Job Aids

- **Collections Registration**
  - **Promissory Notes and Confirming**

1. Document History

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

2. Processes and Transactions

- Collections by Promissory Notes & Confirming

– Customer Line Item Display	FBL5N
– Post and clearing	F-30
– Clearing GL Transitory Account	F-03
– Central Collections for Promissory Note	ZRAR_CENTRAL_COLLECT

3. Roles

- AR Supervisor
- AR Analyst

4. Process Execution in SAP

4.1. The first step will be the **invoices 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: **FBL5N**

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

On the table below, the fields used are explained.

Field	*Brief Explanation*
Customer selection	Customer account or range of accounts (e.g. "31" or "2200195653"), 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).

By clicking on "Execute" , the invoices and collections will be displayed:
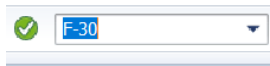
Once the invoices which must be paid with the collection are identified, the next step will be the accounting of the confirming or the promissory note. The identification will be determined either by "Assignment" or "Document Number".

4.2. The second step is the accounting, **in the case of the confirming:**

Go to **F-30:**

Click the option "Transfer posting with clearing" put the information of the customer and press "Choose open item":

In the following screen we need to complete the field of customer and reference in order to filter the invoices involved. Press the option "Process Open Items"

Post with Clearing Select open items

Process Open Items

Open Item Selection		Additional Selections
Company Code	ES10	○ None
Account	1002771470	○ Amount
Account Type	D	○ Planning Date
Special G/L ind		○ Customs date
Pmnt advice no.		○ Document Number
		○ Posting Date
☐ Other accounts		○ Dunning Area
☐ Distribute by age		◉ Reference
☐ Automatic search		○ Payment Order

☑ Standard OIs

In this step, we can check the invoices selected and the amounts. Press on the mountain to follow with the posting of the payment and the other expenses.

Distribute Difference   Charge Off Difference   🖉 Editing Options   Ø Cash Disc. Due

| Standard | Partial Pmt | Res.Items | WH Tax |

Account items 1002771470 CENTURY INCOMING SL

Assignment	Document N...	Document T...	Postin...	Posting Date	Document D...	Reference	Bus...	EUR Gross
4012183903	1001455153	RV	01	31.10.2022	31.10.2022	4012183903	0012	2.576,79
4012183902	1001455142	RV	01	31.10.2022	31.10.2022	4012183902	0012	1.288,40
4012183913	1001456658	RV	01	01.11.2022	01.11.2022	4012183913	0012	386,99

Amount   Gross<>Net   Currency   Items   Items   Disc.   Disc.

Processing Status			
Number of items	3	Amount entered	0,00
Display from item	1	Assigned	4.252,18
Reason code		Difference postings	
Display in clearing currency		Not assigned	4.252,18-

- o Enter Posting key 40, account 4301000 and the amount of the transitory account and press enter.
- o In the following steps enter again the posting key 40 and the account of the interest and the bank charges if it´s apply.
- o Keep in mind that in P&L account we must complete the Cost Center (Company Code + Business Area + Department)

We can see the simulate of the posting that we want to do. Later that press on the disk to save the posting.

A message with the number of the document posting will be appear as the following:

Document 300185260 was posted in company code ES10

If we see the document posted in Transaction FB03 we can see that the clearing customer account has been done. However, the clearing of transitory account is pending to be done:

Data Entry View

Document Number	300185260	Company Code	ES10	Fiscal Year	2022
Document Date	07.11.2022	Posting Date	07.11.2022	Period	11
Reference	TEST4	Cross-Comp.No.		
Currency	EUR	Texts exist	☐	Ledger Group	

CoCd	Item	PK	SG	Account	Assign.	Description	Amount in LC	Amount	Curr.	Tx	BusA	Clrng doc.	Cost Center
ES10	1	40		43010000	Test4	RECEIPTS PENDING TO	4.024,69	4.024,69	EUR		0012		
	2	40		66350000	Test4	OT FIN INT EXP NO LO	200,00	200,00	EUR		0012		ES100012GE
	3	40		66910000	Test4	BANK CHARGES 3RD	27,49	27,49	EUR		0012		ES100012AD
	4	17		1002771470	TEST4	CENTURY INCOMING SL	4.252,18-	4.252,18-	EUR		0012	300185260	

In order to clear the movements in transitory account we have to use the Transaction F-03:

