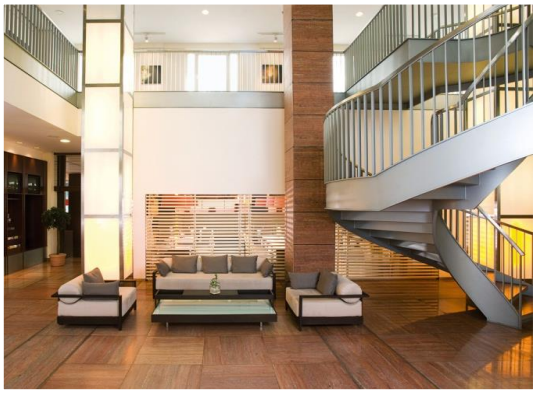
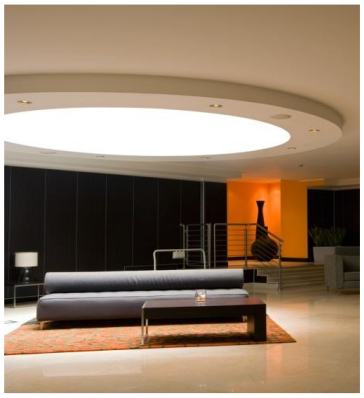




Job Aids

- Accounts Payable
  - Commissions

1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	November, 2023	

2. Business Processes and SAP Transactions

• Commissions Management	
– Vendor Invoice	F-43
– Massive Documents Upload	/CCSHT/IMP_GEN
– Clearing GL Commission Account	F-03
– Vendor Clearing	F-44

3. Roles

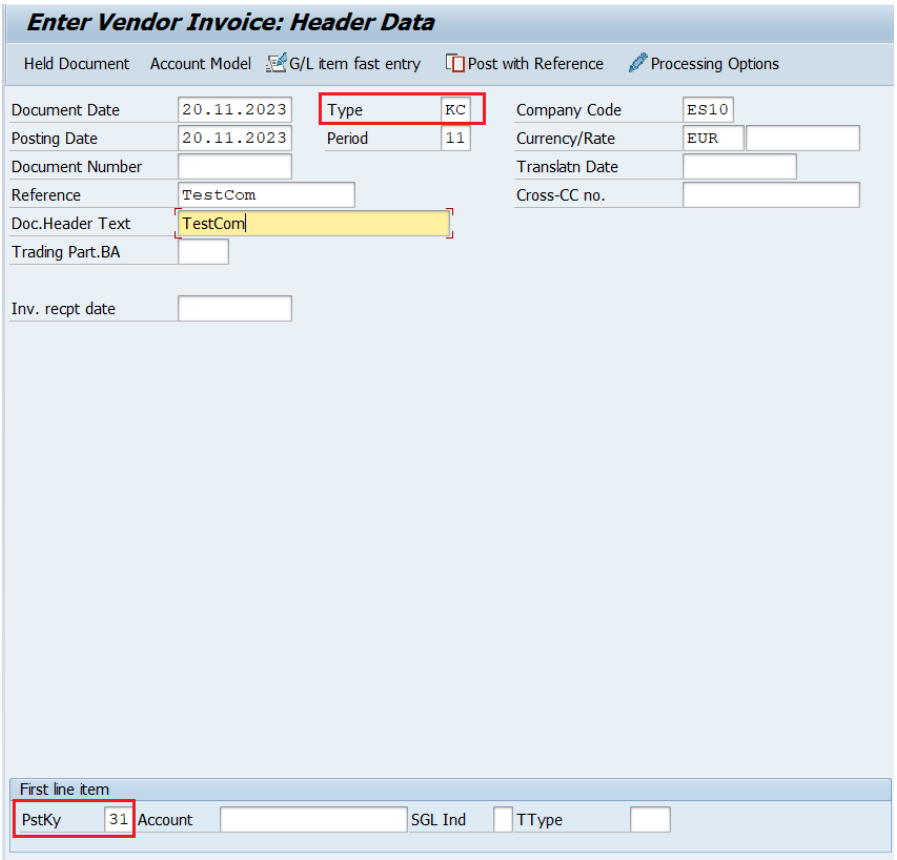
- AP Analyst
- AP Area Manager

4. AP Commissions Execution in SAP

- When an invoice is received, it will be posted in the system. Similarly to FI Documents, for invoices containing line items referred to commissions, they will be posted as well. To execute the **posting for FI invoices**, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **F-43**

