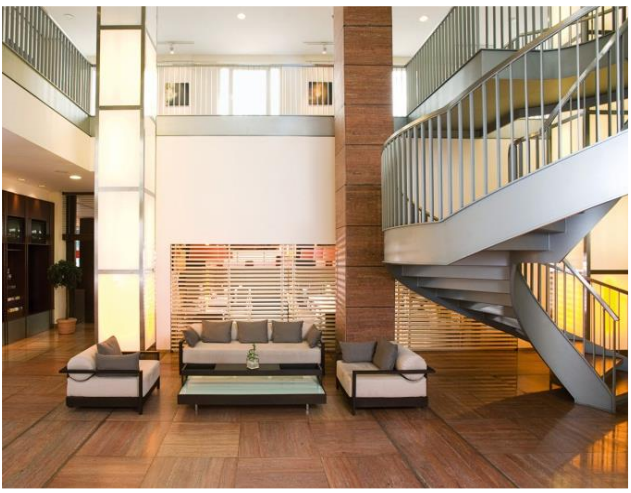

ANANTARA HOTELS · RESORTS · SPAS
AVANI Hotels & Resorts
elewana COLLECTION
OAKS HOTELS · RESORTS · SUITES
nH HOTELS
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nhow HOTELS
TIVOLI HOTELS & RESORTS

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

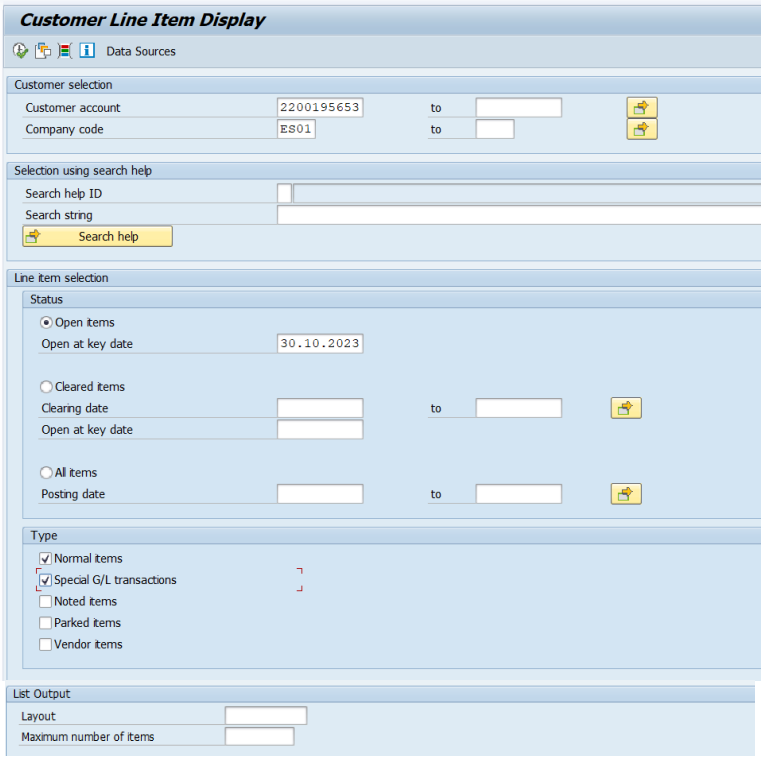
- AR Supervisor
- AR Analyst

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**

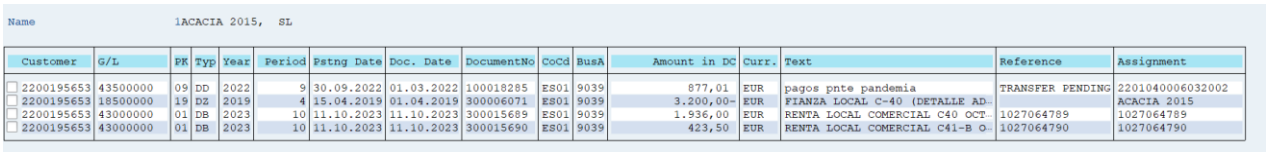
The first screen is used to filter the items which are going to be displayed.



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:

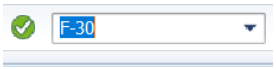

Name 1ACACIA 2015, SL

Customer	G/L	PK	Typ	Year	Period	Pstng Date	Doc. Date	DocumentNo	CoCd	BusA	Amount in DC	Curr.	Text	Reference	Assignment
2200195653	43500000	09	DD	2022	9	30.09.2022	01.03.2022	100018285	ES01	9039	877,01	EUR	pagos pnte pandemia	TRANSFER PENDING	2201040006032002
2200195653	18500000	19	DZ	2019	4	15.04.2019	01.04.2019	300006071	ES01	9039	3.200,00-	EUR	FIANZA LOCAL C-40 (DETALLE AD...		ACACIA 2015
2200195653	43000000	01	DB	2023	10	11.10.2023	11.10.2023	300015689	ES01	9039	1.936,00	EUR	RENTA LOCAL COMERCIAL C40 OCT...	1027064789	1027064789
2200195653	43000000	01	DB	2023	10	11.10.2023	11.10.2023	300015690	ES01	9039	423,50	EUR	RENTA LOCAL COMERCIAL C41-B O...	1027064790	1027064790

