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A. Overview

In Umoja, all advance payments to vendors, non-commercial partners or other entities are known as Down Payments.

GRANTS USERS PLEASE NOTE: FOR INFORMATION ON ADVANCES TO IMPLEMENTING PARTNERS, FOLLOW THE PROCESS OUTLINED IN THE GRANTS MANAGEMENT JOB AID ON THE UMOJA WEBSITE ([Grants Execution through Implementing Partners](#)).

Down Payments can be made against Purchase Orders (PO) Funds Commitments (FC) or without referencing a commitment document. However, where possible, Down Payments should only be created against existing commitment documents. Associating Down Payments to POs and FCs necessitated additional controls to ensure that advances are offset against future payments.

Down Payments are different from normal documents, they are called “Noted Items” as there is no posting in FI until the actual payment is made.

The Real FI posting which occurs at the point of payment is as follows

Debit: Vendor¹
Credit: Cheque/EFT out GL

The life cycle process for a down payment is as follows



The t-code used to create a Down Payment is F-47, and it is executed by the Accounts Payable User (A) and approved by the AP Approver (B). Once the down payment is approved and it contains the appropriate partner bank and payment information, Treasury will pick it up for payment (C).

The Downpayment will automatically clear (D) from the PO or FC as follows:

- i) Purchase Order: the earlier of either the GR/SES (MIGO/ML81N) or the Invoice
- ii) Funds Commitment: When the AP invoice is entered (FV60)

¹ The actual GL posted to depends on which Special GL indicator was selected.

When the automatic clearance occurs the system allows the user to offset the downpayment against the next payment due to the vendor.

There are some exceptional cases when automatic clearing of the Downpayment does not happen when a SES/GR or Invoice is processed against a PO or FC. These include:

- When the tax code was not V0
- When raising an invoice against a funds commitment and failing to use Doc types KH or KE (i.e. if KR was used instead)
- The PO is a legacy PO (pre-Umoja) and there was an advance
- Budget availability issues
- When service based invoice verification is not defined in the BP and PO is service type. System automatically turns on GR/IR clearing option which in turn clears down payments during invoicing process (rather than when the SES/GR is done)

When autoclearing does not occur, users must use F-54 (refer to section E below) to ensure the downpayment is netted off against the payment due.

IMPORTANT: When the Down Payment is paid, the GR/SES or Invoice is approved, or F-54 is used to manually clear the DP, the receivable line automatically is blocked for payment with payment block A (this should NOT be removed).

Special GL Indicator (SPGL)*:

SPGL are used to identify transactions that should be reported to alternate G/L accounts. In the case of Business Partner vendors, they are used when a Down Payment is made to ensure that the posting in financial accounting is recorded as a current asset (accounts receivable) rather than a current liability (accounts payable).

The type of SPGL indicator used also determines whether a commitment document is needed. In exceptional circumstances a down payment can be made without referencing a PO or FC using SPGL indicator K (cash advance for payments) for instance.

In Umoja, the following Special GL indicators are configured for use with Down Payments. Whether a commitment item is needed for each is also outlined

<u>SPGL</u>	<u>SP GL Description</u>	<u>GL account using SPGL</u>	<u>Need Commitment Doc</u>
A	Down payments to commercial vendors	19101510 (Comm. Vendor) 18101210 (Govt) 18101310 (UN F/P) 18101410 (Int.Gov/IP)	YES (PO or FC necessary)
Y	Advances to implementing partners	18101210 (Govt) 18101310 (UN F/P) 18101410 (Int.Gov/IP)	YES (PO or FC necessary)
H	Security deposits	19301010	NO (PO or FC <u>NOT</u> necessary)
K	Cash advance for cash payments	19102010	NO (PO or FC <u>NOT</u> necessary)
S	Salary advance	<u>19101610 (Staff, retirees, etc.)</u> <u>19101710 (Non-staff mil/pol)</u> <u>19101710 (Non-staff w index)</u>	NO (PO or FC <u>NOT</u> necessary) Used by payroll

B. DOWN PAYMENTS ON PURCHASE ORDERS (PO)**B1. F-47 Raising a Downpayment related to a PO**

Before creating a Down Payment confirm that a Purchase Order (PO) has been created and approved using t-code ME23N.

1. Log on to ECC
2. T-code F-47
3. Enter header information
 - a. Document Date- as appropriate
 - b. Type **KA**
 - c. Posting Date- as appropriate
 - d. Currency- as appropriate (same as Purchase Order, Commitment etc.)
 - e. Reference- as appropriate
 - f. Doc. Header text- as appropriate (i.e. a brief description)

Down Payment Request: Header Data			
New item			
Document Date	30.04.2017	Type	KA
Posting Date	30.04.2017	Period	4
Document Number		Company Code	1000
Reference	USERGGUIDE	Currency/Rate	USD
Doc.Header Text	USERGGUIDE	Translatn Date	
Trading Part.BA		Tax Report Date	

4. Enter Vendor information
 - a. Enter the Vendor number
 - b. Select the Special GL indicator
 - i. A (POs commercial vendors) or
 - ii. Y (Implementing Partner)

Vendor	
Account	1900002639
Trg.sp.G/L ind.	A

5. Click **Enter** to proceed to the next screen
6. Enter the following information

- a. Amount
- b. The Tax code is mandatory

IMPORTANT: If a tax code other than V0 (Zero Tax) is selected the down payment will not auto clear from the PO when the GR/SES or Invoice is done (please follow the section E on using F-54 below before the GR/SES or invoice is processed).

- c. If tax is applicable, check calculate tax and the system will calculate
- d. Enter due date
- e. Enter the Payment Method
- f. Enter the Purchase Order (PO) & item number
- g. Enter text as appropriate

The screenshot shows the SAP 'Down Payment Request Add Vendor item' form. The form is titled 'Down Payment Request Add Vendor item' and includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. The main form area contains the following fields and values:

- Vendor: 1900002639 ABC SUPPLIES LTD G/L Acc: 19101510
- Company Code: 1000
- United Nations: BOR
- Item 1 / Commercial Downpayment / 39 F
- Amount: 100,000 JSD
- Tax Amount: (empty)
- Tax code: V0 Calculate tax
- Bus. Area: (empty)
- Due on: 30.04.2017
- Pmnt Block: (empty)
- Payment cur.: (empty)
- Order: (empty)
- Purch.Doc.: 4500000219 10
- Network: (empty) / (empty)
- Cost Center: (empty) Real estate:
- Flow Type: (empty)
- Contract: (empty) / (empty)
- WBS Element: (empty)
- Fund: (empty) BP (empty)
- Grant: (empty)
- Func. Area: (empty)
- Earmd Fnds: (empty)
- Funds Ctr: (empty)
- Cmmt Item: 19101510
- Assignment: (empty)
- Text: FOR JOB AID
- Funded Program: (empty)

7. Hit Enter
8. You may get a message to enter the partner bank depending on the payment method, select the button more data and enter the appropriate partner bank
9. Hit Enter: Once you hit on enter the rest of the account assignment elements will be derived from the elements entered in step 6.f) above.

Purch.Doc. 4500000219 10 1
 Cost Center _____ Real estate
 Contract _____ / _____ Flow Type _____
 Fund 64ERP BP B17 WBS Element AA-000016.01.01
 Grant GMNR
 Func. Area 29ACA002 Earmd Fnds _____
 Funds Ctr 14605 Cmnt Item 74261030
 Assignment _____
 Text FOR JOB AID Long Texts
 Funded Program AA-000016

10. Select save.

11. The Down payment is then approved through workflow

Once the down payment request is approved and ready for payment, the Purchase Order will show the following in PO history.

Standard PO 450000219 Created by Chris Vickery

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

Standard PO 450000219 Vendor 1900002639 ABC SUPPLIES LTD Doc. date 04.05.2017

Header

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Locatio
10	P				Catering Serv:Facility	1	AU	D 04.05.2017	1,000,000.00	USD	1	AU	Restaurant, ...	UN Headquarters ...	

Item [10] Catering Serv:Facility

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

Sh. Text	M.T.	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OUn	Σ Amount in LC	L.cur	Σ Amount	Crcy	Σ Qty in OPUn	DelCostQty (OPUn)	O
AAf		3500081224	1	05.05.2017	0	0	AU	100,000.00	USD	100,000.00	USD	0	0	A
Tr./Ev. Down Payment Req.					0		AU	100,000.00	USD	100,000.00	USD	0		A

B2. Pay the Down payment using F110 & FPRL_LIST

Follow the appropriate job aids and user guides to ensure that the payment to the vendor is done.