G/L Account	43010000	RECEIPTS PENDING TO BE APPLIED
Company Code	ES10	

G/L	PK	Ty	Year	Pe	Pstng Date	Doc. Date	DocumentNo	CoCd	BusA	Amount in doc. curr.	Curr.	Text
☐ 43010000	40	DZ	2022	11	07.11.2022	07.11.2022	300185260	ES10	0012	4.024,69	EUR	Test4
☐ 43010000	50	BK	2022	11	07.11.2022	07.11.2022	1400255473	ES10	0012	4.024,69-	EUR	TRANSFERENCIAS; INSTITUTO MEDICO I...
*										0,00	EUR	

Transaction **F-03**:

	Menu	Edit	Favorites	Extras
✓	F-03	▼	« 🖫	

We must complete the number of the account (4301000) in which we need to do the clearing.
The date of the clearing that we want to do, the company code, currency, click on the criteria for filter the items (e.g. Document number) and press "Process Open Items":

Clear G/L Account: Header Data

Process Open Items

Account	43010000	Clearing Date	07.11.2022	Period	11	
Company Code	ES10	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

In this following screen, we can verify the lines selected and that the amount is 0 between them. Later that, click on the disk icon to save the posting:

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

Assignment	Document N...	Postin...	Posting Date	Document D...	Co...	Reference	G/L Account	Bus...	Text	D	EUR Gross
Test4	300185260	40	07.11.2022	07.11.2022	ES10	TEST4	43010000	0012	Test4	S	4.024,69
22110800040.	1400255473	50	07.11.2022	07.11.2022	ES10		43010000	0012	TRANSFERENCIAS;.	H	4.024,69-

Amount   Gross<>Net   Currency   Items   Items   Disc.   Disc.

Processing Status

Number of items	2	Amount entered		0,00
Display from item	1	Assigned		0,00
Display in clearing currency		Not assigned		0,00

A message with the number of the clearing will appear:

☑ Document 8002932735 was posted in company code ES10

4.3. The second step is the accounting, **in the case of the promissory notes:**

We should have received the information in excel file in which we can clearly identify the amount, the due date, if it has withholding or not, the invoices and the client.

Client SAP (number)	Invoices	WHT	PDF Attached	PDF Name	Type	Check Number	Bank Name	Due Date	Amount
1000097847 (AGENCIA MIYAMOTO	1782/1783/1339/1338	N	N		CHECK	2720	BBVA	8-Dec	
1002799710(EVECON)	1603/1604/1031/1056/1644/11	N	N		CHECK	2290	GALICIA	30-Dec	
1002799710(EVECON)	12/1678	N	N		PROMISSORY NOTE	2291	ALICIA	Jan-17	16,354.92

Using **ZRAR_CENTRAL_COLLECT**, input the payment and the invoices just like the previous process explained.

SAP Easy Access SAP R/3 h

ZRAR_CENTRAL_COLL

To enter the promissory note, use the customer account provided and SGL Indicator W:

Central Collection

Transitory account	43010200
Comp.cod invoice on behalf of	ES01
Business area to post the coll	9039
Posting Date	22.02.2022
ID Kyriba	2202230002839002
Business Cluster	

Customer	1100026310
Company Code invoices are reg		to
Business area invoices are reg		to

Special G/L Indicators for Sel [W]

Special G/L Indicator for COBROS CONFIRMING...

Special G/L ind	Short Descript.
W	Promissory notes

We have to indicate in the field of Text "PROMISSORY NOTE + [the CHECK NUMBER indicated in the report]"

Finally we can simulate the movement which we are going to post and saved it.
A message will be display with the document number posted.

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

Field	*Brief Explanation*
Company Code	Company code which receive the invoice (e.g. ES01).
Posting date	The date when is being accounted the commercial bills (i.e. ddmmyy).
Customer	Customer account (e.g. "33" or "1008949566").
Business Area	Business area which receive the invoice (e.g. 9039).
Amount of the promissory note	The amount of the confirming or promissory note.

Business area (posted invoice)	The business area which receives the collection.
Company code(posted invoice)	The company which receives the collection.
Special General Ledger indicator	"W" for Promissory Notes

- Once the first screen is filled, the user must click on "Execute" ⏱, and the results will be displayed. The invoices which payment was made for must be selected by clicking on each amount.

