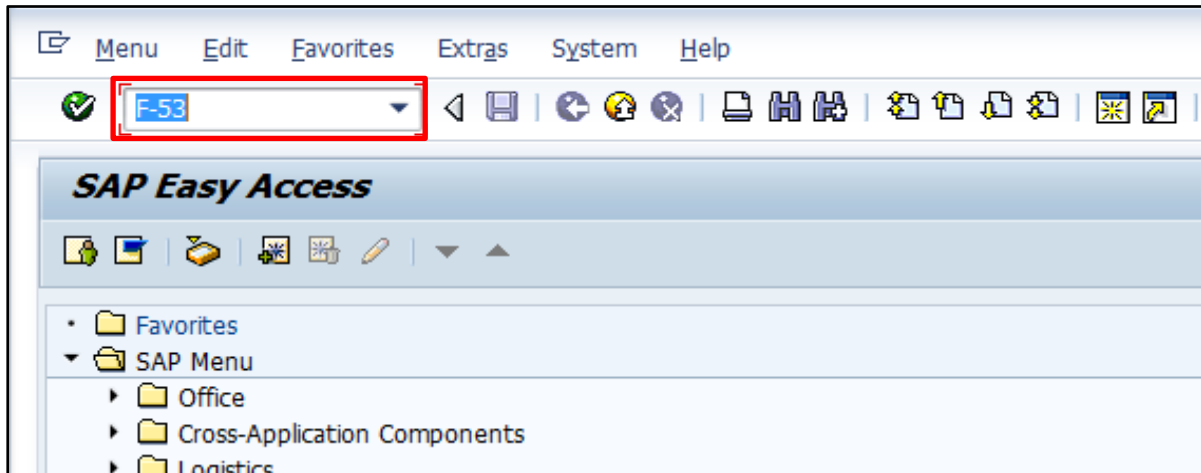


## 1. F-53 : Vendor Outgoing Payment



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



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### 2. Vendor Outgoing Payment

Document Edit Goto Settings System Help

Post Outgoing Payments: Header Data

Process Open Items

Document Date	23.01.2018	Type	KZ	Company Code	1000
Posting Date	18.02.2018	Period	11	Currency/Rate	INR
Document Number		Translation dte			
Reference		Cross-CCode No.			
Doc.Header Text	vendor payment		Trading part.BA		
Clearing text					

Bank data

Account	2242002	Business Area		
Amount	1	Amt.in loc.cur.		
Bank charges		LC bank charges		
Value date	18.02.2018	Profit Center		
Text	VENDOR PAYMENT		Assignment	

Open item selection

Account	1000004	<input type="checkbox"/>
Account type	K	<input type="checkbox"/> Other accounts
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.		
<input type="checkbox"/> Distribute by age		
<input type="checkbox"/> Automatic search		

Additional selections

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

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

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

**Bank Data:** Under this Section



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

**Open Item Selection:** Under the section

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

**Post Outgoing Payments Process open items**

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 1000004 JBVNL

Document...	D..	Document...	P..	Bu...	Da...	INR Gross	CashDiscount	CDPer.
800000000	KA	19.01.2018	26		4	14,000.00		
1000000004	KR	18.01.2018	31		0	1,999.00-		
1000000005	KR	23.01.2018	31		0	3,000.00-		
1000000006	KR	23.01.2018	31		0	14,000.00-		
1000000007	KR	23.01.2018	31		0	7,000.00-		
1100000002	KZ	23.01.2018	25		0	1,500.00		
1100000003	KZ	23.01.2018	25		0	2,500.00		
1100000004	KZ	23.01.2018	25		0	3,000.00		
1100000005	KZ	23.01.2018	25		0	1,000.00		

Processing Status

Number of items	11	Amount entered	1.00-
Display from item	1	Assigned	1,100.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	1,101.00-

- Select All items Icon and select Deactivate items tab
- Double Click on the line items(Debit and Credit) which will get activated(turns in to Blue colour)



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- Select Document option in Menu, choose Simulate option.

### 3. Simulation of Transaction before posting:

**Post Outgoing Payments Display Overview**

Display currency Taxes Reset

Document Date	23.01.2018	Type	KZ	Company Code	1000
Posting Date	18.02.2018	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2017	Translation dte	18.02.2018
Reference				Cross-CCode No.	
Doc.Header Text	VENDOR PAYMENT			Trading part.BA	

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0002242002 ALB	OUTGOING-71660	9,999.00-	
002	25	0001000004	JBVNL	9,999.00	

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

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

### 4. Document Posting

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



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### 5. Document Display View

The screenshot shows the SAP 'Display Document: Data Entry View' interface. The 'Data Entry View' section contains the following fields:

Document Number	100000018	Company Code	1000	Fiscal Year	2017
Document Date	23.01.2018	Posting Date	18.02.2018	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

Below the fields is a table of items:

C...	Itm	PK	S	Trs	Account	Description	Amount	Curr.	Material	Quan	Unit	Plant	Purch.Doc.	Value da...	Tx	G/L Acc	A D	Assign.	Item	Profit Ctr	Re
10...	1	50			2242002	ALB OUTGOING...	9,999.00-	INR						18.02.2...		2242002	S H	20180218		1000000	
	2	25			1000004	JBVNL	9,999.00	INR								1411001	K S	20180218			

We can view the transaction in two ways:

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

## Manual End