Indian Ports Association (IPA)
Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for
Accounts Payable Transactions

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SAP User Manual for Accounts Payable

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.

Document History:

Authors & Participants	
Role	Name

Revision History			
Date	Document Version	Document Revision Description	Author
19.07.2020	1.0	Initial Draft	Anand N
06.08.2020	1.1	Check void process and Check Cancelation Process included in content number 13 and 14.	Anand N

Reviewed and Approved By			
Name	Title	Date	Approved

SAP User Manual for Accounts Payable

Abbreviation	Description
FI	Finance
CO	Controlling
COA	Chart of Accounts
AP	Accounts Payable
G/L	General Ledger
JV	Journal Voucher
APP	Automatic Payment Processing
Pstky	Posting Key
SAP	Systems, Applications, and Products in Data Processing
BPO	Business Process Owner
BS	Balance Sheet
	Save
	Overview
	Copy
	Back / Previous Menu
	Header
	Details
	Execute
	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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Contents

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 required
F-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 → Accounting → Financial Accounting → Accounts Payable → Document Entry → FB60 (Invoice)
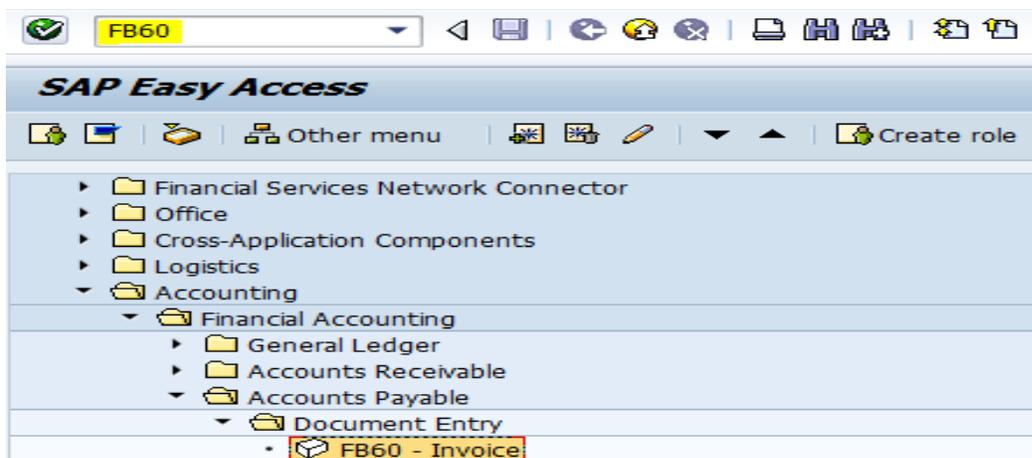
Step 2: In the next screen user has to specify the values, which is required to posting.
Ex: Header Level:

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

- 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

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

Enter Vendor Invoice: Company Code 1200

📇 Tree on	📄 Company Code	✋ Hold	📊 Simulate	💾 Park	✏ Editing options

Transactn   R Invoice   Bal.   0,00

Tabs: Basic data | Payment | Details | Tax | Withholding tax | Notes

Vendor / Address

Company
KUBS IMPEX PRIVATE LIMITED
2C JAMALS FAZAL CHAMBERS 2ND …
600006 Ahmedabad
☎ 9940600954

Bank data: not available

OIs

Name of WTax T…	WTa…	W/Tax Base FC	WTax Amt in FC	W/Tax
Invoice Posting Se…	C1 🔍			0,00
Payment Posting S…				0,00

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

Document Overview

🔍 🔄 Reset	🗂 Taxes	💾 Park	💾 Complete	🔽	

```
Doc.Type : KR ( Vendor Invoice ) Normal document
Doc. Number                Company Code   1200        Fiscal Year    2019
Doc. Date      24.03.2020   Posting Date   24.03.2020  Period         12
Calculate Tax  ☑
Ref.Doc.       DEPT/INV/2019
Doc. Currency  INR
```

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	31	400011	KUBS IMPEX PRIVATE L		V1	9.810,00-
2	40	41400000	Hire of vehicle		V1	9.523,80
3	40	23500000	CGST- Input Credit		V1	238,10
4	40	23500001	SGST- Input Credit		V1	238,10
5	50	18150012	TDS Payable-Salaries			190,00-

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 2200000090 1200 was parked

Step 6: To approve the document login as approver in the SAP system.
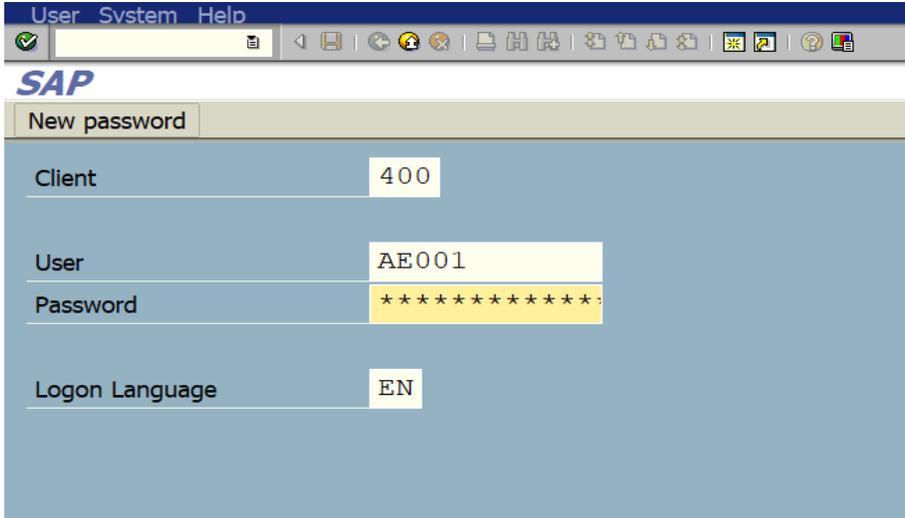
Step 7: Click on " " SAP Business Workspace Button.
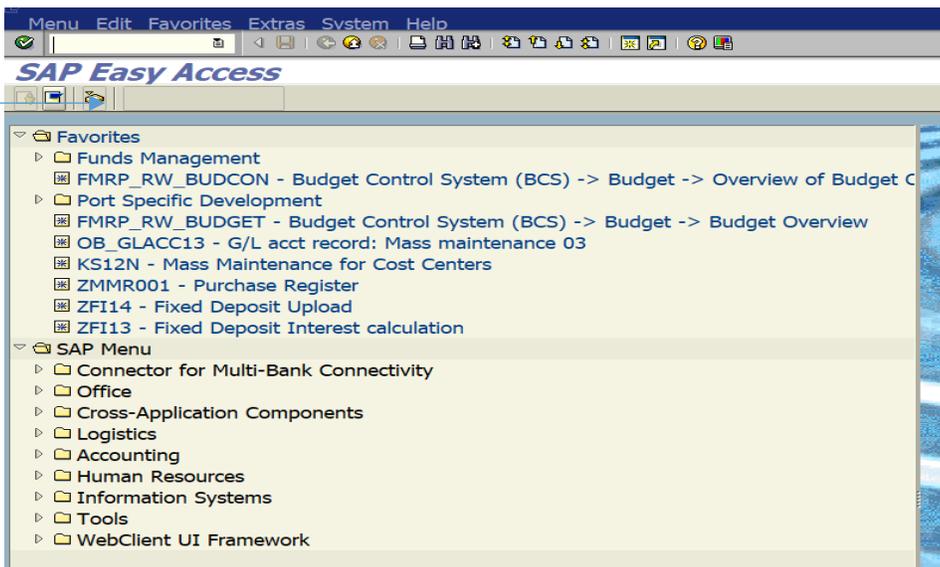
Step 8: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2200000090**" message will appear, Double click on the work flow and proceed for next step.

Step 9: In this step Click on the " **Approve** " option to post the parked Invoice "2200000090".

Decision Step in Workflow

Workflow | Create | Import

Please approve the Parked Invoice 2200000090, 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.

Objects and attachments

No attachments or objects exist

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 → SAP Menu →Accounting → Financial Accounting → Accounts Payable → document →(FB03) Display
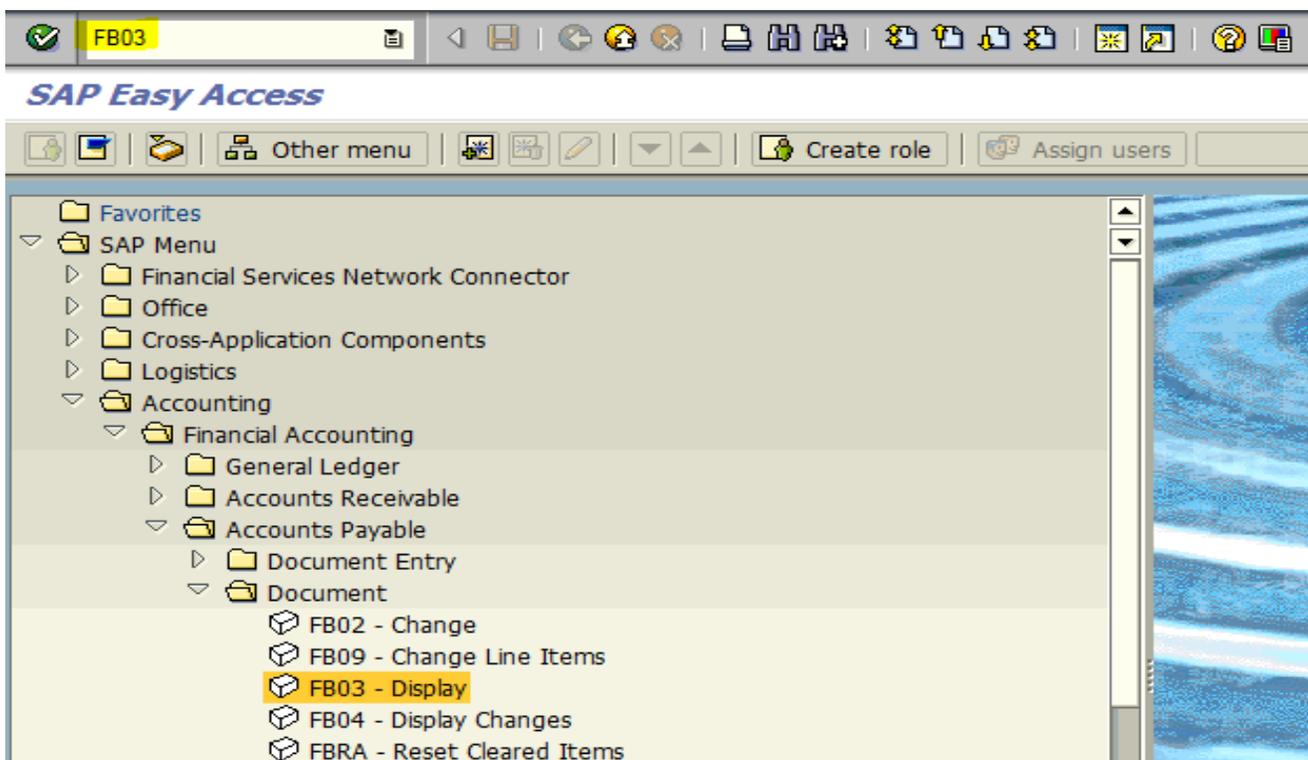
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Step2: In the next screen, enter the following details:

- Document Number
- Company Code
- Fiscal Year

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

Display Document: Initial Screen

Document List	First Item	Editing Options

Keys for Entry View

Document Number	2200000016
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	2200000016	Company Code	1200	Fiscal Year	2019
Document Date	23.09.2019	Posting Date	23.09.2019	Period	6
Reference	DEPT/INV/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Itm	PK	S	Account	Description	Σ	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	31		400011	KUBS IMPEX PRIVATE LI...		980,00-	INR	V1		
				400011		▪	**980,00-**	**INR**			
1200	5	50		18150012	TDS - Sec 194C		20,00-	INR			
				18150012		▪	**20,00-**	**INR**			
1200	3	40		23500000	CGST- Input Credit		23,81	INR	V1		
				23500000		▪	**23,81**	**INR**			
1200	4	40		23500001	SGST- Input Credit		23,81	INR	V1		
				23500001		▪	**23,81**	**INR**			
1200	2	40		41400000	Hire of vehicle		952,38	INR	V1	12050402	1205
				41400000		▪	**952,38**	**INR**			
						▪ ▪	**0,00**	**INR**			

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

"**Document List**".

Display Document: Initial Screen

| Document List | First Item | Editing Options |

Keys for Entry View

Document Number	2200000016
Company Code	1200
Fiscal Year	2019

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

Document List

| Data Sources |

Company code	1200	to	
Document Number		to	
Fiscal Year	2019	to	
Ledger	0L	
Ledger Group		

General selections

Document type		to	
Posting date	23.09.2019	to	
Entry date		to	
Reference number		to	
Reference Transaction		to	
Reference key		to	
Logical system		to	

Also display noted items

☐ Display noted items

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

Document List

CoCd	DocumentNo	Year	Type	Doc..Date	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 | Display Currency | General Ledger View

Data Entry View

Document Number	2200000016	Company Code	1200	Fiscal Year	2019
Document Date	23.09.2019	Posting Date	23.09.2019	Period	6
Reference	DEPT/INV/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Itm	PK	S	Account	Description	Σ	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	31		400011	KUBS IMPEX PRIVATE LI...		980,00-	INR	V1		
				400011		▪	980,00-	INR			
1200	5	50		18150012	TDS - Sec 194C		20,00-	INR			
				18150012		▪	20,00-	INR			
1200	3	40		23500000	CGST- Input Credit		23,81	INR	V1		
				23500000		▪	23,81	INR			
1200	4	40		23500001	SGST- Input Credit		23,81	INR	V1		
				23500001		▪	23,81	INR			
1200	2	40		41400000	Hire of vehicle		952,38	INR	V1	12050402	1205
				41400000		▪	952,38	INR			
						▪▪	0,00	INR			

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FB02 – Change Document:

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

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document → (FB02) Change Document.
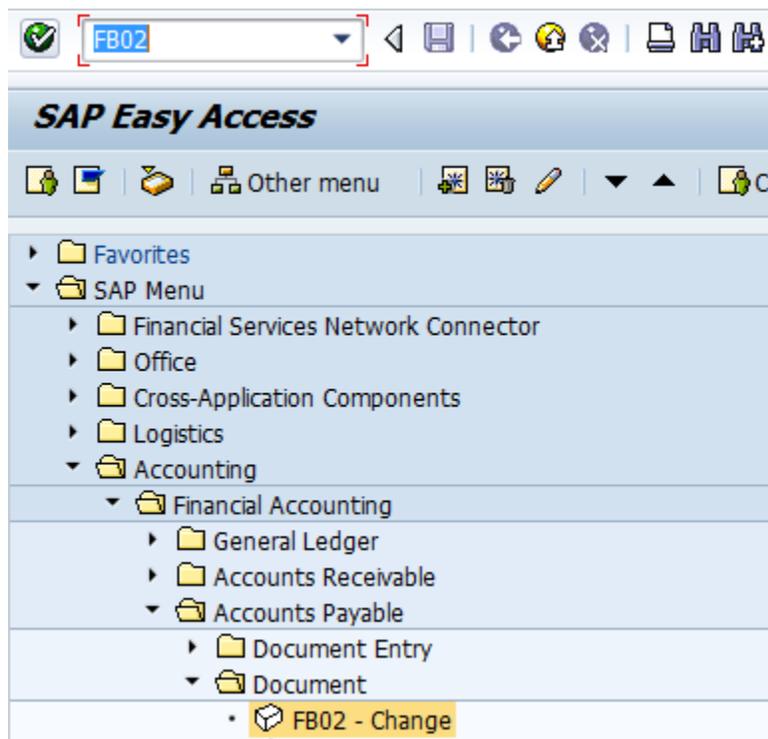
Step 2: In the next screen enter the following details

- Document Number
- Company Code
- Fiscal Year

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

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	Period	6	
Reference	DEPT/INV/2019	Cross-Comp.No.				
Currency	INR	Texts Exist		Ledger Group		

CoCd	Itm	PK	S	Account	Description	Σ	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	31		400011	KUBS IMPEX PRIVATE LI...		980,00-	INR	V1		
				400011		▪	**980,00-**	**INR**			
1200	5	50		18150012	TDS - Sec 194C		20,00-	INR			
				18150012		▪	**20,00-**	**INR**			
1200	3	40		23500000	CGST- Input Credit		23,81	INR	V1		
				23500000		▪	**23,81**	**INR**			
1200	4	40		23500001	SGST- Input Credit		23,81	INR	V1		
				23500001		▪	**23,81**	**INR**			
1200	2	40		41400000	Hire of vehicle		952,38	INR	V1	12050402	1205
				41400000		▪	**952,38**	**INR**			
						▪▪	**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.

Step 5: Come back to below screen.

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

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

Document List

	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.

Display Document: Data Entry View

Taxes   Display Currency   General Ledger View

Data Entry View

Document Number	2200000016	Company Code	1200	Fiscal Year	2019
Document Date	23.09.2019	Posting Date	23.09.2019	Period	6
Reference	DEPT/INV/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Item	Key	S	Account	Description	Σ	Amount	Currency	Tx	Cost Center	Profit Center
1200	1	31		400011	KUBS IMPEX PRIVATE LIMIT…		980.00-	INR	V1		
				400011		•	980.00-	INR			
1200	5	50		18150012	TDS - Sec 194C		20.00-	INR			
				18150012		•	20.00-	INR			
1200	3	40		23500000	CGST- Input Credit		23.81	INR	V1		
				23500000		•	23.81	INR			
1200	4	40		23500001	SGST- Input Credit		23.81	INR	V1		
				23500001		•	23.81	INR			
1200	2	40		41400000	Hire of vehicle		952.38	INR	V1	12050402	1205
				41400000		•	952.38	INR			
						••	0.00	INR			

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**".

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

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

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → (F-43) Invoice General

Enter Vendor Invoice: Header Data

| Held Document | Account Model | G/L item fast entry | Post with Reference | Editing options |

Document Date	31.03.2020	Type	KR	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text					
Trading part.BA					

First line item

| PstKy | 40 | Account | 41400000 | SGL Ind | TType |

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

Enter Vendor Invoice: Add G/L account item

More data | Account Model | G/L item fast entry | Taxes

G/L Account	41400000	Hire of vehicle	
Company Code	1200	Deendayal Port Trust	

Item 1 / Debit entry / 40

Amount	1000		INR
Tax Code	v1	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 Account 400011   SGL Ind   Type   New Co.Code

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

Enter Vendor Invoice: Add Vendor item

Vendor 400011 KUBS IMPEX PRIVATE LIMITED G/L Acc 18110000

Company Code 1200 2C JAMALS FAZAL CHAMBERS 2ND FLOOR

Deendayal Port Trust Ahmedabad

*Means the system automatically derive value equal to debit or credit

Item 2 / Invoice / 31

Amount * INR

BusPlace/Sectn 1200 / 1200

Bus. Area

Payt terms   Days/percent   /   /

Bline Date 31.03.2020   Fixed

CD Base   CD Amount

                              Invoice Ref.   /   /

Pmnt block   +Means the system automatically derive Text from previous line item

Assignment HIRE OF VEHICLE

Text +   Long Texts

Next line item

PstKy   Account   SGL Ind   TType   New Co.Code

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

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Enter Vendor Invoice: Add Vendor item

| | More data | Account Model | G/L item fast entry | Taxes | Withholding tax |

Vendor	400011	KUBS IMPEX PRIVATE LIMITED		G/L Acc	18110000
Company Code	1200	2C JAMALS FAZAL CHAMBERS 2ND FLOOR			
Deendayal Port Trust		Ahmedabad			

Item 2 / Invoice / 31

Amount	1.000,00		INR
			BusPlace/Sectn 1200 / 1200
Bus. Area			

Enter Withholding Tax Information

Name of WTax T...	WTa...	W/Tax Base	W/Tax Amt	W/Tax Base LC	W/Tax Amnt LC
Invoice Posting Se...	C1			0,00	0
Payment Posting S...				0,00	0

Step 5: Press **"Enter"**

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

Enter Vendor Invoice: Display Overview

Display Currency | Park document | Account Model | G/L item fast entry | Taxes

Document Date	31.03.2020	Type	KR	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			Cross-CC Number	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0041400000	Hire of vehicle		1.000,00	V1
002	31	0000400011	KUBS IMPEX PRIVATE		1.000,00-	

D 1.000,00   C 1.000,00   0,00   *   2 Line Items

Other line item

PstKy	Account		SGL Ind	TType		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.

Document 2200000095 1200 was parked

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Step 8: To approve the document login as approver in the SAP system.
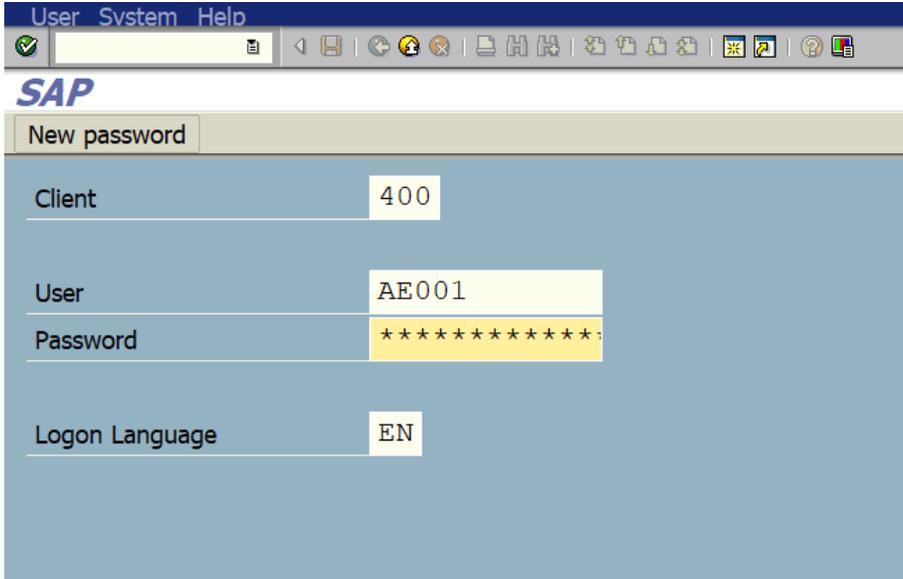
Step 9: Click on " " SAP Business Workspace Button.
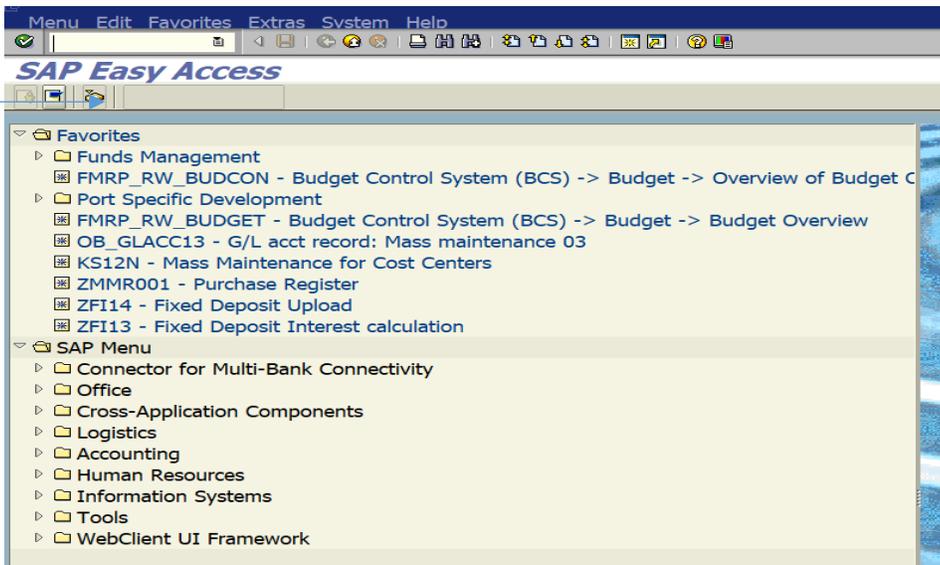
Step 10: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2200000095**" message will appear, Double click on the work flow and proceed for next step.

Step 11: In this step Click on the " Approve " option to post the parked Invoice "**2200000095**".

Decision Step in Workflow

| Workflow | Create | Import |

Please approve the Parked Invoice 2200000095, 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 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:

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → (FB65) Credit Memo.

SAP User Manual for Accounts Payable
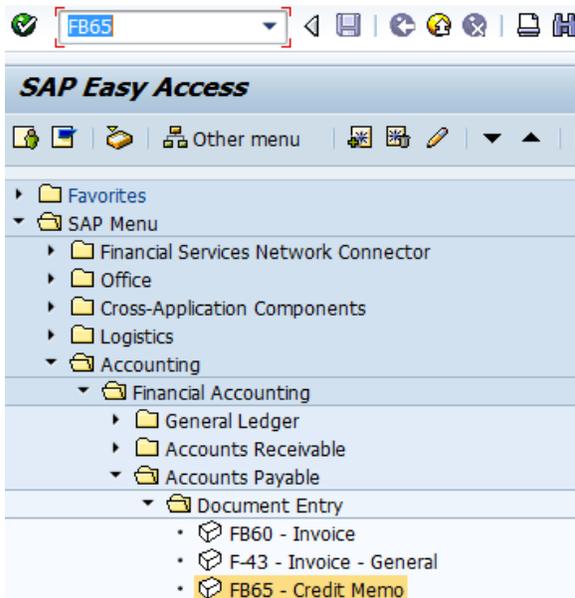
Step2: In the next screen can specify the values, which is required for posting.

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

Enter Vendor Credit Memo: Company Code 1200

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

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

Document Overview

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
				Doc.Type : KG (Vendor Credit Memo) 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.Doc. DEPT/INV/2020		
				Doc. Currency INR		
1	21	400011	KUBS IMPEX PRIVATE L	HIRE OF VEHICLE	V1	981,00
2	50	41400000	Hire of vehicle		V1	952,38-
3	50	23500000	CGST- Input Credit		V1	23,81-
4	50	23500001	SGST- Input Credit		V1	23,81-
5	40	18150012	TDS Payable-Salaries			19,00

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:
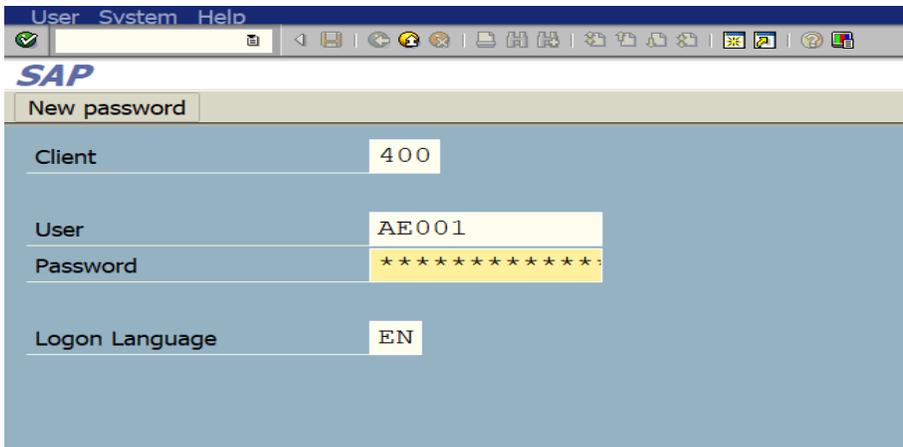
Document 2000000007 1200 was parked

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

SAP

New password

Client	400
User	AE001
Password	* * * * * * * * * * * * * :
Logon Language	EN

Step 7: Click on " " SAP Business Workspace Button.
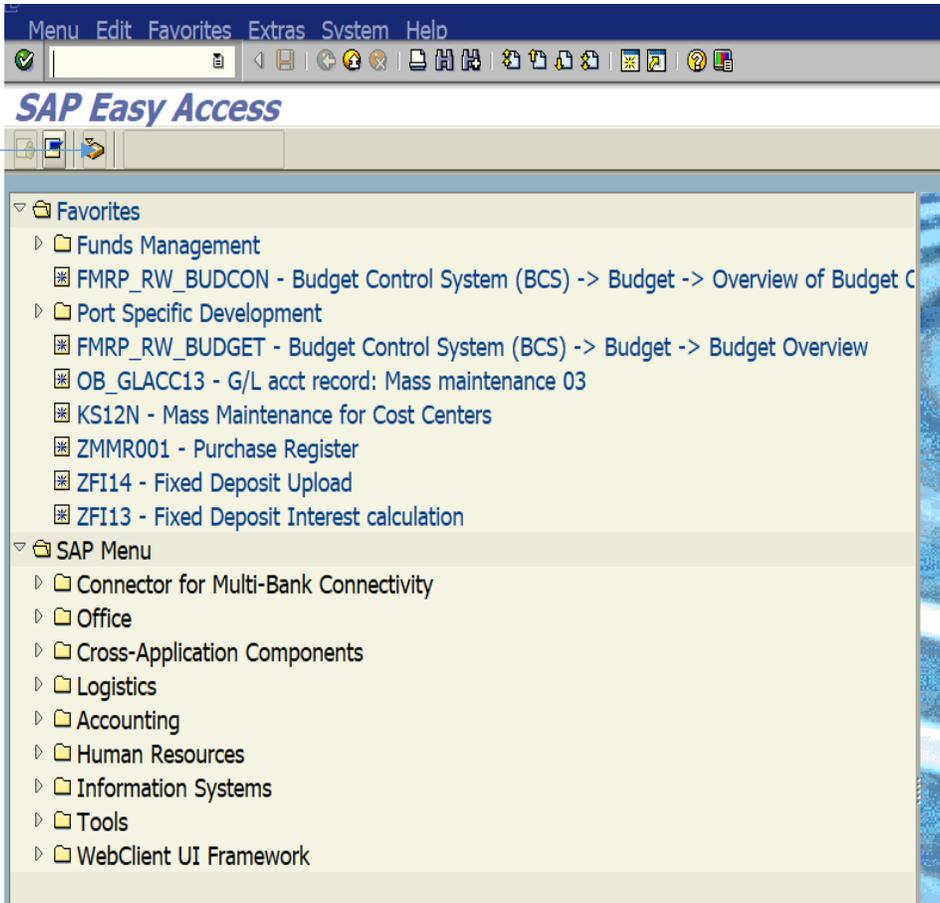
Step 8: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2000000007**" message will appear, Double click on the work flow and proceed for next step.

Step 9: In this step Click on the " **Approve** " option to post the parked Invoice "**2000000007**".

Decision Step in Workflow

[Workflow] [Create] [Import]

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.