Once the payment is made on the PO, both the Down Payment Request and the Down Payment will appear as follows in the PO History:

Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUN	Amount in LC	L	cur	Amount	CrCY	Qty in OPUn	DelCostQty (OPUn)	O
Anz		3301520696	1	05.05.2017	0	0	AU	100,000.00		USD	100,000.00	USD	0	0	A
Tr./Ev. Down payment					0		AU	100,000.00		USD	100,000.00	USD	0	0	A
AAf		3500081224	1	05.05.2017	0	0	AU	100,000.00		USD	100,000.00	USD	0	0	A
Tr./Ev. Down Payment Req.					0		AU	100,000.00		USD	100,000.00	USD	0	0	A
AAfV		3301520696	2	05.05.2017	0	0	AU	100,000.00-		USD	100,000.00-	USD	0	0	A
Tr./Ev. DP Request Clearing					0		AU	100,000.00-		USD	100,000.00-	USD	0	0	A

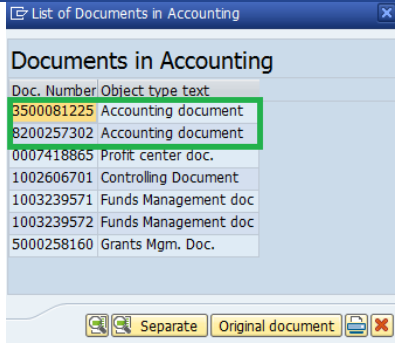
Note: after the payment is made the receivable will have payment block A (this should NOT be removed).

B3. ML81N/MIGO -Service Entry Sheet/ Goods Receipt Note

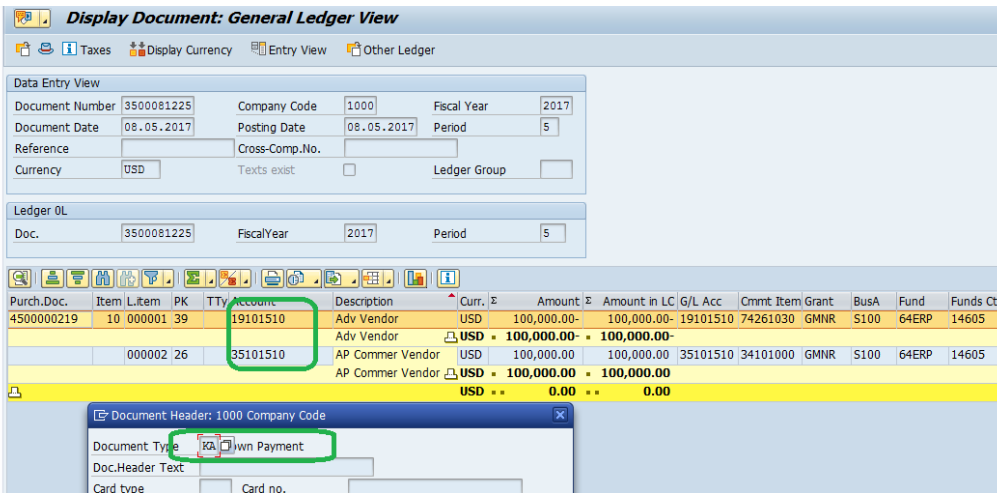
For the following example we will look at the financial postings when a SES/GR is done. As mentioned above and in the postings schemas, the automatic clearing will also happen if the invoice is posted before the GR/SES.

Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUN	Amount in LC	L	cur	Amount	CrCY	Qty in OPUn	DelCostQty (OPUn)	O
WE	101	5000258160	1	08.05.2017	1	0	AU	1,000,000.00		USD	1,000,000.00	USD	1	0	A
Tr./Ev. Goods receipt					1		AU	1,000,000.00		USD	1,000,000.00	USD	1	0	A
Anz		3301520696	1	05.05.2017	0	0	AU	100,000.00		USD	100,000.00	USD	0	0	A
Tr./Ev. Down payment					0		AU	100,000.00		USD	100,000.00	USD	0	0	A
AAf		3500081224	1	05.05.2017	0	0	AU	100,000.00		USD	100,000.00	USD	0	0	A
Tr./Ev. Down Payment Req.					0		AU	100,000.00		USD	100,000.00	USD	0	0	A
AnzV		3500081225	1	08.05.2017	0	0	AU	100,000.00-		USD	100,000.00-	USD	0	0	A
Tr./Ev. Down Payt Clearing					0		AU	100,000.00-		USD	100,000.00-	USD	0	0	A
AAfV		3301520696	2	05.05.2017	0	0	AU	100,000.00-		USD	100,000.00-	USD	0	0	A
Tr./Ev. DP Request Clearing					0		AU	100,000.00-		USD	100,000.00-	USD	0	0	A

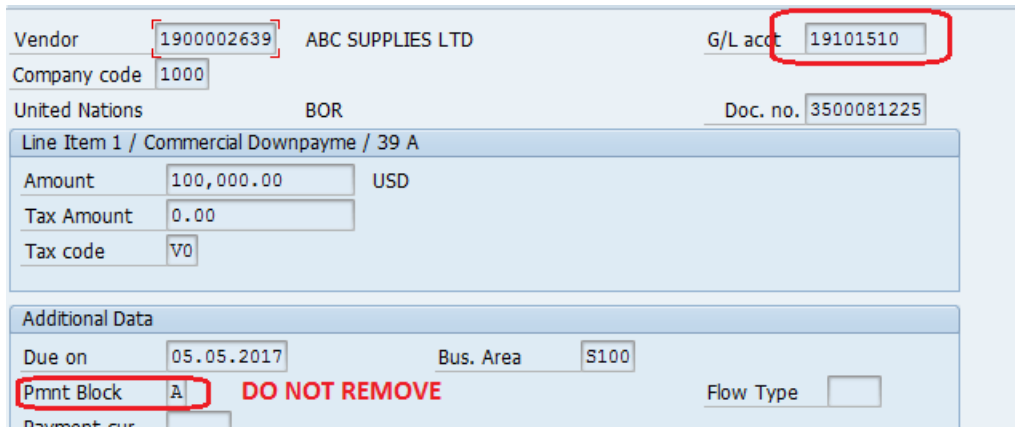
As can be seen the GR posting created two FI documents



1. The PO down payment clearing – KA Document:



DO NOT remove the payment block A on the receivable line.



The Debit posting to the liability account will have a payment block G when a goods receipt is entered. When after the invoice is entered and the payment can be made, the AP users need to ensure that **payment block G is removed. If this is not done there is a risk the vendor will be overpaid.**

Vendor: 1900002639 ABC SUPPLIES LTD G/L Acc: 35101510
 Company Code: 1000
 United Nations: BOR Doc. no.: 3500081225
 Line Item 2 / Payment difference / 26
 Amount: 100,000.00 USD
 Tax code: V0
 Additional Data
 Bus. Area: S100 Trdg Part.BA:
 Disc. base: 0.00 USD Disc. Amount: 0.00 USD
 Payt Terms: Days/percent: 0 0.000 % 0 0.000 % 0
 Bline Date: 08.05.2017 Fixed:
Pmnt Block: G Invoice ref.: / / 0

2. The goods receipt posting – WE Document

Document: 8200257302 Company Code: 1000 Fiscal Year: 2017
 Document Date: 08.05.2017 Posting Date: 08.05.2017 Period: 5
 Reference: Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:
 Ledger OL: Doc.: 8200257302 FiscalYear: 2017 Period: 5

Purch.Doc.	Item	Liitem	PK	Ty	Account	Description	Curr.	Amount	Amount in LC	G/L Acc	Cmnt	Item	Grant	BusA	Fund	Funds	Ctrl	WB
4500000219	10	000002	96		35401010	AP Ex Good Recpt	USD	1,000,000.00	1,000,000.00	35401010	74261030	GMNR		S100	64ERP	14605		
						AP Ex Good Recpt	USD	1,000,000.00	- 1,000,000.00									
4500000219	10	000001	B1		74261030	OE Catering Service	USD	1,000,000.00	1,000,000.00	74261030	74261030	GMNR		S100	64ERP	14605	AA	
						OE Catering Service	USD	1,000,000.00	- 1,000,000.00									
							USD	**	0.00	**								

Document Header: 1000 Company Code
 Document Type: Goods Receipt
 Doc.Header Text:
 Card type: Card no.:
 Request Number:

B4. MIR7-Invoice raised

Technically an invoice can be raised before the GR/SES as well (this happens for instance where invoices are centrally received). As mentioned above where the invoice is raised before the GR/SES, the system will perform the autoclearing of the advance (Debit Liability, Credit Receivable) at this step.

