Customer Reference: test mkm  
 Sold-To Party: 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Sales Shipping Billing Document Electronic Payments Billing plan Accounting Conditions Account Assignment Partner

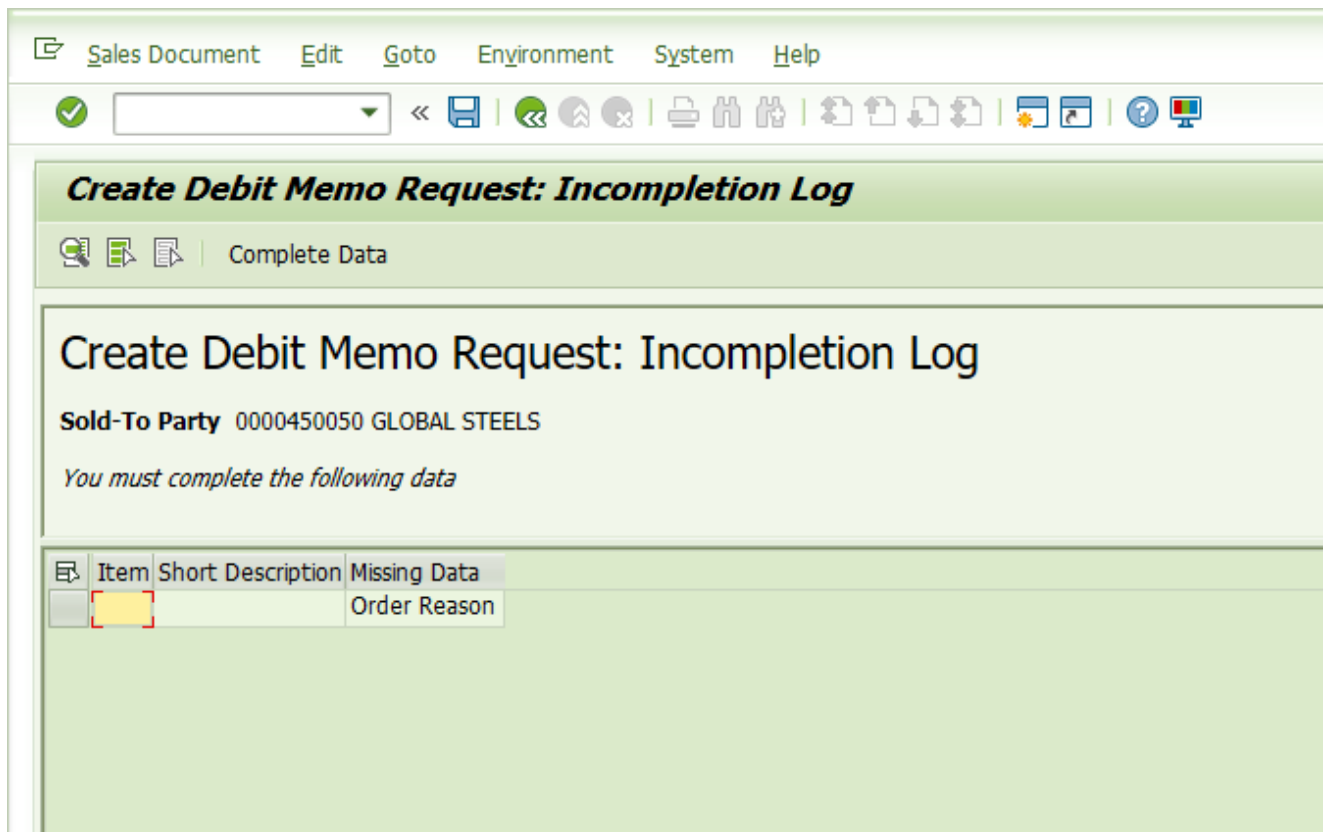
Net: 32,918.31 INR  
 Tax: 5,925.30

Condition Record [ ] Activate [ ] Update [ ]

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	ATO/MTS Component	Cond
		ZPR0 Price					31,323.75	INR			
		Basic Price					31,323.75	INR			
		ZPRB Price after Disc/Pre					31,323.75	INR			
		ZIS1 % Inspection Charges	1.000	%			313.24	INR			
		ZINP Insurance %	0.100	%			31.32	INR			
		ZFR5 Normal Freight	1,000.00	INR		1 TO	1,250.00	INR			
		Base + Freight					32,918.31	INR			
		Taxable Value without					32,918.31	INR			
		Transaction Value					32,918.31	INR			
		JOIG IN A/R IGST					5,925.30	INR			
		Transaction Value +					38,843.61	INR			

Select Edit-->Incompletion Log





Completed Data



Sales Document Edit Goto Extras Environment System Help

**Create Debit Memo Request: Overview**

Debit Memo Reque...  Net Value 32,918.31 INR

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Ship-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Cust. Reference test mkm Cust. Ref. Date

