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HOTELS & RESORTS

Job Aids

- **Accounts Receivable**
 - **Collections Registration**
 - **Bank Transfer**

1. Document History

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

2. Processes and Transactions

- Collections by Bank Transfer

– Collection Process	ZRAR_CENTRAL_COLLECT
– Display Items pending	FBL3N
– Display Documents	FB03 FBL5N
– Clear Items	F-03

3. Roles

- AR Supervisor
- AR Analyst

4. Process Execution in SAP

4.1. When bank statement is available, it is automatically exported to Kyriba. Every 15 minutes, SAP automatically imports the bank statement from Kyriba. Kyriba uses IDs to identify the collections received. To perform the transaction in SAP which displays **Kyriba IDs**, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **FBL3N**

The first screen which is going to be displayed. Fields are explained on the table below.

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account: 43010000 to []

Company code: ES01 to []

Selection using search help

Search help ID: []

Search string: []

Search help

Line item selection

Status

☒ Open items

Open at key date: 30.10.2023

☐ Cleared items


Clearing date: [] to []

Open at key date: []

☐ All items


Posting date: [] to []

Tab	Brief Explanation
G/L account selection	Mandatory. Must be introduced the general ledger account (e.g. 43010000).
Company code	Mandatory (e.g. ES02)
Line item selection	Different methods to filter the information: - By status of the documents (Open, Cleared or All items) - By type of documents (selecting the corresponding fields).

By clicking on “Execute” button , the balance will be showed:

G/L Account: 43010000
Company Code: ES01
RECEIPTS PENDING TO BE APPLIED

St	CoCd	G/L	Ty	Year	FK	Assignment	Pe	Fstng Date	Doc. Date	DocumentNo	Amt in loc.cur.	LCu	Amount in DC	Cur
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002830002	10	27.10.2023	27.10.2023	1400024929	554,28-	EUR	554,28-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002831002	10	27.10.2023	27.10.2023	1400024930	0,34-	EUR	0,34-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002832002	10	27.10.2023	27.10.2023	1400024931	0,32-	EUR	0,32-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002746002	10	27.10.2023	27.10.2023	1400024936	166,00-	EUR	166,00-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002630002	10	27.10.2023	27.10.2023	1400024937	222,75-	EUR	222,75-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002631002	10	27.10.2023	27.10.2023	1400024938	3.650,00-	EUR	3.650,00-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002632002	10	27.10.2023	27.10.2023	1400024939	455,00-	EUR	455,00-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002611002	10	27.10.2023	27.10.2023	1400024958	12.547,67-	EUR	12.547,67-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002633002	10	27.10.2023	27.10.2023	1400024959	8.500,00-	EUR	8.500,00-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002634002	10	27.10.2023	27.10.2023	1400024960	95,00-	EUR	95,00-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002635002	10	27.10.2023	27.10.2023	1400024961	114,80-	EUR	114,80-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002636002	10	27.10.2023	27.10.2023	1400024962	6.717,15-	EUR	6.717,15-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002598002	10	27.10.2023	27.10.2023	1400024963	10.695,52-	EUR	10.695,52-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002721002	10	27.10.2023	27.10.2023	1400024967	146.028,96-	EUR	146.028,96-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002722002	10	27.10.2023	27.10.2023	1400024968	5.107,99-	EUR	5.107,99-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002723002	10	27.10.2023	27.10.2023	1400024969	1.349,50-	EUR	1.349,50-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	23103000002637002	10	27.10.2023	27.10.2023	1400024978	782,02-	EUR	782,02-	EUR
<input checked="" type="checkbox"/>	ES01	43010000	BK	2023	50	2310270003071002	10	26.10.2023	26.10.2023	1400024631	500,00-	EUR	500,00-	EUR

We select open items, so it shows open item .

