


nh HOTEL GROUP		INFORMACIÓN	Fecha	
   			Marzo 2014	

nh | HOTEL GROUP



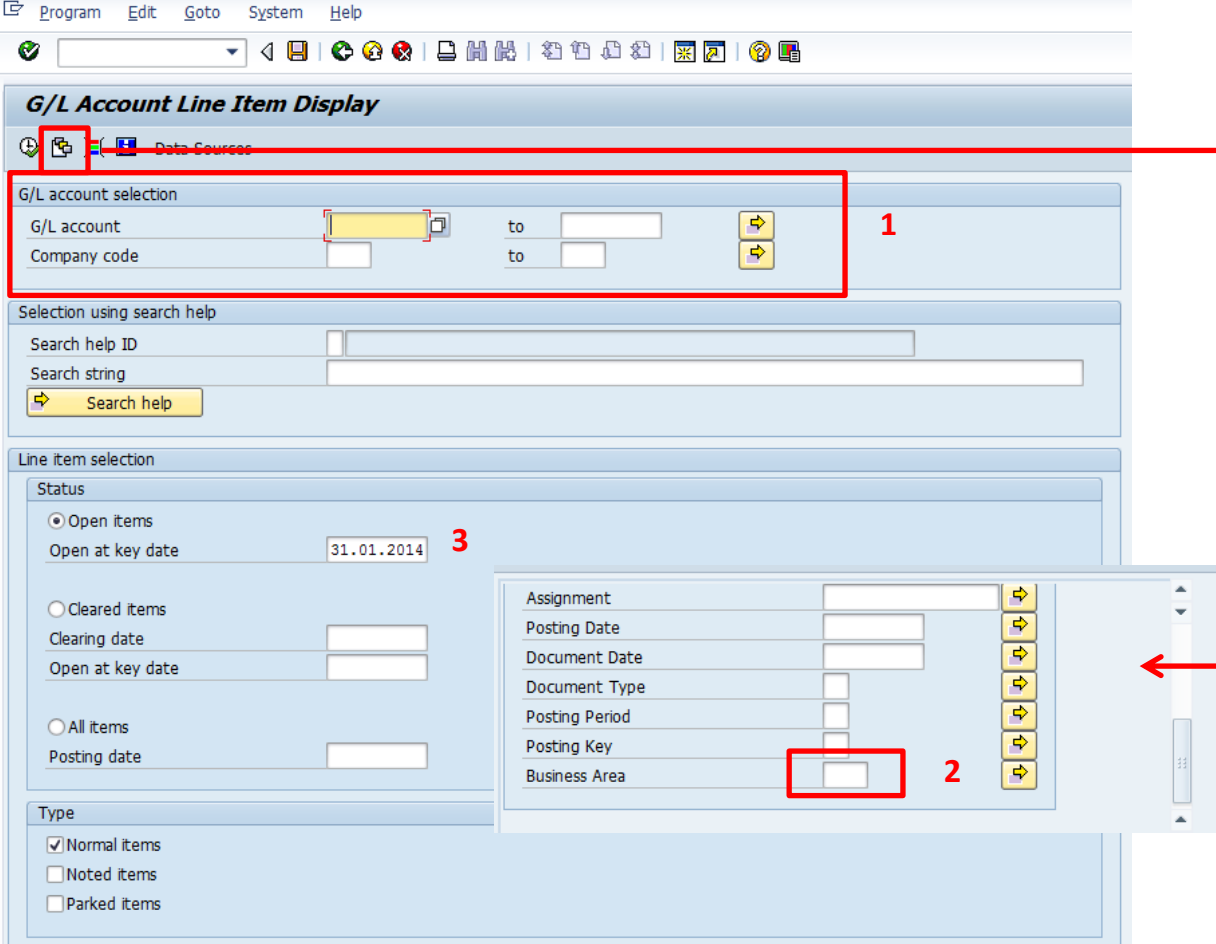
ORGANIZATION DEPARTMENT

DISPLAY EXPENSE ACCOUNT AND SCANNED INVOICES



FEBRERO 2014

To display the expenses account through FBL3N transaction (G/L Account line items- Single item ledger accounts):



1 Indicate ledger account and society, we can see a single account, a range or several accounts at the same time (account selection NH00)

2 Indicate the hotel in Business Area field (SAP code for the hotel)

3 Indicate the period in the application, it may be a specific day or a range of dates.

G/L Account		62800000	WATER	
Company Code		ES01		

St	Assignment	DocumentNo	BusA	Type	Postng Date	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
<input checked="" type="checkbox"/>	AGUA OCTUBRE 13 PR	100000002	9039	SA	21.10.2013	21.10.2013	40	1.000,00	EUR			AGUA OCTUBRE 13 PREVISION
<input checked="" type="checkbox"/>	AGUA OCTUBRE 13 PR	100000005	9039	SA	21.10.2013	21.10.2013	50	1.000,00-	EUR			AGUA OCTUBRE 13 PREVISION
*	<input checked="" type="checkbox"/>		1	2	3	4		5 0,00	EUR			6
** Account 62800000								0,00	EUR			

1 Hotel Code

2 Document type

3 Posting date


4 Document date





5 Amount

6 Text

Double click the line we want to see, it will appear the following screen through which we can access to the complete document (FI invoice or MM order)

In case of a **FI invoice** the complete document includes the supplier position and taxes.


