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# Job Aids

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- **Accounts Receivable**
  - **Collections Registration**
    - **Checks**

### 1. Document History

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

### 2. Processes and Transactions

- Collections by Checks

– G/L Account Line Item Display	FBL3N
– Collection Process	ZRAR_CENTRAL_COLLECT
– Display Documents	FBL5N

### 3. Roles

- AR Analyst
- AR Supervisor

## 4. Process Execution in SAP

**4.1.** To display these customer accounts of checks, type the transaction code in the transaction box in a new SAP session, and press enter.

Upon receiving the bank transfer of cheques in Transitory 43010200, will be going to review if we have the detail of the collections.

If it is already provided will be proceeding in posting the transfer.

If it is not available, they will tag the transfer as CHECK PENDING with doc header text “DDMMYY/STATUS.2”.

The “STATUS.2” must be raised to the customer to clarify the invoices involved on the collection.



Transaction code: **FBL3N**



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

The fields to be completed are defined in the following table:

Tab	Brief Explanation
G/L account selection	Mandatory. Must be introduced the transitory account 43010200 due to
Company code	Mandatory (e.g. ES10)
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 the “Dynamic selection” button , the filters will be displayed that should be completed to overview the balance:
- Clicking on “Execute” , the items will be displayed:

G/L Account		43010200		TRANSITORY CHEQUES AND PROMISSORY NOTES											
Company Code		ES10													
St	CoCd	G/L	Type	Assignment	Year	Period	Postng Date	Doc. Date	DocumentNo	BusA	Tr.Frt	Amount in local cur.	LCurr	Text	Reference
<input type="checkbox"/>	ES10	43010200	BK	2310300002847002	2023	10	27.10.2023	27.10.2023	1400240492	9050		706,63-	EUR	ABONO COMP. TRU 27/-	
<input type="checkbox"/>	ES10	43010200	BK	2310300002848002	2023	10	27.10.2023	27.10.2023	1400240493	9050		538,16-	EUR	ABONO COMP. TRU 27/-	
<input type="checkbox"/>	ES10	43010200	BK	2310300002849002	2023	10	27.10.2023	27.10.2023	1400240775	9050		1.029,60-	EUR	ABONO COMP. TRU 27/-	
<input type="checkbox"/>	ES10	43010200	BK	2310300002850002	2023	10	27.10.2023	27.10.2023	1400240776	9050		4.769,69-	EUR	ABONO COMP. TRU 27/-	
<input type="checkbox"/>	*	43010200										7.044,08-	EUR		
<input type="checkbox"/>	**											7.044,08-	EUR		

- Once the invoices which must be paid with the collection are identified, the next step will be the accounting of the checks.  
The identification will be determined either by “Assignment”, “Text”, or “Document Number”.

**4.2.** The second step will be the **customer identification**. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **ZRAR\_CENTRAL\_COLLECT**

- The first screen is used to select the customer.

**Central Collection**

Transitory account: 43010200

Comp.cod invoice on behalf of: ES10

Business area to post the coll: 9050

Posting Date: 31.10.2023

ID Kyrba: 2310300002850002

Business Cluster:

Customer: [Yellow bar]

Company Code invoices are reg: [ ] to [ ]

Business area invoices are reg: [ ] to [ ]

Special G/L Indicators for Sel: [ ]

By clicking on the match code, a new window which offers different kinds of search will be displayed. This window is structured with tabs, but there is a button which shows all the tabs as a list.

**Customer Number (2)**

Customers (by company code) Customers by country/company code

Country: [ ]

City: [ ]

Search term: [ ]

Name: [ ]

Customer: [ ]

Company Code: [ ]

Maximum No. of Hits: 500

Customers (general)  
Customers (by company code)  
• Customers by country/company code  
Customers by country  
Customers by personnel number  
Customers by Tax Information  
Customers by Address Attributes  
Customers by Address Attributes (Fuzzy Search)  
Proceed Initially According to Customer Sub-Ledger Account  
JV partner in coding block  
Customers per account group  
Customers With Lease-Out  
Customers per sales group  
Customers with plant reference  
Customers for Head Offices  
Customers (by class)  
Customer By Real Estate Contract