Sales Item Overview Item detail Ordering party Procurement Reason for rejection

Billing Date 02.05.2020 Serv. Rendered 30.04.2020

Billing Block 09 Check Debit Memo Pricing Date 30.04.2020

All Items

Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value	Doc...	Item Description
	1050110055001200		1.250	TO	32,918.31	INR	REBAR IS 1786 FE500D

Remove Billing Block and Save

Sales Document Edit Goto Extras Environment System Help

**Create Debit Memo Request: Overview**

Debit Memo Reque...  Net Value 32,918.31 INR

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Ship-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Cust. Reference test mkm Cust. Ref. Date

Sales Item Overview Item detail Ordering party Procurement Reason for rejection

Billing Date 02.05.2020 Serv. Rendered 30.04.2020

Billing Block  Pricing Date 30.04.2020

All Items

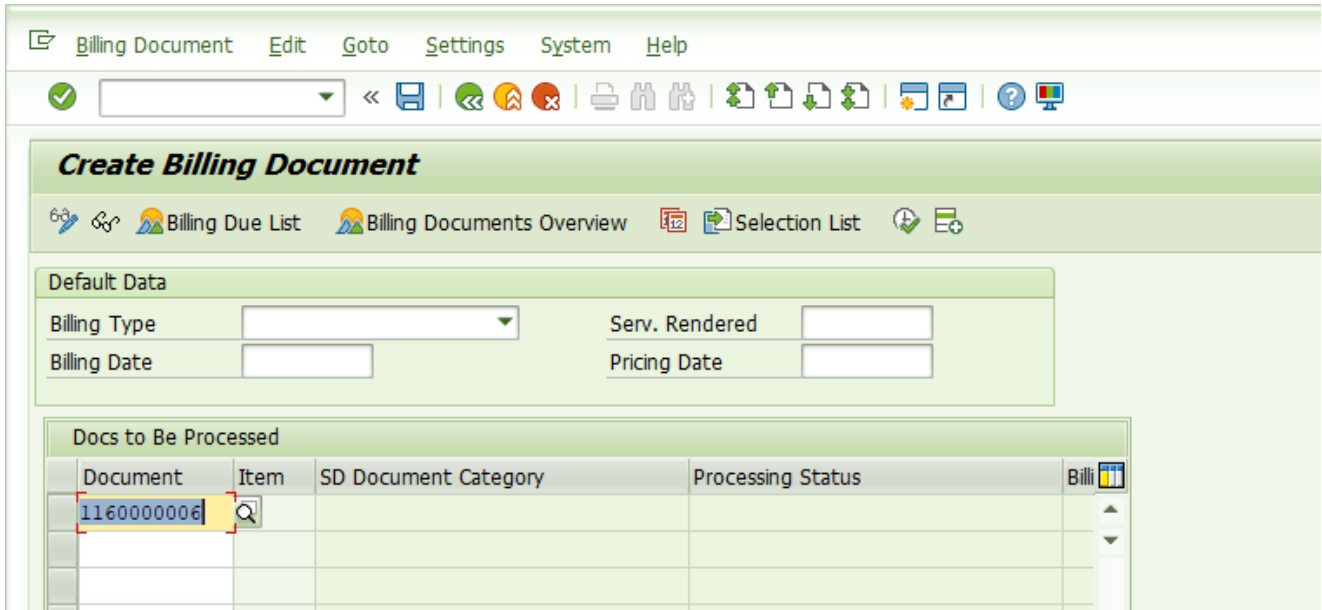
Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value	Doc...	Item Des
	1050110055001200		1.250	TO	32,918.31	INR	REBAR IS

Debit Memo Request 1160000006 has been saved.