The user must copy the Kyriba ID of the payment. In SAP, the copy process is executed by pressing Ctrl+Y. The pointer will appear as a cross, and all the data must be selected. The selection will appear with a different color on the back, and the user must press Ctrl+C to copy, and Ctrl+V to paste.

4.2. The second stage is completed manually in SAP, and concerns the assignment of open invoices with received collections.

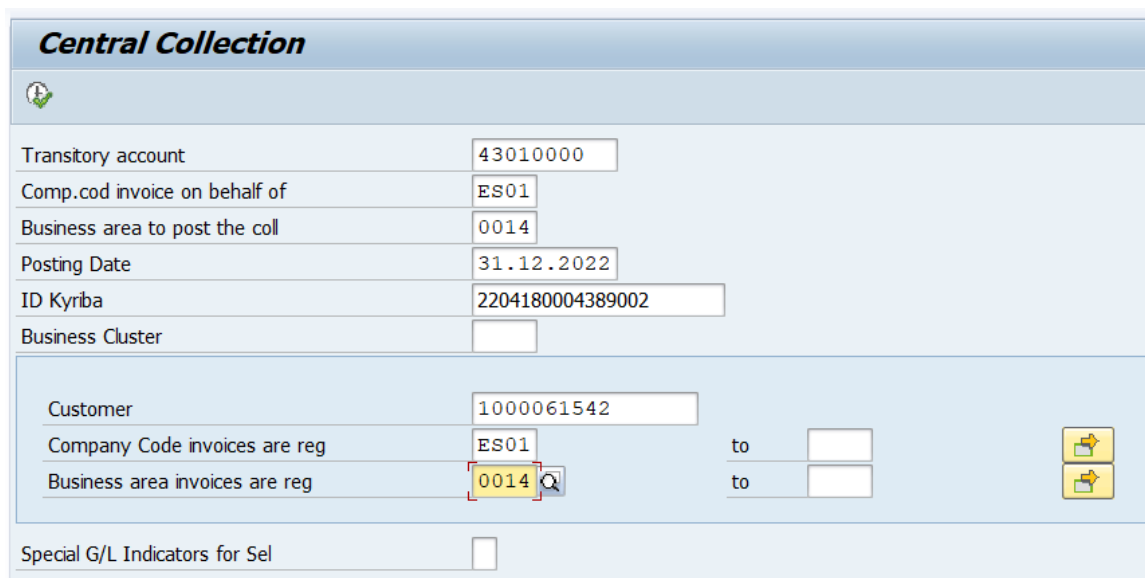
There are two different situations:

- **Hotels with Kyriba.**

To perform the transaction in SAP, the transaction code must be filled on the transaction box.

Transaction code: **ZRAR_CENTRAL_COLLECT**

The first screen is used to filter the items which are going to be displayed.





On the table below, the fields will be explained.


Field	Brief Explanation
Transitory account	The ac count where the movements are pending to be conciliated (e.g. 43010000)
Comp. cod invoice on behalf of	Company Code where the invoice was posted (e.g. ES01)
Business area to post the coll	Business area where the collection is going to be posted (e.g. 0014)
Posting Date	(i.e. 31.12.2022)
ID Kyriba	The user must paste in this field the ID copied previously. (e.g. “2204180004389002 ”)
Business Cluster	Within the principal company, there can be defined different groups of companies. If those are defined, them can be used as a

	filter. (e.g. ES01)
Customer	Filter by Customer data is allowed, using the Customer code (e.g. “1000061542” –from 1 digit, up to 12 characters)
Company Code invoices are reg	Company Code where invoices are registered. Only for Central Collections (e.g. ES01)
Business area invoices are reg	Business area where invoices are registered. Only for Central Collections (e.g. 0014)

In the same screen showed previously, the field “Business Cluster” is a method to limit invoices which will be managed, because filter invoices showed within this Cluster is possible to be done with this field.

