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Hotels & Resorts

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HOTELS & RESORTS

Job Aids

- Accounts Payable
 - FI Document Posting

1. Document History

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

2. Business Processes and SAP Transactions

- FI Documents and Employee Expenses

| | |
|-----------------------|----------------------|
| – Vendor Invoice | F-43 FB60 FB01 |
| – Vendor Credit Memo | F-41 FB65 |
| – Display Document FI | FB03 |

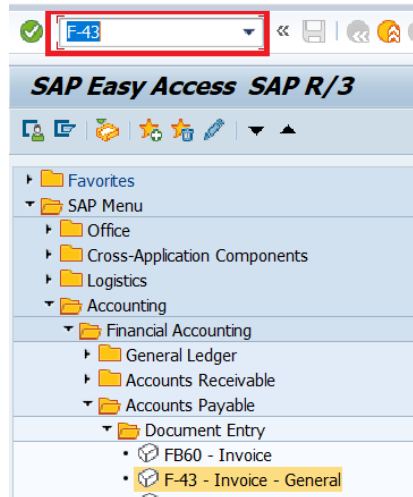
3. Roles

- AP Analyst
- AP Area Manager

4. FI Invoice Posting Execution in SAP

- 4.1. To execute the **posting for FI invoices**, the first possibility is to enter the vendor invoice as a standard posting in SAP. 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.

Enter Vendor Invoice: Header Data

Held Document Account Model G/L item fast entry Post with Reference Processing Options

| | | | | | |
|-----------------|------------|--------|----|----------------|------|
| Document Date | 30.04.2023 | Type | KM | Company Code | ES10 |
| Posting Date | 30.04.2023 | Period | 11 | Currency/Rate | EUR |
| Document Number | | | | Translatn Date | |
| Reference | TestFI1 | | | Cross-CC no. | |
| Doc.Header Text | TestFI1 | | | | |
| Trading Part.BA | | | | | |
| Inv. recpt date | | | | | |

First line item

| | | | | | | | |
|-------|----|---------|----|---------|--|-------|--|
| PstKy | 31 | Account | 67 | SGL Ind | | TType | |
|-------|----|---------|----|---------|--|-------|--|

The main fields are detailed on the table below:

| <i>Field</i> | <i>Explanation</i> |
|-----------------------|---|
| Document Date | Mandatory (i.e. ddmmyy) |
| Document Type | Mandatory. For Vendor Invoices, document type will be prefixed to “KM”, Vendor Invoice Manual 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. 04) |
| 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 On a general basis, 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 (e.g. 36 –up to 10-digit) And the debit movement refers to the corresponding GL account (on a general basis, an 465* account) In case of movements related to employee accounts, the employee account number will be informed within this field (e.g. 0002000009) |
| Special G/L Indicator | Optional. SGL defines an operation in a Special General Ledger account, allowing to post against third parties using accounts which are different with the ones the vendor/customer has in his master data. It will be used exclusively for all the accounts that have been created as associates. No direct posting will be allowed. |
| Transaction Type | Optional. Identify individual business transactions. It has to be entered for each transaction that affects assets and is assigned to a transaction type group |

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

Enter VEND.INV.MANUAL: Add Vendor item

More data Account Model G/L item fast entry Taxes Withholding tax

Vendor SERMOGA OSSORIO FRANQUEO SL G/L Acc
 Company Code INDUSTRIAL, 19 BAJO
 NH HOTELES ESPAÑA, S.A. A CORUÑA

Item 1 / Invoice / 31

Amount EUR
 Tax Amount
☒ Calculate tax Tax code
 Bus. Area Days/percent / /
 Payt Terms Fixed
 Bline Date Invoice ref. / /
 Disc. base Pmt Method
 Pmnt Block
 Payment cur.
 Payment Ref.
 Assignment Invest.ID ☐
 Text

Next Line Item

PstKy ☐ count SGL Ind ☐ TType New co.code







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. 0013) |
| Payment terms | Depending on vendor contracts (e.g. PE90, Netting 90 days) |
| Payment methods | Depending on vendor contracts (e.g. B, Confirming Kyriba) |
| 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,



The user must enter the expenses account and click on the mountain icon (marked in red) in order to simulate the document before posting:

Enter VEND.INV.MANUAL: Correct G/L account item





 More data Account Model  G/L item fast entry  Taxes

G/L Account MAIL & COURIER
 Company Code NH HOTELES ESPAÑA, S.A.

