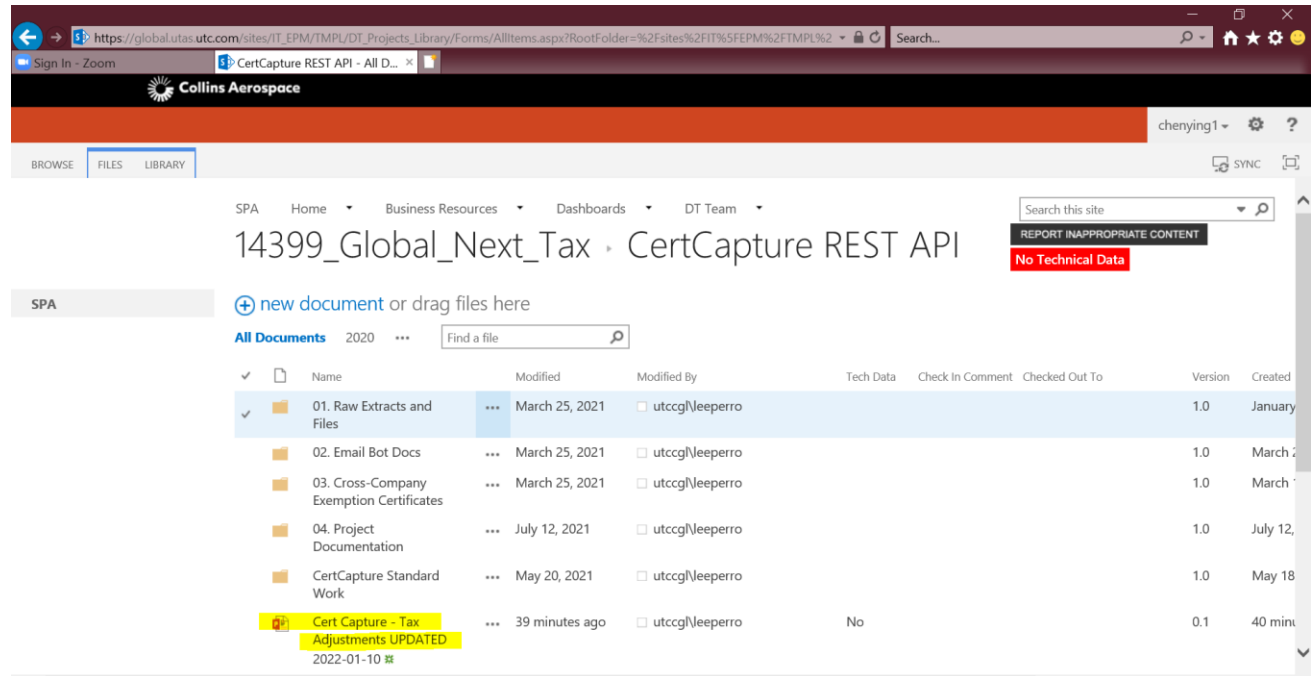


# ONESOURCE SALES ORDER PROCESSING

PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

BARB MCKINZIE, BARB NIEDERS, YING CHEN, MATT BRODBAR  
LAST UPDATED: JAN 10 2022

# PRESENTATION STORED IN SHAREPOINT SITE



The screenshot shows a web browser window displaying a SharePoint site. The address bar shows the URL: [https://global.utas.utc.com/sites/IT\\_EPM/TMP/DT\\_Projects/Library/Forms/AllItems.aspx?RootFolder=%2Fsites%2FIT%2FEPM%2FTMP%2](https://global.utas.utc.com/sites/IT_EPM/TMP/DT_Projects/Library/Forms/AllItems.aspx?RootFolder=%2Fsites%2FIT%2FEPM%2FTMP%2). The page header includes the Collins Aerospace logo and a user profile for 'chenying1'. The main content area is titled '14399\_Global\_Next\_Tax' and 'CertCapture REST API'. Below the title, there is a search bar and a 'REPORT INAPPROPRIATE CONTENT' button. A red banner indicates 'No Technical Data'. The document library shows a list of documents and folders. The 'All Documents' tab is selected, and the list includes folders for '01. Raw Extracts and Files', '02. Email Bot Docs', '03. Cross-Company Exemption Certificates', '04. Project Documentation', and 'CertCapture Standard Work'. A document titled 'Cert Capture - Tax Adjustments UPDATED 2022-01-10' is highlighted.

| ✓ | ✓ | Name                                              | Modified       | Modified By    | Tech Data | Check In Comment | Checked Out To | Version | Created  |
|---|---|---------------------------------------------------|----------------|----------------|-----------|------------------|----------------|---------|----------|
| ✓ | ✓ | 01. Raw Extracts and Files                        | March 25, 2021 | utccg\Neeperro |           |                  |                | 1.0     | January  |
|   |   | 02. Email Bot Docs                                | March 25, 2021 | utccg\Neeperro |           |                  |                | 1.0     | March 2  |
|   |   | 03. Cross-Company Exemption Certificates          | March 25, 2021 | utccg\Neeperro |           |                  |                | 1.0     | March    |
|   |   | 04. Project Documentation                         | July 12, 2021  | utccg\Neeperro |           |                  |                | 1.0     | July 12, |
|   |   | CertCapture Standard Work                         | May 20, 2021   | utccg\Neeperro |           |                  |                | 1.0     | May 18   |
|   |   | Cert Capture - Tax Adjustments UPDATED 2022-01-10 | 39 minutes ago | utccg\Neeperro | No        |                  |                | 0.1     | 40 min   |

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## OUTLINE

Invoice Correction – Cert loaded, need new invoice without tax.

- Goal: Issue New Invoice without tax

Tax Write-off – Pay Short/Cert Loaded or No Tax Validated by Tax Department

- Goal: Write off tax after customer short pays the invoice.

Tax Write-off – Business decides to not pursue collecting tax from customer.

- Goal: Write off tax after customer short pays the invoice.

Return: Process a return from the customer, then issue a credit.

- Goal: Tax on the Credit matches tax on the original invoice.
- RE or ZRE
- ZRAS

How to “Store Business Document” in SAP

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# INVOICE CORRECTION PROCESS

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

INVOICE CORRECTION – CERT HAS BEEN LOADED, ISSUE NEW INVOICE 1 OF 3

## VA01 – Created with Reference to Original **Billing/Invoice** Document

- Processed via a separate SAP sales order document that is referenced to the original billing/invoice document.
- See **DATES** above – this date requirement applies in VA01 as well.
- Reinvoicing would be another separate DR document, without reference, as reinvoicing would use new tax configuration.

**Note:** Will use prior billing tax treatment without requiring back dating of certificates for pre-go-live (11/6/2021) invoices.

**Note:** Re-invoicing the customer will require active certificate matching the creation date of the new sales order document.

Note: Tax Engine priority – THE FOLLOWING DATES IN THIS SEQUENCE:

- Service Rendered Date (PGI Date for goods transaction,)
- Pricing Date (Typically defaults to sales order creation date for sales order related invoicing, can be manually updated.)
- Billing Date (Typically defaults to sales order creation date for sales order related invoicing, can be manually updated.)

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## INVOICE CORRECTION – CERT HAS BEEN LOADED, ISSUE NEW INVOICE 2 OF 3

### VF11 – Cancel and Rebill

- Credit and re invoicing occurs in the original sales order.
- **DATES:** VF11 will only work if the post goods issue (PGI) date (if shipped) or pricing date (for non-shippable items) [see note] is within the sales tax exemption certificate valid dates.
- Ensure that you input the required validity date on the transmittal sheet when submitting to Avalara.

**Note:** Does not use prior billing tax treatment for credit – need to back date certificate.

**Note:** Back dating of Cert in Cert Capture has been approved by tax compliance team.

*Note: we are in the process of fixing VF11's transaction audit report issue; the solution is expected to be delivered by the end of Jan, 2022; if you use VF11 before end of Jan, 2022, please inform Matt Brodbar*

Note: Tax Engine priority – THE FOLLOWING DATES IN THIS SEQUENCE:

- Service Rendered Date (PGI Date for goods transaction,)
- Pricing Date (Typically defaults to sales order creation date for sales order related invoicing, can be manually updated.)
- Billing Date (Typically defaults to sales order creation date for sales order related invoicing, can be manually updated.)

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

INVOICE CORRECTION – CERT HAS BEEN LOADED, ISSUE NEW INVOICE 3 OF 3

## **FB75 – Finance Invoice Credit (not a tax preferred solution)**

- Alternate solution if Business Unit does not want to, or cannot, issue a credit.
- Exception process only when volume of invoices prohibits processing with reference to Billing/Invoice Document, or it is not feasible or desirable to send an updated invoice to the customer.
- Post to AR (credit) and Tax Liability Account (debit) – valid customer cert loaded into cert capture.
- Documentation to be included in SAP via the “Store Business Document.” [DO NOT use Attachment – see additional training. Attachment would list all sales orders/billing documents that are included in the credit.]
- Notify tax – GP RTXHQ S&U Tax Support <su.taxsupport@rtx.com>– send document number after storing the business document.

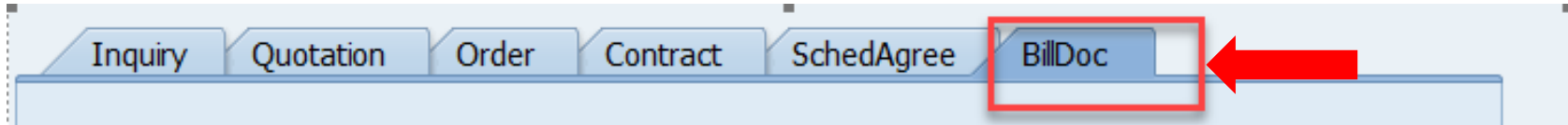
\* See FB75 Process Details in Appendix

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## KEY PROCESS CHANGE – VA01

Credits are to be created with reference to original Billing/Invoice Document NOT Sales Order

- DO NOT use Sales Order
- Sales Order is not the final tax document, the Invoice is the final tax document
- Referencing Billing/Invoice document ensures proper alignment of tax treatment across documents.



# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## TAX DETERMINATION DATES

GR Standard Invoice 46809345 (F2) Display: Item Data

< **SAP** GR Standard Invoice 46809345 (F2) Display:

✓ [ ] Billing items Accounting Cancel

|               |              |            |                          |
|---------------|--------------|------------|--------------------------|
| Item          | 10           | Created By | AUTOSYS                  |
| Item Category | ZTAN         | Created On | 10/29/2021 Time 12:03:48 |
| Material      | LJ75510-0-71 | WEAR STRIP |                          |
| Batch         |              |            |                          |

**Billing Date** (arrow points to Created On)

Item Detail Item Partners Conditions ForTrade/Customs Item Texts PO Data

**Billing data**

|                                           |                 |                |                |
|-------------------------------------------|-----------------|----------------|----------------|
| Billed Quantity                           | 3 EA            | Net weight     | 0 LB           |
| BILL.qty in SKU                           | 3               | Gross weight   | 0              |
| QtyConver                                 | 1 EA <-> 1 EA   | Volume         | 0.000          |
| Plant                                     | 2050            |                |                |
| Division                                  | 20 AMS / Spares | Sales Document | 8770223 10 C   |
| Storage Loc.                              | CSW1            | Reference Doc. | 403970235 10 J |
| <input type="checkbox"/> Incompletion Log |                 |                |                |

**Price data**

|               |                                 |                 |            |
|---------------|---------------------------------|-----------------|------------|
| Pricing Date  | 10/29/2021                      | AcctSettleStart |            |
| Pr. Ref. Matl | LJ75510                         | Serv.rendered   | 10/29/2021 |
| Manual price  | Manual price change carried out | Exchange Rate   | 1.00000    |

**Pricing Date** (arrow points to Pricing Date)

**Service Rendered Date** (arrow points to Serv.rendered)

The Tax Engine uses these dates in this priority sequence for tax determination. Note that that these dated may be defaults from the Sales Order Creation Date, delivery date, or, in some cases, may be manually input:

- Service Rendered Date
- Pricing Date
- Billing Date

Look on the Billing/Invoice Document Item Detail Tab for the dates used for tax determination – not the sales order.

