



# Indian Ports Association (IPA) Implementation of Port EBS Project

**Enterprise Business System** 

# **Business Process Manual for Accounts Payable Transactions**

Submitted by:

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This document is a desk reference tailored to the Finance Specialists. It is intended to provide information that will be helpful to support the finance processes.

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#### **Document History:**

Authors & Participants		
Role	Name	

Revision History			
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19.07.2020	1.0	Initial Draft	Anand N
06.08.2020		Check void process and Check Cancelation Process included in content number 13 and 14.	

Reviewed and Approved By			
Name	Title	Date	Approved

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Abbreviation	Description
FI	Finance
CO	Controlling
COA	Chart of Accounts
AP	Accounts Payable
G/L	General Ledger
JV	Journal Voucher
АРР	Automatic Payment Processing
Pstky	Posting Key
SAP	Systems, Applications, and Products in Data Processing
ВРО	Business Process Owner
BS	Balance Sheet
	Save
	Overview
	Сору
	Back / Previous Menu
9	Header
9	Details
•	Execute
S.	SAP Business Workspace Button

#### Introduction:

The purpose of the document is to give awareness of how the Account payable cycle is being handled in S4H (SAP) to the respective users.

#### Summary:

In this chapter, we are going to learn the various postings like Vendor Invoice, Credit and Debit Note handling, Parking the Vendor Invoices, Payments to Vendors and other vendor related postings.

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## **SAP User Manual for Accounts Payable**

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#### Company Code List Data:

A company code represents an independent legal accounting entity in FI. Balance sheet and Profit & Loss Statements required by Law will be created at the Company code level.

Company code is a central entity in financial accounting. It is also the highest entity in Logistics.

The following Company codes are created for All Port Trusts.

Company Code	Description
1000	Mumbai Port Trust
1060	Mumbai Port Trust Pension Fund Trust
1070	Mumbai Port Trust Gratuity Fund Trust
1100	Chennai Port Trust
1160	Chennai Port Trust Pension Fund Trust
1170	Chennai Port Trust Gratuity Fund Trust
1180	Chennai Port Trust General Provident Fund
1200	Deendayal Port Trust (Kandla)
1250	Deendayal Port Trust (Vadinar)
1260	Deendayal Port Superannuation Scheme
1270	Deendayal Port Gratuity Fund
1280	Deendayal Port Provident Fund
1295	Deendayal Welfare Trust
1400	Kolkata Dock System
1450	Haldia Dock Complex
1460	KopT Employee Superannuation Fund
1470	KopT Employee Gratuity Fund
1480	Kolkata Non-Contributory Fund
1490	Kolkata Contributory Provident Fund
1500	Paradip Port Trust
1560	Paradip Port Trust Pension & Gratuity Fund
1580	Paradip Port Trust Provident Fund

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#### 1. Vendor Invoice:

To post the vendor invoice we can use the following transaction codes

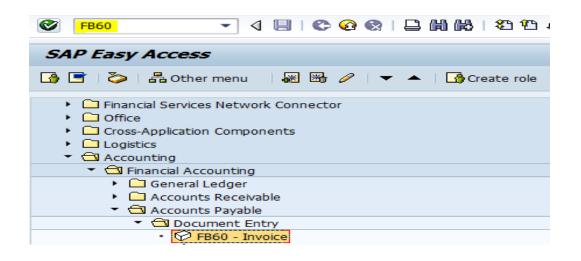
FB60 - Invoice F-43 - Invoice-General

#### Difference between FB60 and F-43:

FB60 is single screen transaction – No posting Key Selection requiredF-43 is posting key selection required and we have to go each screen for each line entering

Enter the transaction code FB60 in command bar (or) Follow below navigation path

**Step 1**: SAP Easy Access  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  FB60 (Invoice)



**Step 2:** In the next screen user has to specify the values, which is required to posting. **Ex: HeaderLevel:** 

- Vendor Code
- Posting Date
- Document Date (Vendor Invoice Date)
- Amount

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- Reference (Has to enter Vendor Invoice Number)
- Business Place / Section Code Section code is mandatory if TDS is applicable)
- Text
  - Baseline Date for Due Date Calculation for payment

#### Line item Level:

- GL account Expenses GL account
- Amount
- Tax code IF GST is applicable
- Assignment
- Text
- Cost Center Mandatory for Expenses GL account
- HSN Code

Basic da       Payme       Detai       T       Withholding t       Not       Vendor         Vendor       400011       Sp.G/LI       Address       Company       Address         Invoice date       24.03.2020       Reference       DEPT/INV/2019       KUBS IMPEX PRIVATE LIMITED         Posting Date       24.03.2020       Reference       DEPT/INV/2019       Company       KUBS IMPEX PRIVATE LIMITED         Cross-CC Number       Inne       Inne       600006 Ahmedabad       Company       Goudo Ahmedabad         Tax Amount       Inne       Inne       Bank data: not available       Immediatable       Immediat	ransact	tn	R Invo	ice	Ĩ.	Bal. 0,00					000	
Vendor       400011       Sp.G/LI       Company         Invoice date       24.03.2020       Reference       DEPT/INV/2019       KUBS IMPEX PRIVATE LIMITED         Posting Date       24.03.2020       Cross-CC Number       2C JAMALS FAZAL CHAMBERS 2ND FLOOR         Cross-CC Number       Invoice       South and the second and the	Bas	sic da Payme	Detai T	Withhol	ding t Not			Vendor				
Invoice date 24.03.2020 Posting Date 24.03.2020 Cross-CC Number Amount 10.000,00 INR Calculate Tax Tax Amount 200 / 1200 Calculate Tax Tax Amount 1200 / 1200 Invoice								Addres	ss			
Posting Date 24.03.2020 Cross-CC Number Amount 10.000,00 Tax Amount Calculate Tax Tax Amount 200 / 1200 Text Vendor Invoice Due immediately ( 1 Items ( No entry variant selected ) Stat_ G/L acct Short Text D/C Amount in doc.curr. Busin_ Partn_ Cost center Order Fin	Vendo	r	400011		Sp.G/LI			Comp	bany			
Cross-CC Number Amount 10.000,00 INR GO0006 Ahmedabad 9940600954 Bank data: not available Tax Nender Invoice I	Invoice	e date	24.03.2020		Reference	DEPT/INV/2019		KUBS	IMPEX PRIVAT		D	
Amount 10.000,00   In a second of the second	Posting	g Date	24.03.2020					2C J4	MALS FAZAL CH	HAMBERS	2ND FLOOR	
Tax Amount       Calculate Tax         Bus.Place/Sectn       1200 / 1200         Text       Vendor Invoice         Due immediately       Immediately         1 Items ( No entry variant selected )         Stat_ G/L acct       Short Text       D/C	Cross-	CC Number						6000	06 Ahmedabad			
Tax Amount       Bank data: not available         Bus.Place/Sectn       1200 / 1200         Text       Vendor Invoice         Due immediately       Immediately         1 Items ( No entry variant selected )       Items ( No entry variant selected )         Stat_ G/L acct       Short Text       D/C	Amour	nt	10.000,00			INR		e :	9940600954		[	3
Bus.Place/Sectn 1200 / 1200 Text Vendor Invoice Titement terms I Items ( No entry variant selected ) Stat_ G/L acct Short Text D/C Amount in doc.curr. Busin_ Partn_ Cost center Order Fin					Calculate Tax							
Text Vendor Invoice  Due immediately  1 Items ( No entry variant selected )  Stat_ G/L acct Short Text D/C Amount in doc.curr.  Busin_ Partn_ Cost center Order Fin	Tax Ar	nount				ĩ		Bank d	ata: not availabl	e		
Discremendiately         1 Items ( No entry variant selected )         Stat_ G/L acct       Short Text       D/C       Amount in doc.curr.       Busin_ Partn_ Cost center       Order       Fin	Bus.Pla	ace/Sectn	1200 / 120	0							III OI	Is
1 Items ( No entry variant selected )         Stat_ G/L acct       Short Text       D/C       Amount in doc.curr.       Busin_ Partn_ Cost center       Order       Fin	Text		Vendor Invoice									
1 Items ( No entry variant selected )         StatG/L acct       Short Text       D/C       Amount in doc.curr.       Busin Partn Cost center       Order       Fin		tormo	Due immediately									
Stat G/L acct Short Text D/C Amount in doc.curr. Busin Partn Cost center Order Fin												
	1 Ite	ms ( No entry var	iant selected )									
✓         41400000         Hire of vehicle         S         Deb_ ∎         10.000,00         12050701	Stat	G/L acct	Short Text	D/C	Amount in doc.curr.		Busin	Partn	Cost center	Order	Fi	in
	1	41400000	Hire of vehicle	S Deb. 🛙		10.000,00			12050701			

**Step 3**: Click on "Withholding Tax" tab to confirm TDS.

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Enter Vendor Invoice: Company Code 1200

🛃 Tree on 📳	Compar	ny Code 🛛 🍪 Hold 🛛	📅 Simulat	e 📙 Par	k 🥖 Editin	g options
Transactn		R Invoice	Ē	Bal.	0,00	CCO
Basic data	Paymer	nt Details Tax	Withh	olding tax	Notes	Vendor Address
Name of WTax T Invoice Posting Se	<u> </u>	W/Tax Base FC	WTax Am	t in FC	W/Tax (	Company KUBS IMPEX PRIVATE LIMITED
Payment Posting S.					0,00	2C JAMALS FAZAL CHAMBERS 2ND 600006 Ahmedabad
						· · · · · · · · · · · · · · · · · · ·
						Bank data: not available

**Step 4**: After provide the values as shown above click on **"Simulate"** button.

Document Overview									
<u>,</u>	(CSC			r					
Doc	:.T	ype : KR (	Vendor Invoice	) Norma	al documer	nt			
Doc	:. I	Number		Compar	ny Code	1200	Fiscal	Year	2019
Doc	. 1	Date 2	24.03.2020	Postir	ng Date	24.03.2020	Period		12
Cal	cul	late Tax	V						
Ref	E.De	oc. I	DEPT/INV/2019						
Doc	. (	Currency :	INR						
		L							
									-
Itm	PK	Account	Account Short	Text	Assignmer	nt T	x	Amount	7
Itm	PK	Account	Account Short	Text	Assignmer	nt T	x	Amount	
Itm 1	<u>РК</u> 31		Account Short KUBS IMPEX PR		Assignmer	nt T		Amount 9.810,00-	
Itm 1 2	_	400011		IVATE L	Assignmen		1		
1	31 40	400011	KUBS IMPEX PR Hire of vehic	IVATE L le	Assignmer	v	1	9.810,00- 9.523,80	-
1 2	31 40 40	400011 41400000	KUBS IMPEX PR	IVATE L le redit	Assignmer	V	1 1 1 1	9.810,00-	

Step 5: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below:

© Document 220000090 1200 was parked

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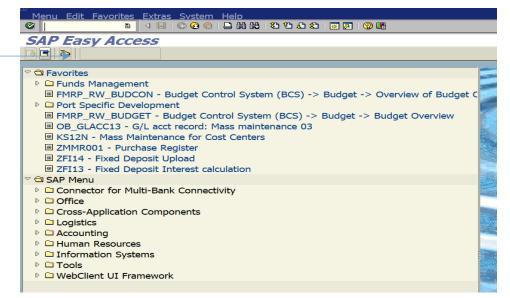
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**Step 6:** To approve the document login as approver in the SAP system.

User System Help	
	은 😧   📮 🛗 🖧   23 월 24 🔛 🗶   👷 💽
SAP	
New password	
Client	400
User	AE001
Password	****
Logon Language	EN
2	
Step 7: Click on " 🤗 " SA	P Business Workspace Button.



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**Step 8:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**220000090**" message will appear, Double click on the work flow and proceed for next step.

⊽ New message 聞 Find folder 🛍 Find document 📼 Appoint	Cr ment calendar 🗟 Distribution lists			
<ul> <li>✓ Workplace: Assistant Engineer</li> <li>○ &gt; Inbox</li> <li>✓ Unread Documents 39</li> </ul>				
Documents 86 Documents 86 Workflow 618 Doverdue entries 0 Deadline Messages 0 Entries with Errors 0 Cutbox Cutbox	Exec Title  Please approve the Parked Invoice 220000090, Year 2019	Status Ø	Work Item ID Creation Date 426151 24.03.2020	Creation Ti P At 14:30:57 5
<ul> <li>♥ Cuttox</li> <li>♥ Resubmission</li> <li>♥ Private folders</li> <li>♥ Shared folders</li> <li>♥ Subscribed Folders</li> <li>□ Trash</li> <li>□ Shared trash</li> </ul>				
	% Tips & tricks:	-	2	content type
	Please approve the Parked Invoice 22			
	<b>Description</b> Select one of the available decision options. This completes the processing o this step.	No attach	<b>d attachments</b> ments or objects ex	ist

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tep 9: In this step Click on the " Approve option	to post the parked Invoice "2200000090".
Decision Step in Workflow	
8 Workflow D Create D Import	
Please approve the Parked Invoice 2200000090, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	

**Step 10:** Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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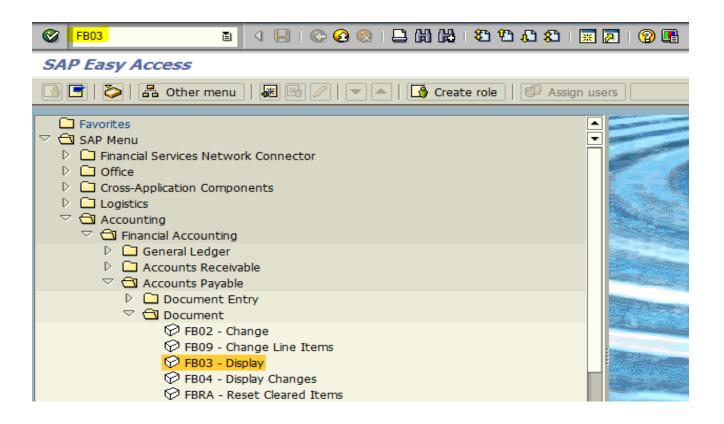


**Display of posted document:** 

#### FB03 – Display of posted Document:

Enter the transaction code in the command bar (or) Follow below navigation bath.

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  document  $\rightarrow$  (FB03) Display



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Step2: In the next screen, enter the following details:

- Document Number
- Company Code -
- Fiscal Year

Display Document: Initial Screen

Document List	t Item 🥜 Editing Options
Keys for Entry View	
Document Number	220000016
Company Code	1200
Fiscal Year	2019

**Step3**: After provide the values as shown above press enter to view the document.

Display Document: Data Entry View									
💅 🖷 🕄 🕼 Taxes 👬 Display Currency 🖳 General Ledger View									
Data Entry View							_		
Document Number	22000000	16	Company Code	1200	Fiscal Ye	ear		2019	
Document Date	23.09.201	19	Posting Date	23.09.2	019 Period			6	
Reference	DEPT/INV/	/2019	Cross-Comp.No						
Currency	INR		Texts Exist		Ledger	Group			
3 4 7 6	is Tie	28	10   📮 👘 i	8 🕒 8 🖽	1				
CoCd Itm PK S Acc		Description		Σ	Amount			Cost Center	Profit Center
		KUBS IMPE	X PRIVATE LI		980,00-		V1		
	0011 📇			•	980,00-				
		TDS - Sec	194C		20,00-				
	150012 🕰			•	20,00-				
	L	CGST- Inpu	it Credit		23,81	INR	V1		
	500000 🕰			•	23,81				
	L	SGST- Inpu	it Credit		23,81	INR	V1		
	500001 📇			•	23,81				
		Hire of veh	icle		/		V1	12050402	1205
414	400000 📇			•	952,38	INR			
<u></u>				••	0,00	INR			

Step 4: if we want to see, the entire document lists, which was posted, then in the above screen click on

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Company code details can be selected from **Company code list data** 





#### "Document List".

#### Display Document: Initial Screen

🔠 Document List 🛛 🖌 First Item 🖉 Editing Options						
Keys for Entry View						
Document Number	220000016					
Company Code	1200					
Fiscal Year	2019					

In the below screen user has to specify the selection criteria to view the document:

			_	
Company code	1200	to		
Document Number		to		-
Fiscal Year	2019	to		<b></b>
Ledger	OL			
Ledger Group				
General selections				
Document type		to		
Posting date	23.09.2019 🚭	to		<b>_</b>
Entry date		to		3
Reference number		to		
Reference Transaction		to		<b></b>
Reference key		to		<b>_</b>
Logical system		to		4
Logical system				

**Step 5**: Provide the value as shown above and click on "Execute" button.

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Document List							
R	CoCd DocumentNo Year Type DocDate Posting Date						
	1200	2200000016	2019	KR	23.09.2019	23.09.2019	

Step 6: Double click on line item to view the document.

Display Document: Data Entry View										
🞾 🖷 🕄 🕼 🚹 Taxes 詰 Display Currency 🖳 General Ledger View										
Data Entry View										
Document Number	22000000	16	Company Code		1200	Fiscal Ye	ar		2019	
Document Date	23.09.20	19	Posting Date		23.09.2019	Period			6	
Reference	DEPT/INV	7/2019	Cross-Comp.No							
Currency	INR		Texts Exist			Ledger	Group			
3 8 7 6	18 <b>7</b> 8	203	1 🗋 🚰		👌 i 🖽 i I 🚺					
CoCd Itm PK S Acc	count 📩	Description		Σ		Amount		Тх	Cost Center	Profit Center
	0011		X PRIVATE LI			980,00-		V1		
	0011 <u></u> 150012	TDS - Sec	1046	•		980,00-				
	150012 150012 凸		. 1940	-		20,00- 20,00-				
	500000	CGST- Inpu	ut Credit	-		23,81		V1		
235	500000 📇			•		23,81				
1200 4 40 23	500001	SGST- Inpu	ut Credit			23,81	INR	V1		
	500001 📇			•		23,81				
	400000	Hire of veh	icle			952,38		V1	12050402	1205
	400000 凸	1		•		952,38 0,00				
<u>a</u>						0,00	INK			

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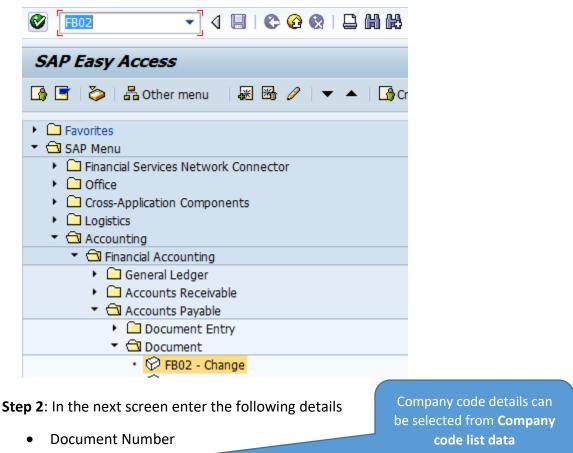




#### FB02 – Change Document:

Enter Transaction Code FB02 in command bar (or) Follow the below path.

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document  $\rightarrow$  (FB02) Change Document.



- Company Code
- Fiscal Year

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Change Document: Initial Screen					
🚹 Document List 🛛 🛛 🖬 First	Item 🥜 Editing Options				
Keys for Entry View					
Document Number	2200000016				
Company Code	1200				
Fiscal Year	2019				

**Step 3**: After provide the values as shown above press enter to view the document.

Change Document: Data Entry View							
🖻 🕄 🕹 🚺 Taxes 👬 Display Currency							
Data Entry View							
Document Number	2200000016	Company Code	1200	Fiscal Year	2019		
Document Date	23.09.2019	Posting Date	23.09.2019		6		
Reference	DEPT/INV/201			T Child	-		
Currency	INR	Texts Exist	· _	Ledger Group			
currency	INK	TEXUS EXISC		Ledger Group			
3 8 7 6		881 86	8 8 4 8				
CoCd Itm PK S Ac		ription	Σ		x Cost Center	Profit Center	
		IMPEX PRIVATE LI			1		
	0011 📇		•	980,00- INR			
1200 5 50 18	150012 TDS	- Sec 194C		20,00- INR			
18:	150012 📇		•	20,00- INR			
1200 3 40 23	500000 CGST	- Input Credit		23,81 INR V	1		
235	500000 🕰		-	23,81 INR			
1200 4 40 23	500001 SGST	- Input Credit		23,81 INR V	1		
23	500001 📇		•	23,81 INR			
1200 2 40 414	400000 Hire o	of vehicle		952,38 INR V	1 12050402	1205	
414	400000 <u>എ</u>		-	952,38 INR			
<u></u>				0,00 INR			

**Step 4**: If we want to change the values in header level then go to menu bar and click on "**Go to**" and click on "**Document Header**" then change the values whichever is required. If we want to change the values at line item level, then click on line item then changes values whichever is required and save document. To save click on "**Save**" button.

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Step 5: Come back to below screen.

Change Document: Initial Screen				
🛅 Document List 🛛 🖌 First Item 🥢 Editing Options				
Keys for Entry V	/iew			
Document Num	nber	2200000016		
Company Code		1200		
Fiscal Year		2019		

**Step 6**: Click on "**document list**" to view the entire document posted

In the next screen user has to specify the selection criteria to view the document lists

Company code	1200	to	5
Document Number		to	3
Fiscal Year	2019	to	3
_edger	OL		
_edger Group			
General selections			
Document type		to	
Posting date	23.09.2019 🕑	to	5
Entry date		to	5
Reference number		to	
		to	
Reference Transaction			
Reference Transaction Reference key		to	5

**Step 7**: Provide the values as shown above and click on **"Execute**" button.

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Document List					
3					
CoCd DocumentNo Year Type DocDate Posting Date					
1200	2200000016	2019	KR	23.09.2019	23.09.2019

**Step 8**: Double click on line item then system will display the below screen.

	1 📙 I 😋 🙆	😡 I 🖨 (A) i	品名句	0 🗘 🕸   🐹 🗖	]   🕜 🖪							
Display	Docum	ient: D	Data E	Entry Vie	ew							
🔊 🖻 🕄 🚇 🚹 Taxes 👪	i Display C	urrency 🗏	Genera	al Ledger View	w							
Data Fata Miau									_		_	
Data Entry View												
Document Number	220000	00016		Company Co	de	1200		Fiscal Year		20	19	
Document Date	23.09	.2019		Posting Date		23.09	.2019	Period		6		
Reference	DEPT/	INV/201	L9	Cross-Comp.I	No.							
Currency	INR		-	Texts Exist				Ledger Gro	up			
,												
	1 <b>%</b> 1   <b> </b>	<b>6</b> 1 <b>6</b> 1										
CoCd Item Key S Acco	unt	Descriptio	n	5	Σ			-	Tx	Cost Center	Pro	ofit Cente
CoCd         Item         Key         S         According           1200         1         31         4000	unt 11	Descriptio	n	J	Σ		980.0	00- INR	Tx V1	Cost Center	Pro	ofit Cente
CoCd         Item         Key         S         Accord           1200         1         31         4000         4000	unt 11 11 -	Description KUBS IMP	n	5	Σ		980.0 <b>980.0</b>	00- INR <b>00- INR</b>		Cost Center	Pro	ofit Cente
CoCd         Item         Key         S         Accord           1200         1         31         4000         4000	unt 11 11 -	Description KUBS IMP	on PEX PRIV	5	Σ		980.0 <b>980.0</b> 20.0	00- INR 00- INR 00- INR		Cost Center	Pro	ofit Cente
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CoCd Item Key S Account 1200 1 31 4000 1200 5 50 1815 1200 3 40 2350	unt 11 11 2 0012 2 0012 2	Description KUBS IMP TDS - See CGST- Inp	PEX PRIV	ATE LIMIT	•		980.0 <b>980.0</b> 20.0 <b>20.0</b> 23.8	00- INR 00- INR 00- INR 00- INR	V1	Cost Center		ofit Cente
CoCd Item Key S Account 1200 1 31 4000 1200 5 50 1815 1200 3 40 2350	unt 11 11 2 0012 0 0012 2 0000 2	Description KUBS IMP TDS - See CGST- Inp	print PEX PRIV	/ATE LIMIT	•		980.0 980.0 20.0 20.0 23.8 23.8	00- INR 00- INR 00- INR 00- INR 81 INR 81 INR	V1	Cost Center		ofit Cente
CoCd         Item         Key         S         Accord           1200         1         31         4000           1200         5         50         1815           1200         5         50         1815           1200         3         40         2350           1200         3         40         2350           1200         4         40         2350	unt 11 11 2 0012 0 0012 2 0000 2	Descriptio KUBS IMF TDS - Se CGST- Inp SGST- Inp	print PEX PRIV	/ATE LIMIT	•		980.0 980.0 20.0 23.8 23.8 23.8	00- INR 00- INR 00- INR 00- INR 81 INR 81 INR	V1 V1	Cost Center		ofit Cente
CoCd         Item         Key         S         Accord           1200         1         31         4000           1200         5         50         1815           1200         5         50         1815           1200         3         40         2350           1200         3         40         2350           1200         4         40         2350	unt 11 11 2 0012 2 0000 2 0000 2 0000 2 0001 2	Descriptio KUBS IMF TDS - Se CGST- Inp SGST- Inp	put Credi	/ATE LIMIT	•		980.0 980.0 20.0 23.4 23.4 23.4 23.4 23.4	00- INR 00- INR 00- INR 00- INR 81 INR 81 INR 81 INR 81 INR 81 INR	V1 V1 V1	Cost Center		ofit Cente
CoCd         Item         Key         S         Accord/4000           1200         1         31         4000           1200         5         50         1815           1200         5         50         1815           1200         3         40         2350           1200         4         40         2350           1200         4         40         2350           1200         4         40         2350           1200         4         40         2350	unt 11 11 2 0012 2 0000 2 0000 2 0000 2 0001 2	Description KUBS IMP TDS - Sen CGST- Inp SGST- Inp Hire of vel	put Credi	/ATE LIMIT	•		980.( 980.( 20.( 23.( 23.( 23.( 23.( 23.( 23.( 952.(	00- INR 00- INR 00- INR 00- INR 81 INR 81 INR 81 INR 81 INR 81 INR	V1 V1 V1			

Step 9: if we want to change the values at header level then go to menu bar, click "Go To", and click on "Document Header" then change the values whichever is required. In addition, if we want to change the values at line item level, double click on "Line items" then change the values whichever is required and save the document. To save click on "Save Button".

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**FBL1N** – Vendor Line item report. In the below screen user has to specify the selection criteria to view the vendor line items.

Vendor Line Item Display			
🕒 📴 🔳 Data Sources			
Vendor selection			
Vendor account	400011	to	<b>=</b>
Company code	1200	to	<b>-</b>
Selection using search help			
Search help ID			
Search string			
🗢 Search help			
Line item selection			
Status			
Open items			
Open at key date	23.09.2019		
O Cleared items			
Clearing date		to	<b>-</b>
Open at key date			
All items			
Posting date	23.09.2019	to	-
Type Normal items			
Informaticems			

Provide the value as shown above and click on "**Execute**" button.

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Vendor Line Item Display

K I D D   & 2 🎞	🗠   🖓 🖨 🖻   [	787.00			🗄 Se	lections	Create Dispute Case
Vendor	400011						
Company Code							
Name City	KUBS IMPEX PRIVATH Ahmedabad	E LIMITED					
St Assignment	DocumentNo Type	DocDate	S DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	220000016 KR	23.09.2019	<b>(</b>	980,00-	INR		VENDOR INVOICE
* 💓				980,00-	INR		
** Account 400011				980,00-	INR		

The same above transaction we can post through F-43 also:

Enter the transaction code **F-43** in command bar (or) Follow the below path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  (F-43) Invoice General

SAP Easy Access	
🚯 📑   🏷   📇 Other menu 🛛 😹 🔀 🥢   🔻 🔺   🚯 Create role 🚽 🚳 Assig	n u
<ul> <li>Favorites</li> <li>SAP Menu</li> <li>Financial Services Network Connector</li> <li>Office</li> <li>Cross-Application Components</li> <li>Logistics</li> <li>Accounting</li> </ul>	•
<ul> <li>Financial Accounting</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> </ul>	-
<ul> <li>Document Entry</li> <li>PB60 - Invoice</li> <li>P-43 - Invoice - General</li> </ul>	

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#### Enter Vendor Invoice: Header Data

Held Document	Account Mod	del 🔀 G/L it	em fast ent	ry Dost with R	eference	🖉 Editing	options
Document Date	31.03.2020	🕝 Туре	KR	Company Code	1200		
Posting Date	31.03.2020	~	12	Currency/Rate	INR		
Document Number				Translation dte			
Reference	DEPT/INV/2	020		Cross-CC Number			
Doc.Header Text							
Trading part.BA							
First line item							
	ount 414000	00	SGL Ind	ТТуре			
				11-			

Step 2: Provide the values as shown above and press enter.

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## **SAP User Manual for Accounts Payable**

Enter Vendor Invoice: Add G/L account item	Enter Vendo	r Invoice:	Add G	G/L account it	em
--	-------------	------------	-------	----------------	----

266	More data Accour	nt Model 🛛 🗹 G/L item fast entry 🚺 Taxes
G/L Account Company Code	41400000 Hire of ve 1200 Deendayal Port T	
Item 1 / Debit entry	/ 40	
Amount	1000	INR
Tax Code	vl	Calculate Tax 🗹
Business place	1200	
Cost Center	12050402	Order
WBS element		
Network		Real estate obj 🔗
		Sales Order
		🗢 More
		Quantity
Assignment	HIRE OF VEHICLE	
Text	HIRE OF VEHICLE	🤣 Long Texts
Next Line Item		
PstKy 31 Accou	unt 400011	SGL Ind OType New Co.Code

**Step 3**: Provide the values as shown above and press enter.

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		<b>D</b> 00 (007





## **SAP User Manual for Accounts Payable**

#### Enter Vendor Invoice: Add Vendor item

288	🖌 🖨 More da	ta Account	Model	🗹 G/L i	tem fast e	entry 📘	Taxe	s 🚺 Withho	ding tax
Vendor Company Code Deendayal Port T Item 2 / Invoice	,	KUBS IMPEX F 2C JAMALS F/ Ahmedabad		MBERS 2	automat	G/L A s the syste tically de debit or	em rive v		
Amount	*			INR	Bu	sPlace/Sec	tn	1200 / 1200	
Bus. Area									
Payt terms			Days/pe	rcent		1		1	
Bline Date	31.03.2020		Fixed						
CD Base			CD Amo	unt					
			Invoice	Ref.			1		
Pmnt block			Pa <mark>+Mea</mark>						
Assignment	HIRE OF VEHI				derive Te		)		
Text	+		from	previous	iline item		🦻 I	ong Texts	
Next line item /	/								1
PstKy A	ccount		SGL Ind	TT	уре	Ne	w Co.(	Code	

Step 4: Provide the values as shown above and press enter.

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	🚨 🗟 🗊 🎒 More data 🛛 Account Model 🔀 G/L item fast entry 🚺 Taxes 🚺 Withholding tax						
	ndor	4000		KUBS IMPEX PRIVA		G/L Acc 1811000	0
	mpany Code	1200			CHAMBERS 2ND FLOOR		
Dee	endayal Port T	rust		Ahmedabad			
Ite	em 2 / Invoice	/ 31					
Ar	mount	1.00	0,00		INR		
					Bus	Place/Sectn 1200 /	1200
В	us. Area						
Р	🖻 Enter With	holdin	g Tax I	nformation			
в	-		1		Lester	[	
	Name of WTa		-		W/Tax Amt	W/Tax Base LC	W/Tax Amnt LC 🛄
C	Invoice Postin	g Se.	C1	Q		0,00	0
	Payment Post	ting S.				0,00	0 🔼
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Α							
Т							
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-							
	<b>√</b> ×						

Step 5: Press "Enter"

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## **SAP User Manual for Accounts Payable**

Other Document       Self-F5         Pigt with Reference       endor Rem         Simulate       Self-F5         Simulate	t ubth Raference endor Item  Held Document  Shift-IG  Shift-IG  Shift-IG  Shift-IG  ATE LINETED  QL Acc 18110000  CHAMEERS 2ND FLOOR  ATE LINETED  ATE CIANAE	
Got Hold Document     Smulaza   Smulaza   Smulaza Sm	Held Document End/or / Eem/   Lubze Shift-H9   Lubze Shift-H9   Lubze Ch14S   Ch14S Ch14S   Shift-H4 BusPloce/Sectn   2 Ch14S   Shift-H4 BusPloce/Sectn   3 Shift-H4   BusPloce/Sectn 1200   CD Amount CD Amount   CD Amount CD Amount   Amount is Galubzed Invice Ref.   H9E Of VEHOLE VehoLE	
Sinubice General Lidger Sinubice Asset Accounting Reset Port Ctf-45 Save as Campleged Ctf-45 Save as Campleged Ctf-45 Park Shift-47 Hold Base CD Amount Arecurt is calculated Invision RM. / / / Arecurt block Payt Nethod augment HORE OF VEHOLE ent Internet	ATE LINITED Q/L Acc 18110000 at C Cfr45 a as Camplegad Cfr4-Sfe Shft+F4 Shft+F4 BudPlace/Sectn 1200 / 1200 Shft+F3 N/Devrent / / / Page 11.09-2020 Read CD Amount CD A	
Singletie Asset Accounting Reset Root Consolities 2ND FLOOR Park Solities 2ND FLOOR Park Sol	Affe LANTED QLACE 18120000 at: CAHAMBERS 2ND FLOOR a as Camplegad CErl-Shift-IF6 Shift-IF3 Shift-IF3 New Pace 1100 / 1200 Shift-IF3 New Pace 1100 / 1200 CO Amount Amount is Calculated Invoice Ref. / / / New CO Amount Amount is Calculated Invoice Ref. / / / New Co Amount Amount is Calculated Invoice Ref. / / / New Co Amount HORE OF VEHOLLE VehoLLE	
Sava sa Camplegad Chi Shift-F6 Park Shift-F6 Net Shift-F7 Net Shift-F7 Net Shift-F7 Net Shift-F7 Net Cota Shift-F7 Net C	a as Camplegad CCrisDhfts+Fi b Shft+Fi d Shft+Fi sylpercent / / / as Sh1.09-2020 Pread CD Amount Amount is calculated Brivace Ref. / / Amount is calculated Brivace Ref. / / Rem HORE OF VEHOLE VEHOLE	
Egt     Shift+F3     wy/percent     /       She Date     81.03.2020     Red       D Base     CD Amount       Amount is calculated     Invisice Ruf.     /       Invisite Ruf.     /     /       Haft Of VDH0LE     Veh0LE	Wypercent     V     V       te     91.09.2020     Reed       CD Amount     CD Amount       Amount is calculated     Invoice Ref.     V       ok     Payt Nethod       ent     HBE OF VEHICLE	
Amount is calculated Invision Ruf. / / / mit black Payt Match d Augmment HatE OF VDHOLE VDHOLE VDHOLE VDHOLE Augmment HatE OF VDHOLE VDHOLE VDHOLE AUgmment HatE OF VDHOLE	Amount is calculated Invoice Ref. / /	
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ext HRE OF VEHICLE VEHICLE	HIRE OF VEHICLE	
nt ine tom	tem/	
	0 [H4] 0	

Step 6: Go to menu bar and click on "Document" and click on "Simulate".

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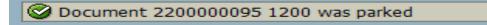




### **SAP User Manual for Accounts Payable**

Enter Vendor Invoice: Display Overview									
🔄 🔠 Display Currency Park document Account Model 🔀 G/L item fast entry 🚺 Taxes									
Document Date	31.03.2020 31.03.2020	Type Period	KR 12	Company Code	1200 INR				
Posting Date Document Number		Fiscal Year		Currency Translation dte	31.03.2020				
Reference	DEPT/INV/20		2015	Cross-CC Number					
Doc.Header Text	2011/11/20			Trading part.BA					
Items in document	currency /								
PK BusA Ad				INR Amount	Tax amnt				
001 40 00	041400000 Hi	ire of vehic	le	1.000,00	V1				
002 31 00	000400011 KT	JBS IMPEX PR	IVATE	1.000,00-					
<u>D</u> 1.000,00	<u> </u>	000,00	0,0	D	* 2 Line Items				
Other line item									
PstKy Qcc	ount		SGL Ind	ТТуре	New Co.Code				

Step 7: Check and verify the line items and park the document. To park Go to document click on "Park". Once the document is parked the system will display the below message.



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**Step 8:** To approve the document login as approver in the SAP system.

User Svstem Help	
	🏵 😧 I 🔍 I 🖧 I 🏝 L C C 🖓 🔛 💭 🖬
SAP	
New password	
Client	400
User	AE001
Password	****
Logon Language	EN
Menu Edit Favorites Extras Svstv	P Business Workspace Button. em Help 会日品開始電電電電電電電電電電電
 Menu Edit Favorites Extras Svsta	em Help
Menu Edit Favorites Extras Syste SAP Easy Access Favorites Favorites Funds Management FMRP_RW_BUDCON - Budget Port Specific Development	em Help ②

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### **SAP User Manual for Accounts Payable**

**Step 10:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2200000095**" message will appear, Double click on the work flow and proceed for next step.

	Business Workplace of Assistant Engineer					
	🕅 New message 🛱 Find folder 🕌 Find document 💀 Appointment ca	lendar 🙆 Distribution lists				
•	Image: Second	Index       Image: Solution lists         Image: Solution lists       Image: Solution lists		Work Item ID Creation Date 428116 01.04.2020 428048 31.03.2020 428034 31.03.2020 428027 31.03.2020	Creation Ti. 00:58:58 23:10:35 16:30:49 16:28:53 14:25:55 19:03:28 19:00:07 18:36:22 18:32:46 18:29:50 18:15:50	P Att ( 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
		Please approve the Purchase Requisition 2002000496     Please approve the Purchase Order 4502000128	Ø Ø	427608 30.03.2020 427541 30.03.2020	18:07:20 17:43:46	5
		Please approve the Purchase Order 4502000128	Ø	427518 30.03.2020	17:41:15	5
		Please approve the Parked Invoice 220000095.	Year 201	9 Tips & tricks:	Create	Attachm

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#### **SAP User Manual for Accounts Payable**

ep 11: In this step Click on the	Approve opt	on to post the pa	rked Invoice "22	000000
Decision Step in Workflow				
📓 Workflow 📋 Create 👔 Import				
Please approve the Parke	d Invoice 22	00000095, Yea:	c 2019	
Choose one of the following a	lternatives			
Approve				
Reject				
Display				
Approval or Rejection Histor	7			
Approval of Rejection histor				
	1			
Hold	r			
	r			
	r			
	r			
Hold		s. This complete	s the processi:	ng of
Hold Description Select one of the available	decision optior you can display	the attachments	and objects wi	hich

**Step 12:** Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Display of Posted Document:		
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#### **SAP User Manual for Accounts Payable**

Display Document: Data Entry View														
🞾 🖻 🕄 基 🚺 Taxes 🚦 Display Currency 🗏 General Ledger View														
Data E	Data Entry View													
			r 220	0000094		Company Code	1200		Fiscal Year	2019				
Docu	ment	Date	31.	03.2020		Posting Date	31.03.2	020	Period	12				
Refer	ence		DEP	T/INV/202	20	Cross-Comp.No.								
Curre	ncy		INR			Texts Exist			Ledger Group					
			_											
3 4 7 6 2 5 2 6 2 6 2 6 2 6 6 6 6														
31		マ (協)	協	78 🗈    🔀	12 3	10   🚨 🔂 1 🛛	🔄 🖻 🖽 i	۵   🖪						
		Key S		Account		🖅 🖹 📙 🔂 🖬 🖟 Description	3 8 🖽 i			Amount	Curr.	Tx	Cost Center	Profit Center
CoCd	Item						<b>}</b> ∎ <b>•</b> ⊞i		]		Curr. INR	Tx V1	Cost Center 12050402	Profit Center 1205
CoCd	Item 1	Key S		Account		Description				952,38	INR			
CoCd	Item 1 2	Key S 40		Account 41400000		Description Hire of vehicle				952,38	INR	V1		
CoCd	Item 1 2 3	Key S 40 31	Trs	Account 41400000 400011		Description Hire of vehicle KUBS IMPEX PRIVAT			1	952,38 981,00- 23,81	INR INR	V1 V1		
	Item 1 2 3 4	Key S 40 31 40	Trs ZIC ZIS	Account 41400000 400011 23500000	         	Description Hire of vehicle KUBS IMPEX PRIVAT CGST- Input Credit	E LIMIT			952,38 981,00- 23,81	INR INR INR INR	V1 V1 V1		
CoCd	Item 1 2 3 4	Key         S           40            31            40            40	Trs ZIC ZIS	Account 41400000 400011 23500000 23500001	         	Description Hire of vehicle KUBS IMPEX PRIVAT CGST- Input Credit SGST- Input Credit	E LIMIT			952,38 981,00- 23,81 23,81	INR INR INR INR	V1 V1 V1		
CoCd	Item 1 2 3 4	Key         S           40            31            40            40	Trs ZIC ZIS	Account 41400000 400011 23500000 23500001	         	Description Hire of vehicle KUBS IMPEX PRIVAT CGST- Input Credit SGST- Input Credit	E LIMIT			952,38 981,00- 23,81 23,81	INR INR INR INR	V1 V1 V1		

#### 2. Vendor Credit Memo:

The following transaction codes we can use to post the vendor credit memo transactions:

FB65 – Credit Memo

F-41 - Credit Memo – General

#### Difference between FB65 and F-41:

FB65 is single screen transaction – No posting Key Selection required FB41 is posting key selection required and we have to go each screen for each line entering

Enter the transaction code FB65 in command bar or follow below navigation path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  (FB65) Credit Memo.

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#### **SAP User Manual for Accounts Payable**



Step2: In the next screen can specify the values, which is required for posting.

#### Ex: Header Level:

- Vendor code
- Posting date
- Document Date (vendor invoice date)
- Amount
- Reference (Have to enter vendor invoice number)
- Business place/ Section code section code is mandatory if TDS is applicable
- Text
- Baseline Date- For due date calculation purpose

#### Line item Level:

- GL account Expense
- Amount
- Tax code If GST is applicable
- Assignment
- Text
- Cost Center- Mandatory for expenses GL account
- HSN Code

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Enter Vendor Credit Memo: Company Code 1200											
👫 Tree on 🔄 Company Code 🍪 Hold 😨 Simulate 📙 Park 🥖 Editing options											
Transactn Credit memo 🗄 Bal. 1.000,00 🖉											
Basic data	Payment 🛛	Details	Tax With	holding tax	Notes		/endor				
						_   -	Address	/			
Vendor	400011		Sp.G/LI				Compan	y			
Document date	31.03.2020		Reference	DEPT/INV/	2020	411	KUBS IN	IPEX P	RIVA	TE LIMITED	
Posting Date	31.03.2020						2C JAM	ALS FA	AZAL (	CHAMBERS 2N	ID 📗
Cross-CC Number							600006	Ahme	edabad	ł	
Amount	1.000,00			INF	L		🛱 994	06009	954		
			Calculate Tax								
			V1 (CGST+S	GST 5% In	Ē		Bank dat	a: not	availa	ble	
Bus.Place/Sectn	1200 / 120	0								<b>i</b> tti	OIs
Text	VENDOR CRE	DIT MEMO	)								
• •											
0 Items ( No en	try variant sele	ected )									
St. G/L acct	Short Text	D/C	Amount in doc	.curr.		Co	Tradin	Busi	Part	Cost center	Ord
41400000		Cred 🖹			1000	1200				12050402	Q 🗌
		Cred El				1200					

Step 3: Provide the values as shown above and click on "Payment" tab.

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Inv. Ref. 220000095 2019 House bank / Bank data: not available	Transactn Credit memo 🗈 Bal. 0,00 COO								
BaselineDt 31.03.2020 Pyt Terms Days Company Due on 31.03.2020 Days Days Company CD INR CD Base INR To be calcult of Fixed Payt Meth. Inv. Ref. 2200000095 2019 Pot Dock House Dank / Nuse Dank / Items ( No entry variant selected )	Basic dat	a Payment	Details Tax	x Withhol	ding tax Notes				
CD Base INR To be calcult Fixed Payt Meth. Inv. Ref. 2200000095 2019 House bank 7 1 Items ( No entry variant selected )			Pyt Ter	rms		Company	PRIVATE LIMITED		
Payt Meth. Inv. Ref. 2200000095 2019 House bank 1 Items ( No entry variant selected )				e calcultd					
I Items ( No entry variant selected )		2200000095	2019 Pmnt 6	llock Enter do aga	cument number	99406005			
1 Items ( No entry variant selected )									
St., G/L acct Short Text D/C Amount in doc.curr. Co., Tradin., Busi, Part., Cost center	• •								
		No entry varian	t selected )						

**Step 4**: Click on **"Simulate**".

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Document Overview								
🕄 🕼 Reset 🚹 Taxes 📙 Park 📙 Complete 隊 🖴 🗑 🔥 🚱 Choose 🚱 Save 💹 🔯 🎝 🔝 🖽 ABC 🚹								
	_							
Doc.Type : KG ( Vendor Credit Memo ) Normal document								
Doc	. 1	Number	Compa	ny Code 12	200	Fiscal Year	2019	
Doc	:. I	Date 3	1.03.2020 Postin	ng Date 31	1.03.2020	Period	12	
Cal	lcu]	late Tax 🔻	/					
Ref.Doc. DEPT/INV/2020								
Doc	. (	Currency I						
Doc	. (	Currency I						
Doc	. (	Currency I						
		Currency I Account		Assignment	Tx	Amount	]	
		-	INR	Assignment	Tx	Amount	]	
Itm	PK	-	INR			Amount 981,00		
Itm 1	<b>PK</b> 21	Account	Account Short Text					
1 2	PK 21 50	Account 400011	Account Short Text KUBS IMPEX PRIVATE L		ICLE V1	981,00		
1 1 2 3	PK 21 50 50	Account 400011 41400000	Account Short Text KUBS IMPEX PRIVATE L Hire of vehicle		ICLE V1 V1	981,00 952,38-		

**Step5**:Check and verify the line items and park the document. To park go to document click on "**Park**" button from menu bar. Once the document is parked the system will populate the below screen:

#### Socument 200000007 1200 was parked

**Step 6:** To approve the document login as approver in the SAP system.

<u>User Svstem Help</u>	
	C 😧 😒 I 🔜 🛗 🖧 I II
SAP	
New password	
Client	400
User	AE001
Password	* * * * * * * * * * * *
Logon Language	EN

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## **SAP User Manual for Accounts Payable**

<b>Step 7:</b> Click on " 🤌 " SAP Business Workspace Button.			
Menu Edit Favorites Extras System Help			
SAP Easy Access			
<ul> <li>Favorites</li> <li>Funds Management</li> <li>FMRP_RW_BUDCON - Budget Control System (BCS) -&gt; Budget -&gt; Overview of Budget C</li> <li>Port Specific Development</li> <li>FMRP_RW_BUDGET - Budget Control System (BCS) -&gt; Budget -&gt; Budget Overview</li> <li>OB_GLACC13 - G/L acct record: Mass maintenance 03</li> <li>KS12N - Mass Maintenance for Cost Centers</li> <li>ZMMR001 - Purchase Register</li> <li>ZFI14 - Fixed Deposit Upload</li> <li>ZFI13 - Fixed Deposit Interest calculation</li> <li>SAP Menu</li> <li>Connector for Multi-Bank Connectivity</li> <li>Consc-Application Components</li> <li>Logistics</li> <li>Accounting</li> <li>Human Resources</li> <li>Information Systems</li> <li>Tools</li> <li>WebClient UI Framework</li> </ul>			

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### **SAP User Manual for Accounts Payable**

**Step 8:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**200000007**" message will appear, Double click on the work flow and proceed for next step.

🤹 Workplace: Assistant Engineer					
Vorkplace: Assistant Engineer	◙♥๙◙⊚₶₤≝₶₽₽₽₽	aleleleal	a		
Unread Documents 44	Workflow 653				
Documents 94	ExeTitle	Status	Work Item ID Creation Date	Creation Ti	
D Workflow 653	Please approve the Parked Invoice 2000000007, Year 2019	Status O	428131 01.04.2020	01:11:26	5
Overdue entries 0	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5
🕨 Deadline Messages 0	Please approve the Purchase Order 4502000131	- ě	428034 31.03.2020	16:30:49	5
Entries with Errors 0	Please approve the Purchase Order 4502000131	- ě	428027 31.03.2020	16:28:53	5
D 😂 Outbox	Please approve the Parked Invoice 2900000054, Year 2019	- V	427931 31.03.2020	14:25:55	5
▷ 🥥 Resubmission	Please approve the RESERVATION 0000000776	Ô	427754 30.03.2020	19:03:28	5
<ul> <li>Private folders</li> <li>Shared folders</li> </ul>	Please approve the RESERVATION 0000000776	Ô	427751 30.03.2020	19:00:07	5
▷ Index Control Control Providers ○ Index Control Providers	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5
Trash	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5
Shared trash	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
	Please approve the Purchase Order 4502000128	Ø	427541 30.03.2020	17:43:46	5
	Please approve the Purchase Order 4502000128	Ŕ	427518 30.03.2020	17:41:15	5
			🏸 Tips & tricks	: Deadli	ne M

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## **SAP User Manual for Accounts Payable**

S	tep 9: In this step Click on the " Approve option to post the parked Invoice "2000000007".			
	Decision Step in Workflow			
	Workflow Create DImport			
	Please approve the Parked Invoice 2000000007, Year 2019			
	Choose one of the following alternatives			
•	Approve			
	Reject			
Display				
	Approval or Rejection History			
	Hold			
	Description			
	Select one of the available decision options. This completes the processing of this step.			
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.			
	If you choose Cancel, the user decision remains in your inbox for processing.			

**Step 10:** Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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Display of posted document:

<b>10</b>	Display Document: Data Entry View										
۶ 🏏	9 🔍	4	🚹 Ta	xes 📩 Displ	ay Currency 📃 Ge	neral Ledger	View				
			,								
Data E	ntry \	/iew									
Docur	nent I	Numb	er 200	0000007	Company Code	1200	Fiscal Year	2019			
Docur	nent I	Date	31.	03.2020	Posting Date	31.03.20	20 Period	12			
Refer	ence		DEP	T/INV/2020	Cross-Comp.No.						
Currency INR			Texts Exist		Ledger Group						
	8 9	7   (K		781 28	%i   🕒 🗗 i	🞝 i 🕂 i					
CoCd <sup>+</sup>	Item	Key S	Trs	Account	Description			Amount C	urr. Tx	Cost Center	Profit Center
1200	1	21		400011	KUBS IMPEX PRIVA	TE LIMIT		981.00 IN	IR V1		
	2	50		41400000	Hire of vehicle			952.38- IN	IR V1	12050402	1205
	3	50	ZIC	23500000	CGST- Input Credit			23.81- IN	IR V1		
	4	50	ZIS	23500001	SGST- Input Credit			23.81- IN	IR V1		
	5	40	WIT	18150012	TDS Payable-Salarie	s		19.00 IN	IR		

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#### **SAP User Manual for Accounts Payable**

The above same transaction we can post through **F-41** also.