Item 2 / Debit entry / 40

Amount EUR
 Tax code
 Business Area
 Cost Center Order
 Profit Center Network  More
 Purchasing Doc. Quantity
 Assignment
 Text  Long Texts


Next Line Item






PstKy ☐ Account SGL Ind ☐ TType New co.code

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




| | | | | |
|--------|------|------------|----------------|--------|
| 002 40 | 0429 | 0062941000 | MAIL & COURIER | 150,00 |
|--------|------|------------|----------------|--------|

- If the user consider that the simulation is correct, they have to click on the diskette in order to post the invoice:



Enter VEND.INV.MANUAL: Display Overview


 Display currency Park document Account Model  G/L item fast entry  Taxes


Document Date Type Company Code
 Posting Date Period Currency
 Document Number Fiscal Year Translatn Date
 Reference Cross-CC no.
 Doc.Header Text Trading Part.BA
 Inv. rcpt date Tax Report Date

Items in document currency

| PK | BusA | Acct | | EUR | Amount | Tax amnt |
|--------|------|------------|---------------------|-----|---------|----------|
| 001 31 | 0429 | 0000000067 | SERMOGA OSSORIO FRA | | 150,00- | ** |
| 002 40 | 0429 | 0062941000 | MAIL & COURIER | | 150,00 | |

D 150,00 C 150,00 0,00 * 2 Line items

- When all the lines are correct, by clicking on the diskette  the document will be saved, and the invoice will be posted. The system shows a message with the document posted:

 Document 1100020643 was posted in company code ES10



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 between both sides.

- 4.2.** In case the FI document contains **several lines**, the procedure to fulfill a **vendor invoice** will be similar, through another SAP transaction. Type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **FB60**

- Within this transaction, all the information is directly displayed in the main screen. There are no actions required related to document type or posting keys. The transaction automatically performs the linkage and only the item lines will be fulfilled

| St... | G/L acct | Short Text | D/C | Amount in ... | T... | V... | Assignm... | Val... | Text | L... | Co... | T... | Bus... | Cost center | Ordi |
|-------|----------|----------------|-------|---------------|------|------|------------|--------|---------|------|-------|------|--------|-------------|------|
| ✓ | 62940000 | TRAVEL EXPE... | Debit | 136,45 | | | TestFI2 | | TestFI2 | ES10 | | | 04 | ES1000040P | |
| ✓ | 62940000 | TRAVEL EXPE... | Debit | 9,92 | | | TestFI2 | | TestFI2 | ES10 | | | 0004 | ES1000040P | |
| | | | Debit | | | | | | | ES10 | | | | | |
| | | | Debit | | | | | | | ES10 | | | | | |
| | | | Debit | | | | | | | ES10 | | | | | |
| | | | Debit | | | | | | | ES10 | | | | | |
| | | | Debit | | | | | | | ES10 | | | | | |
| | | | Debit | | | | | | | ES10 | | | | | |
| | | | Debit | | | | | | | ES10 | | | | | |
| | | | Debit | | | | | | | ES10 | | | | | |

Basic Data

Within the first tab, the vendor information and dates will be informed. Similarly to the previous transaction, the vendor number (e.g. 36 –up to 10-digit), dates (i.e. ddmmyy), amount (for the entire invoice) and tax information will be completed. The reference is also mandatory (i.e. free text as document subject / identification).

Payment

Where payment information is completed: payment terms, method and block.

Job Aids AP - FI Documents Posting

Transactn Invoice

Basic data Payment Details Tax Withholding tax Amount split Notes

BaselineDt 30.04.2023 Payt Terms PA30 30 Days
Due on 30.05.2023 Days
Days net

Disc.base EUR To be calculd Fixed
Pmt Method A Pmnt Block Free for payment
PmntCurrcy
Inv.ref.
Part. Bank 0001 House Bank /
Payment Ref.

Details

Within this tab, mainly the business area will be informed (e.g. 0004)


Basic data Payment Details Tax Withholding tax Amount split Notes

G/L 40000000 TRADE CREDITORS
Assign.
HeaderText
Bus. Area 0004 Tr.part.BA
Ref. Key 1
Ref. Key 2
Ref. Key 3
VAT Reg.No
Rep.cntry
EU triang. deal

2 Items (No entry variant selected)

Taxes and Notes


The last three tabs are referred to particular taxes conditions and a free text to provide further information related to the document.

- Once the header data is completed, by clicking on Validate , the user can check whether there are any wrong information or all the mandatory fields have been correctly fulfilled.
- The following step will be the introduction of line items information.