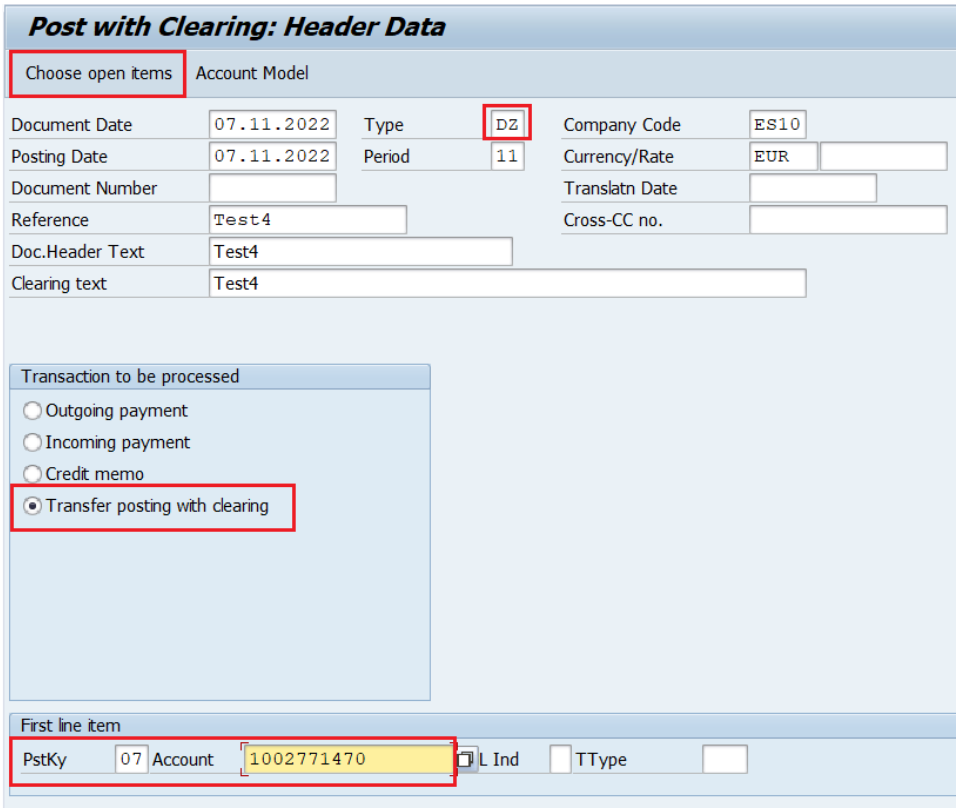
Once the invoices which must be paid with the collection are identified, the next step will be the accounting of the confirming or the promissory note. The identification will be determined either by "Assignment" or "Document Number".