Once the invoice is posted the PO History will appear as follows (note in this example the GR/SES was already done).

Sh. Text	MVT	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OU	Σ	Amount in LC	L.cur	Σ	Amount	Crcy	Σ Qty in OPUn	DelCostQty (OPUn)	O
WE	101	5000258160		1 08.05.2017	1		0	AU	1,000,000.00	USD		1,000,000.00	USD	1		0 A
Tr./Ev. Goods receipt																
RE-L		5100216021		1 10.05.2017	1		0	AU	1,000,000.00	USD		1,000,000.00	USD	1		0 A
Tr./Ev. Invoice receipt																
Anz		3301520696		1 05.05.2017	0		0	AU	100,000.00	USD		100,000.00	USD	0		0 A
Tr./Ev. Down payment																
AAF		3500081224		1 05.05.2017	0		0	AU	100,000.00	USD		100,000.00	USD	0		0 A
Tr./Ev. Down Payment Req.																
AnzV		3500081225		1 08.05.2017	0		0	AU	100,000.00-	USD		100,000.00-	USD	0		0 A
Tr./Ev. Down Payt Clearing																
AAV		3301520696		2 05.05.2017	0		0	AU	100,000.00-	USD		100,000.00-	USD	0		0 A
Tr./Ev. DP Request Clearing																
					0		0	AU	100,000.00-	USD		100,000.00-	USD	0		0 A

The RE document will post as follows

Purchasing Doc.	Item	Litem	PK	TTY	Account	Description	Curr.	Σ	Amount	Σ	Amount in LC	G/L Acc	Cmmt Ite...	Grant	BusA	Fund	Funds Ctr V
4500000219	10	000002	86		35401010	AP Ex Good Recpt	USD		1,000,000.00		1,000,000.00	35401010	74261030	GMNR	S100	64ERP	14605 A
							USD		0.00		0.00						

B5. F-54 to manually clear a downpayment from a PO

Generally, downpayments should clear from a PO automatically when a Goods Receipt/SES or an invoice is posted (depending on whether the invoice is posted before the GR/SES). Please see posting schema

The financial accounting effect of clearing is as follows:

Debit	Vendor	AP Vendor -35XXXXXX,	(current liability)
Credit	Vendor	Advance Vendor-1910XXXX	(current asset)

There are some cases when this automatic clearing does not happen. When autoclearing does not occur, users must use F-54 needs to be used (refer to section E below) to ensure the downpayment is netted off against the invoice raised:

- When the tax code was not V0
- The PO is a legacy PO (pre-Umoja) and there was an advance
- Other budget consumption issues.

Process:

1. Log on to ECC
2. T-code F-54

3. Enter the following
 - a. Document Date - as appropriate
 - b. Document type **KA**
 - c. Posting Date – as appropriate (NOTE: cannot precede the posting date of the Down Payment)
 - d. Currency- Same as the down payment to be cleared
 - e. Doc. Header Text - as appropriate (i.e. a brief description)

Clear Vendor Down Payment: Header Data

Process down pmnts

Document Date	15.05.2017	Type	KA	Company Code	1000
Posting Date	15.05.2017	Period	5	Currency/Rate	KRW
Document Number				Translatn Date	
Reference	JOB AID				
Doc.Header Text	JOB AID				
Trading Part.BA				Tax Report Date	

4. Enter the Vendor Account number (BP number)

Vendor

Account	1900008358
---------	------------

(Note if the down payment is to be offset against a invoice, rather than from the PO, then you can use the fields available in Relevant Invoice)

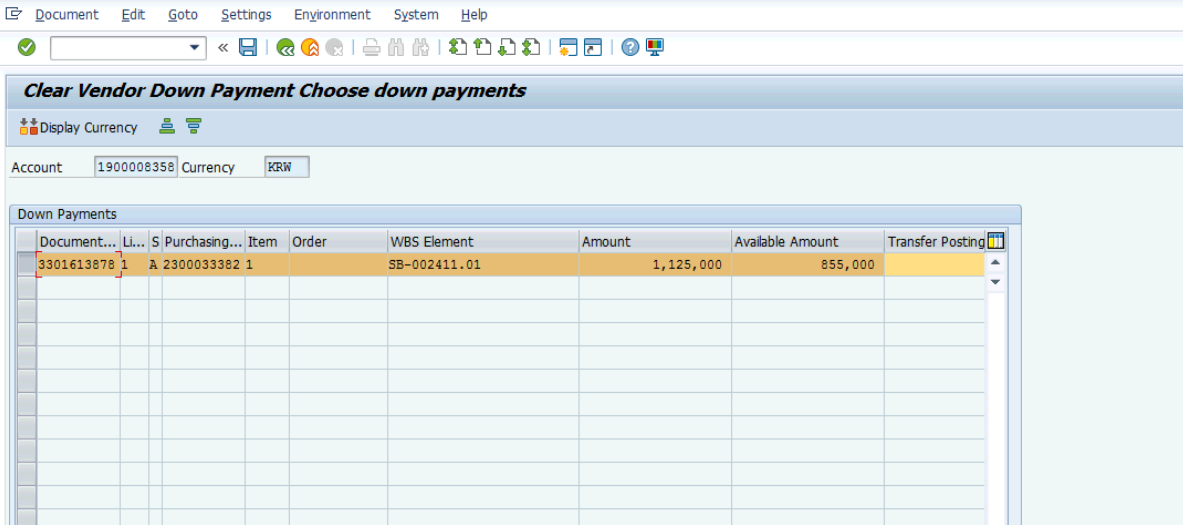
5. Click on process down payments

Clear Vendor Down Payment: Header Data

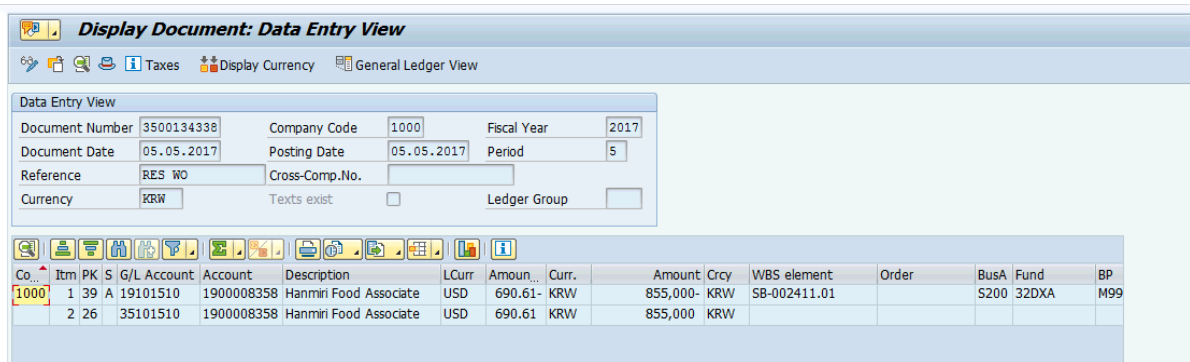
Process down pmnts

Document Date	15.05.2017	Type	KA	Company Code	100
---------------	------------	------	----	--------------	-----

6. The available down payment will be displayed
7. Select/highlight the line you wish to clear



8. Select Document simulate
9. Then save
10. The posting will move the Debit amount from a current asset to a current liability so that it can be offset against the invoice to be paid.



As previously discussed DO NOT remove the payment block A on the receivable line. This will be cleared automatically against the original down payment posting document by the clearing batch.

Partial Clearing:

To partially clear a downpayment, enter the amount to be cleared in the transfer posting column.

In the following example 60,000 USD is cleared from the 100,000 USD Down Payment.

Clear Vendor Down Payment Choose down payments

Display Currency

Account: 1900002639 Currency: USD

Li...	S	Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting
1	A	4500000220	10		AA-000016.01.01	100,000.00	100,000.00	60,000.00

The Posting in FI appears as follows:

Data Entry View

Document Number: 3500081231 Company Code: 1000 Fiscal Year: 2017
 Document Date: 10.05.2017 Posting Date: 10.05.2017 Period: 5
 Reference: JOB AID PARTIAL Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:

Purch.Doc.	Item	PK	G/L Acc	Account	Description	Curr.	Σ Amount	Σ Amount ...	Cmnt Item	Grant	BusA	Fund	Funds ..	WBS elem	
4500000220		10	39	19101510	1900002639	ABC SUPPLIES LTD	USD	60,000.00-	60,000.00-	74261030	GMNR	S100	64ERP	14605	AA-000016.01.01
			26	35101510	1900002639		USD	60,000.00	60,000.00	34101000					
ABC SUPPLIES LTD							USD	0.00	0.00						
							USD	0.00	0.00						

DO NOT remove the payment block A on the receivable line. This will later clear against the original down payment when the clearing batch is run after the clearance of the remaining amount.

