



## USER MANUAL

### Document information

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Process	Return
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## 1 OVERVIEW

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### 1.1 The process used in the guide document

BBP No	Definition	Note
SD02 - Return Process	A return process in SAP is a procedure to handle the company's goods returned by customers.	

#### Return Process Description:

The Return Process begins when a customer submits a request to return goods. After evaluating the request, the business decides whether to accept or reject it. If accepted, a sales order return is created in the system to track the return. A delivery document is then generated to manage the physical return of the items, followed by the posting of a goods receipt to update inventory with the returned products. Finally, a credit is created to adjust the customer's account, either issuing a refund or credit for the returned items. This process ensures proper coordination between sales, logistics, and finance departments for efficient handling of returns.

In the process above, the enhancements which our team develops for the project are:

- Consistent exchange rate type and value, which are used in the Billing Document, are updated exactly from the exchange rate table in T-code OB08, and ensure that they are reflected correctly in the journal entries
- The exchange rate type can correspond until the end of the process
- Set editable for exchange rate field in the Billing Document, allowing it to affect the accounting documents after posting the billing document in the process

## 2 USER MANUAL

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### 2.1 Context

The SAP Return process entails handling product returns within a company's operations. In other words, a sales return, also known as a goods return, is a procedure where the buyer sends the items back to the seller, who then creates a returns billing document to reimburse the consumer for the value of the goods. The process encompasses steps such as creating return orders (VA01), generating return delivery (VL01N), picking goods (VL01N) and posting goods receipt (VL02N), and creating & changing and posting credit memo (VF01&VF02).

In this project, there are some new enhancements will be released in the system. The new enhancements are the exchange rate type and value can be synchronized correspondingly through the process; the exchange rate field can be updated exactly the value and type from the table in T-code OB08; can be editable in the billing document, and simultaneously, it also affects the accounting documents.

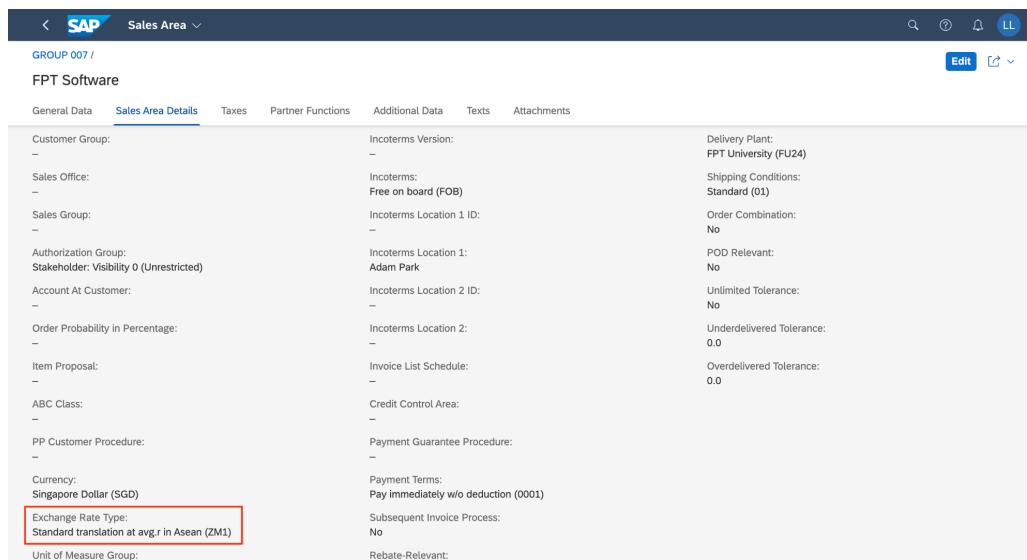
### 2.2 Create a Return Order

#### 2.2.1 Transaction Code

T-code	Description
VA01	Create Sales Documents
VA02	Change Sales Documents
VA03	Display Sales Documents

#### 2.2.2 Detail Implementation

Before going to create the sales order, please go to the *Manage Business Partner Data* app to check the business partner's exchange rate type:



The screenshot shows the SAP Fiori interface for managing business partner data. The top navigation bar includes the SAP logo, a search icon, a help icon, a notifications icon, and a language selection icon. The main header displays 'GROUP 007 /' and the partner name 'FPT Software'. Below the header, there is a breadcrumb trail: General Data → Sales Area Details. The page title is 'Sales Area Details'. The left sidebar lists categories: General Data, Sales Area Details (which is selected and highlighted in blue), Taxes, Partner Functions, Additional Data, Texts, and Attachments. The main content area contains several input fields and dropdown menus. A red box highlights the 'Exchange Rate Type' field, which is currently set to 'Standard translation at avg.r in Asean (ZM1)'. Other visible fields include Customer Group, Sales Office, Sales Group, Authorization Group, Stakeholder, Account At Customer, Order Probability in Percentage, Item Proposal, ABC Class, PP Customer Procedure, Currency (Singapore Dollar (SGD)), Payment Terms (Pay immediately w/o deduction (0001)), and various location and tolerance settings like Incoterms Version, Incoterms, Incoterms Location 1 ID, Incoterms Location 2 ID, Invoice List Schedule, Credit Control Area, Payment Guarantee Procedure, and Rebate-Relevant.

In the space *Sales and Distribution*, and in the section *Sales Representative*, please use the app *Manage Sales Orders* to create a returns order. Click on the application.



On the *Manage Sales Orders* screen, click on **Create**. A submenu will open. Choose *Create Sales Order - VA01*.