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

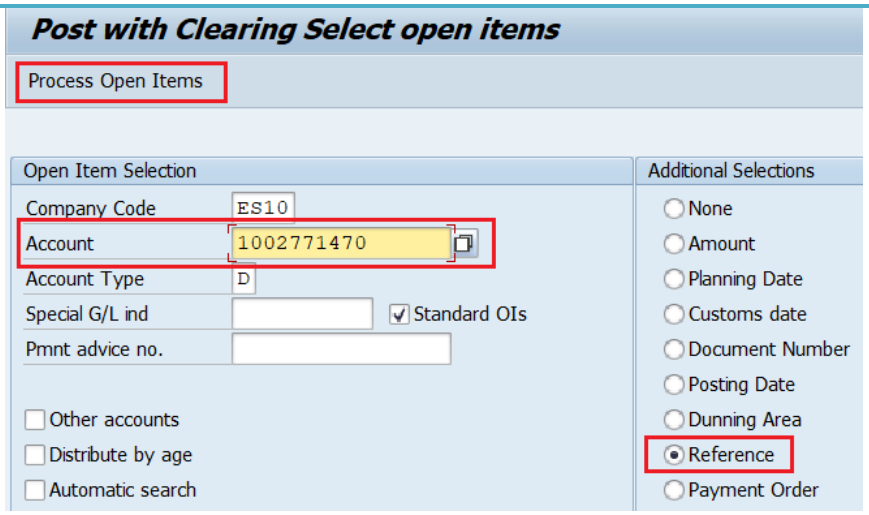
Go to **F-30:**



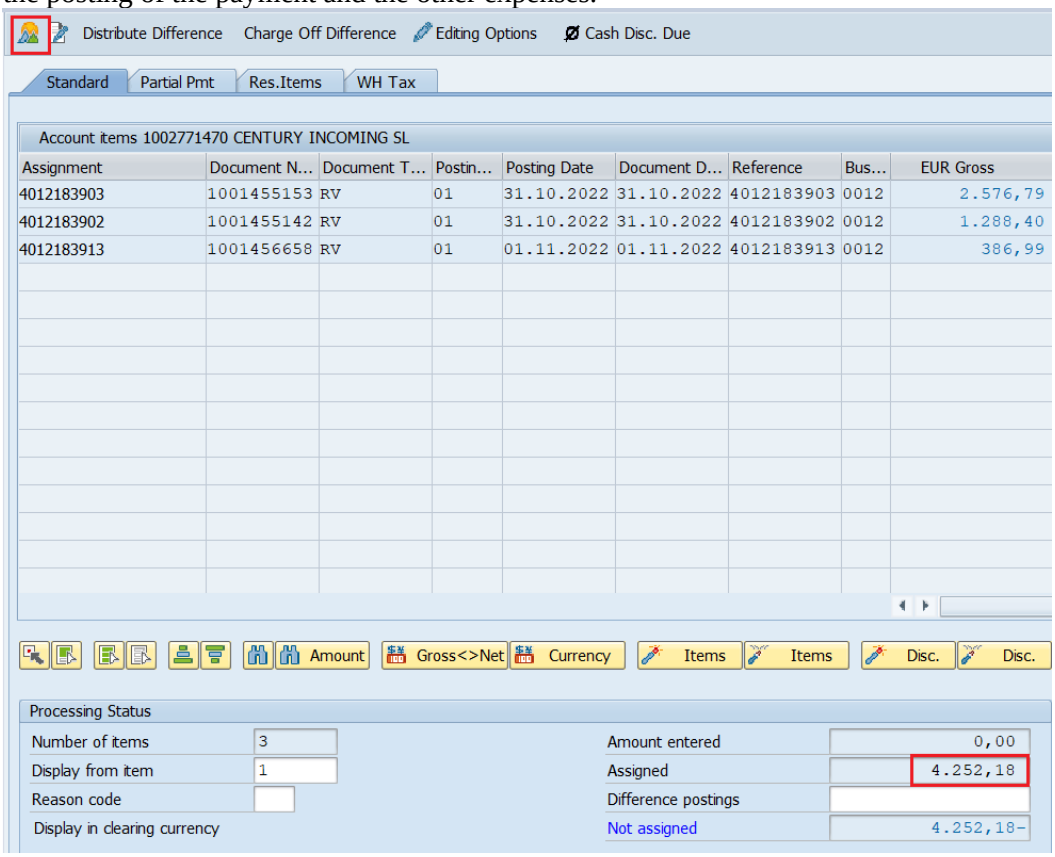
Click the option "Transfer posting with clearing" put the information of the customer and press "Choose open item":



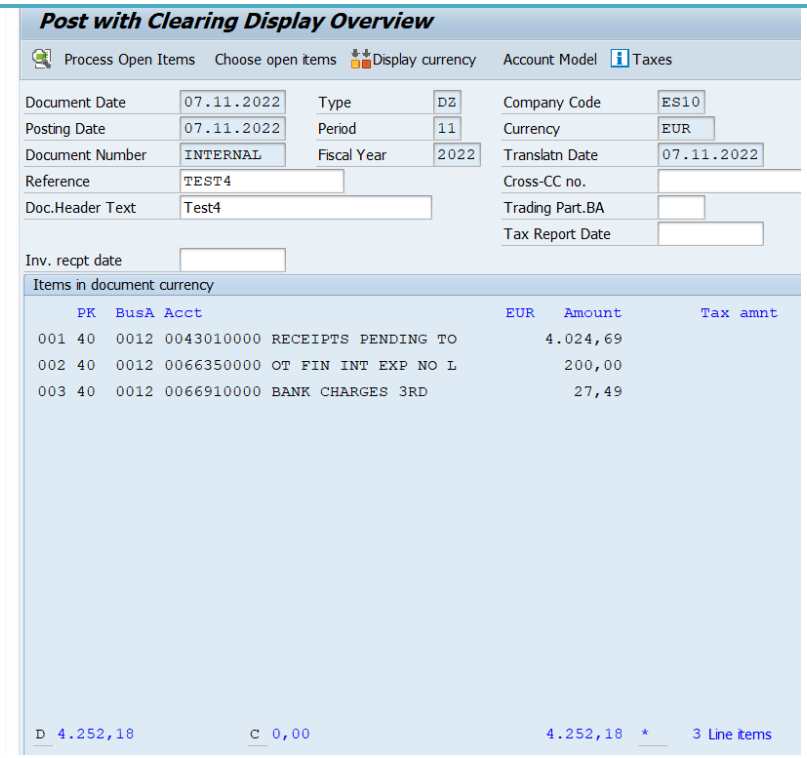
In the following screen we need to complete the field of customer and reference in order to filter the invoices involved. Press the option "Process Open Items"