Enter the transaction code F-41 in command bar (or) Follow the below navigation path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  (F-41) Credit Memo General

SAP Easy Access         Image: Sap Access <tr< th=""><th>🖉 🔚 🔹 🖣 🖉 🗐 🖉 🗐 🖉 : 🖬 🖓 : :</th></tr<>	🖉 🔚 🔹 🖣 🖉 🗐 🖉 🗐 🖉 : 🖬 🖓 : :
<ul> <li>Favorites</li> <li>SAP Menu</li> <li>Financial Services Network Connector</li> <li>Office</li> <li>Cross-Application Components</li> <li>Logistics</li> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Accounts Payable</li> <li>SP60 - Invoice</li> <li>SP65 - Credit Memo</li> </ul>	SAP Easy Access
<ul> <li>SAP Menu</li> <li>Financial Services Network Connector</li> <li>Office</li> <li>Cross-Application Components</li> <li>Logistics</li> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Accounts Payable</li> <li>SP60 - Invoice</li> <li>SP65 - Credit Memo</li> </ul>	🕼 🖻   🏷   🖁 Other menu 🛛 😹 🕮 🥒   🔻 🔺 🕼 Creat
C 5 41 Condit Marrie Consent	<ul> <li>CAP Menu</li> <li>Financial Services Network Connector</li> <li>Office</li> <li>Cross-Application Components</li> <li>Logistics</li> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Accounts Payable</li> <li>SP60 - Invoice</li> <li>SP65 - Credit Memo</li> </ul>

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Enter Vendor Credit Memo: Header Data							
Held Document	Account Mod	lel 🛃 G/L it	em fast ent	ry 🗋 Post with F	leference	🥖 Editing	options
Document Date	31.03.2020	Туре	KG	Company Code	1200		
Posting Date	31.03.2020	Period	1	Currency/Rate	INR		
Document Number				Translation dte			
Reference	DEPT/INV/20	020		Cross-CC Number			
Doc.Header Text	VENDOR CRE	DIT MEMO					
Trading part.BA							
First line item							
PstKy 50 Acco	ount 4140000	00	L Ind	ТТуре			

Step 2: Provide the values as shown above and press enter.

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## **SAP User Manual for Accounts Payable**

Enter Vendor Credit Memo: Add G/L account item						
2 6 B C 5	More data	Account Mode	l 🛃 G/L item fa	st entry	Taxes	
G/L Account	41400000 Hir	e of vehicle				
Company Code	1200 Deendaya	Port Trust				
Item 1 / Credit entr	y / 50					
Amount	1000		INR			
Tax Code	V1		Calculate Tax	✓		
Business place	1200					
Cost Center	12050402		Order			
WBS element						
Network			Real estate obj	<b>-</b>		
			Sales Order			
					🖻 More	
			Quantity			
Assignment	HIRE OF VEHICLE	E				
Text	HIRE OF VEHICLE	E			🤣 Long Texts	
Next Line Item						
PstKy 21 Accou	unt 400011	SGL	Ind TType		New Co.Code 1200 🔾	

Step 3: Provide the values as shown above and press enter.

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## **SAP User Manual for Accounts Payable**

Enter Vend	lor Cr	edit M	1emo	: Add	d Ven	dor i	tem						
2660	鹶 Ма	ore data	Acc	ount M	lodel								
Vendor	400011				IVATE L				G/I	L Acc	181100	00	
Company Code     1200     2C JAMALS FAZAL CHAMBERS 2ND FLOOR       Deendayal Port Trust     Ahmedabad													
Item 2 / Credit r	memo / 2	21											
Amount	*					INR							
								BusP	ace/S	lectn	1200	/ 120	00
Bus. Area													
Payt terms				I	Days/per	rcent			7		1		
Bline Date	31.03.	2020		1	Fixed								
CD Base				(	CD Amo	unt							
				1	Invoice F	Ref.	2200	00009	4 / 2	2019	/		
Pmnt block				1	Payt Met	thod							
Assignment													
Text	VENDOR	R CREDIT	МЕМО							08	, Long T	exts	
Next line item	/												
PstKy A	ccount			:	SGL Ind	TT	уре			New C	o.Code		
									_				

Step 4: Go to menu bar and click on "Document" and click on "Simulate".

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## **SAP User Manual for Accounts Payable**

Enter Vendo	r Credit M	lemo: Displa	y Ove	erview	
🕄 👬 Display Cu	rrency Park	document Acco	unt Mode	el 📝 G/L item fa	st entry 📘 Taxes
Document Date Posting Date	31.03.2020 31.03.2020	Type Period	KG 12	Company Code Currency	1200 INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/20	20		Cross-CC Number	
Doc.Header Text	VENDOR CRED	DIT MEMO		Trading part.BA	
Items in document	currency				
PK BusA Ad	ct			INR Amount	Tax amnt
001 50 00	041400000 Hi	re of vehicle		1.000,00-	V1
		BS IMPEX PRIVA		1.000,00	
D 1.000,00	<u>C</u> 1.0	00,00	0,00		* 2 Line Items
Other line item PstKy	ount	SGL	Ind	ТТуре	New Co.Code

Step 5: Check and verify the line items and park the document. To park go to document from menu bar click on "Park" button.

Once the document posted, then system will populate the below message:

Ocument 200000008 1200 was parked

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User System Help 🛯 🔍 🔲 1 😋 😪 1 🗋 🛗 🛗 1 谷 台 台 名 1 🛒 🗷 1 🛞 📲 **Ø** SAP New password 400 Client AE001 User \* \* \* \* \* \* \* \* \* \* \* \* \* Password Logon Language ΕN **Step 7:** Click on " SAP Business Workspace Button. **2** SAP Easy Access ð 🖻 🏠 🗇 Favorites Funds Management ⊮ FMRP\_RW\_BUDCON - Budget Control System (BCS) -> Budget -> Overview of Budget C Port Specific Development ■ FMRP\_RW\_BUDGET - Budget Control System (BCS) -> Budget -> Budget Overview ■ OB\_GLACC13 - G/L acct record: Mass maintenance 03 KS12N - Mass Maintenance for Cost Centers I ZMMR001 - Purchase Register IN ZFI14 - Fixed Deposit Upload 🗸 🖾 SAP Menu Connector for Multi-Bank Connectivity ▷ □ Office Cross-Application Components Logistics Accounting Human Resources Information Systems Tools WebClient UI Framework

Step 6: To approve the document login as approver in the SAP system.

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## **SAP User Manual for Accounts Payable**

**Step 8:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**200000008**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer					
😨 New message 🔀 Find folder 🔀 Find document 📠 Appointment d	alendar 👰 Distribution lists				
14 rest measure [16] the rest [16] the comment [16] the point of the					
🗢 📌 Workplace: Assistant Engineer	1 0 0 0 0 0 <b>0 2 3 0 1 1 1 1 1 1 1 1 1 1</b>	700	]		
▽ 🏷 Inbox	Workflow 653				
Unread Documents 45					
<ul> <li>Documents 95</li> <li>Workflow 653</li> </ul>	Exe Title	Status	Work Item ID Creation Date	Creation Ti	P A
Overdue entries 0	Please approve the Parked Invoice 200000008, Year 2019	Ø	428146 01.04.2020	01:30:17	5
Deadline Messages 0	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5
Entries with Errors 0	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5
▷ ♦ Outbox	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5
▷	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5
Private folders	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5
D 🥝 Shared folders	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5
Subscribed Folders	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5
Trash	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5
Î Shared trash	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
	Please approve the Purchase Order 4502000128	Ø	427541 30.03.2020	17:43:46	5
	Please approve the Purchase Order 4502000128	Ŕ	427518 30.03.2020	17:41:15	5
	🎗 Tips á	tricker (	roup work items accord	ing to go	nter
	σ <sub>e</sub> , πps α	UTICKS, 0	froup work reems accord	.111y 00 00	JILCEI.
	Please approve the Parked Invoice 200000008,	Voar 00	19		
	riease approve the rarked invoice 2000000000,	Tear 201	15		

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## **SAP User Manual for Accounts Payable**

ep	<b>9:</b> In this step Click on the " Approve option to post the parked Invoice " <b>200000008</b> ".
2	ecision Step in Workflow
4	Workflow 🖸 Create 😰 Import
)]	lease approve the Parked Invoice 200000008, Year 2019
r	noose one of the following alternatives
Ąj	pprove
R	aject
D	isplay
Aj	pproval or Rejection History
H	old
	escription
	elect one of the available decision options. This completes the processing of his step.
	efore you make a decision, you can display the attachments and objects which ave been attached to the user decision. You can also add your own attachments

**Step 10:** Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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#### **Display of posted Document:**

					Data Entry Vie							
9	y 🛛		🚹 Ta	xes 📑 Displa	y Currency 📃 🖫 Gen	ieral Ledger V	/iew					
		<i>C</i>							_			
Data E	ntry	view										
Docu	ment	Numb	er 200	800000	Company Code	1200	Fiscal Year	2019				
Docu	ment	Date	31.	03.2020	Posting Date	31.03.2020	0 Period	12				
Refer	ence		DEP	T/INV/2020	Cross-Comp.No.							
Curre	ncy		INR		Tayta Evist		Ladara Gausa					
			THE		Texts Exist		Ledger Group					
	<u> </u>		Inc		Texts Exist		Leager Group					
211	AI	7 173						_				
		F H	) (68)	781 <b>2</b> 18	%1) <b>  (</b> 11)		Leager Group	Amount	Curr.	Tx	Cost Center	Profit Cente
oCd <sup>+</sup>		_						Amount 952.38-		Tx V1	Cost Center	Profit Cente
oCd <sup>+</sup>	Item 1	Key S	) (68)	₩E   <mark>Σ</mark> E	≫ E Correction	 2 1 [-== 1 ] 		952.38-		-		_
oCd <sup>+</sup>	Item 1 2	Key 9 50	) (68)	下回 Account 41400000	ME Description	 2 1 [-== 1 ] 		952.38-	INR INR	V1		_
	Item 1 2 3	Key 9 50 21	3 (12) 5 Trs	<b>下日  翌日 </b> Account 41400000 400011	ME Description Hire of vehicle KUBS IMPEX PRIVAT	 2 1 [-== 1 ] 		952.38- 981.00	INR INR INR	V1 V1		Profit Center

Now go and check in **FBL1N** –Vendor Line Item Report:

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## **SAP User Manual for Accounts Payable**

Vandar calaction				
Vendor selection				
Vendor account	400011	to	<b>P</b>	
Company code	1200	to	<b>e</b>	
Selection using search help				
Search help ID				
Search string				
Search help				
Line item selection				
Status				
Open items				
Open at key date	31.03.2020			
O Cleared items				
Clearing date		to	<b>a</b>	
Open at key date				
All items				
Posting date		to	<b>\$</b>	
		0		

Click on "Execute" button.

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Vendo	Vendor Line Item Display								
K									
Vendor		400011							
Company	Code	1200							
Name		KUBS IMPEX P	RIVATE LI	MITED					
City	1	Ahmedabad							
	1								
St	Assignment	DocumentNo	Туре	DocDate	SI	D Amount in Local Crcy	LCurr	Clrng doc.	Text
		200000008	KG	31.03.2020	1	981.00	INR		VENDOR CREDIT MEMO
		2200000081	KR	11.01.2020		14,714.00-	INR		INVOICE WITH GST TAX
		2200000094	KR	31.03.2020		981.00- 981.00	INR		
	HIRE OF VEHICLE	2000000007	KG	31.03.2020		981.00	INR		VENDR CREDIT MEMO
	HIRE OF VEHICLE	2200000093	KR	31.03.2020		<b>2</b> 981.00-	INR		HIRE OF VEHICLE
	HIRE OF VEHICLE	2200000095	KR	31.03.2020		981.00-	INR		HIRE OF VEHICLE
* 🖉						15,695.00-	INR		

Here above you can see the Open Items of Vendor invoices.

#### **3.** Park Vendor Invoice:

The following transaction codes are used to Park Vendor Invoices (Parking means it will allocate the document number but will not hit the respective Ledgers. Once its posted then only it will hit the respective Ledgers)

**FV60** - Park or Edit Invoice **F-63** - Invoice Parking – General

#### Difference between FV60 and F-63:

FV60 is single screen transaction – No posting Key Selection requiredF-63 is posting key selection required and we have to go each screen for each line entering

Enter the transaction code FV60 in the command bar or use below navigation path.

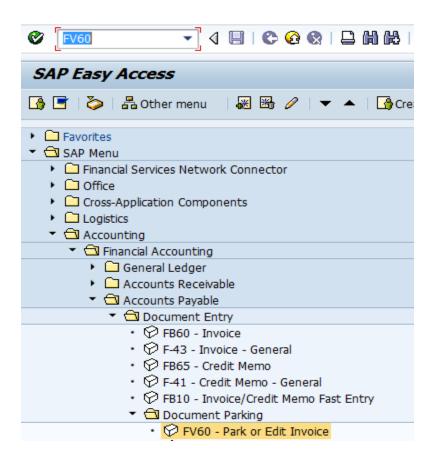
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**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Document Parking  $\rightarrow$  (FV60) Park or Edit Invoice.



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#### Park Vendor Invoice: Company Code 1200 🚜 Tree on 🔄 Company Code 🔛 Simulate 📙 Save as Completed 📙 Post 🖉 Editing options Invoice 副 Bal. 1.000,00-000 Transactn Vendor Basic data Payment Details Tax Withholding tax Notes Address ٠ 400011 Vendor Sp.G/LI Company Ŧ Invoice date 31.03.2020 Reference DEPT/INV/2020 KUBS IMPEX PRIVATE LIMITED 31.03.2020 Posting Date 2C JAMALS FAZAL CHAMBERS 2ND ... Doc. Currency 600006 Ahmedabad 2 1.000,00 9940600954 Amount INR Calculate Tax V1 (CGST+SGST 5% In... 🖹 Bank data: not available OIs Bus.Place/Sectn 1200 / 1200 ٠ Text PARK VENDOR INVOICE v < ▶ •• 0 Items ( No entry variant selected ) St. G/L acct Short Text D/C Amount in doc.curr. Co Tradin Busi Part Cost center Orde 41400000 12050402 1000 1200 Debit 🗎 Q) Debit 🗄 1200

#### Step 2: In the next screen enter the values whichever is required.

Step 3: Provide the values as shown above and click on "Simulate".

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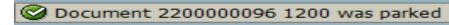




D	Document Overview													
Q	🕄 🗠 Reset 🚹 Taxes 📙 Complete 🍞 🚔 😴 🚱 🚱 Choose 🚱 Save 💹 🔯 🏂 📰 ABC 🚹													
D	oc.	Туре : К	R ( Vendo	or Inv	voice ) N	lorma	al documen	t						
D	oc.	Number			Co	ompar	ny Code	1200		Fiscal	Year	2019	)	
D	oc.	Date	31.03.	2020	Po	ostir	ng Date	31.03.20	20	Period		12		
0	alc	ulate Ta	x											
R	ef.	Doc.	DEPT/1	INV/2	020									
D	oc.	Currenc	y INR											
			-					-			-			
It	m P	K Accoun	t Acco	ount :	Short Tex	(t	Assignmen	t	Тx		Amoun	t		
	1 0										001.00			
		1 400011			EX PRIVAT	EL			V1		981,00			
		0 414000			vehicle				V1		952,38			
	_	0 235000			put Credi				V1		23,81			
		0 235000			put Credi				V1		23,81			
	5 5	0 181500	12 TDS	Payal	ble-Salar	ries					19,00	-		

**Step 4**: In the above screen check and verify the line items and "**Complete**" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below



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**Step 5:** To approve the document login as approver in the SAP system.

<u>U</u> ser Svstem Help	
	C 😧 😒   🖵 H H H S 12 1 A S   💥 🗾   🛞 🖬
SAP	
New password	
Client	400
User	AE001
Password	****
Logon Language	EN
Step 6: Click on " SA	P Business Workspace Button.
<u> </u>	tem Help
SAP Easy Access	) 🛞   🖵 💾 🖓   🎝 🗳 🖧 😫   🖾 🖉 🗐 🗐 📳
SAP Lasy Access	
Port Specific Development	r Cost Centers
Connector for Multi-Bank Cont     Office     Cross-Application Components     Logistics     Accounting	

Tools
 WebClient UI Framework

Human Resources
 Information Systems

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## **SAP User Manual for Accounts Payable**

**Step 7:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2200000096**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer								
🐯 New message 🔀 Find folder 🔀 Find document 🔤 Appointment calendar 🗃 Distribution lists								
<ul> <li>✓ X Workplace: Assistant Engineer</li> <li>✓ &gt; Inbox</li> <li>✓ Unread Documents 46</li> </ul>	월 \$ & @ @ @ 월 <b>월</b> 월 월 월 월 월 일 € Workflow 653	9 <b>8</b> 89 K						
Documents 96	Exe Title	Status	Work Item ID Creation Date		. P Att			
Overdue entries 0	Please approve the Parked Invoice 2200000096, Year 2019	Ø	428161 01.04.2020	01:49:16	5			
Deadline Messages 0	Please approve the Parked Invoice 2200000091, Year 2019	<u> </u>	428048 31.03.2020	23:10:35	5			
Entries with Errors 0	<ul> <li>Please approve the Purchase Order 4502000131</li> <li>Please approve the Purchase Order 4502000131</li> </ul>	Ø	428034 31.03.2020 428027 31.03.2020	16:30:49 16:28:53	5			
D 🗘 Outbox	<ul> <li>Please approve the Parked Invoice 2900000054, Year 2019</li> </ul>	 ₽	427931 31.03.2020	14:25:55	5			
D 🖉 Resubmission	<ul> <li>Please approve the Parked Invoice 2500000047, Teal 2019</li> <li>Please approve the RESERVATION 0000000776</li> </ul>	 Ø	427754 30.03.2020	19:03:28	5			
D	Please approve the RESERVATION 000000776	Ø	427751 30.03.2020	19:00:07	5			
Ø Shared folders	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5			
Subscribed Folders Trash	Please approve the Purchase Order 4502000129	Ŷ	427673 30.03.2020	18:32:46	5			
Trash     Shared trash	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5			
	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5			
	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5			
	Please approve the Purchase Order 4502000128	Ø	427541 30.03.2020	17:43:46	5			
	Bease approve the Purchase Order 4502000128	Ń	427518 30.03.2020	17:41:15	5			
			🎾 Tips & tricks: D	isplay Oth	her Co			
	Please approve the Parked Invoice 220000009	6, Year 201	19					

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		(

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#### **SAP User Manual for Accounts Payable**

Step 8: In this step Click on the " Approve option to post the parked Invoice "2200000096". Decision Step in Workflow 🖉 Workflow 🚺 Create 😰 Import Please approve the Parked Invoice 2200000096, Year 2019 Choose one of the following alternatives Approve Reject Display Approval or Rejection History Hold Description Select one of the available decision options. This completes the processing of this step. Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. If you choose Cancel, the user decision remains in your inbox for processing.

**Step 9:** Once parked document **approved** document got posted in company code to display posted document go to FB03 and display the document.

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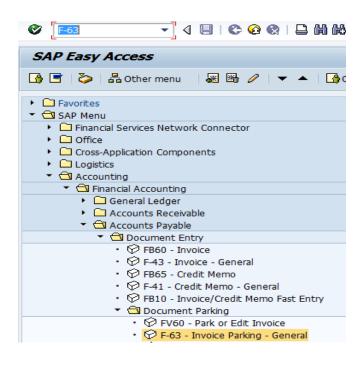




The above same activity can be performed using transaction code F-63 also:

Enter the transaction code F-63 in command bar (or) Follow the below navigation path.

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Document Parking  $\rightarrow$  (F-63) Invoice Parking General.



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Step 2: In the next screen enter the required details.

Park Document: Document Header

🗹 Fast Data Entr	y 😺 Acct r	nodel						
Document Date	31.03.2020	Do	с. Туре	KR	Company Code	1200		
Posting Date	31.03.2020	Pe	riod	1	Currency	INR		
Document Number					Translation dte			
Reference	DEPT/INV/2	020						
Doc.Header Text								
Partner BArea								
Control							 	
Only Transfer A	mts in Docum	ent Crcy	in Invoice	е				
First line item								
PstKy 40 Acco	ount 414000	00	0	iL Ind	ТТуре			

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**Step 3**: Provide the values as shown above and press enter.

Park Docume	ent: Enter G/L Acc	ount Item		
🚨 🗟 🗟 🔀 Fa	st Data Entry 🚺 Tax 🛿	🎙 More data 🛛 😽	Acct model	🔓 Check
G/L Account	41400000 Hire of vehicl	е		
Company Code	1200 Deendayal Port Trus	t		
Item 1 / Debit entry	//40			
Amount	1000	INR		
Tax Code	vl	Calculate Ta	x	
Business place	1200			
Cost Center	12050402	Order		
WBS element				
Network		Real estate obj	j 🖻	
		Sales Order		
				🖻 More
		Quantity		
Assignment	HIRE OF VEHICLE			
Text	PARK VENDOR INVOICE			🗟 Long Texts
Next Line Item				
PostKey 31 Accou	unt 400011	L Ind TType	N	lew Co.Code

**Step 4**: Provide the values as shown above (in line item level) and press enter.

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Park Document: Enter Vendor Item

265	🖇 Fast Data Entry	y 🚹 Tax 🍃 M	Iore data 🛛 🕏	Acct model W	/ithholding tax data	Ga Check
Vendor Company Code		KUBS IMPEX PRIVAT		G/L Ac	18110000	
Deendayal Port 1	Trust	Ahmedabad				
Item 2 / Invoice	e / 31					
Amount	1.500,00		INR			
				Bus./Sectn	1200 / 1200	
Bus. Area						
Payt terms		Days	/Percent	1	/	
Bline Date	31.03.2020	Fixed	1			
CD Base		CD A	mount			
		Invo	ice Ref.	1	1	
Pmnt block		Payt	Method			
Assignment	HIRE OF VEHIC	LE				
Text	PARK VENDOR	INVOICE		5	Long Texts	
Next Line Item	/					
PostKey A	ccount	SGL	Ind TType	New	Co.Code	

**Step 5:** Provide the values as shown above and press enter.

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Park Docu	ment: En	nter Vendor It	em				
2 6 6 🐼	🖁 Fast Data E	intry 🚺 Tax 鹶	More data 😽	Acct model   Withhol	ding tax data	Ga Check	
Vendor Company Code Deendayal Port T	400011 1200 Trust	KUBS IMPEX PRIV 2C JAMALS FAZAL Ahmedabad		G/L Acc 181 9 FLOOR	10000		
Item 2 / Invoice							
Amount	1.500,00		INR	Due / 0 +			
Bus. Area Payt terms		Da	ys/Percent	Bus./Sectn 1200	/ 1200		
Bline Date	31.03.2020		ed	/			
🖻 Enter Withh	olding Tax Int						
Name of WTax	T WTa V	N/Tax Base	W/Tax Amt	W/Tax Base LC	W/Tax Ar	mnt LC 🛅	
Invoice Posting		9		0,		0 🔺	
Payment Postin	g S			0,	00		
L							
<b>×</b>							

**Step 6:** Press Enter in this screen as withholding tax is defined.

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Vendor	400011	KUBS IMPEX P	RIVATE LIMITED	) G/	L Acc 18110000	
Company Code	1200	2C JAMALS FA	ZAL CHAMBERS	2ND FLOOR		
Deendayal Port	Trust	Ahmedabad				
Item 2 / Invoic	e / 31					
Amount	1.500,00		INR			
				Bus./Se	ctn 1200 / 1200	
Bus. Area						
Payt terms	æ		Days/Percent	1	/	
Bline Date	31.03.2020		Fixed			
CD Base			CD Amount			
			Invoice Ref.	/	1	
Pmnt block			Payt Method			
Assignment	HIRE OF VEHI					
Text	PARK VENDOR	R INVOICE			🕏 Long Texts	
						1
Next Line Item	·					
PostKey /	Account		SGL Ind TT	уре	New Co.Code	

Step 7: Click on "Document Overview".





Park Docum	ent: Overv	iew			
Currency	Fast Data Entry	/ 🚹 Tax 🕏	Acct model	Document	t header 🔓 Check
Document Date Posting Date Document Number Reference Doc.Header Text	31.03.2020 31.03.2020 DEPT/INV/202	Period Fiscal Year	12 Curre 2019 Tran Trad	pany Code ency Islation dte ling part.BA is Exist	1200 INR 31.03.2020 Net Entry
001 40 4	1400000 Hir	cription e of vehicle S IMPEX PRIVAT	E LIMITED	Tx Vl	Amount 1.000,00 1.500,00-
D 1.000,00	<u>C</u> 1	.500,00	Itm 2	2	500,00-
Other line items PstKy Acco	ount	SGL	Ind TType	e I	New co.code

**Step 8**: Check and verify the line items and park the document. To park go to document and click "**PARK**" button. Once the document is parked then the system will populate the document. This will trigger the workflow

Ocument 220000097 1200 was parked

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SAP	
New password	
Client	400
Clienc	
	7.5001
User	AE001
Password	*****
Logon Language	EN
	" SAP Business Workspace Button.
Menu Edit Favorites Extra Barrier Construction SAP Easy Access Construction	·
Menu Edit Favorites Extra SAP Easy Access File Favorites File Funds Management	as System Held ፤ ⓒ û 🙊 ፡ 드 ዘነ ዜ፡ ፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡፡ ፡
Menu Edit Favorites Extra A Constraints Co	as Svstem Help II ② ④ ② I ❑ 简 過 ② ① ① ② ② I ☑ ② I ③ ● Budget Control System (BCS) -> Budget -> Overview of Budget
Menu Edit Favorites Extra SAP Easy Access Favorites Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L acc	as System Help C C C C C C C C C C C C C C C C C C C
Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET -	as System Help I ② ④ ③ I ⊇ 附 № 1 ℃ ℃ ℃ III III III III III IIII Budget Control System (BCS) -> Budget -> Overview of Budget Budget Control System (BCS) -> Budget -> Budget Overview ct record: Mass maintenance 03 ance for Cost Centers
Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - BOB_GLACC13 - G/L ac KS12N - Mass Mainten	As System Help I ⓒ ⓒ ⓒ I 그 에 M 원 원 원 원 원 교 이 한 탄 Budget Control System (BCS) -> Budget -> Overview of Budget tent Budget Control System (BCS) -> Budget -> Budget Overview ct record: Mass maintenance 03 ance for Cost Centers Register Upload
Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZMMR001 - Purchase F ZFI14 - Fixed Deposit ZFI13 - Fixed Deposit SAP Menu	as System Help Control System (BCS) -> Budget -> Overview of Budget Budget Control System (BCS) -> Budget -> Budget Overview ct record: Mass maintenance 03 ance for Cost Centers Register Upload Interest calculation
Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZFI14 - Fixed Deposit ZFI13 - Fixed Deposit ZFI13 - Fixed Deposit Connector for Multi-Ba Connector for Multi-Ba	as Svstem Help C C C C C C C C C C C C C C C C C C C
Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZMMR001 - Purchase I ZFI14 - Fixed Deposit ZFI13 - Fixed Deposit SAP Menu Connector for Multi-Ba Consector for Multi-Ba Cross-Application Com Consector San Com	as Svstem Help C C C C C C C C C C C C C C C C C C C
Menu Edit Favorites Extra A Constraints A Favorites C Favorites C Favorites C Founds Management FMRP_RW_BUDCON - C Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZMMR001 - Purchase F ZFI14 - Fixed Deposit ZFI13 - Fixed Deposit ZFI13 - Fixed Deposit ZFI13 - Fixed Deposit ZFI13 - Fixed Deposit C Connector for Multi-Ba C Office C Cross-Application Com C Logistics C Accounting C Human Resources	as Svstem Help C C C C C C C C C C C C C C C C C C C
Menu Edit Favorites Extra SAP Easy Access AP Easy Access Favorites Favorites Favorites Favorites FMRP_RW_BUDCON - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZMMR001 - Purchase F ZFI14 - Fixed Deposit ZFI14 - Fixed Deposit ZAP Menu Connector for Multi-Ba Connector for Multi-Ba Conscion for Multi-Ba Consector for Multi-Ba	as System Help CONTROL System (BCS) -> Budget -> Overview of Budget Budget Control System (BCS) -> Budget -> Budget Overview ct record: Mass maintenance 03 ance for Cost Centers Register Upload Interest calculation nk Connectivity ponents

**Step 9:** To approve the document login as approver in the SAP system.

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**Step 11:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**220000097**" message will appear, Double click on the work flow and proceed for next step.

	Business Workplace of Assistant Engineer						
	📅 New message  🛗 Find folder 🛗 Find document 📠 Appointment ca	alendar	🗃 Distribution lists				
	Vorkplace: Assistant Engineer		€ 🕫 💿 🐨 🚊 🐭 🕛 ∎ 🖷 ∎ 🕒 🔍 🖷 ∎	7 7 B 🕅			
	▽ > Inbox ✓ Unread Documents 47	Wo	rkflow 653				
	Onread Documents 47     Documents 97						
_	V Workflow 653	Exe		Status	Work Item ID Creation Date		P Att
	Verdue entries 0		Please approve the Parked Invoice 2200000097, Year 2019	Ø	428176 01.04.2020	02:04:43	5
	Deadline Messages 0	_ <u>v</u>	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5
	Finite with Errors 0	- V	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5
		۷	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5
	California	۷	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5
	Source folders	۷	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5
	Shared folders	۷	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5
	Subscribed Folders	۷	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5
	Trash	۷	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5
	Shared trash	۲	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5
		۷	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
		۲	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
		۲	Please approve the Purchase Order 4502000128	Ø	427541 30.03.2020	17:43:46	5
		(i))	Please approve the Purchase Order 4502000128	Ø	427518 30.03.2020	17:41:15	5
		p]	Tips & Base approve the Parked Invoice 220000097,		roup work items accord	ling to co	ontent

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St	ep 12: In this step Click on the " Approve option to post the parked Invoice "220000097".
	Decision Step in Workflow
	🐨 Workflow 🔃 Create 😰 Import
	Please approve the Parked Invoice 2200000097, Year 2019
	Choose one of the following alternatives
	Approve
	Reject
İ	Display
İ	Approval or Rejection History
I	Hold
-	
	Description
	Select one of the available decision options. This completes the processing of this step.
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.

**Step 12:** Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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#### 4. Park Vendor Credit Memo:

The following transactions we can use for Vendor credit memo Postings:

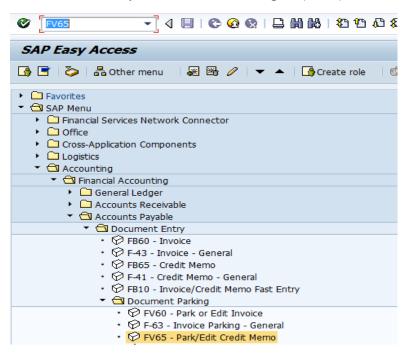
**FV65** - Park/Edit Credit Memo **F-66** - Credit Memo Parking – General

#### Difference between FV65 and F-66:

**FV65** is single screen transaction – No posting Key Selection required F-66 is posting key selection required and we have to go each screen for each line entering.

Enter transaction code **FV65** in command bar or follow below navigation path.

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Document Parking  $\rightarrow$  (FV65) Park/Edit Credit Memo.



Step 2: In the next screen enter the required details.

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습습 Tree on 비원	Company Code	e 🔡 Simu	ilate 📙 Save	e as Complet	ted 日	Post	ØE	diting options		
ransactn	Credit	t memo	Ē	Bal.	0,00				00	٥
Basic data	Payment	Details	Tax Withh	olding tax	Notes		/endo	./		
							Addre	ss		
Vendor	400011		Sp.G/LI				Comp	any		
Document date	04.04.2020		Reference	DEPT/INV/2	2020	4	KUBS	IMPEX PRIVA	TE LIMIT	ED
Posting Date	04.04.2020						2C JA	MALS FAZAL	СНАМВЕ	RS 2ND
			Doc. Curren	су			6000	06 Ahmedaba	d	
Amount	1.000,00			INR			<b>1</b> 9	940600954		la la
			Calculate Ta	ах						
			V1 (CGST+SG	ST 5% In	<b>a</b>		Bank d	ata: not availa	able	
Bus.Place/Sectn	1200 / 120	D								
Text	vendor credit	memo								
						•				
1 Items ( No e	entry variant sele	cted )								
	-	-	mount in doc.c	urr.		Busi_	Part_	Cost center	Order	F
		D/C A	mount in doc.c		1.000,00		Part	Cost center 12050402	Order	F
St G/L acct	Short Text Hire of vehic	D/C A	mount in doc.c		1.000,00		Part		Order	F
St G/L acct	Short Text Hire of vehic	D/C A Cred 🖹	mount in doc.c		1.000,00		Part		Order	F
St G/L acct	Short Text Hire of vehic	D/C A Cred 🗎 Cred 🖺	mount in doc.c		1.000,00		Part		Order	F
St G/L acct	Short Text Hire of vehic.	D/C A Cred 🗎 Cred 🖺 Cred 🖺	mount in doc.c		1.000,00		Part		Order	F

• Step 3: Provide the values as shown above and click on "Simulate".

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Do	си	ment Ov	erview								
		Reset	Taxes	Complete	7 📥 🔽 (	🔁 🔁 Choos	e 🔁 Sar	/e 🔀 🗓	ĩ 🖪 💋		ABC
Doc	c.T	ype : KG (	Vendor Cr	edit Memo )	Normal do	cument					
		Number				1200	Fisca	l Year	2020		
-		_									
Doc	c. 1	Date 0	4.04.2020	Posti	ing Date	04.04.2020	) Perio	d	01		
Cal	lcu	late Tax 🗸	1		ing Date	04.04.2020	) Perio	d	01		
Cal Ref	lcu f.D	late Tax 🛛	/ EPT/INV/2		ing Date	04.04.2020	) Perio	d	01		
Cal Ref	lcu f.D	late Tax 🗸	/ EPT/INV/2		ing Date	04.04.2020	) Perio	d	01		
Cal Ref	lcu f.D	late Tax 🛛	/ EPT/INV/2		ing Date	04.04.2020	) Perio	.d	01		
Cal Ref	lcu f.D	late Tax 🛛	/ EPT/INV/2		ing Date	04.04.2020	) Perio	.d	01		
Cal Ref Doc	lcu: f.D( c. (	late Tax 🛛	PEPT/INV/2 NR		Assignme		) Perio	d Amour			
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Cal Ref Doc Itm	PK	late Tax bc. D Currency I Account	EPT/INV/2 NR Account	Short Text EX PRIVATE I	Assignmen	nt I		Amour 981,00	nt		
Cal Ref Doc Itm 1 2	1cu: f.Dc c. ( PK 21 50	Account	Account KUBS IMP	Short Text EX PRIVATE I	Assignmen	nt T	Tx	Amour	nt 0 8-		
Cal Ref Doc Itm 1 2 3	PK 21 50	Account 400011 41400000	Account KUBS IMF Hire of CGST- Ir	Short Text EX PRIVATE I vehicle	Assignmen	nt I	Tx	Amour 981,00 952,33	nt 0 8- 1-		

**Step 4:** Check and verify the line items and park the document. To park click on "□" to park the document. Once the document is parked, the system will populate the below message. This means the workflow is triggered.

Ocument 200000001 1200 was parked

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User Svstem Help	
	C 🚱 😒   📮 🛗 📇 🛎 🏝 🗛 🏹 🗶 💽 🚭
SAP	
New password	
Client	400
User	AE001
Password	* * * * * * * * * * * *
Logon Language	EN

**Step 5:** To approve the document login as approver in the SAP system.

**Step 6:** Click on " SAP Business Workspace Button. Menu Edit Favorites Extras System Help ⓒ I 집 신 문 (중 중 문 尙 尙 왕 한 윤 왕 ) ※ 문 (영 매 **2** SAP Easy Access 🗟 🖃 🦕 Favorites 🖻 🗀 Funds Management HMRP\_RW\_BUDCON - Budget Control System (BCS) -> Budget -> Overview of Budget C Port Specific Development B FMRP RW BUDGET - Budget Control System (BCS) -> Budget -> Budget Overview B OB\_GLACC13 - G/L acct record: Mass maintenance 03 KS12N - Mass Maintenance for Cost Centers ₩ ZFI14 - Fixed Deposit Upload SAP Menu Connector for Multi-Bank Connectivity ▷ □ Office Cross-Application Components Logistics Accounting Human Resources Information Systems Tools WebClient UI Framework

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**Step 7:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**200000001**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer					
📅 New message 🛗 Find folder 🛗 Find document 🔤 Appoint					
Vorkplace: Assistant Engineer	9 🕀 🕫 🞯 🐨 🗮 💆 🗇 🖷 🖬 🖵 🕄 🖷	9 7 7 8			
▽ 🏷 Inbox	Workflow 665				
Unread Documents 71					
Documents 134	ExeTitle	Status	Work Item ID Creation Date	Creation Ti P	Att.
► D Workflow 665	Please approve the Parked Invoice 2000000001, Year 2020	Ø	429287 04.04.2020	13:31:37 5	
Overdue entries 0	Please approve the Purchase Requisition 2002000503	Ø	429214 04.04.2020	12:34:20 5	
Deadline Messages 0	Please approve the Purchase Requisition 2003000253	Ø	429063 03.04.2020	20:10:42 5	
<ul> <li>Entries with Errors 0</li> <li></li></ul>	Please approve the Purchase Requisition 2003000253	Ø	429060 03.04.2020	20:08:44 5	
<ul> <li>U Cuttox</li> <li>U Besubmission</li> </ul>	Please approve the Purchase Requisition 2002000501	Ø	429032 03.04.2020	19:26:11 5	
Private folders	Please approve the Purchase Requisition 2002000502	Ø	429029 03.04.2020	19:22:57 5	
Generation of the second	Please approve the Purchase Requisition 2002000502	Ø	428995 03.04.2020	18:37:01 5	
C Subscribed Folders	Please approve the Purchase Requisition 2002000502	Ø	428992 03.04.2020	18:36:32 5	
Trash	Please approve the Purchase Requisition 2002000501	Ø	428860 03.04.2020	12:51:47 5	
Tash Tash	Please approve the Purchase Requisition 2002000405	Ø	428588 02.04.2020	15:09:08 5	
	Please approve the Purchase Requisition 2002000405	Ø	428585 02.04.2020	15:07:38 5	
	Please approve the Purchase Requisition 2002000498	Ø	428552 02.04.2020	12:35:43 5	
	Please approve the Parked Invoice 2000000010, Year 2019	Ŷ	428206 01.04.2020	02:23:18 5	
	Please approve the Parked Invoice 2200000091, Year 2019	Ň	428048 31.03.2020	23:10:35 5	
	Please approve the Parked Invoice 200000000	·	7 Tips & tricks: Di	splay Other	Col
	Prease approve the Parked Invoice 200000000	, iear 202	20		

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Decision Step in Workflow	
📓 Workflow 🕕 Create 😰 Import	
Please approve the Parked Invoice 2000000001, Year 2020	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
	No attachments or objects ex
Select one of the available decision options. This completes the processing of this step.	

**Step 9:** Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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#### Display view of the document:

Display Document: Data Entry View											
۶ 🌮	8 🔍	9	1 Ta	xes ដ 🕻	Display Currency	General Ledge	er View				
Data E	Entry Vie	ew /	/						]		
Docur	ment Nu	umbe	r 200	0000001	Company Code	1200	Fiscal Year	2020			
Docur	ment Da	ate	04.	04.2020	Posting Date	04.04.2	020 Period	1			
Refer	ence		DEP	T/INV/202	20 Cross-Comp.No						
Currency		INR		Texts Exist		Ledger Group	)				
	8 7	囧	協	710   2	10 🔏 1 🔒 🕼 i	8 🖪 8 🖽					
CoCd	Item K	ey S	Trs	Account	Description			Amount	Curr. Tx	Cost Center	Profit Center
1200	1 2	1		400011	KUBS IMPEX PRI	VATE LIMIT		981,00	INR V1		
	2 5	0		41400000	Hire of vehicle			952,38-	INR V1	12050402	1205
	3 5	0	ZIC	23500000	CGST- Input Cre	dit		23,81-	INR V1		
	4 5	0	ZIS	23500001	SGST- Input Cre	dit		23,81-	INR V1		
	5 4	0	WIT	18150012	TDS Payable-Sal	aries		19,00	INR		

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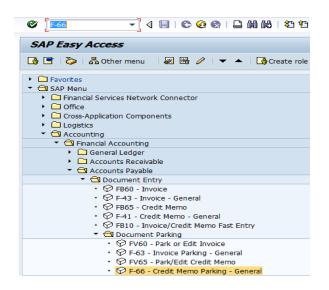




The above same transaction we can post using **F-66** also:

Enter the transaction code F-66 in the command bar or use below navigation path.

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Document Parking  $\rightarrow$  (F-66) Credit Memo Parking general.



Step 2: In the next screen enter the required details.

Park Document: Document Header								
🔀 Fast Data Entry 😺 Acct model								
Document Date Posting Date	04.04.2020 04.04.2020	Doc. Type Period	KG 1	Company Code Currency	1200 INR			
Document Number			Translation dte					
Reference	DEPT/INV/20							
Doc.Header Text	park vendor o	redit memo						
Partner BArea								
Control Only Transfer A	Control Only Transfer Amts in Document Crcy in Invoice							
First line item								
PstKy 50 Acco	ount 4140000	00 🕑	L Ind	ТТуре				

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**Step 3**: Provide the values as shown above and press enter.

Park Document: Enter G/L Account Item								
🚨 🗟 😼 Fa	est Data Entry 📘 Tax 🍃	More data 🛛 😓 Acct model						
G/L Account	41400000 Hire of vehicle							
Company Code	1200 Deendayal Port Trust							
Itam 1 / Cradit anta/ / 50								
Item I / Credic entr	Item 1 / Credit entry / 50							
Amount	1000	INR						
Tax Code	Vl	Calculate Tax						
Business place	1200							
Cost Center	12050402	Order						
WBS element								
Network		Real estate obj 🔁						
		Sales Order						
		🗢 More						
		Quantity						
Assignment	vendor credit memo							
Text	PARK VENDOR CREDIT MEMO	D 🕏 Long Texts						
Next Line Item								
PostKey 21 Accor	unt 400011 SC	GL Ind Oype New Co.Code						

**Step 4**: Provide the values as shown above and press enter.

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Vendor	400011	KUBS IM	PEX PF	RIVATE L	IMITED			G/L Ac	1811	0000
Company Code	1200	2C JAMA	LS FAZ	ZAL CHAI	IBERS (	2ND FL	OOR			
Deendayal Port T	rust	Ahmedal	bad							
Item 2 / Credit r	memo / 21									
Amount	1500				INR					
							Bus	./Sectn	1200	/ 1200
Bus. Area										
Payt terms				Days/Per	cent			1		1
Bline Date	04.04.2020			Fixed						
CD Base				CD Amou	unt					
				Invoice F	lef.			1	1	
Pmnt block				Payt Met	hod					
Assignment	vendor credit	memo								
Text	PARK VENDO	R CREDIT I	мемо					0	Long	Texts

Step 5: Click on "Document Overview".

Confidential I	Document
----------------	----------





Document Date Posting Date Document Number Reference Doc.Header Text	04.04.2020 04.04.2020 DEPT/INV/2020 park vendor cr		1 2020	Company Code Currency Translation dte Trading part.BA Texts Exist	1200 INR 04.04.2020
l		scription re of vehicle		Tx V1	Amour 1.000,00
002 21 4	.00011 KU	BS IMPEX PRIVA	ATE LIMIT	ED	1.500,00

**Step 6**: To park click on <sup>(1)</sup>. Once the document is parked, the system will populate the below message. This means the workflow is triggered.

Socument 200000002 1200 was parked

**Step 5:** To approve the document login as approver in the SAP system.

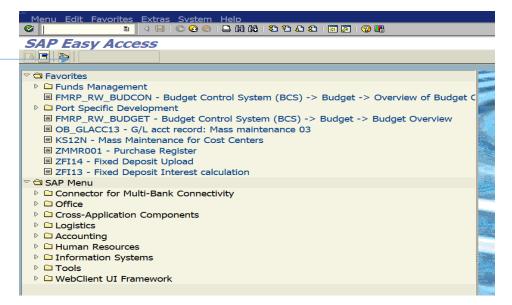
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User Svstem Help	
😵 🔳 🕹 🔛 🛛	0 🚱 😒   🗳 🛗 🖧 l 🏝 🖆 🕰 🎝 🛠 🛛 🔀 🚱 🚭
SAP	
New password	
Client	400
User	AE001
Password	*****
Logon Language	EN

**Step 6:** Click on " <sup>2</sup> SAP Business Workspace Button.



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**Step 7:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**200000002**" message will appear, Double click on the work flow and proceed for next step.

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Decision Step in Workflow	
🐨 Workflow 🛛 🔁 Create 🛛 😰 Import	
Please approve the Parked Invoice 2000000002, Year 2020	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exi.
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	

**Step 9:** Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Confidential	Document
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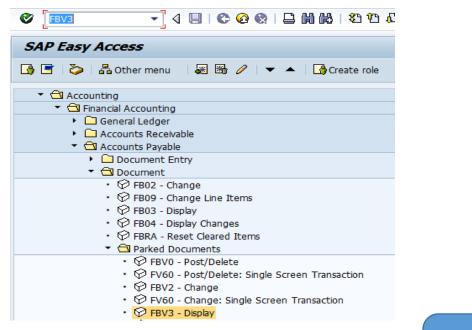
#### Display of parked document:

By using the below transaction code, we can able to see the list of parked documents.

FBV3 – Display Parked Document

Enter the transaction code **FBV3** in command bar (or) Follow the below navigation path.

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document  $\rightarrow$  Parked Document  $\rightarrow$  (FBV3) Display



**Step 2**: In the next screen enter the required details:

- Company Code
- Document Number
- Fiscal Year

Company code details can be selected from **Company code list data** 

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Display Parked Document: Initial Screen							
Document list 🖉 Editing Options							
Key for Parking							
Company Code	1200 🔾						
Document Number 220000018							
Fiscal Year	2019						

#### Step 3: Press Enter.

Document Overview - Display									
_							_		
Doc		ype:KR (	Vendor Invoice	) Parke	d documen	t			
Doc	. 1	Number 2	200000018	Compar	ny Code	1200		Fiscal Year	2019
Doc	:. I	Date 2	3.09.2019	Postir	ng Date	23.09.201	19	Period	06
Cal	.cu	late Tax 🛛	/						
Ref	.Do	oc. I	EPT/INV/2019						
Doc	. (	Currency I	INR						
									]
		Account	Account Short	Text	Assignmen	t.	Τx	Amount	
Itm	PK	Account	Account Shore	ICAU		•			
Itm	PK	Account	Account Shore	ICAU					-
		400011	KUBS IMPEX PRI				V1	1.000,00-	-

**Step 4**: Click on "Step 4: Cl

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Display Parke	ed Document: Initial Screen
Document list	Editing Options
Key for Parking	
Company Code	¥200 Q
Document Number	220000018
Fiscal Year	2019

Step 5: Click on "Document List" to view the list of posted parked documents. In the next screen user has to specify the selection criteria to view the list of posted parked documents.

<b>₽</b>			
Company code	1200 Q	to	<b></b>
Document number		to	2
Fiscal year	2019	to	<b></b>
General Selections			
Posting date		to	<b></b>
Document date		to	<b>_</b>
Document type		to	<b>_</b>
Reference		to	2
Document header text		to	2
Entered by	SG00636776	to	<b>_</b>
Processing Status			
Enter release		to	<b></b>
Complete		to	<b></b>
Released		to	<b></b>

**Step 6**: Click on **"Execute**".

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Display Parked Documents: List							
R	St.	SCCd	CoCd	DocumentNo	Year		
		1200	1200	2200000018	2019		

**Step 7**: Double click on "Line item" to view the document.

Display Parked Vendor Invoice 2200000018 1200 2019								
🗄 Tree on 🖉 Document 🖉 Editing options								
Transactn	R Invoice	🖹 Bal. 0,00	040					
Basic data	Payment Details	Workflow Tax W						
			Address					
Vendor	400011	Sp.G/LI	Company					
Invoice date	23.09.2019	Reference DEPT/INV/2019	KUBS IMPEX PRIVATE LIMITED					
Posting Date	23.09.2019		2C JAMALS FAZAL CHAMBERS 2ND					
		DocumentNo 220000018	600006 Ahmedabad					
		Doc. Currency	🖸 🛱 9940600954 🗵					
Amount	1.000,00	INR						
		Calculate Tax	Bank data: not available					
		V1 V1 (CGST+SGST 5%🗄	OIs					
Bus.Place/Sectn	1200 / 1200							
1 Items ( No entry variant selected )								
St. G/L acct	Short Text D/C	Amount in doc.curr.	Loc.curr.amount TT					
41400000	Hire of vehicS De 🖹	1.000,00	1.000,00V1					
	S De 🗄	0,00	0,00V1					

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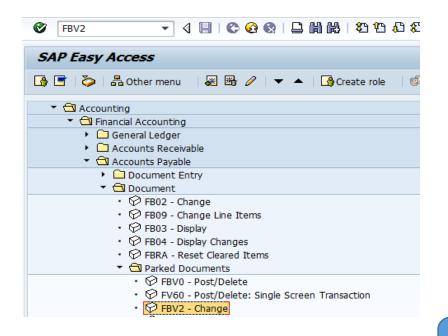


#### **Change Park Document:**

The following transaction code we can use to change posted parked document FBV2.

Enter the transaction code **FBV2** in command bar (or) Follow the below navigation path.

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document  $\rightarrow$  Parked Document  $\rightarrow$  (FBV3) Display



**Step 2:** In the next screen enter the following details:

- Company Code
- Document Number
- Fiscal Year

Company code details can be selected from **Company code list data** 

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Change Parked Document: Initial Screen						
Document list 🥖 Editing Options						
Key for Parking						
Company Code	1200 🔾					
Document Number 220000018						
Fiscal Year	2019					

**Step 3:** Provide the values as shown above and press enter.

🕫 🗈 Edit Parked Vendor Invoice 2200000018 1200 2019								
📇 Tree on 🗓 Company Code 🔛 Simulate 📙 Save as Completed								
Transactn	R Invoice	e 📱	Bal. 0,00		040			
Basic data Payment Details Workflow Tax W Vendor								
Vendor Invoice date	400011 23.09.2019	QSp.G/LI Reference	DEPT/INV/2019	Address Company	RIVATE LIMITED			
Posting Date	23.09.2019			2C JAMALS FA	Zal Chambers 2ND			
		DocumentNo 220000018		600006 Ahme				
Amount	1.000,00	Calculate V1 V1 (CGS	INR Tax T+SGST 5%首	Bank data: not a	available			
Bus.Place/Sectn	1200 / 1200							
1 Items ( No entry variant selected )								
St G/L acct	Short Text D/0		.curr.	Loc.curr.amount	T T.			
41400000	Hire of vehicS I	De 립 De 립	1.000,	,00	1.000,00V1 0,00V1			
		De G			0,0001			

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**Step 4**: If we want to change anything at header level then go to menu bar, click on "**Go to**", and click on "**Document header**" then change values whichever is required. In addition, if we want to change anything at line item level, double click on line item, change the values whichever is required, and save the document. To save click on "**SAVE**" button.