Display of posted document:

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → (F-41) Credit Memo General
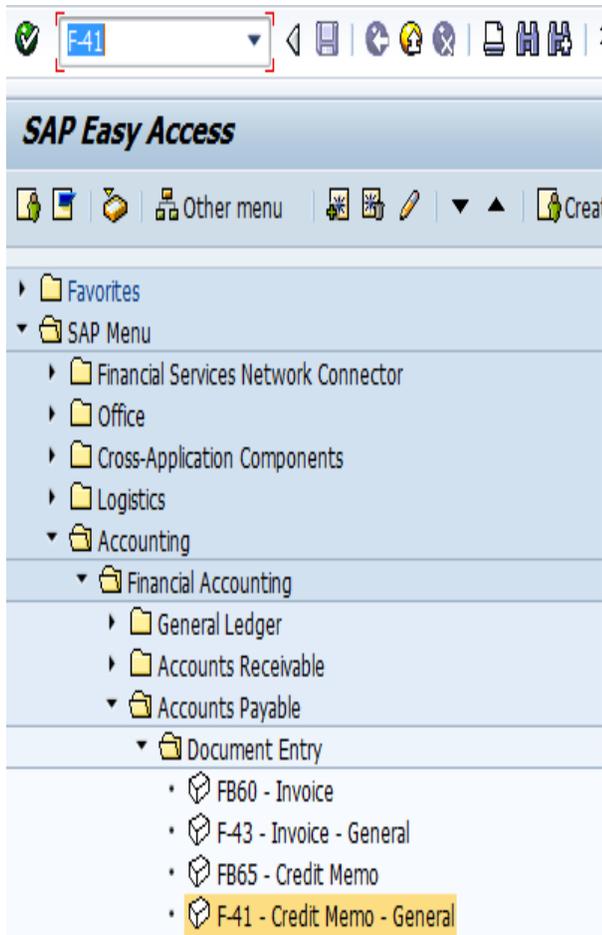
Enter Vendor Credit Memo: Header Data

| Held Document | Account Model | G/L item fast entry | Post with Reference | Editing options |

Document Date	31.03.2020	Type	KG	Company Code	1200
Posting Date	31.03.2020	Period	1	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text	VENDOR CREDIT MEMO				
Trading part.BA					

First line item

PstKy 50 Account 41400000 GL Ind TType

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

Enter Vendor Credit Memo: Add G/L account item

| | | | | More data | Account Model | G/L item fast entry | Taxes |

| G/L Account | 41400000 | Hire of vehicle |
| Company Code | 1200 | Deendayal Port Trust |

Item 1 / Credit entry / 50

Amount	1000		INR
Tax Code	V1	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 | 21 | Account | 400011 | SGL Ind | | TType | | New Co.Code | 1200 |

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

Enter Vendor Credit Memo: Add Vendor item

| | | | | More data | Account Model | |

Vendor	400011	KUBS IMPEX PRIVATE LIMITED	G/L Acc 18110000
Company Code	1200	2C JAMALS FAZAL CHAMBERS 2ND FLOOR	
Deendayal Port Trust		Ahmedabad	

Item 2 / Credit memo / 21

Amount	* INR
	BusPlace/Sectn 1200 / 1200
Bus. Area	
Payt terms	Days/percent / /
Bline Date	31.03.2020 Fixed
CD Base	CD Amount
	Invoice Ref. 2200000094 / 2019 /
Pmnt block	Payt Method
Assignment	
Text	VENDOR CREDIT MEMO Long Texts

Next line item

PstKy	Account	SGL Ind	TType	New Co.Code

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

Enter Vendor Credit Memo: Display Overview

🔍 🔃 Display Currency	Park document	Account Model	🖉 G/L item fast entry	ℹ️ Taxes		

Document Date	31.03.2020	Type	KG	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			Cross-CC Number		
Doc.Header Text	VENDOR CREDIT MEMO			Trading part.BA		

Items in document currency

```
    PK  BusA Acct                        INR   Amount          Tax amnt
001 50        0041400000 Hire of vehicle          1.000,00-              V1
002 21        0000400011 KUBS IMPEX PRIVATE        1.000,00
```

```
D 1.000,00        C 1.000,00           0,00              *   2 Line Items
```

Other line item

PstKy	🔍count		SGL Ind	TType		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:

✅ Document 2000000008 1200 was parked

![Accepting No Limits | Alternative Thinking | Driving Positive Change]

SAP User Manual for Accounts Payable

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

Step 7: Click on " [icon] " SAP Business Workspace Button.

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**
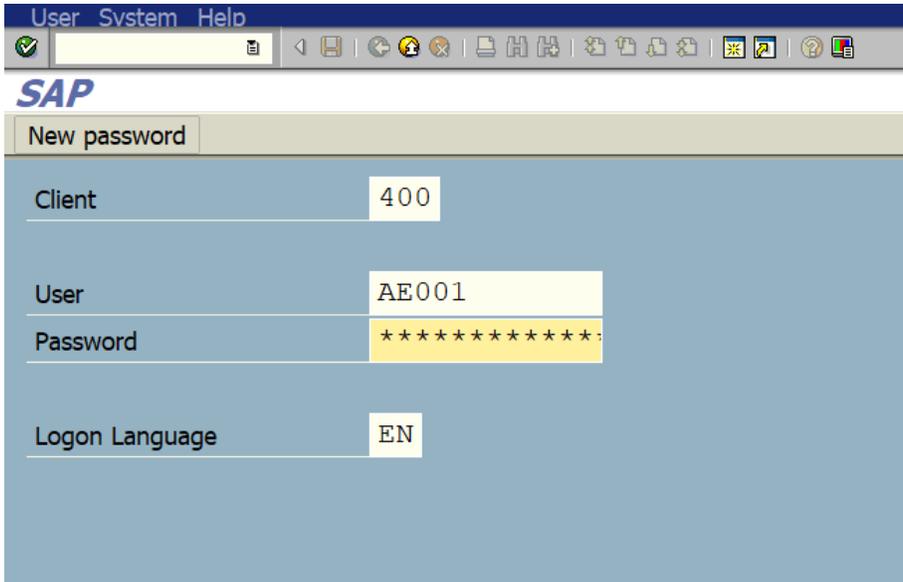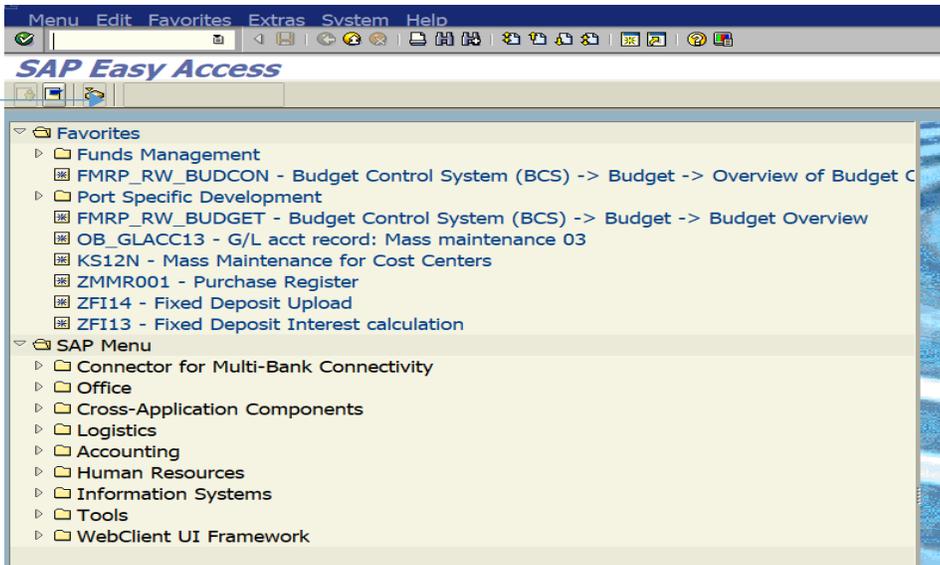
SAP User Manual for Accounts Payable

Step 8: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2000000008**" message will appear, Double click on the work flow and proceed for next step.

Step 9: In this step Click on the " Approve " option to post the parked Invoice "**2000000008**".

Decision Step in Workflow

Workflow   Create   Import

Please approve the Parked Invoice 2000000008, 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.

Display of posted Document:

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

SAP User Manual for Accounts Payable

Vendor Line Item Display

	Data Sources

Vendor selection

| Vendor account | 400011 | to | | |
| Company code | 1200 | to | | |

Selection using search help

| Search help ID | |
| Search string | |

Search help

Line item selection

Status

○ Open items

| Open at key date | 31.03.2020 |

○ Cleared items

| Clearing date | | to | | |
| Open at key date | | |

◉ All items

| Posting date | | to | | |

Type

☑ Normal items

Click on "**Execute**" button.

Vendor Line Item Display

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	●		2000000008	KG	31.03.2020		⚡	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-	INR		
☐	●	HIRE OF VEHICLE	2000000007	KG	31.03.2020		⚡	981.00	INR		VENDR CREDIT MEMO
☐	●	HIRE OF VEHICLE	2200000093	KR	31.03.2020		⚡	981.00-	INR		HIRE OF VEHICLE
☐	●	HIRE OF VEHICLE	2200000095	KR	31.03.2020		⚡	981.00-	INR		HIRE OF VEHICLE
*	●							15,695.00-	INR		

Vendor: 400011
Company Code: 1200
Name: KUBS IMPEX PRIVATE LIMITED
City: Ahmedabad

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 required
F-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.

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

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

Park Vendor Invoice: Company Code 1200

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

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 " **Button**", the system will give the information message as below

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

Step 6: Click on " " SAP Business Workspace Button.

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.

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.

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Document Parking → (F-63) Invoice Parking General.
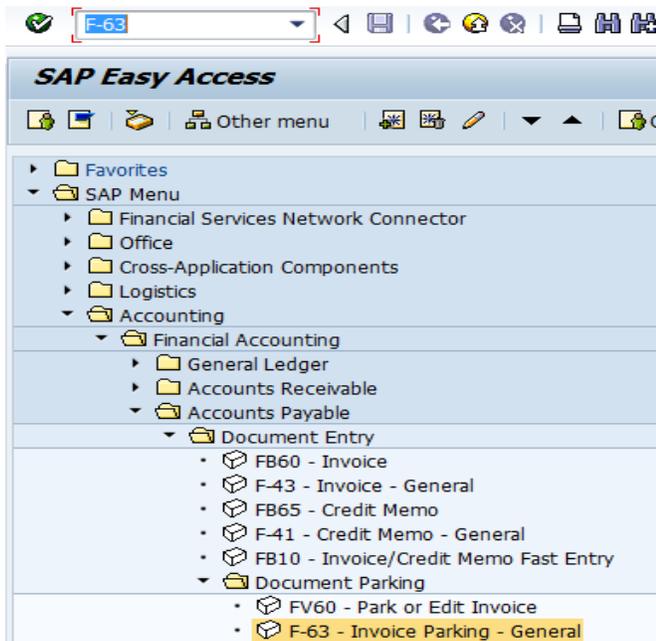
Step 2: In the next screen enter the required details.

Park Document: Document Header

| Fast Data Entry | Acct model |

Document Date	31.03.2020	Doc. Type	KR	Company Code	1200
Posting Date	31.03.2020	Period	1	Currency	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020				
Doc.Header Text					
Partner BArea					

Control

☑ Only Transfer Amts in Document Crcy in Invoice

First line item

PstKy 40 Account 41400000 GL Ind   TType

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

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

Park Document: Enter Vendor Item

Vendor	400011 KUBS IMPEX PRIVATE LIMITED G/L Acc 18110000
Company Code	1200 2C JAMALS FAZAL CHAMBERS 2ND FLOOR
Deendayal Port Trust	Ahmedabad

Item 2 / Invoice / 31

Amount	1.500,00		INR
		Bus./Sectn	1200 / 1200
Bus. Area			
Payt terms		Days/Percent	/ /
Bline Date	31.03.2020	Fixed	
CD Base		CD Amount	
		Invoice Ref.	/ /
Pmnt block		Payt Method	
Assignment	HIRE OF VEHICLE		
Text	PARK VENDOR INVOICE	Long Texts	

Next Line Item

PostKey	Account	SGL Ind	TType	New Co.Code

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

Park Document: Enter Vendor Item

| 👤 ⬆ ⬇ | 📝 Fast Data Entry | ℹ Tax | ➡ More data | 🖘 Acct model | Withholding tax data | 🔒 Check |

Vendor	400011	KUBS IMPEX PRIVATE LIMITED		G/L Acc	18110000
Company Code	1200	2C JAMALS FAZAL CHAMBERS 2ND FLOOR			
Deendayal Port Trust		Ahmedabad			

Item 2 / Invoice / 31

Amount	1.500,00		INR	
			Bus./Sectn	1200 / 1200
Bus. Area				
Payt terms		Days/Percent	/ /	
Bline Date	31.03.2020	Fixed		

Enter Withholding Tax Information

Name of WTax T...	WTa...	W/Tax Base	W/Tax Amt	W/Tax Base LC	W/Tax Amnt LC
Invoice Posting Se...	C1 🔍			0,00	0
Payment Posting S...				0,00	0

✔ ✖

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

Park Document: Enter Vendor Item

			Fast Data Entry	Tax	More data	Acct model	Withholding tax data	Check

Vendor	400011	KUBS IMPEX PRIVATE LIMITED	G/L Acc 18110000
Company Code	1200	2C JAMALS FAZAL CHAMBERS 2ND FLOOR	
Deendayal Port Trust		Ahmedabad	

Item 2 / Invoice / 31

Amount	1.500,00	INR
		Bus./Sectn 1200 / 1200
Bus. Area		
Payt terms		Days/Percent / /
Bline Date	31.03.2020	Fixed
CD Base		CD Amount
		Invoice Ref. / /
Pmnt block		Payt Method
Assignment	HIRE OF VEHICLE	
Text	PARK VENDOR INVOICE	Long Texts

Next Line Item

PostKey	Account	SGL Ind	TType	New Co.Code

Step 7: Click on "**Document Overview**".

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Park Document: Overview

🔠 Currency	⬛ Fast Data Entry	ℹ️ Tax	➡️ Acct model	🧲 Document header	🔳 Check

Document Date	31.03.2020	Type	KR	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number		Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/2020			Trading part.BA	
Doc.Header Text				Texts Exist ☐	Net Entry ☐

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40		41400000	Hire of vehicle	V1	1.000,00
002	31		400011	KUBS IMPEX PRIVATE LIMITED		1.500,00-

D 1.000,00   C 1.500,00   Itm 2   500,00-

Other line items

PstKy		Account		SGL Ind	TType		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

✅ Document 2200000097 1200 was parked

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

Step 10: Click on " " SAP Business Workspace Button.
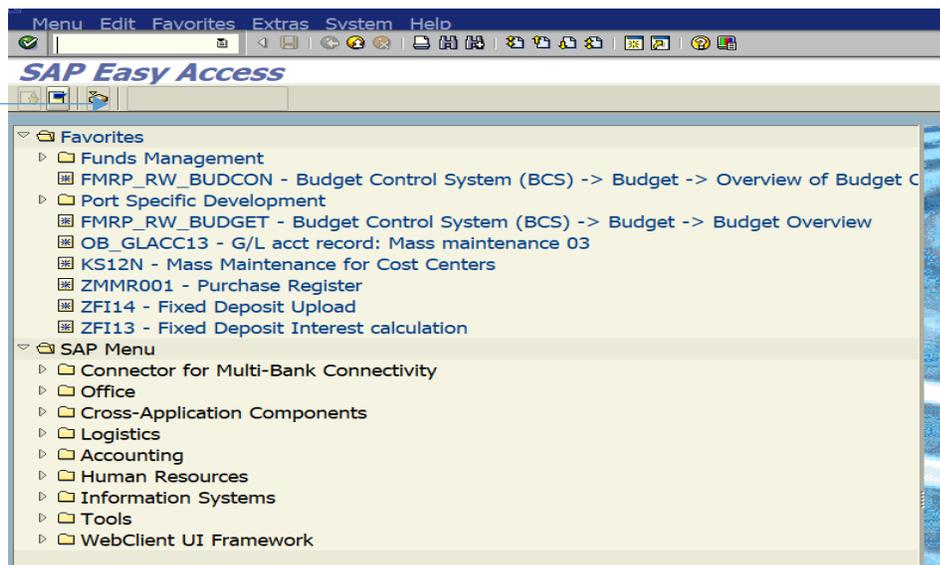
Step 11: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2200000097**" message will appear, Double click on the work flow and proceed for next step.

Step 12: In this step Click on the " Approve   option to post the parked Invoice "**2200000097**".

Decision Step in Workflow

Workflow | Create | Import

Please approve the Parked Invoice 2200000097, 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 12: Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Document Parking → (FV65) Park/Edit Credit Memo.

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

Park Vendor Credit Memo: Company Code 1200

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

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.

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

Step 6: Click on " " SAP Business Workspace Button.

Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2000000001**" message will appear, Double click on the work flow and proceed for next step.

Step 8: In this step Click on the " Approve " option to post the parked Invoice "**2000000001**".

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
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.	No attachments or objects exist

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

Display view of the document:

Display Document: Data Entry View

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number	2000000001	Company Code	1200	Fiscal Year	2020
Document Date	04.04.2020	Posting Date	04.04.2020	Period	1
Reference	DEPT/INV/2020	Cross-Comp.No.			
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Item	Key	S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	21			400011	KUBS IMPEX PRIVATE LIMIT…	981,00	INR	V1		
	2	50			41400000	Hire of vehicle	952,38-	INR	V1	12050402	1205
	3	50		ZIC	23500000	CGST- Input Credit	23,81-	INR	V1		
	4	50		ZIS	23500001	SGST- Input Credit	23,81-	INR	V1		
	5	40		WIT	18150012	TDS Payable-Salaries	19,00	INR			

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Document Parking → (F-66) Credit Memo Parking general.

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

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

Park Document: Enter G/L Account Item

👤 💾 📤 ✍️ Fast Data Entry ℹ️ Tax ➡️ More data 📠 Acct model

G/L Account	41400000	Hire of vehicle
Company Code	1200	Deendayal Port Trust

Item 1 / Credit entry / 50

Amount	1000		INR
Tax Code	V1	☑ 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		🏷️ Long Texts

Next Line Item

PostKey 21 Account 400011   SGL Ind   🔲 Type   New Co.Code

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

Park Document: Enter Vendor Item

| 👤 | 💾 | 📤 | 📝 Fast Data Entry | ℹ️ Tax | ➡️ More data | ⇨ Acct model | Withholding tax data |

Vendor	400011	KUBS IMPEX PRIVATE LIMITED	G/L Acc	18110000
Company Code	1200	2C JAMALS FAZAL CHAMBERS 2ND FLOOR		
Deendayal Port Trust		Ahmedabad		

Item 2 / Credit memo / 21

Amount	1500		INR	
			Bus./Sectn	1200 / 1200
Bus. Area				
Payt terms		Days/Percent	/	/
Bline Date	04.04.2020	Fixed		
CD Base		CD Amount		
		Invoice Ref.	/	/
Pmnt block		Payt Method		
Assignment	vendor credit memo			
Text	PARK VENDOR CREDIT MEMO		🔲📋 Long Texts	

Next Line Item

PostKey		Account	SGL Ind	TType	New Co.Code

Step 5: Click on "**Document Overview**".

Park Document: Overview

Document Edit Goto Extras Settings Environment System Help

Document Date	04.04.2020	Type	KG	Company Code	1200
Posting Date	04.04.2020	Period	1	Currency	INR
Document Number		Fiscal Year	2020	Translation dte	04.04.2020
Reference	DEPT/INV/2020			Trading part.BA	
Doc.Header Text	park vendor credit memo			Texts Exist	Net Entry

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	50		41400000	Hire of vehicle	V1	1.000,00-
002	21		400011	KUBS IMPEX PRIVATE LIMITED		1.500,00

D 1.500,00   C 1.000,00   Itm 2   500,00

Step 6: To park click on " 💾 . Once the document is parked, the system will populate the below message. This means the workflow is triggered.

✅ Document 2000000002 1200 was parked

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

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Step 6: Click on " [icon] " SAP Business Workspace Button.
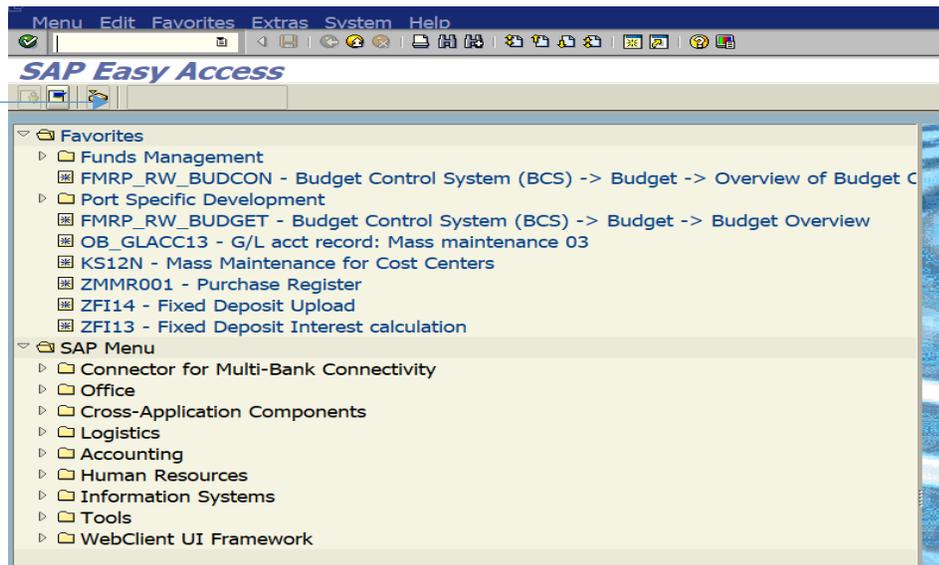
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Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2000000002**" message will appear, Double click on the work flow and proceed for next step.

Step 8: In this step Click on the " Approve " option to post the parked Invoice "**2000000002**".

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 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 **Cancel**, the user decision remains in your inbox for processing.	

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document → Parked Document → (FBV3) Display
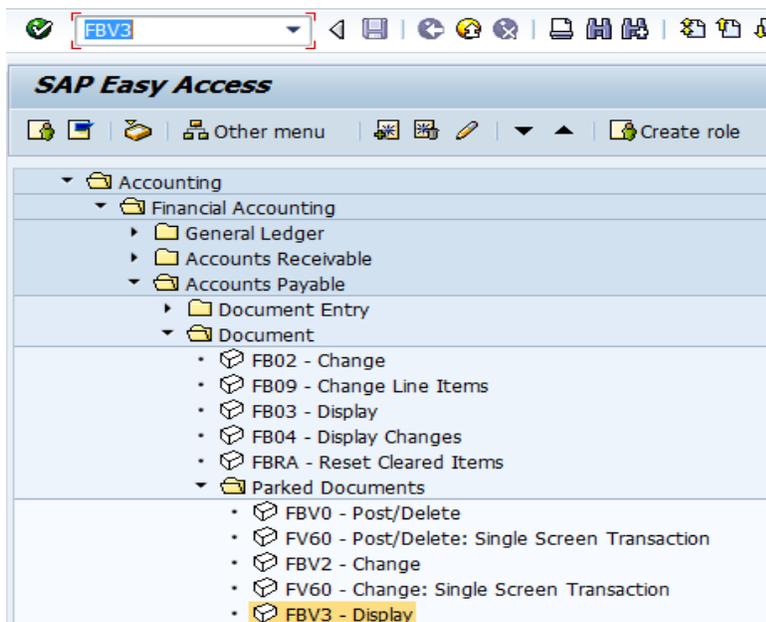
Step 2: In the next screen enter the required details:

- Company Code
- Document Number
- Fiscal Year

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

Display Parked Document: Initial Screen

Document list / **Editing Options**

Key for Parking

Company Code	1200
Document Number	2200000018
Fiscal Year	2019

Step 3: Press **Enter**.

Document Overview - Display

```
Doc.Type : KR ( Vendor Invoice ) Parked document
Doc. Number    2200000018    Company Code    1200       Fiscal Year    2019
Doc. Date      23.09.2019    Posting Date    23.09.2019  Period         06
Calculate Tax  ✔
Ref.Doc.       DEPT/INV/2019
Doc. Currency  INR
```

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	31	400011	KUBS IMPEX PRIVATE L		V1	1.000,00-
2	40	41400000	Hire of vehicle		V1	1.000,00

Step 4: Click on " ⬅ " back arrow to come previous screen.

SAP User Manual for Accounts Payables Process

Display Parked Document: Initial Screen

🏢 Document list	✏️ Editing Options

Key for Parking

Company Code	1200 🔍
Document Number	2200000018
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.

List of Parked Documents

Company code	1200 🔍	to		➡️
Document number		to		➡️
Fiscal year	2019	to		➡️

General Selections

Posting date		to		➡️
Document date		to		➡️
Document type		to		➡️
Reference		to		➡️
Document header text		to		➡️
Entered by	SG00636776	to		➡️

Processing Status

Enter release		to		➡️
Complete		to		➡️
Released		to		➡️

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

SAP User Manual for Accounts Payables Process

Display Parked Documents: List

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	

Basic data | Payment | Details | Workflow | Tax | W

			Vendor /
			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 2200000018	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	T…	T
✓	41400000	Hire of vehic..	S De…	1.000,00	1.000,00	V1	
			S De…	0,00	0,00	V1	

SAP User Manual for Accounts Payables Process

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document → Parked Document → (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**

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

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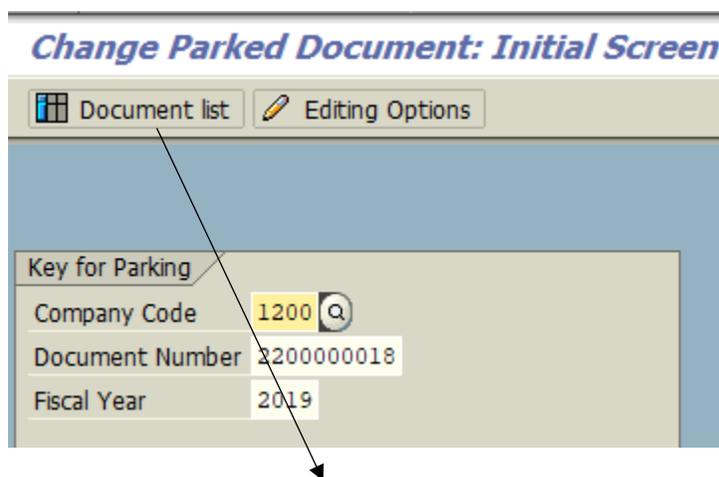
Step 6: Click on "**Document list**" to view the list of posted parked documents.

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

List of Parked Documents

Company code	1200 🔍	to	➡
Document number		to	➡
Fiscal year	2019	to	➡

General Selections

Posting date		to	➡
Document date		to	➡
Document type		to	➡
Reference		to	➡
Document header text		to	➡
Entered by	SG00636776	to	➡

Processing Status

Enter release		to	➡
Complete		to	➡
Released		to	➡

Step 7: Click on "**Execute**".

Display Parked Documents: List

	St.	SCCd	CoCd	DocumentNo	Year
		1200	1200	2200000018	2019

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.

SAP User Manual for Accounts Payables Process

Post parked document:

Use Transaction code - **FBV0** - Post/Delete parked document

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

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document → Parked Document → (FBV0) Post/Delete
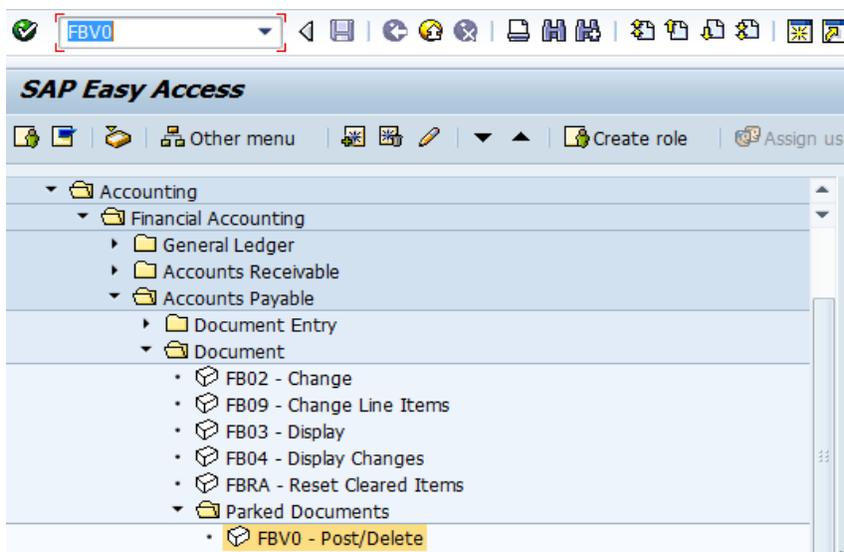
Step 2: System will display the below screen.
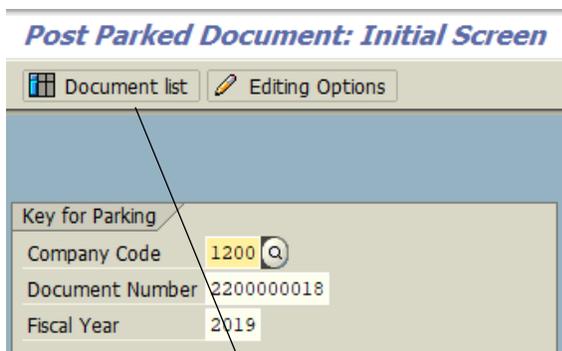
Step 3: Click on "**Document List**".

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

List of Parked Documents

Company code	1200	to	
Document number		to	
Fiscal year	2019	to	

General Selections

Posting date		to	
Document date		to	
Document type		to	
Reference		to	
Document header text		to	
Entered by	SG00636776	to	

Processing Status

Enter release		to	
Complete		to	
Released		to	

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

Post Parked Documents: List

St.	SCCd	CoCd	DocumentNo	Year
	1200	1200	2200000018	2019

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

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.

Accepting No Limits   Alternative Thinking   Driving Positive Change

SAP User Manual for Accounts Payables Process

Delete Parked Document:

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

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → 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**

Post Parked Document: Initial Screen

▦ Document list   ✏ Editing Options

Key for Parking

Company Code	1200 🔍
Document Number	2200000018
Fiscal Year	2019

Step 3: Then Click on "**Document List**".