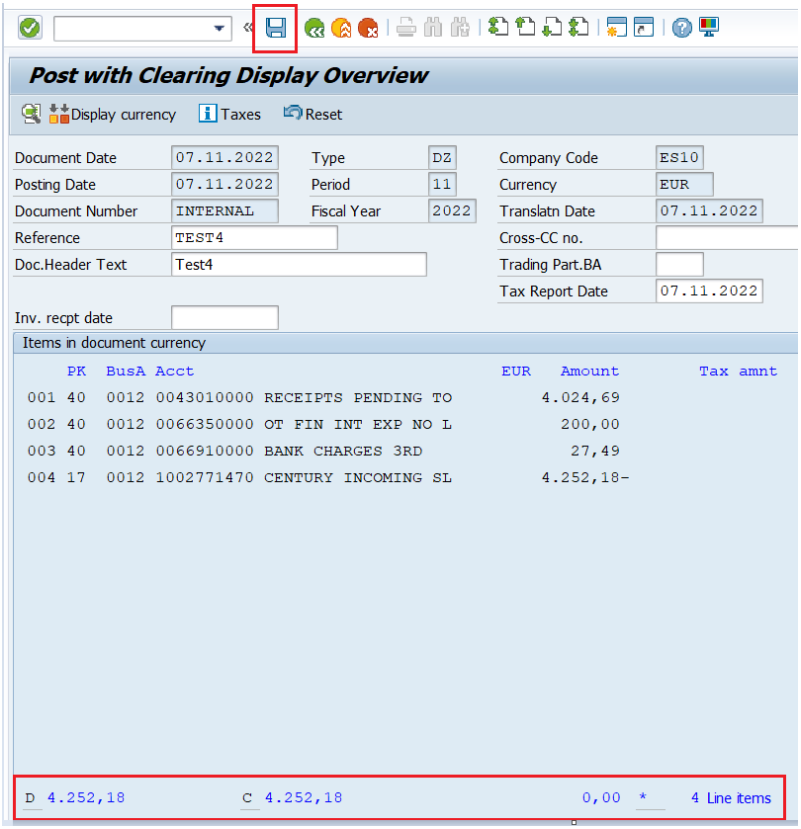
In this step, we can check the invoices selected and the amounts. Press on the mountain to follow with the posting of the payment and the other expenses.



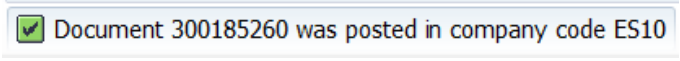
- Enter Posting key 40, account 4301000 and the amount of the transitory account and press enter.
- In the following steps enter again the posting key 40 and the account of the interest and the bank charges if it´s apply.
- Keep in mind that in P&L account we must complete the Cost Center (Company Code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



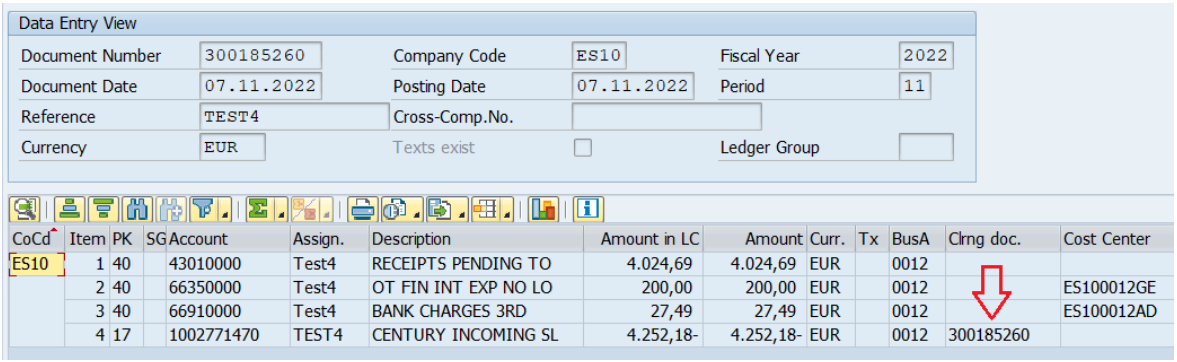
We can see the simulate of the posting that we want to do. Later that press on the disk to save the posting.



