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HOTELS & RESORTS

Job Aids

- General Ledger
 - Asset Retirement - Sale

1. Document History

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

2. Business Processes and SAP Transactions


- Asset Transfer

– Sale with Customer	F-92
– Acquisition with Vendor	F-90
– Reverse Sale	AB08
– Generate invoice	ZTFIAA_PA1

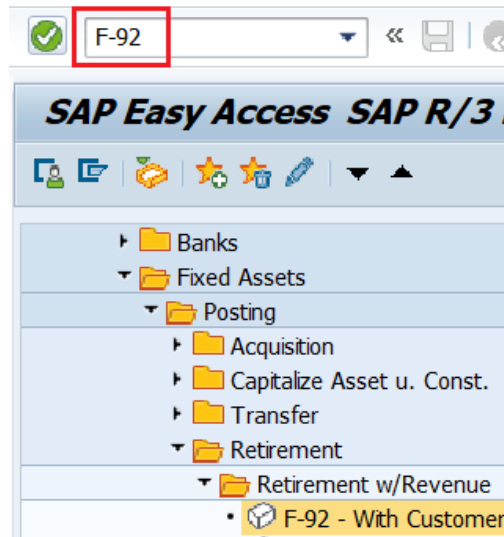
3. Roles

- Fixed Assets Responsible
- Fixed Assets Analyst

4. Process Execution in SAP

5.1. To perform the **Asset Retirement from sale with Customer** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press Enter .

Transaction code: **F-92 (selling company)**



It will be considered as a retirement by sale any asset transfer between Business Area that belongs to different company code.

Therefore, two simultaneous transactions must be completed when transferring an asset:

- In the selling company: with transaction F-92
- In the buying company: with transaction F-90

The first screen displayed, after double click in the transaction of sale, allows the user to post the asset selling:

Asset Retire. frm Sale w/ Customer: Header Data

Document Date	31.05.2023	Type	AS	Company Code	ES10
Posting Date	31.05.2023	Period	05	Currency/Rate	EUR
Document Number				Translatn Date	
Reference	test			Cross-CC no.	
Doc.Header Text	test				
Trading Part.BA					
Inv. recpt date					

First line item

PstKy	01	Account		SGL Ind		TType	
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The fields to be completed are defined in the following table:

<i>Field</i>	<i>Brief Explanation</i>
Document Date	Mandatory. Reference to the invoice date (i.e. ddmmyy)
Type	Mandatory. Are equivalent to the accounting books. Are used to post a type of entry. It also determines the operation that belongs to each FI document (AS – Asset Sale & Purchase Posting)
Company Code	Mandatory. (e.g. ES10)
Currency/Rate	Mandatory (e.g. EUR)
Posting Date	Reference to the date when the document is entered in Financial Accounting or Controlling (i.e. ddmmyy)
Reference	Optional. Brief text description.
Doc. Header. Text	Optional. By double click, it will reply the “reference” text.
PstKy	Posting Key: is a SAP code that will determine if the account will appear in the credit or the debit side and which class of operation will be posted. Specific transactions will automatically choose the correct posting key. The user will only have to deal with posting keys when using SAP for manual transactions. It is not possible to use negative accounting; each position will be posted with its corresponding posting key to Debit or Credit Side. By default, in this transaction, the first line item Posting Key will be 01 (invoice/ Customer-Debit)
Account	Indicates on which G/L account the document will be posted. It will be possible to apply Vendor, Customer or Fixed Asset accounts depending on the posting key used.
Special General Ledger Indicator	The Special G/L Indicator defines an operation in a Special General Ledger account. The SGL key allows to post against third parties using accounts which are different with the ones the vendor/customer has in his master data. Not mandatory
Transaction Type	A transaction type has to be entered for each transaction that affects assets. Either you make this entry yourself in the posting transaction, or the entry is automatic: 260: assets created in previous fiscal years 210: assets created in the current fiscal year


The first line, fill the customer account and press ENTER

First line item

PstKy	01	Account		SGL Ind		TType	
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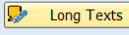
Click Enter  and the system will display the following screen to complete the posting information:

Enter ASSET SALE&PURCHASE: Add Customer item



Customer VIAJES EL CORTE INGLES SA G/L Acc
 Company Code AVENIDA DE CANTABRIA 51
 NH HOTELES ESPAÑA, S.A. MADRID

Item 1 / Invoice / 01

Amount EUR
 Tax Amount
☒ Calculate tax Tax code
 Bus. Area Dunning Area
 Payt Terms Days/percent / /
 Blne Date
 Disc. base Invoice ref. / /
 Pmnt Block Pmt Method
 Payment Ref.
 Assignment
 Text 

Next line item

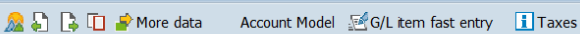
PstKy Account ☐ L Ind ☐ TType New co.code

The fields to be completed are defined in the following table:

Field	Brief Explanation
Amount	Quantity of the sale filled by the user. Currency already specified in the header fields.
Business Area	Mandatory. Hotel or Administration (e.g. 0012)
Tax Code	Corresponded to the VAT indicator. Predefined in the system.
Text	Free text of description of the line item (Recommended)
Cost Center	It will be informed in this field.