B6. Netting the open amounts (net amount payable to vendor)

To ensure that the open items on the vendor are netted, and a payment is picked up, review the vendor open items to ensure that the following elements are the same. For the open items posted against GL 3510XXXX (use t-code FBL1N to view the items and drill down to edit line items) to ensure the following are the same:

- GL account (3510XXXX)
- Payment method
- Payment Currency
- Part Bank
- Due Date of Debit cannot be after Due Date of Invoice for F110 to net the two
- No payment block appears (i.e. remove payment only from the posting to 3510XXXX).

B7. Netting the open amounts (advance = final invoice, i.e. sum of lines =0)

To ensure that the payment and amount advanced are offset (where the sum of open items = 0), review the vendor open items to ensure that the following elements are the same. If all lines against the same GL account net to zero and the following elements match, the automatic clearing batch will clear the open items.

- a. Amount in Document Currency
- b. Assignment, the value in this field on both lines needs to be the same.
- c. Payment Block, (to ensure either line is not picked up please ensure a payment block appears, B).

In the case where there is a net receivable, once the amount is received from the vendor and posted, follow the procedure above to net off where all the sum of lines is zero.

Funds Management View

In FM, raising a down payment request (DPR) against a PO reduces the commitment balance by the amount of the DPR, and increases the actuals balance by the same amount. Subsequent transactions – payment of the DPR, service entry sheets or goods receipts, and invoices, if same amount -- will affect only the actuals. The total budget consumption, as it relates to this series of transactions, remains the same.

This table shows a scenario where a DP is issued against a PO and an SES/GR is created with an amount greater than the DP.

ACTIVITIES/TRANSACTIONS	COMMITMENT	ACTUALS				Total Actuals	TOTAL BUDGET CONSUMPTION
	PO Balance	DP Request	DP Payment	SES or GR	Invoice		
Approved purchase order	1,000.00	-				-	1,000.00
B1. Down payment request (F-47)	(200.00)	200.00				200.00	-
Budget consumption	800.00	200.00				200.00	1,000.00
B2. Disbursement of down payment (F110 & FPRL_LST)		(200.00)	200.00			-	-
Budget consumption	800.00	-	200.00	-	-	200.00	1,000.00
B3. Service entry sheet (ML81N) or goods receipt (MIGO) - with amount greater than DP	(100.00)		(200.00)	300.00		100.00	-
Budget consumption	700.00	-	-	300.00	-	300.00	1,000.00
B4. Invoice (MIR7)				(300.00)	300.00	-	-
Budget consumption	700.00	-	-	-	300.00	300.00	1,000.00

This is the scenario where a manual clearing (F-54) is used. Note that the budget consumption moves from actuals back to commitment.

ACTIVITIES/TRANSACTIONS	COMMITMENT	ACTUALS			Total Actuals	TOTAL BUDGET CONSUMPTION
	PO Balance	DP Request	DP Payment	DP Clearing		
Approved purchase order	1,000.00	-			-	1,000.00
B1. Down payment request (F-47)	(200.00)	200.00			200.00	-
Budget consumption	800.00	200.00			200.00	1,000.00
B2. Disbursement of down payment (F110 & FPRL_LST)		(200.00)	200.00		-	-
Budget consumption	800.00	-	200.00	-	200.00	1,000.00
B5. Manual down payment clearing (F-54)	200.00			(200.00)	(200.00)	-
Budget consumption	1,000.00	-	200.00	(200.00)	-	1,000.00

C. DOWN PAYMENTS ON FUNDS COMMITMENTS (FC)

C1. F-47 Raising a Downpayment related to a Funds Commitment (FC)

Before creating a Down Payment confirm that the FC has been created and approved using t-code FMZ3.

1. Log on to ECC
2. T-code F-47
3. Enter header information
 - a. Document Date- as appropriate
 - b. Type **KA**
 - c. Posting Date- (not earlier than the FC date)
 - d. Currency- as appropriate (same as the Funds Commitment etc.)
 - e. Reference- as appropriate
 - f. Doc. Header text- as appropriate (i.e. a brief description)
4. Enter Vendor information
 - a. Enter the Vendor number
 - b. Select the Special GL indicator
 - i. A (POs commercial vendors) or
 - ii. Y (Implementing Partner)
 - iii. T (Travel, only use this where the travel module is not being used)

Document Edit Goto Settings System Help

Down Payment Request: Header Data

New item

Document Date	09.05.2017	Type	KA	Company Code	1000
Posting Date	09.05.2017	Period	5	Currency/Rate	USD
Document Number				Translatn Date	
Reference	JOB AID DP FC				
Doc.Header Text	JOB AID DP FC				
Trading Part.BA				Tax Report Date	

Vendor

Account	1900002639
Trg.sp.G/L ind.	A

5. Click **Enter** to proceed to the next screen
6. Enter the following information
 - a. Amount
 - b. The Tax code is mandatory

IMPORTANT: If a tax code other than V0 (Zero Tax) is selected the down payment will not auto clear from the PO when the GR/SES or Invoice is done (please follow the section E. on using F-54 below before the GR/SES or invoice is processed)

- c. If tax is applicable, check calculate tax and the system will calculate
- d. Enter due date
- e. Enter the Payment Method
- f. Enter the **Funds Commitment (FC) & line number.**
- g. Enter text as appropriate

Down Payment Request Correct Vendor item

More data New item

Vendor 1900002639 ABC SUPPLIES LTD G/L Acc 19101510

Company Code 1000

United Nations BOR

Item 1 / Commercial Downpayme / 39 F

Amount 1,000.00 USD

Tax Amount

Tax code V0 Calculate tax

Bus. Area S100

Due on 09.05.2017

Pmnt Block Pmt Method

Payment cur.

Order / Network /

Cost Center Real estate

Purch.Doc.

Flow Type

Contract / WBS Element AA-000016.01.01

Fund 64ERP BP B17 Grant GMNR

Func. Area 29ACA002 Earnd Fnds 3100005281 1

Funds Ctr 14605 Cmnt Item 77004010

Assignment

Text JOB AID FC DP < 4K

Funded Program AA-000016

7. Hit Enter
8. You may get a message to enter the partner bank depending on the payment method, select more data from the menu and enter the appropriate partner bank
9. Hit Enter: Once you hit on enter the rest of the account assignment elements will be derived from the elements entered in step 6.f) above
10. Select save
11. The Down payment is then approved through workflow.

Once the down payment request is posted and ready for payment it will show the following in FC Consumption.

Earmarked Funds: Display Consumption History

Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text
3100005281	1	Receipt amt		4,000.00	USD	4,000.00	USD			
		Down Payment Request	3500081236 10002017	1,000.00	USD	1,000.00	USD	10.05.2017	09.05.2017	JOB AID FC DP < 4K
		Total Down payment requests		1,000.00	USD	1,000.00	USD			
		Consumpt.		1,000.00	USD	1,000.00	USD			
		Open amount		3,000.00	USD	3,000.00	USD			

After the payment is made the Funds Commitment consumption History shows the payment made.

Earmarked Funds: Display Consumption History

Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Reval
3100005281	1	Receipt amt		4,000.00	USD	4,000.00	USD				
		Down Payment Request	3500081236 10002017	0.00	USD	0.00	USD	10.05.2017	09.05.2017	JOB AID FC DP < 4K	
		Total Down payment requests		0.00	USD	0.00	USD				
		Down Payment	3301520705 10002017	1,000.00	USD	1,000.00	USD	10.05.2017	10.05.2017	JOB AID FC DP < 4K	
		Total Down paymts		1,000.00	USD	1,000.00	USD				
		Consumpt.		1,000.00	USD	1,000.00	USD				
		Open amount		3,000.00	USD	3,000.00	USD				

C2. FV60- AP Payment (invoice)

1. Log on to ECC
2. T-code FV60
3. Select Invoice from the drop down
4. Enter the Vendor: Same as the Down Payment made
5. Invoice & Posting Date: Not earlier than the Down Payment or Funds Commitment Date
6. Select Document Type: **Use KH or KE only**
 (Note: KR will not clear automatically as such use KH (and KE for travel) if you have used a different document type you will need to clear the Down Payment using F-54, see below section C.3)
7. Enter the Amount: As appropriate
8. Enter the Currency: Same as the Funds Commitment

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Vendor: 1900002639 SGL Ind Invoice date: 09.05.2017 Posting Date: 09.05.2017 Document Type: KR (Inv <\$4000 ... Amount: 4,000.00 USD Tax Amount: Text: TEXT AS APPROPRIATE Paymt terms: 30 Days net

Vendor Address: ABC SUPPLIES LTD BOR SOUTH SUDAN

Bal. 0.00

9. In the line item area Enter
 - a. The G/L Account
 - b. The Amount in Document Currency
 - c. And the Funds Commitment and FC item

1 Items (Screen Variant : UN Screen Variant)

...	G/L acct	D/C	Amount in doc.curr.	Earmarked...	E..	Assignment	Text	Order	W
✓	77004010	Debit	4,000.00	3100005281	1				AA

In Financial Accounting the document will post as follows (the clearance of the advance is in the same FI Document).