4 Items (No entry variant selected)

| St... | G/L acct | Short Text | D/C | Amount in ... | Loc.curr... | T.. | V | Assig... | Text | L... | Co... | T... | Bus... | Cost center | Order |
|-------|----------|----------------|-------|---------------|-------------|-----|---|----------|----------|------|-------|------|--------|-------------|-------|
| ✓ | 62940000 | TRAVEL EXPE... | Debit | 136,45 | 136,45 | S | 3 | TestFI2 | TestF... | ES10 | | | 0004 | ES100004OP | |
| ✓ | 62940000 | TRAVEL EXPE... | Debit | 9,92 | 9,92 | S | 5 | TestFI2 | TestF... | ES10 | | | 0004 | ES100004OP | |
| ✓ | 47200000 | RECOVERABLE | Debit | 13,65 | 13,65 | S | 3 | TestFI2 | TestF... | ES10 | | | 0004 | | |
| ✓ | 47200000 | RECOVERABLE | Debit | 2,08 | 2,08 | S | 5 | TestFI2 | TestF... | ES10 | | | 0004 | | |

The main fields for the item items line detailed on the table below:

| Field | Brief Explanation |
|------------|---|
| Status | It will be blank at the beginning. Once the line has been informed, it will be displayed as correct  . |
| GL Account | On this transaction, all the lines are against the vendor account |

| | |
|-----------------------------|---|
| | described in the basic data tab on the header. Similarly, all the lines are referred as well to a GL account (i.e. 8-digit) On a regular basis, it will be a 465* account. |
| Debit or Credit | |
| Amount in Document Currency | |
| Assignment | Free text as further information |
| Value Date | It is also possible to inform a particular line with a different date |

- Either pressing “Enter” or clicking on “Validate”, the line is automatically checked, informing about the errors, if any.

Enter Vendor Invoice: Company Code ES10

Tree on Company Code Hold Simulate Park Processing Options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Withholding tax Amount split Notes

BaselineDt 30.04.2023 Payt Terms PA30 30 Days
Due on 30.05.2023 Days
Days net

Disc.base EUR To be calculd Fixed
Pmt Method A Pmnt Block Free for payment
PmntCurcy
Inv.ref.
Part. Bank 0001 House Bank /
Payment Ref.

Vendor
Address
VIAJES EL CORTE INGLES SA
AVDA CANTABRIA 51
28042 MADRID
34913298100
IBAN ES5701823999340000664042
SWIFT BBVAESMMXXX
BANCO BILBAO VIZCAYA ARGENTARIA, S.A.,
OIs

4 Items (No entry variant selected)

| St... | G/L acct | Short Text | D/C | Amount in ... | Loc.curr.amount | T... | V | Assignm... | Val... | Text | L... | Co... | T... | Bt |
|-------|----------|----------------|-------|---------------|-----------------|------|---|------------|--------|---------|------|-------|------|----|
| ✓ | 62940000 | TRAVEL EXPE... | Debit | 136,45 | 136,45 | S3 | | TestFI2 | | TestFI2 | ES10 | | 00 | |
| ✓ | 62940000 | TRAVEL EXPE... | Debit | 9,92 | 9,92 | S5 | | TestFI2 | | TestFI2 | ES10 | | 00 | |
| ✓ | 47200000 | RECOVERABLE | Debit | 13,65 | 13,65 | S3 | | TestFI2 | | TestFI2 | ES10 | | 00 | |
| ✓ | 47200000 | RECOVERABLE | Debit | 2,08 | 2,08 | S5 | | TestFI2 | | TestFI2 | ES10 | | 00 | |


- We can click on simulate if we want to the check the posting that will be posted before save it:


Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.Type : KM (VEND.INV.MANUAL) Normal document
Doc. Number Company Code ES10 Fiscal Year 2023
Doc. Date 30.04.2023 Posting Date 20.11.2023 Period 11
Calculate Tax ✓ Tax Report Date 20.11.2023
Ref.Doc. TESTFI2
Doc. Currency EUR
IR Date 30.04.2023

