DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	**FICO**	**FINANCE & CONTROLLING**
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

AUTHORS & PARTICIPANTS

Role	Name
Core Team Members	Sri. Chandan Kumar
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	Sri . Ajay Kumar
	Sri. Ajay Kumar IT (BPO)
	Sri. Rahul IT (Manager)
Consultant	Naveen
Business Process Owner	Ajay Rai

REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
24.02.2019	0.1	User Manual Preparation	Vivek	Naveen

1.1. Material PO Creation

SAP T-code	ME21N
Process	Click on Shopping cart - Vendor -Org Data: - Purch.org. - Purch.Group -Company Code –Material-Short Text-PO Quantity- Order Unit -Deliv. Date -Net Price – Plant -In Item Detail below

SAP T-code	ME21N
Process	Go to Invoice Tab and Give Tax Code - In condition Tab you can check Price - Click on Check symbol above – save - PO Created 4700000156

Local Purchase PO created under the number 4700000095

1.2.   Purchase Order Release

SAP T-code	ME29N
Process	**Go to ME29N - CLICK on other purchase order symbol – Give PO Number – click on Release strategy Tab – Release all Three- save**

Local Purchase PO 4700000095 changed

1.3. Down Payment Made

SAP T-code	F-48
Process	Enter F-48 in Transaction box and click Enter or Tick symbol

SAP T-code	F-48
Process	**Document Header Data Information–Input Document Date - Posting Date - Document Type - Company Code – Currency - Reference –Under Vendor Information – Input Vendor - Special G/L indicator – Under Bank DataSection - Select Bank GL – Amount - - Profit Centre - Text**

SAP T-code	**F-48**
Process	**Document Line Item Data – Input Amount - Text Field: Eg:** **Vendor Advance Posting - Profit Center and press Enter key**

SAP T-code	**F-48**
Process	**Click on Document and Simulate**

1.4. Good Receipt

SAP T-code	MIGO
Process	Purchase Order – Enter - Delivery Note - Bill of Lading - Go down and click on Item OK Checkbox - Go to Quantity Tab: - Qty in Delivery Note - Click on Check Above then Post or Save– 5000000251

Project – SUGAM
End User Manual
Vendor Invoice Booking and Payment

YASH
Technologies
Americas | EU | ASIA | AUS

1.5. Invoice Booking

SAP T-code	MIRO
Process	Invoice date -Posting Date - Reference -Amount -Bus.place/sectn -Text -PO Reference - Enter-Simulate – Accounting Entry will Generate– In Payment Tab give Baseline Date- Again come to Basic Data Tab -click on Tax checkbox if Tax Required-Input Amount with Tax

SAP T-code	MIRO
Process	**Go to Withholding Tab and give WHT Code 2C &Labourcess**

SAP T-code	MIRO
Process	**Click on Simulate and Post**

Enter Incoming Invoice: Company Code 1000

Show PO structure   Show worklist   Hold   Simulate   Messages   Help   NF

Simulate Document in INR (Document currency)

Position	A	G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T...	Jurisd. Code	Tax date	Bu...	Co...
1	K	212000	KPM Pvt Ltd / 800001...	5,750,000.00–	INR			**				
2	S	260100	GR/IR Material	5,900,000.00	INR	4700000095	10	B3				
1200000000	S	219102	TDS - 194 C	100,000.00–	INR							
1200000001	S	219125	Labour Cess	50,000.00–	INR							

Debit 5,900,000.00   Credit 5,900,000.00   Bal. 0.00

Back   Post   ✖

SAP T-code	MIRO
Process	**Below MIRO Document Generated - Go to Document – Display – Follow on Document - 5100000030 (Accounting Document)**

☑ Document no. 5105600779 created
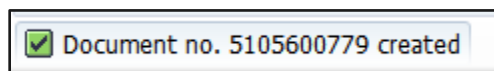
1.6. Vendor Down Payment Clearing

SAP T-code	**F-54**
Process	**Enter F-54 in Transaction box and click Enter or Tick symbol**

SAP Easy Access

F-54

SAP T-code	**F-54**
Process	**Enter document date (down payment document date) - Enter posting date - Enter company code and Currency details - Enter Reference - Enter vendor account number - Enter relevant invoice (which is created with reference to the down payment) - Enter text - Press enter**

Clear Vendor Down Payment: Header Data

Process down pmnts

Document Date	23.02.2019	Type	KA	Company Code	1000
Posting Date	23.02.2019	Period	11	Currency/Rate	INR
Document Number				Translation dte	
Reference	Down Pay Adjust				
Doc.Header Text					
Trading part.BA				Tax Reporting D	

