

Job Aids

- Accounts Receivable
 - AR Commissions

1. Document History

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

2. Processes and Transactions

- Commissions

– Customer Line Item Display	FBL5N
– Transitory Account Line Item Display	FBL3N
– Massive Collections Import	/CCSHT/IMP_COBROS
– Posting Collection	ZRAR_CENTRAL_COLLECT
– Posting Collection and clearing	F-30
– Clear Customer	F-32
– Clear Transitory Account	F-03

3. Roles

- AR Supervisor
- AR Analyst

4. Process Execution in SAP



4.1. Firstly, the user must **identify the collections which are not associated with any invoice**. 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 displays a filter to manage the invoices or collections

The main fields are explained on the table below:

Tab	Brief Explanation
Customer selection	Customer account or range of accounts, and company codes (e.g. "33" or "2XXXXX" –from 1 digit, up to 12 characters)
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 the type of documents by selecting the corresponding fields (Normal, Special G/L, Noted, Parked)
List Output	Method to configure the output list

- Once the filter is filled, by clicking on “Execute” , display the open items of each client (when the “open items” selector is active ).

Name VIAJES EL CORTE INGLES SA																
Customer	G/L	DD	Typ	Year	Period	Estng Date	Doc. Date	DocumentNo	CoCd	BusA	Amt in loc.cur.	LCurr	Amount in DC	Curr.	Assignment	Reference
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	6	07.06.2022	02.06.2022	300008391	ES01	5045	2.746,50	EUR	2.746,50	EUR	2206030001777002	
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	6	15.06.2022	15.06.2022	300008770	ES01	0019	3.141,00	EUR	3.141,00	EUR	2206160002892002	TRANSFER PENDING
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	6	27.06.2022	23.06.2022	300009131	ES01	5045	8.000,00	EUR	8.000,00	EUR	2206240015897002	
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	7	04.07.2022	30.06.2022	300009643	ES01	0014	582,12	EUR	582,12	EUR	2207010002941002	
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	7	14.07.2022	14.07.2022	300010205	ES01	0019	21.175,87	EUR	21.175,87	EUR	2000000006	2000000006
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	9	19.09.2022	09.09.2022	300013655	ES01	0019	183,63	EUR	183,63	EUR	2209120005635002	
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	9	20.09.2022	15.09.2022	300013768	ES01	0019	27,88	EUR	27,88	EUR	4019256484	4019256484
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	9	20.09.2022	15.09.2022	300013768	ES01	0019	27,88	EUR	27,88	EUR	4019256485	4019256485
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	9	16.09.2022	12.07.2022	300014009	ES01	0019	245,56	EUR	245,56	EUR	4019250674	4019250674
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	9	16.09.2022	04.06.2022	300014010	ES01	0019	261,58	EUR	261,58	EUR	4019818728	4019818728
<input type="checkbox"/> 1000061542	43000000	DZ	DZ	2022	10	19.10.2022	02.09.2022	300015352	ES01	0014	53,99	EUR	53,99	EUR	4014259568	
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	09.03.2022	09.03.2022	1000022028	ES01	0014	129,62	EUR	129,62	EUR	4014249570	4014249570
<input type="checkbox"/> 1000061542	43000000	RR	RR	2022	3	11.03.2022	11.03.2022	1000023473	ES01	0019	211,75	EUR	211,75	EUR	4019818036	4019818036
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	18.03.2022	18.03.2022	1000026150	ES01	0014	92,31	EUR	92,31	EUR	4014250733	4014250733
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	22.03.2022	22.03.2022	1000027730	ES01	0014	114,25	EUR	114,25	EUR	4014251185	4014251185
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	22.03.2022	22.03.2022	1000027731	ES01	0014	114,25	EUR	114,25	EUR	4014251186	4014251186
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	23.03.2022	23.03.2022	1000028099	ES01	0019	442,78	EUR	442,78	EUR	4019237583	4019237583
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	23.03.2022	23.03.2022	1000028100	ES01	0019	442,74	EUR	442,74	EUR	4019237584	4019237584
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	23.03.2022	23.03.2022	1000028101	ES01	0019	327,50	EUR	327,50	EUR	4019237585	4019237585
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	3	23.03.2022	23.03.2022	1000028102	ES01	0019	316,99	EUR	316,99	EUR	4019237586	4019237586
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	4	05.04.2022	05.04.2022	1000033819	ES01	0014	211,24	EUR	211,24	EUR	4014252761	4014252761
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	4	07.04.2022	07.04.2022	1000034576	ES01	0014	109,21	EUR	109,21	EUR	4014252929	4014252929
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	4	09.04.2022	08.04.2022	1000035614	ES01	0014	22.364,10	EUR	22.364,10	EUR	4014253201	4014253201
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	4	20.04.2022	20.04.2022	1000039602	ES01	0014	308,87	EUR	308,87	EUR	4014254336	4014254336
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	4	26.04.2022	26.04.2022	1000042015	ES01	0014	133,91	EUR	133,91	EUR	4014255046	4014255046
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	5	03.05.2022	03.05.2022	1000045045	ES01	0019	102,96	EUR	102,96	EUR	4019242544	4019242544
<input type="checkbox"/> 1000061542	43000000	RR	RR	2022	5	05.05.2022	05.05.2022	1000046076	ES01	0014	295,45	EUR	295,45	EUR	4014826195	4014826195
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	5	06.05.2022	06.05.2022	1000046442	ES01	0014	184,53	EUR	184,53	EUR	4014256054	4014256054
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	5	09.05.2022	09.05.2022	1000047320	ES01	0019	400,65	EUR	400,65	EUR	4019243228	4019243228
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	5	10.05.2022	10.05.2022	1000047764	ES01	0019	136,66	EUR	136,66	EUR	4019243366	4019243366
<input type="checkbox"/> 1000061542	43000000	RV	RV	2022	5	11.05.2022	11.05.2022	1000048436	ES01	5045	163,90	EUR	163,90	EUR	4045209969	4045209969