**Step 5**: Click on "**Back**" arrow button to come previous screen.

Change Parked Document: Initial Screen
Document list 🖉 Editing Options
Key for Parking
Company Code 1200 Q
Document Number 220000018
Fiscal Year 2019

Step 6: Click on "Document list" to view the list of posted parked documents.

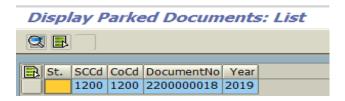
In the next screen user can specify the selection criteria to view the list of posted parked documents.





List of Parked Docum	ents		
<b>⊕ ፤</b>			
Company code	1200 Q	to	3
Document number		to	
Fiscal year	2019	to	3
General Selections			_
Posting date		to	<u> </u>
Document date		to	<b>_</b>
Document type		to	5
Reference		to	5
Document header text		to	5
Entered by	SG00636776	to	E
Processing Status			
Enter release		to	3
Complete		to	3
Released		to	3

Step 7: Click on "Execute".



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B Edit Parked Vendor Invoice 2200000018 1200 2019								
🖀 Tree on 🗐 Company Code 🔛 Simulate 📙 Save as Completed								
Transactn	R Invoice	Ĩ	Bal. 0,00		040			
Basic data Payment Details Workflow Tax W Vendor								
					Address			
Vendor	400011	QSp.G/LI			Company			
Invoice date	23.09.2019	Reference DI	EPT/INV/2019	H	KUBS IMPEX PRIVATE LIMITED			
Posting Date	23.09.2019				2C JAMALS FAZAL CHAMBERS 2ND			
		DocumentNo 22	20000018		600006 Ahmedabad			
		Doc. Currenc	ý		🛱 9940600954 🔚			
Amount	1.000,00		INR					
		Calculate Tax			Bank data: not available			
		V1 V1 (CGST+S	GST 5%🖹		OIs			
Bus.Place/Sectn	1200 / 1200							
• •								
1 Items ( No entry variant selected )								
St. G/L acct	Short Text D/C	Amount in doc.cu	rr.	Loc	curr.amount T Ti			
41400000	Hire of vehicS De i	1	1.000,	00	1.000,00 V1			
	S De… i	1			0,00 <mark>V1</mark>			

Step 8: Double click on "Line Items" to view the document.

**Step 9:** If we want to change anything at header level then go to menu bar, click on "**Go to**", and click on "Document header" then change values whichever is required. In addition, if we want to change anything at line item level then double click on line item, change the values whichever is required, and save the document. To save click on "**Save**" button.

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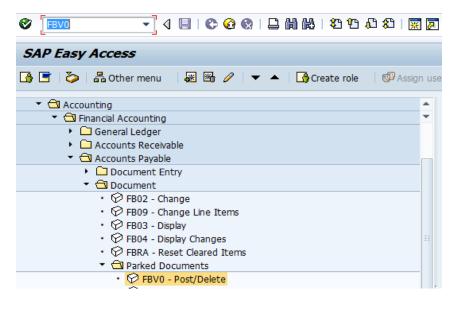


#### Post parked document:

Use Transaction code - FBV0 - Post/Delete parked document

Enter the transaction code FBVO in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document  $\rightarrow$  Parked Document  $\rightarrow$  (FBV0) Post/Delete



Step 2: System will display the below screen.

Post Parked Document: Initial Screen
🛗 Document list 🥜 Editing Options
Key for Parking
Company Code 1200 Q
Document Number 220000018
Fiscal Year 2019

Step 3: Click on "Document List".

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In the next screen specify the selection criteria to view the list of posted Parked document.

List of Parked Docum	ents		
- 🕀 🚹			
Company code	1200 Q	to	5
Document number		to	3
Fiscal year	2019	to	3
General Selections			
Posting date		to	5
Document date		to	_
Document type		to	3
Reference		to	5
Document header text		to	6
Entered by	SG00636776	to	3
Processing Status			
Enter release		to	
Complete		to	3
Released		to	3

**Step 4:** Click on "Execute" button to view the list of posted parked documents.

Post Parked Document	ts: List
3 5 6 4 7 9 7 3	👌 📅 🎟 🖷 🐨 🖬 🖬 🛤 🔺 🕨
St. SCCd CoCd DocumentNo	Year
1200 1200 220000018	2019

**Step 5:** Double click on "Line item" to view the document.

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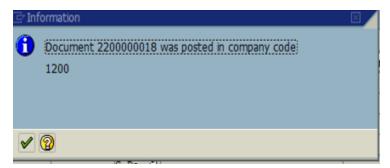


			VOICE 2200			
🔓 Tree on	Company Code	🚏 Sir	mulate 📙 Sav	ve as Completed	<mark>  </mark> P	ost 🖉 Editing options
Transactn	R Invo	oice	ĩ	Bal. 0,	00	010
Basic data 🛛	Payment [	Details 🛛	Workflow	Tax W		Vendor
						Address
Vendor	400011		OSp.G/LI		▲	
Invoice date	23.09.2019		Reference	DEPT/INV/201	.9	KUBS IMPEX PRIVATE LIMITED
Posting Date	23.09.2019					2C JAMALS FAZAL CHAMBERS 2ND
			DocumentNo	2200000018		600006 Ahmedabad
			Doc. Curre	ncy		🖸 🛱 9940600954 🗵
Amount	1.000,00			INR		
			Calculate T	ax		Bank data: not available
			V1 V1 (CGST	+SGST 5%🖹		OIs
Bus.Place/Sectn	1200 / 1200	)				
• •				-		
1 Items ( No en	itry variant sele	cted )				
St G/L acct	Short Text	D/C	Amount in doc.	curr.		Loc.curr.amount TT
41400000	Hire of vehic	S De 🖹		1.	000,00	1.000,00
		S De 🖺				0,00

#### **Edit Parked Vendor Invoice 220000018 1200 2019**

**Step 6:** Check and verify the line items and post the document. To post click on "**Post**" to post document.

Once the document is posted the system will populate the below message.



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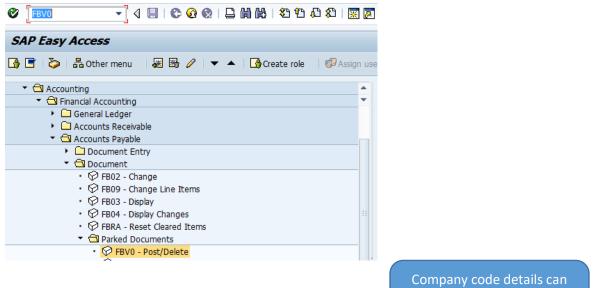




#### **Delete Parked Document:**

Enter the transaction code **FBV0** in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  FBV0 Invoice General



Step 2: Enter the following details:

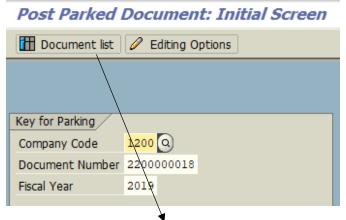
- Company Code
- Document Number
- Fiscal Year

Company code details can be selected from **Company code list data** 

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Step 3: Then Click on "Document List".

List of Parked Documents

•			
Company code	1200 Q	to	\$
Document number		to	<b>-</b>
Fiscal year	2019	to	<b>-</b>
General Selections			
Posting date		to	<b>_</b>
Document date		to	<b>=</b>
Document type		to	<b>_</b>
Reference		to	<b>2</b>
Document header text		to	<b>2</b>
Entered by	SG00636776	to	<b>-</b>
Processing Status			
Enter release		to	<b>=</b>
Complete		to	<b>=</b>
Released		to	<b>-</b>

Step 4: Click on "Execute" to view the parked list of documents.

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Post Parked Dod	cuments: List
3 2 2 4 7 1	
St. SCCd CoCd Doc	umentNo Year
1200 1200 220	0000019 2019

**Step 5:** Double click on "Line Item" to view the document.

<u> </u>	<u>G</u> oto Extr <u>a</u> s <u>S</u> ettir	ngs En <u>v</u> ironme	nt S <u>y</u> stem <u>H</u> elp		
Ø	ē < 📙	C 🙆 🚱	🕒 (1) (13) (13) (13) (13) (13) (13) (13)	) 🞝 🕄   🔀 🞝	🔞 🖪
🕫 🗈 Edit Pa	arked Vendor In	voice 220	0000019 1200	0 2019	
🗄 Tree on 🔋	Company Code	imulate 📙 Sa	ve as Completed	Post	
Transactn	R Invoice	Ē	Bal. 0,00		040
Basic data	Payment Details	Workflow	Tax W	Vendor	
				Address	
Vendor	400011	Sp.G/LI		Company	
Invoice date	24.09.2019	Reference	DEPT/INV/2019		EX PRIVATE LIMITED
Posting Date	24.09.2019			2C JAMAL	5 FAZAL CHAMBERS 2ND
		DocumentNo	220000019	600006 Al	nmedabad
		Doc. Curre	ency	1 99406	00954
Amount	1.000,00		INR		
		Calculate	Tax	Bank data:	not available
		V1 V1 (CGS	T+SGST 5%🖹		OIs
Bus.Place/Sectn	1200 / 1200				
1 Items ( No er	try variant selected )				
St. G/L acct	Short Text D/C	Amount in doc	.curr.	Loc.curr.amount	T T.
41400000	Hire of vehic. S De	1	1.000,0	00	1.000,00 V1
	e na 🖉	1			0.0071

Step 6: Click on "Document" from menu bar and select "Delete Parked Document".

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Document Edit Goto Extras Settings Enviro	nment System Help	SAP
	2 M K 2 2 A 2 E 2 2 8 E	
Change Deplay Select parked document CtrluShift+EQ	00000019 1200 2019	
Selecc parked document Containen 5		
Simulate F9 Park Ctri+S Save as Completed Ctri+Shift+F6 Save as Completed Ctri+Shift+F6 Part Ctri+Shift+F6 P	Save as Completed 📙 Post 🥜 Editing options	
Park Ctrl+S	Bal. 0,00 020	
Save as Completed Ctrl+Shift+F6	Tax W Vendor	
Post Shift+F11	Address	
Simulate General Ledger Ctrl+Shift+F5	Company	
Ir Delete parked document Ctrl+Shift+F10	DEPT/INV/2019	
P, Exit Shift+F3		
	entilio 2200000019 600006 Ahmedabad	
Doc.	Currency 🖸 9940600954 🔲	
Amount 1.000,00	INR	
Caicu	late Tax Bank data: not available	
V1 V1 (	(CGST+SGST 5%B	
Bus.Place/Sectn 1200 / 1200		
1 Items ( No entry variant selected )		
St. G/L acct Short Text D/C Amount in	n doc.curr. Loc.curr.amount T. T	
✔ 41400000 Hire of vehic.,S De 🗟	1.000,00 1.000,00 1	
S De 🗟	0,0071	
S De_ 🗟	0,0071	
S De. 🗎	0,0071	
S De., 🗓	0,007	
S De 🗟		

Step 7: Select "Delete Parked Document".



Step 8: Click on "Yes" to delete the document.

Once the documents deleted, then it will not be available in parked document lists.

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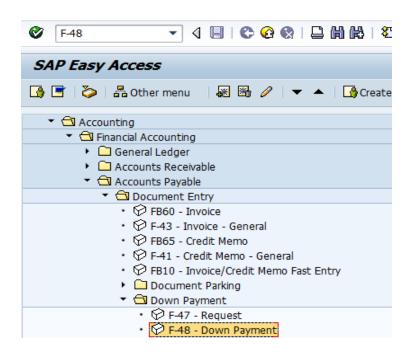




#### 5. Down Payment:

Enter the transaction code **F-48** in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Down Payment  $\rightarrow$  (F-48) Down Payment



Step 2: In the next screen enter the following details.

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Post Vendor Down Payment: Header Data								
Rew Item R	equests							
Document Date	24.09.2019	Туре	K	z	Company Code	1200		
Posting Date	24.09.2019	Perio	d		Currency/Rate	INR		
Document Number					Translation dte			
Reference	DEPT/INV/20	)19			Cross-CC Number			
Doc.Header Text	VENDOR DOV	VN PYM	NT					
Trading part.BA					Tax Reporting D			
Vendor								
Account	400011			Special G/L Ind	А			
Altern. CoCode								
Bank								
Account	23110002				Business Area			
Amount	1000							
LC amount								
Bank Charges					LC Bank Charges		_	
Value date	24.09.2019				Profit Center	1201		
Text	DOWN PAYM	ENT			Assignment	DOWN	PYMNT	

Step 3: Provide the values as shown and Press "Enter".

Confidential Document





⊡ Document E	Edit Goto Ext	ras Settings	Environment	System Help	)			
<b>©</b>	 [		😋 🙆 🚷 i 🖴		C: C: C: C	🐹 🔁   🖗	) 🖪	
Post Vendor Down Payment Add Vendor item								
🚨 🖆 More data 🕼 🕼 🛍 New Item 🚹 Withholding tax								
Vendor	400011	KUBS IMPEX P	RIVATE LIMITED	1	G/L Acc 23	3520000		
Company Code	1200	2C JAMALS FA	ZAL CHAMBERS	2ND FLOOR				
Deendayal Port Trust Ahmedabad								
Item 2 / Down	payment made /	29 A					1	
Amount	1000		INR					
	Calcula	ate Tax	Bus./Sectn	1200 1200				
Bus. Area								
Disc.perc.			CD Amount					
					Real Estat	e 🗌		
					Flow Type	e		
Contract		1						
Assignment	DOWN PYMNT							
Text	VENDOR DOWN	N PYMNT			3 🐶	Long Texts		

Step 4: Provide the values as shown above, select "Document" from menu bar, and click on "Simulate".

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Document Date Posting Date Document Number	24.09.2019 Pe	ype KZ eriod 6 scal Year 2019	Company Code Currency Translation dte	1200 INR 24.09.2019
Reference	DEPT/INV/2019 VENDOR DOWN PY		Cross-CC Number Trading part.BA	
		-	INR Amount 1.000,00- 1.000,00	Tax amnt

Step 5: Check and verify the document and Click on "Post" to post the document and system will generate a document number as shown below.







#### Advance payment posting with TDS:

#### Prerequisite:

In vendor master payment, related TDS code has to be maintained.

Display Organization: 400011, role IPA FI Vendor										
	💷   🗋 Person   🗋 Organization   🗋 Group   😂   🔄 🔛   🌮 🖆 General Data   Company Code     Relationships   🛃									
Busine	Business Partner 400011 KUBS IMPEX PRIVATE LIMITED / 600006 Ahmedabad									
Display	Display in BP role ZFIV01 IPA FI Vendor 🗈 🕄									
Comm	anu Cada (									
	any Code									
Comp	oany Code		1200 De	endayal I	Port Trust	-	ny Codes			
Custo	omer					💾 Switch Co	mpany C	ode		
Vend	lor		400011							
V	/endor: Acc	ount Manag	ement	Vendor:	Payment Transact	ions 🖌 Vendor: Cor	responde	ence Ve	ndor: Status /	Vendor: Withholding Tax
										-
With	holding Tax	Types								
	NTax Type	WTax Code	Subject	WhTa	W/tax ID	Exemption Number	Exem	Exmpt.Resn	Exempt Fr.	
	- i	C1	í	со			ĺ			
	:P		×	со						

As per shown above screen, withholding tax has to be maintained in vendor master.

#### Use transaction code F-48 - Down Payment:

Enter the transaction code **F-48** in command bar (or) Follow the below navigation path:

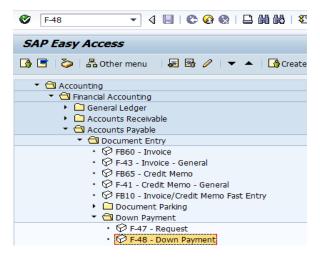
**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Down Payment  $\rightarrow$  (F-48) Down Payment

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Step 2: In the next screen enter the following details.

Post Vendor Do	wn Paymei	nt: Header	Data		
& New Item Requests					
Document Date	30.09.2019	Туре	KZ	Company Code	1200
Posting Date	30.09.2019	Period		Currency/Rate	INR
Document Number				Translation dte	
Reference	Advance Pay	ment		Cross-CC Number	
Doc.Header Text	Advance Payment	:			
Trading part.BA				Tax Reporting D	
Vendor					
Account	400011			Special G/L Ind	А
Altern. CoCode					
Bank					
Account	23110002			Business Area	
Amount	1000				
LC amount					
Bank Charges				LC Bank Charges	
Value date	30.09.2019			Profit Center	1204
Text	Down Payment			Assignment	Down Payment

Step 3: Provide the values as shown and Press "Enter".

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endor	400011	KUBS IMPEX	PRIVATE LIMITED	G/L	Acc 2352	0000
ompany Code	1200	2C JAMALS FA	AZAL CHAMBERS 2ND FL	OOR		
eendayal Port Trus	t	Ahmedabad				
tem 2 / Down payr	ment made / 29 A	/				
Amount	1000		INR			
	Calcul	ate Tax	Bus./Sectn	1200 <mark>1200</mark> 🕑		
Bus. Area						
Disc.perc.			CD Amount			
				le de la companya de la companya de la companya de la companya de la companya de la companya de la companya de	Real Estate	
					Flow Type	
Contract		1				
Assignment						
Text	Down Payment				🖗 Lon	ng Texts

Step 4: After entering the above details in the screen, click on "Document" and select "Simulate".





Post Vendo	r Down Pa	nyment Add	d Vendor iten	1				
🏯 🖻 More data	🗟 🗟 🗅 New I	tem 🖪 Withholdi	ing tax					
Vendor	400011	KUBS IMPE	X PRIVATE LIMITED		G/L Acc	23520000		
Company Code	1200	2C JAMALS	FAZAL CHAMBERS 2N	D FLOOR				
Deendayal Port Trus	st	Ahmedabad						
Item 2 / Down pay	ment made / 29	Α						
Amount	1000		IN	R				
	Cal	culate Tax	Bus./Sectn	1200	1200			
	Tax Information	2						
Name of WTax Typ	De WTax C	N/Tax Base	W/Tax Amt		W/Tax Base LC	W/Tax	Amnt LC	<u> </u>
Payment Posting S	ec- 1_C1					0.00		0.0

ocument Date	30.09.2019	Туре	KZ	Company Code	1200	
osting Date	30.09.2019	Period	6	Currency	INR	
Oocument Number	INTERNAL	Fiscal Year	2019	Translation dte	30.09.2019	
Reference	ADVANCE PAYME	NT		Cross-CC Number		
oc.Header Text	Advance Payment			Trading part.BA		
tems in document curr	ency					
PK BusA A	Acct			INR Amount	Tax amnt	
001 50 0	0023110002 ALLAHABAD BANK Outg 980.00-					
002 29A 0	000400011 KUBS IMPEX PRIVATE 1,000.00					
003 50 0	018150012 TDS	- Sec 194C		20.00-		
D 1,000.00	C 1,000	.00	0.00		* 3 Line Items	

**Step 5:** Verify the line items and click on "**Post**" and system will populate the Document number.

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#### 6. Down Payment Clearing:

Clearing of vendor advance payment against vendor invoices.

Vendor clearing can be done in two methods:

- Clearing through F-54 (or)
- Clearing through F-53

#### Clearing through F-54:

Enter the transaction code **F-54** in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Down Payment  $\rightarrow$  (F-54) Clearing

🔮 F-54 🔹 🔍 🗐 😂 🚱 😫 🛗 👪 😫 🏠
SAP Easy Access
🚯 🖻   🏷   🖧 Other menu 🛛 😹 🛅 🥒   👻 🔺   🌆 Create role
<ul> <li>Accounting</li> <li>Financial Accounting</li> </ul>
General Ledger     General Ledger     Accounts Receivable
Accounts Payable     Ocument Entry
<ul> <li>♥ FB60 - Invoice</li> <li>♥ F-43 - Invoice - General</li> <li>♥ FB65 - Credit Memo</li> </ul>
<ul> <li>Ø F-41 - Credit Memo - General</li> <li>Ø FB10 - Invoice/Credit Memo Fast Entry</li> </ul>
<ul> <li>Document Parking</li> <li>Down Payment</li> </ul>
• ♥ F-47 - Request         • ♥ F-48 - Down Payment
• S F-54 - Clearing

Step 2: In the next screen enter the following details.

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Clear Vendor	<sup>r</sup> Down Pa	yment: He	eade	er Data		
Process down pmr	its					
Document Date	24.09.2019	Туре	KA	Company Code	1200	
Posting Date	24.09.2019	Period	6	Currency/Rate	INR	
Document Number				Translation dte		
Reference	DEPT/INV/2019					
Doc.Header Text	VENDOR DWN	I PYMNT CLRNG	i - 1			
Trading part.BA				Tax Reporting D		
Vendor						
Account	400011					
				Vende	or invoice	
					Inting document	
Relevant invoice				numb	<mark>ber</mark>	
Invoice	2200000020	Line Item		Fiscal Year	2019	
Transfer posting iter	m(s) details					
Assignment	DOWN PYMN	T CLRNG				
Text	VENDOR DOV	VN PYMNT CLRN	IG			

Step 3: Click on "Process Open Items".

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📩 Display Cu	urrency 붬 🗑					
Account	400011 Currend	y INR				
Down Paymer	nts					
WBS Elem	ent	Amount		Available Amount	Transfer Posting	
			7.000,00	7.000,	00	
			1.000,00	1.000,	00	-
			1.000,00	1.000,	1.000,00	
				int to make		
		(	partial clea	aring, you can 🛛 👘 🔵		
			hange am	ount manually		
						•
						•
Display Iter	m 1 / 3			Grand Total	00,00	

#### Clear Vendor Down Payment Choose down payments

So, if needed we can edit the amount in the **"Transfer Posting**" field if we want to make Partial Payment to that Down payment.

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	<u>Settings</u> En <u>v</u> ironment S				
2	E 4 📙 🛇 🙆 🤇	) I 🗅 Hi Hi Hi 🕄 🗘 🗘 🖇	1 🔣 🛛 🖉 📑		
Clear Vendor Dow	n Payment Choos	e down payments			
📩 Display Currency 📇	7				
count 400011 C	Currency INR				
Content Content Content	anoney and				
own Payments					
WBS Element	Amount	Available Am	ount	Transfer Posting	
		7.000,00	7.000,00		
		1.000,00	1.000,00		
		1.000,00	1.000,00		1.000,00
		(	,		

Step 4: Select the respective Down Payment Line item, click on "Document" and Select "Simulate".

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🛿 📩 Display Cu						
cument Date	24.09.2019	Туре	KA	Company Code	1200	
sting Date	24.09.2019	Period	6	Currency	INR	
cument Number	INTERNAL	Fiscal Year	2019	Translation dte	24.09.2019	
ference	DEPT/INV/201	9		Cross-CC Number		
c.Header Text	VENDOR DWN	PYMNT CLRNG		Trading part.BA		
	set 000400011 KUB 000400011 KUB			INR Amount 1.000,00- 1.000,00	Tax amnt VO VO	

Step 5: After Simulate, Check the line items and Click on "Post"

Once the document is posted, system will populate the message as below:

Ocument 190000002 was posted in company code 1200

Now go and Check Vendor Line item report: Transaction Code - FBL1N

In below screen user has to specify the following details:





endor selection				
Vendor account	400011	to	<b>&gt;</b>	
Company code	1200	to	<b>&gt;</b>	
election using search help				
Search help ID				
Search string				
🗢 Search help				
ine item selection				
Status				
Open items				
Open at key date	25.09.2019			
O Cleared items				
Clearing date		to	<b>-</b>	
Open at key date				
All items				
Posting date		to	<b>P</b>	

Click on "Execute" after filling the above details in the screen.

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Vendor Line Item Display										
🔣 🔹 🕨 🛛 🕼 🖉 🕼 😰 🛛 🍞 📇 🐨 🗮 🖽 🖼 🐷 🧏 🔚 🛅 🔝 Selections 🗋 Create Dispute Case										
	00011 200									
	UBS IMPEX PF	RIVATE LI	MITED							
City A	hmedabad									
St Assignment	DocumentNo	Туре	DocDate	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text	
DOWN PYMNT CLRNG	1900000002	KA	25.09.2019		*	1.000,00	INR		VENDOR DOWN PYMNT CLRNG	
* )						1.000,00	INR			
DOWN PYMNT	1900000002	KA	25.09.2019	A		1.000,00-	INR	1900000002	VENDOR DOWN PYMNT CLRNG	
* 0						1.000,00-	INR			
** Account 400011						0,00	INR			

As per the above screen, system has cleared the down payment with the Special GL indicator and converted into normal item without Special GL after the down payment clearing done against invoice with **F-54**.

So when we make final payment with advance payment adjustment (or) advance payment adjustment against invoice full value (If Advance=Invoice) that time we have select that "open item" which available for clearing.

#### Clearing through F-53 (It will be covered in Vendor outgoing payments)





#### 7. Vendor Incoming Payment:

Vendor incoming payment process we will use in very rare case scenario as this case is below.

Ex: Advance to vendor – 1500

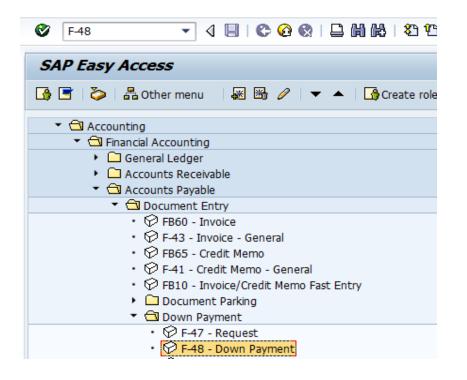
Vendor invoice – 981

Incoming payment – 519

#### Advance to Vendor:

Enter the transaction code **F-48** in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Down Payment  $\rightarrow$  (F-48) Down Payment



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Post Vendor	Down Pay	/ment	: Heade	er D	ata		
🙎 New Item R	equests						
Document Date	25.09.2019	Туре	KZ		Company Code	1200	
Posting Date	25.09.2019	Period	6		Currency/Rate	INR	
Document Number					Translation dte		
Reference	DEPT/INV/20	19			Cross-CC Number		
Doc.Header Text	VENODR ADV	PYMNT					
Trading part.BA					Tax Reporting D		
Vendor						_	
Account	400011				Special G/L Ind	A	
Altern. CoCode							
Bank							
Account	23110002				Business Area		
Amount	1500						
LC amount							
Bank Charges					LC Bank Charges		
Value date	25.09.2019				Profit Center	1201	
Text	VENDOR ADV	PYMNT			Assignment	VENDOR ADV	PYMNT
LC amount Bank Charges Value date	25.09.2019	PYMNT			Profit Center		PYMNT

Step 2: Provide the details in the screen as shown in the above screenshot and Press, "ENTER".





	IOF L	own	Payme	nt A	dd Vendo	r iter	n				
🚨 🖆 More	data		Nev	w Iten	n 🚺 Withhol	ding ta	<b>(</b>				
Vendor	40001	11	KUBS IM	IPEX P	RIVATE LIMITE	D		G/L Ac	c 2352	0000	
Company Code	1200		2C JAMA	LS FA	ZAL CHAMBERS	5 2ND F	LOOR				
Deendayal Port	Trust		Ahmeda	bad							
Item 2 / Down	payme	ent mad	le / 29 A								
Amount	1500	)			INR						
Tax Amount											
Tax Code	<b>V</b> 0	🗹 Cal	lculate Tax		Bus./Sectn	1200	1200				
Bus. Area											
Disc.perc.					CD Amount						
								Real	Estate		
								Flow	туре		
Contract			1								
Assignment	VEN	DOR AD	V PYMNT								
Text	VENI		OV PYMNT					a	De Lon	g Texts	

Step 3: Provide the details as shown in above screenshot in the screen, then click on "Document" and Select "Simulate".

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Document Date	25.09.2019	Туре	KZ	Company Code	1200	
Posting Date	25.09.2019	Period	6	Currency	INR	
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	25.09.2019	
Reference	DEPT/INV/201	9		Cross-CC Number		
Doc.Header Text	VENODR ADV F	YMNT		Trading part.BA		
	CCT 023110002 ALL 000400011 KUB		-	INR Amount 1.500,00- 1.500,00	Tax amnt VO	

Step 4: Check the line items entered and Click "Post" to post the document and system will generate document number as shown below:

Socument 230000006 was posted in company code 1200

#### Vendor Invoice:

Enter the transaction code **FB60** in command bar (or) Follow the below path:

FB60 is used to enter the Vendor Invoices from Finance department itself (this will be the two way matching invoices)

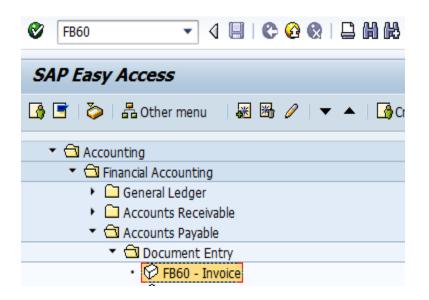
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**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  (FB60) Invoice



Step 2: In the next screen enter the following details.

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	Invoice	Ē	Bal. 0,00				000	
Basic data	Payment Details	Tax With	holding tax 👔 Not	es	Vendor	./		
					Addre	ss		
Vendor	400011	Sp.G/LI			Comp	any		
Invoice date	31.03.2020	Reference	DEPT/INV/2020	-	KUBS	IMPEX PRIVA	TE LIMITE	D
Posting Date	31.03.2020				2C JA	MALS FAZAL	CHAMBERS	2ND
Cross-CC Number					6000	06 Ahmedaba	d	
Amount	1.000,00		INR		🗇 🖓	940600954		
		Calculate	Tax					
		V1 (CGST+S	GST 5% In 🖹		Bank d	ata: not availa	able	
Bus.Place/Sectn	1200 / 1200							II OI
Text	vendor invoice,							

-> Step 3: After entering the above details: Click on "Document" and select "Simulate".

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3	ᡌ	Reset	Taxes 📙 Park	Com	nplete 🛛 🍞	873		Choose	🔁 Sa	ave	2	x C	) 📝	 	ABC	]
Doc	- Т'	vne • KR	Vendor Invoice	) Norma	l documen	+										
		Number	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	-		1200		Fiscal	Year	2	019					
Doc	c. 1	Date	31.03.2020	-	g Date		20	Period		1	2					
		late Tax														
Ref	E.D	oc.	DEPT/INV/2020													
		oc. Currency														
Doc	c. (			: Text	Assignmen	t	Tx		Amou	int						
Doc Itm	PK	Currency	INR		Assignmen	t	Tx V1		Amov 981,0							
Doc Itm 1	с. ( РК 31	Currency	INR Account Short	IVATE L	Assignmen	t				00-						
Doc Itm 1 2	PK 31 40	Currency Account 400011	INR Account Short KUBS IMPEX PR	IVATE L	Assignmen	t	V1		981,0	00- 38						
Doc Itm 1 2 3	PK 31 40 40	Currency Account 400011 41400000	INR Account Short KUBS IMPEX PR Hire of vehic	IVATE L le redit	Assignmen	t	V1 V1		981,0 952,3	00- 88 81						

**Step 4:** In the above screen check and verify the line items and "**Park**" the document. This will trigger the workflow

To park the document, click on "Button", the system will give the information message as below

```
Ocument 220000099 1200 was parked
```

User Svstem Help Client User AE001

 $\mathbf{EN}$ 

\* \* \* \* \* \* \* \* \* \* \* \*

**Step 5:** To approve the document login as approver in the SAP system.

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Password

Logon Language

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**Step 6:** Click on " SAP Business Workspace Button. Menu Edit Favorites Extras System Help 🛯 🔄 🕒 🚱 😧 🗋 🎁 🏰 🏝 🏝 🏛 📰 🖉 📳 0 SAP Easy Access 🏽 🖪 🕹 Favorites Funds Management ■ FMRP\_RW\_BUDCON - Budget Control System (BCS) -> Budget -> Overview of Budget C ▷ □ Port Specific Development ■ FMRP RW BUDGET - Budget Control System (BCS) -> Budget -> Budget Overview ■ OB\_GLACC13 - G/L acct record: Mass maintenance 03 ■ KS12N - Mass Maintenance for Cost Centers XFI14 - Fixed Deposit Upload ■ ZFI13 - Fixed Deposit Interest calculation 🗢 🖾 SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Logistics Accounting Human Resources Information Systems Tools WebClient UI Framework

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**Step 7:** Expand **"Inbox**" button, under workflow Please Approve Parked Invoice **"2200000099**" message will appear, Double click on the work flow and proceed for next step.

🗸 🕺 Workplace: Assistant Engineer	9 0 0 0 T <u>2 5</u> 0 1 <b>1</b> 1 <u>0</u> 0	8 7 7 8 (	<u>لا</u>		
▽ ➢ Inbox ✓ Unread Documents 49	Workflow 654				
Documents 99	Exe Title	Status	Work Item ID Creation Date	Creation Ti	i P
Workflow 654	Please approve the Parked Invoice 2200000099, Year 2019	8	428213 01.04.2020	02:36:20	5
Overdue entries 0	Please approve the Parked Invoice 2000000010, Year 2019	Ø	428206 01.04.2020	02:23:18	5
Deadline Messages 0	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5
Entries with Errors 0	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5
▷ 🏠 Outbox	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5
▷ 🤩 Resubmission ▷ 🥝 Private folders	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5
Shared folders	Please approve the RESERVATION 000000776	Ø	427754 30.03.2020	19:03:28	5
Subscribed Folders	Please approve the RESERVATION 000000776	Ø	427751 30.03.2020	19:00:07	5
Trash	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5
Shared trash	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5
	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
	Please approve the Purchase Order 4502000128	Ø	427541 30.03.2020	17:43:46	5

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tep 8:	In this step Click on the " Approve option to post the parked Invoice "2200000099".
Deci	sion Step in Workflow
🕱 w	orkflow 🗓 Create 😰 Import
Plea	use approve the Parked Invoice 2200000099, Year 2019
Choos	se one of the following alternatives
Appr	ove
Reje	ct
Disp	lay
Appr	oval or Rejection History
Hold	
Desc	ription
	ect one of the available decision options. This completes the processing of step.
	ere you make a decision, you can display the attachments and objects which been attached to the user decision. You can also add your own attachments
	you choose Cancel, the user decision remains in your inbox for processing.

**Step 9:** Once parked document **approved** document got posted in company code to display posted document go to FB03 and display the document.

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## **SAP User Manual for Accounts Payables Process**

Now go to Vendor line item display and verify using transaction code: FBL1N.

endor selection				
Vendor account	400011	to	⇒	
Company code	1200	to	<ul><li>✿</li><li></li></ul>	
election using search help				
Search help ID				
Search string				
ᅌ Search help				
ne item selection				
Status				
Status © Open items				
	31.03.2020			
Open items	31.03.2020 🔿			
Open items	31.03.2020 🕑			
Open items Open at key date	31.03.2020 🕑	to	\$	
<ul> <li>Open items</li> <li>Open at key date</li> <li>Cleared items</li> </ul>	31.03.2020 🗃	to	\$	
<ul> <li>Open items</li> <li>Open at key date</li> <li>Cleared items</li> <li>Clearing date</li> </ul>	31.03.2020 🕑	to	٩	
<ul> <li>Open items</li> <li>Open at key date</li> <li>Cleared items</li> <li>Clearing date</li> </ul>	31.03.2020 🕑	to	\$	

Step 5: After providing the details, click on "Execute".





Vendor Lin	Vendor Line Item Display								
KIPH	l 🛷 🥖 🧱 🤅	2 6	2 7 4	5 7   11 -		<b>5   Z ½ 1</b> 1	E Se	elections	Create Dispute Case
Vendor	4	00011							
Company Code	1	200							
Name	Name KUBS IMPEX PRIVATE LIMITED								
City	A	hmedabad							
St Assig	nment	DocumentNo	Туре	DocDate	S D	D Amount in Local Crc	LCurr	Clrng doc.	Text
		2000000008	1/0	31.03.2020		0.01.00	INR		VENDOR CREDIT MEMO
		2000000000		31.03.2020		981,00 981,00	INR		PARK VENDOR CREDIT MEMO
		2200000081		11.01.2020		14.714,00-			INVOICE WITH GST TAX
		2200000094		31.03.2020	4	981,00-			
		2200000096	KR	31.03.2020	4	981,00	INR		PARK VENDOR INVOICE
		2200000098		31.03.2020	4	981,00-	INR		VENDOR INVOICE,
		2200000099		31.03.2020	4	981,00			vendor invoice,
	OF VEHICLE	2000000007		31.03.2020	-14	981,00			VENDR CREDIT MEMO
	OF VEHICLE	2200000093		31.03.2020	-14	981,00			HIRE OF VEHICLE
HIRE	OF VEHICLE	2200000095	KR	31.03.2020	4	981,00-	INR		HIRE OF VEHICLE
* 🗶						17.657,00-	INR		
** Account	400011		•			17.657,00	INR		

As you can see here, the advance payment or down payment made to vendor is 1500 and the vendor invoice is 981, so we get back 519 from the vendor.

Therefore, we have to collect 519 from vendor (from the above examples).

#### Vendor Incoming Payment:

Step 1: Use transaction code F-52.

Enter the transaction code **F-52** in command bar (or) Follow the below navigation path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Other  $\rightarrow$  (F-52) Incoming Payment

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CON	nachtiai	Document





🔮 F-52 🔹 🍕 🔲 😂 🕲 🔛 🔛 🖏 🖏 🖏 🖏
SAP Easy Access
🚯 🔄 ≽ 🛛 🖧 Other menu 👘 😹 🖓 🛛 🔻 🔺 🕼 Create role
✓  ☐ Accounting
<ul> <li>Financial Accounting</li> </ul>
<ul> <li>General Ledger</li> </ul>
Accounts Receivable
<ul> <li>Accounts Payable</li> </ul>
<ul> <li>Document Entry</li> </ul>
• 💬 FB60 - Invoice
<ul> <li>F-43 - Invoice - General</li> </ul>
• 💬 FB65 - Credit Memo
<ul> <li>F-41 - Credit Memo - General</li> </ul>
<ul> <li>P FB10 - Invoice/Credit Memo Fast Entry</li> </ul>
Document Parking
<ul> <li>Down Payment</li> </ul>
<ul> <li>Bill of Exchange</li> </ul>
<ul> <li>✓ ☐ Other</li> </ul>
• F-52 - Incoming Payment

Step 2: In the next screen enter the following details.

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Post Incom		nts: nea		la		
Process Open Ite	ms					
Document Date	31.03.2020	Туре	KZ	Company Code	1200	
Posting Date	31.03.2020	Period	1	Currency/Rate	INR	
Document Number				Translation dte		
Reference	DEPT/INV/2	020		Cross-CC Number		
Doc.Header Text	REFUND TO V	/ENDOR		Trading part.BA		
Clearing Text						
Bank data						
Account	23110001			Business Area		
Amount	519					
Amt.in loc.cur.						
Bank Charges				LC Bank Charges		
Value date	31.03.2020			Profit Center		
Text	VENDOR REF	UND		Assignment		
Open item selectio	n			Additional selection	ons	
Account	400011			None		
Account Type	K	Other Ac	counts	○ Amount		
Special G/L Ind	A	Standard	OIs	O Document N	umber	
Payt Advice No.		æ		O Posting Date		
Distribute by Ag	je			O Dunning Area	3	
Automatic Sear	ch			○ Others		

Step 3: After entering the details, click on "Process Open Items".

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Post Incoming Payme	nts Ente	er partial payments	
🚨 📝 Distribute Difference 🛛	Charge Off [	ifference 🥒 Editing Options	
Standard Partial Pmt	Res.Items	WH Tax	
Account items 400011 KUBS IN	MPEX PRIVA	TE LIMITED	
Document D. Document P.	Busi Day	Net Amount Payment Amount	RCd
2200000098 KR 31.03.2020 31	0	981,00-	
2200000099 KR 31.03.2020 31	0	981,00- 981,00-	
2000000007 KG 31.03.2020 21	0	981,00	
200000008 KG 31.03.2020 21	0	981,00	
2000000009 KG 31.03.2020 21	0	981,00	
2300000004 KZ 24.09.2019 29	189	1.000,00	
2300000022 KZ 24.09.2019 29	189	1.000,00	
2300000028 KZ 30.09.2019 29	183	1.000,00	
2300000006 KZ 25.09.2019 29	188	1.500,00 1.500,00	
2300000045 KZ 13.01.2020 29	78	5.500,00	
ke ee av mm	Amo	Gross<> 👪 Currency 🤺 Items 🍸 Items 👫 Disc. 🎽 Disc.	
Processing Status			
Number of Items 19		Amount Entered	519,00
Display from Item 6		Assigned	519,00
Reason Code Not assign	ed field	should Difference Postings	
Currency always	s be "Zer	o″ ) ←	
		Not Assigned	0,00

Step 4: Next, go to menu bar click on "Document" from menu bar and select "Simulate".





Document Date	31.03.2020	Туре	KZ	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/2020	0		Cross-CC Number	
Doc.Header Text Items in document		NDOR		Trading part.BA	
	023110001 Alla	5 IMPEX PRIVA	TE	INR Amount 519,00 981,00 1.500,00-	Tax amnt VO
Other line item	C 1.50		0,00 Ind	ТТуре	* 3 Line Items

**Step 5:** After verifying the line items, click on "**Post**" to post the document and system will generate a document number as shown below:

Ocument 230000046 was posted in company code 1200

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E ] Data Sources			
endor selection			
Vendor account	400011	to	\$
Company code	1200	to	\$
election using search help			
Search help ID			
Search string			
ᅌ Search help			
ne item selection			
Status			
Open items			
Open at key date	31.03.2020 🕑		
O Cleared items			
Clearing date		to	<b>⇒</b>
Open at key date			
○ All items			
Posting date		to	<b>_</b>

Now go to Vendor Line item using transaction code - FBL1N

Step 6: After providing the details, click on "Execute".

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Vendor Line It	tem Display								
				-	-				
Vendor	400011								
Company Code	1200								
Name	KUBS IMPEX P	RIVATE LIN	MITED						
City	Ahmedabad								
St Assignmen	t DocumentNo	Туре	DocDate	SI	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	220000026		25.09.2019			14.700,00-			VENDOR INVOICE
	230000021 230000009		26.09.2019 25.09.2019			14.700,00	INR		RESIDUAL PYMNT VENDOR PYMNT
	230000009		25.09.2019			980,00 980,00-	INR		VENDOR PYMNI VENDOR PYMNI
	2200000023		25.09.2019			980,00-		2300000023	
	2200000038		25.09.2019			780,00-	INR	2300000026	ILSI
	2300000026		25.09.2019			200,00	INR	2300000026	
	2300000028		25.09.2019			200,00	INR	2300000028	
	2300000027		25.09.2019			200,00-		2300000027	
	2300000013		25.09.2019			5.300,00	INR	2300000029	
	2300000029		25.09.2019			5.300,00-		2300000029	
	230000025		25.09.2019			780,00	INR	2300000034	
	230000034		25.09.2019			780,00-		2300000034	
	230000024	KZ	25.09.2019			980,00	INR	2300000035	VENDOR PAYMENT
	230000035	KZ	25.09.2019			980,00-	INR	2300000035	VENDOR PAYMENT
	220000082	KR	13.01.2020			14.700,00-	INR	2300000044	INVOICE RAISED 1.1
	230000044	KZ	13.01.2020			14.700,00	INR	2300000044	
	220000099	KR	31.03.2020			981,00-	INR	2300000046	vendor invoice,
	230000046	KZ	31.03.2020			981,00	INR	2300000046	
	200000003	KG	23.09.2019			980,00	INR	3800000000	VENDOR CREDIT MEMO
	220000014	KR	20.08.2019			200.000,00-	INR	3800000000	Asset Procurement-2

As per above screenshot the system has cleared the line items after the refund has been made to vendor in **F-52** with adjustment of already posted advance and invoice document.

#### 8. Post with Clearing:

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Alternative Thinking

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Post with clearing process we will use when there is business requirement to transfer the values from one vendor to another vendor.

#### **Pre-requisite:**

Sending vendor documents should be an open item for transferring the values from sending vendor to receiving vendor.

If sending vendor values are in credit balance then in selection screen for receiving vendor we have to select credit-posting key.

If sending vendor values are in debit balance then in selection screen for receiving vendor we have to select debit-posting key.

(If transaction is normal, use posting key 21 debiting vendor and use posting key 31 crediting vendor)

(If transactions is special GL use posting key 29 debiting vendor and use posting key 39 crediting vendor)

#### **Business Scenario:**

For Example: User wrongly selected vendor and posted the document. Now business wants to transfer the values from wrong vendor to correct vendor but business do not want to reverse that document because of various reason. (Or) There could be various other reasons to transfer the values from one vendor to another vendor.

#### FBL1N – Vendor Line Item report:

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Vendo	or Line Item D	isplay								
K	)     🗞 🥖 🔛	A 🖓	r (	4 ♥   ■		•	2 3⁄2 🖻 🗌 🖬	🗄 Se	lections 📋	Create Dispute Case
Vendor		400010								
Company	Code	1200								
Name		JAI BALAJI &(	.0							
City		Ahmedabad								
	1			1						
St	Assignment	DocumentNo	Туре	DocDate	SI	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	í	DocumentNo		DocDate			Amount in Local Crcy 1.000,00	LCurr INR	Clrng doc.	Text 1000
	í		KG			<b>\$</b>	1.000,00		Clrng doc.	
		2000000001	KG KR	18.09.2019		¥ ¥	1.000,00	INR INR	Clrng doc.	
		2000000001 2200000010	KG KR KR	18.09.2019 19.09.2019		<b>\$</b>	1.000,00	INR INR INR	Clrng doc.	1000
		2000000001 2200000010 2200000012	KG KR KR	18.09.2019 19.09.2019 20.09.2019		¥ ¥	1.000,00 10.000,00- 100.000,00-	INR INR INR INR	Clrng doc.	1000 Asset Procurement

As per above line item display, we have to transfer the values from vendor 400010 to vendor 400011, so now instead of 400010 we're transferring to 400011.

So now, we are going to post with clearing transaction from vendor 400010 to 400011.

Enter the transaction code **F-51** in command bar (or) Follow the below path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Other  $\rightarrow$  (F-51) With Clearing

Confidential	Document
--------------	----------





🔮 F-51	• 4 🗏   C	🚱 🚷   🖴	) M K   \$1 1	, 🗋 :
SAP Easy Access				
🚯 📑   🏷   📇 Other i	menu 🛛 😹 🔠	0 🗸 🖛	Create role	
<ul> <li>♥ F4</li> <li>♥ F8</li> <li>♥ F8</li> <li>♥ F8</li> <li>♥ F8</li> <li>■ D0</li> <li>■ D0</li> <li>■ D0</li> <li>■ Bill</li> <li>♥ Ot</li> </ul>	edger Receivable Payable ment Entry 360 - Invoice 43 - Invoice - Gene 365 - Credit Memo 41 - Credit Memo - 310 - Invoice/Credit ocument Parking own Payment I of Exchange ther	General Memo Fast E	ntry	
• 🕫	F-52 - Incoming F F-42 - Without C F-51 - With Cleari	earing		

Step 2: In the next screen enter the following details.

Confidential D	ocument
----------------	---------





Post with Cle	earing: He	ader L	Data					
Choose open items	Account M	odel						
Document Date	25.09.2019	Туре	Al	в	Company Code	1200		
Posting Date	25.09.2019	Period	6		Currency/Rate	INR		
Document Number					Translation dte			
Reference	DEPT/INV/20	19			Cross-CC Number			
Doc.Header Text	TRANSFER							
Clearing Text	TRANSFER							
Transaction to be p Outgoing paymen Incoming paymen Credit memo Transfer posting	nt		(		Receiving vendo	or numb	ber	
First line item PstKy 31 Accou	unt 400011		@L I	nd	ТТуре			

Step 3: Enter the above values in the screen and Press "Enter".

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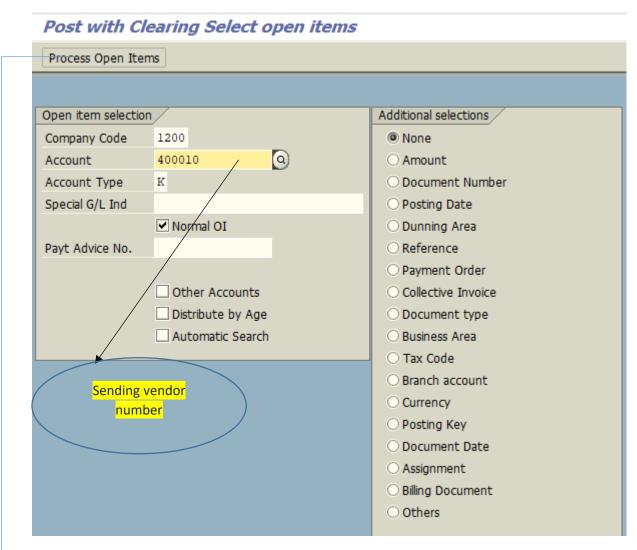
Post with	Clearing /	Add Ve	endor item
	Choose ope	n items	Process Open Items 🏼 🖨 More data 🔹 Account Model
Vendor	400011	KUBS IN	MPEX PRIVATE LIMITED G/L Acc 18110000
Company Code	1200	2C JAM	IALS FAZAL CHAMBERS 2ND FLOOR
Deendayal Port T	Trust	Ahmeda	labad
Item 1 / Invoice	/ 31		
Amount	1200		INR
	Calculate T	ах	BusPlace/Sectn 1200 / 1200
Bus. Area			
Payt terms			Days/percent / /
Bline Date	25.09.2019		Fixed
CD Base			CD Amount
			Invoice Ref. / /
Pmnt block			Payt Method
Assignment	TRANSFER		
Text	TRANSFER		😥 Long Texts
Next line item			
PstKy A	ccount		SGL Ind TType New Co.Code

-> Step 4: Provide the values as shown in the above screen and select "Choose open items".

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Step 5: Provide the values as shown above and select "Process open items".