List of Parked Documents

⏱ ℹ

Company code	1200 🔍	to	➡
Document number		to	➡
Fiscal year	2019	to	➡

General Selections

Posting date		to	➡
Document date		to	➡
Document type		to	➡
Reference		to	➡
Document header text		to	➡
Entered by	SG00636776	to	➡

Processing Status

Enter release		to	➡
Complete		to	➡
Released		to	➡

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

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

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

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

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.

5. Down Payment:

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

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

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

Post Vendor Down Payment: Header Data

New Item   Requests

Document Date	24.09.2019	Type	KZ	Company Code	1200
Posting Date	24.09.2019	Period		Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text	VENDOR DOWN PYMNT				
Trading part.BA				Tax Reporting D	

Vendor

Account	400011	Special G/L Ind	A
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 PAYMENT	Assignment	DOWN PYMNT

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

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.

Document 2300000004 was posted in company code 1200

Advance payment posting with TDS:

Prerequisite:

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

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment → (F-48) Down Payment

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

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

SAP User Manual for Accounts Payables Process

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

Post Vendor Down Payment Add Vendor item

👤 📤 More data | 🗐 🗐 🗐 New Item | ℹ️ Withholding tax

Vendor	400011	KUBS IMPEX PRIVATE LIMITED	G/L Acc	23520000
Company Code	1200	2C JAMALS FAZAL CHAMBERS 2ND FLOOR		
Deendayal Port Trust		Ahmedabad		

Item 2 / Down payment made / 29 A

Amount	1000		INR	
	☐ Calculate Tax	Bus./Sectn	1200 1200	

Bus. Area

Enter Withholding Tax Information

Name of WTax Type	WTax C	W/Tax Base	W/Tax Amt	W/Tax Base LC	W/Tax Amnt LC	
Payment Posting Sec- 1	C1			0.00	0.0	

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment Display Overview

🔍 📊 Display Currency | ℹ️ Taxes | 🔄 Reset
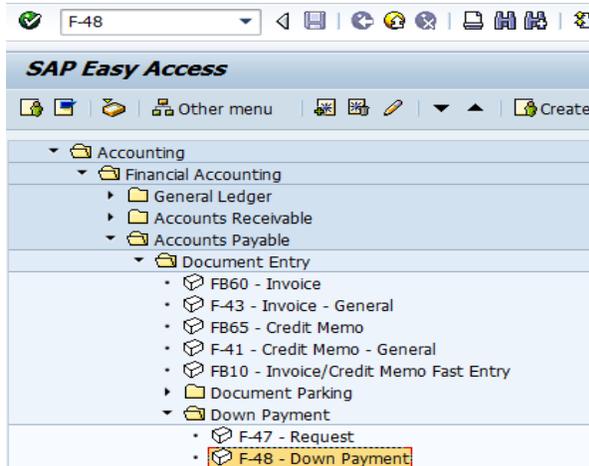
Document Date	30.09.2019	Type	KZ	Company Code	1200	
Posting Date	30.09.2019	Period	6	Currency	INR	
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	30.09.2019	
Reference	ADVANCE PAYMENT			Cross-CC Number		
Doc.Header Text	Advance Payment			Trading part.BA		

Items in document currency

	PK	BusA	Acct		INR	Amount	Tax amnt
001	50		0023110002	ALLAHABAD BANK Outg		980.00-	
002	29A		0000400011	KUBS IMPEX PRIVATE		1,000.00	
003	50		0018150012	TDS - Sec 194C		20.00-	

D 1,000.00   C 1,000.00   0.00   *   3 Line Items

Other line item

PstKy		ccount		SGL Ind		TType		New Co.Code	

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

---

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment → (F-54) Clearing
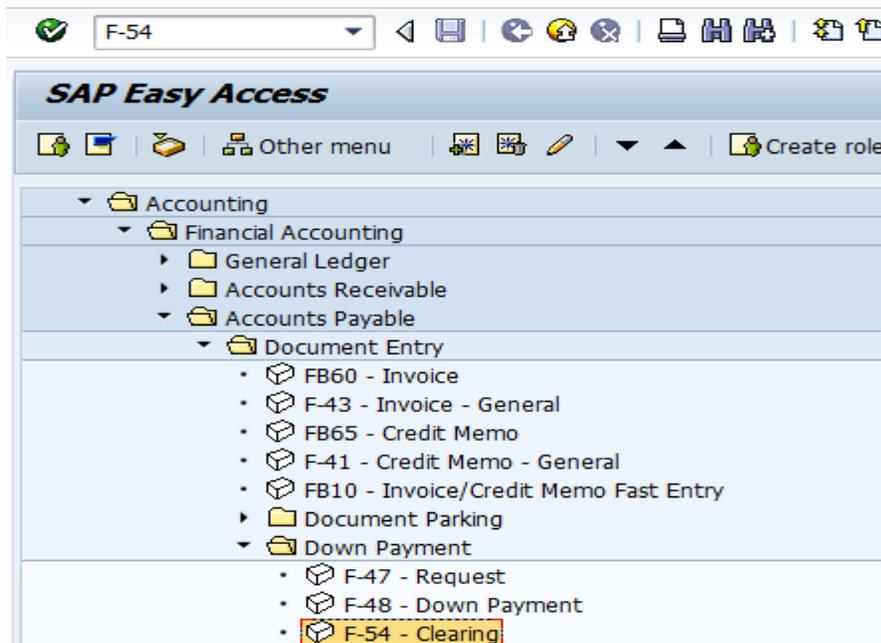
Step 2: In the next screen enter the following details.

SAP User Manual for Accounts Payables Process

Clear Vendor Down Payment: Header Data

Process down pmnts			

Document Date	24.09.2019	Type	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 PYMNT CLRNG				
Trading part.BA				Tax Reporting D	

Vendor

Account	400011

Vendor invoice accounting document number

Relevant invoice

Invoice	2200000020	Line Item		Fiscal Year	2019

Transfer posting item(s) details

Assignment	DOWN PYMNT CLRNG
Text	VENDOR DOWN PYMNT CLRNG

Step 3: Click on "**Process Open Items**".

Clear Vendor Down Payment Choose down payments
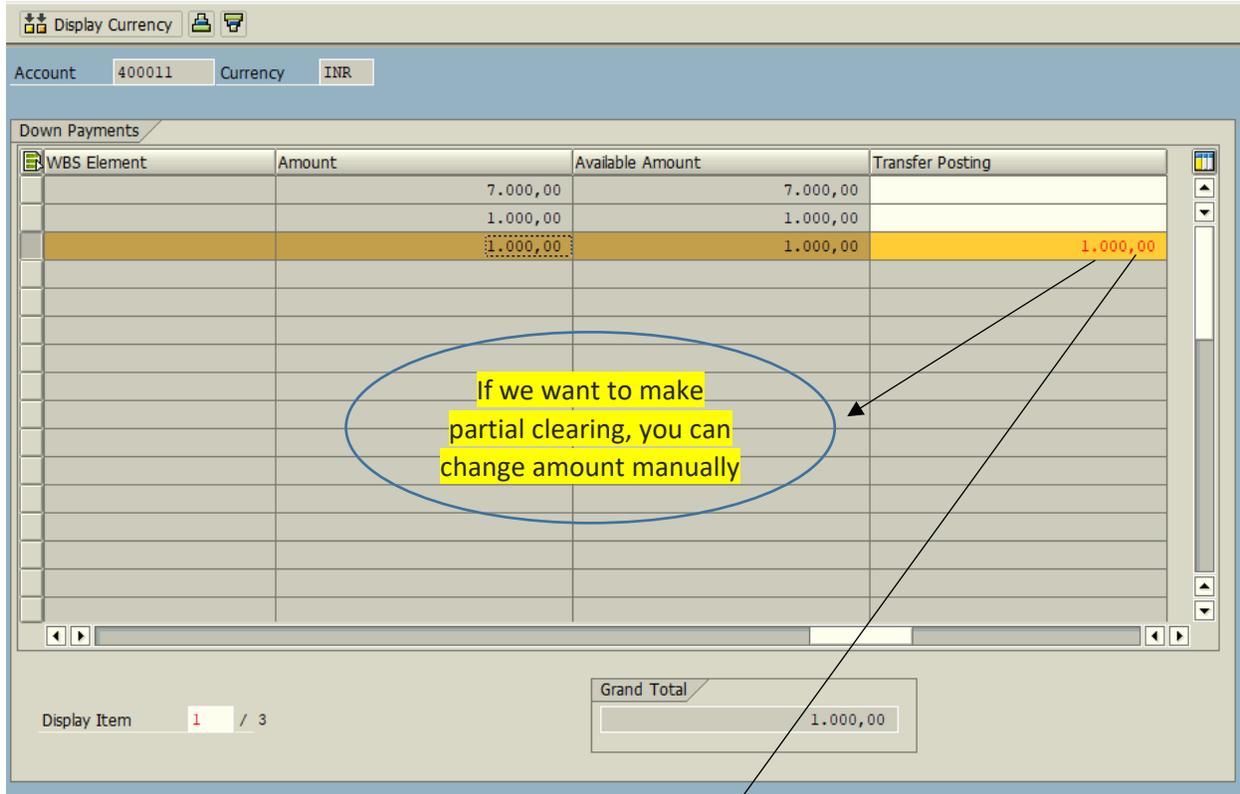
Display Currency

| Account | 400011 | Currency | INR |

Down Payments

WBS Element	Amount	Available Amount	Transfer Posting
	7.000,00	7.000,00	
	1.000,00	1.000,00	
	1.000,00	1.000,00	1.000,00

If we want to make partial clearing, you can change amount manually

Display Item   1 / 3

Grand Total
1.000,00

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

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

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

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

Document 1900000002 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:

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

Vendor Line Item Display

St	Assignment	DocumentNo	Type	Doc..Date	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
* 🟢							1.000,00-	INR		
** Account 400011							0,00	INR		

Vendor 400011
Company Code 1200

Name KUBS IMPEX PRIVATE LIMITED
City Ahmedabad

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment → (F-48) Down Payment
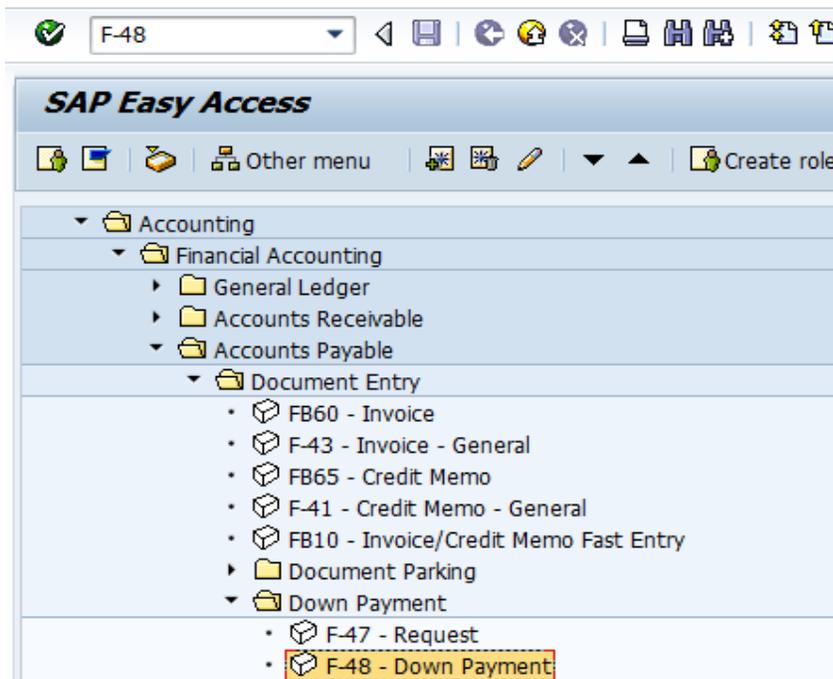
Post Vendor Down Payment: Header Data

New Item   Requests

Document Date	25.09.2019	Type	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			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

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

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

Document 2300000006 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)

SAP User Manual for Accounts Payables Process

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → (FB60) Invoice
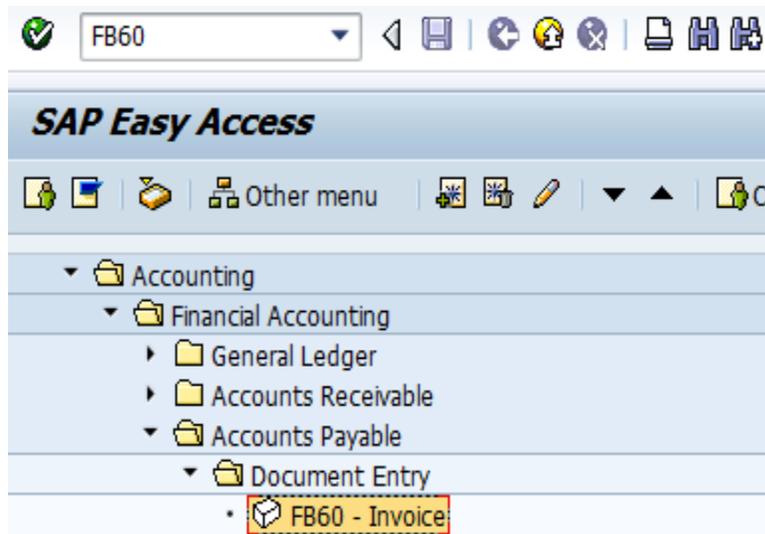
Step 2: In the next screen enter the following details.

Enter Vendor Invoice: Company Code 1200

| 🔲 Tree on | 🔲 Company Code | 🔲 Hold | 🔲 Simulate | 🔲 Park | 🔲 Editing options |

| Transactn | Invoice 🔲 | Bal. | 0,00 | ◯◯🔳 |

Basic data | Payment | Details | Tax | Withholding tax | Notes

Vendor / Address

Company
KUBS IMPEX PRIVATE LIMITED
2C JAMALS FAZAL CHAMBERS 2ND …
600006 Ahmedabad
☎ 9940600954   🔲
Bank data: not available   🔲 OIs

Vendor	400011	Sp.G/LI	
Invoice date	31.03.2020	Reference	DEPT/INV/2020
Posting Date	31.03.2020		
Cross-CC Number			
Amount	1.000,00		INR

☑ Calculate Tax
V1 (CGST+SGST 5% In… 🔲

| Bus.Place/Sectn | 1200 / 1200 |
| Text | vendor invoice, |

◀ ▶ _____ ◀ ▶

1 Items (No entry variant selected)

🔲	St…	G/L acct	Short Text	D/C	Amount in doc.curr.	Busi…	Part…	Cost center	Order	Fin
	✔	41400000	Hire of vehic…	Debit 🔲	1.000,00			12050402		

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

Document Overview

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.Doc.   DEPT/INV/2020
Doc. Currency INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	31	400011	KUBS IMPEX PRIVATE L		V1	981,00-
2	40	41400000	Hire of vehicle		V1	952,38
3	40	23500000	CGST- Input Credit		V1	23,81
4	40	23500001	SGST- Input Credit		V1	23,81
5	50	18150012	TDS Payable-Salaries			19,00-

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 " 🖫 Park **Button**", the system will give the information message as below
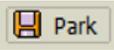
✅ Document 2200000099 1200 was parked

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

User   System   Help

SAP

New password

Client   400

User   AE001
Password   * * * * * * * * * * * *

Logon Language   EN

Step 6: Click on " " SAP Business Workspace Button.
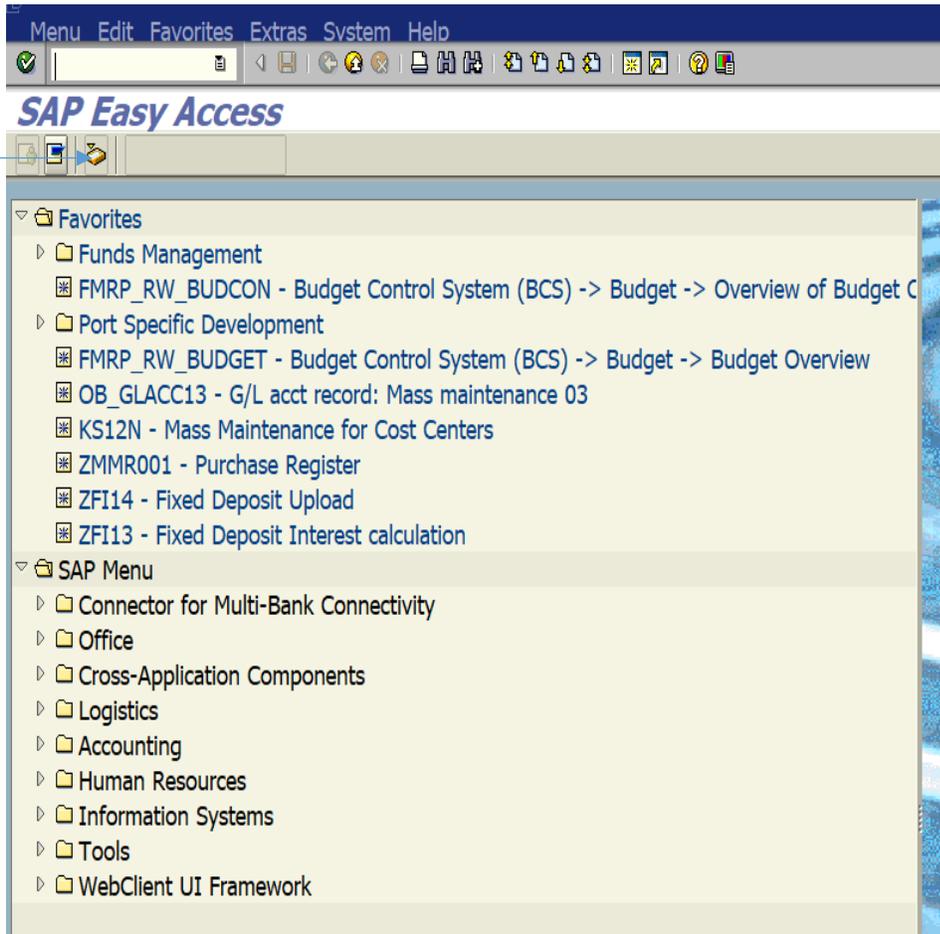
Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**2200000099**" message will appear, Double click on the work flow and proceed for next step.

Step 8: In this step Click on the " Approve " option to post the parked Invoice "2200000099".

Decision Step in Workflow

Workflow   Create   Import

Please approve the Parked Invoice 2200000099, 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.

SAP User Manual for Accounts Payables Process

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

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

Vendor Line Item Display

	St	Assignment	DocumentNo	Type	DocDate	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	🔴		2000000008	KG	31.03.2020		⚠	981,00	INR		VENDOR CREDIT MEMO
	🔴		2000000009	KG	31.03.2020		⚠	981,00	INR		PARK VENDOR CREDIT MEMO
	🔴		2200000081	KR	11.01.2020		⚡	14.714,00-	INR		INVOICE WITH GST TAX
	🔴		2200000094	KR	31.03.2020		⚠	981,00-	INR		
	🔴		2200000096	KR	31.03.2020		⚠	981,00-	INR		PARK VENDOR INVOICE
	🔴		2200000098	KR	31.03.2020		⚠	981,00-	INR		VENDOR INVOICE,
	🔴		2200000099	KR	31.03.2020		⚠	981,00-	INR		vendor invoice,
	🔴	HIRE OF VEHICLE	2000000007	KG	31.03.2020		⚠	981,00	INR		VENDR CREDIT MEMO
	🔴	HIRE OF VEHICLE	2200000093	KR	31.03.2020		⚠	981,00-	INR		HIRE OF VEHICLE
	🔴	HIRE OF VEHICLE	2200000095	KR	31.03.2020		⚠	981,00-	INR		HIRE OF VEHICLE
*	🔴							17.657,00-	INR		
**	Account 400011							17.657,00-	INR		

Vendor 400011
Company Code 1200

Name KUBS IMPEX PRIVATE LIMITED
City Ahmedabad

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → (F-52) Incoming Payment

SAP User Manual for Accounts Payables Process

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

Post Incoming Payments: Header Data

Process Open Items

Document Date	31.03.2020	Type	KZ	Company Code	1200	
Posting Date	31.03.2020	Period	1	Currency/Rate	INR	
Document Number				Translation dte		
Reference	DEPT/INV/2020			Cross-CC Number		
Doc.Header Text	REFUND TO VENDOR			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 REFUND	Assignment	

Open item selection

Account	400011
Account Type	K ☐ Other Accounts
Special G/L Ind	A ☑ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ Automatic Search	

Additional selections

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

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

Post Incoming Payments Enter partial payments

| | Distribute Difference | Charge Off Difference | Editing Options |

| Standard | Partial Pmt | Res.Items | WH Tax |

Account items 400011 KUBS IMPEX PRIVATE 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		
2000000008	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		

| | | | | | | 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 assigned field should	Difference Postings	
Currency	always be "Zero"		
		Not Assigned	0,00

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

Post Incoming Payments Display Overview

🔍 ⊞ Display Currency | ℹ Taxes | ↻ Reset

Document Date	31.03.2020	Type	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			Cross-CC Number	
Doc.Header Text	REFUND TO VENDOR			Trading part.BA	

Items in document currency

PK	BusA	Acct		INR Amount	Tax amnt
001	40	0023110001	Allahabad Bank -Inc	519,00	
002	28	0000400011	KUBS IMPEX PRIVATE	981,00	
003	39A	0000400011	KUBS IMPEX PRIVATE	1.500,00-	V0

D 1.500,00   C 1.500,00   0,00   *   3 Line Items

Other line item

PstKy		🔍 count		SGL Ind	TType		New Co.Code	

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

✅ Document 2300000046 was posted in company code 1200

Now go to Vendor Line item using transaction code – **FBL1N**

Vendor Line Item Display

Data Sources

Vendor selection

| Vendor account | 400011 | to | |
| Company code | 1200 | to | |

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

◉ Open items

Open at key date   31.03.2020

○ Cleared items

Clearing date   to

Open at key date

○ All items

Posting date   to

Type

☑ Normal items

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

Vendor Line Item Display

Vendor	400011
Company Code	1200
Name	KUBS IMPEX PRIVATE LIMITED
City	Ahmedabad

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
🟩		2200000026	KR	25.09.2019			14.700,00-	INR	2300000021	VENDOR INVOICE
🟩		2300000021	KZ	26.09.2019			14.700,00	INR	2300000021	RESIDUAL PYMNT
🟩		2300000009	KZ	25.09.2019			980,00	INR	2300000023	VENDOR PYMNT
🟩		2300000023	KZ	25.09.2019			980,00-	INR	2300000023	VENDOR PYMNT
🟩		2200000038	KR	25.09.2019			980,00-	INR	2300000026	TEST
🟩		2300000010	KZ	25.09.2019			780,00	INR	2300000026	
🟩		2300000026	KZ	25.09.2019			200,00	INR	2300000026	
🟩		2300000011	KZ	25.09.2019			200,00	INR	2300000027	
🟩		2300000027	KZ	25.09.2019			200,00-	INR	2300000027	
🟩		2300000013	KZ	25.09.2019			5.300,00	INR	2300000029	
🟩		2300000029	KZ	25.09.2019			5.300,00-	INR	2300000029	
🟩		2300000025	KZ	25.09.2019			780,00	INR	2300000034	
🟩		2300000034	KZ	25.09.2019			780,00-	INR	2300000034	
🟩		2300000024	KZ	25.09.2019			980,00	INR	2300000035	VENDOR PAYMENT
🟩		2300000035	KZ	25.09.2019			980,00-	INR	2300000035	VENDOR PAYMENT
🟩		2200000082	KR	13.01.2020			14.700,00-	INR	2300000044	INVOICE RAISED 1.1
🟩		2300000044	KZ	13.01.2020			14.700,00	INR	2300000044	
🟩		2200000099	KR	31.03.2020			981,00-	INR	2300000046	vendor invoice,
🟩		2300000046	KZ	31.03.2020			981,00	INR	2300000046	
🟩		2000000003	KG	23.09.2019			980,00	INR	3800000000	VENDOR CREDIT MEMO
🟩		2200000014	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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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:

Vendor Line Item Display

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	🔴		2000000001	KG	18.09.2019		⚡	1.000,00	INR		1000
☐	🔴		2200000010	KR	19.09.2019		⚡	10.000,00-	INR		
☐	🔴		2200000012	KR	20.09.2019		⚡	100.000,00-	INR		Asset Procurement
☐	🔴		2200000025	KR	25.09.2019		⚠	1.200,00-	INR		VENDOR INVOICE
*	🔴							110.200,00-	INR		

Vendor 400010
Company Code 1200

Name JAI BALAJI &CO
City Ahmedabad

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → (F-51) With Clearing

Step 2: In the next screen enter the following details.
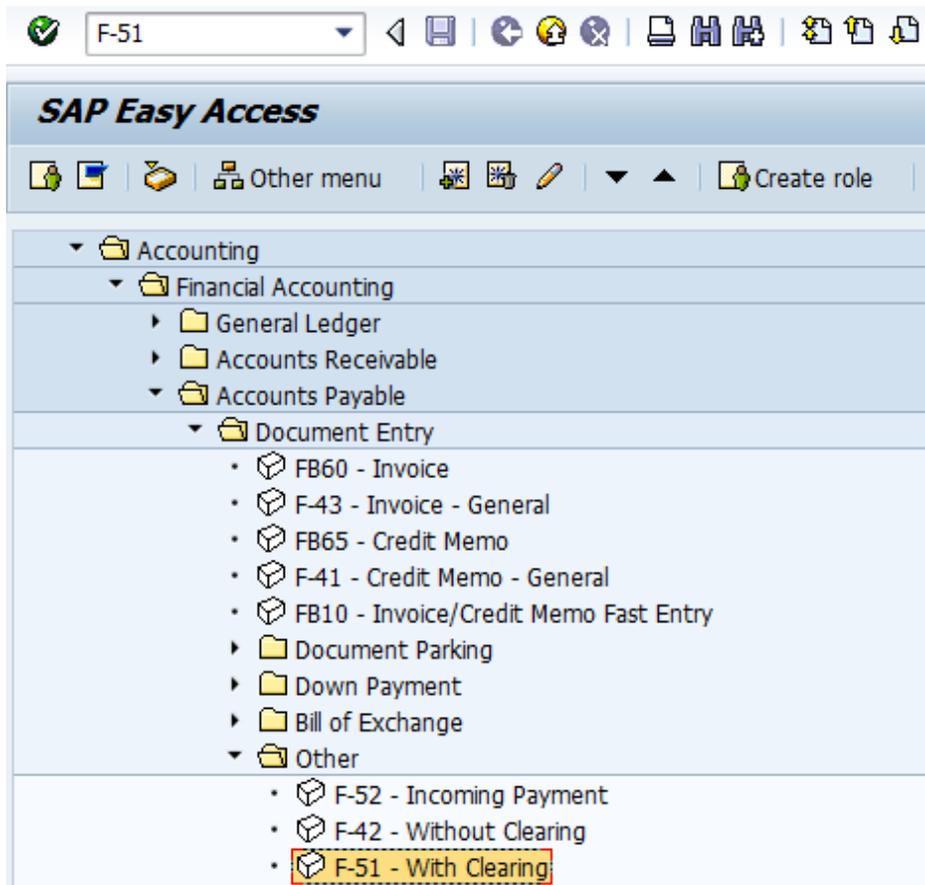
Post with Clearing: Header Data

| Choose open items | Account Model |

Document Date	25.09.2019	Type	AB	Company Code	1200	
Posting Date	25.09.2019	Period	6	Currency/Rate	INR	
Document Number				Translation dte		
Reference	DEPT/INV/2019			Cross-CC Number		
Doc.Header Text	TRANSFER					
Clearing Text	TRANSFER					

Transaction to be processed

○ Outgoing payment
○ Incoming payment
○ Credit memo
◉ Transfer posting with clearing

Receiving vendor number

First line item

PstKy 31 Account 400011   GL Ind   TType

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

Post with Clearing Add Vendor item

				Choose open items	Process Open Items	➡ More data	Account Model

Vendor   400011   KUBS IMPEX PRIVATE LIMITED   G/L Acc 18110000

Company Code 1200   2C JAMALS FAZAL CHAMBERS 2ND FLOOR

Deendayal Port Trust   Ahmedabad

Item 1 / Invoice / 31

Amount   1200   INR

☑ Calculate Tax   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   Account   SGL Ind   TType   New Co.Code

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

Post with Clearing Select open items

Process Open Items

Open item selection

Company Code	1200
Account	400010
Account Type	K
Special G/L Ind	
☑ Normal OI	
Payt Advice No.	

☐ Other Accounts
☐ Distribute by Age
☐ Automatic Search

Sending vendor number

Additional selections

- ◉ None
- ◯ Amount
- ◯ Document Number
- ◯ Posting Date
- ◯ Dunning Area
- ◯ Reference
- ◯ Payment Order
- ◯ Collective Invoice
- ◯ Document type
- ◯ Business Area
- ◯ Tax Code
- ◯ Branch account
- ◯ Currency
- ◯ Posting Key
- ◯ Document Date
- ◯ Assignment
- ◯ Billing Document
- ◯ Others

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

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

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:

Document 1100000009 was posted in company code 1200

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

Vendor Line Item Display

				Data Sources

Vendor selection

Vendor account	400010	to		
Company code	1200	to		

Selection using search help

Search help ID	
Search string	

Search help

Line item selection

Status

○ Open items

Open at key date   25.09.2019

○ Cleared items

Clearing date		to		
Open at key date				

◉ All items

Posting date   25.09.2019   to

Type

☑ Normal items

☐ Special G/L transactions

☐ Noted items

Click on "**Execute**".

Vendor Line Item Display

St		Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local 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		

Vendor 400010
Company Code 1200
Name JAI BALAJI &CO
City Ahmedabad

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).**

Vendor Line Item Display

Data Sources

Vendor selection

Vendor account	400011	to	
Company code	1200	to	

Selection using search help

Search help ID	
Search string	

Search help

Line item selection

Status

○ Open items

Open at key date   25.09.2019

○ Cleared items

Clearing date   to

Open at key date

◉ All items

Posting date   25.09.2019   to

Type

☑ Normal items

☐ Special G/L transactions

☐ Noted items

Click on "**Execute**".

Accepting No Limits   Alternative Thinking   Driving Positive Change

Vendor Line Item Display

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
		2200000021	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
		2200000022	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
		2200000023	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019			1.000,00	INR		VENDOR DOWN PYMNT CLRNG
	TRANSFER	1100000009	AB	25.09.2019			1.200,00-	INR		TRANSFER
*							3.140,00-	INR		

Vendor   400011
Company Code   1200

Name   KUBS IMPEX PRIVATE LIMITED
City   Ahmedabad

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.