A screenshot of the SAP Fiori interface for "Manage Sales Orders". The top navigation bar shows "SAP" and "Manage Sales Orders". The main search bar has "Search" and a magnifying glass icon. Below it are fields for "Sales Order", "Sold-to Party", "Customer Reference", "Requested Delivery Date", and "Overall Status". A "Document Date" field with a calendar icon is also present. On the right, there are buttons for "Go" and "Adapt Filters". A toolbar below the search bar includes "Sales Orders", "Standard", "Create", "Create with Reference", "Reject All Items", "Set Delivery Block", "Remove Delivery Block", "Set Billing Block", "Remove Billing Block", and "To start, set the relevant filters.". A dropdown menu is open under "Create", showing options: "Create Sales Order VA01" (which is highlighted with a red box), "Create Sales Order", and "Customer Reference". The status bar at the bottom indicates "Net Value" and "Document Date".

On the *Create Sales Documents* screen, make the following entries:

No	Field name	R/O/D	Description and Example
1	Order Type	R	Choose: <b>ZRE7</b>
2	Sales Organization	R	Default: <b>FU24</b>
3	Distribution Channel	R	Default: <b>FU</b>
4	Division	R	Default: <b>FD</b>

In the lower screen area, click on the **Create with Reference** button.

The screenshot shows the SAP Create Sales Documents interface. At the top, it says "Create Sales Documents". Below the header, there's a "Menu" dropdown and some search/filter options. On the right side, there are icons for search, help, notifications, and exit.

In the main area, there's a red box highlighting the "Organizational Data" section. It includes fields for Order Type (set to ZRE7), Returns 7, Sales Organization (FU24 - FPT Software), Distribution Channel (FU - SD Wholesale), Division (FD - DNCT), Sales Office, and Sales Group.

At the bottom right of the screen, there are "Continue" and "Create with Reference" buttons, with "Create with Reference" being highlighted by a red box.

On the *Create with Reference* pop-up, select the *Billing Document* tab, enter **90000420** (The billing document number was created in the stock sales process), then click on **✓ Copy** to copy the information from the billing documents to the returns order screen.

The screenshot shows the "Create with Reference" pop-up window. The "BillDoc" tab is selected at the top. In the main area, there's a field labeled "Billing Document" containing "90000420", which is also highlighted by a red box. Below this, there's a "Search Criteria" section with fields for "Sold-to Party" and "Material", and a checkbox for "Read from Archive". At the bottom right of the pop-up, there are "Copy", "Item Selection", and "X" buttons, with "Copy" being highlighted by a red box.

On the *Create Returns 7: Overview* screen, make the following entries:

No	Field name	R/O/D	Description
1	Cust. Reference	O	Customer three-digit number: <b>215</b> (your number ###)
2	Cust. Ref. Date	O	The date on which the customer created the order: <b>11/23/2014</b>
3	Req. Deliv. date	R	The customer requested a delivery date: <b>12/23/2024</b>
4	Order Reason	R	<b>102 Damaged in Transit</b>

SAP Create Returns 7: Overview

Menu ▾ 63 Print Save Cancel Σ ...

Returns 7: Net Value: 238.11- SGD

Sold-to Party: 1003167 Company GROUP 007, D2, Adam Park 289921, Singapore

Ship-to Party: 1003167 Company GROUP 007, D2, Adam Park 289921, Singapore

Cust. Reference: 215 Cust. Ref. Date: 11/23/2024

Print Save

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

\* Req. Deliv.Date: D 12/23/2024

Complete Dlv.:

Delivery Block: 08 Check Credit Memo

Billing Block: 08 Check Credit Memo

Pty Terms: 0001 Pay immediately w/o deduction

Inco. Version: FOB

Incoterms: FOB

Inco. Location1: Adam Park

Deliver.Plant: 45 OZ

Total Weight: 0.000

VOLUME: 0.000

Pricing Date: 11/23/2024

Print Save Group Search

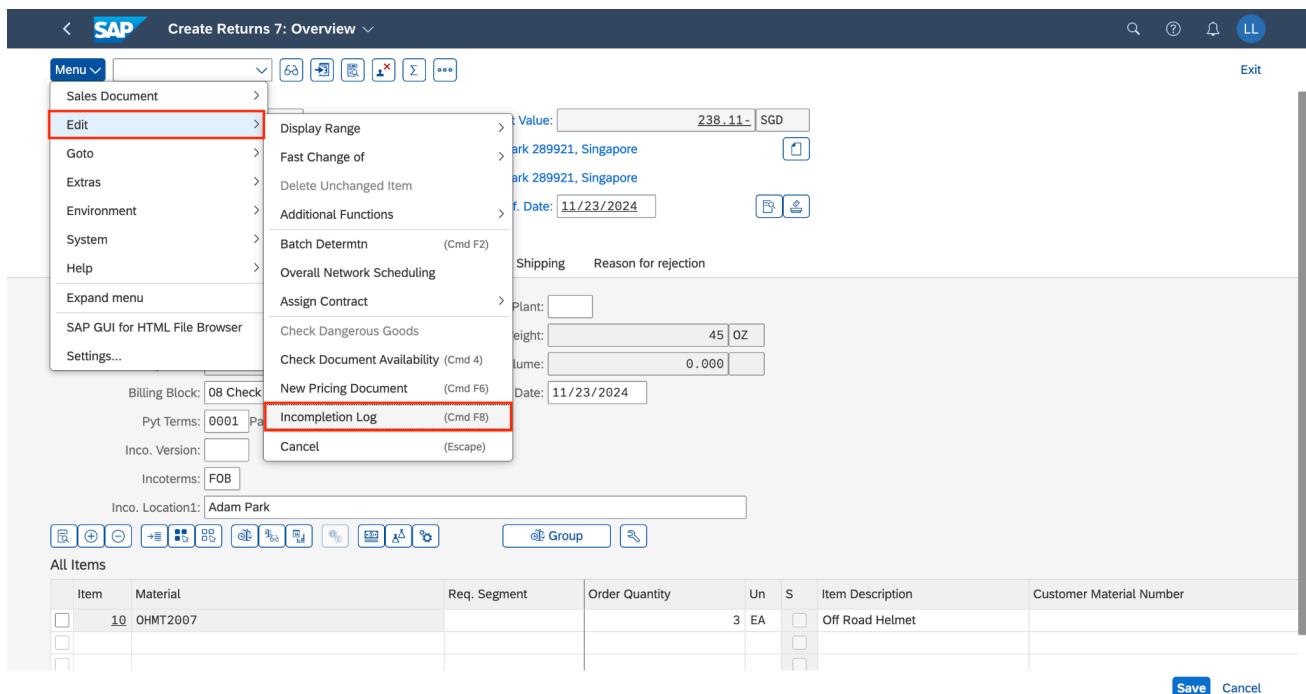
All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description	Customer Material Number
<input type="checkbox"/>	<span>10 OHMT2007</span>		<span>3 EA</span>	<input type="checkbox"/>	<input type="checkbox"/>	Off Road Helmet	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		