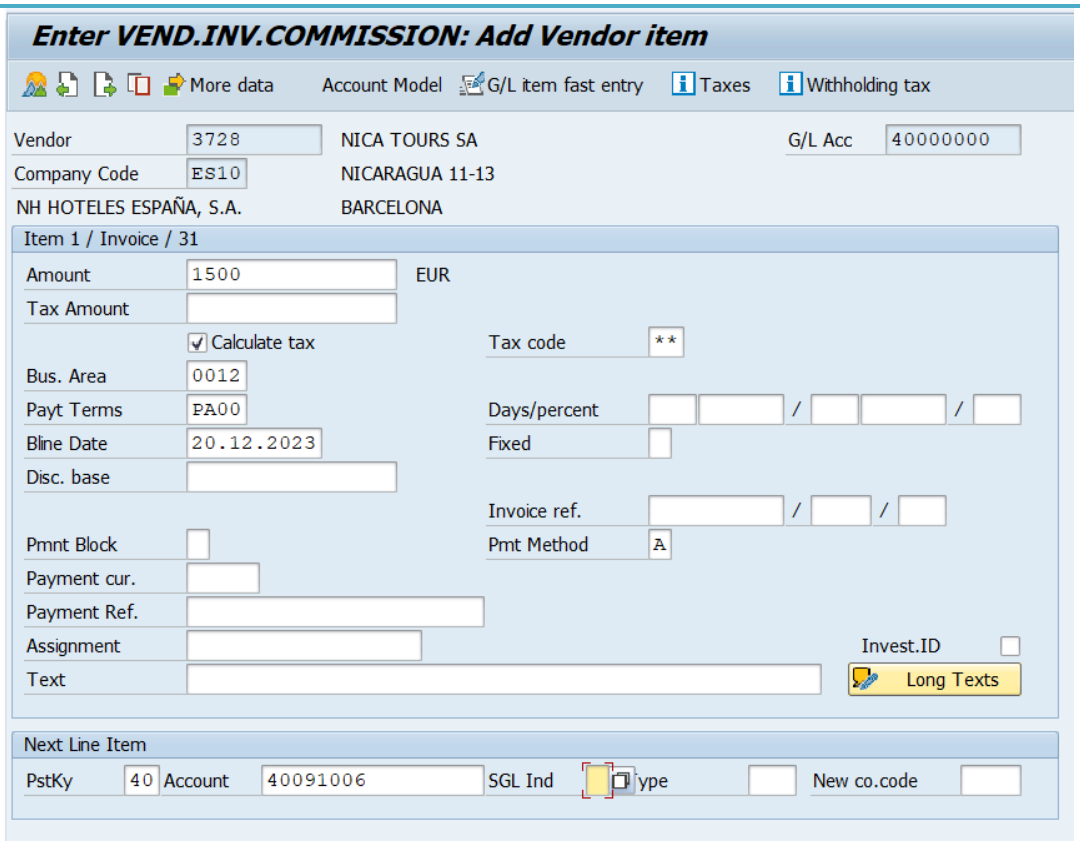
- The first screen in the transaction requires the posting information.



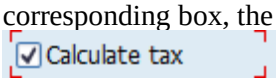
The main fields are detailed on the table below:

Field	*Explanation*
Document Date	Mandatory (i.e. ddmmyy)
Document Type	Mandatory. For Vendor Invoices, document type will be prefixed to "KM", and when the invoice refers to commissions, it has to be changed to **"KC", Vendor Invoice Commission** Modifying this field, it will be possible to refer any posting document (e.g. AA, Assets Posting).
Company Code	Mandatory. (e.g. ES10)
Period	This field is referred to the month (e.g. 11)
Currency/Rate	Mandatory. Local currency (e.g. EUR) / and the rate of exchange In case the rate is not specified, the system will automatically consider the rate at the corresponding date. It will be possible to specify the exchange rate, for those cases when the posting date would be significantly different
Document Number	Given by SAP
Reference	Reference text to quick identification of the item
Document Header Text	It is a header long text that will identify the recurring journal.
Posting Key	Mandatory. It is a SAP code that determines if the account will appear in the credit or the debit side and which class of operation will be posted. For Vendor invoices, the Posting Key will be prefixed to 31, Invoice Credit Vendor The opposite movement will be 40, GL Debit
Account	Mandatory. G/L account on which the document will be posted. In this case, the credit movement refers to the vendor number, that will be the corresponding Travel Agency (e.g. 147) And the debit movement refers to the corresponding GL account **(for commissions, the account will be commissions accrued, 40091006)**
Special G/L Indicator	Not used in Commissions
Transaction Type	Not used in Commissions