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# PAY SHORT PROCESS

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

INVOICE PAID SHORT – CERT LOADED OR TAX TEAM VALIDATED NO TAX DUE

## **FB75 – Finance Invoice Credit**

- Post to AR (credit) and Tax Liability Account (debit) – valid customer cert loaded into cert capture.
- Documentation to be included in SAP via the “Store Business Document.”
  - [DO NOT use Attachment – see additional training.
  - Attachment would list all sales orders/billing documents that are included in the credit.
- Notify tax –GP RTXHQ S&U Tax Support <su.taxsupport@rtx.com>– send document number after storing the business document.
- FSS will use Reason Code 040 for Tax Short Pay – see next screen for an example.

\* See FB75 Process Details in Appendix

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

AR SHORT PAY DUE TO TAX – FBL5N REASON CODE 040

\* Example of open invoices/short payments due to tax.

| a                        | DocumentNo | Type | Account | Pstng Date | CoCd | G/L    | Amt loc.curr.2 | LCur2 | DD | Reference       | Inv.ref. | Net due dt | RCd | Text                                          |
|--------------------------|------------|------|---------|------------|------|--------|----------------|-------|----|-----------------|----------|------------|-----|-----------------------------------------------|
| <input type="checkbox"/> | 14007857   | DZ   | 1274    | 07/15/2021 | 1000 | 120000 | 140.00         | USD   | ☒  |                 | 46220576 | 06/26/2021 | 040 | RESV_46220576                                 |
| <input type="checkbox"/> | 14001866   | DZ   | 1274    | 02/22/2021 | 1000 | 120000 | 25.00          | USD   | ☒  | BOA1 BALB 21428 | 45677873 | 01/28/2021 | 040 | RESV_45677873 SHORT                           |
| <input type="checkbox"/> | 14004692   | DZ   | 1274    | 04/22/2021 | 1000 | 120000 | 25.00          | USD   | ☒  |                 | 45930436 | 04/08/2021 | 040 | RESV_45930436 SP                              |
| <input type="checkbox"/> | 14005197   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 25.00          | USD   | ☒  | BOA1 BALB 21485 | 45417467 | 12/12/2020 | 040 | RESV_45417467                                 |
| <input type="checkbox"/> | 14005197   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 25.00          | USD   | ☒  | BOA1 BALB 21485 | 45720702 | 02/11/2021 | 040 | RESV_45720702                                 |
| <input type="checkbox"/> | 14005198   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 157.95         | USD   | ☒  | BOA1 BALB 21485 | 45784076 | 02/27/2021 | 040 | RESV_45784076                                 |
| <input type="checkbox"/> | 14005198   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 670.51         | USD   | ☒  | BOA1 BALB 21485 | 45706088 | 02/05/2021 | 040 | RESV_45706088                                 |
| <input type="checkbox"/> | 14005198   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 92.50          | USD   | ☒  | BOA1 BALB 21485 | 45706090 | 02/06/2021 | 040 | RESV_45706090                                 |
| <input type="checkbox"/> | 14005198   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 737.60         | USD   | ☒  | BOA1 BALB 21485 | 45782514 | 02/26/2021 | 040 | RESV_45782514                                 |
| <input type="checkbox"/> | 14005198   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 584.10         | USD   | ☒  | BOA1 BALB 21485 | 45782516 | 02/26/2021 | 040 | RESV_45782516                                 |
| <input type="checkbox"/> | 14005198   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 160.90         | USD   | ☒  | BOA1 BALB 21485 | 45697572 | 02/04/2021 | 040 | RESV_45697572                                 |
| <input type="checkbox"/> | 14005198   | DZ   | 1274    | 05/12/2021 | 1000 | 120000 | 160.90         | USD   | ☒  | BOA1 BALB 21485 | 45826462 | 03/11/2021 | 040 | RESV_45826462                                 |
| <input type="checkbox"/> | 14006679   | DZ   | 1274    | 06/17/2021 | 1000 | 120000 | 50.00          | USD   | ☒  | BOA1 BALB 21510 | 45992896 | 04/24/2021 | 040 | RESV_45992896 Short Paid                      |
| <input type="checkbox"/> | 14007857   | DZ   | 1274    | 07/15/2021 | 1000 | 120000 | 25.00          | USD   | ☒  |                 | 46182838 | 06/17/2021 | 040 | RESV_46182838                                 |
| <input type="checkbox"/> | 14005171   | DZ   | 2548    | 04/17/2020 | 1000 | 120000 | 1,871.60       | USD   | ☒  | MANUAL POST     | 44558220 | 03/08/2020 | 040 | RESV_44558220, CC 12/18                       |
| <input type="checkbox"/> | 45845568   | RV   | 3405    | 02/15/2021 | 1000 | 120000 | 784.00         | USD   | ☒  | 0403288971      | 45845568 | 06/10/2021 | 040 | *VAT# AND DATE>7/16INVE,CC9/2                 |
| <input type="checkbox"/> | 45914484   | RV   | 3405    | 03/04/2021 | 1000 | 120000 | 26,610.00      | USD   | ☒  | 0403338395      | 45914484 | 07/10/2021 | 040 | *VAT# AND DATE>7/16INVE,CC9/2                 |
| <input type="checkbox"/> | 45966452   | RV   | 3405    | 03/18/2021 | 1000 | 120000 | 954.00         | USD   | ☒  | 0403377149      | 45966452 | 07/10/2021 | 040 | *VAT# AND DATE>7/16INVE,CC9/2                 |
| <input type="checkbox"/> | 46219627   | RV   | 3592    | 05/27/2021 | 1000 | 120000 | 24,067.20      | USD   | ☒  | 0403560033      | 46219627 | 06/26/2021 | 040 | DISPUTE: Emld site due to VAT tax 09/09/21 DM |
| <input type="checkbox"/> | 46373711   | RV   | 3592    | 07/09/2021 | 1000 | 120000 | 16,461.60      | USD   | ☒  | 0403672828      | 46373711 | 08/08/2021 | 040 | DISPUTE: Emld site due to VAT tax 09/09/21 DM |
| <input type="checkbox"/> | 46373713   | RV   | 3592    | 07/09/2021 | 1000 | 120000 | 16,461.60      | USD   | ☒  | 0403673677      | 46373713 | 08/08/2021 | 040 | DISPUTE: Emld site due to VAT tax 09/09/21 DM |
| <input type="checkbox"/> | 14003434   | DZ   | 4464    | 03/09/2020 | 1000 | 120000 | 11,378.80      | USD   | ☒  |                 | 42294085 | 12/22/2018 | 040 | Deduction: VAT Tax charged on Inv # 42294085  |
| <input type="checkbox"/> | 14006198   | DZ   | 10626   | 04/17/2019 | 1000 | 120000 | 8,751.20       | USD   | ☒  |                 | 43032707 | 05/17/2019 | 040 | RESV_43032707 20% VAT tax                     |
| <input type="checkbox"/> | 14006198   | DZ   | 10626   | 04/17/2019 | 1000 | 120000 | 671.40         | USD   | ☒  |                 | 43032708 | 05/17/2019 | 040 | RESV_43032708 20% VAT tax                     |

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# NOT PURSUE TAX COLLECTION FROM CUSTOMER

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

TAX WRITE-OFF – WE ARE NOT GOING TO PURSUE COLLECTION OF TAX

## **FB75 – Finance Invoice**

- Post to AR (credit) and Cost of Sales (debit)
  - Customer paid item without tax and Management agrees that they will not pursue further action.
  - Notes:
    - Liability remains, Collins pays the tax on behalf of the customer.
    - Tax Expense not recorded; it is a business expense.
    - Don't want to incur the business expense? Then collect the cert from the customer and load it into Cert Capture.
- Documentation – Use Store Business Document, DO NOT USE Attachment, see additional training.

\* See FB75 Process Details in Appendix

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# RETURNS

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## RETURN – PROCESS A RETURN FROM THE CUSTOMER AND ISSUE A CREDIT

RE or ZRE Sales Order Type in SAP

- Create with Reference to the Original Billing/Invoice Document
- **DATES:** ensure that the post goods issue (PGI) date (if shipped) or pricing date (for non-shippable items) [see note] is within the sales tax exemption certificate valid dates.

ZRAS Sales Order

- Use ZMCR and ZMDR document types with reference to the billing document.

Note: Tax Engine priority – THE FOLLOWING DATES IN THIS SEQUENCE

1. Service Rendered Date
2. Pricing Date
3. Billing Date

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

|               |     |                                                       |          |
|---------------|-----|-------------------------------------------------------|----------|
| Returns       |     | Purchase order no.                                    | TEST TAX |
| Sold-to party | 723 | UNITED PARCEL SERVICE CO / PO BOX 36387 / LOUISVILL.. |          |

|       |          |                         |               |            |            |
|-------|----------|-------------------------|---------------|------------|------------|
| Sales | Shipping | <b>Billing Document</b> | Payment cards | Accounting | Conditions |
|-------|----------|-------------------------|---------------|------------|------------|

|       |     |                                                       |  |
|-------|-----|-------------------------------------------------------|--|
| Payer | 723 | UNITED PARCEL SERVICE CO / PO BOX 36387 / LOUISVILL.. |  |
|-------|-----|-------------------------------------------------------|--|

Terms of Delivery and Payment

|                  |     |                      |                |
|------------------|-----|----------------------|----------------|
| Incoterms        | FCA | TITLE TRANSFER POINT |                |
| Fixed Value Date |     |                      |                |
| Terms of Payment | 05  | Net 30 days          | Add.value days |

Billing

|                       |                      |                    |                                          |
|-----------------------|----------------------|--------------------|------------------------------------------|
| Billing block         | 08 Check Credit Memo | SubsInvProcess     | <input type="checkbox"/>                 |
| Invoicing dates       |                      |                    |                                          |
| Billing Date          | 11/04/2021           | CCode to be billed | 1000 Rohr, Inc.                          |
| BillingPlanType       |                      |                    |                                          |
| Service rendered date | 10/29/2021           | Alt.tax classific. | 1                                        |
| Tax depart. country   | US                   | Tax dest. country  | <input type="checkbox"/> EU triang. deal |

Risk Management

|                      |        |                |                            |
|----------------------|--------|----------------|----------------------------|
| Paymt guarant. proc. | 000002 | Payment cards  |                            |
| Financial doc. no.   |        | Depreciation % | <input type="checkbox"/> % |

Fin. Docs

## Example of a ZRE Document

ZRE created using sales order from Slide 10

Service Rendered date automatically populated from the original PGI. Also, since it is the earliest date, that is what One Source will use.

Note: Tax Engine priority

THE FOLLOWING DATES IN THIS SEQUENCE ...

1. Service Rendered Date
2. Pricing Date
3. Billing Date

---

# STORE BUSINESS DOCUMENT

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## HOW TO “STORE BUSINESS DOCUMENT” IN SAP

Do . . .

- Use “Store Business Document”
- Use the option for the applicable company code.
- Use the right selection for your document type, e.g. xls, doc, pdf
- Test process/access now, submit Service Now (SNOW) ticket as needed to resolve issues.