Sales   Item Overview   Item detail   Ordering party   Procurement   Shipping   Reason for rejection

Billing Block:	08 Check Credit Memo	Pricing Date:	11/23/2024
Pyt Terms:	0001	Pay immediately w/o deduction	
Inco. Version:			
Incoterms:	FOB		
Inco. Location1:	Adam Park		
Inco. Location2:			
Order Reason:	102 Damaged in transit		
Sales Area:	FU24	FU	FD
FPT Software, SD Wholesale, DNCT			

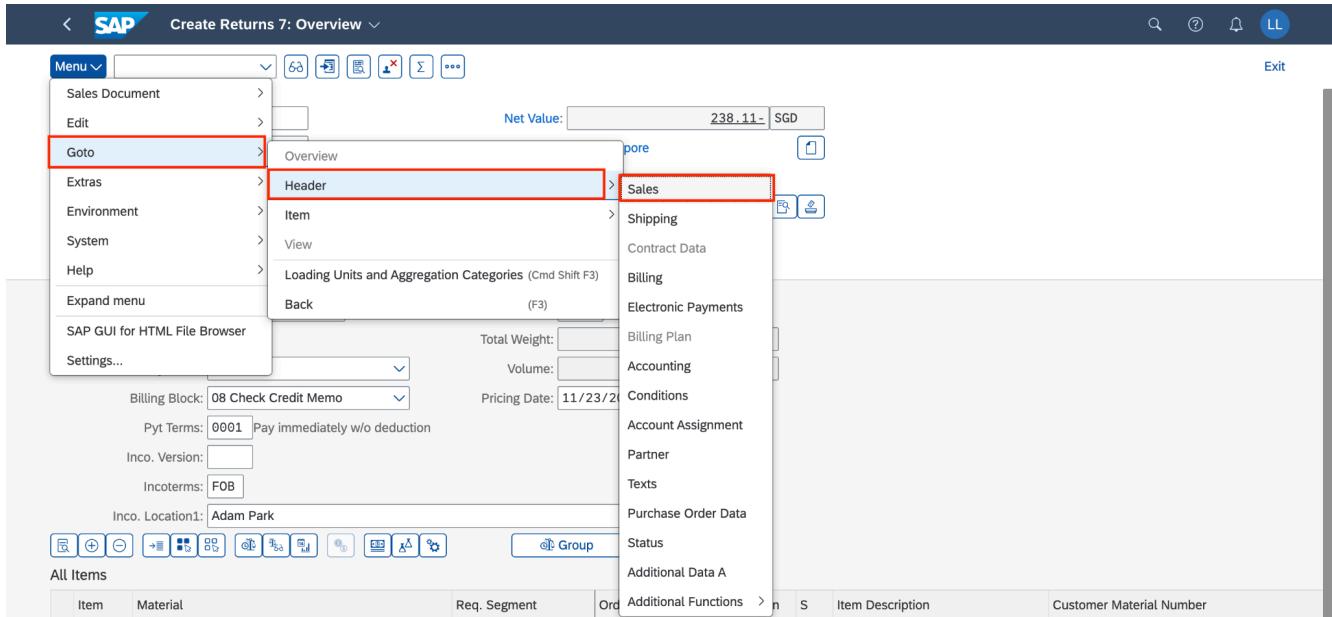
Check the *Incompletion Log* to ensure the document is completed by going to *Menu > Edit > Incompletion Log*.



When the document is completed, a small message will pop out to notify:



Check the exchange rate and type are updated from the table in T-code OB08 by going to *Menu > Goto > Header > Sales*.



You can see that the exchange rate value and type:

The screenshot shows the SAP Create Returns 7: Header Data screen. At the top, there are buttons for Menu, Search, Help, and Exit. Below the header, there are fields for Returns 7 (215), Customer Reference (215), Sold-to Party (1003167), and Company GROUP 007, D2, Adam Park 289921, Singapore. A navigation bar at the top includes Sales, Shipping, Billing Document, Electronic Payments, Accounting, Conditions, Account Assignment, Partner, Texts, Order Data, Status, Additional Data A, and a '...' button. The main area contains fields for Order Type (ZRE7), Sales Area (FU24 / FU / FD), Sales Office, Sales Group, Version, Document Date (11/23/2024), Created By (LEARN-215), Created On (11/24/2024 09:12:37), Order Reason (102 Damaged in transit), Delivery Time, and Pricing and Statistics. The Pricing and Statistics section includes fields for Doc. Currency (SGD) with a value of 18.90000, Pricing Date (11/23/2024), Pric. Procedure (ZRVA07), Customer Group, Price List Type, Usage, CustPrice Group (01 Bulk buyer), Sales District (VN001), and Sales District (Southern VN). At the bottom right are Save and Cancel buttons.