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Do at with	Classin -	<b>D</b>			an itoma			
Post with								
🚨 📝 🛛 Distrib	ute Difference		Charge	e Off [	Difference 🖉 Editing Options 🛛 💋 C	ash Disc. Du	e	
Standard	Partial Pmt	V	Res.I	tems	WH Tax			
Account iter	ns 400010 JAI	BAI	LAJI &	CO				
ocument D.	Document	P	Busi	Day	INR Gross	CashDiscou	int CDPei	r.
000000001 KG				7	1.000,00			
200000010 KR	19.09.2019	31		6	10.000,00	-		
200000012 KR	20.09.2019	31		5	100.000,00			
200000025 KR	25.09.2019	31		0	1.200,00	3		
		_						
	870	尙	Amo <sub>.</sub>	. 1	🖥 Gross<> 🕌 👪 Currency 🛛 🏄 Items	🕴 Item	s 🏄 Disc. 🍸 Disc.	
		-						
Processing Stat	tus							
Number of Ite	ms 4				Amount Enter	ed	1.200,	00-
Number of Ice	1				Assigned		1.200,	00-
Display from It	em 1							

Step 6: Go to menu bar click on "Document" and select "Simulate".





Oocument Date Posting Date	25.09.2019 25.09.2019	Type Period	AB 6	Company Code Currency	1200 INR
ocument Number Reference	INTERNAL DEPT/INV/2019	Fiscal Year	2019	Translation dte Cross-CC Number	25.09.2019
oc.Header Text Items in document	TRANSFER			Trading part.BA	
	cct 000400011 KUBS 000400010 JAI			INR Amount 1.200,00- 1.200,00	Tax amnt
D 1.200,00	C 1.200	0.00	0,00		* 2 Line Items

**Step 7:** Check and verify the line items and click on "**Post**", system will post the document and generate a document number as shown below:

Ocument 110000009 was posted in company code 1200

Now go to vendor line item using transaction code - FBL1N. (Sending vendor account)

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endor selection Vendor account	400010 Q	to	\$	
Company code	1200	to	<ul><li></li><li></li></ul>	
election using search help				
Search help ID				
Search string				
🖻 Search help				
ne item selection				
Status				
O Open items				
Open at key date	25.09.2019			
O Cleared items				
Clearing date		to	⇒	
Open at key date				
All items				
0.11111	05 00 0010		<b>\$</b>	
Posting date	25.09.2019	to		
r ootang date				

Click on "Execute".

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Vendor Line Item Display										
📕 🔸 🕨   🍪 🦉 🧱 🕼 🖗 🕼 🔮   🍞 🚔 🗑   🇮 🖷 🐨   🔀 🏂 🔁 🏲   🖬 🖬 Selections 🗋 Create Dispute Case										
Vendor	400010									
Company Code	1200									
Name	JAI BALAJI 60	0								
City	Ahmedabad									
St Assignment	DocumentNo	Туре	DocDate	S	DD	Amount in Loo	cal Crcy	LCurr	Clrng doc.	Text
	1100000009	AB	25.09.2019			1	.200,00	INR	1100000009	TRANSFER
	2200000025	KR	25.09.2019			1	.200,00-	INR	1100000009	VENDOR INVOICE
*							0,00	INR		
** Account 400010 0,00 INR										

As per above screenshot the open item from sending vendor has been cleared after post with clearing done with **F-51**.

Now FBL1N (Receiving vendor).

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Vendor Line Item Display					
🕒 🚱 📜 🚺 Data Sources					
Vendor selection					
Vendor account	400011 🔍	to	<b>e</b>		
Company code	1200	to	<b>P</b>		
Selection using search help					
Search help ID					
Search string					
Search help					
Line item selection					
Status					
Open items					
Open at key date	25.09.2019				
O Cleared items					
Clearing date		to	<b>&gt;</b>		
Open at key date					
All items					
Posting date	25.09.2019	to	⇒		
Туре					
✓ Normal items					
Special G/L transactions					
Noted items					

Click on "Execute".

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Ven	Vendor Line Item Display								
K	🔟 🌒 🕨 🖉 🧱 😰 🗳 🖗 😰 🗳 🌾 🇮 🖽 🖽 🗱 💆 🏂 🏂 ն 🗈 🖬 🖬 🖬 Case								
Vendo	Vendor 400011								
Compa	iny Code 1	200							
Name City									
	St Assignment	DocumentNo	Туре	DocDate	S DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	ă	2200000021	KR	25.09.2019	4	980,00-	TNR		VENDOR INVOICE
	X X X	2200000022		25.09.2019	Ā,	980,00-			VENDOR INVOICE
	<b>X</b>	2200000023	KR	25.09.2019	4	980,00-	INR		VENDOR INVOICE
	💓 DOWN PYMNT CLRNG	190000002	KA	25.09.2019	E 🛃	1.000,00	INR		VENDOR DOWN PYMNT CLRNG
	TRANSFER	110000009	AB	25.09.2019	4	1.200,00-	INR		TRANSFER
*	×					3.140,00-	INR		

As per above screenshot a new open item has been created after post with clearing has been made using the transaction code **F-51**.

#### 9. Recurring Document:

This has already covered in General Ledger user manual. The same procedure is applicable for vendor also. The only thing is instead of selecting GL account here we have to select the vendor account that is it. (Please refer to general ledger user manual).

#### **10. Sample Document:**

This has already covered in General Ledger user manual. The same procedure is applicable for vendor also. The only thing is instead of selecting GL account here we have to select the vendor account that is it. (Please refer to general ledger user manual).





#### **11.Vendor Outgoing Payment:**

In this chapter, we are going to see the various vendor outgoing payments related transactions.

Generally, in business terms whatever materials & services are procured from suppliers, for that we have to make payment.

For procuring materials and services first, we have to raise invoices in SAP, later we have to make payment against that invoices.

#### **Payment Scenarios:**

- Full Payment
- Partial Payment
- Final Payment
- Payment with advance payment adjustment
- Payments with adjustments of GST reimbursement, Retention withheld, Credit memo.

The above all the payments we are going to process by using the transaction code F-53. Use Transaction Code **F-53 (Vendor Outgoing Payment)** 

#### Selection criteria for open item selection for make payment:

In the below screen various selection options are available to select the open item documents for payment. So while doing transaction in **F-53** the user has to specify the selection criteria to call the open item documents for payment.





Post Outgoing Payments: He	eader Data
Process Open Items	
Document Date     Image: Type       Posting Date     Image: Period       Document Number     Period       Reference     Image: Period       Doc.Header Text     Image: Period       Clearing Text     Image: Period       Bank data     Image: Period       Account     Image: Period       Amount     Image: Period	KZ       Company Code       1000         3       Currency/Rate       INR         Translation dte       Cross-CC Number         Trading part.BA       Trading part.BA         Business Area       Amt.in loc.cur.
Bank Charges Value date Text	LC Bank Charges Profit Center Assignment
Open item selection Account Account type K Other A Special G/L Ind Payt Advice No. Distribute by Age Automatic Search	Additional selections  Accounts Account
	If the business wants to make payment with customer acc adjustment, select "others" check provide customer a/c details to r payment with customer a/c adjustr

If you select "Others", system will show you the below criterion.

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Post Outgoing Payments: Header Data						
Process Open Items	C Choose Selection Criterion	×				
Document Date			1000			
Posting Date	Amount	<b>–</b>	INR			
Document Number	O Document Number	-				
Reference	O Posting Date					
Doc.Header Text	O Dunning Area					
Clearing Text	OReference					
Bank data	O Payment Order					
Account	O Collective Invoice					
Amount	O Document type					
Bank Charges	O Business Area					
Value date	○ Tax code					
Text						
	Page 1 / 2					
Open item selection			-			
Account						

Press Enter "Page Down" to see the other selection criteria options.

Post Outgoing Payments: Header Data							
Process Open Items	Croose Selection Criterion	×					
Document Date Posting Date Document Number Reference Doc.Header Text Clearing Text Bank data Account Amount	Branch account						
Bank Charges Value date Text							
Open item selection	Page 2 / 2						

As per the above screens, the user can select any one of the options to make one selection criterion to make the call for open item for documents for payment.

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### Full payment:

### **FBL1N** – Vendor Line item report FBL1N – Vendor Line item report:

Vendor Line Item Display									
📕 🗲 🕨   🎸 🖉 🧱 🕼 🕼 🕼 🕼 🛱 🗮 🌐 🇱 🗱 🗱 🎦 🔚 🖬 🖬 Selections 🗋 Create Dispute Case									
Vendor	400011								
Company Code	1200								
Name	KUBS IMPEX PRIVATE L	IMITED							
City	Ahmedabad								
St Assignment	Document No. Tune	Doc Date	s nn	Amount in Local Crow	LCurr	Clrng doc	Tavt		
St Assignment	DocumentNo Type	DocDate	s dd	Amount in Local Crcy	LCurr	Clrng doc.	Text		
	DocumentNo Type	DocDate				Clrng doc.	Text VENDOR INVOICE		
			4	980,00-	INR	Clrng doc.			
St Assignment	2200000021 KR	25.09.2019		980,00- 980,00- 980,00- 980,00-	INR INR	Clrng doc.	VENDOR INVOICE		
	2200000021 KR 2200000022 KR 2200000023 KR	25.09.2019		980,00- 980,00- 980,00- 980,00- 1.000,00	INR INR	Clrng doc.	VENDOR INVOICE VENDOR INVOICE		
	2200000021 KR 2200000022 KR 2200000023 KR	25.09.2019 25.09.2019 25.09.2019		980,00- 980,00- 980,00- 980,00- 1.000,00	INR INR INR INR	Clrng doc.	VENDOR INVOICE VENDOR INVOICE VENDOR INVOICE		
DOWN PYMNT CLRNG	2200000021 KR 2200000022 KR 2200000023 KR 190000002 KA	25.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019		980,00- 980,00- 980,00- 980,00- 1.000,00	INR INR INR INR INR	Clrng doc.	VENDOR INVOICE VENDOR INVOICE VENDOR INVOICE VENDOR DOWN PYMNT CLRNG		

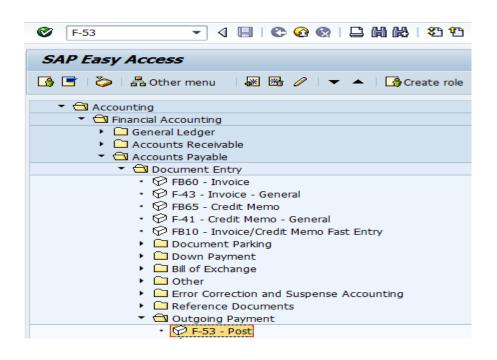
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Enter the transaction code **F-43** in command bar (or) Follow the below path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  (F-43) Invoice General



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**Step 2:** Enter the following data in the below screen.

Document Edit Goto Settinas Svstem Help											
	1 🕒 I 😋 🚱 🚱 I 🖴 (			🕜 🖪							
	Post Outgoing Payments: Header Data										
Process Open Items											
Document Date	25.09.2019	Туре	K	Z	Company Code	1200					
Posting Date	25.09.2019	Period	6		Currency/Rate	INR					
Document Number					Translation dte						
Reference	DEPT/INV/2	019			Cross-CC Number						
Doc.Header Text	VENDOR PAYMT				Trading part.BA						
Clearing Text	VENDOR PAYMER	Т									
Bank data											
Account	23110002				Business Area						
Amount	980										
Amt.in loc.cur.											
Bank Charges					LC Bank Charges						
Value date	25.09.2019				Profit Center						
Text	VENDOR PAYME	NT			Ssignment						
Open item selection					Additional selections						
Account	400011				None						
Account Type	К	Other A	Accounts		<ul> <li>Amount</li> </ul>						
Special G/L Ind		🗹 Standa	rd OIs		O Document Number						
Payt Advice No.					<ul> <li>Posting Date</li> </ul>						
Distribute by Age					O Dunning Area						
Automatic Search					O Others						

Step 3: After entering the details, click on "Process open items".





Standard Partial Pmt Res.Items WH Tax									
Account items 400011 KUBS IMPEX PRIVATE LIMITED	)								
Document D. Document P. Busi. Day. INR Gros	oss CashDiscount CDPer.								
2000000003 KG 23.09.2019 21 2	980,00								
2200000011 KR 19.09.2019 31 6	9.800,00-								
2200000014 KR 20.08.2019 31 36	200.000,00-								
2200000016 KR 23.09.2019 31 2	980,00-								
2200000018 KR 23.09.2019 31 2	980,00-								
2200000020 KR 24.09.2019 31 1	980,00-								
2200000021 KR 25.09.2019 31 0	980,00-								
2200000022 KR 25.09.2019 31 0	980,00-								
2200000023 KR 25.09.2019 31 0	980,00-								
1900000002 KA 25.09.2019 26 1	1.000,00								
▲ ■ ■ ● ♥ 間 間 Amo ■ Gross<>	👪 Currency 🏋 Items 🎽 Items 👫 Disc. 🎽 Disc.								
Processing Status Not assigned									
Number of Items 13 field should	Amount Entered 980,00-								
Display from Item 1 be " <b>zero</b> "	Assigned 980,00-								
Reason Code	Difference Postings								
Display in clearing currency	Not Assigned 0,00								

#### Post Outgoing Payments Process open items

Step 4: Go to menu bar click on "Document" and select "Simulate".

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🗟 🟥 Display Currency	🖬 Taxes 🗠 Res	set			
Document Date	25.09.2019	Туре	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	25.09.2019
Reference	DEPT/INV/20	)19	_	Cross-CC Number	
Doc.Header Text	VENDOR PAYMT			Trading part.BA	
	023110002 AI	JLAHABAD BANK JBS IMPEX PRI	-	INR Amount 980,00 980,00	)—

**Step 5:** After verifying, click on "**Post**", then system will generate a document number as shown below:

Document 2300000024 was posted in company code 1200

Now check in Vendor Line item report using **FBL1N**:

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	<u>Vendor Line Item Display</u> ▼												
	Vendor 400011 Company Code 1200												
Name City		KUBS IMPEX PR Ahmedabad	IVATE LIN	4ITED									
S	t Assignment	DocumentNo	Type	DocDate	S DI	Amount	in Local	Crcy	LCurr	Clrng	doc.	Text	
		2200000023 2300000024	KZ	25.09.2019 25.09.2019			98	0,00- 0,00		23000	00024	VENDOR	INVOICE PAYMENT

As per above screen the open item has been cleared after making payment through F-53.

#### **Partial Payment:**

#### Vendor Line item report:

venad	Vendor Line Item Display										
K	🖌 🖌 🕨   🚱 🖉 🧱 😰   🍞 🛱 😨   🎛 🖽 🖽   🔀 🏂 🔁 🖆 🖬 🖬 Selections 🗋 Create Dispute Case										
Vendor Company	Vendor 400011 Company Code 1200										
Name	-	UBS IMPEX P	RIVATE LI	MITED							
City	Α	hmedabad									
							<u> </u>				
St	Assignment	DocumentNo	Туре	DocDate	S DI	Amount in Local Crcy	LCurr	Clrng doc.	Text		
		DocumentNo		DocDate				Clrng doc.	Text VENDOR INVOICE		
			KR		4	980,00- 980,00-	INR	Clrng doc.			
		2200000021	KR KR	25.09.2019		980,00- 980,00- 980,00- 980,00-	INR INR	Clrng doc.	VENDOR INVOICE		
		2200000021 2200000022	KR KR KR	25.09.2019 25.09.2019	4	980,00- 980,00- 980,00- 980,00- 1.000,00	INR INR	Clrng doc.	VENDOR INVOICE VENDOR INVOICE		
		2200000021 2200000022 2200000023	KR KR KR KA	25.09.2019 25.09.2019 25.09.2019	4	980,00- 980,00- 980,00- 980,00- 1.000,00	INR INR INR INR	Clrng doc.	VENDOR INVOICE VENDOR INVOICE VENDOR INVOICE		

As per the above line item, the outstanding balance is 980 and we are going to make a payment of 780.

Enter the transaction code **F-53** in command bar (or) Follow the below path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  (F-43) Invoice General

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F-53	▼ 4 🗏   © @ @   🗅 🛗 腾   20 10 🕻
SAP Easy Access	
🚱 📑   🏷   晶 Other n	menu 🛛 😹 👪 🥒 🛛 🔻 🔺 🚺 Create role
<ul> <li>Accounting</li> </ul>	
🝷 🗂 Financial Accou	ounting
🕨 🗀 General Le	edger
<ul> <li>Accounts I</li> </ul>	Receivable
🔻 🔂 Accounts I	Payable
🝷 🔂 Docum	nent Entry
• 🛇 FB6	60 - Invoice
• 🛇 F-4	43 - Invoice - General
• 💬 FB6	65 - Credit Memo
• 🛇 F-4	41 - Credit Memo - General
• 💬 FB1	10 - Invoice/Credit Memo Fast Entry
🕨 🗀 Doo	ocument Parking
Dov	own Payment
🕨 🗀 Bill 🛛	l of Exchange
🕨 🗀 otł	
🕨 🗀 Erro	ror Correction and Suspense Accounting
	ference Documents
🝷 🔂 Out	utgoing Payment
	F-53 - Post

Step 2: In the next screen enter the following details.

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Process Open Items						
Document Date	25.09.2019	Туре	KZ	Company Code	1200	
Posting Date	25.09.2019	Period	6	Currency/Rate	INR	
Document Number				Translation dte		
Reference	DEPT/INV/20	)19		Cross-CC Number		
Doc.Header Text	VENDOR PAYMT			Trading part.BA		
Clearing Text	VENDOR PAYMEN	ΙТ				
Bank data						
Account	23110002			Business Area		
Amount	780					
Amt.in loc.cur.						
Bank Charges				LC Bank Charges		
Value date	29.09.2019			Profit Center		
Text	VENDOR PARTIA	L PAYMENT		Ssignment		
Open item selection				Additional selections	/	
Account	400011			None		
Account Type	K	Other Account	s	O Amount		
Special G/L Ind		Standard OIs		O Document Numbe	r	
Payt Advice No.				O Posting Date		
Distribute by Age				O Dunning Area		
Automatic Search				O Others		

Step 3: Provide the values as shown above and select "Process open items".

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ost Outgoing Payments Process open items											
2 Distribute Difference Charge Off Difference 🖉 Editing Options 🖉 Cash Disc. Due											
Standar Partial P Res.Ite WH T											
Stariuar	aru		. (	VVII I							
Account items	400	011 KUBS IMPEX	PRT		MITED						
Document Num		1	1	r		INR Gross CashDiscount	CDPer				
		25.09.2019			4-	960,00-					
2200000038	KR	25.09.2019	31		4-	980,00-					
2300000010	ΚZ	25.09.2019	25		0	780,00					
2300000011	ΚZ	25.09.2019	25		0	200,00					
2300000013	ΚZ	25.09.2019	25		0	5.300,00					
						· · · · · · · · · · · · · · · · · · ·					
<b>R B</b>	B	A 7 M	邰	Amour	nt 👪	Gross<>Net 話 Currency 巻 Items 首 Items 巻 Disc. 首 Disc.					

Step 4: Click on "Partial Payment" tab.

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Post Outgoing Payments Enter partial payments											
2 Distribute Difference Char	2 Distribute Difference Charge Off Difference 🖉 Editing Options										
Standar Partial Pmt Re	Standar Partial Pmt Res.Ite WH T										
Account items 400011 KUBS IMPEX PRIVATE LIMITED											
Document Num Do Document D	ate Po Busin	Days i Net Amoun	nt Payment Amount R	RCd							
2200000037 KR 25.09.2	019 31	4-	960,00-								
2200000038 KR 25.09.2	019 31	4-	980,00-980,00-								
230000010 KZ 25.09.2	019 25	0	780,00								
2300000011 KZ 25.09.2	019 25	0	200,00								
230000013 KZ 25.09.2	019 25	0	5.300,00								
	間 聞 Amo	ount 🔠 Gross<>	Net 👪 Currency 🔭 Items 🏋 Items 🔭 Disc. 👔 Disc.								
Processing Status											
Number of Items	5		Amount Entered	780,00-							
Display from Item	1		Assigned	980,00-							
Reason Code			Difference Postings								
Currency	INR		Should be								
			Not Assigned	200,00							

**Step 5:** Double click on **"Payment amount**" so that it will become zero.

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Post Outgoing Payments Enter partial payments									
2 Distribute Difference Charge Off D	Difference 🥒 Editing Options								
Standar Partial Pmt Res.Ite	WH T								
Account items 400011 KUBS IMPEX PR	RIVATE LIMITED								
Document Num Do Document Date Po	Busin Days i Net Amount	Payment Amount	RCd						
2200000037 KR 25.09.2019 31	1 4-	960,00-							
2200000038 KR 25.09.2019 31	1 4-	980,00-	<mark>/80,00</mark> -						
2300000010 KZ 25.09.2019 25	5 0	780,00							
2300000011 KZ 25.09.2019 25	5 0	200,00							
2300000013 KZ 25.09.2019 25	5 0	5.300,00							
	Amount B Gross<>Net B Currency	🕴 Items 👔 Items 🎽 Disc. 👔 🛛	Disc.						
Processing Status									
Number of Items 5		Amount Entered	780,00-						
Display from Item 1		Assigned	780,00-						
Reason Code		Difference Postings							
Currency INR	t								
		Not Assigned	0,00						

Step 7: Click on "Document" and select "Simulate".

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	4 📙 I 🏵 😧 😵 I 🖹 🛱 🛱	80 90 40 80 1 🔣 🖉	1 🕜 🖪		
Post Outgoing	Payments Dis	blay Overvi	iew		
Currency	Taxes				
Document Date	25.09.2019	Туре	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	25.09.2019
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text	VENDOR PAYMT			Trading part.BA	
Items in document current	ncy				
PK BusA Ad	cct			INR Amount	Tax amnt
001 50 00	023110002 ALLAH	ABAD BANK OI	ıtg	780,00-	
002 25 00	000400011 KUBS	IMPEX PRIVAT	ſΕ	780,00	
D 780,00	c 780,00		0,00		* 2 Line Items

Step 8: Verify the line items and click on "Post" and system will auto generate a document number as shown below:

Now go to vendor line item report using FBL1N:

Vendor Line Item Display NイトN 公グ型型 学員で 写具 安田田田 電影を定て 聞 回 Selections □ Create Dispute Case											
ndor mpany	Code	400011 1200									
Name     KUBS IMPEX PRIVATE LIMITED       City     Ahmedabad											
St	Assignment	DocumentNo	Туре	DocDate	S	DD	Amount in	Local Crcy	LCurr	Clrng doc.	Text
) X		2300000025 2200000026		25.09.2019 25.09.2019		49 400		780,00 14.700,00		2300000021	VENDOR INVOICE

As per above highlighted item, it is the partial payment which is created as 780 and the old-line item of 980 is now disappeared.

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#### **Final Payment:**

Now we are going to make payment for final outstanding Rs.200 to the vendor with adjustment of invoice and already done partial payment:

Enter the transaction code **F-53** in command bar (or) Follow the below path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Outgoing Payment  $\rightarrow$  (F-53) Post

[F-53]	▼] < □   © @ @   □ Hi Hi 1 20 10 .
SAP Easy Access	
🌆 📑   🏷   📇 Other r	menu 🛛 😹 🔀 🥒 🛛 🔻 🔺 🚮 Create role
<ul> <li>Accounting</li> <li>Financial Account</li> </ul>	unting
General Le     Accounts	edger
<ul> <li>✓ ☐ Accounts</li> <li>✓ ☐ Accounts</li> <li>✓ ☐ Docum</li> </ul>	Payable
• 父 FB6	60 - Invoice 43 - Invoice - General
• 💬 FB6	65 - Credit Memo
• 🗭 FB:	11 - Credit Memo - General 10 - Invoice/Credit Memo Fast Entry
Do	ocument Parking own Payment
<ul> <li>Image: Bill</li> <li>Image: Distribution</li> /ul>	of Exchange her
_	ror Correction and Suspense Accounting ference Documents
	itgoing Payment <mark>9 F-53 - Post</mark>

Step 2: Enter the following details as shown in below screen.

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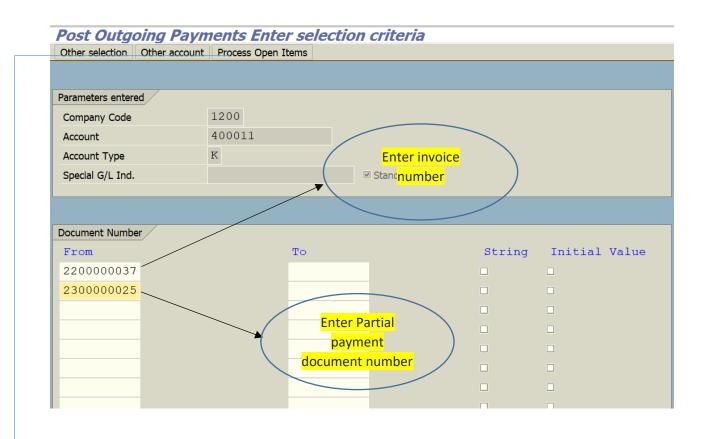
Process Open Items					
Document Date	25.09.2019	Туре	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/20	19		Cross-CC Number	
Doc.Header Text	VENDOR PARTIA	L PAYMENT		Trading part.BA	
Clearing Text	VENDOR PARTIA	L PAYMENT			
Bank data					
Account	23110002			Business Area	
Amount	200				
Amt.in loc.cur.					
Bank Charges				LC Bank Charges	
Value date	29.09.2019			Profit Center	
Text	VENDOR PARTIA	L PAYMENT		Ssignment	
Open item selection				Additional selections	
Account	400011			None	
Account Type	K	Other Accounts		O Amount	
Special G/L Ind		Standard OIs		O Document Number	
Payt Advice No.				• Posting Date	
Distribute by Age				O Dunning Area	

Step 3: Click on "Process Open items" after providing the details.

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Step 4: Enter the details and press "Process open items".

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#### Post Outgoing Payments Process open items

🛯 🖉 Distribute [	Differ	rence Charge C	iff Di	fference	e 🖉 E	diting Options ø Cash Disc. Due	•			
Standar	Partia	al P Res.Ite		WH T						
					_					
Account items	4000	011 KUBS IMPEX	PRI	VATE L	IMITED					
Ocument Num	Do	Document Date	Po	Busin	Days i	INR Gross		CashDiscount		CDPer.
200000037	KR	25.09.2019	31		4-		960,00-			
300000025	ΚZ	25.09.2019	25		4-		780,00			
	B		尙	Amou	nt 👪	Gross<>Net 👪 Currency	* Items	T Items	* Disc. ¥ Disc.	
	_									
Processing Statu	us /	/								
Number of Iter		2				1	Mount Entered			200,00-
Display from It		1					Assigned			0,00
Reason Code							Difference Postings			
Display in clear	rina a	urrency					Not Assigned			200,00-
Display In clear	g c	Janoney					toe nooigned			

Step 5: Click on "Partial Payments" tab.

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	Post Outgoing Payments Enter partial payments         2 2 Instribute Difference       Charge Off Difference         2 Editing Options									
			_							
Standar F	artia	l Pmt Res.Ite	. /	WH T						
	400									
	2	011 KUBS IMPEX			1					
Document Num				Busin			1	RCd		
2200000037			-		4-	960,0				
2300000025	ΚZ	25.09.2019	25		4-	780,0	780,00			
	R	A ₹ M	ក្រា	Amou	nt 🔛	Gross<>Net 👪 Currency 🕴 Item	ns 👔 Items 🕴 Disc. 👔 Disc.			
	_									
Processing State	us /	/								
Number of Iter		2				Amount Entere	d	200,00-		
Display from I	em	1				Assigned		200,00-		
Reason Code						Difference Post	ings			
Currency		I	NR							
						Not Assigned		0,00		

Step 6: After doing the above details, click on "Document" from menu bar and select "Simulate".

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	25.09.2019	Туре	KZ	Company Code	9	1200	
Posting Date	25.09.2019	Period	6	Currency		INR	
Oocument Number	INTERNAL	Fiscal Year	2019	Translation dte	•	25.09.2	2019
Reference				Cross-CC Num	ber		
oc.Header Text				Trading part.B	4		
tems in document curre	ncy						
PK BusA A	cct			INR Amo	unt	Tap	amnt
001 50 0	023110002 AL	LAHABAD BANK	Outg	200	,00-		
002 25 0	000400011 KU	BS IMPEX PRIV	ATE	200	,00		

**Step 7:** Click on **"POST"** to post the document and system will generate a document number as shown below:

$\bigcirc$	Document	230000026	was	posted in	company	/ code 1200
0	Document	230000020	was	posteu III	company	COUE 1200

Now go to FBL1N and check the line items:

Vendor L	endor Line Item Display										
H 4 🕨											
Vendor Germany C		00011									
company c	ompany Code 1200										
Name	me KUBS IMPEX PRIVATE LIMITED										
City		hmedabad	CLUTTE DE								
1											
									1		
St P	Assignment	DocumentNo	Туре	DocDate	S DD	Amount	in Local Crcy	LCurr	Clrng doc.	Text	
		2300000010	27	25.09.2019			780,00	TND	2300000026		
		2300000010		25.09.2019			200,00		2300000026		
		2000000003		23.09.2019			980,00			VENDOR CREDIT MEMO	
		2200000014		20.08.2019			200.000,00-			Asset Procurement-2	
		2200000018	KR	23.09.2019			980,00-		3800000000	PARK VENDOR INVOICE	
_		2200000032	KR	25.09.2019			9.800,00-		3800000000	VENDOR INVOICE	
		2300000021		26.09.2019			4.700,00-	INR	3800000000	RESIDUAL PYMNT	

As per the above highlighted field, it is the cleared document for the partial payments which we made using **F-53**.

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### Payment with Advance payment adjustment:

#### **Business Scenario:**

Advance Payment: 10000 Invoice: 14700 Final Payment: 4700 Enter the transaction code **F-48** in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Down Payment  $\rightarrow$  (F-48)

Post Vendor Down Payment: Header Data											
🔏 New Item R	Requests										
Document Date	31.03.2020	Туре	Туре 1			Company Code	1200				
Posting Date	31.03.2020	Perio	bd	1		Currency/Rate	INR				
Document Number						Translation dte					
Reference	DEPT/INV/20	20				Cross-CC Number					
Doc.Header Text	VENDOR DOV	VN PAY	MENT								
Trading part.BA						Tax Reporting D					
Vendor											
Account	400011					Special G/L Ind	Α				
Altern. CoCode											
Bank											
Account	23110002					Business Area					
Amount	10000										
LC amount											
Bank Charges						LC Bank Charges					
Value date	31.03.2020					Profit Center	1201				
Text						Assignment	VENDO	R DWN	I PYMN	Г	
				_							
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**Step 2:** Provide the above values and press enter.

<sup>」</sup> <u>D</u> ocument <u>E</u>	dit <u>G</u> oto	Extr <u>a</u> s <u>S</u> ettings	En <u>v</u> ironment	S <u>y</u> stem <u>H</u> e	lp						
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Post Vend	Post Vendor Down Payment Add Vendor item										
🚨 🖨 More d	lata 🛃	🗟 🖸 🛛 New Ite	m 🚺 Withholdi	ng <mark>t</mark> ax							
Vendor	400011	KUBS IMPEX	PRIVATE LIMITED		G/L Acc 2352	20000					
Company Code	1200	2C JAMALS F	AZAL CHAMBERS 2	2ND FLOOR							
Deendayal Port T	rust	Ahmedabad									
Item 2 / Down p	payment ma	ade / 29 A									
Amount	10000		INR								
		alculate Tax	Bus./Sectn								
Bus. Area											
Disc.perc.			CD Amount								
					Real Estate						
Purch.Doc.											
					Flow Type						
Contract		1									
Assignment	VENDOR D	WN PYMNT									
Text	VENDOR D	OWN PAYMENT			🕑 🐶 Lo	ng Texts					

Step 3: provide the values as shown above, click on "Document", and select "Simulate".

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Document Date	31.03.2020	Туре	KZ	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/202	0		Cross-CC Number	
Doc.Header Text	VENDOR DOWN	N PAYMENT		Trading part.BA	
	023110002 A11 000400011 KUB		-	INR Amount 10.000,00- 10.000,00	Tax amnt

**Step 4:** Click on **"POST**" after you verify the items, also system will auto generate a document number a shown below:



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Alternative Thinking

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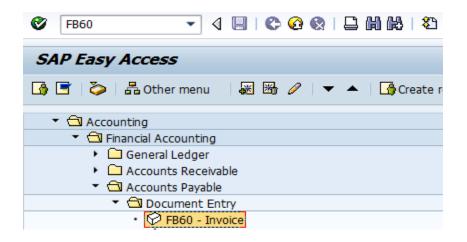




Now make Vendor invoice using **FB60**:

Enter the transaction code **FB60** in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  (FB60) Invoice



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Enter Vendor	r Invoice:	Comp	any Code	1200								
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Transactn	Invoi	ce	Đ	Bal.	0,00					000		
Basic data	Payment 🖌	Details 🔓	Tax With	holding tax	Notes		Vendor	/				1
		- 1			1		Address	/				
Vendor	400011		Sp.G/LI				Compar	iy				
Invoice date	31.03.2020		Reference	DEPT/INV/	MPEX PRIVATE LIMITED							
Posting Date	31.03.2020				AMALS FAZAL CHAMBERS 2ND							
Cross-CC Number						600006 Ahmedabad						
Amount	15.000,00			INF			2 9940600954					
			Calculate	Тах								
Tax Amount					Ē		Bank dat	a: not	availal	ble		
Bus.Place/Sectn	1									<b>I</b>	OIs	
Text	VENDOR INV	OICE,										
1 Items ( No en	try variant sele	ected)										
St G/L acct		D/C	Amount in doc			Co		Busi	Part	Cost center	Ord	
✓ 41400000	Hire of vehic.				15.000,00					12050402		
	Q)	Debit 🗎				1200						

Step 2: provide the above values, click on "Document", and select "Simulate".





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Do	си	ment Ove	erview											
	⊘	Reset 🖪	Taxes 📙 Park	📙 Cor	nplete 🛛 🍞	av	6	Choose	🔁 Save	$\mathbf{\Sigma}$	V 🕒	2		ABC
Doc.Type : KR ( Vendor Invoice ) Normal document Doc. Number Company Code 1200 Fiscal Year 2019														
Doc. Date 31.03.2020 Posting Date 31.03.2020 Period 12														
Calculate Tax														
Ref	E.Do	DC. D	EPT/INV/2020											
Doc	:. (	Currency I	NR											
										1				
Itm	PK	Account	Account Short	Text	Assignme	nt	Tx		Amount					
1	31	400011	KUBS IMPEX PR	IVATE L				14	1.700,00-					
2		41400000	Hire of vehic	le					5.000,00					
3	50	18150012	TDS Payable-Sa	alaries					300,00-					
										,				

Step 3: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below

Ocument 2200000100 1200 was parked

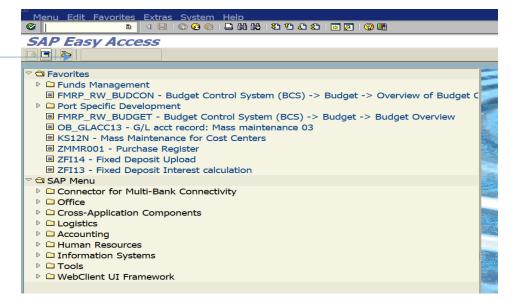




User System Help	
	😋 🚱   📮 🛗 🛗 ( 谷) 谷 ( 谷) 🔛 🔜 🕢 🚱 🕒
SAP	
New password	
Client	400
User	AE001
Password	****
Logon Language	EN

**Step 4:** To approve the document login as approver in the SAP system.

**Step 5:** Click on " SAP Business Workspace Button.



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**Step 6:** Expand **"Inbox**" button, under workflow Please Approve Parked Invoice **"22000000100**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer		
😿 New message 🛛 Find folder 🛗 Find document 📠 Appointment of	alendar 🛿 🗟 Distribution lists	
<ul> <li>New message</li> <li>Find folder</li> <li>Find document</li> <li>Appointment c</li> <li>Workplace: Assistant Engineer</li> <li>Inbox</li> <li>Unread Documents 50</li> <li>Documents 100</li> <li>Workflow 654</li> <li>Overdue entries 0</li> <li>Deadine Messages 0</li> <li>Entries with Errors 0</li> <li>Outbox</li> <li>Shared folders</li> <li>Subscribed Folders</li> <li>Subscribed Folders</li> <li>Shared trash</li> </ul>	<pre>alendar Distribution lists  Workflow 654 Exe. Title  Please approve the Parked Invoice 220000010, Year 2019  Please approve the Parked Invoice 2000000010, Year 2019  Please approve the Parked Invoice 2000000010, Year 2019  Please approve the Parked Invoice 2200000100,  Please approve the Parked Invoice 2200000100,  Description Select one of the available decision options. This completes the processing of this step.</pre>	Status       Work Item ID Creation Date       Creation TI.       P Att [Con Wo Dr.         2       428227 01.04.2020       11:16:32       5         2       428206 01.04.2020       02:23:18       5
	Before you make a decision, you can display the attachments and objects which have been attached to	· · · · · · · · · · · · · · · · · · ·

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Decision Step in Workflow	
🜃 Workflow 🖞 Create 😰 Import	
Please approve the Parked Invoice 2200000100, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Description Select one of the available decision options. This completes the processing of this step.	Objects and attachments No attachments or objects exist

**Step 8:** Once parked document **Approved** document got posted in company code to display posted document go to FB03 and display the document.

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Now go to **FBL1N** to view the vendor line item report:

Vendo	r Line Item Dis	play									
	4 4 🕨 🕅   🗞 🖉 🧱 😰   🖗 🛱 🖺   🏗 🛱 🗮 🖽 🗱   🌌 🏂 🛅   🖬 🖬 🖬 Create Dispute Case										
Vendor Company ( Name City	Code 1. K	00011 200 UBS IMPEX Pi hmedabad	RIVATE LI	MITED							
St	Assignment	DocumentNo	Туре	DocI	Date	S DI	D Ar	mount in Local Crcy	LCurr	Clrng doc.	Text
	VENDOR DWN PYMNT	2200000100 2300000047		31.03 31.03		A	3	14.700,00- 10.000,00	INR INR		VENDOR INVOICE, VENDOR DOWN PAYMENT
* 💓								4.700,00-	INR		
** Acc	ount 400011							4.700,00-	INR		

Above are the mentioned Advance payment Rs.10000 and vendor invoice Rs.14700 in line items.

Now we are going to make payment for balance outstanding Rs.4700 to the vendor with adjustment of invoice and already paid advance payment.

#### Go to transaction F-53 for Payment.

Enter the transaction code **F-53** in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Outgoing Payment  $\rightarrow$  (F-53) Post

SAP Easy Access
🎲 📑   🏷   📇 Other menu 🛛 😹 🔀 🥒   🔻 🔺   🚱 Create role 🗏 🚳 Assign
✓  ☐ Accounting
<ul> <li>Financial Accounting</li> </ul>
General Ledger
<ul> <li>Accounts Receivable</li> </ul>
<ul> <li>Accounts Payable</li> </ul>
<ul> <li>Document Entry</li> </ul>
• 🂬 FB60 - Invoice
<ul> <li>P-43 - Invoice - General</li> </ul>
FB65 - Credit Memo
<ul> <li>F-41 - Credit Memo - General</li> </ul>
<ul> <li>FB10 - Invoice/Credit Memo Fast Entry</li> </ul>
Document Parking
Down Payment
Bill of Exchange
Other
Error Correction and Suspense Accounting
Reference Documents
Outgoing Payment
• @ F-53 - Post

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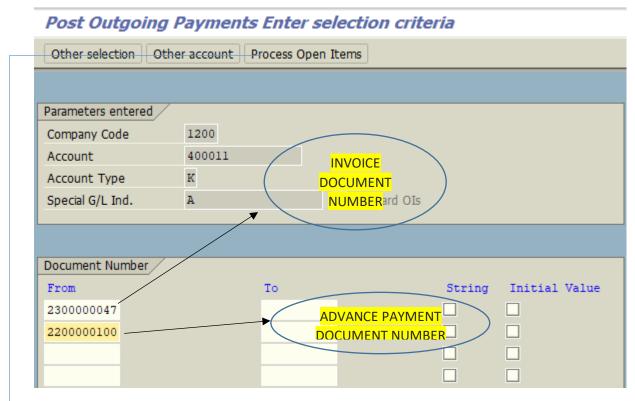




Process Open Ite	ems							
Document Date	31.03.2020	Туре	KZ	Company Code	1200			
Posting Date	31.03.2020	Period		Currency/Rate	INR			
Document Number		1 0110 0		Translation dte				
Reference	DEPT/INV/20	20		Cross-CC Number				
Doc.Header Text	VENDOR PAY			Trading part.BA				
Clearing Text		VENDOR PAYMENT						
Bank data /								
Account	23110002			Business Area				
Amount	4700							
Amt.in loc.cur.								
Bank Charges				LC Bank Charges				
Value date	31.03.2020			Profit Center				
Text				Assignment				Т
Open item selectio	on /			Additional selection	ns			
Account	400011			○ None				
Account Type	K	Other Acc	ounts	○ Amount				
Special G/L Ind	A	Standard (	DIs	Document Nu	mber			
Payt Advice No.				O Posting Date				
Distribute by A	ge	$\backslash$		O Dunning Area				
Automatic Sear		$\mathbf{i}$		O Others				
Invoice Summa	ry							
			<u></u>					
ep 2: Enter valu	ies as shown a	bove and p	ress ent	er or choose " <b>Proc</b>	ess op	en itei	ms".	
		P						
				Mention Special GL	or also			
		(	S	ystem will not show a		e		
			- -	payment		•		
and density in Day							II at a b t	
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Step 3: Enter the values as mentioned above and click on "Process open items".

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Post Outaoina	Payment	s Enter partial pay	ments		
	-				
		rge Off Difference 🦉 Edit			
Standard Parti	ial Pmt 🛛 Re	s.Items WH Tax			
		EX PRIVATE LIMITED			
Document D Docu		i i		Payment Amount	RCd
2300000047 KZ 31.0		0	10.000,00		000,00
2200000100 KR 31.0:	3.2020 31	0	14.700,00-	14.	700,00-
<b>.</b>	<b>一日日</b> 日	no 🛛 👬 Gross<> 👫 Cur	rency 👫 Items	🍸 Items 🏋 Disc. 🍸 I	Diag
			rency 👫 Items	👖 Items 👫 Disc. 📋	Disc.
Processing Status					
	2		Amount Entered		4.700,00
Number of Items			Assigned		4.700 00
Number of Items Display from Item	1		Assigned	0.05	4.700,00
Number of Items Display from Item Reason Code	1		Assigned Difference Postir	ngs	4.700,00
Number of Items Display from Item			-	igs	4.700,00

Step 4: After coming to this screen select "Partial Payment" tab and do the payment as per entries made by user previously.

Then click on "Document" and select "Simulate".

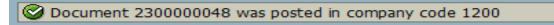
Confidential Document





Document Date	31.03.2020	Туре	KZ	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/202	0		Cross-CC Number	
Doc.Header Text	VENDOR PAYM	IENT		Trading part.BA	
002 25 0	023110002 A11 000400011 KUB 000400011 KUB	S IMPEX PRIV	ATE	4.700,00- 14.700,00 10.000,00-	

Step 5: Verify the items entered and click on "POST" and system will auto generate a document number as shown below:



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Now go to Vendor line item report using **FBL1N**:

Vendor Line Item Display								
H • • • • • • • • • • • • • • • • • • •								
Company Code Name	400011 1200 KUBS IMPEX PRI Ahmedabad	IVATE LIM	4ITED					
St Assignment	DocumentNo I	Туре	DocDate	S DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	230000048 F	KZ	31.03.2020		14.700,00	INR	2300000048	VENDOR PAYMENT
*					14.700,00	INR		
** Account 400011					14.700,00	INR		

As per above screen, system has cleared all the line items after final payment done through **F-53**.

### **12.Vendor Outgoing Payment with Check Printing:**

Standard SAP system is providing the functionality to make payment to vendor with check printing based on the system backend configuration.

SAP provides two transaction codes for manual payment:

- F-53 Post outgoing payment.
- F-58 Payment with printout

There is no difference between these transaction codes except printout cheque, which is available for F-58. In F-58 not required to selecting outgoing bank GL account, system automatically derived the bank outgoing GL account based on system configuration.

#### Transaction Code: F-58 (Payment to vendor with check printing):

#### Pre-requisite:

The following are the pre-requisite, which are, requires before make payment to vendor in F-58.

- 1) Payment method "C" cheque should be available
- 2) House bank should be available
- 3) Account ID should be available
- 4) Check lot Number should be maintained in FCHI (Transaction code FCHI)

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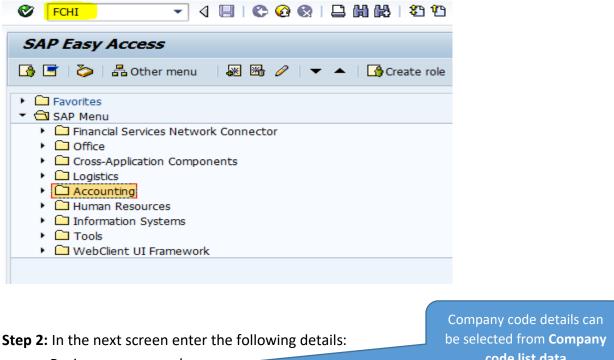




- 5) Print for Forms (for Check printing should be developed as per business requirements)
- 6) If require payment advice then payment advice print form should be developed as per business requirement

#### Check lot number maintenance: (T Code- FCHI):

Step 1: Enter transaction code FCHI in command bar and press enter.

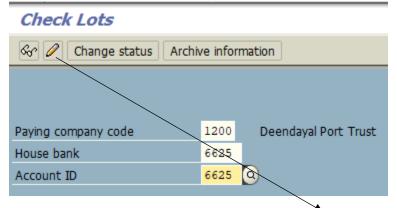


- Paying company code
- House Bank
- Account ID

code list data







**Step 3:** After providing the details, click on "**Change** "icon.

Main	ntain Check Lots						
۶ 🏈	🛯 🗋 😥 Split lot						
Paying o	company code	1200 [	Deendayal Port Trust				
House b	bank	6625	ALLAHABAD BANK				
Account	t ID	6625 Q	ALLAHABAD BANK				
Chec	:k lots						
Lot N	Short Info		Check no. from	Check number to	Next lot	Number Status	Non-seq
1	Cheque Lot I		100001	100100		100001	
							<b></b>

Step 4: As the Check print is already maintained, user can carry on with transaction F-58.

#### Transaction Code – F-58:

Enter transaction code F-58 in command bar (or) Follow the below navigation path.

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Outgoing Payment  $\rightarrow$  (F-53) Post + Print Forms

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SAP Easy Access	F-58	▼ < □   © @ @   □          10 1
<ul> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Counts Payable</li> <li>Document Entry</li> <li>FB60 - Invoice</li> <li>FF65 - Credit Memo</li> <li>FF65 - Credit Memo</li> <li>FF1 - Credit Memo - General</li> <li>FF10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>	SAP Easy Acce	255
<ul> <li>Financial Accounting</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Document Entry</li> <li>FB60 - Invoice</li> <li>FA3 - Invoice - General</li> <li>FF65 - Credit Memo</li> <li>FF65 - Credit Memo - General</li> <li>FF1 - Credit Memo - General</li> <li>FF10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>	👍 📑   🏷   🖧 Ot	her menu 🔄 😹 🥒 🛛 🗢 🔺 🗋 🔂 Create ro
<ul> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Document Entry <ul> <li>FB60 - Invoice</li> <li>F43 - Invoice - General</li> <li>F655 - Credit Memo</li> <li>F41 - Credit Memo - General</li> <li>F10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul> </li> </ul>	<ul> <li>Accounting</li> </ul>	
<ul> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Document Entry         <ul> <li>FB60 - Invoice</li> <li>F43 - Invoice - General</li> <li>FB65 - Credit Memo</li> <li>F41 - Credit Memo - General</li> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul> </li> </ul>	🝷 🔂 Financial /	Accounting
<ul> <li>Accounts Payable</li> <li>Document Entry         <ul> <li>FB60 - Invoice</li> <li>F43 - Invoice - General</li> <li>FB65 - Credit Memo</li> <li>F41 - Credit Memo - General</li> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul> </li> </ul>		-
<ul> <li>Document Entry</li> <li>FB60 - Invoice</li> <li>F43 - Invoice - General</li> <li>FB65 - Credit Memo</li> <li>F41 - Credit Memo - General</li> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>FB60 - Invoice</li> <li>F43 - Invoice - General</li> <li>FB65 - Credit Memo</li> <li>F41 - Credit Memo - General</li> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>F-43 - Invoice - General</li> <li>FB65 - Credit Memo</li> <li>F41 - Credit Memo - General</li> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>FB65 - Credit Memo</li> <li>F41 - Credit Memo - General</li> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>P F-41 - Credit Memo - General</li> <li>P FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>	-	
<ul> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>Cher</li> <li>Cher</li> <li>Error Correction and Suspense Accounting</li> <li>Cheference Documents</li> <li>Cheference Payment</li> </ul>		
<ul> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
<ul> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>		
	• =	Outgoing Payment
<ul> <li>P-53 - Post</li> </ul>		
<ul> <li>F-58 - Post + Print Forms</li> </ul>	-	F-58 - Post + Print Forms

Step 2: In the next screen enter the following details:

- Company Code
- Payment Method: Payment used to settle open items (C-Cheque)
- House Bank: bank through which account will be settled.
- Check lot number: Batch of consecutively pre-numbered cheques, or serves as a number interval if the cheque number given is different to the payment document number.
- Printer for forms: Specify the printer on which the payment forms are to be printed. This information is necessary to editing the forms.

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	🗈 🔍 📙 I 😋 🤅	2 😒   🔤 🔠 🕮 🕮 🕮 🖓 🔛 🖉 🔛
Payment with P	rintout: Header D	ata
Î Delete 🛃 🖪 E	nter Payments	
Payment method and for	m specifications	Processing type
Company Code	1200	Calculate Payt Amt
Payment Method	С	
House bank	6625	
Account ID	6625	
Check Lot Number	1	If print forms are required to
Alternative Form		be printed immediately then
Padding Character	$\sim$	select this check box of "Print Immediately"
Output control		
Printer for Forms	LP01	✓ Print Immediately
Payt Advice Printer		Recipient's Language
		Currency in ISO code
		Test Printout
		Do Not Void Any Checks

Step 3: Provide the details as shown above and click on "Enter Payments".

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Payment wit	h Printou	t Hea	der Da	ta				
Process Open Item	าร							
Document Date	25.09.2019	Туре	KZ		Company Code	1200		
Posting Date	25.09.2019	Period	6		Currency/Rate	INR		
Document Number					Translation dte			
Reference	DEPT/INV/20	19			Cross-CC Number			
Doc.Header Text	VENDOR PYM	NT			Trading part.BA			
Clearing Text	VENDOR PYM	NT						
Bank posting details	/							
Amount	1100				Business Area			
Value date	25.09.2019				Assignment			
Text	VENDOR "C"	РМҮМТ						
					/	Se	lect if special (	GL
Payee					(		re needed to b	
Vendor	400011				Company Code	1200	enter	
Customer					Payee			
Payment on acct	Payt on Ac	ct						
				/	~			
Paid items					Additional selections	/		
Standard OIs					None			
Special G/L Ind	A			•				
					○ Others			

Step 4: Provide the details as shown above and click on "Process open items".

