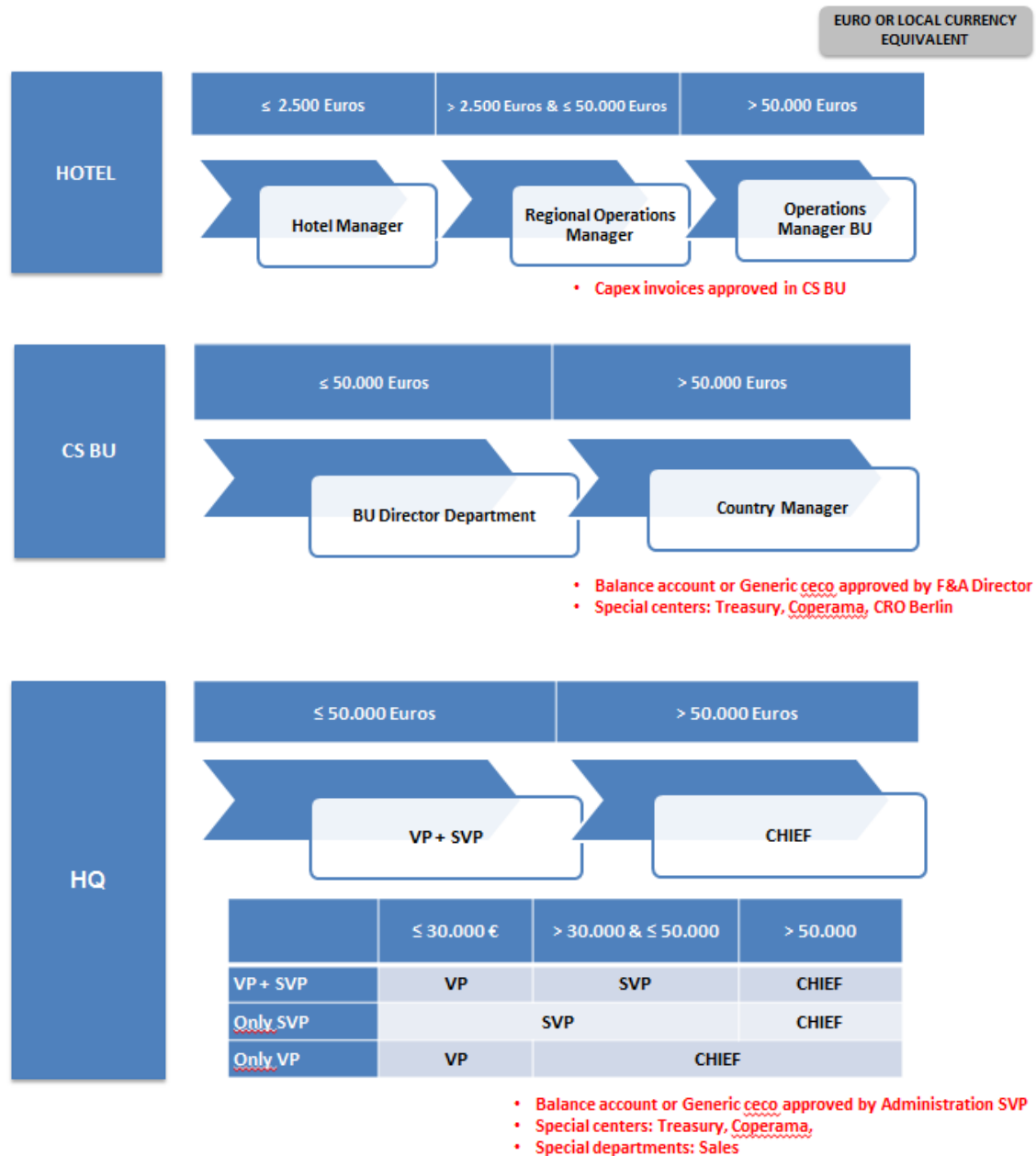


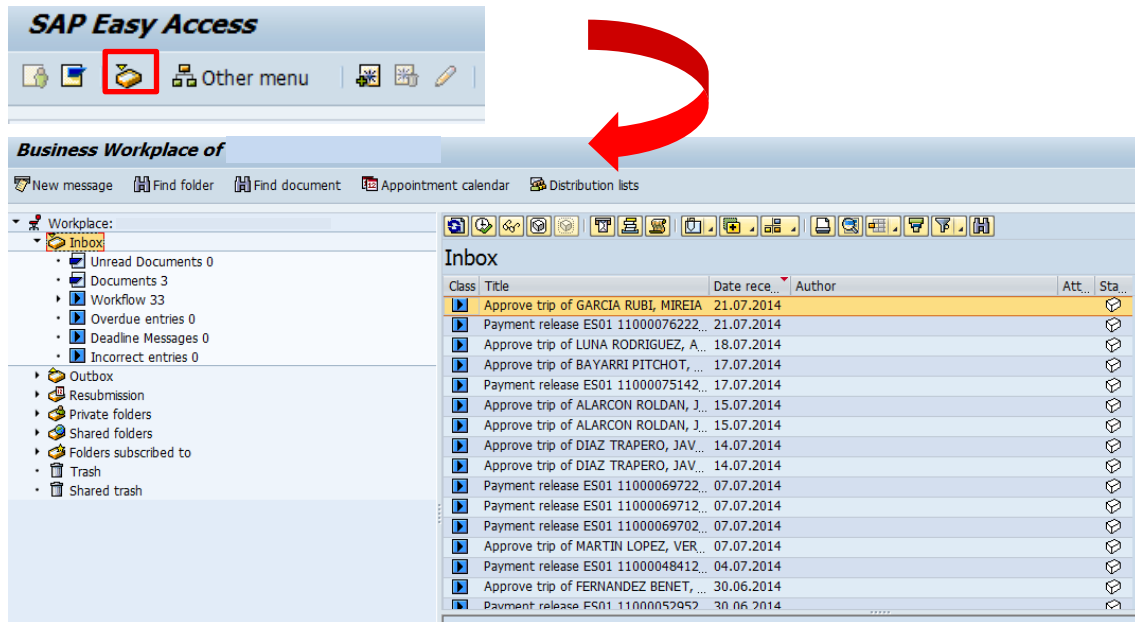
# SAP\_FI invoices approval (without previous PO)

FI invoices (without previous PO in SAP MM) are posted and will be blocked for payment. The system will launch a workflow for the payment approval of this type of invoices that will vary depending on the nature, the amount, the center and the department of it.

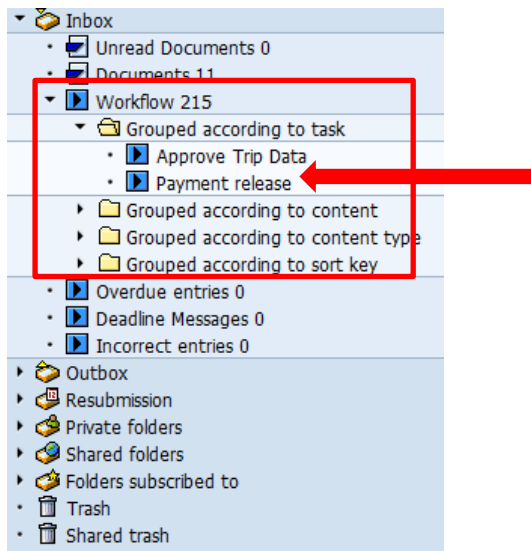


**\*\*\*Note:** Invoices corresponding to intercompany won't reach the approval workflow, if it concerns two legal entities of the same treasury or GT group

The approver will receive a notification of the **incidence only through the SAP Business Workplace**.



These shall arrive in the **Inbox> Workflow> Grouped according to task> Payment release** as “Payment Release” notices.



The system shows the following relevant information regarding pending approval invoices: company code and document number, creation date, vendor code and name, amount, invoice reference, GL account, ceco, name of the center or business area and text.