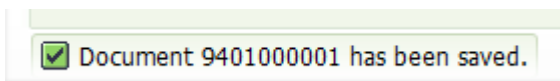
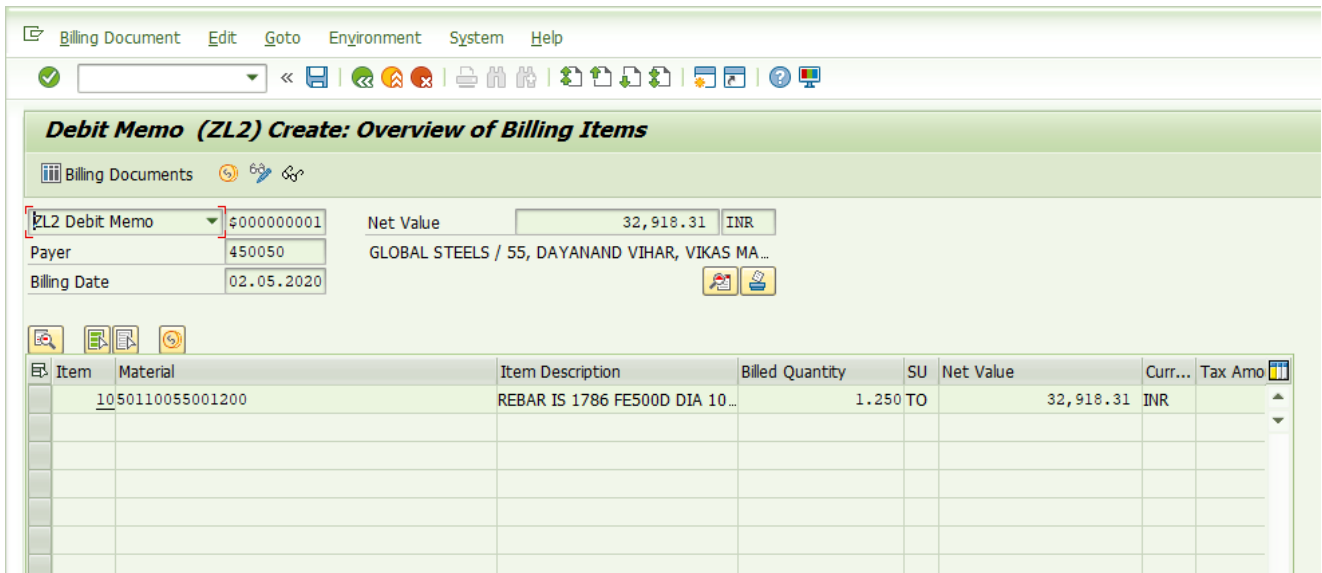
# 2. Debit Note

## 2.1. Creation

Tcode- VF01



Enter



## 2.2. Debit note Display

Tcode- VF03

**Debit Memo 9401000001 (ZL2) Display: Overview of Billing Items**

Accounting | Billing Documents | 63

ZL2 Debit Memo | 9401000001 | Net Value | 32,918.31 | INR

Payer | 450050 | GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MA...

Billing Date | 02.05.2020

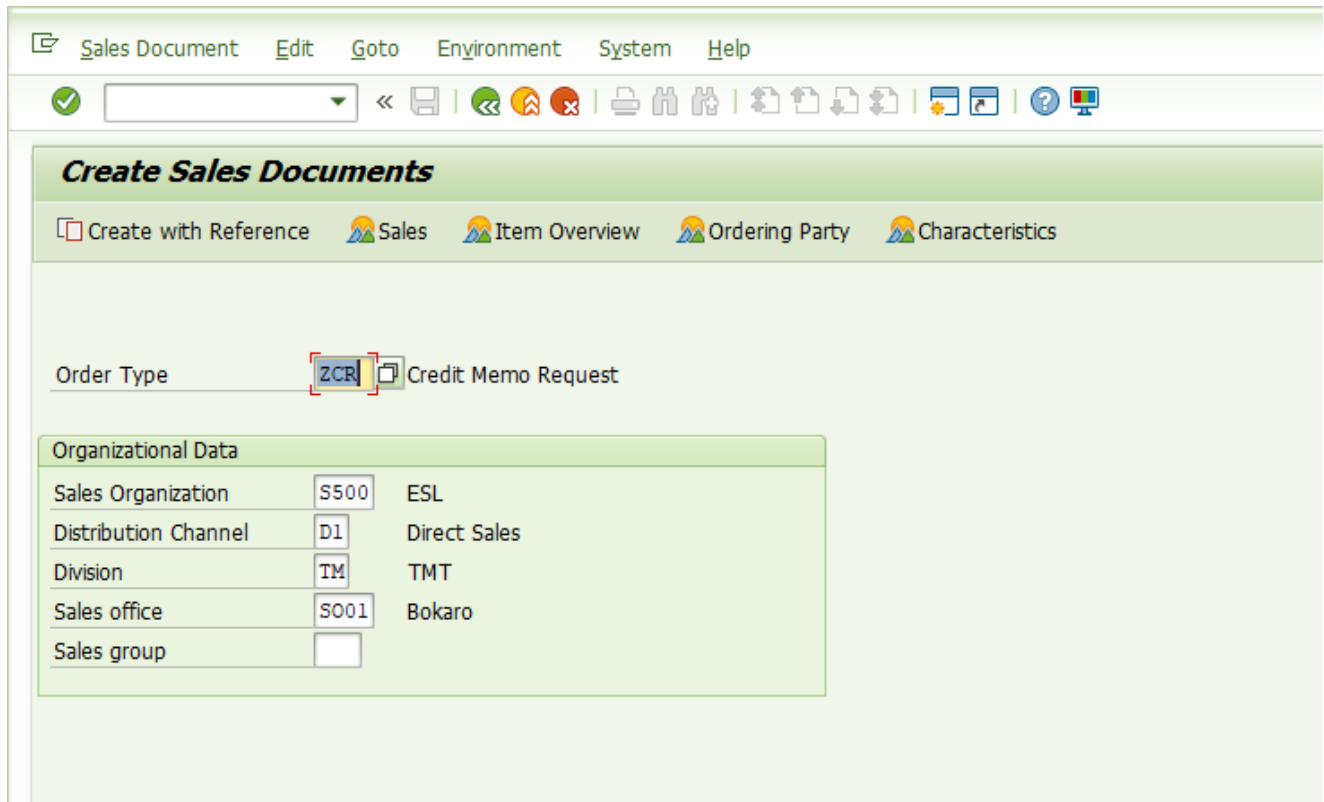
Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...	Tax Amo
	1050110055001200	REBAR IS 1786 FE500D DIA 10...	1.250	TO	32,918.31	INR	

