





















## **Job Aids**

- Accounts Receivable
  - AR Commissions



V2.0

#### Job Aids AR - Commissions

# 1. Document History Version Date Modifications V1.0 December 1st, 2013

November, 2023

2. Processes and Transactions	
• Commissions	
<ul> <li>Customer Line Item Display</li> </ul>	FBL5N
<ul> <li>Transitory Account Line Item</li> <li>Display</li> </ul>	FBL3N
<ul> <li>Massive Collections Import</li> </ul>	/CCSHT/IMP_COBROS
<ul> <li>Posting Collection</li> </ul>	ZRAR_CENTRAL_COLLECT
<ul> <li>Posting Collection and clearing</li> </ul>	F-30
<ul><li>Clear Customer</li></ul>	F-32
<ul> <li>Clear Transitory Account</li> </ul>	F-03

### 3. Roles

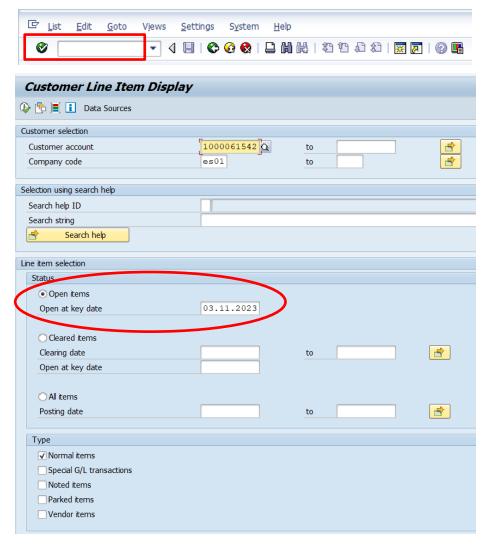
- AR Supervisor
- AR Analyst



#### 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



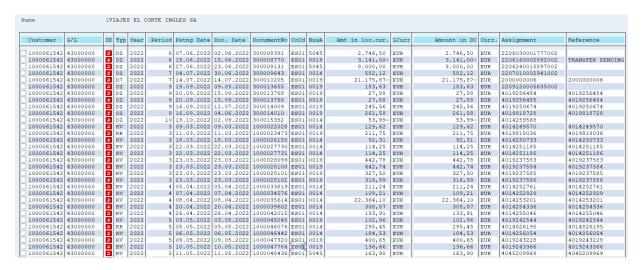
• The first screen displays a filter to manage the invoices or collections

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

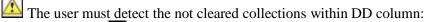


• Once the filter is filled, by clicking on "Execute" , display the open items of each client (when the "open items" selector is active Open items.



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



- Overdue:
  - Due 🙅
  - Not due 🍱

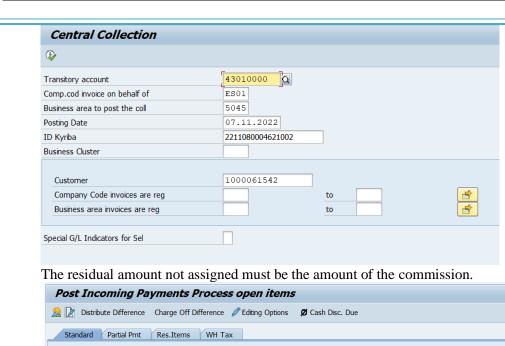
These collections must be communicated to the customer, in order to receive the invoices associated with this collection.

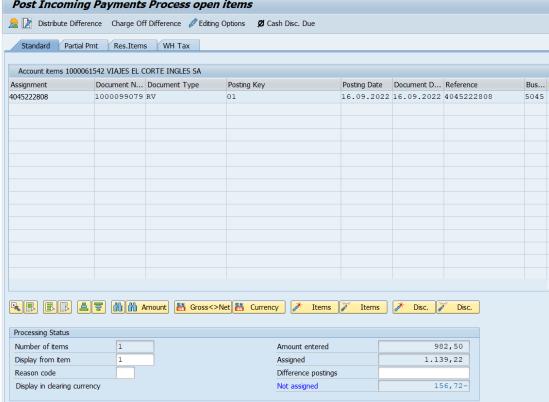
**4.2.** Once the invoices associated to the collection are detected, In this scenario, once confirmed that a matching invoice is existing in Vendor, you can automatically post your commission to your Vendor Account.