To identify the item displayed, the key column is “Amount in local currency”.

- When the amount is positive, the document refers to an invoice
- And if it is negative, it refers to a collection



The user must detect the not cleared collections within DD column:

- Overdue:
- Due
- Not due

These collections must be communicated to the customer, in order to receive the invoices associated with this collection.

- 4.2.** Once the invoices associated to the collection are detected,
In this scenario, once confirmed that a matching invoice is existing in Vendor, you can automatically post your commission to your Vendor Account.

First, open transfer amount in **Transaction Code FBL3N** Transitory Account to see the details.

Later that, open the invoice in the **Transaction Code FBL5N** Customer account to see the details.

Finally, fill in the necessary fields in **Transaction Code ZRAR_CENTRAL_COLLECT** to applicate the payment with the customer invoice and the commission:

The residual amount not assigned must be the amount of the commission.

Post to Customer Account using PK15, since the commission invoice is available in vendor. Post this to

- Vendor Account using PK25. Make sure you put in the Pmt Method “A”

Post Incoming Payments Display Overview

Process Open Items
 Choose open items
 Display currency
 Account Model
 Taxes

Document Date	07.11.2022	Type	DZ	Company Code	ES01
Posting Date	07.11.2022	Period	11	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2022	Translatn Date	07.11.2022
Ledger Grp					
Reference		Cross-CC no.			
Doc.Header Text		Trading Part.BA			
Branch number		Number of Pages		Tax Report Date	
Inv. recpt date					

Items in document currency

PK	BusA	Acct		EUR	Amount	Tax amnt
001	40	5045	0043010000 RECEIPTS PENDING TO		982,50	

D 982,50 C 0,00 982,50 * 1 Line items

Other Line Items

PstKy 25 Account 36950 ☐ L Ind ☐ TType New co.code

Post Incoming Payments Add Vendor item

Choose open items
 Process Open Items
 More data
 Account Model

Vendor	36950	VIAJES BENALMADENA SL	G/L Acc	40000000
Company Code	ES01	CARRIL DEL SIROCO Nº2		
NH HOTEL GROUP, S.A		MALAGA		