Vendor

Account   100005

Relevant invoice

Invoice   Line Item   Fiscal Year

Transfer posting item(s) details

Assignment

Text   Down Pay Adjust

SAP T-code	**F-54**
Process	**Double Click in Transfer Posting Column**

Clear Vendor Down Payment Choose down payments

Account   100005   Currency   INR

Down Payments

Document...	Li...	S	Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting	
1500000096	2	A		0			...,000.00	150,000.00		

Double click in transfer posting

Clear Vendor Down Payment Choose down payments

Display Currency

Account 100005   Currency   INR

Down Payments

Li...	S	Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting	
2	A		0			...,000.00	150,000.00	120,000.00	

SAP T-code	F-54
Process	**Click on document menu option and select simulate**

Clear Vendor Down Payment Display Overview

Display Currency   Taxes   Reset

Document Date	23.02.2019	Type	KA	Company Code	1000
Posting Date	23.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	23.02.2019
Reference	DOWN PAY ADJUST			Cross-CC Number	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt	
001	39A	0000100005 KPM Pvt Ltd		120,000.00-		V0
002	26	0000100005 KPM Pvt Ltd		120,000.00		V0

D 120,000.00   C 120,000.00   0.00   * 2 Line Items

SAP T-code	F-54
Process	**Document has been Generated - 1700000079**

✅ Document 1700000079 was posted in company code 1000

1.7.   Vendor Credit Memo / Penalty

SAP T-code	FB65
Process	Enter FB65 in Transaction box and click Enter or Tick symbol

SAP T-code	FB65
Process	• **Go to Basic Data Tab** - Enter vendor number - Enter invoice date - Posting date - Enter reference, example bill number – Enter Amount - Enter Business place and Section code - Enter text - Enter G/L- Enter amount – Enter Tax Code - Enter Profit Centre
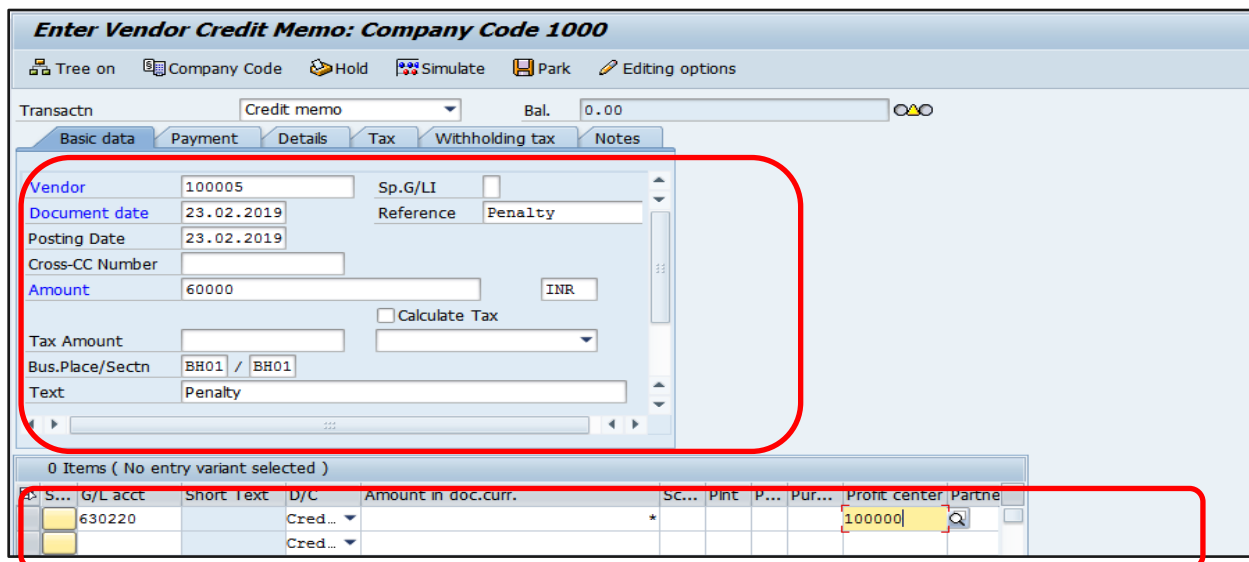
SAP T-code	FB65
Process	Simulate and Save Document Generated