By clicking on “Execute” button  , the items filtered will be showed in this screen:

Central Collection									
									
SE G/L Account	CoCo...	DocumentNo	Fiscal...	Assignment	Bus. ...	Amount	Curren...	Posting Date	Document Date
<input type="checkbox"/> 43010000	ES01	1400007427	2022	2204180004389002	0014	987,44	EUR	13.04.2022	13.04.2022

To manage the movements, the user must select the corresponding line, and click on “Record” button  or press the key F7.

We can delimited the items due to document date by default in the first screen but as we can other options if we select “Other selection” in order to like the second image.

Post Incoming Payments Enter selection criteria			
Other selection Other account Process Open Items			
Parameters entered			
Company Code	ES01	Other accounts	1
Account	1000061542		
Account Type	D		
Special G/L ind.		<input checked="" type="checkbox"/> Standard OIs	
Document Date			
From	To		
<input type="text"/>	<input type="text"/>		

Post Incoming Payments Enter selection criteria

Other selection **Other account** Process Open Items

Parameters entered

Company Code ES01
Account 1000061542 Other accounts 1
Account Type D
Special G/L ind. ☒ Standard OIs

Document
From

Choose Selection Criterion

☐ Amount
☐ Planning Date
☐ Customs date
☐ Document Number
☐ Posting Date
☐ Dunning Area
☒ Reference
☐ Payment Order
☐ Document Type
☐ Business Area

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Post Incoming Payments Enter selection criteria

Other selection Other account Process Open Items

Parameters entered

Company Code ES01
Account 1000061542
Account Type D
Special G/L ind. ☒ Standard OIs

Reference

From	To	String	Initial value
4014276935		<input type="checkbox"/>	<input type="checkbox"/>
4014276939		<input type="checkbox"/>	<input type="checkbox"/>
4014826171		<input type="checkbox"/>	<input type="checkbox"/>

Post Incoming Payments Process open items

Distribute Difference Charge Off Difference Editing Options ☒ Cash Disc. Due

Standard Partial Pmt Res. Items WH Tax

Account items 1000061542 VIAJES EL CORTE INGLES SA

Assignment	Document N...	Document Type	Posting Key	Posting Date	Document D...	Reference	Bus...	EUR Gross	Partially Paid Amt
4014276935	1000121816	RV	01	08.11.2022	08.11.2022	4014276935	0014	147,75	0,00
4014276939	1000121820	RV	01	08.11.2022	08.11.2022	4014276939	0014	101,64	0,00
4014826171	1000045409	RR	01	04.05.2022	04.05.2022	4014826171	0014	739,54	0,00

Processing Status

Number of items 3
Display from item 1
Reason code
Display in clearing currency

Amount entered 987,44
Assigned 988,93
Difference postings
Not assigned 1,49-

In addition, we can don't select anything at first and later that press "Process Open items" in order to see all open items. In the following screen we will select clicking on the lines the invoices involved (only recommended in case with few invoices customer volume)

When we finish the application the sytem will display the message with the document number posted and the document type will be DZ (Customer Collection)

✓ Document 300016838 was posted in company code ES01

- Show documents can be done with the general “Display Document” transaction. To perform the transaction in SAP, the transaction code must be filled on the transaction box.

Transaction code: **FB03**

The first screen is used to filter the document which is going to be displayed.

Display Document: Initial Screen

Document List | First Item | Editing Options

Keys for Entry View

Document Number	300016838
Company Code	ES01
Fiscal Year	2022

Data Entry View

Document Number	300016838	Company Code	ES01	Fiscal Year	2022
Document Date	13.04.2022	Posting Date	31.12.2022	Period	12
Reference		Cross-Comp.No.			
Currency	EUR	Texts exist	<input type="checkbox"/>	Ledger Group	

CoCd	Item	PK	SG Account	Assignment
ES01	1	40	43010000	2204180004389002
	2	40	62919001	
	3	15	1000061542	

Document Header: ES01 Company Code

Document Type	DZ CUSTOMER COLLECTION
Doc.Header Text	
Reference	
Currency	EUR
Ref. Transactn	BKPF Accounting document
Reference Key	0300016838ES012022
Tax Report Date	
Document Date	13.04.2022
Posting Date	31.12.2022
Posting Period	12 / 2022
Log.System	SEBCLNT100

On the table below, the fields will be explained.