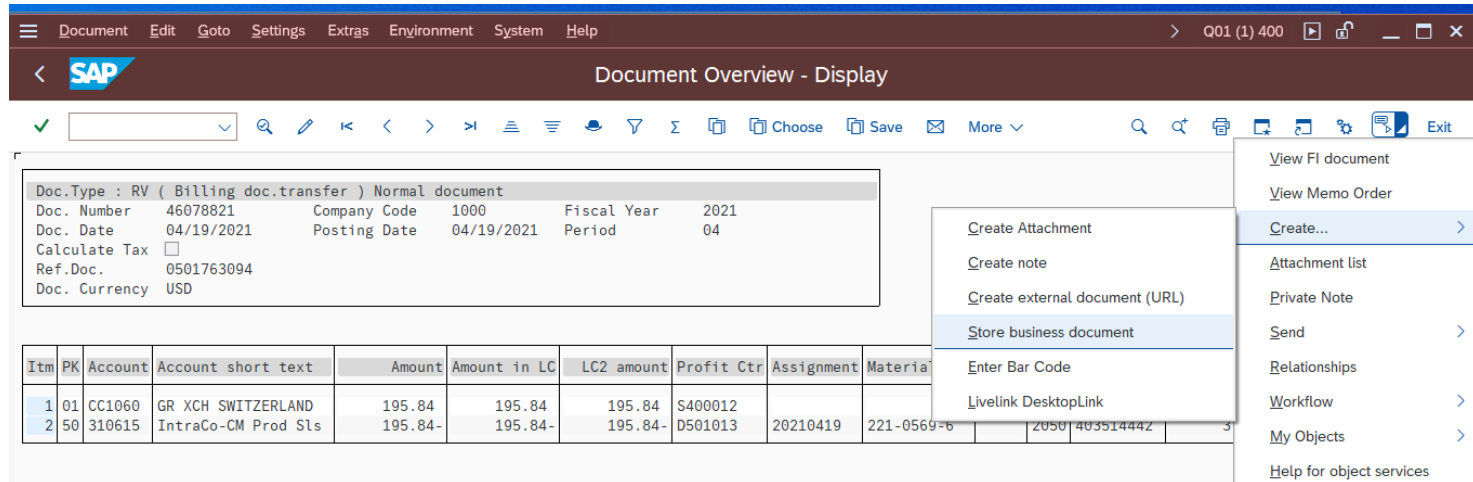
Do Not . . .

- Worry about the accounting document description - i.e. you can use the “AP” description for an “AR” document.
- Use Attachments – Attachments are not secured and are stored on the SAP Server, not the document server. They can impact overall SAP performance.

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## HOW TO “STORE A BUSINESS DOCUMENT” IN SAP

- View document
- Use this Icon: 
- Select Create
- Select Store business document



Document Overview - Display

Doc. Type : RV ( Billing doc.transfer ) Normal document

Doc. Number 46078821 Company Code 1000 Fiscal Year 2021

Doc. Date 04/19/2021 Posting Date 04/19/2021 Period 04

Calculate Tax ☐

Ref.Doc. 0501763094

Doc. Currency USD

| Item | PK | Account | Account short text  | Amount | Amount in LC | LC2 amount | Profit Ctr | Assignment | Material   |
|------|----|---------|---------------------|--------|--------------|------------|------------|------------|------------|
| 1    | 01 | CC1060  | GR XCH SWITZERLAND  | 195.84 | 195.84       | 195.84     | S400012    | 20210419   | 221-0569-6 |
| 2    | 50 | 310615  | IntraCo-CM Prod Sls | 195.84 | 195.84       | 195.84     | D501013    |            |            |

Context Menu Options:

- View FI document
- View Memo Order
- Create...
- Attachment list
- Private Note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services
- Create Attachment
- Create note
- Create external document (URL)
- Store business document
- Enter Bar Code
- Liveline DesktopLink

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## HOW TO “STORE A BUSINESS DOCUMENT” IN SAP

- Scroll down and find your company code
- Select an appropriate document type.
- Note that you can use the “AP” document type for a non-AP transaction.

Archive from Frontend

Scenario: Assign then Store

Document Type

- Accounting document
- 1000 - AP FI Attachment (DOC)
- 1000 - AP FI Attachment (DOCX)
- 1000 - AP FI Attachment (MSG)
- 1000 - AP FI Attachment (PDF)
- 1000 - AP FI Attachment (TIF)
- 1000 - AP FI Attachment (XLS)
- 1000 - AP FI Attachment (XLSX)
- 1000 - AP FI Attachment to Non PO Inv
- 1000 - AP FI NonPO Credit Cd/Conf
- 1000 - AP FI NonPO Credit Cd/Conf (DO
- 1000 - AP FI NonPO Credit Cd/Conf (DO
- 1000 - AP FI NonPO Credit Cd/Conf (MS
- 1000 - AP FI NonPO Credit Cd/Conf (PD
- 1000 - AP FI NonPO Credit Cd/Conf (XLS
- 1000 - AP FI NonPO Credit Cd/Conf (XLS

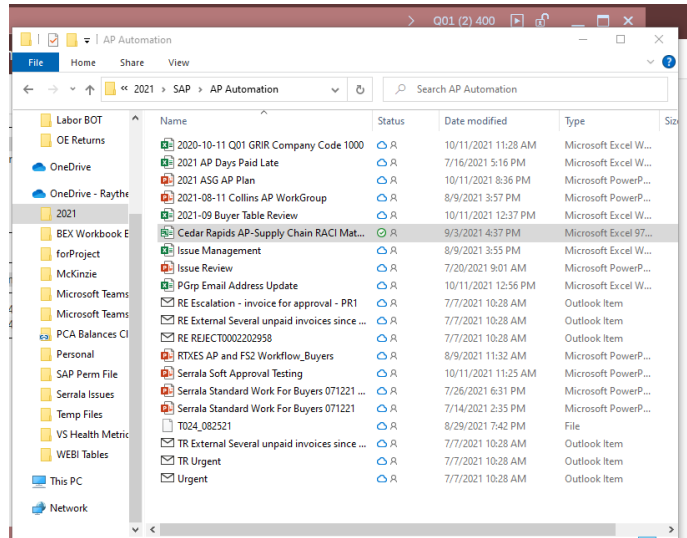
Drag & Drop: Drag your files into the empty field

Enter text here...

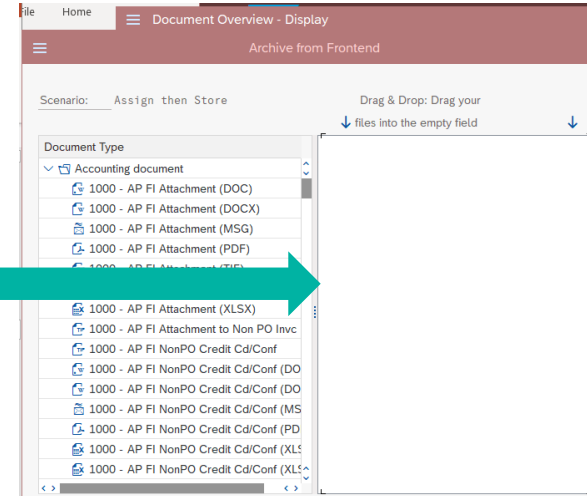
✓ ↩ ✗

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

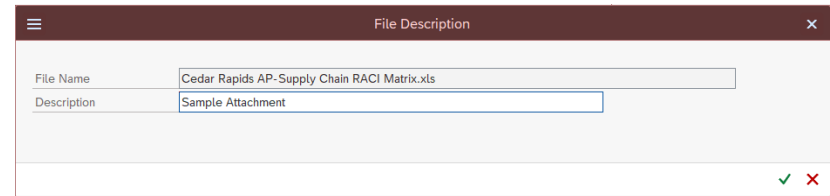
## HOW TO “STORE A BUSINESS DOCUMENT” IN SAP



Drag your file from your PC or Network folder to the SAP Drag & Drop box.



Add a description and check the green check.



# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## HOW TO “STORE A BUSINESS DOCUMENT” IN SAP

- Your file will be added
- Click the green check

Archive from Frontend

Scenario: Assign then Store

Drag & Drop: Drag your files into the empty field

File Storage System:

C:\Users\barb.mckinzie\OneDrive - Raytheon Automation\Cedar Rapids AP-Supply Chain

Number of Files: 1

Document Type

- Accounting document
  - 1000 - AP FI Attachment (DOC)
  - 1000 - AP FI Attachment (DOCX)
  - 1000 - AP FI Attachment (MSG)
  - 1000 - AP FI Attachment (PDF)
  - 1000 - AP FI Attachment (TIF)
  - 1000 - AP FI Attachment (XLS)
  - 1000 - AP FI Attachment (XLSX)
  - 1000 - AP FI Attachment to Non PO Invc
  - 1000 - AP FI NonPO Credit Cd/Conf
  - 1000 - AP FI NonPO Credit Cd/Conf (DO
  - 1000 - AP FI NonPO Credit Cd/Conf (DO
  - 1000 - AP FI NonPO Credit Cd/Conf (MS
  - 1000 - AP FI NonPO Credit Cd/Conf (PD
  - 1000 - AP FI NonPO Credit Cd/Conf (XLS
  - 1000 - AP FI NonPO Credit Cd/Conf (XLS



# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

## HOW TO “STORE A BUSINESS DOCUMENT” IN SAP

Your file will be visible in the attachment list.

 Service: Attachment list 

AttachmentFor100000460788212021



| Icon                                                                              | Title             | CreatrName       | Created On | Typ               |
|-----------------------------------------------------------------------------------|-------------------|------------------|------------|-------------------|
|  | Sample Attachment | Barbara McKinzie | 11/03/2021 | Archived document |

---

# FUTURE ENHANCEMENTS SUGGESTED

# PROCESSING TAX CORRECTIONS AND ADJUSTMENTS

FUTURE ENHANCEMENTS **BARB M: SHOULD WE PUT THIS SLIDE AS APPENDIX?**

Process all Tax Adjustments with VA01

- Reference original Billing/Invoice Document – link for tax reporting.
- Eliminate FB75 – Finance Invoice
- Eliminate storing documents in SAP.