Confidential Document

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Post Outgoing Payments: Header Data

Process Open Items

Document Date	☑	Type	KZ	Company Code	1000
Posting Date	☑	Period	3	Currency/Rate	INR
Document Number				Translation dte	
Reference				Cross-CC Number	
Doc.Header Text				Trading part.BA	
Clearing Text					

Bank data

Account	☑		Business Area	
Amount			Amt.in loc.cur.	
Bank Charges			LC Bank Charges	
Value date			Profit Center	
Text			Assignment	

Open item selection

Account		
Account type	K	☐ Other Accounts
Special G/L Ind	A	☑ Standard OIs
Payt Advice No.		
☐ Distribute by Age		
☐ Automatic Search		

Additional selections

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

If the business wants to make any payment with customer account adjustment, select "**others**" checkbox & provide customer a/c details to make payment with customer a/c adjustment.

If you select "**Others**", system will show you the below criterion.
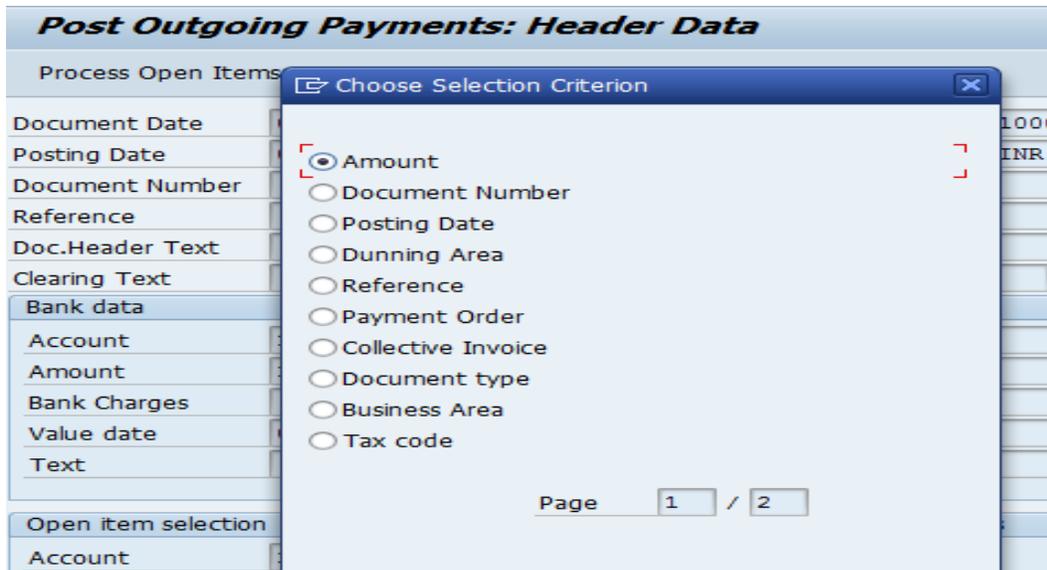
Press Enter "**Page Down**" to see the other selection criteria options.
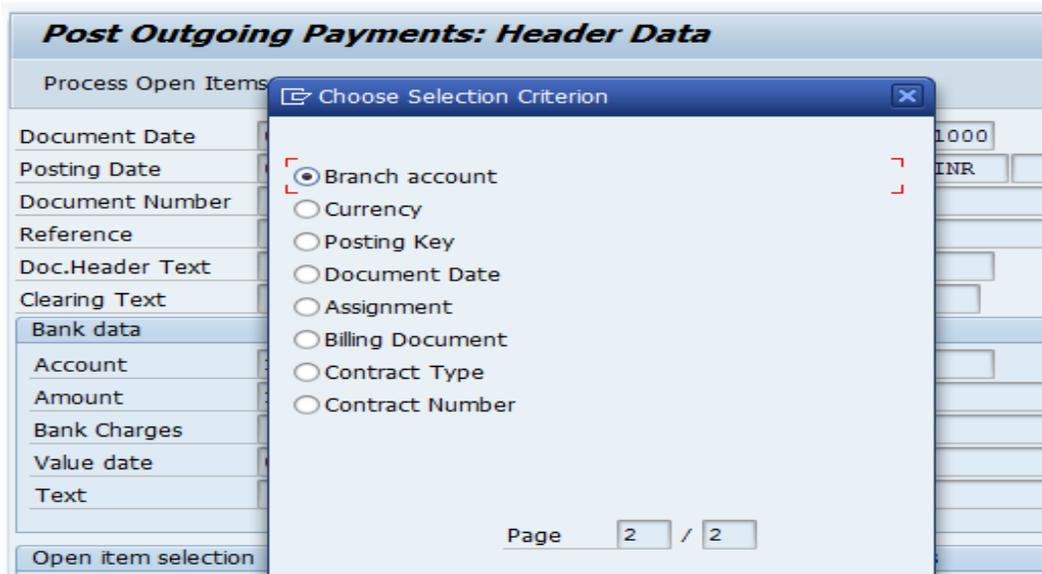
As per the above screens, the user can select any one of the options to make one selection criterion to make the call for open item for documents for payment.

Full payment:

FBL1N – Vendor Line item report FBL1N – Vendor Line item report:

Vendor Line Item Display

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	🔴		2200000021	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
☐	🔴		2200000022	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
☐	🔴		2200000023	KR	25.09.2019			980,00-	INR		VENDOR INVOICE
☐	🔴	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019			1.000,00	INR		VENDOR DOWN PYMNT CLRNG
☐	🔴	TRANSFER	1100000009	AB	25.09.2019			1.200,00-	INR		TRANSFER
*	🔴							3.140,00-	INR		

Vendor 400011
Company Code 1200

Name KUBS IMPEX PRIVATE LIMITED
City Ahmedabad

SAP User Manual for Accounts Payables Process

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

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

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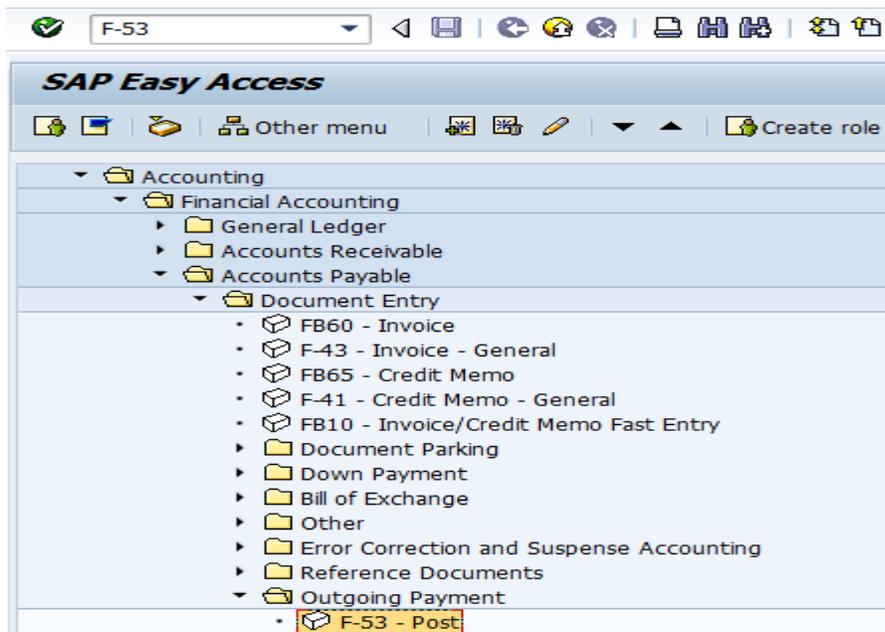
Step 2: Enter the following data in the below screen.

Document Edit Goto Settings System Help

Post Outgoing Payments: Header Data

| Process Open Items |

Document Date	25.09.2019	Type	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text	VENDOR PAYMT			Trading part.BA	
Clearing Text	VENDOR PAYMENT				

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 PAYMENT	ssignment	

Open item selection

Account	400011	
Account Type	K	☐ Other Accounts
Special G/L Ind		☑ Standard OIs
Payt Advice No.		
☐ Distribute by Age		
☐ Automatic Search		

Additional selections

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

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

Post Outgoing Payments Process open items

| Standard | Partial Pmt | Res.Items | WH Tax |

Account items 400011 KUBS IMPEX PRIVATE LIMITED

Document	D..	Document ..	P..	Busi..	Day..	INR Gross	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		

Amo... | Gross<>... | Currency | Items | Items | Disc. | Disc.

Processing Status				
Number of Items	13		Amount Entered	980,00–
Display from Item	1		Assigned	980,00–
Reason Code			Difference Postings	
Display in clearing currency			Not Assigned	0,00

Not assigned field should be "**zero**"

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

Accepting No Limits | **Alternative Thinking** | **Driving Positive Change**

SAP User Manual for Accounts Payables Process

Document   Edit   Goto   Extras   Settings   Environment   System   Help

Post Outgoing Payments Display Overview

🔍 ⊞ Display Currency   🛈 Taxes   ⬦ Reset

Document Date	25.09.2019	Type	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 currency

```
    PK  BusA Acct                          INR   Amount        Tax amnt
001 50       0023110002 ALLAHABAD BANK Outg        980,00-
002 25       0000400011 KUBS IMPEX PRIVATE         980,00


D 980,00          C 980,00              0,00          *   2 Line Items
```

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:**

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

Partial Payment:

Vendor Line item report:

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → (F-43) Invoice General

SAP User Manual for Accounts Payables Process

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

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Post Outgoing Payments: Header Data

Process Open Items

Document Date	25.09.2019	Type	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text	VENDOR PAYMT			Trading part.BA	
Clearing Text	VENDOR PAYMENT				

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 PARTIAL PAYMENT	ssignment	

Open item selection

Account	400011	
Account Type	K	☐ Other Accounts
Special G/L Ind		☑ Standard OIs
Payt Advice No.		
☐ Distribute by Age		
☐ Automatic Search		

Additional selections

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

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

Post Outgoing Payments Process open items

Distribute Difference | Charge Off Difference | Editing Options | ∅ Cash Disc. Due

Standar	Partial P	Res.Ite	WH T

Account items 400011 KUBS IMPEX PRIVATE LIMITED

Document Num	Do	Document Date	Po	Busin	Days i	INR Gross	CashDiscount	CDPer.
2200000037	KR	25.09.2019	31		4–	960,00–		
2200000038	KR	25.09.2019	31		4–	980,00–		
2300000010	KZ	25.09.2019	25		0	780,00		
2300000011	KZ	25.09.2019	25		0	200,00		
2300000013	KZ	25.09.2019	25		0	5.300,00		
							.	

Amount | Gross<>Net | Currency | ☀ Items | ⸸ Items | ☀ Disc. | ⸸ Disc.

Step 4: Click on "**Partial Payment**" tab.

Accepting No Limits   Alternative Thinking   Driving Positive Change

Post Outgoing Payments Enter partial payments

Distribute Difference | Charge Off Difference | Editing Options

Standar | Partial Pmt | Res.Ite | WH T

Account items 400011 KUBS IMPEX PRIVATE LIMITED

Document Num	Do	Document Date	Po	Busin	Days i	Net Amount	Payment Amount	RCd
2200000037	KR	25.09.2019	31		4–	960,00–		
2200000038	KR	25.09.2019	31		4–	980,00–	980,00–	
2300000010	KZ	25.09.2019	25		0	780,00		
2300000011	KZ	25.09.2019	25		0	200,00		
2300000013	KZ	25.09.2019	25		0	5.300,00		

Amount | 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		
		Not Assigned	200,00

Should be

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

SAP User Manual for Accounts Payables Process

Post Outgoing Payments Enter partial payments

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

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

> ✅ Document 2300000025 was posted in company code 1200

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

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.

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → (F-53) Post
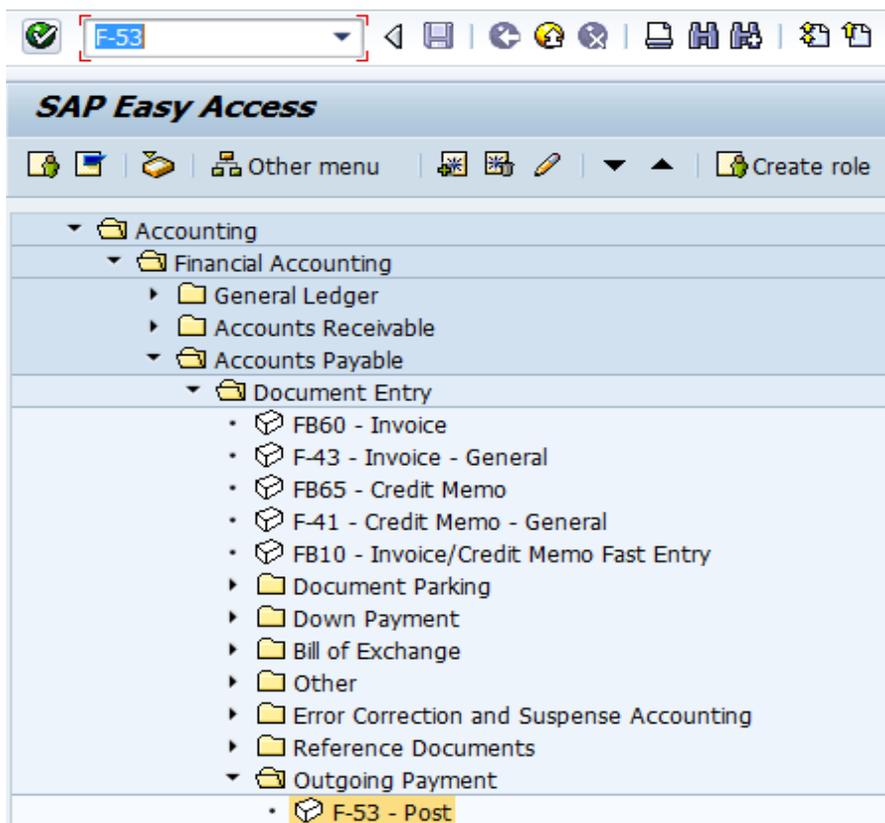
Step 2: Enter the following details as shown in below screen.

Post Outgoing Payments: Header Data

Process Open Items			

Document Date	25.09.2019	Type	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text	VENDOR PARTIAL PAYMENT			Trading part.BA	
Clearing Text	VENDOR PARTIAL 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 PARTIAL PAYMENT	ssignment	

Open item selection

Account	400011
Account Type	K ☐ Other Accounts
Special G/L Ind	☑ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ Automatic Search	

Additional selections

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

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

Post Outgoing Payments Enter selection criteria

Other selection | Other account | Process Open Items

Parameters entered

Company Code	1200
Account	400011
Account Type	K
Special G/L Ind.	☑ Stand

Enter invoice number

Document Number

From	To	String	Initial Value
2200000037		☐	☐
2300000025		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Enter Partial payment document number

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

Accepting No Limits | Alternative Thinking | Driving Positive Change

Post Outgoing Payments Process open items

| Distribute Difference | Charge Off Difference | Editing Options | Cash Disc. Due |

| Standar... | Partial P... | Res.Ite | WH T |

Account items 400011 KUBS IMPEX PRIVATE LIMITED

Document Num	Do	Document Date	Po	Busin	Days i	INR Gross	CashDiscount	CDPer.
2200000037	KR	25.09.2019	31		4–	960,00–		
2300000025	KZ	25.09.2019	25		4–	780,00		

Amount | Gross<>Net | Currency | Items | Items | Disc. | Disc.

Processing Status

Number of Items	2	Amount Entered	200,00–
Display from Item	1	Assigned	0,00
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	200,00–

Step 5: Click on "**Partial Payments**" tab.

Accepting No Limits | **Alternative Thinking** | **Driving Positive Change**

Post Outgoing Payments Enter partial payments

| Distribute Difference | Charge Off Difference | Editing Options |

| Standar | Partial Pmt | Res.Ite | WH T |

Account items 400011 KUBS IMPEX PRIVATE LIMITED

Document Num	Do	Document Date	Po	Busin	Days i	Net Amount	Payment Amount	RCd
2200000037	KR	25.09.2019	31		4−	960,00−	980,00−	
2300000025	KZ	25.09.2019	25		4−	780,00	780,00	

| Amount | Gross<>Net | Currency | Items | Items | Disc. | Disc. |

Processing Status

Number of Items	2	Amount Entered	200,00−
Display from Item	1	Assigned	200,00−
Reason Code		Difference Postings	
Currency	INR		
		Not Assigned	0,00

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

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

Now go to **FBL1N** and check the line items:

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

SAP User Manual for Accounts Payables Process

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment → (F-48)

Post Vendor Down Payment: Header Data

New Item	Requests

Document Date	31.03.2020	Type	KZ	Company Code	1200
Posting Date	31.03.2020	Period	1	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text	VENDOR DOWN PAYMENT				
Trading part.BA				Tax Reporting D	

Vendor

Account	400011	Special G/L Ind	A
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	VENDOR DWN PYMNT

Step 2: Provide the above values and press enter.

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

Post Vendor Down Payment Display Overview

Document Date	31.03.2020	Type	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			Cross-CC Number	
Doc.Header Text	VENDOR DOWN PAYMENT			Trading part.BA	

Items in document currency

PK	BusA	Acct		INR Amount	Tax amnt
001	50	0023110002	Allahabad Bank-Outg	10.000,00-	
002	29A	0000400011	KUBS IMPEX PRIVATE	10.000,00	

D 10.000,00   C 10.000,00   0,00   * 2 Line Items

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

Document 2300000047 was posted in company code 1200

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SAP User Manual for Accounts Payables Process

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → (FB60) Invoice

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

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 " **Button**", the system will give the information message as below

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

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

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.

Step 7: In this step Click on the " **Approve** " option to post the parked Invoice "22000000100".

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
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 **Cancel**, the user decision remains in your inbox for processing.	

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

SAP User Manual for Accounts Payables Process

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

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → (F-53) Post

Post Outgoing Payments: Header Data

Process Open Items

Document Date	31.03.2020	Type	KZ	Company Code	1200	
Posting Date	31.03.2020	Period		Currency/Rate	INR	
Document Number				Translation dte		
Reference	DEPT/INV/2020			Cross-CC Number		
Doc.Header Text	VENDOR PAYMENT			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	

Open item selection

Account	400011
Account Type	K ☐ Other Accounts
Special G/L Ind	A ☑ Standard OIs
Payt Advice No.	

☐ Distribute by Age
☐ Automatic Search
☐ Invoice Summary

Additional selections

○ None
○ Amount
◉ Document Number
○ Posting Date
○ Dunning Area
○ Others

Step 2: Enter values as shown above and press enter or choose "**Process open items**".

Mention Special GL or else system will not show advance payment

Post Outgoing Payments Enter selection criteria

Other selection   Other account   Process Open Items

Parameters entered

Company Code	1200
Account	400011
Account Type	K
Special G/L Ind.	A

INVOICE DOCUMENT NUMBER ard OIs

Document Number

From	To	String	Initial Value
2300000047		☐	☐
2200000100	ADVANCE PAYMENT DOCUMENT NUMBER	☐	☐
		☐	☐
		☐	☐

Step 3: Enter the values as mentioned above and click on "**Process open items**".

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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**".

Post Outgoing Payments Display Overview

Document Date	31.03.2020	Type	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			Cross-CC Number		
Doc.Header Text	VENDOR PAYMENT			Trading part.BA		

Items in document currency

PK	BusA	Acct		INR Amount	Tax amnt
001	50	0023110002	Allahabad Bank-Outg	4.700,00-	
002	25	0000400011	KUBS IMPEX PRIVATE	14.700,00	
003	39A	0000400011	KUBS IMPEX PRIVATE	10.000,00-	

D 14.700,00   C 14.700,00   0,00   * 3 Line Items

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

Document 2300000048 was posted in company code 1200

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

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:

- o F-53 Post outgoing payment.
- o 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)

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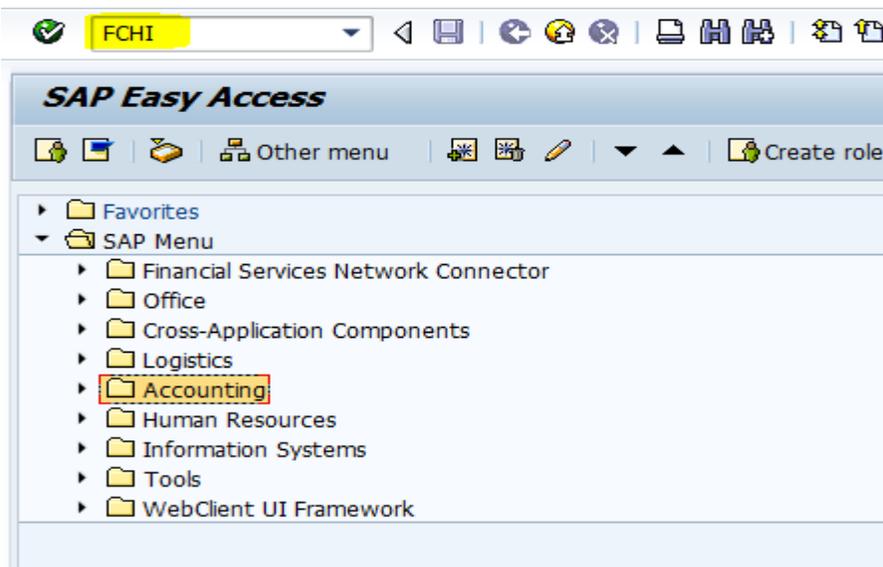
Step 2: In the next screen enter the following details:

- Paying company code
- House Bank
- Account ID

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

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

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → (F-53) Post + Print Forms
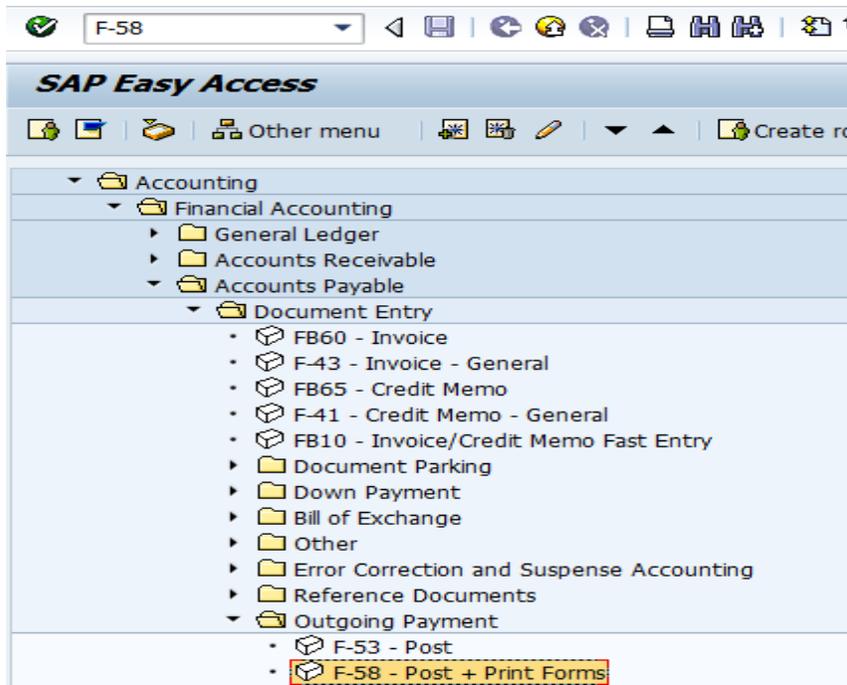
Step 2: In the next screen enter the following details:

- 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.

Confidential Document

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Payment with Printout: Header Data

🗑 Delete   📥   📥   Enter Payments

Payment method and form specifications

Company Code	1200
Payment Method	C
House bank	6625
Account ID	6625
Check Lot Number	1
Alternative Form	
Padding Character	

Processing type

☐ Calculate Payt Amt

If print forms are required to be printed immediately then select this check box of "Print Immediately"

Output control

Printer for Forms	LP01
Payt Advice Printer	

☑ Print Immediately
☐ 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**".

Payment with Printout Header Data

Process Open Items

Document Date	25.09.2019	Type	KZ	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text	VENDOR PYMNT			Trading part.BA	
Clearing Text	VENDOR PYMNT				

Bank posting details

Amount	1100	Business Area	
Value date	25.09.2019	Assignment	
Text	VENDOR "C" PMYNT		

Select if special GL are needed to be enter

Payee

Vendor	400011	Company Code	1200
Customer		Payee	
☐ Payment on acct	Payt on Acct		

Paid items

☑ Standard OIs

Special G/L Ind   A

Additional selections

◉ None
○ Amount
○ Others

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

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

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:

Step 10: Then click on "**Print preview**" and system will show you the preview as shown below:
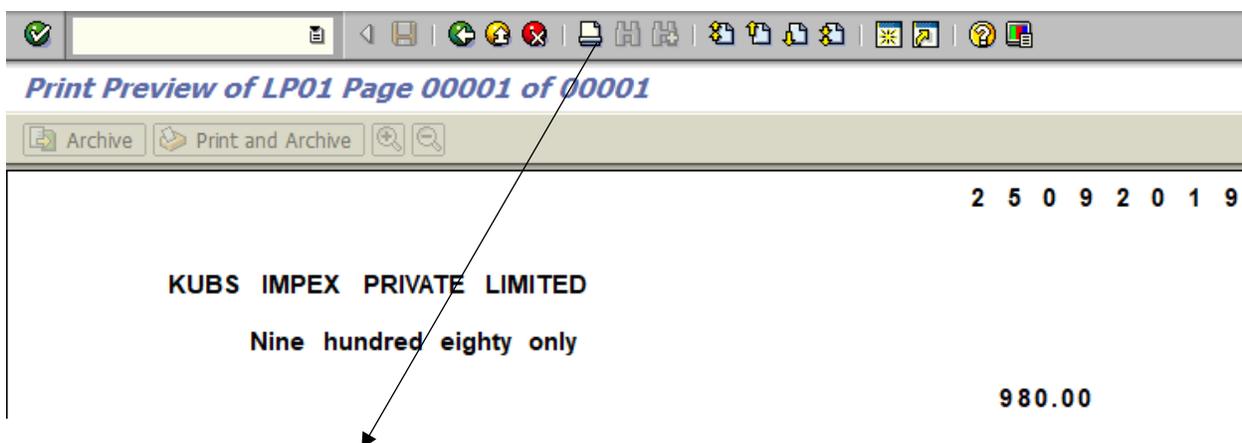
Step 11: Then click on "**Print**" and system will show you below message:
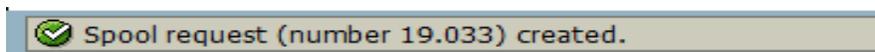
Spool request (number 19.033) created.
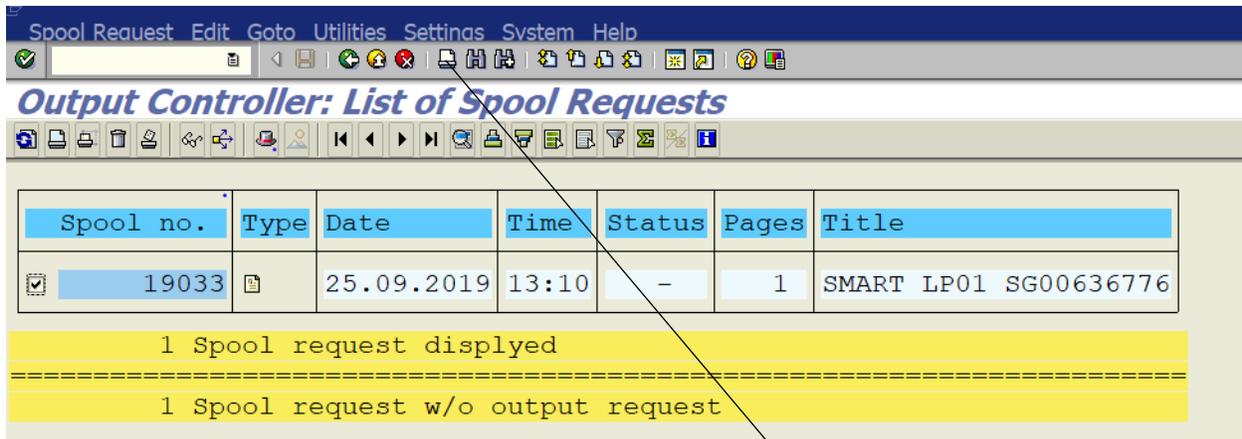
Step 12: Select the required spool requests and click on '**Print Directly**" then the system will print the cheque forms automatically, based on which printer the configuration has been made to print the cheques.

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

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**".

Go to menu bar, click on "**Environment**".

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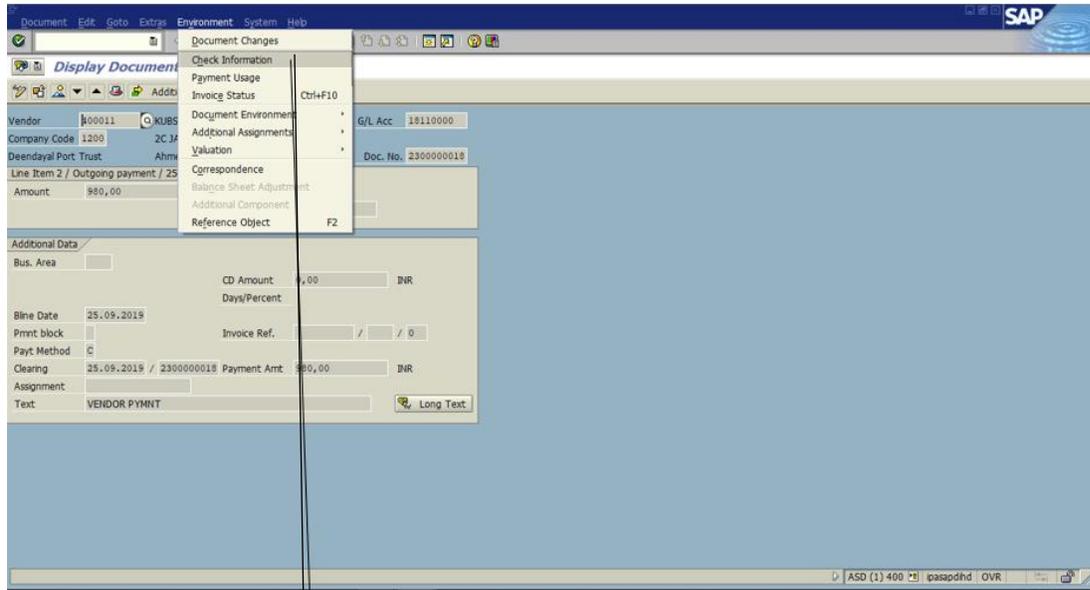
Then select "**check information**".