Field	Brief Explanation
Document Number	The document which is wanted to be displayed (e.g. 300016838)
Company Code	Company Code where the document was posted (e.g. ES01)
Fiscal Year	Fiscal Year when the document was posted (i.e. 2022)

- There is other display transaction which allows other method to check whether document is correct or not. This is only valid for item lines in customer accounts. To perform the transaction in SAP, the transaction code must be filled on the transaction box.

Transaction code: **FBL5N**

The first screen is used to filter the items which are going to be displayed.

Customer Line Item Display

Data Sources

Customer selection

Customer account to
Company code to

Selection using search help

Search help ID
Search string

Line item selection

Status

☐ Open items

Open at key date

☒ Cleared items

Clearing date to
Open at key date

Name VIAJES EL CORTE INGLES SA

Clring doc.	Clearing	Customer	G/L	FR	Typ	Year	Period	Postng Date	Doc. Date	DocumentNo	CoCd	BusA	Tr.Pr	Ref. Key 2	Amt in loG.cur.	LCurr	Amount in DC	Curr.
<input type="checkbox"/> 300016838	31.12.2022	1000061542	43000000	15	DE	2022	12	31.12.2022	13.04.2022	300016838	ES01	0014			988,93-	EUR	988,93-	EUR
<input type="checkbox"/> 300016838	31.12.2022	1000061542	43000000	01	RR	2022	5	04.05.2022	04.05.2022	1000045409	ES01	0014			739,54	EUR	739,54	EUR
<input type="checkbox"/> 300016838	31.12.2022	1000061542	43000000	01	RV	2022	11	08.11.2022	08.11.2022	1000121816	ES01	0014			147,75	EUR	147,75	EUR
<input type="checkbox"/> 300016838	31.12.2022	1000061542	43000000	01	RV	2022	11	08.11.2022	08.11.2022	1000121820	ES01	0014			101,64	EUR	101,64	EUR
*											ES01				0,00	EUR		
**															0,00	EUR		

On the table below, the fields will be explained.

Tab	Brief Explanation
Customer selection	Customer account or range of accounts, and company codes
Line item selection	Different methods to filter the information: By the status of the documents (Open, Cleared or All items) and indicating the date (i.e. ddmmyy), or by the type of documents (selecting the corresponding fields).

Both transactions are valid to check if the document was created. Once the document is found, the user must press by two clicks on the cell where the document is displayed, and the accounting movement will be shown by clicking on "Overview" button.

Data Entry View

Document Number Company Code Fiscal Year
Document Date Posting Date Period
Reference Cross-Comp.No.
Currency Texts exist ☐ Ledger Group

CoCd Item PK SG Account Assignment

ES01 1 40 43010000 2204180004389002

2 40 62919001

3 15 1000061542

Document Header: ES01 Company Code

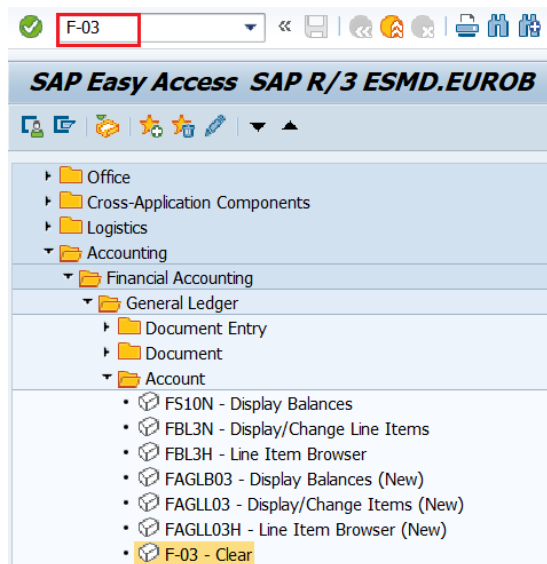
Document Type CUSTOMER COLLECTION
Doc.Header Text