Display Document: General Ledger View

Taxes Display Currency Entry View Other Ledger

Data Entry View

Document Number: 3101269448 Company Code: 1000 Fiscal Year: 2017
 Document Date: 10.05.2017 Posting Date: 10.05.2017 Period: 5
 Reference: JOB AID DP FC Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:

Ledger 0L

Doc.: 3101269448 FiscalYear: 2017 Period: 5

Purch.Doc.	Item	L.Item	PK	TTY	Account	Description	Curr.	€	Amount	€	Amount	LC	G/L Acc	Cmmt Item	Grant	BusA	Fund	Funds ...	
		000001	31		35101510	AP Commer Vendor	USD	4,000.00-	4,000.00-				35101510	34101000	GMNR	S100	64ERP	14605	
		000002	40		77004010	Consu Mine Det Ctr	USD	4,000.00	4,000.00				77004010	77004010	GMNR	S100	64ERP	14605	
		000003	39		19101510	Adv Vendor	USD	1,000.00-	1,000.00-				19101510	77004010	GMNR	S100	64ERP	14605	
		000004	26		35101510	AP Commer Vendor	USD	1,000.00	1,000.00				35101510	34101000	GMNR	S100	64ERP	14605	
							USD	0.00	0.00										

Recognises the expense and the liability

Clears the advance

On the Funds Commitment the Down Payment now shows as cleared and the invoice amount shows as being consumed, the open amount is updated.

Doc. No.	Item	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Rev
3100005281	1	Receipt amt		4,000.00	USD	4,000.00	USD				
		Down Payment Request	3500081236 10002017	0.00	USD	0.00	USD	10.05.2017	09.05.2017	JOB AID FC DP < 4K	
		Total Down payment requests		0.00	USD	0.00	USD				
		Down Payment	3101269448 10002017	1,000.00-	USD	1,000.00-	USD	10.05.2017	10.05.2017	AUTOTRANSFER	
		Down Payment	3301520705 10002017	1,000.00	USD	1,000.00	USD	10.05.2017	10.05.2017	JOB AID FC DP < 4K	
		Total Down paymts		0.00	USD	0.00	USD				
		Invoice/Credit Memo	3101269448 10002017	4,000.00	USD	4,000.00	USD	10.05.2017	10.05.2017		
		Total Invoices/credit memos		4,000.00	USD	4,000.00	USD				
		Consumpt.		4,000.00	USD	4,000.00	USD				
		Open amount		0.00	USD	0.00	USD				

C3. F-54 to manually clear a downpayment on a FC

This process should be followed when a Down Payment for Funds Commitment has not cleared automatically. For example, when the document type used was not KE or KH (i.e. the AP user selected KR), or a tax code other than V0 was used.

In the following example a down payment was not cleared as the wrong document type was used.

Display Document: General Ledger View

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number: 3101269447 | Company Code: 1000 | Fiscal Year: 2017
 Document Date: 09.05.2017 | Posting Date: 09.05.2017 | Period: 5
 Reference: JOBAID DP FC | Cross-Comp.No.:
 Currency: USD | Texts exist: | Ledger Group:

Ledger OL

Doc.: 3101269447 | FiscalYear: 2017 | Period: 5

Purch.Doc.	Item	L.Item	PK	TTy	Account	Description	Curr.	Amount	Amount LC	Earmd Fnds	G/L Acc	Cmnt
		000001	31		35101510	AP Commer Vendor	USD	4,000.00-	4,000.00-		35101510	3410:
		000002	40		77004010	Consu Mine Det Clrg	USD	4,000.00	4,000.00	3100005280	77004010	7700:
							USD	0.00	0.00			

Document Header: 1000 Company Code

Document Type: KR | <\$4000 w certif

Doc.Header Text:

Card type: | Card no.:

Request Number:

In the above case the original down payment was for 20,000 USD an invoice for 4,000 USD was received which should have offset part of the Down Payment. Also in this case the total amount consumed on the FC is 24,000 USD instead of 20,000.

Earmarked Funds: Display Consumption History											
Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Reval
3100005280	1	Receipt amt		50,000.00	USD	50,000.00	USD				
		Down Payment Request	3500081235 10002017	0.00	USD	0.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
		Total Down payment requests		0.00	USD	0.00	USD				
		Down Payment	3301520704 10002017	20,000.00	USD	20,000.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
		Total Down paymtns		20,000.00	USD	20,000.00	USD				
		Invoice/Credit Memo	3101269447 10002017	4,000.00	USD	4,000.00	USD	09.05.2017	09.05.2017		
		Total Invoices/credit memos		4,000.00	USD	4,000.00	USD				
		Consumpt.		24,000.00	USD	24,000.00	USD				
		Open amount		26,000.00	USD	26,000.00	USD				

To clear the 4,000 USD

1. Log on to ECC
2. T-code F-54
3. Enter the following
 - a. Document Date- as appropriate
 - b. Document type **KA**
 - c. Posting Date – as appropriate (NOTE: cannot precede the posting date of the Down Payment)
 - d. Currency- Same as the down payment to be cleared
 - e. Doc. Header Text- as appropriate (i.e. a brief description)
 - f. Enter the invoice if already posted and approved

Clear Vendor Down Payment: Header Data

Process down pmnts

Document Date 10.05.2017 Type KA Company Code 1000
 Posting Date 10.05.2017 Period 5 Currency/Rate USD
 Document Number Translatn Date
 Reference CLEAR FC DP
 Doc.Header Text CLEAR FC DP
 Trading Part.BA Tax Report Date

Vendor
 Account 1900002639

Relevant invoice
 Invoice 3101269447 Line item Fiscal year 2017

Transfer posting item(s) details
 Assignment
 Text

4. Select the appropriate line item
5. If the amount to be cleared is less than the total advance enter the amount to be cleared in the Transfer Posting

Clear Vendor Down Payment Choose down payments

Display Currency USD

Account 1900002639 Currency USD

Li...	S	Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting
1	A		0		AA-000016.01.01	20,000.00	20,000.00	4,000.00
1	A		0		AA-000016.01.01	1,000.00	0.00	
1	A		0		AA-000016.01.01	10,000.00	10,000.00	

6. Post and approve through workflow
7. The FI Posting will appear as follows

Display Document: General Ledger View

Taxes | Display Currency | Entry View | Other Ledger

Data Entry View

Document Number: 3500081238 | Company Code: 1000 | Fiscal Year: 2017
 Document Date: 10.05.2017 | Posting Date: 10.05.2017 | Period: 5
 Reference: CLEAR FC DP | Cross-Comp.No.:
 Currency: USD | Texts exist: | Ledger Group:

Ledger 0L

Doc.: 3500081238 | Fiscal Year: 2017 | Period: 5

Purch.Doc.	Item	Item	PK	T Ty	Account	Description	Curr.	Amount	Amount LC	G/L Acc	Cmmt Item	Grant	BusA	Fund	Funds ...
		000001	39		19101510	Adv Vendor	USD	4,000.00-	4,000.00-	19101510	77004010	GMNR	S100	64ERP	14605
		000002	26		35101510	AP Commer Vendor	USD	4,000.00	4,000.00	35101510	34101000	GMNR	S100	64ERP	14605
							USD	= 0.00	= 0.00						

The consumption on the FC now appears as follows, the open advance amount correctly shows as 16,000 USD also.