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

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**

Click on create

Maintain below details

Step 3: Post Outgoing Payments

Give below details & hit Process Open items or enter

Post Outgoing Payments: Header Data

Process Open Items

Document Date	06.08.2020	Type	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 Cheque Print	Assignment	

Open item selection

Account	40001084
Account Type	K ☐ Other Accounts
Special G/L Ind	☑ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ Automatic Search	

Additional selections

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

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

Post Outgoing Payments Process open items

Distribute Difference   Charge Off Difference   Editing Options   Ø Cash Disc. Due

Standard	Partial Pmt	Res.Items	WH Tax

Account items 40001084 ESCHWELLER GMBH & CO KG

Document N...	D..	Document D...	P...	Busi...	Day...	INR Gross	CashDiscount	CDPer.
2200000036	KR	06.08.2020	31	0		98.00-		
2200000037	KR	06.08.2020	31	0		9,810.00-		
2600000031	RE	03.07.2020	31		34	44,844.36-		
2600000033	RE	01.08.2020	31		5	653,980.25-		

Amount   Gross<>Net   Currency   Items   Items   Disc.   Disc.

Processing Status

Number of Items	4	Amount Entered	9,810.00-
Display from Item	1	Assigned	9,810.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	0.00

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

Save

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

Step 4: Assign Check Number: FCH5

Give below details & hit enter

Create Check Information

Payment Document Number	2300000008
Paying company code	1100 Chennai Port Trust
Fiscal Year	2020

Check

House bank	4378
Account ID	4378
Check number	100001

Maintain the below parameters

Create Check Information

Accompanying docs   Payment document

Payment Document Number	2300000008	House bank	4378
Paying company code	1100	Account ID	4378
Fiscal Year	2020	Check number	100002
Payment Date	06.08.2020		

Issuing amount

Currency	INR
Amount Paid	9,810.00
Cash discount amount	

Address

Title	Company		
Payee name	ESCHWELLER GMBH & CO KG		
		PO Box	
		PO box post cde	
Street	HOLZKOPPEIWEG 35, 24118 35	Post.code	24118
City	GERMANY	Regional code	01
Country	DE		

Once saved we get the below message

☑ Check 1100 4378 4378 100001 created manually

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	Type	KZ	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

Account	40001084
Account Type	K ☐Other Accounts
Special G/L Ind	✔Standard OIs
Payt Advice No.	
☐Distribute by Age	
☐Automatic Search	

Additional selections

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

Post Outgoing Payments Process open items

Distribute Difference   Charge Off Difference   ✏ Editing Options   Ø Cash Disc. Due

| Standard | Partial Pmt | Res.Items | WH Tax |

Account items 40001084 ESCHWELLER GMBH & CO 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-		

◀ ▶   :::

⬛ ⬛   ⬛ ⬛   ⬛ ⬛   🔍 🔍 Amount   ⬛ Gross<>Net ⬛ Currency   ✏ Items ✏ Items   ✏ Disc. ✏ Disc.

Processing Status

Number of Items	4	Amount Entered	19,619.00-
Display from Item	1	Assigned	19,619.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	0.00

☑ Document 2300000009 was posted in company code 1100

Step 3 : Assign check number **FCHI**

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Below message pops up when we give the same check number to different document number
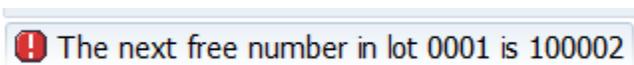
We need to assign 100001 to document 100002. In order to do this, follow below steps

Step 1 : Void Issued Checks : FCH9

Give below details & click on Void

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SAP User Manual for Accounts Payables Process

☑ Check 100001 voided, payment document not reversed

Step 2 : Go to FCHE

Give below details & hit on execute

Delete Check Information on 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 successfully deleted

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

Here we are giving document # 2 2300000008 with same Check number which we have voided

Print Form for Payment Document

Document Number	2300000008	
Company Code	1000	Mumbai Port Trust
Fiscal Year	2020	

Payment method and form specifications

Payment Method	C
Check Lot Number	1
Alternative Form	
Padding Character	

Output control

Printer for Forms	ZLP01	☑ Print Immediately
Payt Advice Printer		☐ Recipient's Language
		☐ Currency in ISO code
		☑ Test Printout
		☐ Do Not Void Any Checks

☑ Check 1100 4378 4378 100001 created manually

Go to check and print

Ener the output device and click on print preview

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
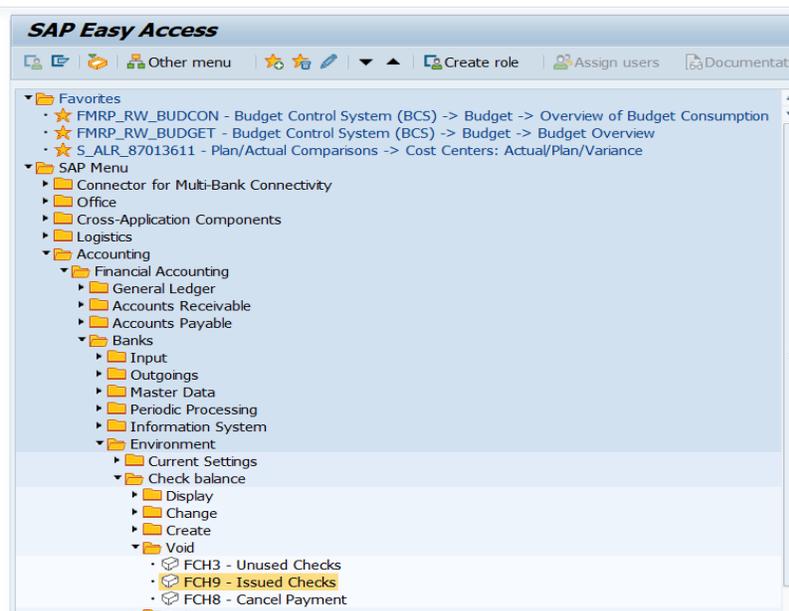
SAP User Manual for Accounts Payables Process

Give below parameters

Click on void for cancelation of cheque

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 → SAP Menu →Accounting → Financial Accounting → Accounts Payable → document →(FB03) Display

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

- Document Number
- Company Code
- Fiscal Year

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

Step 3: Go to environment and click on check information

Display Check Information

📑 Check recipient   Check issuer...   🏢 Accompanying docs   📄 Payment document

Paying company code	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 voided check

Currency	INR	Amount Paid	9,810.00
Payment Date	06.08.2020	Cash discount amount	0.00
Name	ESCHWELLER GMBH & CO KG		
City	GERMANY		
Payee's country	DE		
Regional code	01		

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

SAP User Manual for Accounts Payables Process

Step 4: Display cheque register FCHN
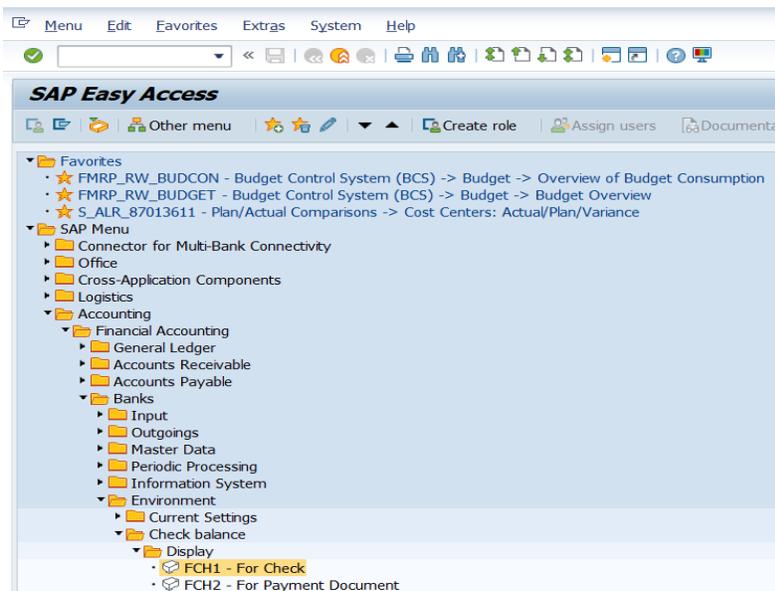
Give the parameters and execute

In check register screen we can find all checks history

15.Automatic Payment Program:

SAP User Manual for Accounts Payables Process

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Periodic Processing → (F110) Payments
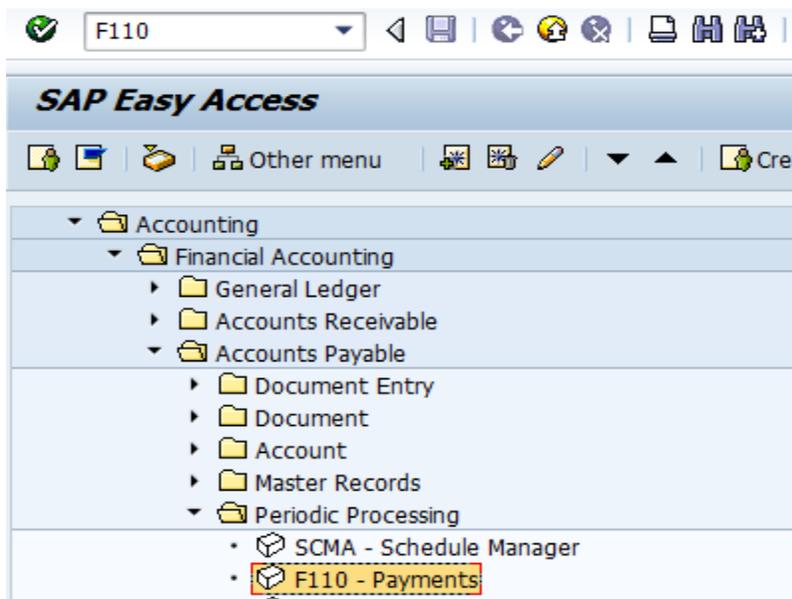
Step 2: In the next screen enter the following details

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

Step 3: Provide the values as shown above and click on "**Parameter**" Tab
In the next screen enter the following 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.
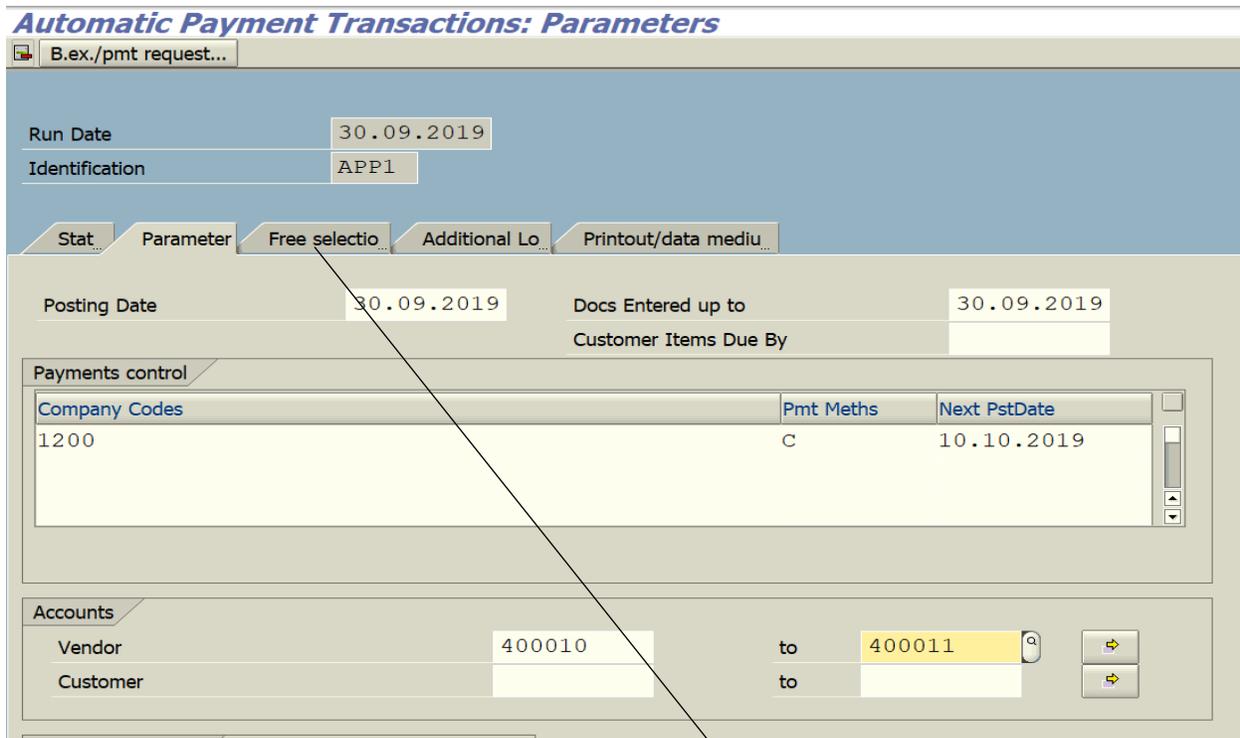
Step 4: Provide the values as shown above and click on "**Free selection**" In the next screen follow the below things

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.

Automatic Payment Transactions: Free Selection

Run Date	30.09.2019
Identification	APP1

Stat... | Paramet... | Free selection | Additional Lo... | 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		

Step 5: Click on **"Additional Log"** tab

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.

Automatic Payment Transactions: Additional Log

| Run Date | 30.09.2019 |
| Identification | APP1 |

Stat | Paramet | Free selectio | Additional Log | Printout/data mediu

Required logging type
- ☑ Due Date Check
- ☐ Payment Method Selection in All Cases
- ☑ Pmnt Method Selection If Not Successful
- ☑ Line Items of the Payment Documents

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"

Automatic Payment Transactions: Printout and DME

🖫 🕫 Maintain Variants

| Run Date | 30.09.2019 |
| Identification | APP1 |

Stat | Paramet | Free selectio | Additional Lo | Printout/data medium

Form printing/data medium exchange

Program	Variant	Variant	Variant	Variant
RFFOAVIS				
RFFOEDI1				
ZFI_RFFOUS_C	APP1 PRINT			

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

Automatic Payment Transactions: Printout and DME

🖫 🕞 Maintain Variants

Run Date

Identification

Variants: Change Screen Assignment

◯ For All Selection Screens

◉ For Indiv. Selection Screens

Stat

Form printing

Program				Variant
RFFOAVI				
RFFOEDI				
ZFI_RFF				

Created for Selection Screens

Created	Number	Ty.	
☑	1000	Full screen	

Lists

Program na		Variant

✔ Continue ✖

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

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	C	to		⇨
SEL_UZAW		to		⇨
SEL_GSBR		to		⇨
SEL_HBKI	6625			
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	☑	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 " 🔙 " back arrow button then the system will display the below screen.

Edit Variants: Variant APP1 PRINT

Attributes

Identification feature	
☐ Proposal run only	

Company code selection

Paying company code	1200	
Sending company code		

Maint. variant APP1 PRINT

Leave value maintenance:

Save values?

Yes	No	✖ Cancel

Further selections

SEL_ZAWE
SEL_UZAW
SEL_GSBR
SEL_HBKI

6625

Accepting No Limits   Alternative Thinking   Driving Positive Change

Step 10: Click on **"Yes"** to save the variant then the system will display the below screen.

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

SAP User Manual for Accounts Payables Process

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

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

Ⓞ Details have been saved for the run on 30.09.19 APP1

Automatic Payment Transactions: Status

 Status Proposal Payment run

Run Date   30.09.2019
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.

SAP User Manual for Accounts Payables Process

Automatic Payment Transactions: Status

 Status Proposal Payment run

Run Date   30.09.2019
Identification   APP1

| Stat | Paramet | Free selectio | Additional Lo | Printout/data mediu |

Status
 Parame

Schedule Proposal

Start date   30.09.2019   ☑ Start Immediately
Start time   00:00:00
Target computer

☐ Create Payment Medium

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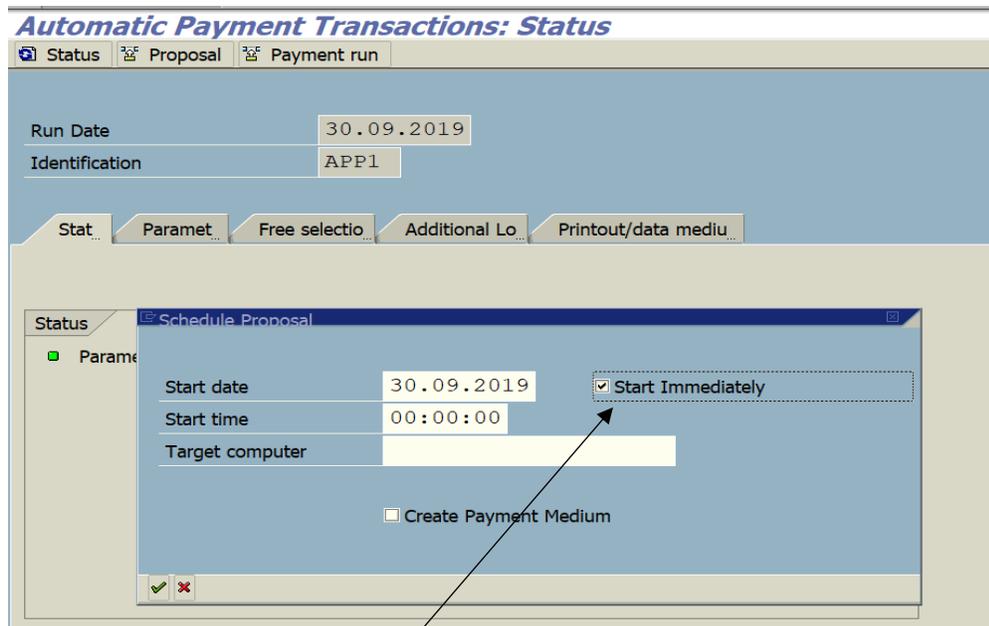
Step 15: Select **"Start immediately"** check box and press enter (or) we can schedule the date and time).

Payment Run Edit Goto Environment System 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
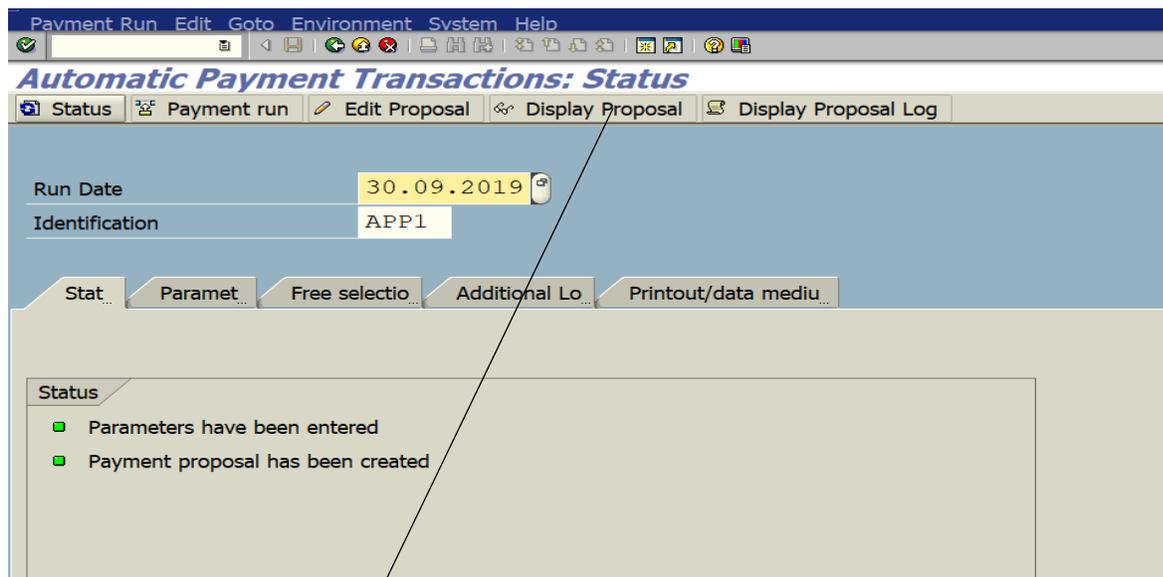
Step 16: Click on "**display Proposal**"

SAP User Manual for Accounts Payables Process

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.

Step 18: Click on "**Edit proposal**"

SAP User Manual for Accounts Payables Process

Step 19: Press Enter.

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

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

Step 27: Click on "**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".**

SAP User Manual for Accounts Payables Process

Step 29: Save and come back to previous screen. To save click on **"Save".** Once saved the system will propose the below message.
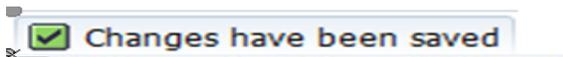
Step 30: Come back to previous screen. To come back click on **"Back"** arrow button.

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
- 🟩 Payment proposal has been edited

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

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

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

Accepting No Limits | Alternative Thinking | Driving Positive Change

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

- ◻ Parame
- ◻ Payme

Schedule Payment

Start date	30.09.2019 ☑ Start Immediately
Start time	00:00:00
Target computer	

◻ Create Payment Medium

✔ ✖

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

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

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

Automatic Payment Transactions: Status

⟳ Status	☐ Payment	✎ Display Proposal	☐ Display Proposal Log	☐ Printout

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
- 🟩   Payment run has been carried out

Posting orders: 2 generated, 2 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

| ⏮ ◀ ▶ ⏭   ✎   ▼ 🖨 ▼   ⊞ ⊟   Σ % 🔲   🔲 Selections   ☐ Create Dispute Case |

Vendor   400011
Company Code   1200

Name   KUBS IMPEX PRIVATE LIMITED
City   Ahmedabad

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.
☐	🔴		2300000013	KZ	25.09.2019		▣	5,300.00	INR	
☐	🔴		2300000025	KZ	25.09.2019		▣	780.00	INR	
*	🔴							6,080.00	INR	

Vendor Line Item Display

Vendor   400010
Company Code   1200

Name   JAI BALAJI &CO
City   Ahmedabad

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.
☐	🟩		3800000002	ZP	30.09.2019			199,000.00	INR	3800000002
☐	🟩		3800000002	ZP	30.09.2019			104,500.00	INR	3800000002
*	🟩							303,500.00	INR	
** Account 400010								303,500.00	INR	

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:

Vendor Line Item Display

Vendor	400013
Company Code	1200
Name	MADRAS MARINE INDUSTRIES
City	Ahmedabad

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	🔴		2200000028	KR	25.09.2019		⚠🔊	10.000,00-	INR		VENDOR INVOICE
☐	🔴	VENDOR PYMNT	2300000019	KZ	25.09.2019	A		10.000,00	INR		ADV PYMNT
*	🔴							0,00	INR		
** Account 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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Account → (F-44) Clear

SAP User Manual for Accounts Payables Process
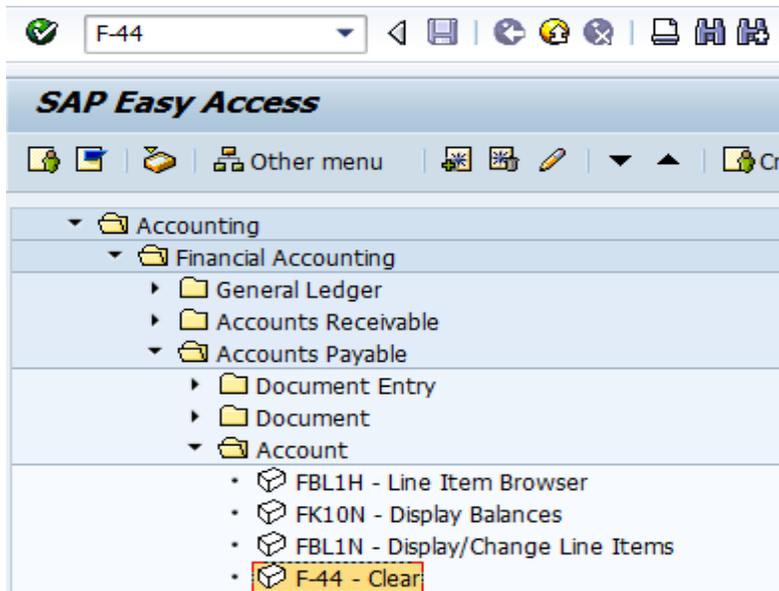
Step 2: In the next screen enter the following details:

- Vendor account
- Clearing date
- Company Code
- Currency

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

Clear Vendor: Header Data

Process Open Items		

| Account | 400013 | Clearing Date | 25.09.2019 | Period | 6 |
| Company Code | 1200 | Currency | INR | | |

Open Item Selection

Special G/L Ind	A		☑ Normal OI

Additional Selections

- ○ None
- ○ Amount
- ○ Document Number
- ◉ Posting Date
- ○ Dunning Area
- ○ Reference
- ○ Payment Order
- ○ Collective Invoice
- ○ Document type
- ○ Business Area
- ○ Tax Code
- ○ Others

Enter Special GL indicator if special GL transaction are required

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.	A	☑ Standard OIs

Posting Date

From	To
25.09.2019	

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

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

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

Document 1100000010 was posted in company code 1200

FBL1N: Check Vendor Line item report:

Vendor Line Item Display

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	🟩		1100000010	AB	25.09.2019			10.000,00	INR	1100000010	
	🟩		1100000010	AB	25.09.2019	A		10.000,00-	INR	1100000010	
	🟩		2200000028	KR	25.09.2019			10.000,00-	INR	1100000010	VENDOR INVOICE
	🟩	VENDOR PYMNT	2300000019	KZ	25.09.2019	A		10.000,00	INR	1100000010	ADV PYMNT
	🟩		2200000027	KR	25.09.2019			15.000,00-	INR	2300000017	VENDOR INVOICE 1
	🟩		2300000017	KZ	25.09.2019			15.000,00	INR	2300000017	VENDOR PYMNT
	🟩		2300000017	KZ	25.09.2019	A		10.000,00-	INR	2300000017	VENDOR PYMNT
	🟩	VENDOR DOWN PYMNT	2300000016	KZ	25.09.2019	A		10.000,00	INR	2300000017	VENDOR DOWN PYMNT
*	🟩							0,00	INR		
** Account 400013								0,00	INR		

Vendor: 400013
Company Code: 1200
Name: MADRAS MARINE INDUSTRIES
City: Ahmedabad

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

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

FBL1N: Vendor Line item report:

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

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document → Reverse → (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)

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

Reverse Document: Header Data

👓 Display Before Reversal	🎬 Document List	⚏ Mass Reversal

Document Details

Document Number	2200000020
Company Code	1200
Fiscal Year	2019

Specifications for Reverse Posting

Reversal Reason	01 🔍		
Posting Date		Tax Reporting Date	
Posting period			

Check management specifications

Void reason code	

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

Display Document: Data Entry View

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number	2200000020	Company Code	1200	Fiscal Year	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	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	31		400011	KUBS IMPEX PRIVATE LI...	980,00-	INR	V1		
	2	40		41400000	Hire of vehicle	952,38	INR	V1	12050402	1205
	3	40		23500000	CGST- Input Credit	23,81	INR	V1		
	4	40		23500001	SGST- Input Credit	23,81	INR	V1		
	5	50		18150012	TDS - Sec 194C	20,00-	INR			

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

Reverse Document: Header Data

Display Before Reversal | Document List | Mass Reversal

Document Details

Document Number	2200000020
Company Code	1200
Fiscal Year	2019

Specifications for Reverse Posting

Reversal Reason	01 🔍		
Posting Date		Tax Reporting Date	
Posting period			

Check management specifications

Void reason code

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

Document 2200000029 was posted in company code 1200

Now go to FBL1N: Vendor line item report:

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.**

SAP User Manual for Accounts Payables Process

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document → Reverse → (F-80) Reversal
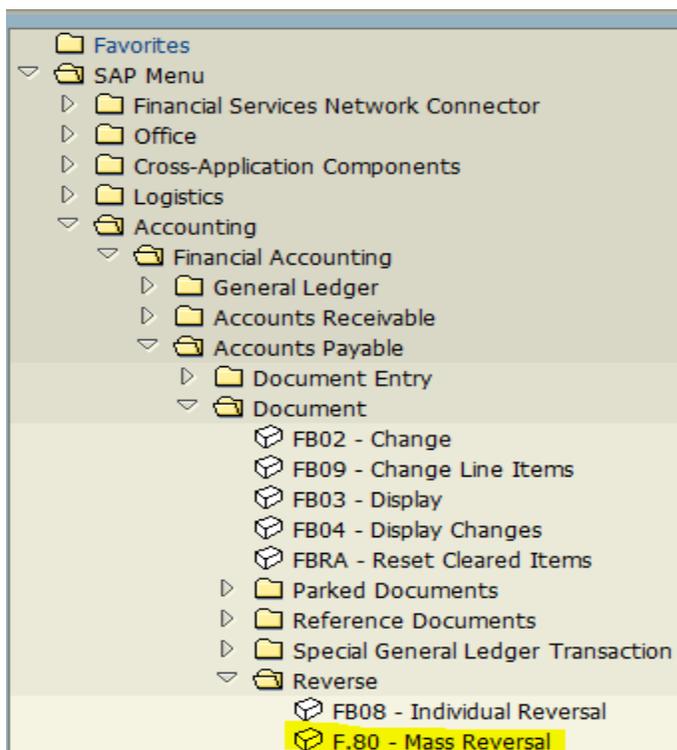
Step 2: In the next screen, provide the following details as shown below.

