



Practice

APPROVAL OR REJECTION OF FI INVOICES

Audience

All SAP invoices approvers

Details

Remember that each approver is in charge of checking the payment of invoices posted in her/his P&L (center and department)

- **If a FI invoice (without previous PO) is not correct, the purchase responsible (Hotel Manager or Head of CS Department) has to select the correct rejection reason and add all needed information and is responsible to request the supplier the corresponding credit memo (the system does not generate any automatic notification).** Remind that the invoice is posted as expense and blocked for payment. Only when the credit is registered, the minor cost will be posted.
- **Neither Administration nor the SSC are responsible for the request of any invoice correction. The purchase responsible is in charge of the request and the timely follow-up.** Please remember that the rejection of a FI invoice is only the rejection for payment, any reversal amount will be posted in our P&L until the credit memo will be received.
- **If you reject an InterCompany invoice (between NH centers) from a hotel, you have to request to the hotel the invoice correction (travel reason, department and or center).** No automatic action is done by SAP to request this rectification.
- **For InterCompany Invoices (between NH centers) from Central Services that do not correspond to hotel services have no attached pdf. file;** the details are in the text field of the posting. Please, do not reject them. In case of doubt, contact with Administration Department.
- All the approvers have been properly assigned, so the use of the forwarding functionality should only apply in a few specific cases. SAP roles are delimited based on the center and the approver.

Related Documents

Please, see [AP 2.1 Non PO \(FI\) Invoice Registration](#) process and and [SAP WF FI invoices approval](#) related document for further information.