Reference Tax Report Date
Document Date
Posting Date
Currency Posting Period
Ref. Transactn Accounting document
Reference Key Log.System

At the end we have to clear both lines in transitory account thought F-03

G/L Account		43010000		RECEIPTS PENDING TO BE APPLIED															
Company Code		ES01																	
St	G/L	PK	Ty	Year	Pe	Postng Date	Doc. Date	DocumentNo	CoCd	BusA	Tr.Prtr	Ref.	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Amount in loc.curr.2	LCur2	Text
	43010000	40	DZ	2022	12	31.12.2022	13.04.2022	300016838	ES01	0014			987,44	EUR	987,44	EUR			
	43010000	50	BK	2022	4	13.04.2022	13.04.2022	1400007427	ES01	0014			987,44-	EUR	987,44-	EUR			TRANSFERENCIAS;
*													0,00	EUR					

Transaction code: **F-03**



- The first screen in the transaction is a filter where the user will be able to set the criteria in order to find the GL account which will be cleared within the process and click enter or “Process Open items”

Clear G/L Account: Header Data

Process Open Items

Account: 43010000 Clearing Date: 30.12.2022 Period: 12

Company Code: ES01 Currency: EUR

Open Item Selection

☒ Standard OIs

Additional Selections

☐ None
☐ Amount
☐ Planning Date
☐ Customs date
☒ Document Number
☐ Posting Date
☐ Dunning Area
☐ Reference
☐ Payment Order
☐ Document Type
☐ Business Area
☐ Others

- Enter the parameters and click enter or “Process Open items”. We will show the next screen in

which we can select/confirm the lines that we want to clear.

Clear G/L Account Enter selection criteria

Other selection Other account Process Open Items

Parameters entered

Company Code

Account

Account Type

Special G/L ind. ☒ Standard OIs

Document Number

From	To	String	Initial value
<input type="text" value="300016838"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="1400007427"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Finally press the disk button (save) and the clear will be done and will appear a message confirming the document number related to this clearing.

Clear G/L Account Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res. Items WH Tax

Account items 43010000 RECEIPTS PENDING TO BE APPLIED


Postn...	Posting Date	Document D...	Co...	Reference	G/L Account	Bus...	Text	D	EUR Gross	ross
40	31.12.2022	13.04.2022	ES01		43010000	0014		S	987,44	987,44
50	13.04.2022	13.04.2022	ES01	180422/STATUS.11	43010000	0014	TRANSFERENCIAS; FALL CREEK DRIESVENPLANT B.V. PROF	H	987,44	987,44

Processing Status



Number of items Amount entered

Display from item Assigned

Display in clearing currency Not assigned

 Document 8000249253 was posted in company code ES01

- If we show the “cleared items” in FBL3N we can see that both lines has been matched and due to this action the symbol is the green circle.

G/L Account		43010000		RECEIPTS PENDING TO BE APPLIED															
Company Code		ES01																	
St	G/L	PK	Ty	Year	Pe	Pstng Date	Doc. Date	DocumentNo	CoCd	BusA	Tr.Pr	Ref.	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Amount in loc.curr.2	LCurr2	Text
	43010000	40	DZ	2022	12	31.12.2022	13.04.2022	300016838	ES01	0014			987,44	EUR	987,44	EUR			
	43010000	50	BK	2022	4	13.04.2022	13.04.2022	1400007427	ES01	0014			987,44-	EUR	987,44-	EUR			TRANSFERENCIAS; E