Create two new part numbers configured for correct accounting:

- TAX\_ADJ\_CERT – DR Tax Liability, CR AR
- TAX\_ADJ\_NOCERT – DR Cost of Sales, CR AR

Barb Niedersers to present to the Council for prioritization

# ONESOURCE SALES ORDER PROCESSING

SAMPLE ZRE RETURN ITEM - W/ REFERENCE TO ORIGINAL DELIVERY (BARB M: CAN YOU REVIEW SLIDE 19 TO 21 ONE MORE TIME?)

| Document                               | Quantity | Unit | Ref. value | Currency | On         | Status    |  |
|----------------------------------------|----------|------|------------|----------|------------|-----------|--|
| ✓  GR Standard Order 0008383393 / 10   | 1        | EA   | 1,538.00   | USD      | 03/18/2021 | Completed |  |
| ✓  Standard Delivery 0403390408 / 10   | 1        | EA   |            |          | 03/23/2021 | Completed |  |
| ✓  GR Standard Invoice 0045982537 / 10 | 1        | EA   | 1,538.00   | USD      | 03/23/2021 | Completed |  |
| ✓  → Returns 0060355085 / 10           | 1        | EA   | 1,538.00   | USD      | 04/14/2021 | Completed |  |
| ✓  Returns Delivery 0077801608 / 10    | 1        | EA   |            |          | 06/29/2021 | Completed |  |
| GD returns unrestr. 4937676471 / 1     | 1        | EA   | 187.62     | USD      | 06/30/2021 | complete  |  |
| ✓  Credit for Returns 0089349485 / 10  | 1        | EA   | 1,538.00   | USD      | 06/30/2021 | Completed |  |
| Accounting document 0089349485         | 1        | EA   |            |          | 06/30/2021 | Cleared   |  |

# ONESOURCE SALES ORDER PROCESSING

## SHORT PAYMENT/TAX WRITE OFF PROCESSES

- Legacy HS
  - FSS Write off only if we cannot determine cause
  - All others managed via a system document – eg. FB75
- ASG
  - Write off by FSS
  - Business can request write-off, email?
- Short Pay
  - **Business** validates that customer does not owe tax
    - Cert Capture Updated
      - FSS Write Off (Not Preferred)
      - FB75 (Attach excel document, not preferred)
      - Sales Order Ref Billing Document (New – tax preferred.)
  - **Business** validates that customer owes tax (i.e. Cert Capture No Update) but we are not going to ask them to pay it.
    - **Expense**
    - Cost of Sales

# ONESOURCE SALES ORDER PROCESSING

## OTHER CREDIT SCENARIOS – NOT ADJUSTING US SALES TAX

### ASG

- Annual Contract Royalty Credits
- International – non-domestic tax credits

### SIS

- ZRE Returns Sales Orders – Return of Parts – Service Date – High Priority
  - Tax Engine determines tax date based on the following priority:
    - **Service Rendered Date – Match the original invoice date???**
    - Pricing Date
    - Billing Date

# APPENDIX A – ONESOURCE REPORT ENHANCEMENT

# ONESOURCE TAX REPORTING ENHANCEMENT TO TRACE ORIGINAL DOCUMENT NUMBERS

VA01 VF11

# ONESOURCE REPORT HAS BEEN ENHANCED TO OFFER TRACTABILITY OF ORIGINAL DOCUMENT NUMBER (VA01)

EXAMPLE: ORIGINAL BILLING IS ISSUED BEFORE EXEMPTION CERTIFICATE IS LOADED AND CREDIT MEMO AND DEBIT MEMO IS ISSUED AFTER EXEMPTION CERTIFICATE LOADED.

Original Inv# 44567543 - taxable

**GR Repair Invoice 44567543 (ZFR) Display: Item Data**

Billing Items Accounting

Item 1100 Created By AUTOSYS  
 Item Category IRAL Created On 10.02.2020 Time 19:02:31  
 Material 757183D OUTLINE, 20KVA VSCF CON..  
 Batch 0026863856

Item Detail Item Partners Conditions ForTrade/Customs Item Texts PO Data

Quantity 1 EA Net 18,707.86 USD  
 Tax 1,172.47

| N.. CnTy Name            | Amount    | Crcy | per | U... | Condition value | Curr. |
|--------------------------|-----------|------|-----|------|-----------------|-------|
| Net Value for Item       | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| Taxable Amount           | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| NET VALUE 2              | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| UTXD US Tax per document | 100.000   | %    |     |      | 18,707.86       | USD   |
| UTXE US Tax per document | 0.000     | %    |     |      | 0.00            | USD   |
| XR1 Tax Jur Code Level 1 | 6.000     | %    |     |      | 1,122.47        | USD   |
| XR2 Tax Jur Code Level 2 | 1.000     | %    |     |      | 50.00           | USD   |
| XR3 Tax Jur Code Level 3 | 0.000     | %    |     |      | 0.00            | USD   |
| XR4 Tax Jur Code Level 4 | 0.000     | %    |     |      | 0.00            | USD   |
| XR5 Tax Jur Code Level 5 | 0.000     | %    |     |      | 0.00            | USD   |
| XR6 Tax Jur Code Level 6 | 0.000     | %    |     |      | 0.00            | USD   |
| ZTXE Sabrix Tax Call     | 0.000     | %    |     |      | 0.00            | USD   |
| Total Tax                | 1,172.47  | USD  | 1EA |      | 1,172.47        | USD   |
| Total                    | 19,880.33 | USD  | 1EA |      | 19,880.33       | USD   |

CR Inv# 89309402 - taxable

**MRO Credit Memo 89309402 (ZMG2) Display: Item Data**

Billing Items Accounting

Item 1100 Created By 8134647  
 Item Category G2N Created On 01.06.2020 Time 11:57:59  
 Material 757183D OUTLINE, 20KVA VSCF CON..  
 Batch 0026863856

Item Detail Item Partners Conditions ForTrade/Customs Item Texts PO Data

Quantity 1 EA Net 18,707.86 USD  
 Tax 1,172.47

| N.. CnTy Name             | Amount    | Crcy | per | U... | Condition value | Curr. |
|---------------------------|-----------|------|-----|------|-----------------|-------|
| Net Value for Item        | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| Taxable Amount            | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| NET VALUE 2               | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| ZITD IDT Collect Data     | 100.000   | %    |     |      | 18,707.86       | USD   |
| UTXD US Tax per document  | 100.000   | %    |     |      | 18,707.86       | USD   |
| UTXE US Tax per document  | 0.000     | %    |     |      | 0.00            | USD   |
| ZTXE Sabrix Tax Call      | 0.000     | %    |     |      | 0.00            | USD   |
| ZITE IDT Call Determin.   | 0.000     | %    |     |      | 0.00            | USD   |
| ZIIR FL - STATE SALES/USE | 6.000     | %    |     |      | 1,122.47        | USD   |
| ZIIR FL - BROWARD, COUNTY | 1.000     | %    |     |      | 50.00           | USD   |
| Total Tax                 | 1,172.47  | USD  | 1EA |      | 1,172.47        | USD   |
| Total                     | 19,880.33 | USD  | 1EA |      | 19,880.33       | USD   |

DM Inv# 44633394 - exempt

**MRO Debit Memo 44633394 (ZML2) Display: Item Data**

Billing Items Accounting

Item 1100 Created By 8134647  
 Item Category L2N Created On 09.06.2020 Time 11:20:57  
 Material 757183D OUTLINE, 20KVA VSCF CON..  
 Batch 0026863856

Item Detail Item Partners Conditions ForTrade/Customs Item Texts PO Data

Quantity 1 EA Net 18,707.86 USD  
 Tax 0.00

| N.. CnTy Name             | Amount    | Crcy | per | U... | Condition value | Curr. |
|---------------------------|-----------|------|-----|------|-----------------|-------|
| Net Value for Item        | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| Taxable Amount            | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| NET VALUE 2               | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |
| ZITD IDT Collect Data     | 100.000   | %    |     |      | 18,707.86       | USD   |
| UTXD US Tax per document  | 100.000   | %    |     |      | 18,707.86       | USD   |
| UTXE US Tax per document  | 0.000     | %    |     |      | 0.00            | USD   |
| ZTXE Sabrix Tax Call      | 0.000     | %    |     |      | 0.00            | USD   |
| ZITE IDT Call Determin.   | 0.000     | %    |     |      | 0.00            | USD   |
| ZIIR FL - STATE SALES/USE | 6.000     | %    |     |      | 0.00            | USD   |
| ZIIR FL - BROWARD, COUNTY | 0.000     | %    |     |      | 0.00            | USD   |
| Total Tax                 | 0.00      | USD  | 1EA |      | 0.00            | USD   |
| Total                     | 18,707.86 | USD  | 1EA |      | 18,707.86       | USD   |

# ONESOURCE REPORT HAS BEEN ENHANCED TO OFFER TRACTABILITY OF ORIGINAL DOCUMENT NUMBER (VA01)

- Original Inv# 44567543 – taxable
- CR Inv# 89309402 – taxable
- DM Inv# 44633394 - exempt

Original Billing is issued before Exemption Certificate is loaded and Credit Memo and Debit Memo is issued after Exemption Certificate loaded.

| Company Name                           | Customer Number | Document Number | Exempt Amount | Gross Amount | Tax Amount | Tax Code | Attribute 26 - Line | Tax Determination Date |
|----------------------------------------|-----------------|-----------------|---------------|--------------|------------|----------|---------------------|------------------------|
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0089309402      | 0.00          | -18,707.86   | -1,122.47  | O1       | 0044567543          | 10-Feb-2020            |
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0089309402      | 0.00          | -18,707.86   | -50.00     | O1       | 0044567543          | 10-Feb-2020            |
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0044633394      | 18,707.86     | 18,707.86    | 0.00       | O1       | 0044567543          | 10-Feb-2020            |
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0044633394      | 18,707.86     | 18,707.86    | 0.00       | O1       | 0044567543          | 10-Feb-2020            |

1. EXTRACT REPORT TRACKS THE ORIGINAL INVOICE, CREDIT ONSOURCE TRANSACTION MEMO AND DEBIT MEMO

2. ATTRIBUTE 26 IS THE ONE CAPTURES THE DOC NUMBER OF THE ORIGINAL INVOICE;

3. TAX DETERMINATION DATE IS THE SAME ONE WITH THE ORIGINAL INVOICE.

## G/L Account Line Item Display

Navigation icons: Back, Forward, Home, Search, Print, etc. | Selections | Dispute Case

G/L Account 240500 Accrued Use Tax  
Company Code 6001

| CoCd                     | G/L  | Year   | Period | Assignment | DocumentNo | Type | Doc..Date  | FX | Amount in local cur. | LCurr | Taxable State |
|--------------------------|------|--------|--------|------------|------------|------|------------|----|----------------------|-------|---------------|
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309402   | ZM   | 01.06.2020 | 40 | 1,122.47             | USD   | FLORIDA       |
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309402   | ZM   | 01.06.2020 | 40 | 50.00                | USD   | FLORIDA       |
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309410   | ZM   | 01.06.2020 | 40 | 1,122.47             | USD   | FLORIDA       |
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309410   | ZM   | 01.06.2020 | 40 | 50.00                | USD   | FLORIDA       |
| * ✓                      |      |        |        |            |            |      |            |    | 2,344.94             | USD   |               |
| ** Account 240500        |      |        |        |            |            |      |            |    | 2,344.94             | USD   |               |

# ONESOURCE REPORT HAS BEEN ENHANCED TO OFFER TRACTABILITY OF ORIGINAL DOCUMENT NUMBER (VA01)

- Original Inv# 44567543 – taxable
- CR Inv# 89309402 – taxable
- DM Inv# 44633394 - exempt

Original Billing is issued before Exemption Certificate is loaded and Credit Memo and Debit Memo is issued after Exemption Certificate loaded.

| Company Name                           | Customer Number | Document Number | Exempt Amount | Gross Amount | Tax Amount | Tax Code | Attribute 26 - Line | Tax Determination Date |
|----------------------------------------|-----------------|-----------------|---------------|--------------|------------|----------|---------------------|------------------------|
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0089309402      | 0.00          | -18,707.86   | -1,122.47  | O1       | 0044567543          | 10-Feb-2020            |
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0089309402      | 0.00          | -18,707.86   | -50.00     | O1       | 0044567543          | 10-Feb-2020            |
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0044633394      | 18,707.86     | 18,707.86    | 0.00       | O1       | 0044567543          | 10-Feb-2020            |
| 6001 - Hamilton Sundstrand Corporation | 0000012246      | 0044633394      | 18,707.86     | 18,707.86    | 0.00       | O1       | 0044567543          | 10-Feb-2020            |

1. EXTRACT REPORT TRACKS THE ORIGINAL INVOICE, CREDIT ONESOURCE TRANSACTION MEMO AND DEBIT MEMO

2. ATTRIBUTE 26 IS THE ONE CAPTURES THE DOC NUMBER OF THE ORIGINAL INVOICE;

3. TAX DETERMINATION DATE IS THE SAME ONE WITH THE ORIGINAL INVOICE.

## G/L Account Line Item Display

Navigation icons: Back, Forward, Home, Search, Print, etc. | Selections | Dispute Case