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



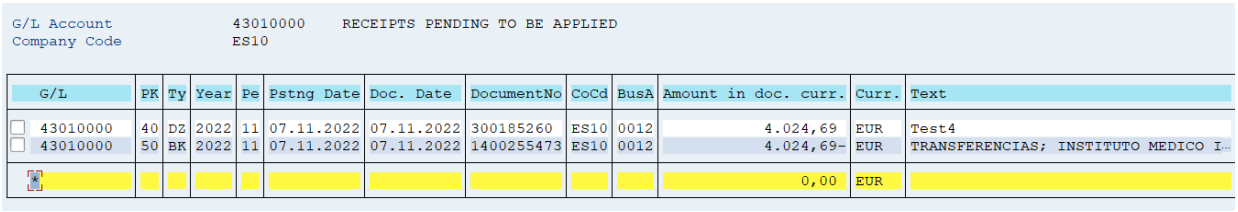
If we see the document posted in Transaction FB03 we can see that the clearing customer account has been done. However, the clearing of transitory account is pending to be done:


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	

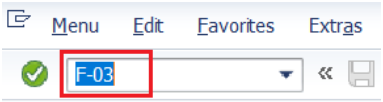
CoCd	Item	PK	SG	Account	Assign.	Description	Amount in LC	Amount	Curr.	Tx	BusA	Clrng doc.	Cost Center
ES10	1	40		43010000	Test4	RECEIPTS PENDING TO	4.024,69	4.024,69	EUR		0012		
	2	40		66350000	Test4	OT FIN INT EXP NO LO	200,00	200,00	EUR		0012		ES100012GE
	3	40		66910000	Test4	BANK CHARGES 3RD	27,49	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:

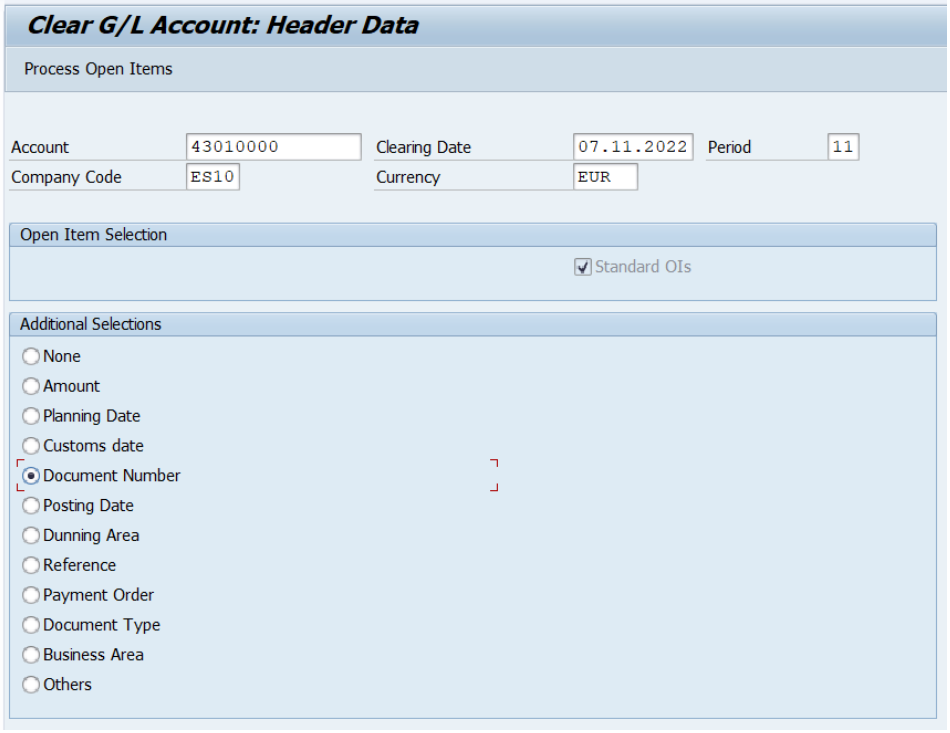

G/L Account 43010000 RECEIPTS PENDING TO BE APPLIED
Company Code ES10

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	

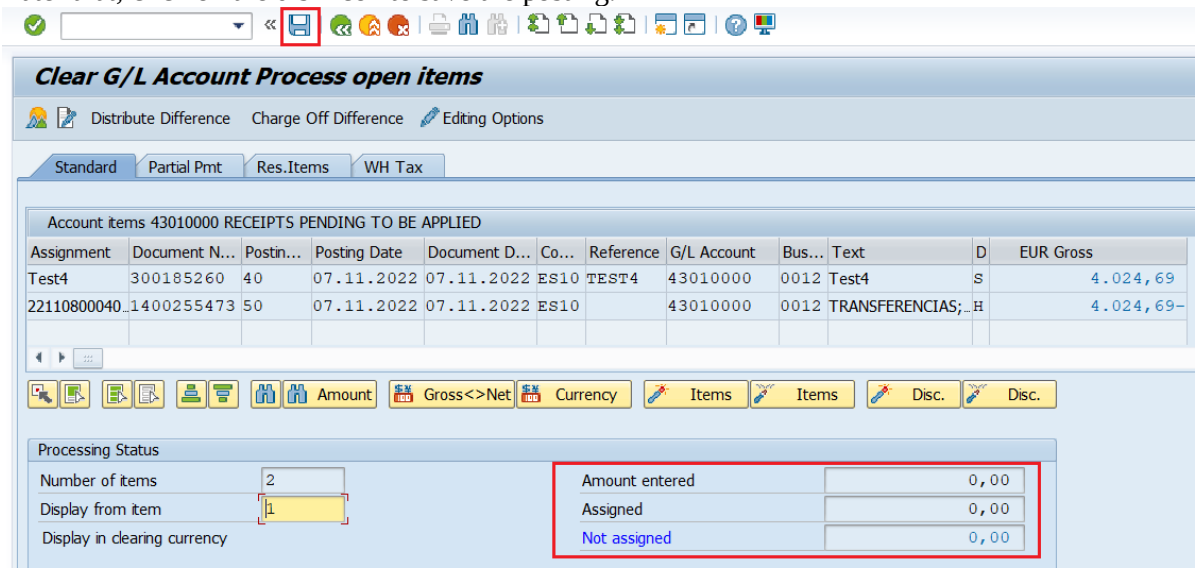
Transaction **F-03**:



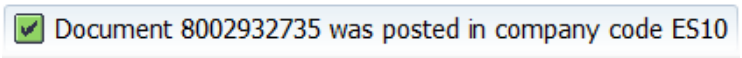
We must complete the number of the account (4301000) in which we need to do the clearing.
The date of the clearing that we want to do, the company code, currency, click on the criteria for filter the items (e.g. Document number) and press “Process Open Items”:



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:



A message with the number of the clearing will appear:

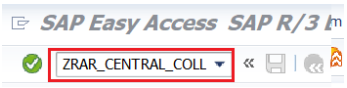


4.3. The second step is the accounting, **in the case of the promissory notes:**

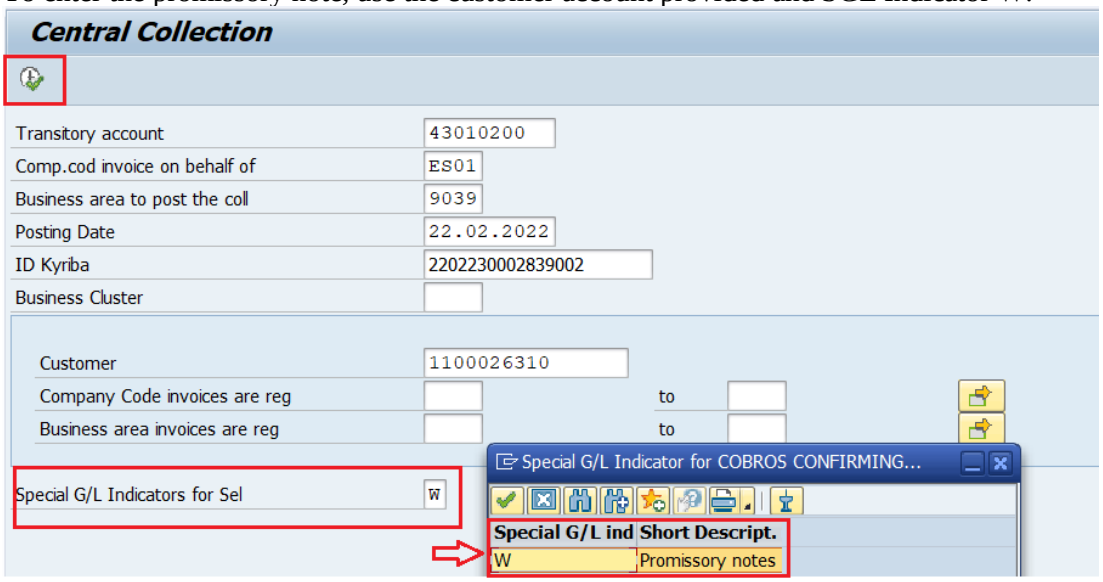
We should have received the information in excel file in which we can clearly identify the amount, the due date, if it has withholding or not, the invoices and the client.

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 NOYE	2291	ALICIA	Jan-17	16,354.92

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



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



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

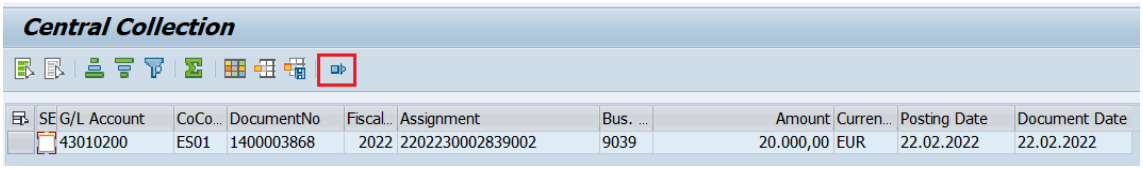
Finally we can simulate the movement which we are going to post and saved it.
A message will be display with the document number posted.

