# Contents

[Contents 2](#_Toc408471425)

[About this document 3](#_Toc408471426)

[Revisions 3](#_Toc408471427)

[Distribution 3](#_Toc408471428)

[Sales invoicing 4](#_Toc408471429)

[Intra-company (IC) invoicing 6](#_Toc408471430)

# About this document

## Revisions

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| --- | --- | --- | --- |
| **Version** | **Date Issued** | **Author** | **Main changes** |
| 0.1 | 08/01/2015 | Atish Dhaya | * Initial Revision |
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## Distribution

This document is intended for distribution to management within Miki Travel only.

This document should not be sent to any party outside of Miki Travel without the agreement of the author.

## Sales invoicing

What is a sales invoice

This is a process by which each of the sales profit centre bill their clients (external to the Miki Group) for any bookings that the client has made.

Process

eBiz in tandem with AX, run a separate process for each of the profit centres to raise the required invoices to their clients. This is currently achieved via an extract and validations process that pushes the data to OSCAR so that the AX staging environment can then process the invoices and advise of the invoice details.



*Fig 1: Sales invoice process*

How are invoices generated for each profit centre?

Individual scheduled processes are initiated daily for each profit centre, selecting only their respective bookings that need to be invoiced. The process in raising the invoices remains the same for all profit centres as per Fig 1.

The main difference between JPN and the other profit centres, is that Japan raises the invoice at Booking reference level, whilst the other profit centres raise them at Tour reference level.

When do we automatically raise Sales Invoices to clients?

The triggers for automatic sales invoicing differ per profit centre as follows:

|  |  |
| --- | --- |
| On Account Clients (Non-JPN) | : On service Date |
| On Account Clients (JPN) | : Based on business rules and contract per client1 |
| Prepay Clients (ALL) | : A configured number of days before the cancellation deadline date or when a booking is paid (whichever occurs first) |

1 See W:\eBusiness\Projects\TIP\Discovery workshop\12 Accounts and AX\Sales Invoicing\Japan Invoicing requirements

Where is the source of sales invoicing details and figures?

All figures and booking details for automatic sales invoicing is retrieved from eBiz transaction tables. Automatic invoicing does not look at any OSCAR figures.

Which product types are invoiced?

Hotels, Sightseeing and Transfer bookings made via the eBiz systems are invoiced automatically.

When are eBiz bookings manually invoiced?

Whenever changes are made to the booking in OSCAR, the sales person raises the relevant invoice or credit note manually via OSCAR/AX staging invoice interface applications. Additionally, if a client is not configured for auto-invoicing, eg, SHOP eBiz bookings, then these are invoiced manually.

What booking processes trigger a Sales Invoice to be generated?

Once an invoice has been raised in AX, we raise invoices/credit notes for any further changes to the booking.

This could be as a result of:

1. A booking modification
2. A booking cancellation
3. A booking payment initiated (for prepay client bookings)

For information purposes only, AX raises a full credit note for the pre-mod/cxl booking and raises a new invoice for the revised booking. This does not impact eBiz booking transactions in any way.

What is a proforma invoice? And when do we use them?

A proforma invoice is a ‘temporary’ invoice eBiz systems raise for prepay clients until AX is able to raise an invoice. This is so that a payment is linked to a unique invoice reference at payment stage. Only prepay clients for LON and ASA profit centres use proforma invoicing. JPN do not use proforma.

Going forward, the business have stated that there is no business or financial auditing requirement to generate proforma invoices. The decision to keep proforma will be based on analysis of the volume of work required to applications vs. the benefit potentially derived (to be conducted).

Is the process for Credit Notes the same as Sales Invoices?

Yes. The same processes that raise an invoice also raise a credit note, eg, when an invoiced booking is cancelled.

How will invoices be raised in the post Swan world?

It is envisaged that eBiz will extract and push the data to AX staging in a mutually agreed format and location. eBiz will also pull any post invoice data required. Details to be discussed with the AX team.

Data elements required thus far have been agreed with AX and can be found in the ‘AX’ tab on:

W:\eBusiness\Projects\TIP\Discovery workshop\Miki Requirements for OD Discovery Workshop v2

Technical details

The data extract primarily runs of the booking transaction tables. Vital in this is the correct calculation of the ‘Date to raise Invoice’ on the booking tables.

For further technical info, please consult with Sudhakar (for the MSI processes) or Kevin, Mike & AX team (for the OSCAR / AX processes).

## Intra-company (IC) invoicing

What is a Intra-company sales invoice

This is an internal (within the Miki group only) process by which each of the purchasing profit centres sell their product and subsequently bill the relevant sales profit centres per booking.

For example,



*Fig 2: Intra-company invoice example*

Here we can see that the Profit is going to one organisational entity (Japan), whilst the cost is being absorbed by another, ie London. Intra company invoices address this, so that each organisation is make a profit on the booking.

Process

A daily process executed on the OSCAR and AX staging systems raises the required IC invoices to the booking’s sales profit centre.



*Fig 3: Intra-company invoice process*

Why do we raise IC invoices?

Each profit centre within the Miki group operates as an autonomous entity. To address the imbalance in revenue, ie, one profit centre absorbing the cost and another gaining the proceeds of the sale (as per above diagram), each purchasing profit centre invoices the sales profit centre. This invoice is referred to as an Intra-company invoice.

This is entirely and internal process and does not impact the client or the supplier.

How are IC invoices generated?

This is currently an OSCAR and AX staging scheduled process that run on a daily basis.

Where is the source of IC invoicing details and figures?

At present, all invoicing figures for Miki contracted product bookings is retrieved from OSCAR tables.

For 3rd party contracted products, the source is the eBiz bookings database.

What booking processes trigger an IC Invoice to be generated?

An IC invoice is raised after the booking is locked (a fixed number of days after the last service date).

How much should be invoiced in an IC invoice?

The purchasing profit centre will invoice the sales profit centre for the product cost + percentage. The percentage is based on a set of business rules2, with the default being 5%.

These rules are mostly catered for in the current eBiz system.

When is a manual IC invoice raised for eBiz bookings?

Whenever authorised cost related changes are made to a booking after it is locked, manual IC invoices / credit notes are raised manually via an OSCAR / AX staging application.

How will IC invoices be raised in the post Swan world?

It is envisaged that eBiz will extract the required transactions and push the data to AX staging in a mutually agreed format and location. eBiz will also pull any post invoice data required.

It is expected that the data-set required for IC invoicing will be a reduced subset of those required for Sales Invoicing. Details need to be discussed and agreed with the AX team.

Technical details

The extract primarily runs off both the OSCAR and eBiz booking transaction tables.

For further technical info, please consult with Mike & AX team (for the OSCAR / AX processes).

2See- W:\eBusiness\Projects\TIP\Discovery workshop\ Miki Requirements for OD Discovery Workshop v2 (Intra company Invoicing worksheet)