

ES - Secretary Expenses

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww**, **financial_accounting**, **central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting**, **france**, **financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: Finance Operations

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Scope

? Unknown Attachment

ERP

? Unknown Attachment

Frequency

? Unknown Attachment

References

ZZF_POSTING_FILE

Forms

[ES PAGOS MENSUALES
SECRETARIA_TEMPLATE](#)

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to describe how to perform the booking of the secretary expenses of the month. All these expenses have been paid locally through BBVA (cheque) and must be reflected in accounting.

1.2. Scope

This procedure applies to company 0245 – SOLVAY QUIMICA, S.L.

2. Definitions

See [Finance Glossary](#).

3. Tasks description

3.1. I perform the booking of the secretary expenses of the month

On a monthly basis you will receive a xls file (*Secretaría Pago gtos. mensuales DD.MM.YY*) with the detail of the expenses paid during the month. The file presents the following layout:

 SOLVAY QUÍMICA, S.L. Torrelavega		PETICIÓN TALÓN BANCARIO			NÚMERO	
		Barreda, 20 de SEPTIEMBRE 2019				
U.S. SECRETARIA						
A favor de Don(a): AL PORTADOR						
		IMPUTACION			Vº Bº INGENIERO	
CONCEPTO		EUROS	PROVEEDOR	GENERAL	ORDEN	JEFE DE SERVICIO
Relación gtos. con IVA						
Revisión ITV S3862-J		67,48	1100037623	6122000000	2011000085	
Revisión ITV S-3307-Z		67,48	1100037623	6122000000	2011000083	
Revisión ITV 4852 FZG		67,48	1100037623	6122000000	2011006320	
Relación gtos. sin IVA						
Tasas voladuras		6,96		6164003410	2011000561	
Tasas voladuras		6,96		6164003410	2011000561	
Tasas voladuras		6,96		6164003410	2011000561	
Tasa cartilla de artilleros		4,50		6164003410	2011000561	
Tasa copia de documentos		1,40		6164003410	2011000528	
Tasa de autorización explosivos		19,42		6164003410	2011000561	
Tasa solicitud ejecución de obras de mantenimiento		23,39		6164003410	2011000376	
Tasa tarjetas transporte		52,74		6164003410	2011000569	
Certificados libre venta y consumo		36,12		6164003410	2031011820	
Tasa obtención certificado digital		16,94		6141300000	1059002140	
Colegio de Notarios		25,00		6130300000	2059005171	
Colegio de Notarios		25,00		6130300000	2059005171	
Parking		3,10		6141300000	2011000528	
Varios		4,20			2011000528	
				Vº Bº		
TOTAL		435,13		CONTABILIDAD		

This is splitted by expenses with VAT to recover "Relación gtos. con IVA" and other payments done, not relevant for VAT "Resto de pagos efectuados".

You must also receive the pdf files with the justification of all the postings to be done (this can be invoices, receipts or other payments).

The xls file is pre-filled with the total amounts, accounts to book and the correspondent imputation (cost center or order) and it was developed to prepare the necessary postings.

You can find the Template of this file in AODOCS [ES PAGOS MENSUALES SECRETARIA_TEMPLATE](#)

For expenses with VAT to recover we need to book the invoice against the vendor account and then book the payment. For others the posting done is just bank account 50601EUR30 against an expense account (61*).

Step 1

In the Freshdesk ticket it should be mentioned the value date of the bank payment. This information should be added in the grey cell after PAGO.

U.S. SECRETARIA									
A favor de Don(a): AL PORTADOR									
PAGO									
						IMPUTACION			
CONCEPTO	IMPORTE EUROS	BASE	IVA 21% 8F	IVA 0% 8L	RETENCION 8I	PROVEEDOR	GENERAL	Centro de Coste	ORD

This will automatically fill the field value date in the posting file.