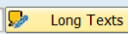
- Posting next step:

Enter ASSET SALE&PURCHASE: Add G/L account item



G/L Account ASSET DISPOSAL INCOME
 Company Code NH HOTELES ESPAÑA, S.A.

Item 2 / Credit entry / 50

Amount EUR
 Tax code
 Business Area Trdg Part.BA
 Asset
 Cost Center
 Assignment ☒ Asst retirement
 Text 

Next Line Item

PstKy Account SGL Ind ☐ TType New co.code

Enter ASSET SALE&PURCHASE: Add G/L account item

Account Model G/L item fast entry Taxes

G/L Account 77830000 ASSET DISPOSAL INCOME

Comp Create Asset Retirement

Asset 215000000311

Subnumber

Posting entries

Transaction Type 210

Asset Value Date 31.05.2023


☒ Complete retirement

Amount posted EUR

Percentage rate

Quantity

Line Items

- Click Simulation Icon  to display an overview of the document. For example:

Data Entry View


Document Number 2200000000 Company Code ES10 Fiscal Year 2023

Document Date 31.05.2023 Posting Date 31.05.2023 Period 5

Reference TEST Cross-Comp.No.

Currency EUR Texts exist Ledger Group

CoCd	Item	PK	SG Account	Assignment	Description	Amount in LC	Amount	Curr.	Tx	BusA	Ref. K...	Tr.Prt	Clng doc.	Cost Center
ES10	1	01	1000061542	Sale Test	VIAJES EL CORTE INGLES SA	1.000,00	1.000,00	EUR		0012				
	2	50	77830000	Sale Test	ASSE DISP INCOME	1.000,00-	1.000,00-	EUR		0012				ES100012GE
	3	75	21500000	Sale Test	215000000311 0000	100,00-	100,00-	EUR		0012				
	4	70	28150000	Sale Test	215000000311 0000	100,00	100,00	EUR		0012				
	5	40	77830000	Sale Test	ASSE DISP INCOME	1.000,00	1.000,00	EUR		0012				ES100012GE
	6	50	77000000	Sale Test	GAINS DISPO INT FA	1.000,00-	1.000,00-	EUR		0012				ES100012GE

- Click Diskette  to post the document and a message with the document will be appear:

☒ Document 2200000000 was posted in company code ES10

The customer's invoice must be generated by FA and it must be sent to the customer.

To generate the invoice, we should use **ZTFIAA_PA1** transaction in SAP.

FI-AA: Print invoice from Asset sale


Company Code ES10

Document Number 2200000000


Fiscal Year 2023

When it is necessary to reverse a sale, we should keep in mind the reversion should be total. Select "Reverse complete FI document" using **AB08**:

Documents for Asset



Company Code





Asset 

Subnumber

Fiscal Year

Click enter and we will see the following screen. Pulse in Reverse button and select “Reverse complete FI document” option:

Overview of Asset Accounting Documents

 Reverse    Acct. Doc.

Asset 0 CONFIGURACION DATAFONOS TMS4PAY
Company code NH HOTELES ESPAÑA, S.A.

01 Book deprec. / EUR



AstValDt	Amount Posted	TTy	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
31.05.2023	100,00-210		Retirement with revenue	Sale Test	0,00	

Reverse document




Choose an option:

☒ Reverse complete FI document

☐ Reverse asset retirement only

Reverse Document: Header Data

 Display Before Reversal  Document List  Mass Reversal

Document Details

Document Number

Company Code

Fiscal Year

Specifications for Reverse Posting


Reversal Reason

Posting Date Tax Reporting Date

Posting Period

Check management specifications

Void reason code

 Document 2200000001 was posted in company code ES10

Later the sale cancellation we have to print the credit credit memo by the transaction **ZTFIAA_PA1** with the document number or the cancellation sale posting and sent to the customer.

If we go to the transaction AW01N we can see that the cancellation sale has been posted:

Asset Explorer

Asset ES10-215000000311/0000

Company Code ES10 NH HOTELES ESPAÑA, S.A.

Asset 215000000311 0 CONFIGURACION DATAFONOS TMS4PAY

Fiscal year 2023

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions	100,00		100,00	EUR
Investment support				EUR
Revaluation APC				EUR
Acquisition value	100,00		100,00	EUR
Ordinary deprec.	93,33-	6,67-	100,00-	EUR
Unplanned dep.				EUR
Write-ups				EUR
Value adjustment				EUR
Net book value	6,67	6,67-		EUR

Transactions

AssetValDate	Amount	TType	Transaction type name	Text	Crcy
31.05.2023	100,00-	210	Retirement with revenue	Sale Test	EUR
31.05.2023	100,00	210	Retirement with revenue	Sale Test	EUR

- 5.2. After the asset posting, the invoice will be registered in the transaction F-90. To perform the **Acquisition from purchase with Vendor** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press Enter ✓.