The data is taken exactly from this table:

The screenshot shows the SAP Display View 'Currency Exchange Rates': Overview screen. At the top, there are buttons for Menu, Search, Help, Edit, and Exit. Below the header, there is a table with columns: ExRt, ValidFrom, Indir.quot, X, Ratio(from), From, =, Dir.quot., X, Ratio (to), To. The first four rows of the table are highlighted with a red border. The table data is as follows:

ExRt	ValidFrom	Indir.quot	X	Ratio(from)	From	=	Dir.quot.	X	Ratio (to)	To
<input type="checkbox"/> ZM1	11/12/2024	0.00000	X		1 SGD	=	18.90000	X	1,000 VND	
<input type="checkbox"/> ZM1	11/08/2024	0.00000	X		1 SGD	=	17.50000	X	1,000 VND	
<input type="checkbox"/> ZM1	11/18/2024	0.00000	X		1 USD	=	18.80000	X	1,000 VND	
<input type="checkbox"/> ZM1	11/13/2024	0.00000	X		1 USD	=	32.00000	X	1,000 VND	

(You can display this table in T-code OB08)

Choose **Save** and write down the number of your returns order.



Returns 7 60000738 has been saved.

Click on **SAP** to return to the SAP Fiori launchpad.

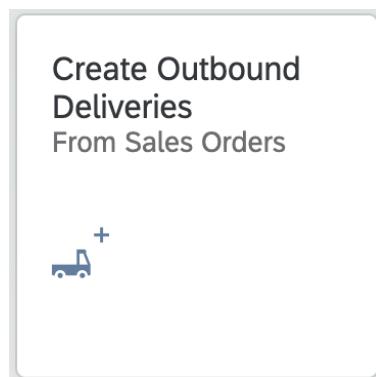
## 2.3 Create Return Delivery

### 2.3.1 Transaction Code

T-code	Description
VL01N	Create Outbound Delivery with Order Reference
VL02N	Change Outbound Delivery
VL03N	Display Outbound Delivery

### 2.3.2 Detail Implementation

In the space *Sales and Distribution*, and in the section *Warehouse Employee*, please use the *Create Outbound Deliveries – From Sales Orders* app. Click on the application.



On the *Create Outbound Deliveries* screen, in the *Ship-to party* field please enter **your business partner number (1003167)**.

In addition, as *Shipping Point* please enter **FU24**, and remove the *Planned Creation Date*. Click on **Go** to run the search. The returns order will be displayed.

Sales Orders Due for Delivery (3)					
Planned Creatio...	Sales Document	Planned GI Date	Priority	Shipping Point	Ship-To Party
11/23/2024	60000738	11/23/2024	Normal item (02)	FPT Shipping Pt. (FU24)	GROUP 007 (1003167)
11/21/2024	60000605	11/21/2024	Normal item (02)	FPT Shipping Pt. (FU24)	GROUP 007 (1003167)
11/21/2024	409	11/21/2024	Normal item (02)	FPT Shipping Pt. (FU24)	GROUP 007 (1003167)

Select the sales document and choose the button

**Create Deliveries (1)**

The screenshot shows the SAP Fiori interface for creating outbound deliveries. At the top, there are filter fields for 'Ship-to Party' (GROUP 007), 'Shipping Point' (FPT Shipping Pt.), 'Planned Creation Date' (empty), 'Priority' (empty), 'Sales Document' (empty), and 'Relevant for TM' (No). Below the filters is a table titled 'Sales Orders Due for Delivery (3)'. The table has columns: Planned Creation Date, Sales Document, Planned GI Date, Priority, Shipping Point, and Ship-To Party. The first row is selected, and its details are shown in the table: Planned Creation Date 11/23/2024, Sales Document 60000738, Planned GI Date 11/23/2024, Priority Normal item (02), Shipping Point FPT Shipping Pt. (FU24), and Ship-To Party GROUP 007 (1003167). A red box highlights the 'Create Deliveries (1)' button at the top right of the table area.

You will see that the sales document is no longer available. Additionally, you will receive confirmation that your outbound delivery has been created.

Logs created: 1

Click on to return to the SAP Fiori launchpad.

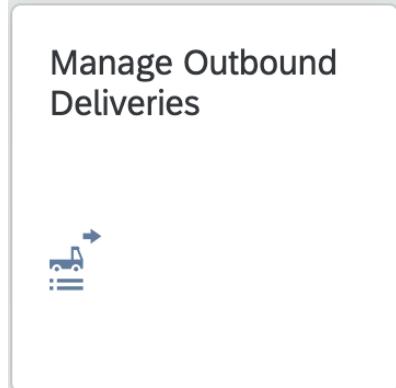
## 2.4 Post Goods Receipt

### 2.4.1 Transaction Code

T-code	Description
VL02N	Change Outbound Delivery

### 2.4.2 Detail Implementation

Please use the Manage Outbound Deliveries app in the *Sales and Distribution space* and the *Warehouse Employee section*. Click on the application.



As the *Shipping Point* enter **FU24**, as *Ship-to Party* enter **1003167** and as *Overall Status* select **All Open Deliveries**. To run the search, click on **Go**. Your outbound delivery is now displayed.

The screenshot shows the SAP interface for managing outbound deliveries. The top navigation bar includes the SAP logo, a back arrow, and the title "Manage Outbound Deliveries". Below the title, there are filter fields for "Shipping Point" (set to "FPT Shipping Pt..."), "Picking Date" (empty), "Ship-to Party" (set to "GROUP 007 (10...)", with a dropdown arrow), "Planned GI Date" (empty), and "Overall Status" (set to "All Open Deliveries"). A blue "Go" button is next to the status field. To the right of the filters are icons for "Adapt Filters" and a dropdown menu. The main area is titled "Deliveries (1)". It contains a table with one row, where the first column is a checkbox (unchecked) and the second column is "84000052". Other columns include "Picking Date" (11/23/2024), "Priority" (Normal item (02)), "Picking Status" (Not Relevant), and "Confirmation Status" (Not Relevant). At the bottom right of the table are icons for "Post GI (0)", "Reverse GI (0)", and other actions. The entire screenshot is framed by a light gray border.

Click on the line that contains your outbound delivery if you want to get more details.

Select the outbound delivery and choose **Post GI (1)**

This screenshot is similar to the previous one, showing the SAP interface for managing outbound deliveries. The "Post GI (1)" button is highlighted with a red box. The delivery record for "84000052" is also highlighted with a red box. The rest of the interface and table structure are identical to the first screenshot.