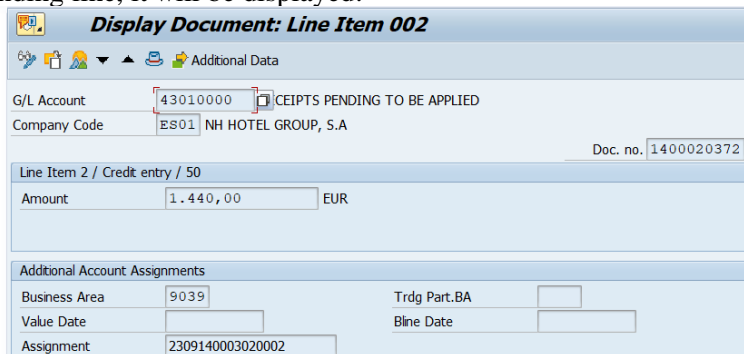
If the user does not know the name, the key “\*” is the character used in SAP to performs a searching without knowing the full name.





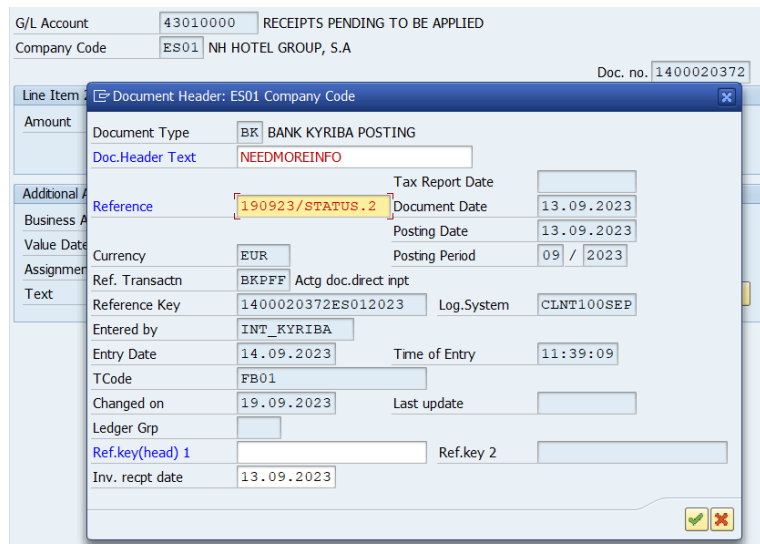
After the customer is found, by clicking on , the code will be automatically filled.

**4.3.** There are two different situations:

- **Collection without a customer identified.** In the report (step 4.1), by double clicking on the corresponding line, it will be displayed:



By clicking on “Modify/Display” button , it will be possible to inform the fields, and through the header , the header will be also accessible:



For this situation, the reference will be filled with the date and the status “ddmmaaaa/STATUS 2.0”

- **Collection with a customer identified without invoice posted or detail in text as prepayment,** will be considered as a prepayment. The movement must be move to account 43010300 and the code: “ddmmaaaa/STATUS 1.0”

Long Text	CoCd	G/L Acct
CUSTOMERS PREPAYMENTS PENDING TO BE APPLIED	ES01	43010300

G/L Account: 43010000 RECEIPTS PENDING TO BE APPLIED  
Company Code: ES01 NH HOTEL GROUP, S.A. Doc. no. 1400023199

Line Item: Document Header: ES01 Company Code

Amount: Document Type: BK BANK KYRIBA POSTING  
Doc. Header Text: NEED MORE INFO

Additional Business Value Date Assignment Text: Reference: 201023/STATUS.1  
Tax Report Date: Document Date: 16.10.2023  
Posting Date: 16.10.2023  
Posting Period: 10 / 2023  
Currency: EUR  
Ref. Transactn: BKPFF Actg doc.direct inpt  
Reference Key: 1400023199ES012023 Log.System: CLNT100SEP  
Entered by: INT\_KYRIBA  
Entry Date: 17.10.2023 Time of Entry: 16:18:16  
TCode: FB01  
Changed on: 20.10.2023 Last update:  
Ledger Grp:  
Ref.key(head) 1:  
Inv. recpt date: 16.10.2023 Ref.key 2:

4.4. After that, the following step will be the **invoice identification**. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session.

Transaction code: **FBL5N**

- Similarly to the first step, the first screen allows the user to filter by customer lines.

**Customer Line Item Display**

Data Sources

Customer selection  
Customer account: to  
Company code: to

Selection using search help  
Search help ID:  
Search string:  
Search help

Line item selection

Status  
☒ Open items  
Open at key date:  
☐ Cleared items  
Clearing date: to  
Open at key date:  
☐ All items  
Posting date: to

Type  
☒ Normal items  
☒ Special G/L transactions  
☐ Noted items  
☐ Parked items  
☐ Vendor items

List Output  
Layout:  
Maximum number of items:

On the table below, the fields used will be explained.