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0	with prime					
Payment	with Print	out Pi	roces	s open items		
🚨 📝 🛛 Distri	bute Difference	Charg	e Off [	Difference 🛛 🥒 Editing Options 🛛 💋 Cas	sh Disc. Due	
Standard	Partial Pmt	Res.	Items	WH Tax		
Account its	ems 400011 KU					
	Document			INR Gross	CashDiscount	CDPer.
	G 23.09.2019		2	980,00	ousnowooune	CDF CI.
	R 19.09.2019		6	9.800,00-		
	R 20.08.2019		36	200.000,00-		
200000016 8	R 23.09.2019	31	2	980,00-		
200000018	R 23.09.2019	31	2	980,00-		
200000020 🛙	R 24.09.2019	31	1	980,00-		
200000021 1	R 25.09.2019	31	0	980,00-		
200000022	R 25.09.2019	31	0	980,00-		
	R 25.09.2019		0	14.700,00-		
	Z 25.09.2019	25	0	780,00		
• •			_			
		尚 Amo		🖥 Gross<>,,, 🕌 Currency 🏾 🏋 Items	🥤 Items 🏄 Disc. 🎽 Disc	
		,				_
Processing St	atus					
Number of It	ems 2	2		Amount Entered	d	980,00-
Display from	Item 1			Assigned		980,00-
				Difference Posti	ings	
Reason Code				Bindroned Fobel	ingo -	

Step 7: Click on "Document" and select "Simulate".

Confidential	Document
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Payment wit	th Printou				8   <b>8</b> 1	3 4 6	1   💥 🔁	<b>2</b>
🕱 昔 Display Cu	rrency 🚹 T	axes 🖾 Reset						
Document Date Posting Date	25.09.2019 25.09.2019	Type Period	KZ 6	Company		1200 INR		
Document Number		Fiscal Year	2019	Translati		25.09	.2019	
Reference Doc.Header Text	VENDOR PYM			Cross-CC Trading	Number part.BA			
Items in document				INR A	Amount		ax amnt	
		LAHABAD BANK O	ıtg		980,00-	-	ax anno	
002 25 00	000400011 KU	BS IMPEX PRIVA	ΓE	9	980,00			
D 980,00	C 980	,00	0,00			* 2	Line Items	
Other line item	ount	SGL	Ind	TType		New Co	.Code	
		002		,				

Step 8: Verify the details and click on "POST" and system will auto generate a document number as shown below:



Step 9: Press Enter and system will show the message as shown below:

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and the second second and the second second second	





SAP							
🕒 🔁 🖬 🛅 🚺							
🕞 Print:							
Output Device	LP01				Beispieldruck	ker. Mit SPAD anpass	
Page selection							
Spool Request							
- Harrie	SMART		SG006367	776			
Title							
Authorization							
Spool Control					Number of Copies	/	
					Number	1	
Delete After Out	put				Group (1-1-1,2-2	-2,3-3-3,)	
New Spool Reque							
Close Spool Requ	est				Cover Page Settings		
Spool Retention		8 Day(s	)		SAP cover page	Do not print	ē
Storage Mode		1 Print o	only	Ē	Recipient		
					Department		
Print preview	🕒 Prir	nt 🗶					

**Step 10:** Then click on "**Print preview**" and system will show you the preview as shown below:

0	🗈 🔍 📙 I 😋 🚱 🖳 I 📮 🕼 🖧 I 🏝 🕰 I 🗮 🗷	8	) 🖪	}					
Pri	int Preview of LP01 Page 00001 of 00001								
	Archive 🔌 Print and Archive 🕄 🕄								
		2	5	0	9	2	0	1	9
	KUBS IMPEX PRIVATE LIMITED								
	Nine hundred eighty only								
			98	0.0	00				
I									
Step	<b>11:</b> Then click on " <b>Print</b> " and system will show you below message:								
	Spool request (number 19.033) created.								

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		Utilities Settinas							
		ে ৫ ৫ ৫ । 🔉 🕅 🕻 : List of Sy							
 		K			1				
Spool no.	Туре	Date	Time	Status	Pages	Title			
19033	Ľ	25.09.2019	13:10	-	1	SMART	LP01	SG00636776	
1 Spo	ool re	equest displ	Lyed						
1 Spo	ool re	equest w/o d	output	request					

**Step 12**: Select the required spool requests and click on '**Print Directly**" then the system will print the cheque forms automatically, based on which printer the configuration has been made to print the cheques.

Now go to Vendor Line item report using FBL1N:

Vend Comp			400011 1200								
Name City			(UBS IMPEX P) Ahmedabad	RIVATE LI	MITED						
	St	Assignment	DocumentNo	Туре	DocDate	s	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	Ø		2200000026	KR	25.09.2019		<b>4</b> 0)	14.700,00-	INR		VENDOR INVOICE
	0		2300000010	KZ	25.09.2019		4)	780,00	INR		
	<u>)</u>		2300000011	KZ	25.09.2019		4)	200,00	INR		
	<u>)</u>		2300000013		25.09.2019		4)	5.300,00	INR		
	· · · ·	ADV PYMNT	2300000012	KZ	25.09.2019	_		10.000,00	INR		ADV PYMNT
Ľ	<u> </u>	DOWN PYMNT CLRNG	190000002		25.09.2019		3		INR		VENDOR DOWN PYMNT CLRNG
	Ø	TRANSFER	1100000009		25.09.2019		4)		INR		TRANSFER
LL -		VENDOR ADV PYMNT	2300000006		25.09.2019			1.500,00	INR		VENDOR ADV PYMNT
H_	<u> </u>	VENDOR DOWN PYMNT	2300000014		25.09.2019			10.000,00	INR		VENDOR DOWN PYMNT
	Ø	VENDOR DOWN PYMNT	2300000015	KZ	25.09.2019	Α		10.000,00	INR		VENDOR DOWN PYMNT
*	Ø							20.920,00	INR		
		DOWN PYMNT	1900000002	KA	25.09.2019	A		1.000,00-	INR	1900000002	VENDOR DOWN PYMNT CLRNG
			2200000024	KR	25.09.2019			1.000,00-	INR	2300000008	VENDOR INVOICE
			2300000008	KZ	25.09.2019			1.000,00	INR	2300000008	Testl
			2300000008	KZ	25.09.2019	Α		1.500,00-	INR	2300000008	Testl
		VENDOR DOWN PYMNT	2300000007	KZ	25.09.2019	Α		1.500,00	INR	2300000008	VENDOR DOWN PYMNT
			2200000023	KR	25.09.2019			980,00-	INR	2300000009	VENDOR INVOICE
			2300000009	KZ	25.09.2019			980,00	INR	2300000009	VENDOR PYMNT
			2300000018	KZ	25.09.2019			980,00	INR	2300000018	VENDOR PYMNT

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As per above highlighted item it has been cleared after the payment has been made using transaction code **F-58**.

Now Double click on "Payment document line item".

Document <u>E</u>	<u>E</u> dit <u>G</u> oto E	Extr <u>a</u> s En <u>v</u> ironm	ent S <u>y</u> stem <u>H</u>	<u>-I</u> elp			
<b>©</b>			😋 🙆 🚷 I 🗎	日間日	106:	🛍   🕱 🗾   😨	) 📭
🕅 🖻 Disp	olay Docu	ment: Line	Item 2				
💅 🖻 🚨 🔻		Additional Data	Withhold	ling Tax Data	]		
Vendor	400011	OKUBS IMPEX P	RIVATE LIMITED	1	G/L Acc	18110000	
Company Code	1200	2C JAMALS FA	ZAL CHAMBERS	2ND FLOOR			
Deendayal Port	Frust	Ahmedabad			Doc. No	230000018	
Line Item 2 / O	utgoing payme	ent / 25					]
Amount	980,00		INR				
			Bus.Place/Se	ctn 1200 /			
							J
Additional Data							]
Bus. Area							
			CD Amount	0,00		INR	
			Days/Percent				
Bline Date	25.09.2019						
Pmnt block			Invoice Ref.		1	/ 0	
Payt Method	С						
Clearing	25.09.2019	/ 230000018	Payment Amt	980,00		INR	
Assignment							
Text	VENDOR PYN	мит				😪 Long Text	

Go to menu bar, click on "Environment".

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Document Edit Goto Extras Environment System	feb	08
Document Changes	19.0 2 2 9 B	
Display Document Display Document	Doc. No. 230000018	
Addtonal Data Bus, Area Days/Percent Bine Date 25:09:2019 Print block Payt Method C Clearing 25:09:2015 / 230000018 Payment Amt Assgnment Text VENDOR PYMNT	9,00 JHR 7 / 8 80,00 JHR R, Long Text	

Then select "**check information**".

After you click on "**check information**", in the next screen or below screenshot, the system will display the information, which is related to cheque.

Display Check Information							
🥒 🛛 🖅 Check recipient 🗌 Check issuer 📔 🏦 Accompanying docs 🔂 Payment document							
Paying company code	1200 🝳	Payment Doc.No.	230000018				
Bank details							
House bank	6625	Bank Key	ALLA0212373				
Account ID	6625	Bank Account	50181596625				
Bank name	ALLAHABAD BA	NK					
City	GANDHIDHAM						
Check information							
Check number	100002	Currency	INR				
Payment Date	25.09.2019	Amount Paid	980,00				
Check encashment		Cash discount amount	0,00				
Check recipient							
Name	KUBS IMPEX PR	RIVATE LIMITED					
City	Ahmedabad						
Payee's country	IN						

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## **13.Check void process**

Scenario: If we have 2 Payment Documents

Say Document # 1 & Document # 2

A check number 100001 is wrongly mapped to Document #1.

We need to map check number 100002 to Document # 2.

In order to do this, we need to follow below steps.

Step 1: FB60 Vendor Invoice

Document 2200000037 was posted in company code 1100

### Step 2: Create Check Lots: FCHI

Check lot	<u>E</u> dit (	<u>G</u> oto	System	<u>H</u> elp	
Ø		Ŧ	« 📄	🗟 🚫 💽	🖶 前 修   約 1
Check Lo	ots				
🗞 🧷 Chano	o status	Are			
ogr 🔊 Chang	je status	Arc	nive infor	nation	
vg 🥓 Chang	je status	Arc	nive infor	nation	
og 🖉 Chang	je status	AIC	nive infor		
Paying company	<u> </u>	AIC	nive infor		Chennai Port Trust
	<u> </u>	AIC			Chennai Port Trust State Bank Of India

#### Click on create

Maintain Check Lots					
🦻 🖳 📅 🕪 Split lot					
Paying company code House bank Account ID	Chennai Port Trust State Bank Of India Revenue - II				
Check lots					
Lot Nu Short Info	Check no. from	Check number to	Next lot	Number Status	Non-sequent

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### Maintain below details

()		4378   State	Bank Of India						
🖙 Crea	ate Lot			×					
Lot									
Lot N	umber	01							
ho Check	Number	100001							
To		100100							
Contro	ol data								
Next	lot number	Nor	n-sequential						
Pmnt	Meths List								
Additio	nal information								
Short	Info								
Purch	ase date								
_				<b>×</b>					
Mai	intain Che	eck Lots							
🦻 🕄	🗅 💼 🕪 s	plit lot							
Paying o	company code		1100	Chennai Port Tru	ust				
House b			4378	State Bank Of I	ndia				
Account	ID			Revenue - II					
Check	lots								
Lot Nu	. Short Info			Check no. fron	n	Check number to	Next lot	Number Status	Non-sequent
1	cheque lot 1			100001		100100			□ ▲
									Ψ.

### Step 3: Post Outgoing Payments

Give below details & hit Process Open items or enter

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Post Outgoin	g Payments	: Hea	der Data	,			
Process Open Items							
Document Date	06.08.2020	Туре	KZ	]	Company Code	1100	
Posting Date	06.08.2020	Period	5		Currency/Rate	INR	
Document Number					Translation dte		
Reference	123456				Cross-CC Number		
Doc.Header Text	Vendor payment				Trading part.BA		
Clearing Text							
Bank data							
Account	23430010				Business Area		
Amount	10000						
Amt.in loc.cur.							
Bank Charges					LC Bank Charges		
Value date	06.08.2020				Profit Center		
Text	Vendor Payment	With Ch	eque Print		Assignment		
Open item selection					Additional selections		
Account	40001084		<b>D</b>		<ul> <li>None</li> </ul>		
Account Type	ĸ	Other	Accounts		Amount		
Special G/L Ind		Standa	ard OIs		ODocument Numbe	er	
Payt Advice No.					Posting Date		
Distribute by Age					Ounning Area		
Automatic Search					Others		

Deselect the highlighted line items except the document which we are posting. As shown below

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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	40001084 ESG	CHWELLI	ER GMBI	H & CO K	G								
Document N				Day	INR Gross			CashDiscount				CDPer.	
220000036 K				0			98.00-						
220000037 K			-	0			10.00-						
260000031 R				34			44.36-						
260000033 R	E 01.08.2	020 31	L	5		653,9	80.25-						
		AS A	🖞 Amou	int 🗮	Gross<>Net	Currency	Items	7 Items		Disc.	Disc.		
	ت ا ا		Amou				rtems	/ rtems		Disc.	/ Dist.		
Processing Statu	IC												
Number of Iten		4				Amount E	Intered					9,810.0	0-
Display from Iter		1				Arnounce	ntereu					9,810.0	_
Reason Code	311	1					Dectir -	_	[			9,010.0	
				-		Difference		5				0.0	
Display in cleari	ng currency					Not Assig	ned					0.0	0

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Document Edit Goto Extr<u>a</u>s <u>S</u>ettings En<u>v</u>ironment System Help 0 👻 🖉 🛛 😓 🗶 🗠 👘 👘 🗈 🏝 💭 💭 🔽 🛛 😨 🖉 🖳 Post Outgoing Payments Display Overview 🕄 🏥 Display Currency 🚺 Taxes 🔊 Reset Document Date 06.08.2020 KZ Company Code 1100 Туре Posting Date 06.08.2020 5 Currency INR Period Document Number INTERNAL Fiscal Year 2020 Translation dte 06.08.2020 123456 Cross-CC Number Reference Doc.Header Text Vendor payment Trading part.BA Items in document currency PK BusA Acct INR Amount Tax ampt 001 50 0023430010 Revenue II Main A/C 9,810.00-002 25 0040001084 ESCHWELLER GMBH & C 9,810.00 D 9,810.00 c 9,810.00 0.00 2 Line Items Save

provide the values as shown above click on "Simulate" button.

In the above screen check and verify the line items and "Save" the document.

Document 230000008 was posted in company code 1100

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Step 4: Assign Check Number: FCH5

Give below details & hit enter

Create Check Information							
63° 🖉							
Payment Document Number	230000008						
Paying company code	1100	Chennai Port Trust					
Fiscal Year	2020						
Check							
House bank	4378						
Account ID	4378						
Check number	100001						

### Maintain the below parameters

iiii Accompanying	g docs 🛛 🔂 Paym	ent document		
ayment Docume	nt Number	230000008	House bank	4378
aying company o	ode	1100	Account ID	4378
iscal Year		2020	Check number	100002
ayment Date		06.08.2020		
Issuing amount				
Currency		INR		
Amount Paid		9,810.00		
Cash discount an	mount			
Address				
Title	Company			
Payee name	ESCHWELLER	GMBH & CO KG		
			PO Box	
Street	HOLZKOPPEIV	VEG 35, 24118 35	PO box post cde	
City	GERMANY		Post.code	24118
Country	DE		Regional code	01

Once saved we get the below message

Check 1100 4378 4378 100001 created manually

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Scenario 2: Cheque viod

Step 1: FB60 Vendor Invoice

Document 2200000038 was posted in company code 1100

#### Step 2 : F-53

Post Outgoing	Payments: Header Data	
Process Open Items		
Document Date	06.08.2020 Туре КZ	Company Code 1100
Posting Date	06.08.2020 Period 5	Currency/Rate INR
Document Number		Translation dte
Reference	1234567	Cross-CC Number
Doc.Header Text	Vendor payment	Trading part.BA
Clearing Text		
Bank data		
Account	23430010	Business Area
Amount	1	
Amt.in loc.cur.		
Bank Charges		LC Bank Charges
Value date	06.08.2020	Profit Center
Text	Vendor Payment With Cheque Print	Assignment
Open item selection		Additional selections
Account	40001084	● None
Account Type	K Other Accounts	OAmount
Special G/L Ind	Standard OIs	O Document Number
Payt Advice No.		OPosting Date
Distribute by Age		ODunning Area
Automatic Search		Others

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Post Outgoing Payments Process open items										
🧟 📝 Distribute Difference 🛛 Charge Off Difference	e 🖉 Editing Options 🛛 💋 Cash Disc. Due									
Standard Partial Pmt Res. Items WH Tax										
Account items 40001084 ESCHWELLER GMBH & C	O KG									
Document N D Document D P Busi Day.	INR Gross	CashDiscount CDPer.								
2200000036 KR 06.08.2020 31 0	98.00-									
2200000038 KR 06.08.2020 31 0	19,619.00-									
2600000031 RE 03.07.2020 31 34	44,844.36-									
2600000033 RE 01.08.2020 31 5	653,980.25-									
R R R A T M M Amount	👪 Gross<>Net 👪 Currency 🧪 Items	👔 Items 🧪 Disc.								
Processing Status										
Number of Items 4	Amount Entered	19,619.00-								
Display from Item 1	Assigned	19,619.00-								
Reason Code	Difference Posting	is literation of the second seco								
Display in clearing currency	Not Assigned	0.00								

Document 230000009 was posted in company code 1100

Step 3 : Assign check number FCHI





🖙 <u>C</u> heck <u>E</u> dit <u>G</u> oto	Extras Environment	System Help
<ul> <li>Image: A start of the start of</li></ul>	💌 « 📙   👧 🚱 💽	i 😑 🕅 🕅 🕄 🛱 🛱 🖓 🛱 🗐 💭 💭 💭 💭
Create Check I	nformation	
Ger 🥖		
Deserved Deserved Number	er 2300000	
Payment Document Number		
Paying company code	1100	Chennai Port Trust
Fiscal Year	2020	
Check		
House bank	4378	State Bank Of India
Account ID	4378	Revenue - II
Check number	100001	

Below message pops up when we give the same check number to different document number

The next free number in lot 0001 is 100002

We need to assign 100001 to document 100002. In order to do this, follow below steps

Step 1: Void Issued Checks : FCH9

Give below details & click on Void

Void Issued Checks			
ୈଟଂ Void			
Paying company code	1100	Chennai Port Trust	
Bank data			
House bank	4378	Bank Key	
Account ID	4378	Bank Account	
Check to be voided			
Check number	100001		
Void reason code	05		

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Check 100001 voided, payment document not reversed

### Step 2 : Go to FCHE

Give below details & hit on execute

Delete Check Information or	n Voided Checks
•	
Paying company code	1100
Check data	
House bank	4378
Account ID	4378
Check number	100001 to
☐ Delete voided checks ;	
Check 100001	
Should information be deleted ? ;	
Yes No 🗶	Cancel
Check information 100001 success	sfully deleted

Step 3 : Go to FCH5 Check print with reference to payment document number

Here we are giving document # 2 230000008 with same Check number which we have voided

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Print Form for	Payment Document
Ger .	
Document Number Company Code Fiscal Year	230000008           1000         Mumbai Port Trust           2020
Payment method and for	n specifications
Payment Method Check Lot Number Alternative Form Padding Character	
Output control	
Printer for Forms Payt Advice Printer	ZLP01       Immediately         Recipient's Language         Currency in ISO code         Test Printout         Do Not Void Any Checks

Go to check and print

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🖙 Print:		×
Output Device	ZLP01	
Page selection		
Spool Request		
Name	SMART MZ00596723	
Title		
Authorization		
Spool Control		Number of Copies
Print Now		Number 1
Delete After Output		Group (1-1-1,2-2-2,3-3-3,)
✓ New Spool Request		
Close Spool Request		Cover Page Settings
Spool Retention	8 Day(s)	SAP cover page Do not print
Storage Mode	1 Print only	Recipient
		Department
		👘 Print preview 🖨 Print 🗶

Ener the output device and click on print preview

<sup>[</sup> <u>T</u> ext <u>E</u> dit <u>G</u> oto Extr <u>a</u> s System <u>H</u> elp				
🕺 🛍 🛁 l 😒 🔊 l 🗐 × 🕞 🔹	1 🕄 🕄 💭 🗐 🗖 🛛 🛛 🖉 🖳			
Print Preview of ZLP01 Page 00001 of 00001				
Archive 🔌 Print and Archive 🔍 🤤				
A/C Payee	1 6 0 6 2 0 2 0			
ALEX CHEMICAL & INDUSTRIES				
Nine hundred eighty six only				
	986.00			

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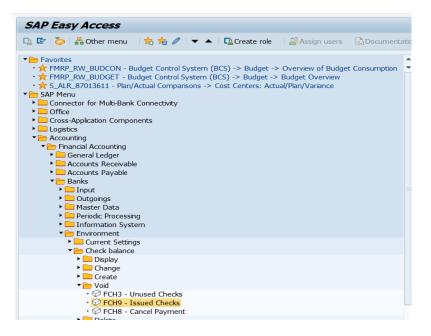


### 14. Check Cancelation process

You can cancel a check that was received as an incoming payment together with the incoming payment document, whether the check is deposited or not.

To view the status of a check, select the check in the Check Register window

Step 1: Check cancel FCH9



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Give below parameters

<sup>글</sup> <u>C</u> heck <u>E</u> dit <u>G</u> oto	Extr <u>a</u> s En <u>v</u> ironment S	<u>y</u> stem <u>H</u> elp	
Ø	-   😒 🚫 🔊   🗐 » 🔻	) iii iii 12 12 12 12 1 🔽 🔽 1 🕜 🖳	
Void Issued Cl	hecks		
ন্ট্র Void			
Paying company code	1100	Chennai Port Trust	
Bank data			
Bank data House bank	4378	Bank Key	
	4378 4378	Bank Key Bank Account	
House bank Account ID			
House bank			
House bank Account ID			

Click on void for cancelation of cheque

Check 100001 voided, payment document not reversed

#### **Display of posted document:**

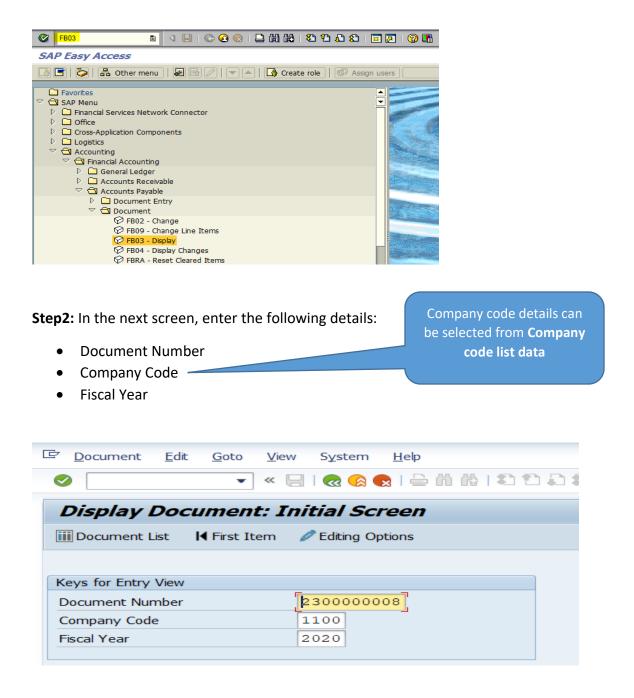
#### FB03 – Display of posted Document:

Enter the transaction code in the command bar (or) Follow below navigation bath.

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  document  $\rightarrow$ (FB03) Display







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<u>D</u> ocument <u>E</u> dit	<u>G</u> oto Extr <u>a</u> s <u>S</u> etting	js <mark>En<u>v</u>ironment</mark> Sរួ	zstem <u>H</u> elp		
🖉 🔽 🐨 🖓 🔛 🖂 👘 👘 🖆 🕄 🛱 🖏 💭 🖃 🔛 💌					
Display Document: Data Entry View					
🦻 📬 🍕 🛎 🏙 Disj	olay Currency 🛛 🖳 Genera	al Ledger View			
Data Entry View					
Document Number	230000008	Company Code	1100	Fiscal Year	2020
Document Date	06.08.2020	Posting Date	06.08.2020	Period	5
Reference	123456	Cross-Comp.No.			
Currency	INR	Texts Exist		Ledger Group	
g 1 -					
oCd Item Key S A	ccount Description			Amount Curr.	Tx Cost Cente
	Revenue II			9,810.00- INR	
2 25 40	0001084 ESCHWELL	ER GMBH & CO KG		9,810.00 INR	

Step 3: Go to environment and click on check information

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Display Che	ck Informa	tion		
Check recipient	Check issuer	iii Accompanying	docs 🛛 🔂 Payment documer	nt
Paying company cod	e	1100		
Bank data				
House bank		4378	Bank Key	SBIN0018529
Account ID		4378	Bank Account	10885904378
Voided check				
Check Number		100001		
Void reason code		Printed incorrectly		
Voided on		06.08.2020		
Voided by		MZ00596723	]	
Information on void	ed check			
Currency		INR	Amount Paid	9,810.00
Payment Date		06.08.2020	Cash discount amount	0.00
Name		ESCHWELLER GMB	H & CO KG	
City		GERMANY		
Payee's country		DE		
Regional code		01		

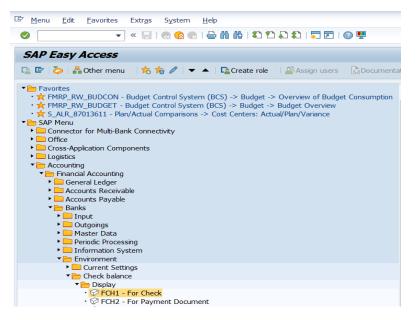
In the above screen you can find cheque cancel reason print incorrectly

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#### Step 4: Display cheque register FCHN



#### Give the parameters and execute

Check Register			
🚱 🗓			
Paying Company Code	1100	to	<b></b>
House bank	4378	to	<b></b>
Account ID	4378	to	<b></b>
Payroll Checks			
General Selections Further Selection	IS		
General Selections			
Bank Key		to	
Bank Account		to	
Check number	100001	🗇 to	
Currency		to	
Amount		to	
Output Control			
List of Outstanding Checks			
Additional Heading			
Items paid			
⊙W/out line items			
Layout			
OWith Line Items			
Layout			

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Check Register								
④   ≛ 〒 7   2 % 10 1 /								
Chennai         Ocheck Register         06.08.2020         / 16:04           Chennai         Company code 1100         User:         M2005           Company code 1100         Page:         1								
Bank     4378     State Bank Of India     Chennai       Bank Key     SBIN0018529     Acct number     4378     10805904378								
Checks created manually Check Number from To	Description	Pmnt Date	Crcy	and the second second	Recipient/Void Reason Code	Enca./Void		
100001	Payment 230000008	06.08.2020	CICY	Amount Para (FC)	voided by M200596723 - Printed incorrectly	06.08.2020		
* Payment Method Checks creat	ed manually							
						16:04:49 MZ00596723 2		
Check Number from To	Payment	Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code	Enca./Void		
**	•							

In check register screen we can find all checks history

## **15.Automatic Payment Program:**

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The Automatic payment program in SAP FI is used to identify the due and overdue items and process a huge list of vendor invoices and customer invoices to make payments in a single time.

APP helps in fetching all the due and overdue invoices for a wide range of vendors and customers and makes the payment possible before the net due date which in turn earns a good reputation to the organization.

### The Payment Process includes the Following Steps:

Invoices that are entered Pending Invoices are analysed for due date Invoices due for payment are prepared for review Payments are approved or modified Invoices are paid

A consistently high volume of invoices has to be processed. Accounts Payable Invoices have to be paid on time to receive possible discounts.

The Accounting department wishes to perform this processing of invoices automatically. The Automatic Payment Program is tools that will help users manage payables. SAP gives users the options to automatically:

Select Open (Pending) Invoices to be paid or collected Payment Documents to be posted Print Payment Media or generate EDI

The Automatic Payment Program has been developed for both national and international payment transactions with vendors and customers, and handles both outgoing and incoming payments.

SAP allows all the transactions made by a business to be recorded so as to use that information to make managerial decisions. Every business needs to make payments to vendors, and in some cases to customers in case the goods have been returned for which the payment had been made earlier.

It becomes difficult to track which payments are due to be made and then to process these payments manually.



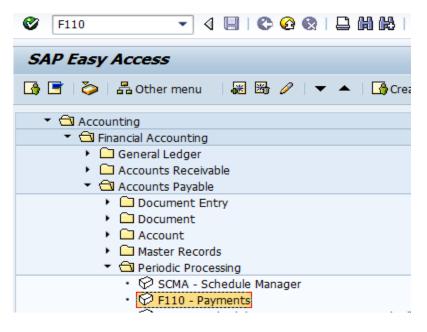


SAP takes care of this by means of the Automatic Payment Program. The Automatic Payment Program calculates which line items are due for payment and then processes the payment by one of the various methods that are defined in the Automatic Payment Program configuration. The Automatic Payment Program also allows netting of line items i.e. in case payments have to be made as well received from the same business partner, and then SAP determines the net value of the payment to be made or received and accordingly processes the business transaction.

The Automatic payment program makes use of the payment terms that are defined in the vendor and customer masters to determine which line items are due for payment.

Enter Transaction code F110 in command bar (or) Follow the below navigation path.

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Periodic Processing  $\rightarrow$  (F110) Payments



Step 2: In the next screen enter the following details

Run Date: The run date is the date on which the payment run is being executed.

Identification: The identification can be used to differentiate between several payments runs being executed on the same day

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Automatic Payment	Transactions: Status
Status	
Run Date	30.09.2019
Identification	APP1 <sup>a</sup>
Stat Paramet Free se	electioAdditional LoPrintout/data mediu
Status	<b>、</b>
No parameters entered as y	ret
Step 3: Provide the values as show	n above and click on " <b>Parameter</b> " Tab
In the next screen enter the follow	ing details

Posting date: (On which date the payment posting run to be posted)

Docs Entered Up to: (System will consider those documents to be settled up to base on documents Entered date up to here)

**Company Code:** From which company code the payment to be done Payment method: Mode of payment method Cheque, RTGS, NEFT etc. Next Payment run date: Enter next payment run date. Vendor number: For which vendor the payments need to be done.

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Automatic Paymen	nt Transactions: Pa	rameters			
B.ex./pmt request					
Run Date	30.09.2019				
Identification	APP1				
Stat Parameter Fre	e selectio Additional Lo	Printout/data mediu			
Posting Date	30.09.2019	ocs Entered up to		30.09.2019	
	C	Customer Items Due By			
Payments control					
Company Codes		P	Pmt Meths	Next PstDate	
1200		C	2 1	L0.10.2019	
Accounts					
Vendor	400010	) ta	<b>40001</b>	1 9 🗢	]
Customer		ta	o	\$	
· · /					
		$\backslash$			

Step 4: Provide the values as shown above and click on "Free selection" In the next screen follow the below things

Select the "free selection" tab to provide further selection criteria for carrying out the automatic payments. The free selection tab allows unique selection like processing single document automatic payments. The free selection tab is shown in the screenshot below.

Ex: Particular Invoice document to be settled and

Particular SPGL transaction like EMD, Retention, and GST withheld to be settled is possible through "free selection" selection criteria.

And also possible to settle the invoices through "free selection" based on "Reference and Assignment" selection criteria options.

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Automatic Pa	yment Transactions	: Free Selection
<b>-</b>		
Dura Data	30.09.2019	
Run Date		
Identification	APP1	
Stat Parame	Free selection Additional I	o Printout/data mediu
	/	
	/	
Selection criteria		
Field Name		🖨 🗆 Exclude values
Values		
	/	
Field Name		Exclude values
Values		
	/	
Field Name		Exclude values
Values		
Field Name		Exclude values
Values		
	/	

Select the "additional log" tab and enter the data as shown in the screenshot below. The additional log tab provides a detailed log of the payment proposal and the payment run. This detailed log can be very helpful in troubleshooting errors which may prevent due payments from being made. This may include vendors and customers which have been blocked for posting or certain documents which are blocked or which do not have the correct payment method defined. The vendor and customer numbers for which the additional log is to be generated needs to be mentioned in the additional log tab.

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Step 5: Click on "Additional Log" tab





Automatic Payment	Transactions: Additional Log
Run Date	30.09.2019
Identification	APP1
Stat Paramet Free se	lectio Additional Log Printout/data mediu
Required logging type	
Due Date Check	
Payment Method Selection in A	All Cases
Pmnt Method Selection If Not	Successful
☑ Line Items of the Payment Doe	cuments
Accounts required	
Vendors (from/to)	Customers (from/to)
400010 400011	

Step 6: Provide and select the values as shown above and click on "Print/data medium"

Run Date	30.09.2019							
Identification	APP1							
Stat Paramet F	ree selectio Additiona	al Lo Printout/data	medium					
Form printing/data medium	exchange							
Form printing/data medium	exchange Variant	Variant	Variant	Variant				
Form printing/data medium Program RFFOAVIS		Variant	Variant	Variant				
Program		Variant	Variant	Variant				
Program RFFOAVIS		Variant	Variant	Variant				
<b>Program</b> RFFOAVIS RFFOEDI1	Variant		Variant					
<b>Program</b> RFFOAVIS RFFOEDI1	Variant		Variant	Variant				

Step 7: Enter "Variant Name" and click on "Maintain Variants" to be generated and to be printed the cheque and payment advice.

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A	utomat	tic Payn	nent Tra	ansaction	s: Printout and I	DME			
3	🖬 🔁 Maintain Variants								
F	Run Date	<sup>[</sup> <sup>□</sup> Variants:	Change Scre	en Assianment		×			
I	dentification		or All Selectio	n Scroons					
	Stat Form printin	@ Fo		ction Screens					
	Program		Created fo	or Selection Scree	ens		Variant		
	RFFOAVI		Created	Number	Ту.	<b></b>			
	RFFOEDI			1000	Full screen				
	ZFI_RFF								
	Lists								
	Program na	🖌 Continu	ue 🗙				Variant		

**Step 8:** Provide the values as shown above and press enter.

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Edit Variants: Variant APP1 PRINT									
Attributes									
Identification feature									
🗆 Proposal run only									
Company code selection									
Paying company code	1200								
Sending company code			to		\$				
Further selections									
SEL_ZAWE	С		to		*				
SEL_UZAW			to		*				
SEL_GSBR		5	to		÷				
SEL_HBKI	6625	9							
SEL_HKTI	6625								
	1								
PAR_RCHK									
SEL_WAER			to		\$				
SEL_VBLN			to		\$				
Print control									
Print checks	•		Printer	LP01	Print Immediately				
Print payment advice notes	•		Printer	LP01	Print Immediately				
Print Payment Summary	V		Printer	LP01	Print Immediately				
Payment Summary as ALV	Layout			Screen Output					

**Step 9:** Provide the values as shown above and come back to previous screen. To come back click on " **C** " back arrow button then the system will display the below screen.

Edit Variants: Variant APP1 PRINT									
P Attributes									
Identification feature									
Proposal run only									
Company code selection									
Paying company code		1200							
Sending company code	🖻 Maint. v	ariant APP1 PRINT		2	-				
	Leave value maintenance:								
Further selections	3	Save values?							
SEL_ZAWE					\$				
SEL_UZAW		Yes	No	× Cancel	\$				
SEL_GSBR	<u> </u>		to		\$				
SEL_HBKI		6625							
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**Step 10:** Click on **"Yes"** to save the variant then the system will display the below screen.

0	🎯 — 📲 — 🕘 I 🙄 😧 😫 I 🖨 Hi Hi Hi 원 법 A 원 I 📰 🖉 I 🕲 🖫											
V	Variant Attributes											
Ø	Use Screen Assignment											
Variant Name APP1 PRINT												
Description VARIENT FOR APP									Screen /	Assignment		
Only for Background Processing									B Creat	ted Selecti	ion Screen	
	Protect Va								1000			
			un la m					ľ				
	Only Display in Catalog											
	System Variant (Automatic Transport)											
	A 문 🕅 🕒 양Technical name											
Objects for selection screen												
B	Selection Screen	Field na	me	Туре	Protect field	Hide field	Hide field 'TO'	Save field without	values Sw	itch GPA off	Required field	Selection variab
	1,000	Program	n run date	P								
			cation feature	Р								
			l run only	Р								
			company code									
		-	company code									
		SEL_ZA		s								
		SEL_UZ		S L								
		SEL_GS		<b>P</b>								
		SEL_HB		1								
		PAR ST		P								
		PAR RC		P								
		SEL WA		s								
				-		_						

Step 11: Enter variant "description" and save. To save click on "Save". Once saved the system will populate the below message.

Variant APP1 PRINT saved

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Edit Variants: Variant AF	1 1 1 1 1 1 1 1				
Variant Attributes					
Identification feature					
Proposal run only					
Company code selection					
Paying company code	1200				
Sending company code			to		\$
Further selections					
Further selections SEL_ZAWE	с		to		\$
	С		to to		\$ \$
SEL_ZAWE	С			_	
SEL_ZAWE SEL_UZAW	C 6625	٩	to		\$
SEL_ZAWE SEL_UZAW SEL_GSBR		٩	to		\$
SEL_ZAWE SEL_UZAW SEL_GSBR SEL_HBKI	6625	Cheque Lot I	to		\$
SEL_ZAWE SEL_UZAW SEL_GSBR SEL_HBKI	<mark>6625</mark> 6625	U	to		\$
SEL_ZAWE SEL_UZAW SEL_GSBR SEL_HBKI SEL_HKTI	<mark>6625</mark> 6625	U	to		\$

**Step 12:** Come back to previous screen. To come back click on" **Back arrow**" button.

Run Date	30.09.2019			
dentification	APP1			
Stat Paramet F		al Lo Printout/data	medium	
Stat Paramet F	ree selectio Addition	al Lo Printout/data	a medium	
		al Lo Printout/data	a medium	
Form printing/data medium		al Lo Printout/data	a medium Variant	Variant
Form printing/data medium Program	exchange			Variant
Form printing/data medium Program RFFOAVIS	exchange			Variant
Form printing/data medium Program RFFOAVIS RFFOEDI1	exchange			Variant
Stat Paramet F Form printing/data medium Program RFFOAVIS RFFOEDI1 ZFI_RFFOUS_C	exchange Variant	Variant		Variant

► Step 13: Click on "Save" and click on "Status". Once save the system will populate the below message.

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© Details have been saved for the run on 30.09.19 APP1

-		
Automatic Pag	yment Trans	actions: Status
🖸 Status 🖹 Proposa	l 꾭 Payment run	
<b>†</b>		
Run Date	30.09	.2019 <sup>(2)</sup>
Identification	APP1	
Stat Paramet	Free selectio	Additional Lo Printout/data mediu
Status		
Parameters have	been entered	

Step 14: Click on "Proposal"

The payment run can now be processed directly or first the proposal may be executed. The proposal does not make the actual payments by posting documents but shows a simulation of the payment run.

The proposal can then be edited if required before making the actual payments. The actual payment run will include only the payments selected in the proposal. This is very useful if certain adjustments need to be made manually while making payments. Click on the proposal button to run the payment proposal. While the proposal is running, click on the status button repeatedly at short intervals to refresh the status of the proposal. Once the proposal run is complete, it is shown in the status as shown in the screenshot below.





Automatic Payment	Transactions: Status
회 Status 참 Proposal 참 Payme	ent run
Run Date	30.09.2019
Identification	APP1
Stat Paramet Free se	lectio Additional Lo Printout/data mediu
Status Schedule Proposal	
Parame	· · · · · · · · · · · · · · · · · · ·
Start date	30.09.2019 Start Immediately
Start time	00:00:00
Target computer	
	Create Payment Medium
✓ ×	

**Step 15:** Select **"Start immediately"** check box and press enter (or) we can schedule the date and time).

Pavment Run Edit Goto Enviro	nment Svstem Help
	😧 😒   🚔 🛗 🖧   🏝 🕰   🛣 🗷   🔀 🔛 🕜 🔚
Payment Run Edit Goto	
Run Date	30.09.2019
Identification	APP1 /
Stat Paramet Free se	electio Additional Lo Printout/data mediu
Status	
Parameters have been enter	red /
Payment proposal has been	created /

Step 16: Click on "display Proposal"

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un Or	n		30.09.2019	APP1	Snd. CC	1200				
		tione								
<u> </u>		kceptions								
3 4	3 7 1	🛱 👪 🛛 🏧 🤌	10   🖨 🖓 B 🖓 B	📲 🖬 🚺 🚱						
							1 1			1
	Туре	Vendor	Customer	Payment recipient	Payment	A Currency	BusA E	BP	Name 1	City
		Vendor 400010	Customer	Payment recipient	Payment F110000001	A Currency INR	BusA E	BP	Name 1 JAI BALAJI &CO	City Ahmedabad
Туре			Customer	Payment recipient	/		BusA E	BP		,

**Step 17:** In the above screen whatever line items are shown in green colour they are ready for payment settlement and rest of the line items whichever shown in red colour they are not ready for payment settlement. This because of payment methods not maintained in vendor master and in particular invoice document while posting made.

This also can be selected for payment settlement, for that come back to previous screen and click on "Edit proposal" button.

Pavment Run Edit Goto Environment Svstem Help	
Automatic Payment Transactions: Status	
🛐 Status 😤 Payment run 🥒 Edit Proposal 🗇 Display Proposal 🗟 Display Proposal Log	
Run Date 30.09.2019	
Identification APP1	
Stat Paramet Free selectio Additional Lo Printout/data mediu	
Status	
Parameters have been entered	
Payment proposal has been created	
$\downarrow$	

Step 18: Click on "Edit proposal"

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Payment Proposal	
Run Date	30.09.2019
Identification	APP1
Paying company code	1200
Sending company code	1200
	Edit Proposal
C Accounting clerk	
All Accounting Clerks	
Selected Accounting Clerk	<u> </u>
✓ ×	

#### Step 19: Press Enter.

Choos	se C	hange Back f	rom find Reca	lculate withholding tax							
un Or	n		30.09.2019	APP1	Snd. CC	1	200				
Payme	ents/ex	ceptions									
314	3 7 (	10 10 10 10 10 10 10 10 10 10 10 10 10 1		#B 🚺 🛷							
Туре	Туре	Vendor	Customer	Payment recipient	Payment	AC	Currency I	BusA	BP	Name 1	City
		400010			F110000001	I	NR			JAI BALAJI &CO	Ahmedabad
		400011			F110000002	I	NR			KUBS IMPEX PRIVATE LIMITED	Ahmedabad
		400011				T	NR			KUBS IMPEX PRIVATE LIMITED	Ahmedabad

**Step 20:** Double click on "Line Item" which shown in red color.

Edit Payment H	Proposal: O	pen Items											
Change Back from fin	d Withholding Ta	x Recalculate wit	thholding	tax									
un On	30.09.2019	APP1		Snd. C	с	12	200						
elected Group													
Vendor	400011	Currency			Pay	ment	Method						
Customer		Business Area			Ho	use Ba	ink						
xceptions													
3 4 7 6 20	1 I I I I I I I I I I I I I I I I I I I	💷 🖬 🕼											
Ch CoCd DocumentN	o Year Item I	Branch account	Currency	House	BnkT	Err	Reference	Ту	Posting Date	Document Date	AK	ey G/L Accor	unt
1200 23000001	3 2019 2		INR			050	DEPT/INV/2019	ΚZ	25.09.2019	25.09.2019	К 2	5 1811000	0
1200 23000002	5 2019 2		INR			050	DEPT/INV/2019	KZ	25.09.2019	25.09.2019	K 2	5 1811000	0

Step 21: Double click on "Line Item" whichever is required.





Edit Pay	ment Pi	roposal: C	pen Iter	ns							
Change Bao	ck from find	Withholding T	ax Recalcula	te withholding tax							
Run On	🖻 Change Lir	30.09.201	9 APP1	Snd. CC	1200						
		le fterns									
Selected Grou						_					
Vendor	Block			Payment method							
Customer	Payment l	block		Payment Method							
				Pmt meth.supl.							
Exceptions											
	Payment te	erms									
Ch CoCd [	Baseline D		29.09.201	10			The	Posting Date	Document Date	A Key C/	Assaut
1200 2								25.09.2019	25.09.2019	K 25 18	
1200 2	Days/perc		0 0.000	0 / 0 0.000 / 0				25.09.2019	25.09.2019	K 25 18	
1200 2	CD Base		0.00		INR			25.05.2015	23.03.2013	IN 25 10	110000
	Cash disco	unt									
	CD Amou	nt									
	Note										
		not be paid due									
	withholdir	ng tax informatio	n								
	Choose ca	sh discount R	allocate 🖌	×							
	Choose ca		wandcate								

#### Step 27: Click on "Reallocate".

~				
Edit Pay	ment Proposal: Open Iter	ns		
Change Ba	ck from find Withholding Tax Recalcula	te withholding tax		
Run On	30.09.2019 APP1	Snd. CC 1200		
Selected Grou				
Vendor Customer	Block Payment block *	Payment method Payment Method Pmt meth.supl.		
Exceptions				
Ch. CoCd I 1200 7 1200 7	Baseline Date 29.09.20	19 0 / 0 0.000 / 0 INR	Ty         Posting Date           KZ         25.09.2019           KZ         25.09.2019	Document Date         A         Key         G/L Account           25.09.2019         K         25         18110000           25.09.2019         K         25         18110000
	Note Item cannot be paid due to inconsistent withholding tax information Choose cash discount   Reallocate			

**Step 28:** Select "\*" in the "payment block" field which means while processing payment run the system will not be considering this document for payment settlement. Click on "Continue".

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Edi	it Pa	yment Pro	oposa	l: 0	pen Item	5							
Cha	nge E	ack from find	Withhold	ling Ta	ax Recalculate	wi	thholding	tax					
Run (	On		30.09.	2019	APP1			Snd. C	с	12	200		
Seleo	cted Gro	oup				_							
Ver	ndor		400011		Currency				Pay	/ment	Method		
Cus	tomer				Business Are	a			Ho	use Ba	ank		
Exce	ptions	/											
	87	1) (2) ( <mark>2</mark> ( ) (3) (3)		1 🖪 1	🖷 🖥   🚺   Kr								
Ch	CoCd	DocumentNo	Year	Item	Branch account	P	Currency	House	BnkT	Err	Reference	Ty	Posting Date
	1200	230000013	2019	2			INR			050	DEPT/INV/2019	ΚZ	25.09.2019
	1200	230000025	2019	2			INR			050	DEPT/INV/2019	1/7	25.09.2019

Step 29: Save and come back to previous screen. To save click on "Save". Once saved the system will propose the below message.

2			onment Svstem	Held 1881 80 40 40 40 1 🕱 🛛	1   🖗 🖪				
Edit Payment Proposal Payments									
				ulate withholding tax					
un Or	1	3	80.09.2019	APP1	Snd. CC	1200			
ayme	nts/e>	ceptions			<hr/>				
3	s ₹ i	<b>H</b> (18) <b>Z</b> 10 <b>%</b> 10	🔒 🕼 e 🖓 e 🕂	🗈 🚹 60	$\overline{}$				
	Туре	Vendor	Customer	Payment recipient	Payment	Currency B	usA BP	Name 1	City
Туре		400010			F110000001	INR		JAI BALAJI &CO	Ahmedabao
Type					F11000002	INR		KUBS IMPEX PRIVATE LIMITED	Ahmedabao
		400011							

**Step 30:** Come back to previous screen. To come back click on **"Back"** arrow button.

**Confidential Document** 

Changes have been saved





L <b>utomatic F</b> Status	nent run 🖉 Ed					Proposal Log
- Status - H Payn		in Propos		Proposal		Proposal Log
Run Date		30.09.	.2019 🖻			
Talam MC and tam						
Identification	•	APP1				
Stat Paran	net Free sel	ectio	Additional Lo	Printou	t/data mediu	<b>.</b>
Stat Paran	net Free sel	ectio	Additional Lo	Printou	t/data mediu	<b>J</b>
Stat Paran	net. Free sel	ectio	Additional Lo_	Printou	t/data mediu	<b>.</b>
Stat Paran	net Free sel	ectio	Additional Lo	Printou	t/data mediu	J
	net Free sel	ectio	Additional Lo	Printou	t/data mediu	1
Stat Paran	net Free sel	ectio	Additional Lo	Printou	t/data mediu	1
			Additional Lo	Printou	t/data mediu	J
Status	ave been enter	ed	Additional Lo	Printou	t/data mediu	1 <u></u>

**Step 31:** Click on **"Status"** repeatedly until the payment proposal turn in green colour.

#### Automatic Payment Transactions: Status

Status Payment run	🥖 Edit Proposa	l 🔗 Display Proposa	al 🗟 Display Proposal Log		
Run Date	30.09.	2019 🖻			
Identification	APP1	Ľ			
Stat Paramet Free selectio Additional Lo Printout/data mediu					
Stat Paramet Free selectio Additional Lo Printout/data mediu					
		Additional Lo Print	out/data mediu		
	Free Selectio	Additional Lo Print	out/data mediu <u></u>		
		Additional Lo Print	out/data mediu <u></u>		
Status		Additional Lo Print	out/data mediu		
		Additional Lo Print	out/data mediu <u></u>		
Status Parameters have been	n entered	Additional Lo Print	out/data mediu <u></u>		
Status	n entered	Additional Lo Print	out/data mediu		
Status Parameters have been	n entered	Additional Lo Print	out/data mediu		

Step32: Click on" Payment Run" to complete the process.

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Automatic Payn	nent Transac	tions: Status		
🕄 Status 😤 Payment ru	ın 🥒 Edit Proposal	🛷 Display Proposal	🗟 Display Proposal Log	
Run Date	30.09.2	019		
Identification	APP1			
Stat Paramet	Free selectio Ad	Iditional Lo Printou	t/data mediu	
			·	
Status Schedule	Pavment			
Parame				
Payme Start date	30.	.09.2019 📍 🖉	Start Immediately	
Start time	9 00:	:00:00		
Target co	mputer			
	Cry	eate Payment Medium		
✓ ×				

**Step 33:** Select "**Start immediately**" check box and click on "**Continue**" (or) we can schedule the date and time for payment run.

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Automat	tic Payment	<b>Fransaction</b>	s: Status		
🖸 Status 🖹	Payment run 🥒 E	lit Proposal 😽 Di	splay Proposal	S Display Propos	al Log
Run Date		30.09.2019			
Identification	1	APP1			
Stat	Paramet Free se	ectio Additiona	I Lo Printou	t/data mediu	
	· · · · · ·		····	· · · · · ·	
Chatura	<sup></sup> Schedule Pavment				
Status	Schedule Pavilient				
Parame		_			
Payme	Start date	30.09.2	<mark>:019</mark> [ <sup>•</sup> ]	Start Immediately	
	Start time	00:00:0	00		
	Target computer				
		Create Pa	yment Medium		
			i, mone i realam		
	✓ ×				

**Step 33:** Select "**Start immediately**" check box and click on "**Continue**" (or) we can schedule the date and time for payment run.