Earmarked Funds: Display Consumption History

Doc. No.	Item	Business Transaction	Trigger document	Consumptn	Crzy	Consumptn	LCurr	Delete Date	Doc. Date	Reduction text	Revaluatns
3100005280	1	Receipt amt		50,000.00	USD	50,000.00	USD				
		Down Payment Request	3500081235 10002017	0.00	USD	0.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
		Total Down payment requests		0.00	USD	0.00	USD				
		Down Payment	3500081238 10002017	4,000.00-	USD	4,000.00-	USD	10.05.2017	10.05.2017		
		Down Payment	3301520704 10002017	20,000.00	USD	20,000.00	USD	09.05.2017	09.05.2017	JOB AID FC DP	
		Total Down paymtns		16,000.00	USD	16,000.00	USD				
		Invoice/Credit Memo	3101269447 10002017	4,000.00	USD	4,000.00	USD	09.05.2017	09.05.2017		
		Total Invoices/credit memos		4,000.00	USD	4,000.00	USD				
		Consumpt.		20,000.00	USD	20,000.00	USD				
		Open amount		30,000.00	USD	30,000.00	USD				

DO NOT remove the payment block A on the receivable line. This will later clear against the original down payment when the clearing batch is run after the clearance of the remaining amount.

C4. Netting the open amounts (net amount payable to vendor)

To ensure that the open items on the vendor are netted, and a payment is picked up, review the vendor open items to ensure that the following elements are the same. Those open items for postings against GL 3510XXXX (use t-code FBL1N to view the items and drill down to edit mode to edit line items)

- GL account
- Payment method
- Payment Currency
- Part Bank

- e. Due Date of Debit cannot be after Due Date of Invoice for F110 to net the two
- f. No payment block appears (i.e. remove payment only from the posting to 3510XXXX).

C5. Netting the open amounts (advance = final invoice, i.e. sum of lines =0)

To ensure that the payment and amount advanced (where the sum of open items =0) review the vendor open items to ensure that the following elements are the same. If all lines against the same GL account net to zero and the following elements match, the automatic clearing batch will clear the open items.

- a. Amount in Document Currency
- b. Assignment, the value in this field on both lines needs to be the same
- c. Payment Block, (to ensure either line is not picked up please ensure a payment block appears, B)

In the case where there is a net receivable, once the amount is received from the vendor and posted follow the procedure above when to net off where all the sum of lines is zero.

Funds Management View

In FM, raising a down payment request (DPR) against a funds commitment reduces the commitment balance by the amount of the DPR, and increases the actuals balance by the same amount.

This table summarizes the FM view of steps C1 and C2 of this job aid.

ACTIVITIES/TRANSACTIONS	COMMITMENT	ACTUALS			Total Actuals	TOTAL BUDGET CONSUMPTION
	EMF Balance	DP Request	DP Payment	Invoice		
Approved funds commitment	4,000.00	-			-	4,000.00
C1a. Down payment request (F-47)	(1,000.00)	1,000.00			1,000.00	-
Budget consumption	3,000.00	1,000.00			1,000.00	4,000.00
C1b. Disbursement of down payment (F110 & FPRL_LST)		(1,000.00)	1,000.00		-	-
Budget consumption	3,000.00	-	1,000.00	-	1,000.00	4,000.00
C2. Invoice (FV60)	(3,000.00)		(1,000.00)	4,000.00	3,000.00	-
Budget consumption	-	-	-	4,000.00	4,000.00	4,000.00

The following table summarizes the FM view of the transaction in step C3 (F-54) of this job aid. Note that the manual clearing reduces the budget consumption in actuals, and moves it back to commitment.

ACTIVITIES/TRANSACTIONS	COMMITMENT	ACTUALS				Total Actuals	TOTAL BUDGET CONSUMPTION
	FC Balance	DP Request	DP Payment	Invoice	DP Clearing		
Approved funds commitment	50,000.00	-				-	50,000.00
C1a. Down payment request (F-47)	(20,000.00)	20,000.00				20,000.00	-
Budget consumption	30,000.00	20,000.00				20,000.00	50,000.00
C1b. Disbursement of down payment (F110 & FPRL_LST)		(20,000.00)	20,000.00			-	-
Budget consumption	30,000.00	-	20,000.00	-		20,000.00	50,000.00
C2. Invoice (FV60)	(4,000.00)			4,000.00		4,000.00	-
Budget consumption	26,000.00	-	20,000.00	4,000.00	-	24,000.00	50,000.00
C3. Manual down payment clearing (F-54)	4,000.00		(4,000.00)			(4,000.00)	-
Budget consumption	30,000.00	-	16,000.00	4,000.00	-	20,000.00	50,000.00

D. DOWN PAYMENTS WITHOUT COMMITMENT DOCUMENTS

As outlined above, Down Payments can also be made without using a commitment document. However, this is not recommended because it creates a risk of an overpayment as the automatic clearing is not done when a GR/SES or Invoice is created.

These (down payments without commitment documents) should not be used simply to pay where there is an issue with an existing Purchase Order or Funds Commitment. Entities are encouraged instead to resolve the issue with the PO or FC.

In each case the Down Payment will need to be cleared manually using F-54.

D1. F-47 Creating a Down Payment without a PO or FC

1. Log on to ECC
2. T-code F-47
3. Enter header information
 - a. Document Date - as appropriate
 - b. Type KA
 - c. Posting Date - as appropriate
 - d. Currency - as appropriate (same as Purchase Order, Commitment etc.)
 - e. Reference - as appropriate
 - f. Doc. Header text- as appropriate (i.e. a brief description)

The screenshot shows the SAP F-47 'Down Payment Request: Header Data' form. The form is titled 'New item' and contains several input fields. The following fields are highlighted with red boxes:

- Document Date: 30.04.2017
- Posting Date: 30.04.2017
- Type: KA
- Company Code: 1000
- Reference: USERGGUIDE
- Doc. Header Text: USERGGUIDE

Other visible fields include: Period (4), Currency/Rate (USD), Translatn Date, Trading Part.BA, and Tax Report Date.

4. Enter Vendor information
 - a. Enter the Vendor number
 - b. Select the Special GL indicator
 - i. K (Cash advance for cash payments)
 - ii. H (Security deposits)

Vendor	
Account	1900002639
Trg.sp.G/L ind.	<input type="checkbox"/> <input type="checkbox"/>

5. Click **Enter** to proceed to the next screen
6. Enter the following information
 - a. Amount
 - b. The Tax code is mandatory

IMPORTANT: If a tax code other than V0 (Zero Tax) is selected the down payment will not auto clear from the PO when the GR/SES or Invoice is done (please follow the section E on using F-54 below before the GR/SES or invoice is processed)

- c. If tax is applicable, check calculate tax and the system will calculate
- d. Enter due date
- e. Enter the Payment Method
- f. Enter the coding block information the fund and cost object or the following minimum
 - Business Area,
 - Fund,
 - Grant (or GMNR as applicable)
- g. Enter text as appropriate

Vendor	1900002639	ABC SUPPLIES LTD	G/L Acc	19101510
Company Code	1000			
United Nations		BOR		
Item 1 / Commercial Downpayme / 39 F				
Amount	1,000.00		USD	
	<input type="checkbox"/>	Calculate tax		
Bus. Area	S100			
Due on	30.04.2017			
Pmnt Block	<input type="checkbox"/>	Pmt Method	W	
Payment cur.				
Order		Network		
		Cost Center	14606	Real estate <input type="checkbox"/>
Purch.Doc.				
		Flow Type		<input type="checkbox"/>
Contract		WBS Element		
Fund	10UNA	Grant	GMNR	
Func. Area	29ACA003	Earmd Fnds		
Funds Ctr	14606	Cmmt Item	19101510	
Assignment				
Text	JOB AID DP NO Commitment			<input type="checkbox"/> Long Texts

7. Hit Enter
8. You may get a message to enter the partner bank depending on the payment method, select more data from the menu and enter the appropriate partner bank
9. Hit Enter: Once you hit on enter the rest of the account assignment elements will be derived from the elements entered in step 6.f) above
10. Select the Post icon
11. The Down payment is then approved through workflow

D2. F-54 Clearing Downpayments not related to PO or FC

In the below case there was a down payment made without a PO or FC. In order to ensure that the down payment is offset against the payment, the user should use F-54 to clear the down payment so the Debit on the vendor is moved to the liability GL account.

Until F-54 is done, the advance and invoice amounts will not offset because they are in different GL accounts, and there and there is a risk that the vendor will be overpaid.