Executable	Title	Status	Creation Date	Vendor	Vendor Name
	Payment release ES03 11000000382015		18.05.2015	1130	OSIATIS SA/ E-28108 MADRID Spain
	Payment release ES01 11000052302015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000052252015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000051602015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000051552015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000051592015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000051542015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000048352015		18.05.2015	3104150357	DESJUST, S.L./ E-08907 HOSPITALET DE LLOBREGAT Spain
	Payment release ES01 11000048402015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000049942015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000051502015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000051472015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain
	Payment release ES01 11000050362015		18.05.2015	3100070137	NH HOTELES ESPAÑA, S.A./ E-28037 MADRID Spain

Reference	G/L Account	Cost Center	Business Area	Item Text	Attachments	Departme...
FV15-0115	62266000	ES039100IT	ES03 NH EUROPA SL	SERVICE MAINTENANCE N1 Q3-2014		IT
4094010148	62965000	ES019039FP	ES01 CS CORPORATE	Smart Room - 0094		FP
4128800146	62965000	ES019039FP	ES01 CS CORPORATE	Room service comida - 0128		FP
4022003318	62965000	ES019039FP	ES01 CS CORPORATE	Habitacion - 0022		FP
4022004266	62965000	ES019039FP	ES01 CS CORPORATE	HABITACION - 0022		FP
4010002641	62965000	ES019039FP	ES01 CS CORPORATE	Alojamiento y desayuno - 0010		FP
4022004337	62965000	ES019039FP	ES01 CS CORPORATE	Alojamiento y desayuno - 0022		FP
4530003061	62965000	ES019039FP	ES01 CS CORPORATE	Banquetes Comida - 0530		FP
4106001071	62940000	ES019039FP	ES01 CS CORPORATE	Menu Comida - 0106		FP
4105005951	62940000	ES019039FP	ES01 CS CORPORATE	tasa turistica - 0105		FP
4022004328	62965000	ES019039FP	ES01 CS CORPORATE	HABITACION - 0022		FP
4022004324	62965000	ES019039FP	ES01 CS CORPORATE	HABITACION - 0022		FP
4091800880	62965000	ES019039FP	ES01 CS CORPORATE	Victor Garcia Arenas - 0091		FP

From the screen of the pending approvals,

### Payment release

Executable	Amount	Reference	G/L Account	Cost Center	Business Area	Item Text	Attachments	Departme...
	230,86 EUR	FV15-0115	62266000	ES039100IT	ES03 NH EUROPA SL	SERVICE MAINTENANCE N1 Q3-2014		IT
	118,80 EUR	4094010148	62965000	ES019039FP	ES01 CS CORPORATE	Smart Room - 0094		FP
	2.088,90 EUR	4128800146	62965000	ES019039FP	ES01 CS CORPORATE	Room service comida - 0128		FP
	79,20 EUR	4022003318	62965000	ES019039FP	ES01 CS CORPORATE	Habitacion - 0022		FP
	39,60 EUR	4022004266	62965000	ES019039FP	ES01 CS CORPORATE	HABITACION - 0022		FP
	118,80 EUR	4010002641	62965000	ES019039FP	ES01 CS CORPORATE	Alojamiento y desayuno - 0010		FP
	79,20 EUR	4022004337	62965000	ES019039FP	ES01 CS CORPORATE	Alojamiento y desayuno - 0022		FP
	56,72 EUR	4530003061	62965000	ES019039FP	ES01 CS CORPORATE	Banquetes Comida - 0530		FP
	5.318,78 EUR	4106001071	62940000	ES019039FP	ES01 CS CORPORATE	Menu Comida - 0106		FP
	112,42 EUR	4105005951	62940000	ES019039FP	ES01 CS CORPORATE	tasa turistica - 0105		FP
	79,20 EUR	4022004328	62965000	ES019039FP	ES01 CS CORPORATE	HABITACION - 0022		FP

Tips & tricks: Execute Work Item ...

**Payment release ES01 11000052302015**

**Description**

Line item is to be released for payment. Release the line item for payment or deny the payment release.

**Objects and attachments**

- Acctng Doc.Line Item: [ES0111000052302015001](#)

1 From each notice, you can access the invoice (SAP document supplier position) to release for payment.

**Release Line Item Line Item 001**

Release Reject Additional Data

Vendor 6428 AMRENTING 2066, S.A. G/L Acc 40000000  
 Company Code ES01 CALLE SIRO MUELA,62,  
 NH HOTEL GROUP, S.A MADRID Doc. no. 1100007622

Line Item 1 / Invoice / 31

Amount 3.087,09 EUR  
 Tax code S5  
 Pref.amount 0,00 EUR Pref. % rate 0,00 Pay priori I

Additional Data

Bus. Area 9039 Invest.ID ☐  
 Disc. base 3.087,09 EUR  
 Payt Terms YD90 Days/percent 0 0,000 % 0 0,000 % 0  
 Bline Date 20.10.2014 Fixed ☐  
**Pmnt Block P**  
 Payment cur.   
 Pmt Method D  
 Assignment 1010107479  
 Text RENTA FIDA JULIO 2014 Long text

And access to the scanned copy of the physical invoice.