Post Incoming Payments Process open items

Distribute Difference Charge Off Difference Editing Options Ø Cash Disc. Due
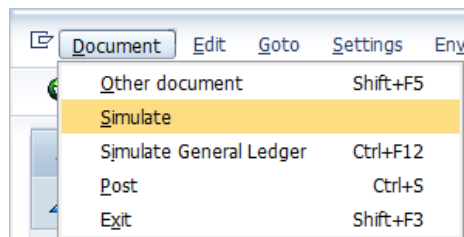
Standard | Partial Pmt | Res.Items | WH Tax

Account items 1100026310 SEKAI CORPORATE TRAVEL SLU

Assignment	Document N...	Document Type	Posting Key	Posting Date	Document D...	Reference	Bus...	Reference Key 2	EUR Gross
4045816976	1000070829	RR	01	07.07.2022	07.07.2022	4045816976	5045		21.818,31
4045210568	1000050468	RV	01	17.05.2022	17.05.2022	4045210568	5045		11.690,69
4014828165	1000116117	RR	01	25.10.2022	25.10.2022	4014828165	0014		5.592,51
4045225717	1000111153	RV	01	14.10.2022	14.10.2022	4045225717	5045		2.985,07
4019819756	1000118772	RR	01	31.10.2022	31.10.2022	4019819756	0019		2.748,52
4014275714	1000117276	RV	01	28.10.2022	28.10.2022	4014275714	0014		1.250,21
4019257527	1000099270	RV	01	17.09.2022	17.09.2022	4019257527	0019		1.218,01
4045226657	1000115032	RV	01	23.10.2022	23.10.2022	4045226657	5045		681,82
4014273478	1000109345	RV	01	10.10.2022	10.10.2022	4014273478	0014		641,05
4014273167	1000108405	RV	01	08.10.2022	08.10.2022	4014273167	0014		591,98
4019259856	1000107893	RV	01	07.10.2022	07.10.2022	4019259856	0019		589,60
4019259855	1000107892	RV	01	07.10.2022	07.10.2022	4019259855	0019		589,60
4019259853	1000107890	RV	01	07.10.2022	07.10.2022	4019259853	0019		589,60
4014275556	1000116780	RV	01	27.10.2022	27.10.2022	4014275556	0014		526,92
4014272061	1000104634	RV	01	30.09.2022	30.09.2022	4014272061	0014		522,20

Amount Gross<>Net Currency Items Items Disc. Disc.

Processing Status

Number of items	90	Amount entered	20.000,00	Amount of Promissory Note
Display from item	1	Assigned	19.999,10	Amount of invoices
Reason code		Difference postings		
Display in clearing currency		Not assigned	0,90	Residual difference

- In case of the residue is zero, the next step will be simulate the document which will be made. This process is performed by clicking on "Document" menu, and then in "Simulate".

Document	Edit	Goto	Settings	Env
Other document			Shift+F5	
Simulate				
Simulate General Ledger			Ctrl+F12	
Post			Ctrl+S	
Exit			Shift+F3	

- The document simulated will appear, and if the process was well executed, it should be saved by clicking on the diskette .

Post Incoming Payments Display Overview

Display currency | Taxes | Reset

Document Date	22.02.2022	Type	DZ	Company Code	ES01
Posting Date	22.02.2022	Period	2	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2022	Translatn Date	22.02.2022
Ledger Grp				

Reference		Cross-CC no.	
Doc.Header Text		Trading Part.BA	
Branch number		Number of Pages		Tax Report Date	22.02.2022
Inv. recpt date			

Items in document currency

PK	BusA	Acct		EUR Amount	Tax amnt
001 40	9039	0043010200	TRAN CHEQ PRO NOTES	20.000,00	
002 50	0014	0062919001	DIFF & ROUNDUPS	0,77-	
003 50	0019	0062919001	DIFF & ROUNDUPS	0,13-	
004 15	0014	1100026310	SEKAI CORPORATE TRA	7.090,40-	
005 15	0019	1100026310	SEKAI CORPORATE TRA	1.218,01-	
006 15	5045	1100026310	SEKAI CORPORATE TRA	11.690,69-	

D 20.000,00   C 20.000,00   0,00 *   6 Line items

Other Line Items

PstKy | count | | SGL Ind | | TType | | New co.code |

The promisory will be accounted, and the customers account (43000000) will be reduced.