Mass Reversal of Documents: Initial Screen

Company code	1200	to	
Document Number	2200000021	to	2200000022
Fiscal Year	2019	to	
Ledger	0L		

General selections

Document type		to	
Posting date	25.09.2019	to	25.09.2019
Entry date		to	
Reference number		to	
Reference Transaction		to	
Reference key		to	
Logical system		to	

Reverse posting details

Reason for reversal	01
Posting Date	
Posting period	
Tax Reporting Date	
☐ Test Run	

Enter the document range that user needs to reverse

Cross-company code transactions

- ◉ Do not process
- ○ Process
- ○ Relevant docs if possible
- ○ Only reverse completely

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

Mass Reversal of Documents

```
Deendayal Port Trust              Mass Reversal of Documents              Time 17:56:22    Date  25.09.2019
Gandhidham        Ledger 0L                                              SAPF080/SG00636776 Page          1
                                     Reversed documents

Document Number Company Code    Fiscal Year    Document type   Posting Date   Document Date   Reference
                Message

2200000021     1200            2019           KR            25.09.2019     25.09.2019      DEPT/INV/2019
               reversed with document 2200000030
2200000022     1200            2019           KR            25.09.2019     25.09.2019      DEPT/INV/2019
               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 0L                                              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

Vendor	400011
Company Code	1200
Name	KUBS IMPEX PRIVATE LIMITED
City	Ahmedabad

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	🔴		2200000026	KR	25.09.2019		🔔	14.700,00-	INR		VENDOR INVOICE
☐	🔴		2300000010	KZ	25.09.2019		🔔	780,00	INR		
☐	🔴		2300000011	KZ	25.09.2019		🔔	200,00	INR		
☐	🔴		2300000013	KZ	25.09.2019		🔔	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		🔔	1.200,00-	INR		TRANSFER
☐ *	🔴							8.620,00-	INR		
☐	🟩		2200000021	KR	25.09.2019			980,00-	INR	2200000030	VENDOR INVOICE
☐	🟩		2200000030	KR	25.09.2019			980,00	INR	2200000030	VENDOR INVOICE
☐	🟩		2200000022	KR	25.09.2019			980,00-	INR	2200000031	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	Test1
☐	🟩		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
☐ *	🟩							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.

Accepting No Limits   Alternative Thinking   Driving Positive Change

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:

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document → (FBRA) Reset Cleared Items

SAP User Manual for Accounts Payables Process
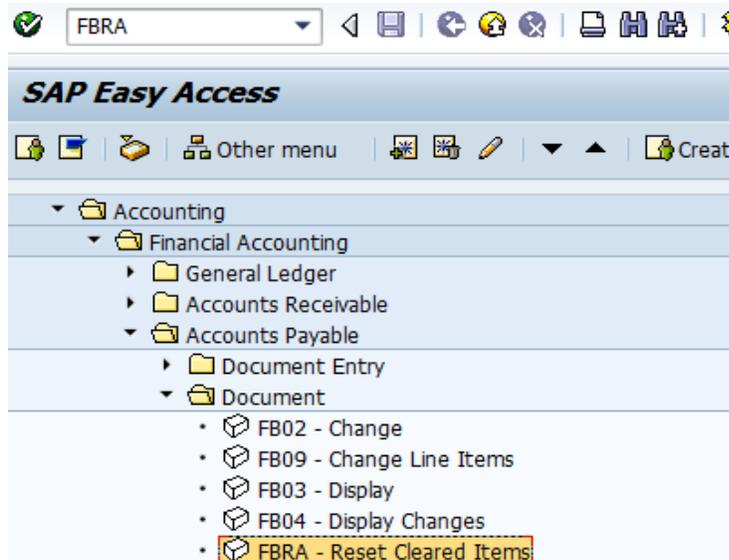
Step 2: In the next screen enter the following details:

- Clearing document
- Company code
- Fiscal Year
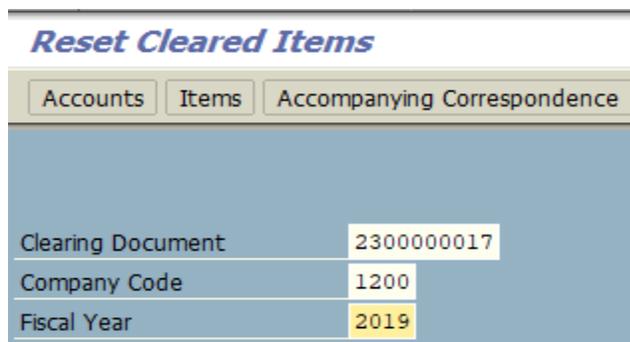
> Company code details can be selected from **Company code list data**

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

Reset Cleared Items

| Accounts | Items | Accompanying Correspondence |

Clearing Document   2300000017
Company Code   1200
Fiscal Year   2019

Reversal of clearing document   ⊠

As well as resetting cleared   [Only resetting]
items, it is also possible to
reverse the clearing document.   [Resetting and revers]

                                      [✖ Cancel]

Step 4: Click on "**Resetting and reverse**".

Reset Cleared Items

| Accounts | Items | Accompanying Correspondence |

Clearing Document   2300000017
Company Code   1200
Fiscal Year   2019

Reversal Data

Reversal Reason   01
Posting Date
Posting period

✔ ✖

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

SAP User Manual for Accounts Payables Process

Reset Cleared Items

Accounts | Items | Accompanying Correspondence

Clearing Document	2300000017
Company Code	1200
Fiscal Year	2019

Information

(i) Clearing 2300000017 reset

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

Information

(i) Document 2300000020 was posted in company code 1200
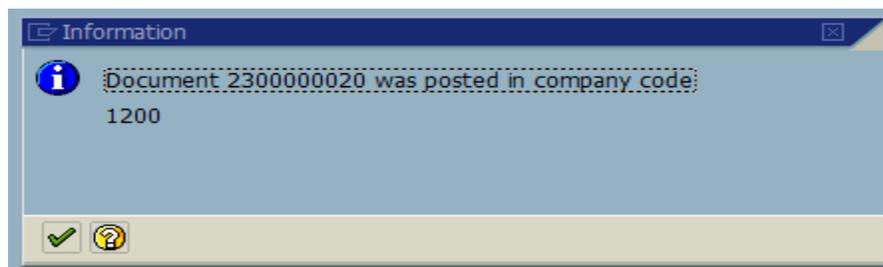
Step 7: As per the above screen shown, now the system has reset and posted the reversal document.

Now go to FBL1N: Vendor Line item report:

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.

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.

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.
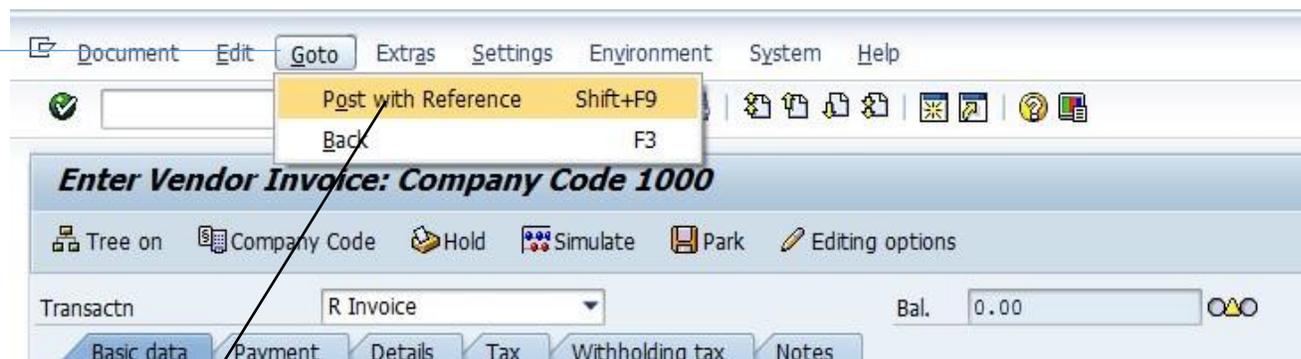
When you are in transaction code **FB60**, select "**GO TO**" option from the menu bar and click on "**Post with Reference**" the system redirects to FBR2 screen automatically.

Step 2: Under this screen enter the following details:

Reference:

- Document number
- Company Code
- Fiscal year

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

Under flow control:

- Select Display line items
- Select Copy Texts

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

Post Document: Header Data

Document Date	25.09.2019	Type	KR	Company Code	1200
Posting Date	25.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text					
Trading part.BA					

First line item

PstKy	31	Account	400011	SGL Ind		TType	

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

Post Document Add Vendor item

More data	Account Model	G/L item fast entry	Taxes			

Vendor	400011	KUBS IMPEX PRIVATE LIMITED	G/L Acc	18110000
Company Code	1200	2C JAMALS FAZAL CHAMBERS 2ND FLOOR		
Deendayal Port Trust		Ahmedabad		

Item 1 / Invoice / 31

Amount	10000		INR		
	☐ Calculate Tax			BusPlace/Sectn	/
Bus. Area					
Payt terms		Days/percent		/	/
Bline Date	25.09.2019	Fixed			
CD Base	15.000,00	CD Amount			
		Invoice Ref.		/	/
Pmnt block		Payt Method			
Assignment					
Text	VENDOR INVOICE			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**".

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**".

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

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.

Now go to FBL1N: Vendor Line item report:

	Vendor	400011							
	Company Code	1200							
	Name	KUBS IMPEX PRIVATE LIMITED							
	City	Ahmedabad							

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	●		2000000003	KG	23.09.2019		⚡	980,00	INR		VENDOR CREDIT MEMO
	●		2200000011	KR	19.09.2019		⚡	9.800,00-	INR		TEST
	●		2200000014	KR	20.08.2019		⚡	200.000,00-	INR		Asset Procurement-2
	●		2200000018	KR	23.09.2019		⚡	980,00-	INR		PARK VENDOR INVOICE
	●		2200000026	KR	25.09.2019		⚡	14.700,00-	INR		VENDOR INVOICE
	●		2200000032	KR	25.09.2019		⚡	9.800,00-	INR		VENDOR INVOICE
	●		2300000010	KZ	25.09.2019		⚡	780,00	INR		
	●		2300000011	KZ	25.09.2019		⚡	200,00	INR		
	●		2300000013	KZ	25.09.2019		⚡	5.300,00	INR		
	●	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019		⚡	1.000,00	INR		VENDOR DOWN PYMNT CLRNG
	●	HIRE OF VEHICLE	2000000002	KG	23.09.2019		⚡	980,00	INR		VENDOR CREDIT MEMO
	●	HIRE OF VEHICLE	2200000017	KR	23.09.2019		⚡	980,00-	INR		HIRE OF VEHICLE
	●	TRANSFER	1100000009	AB	25.09.2019		⚡	1.200,00-	INR		TRANSFER
*	●							228.220,00-	INR		
**	Account 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

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:

Accepting No Limits **Alternative Thinking** **Driving Positive Change**

St		Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	🔴		2000000003	KG	23.09.2019	⚡		980,00	INR		VENDOR CREDIT MEMO
☐	🔴		2200000011	KR	19.09.2019	⚡		9.800,00-	INR		TEST
☐	🔴		2200000014	KR	20.08.2019	⚡		200.000,00-	INR		Asset Procurement-2
☐	🔴		2200000018	KR	23.09.2019	⚡		980,00-	INR		PARK VENDOR INVOICE
☐	🔴		2200000026	KR	25.09.2019	⚡		14.700,00-	INR		VENDOR INVOICE
☐	🔴		2200000032	KR	25.09.2019	⚡		9.800,00-	INR		VENDOR INVOICE
☐	🔴		2300000010	KZ	25.09.2019	⚡		780,00	INR		
☐	🔴		2300000011	KZ	25.09.2019	⚡		200,00	INR		
☐	🔴		2300000013	KZ	25.09.2019	⚡		5.300,00	INR		
☐	🔴	DOWN PYMNT CLRNG	1900000002	KA	25.09.2019	⚡		1.000,00	INR		VENDOR DOWN PYMNT CLRNG
☐	🔴	HIRE OF VEHICLE	2000000002	KG	23.09.2019	⚡		980,00	INR		VENDOR CREDIT MEMO
☐	🔴	HIRE OF VEHICLE	2200000017	KR	23.09.2019	⚡		980,00-	INR		HIRE OF VEHICLE
☐	🔴	TRANSFER	1100000009	AB	25.09.2019	⚡		1.200,00-	INR		TRANSFER
*	🔴							228.220,00-	INR		
** Account 400011								228.220,00-	INR		

Vendor — 400011
Company Code — 1200
Name — KUBS IMPEX PRIVATE LIMITED
City — Ahmedabad

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 → SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → (F-53) Post

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

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Post Outgoing Payments: Header Data

Process Open Items

Document Date	26.09.2019	Type	KZ	Company Code	1200
Posting Date	26.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2019			Cross-CC Number	
Doc.Header Text	VENDOR PYMNT			Trading part.BA	
Clearing Text	RESIDUAL PYMNT				

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 PYMNT	Assignment	RESIDUAL PYMNT

Open item selection

Account	400011
Account Type	K ☐ Other Accounts
Special G/L Ind	✔ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ Automatic Search	

Additional selections

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

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

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Post Outgoing Payments Process open items

[Distribute Difference] [Charge Off Difference] [✎ Editing Options] [Ø Cash Disc. Due]

Standard | Partial Pmt | **Res.Items** | WH Tax

Account items 400011 KUBS IMPEX PRIVATE LIMITED

Document	D	Document	P	Busi	Day	INR Gross	CashDiscount	CDPer.
2000000003	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-		
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	25		1	5.300,00		
1900000002	KA	25.09.2019	26		2	1.000,00		

◄ ►

[icons] Amo... | Gross<>... | Currency | Items | Items | Disc. | Disc.

Processing Status

Number of Items	13	Amount Entered	10.000,00-
Display from Item	1	Assigned	228.220,00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	218.220,00

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

Post Outgoing Payments Create residual items

Document	D.	Document	P.	Busi.	Day	Net Amount	Residual Items	RCd
2000000003	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	25		1	5.300,00		
1900000002	KA	25.09.2019	26		2	1.000,00		

Processing Status

Number of Items	13	Amount Entered	10.000,00–
Display from Item	1	Assigned	10.000,00–
Reason Code		Difference Postings	
Currency	INR		
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**".

Post Outgoing Payments Display Overview

| | Supplement | Display Currency | Taxes | Reset |

Document Date	26.09.2019	Type	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/2019			Cross-CC Number	
Doc.Header Text	RESIDUAL PYMNT			Trading part.BA	

Items in document currency

PK	BusA	Acct		INR Amount	Tax amnt
001 50		0023110002 ALLAHABAD BANK Outg		10.000,00-	
002 36		0000400011 KUBS IMPEX PRIVATE		4.700,00-	
003 25		0000400011 KUBS IMPEX PRIVATE		14.700,00	

D 14.700,00   C 14.700,00   0,00   *   3 Line Items

Other line item

| PstKy | | count | | SGL Ind | | TType | | New Co.Code | |

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

✔ Document 2300000021 was posted in company code 1200

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SAP User Manual for Accounts Payables Process

Display of posted document:

FBL1N: Vendor line item report:

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.

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
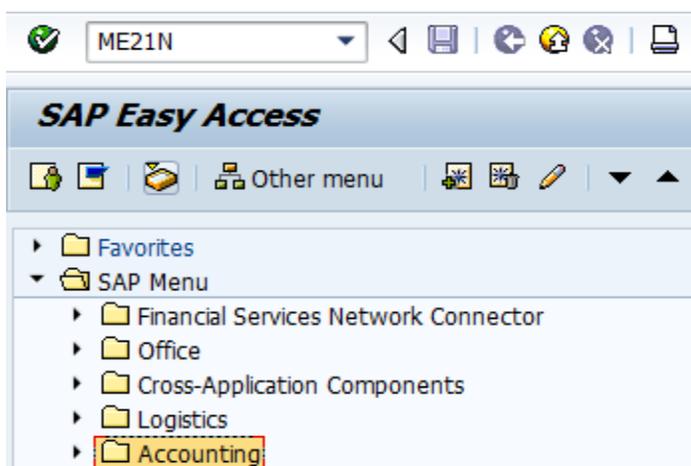
Step 2: In the next screen enter the required details
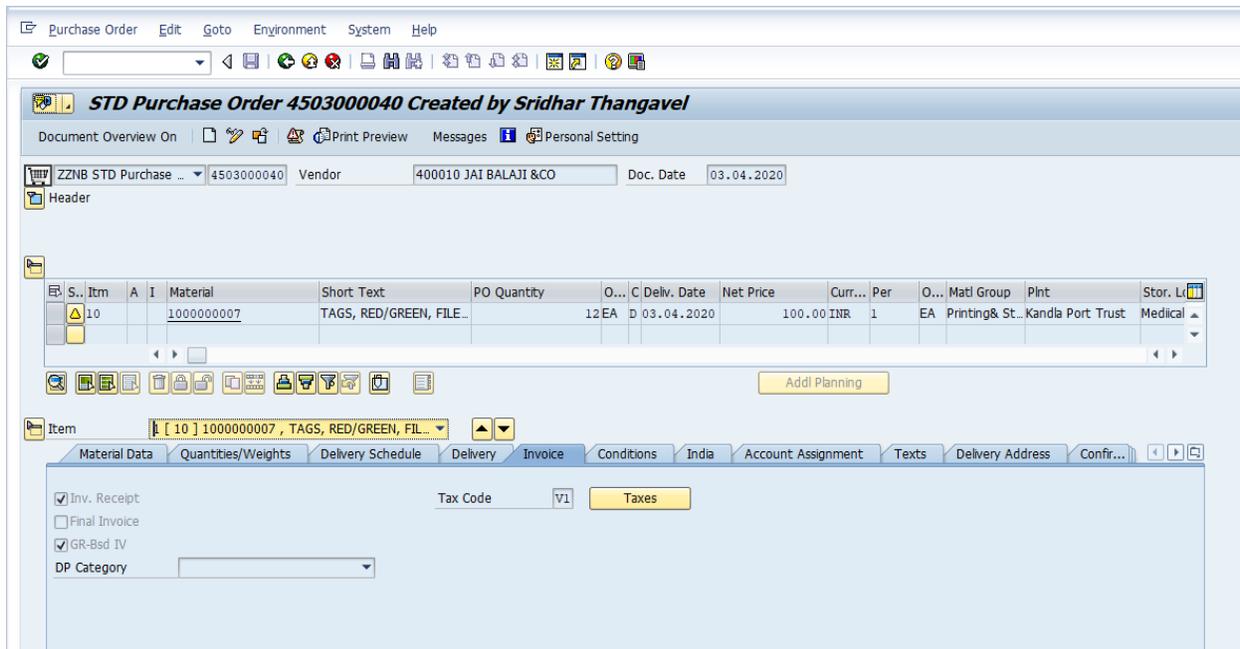
Step 3: Provide the values as shown above and save the PO. To save Click on "Save". Once PO is saved the system will propose the below message;

MIGO – GRN (Goods Receipts)

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

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

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

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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 provide the material document as below.

Step 6: provide the values as shown above and press enter.

Step 7: Click on "Doc.Info" and click on "FI Documents"

