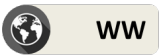


Payments in advance

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Scope



ERP

PF2 WP2

Frequency



Attachments

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to describe the procedure on post the payments in advance for IFRS16 contracts.

The payments in advance procedure is performed to ensure that the rents for the contracts identified for payments in advance are posted in such a way that the invoices can be reconciled with the rents, thereby releasing the invoice for payment.

The rents are posted via [Macro](#).

1.2. Scope

All IFRS 16 contracts identified as to be paid in advance

The procedure is executed on a monthly basis until D+10 or after BFC Retrieve update and Rollforwards.

2. Responsibility

SU MAC is responsible:

- For posting the rents of the identified contracts
- Check the posting
- In case of any error, it needs to be justified the missing posting

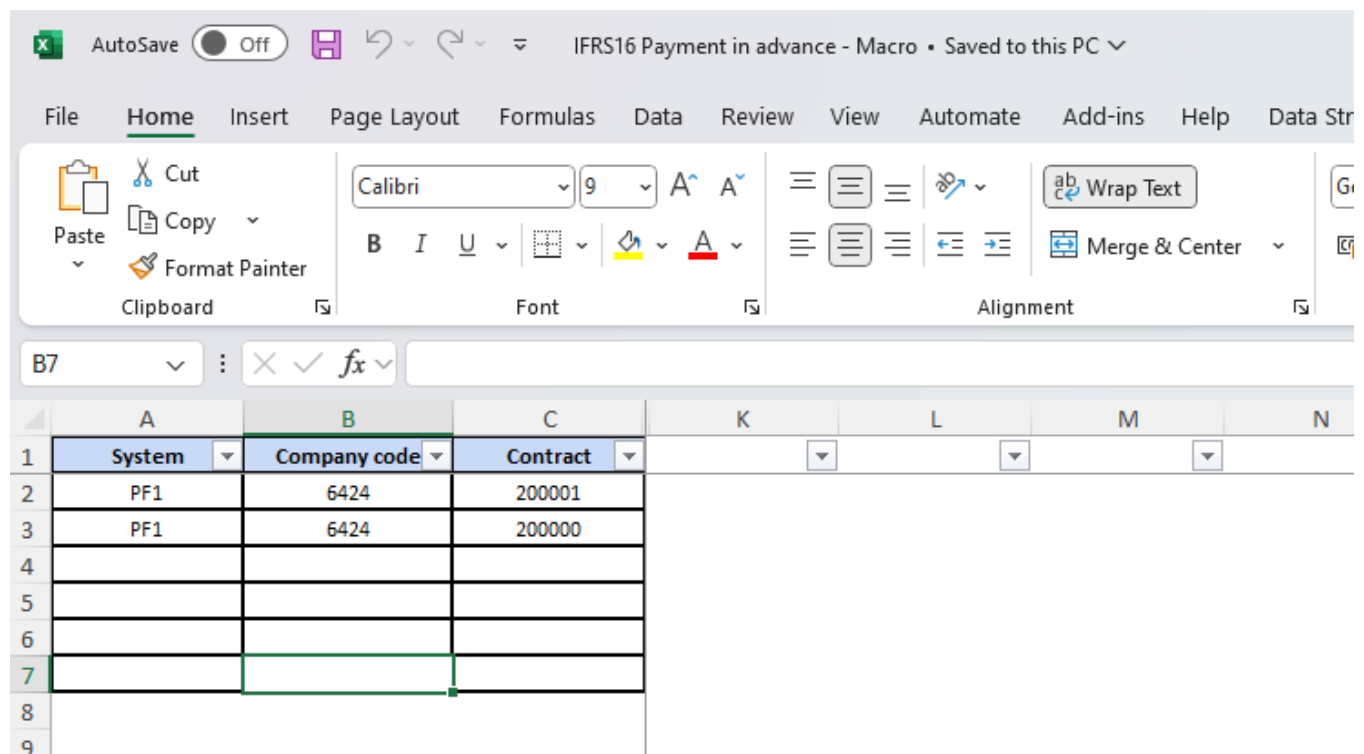
3. Procedure

3.1. Macro run

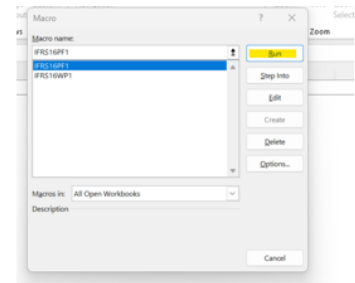
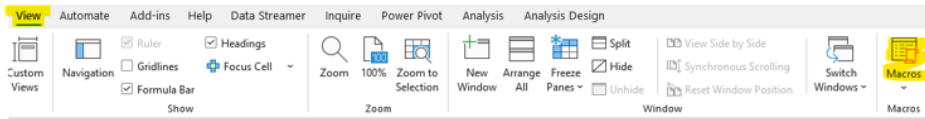
On Closing activities file there is a tab with the Contracts with payments in advance. The contracts have the system information and company code.

The Macro only runs for one system at the time.

The contract information must be copied from the Closing activities file and pasted in the excel file with the macro, one system at the time and as many company codes as needed for each system. Eac line must be field with System (PF2/WP2), Company Code and Contract Number.



Go to View > Macros > Chose the SAP System > Run (make sure you have the system open via SAP Logon for example)



3.2. Check the postings

After Macro runs, it will generate postings in Lease Reconciliation Account (5112100040 for PF2 and 56030120 for WP2)

A check is needed to confirm if all contracts were posted. Through SAP transaction FBL3N, open the account for the correspondent system and chose the dynamic filter "Assignment" to insert all contracts that the check is needed. The check must be performed by system and by company code. Run the transaction for all items from the beginning of the next month until the last day of the next month.

G/L Account Line Item Display

1 active Data Sources

Dynamic selections

Document

Assignment *200001*

Multiple Selection for Assignment

Select Single Values (2) Select Ranges Exclude Single Values Exclude Ranges

O... Single value

200001

200000

G/L account selection

G/L account 5112100040

Company code 6424

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date 17.03.2025

Cleared items

Clearing date

Open at key date

All items

Posting date 01.04.2025 to 30.04.2025

G/L Account 5112100040
Company Code 6424

St	DocumentNo	BusA	Assignment	Type	Entry Date	Postng Date	Doc. Date	PK	Amount in local cur.	LCurr	Tx	TTY	Clrng doc.	Text
	5040000288	8500	0000000200000	84	17.03.2025	01.04.2025	01.04.2025	50	36.435,36-	EUR	GM	F31		*01.04.2025-30.04.2025-Rent for Buildings
	5040000287	8500	0000000200001	84	17.03.2025	01.04.2025	01.04.2025	50	14.877,67-	EUR	GM	F31		*01.04.2025-30.04.2025-Rent for Buildings
*									51.313,03-	EUR				
**	Account 5112100040								51.313,03-	EUR				

For the contracts that the posting is missing, there is a need to analyze the contract. The missing posting can be due to different issues, such as the contract has already ended, or it is a quarterly rent.

The tab in Closing activities file must be updated with the status "Posted" or the reason of the missing posting.