Field	Brief Explanation
Customer selection	Customer account or range of accounts, and company code or range of company codes (e.g. ES01).
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 types normal, and special general ledger).

- Clicking on “Execute” , the invoices and collections will be displayed:

**Customer Line Item Display**

Name: VIAJES EL CORTE INGLES SA

St	Customer	G/L	PK	Typ	Year	Period	Postng Date	Doc. Date	DocumentNo	CoCd	Amount in DC	Cur	Reference	Assignment
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	05.03.2023	05.03.2023	1000024773	ES01	133,10	EUR	4019276906	4019276906
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	05.03.2023	05.03.2023	1000024774	ES01	143,00	EUR	4019276907	4019276907
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	05.03.2023	05.03.2023	1000024775	ES01	133,10	EUR	4019276908	4019276908
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	05.03.2023	05.03.2023	1000024776	ES01	133,10	EUR	4019276909	4019276909
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	05.03.2023	05.03.2023	1000024777	ES01	393,18	EUR	4019276910	4019276910
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	06.03.2023	06.03.2023	1000025364	ES01	133,10	EUR	4019277098	4019277098
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	06.03.2023	06.03.2023	1000025365	ES01	133,10	EUR	4019277100	4019277100
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	06.03.2023	06.03.2023	1000025366	ES01	133,10	EUR	4019277102	4019277102
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	10.03.2023	10.03.2023	1000027172	ES01	367,87	EUR	4019277612	4019277612
<input checked="" type="checkbox"/>	1000061542	43000000	01	RV	2023	3	12.03.2023	12.03.2023	1000027771	ES01	133,10	EUR	4019277728	4019277728

- Once the invoices are identified, the check collected should be reviewed with the amount of the invoices associated, and the information displayed in the check. The identification will be determined either by “Assignment”, “text” or “Document Number”.

**4.5.** The **collection of the invoice identified** will be the following step. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session.

Transaction code: **ZRAR\_CENTRAL\_COLLECT**

- The first screen is used to filter the collection.

**Central Collection**

Transitory account: 43010200

Comp.cod invoice on behalf of: ES10

Business area to post the coll: 9050

Posting Date: 31.10.2023

ID Kyriba: 2310300002850002

Business Cluster:

Customer: 1000061542

Company Code invoices are reg: to

Business area invoices are reg: to


Special G/L Indicators for Sel:

These fields (marked with a red box) should be copied from the transitory account display (step 4.1) to this new transaction, and the customer identified in the previous step.

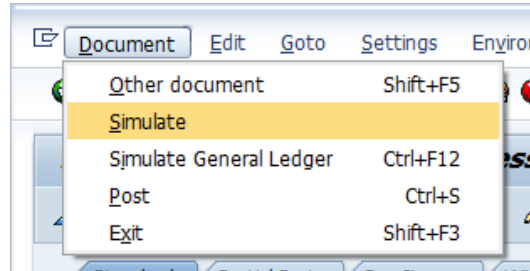
- Once fields are informed, “Execute” the report , and the collection associated with this Kyriba IDs will be displayed.


**Central Collection**

SE	G/L Account	CoCo...	DocumentNo	Fiscal...	Assignment	Bus. ...	Amount	Curren...	Posting Date	Document Date
<input checked="" type="checkbox"/>	43010200	ES10	1400240776	2023	2310300002850002	9050	4.769,69	EUR	27.10.2023	27.10.2023

- Select the item to be accounted within the first column and click on Post .

- After that, by clicking on **Process open items**, the items to process the collection will be displayed.
- The item selection is performed by double clicking on the amount of the invoice, and when the invoices are selected, the amounts will be transferred to “Assigned”.
- Once the invoices are selected, the posting can be simulated through the menu.



- In case the document is correct, the process will be saved by clicking on the diskette .

**4.6.** It is also possible that the invoices are not found.

- **Collection from a customer identified, invoices not identified.**

In this case, the invoices are unknown and there are not other invoices to assign and close the final amount equal to zero. To solve this issue, the field “Difference Postings” must be clicked twice, and the difference will be accounted in the customer account as a new invoice.