# 3. Credit Memo

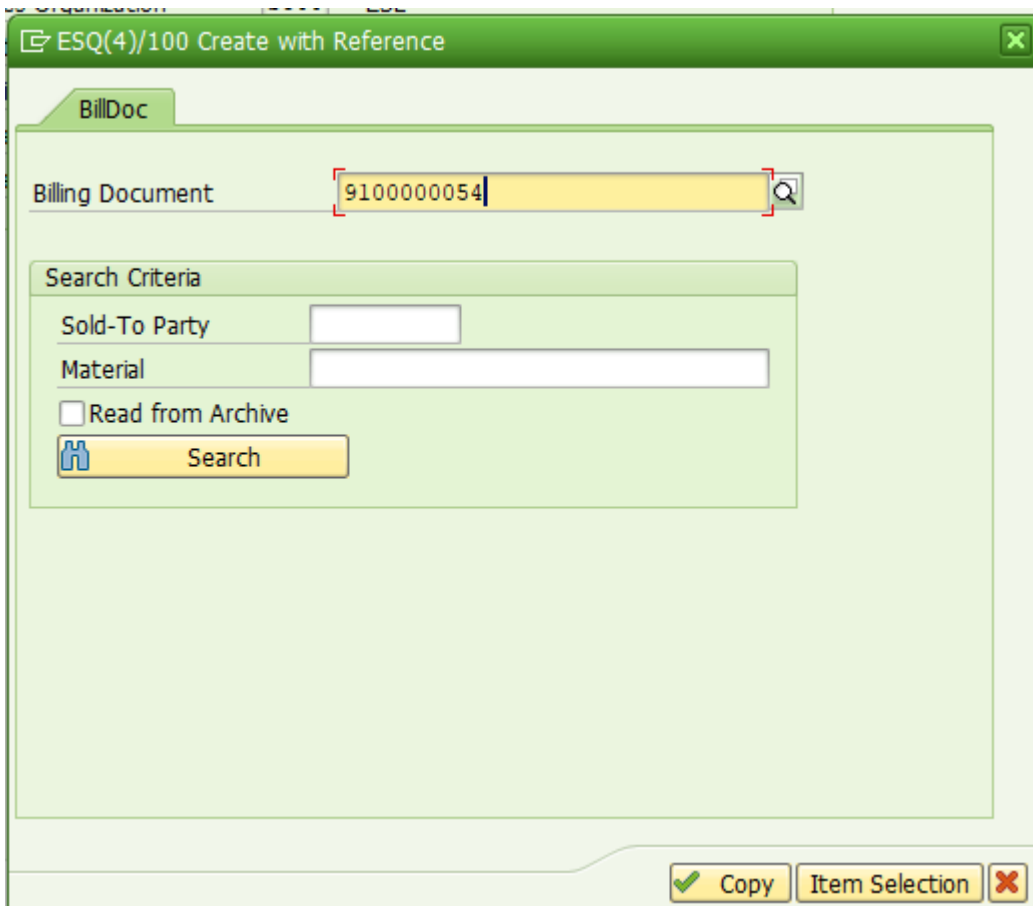
## 3.1. Creation

TCODE- VA01

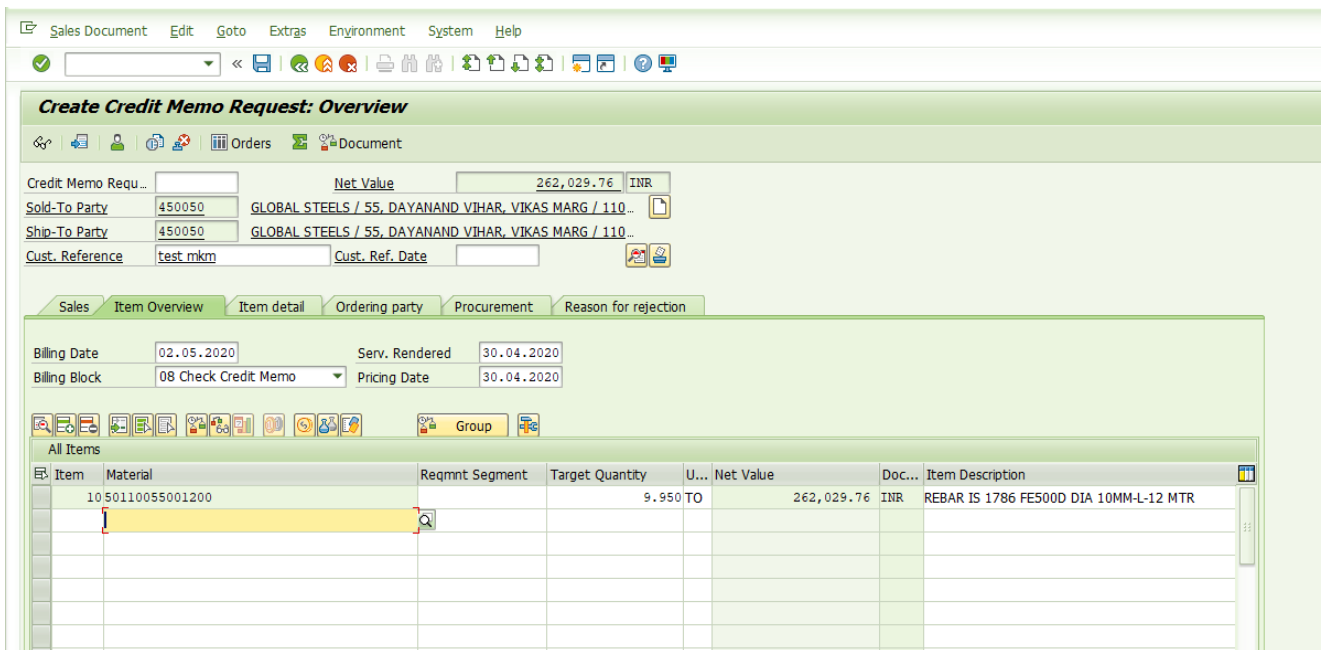
Please note that Debit memo can only be created with reference to an invoice



Enter



Enter Invoice number and click Copy



Sales Document Edit Goto Extras Environment System Help

**Create Credit Memo Request: Overview**

Orders Document

Credit Memo Requ...  Net Value 52,669.30 INR

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Ship-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Cust. Reference test\_mkm Cust. Ref. Date

Sales Item Overview Item detail Ordering party Procurement Reason for rejection

Billing Date 02.05.2020 Serv. Rendered 30.04.2020

Billing Block 08 Check Credit Memo Pricing Date 30.04.2020

Group

All Items

Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value	Doc...	Item Description
	1050110055001200		2	TO	52,669.30	INR	REBAR IS 1786 FE500D DIA 10MM-L-12 MTR

Go to Header--> Pricing

Sales Document Edit Goto Extras Environment System Help

**Create Credit Memo Request: Header Data**

Customer Reference test\_mkm

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Sales Shipping Billing Document Electronic Payments Billing plan Accounting Conditions Account Assignment Partner Texts Ord...

Net 52,669.30 INR

Tax 9,480.47

Condition Record Activate Update

Pricing Elements

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	ATO/MTS Component	Condition Value	CdCur	S
		Basic Price					50,118.00	INR			0.00		
		Price after Disc/Pre					50,118.00	INR			0.00		