Document Overview

Reset   Taxes   Park   Complete   Choose   Save   ABC

```
Doc.Type : KG ( Vendor Credit Memo ) Normal document
Doc. Number                Company Code    1000      Fiscal Year    2018
Doc. Date      23.02.2019   Posting Date    23.02.2019  Period        11
Calculate Tax  ☐
Ref.Doc.       PENALTY
Doc. Currency  INR
```

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	21	100005	KPM Pvt Ltd			60,000.00
2	50	630220	Penalty on Vendors		V0	60,000.00-

☑ Document 1700000080 was posted in company code 1000

1.8. Keep Back

SAP T-code	F-41
Process	Enter F-41 in Transaction box and click Enter or Tick symbol

Document   Edit   Goto   Extras   Settings   Environment   System   Help

F-41

Enter Vendor Credit Memo: Header Data

Held Document   Account Model   G/L item fast entry   Post with Reference   Editing options

SAP T-code	F-41
Process	Document date - Posting Date – Reference - Posting key – Account Enter

Enter Vendor Credit Memo: Header Data

Held Document   Account Model   G/L item fast entry   Post with Reference   Editing options

Document Date   23.02.2019   Type   KG   Company Code   1000
Posting Date   Period   Currency/Rate
Document Number   Translation dte
Reference   Keep BACK   Cross-CC Number
Doc.Header Text
Trading part.BA

First line item

PstKy   21   Account   100005   SGL Ind   TType

SAP T-code	F-41
Process	**Amount - Bus.place/sectn – Text - Posting key - Account**
	Special GL Indicator – Enter - Amount in Doc currency
	Due on (Future Date) -Document - Simulate – save

Enter Vendor Credit Memo: Add Vendor item

More data   Account Model   G/L item fast entry   Taxes   Withholding tax

Vendor   100005   KPM Pvt Ltd   G/L Acc   212000
Company Code   1000   Bally Road
BSPTCL   Patna

Item 1 / Credit memo / 21
Amount   70000   INR
    Calculate Tax   BusPlace/Sectn   BH01 / BH01
Bus. Area
Payt terms   Days/percent   /   /
Bline Date   23.02.2019   Fixed
CD Base   CD Amount
    Invoice Ref.   /   /
Pmnt block   Payt Method
Assignment
Text   Keepback   Long Texts

Next line item

PstKy   39   Account   100005   SGL Ind   K   TType   New Co.Code

Enter Vendor Credit Memo: Add Vendor item

More data   Account Model   G/L item fast entry   Taxes   Withholding tax

Vendor	100005	KPM Pvt Ltd	G/L Acc	212050
Company Code	1000	Bally Road		
BSPTCL		Patna		

Item 2 / Credit memo / 21

Amount	*	INR
	☐ Calculate Tax	Bus./Sectn
Bus. Area		
Due on	30.01.2030	
Invoice Ref.	/ /	
Contrct	/	Flow Type
Assignment		
Text		Long Texts

☑ Document 1700000081 was posted in company code 1000

1.9.   Vendor Payment

SAP T-code	F-53
Process	Enter F-53 in Transaction box and click Enter or Tick symbol

Menu   Edit   Favorites   Extras   System   Help

[F-53]
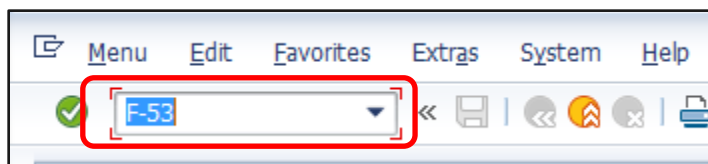
SAP T-code	F-53
Process	Enter document date (date when the payment is made) &Posting date - Enter reference - Enter Bank Account Number - Enter

amount - Enter text - Enter vendor number - After filling the details, press enter or click on process open items

SAP T-code	**F-53**
Process	**Select all – Deactivate - Select the items that needs to be cleared and click on document menu option and select simulate – Save – Document Generated**

Post Outgoing Payments Process open items

Distribute Difference   Charge Off Difference   Editing Options   Ø Cash Disc. Due

| Standard | Partial Pmt | Res.Items | WH Tax |

Account items 100005 KPM Pvt Ltd

Document...	D..	Document...	P..	Bu..	Da..	INR Gross	CashDiscount	CDPer.	
5100000000	RE	20.02.2019	31		0	5,750,000.00			
1700000081	KG	23.02.2019	21		0	70,000.00			
1700000080	KG	23.02.2019	21		0	60,000.00			
1700000079	KA	23.02.2019	26		0	120,000.00			
1900000075	KR	22.02.2019	31		1	735,000.00-			
100000156	AB	21.02.2019	27		2	135,000.00			
100000155	AB	21.02.2019	34		2	8,050.00-			
1900000067	KR	20.02.2019	31		3	112,700.00-			
1900000066	KR	20.02.2019	31		3	2,205,000.00-			