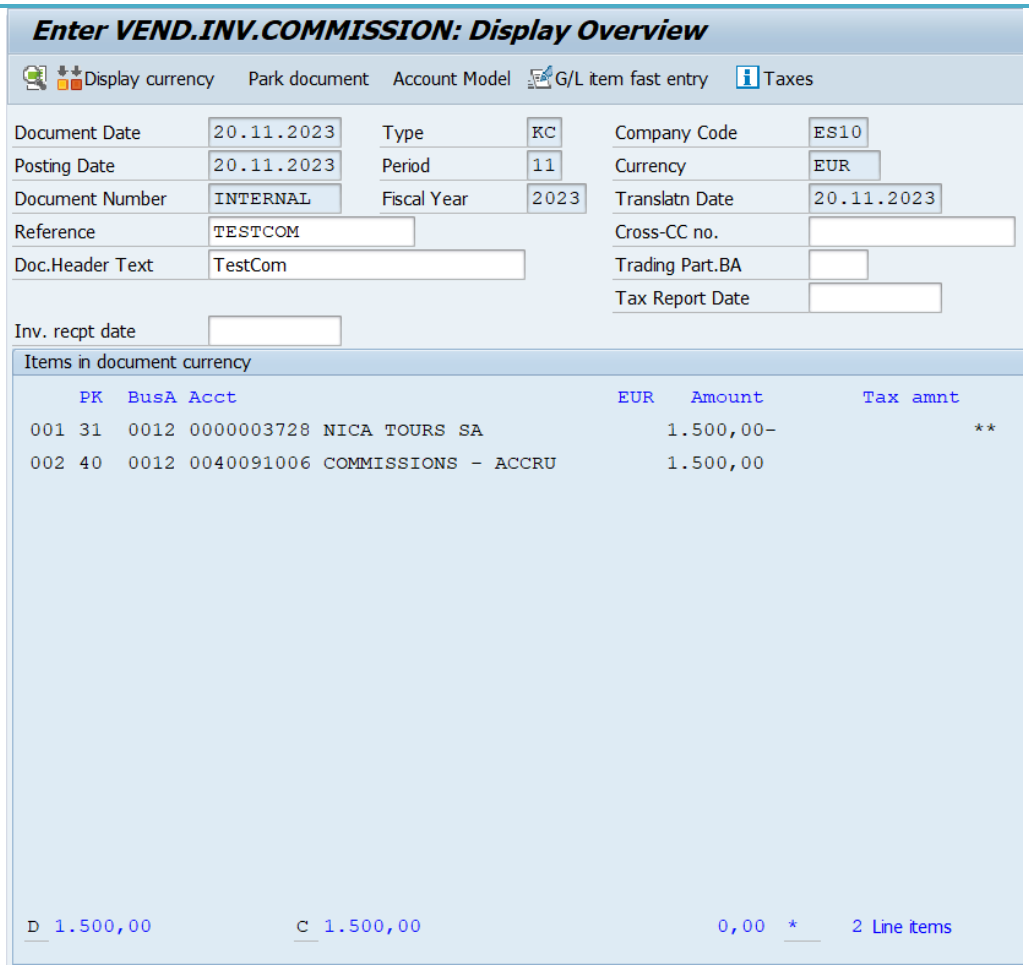
- The following screen refers to the item itself, allowing the user to introduce information related to the amount or payment conditions:



The main fields are detailed on the table below:

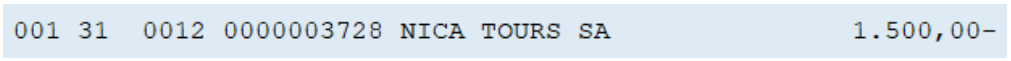
Field	*Brief Explanation*
Amount	Quantity in the selected currency. If any movement has been already completed, filling this field with an asterisk *, the system automatically fulfils the amount to obtain a zero balanced movement.
Tax information	It is possible either to describe the tax amount or by selecting the corresponding box, the system calculates it automatically 
Business Area	Hotel or Administration (e.g. 0012)
Payment terms	Depending on vendor contracts (e.g. PA00)
Payment methods	Depending on vendor contracts (e.g. A, Transfer)
Payment block	It is possible to block the invoice automatically, if necessary (e.g. A, approval block); or directly release it through the standard process (including approval workflow if applicable) with the field blank
Text	Description of the line item (Recommended)

