



**Project – SUGAM  
End User Manual  
Vendor Invoice Booking and Payment**



**DOCUMENT DETAILS**

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Sushil Kumar	Shri. Jeetender Gaikewad	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

**AUTHORS & PARTICIPANTS**

Role	Name
Core Team Members	Sri. Sushil Kumar Sri. Chandan Kumar Sri. Mrutyunjay Ms. Shweta Sri. Ravindra Singh Sri. Anand Shekhar Sri. Shivendra Kashyap Sri . Ajay Kumar Sri. Ajay Kumar IT (BPO) Sri. Rahul IT (Manager)
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Business Process Owner	Ajay Rai

**REVISION HISTORY**

Date	Document Version	Document Revision Description	Author	Reviewer
13.12.2021	0.1	User Manual Preparation	Kamal	Chandrakanth Reddy



# Project – SUGAM End User Manual Vendor Invoice Booking and Payment



<b>SAP T-code</b>	<b>FB50</b>
<b>Process</b>	<p><b>Enter Document Date - Posting Date - Reference - Doc. Header Text - Enter GL Account in line item - Temporary Advance GL - Select Dr - Amount -Text : Employee Name - Profit Center.</b></p> <p><b>Enter Outgoing Bank GL - Select Cr - Amount - Assignment : cheque Number (Mandatory) - Value date : Mandatory in Bank GL's - Text - Profit Center, Press enter and Simulate.</b></p>

## 1.1 Tablet Advance



**Enter G/L Account Document: Company Code 1000**

**Enter G/L Account Document: Company Code 1000**

Tree on Company Code Hold **Simulate** Park Editing options

**Basic Data** Details

Document Date: 01.04.2021 Currency: INR  
 Posting Date: 01.04.2021  
 Reference: 1  
 Doc.Header Text: Tablet Advance  
 Document type: SA G/L Account Document  
 Cross-CC Number:   
 Company Code: 1000 BSPTCL Patna

**Amount Information**

Total Dr.: 0.00 INR  
 Total Cr.: 0.00 INR

0 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	V Assignment	Value date	Text	Co...	Tral
	170310		S De..	10000			Navin Kumar	1000	
	170310		S De..	20000			Abhishek Ku.	1000	
	170310		S De..	15000			Amita Verma	1000	
	170310		S De..	10000			Ashutosh Ku.	1000	
	170310		S De..	22000			Nidhi Kumari	1000	
	160482		H Cr..	77000	123456	01.04.2021	Tablet Advan	1000	



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<b>SAP T-code</b>	<b>FB50</b>
<b>Process</b>	<b>After Simulate - Post/Save the transaction</b>

**Document Overview**

Reset Taxes Park Complete Choose Save ABC

Doc.Type : SA ( G/L Account Document ) Normal document  
 Doc. Number Company Code 1000 Fiscal Year 2021  
 Doc. Date 01.04.2021 Posting Date 01.04.2021 Period 01  
 Calculate Tax   
 Ref.Doc. 1  
 Doc. Currency INR  
 Doc. Hdr Text Tablet Advance

Itm	PK	Account	Account Short Text	Assignment	Profit Ctr	Amount	Text
1	40	170310	Tablet Advance		100001	10,000.00	Navin Kumar
2	40	170310	Tablet Advance		100001	20,000.00	Abhishek Kumar
3	40	170310	Tablet Advance		100001	15,000.00	Amita Verma
4	40	170310	Tablet Advance		100001	10,000.00	Ashutosh Kumar
5	40	170310	Tablet Advance		100001	22,000.00	Nidhi Kumari
6	50	160482	BANDHANBANK Out-5297	123456	100001	77,000.00-	Tablet Advance

FB50 [Save Icon]

**Enter G/L Account Document: Company Code 1000**

Document 100000027 was posted in company code 1000

**Note : Same Process we have to follow for Laptop Advance.**

**Manual End**