		% Inspection Charges	1.000	%			501.18	INR			0.00		
		Insurance %	0.100	%			50.12	INR			0.00		
		Normal Freight	1,000.00	INR		1 TO	2,000.00	INR			0.00		
		Base + Freight					52,669.30	INR			0.00		
		Taxable Value withou					52,669.30	INR			0.00		
		Transaction Value					52,669.30	INR			0.00		
		IN A/R IGST					9,480.47	INR			0.00		
		Transaction Value +					62,149.77	INR			0.00		



Sales Document Edit Goto Extras Environment System Help

Create Credit Memo Request: Header Data

Credit Memo Request: [ ] Customer Reference: test mkm  
 Sold-To Party: 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Sales Shipping Billing Document Electronic Payments Billing plan Accounting Conditions Account Assignment Partner Texts Ord...

Net: 52,669.30 INR  
 Tax: 9,480.47

Condition Record Activate Update

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	ATO/MTS Component	Condition Value	CdCur	S
		ZCM1 % Commission	1.000	%			621.50	INR			0.00		
		ZCM2 Quantity Commission 1	1.00	INR		1 TO	2.00	INR			0.00		
		ZCM6 Quantity Commission 2	1.00	INR		1 TO	2.00	INR			0.00		
		ZHL1 % Handling Charge	1.000	%			621.50	INR			0.00		
		ZHL2 Qty Handling Charge	1.00	INR		1 TO	2.00	INR			0.00		
		ZIFC Interest Free Credit	13.000	%			1,328.13	INR			0.00		
		ZOSE Other Selling expen.	1.00	INR		1 TO	2.00	INR			0.00		
		Sub-NSR Component (+)					2,579.13	INR			0.00		
		ZDI1 Customer Disc(Qty)					2.00	INR			0.00		
		ZDI2 Customer Disc(MOU)					4.00	INR			0.00		
		ZDI3 Customer Disc(%)					526.69	INR			0.00		