- This step will be repeated for each line of the document: detailing both posting key and account information, and all items information.
- Once all the items have been completed, by clicking on Overview , the balance of the movement will be displayed. As example,

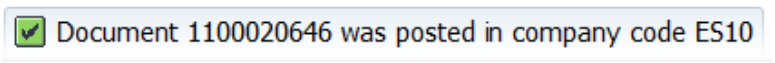


In case there is any mistake in any line, it will be displayed in blue.

- By double clicking on each line, the item information will be displayed, and accessible to be modified



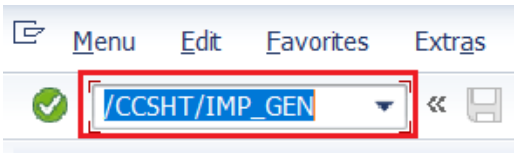
- When all the lines are correct, by clicking on the diskette the document will be saved, and the invoice will be posted.



It is important to note that to post any document, the balance has to be zero, thus the amount in credit and debit should be equal.

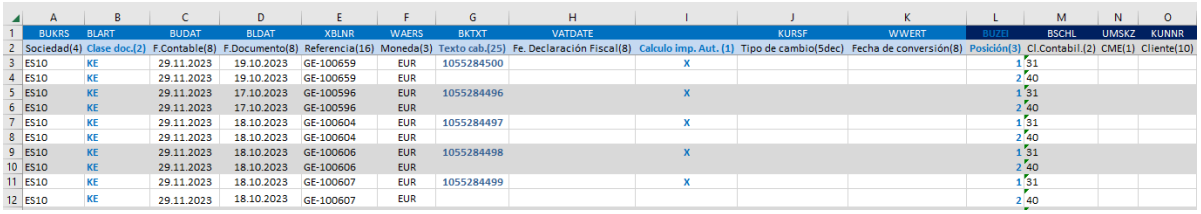
- The invoice posting can be also performed using the **massive documents** upload transaction. To perform the transaction, type the transaction code in the transaction box and press enter.

Transcription code: **/CCSHT/IMP_GEN**

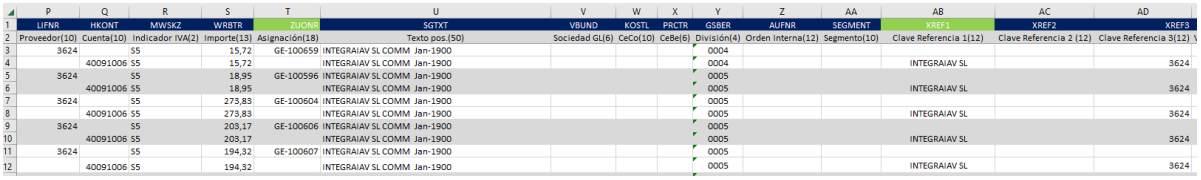


- Firstly, the Excel needs to be completed following all the recommendations in terms of format (for further information, see GL - Massive Import) and posting document information (detailed in the previous paragraph 4.1). In the following link we can found the template:

AP - Template Massive Comissions.xlsx

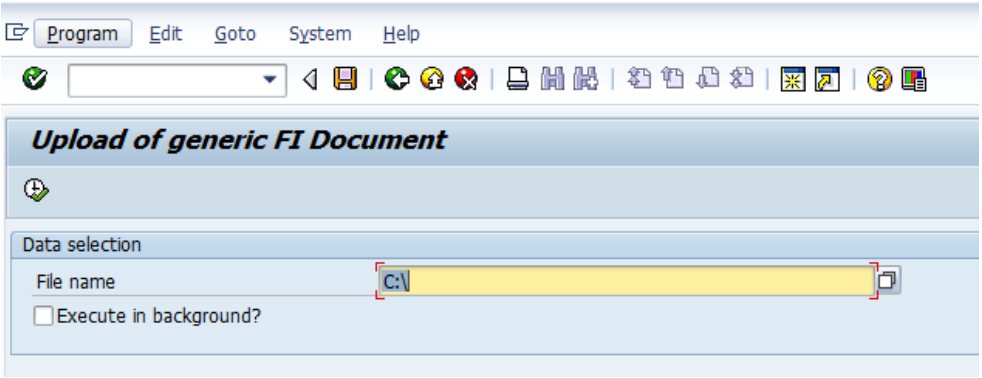


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	BUKRS	BLART	BUDAT	BLDAT	XBLNR	WAERS	BKTXT	VATDATE		KURSF	WWERT	BUZEI	BSCHL	UMSKZ	KUNNR
2	Sociedad(4)	Clase doc.(2)	F.Contable(8)	F.Documento(8)	Referencia(16)	Moneda(3)	Texto cab.(25)	Fe. Declaración Fiscal(8)	Calculo imp. Aut. (1)	Tipo de cambio(5dec)	Fecha de conversión(8)	Posición(3)	Cl.Contabil.(2)	CME(1)	Cliente(10)
3	ES10	KE	29.11.2023	19.10.2023	GE-100659	EUR	1055284500		X			1	31		
4	ES10	KE	29.11.2023	19.10.2023	GE-100659	EUR						2	40		
5	ES10	KE	29.11.2023	17.10.2023	GE-100596	EUR	1055284496		X			1	31		
6	ES10	KE	29.11.2023	17.10.2023	GE-100596	EUR						2	40		
7	ES10	KE	29.11.2023	18.10.2023	GE-100604	EUR	1055284497		X			1	31		
8	ES10	KE	29.11.2023	18.10.2023	GE-100604	EUR						2	40		
9	ES10	KE	29.11.2023	18.10.2023	GE-100606	EUR	1055284498		X			1	31		
10	ES10	KE	29.11.2023	18.10.2023	GE-100606	EUR						2	40		
11	ES10	KE	29.11.2023	18.10.2023	GE-100607	EUR	1055284499		X			1	31		
12	ES10	KE	29.11.2023	18.10.2023	GE-100607	EUR						2	40		



	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	LIFNR	HKONT	MWSKZ	WRBTR	ZUONR	SGTXT	VBUND	KOSTL	PRCTR	GSBER	AUFNR	SEGMENT	XREF1	XREF2	XREF3
2	Proveedor(10)	Cuenta(10)	Indicador IVA(2)	Importe(13)	Asignación(18)	Texto pos.(50)	Sociedad GL(6)	CeCo(10)	CeBe(6)	División(4)	Orden Interna(12)	Segmento(10)	Clave Referencia 1(12)	Clave Referencia 2 (12)	Clave Referencia 3(12)
3	3624		S5	15,72	GE-100659	INTEGRAIAV SL COMM Jan-1900				0004					
4		40091006	S5	15,72		INTEGRAIAV SL COMM Jan-1900				0004			INTEGRAIAV SL		3624
5	3624		S5	18,95	GE-100596	INTEGRAIAV SL COMM Jan-1900				0005					
6		40091006	S5	18,95		INTEGRAIAV SL COMM Jan-1900				0005			INTEGRAIAV SL		3624
7	3624		S5	273,83	GE-100604	INTEGRAIAV SL COMM Jan-1900				0005					
8		40091006	S5	273,83		INTEGRAIAV SL COMM Jan-1900				0005			INTEGRAIAV SL		3624
9	3624		S5	203,17	GE-100606	INTEGRAIAV SL COMM Jan-1900				0005					
10		40091006	S5	203,17		INTEGRAIAV SL COMM Jan-1900				0005			INTEGRAIAV SL		3624
11	3624		S5	194,32	GE-100607	INTEGRAIAV SL COMM Jan-1900				0005					
12		40091006	S5	194,32		INTEGRAIAV SL COMM Jan-1900				0005			INTEGRAIAV SL		3624

- In the upload transaction, the first screen will ask for the document to be uploaded:



The fields will be explained on the table below.