**Display Line Items Line Item 001**

Create... Attachment list  
 Private note  
 Send  
 Relationships  
 Workflow

Vend PERSONAL DE LA CAIXA G/L Acc 40000000  
 Comp TEODOR ROV RALTA, 65  
 NH H BARCELONA Doc. no. 1100000009

Line Amount 150.000,00 EUR  
 Tax code

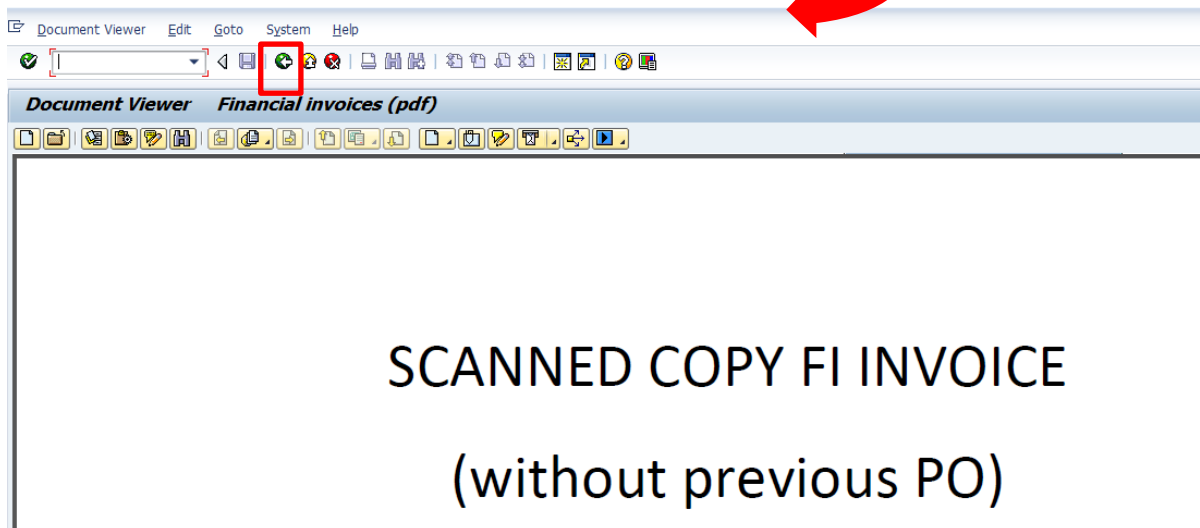
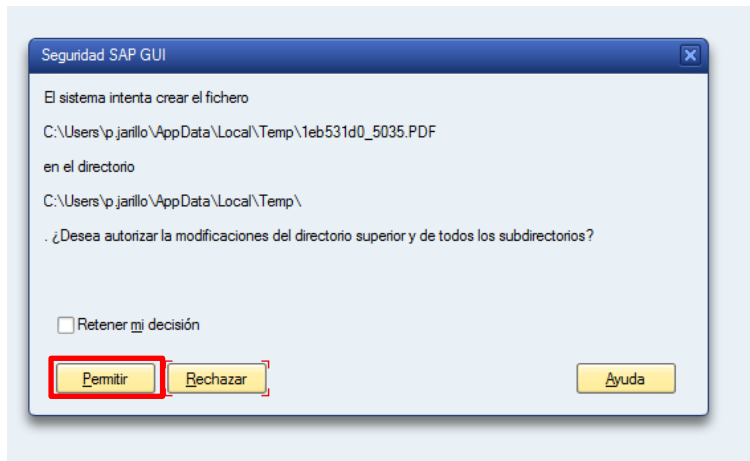
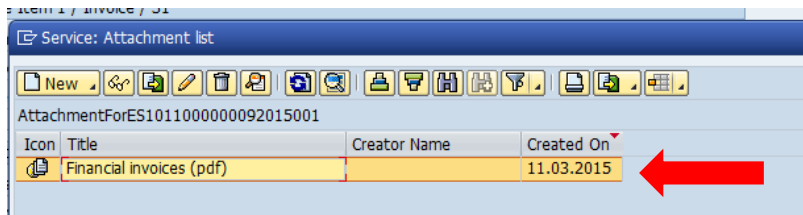
For this go to the **Attachment list** option (accessible from any of the two forms indicated in the previous screenshots), which will open a screen with the attached documents. We can access to these documents by double clicking on them.