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:







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

A TRANSFER KYRIBA

B CONFIRMING KYRIBA

C CHECK

D DIRECT DEBIT

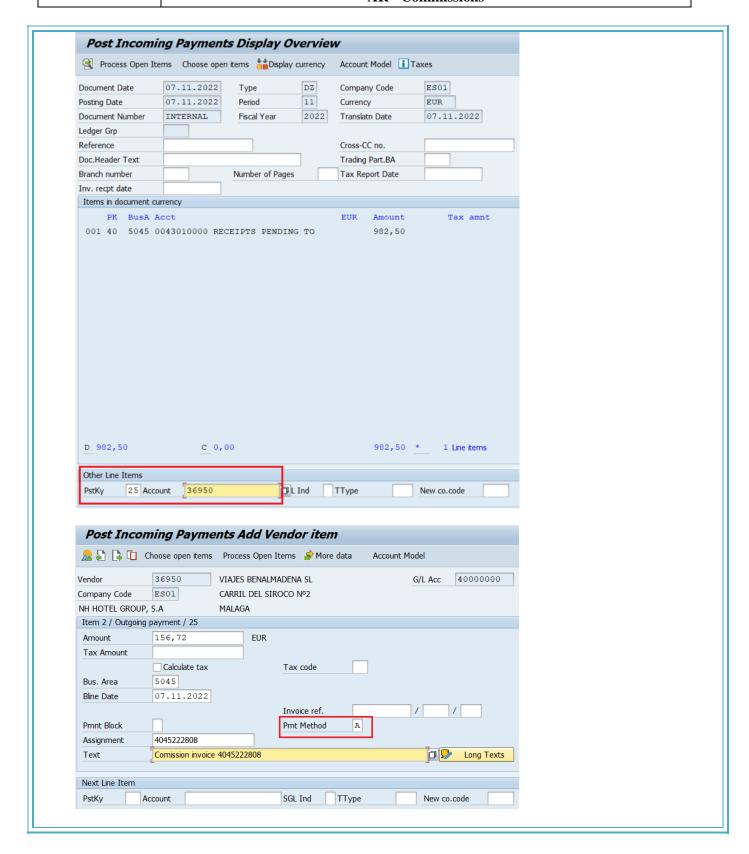
E NETTING

F PROMISSORY NOTE KYRIBA

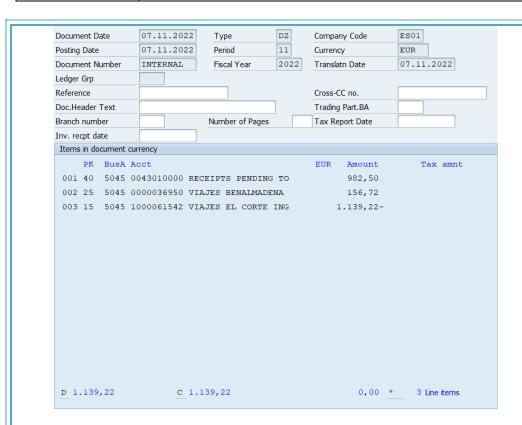
G TRANSFER OTHER - SEPA

Vendor Account using PK25. Make sure you put in the Pmt Method "A" G TRANSFER OTHER - SEPA





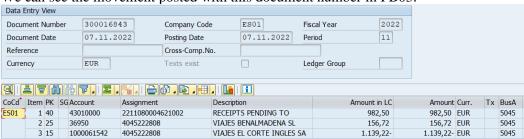




Later that click on the disk icon for posting the movement. A message will be appear informing the document number generated:

☑ Document 300016843 was posted in company code ES01

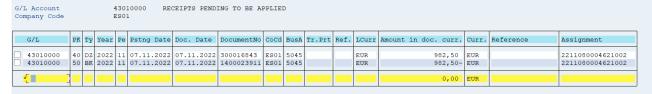
We can see the movement posted with this document number in FB03:



**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.

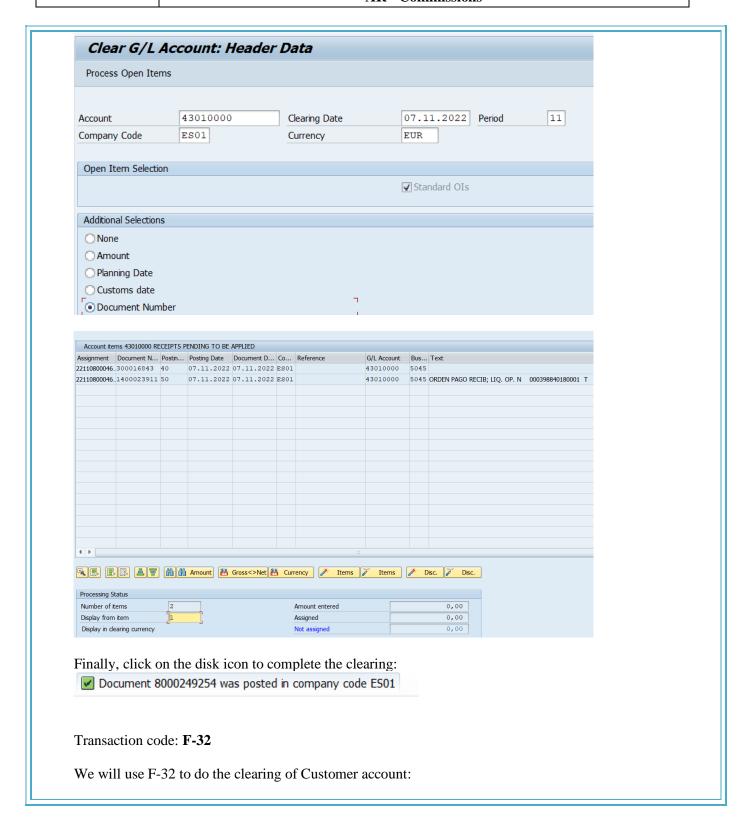
Transaction code: F-03

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

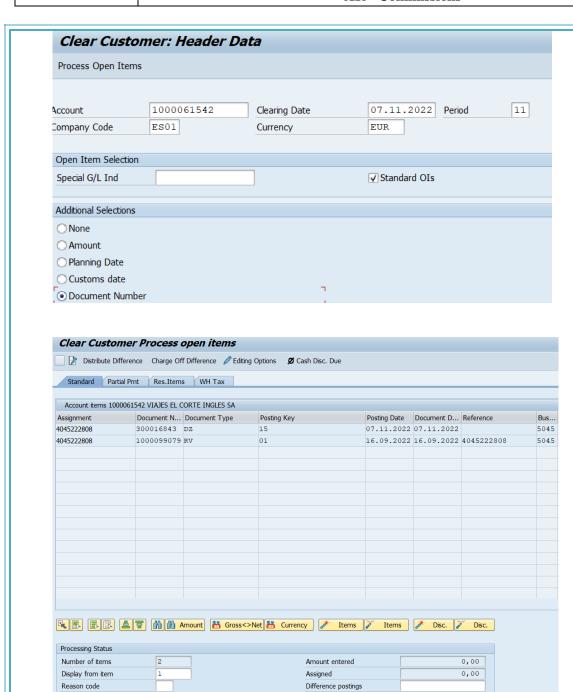


Select the criteria that you wants to do the clearing as the following (in this example we have used the document number):









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

Display in clearing currency

✓ Document 8000249255 was posted in company code ES01

**4.4** For doing this kind of payment application in which we have invoices with commissions we can have other option to do it. We can use the transaction F-30 in the volume of the payments is not enough.

Not assigned

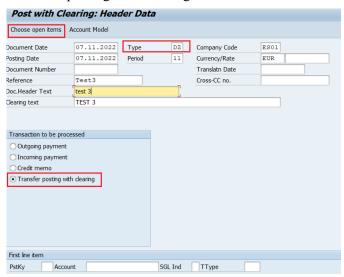
This transaction will do the clearing automatically in customer account and later that we only has to do the clearing in transitory account.