You can see the Post Goods Issue announcement, by choosing **Post GI (1)**



You will receive a confirmation GI posted. Post Goods Receipts are completed now.

Click on  to return to the SAP Fiori launchpad.

## 2.5 Remove Billing Block

### 2.5.1 Transaction Code

T-code	Description
VA02	Change Sales Documents

### 2.5.2 Detail Implementation

In the space *Sales and Distribution*, and in the section, the *Sales Representative*, please use the app *Manage Sales Orders* to remove the billing block. Click on the application.



On the *Manage Sales Orders* screen, as *Sold-to Party* enter **1003167**, as *Customer Reference* enter **215** (your three-digit number ###), and as *Overall Status* choose **In process**. To run the search, click on .

Sales Order	Sold-to Party	Customer Reference	Requested Deliver...	Overall Status	Net Value	Document Date
60000738	GROUP 007 (1003167)	215	12/23/2024	In Process	-238.11 SGD	11/23/2024

Select the returns order and click on



The screenshot shows the SAP Fiori interface for managing sales orders. At the top, there are search and filter fields for Sales Order, Sold-to Party, Customer Reference, Requested Delivery Date, and Overall Status. Below these are fields for Document Date and a Go button with 'Adapt Filters (3)'. A navigation bar at the bottom includes links for Sales Orders (1), Standard, Create, Create with Reference, Reject All Items, Set Delivery Block, Remove Delivery Block, Set Billing Block, Remove Billing Block (which is highlighted with a red box), and other options. A table below the bar lists one sales order: 60000738, GROUP 007 (1003167), 215, 12/23/2024, In Process, -238.11 SGD, and 11/23/2024.

You will receive a confirmation your return has been saved. Remove Billing Block is completed now.

Returns 7 60000738 has  
been saved.

Click on to return to the SAP Fiori launchpad.

## 2.6 Create Credit Memo

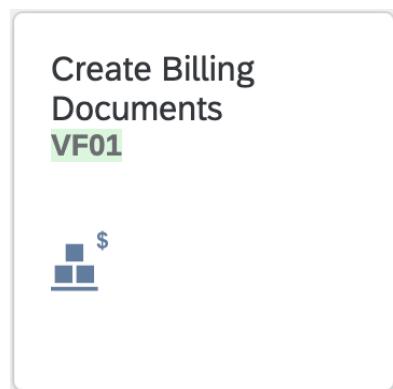
### 2.6.1 Transaction Code

T-code	Description
VF01	Create Billing Documents
VF02	Change Billing Documents
VF03	Display Billing Documents

### 2.6.2 Detail Implementation

(\*Note: Please use the T-code for this step)

In the search field, enter **VF01** and use the app *Create Billing Documents - VF01* to create a credit memo. Click on T-code **VF01** - Create Billing Documents.



On the *Create Billing Document* screen, in the *Document* field, enter **your returns order number 60000738**, then click on **Execute**.

On the *Credit for Returns (RE) Create: Overview of Billing Items* screen, click on the symbol  (Display header details).

RE Credit for Returns \$000000001  
Payer: 1003167  
Company GROUP 007, D2, Adam Park 289921, Singapore  
Billing Date: 12/23/2024

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...	Tax Amount	Req. @
<input type="checkbox"/> OHMT2007		Off Road Helmet	3	EA	238.11 - SGD		0.00	

Now, on the *Billing Credit for Returns (RE) Create: Header Data* screen, you can view the *Billing Date (12/23/2024)* and *Exchng. Rate Accntg (18.90000)* is updated directly from the table in T-code OB08.

RE Credit for Return... \$000000001  
Payer: 1003167 Company GROUP 007, D2, Adam Park 289921, Singapore  
Created By: LEARN-215 Created On: 11/23/2024 Time: 12:03:26

Header Detail		Header Partners		Conditions		Header Texts	
<b>Accounting Data</b>							
Billing Date:	12/23/2024	Document Currency:	SGD	Set Exchange Rte:	<input checked="" type="checkbox"/>	Exchng. Rate Accntg.:	18.90000
Company Code:	FU24	Reference:	215	Assignment:	0090000420	Payment Method:	
Trading Partner No.:		Fixed Value Date:		Addit. Value Days:	0	Dunning Area:	
Acct Assmt Grp Cust.:	02 Foreign Revenues	Posting Status:	A Billing document blocked for forwarding to FI	Dunning Key:		Dunning Block:	Freed for dunning
<b>Price Data</b>							
Price List Type:		Customer Group:		Exch. Rate Type:	ZM1	Agreement:	

The data is taken exactly from this table:

ExRt ValidFrom Indir.quot X Ratio(from) From = Dir.quot. X Ratio (to) To

<input type="checkbox"/> ZM1	11/12/2024	0.00000	X	1	SGD	=	18.90000	X	1,000	VND
<input type="checkbox"/> ZM1	11/08/2024	0.00000	X	1	SGD	=	17.50000	X	1,000	VND
<input type="checkbox"/> ZM1	11/18/2024	0.00000	X	1	USD	=	18.80000	X	1,000	VND
<input type="checkbox"/> 7M1	11/13/2024	0.00000	X	1	USD	=	32.00000	X	1,000	VND

(You can display this table in T-code OB08)

Change the *Billing Date* to **11/08/2024**, then press *Enter*. The *Exchng. Rate Accntg.* field will update from the table above with the message to notify that your exchange rate has been changed.