**Release Line Item Line Item 001**

Release Reject Additional Data


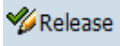
Attach Doc.Line Item ES101100000092... CA

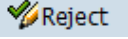
HOTELES ESPAÑA, S.A. BARCELONA

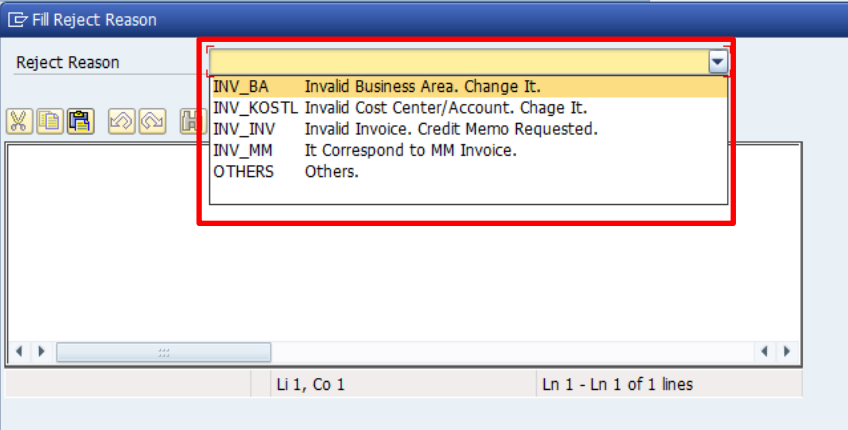
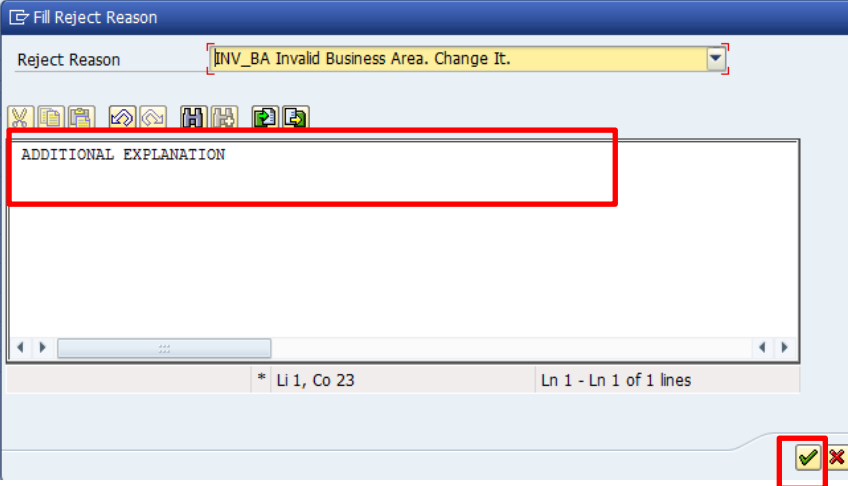


**\*\*\* Note:** CSC-Administration AP shall scan and attach the booked invoices within 48 hours once booked; therefore you must wait this period of time before rejecting an invoice for this reason.

**\*\*\*Note:** Any intercompany invoices are booked automatically in SAP and, therefore, will not have an attached document.

Return  and if the **invoice is correct**, release it for payment (or so that it goes to the next approver when applicable) . Once the approval workflow is completed, the invoice shall be released for payment and shall be included in the normal payments process of the Company. AP Administration shall not receive any notice on this respect.

Reject it if the **invoice is incorrect**, reject it . The system will open a window in which to select the reason for rejection from the available dropdown list and, in addition, a more detail explanation.

