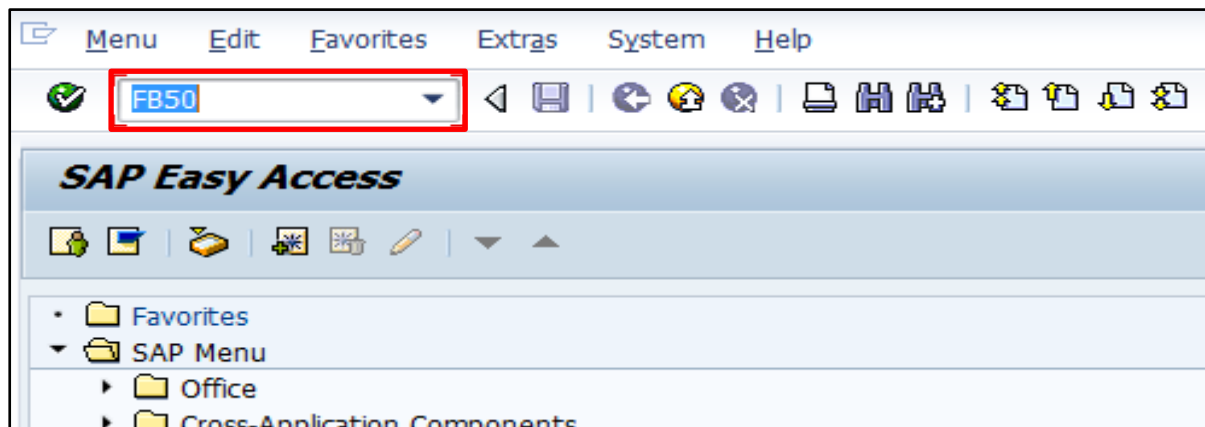




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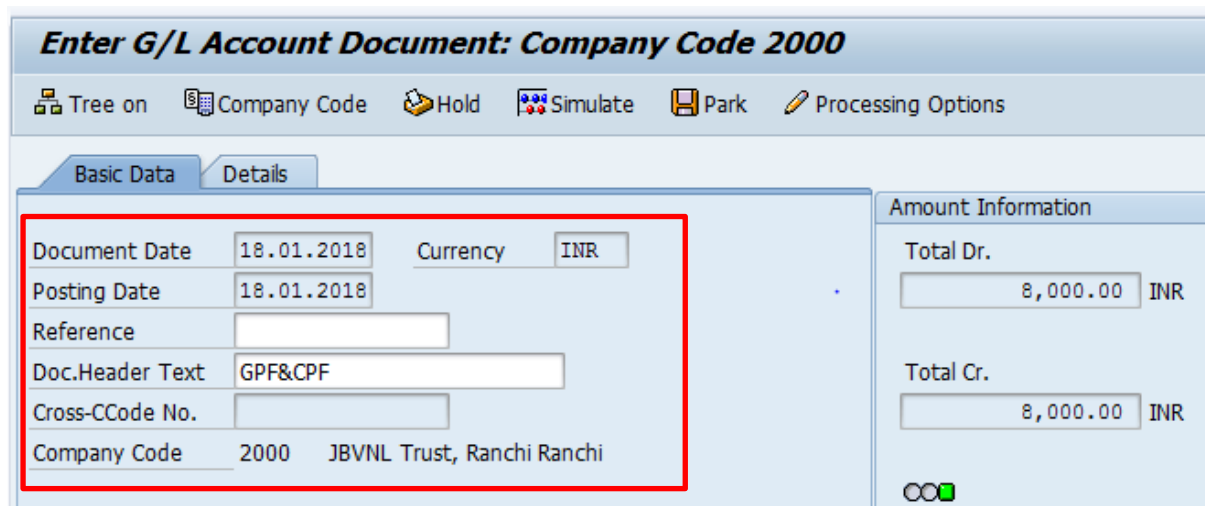


## 1. FB50 – CPF&GPF Accounting



- Input **FB50** in **Transaction box** and press **Enter** key

### 1.1 Document Header Data Information



The following are the Input fields under the **Document Header data**

- **Document Date:** Input the Invoice date in the Document date field
- **Posting Date:** Input the transaction date in the Posting date field
- **Currency:** Input the Currency INR in the Currency field
- **Document Header Text:** Input the Text Information in text field