Item 2 / Outgoing payment / 25

Amount	156,72	EUR
Tax Amount		
<input type="checkbox"/> Calculate tax	Tax code	<input type="text"/>
Bus. Area	5045	
Blne Date	07.11.2022	
Pmnt Block	<input type="checkbox"/>	Invoice ref. <input type="text"/> / <input type="text"/> / <input type="text"/>
Assignment	4045222808	Pmt Method <input type="text" value="A"/>
Text	Comission invoice 4045222808	

Next Line Item

PstKy Account SGL Ind ☐ TType ☐ New co.code

Document Date	07.11.2022	Type	DZ	Company Code	ES01
Posting Date	07.11.2022	Period	11	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2022	Translatn Date	07.11.2022
Ledger Grp					
Reference		Cross-CC no.			
Doc.Header Text		Trading Part.BA			
Branch number		Number of Pages		Tax Report Date	
Inv. recpt date					

Items in document currency						
PK	BusA	Acct		EUR	Amount	Tax amnt
001	40	5045	0043010000	RECEIPTS PENDING TO	982,50	
002	25	5045	0000036950	VIAJES BENALMADENA	156,72	
003	15	5045	1000061542	VIAJES EL CORTE ING	1.139,22-	

D 1.139,22 C 1.139,22 0,00 * 3 Line items

Later that click on the disk icon for posting the movement. A message will be appear informing the document number generated:

✓ Document 300016843 was posted in company code ES01

We can see the movement posted with this document number in FB03:

Data Entry View							
Document Number	300016843	Company Code	ES01	Fiscal Year	2022		
Document Date	07.11.2022	Posting Date	07.11.2022	Period	11		
Reference		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
ES01	1	40	43010000	2211080004621002	RECEIPTS PENDING TO	982,50	982,50	EUR		5045
	2	25	36950	4045222808	VIAJES BENALMADENA SL	156,72	156,72	EUR		5045
	3	15	1000061542	4045222808	VIAJES EL CORTE INGLES SA	1.139,22-	1.139,22-	EUR		5045

- 4.3.** After executing the collection, both the invoice and the commission, the **customer account and transitory account will be cleared** in order to finish the process. For further information, see AR_08 Customer Clearing. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **F-03**

We use transaction F-03 to do a GL clearing account (transitory account)

G/L Account

Company Code

43010000

ES01

RECEIPTS PENDING TO BE APPLIED

G/L	PK	Ty	Year	Pe	Pstng Date	Doc. Date	DocumentNo	CoCd	BusA	Tr.Prt	Ref.	LCurr	Amount in doc. curr.	Curr.	Reference	Assignment
<input type="checkbox"/> 43010000	40	DZ	2022	11	07.11.2022	07.11.2022	300016843	ES01	5045			EUR	982,50	EUR		2211080004621002
<input type="checkbox"/> 43010000	50	BK	2022	11	07.11.2022	07.11.2022	1400023911	ES01	5045			EUR	982,50-	EUR		2211080004621002
<input type="checkbox"/> 43010000													0,00	EUR		

Select the criteria that you wants to do the clearing as the following (in this example we have used the document number):

Finally, click on the disk icon to complete the clearing:

Transaction code: **F-32**

We will use F-32 to do the clearing of Customer account:

4.4.1 Transaction code: F-30

Complete the fields of the screen as this example with the Document type DZ and mark the option “Transfer posting with clearing”. After that click on “Choose open items”

Post with Clearing: Header Data

Choose open items Account Model

Document Date	07.11.2022	Type	DZ	Company Code	ES01
Posting Date	07.11.2022	Period	11	Currency/Rate	EUR
Document Number				Translatn Date	
Reference	Test3			Cross-CC no.	
Doc.Header Text	test 3				
Clearing text	TEST 3				

Transaction to be processed

☐ Outgoing payment
☐ Incoming payment
☐ Credit memo
☒ Transfer posting with clearing

First line item

PstKy ☐ Account ☐ SGL Ind ☐ TType ☐

Complete the CC and the Account with the Customer Code and Account type D. Later, select “Reference” criteria in the right part of the screen and complete and click on “Choose open items”