**Header Detail** **Header Partners** **Conditions** **Header Texts**

**Accounting Data**

Billing Date: <b>11/08/2024</b>	Document Currency: SGD
Company Code: FU24	Set Exchange Rt: <input checked="" type="checkbox"/>
Reference: 215	Exchng. Rate Accntg.: <b>17.50000</b>
Assignment: 0090000420	Payment Method:
Trading Partner No.:	Dunning Area:
Fixed Value Date:	Dunning Key:
Addit. Value Days: 0	Dunning Block: Freed for dunning
Acct Assmt Grp Cust.: 02 Foreign Revenues	
Posting Status: A Billing document blocked for forwarding to FI	

**Price Data**

Price List Type:	Exch. Rate Type: ZM1
------------------	----------------------

**Message:** (checkmark) Exchange rate has been changed from 18.90000 to 17.50000.

**Save** **Cancel**

Additionally, the *exchange rate field* is editable so you also can change it to any random values. Now change the *Billing date* back to **12/23/2024** and the exchange rate value has been updated.

**Header Detail** **Header Partners** **Conditions** **Header Texts**

**Accounting Data**

Billing Date: <b>12/23/2024</b>	Document Currency: SGD
Company Code: FU24	Set Exchange Rt: <input checked="" type="checkbox"/>
Reference: 215	Exchng. Rate Accntg.: <b>18.90000</b>
Assignment: 0090000420	Payment Method:
Trading Partner No.:	Dunning Area:
Fixed Value Date:	Dunning Key:
Addit. Value Days: 0	Dunning Block: Freed for dunning
Acct Assmt Grp Cust.: 02 Foreign Revenues	
Posting Status: A Billing document blocked for forwarding to FI	

**Price Data**

Price List Type:	Exch. Rate Type: ZM1
------------------	----------------------

**Message:** (checkmark) Exchange rate has been changed from 17.50000 to 18.90000.

**Save** **Cancel**

Choose  to save the billing documents. The system will automatically assign a number to it.

 Document 90000425 saved (no journal entry generated).

Click on  to return to the SAP Fiori launchpad.

## 2.7 Post Credit Memo & Display Accounting Documents

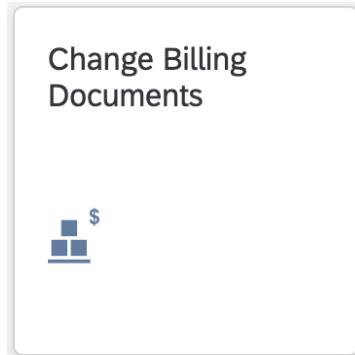
### 2.7.1 Transaction Code

T-code	Description
VF02	Change Billing Documents
VF03	Display Billing Documents

### 2.7.2 Detail Implementation

(\*Note: Please use the T-code for this step)

In the  search field, enter **VF02** and use the app *Change Billing Documents* to post a credit memo. Click on the application.



On the *Manage Billing Documents* screen, enter **your billing document number (90000425)**.

Then click  (*Release to Accounting*) to post the billing documents.

The screenshot shows the SAP Change Billing Documents interface. At the top, there's a navigation bar with a SAP logo and a dropdown menu. Below it is a toolbar with several icons, one of which is highlighted with a red box. A search bar contains the text "Billing Document: 90000425". Underneath the search bar, there's a section titled "More Search Criteria" with four input fields: "Document Number:", "Company Code:", "Fiscal Year:", and "Reference:". A "Search" button is located below these fields.

You will receive a notification that the billing document has been posted.

Document 90000425 has been saved.

Then click to display the accounting document.

On the *List of Documents in Accounting* pop-up, choose the line *Accounting Document* and click on (Display Document F2).

The screenshot shows a pop-up window titled "List of Documents in Accounting". It contains a table with three rows, each representing a document. The first row, which is highlighted with a red box, corresponds to the "Accounting Document" mentioned in the text above. The other two rows are "Profit center doc." and "Controlling Document". At the bottom of the pop-up, there are buttons for "Original document" (with a magnifying glass icon), "Print" (with a printer icon), and "Close" (with a red X icon).

Document Number	Object type text
0090000299	Accounting document
0000000889	Profit center doc.
A0000U7B00	Controlling Document



On the *Display Document: Data Entry View* screen, choose to display the accounting document.

Co...	Item	Key	S..	Account	Description	Amount	Currency	Tx
FU24	1	01		1003167	GROUP 007	238.11	SGD	
	2	50		4200000	Revenue	238.11-	SGD	

The *Document Header: FU24 Company Code* screen will pop out.

Document Type:	RV Billing Doc.Transfer
Doc.Header Text:	<input type="text"/>
WtxRptDate:	<input type="text"/>
Reference:	215
Document Date:	12/23/2024
Posting Date:	12/23/2024
Currency:	SGD / VND
Exchange rate:	18.90000
Ref. Transactn:	VBRK Billing document
Reference Key:	0090000425
Created By:	LEARN-215
Entry Date:	11/23/2024
TCode:	VF02
Changed On:	<input type="text"/>
Ledger Grp:	<input type="text"/>
ActgPrinciple:	<input type="text"/>
Ref.key(head) 1:	<input type="text"/>
Ref.key 2:	<input type="text"/>

Now, you can view the *Exchange rate* field as **18.90000**. This value is updated correctly from the *Billing Header* in the *Create Billing Documents* step.

Click on to return to the SAP Fiori launchpad.

## 2.8 Change Credit Memo

(\*Note: This step is processed in case Billing Documents - VF01 hasn't been posted yet)