Sales Document Edit Goto Extras Environment System Help

Create Credit Memo Request: Header Data

Credit Memo Request: [ ] Customer Reference: test mkm  
 Sold-To Party: 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

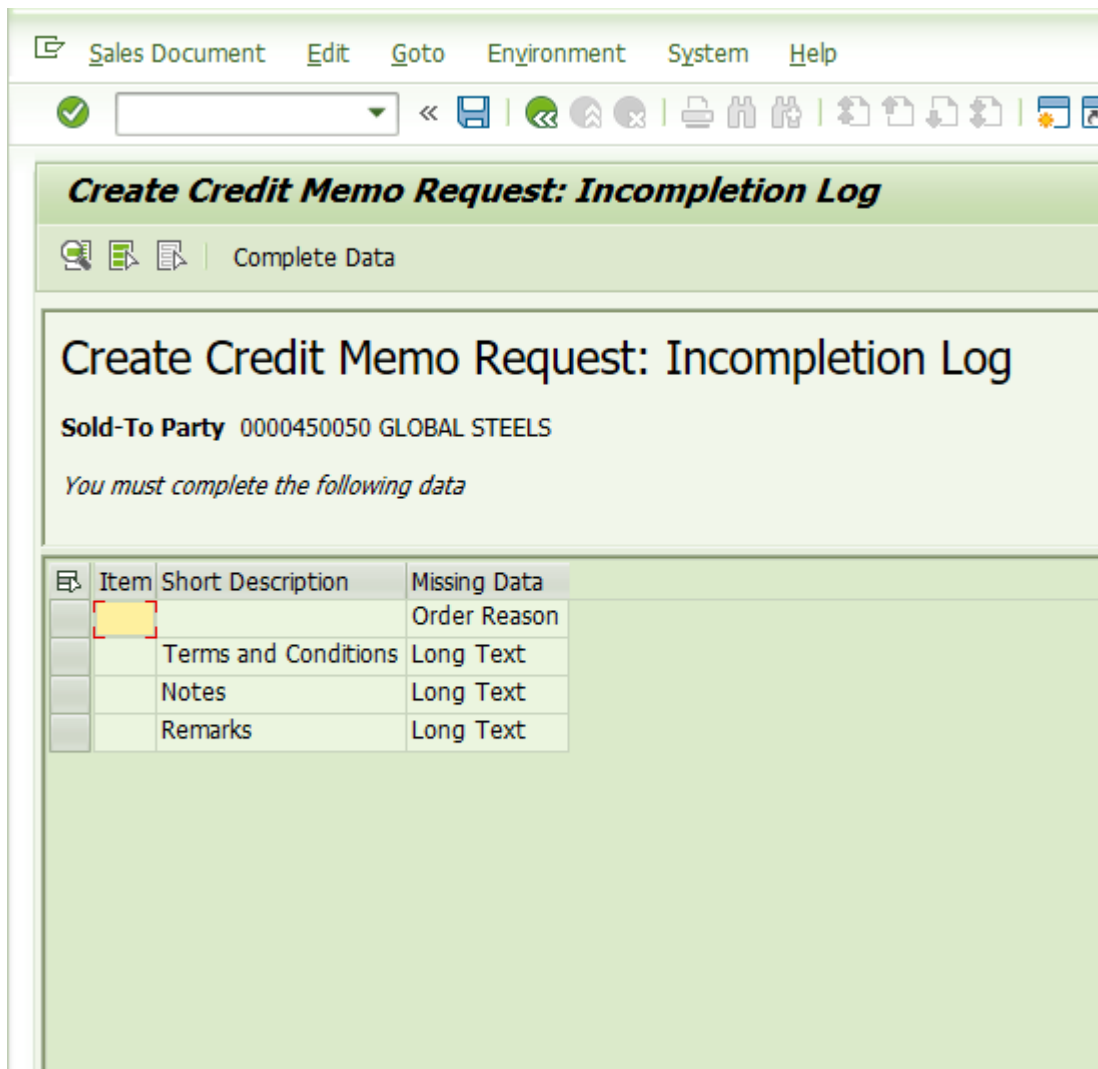
Sales Shipping Billing Document Electronic Payments Billing plan Accounting Conditions Account Assignment Partner

Net: 52,669.30 INR  
 Tax: 9,480.47

Condition Record Activate Update

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	ATO/MTS Component	Condition Value	CdCur	S
		Sub-NSR Component (+)					0.00	INR					
		ZDI1 Customer Disc(Qty)					2.00	INR					
		ZDI2 Customer Disc(MOU)					4.00	INR					
		ZDI3 Customer Disc(%)					526.69	INR					
		Total Discount					532.69	INR					
		ZDIS NSR Discount Comp.					532.69	INR					
		ZNSR Sub-NSR Component(-)					0.00	INR					
		Sub-NSR Discount Com					532.69	INR					
		Copy of Basic Price					50,118.00	INR					
		YNSR Final NSR Value					49,585.31	INR					
		NET SALES REALIZATIO					49,585.31	INR					