Post with Clearing Select open items

Process Open Items

Open Item Selection	Additional Selections
Company Code	ES01
Account	1008949566
Account Type	D
Special G/L ind	<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.	
<input type="checkbox"/> Other accounts <input type="checkbox"/> Distribute by age <input type="checkbox"/> Automatic search	<input type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Planning Date <input type="radio"/> Customs date <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input checked="" type="radio"/> Reference <input type="radio"/> Payment Order <input type="radio"/> Document Type <input type="radio"/> Business Area <input type="radio"/> Tax code <input type="radio"/> Branch account <input type="radio"/> Currency <input type="radio"/> Posting Key <input type="radio"/> Document Date <input type="radio"/> Assignment <input type="radio"/> Others

Complete the next screen with the reference and the following invoice that we will see will be:

Post with Clearing Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account Items 1008949566 HOTELBEDS PRODUCT SLU

Assignment	Document N...	Document Type	Posting Key	Posting Date	Document D...	Reference	Bus...	Partially Paid Amt	CashDiscount	C
4045225339	1000109308	RV	01	09.10.2022	09.10.2022	4045225339	5045	0,00		
4045223622	1000102245	RV	01	24.09.2022	24.09.2022	4045223622	5045	0,00		
4045223173	1000100414	RV	01	20.09.2022	20.09.2022	4045223173	5045	0,00		
4045223624	1000102248	RV	01	24.09.2022	24.09.2022	4045223624	5045	0,00		
4045222721	1000098780	RV	01	16.09.2022	16.09.2022	4045222721	5045	0,00		
4045224622	1000106424	RV	01	04.10.2022	04.10.2022	4045224622	5045	0,00		
4045224172	1000104613	RV	01	30.09.2022	30.09.2022	4045224172	5045	0,00		

Processing Status

Number of items 7 Amount entered 0,00

Display from item 1 Assigned 12.158,42

Reason code Difference postings

Display in clearing currency Not assigned 12.158,42-

Click on the Mountain icon (Simulate) and complete above of the screen with posting key 40 and account 43010000

Post with Clearing Display Overview

Process Open Items Choose open items Display currency Account Model Taxes

Document Date 07.11.2022 Type D2 Company Code ES01

Posting Date 07.11.2022 Period 11 Currency EUR

Document Number INTERNAL Fiscal Year 2022 Translatn Date 07.11.2022

Reference TEST3 Cross-CC no.

Doc.Header Text test 3 Trading Part.BA

Inv. recpt date Tax Report Date

Items in document currency

PK	BusA Acct	EUR	Amount	Tax amnt
D	0,00	C	0,00	0,00 * 0 Line items

Other Line Items

PstKy 40 Account 43010000 L Ind TType New co.code

Press enter and complete the vendor commission information as the same process that we done in the previous explain and click on enter

Posting key: 25

Account: Vendor

Payment Method: A

Post with Clearing Add G/L account item

Choose open items Process Open Items More data Account Model

G/L Account RECEIPTS PENDING TO BE APPLIED
 Company Code NH HOTEL GROUP, S.A

Item 1 / Debit entry / 40

Amount EUR
☐ Calculate tax
 Business Area Trdg Part.BA
 Value Date Due On
 Assignment
 Text Long Texts

Next Line Item

PstKy Account ☐ L Ind ☐ TType New co.code

Post with Clearing Add Vendor item

Choose open items Process Open Items More data Account Model

Vendor HOTELBEDS PRODUCT SLU G/L Acc
 Company Code AVDA MARQUES DE VILLANUEVA
 NH HOTEL GROUP, S.A PTO. DE LA CRUZ

Item 2 / Outgoing payment / 25

Amount EUR
 Tax code
 Bus. Area
 Bline Date
 Invoice ref. / /
 Pmnt Block ☐ **Pmnt Method** Long Texts
 Assignment
 Text

Next Line Item

PstKy Account SGL Ind ☐ TType New co.code

Click on the mountain and we will see the simulate of the posting:

Post with Clearing Display Overview

Display currency Taxes Reset

Document Date 07.11.2022 Type DZ Company Code ES01
Posting Date 07.11.2022 Period 11 Currency EUR
Document Number INTERNAL Fiscal Year 2022 Translatn Date 07.11.2022
Reference TEST3 Cross-CC no.
Doc.Header Text test 3 Trading Part.BA
Tax Report Date 07.11.2022
Inv. recpt date

Items in document currency

PK	BusA	Acct		EUR	Amount	Tax amnt
001 40	5045	0043010000	RECEIPTS PENDING TO		11.830,00	
002 25	5045	0000007183	HOTELBEDS PRODUCT S		328,42	
003 17	5045	1008949566	HOTELBEDS PRODUCT S		12.158,42-	

D 12.158,42 C 12.158,42 0,00 * 3 Line items

Finally, press on the disk to save the posting and the message confirmation will be appear with the document number created:

☒ Document 300016847 was posted in company code ES01

If we see the document in transaction FB03 we can see that the clearing of the customer invoices has been done, then we only have to do the clearing in transitory account and PTP has to do it in the vendor account:

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 300016847 Company Code ES01 Fiscal Year 2022
Document Date 07.11.2022 Posting Date 07.11.2022 Period 11
Reference TEST3 Cross-Comp.No.
Currency EUR Texts exist ☐ Ledger Group

CoCd	Item	PK	SGAccount	Assignment	Description	Amount in LC	Amount Curr.	Tx	BusA	Clng doc.
ES01	1	40	43010000	Test3	RECEIPTS PENDING TO	11.830,00	11.830,00	EUR	5045	
	2	25	7183	Test3	HOTELBEDS PRODUCT SLU	328,42	328,42	EUR	5045	
	3	17	1008949566	Test3	HOTELBEDS PRODUCT SLU	12.158,42-	12.158,42-	EUR	5045	300016847

Clearing of Transitory account using transaction F-03:

These are the items pending to be cleared so we copy the document numbers and go to F-03

G/L	PK	Ty	Year	Pa	Patng Date	Doc. Date	DocumentNo	CoCd	BusA	Tr.Prt	Ref.	Amount in local cur.	LCurr	Text	Reference	Assignment
43010000	40	DZ	2022	11	07.11.2022	07.11.2022	300016847	ES01	5045			11.830,00	EUR	Test3	TEST3	Test3
43010000	50	BR	2022	11	07.11.2022	07.11.2022	1400023912	ES01	5045			11.830,00-	EUR	ORDEN PAGO RECIB; LIQ. OP. N 00.		2211080004622002
												0,00	EUR			

Transaction F-03. For further information please see “Job Aids AR_08 Clearing and Reset Cleared Items”

Complete the account, company code, clearing date and currency and click on “Document number”

Clear G/L Account: Header Data

Process Open Items

Account Clearing Date Period
Company Code Currency

Open Item Selection

☒ Standard OIs

Additional Selections

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

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...	Postn...	Posting Date	Document D...	Co...	Reference	G/L Account	Bus...	Text	D	EUR Gross
Test3	300016847	40	07.11.2022	07.11.2022	ES01	TEST3	43010000	5045	Test3	S	11.830,00
22110800046	1400023912	50	07.11.2022	07.11.2022	ES01		43010000	5045	ORDEN PAGO RECIB; LIQ. OP. N 00039884314000	H	11.830,00-

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

Processing Status

Number of items Amount entered
Display from item Assigned
Display in clearing currency Not assigned

Click on the disk and save the posting. As you can see below the movements has been cleared (green icon)

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

St	Clrng doc.	G/L	PR	Ty	Year	Pe	Assignment	Postng Date	Doc. Date	DocumentNo	CoCd	BusA	Amount in doc. curr.	Curr.	Text	Reference
	8000249256	43010000	40	DZ	2022	11	Test3	07.11.2022	07.11.2022	300016847	ES01	5045	11.830,00	EUR	Test3	TEST3
	8000249256	43010000	50	BK	2022	11	2211080004622002	07.11.2022	07.11.2022	1400023912	ES01	5045	11.830,00-	EUR	ORDEN PAGO RECIB; LIQ. OP. N 00-	
													0,00	EUR		