| Itm | PK | CoCd | Account | Assignment | Account short text | BusA | Tx | Cost Ctr | Amount | Crcy | Text |
|-----|----|------|----------|------------|----------------------|------|----|------------|---------|------|---------|
| 1 | 31 | ES10 | 671 | | VIAJES EL CORTE INGL | 0004 | | | 162,10- | EUR | TestFI2 |
| 2 | 40 | ES10 | 62940000 | TestFI2 | TRAVEL EXPENSES | 0004 | S3 | ES1000040P | 124,05 | EUR | TestFI2 |
| 3 | 40 | ES10 | 62940000 | TestFI2 | TRAVEL EXPENSES | 0004 | S5 | ES1000040P | 8,20 | EUR | TestFI2 |
| 4 | 40 | ES10 | 47200000 | TestFI2 | RECOVERABLE | 0004 | S3 | | 13,65 | EUR | TestFI2 |
| 5 | 40 | ES10 | 47200000 | TestFI2 | RECOVERABLE | 0004 | S5 | | 2,08 | EUR | TestFI2 |
| 6 | 40 | ES10 | 47200000 | | RECOVERABLE | | S3 | | 12,40 | EUR | |
| 7 | 40 | ES10 | 47200000 | | RECOVERABLE | | S5 | | 1,72 | EUR | |

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

 Document 1100020644 was posted in company code ES10



For Travel Expenses, all the employees will be managed as a vendor party, considering their corresponding account related to the employee number. For further information, these accounts can be searched along the accounts list in SAP.

- We can see the movement posted in Transaction FB03 with code and fiscal year:



- Enter the document number, company and press enter:

Display Document: Initial Screen

Document List | First Item | Editing Options

Keys for Entry View

| | |
|-----------------|------------|
| Document Number | 1100014999 |
| Company Code | ES10 |
| Fiscal Year | 2023 |

- The document posted will be displayed:

Display Document: Data Entry View

Taxes | Display Currency | General Ledger View

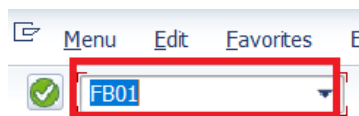
Data Entry View

| | | | | | |
|-----------------|------------|----------------|--------------------------|--------------|------|
| Document Number | 1100020644 | Company Code | ES10 | Fiscal Year | 2023 |
| Document Date | 30.04.2023 | Posting Date | 20.11.2023 | Period | 11 |
| Reference | TESTFI2 | 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 | Cing doc. | Cost Center | Reference Key 3 |
|------|------|----|------------|------------|---------------------------|--------------|--------------|----|------|-----------|-------------|-----------------|
| ES10 | 1 | 31 | 671 | TESTFI2 | VIAJES EL CORTE INGLES SA | 162,10- | 162,10- EUR | ** | 0004 | | | |
| | 2 | 40 | 62940000 | TestFI2 | TRAVEL EXPENSES | 124,05 | 124,05 EUR | S3 | 0004 | | ES100004OP | |
| | 3 | 40 | 62940000 | TestFI2 | TRAVEL EXPENSES | 8,20 | 8,20 EUR | S5 | 0004 | | ES100004OP | |
| | 4 | 40 | 47200000 | TestFI2 | RECOVERABLE | 13,65 | 13,65 EUR | S3 | 0004 | | | |
| | 5 | 40 | 47200000 | TestFI2 | RECOVERABLE | 2,08 | 2,08 EUR | S5 | 0004 | | | |
| | 6 | 40 | 47200000 | | RECOVERABLE | 12,40 | 12,40 EUR | S3 | 0004 | | | |
| | 7 | 40 | 47200000 | | RECOVERABLE | 1,72 | 1,72 EUR | S5 | 0004 | | | |

- 4.3. In case that we want to post a recurrent invoice, this transaction is so helpful because we will create the new invoice based on the structure of other that we have posted previously:

Transaction FB01:



- We must complete: Document date, Posting Date, change the document type to KM (Manual invoice) and the Company Code. Later that, click on “Post with Reference” button.
- As this FB01 transaction is prepared to post an invoice, the posting predefined which show the Posting key 31 (at the end of the screenshot marked in red)

Enter Vendor Invoice: Header Data

Held Document Account Model G/L item fast entry ☐ Post with Reference Processing Options

| | | | | | |
|-----------------|------------|----------------|----|---------------|------|
| Document Date | 20.11.2023 | Type | KM | Company Code | ES10 |
| Posting Date | 20.11.2023 | Period | 11 | Currency/Rate | EUR |
| Document Number | | Translatn Date | | Cross-CC no. | |
| Reference | | | | | |
| Doc.Header Text | | | | | |
| Trading Part.BA | | | | | |
| Inv. recpt date | | | | | |