Step 8: Double click on "**Accounting Document**" to view the document line items.

SAP User Manual for Accounts Payables Process

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

SAP User Manual for Accounts Payables Process

Step3: Provide the values as shown above and select the **"Calculate tax"** and press enter.

Step 4: Provide the "same amount" in the "**Amount field**" and provide the HSN code in PO line item.

SAP User Manual for Accounts Payables Process

Step 5: After entered the amount in the amount field, provide the "**HSN code**" as below screen.

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

Position	A.	G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing Doc.	Item	T...	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	S	23500001	SGST- Input Credit	30,00	INR			V1				
1200000000	S	18150012	TDS Payable - Salaries	24,00-	INR							

Debit	1.260,00	Credit	1.260,00	Bal.	0,00

Back | Save Parked Document | Save as Completed | ✖

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
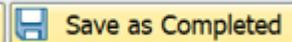
✅ Invoice document 5105600967 has been saved as complete

SAP User Manual for Accounts Payables Process

Step 8: To approve the document login as approver in the SAP system.
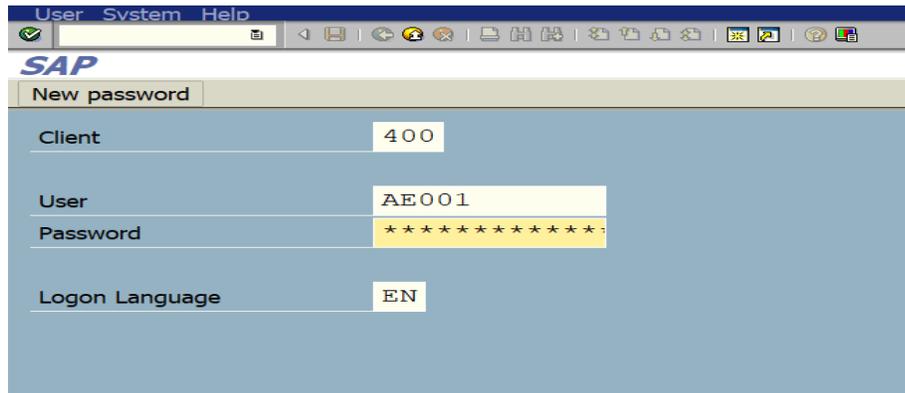
Step 9: Click on " " SAP Business Workspace Button.
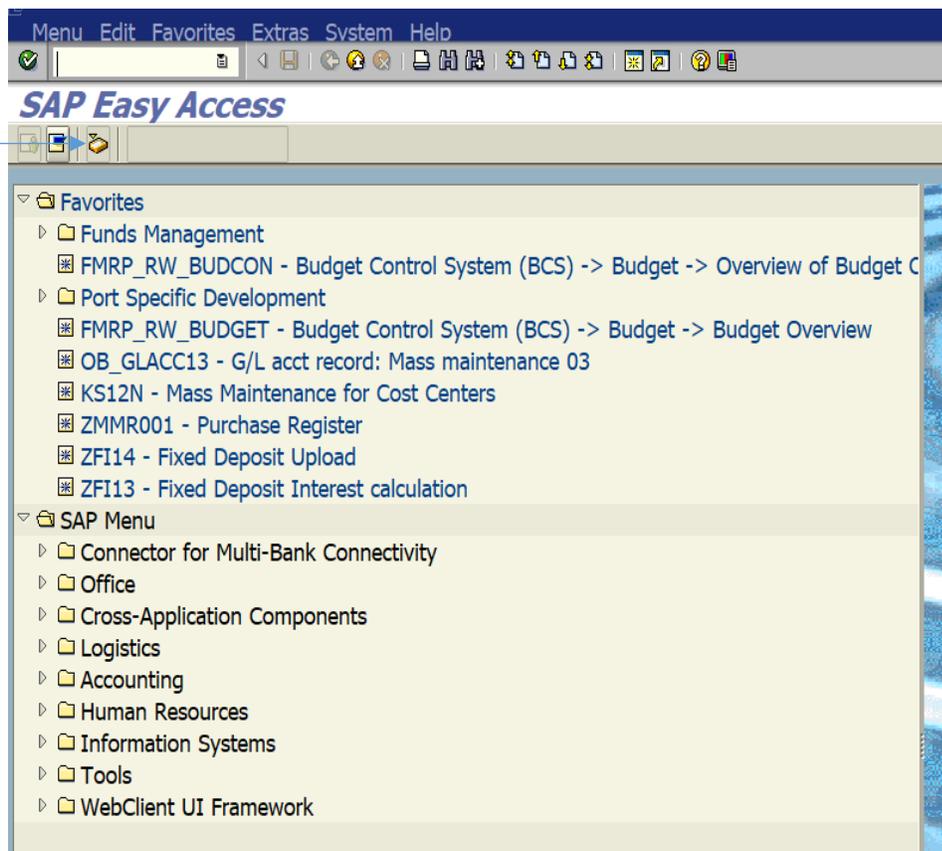
SAP User Manual for Accounts Payables Process

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.

Step 11: In this step Click on the [Approve] option to post the parked Invoice "**5105600967**".

Decision Step in Workflow

Workflow   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. 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.	No attachments or objects exist

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

Display Document: Data Entry View

Taxes   Display Currency   General Ledger View

Data Entry View

Document Number	2600000002	Company Code	1200	Fiscal Year	2020
Document Date	03.04.2020	Posting Date	03.04.2020	Period	1
Reference	DEPT/INV/2020	Cross-Comp.No.			
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Item	Key	S..	Trs	Account	Description	Amount	Currency	Tx	Cost Center	Profit Center	S
1200	1	31		KBS	400010	JAI BALAJI &CO	1.236,00-	INR	V1			
	2	86		WRX	18170002	GR/IR Clearing A/C	1.200,00	INR	V1		1205	
	3	40		ZIC	23500000	CGST- Input Credit	30,00	INR	V1			
	4	40		ZIS	23500001	SGST- Input Credit	30,00	INR	V1			
	5	50		WIT	18150012	TDS Payable-Salaries	24,00-	INR				

SAP User Manual for Accounts Payables Process

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.

Step 3: Click on " Other Invoice Document" then provide the already parked invoice document number and press enter as below

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

Step 5: Click on "**Simulate**"

Position	A	G/L	Act/Mat/Ast/Vndr	Amount	Curre	Purchasing Doc.	Item	Ta	Jurisd. Code	Tax date	Bus.	Cost Cer
1	K	18110000	JAI BALAJI &CO / 600098 A	126,000.00-	INR			V1				
2	S	18170002	GR/IR Clearing A/C	120,000.00	INR	4503000006	10	V1				12040
3	S	23500000	CGST- Input Credit	3,000.00	INR			V1				
4	S	23500001	SGST- Input Credit	3,000.00	INR			V1				

Debit   126,000.00   Credit   126,000.00   Bal.   0.00

Back   Save Parked Document   Save as Completed   Post   ✕

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;

To view immediately posted invoice as well as accounting document, go to menu bar and click on **"Invoice**

document" and click on "**Display**".

Click on "**Follow-On Documents**"

Invoice Accounting Document:

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

Vendor Line Item Display

Vendor	400010
Company Code	1200

Name	JAI BALAJI &CO
City	Ahmedabad

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	■		2600000006	RE	01.10.2019	■		548,625.00-	INR		
☐	■		2600000007	RE	01.10.2019	■		115,500.00-	INR		
☐	■		2600000008	RE	01.10.2019	■		126,000.00-	INR		TEST
☐	■		2600000009	RE	02.10.2019	⚠		105,000.00-	INR		
	* ■							895,125.00-	INR		
	** Account 400010							895,125.00-	INR		

Vendor	*
Company Code	*

19. Retention Vendor Process

SAP User Manual for Accounts Payables Process

Step1:ME21N–POCreation

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:

Step 1: MIGO – GRN (Goods Receipts With reference to PO)
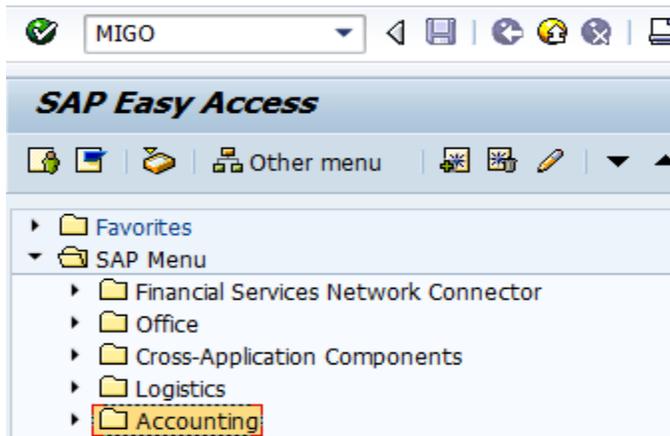
Step 2: In the next screen enter the following details Purchase order number.

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

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.

SAP User Manual for Accounts Payables Process

Step 6: provide the values as shown above and press enter

Step 7: Click on **"Doc.Info"** and click on **"FI Documents"**

Step 8: Double click on "**Accounting Document**" to view the document line items.

SAP User Manual for Accounts Payables Process

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

Step3: Provide the values as shown above and select the **"Calculate tax"** and press enter.

Step 4: Provide the "same amount" in the "**Amount field**" and provide the HSN code in PO line item.

SAP User Manual for Accounts Payables Process

Step 5: After entered the amount in the amount field, provide the "**HSN code**" as below screen.

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

⚠ Retention amount is 3.150,00 INR

☞ Simulate Document in INR (Document currency)

Position	A.	G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing Doc.	Item	T...	Jurisd. Code	Tax date	Bus....	Cost C
1	K	18110000	JAI BALAJI &CO / 600098 A..	12.360,00-	INR			**				
2	S	18170002	GR/IR Clearing	12.000,00	INR	4503000041	10	V1				
3	S	23500000	CGST- Input Credit	300,00	INR			V1				
4	S	23500001	SGST- Input Credit	300,00	INR			V1				
1200000001	S	18150012	TDS Payable - Salaries	240,00-	INR							
5	K	18110000	JAI BALAJI &CO / 600098 A..	3.150,00	INR							
6	K	18110003	JAI BALAJI &CO / 600098 A..	3.150,00-	INR	4503000041	10					

Debit	15.750,00	Credit	15.750,00	Bal.	0,00

Back | 🖫 Save Parked Document | 🖫 Save as Completed | ✖

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

Accepting No Limits | Alternative Thinking | Driving Positive Change

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

Step 9: Click on " " SAP Business Workspace Button.

Accepting No Limits   Alternative Thinking   Driving Positive Change
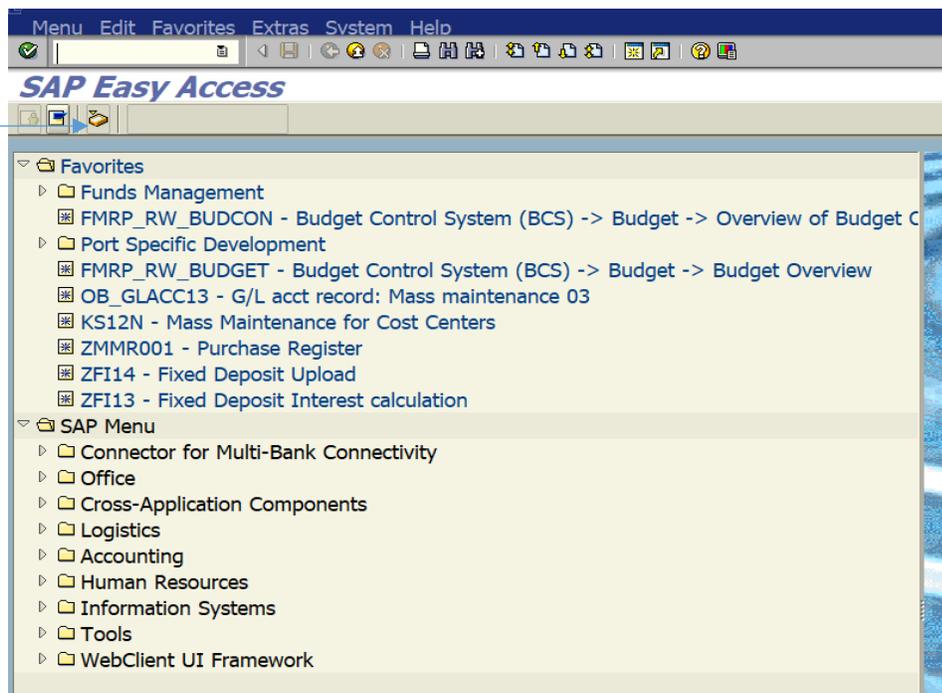
Step 10: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**5105600968**" message will appear, Double click on the work flow and proceed for next step.

Step 11: In this step Click on the Approve option 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 **Cancel**, 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.

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number	2600000003	Company Code	1200	Fiscal Year	2020
Document Date	03.04.2020	Posting Date	03.04.2020	Period	1
Reference	DEPT/INV/2020	Cross-Comp.No.		
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Item	Key	S	Trs	Account	Description	Amount	Currency	Tx	Cost Center	Profit Center
1200	1	31		KBS	400010	JAI BALAJI &CO	12.360,00-	INR	V1		
	2	86		WRX	18170002	GR/IR Clearing A/C	12.000,00	INR	V1		1205
	3	40		ZIC	23500000	CGST- Input Credit	300,00	INR	V1		
	4	40		ZIS	23500001	SGST- Input Credit	300,00	INR	V1		
	5	50		WIT	18150012	TDS Payable-Salaries	240,00-	INR			

Retention document display

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	2600000005	Company Code	1200	Fiscal Year	2020
Document Date	03.04.2020	Posting Date	03.04.2020	Period	1
Reference	DEPT/INV/2020	Cross-Comp.No.		
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Item	Key	S	Trs	Account	Description	Amount	Currency	Tx	Cost Center	P
1200	1	21		KBS	400010	JAI BALAJI &CO	3.150,00	INR			
	2	39	R	EGX	400010	JAI BALAJI &CO	3.150,00-	INR			

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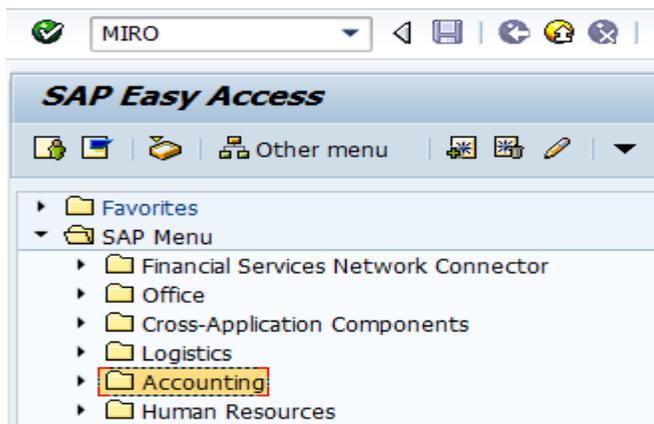
Step 2: In the next screen enter the required details.

Step 3: Click on " Other Invoice Document" then provide the already parked invoice document number and press enter as below.

SAP User Manual for Accounts Payables Process

Enter Incoming Invoice: Company Code 1200

Show PO structure	Show worklist

Transaction	1 Invoice						●OO	Balance

Basic Da... | Payme... | Detai... | T... | Withholding t... | Contac... | No...

Invoice date		Reference	
Posting Date	02.10.2019		
Amount			
	☐ Calculate Tax		
Tax Amount			
Bus.Place/Se			
Text			
Company Co			

Choose Invoice Document

Invoice Document No.	5105600772
Fiscal Year	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		5105600772	2019	∞	Balance	0.00	INR

Basic Da... | Payme... | Detai... | T... | Withholding t... | Contac... | No...

Invoice date	02.10.2019	Reference	INV/10/2019
Posting Date	02.10.2019		
Amount	105,000.00		INR
		☑ Calculate Tax	
Tax Amount	5,000.00	V1 V1 (CGST+SGST 5% Input)	
Bus.Place/Sectn	/		
Text	TEST		
Paymt terms	Due immediately		

Vendor 0000400010
Company
JAI BALAJI &CO
107 SIDCO Industrial Estates, Ambattur
600098 Ahmedabad
044-26251279   044-26255038
OI

PO Referen... | G/L Accou... | Materi...

1 Purchase Order/Scheduling Agreement		4503000007		➡		1 Goods/service items	
					Layout	7_6310 All information	

Item	Amount	Quantity	Ord	☑	Purchase order	Item	PO Text	Central Contract
1	100,000.00	1,000	EA	☑	4503000007	10	PADS, STAMPING VIOLET / PURPLE COLOUR	

Step 5: Click on "Simulate".

Step 6: Check and verify the line items and click on **"Post".** Once the document is posted the system will populate the below message.

To view immediately posted invoice as well as accounting document, go to menu bar and click on **"Invoice document"** and click on **"Display".**

Click on **"Follow-On Documents".**

Double click on two "**Accounting Document**" to view the line items 1. Invoice 2. Retention

1. Invoice Accounting Document:
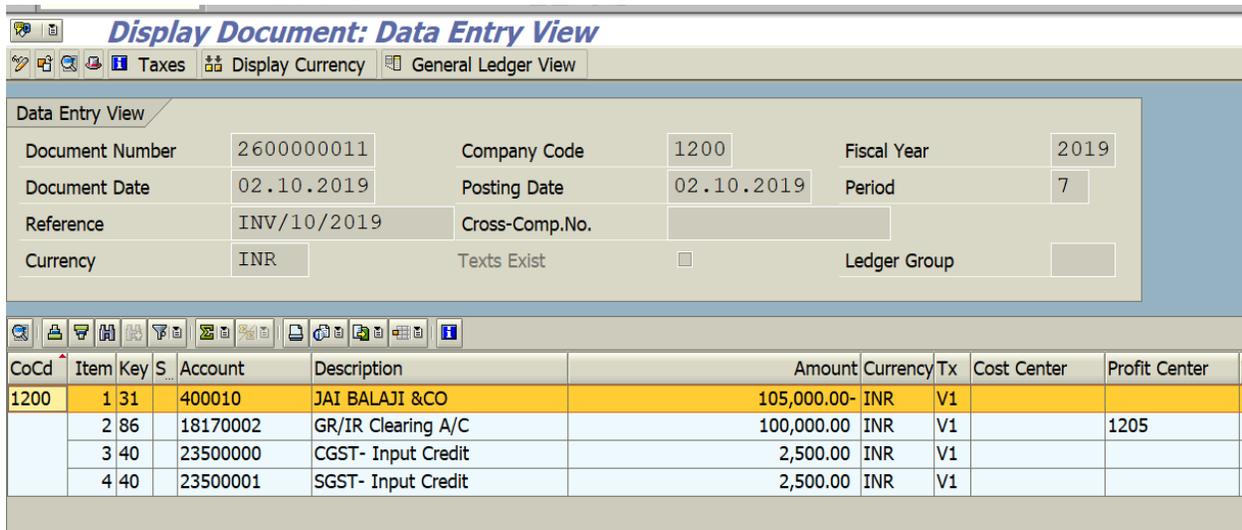
2. Retention Accounting Document:

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	2600000012	Company Code	1200	Fiscal Year	2019
Document Date	02.10.2019	Posting Date	02.10.2019	Period	7
Reference	INV/10/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	☐	Ledger Group	

CoCd	Item	Key	S	Account	Description	Amount	Currency	Tx	Cost Center	Profit Center	Ves
1200	1	21		400010	JAI BALAJI &CO	10,500.00	INR				
	2	39	R	400010	JAI BALAJI &CO	10,500.00-	INR				

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

Vendor Line Item Display

Selections Create Dispute Case

Vendor	400010
Company Code	1200

Name	JAI BALAJI &CO
City	Ahmedabad

	St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	🔴		2600000011	RE	02.10.2019		⚠	105,000.00-	INR		TEST
☐	🔴		2600000012	RG	02.10.2019		⚠	10,500.00	INR		TEST
*	🔴							94,500.00-	INR		
** Account 400010								94,500.00-	INR		

Vendor   *

20.   Service PO Process:

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

SAP User Manual for Accounts Payables Process

Step 1: Enter the transaction code ME21N in command bar and press enter.

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

Step 3: Provide the values as shown above and press enter and in the next screen enter the required details.

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.

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

Step 6: Enter the required "**Tax Code**" and click on "Account Assignment" tab.

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.

SAP User Manual for Accounts Payables Process
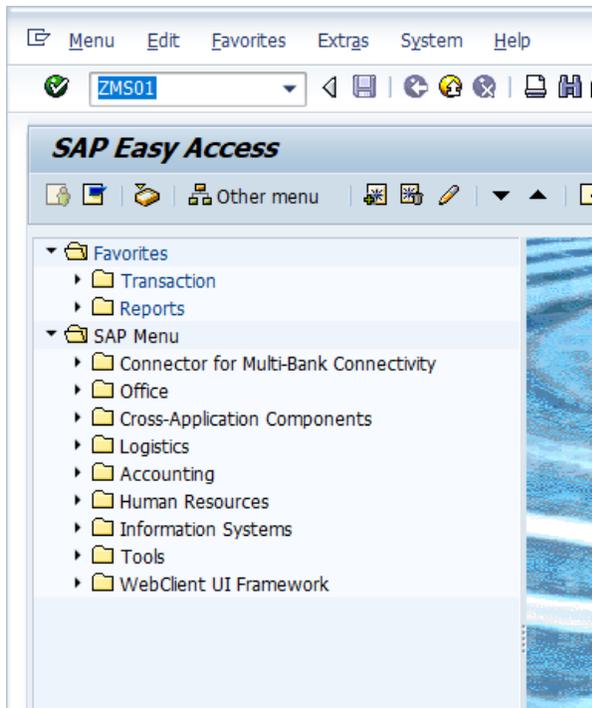
Company code details can be selected from Company code list data

Step 2: In the next screen enter the required details.
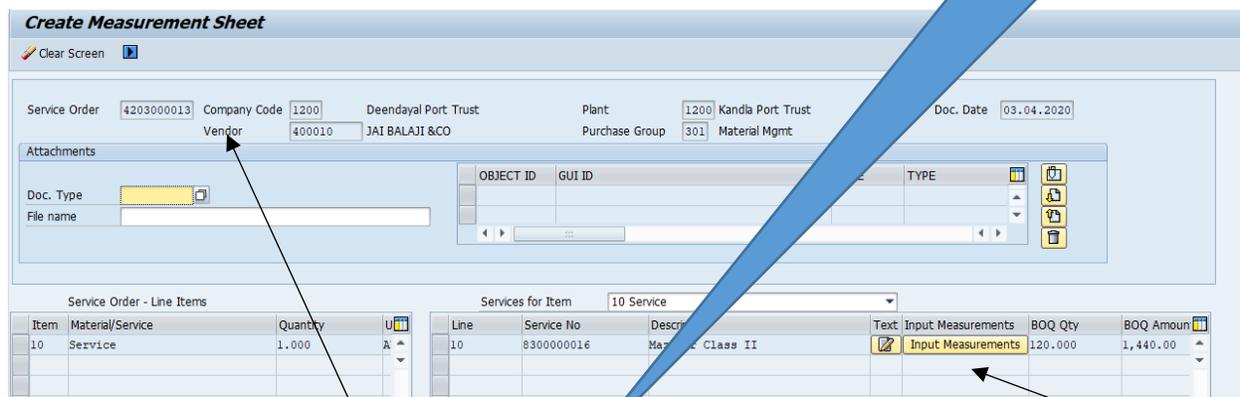
Step 3: Enter "**Service PO Number & Company Code**" and press enter and Click on the "**Input Measurement**" button to record the Service Consumption.
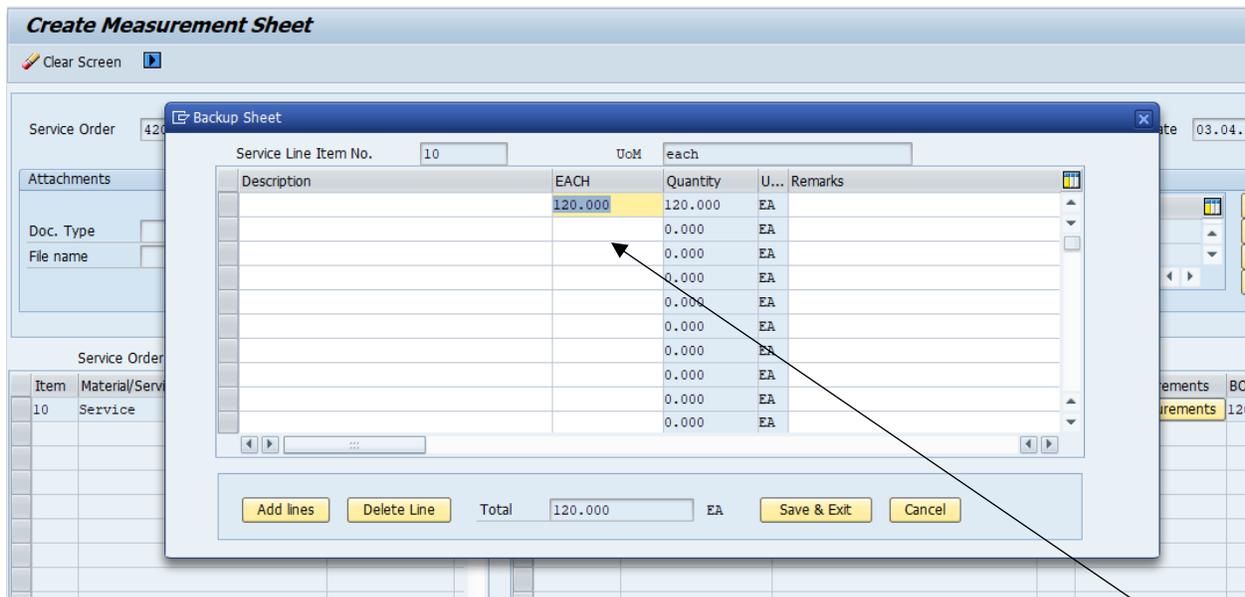
Step 4: system will open the Backup Sheet to record the Service Consumption. Enter the "**Consumed Quantity**" in the Provided Space and Click on the "**Save & Exit**" Button
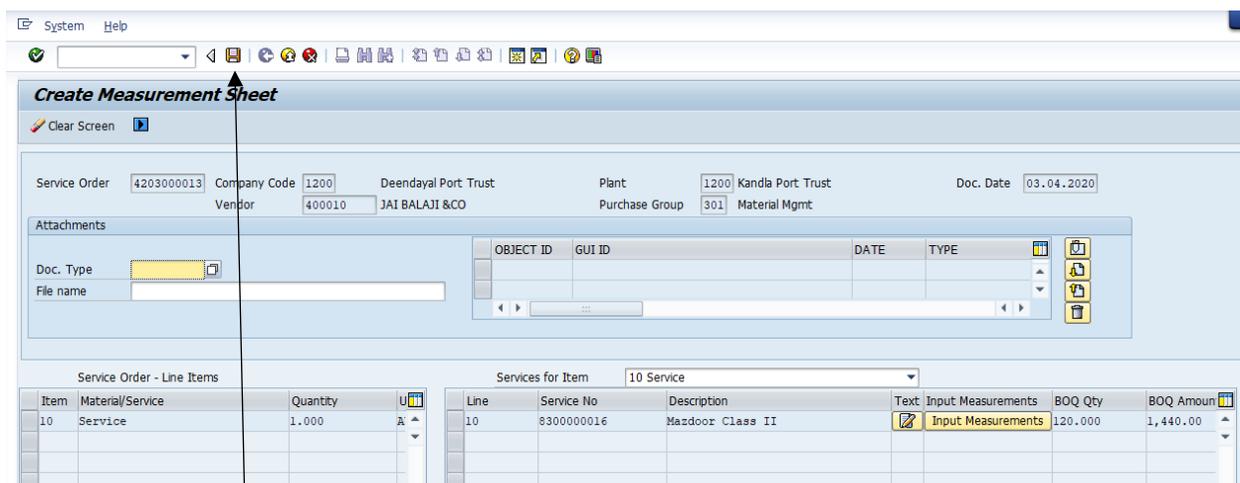
Step 5: Click on "**Save**" icon.