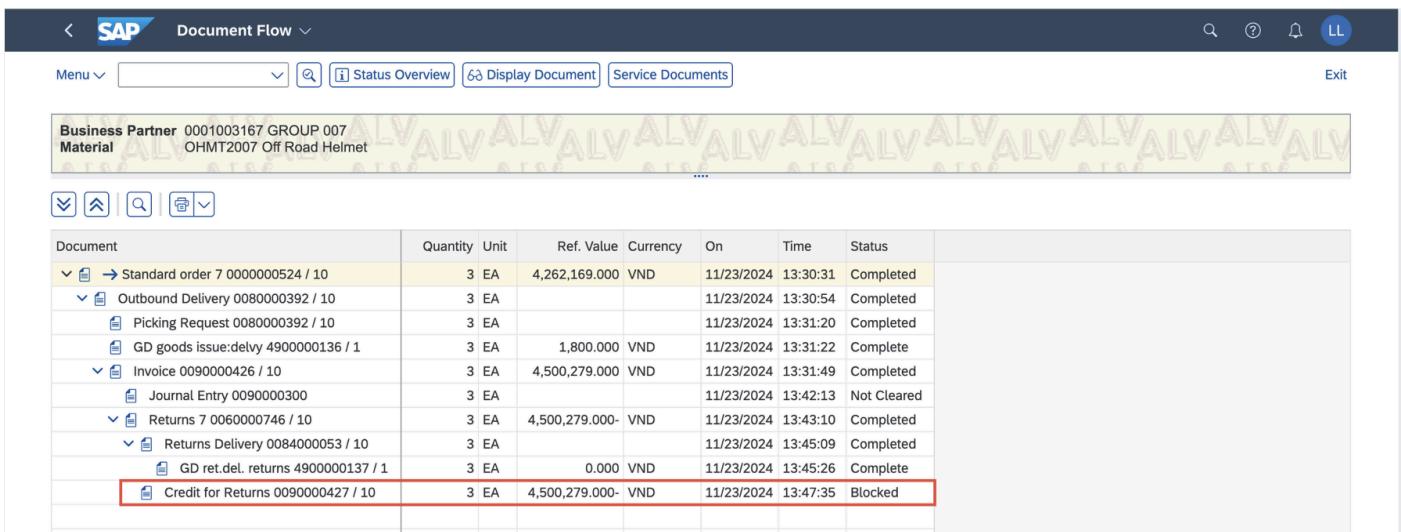
### 2.8.1 Transaction Code

T-code	Description
VF02	Change Billing Documents

### 2.8.2 Detail Implementation

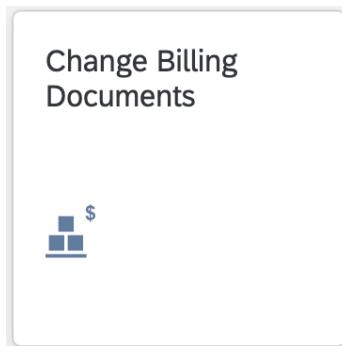
(\*Note: Please use the T-code for this step)

Before changing the billing document, the screenshot below shows that the billing document number we will use has not been posted in the journal entry.



Document	Quantity	Unit	Ref. Value	Currency	On	Time	Status
Standard order 7 0000000524 / 10	3	EA	4,262,169.000	VND	11/23/2024	13:30:31	Completed
Outbound Delivery 0080000392 / 10	3	EA			11/23/2024	13:30:54	Completed
Picking Request 0080000392 / 10	3	EA			11/23/2024	13:31:20	Completed
GD goods issue:delvy 4900000136 / 1	3	EA	1,800.000	VND	11/23/2024	13:31:22	Complete
Invoice 0090000426 / 10	3	EA	4,500,279.000	VND	11/23/2024	13:31:49	Completed
Journal Entry 0090000300	3	EA			11/23/2024	13:42:13	Not Cleared
Returns 7 0060000746 / 10	3	EA	4,500,279.000-	VND	11/23/2024	13:43:10	Completed
Returns Delivery 0084000053 / 10	3	EA			11/23/2024	13:45:09	Completed
GD ret.del. returns 4900000137 / 1	3	EA	0.000	VND	11/23/2024	13:45:26	Complete
Credit for Returns 0090000427 / 10	3	EA	4,500,279.000-	VND	11/23/2024	13:47:35	Blocked

In the  search field, enter **VF02** and use the app *Change Billing Documents* to post a credit memo. Click on T-code **VF02** - Change Billing Documents.



On the *Change Billing Documents* screen, enter **your billing documents number** that has not been posted **90000427**. Click on  (or press *Enter*).

SAP Change Billing Documents

Billing Document: 90000427

More Search Criteria

Document Number:

Company Code:

Fiscal Year:

Reference:

On the *Credit for Returns 90000427 (RE) Change: Overview of Billing Items* screen, click on  to display and change the billing documents.

SAP Credit for Returns 90000427 (RE) Change: Overview of Billing Items

RE Credit for Returns: 90000427 Net Value: 238.11 - SGD

Payer: 1003167 Company GROUP 007, D2, Adam Park 289921, Singapore

Billing Date: 12/23/2024

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...	Tax Amount	Req. Ⓜ
<input type="checkbox"/>	10 OHMT2007	Off Road Helmet	3	EA	238.11 - SGD		0.00	

Now, you can see the *Exchng. Rate Accntg.* field as **18.90000**

**Billing Credit for Returns 90000427 (RE) Change : Header Data**

Menu ▾ Items Accounting Output Services for Object Exit

RE Credit for Retur... 90000427  
Payer: 1003167 Company GROUP 007, D2, Adam Park 289921, Singapore  
Created By: LEARN-215 Created On: 11/23/2024 Time: 13:47:35

Header Detail Header Partners Conditions Header Texts

**Accounting Data**

Billing Date: 12/23/2024	Document Currency: SGD
Company Code: FU24	Set Exchange Rr: <input checked="" type="checkbox"/>
Reference: 215	Exchng. Rate Accntg.: <b>18.90000</b>
Assignment: 0090000426	Payment Method:
Trading Partner No.:	Dunning Area:
Fixed Value Date:	Dunning Key:
Addit. Value Days: 0	Dunning Block: Freed for dunning
Acct Assmt Grp Cust.: 02 Foreign Revenues	
Posting Status: A Billing document blocked for forwarding to FI	

**Price Data**

Price List Type:	Exch. Rate Type: ZM1
------------------	----------------------

Save Cancel

Change the *Exchng. Rate Accntg.* field from **18.90000** to **20.90000**, then click on Save to save the change.