Display Document: Line Item 002





Additional Data

G/L Account RBAGE REMOVAL SERVICES
Company Code NH HOTELES ESPAÑA, S.L.

Doc. no.

Line Item 2 / Debit entry / 40

Amount EUR
Tax code

Additional Account Assignments


Business Area Trdg Part.BA
Cost Center PRO CON ENG & MA...
Profit Center NH SUITES PRISMA


Purchasing Doc.

Quantity

Assignment

Text

 More

 Long text

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	1100000020	Company Code	ES10	Fiscal Year	2014
Document Date	01.01.2014	Posting Date	24.01.2014	Period	1
Reference	33/2014	Cross-Comp.No.			
Currency	EUR	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Item	PK	S	Account	Description	Amount	Curr.	Tx
ES...	1	31		1777	RECICLADOS MICOR, S.L.	1.045,00-	EUR	S3
	2	40		62245000	GARBAGE REMOVAL SE...	950,00	EUR	S3
	3	40		47200000	RECOVERABLE VAT	95,00	EUR	S3

From here or from previous screens we can access to the scanned copy of the physical invoice in case of an invoice without purchase order in SAP.

Document Edit Goto Extras Settings Environment System Help

Change Document: Data Entry View

Create... Attachment list Private note Send Relationships Workflow My Objects Help for object services

Company Code ES01 Fiscal Year 2013

Posting Date 24.10.2013 Period 10

Cross-Comp.No. Texts exist ☐ Ledger Group

CoCd	Item	P	D	S	Account	G/L Account	Description	Amount	Curr.	BusA	Tradg Part	Assignment
ES01	1	31	F		62	40000000	MERCADONA	1.000,...	EUR	0031		
	2	40	S		60000000	60000000	REAL ESTATE COS	847,46	EUR	0031		
	3	40	S		47200000	47200000	RECOVERABLE VAT	152,54	EUR	0031		

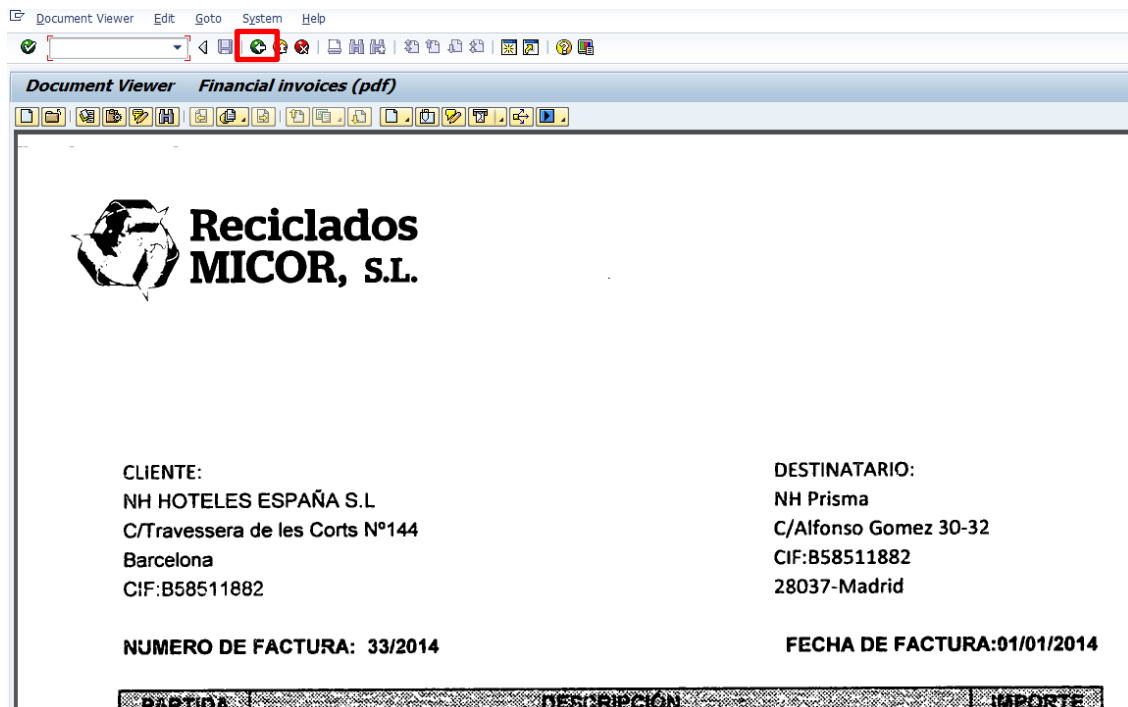
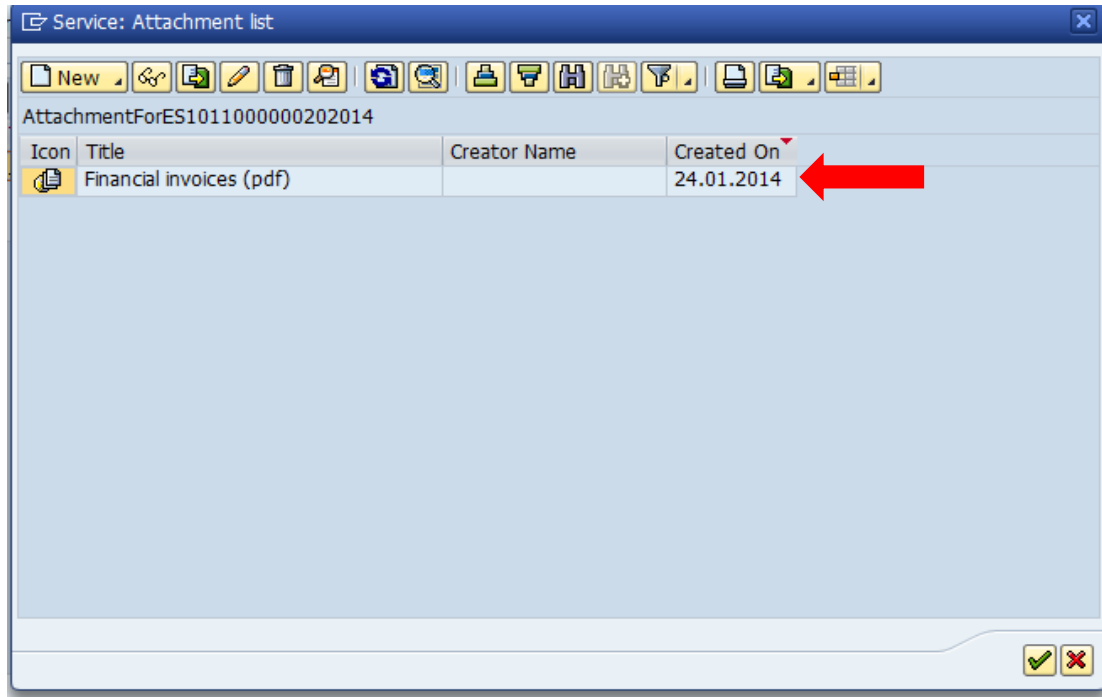
Display Document: Data Entry View