G/L Account 240500 Accrued Use Tax  
Company Code 6001

| CoCd                     | G/L  | Year   | Period | Assignment | DocumentNo | Type | Doc..Date  | FX | Amount in local cur. | LCurr | Taxable State |
|--------------------------|------|--------|--------|------------|------------|------|------------|----|----------------------|-------|---------------|
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309402   | ZM   | 01.06.2020 | 40 | 1,122.47             | USD   | FLORIDA       |
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309402   | ZM   | 01.06.2020 | 40 | 50.00                | USD   | FLORIDA       |
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309410   | ZM   | 01.06.2020 | 40 | 1,122.47             | USD   | FLORIDA       |
| <input type="checkbox"/> | 6001 | 240500 | 2020   | 6 000000   | 89309410   | ZM   | 01.06.2020 | 40 | 50.00                | USD   | FLORIDA       |
| * ✓                      |      |        |        |            |            |      |            |    | 2,344.94             | USD   |               |
| ** Account 240500        |      |        |        |            |            |      |            |    | 2,344.94             | USD   |               |

# ONESOURCE REPORT HAS BEEN ENHANCED TO OFFER TRACTABILITY OF ORIGINAL DOCUMENT NUMBER FOR CANCELLED DOCUMENT(VF11)

1. (Q01 EXAMPLE) – ORIGINAL INVOICE (Q01: 46178240)- TAXABLE
2. BILLING CANCELLATION

**GR Standard Invoice 46178240 (F2) Display: Item Data**

Billing Items Accounting

Item: 20 Created By: 0009725 On: 06/23/2021 Time: 13:40:34  
 Item Category: 20PDP  
 Material: 40181-0101 SENSOR, RECTANGULAR PROXIMITY  
 Batch: 0030429163

Item Det... Item Partners Conditions ForTrade/Customs Item Texts PO Data

Quantity: 1 EA Tax: 1,000.00 USD  
 Net: 95.00

Pricing Elements

| N...      | ChTy   | Name              | Amount   | Cry | per | UoM | Condition value | Curr. | Status | Num |
|-----------|--------|-------------------|----------|-----|-----|-----|-----------------|-------|--------|-----|
| 21TD      | IDT    | Collect Data      | 100.000  | %   |     | 1EA | 1,000.00 USD    |       |        |     |
| 21TXE     | US     | Tax per document  | 0.000    | %   |     |     | 0.00 USD        |       |        |     |
| 21TXE     | Sabrix | Tax Call          | 0.000    | %   |     |     | 0.00 USD        |       |        |     |
| 21ITE     | IDT    | Call Determin.    | 0.000    | %   |     |     | 0.00 USD        |       |        |     |
| 21TR      | TN     | - STATE SALES/USE | 7.000    | %   |     |     | 70.00 USD       |       |        |     |
| 21TR      | TN     | - MONTGOMERY, COU | 2.500    | %   |     |     | 25.00 USD       |       |        |     |
| Total Tax |        |                   | 95.00    | USD |     | 1EA | 95.00 USD       |       |        |     |
| Total     |        |                   | 1,095.00 | USD |     | 1EA | 1,095.00 USD    |       |        |     |
| 21SKTO    | Cash   | Discount          | 0.000    | %   |     |     | 0.00 USD        |       |        |     |

Condition rec. Analysis Update

**Billing Cancel. Invoice (S1) 89346127 (S1) Display: Header data**

Billing Items Accounting Output

Cancel. Invoice (S1): 89346127  
 Payer: 19399 BELL HELICOPTER TEXTRON INC / PO BOX 77007 / FORT WORTH TX 76177-  
 Created By: 0009725 Created On: 06/25/2021 Time: 07:45:43

Head... Head.prtnrs Conditions ForTrade/Customs Head.text

Pricing procedure: 20R001 GR STD Sales Order Pricing

Taxes

Destination Country: US Region: TN  
 Country code: TN  
 City code: TN  
 City code: TN  
 Country sis.tax no.: US  
 Origin sis.tax no.: A Ship-to party

General information

Sales Organization: 4475 SIS Vergennes - US  
 Distribution Channel: 01 Comm/Reg/Bug/Aerop  
 Division: 10 OEM / Production  
 Sales district: 005 North America  
 Shipping Conditions: ROUTE

Inv.list type: LR  
 Billing date: 06/25/2021  
 Cancelled bill: 46178240  
 Canceled

Pricing Elements

| N...      | ChTy   | Name              | Amount   | Cry | per | UoM | Condition value | Curr. | Status |
|-----------|--------|-------------------|----------|-----|-----|-----|-----------------|-------|--------|
| 21TD      | IDT    | Collect Data      | 100.000  | %   |     | 1EA | 1,000.00 USD    |       |        |
| 21TXE     | US     | Tax per document  | 0.000    | %   |     |     | 0.00 USD        |       |        |
| 21TXE     | Sabrix | Tax Call          | 0.000    | %   |     |     | 0.00 USD        |       |        |
| 21ITE     | IDT    | Call Determin.    | 0.000    | %   |     |     | 0.00 USD        |       |        |
| 21TR      | TN     | - MONTGOMERY, COU | 2.500    | %   |     |     | 25.00 USD       |       |        |
| 21TR      | TN     | - STATE SALES/USE | 7.000    | %   |     |     | 70.00 USD       |       |        |
| Total Tax |        |                   | 95.00    | USD |     |     | 95.00 USD       |       |        |
| Total     |        |                   | 1,095.00 | USD |     |     | 1,095.00 USD    |       |        |

Condition rec. Activate Update

**Document Overview - Display**

Doc.Type : ZC ( Customer document ) Normal document

|               |                          |               |            |             |      |
|---------------|--------------------------|---------------|------------|-------------|------|
| Doc. Number   | 89346127                 | Company Code  | 8700       | Fiscal Year | 2021 |
| Doc. Date     | 06/23/2021               | Posting Date  | 06/25/2021 | Period      | 06   |
| Calculate Tax | <input type="checkbox"/> |               |            |             |      |
| Ref.Doc.      | 0403540192               |               |            |             |      |
| Doc. Currency | USD                      | Rev. Doc. For | 46178240   | /           | 2021 |

| Itm | PK | Account | Account short text   | Amount    | Amount in LC | LC2 amount | Profit Ctr | Assignment | Material   | Or |
|-----|----|---------|----------------------|-----------|--------------|------------|------------|------------|------------|----|
| 1   | 12 | 19399   | BELL HELICOPTER TEXT | 1,095.00- | 1,095.00-    | 1,095.00-  |            | 54321      | 40181-0101 |    |
| 2   | 40 | 310600  | CM Product Sales     | 1,000.00  | 1,000.00     | 1,000.00   |            | CCOTH01    |            |    |
| 3   | 40 | 240500  | Accrued Use Tax      | 70.00     | 70.00        | 70.00      |            | CCOTH01    |            |    |
| 4   | 40 | 240500  | Accrued Use Tax      | 25.00     | 25.00        | 25.00      |            |            |            |    |

## ONESOURCE REPORT HAS BEEN ENHANCED TO OFFER TRACTABILITY OF ORIGINAL DOCUMENT NUMBER FOR CANCELLED DOCUMENT(VF11)

3. (Q01 Example) add the needed certificate for sold to customer before rebill

3

### ONESOURCE™ INDIRECT TAX DETERMINATION



Menu Help 1 Certificates Found. Ying Chen - 8700 - SIS VT Logout

Exemptions and Licenses Search Customer Licenses Certificate Certificate Use Zones Authorities Exempt Reasons

Selected Group: DEFAULT (8700 - SIS VT) Selected Customer: BELL HELICOPTER TEXTRON INC Selected Certificate: 250 Search Actions

Search For

☐ Customers  
☒ Certificates

Customer Group: DEFAULT (8700 - SIS VT) Group

Customer Name: BELL HELICOPTER TEXTRON I

Customer Number: 0000019399

Status:

Certificate Number:

From Date:   
To Date:

Exempt Reason:

Tax Data Type: United States Tax Data

Country / State: - CUSTOM -

Search Results:

| Certificate Number | Customer Name               | Customer Number | Country / State | Status | Exempt Reason | Valid From | Expiration Date |
|--------------------|-----------------------------|-----------------|-----------------|--------|---------------|------------|-----------------|
| 250                | BELL HELICOPTER TEXTRON INC | 0000019399      | TENNESSEE       | A      | RESALE        | 01/01/2021 | 12/31/9999      |

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# ONESOURCE REPORT HAS BEEN ENHANCED TO OFFER TRACTABILITY OF ORIGINAL DOCUMENT NUMBER FOR CANCELLED DOCUMENT(VF11)

|             |                          |            |         |                  |                         |            |          |            |           |
|-------------|--------------------------|------------|---------|------------------|-------------------------|------------|----------|------------|-----------|
| Run Date:   | 6/25/2021 10:02          |            |         |                  |                         |            |          |            |           |
| Data Last I | 6/25/2021 7:31           |            |         |                  |                         |            |          |            |           |
| Company     | 8700 - SIS VT            |            |         |                  |                         |            |          |            |           |
| Date Type   | Transaction              |            |         |                  |                         |            |          |            |           |
| Start Date  | 25-Jun-21                |            |         |                  |                         |            |          |            |           |
| End Date:   | 25-Jun-21                |            |         |                  |                         |            |          |            |           |
|             |                          |            |         |                  |                         |            |          |            |           |
| Company     | Buyer, Middleman, Seller |            |         |                  |                         |            |          |            |           |
| Omit Fully  | No                       |            |         |                  |                         |            |          |            |           |
|             |                          |            |         |                  |                         |            |          |            |           |
| Document    | Document Number          | Company    | Company | Total Tax Amount | Total Tax Amount - Line | Transactio | Document | Descriptio | Gross Amc |
| 23-Jun-21   | 89346127                 | 8700 - SIS | S       | -95              | -95                     | 25-Jun-21  | M        | SENSOR, R  | -1,000.00 |
| 23-Jun-21   | 89346127                 | 8700 - SIS | S       | -95              | -95                     | 25-Jun-21  | M        | SENSOR, R  | -1,000.00 |

|           |           |            |            |            |            |            |             |
|-----------|-----------|------------|------------|------------|------------|------------|-------------|
| 2         | Tax Deter | Ship To St | Ship To Cc | Ship To Cc | Ship To Ci | Ship To Pc | Attribute 1 |
| 16-Jun-21 | TENNESSE  | MONTGO     | UNITED ST  | UNINCORP   | 37043      | 46178240   |             |
| 16-Jun-21 | TENNESSE  | MONTGO     | UNITED ST  | UNINCORP   | 37043      | 46178240   |             |

\* Attribute 1 is the one captures the doc number of the original invoice;

# APPENDIX B – FB75

FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE  
 USE ON EXCEPTION BASIS ONLY (NO TRACEABILITY)  
VALID EXEMPTION CERTIFICATE MUST BE LOADED IN ONE SOURCE BEFORE  
 ANY CREDIT CAN TAKE PLACE. CERT NEEDS TO COVER THE SERVICE RENDER  
 DATE ON THE ORIGINAL ORDER OF THE INVOICE.

- Enter Company Code for your business of where incorrect tax Invoice was created and press **Enter** on the keyboard or click green check mark below.

Enter the following **Header** fields on the **Basic Data** tab.

- Transactn** - Credit memo
- Customer** - Payer Customer #
- Document date** – Today's Date
- Posting Date** -Today's Date
- Reference** – Tax Credit (THIS IS A MUST IN ORDER TO BE ABLE TO IDENTIFY IT'S A TAX CREDIT DONE THROUGH FB75 AND NO OTHER TYPE OF CREDIT) KEY FIELD FOR REPORTS.
- Amount** - Tax Amount (Do not put in the Tax Amount field)
- Text** - Reverse Tax for invoice and the invoice number (this should be the original invoice number the tax was charged on).

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

Click on the Payment tab.