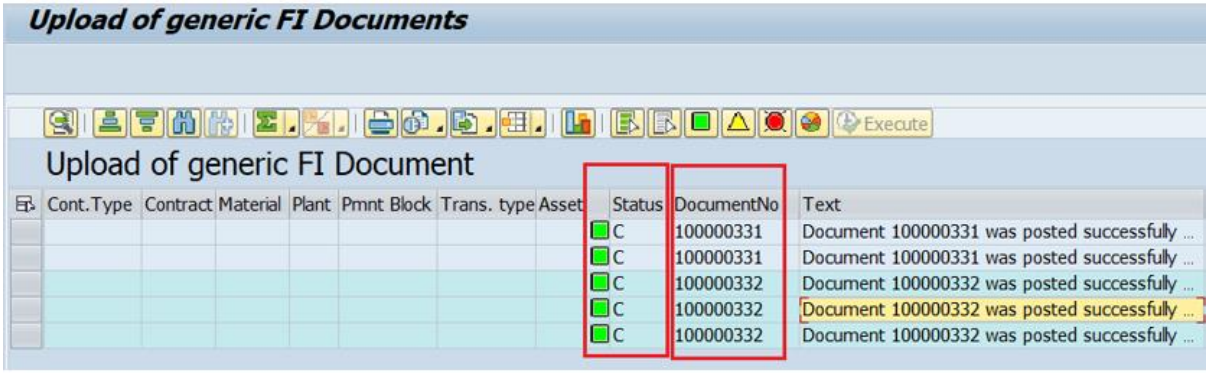
Field	*Brief Explanation*
File name	File route where the Excel file is located. It can be selected by clicking on the button at right of the field which displays an explorer. After the document is selected, by clicking on "Open", the file route will be placed on "File name" field.
Execute in Background	By selecting this option, the system will continue working while the transaction is working in the background.

- Once the fields are completed and the document access accepted, the display shows a preview of all the document lines to be uploaded. Due to the width of the display, the screen is divided into three consecutive previews.

It is important to highlight the column "ID", where the status of the line is detailed. There are different possibilities for the indicators:

- When a yellow triangle is showed ⚠, the process is pending to be executed
- If the information shows a green icon 🟢, it means that the line will be correctly executed.
- In case the information shows a red icon 🔴, it means that the line contains an error and that line cannot be executed.
- By clicking on "Execute" , the confirmation message will be displayed

After this, by clicking on "Validate", the icon on "ID" column will appear as correct 🟢

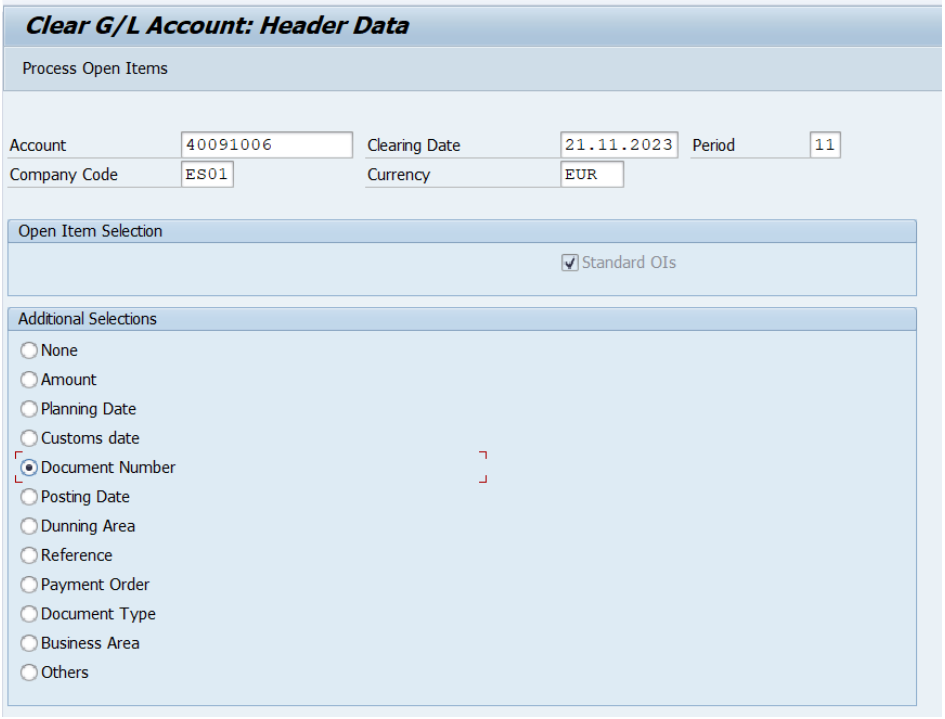


There is a specific Job Aid document for this transaction. For further information of massive upload, refer to CROSS_02 Massive Import.

