

ANANTARA
HOTELS · RESORTS · SPAS

AVANI
Hotels & Resorts

elewana
— COLLECTION —

OAKS
HOTELS · RESORTS · SUITES

NH
HOTELS

NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Job Aids

- **Accounts Receivable**
 - **Massive Collections Imports from Excelsheet**

1. Document History

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

2. Processes and Transactions

- Massive Import Collections Documents

– Upload for Incoming Payment /CCSHT/IMP_COBROS

3. Roles

- AR Supervisor
- AR Analyst

4. Process Execution in SAP

4.1. The first step involves the **review and correction of the document** which is going to be uploaded in SAP.

The type of document used to import collections into SAP is Excel, and it must have a specific organization to be correctly recognized. Due to this requirement, the organization must be like this:

The document used to import FI documents into SAP is an Excelsheet, and it must be specifically organized to be properly recognized. Due to this requirement, there are several requirements for document:

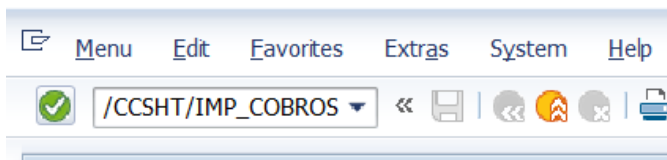
- There is a predefined template that must be used for the massive data upload in the following link:
[AR - Template Massive Collections.xlsx](#)
- The generic importer document must be uploaded with a different name every time. Otherwise, SAP will recognize the document as already used, and it would not be uploaded.
- For AR documents, each column corresponds to one field, and each row to one document.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Sociedad	Division	Sociedad factura	TERCERO	Serie (xblnr)	Asignación (zuonr)	Fecha contabil	IMPORTE FAC	Moneda	Operación (C= Cobros, A = Abonos)	CME	Sociedad Anticipo	CONCEPTO	CeBe	NEWS
2	ES01	5045	ES01		16159778	4045227728	22108000467002	03.11.2022	123.62	EUR	C			4045227728-Test	

Once the document is reviewed and corrected, it must be saved and closed, because open documents will not be recognized in SAP.

4.2. The next step of this process will be the data import to SAP. To perform the transaction in SAP, type the transaction code in the transaction box and press enter.

Transaction code used to customer configuration: **/CCSHT/IMP_COBROS**



The first screen allows the user to inform the file name to be uploaded:

Upload for incoming payment


Selection Data

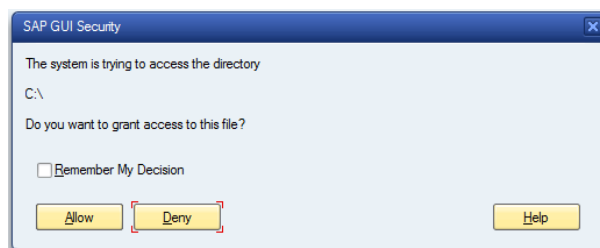
File name	C:\
Collection account	<input checked="" type="checkbox"/>
Transitory account	<input type="checkbox"/>

The fields will be explained on the table below.

Field	Brief Explanation
-------	-------------------

File name	File route where the Excel file is located. It can be selected by clicking on the button at right of the field which displays an explorer. After the document is selected, by clicking on “Open”, the file route will be placed on “File name” field.
Collection Account	Account where the documents will be posted, in this case it will be the transitory account. (e.g. 43010000)



Once the fields are completed, by executing the transaction , a security message warning that SAP is capturing data from a different source can be displayed. “Allow” button must be pressed in order to continue with the interaction. This message is displayed below:




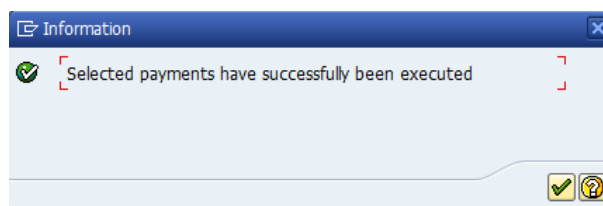
After that, a preview of all the collections uploaded will be displayed:


Upload payments


It is important to view on column “ID” the status of the process. There are different possibilities to be showed in this column:

- If a yellow triangle  is showed, the process is pending to be executed,
- If the information showed is a green icon , it means that the collection is correctly executed.

By clicking on “Execute”  Ejecutar, this message showing the succesfull execution will appear:



After thar, by clicking on “Validate” button , the icon on “ID” column will appear as a green icon.

Upload payments											
Assignment	Year	BusA	Op.	Text	ID	Payment Doc.	Residual Doc.	CoCd	Messages		
2211080004617002			C	4045227728 - test		300016841	300016841	ES01	Document 300016841 was posted successfully		



In case of any error, either at any line or with the route file, the corresponding message with the Error Log will be displayed.