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### 1.2 Document Line Item Data

The screenshot shows the 'Document Line Item Data' form with two tabs: 'Basic Data' and 'Details'. The 'Basic Data' tab is active, displaying the following fields:

Document Date	18.01.2018	Currency	INR
Posting Date	18.01.2018		
Reference			
Doc.Header Text	GPF&CPF		
Cross-CCode No.			
Company Code	2000	JBVNL Trust, Ranchi Ranchi	

The 'Amount Information' tab is also visible, showing:

Total Dr.	8,000.00	INR
Total Cr.	8,000.00	INR

Below the tabs, there is a table with 4 items (No entry variant selected). The table is highlighted with a red border:

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Value date	Text	L...	Co...	Tradi...	Bu...	Pa...
✓	2298005	FUND RECV...	S De...	4,000.00			CPF ENTRY	👉	2000			
✓	1554600	FUND A/C-T...	H Cr...	4,000.00			CPF ENTRY	👉	2000			
✓	2298005	FUND RECV...	S De...	4,000.00			GPF ENTRY	👉	2000			
✓	1554600	FUND A/C-T...	H Cr...	4,000.00			GPF ENTRY	👉	2000			

The following are the Input fields under the **Line Item data**

- **GL Account:** Place the Cursor on the field and press F4. Select the respective GL Account and press Enter key
- **Debit/Credit:** Select Debit/Credit option from drop down list
- **Text Field:** Input the Text information
- **Profit Center:** Place the cursor on the field and press F4. Select the respective Profit Center and press Enter key

### 1.3 Simulate

The screenshot shows the 'Enter G/L Account Document: Company Code 2000' form. The 'Simulate' button is highlighted with a red border. The form is divided into 'Basic Data' and 'Details' tabs, and 'Amount Information'.

The 'Basic Data' tab is active, displaying the following fields:

Document Date	18.01.2018	Currency	INR
Posting Date	18.01.2018		
Reference			
Doc.Header Text	GPF&CPF		
Cross-CCode No.			
Company Code	2000	JBVNL Trust, Ranchi Ranchi	

The 'Amount Information' tab is also visible, showing:

Total Dr.	8,000.00	INR
Total Cr.	8,000.00	INR

**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).



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- Check the entries, if the entries are correct, click on Post option
- If the entries are wrong then go to Main screen and change the line items.

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	40	2298005	FUND RECV. GPF&CPF			4,000.00
2	50	1554600	FUND A/C-TRUST			4,000.00-
3	40	2298005	FUND RECV. GPF&CPF			4,000.00
4	50	1554600	FUND A/C-TRUST			4,000.00-

### 1.4 Document Posting

- Document Posted in company code 2000 will pop up at the bottom of the screen

### 1.5 Document Display View

C...	Itm	PK	S	Trs	Account	Description	Amount	Curr.	Material	Quan...	Unit	Plant	Purch.Doc.	Value da...	Tx	G/L Acc	A D	Assign.	Item	Profit Ctr
20...	1	40			2298005	FUND RECV. GPF...	4,000.00	INR								2298005	S S	20180118		2000100
	2	50			1554600	FUND A/C-TRUST	4,000.00-	INR								1554600	S H	20180118		1000000
	3	40			2298005	FUND RECV. GPF...	4,000.00	INR								2298005	S S	20180118		2000200
	4	50			1554600	FUND A/C-TRUST	4,000.00-	INR								1554600	S H	20180118		1000000

- Display Document: From Menu bar select Document option it will display the options Change, Display, Post and Save as completed. Choose Display option. Document successfully got posted will get displayed or It can be displayed in TC FB03.