First line item

PstKy 31 Account SGL Ind TType

- In this following screen is need to complete: Document number of the invoice posted previously, the company, fiscal year and click enter:

Post Document: Header Data

Reference

| | |
|-----------------|------------|
| Document Number | 1100014999 |
| Company Code | ES10 |
| Fiscal Year | 2023 |

Flow control

- ☐ Generate reverse posting
- ☐ Enter G/L account items
- ☐ Do not propose amounts
- ☐ Recalculate days and percentages
- ☐ Display line items
- ☐ Copy texts
- ☐ Transfer functional area
- ☐ Recalculate Local Currency Amounts
- ☐ Copy Segment and Partner Segment

- We can see the first part of the posting with the proposal of the past invoices posted.
- We have to change according the amount and the information that we need to post:

Post Document Add Vendor item

More data Account Model G/L item fast entry Taxes Withholding tax

Vendor 671 VIAJES EL CORTE INGLES SA G/L Acc 40000000
Company Code ES10 AVDA CANTABRIA 51
NH HOTELES ESPAÑA, S.A. MADRID

Item 1 / Invoice / 31

Amount EUR
Tax code **

Bus. Area 0004
Payt Terms PE00
Blne Date 28.02.2023
Disc. base 162,10

Days/percent / /
Fixed
Invoice ref. / /
Pmnt Block
Pmnt Method E

Payment cur.
Payment Ref.
Assignment 09330082531C Invest.ID
Text TRAVEL EXPENSES 01-02-23 AL 28-02-23 Long Texts

Next Line Item

PstKy 40 Account 62940000 SGL Ind TType New co.code

- If we can change the information we can do doble click on the line that we want to adjust

Post Document Display Overview

Display currency Park document Account Model G/L item fast entry Taxes

Document Date 28.02.2023 Type KM Company Code ES10
Posting Date 21.03.2023 Period 3 Currency EUR
Document Number INTERNAL Fiscal Year 2023 Translatn Date 17.03.2023
Reference TESTFI3 Cross-CC no.
Doc.Header Text 1054806905 Trading Part.BA
Inv. rcpt date 21.03.2023 Tax Report Date 21.03.2023

Items in document currency

| PK | BusA | Acct | EUR | Amount | Tax amnt |
|-----|------|-----------------|---------------------|---------|----------|
| 001 | 31 | 0004 0000000671 | VIAJES EL CORTE ING | 100,00- | ** |
| 002 | 40 | 0004 0062940000 | TRAVEL EXPENSES | 136,45 | S3 |
| 003 | 40 | 0004 0062940000 | TRAVEL EXPENSES | 9,92 | S5 |







Other line items 15,73
D 146,37 C 100,00 62,10 * 3 Line items

Other Line Items

PstKy count SGL Ind TType New co.code


- In the line information we can change that we need (i.e. Amount, assignment, text). Press the mountain icon to simulate again the posting before save it:

Post Document Correct G/L account item






Account Model  G/L item fast entry  Taxes

G/L Account TRAVEL EXPENSES
 Company Code NH HOTELES ESPAÑA, S.A.

Item 2 / Debt entry / 40

Amount EUR
 Tax code
 Business Area
 Cost Center Order
 Profit Center Network  More


Purchasing Doc.






Assignment
 Text  Long Texts

Next Line Item






PstKy ☐ Account SGL Ind ☐ TType ☐ New co.code

- We can simulate and check that the difference is 0. Finally press the disk icon to save the posting of the invoice:



Post Document Display Overview

 Display currency  Park document  Account Model  G/L item fast entry  Taxes

Document Date Type Company Code
 Posting Date Period Currency
 Document Number Fiscal Year Translatn Date
 Reference Cross-CC no.
 Doc.Header Text Trading Part.BA
 Tax Report Date
 Inv. recpt date

Items in document currency

| PK | BusA | Acct | EUR | Amount | Tax amnt |
|-----|------|-----------------|---------------------|---------|----------|
| 001 | 31 | 0004 0000000671 | VIAJES EL CORTE ING | 100,00- | ** |
| 002 | 40 | 0004 0062940000 | TRAVEL EXPENSES | 74,50 | S3 |
| 003 | 40 | 0004 0062940000 | TRAVEL EXPENSES | 25,50 | S5 |

D 100,00 C 100,00 0,00 * 3 Line items

- Finally, when the posting is done a message will display with the document number of the posting:

Information

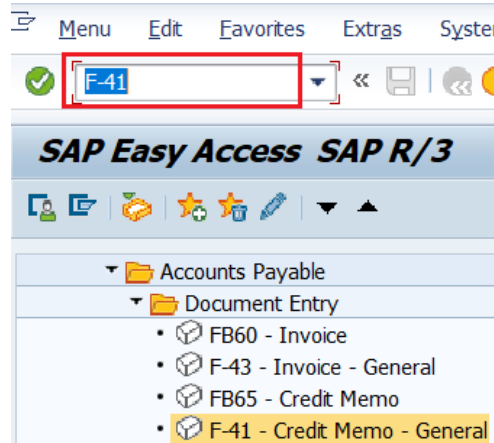
 Document 1100020645 was posted in company code ES10




5. FI Credit Memo Posting Execution in SAP

- 5.1.** To execute the **posting for FI credit memos**, the two processes are similar to the invoice, changing only the purpose of the document. The first possibility is to enter the vendor credit memo as a standard posting in SAP. Type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **F-41**



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

Enter Vendor Invoice: Header Data

Held Document Account Model G/L item fast entry Post with Reference Processing Options

| | | | | | |
|-----------------|------------|--------|----|----------------|------|
| Document Date | 20.11.2023 | Type | K3 | Company Code | ES10 |
| Posting Date | 20.11.2023 | Period | 11 | Currency/Rate | EUR |
| Document Number | | | | Translatn Date | |
| Reference | TestFI5 | | | Cross-CC no. | |
| Doc.Header Text | TestFI5 | | | | |
| Trading Part.BA | | | | | |
| Inv. recpt date | | | | | |


First line item

| | | | | | | | |
|-------|----|---------|-----|-------|--|-------|--|
| PstKy | 31 | Account | 671 | L Ind | | TType | |
|-------|----|---------|-----|-------|--|-------|--|


The main fields are detailed on the table below:

| <i>Field</i> | <i>Explanation</i> |
|-----------------------|--|
| Document Date | Mandatory (i.e. ddmmyy) |
| Document Type | Mandatory. For Vendor Credit Memos, document type will be prefixed to “K3”, Vendor Credit Memo Manual 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 Credit Memo, the Posting Key will be prefixed to 21, Credit Memo Debit Vendor On a general basis, the opposite movement will be 50, GL Credit |
| Account | Mandatory. G/L account on which the document will be posted. In this case, the credit movement refers to the vendor number (e.g. 36 –up to 10-digit) And the debit movement refers to the corresponding GL account (on a general basis, an 572* account) |
| Special G/L Indicator | Optional. SGL defines an operation in a Special General Ledger account, allowing to post against third parties using accounts which are different with the ones the vendor/customer has in his master data. It will be used exclusively for all the accounts that have been created as associates. No direct posting will be allowed. |
| Transaction Type | Optional. Identify individual business transactions. It has to be entered for each transaction that affects assets and is assigned to a transaction type group |

- Similarly, to the invoice transaction, the following screen refers to the item itself, allowing the user to introduce information related to the amount or payment conditions. The following steps are the same that we have explained for the invoice posting transaction F-43 (Point 4.1)
- 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.

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 credit memo 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.

- 5.2.** In case the FI document contains **several lines**, the procedure to fulfill a **vendor invoice** will be similar, through another SAP transaction explained above (Point 4.2 Invoice posting transaction FB60). Type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **FB65**

- Within this transaction, all the information is directly displayed in the main screen. There are no actions required related to document type or posting keys. The transaction automatically performs the linkage and only the item lines will be fulfilled

Enter Vendor Credit Memo: Company Code ES10

Tree on | Company Code | Hold | Simulate | Park | Processing Options

Transactn: Credit memo | Bal.: 0,00

Basic data | Payment | Details | Tax | Withholding tax | Amount split | Notes

Vendor: | SGL Ind: |
 Inv. recpt date: |
 Document date: | Reference: |
 Posting Date: 20.11.2023
 Cross-CC no.: |
 Amount: | EUR | ☐ Calculate tax
 Tax Amount: |
 Text: |
☐ Invest.ID

0 Items (No entry variant selected)

| St... | G/L acct | Short Text | D/C | Amount in doc.curr. | Loc.curr.amount | T.. | Tax jurisdictn code | V Assignment |
|-------|----------|------------|--------|---------------------|-----------------|-----|---------------------|--------------|
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |
| | | | Cred.. | | 0,00 | | | |

The only difference with the transaction FB60 (see step 4.2) is on the document information. All the fields and item lines will be completed following the same procedure explained above.