Step 2

For each line in the file with VAT to recover "Relación gtos con IVA", you will have to check in the pdf file if the correspondent justification is attached and confirm the following information:

- Invoice has tax retention of 21%: add YES or NO to automatically update the posting file with the correct tax code 27

The "BASE" value (column D) is calculated manually:

BASE total = BASE IVA PDF + (IMP.RETENCION - CUOTA) PDF

Do not fill column E "IVA 21% 8F";

- Base amount (calculated automatically);
- VAT amount if 21%, tax code to use is 8F (calculated automatically);
- VAT amount if 0% tax code to use is 8L (calculated automatically).

Examples:

CONCEPTO	IMPORTE EUROS	BASE	IVA 21% 8F	IVA 0% 8L	RETENCION 8E	IMPUTACION			
						PROVEEDOR	GENERAL	Centro de Coste	ORDEN
Relación gtos. con IVA									
Revisión ITV del R-9122-BCK	46,32	35,14	7,38	3,80	NO	1100037623	6122000000		2011009782

Invoice without VAT retention:

Estación I.T.V. N.º 3907 Pol. Ind. Requejada Parc. R31
Estacion 3907
Pol. Ind. Requejada Parc. R31 POLANCO (Cantabria) Telf. 942824682

FACTURA

Clasificación Tipo Marca/Modelo N.º Bastidor Fecha 1.ª Matricula Matricula
4327 CA-3CI PARCISA CA-3CI VS9A3CX30B1032007 30/03/2011 R-9122-BCK

Tipo de inspección Contraseña de homologación Fecha Documento N.º
PERIODICA D-2713 05/02/2014 14/3907/4405

Nombre, Apellidos y NIF / Domicilio 7.203 Documento correspondiente a la inspección n.º 85.011
SOLVAY QUIMICA S.L. B61474607
AVDA ALBERTO I DE BELGICA S/N 39300 TORRELAVEGA

CONCEPTOS	
• Tarifa inspección de seguridad.....	35.14
• Tarifa inspección de emisiones.....	
• Tarifa inspección especial.....	
• Base imponible	35.14
IVA 21 %	7.38
• Tasa Tráfico	3.80
• Otras tasas	
TOTAL IMPORTE €	46.32

Razón Social: Grupo Itevelesa S.L., Europa Empresarial • Edificio BERLÍN • C/ Rozabella, 2 - 1.ª B, 28290 - Las Matas (MADRID)
Registro Mercantil de Valladolid, Tomo 1281, Folio 224, Hoja N.º VA-19.826, Inscripción 7.ª - C.I.F.: B-84751536
ATENCIÓN AL CLIENTE: 902 011 774 Lunes a Viernes de 9 a 14 horas atencioncliente@itevelesa.com

Invoice with tax retention:

CONCEPTO	IMPORTE EUROS	BASE	IVA 21% 8F	IVA 0% 8L	RETENCION 8E	PROVEEDOR	GENERAL	Centro de Coste	ORDEN
Relación gtos. con IVA									
GASTOS NOTARIA	3,37	3,07	-	0,30	YES	1100003654	6130300000		2011000526

N.Arancel	Concepto	Unidades	Sujeto a IVA	No sujeto
5	Testimonios	1,00	3,01	
Nº 8	Timbre Matriz y Autorizadas			0,30
IMPORTES BRUTOS:			3,01	0,30

			TOTAL IMPORTES BRUTOS:	3,31€
B. RETENCION:	3,01	al 19,00 %	IMP.RETENCION:	0,57€
BASE IVA:	3,01	al 21,00 %	CUOTA:	0,63€
IMPORTE TOTAL:				3,37€

Step 3

Once the information is complete the posting file will be automatically filled.

What you have to ensure is that there are no errors in the formulas and that document and posting dates are correct.

Add the case number in the reference and delete the blank lines before proceeding with the posting using the ZZP_POSTING_FILE transaction.

Step 4

After all postings done it must be attached to all of them the pdf file received.

Step 5

The last step consists in the clearing of the vendor accounts in which the postings were performed.

End of document.