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### 2. Payment to the Trust Company

#### 2.1 Document Header Data Information

**Enter G/L Account Document: Company Code 2000**

Tree on Company Code Hold Simulate Park Processing Options

Basic Data Details

Document Date	18.01.2018	Currency	INR
Posting Date	18.01.2018		
Reference			
Doc.Header Text	GPF&CPF Payment receiving		
Cross-CCode No.			
Company Code	2000	JBVNL Trust, Ranchi Ranchi	

Amount Information

Total Dr. 8,000.00 INR

Total Cr. 8,000.00 INR

The following are the Input fields under the **Document Header data**

- **Document Date:** Input the Invoice date in the Document date field
- **Posting Date:** Input the transaction date in the Posting date field
- **Currency:** Input the Currency INR in the Currency field
- **Document Header Text:** Input the Text Information in text field

#### 2.2 Document Line Item Data

Basic Data Details

Document Date	18.01.2018	Currency	INR
Posting Date	18.01.2018		
Reference			
Doc.Header Text	GPF&CPF Payment receiving		
Cross-CCode No.			
Company Code	2000	JBVNL Trust, Ranchi Ranchi	

Amount Information

Total Dr. 8,000.00 INR

Total Cr. 8,000.00 INR

4 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sc...	Plnt	P...	Pur...	Profit center	Partner pr...
✓	2242001	ALB INCOMING-71660	S De...	4,000.00	0			0		
✓	2298005	FUND REC.V. GPF&CPF	H Cr...	4,000.00	0				2000100	
✓	2242001	ALB INCOMING-71660	S De...	4,000.00	0			0		
✓	2298005	FUND REC.V. GPF&CPF	H Cr...	4,000.00	0				2000200	

The following are the Input fields under the **Line Item data**



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- **GL Account:** Place the Cursor on the field and press F4. Select the respective GL Account and press Enter key
- **Debit/Credit:** Select Debit/Credit option from drop down list
- **Text Field:** Input the Text information Eg: Payment to Trust
- **Profit Center:** Place the cursor on the field and press F4. Select the respective Profit Center and press Enter key

### 2.3 Simulate

**Enter G/L Account Document: Company Code 2000**

Tree on | Company Code | Hold | **Simulate** | Park | Processing Options

Basic Data | Details

Document Date	18.01.2018	Currency	INR
Posting Date	18.01.2018		
Reference			
Doc.Header Text	GPF&CPF Payment receiving		
Cross-CCode No.			
Company Code	2000	JBVNL Trust, Ranchi Ranchi	

Amount Information

Total Dr.	8,000.00	INR
Total Cr.	8,000.00	INR

**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).

- Check the entries, if the entries are correct, click on Post option
- If the entries are wrong then go to Main screen and change the line items.



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Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.Type : SA ( G/L Account Document ) Normal document

Doc. Number	Company Code	2000	Fiscal Year	2017
Doc. Date	Posting Date	18.01.2018	Period	10
Calculate Tax	<input type="checkbox"/>			
Doc. Currency	INR			
Doc. Hdr Text	GPF&CPF Payment receiving			

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	40	2242001	ALB INCOMING-71660			4,000.00
2	50	2298005	FUND RECV. GPF&CPF			4,000.00-
3	40	2242001	ALB INCOMING-71660			4,000.00
4	50	2298005	FUND RECV. GPF&CPF			4,000.00-