Transaction code: **F-90 (buying company)**

SAP Easy Access SAP R/3

Fixed Assets

Posting

Acquisition

External Acquisition

F-90 - With Vendor

The transaction is conducted once the user of the buying company has created a new asset in the system. Please refer to “Job Aids FA_01 - Assets Creation” in order to create the new asset bought. After, the invoice will be registered.

The fulfillment of the fields in the system will be copied from the application form previously received. When Master Data of the asset is defined, click save in order to finish the asset creation.

Similarly to the previous transaction, the first screen displayed:

- The fulfillment of the fields will be similar to the Asset Retirement from Sale with Customer explained above.
- The only difference will be the First Line Item, where by default the Posting Key will be 31 (invoice/Vendor-Credit).

Acquisition from purchase w. vendor: Header Data

Held Document Account Model G/L item fast entry Post with Reference Processing Options

Document Date	<input type="text" value="01.09.2023"/>	Type	<input type="text" value="AS"/>	Company Code	<input type="text" value="ES02"/>
Posting Date	<input type="text" value="01.09.2023"/>	Period	<input type="text" value="09"/>	Currency/Rate	<input type="text" value="EUR"/> <input type="text"/>
Document Number	<input type="text"/>			Translatn Date	<input type="text"/>
Reference	<input type="text" value="test acquisition"/>			Cross-CC no.	<input type="text"/>
Doc.Header Text	<input type="text" value="test acquisition"/>				
Trading Part.BA	<input type="text"/>				
Inv. recpt date	<input type="text"/>				

First line item

PstKy	<input type="text" value="31"/>	Account	<input type="text" value="846"/>	SGL Ind	<input type="text"/>	TType	<input type="text"/>
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- Click Simulation Icon due to display an overview of the document.

Acquisition from purchase w. vendor: Header Data

Held Document Account Model G/L item fast entry Post with Reference Processing Options

Document Date	01.09.2023	Type	AS	Company Code	ES10
Posting Date	01.09.2023	Period	09	Currency/Rate	EUR
Document Number				Translatn Date	
Reference	test acquisition			Cross-CC no.	
Doc.Header Text	test acquisition				
Trading Part.BA					
Inv. rcpt date					

First line item

PstKy 31 Account 846 SGL Ind ☐ TType ☐

Enter ASSET SALE&PURCHASE: Correct Vendor item

More data Account Model G/L item fast entry Taxes Withholding tax

Vendor	846	ILUNION LAVANDERIAS SAU	G/L Acc	40000000
Company Code	ES10	AVDA NORTE DE CASTILLA 29		
NH HOTELES ESPAÑA, S.A.		VALLADOLID		

Item 1 / Invoice / 31

Amount	1.000,00	EUR		
Tax Amount				
<input type="checkbox"/> Calculate tax		Tax code	**	
Bus. Area	0013	Days/percent		
Payt Terms	XB90	Fixed	<input type="checkbox"/>	
Bline Date	20.12.2023	Invoice ref.		
Disc. base		Pmt Method	B	
Amount is calculated				
Pmnt Block	<input type="checkbox"/>			
Payment cur.				
Payment Ref.				
Assignment	Test acquisition		Invest.ID	<input type="checkbox"/>
Text	Test acquisition		Long Texts	

Next Line Item

PstKy 70 Account 215000000507 L Ind ☐ TType 100 New co.code ES10

Enter ASSET SALE&PURCHASE: Display Overview

Display currency
 Park document
 Account Model
 G/L item fast entry
 Taxes

Document Date	01.09.2023	Type	AS	Company Code	ES10
Posting Date	01.09.2023	Period	9	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2023	Translatn Date	01.09.2023
Reference	TEST ACQUISITION			Cross-CC no.	
Doc.Header Text	test acquisition			Trading Part.BA	
Inv. rcpt date				Tax Report Date	

Items in document currency

PK	BusA	Acct		EUR	Amount	Tax amnt
001 31	0013	0000000846	ILUNION LAVANDERIAS		1.000,00-	**
002 70	0013	0021500000	215000000507 0000		1.000,00	

D 1.000,00 C 1.000,00 0,00 * 2 Line items

- Click Diskette to post the document.

Document 2200000002 was posted in company code ES10

Asset Explorer

Asset ES10-215000000507/0000

Depreciation Areas:

- 01 Book depreciation
- 02 Fiscal depreciation
- 91 Book depreciation
- 92 Book depreciation

Company Code: ES10 NH HOTELES ESPAÑA, S.A.
 Asset: 215000000507 0 Test Acquisition
 Fiscal year: 2023

Planned values Posted values Comparisons Parameters

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		1.000,00	1.000,00	EUR
Investment support				EUR
Revaluation APC				EUR
Acquisition value		1.000,00	1.000,00	EUR
Ordinary deprec.		66,67-	66,67-	EUR
Unplanned dep.				EUR
Write-ups				EUR
Value adjustment				EUR
Net book value		933,33	933,33	EUR

Objects related to asset

- Vendor: ILUNION LAVANDERIAS SAU
- Cost Center: FRONT OFFICE
- G/L Account: SOFTWARE

Transactions

AssetValDate	Amount	TTY...	Transaction type name	Text	Crcy
01.09.2023	1.000,00	100	External asset acquisition	Test acquisition	EUR