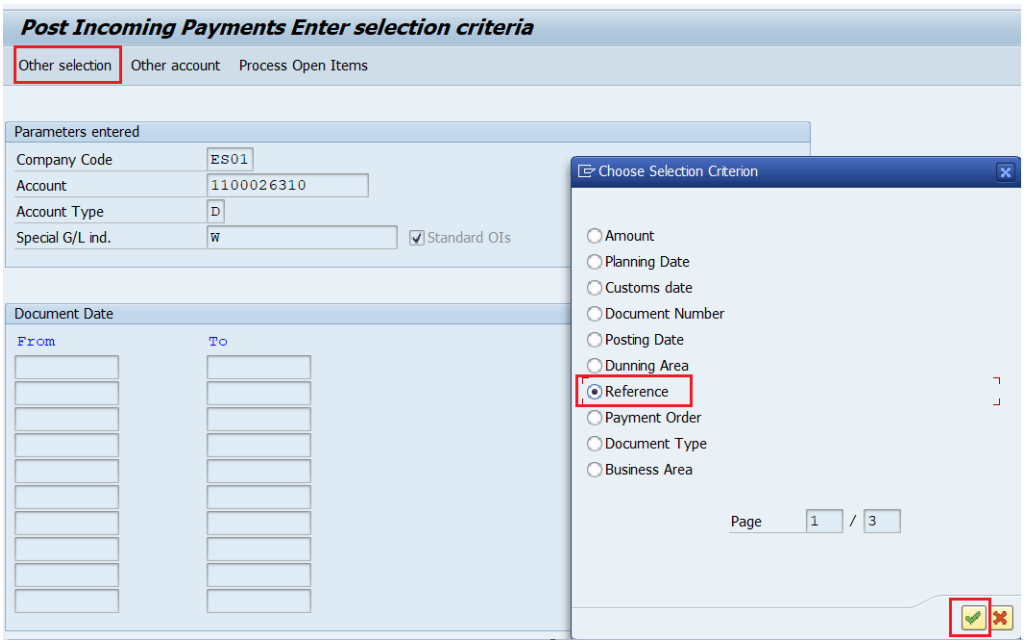
On the table below, the fields used will be explained.

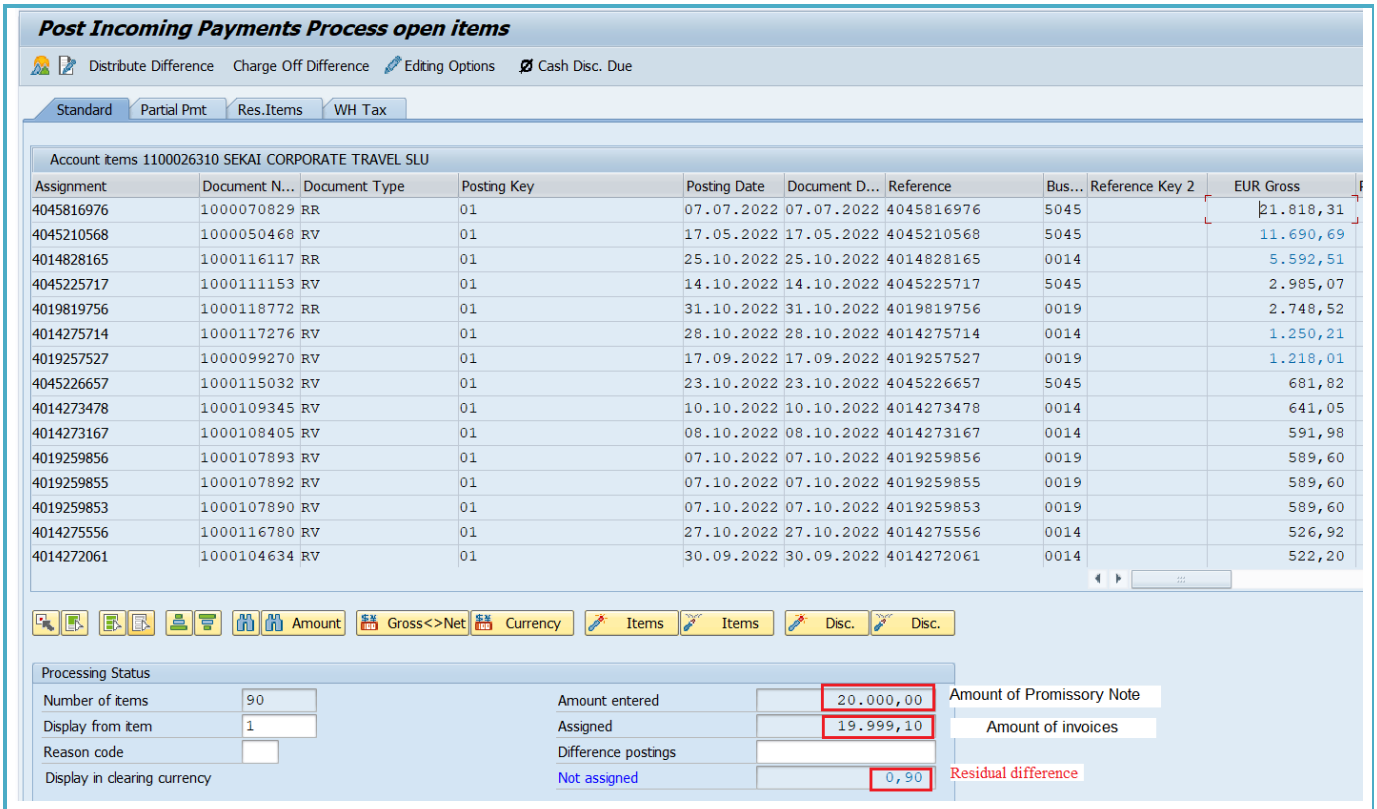
Field	*Brief Explanation*
Company Code	Company code which receive the invoice (e.g. ES01).
Posting date	The date when is being accounted the commercial bills (i.e. ddmmyy).
Customer	Customer account (e.g. "33" or "1008949566").
Business Area	Business area which receive the invoice (e.g. 9039).
Amount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