Processing Status

Number of Items	36	Amount Entered	1.00-
Display from Item	1	Assigned	5,502,400.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	5,502,399.00

Post Outgoing Payments Display Overview

Process Open Items   Choose open items   Display Currency   Account Model   Taxes

Document Date	23.02.2019	Type	KZ	Company Code	1000	
Posting Date	23.02.2019	Period	11	Currency	INR	
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	23.02.2019	
Reference	PAYMENT			Cross-CC Number		
Doc.Header Text				Trading part.BA		

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50		0000160302 Canara Bank Outgoin		1.00-	

Post Outgoing Payments Correct G/L account item

Choose open items   Process Open Items   More data   Account Model

G/L Account	160302	Canara Bank Outgoing 0352101042062	
Company Code	1000	BSPTCL	

Item 1 / Credit entry / 50

Amount	*	INR
	Calculate Tax	☐

SAP T-code	F-53
Process	Click on Document and simulate – Save – Document Generated

Post Outgoing Payments Display Overview

Display Currency   Taxes   Reset

Document Date	23.02.2019	Type	KZ	Company Code	1000
Posting Date	23.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	23.02.2019
Reference	PAYMENT			Cross-CC Number	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA	Acct		INR Amount	Tax amnt
001	50	0000160302	Canara Bank Outgoin	5,502,400.00-	
002	38	0000100005	KPM Pvt Ltd	120,000.00-	
003	40	0000219102	TDS - 194 C	2,400.00	
004	25	0000100005	KPM Pvt Ltd	5,750,000.00	
005	38	0000100005	KPM Pvt Ltd	130,000.00-	

D 5,752,400.00   C 5,752,400.00   0.00   * 5 Line Items

Document 1500000097 was posted in company code 1000

SAP T-code	F-44
Process	Input Vendor Number - Enter

Document   Edit   Goto   Settings   System   Help

Clear Vendor: Header Data

Process Open Items

Account	100005	Clearing Date	23.02.2019	Period	11
Company Code	1000	Currency	INR		

SAP T-code	F-44
Process	Select all – Deactivate - Select the items that needs to be cleared

| | and click on document menu option and select simulate – Save –
Document Generated |

Clear Vendor Process open items

Distribute Difference   Charge Off Difference   Editing Options   Ø Cash Disc. Due

Standard | Partial Pmt | Res.Items | WH Tax

Account items 100005 KPM Pvt Ltd

Assignment	Document...	D..	P..	Posting Date	Document...	INR Gross	CashDiscount	CDPer.	
	1900000075	KR	31	22.02.2019	22.02.2019	735,000.00-			
	100000156	AB	27	21.02.2019	21.02.2019	125,000.00			
	100000155	AB	34	21.02.2019	21.02.2019	8,050.00-			
	1900000067	KR	31	20.02.2019	20.02.2019	112,700.00-			
	1900000066	KR	31	20.02.2019	20.02.2019	2,205,000.00-			
	5100000024	RE	31	20.02.2019	19.02.2019	1,740,000.00-			
	5100000021	RE	31	18.02.2019	18.02.2019	3,444,600.00-			
	1900000054	KR	31	17.02.2019	17.02.2019	39,200.00-			
	1900000053	KR	31	17.02.2019	17.02.2019	33,320.00-			

Amm... $Ɐ Gross Am... $Ɐ Currency   Items   Items   Disc.   Disc.

Processing Status

Number of Items	32	Amount Entered	0.00
Display from Item	1	Assigned	1,740,000.00-
Reason Code		Difference Postings	1,740,000.00
Display in clearing currency		Not Assigned	0.00

Clear Vendor Display Overview

Display Currency   Taxes   Reset

Document Date	23.02.2019	Type	AB	Company Code	1000
Posting Date	23.02.2019	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2018	Translation dte	23.02.2019
Reference				Cross-CC Number	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001 34		0000100005	KPM Pvt Ltd		1,740,000.00-	
002 27		0000100005	KPM Pvt Ltd		1,740,000.00	

D 1,740,000.00   C 1,740,000.00   0.00   *   2 Line Items

☑ Document 100000164 was posted in company code 1000

Manual End