Vendor	1110053315
Company Code	1000
Name	ABC National Television Sales, Inc.
City	New York

Stat	G/L	DocumentNo	Type	Postng Date	SG	PBk	PM	DD	BusA	Amount in DC	Curr.	LC amnt	Assignment	Text
<input type="checkbox"/>	19102010	3301520701	KZ	08.05.2017	K		W		S100	75,000.00	USD	75,000.00	35000812280012017	NO PO DP
*	19102010									75,000.00	USD	75,000.00		
<input type="checkbox"/>	35101510	3101269446	KH	09.05.2017			W	⚠	S100	100,000.00-	USD	100,000.00-	35000812280012017	PAYMENT
*	35101510									100,000.00-	USD	100,000.00-		
**										25,000.00-	USD	25,000.00-		

Ensure that the following fields are populated in F-54:

1. Document Date
2. Type **KA**
3. Posting Date (not earlier than the posting date of the original Down Payment)
4. Currency- Same as down payment
5. Reference and Doc. Header Text- as appropriate
6. Account- The vendor BP number
7. Assignment (enter the same clearing information as the invoice doc)

Clear Vendor Down Payment: Header Data

Process down pmnts

Document Date 09.05.2017 Type KA Company Code 1000
 Posting Date 09.05.2017 Period 5 Currency/Rate USD
 Document Number
 Reference JOB AID no PO FC
 Doc.Header Text JOB AID no PO FC
 Trading Part.BA Tax Report Date

Vendor
 Account 1110053315

Relevant invoice
 Invoice Line item Fiscal year

Transfer posting item(s) details
 Assignment 35000812280012017
 Text

8. Select line/lines to be cleared.

Document Edit Goto Settings Environment System Help

Clear Vendor Down Payment Choose down payments

Display Currency Account 1110053315 Currency USD

Document...	Li...	S	Purchasing...	Item	Order	WBS Element	Amount	Available Amount	Transfer Posting
3301520701	1	K		0		AA-000016.01.01	75,000.00	75,000.00	

9. Save

D3. Netting the open amounts (net amount payable to vendor)

To ensure that the open items on the vendor are netted, and a payment is picked up, review the vendor open items to ensure that the following elements are the same. Those open items for postings against GL 3510XXXX (use t-code FBL1N to view the items and drill down to edit mode to edit line items).

- a. GL account
- b. Payment method

- c. Payment Currency
- d. Part Bank
- e. Due Date of Debit cannot be after Due Date of Invoice for F110 to net the two
- f. No payment block appears (i.e. remove payment only from the posting to 3510XXXX).

Vendor	1110053315												
Company Code	1000												
Name	ABC National Television Sales, Inc.												
City	New York												

Stat	DocumentNo	Type	Assignment	Pstng Date	G/L	Entry Date	SG	FBk	PM	DD	BusA	Amount in DC	Curr.	LC amnt	Te
<input type="checkbox"/>	3101269446	KH	35000812280012017	09.05.2017	35101510	09.05.2017			W	⚠	S100	100,000.00-	USD	100,000.00-	PF
<input type="checkbox"/>	3500081229	KA	35000812280012017	09.05.2017	35101510	09.05.2017			W	⚠		75,000.00	USD	75,000.00	
*					35101510							25,000.00-	USD	25,000.00-	
**												25,000.00-	USD	25,000.00-	

D4. Netting the open amounts (advance = final invoice, i.e. sum of lines =0)

To ensure that the payment and amount advanced (where the sum of open items =0) review the vendor open items to ensure that the following elements are the same. If all lines against the same GL account net to zero and the following elements match, the automatic clearing batch will clear the open items.

- a. Amount in Document Currency
- b. Assignment, the value in this field on both lines needs to be the same.
- c. Payment Block, (to ensure either line is not picked up please ensure a payment block appears, B).

In the case where there is a net receivable, once the amount is received from the vendor and posted follow the procedure above when to net off where all the sum of lines is zero.

Funds Management View

When a down payment is not associated with a purchase order or funds commitment, the transactions - request, payment and clearing - do not create postings in funds management. It is only when invoice processing happens that budget consumption occurs.

ACTIVITIES/TRANSACTIONS	COMMITMENT	ACTUALS			Total Actuals	TOTAL BUDGET CONSUMPTION
	PO or FC Balance	DP Request	DP Payment	Invoice		
Approved PO or FC	-	-			-	-
D1. Down payment request without a PO or FC (F-47)	-	-			-	-
Budget consumption	-	-			-	-
D2. Clearing of down payment not linked to a PO or FC (F-54)	-	-	-		-	-
Budget consumption	-	-	-	-	-	-
Invoice (FV60)	-			100,000.00	100,000.00	100,000.00
Budget consumption	-	-	-	100,000.00	100,000.00	100,000.00

ANNEX A: GLs for SP GL indicators and down payments

When posting normally to a vendor Business Partner (BP), the GL account will derive based on the BP group.

When a Special GL indicator is used, it changes the GL account in the Financial Accounting Posting. In this case, from a GL that is a current liability to the GL for a current asset (Receivable).

Type of down payment	BP Group	Account Group	AP SPGL indicator	Normal Recon G/L Acct	SPGL G/L Account
Security Deposit	2010	Commercial Vendor	H	35101510	19301010
	2011	Member State		33201010	19301010
	2012	Non Member State		33201110	19301010
	2013	Government and Local Authority		35101210	19301010
	2014	UN Agency Fund Programme		35101310	19301010
Advance to Implem Partner	2015	Intergovernment and NGO	Y	35101410	19301010
	2013	Government and Local Authority		35101210	18101210
	2014	UN Agency Fund Programme		35101310	18101310
Commercial Downpayment	2015	Intergovernment and NGO	A,F	35101410	18101410
	2010	Commercial Vendor		35101510	19101510
	2013	Government and Local Authority		35101210	19101210
	2014	UN Agency Fund Programme		35101310	19101310
Retention	2015	Intergovernment and NGO	R	35101410	19101410
	2010	Commercial Vendor		35101510	15111510
Advance Salary	2020	Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees	S	35101610	19101610
	2021	Non staff Military and Police		35101710	19101710
	2016	Non Staff with Index		35101810	19101810
Loan Receivable	2014	UN Agency Fund Programme	X	35101310	16201310
Advance Travel	2016	Non Staff with Index	T	35101810	19109010
	2020	Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees		35101610	
	2021	Non staff Military and Police		35101710	
Cash Advance for Cash Payments	2020	Staff Member, Ex-Staff Member, Survivors and Dependents, Retirees	K	35101610	19102010
	2021	Non staff Military and Police		35101710	
	2016	Non Staff with Index		35101810	
	2019	Commercial Vendor non-UNGGM		35101510	
	2010	Commercial Vendor		35101510	
	2014	UN Agency Fund Programme		35101310	
2013	Government and Local Authority	35101210			

ANNEX B: Posting schemas down payments made on a PO

1. With automatic PO clearing- GR/SES

The following is the Posting schema when the automatic clearing of the receivable occurs when the GR/SES is done.

Clearing of Downpayments for PO (GR/SES autoclear)											
STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX....	KA	A	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit Credit	1910XXXX 1XXXXXXX	Vendor BP (Adv Vendor etc) Bank EFT/Chq out	A*	1,000.00 (1,000.00)
3	Goods Receipt/SES	ML81N & MIGO	Normal item	82XX....	WE		Debit Credit	7XXXXXXX 35401010	Expense etc GR/IR		1,500.00 (1,500.00)
	DP Clearing <i>automatically</i> generated		Normal item	35XX....	KA	A	Debit Credit	3510XXXX 1910XXX	Vendor BP (AP.. Vendor etc) Vendor BP (Adv Vendor etc)	G** A*	1,000.00 (1,000.00)
	4	Invoice Receipt	MIR7	Normal item	51XX....	RE	Debit Credit	35401010 3510XXXX	GR/IR Vendor BP (Adv Vendor etc)		1,500.00 (1,500.00)
5	AP User removes payment block G on KA doc using t-code FB02 (NOTE failure to remove will lead to the vendor being overpaid!)										
6	Payment for net amount	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit	3510XXXX	Vendor BP (AP.. Vendor etc)		1,500.00
							Credit	3510XXXX	Vendor BP (AP.. Vendor etc)		(1,000.00)
							Credit	1XXXXXXX	Bank EFT/Chq out		(500.00)
A* Payment Block A (Blocked for Payment) is added automatically at <u>step 2</u> (payment) and <u>step 3</u> when the GR/SES is posted, DON'T REMOVE. G** Payment Block G (DPC at Goods Receipt) is inserted automatically when <u>step 3</u> (GR/SES) is done, remove for payment.											

Note: if there was no final payment due to the vendor (i.e. advances match total invoice) the open Debit and Credit will clear from the vendor each day when the following match:

- Document Currency Amount
- Assignment field
- GL

If there was a net payment due, then the payment method and payment terms would also need to be the same and the due date of the Debit would need to be the same or earlier than the due date of the Invoice (Credit) for the lines to net off and generate a net KZ payment document.