Enter the original invoice number that you are cancelling the taxes on in the Inv. Ref field and the year the original invoice was dated (Do not add anything in the third field – leave blank). This invoice date is important so it pulls in the right field for the profit center of the original invoice. Even though the tax amount will go to the g/l account you specify below – when the credit goes to A/R, the profit center it will carry will be of the original invoice. This helps the open A/R to show up on the right BU's reports.

| St... | G/L acct | Short Text | D/C    | Amount in doc.curr. | Loc.curr.amount | T... | Tax jurisdiction code | Assignment no. |
|-------|----------|------------|--------|---------------------|-----------------|------|-----------------------|----------------|
|       | 240500   |            | S Deb. | 704.26              | 0.00            | 01   | USVA2014762161        |                |
|       |          |            | S Deb. |                     | 0.00            |      |                       |                |

Enter the following item fields and press Enter through all warning messages:

G/L acct – 240500 if you credit tax; if writing off, the G/L should be cost of sales account

Amount in doc curr. – Tax Amount

Tax code – ZO (letter O, not zero) **MUST BE INCLUDED ON ALL TAX CREDITS/DEBITS**

Tax jurisdiction code – Ship to on order - **It is country + State + Zip e.g. USNY1053010 (country + State + Zip)**

**See next screen if you do not know how to find the ship to information for the order.**

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

TO FIND THE TAX JURISDICTION CODE TO BE ENTERED ON THE CREDIT – GO TO VA03 – ENTER THE BILLING DOCUMENT – CLICK ON SEARCH

**Display Sales Order: Initial Screen**

 Sales  Item overview  Ordering party  Characteristics | List of

Order

**Search Criteria**

|                    |                      |
|--------------------|----------------------|
| Purchase Order No. | <input type="text"/> |
| Sold-To Party      | <input type="text"/> |
| Delivery           | <input type="text"/> |
| Billing Document   | 58112807             |
| WBS Element        | <input type="text"/> |
| Material           | <input type="text"/> |

 Search

See Next Screen

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

GO TO THE HEADER ON THE ORDER

**Display GR Standard Order 4869683: Overview**

List of sales orders

|                   |            |                                                         |            |     |
|-------------------|------------|---------------------------------------------------------|------------|-----|
| GR Standard Order | 4869683    | Net value                                               | 142,567.36 | USD |
| Sold-To Party     | 12272      | SATAIR USA / 525 WESTPARK DRIVE / PEACHTREE CITY GA ... |            |     |
| Ship-To Party     | 73306      | SATAIR USA / 21780 FILIGREE CT / ASHBURN VA 20147-6216  |            |     |
| PO Number         | 4500240646 | PO Date                                                 | 12/15/2016 |     |

Sales Item overview Item detail Ordering party Procurement Shipping Fast data ent

GO TO THE PARTNERS TAB

**Display GR Standard Order 4869683: Header Data**

Purchase order no. 4500240646

Sold-to party 12272 SATAIR USA / 525 WESTPARK DRIVE / PEACHTREE CITY G...

Sales Shipping Billing Document Accounting Conditions Account assignment Partners Texts

Order Type ZOR GR Standard Order Document date 12/15/2016

Go to next page

FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE  
DOUBLE CLICK ON THE “SHIP-TO PARTY” “PARTNER” # EG. 73306 BELOW

**Display GR Standard Order 4869683: Header Data**

GR Standard Order 4869683 Purchase order no. 4500240646  
Sold-to party 12272 SATAIR USA / 525 WESTPARK DRIVE / PEACHTREE CITY G...

Sales Shipping Billing Document Accounting Conditions Account assignment Partners Texts

Display Range All partners

|  | Partn.Funct.  | Partner | Name       | Street             | Postal c... | Cty            |
|--|---------------|---------|------------|--------------------|-------------|----------------|
|  | Sold-to party | 12272   | SATAIR USA | 525 WESTPARK DRIVE | 30269-15... | PEACHTREE CITY |
|  | Bill-to party | 12272   | SATAIR USA | 525 WESTPARK DRIVE | 30269-15... | PEACHTREE CITY |
|  | Payer         | 12272   | SATAIR USA | 525 WESTPARK DRIVE | 30269-15... | PEACHTREE CITY |
|  | Ship-to party | 73306   | SATAIR USA | 21780 FILIGREE CT  | 20147-62... | ASHBURN        |

THE TAX JURISDICTION CODE SHOULD BE BASED OFF OF THIS SCREEN US VA 2014- 76216

Street Address

Street/House number 21780 FILIGREE CT

Postal Code/City 20147-6216 ASHBURN

Country US USA Region VA Virginia

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

TAB OVER TO TEXT FIELD AND TYPE TAX CREDIT AGAINST ORIGINAL INVOICE XXXXXXXX AND YEAR XXXX. THIS NOTE WILL APPEAR ON THE CREDIT INVOICE.  
SAVE AT TOP OF SCREEN – YOU WILL GET DIFFERENT WARNING MESSAGES BUT OK TO ENTER THROUGH THE ONES SHOWING ON THE NEXT PAGES

**Enter Customer Credit Memo: Company Code 6001**

Tree off Company Code Hold Simulate Park Editing options Debit/Credit Linkage

Transactn Credit memo

Basic data Payment Details Tax Notes Local currency

Blane date 12/01/2020 Pmnt Terms Days Days net

CashDiscnt Disc.base

Amt to be calculated

Pmt Method Pmnt block Free for payment

Inv.ref. 58112807 2017 1

Reason cde House bank

Customer

Address

SATAIR USA  
525 WESTPARK DRIVE  
SUITE 400  
PEACHTREE CITY GA 30269-1577  
4046756333

OIs Bank details

0 Items ( Screen Variant : ONESOURCE\_0100 )

| S... | G/L acct | Short Text | D/C   | Amount in doc.curr. | Text                                              |
|------|----------|------------|-------|---------------------|---------------------------------------------------|
|      | 240500   |            | Debit | 704.26              | Tax credit against original invoice 58812807 2017 |

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

ENTER THROUGH THE FOLLOWING WARNING MESSAGES – (WARNING MESSAGES WILL HAVE A YELLOW MESSAGE SIGN AS BELOW

 Invoice reference to cleared item

 Tax entered incorrect (code ZO, amount 0.00), correct 704.26 USD

CREDIT MEMO HAS BEEN CREATED

 Document 92001030 was posted in company code 6001

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

ATTACHING SIGNED FORM TO CREDIT OR EMAIL FROM ADMINISTRATION INSTRUCTING TO ISSUE CREDITS.  
GO TO FB02

ENTER IN THE BELOW INFORMATION AND HIT ENTER OR IT MAY JUST FILL IN WITH THE RIGHT INFORMATION

### Display Document: Initial Screen

Document List First Item Editing Options

#### Keys for Entry View

Document Number 92001030  
Company Code 6001  
Fiscal Year 2020

YOU CAN VERIFY THAT THE CORRECT ACCOUNTS WERE USED WHEN CREATING THE TAX CREDIT. THE PROFIT CENTER FOR THE TAX WILL BE DIFFERENT FOR EACH COMPANY CODE. THIS PROFIT CENTER DEFAULTS FOR COMPANY CODE 6001.

Doc.Type : DG ( Customer credit memo ) Normal document  
Doc. Number 92001030 Company Code 6001 Fiscal Year 2020  
Doc. Date 12/01/2020 Posting Date 12/01/2020 Period 12  
Calculate Tax ☐  
Ref.Doc. TAX CREDIT  
Doc. Currency USD

| Itm | PK | Account | Account short text | Amount  | Amount in LC | LC2 amount | Profit Ctr | Assignment |
|-----|----|---------|--------------------|---------|--------------|------------|------------|------------|
| 1   | 11 | 12272   | SATAIR USA         | 704.26- | 704.26-      | 704.26-    |            | 0000012272 |
| 2   | 40 | 240500  | Accrued Use Tax    | 704.26  | 704.26       | 704.26     | N095330I   | 000000     |

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

YOU WILL NEED TO GO TO THE DROP DOWN ARROW.  
CLICK THE ARROW BESIDE IT – CREATE – CREATE ATTACHMENT AND PULL THE DOCUMENT FROM  
YOUR SAVED FILES

**\*\*IT IS SUGGESTED YOU SAVE THE BACKUP WITH THE NEW CREDIT NOTE NUMBER IN THE  
TITLE\*\***

 **Document Overview - Display**

 Choose Save  Tax data 

|                                                        |                          |              |            |             |      |
|--------------------------------------------------------|--------------------------|--------------|------------|-------------|------|
| Doc.Type : DG ( Customer credit memo ) Normal document |                          |              |            |             |      |
| Doc. Number                                            | 92001030                 | Company Code | 6001       | Fiscal Year | 2020 |
| Doc. Date                                              | 12/01/2020               | Posting Date | 12/01/2020 | Period      | 12   |
| Calculate Tax                                          | <input type="checkbox"/> |              |            |             |      |
| Ref.Doc.                                               | TAX CREDIT               |              |            |             |      |
| Doc. Currency                                          | USD                      |              |            |             |      |

| Itm | PK | Account | Account short text | Amount  | Amount in LC | LC2 amount | Profit Ctr | Assignment | Mate |
|-----|----|---------|--------------------|---------|--------------|------------|------------|------------|------|
| 1   | 11 | 12272   | SATAIR USA         | 704.26- | 704.26-      | 704.26-    |            | 0000012272 |      |
| 2   | 40 | 240500  | Accrued Use Tax    | 704.26  | 704.26       | 704.26     | N095330T   | 000000     |      |

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

For auditing purpose and to standardize putting notes on a sales order when a tax credit is performed, follow the procedure below. **FB75 has no connection to the original sales order** so there will not be any link to this credit in your document flow of the original sales order.

Go to VA02 - type in order number – hit enter

**Display Sales Order: Initial Screen**

Sales Item overview Ordering party Characteristics

Order 4869683

Select the header icon

**Change GR Standard Order 4869683: Overview**

List of sales orders

|                   |            |                                                                |            |     |
|-------------------|------------|----------------------------------------------------------------|------------|-----|
| GR Standard Order | 4869683    | Net value                                                      | 142,567.36 | USD |
| Sold-To Party     | 12272      | SATAIR USA / 525 WESTPARK DRIVE / PEACHTREE CITY GA 30269-1577 |            |     |
| Ship-To Party     | 73306      | SATAIR USA / 21780 FILIGREE CT / ASHBURN VA 20147-6216         |            |     |
| PO Number         | 4500240646 | PO Date                                                        | 12/15/2016 |     |

Sa... Item overview Item detail Ordering party Procurement Shipping Fast data entry Reason for rejection

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

Go to the texts tab

Double click on the Billing Note Internal and add a note like the one below. Make sure to at least put the credit number and year, and it was done in FB75. This is because you have to go to a special t-code to print these credits and will give people a heads up where to go print them or type exactly like below so a person knows exactly what t-code to print this credit from. Also if the customer short paid, you may want to add to the notes the document number showing in AR.

**Change GR Standard Order 4869683: Header Data**

GR Standard Order: 4869683      Purchase order no.: 4500240646  
Sold-to party: 12272      SATAIR USA / 525 WESTPARK DRIVE / PEACHTREE CITY GA 30269-1577

Sa... Shipping Billing Document Payment cards Accounting Conditions Account assignment Partners **Texts** Order Data St

Txt ty.      Lang.      [Icons]

- General Note
- Customer Shipping Requisition
- Billing Note Internal**
- Billing Note External

Credit 92000372 was issued for tax \$704.26 through FB75 on 6/19/17 -  
Print this credit in ZFIGMINV for copy of credit

Click the save button at the top of the screen and you will get a note stating it has been saved.