Amount entered	400.000,00	Amount entered	400.000,00
Assigned	0,00	Assigned	0,00
Difference postings		Difference postings	400.000,00
Not assigned	400.000,00	Not assigned	0,00

A red arrow points from the 'Difference postings' field in the first table to the 'Difference postings' field in the second table, indicating a double-click action.


The document will be simulated, and the Business Area associated with the collection, in the assignment field the Kyriba ID should be pasted from the check.

Furthermore, the text field shall be fulfilled as **“CHECK PENDING TO BE APPLIED. STATUS 0”**.

G/L Account	43010200	TRANSITORY CHEQUES AND PROMISSORY NOTES	
Company Code	ES10	NH HOTELES ESPAÑA, S.A.	
		Doc. no.	1400240492
Line Item 2 / Credit entry / 50			
Amount	706,63	EUR	
Additional Account Assignments			
Business Area	9050	Trdg Part.BA	
Value Date		Blne Date	
Clearing date	31.10.2023	300194338	
Assignment	2310300002847002		
Text	311023/STATUS 0.TRANSFER PENDING TO BE APPLIED		

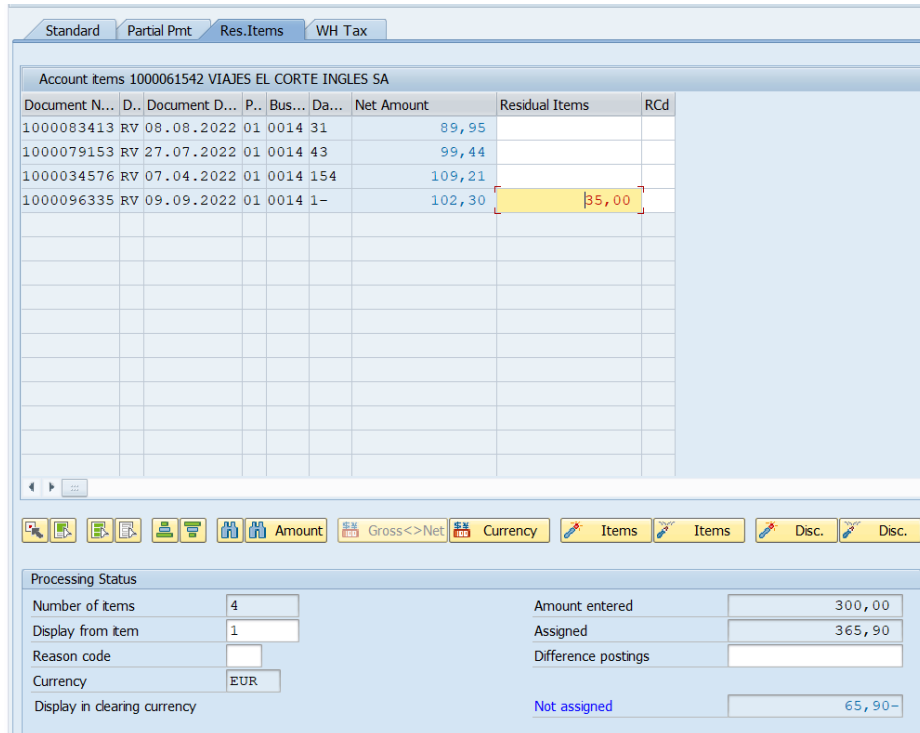
Long text



Once all the information has been introduced correctly, the process will be saved .

- The other reason is a **partial payment**.

This situation will be fulfilled through the “Residual Items” tab. The invoice will be partially paid introducing the amount collected in the Residual item column.



Document N...	D...	Document D...	P...	Bus...	Da...	Net Amount	Residual Items	RCd
1000083413	RV	08.08.2022	01	0014	31	89,95		
1000079153	RV	27.07.2022	01	0014	43	99,44		
1000034576	RV	07.04.2022	01	0014	154	109,21		
1000096335	RV	09.09.2022	01	0014	1-	102,30	35,00	


Processing Status

Number of items	4	Amount entered	300,00
Display from item	1	Assigned	365,90
Reason code		Difference postings	
Currency	EUR	Not assigned	65,90-
Display in clearing currency			



If the collection is referred to more than one invoice, it can be divided in all the invoices by filling the corresponding amount on each invoice

In this case, the text field shall be fulfilled as **“RESIDUAL ITEM FRA XXX (invoice number). STATUS 6.0”**.

Once all the information has been introduced correctly, the process will be saved .