### 2.4 Document Posting

Document 1000000011 was posted in company code 2000



- Document Posted in company code 1000 will pop up at the bottom of the screen

### 2.5 Document Display View

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

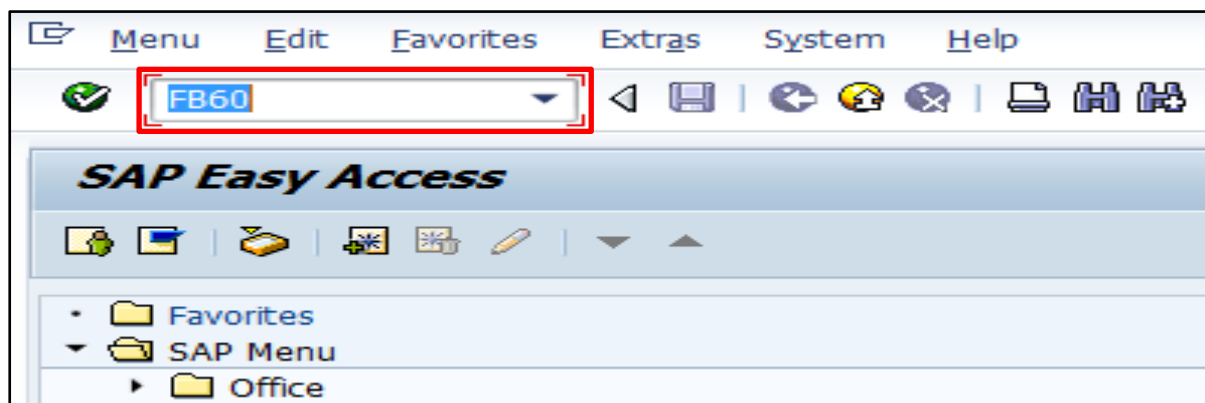
Data Entry View

Document Number	1000000011	Company Code	2000	Fiscal Year	2017
Document Date	18.01.2018	Posting Date	18.01.2018	Period	10
Reference		Cross-Comp.No.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

C.	Itm	PK	S	Trs	Account	Description	Amount	Curr.	Material	Quan...	Unit	Plant	Purch.Doc.	Value da...	Tx	G/L Acc	A D	Assign.	Item	Profit Ctr
20...	1	40			2242001	ALB INCOMING-71660	4,000.00	INR						17.02.2...		2242001	S S	20180118		2000300
	2	50			2298005	FUND RECV. GPF&CPF	4,000.00-	INR								2298005	S H	20180118		2000100
	3	40			2242001	ALB INCOMING-71660	4,000.00	INR						17.02.2...		2242001	S S	20180118		2000300
	4	50			2298005	FUND RECV. GPF&CPF	4,000.00-	INR								2298005	S H	20180118		2000200

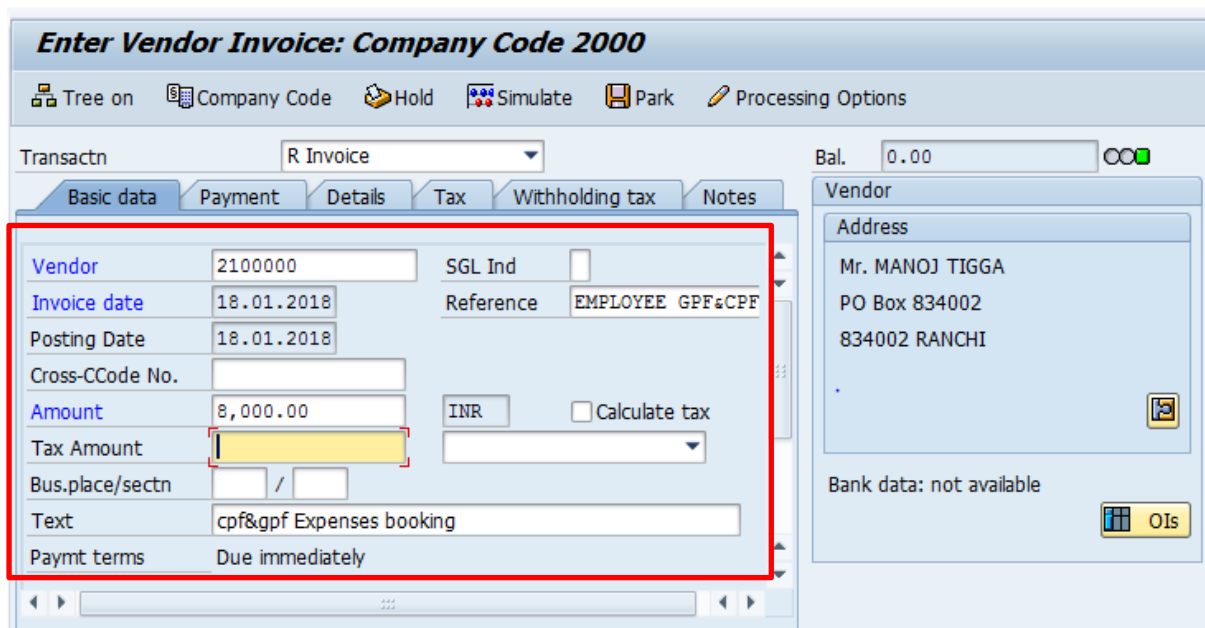
- Display Document: From Menu bar select Document option it will display the options Change, Display, Post and Save as completed. Choose Display option. Document successfully got posted will get displayed or It can be displayed in TC FB03.