Select Edit-->Incompletion log



Complete Data

Sales Document Edit Goto Environment System Help

✓ [dropdown] << [icons]

### Create Credit Memo Request: Header Data

Credit Memo Request [input] Customer Reference test mkm

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

**Sales**

Order Type ZCR Credit Memo Request Document Date 02.05.2020

Sales Area S500 / D1 / TM ESL, Direct Sales, TMT

Sales office S001 Bokaro Created by SD\_SUPPORT

Sales group [input] Created on 02.05.2020 01:01:58

Version [input] Guarantee [input]

Order Reason 101 Poor quality

**Pricing and Statistics**

Doc. Currency INR / 1.00000 Pricing Date 30.04.2020

Pric. Procedure ZFACES ESL:Domestic Sa Customer Group 05 Wholesale Customer

Price List Type [dropdown] Usage [dropdown]

CustPrice Group [dropdown] Sales District 000001 Northern Zone

Sales Document Edit Goto Environment System Help

**Create Credit Memo Request: Header Data**

Credit Memo Request  Customer Reference   
 Sold-To Party  GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Sales

Default Language  English

Language	Description	C	First Line
<input type="checkbox"/>	CC	<input type="checkbox"/>	
<input type="checkbox"/>	Bank Details	<input type="checkbox"/>	Bank Details
<input type="checkbox"/>	Enclosed documents	<input type="checkbox"/>	Enclosed documents
<input type="checkbox"/>	Terms and Conditions	<input type="checkbox"/>	Terms and Conditions
<input type="checkbox"/>	Notes	<input type="checkbox"/>	Notes
<input type="checkbox"/>	Remarks	<input type="checkbox"/>	Remarks
<input type="checkbox"/>	INSPECTION AGENCY	<input type="checkbox"/>	INSPECTION AGENCY
<input type="checkbox"/>	ADDITIONAL DELIVERY ADDRESS	<input type="checkbox"/>	ADDITIONAL DELIVERY ADDRESS
<input type="checkbox"/>	PORT OF LOADING	<input type="checkbox"/>	
<input type="checkbox"/>	PORT OF DISCHARGE	<input type="checkbox"/>	
<input type="checkbox"/>	Bond No.	<input type="checkbox"/>	
<input type="checkbox"/>	Bond Date	<input type="checkbox"/>	
<input type="checkbox"/>	DESTINATION COUNTRY	<input type="checkbox"/>	

Sales Document Edit Goto Extras Environment System Help

**Create Credit Memo Request: Overview**

Credit Memo Requ...  Net Value  INR  
 Sold-To Party  GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...  
 Ship-To Party  GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...  
 Cust. Reference  Cust. Ref. Date

Sales Item Overview Item detail Ordering party Procurement Reason for rejection

Billing Date  Serv. Rendered   
 Billing Block  Pricing Date

Group

All Items

Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value	Doc...	Item Description
	1050110055001200			2 TO	52,669.30	INR	REBAR IS 1786 FE500C

## Remove Billing Block

**Create Credit Memo Request: Overview**

Credit Memo Requ...  Net Value 52,669.30 INR

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Ship-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 110...

Cust. Reference test\_mkm Cust. Ref. Date

Billing Date 02.05.2020 Serv. Rendered 30.04.2020

Billing Block  Pricing Date 30.04.2020

Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value	Doc...	Item Descrip
	1050110055001200			2 TO	52,669.30	INR	REBAR IS 178

Save

✓ Credit Memo Request 1160000007 has been saved.

## 3.2. Approval

**Change Sales Documents**

Order

Search Criteria

Purchase Order No.

Sold-To Party

Delivery

**Click Goto-->Header-->Status**

Sales Document Edit Goto Extras Environment System Help

Change Credit Memo Request 1160000007: Header Data

Credit Memo Request 1160000007 Customer Reference test mkm

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Electronic Payments Billing plan Accounting Conditions Account Assignment Partner Texts Order Data Status

Processing Status

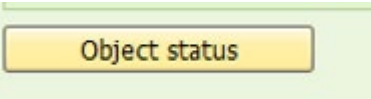
Overall Status	Open
Rejection Status	Nothing Rejected
OverallCredStat	Not Performed
Bill.Stat.Order-Rel.	Not Invoiced
Overall Blkd Status	Blocked
System status	REL
User Status	SO01

Completeness

Header Data	Complete	Item Data	All Items Complete
Header Div.Data	Complete	Item Deliv.Data	All Items Complete
Header Bill.Dat	Complete	Item Bill.Data	All Items Complete