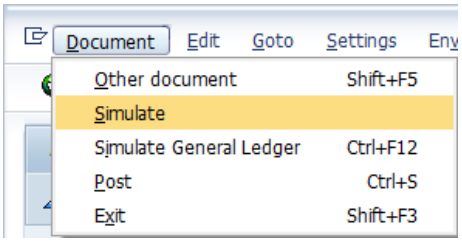
- Once the first screen is filled, the user must click on "Execute" , and the results will be displayed. The invoices which payment was made for must be selected by clicking on each amount.



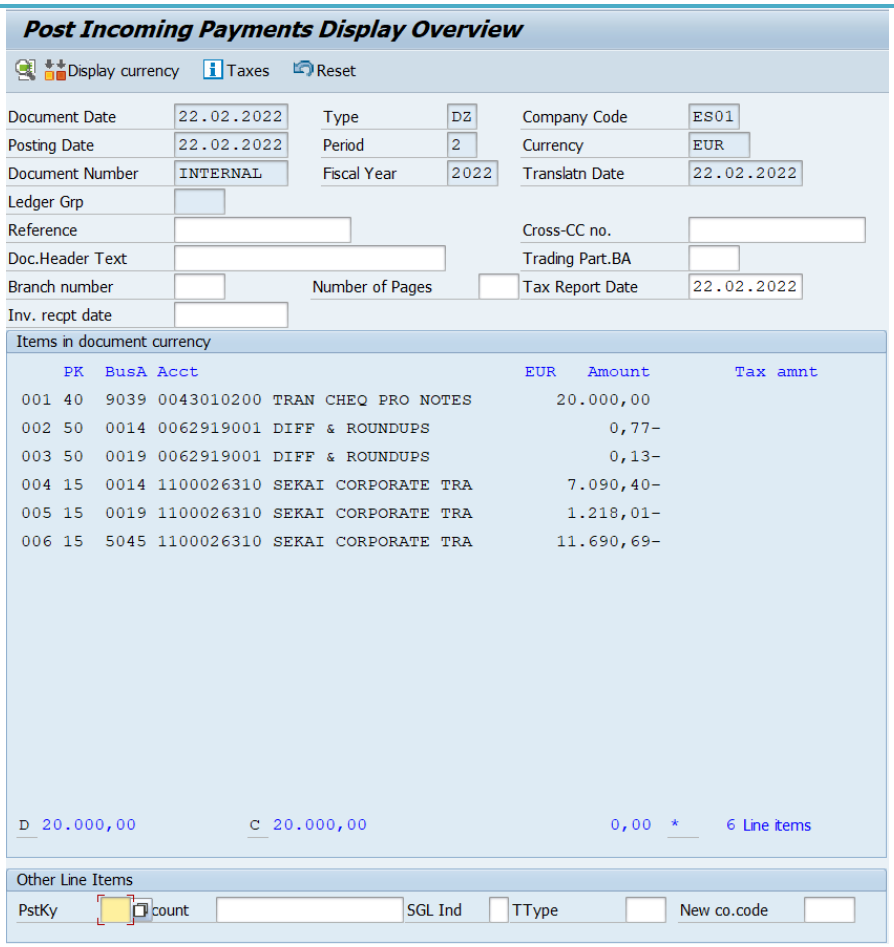




- In case of the residue is zero, the next step will be simulate the document which will be made. This process is performed by clicking on “Document” menu, and then in “Simulate”.



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



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