**Billing Credit for Returns 90000427 (RE) Change : Header Data**

Menu ▾ Items Accounting Output Services for Object Exit

RE Credit for Retur... 90000427  
Payer: 1003167 Company GROUP 007, D2, Adam Park 289921, Singapore  
Created By: LEARN-215 Created On: 11/23/2024 Time: 13:47:35

Header Detail Header Partners Conditions Header Texts

**Accounting Data**

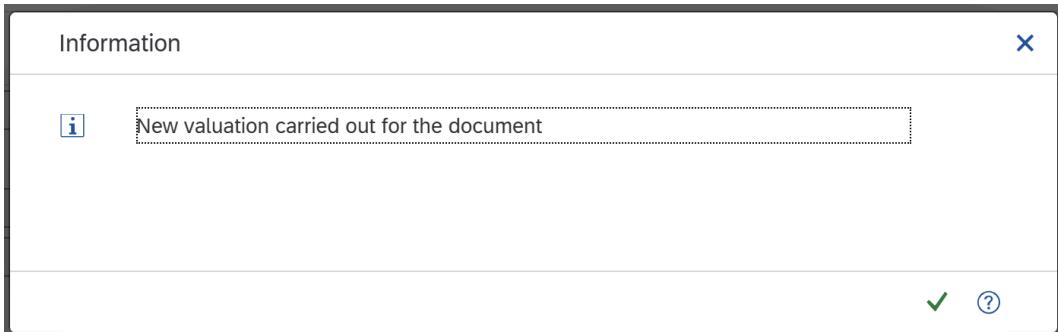
Billing Date: 12/23/2024	Document Currency: SGD
Company Code: FU24	Set Exchange Rr: <input checked="" type="checkbox"/>
Reference: 215	Exchng. Rate Accntg.: <b>20.90000</b>
Assignment: 0090000426	Payment Method:
Trading Partner No.:	Dunning Area:
Fixed Value Date:	Dunning Key:
Addit. Value Days: 0	Dunning Block: Freed for dunning
Acct Assmt Grp Cust.: 02 Foreign Revenues	
Posting Status: A Billing document blocked for forwarding to FI	

**Price Data**

Price List Type:	Exch. Rate Type: ZM1
------------------	----------------------

Save Cancel

Click ✓ if you get this message:



Now your billing document has been changed and you receive a message.

✓ Document 90000427 saved (no journal entry generated).

Click on SAP to return to the SAP Fiori launchpad.

## 2.9 Post Credit Memo & Display Accounting Documents

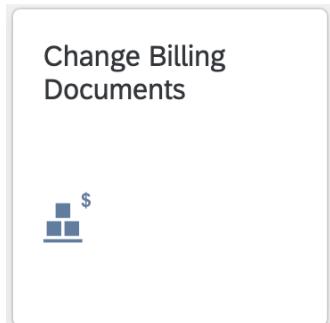
### 2.9.1 Transaction Code

T-code	Description
VF02	Change Billing Documents
VF03	Display Billing Documents

### 2.9.2 Detail Implementation

(\*Note: Please use the T-code for this step)

In the search field, enter VF02 and use the app *Change Billing Documents* to post a credit memo. Click on the application.



On the *Change Billing Documents* screen, enter **your billing document number (90000427)**.

Then click (Release to Accounting) to post the billing documents.

The screenshot shows the SAP Change Billing Documents interface. At the top, there's a navigation bar with the SAP logo and a back arrow. Below it is a toolbar with several icons: a dropdown menu, a search icon, a document icon, an items icon, an accounting icon (which is highlighted with a red border), a magnifying glass icon, and a print icon.

In the main area, there's a search bar labeled "Billing Document:" containing the value "90000427", which is also highlighted with a red border. Below the search bar is a section titled "More Search Criteria" with four input fields: "Document Number:", "Company Code:", "Fiscal Year:", and "Reference:". A "Search" button is located below these fields.

You will receive a notification that the billing document has been posted.

Document 90000427 has been saved.

Click to display the accounting document.

This screenshot shows the same SAP Change Billing Documents interface as the previous one, but with a message at the bottom: "Document 90000427 has been saved." This message is preceded by a green checkmark icon and followed by a "Continue" button.

On the *List of Documents in Accounting* pop-up, choose the line *Accounting Document* and click .



List of Documents in Accounting X

### Documents in Accounting

Document Number	Object type text
0090000301	Accounting document
0000000892	Profit center doc.
A0000U7E00	Controlling Document

Original document

On the *Display Document: Data Entry View* screen, choose *Display Document Header (F5)* to display the accounting document.

SAP Display Document: Data Entry View

Menu   Services for Object Exit

Data Entry View

Document Number: 90000301	Company Code: FU24	Fiscal Year: 2024
Document Date: 12/23/2024	Posting Date: 12/23/2024	Period: 12
Reference: 215	Cross-Comp.No.: <input type="text"/>	Ledger Group: <input type="text"/>
Currency: SGD	Texts Exist: <input type="checkbox"/>	

Co...	Item	Key	S..	Account	Description	Amount	Currency	Tx
FU24	1	01		1003167	GROUP 007	238.11	SGD	
	2	50		4200000	Revenue	238.11-	SGD	

The *Document Header: FU24 Company Code* screen will pop out.

Document Header: FU24 Company Code

Document Type:	RV 	Doc.Transfer
Doc.Header Text:		
WtxRptDate:		
Reference:	215	Document Date: 12/23/2024
Currency:	SGD	/ VND
Exchange rate:	20.90000	Posting Date: 12/23/2024
Ref. Transactn:	VBRK	Billing document
Reference Key:	0090000427	Log.System: S40CLNT324
Created By:	LEARN - 215	
Entry Date:	11/23/2024	Time of Entry: 14:09:57
TCode:	VF02	
Changed On:		
Ledger Grp:		
ActgPrinciple:		
Ref.key(head) 1:	Ref.key 2:	

✓ ✘

Now, you can view the *Exchange rate* field as **20.90000**. This value is updated correctly from the *Billing Header* in the *Change Billing Documents - VF02* step.

Click on  to return to the SAP Fiori launchpad.