### 3.1 FB60 – Employee Vendor Invoice Booking



- Input **FB60** in **Transaction box** and press **Enter** key

#### 1. Document Header Data Information



The following are the Input fields under the Document Header data of Vendor Invoice

- **Vendor:** Input the Vendor Number in the Vendor field with help of press “F4” button to search vendor number.
- **Invoice Date:** Input the Invoice date in the field
- **Posting Date:** Input the transaction date in the Posting date field
- **Currency:** Input the Currency INR in the Currency field
- **Reference:** Input the Reference field with Reference (invoice) number
- **Text:** Input the Text Information in text field Eg: Vendor invoice posting with Tax



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## 2. Document Line Item Data

**Enter Vendor Invoice: Company Code 2000**

Tree on Company Code Hold Simulate Park Processing Options

Transactn R Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor 2100000 SGL Ind   
Invoice date 18.01.2018 Reference EMPLOYEE GPF&CPF  
Posting Date 18.01.2018  
Cross-CCode No.   
Amount 8,000.00 INR  Calculate tax  
Tax Amount   
Bus.place/sectn /   
Text cpf&gpf Expenses booking  
Paymt terms Due immediately

Vendor Address  
Mr. MANOJ TIGGA  
PO Box 834002  
834002 RANCHI  
Bank data: not available  
OIs

1 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Item ...	Sc...	Plnt	P...	Pur...	Profit center	Partner
<input checked="" type="checkbox"/>	1554600	FUND A/C-TRUST	S De...	8,000.00	0	0				1000000	

The following are the Input fields under the Line Item data to be filled.

- **GL Account:** Place the Cursor on the field and press F4. Select the respective GL Account and press Enter key
- **Debit/Credit:** Select Debit/Credit option from drop down list
- **Text Field:** Input the Text information e. g.: Vendor Invoice posting with Tax
- **Profit Center:** Profit Center will get automatically updated (through Cost Center Profit Center will get updated) as configured.





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3. Simulation of Transaction before posting:

**Enter Vendor Invoice: Company Code 2000**

Tree on Company Code Hold **Simulate** Park Processing Options

Transactn R Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor 2100000 SGL Ind   
Invoice date 18.01.2018 Reference EMPLOYEE GPF&CPF  
Posting Date 18.01.2018  
Cross-CCode No.   
Amount 8,000.00 INR  Calculate tax  
Tax Amount   
Bus.place/sectn /   
Text cpf&gpf Expenses booking  
Paymt terms Due immediately

Vendor  
Address  
Mr. MANOJ TIGGA  
PO Box 834002  
834002 RANCHI  
Bank data: not available  
OIs

**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).

- Check the entries, if the entries are correct, click to Post Button
- If the entries are not okay, then go to main screen and take required action to correct it.

Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.Type : KR ( Vendor Invoice ) Normal document  
Doc. Number Company Code 2000 Fiscal Year 2017  
Doc. Date 18.01.2018 Posting Date 18.01.2018 Period 10  
Calculate Tax   
Ref.Doc. EMPLOYEE GPF&CPF  
Doc. Currency INR

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	31	2100000	MANOJ TIGGA			8,000.00-
2	40	1554600	FUND A/C-TRUST			8,000.00

Click on **Save** icon

#### 4. Document Posting

Document 1200000000 was posted in company code 2000

- Document is posted, An information will be populated at the bottom of the screen

#### 5. Document Display View

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number	1200000000	Company Code	2000	Fiscal Year	2017
Document Date	18.01.2018	Posting Date	18.01.2018	Period	10
Reference	EMPLOYEE GPF&CPF	Cross-Comp.No.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

C.	Item	PK	S	Trs	Account	Description	Amount	Curr.	Material	Quan...	Unit	Plant	Purch.Doc.	Value da...	Tx	G/L Acc	A D	Assign.	Item	Profit Ctr
20...	1	31		E...	2100000	MANOJ TIGGA	8,000.00	INR								1411011	K H	20180118		
	2	40			1554600	FUND A/C-TRUST	8,000.00	INR								1554600	S S	20180118		1000000

We can view the transaction in two ways:

- Display Document: From Menu bar select **Document** option it will display the options **Change, Display, Post** and **Save as completed**. Choose **Display** option. Document successfully got posted will get displayed
- Input **FB03** in Transaction box and system will take us to Document Display screen. Input the Document number and Press Enter key. Document posted will get displayed.