PTP team will do the clearing their vendor (part of the commission. For further information check Job Aids payment clearing PTP)

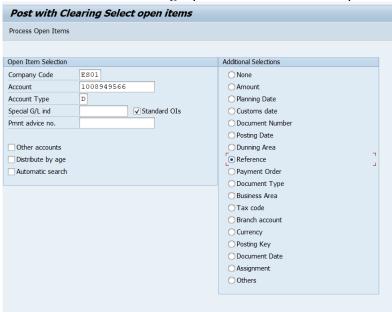


#### 4.4.1 Transaction code: F-30

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"

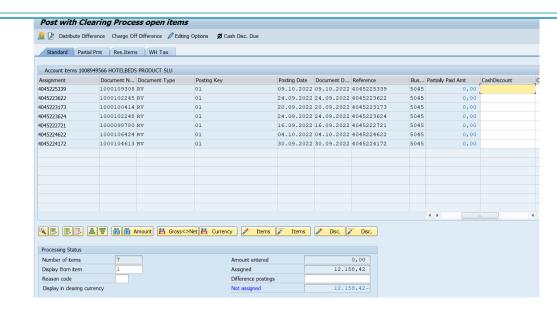


Complete the CC and the Account with the Customer Code and Account type D. Later, select "Reference" criteria in the right part of the screen and complete and click on "Choose open items"

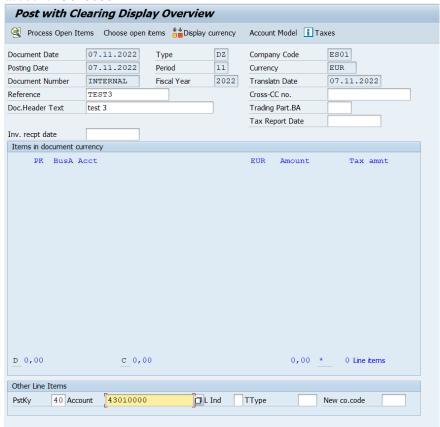


Complete the next screen with the reference and the following invoice that we will see will be:





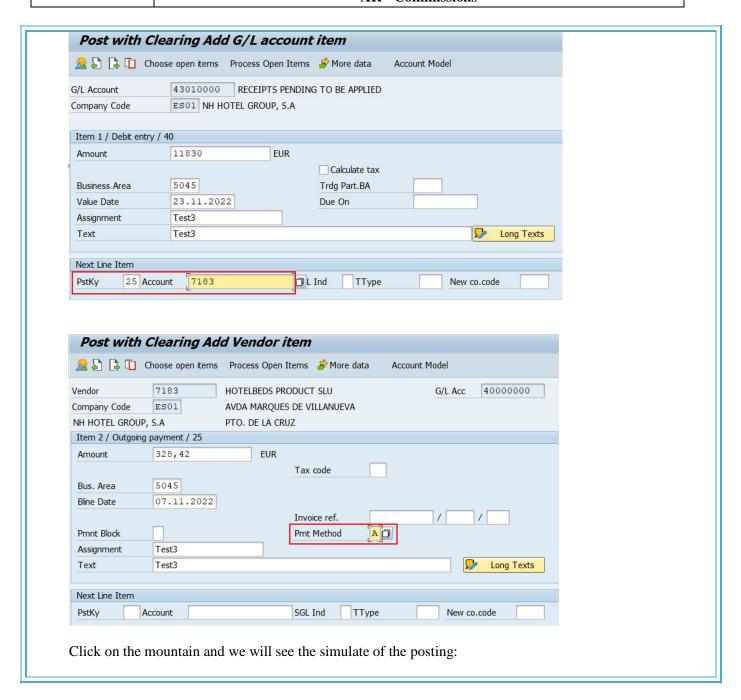
Click on the Montain icone (Simulate) and complete above of the screen with posting key 40 and account 43010000



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









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

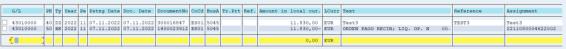
☑ Document 300016847 was posted in company code ES01

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:



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



**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"