On rejecting the invoice, it is returned to CSC-Administration AP (also through their SAP Business Workplace)

**\*\*\* Note:** If you reject a correct invoice by mistake, select the option OTHER “Others” as indicate it in the detail of reason for rejection so that CSC-Administration AP can re-launch the approval workflow.

V

**2** To display the complete posting document (supplier position, expense positions and tax lines) we will access to the available detail on

**Payment release**

Executable	Amount	Reference	G/L Account	Cost Center	Business Area	Item Text	Attachments	Departme...
	230,86 EUR	FV15-0115	62266000	ES039100IT	ES03 NH EUROPA SL	SERVICE MAINTENANCE N1 Q3-2014		IT
	118,80 EUR	4094010148	62965000	ES019039FP	ES01 CS CORPORATE	Smart Room - 0094		FP
	2.088,90 EUR	4128800146	62965000	ES019039FP	ES01 CS CORPORATE	Room service comida - 0128		FP
	79,20 EUR	4022003318	62965000	ES019039FP	ES01 CS CORPORATE	Habitacion - 0022		FP
	39,60 EUR	4022004266	62965000	ES019039FP	ES01 CS CORPORATE	HABITACION - 0022		FP
	118,80 EUR	4010002641	62965000	ES019039FP	ES01 CS CORPORATE	Alojamiento y desayuno - 0010		FP
	79,20 EUR	4022004337	62965000	ES019039FP	ES01 CS CORPORATE	Alojamiento y desayuno - 0022		FP
	56,72 EUR	4530003061	62965000	ES019039FP	ES01 CS CORPORATE	Banquetes Comida - 0530		FP
	5.318,78 EUR	4106001071	62940000	ES019039FP	ES01 CS CORPORATE	Menu Comida - 0106		FP
	112,42 EUR	4105005951	62940000	ES019039FP	ES01 CS CORPORATE	tasa turistica - 0105		FP
	79,20 EUR	4022004328	62965000	ES019039FP	ES01 CS CORPORATE	HABITACION - 0022		FP

Tips & tricks: Execute Work Item ...

**Payment release ES01 11000052302015**

**Description**

Line item is to be released for payment. Release the line item for payment or deny the payment release.

**Objects and attachments**

- Acctng Doc.Line Item: ES0111000052302015001

**Display Line Items Line Item 001**

Additional Data Withholding Tax Data

Vendor: 3100070137 NH HOTELES ESPAÑA, S.A. G/L Acc: 40200000

Company Code: ES01 CL ALFONSO GÉMEZ, 32 Branch: 3900000128

NH HOTEL GROUP, S.A MADRID Doc. no.: 1100005225

Line Item 1 / Invoice / 31

Amount: 2.088,90 EUR

Tax code: S3

**Additional Data**

Bus. Area: 9039 Trdg Part.BA: 0128 Invest.ID: ☐

Disc. base: 2.088,90 EUR

Payt Terms: G000 Days/percent: 0 0,000 % 0 0,000 % 0

Bline Date: 05.08.2014 Fixed: ☐

Pmnt Block: P

Pmt Method: A

Assignment: 4128800146

Text: Room service comida - 0128

Long text

The  icon allows you to display the complete posting document.

**Display Line Items Data Entry View**

Taxes Display Currency General Ledger View

**Data Entry View**

Document Number: 1100005225 Company Code: ES01 Fiscal Year: 2015

Document Date: 05.08.2014 Posting Date: 28.04.2015 Period: 4

Reference: 4128800146 Cross-Comp.No.:

Currency: EUR Texts exist: ☐ Ledger Group:

C...	Item	PK	S	Account	Cost Center	Description	Amount	Curr.	Amount in LC	LCurr	Tx	Purch
ES...	1	31		3100070137		NH HOTELES ESPAÑA, ...	2.088,90-	EUR	2.088,90-	EUR	S3	
	2	40		62965000	ES019039FP	INSTITUTIONAL RELATI	1.899,00	EUR	1.899,00	EUR	S3	
	3	40		47200000		RECOVERABLE	189,90	EUR	189,90	EUR	S3	

## Document version

Version	Corporate Area	Approved by	Type of document	Date
2	IT & Organization Department		Related document	July 2015