Run Date	30.09.2019
Identification	APP1
Stat Paramet Free s	selectioAdditional LoPrintout/data mediu
	selectio Additional Lo Printout/data mediu
Stat Paramet Free s Status Parameters have been enter	
Status	ered

• **Step34:** Click on" **STATUS**" repeatedly until the payment run turn in green color as below.

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Automatic Payment Transactions: Status									
🕄 Status 🖾 Payment 🛷 Displa	ay Proposal 😅 Display Proposal Log 😤 Printout								
	20.00.0010								
Run Date	30.09.2019								
Identification	APP1								
Stat Paramet Free se	electio Additional Lo Printout/data mediu								
	· ·								
Status									
Parameters have been enter	ed								
Payment proposal has been	created								
Payment run has been carrie	ed out								
Posting orders: 2 generated, 2 c	completed								

**Step 35:** As per above screen shown now the payment run process is completed.

We can go and check in FBL1N – Vendor Line Item Report:

Vendor Line Item Display				_	_					
K < > N & 2 = 2 = 5 = 5 A		í 🖻 🏲 🖪 🗉	Selections C	reat	e Dis	pute Case				
	00011									
Company Code 1	200									
	UBS IMPEX P	RIVATE LI	MITED							
City A	hmedabad									
St Assignment	DocumentNo	Type	DocDate	S	מס	Amount	in Local Crcy	LCurr	Clrng	doc
be hobigimente	Dootamerrento	1900	DooDate	<b></b>	00	moune	in hoodi oloy	Hourt	orring	ucc.
	2300000013	KZ	25.09.2019		Ø		5,300.00	INR		
	2300000025	KZ	25.09.2019		E		780.00	INR		
* 💓							6,080.00	INR		

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Vendor	Vendor Line Item Display											
II I F FI	«~ / III (2) 🖓 🕼 🖻 🛛 🖗 🛔	♥ ▦ ጫ ☜ ∑ ¾	í 🖻 🛅 🖪	Selections Cr	eate	e Dis	spute Case					
Vendor		400010										
Company	Company Code 1200											
Name	Name JAI BALAJI &CO											
City		Ahmedabad										
1												
						_	_		_			
St	Assignment	DocumentNo	Туре	DocDate	S	DD	Amount	in Local	Crcy	LCurr	CIrng	doc.
		3800000002	ZP	30.09.2019				199,00	0.00	INR	380000	0002
		3800000002	ZP	30.09.2019				104,50	0.00	INR	380000	0002
* •								202 50	0.00	TND		
*								303,50	0.00	INR		
** Acc	count 400010							303,50	0.00	INR		
	** Account 400010											

As per above screen shown now all the vendor invoices have been cleared after the payment run process is completed in F110 –Automatic payment program.

#### **16.**Manual Clearing:

#### **Business Scenario:**

When debit and credit line items values are matching but not cleared still in open items status, which means debit and credit line items values are matching with zero balance but clearing not yet happen, so this case we can use manual clearing process to clear the document line items.

For EX: Vendor advance posted Rs.10000

Vendor invoice posted Rs.10000 (but clearing not happen)

#### FBL1N: Vendor line item report:

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Vendo	Vendor Line Item Display											
K												
Vendor	Vendor 400013											
Company	Code	1200										
Name		MADRAS MARIN	E INDUSTR	IES								
City		Ahmedabad										
St	Assignment	DocumentNo	Туре	DocDate	S	DD	Amount in	Local Crcy	LCurr	Clrng doc.	Text	
		2200000028	KR	25.09.2019		4		10.000,00-	TNR		VENDOR INVOICE	
	VENDOR PYMNT	2300000019		25.09.2019			1	10.000,00	INR		ADV PYMNT	
* 🖉								0,00	INR			
	count 400013			0,00	INR							

As per the above screen, shown debit and credit line items values are matching with zero balance but document line items are not cleared and still in open item status. This case we can use manual clearing process to clear the document line items.

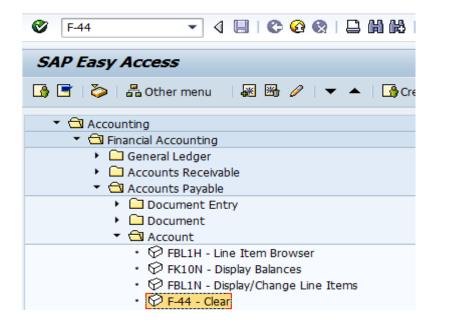
Enter transaction code F-44 in command bar (or) Follow the below navigation path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Account  $\rightarrow$  (F-44) Clear

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**Step 2:** In the next screen enter the following details:

- Vendor account
- Clearing date
- Company Code
- Currency

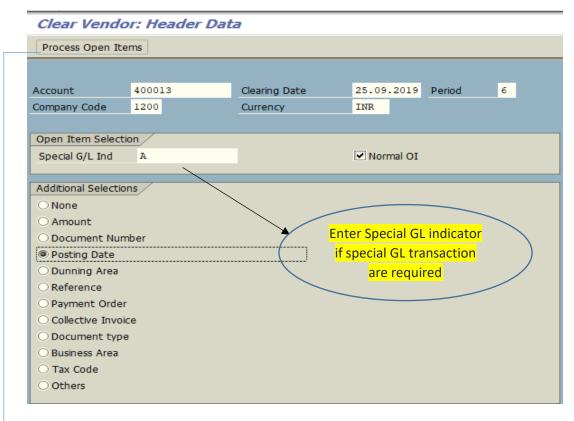
Company code details can be selected from Company code list data

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Step 3: Provide the above details in the screen and click "Process open items".

Clear Vendor Enter selection criteria									
Other selection Other account Process Open Items									
Parameters entered									
Company Code	1200								
Account	400013								
Account Type	K								
Special G/L Ind.	А	Standard OIs							
Posting Date									
From	То								
25.09.2019									

Step 4: Provide the above details and click on "Process open items".

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<i>⊑</i> — <u>D</u> ocument <u>E</u> dit <u>G</u> o	to <u>S</u> ettings <u>Env</u> ir	onment S <u>y</u> stem	n <u>H</u> elp		
<b>©</b>	🗈 🗸 📙	😋 😧 😡 I 🖉	- - 	2   🕲 🖪	
Clear Vendor Pi	rocess open it	ems			
🚨 📝 Distribute Diffe	erence Charge Off	Difference 🥖	Editing Options 🖉 Cash Disc. Due		
Standard Partia	al Pmt Res.Items	WH Tax			
	ATTINE RESILECTIO	- Will Pax			
Account items 4000	13 MADRAS MARINE	INDUSTRIES			
Assignment Document	D P Posting Dat	e Document	INR Gross	CashDiscount	CDPer
22000002	8 KR 31 25.09.201	9 25.09.2019	10.000,00	9-	
VENDOR P 230000001	9 KZ 29 25.09.201	9 25.09.2019	10.000,0	0	
	7 🛗 🛱 Amo 🕯	👪 Gross<>	Currency 🏋 Items 📋 Items	👫 Disc. 📋 Disc.	
Processing Status					
Number of Items	2		Amount Entered	0,00	
Display from Item	1		Assigned	0,00	
Reason Code			Difference Postings		
Display in clearing curre	ency		Not Assigned	0,00	

Step 5: Click on "Document" and select "Simulate".

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Image: Second control of the secon									
Document Date Posting Date Document Numbe	25.09.2019 25.09.2019	Type Period Fiscal Year	AB 6 2019	Company Code Currency Translation dte	1200 INR 25.09.2019				
Reference Doc.Header Text				Cross-CC Number Trading part.BA					
	Acct 0000400013 MZ	ADRAS MARINE I ADRAS MARINE I		INR Amount 10.000,00 10.000,00-	Tax amnt VO				
D 10.000,00	C 10.	.000,00	0,0	5	* 2 Line Items				

**Step 6:** Verify the details above and click on "**POST**" and system will auto generate a document number as shown below:

Socument 1100000010 was posted in company code 1200

FBL1N: Check Vendor Line item report:

Confidential D	Document
----------------	----------





Vendo	/endor Line Item Display											
	K 🔹 🕨 N   🎯 🖉 🧱 😰   🍞 📇 😴   🇮 🖽 🖽   🦷 🏂 🖬 🚺 🔝 Selections 🗋 Create Dispute Case											
Vendor	endor 400013											
Company	Company Code 1200											
Name Citv		MADRAS MARIN Ahmedabad	E INDUSIR.	125								
CICY		Armedabad										
					П							
St	Assignment	DocumentNo	Туре	DocDate	s	DD	Amount in	Local (	Crcy	LCurr	Clrng doc.	Text
		1100000010		25.09.2019				10.000	_	INR	1100000010	
님 의		1100000010		25.09.2019 25.09.2019	A			10.000,		INR	1100000010	
H H	VENDOR PYMNT	2200000028		25.09.2019	λ			10.000,	_	INR INR	1100000010	VENDOR INVOICE
6 6	VENDOR FIRMI	2200000027		25.09.2019	m			15.000,		INR		VENDOR INVOICE 1
		2300000017		25.09.2019				15.000,		INR		VENDOR PYMNT
		2300000017		25.09.2019	А			10.000	_	INR		VENDOR PYMNT
	VENDOR DOWN PYMN	2300000016	KZ	25.09.2019	Α			10.000,	_	INR	2300000017	VENDOR DOWN PYMNT
* 🖬								0,	,00	INR		
** 7												
ACC	** Account 400013 0,00 INR											

As per the above screen, the highlighted items have been cleared after manual clearing by using the transaction code: **F-44.** 

#### **17.**Reverse a Document:

**Business Scenario:** When an incorrect entry is posted in the SAP system, we have to reverse the same or pass a rectification entry. Various situations may arise that may compel a company to correct its accounting documents. The only way to correct a wrongly posted accounting entry is by its reversal.

For Ex: while vendor invoice is booking in SAP in **FB60**, the user has selected wrong expenses GL account and the user has posted the document.

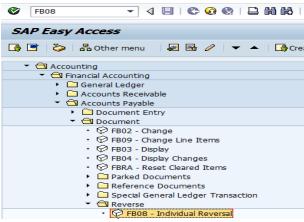
Now the business wants to reverse the document. In SAP system, document can be reversed either through transaction (FB08- Individual reversal) or F.08 – Mass reversal

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FB08- Individual reversal (At a time only one document can be reversed):



FBL1N: Vendor Line item report:

Vendo	lendor Line Item Display												
	4 🔹 🕨 🕅 🕼 🖉 🕼 😰 🛛 🖗 🛱 📴 🗮 🖽 🖽 🗮 🚟 📔 🎽 🛅 🛅 🔝 Selections 🗋 Create Dispute Case												
Vendor		00011											
Company	Code 1	200											
Name City													
St	Assignment	DocumentNo	Type	DocDate	s	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text			
					_								
H 🐣		200000003		23.09.2019		5		INR		VENDOR CREDIT MEMO			
		2200000011		19.09.2019		5	9.800,00-			TEST			
H 🚨		2200000014		20.08.2019		5	200.000,00-			Asset Procurement-2			
H 🚨		2200000018		23.09.2019		5	980,00-			PARK VENDOR INVOICE			
		2200000020		24.09.2019	_	E	980,00-			VENDOR INVOICE			
		2200000021		25.09.2019		444	980,00-			VENDOR INVOICE			
<u>                                      </u>		2200000022		25.09.2019		4	980,00-			VENDOR INVOICE			
		2200000026		25.09.2019		4				VENDOR INVOICE			
		2300000010		25.09.2019		40		INR					
		2300000011		25.09.2019		40		INR					
		2300000013		25.09.2019		4		INR					
	DOWN PYMNT CLRNG	1900000002		25.09.2019		5		INR		VENDOR DOWN PYMNT CLRNG			
	HIRE OF VEHICLE	2000000002		23.09.2019		5		INR		VENDOR CREDIT MEMO			
	HIRE OF VEHICLE	2200000017		23.09.2019		5	980,00-			HIRE OF VEHICLE			
<u> </u>	TRANSFER	1100000009	AB	25.09.2019		40	1.200,00-	INR		TRANSFER			
* 💓							221.360,00-	INR					
** Ac	count 400011						221.360,00-	INR					

As per the above screen assume that the highlighted item has wrongly been entered, now the business wants to reverse the document.

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Company code details can be

selected from **Company code** 

list data

## **SAP User Manual for Accounts Payables Process**

Enter transaction code FB08 in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document  $\rightarrow$  Reverse  $\rightarrow$  (FB08) Individual Reversal

Step 2: Enter the following details in the below screen:

- Document number
- Company Code –
- Fiscal Year
- Reversal Reason
- Posting date (if it is required otherwise system will derive automatically based on source document)

#### Reverse Document: Header Data

Company Code	1200		
Fiscal Year	2019		
Reversal Reason	<u>01</u> Q		
Posting Date		Tax Reporting Date	
Posting period			

Step 3: Enter the following details and Press "Display before Reversal" to view the document before the reversal process.

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<b>Ø</b>				🖴 🌐 🛗   🏝	10 LO \$	2   🔀	2	]   🕜 🖪						
🕫 🗈 Displa	ay Docun	nent: D	)ata Entry V	/iew										
🦻 🖻 🕄 🚇	🚹 Taxes 🚦	📩 Display	Currency	General Ledger Viev	/									
Data Entry View														
Document Numbe	er 220000002	20	Company Code	1200	Fiscal Ye	ar		2019						
Document Date 24.09.2019			Posting Date	24.09.2019	Period			6						
Reference	DEPT/INV/	/2019	Cross-Comp.No.											
Currency	INR		Texts Exist		Ledger Group									
3 4 7 6	12 <b>(</b> 12 )	28	10   🕒 🖓 I	0 🖪 0 💷 0   🚺	3									
Co Itm PK S A	ccount [	Description	1		Amount	Curr.	Тх	Cost Center	Profit Center					
1200 1 31 4	00011	KUBS IMPE	EX PRIVATE LI		980,00-	INR	V1							
2 40 4	1400000 H	Hire of veh	nicle		952,38	INR	V1	12050402	1205					
3 40 2	3500000 0	CGST- Inp	ut Credit		23,81	INR	V1							
4 40 2	3500001 9	SGST- Inp	ut Credit		23,81	INR	V1							
5 50 1	8150012	TDS - Sec	: 194C		20,00-	INR								

**Step 4:** Click on "**Back Arrow**" to come back to the previous screen.

Reverse Document: Header Data										
ିଙ୍କ Display Before Reversal	Documer	nt List 🚟 Mass Reversal								
Document Details										
Document Number	2200000020									
Company Code	1200									
Fiscal Year	2019									
Specifications for Reverse Pos	sting									
Reversal Reason	<mark>01</mark> 🔾									
Posting Date		Tax Reporting Date								
Posting period										
Check management specifica	tions									
Void reason code										

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**Step 5:** Click on "**POST**" to clear the document and the system will auto generate a document number as shown below:

Occument 2200000029 was posted in company code 1200

#### Now go to FBL1N: Vendor line item report:

Vendo	or Line Item Dis	play											
	)     & / III	Ar 🖓 🕼	3 7 2	5 🗑 🖽	•		<b>Z ¾ 1</b> 1   1	E Se	lections	Create Dispute (	ase		
					-								
Vendor	2	00011											
Company		.200											
Name		WBS IMPEX P	RIVATE LI	MITED									
CITÀ	City Ahmedabad												
			-						<b>a</b> 1 1				
St	Assignment	DocumentNo	Туре	DocDate	S	DD	Amount in Local Crcy	LCurr	Cirng doc.	Text			
					П								
_ 0		2200000004	KR	18.09.2019			9.800,00-	INR	2200000005	Vendor invoid	e with TI		
		2200000005		18.09.2019				INR		Vendor invoid	e with TI		
		2200000006		19.09.2019				INR	2200000007				
_ 0		2200000007	KR	19.09.2019				INR	2200000007				
_ 0		2200000008	KR	19.09.2019			9.800,00-	INR	2200000009				
		2200000009	KR	19.09.2019			9.800,00	INR	2200000009	TEST			
		2200000020		24.09.2019			980,00-	INR		VENDOR INVOI			
		2200000029		24.09.2019	_	_	980,00	INR		VENDOR INVOI	E		
_ 0		1900000001	KA	18.09.2019			12.000,00	INR	2300000002	Clearing			
_ 0		2200000003	KR	18.09.2019			15.000,00-	INR	2300000002	Vendor Invoid	e		
_ 0		2300000002	KZ	18.09.2019			3.000,00	INR	2300000002				
_ 0		2200000024	KR	25.09.2019			1.000,00-	INR	2300000008	VENDOR INVOI	Έ		
<b>—</b>		230000008	KZ	25.09.2019			1.000,00	INR	2300000008	Testl			
		2200000023	KR	25.09.2019			980,00-	INR	2300000009	VENDOR INVOIO	Έ		
_ 0		2300000009	KZ	25.09.2019			980,00	INR	2300000009	VENDOR PYMNT			
_ 0		2200000016	KR	23.09.2019			980,00-	INR	2300000018	VENDOR INVOI	Έ		
		2300000018	KZ	25.09.2019			980,00	INR	2300000018	VENDOR PYMNT			
* 🔲							0,00	INR					
** Ac	count 400011						220.380,00-	INR					

As per the above screen, the system has made a clearing document against the vendor invoice and cleared the invoice using the transaction code **FB08.** 

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#### Mass Reversal:

Standard SAP system is providing the option to reverse the documents as mass, instead of reverse the document one by one in **FB08**.

We can use the transaction code **F.80** for mass reversal documents.

Enter Transaction code F.80 in command bar (or) Follow the below navigation path:

**Step 1:** SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document  $\rightarrow$  Reverse  $\rightarrow$  (F-80) Reversal

🗀 Favorites
🗢 🔁 SAP Menu
Financial Services Network Connector
D 🗋 Office
Cross-Application Components
Logistics
🗢 🔂 Accounting
🗢 🔂 Financial Accounting
👂 🗀 General Ledger
Accounts Receivable
accounts Payable
Document Entry
🗢 🔂 Document
💬 FB02 - Change
💬 FB09 - Change Line Items
💬 FB03 - Display
🛇 FB04 - Display Changes
🛇 FBRA - Reset Cleared Items
Parked Documents
Reference Documents
👂 🗀 Special General Ledger Transaction
arr 🔁 Reverse
🔗 FB08 - Individual Reversal
😥 F.80 - Mass Reversal

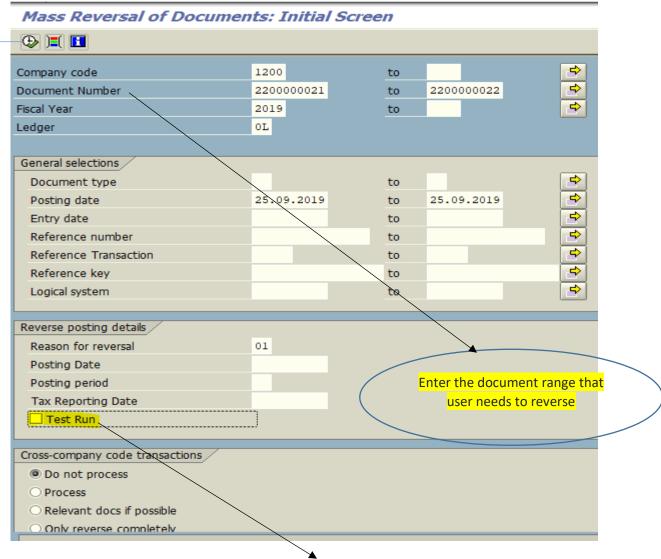
**Step 2:** In the next screen, provide the following details as shown below.

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Step 3: After entering the values, deselect "Test Run" check box and click on "Execute".

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#### Mass Reversal of Documents Deendayal Port Trust Mass Reversal of Documents Time 17:56:22 Date 25.09.2019 Gandhidham Ledger OL SAPF080/SG00636776 Page 1 Reversed documents Document Number Company Code Fiscal Year Document type Posting Date Document Date Reference Message 2200000021 1200 2019 25.09.2019 25.09.2019 DEPT/INV/2019 KR reversed with document 2200000030 2200000022 25.09.2019 1200 2019 25.09.2019 DEPT/INV/2019 KR reversed with document 2200000031 Number of documents reversed: 2 Deendayal Port Trust Mass Reversal of Documents Time 17:56:22 Date 25.09.2019 Gandhidham Ledger OL SAPF080/SG00636776 Page 2 Docs That Cannot Be Reversed List does not contain any data All documents were reversed.

**Step 4:** As per the above screen, the documents have been reversed using the transaction code **F.08.** 

#### Now go to FBL1N: Vendor Line item report:





Vendor Line Item Display													
K • • • • • • • • • •	8   🖓 🕼	2   7	57 80				E Se	elections	Create Dispute Case				
	00011 200												
company code 1.	200												
	JBS IMPEX PH	RIVATE LI	MITED										
City Ahmedabad													
				П									
St Assignment	DocumentNo	Туре	DocDate	s	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text				
	2200000026	KR	25.09.2019		۵	14.700,00-	INR		VENDOR INVOICE				
	2300000010		25.09.2019		4) 4) 4) 4)	780,00	INR						
	2300000011	KZ	25.09.2019		4	200,00	INR						
	2300000013	KZ	25.09.2019		4)	5.300,00	INR						
📃 🖉 DOWN PYMNT CLRNG	1900000002	KA	25.09.2019		¥	1.000,00	INR		VENDOR DOWN PYMNT CLRNG				
TRANSFER	1100000009	AB	25.09.2019		4)	1.200,00-	INR		TRANSFER				
* @						8,620,00	TND						
* 🖉						8.620,00-	INR						
	2200000021	KR	25.09.2019		-	980,00-	TNR	2200000030	VENDOR INVOICE				
	2200000030		25.09.2019				INR		VENDOR INVOICE				
	2200000022		25.09.2019			980,00-			VENDOR INVOICE				
	2200000031	KR	25.09.2019			980,00	INR	2200000031	VENDOR INVOICE				
	2200000024	KR	25.09.2019			1.000,00-	INR	2300000008	VENDOR INVOICE				
	2300000008	KZ	25.09.2019			1.000,00	INR	2300000008	Testl				
	2200000023	KR	25.09.2019			980,00-	INR	2300000009	VENDOR INVOICE				
	2300000009	KZ	25.09.2019			980,00	INR	2300000009	VENDOR PYMNT				
	2300000018	KZ	25.09.2019			980,00	INR	2300000018	VENDOR PYMNT				
* 0						980,00	INR						
** Account 400011						7.640,00-	INR						

As per the above line item report, you can find the invoices made have been reversed using the mass reversal transaction code F.08.

#### **Reset Cleared Items:**

Normally we can reverse all the documents in FB08 and F.80 except clearing documents, which means if payment made against the vendor invoice then that invoice document status is clearing document status. Therefore, this case we cannot reverse the document in FB08 and F.80, first we have to reset the cleared items then we have to reverse the document. For do, this SAP is providing transaction code FBRA- Reset Cleared Items.

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#### **Business Scenario:**

While making payment the user wrongly selected invoice and payment made against that invoice. Later business comes to know payments were made wrongly, so this case the business needed to reverse the wrongly posted payment document.

#### FBL1N: Vendor line item report:

Vendor Line Item Dis	splay										
K • • • • « » » 📰	AR   🔁 😭	2   7	3 7   11					E Se	lections	Create Di	spute Case
	400013 1200										
company code	1200										
Name MADRAS MARINE INDUSTRIES City Ahmedabad											
CITY	Aimedabad										
St Assignment	DocumentNo	Туре	DocDate	s	DD	Amount in Local (	Crcy	LCurr	Clrng doc.	Text	
	1100000010	AB	25.09.2019			10.000	00	INR	1100000010		
	2200000028		25.09.2019			10.000		INR	1100000010	VENDOR	INVOICE
	2200000027		25.09.2019			15.000			2300000017		
	2300000017	KZ	25.09.2019			15.000	,00	INR	2300000017	VENDOR	PYMNT
*						0,	,00	INR			
** Account 400013		•				0,	,00	INR			
						•					
VCHGOL	*										
Company Code	*										
Name	*										
City	*										
[]	1										
St Assignment	DocumentNo	Туре	DocDate	s	DD	Amount in Local (	Crcy	LCurr	Clrng doc.	Text	
***						0	,00	INR			
				_							

As per above screen the highlighted line item was cleared wrongly as user made the payment wrongly to that line item in the vendor, so now we can reset the cleared item using transaction code FBRA.

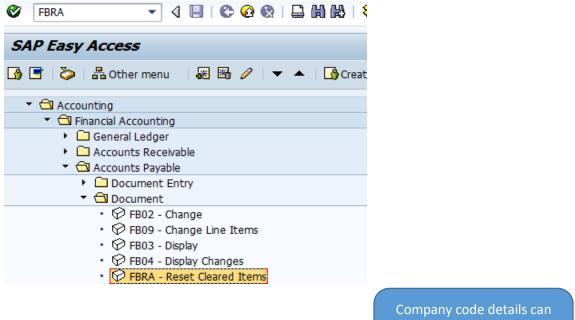
Enter the transaction FBRA in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document  $\rightarrow$  (FBRA) Reset Cleared Items

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**Step 2:** In the next screen enter the following details:

- Clearing document
- Company code –
- Fiscal Year

Company code details can be selected from **Company code list data** 

#### **Reset Cleared Items**

Accounts Items	Accompanying Correspondence
Clearing Document	230000017
Company Code	1200
Fiscal Year	2019

Step 3: Provide the values as shown above and click on "Reset Cleared Items".

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Reset Cleared Items						
Accounts Items Accom	npanying Correspondence					
Clearing Document	230000017					
Company Code	1200					
Fiscal Year	2019					
	🖙 Reversal of clearing document 🛛 🛛					
	Only resetting					
	As well as resetting cleared					
	items, it is also possible to Resetting and revers					
	reverse the clearing document.					
	X Cancel					

Step 4: Click on "Resetting and reverse".

Reset Cleared Items								
Accounts Items Accompanying Correspondence								
Clearing Document	230000017							
Company Code	1200							
Fiscal Year	2019							
	🖻 Reversal Data							
	Reversal Reason 01							
	Posting Date							
	Posting period							
	<ul><li>✓ ×</li></ul>							

**Step 5:** As per above screen enter the "**Reversal Reason**", "**Posting Date**" is optional, as the system will automatically derive it from the document.

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Reset Cleared Iten	15
Accounts Items Accom	npanying Correspondence
Clearing Document	230000017
Company Code	1200
Fiscal Year	2019
🔄 Information	
	×
Clearing 2	30000017 reset
<ul><li>✓ ②</li></ul>	

Step 6: As per above screen the document is reset, click on "Continue"



**Step 7:** As per the above screen shown, now the system has reset and posted the reversal document.

Now go to FBL1N: Vendor Line item report:

Driving Positive Change





Vendor Line Item Display										
🛿 🗸 🕨 🕅 🕼 🖉 🖾 🖉 🕼 🖆 🕼 🛱 🖉 🛛 🎟 🖽 🖼 🔽 🏂 🐱 🔚 🛅 👘 🖾 Selections 🗋 Create Dispute Case										
Vendor	400013									
Company Code	1200									
Name	MADRAS MARIN	F INDUSTR	TES							
City	Ahmedabad	L INDUSIK	165							
CICY	Annicationa									
St Assignment	DocumentNo	Туре	DocDate	SI	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text	
	2200000027	KB	25.09.2019		<b>4</b> ))	15.000,00-	TNR		VENDOR	INVOICE 1
			2010512015	H.		101000,00			120000	11110102 1
* 🖉						15.000,00-	INR			
	1100000010					10,000,00	T.) TD	1100000010		
	1100000010 2200000028		25.09.2019 25.09.2019			10.000,00	INR	1100000010 1100000010		THEFT
	2300000017		25.09.2019			10.000,00- 15.000,00	INR INR	2300000020		
	2300000020		25.09.2019			15.000,00-	INR	2300000020		
	230000020	RL	20.09.2019			13.000,00-	INK	2300000020	VENDOR	FILMI
*						0,00	INR			
** Account 400013					15.000,00-	INR				

As per the above screen, the system has reset the document and posted the reverse document as user did the resetting using transaction code: **FBRA.** In addition, system will also reset the invoice document as open item.

#### >> Posting with reference:

#### **Functionality:**

This function allows you to post a new accounting document using a previously posted FI document as a reference. You can use this option to speed up data entry.

#### Scenario:

You post frequently similar nature of documents: the amounts are different, but GL accounts and vendors are the same. You want to use one of the previously entered documents as a reference. Suppose we posted a document and now we post one more document resembles like the earlier document we posted with same date same account except some values changed.

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To post a new document in reference with an old document click post with reference in FB60 -> it will be directed to FBR2 automatically (or) directly enter the transaction code in command bar to access the FBR2 transaction.

	Vendor Line Item Display									
K	📕 🗨 🕨 📕 🕼 🖉 🕼 🕼 🕼 🕼 🛱 🗮 🖶 🖽 🏥 🖾 🏂 🌠 🔚 🛅 🖬 🖬 🔂 🔀 🕷 🔁									
Ven	Vendor 400011									
Com	ipany Code	1200								
Nam		KUBS IMPEX P	DIVATE LI	MTTED						
Cit		Ahmedabad	KIVAIL LI	MILED						
	CITY Animedabad									
	St Assignment	DocumentNo	Туре	DocDate	s	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	×.	DocumentNo		DocDate		<u>ل</u>	14.700,00-		Clrng doc.	Text VENDOR INVOICE
			KR			<u>ل</u>	14.700,00-		Clrng doc.	
		2200000026	KR KZ	25.09.2019		<mark>4</mark> ) 4) 4)	14.700,00- 780,00 200,00	INR	Clrng doc.	
		2200000026 2300000010 2300000011 2300000013	KR KZ KZ KZ	25.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019		<mark>4</mark> ) 4) 4)	14.700,00- 780,00 200,00	INR INR	Clrng doc.	VENDOR INVOICE
	DOWN PYMNT CLF	2200000026 2300000010 2300000011 2300000013 RNG 190000002	KR KZ KZ KZ KA	25.09.2019 25.09.2019 25.09.2019		<mark>4)</mark> 4) 4) 4) 12	14.700,00- 780,00 200,00 5.300,00 1.000,00	INR INR INR INR INR	Clrng doc.	
		2200000026 2300000010 2300000011 2300000013	KR KZ KZ KZ KA	25.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019		<mark>4</mark> ) 4) 4)	14.700,00- 780,00 200,00 5.300,00 1.000,00	INR INR INR INR INR	Clrng doc.	VENDOR INVOICE
	DOWN PYMNT CLF	2200000026 2300000010 2300000011 2300000013 RNG 190000002	KR KZ KZ KZ KA	25.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019		<mark>4)</mark> 4) 4) 4) 12	14.700,00- 780,00 200,00 5.300,00 1.000,00	INR INR INR INR INR INR	Clrng doc.	VENDOR INVOICE VENDOR DOWN FYMNT CLRNG

#### FBL1N – Vendor Line Item report:

As per above screen, we going to post with reference of the document which is highlighted.

**Step 1:** Use transaction code **FBR2** or you can also access the screen from **FB60** as shown in below screen.

C Document Edit	<u>G</u> oto Extr <u>a</u> s <u>S</u> etti	ngs En <u>v</u> ironment	System <u>H</u> el	p	
Ø	Post with Reference Back	Shift+F9 F3	8008	💥 🗖   🔞 📭	
Enter Vendor 1	nvoice: Compan	y Code 1000			
器 Tree on 미 또 Com	oany Code 🕹 Hold	🐯 Simulate 🛛 📙 Pa	irk 🥜 Editing (	options	
Transactn	R Invoice	•		Bal. 0.00	000
Basic data Payr	nent Details Tax	Withholding tax	Notes		
			<b>0</b> ″		
When you are in tra			ts to FE		automatically.
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C Do	ocument	Edit	Goto	Extras	Settings	Environ	ment	System	Help				
1		2010		1					_	۲ <u>۵</u>	28	💥 🛃	1 😨 🖪
Po	st Doc	ume	ent: P	leade	er Data								
Refe	rence												
Doc	ument Nu	umber	22000	00026									
Con	npany Cod	le	1200										
Fisca	al Year		2019										
Flow	control												
G	Generate 1	Inverse	Postin	g									
E	nter G/L	Accour	nt Item	IS									
	o Not Pro	pose /	Amount	ts									
	ecalculate	e Days	and Pe	rcentag	es								
	isplay Line	e Item	s										
	opy Text	s											
П	ransfer fu	unction	al area										
	ecalculate	e Local	Curren	cy Amo	unts								
	opy Segn	nent ar	nd Part	ner Seg	ment								

Step 2: Under this screen enter the following details: Reference:

- Document number
- Company Code
- Fiscal year

#### Under flow control:

- Select Display line items
- Select Copy Texts

Company code details can be selected from **Company code list data** 

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Post Document: Header Data					
Reference					
Document Number	220000026				
Company Code	1200				
Fiscal Year	2019				
Flow control					
Generate Inverse	2				
Enter G/L Accour	nt Items				
Do Not Propose /					
Recalculate Days	-				
✓ Display Line Item	S				
Copy Texts					
Transfer function					
Recalculate Local					
Copy Segment a	nd Partner Segment				

Step 3: Provide the values as shown above and press "Enter".

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Post Document: Header Data					
Document Date	25.09.2019	🕑 Туре	KR	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/20	19		Cross-CC Number	
Doc.Header Text					
Trading part.BA					
First line item					
PstKy 31 Acco	ount 400011		SGL Ind	ТТуре	

Step 4: If need by we can edit the data or press "Enter", system will take user to the next screen.

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Post Document Add Vendor item						
🧟 🗟 🖬 🆆 More data 🛛 Account Model 📝 G/L item fast entry 🚺 Taxes						
Vendor Company Code	400011 1200	KUBS IMPEX PRIVATE LIMITED     G/L Acc     18110000       2C JAMALS FAZAL CHAMBERS 2ND FLOOR			cc 18110000	
Deendayal Port 1	Frust	Ahmedabad				
Item 1 / Invoice	/ 31					
Amount	10000		I	NR		
	Calculate T	ах			BusPlace/Sec	tn /
Bus. Area						
Payt terms			Days/percer	nt	1	1
Bline Date	25.09.2019		Fixed			
CD Base	15.000,00		CD Amount	:		
			Invoice Ref.		1	/
Pmnt block			Payt Metho	d		
Assignment						
Text	VENDOR INVO	DICE				🤣 Long Texts
Next line item						
PstKy 40 Account 41300021 SGL Ind TType New Co.Code						

**Step 5:** In this screen, the amount we are changing to Rs.10000, rest of the data remains same as per referred document. Press "Enter".

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Post Docume	ent Add G/L ac	count	item		
2 🛛 🖉 🗳	More data Acco	ount Model	🛃 G/L item fas	t entry	Taxes
G/L Account	41300021 Repairs	and maint	enance		
Company Code	1200 Deendayal Port	t Trust			
Thoma 2 / Dahit antra	140				
Item 2 / Debit entry	//40				
Amount	10000		INR		
Tax Code			Calculate Tax		
Business place					
Cost Center	12050402		Order		
WBS element					
			Real estate obj	•	
			Sales Order		
					🖻 More
			Quantity		
Assignment	20190925				
Text	POST WITH REF				Long Texts
Next Line Item					
PstKy Accou	unt	SGL	Ind TType		New Co.Code

**Step 6:** In this screen, we changed the amount to Rs.10000 and Text field; you can see the highlighted fields above. Then click on "**Document**" and select "**Simulate**".

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Document Number     INTERNAL     Fiscal Year     2019     Translation dte     25.09.20       Reference     DEPT/INV/2019     Cross-CC Number       Doc.Header Text     Trading part.BA	019
Document Number     INTERNAL     Fiscal Year     2019     Translation dte     25.09.20       Reference     DEPT/INV/2019     Cross-CC Number       Doc.Header Text     Trading part.BA	019
Reference DEPT/INV/2019 Cross-CC Number Doc.Header Text Trading part.BA	019
Doc.Header Text Trading part.BA	
Items in document currency /	
PK BusA Acct INR Amount Tax	amnt
001 31 0000400011 KUBS IMPEX PRIVATE 10.000,00-	
002 40 0041300021 Repairs and mainten 10.000,00	

**Step 7:** Verify the details of line items entered and click on "**POST**". The system will generate a document number as shown below.

🛇 Document 220000032	was posted in company code 1200

Like that, we can post many documents by using "**Post with Reference**" process by using the transaction code **FBR2**. It will be easy method to post the same nature of documents frequently.

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#### Now go to FBL1N: Vendor Line item report:

Vend Comp Name City	any	Code I	00011 200 UBS IMPEX PI hmedabad	RIVATE LI	MITED						
	St	Assignment	DocumentNo	Туре	DocDate	s	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
1	~		2000000003	WC.	23.09.2019		5	980,00	INR		VENDOR CREDIT MEMO
1			22000000003		19.09.2019		₩ E	9.800,00-			TEST
1	- 🛱		2200000014		20.08.2019	E	5	200.000,00-			Asset Procurement-2
1	7		2200000018		23.09.2019		F	980,00-			PARK VENDOR INVOICE
i	- 🗃		2200000026		25.09.2019	E	F	14.700,00-			VENDOR INVOICE
ī	- 🛜		2200000032		25.09.2019		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	9.800,00-			VENDOR INVOICE
1			2300000010		25.09.2019		1		INR		
1	X		2300000011	KZ	25.09.2019		1		INR		
	Ø		2300000013	KZ	25.09.2019		5	5.300,00	INR		
	0	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019		5	1.000,00	INR		VENDOR DOWN PYMNT CLR
	0	HIRE OF VEHICLE	2000000002	KG	23.09.2019		5	980,00	INR		VENDOR CREDIT MEMO
	0	HIRE OF VEHICLE	2200000017	KR	23.09.2019		5	980,00-	INR		HIRE OF VEHICLE
	Ø	TRANSFER	110000009	AB	25.09.2019		5	1.200,00-	INR		TRANSFER
*	Ø							228.220,00-	INR		
**	Ac	count 400011						228.220,00-	INR		

# So, the above highlighted line item has been posted with reference using the transaction code FBR2.

#### **Residual Payment:**

Residual payment method: it is related to partial payment also but the original open item (invoice) will be cleared with the partial payment and the system will create a new outstanding (Liability) document.

It should be considered that residual payments lead to losing visibility on aging of the open items.

#### Residual payment in case of Vendor:

A residual item results when a payment is made for less than the actual amount outstanding. The original open item is cleared and the system posts a new open item. This new open item is for the same amount as the original open item minus the amount paid.

When the document posted, the system stores the document number, fiscal year and item number of the original open item. For the residual item, the system either uses the terms of payment from Confidential Document Copyright © 2020 Tech Mahindra. All rights reserved.

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the original invoice item or enters the predefined terms of payment.

Which payment terms are used depends on the settings made for the tolerance group in the vendor master data. The disadvantage here is that the original document number is lost as the system assigns a new document number.

Residual Payment method reduces the open lines, but the disadvantage is that when you send the customer account statement, customer might not be able to link the residual payment line with its original invoice and partial payment clearly.

Using Partial Payment method, customer can see clearly what all invoice has been issued to customer and what payments he has made. However, it keeps the multiple open items, until the invoice is fully paid/ cleared.

Residual payment: it clears original invoice with incoming amount and create new line item for remaining outstanding amount.

Partial payment: it leaves the original invoice amount and creates new line item for incoming amount.

#### FBL1N: Vendor Line item report:

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Vendor Company Name City	Code 1	00011 200 UBS IMPEX Pi hmedabad	RIVATE LII	MITED								
St	Assignment	DocumentNo	Туре	DocDate	s	DD	Amount	in Local Cr	cy LCu	rr Clrng d	loc.	Text
	DOWN PYMNT CLRNG HIRE OF VEHICLE HIRE OF VEHICLE TRANSFER	2000000003 220000011 220000014 220000026 220000032 230000010 230000011 230000013 190000002 200000002 2200000017 110000009	KR KR KR KR KZ KZ KZ KA KA KG KR	23.09.2019 19.09.2019 20.08.2019 23.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019 25.09.2019 23.09.2019 23.09.2019 23.09.2019				980,0 9.800,0 200.000,0 980,0 14.700,0 9.800,0 780,0 200,0 5.300,0 1.000,0 980,0 980,0 1.200,0	0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF           0-         INF			VENDOR CREDIT MEMO TEST Asset Procurement-2 PARK VENDOR INVOICE VENDOR INVOICE VENDOR INVOICE VENDOR DOWN PYMNT CLRNG VENDOR CREDIT MEMO HIRE OF VEHICLE TRANSFER
* 🎑	count 400011							228.220,0 228.220,0				

The highlighted line item in above screen, we are going to make residual payment using transaction code **F-53**.

Original invoice – 14700

Residual payment – 4700 (which means we are going to make payment against that invoice for Rs.10000)

Enter transaction code F-53 in command bar (or) Follow the below navigation path:

**Step 1**: SAP Easy Access  $\rightarrow$  SAP Menu  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Document Entry  $\rightarrow$  Outgoing Payment  $\rightarrow$  (F-53) Post





🔮 F-53 🔹 🍕 🔲 I 😂 🚱 I 🖨 🛗 🛗 I
SAP Easy Access
🌆 📑   🏷   📇 Other menu 🛛 😹 🔠 🥒   🔻 🔺   🌆 Crea
<ul> <li>Accounting</li> <li>General Ledger</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Document Entry</li> <li>FB60 - Invoice</li> <li>FF43 - Invoice - General</li> <li>FB65 - Credit Memo</li> <li>FF41 - Credit Memo - General</li> <li>FB10 - Invoice/Credit Memo Fast Entry</li> <li>Document Parking</li> <li>Down Payment</li> <li>Bill of Exchange</li> <li>Other</li> <li>Error Correction and Suspense Accounting</li> <li>Reference Documents</li> <li>Outgoing Payment</li> </ul>
• 🔗 F-53 - Post

Step 2: In the next screen enter the required details.

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Post Outgoin	ng Payme	nts: I	Header	Da	ta	1				
Process Open Item	ns									
Document Date	26.09.2019	Туре	e F	ζZ		Company Code	1200			
Posting Date	26.09.2019	Perio	od 🤞	5		Currency/Rate	INR			
Document Number						Translation dte				
Reference	DEPT/INV/20	)19				Cross-CC Number				
Doc.Header Text	VENDOR PYM	NT				Trading part.BA				
Clearing Text	RESIDUAL PY	MNT								
Bank data										
Account	23110002					Business Area				
Amount	10000									
Amt.in loc.cur.										
Bank Charges						LC Bank Charges				
Value date	26.09.2019					Profit Center				
Text	RESIDUAL PY	MNT				Assignment	RESID	UAL PY	MNT	
Open item selection						Additional selection	s			
Account	400011					None				
Account Type	к	Oth	er Account	s		○ Amount				
Special G/L Ind	10000 26.09.2019 RESIDUAL PYMNT 100000 10000 10000 10000 100000 10000 10000 10000 10000				]	O Document Nur	nber			
Payt Advice No.						O Posting Date				
Distribute by Age	9					O Dunning Area				
Automatic Search	h					○ Others				

Step 3: Provide the details as shown above and press "Process open items".

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Post Outg	oing Payı	me	nts F	roc	cess open items					
🚨 📝 🛛 Distrib	oute Difference		Charge	Off D	ifference 🖉 Editing Options	Ø Ca	sh Disc. Du	e		
Standard	Partial Pmt	K	Res.Ite	ems	WH Tax					
Account ite	ms 400011 KU	BS I	MPEX P	RIVA	TE LIMITED					
Document D	Document	Ρ	Busi D	Day	INR Gross		CashDisco	unt	CDPer.	
2000000003 KG	G 23.09.2019	21	3	3	98(	,00				
2200000011 KB	R 19.09.2019	31	7	1	9.800	,00-				
2200000014 KB	R 20.08.2019	31	3	37	200.000	,00-				
2200000018 KH	R 23.09.2019	31	3	3	980	,00-				
2200000026 KI	R 25.09.2019	31	1		14.700	,00-				
2200000032 KT	R 25.09.2019	31	1		9.80	,00-				
2300000010 KZ	Z 25.09.2019	25	1		780	,00				
2300000011 KZ	Z 25.09.2019	25	1		200	,00				
2300000013 KZ	Z 25.09.2019	25	1		5.300	,00				
1900000002 KZ	A 25.09.2019	26	2	2	1.000	,00				
	a a M	尙	Amo		🕯 Gross<> ) 👪 Currency 🕅 👫 🛛 I	ems	🕴 Item	s ᡟ Disc. 🎽	Disc.	
Processing Sta	tus									
Number of Ite	ems 1	3			Amount E	ntere	d		10.000,0	0-
Display from It	tem 1				Assigned				228.220,0	0-
Reason Code					Difference	Posti	ings			
Display in clear	ring currency				Not Assiar	ned			218.220,0	0
Display in clear	ring currency				Not Assign	ned			218.220,0	)

Step 4: Double click on "Residual Payment" tab.

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<u>D</u> ocument <u>E</u> dit <u>G</u> oto <u>S</u> e	ettings	En <u>v</u> ironment S <u>y</u> stem <u>H</u> elp			
<b>©</b>		📙 I 😋 🚱 😣 I 🗎 🛗 🛱	8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	🐹 🛃 🛛 🖓 📑	
Post Outgoing Payn	nents	Create residual item	IS		
🚨 📝 Distribute Difference	Charge	e Off Difference 🖉 Editing (	)ptions		
Standard Partial Pmt	Res.It	tems WH Tax			
Account items 400011 KUB	S IMPEX	PRIVATE LIMITED			
Document D. Document			Resid	dual Items	RCd
200000003 KG 23.09.2019	21	3	980,00		
2200000011 KR 19.09.2019	31	7	9.800,00-		
2200000014 KR 20.08.2019	31	37	200.000,00-		
2200000018 KR 23.09.2019	31	3	980,00-		
2200000026 KR 25.09.2019	31	1	14.700,00-	4.700,00-	-
2200000032 KR 25.09.2019	31	1	9.800,00-		
2300000010 KZ 25.09.2019	25	1	780,00		
2300000011 KZ 25.09.2019	25	1	200,00		
2300000013 KZ 25.09.2019		1	5.300,00		
1900000002 KA 25.09.2019	26	2	1.000,00		
ke er av m	🛗 Amo	] 🛗 Gross<>] 👪 Currenc	y 🏄 Items 👔	Items 🏋 Disc. 👸 Disc.	
Processing Status					
Number of Items 13			Amount Entered	10	0.000,00-
Display from Item 1			Assigned	10	0.000,00-
Reason Code			Difference Postings		
Currency IN	R				
Display in clearing currency			Not Assigned		0,00

**Step 5**: Double click on "**Residual Items**" then the system automatically derives the residual amount (The difference amount between original invoice Rs.10000 and payment amount Rs. 7000 which is entered in selection screen) go to menu bar and click on "**Document**" and click on "**Simulate**".

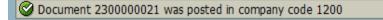
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Supplement	📲 Display Cu	urrency 🖪 Taxe	s 🗠 F	Reset	
Document Date	26.09.2019	Туре	KZ	Company Code	1200
Posting Date	26.09.2019	Period	6	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	26.09.2019
Reference	DEPT/INV/20	19		Cross-CC Number	
Doc.Header Text	RESIDUAL PY	ММТ		Trading part.BA	
002 36 0	cct 023110002 AL 000400011 KU	LAHABAD BANK OU IBS IMPEX PRIVAT	ΓE	INR Amount 10.000,00- 4.700,00- 14.700,00	Tax amnt
D 14.700,00	C 14.	700,00	0,00		* 3 Line Items

Step 6: Verify the line items and click on "POST", then system will auto generate a document number as shown below.



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#### Display of posted document:

🕫 🗈 Displa	y Docum	nent: D	ata Entry Vi	ew					
🎾 🖻 🕄 🚇 🛔	🛔 Display Cu	rrency 月	General Ledger	View					
Data Entry View									
Document Number	230000002	21	Company Code	1200	Fiscal Ye	ar		2019	
Document Date	26.09.201	19	Posting Date	26.09.2019	Period			6	
Reference	DEPT/INV/	2019	Cross-Comp.No.						
Currency	INR		Texts Exist		Ledger (	Group			
3 8 7 6		28	1 🗗 🔁	🞝 1 🖽 1   🖪	1				
Co TITM PK S Ac	count [	Description			Amount	Curr.	Тх	Cost Cente	r Profit Center
1200 1 50 23	110002 A	ALLAHABA	D BANK Outgo	10	0.000,00-	INR			
2 36 40	0011 K	(UBS IMPE	X PRIVATE LI	4	1.700,00-	INR			
3 25 40	0011 K	(UBS IMPE	X PRIVATE LI	14	1.700,00	INR			

#### FBL1N: Vendor line item report:

Vendor	Line Item Disp	play									
	N   🛷 🖉 🎞 🖉	8 5 6	2   7 4	5 7   10 -	•	•	🛛 🏂 🍋 🍽   🗉	E Se	lections 🗋	Create Dispu	te Case
Vendor Company Co		00011 200									
Name City		JBS IMPEX PH nmedabad	RIVATE LIN	MITED							
1											
St As	signment	DocumentNo	Туре	DocDate	s	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text	
		2300000021	KZ	26.09.2019		2	4.700,00-	INR		RESIDUAL P	PYMNT
* 💓							4.700,00-	INR			
		2300000021	KZ	26.09.2019			14.700,00	INR	2300000021	RESIDUAL P	PYMNT
*							14.700,00	INR			
** Accou	int 400011						10.000,00	INR			

As per above screen, the highlighted line item is the new open item created after the residual payment using the transaction **F-53**.

The new line item is the "outstanding amount" against the invoice for which we made the payment.

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#### 18. Vendor Invoice through MM route:

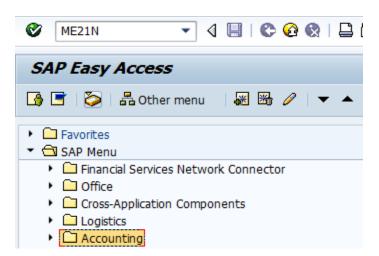
In this topic we are going to see how vendor invoices are created through MM route. It is start from Purchase order creation, Goods receipts (GRN), and Vendor Invoices.

