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Job Aids

- **Accounts Payable**
 - **Capex Invoice processing**

Document History

Version	Date	Modifications
V1.0	January, 2024	

Processes and Transactions

- Asset Master Data

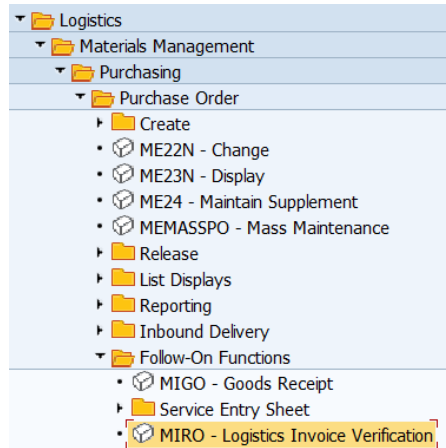
– MIRO	Capex invoice posting
– FBL1N	Display vendor invoices

Roles

- PTP Assets Responsible
- PTP Assets Analyst

4. Invoice Processing

1. The first step will be to check whether the PO number is informed within the Purchase Order document or not.

Transaction code: **MIRO**

The first required information will be the Company Code (e.g. ES01). And after informing the company code, the screen for entering an incoming invoice is displayed:

[illegible]

PO number starts with 80x series and should always be available in the invoice.

We will include the PO and press Enter. The information related to it will be completed automatically:

Enter Incoming Invoice: Company Code ES01

Hide PO structure Show worksheet Hold Simulate Messages Help

Display - PO structure Qty Transaction Invoice Balance 6.000,00- EUR

Vendor 0006002240
 WEBCERTAIN TRANSLATES LTD
 BLACKTHORN HOUSE
 YORK YO26
 UNITED KINGDOM
 004401904780030
 IBAN GB77BOF512248106755363
 SWIFT BOF5GB51BBL
 Bank acct 06755363
 BANK OF SCOTLAND PLC, THE BUSINESS BAN

Basic Data Payment Details Tax Withholding tax Amount split

Inv. rcpt date
 Invoice date 01.12.2023 Reference CAPEXTEST
 Posting Date 01.12.2023
 Amount EUR Calculate tax
 Tax Amount 0,00
 Text
 Paymt terms 120 Days net
 Baseline Date 01.12.2023 Invest.ID

PO Reference G/L Account
 Purchase Order/Scheduling Agreement 8000042651
 Goods/service items All information

Item	Amount	Quantity	Purchase Or...	Item	PO Text	Tax Code
1	6.000,00	1 PC	8000042651 10	WEBCERTAIN TRANSLATIONS NEW CONT NOV22	AT (VAT)	

Go to “Invoice Document” and click on “Simulate Document”:

Invoice Document Edit Goto System Help

Display Shift+F12
Simulate Document Ctrl+Shift+F7
 Hold F5
 Post Ctrl+S
 Delete
 Exit Shift+F3

ULTIMATE LANGUAGES LTD
 8000042652

This will be the screen of the simulation:

Enter Incoming Invoice: Company Code ES01

Hide PO structure Show worksheet Hold Simulate Messages Help

Display - PO structure Qty Transaction Invoice Balance 6.000,00- EUR

Vendor 0006002240
 WEBCERTAIN TRANSLATES LTD
 BLACKTHORN HOUSE

Basic Data Payment Details Tax Withholding tax Amount split

Simulate Document in EUR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cur...	Purchasing D...	Item	T...	Jurisd. Code	Tax Date	Bus...	Cost C
2S	40090000	TRADE CRED NOT REC IN..	6.000,00	EUR	8000042651	10	AT			9039	
4S	47700000	CHARGED VALUE ADDED ..	1.260,00	EUR			AT				
5S	47200000	RECOVERABLE VALUE ADD..	1.260,00	EUR			AT				

Debit 7.260,00 Credit 1.260,00 Bal. 6.000,00

1 / 1 Items

We will complete the field Amount and later that we will press enter.

Transaction: Invoice

Balance: 6.000,00 EUR

Vendor: 0006002240

WEBCERTAIN TRANSLATES LTD
BLACKTHORN HOUSE
YORK YO26
UNITED KINGDOM
004401904780030
IBAN: GB77BOFS12248106755363
SWIFT: BOFSGBS1BBL
Bank acct: 06755363
BANK OF SCOTLAND PLC, THE BUSINESS BAN

Inv. rcpt date:
Invoice date: 01.12.2023
Posting Date: 01.12.2023
Amount: 6000
Tax Amount: 0,00
Text:
Paymt terms: 120 Days net
Baseline Date: 01.12.2023
Invest.ID: ☐

Reference: CAPEXTEST

EUR ☒ Calculate tax

PO Reference: 8000042651

Item	Amount	Quantity	O...	Purchase Or...	Item	PO Text	Tax Code
1	6.000,00	1 PC		8000042651	10	WEBCERTAIN TRANSLATIONS NEW CONT NOV22	AT (VAT)

Once we click enter the icon of the balance will be change to green:

Transaction: Invoice

Balance: 0,00 EUR

Vendor: 0006002240

WEBCERTAIN TRANSLATES LTD
BLACKTHORN HOUSE
YORK YO26
UNITED KINGDOM
004401904780030
IBAN: GB77BOFS12248106755363
SWIFT: BOFSGBS1BBL
Bank acct: 06755363
BANK OF SCOTLAND PLC, THE BUSINESS BAN

Inv. rcpt date:
Invoice date: 01.12.2023
Posting Date: 01.12.2023
Amount: 6.000,00
Tax Amount: 0,00
Text:
Paymt terms: 120 Days net
Baseline Date: 01.12.2023
Invest.ID: ☐

Reference: CAPEXTEST

EUR ☒ Calculate tax

PO Reference: 8000042651

Item	Amount	Quantity	O...	Purchase Or...	Item	PO Text	Tax Code
1	6.000,00	1 PC		8000042651	10	WEBCERTAIN TRANSLATIONS NEW CONT NOV22	AT (VAT)

If we are agree and the icon of the main image in MIRO is green we can press on “Post” to save the posting.

A message will appear with the number of the invoice created:

☒ Document no. 5106195681 created

- Note: If we have different payment deadlines or we need to enter a retention of the invoice we can divide it clicking on tab “ Amount Split”.
In this tab, we will completed with the information needed.

Transaction Invoice

Basic Data Payment Details Tax Withholding tax **Amount split** C.

Splitting of final amount

Amount	T..	Pmt Me...	Payt Te...	WT
1.000,00		A	FA60	
5.000,00		A	FA30	

Original status Total Amount 6.000,00

For example in this case we have divided 5.000 and 1.000 and if we see the simulation now we have two postings in 4120000 related to this two movements:

Simulate Document in EUR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cur...	Purchasing D...	Item	T..	Jurisd. Code	Tax Date	Bus...	Cost C
1K	41200000	WEBCERTAIN TRANSLATE...	1.000,00	-EUR			AT			9039	
2S	40092000	TRADE CRED NOT REC IN...	6.000,00	EUR	8000042651	10	AT			9039	
4S	47700000	CHARGED VALUE ADDED ...	1.260,00	-EUR			AT			9039	
5S	47200000	RECOVERABLE VALUE ADD...	1.260,00	EUR			AT			9039	
6K	41200000	WEBCERTAIN TRANSLATE...	5.000,00	-EUR			AT			9039	

Debit 7.260,00 Credit 7.260,00 Bal. 0,00

Back Post

If we see FBL1N in this vendor we will see the invoice posted:

Vendor 6002240
Company Code ES01
Name WEBCERTAIN TRANSLATES LTD
City YORK

G/L	FR	Type	Year	Period	Posting Date	Doc. Date	DocumentNo	CoCd	BusA	Amt in loc.cur.	LCurr	Amount in DC	Curr	Text	Reference	Assignment
✓ 41200000	31	KX	2023	12	01.12.2023	01.12.2023	1100000110	ES01	9039	6.000,00	EUR	6.000,00	EUR		CAPEXTST	CAPEXTST
41200000	31	KX	2022	8	10.08.2022	02.08.2022	1100006852	ES01	9039	1.801,99	EUR	1.801,99	EUR	WEBCERTAIN TRANSLATIONS GHA JUL22	GC-132798	GC-132798
41200000	31	KX	2022	10	05.10.2022	28.09.2022	1100008340	ES01	9039	5.000,00	EUR	5.000,00	EUR	WEBCERTAIN TRANSLATIONS NEW CONT SEP22	GC-134328	GC-134328
*										12.801,99	EUR	12.801,99	EUR			

If we do double click on the line we will see the movement with the accounts involved in the posting:

Data Entry View									
Document Number	1100000110		Company Code	ES01		Fiscal Year	2023		
Document Date	01.12.2023		Posting Date	01.12.2023		Period	12		
Reference	CAPEXTEST		Cross-Comp.No.						
Currency	EUR		Texts exist	<input type="checkbox"/>		Ledger Group			

CoCd	Item	PK	SG Account	Assignment	Description	Amount in LC	Amount Curr.	Tx	BusA	R
ES01	1	31	6002240	CAPEXTEST	WEBCERTAIN TRANSLATES ...	6.000,00-	6.000,00-	EUR	AT	9039
	2	86	40092000	8000042651	TRADE CRED NOT R CAP	6.000,00	6.000,00	EUR	AT	9039
	3	50	47700000		CHARGED VAT	1.260,00-	1.260,00-	EUR	AT	9039
	4	40	47200000		RECOVERABLE	1.260,00	1.260,00	EUR	AT	9039

5. Issues Capex Invoice

5.1. The Capex invoices must be matched exactly with the information; we can't post any capex invoice with difference. Then, if we receive a capex invoice with difference in the price or quantity, first we need to check if our PO has been created correctly or not.

- If we are sure that our PO has been created correctly the invoice must be rejected. We must contact the customer and request a new correct invoice according to the established.
- If our PO has been completed wrongly, we must change our PO information before post the invoice.