GR Standard Order 4869683 has been saved

IF YOU GO BACK INTO THE ORDER, YOUR NOTES WILL APPEAR AS FOLLOWS AND THE BILLING NOTE INTERNAL WILL HAVE "EN" IN THE LANG. COLUMN TO SHOW THERE IS A NOTE. DOUBLE CLICK ON THE "BILLING NOTE INTERNAL". YOU WILL SEE THE SAVED MESSAGE.

**Change GR Standard Order 4869683: Header Data**

GR Standard Order 4869683 Purchase order no. 4500240646  
Sold-to party 12272 SATAIR USA / 525 WESTPARK DRIVE / PEACHTREE CITY GA 30269-1577

Sa... Shipping Billing Document Payment cards Accounting Conditions Account assignment Partners Texts Order

| Txt ty.                       | Lang. |
|-------------------------------|-------|
| General Note                  | EN    |
| Customer Shipping Requisition |       |
| <b>Billing Note Internal</b>  | EN    |
| Billing Note External         |       |
| Engine Location               |       |

Credit 92000372 was issued for tax \$704.26 through FB75 on 6/19/17 -  
Print this credit in ZFIGMINV for copy of credit

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

Printing an Invoice

Go to t-code ZFIGMINV

Enter the following fields and click Execute button:

**Print Miscellaneous Invoice**

Parameters:

|                 |          |
|-----------------|----------|
| Document Number | 92000372 |
| Company Code    | 6001     |
| Fiscal Year     | 2017     |

Barb M: how to print credit and make it a PDF, do you know?

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

Copy of Credit below

Sometimes the Purchase Order from the original invoice also appears on the credit note, even though you did not type that in FB75. It pulled the purchase order from the original invoice when it was entered on the Payment tab. Other times it just pulls the customer number. This can be sent to the customer or just kept internally. *These credits do not get sent out to the customer by the billing department so if customer needs this credit you will need to print and send.*

**Print Preview of UTAS2117-PR010 Page 00001 of 00**

Archive Print and Archive

**CREDIT MEMO**

Hamilton Sundstrand Corporation  
One Hamilton Road, Windsor Locks, CT 06096-1000

 **UTC Aerospace Systems**

Bill To: SATAIR USA  
525 WESTPARK DRIVE  
REACHTREE CITY GA 30269-1577  
USA

Ship To: SATAIR USA  
525 WESTPARK DRIVE  
REACHTREE CITY GA 30269-1577  
USA

Document Information:

Document No: 92000372  
Document Date: 06/19/2017  
Payment Due Date: 02/23/2017  
Amount Due to you: 704.26

Shipping Date:  
Delivery No:  
Bill of Lading:  
Purchase Order No: 4500240646  
Sales Order No:  
Contract No:

| Item | Material Number / Description | Qty  | Unit Price | UoM | Amount |
|------|-------------------------------|------|------------|-----|--------|
| 1    |                               | 1.00 | 704.26     | E A | 704.26 |

## FB75 TAX ONLY ADJUSTMENT – ONE CREDIT PER INVOICE

Finance – Send all information back to the administration team that credit was completed. If customer has not paid the invoice provide administration team with a copy of the credit.

Administration should be providing the customer with any copies they need to pay and should send information to the proper credit and collection rep. to offset any open items in A/R related to credits which have been issued. Or send to [cash.application@hs.utc.com](mailto:cash.application@hs.utc.com) and copy each credit and collection

# BACKUP

WORKING DOCUMENTS



# ONESOURCE SALES ORDER PROCESSING

## TEAM MEMBERS

### **Business Units**

|                      |                                                                                  |
|----------------------|----------------------------------------------------------------------------------|
| McKinzie, Barb       | <a href="mailto:barb.mckinzie@collins.com">barb.mckinzie@collins.com</a>         |
| Richey, Dean         | <a href="mailto:Dean.Richey@collins.com">Dean.Richey@collins.com</a>             |
| Yetman, Catherine    | <a href="mailto:Catherine.Yetman@collins.com">Catherine.Yetman@collins.com</a>   |
| Stadtherr, Arcelia   | <a href="mailto:Arcelia.Stadtherr@collins.com">Arcelia.Stadtherr@collins.com</a> |
| Creekmore, Michael D | <a href="mailto:Michael.Creekmore@collins.com">Michael.Creekmore@collins.com</a> |
| Ascaridis, Barbara   | <a href="mailto:Barbara.Ascaridis@collins.com">Barbara.Ascaridis@collins.com</a> |
| Ulmer, Nichole A     | <a href="mailto:Nichole.Ulmer@collins.com">Nichole.Ulmer@collins.com</a>         |
|                      |                                                                                  |
| Coombes, Bonnie R    | <a href="mailto:Bonnie.Coombes@collins.com">Bonnie.Coombes@collins.com</a>       |
| Scott, Theresa M     | <a href="mailto:Theresa.Scott@collins.com">Theresa.Scott@collins.com</a>         |
| Ireton, Michelle     | <a href="mailto:michelle.ireton@collins.com">michelle.ireton@collins.com</a>     |
|                      |                                                                                  |
| Sheldrake, Ted J     | <a href="mailto:Ted.Sheldrake@collins.com">Ted.Sheldrake@collins.com</a>         |
| Nieders, Barb A A    | <a href="mailto:barb.nieders@collins.com">barb.nieders@collins.com</a>           |
| Appling, DeAnn M     | <a href="mailto:DeAnn.Appling@collins.com">DeAnn.Appling@collins.com</a>         |
| Gnerer, Renia        | <a href="mailto:Renia.Gnerer@collins.com">Renia.Gnerer@collins.com</a>           |

### **Tax**

|                    |                                                                      |
|--------------------|----------------------------------------------------------------------|
| Coates, William M  | <a href="mailto:william.coates@rtx.com">william.coates@rtx.com</a>   |
| Brodbar, Matthew C | <a href="mailto:matthew.brodbar@rtx.com">matthew.brodbar@rtx.com</a> |
| Habzda, Peter A    | <a href="mailto:peter.habzda2@rtx.com">peter.habzda2@rtx.com</a>     |

### **Tax Technology**

|                   |                                                                    |
|-------------------|--------------------------------------------------------------------|
| Stifel, Matthew J | <a href="mailto:matthew.stifel@rtx.com">matthew.stifel@rtx.com</a> |
| Chen, Ying        | <a href="mailto:ying.chen2@rtx.com">ying.chen2@rtx.com</a>         |

### **DT**

|                 |                                                                        |
|-----------------|------------------------------------------------------------------------|
| Panther, Mary S | <a href="mailto:Mary.Panther@collins.com">Mary.Panther@collins.com</a> |
|-----------------|------------------------------------------------------------------------|

# ONESOURCE SALES ORDER PROCESSING

## TO DO ITEMS

| #- F | To Do                                                                                                                                                                                | Actions/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                    | Assigned to                               | ECD                                                                                                                                                                                   | Status |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1    | How to process other, not tax adjustment related, credits                                                                                                                            | <ul style="list-style-type: none"> <li>Provide examples of credits other than tax to the tax team for review. (Complete)</li> <li>Schedule Follow-up with Tax Department as Needed to address your issues.</li> </ul>                                                                                                                                                                                                                               | Team Members                              | 9/17/2021                                                                                                                                                                             | ●      |
| 2    | Using VA01 to adjust tax after a customer short-pays an invoice, AND cert capture has been updated to exempt the customer OR master data has been updated to exempt the transaction. | <ul style="list-style-type: none"> <li>Identify Name and GL Account Number</li> <li>Submit DT Ticket</li> <li>Configuration</li> <li>Testing and Validation</li> </ul> <p>From Barb and Theresa</p> <ul style="list-style-type: none"> <li>US Sales taxes adjustment</li> <li>240500</li> </ul> <p><b>INC3246430 created</b></p> <p>Add config for New Part Number that Offsets to Tax Adjustment Account - Global Next Project (April Jackson)</p> | Barb N/Theresa S.<br>Barb M<br>DT<br>Team | Email Sent(BAM)<br><br>DT Ticket<br><b>TO BE PRIORITIZE AS AN ENHANCEMENT – USE FB75 IN THE INTERIM.</b><br><br><b>Barb Neiders to address with Council. CLOSED for this project.</b> | ●      |
| 3    | FB75 for large adjustments, attached document in <b>FBL5N</b> .                                                                                                                      | <ul style="list-style-type: none"> <li>Provide Example</li> <li>Submit ticket and validate that transaction is activated for document server</li> </ul> <p><b>INC3246560 created</b></p> <p>FBL5N - Please validate that this transaction is activate for the document server (Mary Panther)</p>                                                                                                                                                    | Barb N/Theresa S.<br>Barb M               | Email Sent(BAM)<br><br>DT Ticket<br><b>VALIDATED will provide training to users.</b>                                                                                                  | ●      |

# ONESOURCE SALES ORDER PROCESSING

## TO DO ITEMS

| #7 | To Do                                                                                                                                                                                                                                                                                                                 | Actions/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Assigned to                                    | ECD                                                                                               | Status                                                                              |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 4  | <p><b>ZRAS Returns Process</b> – not currently configured to allow creation with reference to invoice. Use CR/DR Memo</p> <p><b>VA01</b></p> <ul style="list-style-type: none"> <li>ZSCR – Cannot reference billing document. (In SJI)</li> <li>CR – Can reference billing document. (Need to update SJI.)</li> </ul> | <ul style="list-style-type: none"> <li>Update standard work to use VA01 with CR sales order type and reference billing document. (Ranjini)</li> <li>Follow-up with Foley MRO (VA01/VF11) (Barb)</li> <li>Process works with ZMCR and ZMDR document types.</li> </ul>                                                                                                                                                                                                | <p>Barb M<br/>Ranjini</p> <p>Barb M.</p>       | Meeting 8/30                                                                                      |  |
| 5  | <p><b>ZSCI Consignment Process</b> – uses separate sales order types, may not work with above documents, would need further testing.</p>                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Set up example in test. (Ranjini)               <ul style="list-style-type: none"> <li>VA01 Consumption Invoicing (ZCI)</li> <li>VA01 Return Invoicing (ZSRE)</li> </ul> </li> <li>See if there is a difference using CR (Ranjini)</li> <li>Create DT ticket to request how to “create with reference to Invoice.”</li> <li>Implement any required DT Changes</li> <li>Create Ticket to Tax Technology for Review</li> </ul> | <p>Ranjini<br/>Barb M</p> <p>DT<br/>Barb M</p> | Requested additional testing from ASG Team on 10/17 – lower priority, process not active for ASG. |  |
| 6  | What is the impact to the ZRE process?                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Need to create with reference to billing document.</li> <li>Need to ensure that certificate is valid on original shipment date/service rendered date.</li> </ul>                                                                                                                                                                                                                                                             | Barb                                           |                                                                                                   |  |
| 7  | What is accounting if business forgives tax                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Write off as cost of sales.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       | Cat Yetman                                     |                                                                                                   |  |