ME21N – Purchase order creation MIGO – Goods Receipts ML81N – Service Entry Sheet (For service PO instead of MIGO) MIR7 – Parked Vendor Invoice MIRO – Vendor Invoice

Project Based PO (With WBS Element) Revenue Expenditure PO (With Cost Centre) Service PO (With Cost Centre) Asset PO will be covered in the asset user manual

#### **Revenue Expenditure PO Process:**

#### Step1: ME21N–POCreation



Step 2: In the next screen enter the required details

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♥ ◀ 🗏 । ♥ 🤅	) 😪   🖵 🖬 🛤   20 10 20 13	i 🖉   🕲 🖷			
TD Purchase Order 45	03000040 Created by Srid	har Thangavel			
Document Overview On 🛛 🗋 🦅 🗳 🖄	🕼 Print Preview Messages 🚺 👹 Pr	ersonal Setting			
1 2ZNB STD Purchase ▼ 4503000040 Ve Header	endor 400010 JAI BALAJI &CO	Doc. Date 03	.04.2020		
🗈 S., Itm A I Material	Short Text PO Quantity		Net Price Curr Per	O Matl Group Plnt	Stor. L
△10 <u>100000007</u>	TAGS, RED/GREEN, FILE	12EA D 03.04.2020	100.00 INR 1	EA Printing& St Kandla Port Trust	Mediical
					▼
	777 🖸 🗉		Addl Planning		
Item Item Item Material Data Quantities/Weights		e Conditions India	Account Assignment Te	xts V Delivery Address V Confir	
☑ Inv. Receipt □ Final Invoice ☑ GR-Bsd IV	Tax Code	V1 Taxes			
DP Category	¥				

**Step 3:** Provide the values as shown above and save the PO. To save Click on "Save". Once PO is saved the system will propose the below message;

STD Purchase Order created under the number 4503000040

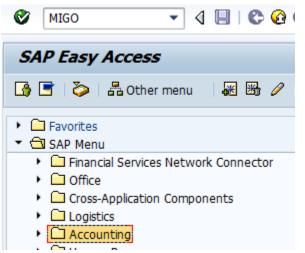
MIGO – GRN (Goods Receipts)

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**Step 1:** Enter transaction code MIGO in command bar and press enter.



Step 2: In the next screen enter the required details.

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¢ (	Goods Receipt <u>S</u> ettings Sy	ystem <u>H</u> elp							
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<b>P</b>	Release GR Blo	cked Stock Materia	l Doc	cument 50	000000	523 - Sridha	r Thanga		
Sh	ow Overview 🛛 🗋 🛛 Hold	Check Post 🚹 Help							
	Document Date 03.04.20	20 Delivery Note			Vendor	JAI BALAJI &CO	<u>0</u>	]	
	Posting Date 03.04.20	20 Bill of Lading			HeaderTe	xt			
	🗋 🔲 1 Individual Slip	•							
L	ine St Mat. Short Text		V OK	Qty in UnE	E.,	SLoc	Profit Center	Stock Segment	Batch
	1 COO TAGS, RED/GREEN,	FILES, 18 CMS		12	EA	Mediical-GDM	1205		
_									
		🛗 🔛 📋 Delete	Co	ontents 🔀					
e				incents Exa					
	Material Quantity W	Vhere Purchase Order Dat	a P	artner Acco	ount Assigni	nent			
	Movement type 10	5 + GR from blocked stck		tock type	ſ	Unrestricted-Use 🔻			
	Movement type 10	5 + GK HOIT DIOCKED SCC		оск суре		onrestricted-ose +			
	Plant Kar	ndla Port Trust	1	200 🙎					
	Storage location Me	diical-GDM	1	001					
	Goods recipient								
	Unloading Point								
	Tut								
	Text								
ſ	E Item OK	Line 1 🛃							

Step 3: Provide the values as shown above and press enter

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Show-Overview 🕂 🗋 🕂 Hold Check	k Post 🚺 Help								
Document Date 03.04.2020	Delivery Note			Vendor	JAI BALAJI &	<u>co</u>			
Posting Date 03.04.2020	Bill of Lading			HeaderT	ext				
Line St Mat. Short Text		V OK	Qty in UnE	E.	. SLoc	Profit Center	Stock Segment	Batch	Valua
TAGS, RED/GREEN, FILES	, 18 CMS		12	EA	Mediical-GDM	1205			
< >									
Material Quantity Where	Purchase Order Data	a Pa	ntents 🔀	🗊 unt Assign	nent				
Material Quantity Where Profit Ctrs 1205	Purchase Order Data	a Pa		unt Assign	nent				

**Step 4:** Select **"Item OK"** check box and Post the document. To post click on **"Post"**. Once the document is posted the system will propose the below message.

Material Document Number Created

GRN – Posted Accounting Document:

Material document 5000000624 posted

Step 5: To view accounting document select	"Display" and	d provide the material	document as below.
--	---------------	------------------------	--------------------

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☞ <u>G</u> oods Receipt <u>S</u> ettings S <u>y</u> stem <u>H</u> elp				
🖉 💽 🗸 🗐 🖗 🖓 📄	12 10 17 12    34	💥 🗾   🕜 📑		
Display Material Document 500	0000624 - Sridha	r Thangavel		
Show Overview 🛛 🗋 🛛 Hold Check Post 🛛 🚹 Help	)			
A04 Display         ▼         R02 Material Docu         ▼         500000062	2020 🕒 🛗 🖽			
General Vendor 🎲 Doc. info Addi	tional Data			
Document Date 03.04.2020 Delivery Note Posting Date 03.04.2020 Bill of Lading		Vendor <u>JAI BA</u> HeaderText	LAJI &CO	
□ 1 Individual Slip ▼				
Line Mat. Short Text	V Qty in UnE E.	SLoc	Profit Center Stock Segment	Batch
1 TAGS, RED/GREEN, FILES, 18 CMS	12 EA	Mediical-GDM	1205	

**Step 6:** provide the values as shown above and press enter.

¢	<u>G</u> oods Receipt <u>S</u> e	ettings S <u>y</u> stem	<u>H</u> elp					
Q	7	• 4 🔲	C 😧 🔇 I 🗅 🕅	1 <b>2 4 6</b>	81   🛒 🗾   🕜 🛛	-8		
R	Display	Material Do	cument 50000	000624 - Srie	dhar Thanga	vel		
5	Show Overview	Hold Check	Post 📄 🚹 Help					
AO	4 Display 🔻	R02 Material Docu	🔻 5000000624	2020 🕒 🛗	Ħ			
	General Ve	ndor 🏰 I	Doc. info Addition	al Data				
	Entered By	Sridhar Thangav	<u>el</u>			FI Documents		
	Created On Transaction Code	03.04.2020 19 Goods Movemen		MIGO_GR				
	Line Mat Chart T				E SLoc	Droft Contor	Ctack Coomaat	Datab
	Line Mat. Short Te 1 TAGS, RED/G	REEN, FILES, 18 CN		Qty in UnE	E BLOC EA Mediical-GDM	1205	Stock Segment	Batch
		*			<b>(</b>			

Step 7: Click on "Doc.Info" and click on "FI Documents"

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☞ <u>G</u> oods Receipt <u>S</u> ettings S <u>y</u> stem <u>H</u> elp				
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Show Overview   🗋   Hold Check Post   🚺 Hel	p			
C List of Documents in Accounting	24 2020 🕒 🛗 🚺	Ħ		
Documents in Accounting	tional Data			
DocumentObject type text3500000000Accounting documentA00001KY00Material ledger				FI Docume
	MIGO_GR			
	V Qty in UnE		SLoc	Prot
C Separate Original document	12	EA	Mediical-GDM	120

Step 8: Double click on "Accounting Document" to view the document line items.

🔄 Document Edit G	oto Extras	Settings Enviror	nment Syster	m Help					
	oto Extr <u>a</u> s	Securitys Environ	imenit Syster	п цер					
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Display Do	ocument:	Data Entry V	liew						
💯 🖻 🕄 🕭 🏭 Displa	y Currency	General Ledger Vi	ew						
Data Entry View									
Document Number \$5000	00000	Company Code	1200	Fiscal Year	2020				
Document Date 03.04	4.2020	Posting Date	03.04.2020	Period	1				
Reference		Cross-Comp.No.							
Currency INR		Texts Exist		Ledger Group					
3 A 7 H R 7	3 _   🗵 _ 🏂	] 🗋 🗗 🖪		]					
CoCd Item Key S Trs A	ccount I	Description			Amount	Curr. Tx	Cost Center	Profit Center	Sales Doc.
1200 1 89 BSX 2	3300000	Stores -Consumable			1,200.00	INR		1205	
2 96 WRX 1	8170002	GR/IR Clearing A/C			1,200.00-	INR		1205	

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#### MIR7 – Vendor Invoice Parking:

**Step 1:** MIR7 – Vendor Invoice Parking (This transaction is optional not a mandatory one otherwise straightaway we can book vendor invoice in MIRO).



Step 2: In the next screen enter the required details as below

#### Header Level:

Invoice Date: Vendor Invoice date

Posting Date: System date (Date which is used when entering the invoice) Reference: Provide vendor Invoice number

Calculate Tax: (Select if Tax is applicable) Business Place

Section code: (Mandatory If TDS is applicable) Text

Payment Terms and Base Line Date (If it is required) Payment Method (If it is required)

Line Item data Provide PO Number

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Park Incoming	Invoice: Compa	ny Code 1200				
Show PO structure Show	w worklist 📑 Hold 🍷	Simulate 🛛 🔚 Save as Completed	Messages 🚺 Help	00 NF		
Transaction	1 Invoice	▼	×	CO Balance	1.260,00- INR	
Basic Data Paymen	t Details Tax V	Vithholding tax Contacts Note		/endor 0000400010		
				Company		
Invoice date	03.04.2020	Reference	* *	JAI BALAJI &CO		
Posting Date	03.04.2020			107 SIDCO Industrial Es	states, Ambattur	
Amount		IN	R	600098 Ahmedabad		
		Calculate Tax		044-26251279	044-26255038	
Tax Amount	60,00	V1 V1 (CGST+SGST 5% Input)	-	1		
Bus.Place/Sectn	1					III OI
Text	Vendor					
Paymt terms	Due immediately		-			
PO Reference G/L A	Account Material					
			<u> </u>			
1 Purchase Order/Schedu	ling Agreement	<ul> <li>4503000040</li> </ul>	×		1 Goods/service items	-
				Layout	7_6310 All information	-
Item Amount	Quantity	Or 🔜 Purchas	e order Item PO Text			Central Contrac
μ	1.200,00	12 <mark>EA 🔽 <u>45030</u></mark>	00040 10 TAGS, RE	ED/GREEN, FILES, 18 CM	4S	
						Ŧ
						4 14

**Step3:** Provide the values as shown above and select the **"Calculate tax"** and press enter.

Park Inco	ming	Invoice:	Com	bany Code	1200														
Show PO structu	ire Sho	w worklist 🛛 🧧	Hold	l 🕎 Simulate	Rave a	s Com	pleted	🦲 Mes	sages	i He	elp 🧯	)) NF							
Transaction		1 Invoice			•						<b>)</b>	Balance			1.260	,00- IN	R		
Basic Data	Paymen	t Details	Tax	Withholding ta	x Cont	a ete	Note				Venc	dor 00004000	010						
Basic Data	raymen	Details	Tax			acis	Note					npany						2	٦
Invoice date		03.04.20	20	Refere	100							BALAJI &CO							<b>_</b>
Posting Date		03.04.20	_							-		SIDCO Indu		tates, Ai	nbattur				
Amount							INR					098 Ahmedal		,					
			、	✓ Calc	ulate Tax							044-262512	279		6	14-2625503	8		
Tax Amount		60,00	$\overline{\ }$	V1 V1	(CGST+SC	GST 59	6 Input)	•			T	1							
Bus.Place/Sectn		/										J						OI	1
Text		Vendor																	-
Paymt terms		Due immediat	ely							÷									
PO Reference	G/L	Account Ma	aterial																
					$\sum$								_						
1 Purchase Orde	er/Schedu	lling Agreemen	t	• 4503	000040			-						1	s/service iten			-	·
												Layout			7_6310 All i	information	1	-	·
Item A	mount		Quanti	ty	Or	~	Purchase			PO T							Central Co	ontrac	
1		1.200,0	0		12 EA		<u>450300</u>	0040	10	TAGS	, RED/O	GREEN, FILES	5, 18 CM	IS					*
																			-

**Step 4:** Provide the "same amount" in the "**Amount field**" and provide the HSN code in PO line item.

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Park Incom	ning 1	Invoice:	Comp	oany Co	de 120	00										
Show PO structure	Show	v worklist	🖰 🛛 Hold	📸 Simula	te 📙 Sa	ve as Con	npleted	Messages	i Help	0 NF	=					
Transaction		1 Invoice				-				00	Balance				0,00 INR	
<b>b</b>								_								
Basic Data F	Payment	Details	Тах	Withholdin	ng tax 🛛 🕻	Contacts	Note			Vend	or 000040	00010				
										Com	ipany					
Invoice date		03.04.20	20	Re	ference				<b>^</b>	JAI	BALAJI &	со				
Posting Date		03.04.20	20						· •	107	SIDCO In	ndustrial E	Estates, A	mbattu	r	
Amount		1.260,00	)				INR			6000	098 Ahme	dabad				
				~	Calculate T	ax					044-262	51279		C	044-26255038	
Tax Amount	[	60,00		V	1 V1 (CGST	+SGST 5	% Input)	-						_		
Bus.Place/Sectn		1														III OI
Text		Vendor														
Paymt terms		Due immedia	itely						÷							
PO Reference	G/L A	.ccount M	laterial													
1 Purchase Order/	/Schedul	ing Agreeme	nt	- 4	5030000	40		2					1 Good	ls/servio	ce items	<b>_</b>
											Layout			7_631	0 All information	-
V Settl.Per.	Delive	ery Date I	nternal No	. Stock	SrvPrfm	1	Srvc. Perfe	ormer Name		Work I	Item ID	Fund		Item	HSN/SAC Code	Asses
															56090090	0,0
														/		

**Step 5:** After entered the amount in the amount field, provide the "**HSN code**" as below screen.

Park Incomin	ng Invoice: Compa	ny Code 1200					
Show PO structure	Show worklist 📑 Hold 🔋	Simulate 🛛 🔚 Save as Com	pleted Messa	ges 🚺 Help	00 NF		
Transaction	1 Invoice	-			CC Balance	0,00 INH	ξ
Basic Data Payr	ment Details Tax V	ithholding tax Contacts	Note		Vendor 0000400010		
					Company		
Invoice date	03.04.2020	Reference			JAI BALAJI &CO		
Posting Date	03.04.2020			Ū.	107 SIDCO Industrial Es	tates, Ambattur	
Amount	1.260,00		INR		600098 Ahmedabad		
		Calculate Tax			044-26251279	644-2625503	3
Tax Amount	60,00	V1 V1 (CGST+SGST 5	% Input) 🔻				
Bus.Place/Sectn							III OI
Text	Vendor						
Paymt terms	Due immediately						
PO Reference G	G/L Account Material						
1 Purchase Order/Sch	neduling Agreement	<b>•</b> 4503000040				1 Goods/service items	•
					Layout	7_6310 All information	•
Item Amoun	nt Quantity	Or 🔜	Purchase order	Item PO T	ext		Central Contrac
1	1.200,00	12 <mark>ea 🔽</mark>	4503000040	10 TAG	S, RED/GREEN, FILES, 18 CN	15	
							•

Step 6: Click on "Simulate".

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osition	A. G/L	Act/Mat/Ast/Vndr	Amount	Curr	Purchasing Doc.	Item	т	Jurisd. Code	Tax date	Bus	Cost C	
1	K 18110000	JAI BALAJI &CO / 600098 A	1.236,00-	INR			**					
2	s 18170002	GR/IR Clearing	1.200,00	INR	4503000040	10	V1					-
3	s 23500000	CGST- Input Credit	30,00	INR			V1					
4	<b>s</b> 23500001	SGST- Input Credit	30,00	INR			V1					
200000000	<b>s</b> 18150012	TDS Payable - Salaries	24,00-	INR								
<b>•</b>											4 1	٣
bit 1.26	0,00	Credit 1.260,0	00 Bal.	0,0	00							
								Back 📙 Save Park	ed Document	Save as Co	mpleter	
									ed Document	Save as Co	mpleted	

**Step 7:** In the above screen check and verify the line items and "**Save As Completed**" the document. This will trigger the workflow

To Post the document, click on "Save as Completed Button", the system will give the information message as below

Invoice document 5105600967 has been saved as complete





**Step 8:** To approve the document login as approver in the SAP system.

C10	
SAP New password	
· · · · · · · · · · · · · · · · · · ·	
Client	400
User	AE001
Password	****
Logon Language	EN
tep 9: Click on " 🔊 ,	<sup>7</sup> SAP Business Workspace Button.
	: Svstem Help   ② @ ②   昌 尚 尚 1 む む む む ま   ※ 層   ⑨ 唱
SAP Easy Access	
7 🗇 Favorites	
Funds Management	
-	udget Control System (BCS) -> Budget -> Overview of Budget (
👂 🗀 Port Specific Developmen	nt
	udget Control System (BCS) -> Budget -> Budget Overview
🗷 OB_GLACC13 - G/L acct	record: Mass maintenance 03
	record: Mass maintenance 03 nce for Cost Centers
<ul> <li>図 OB_GLACC13 - G/L acct</li> <li>図 KS12N - Mass Maintenar</li> <li>図 ZMMR001 - Purchase Re</li> </ul>	record: Mass maintenance 03 nce for Cost Centers egister
<ul> <li>図B_GLACC13 - G/L acct</li> <li>KS12N - Mass Maintenar</li> <li>ZMMR001 - Purchase Re</li> <li>ZFI14 - Fixed Deposit Up</li> </ul>	record: Mass maintenance 03 nce for Cost Centers egister pload
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<ul> <li>☑ OB_GLACC13 - G/L acct</li> <li>☑ KS12N - Mass Maintenar</li> <li>☑ ZMMR001 - Purchase Re</li> <li>☑ ZFI14 - Fixed Deposit Up</li> <li>☑ ZFI13 - Fixed Deposit In</li> <li>☑ SAP Menu</li> <li>▷ □ Connector for Multi-Bank</li> </ul>	record: Mass maintenance 03 nee for Cost Centers egister pload iterest calculation
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<ul> <li>☑ OB_GLACC13 - G/L acct</li> <li>☑ KS12N - Mass Maintenar</li> <li>☑ ZMMR001 - Purchase Re</li> <li>☑ ZFI14 - Fixed Deposit Up</li> <li>☑ ZFI13 - Fixed Deposit In</li> <li>☑ SAP Menu</li> <li>▷ Connector for Multi-Bank</li> <li>▷ Office</li> <li>▷ Cross-Application Compo</li> <li>▷ Logistics</li> </ul>	record: Mass maintenance 03 nce for Cost Centers egister pload hterest calculation k Connectivity
<ul> <li>☑ OB_GLACC13 - G/L acct</li> <li>☑ KS12N - Mass Maintenar</li> <li>☑ ZMMR001 - Purchase Re</li> <li>☑ ZFI14 - Fixed Deposit Up</li> <li>☑ ZFI13 - Fixed Deposit In</li> <li>☑ SAP Menu</li> <li>▷ □ Connector for Multi-Bank</li> <li>▷ □ Office</li> <li>▷ □ Cross-Application Composition</li> <li>▷ □ Logistics</li> <li>▷ □ Accounting</li> </ul>	record: Mass maintenance 03 nce for Cost Centers egister pload hterest calculation k Connectivity
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Alternative Thinking





**Step 10:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**5105600967**" message will appear, Double click on the work flow and proceed for next step.

7 New message 🕌 Find folder 🛗 Find document 🕫 Appointm	ent calendar 🛛 📓 Distribution lists				
Vorkplace: Assistant Engineer	▋₽๙₢₢₸₤雪₶.ਜ਼₽₿₶₽₽₩				
Inbox     Infox     Interad Documents 69	Workflow 665				
• Documents 130	Exec Title	Status	Work Item ID Creation Date	Creation Ti	P Atta
Vorkflow 665	Please approve the Parked Invoice 5105600967, Year 2020	Ø	429110 03.04.2020	22:00:19	5
Grouped according to content	Complete parked invoice 5105600967 2020	Ø	429105 03.04.2020	22:00:19	5
Grouped according to content type	Please approve the Purchase Requisition 2003000253	Ø	429063 03.04.2020	20:10:42	5
Grouped according to sort key	Please approve the Purchase Requisition 2003000253	Ø	429060 03.04.2020	20:08:44	5
Grouped according to task	Please approve the Purchase Requisition 2002000501	Ø	429032 03.04.2020	19:26:11	5
• 🕑 Overdue entries 0	Please approve the Purchase Requisition 2002000502	Ø	429029 03.04.2020	19:22:57	5
• ▶ Deadline Messages 0	Please approve the Purchase Requisition 2002000502	Ø	428995 03.04.2020	18:37:01	5
Entries with Errors 0	Please approve the Purchase Requisition 2002000502	Ø	428992 03.04.2020	18:36:32	5
+ 🧽 Outbox	Please approve the Purchase Requisition 2002000501	Ø	428860 03.04.2020	12:51:47	5
▶ 🥥 Resubmission	Please approve the Purchase Requisition 2002000405	Ø	428588 02.04.2020	15:09:08	5
🕨 😋 Private folders	Please approve the Purchase Requisition 2002000405	Ø	428585 02.04.2020	15:07:38	5
Shared folders	Please approve the Purchase Requisition 2002000498	Ø	428552 02.04.2020	12:35:43	5
🕨 🥩 Subscribed Folders	Please approve the Parked Invoice 2000000010, Year 2019	Ø	428206 01.04.2020	02:23:18	5
• 📅 Trash • 📅 Shared trash	Diasee annrous the Darked Invision 2200000001 Vear 2010     + =	Ø	478048 21 03 2020	22-10-25	<b>⊑</b>

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Alternative Thinking





S	tep 11: In this step Click on the Approve option to pos	st the parked Invoice "5105600967".						
	Decision Step in Workflow							
	Sworkflow 🖞 Create 🕑 Import							
	Please approve the Parked Invoice 5105600967, Year 2020							
	Choose one of the following alternatives							
-	Approve							
	Reject							
	Display							
	Approval or Rejection History							
	Hold							
	Description	Objects and attachments						
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist						
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.							
	If you choose <b>Cancel</b> , the user decision remains in your inbox for processing.							

**Step 12:** Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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	Disp	olay I	Docume	ent: Data	a Entry View							
6ŷ 🔁	) 🔍 🖴 🚺	Taxes	Display	Currency	General Ledger View							
Data B	Entry View											
Docur	ment Number	r	2600000	002	Company Code	1200	Fiscal Ye	ear		2020		
Docur	ment Date		03.04.2	2020	Posting Date	03.04.2020	Period			1		
Refere	ence		DEPT/IN	<b>IV/2020</b>	Cross-Comp.No.							
Curre	ncy		INR		Texts Exist		Ledger (	Group				
		- - -	. 2.%.									
	Item Key S		Account	Descripti			Amount	Currency	Tx	Cost Center	Profit Center	
CoCd		Trs			on		Amount 1.236,00-		Tx V1	Cost Center	Profit Center	
CoCd	Item Key S	Trs KBS	Account	Descripti JAI BALA	on			INR	_	Cost Center	Profit Center 1205	
CoCd	Item Key S	Trs KBS WRX	Account 400010	Descripti JAI BALA GR/IR Cl	on AJI &CO		1.236,00-	INR INR	V1	Cost Center		
	Item Key S 1 31 2 86	Trs KBS WRX	Account 400010 18170002	Descripti JAI BALA GR/IR Cl CGST- Ir	on AJI &CO learing A/C		1.236,00- 1.200,00	INR INR INR	V1 V1	Cost Center		

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The above same procedure is applicable for while invoices are booking directly in MIRO also. There instead of parking we can post the invoice directly.

**MIRO:** Post Vendor Invoice (With reference to already parked vendor invoice in MIR7) **Step 1:** Enter transaction code MIRO in command bar and press enter.



Step 2: In the next screen enter the required details.

<b>Enter Incoming</b>	Invoice	e: Compan	y Code 1200					
Show PO structure Show	w worklist	📽 🛛 Hold 🕅 S	imulate Messages	🖬 Help 0 NF	]			
Transaction	1 Invoice	1	ũ			<b>00</b>	Balance	0.00
<b>•</b>								
Basic Da Payme	Detai	T. Withhol	ding t Contac	No				
Invoice date		3	Reference		▲ ▼			
Posting Date	01.10.2	019						
Amount								
			Calculate Tax					
Tax Amount				Ξ	_			
Bus.Place/Sectn	1							
Text								
Company Code	1200 Deend	dayal Port Trust G	Bandhidham					
PO Referen G/L /	Accou	lateri						
1 Purchase Order/Schedu	lling Agreeme	ent 🗈		\$				1 Goods/service items
							Layout	7_6310 All information

**Step 3:** Click on " Other Invoice Document" then provide the already parked invoice document number and press enter as below

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Enter Incoming Invoice: Company Code 1200								
Show PO structur	e Show worklist 🖻	Hold Simulate Messages	🖬 Help 🔍 NF					
Transaction	1 Invoice	ũ						
Basic Da	Payme Detai T	Withholding t Contac	No					
Invoice date		Reference						
Posting Date	Choose Invoice Docume	nt						
Amount								
	Invoice Document No.	<mark>5105600769</mark>						
Tax Amount	Fiscal Year	2019	Ē					
Bus.Place/Sectn	✓ X							
Text								
Company Code	1200 Deendayal	Port Trust Gandhidham	▲ ▼					

**Step 4:** Provide the values as shown above and press enter.

ransaction	1 Invoice	ā	5105600	769 2019	🗠 Balance	0.00 INR
3						
Basic Da Payr	ne Detai T Withh	olding t Contac	No		Vendor 0000400010	/
					Company	
Invoice date	01.10.2019	Reference	INV/10/2019	•	JAI BALAJI &CO	
Posting Date	01.10.2019				107 SIDCO Industrial	Estates, Ambattur
Amount	126,000.00		INR		600098 Ahmedabad	
		Calculate Tax			044-26251279	☐ 044-26255038
Tax Amount	6,000.00	V1 V1 (CGST+SG	ST 5% Input) 🗈		T	
Bus.Place/Sectn	1200 / 1200					III O
Text	TEST					
Paymt terms	Due immediately			▲ ▼		
	G/L Accou Materi					
PO Referen G						
1 Purchase Order/Sch	eduling Agreement	a 4503000006	\$			1 Goods/service items
					Layout	7_6310 All information
	t Quantity	Ord	Purchase order	Item PO 1	Text	Central Cont
Item Amoun	Quartery	0. u				

---\_ ant 5105600760 2010 Ca 

Step 5: Click on "Simulate"

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osition	A	G/L	Act/Mat/Ast/Vndr	Amount	Curre	Purchasing Doc.	Item	Та	Jurisd. Code	Tax date	Bus.	Cost Cer
	1 <b>K</b>	18110000	JAI BALAJI &CO / 600098 A.	126,000.00-	INR			V1				<u></u>
	2 <b>s</b>	18170002	GR/IR Clearing A/C	120,000.00	INR	450300006	10	V1				12040
	3 <b>s</b>	23500000	CGST- Input Credit	3,000.00	INR			V1				
	4 S	23500001	SGST- Input Credit	3,000.00	INR			V1				
												-
▶.[												
ebit 12	26,00	00.00	Credit 126,000	.00 Bal.	0.0	00						

**Step 6:** Check and verify the line items and click on "Post". Once the document is posted the system will populate the below message.

#### Invoice document 5105600769 was posted;

		🎝 🗘 🗘 🗶 🔣 🖉 📑						
Enter Incoming	Invoice: Com	pany Code 1200						
Show PO structure Show worklist 비 램 Hold III Simulate Messages								
Transaction	1 Invoice	8						
P=								
Basic Da Payme	Detai T W	ithholding t Contac No						
Invoice date	3	Reference		▲ ▼				
Posting Date	02.10.2019							
Amount								
		Calculate Tax						
Tax Amount			۵.					
Bus.Place/Sectn	/							
Text								
Company Code	1200 Deendayal Port T	rust Gandhidham		•				

To view immediately posted invoice as well as accounting document, go to menu bar and click on "Invoice

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document" and click on "Display".

S 1	📙   😋 🤮 😫   📇 🕅 🖓   🏝 🤅	L L L   🔣   🔣 🖉 📲		
Display 1	Invoice Documen	t 510560076	9 2019	
Show PO structure Fol	llow-On Documents 🛛 💴	NF		
Transaction	1 Invoice	Ē.	510560	0769 2019
Basic Da Payme	Detai T Withho	olding t Contac	No	
Invoice date	01.10.2019	Reference	INV/10/2019	
Posting Date	01.10.2019			
Amount	126,000.00		INR	
		Calculate Tax		
Tax Amount	6,000.00	V1 V1 (CGST+S	GST 5% Input) 🗈	
Bus.Place/Sectn	1200 / 1200			
Text	TEST			
Paymt terms	Due immediately			
PO Referen G/L	Accou Materi			

#### Click on "Follow-On Documents"

Invoice Accounting Document:

el Call Number
se

Now go and check in FBL1N – Vendor Line Item Report:

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	<i>Line Item Displa</i>		( <b>12 1</b> 1	Selections C	reate Dis	spute Case			
Vendor Company	Code	400010 1200							
Name City		JAI BALAJI & Ahmedabad	20						
St	Assignment	DocumentNo	Туре	DocDate	S DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
		260000006		01.10.2019		548,625.00-			
		260000007 260000008		01.10.2019		115,500.00- 126,000.00-	INR		TEST
		2600000009		02.10.2019		105,000.00-			
* 🕱						895,125.00-	INR		
** Ac	count 400010					895,125.00-	INR		
Vendor		*							
Vendor Company	Code	*				1		1	

#### **19. Retention Vendor Process**

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#### Step1:ME21N-POCreation

🕙 ME21N 🔹 🔍 🛄 🕻 😋 🚱 🔛 🕻
☞ <u>P</u> urchase Order <u>E</u> dit <u>G</u> oto En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp
♥
Treate Purchase Order
Document Overview On 🗏 🖻 🖻 Hold 🖆 🛛 🅸 🕼 Print Preview 🛛 Messages 🚺 🚳 Personal Setting
ZZNB STD Purchase Vendor     Vendor     400010 JAI BALAJI &CO     Doc. Date     03.04.2020
Texts Address Communication Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing
Retention H Applicable (Header Level) - Retention 25.00
DP Category
Them Overview
Material Data Vouantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address
Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address
✓Inv. Receipt     Tax Code
□Final Invoice ✓ GR-Bsd IV Retention % 25.00
DP Category

**Step 2:** Provide the values as shown above and save the PO. To save PO click on "Save". Once PO saved then system will propose the below message.

STD Purchase Order created under the number 4503000041

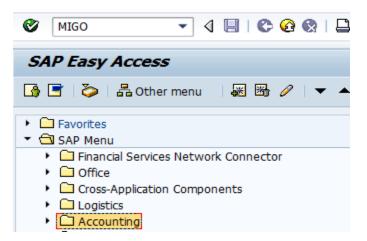
**MIGO** - GRN – Goods Receipts:

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**Step 1:** MIGO – GRN (Goods Receipts With reference to PO)



**Step 2:** In the next screen enter the following details Purchase order number.

ট <u>G</u> oods Receipt <u>S</u> ettings S <u>y</u> stem <u>H</u> elp	
🔮 🔄 📲 🕼 🔮 😫 🎽 🕨 🗸 🔹	
Release GR Blocked Stock Material Document 5	500000625 - Sridhar Thanga
Show Overview 🛛 🗋 Hold Check Post 🛛 🚺 Help	
A05 Release GR Blo▼ R02 Material Docu ▼ 5000000625 2020 🕑 🕅 🛅	
General Vendor G Additional Data	
Document Date 03.04.2020 Delivery Note	Vendor JAI BALAJI &CO
Posting Date 03.04.2020 Bill of Lading	HeaderText
🗋 🗌 1 Individual Slip 💌	
Line Mat. Short Text V OK Qty in UnE	E SLoc Profit Center Stock Segment Batch Valuation M D Stock Type
1 TAGS, RED/GREEN, FILES, 18 CMS	EA         Medical-GDM         1205         105         +         2         Quality
A P Delete Contents 💥	
Material Quantity Where Purchase Order Data Partner Acc	count Assignment
Movement type 105 + GR from blocked stck Stock type	Unrestricted-Use 💌
Plant Kandla Port Trust 1200 🙎	
Storage location Medical-GDM 1001	
Goods recipient	
Unloading Point	
< >	# · · · · · · · · · · · · · · · · · · ·

**Step 3:** Provide the values as shown above and press enter.

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✓		
Release GR Blocked Stock Material Document 5000000625 - Sridhar Thanga		
Show Overview D Hold Check Post Help		
Document Date         03.04.2020         Delivery Note         Vendor         JAI BALAJI &CO		
Posting Date 03.04.2020 Bill of Lading HeaderText		
Line St Mat. Short Text V OK Qty in UnE E SLoc Profit Center Stock Segment Batch Valuation		
1 COO TAGS, RED/GREEN, FILES, 18 CMS	105	+ Ur
		<b>(</b>
Material Quantity Where Purchase Order Data Partner Account Assignment		
Material Quantity Where Purchase Order Data Partner Account Assignment		
Profit Ctrs 1205		
S More		
Line 1		

**Step 4:** Select the "Item OK" check box and click on "Post" to post the document. Once the document is posted the system will populate the below message.

Material document 5000000626 posted

**Step 5:** To view accounting document select "Display" and provide the material document as below.

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匠 <u>G</u> oods Receipt <u>S</u> ettings S <u>y</u> stem <u>H</u> elp				
🖉 💽 🗸 🖉 🖉 📮	n n i so to to so	🐹 🗾   🔞 📑		
Display Material Document 500	00000626 - Sridh	ar Thangavel		
Show Overview	p			
A04 Display           R02 Material Docu                 50000006             500               50000006               50000006             50000               50000006               50000006               50000006               50000006               50000006               50000006               50000006               50000006	26 2020 🕒 🛗 🖽			
General Vendor 🎲 Doc. info Add	itional Data			
Document Date         03.04.2020         Delivery Note           Posting Date         03.04.2020         Bill of Lading		Vendor <u>JAI BA</u> HeaderText	LAJI &CO	
🕒 🗌 1 Individual Slip 🔻				
Line Mat. Short Text	V Qty in UnE	E SLoc	Profit Center Stock Segment	Batch
TAGS, RED/GREEN, FILES, 18 CMS	120	EA Mediical-GDM	1205	

Step 6: provide the values as shown above and press enter

译 <u>G</u> oods Receipt <u>S</u> ettings S <u>y</u> stem <u>H</u> elp	
🖉 📄 🗸 🖳   🛠 🚱 😫 🔚 🛗 🔛 1 🎝 🖓   🗮 🖉 🧐 🖫	
Display Material Document 5000000626 - Sridhar Thangavel	
Show Overview   🗋   Hold Check Post   🚺 Help	
A04 Display   R02 Material Docu   S000000626 2020	
General Vendor 😭 Doc. info Additional Data	
Entered By Sridhar Thangevel FI Documents Created On 03.04.2020 19:37:22	
Transaction Code Goods Movement MIGO_GR	
Line Mat. Short Text V Qty in UnE E SLoc Profit Center Stock Segment	Bate
1     TAGS, RED/GREEN, FILES, 18 CMS     120     PA     Mediical-GDM     1205	

Step 7: Click on "Doc.Info" and click on "FI Documents"

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Display Material Document 5000000626 - Sridl	har Thangavel	1					
Show Overview 🛛 🗋 🛛 Hold Check Post 🛛 🚹 Help							
A04 Display   R02 Material Docu   S000000626 2020   Control	ļ						
Entered By Er List of Documents in Accounting Created On Documents in Accounting Documents in Accounting Document Object type text		Documents					
Line Mat. Short Text A00001KZ00 Material ledger	SLoc	Profit Center	Stock Segment	Batch	Valuation	M D	St
1 TAGS, RED/GRE	Mediical-GDM	1205				105 +	U

Step 8: Double click on "Accounting Document" to view the document line items.

_							
2 <u>D</u> ocument	<u>E</u> dit <u>G</u> oto Extr <u>a</u>	s <u>S</u> ettings En <u>v</u> ironment	S <u>y</u> stem <u>H</u> elp				
Ø	- 4 🗏	😋 🚱 😫   🗎 🛗 👪   2	2010 42   🕱 🗾	🔞 🖪			
Disp	lay Documen	t: Data Entry View					
🦻 🖻 🖉 🚇	Display Currency	🖫 General Ledger View					
Data Entry View							
Document Numb	er 850000001	Company Code 1200	Fiscal Year	2020			
Document Date	03.04.2020	Posting Date 03.04.2	020 Period	1			
Reference		Cross-Comp.No.					
Currency	INR	Texts Exist	Ledger Group				
			_				
CoCd Item Key S		Description			Tx Cost Center	Profit Center	Sales D
		Stores -Consumable	12.0	000.00 INR		1205	
1200 1 89 2 96	BSX 23300000 WRX 18170002	GR/IR Clearing A/C	the second second second second second second second second second second second second second second second s	000.00- INR		1205	_

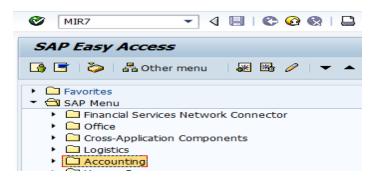
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### MIR7 – Vendor Invoice Parking:

**Step 1:** MIR7 – Vendor Invoice Parking (This transaction is optional not a mandatory one otherwise straightaway we can book vendor invoice in MIRO).



Step 2: In the next screen enter the required details as below

#### Header Level:

Invoice Date: Vendor Invoice date

Posting Date: System date (Date which is used when entering the invoice) Reference: Provide vendor Invoice number

Calculate Tax: (Select if Tax is applicable) Business Place

Section code: (Mandatory If TDS is applicable) Text

Payment Terms and Base Line Date (If it is required) Payment Method (If it is required)

Line Item data Provide PO Number

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Park Incoming	Invoice: Comp	pany Code 1200					
Show PO structure Show	v worklist 📑 Hold	Simulate 🔚 Save as Cor	npleted 📃 🧕 Me	ssages 🚺	Help 0 NF		
	1 Invoice	•			CO Balance	12.600,00- INF	1
Basic Data Payment	: Details Tax	Withholding tax Contacts	Note		Vendor 0000400010		
					Company		
Invoice date	03.04.2020	Reference			JAI BALAJI &CO		
Posting Date	03.04.2020			, in the second se	107 SIDCO Industrial Es	tates, Ambattur	
Amount			INR		600098 Ahmedabad		
		Calculate Tax			044-26251279	044-26255038	3
Fax Amount	600,00	V1 V1 (CGST+SGST 5	6% Input) 🔻				
Bus.Place/Sectn	1						III OI
Text							
Paymt terms	Due immediately		$\backslash$	Ť			
PO Reference G/L A	Account Material				_		
1 Purchase Order/Schedul	ing Agreement	▼ 4503000041		<b>`</b>	[	1 Goods/service items	
	ing rigition fit				Layout	7 6310 All information	
Item Amount	Quantit	ty Or 🔜	Purchase order	Item RO	Text	-	Central Contrac
[ þ]	12.000,00	120 <b>EA</b>	4503000041	10 TAG	S, RED/GREEN, FILES, 18 CM	IS	
							-

Step3: Provide the values as shown above and select the "Calculate tax" and press enter.

Park Incoming	Invoice: Compan	y Code 1200						
Show PO structure Sho	ow worklist 🛛 🚰 🛛 Hold 📑	Simulate 🛛 🔚 Save as	Completed	🛆 Messages	i Help	🕦 NF		
Transaction	1 Invoice	•			X	Balance	0,00 INF	ξ
					_			
Basic Data Payme	nt Details Tax Wit	hholding tax Conta	icts Note		V	endor 0000400010		
						Company		
Invoice date	03.04.2020	Reference			÷ :	JAI BALAJI &CO		
Posting Date	03.04.2020					107 SIDCO Industrial	Estates, Ambattur	
Amount	12.600,00		INR			600098 Ahmedabad		
	$\backslash$	Calculate Tax				044-26251279	644-26255038	3
Tax Amount	600,00	V1 V1 (CGST+SG	ST 5% Input)	•		7		
Bus.Place/Sectn								III OI
Text								
Paymt terms	Due immediately	\			*			
		$\backslash$						
PO Reference G/L	Account Material	$\backslash$						
1 Purchase Order/Sched	uling Agreement 🔹 👻	4503000041					1 Goods/service items	-
						Layout	7_6310 All information	•
Item Amount	Quantity	Or	Rurchase o	rder Item	PO Text			Central Contrac
μ	12.000,00	120 <mark>EA</mark>	4503000	041 10	TAGS, RE	D/GREEN, FILES, 18 0	CMS	
								-

**Step 4:** Provide the "same amount" in the "**Amount field**" and provide the HSN code in PO line item.

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Park Inco	ming .	Invoice:	Com	bany Cod	e 1200								
Show PO structu	re Show	v worklist	🖰 🛛 Hold	Simulate	Save as Co	ompleted	A Messages	i He	elp  NF				
Transaction		1 Invoice			•				OC Balance			0,00 INR	
Basic Data	Paymen	t Details	Tax	Withholding	tax Contacts	Note			Vendor 000040	00010			
Invoice date Posting Date Amount		03.04.20 03.04.20 12.600,0	20	Refer		INR		*	600098 Ahme	dustrial E dabad	states, Ambattu		
Tax Amount Bus.Place/Sectn Text		600,00			lculate Tax '1 (CGST+SGST	5% Input)	•		044-262	51279		044-26255038	III OI
Paymt terms		Due immedia	tely					A Y					
PO Reference	G/L A	Account M	laterial										
1 Purchase Orde	er/Schedu	ling Agreemer	nt	▼ 450	3000041		<b>B</b>				1 Goods/servi		•
V Settl.Per	r. Deliv	ery Date I	nternal No	o. Stock	SrvPrfm	Srvc. Perf	ormer Name		Layout Work Item ID	Fund	7_63: Item	10 All information HSN/SAC Code 56090090	Asses
												/	

Step 5: After entered the amount in the amount field, provide the "HSN code" as below screen.

Show PO structure	Show w	orklist 🛛 📑	Hold	📸 Sin	nulate 🚦	Save	as Com	pleted	<u>∧</u> Me	ssages	i He	elp 🧯	)) NF			
ransaction	11	Invoice				•	•					00	Balance		0,00 II	1R
<b>b</b>												_				
Basic Data Pay	ment	Details	Тах	Withh	olding tax	Co	ntacts	Note				Venc	dor 0000400010			
												Con	npany			
Invoice date	03	3.04.202	0		Referenc	е					÷.	JAI	BALAJI &CO			
Posting Date	03	3.04.202	0								Ť.	107	SIDCO Industrial	Estates, A	Ambattur	
Amount	12	2.600,00					7	INR				600	098 Ahmedabad			
					Calcul	ate Tax							044-26251279		044-262550	38
Tax Amount	60	0,00			V1 V1 (	CGST+S	GST 5	% Input)	-				1			
Bus.Place/Sectn		1											,			
Text																
Paymt terms	Du	e immediate	ly								÷					
PO Reference	G/L Acco	ount Mat	erial													
1 Purchase Order/Sch	neduling	Agreement		-	45030	00041			<b>-</b>					1 Good	ls/service items	
													Layout		7_6310 All informatio	n <sup>.</sup>
Item Amou	nt		Quantit	y		Or	. 🔜	Purchase of	order	Item	PO Te	ext				Central Contra
1	1:	2.000,00			1	20 <sub>EA</sub>		4503000	0041	10	TAGS,	RED/O	GREEN, FILES, 18 (	CMS		

Step 6: Click on "Simulate".

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# A Retention amount is 3.150,00 INR

osition	A. G/L	Act/Mat/Ast/Vndr	Amount	Curr	Purchasing Doc.	Item	Т	Jurisd. Code	Tax date	Bus	Cost Ce	JJ
	1 <mark>K</mark> 18110000	JAI BALAJI &CO / 600098 A	12.360,00	INR			**					*
	2 <b>s</b> 18170002	GR/IR Clearing	12.000,00	INR	4503000041	10	V1					-
	3 <b>s</b> 23500000	CGST- Input Credit	300,00	INR			V1					
	4 <b>s</b> 23500001	SGST- Input Credit	300,00	INR			V1					
200000	001 <b>s</b> 18150012	TDS Payable - Salaries	240,00	INR								
	5 <b>κ</b> 18110000	JAI BALAJI &CO / 600098 A	3.150,00	INR								
	6K 18110003	JAI BALAJI &CO / 600098 A	3.150,00	INR	4503000041	10						
												Ţ
¥ ==											4 F	
bit 1	5.750,00	Credit 15.750,	.00 Bal.	0,0	0							
									ed Document			

**Step 7:** In the above screen check and verify the line items and "**Save As Completed**" the document. This will trigger the workflow

To Post the document, click on "Save as Completed Button", the system will give the information message as below

Invoice document 5105600968 has been saved as complete





**Step 8:** To approve the document login as approver in the SAP system.

	4 📙   ⓒ ⓒ ⓒ   을 배 배 태 1월 1월 20 월 1월 1월 🖬
SAP	
New password	
Client	400
User	AE001
Password	****
Logon Language	EN
ep 9: Click on " 🥯	" SAP Business Workspace Button.
Menu Edit Favorites Extra	s Svstem Help
SAP Easy Access	
Tavorites	
Funds Management	
	Budget Control System (BCS) -> Budget -> Overview of Budget
Port Specific Developme	
⊮ FMRP_RW_BUDGET - E	Budget Control System (BCS) -> Budget -> Budget Overview
	t record: Mass maintenance 03
🗷 KS12N - Mass Maintena	ance for Cost Centers
🗷 ZMMR001 - Purchase R	egister
🗷 ZFI14 - Fixed Deposit U	ter la se al
W ZETAD Elizad Develoption	ווייניסמ
🔤 ZFII3 - Fixed Deposit II	nterest calculation
	nterest calculation
SAP Menu	nterest calculation
<ul> <li>SAP Menu</li> <li>▷ □ Connector for Multi-Bar</li> </ul>	nterest calculation nk Connectivity
<ul> <li>SAP Menu</li> <li>Connector for Multi-Bar</li> <li>Office</li> </ul>	nterest calculation nk Connectivity
<ul> <li>SAP Menu</li> <li>Connector for Multi-Bar</li> <li>Office</li> <li>Cross-Application Comp</li> </ul>	nterest calculation nk Connectivity
<ul> <li>SAP Menu</li> <li>Connector for Multi-Bar</li> <li>Office</li> <li>Cross-Application Comp</li> <li>Logistics</li> <li>Accounting</li> <li>Human Resources</li> </ul>	nterest calculation nk Connectivity
<ul> <li>SAP Menu</li> <li>Connector for Multi-Bar</li> <li>Office</li> <li>Cross-Application Comp</li> <li>Logistics</li> <li>Accounting</li> </ul>	nterest calculation nk Connectivity
<ul> <li>SAP Menu</li> <li>Connector for Multi-Bar</li> <li>Office</li> <li>Cross-Application Comp</li> <li>Logistics</li> <li>Accounting</li> <li>Human Resources</li> </ul>	nterest calculation nk Connectivity

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**Step 10:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**5105600968**" message will appear, Double click on the work flow and proceed for next step.

New message   🛗 Find folder 🛛 Find document 🔞 Appointment	calendar 🛛 📓 Distribution lists				
🕈 Workplace: Assistant Engineer	# ♥ ♥ ♡ ♡ ₩ Ξ 5 ₺. ₩. ₽ 9 ₩. ₹ 7. ₩				
🔖 Inbox					
• 🗾 Unread Documents 70	Workflow 665				
• Documents 131	ExecTitle	Status	Work Item ID Creation Date	Creation Ti	P_At
Vorkflow 665	Vease approve the Parked Invoice 5105600968, Year 2020	Ø	429131 03.04.2020	22:48:30	5
• Dverdue entries 0	Complete parked invoice 5105600968 2020	Ø	429126 03.04.2020	22:48:30	5
• Deadline Messages 0	Please approve the Purchase Requisition 2003000253	Ø	429063 03.04.2020	20:10:42	5
Entries with Errors 0	Please approve the Purchase Requisition 2003000253	Ø	429060 03.04.2020	20:08:44	5
🗘 Outbox	Please approve the Purchase Requisition 2002000501	Ø	429032 03.04.2020	19:26:11	5
P 🥥 Resubmission	Please approve the Purchase Requisition 2002000502	Ø	429029 03.04.2020	19:22:57	5
🛯 😋 Private folders	Please approve the Purchase Requisition 2002000502	Ø	428995 03.04.2020	18:37:01	5
😂 Shared folders	Please approve the Purchase Requisition 2002000502	Ø	428992 03.04.2020	18:36:32	5
🔮 Subscribed Folders	Please approve the Purchase Requisition 2002000501	Ø	428860 03.04.2020	12:51:47	5
* 📅 Trash	Version 2002000405	Ø	428588 02.04.2020	15:09:08	5
* 📅 Shared trash	Verse approve the Purchase Requisition 2002000405	Ø	428585 02.04.2020	15:07:38	5
	Please approve the Purchase Requisition 2002000498	Ø	428552 02.04.2020	12:35:43	5
	Verse approve the Parked Invoice 2000000010, Year 2019	Ø	428206 01.04.2020	02:23:18	5
	Diasca annova tha Darkari Invoice 2200000001 Vaar 2010     ( ) =	$\square$	428048 31 03 2020	22-10-25	Ę
	Please approve the Parked Invoice 510560 Description Obj	0968, Yea jects and a	ricks: Resubmit mr 2020 Mttachments as or objects exi:		2m

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	Step 11: In this step Click on the Approve op	tion to post the parked Invoice "5105600968".
	Decision Step in Workflow	
	🚆 Workflow 🖞 Create 😢 Import	
	Please approve the Parked Invoice 5105600968, Year 2020	
	Choose one of the following alternatives	
-	Approve	
	Reject	
	Display	
	Approval or Rejection History	
	Hold	
	Description	Objects and attachments
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
	If you choose <b>Cancel</b> , the user decision remains in your inbox for processing.	