Step6: After Click the "**Save**" Icon, system will create the JMS and will display the document number.

SAP User Manual for Accounts Payables Process
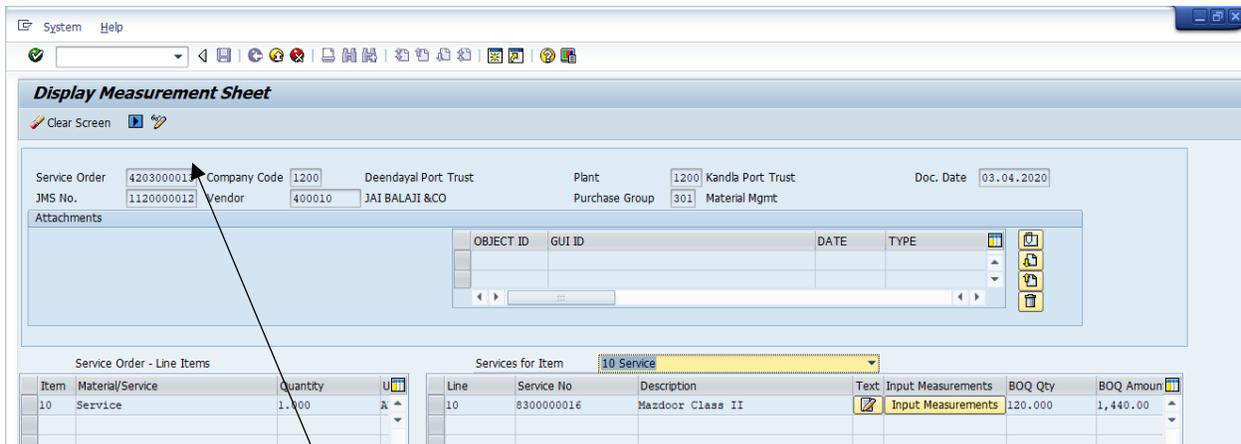
Step 7: Click on the "**Change**" icon.
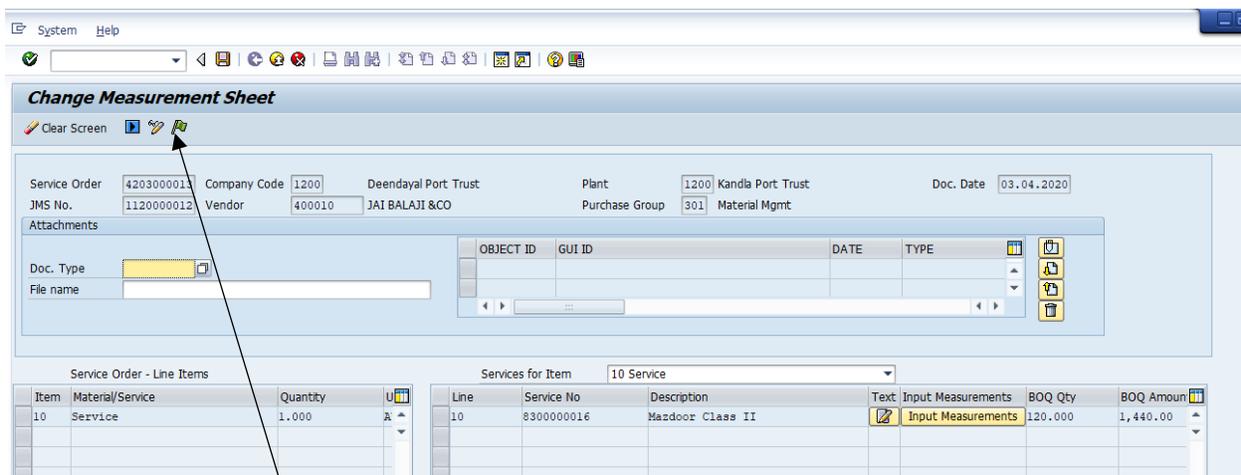
Step 8: Click on the "**Release**" icon to trigger the approval process.
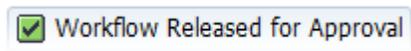
Step 9: System will display the "**Workflow released for approval**" message at the bottom of the screen.

SAP User Manual for Accounts Payables Process
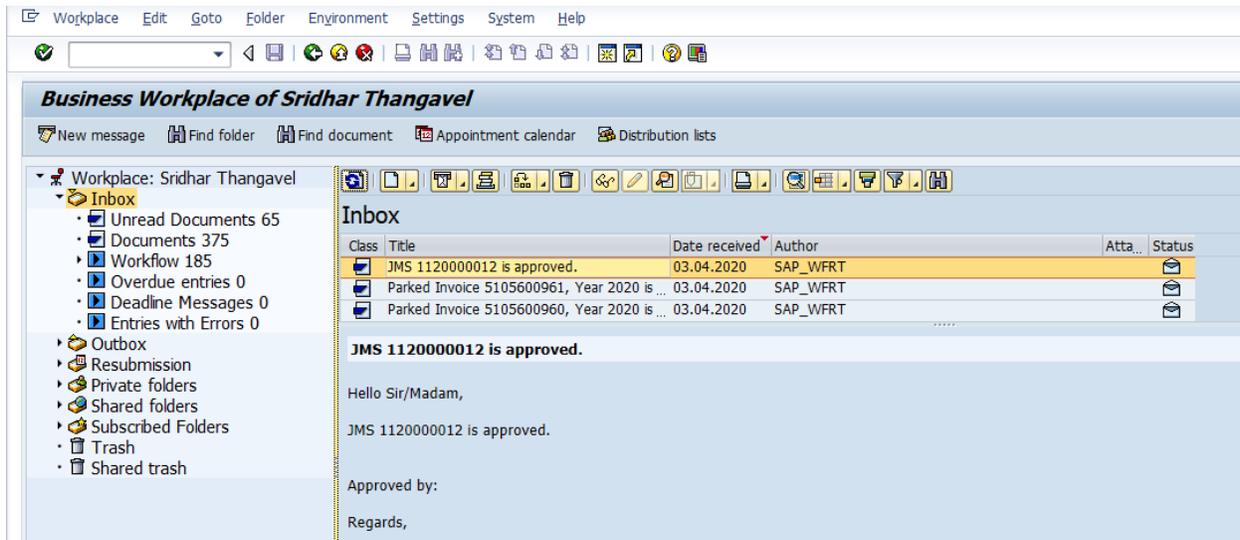
Step 10: After Approval Initiator will receive the Approved mail.
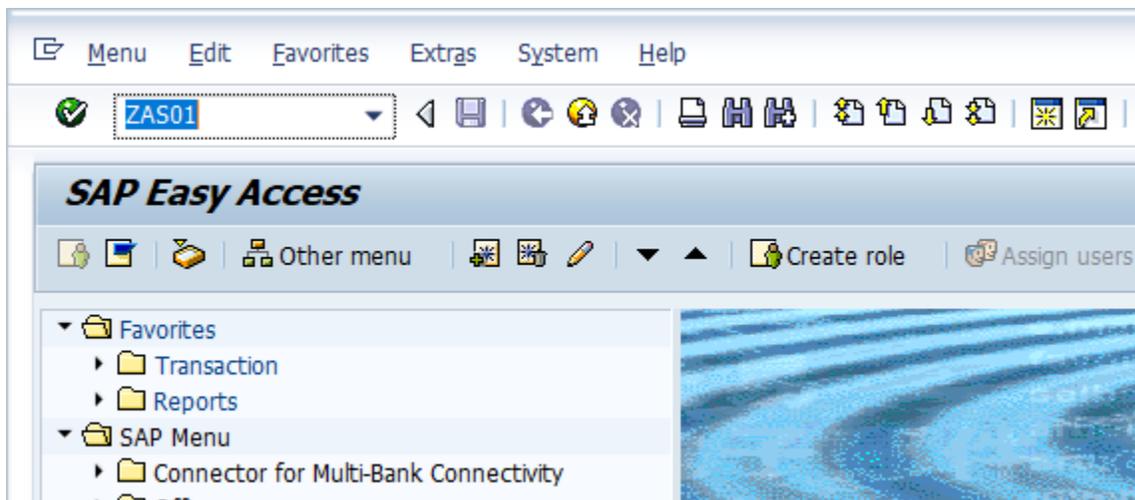
Step12: To create the Abstract from the Approved JMS, enter the T Code ZAS01 and Press Enter.

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

Step13: Enter the Service PO Number and Company Code and Press Enter,

Step14: Select the Approved JMS and click the "Process Selection" Push button.

Step15: Click on the "**Save**" icon.

Accepting No Limits   Alternative Thinking   Driving Positive Change
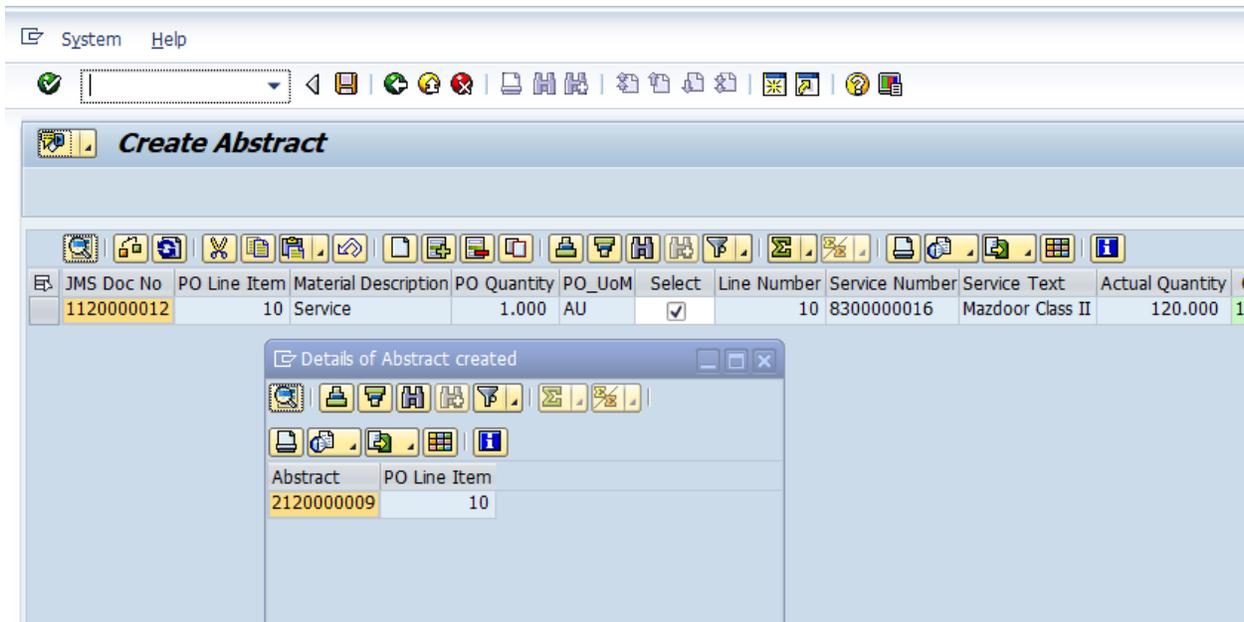
Step16: System will create the Abstract and will show the "**Abstract**" Number.
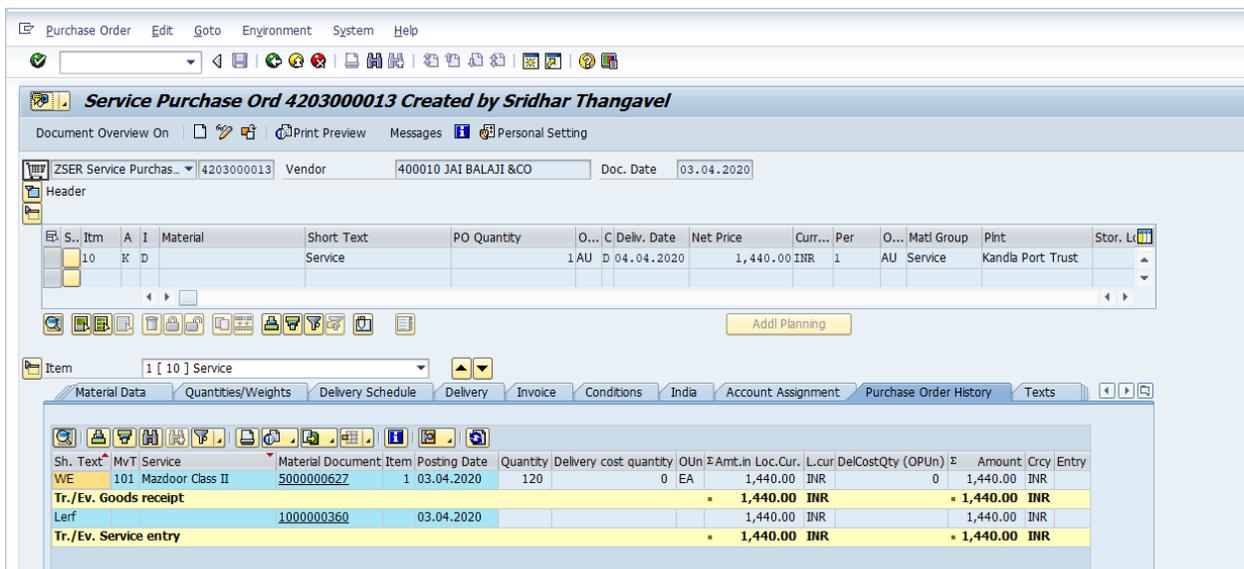
Step17: System will create the "**Service Entry Sheet**" and "**GR Document**" both will get update the Purchase Order History Tab.

Accepting No Limits | Alternative Thinking | Driving Positive Change

SAP User Manual for Accounts Payables Process
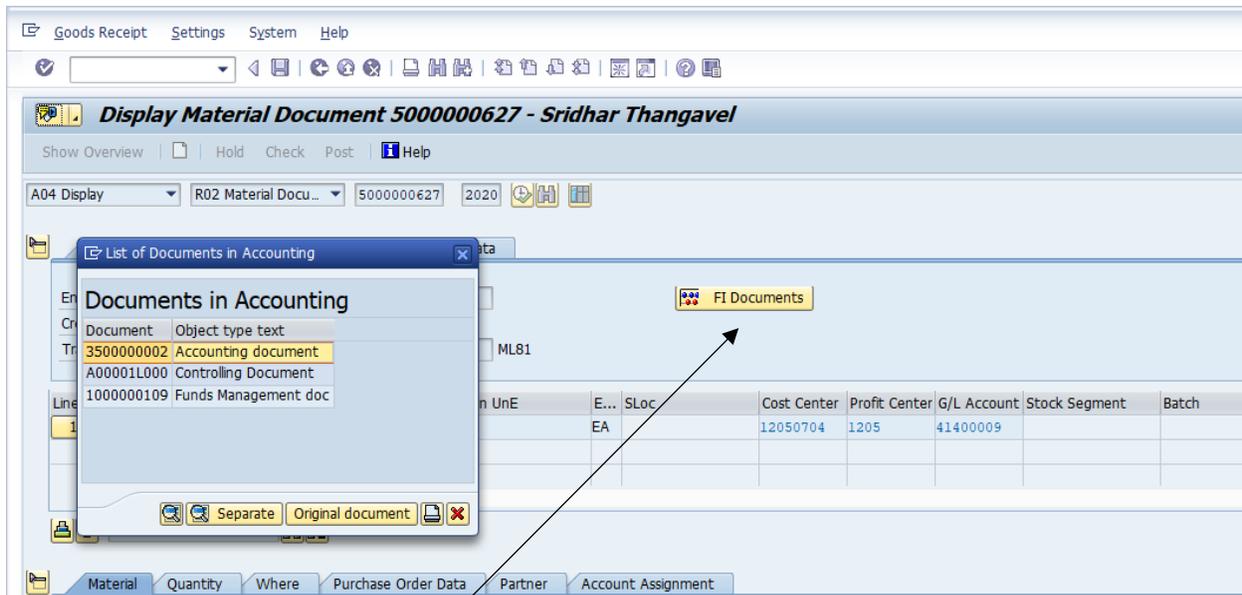
Step18: In the above screen click on "**FI DOCUMENT**" the system will display the below screen
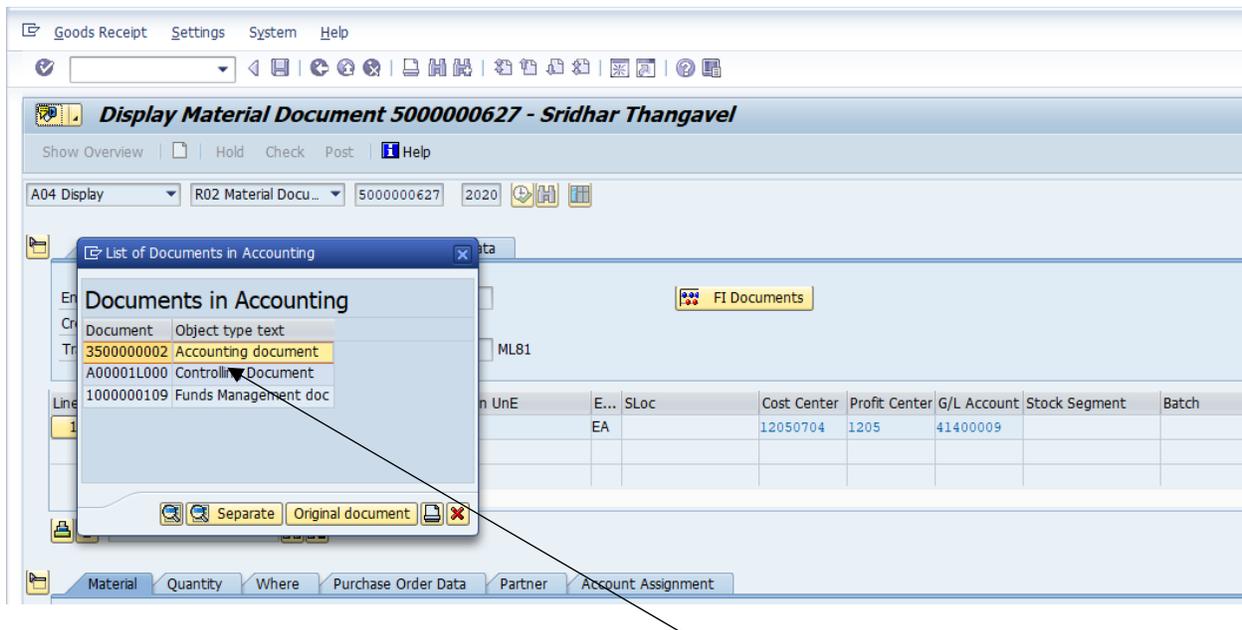
Step 19: In the above screen double click on "**Accounting Document**" then the system will display the below screen

Accepting No Limits   Alternative Thinking   Driving Positive Change

Step20: System will display the Accounting Document.

MIR7 – Vendor Invoice Parking:

Accepting No Limits   Alternative Thinking   Driving Positive Change

SAP User Manual for Accounts Payables Process

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

Step3: Provide the values as shown above and select the **"Calculate tax"** and press enter.

Step 4: Provide the "same amount" in the "**Amount field**" and provide the HSN code in PO line item.

Park Incoming Invoice: Company Code 1200

Show PO structure   Show worklist | Hold   Simulate   Save as Completed | Messages   Help   NF

| Transaction | 1 Invoice | ▼ | | | Balance | 0,00 | INR |

Vendor 0000400010

| Basic Data | Payment | Details | Tax | Withholding tax | Contacts | Note |

Company

JAI BALAJI &CO

Invoice date 03.04.2020   Reference DEPT/INV/2020

107 SIDCO Industrial Estates, Ambattur

Posting Date 03.04.2020

600098 Ahmedabad

Amount 1.512,00   INR

☑ Calculate Tax   044-26251279   044-26255038

Tax Amount 72,00   V1 V1 (CGST+SGST 5% Input) ▼

Bus.Place/Sectn [ ] / [ ]

Text Vendor invoice park document workflow   OI

Paymt terms Due immediately

| PO Reference | G/L Account | Material |

1 Purchase Order/Scheduling Agreement ▼   4203000013   [ ]   ⮕   1 Goods/service items ▼

Layout   7_6310 All information ▼

Item	Amount	Quantity	Or...	✓	Purchase order	Item	PO Text	Central Contrac
1	1.440,00	120	EA	☑	4203000013	10	Mazdoor Class II	

Step 5: Click on "**Simulate".**

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 " **Button**", the system will give the information message as below

Step 7: To approve the document login as approver in the SAP system.

Step 8: Click on " " SAP Business Workspace Button.
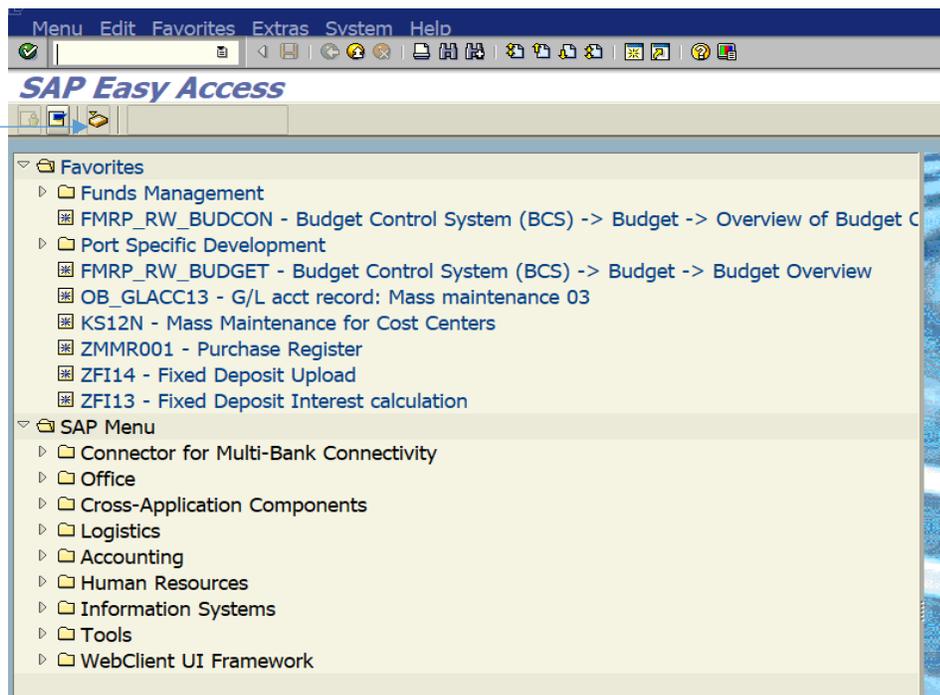
Step 9: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**5105600969**" message will appear, Double click on the work flow and proceed for next step.

Step 11: In this step Click on the Approve option to post the parked Invoice "**5105600969**".

Decision Step in Workflow

Workflow   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
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.	No attachments or objects exist

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

MIRO – Vendor Invoice Posting (For Service PO):

Step 1: Enter Transaction code MIRO in command bar and press enter
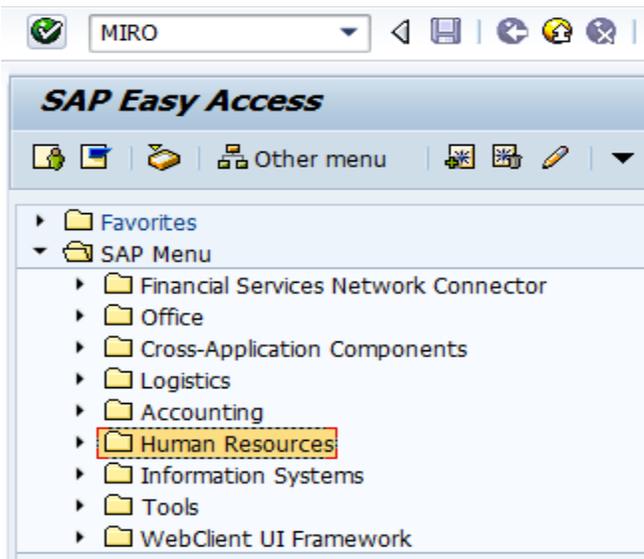
Step 2: In the next screen enter the required details
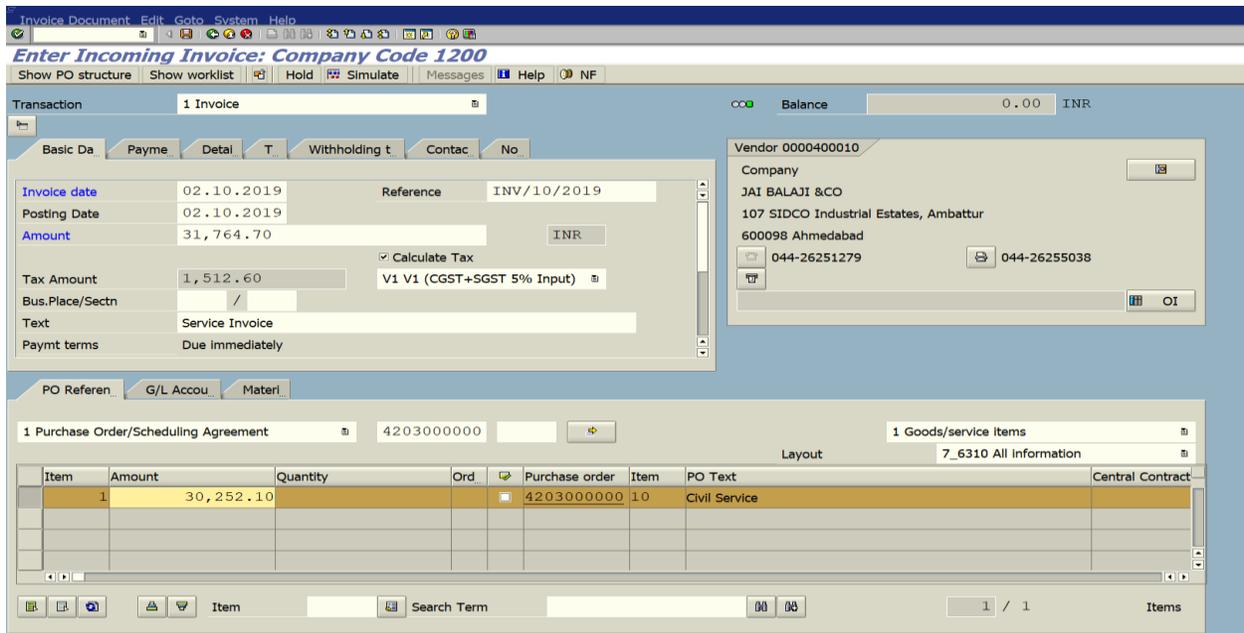
Step 3: Provide the values as shown above and click on "Simulate"
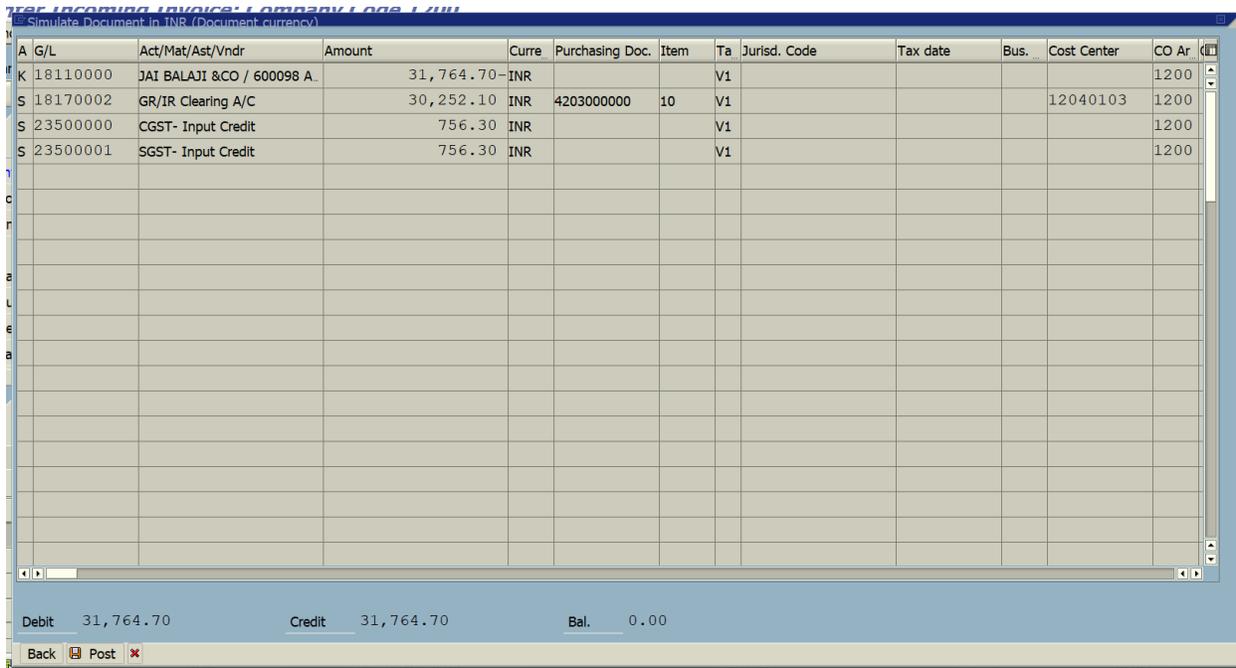
Step 4: Check and verify the line items and click on "Post". Once the document is posted the system will display the below message

Document no. 5105600773 created (

Display of posted accounting document (Which related to Invoice Document)

CoCd	Item	Key	S	Account	Description	Amount	Currency	Tx	Cost Center	Profit Center	Ves
1200	1	31		400010	JAI BALAJI &CO	31,764.70-	INR	V1			
	2	86		18170002	GR/IR Clearing A/C	30,252.10	INR	V1	12040103	1204	
	3	40		23500000	CGST- Input Credit	756.30	INR	V1			
	4	40		23500001	SGST- Input Credit	756.30	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.

SAP User Manual for Accounts Payables Process

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

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.
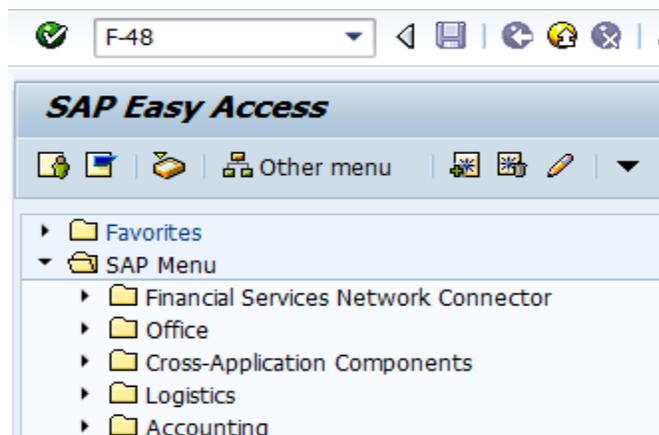
Copyright © 2020 Tech Mahindra. All rights reserved.

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

Post Vendor Down Payment: Header Data

New Item   Requests

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.

Accepting No Limits   Alternative Thinking   Driving Positive Change

Post Vendor Down Payment Add Vendor item

More data | New Item | Withholding tax

Vendor	400010	JAI BALAJI &CO	G/L Acc	23520000
Company Code	1200	107 SIDCO Industrial Estates, Ambat		
Deendayal Port Trust		Ahmedabad		

Item 2 / Down payment made / 29 A

Amount	21000		INR	
	☐ Calculate Tax	Bus./Sectn		
Bus. Area				
Disc.perc.		CD Amount		
			Real Estate	☐
Purch.Doc.				
			Flow Type	
Contract	/			
Assignment				
Text	Advance Payment		Long Texts	

Step 4: Goto Document and simulate

Post Vendor Down Payment Display Overview

Display Currency | Taxes | Reset

Document Date	03.04.2020	Type	KZ	Company Code	1200
Posting Date	03.04.2020	Period	1	Currency	INR
Document Number	INTERNAL	Fiscal Year	2020	Translation dte	03.04.2020
Reference	ADVANCE PAYMENT			Cross-CC Number	
Doc.Header Text	Advance Payment			Trading part.BA	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001 50		0023110001	Allahabad Bank -Inc		21.000,00-	
002 29A		0000400010	JAI BALAJI &CO		21.000,00	

D 21.000,00   C 21.000,00   0,00   *   2 Line Items

Step 5: Check and verify the line items and post the document. To post click on **"Post".**

☑ Document 2300000001 was posted in company code 1200

Display of posted document:

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 → SAP Menu→ Information Systems → Accounting→ Financial Accounting →
Accounts Payable → Account → Vendor Line Item Display (**FBL1N)**
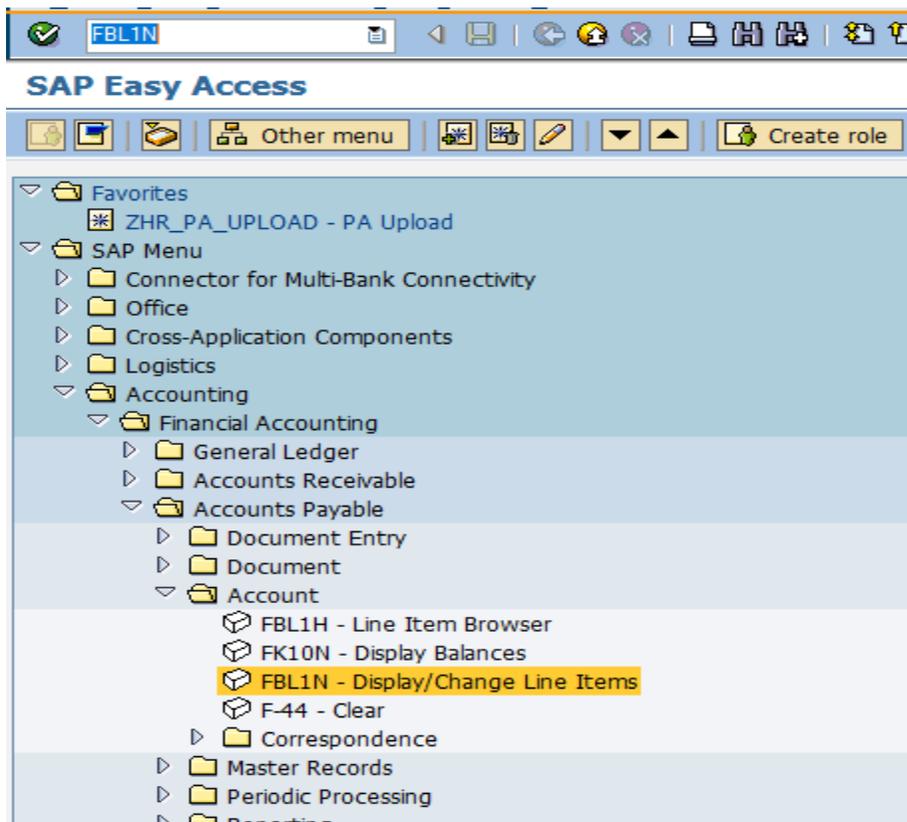
SAP User Manual for Accounts Payables Process

Step 2: Double click on FBL1N then the system will display the below screen.

Step 3: In the above screen once entered the required information as highlighted in yellow color then click on " ![button icon] " button the system will display the below screen.

SAP User Manual for Accounts Payables Process

Vendor Line Item Display

Vendor   400067
Company Code   1100

Name   David enterprises
City

	St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	🔴		2200000088	KR	12.03.2020		⚡	100,00-	INR		Vendor Invoice
	🔴		2200000089	KR	17.03.2020		⚡	10.000,00-	INR		Vendor Invoice
	🔴		2200000090	KR	17.03.2020		⚡	150,00-	INR		Vendor Invoice
	🔴		2200000091	KR	17.03.2020		⚡	160,00-	INR		Vendor Invoice test
	🔴		2200000092	KR	17.03.2020		⚡	170,00-	INR		Vendor Invoice
*	🔴							10.580,00-	INR		
**	Account 400067							10.580,00-	INR		

Vendor   *
Company Code   *

Name   *
City   *

	St	Assignment	DocumentNo	Type	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.

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

Step 4: In this step we are now executing the above report to display only the "**Cleared items**".

Step 5: 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.

Vendor Line Item Display

	St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
	🟩		2200000087	KR	12.03.2020			10.000,00-	INR	2300000012	Vendor Invoice
	🟩		2300000012	KZ	06.07.2020			10.000,00	INR	2300000012	
*	🟩							0,00	INR		

** Account 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
***							0,00	INR		

Vendor 400067
Company Code 1100

Name David enterprises
City

As per the above screen shown now how many "**Cleared items**" are available in that Vendor account 400067 for which the balances are displayed.

Step 6: In this step we are now executing the above report to display the "**All items**".

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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St		Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in Local Crcy	LCurr	Clrng doc.	Text
☐	●		2200000088	KR	12.03.2020	⚡		100,00-	INR		Vendor Invoice
☐	●		2200000089	KR	17.03.2020	⚡		10.000,00-	INR		Vendor Invoice
☐	●		2200000090	KR	17.03.2020	⚡		150,00-	INR		Vendor Invoice
☐	●		2200000091	KR	17.03.2020	⚡		160,00-	INR		Vendor Invoice test
☐	●		2200000092	KR	17.03.2020	⚡		170,00-	INR		Vendor Invoice
*	●							10.580,00-	INR		
☐	■		2200000087	KR	12.03.2020			10.000,00-	INR	2300000012	Vendor Invoice
☐	■		2300000012	KZ	06.07.2020			10.000,00	INR	2300000012	
*	■							0,00	INR		
** Account 400067								10.580,00-	INR		

Vendor 400067
Company Code 1100

Name David enterprises
City

As per the above screen shown now how many "**All items**" are available in that Vendor account 400067 for which the balances are displayed.

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FK10N – Vendor Account Balance Display:

Step 1: Enter Transaction code FK10N in command bar (or) Follow the below navigation path

Easy Access → SAP Menu→ Information Systems → Accounting→ Financial Accounting → Accounts Payable → Account → Vendor Account Balance Display (**FK10N)**
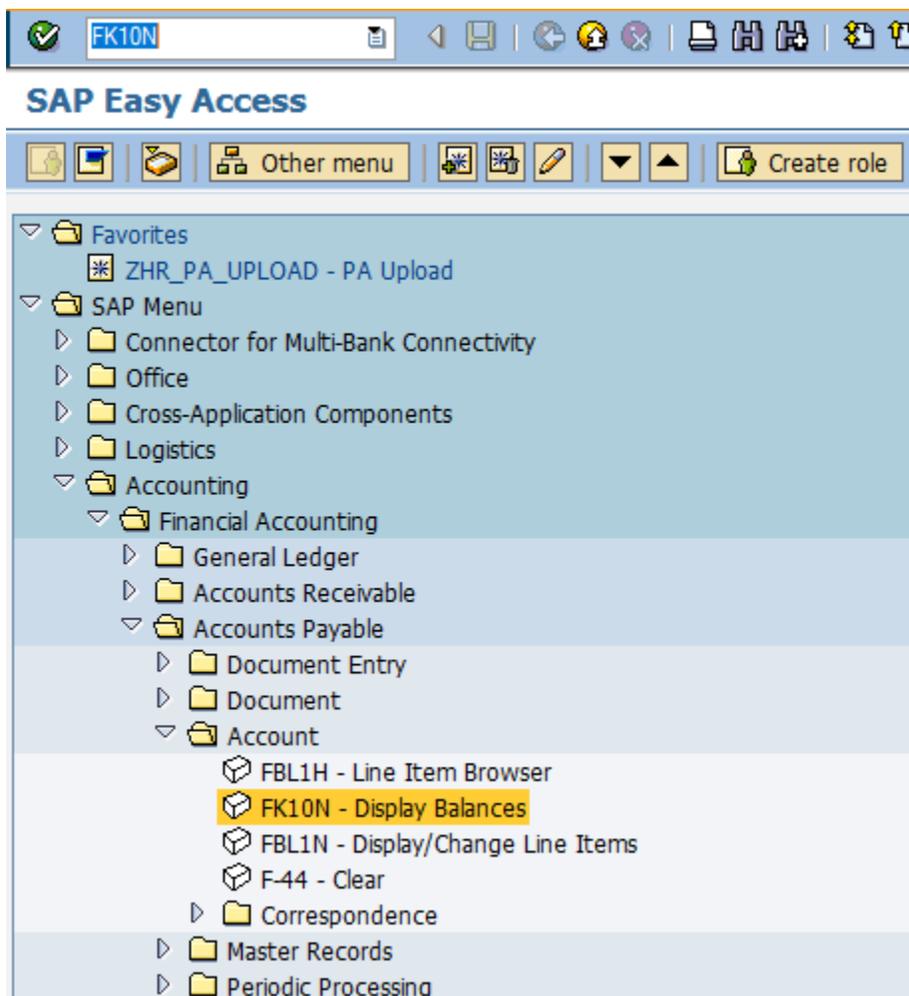
Step 2: Double click on FK10N then the system will display the below screen.

Vendor Balance Display

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.

Vendor Balance Display

Vendor	400067	David enterprises
Company Code	1100	Chennai Port Trust
Fiscal Year	2020	
Display crrncy	INR	

Bals | Special G/L

Period	Debit	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				10.580,00-	
9				10.580,00-	
10				10.580,00-	
11				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.

FBL1H – Line Item Browser:

Step 1: Enter Transaction code FBL5H in command bar (or) Follow the below navigation path

Easy Access → SAP Menu→ Information Systems → Accounting→ Financial Accounting → Accounts Payable → Account → Line Item Browser (**FBL1H).**
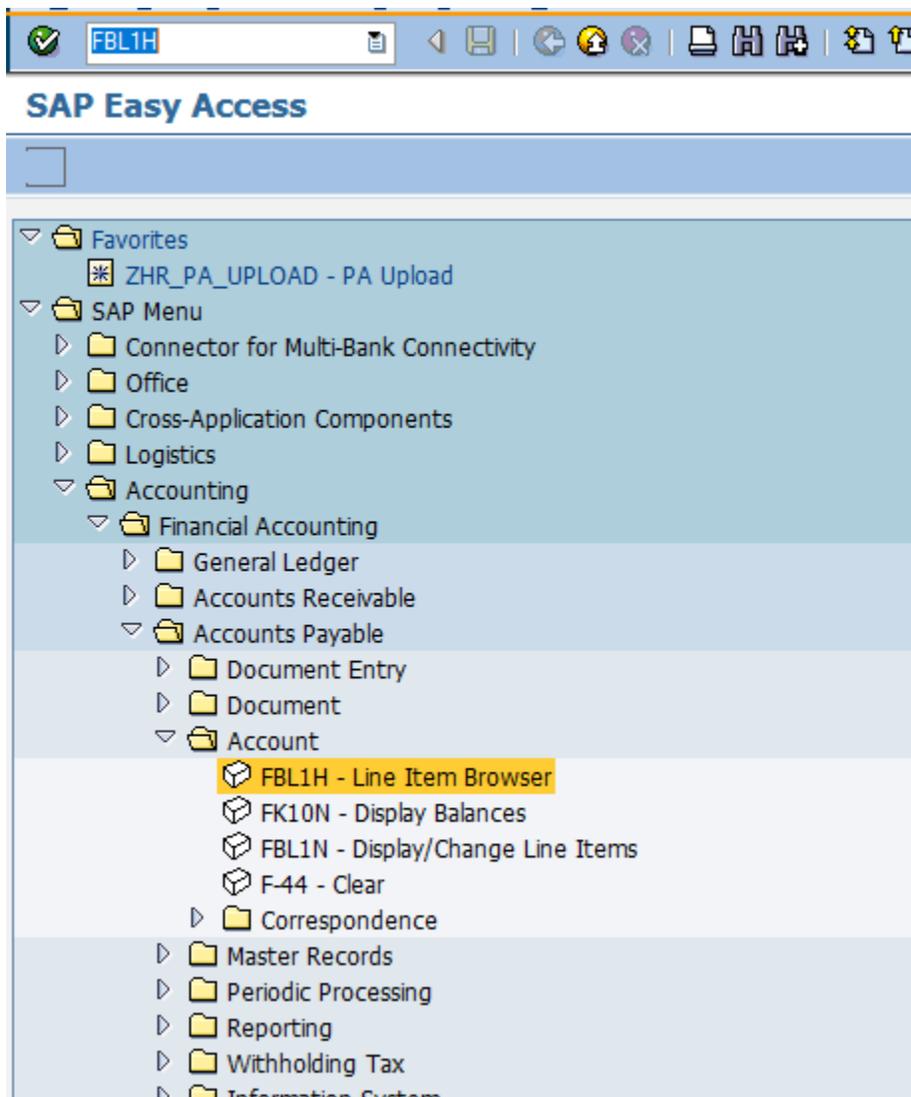
Step 2: Double click on FBL1H then the system will display the below screen.

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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Vendor Line Item Browser

CoCode	Fiscal Yr	Period	Vendor	CCodeCurr	CCode Curr Value	DB Rows
				INR	1.821.861,14-	166
1100	2019	4	400001		80.000,00-	1
		5			100.000,00-	1
		6			390.236,20-	6
		7			53.221,52-	26
		10	400002		54.000,00-	2
		7	400005		116.569,82-	6
		8			6.607,40-	12
		11			49.974,80	2
		12			886,66-	9
		7	400006		100.000,00-	1
		12	400011		100,00	1
		6	400016		22.481,25-	2
		12			2.180,25-	2
			400017		1.474,88-	2
		10	400063		10.500,00-	1
		11			5.000,00	1
		12			2.000,00	1
		8	400064		20.000,00-	2
		12	400067		10.580,00-	5
		11	400094		120.100,00-	42
			400121		537,60-	2
		12			786,46-	6
			400152		51,46-	1
		6	500004		449.624,70-	2
		12			36.337,50-	4
	2020	2	400001		1.923,00-	1
		4			4.116,00-	3
		1	400005		12.084,00-	5

Rows displayed: 37

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.

SAP User Manual for Accounts Payables Process

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