# ONESOURCE SALES ORDER PROCESSING

## WAYS TO PROCESS TAX ADJUSTMENTS IN SAP – APPROVED PROCESS

| TCode                                         | Who                                       | Description                                                                                                                                                                                                              | Description                                                                                                                                                                                                                                                                                                                        | Reference                                                                              | Comment                                                                                                                                                                                                                                      |
|-----------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VF11<br><br>(VF02 w/Cancel Option calls VF11) | Billing Team<br>Finance Team              | <p>Cancelling the original invoice with tax on the original sales order.</p> <p>(Rebill would occur on VF01 or VF04 on the same sales order.)</p>                                                                        | <p>Cancel/Rebill - Referenced to the Billing Document (Invoice Number).</p> <p>Note: VF11 will only work if the <b>PGI Date</b> is within the sales tax exemption certificate valid dates. For example, if you Avalara says the valid date is Feb 1, but the <b>PGI (shipment date)</b> was Jan 31, <b>VF11 will not work.</b></p> | <p>Created in the sales order, so there is an automatic</p>                            | <p>Tax Preferred. Adjusts tax based on original invoice and sends Invoice Number to Tax Report.</p> <p>Need to ensure that the Customer Certificate is active as of the original <b>PGI Date (shipment date)</b>— service rendered date.</p> |
| VA01                                          | Customer Service Rep<br>Sales Order Entry | <p>Process a separate SAP Credit Transaction for the original sales amount plus tax.</p> <p>(Rebill, if required, would occur using a DR. No reference to billing document because we want different tax treatment.)</p> | <p>Complete Rebill with Original Part Number w/Tax Determination to Correct Tax Account, (CR/DR)</p>                                                                                                                                                                                                                               | <p>Create <b>credit</b> with Reference to <b>Billing Document</b> (Invoice Number)</p> | <p>Tax Preferred. Adjusts tax based on original invoice and sends Invoice Number to Tax Report</p> <p>If we are specifically adjusting tax, reference to billing document is required.</p>                                                   |

# ONESOURCE SALES ORDER PROCESSING

## WAYS TO PROCESS TAX ADJUSTMENTS IN SAP – APPROVED SHORT PAY WRITE OFF

| TCode                                                                            | Who                                                                                                                              | Description                                                | Description                                                                                                                                                                                                                                      | Reference                                                                                                       | Comment                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CURRENT PROCESS</b>                                                           |                                                                                                                                  |                                                            |                                                                                                                                                                                                                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                      |
| FB75                                                                             | Finance                                                                                                                          | Finance Invoice                                            | <p>No part number required, offset to GL Account with a miscellaneous invoice.</p> <ul style="list-style-type: none"> <li>DR Tax Liability</li> <li>CR Customer Account</li> </ul>                                                               | <p>Cannot create these with reference. See comment – attach documentation in FBL5N.</p>                         | <ul style="list-style-type: none"> <li><b>Not tax preferred , if there is no other option, this is the one to use</b></li> <li>Used when customer has short-paid the invoice, and now Cert Capture has provided certificate or master data has been updated, and volume of invoices prohibits processing at the line item level.</li> <li>Attach PDF to Invoice in FBL5N.</li> </ul> |
| <b>FUTURE PROCESS – Enhancement Request Submitted – Use FB75 in the interim.</b> |                                                                                                                                  |                                                            |                                                                                                                                                                                                                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                      |
| VA01                                                                             | Customer Service Rep<br>Sales Order Entry –<br>Short Payment due to<br>Tax, and we have<br>validated that we<br>have valid cert. | CR/DR Memo for <u>Tax Only</u><br>Lump Sum Credit “Credit” | <ul style="list-style-type: none"> <li>New part number with correct JL account number (US)</li> <li>DR Tax Liability</li> <li>CR Customer Account</li> </ul> <p>Note: Material group on the new part number would need to be set to not tax.</p> | <p>Create with Reference to <b>Billing Document</b> and change the part number and amount on the line item.</p> | <ul style="list-style-type: none"> <li>Used when customer has short-paid the invoice, and now has provided a certificate or master data has been updated.</li> </ul>                                                                                                                                                                                                                 |

### Notes

- Open unpaid tax amounts will consume credit levels, as SAP will see it as an open AR.
- Collector can view details during the hold review/release process.
- Business Expense for Write-off w/o certificate: Cat Yetman to provide input on accounting and approval required.

# ONESOURCE SALES ORDER PROCESSING

WAYS TO PROCESS TAX ADJUSTMENTS IN SAP – DO NOT USE

| TCode                                                   | Who                                       | Description                        | Description                                                                                                                                                                                                                                                       | Reference                                                        | Comment                                                                                                                                                                                                                                                           |
|---------------------------------------------------------|-------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Do not use this method for processing a TAX adjustment: |                                           |                                    |                                                                                                                                                                                                                                                                   |                                                                  |                                                                                                                                                                                                                                                                   |
| VA01                                                    | Customer Service Rep<br>Sales Order Entry | Separate SAP Credit<br>Transaction | Complete Rebill with Original Part Number<br>w/Tax Determination to Correct Tax Account,<br>(CR/DR) – <ul style="list-style-type: none"><li>• Operationally more efficient</li><li>• May not know the original invoice number.</li><li>• General Credit</li></ul> | Create <b>credit</b> with<br>Reference to <b>Sales<br/>Order</b> | <ul style="list-style-type: none"><li>• Tax – sales order is not considered a legal document and is not pulled into the One Source report.</li><li>• This process should NOT be used when processing a credit related to the invoicing of tax in error.</li></ul> |

# ONESOURCE SALES ORDER PROCESSING

## WAYS TO PROCESS TAX ADJUSTMENTS IN SAP – OTHER PROCESSES

| TCode   | Who                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Description | Reference | Comment |
|---------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|---------|
|         |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |           |         |
| Other   |                           | <ul style="list-style-type: none"> <li>• ZRAS Returns Process –Use ZMCR and ZMDR document types with reference to the billing document.</li> <li>• ZSCI Consignment Process – uses separate sales order types, may not work with above documents, needs further testing.</li> <li>• Note: If your business uses the consignment process, please perform your own validation of the credit/rebill process and how the transactions should be created with reference to the original billing document.</li> </ul>                                                                   |             |           |         |
| Returns | Customer Service<br>• ZRE | <p>Create with reference to the original billing document to ensure consistent tax treatment.</p> <p>Tax Engine determines tax date based on the following priority:</p> <p>Service Rendered Date – Matches the original shipment (PGI date)/invoice date.</p> <p>Pricing Date</p> <p>Billing Date</p> <p>Business unit will need to ensure that they coordinate with Avalara to activate the Certificate as of the original shipment (PGI date)/invoice date, not the date that the cert is submitted for verification. Make sure to enter the date on the transmittal form.</p> |             |           |         |

# ONESOURCE SALES ORDER PROCESSING

## GOAL

Facilitated discussion

Cover various business unit scenarios

Identify potential system improvements required

Develop agreed to standard work for different scenarios

### **Take Away**

- Each business has different operating scenarios
- We do not all work like R2 businesses
- SAP and Tax is complicated

# ONESOURCE SALES ORDER PROCESSING

## SCOPE OF THIS DISCUSSION

### Included

- Invoice has been created in SAP with tax.
- Customer is not taxable and we need to create a credit to adjust for the tax.

### Excluded

- All other credits such as pricing, warranty, assertions, etc.
- These items should be addressed in a separate session.

# ONESOURCE SALES ORDER PROCESSING

## HOW TAX ERRORS CAN BE RESOLVED AFTER INVOICE IS ISSUED

### Approved Methods

1. Cert Capture Exposure Zone Resolved – Certificate loaded, or renewed, in Cert Capture, resulting in the resolution of the “Exposure Zone.”
2. SAP Master Data Correction – We’ve updated the SAP Master Data – e.g. Recon Account, to eliminate the tax calculation.

### Other Methods – Would Require Tax Approval

1. SAP Tax Correction Only – SAP correction only – tax engine/certificate not updated. Tax to be adjusted from customer account based on **business/tax approval**. Or due to system error.
2. One Source Exemption - One Source code updated to exempt the transaction, purchase order, or customer from sales tax determination.

Tax Team Response:– **We do not plan to ever update One Source directly to exempt a specific non-direct government trade customer or a transaction from US Tax.**

# ONESOURCE SALES ORDER PROCESSING

## VF11 CANCEL AND REBILL

Cancel original invoice, reference the original billing document and then reinvoice on the original sales order. Re-engages the tax engine.

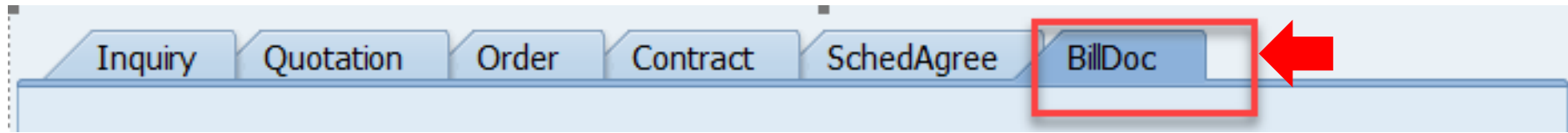
- Does not flow the original invoice number on the cancellation to tax reporting
  - *Enhancement in Process – Before Cert Capture Go Live*
- Businesses do not use due to ability to delete the delivery document which stops the generation of the credit.
  - This happens if the dates are not properly updated on the cancellation and the accounting document is not properly generated, and operations continues forward with the cancellation of the invoice.

# ONESOURCE SALES ORDER PROCESSING

## VA01 REFERENCED TO BILLING DOCUMENT

Process a credit memo (CR with subsequent DR) and reference the original billing document so that OneSource uses the same tax determination that was used on the original invoice.

- TAX PREFERRED METHOD as tax on the credit will match tax on the original invoice.



Create DR and reprice the order to re-engage the tax engine and pick up the new tax determination.

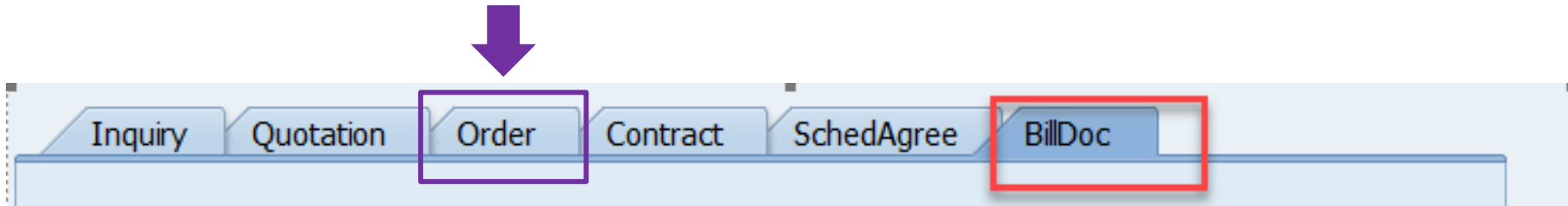
- **Ying needs to check and provide clarification.**
- **Rebill document types – ANY SALES ORDER TYPE CAN BE USED?? DR – does DR reference the original billing document or sales order?**
- **Pre-Global Next vs Post-Global Next**

# ONESOURCE SALES ORDER PROCESSING

## VF01 REFERENCED TO SALES ORDER

Process a credit memo and reference the sales order used for the original shipment.

- Used by the business for large sales orders with numerous shipments – we do not know what invoice was used for the original shipment. We shipped 1,000 parts and customer is returning one of them.
- Also used when the sales order type is not configured to allow reference to the billing document – e.g. ZFR – should we use ZMCR and ZMDR?



# ONESOURCE SALES ORDER PROCESSING

## SEPARATE SAP CREDIT TRANSACTION

Some SAP process flows have a separate transaction for sales orders how do these work:

- ZRAS – Repairs Process
- ZRE – Regular Return
- Consignment
  - ZCSI – Issue Consignment Material
    - We cannot issue a credit memo against a ZCSI invoice via VF11.
  - ZSCP – Pickup Consignment/ Return to Rohr Inc.
  - ZSRE – Consignment Return – Reverse Sale/Return to consignment.

# ONESOURCE SALES ORDER PROCESSING

## FB75 FINANCE INVOICE

- If Cert Capture/One Source is not updated, FB75 is the only way to process the correction.
- Some businesses prefer FB75 due to accounting, customer interface and cash application concerns.
  - Adjustments made in subsequent accounting periods are processed via FB75 for Landing Systems.
  - FB75 is used when we do not want to send a corrected invoice to the customer to avoid problems in the payment and cash application process.