2. With automatic PO clearing- Invoice

The following is the Posting schema when the automatic clearing of the receivable occurs when the Invoice is done (that is the invoice is done before the SES/GR).

Clearing of Downpayments for PO (invoice first)											
STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX....	KA	A	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 & FPRL_LIST	Normal item	33XX....	KZ	A	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
							Credit	1XXXXXX	Bank EFT/Chq out		(1,000.00)
3	Invoice Receipt	MIR7	Normal item	51XX....	RE		Debit	35401010	GR/IR		1,500.00
							Credit	3510XXXX	Vendor BP (Adv Vendor etc)		(1,500.00)
	DP Clearing <i>automatically</i> generated		Normal item	35XX....	KA	A	Debit	3510XXXX	Vendor BP (AP.. Vendor etc)		1,000.00
							Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00)
4	Goods Receipt/SES	ML81N & MIGO	Normal item	82XX....	WE		Debit	7XXXXXX	Expense etc		1,500.00
							Credit	35401010	GR/IR		(1,500.00)
5	AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 3510XXXX ONLY , so the Net payment can be made. Failure to do so can result in overpayment.										
6	Payment for net amount	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit	3510XXXX	Vendor BP (AP.. Vendor etc)		1,500.00
							Credit	3510XXXX	Vendor BP (AP.. Vendor etc)		(1,000.00)
							Credit	1XXXXXX	Bank EFT/Chq out		(500.00)
A* Payment Block A (Blocked for Payment) is added automatically at step 2 (payment) and step 3 when the invoice is posted, DON'T REMOVE.											

Note if there was no final payment due to the vendor (i.e. advances match total invoice) the open Debit and Credit will clear from the vendor each day when the following match:

- Document Currency Amount
- Assignment field
- GL

If there was a net payment due then the payment method and payment terms would also need to be the same and the due date of the Debit would need to be the same or earlier than the due date of the Invoice (Credit) for the lines to net off and generate a net KZ payment document.

3. With manual PO clearing

If the automatic clearing of the open receivable is not done when the SES/GR is done then the user can use F-54 to clear the down payment on the Purchase Order.

Note F-54 will need to be used when a tax code other than V0 (Zero Tax) has been used.

Clearing of Downpayments for PO invoices when F-54 used											
STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX....	KA	A	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 & FPRL_LIST	Normal item	33XX....	KZ	A	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
							Credit	1XXXXXXX	Bank EFT/Chq out		(1,000.00)
3	Goods Receipt/SES	ML81N & MIGO	Normal item	82XX....	WE		Debit	7XXXXXXX	Expense etc		1,500.00
							Credit	35401010	GR/IR		(1,500.00)
4	Clear downpayment on PO	F-54	Normal item	35XX....	KA	A	Debit	3510XXXX	Vendor BP (AP.. Vendor etc)		1,000.00
							Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00)
5	Invoice Receipt	MIR7	Normal item	51XX....	RE		Debit	35401010	GR/IR		1,500.00
							Credit	3510XXXX	Vendor BP (AP.. Vendor etc)		(1,500.00)
6	AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 3510XXXX ONLY , so the Net payment can be made. Failure to do so can result in overpayment.										
7	Payment for net amount	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit	3510XXXX	Vendor BP (AP.. Vendor etc)		1,500.00
							Credit	3510XXXX	Vendor BP (AP.. Vendor etc)		(1,000.00)
							Credit	1XXXXXXX	Bank EFT/Chq out		(500.00)
A*	Payment Block A (Blocked for Payment) is added automatically at <u>step 2</u> (payment) and <u>step 4</u> when the clearing is done (using F-54), DON'T REMOVE.										

ANNEX C: Posting schema down payments made on a Fund Commitment

1. With automatic FC clearing- Invoice

Clearing of Downpayments for FC (auto clear with FV60)											
STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX....	KA	A	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit Credit	1910XXXX 1XXXXXXX	Vendor BP (Adv Vendor etc) Bank EFT/Chq out	A*	1,000.00 (1,000.00)
3	AP Invoice	FV60	Normal item	51XX....	KE/KH		Debit Credit	7XXXXXXX 3510XXXX	Expense etc Vendor BP (Adv Vendor etc)		1,500.00 (1,500.00)
	DP Clearing <i>automatically</i> generated		Normal item	35XX....		KA	A	Debit Credit	3510XXXX 1910XXX	Vendor BP (AP.. Vendor etc) Vendor BP (Adv Vendor etc)	A*
	4	Clear downpayment on FC	F-54	Normal item	35XX....	KA	A	Debit Credit	3510XXXX 1910XXX	Vendor BP (AP.. Vendor etc) Vendor BP (Adv Vendor etc)	A*
5	AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 3510XXXX ONLY , so the Net payment can be made. Failure to do so can result in overpayment.										
6	Payment for net amount	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit Credit Credit	3510XXXX 3510XXXX 1XXXXXXX	Vendor BP (AP.. Vendor etc) Vendor BP (AP.. Vendor etc) Bank EFT/Chq out		1,500.00 (1,000.00) (500.00)
A* Payment Block A (Blocked for Payment) is added automatically at <u>step 2</u> (payment) and <u>step 3</u> when the invoice is posted, DON'T REMOVE.											

2. With FC manual down payment clearing using F-54

Clearing of Downpayments for FC (manual clearing using F-54)											
STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX....	KA	A	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit Credit	1910XXXX 1XXXXXXX	Vendor BP (Adv Vendor etc) Bank EFT/Chq out	A*	1,000.00 (1,000.00)
3	AP Invoice	FV60	Normal item	51XX....	KE/KH		Debit Credit	7XXXXXXX 3510XXXX	Expense etc Vendor BP (Adv Vendor etc)		1,500.00 (1,500.00)
4	Clear downpayment on PO	F-54	Normal item	35XX....		KA	A	Debit Credit	3510XXXX 1910XXX	Vendor BP (AP.. Vendor etc) Vendor BP (Adv Vendor etc)	A*
5	AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 3510XXXX ONLY , so the Net payment can be made. Failure to do so can result in overpayment.										
6	Payment for net amount	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit Credit Credit	3510XXXX 3510XXXX 1XXXXXXX	Vendor BP (AP.. Vendor etc) Vendor BP (AP.. Vendor etc) Bank EFT/Chq out		1,500.00 (1,000.00) (500.00)
A* Payment Block A (Blocked for Payment) is added automatically at <u>step 2</u> (payment) and <u>step 3</u> when the invoice is posted, DON'T REMOVE.											

ANNEX D: Posting schema down payments made without a commitment

In case F-54 will need to be used to clear the open item.

Clearing of Downpayments no Commitment (No PO or FC)											
STEP	Action	T-code		Doc starts with	Doc type	SPGL	Dr/Cr	GL	GL name	Payment Block	Amount
1	Downpayment request	F-47	Noted item	35XX....	KA	K	Credit	1910XXXX	Vendor BP (Adv Vendor etc)		1,000.00
2	Downpayment (PO)	F110 & FPRL_LIST	Normal item	33XX....	KZ	A	Debit	1910XXXX	Vendor BP (Adv Vendor etc)	A*	1,000.00
							Credit	1XXXXXX	Bank EFT/Chq out		(1,000.00)
3	Payment Doc**	i.e. FV60**	Normal item	51XX....	KH/KA/KE ** etc..		Debit	7XXXXXX**	Expense etc**		1,500.00
							Credit	3510XXXX	Vendor BP (AP.. Vendor etc)		(1,500.00)
4	Clear downpayment on PO	F-54	Normal item	35XX....	KA	A	Debit	3510XXXX	Vendor BP (AP.. Vendor etc)		1,000.00
							Credit	1910XXX	Vendor BP (Adv Vendor etc)	A*	(1,000.00)
5	AP User needs to edit the lines to be netted off (using FB02), and a payment method, due date etc. The postings against GL 3510XXXX ONLY , so the Net payment can be made. Failure to do so can result in overpayment.										
6	Payment for net amount	F110 & FPRL_LIST	Normal item	33XX....	KZ		Debit	3510XXXX	Vendor BP (AP.. Vendor etc)		1,500.00
							Credit	3510XXXX	Vendor BP (AP.. Vendor etc)		(1,000.00)
							Credit	1XXXXXX	Bank EFT/Chq out		(500.00)
A*	Payment Block A (Blocked for Payment) is added automatically at <u>step 2</u> (payment) and <u>step 4</u> when the clearing is done (using F-54), DON'T REMOVE.										
**	The payment could also be related to a PO (the downpayment was not linked). In which case line would be a MIR7, (Debit to GR/IR and RE Doc type)										