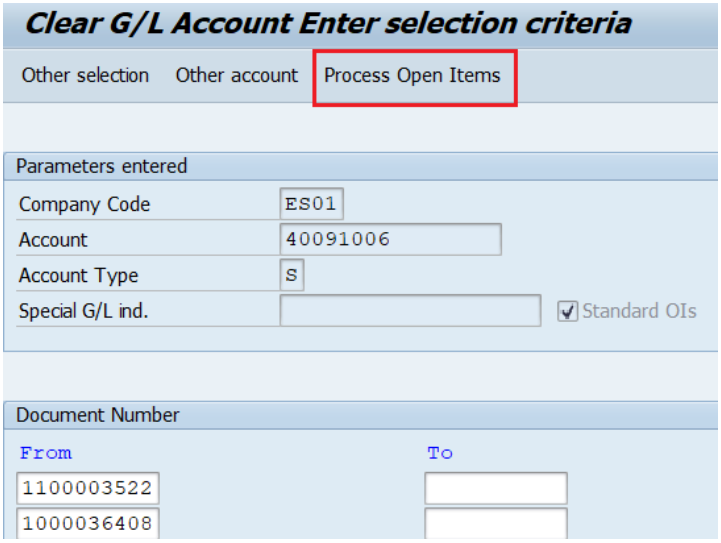
- Once the invoices related to commissions have been posted, the accrued account (i.e. 40091006) will be cleared. To perform the **GL account clearing**, type the transaction code in the transaction box and press enter.

Transaction code: **F-03**

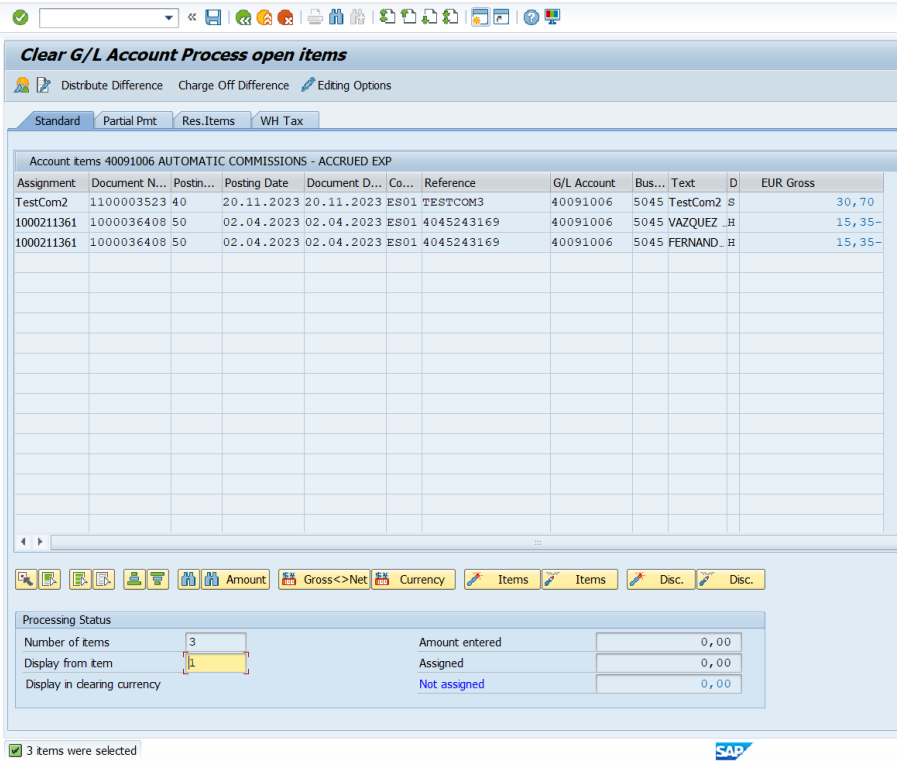
- The user must complete the Account with Account Commission (e.g. 40091006), Clearing date (the date in which they can clear the items), the company Code and the currency
- In additional Selections, they can select between different criteria, in this case we have select by document number of the KC invoice posted (e.g. Document number)
- Press on "Process Open Items" or click Enter