Object status

**Click**



Extras Edit Goto System Help

Change Status

Object number VB1160000007000000

Object Category VBK Sales order header

Status Profile ZSD\_S01 1-level Release Strategy SO

Status Business processes

Syst. Status		
X	St...	Text
<input checked="" type="checkbox"/>	REL	Released

Status with Status Number			
X	Status	Text	No.
<input checked="" type="radio"/>	S001	Sales Order Created	10
<input type="radio"/>	S003	Sales order Released	20
<input type="radio"/>	S004	Sales Order Rejected	30

Status Without Status No.		
X	Status	Text

**Release**

Extras Edit Goto System Help

Change Status

Object number VB1160000007000000  
Object Category VBR Sales order header  
Status Profile ZSD\_S01 1-level Release Strategy SO

Status Business processes

X	St...	Text
<input checked="" type="checkbox"/>	REL	Released

X	Status	Text	No.
<input type="radio"/>	S001	Sales Order Created	10
<input checked="" type="radio"/>	S003	Sales order Released	20
<input type="radio"/>	S004	Sales Order Rejected	30

X	Status	Text
---	--------	------

Click Back



Sales Document Edit Goto Extras Environment System Help

Change Credit Memo Request 1160000007: Header Data

Credit Memo Request 1160000007 Customer Reference test mkm

Sold-To Party 450050 GLOBAL STEELS / 55, DAYANAND VIHAR, VIKAS MARG / 1...

Electronic Payments Billing plan Accounting Conditions Account Assignment Partner Texts Order Data


Processing Status

Overall Status	Open
Rejection Status	Nothing Rejected
OverallCredStat	Not Performed
Bill.Stat.Order-Rel.	Not Invoiced
Overall Blkd Status	Blocked
System status	REL
User Status	SO03

Completeness

Header Data	Complete	Item Data	All Items Complete
Header Dlv.Data	Complete	Item Deliv.Data	All Items Complete
Header Bill.Dat	Complete	Item Bill.Data	All Items Complete

Object status



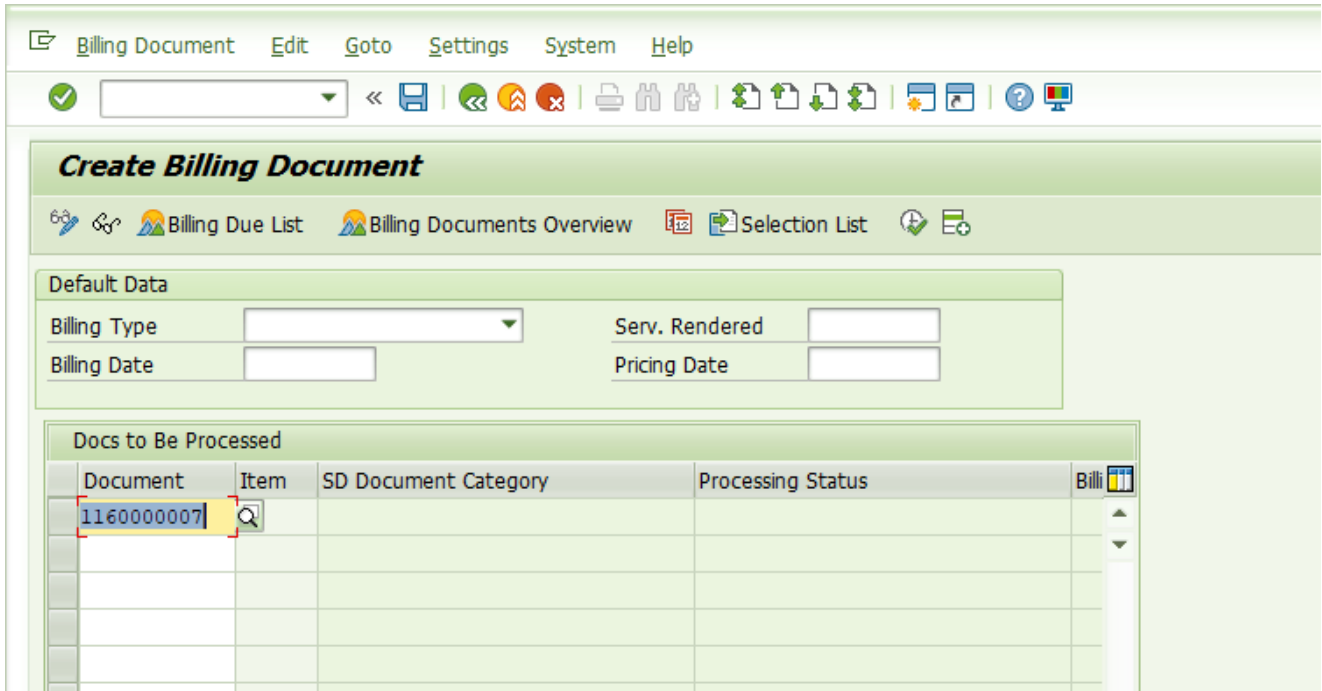
**Save**

Credit Memo Request 1160000007 has been saved.

# 4. Credit Note

## 4.1. Creation

Tcode- VF01



Enter credit memo and press enter