Accounting document ES101100000020...

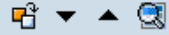
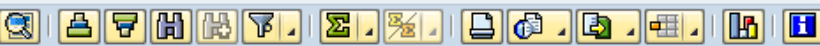
Document Date 01.01.2014 Posting Date 24.01.2014

Reference 33/2014 Cross-Comp.No.

For this we should select the option **Attachment list** (to which we can access in the two ways indicated in the screens above) in which it can be opened a new screen with the documents attached in which we can access making double click.



In case of **MM purchasing** with previous purchase order in SAP, making double click on the expense line, we will access to the goods receipts accounting of the purchase order.

Display Document: Data Entry View									
 Display Currency General Ledger View									
Data Entry View									
Document Number	1700004682			Company Code	ES10		Fiscal Year	2014	
Document Date	21.01.2014			Posting Date	21.01.2014		Period	1	
Reference	1086802200			Cross-Comp.No.					
Currency	EUR			Texts exist	<input type="checkbox"/>		Ledger Group		
									
C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	
ES...	1	89		30120000	CLEANING SUPPLIES AN	11,40	EUR		
	2	96		40090000	TRADE CRED NOT REC I	11,40-	EUR		
	3	40		62921000	OFFICE SUPP PRIN MA	11,40	EUR		
	4	50		61120000	CLEANING SUPPLIES &	11,40-	EUR		
	5	89		30120000	CLEANING SUPPLIES AN	41,20	EUR		
	6	96		40090000	TRADE CRED NOT REC I	41,20-	EUR		
	7	40		62921000	OFFICE SUPP PRIN MA	41,20	EUR		
	8	50		61120000	CLEANING SUPPLIES &	41,20-	EUR		
	9	89		30120000	CLEANING SUPPLIES AN	0,86	EUR		
	10	96		40090000	TRADE CRED NOT REC I	0,86-	EUR		
	11	40		62921000	OFFICE SUPP PRIN MA	0,86	EUR		
	12	50		61120000	CLEANING SUPPLIES &	0,86-	EUR		
	13	89		30120000	CLEANING SUPPLIES AN	9,34	EUR		
	14	96		40090000	TRADE CRED NOT REC I	9,34-	EUR		
	15	40		62921000	OFFICE SUPP PRIN MA	9,34	EUR		
	16	50		61120000	CLEANING SUPPLIES &	9,34-	EUR		

In case of MM purchasing, the scanned physical invoice will be available from the supplier account (FBLN1 transaction Vendor Line Items/ Creditor line item).