**Step 12:** Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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.a. 🔁		7	<b>t</b> Display	Cumanan							
	<u> 9</u> • 1	Taxes		Currency							
Data E	Entry View										
Docur	nent Numb	er	2600000	003	Company Code	1200	Fiscal Y	ear		2020	
Docur	ment Date		03.04.2	020	Posting Date	03.04.2020	Period			1	
Refere	ence		DEPT/IN	V/2020	Cross-Comp.No.						
Curre	ncy		INR		Texts Exist		Ledger	Group			
3	i Ŧ M	rs 1		😑 (†). E							
oCd	Item Key S	S_ Trs	Account	Descripti	on		Amount	t Currency	Тх	Cost Center	Profit Center
200	1 31	KBS	400010	JAI BAL	AJI &CO	1	2.360,00-	INR	V1		
	2 86	WRX	18170002	GR/IR C	earing A/C	1	12.000,00	INR	V1		1205
	3 40	ZIC	23500000	CGST- I	nput Credit		300,00	INR	V1		
	4 40	ZIS	23500001	SGST- I	nput Credit		300,00	INR	V1		
	5 50	WIT	18150012	TDS Pav	able-Salaries		240,00-	TNR			

## Retention document display

<b>P</b>	Dis	olay i	Docum	ent: Data	Entry View			
6 <b>) 1</b>	(25	Display	/ Currency	General Le	dger View			
Data Entr	y View							
Documer	nt Numb	er	260000	0005	Company Code	1200	Fiscal Year	2020
Document Date			03.04.2020		Posting Date	03.04.2020	Period	1
Reference	e		DEPT/II	NV/2020	Cross-Comp.No.			
Currency			INR		Texts Exist		Ledger Group	
	e Mi	r T		. <b>- 6.</b> -				
CoCd Ite	em Key S	S_Trs	Account	Description	n		Amount Currency Tx	Cost Center
1200	1 21	KBS	400010	JAI BALAJ	I &CO		3.150,00 INR	
	2 39	R EGX	400010	JAI BALAJ	I &CO		3.150,00- INR	

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The above same procedure is applicable for while invoices are booking directly in MIRO also. There instead of parking we can post the invoice directly.

MIRO: Post Vendor Invoice (With reference to already parked vendor invoice in MIR7)

**Step 1:** Enter transaction code MIRO in command bar and press enter.



Step 2: In the next screen enter the required details.

Enter Incomin	ng Invoice: Compa	ny Code 1200				
Show PO structure S	Show worklist 🛛 📽 🛛 Hold					
Transaction	1 Invoice	ū		<b>200</b>	Balance	0.00
<b>H</b>						
Basic Da Payn	ne Detai T With	nolding t Contac No	<u></u>			
Invoice date	3	Reference				
Posting Date	02.10.2019					
Amount						
		Calculate Tax				
Tax Amount			Ξ.			
Bus.Place/Sectn	/					
Text						
Company Code	1200 Deendayal Port Trus	t Gandhidham				

**Step 3:** Click on " Other Invoice Document" then provide the already parked invoice document number and press enter as below.

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Enter Incoming	Invoice: Compa	ny Code 1200				
Show PO structure Show	v worklist					
Transaction	1 Invoice	۵			<b></b>	Balance
Basic Da Payme	Detai T Withl	nolding tContac	No			
Invoice date		Reference		▲ ▼		
Posting Date	02.10.2019					
Amount						
		Calculate Tax				
Tax Amount			1			
Bus.Place/Se	voice Document					
Text						
Company Cc Invoice Do	ocument No.	<mark>5105600772</mark>				
Fiscal Year	r	2019				
PO Refer						

### **Step 4:** Provide the values as shown above and press enter.

Change Invoice Document 5105600772 2019, Complete for Posting													
Show PO structure													
Transaction	1 Invoice		Đ		51056007	72 20	019	<b>~~</b>	Balance		0.00 INR		
<b>P</b>													
Basic Da Payme	Detai T	Withholding t	tac	No				Vendo	or 0000400010				
								Com	ipany				
Invoice date	02.10.2019	Reference		INV/	10/2019		•	JAI E	BALAJI &CO				
Posting Date	02.10.2019							107	SIDCO Industria	Estates, A	mbattur		
Amount	105,000.00				INR			6000	098 Ahmedabad				
		Calculate	Тах						044-26251279		🔒 044-26255038		
Tax Amount	5,000.00	V1 V1 (CG	ST+SG	ST 5%	input) 🗈			127					
Bus.Place/Sectn	1											III OI	
Text	TEST												
Paymt terms	Due immediately												
·													
PO Referen G/L	Accou Materi												
1 Purchase Order/Schedu	ling Agreement	a 4503000	007		\$					1 Good	ls/service items	Ð	
									Layout		7_6310 All information	2	
Item Amount	Qua	antity	Ord	<b>V</b>	Purchase order	Item	PO Tex	t				Central Contract	
1	100,000.00	1,000	EA		4503000007	10	PADS, S		PING VIOLET / P	URPLE CO	LOUR		

Step 5: Click on "Simulate".

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sition	A	G/L	Act/Mat/Ast/Vndr	Amount	Curre	Purchasing Doc.	Item	Ta	Jurisd. Code	Tax date	Bus.	Cost Cer
	Ĩκ	18110000	JAI BALAJI &CO / 600098 A	105,000.00-	INR			V1				Â
	2 <b>s</b>	18170002	GR/IR Clearing A/C	100,000.00	INR	450300007	10	V1				i i i i i i i i i i i i i i i i i i i
	3 <b>s</b>	23500000	CGST- Input Credit	2,500.00	INR			V1				
	4s	23500001	SGST- Input Credit	2,500.00	INR			V1				
	5 <b>K</b>	18110000	JAI BALAJI &CO / 600098 A	10,500.00	INR							
	бК	18110003	JAI BALAJI &CO / 600098 A	10,500.00-	INR	450300007	10					
bit 1	15,50	00.00	Credit 115,500	.00 Bal.	0.0	00						

**Step 6:** Check and verify the line items and click on **"Post".** Once the document is posted the system will populate the below message.

Sinvoice document 5105600772 wa

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	ng Invoice: Comp				
Show PO structure S	Show worklist 🛛 🖻 🛛 Hold	🗱 Simulate 🛛 Messages 🚹	Help 🔍 NF		
ransaction	1 Invoice	Ē		<b>200</b>	Balan
Basic Da Payn	ne Detai T Wit	hholding t Contac No			
Invoice date		Reference			
Invoice date		Reference			
Posting Date	02.10.2019				
Posting Date Amount	02.10.2019				
-	02.10.2019	Calculate Tax			
2	02.10.2019		E E		
Amount	02.10.2019		ē		
Amount Tax Amount	02.10.2019		B		

To view immediately posted invoice as well as accounting document, go to menu bar and click on "Invoice document" and click on "Display".

ransaction	1 Invoice	Ē	5105600772 201	19
Basic Da Pay	me Detai T With	hholding t Contac No		Vendor 0000400010
			0 (0 0 1 0	Company
Invoice date	02.10.2019	Reference INV/1	0/2019	JAI BALAJI &CO
Posting Date	02.10.2019			107 SIDCO Industrial Estates, Ambattur
Amount	105,000.00		INR	600098 Ahmedabad
		Calculate Tax		044-26251279 🗟 044-26255
Tax Amount	5,000.00	V1 V1 (CGST+SGST 5% ]	input) 🗈	
Bus.Place/Sectn	1			
Text	TEST			
Paymt terms	Due immediately			•

Click on "Follow-On Documents".

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	Display I	nvoice Docur	nent 51056007	72 201	9		
Show PO str	ructure Foll	ow-On Documents	0 NF				
Transaction		1 Invoice		1	5105600772	2019	
B B E List	of Documents	in Accounting					Vendor 0000400010
		in Accounting	]		0/2019		Company JAI BALAJI &CO
2600	ment Object	t type text nting document nting document			INR		107 SIDCO Industrial Estates, Ambattur 600098 Ahmedabad
Tax	000012 Accou				input) 🗉		□     044-26251279       □     044-26255038
Bus.							
Text Payn	Separate (	Driginal document	×			▲ ▼	
PO Refe			<u> </u>				

Double click on two "Accounting Document" to view the line items 1. Invoice 2. Retention

1. Invoice Accounting Document:

<b>10</b>		Dis	pl	ay Do	cum	ent:	Data I	Entry Vie	ew.				_			
🤊 🗳 🤇	3 🕹 [	L T	axe	s 🔠 Dis	splay Cu	urrency	🖲 Gener	ral Ledger Viev	N							
Data Entry View																
	ment			2	60000	00011		Company Co	de	1200		Fiscal Year		201	L9	
Docu	Document Date 02.10				2019		Posting Date		02.10	0.2019	Period		7			
Reference INV/1			NV/10	)/2019	)	Cross-Comp.	No.									
Currency INR			Texts Exist					Ledger Gro								
	∀₿	68	7	1 🛛 🔁 1 🧏		6 a 🖪		1								
oCd	Item	Key	<b>S</b>	Account		Descript	ion				Amou	nt Currency	Tx	Cost Center	Prof	it Center
200	1	31		400010		JAI BAL	AJI &CO				105,000.0	0- INR	V1			
	2	86		1817000	2	GR/IR C	learing A/	/C			100,000.0	0 INR	V1		120	5
	3	40		2350000	0	CGST- I	nput Crec	lit			2,500.0	0 INR	V1			
		40		2350000			nput Cred				2,500.0		V1			

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### 2. Retention Accounting Document:

		Dis	pl	ay l	Docun	ient:	Data I	Entry Vie	ew								
💯 🖻 🧐	3 🚇 8	55 D	ispl	ay Cu	rency 🗏	General	Ledger V	'iew									
Data Entry View																	
Docu	ment I	Num	ber		26000	00012		Company Co	de	1200		Fiscal Year			2019		
Docu	ment	Date			02.10	.2019		Posting Date		02.10	.2019	Period			7		
Refer	eference INV/10			0/2019	)	Cross-Comp.	No.										
Curre	ncy				INR			Texts Exist				Ledger Gro	up				
Q A	7 ₩	68	<b>B</b> I	1 🗵 1	- <u>%</u> i   -	61 1 2		1									
CoCd	Item	Key	S	Accou	int	Descript	ion				Amou	nt Currency	Тх	Cost Cente	er F	Profit Cente	r Ve
1200	1	21		4000:	LO	JAI BAL	AJI &CO				10,500.0	0 INR					
	2	39	R	4000:	LO	JAI BAL	AJI &CO				10,500.00	0- INR					

#### Now go and check in FBL1N – Vendor Line Item Report:

Vendor	Vendor Line Item Display											
HAPH	«~ 🖉 🎞 🔐 🔯 🕼 🖆	747 = • • × ×	ś 🖻 🛅 🖪 🖪	Selections Cr	reate	e Dis	pute Case					
Vendor		400010										
Company	Code	1200										
Name City												
St	Assignment	DocumentNo	Туре	DocDate	s	DD	Amount	in Local	Crcy	LCurr	Clrng doo	c. Text
		260000011		02.10.2019		<b>4</b> 0)		105,00				TEST
		260000012	RG	02.10.2019		Δ.)		10,50	0.00	INR		TEST
* 💓								94 <b>,</b> 50	0.00-	INR		
<mark>** Ac</mark>	** Account 400010 94,500.00- INR											

### 20. Service PO Process:

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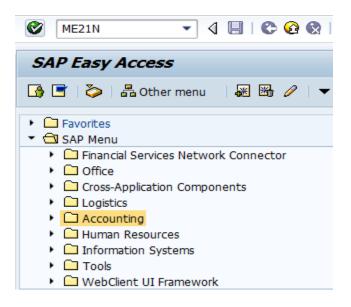
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**Step 1:** Enter the transaction code ME21N in command bar and press enter.



Step 2: In the next screen enter the required details.

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ট Purchase Order Edit Goto Environment System Help										
V - V - V - V - V - V - V - V - V - V -										
Create Purchase Order										
Document Overview On 🗏 🖻 💾 Hold 🖆 🕸 🕼 Print Preview 🛛 Messages 🚹 🚳 Personal Setting										
The service Purchas  Vendor 400010 JAI BALAJI &CO Doc. Date 03.04.2020										
T Header										
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**Step 3:** Provide the values as shown above and press enter and in the next screen enter the required details.

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**Step 4:** Provide the values as shown above and press enter then the system will ask the tax code and GL account and Cost center as below.

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Profit Center 1205									
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**Step 5:** Provide the values as shown above and press enter.

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Step 6: Enter the required "Tax Code" and click on "Account Assignment" tab.

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U	nloading Point		Recipient								
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C	O Area	1200									
C	ost Center	12050704									
P	rofit Center	1205									

**Step 7:** Check and verify the GL account and Cost center and save the PO. To save click on "Save". Once the PO is saved the system will populate the below message.

Service Purchase Ord created under the number 4203000013

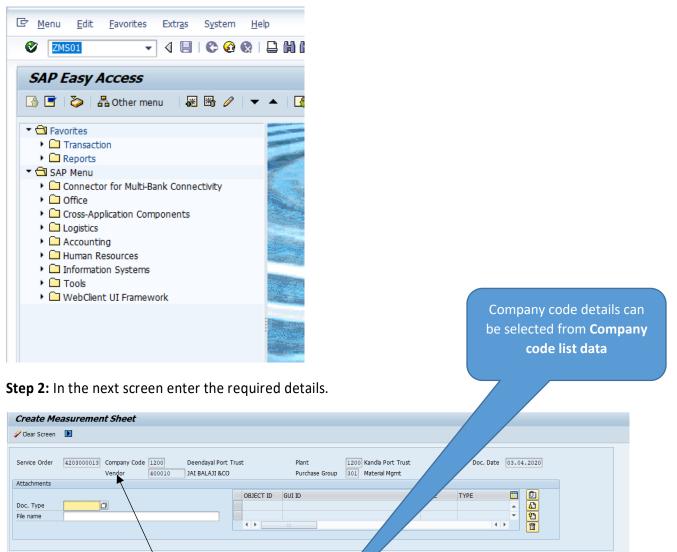
### ZMS01 – Measurement Sheet (To record the Service Consumption)

**Step 1:** Enter transaction code ZMS01 in command bar and press enter.

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		Service Order - Line Items	$\backslash$		Ser	vices for Item	10 Service		•			
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**Step 3:** Enter **"Service PO Number & Company Code"** and press enter and Click on the **"Input Measurement**" button to record the Service Consumption.

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10	Service					0.000	EA	-	irements 120
			Add lines Delete	Line Total	120.000	EA	Save & Exit Cancel		

Step 4: system will open the Backup Sheet to record the Service Consumption. Enter the **"Consumed Quantity"** in the Provided Space and Click on the **"Save & Exit"** Button

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Create M	easurement S	heet						
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10 Servi	e .	1.000	A 10	830000016	Mazdoor Class II		Input Measurements 120.000	1,440.00

Step 5: Click on "Save" icon.

JMS: 1120000012 Successfully created.

Step6:After Click the "Save" Icon, system will create the JMS and will display the document number.

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Step7: Click on the "Change" icon.

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Step 8: Click on the "Release" icon to trigger the approval process.

Workflow Released for Approval

Step9: System will display the "Workflow released for approval" message at the bottom of the screen.

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• Documents 375	Class Title Date received Author	Atta Status
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Deadline Messages 0	Parked Invoice 5105600961, Year 2020 is 03.04.2020 SAP_WFRT	
Entries with Errors 0	Parked Invoice 5105600960, Year 2020 is 03.04.2020 SAP_WFRT	Ê
• © Outbox	JMS 1120000012 is approved.	
<ul> <li>◆ Resubmission</li> <li>◆ Private folders</li> <li>◆ Shared folders</li> <li>◆ Subscribed Folders</li> <li>◆ 1 Trash</li> <li>◆ 1 Shared trash</li> </ul>	Hello Sir/Madam, JMS 112000012 is approved.	
	Approved by: Regards,	
	regular,	

Step 10: After Approval Initiator will receive the Approved mail.

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Step12: To create the Abstract from the Approved JMS, enter the T Code ZAS01 and Press Enter.

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	1120000	012 03.04.2020	Sridhar Thangavel			03.04.20 -	
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**Step13:** Enter the Service PO Number and Company Code and Press Enter, **Step14:** Select the Approved JMS and click the "Process Selection" Push button.

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		11200	00012		10	Service		1.000	AU	<b>v</b>	10	830000016	Mazdoor Class II	120.000	120.000	EA	

Step15: Click on the "Save" icon.

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		Abstract 2120000009	PO Line Item 10							

Step16: System will create the Abstract and will show the "Abstract" Number.

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	Material Document Item Posti	ng Date Quantity D	elivery cost quantity O	Un ΣAmt.in Loc.Cu	ir. L.cur De		Amount Crcy Entry	
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**Step17:** System will create the "**Service Entry Sheet**" and "**GR Document**" both will get update the Purchase Order History Tab.

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Line 1000000109 Funds Management doc n UnE E SLoc Cost Center Profit Center G/L Account Stock Segment Batch EA 12050704 1205 41400009

Step18: Intheabovescreenclickon"FI DOCUMENT" the system will display the below screen

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		EA	12050704		41400009		
A Separate Original document							
Material Quantity Where Purchase Order Data	Partner	Account Assignment					

Step 19: In the above screen double click on "Accounting Document" then the system will display the below screen

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#### Step20: System will display the Accounting Document.

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🤊 🔓 Dis	play Document	t: Data Entry	View						
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Document Date	e 03.04.2020	Posting Date	03.04.2020	Period	1				
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oCd <sup>1</sup> Item Key				<b>.</b>	Amount	Curr Tv	Cost Center	Profit Center	Sales Doo
200 1 81	KBS 41400009	Description R & M-other equip.			1,440.00		12050704	1205	Sales Doc
2 96		GR/IR Clearing A/C			1,440.00-		12000704	1205	

### MIR7 – Vendor Invoice Parking:

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**Step 1:** MIR7 – Vendor Invoice Parking (This transaction is optional not a mandatory one otherwise straightaway we can book vendor invoice in MIRO).



Step 2: In the next screen enter the required details as below

#### Header Level:

Invoice Date: Vendor Invoice date

Posting Date: System date (Date which is used when entering the invoice) Reference: Provide vendor Invoice number

Calculate Tax: (Select if Tax is applicable) Business Place

Section code: (Mandatory If TDS is applicable) Text

Payment Terms and Base Line Date (If it is required) Payment Method (If it is required)

### Line Item data

Provide PO Number

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Park Incoming	g Invoice: Com	pany Code 1200					
Show PO structure S	how worklist 🛛 📑 Hold	🚟 Simulate 🛛 📙 Save as Con	npleted 📃 🥘 Mes	sages 🚺 Help	0 0 NF		
Transaction	1 Invoice	-		)	CO Balance	1.512,00- IN	R
Basic Data Paym	nent Details Tax	Withholding tax Contacts	Note		Vendor 0000400010		
Invoice date	03.04.2020	Reference DE F	PT/INV/2020		Company JAI BALAJI &CO		
Posting Date	03.04.2020			- il	107 SIDCO Industria	al Estates, Ambattur	
Amount		✓ Calculate Tax	INR		600098 Ahmedabad	044-2625503	
Tax Amount	72,00	V1 V1 (CGST+SGST 5	% Input) 🔻		1044-26251279	044-2625503	iδ
Bus.Place/Sectn							II OI
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**Step3:** Provide the values as shown above and select the **"Calculate tax"** and press enter.

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										000				
Basic Data	Payment	Details	Tax	Withholding ta	x Coi	ntacts	Note			Vend	or 0000400010			
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Step 4: Provide the "same amount" in the "Amount field" and provide the HSN code in PO line item.

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Park Incoming	Invoice: Comp	any Code 1200				
Show PO structure Show	w worklist 📑 Hold	📅 Simulate 🛛 📙 Save as Complet	ed Messages 🚺	Help 0 NF		
Transaction	1 Invoice	•		CO	0,00 INF	L
Basic Data Paymen	t Details Tax	Withholding tax Contacts	lote	Vendor 0000400010		
				Company		
Invoice date	03.04.2020	Reference DEPT/	INV/2020	JAI BALAJI &CO		
Posting Date	03.04.2020			107 SIDCO Industrial E	Estates, Ambattur	
Amount	1.512,00		INR	600098 Ahmedabad		
		Calculate Tax		044-26251279	644-26255038	3
Tax Amount	72,00	V1 V1 (CGST+SGST 5% I	nput) 🔻			
Bus.Place/Sectn						III OI
Text	Vendor invoice park doc	ument workflow		•		
Paymt terms	Due immediately			×		
PO Reference G/L	Account Material					
1 Purchase Order/Schedu	ling Agreement	4203000013			1 Goods/service items	<b>•</b>
				Layout	7_6310 All information	<b>•</b>
Item Amount	Quantity	Or 🔜 Pur	chase order Item	PO Text		Central Contrac
1	1.440,00	120 <mark>EA 🖌 42</mark>	<u>03000013</u> 10	Mazdoor Class II		0 🔺
						+

Step 5: Click on "Simulate".

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JAI BALAJI &CO / 600098 A GR/IR Clearing CGST- Input Credit SGST- Input Credit TDS Payable - Salaries	. 1.483,00- 1.440,00 36,00 36,00 29,00-	INR INR INR	4203000013	10	** V1 V1		12050	*
CGST- Input Credit SGST- Input Credit	36,00 36,00	INR INR	4203000013	10			1205(	-
SGST- Input Credit	36,00	INR			V1			
TDS Payable - Salaries	29,00-				V1			
		INR						-
								-
							4 F	

**Step 6:** In the above screen check and verify the line items and **"Save As Completed"** the document. This will trigger the workflow

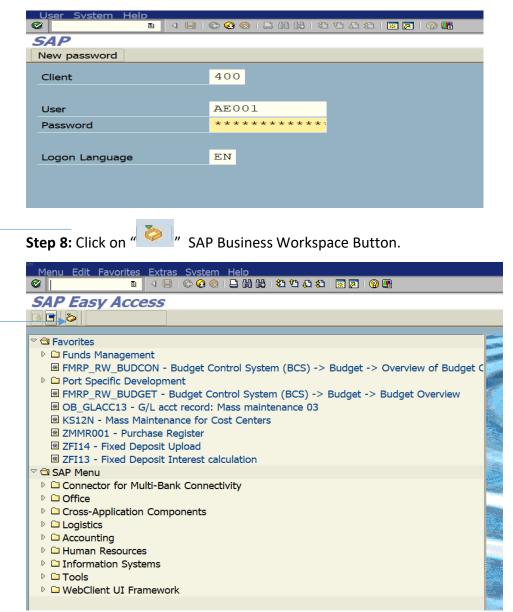
To Post the document, click on "Save as Completed Button", the system will give the information message as below

Invoice document 5105600969 has been saved as complete





Step 7: To approve the document login as approver in the SAP system.



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**Step 9:** Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**5105600969**" message will appear, Double click on the work flow and proceed for next step.

New message 🎆 Find folder 🛗 Find document	🖾 Appointment calendar 🛛 📓 Distribution lists				
📌 Workplace: Assistant Engineer	∄ () < < 2 2 3 5 5 6	- A			
🖏 Inbox		, <u> </u>			
- 🛃 Unread Documents 70	Workflow 667				
• 📶 Documents 131	Exec_ Title	Status	Work Item ID Creation Date	Creation Ti	P
Workflow 667	V Please approve the Parked Invoice 5105600969, Year 2020	Ø	429175 03.04.2020	23:19:00	5
• Derdue entries 0	Complete parked invoice 5105600969 2020	Ø	429170 03.04.2020	23:19:00	5
• Deadline Messages 0	Please approve the Parked Invoice 5105600968, Year 2020	Ø	429131 03.04.2020	22:48:30	5
Entries with Errors 0	Complete parked invoice 5105600968 2020	Ø	429126 03.04.2020	22:48:30	5
🗘 😳 Outbox	Please approve the Purchase Requisition 2003000253	Ø	429063 03.04.2020	20:10:42	5
Resubmission	Please approve the Purchase Requisition 2003000253	Ø	429060 03.04.2020	20:08:44	5
🕻 🤩 Private folders	Please approve the Purchase Requisition 2002000501	Ø	429032 03.04.2020	19:26:11	5
😂 Shared folders	Please approve the Purchase Requisition 2002000502	Ø	429029 03.04.2020	19:22:57	5
🕻 🧔 Subscribed Folders	Please approve the Purchase Requisition 2002000502	Ø	428995 03.04.2020	18:37:01	5
• 📅 Trash	Please approve the Purchase Requisition 2002000502	Ø	428992 03.04.2020	18:36:32	5
• 📅 Shared trash	Please approve the Purchase Requisition 2002000501	Ø	428860 03.04.2020	12:51:47	5
	Please approve the Purchase Requisition 2002000405	Ø	428588 02.04.2020	15:09:08	5
	Please approve the Purchase Requisition 2002000405	Ø	428585 02.04.2020	15:07:38	5
	Diace annove the Durchase Dequicition 2002000498	Ø	428552 02 04 2020	12.25.42	Ę
	Please approve the Parked Invoice 510 Description Select one of the available decision options. This completes the processing of	D5600969, Y Objects and No attachme	& tricks: Create s ear 2020 A attachments ents or objects exi		te

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Step 11: In this step Click on the Approve option to	post the parked Invoice "5105600969".						
Decision Step in Workflow							
SWorkflow 🗄 Create 🕑 Import							
Please approve the Parked Invoice 5105600969, Year 2020							
Choose one of the following alternatives							
Approve							
Reject							
Display							
Approval or Rejection History							
Hold							
Description	Objects and attachments						
-	<b>Objects and attachments</b> No attachments or objects exist						
Select one of the available decision options. This completes							

**Step 12:** Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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6ŷ 🗗	) 🥰 🖴 🚺	Taxes	Display Cur	rency	General Ledger View						
Data I	Entry View										
Document Number 260000		260000000	1	Company Code	1200	Fiscal Ye	ar		2020		
Document Date		03.04.202	0	Posting Date	03.04.2020	Period			1		
Reference		DEPT/INV/	2020	Cross-Comp.No.							
Currency		INR		Texts Exist		Ledger Group					
_	Item Key S	1	Account	Descriptio	n I		Amount	Currency	Тх	Cost Center	Profit Center
200	1 31	KBS	400010	JAI BALA	JI &CO		1.483,00-	INR	V1		
	2 86	WRX	18170002	GR/IR Cle	aring A/C		1.440,00	INR	V1	12050704	1205
	3 40	ZIC	23500000	CGST- Inp	put Credit		36,00	INR	V1		
	4 40	ZIS	23500001	SGST- Inp	out Credit		36,00	INR	V1		
	5 50		18150012		ble-Salaries		29,00-				

#### MIRO – Vendor Invoice Posting (For Service PO):

Step 1: Enter Transaction code MIRO in command bar and press enter



Step 2: In the next screen enter the required details





Invoice Document Edit Goto System Help									
Enter Incoming Invoice: Company Code 1200 Show PO structure Show worklist red Hold R Simulate Messages II Help OP NF									
Transaction	1 Invoice	۵		coo Balance	0.00 INR				
<b>b</b>									
Basic Da Payme	Detai T Withholdin	ng t Contac No		Vendor 0000400010					
				Company					
Invoice date	02.10.2019	Reference INV/1	0/2019	JAI BALAJI &CO					
Posting Date	02.10.2019			107 SIDCO Industrial Estates,	Ambattur				
Amount	31,764.70		INR	600098 Ahmedabad	_				
		Calculate Tax		044-26251279	044-26255038				
Tax Amount	1,512.60	V1 V1 (CGST+SGST 5% I	input) 🗉	1					
Bus.Place/Sectn	1					II OI			
Text	Service Invoice								
Paymt terms	Due immediately								
PO Referen G/L	Accou Materi								
1 Purchase Order/Schedu	ling Agreement	420300000	*	1 God	ods/service items	a			
· · · · ·				Layout	7_6310 All information	æ			
Item Amount	Quantity			PO Text		Central Contract			
1	30,252.10	42	03000000 10	Civil Service					
	Item	E Search Term		60 60	1 / 1	Items			

Step 3: Provide the values as shown above and click on "Simulate"

6/L	Act/Mat/Ast/Vndr	Amount	Curre	Purchasing Doc.	Item	Та	Jurisd. Code	Tax date	Bus.	Cost Center	CO Ar
.8110000	JAI BALAJI &CO / 600098 A	31,764.70-	INR			V1					1200
8170002	GR/IR Clearing A/C	30,252.10	INR	420300000	10	V1				12040103	1200
3500000	CGST- Input Credit	756.30	INR			V1					1200
3500001	SGST- Input Credit	756.30	INR			V1					1200
											•
	64.70 Cred	t 31,764.70		Bal. 0.0							

Step 4: Check and verify the line items and click on "Post". Once the document is posted the system will display the below message

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# Document no. 5105600773 created (

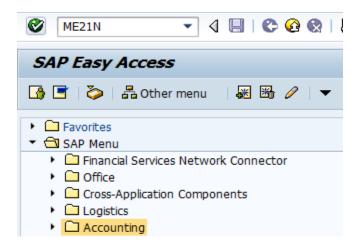
Display of posted accounting document (Which related to Invoice Document)

100 E			) i	ay D	ocum	ent:	Data I	Entry Vie	ew								
Data E Docu		/iew Numbe	er		260000	00013		Company Co	de	1200		Fiscal Yea	r	20	19		
Docu	ment	Date		02.10.2019		.2019				02.10	0.2019	Period		7			
Refer	ence				INV/10	0/2019	)	Cross-Comp.	No.								
Curre	ncy				INR			Texts Exist		Ledger Grou		oup					
⊲ ≜ CoCd	マ 尚 Item		81 EL 5.   4	Account		Descript	ion				Amou	nt Curren	y Tx	Cost Center	Prof	it Center	Ve
1200		31		400010			AJI &CO				31,764.7		V1				
		86	- 13	181700			learing A				30,252.1		V1	12040103	120	4	
		40	-	235000			nput Crea				756.3		V1				
	4	40	1	235000	001	SGST- I	nput Crec	lit			756.3	INR	V1				

# 21. Advance Payment against PO (Purchase Order):

ME21N – Purchase order creation

Step 1: Enter transaction code ME21N in command bar and press enter.



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**Step 2:** In the next screen enter the required details.

며 Purchase Order Edit Goto Environment System Help	
V	
Create Purchase Order	
Document Overview On 🛛 🗅 📽 Hold 🍄 🆓 Print Preview 🛛 Messages 🚹 🧔	길 Personal Setting
ZZNB STD Purchase Vendor 400010 JAI BALAJI &CO	Doc. Date 03.04.2020
Conditions Texts Address Communication Partners Additional D	Data Org. Data Status Customer Data Payment Processing Versions I 🕨 🗔
Retention Not Applicable	
Recención Noc Applicable	
DP Category M Mandatory Down Payment 🔻 Down Payment %	50.00 %
Down Payment Amount INR Due Date	03.04.2020
S. Itm A I Material Short Text PO Quantity	O C Deliv. Date Net Price Curr Per O Matl Group Pint Stor. La
△10 100000007 Q GS, RED/GREEN, FILE	210 EA D 03.04.2020 100.00 INR 1 EA Printing& St Kandla Port Trust Mediical
	INR
	INR
	INR
	INR
	INR
	INR
	Addl Planning

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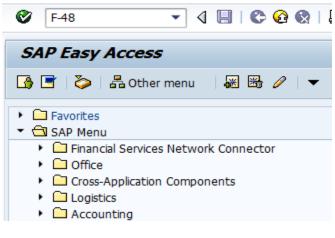
	- 4 🖪 1	🏵 🙆 🚷   🖨 🕅										
🖌 Crea	te Purchase Or	der										
cument Over	view On 🛛 🗋 🖷 Hol	d 🖆 🛛 🎡 🔂 Print	Preview	w Me	issag	es 🚺 👹 Personal Se	tting					
ZZNB STD P	urchase 🔻	Vendor	4000	)10 JAI B	ALA	JI &CO Doc.	Date	03.04.2020	]			
leader												
tem Overviev	v											
tem	1 [ 10 ] 100000007	, TAGS, RED/GREEN,	FIL 🔻	-	-							
Material (	Data Quantities/Weigh	nts Delivery Sched	ule	Delivery		Invoice Conditions	T	ndia Accou	nt Assignment Texts D	elivery Ad	Idress Cor	nfir) 🔳
Quantity	210	F7 Not			21 0	00 00 TNR						
Quantity	210	EA Net		2	21,0	00.00 INR						
				2	21,0							
	210	EA Net		2	21,0	00.00 INR	Upda	ite				
	Condition Record			2	21,0		Upda	ite				
	Condition Record		Crcy				Upda Curr.		ATO/MTS Component	OUn	CCon Un	Condition
Pricing Ele	Condition Record	Analysis		per			Curr.		ATO/MTS Component	OUn EA	CCon Un 1 EA	Condition
Pricing Ele	Condition Record ements Name	Analysis Amount		per	U	Condition Value	Curr. INR	Status Num	ATO/MTS Component			Condition
Pricing Ele	Condition Record ements Name Net Value	Analysis Amount	INR	per	U	Condition Value 21,000.00	Curr. INR INR	Status Num	1		1 EA	Condition
Pricing Ele	Condition Record ements Name Net Value Discount % on Net	Analysis Amount	INR %	per 1	U	Condition Value 21,000.00 0.00	Curr. INR INR INR	Status Num	1 D		1 EA 0	Condition
Pricing Ele I Cn Ty	Ar Condition Record ements Name Net Value Discount % on Net Surcharge % on Net	Amount 100.00	INR %	per 1	U EA	Condition Value 21,000.00 0.00 0.00	Curr. INR INR INR INR	Status Num	L	EA	1 EA 0	Condition
Pricing Ele I Cn Ty	Kr Condition Record ments Name Net Value Discount % on Net Surcharge % on Net Net Value Incl. Dis	Amount 100.00	INR % % INR %	per 1	U EA	Condition Value 21,000.00 0.00 21,000.00	Curr. INR INR INR INR INR	Status Num	L	EA	1 EA 0 0 1 EA	Condition
Pricing Ele I Cn Ty	☆ Condition Record ements Name Net Value Discount % on Net Surcharge % on Net Net Value Incl. Dis Freight %	Analysis Amount 100.00 100.00	INR % % INR %	per 1	U EA	Condition Value 21,000.00 0.000 21,000.00 0.000	Curr. INR INR INR INR INR	Status Num	1 · · · · · · · · · · · · · · · · · · ·	EA	1 EA 0 1 EA 0	Condition

**Step 3:** Provide the values as shown above and save the PO. To save click on "Save". Once the PO is saved the system will propose the below message.

STD Purchase Order created under the number 4503000042

#### F-48 (Advance Payment against PO):

**Step 1:** Enter transaction code F-48 in command bar and press enter.



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**Step 2**: In the next screen enter the required details.

Post Vendor L	Down Payment: Header	Data	
<u> </u> New Item Reque	ists		
Document Date	03.04.2020 Type	KZ Company Code	1200
Posting Date	03.04.2020 Period	1 Currency/Rate	INR
Document Number		Translation dte	
Reference	Advance Payment	Cross-CC Number	
Doc.Header Text	Advance Payment		
Trading part.BA		Tax Reporting D	
Vendor			
Account	4000010	Special G/L Ind	A
Altern. CoCode			
Bank			
Account	23110001	Business Area	
Amount	21000		
LC amount			
Bank Charges		LC Bank Charges	
Value date	03.04.2020	Profit Center	1204
Text	Advance Payment	Assignment	Adv Payment

**Step 3:** Provide the values as shown above and press enter.





Post Vendo	r Down Pay	ment Add	Vendor item		
靋 鹶 More data	🔓 🔓 🔲 New	Item 🚺 Withho	olding tax		
Vendor	400010	JAI BALAJI &C	o	G/L Acc	23520000
Company Code	1200	107 SIDCO Ind	dustrial Estates, Ambat		
Deendayal Port Trus	t	Ahmedabad			
Item 2 / Down payr	ment made / 29 A				
Amount	21000		INR		
	Calcula	te Tax	Bus./Sectn		
Bus. Area					
Disc.perc.			CD Amount		
				Real Est	ate 🗌
Purch.Doc.					
				Flow Ty	pe
Contract		1			
Assignment					
Text	Advance Paymen	t			Long Texts

Step 4: Goto Document and simulate

Post Vendor D	own Payment	t Display Ov	erview	/		
🕄 昔 Display Currency	🚺 Taxes 🛛 🖾 Rese	ət				
Document Date	03.04.2020	Туре	KZ	Company Code	1200	
Posting Date	03.04.2020	Period	1	Currency	INR	
Document Number	INTERNAL	AL Fiscal Year		Translation dte	03.04.2020	
Reference	ADVANCE PAYME	NT		Cross-CC Number		
Doc.Header Text	Advance Payment		]	Trading part.BA		
Items in document curre	ncy					
PK BusA Ad	cct			INR Amount	Tax amnt	
001 50 00	023110001 Alla	habad Bank -	Inc	21.000,00-		
002 29A 00	000400010 JAI	BALAJI &CO		21.000,00		
D 21.000,00	C 21.00	0,00	0,00		* 2 Line Items	

Step 5: Check and verify the line items and post the document. To post click on "Post".

Document 230000001 was posted in company code 1200

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### Display of posted document:

🖲 🛛 Displa	ay Document	t: Data Entry View				
🦻 📑 🤤 👬 Di	splay Currency 📃	General Ledger View				
Data Entry View						
Document Number	23000000	1 Company Code	1200	Fiscal Year	2020	
Document Date	03.04.202	0 Posting Date	03.04.2020	Period	1	
Reference	ADVANCE P	AYMENT Cross-Comp.No.				
Currency	INR	Texts Exist		Ledger Group		
a i t m r	<b>7. <u>2.</u>%.</b> [	) (), (), (I)				
CoCd Item Key S T		Description		Amount Currency Tx	Cost Center	Profit Center
200 1 50	23110001	Allahabad Bank -Inco		21.000,00- INR		1204
2 29 A	400010	JAI BALAJI &CO		21.000,00 INR		

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### 22. Accounts Payable Reporting:

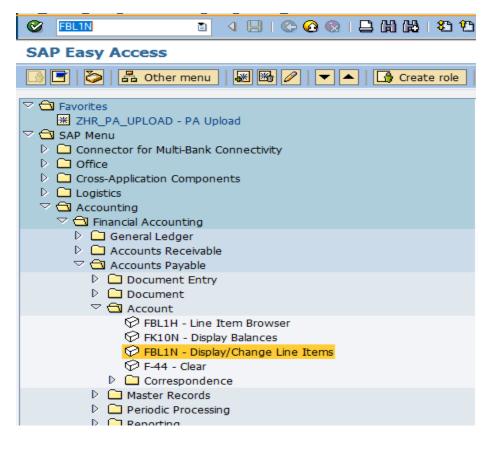
To see the Accounts Payable related information's mainly we can use the following reports:

- FBL1N Vendor Line Item Display
- FK10N Vendor Account Balance Display
- FBL1H Line item browser

### FBL1N – Vendor Line Item Display:

Step 1: Enter Transaction code FBL1N in command bar (or) Follow the below navigation path

Easy Access  $\rightarrow$  SAP Menu $\rightarrow$  Information Systems  $\rightarrow$  Accounting $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Account  $\rightarrow$  Vendor Line Item Display (**FBL1N**)



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**Step 2:** Double click on FBL1N then the system will display the below screen.

B E E Data Sources				
endor selection				
Vendor account	400067	to	<b>S</b>	
Company code	1100	to	\$	
election using search help				
Search help ID				
Search string				
Search help				
Search help				
Search help				
Search help Search help Status Open items				
Search help				
Search help Search help Status Open items Open at key date				
Search help Search help Status Open items Open at key date O Cleared items				
Search help Search help Status Open items Open at key date		to		
Search help Status Open items Open at key date O Cleared items		to	÷	

Step 3: In the above screen once entered the required information as highlighted in yellow color
then click on " button the system will display the below screen.

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		_							
Vendo	r Line Item Dis	play							
	🕨 🕨 🦃 🖉 🧱	🕅 🛱 🕅	<u> </u>		<b>E 4</b>				
Vendor	,	00067							
Company		100							
Name City									
St	Assignment	DocumentNo	Туре	Doc. Date	S DD	Amount in Local Crcy	LCurr	Clrng doc	Text
	Roolgiment	Documentatio	TYPE	200. 240C		Amount In Boour Crey	Dourt	ciring doo.	1040
- X		2200000088	KR	12.03.2020	5	100,00-	INR		Vendor Invoice
		2200000089	KR	17.03.2020	\$ \$ \$	10.000,00-	INR		Vendor Invoice
		2200000090	KR	17.03.2020	5	150,00-	INR		Vendor Invoice
		2200000091	KR	17.03.2020	5	160,00-	INR		Vendor Invoice test
		2200000092	KR	17.03.2020	3	170,00-	INR		Vendor Invoice
* 🙍						10.580,00-	INR		
** Ac	count 400067					10.580,00-	INR		
Vendor	*								
Company	Code *								
Name	*								
City	*								
St	Assignment	DocumentNo	Туре	Doc. Date	S DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
***						10.580,00-	INR		

As per the above screen shown now how many "**Open items**" are available in that Vendor account 400067 for which the balances are displayed.

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Step 4: In this step we are now executing the above report to display only the "Cleared items".

	<ul> <li>↓</li> /ul>	300314166	I 🗶 🛛 I 🔞 📭	
/endor Line Item Displ	ау			
🕑 🔁 🔳 🚺 Data Sources				
/endor selection				
Vendor account	400067	to	\$	
Company code	1100	to	<u>₽</u>	
election using search help				
Search help ID				
Search string				
Search help				
ine item selection				
Status				
O Open items				
Open at key date				
Cleared items				
· · · · · · · · · · · · · · · · · · ·		to	<b>₽</b>	
Clearing date				
Clearing date				
Clearing date Open at key date				

**Step 5:** In the above screen once entered the required information as highlighted in yellow color then click on " (D) " button the system will display the below screen.

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#### 🗉 🔍 🗒 🐼 😓 🕅 🎼 🏝 🏝 🎝 📰 🖉 📳

Vendor Line Item Display

 Vendor
 400067

 Company Code
 1100

 Name
 David enterprises

 City
 City

St	Assignment	DocumentNo	Туре	Doc. Date	s	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
		2200000087 2300000012		12.03.2020 06.07.2020			10.000,00-		2300000012 2300000012	Vendor Invoice
*							0,00	INR		
** Acc	count 400067						0,00	INR		
Vendor Company	* Code *									
Name City	*									

St Assignment	DocumentNo Type	Doc. Date	S DD	Amount	in Local	Crcy	LCurr	Clrng doc.	Text
***					C	,00	INR		

As per the above screen shown now how many "**Cleared items**" are available in that Vendor account 400067 for which the balances are displayed.

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Step 6: In this step we are now executing the above report to display the "All items".

/endor Line Item Disp				
B I Data Sources				
endor selection				
Vendor account	400067	to	<b>₽</b>	
Company code	1100	to	\$	
election using search help				
Search help ID				
Search string				
<b>N</b>				
Search help				
Search help				
ne item selection				
ne item selection				
ne item selection Status O Open items				
ne item selection Status O Open items				
ne item selection Status O Open items Open at key date		to	<b>\$</b>	
ne item selection Status O Open items Open at key date O Cleared items		to	•	
De item selection Status O Open items Open at key date O Cleared items Clearing date		to	\$	

**Step 7:** In the above screen once entered the required information as highlighted in yellow color then click on " ( ) button the system will display the below screen.

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0	0 4 8 1 6	۵		8	ት ይ ይ   🛒 🖉   🕲	<b>F</b>		
Vendor Line Item Display								
Vendor	400067							
Company Code 1100								
Name	David enterp	rises						
City								
St Assignment	DocumentNo	Туре	Doc. Date	S DE	Amount in Local Crcy	LCurr	Clrng doc.	Iext
	2200000088	KR	12.03.2020	5	100,00-	INR		Vendor Invoice
	220000089	KR	17.03.2020	¥ ¥	10.000,00-	INR		Vendor Invoice
	2200000090	KR	17.03.2020	1	150,00-	INR		Vendor Invoice
	2200000091		17.03.2020	i i i i i i i i i i i i i i i i i i i	160,00-			Vendor Invoice test
	2200000092	KR	17.03.2020	l 🔮	170,00-	INR		Vendor Invoice
* 🗶					10.580,00-	INR		
	2200000087	KR	12.03.2020		10.000,00-	INR	2300000012	Vendor Invoice
	2300000012		06.07.2020		10.000,00	INR	2300000012	
* 🛛					0,00	INR		
** Account 400067					10.580,00-	INR		

As per the above screen shown now how many "**All items**" are available in that Vendor account 400067 for which the balances are displayed.





### FK10N – Vendor Account Balance Display:

Step 1: Enter Transaction code FK10N in command bar (or) Follow the below navigation path

Easy Access  $\rightarrow$  SAP Menu $\rightarrow$  Information Systems  $\rightarrow$  Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Account  $\rightarrow$  Vendor Account Balance Display (**FK10N**)

🔮 📧 🗈 🔄 🕒 🖓 🖓 🔁
SAP Easy Access
📑 🔄 🎦 Other menu
<ul> <li>Favorites         <ul> <li>ZHR_PA_UPLOAD - PA Upload</li> </ul> </li> <li>SAP Menu         <ul> <li>Connector for Multi-Bank Connectivity</li> <li>Office</li> <li>Office</li> <li>Cross-Application Components</li> <li>Logistics</li> <li>Accounting</li> </ul> </li> </ul>
<ul> <li>Financial Accounting</li> <li>General Ledger</li> <li>Accounts Receivable</li> <li>Accounts Payable</li> <li>Document Entry</li> </ul>
<ul> <li>Document</li> <li>Account</li> <li>FBL1H - Line Item Browser</li> <li>FK10N - Display Balances</li> </ul>
<ul> <li>♀ FBL1N - Display/Change Line Items</li> <li>♀ F-44 - Clear</li> <li>▶ □ Correspondence</li> <li>▶ □ Master Records</li> <li>▶ □ Periodic Processing</li> </ul>

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**Step 2:** Double click on FK10N then the system will display the below screen.

Ø	🗈 🔍 😫 🚱 🚱 😫 🖁	12 12 12 12 12 12 12 12 12 12 12 12 12 1
Vendor Balance Dis	splay	
Activate worklist		
Vendor	400067	\$
Company code	1100	\$
Fiscal year	2020	

**Step 3:** In the above screen once entered the required information as highlighted in yellow color then click on " ( )" button the system will display the below screen.

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0	1	I 🛛 I 😋 🙆 😣 I 🖻	(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(	😂   🕱 🗾   😰 📑		
🕫 🗈 Vendor Balance Display						
Vendor	400067 Davi	d enterprises				
Company Code		nnai Port Trust				
Fiscal Year 2020						
Display crrncy	INR					
Bals Sp	ecial G/L					
Period	Debi	t Credit	Balance	Cumulative Balance	Sales/Purchases	
Balance Carry				20.580,00-		
1				20.580,00-		
2				20.580,00-		
3				20.580,00-		
4	10.000,00		10.000,00	10.580,00-		
5				10.580,00-		
6				10.580,00-		
7				10.580,00-		
8 9				10.580,00-		
9 10				10.580,00- 10.580,00-		
10				10.580,00-		
12				10.580,00-		
13				10.580,00-		
14				10.580,00-		
15				10.580,00-		
16				10.580,00-		
Total	10.000,00		10.000,00	10.580,00-		

As per the above screen shown now that Vendor account 400067 for which the debit and credit balances of the vendor are displayed.

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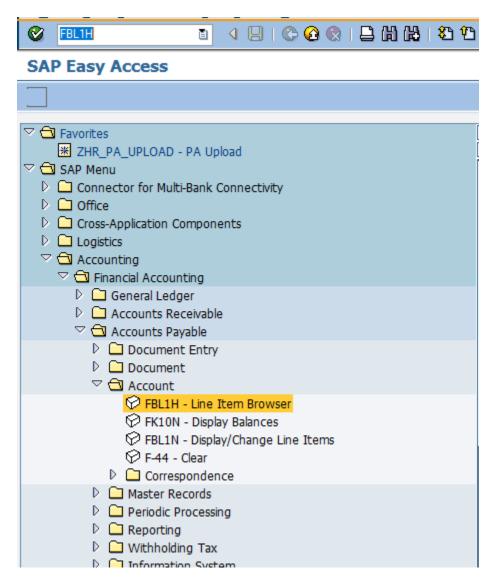




### FBL1H – Line Item Browser:

**Step 1:** Enter Transaction code FBL5H in command bar (or) Follow the below navigation path

Easy Access  $\rightarrow$  SAP Menu $\rightarrow$  Information Systems  $\rightarrow$  Accounting $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payable  $\rightarrow$  Account  $\rightarrow$  Line Item Browser (**FBL1H**).



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**Step 2:** Double click on FBL1H then the system will display the below screen.

۲	4 📙   😋 🚱   🖴 🛗 🖧   谷 伦 伦 🕱   🛒 🔊 🚱 🖷
Vendor Line Item Brow	/ser
🕒 🖪 🛅	
General Restrictions Company Code	1100 to 🗢
Vendor	
Vendor	
Line Item Selection	
Status	
Open Items	۲
Details for selection of Open It	ems
Open Items at Key Date	13.07.2020
Cleared Items	0
Details for selection of Cleared	
Clearing Date	to
Open Items at Key Date	
All Items	0
Details for selection of All Items	5
Posting Date	to 🖻
Туре	
Normal Items	
Special G/L Transactions	
Noted Items	
Parked Items	
Customer Items	

**Step 3:** In the above screen once entered the required information as highlighted in yellow color then click on " ( )" button the system will display the below screen. In case we want to view this vendor line item report with certain selections, there are several parameters available in the above screen that can used to generate the report as per the selections.

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nd	lor L	ine Ite	m Bro	owser				
4			Drilldowr	n 🛐 I	∰ <b>⊞</b>   £	3 8 10 20	20 %	🛿   😅 🖾 Document 🖺 🧱   🛅 🗉
CoC	Code 1	Fiscal Yr	Period	Vendor 1	CCodeCurr 1	CCode Curr Value	<sup></sup> DB Rows	
					INR	1.821.861,14-	166	
110	00	2019	4	<u>400001</u>		80.000,00-	1	
1			5			100.000,00-	1	
1			6			390.236,20-	6	
1			7			53.221,52-	26	
1			10	<u>400002</u>		54.000,00-	2	
			7	<u>400005</u>		116.569,82-	6	
1			8			6.607,40-	12	
1			11			49.974,80	2	
1			12			886,66-	9	
1			7	<u>400006</u>		100.000,00-	1	
1			12	400011		100,00	1	
1			6	<u>400016</u>		22.481,25-	2	
			12			2.180,25-	2	
1				<u>400017</u>		1.474,88-	2	
1			10	<u>400063</u>		10.500,00-	1	
1			11			5.000,00	1	
			12			2.000,00	1	
1			8	<u>400064</u>		20.000,00-	2	
1			12	400067		10.580,00-	5	
1			11	<u>400094</u>		120.100,00-	42	
1				<u>400121</u>		537,60-	2	
1			12			786,46-	6	
1				<u>400152</u>		51,46-	1	
			6	<u>500004</u>		449.624,70-	2	
1			12			36.337,50-	4	
1		2020	2	<u>400001</u>		1.923,00-	1	
1			4			4.116,00-	3	
1			1	400005		12.084,00-	5	

As per the above screen shown now that all the Vendor accounts for which the balances are displayed. If we want to see for a specific Vendor only we can mention that one specific Vendor only.

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