#### 4.1 F-53 : Employee Vendor Outgoing Payment

Menu | Edit | Favorites | Extras | System | Help

**F-53**

**SAP Easy Access**

- Favorites
- SAP Menu
  - Office
  - Cross-Application Components
  - Logistics

- Input **F-53** in **Transaction box** and press **Enter** key



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## 4.2 Employee Vendor Outgoing Payment

Document Edit Goto Settings System Help

Post Outgoing Payments: Header Data

Process Open Items

Document Date	23.01.2018	Type	KZ	Company Code	2000
Posting Date	25.01.2018	Period	11	Currency/Rate	INR
Document Number		Translation dte			
Reference		Cross-CCode No.			
Doc.Header Text	Employee vendor payment	Trading part.BA			
Clearing text					

Bank data

Account	2242002	Business Area	
Amount	8000	Amt.in loc.cur.	
Bank charges		LC bank charges	
Value date	17.02.2018	Profit Center	
Text	Employee vendor payment	segment	

Open item selection

Account	21000000
Account type	K <input type="checkbox"/> Other accounts
Special G/L ind	<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

The following are the Input fields under the Document Header data of Vendor Outgoing Payment

- **Document Date:** Input the Invoice date in the field
- **Posting Date:** Input the transaction date in the Posting date field
- **Document Type:** Input the Document type **KZ** for Vendor payment
- **Company Code:** Input the Company code 1000 in this field
- **Currency:** Input the Currency INR in the Currency field
- **Reference:** Input the Reference field with Reference (invoice) number
- **Clearing Text:** Input the text information in this field



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**Bank Data:** Under this Section

- **Account:** Place the cursor on the field and press F4. List of GL Accounts will appear, select respective Bank outgoing GL Account and press Enter key
- **Amount:** Input the amount
- **Profit Center:** Input the respective Profit center by selecting from the drop down list
- **Text:** Input the text information in this field

**Open Item Selection:** Under the section

- **Account:** Input the Vendor Number in this field
- **Account Type:** Input the Account type “K” (Vendors) from drop down list

**Post Outgoing Payments Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 2100000 MANOJ TIGGA

Document...	D.	Document...	P..	Bu...	Da...	INR Gross	CashDiscount	CDPer.
1200000000	KR	18.01.2018	31		5	8,000.00-		

Processing Status

Number of items	1	Amount entered	8,000.00-
Display from item	1	Assigned	8,000.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

- Select All items Icon and select Deactivate items tab
- Double Click on the line items(Debit and Credit) which will get activated(turns in to Blue colour)
- Select Document option in Menu, choose Simulate option.



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## 5 Simulation of Transaction before posting:

PK	BusA Acct	INR	Amount	Tax amnt
001 50	0002242002 ALB OUTGOING-71660		8,000.00-	
002 25	0002100000 MANOJ TIGGA		8,000.00	

D 8,000.00      C 8,000.00      0.00 \*      2 Line items

**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).

- Check the entries, if the entries are correct, click to Post Button
- If the entries are not okay, then go to Main screen and take required action to correct it.

## 6 Document Posting

Document 1100000001 was posted in company code 2000

- Document is posted, An information will be populated at the bottom of the screen



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### 7 Document Display View

C.	Itm	PK	S	Trs	Account	Description	Amount	Curr.	Material	Quan.	Unit	Plant	Purch.Doc.	Value da.	Tx	G/L Acc	A	D	Assign.	Item	Profit Ctr
20...	1	50			2242002	ALB OUTGOING-71660	8,000.00-	INR						17.02.2...		2242002	S	H	20180125		2000300
	2	25			2100000	MANOJ TIGGA	8,000.00	INR								1411011	K	S	20180125		

We can view the transaction in two ways:

- Display Document: From Menu bar select **Document** option it will display the options **Change, Display, Post** and **Save as completed**. Choose **Display** option. Document successfully got posted will get displayed
- Input **FB03** in Transaction box and system will take us to Document Display screen. Input the Document number and Press Enter key. Document posted will get displayed.

## Manual End