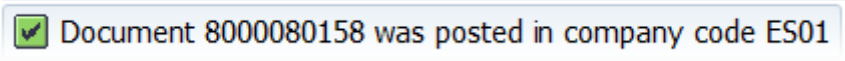
- Enter the document numbers and Press on "Process Open Items"



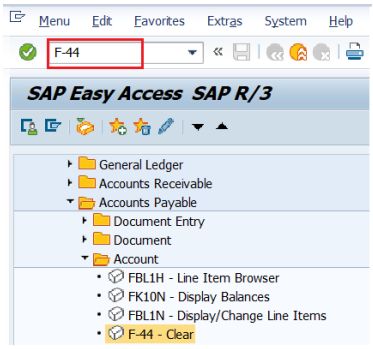
- I When the corresponding open items have been selected, following the requirement of zero balance movement, by clicking on the diskette the document will be posted and the GL Commission account will be cleared.



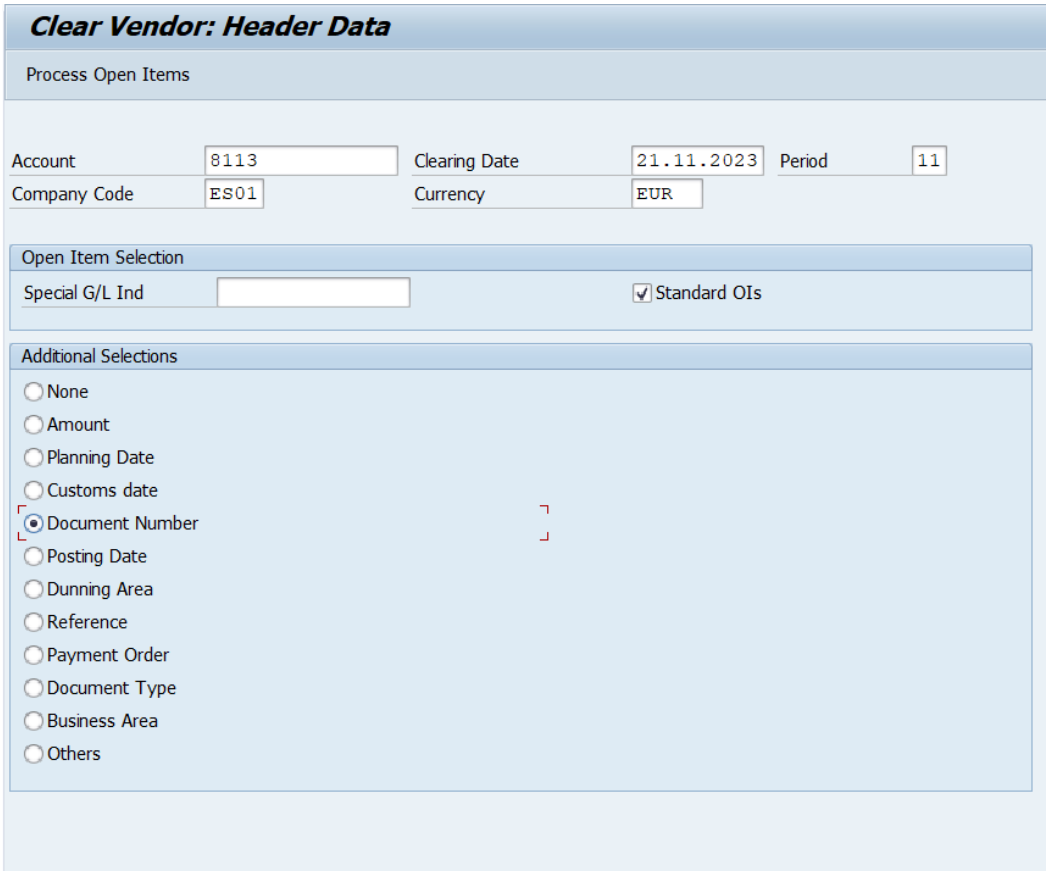
- When the user save a message will display with the clearing document created.



Transaction code: **F-44**



- Similarly, the first screen allows the user to filter the open items for the selected vendor account (e.g. the travel agency).



- This transaction will follow the same procedure as the detailed in the previous step. For further information related to clearing process and options, see AP_04 Vendor Clearing.

- When the corresponding open items have been selected, following the requirement of zero balance movement, by clicking on the diskette the document will be posted and the vendor account will be cleared.